



COURSE NAME:	FINANCE & ACCOUNTING WITH ZOHO BOOKS
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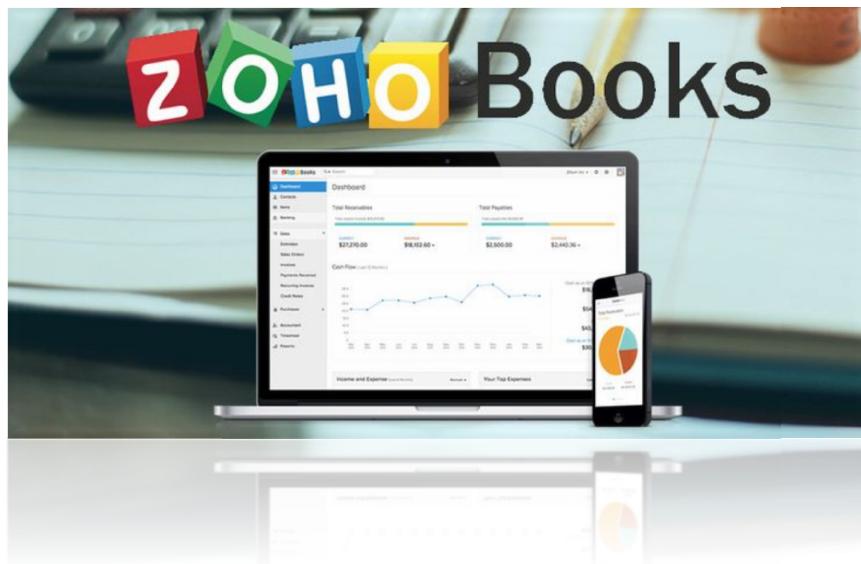
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PREPARATION AND MAINTAINANCE OF ZOHO BOOKS FOR URBAN AURA INTERIOR

1. INTRODUCTION:

ZOHO Books is an accounting solution that is designed to help small businesses manage their finances. This solution includes dashboards and a wide variety of reports. Business users can automate tasks and set up custom workflows.



1.1. OVERVIEW

ZOHO books:

ZOHO Books is cloud-based smart accounting software which takes care of all our accounting needs. To fully understand how ZOHO Books works, go through modules below in the given order.

Accessing ZOHO books:

To access ZOHO Books, we have to sign up for the free 14-day trial period during which we can test the product for free. The free trial version of ZOHO Books contains all the features in the Premium plan of ZOHO Books. If we are already a registered user, then we can directly log in to ZOHO Books.



**Preparation And
Maintenance Of
ZOHO Books For
UrbanAura Interiors**



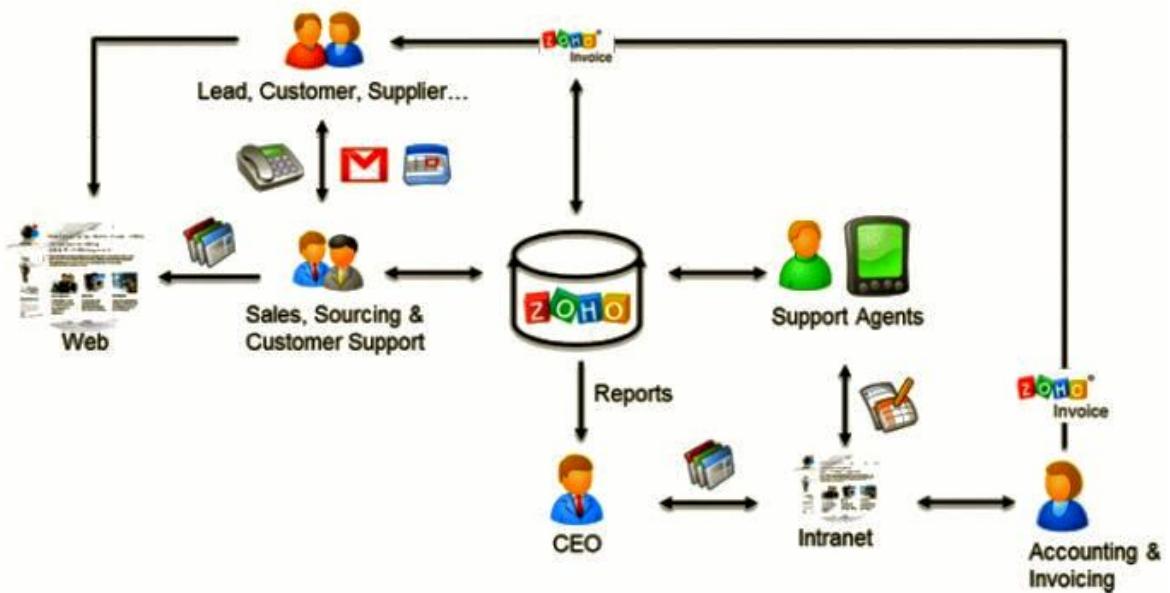
Project Description:

Urban aura interiors designing company uses ZOHO books to effectively manage their financial processes maintain accurate records and make informed financial decisions .this integration enhances their overall business efficiency and contributes to their success in the interior design industry

An advertisement for Zoho Books. It features the text "Manage All Accounting Needs with Zoho Books Integration" in red, the Zoho Books logo (a stylized 'B' icon), and the word "Books" in a large, bold, black font. Below the main text is the "ZOHO" logo, where each letter is a different color (red, green, blue, yellow). To the right, there is a circular diagram titled "Key features of Zoho Books" with seven segments: "Customisation" (Personalised business workflows, invoices, user roles and reporting tags), "Invoicing" (Generate professional invoices for clients and accept payments online), "Reporting" (Schedule financial, sales & purchase reports and dashboard with consolidated data), "Inventory" (Manage inventory levels and set reorder points to replenish stock), "Compliance" (Manage tax compliance and reporting), "Reconciliation" (Connect to bank, fetch transactions and reconcile accounts easily), and "Key features of Zoho Books" (repeated in the center).

1.2. PURPOSE

ZOHO Books is an online accounting application that takes care of the accounting needs of our business. We can record, audit and analyze all financial transactions easily.



In ZOHO books urban aura interiors project are very helpful. The project sets up digital learning centers equipped with computers.

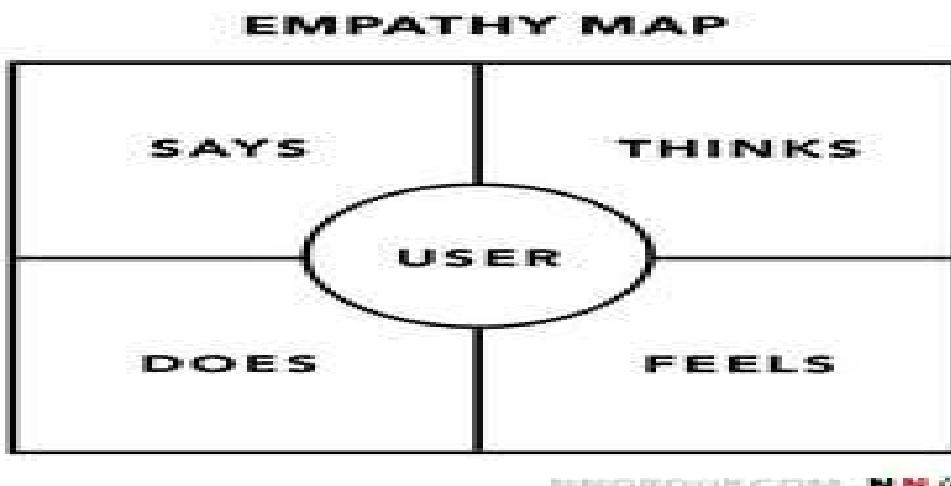
ZOHO Books is **our one-stop platform for managing our accounting tasks and organizing our transactions**. It's a single secure location to keep up with our company's bills and invoices, reconcile our bank statements, control our spending, oversee projects, and eliminate GST compliance worries.

