**Preparation and Maintenance of ZOHO Books for KEERTHI SWEETS**

**Project Team members: ABDUL AHADH.P , ABDUL WASHIM.J,**

**AJAY KUMAR.P,ABDUR RAHMAN.K.S. ,VINOTH .R**

**1. INTRODUCTION**

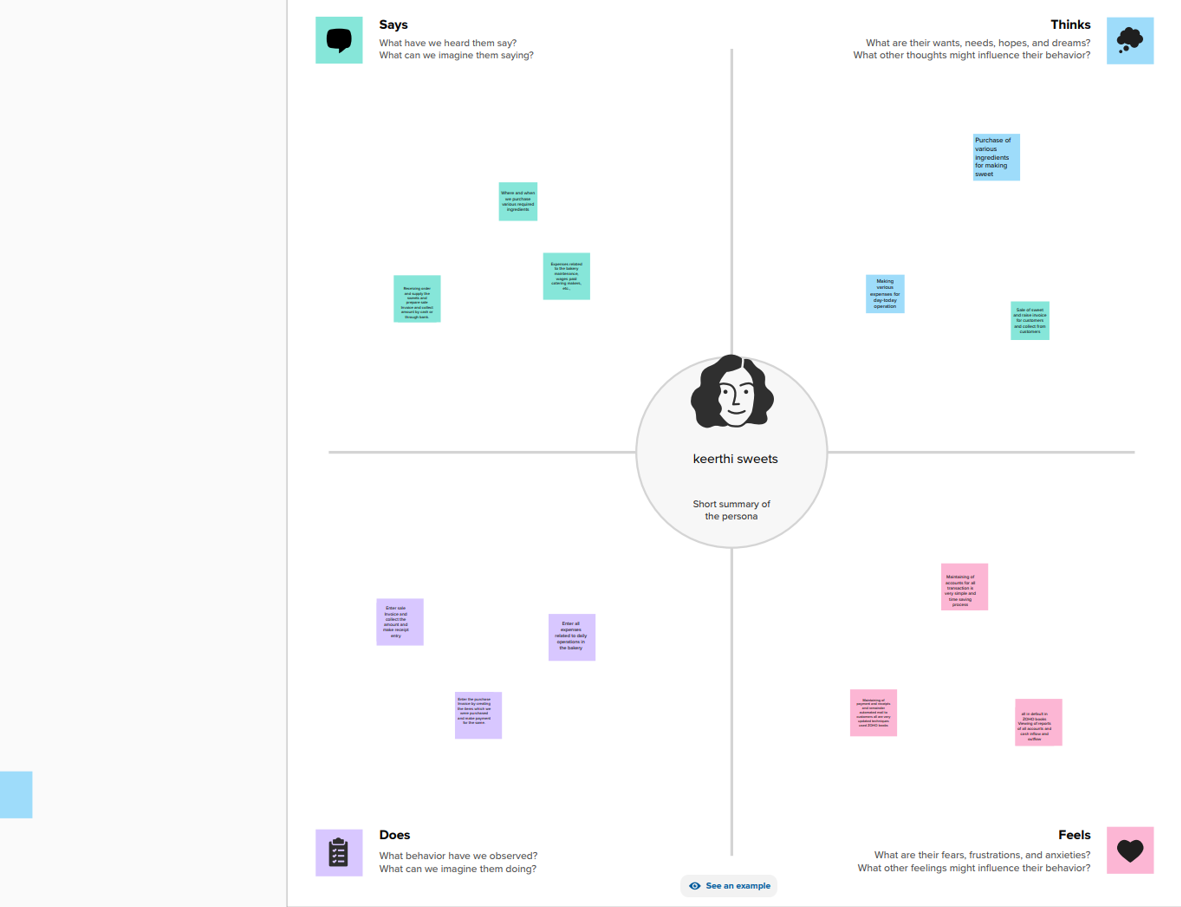
**1.1 Overview:**

This project is deal with KEERTHI SWEETS,a Sweet company uses ZOHO Books to effectively manage their financial processes, maintain accurate records, and make informed financial decisions. This integration enhances their overall business efficiency and contributes to their success in the interior design industry.

