

Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us



## Zoho Invoice

[www.zoho.com](http://www.zoho.com)

**From the 2018 reviews of invoicing systems.**

Zoho Invoice offers an easy way to process invoices. Designed for freelancers and small businesses, Zoho also offers Estimating, Online Payment, Time Tracking, and a client portal, where customers can easily access all pertinent documents. Completely web-based, Zoho also offers mobile apps for iOS, Android, and Windows devices.

When creating a new invoice, users can create a single, one-time invoice or create a recurring invoice. Users can opt to accept online payments by checking the box in the

lower left-hand side of the screen. Customer notes can be entered on any invoice, and

Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

Users can easily issue refunds or adjust invoice totals by simply accessing the appropriate invoice and making the necessary changes. One of the nice things about Zoho Invoice is that it tracks all changes as well as any day-to-day activity associated with that particular invoice. Users can easily brand invoices with logos for a custom look, and there are a variety of templates available that users can choose from when creating an invoice.

Zoho Invoice does not offer an option to calculate and charge late fees, but users can choose to add a late fee to any invoice in the system. An automatic payment reminder can be turned on if desired, with users able to automatically send up to three reminders.

Zoho Invoice also offers solid estimating capability, with users able to easily convert an existing estimate to an invoice upon approval. Users can also choose from a variety of estimating templates as well.

Zoho offers excellent online payment acceptance options, integrating with a variety of online payment systems including PayPal. A recurring payment option is also available, with users able to save a customer's credit card information and charge the card at the appropriate intervals. There is also an option to automatically send a payment receipt to a customer. The product also offers the ability to track time on various projects if desired. Expenses can also be tracked, with users able to upload any appropriate documentation to Zoho Invoice, or simply snap a photo of a document or receipt to attach to the time entry.

A client portal is available, enabling customers to access estimates, invoices, statements, and receipts. Customers can also make payments using the customer portal if desired.

Zoho Invoice offers both multi-currency and multi-lingual capabilities, and offers a

Hello. It looks like you're using an ad blocker that may prevent our website from working properly. To receive the best experience possible, please make sure any blockers are switched off and refresh the page.

If you have any questions or need help you can email us

Other editions include Basic, which is \$9.00 per month, Standard, which is \$19.00 per month, and Professional, which is \$29.00 per month.

**2018 Overall Rating – 4.75**

Accounting

CPA Practice Advisor is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors.

© 2024 Firmworks, LLC. All rights reserved