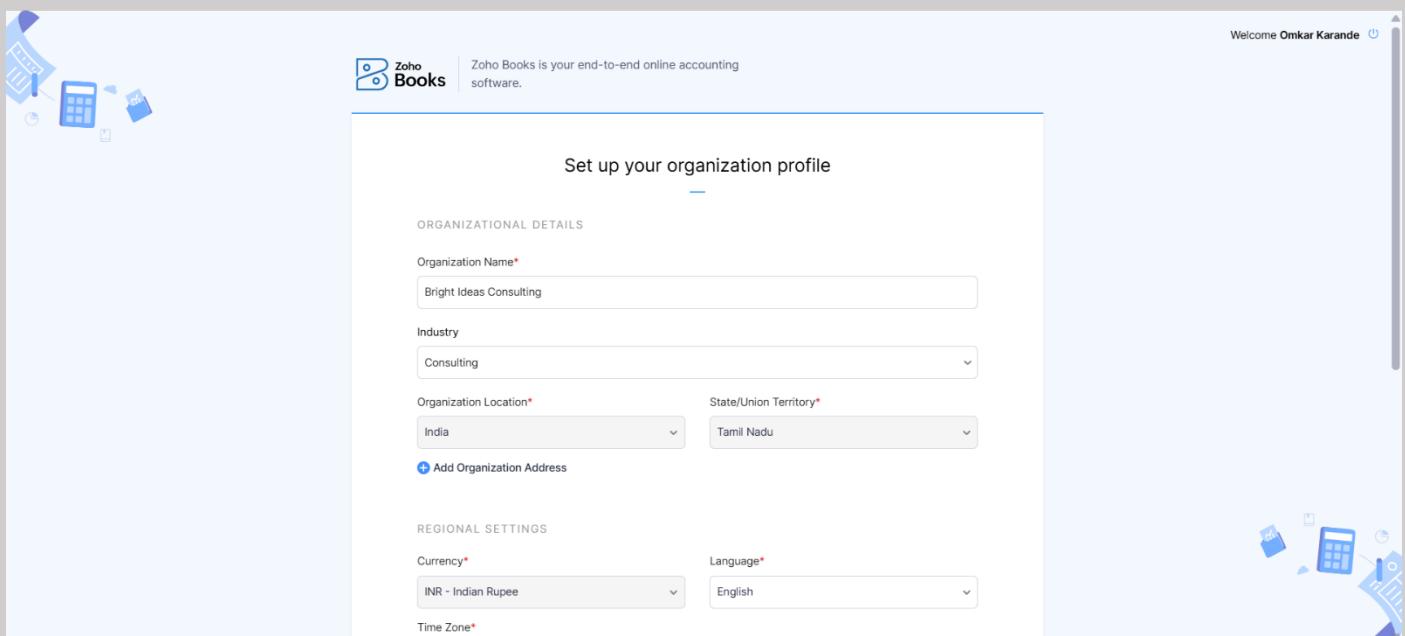
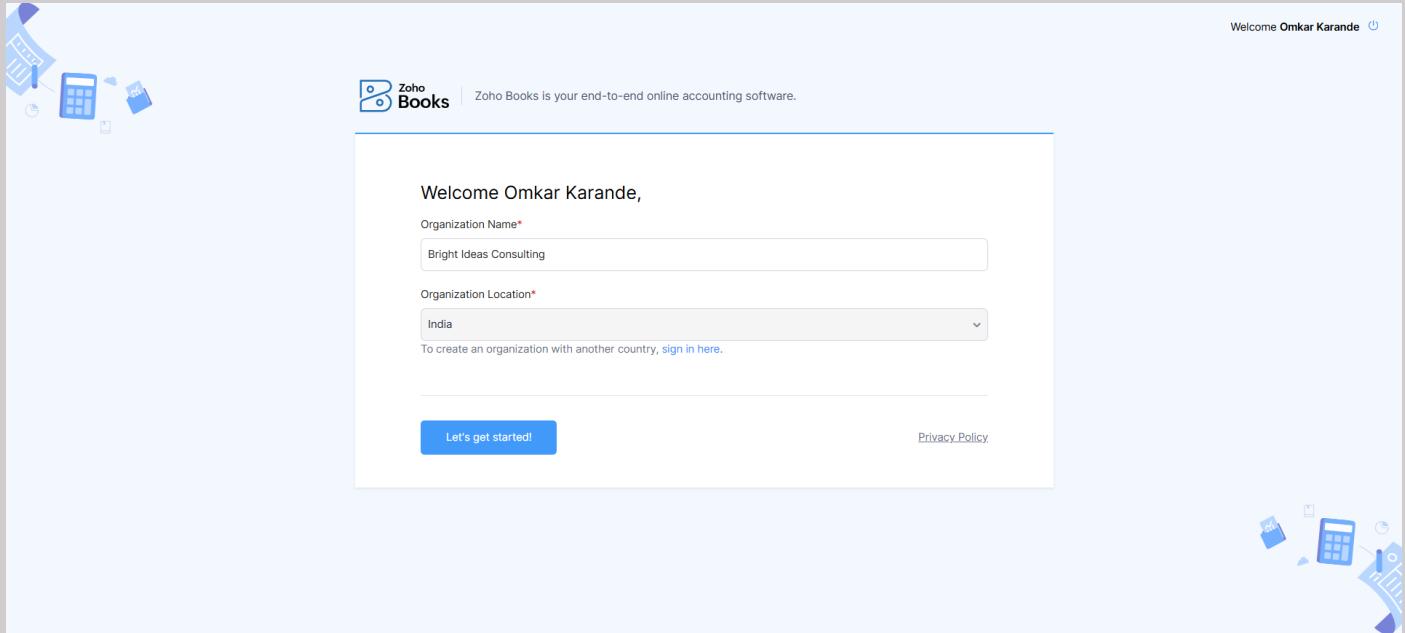


- **Milestone 1: Set up your account**

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.

