

ITEM CREATION

Items | Zoho Books

books.zoho.in/app/60024587310#/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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Active Items [+ New](#) [...](#) [?](#)

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE	Q
<input type="checkbox"/>	Construction and Renovation Materials		₹0.00	336911	unit	₹1,000.00	
<input type="checkbox"/>	Decorative Accessories		₹0.00	336911	unit	₹500.00	
<input type="checkbox"/>	Furniture & Fixture Items		₹0.00	336911	unit	₹1,000.00	
<input type="checkbox"/>	Commercial Interior Design		₹20,000.00	336911	sft	₹0.00	
<input type="checkbox"/>	Residential Interior Design		₹10,000.00	336911	sft	₹0.00	

2:23 AM 10/18/2023

VENDORS CREATION

Zoho Books

books.zoho.in/app/60024587310#/vendors?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D

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Books Search in Vendors (/)

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Active Vendors + New

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (...)	GST TREATMENT
<input type="checkbox"/>	ConstructEdge Solutions	ConstructEdge Solutions			Tamil Nadu	₹2,00,000.00	₹2,00,000.00	Unregistered Business
<input type="checkbox"/>	Raj Kamal Decoratives	Raj Kamal Decoratives			Tamil Nadu	₹1,18,000.00	₹1,18,000.00	Registered Business - Regular
<input type="checkbox"/>	Juniper Furnitures	Juniper Furnitures			Tamil Nadu	₹2,36,000.00	₹2,36,000.00	Registered Business - Regular

Home
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Sales
Purchases
Vendors
Expenses
Recurring Expenses
Purchase Orders
Bills
Payments Made
Recurring Bills

2:02 AM 10/18/2023

PURCHASE ORDER CREATION

Purchase Orders | Zoho Books

books.zoho.in/app/60024587310#/purchaseorders?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

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Books

Search in Purchase Orders (/)

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All Purchase Orders

+ New

DATE	PURCHASE ORDER#	REFERENCE#	VENDOR NAME	STATUS	BILLED STATUS	AMOUNT	EXPECTED DELIVER...
16/10/2023	PO-00001		Juniper Furnitures	CLOSED	BILLED	₹0.00	

2:15 AM

10/18/2023

BILLS CREATION

Bills | Zoho Books

books.zoho.in/app/60024587310#/bills?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

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Books

Search in Bills (/)

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All Bills

+ New

...

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<input type="checkbox"/>	DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	Q
<input type="checkbox"/>	16/10/2023	03		ConstructEdge Solutions	OPEN	30/11/2023	₹2,00,000.00	₹2,00,000.00	
<input type="checkbox"/>	16/10/2023	02		Raj Kamal Decoratives	OPEN	15/11/2023	₹1,18,000.00	₹1,18,000.00	
<input type="checkbox"/>	16/10/2023	01	PO-00001	Juniper Furnitures	OVERDUE BY 2 DAYS	16/10/2023	₹2,36,000.00	₹2,36,000.00	

CUSTOMER CREATION

Contacts | Zoho Books

books.zoho.in/app/60024587310#/contacts?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D

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Books

HomeItemsBankingSalesCustomersQuotesSales OrdersDelivery ChallansInvoicesPayments ReceivedRecurring InvoicesCredit Notes

Search in Customers (/)

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Active Customers

	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	Growmore Careers	Growmore Careers			Tamil Nadu	₹0.00	₹11,80,000.00
<input type="checkbox"/>	Dream Homes	Dream Homes			Tamil Nadu	₹11,80,000.00	₹0.00
<input type="checkbox"/>	TechWise Constructions Pvt Ltd	TechWise Constructions			Tamil Nadu	₹59,00,000.00	₹59,00,000.00

2:16 AM 10/18/2023

SALES ORDER CRAETION

Sales Orders | Zoho Books

books.zoho.in/app/60024587310#/salesorders?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

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Books Search in Sales Orders (/ /)

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All Sales Orders [+ New](#) [⋮](#) [?](#)

<input type="checkbox"/>	DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED	PAYMENT
<input type="checkbox"/>	16/10/2023	SO-00001		TechWise Constructions Pvt Ltd	CLOSED	<div></div>	<div></div>

