

NAAN MUDHAVAN – 2022-23

**ALAGAPPA GOVERNMENT ARTS AND SCIENCES COLLEGE,
KARAIKUDI**

**PREPARATION AND MAINTANENCE OF ZOHO BOOKS FOR
DREAM HOMES REALTY**

STUDENT NAME	REG.NO.
SHIVATHMIGHA	0121151321
SHALINI	0121151320
SELVA NAYAKI	0121151319
SATHISHA	0121151318

1 INTRODUCTION

1.1 Overview

1.2 Purpose

2 Problem Definition & Design Thinking

2.1 Empathy Map

2.2 Ideation & Brainstorming Map

3 Project summaries

4 Results

5 Advantages and disadvantages

6 Applications

7 Conclusions

1. INTRODUCTION

1.1. OVERVIEW

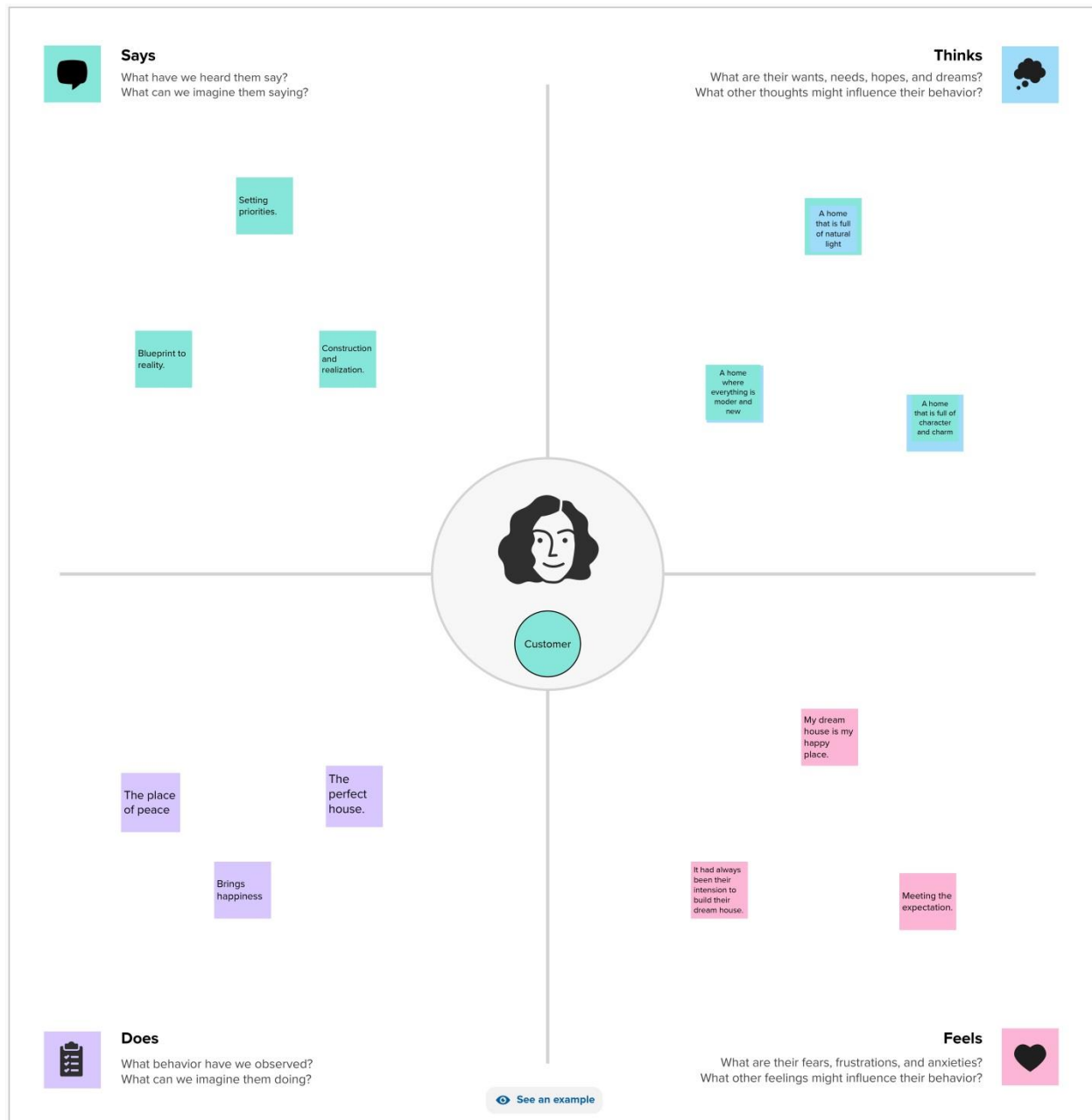
This project is about preparation finance and accounting for a company called “Dream Homes Realty Pvt. Ltd.,” with the help of zoho books. This company is a construction company, uses Zoho Books to track project expenses, manage subcontractor payments, and handle invoicing. They can generate estimates and invoices for clients, track job costing, and monitor the profitability of each project. Zoho Books provides them with financial insights to make informed decisions.

1.2. Purpose

The main purpose of the project is to reduce the manual errors. It helps in saving our valuable time, so the accountant can interact with the consumer effectively that time. It ensures that the business transactions are reachable to all the crucial employees of the company. This reflexes in optimum use of the resources. So, no employee may not misuse of the firm.