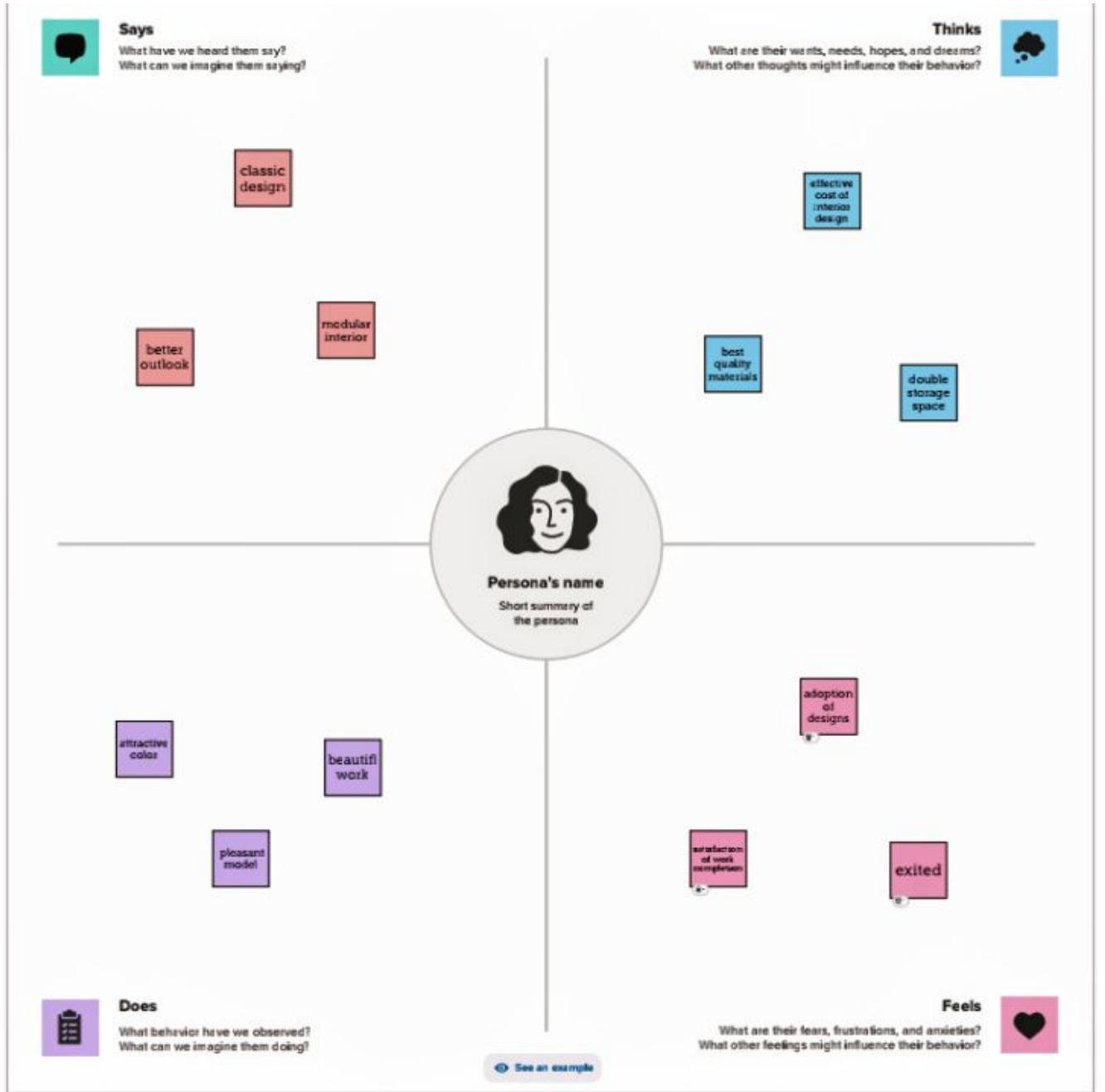
2 . PROBLEM DEFINITION & DESIGN THINKING

2.1. EMPATHY MAP

In urban aura interiors, an empathy map is a simple visual that captures knowledge about the behaviors, attitudes, needs, strengths, struggles, emotional states, and other key attributes of a particular student or group of students.

