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	**Dream home reality**
Project Submitted To	**Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))**
Year	**2023**
Department	**B.COM (commerce)**
Semester	**6**
Group Number	**23**
Total Members of the Group	**4**

Group Members Details

Name of the Member	University Register. No	Student NM ID
K.Bala priya	C1C15606	NM2023TMID37228
T Meena	C1C15634	NM2023TMID37228
P Esther	C1C15603	NM2023TMID37228
M Angala eswari	C1C15616	NM2023TMID37228

Under the Guidance	**Mr.anu**
SPOC	**Ms.P.UMADEVI**

ANALYSING HOUSING PRICES IN METROPOLITAN AREAS IN INDIA

1. Introduction.

1.1 Overview

1. **The Navigation Panel on the left-hand side lists all the modules of Zoho Books.**

2. **Get into the Sales tab and the Purchases tab to manage Quotes, Invoices, Expenses, Bills,**
3. **The Quick Create button By the respective modules is the shortcut to create new Transactions.**

4. **The Quick Create option can be used to create a transaction on the fly from anywhere in Zoho Books.**

5. **Clicking on the Recent Activities option will display of list of most recent transactions you have Carried out in your organization.**

6. **Use the Search bar to quickly find a specific transaction, contact, item or more.**

7. **The Notifications Section will notify you of any customer activity on the customer portal as well as announcements from the Zoho Books team.**

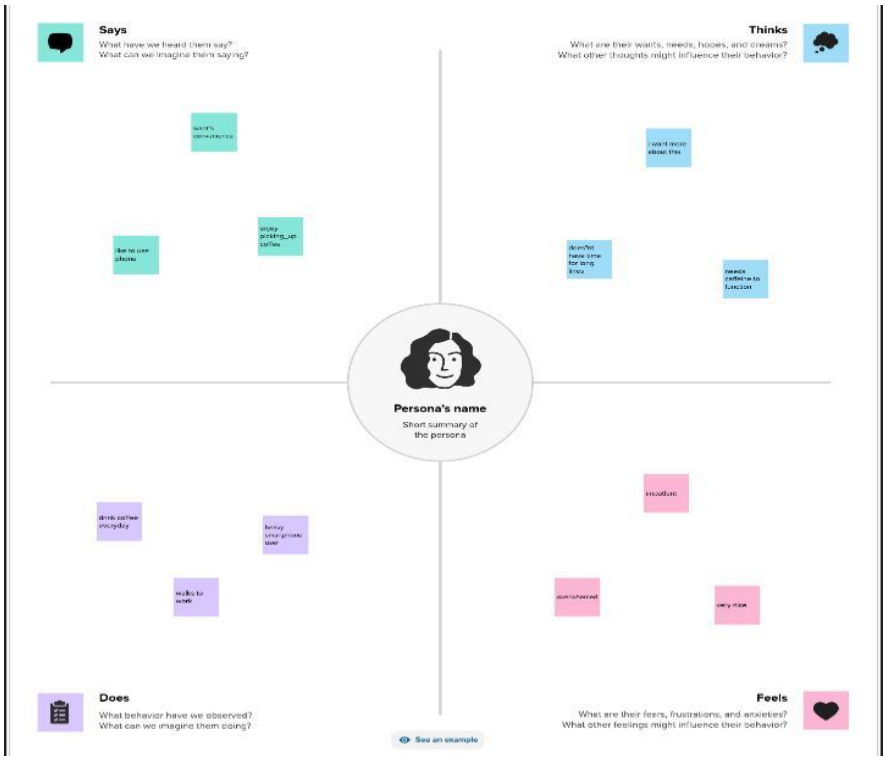
8. **Click on the Settings icon to manage your Organization Profile, Users, Subscriptions .**

2.2 purpose

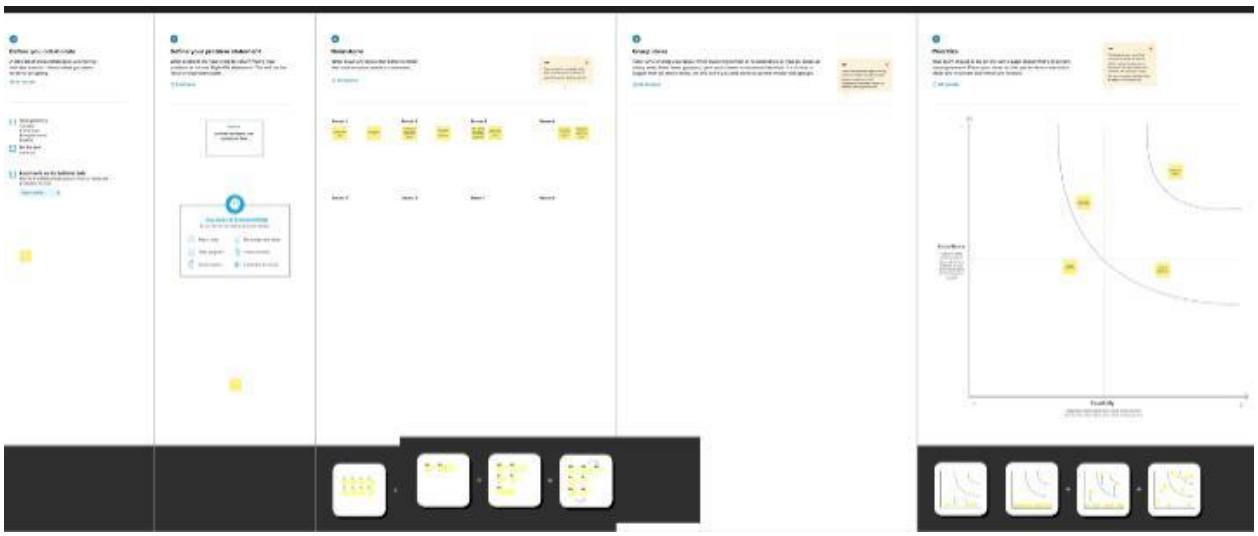
Zoho Books is your one-stop platform for managing your accounting tasks and organizing your transactions. It's a single secure location to keep up with your company's bills and invoices, reconcile your bank statements, control your spending, oversee projects, and eliminate GST compliance worries.