2. PROBLEM DEFINITION & DESIGN THINK

2.1. EMPATHY MAP

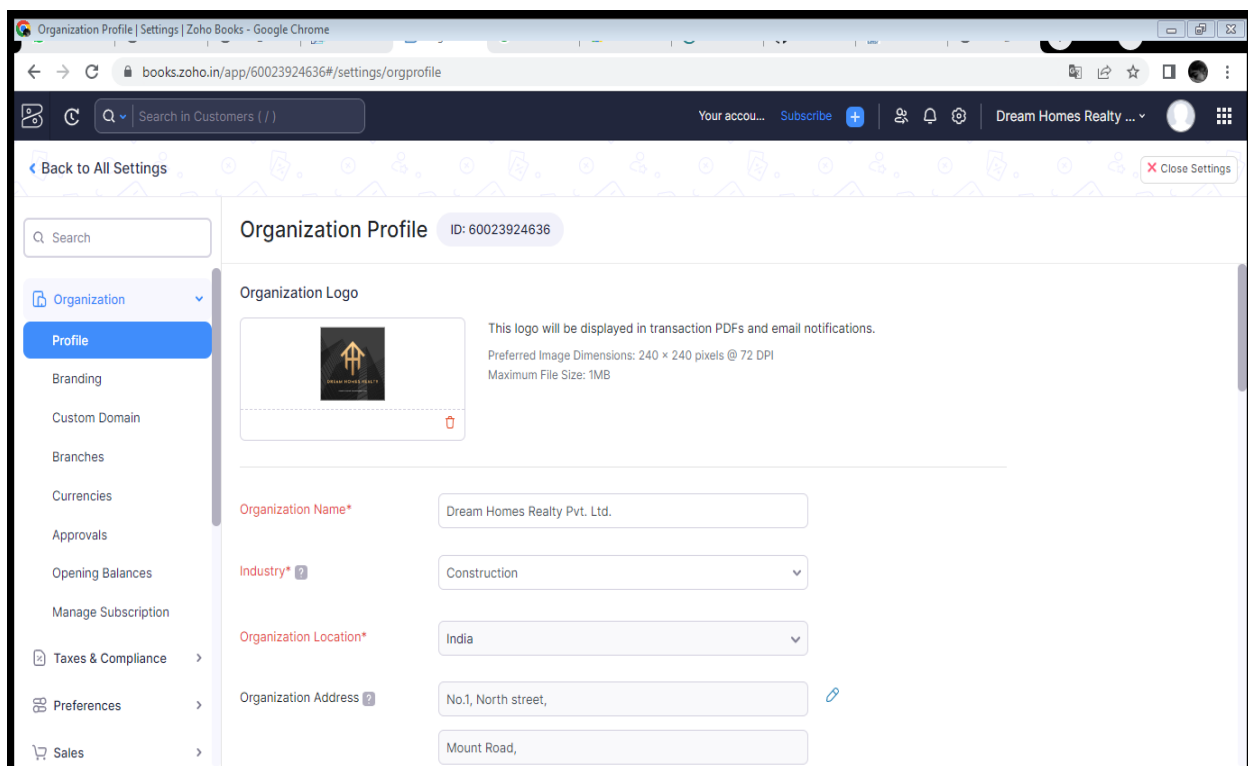


The image displays a collection of digital templates for collaborative brainstorming and idea prioritization. The templates are organized into several sections: 1. **Before you collaborate**: Includes a lightbulb icon and a section for defining the problem statement. 2. **Define your problem statement**: A section for writing down the problem and defining the scope of the brainstorming session. 3. **Brainstorm**: A section for generating ideas, featuring a grid for recording ideas and a section for grouping ideas. 4. **Group ideas**: A section for organizing and prioritizing the generated ideas. 5. **Prioritize**: A section for evaluating ideas based on importance and feasibility, featuring a graph. 6. **After you collaborate**: A section for reflecting on the session and identifying next steps. The templates are designed to be used in a collaborative environment, with sections for individual contributions and a final summary. The templates are presented in a clean, modern style with a color palette of teal, orange, and grey.

3. PROJECT SUMMARY

3.1. SIGN UP WITH ZOHOO BOOKS

First of all, we have set up our zoho books account with the link <https://www.zoho.com/in/books/signup/>. Then create a company call “Dream Homes Realty Pvt., Ltd.”. It’s a GST registered company with the GST of 18%.

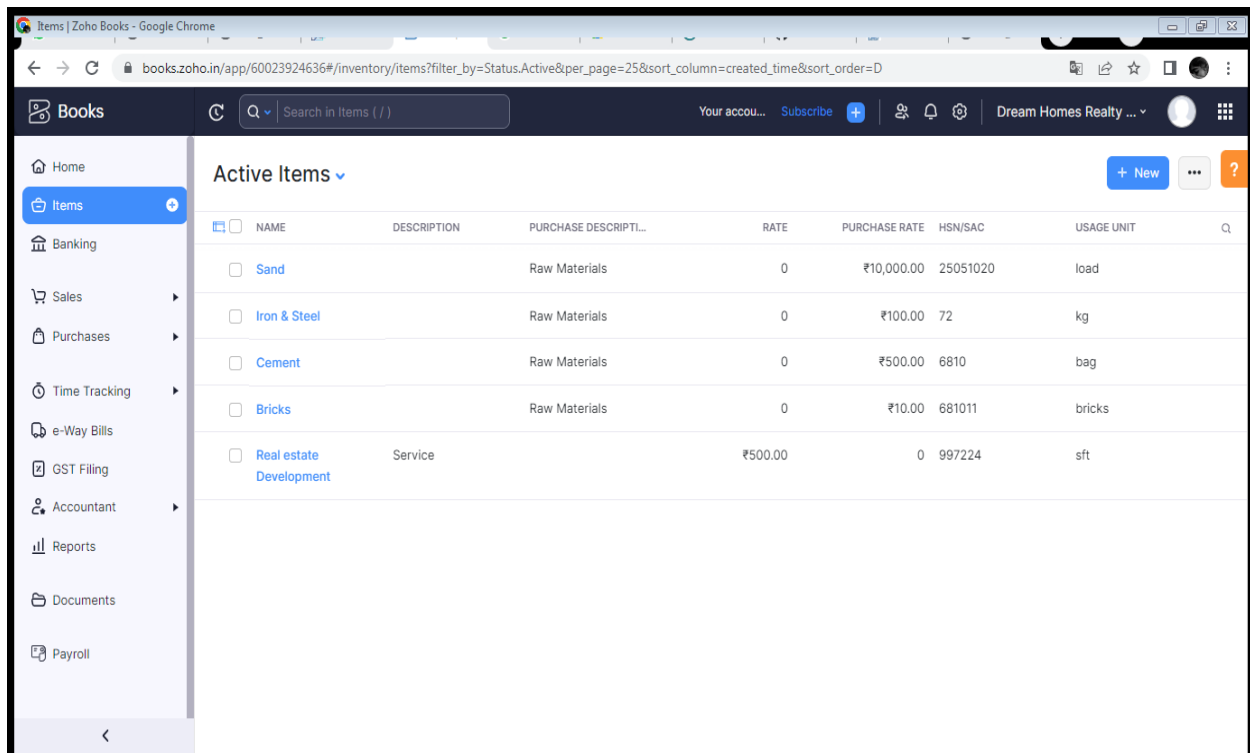


The screenshot shows the Zoho Books Organization Profile settings page. The browser address bar displays `books.zoho.in/app/60023924636#/settings/orgprofile`. The page header includes a search bar, user account information, and a "Subscribe" button. The left sidebar contains navigation links: Organization (selected), Profile, Branding, Custom Domain, Branches, Currencies, Approvals, Opening Balances, Manage Subscription, Taxes & Compliance, Preferences, and Sales. The main content area is titled "Organization Profile" with ID 60023924636. It features an "Organization Logo" section with a placeholder image and instructions: "This logo will be displayed in transaction PDFs and email notifications. Preferred Image Dimensions: 240 x 240 pixels @ 72 DPI. Maximum File Size: 1MB". Below this, there are form fields for "Organization Name*" (filled with "Dream Homes Realty Pvt. Ltd."), "Industry*" (dropdown menu showing "Construction"), "Organization Location*" (dropdown menu showing "India"), and "Organization Address*" (two-line text field with "No.1, North street," and "Mount Road,").

