

# Project report

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.

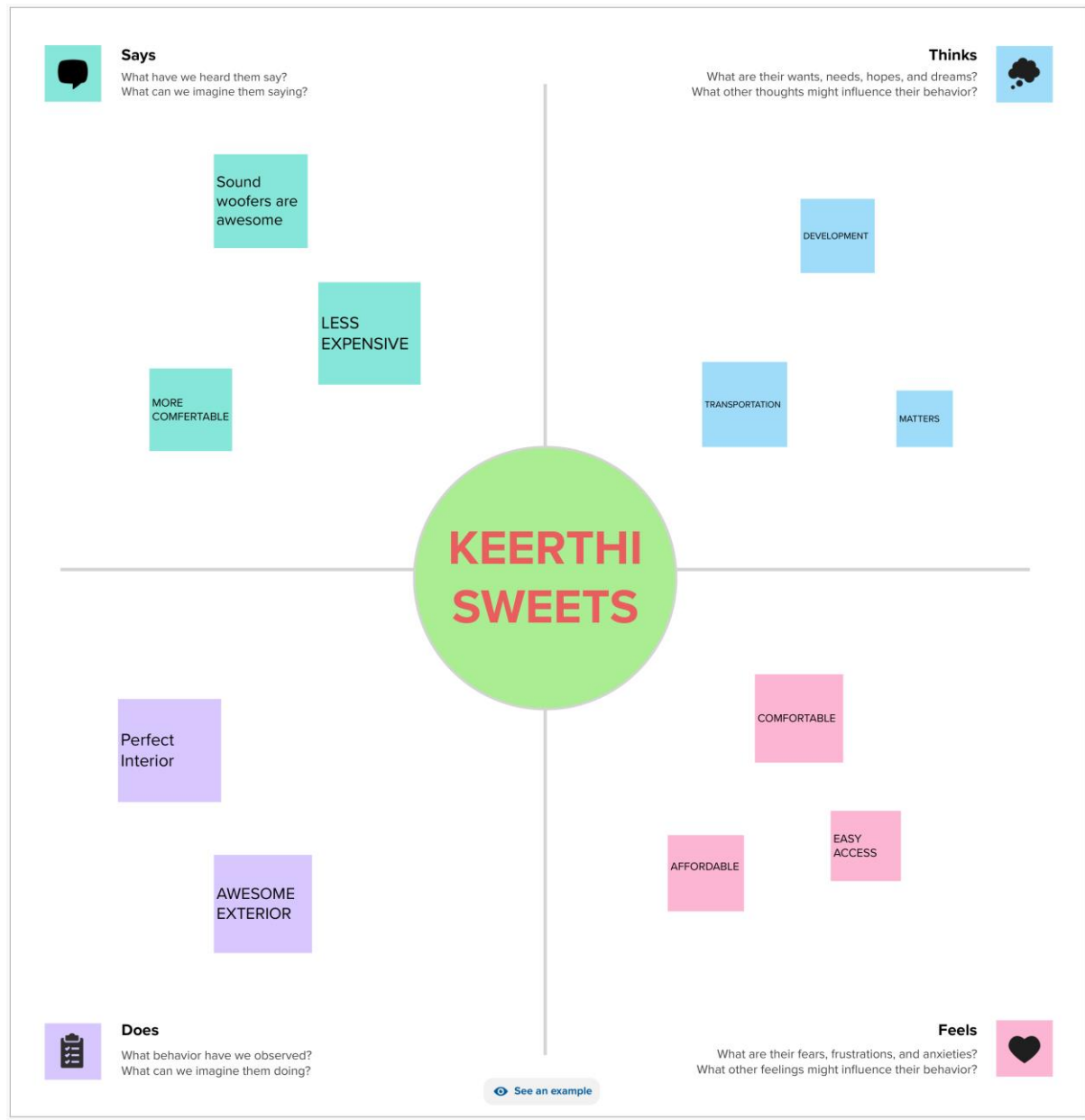
## 1.2 PURPOSE:

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

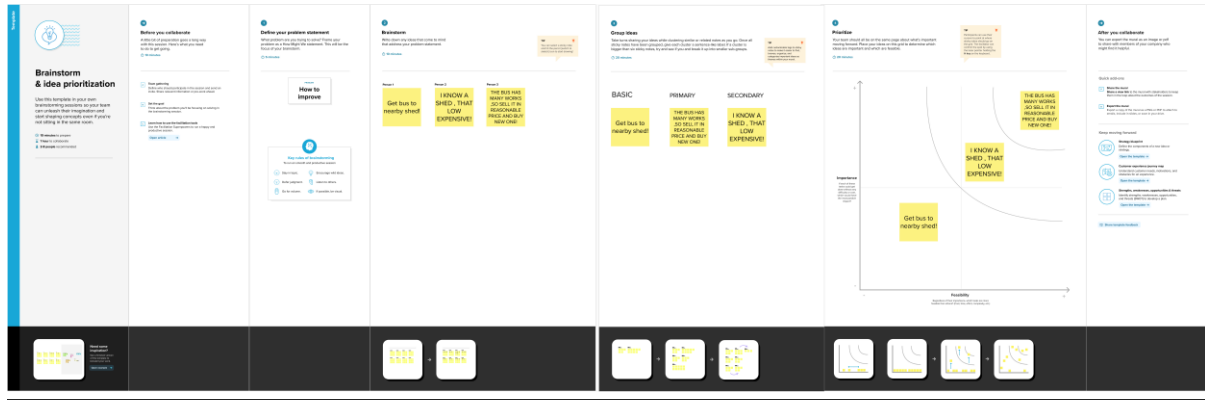
to understanding your income well-being and everything in between.

