

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

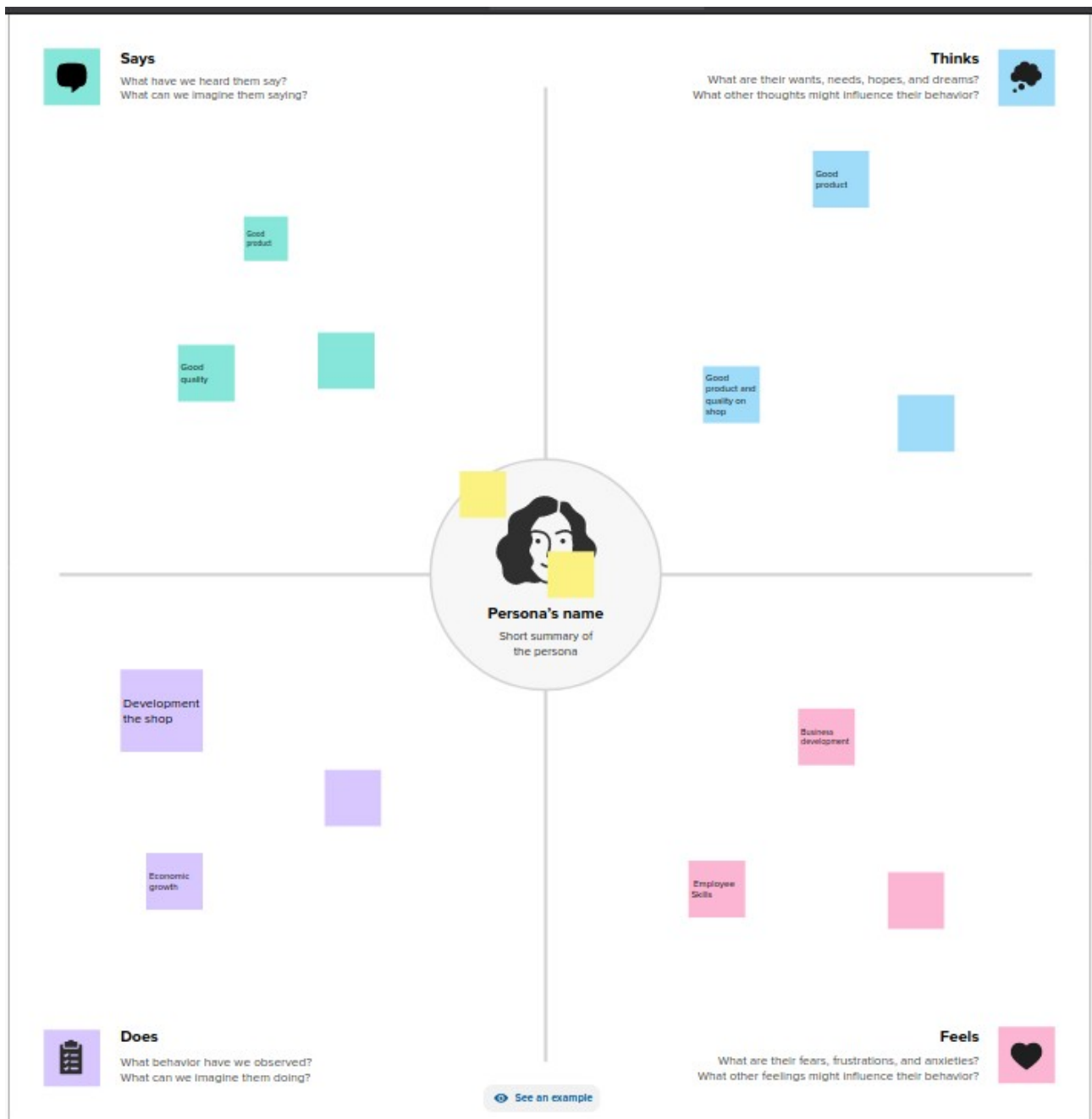
Generate financial reports with just the click of a button and track your total receivables, payables, revenues, expenses and collaborate with your finance team in real-time.

