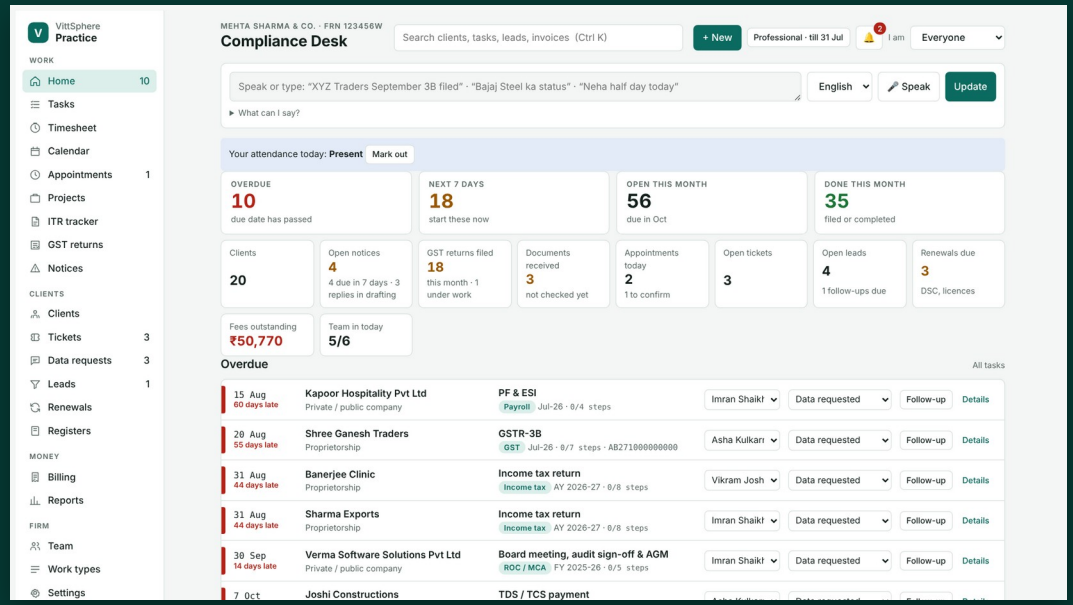
VittSphere Practice

Your firm runs on its own. You control it from anywhere. Product walkthrough, step by step.



practice.vittsphere.com · 30-day free trial · unlimited clients

What this walkthrough covers

1

Get started

Landing page, pricing, sign-up and the setup guide

2

Your daily desk

Home, search, tasks and calendar

3

Automation: GST, notices, ITR, TDS

GST portal returns and workings, notices with alerts, ITR working from AIS, TDS through TRACES

4

Clients and documents

Client master, Client 360, document requests and uploads

5

Compliance and service

ITR tracker, tickets, leads, renewals and registers

6

Money and team

Billing, invoices, timesheet, reports, team, attendance and payroll

7

The client side

Appointments, booking, the client portal and mobile

1. Get started

Landing page, pricing, sign-up and the setup guide

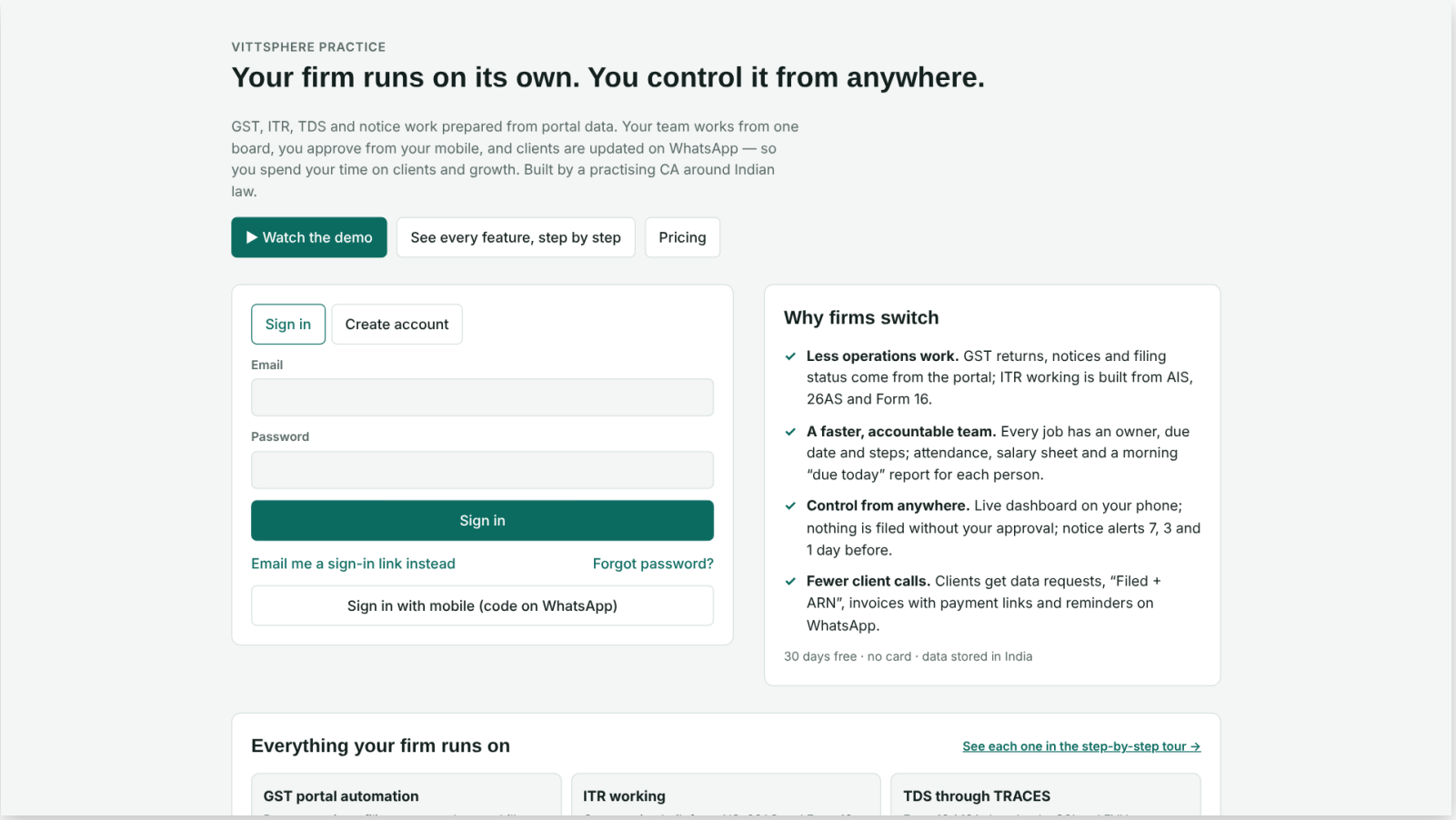
VittSphere Practice

STEP 1

Your firm runs on its own. You control it from anywhere.

Meet VittSphere Practice. Your CA firm runs on its own, and you control it from anywhere. GST, ITR, TDS and notice work is prepared from portal data, your team works from one board, and you approve from your phone.

Where practice.vittsphere.com



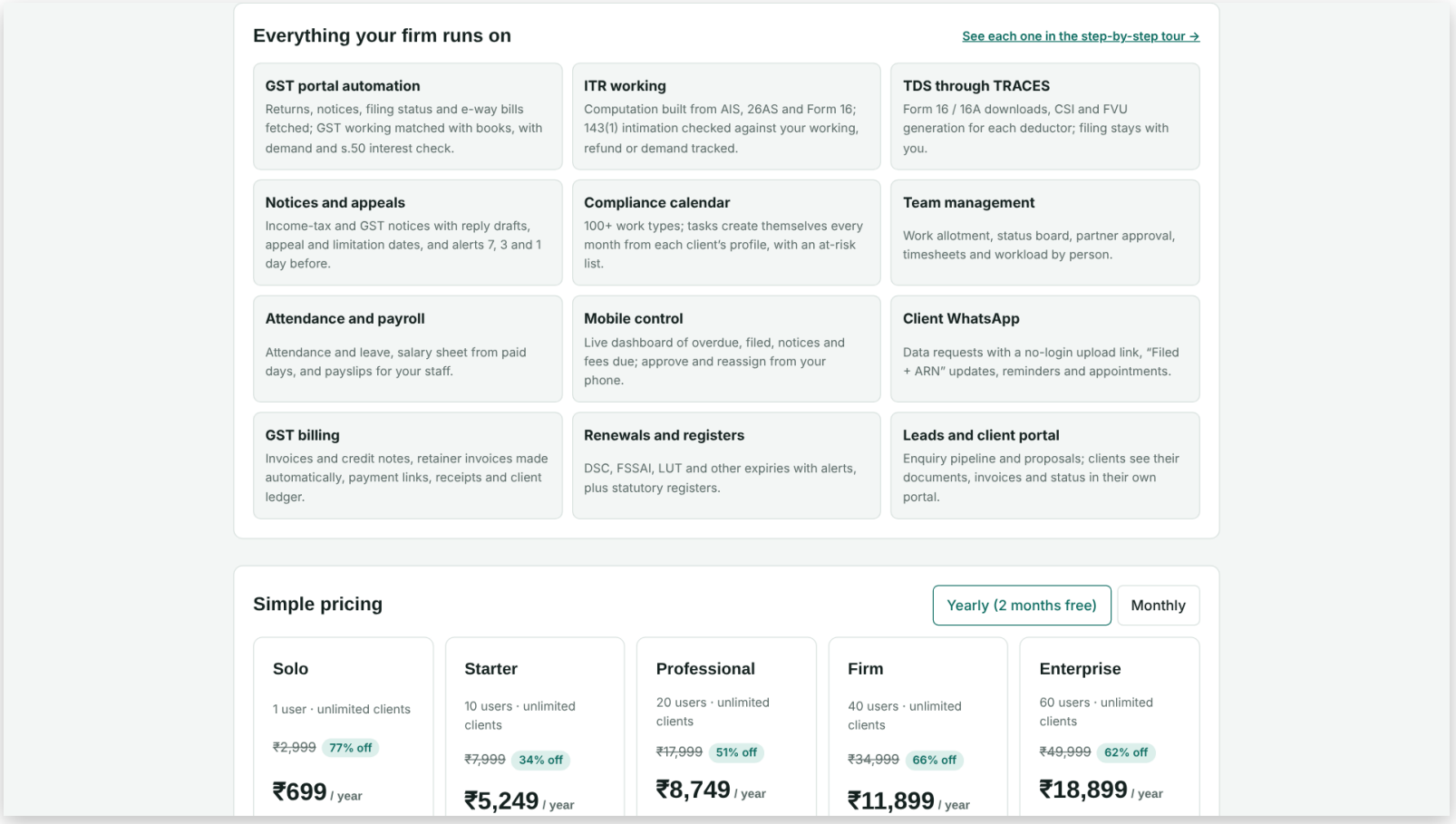
Everything your firm runs on

STEP 2

Automation, team and billing, in every plan

GST portal automation, ITR working, TDS through TRACES, notices, team, attendance and payroll, billing and client WhatsApp. Every feature is included in every plan.

Where Landing page



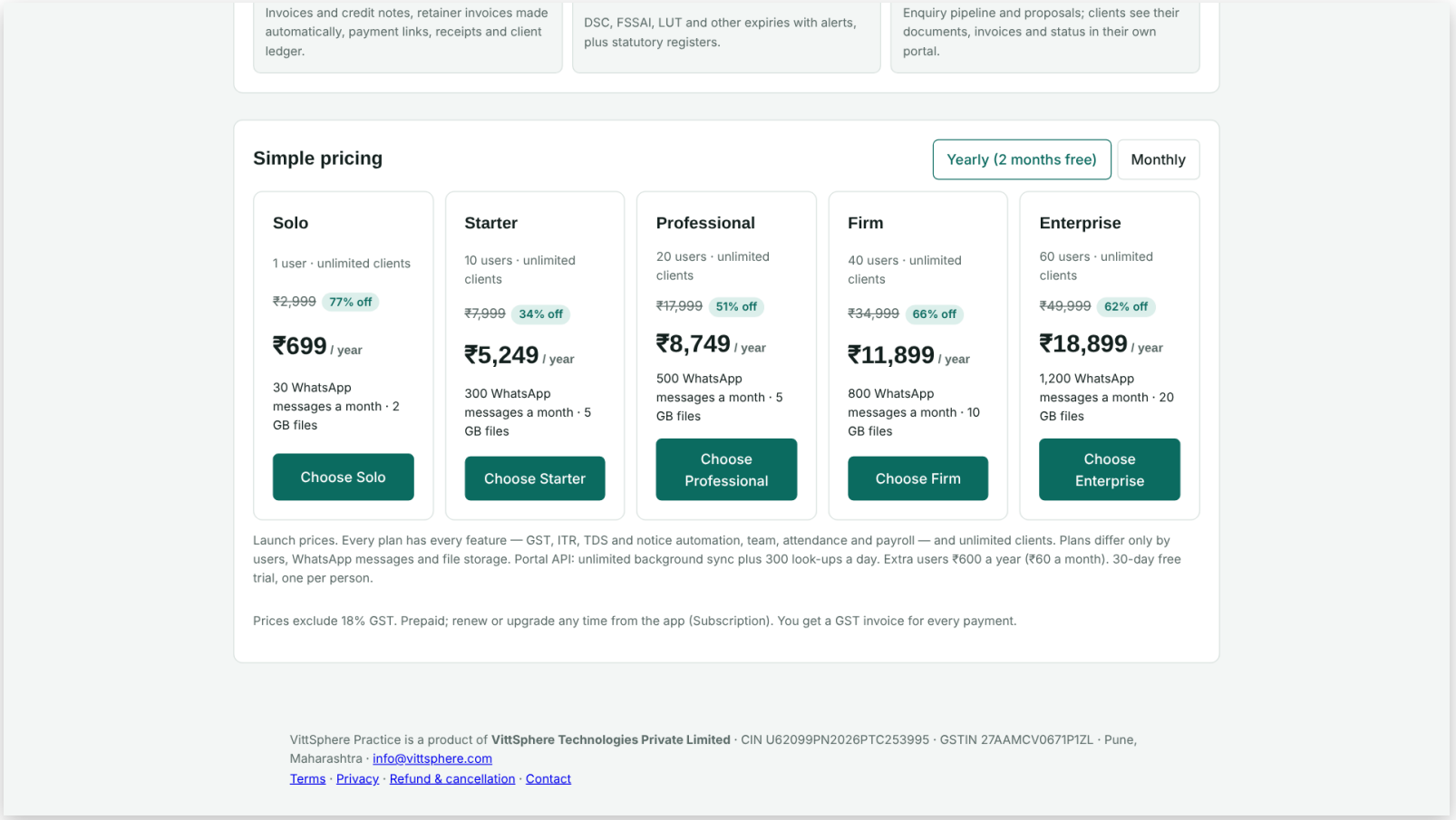
Simple pricing

STEP 3

Unlimited clients · 30-day free trial

Pricing is simple. Unlimited clients on every plan, a thirty day free trial, and no card needed to start.

Where Landing page → Pricing



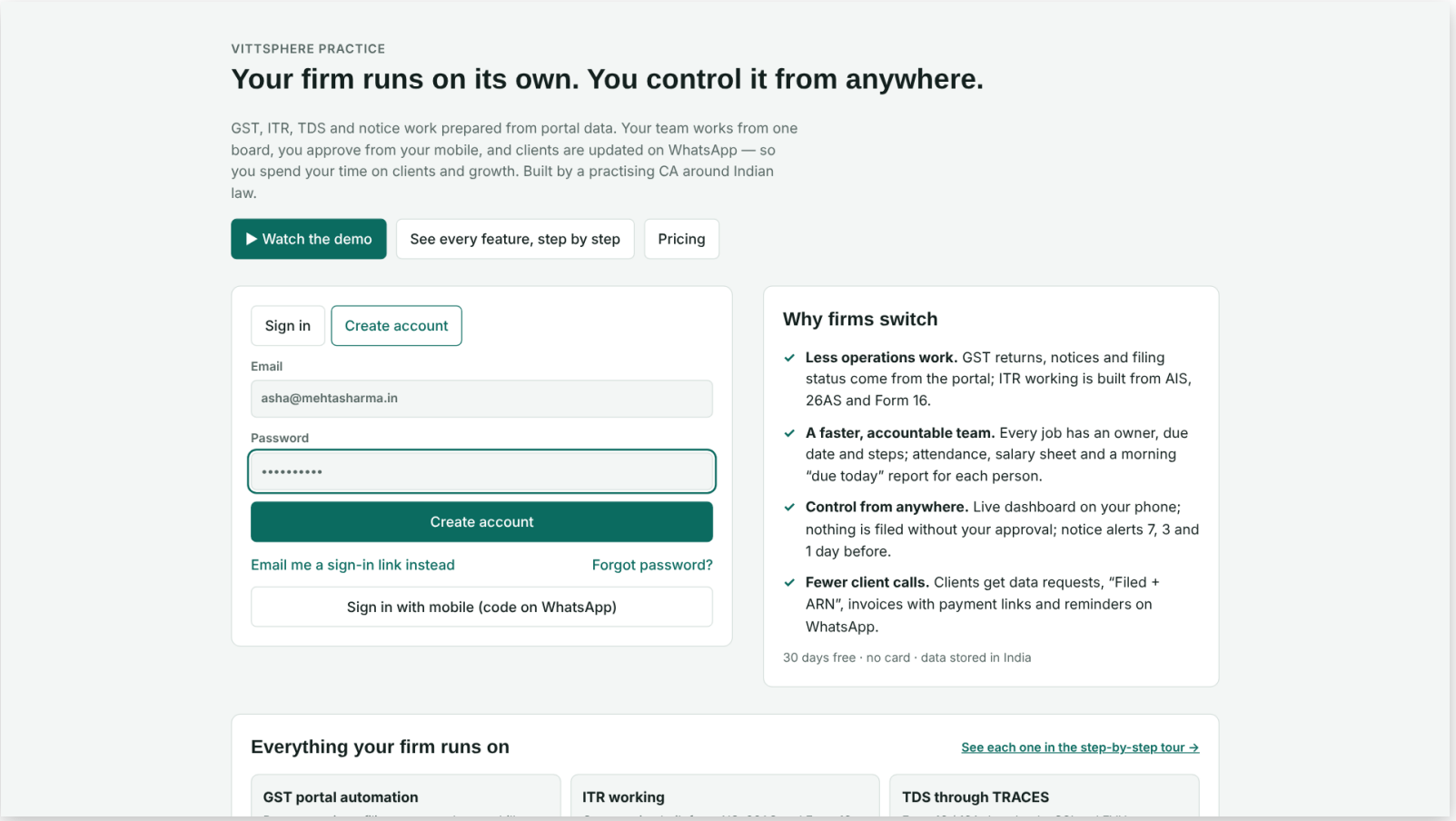
Sign up in a minute

STEP 4

Email, Google or mobile

Sign up with email, Google, or your mobile number. Name your firm, and you are in.

