



Course Name	Zoho Books	
College Name	Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002	
College Code	MKU251	
Skill Offering Id		
Project Title	<u>Preparation and Maintanence of Zoho Books For Fresh Bites Catering</u>	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM Computer Application	
Semester	5	
Group Number	NM2023TMID36066	
Total Members of the Group	4	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
M.Durga	C1C15260	507A4DEEA08C392A9024B407C8383B46
S.Gayathri	C1C15262	0658B12C03C3A79848F4504A94B77ED0
T.Raji	C1C15286	0658B12C03C3A79848F4504A94B77ED0
T.Vinithra	C1C15295	0658B12C03C3A79848F4504A94B77ED0
Under the Guidance	Mrs.C.M.Priyanka	
SPOC	Ms.P.UMADEVI	

Preparation and Maintenance of zoho Books for Fresh Bites Catering

1. Introduction.

1.1 Overview

Fresh Bites Catering, a catering service, utilizes Zoho Books to manage their sales, track inventory, and handle invoicing. They can generate professional invoices for clients and track expenses related to ingredients and supplies. Zoho Books helps them maintain accurate financial records and streamline their catering operations

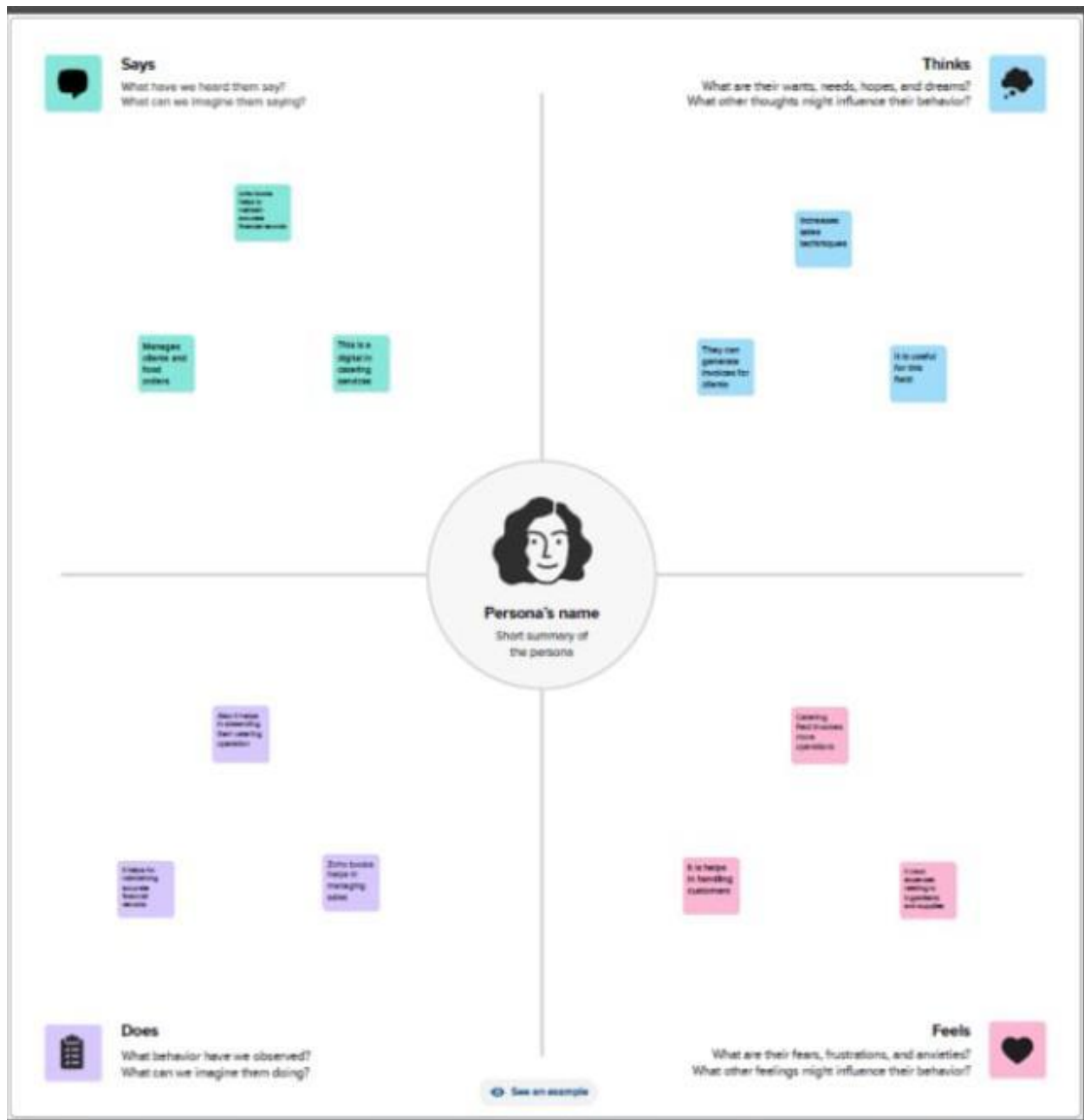
1.2 Purpose

Fresh Bite Catering cater for schools, colleges and universities. We serve a wide selection of food and beverages, whilst keeping in mind the nutritional needs of students by offering a range of healthy meal plans.

