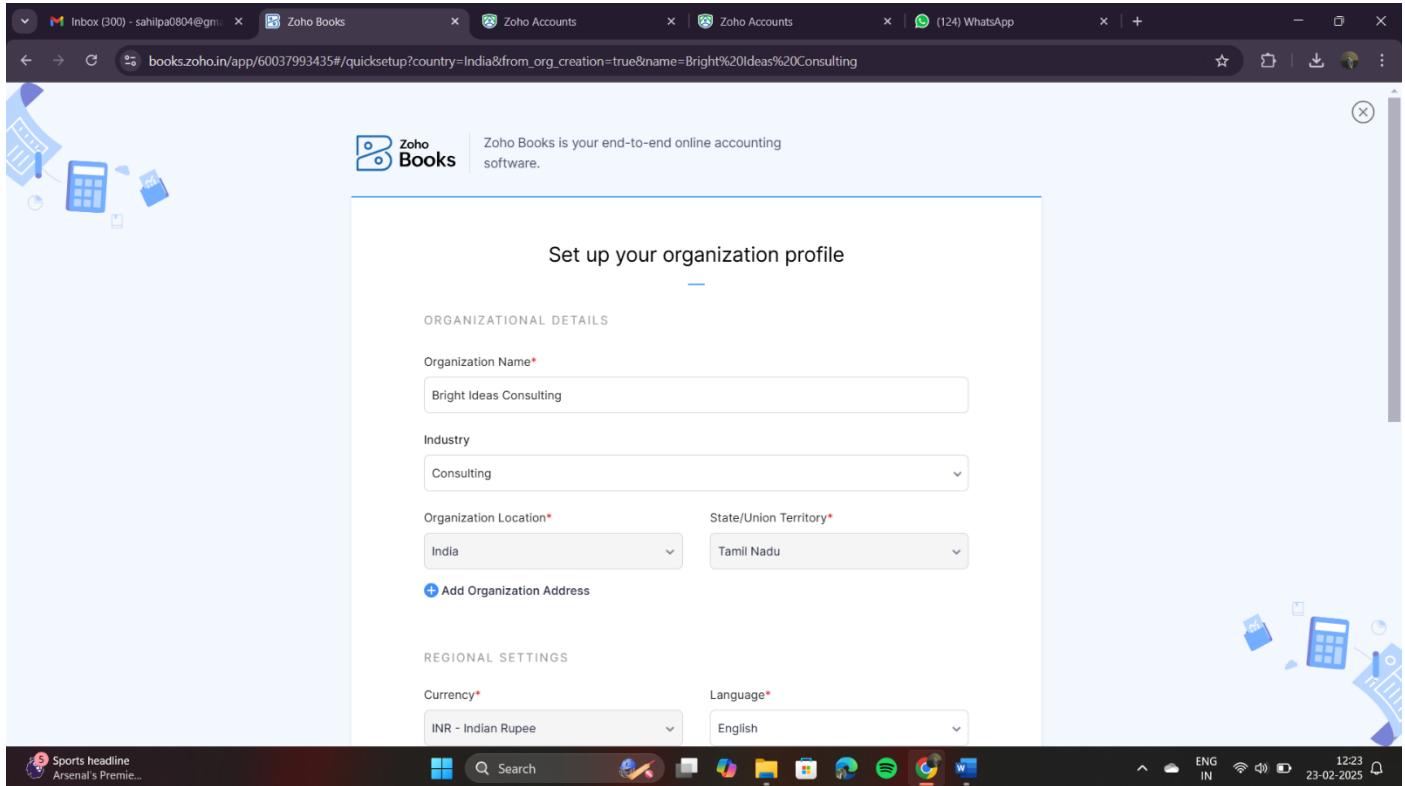
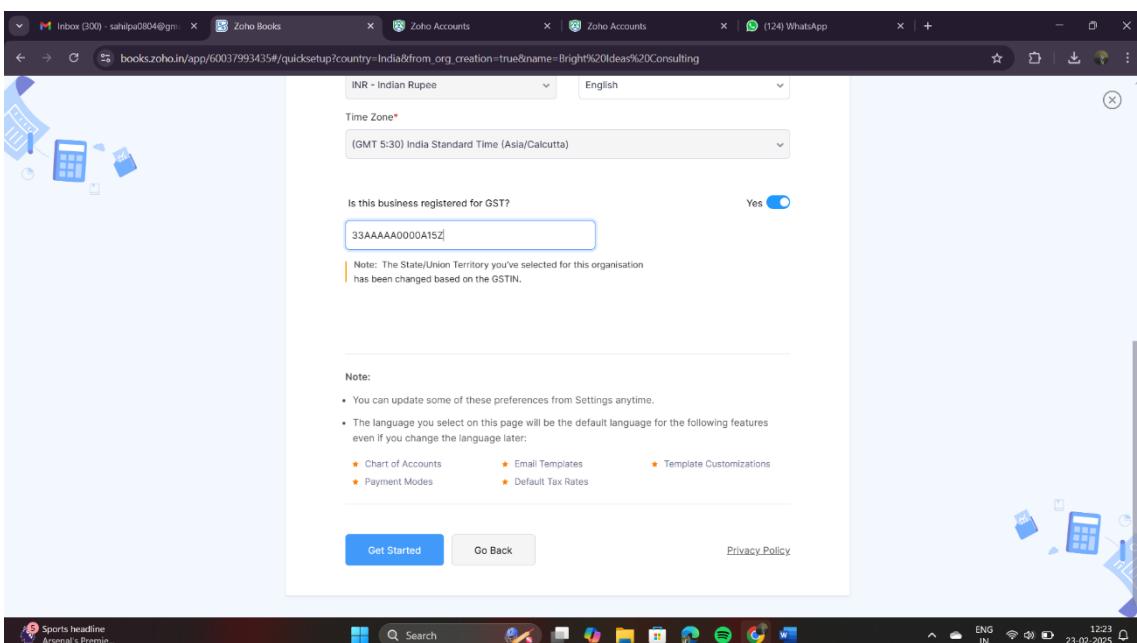


## • Milestone 1: Set up your account

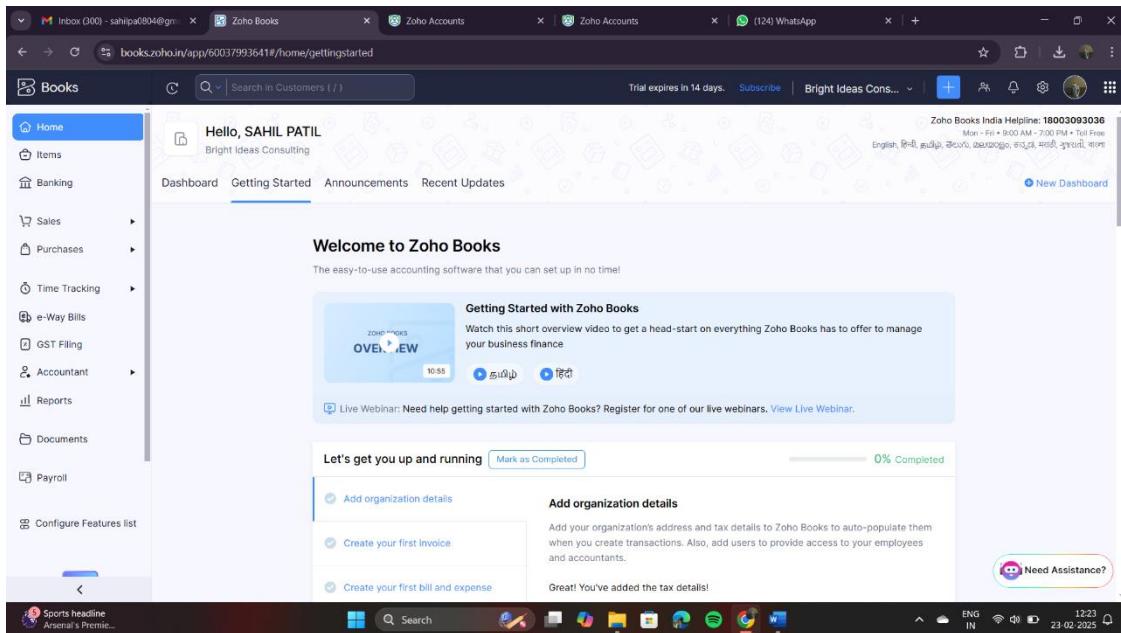
### Activity 1: Sign up for a Zoho Books account and Login



