ZOHO Books
Standard Process

GST COMPLIANT ACCOUNTING SOFTWARE

SVT ADVISORS

Project Management | e - Invoicing | GST Filling | Financial Reports | Invoicing | Inventory | Online Payment

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ZOHO CRM

Integrating
Customer
Vendor
S.O. / S.I
P.O. / Bills

ZOHO BOOKS

ESTIMATE — If customer accept estimate → **MARK AS ACCEPTED** W/O accepting Est can't convert to SO / Invoice — Convert to → **SALES ORDER** — User can set approvals →

Directly convert to invoice also →

PRODUCT

APPROVALS
Only admin or authorise person can approve or reject

Can set approvals by module wise transaction creation

- **SALES APPROVALS**
- **PURCHASE APPROVALS**
- **INVENTORY APPROVALS**

Also, configure multi-level approvals with specific approvers

DROPSHIPMENT
If you wish to deliver your order directly to the customer from the vendor / supplier then create a "dropship". In this way inventory in your godown will not affect

DROPSHIP
Drop shipment redirect you to PO module

CREATE PO
Once you receive bill from your vendor

UNAVAILABLE

MAKE | **BUY**

IF NO COMPOSITE IS CREATED

ALREADY COMPOSITE CREATED

COMPOSITE ITEM
Add associate products for your finished good

Associate Product **UNAVAILABLE** — Manually →

Associate Product **AVAILABLE**

CREATE PO

CREATE BUNDLE
Fg produced and associated product consumed in this process

AVAILABLE — Courier pick from godown → **CREATE PACKAGE** → **CREATE SHIPMENT**

Once order shipped to place → **MARK AS DELIVERED**

CONVERT SO TO PO — Once you receive product click to → **RECIEVE** — You can create bills as per your receive qty → **CONVERT TO BILL** Can set approvals here

Directly convert your po to bill also

RECORD BILL

CREATE PACKAGE

BILL STATUS
Status shows as per due dates of bills
OPEN OVERDUE

PAYMENT MADE EMAIL NOTIFICATION
You can send payment notification to vendor once you pay your bills

CONVERT TO INVOICE

Email invoice to the customer directly when you create it. Also, send the payment link with the invoice

LINK PAYMENT WITH INVOICE
You can send thank you note to customer while recording payments

Set Advance Payment (Retainer Invoice) against original Invoice whenever a user creates.

CREATE RETAINER INVOICE — If customer paid advance payment →

Customer payment receive

HAPPY CUSTOMER

Reminder 1 | Reminder 2 | Reminder 3

SET PAYMENT REMINDERS TO YOUR CLIENT

Reminder 1 | Reminder 2 Set before / after due date as you want | Reminder 3

Once you receive payment, in **BANKING**
Module transactions fetched automatically (If feeds are activated).

CONVERT TO BILL

Convert your so to invoice once goods have been delivered / at the time of dispatched
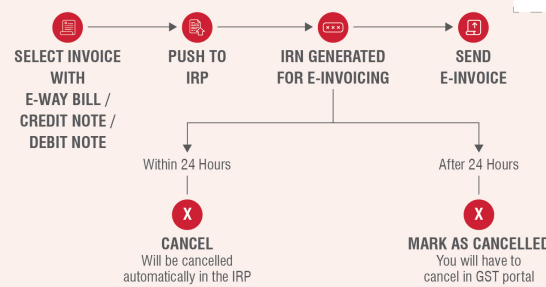

KEY FEATURES

E-INVOICING
Simple and hassle-free Process

PROCESS OF E-INVOICING IN ZOHO BOOKS

SELECT INVOICE WITH E-WAY BILL / CREDIT NOTE / DEBIT NOTE → **PUSH TO IRP** → **IRN GENERATED FOR E-INVOICING** → **SEND E-INVOICE**

Within 24 Hours
X
CANCEL
Will be cancelled automatically in the IRP

After 24 Hours
X
MARK AS CANCELLED
You will have to cancel in GST portal

ZOHO BOOKS IN APP INTEGRATION

ZOHO Books can be integrated with ZOHO - Inventory, Expense, Analytics, People, Bigin, Campings, CRM, Projects, Mail, SalesIQ, Subscriptions, Desk, Cliq

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Note: We have covered only standard features of ZOHO Books, there are more features & capabilities which is difficult to cover in this diagram.

