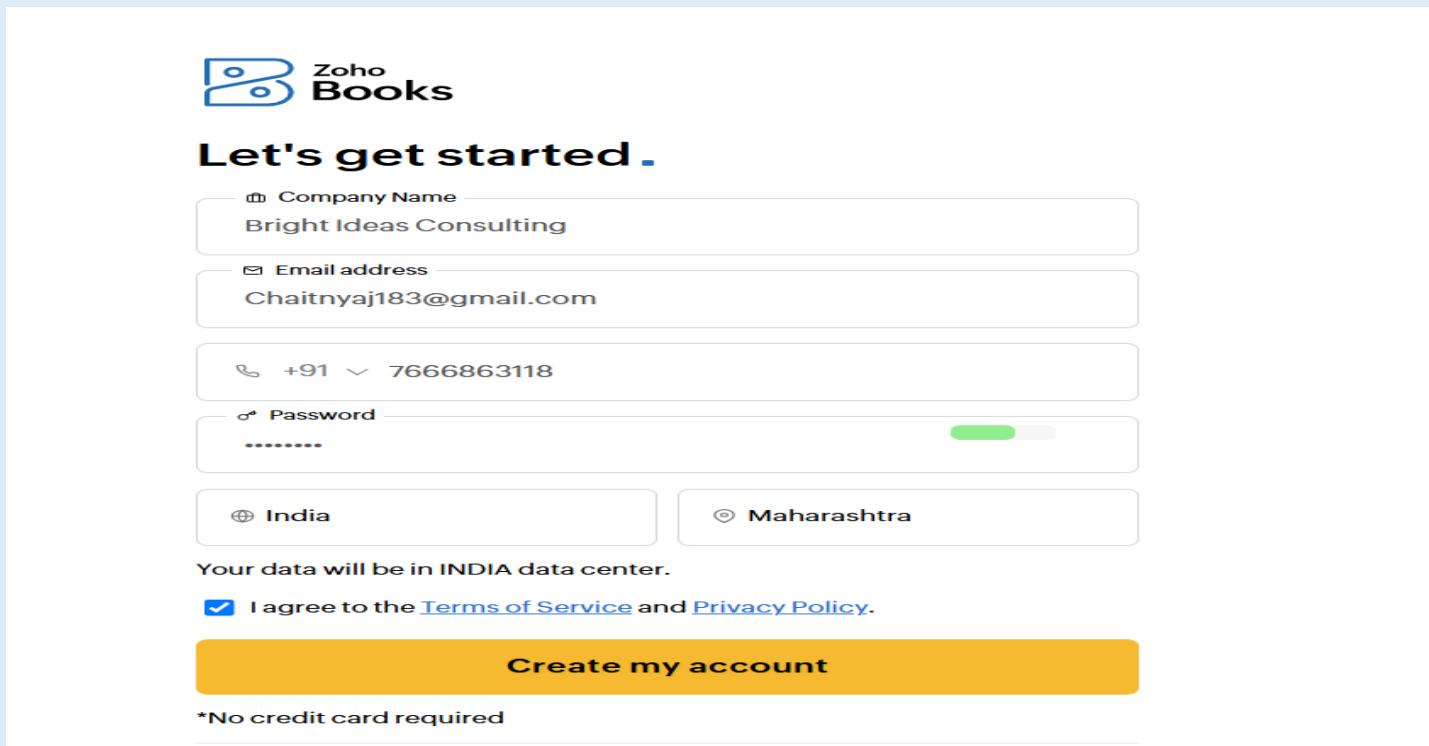


- **Milestone 1: Set up your account**

Activity 1: Sign up for a Zoho Books account and Login

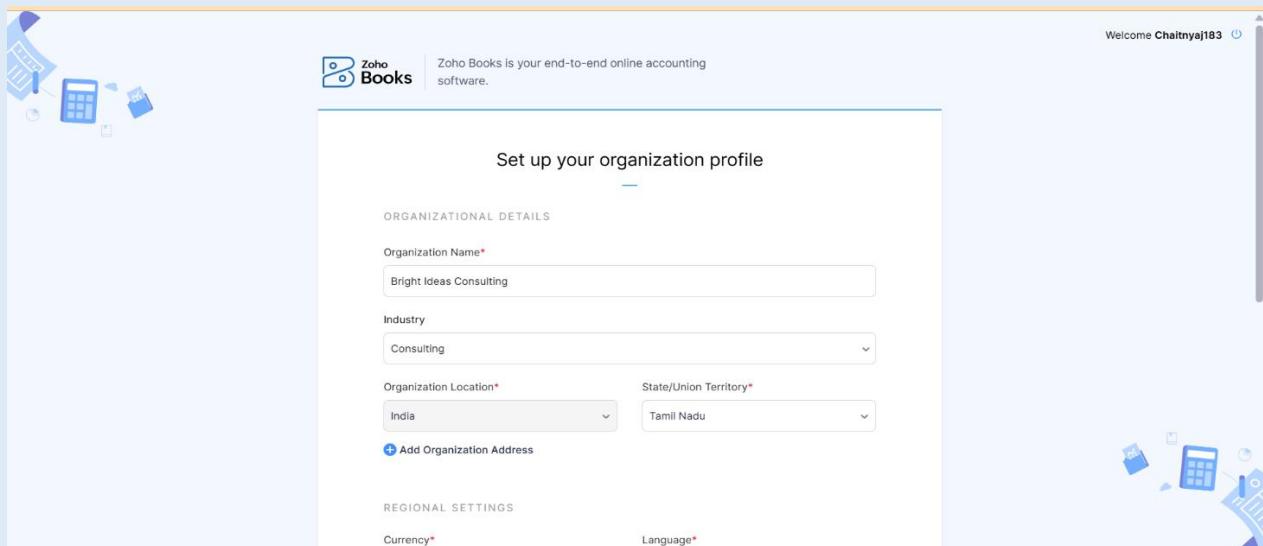
We create an organizational profile by adding the organization name “Bright Ideas Consulting” and then set up an organizational profile with appropriate information.



The screenshot shows the Zoho Books sign-up page. At the top, there's a logo and the text "Let's get started.". Below that are several input fields:

- Company Name: Bright Ideas Consulting
- Email address: Chaitnyaj183@gmail.com
- Phone number: +91 7666863118
- Password: (redacted)
- Location: India (radio button selected)
- State: Maharashtra (radio button selected)

Below the fields, there's a note: "Your data will be in INDIA data center." followed by a checkbox for "I agree to the [Terms of Service](#) and [Privacy Policy](#)". A large yellow button at the bottom right says "Create my account". At the very bottom, a small note says "*No credit card required".



The screenshot shows the "Set up your organization profile" screen. It has two main sections: "ORGANIZATIONAL DETAILS" and "REGIONAL SETTINGS".

ORGANIZATIONAL DETAILS

- Organization Name*: Bright Ideas Consulting
- Industry: Consulting
- Organization Location*: India
- State/Union Territory*: Tamil Nadu
- Add Organization Address (button)

REGIONAL SETTINGS

- Currency*: (dropdown menu)
- Language*: (dropdown menu)

At the top left, there's a sidebar with icons for Home, Create, Reports, and Help. At the top right, it says "Welcome Chaitnyaj183".

