

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

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

The screenshot shows the 'Set up your organization profile' page of the Zoho Books website. At the top, there's a header with the Zoho Books logo and a welcome message: 'Welcome thesahildesai11'. Below the header, there's a brief introduction: 'Zoho Books is your end-to-end online accounting software.' The main form is divided into sections: 'ORGANIZATIONAL DETAILS' and 'REGIONAL SETTINGS'. In the 'ORGANIZATIONAL DETAILS' section, the 'Organization Name*' field contains 'Bright Ideas Consulting'. The 'Industry' dropdown is set to 'Consulting'. Under 'Organization Location*', the 'Country' dropdown is 'India' and the 'State/Union Territory*' dropdown is 'Tamil Nadu'. There's also a link to '+ Add Organization Address'. In the 'REGIONAL SETTINGS' section, the 'Currency*' dropdown is 'INR - Indian Rupee' and the 'Language*' dropdown is 'English'. The 'Time Zone*' dropdown is visible below the currency setting. The page has decorative icons of office supplies like a calculator, paper, and a laptop in the corners.

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 'Hello, thesahildesai11' from 'Bright Ideas Consulting'. The dashboard includes sections for Total Receivables (Total Unpaid Invoices ₹0.00), Total Payables (Total Unpaid Bills ₹0.00), and Cash Flow (This Fiscal Year). The Cash Flow section shows a chart with a single data point: Cash as on 01/04/2024 at ₹0.00. Below the chart, it shows Incoming ₹0.00 + and Outgoing ₹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, and More Features. 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

New Item

Type: Service

Name: Management Consulting

Unit: Hrs

SAC: 998311

Tax Preference: Taxable

Sales Information

Selling Price: INR 1000

Cost Price: INR

Account: Sales

Description:

Preferred Vendor:

Save Cancel

Active Items

Management Consulting ₹1,000.00

Overview Transactions History

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 %)

Sales Information

Selling Price: ₹1,000.00

Sales 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 for creating a new item. The left sidebar lists various categories: Home, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The 'Items' category is selected and highlighted in blue. The main form is titled 'New Item' and contains the following fields:

- Type: Service (selected)
- Name*: Financial Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information** (checkbox checked):
 - Selling Price*: INR 1000
 - Cost Price: INR
 - Account: Sales
 - Description: [empty]
 - Preferred Vendor: [empty]
- Purchase Information** (checkbox unselected):
 - Cost Price: INR
 - Account: Cost of Goods Sold
 - Description: [empty]
 - Preferred Vendor: [empty]

3. Human Resources (HR) Consulting

The screenshot shows the 'Books' application interface for creating a new item. The left sidebar lists various categories: Home, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The 'Items' category is selected and highlighted in blue. The main form is titled 'New Item' and contains the following fields:

- Type: Service (selected)
- Name*: Human Resources (HR) Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information** (checkbox checked):
 - Selling Price*: INR 1000
 - Cost Price: INR
 - Account: Sales
 - Description: [empty]
 - Preferred Vendor: [empty]
- Purchase Information** (checkbox unselected):
 - Cost Price: INR
 - Account: Cost of Goods Sold
 - Description: [empty]
 - Preferred Vendor: [empty]

4. Legal Consulting;

The screenshot shows the 'Books' application interface for creating a new item. The left sidebar lists various categories: Home, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The 'Items' category is selected and highlighted in blue. The main form is titled 'New Item' and contains the following fields:

- Type: Service (selected)
- Name*: Legal Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference*: Taxable
- Sales Information** (checkbox checked):
 - Selling Price*: INR 1000
 - Cost Price: INR
 - Account: Sales
 - Description: [empty]
 - Preferred Vendor: [empty]
- Purchase Information** (checkbox unselected):
 - Cost Price: INR
 - Account: Cost of Goods Sold
 - Description: [empty]
 - Preferred Vendor: [empty]

Activity 2: Review of Items after Addition

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 (which is selected), Expenses, Purchase Orders, Bills, Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main area is titled 'New Vendor' and has a sub-instruction 'Fetch Vendor Details From GSTN >'. It contains fields for Primary Contact (Salutation dropdown set to 'Randstad Technologi...', Company Name 'Randstad Technologies', Display Name 'Randstad Technologies', Email Address, Phone (Work Phone and Mobile), and Other Details tab. Under 'Other Details', there are fields for GST Treatment (set to 'Registered Business - Regular'), GSTIN / UIN (33AAAAA0000A15Z), Source of Supply (TN - Tamil Nadu), and PAN (AAAAAA0000A). 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 form. The only difference is the company name entered in the 'Company Name' field: 'Amazon Web Services'. All other fields and the overall interface remain the same.

