

# Project report Template

1<sup>ST</sup>

## INTRODUCTION

### 1.1 OVERVIEW:

Zoho Books is your one-stop platform for managing your accounting tasks and organizing your transactions. It's a single secure location to keep up with your company's bills and invoices, reconcile your bank statements, control

your spending, oversee projects, and eliminate GST compliance worries.

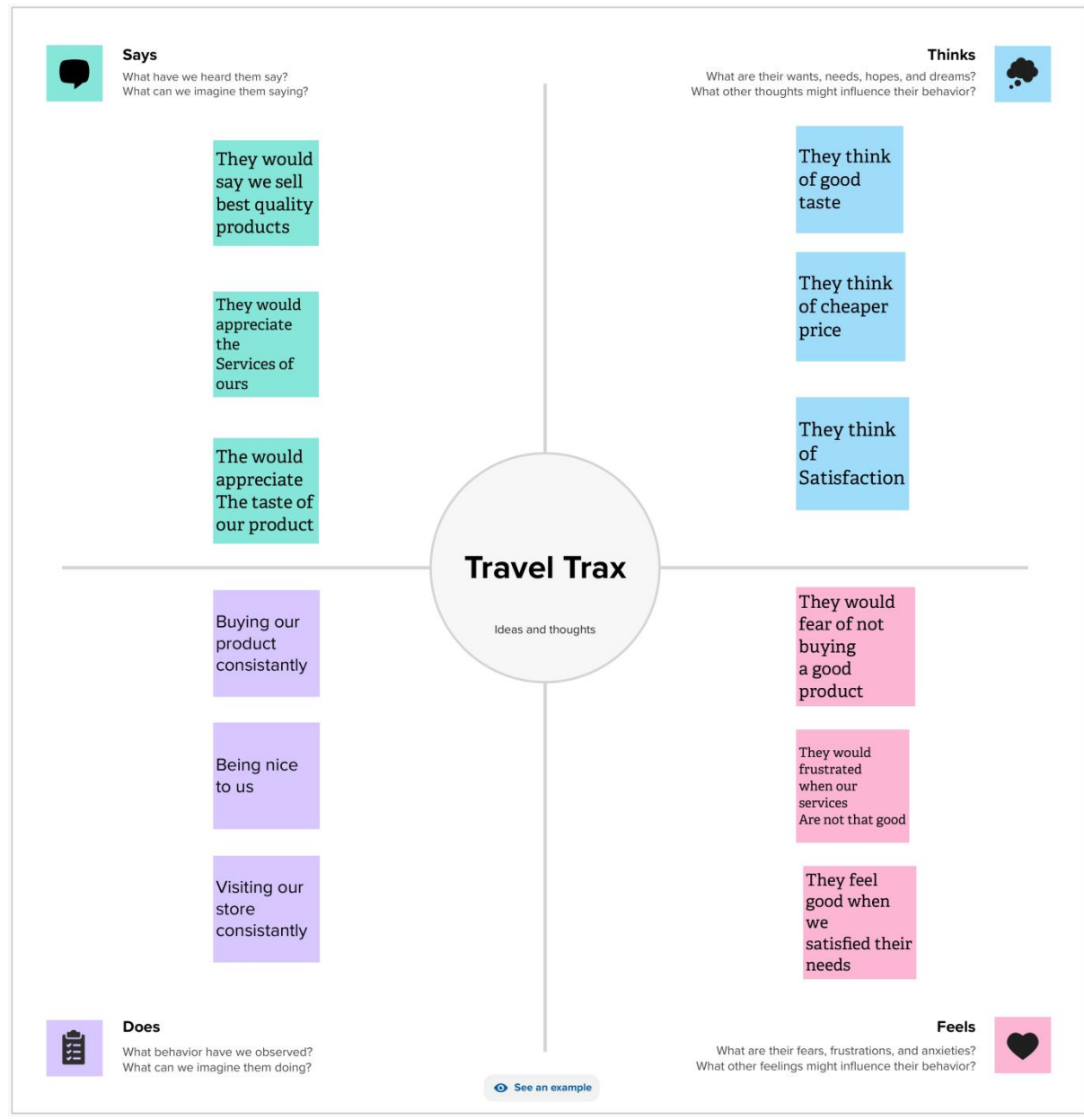
## 1.2 PURPOSE:

Keeping up with the market means understanding ever-changing business trends, taxes, cloud implementations, and more. Zoho Books helps you stay current, from customizing your accounting

to understanding your income well-being and everything in between.

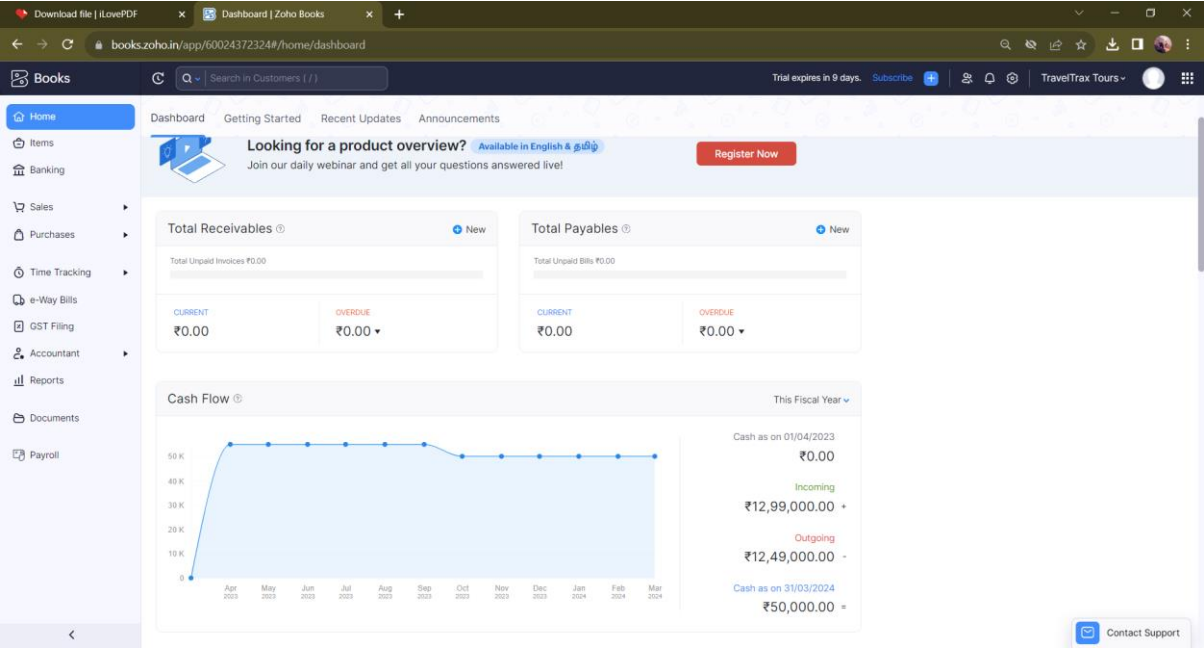
## 2<sup>ND</sup> PROBLEM DEFINITION & DESIGN THINKING

