

Project Report Template

1. INTRODUCTION

1.1 Overview

Zoho Books enables you to manage all your finances in & out of your business

Record data easily, streamline your tasks and saves your time

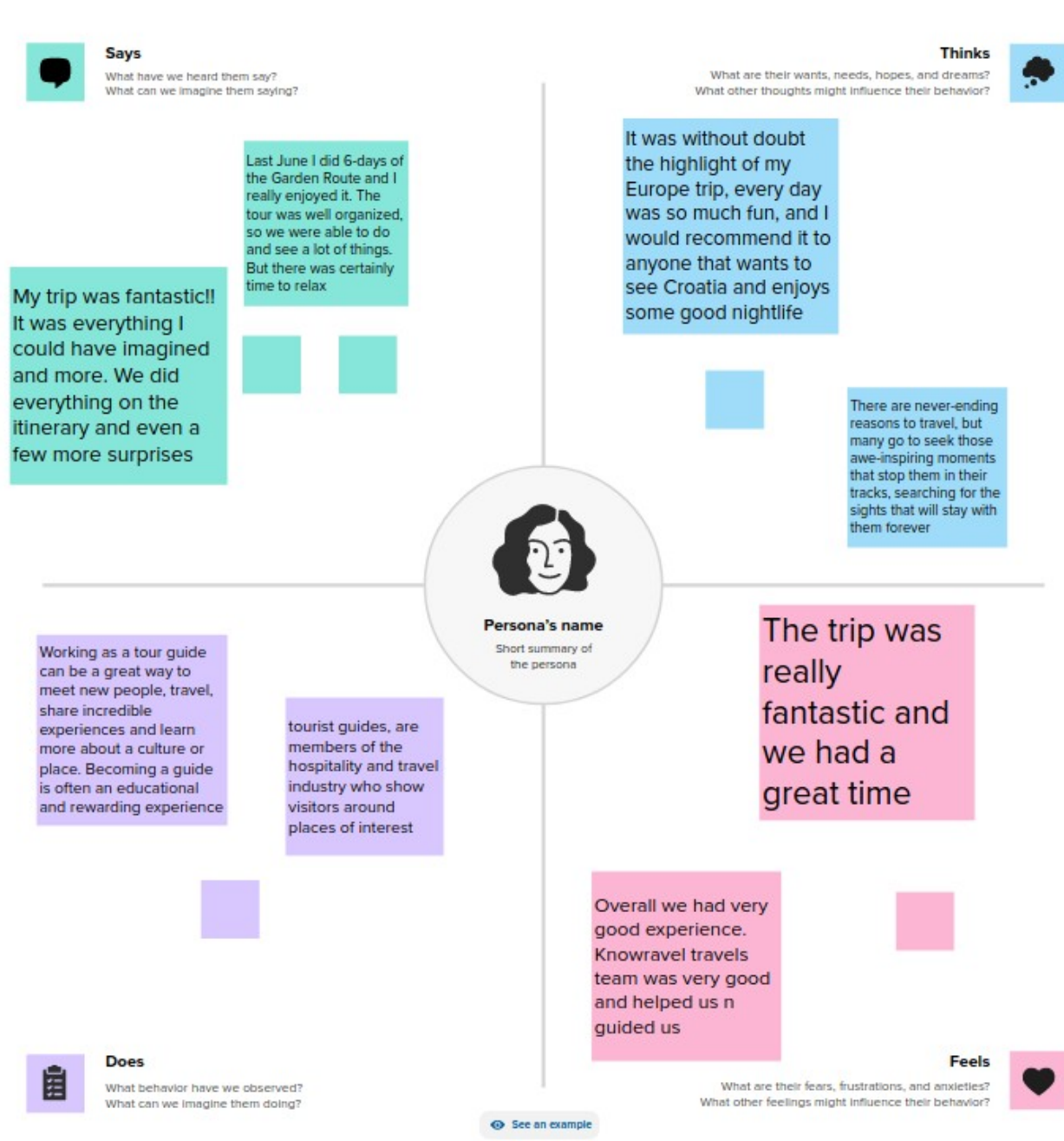
Generate financial reports with just the click of a button and track your total receivables, payables, revenues, expenses and collaborate with your finance team in real-time.

