Naan mudhalvan project

College name:alagappa govt arts college

Place: karaikudi

Department com

Project name :keerthi sweets

Our team members

C.Vinothini

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V.yogeswari

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Project report template

1.1 overview

Milestone 1.sign up for a zogo books account and login

Activity3: let's get started

Let's assume keerti sweets

Offering below list out verios service

1. General medical consulting
2. X ray films

Milestone 3: vendor

Vendors and add the respective fields click on save

Keerthi sweets and bakery in ho

has a wide range of products and
The
East way please scroll to the top
for the address and contract
details of keerthi sweeets

Order creation

Mega pharmaceutical

For creation of purchase orders from navigation panel go to purchase order

Before in to get the specified proceeds

To create the above both devices
  Items name
  Units
  Sales price after providing all the required.

1. INTROTUCTION

1.1 Overview

MILESTONE 1:Set up your account

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

Activity 2: Introduction

Before we get into the specifics, see where you'll find what.

Activity 3: Lets get startered

Lets Assume HealthHub Medical Clinic is offering below list of various services:

1. General Medical Consultation Rs.500/- per Consultation

2. X-rays Scanning Rs.1000/- per Scan

3. Preventive Health Checkup Rs.5000/- per person

Also it purchases the below list of Products for the daily operational use:

1. Pharmaceuticals Rs.1000/- per Box

2. Medical Supplies Rs.2000/- per Box

3. X-ray films Rs.500/- per Sheet

Output GST @ 18% is applicable for all the above services and products.

Milestone 2: Service Creation:

Activity 1: Creation

To Create the above both Services and purchase items in Books go to "Items" from the Navigation

Panel and click on "+ New" Button and give the respective fields such as

• Item Name

• Units (eg. Hrs)

• SAC Code of the Item (Eg: 999312)

• Sale Price

• Tax Rate

After providing all the required details click on save and add the next item as per the given services

Activity 2: Rewiew of Items after Addition

Milestone 3: Vendors

Activity 1: Vendors Creation

The following are the list of vendors form which various Products and Services are purchased:

1. Mega Pharmaceuticals (GST registered)

2. Medline Industries (GST registered)

3. Spectrum Radiography Supplies (Non GST)

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New

Vendors and add the respective fields>Click on save.

Activity 2: Review of Vendors List

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Next HealthHub Medical Clinic has raised below purchase orders from the vendors:

1. 05-04-2023 Mega Pharmaceuticals – Pharmaceuticals - Qty 200 boxes @ Rs.1000/- each

GST @ 18%

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order> Creat

New>Provie the respective details as shown below>Save on draft

NOTIFIED COST INFLATION INDEX UNDER SECTION 48, *EXPLANATION* (V)

As per Notification 21/2023, dated 10-04-2023, the following table should be used for the Cost Inflation Index :-

Sl. No.	Financial Year	Cost Inflation Index
(1)	(2)	(3)
1	2001-02	100
2	2002-03	105
3	2003-04	109
4	2004-05	113
5	2005-06	117
6	2006-07	122
7	2007-08	129
8	2008-09	137
9	2009-10	148
10	2010-11	167
11	2011-12	184
12	2012-13	200
13	2013-14	220
14	2014-15	240
15	2015-16	254
16	2016-17	264
17	2017-18	272
18	2018-19	280
19	2019-20	289
20	2020-21	301
21	2021-22	317
22	2022-23	331
23	2023-24 (provisional)	348

[As amended by Finance Act, 2023]

Activity 2: Purchase Order to Purchase Bills Convertion

After Creating the Purchase orders, Mark as Issued then PO as "Convert to Bill" to convert the sa[...]

as bill entry:

Enter Date of Bill as 05-04-2023 and then click on Save as open.

11

Activity 3: Direct Vendor Purchases Bills Creation:

Next HealthHub Medical Clinic availed the services from the below Suppliers:

1. 10-04-2023 X-ray Films from Spectrum Radiography Supplies – Qty 200

2. 15-04-2023 Medical Supplies from Medline Industries – Qty 100

To create direct purchase invoices for the above transaction from navigation panle go to :

Purchases>Bills>Create New>Enter the details>Click on Save Open

Aslo we can attach the Scanned Copy of the Bill below for any future reference and documentati[...]

Payments for both the above purchases was made on 25th April 2023 in Bank.

Activity 4: Reconciliation of Open & Outstanding Bills

For Open & Outstending Bills payments need to be marked as and when amounts paid through t[...]