### 2.1 EMPATHY MAP



## 2.2 IDEATION & BRAINSTROMING MAP



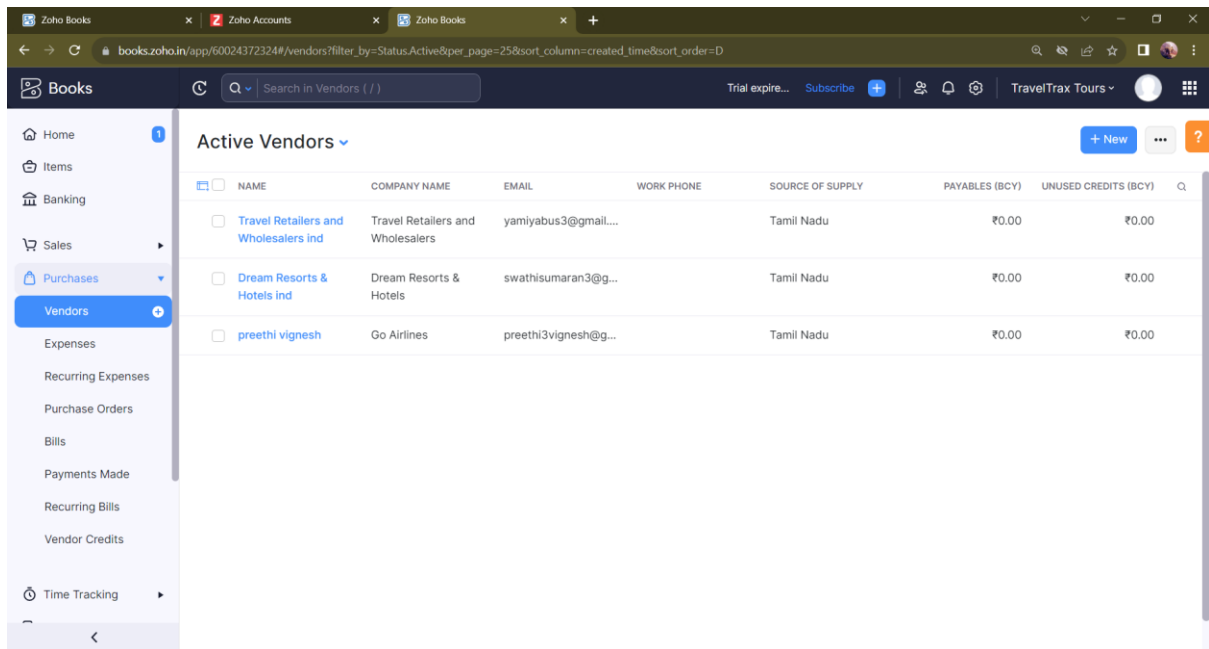


# ITEM CREATION:

The screenshot shows the 'Active Items' page in Zoho Books. The page has a sidebar with navigation options and a main table listing active items. The table columns are NAME, DESCRIPTION, RATE, HSN/SAC, USAGE UNIT, and PURCHASE RATE. There are six items listed, each with a checkbox for selection. The items are: 'Tour and Activity utilities' (Rate: ₹0.00, HSN/SAC: 998555, Usage Unit: Per, Purchase Rate: ₹500.00), 'Accommodation Bookings' (Rate: 0, HSN/SAC: 998555, Usage Unit: Per, Purchase Rate: ₹1,000.00), 'Transportation Purchases' (Rate: 0, HSN/SAC: 998555, Usage Unit: Per, Purchase Rate: ₹2,000.00), 'Educational and Learning Tours' (Rate: ₹2,000.00, HSN/SAC: 998555, Usage Unit: Per, Purchase Rate: 0), 'Family Travel' (Rate: ₹10,000.00, HSN/SAC: 998555, Usage Unit: Per, Purchase Rate: 0), and 'Corporate Travel' (Rate: ₹5,000.00, HSN/SAC: 998555, Usage Unit: Per, Purchase Rate: 0). A '+ New' button is located at the top right of the table.

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE
<input type="checkbox"/>	Tour and Activity utilities		₹0.00	998555	Per	₹500.00
<input type="checkbox"/>	Accommodation Bookings		0	998555	Per	₹1,000.00
<input type="checkbox"/>	Transportation Purchases		0	998555	Per	₹2,000.00
<input type="checkbox"/>	Educational and Learning Tours	service out	₹2,000.00	998555	Per	0
<input type="checkbox"/>	Family Travel	service out	₹10,000.00	998555	Per	0
<input type="checkbox"/>	Corporate Travel	Service out	₹5,000.00	998555	Per	0

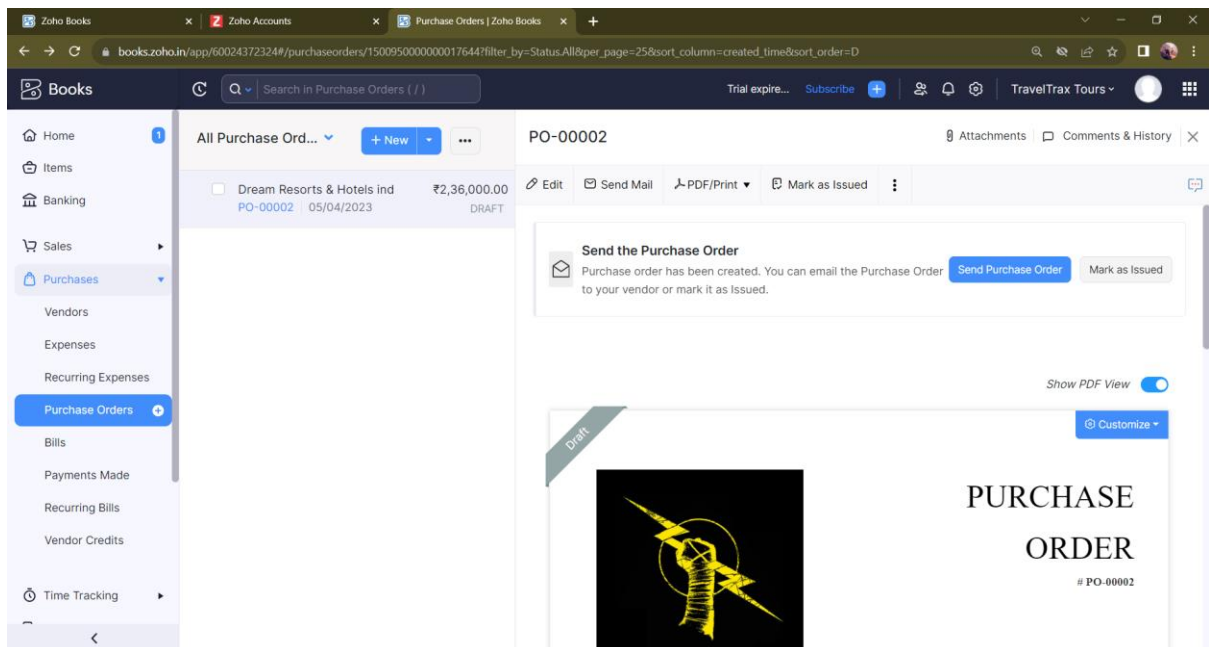
# VENDORS:



The screenshot shows the Zoho Books interface with the 'Vendors' section selected in the left sidebar. The main area displays a table of active vendors. The table has columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), and UNUSED CREDITS (BCY). Three vendors are listed: Travel Retailers and Wholesalers ind, Dream Resorts & Hotels ind, and preethi vignesh. Each vendor entry includes a checkbox and a search icon.

