

PREPARATION AND MAINTENANCE OF ZOHO BOOK

BRIGHT IDEAS CONSULTING

INTRODUCTION

OVERVIEW

Zoho Books is a popular cloud-based accounting and finance software developed by Zoho Corporation. It is designed to help small and medium-sized businesses manage their financial operations efficiently. Here's an overview of its key features and functionalities

Purpose

- * Zoho Books provides tools for basic and advanced accounting, including double-entry accounting, chart of accounts, journal entries, and more.
- * Invoicing: Users can create professional invoices and send them to clients. It supports customization, recurring invoices, and automatic payment reminders.
- * Track and categorize expenses, and even scan and attach receipts. It simplifies expense reporting.
- * Easily reconcile your bank and credit card statements to keep your accounts accurate.
- * Manage your inventory, track stock levels, and get insights into your product sales and purchases

Problem Definition & Design Thinking

Ideation Brainstorming Map

How
might ideas
change?



Brainstorming
and productive session

Encourage wild ideas.

Listen to others.

Remember, less is more.

Person 1

Person 2

Person 3

Person 4

Importance

How important is this idea to you? (1-5)

How important is this idea to you? (1-5)







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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
- More Features

All Invoices

[New](#)

<input type="checkbox"/>	DATE	INVOICE#	ORDER NU...	CUSTOME...	STATUS	DUE DATE	AMOUNT	BALANC...
<input type="checkbox"/>	15/04/2023	INV-000011		DigitalEdge Technologies PVT	DRAFT	30/04/2023	₹3,54,000.00	₹3,54,000.00
<input type="checkbox"/>	15/04/2023	INV-000010		SmartTech Innovations	DRAFT	30/04/2023	₹2,36,000.00	₹2,36,000.00
<input type="checkbox"/>	10/04/2023	INV-000009		Tech wise solutions pvt Ltd	DRAFT	10/04/2023	₹1,18,000.00	₹1,18,000.00

[Have questions? Ask away!](#)



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Yesterday

Customize Report

Schedule Report

Export As

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Balance Sheet

Basis: Accrual

As of 15/10/2023

+ Add Temporary Note

Collapse all

Expand All

ACCOUNT	ACCOUNT CODE	TOTAL
Assets		
Current Assets		
Cash		
Petty Cash		10,000.00
Total for Cash		10,000.00
Bank		
ICICI Bank 001		5,62,000.00
ICICI Bank001		-5,000.00
Total for Bank		5,57,000.00
Other current assets		
Prepaid Expenses		1,18,000.00
Input Tax Credits		0.00
Input CGST		2,84,500.00
Input SGST		2,84,500.00
Total for Input Tax Credits		5,69,000.00
Total for Other current assets		6,87,000.00
Total for Current Assets		12,54,000.00
Fixed Assets		
Furniture and Equipment		20,00,000.00
Total for Fixed Assets		20,00,000.00
Total for Assets		32,54,000.00
Liabilities & Equities		
Liabilities		
Current Liabilities		
Accounts Payable		26,00,000.00
Unearned Revenue		7,08,000.00
Total for Current Liabilities		33,08,000.00
Total for Liabilities		33,08,000.00
Equities		
Owner's Equity		1,00,000.00
Current Year Earnings		-1,54,000.00
Total for Equities		-54,000.00
Total for Liabilities & Equities		32,54,000.00

**Amount is displayed in your base currency



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Banking Overview Auto-upload bank statements from email Import Statement Add Bank or Credit Card

All Accounts Last 30 days

Cash in Hand ₹10,000.00 Bank Balance ₹5,57,000.00

Show Chart

Active Accounts

ACCOUNT DETAILS	UNCATEGORIZED	AMOUNT IN BANK	AMOUNT IN ZOH0 BOOKS
ICICI Bank 001 xxxx0001		₹0.00	₹5,62,000.00
ICICI Bank001 xxxx0001		₹0.00	₹-5,000.00
ICICI BANK_001 xxxx0001		₹0.00	₹0.00
Petty Cash		₹0.00	₹10,000.00
Undeposited Funds		₹0.00	₹0.00