3.2. SERVICE CREATION

Then we create the items which used for purchase and sales. They are:

1. Bricks (Cost price is Rs.10/- per brick)
2. Cement (CP is Rs.500/- per Bag)
3. Iron & Steel (CP is Rs.100/- per Kg)
4. Sand (CP is Rs.10000/- per one Load)
5. Real Estate Development (SP is Rs.500/-per sft)



The screenshot shows the Zoho Books interface with the 'Items' section selected in the left sidebar. The main area displays a table of 'Active Items'. The table has columns for NAME, DESCRIPTION, PURCHASE DESCRIPTION, RATE, PURCHASE RATE, HSN/SAC, and USAGE UNIT. Five items are listed: Sand, Iron & Steel, Cement, Bricks, and Real estate Development. Each item has a checkbox in the NAME column and a search icon in the USAGE UNIT column.

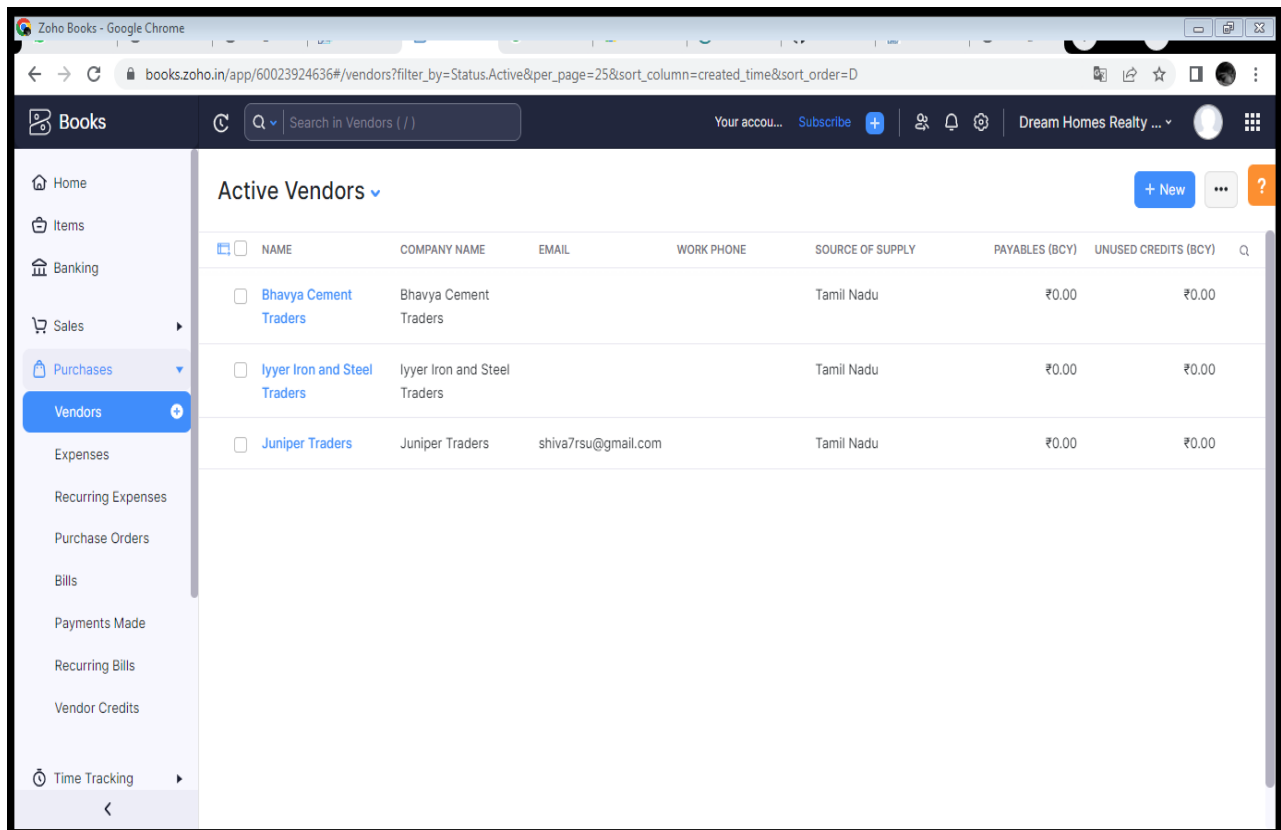
<input type="checkbox"/>	NAME	DESCRIPTION	PURCHASE DESCRIPTION	RATE	PURCHASE RATE	HSN/SAC	USAGE UNIT	
<input type="checkbox"/>	Sand		Raw Materials	0	₹10,000.00	25051020	load	
<input type="checkbox"/>	Iron & Steel		Raw Materials	0	₹100.00	72	kg	
<input type="checkbox"/>	Cement		Raw Materials	0	₹500.00	6810	bag	
<input type="checkbox"/>	Bricks		Raw Materials	0	₹10.00	681011	bricks	
<input type="checkbox"/>	Real estate Development	Service		₹500.00	0	997224	sft	

3.3. VENDOR CREATION

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

1. Juniper Traders (GST registered)
2. Iyyer Iron and Steel Traders (GST registered)
3. Bhavya Cement Traders (GST Registered)

After this we create purchase order.

A screenshot of the Zoho Books web application interface. The browser address bar shows the URL: books.zoho.in/app/60023924636#/vendors?filter_by=Status.Active&per_page=25&sort_column=created_time&sort_order=D. The Zoho Books logo is in the top left. A search bar with the placeholder 'Search in Vendors (/)' is next to it. On the right, there's a user profile section with 'Your account...', a 'Subscribe' button, and a dropdown menu showing 'Dream Homes Realty ...'. A left sidebar contains navigation links: Home, Items, Banking, Sales, Purchases (selected), Vendors (highlighted in blue), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, and Time Tracking. The main content area is titled 'Active Vendors' with a '+ New' button and a help icon. It contains a table with the following data:

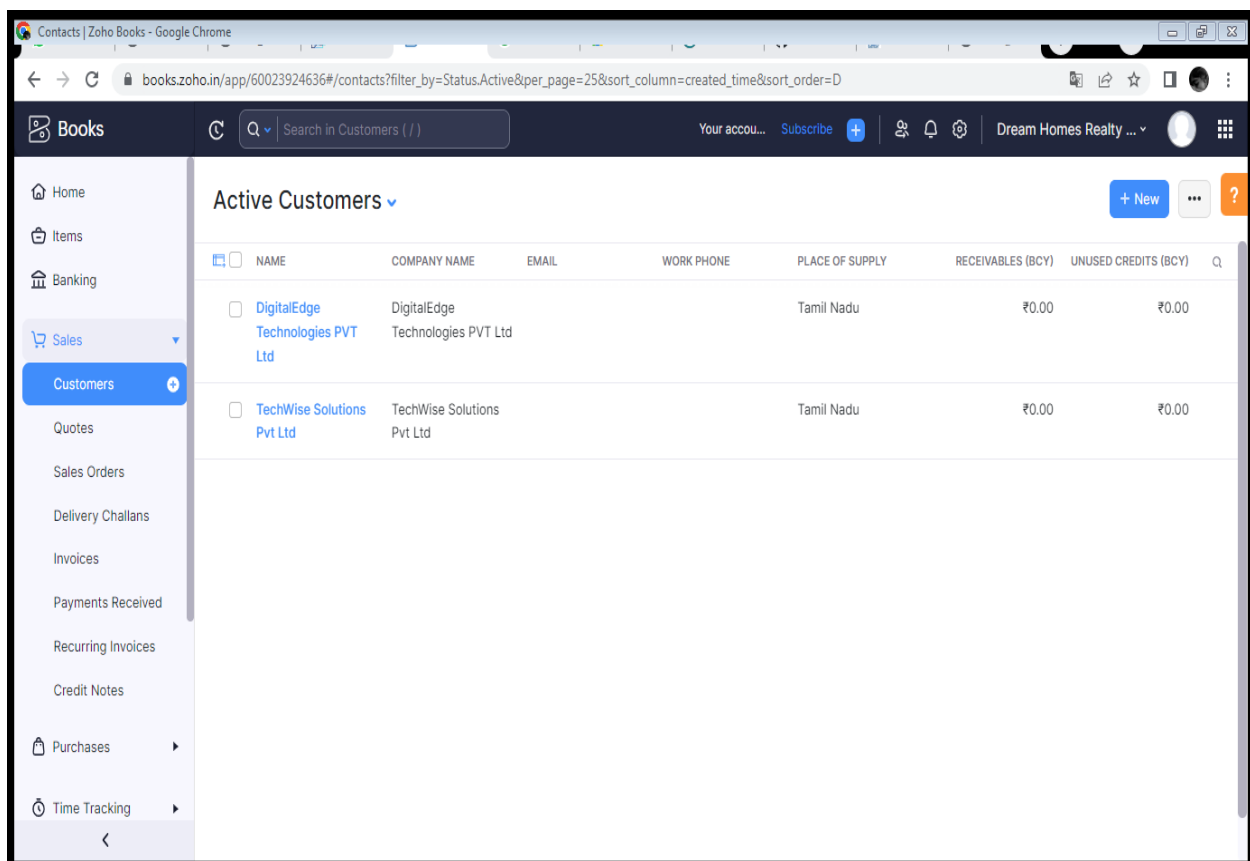
<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	
<input type="checkbox"/>	Bhavya Cement Traders	Bhavya Cement Traders			Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Iyyer Iron and Steel Traders	Iyyer Iron and Steel Traders			Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Juniper Traders	Juniper Traders	shiva7rsu@gmail.com		Tamil Nadu	₹0.00	₹0.00	

3.4. CUSTOMER CREATION

The below are the lists of customers:

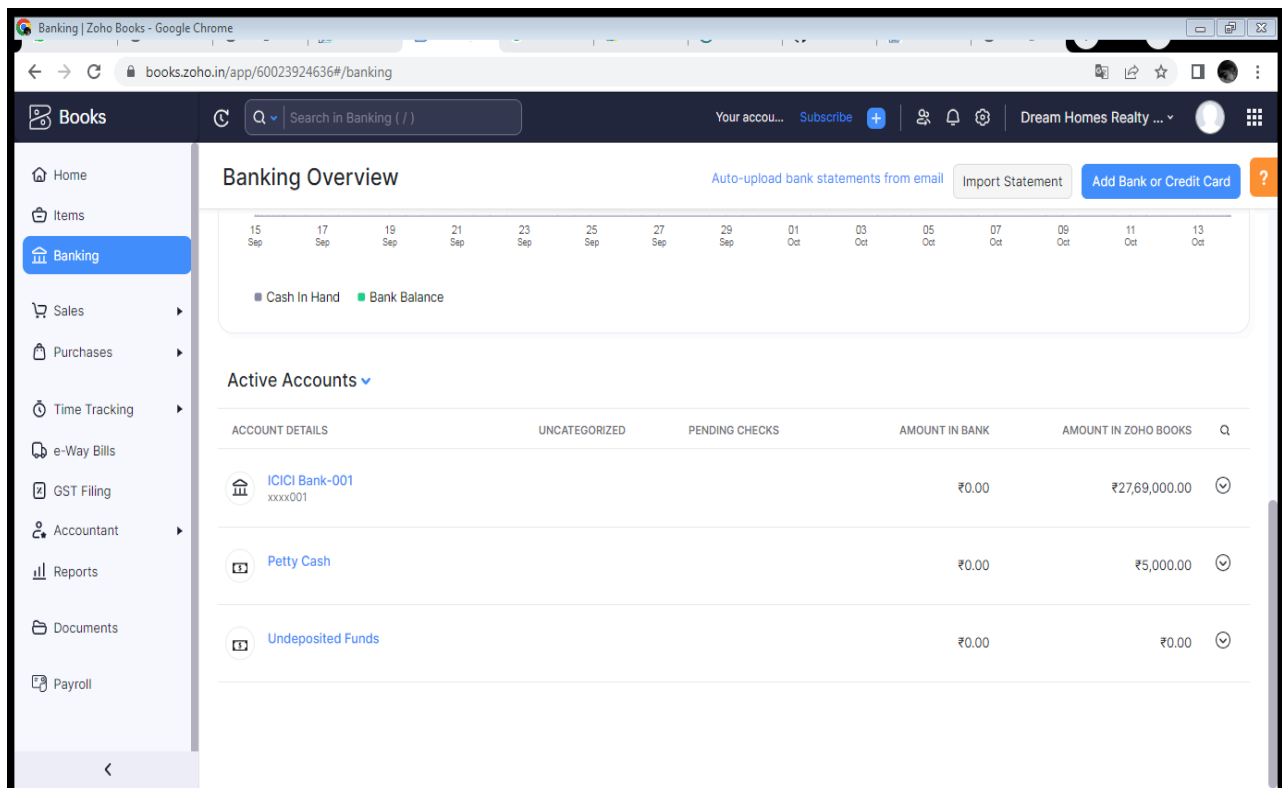
1. TechWise Solutions Pvt Ltd (GST Registered).
2. DigitalEdge Technologies PVT Ltd (GST Registered).

