

PREPARATION AND MAINTENANCE OF ZOHO BOOKS FOR HEALTHHUB MEDICAL CLINIC

ITEM CREATION

WhatsApp Items | Zoho Books

books.zoho.in/app/60024574235#/inventory/items?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D

We've sent an email to 21841er012_com_cr@sacw.edu.in. Please verify it to start invoicing your clients. [RESEND VERIFICATION EMAIL](#)

Books Search in Items (/) Trial expires in 12 days. [Subscribe](#) HealthHub Medical CL...

Active Items [+ New](#) [...](#) [?](#)

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE	Q
<input type="checkbox"/>	X-ray films		₹0.00	999312	sheet	₹500.00	
<input type="checkbox"/>	Medical Supplies		₹0.00	999312	box	₹2,000.00	
<input type="checkbox"/>	Pharmaceuticals		₹0.00	999312	box	₹1,000.00	
<input type="checkbox"/>	Preventive Health Checkup		₹5,000.00	999312	person	₹0.00	
<input type="checkbox"/>	X-rays Scanning		₹1,000.00	999312	scan	₹0.00	
<input type="checkbox"/>	General Medical Consultation		₹500.00	999312	Consultation	₹0.00	

Type here to search 29°C Nevoeiro 7:48 PM 10/18/2023

VENDORS CREATION

books.zoho.in/app/60024574235#/vendors?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D

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Active Vendors [+ New](#) [...](#) [?](#)

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	
<input type="checkbox"/>	Spectrum Radiography Supplies	Spectrum Radiography			Tamil Nadu	₹1,00,000.00	₹1,00,000.00	
<input type="checkbox"/>	Medline Industries	Medline Industries			Tamil Nadu	₹2,36,000.00	₹2,36,000.00	
<input type="checkbox"/>	Mega Pharmaceuticals	Mega Pharmaceuticals			Tamil Nadu	₹2,36,000.00	₹2,36,000.00	

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PURCHASE ORDER CREATION

(1) WhatsApp

Purchase Orders [Zoho Books]

+

books.zoho.in/app/60024574235#/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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Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

All Purchase Orders

DATE

PURCHASE ORDER#

REFERENCE#

VENDOR NAME

STATUS

BILLED STATUS

AMOUNT

EXPECTED DELIVERY D...

16/10/2023

PO-00001

Mega Pharmaceuticals

CLOSED

BILLED

₹2,36,000.00

Type here to search

29°C Nevoeiro

7:55 PM 10/18/2023

BILLS CREATION

(1) WhatsApp

Bills | Zoho Books

+

books.zoho.in/app/60024574235#/bills?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

8 Content Writing E...HTML Editors - W3...

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Purchases

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Recurring Expenses

Purchase Orders

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Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

All Bills

DATE

BILL#

REFERENCE NUMBER

VENDOR NAME

STATUS

DUE DATE

AMOUNT

BALANCE DUE

☐

16/10/2023

03

Medline Industries

OPEN

30/11/2023

₹2,36,000.00

₹2,36,000.00

☐

16/10/2023

02

Spectrum Radiography Supplies

OVERDUE BY 2 DAYS

16/10/2023

₹1,00,000.00

₹1,00,000.00

☐

16/10/2023

01

PO-00001

Mega Pharmaceuticals

OVERDUE BY 2 DAYS

16/10/2023

₹2,36,000.00

₹2,36,000.00

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CUSTOMERS CREATION

WhatsApp

Contacts | Zoho Books

+

books.zoho.in/app/60024574235#/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 Trans