An empathy map is a collaborative tool teams can use **to gain a deeper insight into their customers**. Much like a user persona, an empathy map can represent a group of users, such as a customer segment. The empathy map was originally created by Dave Gray and has gained much popularity within the agile community.

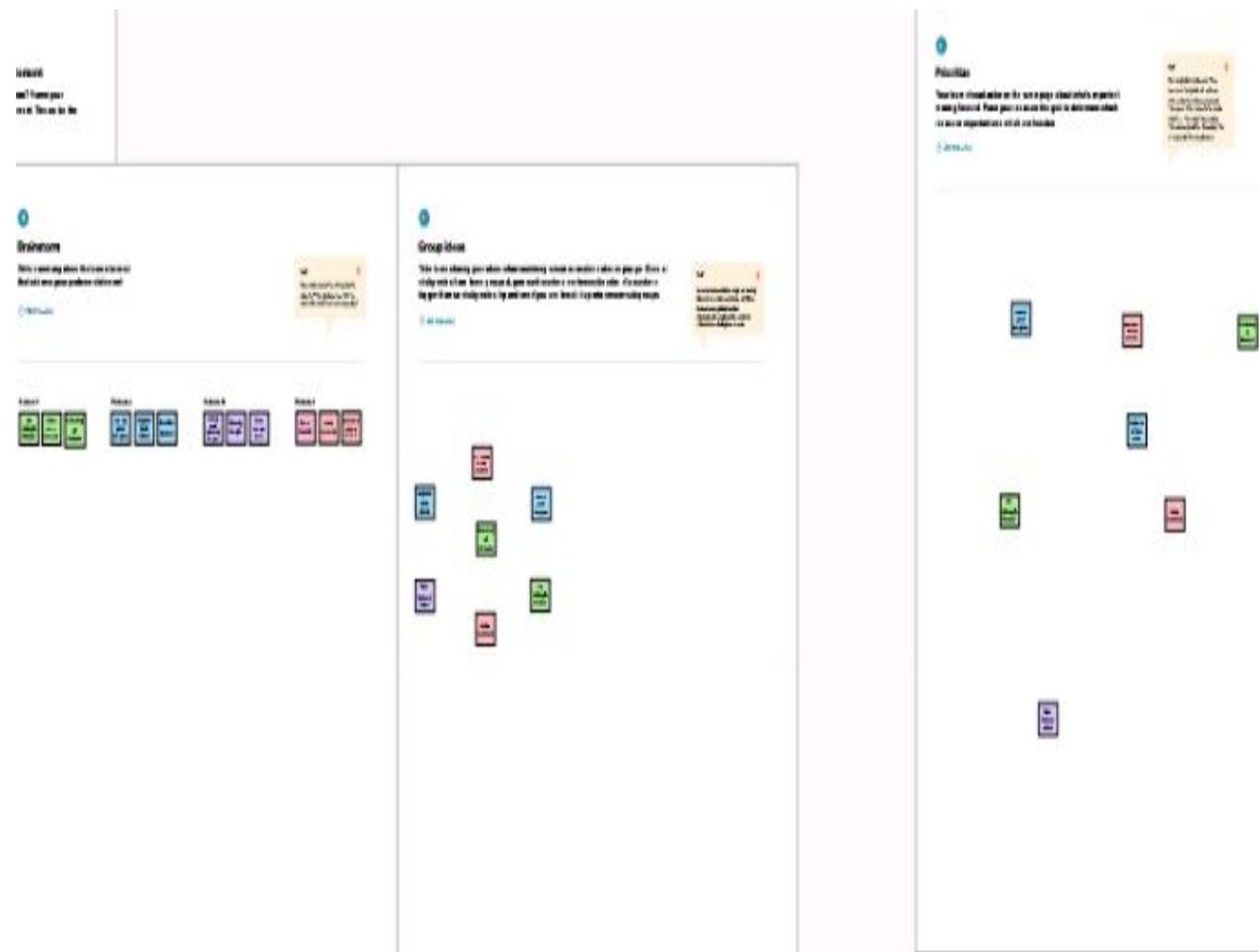




2.2. IDEATION AND BRAINSTORMING MAP:

Brainstorming is a large- or small-group discussion that encourages students to generate a wide range of perspectives or potential next steps or solutions regarding a specific topic.

BRAINSTORMING:



3. RESULT

Final findings (output) of the project with screenshots.

- PROFIT AND LOSS ACCOUNT
- BALANCE SHEET
- CASH FLOW STATEMENT
- JORNAL REPORT
- ACCOUNTS PAYABLE AGING DETAILS

PROFIT AND LOSS ACCOUNT:

urban aura interiors Profit and Loss	
Basis: Accrual	
From 01/04/2023 To 31/03/2024	
	+ Add Temporary Note
ACCOUNT	TOTAL
Operating Income	
Total for Operating Income	0.00
Cost of Goods Sold	
Cost of Goods Sold	3,00,000.00
Total for Cost of Goods Sold	3,00,000.00
	Gross Profit
	-3,00,000.00
Operating Expense	
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
Total for Operating Expense	27,00,000.00
	Operating Profit
	-30,00,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
	Net Profit/Loss
	-30,00,000.00

**Amount is displayed in your base currency 

BALANCE SHEET:

urban aura interiors Balance Sheet		
		Basis: Accrual
		As of 31/03/2024
+ Add Temporary Note		