After creating this we create sales order.



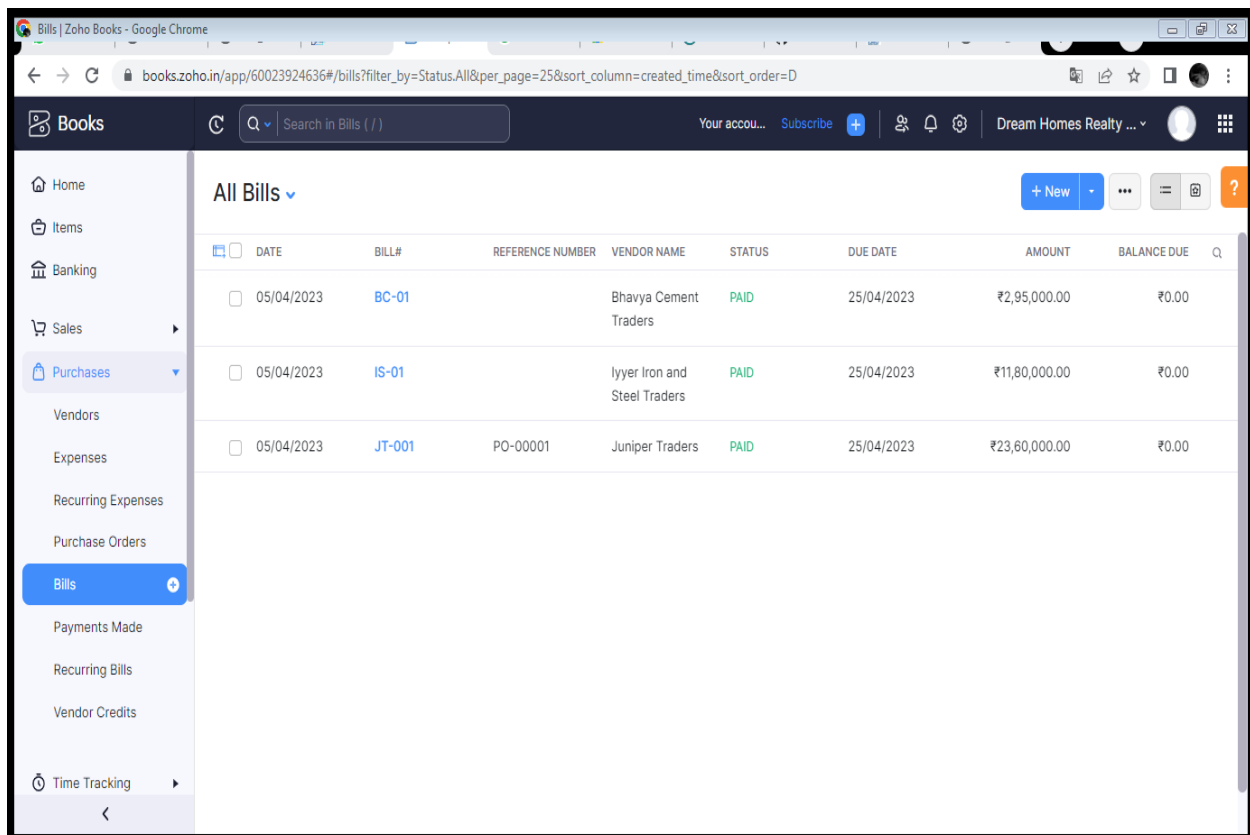
3.5. BANK ACCOUNT CREATION

We have opened an account in ICICI Bank with A/c no 001 on the name of dream homes realty. To add the bank account, go to Banking from the navigation panel and select add Bank account manually and fill the Necessary fields and save.



3.6. BILLS

After creating purchase order, we convert it into bills; otherwise we directly create the bills. Then we made payment by the ICICI bank.