	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	Travel Retailers and Wholesalers ind	Travel Retailers and Wholesalers	yamiyabus3@gmail...		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	Dream Resorts & Hotels ind	Dream Resorts & Hotels	swathisumanan3@g...		Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/>	preethi vignesh	Go Airlines	preethi3vignesh@g...		Tamil Nadu	₹0.00	₹0.00

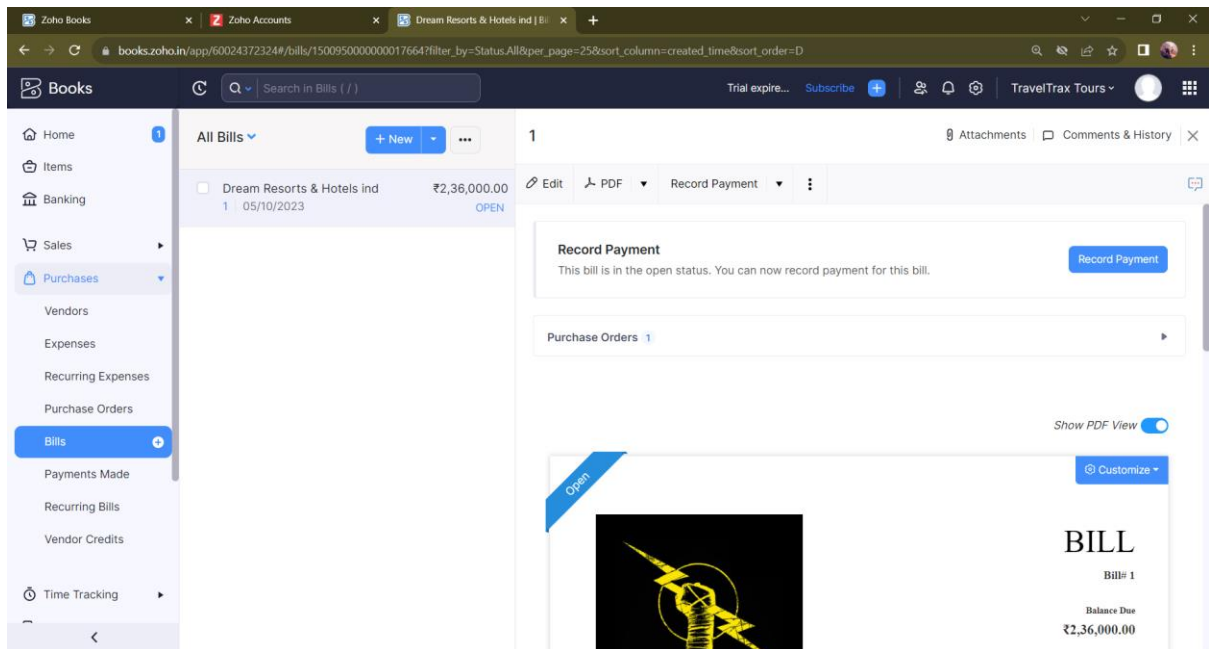
# PURCHASE:



The screenshot shows the Zoho Books interface with the 'Purchase Orders' section selected in the left sidebar. The main area displays a form for creating a new purchase order. The form includes a header with 'All Purchase Ord...' and a '+ New' button. Below the header, there is a table with one row showing 'Dream Resorts & Hotels ind' with a value of ₹2,36,000.00. The form also includes a 'Send the Purchase Order' section with a 'Send Purchase Order' button and a 'Mark as Issued' button. At the bottom, there is a 'Draft' section with a 'Purchase ORDER' form and a 'Show PDF View' toggle.

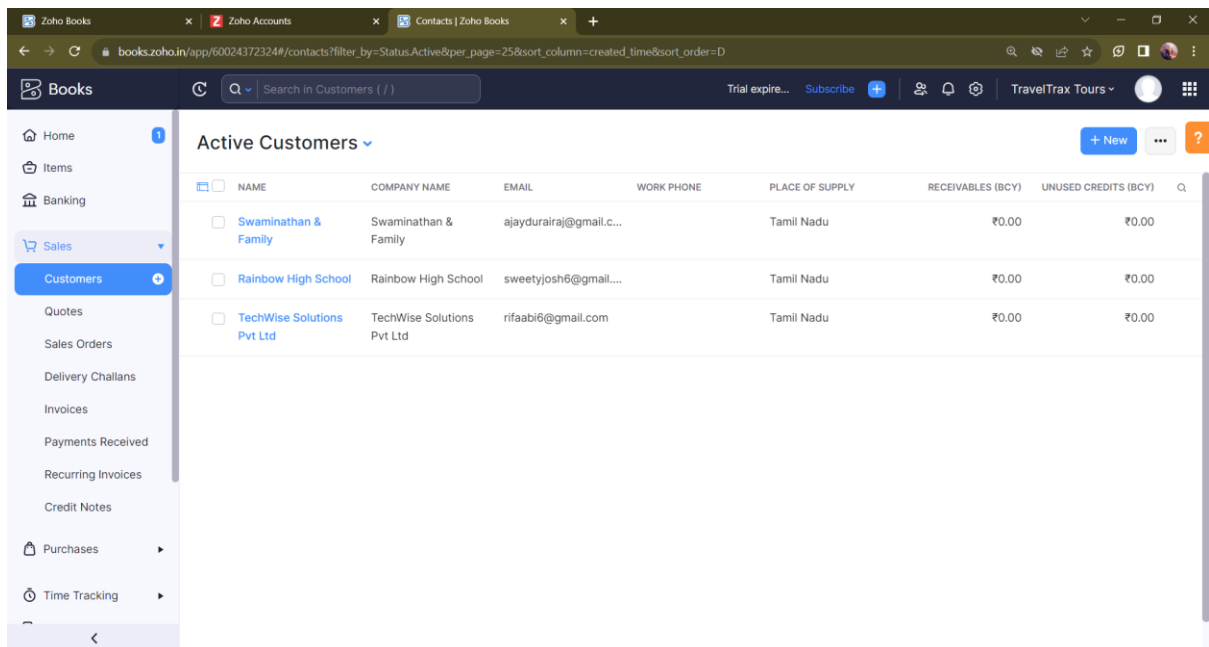
	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/>	Dream Resorts & Hotels ind	Dream Resorts & Hotels	swathisumanan3@g...		Tamil Nadu	₹0.00	₹0.00

# BILLS:



The screenshot shows the Zoho Books interface for the 'Bills' section. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills (selected), Payments Made, Recurring Bills, and Vendor Credits. The main area displays 'All Bills' with a table showing one bill from 'Dream Resorts & Hotels ind' for ₹2,36,000.00, dated 05/10/2023, with a status of 'OPEN'. To the right, there is a 'Record Payment' section with a button and a 'Purchase Orders' section with a button. Below these is a 'Show PDF View' toggle and a 'Customize' button. A preview of the bill is shown, featuring a yellow lightning bolt graphic and the text 'BILL #1', 'Balance Due ₹2,36,000.00'.