1.2 Purpose:

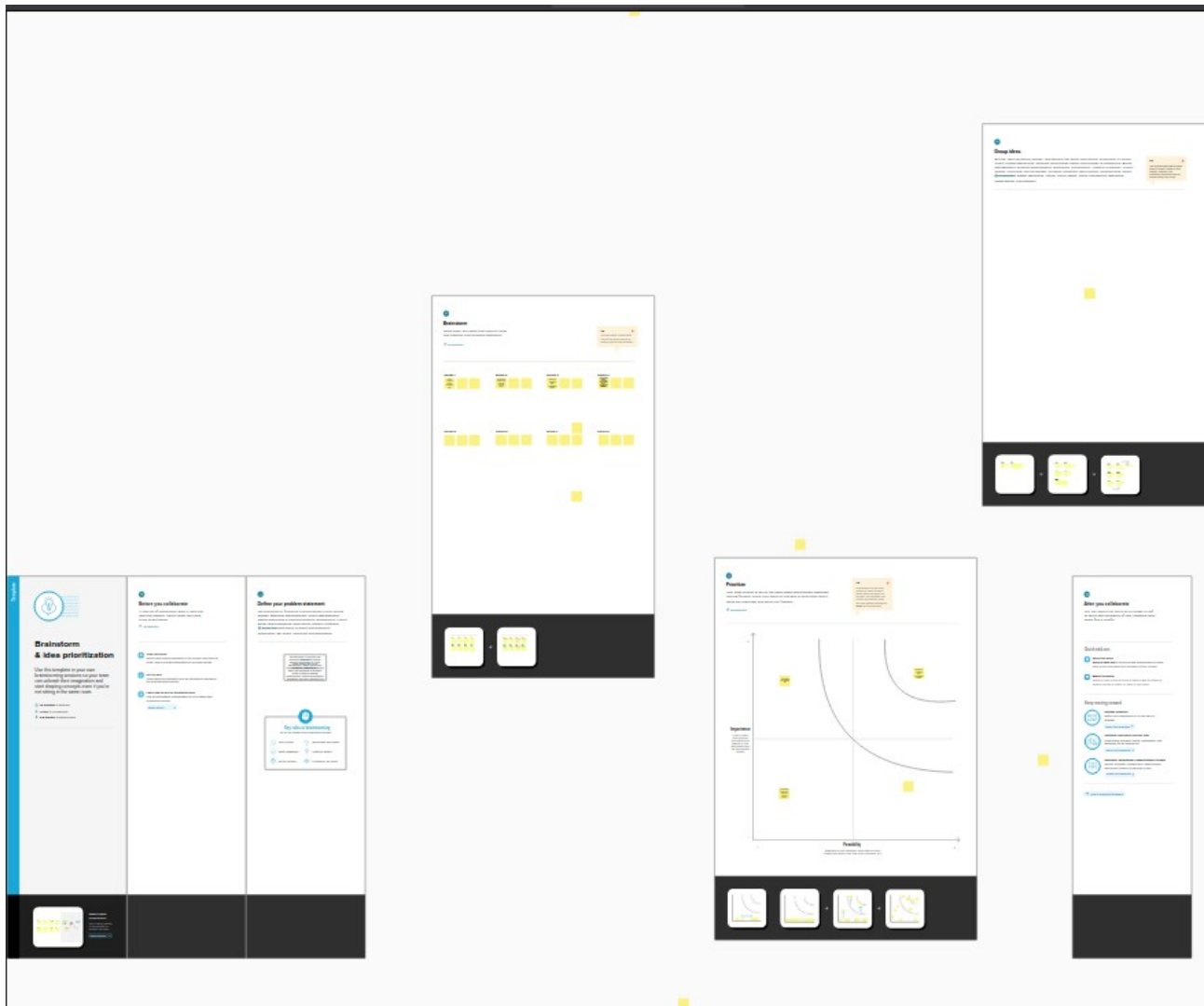
We recommend Zoho Books for small to midsize businesses in online retail spaces and digital marketing. Its user-friendly design and simple navigation are attractive to employees new to accounting