2. Problem Definition and Design Thinking

a. **Empathy Map**

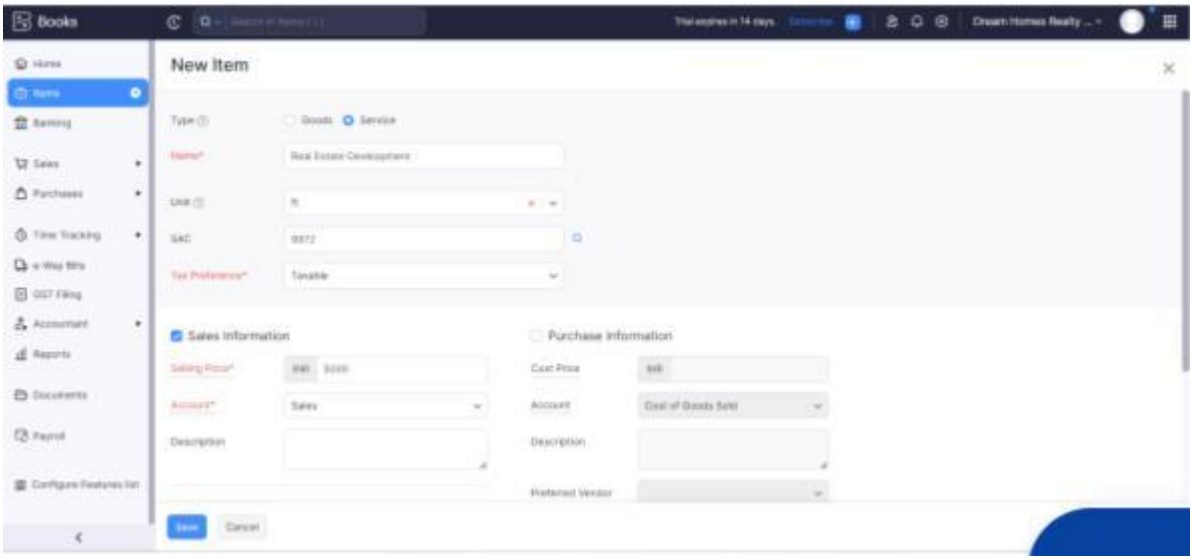


2.2 Ideation and Brainstorming Map



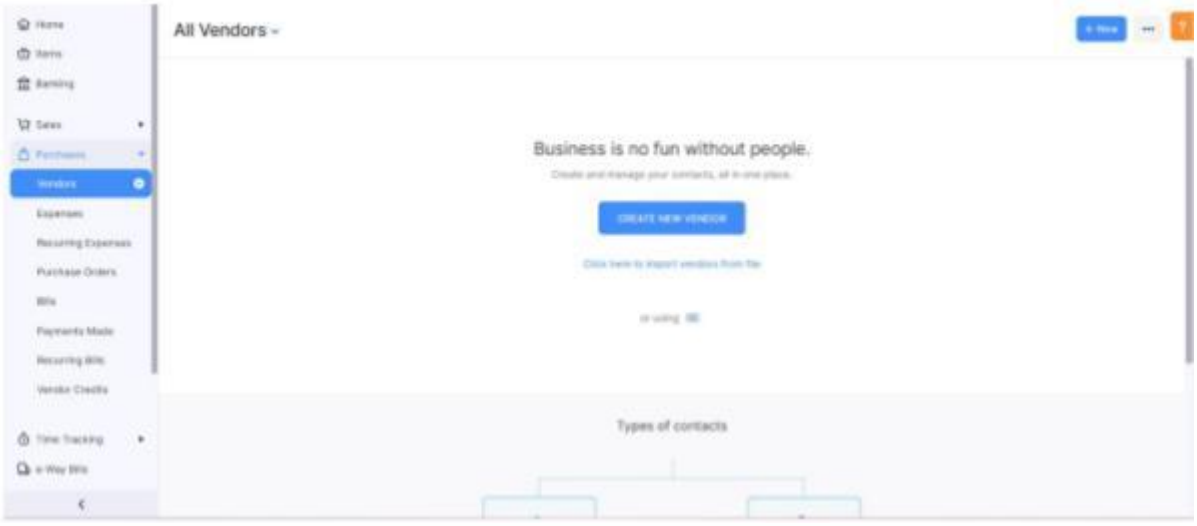
Service Creation:

Activity1: Creation



Activity 2: Review of Items after Addition

Vendors
Activity 1: Vendors Creation



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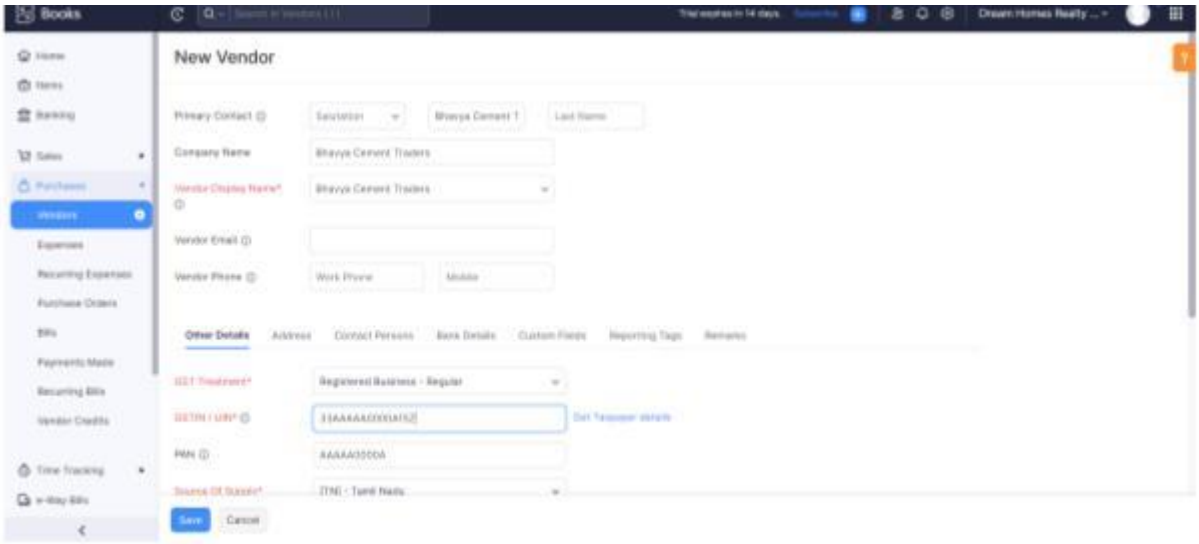
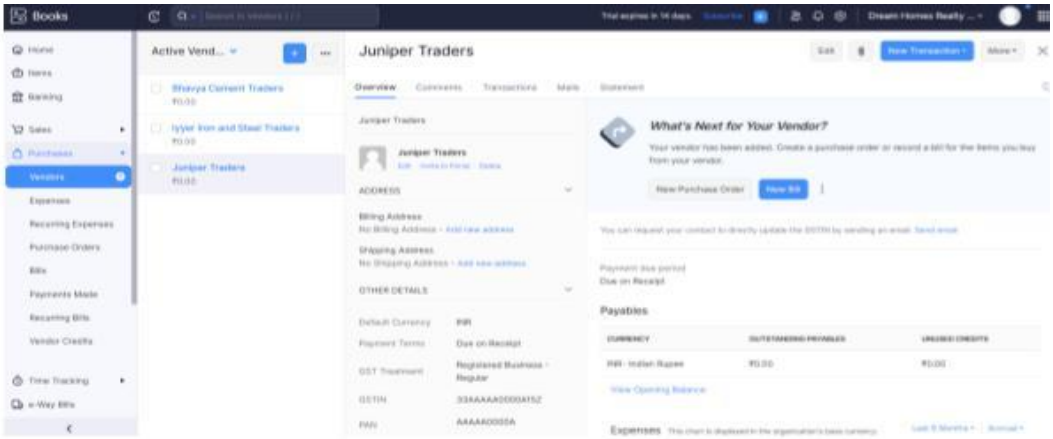
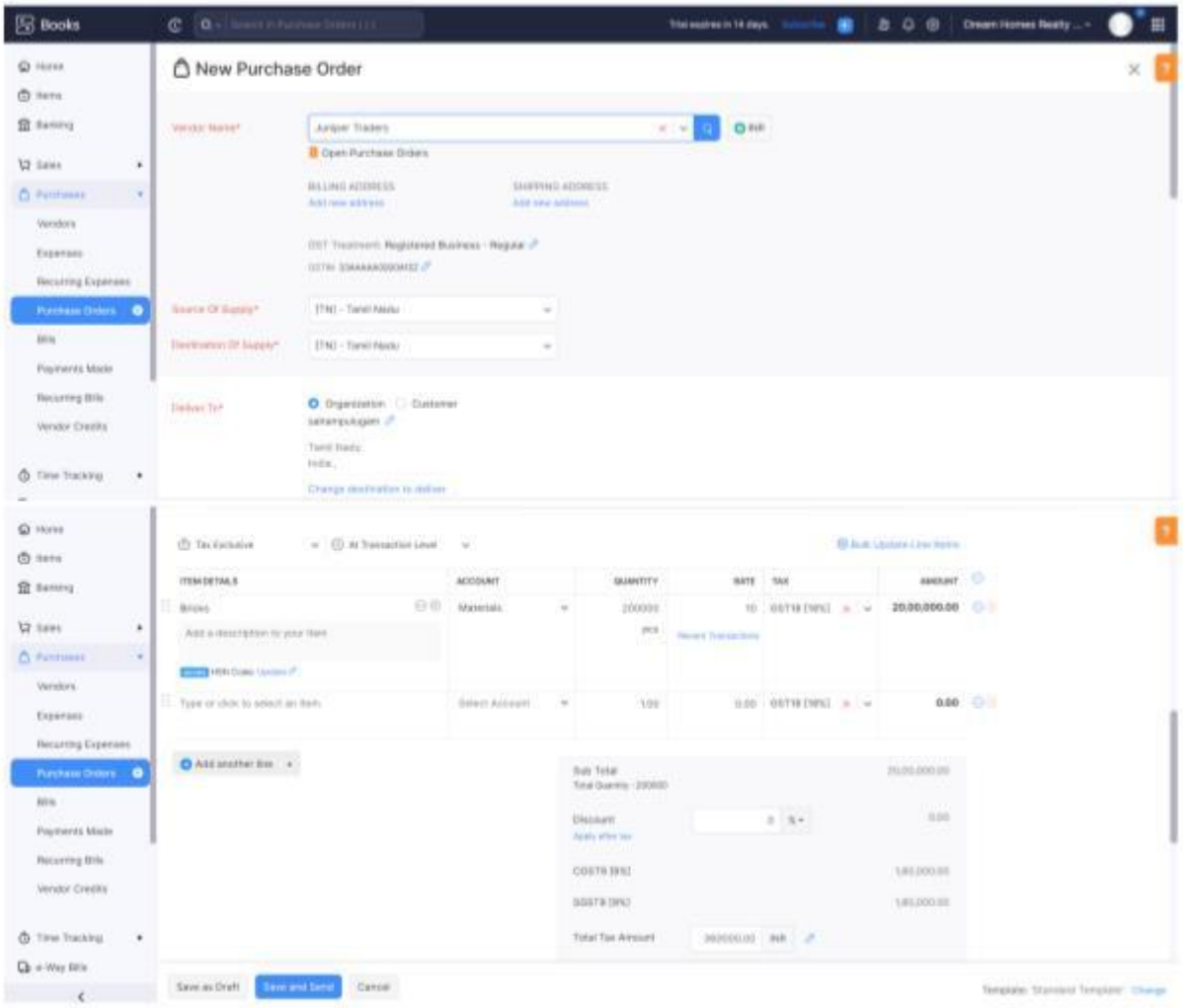


