



## Welcome to Zoho Books

Your journey to effortlessly manage your accounting starts here.



- ▶ Getting started with Zoho Books | Tamil
- ▶ Getting started with Zoho Books | Hindi



Zoho Books can now be accessed from your desktop using the Windows app.

[Explore Windows App](#)

## Let's get Zoho Books up and running for your business

### Set up your Customer Portal name ⓘ

Msoemiyas

<https://books.zoho.in/portal/Msoemiyas>

[Update](#)

Use the default Customer Portal name



### Configure Chart of Accounts

Create new accounts or edit existing accounts to suit your business needs.

[Configure](#) ▶



### Set up Opening Balances

Enter the closing balance from your previous accounting system.

[Configure](#) ▶



### Update Your GST Settings

Setup your taxes to create transactions and file your returns from Zoho Books.

[Configure](#) ▶



### Configure Banks and Credit Cards

Reconcile transactions with live feeds from your bank and credit card easily.

[Configure](#) ▶



### Have a question?

Write to us at [support.india@zohobooks.com](mailto:support.india@zohobooks.com) and we'll answer you.

[Mail us](#) ▶



### Searching for an accountant?

Find Zoho Books certified financial advisors who can help you run your business efficiently using Zoho Books.

[Find a Zoho Books Advisor](#) ▶



### Learn more from our webinars

Gain in-depth understanding from our collection of recorded webinars.

[Watch our Webinars](#) ▶

Follow us and stay up to date





books.zoho.in/app/60024537421



We've sent an email to boomazowmiya@gmail.com. Please verify it to start invoicing your clients.

[RESEND VERIFICATION EMAIL](#)

Books



Search in Items ( / )

Total expense...

Subscribe



M.SOWMIYA -



Home

Bulk Actions

New Transaction

1 Items Selected

Items

Banking

Sales

Purchases

Time Tracking

Accountant

Reports

Documents

Payroll

☒ NAME

DESCRIPTION

RATE

USAGE UNIT

☒ Corporate Catering

₹300.00 plate



Type 

☒ Goods ☐ Service

Name\*

Corporate catering

Unit 

plate

☒ Sales Information

Selling Price\*

INR 300

Account\*

Sales

Description

☒ Purchase Information

Cost Price\*

INR

Account\*

Cost of Goods Sold

Description

Preferred Vendor

Do you want to keep track of this item? **Enable Inventory** to view its stock based on the sales and purchase transactions you record for it. Go to **Settings > Preferences > Items** and enable inventory.



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Books

Search in Items ( / )

Trial expire... Subscribe

M.SOWMIYA

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Bulk Actions

New Transaction

2 Items Selected

NAME	DESCRIPTION	RATE	USAGE UNIT
Corporate catering		₹300.00	plate
Corporate Catering		₹300.00	plate





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[BUSINESS VERIFICATION EMAIL](#)

Search in Vendors ( / )

Total expense...

[Subscribe](#)

M.SOWMIYA -



Home



Bulk Update



2 Customers | Selected

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[RESEND VERIFICATION EMAIL](#)

Search in Purchase 0

Total expense...

Subscribe



M.SOWMIYA -



Home

Bulk Actions ▾



3 Purchase Orders Selected

Items



DATE

PURCHASE

REFERENCE

VENDOR

STATUS

BILLED

AMOUNT

EXPECTED



Billing

Foods  
Market

0

Sales ▸



19/10/2023

PO: 00002

Whole  
Foods  
Market

DRAFT

₹1,00,000.00

0

Purchases ▸

Vendors

Expenses



19/10/2023

PO: 00003

Whole  
Foods  
Market

DRAFT

₹1,00,000.00

0

Recurring Expenses

Purchase Orders

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Recurring Bills

Vendor Credits

Time Tracking ▸

Accountant ▸

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Vendor Name\*

Whole Foods Market

[AP View Vendor Details](#)

Payment #\*

3



Payment Made\*

INR

Initiate payments for your bills directly from Zoho Books by integrating with one of our partner banks. [Set up Now](#)

Payment Date\*

26/10/2023

Payment Mode

Cash



Paid Through\*

Petty Cash



Reference#

[Clear Applied Amount](#)

Date	Bill #	FOR	Bill Amount	Amount Due	Payment
------	--------	-----	-------------	------------	---------

There are no bills for this vendor.