# CUSTOMERS

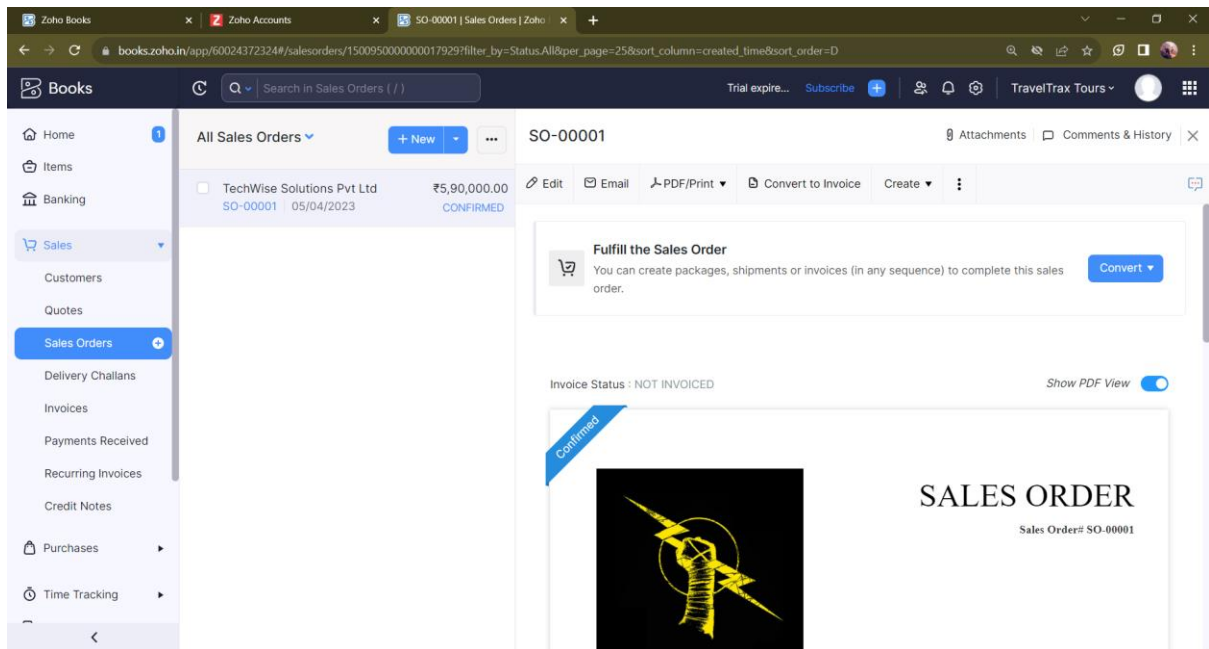


The screenshot shows the Zoho Books interface for the 'Customers' section. The left sidebar contains navigation options: Home, Items, Banking, Sales (selected), Customers (selected), Quotes, Sales Orders, Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, and Time Tracking. The main area displays 'Active Customers' with a table showing three customers: 'Swaminathan & Family', 'Rainbow High School', and 'TechWise Solutions Pvt Ltd'. Each row includes columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, PLACE OF SUPPLY, RECEIVABLES (BCY), and UNUSED CREDITS (BCY). The table data is as follows:

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
Swaminathan & Family	Swaminathan & Family	ajaydurairaj@gmail.c...		Tamil Nadu	₹0.00	₹0.00
Rainbow High School	Rainbow High School	sweettyjosh6@gmail...		Tamil Nadu	₹0.00	₹0.00
TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd	rifaabi6@gmail.com		Tamil Nadu	₹0.00	₹0.00



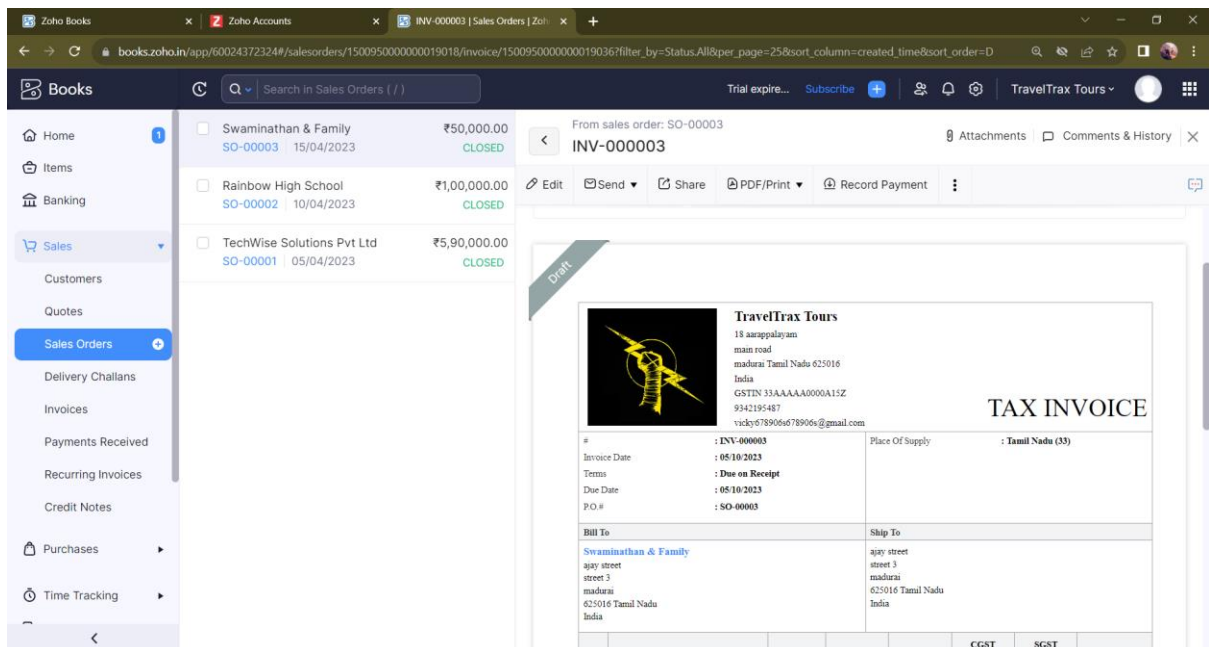
# SALES:



The screenshot shows the Zoho Books interface for a Sales Order. The left sidebar contains navigation options: Home, Items, Banking, Sales (selected), Customers, Quotes, Sales Orders (active), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, and Time Tracking. The main area displays 'All Sales Orders' with a table listing orders. The selected order, SO-00001, is for TechWise Solutions Pvt Ltd, dated 05/04/2023, with a total of ₹5,90,000.00 and a status of 'CONFIRMED'. The right panel shows the order details, including a 'Fulfill the Sales Order' section with a 'Convert' button, and a 'Sales Order' confirmation screen with the company logo and order number SO-00001.