1.2 Purpose

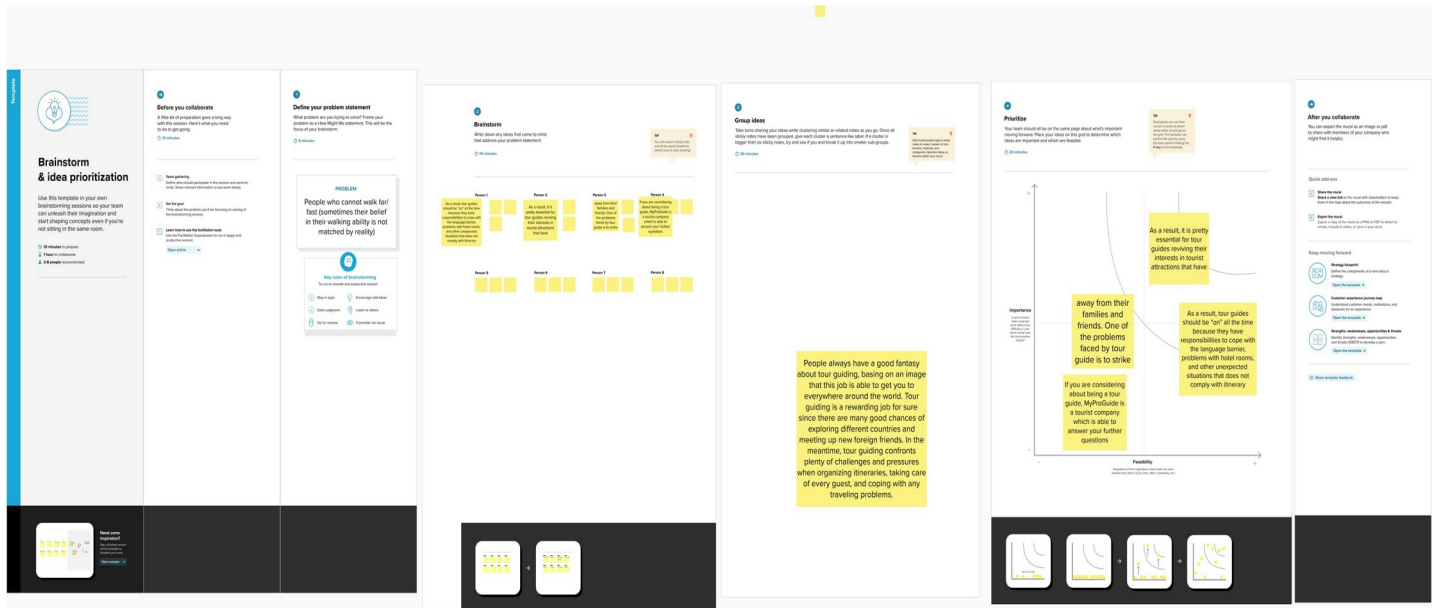
We recommend Zoho Books for small to midsize businesses in online retail spaces and digital marketing. Its user-friendly design and simple navigation are attractive to employees new to accounting

