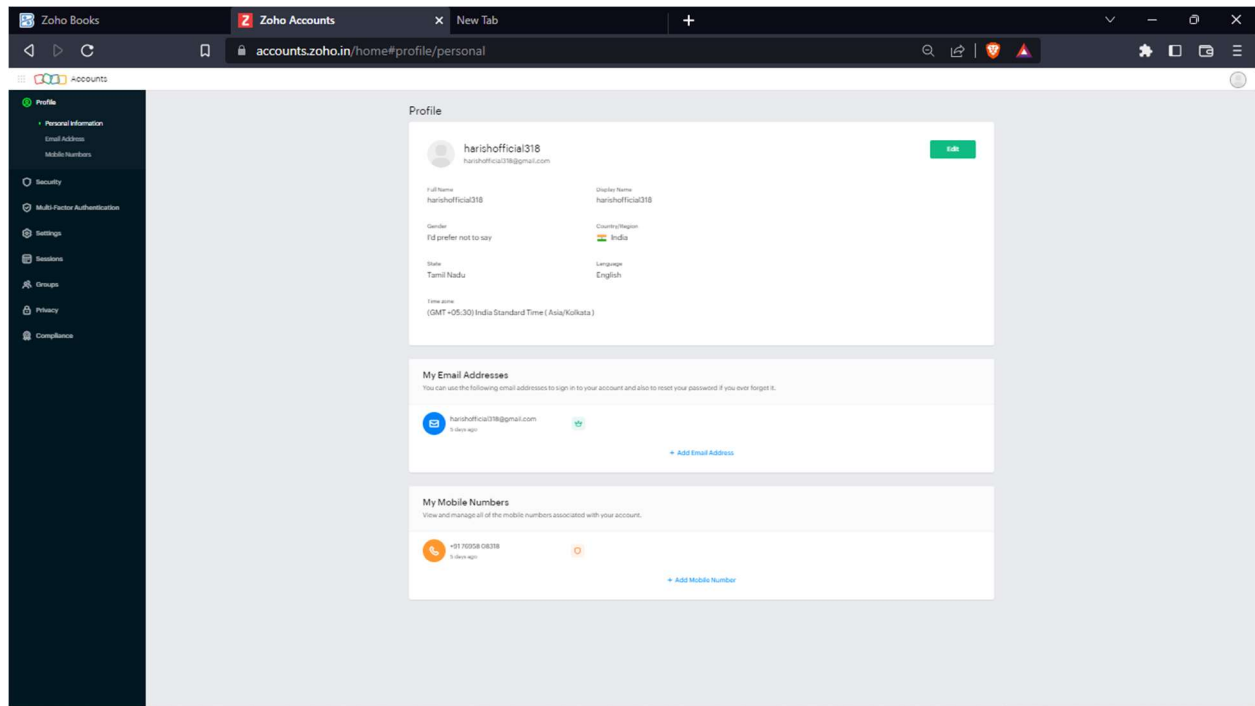
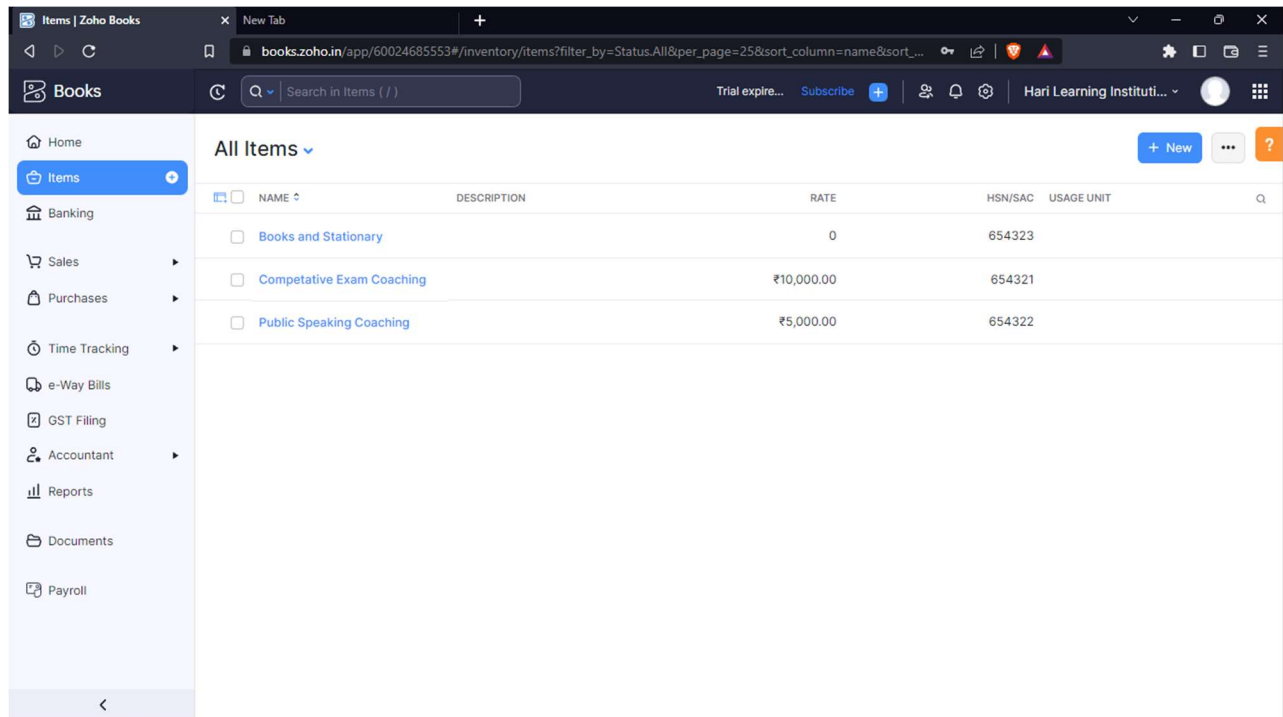