Customer	Order Number	Date	Total	Status
TechWise Solutions Pvt Ltd	SO-00001	05/04/2023	₹5,90,000.00	CONFIRMED

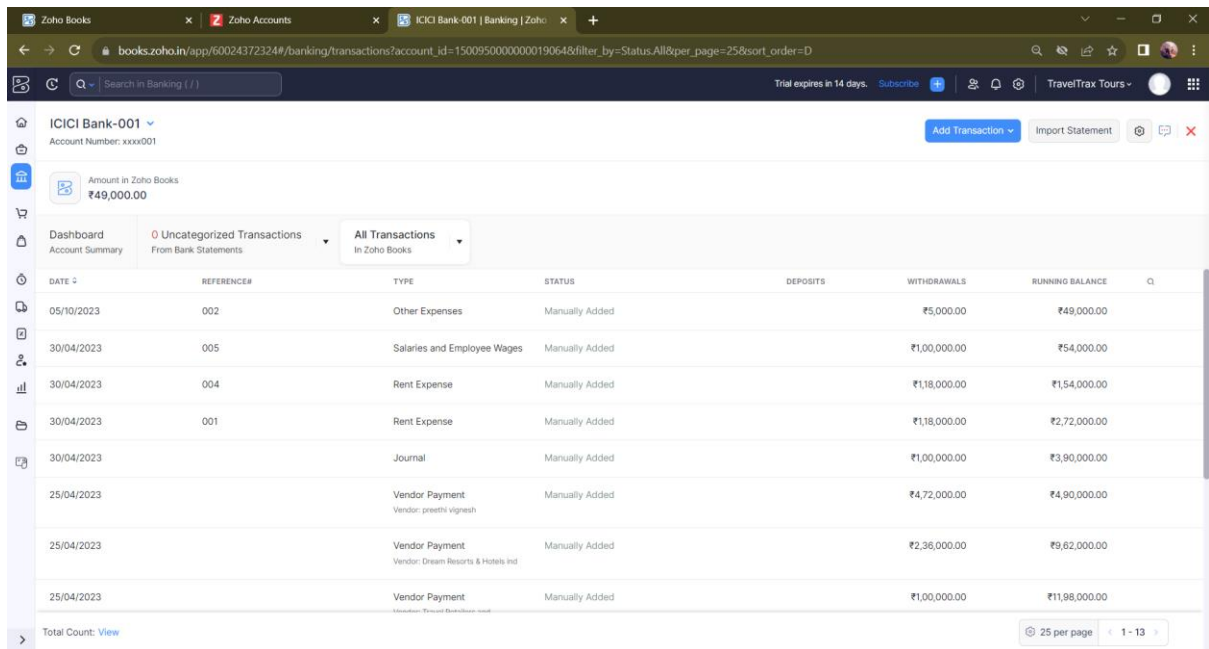
# INVOICES:



The screenshot shows the Zoho Books interface for an Invoice. The left sidebar is the same as the previous screenshot. The main area displays 'All Invoices' with a table listing invoices. The selected invoice, INV-000003, is for Swaminathan & Family, dated 15/04/2023, with a total of ₹50,000.00 and a status of 'CLOSED'. The right panel shows the invoice details, including a 'Draft' status, the company logo, and a 'TAX INVOICE' confirmation screen with the company name 'TravelTrax Tours' and invoice number INV-000003.

Customer	Invoice Number	Date	Total	Status
Swaminathan & Family	INV-000003	15/04/2023	₹50,000.00	CLOSED

# BANK ACCOUNT:



ICICI Bank-001  
Account Number: xxx001

Amount in Zoho Books  
₹49,000.00

Dashboard  
Account Summary

0 Uncategorized Transactions  
From Bank Statements

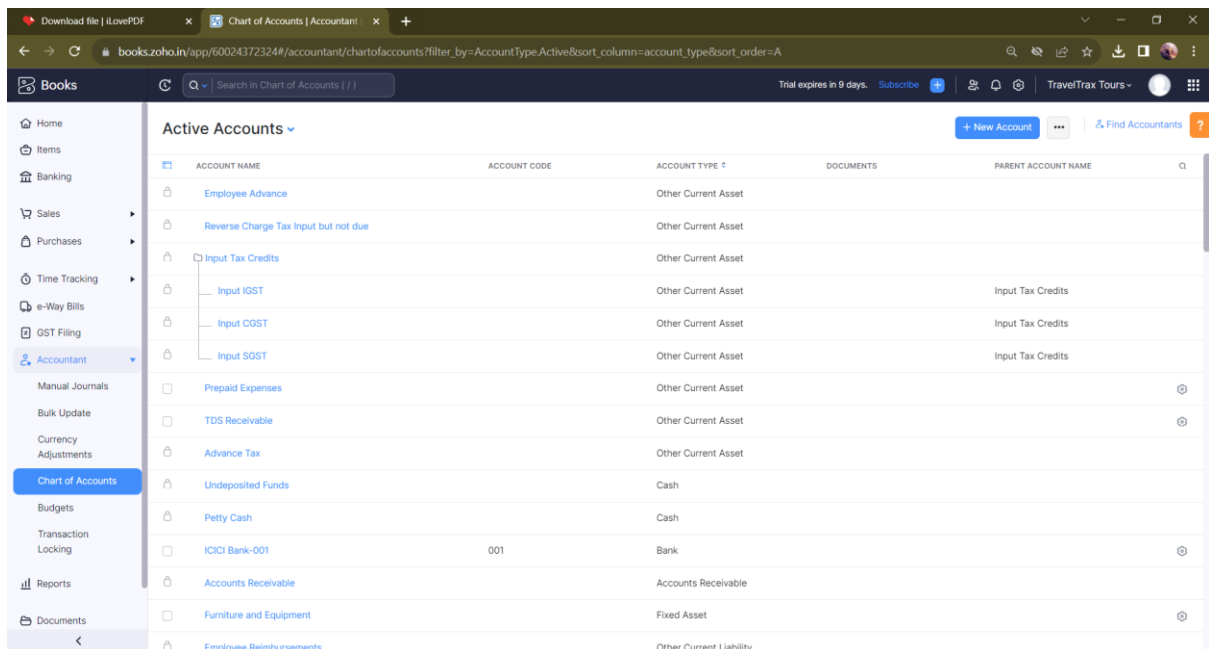
All Transactions  
In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
05/10/2023	002	Other Expenses	Manually Added		₹5,000.00	₹49,000.00
30/04/2023	005	Salaries and Employee Wages	Manually Added		₹1,00,000.00	₹54,000.00
30/04/2023	004	Rent Expense	Manually Added		₹1,18,000.00	₹1,54,000.00
30/04/2023	001	Rent Expense	Manually Added		₹1,18,000.00	₹2,72,000.00
30/04/2023		Journal	Manually Added		₹1,00,000.00	₹3,90,000.00
25/04/2023		Vendor Payment Vendor: preethi vighesh	Manually Added		₹4,72,000.00	₹4,90,000.00
25/04/2023		Vendor Payment Vendor: Dream Resorts & Hotels Ind	Manually Added		₹2,36,000.00	₹9,62,000.00
25/04/2023		Vendor Payment Vendor: Travel Boutique Ind	Manually Added		₹1,00,000.00	₹11,98,000.00

Total Count: [View](#)