Where Landing page → Create account



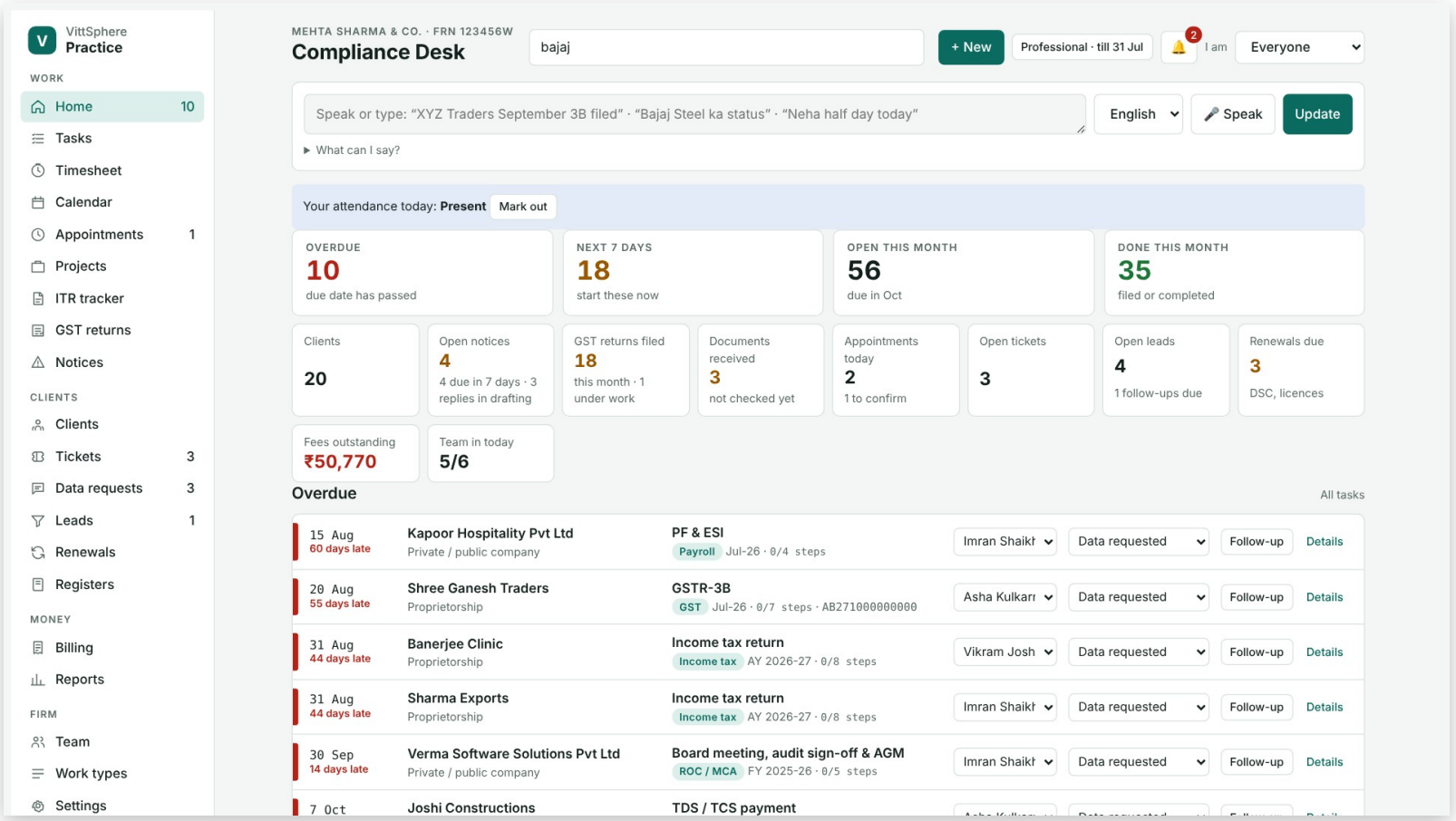
Guided setup

STEP 5

Your first 15 minutes, step by step

A short setup guide walks you through the first fifteen minutes. Firm details, importing clients from Excel, creating the month's work, and inviting your team.

Where Home (first login)



2. Your daily desk

Home, search, tasks and calendar

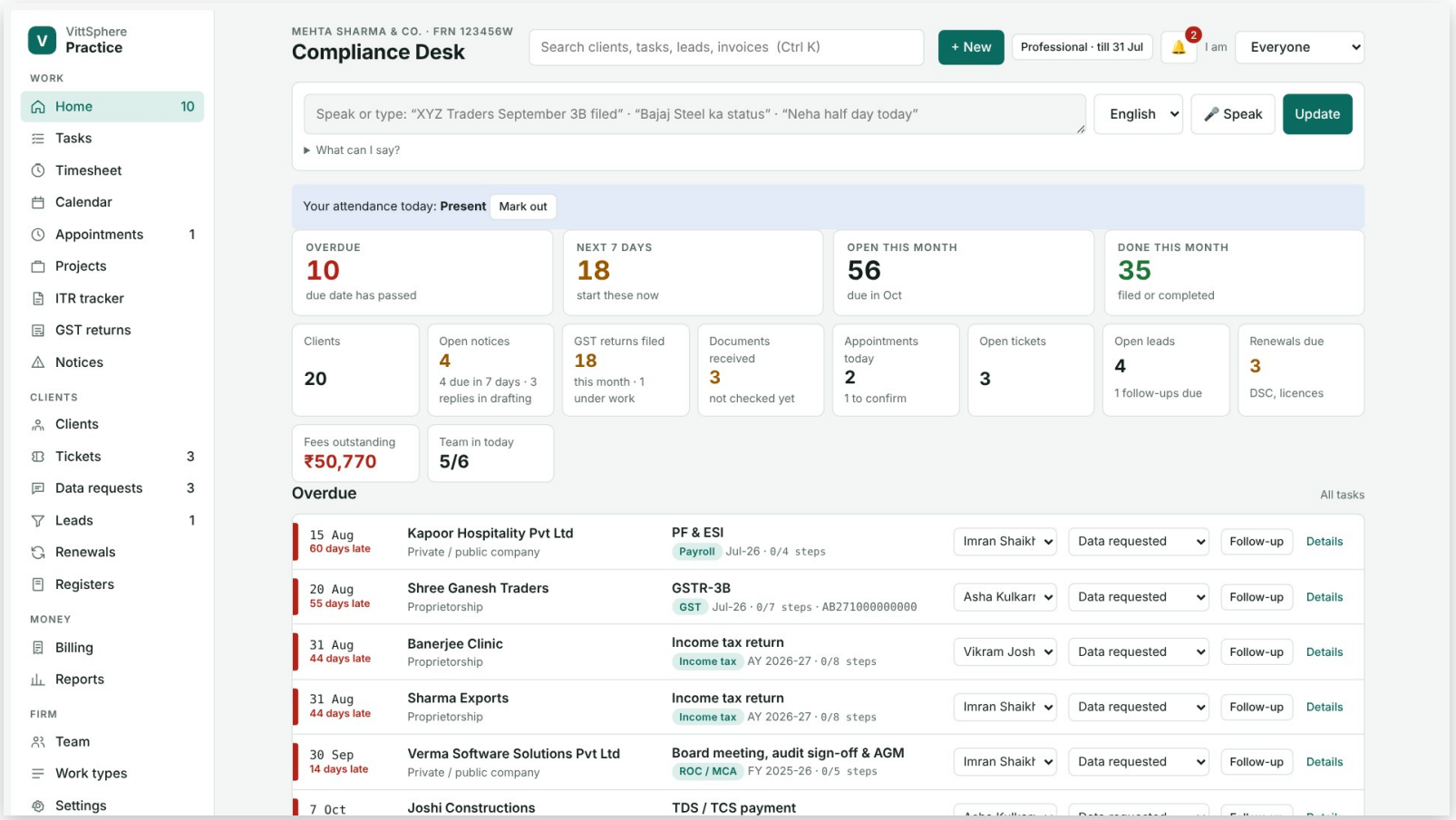
Your day at a glance

STEP 6

Overdue · this week · documents · fees

Home shows your day at a glance. What is overdue, what is due this week, documents received, appointments, tickets, renewals and fees outstanding.

Where Menu → Home



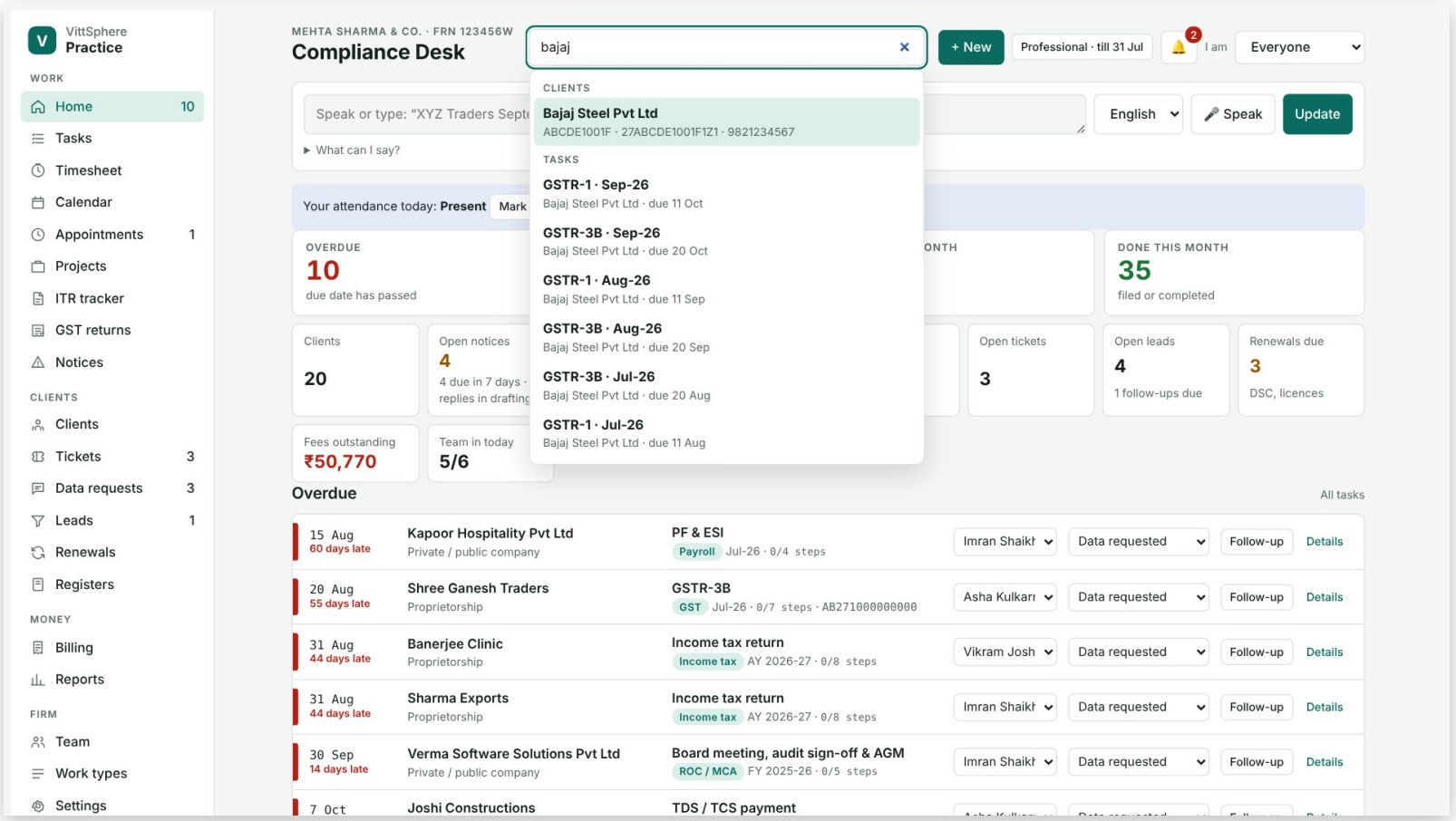
Find anything

STEP 7

Ctrl K to search

Press Ctrl K to find any client, task, lead or invoice in a second.

Where Top bar → Search (Ctrl K)



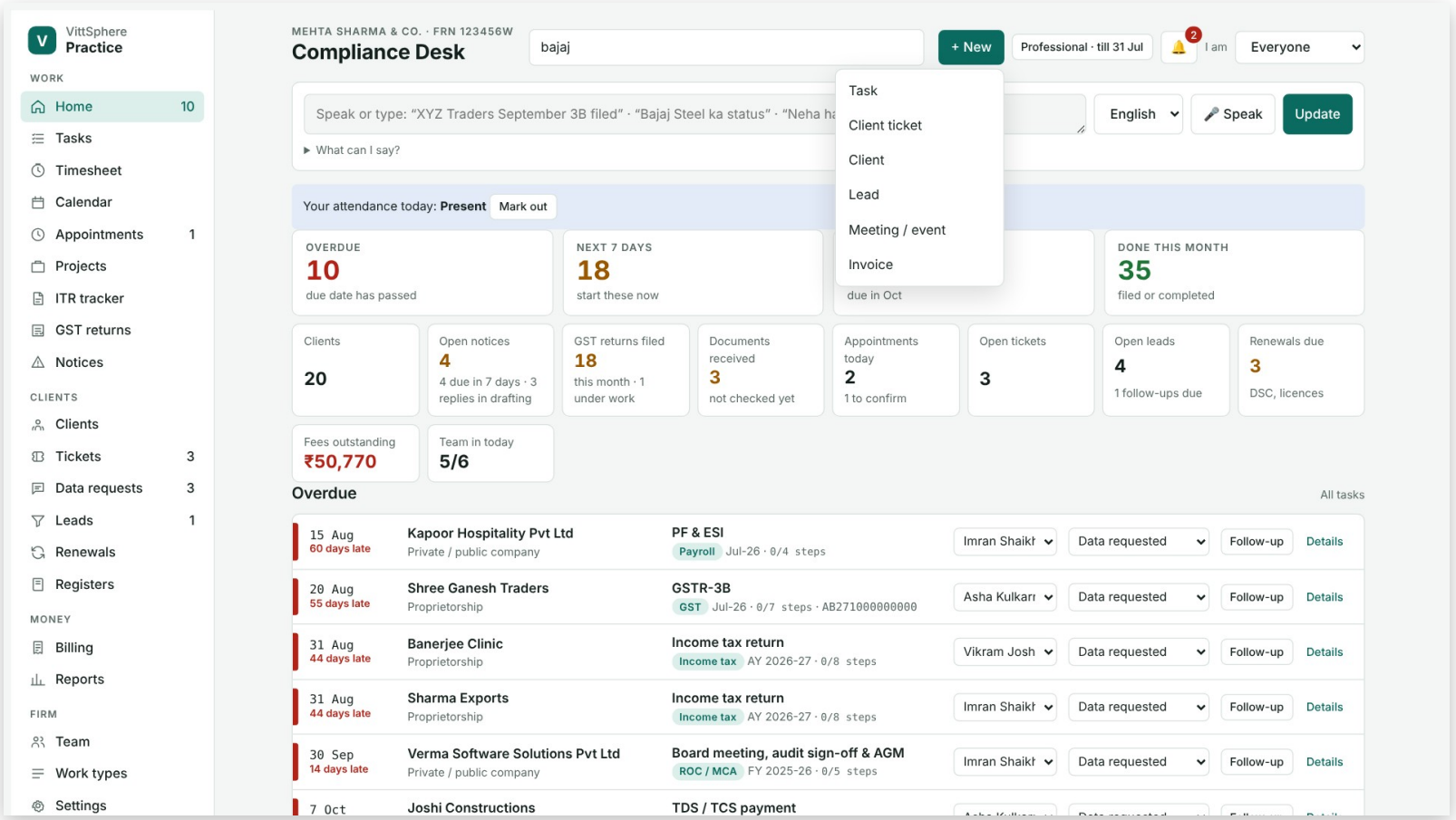
Add in one click

STEP 8

+ New from any screen

And the New button adds a task, a client ticket, a client, a lead, a meeting or an invoice, from any screen.

