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Zoho Books Practical Portfolio

SNAPSHOT

Practice environment
Elochi Financial Services
Invoicing & payment tracking

CORE SKILLS

- Invoicing
- Invoice Status Tracking
- Payment Records
- Customer Invoice Delivery
- Financial Records

TOOLS

- Zoho Books
- Gmail

Zoho Books in Practice

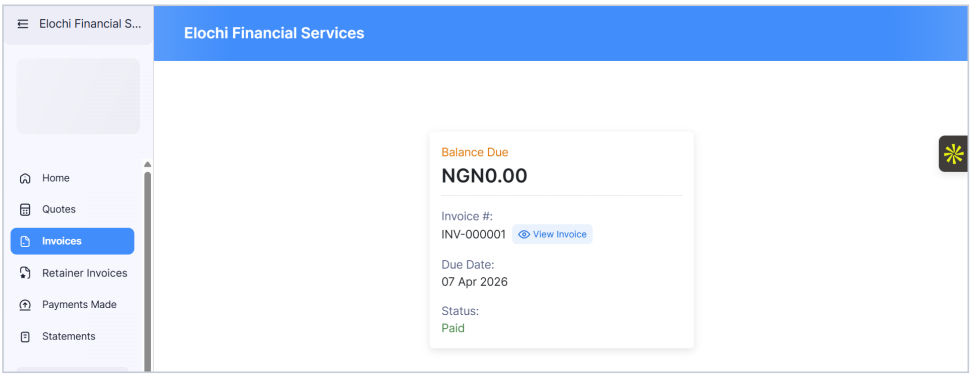
Invoicing • Payment Tracking • Financial Records

These examples come from a Zoho Books practice environment. They show how I handle invoicing, invoice status tracking, payment records and customer-facing invoice delivery.

> **Practice environment, not client work.** Elochi Financial Services is a demo business used to show accounting workflow skills. The examples are for portfolio purposes only.

1. INVOICE & PAYMENT STATUS

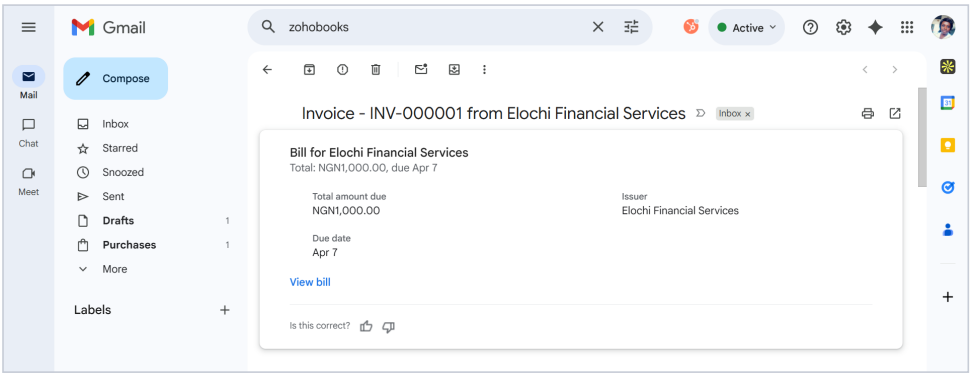
A Zoho Books invoice showing its number, due date, balance and payment status. This invoice is paid, with a zero balance due.



Workflow: invoice record → due date → balance review → payment status check.

2. CUSTOMER INVOICE DELIVERY

The customer-facing side: an invoice generated in Zoho Books and delivered by email, with the amount and due date clearly shown.



Workflow: invoice generation → customer delivery → amount and due-date communication → payment follow-up.

WHAT THIS SHOWS

- **Invoicing:** the steps to create, check, send and track an invoice accurately.
- **Accounts receivable:** due dates and payment status are the base for tracking balances and chasing overdue accounts.
- **Accuracy and records:** amounts, dates and customer details are checked, and invoice and payment records are kept organised for reporting.
- **Zoho Books:** practical familiarity with the interface and the accounting workflow.
- **Process:** the same workflow can become a recurring checklist for preparing, checking, sending and tracking invoices.