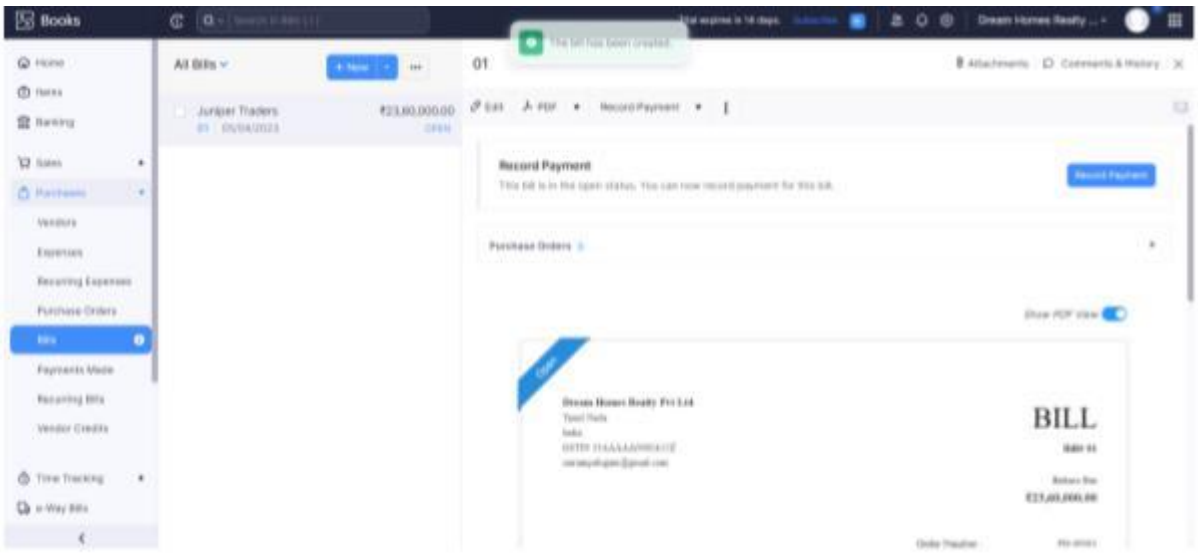
Activity 2: Review of Vendors List

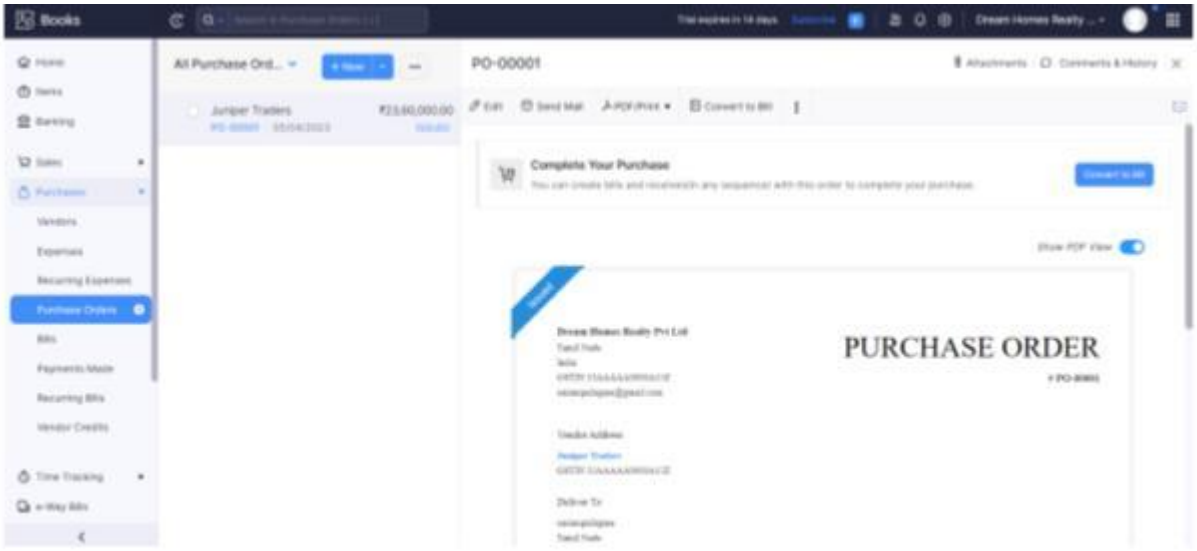


Purchases
Activity 1: Purchase Order Creation

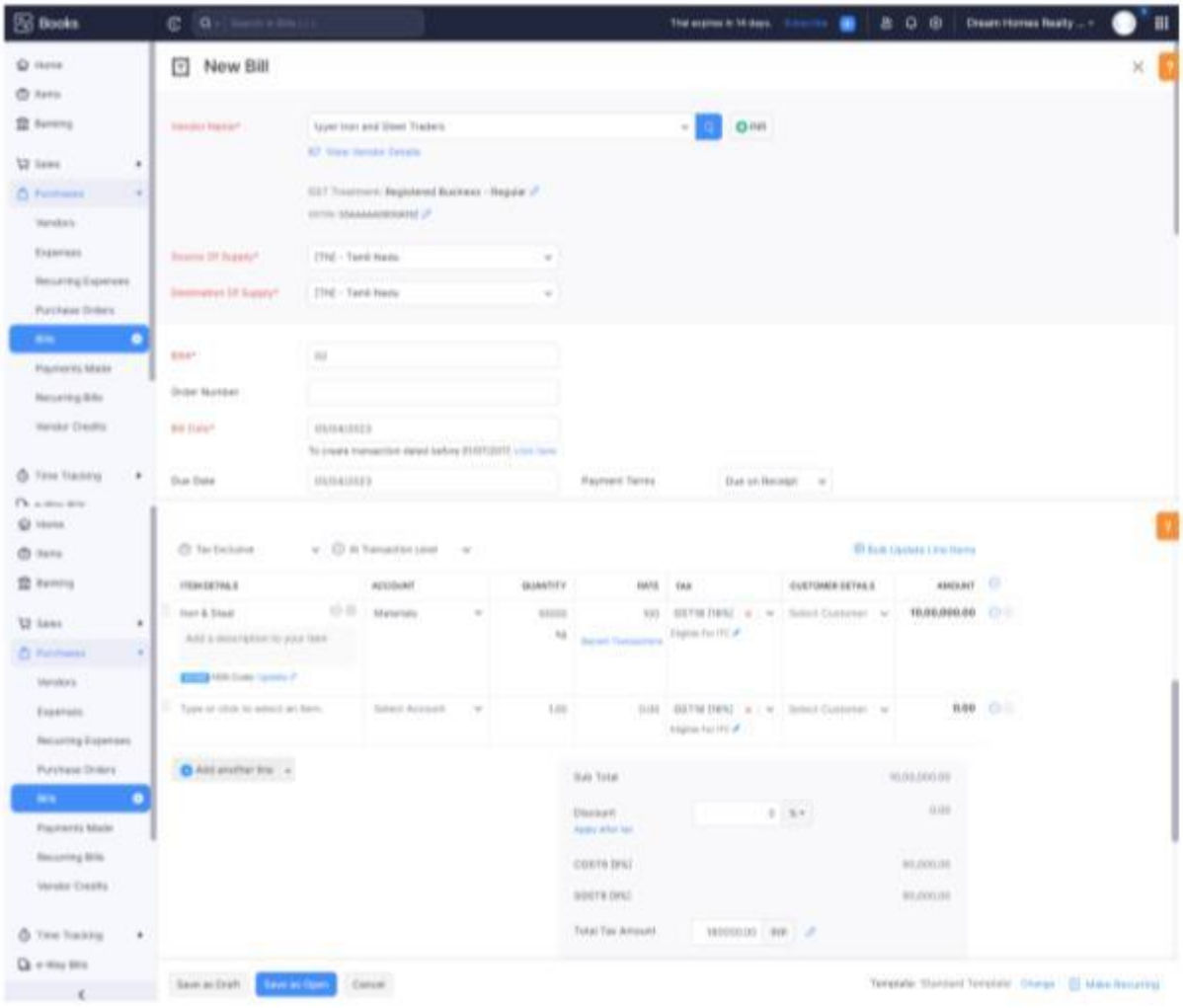


Activity 2: Purchase Order to Purchase Bills Convertion



