

All Purchase Orders

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	DATE	PURCHASE...	REFERENCE#	VENDOR N...	STATUS	BILLED STA...	AMOUNT	EXPECTED ...	
	21/10/2023	PO-00001		Juniper Networks	CLOSED	BILLED	₹2,36,000.00		

Active Items ▼

NAME	DESCRIPTION	RATE	HSN/SAC
Cybersecurity		₹10,000.00	
Cloud services		₹15,000.00	
Web maintenance		₹30,000.00	
Software development		₹20,000.00	
IT consulting		₹10,000.00	



Zoho Books

How to record and manage expenses

Time To Manage Your Expenses!

Create and manage expenses that are part of your organization's operating costs.

RECORD EXPENSE

Import Expenses

Life cycle of an Expense



In the Expenses section, you can:

- ✓ Record a single expense or record expenses in bulk.
- ✓ Set mileage rates and record expenses based on the distance travelled.
- ✓ Convert an expense into an invoice to get it reimbursed.

Try Zoho's advanced travel and expense reporting software

Zoho Expense streamlines your corporate travel, automates expense reporting, simplifies approvals and reimbursements, and offers you flawless data sync with Zoho Books.

Try for Free

All Bills ▼

[+ New](#) ▼

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<input type="checkbox"/>	DATE	BILL#	REFERENCE...	VENDOR N...	STATUS	DUE DATE	AMOUNT	BALANCE...	Q
<input type="checkbox"/>	05/04/2023	02		Amazon Web Services	PAID	20/10/2023	₹54,000.00	₹0.00	
<input type="checkbox"/>	21/10/2023	01	PO-00001	Juniper Networks	OPEN	21/10/2023	₹2,36,000.00	₹2,36,000.00	