Milestone 5: Customers

Activity 1: Customers Creation:

The below are the list of customers:

1. GE Healthcare (GST Registered).

2. Radiology Retailers (Non GST).

• Firstly, to create Customers Accounts: Go to SALES>CUSTOMERS>CREATE NEW

CUSTOMER

• In Customer Type for GST registered customer select Business and for unregister person

select Individual and give the required fields and click on Save.

Activity 2: Review the Customers List

Milestone 6: Sales

Activity 1: Sales Order Creation

HealthHub Medical Clinic received below Sales Order from the mentioned Customer:

1. 10/04/2023 Radiology Retailers – X-Ray Scanns Qty 100 - paid through bank on 20/04/2023

To Create Sales Order from navigation panel go to Sales>Sales Order> Creat New and fill the

necessary fields>Save>Mark as sent

Activity 2: Sales Order to Sale Invoice Convertion

After creation of the Sales order convert it as Instant Invoice to convert it automatically in to Sale[...]

Invoice:

Activity 3: Direct Sale Invoices

The below are the direct sale transactions occurred and payments were received in Bank.

1. 20-04-2023 GE Healthcare – Preventive Health Checkup for 100 persons

Milestone 9: Journal Entries.

Activity 1: Recording of Journal Entries

The below are the Transactions occurred at the end of month:

1. Employee salaries of total Rs.1,00,000/- paid through bank on 30ᵗʰ April 20

To add the Journal Entry from navigation panel go to Accountant>Add Manual Jou
to post the entry.

Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

Below are the expenses incurred on 30-04-2023:

1. Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice value Rs.1,18,

through Bank on same day.

2. Other Miscellaneous Expenses Rs.5,000/- paid in cash

To create an expense entry from navigation panel go to Purchases>Expenses>Re

the expense by provising the necessary fields and Save

Milestone 11: Bank Entries

Activity 1: Recording of Bank Transactions

Milestone 12: 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

1.2 Purpose
2. Preparation and Maintenance of ZOHO Books for
3. HealthHub Medical Clinic

5. APPLICATIONS

- A health hub may offer a range of services, such as primary healthcare, mental health services, health education, disease prevention and management programs, and social services.

- It may also provide access to specialized care, such as dental, vision, and hearing services.

4.Advantages:

Equipped with cutting-edge technology and smart systems, HealthHub Clinics uses innovative diagnostics and advanced data-assisted systems to efficiently provide fast and precise diagnosis to its patients.

Disadvantages:

Not all hospitals are up to the task, clean, or efficient. The food is generally lousy. The clothes they have you wear are less than stylish. You are limited to what you can do, who you can see, when you can see them, and both smoking and drinking are not allowed.

Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

🕐 **10 minutes** to prepare

⏳ **1 hour** to collaborate

👤 **2-8 people** recommended

→

Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

🕐 10 minutes

A **Team gathering**

Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

B **Set the goal**

Think about the problem you'll be focusing on solving in the brainstorming session.

C **Learn how to use the facilitation tools**

Use the Facilitation Superpowers to run a happy and productive session.

Open article →

1

Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

⏱ 5 minutes

PROBLEM

The sweets are spoiled before the expiry date

Key rules of brainstorming

To run an smooth and productive session

😊	Stay in topic.	💡	Encourage wild ideas.
😟	Defer judgment.	👂	Listen to others.
	Go for volume.	👁	If possible, be visual.

2

Brainstorm

Write down any ideas that come to mind that address your problem statement.

🕐 **10 minutes**

Person 1

The money will be refunded to the customer

Person 2

The sweets are replaced

Person 7

Person 5

Person 6

TIP

You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

Person 3

We will discount for the inconvenience

Person 4

You can give your feedback on our website

Person 8

eas

haring your ideas while clustering similar or related notes as you go. On.
have been grouped, give each cluster a sentence-like label. If a cluster is
six sticky notes, try and see if you and break it up into smaller sub-groups.