3. Raj Kamal External Consulting

The screenshot shows the 'New Vendor' creation form in Zoho Books. The vendor's name is entered as 'Raj Kamal External Consulting'. The 'GST Treatment' dropdown is set to 'Unregistered Business'. Other fields like 'Source of Supply' and 'PAN' are also filled. The 'MSME Registered?' checkbox is unchecked. The 'Save' button is visible at the bottom.

Activity 2: Review of Vendors List

The screenshot shows the 'Active Vendors' list in Zoho Books. Three vendors are listed:

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
Raj Kamal External Consulting	Raj Kamal External Consulting			Tamil Nadu	₹0.00	₹0.00
Amazon Web Services	Amazon Web Services			Tamil Nadu	₹0.00	₹0.00
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 Customer
thesahidesai11

Tamil Nadu
India,
7249127563

Change destination to deliver

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

Sub Total
Total Quantity : 20

Discount 0 % 0.00

CGST9 [9%] 18,000.00

SGST9 [9%] 18,000.00

Total Tax Amount 36000.00 INR

TDS TCS 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> Creat New>Provie 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 menu is open, with 'Purchases' selected. Under 'Purchases', 'Purchase Orders' is also selected. In the center, a list of bills is displayed for vendor 'Randstad Technologies' with bill number '001'. The bill amount is ₹2,36,000.00, and it is marked as 'OVERDUE BY 726 DAYS'. Below the list, there is 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. A preview of the bill document is shown on the right, titled 'BILL' with bill number '001'. The document includes the vendor details: Bright Ideas Consulting, Tamil Nadu, India, GSTIN 33AAAAA0000A15Z, 7249127563, and email theshilidesai11@gmail.com. It also shows the order number PO-00001, bill date 05/04/2023, and balance due ₹2,36,000.00.

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 left sidebar is titled 'Books' and includes links for 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 form has a header 'New Bill'. It contains fields for Vendor Name (Amazon Web Services), Billing Address (+ New Address), GST Treatment (Registered Business - Regular), GSTIN (33AAAAA0000A15Z), Source of Supply ([TN] - Tamil Nadu), Destination of Supply ([TN] - Tamil Nadu), Bill# (002), Order Number, Bill Date (10/04/2023), Due Date (10/04/2023), Payment Terms (Due On Receipt), and a checkbox for reverse charge. A 'Save' button is visible at the bottom right.

The screenshot shows the 'ITEM DETAILS' section of the bill creation page. It includes columns for ITEM DETAILS (Cloud Database), ACCOUNT (Cost of Goods Sold), QUANTITY (1.00), RATE (50000), TAX (GST18 [18%]), CUSTOMER DETAILS (Select Customer), and AMOUNT (50,000.00). Below this, there is a 'SERVICE' section with SAC: (Update) and a 'Add New Row' button. The main summary table shows Sub Total (50,000.00), Discount (0.00), CGST9 (4,500.00), SGST9 (4,500.00), Total Tax Amount (9000.00 INR), TDS (0.00), Adjustment (0.00), and a final Total (₹ 59,000.00). At the bottom are buttons for Save as Draft, Save as Open (highlighted in blue), and Cancel. A note indicates the PDF template is 'Standard Template'.

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

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Consultancy Services	Subcontractor	1.00	100000	Select a Tax	Select Customer	1,00,000.00

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 PDF

Attach File(s) to Bill: Upload File

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 for managing bills. The left sidebar navigation 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 with details like vendor name, bill number, amount, and due date. An orange 'Overdue' ribbon is present on the left side of the interface. The right panel provides a detailed view of the first bill, including the company's address, bill number, balance due, and payment terms. The bill date and due date are both set to 10/04/2023.

• Milestone 5: Customers

Activity 1: Customers Creation:

1. TechWise Solutions Pvt Ltd :

The screenshot shows the 'New Customer' creation form in Zoho Books. The customer type is set to 'Business'. Primary contact information includes 'Salutation' (Miss/Mrs/Ms/Mr), 'Last Name' (TechWise Solutions P), and 'Display Name' (TechWise Solutions Pvt Ltd). Company name is 'TechWise Solutions Pvt Ltd'. Other details include 'Email Address' and 'Phone' (Work Phone/Mobile). Under 'Other Details', 'GST Treatment' is 'Registered Business - Regular', 'GSTIN / UIN' is '33AAAAA0000A15Z', and 'Business Legal Name' is empty. The 'Save' button is visible at the bottom.