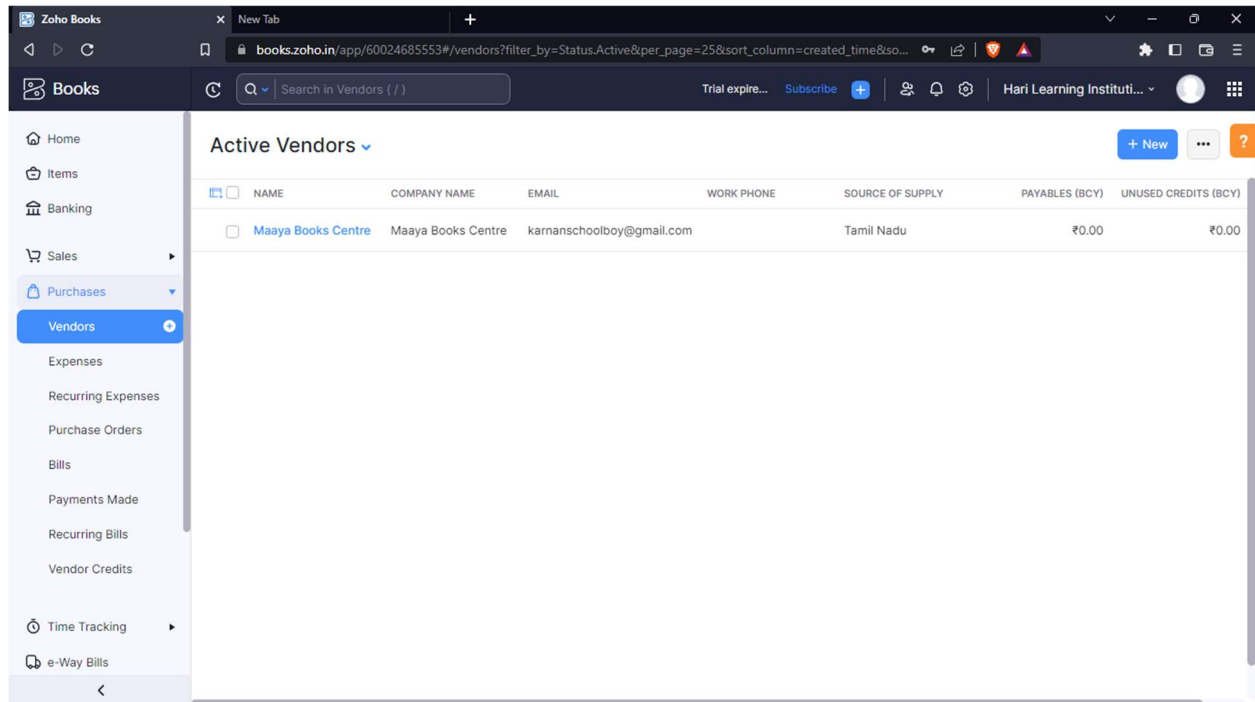
1.SET UP YOUR ACCOUNT :



2. SERVICE CREATION :



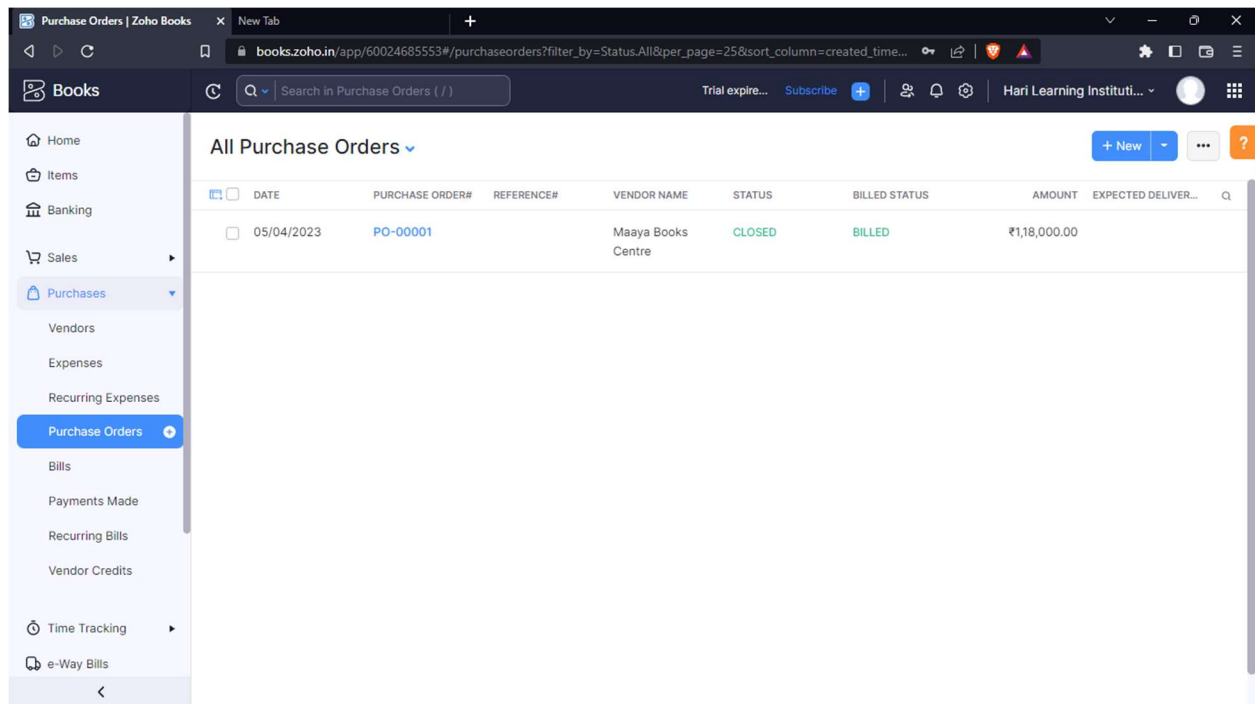
3. PURCHASES : > VENDORS



The screenshot shows the Zoho Books interface with the 'Vendors' page selected. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (expanded), Vendors (selected), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, and Vendor Credits. The main area displays a table of active vendors.