s

To develop hygienic & delicious sweets

The sweets prepared by our shop must match the interest of the local people
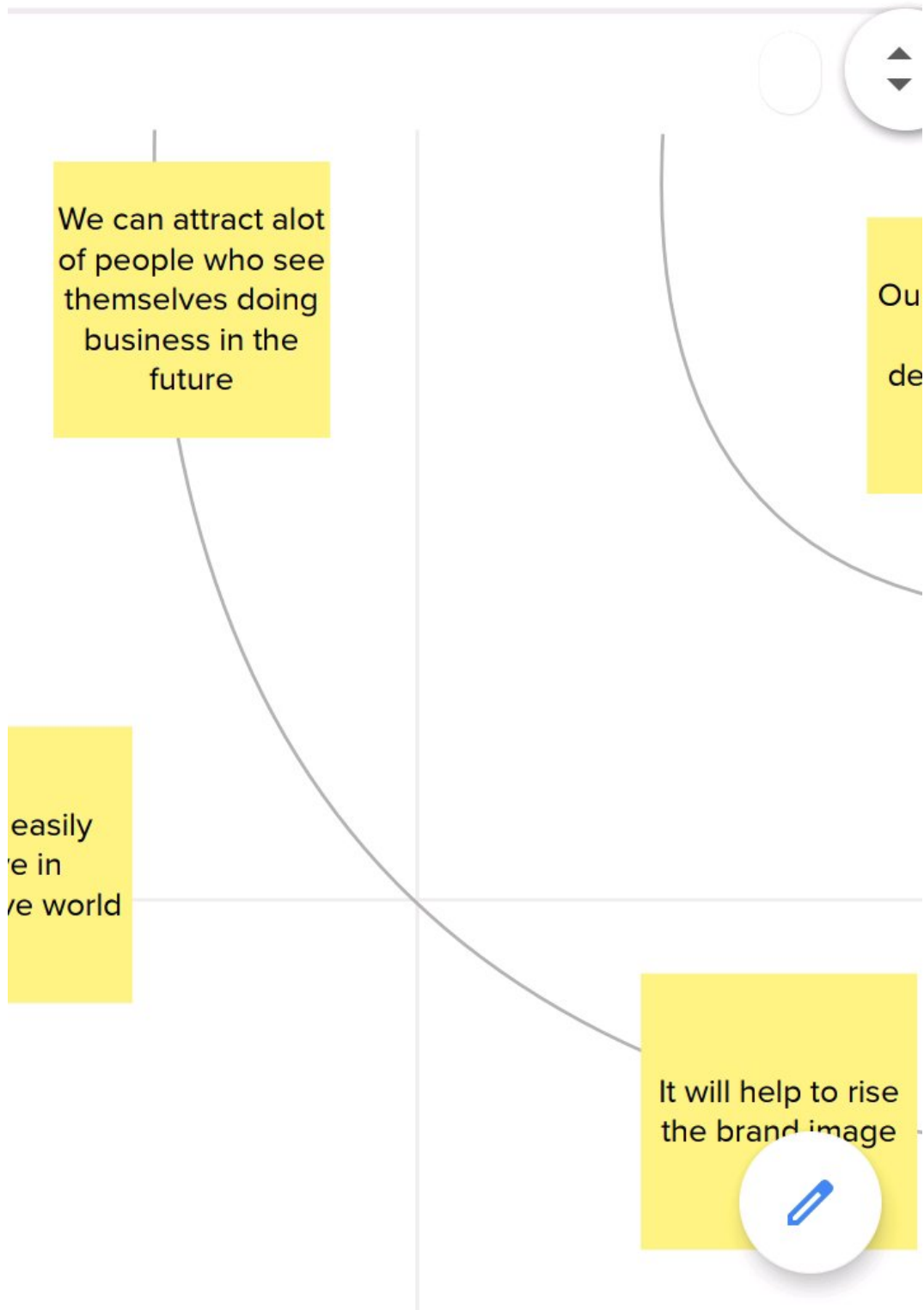
Participants can use their cursors to point at where sticky notes should go on the grid. The facilitator can confirm the spot by using the laser pointer holding the **H key** on the keyboard.

t what's important
determine which

We can attract alot of people who see themselves doing business in the future

Ou

de

easily
e in
e world

It will help to rise the brand image

to share with members of your company who might find it helpful.

Quick add-ons

A **Share the mural**
Share a view link to the mural with stakeholders to keep them in the loop about the outcomes of the session.

B **Export the mural**
Export a copy of the mural as a PNG or PDF to attach to emails, include in slides, or save in your drive.

Keep moving forward

Strategy blueprint
Define the components of a new idea or strategy.

Open the template →

Customer experience journey map
Understand customer needs, motivations, and obstacles for an experience.

Open the template →

Strengths, weaknesses, opportunities & threats
Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.

Open the template →

Share template feedback

What are their wants, needs, hopes, and dreams?
What other thoughts might influence their behavior?

Desire fulfillment,positve change in life,new job or better career options and happy occasionin the family

Those who like sweet food also have sweet personalities

sugar rush makes the body work too hard to get back to normal,causing the highs and lows

Empathy
Generosity
Kindness

Feels

Says

What have we heard them say?
What can we imagine them saying?

our brains are wired to enjoy things which make us happy

wow i think its very delicious

A is an ethanoic acid/ or any other carboxylic acid

Delicious excellent source of energy

Does

6.CONCLUSION

Me and my group members are complete all the activities.

- 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 Convertion
  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 Convertion
  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

7.FUTURE SCOPE

virtual or remote healthcare space will be key for India going forward.