2. PROBLEM DEFINITION & DESIGN THINKING

2.1 Empathy Map

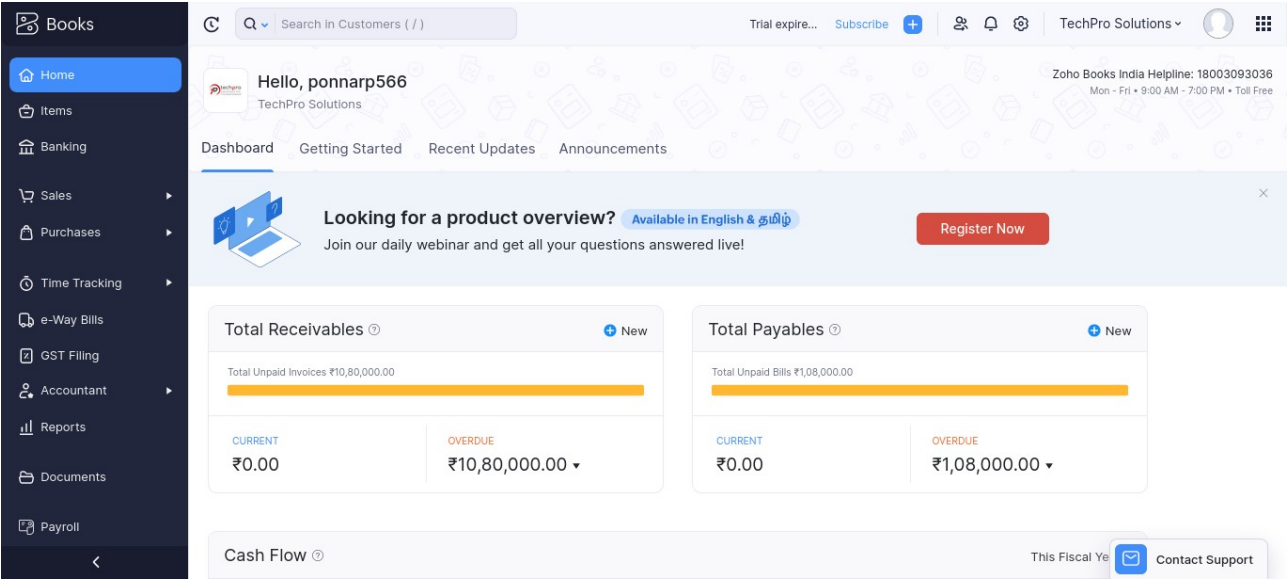


2.2 Ideation & Brainstorming Map



3. RESULT

Dashboard:



ITEMS CREATION:

Books	Search in Items (/)	Trial expire... Subscribe	TechPro Solutions
Home	Active Items		
Items			
Banking			
Sales			
Purchases			
Time Tracking			
e-Way Bills			
GST Filing			
Accountant			
Reports			
Documents			

NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT
<input type="checkbox"/> IT Consulting		₹10,000.00	998313	Hrs
<input type="checkbox"/> Cybersecurity		₹10,000.00	998313	Hrs
<input type="checkbox"/> Cloud Services		₹15,000.00	998313	Hrs
<input type="checkbox"/> Software Development		₹20,000.00	998313	Hrs
<input type="checkbox"/> Web Maintenance		₹30,000.00	998313	Hrs

Vendors:

Books	Search in Vendors (/)	Trial expire... Subscribe	TechPro Solutions
Home	Active Vendors		
Items			
Banking			
Sales			
Purchases			
Vendors			
Expenses			
Recurring Expenses			
Purchase Orders			
Bills			
Payments Made			
Recurring Bills			
Vendor Credits			

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> Randstad Technologies	Randstad Technologies	RandstadTechnolog...		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Comcast Telecom and Internet	Comcast Telecom and Internet	comcastTelecoman...		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> IBM Cloud	IBM Cloud	IBMCLOUD@gmail.c...		Tamil Nadu	₹1,08,000.00	₹0.00
<input type="checkbox"/> Amazon Web Services	Amazon Web Services	AmazonWebService...		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Juniper Networks	Juniper Networks	Junipernetwork@g...		Tamil Nadu	₹0.00	₹0.00

Purchases:

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Search in Purchase Orders (/)

Trial expire...

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All Purchase Ord...

+ New

PO-00001

05/04/2023

₹2,36,000.00

CLOSED

PO-00001

Attachments

Comments & History

Edit

Send Mail

PDF/Print

Bills 1

Bill Status : BILLED

Show PDF View

Closed

techpro

Solutions Inc.

IT Consulting & Development

PURCHASE

ORDER

PO-00001

Bills:

Books

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Search in Bills (/)

Trial expire...

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All Bills

+ New

	DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE	
<input type="checkbox"/>	05/04/2023	03		IBM Cloud	OVERDUE BY 171 DAYS	20/04/2023	₹1,08,000.00	₹1,08,000.00	
<input type="checkbox"/>	05/04/2023	02		Amazon Web Services	PAID	20/05/2023	₹54,000.00	₹0.00	
<input type="checkbox"/>	05/04/2023	01	PO-00001	Juniper Networks	PAID	20/04/2023	₹2,32,000.00	₹0.00	

Customers:

Books

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

Q Search in Customers (/)

Trial expire... Subscribe +

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Active Customers

	NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	ApexTech Consultants	ApexTech Consultants			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	SmartTech Innovations Pvt Ltd	SmartTech Innovations Pvt Ltd			Tamil Nadu	₹10,80,000.00	₹0.00
<input type="checkbox"/>	DigitalEdge Technologies PVT Ltd	DigitalEdge Technologies PVT Ltd			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd			Tamil Nadu	₹0.00	₹0.00