2. PROBLEM DEFINITION & DESIGN THINKING

2.1 Empathy Map



2.2 Ideation & Brainstorming Map:



3. RESULT:

1. Dashboard
2. Items Creation
3. Vendors Creation
4. Purchases Creation
5. Bills Ceration
6. Customers Ceration
7. Sales Ceration

8. Invoices Creation
9. Bank Account Creation
10. Accounts & Ledgers Creation
11. Journal Entries Creation
12. Expenses Creation
13. Bank Entries Creation
14. Profit And Loss
15. Balance Sheet
16. GST Reports
17. Journal Reports
18. Accounts Receivable Aging Details
19. Accounts Payable Aging Details
20. TDS Payable & Receivable Reports



Hello, ssudha84810

Kodai catering

Zoho Books India Helpline: 16003093036

Mon - Fri • 9:00 AM - 7:00 PM • Toll Free



Looking for a product overview? Available in English & தமிழ்
Join our daily webinar and get all your questions answered live!

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Total Receivables ⓘ

+ New

Total Unpaid Invoices ₹6,40,000.00



CURRENT

₹0.00

OVERDUE

₹8,40,000.00 ▾

Total Payables ⓘ

+ New

Total Unpaid Bills ₹2,17,500.00



CURRENT

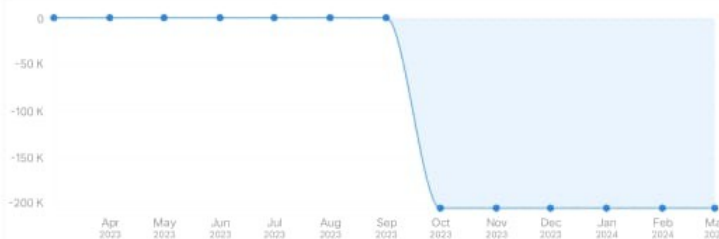
₹0.00

OVERDUE

₹2,17,500.00 ▾

Cash Flow ⓘ

This Fiscal Year ▾



Cash as on

01/04/2023

₹0.00

Incoming

₹1,57,500.00 +

Outgoing

₹3,62,500.00 -

Cash as on

31/03/2024

₹-2,05,000.00 =

Income and Expense ⓘ

This Fiscal Year ▾

Accrual Cash



Income

Expense

Total Income

₹9,50,000.00



Contact Support



Books



Search in Items (/)

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Kodai catering ▾



Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Active Items ▾

+ New



<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	Q
<input type="checkbox"/>	Catering Supplies		0	996334	Sft	
<input type="checkbox"/>	Beverages		0	996334	Sft	
<input type="checkbox"/>	Food Ingredients		0	996334	kg	
<input type="checkbox"/>	Buffet catering		₹500.00	996334	Plate	
<input type="checkbox"/>	Wedding catering		₹400.00	996334	Plate	
<input type="checkbox"/>	Corporate catering		₹300.00	996334	Plate	



Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Active Vendors

+ New



<input type="checkbox"/>	NAME	COMPANY N...	EMAIL	WORK PHONE	SOURCE OF S...	PAYABLES (B...	UNUSED CRE...	
<input type="checkbox"/>	Mega Store Supplies	Mega Store Supplies			Kerala	₹60,000.00	₹0.00	
<input type="checkbox"/>	Drink Delight Beverages	Drink Delight Beverages			Tamil Nadu	₹52,500.00	₹0.00	
<input type="checkbox"/>	Whole Foods Market	Whole foods market			Tamil Nadu	₹1,05,000.00	₹1,05,000.00	



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Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

PO-00001

Attachments Comments & History

Edit

Send Mail

PDF/Print



Bills 1

Bill Status : BILLED

Show PDF View



Closed

Kodai catering
Kerala
India
GSTIN 32AALCP2218B1ZY
8270325593
ssudha84810@gmail.com