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All Expenses + New

	DATE	EXPENSE	REFERENCE	VENDOR N.	PAID THRO...	CUSTOMER	STATUS	AMOUNT
<input type="checkbox"/>	30/04/2023	Rent Expense	001		ICICI Bank 001		NON-BILLABLE	₹1,18,000.00
<input type="checkbox"/>	30/04/2023	Other Expenses	001	Amazon Web pvt Ltd	ICICI Bank001		NON-BILLABLE	₹5,000.00

Expenses

- Purchase Orders
- Bills
- Payments Made
- Vendor Credits

Time Tracking

- e-Way Bills
- GST Filing
- Accountant
- Reports

Documents

More Features



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Books Search in Vendors (/ You are cur... Upgrade Bright ideas consulting

Active Vendors + New

<input type="checkbox"/>	NAME	COMPANY N...	EMAIL	WORK PHONE	SOURCE OF ...	PAYABLES (B...	UNUSED CRE...
<input type="checkbox"/>	Raj kamal external	Raj kamal external pvt Ltd			Tamil Nadu	₹1,81,000.00	₹0.00
<input type="checkbox"/>	Amazon Web Pvt Ltd	Amazon Web Pvt Ltd			Tamil Nadu	₹59,000.00	₹1,18,000.00
<input type="checkbox"/>	Randstand technologies	Randstand technologies Pvt Ltd			Tamil Nadu	₹23,60,000.00	₹0.00

Left Sidebar:

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



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Home 1

Items

Banking

Sales

Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

More Features

All Expenses

+ New

<input type="checkbox"/>	DATE	EXPENSE	REFERENCE	VENDOR N.	PAID THRO...	CUSTOMER...	STATUS	AMOUNT
<input type="checkbox"/>	30/04/2023	Rent Expense	001		ICICI Bank 001		NON-BILLABLE	₹1,18,000.00
<input type="checkbox"/>	30/04/2023	Other Expenses	001	Amazon Web pvt Ltd	ICICI Bank001		NON-BILLABLE	₹5,000.00



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Active Vendors + New

<input type="checkbox"/>	NAME	COMPANY N...	EMAIL	WORK PHONE	SOURCE OF ...	PAYABLES (B...	UNUSED CRE...
<input type="checkbox"/>	Raj kamal external	Raj kamal external pvt Ltd			Tamil Nadu	₹1,81,000.00	₹0.00
<input type="checkbox"/>	Amazon Web Pvt Ltd	Amazon Web Pvt Ltd			Tamil Nadu	₹59,000.00	₹1,18,000.00
<input type="checkbox"/>	Randstand technologies	Randstand technologies Pvt Ltd			Tamil Nadu	₹23,60,000.00	₹0.00

Left Sidebar:

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Manual Journals [+ New Journal](#) [Find Accountants](#)

VIEW BY: Status: All Journals Period: All

<input type="checkbox"/>	DATE	JOURNAL#	REFERENCE...	STATUS	NOTES	AMOUNT	CREATED BY
<input type="checkbox"/>	03/10/2023	3		PUBLISHED		₹1,00,000.00	kabilrajathir esa

Accountant

- Manual Journals
- Bulk Update
- Chart of Accounts
- Transaction Locking

Reports

Documents

More Features

RESULT

You can connect your bank accounts to Zoho Books, which makes it easier to reconcile transactions and track expenses. Set up the products or services your business offers. You'll need these to create invoices and bills. Create and send invoices to your customers. You can customize these with your logo, payment terms, and more. Record your business expenses and bills. You can also connect your bank accounts to automatically import expenses. Match your bank transactions with your recorded income and expenses to ensure your financial records are accurate. Zoho Books offers various financial reports, such as profit and loss statements, balance sheets, and more. Use these to analyze your business's financial health. Zoho Books can help you manage your taxes. Ensure you set up your tax preferences correctly to simplify tax filing.

Sales Orders | Zoho Books

books.zoho.in/app/60034042789w/salesorders?filter_by=Status.All&page=25&sort_column=created_time&sort_order=AI

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Home Items Banking Sales Customers Quotes Sales Orders Delivery Chitane Invoices Payments Received Recurring Invoices Credit Notes

Zoho Commerce

Increase your sales by taking your business online with Zoho Commerce.