Total 0.00

Amount Paid:

0.00

Amount used for Payments:

0.00

Amount Refunded:

0.00

Amount in Excess:

₹ 0.00

Notes (Internal use: Not visible to vendors)

Attachments

Upload File

You can upload a maximum of 5 files (4MB each)

**Additional Fields:** Start adding custom fields for your payments made by going to [Settings](#) [Payments Made](#)

[Save](#)

[Cancel](#)

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Customer Name\*

TechWave Solutions Pvt Ltd Pvt

INR

or View Customer Details

BILLING ADDRESS

Add new address

SHIPPING ADDRESS

Add new address

Order Number

Invoice Date\*

26/10/2023

To create transaction dated before 01/07/2017, click here

Terms

Due on Receipt

Due Date

26/10/2023

Salesperson

Select or Add Salesperson

Subject ⓘ

Let your customer know what this invoice is for

ⓘ Bulk Update Line Items

ITEM DETAILS

QUANTITY

RATE

DISCOUNT

AMOUNT

Type or click to select an item

1.00

0.00

0 %

₹

⊕ Add another line

Customer Notes

Thanks for your business

Will be displayed on the invoice

Sub Total

0.00

⊙ TDS

TCS

Select a Tax

- 0.00

Adjustment ⓘ

0.00

Total ( ₹ )

0.00

Save as Draft

Save and Send

Cancel

⌚ Make Recurring

Total Amount: ₹ 0

Total Quantity: 0



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### Create Account

Account Type\*

Other Asset

**Assets**

Track special assets like goodwill and other intangible assets

Account Code

Description

Max 500 characters

Add to the watchlist on my dashboard

Save Cancel

Employee Reimbursements	Other Current Liability
TDS Payable	Other Current Liability
Opening Balance Adjustments	Other Current Liability
Unearned Revenue	Other Current Liability
Tax Payable	Other Current Liability
Accounts Payable	Accounts Payable
Mortgages	Long Term Liability
Construction Loans	Long Term Liability
Dimension Adjustments	Other Liability
Drawings	Equity
Investments	Equity
Distributions	Equity
Capital Stock	Equity
Dividends Paid	Equity
Retained Earnings	Equity
Owner's Equity	Equity
Opening Balance Offset	Equity
Other Charges	Income
Shipping Charge	Income
Sales	Income
General Income	Income
Interest Income	Income
Late Fee Income	Income
Discount	Income
Travel Expense	Expense
Telephone Expense	Expense
Automobile Expense	Expense
IT and Internet Expenses	Expense

Date\*

26/10/2023

Journal#\*

1

①

Reference#

Notes\*

Salary payable for the month of April-2023

Journal Type

☒ Cash based journal②

Currency

INR - Indian Rupee

▼

ACCOUNT	DESCRIPTION	CONTACT (INR)	DEBIT	CREDIT
Select an account ▼	Being salary payable for the month of April-2023	Select Contact ▼	20000	
Select an account ▼	Being salary payable for the month of April-2023	Select Contact ▼		

☒ Add another line

Sub Total	20,000.00	0.00
<b>Total (₹)</b>	<b>20,000.00</b>	<b>0.00</b>

Difference 20,000.00

Attachments

 Upload File ▼

This field supports a maximum of 5 files. (Add each)

Save and Publish

Save as Draft

Cancel

 Make Recurring

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Expense Details

Edit

Make Recurring

Print

Expense Amount

₹50,000.00 on 26/10/2023

NON BILLABLE

Rent Expense

Paid Through

Opening Balance Offset

Journal

Account is required to enter bank entries

Expense

ACCOUNT	DEBIT	CREDIT
Rent Expense	50,000.00	0.00
Opening Balance Offset	0.00	50,000.00
	50,000.00	50,000.00

