

Project Report

Preparation and Maintenance of ZOHO Books for EduConnect Learning Centre

INTRODUCTION:

This project report will describe the steps involved in preparing and maintaining Zoho Books for EduConnect Learning Centre. This report will brief the advantages of using Zoho Books and how it can help EduConnect Learning Centre to improve its accounting processes and grow its businesses.

The scope of this project includes,

- Setting up the Zoho Books account and configuring the preferences.
- Creating the necessary charts of accounts and financial statements.



Says

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

Providing individualized learning

Services to student

Delivery education



Edu connect learning center

Thinks

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



Tertiary educated workers

highest market requirement

improve economic freedom

Process to supplement learning

teacher productivity

Development using data



Does

What behavior have we observed?
What can we imagine them doing?

Track student data

Access lesson ideas

Passion for industry

Feels

What are their fears, frustrations, and anxieties?
What other feelings might influence their behavior?



[See an example](#)



Strategic & idea prioritization

Strategic & idea prioritization is a process that helps you to identify the most important ideas and projects that align with your organization's mission and vision. It involves evaluating ideas based on their potential impact, feasibility, and alignment with your organization's goals.

- 1. Identify ideas
- 2. Evaluate ideas
- 3. Prioritize ideas



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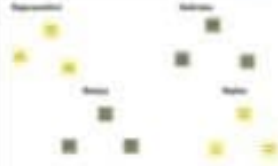
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Strategic & idea prioritization



Profit and Loss

Basis: Accrual

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

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
Operating Income	
Sales	22,50,000.00
Total for Operating Income	22,50,000.00
Cost of Goods Sold	
Cost of Goods Sold	1,10,000.00
Total for Cost of Goods Sold	1,10,000.00
	Gross Profit 21,40,000.00
Operating Expense	
Miscellaneous expenses	5,000.00
Rent Expense	1,18,000.00
Salaries and Employee Wages	10,00,000.00
Total for Operating Expense	11,23,000.00
	Operating Profit 10,17,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
	Net Profit/Loss 10,17,000.00

**Amount is displayed in your base currency 

Balance Sheet

Basic: Actual

As of 31/03/2024

[+ Add Temporary Note](#)

Collapse all

Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	25,30,200.00
Total for Cash	25,30,200.00
Bank	
ICICI Bank-001	-28,000.00
Total for Bank	-28,000.00
Other current assets	
Salary payable	-10,00,000.00
Input Tax Credits	0.00
Input CGST	9,900.00
Input SGST	9,900.00
Total for Input Tax Credits	19,800.00
Total for Other current assets	-9,80,200.00
Total for Current Assets	15,22,000.00
Total for Assets	15,22,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
GST Payable	0.00
Output CGST	2,02,500.00
Output SGST	2,02,500.00
Total for GST Payable	4,05,000.00
Total for Current Liabilities	4,05,000.00
Total for Liabilities	4,05,000.00
Equities	
Owner's Equity	1,00,000.00
Current Year Earnings	10,17,000.00
Total for Equities	11,17,000.00
Total for Liabilities & Equities	15,22,000.00

Advantages of using Zoho Books for accounting:

Cloud – based : Zoho books is a cloud based accounting software, which means that you can access it from anywhere with an internet connection. This makes it a good option for businesses with remote employees or multiple locations.

Ease of use: Zoho Books is a very user-friendly accounting software even for those with no prior experience. It has a simple and intuitive interface, and it offers a variety of tutorials and help resources.

Affordability: Zoho Books is very affordable, especially when compared to other popular accounting software programs. It offers a free plan for businesses with up to two users ,and its paid plans start at just \$15 per month.

Comprehensive features: Zoho Books offers a wide range of features, including invoicing, billing, expense tracking, payroll, and reporting. It also offers a variety of integrations with other business software programs, such as CRM and e-commerce platforms.

Disadvantages of using Zoho Books for accounting:

Limited user accounts: The free plan for Zoho Books only allows for two users. If you need more user accounts, you will need to upgrade to a paid plan.

Limited payroll features: Zoho Books' payroll features are not as comprehensive as those of some other accounting software programs. For example, it does not offer support for direct deposit or payroll taxes.

APPLICATIONS:

Zoho Books can be applied in a variety of businesses, including:

Small businesses: Zoho Books is a good option for small businesses because it is affordable and easy to use. It also offers a wide range of features, including invoicing, billing, expense tracking, payroll, and reporting.

Freelancers: Zoho Books is also a good option for freelancers because it offers a free plan for businesses with up to two users. This makes it a good choice for freelancers who are just starting out or who have a limited budget.

E-commerce businesses: Zoho Books integrates with a variety of commerce platforms, such as Shopify and WooCommerce. This makes it a good option for e-commerce businesses that need to track their sales and expenses.

Service-based businesses: Zoho Books is also a good option for service-based businesses, such as consulting firms and marketing agencies. It offers features such as time tracking and project management, which can be helpful for service-based businesses.

Overall, Zoho Books is a versatile accounting software program that can be applied in a variety of businesses. It is a good option for small businesses, freelancers, e-commerce businesses and service-based businesses.

CONCLUSION:

We were 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.