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



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:

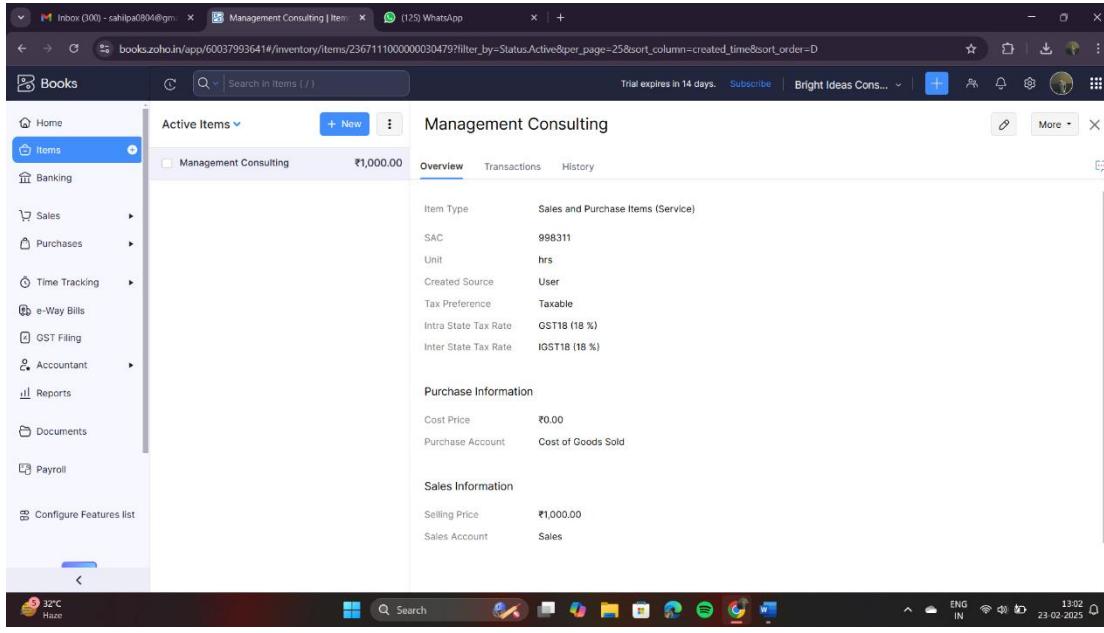
1. Management Consulting
2. Financial Consulting
3. Human Resources (HR) Consulting
4. Legal Consulting

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

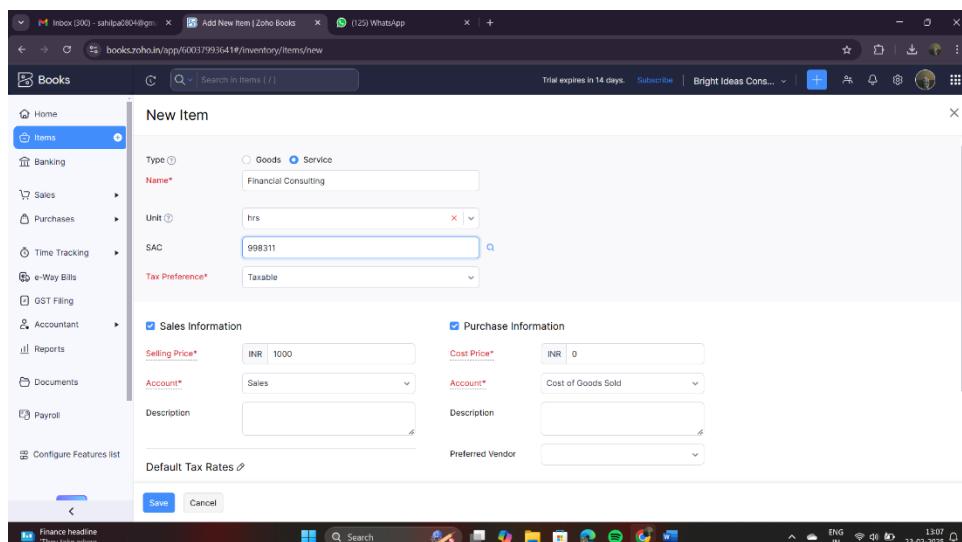


Here we create our first item/service creation which is management consulting. By going to “**Items**” from the Navigation Panel and clicking on “**+ New**” Button and give the respective fields such as

- 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:



### 3. Human Resources (HR) Consulting

The screenshot shows the 'Edit Item' interface in Zoho Books. The left sidebar lists various modules: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and More Features. The main form is titled 'Edit Item' and contains the following fields:

- Type: Service (radio button selected)
- Name\*: Human Resources (HR) Consulting
- Unit: Hrs
- SAC: 998311
- Tax Preference\*: Taxable
- Sales Information
- Purchase Information
- Selling Price\*: INR 1000
- Cost Price: INR 0
- Account\*: Sales
- Description
- Preferred Vendor

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

### 4. Legal Consulting:

The screenshot shows the 'New Item' interface in Zoho Books. The left sidebar is identical to the previous screenshot. The main form is titled 'New Item' and contains the following fields:

- Type: Service (radio button selected)
- Name\*: legal Consulting
- Unit: hrs
- SAC: 998311
- Tax Preference\*: Taxable
- Sales Information
- Purchase Information
- Selling Price\*: INR 1000
- Cost Price\*: INR 0
- Account\*: Sales
- Description
- Preferred Vendor

At the bottom are 'Save' and 'Cancel' buttons. The status bar at the bottom right shows 'AUS - ENG Game score' and system information like 'ENG IN' and '13:05 23-02-2025'.

## Activity 2: Review of Items after Addition

The screenshot shows the Zoho Books application interface. The left sidebar has a navigation menu with 'Books' selected, followed by 'Items' which is also highlighted. Other options include Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. A 'Configure Features list' option is also present. The main content area is titled 'Active Items' and displays a table with four rows of data. The columns are: NAME, PURCHASE DESCRIPTION, PURCHASE RATE, DESCRIPTION, RATE, HSN/SAC, and USAGE UNIT. The data is as follows:

NAME	PURCHASE DESCRIPTION	PURCHASE RATE	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
Financial Consulting		₹0.00		₹1,000.00	998311	hrs
Human Resources Consulting		₹0.00		₹1,000.00	998311	hrs
legal Consulting		₹0.00		₹1,000.00	998311	hrs
Management Consulting		₹0.00		₹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