25 per page 1 - 13

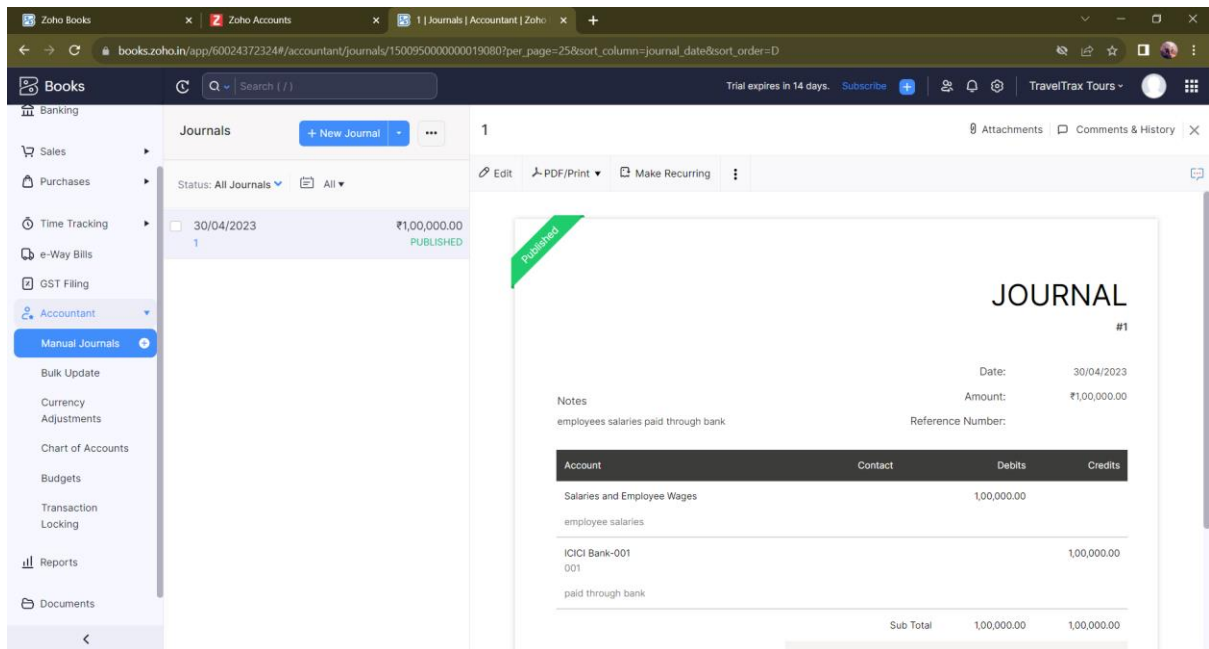
# ACCOUNTS & LEDGER:



Active Accounts

ACCOUNT NAME	ACCOUNT CODE	ACCOUNT TYPE	DOCUMENTS	PARENT ACCOUNT NAME
Employee Advance		Other Current Asset		
Reverse Charge Tax Input but not due		Other Current Asset		
Input Tax Credits		Other Current Asset		
Input IGST		Other Current Asset		Input Tax Credits
Input CGST		Other Current Asset		Input Tax Credits
Input SGST		Other Current Asset		Input Tax Credits
Prepaid Expenses		Other Current Asset		
TDS Receivable		Other Current Asset		
Advance Tax		Other Current Asset		
Undeposited Funds		Cash		
Petty Cash		Cash		
ICICI Bank-001	001	Bank		
Accounts Receivable		Accounts Receivable		
Furniture and Equipment		Fixed Asset		
Employee Reimbursements		Other Current Liability		

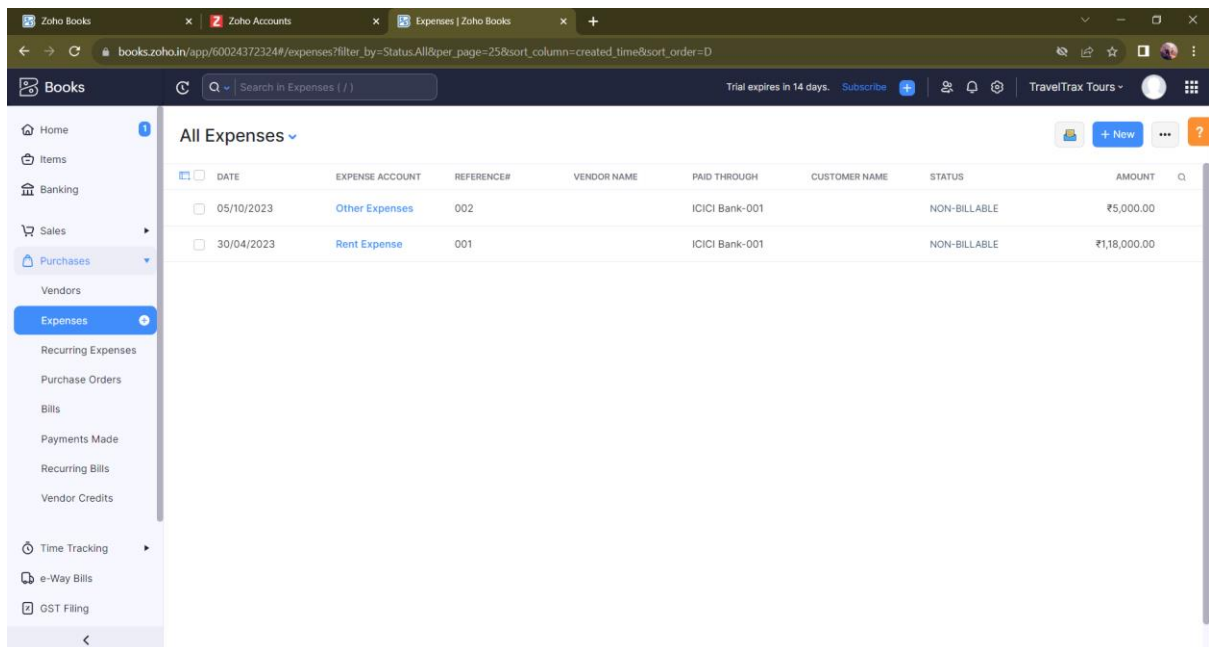
# JOURNAL ENTRIES:



The screenshot shows the Zoho Books interface for creating a journal entry. The left sidebar contains navigation options like Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Manual Journals, Bulk Update, Currency Adjustments, Chart of Accounts, Budgets, Transaction Locking, Reports, and Documents. The main area displays a journal entry for 30/04/2023 with an amount of ₹1,00,000.00, marked as PUBLISHED. The entry details include a date of 30/04/2023, an amount of ₹1,00,000.00, and a reference number. The notes state 'employees salaries paid through bank'. The journal entry is structured as follows:

Account	Contact	Debits	Credits
Salaries and Employee Wages		1,00,000.00	
employee salaries			
ICICI Bank-001			1,00,000.00
paid through bank			
Sub Total		1,00,000.00	1,00,000.00