But we don't just serve any food – we also prioritize the nutritional needs of students. That's why we offer a range of healthy meal plans that are specifically designed to meet the unique nutritional requirements of growing minds and bodies. Our meals are balanced, nourishing, and delicious, ensuring that students have the energy and nutrients they need to succeed in their studies.

2. Problem Definition and Design Thinking

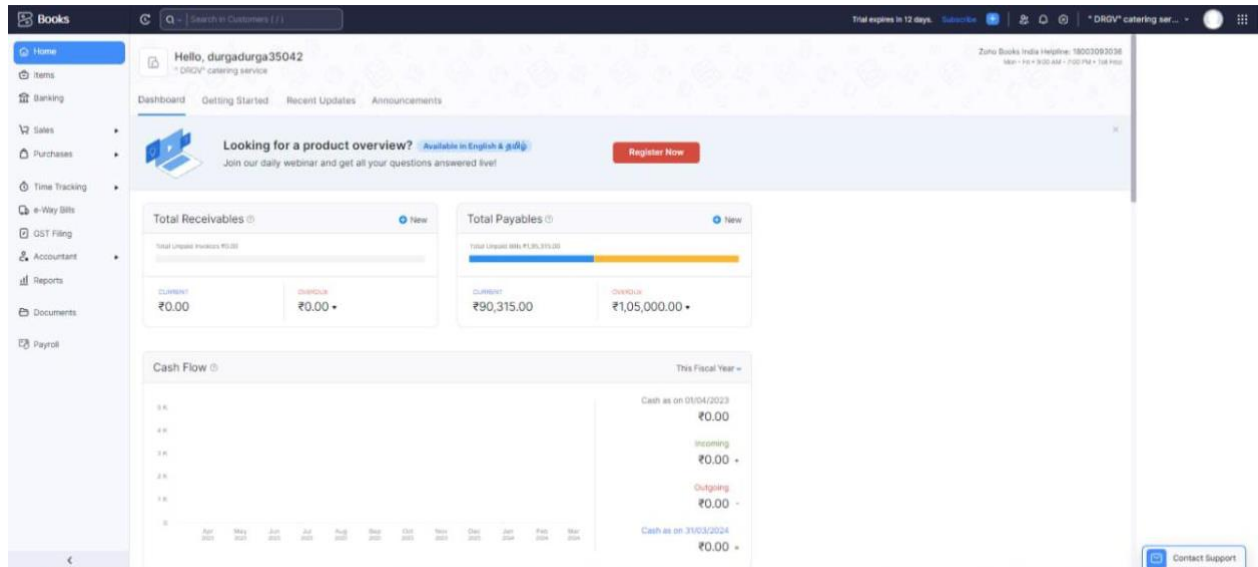
a. Empathy Map



2.2 Ideation and Brainstroming Map



3. Result:



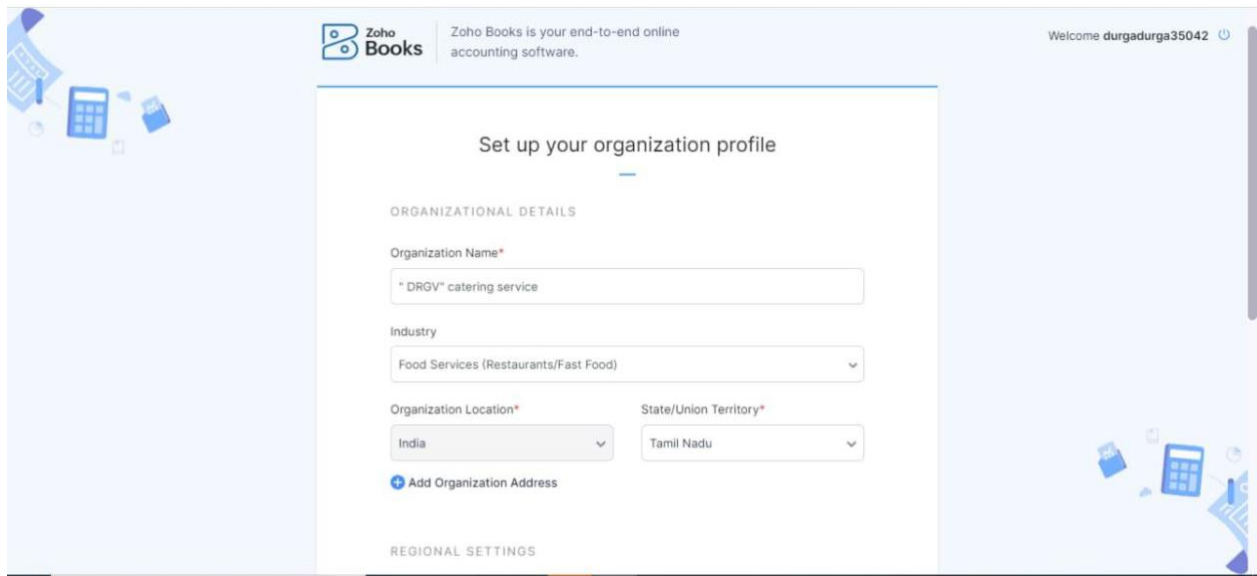
Milestone 1: Set up your account

Activity 1: Sign up for a Zoho Books account and Login

The screenshot displays the Zoho Books account setup and login interface. On the left, a sidebar lists navigation options: Profile, Personal Information, Email Address, Mobile Numbers, Security, Multi-Factor Authentication, Settings, Sessions, Groups, Privacy, and View more. The main content area shows the 'Profile' section with fields for First Name, Last Name, Display Name, Gender, Country/Region, State, Language, and Time zone. The user's profile information is as follows:

- First Name:** durgadurga35042
- Last Name:** (empty)
- Display Name:** durgadurga35042
- Gender:** I'd prefer not to say
- Country/Region:** India
- State:** Tamil Nadu
- Language:** English
- Time zone:** (GMT +05:30) India Standard Time

On the right, a login panel shows the user's profile picture, name (durgadurga35042), email (durgadurga35042@gmail.com), and User ID (60024578266). A 'Sign Out' button is present. Below the login panel, a 'HELP DOCUMENTS' section lists links for User Guide, Developer Guide, and FAQs.



Zoho Books Zoho Books is your end-to-end online accounting software. Welcome durgadurga35042

Set up your organization profile

ORGANIZATIONAL DETAILS

Organization Name*
* DRGV* catering service

Industry
Food Services (Restaurants/Fast Food)

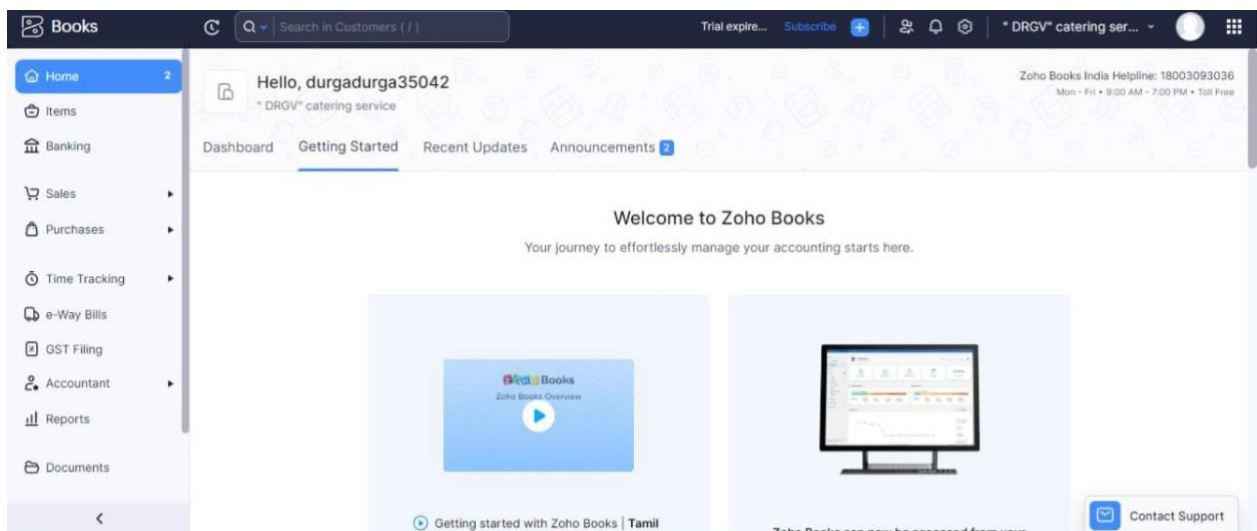
Organization Location*
India

State/Union Territory*
Tamil Nadu

+ Add Organization Address

REGIONAL SETTINGS

Activity 2: Introduction



Books Search in Customers (/) Trial expire... Subscribe * DRGV* catering ser...

