



Seethalakshmi Achi College For Women

Pallathur - 630 107. Sivagangai District, TN. India.

(Accredited with **B** Grade by NAAC)

Affiliated to Alagappa University, Karaikudi

ZOHO BOOKS - FRESH BITES CATERING

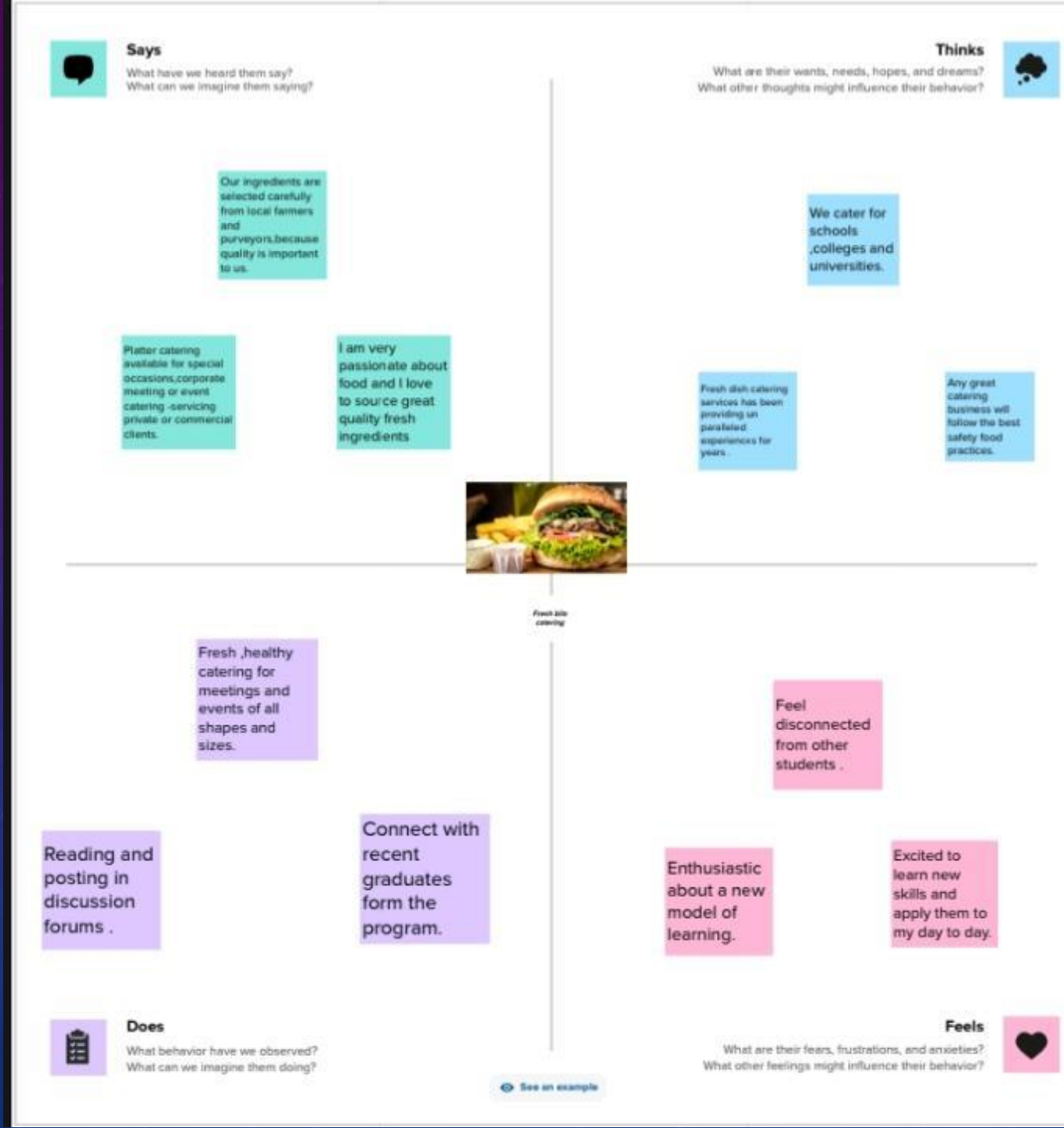
SUBMITTED BY:

1. E.GAYATHIRI
2. A.JOTHI
3. A.KAMALA
4. P.KASTHURI MEENA



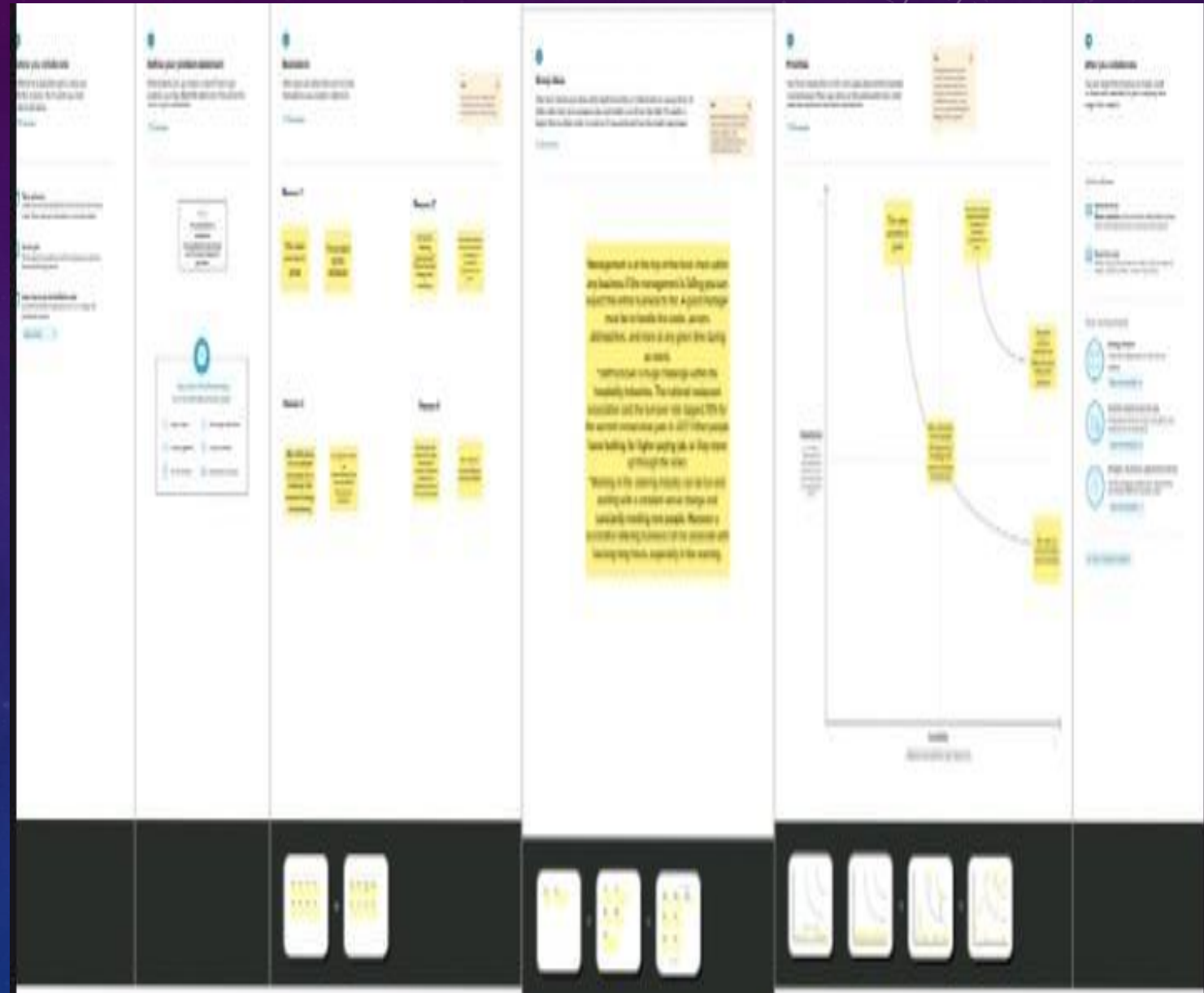
EMPATHY MAP:

The
EMPATHY
MAP show
what FRESH
BITES
CATERING
says, thinks
,does and
feels.