Active Customers

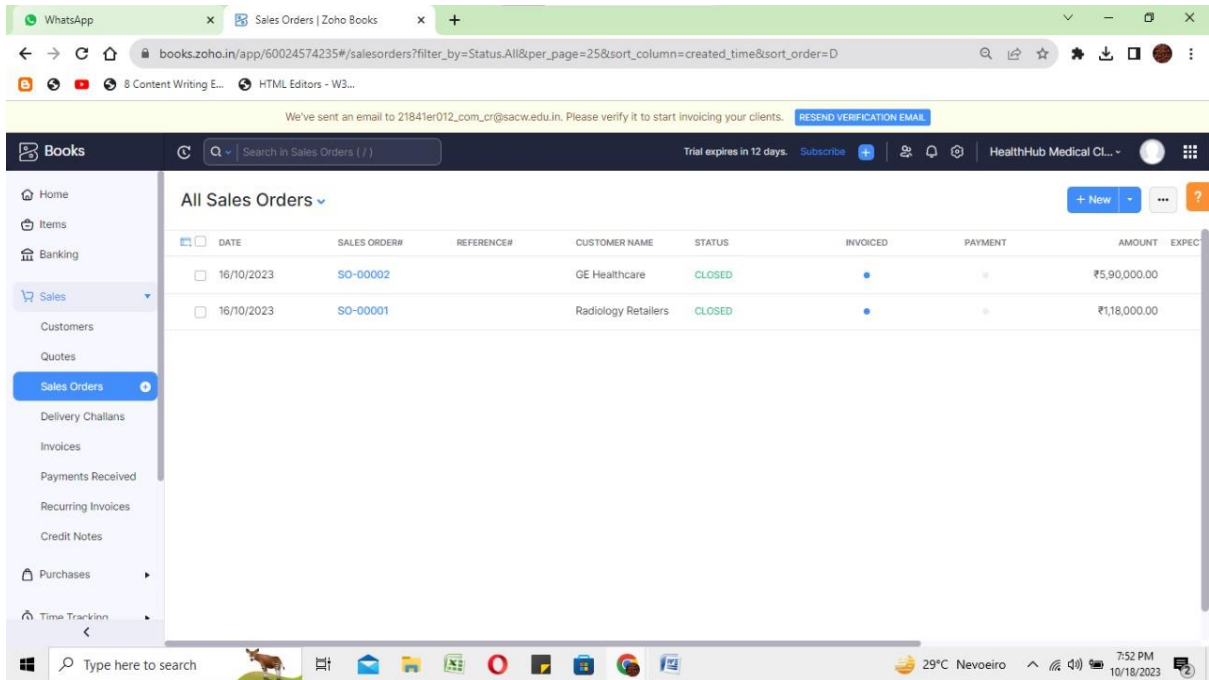
+ New

	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)	
<input type="checkbox"/>	Radiology Retailers	Radiology Retailers			Tamil Nadu	₹1,18,000.00	₹1,18,000.00	
<input type="checkbox"/>	GE Healthcare	GE Healthcare			Tamil Nadu	₹5,90,000.00	₹5,90,000.00	

Type here to search

29°C Nevoeiro 7:52 PM 10/18/2023

SALES ORDER CREATION



The screenshot displays the Zoho Books web application interface. The browser's address bar shows the URL: `books.zoho.in/app/60024574235#/salesorders?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 21841er012_com_cr@sacw.edu.in. Please verify it to start invoicing your clients. [RESEND VERIFICATION EMAIL](#)".

The application header includes the "Books" logo, a search bar with the text "Search in Sales Orders (/)", and a trial notice: "Trial expires in 12 days. [Subscribe](#)". The user profile "HealthHub Medical CL..." is visible on the right.

The left sidebar contains a navigation menu with the following items: Home, Items, Banking, Sales (selected), Customers, Quotes, Sales Orders (highlighted with a plus icon), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, and Time Tracking.

The main content area is titled "All Sales Orders" and features a table with the following data:

DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED	PAYMENT	AMOUNT	EXPEC
16/10/2023	SO-00002		GE Healthcare	CLOSED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	₹5,90,000.00	
16/10/2023	SO-00001		Radiology Retailers	CLOSED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	₹1,18,000.00	

The Windows taskbar at the bottom shows the system clock as 7:52 PM on 10/18/2023, with a temperature of 29°C in Nevoeiro.

INVOICES CREATION

(1) WhatsApp

Invoices | Zoho Books

+

books.zoho.in/app/60024574235#/invoices?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

Content Writing E...HTML Editors - W3...

We've sent an email to 21841er012_com_cr@sacw.edu.in. Please verify it to start invoicing your clients.[RESEND VERIFICATION EMAIL](#)

Books

Search in Invoices (/)

Trial expires in 12 days.[Subscribe](#)

HealthHub Medical CL...

Home

Items

Banking

Sales

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

Purchases

Time Tracking

All Invoices

+ New

...

?

	DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
<input type="checkbox"/>	16/10/2023	INV-000002	SO-00002	GE Healthcare	OVERDUE BY 2 DAYS	16/10/2023	₹5,90,000.00	₹5,90,000.00
<input type="checkbox"/>	16/10/2023	INV-000001	SO-00001	Radiology Retailers	OVERDUE BY 2 DAYS	16/10/2023	₹1,18,000.00	₹1,18,000.00

Type here to search

29°C

Nevoeiro

7:53 PM

10/18/2023

BANK ACCOUNT CREATION

WhatsApp

Banking | Zoho Books

+

books.zoho.in/app/60024574235#/banking

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Books

Search in Banking (/)

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HealthHub Medical CL...