Activity 2: Introduction

The screenshot shows the Zoho Books dashboard for the user Omkar Karande from Bright Ideas Consulting. The left sidebar contains links for Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main dashboard features sections for Total Receivables and Total Payables, both showing zero amounts. Below these are two tables for Current and Overdue receivables and payables, also showing zero. A Cash Flow chart is present, showing cash levels from 0 K to 5 K, with a balance of ₹0.00. The chart includes a legend for Incoming (+) and Outgoing (-). At the bottom, a message indicates cash as of 01/04/2024 and 31/03/2025. A 'Need Assistance?' button is located in the bottom right corner.

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 'Name*' field is filled with 'Management Consulting'. Other fields include 'Unit' (Hrs), 'SAC' (998311), and 'Tax Preference' (Taxable). The 'Sales Information' section is selected, showing 'Selling Price*' (INR 1000) and 'Account' (Sales). The 'Default Tax Rates' section shows 'Intra State Tax Rate' as GST18 (18%). Buttons at the bottom include 'Save' and 'Cancel'.

The screenshot shows the 'Management Consulting' item details page. The item type is 'Sales Items (Service)', SAC is 998311, Unit is Hrs, and Tax Preference is Taxable. Sales information includes a selling price of ₹1,000.00 and account Sales.

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 'Books' application interface with the 'Items' module selected. A modal window titled 'New Item' is open, showing fields for creating a new service item. The 'Name*' field is filled with 'Financial Consulting'. Other fields include 'Unit' (Hrs), 'SAC' (998311), 'Tax Preference' (Taxable), and 'Sales Information' (Selling Price: INR 1000, Account: Sales). The 'Save' button is visible at the bottom.

3. Human Resources (HR) Consulting

The screenshot shows the 'Books' application interface with the 'Items' module selected. A modal window titled 'New Item' is open, showing fields for creating a new service item. The 'Name*' field is filled with 'Human Resources (HR) Consulting'. Other fields include 'Unit' (Hrs), 'SAC' (998311), 'Tax Preference' (Taxable), and 'Sales Information' (Selling Price: INR 1000, Account: Sales). The 'Save' button is visible at the bottom.

4. Legal Consulting:

The screenshot shows the 'Books' application interface with the 'Items' module selected. A modal window titled 'New Item' is open, showing fields for creating a new service item. The 'Name*' field is filled with 'Legal Consulting'. Other fields include 'Unit' (Hrs), 'SAC' (998311), 'Tax Preference' (Taxable), and 'Sales Information' (Selling Price: INR 1000, Account: Sales). The 'Save' button is visible at the bottom.

Activity 2: Review of Items after Addition

The screenshot shows a software application window titled 'Books'. The left sidebar contains navigation links: Home (2), Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main area has a search bar at the top right. Below it, a table displays four items: Legal Consulting, Human Resources (HR) Consulting, Financial Consulting, and Management Consulting. Each item has a checkbox next to its name, and the 'Legal Consulting' checkbox is checked. The table columns are: NAME, PURCHASE DESCRIPTION, PURCHASE RATE, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. The data for 'Legal Consulting' is: PURCHASE DESCRIPTION: Legal Consulting, PURCHASE RATE: ₹0.00, DESCRIPTION: ₹1,000.00, RATE: ₹1,000.00, HSN/SAC: 998311, USAGE UNIT: Hrs.

| NAME | PURCHASE DESCRIPTION | PURCHASE RATE | DESCRIPTION | RATE | HSN/SAC | USAGE UNIT |
|--|----------------------|---------------|-------------|-----------|---------|------------|
| <input checked="" type="checkbox"/> Legal Consulting | | ₹0.00 | ₹1,000.00 | ₹1,000.00 | 998311 | Hrs |
| <input type="checkbox"/> Human Resources (HR) Consulting | | 0 | ₹1,000.00 | ₹1,000.00 | 998311 | Hrs |
| <input type="checkbox"/> Financial Consulting | | 0 | ₹1,000.00 | ₹1,000.00 | 998311 | Hrs |
| <input type="checkbox"/> Management Consulting | | 0 | ₹1,000.00 | ₹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 'New Vendor' creation interface. The left sidebar has 'Vendors' selected under 'Purchases'. The main form fields include:

- Primary Contact: Salutation dropdown set to 'Randstad Technologi...', Last Name field.
- Company Name: 'Randstad Technologies'.
- Display Name*: 'Randstad Technologies'.
- Email Address: Placeholder icon.
- Phone: Work Phone and Mobile fields.
- Other Details tab is active, showing:
 - GST Treatment*: 'Registered Business - Regular'.
 - GSTIN / UIN*: '33AAAAA0000A15Z'.
 - Source of Supply*: '[TN] - Tamil Nadu'.
 - PAN: 'AAAAAA0000A'.
 - MSME Registered?: Unchecked checkbox 'This vendor is MSME registered'.
- Save and Cancel buttons at the bottom.

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

The screenshot shows the 'New Vendor' creation interface. The left sidebar has 'Vendors' selected under 'Purchases'. The main form fields are identical to the previous screenshot, but the company name is now 'Amazon Web Services'.

The 'Other Details' tab shows the same information as before:

- GST Treatment*: 'Registered Business - Regular'.
- GSTIN / UIN*: '33AAAAA0000A15Z'.
- Source of Supply*: '[TN] - Tamil Nadu'.
- PAN: 'AAAAAA0000A'.
- MSME Registered?: Unchecked checkbox 'This vendor is MSME registered'.

Save and Cancel buttons at the bottom.

3. Raj Kamal External Consulting

The screenshot shows the 'New Vendor' form in Zoho Books. The vendor details entered are:

| | | | |
|-----------------|-------------------------------|-----------------------|-----------|
| Primary Contact | Salutation | Raj Kamal External Cc | Last Name |
| Company Name | Raj Kamal External Consulting | | |
| Display Name* | Raj Kamal External Consulting | | |
| Email Address | | | |
| Phone | Work Phone | Mobile | |

Other Details:

| | |
|-------------------|---|
| GST Treatment* | Unregistered Business |
| Source of Supply* | [TN] - Tamil Nadu |
| PAN | |
| MSME Registered? | <input type="checkbox"/> This vendor is MSME registered |
| Currency | INR- Indian Rupee |

Buttons at the bottom: Save, Cancel.