Client / Vendor Portal

Functions on Client Portal
- Accept Estimates
- Pay invoices
- Track payments Made
- View Sales Order
- Manage Time Sheets
- Generate Statement of Accounts
- Share Documents

Functions on Vendor Portal
- View Purchase Order
- Accept and Decline Purchase Orders (For Vendors)
- Manage Invoices
- Track Payments Received
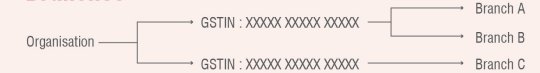- Generate Statement of Accounts

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Tasks

To-do list for Zoho Books
- User can Assign tasks user-wise and Set Priority or Due dates for the Tasks
- Send Reminders via email or In-app notification to users
- Tasks can be associated with transactions or view them in the transaction detail page

Branches

Organisation
├─ GSTIN : XXXXX XXXXX XXXXX ─ Branch A / Branch B
└─ GSTIN : XXXXX XXXXX XXXXX ─ Branch C

Unit Conversion

The system automatically Converts an item's base unit to another unit while creating transactions.

For Instance, Michel buys Tea from a supplier in bulk of kg and sells it to customers in grams. Instead of calculating manually while purchasing and selling transactions, Michel set up unit conversions from kg to Grams and sets Gram as default unit of measurement for sales transactions. Now, when creating sales transactions for Tea, Zoho automatically converts the tea unit to grams based on the conversion rate that Michel configured.

Users and Roles

- A user is someone who has access to your Zoho Books Organization
- In Zoho Books, we have standard roles like Admin, staff, and timesheet staff
- You can create custom roles as per your requirement

Zoho Books

Sidebar Menu:
- Dashboard
- Items
  - Items
  - Composite Items
  - Item Groups
  - Inventory Adjustments
  - Transfer Orders
- Banking
- Sales
- Purchases
- Time Tracking
  - Projects
  - Timesheet
- e-Way Bills
- GST Filing
- Accountant
  - Manual Journals
  - Bulk Update
  - Currency Adjustments
  - Chart of Accounts
  - Budgets
  - Transaction Locking
- Reports
- Documents

Zoho Authorized Partner

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DASHBOARD
IT WILL GIVE YOU A CLEAR PICTURE OF THE FINANCIAL HEALTH OF YOUR BUSINESS.

QUANTITY ADJUSTMENT
Some of your Item Damaged, Stolen, or receive items from vendors as an incentive, In this case, the available stock has to be reduced/increased without creating sales/purchase transactions.

VALUE ADJUSTMENT
In case of increase/decrease in stock value.

CREATE NEW TO → SOURCE WAREHOUSE (From) → DESTINATION WAREHOUSE (To) → INITIATE TRANSFER (Stock Dispatch from Source Warehouse) → MARK AS TRANSFERRED (Stock reached Destination Warehouse)

WAREHOUSE
With Zoho Books, We can maintain stock Warehouse wise

ADD BANK OR CREDIT CARD

CONNECT NOW → Select your bank and connect through net banking to zoho books. Books will automatically fetch bank feeds.