Hello, durgadurga35042
* DRGV* catering service

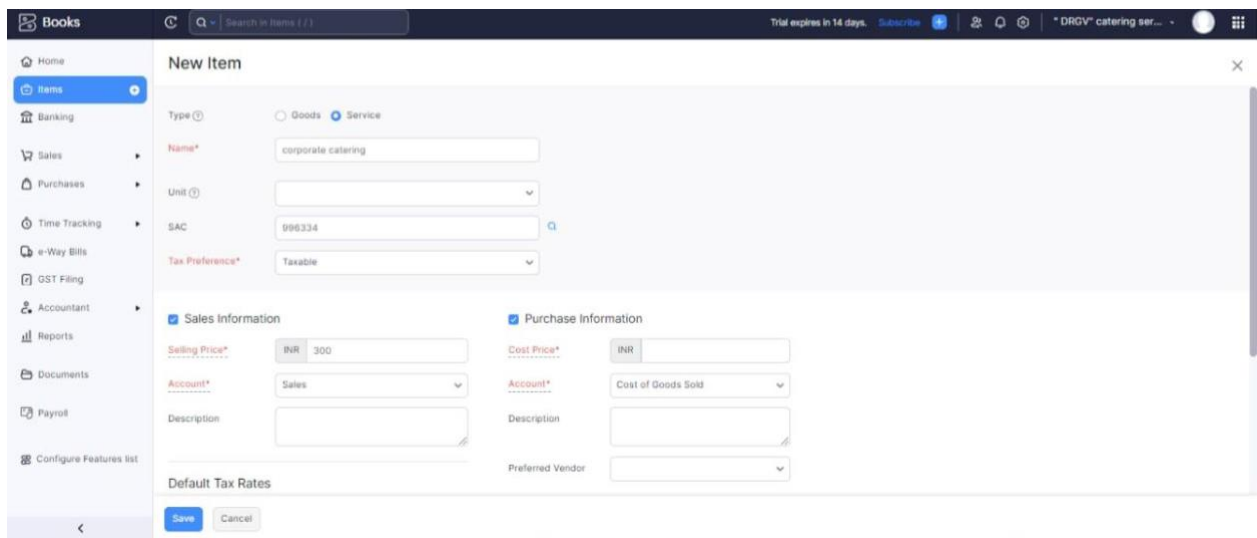
Dashboard Getting Started Recent Updates Announcements 2

Welcome to Zoho Books
Your journey to effortlessly manage your accounting starts here.

Getting started with Zoho Books | Tamil

Contact Support

Activity 3: Lets get started



Books Search in Items (/) Trial expires in 14 days. Subscribe * DRGV* catering ser...

New Item

Type ☐ Goods ☒ Service

Name* corporate catering

Unit

SAC 098334

Tax Preference* Taxable

☒ Sales Information ☒ Purchase Information

Selling Price* INR 300 Cost Price* INR

Account* Sales Account* Cost of Goods Sold

Description

Default Tax Rates Preferred Vendor

Save Cancel

Milestone 2: Service Creation:

Activity 1: Creation

Books

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Search in Items (/)

Trial expires in 13 days. [Subscribe](#)

* DRGV" catering ser...

Active Items

+ New

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/>	Catering Supplies		₹0.00	39261011	
<input type="checkbox"/>	Beverages		₹0.00	21069050	kg
<input type="checkbox"/>	Food Ingredients		₹0.50	21069091	kg
<input type="checkbox"/>	Buffet Catering		₹500.00	996334	
<input type="checkbox"/>	wedding catering		₹400.00	996334	
<input type="checkbox"/>	corporate catering		₹300.00	996334	

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Trial expires in 13 days. [Subscribe](#)

[Log out](#) [Help](#) [Feedback](#)

"DRG" catering ser...

New Purchase Order

Vendor Name*

Whole Foods Market

✕

🔍

🌱 BNR

Open Purchase Orders

BILLING ADDRESS

Add new address

SHIPPING ADDRESS

Add new address

GST Treatment: Registered Business - Regular

GSTIN: 33AAAAA000A192

Source Of Supply*

[TN] - Tamil Nadu

Destination Of Supply*

[TN] - Tamil Nadu

Deliver To*

☒ Organization ☐ Customer

durgadurga35042

Tamil Nadu

India

9688994545

Change destination to deliver

Purchase Order#*

PO-00001

🔍

Save as Draft

Save and Send

Cancel

Template: 'Standard Template' [Change](#)

Milestone 4 : purchase

Books | Search in Purchase Orders (1/1) | Total expires in 13 days. | "DRGV" catering ser...

All Purchase Ord... | **PO-00001** | Attachments | Comments & History

Whole Foods Market | 16/10/2023 | ₹1,05,000.00 | OPEN

Complete Your Purchase
You can create bills and invoices (in any sequence) with this order to complete your purchase.

PURCHASE ORDER
#PO-00001

Vendor Address
Whole Foods Market
GRTN 13AAAA0000A15Z
900090243
drgv@drgv1042@gmail.com

Deliver To
drgv@drgv1042@gmail.com
Whole Foods Market
GRTN 13AAAA0000A15Z
900090243
drgv@drgv1042@gmail.com

Date: 16/10/2023

#	Item & Description	HENSAC	Qty	Rate	Amount
1	Food Ingredients	21000001	200.00	500.00	1,00,000.00
					Tot

Books | Search in Bills (1/1) | Total expires in 13 days. | "DRGV" catering ser...

All Bills | **02** | Attachments | Comments & History

Whole Foods Market | 16/10/2023 | ₹1,05,000.00 | OPEN

Record Payment
This bill is in the open status. You can now record payment for this bill.