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

### 2.1 EMPATHY MAP

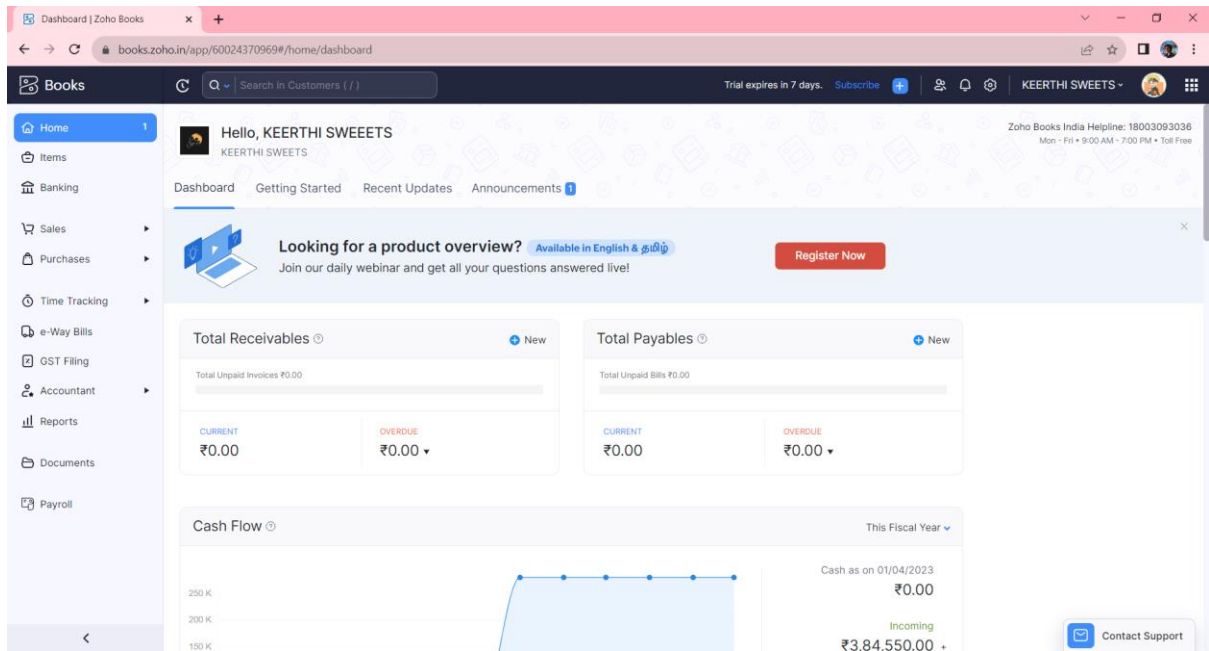


## 2.2 IDEATION & BRAINSTROMING MAP



# 3<sup>RD</sup>. RESULT

## DASHBOARD:



# ITEM CREATION:

**Items | Zoho Books**

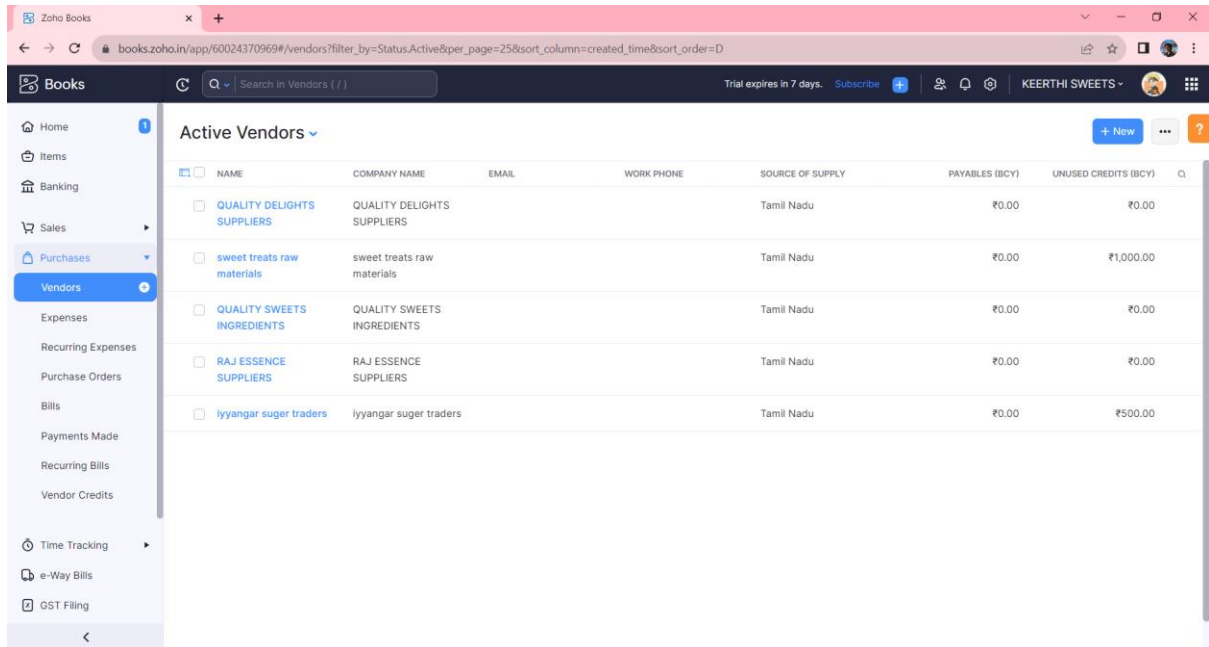
books.zoho.in/app/60024370969#/inventory/items?filter\_by=Status.Active&per\_page=25&sort\_column=created\_time&sort\_order=D

Books Search in Items ( / ) Trial expires in 7 days. Subscribe

Active Items + New ... ?

