

ITEM CREATION

Items | Zoho Books

books.zoho.in/app/60024577995#/inventory/items?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D

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Home
Items +
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Sales
Purchases
Time Tracking
e-Way Bills
GST Filing
Accountant
Reports
Documents

Active Items + New ... ?

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE	Q
<input type="checkbox"/>	Book and stationery		₹0.00			₹200.00	
<input type="checkbox"/>	Public speaking coaching		₹5,000.00	999294		₹0.00	
<input type="checkbox"/>	competitive exam coaching		₹10,000.00	999294		₹0.00	

Windows taskbar: 2:27 PM 10/18/2023

VENDOR CREATION

Zoho Books

books.zoho.in/app/60024577995#/vendors?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D

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Recurring Bills

Active Vendors + New ... ?

	NAME	COMPANY NAME	EMAIL	PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (...)	GST TREATMENT
<input type="checkbox"/>	Mega Stationery Mart	Mega Stationery Mart			Tamil Nadu	₹1,29,800.00	₹1,29,800.00	Registered Business - Regular

https://books.zoho.in/app/60024577995#/vendors/new

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PURCHASE ORDER

Purchase Orders | Zoho Books

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All Purchase Orders

+ New

	DATE	PURCHASE ORDER#	REFERENCE#	VENDOR NAME	STATUS	BILLED STATUS	AMOUNT	EXPECTED DELIVER...
<input type="checkbox"/>	15/10/2023	PO-00001		Mega Stationery Mart	CLOSED	BILLED	₹1,18,000.00	

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BILLS CREATION

Books | Zoho Books

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All Bills + New ...

<input type="checkbox"/>	DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	Q
<input type="checkbox"/>	25/10/2023	02		Mega Stationery Mart	OPEN	24/11/2023	₹11,800.00	₹11,800.00	
<input type="checkbox"/>	20/10/2023	01	PO-00001	Mega Stationery Mart	OPEN	04/11/2023	₹1,18,000.00	₹1,18,000.00	

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

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CUSTOMER CREATION

Contacts | Zoho Books

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Delivery Challans

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Recurring Invoices

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Active Customers

+ New

	NAME	COMPANY NAME	EMAIL	PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (...)	GST TREATMENT
<input type="checkbox"/>	Growmore Careers	Growmore Careers			Tamil Nadu	₹2,95,000.00	₹2,95,000.00	Unregistered Business
<input type="checkbox"/>	Knowledge Foundation Pvt Ltd	Knowledge Foundation Pvt Ltd			Tamil Nadu	₹23,60,000.00	₹23,60,000.00	Registered Business - Regular

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SALES ORDER

Sales Orders | Zoho Books

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All Sales Orders

+ New

DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED	PAYMENT
25/09/2023	SO-00001		Knowledge Foundation Pvt Ltd	CLOSED		

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ALL VOICES

Invoices | Zoho Books

books.zoho.in/app/60024577995#/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"/>	15/10/2023	INV-000004		Growmore Careers	OVERDUE BY 3 DAYS	15/10/2023	₹2,95,000.00	₹2,95,000.00	
<input type="checkbox"/>	05/10/2023	INV-000002	SO-00001	Knowledge Foundation Pvt Ltd	DUE IN 2 DAYS	20/10/2023	₹23,60,000.00	₹23,60,000.00	

Home Items Banking Sales Customers Quotes Sales Orders Delivery Challans Invoices Payments Received Recurring Invoices Credit Notes

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BANKING OVERVIEW

Banking | Zoho Books

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Banking Overview

Auto-upload bank statements from email

Import Statement

Add Bank or Credit Card

Active Accounts

ACCOUNT DETAILS	UNCATEGORIZED	PENDING CHECKS	AMOUNT IN BANK	AMOUNT IN ZOHOBK	
ICICI Bank-001 xxxx0001			₹0.00	₹14,97,200.00	
Petty Cash			₹0.00	₹5,000.00	
Undeposited Funds			₹0.00	₹0.00	

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ALL ACCOUNTS

Chart of Accounts | Accountant | x

books.zoho.in/app/60024577995#/accountant/chartofaccounts?filter_by=AccountType.Active&search_criteria=%7B%22account_name_contains%3A%22%3A%22SALARY%20PAYABLE%22%3A%22%22%7D

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Search in Chart of Accounts (/)

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Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

Reports

All Accounts

+ New Account

Find Accountants

Search Criteria

Account Name contains SALARY PAYABLE

Change Criteria Search across Zoho

ACCOUNT NAME	ACCOUNT CODE	ACCOUNT TYPE	DOCUMENTS	PARENT ACCOUNT NAME
salary payable		Other Current Liability		

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JOURNAL

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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"/>	18/10/2023	1		PUBLISHED		₹10,00,000.00	21841er048_com_cr

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ICCI BANK

ICICI Bank-001 | Banking | Zoho

books.zoho.in/app/60024577995#/banking/transactions?account_id=147886200000019665&filter_by=Status.All&per_page=25&sort_order=D

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ICICI Bank-001
Account Number: xxxx0001

Add Transaction Import Statement

Amount in Zoho Books
₹14,97,200.00

Dashboard
Account Summary

Uncategorized Transactions
From Bank Statements

All Transactions
In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
15/10/2023	06	salary payable	Manually Added		₹10,00,000.00	₹14,97,200.00
15/10/2023		Vendor Payment Vendor: Mega Stationery Mart	Manually Added		₹11,800.00	₹24,97,200.00
15/10/2023		Customer Payment Customer: Growmore Careers	Manually Added	₹2,95,000.00		₹25,09,000.00
15/10/2023		Vendor Payment Vendor: Mega Stationery Mart	Manually Added		₹1,18,000.00	₹22,14,000.00

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EXPENSE CREATION

Expenses | Zoho Books

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All Expenses + New ?

<input type="checkbox"/>	DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT	Q
<input type="checkbox"/>	15/10/2023	salary payable	06		ICICI Bank-001		NON-BILLABLE	₹10,00,000.00	
<input type="checkbox"/>	15/10/2023	Other Expenses	03		Petty Cash		NON-BILLABLE	₹5,000.00	
<input type="checkbox"/>	15/10/2023	Rent Expense	02		ICICI Bank-001		NON-BILLABLE	₹1,18,000.00	

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