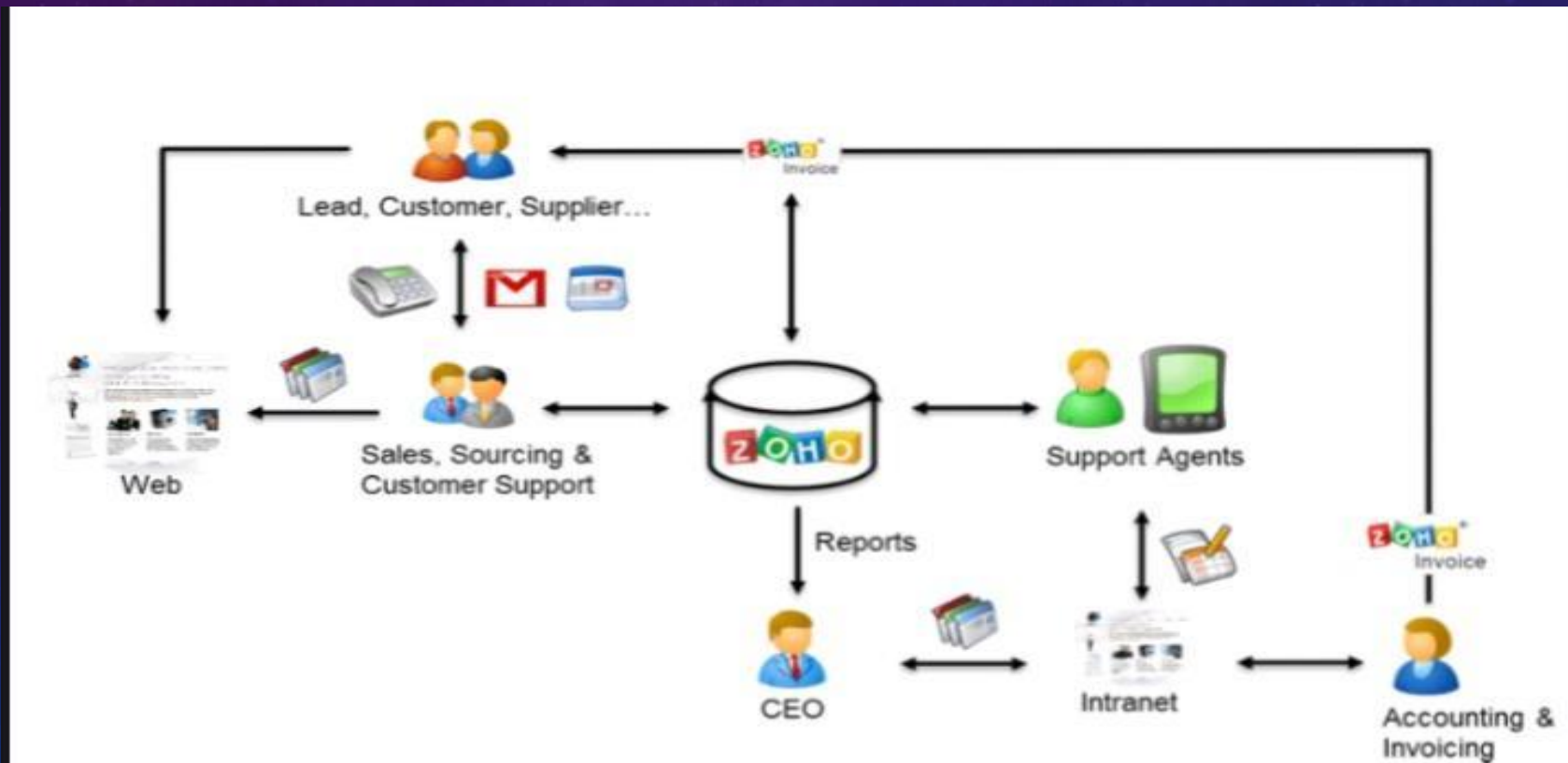
BRAINSTORMING MAP:

The
BRAINSTORMING
MAP shows the
problems faced by
the company FRESH
BITES CATERING and
how to overcome it.



OVER VIEW:

FRESH BITES CATERING, A CATERING SERVICE, UTILIZES ZOHOBOKS TO MANAGE THEIR SALES, TRACK INVENTORY, AND HANDLE INVOICING. THEY CAN GENERATE PROFESSIONAL INVOICES FOR CLIENTS AND TRACK EXPENSES RELATED TO INGREDIENTS AND SUPPLIES. ZOHOBOKS HELPS THEM MAINTAIN ACCURATE FINANCIAL RECORDS AND STREAMLINE THEIR CATERING OPERATIONS.



PROJECT FLOW:

To accomplish this, we have to complete all the activities listed below,

- **Set up your account**
 - o **Sign up for a Zoho Books account and log in**
 - o **Introduction**
 - o **Lets Get Started**
- **Services**
 - o **Creation**
 - o **Review**
- **Vendors**
 - o **Vendor Creation**
 - o **Review Vendors list and details**

- **Purchases**
 - **o Purchase order Creation (PO)**
 - **o PO to Bill Conversion**
 - **o Purchase Bills Creation**
 - **o Payment Marking to Purchase Bills**
- **Customers**
 - **o Customer Creation**
 - **o Review Customers list and details**
- **Sales**
 - **o Sales Order Creation (SO)**
 - **o SO to Invoice Conversion**
 - **o Sale Invoice Creation**
 - **o Receipt marking to Sale Invoice**