PURCHASE ORDER

PO-00001

Vendor Address

Whole Foods Market
GSTIN 33AAAAA0000A15Z

Deliver To

ssudha84810
Kerala
India
GSTIN 32AALCP2218B1ZY
8270325593
ssudha84810@gmail.com

Date : 03/10/2023

Ref# : 01

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	Food Ingredients	996334	200.00 kg	500.00	1,00,000.00
Sub Total					1,00,000.00
IGST5 (5%)					5,000.00
Total					₹1,05,000.00

Authorized Signature _____

Template : 'Standard Template' [Change](#)

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Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

All Bills

+ New



<input type="checkbox"/>	DATE	BILL#	REFERENCE...	VENDOR N...	STATUS	DUE DATE	AMOUNT	BALANCE...	
<input type="checkbox"/>	03/10/2023	03		Mega Store Supplies	OVERDUE BY 6 DAYS	03/10/2023	₹60,000.00	₹60,000.00	
<input type="checkbox"/>	03/10/2023	02		Drink Delight Beverages	OVERDUE BY 6 DAYS	03/10/2023	₹52,500.00	₹52,500.00	
<input type="checkbox"/>	03/10/2023	01	PO-00001	Whole Foods Market	OVERDUE BY 6 DAYS	03/10/2023	₹1,05,000.00	₹1,05,000.00	



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Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Active Customers

+ New



<input type="checkbox"/>	NAME	COMPANY N.	EMAIL	WORK PHONE	PLACE OF SU...	RECEIVABLES...	UNUSED CRE...
<input type="checkbox"/>	Iyyer Event Planners	Iyyer Event Planners			Kerala	₹2,62,500.00	₹0.00
<input type="checkbox"/>	Raj Kamal Wedding Planners	Raj Kamal Wedding Planners			Tamil Nadu	₹4,20,000.00	₹0.00
<input type="checkbox"/>	TechWise Solutions Pvt Ltd	TechWise Solutions Pvt Ltd			Tamil Nadu	₹1,57,500.00	₹0.00



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Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll



Increase your sales by taking your business online with Zoho Commerce.

Set up an online store in minutes

Reach a global customer base

Manage your online orders efficiently

Learn More

All Sales Orders

+ New



<input type="checkbox"/>	DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS
<input type="checkbox"/>	03/10/2023	SO-00003		Iyyer Event Planners	CLOSED
<input type="checkbox"/>	03/10/2023	SO-00002		Raj Kamal Wedding Planners	CLOSED
<input type="checkbox"/>	03/10/2023	SO-00001		TechWise Solutions Pvt Ltd	CLOSED



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Home

Items

Banking

Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

All Invoices

+ New



<input type="checkbox"/>	DATE	INVOICE#	ORDER NU...	CUSTOME...	STATUS	DUE DATE	AMOUNT	BALANCE...	
<input type="checkbox"/>	03/10/2023	INV-000003	SO-00003	Iyyer Event Planners	OVERDUE BY 6 DAYS	03/10/2023	₹2,62,500.00	₹2,62,500.00	
<input type="checkbox"/>	03/10/2023	INV-000002	SO-00002	Raj Kamal Wedding Planners	OVERDUE BY 6 DAYS	03/10/2023	₹4,20,000.00	₹4,20,000.00	
<input type="checkbox"/>	03/10/2023	INV-000001	SO-00001	TechWise Solutions Pvt Ltd	OVERDUE BY 6 DAYS	03/10/2023	₹3,15,000.00	₹1,57,500.00	



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Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Edit Bank

