

Preparation and Maintenance of Zoho Books for Educonnect learning centre

INTRODUCTION

Overview

This project report will describe the steps involved in preparing and maintaining Zoho Books for educonnect learning centre. EduConnect Learning Center, an educational institution, uses Zoho Books to manage their donations, track expenses, and handle grant finances. The report will also discuss the benefits of using Zoho Books and how it can help Educonnect learning centre to improve its accounting processes and grow its business.

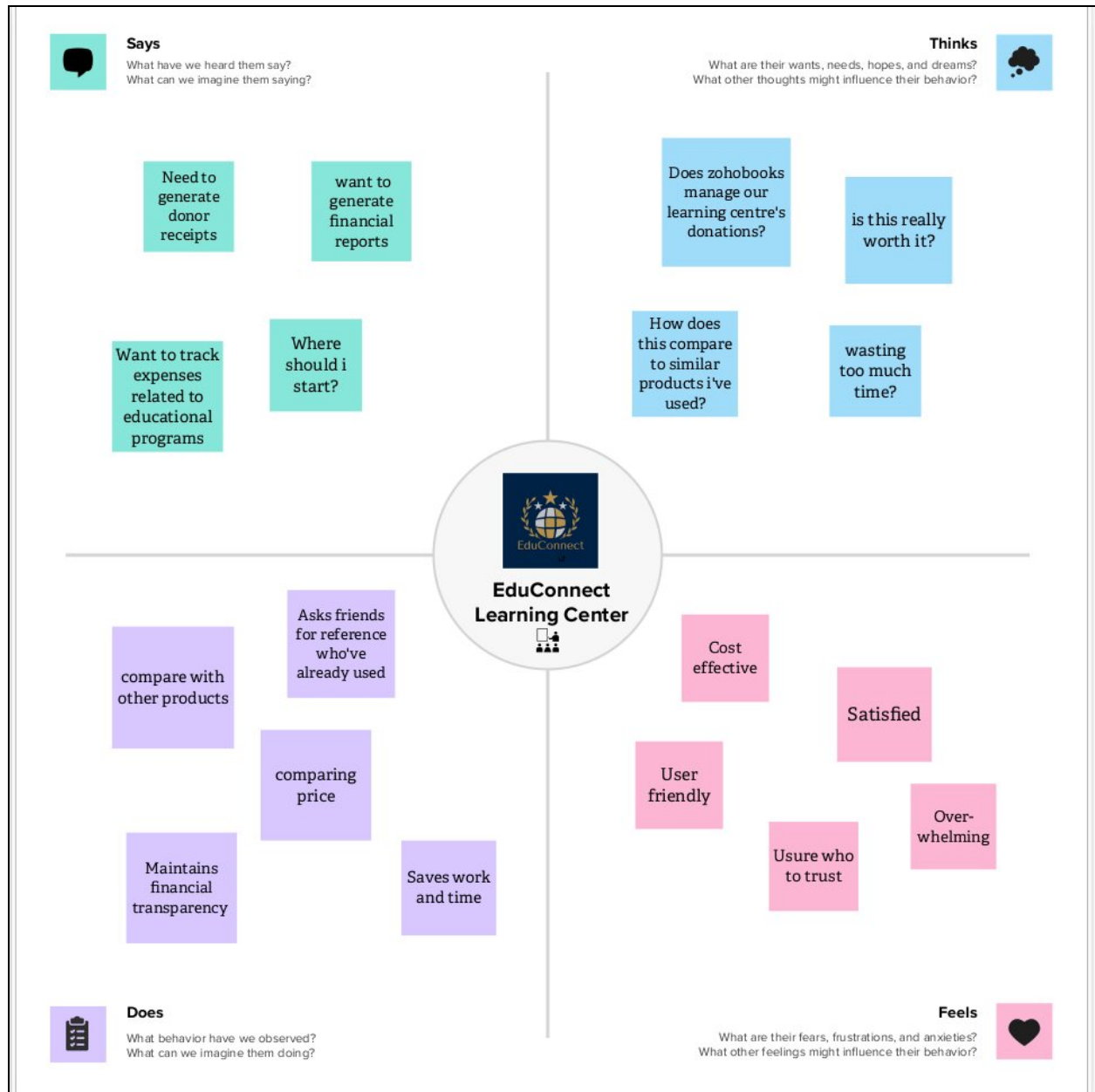
Purpose

The scope of this project includes,

- Setting up the Zoho Books account and configuring the preferences.
- Creating the necessary charts of accounts and other financial statements
- They can generate donor receipts, track expenses related to educational programs, and generate financial reports.
- Zoho Books helps them maintain financial transparency and accountability.

PROBLEM DEFINITION & DESIGN THINKING

EMPATHY MAP



IDEATION AND BRAINSTORMING MAP

Brainstorm & idea prioritization

Use this template in your own brainstorming sessions or your team can co-build their brainstorm and use sticky notes to add ideas and place them in the same room.