	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	PURCHASE RATE	PURCHASE DESCRIPTION	ACCOUNT NAME	PURCHASE
<input type="checkbox"/>	flavourings and species		0	10	kg	₹500.00			Cost of C
<input type="checkbox"/>	dry fruit		0	9	kg	₹600.00			Cost of C
<input type="checkbox"/>	ghee and oil		0	8	kg	₹150.00			Cost of C
<input type="checkbox"/>	flour		0	7	kg	₹40.00			Cost of C
<input type="checkbox"/>	sugar		0	6	kg	₹50.00			Cost of C
<input type="checkbox"/>	mysore pak		₹1,000.00	5	kg	0		Sales	
<input type="checkbox"/>	Athirasam		₹1,200.00	4	kg	0		Sales	
<input type="checkbox"/>	JANGRI		₹800.00	3	kg	0		Sales	
<input type="checkbox"/>	GULAB JAMUN		₹500.00	2	kg	0		Sales	
<input type="checkbox"/>	KAJU BARFI		₹1,000.00	1	kg	0		Sales	

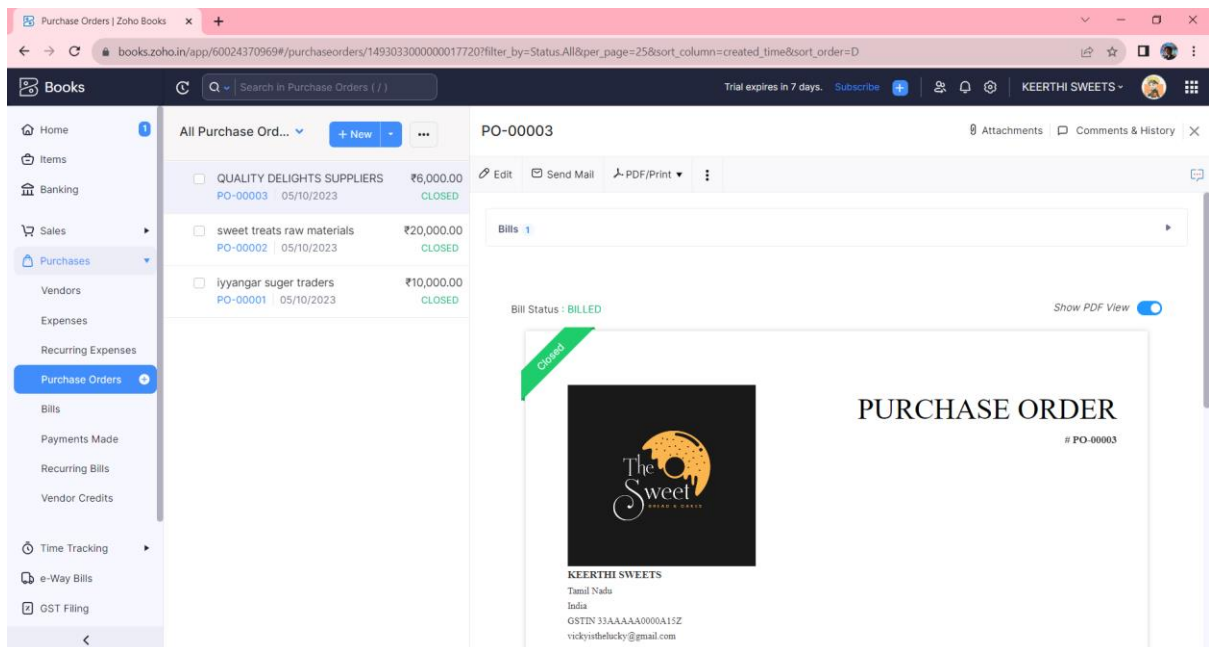
# VENDORS:



The screenshot shows the Zoho Books interface with the 'Vendors' page selected. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (expanded), Vendors (selected), Expenses, Recurring Expenses, Purchase Orders, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The main content 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). Five vendors are listed: QUALITY DELIGHTS SUPPLIERS, sweet treats raw materials, QUALITY SWEETS INGREDIENTS, RAJ ESSENCE SUPPLIERS, and Iyyangar suger traders. All vendors are from Tamil Nadu. The top right of the page shows a trial expiration notice and the user's name, KEERTHI SWEETS.

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> QUALITY DELIGHTS SUPPLIERS	QUALITY DELIGHTS SUPPLIERS			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> sweet treats raw materials	sweet treats raw materials			Tamil Nadu	₹0.00	₹1,000.00
<input type="checkbox"/> QUALITY SWEETS INGREDIENTS	QUALITY SWEETS INGREDIENTS			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> RAJ ESSENCE SUPPLIERS	RAJ ESSENCE SUPPLIERS			Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Iyyangar suger traders	Iyyangar suger traders			Tamil Nadu	₹0.00	₹500.00

# PURCHASE:



The screenshot shows the Zoho Books interface with the 'Purchase Orders' page selected. The left sidebar is the same as in the Vendors page. The main content area displays a table of purchase orders. The table has columns for NAME, COMPANY NAME, EMAIL, WORK PHONE, SOURCE OF SUPPLY, PAYABLES (BCY), and UNUSED CREDITS (BCY). Three purchase orders are listed: QUALITY DELIGHTS SUPPLIERS (PO-00003), sweet treats raw materials (PO-00002), and Iyyangar suger traders (PO-00001). All purchase orders are from Tamil Nadu. The top right of the page shows a trial expiration notice and the user's name, KEERTHI SWEETS. Below the table, there is a section for the selected purchase order (PO-00003) showing its status as 'BILLED' and a 'Show PDF View' button. A PDF preview of the purchase order is displayed, featuring the logo of 'The Sweet' and the text 'PURCHASE ORDER # PO-00003'.

NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)
<input type="checkbox"/> QUALITY DELIGHTS SUPPLIERS	QUALITY DELIGHTS SUPPLIERS			Tamil Nadu	₹6,000.00	CLOSED
<input type="checkbox"/> sweet treats raw materials	sweet treats raw materials			Tamil Nadu	₹20,000.00	CLOSED
<input type="checkbox"/> Iyyangar suger traders	Iyyangar suger traders			Tamil Nadu	₹10,000.00	CLOSED

PO-00003

Bill Status: BILLED

Show PDF View

**PURCHASE ORDER**  
# PO-00003

**The Sweet**  
KEERTHI SWEETS  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
vickyinthehappy@gmail.com

# BILLS:

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

All Bills

New

5

05/10/2023

PAID

QUALITY SWEETS INGREDIENTS

5

05/10/2023

PAID

RAJ ESSENCE SUPPLIERS

4

05/10/2023

PAID

QUALITY DELIGHTS SUPPLIERS

3

05/10/2023

PAID

sweet treats raw materials

2

05/10/2023

PAID

Iyyangar suger traders

1

05/10/2023

PAID

5

Attachments

Comments & History

Payments Made 1

Show PDF View

PAID

The Sweet

WEDD & CAKES

KEERTHI SWEETS

Tamil Nadu

India

GSTIN 33AAAAAA000A15Z

vickyuthe lucky@gmail.com

BILL

Bill# 5

Balance Due

₹0.00

# CUSTOMERS

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

Active Customers

New

?

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCY)	UNUSED CREDITS (BCY)
karthik krishnan	karthik krishnan			Tamil Nadu	₹0.00	₹0.00
kavitha rajendran	kavitha rajendran			Tamil Nadu	₹0.00	₹0.00
aravindan mani	aravindan mani			Tamil Nadu	₹0.00	₹0.00
PRIYA RANGANATHAN	priya ranganathan			Tamil Nadu	₹0.00	₹0.00
SURESH KUMAR IYER	SURESH KUMAR IYER			Tamil Nadu	₹0.00	₹1,05,000.00



# SALES:

SO-00002 | Sales Orders | Zoho

books.zoho.in/app/60024370969#/salesorders/1493033000000020074?filter\_by=Status.All&per\_page=25&sort\_column=created\_time&sort\_order=D

Books Search In Sales Orders ( / ) Trial expires in 7 days. Subscribe

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

All Sales Orders + New

PRIYA RANGANATHAN SO-00002 05/10/2023 ₹42,000.00 CLOSED

SURESH KUMAR IYER SO-00001 05/10/2023 ₹1,05,000.00 CLOSED

SO-00002 Attachments Comments & History

Edit Email PDF/Print

Invoices 1

Invoice Status: INVOICED Show PDF View

Closed

**SALES ORDER**  
Sales Order# SO-00002

**The Sweet**  
KEERTHI SWEETS  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
vickyinbelucky@gmail.com

# INVOICES:

INV-000005 | Invoices | Zoho Books

books.zoho.in/app/60024370969#/invoices/149303300000002025?filter\_by=Status.All&per\_page=25&sort\_column=created\_time&sort\_order=D