Activity 2: Introduction

The screenshot shows the Zoho Books dashboard for a user named Chaitnyaj183 from Bright Ideas Consulting. The dashboard includes sections for Total Receivables (Current: ₹0.00, Overdue: ₹0.00), Total Payables (Current: ₹0.00, Overdue: ₹0.00), and Cash Flow (Current: ₹0.00). A sidebar on the left lists various modules: Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configuration. The top right corner displays trial information, a helpdesk link, and a 'Need Assistance?' button.

In this activity, we familiarised ourselves with all the tabs under Zoho books.

Activity 3: let's get started

Let's Assume Bright Ideas Consulting is offering the below list of various services:

1. Management Consulting
2. Financial Consulting
3. Human Resources (HR) Consulting
4. Legal Consulting

The selling Price for all the above services is say Rs.1000/- per Consulting Hour. Output GST @ 18% is applicable for all the above services.

• Milestone 2: Service Creation:

Activity 1: Creation

1. Management Consulting

The screenshot shows the 'New Item' creation form in Zoho Books. The left sidebar navigation includes Home, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main form has the title 'New Item'. Under 'Type', 'Service' is selected. The 'Name*' field contains 'Management Consulting'. The 'Unit*' field is set to 'Hrs'. The 'SAC' field contains '998311'. The 'Tax Preference*' dropdown is set to 'Taxable'. Under the 'Sales Information' section, 'Selling Price*' is set to INR 1000, and the 'Account*' dropdown is set to 'Sales'. Under the 'Purchase Information' section, 'Cost Price' is set to INR 0, and the 'Account' dropdown is set to 'Cost of Goods Sold'. At the bottom are 'Save' and 'Cancel' buttons.

The screenshot shows the 'Management Consulting' item details page in Zoho Books. The left sidebar navigation is identical to the previous screen. The main area displays the item information: Name is 'Management Consulting', Selling Price is '₹1,000.00', and the Overview tab is selected. Detailed item information includes: Item Type 'Sales Items (Service)', SAC '998311', Unit 'Hrs', Created Source 'User', Tax Preference 'Taxable', Intra State Tax Rate 'GST18 (18 %)', Inter State Tax Rate 'IGST18 (18 %)'. The Sales Information section shows: Selling Price '₹1,000.00' and Sales Account 'Sales'. There are tabs for 'Transactions' and 'History'.

Here we create our first item/service creation which is management consulting. By going to “**Items**” from the Navigation Panel and clicking on “**+ New**” Button and give the respective fields such as

- Item Name
- Units (eg. Hrs)
- SAC Code of the Item (Eg: 998311)
- Sale Price
- Tax Rate

After providing all the required details click on save.

2. Financial Consulting:

The screenshot shows the 'New Item' form in a software application. The left sidebar lists various modules: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main form has the following fields:

- Type: Service (radio button selected)
- Name*: Financial Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information:** Selling Price* (INR 1000), Account* (Sales), Description
- Purchase Information:** Cost Price (INR), Account (Cost of Goods Sold), Description

At the bottom are 'Save' and 'Cancel' buttons.

3. Human Resources (HR) Consulting

The screenshot shows the 'New Item' form for Human Resources (HR) Consulting. The left sidebar is identical to the previous screenshot. The main form fields are:

- Type: Service (radio button selected)
- Name*: Human Resources (HR) Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information:** Selling Price* (INR 1000), Account* (Sales), Description
- Purchase Information:** Cost Price (INR), Account (Cost of Goods Sold), Description

At the bottom are 'Save' and 'Cancel' buttons.

4. Legal Consulting:

The screenshot shows the 'New Item' form for Legal Consulting. The left sidebar is identical to the previous screenshots. The main form fields are:

- Type: Service (radio button selected)
- Name*: Legal Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information:** Selling Price* (INR 1000), Account* (Sales), Description
- Purchase Information:** Cost Price (INR), Account (Cost of Goods Sold), Description

At the bottom are 'Save' and 'Cancel' buttons.

Activity 2: Review of Items after Addition

The screenshot shows the Zoho Books interface. The left sidebar has a 'Books' icon and a 'Books' title. The main menu includes 'Home', 'Items' (which is selected and highlighted in blue), 'Banking', 'Sales', 'Purchases', 'Time Tracking', 'e-Way Bills', 'GST Filing', 'Accountant', 'Reports', 'Documents', and 'More Features'. A notification badge '3' is visible above the 'Items' icon. The top right features a search bar 'Search in Items (/)', user status 'You are currently in th...', upgrade info 'Upgrade | Bright Ideas Cons...', and system icons for upgrade, notifications, settings, and help.

Active Items

NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Legal Consulting		₹0.00		₹1,000.00	998311	Hrs
Human Resources (HR) Consulting		0		₹1,000.00	998311	Hrs
Financial Consulting		0		₹1,000.00	998311	Hrs
Management Consulting		0		₹1,000.00	998311	Hrs

Here we successfully added all the items that are:

1. Management Consulting
2. Financial Consulting
3. Human Resources (HR) Consulting
4. Legal Consulting

• Milestone 3: Vendors

Activity 1: Vendor Creation

1. Randstad Technologies

The screenshot shows the 'Books' application interface. The left sidebar has a navigation panel with various tabs like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Purchase Orders, Bills, Payments Made, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The 'Vendors' tab is selected and highlighted in blue. The main content area is titled 'New Vendor' and includes a sub-instruction 'Fetch Vendor Details From GSTN >'. It contains fields for Primary Contact (Salutation dropdown set to 'Randstad Technologi', Last Name input field), Company Name ('Randstad Technologies'), Display Name ('Randstad Technologies'), Email Address, Phone (Work Phone and Mobile dropdowns), and Other Details (GST Treatment dropdown set to 'Registered Business - Regular', GSTIN / UIN input field containing '33AAAAA0000A15Z', and Source of Supply dropdown set to '[TN] - Tamil Nadu'). At the bottom are 'Save' and 'Cancel' buttons.

Here we successfully created one Vendor in books from the Navigation Panel while going to Purchases>Vendors>Create New Vendors and add the respective fields>Click on save.

2. Amazon Web Services

This screenshot is identical to the previous one, showing the 'New Vendor' creation screen for 'Amazon Web Services'. The navigation panel on the left is the same, with the 'Vendors' tab selected. The main form fields are identical: Primary Contact (Salutation dropdown set to 'Amazon Web Service', Last Name input field), Company Name ('Amazon Web Services'), Display Name ('Amazon Web Services'), Email Address, Phone (Work Phone and Mobile dropdowns), and Other Details (GST Treatment dropdown set to 'Registered Business - Regular', GSTIN / UIN input field containing '33AAAAA0000A15Z', and Source of Supply dropdown set to '[TN] - Tamil Nadu'). The 'Save' and 'Cancel' buttons are at the bottom.