Sales:

Books

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

Q Search in Sales Orders (/)

Trial expire... Subscribe +

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All Sales Orders

<input type="checkbox"/>	DigitalEdge Technologies PVT ...	₹11,80,000.00	CLOSED
--------------------------	----------------------------------	---------------	--------

SO-00001

Attachments Comments & History

Edit Email PDF/Print

Invoices 1

Invoice Status : INVOICED Show PDF View

Closed

techpro Solutions Inc.

IT Consulting & Development

SALES ORDER

Sales Order# SO-00001

Invoices:

Books

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

Q Search in Invoices (/)

Trial expire... Subscribe +

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All Invoices

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
20/04/2023	INV-000004		ApexTech Consultants	PAID	20/04/2023	\$9,130.50	\$0.00
20/04/2023	INV-000003		TechWise Solutions Pvt Ltd	PAID	20/04/2023	₹16,20,000.00	₹0.00
20/04/2023	INV-000002		SmartTech Innovations Pvt Ltd	OVERDUE BY 171 DAYS	20/04/2023	₹10,80,000.00	₹10,80,000.00
10/04/2023	INV-000001	SO-00001	DigitalEdge Technologies PVT Ltd	PAID	10/04/2023	₹11,80,000.00	₹0.00

Bank Account:

Books

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Q Search in Banking (/)

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Edit Bank

Account Name*

Account Code

Currency*

Account Number

Bank Name

IFSC

Description

ICICI Bank-001

INR

000001

ICICI Bank

Max. 500 characters

Make this primary

Save

Cancel

Accounts & Ledgers:

Books

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

Reports

Documents

Search in Chart of Accounts (/)

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Bulk Actions

2 Accounts Selected

ACCOUNT NAME	ACCOUNT CODE	ACCOUNT TYPE	DOCUMENTS	PARENT ACCOUNT NAME
<input type="checkbox"/> Output SGST		Other Current Liability		GST Payable
<input type="checkbox"/> TDS Payable		Other Current Liability		
<input checked="" type="checkbox"/> Rent Payable		Other Current Liability		
<input checked="" type="checkbox"/> Salary Payable		Other Current Liability		
<input type="checkbox"/> Tax Payable		Other Current Liability		
<input type="checkbox"/> Accounts Payable		Accounts Payable		
<input type="checkbox"/> Mortgages		Long Term Liability		
<input type="checkbox"/> Construction Loans		Long Term Liability		
<input type="checkbox"/> Dimension Adjustments		Other Liability		

Journal Entries:

Books

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency Adjustments

Chart of Accounts

Journals

+ New Journal

Status: All Journals

This Year

30/04/2023

₹25,00,000.00

1

PUBLISHED

1

Attachments

Comments & History

Edit

PDF/Print

Make Recurring

Published

JOURNAL

#1

Date: 30/04/2023

Amount: ₹25,00,000.00

Reference Number: Employee salaries

Notes

Salary For The Month of April-2023

Account	Contact	Debits	Credits
Salaries and Employee Wages		25,00,000.00	
Being Salary For month of april-2023			

Expenses:

Books

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Q

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All Expenses

+ New

DATE	EXPENSE ACCO...	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
30/04/2023	Other Expenses			Petty Cash		NON-BILLABLE	₹5,000.00
30/04/2023	Rent Expense	236000		Rent Payable		NON-BILLABLE	₹2,36,000.00
30/04/2023	Salary Payable			ICICI Bank-001		NON-BILLABLE	₹25,00,000.00

Bank Entries:

ICICI Bank-001

Account Number: xxx0001

Add Transaction

Import Statement

Amount in Zoho Books

₹8,12,626.59

Dashboard

Account Summary

Uncategorized Transactions

From Bank Statements

All Transactions

In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
05/10/2023		Vendor Payment Vendor: Amazon Web Services	Manually Added		₹54,000.00	₹8,12,626.59
05/10/2023		Vendor Payment Vendor: Juniper Networks	Manually Added		₹2,32,000.00	₹8,66,626.59
30/04/2023		Salary Payable	Manually Added		₹25,00,000.00	₹10,98,626.59
20/04/2023		Customer Payment Customer: ApexTech Consultants	Manually Added	₹7,48,626.59		₹35,98,626.59