Expense History

Drag or Drop your Receipts

Maximum file size allowed is 1MB

Upload your Files






## Auto-upload bank statements from email

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

### All Accounts ▾

(1) Last 30 days +

 Cash in Hand  
₹-1,00,000.00

 Hide Chart ▾



● Cash in Hand

### Active Accounts ▾

ACCOUNT DETAILS	UNCATEGORIZED	PENDING CHECKS	AMOUNT IN BANK	AMOUNT IN ZOHOBOOKS	
 Petty Cash			₹0.00	₹-1,00,000.00	
 Undeposited Funds			₹0.00	₹0.00	

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## Business Overview

- Profit and Loss
- Profit and Loss (Schedule-BI)
- Horizontal Profit and Loss
- Cash Flow Statement
- Balance Sheet
- Horizontal Balance Sheet
- Balance Sheet (Schedule-BI)
- Business Performance Ratio
- Movement of Equity

## Sales

- Sales by Customer
- Sales by Item
- Sales by Sales Person

## Receivables

- Customer Balances
- AR Aging Summary
- AR Aging Details
- Invoice Details
- Sales Order Details
- Delivery Chalan Details
- Quote Details
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- Receivable Summary
- Receivable Details

## Payments Received

- Payments Received
- Time to Get Paid
- Credit Note Details
- Refund History

## Recurring Invoices

- Recurring Invoice Details

## Payables

- Vendor Balances
- Vendor Balance Summary
- AP Aging Summary

# M.SOWMIYA Profit and Loss

Basis: Accrual

From 01/10/2023 To 31/10/2023

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
<b>Operating Income</b>	
Total for Operating Income	0.00
<b>Cost of Goods Sold</b>	
Total for Cost of Goods Sold	0.00
<b>Gross Profit</b>	0.00
<b>Operating Expense</b>	
Rent Expense	50,000.00
Total for Operating Expense	50,000.00
<b>Operating Profit</b>	-50,000.00
<b>Non Operating Income</b>	
Total for Non Operating Income	0.00
<b>Non Operating Expense</b>	
Total for Non Operating Expense	0.00
<b>Net Profit/Loss</b>	-50,000.00

\*\*Amount is displayed in your base currency **INR**

M.SOWMIYA  
Balance Sheet

Bas: Accrual  
As of 26/10/2023

⚡ Add Temporary Note

ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Petty Cash	-1,00,000.00
<b>Total for Cash</b>	-1,00,000.00
<b>Total for Current Assets</b>	-1,00,000.00
<b>Total for Assets</b>	-1,00,000.00
<b>Liabilities &amp; Equities</b>	
<b>Equities</b>	
Opening Balance Offset	50,000.00
Current Year Earnings	-1,50,000.00
<b>Total for Equities</b>	-1,00,000.00
<b>Total for Liabilities &amp; Equities</b>	-1,00,000.00

Amount is displayed in your base currency 



M.SOWMIYA  
AR Aging Summary By Invoice Due Date  
As of 26/10/2023

[+ Add Temporary Note](#)

CUSTOMER	TOTAL RECEIVABLE	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	46-60 DAYS	TOTAL
No data to display							

# M SOWMIYA Journal Report

Basis: Accrual

From 01/10/2023 To 31/10/2023

+ Add Temporary Note

18/10/2023 - PAYMENTS MADE 02 (WHOLE FOODS MARKET)

	DEBIT	CREDIT
Accounts Payable	50,000.00	0.00
Petty Cash	0.00	50,000.00
	50,000.00	50,000.00

28/10/2023 - PAYMENTS MADE 02 (WHOLE FOODS MARKET)

	DEBIT	CREDIT
Accounts Payable	50,000.00	0.00
Petty Cash	0.00	50,000.00
	50,000.00	50,000.00

28/10/2023 - EXPENSE 1

	DEBIT	CREDIT
Rent Expense	50,000.00	0.00
Opening Balance Offset	0.00	50,000.00
	50,000.00	50,000.00

\*\*Amount is displayed in your base currency **USD**