- Set up an online store in minutes
- Reach a global customer base
- Manage your online orders efficiently

[Learn More](#)

All Sales Orders

DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICE#	REMARKS
15/04/2023	SO-00003		DigitalEdge Technologies Pvt Ltd	CLOSED		
15/04/2023	SO-00002		SmartTech Innovations	CLOSED		
10/04/2023	SO-00001		TechWave Solutions Pvt Ltd	CLOSED		

Invoices | Zoho Books

books.zoho.in/app/60034042789w/invoices?filter_by=Status.All&page=25&sort_column=created_time&sort_order=AI

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All Invoices

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
10/04/2023	INV-000002	SO-00001	TechWave Solutions Pvt Ltd	PAID	10/04/2023	₹1,18,000.00	₹0.00
15/04/2023	INV-000001	SO-00002	SmartTech Innovations	PAID	15/04/2023	₹2,36,000.00	₹0.00
15/04/2023	INV-000004	SO-00003	DigitalEdge Technologies Pvt Ltd	PAID	15/04/2023	₹2,36,000.00	₹0.00
15/04/2023	INV-000005	SO-00003	DigitalEdge Technologies Pvt Ltd	PAID	15/04/2023	₹1,18,000.00	₹0.00

[Have questions? Ask away!](#)

Purchase Orders | Zoho Books

books.zoho.in/app/60034042789w/purchaseorders?filter_by=Status.All&page=25&sort_column=created_time&sort_order=AI

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All Purchase Orders

DATE	PURCHASE ORDER#	REFERENCE#	VENDOR NAME	STATUS	BILLED STATUS	AMOUNT	EXPECTED DELIV...
05/04/2023	PO-00001		Randstand Technologies	CLOSED	BILLED	₹2,36,000.00	

Journal | Accountant | Zoho Books

books.zoho.in/app/60024042789#/accountant/journals?filter_by=Status:All&per_page=25&sort_c...

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Books

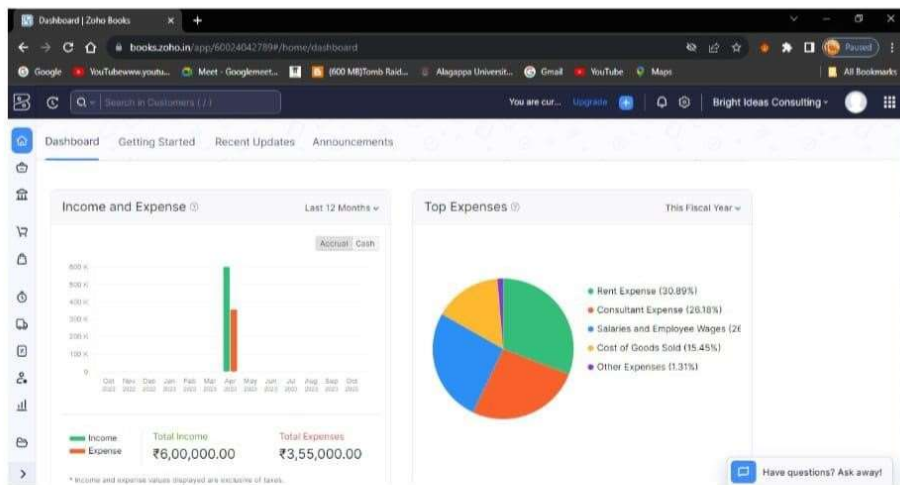
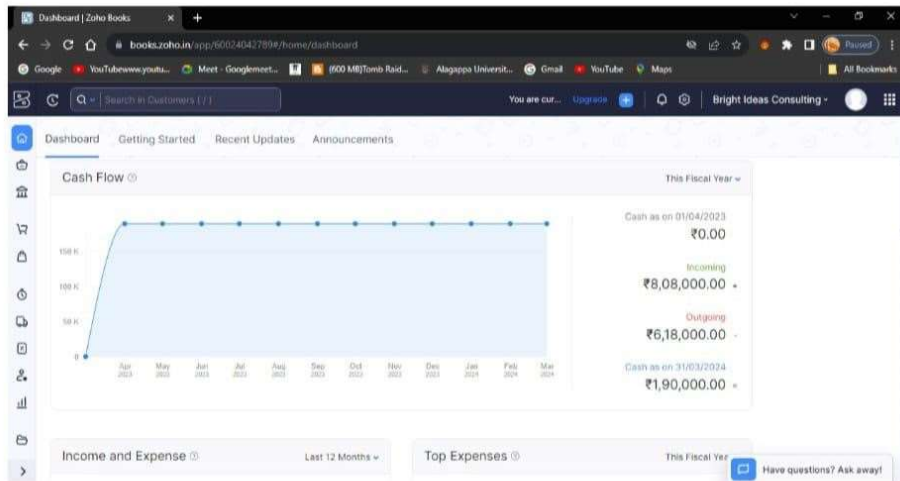
Time Tracking e-Way Bills GST Filing Accountant Manual Journals Bulk Update Chart of Accounts Transaction Locking Reports Documents More Features