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Profit and Loss

Basis: Accrual

From 01/04/2023 To 31/03/2024

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
Operating Income	
Sales	42,50,000.00
Total for Operating Income	42,50,000.00
Cost of Goods Sold	
Cost of Goods Sold	3,50,000.00
Total for Cost of Goods Sold	3,50,000.00
Gross Profit	39,00,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
Total for Operating Expense	27,05,000.00
Operating Profit	11,95,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Exchange Gain or Loss	1,373.41
Total for Non Operating Expense	1,373.41
Net Profit/Loss	11,93,626.59

Amount is displayed in your base currency **INR

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Balance Sheet

Basis: Accrual

As of 31/03/2024

[+ Add Temporary Note](#)

Collapse all

Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	45,000.00
Total for Cash	45,000.00
Bank	
ICICI Bank-001	8,12,626.59
Total for Bank	8,12,626.59
Accounts Receivable	10,80,000.00
Other current assets	
TDS Receivable	2,50,000.00
<input checked="" type="radio"/> Input Tax Credits	0.00
Input CGST	49,500.00
Input SGST	49,500.00
Total for Input Tax Credits	99,000.00
Total for Other current assets	3,49,000.00
Total for Current Assets	22,86,626.59
Total for Assets	22,86,626.59
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	1,08,000.00
Rent Payable	2,36,000.00
TDS Payable	19,000.00
<input checked="" type="radio"/> GST Payable	0.00
Output CGST	3,15,000.00
Output SGST	3,15,000.00
Total for GST Payable	6,30,000.00
Total for Current Liabilities	9,93,000.00
Total for Liabilities	9,93,000.00
Equities	
Owner's Equity	1,00,000.00
Current Year Earnings	11,93,626.59
Total for Equities	12,93,626.59
Total for Liabilities & Equities	22,86,626.59

GST Reports:

GSTR-3B Summary					
From 01/04/2023 To 31/03/2024					
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	CESS Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹35,00,000.00	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹7,50,000.00	₹0.00			₹0.00
(c) Other outward supplies (Nil rated, 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	₹42,50,000.00	₹0.00	₹3,15,000.00	₹3,15,000.00	₹0.00

Journal Report:

Trial expires in 3 days.
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This Month ▾
 [Customize Report](#)

Export As ▾

TechPro Solutions Journal Report

Basis: Accrual

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

[+ Add Temporary Note](#)

	DEBIT	CREDIT
05/10/2023 - PAYMENTS MADE 01 (JUNIPER NETWORKS)		
Accounts Payable	2,36,000.00	0.00
ICICI Bank-001	4,000.00	0.00
Accounts Payable	0.00	4,000.00
ICICI Bank-001	0.00	2,36,000.00
	2,40,000.00	2,40,000.00
05/10/2023 - PAYMENTS MADE 02 (AMAZON WEB SERVICES)		
Accounts Payable	59,000.00	0.00
ICICI Bank-001	5,000.00	0.00
Accounts Payable	0.00	59,000.00
ICICI Bank-001	0.00	59,000.00
	64,000.00	64,000.00

Accounts Receivable Aging Details:

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AR Aging Summary By Invoice Due Date

As of 08/10/2023

+ Add Temporary Note

CUSTOMER NAME ▾	TOTAL (FCY)	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL
SmartTech Innovations Pvt Ltd	₹10,80,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹10,80,000.00	₹10,80,000.00
Total		₹0.00	₹0.00	₹0.00	₹0.00	₹10,80,000.00	₹10,80,000.00

Accounts Payable Aging Details:

Trial expire...[Subscribe](#)

