



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	TECHPRO SOLUTION	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM Computer Application	
Semester	6	
Group Number	4	
Total Members of the Group	4	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
S.muthurakku	C1C15765	E6DDF6CF8BBA28AA08540EBCA0AFD415
M.nithyasri	C1C15765	14AA33EB5BF154B9D014D51B4DB40E6D
S.preethi	C1C15768	7F54A3662C7AB6E8D02481F74957B124
M.ramya	C1C15770	42736642633D547B2104F1AA58D9B195
R.swetha	C1C15789	54CD1C95B271B19974D470523A93654C
Under the Guidance	Mrs J.Punitha Martina nesamani	
SPOC	Ms.P.UMADEVI	

TECHPRO SOLUTIONS

1. INTRODUCTION.

1.1 Overview

TechPro Solutions, an IT services company, utilizes Zoho Books to efficiently manage their client billing and invoicing. They track project expenses, record billable hours, and generate professional invoices using Zoho Books. The software helps them streamline their financial processes and provides insights into their profitability.

1.2 Purpose

TechPro Solutions is a Private Limited company also registered under GST in Tamil Nadu. TechPro Solutions offers various expert IT consulting services in India and outside India.

2.Problem Definition and Design Thinking

2.1 Empathy Map



2.2 Ideation and Brainstroming Map





Dashboard

Getting Started

Recent Updates

Announcements



Looking for a product overview?

Available in English & தமிழ்

Join our daily webinar and get all your questions answered live!

Register
Now

Total Receivables ⓘ

New

Total Unpaid Invoices ₹0.00

CURRENT

₹0.00

OVERDUE

₹0.00 ▼

Total Payables ⓘ

New

Total Unpaid Bills ₹0.00

CURRENT

₹0.00

OVERDUE

₹0.00 ▼

Cash Flow ⓘ

This Fiscal Year



Cash as on
01/04/2023

₹0.00

Incoming

₹0.00

Outgoing

₹0.00

Cash as on
31/03/2024

₹0.00

Income and Expense ⓘ This Fiscal Year ▼

Accrual Cash



Income
Expense

Total Income

₹0.00

Total Expenses

₹0.00

* Income and expense values displayed are exclusive of taxes.

Top Expenses ⓘ

This Fiscal Year

No Expense recorded for this fiscal year

Projects ⓘ

00:00

UNBILLED HOURS

₹0.00

UNBILLED EXPENSES

Add Project(s) to this watchlist

Bank and Credit Cards ⓘ

Yet to add Bank and Credit Card details
Add Bank Account

 **Zoho Books**

Did you know?

The GST council has made e-invoicing mandatory for businesses with a turnover of ₹5 crore and above from 1 August, 2023. Zoho Books is here to help.

Reach out to support.india@zohobooks.com for more info.



Already have a Zoho account? [Sign in](#)






Experience PREMIUM plan for 14 days.

<input type="text"/>	Business Name
<input type="text"/>	Email Address
<input type="text"/>	+91 Mobile Number
<input type="password"/>	Password
<input type="text"/>	India
<input type="text"/>	Toll-free

Your data will be in B2B data center

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#)