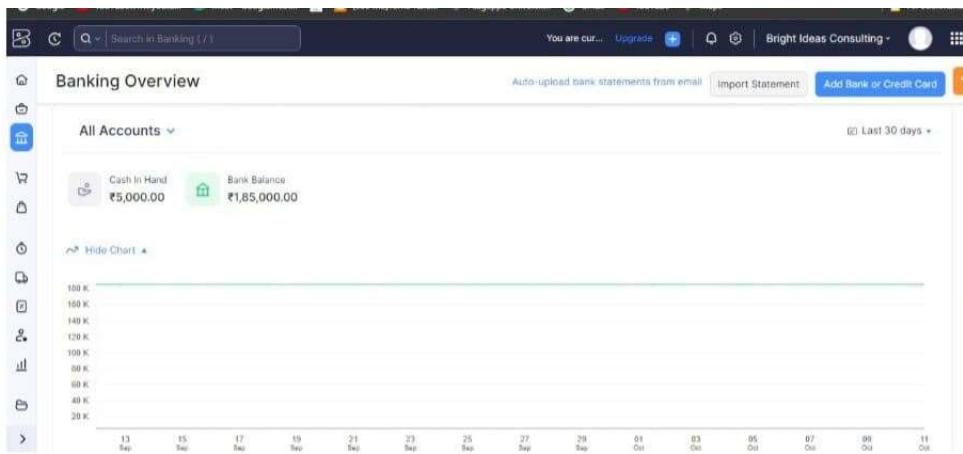
Manual Journals

+ New Journal Find Accountants

VIEW BY: Status: All Journals Period: All

DATE	JOURNAL#	REFERENCE NUMBER	STATUS	NOTES	AMOUNT	CREATED BY
30/04/2023	1		PUBLISHED		₹1,00,000.00	aravindh8072
30/04/2023	2		PUBLISHED		₹1,00,000.00	aravindh8072





ICICI Bank-001 [Add Transaction ▾](#) [Import Statement](#) [Settings](#) [Close](#)

Account Number: xxx0001

Amount in Zoho Books ₹1,85,000.00

Dashboard [Account Summary](#) [0 Uncategorized Transactions From Bank Statements](#) [All Transactions In Zoho Books ▾](#)

DATE ?	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE	Q
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: TechWave Solutions Pvt.Ltd	Manually Added	₹1,18,000.00		₹2,08,000.00	
20/04/2023		Customer Payment	Manually Added	₹9,16,000.00		₹4,44,000.00	

ICICI Bank-001 [Add Transaction ▾](#) [Import Statement](#) [Settings](#) [Close](#)

Account Number: xxx0001

Amount in Zoho Books ₹1,85,000.00

Dashboard [Account Summary](#) [0 Uncategorized Transactions From Bank Statements](#) [All Transactions In Zoho Books ▾](#)

DATE ?	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE	Q
25/04/2023		Customer Payment Customer: DigitalGya Technologies Pvt.Ltd	Manually Added	₹3,54,000.00		₹4,03,000.00	
30/04/2023	001	Rent Expense	Manually Added		₹1,18,000.00	₹2,85,000.00	
30/04/2023		Journal	Manually Added		₹1,00,000.00	₹1,85,000.00	

ADVANTAGES & DISADVANTAGES Advantages

User-Friendly Interface: Zoho Books offers an intuitive and user-friendly interface, making it accessible for small businesses and entrepreneurs.