Where Top bar → + New



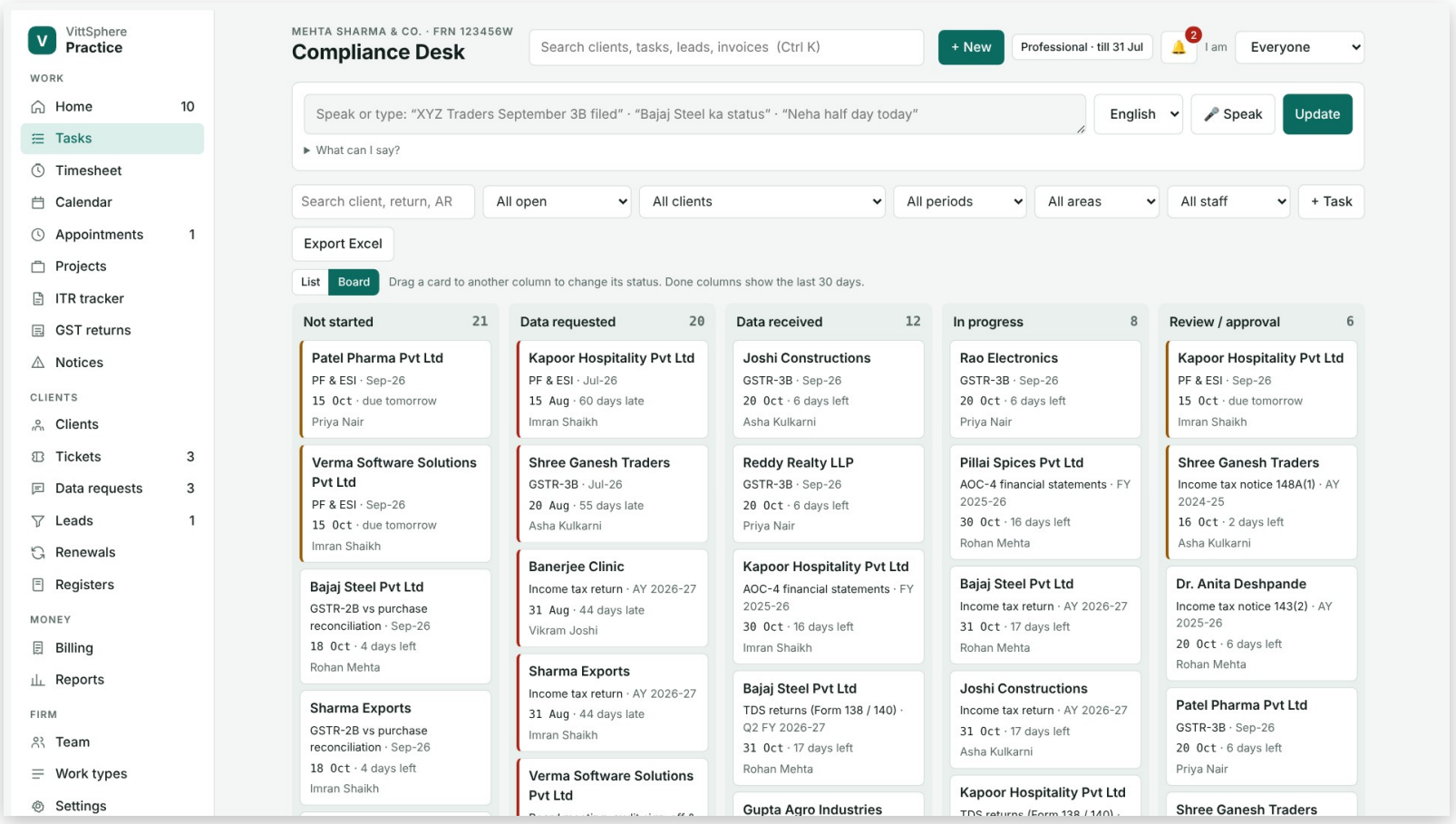
Every return, tracked

STEP 9

Created from each client's profile

Every return is created automatically from each client's profile, with the right due date. Drag a card from data requested, to received, to in progress. The whole team sees it live.

Where Menu → Tasks → Board



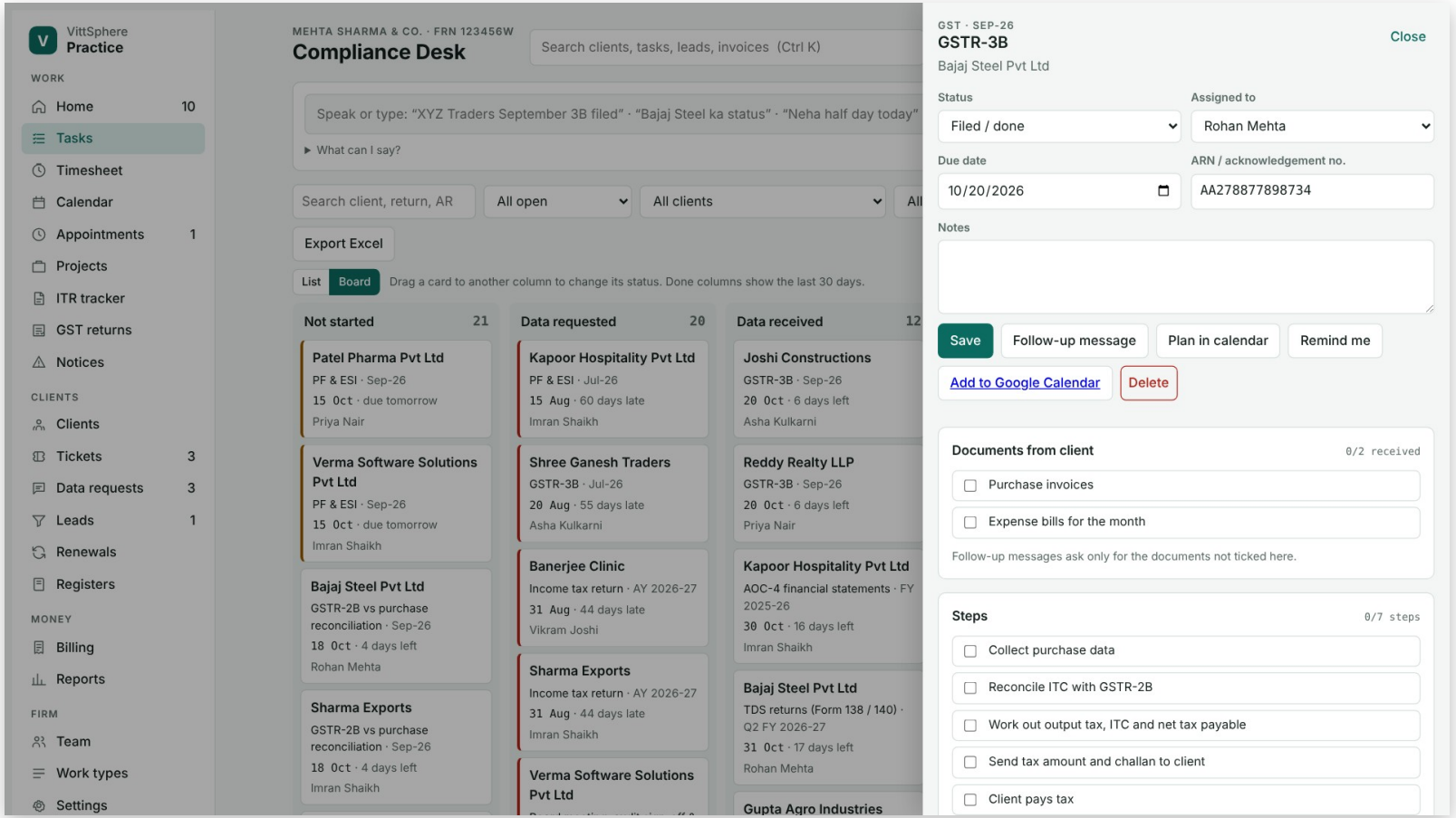
Task details

STEP 10

Documents · steps · ARN

Open a task to see the document checklist, the steps, who is handling it, and the ARN once it is filed.

Where Tasks → open any task



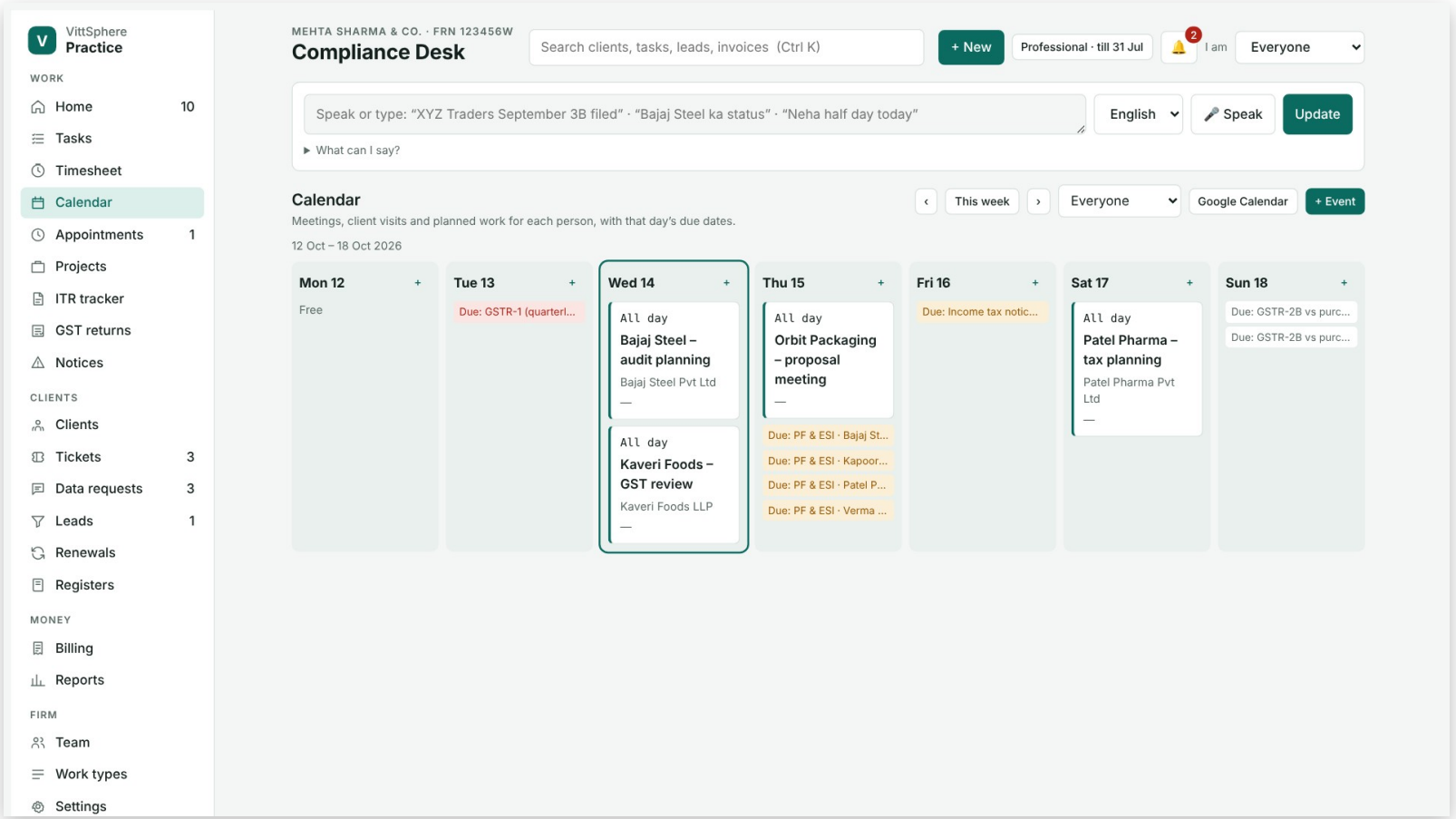
Calendar

STEP 11

Due dates and meetings, per person

The calendar puts due dates, meetings and client visits for each person on one weekly view, and syncs with Google Calendar.

Where Menu → Calendar



3. Automation: GST, notices, ITR, TDS

GST portal returns and workings, notices with alerts, ITR working from AIS, TDS through TRACES

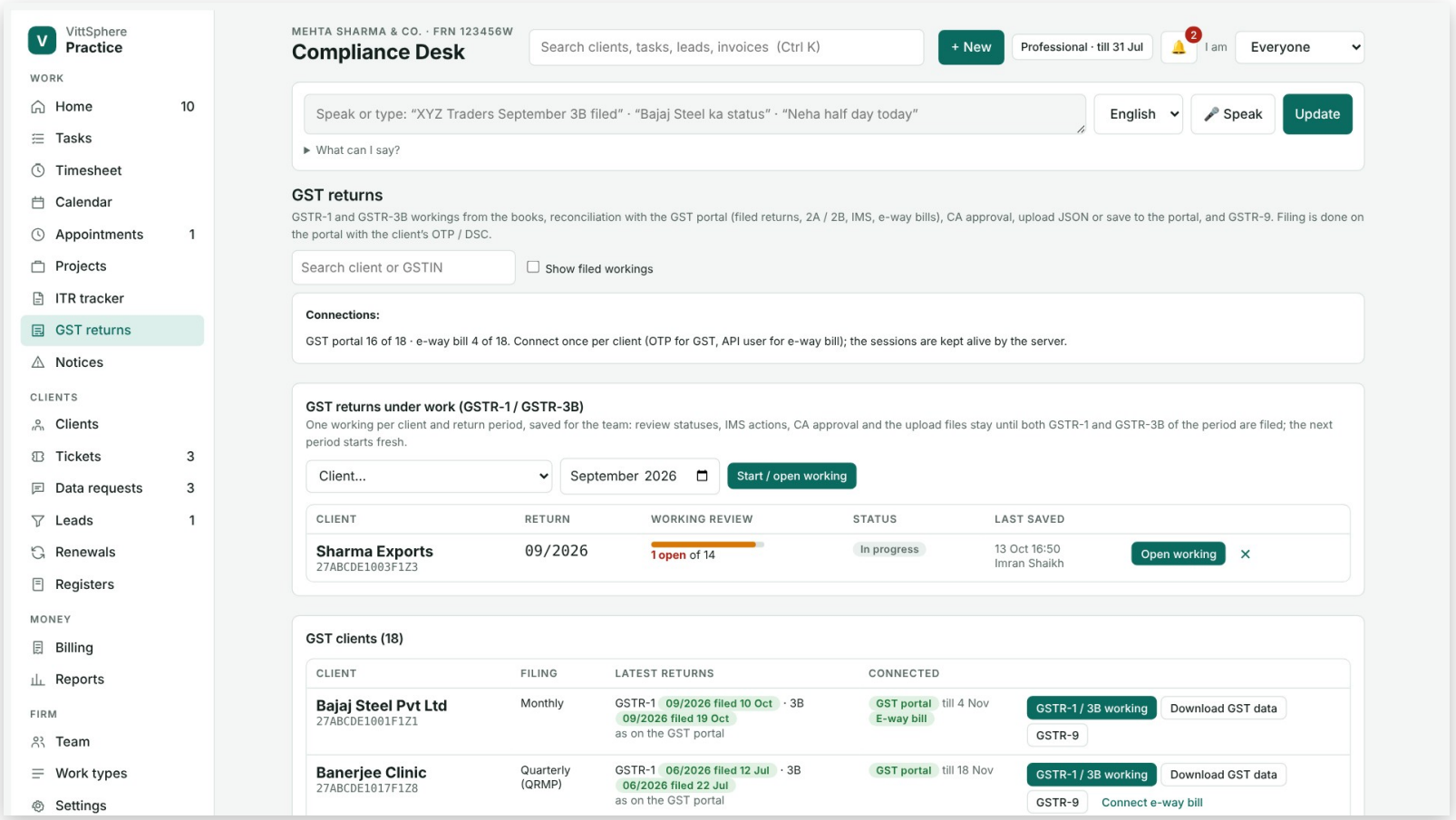
GST portal automation

STEP 12

Returns · notices · e-way bills · workings

The GST returns page connects each client to the GST portal once, with an OTP. Filed returns, notices and e-way bills are fetched every night, and each month's GSTR-1 and 3B working is matched with the books, reviewed by the team, and approved by you.

Where Menu → GST returns



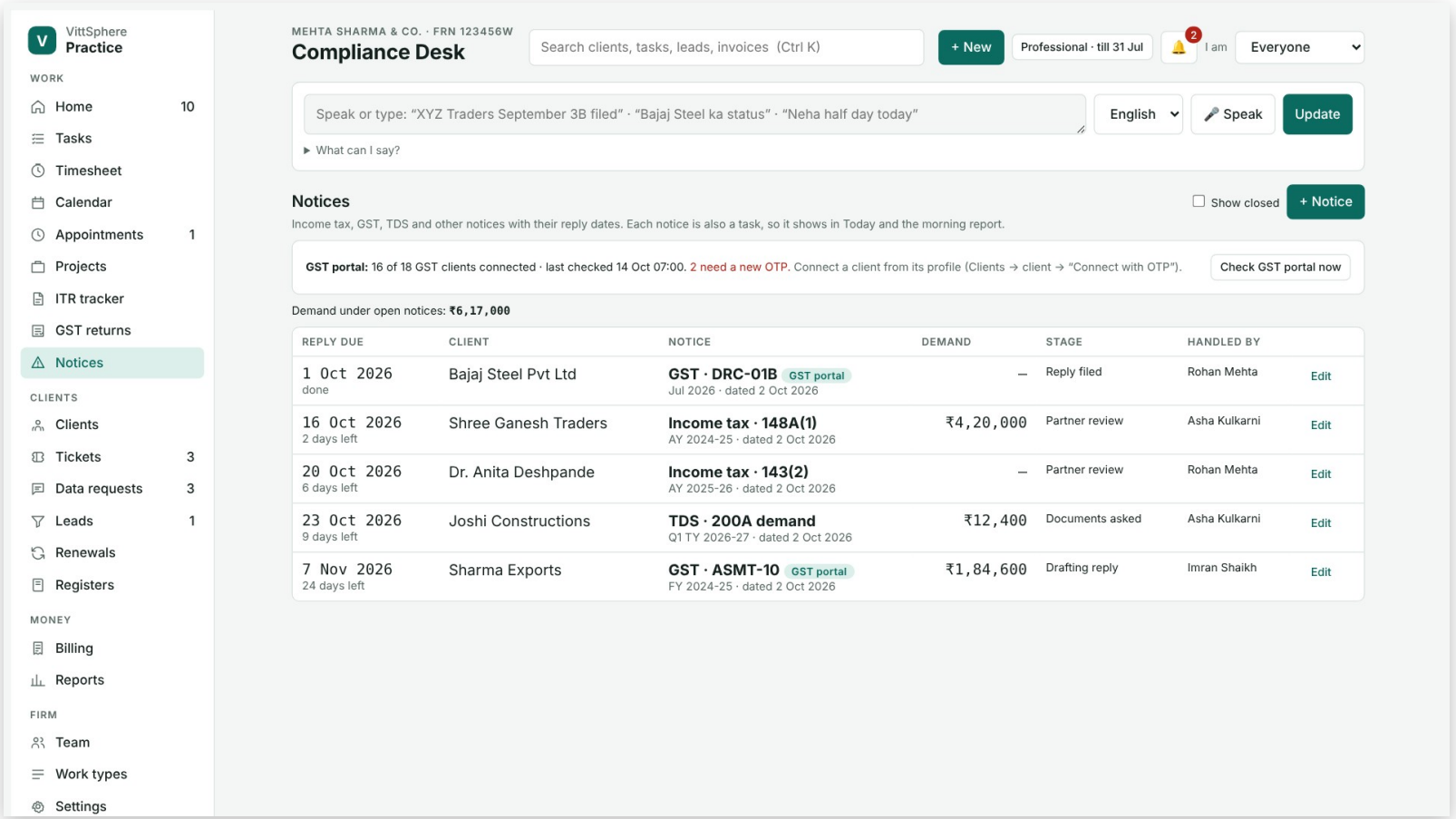
Notices and deadlines

STEP 13

Reply dates · demand · alerts 7, 3, 1 day before

Income tax, GST and TDS notices become tasks with their reply dates and demand. Notices on the GST portal arrive on their own, and you get alerts seven, three and one day before each deadline.