CATEGORIZED BASED ON RECOGNIZED TRANSACTION RULES
Books will Recognize multiple transactions automatically based on the criteria you have set and the Account chosen.
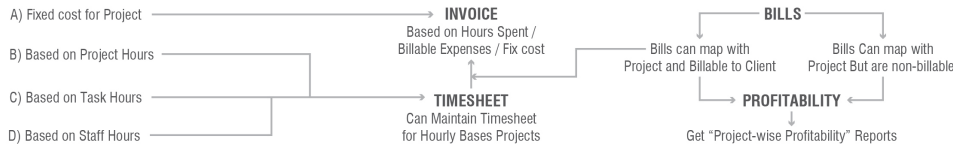
CATEGORIZED TRANSACTIONS MANUALLY

RECURRING INVOICE
Auto creation of draft Invoice based on Recurring Profile

RECURRING EXPENSE
Draft Expense created based on Recurring Profile

RECURRING BILLS
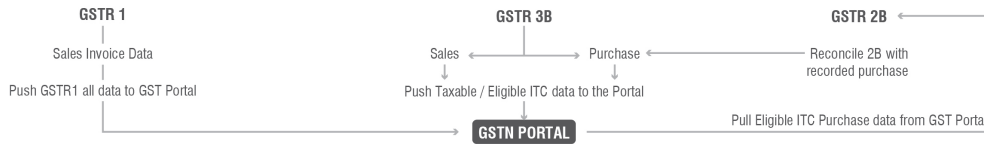Bill automatically created based on Recurring Profile

BILLING METHOD
A) Fixed cost for Project
B) Based on Project Hours
C) Based on Task Hours
D) Based on Staff Hours

INVOICE
Based on Hours Spent / Billable Expenses / Fix cost

BILLS
Bills can map with Project and Billable to Client
Bills Can map with Project But are non-billable.

TIMESHEET
Can Maintain Timesheet for Hourly Bases Projects

PROFITABILITY
Get "Project-wise Profitability" Reports

3 CLICK TO CREATE E-WAY BILL
Select Invoice / Credit Note / Delivery Challan → Create new E - Way Bill → Enter Part A & Part B Details → Save & Generate E-Way Bill

If you've generated an e-way bill from the EWB Portal, you can associate it. → Associate E-way Bill → Enter your E-way Bill Number → Fetch E-Way Bill Details from Portal

FILE YOUR GST RETURNS FROM ZOHO BOOKS

GSTR 1
Sales Invoice Data
Push GSTR1 all data to GST Portal

GSTR 3B
Sales — Purchase
Push Taxable / Eligible ITC data to the Portal

GSTR 2B
Reconcile 2B with recorded purchase
Pull Eligible ITC Purchase data from GST Portal

GSTN PORTAL

CREATE BUDGETS FOR THE VARIOUS ACTIVITIES OF YOUR BUSINESS, COMPARE THEM WITH THE ACTUALS
Accountant > Budgets → Create Budget → Create Budget Name, Select Fiscal Year & Budget Period Select Income & Expense Account for which you want to maintain Budget → Add Figures manually or Pre-fill based on Previous years' actuals → Compare Your Budgets with Actuals

ZOHO BOOKS PROVIDE STANDARD REPORTS RELATED TO BUSINESS FINANCIAL SUCH AS SALES, PURCHASE, INVENTORY, ETC.
Can see P&L report, balance sheet, cashflow, aging reports, inventory valuation, tax reports, etc. Also can customize, share, and export reports from zoho books.

FEATURES
Auto scan Documents — Folder Level Permission — Upload Documents from Mobile App — Record Transactions Based on Upload Documents & attached the same

ZOHO ONE
The Operating System for your Business

CRM	BIGIN	BOOKINGS	MARKETINGHUB	CAMPAIGNS
SOCIAL	SURVEY	FORMS	SITES	PageSense
SalesIQ	Backstage	COMMERCE	DESK	ASSIST
ZOHO LENS	MAIL	CLIQ	PROJECTS	SPRINTS
CONNECT	LEARN	TEAMINBOX	MEETING	WORKDRIVE
Writer	Sheet	Show	SIGN	NOTEBOOK
VAULT	BOOKS	INVOICE	EXPENSE	Checkout
Zoho Payroll	SUBSCRIPTIONS	INVENTORY	PEOPLE	RECRUIT
CREATOR	ANALYTICS	FLOW	DATAPREP	CONTRACTS