

Preparation and maintenance of Zoho books for Bright Idea Consulting

Item Creation

Items | Zoho Books

books.zoho.in/app/60024647520#/inventory/items?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D

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Books

Search in Items (/)

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Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Active Items

+ New

NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE
<input type="checkbox"/> Flavourings and spices		₹0.00	663388	kg	₹500.00
<input type="checkbox"/> Dry fruits		₹0.00	663388	kg	₹600.00
<input type="checkbox"/> Ghee and oil		₹0.00	663388	kg	₹150.00
<input type="checkbox"/> Flour		₹0.00	663388	kg	₹40.00
<input type="checkbox"/> sugar		₹0.00	663388	kg	₹50.00
<input type="checkbox"/> Mysore		₹1,000.00	663388	kg	₹0.00
<input type="checkbox"/> Athirasam		₹1,200.00	663388	kg	₹0.00
<input type="checkbox"/> Jangri		₹800.00	663388	kg	₹0.00
<input type="checkbox"/> Gulab jamun		₹500.00	663388	kg	₹0.00
<input type="checkbox"/> Kaju Barfi		₹1,000.00	663388	kg	₹0.00

Type here to search

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6:42 PM 10/18/2023

Vendors Creation

Books

Search in Vendors (/)

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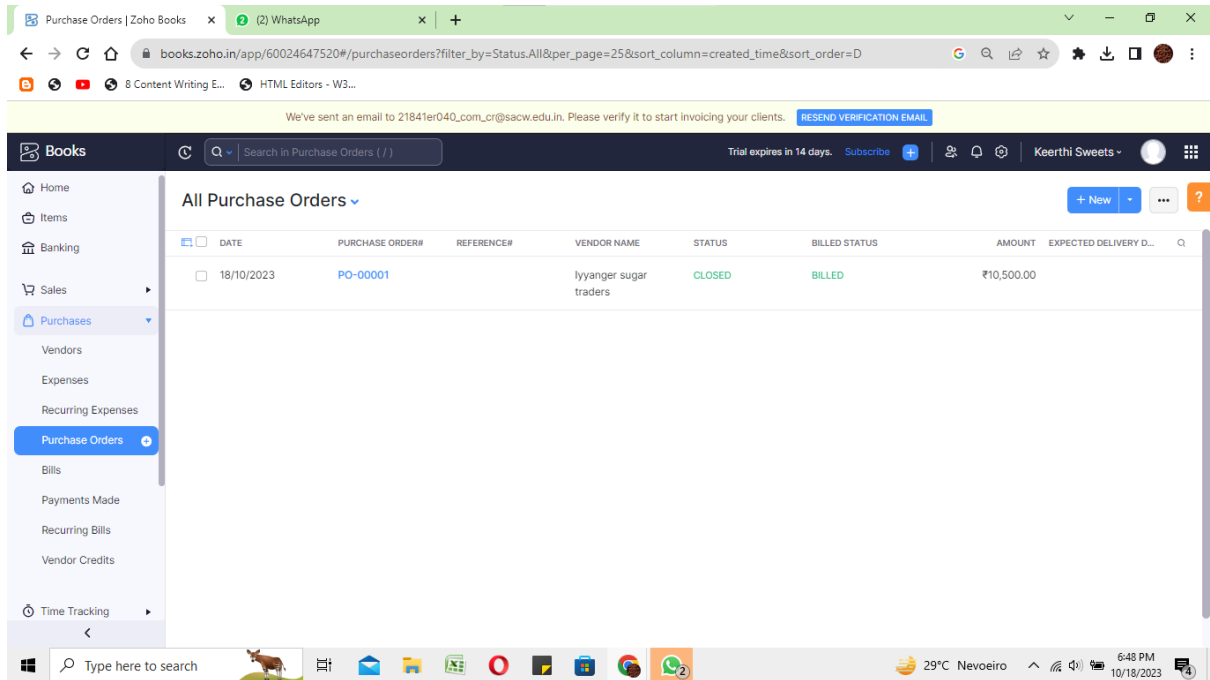
Keerthi Sweets

Active Vendors

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	GST TREATMENT	
<input type="checkbox"/>	Quality delights suppliers	Quality delights suppliers			Tamil Nadu	₹6,000.00	₹6,000.00	Unregistered Business	
<input type="checkbox"/>	Sweet treats raw materials	Sweet treats raw materials			Tamil Nadu	₹21,000.00	₹21,000.00	Registered Business - Regular	
<input type="checkbox"/>	Quality sweets ingredients	Quality sweets ingredients			Tamil Nadu	₹3,150.00	₹0.00	Registered Business - Regular	
<input type="checkbox"/>	Raj essence suppliers	Raj essence suppliers			Tamil Nadu	₹2,500.00	₹0.00	Unregistered Business	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Iyyanger sugar traders	Iyyanger sugar traders			Tamil Nadu	₹10,500.00	₹10,500.00	Registered Business - Regular	

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Purchase order Creation



The screenshot displays the Zoho Books web interface for managing purchase orders. The browser's address bar shows the URL: `books.zoho.in/app/60024647520#/purchaseorders?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D`. A notification banner at the top states: "We've sent an email to 21841er040_com_cr@sacw.edu.in. Please verify it to start invoicing your clients." with a "RESEND VERIFICATION EMAIL" button.