Books Search In Invoices ( / ) Trial expires in 7 days. Subscribe

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

All Invoices + New

karthik krishnan INV-000005 05/10/2023 ₹21,000.00 PAID

kavitha rajendran INV-000004 05/10/2023 ₹6,300.00 PAID

aravindan mani INV-000003 05/10/2023 ₹5,250.00 PAID

SURESH KUMAR IYER INV-000002 05/10/2023 ₹1,05,000.00 PAID

PRIYA RANGANATHAN INV-000001 05/10/2023 ₹42,000.00 PAID

INV-000005 Attachments Comments & History

Edit Send Share PDF/Print

Payments Received 1

PAID

**TAX INVOICE**

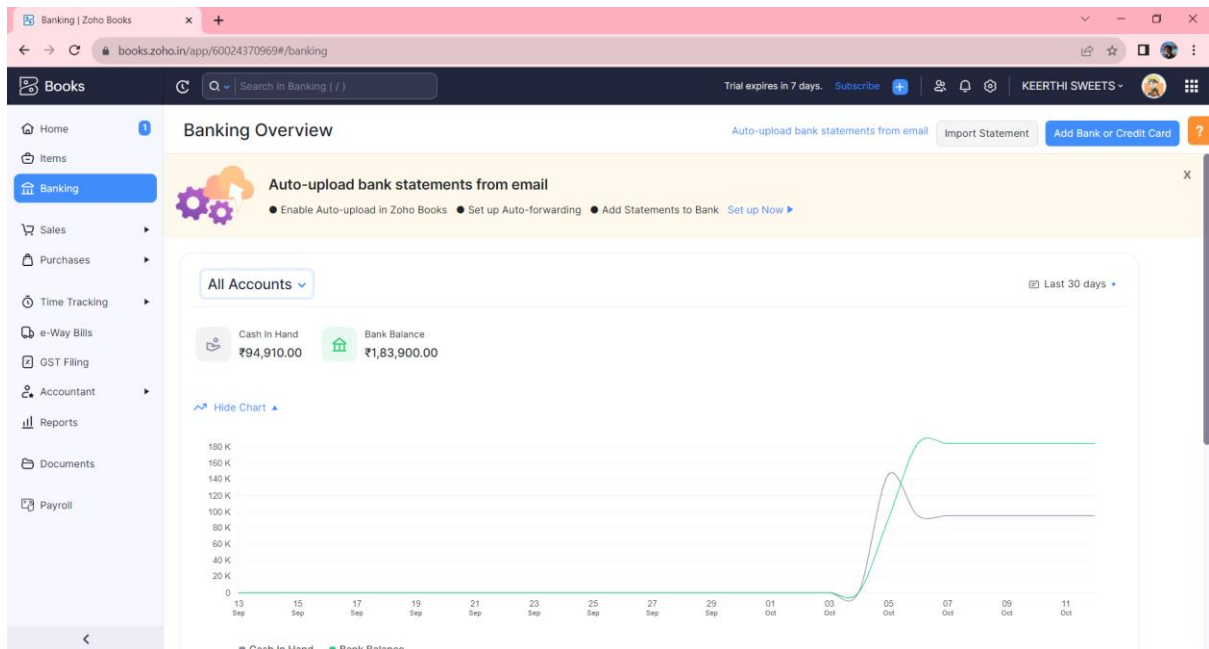
**KEERTHI SWEETS**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
vickyinbelucky@gmail.com

Invoice Date : INV-000005 Place Of Supply : Tamil Nadu (33)  
Terms : 65/10/2023  
Due Date : Due on Receipt : 65/10/2023

Bill To : karthik krishnan

#	Item & Description	HSN/SAC	Qty	Rate	%	CGST	%	SGST	Amount
1	myvore pak	000005	20.00 kg	1,000.00	2.5%	500.00	2.5%	500.00	20,000.00
Sub Total:									20,000.00
Total In Words									
Indian Rupee Twenty-One Thousand Only									
CGST 2.5 (2.5%)									500.00

# BANK ACCOUNT:

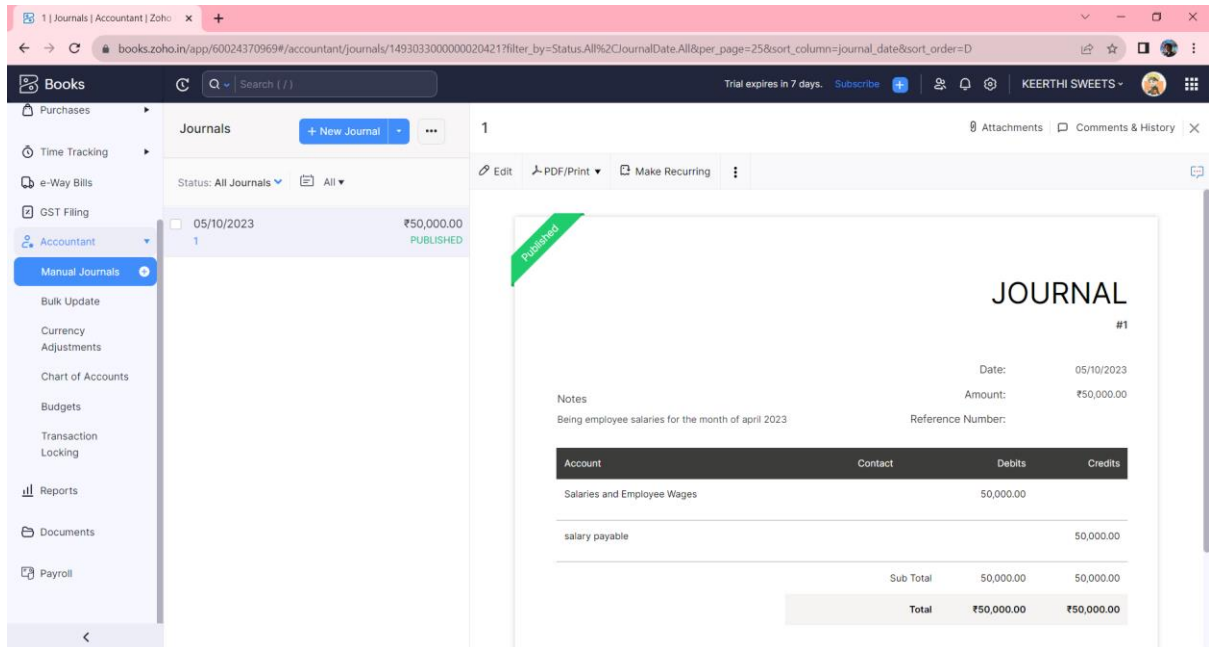


# ACCOUNTS & LEDGER:

The screenshot displays the 'Chart of Accounts' page in Zoho Books. The left sidebar contains navigation options: Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant (selected), Manual Journals, Bulk Update, Currency Adjustments, Chart of Accounts (selected), Budgets, Transaction Locking, Reports, Documents, and Payroll. The main content area features a 'Chart of Accounts' section with a sub-header 'Active Accounts'. Below this, there is a table listing various 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		Bank		
Accounts Receivable		Accounts Receivable		

