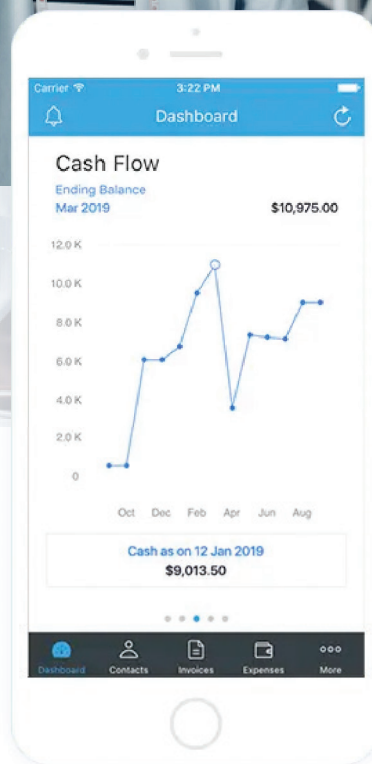




## Zoho Books: Smart accounting for growing businesses

Online accounting software, built for your business.



Sales by Customer

Zylker

Sales by Customer From 01.01.2019 To 14.03.2019

| Name              | Invoice Count | Sales      |
|-------------------|---------------|------------|
| Andrew Miller     | 1             | \$440.00   |
| Arrow Consulta... | 9             | \$3,323.00 |
| Chevron Corpor... | 1             | \$440.00   |
| Kristen Johnson   | 1             | \$740.00   |
| Total             | 12            | \$4,943.00 |



### End-to-end accounting

Right from negotiating deals, to raising sales orders, to invoicing, Zoho Books handles mundane accounting tasks so you can focus on your business.



### Easy collaboration

With role-based access, you can add your colleagues and your accountant to your organisation so they can log time, view reports, or manage your accounts.



### Integrated platform

As your business grows, add more of Zoho's 40+ apps to help you manage and run every aspect of your business from wherever you are.

Zoho Books is an online accounting software that manages your finances, automates business workflows, and helps you work collectively across departments.

### SOLUTION FEATURES

#### Receivables

Keep the money coming in with Zoho Books. Send estimates, convert them to invoices, and get paid online on time.

- ▶ Create invoices in seconds
- ▶ Chase payments easily with payment reminders
- ▶ Give your customers the online payment option and get paid faster

#### Payables

Stay on top of your payables and know where your money is going. From vendor bills to expenses, Zoho Books makes managing payables easy.

- ▶ Create and send purchase orders
- ▶ Upload expense receipts
- ▶ Keep track of the payments you've made

#### Inventory

Capture the goods and services you offer and quickly add them to your transactions.

Keep track of inventory levels at all times

Set reorder point and replenish stock when it gets low  
Organize your inventory with vital information like SKU, cost, and stock on hand

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### Banking

Set up your bank account and import your transactions to your accounting software.

- ▶ Import your bank statements to Zoho Books and skip data entry
- ▶ Set up rules to categorize your banking transactions
- ▶ Reconcile transactions in moments and stay tax season ready

### Time tracking

Keep track of time spent on projects and effortlessly invoice your customers for your work.

- ▶ Manage multiple projects easily
- ▶ Create invoices directly from projects
- ▶ Track unbilled hours and expenses

### Contacts

Get all your contacts in one place for easy communication.

- ▶ Create, edit, and manage your customer and supplier contacts from within Zoho Books
- ▶ Collaborate with your clients through the client portal
- ▶ Securely store customers' payment information to automatically charge them for recurring transactions