Where Menu → Notices



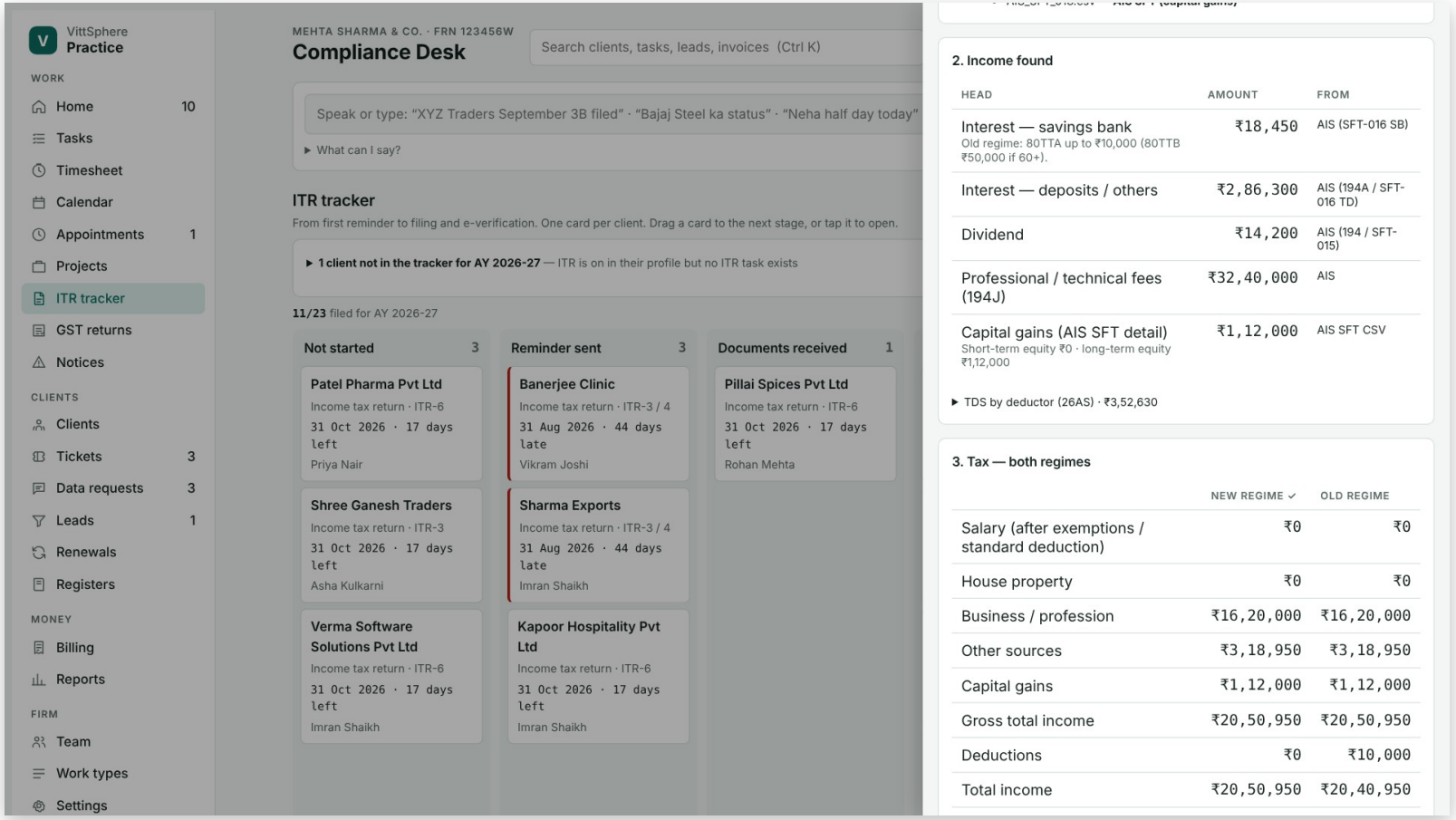
ITR working from AIS

STEP 14

AIS · 26AS · Form 16 → tax in both regimes

Add the AIS, Form 26AS and Form 16. The ITR working shows income by head, TDS by deductor, and tax in both regimes, with the points to check and the message to send your client. After filing, the 143(1) intimation is checked against your working.

Where ITR task → ITR working



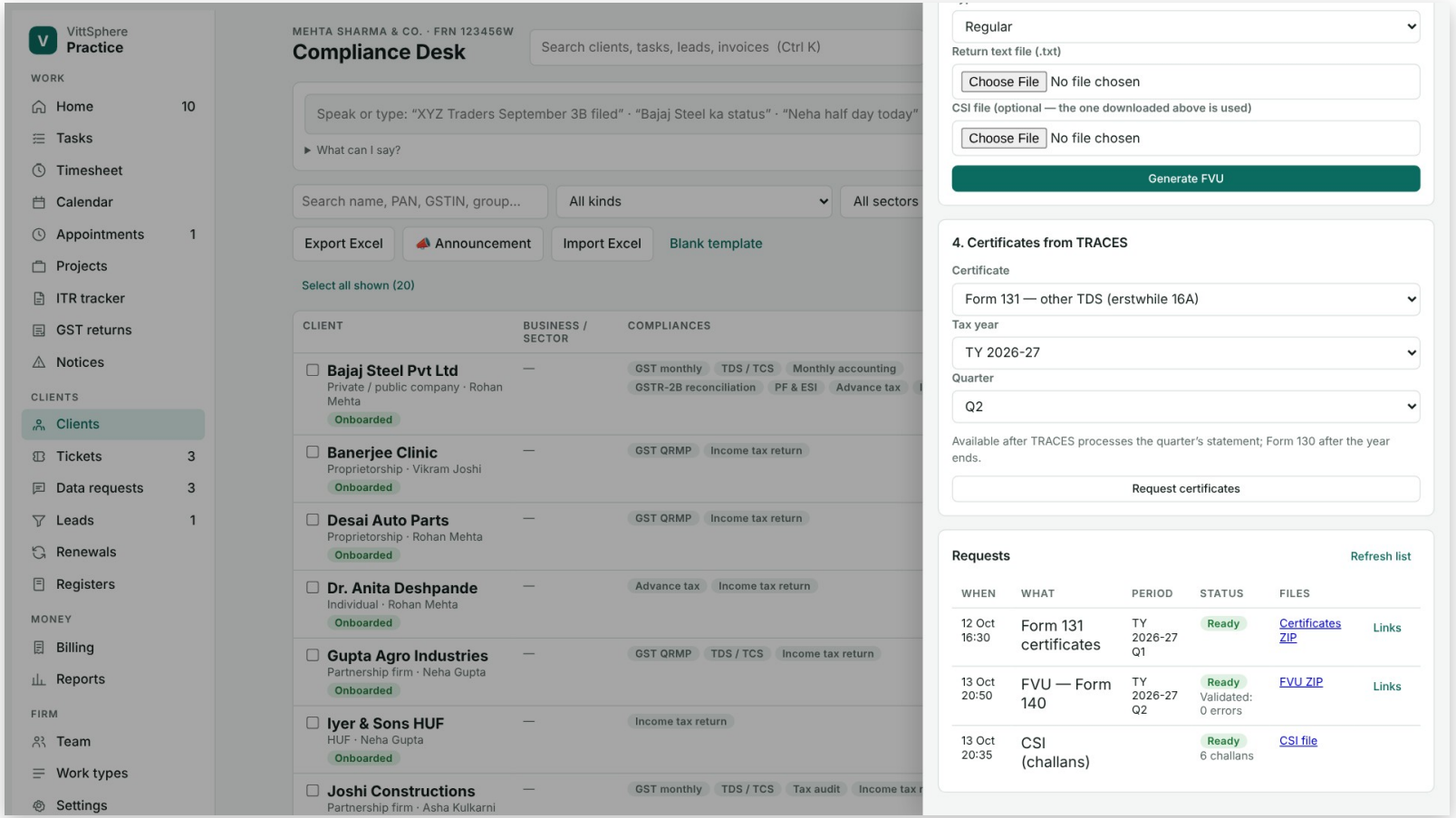
TDS through TRACES

STEP 15

CSI · FVU · Form 16 / 16A

For TDS, link TRACES once. Download the CSI, validate your return file into an FVU, and fetch Form 16 and 16A certificates for every deductor. Filing stays with you.

Where Client 360 → TDS (TRACES)



4. Clients and documents

Client master, Client 360, document requests and uploads

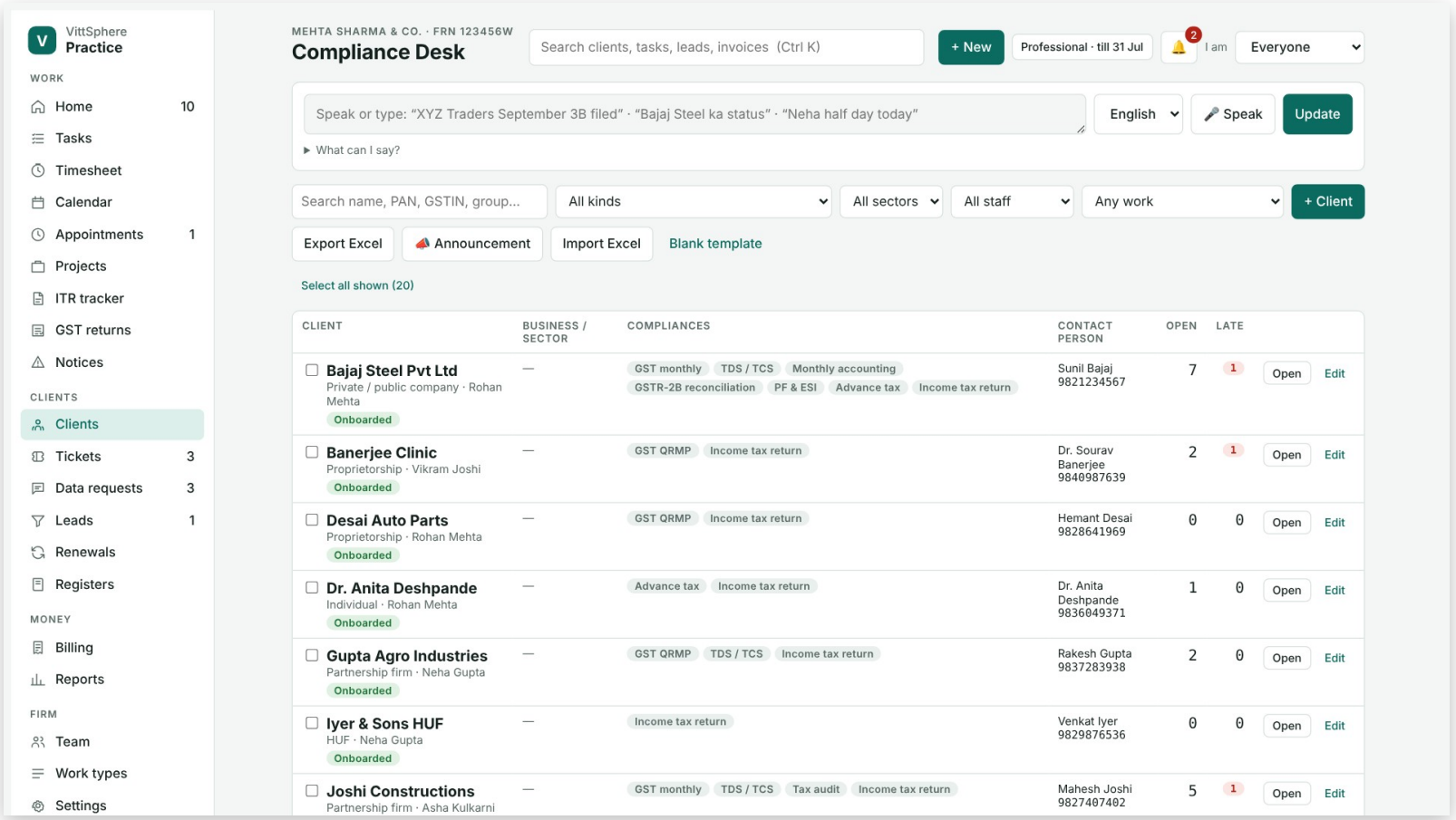
Client master

STEP 16

Import from one Excel sheet

Your client master holds compliances, PAN, GSTIN and contacts. Import hundreds of clients from one Excel sheet.

Where Menu → Clients



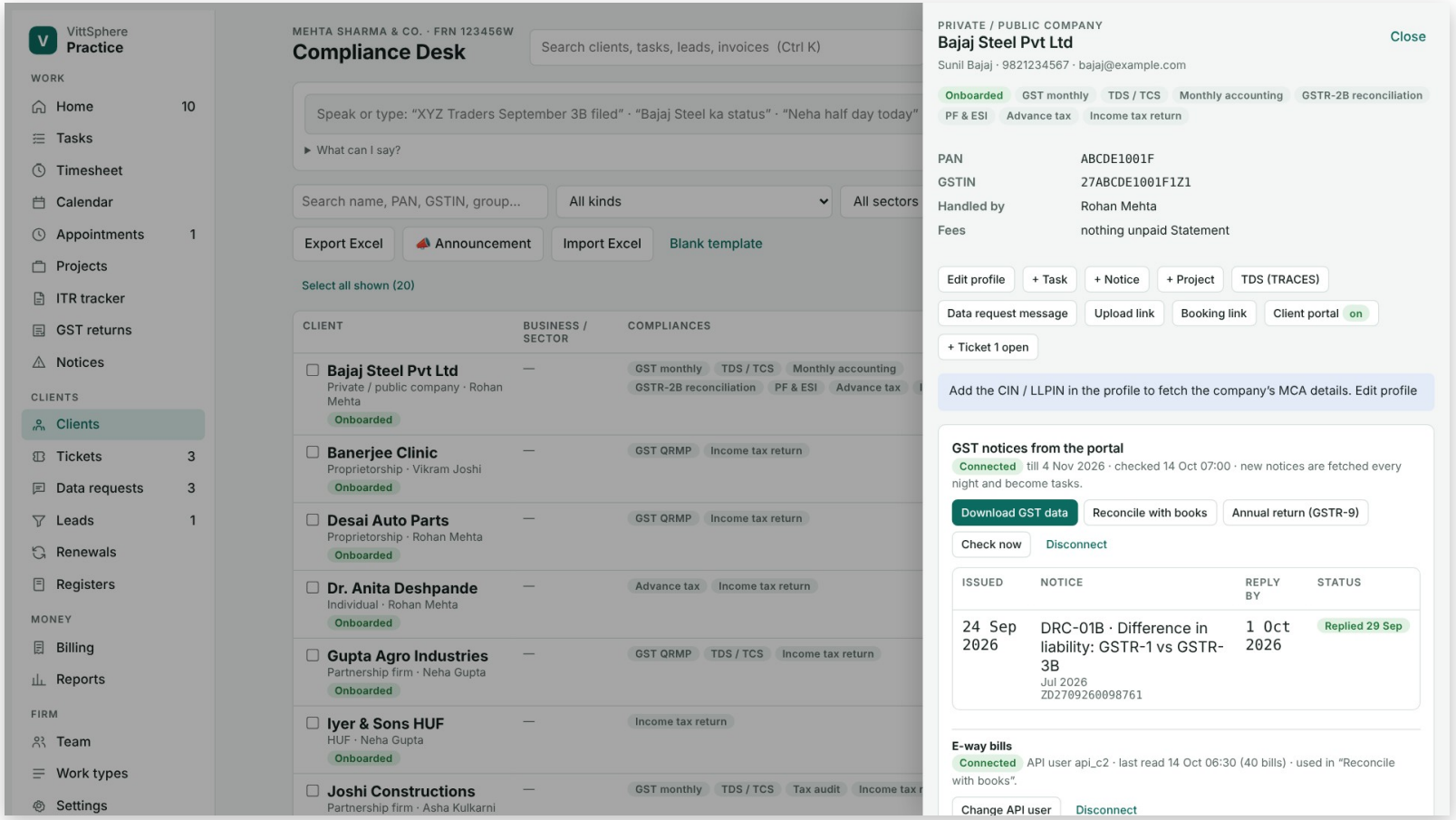
Client 360

STEP 17

Everything about a client, one page

Client 360 shows everything about a client on one page. Pending work, files received, projects, onboarding and fees.

Where Clients → click a client



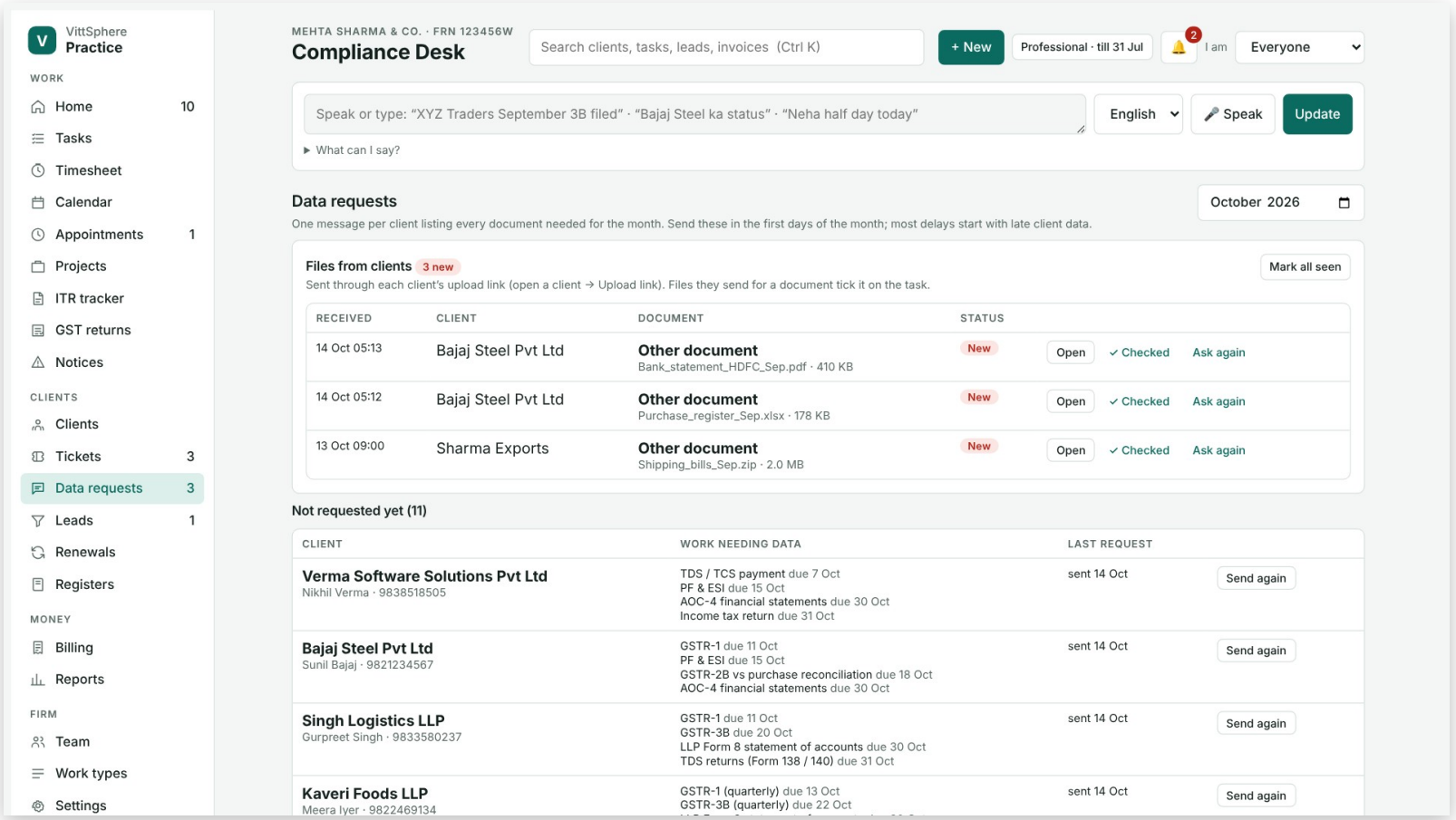
Document requests

STEP 18

What each client still owes you

Data requests lists, for each client, every document you need this month.