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

2. SmartTech Innovations

The screenshot shows the 'New Customer' creation form in Zoho Books. The customer type is set to 'Individual'. Primary contact information includes 'Salutation' (Miss/Mrs/Ms/Mr), 'Last Name' (SmartTech Innovation), and 'Display Name' (SmartTech Innovations). Company name is 'SmartTech Innovations'. Other details include 'Email Address' and 'Phone' (Work Phone/Mobile). Under 'Other Details', 'GST Treatment' is 'Unregistered Business', 'Place of Supply' is '[TN] - Tamil Nadu', and 'PAN' is empty. The 'Save' button is visible at the bottom.

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: Home, Items, Banking, Sales (with 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 other details. A "WHAT'S NEXT?" section suggests creating an invoice or quote. The "Receivables" section shows outstanding receivables of ₹0.00. A chart titled "Income" displays data for the last 6 months. The URL in the browser bar is https://books.zoho.in/app/60027700086#/contacts?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D.

The screenshot shows the Zoho Books software interface. The sidebar is identical to the previous screenshot. 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 the company name, email, work phone, place of supply, receivables (BCY), and unused credits (BCY). The URL in the browser bar is https://books.zoho.in/app/60027700086#/contacts?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D.

• 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 Home, Items, Banking, Customers, Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main form has fields for Customer Name (TechWise Solutions Pvt Ltd), Billing Address, Shipping Address, GST Treatment (Registered Business - Regular), GSTIN (33AAAAA0000A15Z), Place of Supply ([TN] - Tamil Nadu), Sales Order# (SO-00001), Reference#, Sales Order Date (10/04/2023), Expected Shipment Date (dd/MM/yyyy), and Payment Terms (Due On Receipt). A preview bar at the top right shows 'TechWise Solutions P...'. The status bar at the bottom says 'You are currently in th... Upgrade | Bright Ideas Cons... | + | ?'.

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 sales order details: Item Details for 'Financial Consulting' (100 Hrs, Rate 1000, Tax GST18 [18%], Amount 1,00,000.00), another row for 'Type or click to select an item' (1.00, 0.00, 0.00, 0.00), and a Sub Total of 1,00,000.00. Taxes listed are CGST9 [9%] and SGST9 [9%], both at 9,000.00. The TDS/TCS section shows 'TDS' selected with a dropdown for 'Select a Tax' and a value of - 0.00. An Adjustment field is present with a value of 0.00. The Total (₹) is 1,18,000.00. Customer Notes and Save buttons ('Save as Draft', 'Save and Send', 'Cancel') are at the bottom. The status bar at the bottom right says '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, the sidebar is open with the 'Sales' section selected, showing options like Customers, Quotes, Sales Orders, Invoices, etc. A 'Sales Orders' item is highlighted. In the main area, a Sales Order for 'TechWise Solutions Pvt Ltd' (SO-00001) dated 10/04/2023 is displayed. The status is 'CONFIRMED'. Below the order, a message says 'WHAT'S NEXT? Convert the sales order into packages, shipments, or invoices.' A 'Convert' button is present. The 'Invoice Status' is listed as 'NOT INVOICED'. To the right, a preview of the generated 'SALES ORDER' document is shown, which includes the company details (Bright Ideas Consulting), bill to (TechWise Solutions Pvt Ltd), ship to (GSTIN 33AAAAAA0000A15Z), and order date (10/04/2023). The document is titled 'SALES ORDER' with the Sales Order# SO-00001.

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 with the 'Invoices' section selected in the sidebar. A new invoice is being created for 'SmartTech Innovations'. The customer name is set to 'SmartTech Innovations'. The 'Place of Supply' is 'TN - Tamil Nadu'. The 'Invoiced' field contains 'INV-000002'. The 'Invoice Date' is '15/04/2023'. The 'Salesperson' field is empty. The main area displays a table for the service 'Financial Consulting' with a quantity of '200 Hrs' and a rate of '1000'. The total amount is '2,00,000.00'. Below this, another row is added for 'Type or click to select an item.' with a quantity of '1.00' and a rate of '0.00'. The subtotal for this row is '0.00'. The tax breakdown shows 'CGST9 [9%]' and 'SGST9 [9%]' both at '18,000.00'. The total amount is '2,36,000.00'. The customer notes say 'Thanks for your business.' 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

