COURSE NAME:	FINANCE & ACCOUNTING WITH ZOHO BOOKS
PROJECT TITLE:	PREPARATION AND MAINTENANCE OF ZOHO BOOKS FOR HEALTHHUB MEDICAL CLINIC
PROJECT SUBMITTED TO:	SMART INTERNZ
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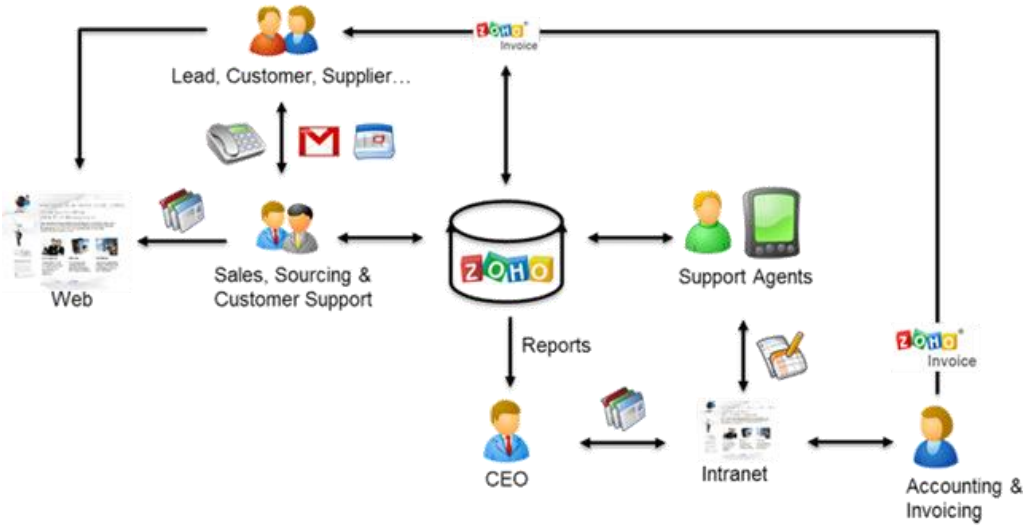
Preparation and Maintenance of ZOHO Books for Health Hub Medical Clinic

INTRODUCTION

ZOHO BOOKS is one of the platforms to analyse, audit, maintain the financial accounting for our organization.

1.1 OVERVIEW

Health Hub Medical Clinic, a healthcare facility which relies on ZOHO Books to manage patient billing and invoicing.They can track medical service fees, manage insurance payments, and generate statements for patients. ZOHO Books helps them maintain financial transparency and ensures efficient billing processes.



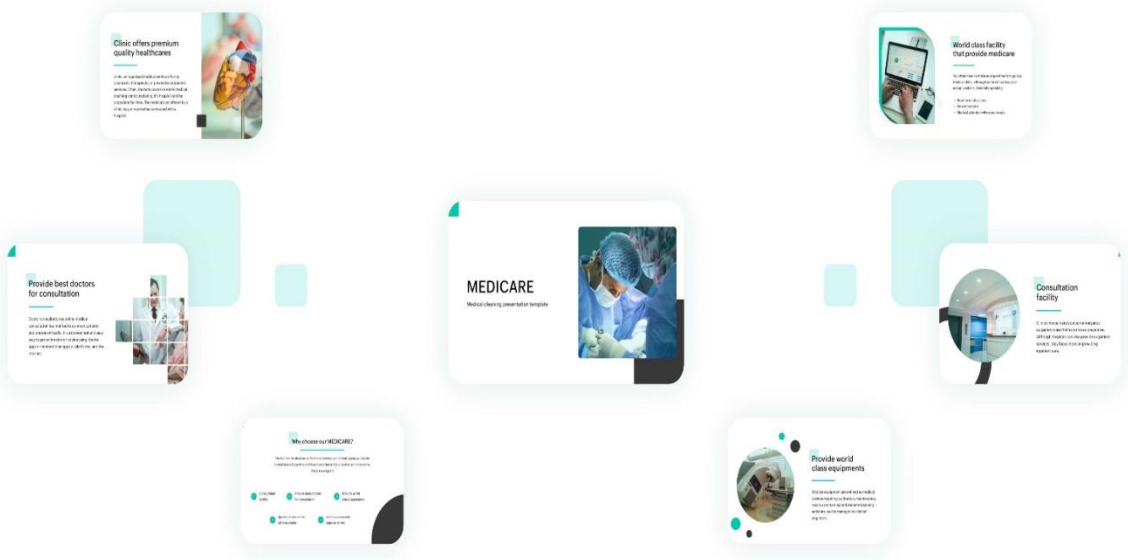
A Health hub is the centralized location where health related services and resources are available to the public.It is a concept that brings together different health care providers, community organizations, and public health agencies to provide coordinated care and support for individuals and communities. It can also be a physical location, such as a medical centre or hospital, off a virtual application.