BILL
BID# 02
Balance Due
₹1,05,000.00

Bill From
Whole Foods Market
GRTN 13AAAA0000A15Z
900090243
drgv@drgv1042@gmail.com

Order Number: P01-00001
Bill Date: 16/10/2023
Due Date: 16/10/2023
Terms: Net 30 Receipt

#	Item & Description	HENSAC	Qty	Rate	Amount
1	Food Ingredients	21000001	200.00	500.00	1,00,000.00
					Tot

Books | Search in Bills (1/1) | Total expires in 13 days. | "DRGV" catering ser...

All Bills | **02** | Attachments | Comments & History

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
16/10/2023	01		Mega Store Supplies	OPEN	14/11/2023	₹315.00	₹315.00
17/10/2023	03		Drinking Delight Bearages	OPEN	01/11/2023	₹90,000.00	₹90,000.00
16/10/2023	02	PO-00001	Whole Foods Market	OPEN	16/10/2023	₹1,05,000.00	₹1,05,000.00

Milestone 5: Customers

Books

Search in Customers (/)

Trial expires in 13 days. [Subscribe](#)

DRGV catering ser...

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

Way Bills

GST Filing

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Payroll

Active Cust...

Iyyer Event Planners ₹0.00

Raj Kamal Wedding Planners ₹0.00

TechWise Solution Pvy Ltd ₹0.00

Iyyer Event Planners

Overview

Comments

Transactions

Mails

Statement

Iyyer Event Planners

ADD

Print to PDF

Details

ADDRESS

Billing Address

No Billing Address - [Add new address](#)

Shipping Address

No Shipping Address - [Add new address](#)

OTHER DETAILS

Customer Type

Business

Default Currency

INR

Payment Terms

Due on Receipt

GST Treatment

Registered Business - Regular

GSTIN

33AAAAA0000A1S2

TIN

AAAAA0000A

Place Of Supply

Tamil Nadu

Tax Preference

Taxable

Portal Status

Disabled

Portal Language

English

TAX INFORMATION

What's Next for Your Customer?

Your customer has been added. Create and send an quote or an invoice to your customer for the items you want to sell to them.

New Quote

New Invoice

You can request your contact to directly update the GSTIN by sending an email. [Send email](#)

Payment due period

Due on Receipt

Receivables

CURRENCY

OUTSTANDING RECEIVABLES

UNUSED CREDITS

INR - Indian Rupee

₹0.00

₹0.00

View Opening Balance

Income

This chart is displayed in the organization's base currency.

Last 6 Months

Actual

0.0

4.0

1.0

2.0

3.0

4.0

5.0

Apr 2021

May 2021

Jun 2021

Jul 2021

Aug 2021

Sep 2021

Oct 2021

Total Income (Last 6 Months) - ₹0.00

Books

Search in Customers (/)

Trial expires in 13 days. [Subscribe](#)

DRGV catering ser...