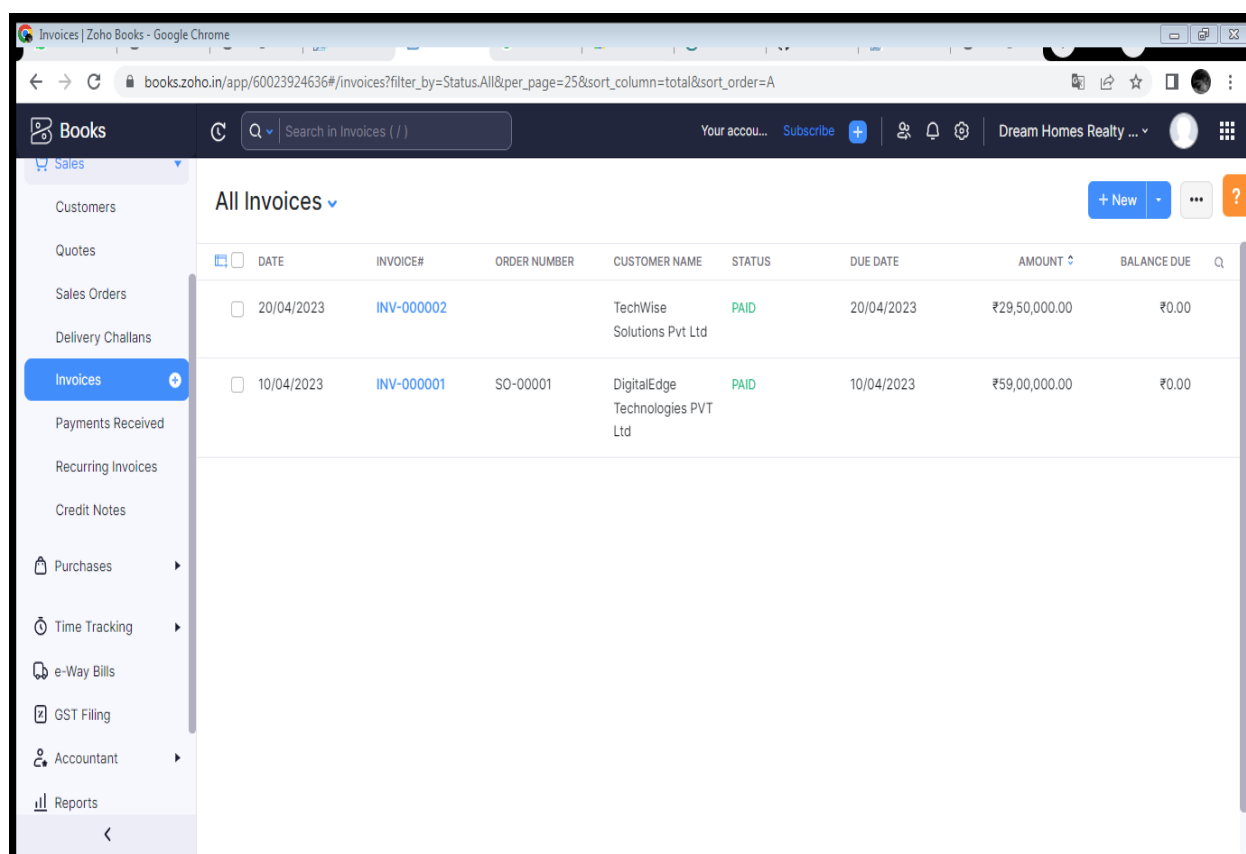


The screenshot shows the Zoho Books interface. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (highlighted), Payments Made, Recurring Bills, Vendor Credits, and Time Tracking. The main area is titled 'All Bills' and displays a table of bills. The table has columns for DATE, BILL#, REFERENCE NUMBER, VENDOR NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. Three bills are listed, all with a status of 'PAID' and a balance due of ₹0.00.

DATE	BILL#	REFERENCE NUMBER	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
05/04/2023	BC-01		Bhavya Cement Traders	PAID	25/04/2023	₹2,95,000.00	₹0.00
05/04/2023	IS-01		Iyyer Iron and Steel Traders	PAID	25/04/2023	₹11,80,000.00	₹0.00
05/04/2023	JT-001	PO-00001	Juniper Traders	PAID	25/04/2023	₹23,60,000.00	₹0.00

3.7. INVOICES

We create invoices after creating the sales order. We can also create a direct invoice. Then we sent it to the specific customer afterwards they made a payment with our ICICI bank.



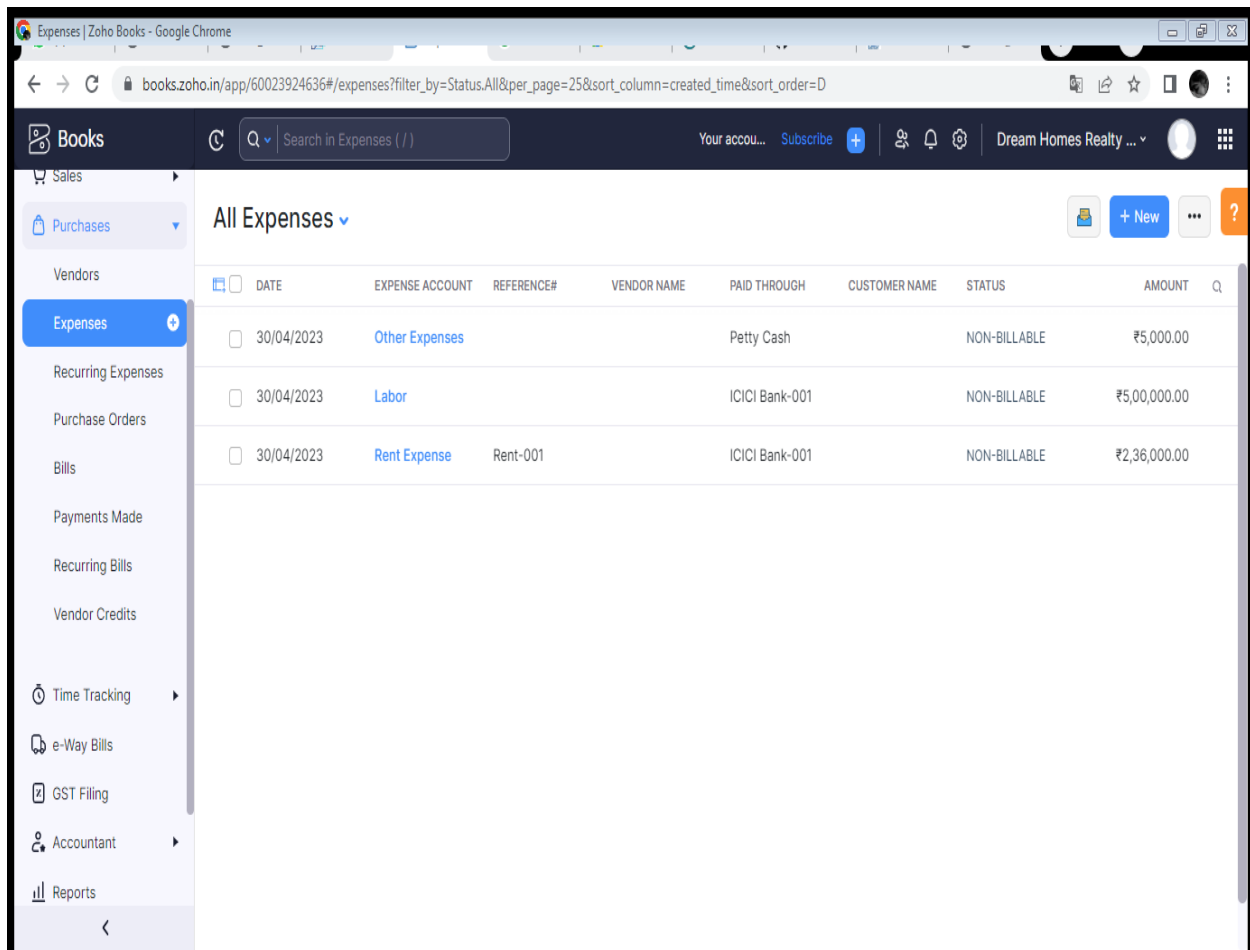
The screenshot shows the Zoho Books interface with the 'Invoices' section selected in the left sidebar. The main area displays a table of all invoices. The table has columns for DATE, INVOICE#, ORDER NUMBER, CUSTOMER NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. Two invoices are listed: one dated 20/04/2023 for TechWise Solutions Pvt Ltd with invoice number INV-000002, and another dated 10/04/2023 for DigitalEdge Technologies PVT Ltd with invoice number INV-000001 and order number SO-00001. Both invoices are marked as PAID. The interface includes a top navigation bar with the Zoho Books logo, a search bar, and user account information. The left sidebar contains various sales and accounting modules like Customers, Quotes, Sales Orders, and Reports.

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
20/04/2023	INV-000002		TechWise Solutions Pvt Ltd	PAID	20/04/2023	₹29,50,000.00	₹0.00
10/04/2023	INV-000001	SO-00001	DigitalEdge Technologies PVT Ltd	PAID	10/04/2023	₹59,00,000.00	₹0.00

3.8. EXPENSES & BILL ENTRIES

The expenses listed are posted in the zoho books.