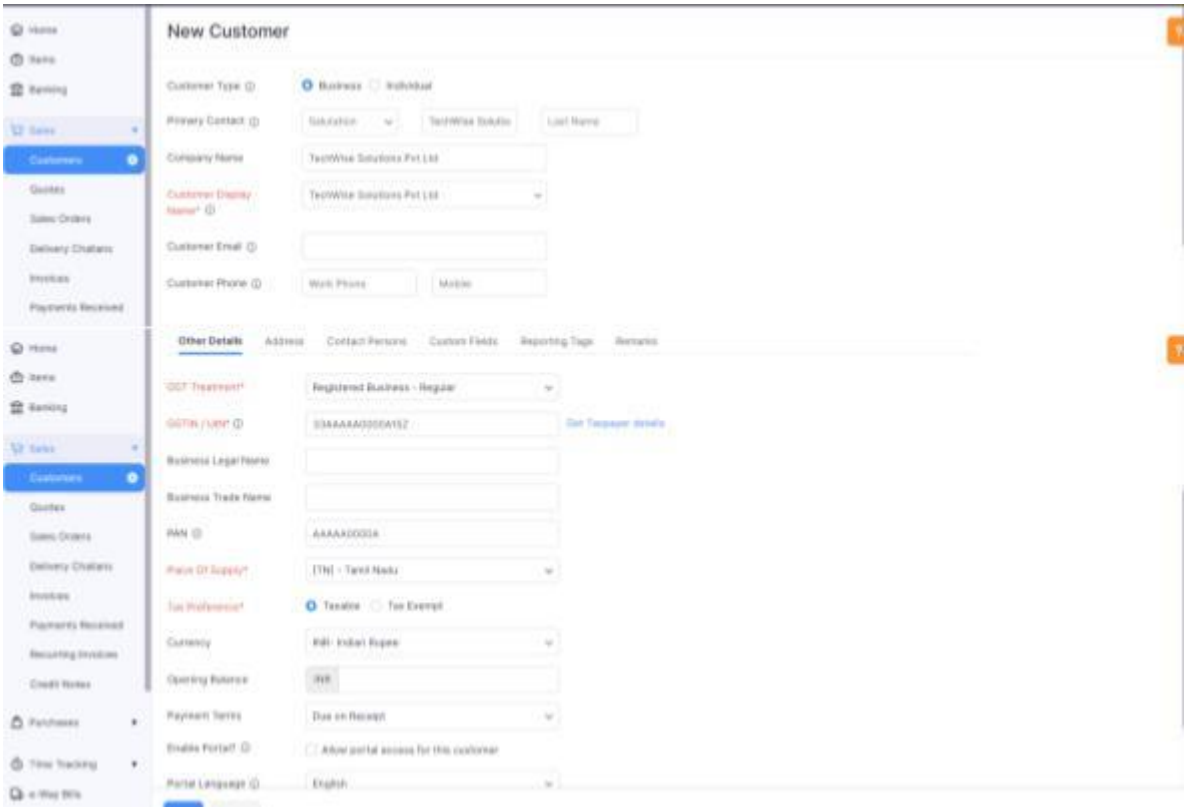


Activity 3: Direct Vendor Purchases Bills Creation:

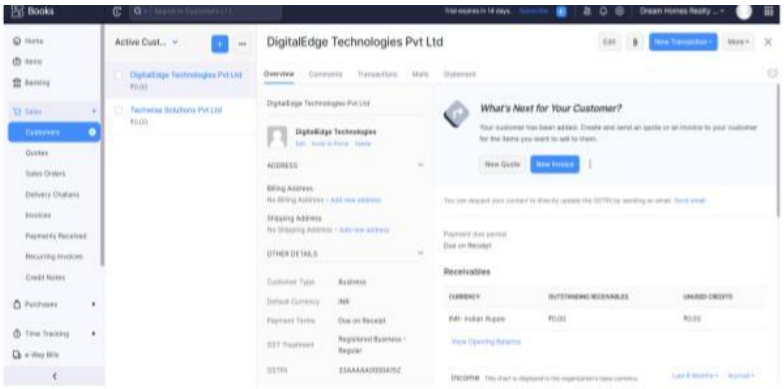


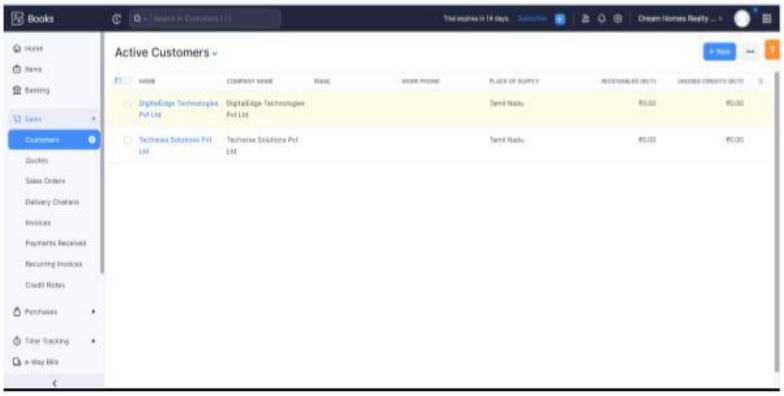
Activity 4: Reconciliation of Open & Outstanding Bills

Customers
Activity 1: Customers Creation:



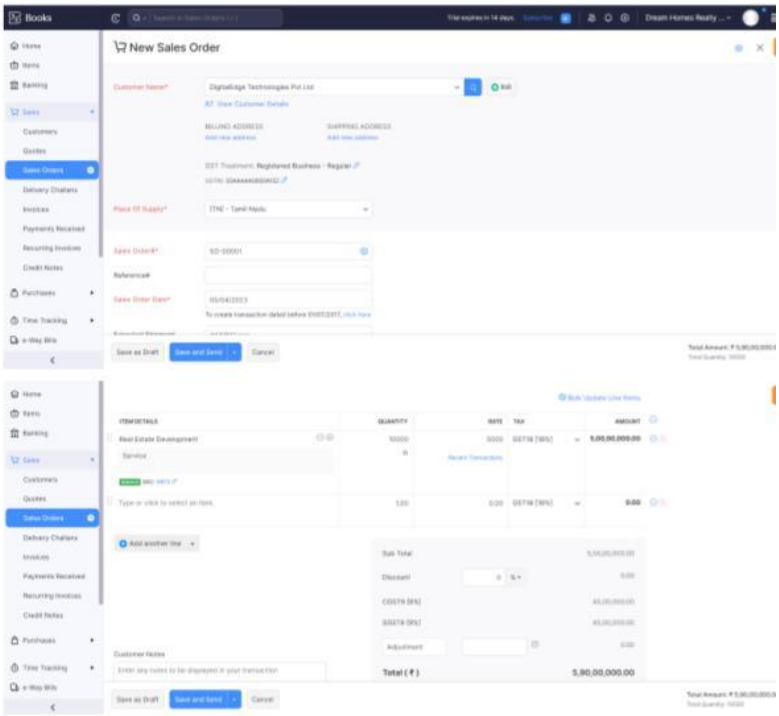
Activity 2: Review the Customers List



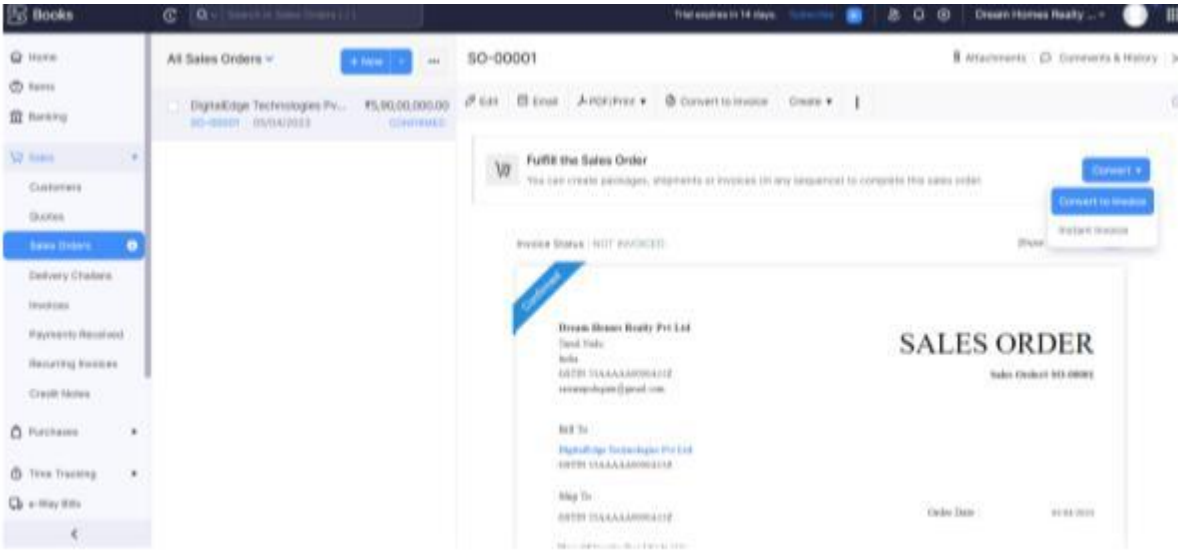


Sales

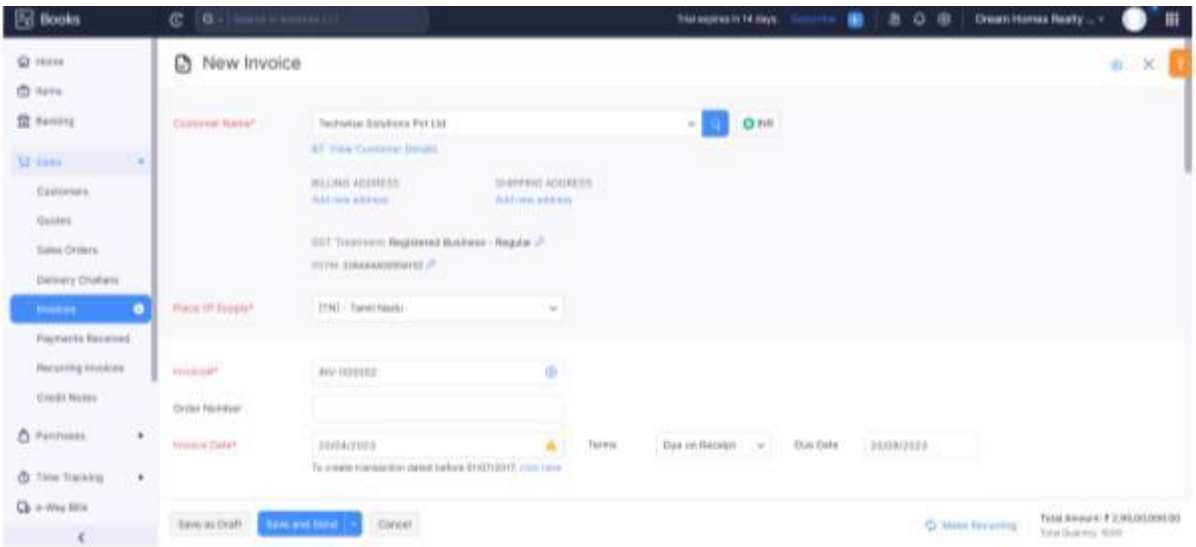
Activity 1: Sales Order Creation



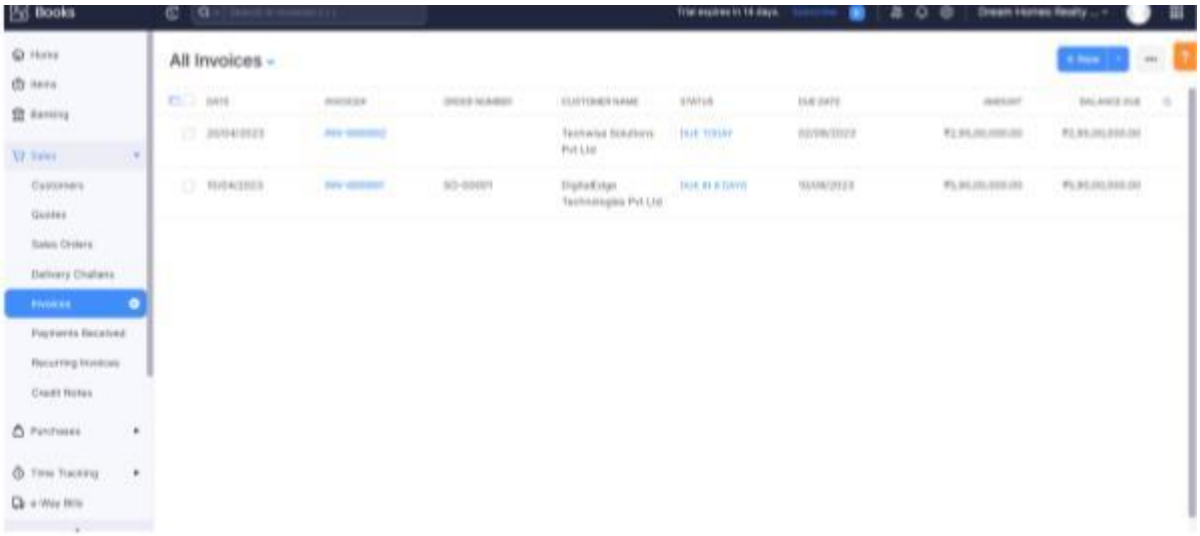
Activity 2: Sales Order to Sale Invoice Convertion



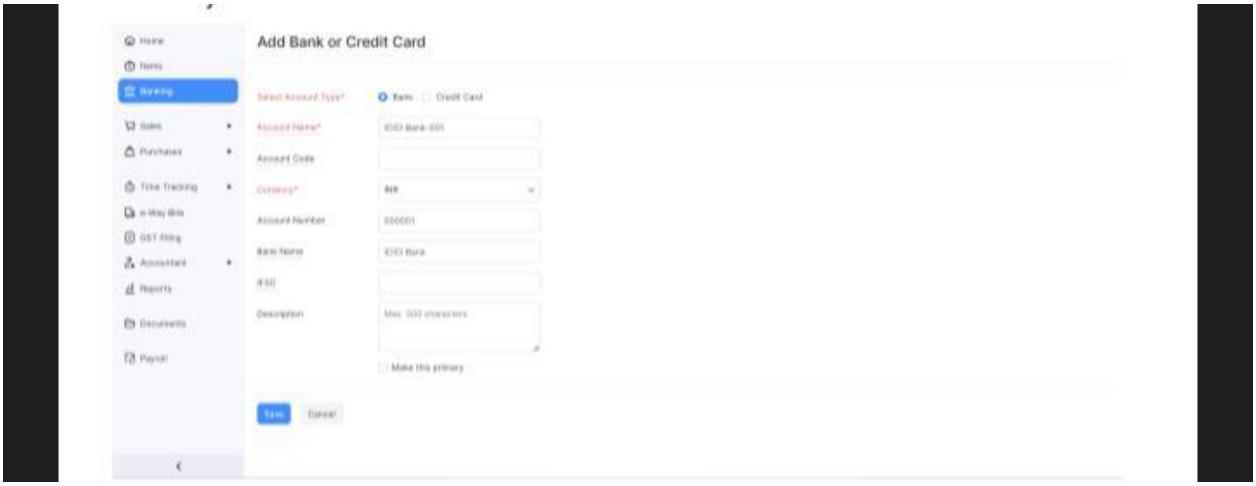
Activity 3: Direct Sale Invoices



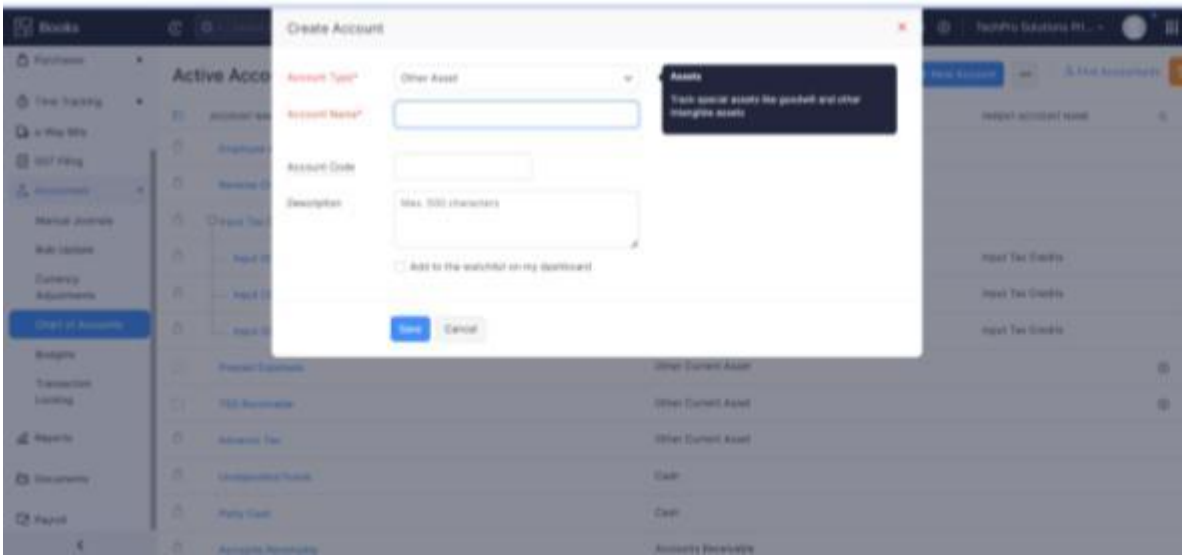
Activity 4: Reconciliation of Open Invoices