Health hubs often offers a range of services, including primary care, speciality care, diagnostic tests, wellness programs, mental health services and also educational resources. Generally, the intranet in health hub medical clinic is used to track the patients' medication orders, tracking the location of the patient and admitting them to hospitals. The customers are satisfied with the services rendered but, the customer experience is something which is never completed, it helps us to improve the services.

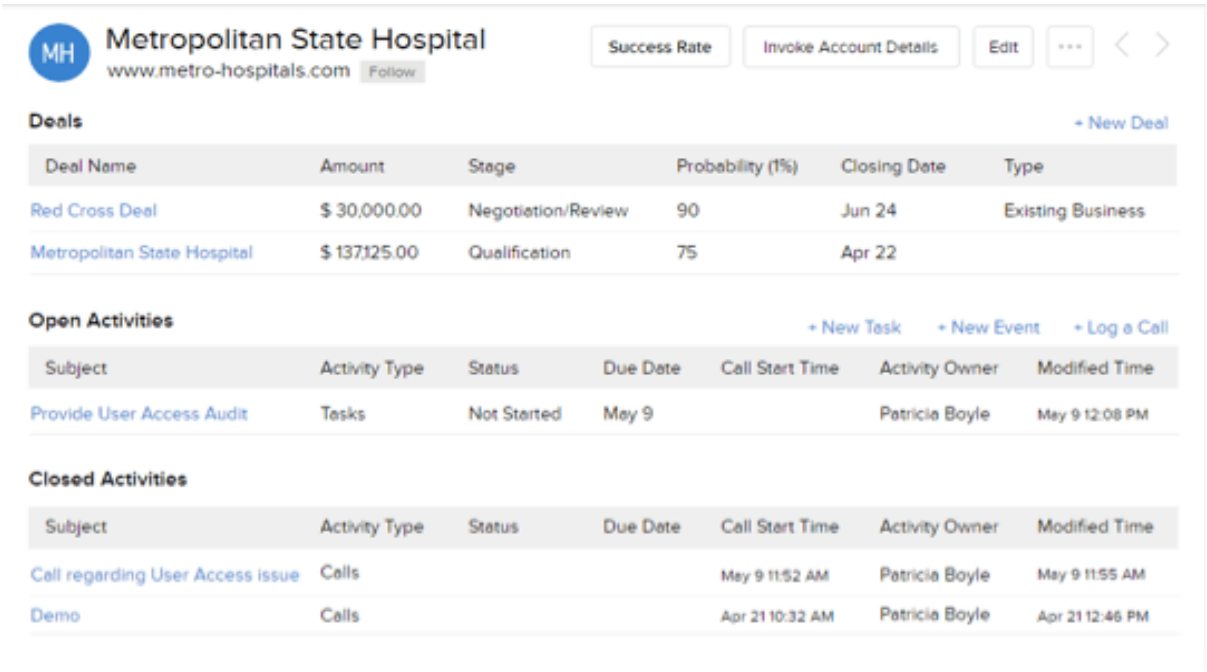
1.2 PURPOSE

By using ZOHO patients can effortlessly book their appointments from anywhere and at any time. Also helps to automate the workflow statements to run the organisation. This also implement the scheduling solutions for the growing Clinic and is used for the health care organisations to manage the patient records, keep track of inventory accounts, etc. ZOHO bookings is an easy and affordable way of solution that is ideal for medical clinic. ZOHO CRM is the all in all patient relationship management software that helps to transform our business and brings the best possible solutions under one roof.