1. Office Rent Rs.200000/- excluding GST @ 18%
Total Invoice Value Rs.236000/- paid in bank.
2. Labour Cost Rs.500000/- paid in Bank
3. Other Miscellaneous Expenses Rs.5000/- paid in cash

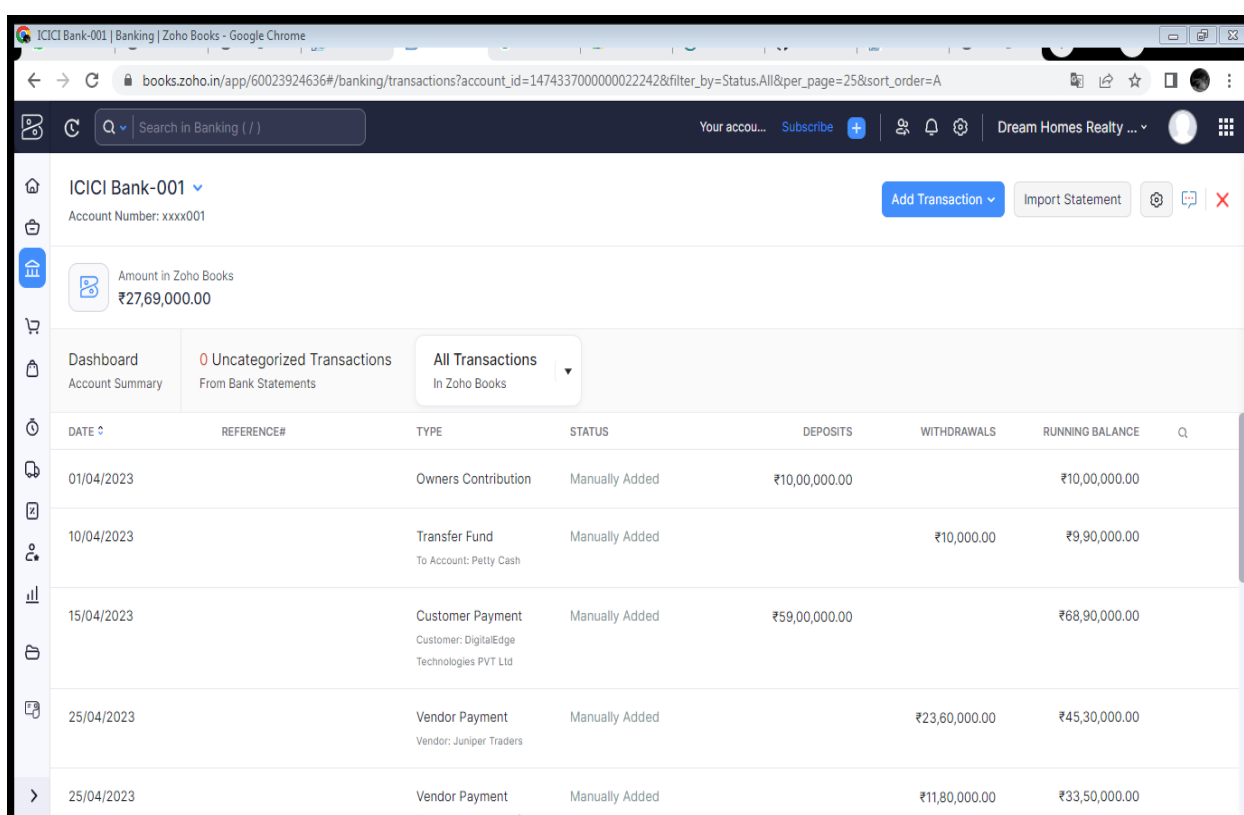


The screenshot shows the Zoho Books web interface. The left sidebar contains navigation links: Sales, Purchases, Vendors, Expenses (highlighted), Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main area is titled 'All Expenses' and displays a table of expense entries. The table has columns for DATE, EXPENSE ACCOUNT, REFERENCE#, VENDOR NAME, PAID THROUGH, CUSTOMER NAME, STATUS, and AMOUNT. Three entries are visible, all dated 30/04/2023.

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

3.9. BANKING TRANSACTION

If you record the above entries on date and correctly, the bank entries are automatically generated.



ICICI Bank-001 | Banking | Zoho Books - Google Chrome

books.zoho.in/app/60023924636#/banking/transactions?account_id=1474337000000022242&filter_by=Status.All&per_page=25&sort_order=A

Search in Banking (/)

Your account: Subscribe +

Dream Homes Realty ...

ICICI Bank-001 Account Number: xxxx001

Add Transaction Import Statement

Amount in Zoho Books
₹27,69,000.00

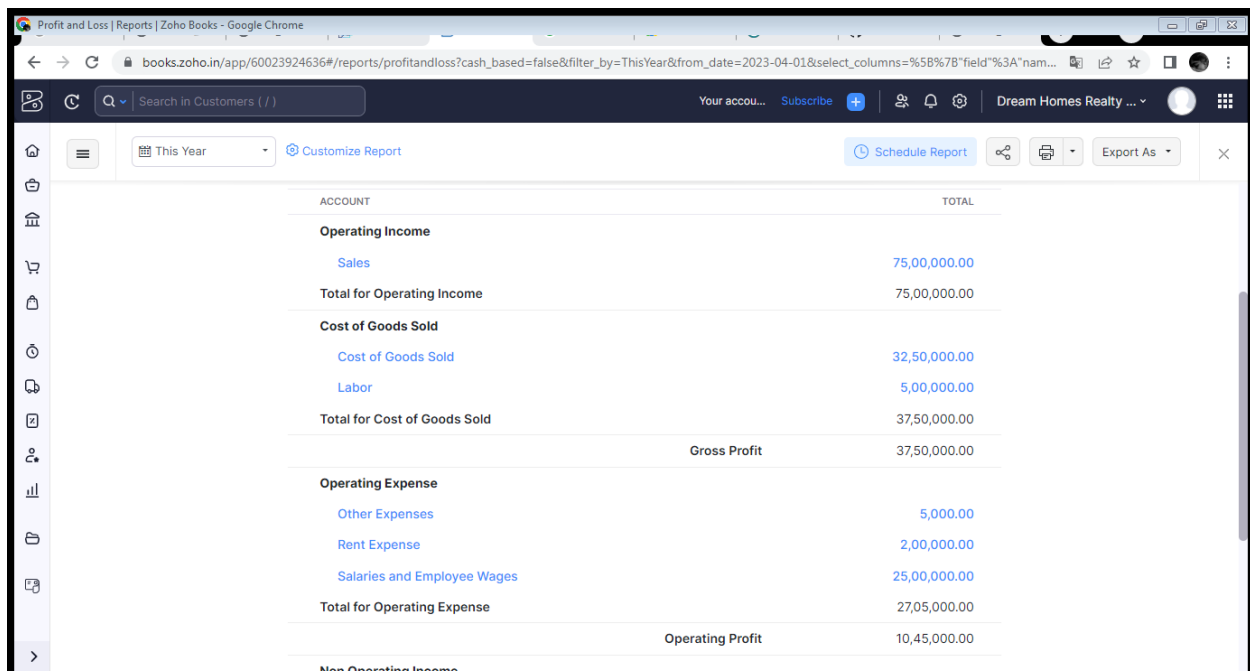
Dashboard | 0 Uncategorized Transactions | All Transactions
Account Summary | From Bank Statements | In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
01/04/2023		Owners Contribution	Manually Added	₹10,00,000.00		₹10,00,000.00
10/04/2023		Transfer Fund To Account: Petty Cash	Manually Added		₹10,000.00	₹9,90,000.00
15/04/2023		Customer Payment Customer: DigitalEdge Technologies PVT Ltd	Manually Added	₹59,00,000.00		₹68,90,000.00
25/04/2023		Vendor Payment Vendor: Juniper Traders	Manually Added		₹23,60,000.00	₹45,30,000.00
25/04/2023		Vendor Payment	Manually Added		₹11,80,000.00	₹33,50,000.00

