


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

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### ORGANIZATIONAL DETAILS

Organization Name\*

Industry

Organization Location\*      State/Union Territory\*

+ Add Organization Address

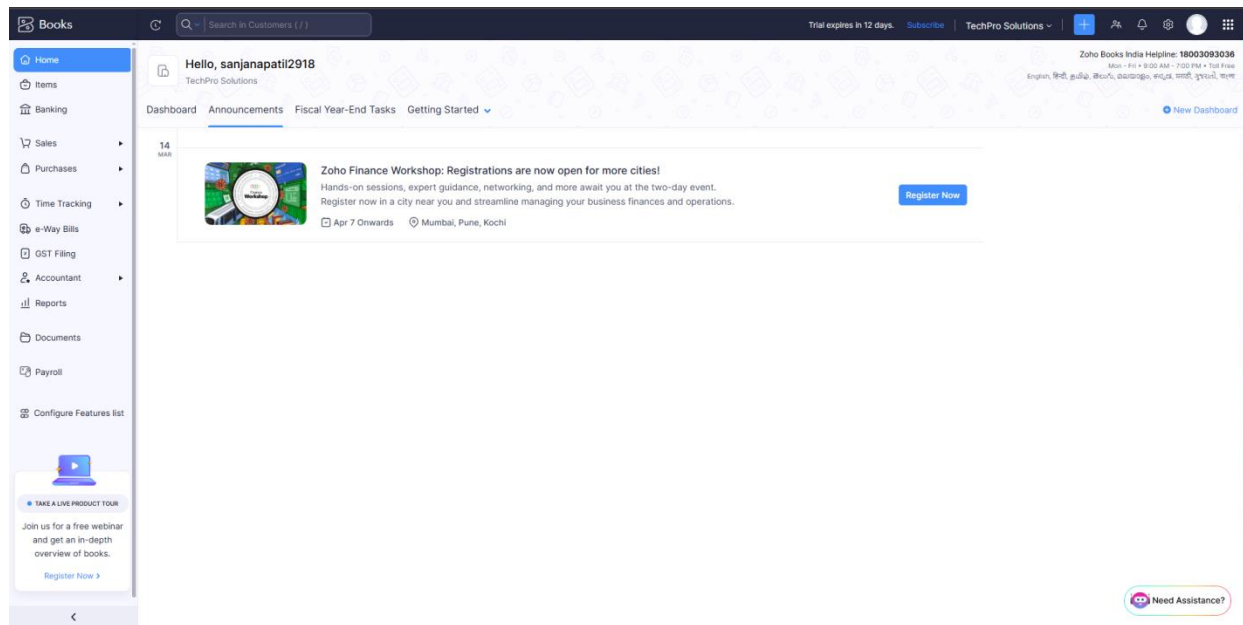
### REGIONAL SETTINGS

Currency\*      Language\*

Time Zone\*

Is this business registered for GST? ☒ Yes

## Activity 2: Introduction



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

## Activity 3: Lets get startered

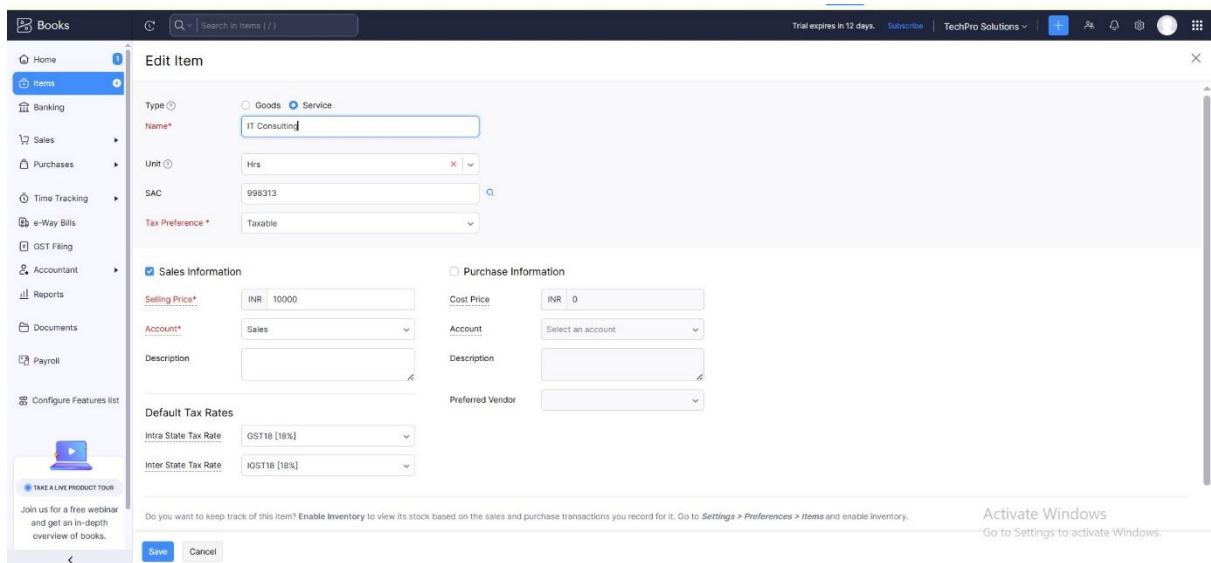
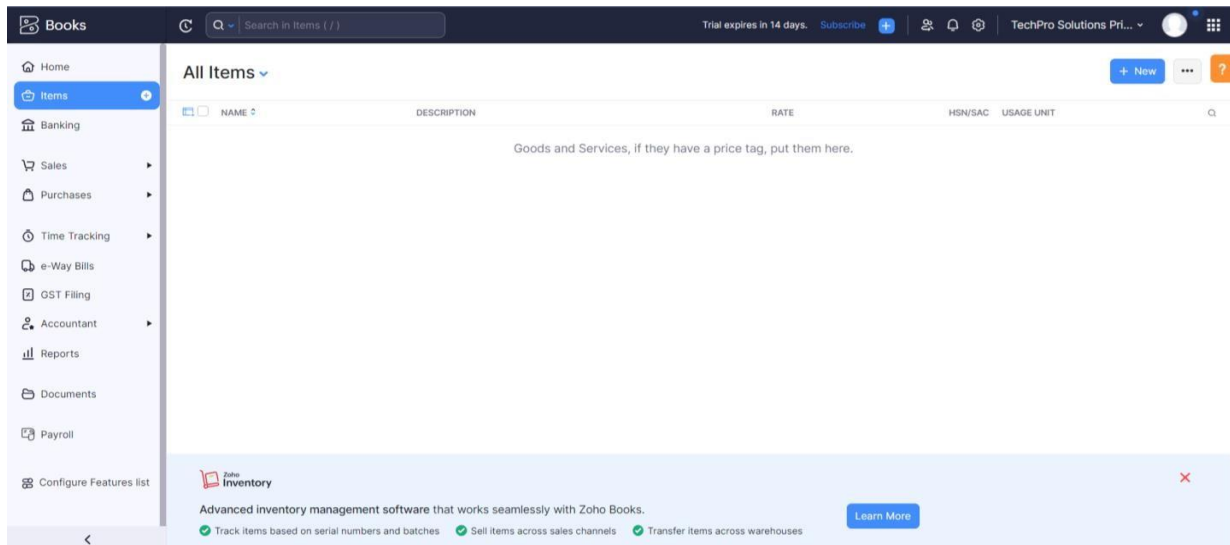
Lets Assume TechPro Solutions is offering below list of various services:

1. IT Consulting – Selling Price Rs. 10,000/- per Hr.
2. Software Development – Selling Price Rs. 20,000/- per Hr.
3. Web Maintanence – Selling Price Rs. 30,000/- per Hr.
4. Cloud Services – Selling Price Rs. 15,000/- per Hr.
5. Cybersecurity – Selling Price Rs. 10,000/- perHr.