ZOHO CRM provides a module to communicate with patients through different communication channels.



The ZOHO books are also helpful for health hub medical clinic to record the purchase and sales items, customers and vendor creations, purchases and sales orders, invoices, bills, etc. ZOHO books shows the Accounts of the management like the profit and loss, balance sheet, of the particular period.



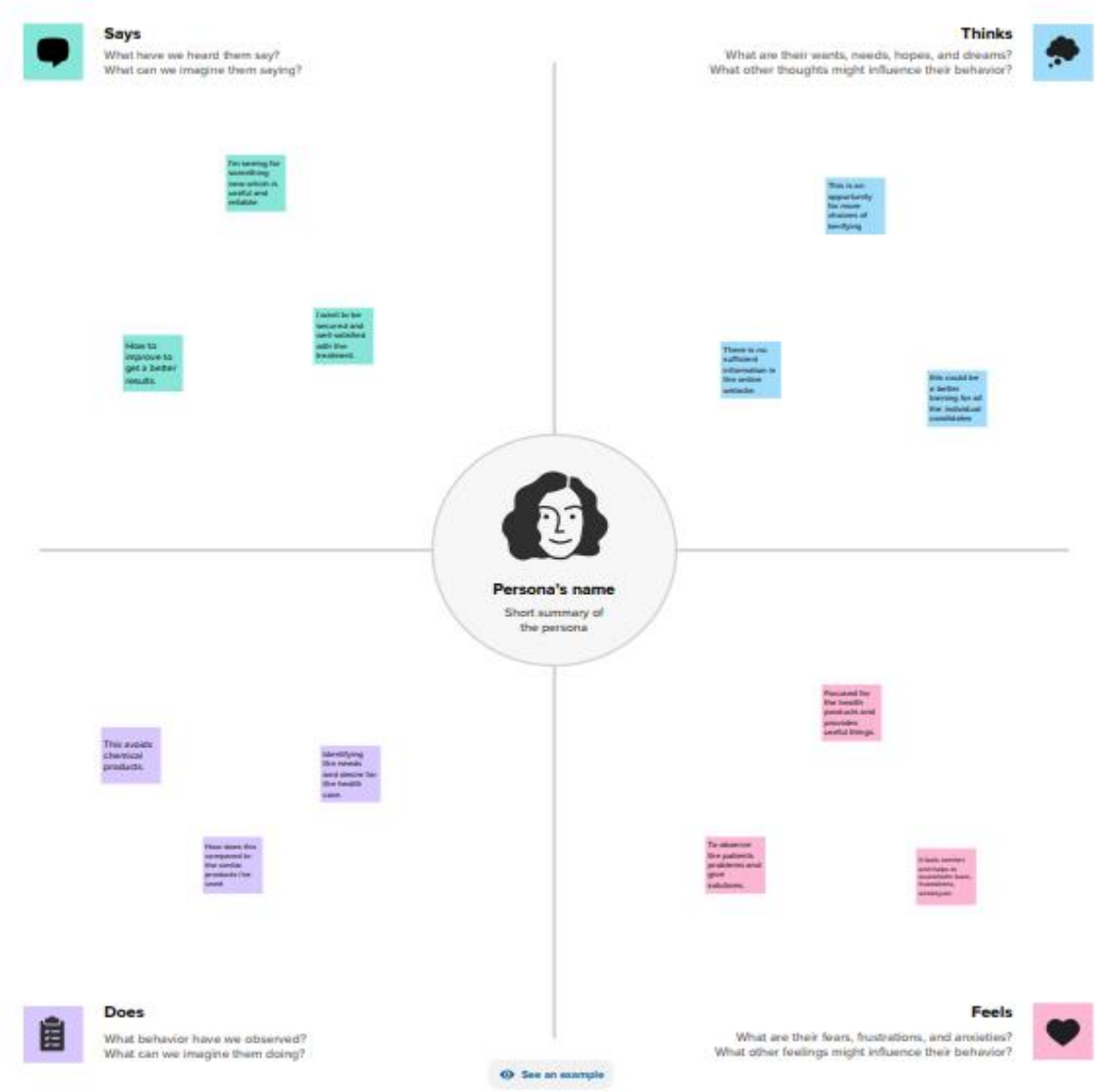
Thus ZOHO books helps the health care management to record the details of the patient, as well as the purchase and sales requirements to the clinic also the accounts of the organization. ZOHO CRM is the all in all CRM, which maintains all the patient records securely with improved accessibility, and manages them all in one place.