Where Menu → Data requests



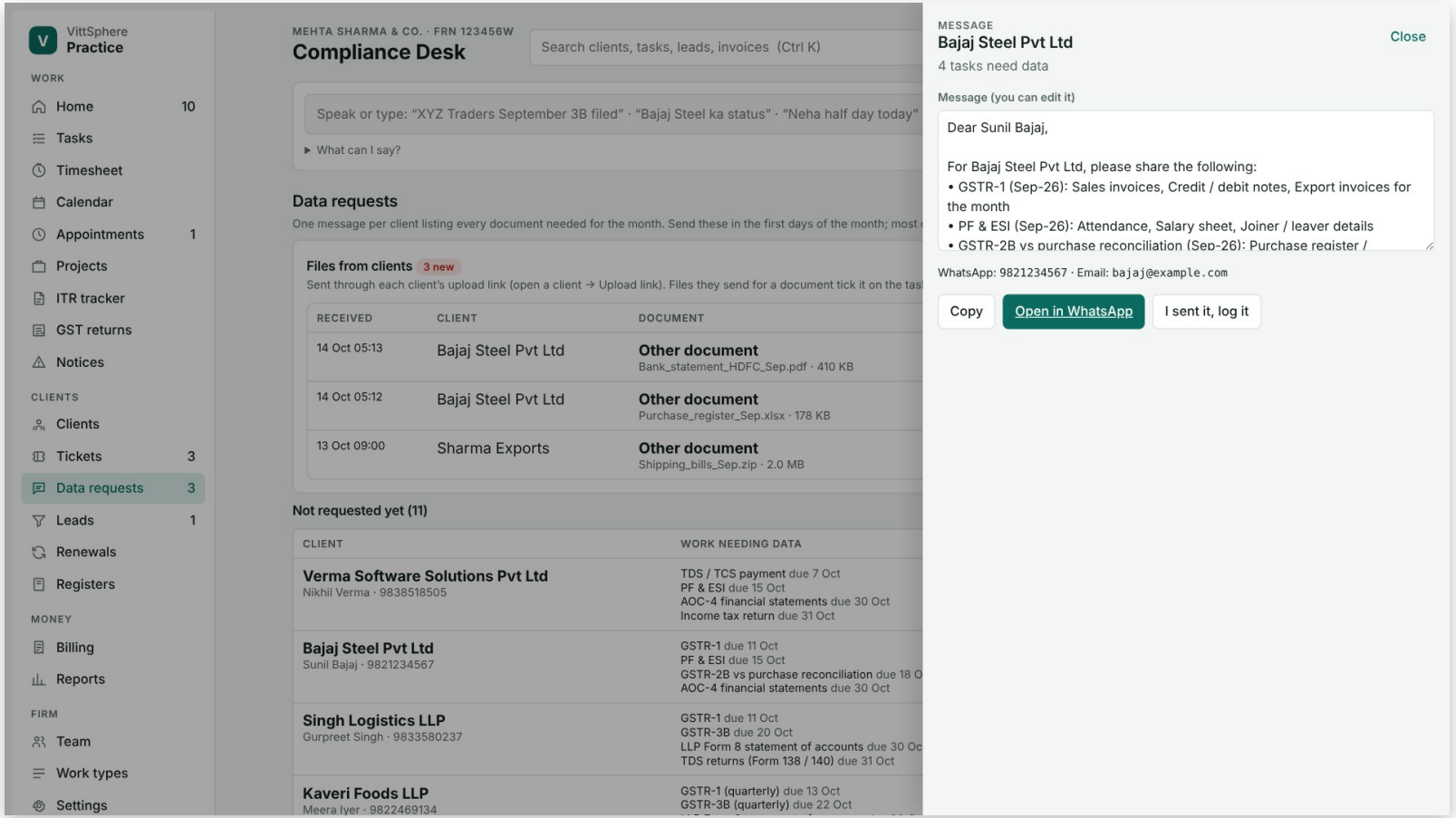
One WhatsApp per client

STEP 19

With a secure upload link

One WhatsApp message per client asks for exactly those documents, with a secure upload link. No more chasing on calls.

Where Data requests → Message



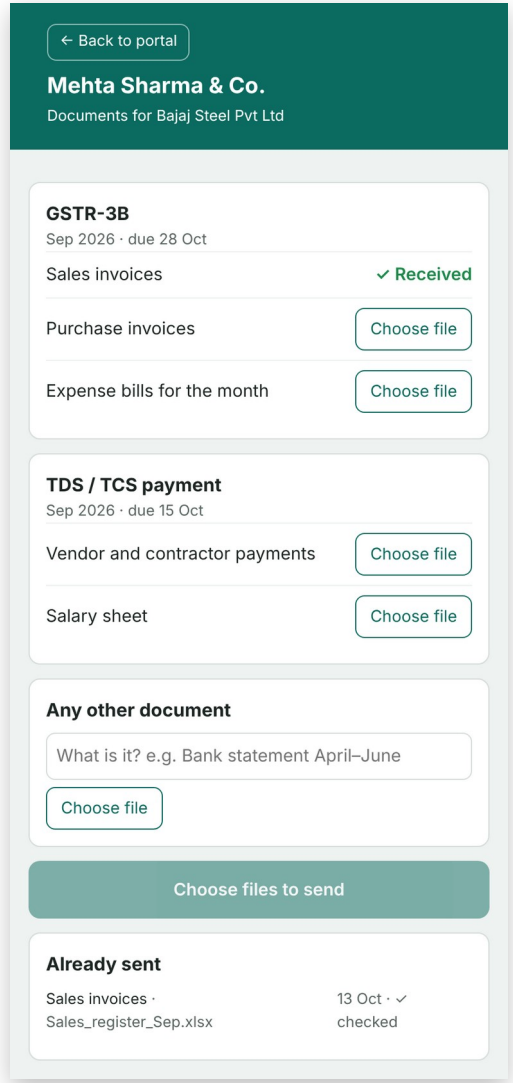
Client uploads — no login

STEP 20

Checklist ticks itself

Your client opens the link on their phone, sees what is pending, and uploads. The checklist ticks itself, and your team is notified.

Where Client's phone → upload link



5. Compliance and service

ITR tracker, tickets, leads, renewals and registers

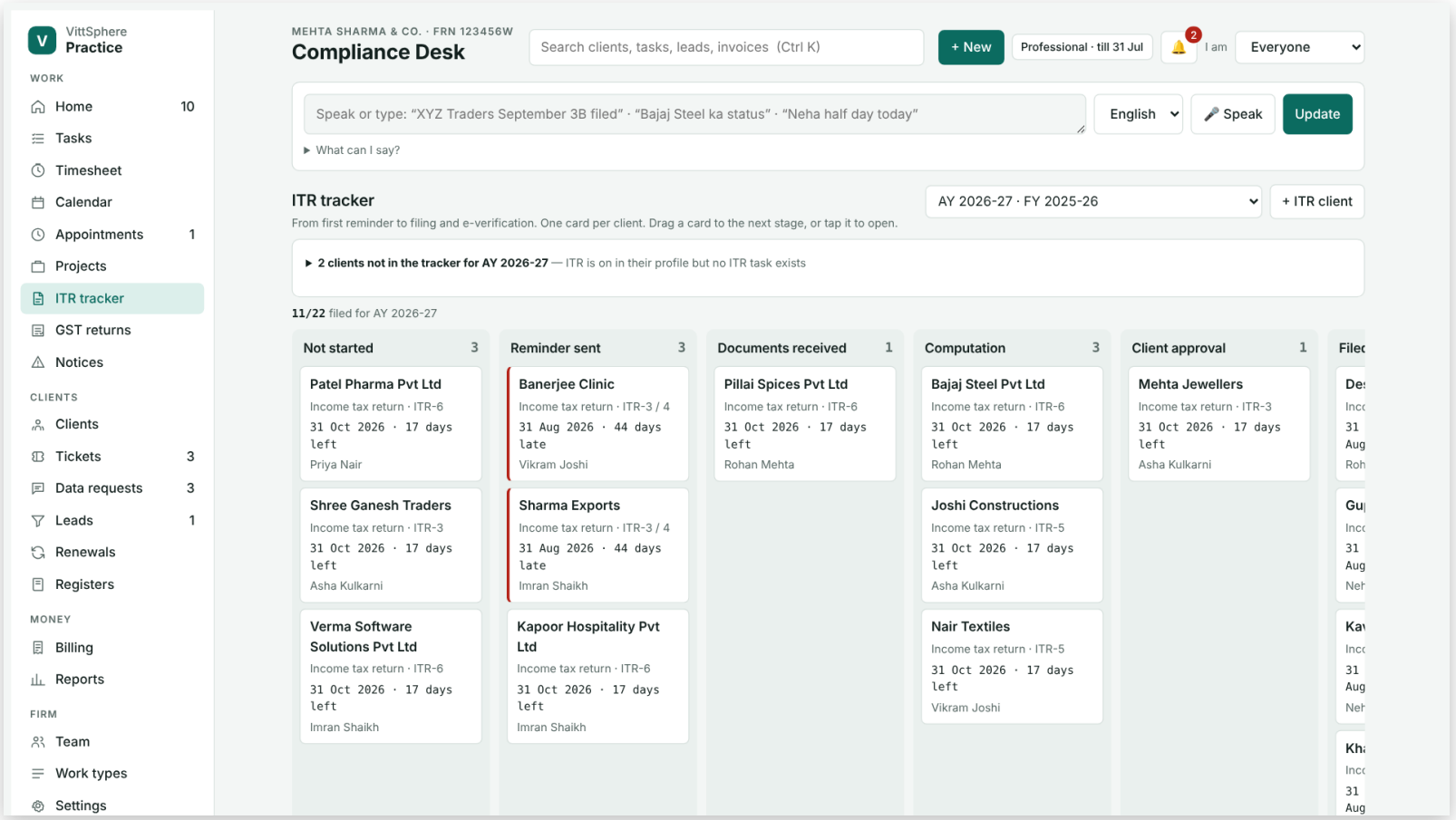
ITR tracker

STEP 21

Documents → computation → filed → e-verified

The ITR tracker moves every return from documents, to computation, to client approval, to filing and e-verification.

Where Menu → ITR tracker



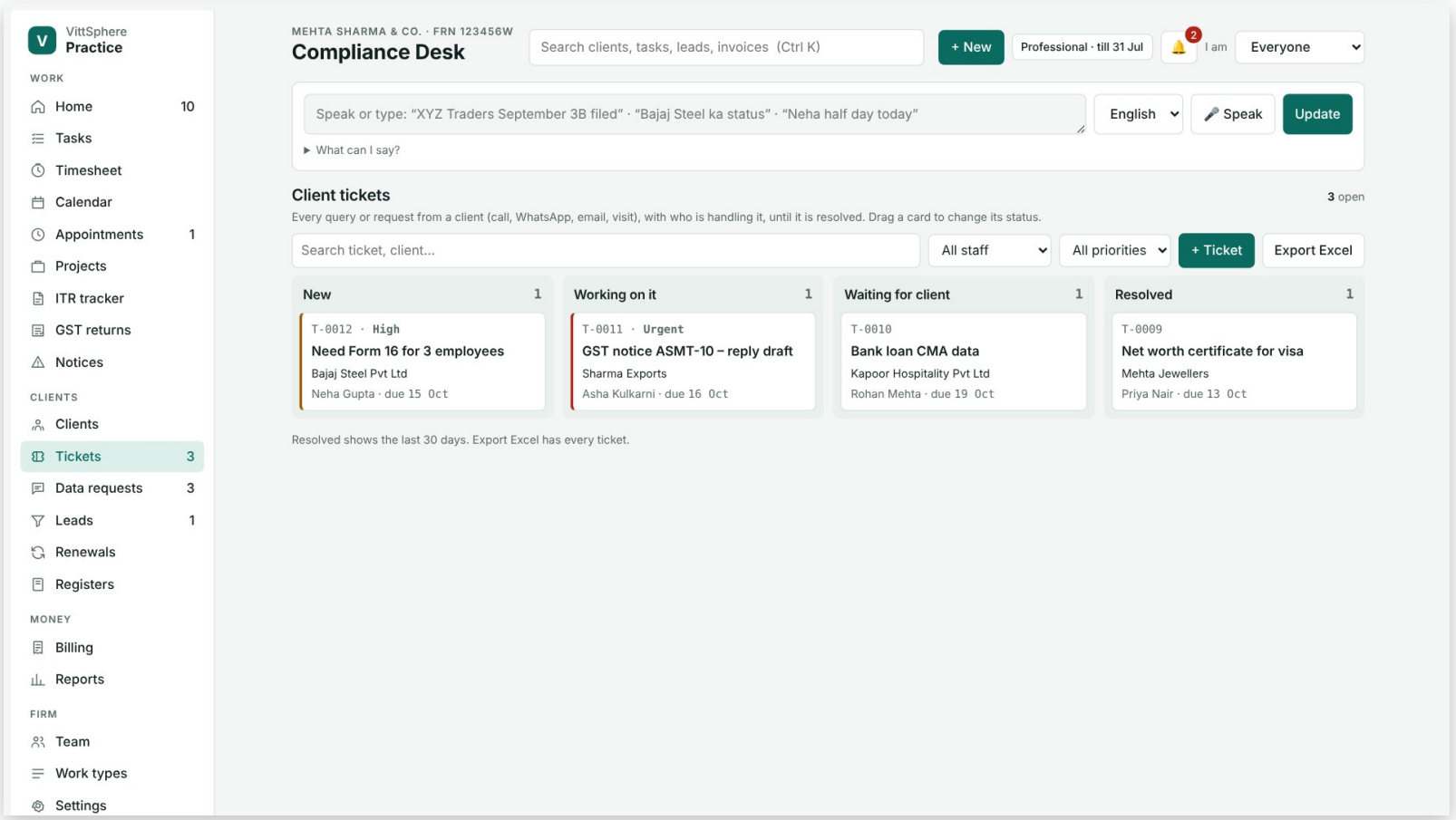
Client tickets

STEP 22

Owner · priority · due date

Client queries become tickets with an owner, a priority and a due date, so nothing gets lost in WhatsApp.

Where Menu → Tickets



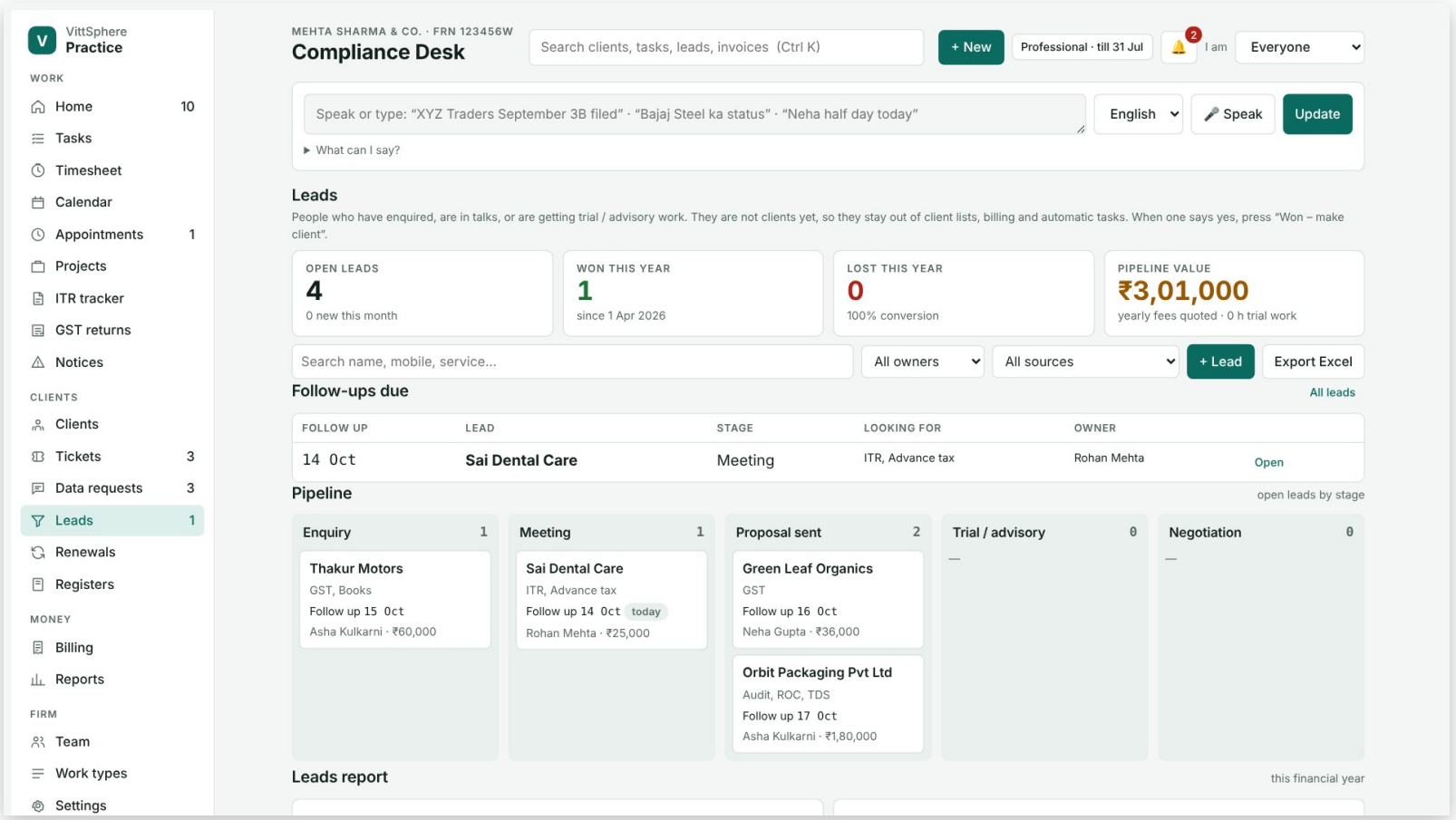
Leads

STEP 23

Enquiry → proposal → won

Track new enquiries from the first call, to proposal, to won, with follow-up reminders.