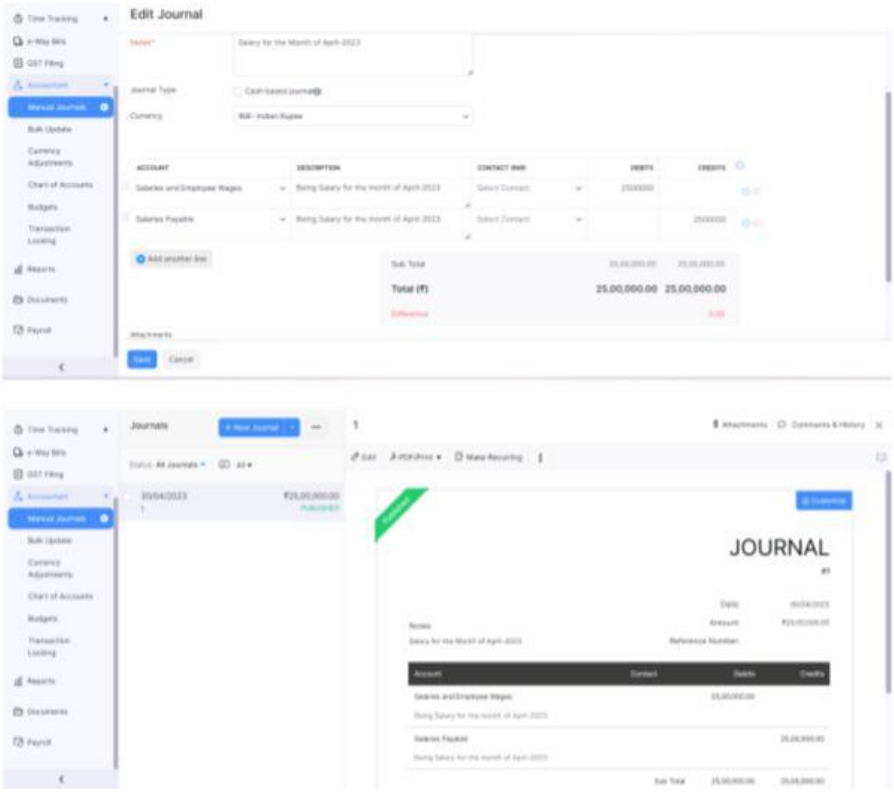
Bank Account
Activity 1: Adding Bank Account



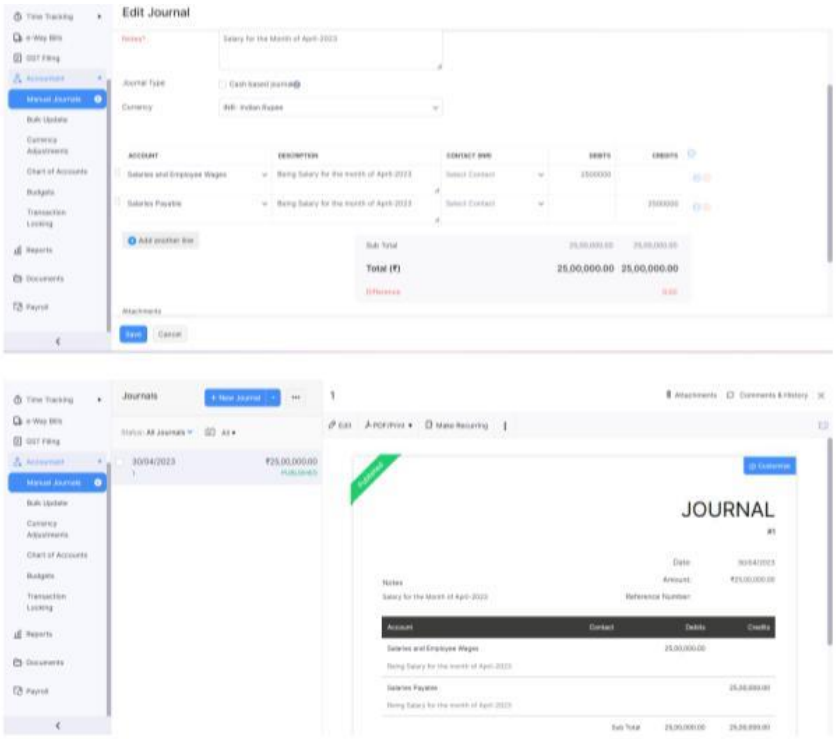
Accounts & Ledgers
Activity 1: Creation of New Accounts/Ledgers:



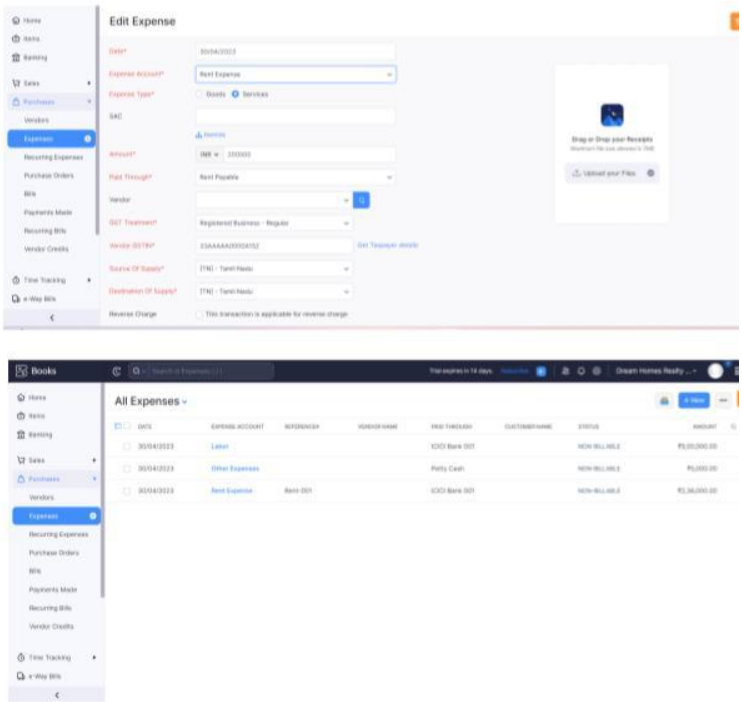
Journal Entries:
Activity 1: Recording of Journal Entries