Collapse all	Expand All	
ACCOUNT		TOTAL
Assets		
Current Assets		
Cash		
Petty Cash		-2,36,000.00
Total for Cash		-2,36,000.00
Bank		
ICICI Bank-001		-25,00,000.00
SBI Bank		56,64,000.00
Total for Bank		31,64,000.00
Other current assets		
Prepaid Expenses		59,000.00
Input Tax Credits		0.00
Input CGST		45,000.00
Input SGST		45,000.00
Total for Input Tax Credits		90,000.00
Total for Other current assets		1,49,000.00
Total for Current Assets		30,77,000.00
Total for Assets		30,77,000.00
Liabilities & Equities		
Liabilities		
Current Liabilities		
Accounts Payable		1,77,000.00
Unearned Revenue		59,00,000.00
Total for Current Liabilities		60,77,000.00
Total for Liabilities		60,77,000.00
Equities		
Current Year Earnings		-30,00,000.00
Total for Equities		-30,00,000.00
Total for Liabilities & Equities		30,77,000.00

CASH FLOW STATEMENT:



urban aura interiors Cash Flow Statement

From 01/10/2023 To 31/10/2023

+ Add Temporary Note

ACCOUNT #	TOTAL
Beginning Cash Balance	29,28,000.00
Cash Flow from Operating Activities	
Net Income	0.00
Net cash provided by Operating Activities	0.00
Cash Flow from Investing Activities	
Net cash provided by Investing Activities	0.00
Cash Flow from Financing Activities	
Net cash provided by Financing Activities	0.00
Net Change in cash	0.00
Ending Cash Balance	29,28,000.00

**Amount is displayed in your base currency

ACCOUNTA PAYABLE AGING BILL:

urban aura interiors

AP Aging Details By Bill Due Date

As of 31/03/2024

+ Add Temporary Rec.