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2:16 AM
10/18/2023

INVOICES CREATION

Invoices | Zoho Books

books.zoho.in/app/60024587310#/invoices?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

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All Invoices [+ New](#) [⋮](#) [?](#)

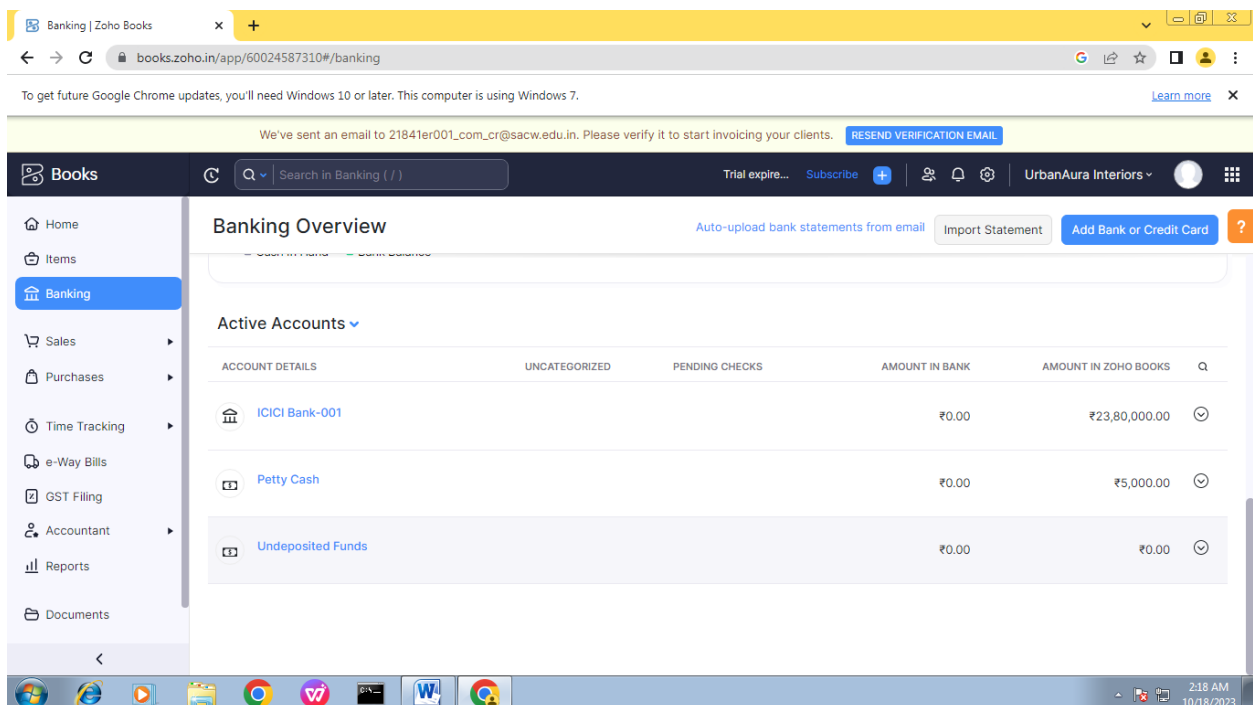
<input type="checkbox"/>	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	Q
<input type="checkbox"/>	16/10/2023	INV-000002		Dream Homes	DUE IN 43 DAYS	30/11/2023	₹11,80,000.00	₹11,80,000.00	
<input type="checkbox"/>	16/10/2023	INV-000001	SO-00001	TechWise Constructions Pvt Ltd	DUE IN 13 DAYS	31/10/2023	₹59,00,000.00	₹59,00,000.00	

Sales [+](#)

- Customers
- Quotes
- Sales Orders
- Delivery Challans
- Invoices** [+](#)
- Payments Received
- Recurring Invoices
- Credit Notes

Windows taskbar: 2:18 AM 10/18/2023

BANKING OVERVIEW CRAETION



The screenshot displays the Zoho Books Banking Overview page. The browser address bar shows the URL `books.zoho.in/app/60024587310#/banking`. A notification banner at the top states: "We've sent an email to 21841er001_com_cr@sacw.edu.in. Please verify it to start invoicing your clients." with a "RESEND VERIFICATION EMAIL" button.