Activity 4: Reconciliation of Open Invoices

	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/>	15/04/2023	INV-000003		DigitalEdge Technologies PVT Ltd	OVERDUE BY 716 DAYS	15/04/2023	₹3,54,000.00	₹3,54,000.00
<input type="checkbox"/>	15/04/2023	INV-000002		SmartTech Innovations	OVERDUE BY 716 DAYS	15/04/2023	₹2,36,000.00	₹2,36,000.00
<input type="checkbox"/>	10/04/2023	INV-000001	SO-00001	TechWise Solutions Pvt Ltd	OVERDUE BY 721 DAYS	10/04/2023	₹1,18,000.00	₹1,18,000.00

<https://books.zoho.in/app/60037708886#/deliverychallans>

• 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 a software interface for managing bank accounts. On the left, there's a sidebar with various menu items like 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 radio buttons for 'Bank' (selected) and 'Credit Card'. Below that, there are fields for 'Account Name*' (ICICI Bank-001), 'Account Code' (empty), 'Currency*' (INR), 'Account Number' (000001), 'Bank Name' (ICICI Bank), 'IFSC' (empty), and 'Description' (Max. 500 characters). There's also a checkbox for 'Make this primary'. At the bottom, there 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 box titled '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.

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 'Rent Payable'. A tooltip box titled '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.

• 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

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

Sub Total: 1,00,000.00 **Total (₹)**: 1,00,000.00 **Difference**: 0.00

Save and Publish | **Save as Draft** | **Cancel** | **Make Recurrin**

Journals | **+ New Journal**

Status: All Jour... | **All**

30/04/2023	₹1,00,000.00	PUBLISHED
1		

JOURNAL #1

Date: 30/04/2023

Notes: Salary payable for the month of April-2023

Amount: ₹1,00,000.00

Reference Number:

Account	Contact	Debits	Credits
Salaries and Employee Wages		1,00,000.00	
Salary payable for the month of April-2023			1,00,000.00
Salary Payable			1,00,000.00
Salary payable for the month of April-2023			1,00,000.00

Published

Upload files | **Comments & History**

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: (empty)
- Vendor: (empty)
- GST Treatment*: Registered Business - Regular
- Vendor GSTIN*: 33AAAAA0000A15Z
- Source of Supply*: [TN] - Tamil Nadu

The right side of the screen features a dashed box for dragging and dropping receipts, with a placeholder icon and text: "Drag or Drop your Receipts Maximum file size allowed is 10MB". There is also a button to "Upload your Files".

This screenshot shows the continuation of the expense entry process, focusing on tax details. The user has selected 'Record Expense' and filled in the following fields:

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

The right side of the screen features a dashed box for dragging and dropping receipts, with a placeholder icon and text: "Drag or Drop your Receipts Maximum file size allowed is 10MB". There is also a button to "Upload your Files".

This screenshot shows the expense details page after the entry has been saved. The user can edit or make the expense recurring if needed.

Expense Details	
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
GST Treatment	Registered Business - Regular

The right side of the screen features a dashed box for dragging and dropping receipts, with a placeholder icon and text: "Drag or Drop your Receipts Maximum file size allowed is 10MB". There is also a button to "Upload your Files".

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

Date* 30/04/2023

Expense Account* Other Expenses

Amount* INR 5000

Paid Through* Petty Cash

Expense Type* Services

SAC

Vendor

GST Treatment* Unregistered Business

Source of Supply* [TN] - Tamil Nadu

Destination of Supply* [TN] - Tamil Nadu

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

After recording the Expense Entries:

All Expenses **+New**

	Expense Details
<input type="checkbox"/> Other Expenses 30/04/2023	₹5,000.00
<input type="checkbox"/> Rent Expense 30/04/2023	₹1,18,000.00

Expense Details for 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

• Milestone 11: Bank Entries

The Below are the Bank Transactions occurred during the month:

01-04-2023 Capital Deposit

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

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

Save | **Cancel**

10-04-2023 Petty Cash Withdrawl

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?

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

The screenshot shows the Zoho Books interface for managing bank statements and vendor payments. On the left, a sidebar lists various account categories like Home, Bank, and Creditors. The main area displays a table of transactions for the ICICI Bank account. A summary at the top right shows a balance of ₹3,26,000.00. To the right of the transaction table, a modal window titled "Vendor Payment" is open, allowing the user to enter details for a payment to "Randstad Technologies". The payment is recorded under reference number 1, amounting to ₹236,000.00 on 25/04/2023 via a bank transfer.

