

PROJECT REPORT

1 INTRODUCTION:

1.1 OVERVIEW:

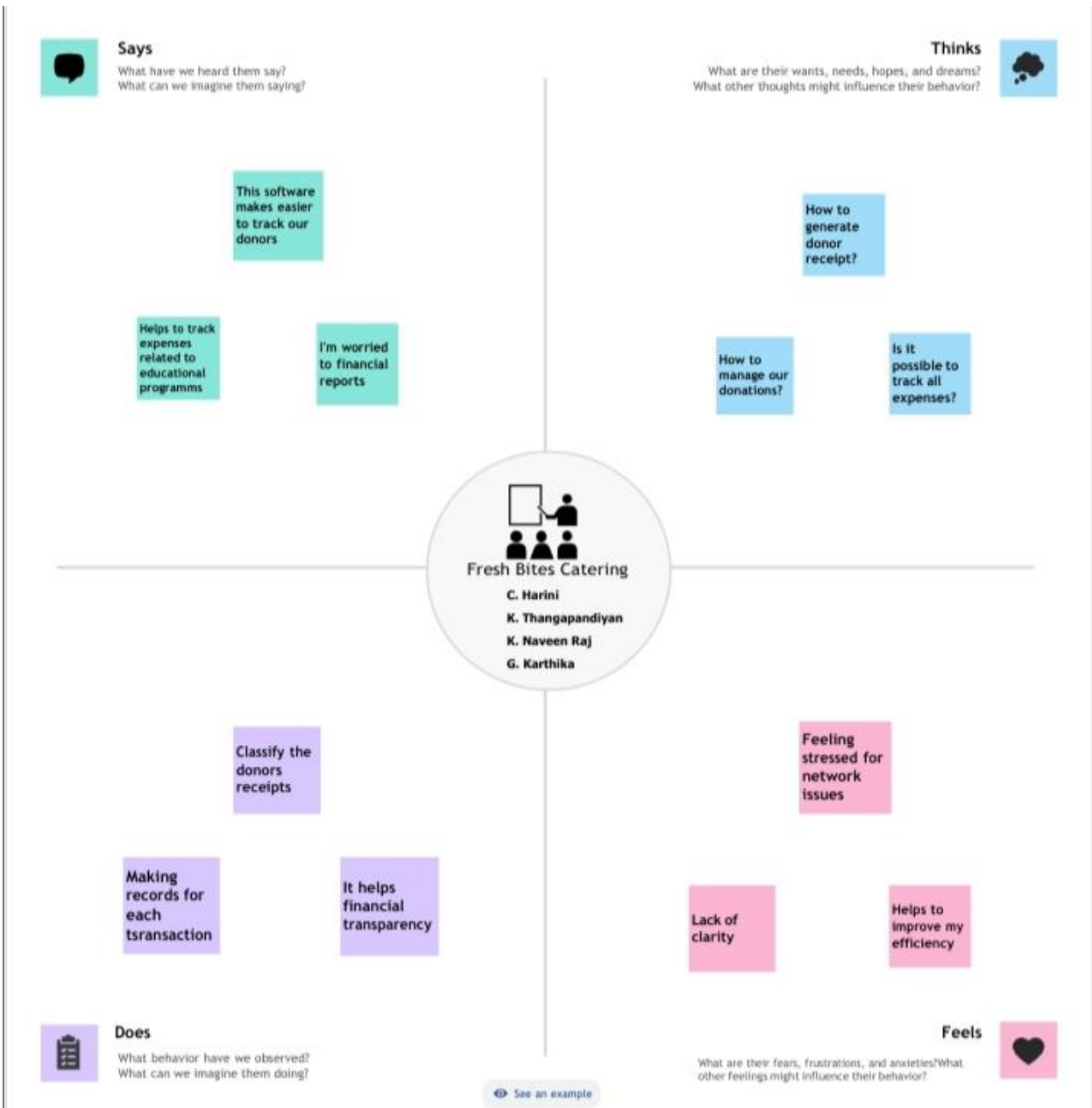
The given title to us preparation and Maintenance of Zoho Books of accounts for **Fresh bites catering** (Education- Industry). By this project we learned about purchase books, sales books, vendor creation, Bills creation, purchase order, sales order, Banking, New accounts and ledger creation, Journal entries, expenses, bank transactions, Financial statement (Report). This is the over view of our project.