Account Name*

ICICI bank-001

Account Code

Currency*

INR

Account Number

000001

Bank Name

ICICI

IFSC

Description

Max. 500 characters

☐ Make this primary

Save

Cancel



Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Manual Journals

Bulk Update

Currency
Adjustments

Chart of Accounts

Budgets

Transaction Locking

Reports

Documents

Payroll

Bulk Actions



2 Accounts Selected



ACCOUNT NAME	ACCOUNT CODE	ACCOUNT TYPE	DOCUMENTS
<input type="checkbox"/> Employee Advance		Other Current Asset	
<input type="checkbox"/> Reverse Charge Tax Input but not due		Other Current Asset	
<input type="checkbox"/> Prepaid Expenses		Other Current Asset	
<input type="checkbox"/> TDS Receivable		Other Current Asset	
<input type="checkbox"/> Input Tax Credits		Other Current Asset	
<input type="checkbox"/> Input IGST		Other Current Asset	In
<input type="checkbox"/> Input CGST		Other Current Asset	In
<input type="checkbox"/> Input SGST		Other Current Asset	In
<input type="checkbox"/> Advance Tax		Other Current Asset	
<input type="checkbox"/> Undeposited Funds		Cash	
<input type="checkbox"/> Petty Cash		Cash	
<input checked="" type="checkbox"/> ICICI bank-001		Bank	
<input type="checkbox"/> Accounts Receivable		Accounts Receivable	
<input type="checkbox"/> Furniture and Equipment		Fixed Asset	
<input checked="" type="checkbox"/> Salary payable		Other Current Liability	
<input type="checkbox"/> Employee Reimbursements		Other Current Liability	
<input type="checkbox"/> Opening Balance Adjustments		Other Current Liability	
<input type="checkbox"/> Unearned Revenue		Other Current Liability	
<input type="checkbox"/> GST Payable		Other Current Liability	
<input type="checkbox"/> Output IGST		Other Current Liability	G
<input type="checkbox"/> Output CGST		Other Current Liability	G
<input type="checkbox"/> Output SGST		Other Current Liability	G
<input type="checkbox"/> TDS 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	
<input type="checkbox"/> Drawings		Equity	
<input type="checkbox"/> Investments		Equity	
<input type="checkbox"/> Distributions		Equity	
<input type="checkbox"/> Capital Stock		Equity	
<input type="checkbox"/> Dividends Paid		Equity	
<input type="checkbox"/> Retained Earnings		Equity	
<input type="checkbox"/> Owner's Equity		Equity	
<input type="checkbox"/> Opening Balance Offset		Equity	
<input type="checkbox"/> Other Charges		Income	
<input type="checkbox"/> Shipping Charge		Income	



1

Attachments Comments & History X



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JOURNAL

#1

Date: 03/10/2023

Amount: ₹2,00,000.00

Reference

Number:

Notes

Salary payable for the month of October 2023

Account	Contact	Debits	Credits
Salaries and Employee Wages		2,00,000.00	
Being salary payable for the month of October 2023			
Salary payable			2,00,000.00
Being salary payable for the month of October 2023			
Sub Total		2,00,000.00	2,00,000.00
Total		₹2,00,000.00	₹2,00,000.00



Books



Search in Expenses (

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Home

Items

Banking

Sales ▸

Purchases ▾

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking ▸

e-Way Bills

GST Filing

Accountant ▸

Reports

Documents

Payroll

All Expenses ▾



+ New



	DATE	EXPENSE A...	REFERENCE#	VENDOR N...	PAID THRO...	CUSTOMER...	STATUS	AMOUNT	Q
<input type="checkbox"/>	03/10/2023	Other Expenses	002		ICICI bank-001		NON-BILLABLE	₹5,000.00	
<input type="checkbox"/>	03/10/2023	Rent Expense	001		ICICI bank-001		NON-BILLABLE	₹52,500.00	



Search in Banking (/)

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ICICI bank-001 ▾



Account Number: xxxx0001

Add Transaction ▾

Import Statement

Amount in Zoho Books
₹-2,05,000.00

Dashboard

Account Summary

0 Uncategorized Transactions

From Bank Statements

All Transactions

In Zoho Books ▾



DATE ▾	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALA...	Q
03/10/2023		Journal	Manually Added		₹2,00,000.00	₹-2,05,000.00	
03/10/2023		Vendor Payment Vendor: Whole Foods Market	Manually Added		₹1,05,000.00	₹-5,000.00	
03/10/2023		Customer Payment Customer: TechWise Solutions Pvt Ltd	Manually Added	₹1,57,500.00		₹1,00,000.00	
03/10/2023	002	Other Expenses	Manually Added		₹5,000.00	₹-57,500.00	
03/10/2023	001	Rent Expense	Manually Added		₹52,500.00	₹-52,500.00	