| NAME | COMPANY NAME | EMAIL | WORK PHONE | SOURCE OF SUPPLY | PAYABLES (BCY) | UNUSED CREDITS (BCY) |
|---------------------------------------------|--------------------|---------------------------|------------|------------------|----------------|----------------------|
| <input type="checkbox"/> Maaya Books Centre | Maaya Books Centre | karnanschoolboy@gmail.com | | Tamil Nadu | ₹0.00 | ₹0.00 |

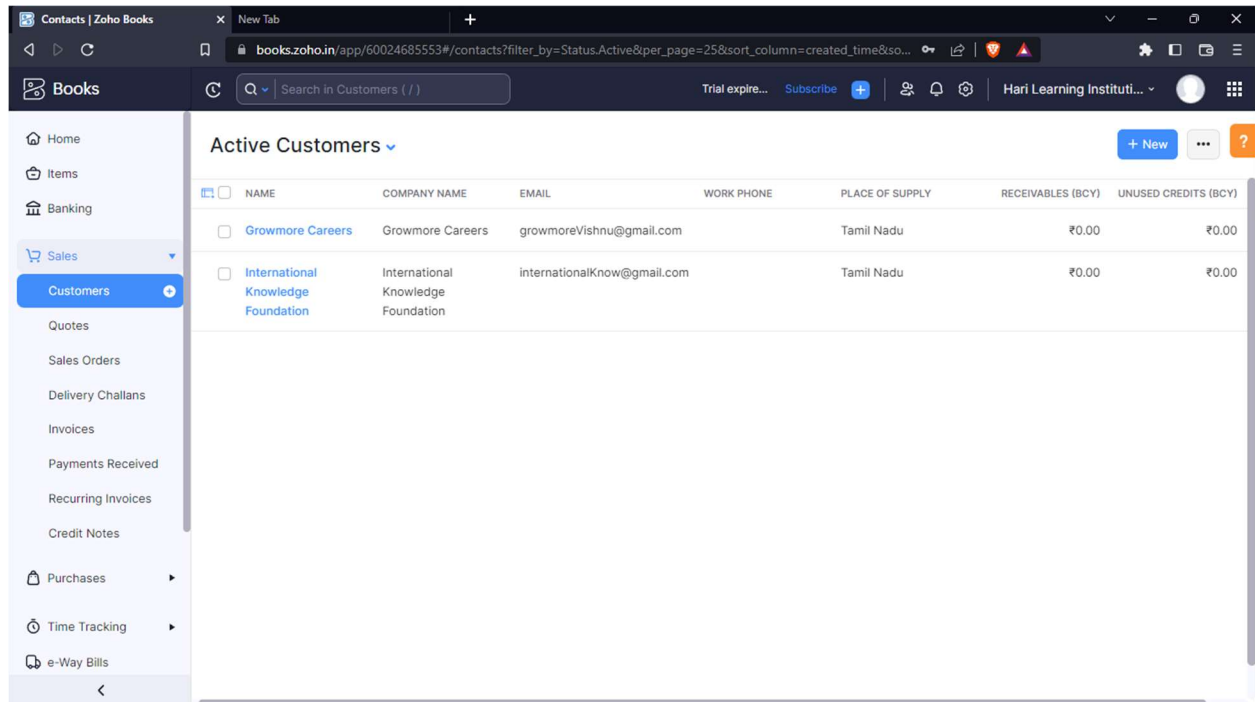
4. PURCHASES : > PURCHASE ORDER



The screenshot shows the Zoho Books interface with the 'Purchase Orders' page selected. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (expanded), Vendors, Expenses, Recurring Expenses, Purchase Orders (selected), Bills, Payments Made, Recurring Bills, and Vendor Credits. The main area displays a table of all purchase orders.

| DATE | PURCHASE ORDER# | REFERENCE# | VENDOR NAME | STATUS | BILLED STATUS | AMOUNT | EXPECTED DELIVER... |
|-------------------------------------|-----------------|------------|--------------------|--------|---------------|--------------|---------------------|
| <input type="checkbox"/> 05/04/2023 | PO-00001 | | Maaya Books Centre | CLOSED | BILLED | ₹1,18,000.00 | |