DATE	TRANSACTION	TYPE	STATUS	VENDOR NAME	AGE	BILL AMOUNT	BALANCE
> 45 Days						₹1,77,000.00	₹1,77,00
10/09/2023	2	BILL	Overdue	Gowri Decoratives	203 Days	₹1,77,000.00	₹1,77,00
Total						₹1,77,000.00	₹1,77,00

JOURNAL REPORT:

urban aura interiors Journal Report		
	Basis: Accrual	
	From 01/04/2023 To 31/03/2024	
+ Add Temporary Note		
10/03/2023 - BILL 2 (JENI FURNITURE)		
Cost of Goods Sold	1,50,000.00	0.00
Input CGST	13,500.00	0.00
Input SGST	13,500.00	0.00
Accounts Payable	0.00	1,77,000.00
	1,77,000.00	1,77,000.00
10/03/2023 - BILL 2 (GOWRI DECORATIVES)		
Cost of Goods Sold	1,50,000.00	0.00
Input CGST	13,500.00	0.00
Input SGST	13,500.00	0.00
Accounts Payable	0.00	1,77,000.00
	1,77,000.00	1,77,000.00
17/03/2023 - JOURNAL T		
Salaries and Employee Wages	25,00,000.00	0.00
Salary Payable	0.00	25,00,000.00
	25,00,000.00	25,00,000.00
17/03/2023 - EXPENSE RENT 01		
Input CGST	18,000.00	0.00
Input SGST	18,000.00	0.00
Rent Expense	2,00,000.00	0.00
Petty Cash	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
17/03/2023 - CUSTOMER PAYMENT 1 (TECHBASE CONSTRUCTION PVT LTD)		
SBI Bank	59,00,000.00	0.00
Unearned Revenue	0.00	59,00,000.00
	59,00,000.00	59,00,000.00
17/03/2023 - VENDOR PAYMENT 1 (JENI FURNITURE)		
Prepaid Expenses	2,36,000.00	0.00
SBI Bank	0.00	2,36,000.00
	2,36,000.00	2,36,000.00
17/03/2023 - PAYMENTS MADE 2 (JENI FURNITURE)		
Accounts Payable	1,77,000.00	0.00
	1,77,000.00	1,77,000.00

4. ADVANTAGE AND DISADVANTAGES

4.1. ADVANTAGES

- ✓ Best accounting software maintaining our business accounts
- ✓ Advance accounting software provides an innovative tool.
- ✓ Time management and best accounting tool.
- ✓ Reduce overall costs
- ✓ Accounting software offers in creditable features to enhance our business from fundamental invoicing and billing the tax calculation and project management.
- ✓ ZOHO Books offers free online accounting software for small businesses with turnover below AED 200,000 per annum. From invoicing to business reporting, manage our bookkeeping needs with ZOHO Book
- ✓ Acts as a single repository to bring our sales, marketing, and customer support activities together, and streamline your process, policy, and people in one platform.
- ✓ Minimizes data costs
 - Always backup our data
 - Encrypt sensitive data
 - Address data security

Key Benefits & Advantages of Using Zoho Books Accounting Software

- Invoicing and Billing.
- Online Payments.
- Expense Tracking.

- Project Management & Timesheets.
- Inventory Management.
- VAT Tax Compliance.
- Report Generation.
- Reduce Overall Costs.

DISADVANTAGES

- ✓ Accounts payable limitation
- ✓ Fewer integration than competitors
- ✓ Free trial were limited days
- ✓ Free plans are only available on an individual basis.
- ✓ Transactions are limited only all application are fully in English
- ✓ A low quality connection will make the application work slowly and tediously you will find it difficult to work

Advantages	Disadvantages
The platform is intuitive	Does not work without internet
Highly secure environment	A low quality connection will make the applications work slowly and tediously, you will find it difficult to work
Efficient communication and way of working	Translations are limited, only all applications are fully in English
Manage third-party files easily	Free plans are only available on an individual basis
Allows importing data from other tools	
Allows exporting data from any file to Excel	

4.1.1. Customization

This addresses a company's ability to configure the software to fit its specific use case and workflow.