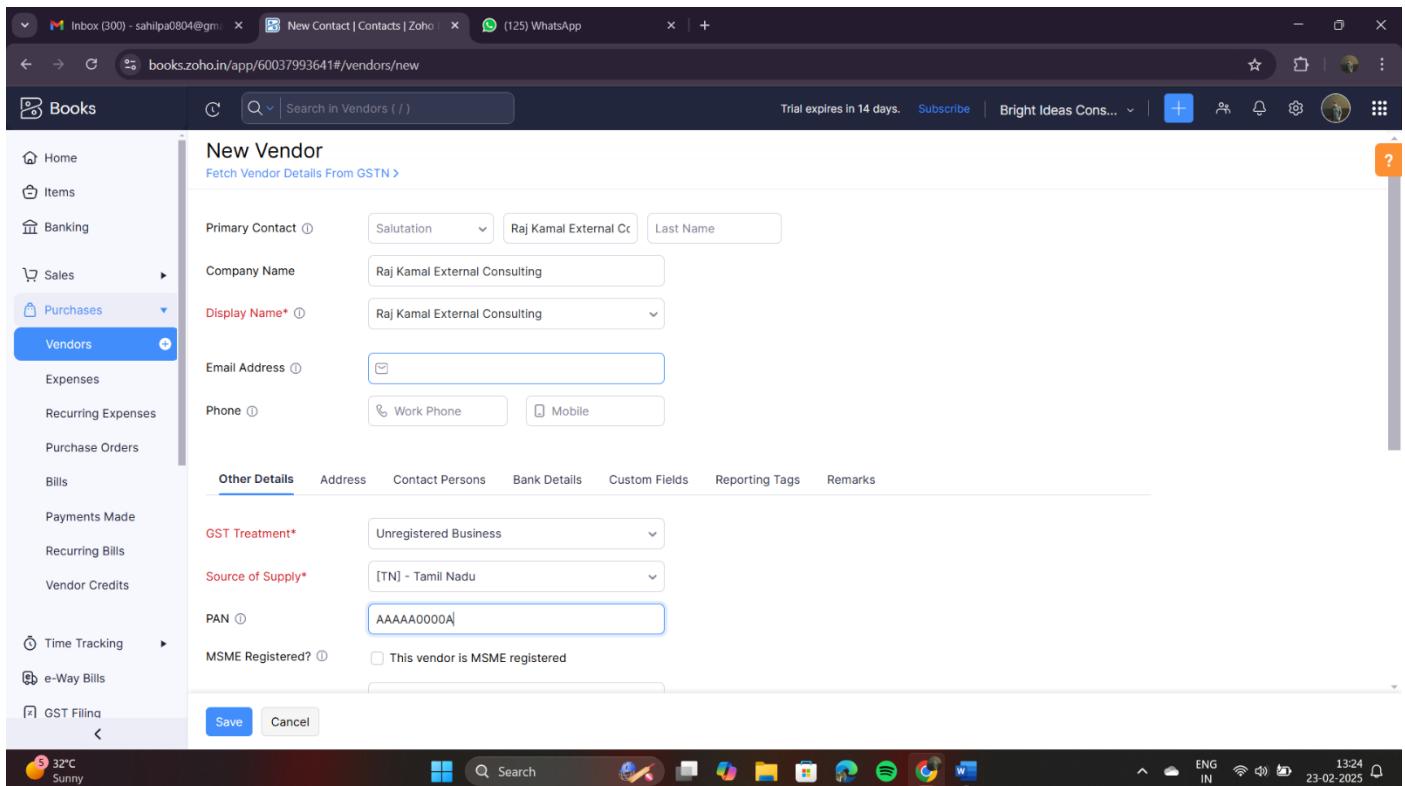
The screenshot shows the Zoho Books application interface. The left sidebar navigation panel is visible, with 'Purchases' and 'Vendors' selected under the 'Purchases' category. The main content area is titled 'New Vendor' and contains fields for 'Primary Contact' (Salutation dropdown set to 'Randstad Technologi'), 'Company Name' (Randstad Technologies Pvt Ltd), 'Display Name\*' (Randstad Technologies), 'Email Address' (empty), 'Phone' (Work Phone and Mobile dropdowns), and 'Other Details' tab (GST Treatment: Registered Business - Regular, GSTIN / UIN: 33AAAAA0000A15Z, Source of Supply: [TN] - Tamil Nadu, 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

The screenshot shows the Zoho Books application interface, similar to the previous one but with different vendor details. The left sidebar navigation panel is visible, with 'Purchases' and 'Vendors' selected under the 'Purchases' category. The main content area is titled 'New Vendor' and contains fields for 'Primary Contact' (Salutation dropdown set to 'Amazon Web Service'), 'Company Name' (Amazon Web Services), 'Display Name\*' (Amazon Web Service), 'Email Address' (empty), 'Phone' (Work Phone and Mobile dropdowns), and 'Other Details' tab (GST Treatment: Registered Business - Regular, GSTIN / UIN: 33AAAAA0000A15A, Source of Supply: [TN] - Tamil Nadu, PAN: AAAAAA0000A). At the bottom are 'Save' and 'Cancel' buttons.

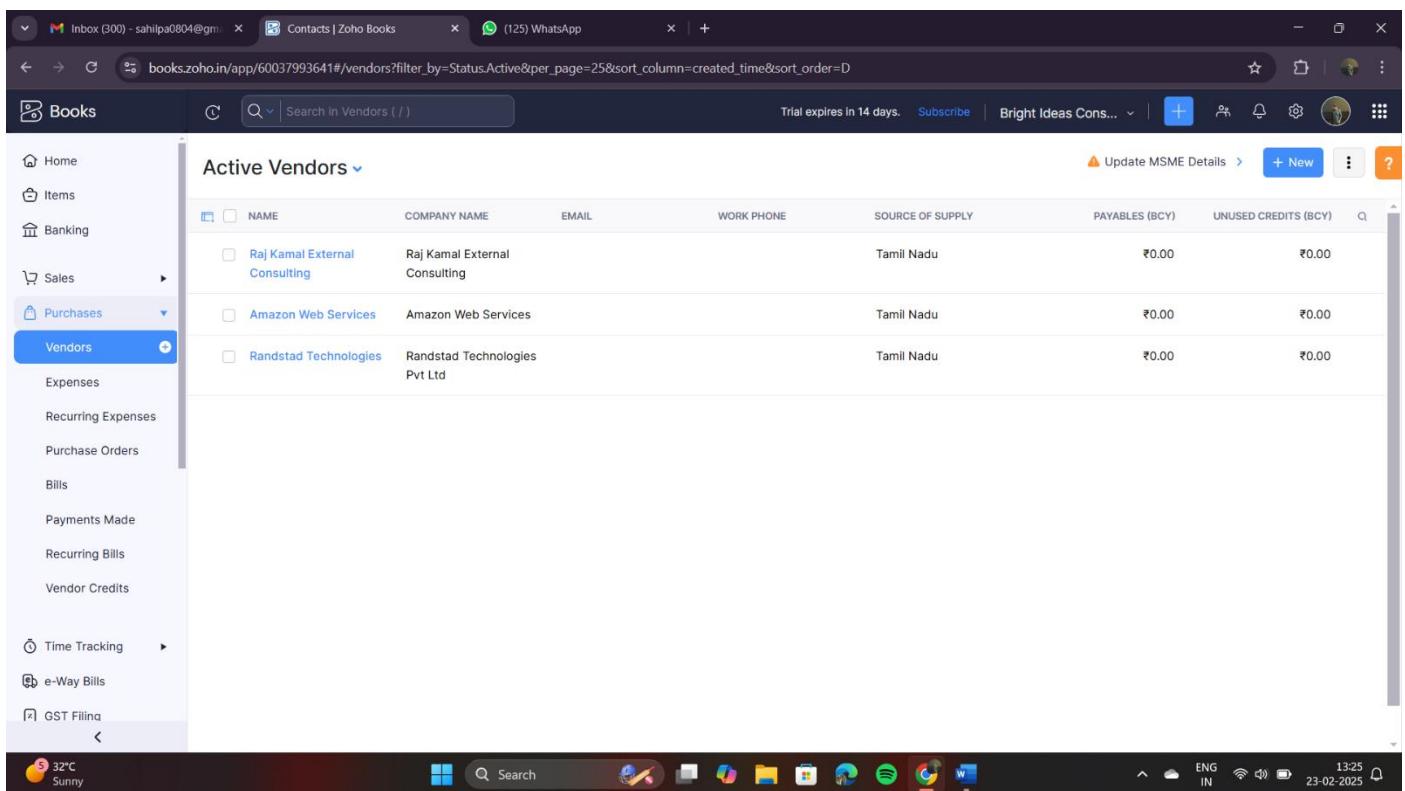
### 3. Raj Kamal External Consulting



The screenshot shows the 'New Vendor' form in Zoho Books. The left sidebar has 'Vendors' selected. The main form fields include:

- Primary Contact: Salutation (dropdown), Raj Kamal External Co, Last Name
- Company Name: Raj Kamal External Consulting
- Display Name\*: Raj Kamal External Consulting
- Email Address: (input field)
- Phone: (input field) Work Phone, (input field) Mobile
- Other Details tab (selected):
  - GST Treatment\*: Unregistered Business
  - Source of Supply\*: [TN] - Tamil Nadu
  - PAN: AAAAA0000A
  - MSME Registered?:  This vendor is MSME registered
- Save and Cancel buttons

### Activity 2: Review of Vendors List



The screenshot shows the 'Active Vendors' list in Zoho Books. The left sidebar has 'Vendors' selected. The table displays three entries:

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 Pvt Ltd			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%

The screenshot shows the 'New Purchase Order' form in Zoho Books. The vendor is set to 'Randstad Technologies'. The item is 'Office Equipment'. The quantity is '20'. The unit price is 'Rs.10,000/-'. The total amount is '2,00,000.00'. The GST rate is '18%'. The payment terms are 'Due On Receipt'. The delivery address is 'Bright Ideas Consulting'. The item details table shows 'Furniture and Equipment' as the account, '20' as the quantity, '10000' as the rate, and 'GST18 [18%]' as the tax. The total amount is '2,00,000.00'.

The screenshot shows the completed 'Purchase Order' page in Zoho Books. The PO number is 'PO-00001'. The total amount is '2,00,000.00'. The payment terms are 'Due On Receipt'. The item details table shows 'Furniture and Equipment' as the account, '20' as the quantity, '10000' as the rate, and 'GST18 [18%]' as the tax. The total amount is '2,00,000.00'.

The screenshot shows the Zoho Books interface for creating a new purchase order. The main area displays a summary of the purchase order with a subtotal of ₹2,00,000.00, a discount of 0, and a total amount of ₹2,36,000.00. The navigation panel on the left is expanded, showing various categories under 'Purchases' and 'Purchase Orders' selected.

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 displaying a draft purchase order for Randstad Technologies. The purchase order number is PO-00001 and the total amount is ₹2,36,000.00. The status is marked as 'DRAFT'. On the right, there is a preview of the 'PURCHASE ORDER' document, which includes the vendor's address and the purchase order details. The navigation panel on the left shows 'Purchase Orders' selected.

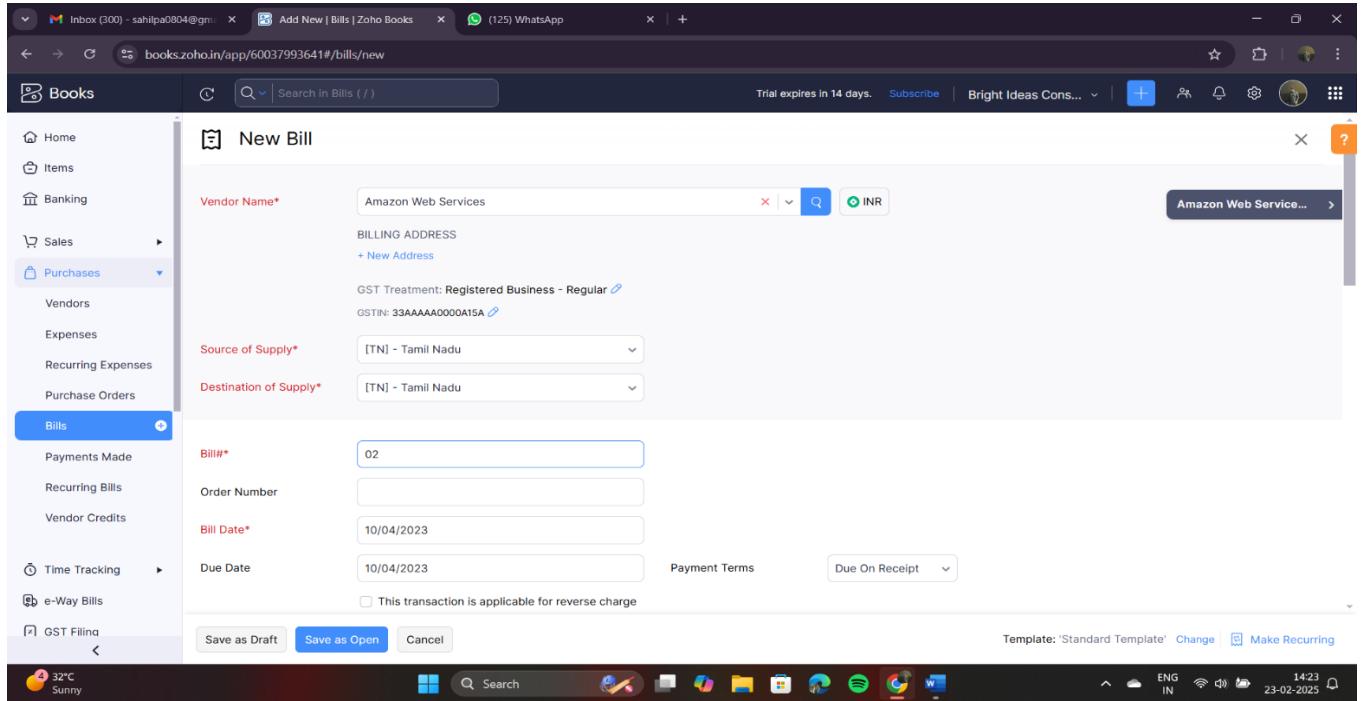
After Creating the Purchase orders, We mark them as Issued and then PO as “Convert to Bill” to convert the same as bill entry:

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

## Activity 3: Direct Vendor Purchases Bills Creation:

Bright Ideas Consulting availed the services from the below Suppliers:

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



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#\***: 03

**Order Number**: (empty)

**Bill Date\***: 10/04/2023

**Due Date**: 10/04/2023

**Payment Terms**: Due On Receipt

This transaction is applicable for reverse charge

**Save as Draft** **Save as Open** **Cancel**

**Subject**: Enter a subject within 250 characters

**At Transaction Level**: At Transaction Level

**Item Table**

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Consultancy Services	Consultant Expense	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

**Save as Draft** **Save as Open** **Cancel**

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 application interface. On the left, a sidebar menu includes Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The main area displays 'All Bills' with three entries:

Supplier	Amount	Due Date	Status
Raj Kamal External Consulting	₹1,00,000.00	03 + 10/04/2023	OVERDUE BY 685 DAYS
Amazon Web Services	₹59,000.00	02 + 10/04/2023	OVERDUE BY 685 DAYS
Randstad Technologies	₹2,36,000.00	01 + 05/04/2023	OVERDUE BY 690 DAYS

A modal window titled 'BILL' for Bill #03 is displayed, showing:

**Bright Ideas Consulting**  
Tamil Nadu  
India  
GSTIN 33AAA0000A15Z  
sahilpa004@gmail.com

**BILL #03**

**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

#	Item & Description	Qty	Rate	Amount
1	Consultancy Services	1.00	1,00,000.00	1,00,000.00

The system status bar at the bottom indicates it's 32°C and sunny, with a search bar and various system icons.

## • Milestone 5: Customers

### Activity 1: Customers Creation:

#### 1. TechWise Solutions Pvt Ltd :

The screenshot shows the 'Edit Customer' form in Zoho Books. The customer type is set to 'Business'. The primary contact is listed as 'TechWise Solutions Pvt Ltd'. The company name and display name are both 'TechWise Solutions Pvt Ltd'. The email address field is empty. The phone number is listed as 'Work Phone'. Under the 'Other Details' tab, the GST Treatment is 'Registered Business - Regular', the GSTIN / UIN is '33AAAAA0000A15Z', and the business legal name is empty. At the bottom, there are 'Save' and 'Cancel' buttons.