3. Raj Kamal External Consulting

New Vendor
Fetch Vendor Details From GSTN

Primary Contact: Salutation: Mr., Last Name: Raj Kamal External Consulting

Company Name: Raj Kamal External Consulting

Display Name*: Raj Kamal External Consulting

Email Address: (empty)

Phone: (Work Phone: empty, Mobile: empty)

Other Details

GST Treatment*: Unregistered Business

Source of Supply*: [TN] - Tamil Nadu

PAN: (empty)

Save Cancel

Activity 2: Review of Vendors List

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> Raj Kamal External Consulting	Raj Kamal External Consulting			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Amazon Web Services	Amazon Web Services			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Randstad Technologies	Randstad Technologies			Tamil Nadu	₹0.00	₹0.00

Here we successfully created all the vendors that are:

1. Randstad Technologies (GST registered)
2. Amazon Web Services (GST registered)
3. Raj Kamal External Consulting (Non GST)

• Milestone 4: Purchases

Activity 1: Purchase Order Creation

Bright Ideas Consulting has raised below purchase orders from the vendors:

1. 05-04-2023 Randstad Technologies – Office Equipment - Qty 20 @ Rs.10,000/- each GST @ 18%

New Purchase Order

Vendor Name*: Randstad Technologies

BILLING ADDRESS: + New Address

SHIPPING ADDRESS: + New Address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A15Z

Source of Supply*: [TN] - Tamil Nadu

Destination of Supply*: [TN] - Tamil Nadu

Delivery Address*: Organization Chaitanya183

Amount: 2,00,000.00

TAX: GST18 [18%]

AMOUNT: 2,00,000.00

Customer Notes: Will be displayed on purchase order

Save as Draft, **Save and Send**, **Cancel**

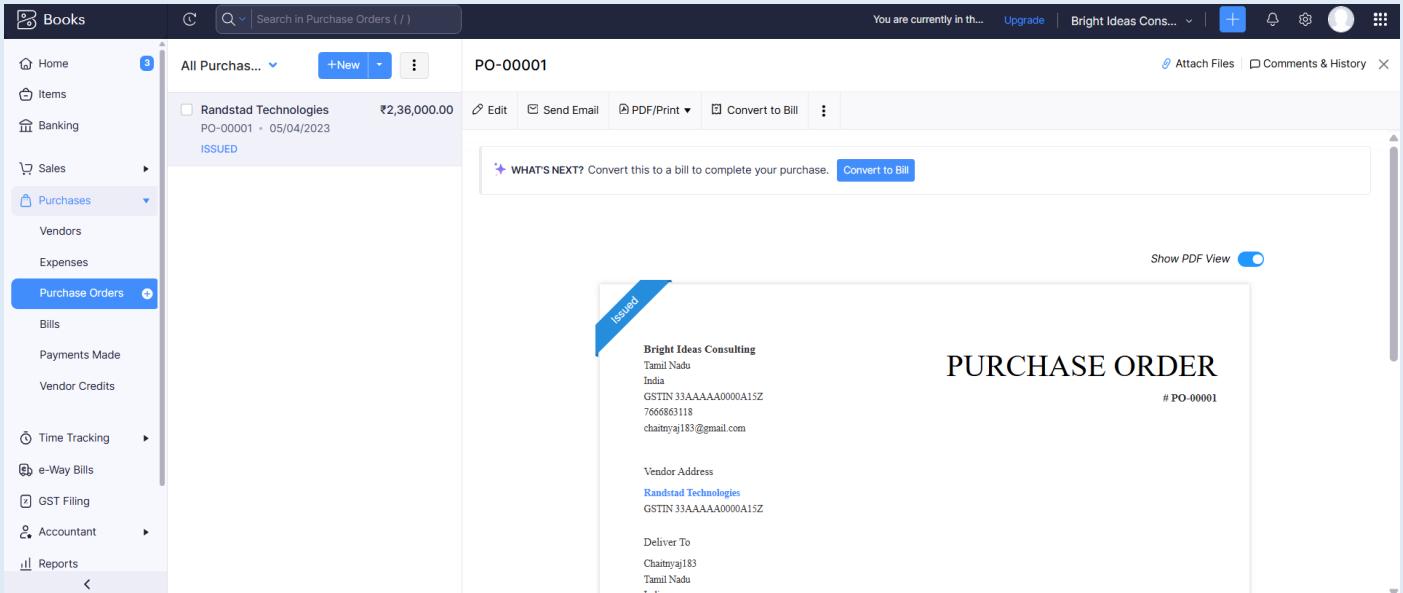
ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Office Equipment	Furniture and Equipment	20	10000	GST18 [18%]	2,00,000.00
				Eligible For ITC	
				Sub Total	2,00,000.00
				Total Quantity : 20	
				Discount	0 % 0.00
				CGST9 [9%]	18,000.00
				SGST9 [9%]	18,000.00
				Total Tax Amount	36000.00 INR
				TDS	Select a Tax - 0.00
				Adjustment	0.00
				Total (₹)	2,36,000.00

Customer Notes: Will be displayed on purchase order

Save as Draft, **Save and Send**, **Cancel**

For the Creation of purchase orders from the Navigation Panel we go to Purchases>Purchase Order> Create New>Provide the respective details>Save on draft

Activity 2: Purchase Order to Purchase Bills Conversion



The screenshot shows the Zoho Books interface. On the left, the navigation panel is open with the 'Purchases' section selected, specifically 'Purchase Orders'. A list of purchase orders is visible, with one for 'Randstad Technologies' highlighted. The PO number is 'PO-00001' and the amount is '₹2,36,000.00'. The status is 'ISSUED'. To the right of the list, there are buttons for 'Edit', 'Send Email', 'PDF/Print', 'Convert to Bill', and more. Below these buttons, a message says 'WHAT'S NEXT? Convert this to a bill to complete your purchase.' with a 'Convert to Bill' button. A large preview window shows a PDF of the Purchase Order. The PDF header includes 'Issued' and 'PURCHASE ORDER # PO-00001'. The vendor details listed are Bright Ideas Consulting, Tamil Nadu, India, GSTIN 33AAAAAA0000A15Z, 7666863118, chatmraj183@gmail.com. The vendor address is Randstad Technologies, GSTIN 33AAAAAA0000A15Z. The delivery address is Chatmraj183, Tamil Nadu.

After Creating the Purchase orders, We mark them as Issued and then PO as "Convert to Bill" to convert the same as bill entry:

We Enter the Date of the Bill as 05-04-2023 and then click on Save as open.

Activity 3: Direct Vendor Purchases Bills Creation:

Bright Ideas Consulting availed the services from the below Suppliers:

**1. 10-04-2023 Cloud Database From Amazon Wed Services-
Rs.50,000/- pm GST @ 18%**

The screenshot shows the 'New Bill' form. The vendor name is set to 'Amazon Web Services'. The source of supply is '[TN] - Tamil Nadu' and the destination is also '[TN] - Tamil Nadu'. The bill number is '02', the bill date is '10/04/2023', and the due date is also '10/04/2023'. Payment terms are set to 'Due On Receipt'. A note at the bottom states 'This transaction is applicable for reverse charge'.

The screenshot shows the 'New Bill' form with item details. The item is 'Cloud Database' with an account of 'Cost of Goods Sold'. The quantity is 1.00, rate is 50000, and tax is GST18 [18%]. The total amount is 50,000.00. Below this, there's a breakdown of taxes: CGST9 [9%] of 4,500.00, SGST9 [9%] of 4,500.00, and a total tax amount of 9000.00 INR. The TDS/TCS section shows 0.00. The final total is 59,000.00. At the bottom, there are buttons for 'Save as Draft', 'Save as Open', and 'Cancel'.