Activity 2: Review of Vendors List

The screenshot shows the 'Active Vendors' list in Zoho Books. The table displays the following information:

| 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: [TN] - Tamil Nadu

SHIPPING ADDRESS: [TN] - Tamil Nadu

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA0000A15Z

Source of Supply*: [TN] - Tamil Nadu

Destination of Supply*: [TN] - Tamil Nadu

Delivery Address*: Organization: Omkar Karande, Tamil Nadu, India, Change destination to deliver

Purchase Order#*: PO-00001

| ITEM DETAILS | ACCOUNT | QUANTITY | RATE | TAX | AMOUNT |
|------------------|-------------------------|----------|-------|-------------|-------------|
| Office Equipment | Furniture and Equipment | 20 | 10000 | GST18 [18%] | 2,00,000.00 |

Customer Notes: Will be displayed on purchase order

Total (₹): 2,36,000.00

Buttons: 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 bar includes 'Books' (selected), 'Home', 'Items', 'Banking', 'Sales', 'Purchases' (selected), 'Vendors', 'Expenses', 'Purchase Orders', 'Bills' (selected), 'Payments Made', 'Vendor Credits', 'Time Tracking', 'e-Way Bills', 'GST Filing', 'Accountant', and 'Reports'. The main area displays 'All Bills' with one entry: 'Randstad Technologies' (Bill# 001) with a balance due of ₹2,36,000.00, dated 05/04/2023, and a note 'OVERDUE BY 726 DAYS'. Below this is a 'Purchase Orders' section with one item. A large preview window on the right shows a detailed bill document for 'Randstad Technologies' from 'Bright Ideas Consulting'. The document includes fields like 'Bill# 001', 'Balance Due ₹2,36,000.00', 'Order Number: PO-00001', 'Bill Date: 05/04/2023', 'Due Date: 05/04/2023', and 'Bill From: Randstad Technologies'. A yellow 'Overdue' badge is visible on the top left of the document preview.

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 Web Services-
Rs.50,000/- pm GST @ 18%**

The screenshot shows the 'New Bill' creation interface. The vendor is set to 'Amazon Web Services'. The source and destination of supply are both '[TN] - Tamil Nadu'. The bill number is '002', and the date is '10/04/2023'. The payment terms are 'Due On Receipt'. A note at the bottom states 'This transaction is applicable for reverse charge'.

The screenshot shows the 'Item Table' section of the bill creation. It lists a single item: 'Cloud Database' with a quantity of 1.00, rate of 50000, and tax of GST18 [18%]. The total amount is 50,000.00. Below the table, there are sections for 'Sub Total', 'Discount', 'CGST9 [9%]', 'SGST9 [9%]', 'Total Tax Amount' (9000.00 INR), 'TDS/TCS' (TDS selected), 'Adjustment', and 'Total (₹)' (59,000.00). Buttons at the bottom include '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

New Bill

Vendor Name*: Raj Kamal External Consulting

BILLING ADDRESS: + New Address

GST Treatment: Unregistered Business

Source of Supply*: [TN] - Tamil Nadu

Destination of Supply*: [TN] - Tamil Nadu

Bill#*: 003

Order Number:

Bill Date*: 10/04/2023

Due Date: 10/04/2023

Payment Terms: Due On Receipt

This transaction is applicable for reverse charge

Subject: Enter a subject within 250 characters

| Item Table | | | | | | |
|---------------------------------|---------------|----------|--------|--------------|------------------|-------------|
| ITEM DETAILS | ACCOUNT | QUANTITY | RATE | TAX | CUSTOMER DETAILS | AMOUNT |
| Consultancy Services | Subcontractor | 1.00 | 100000 | Select a Tax | Select Customer | 1,00,000.00 |
| <small>Eligible For ITC</small> | | | | | | |

Sub Total: 1,00,000.00

Discount: 0 % 0.00

TDS TCS Select a Tax -0.00

Adjustment: 0.00

Total (₹): 1,00,000.00

Notes: It will not be shown in DDC

Attach File(s) to Bill:

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

Save as Draft | Save as Open | Cancel | PDF Template: Standard Template | Change

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, a sidebar menu includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Purchase Orders, Bills (selected), Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main area displays a list of bills:

| Bill Details | Amount |
|--|--------------|
| Raj Kamal External Consulting 003 - 10/04/2023 OVERDUE BY 721 DAYS | ₹1,00,000.00 |
| Amazon Web Services 002 - 10/04/2023 OVERDUE BY 721 DAYS | ₹59,000.00 |
| Randstad Technologies 001 - 05/04/2023 OVERDUE BY 726 DAYS | ₹2,36,000.00 |

A modal window for Bill #003 is open, showing the bill details:

BILL
Bill# 003
Bright Ideas Consulting
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
karandeomkar191@gmail.com
Balance Due
₹1,00,000.00
Bill Date : 10/04/2023
Due Date : 10/04/2023
Bill From: Raj Kamal External Consulting
Terms : Due On Receipt

The modal also includes a table for Item & Description, Qty, Rate, and Amount.

• Milestone 5: Customers

Activity 1: Customers Creation:

1. TechWise Solutions Pvt Ltd :

The screenshot shows the 'New Customer' creation interface in Zoho Books. The 'Customer Type' is set to 'Business'. The 'Primary Contact' section includes a dropdown for 'Salutation' (set to 'TechWise Solutions P') and an 'Last Name' input field. The 'Company Name' is 'TechWise Solutions Pvt Ltd'. The 'Display Name' is also 'TechWise Solutions Pvt Ltd'. There are fields for 'Email Address' and 'Phone' (with options for 'Work Phone' and 'Mobile'). A 'GST Treatment' dropdown is set to 'Registered Business - Regular'. The 'GSTIN / UIN' field contains '33AAAAA0000A15Z'. There are tabs for 'Other Details', 'Address', 'Contact Persons', 'Custom Fields', 'Reporting Tags', and 'Remarks'. At the bottom are 'Save' and 'Cancel' buttons.