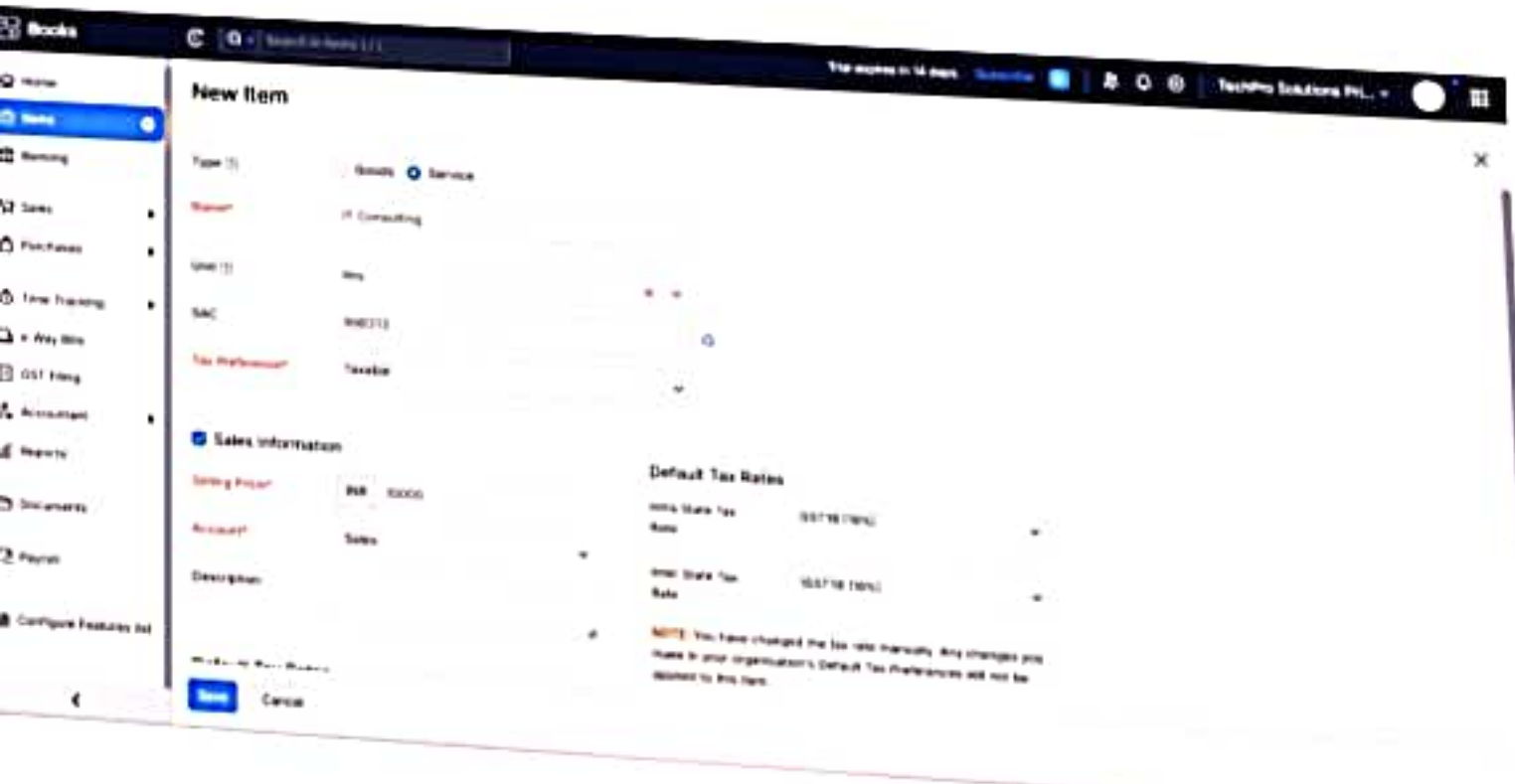
CREATE ACCOUNT

[or sign in using](#)     

Activity 2: Introduction

Milestone 2: Products/Service Creation:

Activity 1: Creation



Active Items -					
	code	Description	Rate	Hours Used	Amount Used
	Cybersecurity	Service	\$10,000.00	894.713	8947.13
	Cloud Services	Service	\$15,000.00	894.713	13420.69
	Web Maintenance	Service	\$10,000.00	894.713	8947.13
	Software Development	Service	\$20,000.00	894.713	17894.26
	IT Consulting	Service	\$10,000.00	894.713	8947.13

Milestone 3: Vendors

Activity 1: Vendors Creation

The screenshot shows the 'All Vendors' page in the NetSuite ERP system. The sidebar on the left contains navigation options: Home, Items, Billing, Sales, Purchases, Vendors (highlighted), Expenses, Accounting Expenses, Purchase Orders, Bills, Payments Made, Accounting Bills, Vendor Credits, Time Tracking, and a Play Store icon. The main content area has a header 'All Vendors -' and a search bar. Below the header, there is a motivational quote 'Business is no fun without people.' and a button to 'CREATE NEW VENDOR'. Underneath the button, there is a link to 'Click here to import vendors from file' and a 'or using' option. At the bottom, there is a section titled 'Types of contacts' with a diagram showing a hierarchy of contact types.