Where Menu → Leads



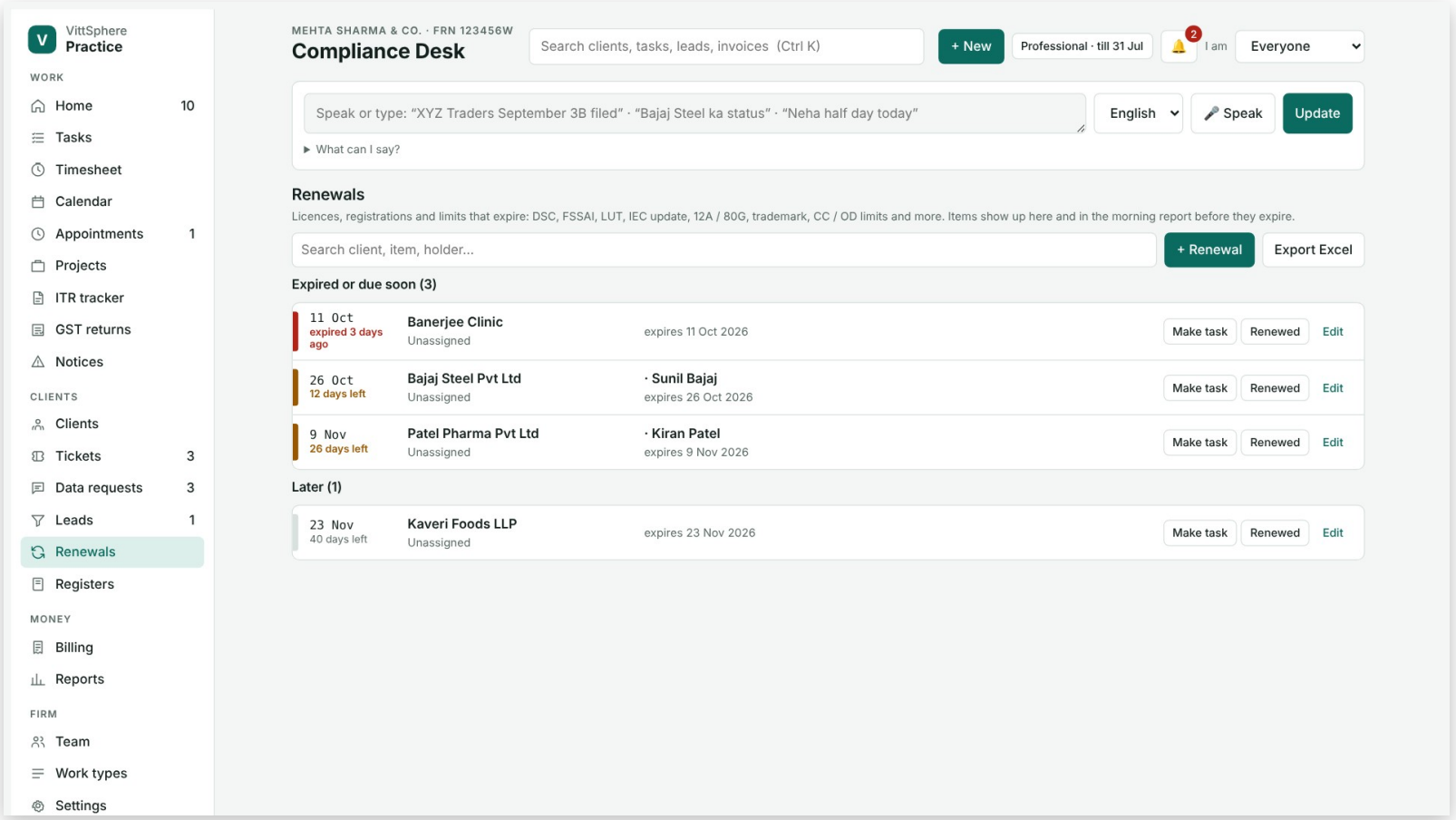
Renewals

STEP 24

DSC · licences · registrations

Renewals warns you before DSCs, licences and registrations expire.

Where Menu → Renewals



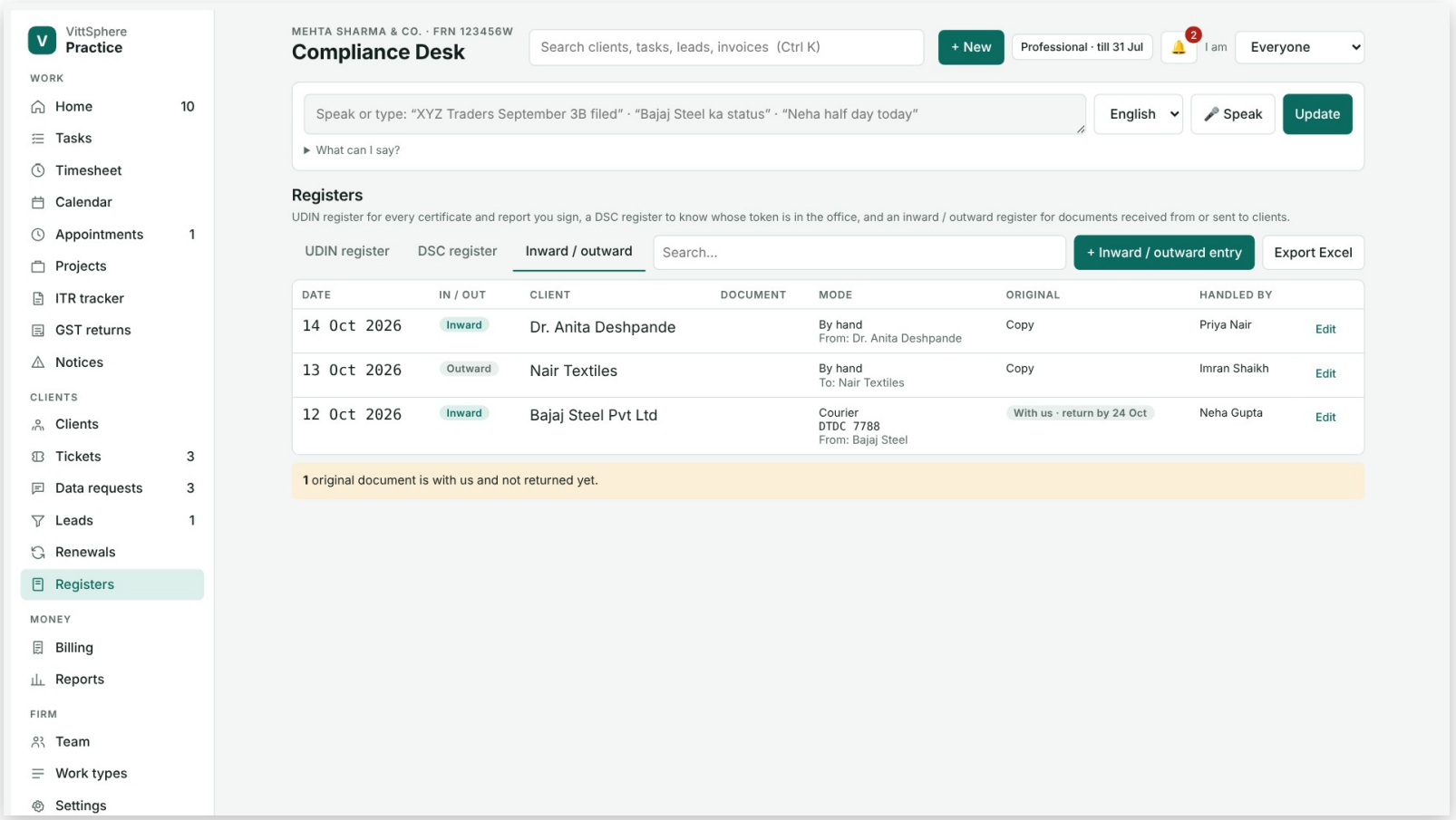
Registers

STEP 25

Inward / outward · DSC register

Registers keep an inward and outward record of original documents, and the DSC register, the way an audit expects.

Where Menu → Registers



6. Money and team

Billing, invoices, timesheet, reports, team, attendance and payroll

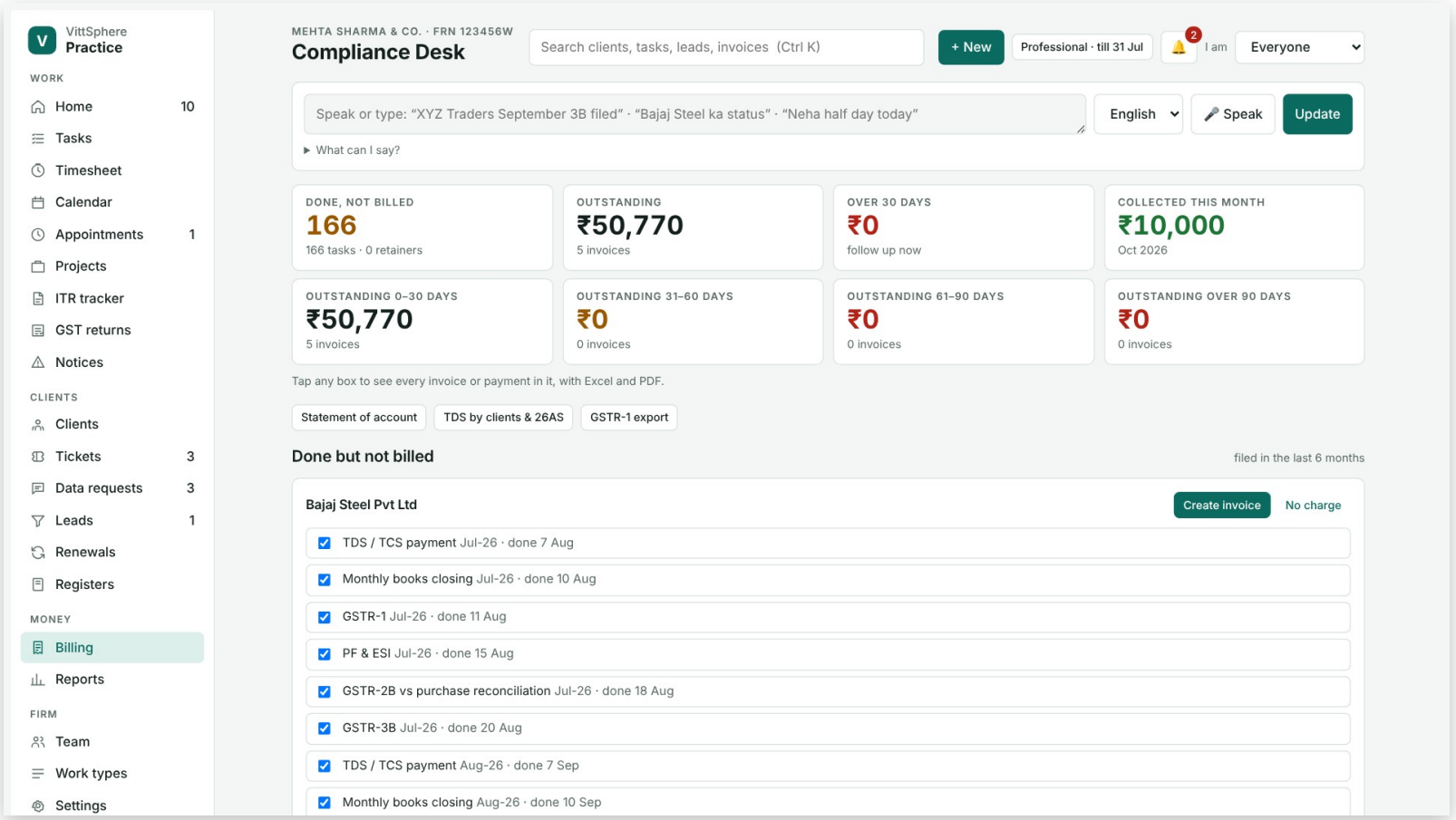
Billing

STEP 26

Done but not billed · outstanding

Billing shows work done but not yet billed, outstanding fees, and ageing.

Where Menu → Billing



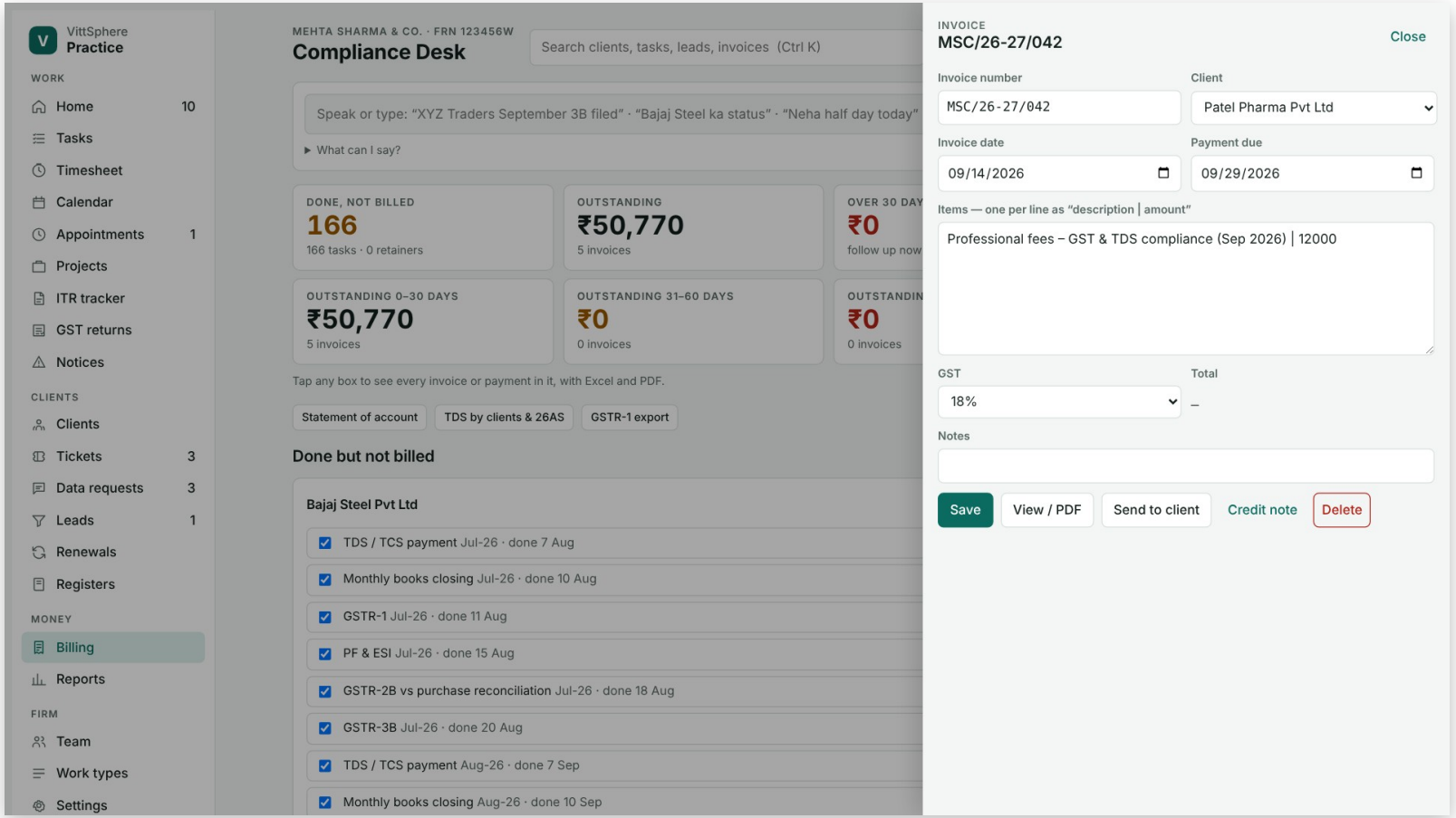
GST invoices

STEP 27

Raised in seconds

Raise a GST invoice in seconds, straight from the work that is done but not yet billed.

Where Billing → + Invoice



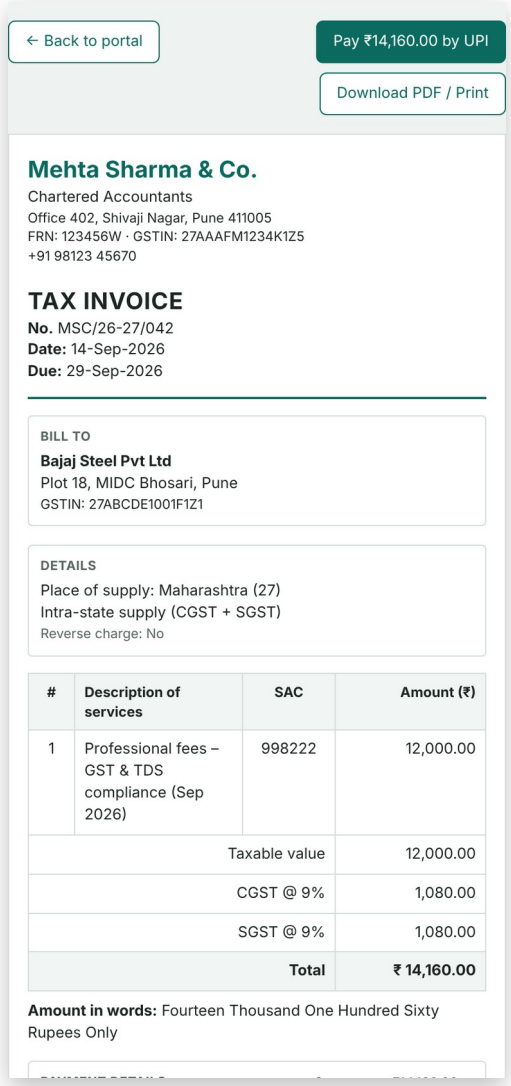
Invoice link with UPI

STEP 28

View · download · pay

Send it as a link. Your client can view it, download it, and pay by UPI.

