A SOLOLEDGER BONUS

CA & YEAR-END

Handoff System

Prepare clean records. Ask better questions. Make tax season less chaotic.

📁 Income 📁 Expenses 📁 TDS 📁 Tax Payments 📁 GST

📁 Foreign Clients 📁 Questions for CA

For Indian freelancers · 2026–27 · Guide + 5 editable year-end trackers.

START HERE

You don't need to become an accountant

You just need to arrive prepared. At year-end most freelancers either dump random statements on their CA, or try to decide the tax treatment of everything themselves. Neither works.

This kit does something simpler: **organise what happened, gather the evidence, flag what's uncertain, and give your CA better information.**

1. **Close your SoloLedger records** — make the year reasonably complete.
2. **Build your summaries** — income, expenses, TDS, tax, GST, foreign clients.
3. **Collect documents** — invoices, receipts, challans, remittance records.
4. **Flag uncertainty** — don't guess; add it to "Questions for My CA".
5. **Record the answer** — turn the CA conversation into corrections & actions.

> This toolkit is for organisation and preparation. It does not determine the final tax, GST or legal treatment of any transaction and does not replace professional advice.

THE SEQUENCE

Your full year-end workflow

The key idea is **order**. Don't start by searching random folders — start from the records you kept all year.

- **1 · Update SoloLedger**
- **2 · Review invoices & receipts**
- **3 · Review expenses**
- **4 · Check TDS**
- **5 · Check tax payments**
- **6 · Prepare GST records**
- **7 · Prepare foreign-client records**
- **8 · List unusual situations**
- **9 · Create CA questions**
- **10 · Send clean handoff folder**
- **11 · Record corrections**
- **12 · Save final filing pack**

START FROM YOUR RECORDS

What SoloLedger already gives you

Start with SoloLedger — not your bank statement. It already organises most of what your CA needs.

INCOME & INVOICES

Invoices, clients, cash received, TDS, outstanding balances.

EXPENSES

Business costs with supporting notes.

TAX & ADVANCE TAX

Planning estimate and payment records.

GST TRACKER

Turnover and GST planning records.

CLIENT SUMMARY

Client-level income view.

REPORTS

Monthly and yearly summaries.

> Your bank statement is useful for **cross-checking** — it shouldn't be the only source of truth.

BEFORE YOU PREPARE ANYTHING

Close-the-year checklist

INCOME

- ☐ All invoices entered
- ☐ All client payments updated
- ☐ Part payments updated
- ☐ Unpaid invoices still shown outstanding
- ☐ TDS entered where applicable

TAX

- ☐ Advance-tax payments entered
- ☐ Challans saved
- ☐ TDS records reviewed

EXPENSES

- ☐ Business expenses entered
- ☐ Missing receipts identified
- ☐ Duplicates removed
- ☐ Personal expenses separated
- ☐ Large purchases flagged

GST & FOREIGN

- ☐ Sales & input GST reviewed
- ☐ Corrections/questions listed
- ☐ Foreign invoices & remittance saved
- ☐ Platform/bank fees identified

> Don't aim for perfection before starting — aim for a clean list of what's complete and what's still missing.

RECONCILIATION

Four numbers beginners mix up

INVOICE	INV-071
Billed to **Meera Design Co**	Due date —
Service ₹1,00,000 + GST	₹1,18,000
Received	₹1,08,000
Amount due	**₹1,18,000**

Invoice total What the client was billed	**₹1,18,000**
Professional fee Service value before GST	**₹1,00,000**
GST Tracked separately	**₹18,000**
TDS Tax withheld by client	**₹10,000**
Bank cash Actually credited	**₹1,08,000**

> **Takeaway:** bank cash, invoice value, professional receipts and TDS are **not** interchangeable numbers. Keep all four.

RECONCILIATION

Part-paid & outstanding invoices

Don't mark a ₹1,00,000 invoice "paid" because ₹40,000 arrived. Record what actually happened.

Client	Invoice	Total	Received	Outstanding	Status
Alpha	INV-41	₹1,00,000	₹1,00,000	₹0	**Paid**
Beta	INV-42	₹80,000	₹40,000	₹40,000	**Part Paid**
Gamma	INV-43	₹60,000	₹0	₹60,000	**Unpaid**

- Was the invoice later paid?
- Was TDS deducted?
- Was it cancelled?
- Was a credit note raised?
- Is there a genuine dispute?