Activity 2: Review of Vendors List

Home

Items

Banking

Sales

Purchases

Vendors

Suppliers

Recurring Expenses

Purchase Orders

Bill

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

My Bills

ITEM DETAILS

Renewing Items

Cost of Goods Sold

1000

55.118 (10%)

2,36,000.00

Sub Total

2,36,000.00

Discount

0.00

COSTS (9%)

18,000.00

SOLDERS (9%)

18,000.00

Total Tax Amount

0.00

Adjustment

0.00

TCS

0.00

Total (₹)

2,36,000.00

Save as Draft

Save and Send

Cancel

Template: Standard Template

The screenshot shows a web application interface for managing purchase orders. On the left is a sidebar menu with options like Home, Items, Banking, Taxes, Purchases, Members, Expenses, Accounting Expenses, Purchase Orders (highlighted), Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, and My Bill. The main header area displays "All Purchase Ord..." and "PO-00001". Below this, it shows "Juniper Networks" as the vendor, a total amount of "\$2,38,000.00", and a date of "US/D 4/2023". A "Complete Your Purchase" section prompts the user to create bills and invoices. The central part of the screen features a large "PURCHASE ORDER" title and a summary box containing the following details:

- TechPro Solutions Private Limited**
- Trade Address:** Juniper Networks, 67001 TOLLAND AVENUE LT, WILMINGTON DE 19804
- Online To:** sales@techpro.com
- Phone No:** 703 444 4444

[illegible]

Activity 2: Review the Customers List

Books

Home Sales Banking Sales Customers Quotes **Sales Orders** Delivery Chitans Invoices Payments Received Recurring Invoices Credit Notes

Purchases Time Tracking My Bills

Customer Name* Digital Edge Technologies PVT Ltd. [View Customer Details](#)

Bill to: 4004015 [Add new address](#) | Customer: 4004015 [Add new address](#)

GST Treatment: Registered Business - Regular [View](#)
 GSTIN: 36AAACD00015 [View](#)

Place Of Supply* (IND) - Tamil Nadu

Sales Order# SO-00001 [View](#)

Reference#

Sales Order Date* 22/04/2023
 To create transaction dated before 21/07/2023 [Click here](#)

Expected Shipment Date 26/04/2023

Payment Terms Due on Receipt

[Save as Draft](#) [Save and Send](#) [Cancel](#)

Total Amount: ₹ 11,80,000.00
 Total Quantity: 100

Books

Home Sales Banking Sales Customers Quotes **Sales Orders** Delivery Chitans Invoices Payments Received Recurring Invoices Credit Notes

Purchases Time Tracking My Bills

Search in Sales Orders (7)

Trail expires in 5 days [Subscribe](#)

Books Solutions Pvt. Ltd.

Sub: Customer Line Items

Item/Detail	Quantity	Rate	Tax	Amount
IT Consulting	100	10000	08118 (18%)	10,00,000.00
Service	100		Revised Transactions	

[Add another line](#)

Customer Notes
 Enter any notes to be displayed in your transaction

Sub Total	10,00,000.00
Discount	0.00
CGST 18 (18%)	180,000.00
SGST 18 (18%)	180,000.00
Adjustment	0.00
Total (₹)	11,80,000.00

[Save as Draft](#) [Save and Send](#) [Cancel](#)

Total Amount: ₹ 11,80,000.00
 Total Quantity: 100

Activity 2: Sales Order to Sale Invoice Conversion

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

My Bills

Search In Invoices (/)

Total expires in 3 days

Subscription

Tools

Settings

TestPro Solutions Pvt. .