To create direct purchase invoices for the above transaction from the navigation panel we go to:
Purchases>Bills>Create New>Enter the details>Click on Save Open

2. 10-04-2023 Consultancy Services from Raj Kamal External Consulting - Rs.1,00,000/- pm

The screenshot shows the 'New Bill' creation interface in Zoho Books. The vendor name is set to 'Raj Kamal External Consulting'. The bill amount is specified as '1,00,000.00 INR'. The 'GST Treatment' is set to 'Unregistered Business'. The source of supply is '[TN] - Tamil Nadu' and the destination of supply is also '[TN] - Tamil Nadu'. The bill number is '03', and the bill date is '10/04/2023'. The due date is also '10/04/2023', and the payment terms are 'Due On Receipt'. A note indicates that this transaction is applicable for reverse charge. At the bottom, there are buttons for 'Save as Draft', 'Save as Open', and 'Cancel', along with a template selection note.

The screenshot shows the 'Item Table' section of the bill creation process. It lists a single item: 'Consultancy Services' with a quantity of 1.00, a rate of 100000, and an amount of 1,00,000.00. The tax status is 'Eligible For ITC'. Below the table, there are sections for 'Sub Total' (1,00,000.00), 'Discount' (0.00), 'TDS/TCS' (0.00), 'Adjustment' (0.00), and a final 'Total (₹)' of 1,00,000.00. Notes and file attachments are also present at the bottom.

Here we complete the Direct Vendor Purchases bill Creation that Bright Ideas Consulting availed the services from the below Suppliers:

1. 10-04-2023 Cloud Database From Amazon Web Services- Rs.50,000/- pm GST @ 18%
2. 10-04-2023 Consultancy Services from Raj Kamal External Consulting - Rs.1,00,000/- pm

Activity 4: Reconciliation of Open & Outstanding Bills

For Open & Outstanding Bills payments need to be marked as and when amounts are paid through the bank account.

The screenshot shows the Zoho Books interface. On the left, there's a sidebar with various menu items like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Purchase Orders, Bills (which is selected), Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main area displays a list of bills with the following details:

Bill Details	Amount
Raj Kamal External Consulting 03 - 10/04/2023 OVERDUE BY 706 DAYS	₹1,00,000.00
Amazon Web Services 02 - 10/04/2023 OVERDUE BY 706 DAYS	₹59,000.00
Randstad Technologies 01 - 05/04/2023 OVERDUE BY 711 DAYS	₹2,36,000.00

Below the list, there's a message: "WHAT'S NEXT? Payment for this bill is overdue. You can record the payment for this bill if paid." with a "Record Payment" button. To the right, a PDF view of the first bill is shown, titled "BILL Bill# 03". The PDF contains the following information:

Bright Ideas Consulting
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
7666863118
chaitanya183@gmail.com

BILL
Bill# 03

Overdue

Bill Date : 10/04/2023
Due Date : 10/04/2023
Bill From : Raj Kamal External Consulting
Terms : Due On Receipt
Balance Due
₹1,00,000.00

• Milestone 5: Customers

Activity 1: Customers Creation:

1. TechWise Solutions Pvt Ltd :

New Customer
Fetch Customer Details From GSTN >

Customer Type Business Individual

Primary Contact

Company Name

Display Name*

Email Address

Phone Work Phone Mobile

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment*

GSTIN / UIN*

Business Legal Name

Save **Cancel**

GSTIN / UIN*

Business Legal Name

Business Trade Name

Place of Supply*

PAN

Tax Preference* Taxable Tax Exempt

Currency

Opening Balance

Payment Terms

Portal Language

Documents You can upload a maximum of 10 files, 10MB each

Save **Cancel**

- Firstly, we create a customer account: By going to SALES>CUSTOMERS>CREATE NEW CUSTOMERS and follow the same for the next customers.

3. SmartTech Innovations

Books

You are currently in the Free plan.

New Customer

Fetch Customer Details From GSTN >

Customer Type: Business Individual

Primary Contact: Salutation: SmartTech Innovation Last Name:

Company Name: SmartTech Innovations

Display Name*: SmartTech Innovations

Email Address:

Phone: Work Phone Mobile

Other Details: Address, Contact Persons, Custom Fields, Reporting Tags, Remarks

GST Treatment*: Unregistered Business

Place of Supply*: [TN] - Tamil Nadu

PAN:

Save Cancel

Navigation: Home, Items, Banking, Sales, Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing.

Books

Trial expires in 14 days. Subscribe | Bright Ideas Cons... | + | ?

New Customer

Place of Supply*: [TN] - Tamil Nadu

PAN:

Tax Preference*: Taxable Tax Exempt

Currency: INR- Indian Rupee

Opening Balance: INR

Payment Terms: Due On Receipt

Portal Language: English

Documents: You can upload a maximum of 10 files, 10MB each

Add more details

Customer Owner: Assign a user as the customer owner to provide access only to the data of this customer. [Learn More](#)

Save Cancel

Navigation: Home, Items, Banking, Sales, Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills.

Activity 2: Review the Customer's List

The screenshot shows the Zoho Books software interface. On the left, there is a sidebar with various menu items: Home, Items, Banking, Sales (selected), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, and GST Filing. The main area displays the details for a customer named "SmartTech Innovations". The "Overview" tab is selected, showing basic information like company name, address, and contact details. To the right, there is a "WHAT'S NEXT?" section with links to "New Invoice" and "New Quote". Below that, there is a "Receivables" section showing currency details (INR - Indian Rupee) and an "Income" chart for the last 6 months. The total outstanding receivables are ₹0.00 and the total unused credits are ₹0.00.

The screenshot shows the Zoho Books software interface. The sidebar is identical to the previous screenshot, with the "Sales" and "Customers" tabs selected. The main area displays a list of "Active Customers" with three entries: "SmartTech Innovations", "DigitalEdge Technologies PVT Ltd", and "TechWise Solutions Pvt Ltd". Each entry includes fields for Name, Company Name, Email, Work Phone, Place of Supply, Receivables (BCY), and Unused Credits (BCY). All three companies have a receivable balance of ₹0.00 and unused credits of ₹0.00. The "NAME" column is sorted in ascending order.

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
SmartTech Innovations	SmartTech Innovations			Tamil Nadu	₹0.00	₹0.00
DigitalEdge Technologies PVT Ltd	DigitalEdge Technologies PVT Ltd			Tamil Nadu	₹0.00	₹0.00
TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

• Milestone 6: Sales

Activity 1: Sales Order Creation

Bright Ideas Consulting received the below Sales Order from the mentioned Customer:

1. 10/04/2023 TechWise Solutions Pvt Ltd - 100 Hrs of Financial Consultation - paid through bank on 25/04/2023

The screenshot shows the 'New Sales Order' creation page in Zoho Books. The left sidebar is titled 'Sales' and includes options like 'Customer Name', 'Billing Address', 'Shipping Address', 'GST Treatment', 'Place of Supply', 'Sales Order#', 'Reference#', 'Sales Order Date', 'Expected Shipment Date', 'Payment Terms', and buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. The main form has fields for 'Customer Name' (TechWise Solutions Pvt Ltd), 'Place of Supply' ([TN] - Tamil Nadu), 'Sales Order#' (SO-00001), 'Sales Order Date' (10/04/2023), and 'Payment Terms' (Due On Receipt). A note at the bottom right indicates a total amount of ₹ 1,18,000.00 and total quantity of 100.