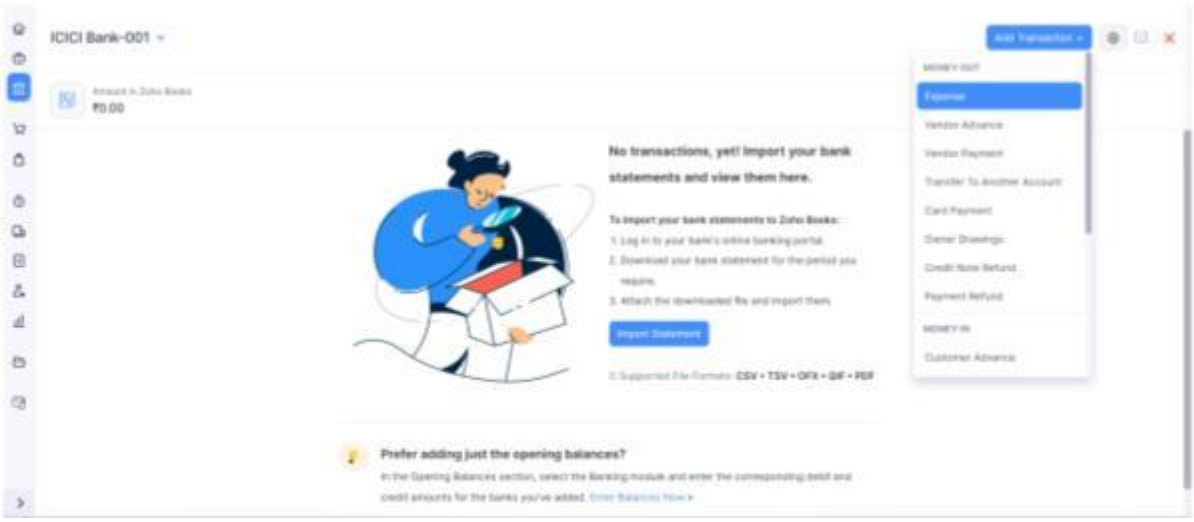
Expense & Bills
Activity 1: Expense & Bills Entry



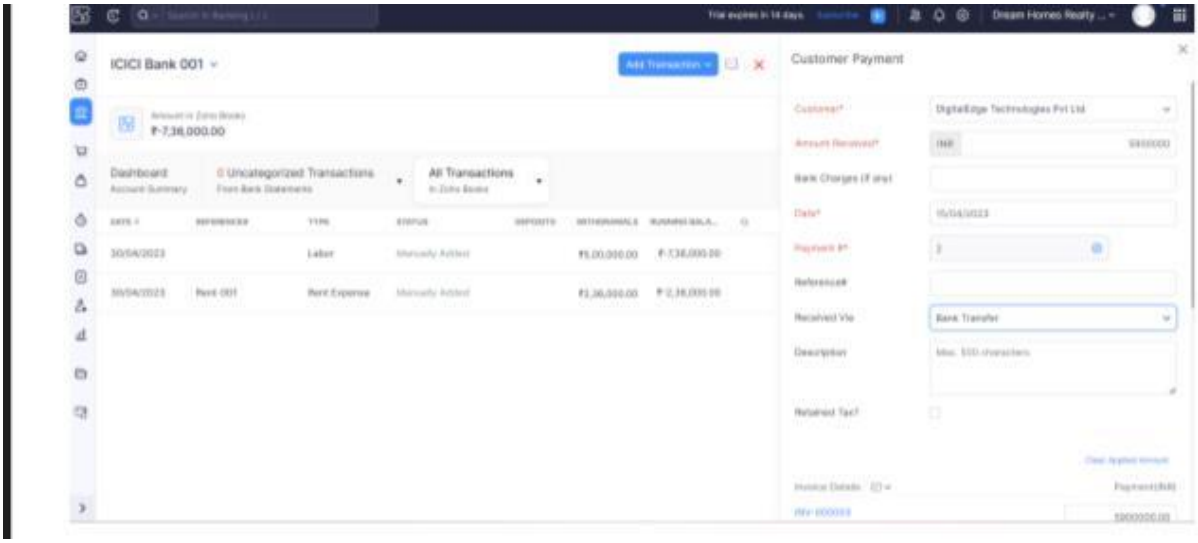
Expense & Bills
Activity 1: Expense & Bills Entry



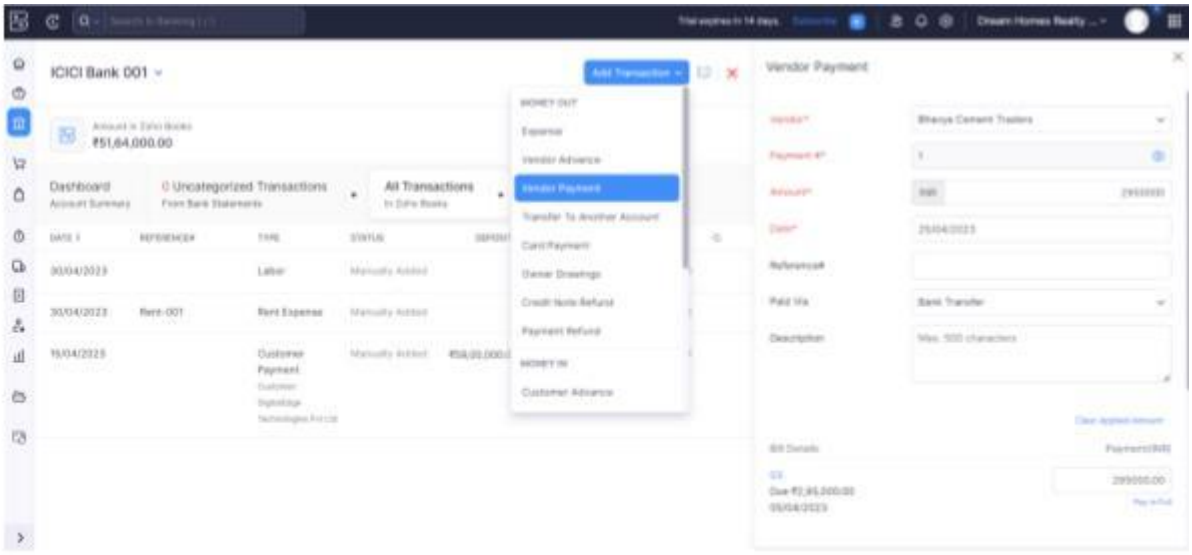
Bank Entries
Activity 1: Recording of Bank Transactions



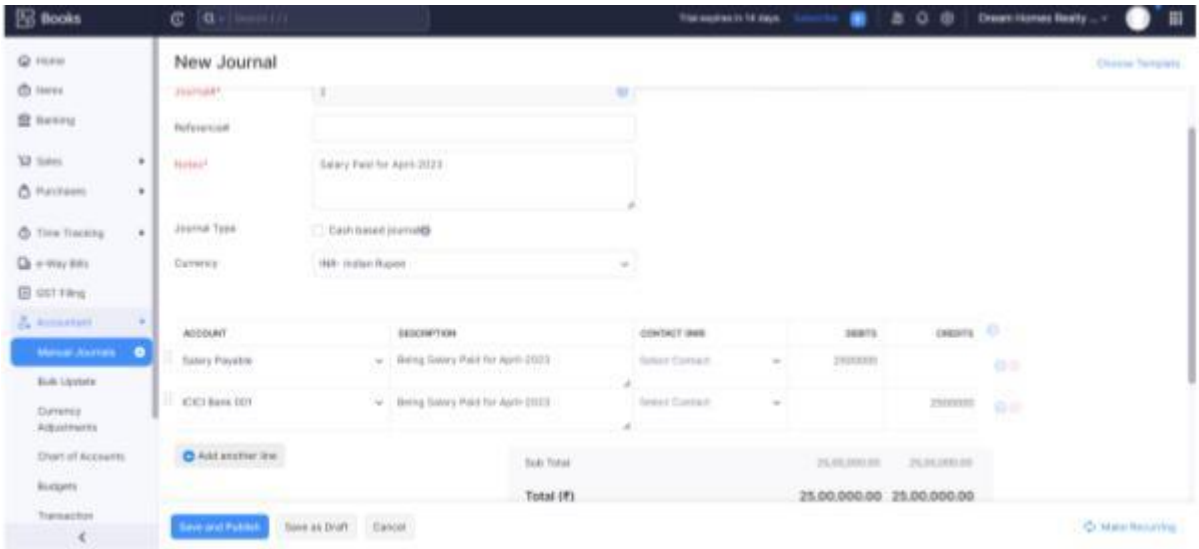
For Customer Payment:



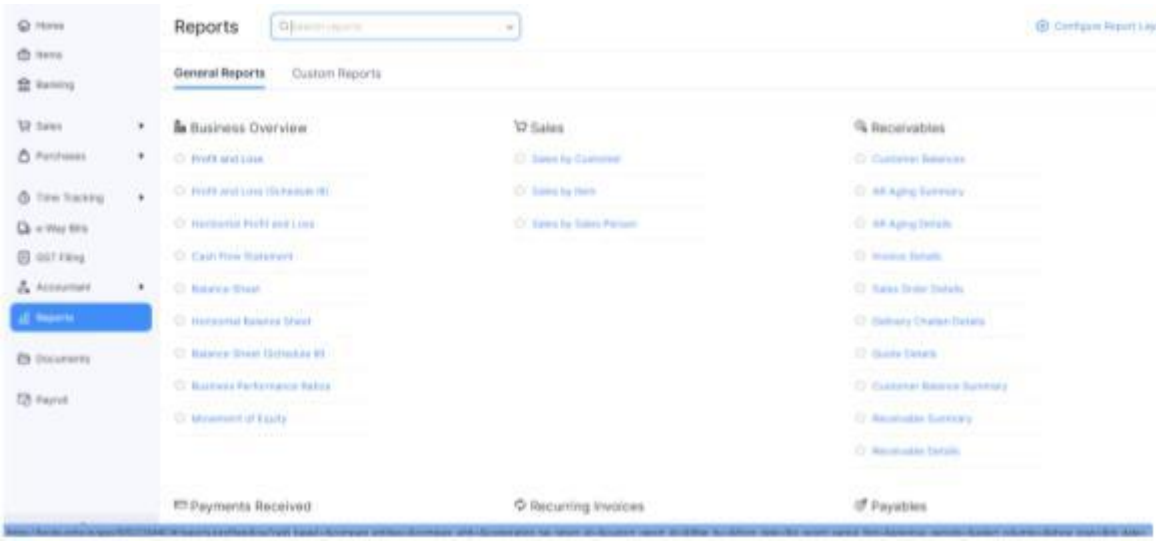
For Vendor Payment:



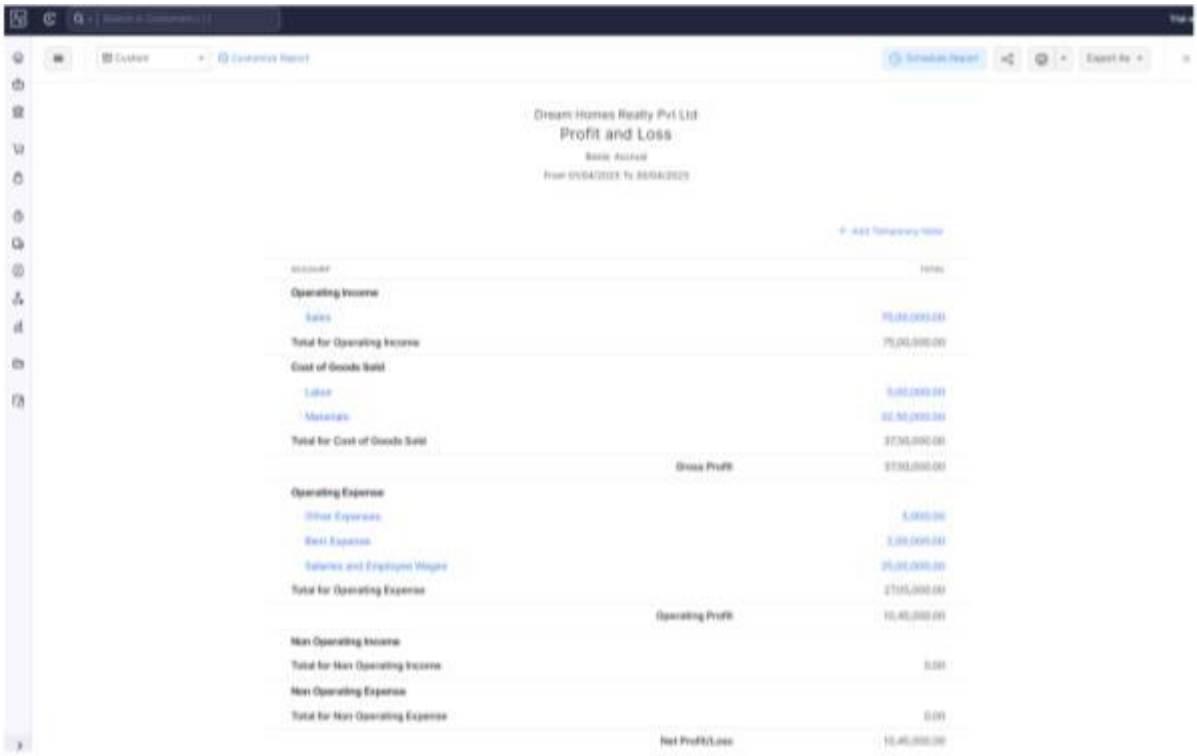
For Salary Payment pass the journal entry:



Financial Reports:

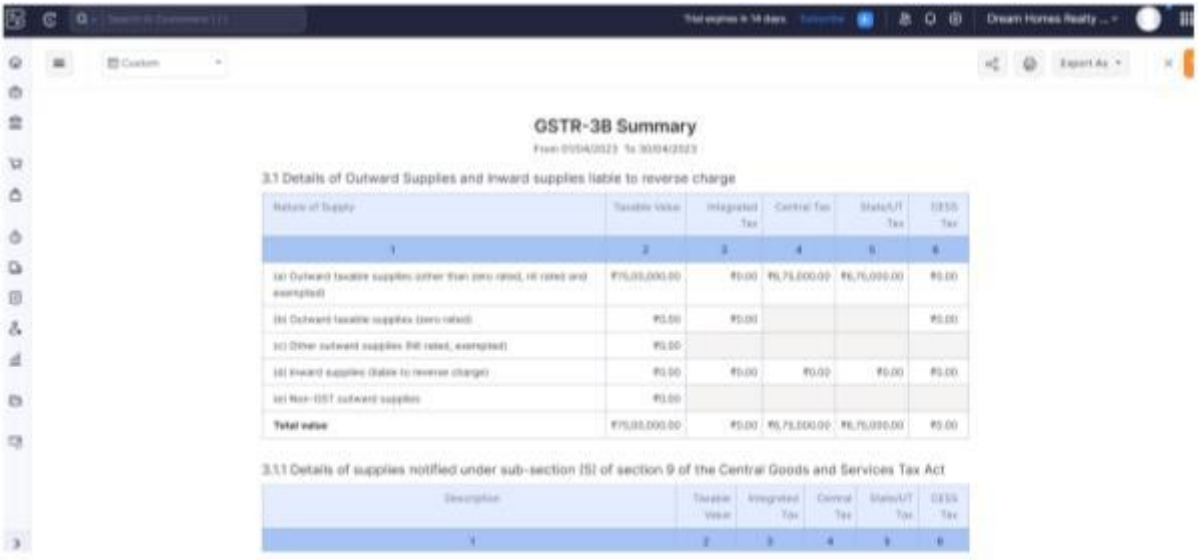


Activity 1: Profit and Loss Account

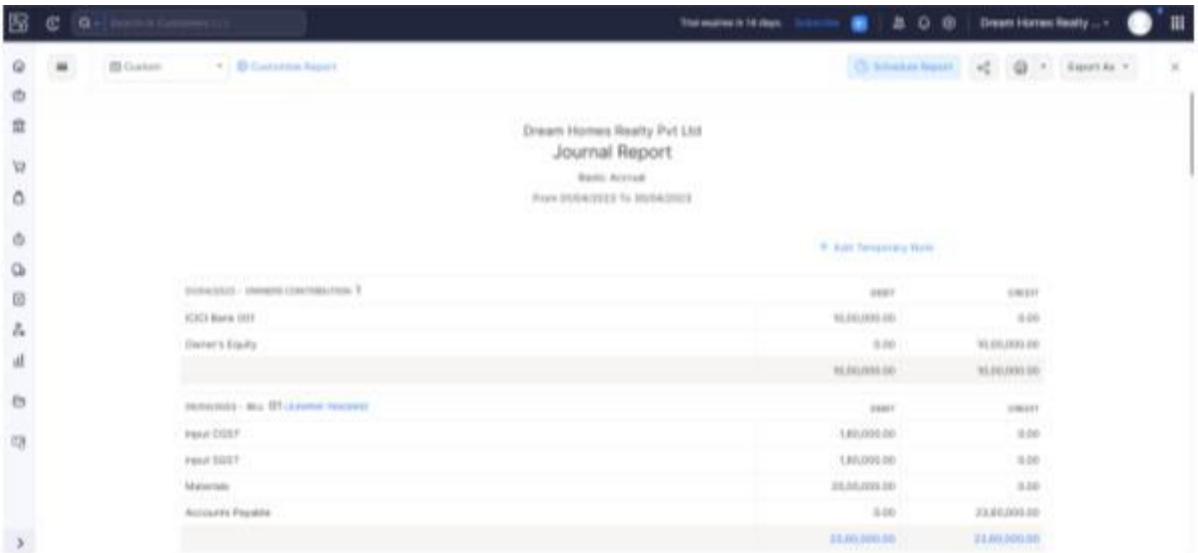


Activity 2: Balance Sheet

Activity 3: GST Reports



Activity 4: Journal Report



Activity 5: Accounts Receivable Aging Details

Activity 6: Accounts Payable Aging Details