Output GST @ 18% is applicable for all the above  
service

## Milestone 2: Products/Service Creation:

### Activity 1: Creation



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.

## Activity 2: Review of Items after Addition

Books

Search in Items ( / )

Trial expires in 14 days. [Subscribe](#)

TechPro Solutions Pri...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

Active Items

NAME

DESCRIPTION

RATE

HSN/SAC

USAGE UNIT

Cybersecurity

Service

₹10,000.00

998313

Hrs

Cloud Services

Service

₹15,000.00

998313

Hrs

Web Maintenance

Service

₹30,000.00

998313

Hrs

Software Development

Service

₹20,000.00

998313

Hrs

IT Consulting

Service

₹10,000.00

998313

Hrs

Here we successfully added all the items that are:

1. IT Consulting.
2. Software Development
3. Web Maintainance
4. Cloud Services
5. Cyber security

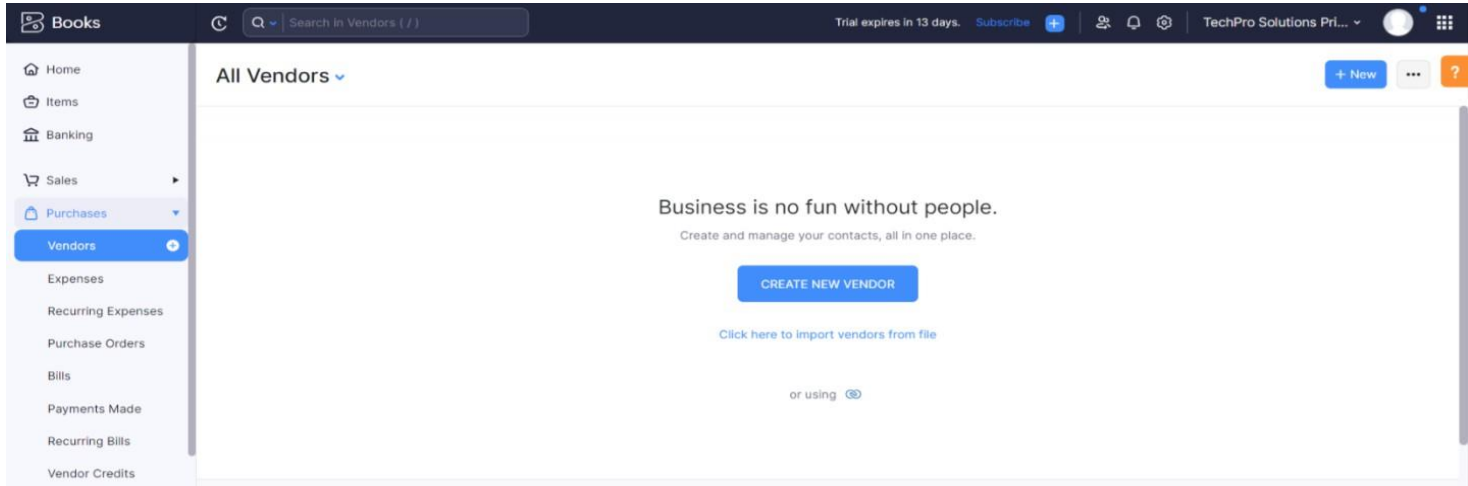
## **Milestone 3: Vendors**

### **Activity 1: Vendors Creation**

The following are the list of vendors form which various Products and Services are purchased:

1. Juniper Networks
2. Amazon Web Services
3. IBM Cloud
4. Comcast Telecom and Internet
5. Randstad Technologies

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendors and add the respective fields:

This screenshot shows the 'New Vendor' form in the Books application. The left sidebar is the same as the previous image, with 'Vendors' highlighted. The main content area is titled 'New Vendor' and contains a form with several fields. The 'Primary Contact' section includes a 'Salutation' dropdown, a text field with '1. Juniper Netv', and a 'Last Name' field. The 'Company Name' field contains 'Juniper Networks'. The 'Vendor Display Name\*' dropdown also shows 'Juniper Networks'. The 'Vendor Email' field contains 'junipernetworks@gmail.com'. The 'Vendor Phone' section has two fields: 'Work Phone' and 'Mobile'. Below these fields are tabs for 'Other Details', 'Address', 'Contact Persons', 'Bank Details', 'Custom Fields', 'Reporting Tags', and 'Remarks'. The 'Other Details' tab is active, showing fields for 'GST Treatment\*' (set to 'Registered Business - Regular'), 'GSTIN / UIN\*' (set to '33AAAAA0000A1Z5' with a 'Get Taxpayer details' link), 'PAN' (set to 'AAAAA0000A'), and 'Source Of Supply\*' (set to '[TN] - Tamil Nadu'). The top of the page shows a dark header with 'Books', a search bar, and user information.

## Activity 2: Review of Vendors List

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Active V...

Randstad Technologies

₹0.00

Comcast Telecom and Internet

₹0.00

IBM Cloud

₹0.00

Amazon Web Services

₹0.00

Juniper Network

₹0.00

Randstad Technologies

OverviewCommentsTransactionsMailsStatement

Randstad Technologies

Randstadtechnologies@gmail.com

Invite to PortalSend Email

ADDRESS

Billing Address

No Billing Address - + New Address

Shipping Address

No Shipping Address - + New Address

OTHER DETAILS

Default Currency

INR

GST Treatment

Unregistered Business

Source of Supply

Tamil Nadu

Portal Status

Disabled

Portal Language

English

CONTACT PERSONS

No contact persons found.

WHAT'S NEXT?

Create a purchase order or record a bill for your vendor purchases.

New BillNew Purchase Order

You can request your contact to directly update the GSTIN by sending an email. Send email

Payment due period

Due On Receipt

Payables

CURRENCY	OUTSTANDING PAYABLES	UNUSED CREDITS
INR- Indian Rupee	₹0.00	₹0.00

Enter Opening Balance

Expenses

This chart is displayed in the organization's base currency.