The screenshot shows the 'Sales Orders' entry page in Zoho Books. The left sidebar is identical to the previous screenshot. The main area displays 'ITEM DETAILS' for 'Financial Consulting' with a quantity of 100 Hrs, a rate of 1000, and a total amount of ₹ 1,00,000.00. Below this, there's a table for adding new items with a row for 'Type or click to select an item.' with a quantity of 1.00 and a total amount of ₹ 0.00. To the right, a 'Sub Total' section shows taxes: CGST9 [9%] at ₹ 9,000.00, SGST9 [9%] at ₹ 9,000.00, and TDS/TCS at ₹ 0.00. An 'Adjustment' field is also present. At the bottom, a 'Customer Notes' field contains the placeholder 'Enter any notes to be displayed in your transaction'. The total amount is again ₹ 1,18,000.00.

Activity 2: Sales Order to Sale Invoice Conversion

The screenshot shows the Zoho Books interface. On the left sidebar, under the Sales Orders section, there is a 'Convert' button. A tooltip 'WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices.' points to this button. Below it, a 'Convert' dropdown menu is open, showing options like 'Convert to Invoice'. The main area displays a Sales Order for TechWise Solutions Pvt Ltd, SO-00001, dated 10/04/2023, with a total amount of ₹1,18,000.00. The status is CONFIRMED. To the right, a preview of the generated SALES ORDER document is shown, which includes the company details, bill to address, ship to address, and order date (10/04/2023). The document is labeled 'SALES ORDER' and has a 'Confirmed' stamp.

Activity 3: Direct Sale Invoices

The below are the direct sale transactions occurred and payments were received in Bank

1. 15-04-2023 SmartTech Innovations Pvt Ltd- 200Hrs for Financial Consulting

The screenshot shows the Zoho Books interface for creating a new sales order. The left sidebar is identical to Activity 2. The main form is titled 'New Sales Order' and includes fields for Customer Name (SmartTech Innovations), Billing and Shipping Address, GST Treatment (Unregistered Business), Place of Supply (Tamil Nadu), Sales Order# (SO-00002), Reference#, Sales Order Date (15/04/2023), Expected Shipment Date, Payment Terms (Due On Receipt), and a note about Total Amount: ₹ 2,36,000.00 and Total Quantity: 200. At the bottom, there are buttons for Save as Draft, Save and Send, and Cancel.

Below this, the 'Item Table' section is visible, showing a single row for 'Financial Consulting' with a quantity of 200 Hrs, a rate of 1000, and a total amount of 2,00,000.00. The table also includes columns for Item Details, Quantity, Rate, Discount, Tax, and Amount. It shows tax breakdowns for CGST9 [9%], SGST9 [9%], and TDS/TCS. The total amount is listed as 2,36,000.00.

2. 15-04-2023 DigitalEdge Technologies PVT Ltd – 300Hrs for Legal Consulting

New Sales Order

Customer Name*: DigitalEdge Technologies PVT Ltd

BILLING ADDRESS: GSTIN: 33AAAAA0000A15Z

SHIPPING ADDRESS: + New Address

GST Treatment: Registered Business - Regular

Place of Supply*: [TN] - Tamil Nadu

Sales Order#*: SO-00003

Reference#:

Sales Order Date*: 15/04/2023

Expected Shipment Date: dd/MM/yyyy

Payment Terms: Due On Receipt

Total Amount: ₹ 3,54,000.00
Total Quantity: 300

Save as Draft | **Save and Send** | **Cancel**

Item Table

ITEM DETAILS	QUANTITY	RATE	DISCOUNT	TAX	AMOUNT
Legal Consulting	300 Hrs	1000	0 %	GST18 [18%]	₹ 3,00,000.00
Add a description to your item					
SERVICE SAC: 998311					
Type or click to select an item.	1.00	0.00	0 %	GST18 [18%]	₹ 0.00

Sub Total: ₹ 3,00,000.00

CGST9 [9%]: ₹ 27,000.00

SGST9 [9%]: ₹ 27,000.00

TDS | **TCS** | **Select a Tax**: ₹ 0.00

Adjustment: ₹ 0.00

Total (₹): ₹ 3,54,000.00

Total Amount: ₹ 3,54,000.00
Total Quantity: 300

Customer Notes: Enter any notes to be displayed in your transaction

Save as Draft | **Save and Send** | **Cancel**

All Sales Or... | **+ New** | **SO-00003**

DigitalEdge Technologies P... ₹ 3,54,000.00 SO-00003 + 15/04/2023 CONFIRMED	WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices. Convert
SmartTech Innovations ₹ 2,36,000.00 SO-00002 + 15/04/2023 CONFIRMED	
TechWise Solutions Pvt Ltd ₹ 1,18,000.00 SO-00001 + 10/04/2023 CONFIRMED	

Invoice Status : NOT INVOICED

Show PDF View

Bright Ideas Consulting
Tamil Nadu
India
GSTIN: 33AAAAA0000A15Z
7668863118
chaityraj183@gmail.com

SALES ORDER
Sales Order# SO-00003

Bill To: DigitalEdge Technologies PVT Ltd
GSTIN: 33AAAAA0000A15Z

Ship To: GSTIN: 33AAAAA0000A15Z

Order Date: 15/04/2023

Activity 4: Reconciliation of Open Invoices

The screenshot shows a software application interface for managing sales orders. The left sidebar has a 'Books' icon and navigation links: Home, Items, Banking, Sales (selected), Customers, Quotes, Sales Orders (selected), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, and GST Filing. The main area is titled 'All Sales Orders' and displays a table with three rows of data:

DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED	PAYMENT	AMOUNT	EXPECTED SHIPMENT DATE	ORDER STA
15/04/2023	SO-00003		DigitalEdge Technologies PVT Ltd	CONFIRMED			₹3,54,000.00		CONFIRMED
15/04/2023	SO-00002		SmartTech Innovations	CONFIRMED			₹2,36,000.00		CONFIRMED
10/04/2023	SO-00001		TechWise Solutions Pvt Ltd	CONFIRMED			₹1,18,000.00		CONFIRMED

• Milestone 7: Bank Account

Activity 1: Adding Bank Account

Bright Ideas Consulting has opened an account in ICICI Bank with A/c no 000001

The screenshot shows the Zoho Books software interface. On the left, there's a sidebar with various menu items: Home, Items, Banking (which is selected), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main area is titled "Add Bank or Credit Card". It has a section for "Select Account Type*" with "Bank" selected. Below that, there are fields for "Account Name*" (containing "ICICI Bank-001"), "Account Code" (empty), "Currency*" (set to INR), "Account Number" (containing "000001"), "Bank Name" (containing "ICICI Bank"), "IFSC" (empty), and "Description" (with a note "Max. 500 characters"). There's also a checkbox "Make this primary" which is unchecked. At the bottom are "Save" and "Cancel" buttons.

• Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers:

There will be pre-created Accounts in the Zoho books we need to create the additional Accounts as per our requirement.

We Create these Ledgers: Salary Payable & Rent Payable under Other Current Liabilities

The screenshot shows the 'Create Account' dialog box in the Zoho Books interface. The 'Account Type*' dropdown is set to 'Other Current Liability'. The 'Account Name*' field contains 'Salary Payable'. A tooltip for 'Liability' defines it as 'Any short term liability like: Customer Deposits, Tax Payable'. The 'Description' field is set to 'Max. 500 characters'. The 'Save' button is visible at the bottom left of the dialog.