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This Month

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Schedule Report



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Profit and Loss

Basis: Accrual

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

+ Add Temporary Note

ACCOUNT	TOTAL
Operating Income	
Sales	9,50,000.00
Total for Operating Income	9,50,000.00
Cost of Goods Sold	
Cost of Goods Sold	2,10,000.00
Total for Cost of Goods Sold	2,10,000.00
Gross Profit	7,40,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	50,000.00
Salaries and Employee Wages	2,00,000.00
Total for Operating Expense	2,55,000.00
Operating Profit	4,85,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	4,85,000.00

Amount is displayed in your base currency **INR

Kodai catering
Balance Sheet

Basis: Accrual

As of 09/10/2023

[+ Add Temporary Note](#)

Collapse all

Expand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Bank	
ICICI bank-001	-2,05,000.00
Total for Bank	-2,05,000.00
Accounts Receivable	8,40,000.00
Other current assets	
Prepaid Expenses	1,05,000.00
Input Tax Credits	0.00
Input IGST	10,000.00
Total for Input Tax Credits	10,000.00
Total for Other current assets	1,15,000.00
Total for Current Assets	7,50,000.00
Total for Assets	7,50,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Accounts Payable	2,17,500.00
GST Payable	0.00
Output CGST	6,250.00
Output IGST	35,000.00
Output SGST	6,250.00
Total for GST Payable	47,500.00
Total for Current Liabilities	2,65,000.00
Total for Liabilities	2,65,000.00
Equities	
Current Year Earnings	4,85,000.00
Total for Equities	4,85,000.00
Total for Liabilities & Equities	7,50,000.00

**Amount is displayed in your base currency INR

This Month

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)	₹9,50,000.00	₹35,000.00	₹6,250.00	₹6,250.00	₹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	₹9,50,000.00	₹35,000.00	₹6,250.00	₹6,250.00	₹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 tax under Sub-section (5) of Section 9 [To be furnished by the registered person making supplies through electronic commerce operator]	₹0.00				

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

Place Of Supply	Taxable Value	Integrated Tax
1	2	3
Supplies made to Unregistered Persons		
Supplies made to Composition Taxable Persons		
Supplies made to UIN holders		
We are not tracking supplies made to UIN holders		

4. Eligible ITC

Details	Integrated Tax	Central Tax	State/UT Tax	CESS Tax
1	2	3	4	5
(A) ITC Available (whether in full or part)				
(1) Import of Goods	₹0.00			₹0.00
(2) Import of Services	₹0.00			₹0.00
(3) Inward supplies liable to reverse charge (other than 1 & 2 above)	₹0.00	₹0.00	₹0.00	₹0.00
(4) Inward supplies from ISD	- - We do not support in Zoho Books - -			
(5) All other ITC	₹10,000.00	₹0.00	₹0.00	₹0.00

5. Values of exempt, nil-rated and non-GST inward supplies

Nature of Supply	Inter-State Supplies	Intra-State Supplies
1	2	3
Composition Scheme, Exempted, Nil Rated	₹5,000.00	₹60,000.00
Non-GST supply	₹0.00	₹0.00



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This Month ▾

Customize Report

Schedule Report



Export As ▾

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Journal Report

Basis: Accrual

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

+ Add Temporary Note

03/10/2023 - BILL 01 (WHOLE FOODS MARKET)

	DEBIT	CREDIT
Cost of Goods Sold	1,00,000.00	0.00
Input IGST	5,000.00	0.00
Accounts Payable	0.00	1,05,000.00
	1,05,000.00	1,05,000.00

03/10/2023 - BILL 02 (DRINK DELIGHT BEVERAGES)

