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14



Books



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Home

Items

Banking

Sales

Purchases

Time Tracking

Accountant

Reports

Documents

Payroll

Banking
Overview

Auto-upload bank statements from email

Import Statement

Add Bank or Credit Card

X



Auto-upload bank statements from email

☒ Enable Auto-upload in Zoho Books
 ☒ Set up Auto-forwarding
 ☒ Add Statements to Bank
 [Set up Now](#)

All Accounts

Last 30 days

Cash In Hand
₹70,000.00

Bank Balance
₹-84,850.00

Hide Chart



Active Accounts

ACCOUNT DETAILS	UNCATEGORIZED	PENDING CHECKS	AMOUNT IN BANK	AMOUNT IN ZOH BOOKS
 ICICI Bank - 001 xxxx0001			₹0.00	₹-84,850.00
 Petty Cash			₹0.00	₹70,000.00
 Undeposited Funds			₹0.00	₹0.00



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Home

Items

Banking

Sales

Purchases

Time Tracking

Accountant

Reports

Documents

Payroll

All Items

+ New

NAME	DESCRIPTION	RATE	USAGE UNIT
Dry Fruits		0	kg
Flavourings and Spices		0	kg
Flour		0	kg
Ghee and Oil		0	kg
Gulab Jamun	Sweets	₹900.00	kg
Kaju Barfi	Sweets	₹750.00	kg
Laddu	Sweets	₹500.00	kg
Mysore Pak	Sweets	₹1,000.00	kg
Poonthi	Sweets	₹800.00	kg
Sugar		0	kg



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Books



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Subscribe



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Home

Items

Banking

Sales

Purchases

Time Tracking

Accountant

Reports

Documents

Payroll

Gulab Jamun



More ▾



Overview

Transactions

History

Item Type

Sales Items

Unit

kg

Created Source

User

Sales Information

Selling Price

₹900.00

Sales Account

Sales

Description

Sweets



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14



Books



Search in Customers

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Subscribe



Keerthi Sweets ~



Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

Accountant

Reports

Documents

Payroll

Active Customers

+ New



NAME

COMPANY NAME

EMAIL

WORK PHONE

RECEIV

Murugalakshmi

Murugalakshmi

murugalakshmi@gmail.com

Viswapakiyakeerthiga

Viswapakiyakeerthiga

viswa@gmail.com

Yuvarani

Yuvarani

yuvaqueen@gmail.com

Vijayalakshmi

Vijayalakshmi

vijimannan05@gmail.com

Veeralakshmi

Veeralakshmi

veera04@gmail.com



Murugalakshmi

Edit



New Transaction

More



Overview

Comments

Transactions

Mails

Statement

Murugalakshmi

Payment due period

Due on Receipt



murugalakshmi@gmail.com

[Edit](#) [Send Email](#) [Invite to Portal](#) [Delete](#)

ADDRESS



Billing Address

No Billing Address - [Add new address](#)

Shipping Address

No Shipping Address - [Add new address](#)

OTHER DETAILS



Customer Type

Business

Default Currency

INR

Payment Terms

Due on Receipt

PAN

AAAAA0000A

Portal Status

• Disabled

Portal Language

English

CONTACT PERSONS



No contact persons found.



Customer Portal allows your customers to keep track of all the transactions between them and your business. [Learn More](#)

Enable Portal

RECORD INFO



Receivables

CURRENCY

OUTSTANDING RECEIVABLES

UNUSED CREDITS

INR - Indian Rupee

₹900.00

₹900.00

[View Opening Balance](#)

Income

This chart is displayed in the organization's base currency.

[Last 6 Months](#) [Accrual](#)

Total Income (Last 6 Months) - ₹900.00

27/10/2023 12:51 PM

Payments Received added

Payment of ₹900.00 received by **thabee2004**

26/10/2023 02:00 PM

Sales Order updated

Sales Order SO-00002 marked as open by **thabee2004** - [View Details](#)

26/10/2023 01:54 PM

Invoice updated

Invoice INV-000003 marked as sent by **thabee2004** - [View Details](#)

26/10/2023 01:53 PM

Invoice added

Invoice INV-000003 of amount ₹900.00 created by **thabee2004** - [View Details](#)

25/10/2023 01:55 PM

Sales Order added

Sales Order SO-00002 of amount ₹900.00 created by **thabee2004** - [View Details](#)