This screenshot is identical to the one above, showing the 'Create Account' dialog for 'Salary Payable'. The only difference is the account name, which has been changed to 'Rent Payable' in the 'Account Name*' field. The rest of the dialog, including the account type, description, and save button, remains the same.

• Milestone 9: Journal Entries:

Activity 1: Recording of Journal Entries

The below are the Transactions occurred at the end of month:

- Employee salaries of total Rs.1,00,000/- paid through bank on 30th April 2023.

The screenshot shows the 'New Journal' interface. The 'Date*' field is set to '30/04/2023'. The 'Journal#*' field contains '1'. The 'Notes*' field says 'Salary Payable for the of April-2023'. The 'Journal Type' dropdown is set to 'Cash based journal'. The 'Currency' dropdown is set to 'INR- Indian Rupee'. The main table lists two entries: 'Salaries and Employee Wages' debited to 'Salary Payable' for ₹1,00,000.00.

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBITS	CREDITS
Salaries and Employee Wages	Salary Payable for the of April-2023	Select Contact	100000	
Salary Payable	Salary Payable for the of April-2023	Select Contact		100000

The screenshot shows the 'Journals' page with one published journal entry. The entry is dated '30/04/2023' with a debit of '₹1,00,000.00' and a credit of '₹1,00,000.00'. A green ribbon on the left indicates it is 'Published'. The right side shows the detailed journal entry with the same information.

Account	Contact	Debits	Credits
Salaries and Employee Wages		1,00,000.00	
Salary Payable			1,00,000.00

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

Below are the expenses incurred on 30-04-2023:

1. Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice Value Rs.1,18,000/- paid through Bank on same day.

Books

Search in Expenses (/)

You are currently in th... Upgrade | Bright Ideas Cons... | + |

Home Items Banking Sales Purchases Vendors Expenses Purchase Orders Bills Payments Made Vendor Credits Time Tracking e-Way Bills GST Filing Accountant

Record Expense Record Mileage

Date* 30/04/2023

Expense Account* Rent Expense

Amount* INR 100000

Paid Through* ICICI Bank-001

Expense Type* Goods Services

SAC

Vendor

GST Treatment* Registered Business - Regular

Vendor GSTIN* 33AAAAAA0000A15Z

Source of Supply* [TN] - Tamil Nadu

Drag or Drop your Receipts
Maximum file size allowed is 10MB

Upload your Files

Books

Search in Expenses (/)

You are currently in the... Upgrade | Bright Ideas Cons...

[+ Add](#) [Bell](#) [Settings](#) [Help](#)

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Record Expense Record Mileage

Reverse Charge This transaction is applicable for reverse charge

Tax* Tax Amount = 18000.00 INR [Edit](#) Eligible For ITC [Edit](#)

Amount Is Tax Inclusive Tax Exclusive

Invoice#*

Notes Max. 500 characters

Customer Name [Search](#)

Reporting Tags [Associate Tags](#)

[Save \(alt+s\)](#) [Save and New \(alt+n\)](#) [Cancel](#)

The screenshot shows the Books application interface. The left sidebar has categories like Home, Items, Banking, Sales, Purchases, Vendors, Expenses (selected), Purchase Orders, Bills, Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main area shows 'All Expenses' with a single entry: 'Rent Expense' dated 30/04/2023 with an amount of ₹1,18,000.00. The 'Expense Details' card for this entry includes fields for Expense Amount (₹1,18,000.00 on 30/04/2023), Paid Through (ICICI Bank-001), Tax (GST18 [18%]), Tax Amount (₹18,000.00 (Exclusive)), Ref # (001), and GST Treatment (Registered Business - Regular). It also features a placeholder for receipts with a 'Drag or Drop your Receipts' message and a 'Upload your files' button. The top right shows a message about being in the Bright Ideas Cons... group.

2. Other Miscellaneous Expenses Rs.5,000/- paid in cash

The screenshot shows the 'Record Expense' page in Zoho Books. The form is filled with the following details:

- Date: 30/04/2023
- Expense Account: Other Expenses
- Amount: INR 5000
- Paid Through: Petty Cash
- Expense Type: Services
- SAC: (empty)
- Vendor: (empty)
- GST Treatment: Unregistered Business
- Source of Supply: [TN] - Tamil Nadu
- Destination of Supply: [TN] - Tamil Nadu

At the bottom, there are buttons for Save (alt+s), Save and New (alt+n), and Cancel.

After recording the Expense Entries:

The screenshot shows the 'All Expenses' list in Zoho Books. The list includes:

- All Expenses
- Other Expenses (30/04/2023)
- Rent Expense (30/04/2023)

The 'Other Expenses' entry is expanded to show the following details:

- Expense Amount: ₹5,000.00 on 30/04/2023
- NON-BILLABLE
- Category: Other Expenses
- Paid Through: Petty Cash
- GST Treatment: Unregistered Business
- Source of Supply: Tamil Nadu
- Destination of Supply: Tamil Nadu

At the bottom, it says 'Journal' and 'Amount is displayed in your base currency: INR'.

• Milestone 11: Bank Entries

The Below are the Bank Transactions occurred during the month:

01-04-2023 Capital Deposit

The screenshot shows the Zoho Books interface for a bank account named "ICICI Bank-001". The account number is xxxx0001. The dashboard displays a balance of ₹1,18,000.00. A transaction table shows a single entry for "Rent Expense" on 30/04/2023, categorized as "Manually Added". The transaction amount is ₹1,18,000.00, resulting in a running balance of ₹-1,18,000.00.

Owner's Contribution

From Account*: Owner's Equity

Date*: 01/04/2023

Amount*: INR 100000

Received Via: Bank Transfer

Reference#: (empty)

Description: Max. 500 characters

Reporting Tags: Associate Tags

Attachments: Upload File

You can upload a maximum of 5 files, 10MB each

Save | **Cancel**

10-04-2023 Petty Cash Withdrawl

The screenshot shows the Zoho Books interface for the same bank account. The dashboard displays a balance of ₹-18,000.00. A transaction table shows two entries: one for "Owners Contribution" on 01/04/2023 (Manually Added, ₹1,00,000.00) and another for "Rent Expense" on 30/04/2023 (Manually Added, ₹1,18,000.00). The running balance is now ₹-18,000.00.

Transfer To Another Account

From Account*: ICICI Bank-001

To Account*: Petty Cash

Date*: 10/04/2023

Amount*: INR 10000

Reference#: (empty)

Description: Max. 500 characters

Attachments: Upload File

You can upload a maximum of 5 files, 10MB each

12-04-2023 Amount received from Techwise Solutions

ICICI Bank-001 ▼

Account Number: xxxx0001

Amount in Zoho Books
₹-28,000.00

Dashboard		0 Uncategorized Transactions From Bank Statements		All Transactions In Zoho Books		
DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALAN...
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund To Account: Petty Cash	Manually Added	₹10,000.00	₹90,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹-28,000.00	

Customer Payment

Customer* TechWise Solutions Pvt Ltd

Amount Received* INR 118000.00

Bank Charges (if any)

Date* 12/04/2023

Payment #* 1

Reference#

Received Via Bank Transfer

Description Max. 500 characters

Retained Tax?