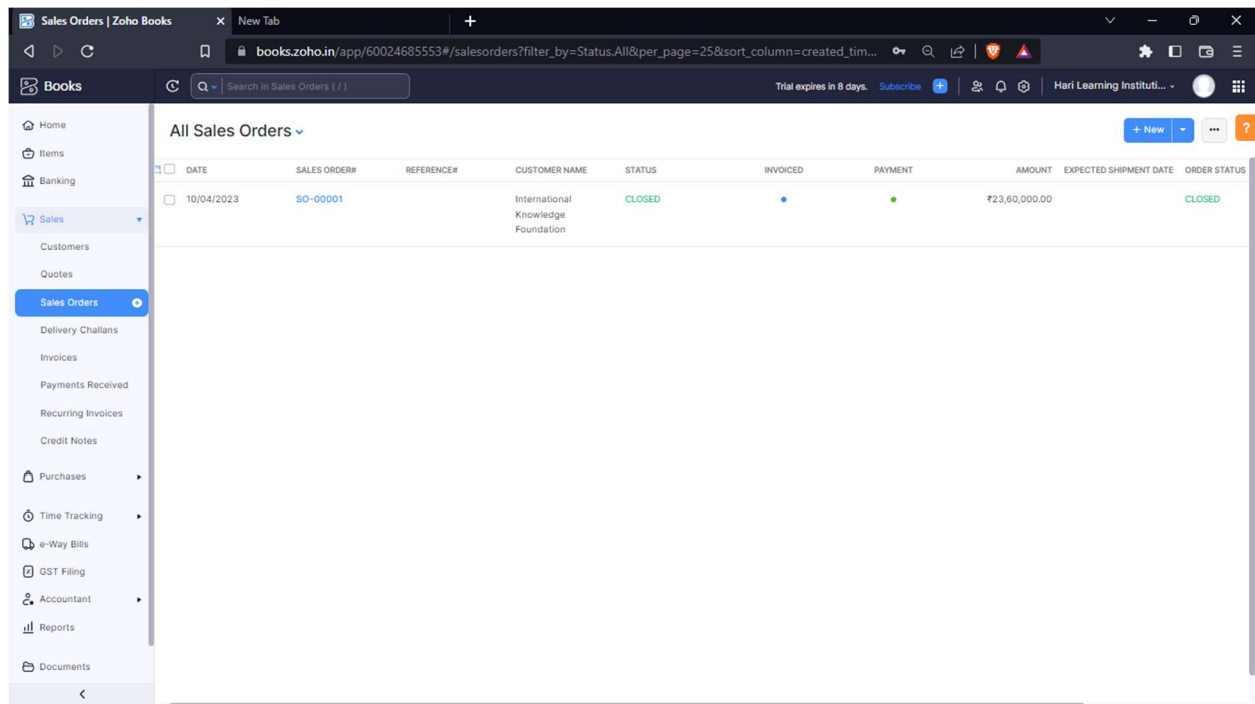
5. SALES : > CUSTOMERS



The screenshot shows the Zoho Books interface for 'Active Customers'. The left sidebar contains navigation options: Home, Items, Banking, Sales (expanded), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, and e-Way Bills. The main area displays a table of active customers with columns: NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). Two customers are listed: 'Growmore Careers' and 'International Knowledge Foundation', both with zero receivables and unused credits.

| NAME | COMPANY NAME | EMAIL | WORK PHONE | PLACE OF SUPPLY | RECEIVABLES (BCY) | UNUSED CREDITS (BCY) |
|------------------------------------|------------------------------------|-----------------------------|------------|-----------------|-------------------|----------------------|
| Growmore Careers | Growmore Careers | growmoreVishnu@gmail.com | | Tamil Nadu | ₹0.00 | ₹0.00 |
| International Knowledge Foundation | International Knowledge Foundation | internationalKnow@gmail.com | | Tamil Nadu | ₹0.00 | ₹0.00 |

6. SALES : > SALES ORDER



The screenshot shows the Zoho Books interface for 'All Sales Orders'. The left sidebar contains navigation options: Home, Items, Banking, Sales (expanded), Customers, Quotes, Sales Orders (selected), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The main area displays a table of all sales orders with columns: DATE, SALES ORDER#, REFERENCE#, CUSTOMER NAME, STATUS, INVOICED, PAYMENT, AMOUNT, EXPECTED SHIPMENT DATE, and ORDER STATUS. One sales order is listed: dated 10/04/2023, with sales order number SO-00001, customer name International Knowledge Foundation, status CLOSED, and amount ₹23,60,000.00.

| DATE | SALES ORDER# | REFERENCE# | CUSTOMER NAME | STATUS | INVOICED | PAYMENT | AMOUNT | EXPECTED SHIPMENT DATE | ORDER STATUS |
|------------|--------------|------------|------------------------------------|--------|----------|---------|---------------|------------------------|--------------|
| 10/04/2023 | SO-00001 | | International Knowledge Foundation | CLOSED | | | ₹23,60,000.00 | | CLOSED |

➤ INVOICES

Invoices | Zoho Books

books.zoho.in/app/60024685553#/invoices?filter_by=Status.All&per_page=25&sort_column=created_time&sort_o...

Books Search in Invoices (/) Trial expire... Subscribe + Hari Learning Instituti...

All Invoices + New ... ?

| <input type="checkbox"/> | DATE | INVOICE# | ORDER NUMBER | CUSTOMER NAME | STATUS | DUE DATE | AMOUNT | BALANCE DUE | Q |
|--------------------------|------------|------------|--------------|------------------------------------|--------|------------|---------------|-------------|---|
| <input type="checkbox"/> | 20/04/2023 | INV-000002 | | Growmore Careers | PAID | 20/04/2023 | ₹2,95,000.00 | ₹0.00 | |
| <input type="checkbox"/> | 15/04/2023 | INV-000001 | SO-00001 | International Knowledge Foundation | PAID | 15/04/2023 | ₹23,60,000.00 | ₹0.00 | |

Home Items Banking Sales Customers Quotes Sales Orders Delivery Challans Invoices Payments Received Recurring Invoices Credit Notes Purchases Time Tracking e-Way Bills

➤ PAYMENT RECEIVED

Payments Received | Zoho Books

books.zoho.in/app/60024685553#/paymentsreceived?filter_by=PaymentMode.All&per_page=25&sort_column=d...