25/10/2023 01:07 PM

Contact added

Contact created by **thabee2004**



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14



Books



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Subscribe



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Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

Accountant

Reports

Documents

Payroll

All Sales Orders

+ New



DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS
25/10/2023	SO-00003		Yuvarani	CONFIRMED
25/10/2023	SO-00002		Murugalakshmi	CONFIRMED
25/10/2023	SO-00001		Vijayalakshmi	CONFIRMED



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Books



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Home

SO-00003

Attachments

Comments & History



Items



Email

PDF/Print



Convert to Invoice

Create



Banking

Sales



Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases



Time Tracking



Accountant



Reports

Documents

Payroll

Fulfill the Sales Order



You can create packages, shipments or invoices (in any sequence) to complete this sales order.

Convert

Confirmed

Invoice Status: NOT INVOICED

Show PDF View

Keerthi Sweets
Tamil Nadu
India
8148978337
thabee2004@gmail.com

SALES ORDER

Sales Order# SO-00003

Order Date : 25/10/2023

Expected Shipment Date : 26/10/2023

Delivery Method : Online

Bill To

Yuvarani

#	Items & Description	Qty	Rate	Amount
1	Mysore Pak Sweets	1.00 kg	1,000.00	1,000.00
			Sub Total	1,000.00
			Total	₹1,000.00

Authorized Signature _____

Template : 'Standard Template' [Change](#)

More Information



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14



Books



Search in Invoices (/)

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Subscribe



Keerthi Sweets ~



Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

Accountant

Reports

Documents

Payroll

All Invoices

+ New



DATE	INVOICE#	ORDER NU...	CUSTOME...	STATUS	DUE DATE	AMOUNT	BALANCE ...
26/10/2023	INV-000005		Yuvarani	OVERDUE BY 1 DAY	26/10/2023	₹1,000.00	₹1,000.00
26/10/2023	INV-000004		Vijayalakshmi	OVERDUE BY 1 DAY	26/10/2023	₹500.00	₹500.00
26/10/2023	INV-000003		Murugalakshmi	OVERDUE BY 1 DAY	26/10/2023	₹900.00	₹900.00
25/10/2023	INV-000002		Viswapaki yakeerthiga	OVERDUE BY 2 DAYS	25/10/2023	₹800.00	₹800.00
25/10/2023	INV-000001		Veeralakshmi	OVERDUE BY 2 DAYS	25/10/2023	₹750.00	₹750.00



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Search in Invoices (/)

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Home

INV-000005

Attachments

Comments & History



Items



Send



Reminders



Record Payment



Banking

Sales



Record payment for the invoice

Record Payment

Customers

Quotes

Sales Orders

Delivery Challans

Invoices



Payments Received

Recurring Invoices

Credit Notes

Purchases



Time Tracking



Accountant



Reports

Documents

Payroll

Overdue

Keerthi Sweets

Tamil Nadu

India

8148978337

thabee2004@gmail.com

#

INV-000005

Invoice Date

26/10/2023

Terms

Due on Receipt

Due Date

26/10/2023

Bill To

Yuvarene

TAX INVOICE

#	Item & Description	Qty	Rate	Amount
1	Mysore Pak	1.00	1,000.00	1,000.00
	Sweets	kg		
Sub Total				1,000.00
Total				₹1,000.00
Balance Due				₹1,000.00

Total in Words

Indian Rupee One Thousand Only

Thanks for your business.

Authorized Signature

Template : 'Spreadsheet Template' [Change](#)

More Information

Selected Emails

yuvarene@gmail.com

Journal

Journal entries will not be available for Invoices in the Overdue state.



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14



Books



Search in Payments R

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Subscribe



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Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

Accountant

Reports

Documents

Payroll

All Received Paym...

+ New



DATE	PAYMENT #	REFERENC...	CUSTOME...	INVOICE#	MODE	AMOUNT	UNUSED A...	Q
27/10/2023	1		Murugalakshmi		Cash	₹900.00	₹900.00	
27/10/2023	2		Vijayalakshmi		Cash	₹500.00	₹500.00	



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14



Books



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Subscribe



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Home

1

Attachments

Payment History



Items

Edit

Send

PDF/Print



Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

Accountant

Reports

Documents

Payroll

Keerthi Sweets

Tamil Nadu

India

8148978337

thabee2004@gmail.com

PAYMENT RECEIPT

Payment Date 27/10/2023

Reference Number

Payment Mode Cash

Amount Received In Words Indian Rupee Nine Hundred Only

Amount Received
₹900.00

Bill To

Murugalakshmi

Authorized Signature

Over payment

₹900.00

Template : 'Elite Template' [Change](#)

More Information

Deposit To

ICICI Bank-001

Journal

Journal entries will not be available for Receipts in the false state.