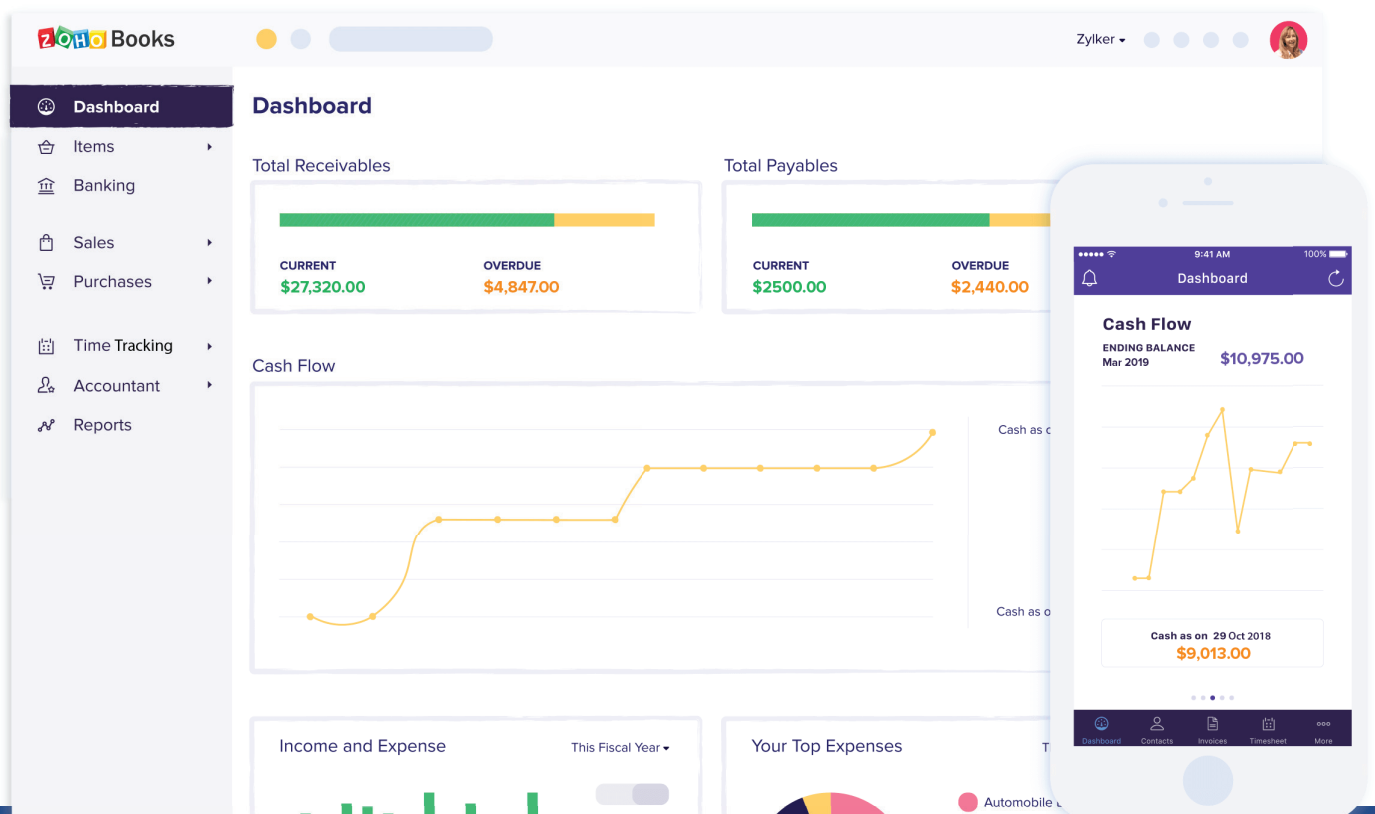
### Reports

From Profit and Loss statements and Inventory Summary reports to Tax Summary reports, Zoho Books offers 50+ business reports required to run your business smoothly.

- ▶ Schedule reports and email them to yourself or share them with your team
- ▶ Get a business overview with your custom dashboard
- ▶ Customize reports and filter the data further for better insights

# 360

View of your accounts,  
on web + mobile



**GET STARTED TODAY!**

Call: +263 8677 174 053 | Email: [sales@dbsglobal.co.zw](mailto:sales@dbsglobal.co.zw)  
[dbsglobal.co.zw/zohobooks](http://dbsglobal.co.zw/zohobooks)