The screenshot shows the continuation of the 'Edit Customer' form. It includes fields for 'Business Legal Name', 'Business Trade Name', 'Place of Supply' (set to '[TN] - Tamil Nadu'), 'PAN' (set to 'AAAAA0000A'), 'Tax Preference' (set to 'Taxable'), 'Currency' (set to 'INR- Indian Rupee'), 'Payment Terms' (set to 'Due On Receipt'), and 'Portal Language' (set to 'English'). There is also a 'Documents' section with an 'Upload File' button. At the bottom, there is a note about assigning a customer owner and a 'Save' button.

- 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

The screenshot shows the 'New Customer' form in Zoho Books. The 'Customer Type' is set to 'Business'. The 'Primary Contact' is 'SmartTech Innovation'. The 'Company Name' and 'Display Name' are both 'SmartTech Innovations'. The 'Email Address' field is empty. The 'Phone' field has 'Work Phone' selected. The 'GST Treatment\*' dropdown is set to 'Unregistered Business'. The 'Place of Supply\*' dropdown is set to '[TN] - Tamil Nadu'. The 'PAN' field is empty. At the bottom are 'Save' and 'Cancel' buttons.

New Customer  
Fetch Customer Details From GSTN >

Customer Type  Business  Individual

Primary Contact  SmartTech Innovation

Company Name

Display Name\*

Email Address

Phone

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment\*

Place of Supply\*

PAN

Save Cancel

The screenshot shows the 'New Customer' form in Zoho Books. The 'GST Treatment\*' dropdown is set to 'Unregistered Business'. The 'Place of Supply\*' dropdown is set to '[TN] - Tamil Nadu'. The 'PAN' field is empty. The 'Tax Preference\*' radio button is set to 'Taxable'. The 'Currency' dropdown is set to 'INR- Indian Rupee'. The 'Opening Balance' input field contains 'INR'. The 'Payment Terms' dropdown is set to 'Due On Receipt'. The 'Enable Portal?' checkbox is unchecked. The 'Portal Language' dropdown is set to 'English'. The 'Documents' section has an 'Upload File' button and a note about uploading up to 10 files of 10MB each. At the bottom are 'Save' and 'Cancel' buttons.

Other Details Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment\*

Place of Supply\*

PAN

Tax Preference\*  Taxable  Tax Exempt

Currency

Opening Balance

Payment Terms

Enable Portal?  Allow portal access for this customer

Portal Language

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

Add more details

Save Cancel

## Activity 2: Review the Customer's List

The screenshot shows the Zoho Books interface for managing customers. On the left, a sidebar menu is open under the 'Sales' category, specifically the 'Customers' section. The main content area displays the details for 'SmartTech Innovations'. The 'Overview' tab is selected, showing basic information like company name, address, and contact details. A 'WHAT'S NEXT?' section suggests creating an invoice or quote. Below this, there are sections for 'ADDRESS', 'Billing Address', 'Shipping Address', and 'OTHER DETAILS' (Customer Type, Default Currency, GST Treatment, Place of Supply, Tax Preference, Portal Status). To the right, there is a 'Receivables' section with a chart showing income over time. The bottom of the screen shows the Windows taskbar with various pinned icons.

The screenshot shows the Zoho Books interface displaying a list of active customers. The left sidebar is identical to the previous screenshot, showing the 'Customers' section. The main area is titled 'Active Customers' and lists three companies: SmartTech Innovations, DigitalEdge Technologies Pvt Ltd, and TechWise Solutions Pvt Ltd. Each entry includes the company name, place of supply, receivables, and unused credits. The bottom of the screen shows the Windows taskbar with various pinned icons.

# • Milestone 6: Sales

## Activity 1: Sales Order Creation

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

- 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' form in Zoho Books. The 'Customer Name\*' field is populated with 'TechWise Solutions Pvt Ltd'. Under 'BILLING ADDRESS', there is a link to '+ New Address'. The 'GST Treatment' is set to 'Registered Business - Regular'. The 'GSTIN' number is listed as '33AAAAA0000A15Z'. The 'Place of Supply\*' dropdown shows '[TN] - Tamil Nadu'. The 'Sales Order#' is 'SO-00001'. The 'Reference#' and 'Sales Order Date\*' fields are empty. The 'Expected Shipment Date' is '10/04/2023'. The 'Payment Terms' is 'Due On Receipt'. At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A note indicates 'Total Amount: ₹1,18,000.00' and 'Total Quantity: 100'. The system status bar at the bottom shows it's 23-02-2025, 14:43, ENG IN.

The screenshot shows the continuation of the 'New Sales Order' form. It includes fields for 'Delivery Method' and 'Salesperson', both currently empty. Below this is the 'Item Table' section. The table has columns for 'ITEM DETAILS', 'QUANTITY', 'RATE', 'TAX', and 'AMOUNT'. One row is visible for 'Management Consulting' with a quantity of 100 hrs, a rate of 1000, and a total amount of 1,00,000.00. There are also sections for 'Recent Transactions' and 'Recent Items'. At the bottom of the table, there are buttons for '+ Add New Row', '+ Add Items in Bulk', and 'Sub Total' (showing 1,00,000.00). Other buttons include 'Save as Draft', 'Save and Send', and 'Cancel'. The system status bar at the bottom shows it's 23-02-2025, 14:43, ENG IN.

## Activity 2: Sales Order to Sale Invoice Conversion

The screenshot shows the Zoho Books interface. On the left, a sidebar menu is open under the 'Sales' category, with 'Sales Orders' selected. In the main area, a sales order for 'TechWise Solutions Pvt Ltd' is displayed with the number SO-00001 and a total value of ₹1,18,000.00. The status is marked as 'DRAFT'. A large preview window on the right shows a draft sales order document with the following details:

**Bright Ideas Consulting**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
sahilpa0804@gmail.com

**SALES ORDER**  
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)

The bottom of the screen shows a taskbar with various application icons and system status indicators.

## 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. The sidebar menu is open under the 'Sales' category, with 'Invoices' selected. A new invoice form is displayed for 'SmartTech Innovations'. The form fields include:

- Customer Name\*: SmartTech Innovations
- BILLING ADDRESS: + New Address
- SHIPPING ADDRESS: + New Address
- GST Treatment: Unregistered Business
- Place of Supply\*: [TN] - Tamil Nadu
- Invoice#: INV-000002
- Order Number: (empty)
- Invoice Date\*: 15/04/2023
- Terms: Net 15
- Due Date: 30/04/2023
- Salesperson: Select or Add Salesperson

At the bottom of the form, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. To the right, a summary indicates a Total Amount of ₹ 2,36,000.00 and a Total Quantity of 200. The bottom of the screen shows a taskbar with various application icons and system status indicators.