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14



Books



Search in Vendors (/

Trial expire...

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Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Reports

Documents

Payroll

Active Vendors

+ New



NAME

COMPANY NAME

EMAIL

WORK PHONE

PAY

Bhavani Kurfi

Bhavani Kurfi

sathyapm05@gmail.com

Thabithal Jangri

Thabithal Jangri

thabee2004@gmail.com

Uma Gulab

Uma Gulab Jamun

Siva poonthi

Siva poonthi

shankarisenthil@gmail.com

Sathya Sweets

Sathya Sweets

sathyapm04@gmail.com



Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Reports

Documents

Payroll

Bhavani Kurfi

Edit



New Transaction

More



Overview

Comments

Transactions

Mails

Statement

Bhavani Kurfi

Payment due period

Due on Receipt



sathyapm05@gmail.com

Edit Send Email Invite to Portal Delete

ADDRESS

Billing Address

No Billing Address - Add new address

Shipping Address

No Shipping Address - Add new address

OTHER DETAILS

Default Currency

INR

Payment Terms

Due on Receipt

PAN

AAAAA0000A

Portal Status

Disabled

Portal Language

English

CONTACT PERSONS

No contact persons found.

BANK ACCOUNT DETAILS

No bank account added yet

RECORD INFO

Payables

CURRENCY

INR - Indian Rupee

View Opening Balance

OUTSTANDING PAYABLES

₹500.00

UNUSED CREDITS

₹500.00

Expenses This chart is displayed in the organization's base currency.

Last 6 Months Accrual



27/10/2023 12:47

PM

Payments Made added

Payment of ₹500.00 made by thabee2004 - View Details

26/10/2023 01:54

PM

Bill updated

Bill 101 marked as open by thabee2004 - View Details

25/10/2023 12:56

PM

Bill added

Bill 101 of amount ₹500.00 created by thabee2004 - View Details

25/10/2023 12:48

PM

Contact added

Contact created by thabee2004



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14



Books



Search in Expenses (

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Keerthi Sweets



Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Reports

Documents

Payroll

All Expenses



+ New



DATE	EXPENSE ...	REFERENC ...	VENDOR N...	PAID THRO...	CUSTOMER...	STATUS	AMOUNT
27/10/2023	Advertising And Marketing			Petty Cash		NON-BILLABLE	₹10,000.00
27/10/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00



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14



Books



Search in Expenses (

Trial expire...

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Keerthi Sweets



Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Reports

Documents

Payroll

Expense Details

Expense History

Edit Make Recurring Print

Expense Amount

₹10,000.00 on 27/10/2023

NON-BILLABLE

Advertising And Marketing

Paid Through

Petty Cash

Drag or Drop your Receipts
Maximum file size allowed is 7MB

Upload your Files

Journal

Amount is displayed in your base currency INR

Expense

ACCOUNT

Advertising And Marketing

Petty Cash

DEBIT

10,000.00

0.00

10,000.00

CREDIT

0.00

10,000.00

10,000.00



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14



Search in Purchase O

Trial expire...

Subscribe



Keerthi Sweets -



- Home
- Items
- Banking
- Sales
- Purchases
- Vendors
- Expenses
- Recurring Expenses
- Purchase Orders
- Bills
- Payments Made
- Recurring Bills
- Vendor Credits
- Time Tracking
- Accountant
- Reports
- Documents
- Payroll

All Purchase Orders

+ New



DATE	PURCHAS...	REFERENC...	VENDOR N...	STATUS	BILLED ST...	AMOUNT	EXPECTED...
25/10/2023	PO-00003		Thabithai Jangri	DRAFT		₹600.00	25/10/2023
25/10/2023	PO-00002		Uma Gulab	DRAFT		₹40.00	27/10/2023
25/10/2023	PO-00001		Sathya Sweets	DRAFT		₹50.00	26/10/2023



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14



Books



Search in Purchase O

Trial expire...