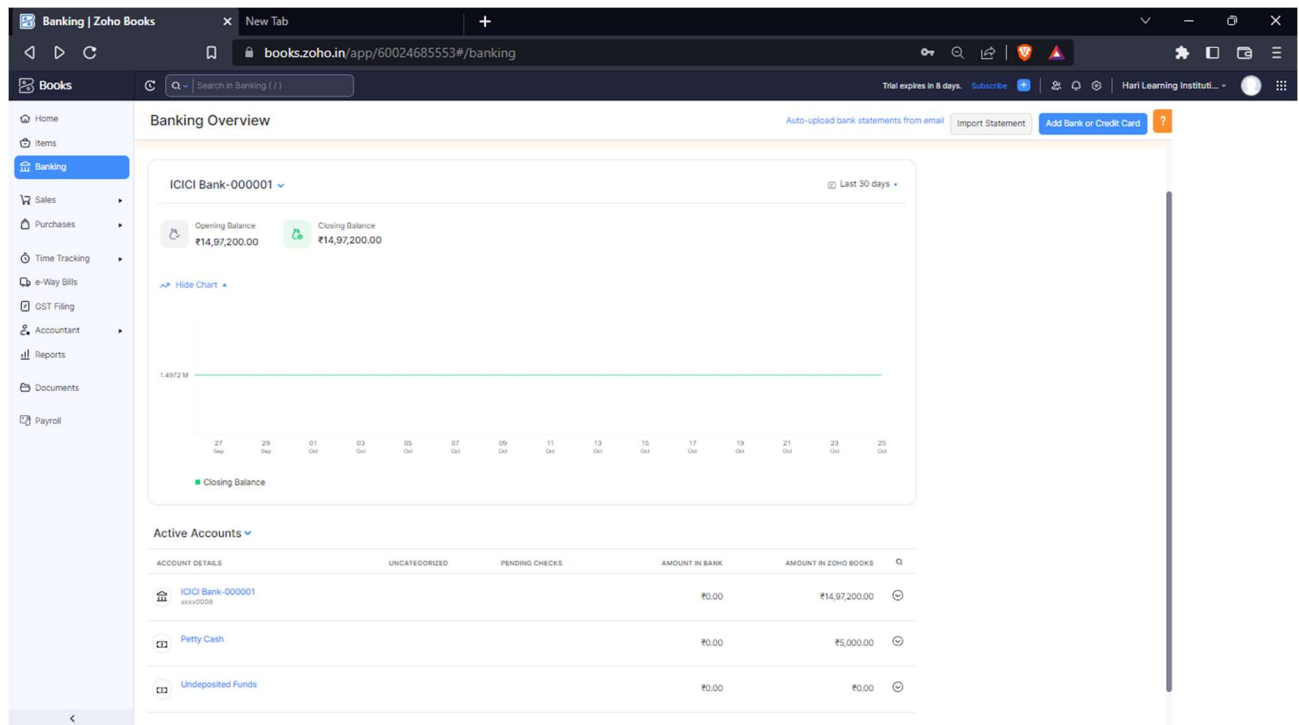
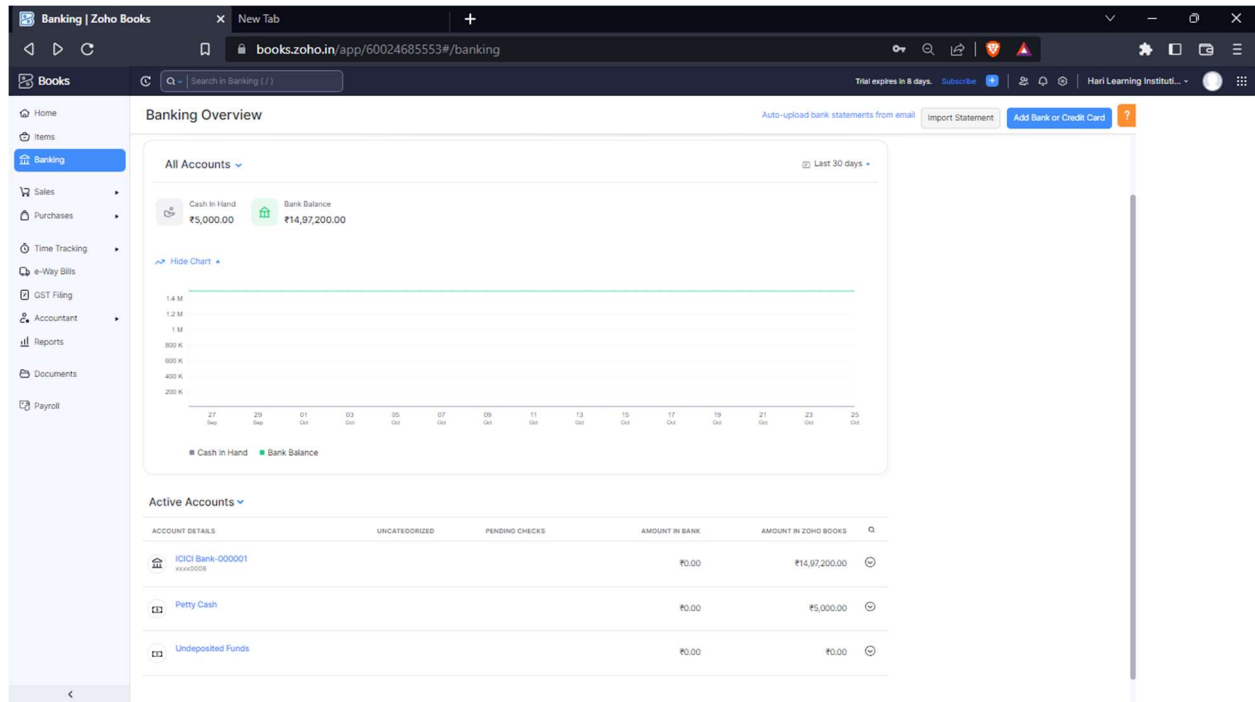
Books Search in Payments Received (/) Trial expire... Subscribe + Hari Learning Instituti...

All Received Payments + New ... ?