2. PROBLEM DEFINING & DESIGINING THINKING:

2.1 EMPATHY MAP

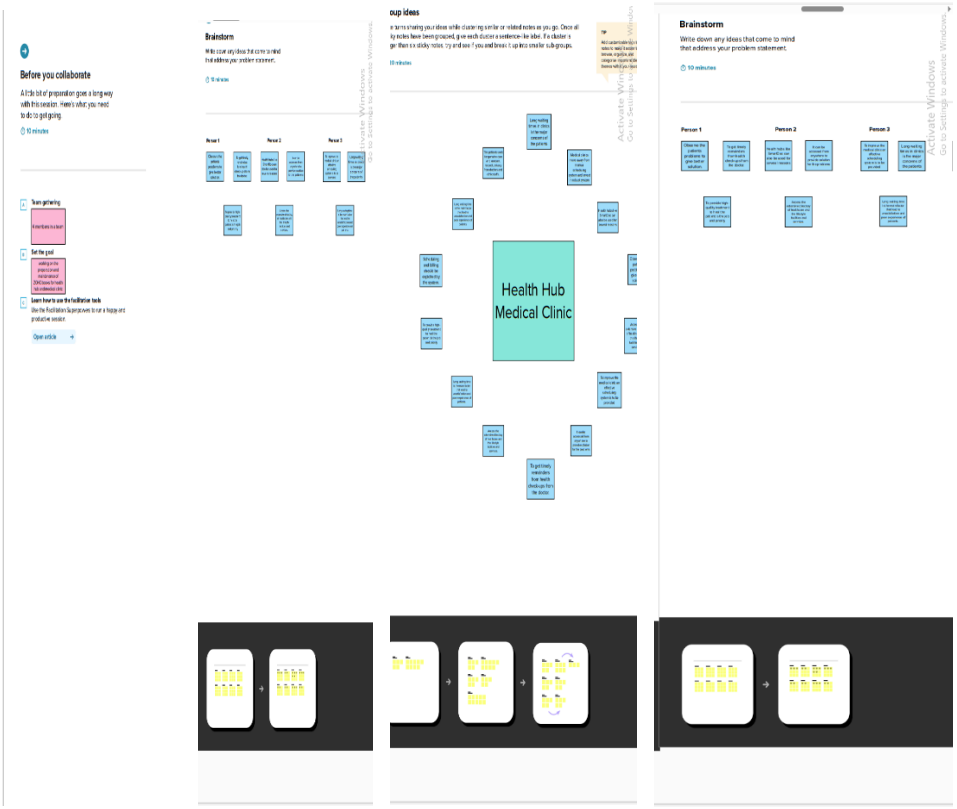
- Empathy map is the collaborative tool in which it is being used for gaining the deeper insights into their customers.
- The empathy map is designed to know about various potential customers which is divided into four quardrant.

- This empathy map is a visual representation of a customer's thoughts, feelings, actions and observations.
- Each quadrant is used to capture different aspects of the customer experience.



2.2 IDEATION AND BRAINSTORMING MAP

Ideation is closely relative to the brainstorming which is a technique utilized to generate new ideas.