The screenshot shows the customer profile for 'TechWise Solutions Pvt Ltd'. The 'Overview' tab is active. The 'ADDRESS' section indicates 'No Billing Address' and 'No Shipping Address'. The 'OTHER DETAILS' section includes Customer Type (Business), Default Currency (INR), GST Treatment (Registered Business - Regular), GSTIN (33AAAAA0000A15Z), Place of Supply (Tamil Nadu), PAN (AAAAAA0000A), and Tax Preference (Taxable). The 'Receivables' section displays a table with currency, outstanding receivables, and unused credits. The 'Income' section shows a chart for the last 6 months. Other tabs like 'Comments', 'Transactions', 'Mails', and 'Statement' are also visible.

- 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

Search in Customers (/)

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

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

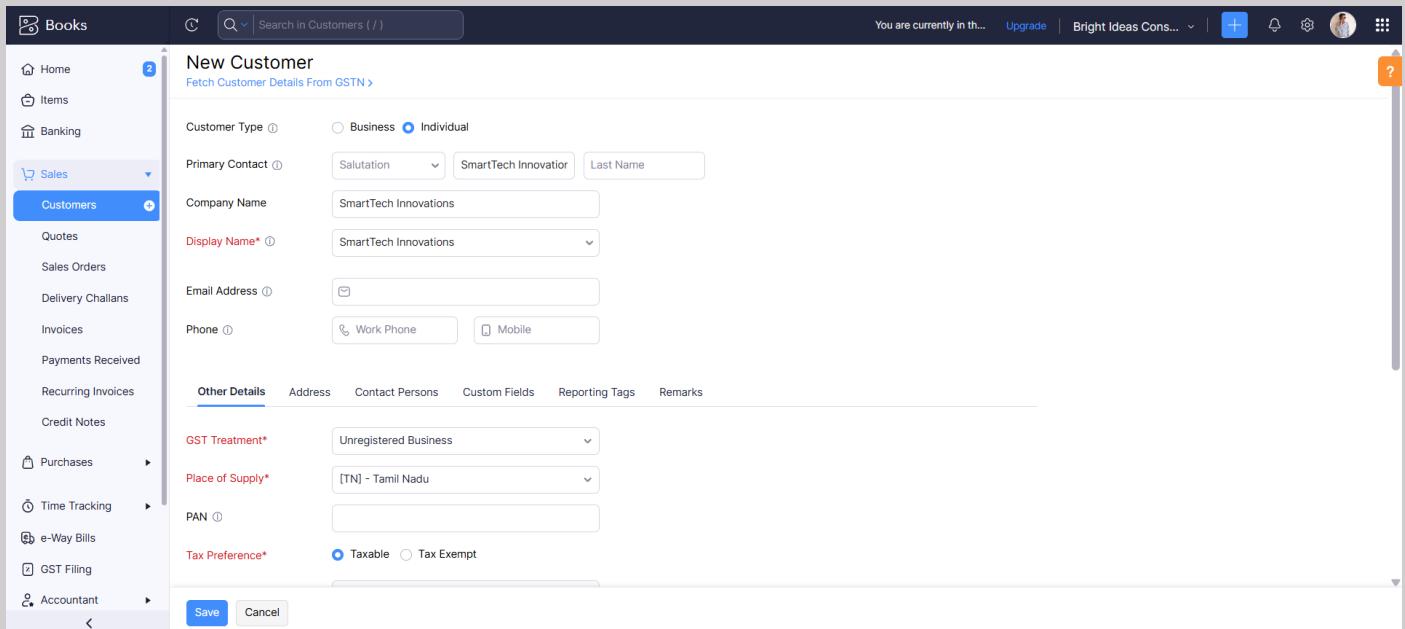
GST Treatment*: Unregistered Business

Place of Supply*: [TN] - Tamil Nadu

PAN:

Tax Preference*: Taxable Tax Exempt

Save Cancel



Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Place of Supply*: [TN] - Tamil Nadu

PAN:

Tax Preference*: Taxable Tax Exempt

Currency: INR- Indian Rupee

Opening Balance: INR

Payment Terms: Due On Receipt

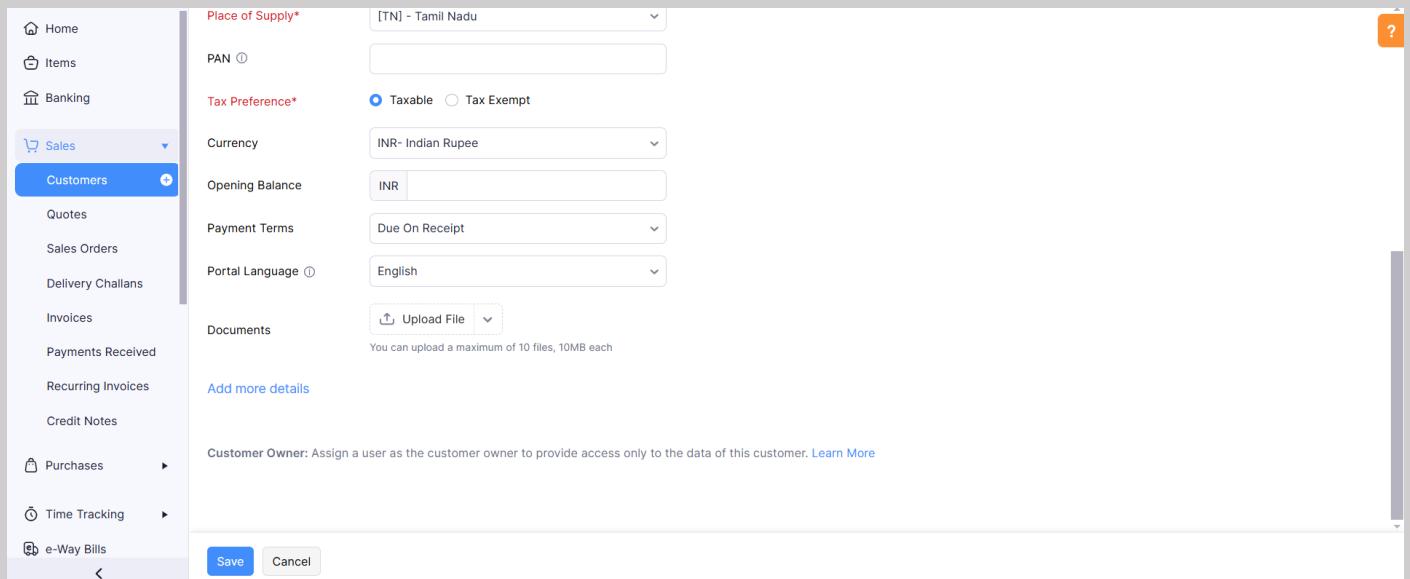
Portal Language: English

Documents: Upload File 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



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 options under 'Sales' and 'Customers'. The main area displays the profile for 'SmartTech Innovations'. The profile includes sections for Overview, Comments, Transactions, Mails, and Statement. It shows three active customers: SmartTech Innovations, DigitalEdge Technologies PVT Ltd, and TechWise Solutions Pvt Ltd, all with a value of ₹0.00. The 'SmartTech Innovations' section is expanded, showing details like ADDRESS, Billing Address (No Billing Address), Shipping Address (No Shipping Address), OTHER DETAILS (Customer Type: Individual, Default Currency: INR, GST Treatment: Unregistered Business, Place of Supply: Tamil Nadu, Tax Preference: Taxable, Portal Status: Disabled, Portal Language: English), and RECEIVABLES (Currency: INR- Indian Rupee, Outstanding Receivables: ₹0.00, Unused Credits: ₹0.00). A chart titled 'Income' shows data for the last 6 months.

The screenshot shows the Zoho Books software interface. On the left, there is a sidebar with various menu options under 'Sales' and 'Customers'. The main area displays a list of 'Active Customers'. The table has columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). The data shows three entries: SmartTech Innovations, DigitalEdge Technologies PVT Ltd, and TechWise Solutions Pvt Ltd, all located in Tamil Nadu with receivables and credits both at ₹0.00.

| 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 'Sales Orders', 'Delivery Challans', 'Invoices', etc. The main form fields include:

- Customer Name***: TechWise Solutions Pvt Ltd
- BILLING ADDRESS**: + New Address
- SHIPPING ADDRESS**: + New Address
- GST Treatment**: Registered Business - Regular
- GSTIN**: 33AAAAA0000A15Z
- Place of Supply***: [TN] - Tamil Nadu
- Sales Order#***: SO-00001
- Reference#**: (empty)
- Sales Order Date***: 10/04/2023
- Expected Shipment Date**: dd/MM/yyyy
- Payment Terms**: Due On Receipt

The screenshot shows the completed Sales Order summary page in Zoho Books. The left sidebar is identical to the previous screenshot. The main area displays the following details:

| ITEM DETAILS | | QUANTITY | RATE | TAX | AMOUNT |
|----------------------------------|--|------------|------|-------------|-------------|
| Financial Consulting | | 100 Hrs | 1000 | GST18 [18%] | 1,00,000.00 |
| Add a description to your item | | | | | |
| SERVICE SAC: 998311 | | | | | |
| Type or click to select an item. | | 1.00 | 0.00 | GST18 [18%] | 0.00 |

Below the table, there are buttons for 'Add New Row' and 'Add Items in Bulk'. To the right, a 'Sub Total' section shows:

| | |
|---|-------------|
| Sub Total | 1,00,000.00 |
| Discount | 0 % 0.00 |
| CGST9 [9%] | 9,000.00 |
| SGST9 [9%] | 9,000.00 |
| TDS <input type="radio"/> TCS <input checked="" type="radio"/> Select a Tax | - 0.00 |
| Adjustment | 0.00 |

At the bottom, there is a 'Customer Notes' field with placeholder text 'Enter any notes to be displayed in your transaction', a 'Total (₹)' field showing 1,18,000.00, and buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A note at the bottom right states 'Total Amount: ₹ 1,18,000.00' and 'Total Quantity: 100'.

Activity 2: Sales Order to Sale Invoice Conversion

The screenshot shows the Zoho Books interface. On the left sidebar, under the Sales section, 'Sales Orders' is selected. In the main area, a sales order for TechWise Solutions Pvt Ltd (SO-00001) dated 10/04/2023 is displayed with a status of 'CONFIRMED'. A blue banner at the top right says 'WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices.' Below it, a 'Convert' button is visible. The main content area shows a 'SALES ORDER' document with the following details:

- Confirmed**
- Bright Ideas Consulting**
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
karandeomkar191@gmail.com
- Sales Order# SO-00001**
- Bill To**
TechWise Solutions Pvt Ltd
GSTIN 33AAAAA0000A15Z
- Ship To**
GSTIN 33AAAAA0000A15Z
- Order Date :** 10/04/2023
- Place Of Supply:** Tamil Nadu (33)

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. On the left sidebar, under the Sales section, 'Invoices' is selected. A new invoice is being created for 'SmartTech Innovations'. The customer details are filled in, and the invoice number is 'INV-00002'. The invoice date is set to 15/04/2023. The main content area shows the invoice details and a breakdown of charges:

| Description | Quantity | Rate | Tax | Amount |
|----------------------------------|----------|------|---------------------|-------------|
| Financial Consulting | 200 Hrs | 1000 | GST18 [18%] | 2,00,000.00 |
| | | | Recent Transactions | |
| Type or click to select an item. | 1.00 | 0.00 | GST18 [18%] | 0.00 |

The total amount is 2,36,000.00. The breakdown includes:

- Sub Total: 2,00,000.00
- Discount: 0 % - 0.00
- CGST9 (9%): 18,000.00
- SGST9 (9%): 18,000.00
- TDS: Select a Tax - 0.00
- Adjustment: 0.00
- Total (₹): 2,36,000.00

At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'.

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

The screenshot shows the Zoho Books application interface. The left sidebar navigation includes Home, Items, Banking, Sales (selected), Customers, Quotes, Sales Orders, Delivery Challans, Invoices (selected), Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, and GST Filing. The main area is titled 'New Invoice' and displays the following fields:

- Customer Name***: DigitalEdge Technologies PVT Ltd
- BILLING ADDRESS** and **SHIPPING ADDRESS** sections with '+ New Address' buttons.
- GST Treatment**: Registered Business - Regular
- GSTIN**: 33AAAAAA000G01E2
- Place of Supply***: [TN] - Tamil Nadu
- Invoice#***: INV-000003
- Order Number**: (empty field)
- Invoice Date***: 15/04/2023
- Terms**: Due On Receipt
- Due Date**: 15/04/2023
- Salesperson**: Select or Add Salesperson

A search bar at the top left says 'Search in Invoices (/)'. The top right shows 'You are currently in th...', 'Upgrade', 'Bright Ideas Cons...', and user profile icons.