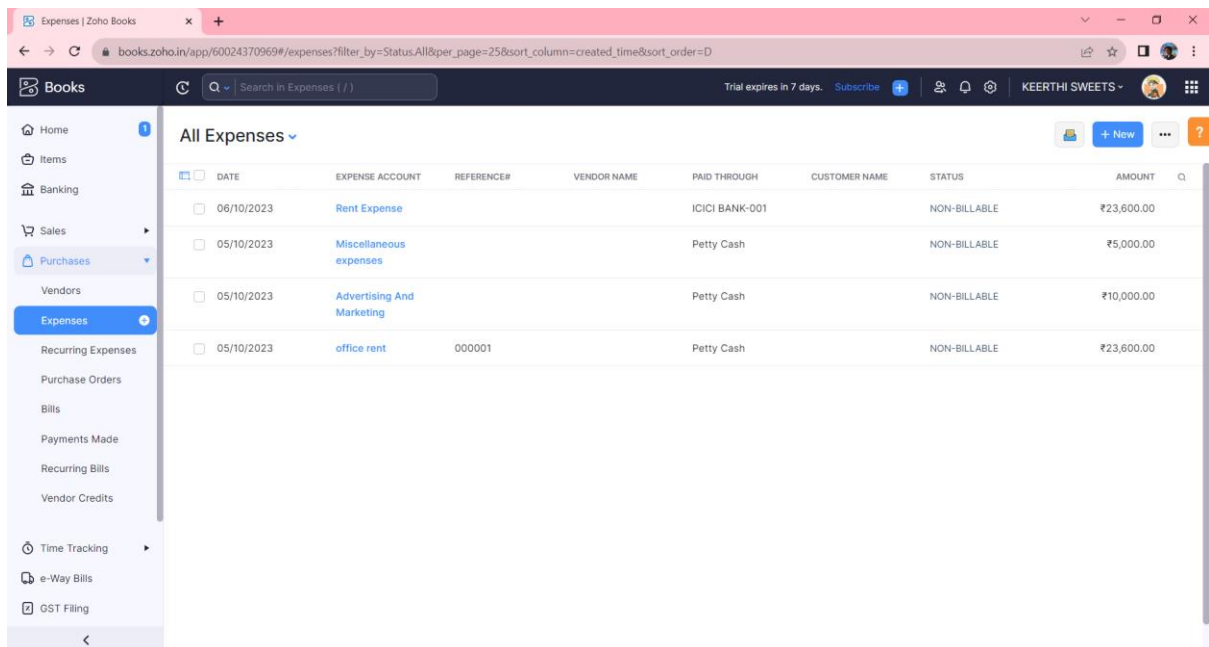
# JOURNAL ENTRIES:



The screenshot shows the Zoho Books interface for a Journal Entry. The left sidebar contains navigation options like Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Manual Journals, Bulk Update, Currency Adjustments, Chart of Accounts, Budgets, Transaction Locking, Reports, Documents, and Payroll. The main area displays a Journal Entry for 05/10/2023 with a total amount of ₹50,000.00. The entry is titled 'JOURNAL #1' and includes a note: 'Being employee salaries for the month of april 2023'. The entry is published and has a reference number. The table below shows the debits and credits for the entry.

Account	Contact	Debits	Credits
Salaries and Employee Wages		50,000.00	
salary payable			50,000.00
Sub Total		50,000.00	50,000.00
Total		₹50,000.00	₹50,000.00

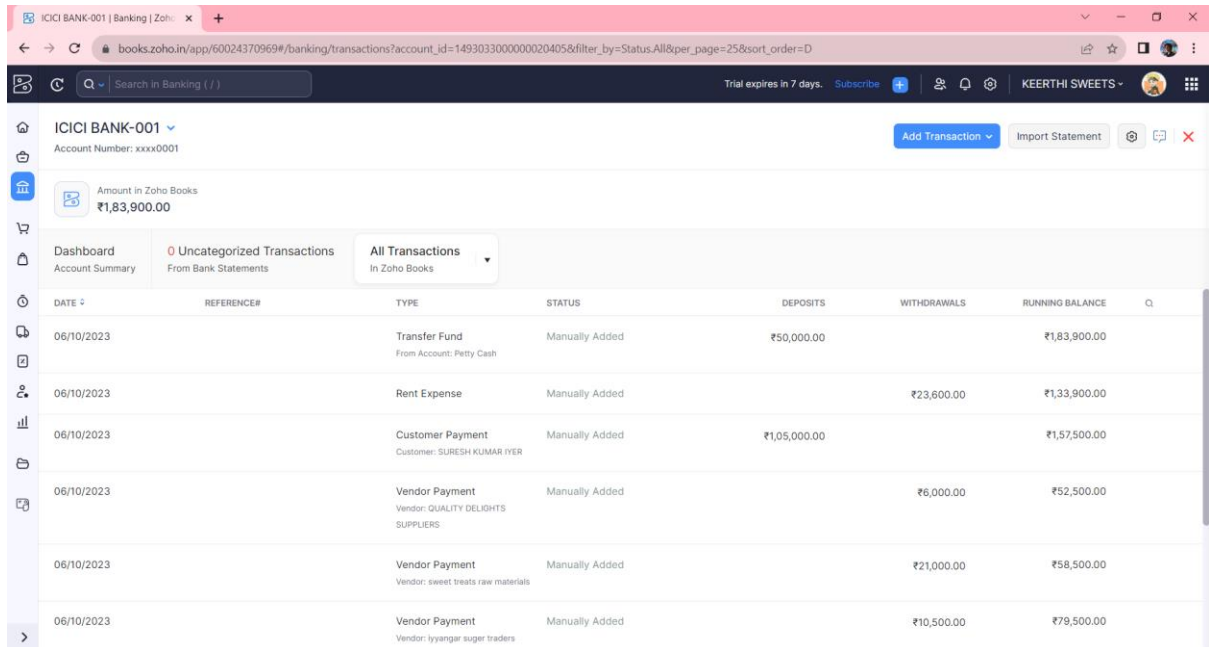
# EXPENSES:



The screenshot shows the Zoho Books interface for the 'All Expenses' list. 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 expenses with columns: DATE, EXPENSE ACCOUNT, REFERENCE#, VENDOR NAME, PAID THROUGH, CUSTOMER NAME, STATUS, and AMOUNT. The table lists four expenses: Rent Expense, Miscellaneous expenses, Advertising And Marketing, and office rent.