API for custom integration: An API (application programming interface) provides a standard programming interface for connecting third-party systems to the software for data creation, access, updating and/or deletion.

4.1.2. Security

This component helps a company minimize the security risks by controlling access to the software and its data, and encouraging best practices among users.

Single sign-on capability: The software system supports a centralized authentication mechanism allowing the user to access multiple systems with a single, centrally managed password.

Role-based user permissions: Permissions to perform actions or access or modify data are assigned to roles, which are then assigned to users, reducing complexity of administration.

4.1.3. Reporting & Analytics

Users can report on and analyze usage, performance, ROI, and/or other metrics of success.

Dash Board: Users can create, customize and share dashboards, which provide an overview of the most important metrics.

Standard Report: The software offers pre-built reports with metrics standard to the category.

Custom Reports: Users can create custom reports.

4.1.4. General Ledger and Configurable Accounting

Financial management solution, including capabilities for general ledger and configurable accounting

Accounts Payable: This includes the automation and tracking of payment to vendors and suppliers, with features such as payment scheduling, check printing, open purchase order alerts, document management, direct ACH bill payment, and vendor records

Accounts Receivable: This includes the management and automation of invoices and collections, with features like statements, invoices, receipts, payment reminders, customer records, auto billing, and refund checks.

Cash Management: The software provides a complete picture of a company's cash flows, streamlines payment processing, and includes cash forecasting.

Bank Reconciliation: The software connects to a company's financial institutions in order to reconcile accounting records with checking, savings and credit card accounts. Often month and year closing capabilities are included.

Expense Management: The software can log and track business expenses and reimbursements, including travel-related expenses, with the ability to tie them to particular projects.

Time Tracking: The software can track billable and non-billable employee time by project.

Multi Currency Support: The software supports transactions across multiple currencies.

Regulations Compliance: The software helps users adhere to typical accounting standards and regulations such as IFRS, GASB, or GAAP.

Self Service Portal: The software provides online portals for certain stakeholders to find information relevant to them, such as employees, vendors and customers.

4.1.5. Inventory Management

The ability to track and manage the flow of goods or materials into and out of an inventory .

Automatic reordering: The software can be set up to automatically reorder a good when it falls below a certain threshold.

4.1.6. Order Management

The ability to process orders, and track them from quote to cash .

Pricing: Users can set up complex and unique pricing requirements.

Order Entry: Users can enter an order once, and the data flows to all the necessary units such as fulfillment and billing.

Credit Card Processing: The software facilitates credit card processing.

Cost of Goods sold: The software calculates the direct costs attributable to a finished product, such as materials and labor, and includes roll-up pricing.

5. APPLICATIONS

ZOHO Books is one-stop platform for managing our accounting tasks and organizing our transactions. It's a single secure location to keep up with our company's bills and invoices, reconcile our bank statements, control our spending, oversee projects, and eliminate GST compliance worries.

The ZOHO books can be used in the area of interior field and also many industries can use ZOHO books for various purposes

6. CONCLUSION

- ZOHO books help them streamline their financial operations and enhance the customer service

- By now, we must have understood how ZOHO Books is a power full and versatile online accounting software that can help businesses of all sizes manage their finances and streamline their accounting processes.
- whether we are looking for free accounting software or a more advanced paid plan, ZOHO Books is worth considering for our business!
- ZOHO Books is an online accounting application that takes care of the accounting needs of our business. We can record, audit and analyze all financial transactions easily.

7. FUTURE SCOPE

- ZOHO development is going to focus on cloud services. Furthermore, expectations are that cloud would form 70% of ZOHO's business and 30% would be from on-premise offerings. However, ZOHO is going to continue its global expansion plans.
- ZOHO plans to embrace transnational localism, adapting its products and services to meet the specific needs of local markets while maintaining a global outlook.