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Keerthi Sweets -



Home

PO-00003

Attachments

Comments & History



Items



Send Mail



Mark as Issued



Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Reports

Documents

Payroll

Draft

Keerthi Sweets
Tamil Nadu
India
8148978337
thabee2004@gmail.com

Vendor Address

Thabithal Jangri

Deliver To

thabee2004
Tamil Nadu
India
8148978337
thabee2004@gmail.com

PURCHASE ORDER

PO-00003

Date : 25/10/2023

Delivery Date : 25/10/2023

#	Item & Description	Qty	Rate	Amount
1	Dry Fruits Raw Material	1.00 kg	600.00	600.00
			Sub Total	600.00
			Total	₹600.00

Authorized Signature _____

Template : 'Standard Template' [Change](#)



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14



Books



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Trial expire...

Subscribe



Keerthi Sweets -



Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Reports

Documents

Payroll

All Bills

+ New



DATE	BILL#	REFERENC...	VENDOR N...	STATUS	DUE DATE	AMOUNT	BALANCE ...
26/10/2023	105		Uma Gulab	OVERDUE BY 1 DAY	26/10/2023	₹50.00	₹50.00
27/10/2023	104		Thabithal Jangri	OPEN	27/10/2023	₹40.00	₹40.00
26/10/2023	103		Sathya Sweets	OVERDUE BY 1 DAY	26/10/2023	₹600.00	₹600.00
26/10/2023	102		Siva poonthi	OVERDUE BY 1 DAY	26/10/2023	₹150.00	₹150.00
26/10/2023	101		Bhavani Kurfi	OVERDUE BY 1 DAY	26/10/2023	₹500.00	₹500.00

- Sales [Icon]
- Purchases [Icon]
- Vendors
- Expenses
- Recurring Expenses
- Purchase Orders
- Bills [Icon]**
- Payments Made
- Recurring Bills
- Vendor Credits

Record Payment

Payment for this bill is overdue. You can record the payment for this bill if paid.

Record Payment

Show PDF View [Toggle]



Keerthi Sweets
Tamil Nadu
India
8148978337
thabee2004@gmail.com

BILL

Bill# 105

Balance Due
₹50.00

Bill From
Uma Gulab

Bill Date : 26/10/2023
Due Date : 26/10/2023
Terms : Due on Receipt

#	Item & Description	Qty	Rate	Amount
1	Sugar Raw Material	1.00 kg	50.00	50.00

Sub Total 50.00

Total ₹50.00

Balance Due ₹50.00

Authorized Signature _____

Journal

Amount is displayed in your base currency INR

Bill

ACCOUNT	DEBIT	CREDIT
Cost of Goods Sold	50.00	0.00
Accounts Payable	0.00	50.00
	50.00	50.00



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14



Books



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Keerthi Sweets -



Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Reports

Documents

Payroll

All Payments

+ New



DATE	PAYMENT #	REFERENCE#	VENDOR NAME	BILL#
27/10/2023	1		Bhavani Kurfi	
27/10/2023	2		Sathya Sweets	
27/10/2023	3		Siva poonthi	



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14



Books



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Home

1

Attachments

Payment History

X

Items

Edit

Email

PDF/Print



Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Accountant

Reports

Documents

Payroll

Keerthi Sweets

Tamil Nadu

India

8148978337

thabee2004@gmail.com

PAYMENTS MADE

Payment#

1

Payment Date

27/10/2023

Reference Number

Paid To

Bhavani Kurfi

Payment Mode

Cash

Paid Through

ICICI Bank-001

Amount Paid In Words Indian Rupee Five Hundred Only

Paid To

Bhavani Kurfi

Amount Paid
₹500.00

Over payment: ₹500.00

Journal

Journal entries will not be available for Receipts in the false state

</

**Amount is displayed in your base currency



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14



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Keerthi Sweets



Today

Customize Report

Schedule Report



Export As



Keerthi Sweets Balance Sheet

Basis: Accrual

As of 27/10/2023

+ Add Temporary Note

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	70,000.00
Total for Cash	70,000.00
Bank	
ICICI Bank-001	-84,850.00
Total for Bank	-84,850.00
Accounts Receivable	3,950.00
Other current assets	
Prepaid Expenses	1,250.00
Total for Other current assets	1,250.00
Total for Current Assets	-9,650.00
Total for Assets	-9,650.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	1,340.00
Unearned Revenue	1,400.00
Total for Current Liabilities	2,740.00
Total for Liabilities	2,740.00
Equities	
Current Year Earnings	-12,390.00
Total for Equities	-12,390.00
Total for Liabilities & Equities	-9,650.00

**Amount is displayed in your base currency