1.2 PURPOSE:

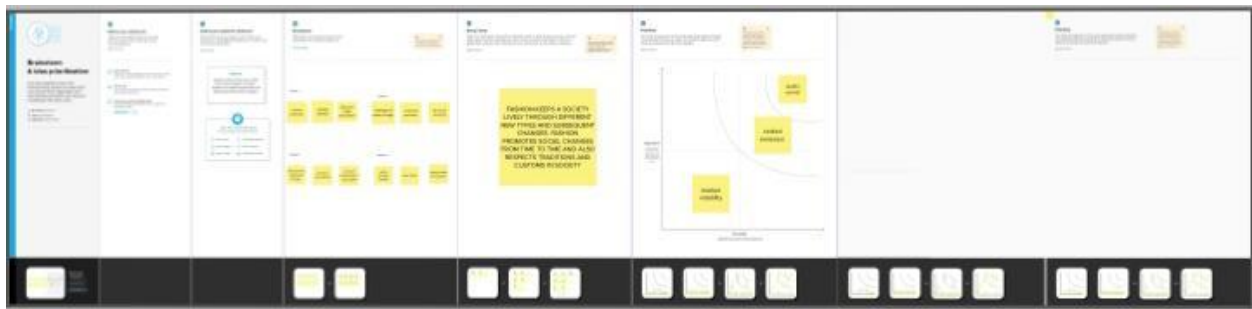
By using this project efficient time management for accounts keeping , and cost effective to maintain accounts in zoho books. Easy to rectifying the errors. Automatic creation of profit and loss account and Balance sheet of the company.

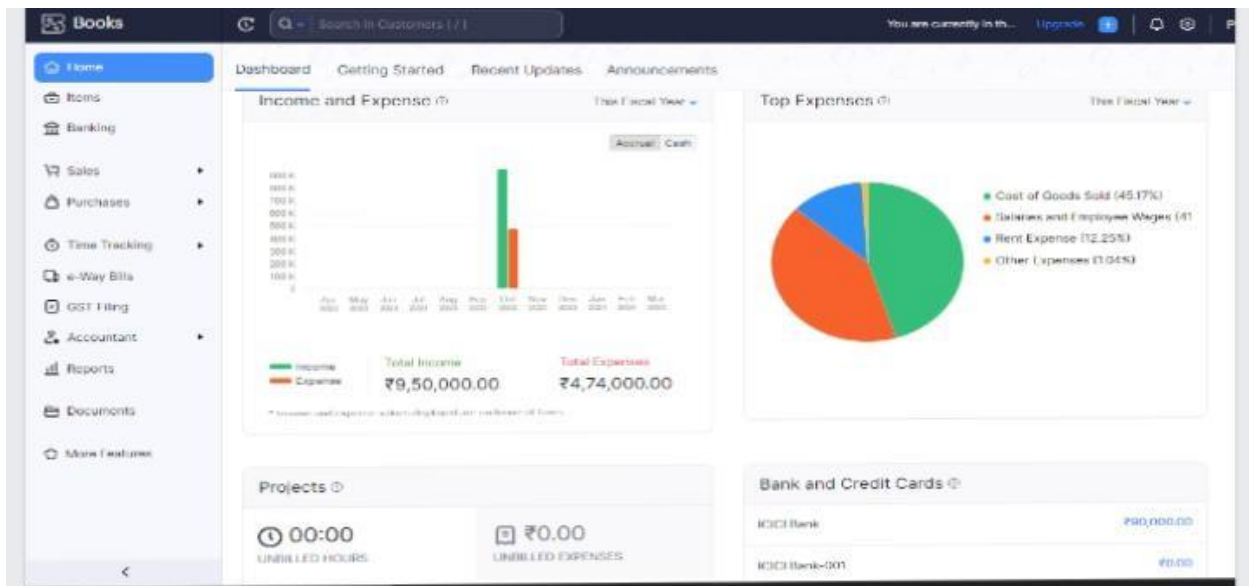
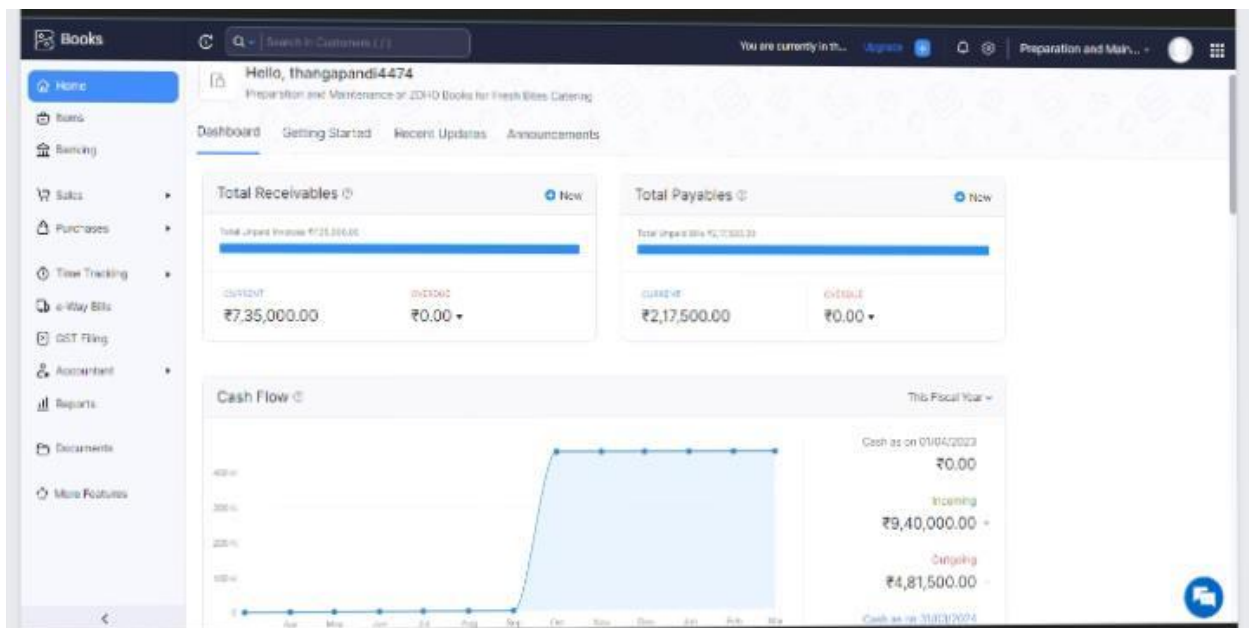
2 PROBLEM DEFINITION AND DESIGN THINKING:

EMPATHY MAP:



2.2 Ideation & Brainstorming Map:





Preparation and Maintenance of ZOHO Books for Fresh Bites Catering

Profit and Loss

Basis: Accrual

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

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	59,000.00
Salaries and Employee Wages	2,00,000.00
Total for Operating Expense	2,64,000.00
Operating Profit	4,76,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	4,76,000.00

Received 2010-01-20; accepted 2010-03-01.

¹Download is at <http://www.elsevier.com/locate/jmb>.

Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank	4,53,500.00
Total for Bank	4,53,500.00
Accounts Receivable	1,57,500.00
Other current assets	
Input Tax Credits	0.00
Input CGST	3,750.00
Input SGST	3,750.00
Total for Input Tax Credits	7,500.00
Total for Other current assets	7,500.00
Total for Current Assets	6,23,500.00
Total for Assets	6,23,500.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
GST Payable	0.00
Output CGST	23,750.00
Output SGST	23,750.00
Total for GST Payable	47,500.00
Total for Current Liabilities	47,500.00
Total for Liabilities	47,500.00
Equities	
Capital Stock	1,00,000.00
Current Year Earnings	4,76,000.00

Account	Total
Total for Equities	5,76,000.00
Total for Liabilities & Equities	6,23,500.00

4 ADVANTAGES

- Time effective.
- Cost effective.
- Error rectification.
- Fast results.
- Automatic results.

DISADVANTAGES:

- Network issues.
- Trial period.

5 APPLICATIONS:

- We can use this application in various sectors like
 - Education Industry
 - Healthcare Industry
 - Interior industry
 - Information technology
 - Food Industries
 - And so on.

6 CONCLUSION:

- The above project has been completed successfully.
- By this project we have learned a lot.
- By this project work we learned how to use accounting software.
- We learned more technical from this zoho books project.
- It was work efficiently.

7 FUTURE SCOPE:

- There is more scope for zoho books in future.
- In future everything can be digitized so it become very easy to use.
- Automatic records of financial statements