New Invoice

Customer Name*

TechnPro Solutions Pvt Ltd

View Customer Details

Billing Address

Shipping Address

GST Treatment: Registered Business - Regular

GSTIN: CXXXXXXXXXX

Place Of Supply*

(TN) - Tamil Nadu

Invoice#*

INV-000000

Order Number

Invoice Date*

2024-07-29

Terms

Due on Receipt

Due Date

2024-07-29

To create transaction dated before 2025-07-29, click here

Save as Draft

Save and Send

Cancel

Make Recurring

Total Amount: ₹ 19,25,000.00

Total Quantity: 00

Books

Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Chitans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

My Bills

Search In Invoices (/)

Total expires in 3 days

Subscription

Tools

Settings

TestPro Solutions Pvt. .

Item Details	Quantity	Rate	Tax	Amount
Web Maintenance	50	30000	IGST 18%	19,25,000.00
Service	NA		Recent Transactions	
Item Details	Quantity	Rate	Tax	Amount
Type or click to select an item	100	0.00	IGST 18%	0.00

Add another line

Sub Total

19,25,000.00

Discount

0.00

IGST 18%

1,25,000.00

IGST 18%

1,25,000.00

☒ POS ☐ PCS

Professional Fee, 10%

1,25,000.00

Adjustment

0.00

Customer Notes

Thanks for your business.

Save as Draft

Save and Send

Cancel

Make Recurring

Total Amount: ₹ 19,25,000.00

Total Quantity: 00

Books | Search in invoices (11) | Expires in 3 days | TechPro Solutions Pvt. Ltd.

New Invoice

Customer Name* [View Customer Details](#)

BILLING ADDRESS [Add new address](#) **SHIPPING ADDRESS** [Add new address](#)

DOT Treatment: Overview

Invoice#* [View Invoice Details](#)

Order Number

Invoice Date* **Terms** **Due Date**

To create transaction record before 20/04/2024 [click here](#)

☐ I'll pay tax for this export as I do not have a Letter of Undertaking / Bond

Subject

[Save as Draft](#) [Save and Send](#) [Cancel](#) [Make Recurring](#) **Total Amount: \$ 8,120.50** Total Quantity: 10

Books | Search in invoices (11) | Expires in 3 days | TechPro Solutions Pvt. Ltd.

Invoice

(Invoice: 2024-04-02 1,000 + \$2,100.50) [Bulk Upload your items](#)

Item/Service	Quantity	Rate	Tax	Amount
Cloud Services	50	162.40	400% (20%)	\$1,100.00
Service	100	0.00	Select a Tax	\$0.00

[Add another line](#)

Sub Total \$1,100.00

Discount % **\$0.00**

IGST (18%) **\$0.00**

TDS % **\$0.00**

Adjustment **\$0.00**

Total (\$) **\$1,100.00**

Customer Notes

[Save as Draft](#) [Save and Send](#) [Cancel](#) [Make Recurring](#) **Total Amount: \$ 8,120.50** Total Quantity: 10

Activity 5: Reconciliation of Open Invoices

Milestone 7: Bank Account

Activity 1: Adding Bank Account

The screenshot shows a web application interface with a sidebar on the left containing navigation links: Home, Bank, Banking (highlighted), Sales, Purchases, Time Tracking, e-File, GST Filing, Accountant, Reports, Documents, and Payroll. The main content area is titled 'Add Bank or Credit Card'. It features a 'Select Account Type*' dropdown menu with 'Bank' selected and 'Credit Card' as an option. Below this is a form with the following fields: 'Account Name*' (containing 'ICICI Bank -001'), 'Account Code' (empty), 'Currency*' (containing 'INR'), 'Account Number' (containing '000001'), 'Bank Name' (containing 'ICICI Bank'), 'IFSC' (empty), and 'Description' (containing 'New 100 characters'). There is a checkbox labeled 'Mark this primary' and two buttons at the bottom: 'Save' and 'Cancel'.

Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers:

The screenshot shows a 'Create Account' dialog box overlaid on a software application. The dialog box has a title bar 'Create Account' and a close button. It contains the following fields: 'Account Type*' (with a dropdown showing 'Other Asset'), 'Account Name*' (an empty text box), 'Account Code' (empty), and 'Description*' (a text area containing 'Max. 100 characters'). Below the description field is a checkbox labeled 'Add to the watched on my dashboard'. At the bottom are 'Save' and 'Cancel' buttons. A dark tooltip box is visible next to the 'Account Type*' dropdown, containing the text: 'Assets Track special assets like goodwill and other intangible assets'. The background shows a sidebar with navigation links: Books, Purchases, Time Tracking, e-File, GST Filing, Accountant, Manual Journals, Bulk Upload, Currency Adjustments, View of Accounts (highlighted), Budgets, Transaction Listing, Reports, Documents, and Payroll. The main area behind the dialog shows a list of 'Active Accounts' with columns for account name, type, and status.

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Accounting Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

4-Way Bills

Edit Expense

Date*30/04/2023

Expense Account*Rent Expense

Expense Type*

☐ Goods

☒ Services

Bill#

Service

Bill#10000

Bill Through*Rent Payable

Vendor

GST Treatment*Registered Business - Regular

Vendor GST Ref#00000000000000000000

Source Of Supply*TRG - Targit Racko

Destination Of Supply*TRG - Targit Racko

Reverse Charge

☐ This transaction is applicable for reverse charge

Drag or Drop your Receipts

Maximum file size allowed is 1MB

Upload your Files

Books

Find expenses in 3 days

Subscribe

Teachify Solutions Pvt. Ltd.

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Accounting Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