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Banking Overview

Auto-upload bank statements from email

Import Statement

Add Bank or Credit Card

Cash In Hand

Bank Balance

Active Accounts

ACCOUNT DETAILS	UNCATEGORIZED	PENDING CHECKS	AMOUNT IN BANK	AMOUNT IN ZOHOBK
ICICI Bank-01 xxxx001			₹0.00	₹8,000.00
Petty Cash			₹0.00	₹5,000.00
Undeposited Funds			₹0.00	₹0.00

Type here to search

29°C Nevoeiro

7:50 PM 10/18/2023

RECORDING OF EXPENSES

(1) WhatsApp

Expenses | Zoho Books

+

books.zoho.in/app/60024574235#/expenses?filter_by=Status.All&per_page=25&sort_column=created_time&sort_order=D

Content Writing E...HTML Editors - W3...

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Books

Search in Expenses (/)

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Purchases

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Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

All Expenses

+ New

?

	DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT	
<input type="checkbox"/>	16/10/2023	salary payable			ICICI Bank-01		NON-BILLABLE	₹1,00,000.00	
<input type="checkbox"/>	16/10/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00	
<input type="checkbox"/>	16/10/2023	Rent Expense	01		ICICI Bank-01		NON-BILLABLE	₹1,18,000.00	

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RECORDING OF JOURNAL ENTRIES

(2) WhatsApp

Journals | Accountant | Zoho Bo

+

books.zoho.in/app/60024574235#/accountant/journals?filter_by=Status.All%2CJournalDate.All&per_page=25&sort_column=journal_date&sort_ord...

Content Writing E...HTML Editors - W3...

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RESEND VERIFICATION EMAIL

Books

Search in Journals (/)

Trial expires in 12 days. [Subscribe](#)

HealthHub Medical CL...

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

Reports

Documents

Manual Journals

+ New Journal

Find Accountants

VIEW BY: Status: All Journals Period: All

	DATE	JOURNAL#	REFERENCE NUMBER	STATUS	NOTES	AMOUNT	CREATED BY
<input type="checkbox"/>	16/10/2023	1		PUBLISHED		₹1,00,000.00	21841er012_com_cr

Type here to search

29°C

Nevoeiro

7:57 PM

10/18/2023

LEDGER CREATION

Browser tabs: (2) WhatsApp, Chart of Accounts | Accountant |

Address bar: books.zoho.in/app/60024574235#/accountant/chartofaccounts?filter_by=AccountType.Active&sort_column=account_type&sort_order=A

Notification: We've sent an email to 21841er012_com_cr@sacw.edu.in. Please verify it to start invoicing your clients. [RESEND VERIFICATION EMAIL](#)

Books | Search in Chart of Accounts (/) | Trial expires in 12 days. [Subscribe](#) | HealthHub Medical CL...

Active Accounts [+ New Account](#) [Find Accountants](#)

ACCOUNT NAME	ACCOUNT CODE	ACCOUNT TYPE	DOCUMENTS	PARENT ACCOUNT NAME
<input type="checkbox"/> Reverse Charge Tax Input but not due		Other Current Asset		
<input type="checkbox"/> Prepaid Expenses		Other Current Asset		
<input type="checkbox"/> TDS Receivable		Other Current Asset		
<input type="checkbox"/> Input Tax Credits		Other Current Asset		
<input type="checkbox"/> Input IGST		Other Current Asset		Input Tax Credits
<input type="checkbox"/> Input CGST		Other Current Asset		Input Tax Credits
<input type="checkbox"/> Input SGST		Other Current Asset		Input Tax Credits
<input type="checkbox"/> Employee Advance		Other Current Asset		
<input type="checkbox"/> Advance Tax		Other Current Asset		
<input type="checkbox"/> Undeposited Funds		Cash		
<input type="checkbox"/> Petty Cash		Cash		

Windows taskbar: Type here to search, 29°C Neveiro, 7:57 PM 10/18/2023

RECORDING OF BANK TRANSACTION

WhatsApp

ICICI Bank-01 | Banking | Zoho

books.zoho.in/app/60024574235#/banking/transactions?account_id=1516712000000021617&filter_by=Status.All&per_page=25&sort_order=D

Content Writing E...HTML Editors - W3...

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Search in Banking (/)

Trial expires in 12 days. [Subscribe](#)

HealthHub Medical CL...

ICICI Bank-01

Account Number: xxxx001

Add TransactionImport Statement

Amount in Zoho Books
₹8,000.00

Dashboard0 Uncategorized TransactionsAll TransactionsIn Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
16/10/2023		Customer Payment Customer: GE Healthcare	Manually Added	₹5,90,000.00		₹8,000.00
16/10/2023		Vendor Payment Vendor: Mega Pharmaceuticals	Manually Added		₹2,36,000.00	₹-5,82,000.00
16/10/2023		salary payable	Manually Added		₹1,00,000.00	₹-3,46,000.00
16/10/2023		Vendor Payment Vendor: Spectrum Radiography Supplies	Manually Added		₹1,00,000.00	₹-2,46,000.00
16/10/2023		Vendor Payment	Manually Added		₹2,36,000.00	₹-1,46,000.00

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