> Record what happened. Let your CA advise on treatment where timing or recognition is uncertain.

RECONCILIATION

A bank credit ≠ freelance income

Bank transaction	Amount	What it actually is
Client transfer	₹55,000	Client receipt
Own savings transfer	₹1,00,000	Own-account transfer — not income
Vendor refund	₹12,000	Refund — not income
Client advance	₹30,000	Needs correct recording
Tax refund	₹8,500	Separate item

The bank statement answers "what cash moved?" — not always "what kind of transaction was this?"

- What created this transaction?
- Where is it recorded?
- What document supports it?
- Does my CA need to review it?

WORKSHEET

Income summary for your CA

Category	Amount	Notes
Professional receipts	₹___________	
Foreign client receipts	₹___________	
Other business receipts	₹___________	
TDS credits	₹___________	
GST collected	₹___________	Tracking
Outstanding invoices	₹___________	
Part-paid outstanding	₹___________	
Other income to discuss	₹___________	

TOP 5 CLIENTS

Client	Receipts	TDS	Outstanding
__________	₹______	₹______	₹______
__________	₹______	₹______	₹______
__________	₹______	₹______	₹______

> This one page gives your CA context before they open hundreds of transactions.

TAX

TDS handoff pack

TDS isn't just "money missing from the payment" — a client may deduct tax before paying you.

SERVICE		TDS		CASH RECEIVED
₹1,00,000	→	₹10,000	→	₹90,000

Client	Gross	TDS	Payment date	Evidence	Matched?
Client A	₹1,00,000	₹10,000	15 Jul	Available	Yes
Client B	₹80,000	₹8,000	2 Aug	Missing	Check

Give your CA: client name · gross amount · TDS amount · payment period · certificate/tax-record info available · any mismatch notes.

EXPENSES

Give categories — not 300 receipts

Category	Annual amount
Software & tools	₹72,000
Marketing	₹1,20,000
Contractors	₹2,40,000
Internet / phone	₹36,000
Coworking / office	₹96,000

Category	Annual amount
Travel	₹54,000
Professional fees	₹30,000
Equipment	₹1,10,000
Other	₹28,000
Total	**₹7,86,000**

> The category summary tells your CA **where** the business spent money; the invoices & receipts provide the **evidence**. You need both.

EXPENSES

A strong expense record has context

TRANSACTION	→	VENDOR	→	PURPOSE	→	INVOICE
₹5,900	→	Adobe	→	Software	→	Saved

WEAK RECORD

"₹5,900 card payment"

STRONG RECORD

"Adobe Creative Cloud — ₹5,900 — business design software — invoice saved"

> The goal isn't an essay per expense — just enough that the transaction is understandable months later.

EXPENSES

Don't hide uncertain expenses — separate them

Expense	Amount	Why uncertain	Question for CA
Home internet	₹18,000	Personal + business	Business-use treatment?
Phone	₹24,000	Mixed use	How much is business?
Client meal	₹4,500	Business discussion	Treatment?
Online course	₹15,000	Skill-related	Business relevance?

The right answer isn't always "claim it" or "remove it." Sometimes the best action is:

⚑ FLAG FOR REVIEW

> Separating uncertain items protects you both ways — you neither over-claim nor quietly lose a legitimate expense.

EXPENSES

Separate large purchases & equipment

Large purchase	Cost
Laptop	₹1,10,000
Camera	₹85,000
Phone	₹70,000
Desk setup	₹35,000

FOR EACH, SAVE

- Invoice, date, vendor
- Payment proof · GST info
- Business purpose & any personal use

EXAMPLE — LAPTOP

Cost: **₹1,10,000**

Purchased: 15 Nov

Used for: development work

Invoice: Saved · GST invoice: Yes

Question for CA: **How should this be treated?**

> Large assets are often treated differently from monthly spending — keep them separate so your CA can advise correctly.

TAX

Advance tax summary

Give your CA the payments, not your memory.