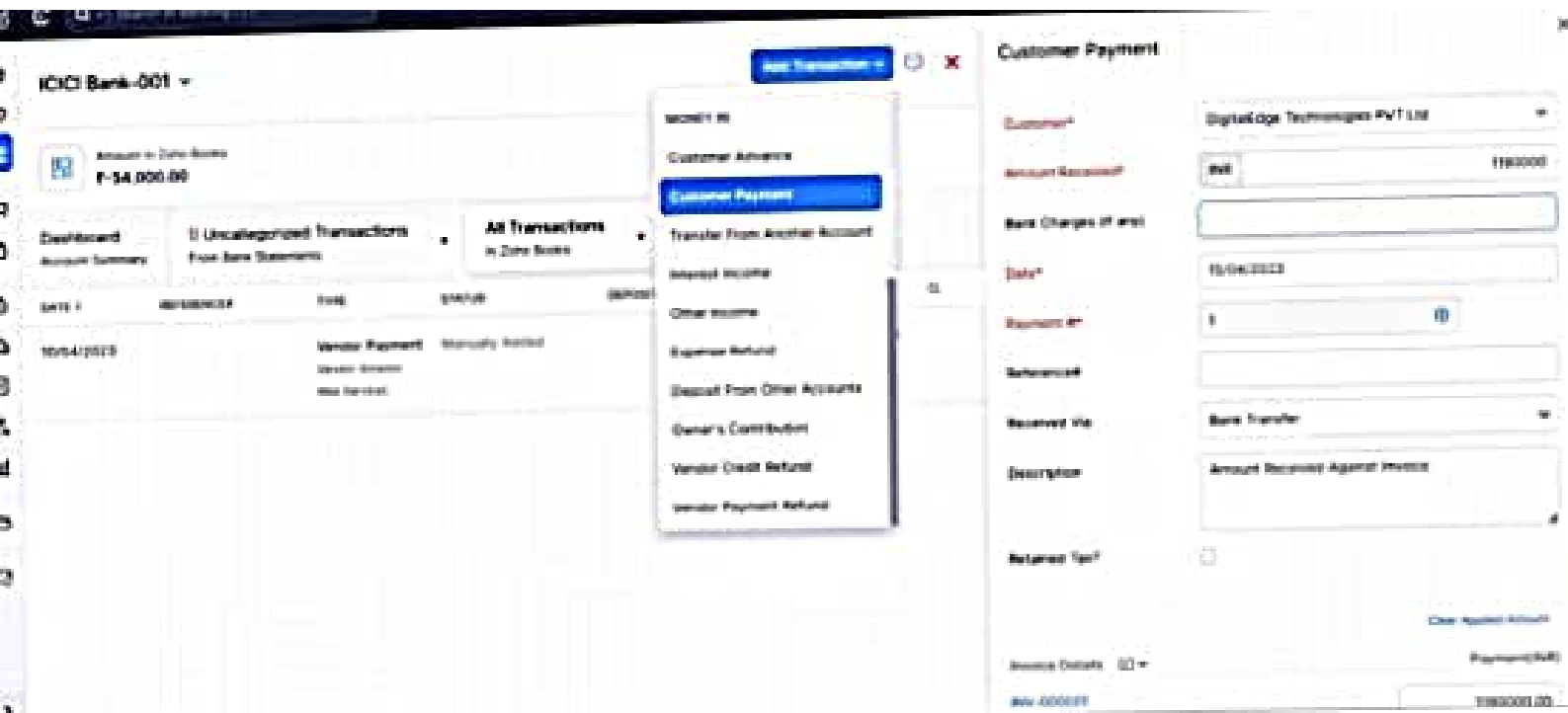
Vendor Credits

Time Tracking

4-Way Bills

All Expenses

DATE	EXPENSE ACCOUNT	REFERENCE	ACCOUNT NAME	BILL THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Other Expenses	02		Petty Cash		NON-BILLABLE	₹1,000.00
30/04/2023	Rent Expense	01		Rent Payable		NON-BILLABLE	₹1,00,000.00



Milestone 12: Financial Reports:



TechPhis Solutions Private Limited

Profit and Loss

From 01/01/2023 To 31/03/2023

Account		From 01/01/2023 To 31/03/2023
Operating Income		
Revenue		42,400,000.00
Total for Operating Income		42,400,000.00
Cost of Goods Sold		
Cost of Goods Sold		3,500,000.00
Total for Cost of Goods Sold		3,500,000.00
	Gross Profit	38,900,000.00
Operating Expenses		
Office Expenses		5,000,000.00
Rent Expenses		2,000,000.00
Salaries and Employee Wages		25,000,000.00
Total for Operating Expenses		27,000,000.00
	Operating Profit	11,900,000.00
Non Operating Income		
Total for Non Operating Income		0.00
Non Operating Expenses		
Exchange Gain or Loss		1,000.00
Total for Non Operating Expenses		1,000.00
	Net Profit/Loss	11,899,000.00

Balance Sheet

North Division
As of 30-Sep-2021

Assets, Liabilities & Equity

Balance Sheet

Account	Value
Assets	
Current Assets	
Cash	
Petty Cash	\$1,000.00
Total for Cash	\$1,000.00
Bank	
0001 Bank 1001	\$11,425.50
Total for Bank	\$11,425.50
Accounts Receivable	\$1,000,000.00
Other current assets	
0001 Accounts	\$1,000,000.00
Prepaid Tax Credits	\$0.00
Total for Other current assets	\$1,000,000.00
Total for Current Assets	\$1,012,425.50
Total for Assets	\$1,012,425.50
Liabilities & Equity	
Liabilities	
Current Liabilities	
Accounts Payable	\$1,000,000.00
0001 Payables	\$1,000,000.00
0001 Payables	\$0.00
Total for Current Liabilities	\$1,000,000.00
Total for Liabilities	\$1,000,000.00
Equity	
Common Equity	\$1,012,425.50
Common Ret. Earnings	\$1,012,425.50
Total for Equity	\$1,012,425.50
Total for Liabilities & Equity	\$1,012,425.50