The left sidebar contains a navigation menu with the following items: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Bills, Payments Made, Recurring Bills, Vendor Credits, and Time Tracking.

The main content area is titled "All Purchase Orders" and features a table with the following columns: DATE, PURCHASE ORDER#, REFERENCE#, VENDOR NAME, STATUS, BILLED STATUS, AMOUNT, and EXPECTED DELIVERY D... The table contains one entry:

DATE	PURCHASE ORDER#	REFERENCE#	VENDOR NAME	STATUS	BILLED STATUS	AMOUNT	EXPECTED DELIVERY D...
18/10/2023	PO-00001		lyyangner sugar traders	CLOSED	BILLED	₹10,500.00	

The Windows taskbar at the bottom shows the system clock as 6:48 PM on 10/18/2023, with a temperature of 29°C in Nevoeiro.

Bills Creation

Books | Zoho Books x (3) WhatsApp x +

books.zoho.in/app/60024647520#/bills?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

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Home Items Banking Sales **Purchases** Vendors Expenses Recurring Expenses Purchase Orders **Bills** Payments Made Recurring Bills Vendor Credits Time Tracking

All Bills + New + ... = ?

<input type="checkbox"/>	DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	Q
<input type="checkbox"/>	18/10/2023	05		Quality sweets ingredients	OPEN	18/10/2023	₹3,150.00	₹3,150.00	
<input type="checkbox"/>	18/10/2023	04		Raj essence suppliers	OPEN	18/10/2023	₹2,500.00	₹2,500.00	
<input type="checkbox"/>	18/10/2023	03		Quality delights suppliers	OPEN	18/10/2023	₹6,000.00	₹6,000.00	
<input type="checkbox"/>	18/10/2023	02		Sweet treats raw materials	OPEN	18/10/2023	₹21,000.00	₹21,000.00	
<input type="checkbox"/>	18/10/2023	01	PO-00001	Iysanger sugar traders	OPEN	17/11/2023	₹10,500.00	₹10,500.00	

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Customers Creation

Contacts | Zoho Books

(3) WhatsApp

books.zoho.in/app/60024647520#/contacts?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D

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Books

Search in Customers (/)

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Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

Active Customers

+ New

?

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	
<input type="checkbox"/>	Karthik krishnan	Karthik krishnan			Tamil Nadu	₹21,000.00	₹0.00	
<input type="checkbox"/>	Kavitha rajendran	Kavitha rajendran			Tamil Nadu	₹63,000.00	₹0.00	
<input type="checkbox"/>	Aravindan mani	Aravindan mani			Tamil Nadu	₹5,250.00	₹0.00	
<input type="checkbox"/>	Priya rangathan	Priya rangathan			Tamil Nadu	₹42,000.00	₹0.00	
<input type="checkbox"/>	Suresh kumar iyer	Suresh kumar iyer			Tamil Nadu	₹1,05,000.00	₹1,05,000.00	

https://books.zoho.in/app/60024647520#/inventory/items?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D

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Sales Order Creation

Sales Orders | Zoho Books x (3) WhatsApp x +

books.zoho.in/app/60024647520#/salesorders?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

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Sales Orders + New ... ?

DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED	PAYMENT	AMOUNT	EXPEC
18/10/2023	SO-00002		Priya rangathan	CLOSED	•	•	₹42,000.00	
18/10/2023	SO-00001		Suresh kumar Iyer	CLOSED	•	•	₹1,05,000.00	

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Invoice Creation

Invoices | Zoho Books x (3) WhatsApp x +

books.zoho.in/app/60024647520#/invoices?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

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Sales

- Customers
- Quotes
- Sales Orders
- Delivery Challans
- Invoices**
- Payments Received
- Recurring Invoices
- Credit Notes

Purchases

Time Tracking

All Invoices [+ New](#)