3. RESULT

PROIT AND LOSS ACCOUNT:

Healthhub and medical clinic

Profit and Loss

Basis: Accrual

From 01/04/2023 To 30/04/2023

+ Add Temporary Note

ACCOUNT		TOTAL
Operating Income		
Sales		6,00,000.00
Total for Operating Income		6,00,000.00
Cost of Goods Sold		
Cost of Goods Sold		5,00,000.00
Total for Cost of Goods Sold		5,00,000.00
	Gross Profit	1,00,000.00
Operating Expense		
Other Expenses		5,000.00
Rent Expense		1,18,000.00
Total for Operating Expense		1,23,000.00
	Operating Profit	-23,000.00
Non Operating Income		
Total for Non Operating Income		0.00
Non Operating Expense		
Total for Non Operating Expense		0.00
	Net Profit/Loss	-23,000.00

**Amount is displayed in your base currency INR

BALANCE SHEET:

Healthhub and medical clinic

Balance Sheet

Basis: Accrual

As of 06/08/2023

+ Add Temporary Note

Collapse all | Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank-001	8,000.00
Total for Bank	8,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	36,000.00
Input SGST	36,000.00
Total for Input Tax Credits	72,000.00
Total for Other current assets	72,000.00
Total for Current Assets	85,000.00
Total for Assets	85,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Salary payable	-1,00,000.00
GST Payable	0.00
Output CGST	54,000.00
Output SGST	54,000.00
Total for GST Payable	1,08,000.00
Total for Current Liabilities	8,000.00
Total for Liabilities	8,000.00
Equities	
Capital Stock	1,00,000.00
Current Year Earnings	-23,000.00
Total for Equities	77,000.00
Total for Liabilities & Equities	85,000.00

**Amount is displayed in your base currency INR

Healthhub and medical clinic

Cash Flow Statement

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

+ Add Temporary Note

ACCOUNT		TOTAL
Beginning Cash Balance		13,000.00
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	13,000.00

Activate
Go to Settin

**Amount is displayed in your base currency INR

BUSINESS PERFORMANCE RATIO:

Healthhub and medical clinic

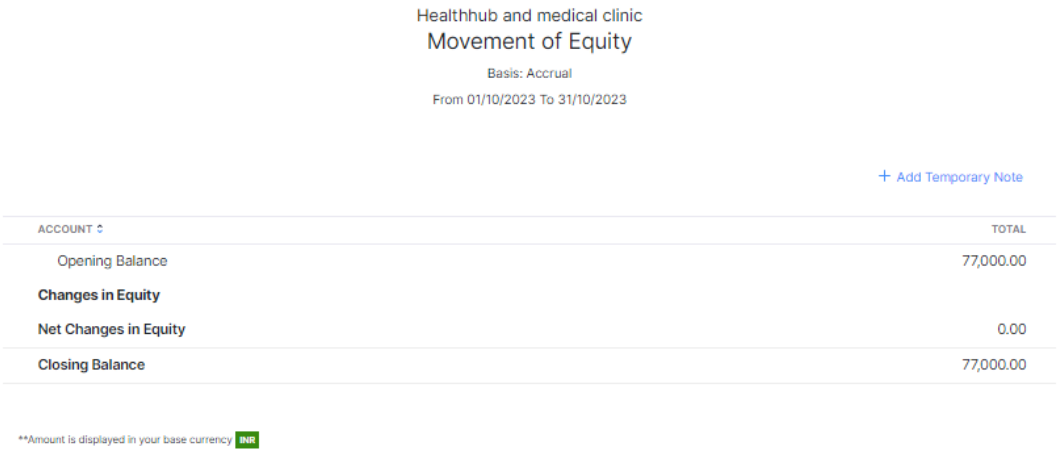
Current Ratio

As of 30/09/2023

AS OF SEP 2023	LAST YEAR	LAST 12 MONTHS	LAST 6 MONTHS	LAST QUARTER
10.63	0	10.63	10.63	0

MONTH	CURRENT ASSETS	CURRENT LIABILITIES	CURRENT RATIO
Oct 2022	₹0.00	₹0.00	0
Nov 2022	₹0.00	₹0.00	0
Dec 2022	₹0.00	₹0.00	0
Jan 2023	₹0.00	₹0.00	0
Feb 2023	₹0.00	₹0.00	0
Mar 2023	₹0.00	₹0.00	0
Apr 2023	₹85,000.00	₹8,000.00	10.63
May 2023	₹85,000.00	₹8,000.00	10.63
Jun 2023	₹85,000.00	₹8,000.00	10.63
Jul 2023	₹85,000.00	₹8,000.00	10.63
Aug 2023	₹85,000.00	₹8,000.00	10.63
Sep 2023	₹85,000.00	₹8,000.00	10.63

MOVEMENT OF EQUITY:



Healthhub and medical clinic
Movement of Equity
Basis: Accrual
From 01/10/2023 To 31/10/2023

+ Add Temporary Note

ACCOUNT	TOTAL
Opening Balance	77,000.00
Changes in Equity	
Net Changes in Equity	0.00
Closing Balance	77,000.00

**Amount is displayed in your base currency INR

4. ADVANTAGES AND DISADVANTAGES:

- ZOHO CRM acts as a single repository to bring our sales, marketing, and customer support activities together, and streamline our process, policy, and people in one platform
- It is a secure location to keep up with our company's invoices and bills, reconcile our bank statements, control our spending, and eliminate GST compliance worries.
- It will also increase sales by enabling sales Automation, it provides better customer segmentation and automates the sales report.
- Track and measure the day to day operational productivity of the business and modernize our accounting process with the ZOHO books

Advantages of using the ZOHO books are as follows:

- Invoicing and billing
- Online payments
- Expense tracking
- Project managements and time sheets

- Inventory management
- VAT tax compliances
- Report generation
- Reduce overall cost
- Minimize the data lost

DISADVANTAGES

- ZOHO products don’t have integrate with each other.
- Payment for each separate ZOHO tool is made and it gets to be expensive fast and has limited scalability due to its user limits and small number of third-party integrations.
- Multiple subscriptions for multiple Business and there is a cap on our monthly invoices, which may become an issue for growing businesses and its primary tax focus is on sales tax ZOHO books lacks tools for calculating quarterly tax and other key business tax calculations. Its primary tax focus is on sales tax.
- The audit trail tool isn’t available to customers in the U.S or Canada.
- Its only available to users in the U.K., Europe, and a few other countries.
- Monthly transaction cap.
- Multiple subscriptions for multiple businesses.
- Additional users require a fee.
- Fewer integrations than competitors.
- No payroll services.
- Accounts payable limitations.

5.APPLICATIONS

5.1 ZOHO Projects

ZOHO Projects is an online project management app that helps us to plan our work and keep track of our progress

5.2 ZOHO Mail:

The ZOHO mail mobile app goes beyond being another email app, it includes calendar, contacts and files modules - a complete app suite - making it the best suite mobile email app out there. This suite-ness combined with subtle yet powerful mobile optimized features such as quick swipe actions, empowers users to do more while on the move.

5.3 ZOHO CRM Analytics:

Easily keep track of our KPIs and compare sales performance across teams. Marketing.

5.4 ZOHO Desk:

ZOHO Desk is web-based customer service software designed to help us to focus more on creating customer happiness every day.