Last 6 Months | Accrual

5 K

4 K

3 K

2 K

1 K

0

Sep 2024

Oct 2024

Nov 2024

Dec 2024

Jan 2025

Feb 2025

Mar 2025

Activate Windows  
Go to Settings to activate Windows.

Books

Search in Vendors (/)

Trial expires in 13 days. Subscribe

TechPro Solutions Pri...

Active Vendors

+ New

...

?

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	
<input type="checkbox"/>	Randstad Technologies	Randstad Technologies	Randstad@gmail.com		Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Comcast Telecom and Internet	Comcast Telecom and Internet	comcast@gmail.com		Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	IBM Cloud	IBM Cloud	ibmcloud@gmail.com		Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Amazon Web Services	Amazon Web Services	aws@gmail.com		Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Juniper Networks	Juniper Networks	junipernetworks@gmail...		Tamil Nadu	₹0.00	₹0.00	

Here we successfully created all the vendors that are:

- 1. Juniper Networks
- 2. Amazon Web Services
- 3. IBM Cloud
- 4. Comcast Telecom and Internet
- 5. Randstad Technologies

## Milestone 4: Purchases

### Activity 1: Purchase Order Creation

Techpro solutions has raised below purchase orders from the vendors :

1. 05-04-2023 Juniper Networks- Networkig Equipment- Qty 200 @ Rs.1000/- each GST @ 18%

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order>Create New> Provide the respective details as shown below:

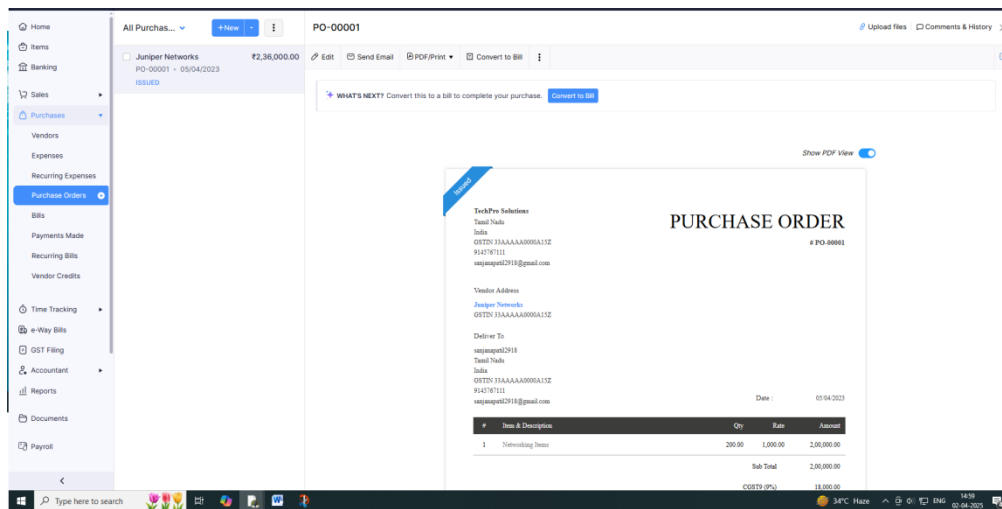
The screenshot shows the 'Edit Purchase Order' form in Zoho Books. The form is for a purchase order from Juniper Networks. The form includes fields for Vendor Name, Billing Address, Shipping Address, GSTIN, Source of Supply, Destination of Supply, Delivery Address, Purchase Order Number, Reference#, Date, Delivery Date, and Payment Terms. The form is set to INR and shows a trial expiration in 12 days.

The screenshot shows the 'Purchase Order' form in Zoho Books. The form is for a purchase order from Juniper Networks. The form includes fields for Vendor Name, Billing Address, Shipping Address, GSTIN, Source of Supply, Destination of Supply, Delivery Address, Purchase Order Number, Reference#, Date, Delivery Date, and Payment Terms. The form is set to INR and shows a trial expiration in 12 days.

### Activity 2: Purchase Order to Purchase Bills Conversion

After Creating the Purchase orders, Mark the PO as “Convert to Bill” to convert the same as bill entry:





### Activity 3: Direct Vendor Purchases Bills Creation:

Techpro Solutions availed the services from the below Suppliers:

1. 05-04-2023 Cloud Database- Amazon Wed Services- Rs.50,000/- pm GST @ 18%
2. 05-04-2023 Cloud Database- IBM Cloud- Rs.1,00,000/-pm GST @ 18%

To create direct purchase invoices for the above transaction from navigation panel go to :

Purchases > Bills > Create New > Enter the details > Click on Save Open

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Search in Bills (7)

Tax Exclusive

At Transaction Level

REFRESH

Trial expires in 12 days

Subscribe

TechPro Solutions

+

Pr

Item Table

Bulk Actions

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	CUSTOMER DETAILS	AMOUNT
Cloud Database	Cost of Goods Sold	1.00	50000	GST18 [18%]	Select Customer	50,000.00
<div>Service SAC: Update</div>						

Add New Row

Sub Total

50,000.00

Discount

0 %

0.00

CGST9 [9%]

4,500.00

SGST9 [9%]

4,500.00

Total Tax Amount

9000.00 INR

TDS TCS

Professional ...

-5,000.00

Adjustment

0.00

Total ( ₹ )

54,000.00

Save as Draft Save as Open Cancel

Activate Windows

Go to Settings to activate Windows.

PDF Template: 'Standard Template' Change Make Recurring

Activity 4: Reconciliation of Open & Outstanding Bills

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

Books

Search in Bills (2)

Total expires in 12 days

Subscribe

TechPro Solutions

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

**Bills**

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

All Bills

Filter

01

Juniper Networks

01 - 05/04/2023

OVERDUE BY 726 DAYS

₹2,36,000.00

IBM Cloud

03 - 05/04/2023

OVERDUE BY 726 DAYS

₹1,08,000.00

Amazon web Services

02 - 05/04/2023

OVERDUE BY 726 DAYS

₹54,000.00

01

Edit

PDF

Record Payment

WHAT'S NEXT? Payment for this bill is overdue. You can record the payment for this bill if paid.