- **Banking**
- **o Adding Bank Account**
- **• New Accounts & Ledgers**
- **o Creation of New Accounts & Ledgers**
- **• Journal Entries**
- **o Recording Journal Entries**
- **• Expenses**
- **o Recording Expense Bills**
- **• Bank Transactions**
- **o Recording Bank Transactions**
- **• Financial Reports**
- **o Balance Sheet**
- **o Profit and Loss**
- **o GSTR-3B**
- **o TDS Reports**
- **o Journal Reports**
- **o Accounts Receivables**
- **o Accounts Payables**

CASH FLOW:

- It summarizes the
- amount of cash and
- cash equivalents
- entering and leaving a
- company.
- 1. The income for
- fiscal year is exactly
- Rs.9,40,000.00
- 2. The expenses for
- this fiscal year are
- exactly Rs.4,81,500.00
- The amount of
- cash available in this
- fiscal year is
- Rs.4,58,500.00



- **BAR DIAGRAM :**
- It represents the income
- and expenses of Fresh Bites Catering.

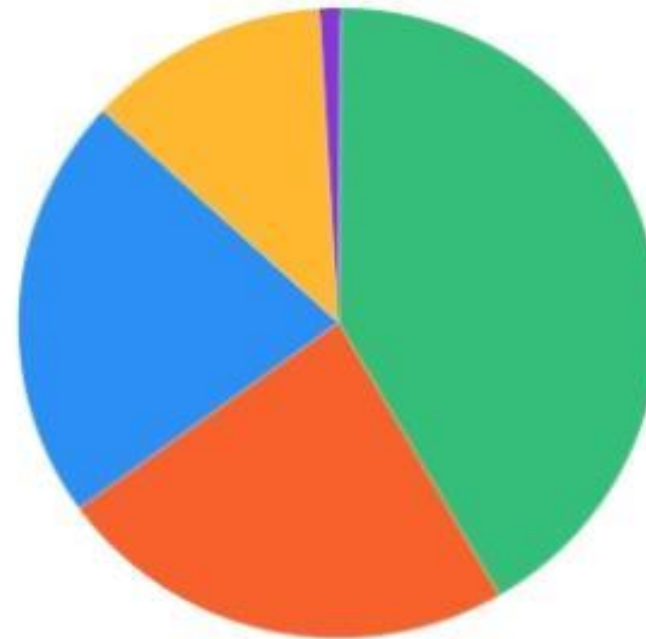


PIE CHART:

- It represents the
- percentage of Salaries
- and Employee Wages, Rent
- Expenses and Other Expenses.

Top Expenses ?

This Fiscal Year ▼



- Salaries and Employee Wages (41.81%)
- Cost of Goods Sold (23.36%)
- Materials (21.81%)
- Rent Expense (12.25%)
- Other Expenses (1.04%)

PROFIT & LOSS :

It shows the gross profit and net profit of Fresh bites catering.

Fresh bites catering Profit and Loss

Basis: Accrual

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

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
Operating Income	
Sales	8,00,000.00
Total for Operating Income	8,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	1,10,000.00
Materials	1,00,000.00
Total for Cost of Goods Sold	2,10,000.00
Gross Profit	5,90,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	50,000.00
Salaries and Employee Wages	2,00,000.00
Total for Operating Expense	2,55,000.00
Operating Profit	3,35,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	3,35,000.00

BALANCE SHEET :

It shows the three main accounts (assets, liabilities and equity) and compares the balances against previous periods.

Fresh bites catering Balance Sheet

Basis: Accrual
As of 30/04/2023

[+ 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	4,53,500.00
Total for Bank	4,53,500.00
Other current assets	
Input Tax Credits	0.00
Input CGST	8,250.00
Input SGST	8,250.00
Total for Input Tax Credits	16,500.00
Total for Other current assets	16,500.00
Total for Current Assets	4,75,000.00
Total for Assets	4,75,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
GST Payable	0.00
Output CGST	20,000.00
Output SGST	20,000.00
Total for GST Payable	40,000.00
Total for Current Liabilities	40,000.00
Total for Liabilities	40,000.00
Equities	
Owner's Equity	1,00,000.00
Current Year Earnings	3,35,000.00
Total for Equities	4,35,000.00
Total for Liabilities & Equities	4,75,000.00

ADVANTAGES:

:

The main advantages are Invoicing and Billing, Online Payment, Expenses Tracking, Inventory Management, Etc...

DISADVANTAGES:

The major disadvantages are Multiple subscriptions for multiple businesses, additional users require a fee, no payroll services, Etc...

CONCLUSION :

We are able to use Zoho Books to effectively track the company's income and expenses, and to generate reports that helped the company to make informed financial decisions.