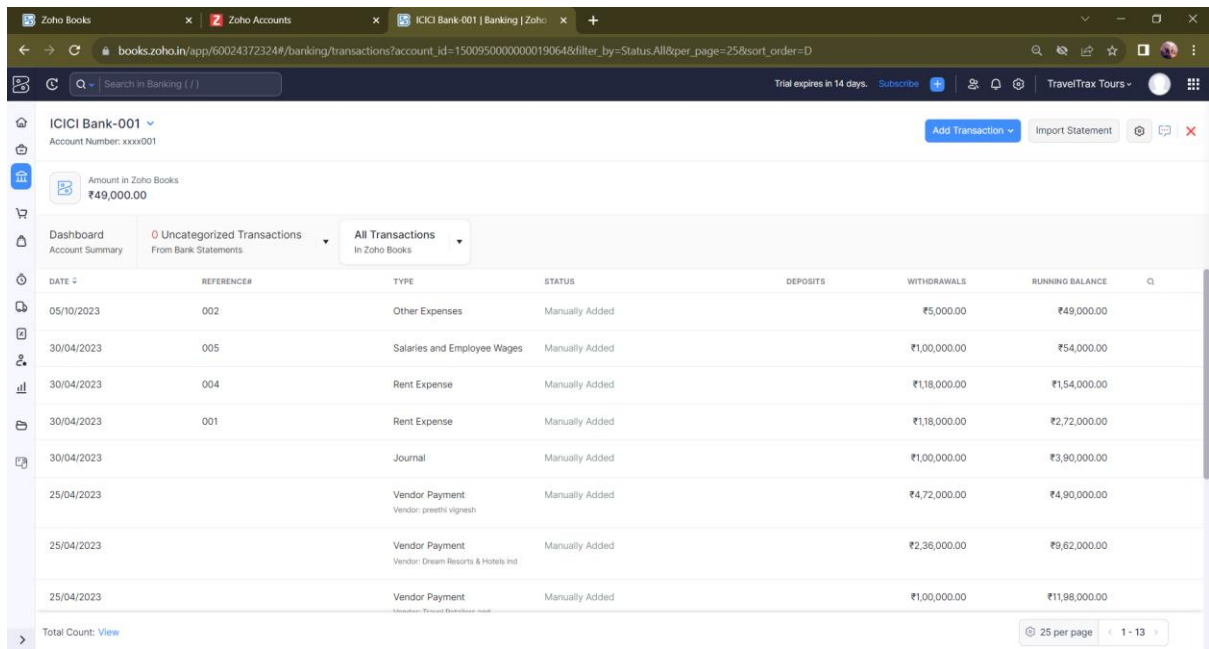
# EXPENSES:



The screenshot shows the Zoho Books interface for viewing all expenses. The left sidebar contains navigation options like Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The main area displays a table of all expenses, filtered by Status: All. The table has columns for DATE, EXPENSE ACCOUNT, REFERENCE#, VENDOR NAME, PAID THROUGH, CUSTOMER NAME, STATUS, and AMOUNT. The expenses listed are:

DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
05/10/2023	Other Expenses	002		ICICI Bank-001		NON-BILLABLE	₹5,000.00
30/04/2023	Rent Expense	001		ICICI Bank-001		NON-BILLABLE	₹1,18,000.00

# BANK ENTRIES:



ICICI Bank-001  
Account Number: xxx001

Amount in Zoho Books  
₹49,000.00

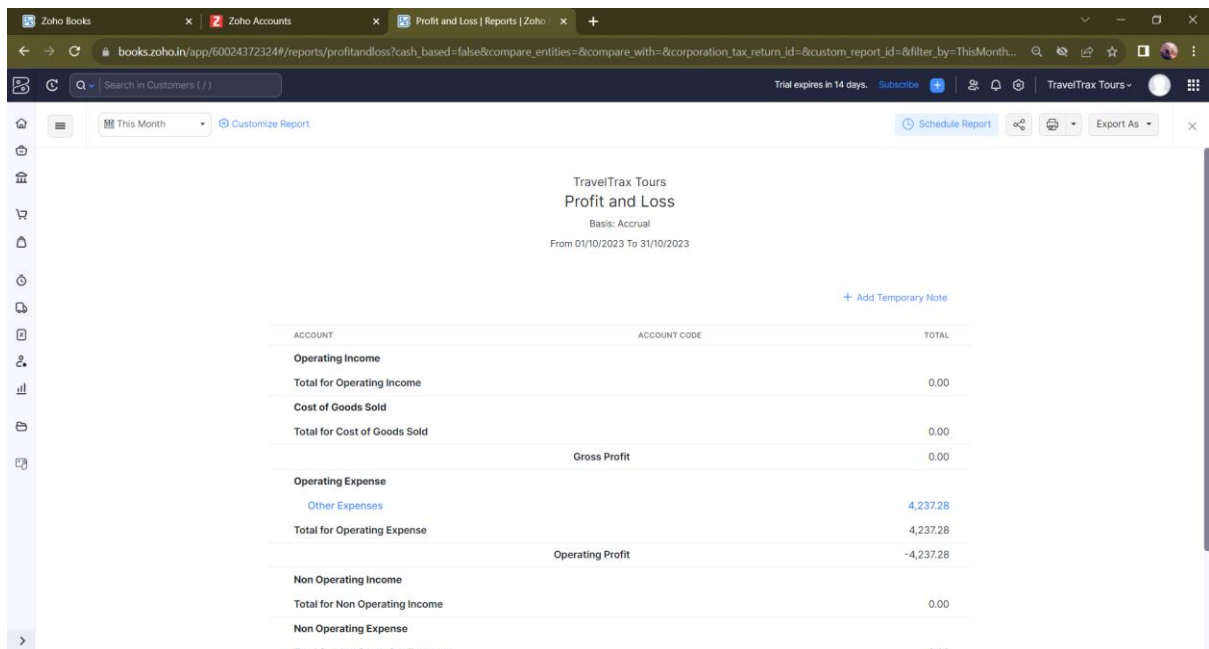
Dashboard | Account Summary | 0 Uncategorized Transactions | From Bank Statements | All Transactions | In Zoho Books

DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
05/10/2023	002	Other Expenses	Manually Added		₹5,000.00	₹49,000.00
30/04/2023	005	Salaries and Employee Wages	Manually Added		₹1,00,000.00	₹54,000.00
30/04/2023	004	Rent Expense	Manually Added		₹1,18,000.00	₹1,54,000.00
30/04/2023	001	Rent Expense	Manually Added		₹1,18,000.00	₹2,72,000.00
30/04/2023		Journal	Manually Added		₹1,00,000.00	₹3,90,000.00
25/04/2023		Vendor Payment Vendor: preethi vighesh	Manually Added		₹4,72,000.00	₹4,90,000.00
25/04/2023		Vendor Payment Vendor: Dream Resorts & Hotels Ind	Manually Added		₹2,36,000.00	₹9,62,000.00
25/04/2023		Vendor Payment Vendor: Travel Boutique Ind	Manually Added		₹1,00,000.00	₹11,98,000.00

Total Count: [View](#)

25 per page | 1 - 13

# PROFIT AND LOSS:



TravelTrax Tours  
Profit and Loss  
Basis: Accrual  
From 01/10/2023 To 31/10/2023

+ Add Temporary Note

ACCOUNT	ACCOUNT CODE	TOTAL
<b>Operating Income</b>		
Total for Operating Income		0.00
<b>Cost of Goods Sold</b>		
Total for Cost of Goods Sold		0.00
<b>Gross Profit</b>		0.00
<b>Operating Expense</b>		
Other Expenses		4,237.28
Total for Operating Expense		4,237.28
<b>Operating Profit</b>		-4,237.28
<b>Non Operating Income</b>		
Total for Non Operating Income		0.00
<b>Non Operating Expense</b>		
Total for Non Operating Expense		0.00

**Balance Sheet | Reports | Zoho**

books.zoho.in/app/60024372324#/reports/balancesheet?cash\_based=false&filter\_by=Today&report\_date=2023-10-10&select\_columns=%5B%7B'field'%3A'name'%2C'group'%3...