Record Payment

Purchase Orders

Show PDF View

Overdue

TechPro Solutions

Taxid Techs

Billto

GSTIN 33AAAAA0000A11Z

914776711

sales@techpro2018@gmail.com

BILL

BILL# 01

Balance Due

₹2,36,000.00

Order Number :

PO-00001

Bill Date :

05/04/2023

Due Date :

05/04/2023

Terms :

Due On Receipt

#	Date & Description	Qty	Rate	Amount
1	Networking Items	200.00	1,000.00	2,00,000.00

## Milestone 5: Customers

### Activity 1: Customers Creation:

The below are the list of customers:

1. TechWise Solutions Pvt Ltd.
2. DigitalEdge Technologies Pvt Ltd..
3. SmartTech Innovations Pvt Ltd.
4. ApexTech Consultants

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

We've fine-tuned Zoho Books under the hood. When you find time, refresh this tab to experience the latest Zoho Books. [REFRESH](#)

Books [Search in Customers \(7\)](#) Trial expires in 12 days. [Subscribe](#) TechPro Solutions [+](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

**Edit Customer**

Customer Type ☒ Business ☐ Individual

Primary Contact

Company Name

Display Name\*

Email Address

Phone

**Other Details** Address Contact Persons Custom Fields Reporting Tags Remarks

GST Treatment\*

GSTIN / UIN\*  [Get Taxpayer details](#)

Business Legal Name

Business Trade Name

Place of Supply\*

PAN

Tax Preference\* ☒ Taxable ☐ Tax Exempt

[Save](#) [Cancel](#)

Activate Windows  
Go to Settings to activate Windows.

## Activity 2: Review the Customers List

Books

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

Reports

Documents

Active C...

ApexTech Consultants

ApexTech Consultants

\$0.00

SmartTech Innovations Pvt Ltd

\$0.00

DigitalEdge Technologies PVT Ltd

\$0.00

TechWise Solutions Pvt Ltd

\$0.00

Overview

Comments

Transactions

Mails

Statement

ApexTech Consultants

ApexTech Consultants

ApexTech Consultants

ADDRESS

Billing Address

Shipping Address

OTHER DETAILS

CONTACT PERSONS

Payment due period

Due On Receipt

Receivables

Income

31/03/2025

Invoice added

Books

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

Reports

Documents

Active Customers

ApexTech Consultants

ApexTech Consultants

\$0.00

SmartTech Innovations Pvt Ltd

\$0.00

DigitalEdge Technologies PVT Ltd

\$0.00

TechWise Solutions Pvt Ltd

\$0.00

Overview

Comments

Transactions

Mails

Statement

ApexTech Consultants

ApexTech Consultants

ApexTech Consultants

ADDRESS

Billing Address

Shipping Address

OTHER DETAILS

CONTACT PERSONS

Payment due period

Due On Receipt

Receivables

Income

31/03/2025

Invoice added

## Milestone 6: Sales

### Activity 1: Sales Order Creation

Tech Pro Solutions received below Sales Order from the mentioned Customer:

1. 10/04/2023 Digital Edge Technologies PVT Ltd - 100 Hrs of IT Consultation - paid through bank on 25/04/2023

To Create Sales Order from navigation panel go to :

Sales > Sales Order > Create New and fill the necessary fields > Save > Mark as Confirmed

The screenshot shows the 'New Sales Order' form in the Books application. The form is titled 'New Sales Order' and has a search bar at the top. The left sidebar contains a navigation menu with options like Home, Items, Banking, Sales, Customers, Quotes, Sales Orders, Delivery Chatters, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The main form area contains the following fields:

- Customer Name\*: DigitalEdge Technologies PVT Ltd
- BILLING ADDRESS: New Address
- SHIPPING ADDRESS: New Address
- GST Treatment: Registered Business - Composition
- GSTIN: 23AAAAA8004M2
- Place of Supply\*: [TN] - Tamil Nadu
- Sales Order#: SO-00004
- Reference#:
- Sales Order Date\*: 10/04/2023
- Expected Shipment Date: dd/MM/yyyy
- Payment Terms: Due On Receipt
- Delivery Method: Select a delivery method or type to add
- Salesperson: Select or Add Salesperson

At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A watermark 'Activate Windows' is visible in the bottom right corner.

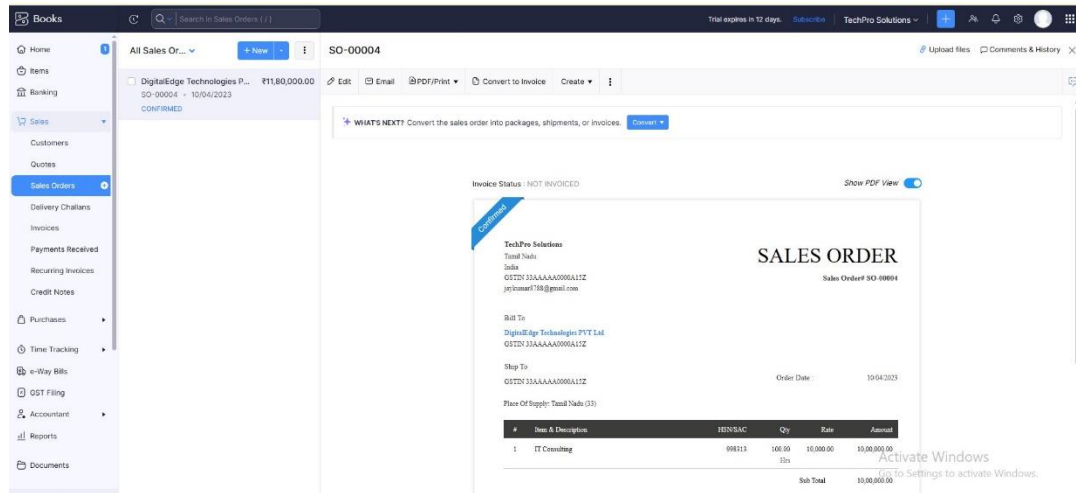
The screenshot shows the 'Item Table' section in the Books application. The table has columns for ITEM DETAILS, QUANTITY, RATE, TAX, and AMOUNT. The first row is for 'IT Consulting' with a quantity of 100, a rate of 10000, a tax of GST18 (18%), and an amount of 10,00,000.00. The second row is for 'Type or click to select an item' with a quantity of 1.00, a rate of 0.00, a tax of GST18 (18%), and an amount of 0.00. Below the table, there are buttons for 'Add New Row' and 'Add Items in Bulk'. A summary section on the right shows the following values:

- Sub Total: 10,00,000.00
- Discount: 0.00
- CGST9 (9%): 90,000.00
- SGST9 (9%): 90,000.00
- TDS: -0.00
- Adjustment: 0.00
- Total (₹): 11,80,000.00

At the bottom, there are buttons for 'Save as Draft', 'Save and Send', and 'Cancel'. A watermark 'Activate Windows' is visible in the bottom right corner.

## Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as completed and convert to invoice to convert it automatically in to Invoice:



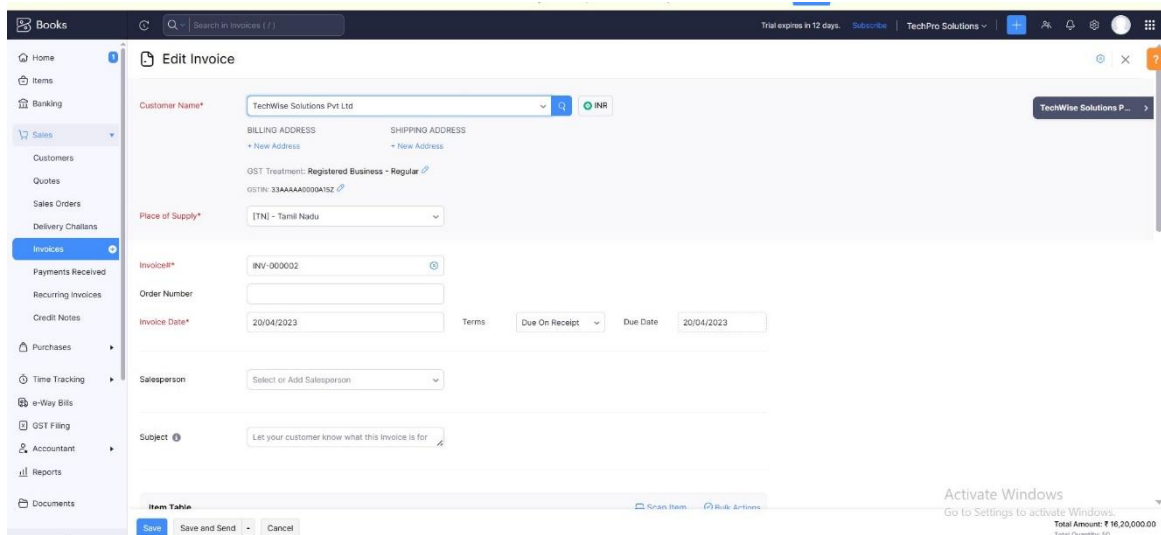
## Activity 3: Direct Sale Invoices

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

1. 20-04-2023 Smart Tech Innovations Pvt Ltd- 50Hrs for Software Development\_TDS@10%
2. 20-04-2023 Tech Wise Solutions Pvt Ltd – 50Hrs for Web Maintenance\_TDS@10%
3. 20-04-2023 Apex Tech Consultants- 50Hrs for Cloud Services

To Create new invoice from navigation panel go to :

Sales > Invoice > Create New and add the customer details and item details in the respective fields > Click on Save as Draft > Mark Sent.



Books

Search in Invoices ( / )

Trial expires in 12 days. [Subscribe](#) | TechPro Solutions

Home

Items

Banking

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Quotes

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Delivery Challans

Invoices

Payments Received

Recurring Invoices

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Purchases

Time Tracking

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GST Filing

Accountant

Reports

Documents

Item Table

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Web Maintenance	50	30000	GST18 [18%]	15,00,000.00
Add a description to your item				
SAC: 998313				

Add New Row

Add Items in Bulk

Sub Total

15,00,000.00

Discount

0 %

0.00

CGST9 [9%]

1,35,000.00

SGST9 [9%]

1,35,000.00

TDS

TCS

Professional ...

Professional Fees 10%

- 1,50,000.00

Adjustment

0

0.00

Total ( ₹ )

16,20,000.00

Customer Notes

Thanks for your business.

Will be displayed on the invoice

Terms & Conditions

Enter the terms and conditions of your business to be displayed in your transaction

Attach File(s) to Invoice

Upload File

You can upload a maximum of 10 files. 10MB each.

Save

Save and Send

Cancel

Activate Windows

Go to Settings to activate Windows

Total Amount: ₹ 16,20,000.00

Total Quantity: 50

Books

Search in Sales Orders ( / )

Trial expires in 12 days. [Subscribe](#) | TechPro Solutions

Home

Items

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Invoices

Payments Received

Recurring Invoices

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GST Filing

Accountant

Reports

Documents

Payroll

All Sales Or...

+ New

SO-00001

Upload files

Comments & History

TechWise solutions Pvt Ltd

SO-00003

20/04/2023

DRAFT

₹16,20,000.00

Edit

Email

PDF/Print

Convert to Invoice

Create

Smart Tech Solutions Pvt L...

SO-00002

20/04/2023

CONFIRMED

₹10,80,000.00

DigitalEdge Technologies P...

SO-00001

10/04/2023

CONFIRMED

₹11,80,000.00

WHATS NEXT? Convert the sales order into packages, shipments, or invoices.

Convert

Invoice Status: NOT INVOICED

Show PDF View

TechPro Solutions

Tamil Nadu

India

GSTIN 33AAAAA0000A152

9145767111

sejajugpt2018@gmail.com

Bill To

DigitalEdge Technologies Pvt Ltd

GSTIN 33AAAAA0000A152

Ship To

GSTIN 33AAAAA0000A152

Order Date

10/04/2023

Place Of Supply: Tamil Nadu (33)

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	IT Consulting	998313	100.00	10,00,000.00	10,00,000.00
Sub Total					10,00,000.00
CGST9 (9%)					90,000.00
SGST9 (9%)					90,000.00



## Activity 4: Recording of Export Invoice

Create the Invoice normally and charge the Invoice, it will automatically convert the Rs. to USD.

Books

Search in Invoices (/)

Trial expires in 12 days. Subscribe TechPro Solutions

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 Reports Documents

### New Invoice

Customer Name\* ApexTech Consultants USD ApexTech Consultan...

BILLING ADDRESS New Address SHIPPING ADDRESS New Address

GST Treatment: Overseas

Invoice# INV-000009

Order Number

Invoice Date\* 20/04/2023 Terms Due On Receipt Due Date 20/04/2023

Salesperson Select or Add Salesperson

☐ I'll pay tax for this export as I do not have a Letter of Undertaking / Bond

Subject Let your customer know what this Invoice is for

As on 2023-04-20 1 USD = 82.14227 INR

Item Table Scan Item Bulk Actions

Save as Draft Save and Send Cancel

Activate Windows  
Go to Settings to activate Windows.  
Make Recurring Total Amount: \$ 0.00 Total Quantity: 0

Books

Search in Invoices (/)

Trial expires in 12 days. Subscribe TechPro Solutions

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 Reports Documents

### Item Table

Scan Item Bulk Actions

ITEM DETAILS	QUANTITY	RATE	TAX	AMOUNT
Cloud Service Add a description to your item <span>Sample SAC: 998313</span>	50 HRS	182.61 <span>Recent Transactions</span>	IGST0 [0%]	9,130.50
Type or click to select an item.	1.00	0.00	Select a Tax	0.00

Add New Row Add Items in Bulk

Sub Total 9,130.50

Discount 0 % 0.00

IGST0 [0%] 0.00

☒ TDS ☐ TCS Select a Tax - 0.00

Adjustment 0.00

Total ( \$ ) 9,130.50

Customer Notes  
Thanks for your business.  
Will be displayed on the invoice

Terms & Conditions Attach File(s) to Invoice

Save as Draft Save and Send Cancel

Activate Windows  
Go to Settings to activate Windows.  
Make Recurring Total Amount: \$ 9,130.50 Total Quantity: 50

# Activity 5: Reconciliation of Open Invoices

For over due invoices receipts need to be mapped as and when amount received in the bank account.