The screenshot shows the Zoho Books software interface. The top navigation bar includes 'Books' (with a gear icon), a search bar ('Search in invoices (/)'), and account information ('You are currently in th... Upgrade Bright Ideas Cons...'). The left sidebar has a tree view with 'Home', 'Items', 'Banking', 'Sales' (selected), 'Customers', 'Quotes', 'Sales Orders', 'Delivery Challans', 'Invoices' (selected), 'Payments Received', 'Recurring Invoices', 'Credit Notes', 'Purchases', 'Time Tracking', 'e-Way Bills', 'GST Filing', and 'Accountant'. The main area displays 'ITEM DETAILS' for an item named 'Legal Consulting'. It shows fields for 'QUANTITY' (300 Hrs), 'RATE' (1000), 'TAX' (GST18 [18%]), and 'AMOUNT' (3,00,000.00). Below this, another row is partially visible with 'Type or click to select an item.' and '1.00' quantity. A summary table at the bottom right shows: Sub Total 3,00,000.00, Discount 0.00, CGST19 [9%] 27,000.00, SGST19 [9%] 27,000.00, TDS 0.00, and Total (₹) 3,54,000.00. At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. The status bar at the bottom right shows 'Total Amount: ₹ 3,54,000.00' and 'Total Quantity: 300'.

The screenshot shows the Zoho Books interface. On the left sidebar, under the 'Invoices' section, there's a list of recent invoices: DigitalEdge Technologies PVT LTD (INV-000003, due 15/04/2023, OVERDUE BY 716 DAYS), SmartTech Innovations (INV-000002, due 15/04/2023, OVERDUE BY 716 DAYS), and TechWise Solutions Pvt Ltd (INV-000001, due 10/04/2023, OVERDUE BY 721 DAYS). The main area displays the details for INV-000003. The invoice header is 'INV-000003'. The top navigation bar includes 'Books', a search bar ('Search in Invoices (/)'), and account status ('You are currently in th... Upgrade | Bright Ideas Cons...'). Below the header are buttons for 'Edit', 'Send', 'Share', 'Reminders', 'PDF/Print', 'Record Payment', and file upload ('Upload files'). A message box says 'WHAT'S NEXT? Payment is overdue. Send a payment reminder or record payment. Learn More' with a 'Record Payment' button. Another message encourages setting up payment gateways or displaying a UPI QR code. The main content area shows the invoice details for DigitalEdge Technologies PVT LTD, including company name, address, GSTIN, and contact information. The invoice number is #INV-000003, issued on 15/04/2023, due on receipt. The bill to address is DigitalEdge Technologies PVT LTD, GSTIN 33AAAAA0000A15Z. The tax invoice section is titled 'TAX INVOICE' and lists the company details again. The table below shows the invoice items: Legal Consulting (HSN/SAC 998311, Qty 300.00, Rate 1,000.00, CGST 9%, SGST 9%, Sub Total 3,00,000.00). The total amount in words is 'India Rupees Three Lakh Fifty-Four Thousand Only'. The bottom right corner shows the total amount as '3,00,000.00' and 'CGST 9% 27,000.00'.

Activity 4: Reconciliation of Open Invoices

The screenshot shows the Zoho Inventory application interface. On the left, a sidebar menu is open under the 'Sales' category, with 'Invoices' selected. The main area displays a table titled 'All Invoices' with the following data:

| DATE | INVOICE# | ORDER NUMBER | CUSTOMER NAME | STATUS | DUUE DATE | AMOUNT | BALANCE DUE |
|------------|------------|--------------|----------------------------------|---------------------|------------|--------------|--------------|
| 10/04/2023 | INV-000003 | SO-00001 | TechWise Solutions Pvt Ltd | OVERDUE BY 681 DAYS | 10/04/2023 | ₹1,18,000.00 | ₹1,18,000.00 |
| 15/04/2023 | INV-000002 | | DigitalEdge Technologies PVT Ltd | OVERDUE BY 661 DAYS | 30/04/2023 | ₹3,54,000.00 | ₹3,54,000.00 |
| 15/04/2023 | INV-000001 | | SmartTech Innovations | OVERDUE BY 661 DAYS | 30/04/2023 | ₹2,36,000.00 | ₹2,36,000.00 |