25-04-2023 Paid to Amazon Web Services

This screenshot shows the same Zoho Books interface as above, but for a different transaction. The transaction table on the left shows a balance of ₹90,000.00. The "Vendor Payment" modal on the right is used to record a payment to "Amazon Web Services" under reference number 2, amounting to ₹59,000.00 on 25/04/2023 via a bank transfer.

25-04-2023 Amount received from DigitalEdge Technologies

The screenshot shows the Zoho Books interface. On the left, a sidebar lists various account categories. The main area displays a bank statement for 'ICICI Bank-001' with an account number of 'xxxx0001'. A summary box shows 'Amount in Zoho Books ₹31,000.00'. Below it, a table lists transactions: '25/04/2023 Vendor Payment Manually Added ₹2,36,00,000 ₹2,08,00,000', '25/04/2023 Vendor Payment Manually Added ₹59,00,000 ₹1,49,00,000', and '30/04/2023 001 Rent Expense Manually Added ₹1,18,00,000 ₹31,00,000'. On the right, a 'Customer Payment' dialog is open, prompting for details like 'Customer*' (DigitalEdge Technologies PVT Ltd), 'Amount Received*' (INR 354000.00), 'Date*' (25/04/2023), 'Payment #' (3), 'Reference#', 'Received Via' (Bank Transfer), 'Description' (Max. 500 characters), and 'Retained Tax?'.

25-04-2023 Paid To RajKamal External Consulting

The screenshot shows the Zoho Books interface. On the left, a sidebar lists various account categories. The main area displays a bank statement for 'ICICI Bank-001' with an account number of 'xxxx0001'. A summary box shows 'Amount in Zoho Books ₹3,85,000.00'. Below it, a table lists transactions: '01/04/2023 Owners Contribution Manually Added ₹1,00,000.00 ₹1,00,000.00', '10/04/2023 Transfer Fund Manually Added ₹10,00,000 ₹90,00,000', '12/04/2023 Customer Payment Manually Added ₹1,18,00,000 ₹2,08,00,000', and '20/04/2023 Customer Payment Manually Added ₹2,36,00,000 ₹4,44,00,000'. On the right, a 'Vendor Payment' dialog is open, prompting for details like 'Vendor*' (Raj Kamal External Consulting), 'Payment #' (3), 'Amount*' (INR 100000), 'Date*' (25/04/2023), 'Reference#', 'Paid Via' (Bank Transfer), 'Description' (Max. 500 characters), and 'Bill Details' (03 Due ₹1,00,000.00 10/04/2023) with a note to '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, Expenses, and Reports. The main area displays a summary for 'ICICI Bank-001' with account number xxxx0001, showing an amount of ₹2,85,000.00 in Zoho Books. 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	[Empty]
Amount*	INR <input type="text" value="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]	
<button>Save</button> <button>Cancel</button>	

• 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

01/04/2023 - Owners Contribution 1		Debit	Credit
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)		Debit	Credit
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)		Debit	Credit
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)		Debit	Credit
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		Debit	Credit
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)		Debit	Credit
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)		Debit	Credit
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)		Debit	Credit
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)		Debit	Credit
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)		Debit	Credit
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)		Debit	Credit
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", "Aging By: Invoice Due Date", and "Entities: Invoice". It includes options to "Run Report", "Group By: None", "Show By: Outstanding Invoice Amount", "Aging Intervals: 4 X 15 Days", and "Customize Report Columns". The data table has columns for Customer Name, Current, 1-15 Days, 16-30 Days, 31-45 Days, > 45 Days, Total, and Total (FCY). One row shows DigitalEdge Technologies PVT Ltd with a total of ₹3,54,000.00, and another row shows a total of ₹3,54,000.00.

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", "Aging By: Bill Due Date", and "Entities: Bill". It includes options to "Run Report", "Group By: None", "Show By: Outstanding Bill Amount", "Aging Intervals: 4 X 15 Days", and "Customize Report Columns". The data table has columns for Vendor Name, Total (FCY), Current, 1-15 Days, 16-30 Days, 31-45 Days, > 45 Days, Total, and F. It lists vendors like Amazon Web Services, Raj Kamal External Consulting, and Randstad Technologies, along with a total row.

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	₹0.00	₹3,95,000.00	