Books

Search in Invoices ( / )

Trial expires in 12 days. [Subscribe](#)

TechPro Solutions

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

Reports

Documents

Payroll

All Invoices

DigitaiEdge Technologies P...

INV-000004

20/04/2023

OVERDUE BY 713 DAYS

₹11,80,000.00

Smart Tech Solutions Pvt L...

INV-000003

20/04/2023

OVERDUE BY 713 DAYS

₹10,80,000.00

TechWise solutions Pvt Ltd

INV-000002

20/04/2023

OVERDUE BY 713 DAYS

₹16,20,000.00

Apex Tech Consultant

INV-000001

20/04/2023

OVERDUE BY 713 DAYS

\$8,130.50

INV-000004

Edit

Send

Share

Reminders

PDF/Print

Record Payment

WHAT'S NEXT?

Payment is overdue. Send a payment reminder or record payment. [Learn More](#)

[Record Payment](#)

Get paid faster by [setting up payment gateways](#) or [display a QR code](#).

TechPro Solutions

Tax Invoice

GSTIN: 33AAAAA0006A1S2

94679733

sanjaysai2018@gmail.com

Invoice No

INV-000004

Service Date

20/04/2023

Terms

Due On Receipt

Due Date

20/04/2023

Place Of Supply

Tamil Nadu (33)

Bill To

DigitaiEdge Technologies Pvt Ltd

GSTIN: 33AAAAA0006A1S2

Ship To

#	Item & Description	HSN/SAC	Qty	Rate	%	Ass	%	Ass	Amount
1	IT Consulting	998113	100.00	10,000.00	0%	90.00	0%	90.00	10,00,000.00
			100	100					

Total In Words

Indian Rupee Eleven Lakh Eighty Thousand Only

Notes

Thanks for your business

Sub Total

10,00,000.00

COSTS (9%)

90,000.00

GST9 (9%)

90,000.00

Total

₹11,80,000.00

Balance Due

₹11,80,000.00

Authorized Signature

# Milestone 7: Bank Account

## Activity 1: Adding Bank Account

Techpro Solutions has opened an account in ICICI Bank with A/c no 000001

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Add Bank or Credit Card

Select Account Type\*

Bank

Credit Card

Account Name\*

ICICI Bank-001

Account Code

Currency\*

INR

Account Number

000001

Bank Name

ICICI Bank

IFSC

Description

Max. 500 characters

Make this primary

Save

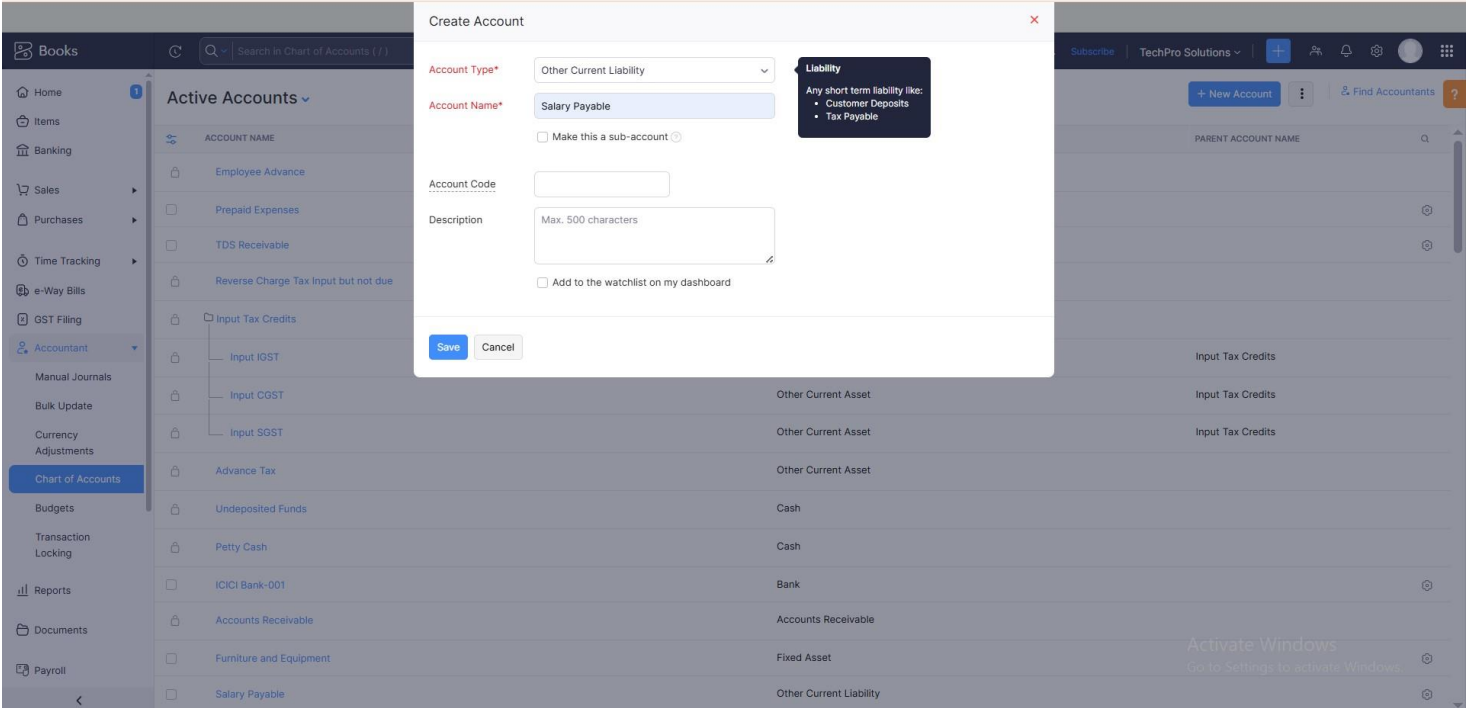
Cancel

# 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:

- 1. Salary Payable
- 2. 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:

- 1. Employee salaries of total Rs.25,00,000/- paid through bank on 30<sup>th</sup> April 2023.

Books

Search in Journals ( / )

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Edit Journal

Date\*

30/04/2023

Journal#\*

1

Reference#

Notes\*

Salary 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	Being Salary for the month of April-2023	Select Contact	2500000	
Salary Payable	Being Salary for the month of April-2023	Select Contact		2500000
Sub Total			25,00,000.00	25,00,000.00
Total (₹)			25,00,000.0	25,00,000.0
Difference			0	0

Add New Row

Save

Cancel

Activate Windows

Go to Settings to activate Windows.

Books

Search in Journals ( / )

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Journals

+ New Journal

1

Status: All Jour...

All

30/04/2023

₹25,00,000.00

1

PUBLISHED

JOURNAL

#1

Date: 30/04/2023

Amount: ₹25,00,000.00

Notes: Salary for the Month of April-2023

Reference Number:

Account	Contact	Debits	Credits
Salaries and Employee Wages		25,00,000.00	
Being Salary for the month of April-2023			
Salary Payable			25,00,000.00
Being Salary for the month of April-2023			
Sub Total		25,00,000.00	25,00,000.00
Total		₹25,00,000.00	₹25,00,000.00

Activate Windows

Go to Settings to activate Windows.