**1.2 Purpose:**

By maintenance of accounts in ZOHO Books, We have created the Items, Vendors creation, Preparation of Purchase Order, Purchase Invoice, Customer creation, Preparation of Sales order, Sales Invoice, creation of bank account, creation of new accounts, recording journal entries, recording expenses, recording bank receipts and payments and viewing of financial reports like Profit & Loss account, Balance sheet, GST Reports, Journal report, Account receivable summary report, Account payable summary report, etc

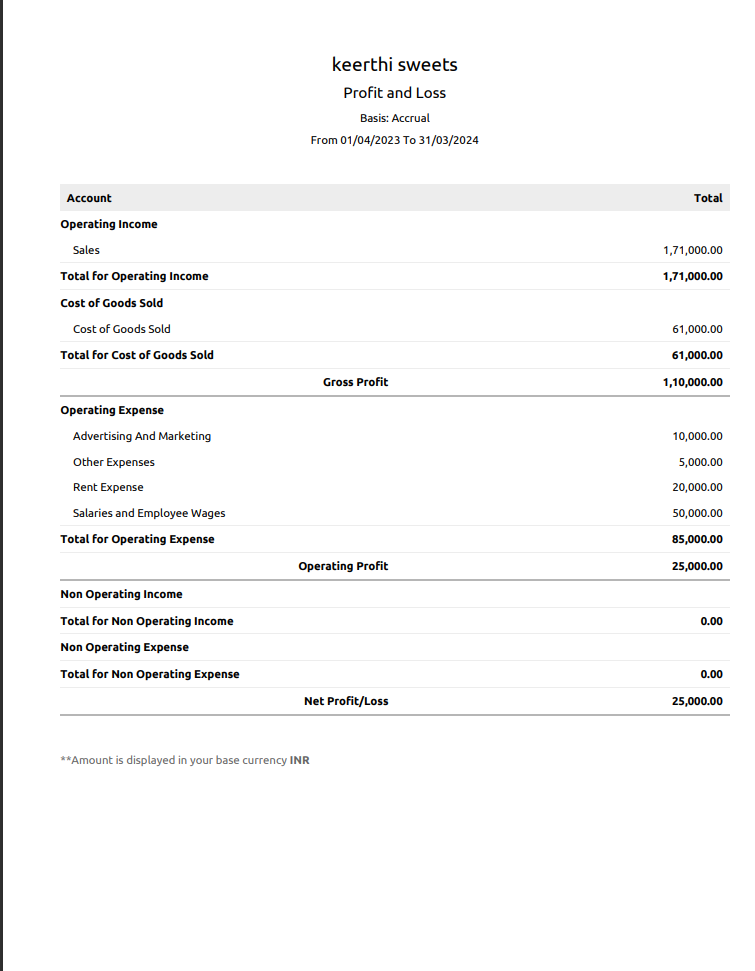
EMPATHY MAP:



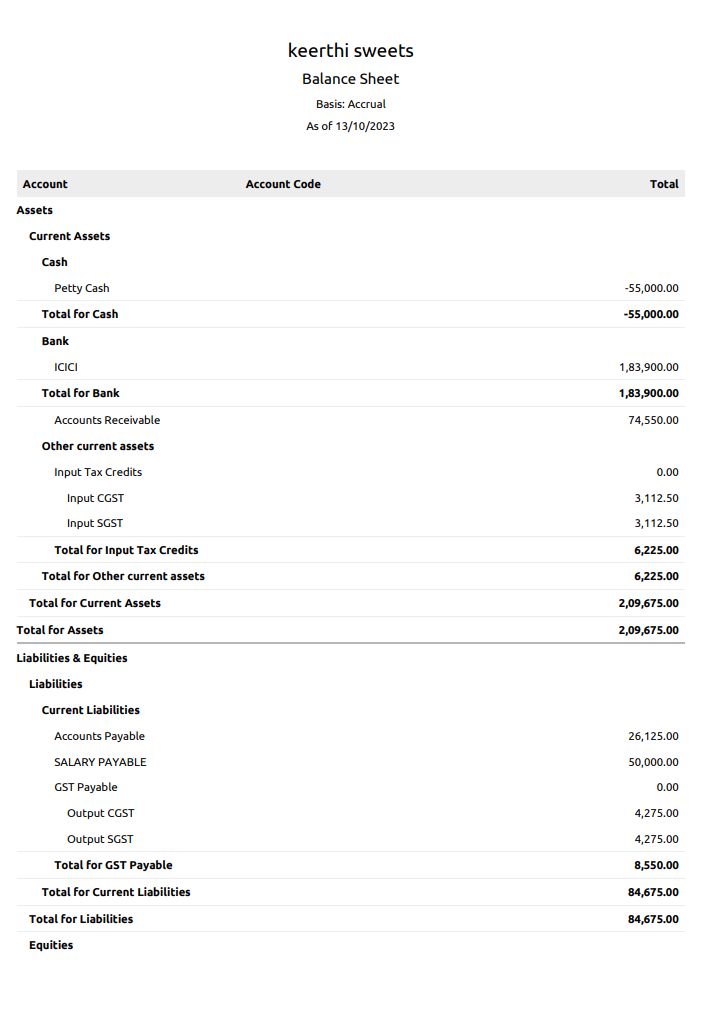
BRAINSTROMIG:



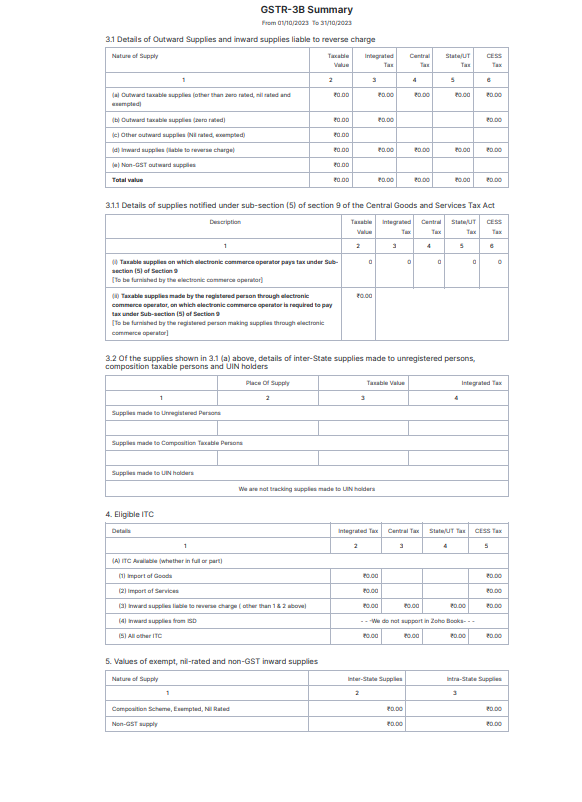
PROFIT AND LOSS A/C



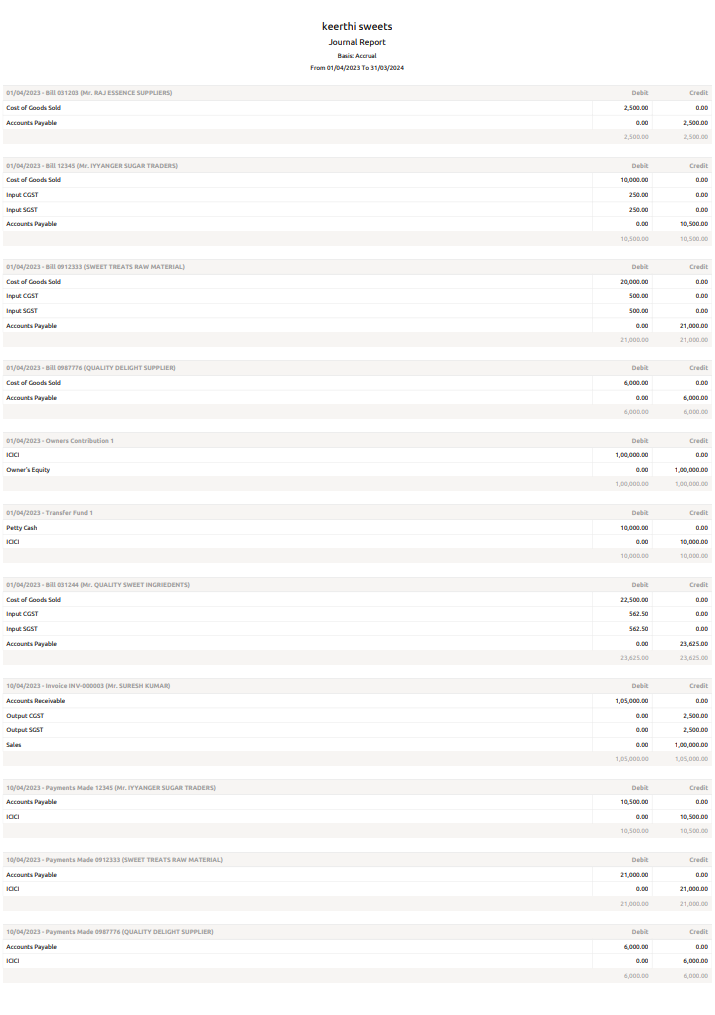
2. Balance Sheet



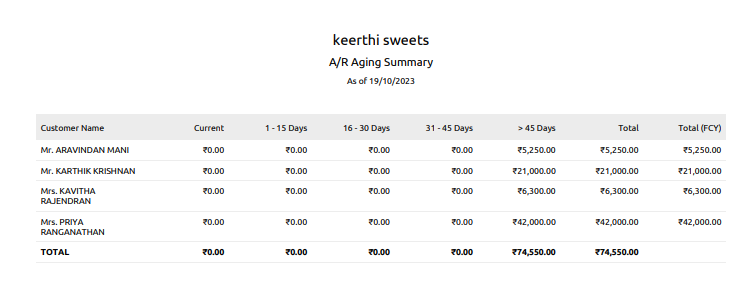
3. GST Reports



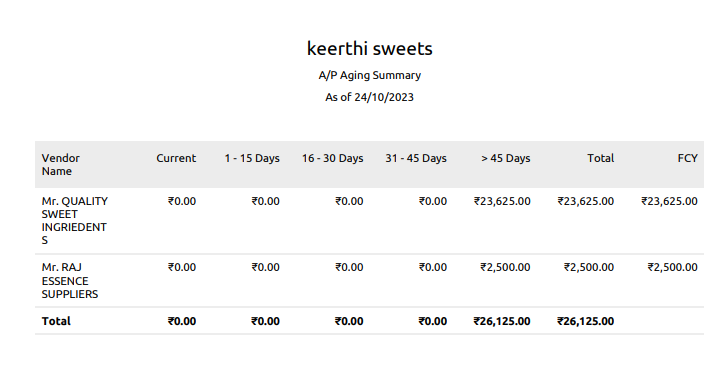
4. Journal Report



5. Accounts Receivable Summary



6. Accounts Payable Summary



**4. ADVANTAGES & DISADVANTAGES**

List of advantages:

* ZOHO books is cloud based software, so we access the software in any location.
* Creating of Organistion is very easy and user friendly.
* Appearance of software model is very easy to understanding.
* Creation of items, vendors, customers are user friendly while compare with software
* Preparation of purchase order and conversation to purchase Invoice made in a single step.
* Preparation of Sales order and conversation to Sale Invoice made in a single step.
* Default accounting step up is very useful and time saving.
* GST procedure is very easy to enter.
* Getting financial report and tax report in single step.