GSTR-3B Summary

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

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESG Tax
1	2	3	4	5	6
(a) Outward taxable supplies other than zero-rated supplies and exempted	₹15,00,000.00	₹0.00	₹1,15,000.00	₹1,15,000.00	₹0.00
(b) Outward taxable supplies (zero-rated)	₹1,00,000.00	₹0.00			₹0.00
(c) Other outward supplies (not liable, exempted)	₹0.00				
(d) Inward supplies liable to reverse charge	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00
(e) Non-GST outward supplies	₹0.00				
Total value	₹16,00,000.00	₹0.00	₹1,15,000.00	₹1,15,000.00	₹0.00

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

Description	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CESG Tax
1	2	3	4	5	6

Search in Customers (1)

Tax returns & 3 Bills

TechPro Solutions Pvt.,

GSTR-3B Summary

Export As

TechPro Solutions Private Limited

Tax Return

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

8 more Temporary Notes

Date	Party Name	Document Type	Amount	GST Amount	CGST Amount	SGST Amount	CESG Amount
15/04/2023	M/s ABC0001	Invoice	₹10,00,000.00	₹0.00	₹60,000.00	₹60,000.00	₹0.00
20/04/2023	M/s ABC0002	Invoice	₹5,00,000.00	₹0.00	₹30,000.00	₹30,000.00	₹0.00
30/04/2023	M/s ABC0003	Invoice	₹1,00,000.00	₹0.00	₹6,000.00	₹6,000.00	₹0.00

TechnPro Solutions Private Limited			
Journal Report			
Basic Account			
From 01/04/2023 To 30/04/2023			
	DEBIT	CREDIT	
Income (000) - Income Statement 1		1,00,000.00	
ICD Bank 001	1,00,000.00		
Owner's Equity		1,00,000.00	
	1,00,000.00	1,00,000.00	
Income (000) - Income Statement 1		1,00,000.00	
Accounts Payable	1,00,000.00		
Cost of Goods Sold	50,000.00		
Profit (000)	1,00,000.00		
Profit (000)	1,00,000.00		
Accounts Payable		50,000.00	

Activity 5: Accounts Receivable Aging Details

TechnPro Solutions Private Limited							
AR Aging Summary By Invoice Due Date							
As of 30/04/2023							
	CUMULAT	< 15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL IN CL
CUSTOMER NAME 1							
ScreenPoint Incorporated	50.00	50,000.00	50.00	50.00	50.00	50,000.00	50,000.00
Sub-Total	50.00	50,000.00	50.00	50.00	50.00	50,000.00	50,000.00

Customize Report Report As Print

TechPro Solutions Private Limited
AP Aging Summary By Bill Due Date
 As of 30/06/2023

⚙ Add Temporary Note

Vendor Name	Current	1-30 Days	31-60 Days	61-90 Days	91-120 Days	Total	Net
Blue Cloud	₹ 0.00	₹ 1,00,000.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 1,00,000.00	₹ 1,00,000.00
Total	₹ 0.00	₹ 1,00,000.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 1,00,000.00	

Activity 7: TDS Payable & Receivable Reports

4. Advantages :

- Company-paid short-and long-term disability is provided to all full-time employees at no employee cost.
- We believe that some of our best opportunities to find highly talented people are through networking.
- Tech-Pro encourages our employees to expand and enhance their skills for the benefit of both the employee and the company.

Disadvantages:

- There is increasing concern that the more tech takes over in the office, the less workers will be able to do on their own.
- They also feel less like someone at work cares about them and that their opinions matter less.
- A great example of tech's prevalence in the modern-day workplace is in remote work.

5. Conclusion:

In conclusion , the using our industry knowledge, service-offering expertise and technological capabilities, we identify new business and technology trends and develop solutions to help clients across the globe. For our clients, we offer a flexible and supportive work environment that focuses on the needs and career development goals of its people; while always focusing on delivering the highest quality.

6. Future scope:

As an established business looking to engage in digital marketing, you need to grow your digital presence across all online channels by researching your target audience, identifying digital and industry trends, and measuring and improving your online visibility over time.