4. RESULTS

The result of this project is that the final statement of the company is auto generated. This is the success of this project because most of the errors are happened in the final accounts. Then the company spends a lot of time on rectifying the errors. This project completely reduces rising of errors. Not only it auto generate final accounts, but also generate GST report, account receivable aging summary report, account payable aging summary report, journal report etc.

4.1. PROFIT AND LOSS



The screenshot displays the Profit and Loss report in Zoho Books for the current year. The interface includes a search bar, navigation icons, and report controls like 'Schedule Report' and 'Export As'. The report table lists various accounts and their corresponding totals.

ACCOUNT	TOTAL
Operating Income	
Sales	75,00,000.00
Total for Operating Income	75,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	32,50,000.00
Labor	5,00,000.00
Total for Cost of Goods Sold	37,50,000.00
Gross Profit	37,50,000.00
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	10,45,000.00
Non Operating Income	

4.2. BALANCE SHEET

Balance Sheet | Reports | Zoho Books - Google Chrome

books.zoho.in/app/60023924636#/reports/balancesheet?cash_based=false&filter_by=ThisYear&report_date=2024-03-31&select_columns=%5B%7B%22field%3A%22na...

Search in Customers (/)

Your account... Subscribe

Dream Homes Realty ...

This Year Customize Report Schedule Report Export As

ACCOUNT	TOTAL
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank-001	27,69,000.00
Total for Bank	27,69,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	3,10,500.00
Input SGST	3,10,500.00
Total for Input Tax Credits	6,21,000.00
Total for Other current assets	6,21,000.00
Total for Current Assets	33,95,000.00
Total for Assets	33,95,000.00

4.3. GST REPORT

Reports | Zoho Books - Google Chrome

books.zoho.in/app/60023924636#/reports/gstrreturns/gstr3bsummary?filter_by=ThisYear&from_date=2023-04-01&to_date=2024-03-31

Search in Customers (/)

Your account... Subscribe

Dream Homes Realty ...

This Year Export As

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)	₹75,00,000.00	₹0.00	₹6,75,000.00	₹6,75,000.00	₹0.00
(b) Outward taxable supplies (zero rated)	₹0.00	₹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	₹75,00,000.00	₹0.00	₹6,75,000.00	₹6,75,000.00	₹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	CESS Tax
-------------	---------------	----------------	-------------	--------------	----------

The screenshot displays the Zoho Books interface showing an AR Aging Summary report for Dream Homes Realty Pvt. Ltd. The report is titled "AR Aging Summary By Invoice Due Date" and is dated "As of 20/04/2023". A sidebar on the left contains navigation icons. The top header includes the company name and a link to "Add Temporary Note". Below this is a table with columns for Customer Name, Current, 1-15 Days, 16-30 Days, 31-45 Days, > 45 Days, Total, and Total (FCY). The table lists one customer, TechWise Solutions Pvt Ltd, with a current balance of ₹29,50,000.00 and zero balances for all other aging periods. A total row at the bottom shows the same current balance.

CUSTOMER NAME	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	> 45 DAYS	TOTAL	TOTAL (FCY)
TechWise Solutions Pvt Ltd	₹29,50,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹29,50,000.00	₹29,50,000.00
Total	₹29,50,000.00	₹0.00	₹0.00	₹0.00	₹0.00	₹29,50,000.00	

AP Aging Details | Reports | Zoho Books - Google Chrome

books.zoho.in/app/60023924636#/reports/billsagingdetails?report_date=2023-04-10&select_columns=%5B%7B%22field%3A%22%2C%22group%3A%22%2D%22%22%5D&report_date=2023-04-10

Search in Customers (/)

Your account | Subscribe | Dream Homes Realty ...

Custom | Customize Report | Schedule Report | Export As

Dream Homes Realty Pvt. Ltd.
AP Aging Details By Bill Due Date
As of 10/04/2023

+ Add Temporary Note

DATE	TRANSACTION#	TYPE	STATUS	VENDOR NAME	AGE	BILL AMOUNT	BALANCE DUE
Current						₹38,35,000.00	₹38,35,000.00
05/04/2023	JT-001	Bill	Open	Juniper Traders		₹23,60,000.00	₹23,60,000.00
05/04/2023	IS-01	Bill	Open	Iyyer Iron and Steel Traders		₹11,80,000.00	₹11,80,000.00
05/04/2023	BC-01	Bill	Open	Bhavya Cement Traders		₹2,95,000.00	₹2,95,000.00
Total						₹38,35,000.00	₹38,35,000.00

5. ADVANTAGES AND DISADVANTAGES

5.1. Advantages

The major advantage of the project is to save the precious time of the employees and the company. It indirectly protects the funds of the company being misused by the corrupted employees. It prevent mistake made by the innocent employee of the firm. It may look simple but the impact created by this project in a company is incomparable. Think if an employee transfers a huge amount to the wrong person by misrepresentation; it results in huge loss to the company. So in my point of view, it is essential for every company.

5.2. Disadvantages

If there is an advantage, there will be a disadvantage too. This makes many of the people unemployed. The employees' health is affected because of working eight hours a day in front of computer. If any abnormal disaster like flood happened the data entered is unrecoverable. The major disadvantage is required electricity for the system restored the data.

6. APPLICATION

You can apply this digital recording of the transaction in each and every business who can afford a system (computer). It is applicable for the million dollars business to the small petty cash business. Even an average knowledge employee can make entries easily.

7. CONCLUSION

At the end of the report, one thing I can conclude is this is very benefit for the both the employee and the company. It may give a crystal clear report of the finance and accounting.