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This Year

Customize Report

Schedule Report

Export As

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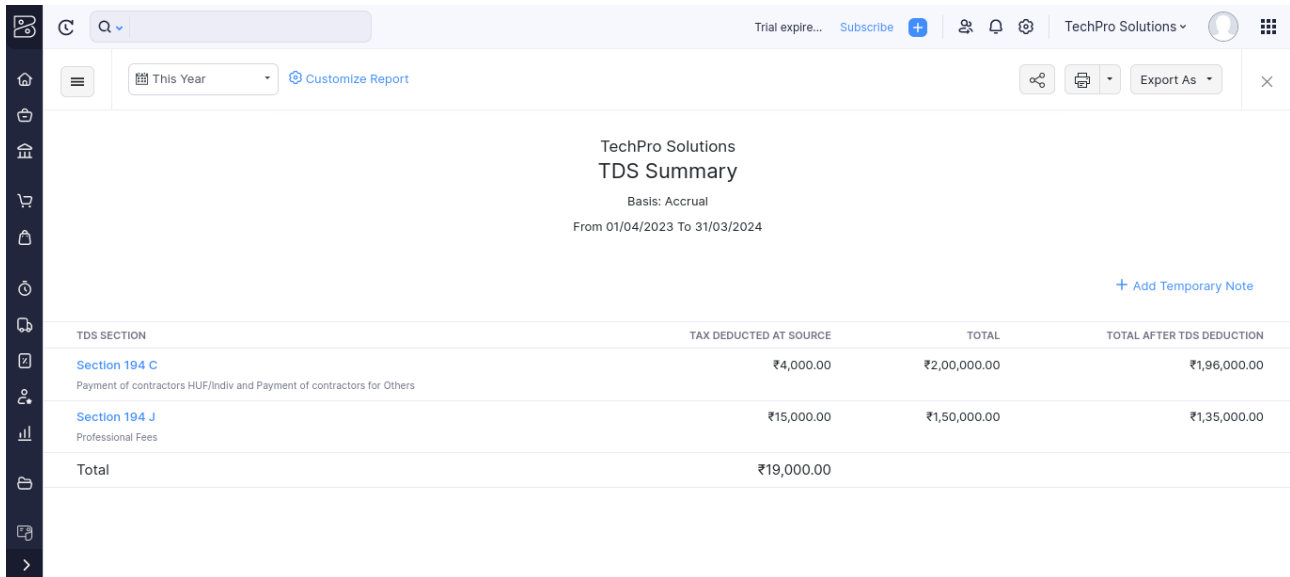
AP Aging Summary By Bill Due Date

As of 31/03/2024

+ Add Temporary Note

VENDOR NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	FCY
IBM Cloud	₹0.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	₹1,08,000.00	₹1,08,000.00
Total	₹0.00	₹0.00	₹0.00	₹0.00	₹1,08,000.00	₹1,08,000.00	

TDS Payable & Receivable Reports:



TechPro Solutions
TDS Summary
Basis: Accrual
From 01/04/2023 To 31/03/2024

[+ Add Temporary Note](#)

TDS SECTION	TAX DEDUCTED AT SOURCE	TOTAL	TOTAL AFTER TDS DEDUCTION
Section 194 C Payment of contractors HUF/Indiv and Payment of contractors for Others	₹4,000.00	₹2,00,000.00	₹1,96,000.00
Section 194 J Professional Fees	₹15,000.00	₹1,50,000.00	₹1,35,000.00
Total	₹19,000.00		

4. ADVANTAGES & DISADVANTAGES

Advantages:

Zoho Books is easy to use and doesn't require you to have any previous experience with programming or mathematical calculations. It displays all of your financial information in a simple format and offers automation features to save you plenty of time.

Disadvantages:

Zoho books has user limits on all of its paid plans. This can be a disadvantages for larger businesses that need to give access to multiple users. Zoho books does not offer payroll services. This means that businesses will need to use a separate payroll service, such as Gusto or ADP.

5. APPLICATIONS:

Zoho Books is an easy-to-use, cloud-based accounting software with an invoice, inventory and project management system. It offers a competitive free plan and a variety of features to make your processes easier and more efficient. And it is cloud based so any system we can login and use pass the entress

6. CONCLUTION:

Zoho books is my conclution was it is geve a better experience. And i know how record the transaction in zoho books i am consider zoho books project was like skill developement course

7. FUTURE SCOPE:

Zoho Books is highly customizable, but there are still some areas where businesses could benefit from more flexibility. In the future, we can expect to see even more customization options that allow businesses to tailor Zoho Books to their specific needs.

Zoho Books is a general-purpose accounting software, but it could be even more useful for businesses if it offered industry-specific features. For example, Zoho Books could offer features that are specifically designed for restaurants, retail stores, or e-commerce businesses.