Home

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Active Customers

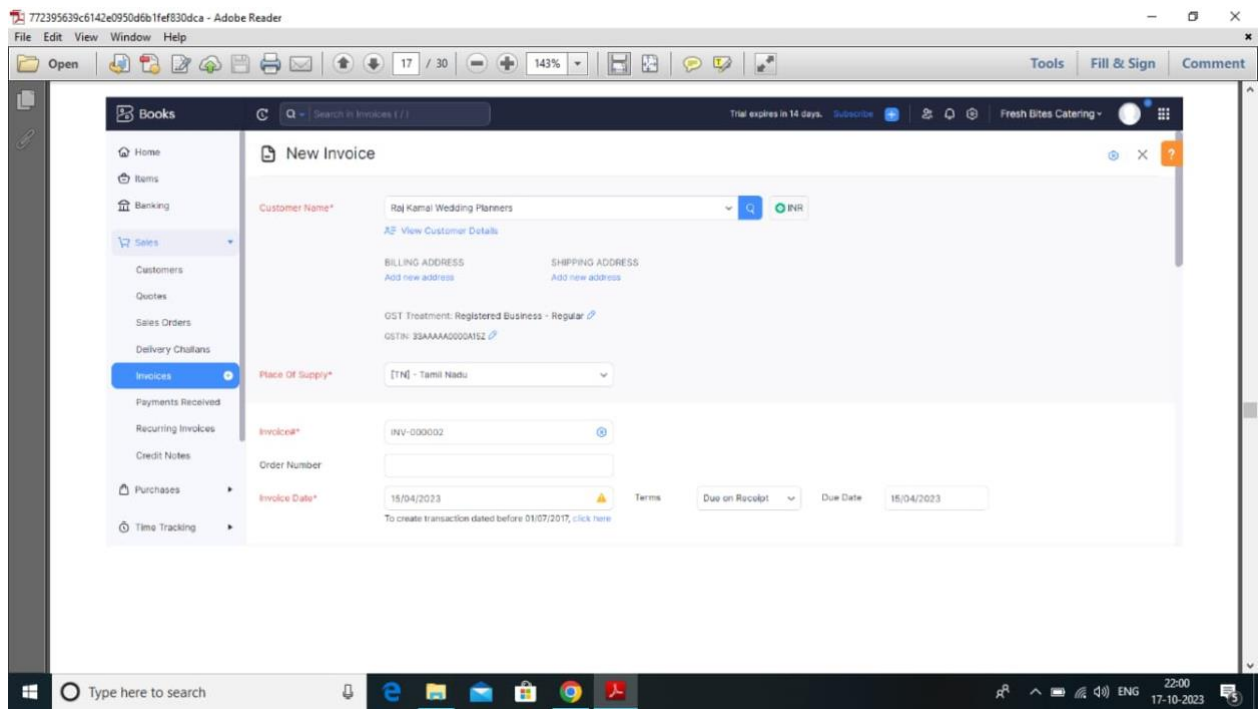
ADD

More

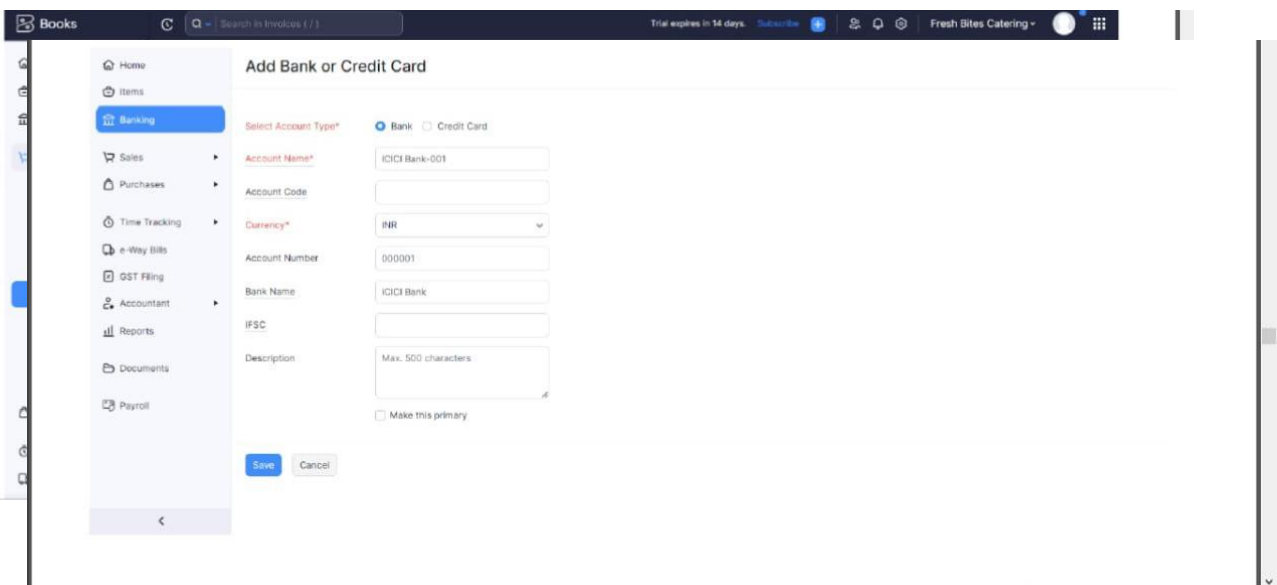
?

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (INR)	UNUSED CREDITS (INR)	G
<input type="checkbox"/> Iyyer Event Planners	Iyyer Event Planners			Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/> Raj Kamal Wedding Planners	Raj Kamal Wedding Planners			Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/> TechWise Solution Pvy Ltd	TechWise Solution Pvy Ltd			Tamil Nadu	₹0.00	₹0.00	