The left sidebar contains the following menu items: Home, Items, Banking (highlighted), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, and Documents.

The main content area is titled "Banking Overview" and includes the following options: "Auto-upload bank statements from email", "Import Statement", and "Add Bank or Credit Card".

Under the "Active Accounts" section, there is a table with the following data:

ACCOUNT DETAILS	UNCATEGORIZED	PENDING CHECKS	AMOUNT IN BANK	AMOUNT IN ZOHOO BOOKS	
ICICI Bank-001			₹0.00	₹23,80,000.00	🔄
Petty Cash			₹0.00	₹5,000.00	🔄
Undeposited Funds			₹0.00	₹0.00	🔄

The Windows taskbar at the bottom shows the time as 2:18 AM on 10/18/2023.

ACCOUNTS CREATION

Chart of Accounts | Accountant | x

books.zoho.in/app/60024587310#/accountant/chartofaccounts?filter_by=AccountType.Active&search_criteria=%7B%22account_name_contains%22%3A%22salary%20payabl...

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Books Search in Chart of Accounts (/)

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Accountant

- Manual Journals
- Bulk Update
- Currency Adjustments
- Chart of Accounts**
- Budgets
- Transaction Locking
- Reports
- Documents
- Dashboard

All Accounts

Search Criteria

- Account Name contains salary payable

[Change Criteria](#) [Search across Zoho](#)

ACCOUNT NAME	ACCOUNT CODE	ACCOUNT TYPE	DOCUMENTS	PARENT ACCOUNT NAME
<input type="checkbox"/> salary payable		Other Current Liability		

MANUAL JOURNAL CRAETION

Journals | Accountant | Zoho Books

books.zoho.in/app/60024587310#/accountant/journals?filter_by=Status.All%2CJournalDate.All&per_page=25&sort_column=journal_date&sort_order=D

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Books Search (/)

Manual Journals

+ New Journal + ... Find Accountants ?

VIEW BY: Status: All Journals Period: All

<input type="checkbox"/>	DATE	JOURNAL#	REFERENCE NUMBER	STATUS	NOTES	AMOUNT	CREATED BY	
<input type="checkbox"/>	16/10/2023	1		PUBLISHED		₹25,00,000.00	21841er001_com_cr	

Windows taskbar: 2:20 AM 10/18/2023

EXPENSES CREATION

Expenses | Zoho Books

books.zoho.in/app/60024587310#/expenses?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

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Books

Search in Expenses (/)

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DATE

EXPENSE ACCOUNT

REFERENCE#

VENDOR NAME

PAID THROUGH

CUSTOMER NAME

STATUS

AMOUNT

16/10/2023

salary payable

ICICI Bank-001

NON-BILLABLE

₹25,00,000.00

16/10/2023

Other Expenses

Petty Cash

NON-BILLABLE

₹5,000.00

16/10/2023

Labor

ICICI Bank-001

NON-BILLABLE

₹15,00,000.00

16/10/2023

Rent Expense

01

ICICI Bank-001

NON-BILLABLE

₹2,36,000.00

3:04 AM

10/18/2023

BANK CREATION

ICICI Bank-001 | Banking | Zoho Books

books.zoho.in/app/60024587310#/banking/transactions?account_id=151670400000023466&filter_by=Status.All&per_page=25&sort_order=D

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Learn more

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Search In Banking (/)

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ICICI Bank-001

Add TransactionImport Statement

Amount In Zoho Books

₹23,80,000.00

Dashboard

Uncategorized Transactions

All Transactions

Account Summary

From Bank Statements

In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
16/10/2023		salary payable	Manually Added		₹25,00,000.00	₹23,80,000.00
16/10/2023		Vendor Payment Vendor: ConstructEdge Solutions	Manually Added		₹2,00,000.00	₹48,80,000.00
16/10/2023		Vendor Payment Vendor: Raj Kamal Decoratives	Manually Added		₹1,18,000.00	₹50,80,000.00
16/10/2023		Vendor Payment	Manually Added		₹2,36,000.00	₹51,98,000.00

WPS Office

2:20 AM 10/18/2023