Payment	Date	Amount	Challan saved?
Instalment 1	14 Jun	₹21,000	Yes
Instalment 2	14 Sep	₹42,000	Yes
Instalment 3	14 Dec	₹42,000	Yes
Instalment 4	14 Mar	₹35,000	Yes

SoloLedger estimate
Planning figure
₹1,60,000

Advance tax paid
Across 4 instalments
₹1,40,000

TDS credits
Withheld by clients
₹10,000

Difference to review
Confirm with CA
₹10,000

> This is a **review prompt** — your CA confirms the final liability.

TAX

Save more than the bank debit

FOR EACH TAX PAYMENT, KEEP

- Amount & payment date
- Relevant tax year
- Challan / acknowledgement
- CIN / reference number
- Bank proof

📁 **Advance Tax**

- 📄 Jun_2026_21000_Challan.pdf
- 📄 Sep_2026_42000_Challan.pdf
- 📄 Dec_2026_42000_Challan.pdf
- 📄 Mar_2027_35000_Challan.pdf

> A bank debit shows money left your account. The **challan** proves it reached the tax department, for the right year. Keep both.

GST

The GST picture in one page

If you're GST-registered, summarise the year here:

Item	Amount
Turnover / sales value	₹__________
GST collected	₹__________
Input GST recorded	₹__________
Domestic invoices	₹__________
Export / foreign invoices	₹__________
Credit notes	₹__________

- Any invoice amended?
- Any GSTIN error?
- Any place-of-supply issue?
- Any input-credit uncertainty?
- Any foreign-service issue?

GST

GST document pack

SALES

- GST invoices
- Credit notes
- Debit notes

PURCHASES

- Vendor GST invoices
- Expense records

FOREIGN / EXPORT

- Foreign-client invoices
- Payment evidence
- LUT / export docs where applicable

RETURNS

- Return acknowledgements
- Reconciliation notes
- Correction list

> Don't force uncertain GST treatment yourself — prepare the facts and documents clearly, then let your CA decide.

FOREIGN CLIENTS

Make foreign records easy to read

Client	Country	Currency	Amount	Method	Fee	Bank credit
Nova Inc	USA	USD	$2,000	Wise	$15	$1,985
Studio K	UK	GBP	£1,500	Bank	£20	£1,480

FOR EACH FOREIGN CLIENT, KEEP

- Contract / engagement proof
- Invoice & client country
- Currency
- Payment evidence
- Platform / bank fee
- Relevant GST / export records

FOREIGN CLIENTS

Don't record only what hit the bank

CLIENT PAYS	→	PLATFORM FEE	→	NET RECEIVED
$2,000		**$70**		**$1,930**

BAD RECORD

Income = $1,930

The $70 fee has vanished — the real transaction is lost.

BETTER RECORD

Client payment $2,000 · fee $70 · net $1,930 — all three kept.

> Final treatment (income vs expense, currency conversion) depends on your accounting context — but the underlying transaction should never disappear.

TELL YOUR CA

Special situations to flag

Don't assume your CA can see everything automatically. Flag any of these:

Salary + freelance	Investment income	Capital gains
Crypto	Foreign income / assets	Loans received
Large transfers	Major equipment	Cash receipts
Tax notice	Business started/closed	GST change
Foreign clients	Unusual refunds	Non-freelance income

> **Example:** you earned ₹10L freelancing *and* sold shares this year. Your freelancer workbook won't contain the investment details — so tell your CA.

RECONCILIATION

Money in ≠ revenue

Transaction	Amount	What it is
Own transfer (savings → freelance)	₹1,00,000	Not client income
Credit-card refund	₹12,000	Not revenue
Client payment	₹55,000	Client receipt
Loan received	₹2,00,000	Separate transaction

A SIMPLE DECISION FLOW

WHO SENT IT? → WHY? → WHAT PROVES IT? → WHERE TO RECORD?

WORKSHEET

Missing documents tracker

Don't discover missing documents *during* the CA call.