	DEBIT	CREDIT
Cost of Goods Sold	50,000.00	0.00
Input IGST	2,500.00	0.00
Accounts Payable	0.00	52,500.00
	52,500.00	52,500.00

03/10/2023 - BILL 03 (MEGA STORE SUPPLIES)

	DEBIT	CREDIT
Cost of Goods Sold	60,000.00	0.00
Accounts Payable	0.00	60,000.00
	60,000.00	60,000.00

03/10/2023 - INVOICE INV-000001 (TECHWISE SOLUTIONS PVT LTD)

	DEBIT	CREDIT
Accounts Receivable	3,15,000.00	0.00
Output IGST	0.00	15,000.00
Sales	0.00	3,00,000.00
	3,15,000.00	3,15,000.00

03/10/2023 - INVOICE INV-000002 (RAJ KAMAL WEDDING PLANNERS)

	DEBIT	CREDIT
Accounts Receivable	4,20,000.00	0.00
Output IGST	0.00	20,000.00
Sales	0.00	4,00,000.00
	4,20,000.00	4,20,000.00

03/10/2023 - INVOICE INV-000003 (IYER EVENT PLANNERS)

	DEBIT	CREDIT
Accounts Receivable	2,62,500.00	0.00
Output CGST	0.00	6,250.00
Output SGST	0.00	6,250.00
Sales	0.00	2,50,000.00
	2,62,500.00	2,62,500.00

03/10/2023 - JOURNAL 1

	DEBIT	CREDIT
Salaries and Employee Wages	2,00,000.00	0.00
Salary payable	0.00	2,00,000.00
	2,00,000.00	2,00,000.00

03/10/2023 - EXPENSE 001

	DEBIT	CREDIT
Input IGST	2,500.00	0.00
Rent Expense	50,000.00	0.00
ICICI bank-001	0.00	52,500.00
	52,500.00	52,500.00

03/10/2023 - EXPENSE 002

	DEBIT	CREDIT
Other Expenses	5,000.00	0.00
ICICI bank-001	0.00	5,000.00



Kodai catering
AR Aging Summary By Invoice Due Date
As of 09/10/2023



CUSTOMER...	TOTAL (FCY)	CURRENT	1-15 DAYS	16-30 DAYS	31-45 DAYS	>
Iyyer Event Planners	₹2,62,500.00	₹0.00	₹2,62,500.00	₹0.00	₹0.00	
Raj Kamal Wedding Planners	₹4,20,000.00	₹0.00	₹4,20,000.00	₹0.00	₹0.00	
TechWise Solutions Pvt Ltd	₹1,57,500.00	₹0.00	₹1,57,500.00	₹0.00	₹0.00	
Total		₹0.00	₹8,40,000.00	₹0.00	₹0.00	



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Today ▾

Customize Report

Schedule Report



Export As ▾



Kodai catering

AP Aging Summary By Bill Due Date

As of 09/10/2023

[+ Add Temporary Note](#)

VENDOR NAME :	CURRENT	1-15 DAY S	16-30 DAY S	31-45 DAY S
Drink Delight Beverages	₹0.00	₹52,500.00	₹0.00	₹0.00
Mega Store Supplies	₹0.00	₹60,000.00	₹0.00	₹0.00
Whole Foods Market	₹0.00	₹1,05,000.00	₹0.00	₹0.00
Total	₹0.00	₹2,17,500.00	₹0.00	₹0.00

7:51

VoLTE 4G 52%



books.zoho.in/app/



2



Search in Customers

Trial expire...

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Kodai catering



This Month

Customize Report



Export As

Kodai catering
TDS Summary

Basis: Accrual

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

[+ Add Temporary Note](#)

TDS SECTION

TOTAL

TOTAL AFTER TDS DEDUCTION

TAX DEDUCTED AT SOURCE

There are no transactions during the selected date range.

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 entrance

6. CONCLUSION:

Zoho books is my conclusion was it is give a better experience. And i know how record the transaction in zoho books i am consider zoho books project was like skill development 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.