Inbox (300) - sahilpa0804@gmail.com | Add New | Invoices | Zoho Books | (125) WhatsApp

books.zoho.in/app/60037993641#/invoices/new

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

At Transaction Level

Item Table

ITEM DETAILS

	QUANTITY	RATE	TAX	AMOUNT
Financial Consulting	200 hrs	1000	GST18 [18%]	2,00,000.00
Add a description to your item			Recent Transactions	
SAC: 998311				
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00

+ Add New Row + Add Items in Bulk

Sub Total 2,00,000.00

Discount 0 % 0.00

CGST9 [9%] 18,000.00

SGST9 [9%] 18,000.00

TDS  TCS Select a Tax - 0.00

Save as Draft Save and Send Cancel Make Recurring Total Amount: ₹ 2,36,000.00 Total Quantity: 200

32°C Sunny

Search

14:50 ENG IN 23-02-2025

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

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

Inbox (300) - sahilpa0804@gmail.com | Edit | Invoices | Zoho Books | (125) WhatsApp

**Edit Invoice**

**Customer Name\***: DigitalEdge Technologies Pvt Ltd

**BILLING ADDRESS**:  
+ New Address

**SHIPPING ADDRESS**:  
+ New Address

**GST Treatment**: Registered Business - Regular

**GSTIN**: 33AAAAA0000A15Z

**Place of Supply\***: [TN] - Tamil Nadu

**Invoice#\***: INV-000003

**Order Number**:

**Invoice Date\***: 15/04/2023

**Terms**: Due end of the month

**Due Date**: 30/04/2023

**Salesperson**: Select or Add Salesperson

**Save**, **Save and Send**, **Cancel**

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

Range Hill Road  
Closed road

Search, 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

Inbox (300) - sahilpa0804@gmail.com | Edit | Invoices | Zoho Books | (125) WhatsApp

**ITEM DETAILS**

	QUANTITY	RATE	TAX	AMOUNT
legal Consulting	300 hrs	1000	GST18 [18%]	3,00,000.00
Add a description to your item			Recent Transactions	
SERVICE SAC: 998311				
Type or click to select an item.	1.00	0.00	GST18 [18%]	0.00
<b>Add New Row</b>				
<b>Add Items in Bulk</b>				

**Sub Total**: 3,00,000.00

Discount: 0 % 0.00

CGST9 [9%]: 27,000.00

SGST9 [9%]: 27,000.00

**TDS** **TCS**: Select a Tax - 0.00

**Adjustment**: 0 0.00

**Customer Notes**: Thanks for your business.

**Save**, **Save and Send**, **Cancel**

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

Range Hill Road  
Closed road

Search, 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

## Activity 4: Reconciliation of Open Invoices

The screenshot shows the Zoho Books application interface. The left sidebar has a 'Sales' category expanded, 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-000001	SO-00001	TechWise Solutions Pvt Ltd	OVERDUE BY 685 DAYS	10/04/2023	₹1,18,000.00	₹1,18,000.00
15/04/2023	INV-000003		DigitalEdge Technologies Pvt Ltd	OVERDUE BY 665 DAYS	30/04/2023	₹3,54,000.00	₹3,54,000.00
15/04/2023	INV-000002		SmartTech Innovations	OVERDUE BY 665 DAYS	30/04/2023	₹2,36,000.00	₹2,36,000.00

The status column indicates that the first invoice is over 685 days overdue, while the others are over 665 days overdue. The desktop taskbar at the bottom shows various application icons and system status.

## • Milestone 7: Bank Account

### Activity 1: Adding Bank Account

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

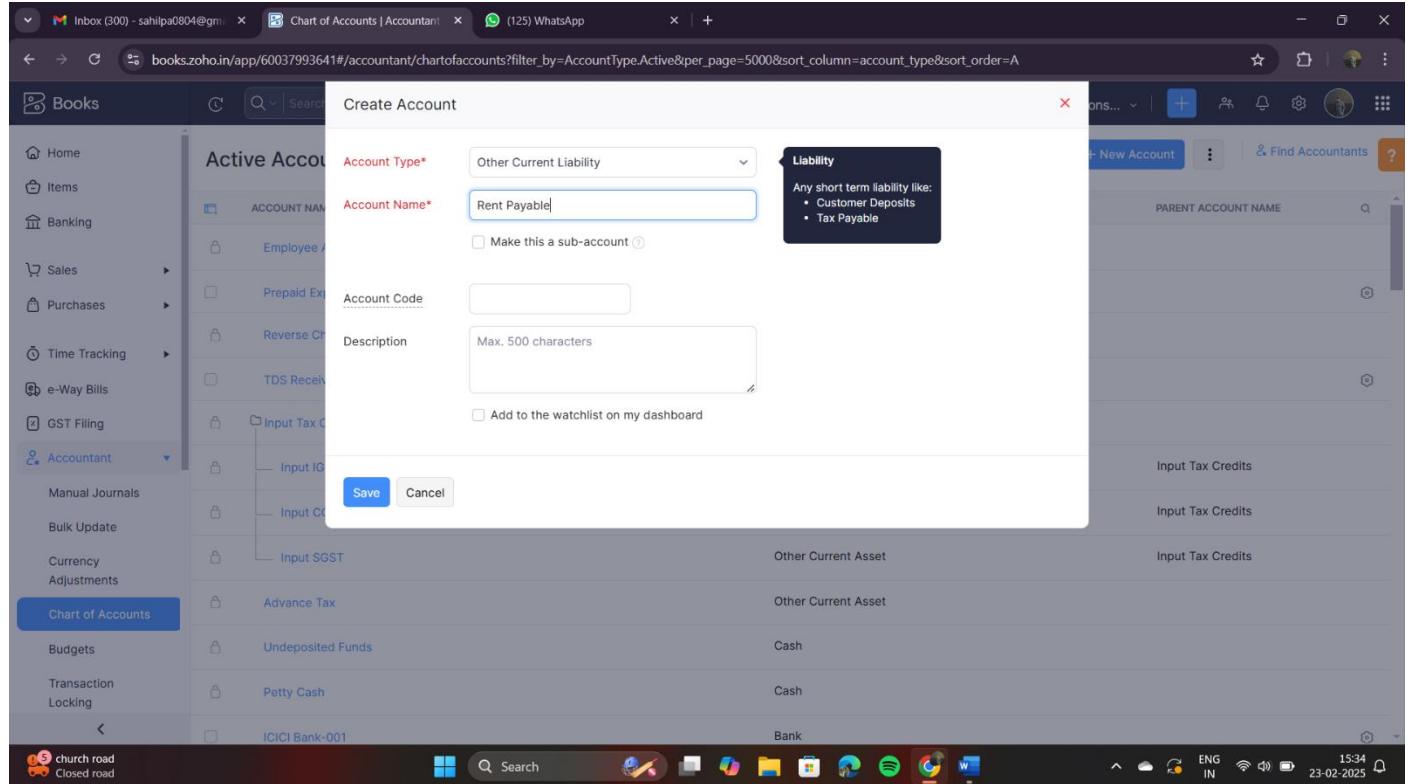
The screenshot shows a software interface for managing bank accounts. On the left, there is a vertical sidebar with various menu items: Home, Items, Banking (which is selected and highlighted in blue), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features list. Below the sidebar, the main content area is titled "Add Bank or Credit Card". It contains a section for "Select Account Type\*" with two radio buttons: "Bank" (selected) and "Credit Card". The "Account Name\*" field is populated with "ICICI Bank-001". The "Account Code" field is empty. The "Currency\*" dropdown is set to "INR". The "Account Number" field contains "000001". The "Bank Name" field contains "ICICI Bank". The "IFSC" field is empty. The "Description" field is a text area with the placeholder "Max. 500 characters". There is a checkbox labeled "Make this primary" which is unchecked. At the bottom of the form are two buttons: "Save" (in blue) and "Cancel".