Total expires in 9 days. [Subscribe](#)

TravelTrax Tours -

### TravelTrax Tours Balance Sheet

Basis: Accrual  
As of 10/10/2023

+ Add Temporary Note

Collapse all Expand All

ACCOUNT	ACCOUNT CODE	TOTAL
<b>Assets</b>		
<b>Current Assets</b>		
<b>Cash</b>		
Petty Cash		1,000.00
Total for Cash		1,000.00
<b>Bank</b>		
ICICI Bank-001	001	49,000.00
Total for Bank		49,000.00
<b>Other current assets</b>		
Input Tax Credits		0.00

books.zoho.in/app/60024372324#/reports/gstrreturns/gstr3bsummary?from\_date=2023-10-01&to\_date=2023-10-31

Search in Customers ( / )

Trial expires in 14 days. [Subscribe](#)

TravelTrax Tours

Export As

### GSTR-3B Summary

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

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	CESS Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero rated, nil rated and exempted)	₹0.00	₹0.00	₹0.00	₹0.00	₹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				
<b>Total value</b>	₹0.00	₹0.00	₹0.00	₹0.00	₹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
1	2	3	4	5	6
(i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator]	0	0	0	0	0
(ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay	₹0.00				

Download file | iLovePDF x Journal Report | Reports | Zoho x +

books.zoho.in/app/60024372324#/reports/journals?cash\_based=false&from\_date=2023-10-01&to\_date=2023-10-31

Search in Customers ( )

Trial expires in 9 days. Subscribe

TravelTrax Tours -

Home This Month Customize Report Schedule Report Export As

### TravelTrax Tours Journal Report

Basis: Accrual

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

+ Add Temporary Note

	DEBIT	CREDIT
05/10/2023 - EXPENSE 002		
Input CGST	381.36	0.00
Input SGST	381.36	0.00
Other Expenses	4,237.28	0.00
ICICI Bank-001 ( 001 )	0.00	5,000.00
	5,000.00	5,000.00

\*\*Amount is displayed in your base currency INR

Download file | iLovePDF x AR Aging Details | Reports | Zoho Books x

books.zoho.in/app/60024372324#/reports/invoiceaging/details?report\_date=2023-10-10

Search in Customers ( / )

Trial expires in 9 days. [Subscribe](#)

TravelTrax Tours -

Today Customize Report

Schedule Report

Export As

TravelTrax Tours

### AR Aging Details By Invoice Due Date

As of 10/10/2023

[+ Add Temporary Note](#)

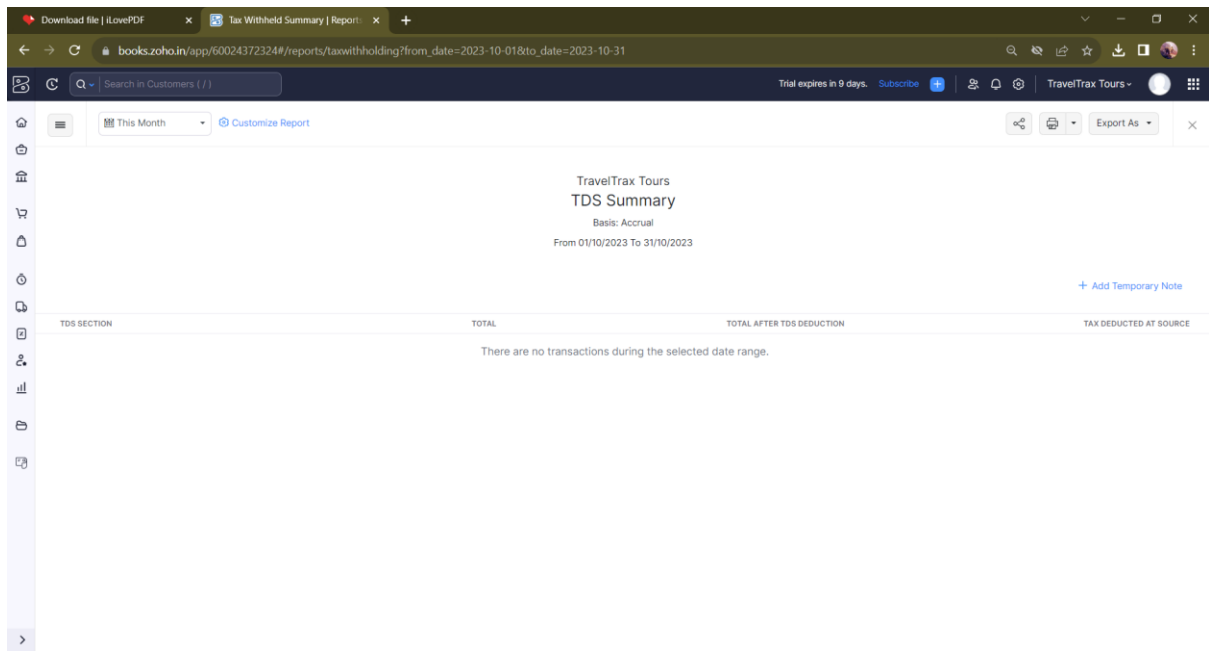
DATE	TRANSACTION#	TYPE	STATUS	CUSTOMER NAME	AGE	AMOUNT	BALANCE DUE
No data to display							

# AP AGING DETAILS:

The screenshot shows a web browser window with the Zoho Books interface. The browser's address bar displays the URL: `books.zoho.in/app/60024372324#/reports/billsagingdetails?report_date=2023-10-10`. The Zoho Books header includes a search bar, a trial expiration notice, and user profile information for 'TravelTrax Tours'. The report title is 'TravelTrax Tours AP Aging Details By Bill Due Date As of 10/10/2023'. A table with columns for DATE, TRANSACTION#, TYPE, STATUS, VENDOR NAME, AGE, BILL AMOUNT, and BALANCE DUE is shown, but it contains no data. A sidebar with navigation icons is visible on the left.

DATE	TRANSACTION#	TYPE	STATUS	VENDOR NAME	AGE	BILL AMOUNT	BALANCE DUE
No data to display							

# TDS PAYABLE & RECEIVABLE REPORTS:



# 4<sup>TH</sup> ADVANTAGES & DISADVANTAGES

## ADVANTAGES:

Zoho Books Software helps you track your project's pace, identify bottlenecks, and



resolve them quickly. It allows you to manage your projects from budgeting to logging time and invoicing customers effectively.

#### DISADVANTAGES:

The one con I do see with Zoho One is that since it is one user, you do get restricted on some things like Zoho Mail. You get a full mail account for that one user, but can't combine it with other free

Zoho Mail accounts. So every once in a while, it would be nice to be able to do that.

## 5<sup>TH</sup> APPLICATION:

Zoho Books is designed to help your business connect across multiple platforms. Extend your accounting with a library of more than 300 business apps via Zapier, or take advantage of built-in

connections with other apps in the Zoho suite.

## 6<sup>TH</sup> CONCLUSION:

Zoho books is a very helpful software for the future of accounting.

## 7<sup>TH</sup> FUTURE SCOPE:

Specific scopes available for the Zoho Books API include contacts, settings, estimates,

invoices, customer payments,  
credit notes, projects,  
expenses, sales order,  
purchase order, bills,  
debit notes, vendor payments,  
banking, and accountants.