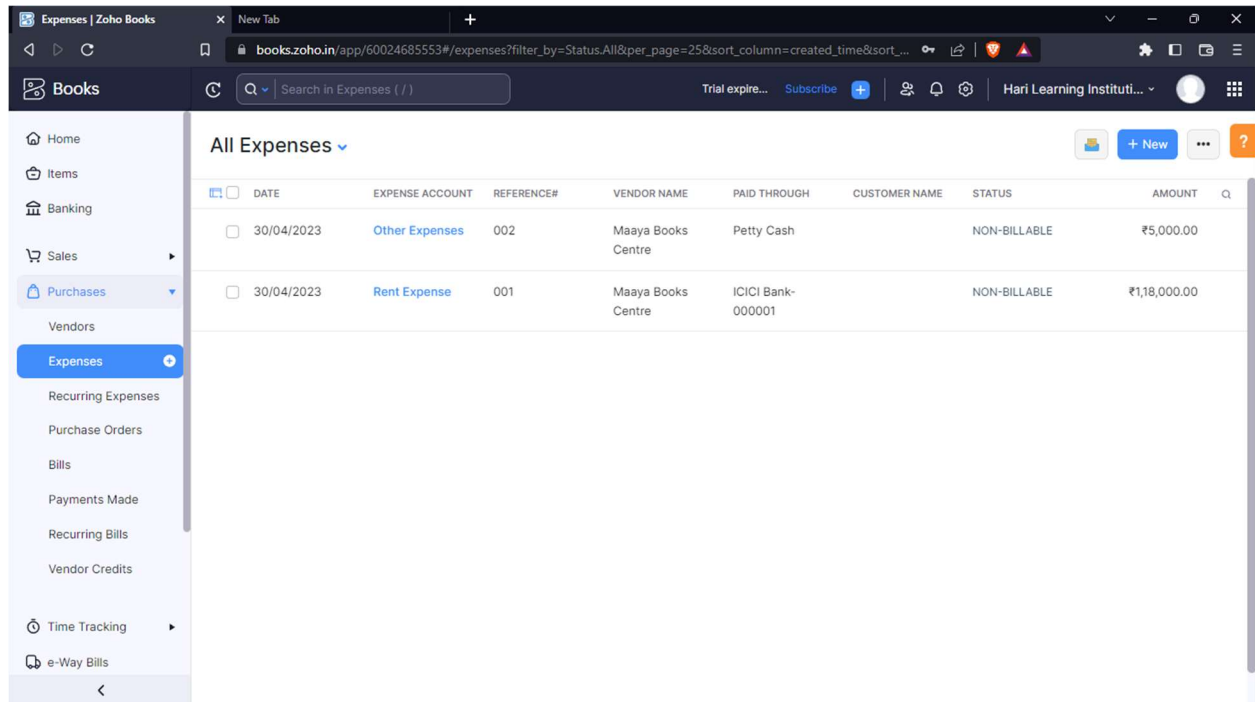
| <input type="checkbox"/> | DATE | PAYMENT # | REFERENCE NUMBER | CUSTOMER NAME | INVOICE# | MODE | AMOUNT | UNUSED AMOUNT | Q |
|--------------------------|------------|-----------|------------------|------------------------------------|------------|---------------|---------------|---------------|---|
| <input type="checkbox"/> | 20/04/2023 | 2 | | Growmore Careers | INV-000002 | Bank Transfer | ₹2,95,000.00 | ₹0.00 | |
| <input type="checkbox"/> | 15/04/2023 | 1 | | International Knowledge Foundation | INV-000001 | Bank Transfer | ₹23,60,000.00 | ₹0.00 | |

Home Items Banking Sales Customers Quotes Sales Orders Delivery Challans Invoices Payments Received Recurring Invoices Credit Notes Purchases Time Tracking e-Way Bills

7. BANK ACCOUNT STATUS :



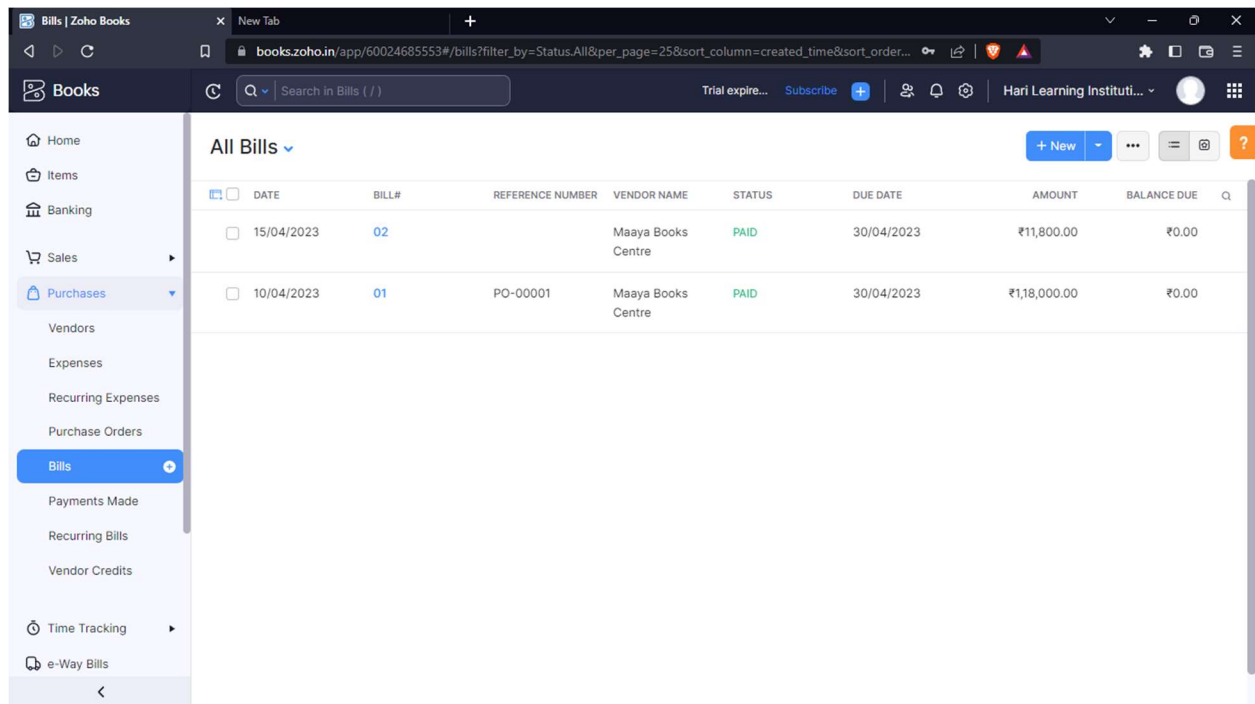
8. PURCHASES : > EXPENSES



The screenshot shows the Zoho Books 'All Expenses' page. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses (highlighted), Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, and Vendor Credits. The main area displays a table of expenses with columns: DATE, EXPENSE ACCOUNT, REFERENCE#, VENDOR NAME, PAID THROUGH, CUSTOMER NAME, STATUS, and AMOUNT. Two expenses are listed: one for 'Other Expenses' on 30/04/2023 for ₹5,000.00, and another for 'Rent Expense' on 30/04/2023 for ₹1,18,000.00.