<input type="checkbox"/>	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	Q
<input type="checkbox"/>	18/10/2023	INV-000005		Karthik krishnan	DUE TODAY	18/10/2023	₹21,000.00	₹21,000.00	
<input type="checkbox"/>	18/10/2023	INV-000004		Kavitha rajendran	DUE TODAY	18/10/2023	₹63,000.00	₹63,000.00	
<input type="checkbox"/>	18/10/2023	INV-000003		Aravindan mani	DUE TODAY	18/10/2023	₹5,250.00	₹5,250.00	
<input type="checkbox"/>	18/10/2023	INV-000002	SO-00002	Priya ranganathan	DUE TODAY	18/10/2023	₹42,000.00	₹42,000.00	
<input type="checkbox"/>	18/10/2023	INV-000001	SO-00001	Suresh kumar iyer	DUE TODAY	18/10/2023	₹1,05,000.00	₹1,05,000.00	

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Bank Account Creation

Banking | Zoho Books x (3) WhatsApp x +

books.zoho.in/app/60024647520#/banking

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Banking Overview Auto-upload bank statements from email [Import Statement](#) [Add Bank or Credit Card](#) ?

16 Sep 21 Sep 23 Sep 25 Sep 27 Sep 29 Sep 01 Oct 03 Oct 05 Oct 07 Oct 09 Oct 11 Oct 13 Oct 15 Oct 17 Oct

■ Cash In Hand ■ Bank Balance

Active Accounts ▾

ACCOUNT DETAILS	UNCATEGORIZED	PENDING CHECKS	AMOUNT IN BANK	AMOUNT IN ZOHO BOOKS	
ICICI Bank-001 xxxx0001			₹0.00	₹1,83,900.00	
Petty Cash			₹0.00	₹-78,600.00	
Undeposited Funds			₹0.00	₹0.00	

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Ledger Creation

Zoho Books

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All Accounts + New Account

Search Criteria

- Account Name contains **salar** (or)
- Account Code contains **salar**

[Advanced Search](#) | [Search across Zoho](#)

☐ **Salary payable**
Other Current Liability

☐ **Salaries and Employee Wages**
Expense

CLOSING BALANCE
₹50,000.00

Description: --

Recent Transactions FCY BCY

DATE	TRANSACTION DETAILS	TYPE	DEBIT	CREDIT
18/10/2023	--	Journal		₹50,000.00

[Show more details](#)

Recording of Journal Transaction

Books | Accountant | Zoho Books | (3) WhatsApp

books.zoho.in/app/60024647520#/accountant/journals?filter_by=Status.All%2CJournalDate.All&per_page=25&sort_column=journal_date&sort_order=asc

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

VIEW BY: Status: All Journals Period: All

DATE	JOURNAL#	REFERENCE NUMBER	STATUS	NOTES	AMOUNT	CREATED BY
18/10/2023	1		PUBLISHED		₹50,000.00	21841er040_com_cr

Time Tracking
e-Way Bills
GST Filing
Accountant
Manual Journals
Bulk Update
Currency Adjustments
Chart of Accounts
Budgets
Transaction Locking
Reports
Documents
Diary

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Expenses Entry

Expenses | Zoho Books x (3) WhatsApp x +

books.zoho.in/app/60024647520#/expenses?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

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All Expenses [+ New](#) [?](#)

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
18/10/2023	Rent Expense			ICICI Bank-001		NON-BILLABLE	₹23,600.00
18/10/2023	Advertising And Marketing			Petty Cash		NON-BILLABLE	₹10,000.00
18/10/2023	Rent Expense	01		Petty Cash		NON-BILLABLE	₹23,600.00
30/04/2023	Merchandise			Petty Cash		NON-BILLABLE	₹5,000.00

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Recording of Bank Transaction

(4) WhatsApp
ICICI Bank-001 | Banking | Zoho

books.zoho.in/app/60024574235#/banking/transactions?account_id=147785700000019864&filter_by=Status.All&per_page=25&sort_order=D

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ICICI Bank-001
Account Number: xxxx0001
Add Transaction
Import Statement

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
15/10/2023		salary payable	Manually Added		₹1,00,000.00	₹1,85,000.00
15/10/2023		Customer Payment Customer: DigitalEdge Technologies Pvt Ltd	Manually Added	₹3,54,000.00		₹2,85,000.00
15/10/2023		Vendor Payment Vendor: Raj Kamal External Consulting	Manually Added		₹1,00,000.00	₹-69,000.00
15/10/2023		Vendor Payment Vendor: Amazon Web Services	Manually Added		₹59,000.00	₹31,000.00
15/10/2023		Vendor Payment Vendor: Randstad Technologies	Manually Added		₹2,36,000.00	₹90,000.00

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30°C
Nevoeiro
7:18 PM
10/18/2023