Expense Tracking: It allows you to easily track and categorize expenses, helping you manage your finances effectively.

Invoicing and Payment Processing: You can create professional invoices and receive payments online through various payment gateways.

Financial Reporting: Zoho Books provides a range of financial reports, helping you analyze your business's financial health.

Integration: It integrates with various other Zoho products and third-party apps, streamlining business processes.

Bank Reconciliation: You can connect your bank accounts and credit cards to reconcile transactions and maintain accurate financial records.

Multi-Currency Support: Ideal for businesses operating internationally, as it supports multiple currencies.

Disadvantages

Limited features: Zoho Books may lack some advanced features found in more comprehensive accounting software, making it less suitable for complex financial needs.

Learning curve: Users who are new to accounting software may find it challenging to navigate Zoho Books and set up their accounts properly.

Integration limitations: While Zoho Books integrates with many third-party apps, it may not offer the same level of integration as more robust accounting software options.

Scalability: It might not be the best choice for larger businesses with complex accounting requirements or high transaction volumes.

Customization limitations: Users seeking extensive customization of reports or forms may find Zoho Books restrictive compared to other accounting software.

Support limitations: Some users have reported issues with customer support, including response times and problem resolution.

Pricing: Zoho Books' pricing plans may not suit all budgets, especially for small businesses just starting.

APPLICATIONS

Zoho Books helps you manage your finances by tracking income and expenses, generating financial reports, and maintaining a general ledger.

Invoicing and Billing: You can create and send professional invoices to clients and track payments.

Expense Management: It allows you to record and categorize expenses, helping you keep a close eye on your business spending.

Inventory Management: You can manage your inventory, track stock levels, and get insights into your product sales.

Bank Reconciliation: Zoho Books helps you reconcile your bank accounts, ensuring that your financial records match your bank statements.

Tax Management: It supports various taxes and allows you to generate tax reports and file your returns.

Financial Reporting: You can generate financial reports like profit and loss statements, balance sheets, and cash flow statements.

Time Tracking: Zoho Books offers time tracking features, which are useful for service-based businesses that bill by the hour.

Multi-Currency Support: If your business operates internationally, you can handle transactions in multiple currencies.

CONCLUSION

Zoho Books allows you to track income and expenses, create and send invoices, and manage bills. You can connect your bank accounts to reconcile

transactions easily. Track and manage your inventory, including stock levels and pricing. Record and categorize expenses for better financial control. Useful for businesses that deal with international clients or vendors. Generate financial reports like profit and loss statements and balance sheets. Zoho Books helps with calculating taxes and generating tax reports. It offers automation for recurring tasks and payment reminders. Access your financial data on the go with mobile apps. Zoho Books integrates with other Zoho apps and third-party services.

FUTURE SCOPE

Enhanced Automation: Continuously improve automation features, such as bank feeds, transaction categorization, and invoice reminders, to save users time and reduce manual data entry.

AI-Powered Insights: Integrate artificial intelligence for financial analysis, trend predictions, and data-driven insights to help businesses make more informed decisions.

Industry-Specific Templates: Develop specialized templates and features for different industries to cater to the unique needs of various businesses.

Mobile App Enhancements: Improve the mobile app for on-the-go access to financial data, invoicing, and expense tracking.

Integrations: Expand the range of integrations with other software and services to streamline business operations and enhance user experience.

Multi-Currency Support: Enhance multi-currency capabilities for businesses that operate internationally, making it easier to manage finances in different currencies.

Regulatory Compliance: Stay updated with changing tax and accounting regulations in different regions to ensure users remain compliant with local laws.

User-Friendly Reporting: Develop more customizable and user-friendly reporting features to provide businesses with meaningful insights.

Vendor and Inventory Management: Strengthen the vendor and inventory management features for businesses that rely heavily on supply chain operations.

APPENDIX Source Code

Attach the code for the solution built.