List of disadvantages:

* ZOHO books is cloud based software, which need internet and other technical facility.
* In absence of internet facility, the working in ZOHO books is very difficult.
* There is no secure in data of the organization.

**5. APPLICATIONS:**

The ZOHO Books is good software in all type of organization and we get better results instantly. We collect the following data and entered in ZOHO Books in various modules like item creation, Vendor creation, customer creation, preparation of Purchase order, Purchase Invoice, sales order, sale Invoice, Making payment to vendors and Expenses, Received amount from Customers.

**Item creation:**

1. Let us assume Keerthi Sweets has 5 sale products which are specified below with there Selling price excluding GST: 1. Kaju Barfi Rs.1000/- per kg 2. Gulab Jamun Rs.500/- per kg 3. Jangri Rs. 800/- per kg 4. Athirasam Rs.1200/- per kg 5. Mysore Pak Rs.1000/- per kg OUTPUT GST @5% is applicable on all the above products: To make the above products it require the below Items- raw material ingredients: 1. Sugar Rs. 50 per Kg 2. Flour Rs. 40 per Kg 3. Ghee and oil Rs.150 per Kg 4. Dry fruits Rs.600 per Kg 5. Flavourings and Spices Rs.500 per Kg

1. Sugar Rs. 50 per Kg 2. Flour Rs. 40 per Kg 3. Ghee and oil Rs.150 per Kg 4. Dry fruits Rs.600 per Kg 5. Flavourings and Spices Rs.500 per Kg

**Vendor creation:**

1. The following are the list of vendors form which the raw materials are purchased: 1. Iyyanger Sugar Traders (GST registered) 2. Raj Essence Suppliers (Non GST) 3. Quality Sweets Ingredients (GST registered) 4. Sweet Treats Raw Materials (GST registered) 5. Quality Delights Suppliers (Non GST)

**Customer creation:**

1. Suresh Kumar iyer is a GST registered person.

2. Priya Ranganathan is a GST registered person.

3. Aravindan Mani is not a registered person.

4. Kavitha Rajendran is not a registered person.

5. Karthik Krishnan is not a registered person.

**Preparation of sales order, sale Invoice:**

1. 10/04/2023 Suresh Kumar iyer – 100 kgs of Kaju Barfi on credit – paid through bank on

25/04/2023

2. 20/04/2023 Priya Ranganathan – 50 kgs Jangri – Paid in cash on 20/04/2023

**Making payment to vendors and Expenses:**

Employee salaries Rs.5,000/- each for 10 employees Total Rs.50,000/-.

**1. Office Rent Rs.20,000/- excluding GST @ 18% Total Invoice Value Rs.23,600/-.**

**2. Advertisement and Marketing expenses Rs.10,000/- paid in cash.**

**3. Miscellaneous Expenses Rs.5,000/- paid in cash**

**Received amount from Customers:**

1. Amount received from customer Mr. Suresh Kumar iyer-RS.10500/-

**6. CONCLuSION:**

In maintain of Keerthi sweets accounts in Zoho books is very smart in all the aspects of entries. The basic accounting concept is enough for the operating person(Accountant/Data entry operator). This software is applicable for all types of organization. The entry models of software are easily understood and interest to work. Whatever reports we need, it’s already default in the report models. Totally it’s a good and very useful to the entire entrepreneur with low cost for operating financial department.

**7. FUTURE SCOPE:**

The idea for the founders of ZOHO Books is amazing and very clever. This is a great milestone in the field of accounts maintenance. They offer various plane as per the requirement of the proprietors. It’s a good gift to all the entrepreneurs.