## • 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 30<sup>th</sup> April 2023.

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

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

Total (₹) 1,00,000.00 1,00,000.00

Save Cancel

Status: All Jour... All

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: #1

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:

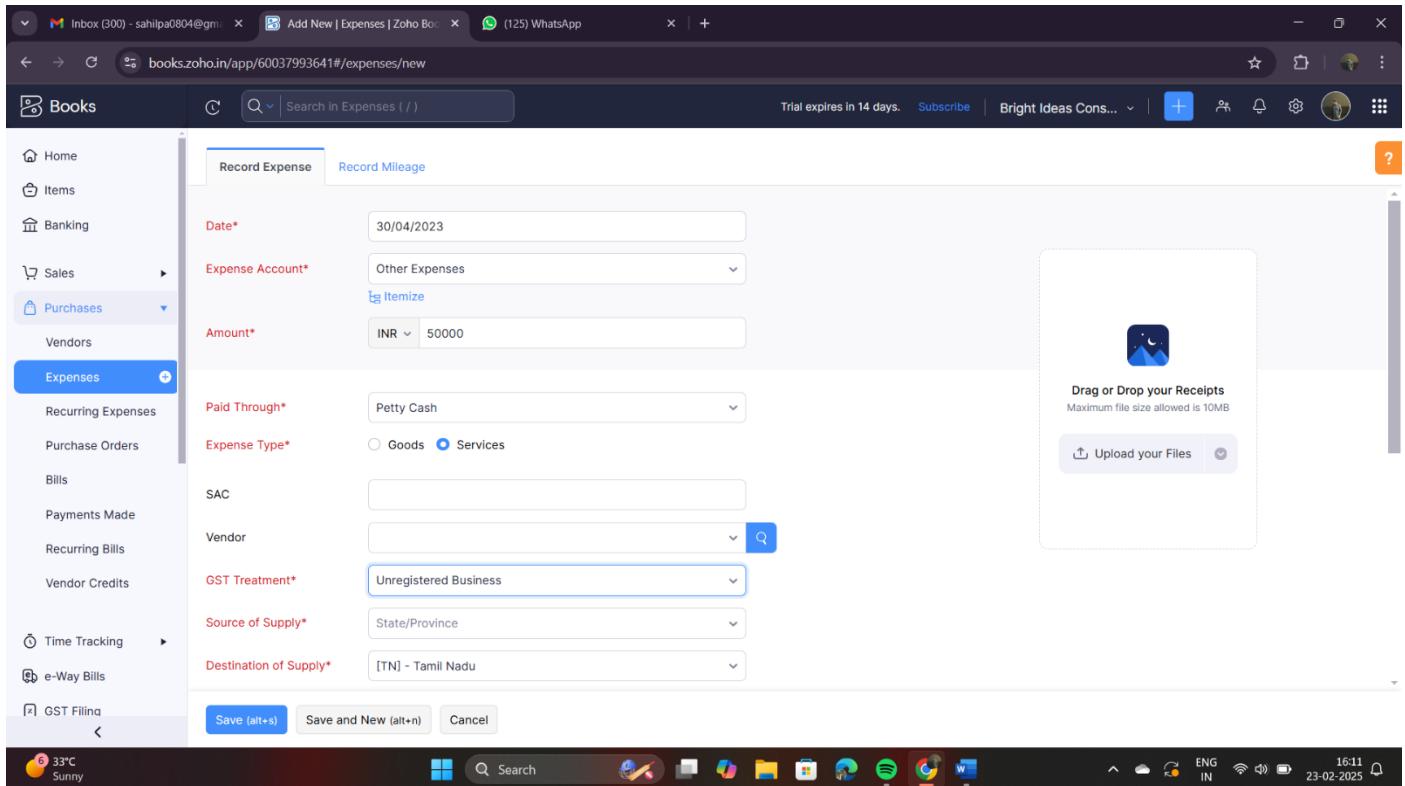
1. Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice Value Rs.1,18,000/- paid through Bank on same day.

The screenshot shows the 'Edit Expense' form in Zoho Books. The 'Date' is set to 30/04/2023. The 'Expense Account' is 'Rent Expense'. The 'Amount' is 100000 INR. The 'Paid Through' method is 'ICICI Bank-001'. The 'Expense Type' is selected as 'Services'. A sidebar on the right allows users to 'Drag or Drop your Receipts' (maximum file size 10MB) or 'Upload your Files'.

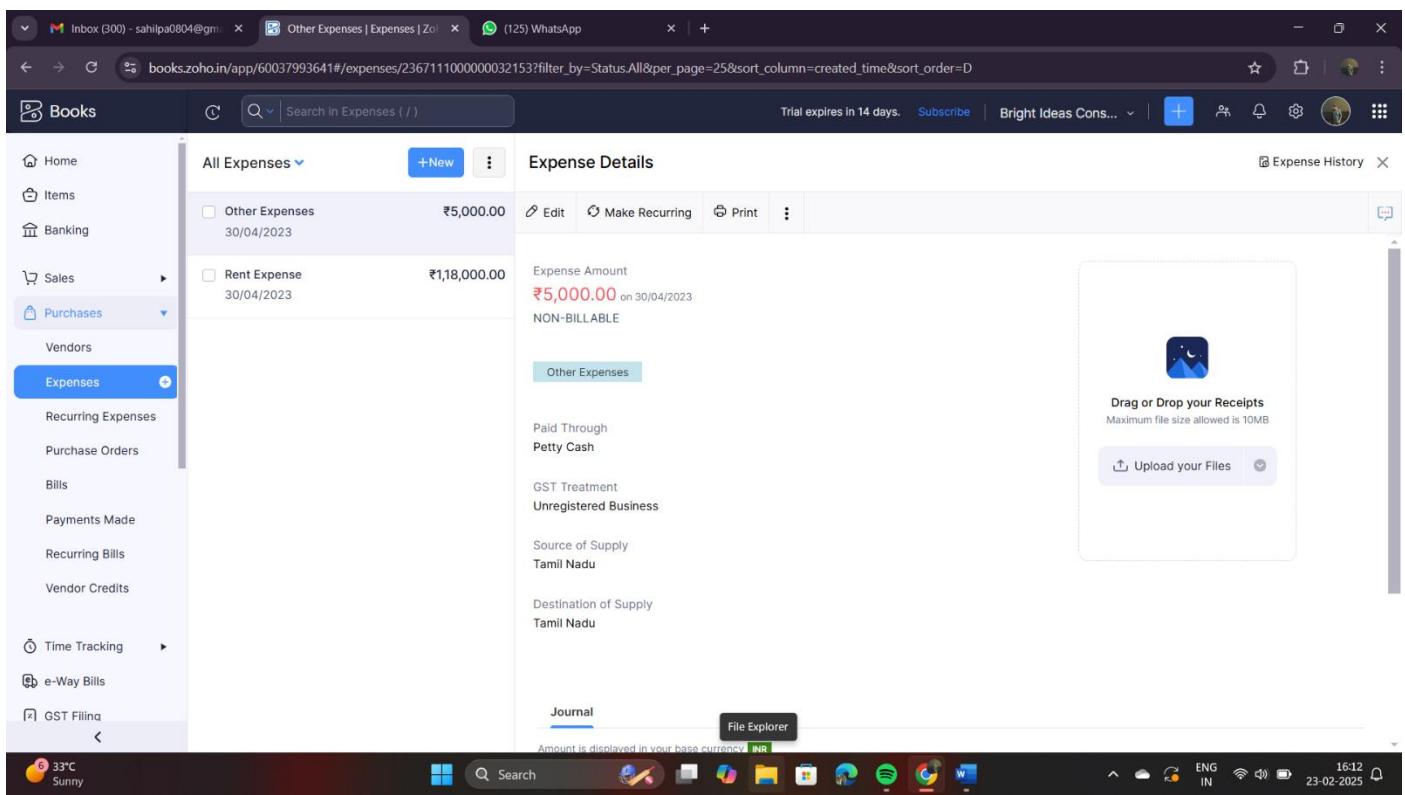
The screenshot shows the 'Edit Expense' form with tax details. The 'Tax' is set to 'GST18 [18%]' with a note that it's applicable for reverse charge. The 'Amount Is' option is 'Tax Inclusive'. The 'Invoice#' is 001. There are fields for 'Notes' and 'Customer Name' (which is currently empty). The 'Reporting Tags' field contains 'Associate Tags'.