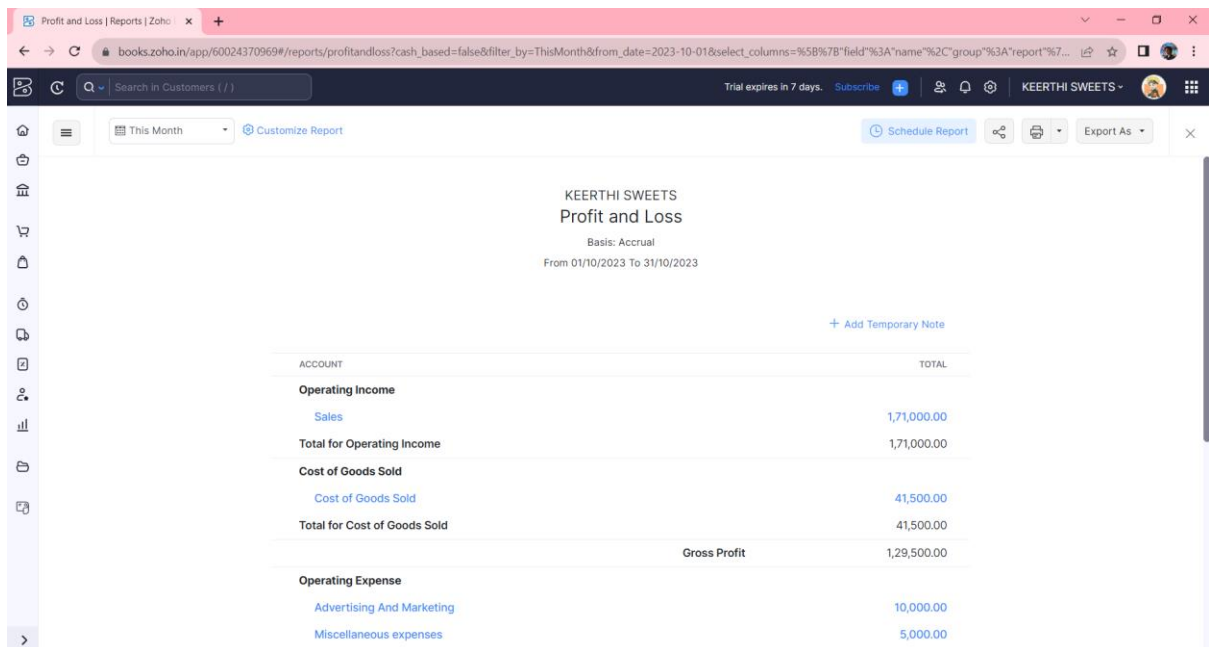
DATE	EXPENSE ACCOUNT	REFERENCE#	VENDOR NAME	PAID THROUGH	CUSTOMER NAME	STATUS	AMOUNT
06/10/2023	Rent Expense			ICICI BANK-001		NON-BILLABLE	₹23,600.00
05/10/2023	Miscellaneous expenses			Petty Cash		NON-BILLABLE	₹5,000.00
05/10/2023	Advertising And Marketing			Petty Cash		NON-BILLABLE	₹10,000.00
05/10/2023	office rent	000001		Petty Cash		NON-BILLABLE	₹23,600.00

# BANK ENTRIES:



DATE	REFERENCE#	TYPE	STATUS	DEPOSITS	WITHDRAWALS	RUNNING BALANCE
06/10/2023		Transfer Fund From Account: Petty Cash	Manually Added	₹50,000.00		₹1,83,900.00
06/10/2023		Rent Expense	Manually Added		₹23,600.00	₹1,33,900.00
06/10/2023		Customer Payment Customer: SURESH KUMAR IYER	Manually Added	₹1,05,000.00		₹1,57,500.00
06/10/2023		Vendor Payment Vendor: QUALITY DELIGHTS SUPPLIERS	Manually Added		₹6,000.00	₹52,500.00
06/10/2023		Vendor Payment Vendor: sweet treats raw materials	Manually Added		₹21,000.00	₹58,500.00
06/10/2023		Vendor Payment Vendor: Iyyangar suger traders	Manually Added		₹10,500.00	₹79,500.00

# PROFIT AND LOSS:



ACCOUNT	TOTAL
<strong>Operating Income</strong>	
Sales	1,71,000.00
<strong>Total for Operating Income</strong>	1,71,000.00
<strong>Cost of Goods Sold</strong>	
Cost of Goods Sold	41,500.00
<strong>Total for Cost of Goods Sold</strong>	41,500.00
<strong>Gross Profit</strong>	1,29,500.00
<strong>Operating Expense</strong>	
Advertising And Marketing	10,000.00
Miscellaneous expenses	5,000.00

Balance Sheet | Reports | Zoho

books.zoho.in/app/60024370969#/reports/balancesheet?cash\_based=false&filter\_by=Today&report\_date=2023-10-12&select\_columns=%5B%7B%22field%3A%22name%2C%22group%3A%22report%7D%22%7D%5D

Search in Customers (/)