• Milestone 7: Bank Account

Activity 1: Adding Bank Account

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

Add Bank or Credit Card

Select Account Type* Bank Credit Card

Account Name*

Account Code

Currency*

Account Number

Bank Name

IFSC

Description

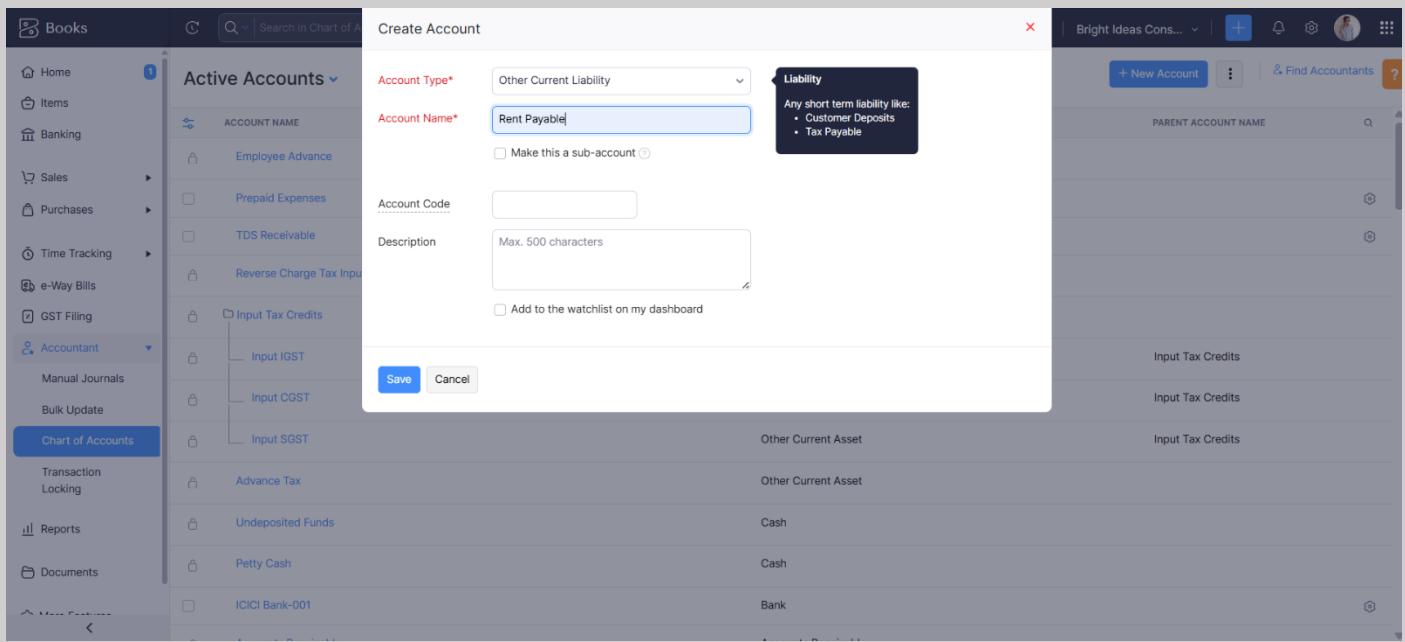
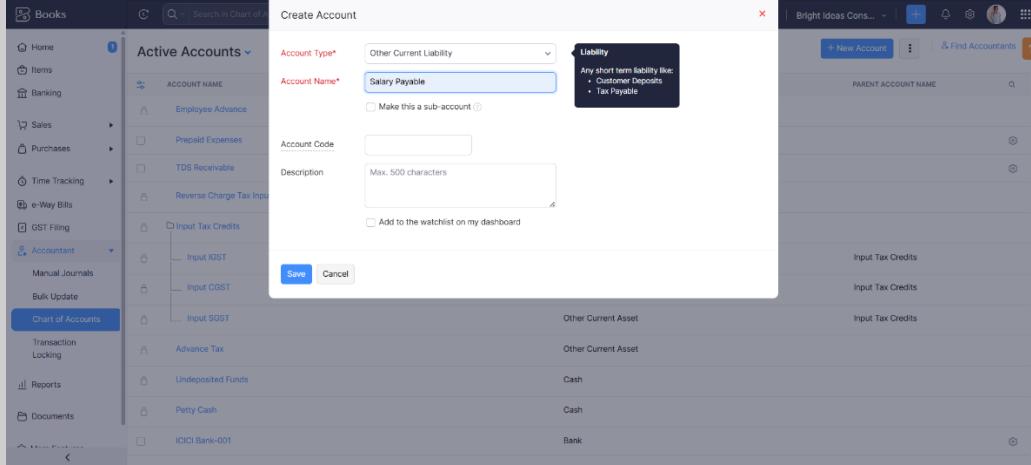
Make this primary

• 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



• 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.

New Journal

Journal#* 1

Reference#

Notes* Salary payable for the month of April-2023

Journal Type Cash based journal

Currency INR- Indian Rupee

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

Add New Row

Sub Total 1,00,000.00 1,00,000.00

Total (₹) 1,00,000.00 1,00,000.00

Save and Publish **Save as Draft** **Cancel** **Make Recurring**

Journals + New Journal

Status: All Jour... 30/04/2023 ₹1,00,000.00 PUBLISHED

JOURNAL #1

Date: 30/04/2023 Amount: ₹1,00,000.00

Notes: Salary payable for the month of April-2023 Reference Number:

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

Sub Total 1,00,000.00 1,00,000.00

Total ₹1,00,000.00 ₹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.

This screenshot shows the initial step of entering an expense. The user has selected 'Record Expense' and filled in the following fields:

- Date*: 30/04/2023
- Expense Account*: Rent Expense
- Amount*: INR 100000
- Paid Through*: ICICI Bank-001
- Expense Type*: Services
- SAC (Supplier Address Category) and Vendor fields are empty.
- GST Treatment*: Registered Business - Regular
- Vendor GSTIN*: 33AAAAA0000A15Z
- Source of Supply*: [TN] - Tamil Nadu
- Destination of Supply*: [TN] - Tamil Nadu

The interface includes a sidebar with navigation links like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Purchase Orders, Bills, Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. A large dashed box on the right is labeled 'Drag or Drop your Receipts' with a note about file size and an 'Upload your Files' button.

This screenshot shows the expense entry form with more detailed information filled in:

- GST Treatment*: Registered Business - Regular
- Vendor GSTIN*: 33AAAAA0000A15A
- Source of Supply*: [TN] - Tamil Nadu
- Destination of Supply*: [TN] - Tamil Nadu
- Reverse Charge checkbox is unchecked.
- Tax*: GST18 [18%]
- Amount Is: Tax Exclusive
- Invoice#: 001
- Notes: Max. 500 characters

The sidebar and receipt upload area are identical to the previous screenshot.

This screenshot shows the expense entry after it has been saved. The 'Expense Details' section displays the following information:

- Expense Amount: ₹1,18,000.00 on 30/04/2023
- Category: NON-BILLABLE
- Expense Type: Rent Expense
- Paid Through: ICICI Bank-001
- Tax: GST18 [18%]
- Tax Amount: ₹18,000.00 (Exclusive)
- Ref #: 001
- GST Treatment: Registered Business - Regular

The sidebar and receipt upload area are identical to the previous screenshots.

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

Screenshot of the Zoho Books software interface showing the 'Record Expense' form.

Record Expense tab selected.

Fields:

- Date*: 30/04/2023
- Expense Account*: Other Expenses
- Amount*: INR 5000
- Paid Through*: Petty Cash
- Expense Type*: Services
- SAC: [Blank]
- Vendor: [Blank]
- 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

Right Panel:

- Drag or Drop your Receipts (Maximum file size allowed is 10MB)
- Upload your Files

Buttons:

- Save (alt+s)
- Save and New (alt+n)
- Cancel

After recording the Expense Entries:

Screenshot of the Zoho Books software interface showing the 'All Expenses' list and expense details.