Clear Applied Amount

Invoice Details ▼

Payment(INR)

20-04-2023 Amount received from Smart Tech Innovations

ICICI Bank-001 ▼

Account Number: xxxx0001

Amount in Zoho Books
₹90,000.00

Dashboard		0 Uncategorized Transactions From Bank Statements		All Transactions In Zoho Books		
DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund To Account: Petty Cash	Manually Added	₹10,000.00	₹90,000.00	
12/04/2023		Customer Payment Customer: TechWise Solutions Pvt Ltd	Manually Added	₹1,18,000.00	₹2,08,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹90,000.00	

Customer Payment

Customer* SmartTech Innovations

Amount Received* INR 236000.00

Bank Charges (if any)

Date* 20/04/2023

Payment #* 2

Reference#

Received Via Bank Transfer

Description Max. 500 characters

Retained Tax?

Clear Applied Amount

Invoice Details ▼

Payment(INR)

25-04-2023 Paid to Rand Stand Technologies

ICICI Bank-001 Account Number: xxxx0001

Amount in Zoho Books **₹3,26,000.00**

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund To Account: Petty Cash	Manually Added	₹10,000.00	₹90,000.00	
12/04/2023		Customer Payment Customer: TechWise Solutions Pvt Ltd	Manually Added	₹1,18,000.00	₹2,08,000.00	
20/04/2023		Customer Payment Customer:	Manually Added	₹2,36,000.00	₹4,44,000.00	

Vendor Payment

Vendor* **Randstad Technologies**

Payment #* **1**

Amount* **INR 236000**

Date* **25/04/2023**

Reference#

Paid Via **Bank Transfer**

Description **Max. 500 characters**

Bill Details

01 Show PO# Due ₹2,36,000.00
05/04/2023

Payment(INR) **236000.00**

Pay in Full

25-04-2023 Paid to Amazon Web Services

ICICI Bank-001 Account Number: xxxx0001

Amount in Zoho Books **₹90,000.00**

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund To Account: Petty Cash	Manually Added	₹10,000.00	₹90,000.00	
12/04/2023		Customer Payment Customer: TechWise Solutions Pvt Ltd	Manually Added	₹1,18,000.00	₹2,08,000.00	
20/04/2023		Customer Payment Customer:	Manually Added	₹2,36,000.00	₹4,44,000.00	

Vendor Payment

Vendor* **Amazon Web Services**

Payment #* **2**

Amount* **INR 59000**

Date* **25/04/2023**

Reference#

Paid Via **Bank Transfer**

Description **Max. 500 characters**

Bill Details

02 Due ₹59,000.00
10/04/2023

Payment(INR) **59000.00**

Pay in Full

25-04-2023 Amount received from DigitalEdge Technologies

ICICI Bank-001 ▼
Account Number: xxxx0001

Amount in Zoho Books
₹31,000.00

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...
25/04/2023		Vendor Payment	Manually Added Vendor: Randstad Technologies	₹2,36,000.00	₹2,08,000.00	
25/04/2023		Vendor Payment	Manually Added Vendor: Amazon Web Services	₹59,000.00	₹1,49,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹31,000.00	

Customer Payment

Customer* DigitalEdge Technologies PVT Ltd

Amount Received* INR 354000.00

Bank Charges (if any)

Date* 25/04/2023

Payment #* 3

Reference#

Received Via Bank Transfer

Description Max. 500 characters

Retained Tax?

Invoice Details Clear Applied Amount

Payment(INR)

25-04-2023 Paid To RajKamal External Consulting

ICICI Bank-001 ▼
Account Number: xxxx0001

Amount in Zoho Books
₹3,85,000.00

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
10/04/2023		Transfer Fund	Manually Added To Account: Petty Cash	₹10,000.00	₹90,000.00	
12/04/2023		Customer Payment	Manually Added Customer: TechWise Solutions Pvt Ltd	₹1,18,000.00	₹2,08,000.00	
20/04/2023		Customer Payment	Manually Added Customer:	₹2,36,000.00	₹4,44,000.00	

Vendor Payment

Vendor* Raj Kamal External Consulting

Payment #* 3

Amount* INR 100000

Date* 25/04/2023

Reference#

Paid Via Bank Transfer

Description Max. 500 characters

Bill Details Clear Applied Amount

Payment(INR)

03 Due ₹1,00,000.00
10/04/2023 100000.00 Pay in Full

30-04-2023 Salary Paid

ICICI Bank-001 ▼
Account Number: xxxx0001

Add Transaction ▼ undo redo X

Amount in Zoho Books
₹2,85,000.00

Dashboard 0 Uncategorized Transactions
Account Summary From Bank Statements All Transactions In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...
25/04/2023		Payment	Manually Added	₹1,00,000.00	₹4,03,000.00	
				Customer: DigitalEdge Technologies PVT Ltd		
				Vendor: Raj Kamal External Consulting		
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹2,85,000.00	

Expense

Expense Account* Salaries and Employee Wages

Expense Type* Goods Services

Date* 30/04/2023

SAC

Amount* INR 100000

Vendor

GST Treatment* Unregistered Business

Source of Supply* [TN] - Tamil Nadu

Destination of Supply* [TN] - Tamil Nadu

Reverse Charge This transaction is applicable for reverse charge

Save Cancel

• Milestone 12: Financial Reports:

Activity 1: Profit and Loss Account

Bright Ideas Consulting		Total
Profit and Loss		
Basis: Accrual		
From 01/04/2023 To 30/04/2023		
Account		
Operating Income		
Sales		6,00,000.00
Total for Operating Income		6,00,000.00
Cost of Goods Sold		
Cost of Goods Sold		50,000.00
Subcontractor		1,00,000.00
Total for Cost of Goods Sold		1,50,000.00
	Gross Profit	4,50,000.00
Operating Expense		
Other Expenses		5,000.00
Rent Expense		1,00,000.00
Salaries and Employee Wages		1,00,000.00
Total for Operating Expense		2,05,000.00
	Operating Profit	2,45,000.00
Non Operating Income		
Total for Non Operating Income		0.00
Non Operating Expense		
Total for Non Operating Expense		0.00
	Net Profit/Loss	2,45,000.00

Activity 2: Balance Sheet

Bright Ideas Consulting

Balance Sheet

Basis: Accrual

As of 19/02/2025

Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank-001	1,85,000.00
Total for Bank	1,85,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	31,500.00
Input SGST	31,500.00
Total for Input Tax Credits	63,000.00
Total for Other current assets	63,000.00
Total for Current Assets	2,53,000.00
Other Assets	
Total for Other Assets	0.00
Fixed Assets	
Furniture and Equipment	2,00,000.00
Total for Fixed Assets	2,00,000.00
Total for Assets	4,53,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
GST Payable	0.00
Output CGST	54,000.00
Output SGST	54,000.00
Total for GST Payable	1,08,000.00

Account	Total
Total for Current Liabilities	1,08,000.00
Long Term Liabilities	
Total for Long Term Liabilities	0.00
Other Liabilities	
Total for Other Liabilities	0.00
Total for Liabilities	1,08,000.00
Equities	
Owner's Equity	1,00,000.00
Retained Earnings	2,45,000.00
Total for Equities	3,45,000.00
Total for Liabilities & Equities	4,53,000.00