Where Client's phone → invoice link



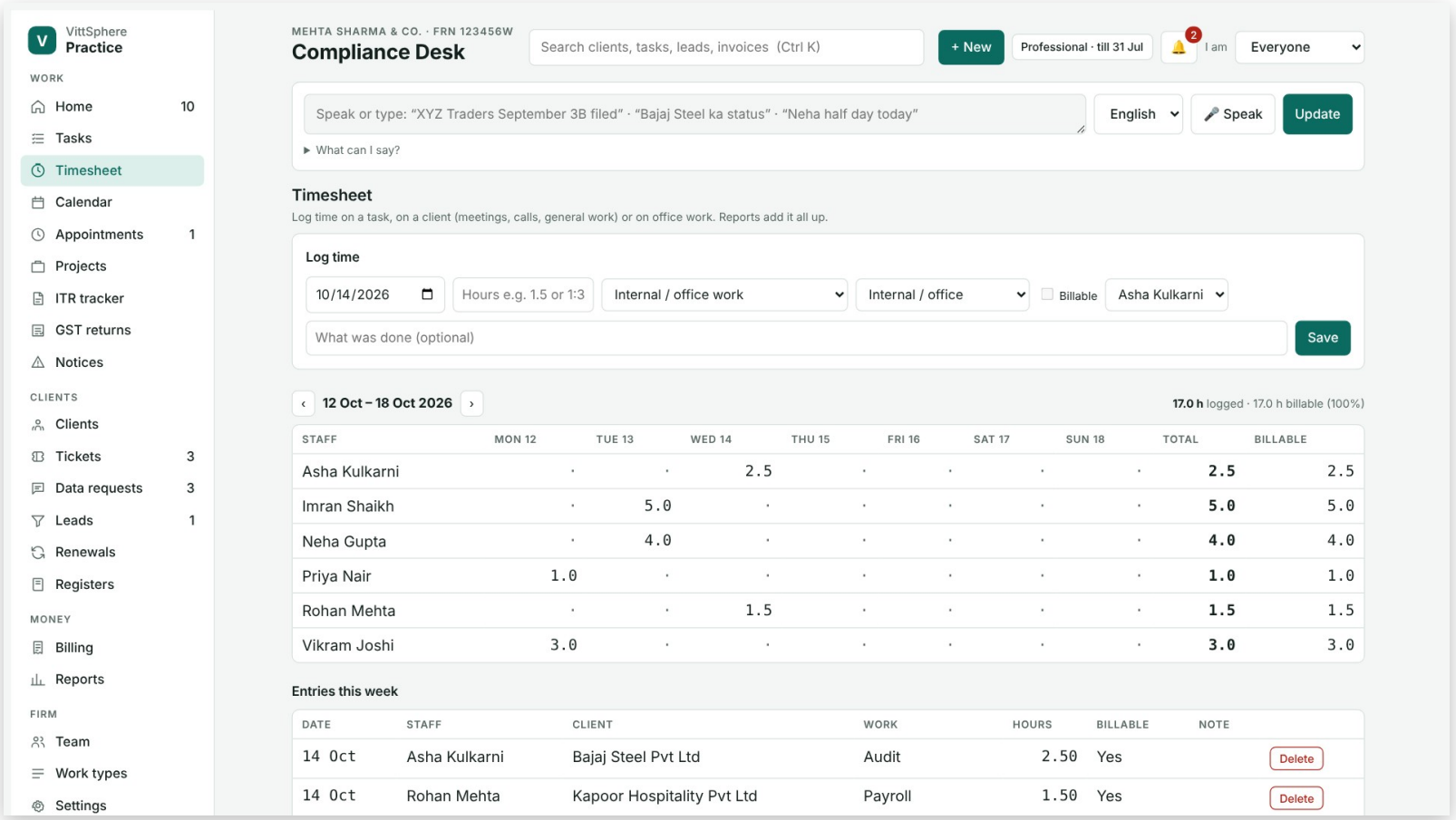
Timesheet

STEP 29

Billable hours by client

Staff log their time against clients in the timesheet, billable or not.

Where Menu → Timesheet



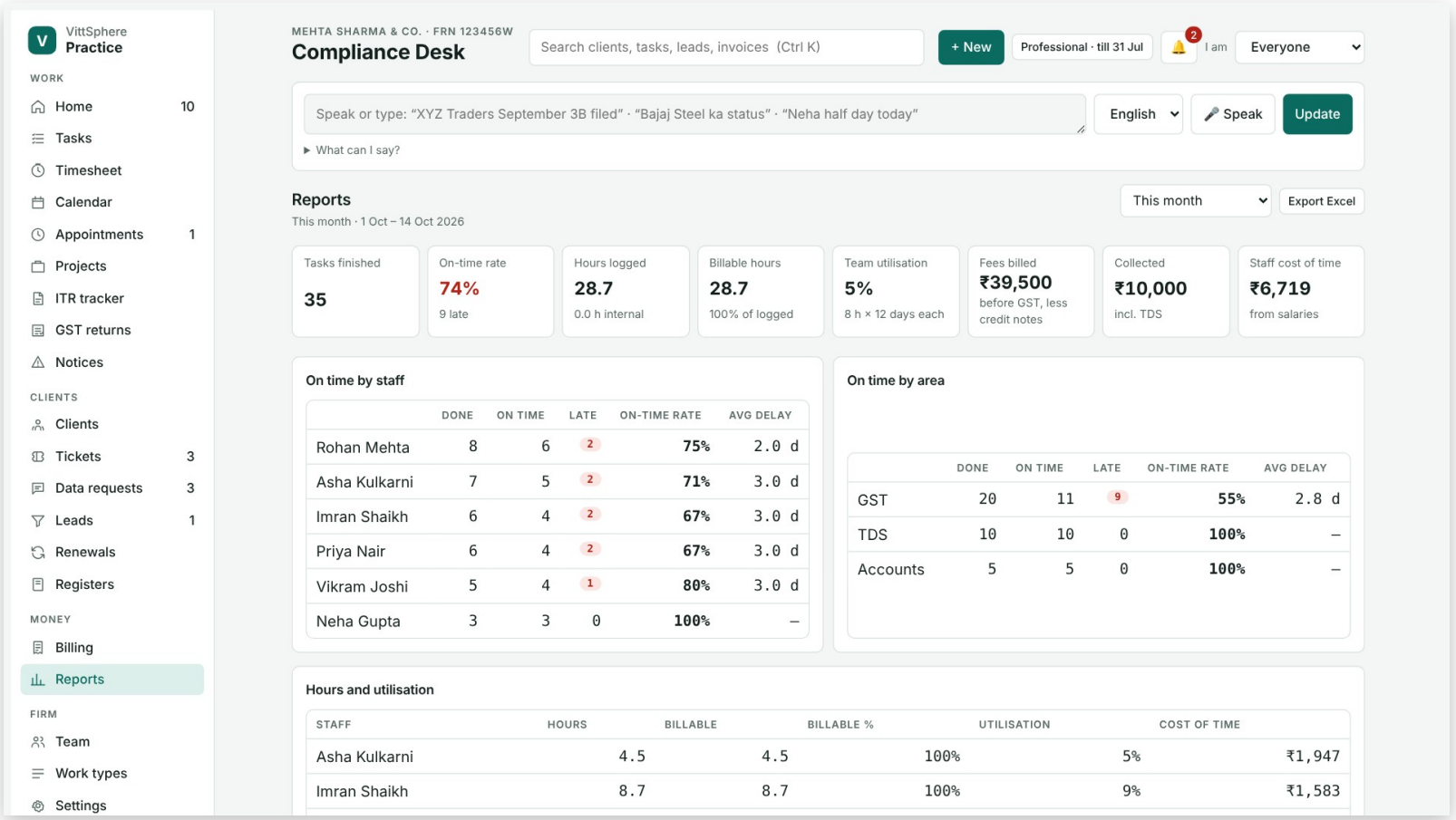
Reports

STEP 30

On-time rate · utilisation · profit by client

Reports show on-time filing by staff and by area, hours and utilisation, and profit by client.

Where Menu → Reports



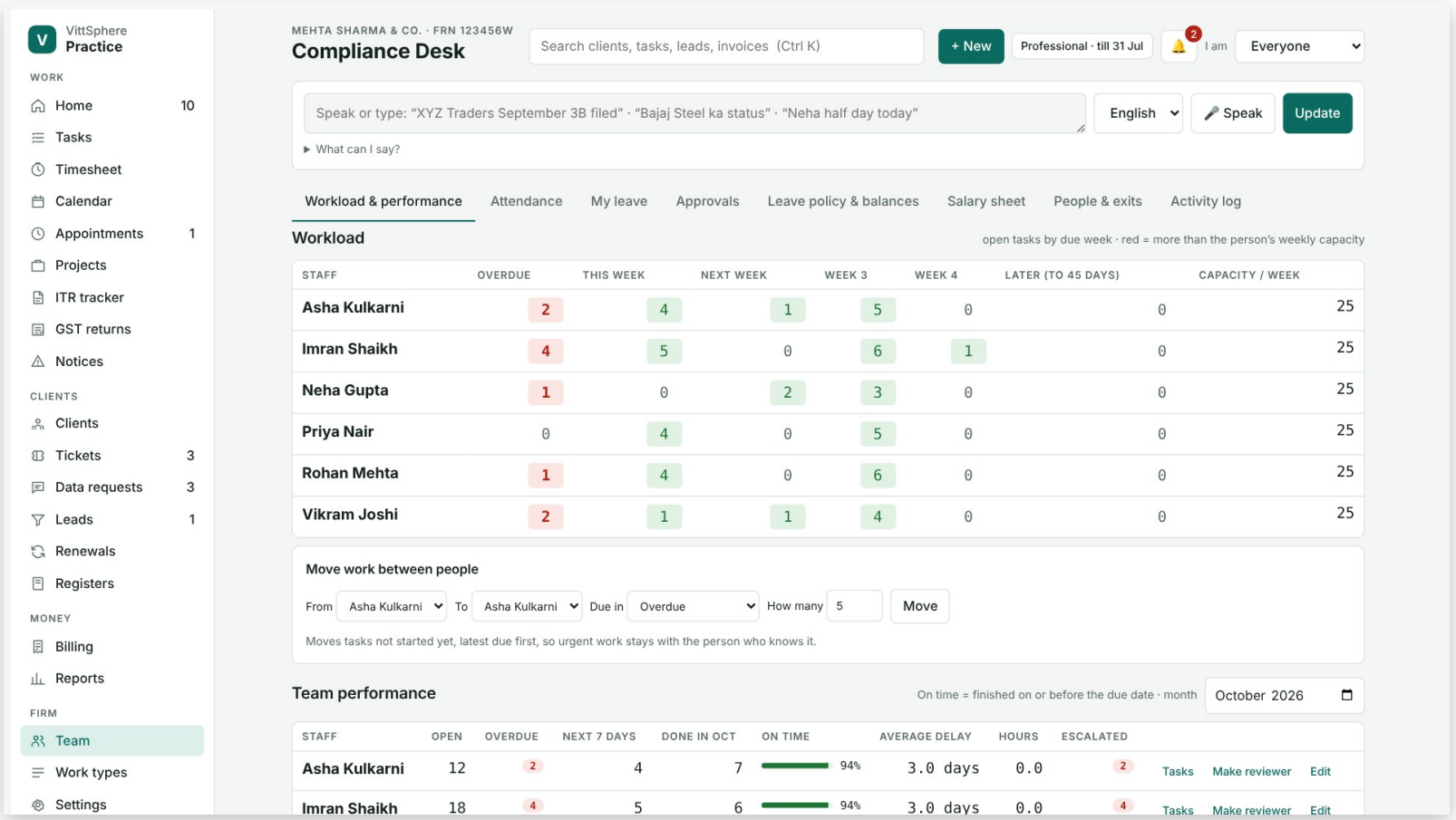
Team

STEP 31

Attendance · leave · workload

The team page covers workload, attendance and leave for every person, and lets you move work between people in one step.

Where Menu → Team



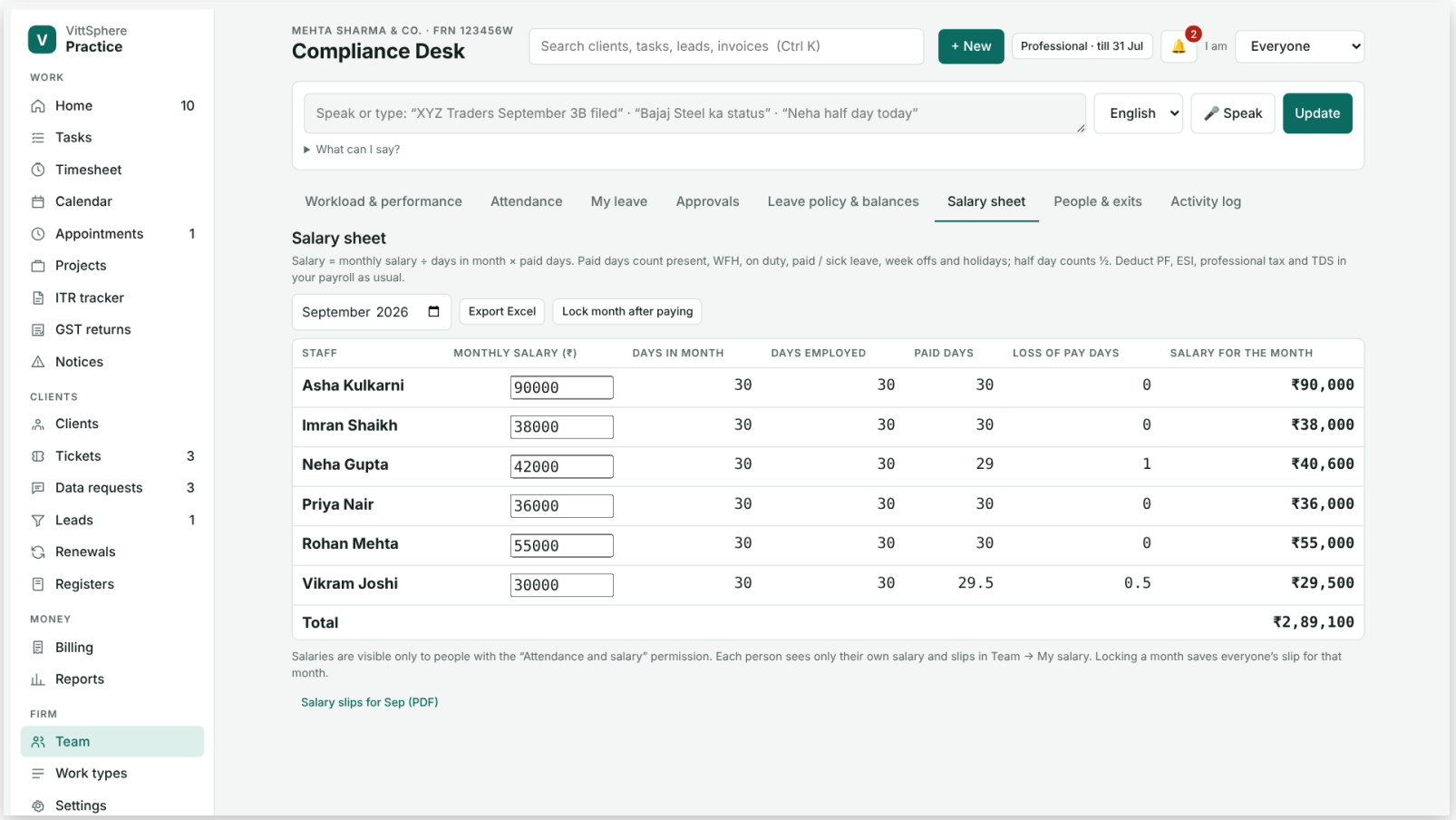
Attendance and payroll

STEP 32

Attendance → paid days → salary sheet → payslips

Attendance and leave feed the salary sheet. Paid days are worked out for each person, and payslips are ready to share.