All Expenses list:

- Other Expenses: ₹5,000.00 on 30/04/2023
- Rent Expense: ₹1,18,000.00 on 30/04/2023

Expense Details for Other Expenses:

Expense Amount: ₹5,000.00 on 30/04/2023
NON-BILLABLE

Other Expenses:

Paid Through: Petty Cash
GST Treatment: Unregistered Business
Source of Supply: Tamil Nadu
Destination of Supply: Tamil Nadu

Journal:

Amount is displayed in your base currency INR

Expense:

Drag or Drop your Receipts (Maximum file size allowed is 10MB)
Upload your Files

• Milestone 11: Bank Entries

The Below are the Bank Transactions occurred during the month:

01-04-2023 Capital Deposit

ICICI Bank-001
Account Number: xxxx0001

Amount in Zoho Books
₹-1,18,000.00

Owner's Contribution

From Account*: Owner's Equity
Date*: 01/04/2023
Amount*: INR 100000
Received Via: Bank Transfer
Reference#:
Description: Max. 500 characters
Reporting Tags: Associate Tags

Attachments: Upload File

Save | **Cancel**

10-04-2023 Petty Cash Withdrawl

ICICI Bank-001
Account Number: xxxx0001

Amount in Zoho Books
₹-18,000.00

Transfer To Another Account

From Account*: ICICI Bank-001
To Account*: Petty Cash
Date*: 10/04/2023
Amount*: INR 10000
Reference#:
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?

Invoice Details ▼

Clear Applied Amount

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?

Invoice Details ▼

Clear Applied Amount

Payment(INR)

25-04-2023 Paid to Rand Stand Technologies

The screenshot shows the Zoho Books interface for managing bank statements and vendor payments. On the left, the 'ICICI Bank-001' account is selected, displaying a balance of ₹3,26,000.00. The main area shows a list of transactions from April 2023, including manual additions for owners' contributions and customer payments. On the right, a 'Vendor Payment' dialog is open, detailing a payment to 'Randstad Technologies' (Payment #1) for ₹236,000.00 on 25/04/2023, via a bank transfer.

| Date | Reference# | Type | Status | Deposits | Withdrawals | Running Balance |
|------------|------------|---|----------------|--------------|--------------|-----------------|
| 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

25-04-2023 Paid to Amazon Web Services

This screenshot shows the same Zoho Books interface for the ICICI Bank account. The transaction list is identical to the previous one. On the right, a second 'Vendor Payment' dialog is open, detailing a payment to 'Amazon Web Services' (Payment #2) for ₹59,000.00 on 25/04/2023, via a bank transfer.

| Date | Reference# | Type | Status | Deposits | Withdrawals | Running Balance |
|------------|------------|---|----------------|--------------|--------------|-----------------|
| 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

25-04-2023 Amount received from DigitalEdge Technologies

ICICI Bank-001 ▼

Account Number: xxxx0001

Amount in Zoho Books
₹31,000.00

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

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

Add Transaction ▼ undo redo X

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?

Clear Applied Amount

Invoice Details undo redo

Payment(INR)

25-04-2023 Paid To RajKamal External Consulting

ICICI Bank-001 ▼

Account Number: xxxx0001

Amount in Zoho Books
₹3,85,000.00

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 | Manually Added | ₹10,000.00 | ₹90,000.00 | |
| 12/04/2023 | | Customer Payment | Manually Added | ₹1,18,000.00 | ₹2,08,000.00 | |
| 20/04/2023 | | Customer Payment | Manually Added | ₹2,36,000.00 | ₹4,44,000.00 | |

Add Transaction ▼ undo redo X

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

Clear Applied Amount

Bill Details undo redo

Payment(INR)

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

30-04-2023 Salary Paid

The screenshot shows the Zoho Books interface for adding an expense transaction. The left sidebar has icons for Home, Bank Accounts, Invoicing, Sales, Purchase, Expenses, Payroll, and Reports. The main area shows a summary for 'ICICI Bank-001' with account number xxxx0001, showing an amount of ₹2,85,000.00. A table lists transactions: one for 'Vendor Payment' on 25/04/2023 and another for 'Rent Expense' on 30/04/2023. The right side is a form for a new expense entry:

| | |
|------------------------|--|
| Expense Account* | Salaries and Employee Wages |
| Expense Type* | <input type="radio"/> Goods <input checked="" type="radio"/> Services |
| Date* | 30/04/2023 |
| SAC | |
| Amount* | INR 100000 |
| Vendor | [Search dropdown] |
| GST Treatment* | Unregistered Business |
| Source of Supply* | [TN] - Tamil Nadu |
| Destination of Supply* | [TN] - Tamil Nadu |
| Reverse Charge | <input type="checkbox"/> This transaction is applicable for reverse charge |
| Tax | |
| Select Tax | |
| Save | Cancel |

• Milestone 12: Financial Reports:

Activity 1: Profit and Loss Account

| Bright Ideas Consulting | |
|--|--------------------|
| Profit and Loss | |
| Basis: Accrual | |
| From 01/04/2023 To 30/04/2023 | |
| Account | Total |
| 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 Export ?

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

The screenshot shows a report titled "AR Aging Summary By Invoice Due Date" for Bright Ideas Consulting as of 20/04/2023. The report is filtered by "As of: Custom" and "Aging By: Invoice Due Date". It displays a single row for "DigitalEdge Technologies PVT Ltd" with a total outstanding invoice amount of ₹3,54,000.00 across all aging intervals.

| 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 | ₹3,54,000.00 |

Activity 6: Accounts Payable Aging Details

The screenshot shows a report titled "AP Aging Summary By Bill Due Date" for Bright Ideas Consulting as of 20/04/2023. The report is filtered by "As of: Custom" and "Aging By: Bill Due Date". It displays four rows for vendors: Amazon Web Services, Raj Kamal External Consulting, Randstad Technologies, and a total row. The total outstanding bill amount is ₹3,95,000.00.

| 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 | |