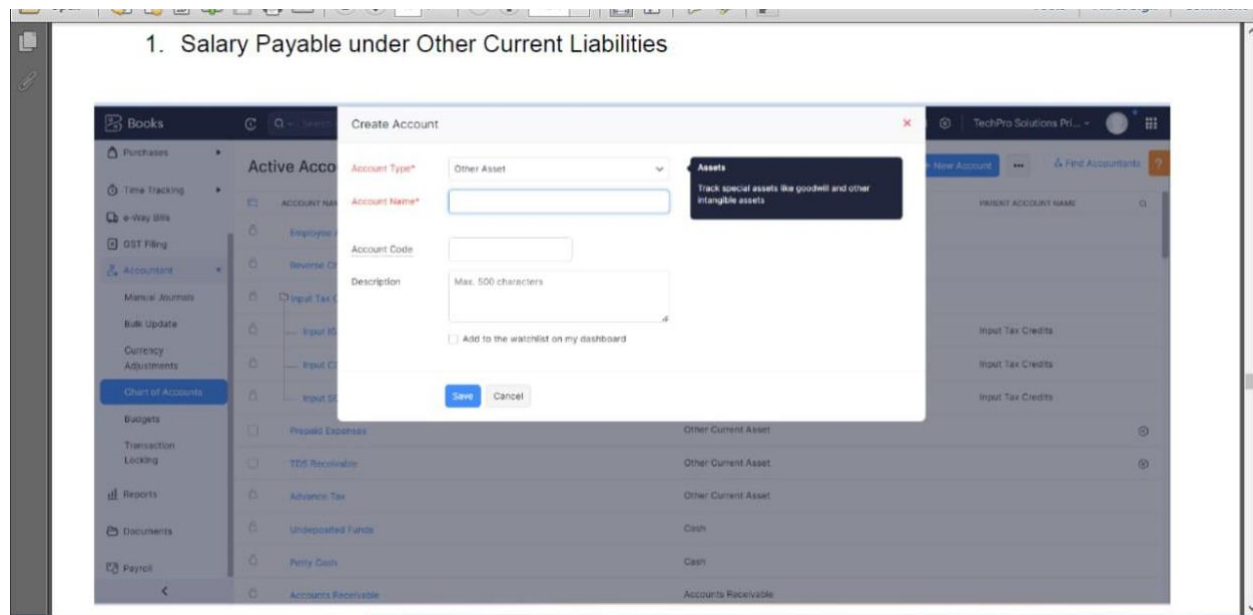
Milestone 6: sales



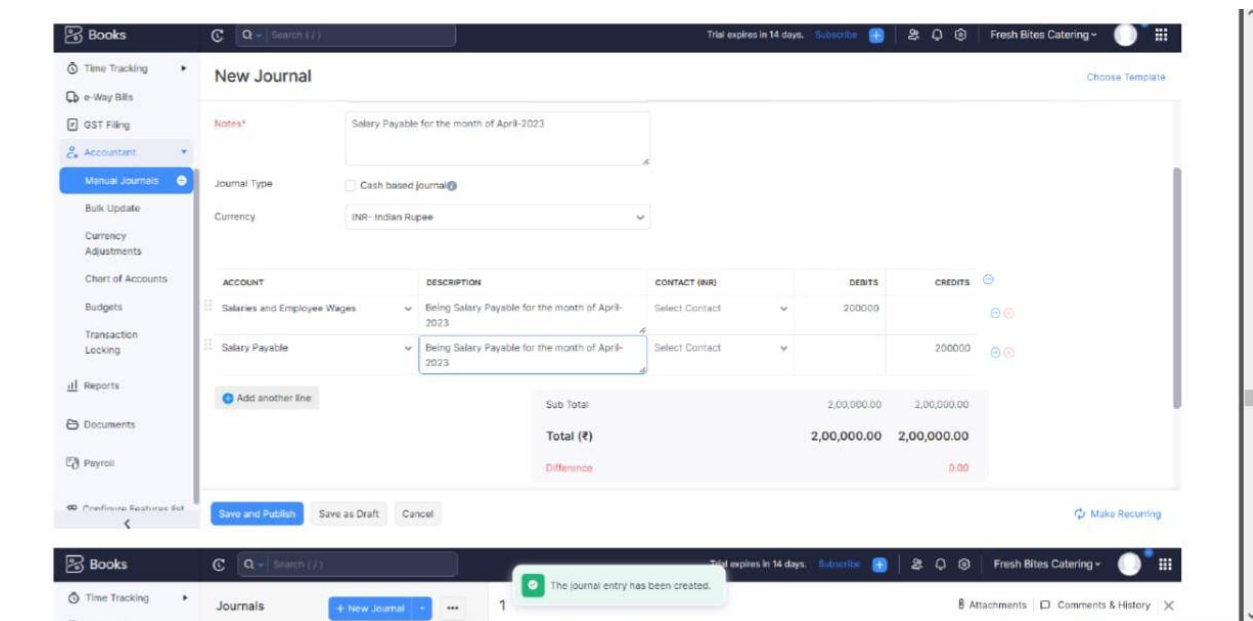
Milestone 7: Bank Account

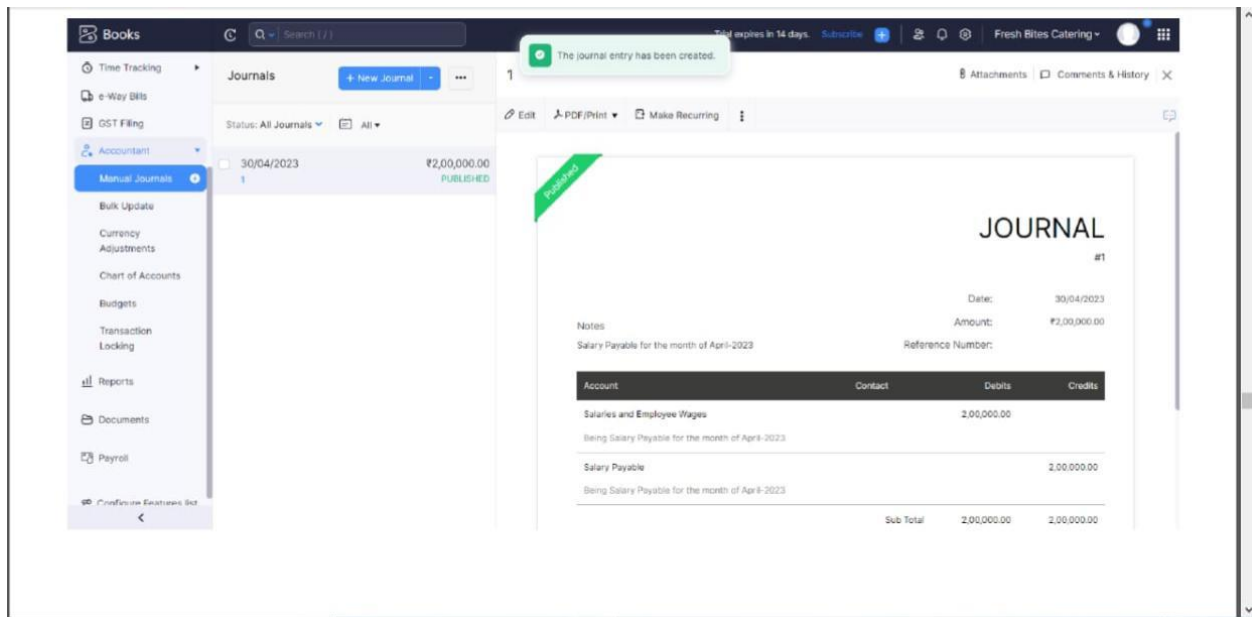


Milestone 8:Accounts & Ledgers

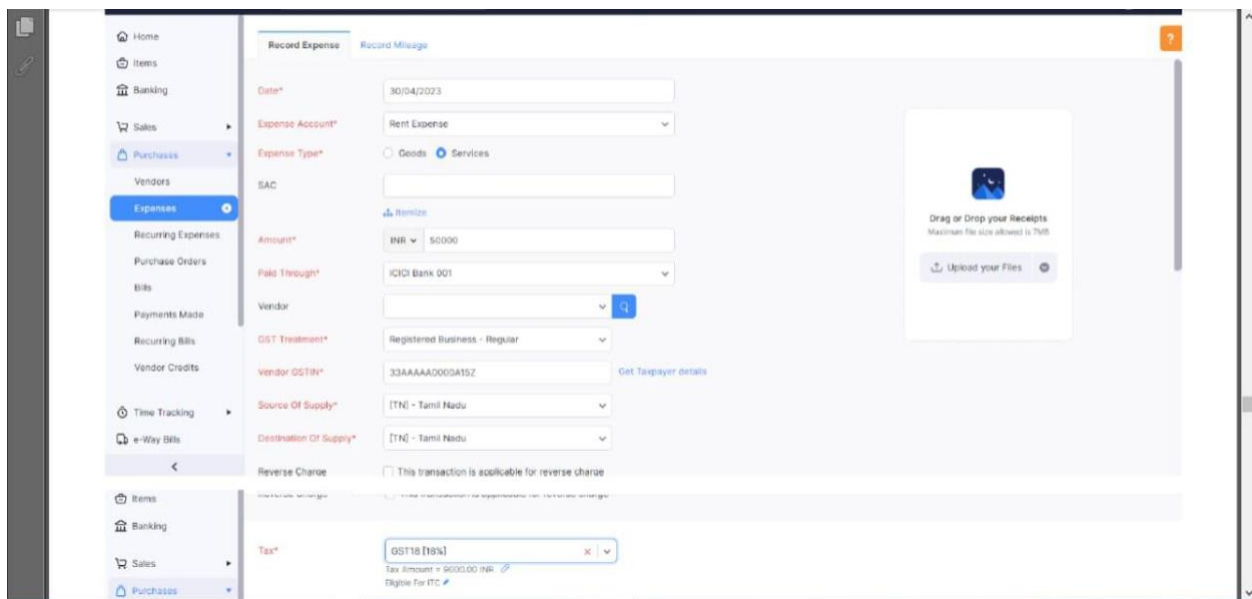


Milestone 9: journal Entries





Milestone 10: Expenses & Bills



Advantages:

- Zoho books Accounting Software Offers incredible features to enhance your business.
- .From fundamental invoicing and billing to tax calculations and project management,
- **Zoho's best accounting softwares** encompasses an essential tool for your accounting and financial data.

Conclusion:

Now that we've explained what is catering, it is easier to finalize your [catering business ideas](#) and get ready to launch your catering business. With the right [catering](#)

[software](#), [restaurant management software](#) and a [POS system](#), you can streamline your [business process flow](#) and rapidly [grow catering business](#).. It is essential to choose a catering specialty when starting your catering business. With many catering types to choose from, it's only logical to research your options and pick a niche that will suit your target market and improve your [unique selling proposition](#). A catering business may use its chefs to create food or buy food from a vendor or third party to deliver to the client. In addition, you may be asked to plan the food menu for corporate events such as picnics, holiday celebrations, and other functions.