The screenshot shows the 'Expense Details' page for the recorded expense. The total amount is ₹1,18,000.00. The expense is categorized as 'Rent Expense' on 30/04/2023. It was paid through 'ICICI Bank-001' and subject to 'GST18 [18%]' tax. The tax amount is ₹18,000.00 (Exclusive). The receipt number is 001. The GST Treatment is 'Registered Business - Regular'. The GSTIN / UIN is 33AAAAA000A15Z.

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



After recording the Expense Entries:



## • 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

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALAN...
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹-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 You can upload a maximum of 5 files, 10MB each

Save Cancel

10-04-2023 Petty Cash Withdrawl

**ICICI Bank-001** ▼  
Account Number: xxxx0001

Amount in Zoho Books  
₹-18,000.00

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALAN...
01/04/2023		Owners Contribution	Manually Added	₹1,00,000.00	₹1,00,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹-18,000.00	

**Transfer To Another Account**

From Account\* ▼ ICICI Bank-001

Reporting Tags ▼ Associate Tags

To Account\* Petty Cash

Reporting Tags ▼ Associate Tags

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		All Transactions		
Account Summary		From Bank Statements		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	

**Add Transaction** ▼ undo redo X

**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?	<input type="checkbox"/>

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		All Transactions		
Account Summary		From Bank Statements		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?	<input type="checkbox"/>

Clear Applied Amount Invoice Details Payment(INR)

## 25-04-2023 Paid to Rand Stand Technologies

**ICICI Bank-001** ▼  
Account Number: xxxx0001

Amount in Zoho Books  
₹3,26,000.00

Dashboard		0 Uncategorized Transactions		All Transactions		
Account Summary		From Bank Statements		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
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

Clear Applied Amount

Payment(INR)

236000.00

Pay in Full

**Bill Details**

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

## 25-04-2023 Paid to Amazon Web Services

**ICICI Bank-001** ▼  
Account Number: xxxx0001

Amount in Zoho Books  
₹90,000.00

Dashboard		0 Uncategorized Transactions		All Transactions		
Account Summary		From Bank Statements		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
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

Clear Applied Amount

Payment(INR)

59000.00

Pay in Full

**Bill Details**

02 Due ₹59,000.00 10/04/2023

## 25-04-2023 Amount received from DigitalEdge Technologies

The screenshot shows the Zoho Books interface. On the left, a sidebar has icons for Home, Add Transaction, and Logout. The main area displays a bank statement for 'ICICI Bank-001' with an account number of 'xxxx0001'. It shows a balance of ₹31,000.00. A transaction table lists three entries: a vendor payment to SmartTech Innovations (₹2,36,000.00), a vendor payment to Randstad Technologies (₹59,000.00), and a rent expense (₹1,18,000.00). On the right, a 'Customer Payment' dialog is open, showing details for a payment to 'DigitalEdge Technologies PVT Ltd' of ₹354,000.00. The dialog includes fields for Customer, Amount Received, Date, Payment #, Reference#, Received Via, Description, and Retained Tax?.

## 25-04-2023 Paid To RajKamal External Consulting

The screenshot shows the Zoho Books interface. On the left, a sidebar has icons for Home, Add Transaction, and Logout. The main area displays a bank statement for 'ICICI Bank-001' with an account number of 'xxxx0001'. It shows a balance of ₹3,85,000.00. A transaction table lists four entries: an owner's contribution (₹1,00,000.00), a transfer fund to Petty Cash (₹10,000.00), a customer payment to TechWise Solutions Pvt Ltd (₹1,18,000.00), and a customer payment to 'Raj Kamal External Consulting' (₹2,36,000.00). On the right, a 'Vendor Payment' dialog is open, showing details for a payment to 'Raj Kamal External Consulting' of ₹100,000.00. The dialog includes fields for Vendor, Payment #, Amount, Date, Reference#, Paid Via, Description, Bill Details, and Payment(INR).

## 30-04-2023 Salary Paid

ICICI Bank-001 ▼  
Account Number: xxxx0001

Add Transaction ▼ undo redo X

Amount in Zoho Books  
₹2,85,000.00

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

DATE REFERENCE# TYPE STATUS DEPOSITS WITHDRAWALS RUNNING BALA... Q

Payment  
Customer:  
DigitalEdge  
Technologies PVT  
Ltd

Date	Reference#	Type	Status	Deposits	Withdrawals	Running Balance
25/04/2023		Vendor Payment	Manually Added	₹1,00,000.00	₹4,03,000.00	
30/04/2023	001	Rent Expense	Manually Added	₹1,18,000.00	₹2,85,000.00	

**Expense**

Expense Account\* Salaries and Employee Wages

Expense Type\* Goods Services

Date\* 30/04/2023

SAC

Amount\* INR 100000

Vendor

GST Treatment\* Unregistered Business

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

Reverse Charge  This transaction is applicable for reverse charge

Tax

Save Cancel

# • Milestone 12: Financial Reports:

## Activity 1: Profit and Loss Account

The screenshot shows a software interface for generating financial reports. At the top, there's a header bar with various icons and buttons for 'Business Overview', 'Profit and Loss' (from 01/04/2023 to 30/04/2023), and options to 'Run Report' or 'More Filters'. Below this is a sidebar with navigation icons. The main content area displays a report titled 'Profit and Loss' for 'Bright Ideas Consulting' from '01/04/2023 To 30/04/2023'. The report is based on 'Accrual' basis and shows the following data:

ACCOUNT	TOTAL
<b>Operating Income</b>	
Sales	6,00,000.00
<b>Total for Operating Income</b>	6,00,000.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	1,50,000.00
<b>Total for Cost of Goods Sold</b>	1,50,000.00
<b>Gross Profit</b>	4,50,000.00

### Bright Ideas Consulting

#### Profit and Loss

Basis: Accrual

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

Account	Total
<b>Operating Income</b>	
Sales	6,00,000.00
<b>Total for Operating Income</b>	6,00,000.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	50,000.00
Subcontractor	1,00,000.00
<b>Total for Cost of Goods Sold</b>	1,50,000.00
<b>Gross Profit</b>	4,50,000.00
<b>Operating Expense</b>	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Salaries and Employee Wages	1,00,000.00
<b>Total for Operating Expense</b>	2,05,000.00
<b>Operating Profit</b>	2,45,000.00
<b>Non Operating Income</b>	
<b>Total for Non Operating Income</b>	0.00
<b>Non Operating Expense</b>	
<b>Total for Non Operating Expense</b>	0.00
<b>Net Profit/Loss</b>	2,45,000.00

## Activity 2: Balance Sheet

# Bright Ideas Consulting

## Balance Sheet

Basis: Accrual

As of 19/02/2025

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

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

\*\*Amount is displayed in your base currency INR

## Activity 3 GSTR- 3B

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

Filters : Date Range : Custom Run Report

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

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

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

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

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

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

## Activity 4: Journal Report

### Bright Ideas Consulting

#### Journal Report

Basis: Accrual

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

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

25/04/2023 - Payments Made 02 (Amazon Web Services)		
	Debit	Credit
Accounts Payable		59,000.00
ICICI Bank-001	59,000.00	0.00
	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
ICICI Bank-001	1,00,000.00	0.00
	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
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
Input SGST		9,000.00
Rent Expense		1,00,000.00
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
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
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 the 'AR Aging Summary By Invoice Due Date' report for Bright Ideas Consulting as of 20/04/2023. The report displays outstanding invoice amounts across different aging intervals (Current, 1-15 days, 16-30 days, 31-45 days, > 45 days) for a single customer, DigitalEdge Technologies PVT Ltd.

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 the 'AP Aging Summary By Bill Due Date' report for Bright Ideas Consulting as of 20/04/2023. The report displays outstanding bill amounts across different aging intervals (Current, 1-15 days, 16-30 days, 31-45 days, > 45 days) for three vendors: Amazon Web Services, Raj Kamal External Consulting, and Randstad Technologies.

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	₹0.00	₹3,95,000.00	₹0.00	₹0.00	₹0.00	₹3,95,000.00	