| DATE | EXPENSE ACCOUNT | REFERENCE# | VENDOR NAME | PAID THROUGH | CUSTOMER NAME | STATUS | AMOUNT |
|------------|-----------------|------------|--------------------|-------------------|---------------|--------------|--------------|
| 30/04/2023 | Other Expenses | 002 | Maaya Books Centre | Petty Cash | | NON-BILLABLE | ₹5,000.00 |
| 30/04/2023 | Rent Expense | 001 | Maaya Books Centre | ICICI Bank-000001 | | NON-BILLABLE | ₹1,18,000.00 |

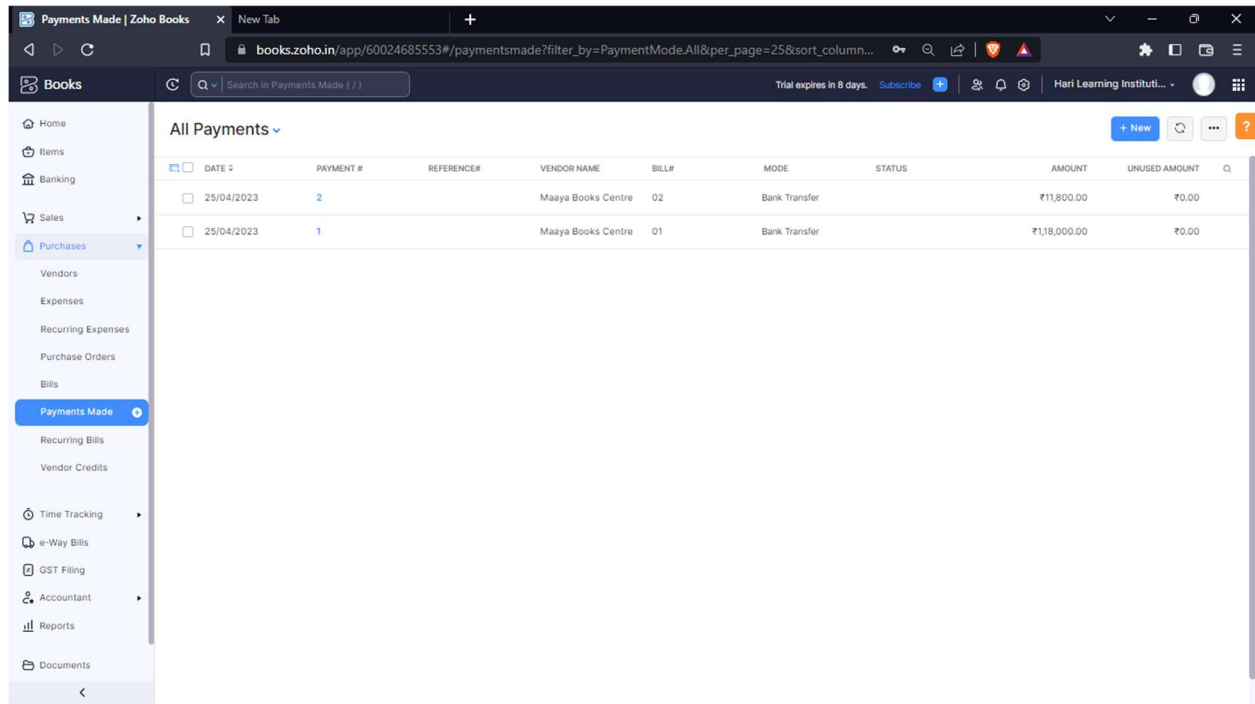
➤ BILLS



The screenshot shows the Zoho Books 'All Bills' page. The left sidebar is similar to the previous page, but 'Bills' is highlighted. The main area displays a table of bills with columns: DATE, BILL#, REFERENCE NUMBER, VENDOR NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. Two bills are listed: one dated 15/04/2023 with a balance due of ₹0.00, and another dated 10/04/2023 with a balance due of ₹0.00.

| DATE | BILL# | REFERENCE NUMBER | VENDOR NAME | STATUS | DUE DATE | AMOUNT | BALANCE DUE |
|------------|-------|------------------|--------------------|--------|------------|--------------|-------------|
| 15/04/2023 | 02 | | Maaya Books Centre | PAID | 30/04/2023 | ₹11,800.00 | ₹0.00 |
| 10/04/2023 | 01 | PO-00001 | Maaya Books Centre | PAID | 30/04/2023 | ₹1,18,000.00 | ₹0.00 |