## Milestone 10: Expense & Bills

### Activity 1: Expense & Bills Entry

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

1. Office Rent Rs.2,00,000/- excluding GST @ 18% Total Invoice Value Rs.2,36,000/- TDS @ 10%

Books

Search in Expenses (1)

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

### Edit Expense

Date\* 30/04/2023

Expense Account\* Rent Expense [Itemize](#)

Amount\* INR 200000

Paid Through\* Rent Payable

Expense Type\* ☐ Goods ☒ Services

SAC

Vendor

GST Treatment\* Registered Business - Regular

Vendor GSTIN\* 33AAAAA0000A15Z [Get Taxpayer details](#)

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

Reverse Charge ☐ This transaction is applicable for reverse charge

Tax\* GST18 [18%] Tax Amount = 36000.00 INR

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

Activate Windows  
Go to Settings to activate Windows.

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

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

Books

Search in Expenses (1)

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

### Edit Expense

Date\* 30/04/2023

Expense Account\* Other Expenses [Itemize](#)

Amount\* INR 5000

Paid Through\* Petty Cash

Expense Type\* ☐ Goods ☒ Services

SAC

Vendor

GST Treatment\* Registered Business - Regular

Vendor GSTIN\* 33AAAAA0000A15Z [Get Taxpayer details](#)

Source of Supply\* [TN] - Tamil Nadu

Destination of Supply\* [TN] - Tamil Nadu

Reverse Charge ☐ This transaction is applicable for reverse charge

Tax\* GST0 [0%] Tax Amount = 0.00 INR

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

Activate Windows  
Go to Settings to activate Windows.

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

After recording the Expense Entries:

Books

Search in Expenses (7)

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All Expenses

DATE

EXPENSE ACCOUNT

REFERENCE#

VENDOR NAME

PAID THROUGH

CUSTOMER NAME

STATUS

AMOUNT

☐

30/04/2023

Other Expenses

02

Petty Cash

NON-BILLABLE

₹5,000.00

☐

30/04/2023

Rent Expense

01

Rent Payable

NON-BILLABLE

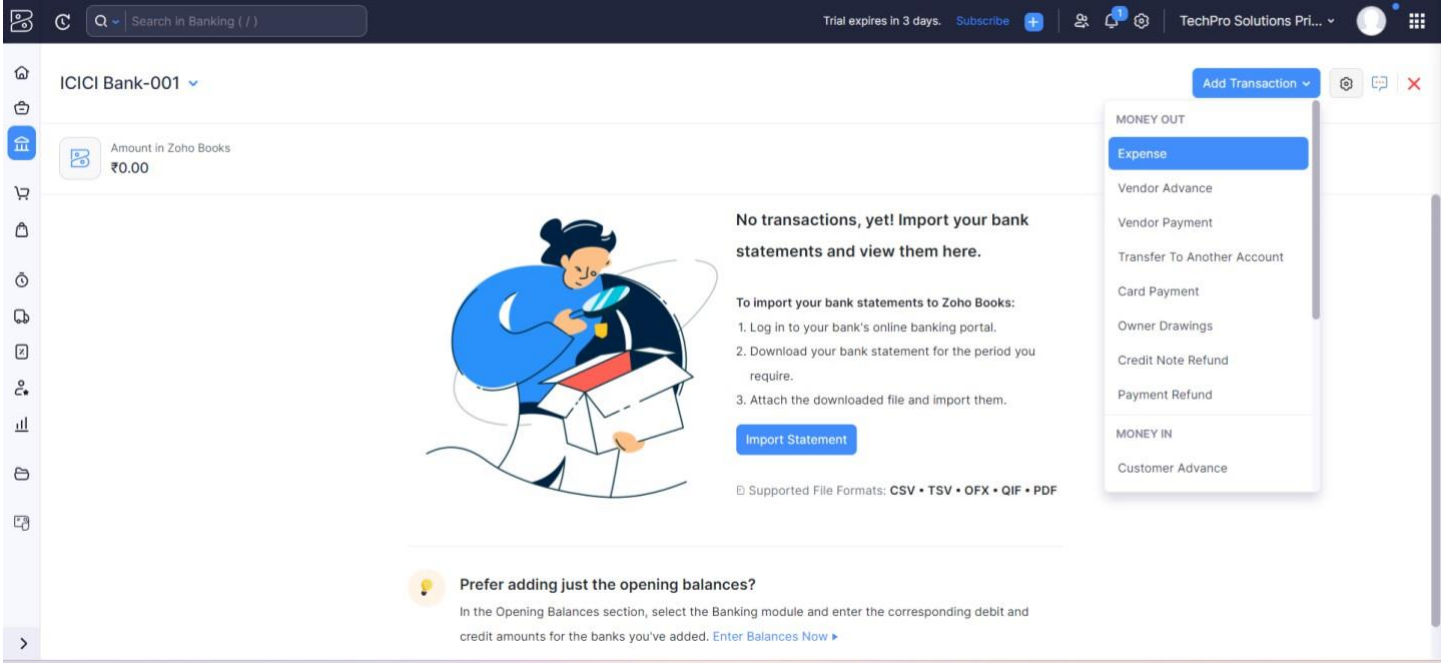
₹2,36,000.00

Activate Windows

Go to Settings to activate Windows.

# Milestone 11: Bank Entries

**Activity 1: Recording of Bank Transactions**  
The Below are the Bank Transactions occurred during the month:




For Vendor payment and Customer payment select the appropriate Vendor or customer and mark the payment against the open Bills and Invoices to close and mark completed.



For Vendor Payment:

ICICI Bank-001

Amount in Zoho Books  
₹0.00



No transactions, yet statements and view

To import your bank statements:  
1. Log in to your bank's online portal.  
2. Download your bank statement in CSV or PDF format.  
3. Attach the downloaded file to this section.  
[Import Statement](#)

Supported File Formats: CSV, PDF

Prefer adding just the opening balances?

In the Opening Balances section, select the Banking module and enter the corresponding debit and credit amounts for the banks you've added. [Enter Balances Now](#)

Add Transaction

MONEY OUT

Expense

Vendor Advance

Vendor Payment

Transfer To Another Account

Card Payment

Owner Drawings

Credit Note Refund

Payment Refund

MONEY IN

Customer Advance

Vendor Payment

Vendor\*

Amazon Web Services

Payment #\*

1

Amount\*

INR

54000

Date\*

10/04/2023

Reference#

Paid Via

Bank Transfer

Description

Payment Made against bills

Clear Applied Amount

Bill Details

Payment(INR)

02

Due ₹54,000.00

05/04/2023

54000.00

Pay in Full

For Customer Payment:

ICICI Bank-001

Amount in Zoho Books  
₹-54,000.00

Dashboard

Account Summary

Uncategorized Transactions

All Transactions

DATE	REFERENCE#	TYPE	STATUS	DEPOSIT
10/04/2023		Vendor Payment	Manually Added	
		Vendor: Amazon Web Services		

Add Transaction

MONEY IN

Customer Advance

Customer Payment

Transfer From Another Account

Interest Income

Other Income

Expense Refund

Deposit From Other Accounts

Owner's Contribution

Vendor Credit Refund

Vendor Payment Refund

Customer Payment

Customer\*

DigitalEdge Technologies PVT Ltd

Amount Received\*

INR

1180000

Bank Charges (if any)

Date\*

15/04/2023

Payment #\*

1

Reference#

Received Via

Bank Transfer

Description

Amount Received Against Invoice

Retained Tax?