Trial expires in 7 days. Subscribe

KEERTHI SWEETS

Today Customize Report Schedule Report Export As

### KEERTHI SWEETS Balance Sheet

Basis: Accrual  
As of 12/10/2023

+ Add Temporary Note

Collapse all Expand All

ACCOUNT	TOTAL
<strong>Assets</strong>	
<strong>Current Assets</strong>	
<strong>Cash</strong>	
Petty Cash	94,910.00
<strong>Total for Cash</strong>	94,910.00
<strong>Bank</strong>	
ICICI BANK-001	1,83,900.00
<strong>Total for Bank</strong>	1,83,900.00

Reports | Zoho Books

books.zoho.in/app/60024370969#/reports/gstrreturns/gstr3bsummary?from\_date=2023-10-01&to\_date=2023-10-31

Search in Customers ( / )

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KEERTHI SWEETS

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)	₹1,71,000.00	₹0.00	₹4,275.00	₹4,275.00	₹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>	<b>₹1,71,000.00</b>	<b>₹0.00</b>	<b>₹4,275.00</b>	<b>₹4,275.00</b>	<b>₹0.00</b>

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 (6) of Section 9	0	0	0	0	0

Journal Report | Reports | Zoho

books.zoho.in/app/60024370969#/reports/journals?cash\_based=false&from\_date=2023-10-01&to\_date=2023-10-31

Search in Customers (//)

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KEERTHI SWEETS

Home | This Month | Customize Report | Schedule Report | Export As

### KEERTHI SWEETS Journal Report

Basis: Accrual  
From 01/10/2023 To 31/10/2023

[+ Add Temporary Note](#)

	DEBIT	CREDIT
05/10/2023 - BILL 1 (IYYANGAR SUDER TRADERS)		
Cost of Goods Sold	10,000.00	0.00
Accounts Payable	0.00	10,000.00
	10,000.00	10,000.00
05/10/2023 - BILL 2 (SWEET TREATS RAW MATERIALS)		
Cost of Goods Sold	20,000.00	0.00
Accounts Payable	0.00	20,000.00
	20,000.00	20,000.00
05/10/2023 - BILL 3 (QUALITY DELIGHTS SUPPLIERS)		
Cost of Goods Sold	6,000.00	0.00
Accounts Payable	0.00	6,000.00

AR Aging Details | Reports | Zoho Books

books.zoho.in/app/60024370969#/reports/invoiceaging/details?report\_date=2023-10-12

Search in Customers (/)

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KEERTHI SWEETS

Today Customize Report

Schedule Report

Export As

### KEERTHI SWEETS

#### AR Aging Details By Invoice Due Date

As of 12/10/2023

+ Add Temporary Note

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

# AP AGING DETAILS:

AP Aging Details | Reports | Zoho Books

books.zoho.in/app/60024370969#/reports/billsagingdetails?report\_date=2023-10-12

Search in Customers (/)

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KEERTHI SWEETS

Today Customize Report Schedule Report Export As

KEERTHI SWEETS

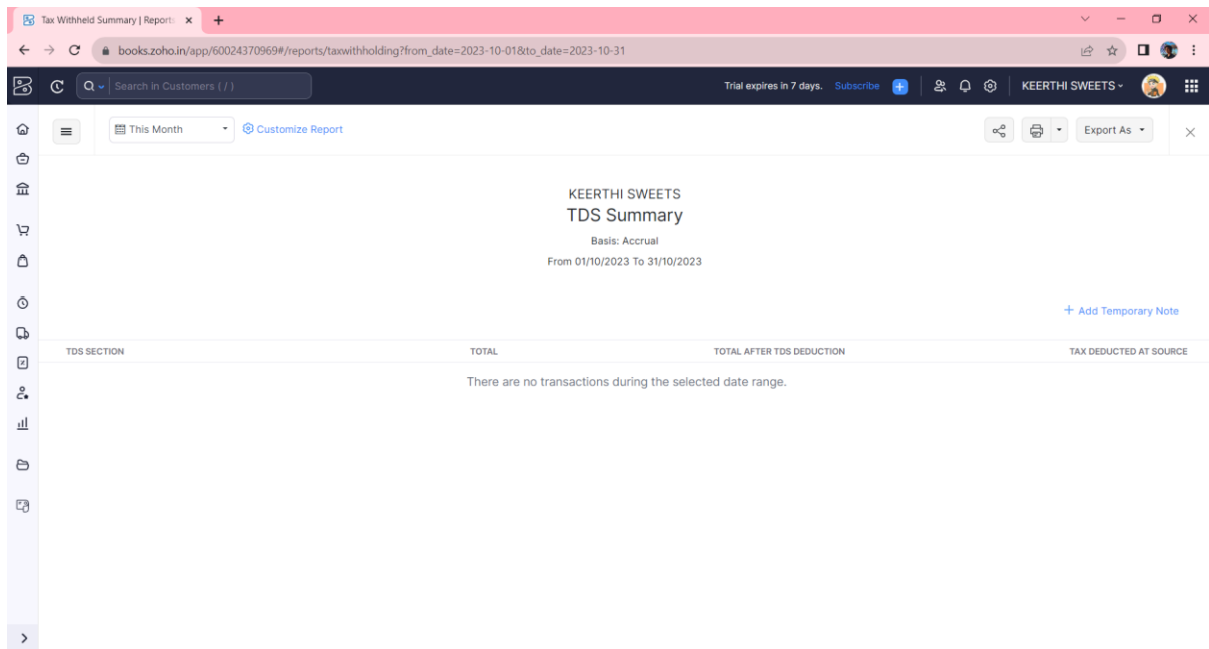
AP Aging Details By Bill Due Date

As of 12/10/2023

+ Add Temporary Note

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.