Missing item	Transaction	Amount	Get it from	Requested	Received
TDS record	Client A	₹10,000	Client	**Yes**	No
Adobe invoice	Software	₹5,900	Portal	No	No
Tax challan	Advance tax	₹35,000	Tax portal	**Yes**	No
____________	____________	₹_______	____________		

> **Priority — get first:** documents affecting large amounts, tax-payment proof, TDS evidence, major-purchase invoices, and anything unusual.

WORKSHEET

Questions for my CA

Topic	Question	Amount	Evidence	Answer
Expense	How should the laptop be treated?	₹1,10,000	Invoice	
GST	Is this foreign client an export?	₹2,40,000	Invoice + remittance	
Income	How to handle this advance?	₹50,000	Bank + invoice	
__________	__________	₹______	__________	

- Are all TDS credits accounted for?
- Anything missing from income?
- Any expense to separate?
- Any large-asset treatment to change?
- Any GST correction?
- Any foreign-client issue?
- Any final payment due?
- Anything to change next year?

ORGANISE

A folder your CA understands in 30 seconds

📁 **2026-27 CA HANDOFF**

- 📁 01 SoloLedger Reports
- 📁 02 Income & Invoices
- 📁 03 Expenses
- 📁 04 TDS
- 📁 05 Advance Tax
- 📁 06 GST
- 📁 07 Foreign Clients
- 📁 08 Large Purchases
- 📁 09 Special Situations
- 📁 10 Questions for CA

NAME FILES SO THEY SORT & EXPLAIN THEMSELVES

- 📄 2026-08_ClientA_INV024.pdf
- 📄 2026-11_Laptop_110000.pdf
- 📄 2026-09_AdvanceTax_42000.pdf

> Date-first naming (YYYY-MM) keeps everything in chronological order automatically.

HANDOFF

What to send before the meeting

Don't spend the first 30 minutes hunting for files. Send these in advance:

SUMMARY
Your Year-End Summary sheet.

CORE RECORDS
SoloLedger reports.

TAX
TDS + advance-tax proof.

GST
Relevant summaries & documents.

FOREIGN CLIENTS
Summary + key evidence.

QUESTIONS
Your prepared question list.

> The meeting should focus on **decisions**, not file hunting.

HANDOFF

Capture decisions — not just explanations

WHAT NEEDS CHANGING?

e.g. move laptop out of recurring expenses.

WHAT IS MISSING?

e.g. Client B TDS evidence.

WHAT NEEDS PAYMENT?

e.g. additional tax ₹18,500 after review.

WHAT NEEDS CONFIRMATION?

e.g. foreign-client GST treatment.

WHAT CHANGES NEXT YEAR?

e.g. keep equipment purchases in a separate category from day one.

WORKSHEET

Post-CA action tracker

Advice without a next action just becomes another unfinished task.

Action	Owner	Due	Amount	Status
Get missing TDS evidence	Me	15 May	₹10,000	**Open**
Correct equipment record	Me	16 May	₹1,10,000	**Open**
Confirm GST issue	CA	18 May	—	**Pending**
Pay final tax	Me	20 May	₹18,500	**Open**

> Turn every piece of CA advice into a row with an owner, a date and a status — then close them out.

AFTER FILING

Build one final pack

📁 **2026-27 FINAL TAX PACK**

- 📄 Filed return
- 📄 Acknowledgement
- 📄 Tax computation
- 📄 Tax challans
- 📄 TDS records
- 📄 Key SoloLedger reports
- 📄 GST documents
- 📄 Foreign-client notes
- 📄 Important CA advice
- 📄 Final year-end summary

NEXT-YEAR NOTE

One short doc: "What I should do differently next year."

- Save receipts weekly
- Update TDS monthly
- Separate equipment purchases
- Review GST monthly
- Stop mixing personal transfers

THE SYSTEM

One-page year-end handoff map

- **1 · Close your records**
  Income + expenses + payments.
- **2 · Reconcile**
  Invoices + bank + TDS.
- **3 · Organise**
  Tax + GST + foreign + evidence.
- **4 · Flag uncertainty**
  Questions instead of guessing.
- **5 · Hand off**
  Send the clean CA folder.
- **6 · Act**
  Complete corrections & payments.
- **7 · Archive**
  Save the final filing pack.

> **A clean year-end isn't created in one stressful week. It's the result of a simple system maintained throughout the year.**