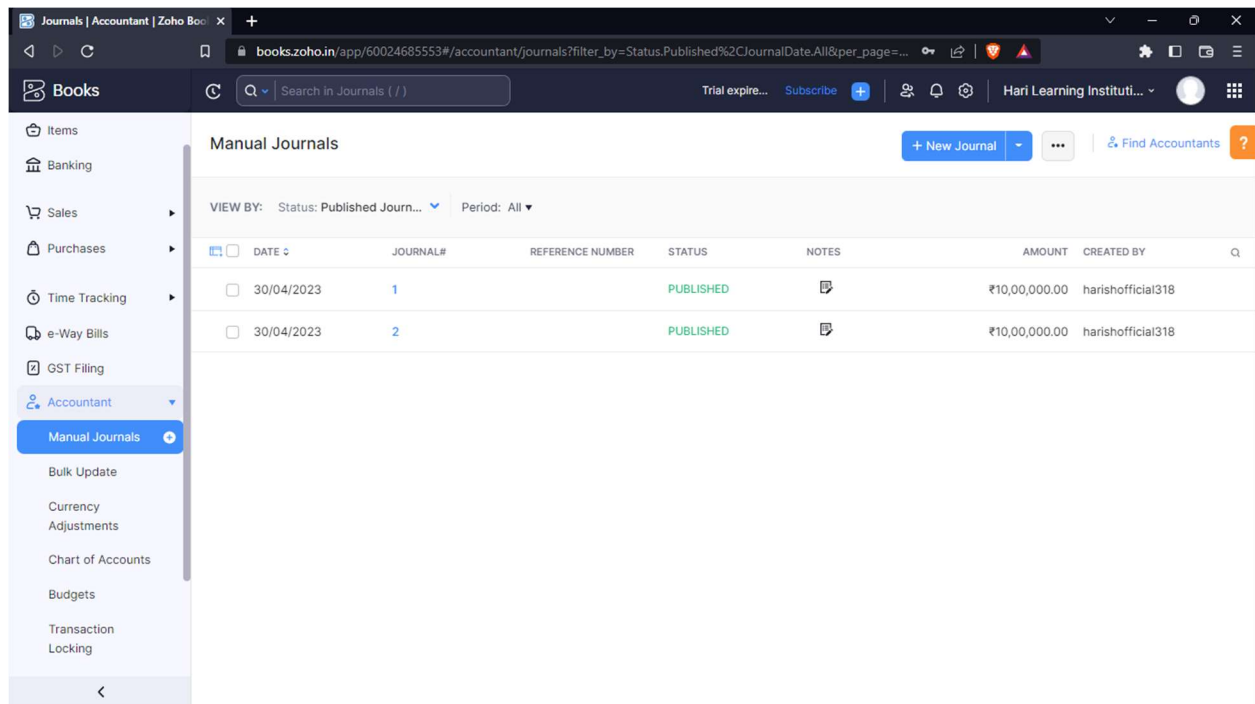
➤ PAYMENTS MADE



The screenshot shows the 'Payments Made' page in Zoho Books. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (expanded), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made (selected), Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents. The main area is titled 'All Payments' and displays a table of payments. The table has columns for DATE, PAYMENT #, REFERENCE#, VENDOR NAME, BILL#, MODE, STATUS, AMOUNT, and UNUSED AMOUNT. Two payments are listed, both dated 25/04/2023, made to 'Maaya Books Centre' via 'Bank Transfer' for an amount of ₹11,800.00. The browser address bar shows the URL: books.zoho.in/app/60024685553#/paymentsmade?filter_by=PaymentMode.All&per_page=25&sort_column=...

| DATE | PAYMENT # | REFERENCE# | VENDOR NAME | BILL# | MODE | STATUS | AMOUNT | UNUSED AMOUNT |
|------------|-----------|------------|--------------------|-------|---------------|--------|------------|---------------|
| 25/04/2023 | 2 | | Maaya Books Centre | 02 | Bank Transfer | | ₹11,800.00 | ₹0.00 |
| 25/04/2023 | 1 | | Maaya Books Centre | 01 | Bank Transfer | | ₹11,800.00 | ₹0.00 |

9. ACCOUNTANT : > MANUAL JOURNAL



The screenshot shows the 'Manual Journals' page in Zoho Books. The left sidebar contains navigation options: Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant (expanded), Manual Journals (selected), Bulk Update, Currency Adjustments, Chart of Accounts, Budgets, Transaction Locking, and Documents. The main area is titled 'Manual Journals' and displays a table of journals. The table has columns for DATE, JOURNAL#, REFERENCE NUMBER, STATUS, NOTES, AMOUNT, and CREATED BY. Two journals are listed, both dated 30/04/2023, with a status of 'PUBLISHED' and an amount of ₹10,00,000.00, created by 'harishofficial318'. The browser address bar shows the URL: books.zoho.in/app/60024685553#/accountant/journals?filter_by=Status.Published%2CJournalDate.All&per_page=...

| DATE | JOURNAL# | REFERENCE NUMBER | STATUS | NOTES | AMOUNT | CREATED BY |
|------------|----------|------------------|-----------|-------|---------------|-------------------|
| 30/04/2023 | 1 | | PUBLISHED | | ₹10,00,000.00 | harishofficial318 |
| 30/04/2023 | 2 | | PUBLISHED | | ₹10,00,000.00 | harishofficial318 |

10. BANKING : > BANK ENTRIES

ICICI Bank-000001 | Banking | Zoho

books.zoho.in/app/6002468553#/banking/transactions?account_id=1515711000000025098&filter_by=Statu...

Search in Banking (/)

Trial expires in 6 days. Subscribe

Hari Learning Instituti...

ICICI Bank-000001
Account Number: xxxx0008

Add Transaction Import Statement

Amount in Zoho Books
₹14,97,200.00

Dashboard
Account Summary

0 Uncategorized Transactions
From Bank Statements

All Transactions
In Zoho Books

| DATE | REFERENCE# | TYPE | STATUS | DEPOSITS | WITHDRAWALS | RUNNING BALANCE | |
|------------|------------|------------------------------------------------------------------|----------------|---------------|---------------|-----------------|--|
| 30/04/2023 | | Journal | Manually Added | | ₹10,00,000.00 | ₹14,97,200.00 | |
| 30/04/2023 | 001 | Rent Expense Vendor: Maaya Books Centre | Manually Added | | ₹1,18,000.00 | ₹24,97,200.00 | |
| 25/04/2023 | | Vendor Payment Vendor: Maaya Books Centre | Manually Added | | ₹11,800.00 | ₹26,15,200.00 | |
| 25/04/2023 | | Vendor Payment Vendor: Maaya Books Centre | Manually Added | | ₹1,18,000.00 | ₹26,27,000.00 | |
| 20/04/2023 | | Customer Payment Customer: Growmore Careers | Manually Added | ₹2,95,000.00 | | ₹27,45,000.00 | |
| 15/04/2023 | | Customer Payment Customer: International Knowledge Foundation | Manually Added | ₹23,60,000.00 | | ₹24,50,000.00 | |
| 10/04/2023 | | Transfer Fund To Account: Petty Cash | Manually Added | | ₹10,000.00 | ₹90,000.00 | |
| 01/04/2023 | | Owners Contribution | Manually Added | ₹1,00,000.00 | | ₹1,00,000.00 | |