Where Menu → Team → Salary sheet



7. The client side

Appointments, booking, the client portal and mobile

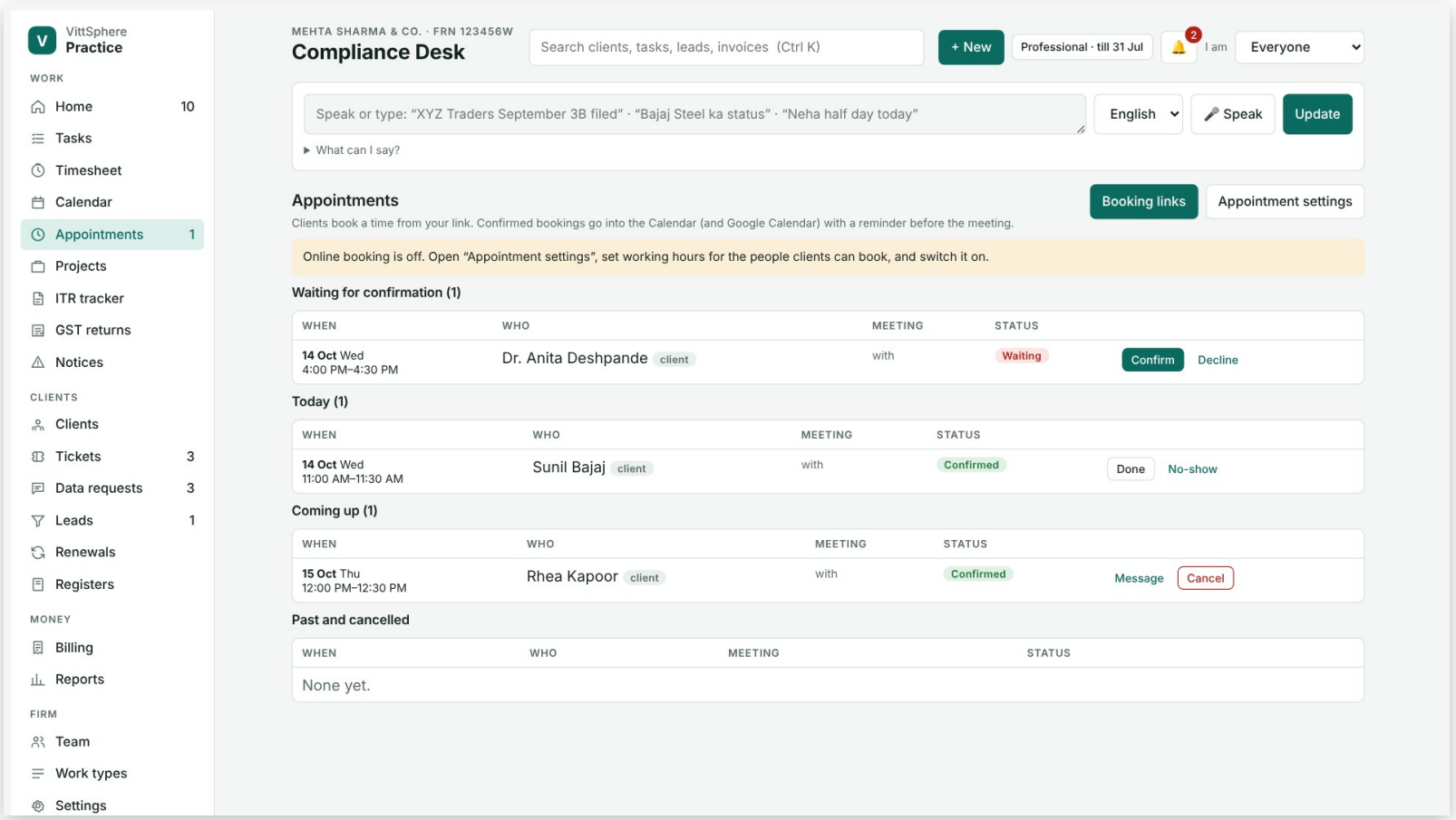
Appointments

STEP 33

Clients book themselves

Clients can book appointments themselves. You see what is waiting for confirmation, today and coming up.

Where Menu → Appointments



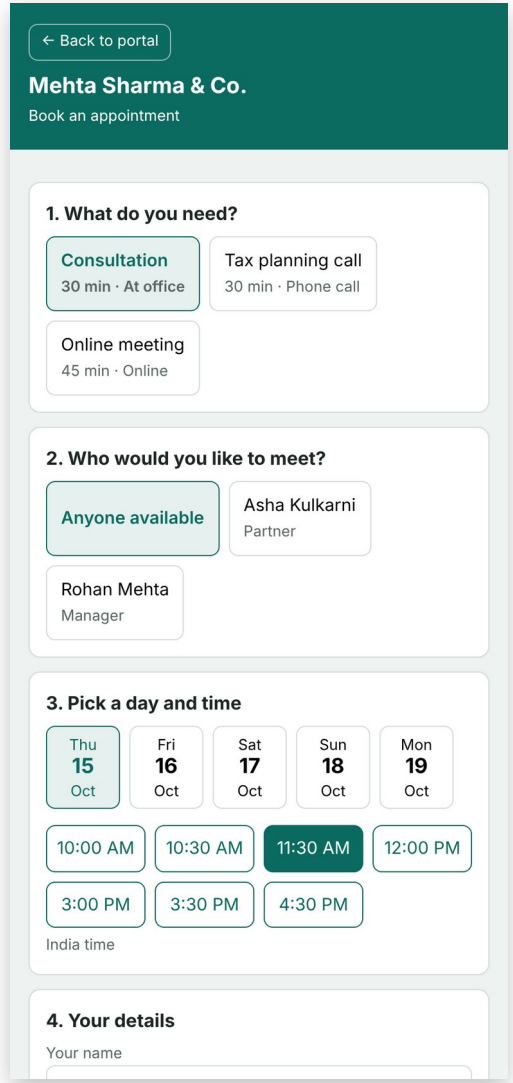
Online booking

STEP 34

Only your free slots

The booking link shows only your free slots, with WhatsApp confirmations and reminders.

Where Client's phone → booking link

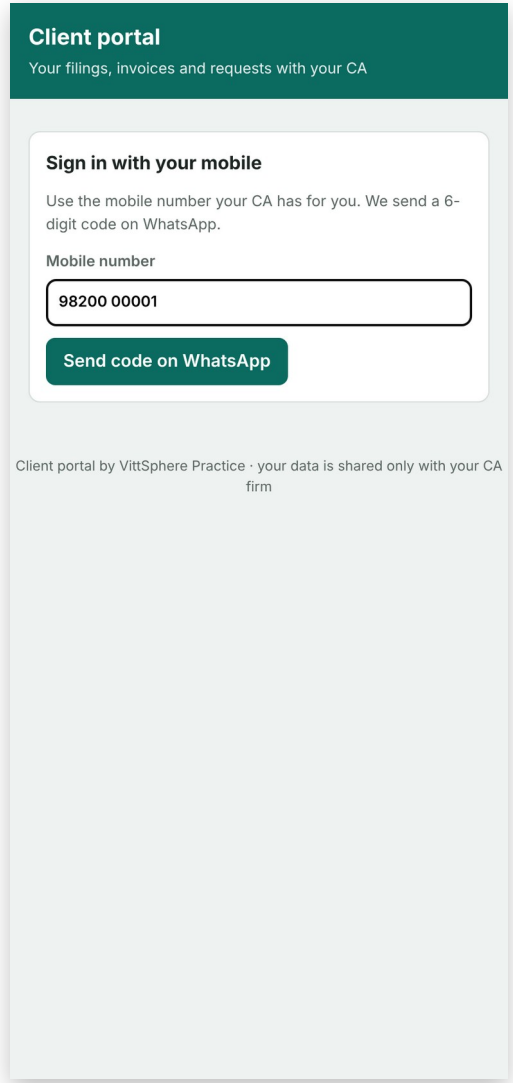


Client portal

STEP 35

Sign in with mobile + WhatsApp code

And with the client portal, your clients sign in with their mobile number and a WhatsApp code.



Where practice.vittsphere.com/portal.html

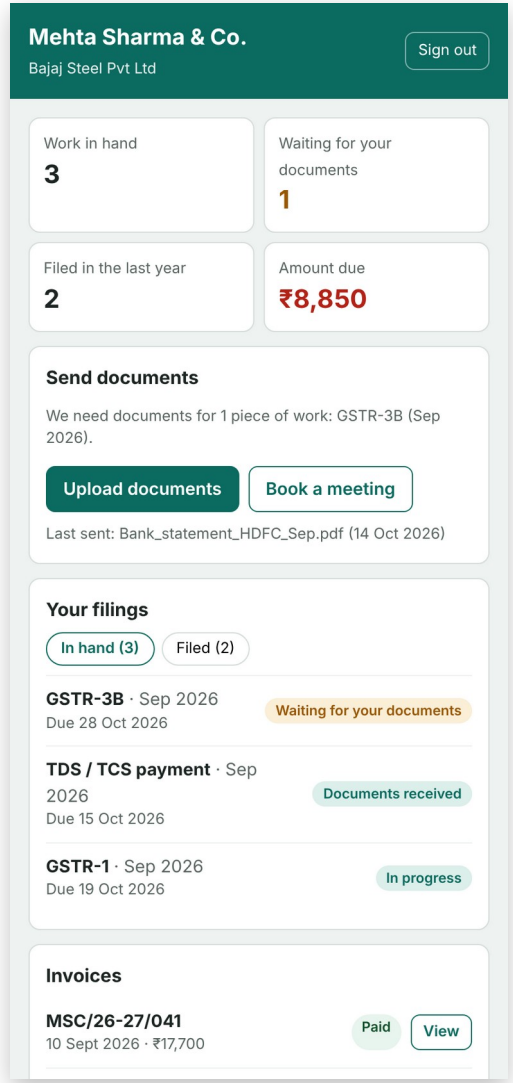
Everything for your client

STEP 36

Filings · invoices · documents · questions

They see filings in hand, and filed with the ARN, their invoices, and they can send documents, book a meeting, or ask a question.

Where Client portal (client's phone)

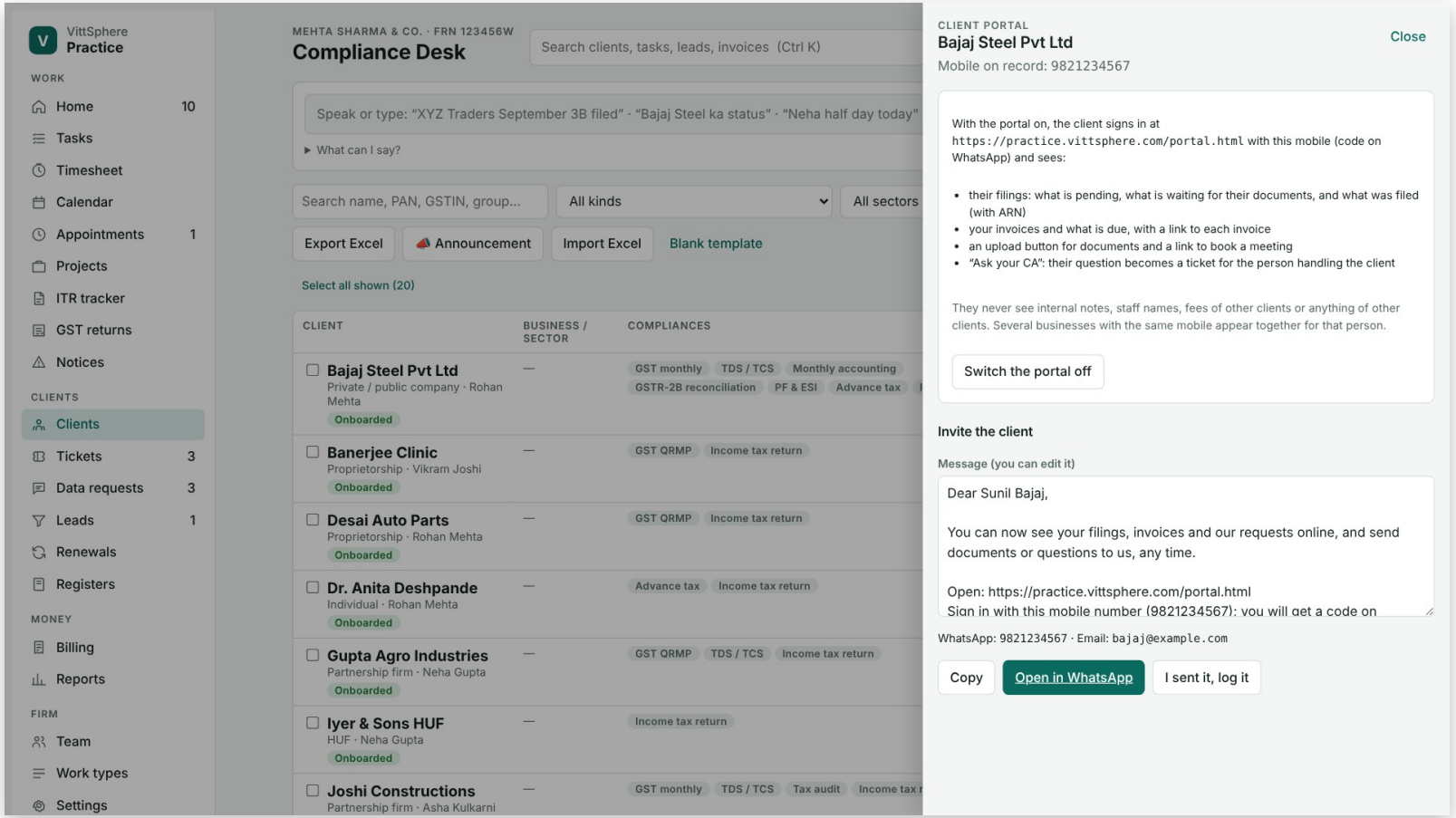


You control access

STEP 37

Switch on per client

You switch the portal on for each client, and send the invite on WhatsApp in one click.



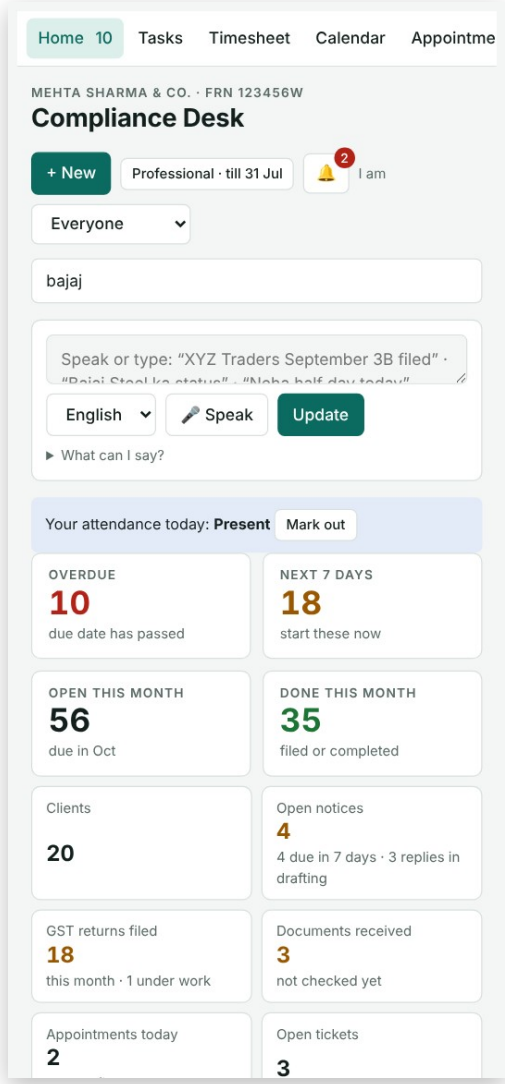
Where Client 360 → Client portal

Works on your phone

STEP 38

With notifications

Everything works on the phone, with notifications for uploads, tickets and approvals.



Where Your phone → add to home screen

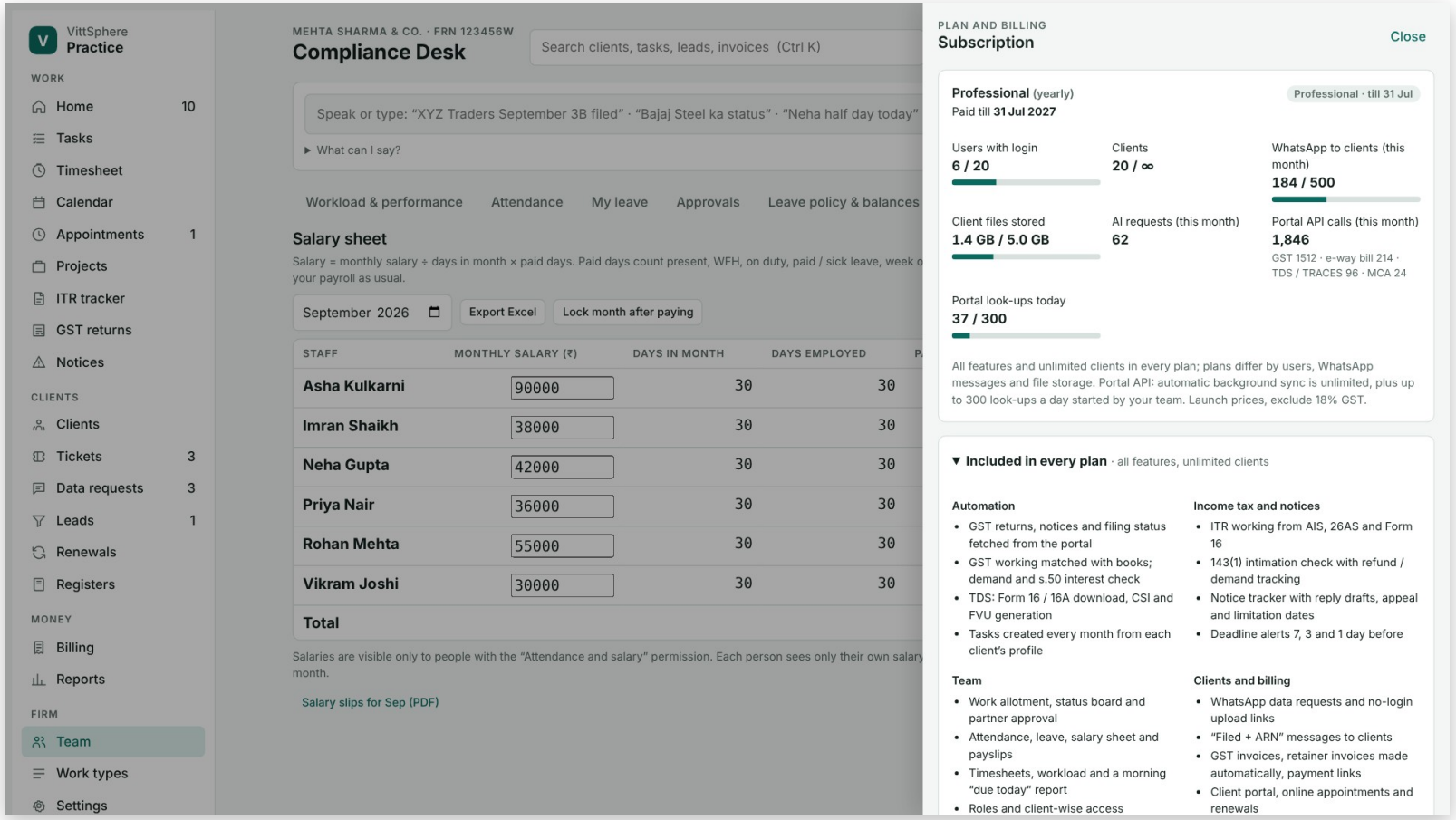
Plan & usage

STEP 39

Users · WhatsApp · storage · portal API

Your plan, users, WhatsApp, storage and portal API usage are always visible, with the list of what every plan includes, and a GST invoice for every payment.

Where Top bar → plan chip



Start your free trial

practice.vittsphere.com

30 days free · unlimited clients on every plan · no card needed