



Project Report

Preparation and Maintenance of ZOHO Books for Fresh Bites Catering

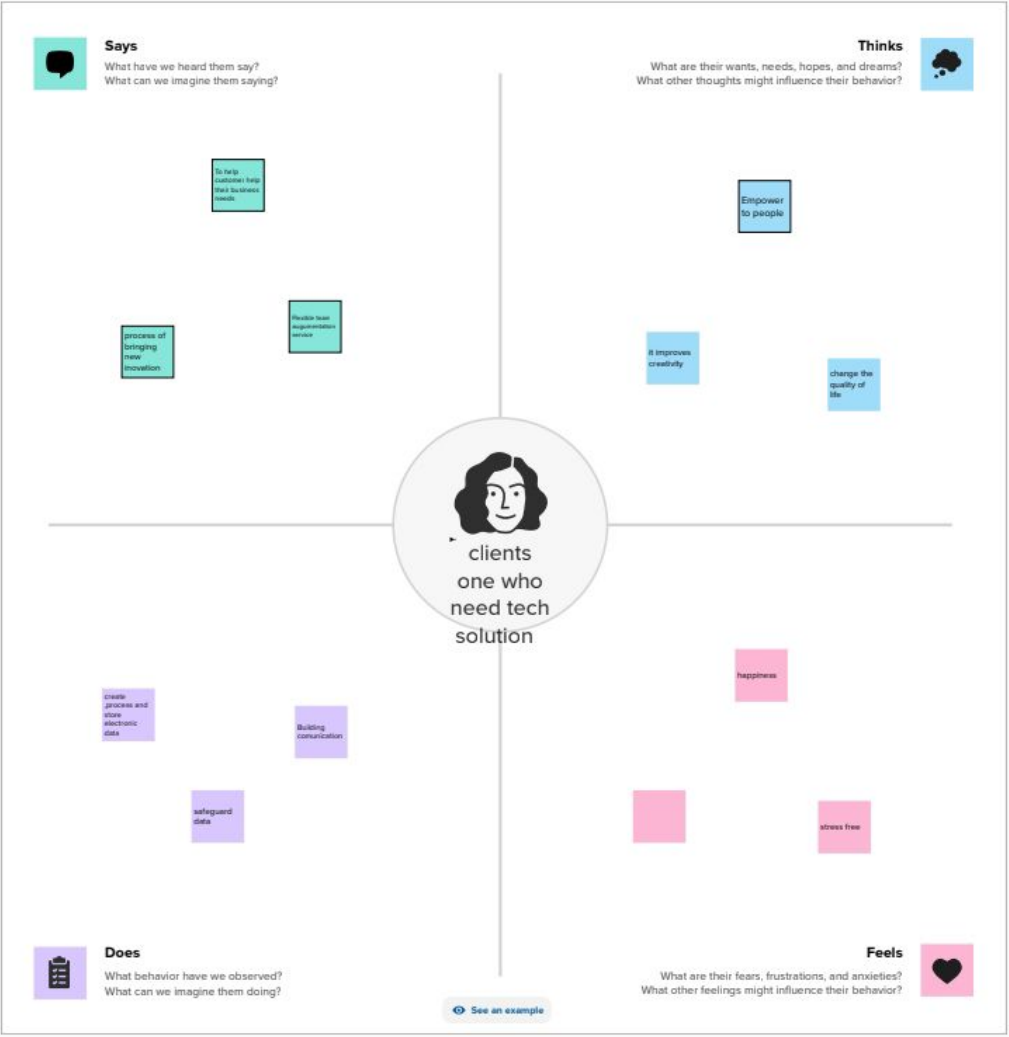
Introduction

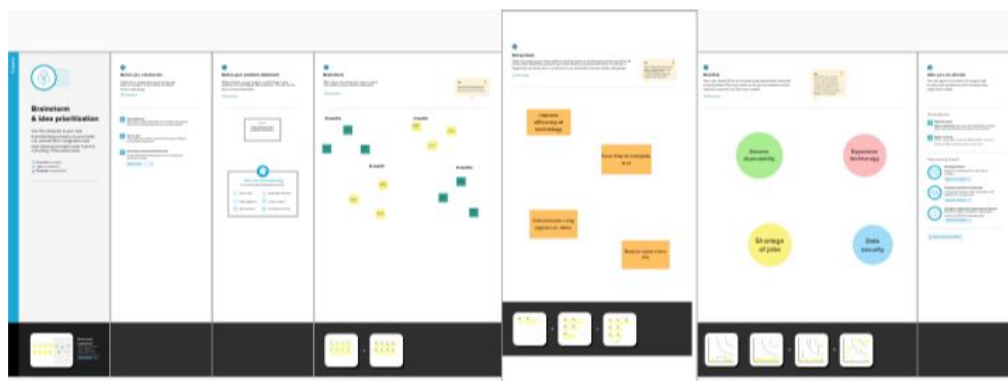
This project report will describe the steps involved in preparing and maintaining Zoho Books for Fresh Bites Catering. The report will also discuss the benefits of using Zoho Books and how it can help Fresh Bites to improve its accounting processes and grow its business.

The scope of this project includes,

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







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Profit and Loss

Basis: Accrual

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

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| 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 | 1,352.91 |
| Total for Non Operating Expense | 1,352.91 |
| Net Profit/Loss | 11,93,647.09 |

**Amount is displayed in your base currency 

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Balance Sheet

Basis: Accrual
As of 19/10/2023

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| ACCOUNT | TOTAL |
|---|--------------|
| Assets | |
| Current Assets | |
| Cash | |
| Petty Cash | 34,43,647.09 |
| Total for Cash | 34,43,647.09 |
| Bank | |
| ICICI Bank-001 | 11,26,000.00 |
| Total for Bank | 11,26,000.00 |
| Other current assets | |
| TDS Receivable | 2,50,000.00 |
| 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 | 49,18,647.09 |
| Total for Assets | 49,18,647.09 |
| Liabilities & Equities | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | 3,40,000.00 |
| Rent payable | 2,36,000.00 |
| Salary payable | 25,00,000.00 |
| TDS Payable | 19,000.00 |
| 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 | 37,25,000.00 |
| Total for Liabilities | 37,25,000.00 |
| Equities | |
| Current Year Earnings | 11,93,647.09 |
| Total for Equities | 11,93,647.09 |
| Total for Liabilities & Equities | 49,18,647.09 |

Amount is displayed in your base currency **INR

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 e-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.

Specifically, we used Zoho Books to:

- Set up the company's accounts and preferences
- Track all of the company's income and expenses