**Amount is displayed in your base currency INR

Activity 3 GSTR- 3B

Taxes
GSTR-3B Summary • From 01/04/2023 To 30/04/2023

Filters : Date Range : Custom Run Report

Bright Ideas Consulting
GSTR-3B Summary
From 01/04/2023 To 30/04/2023

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹6,00,000.00	₹0.00	₹54,000.00	₹54,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, exempted)	₹0.00				
(d) Inward supplies (liable to reverse charge)	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				

Taxes > GSTR-3B Summary
Tax Return • From 01/04/2023 To 30/04/2023

Bright Ideas Consulting
Tax Return
From 01/04/2023 To 30/04/2023

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
10/04/2023	INV-000003	Invoice	₹1,00,000.00	₹0.00	₹9,000.00	₹9,000.00	₹0.00
15/04/2023	INV-000001	Invoice	₹2,00,000.00	₹0.00	₹18,000.00	₹18,000.00	₹0.00
15/04/2023	INV-000002	Invoice	₹3,00,000.00	₹0.00	₹27,000.00	₹27,000.00	₹0.00

Activity 4: Journal Report

Bright Ideas Consulting

Journal Report

Basis: Accrual

From 01/04/2023 To 30/04/2023

	Debit	Credit
01/04/2023 - Owners Contribution 1		
ICICI Bank-001	1,00,000.00	0.00
Owner's Equity	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
05/04/2023 - Bill 01 (Randstad Technologies)		
Furniture and Equipment	2,00,000.00	0.00
Input CGST	18,000.00	0.00
Input SGST	18,000.00	0.00
Accounts Payable	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
10/04/2023 - Bill 02 (Amazon Web Services)		
Cost of Goods Sold	50,000.00	0.00
Input CGST	4,500.00	0.00
Input SGST	4,500.00	0.00
Accounts Payable	0.00	59,000.00
	59,000.00	59,000.00
10/04/2023 - Invoice INV-000003 (TechWise Solutions Pvt Ltd)		
Accounts Receivable	1,18,000.00	0.00
Output CGST	0.00	9,000.00
Output SGST	0.00	9,000.00
Sales	0.00	1,00,000.00
	1,18,000.00	1,18,000.00
10/04/2023 - Transfer Fund 1		
Petty Cash	10,000.00	0.00
ICICI Bank-001	0.00	10,000.00
	10,000.00	10,000.00
10/04/2023 - Bill 03 (Raj Kamal External Consulting)		
Subcontractor	1,00,000.00	0.00
Accounts Payable	0.00	1,00,000.00
	1,00,000.00	1,00,000.00
12/04/2023 - Invoice Payment INV-000003 (TechWise Solutions Pvt Ltd)		
ICICI Bank-001	1,18,000.00	0.00
Accounts Receivable	0.00	1,18,000.00
	1,18,000.00	1,18,000.00
15/04/2023 - Invoice INV-000001 (SmartTech Innovations)		
Accounts Receivable	2,36,000.00	0.00
Output CGST	0.00	18,000.00
Output SGST	0.00	18,000.00
Sales	0.00	2,00,000.00
	2,36,000.00	2,36,000.00
15/04/2023 - Invoice INV-000002 (DigitalEdge Technologies PVT Ltd)		
Accounts Receivable	3,54,000.00	0.00
Output CGST	0.00	27,000.00
Output SGST	0.00	27,000.00
Sales	0.00	3,00,000.00
	3,54,000.00	3,54,000.00
20/04/2023 - Invoice Payment INV-000001 (SmartTech Innovations)		
ICICI Bank-001	2,36,000.00	0.00
Accounts Receivable	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
25/04/2023 - Payments Made 01 (Randstad Technologies)		
Accounts Payable	2,36,000.00	0.00
ICICI Bank-001	0.00	2,36,000.00
	2,36,000.00	2,36,000.00

25/04/2023 - Payments Made 02 (Amazon Web Services)		Debit	Credit
Accounts Payable		59,000.00	0.00
ICICI Bank-001		0.00	59,000.00
		59,000.00	59,000.00
25/04/2023 - Invoice Payment INV-000002 (DigitalEdge Technologies PVT Ltd)		Debit	Credit
ICICI Bank-001		3,54,000.00	0.00
Accounts Receivable		0.00	3,54,000.00
		3,54,000.00	3,54,000.00
25/04/2023 - Payments Made 03 (Raj Kamal External Consulting)		Debit	Credit
Accounts Payable		1,00,000.00	0.00
ICICI Bank-001		0.00	1,00,000.00
		1,00,000.00	1,00,000.00
30/04/2023 - Journal 1		Debit	Credit
Salaries and Employee Wages		1,00,000.00	0.00
Salary Payable		0.00	1,00,000.00
		1,00,000.00	1,00,000.00
30/04/2023 - Expense 001		Debit	Credit
Input CGST		9,000.00	0.00
Input SGST		9,000.00	0.00
Rent Expense		1,00,000.00	0.00
ICICI Bank-001		0.00	1,18,000.00
		1,18,000.00	1,18,000.00
30/04/2023 - Expense 2		Debit	Credit
Other Expenses		5,000.00	0.00
Petty Cash		0.00	5,000.00
		5,000.00	5,000.00
30/04/2023 - Journal 2		Debit	Credit
Salary Payable		1,00,000.00	0.00
ICICI Bank-001		0.00	1,00,000.00
		1,00,000.00	1,00,000.00

**Amount is displayed in your base currency INR

Activity 5: Accounts Receivable Aging Details

Receivables
AR Aging Summary By Invoice Due Date • As of 20/04/2023

Filters : As of : Custom Aging By : Invoice Due Date Entities : Invoice More Filters Run Report

Group By : None Show By : Outstanding Invoice Amount Aging Intervals : 4 X 15 Days Customize Report Columns 5

Bright Ideas Consulting
AR Aging Summary By Invoice Due Date
As of 20/04/2023

CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
DigitalEdge Technologies PVT Ltd	₹3,54,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹3,54,000.00	₹3,54,000.00
Total	₹3,54,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹3,54,000.00	

Activity 6: Accounts Payable Aging Details

Payables
AP Aging Summary By Bill Due Date • As of 20/04/2023

Filters : As of : Custom Aging By : Bill Due Date More Filters Run Report

Group By : None Show By : Outstanding Bill Amount Aging Intervals : 4 X 15 Days Customize Report Columns 1

Bright Ideas Consulting
AP Aging Summary By Bill Due Date
As of 20/04/2023

VENDOR NAME	TOTAL (FCY)	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	F
Amazon Web Services	₹59,000.00	₹0.00	₹59,000.00	₹0.00	₹0.00	₹0.00	₹59,000.00	₹59,000.
Raj Kamal External Consulting	₹1,00,000.00	₹0.00	₹1,00,000.00	₹0.00	₹0.00	₹0.00	₹1,00,000.00	₹1,00,000.
Randstad Technologies	₹2,36,000.00	₹0.00	₹2,36,000.00	₹0.00	₹0.00	₹0.00	₹2,36,000.00	₹2,36,000.
Total		₹0.00	₹3,95,000.00	₹0.00	₹0.00	₹0.00	₹3,95,000.00	