☐

Clear Applied Amount

Invoice Details

Payment(INR)

INV-000001

1180000.00

Milestone 12: Financial Reports:

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Business Overview

Profit and Loss

Profit and Loss (Schedule III)

Horizontal Profit and Loss

Cash Flow Statement

Balance Sheet

Horizontal Balance Sheet

Balance Sheet (Schedule III)

Business Performance Ratios

Movement of Equity

Sales

Sales by Customer

Sales by Item

Sales by Sales Person

Receivables

Customer Balances

AR Aging Summary

AR Aging Details

Invoice Details

Sales Order Details

Delivery Challan Details

Quote Details

Customer Balance Summary

Receivable Summary

Receivable Details

Payments Received

Recurring Invoices

Payables

Activity 1: Profit and Loss Account

Search in Customers ( / )

Trial exp

Custom

Customize Report

Schedule Report

Export As

TechPro Solutions Private Limited

Profit and Loss

Basis: Accrual

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

Add Temporary Note

ACCOUNT	TOTAL
Operating Income	
Sales	42,49,989.81
Total for Operating Income	42,49,989.81
Cost of Goods Sold	
Cost of Goods Sold	3,50,000.00
Total for Cost of Goods Sold	3,50,000.00
Gross Profit	38,99,989.81
Operating Expense	
Other Expenses	5,000.00
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
Total for Operating Expense	27,05,000.00
Operating Profit	11,94,989.81
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Exchange Gain or Loss	1,363.25
Total for Non Operating Expense	1,363.25
Net Profit/Loss	11,93,626.56

Activity 2: Balance Sheet

Q - Search in Customers ( / )

Custom Customize Report

Schedule Report

Export As

Balance Sheet

Basis: Accrual  
As of 30/04/2023

+ Add Temporary Note

Collapse all Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	45,000.00
Total for Cash	45,000.00
Bank	
ICICI Bank-001	8,12,626.56
Total for Bank	8,12,626.56
Accounts Receivable	10,80,000.00
Other current assets	
TDS Receivable	2,50,000.00
Input Tax Credits	99,000.00
Total for Other current assets	3,49,000.00
Total for Current Assets	22,86,626.56
Total for Assets	22,86,626.56
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	1,08,000.00
Rent Payable	2,36,000.00
TDS Payable	19,000.00
GST Payable	6,30,000.00
Total for Current Liabilities	9,93,000.00
Total for Liabilities	9,93,000.00
Equities	
Owner's Equity	1,00,000.00
Current Year Earnings	11,93,626.56
Total for Equities	12,93,626.56
Total for Liabilities & Equities	22,86,626.56

Activity 3: GST Reports

Search In Customers ( / )

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Custom

Export As

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)	₹35,00,000.00	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹7,49,989.81	₹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				
Total value	₹42,49,989.81	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5	6

Search In Customers ( / )

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GSTR-3B Summary

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TechPro Solutions Private Limited

Tax Return

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

+ Add Temporary Note

DATE	ENTRY NUMBER	TRANSACTION TYPE	AMOUNT	IGST AMOUNT	CGST AMOUNT	SGST AMOUNT	CESS AMOUNT
10/04/2023	INV-000001	Invoice	₹10,00,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00
20/04/2023	INV-000003	Invoice	₹15,00,000.00	₹0.00	₹1,35,000.00	₹1,35,000.00	₹0.00
20/04/2023	INV-000002	Invoice	₹10,00,000.00	₹0.00	₹90,000.00	₹90,000.00	₹0.00

Activity 4: Journal Report

Q

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Custom

[Schedule Report](#)

TechPro Solutions Private Limited

Journal Report

Basis: Accrual

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

[+ Add Temporary Note](#)

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 02 (AMAZON WEB SERVICES)		DEBIT	CREDIT
Accounts Payable		5,000.00	0.00
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

Activity 5: Accounts Receivable Aging Details

Q

Search in Customers ( / )

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Custom

[Schedule Report](#)

TechPro Solutions Private Limited

AR Aging Summary By Invoice Due Date

As of 30/04/2023

[+ Add Temporary Note](#)

CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
SmartTech Innovations Pvt Ltd	₹0.00	₹10,80,000.00	₹0.00	₹0.00	₹0.00	₹10,80,000.00	₹10,80,000.00
Total	₹0.00	₹10,80,000.00	₹0.00	₹0.00	₹0.00	₹10,80,000.00	

## Activity 6: Accounts Payable Aging Details

Search in Customers (/)

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Custom

Customize Report

Schedule Report

Export As

TechPro Solutions Private Limited

AP Aging Summary By Bill Due Date

As of 30/04/2023

[+ Add Temporary Note](#)

VENDOR NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
IBM Cloud	₹0.00	₹1,08,000.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	₹1,08,000.00
Total	₹0.00	₹1,08,000.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	

Q

Search In Customers ( / )

Trial expires in 3 days. [Subscribe](#)

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TechPro Solutions Private Limited

TDS Summary

Basis: Accrual

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

[+ Add Temporary Note](#)

TDS SECTION	TAX DEDUCTED AT SOURCE	TOTAL	TOTAL AFTER TDS DEDUCTION
<a href="#">Section 194 C</a> Payment of contractors HUF/Indiv and Payment of contractors for Others	₹4,000.00	₹2,00,000.00	₹1,96,000.00
<a href="#">Section 194 J</a> Professional Fees	₹15,000.00	₹1,50,000.00	₹1,35,000.00
Total	₹19,000.00		

# Activity 7: TDS Payable & Receivable Reports

Q

Search in Customers ( / )

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Custom

Customize Report

Export As

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TDS Summary

Basis: Accrual

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

[+ Add Temporary Note](#)

TDS SECTION	TAX DEDUCTED AT SOURCE	TOTAL	TOTAL AFTER TDS DEDUCTION
<a href="#">Section 194 C</a> Payment of contractors HUF/Indiv and Payment of contractors for Others	₹4,000.00	₹2,00,000.00	₹1,96,000.00
<a href="#">Section 194 J</a> Professional Fees	₹15,000.00	₹1,50,000.00	₹1,35,000.00
Total	₹19,000.00		