5.5 ZOHO Expenses:

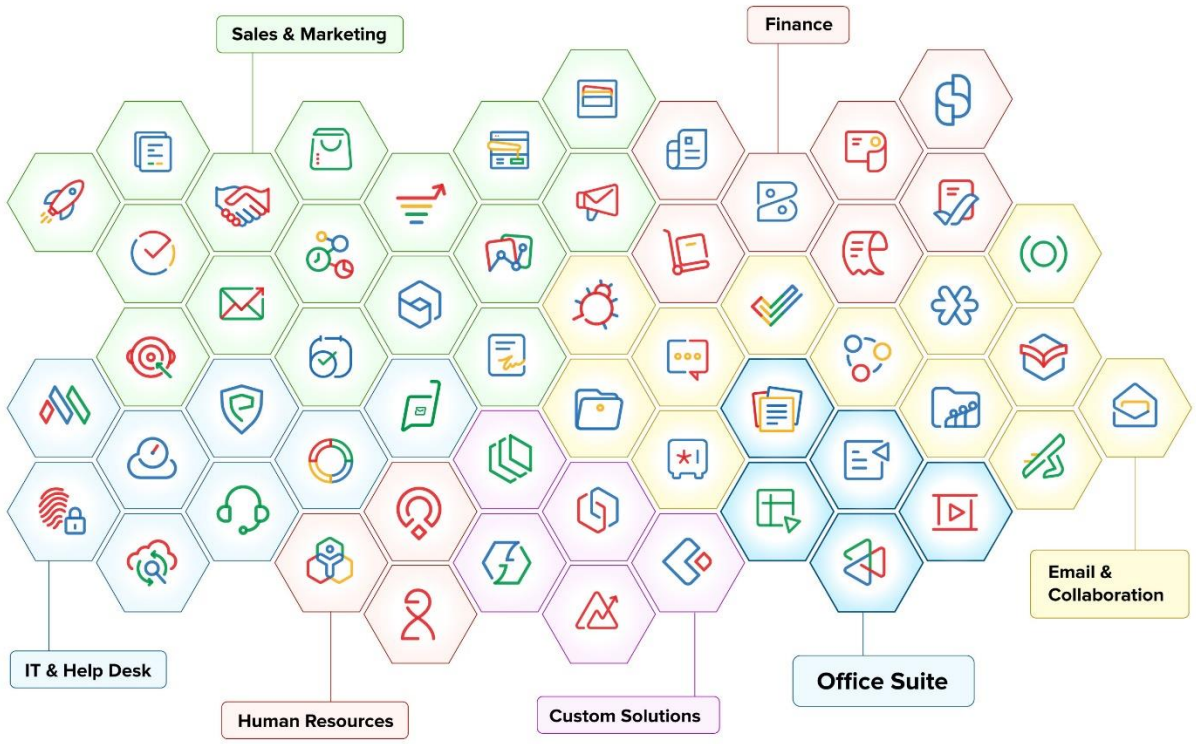
With ZOHO expense, Organisation and employees can report expenses, check mileage, it Integrates with several ZOHO One apps, including ZOHO books in ZOHO projects

5.6 ZOHO Invoice

ZOHO Invoice is an online invoicing software designed to help small businesses with invoicing and payment collection. It is simple, secure, and absolutely free. Experience professional invoicing I agree to the Terms of Service and Privacy Policy.

5.7 ZOHO Payroll

ZOHO is cloud-based payroll management software that helps us to offer a polished payroll process to employees and streamline our payroll operations.



6. CONCLUSION

ZOHO Books is easy to understand and its configuration is quick and easy. The automation of the system is great and save a lot of time.

ZOHO Books Premium's usability, flexibility, and depth in standard bookkeeping areas like sales and purchases, time and project tracking,

and inventory management, equals and sometimes surpasses what's offered by competitors.

ZOHO Books Software helps to track our project's pace, identify bottlenecks, and resolve them quickly. It allows us to manage our projects from budgeting to logging time and invoicing customers effectively.

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 VAT compliance worries.

As an HR tech tool, Zoho People has almost all the features to streamline our HR operations so that we can focus on other strategic initiatives ZOHO is rated 4.3 out of 5, based on 603 reviews by employees on Ambition Box. ZOHO is known for Job Security which is rated at the top and given a rating of 4.5. However, Career growth is rated the lowest at

4.0 and can be improved.

7. FUTURE SCOPE

ZOHO books is a cloud based online accounting software which helps business owners to manage their finance on day-to-day basis. ZOHO development is going to focus on cloud services. Furthermore, expectations are that cloud would form 70% of ZOHO business and 30% would be from on premise offerings. ZOHO development has been offering the next gen enterprise solutions which are affordable for small and medium businesses. However, in future ZOHO is going to continue its global expansion plans.