- Workable to action
- Team to action
- Strategic to action

Before you collaborate

A brainstorming session is a meeting where you and your team can brainstorm ideas together. It's a time to think out loud and share your ideas with others. It's a time to think out loud and share your ideas with others.

- Team priority: Brainstorming is a meeting where you and your team can brainstorm ideas together. It's a time to think out loud and share your ideas with others.
- Workshop: Brainstorming is a meeting where you and your team can brainstorm ideas together. It's a time to think out loud and share your ideas with others.
- Team meeting for brainstorming: Brainstorming is a meeting where you and your team can brainstorm ideas together. It's a time to think out loud and share your ideas with others.

Define your problem statement

Brainstorming is a meeting where you and your team can brainstorm ideas together. It's a time to think out loud and share your ideas with others.

PROBLEM

My idea of brainstorming

- Brainstorming
- Brainstorming
- Brainstorming

Brainstorm

Brainstorming is a meeting where you and your team can brainstorm ideas together. It's a time to think out loud and share your ideas with others.

ADVANTAGE

ALTERNATIVE

ADVANTAGE

ALTERNATIVE

Group ideas

Brainstorming is a meeting where you and your team can brainstorm ideas together. It's a time to think out loud and share your ideas with others.

Brainstorming

Brainstorming

Brainstorming

Prioritize

Brainstorming is a meeting where you and your team can brainstorm ideas together. It's a time to think out loud and share your ideas with others.

Brainstorming

Brainstorming

Brainstorming

After you collaborate

Brainstorming is a meeting where you and your team can brainstorm ideas together. It's a time to think out loud and share your ideas with others.

Brainstorming

Brainstorming

Brainstorming

	TOTAL
EduConnect Learning Center Profit and Loss	
Basis: Accrual	
From 01/04/2023 To 31/03/2024	
+ Add Temporary Note	
ACCOUNT	TOTAL
Operating Income	
Sales	22,50,000.00
Total for Operating Income	22,50,000.00
Cost of Goods Sold	
Cost of Goods Sold	1,10,000.00
Total for Cost of Goods Sold	1,10,000.00
Gross Profit	21,40,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Salaries and Employee Wages	10,00,000.00
Total for Operating Expense	11,05,000.00
Operating Profit	10,35,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	10,35,000.00

**Amount is displayed in your base currency INR

Search in Customers (/)

This YearCustomize Report

Schedule Report

Export As

EduConnect Learning Center

Balance Sheet

Basis: Accrual

As of 31/03/2024

Add Temporary Note

Collapse allExpand All

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICICI Bank-001	14,97,200.00
Total for Bank	14,97,200.00
Other current assets	
Input Tax Credits	37,800.00
Total for Other current assets	37,800.00
Total for Current Assets	15,40,000.00
Total for Assets	15,40,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
GST Payable	4,05,000.00
Total for Current Liabilities	4,05,000.00
Total for Liabilities	4,05,000.00
Equities	
Owner's Equity	1,00,000.00
Current Year Earnings	10,35,000.00
Total for Equities	11,35,000.00
Total for Liabilities & Equities	15,40,000.00

**Amount is displayed in your base currency INR

ADVANTAGES & DISADVANTAGES

Advantages of using Zoho Books for accounting:

Ease of use: Zoho Books is a very user-friendly accounting software, even for those with no prior accounting experience. It has a simple and intuitive interface, and it offers a variety of tutorials and help resources.

Affordability: Zoho Books is very affordable, especially when compared to other popular accounting software programs. It offers a free plan for businesses with up to two users, and its paid plans start at just \$15 per month.

Comprehensive features: Zoho Books offers a wide range of features, including invoicing, billing, expense tracking, payroll, and reporting. It also offers a variety of integrations with other business software programs, such as CRM and e-commerce platforms

Cloud-based: Zoho Books is a cloud-based accounting software, which means that you can access it from anywhere with an internet connection. This makes it a good option for businesses with remote employees or multiple locations.

Disadvantages of using Zoho Books for accounting:

Limited user accounts: The free plan for Zoho Books only allows for two users. If you need more user accounts, you will need to upgrade to a paid plan.

Limited payroll features: Zoho Books' payroll features are not as comprehensive as those of some other accounting software programs. For example, it does not offer support for direct deposit or payroll taxes.

Customer support: Zoho Books' customer support has been criticized by some users for being slow and unresponsive.

Overall, Zoho Books is a good accounting software program for small businesses and freelancers. It is easy to use, affordable, and offers a wide range of features. However, it is important to be aware of the limitations of the free plan and the customer support issues before you decide to use Zoho Books.

APPLICATIONS

Zoho Books can be applied in a variety of businesses, including:

Small businesses: Zoho Books is a good option for small businesses because it is affordable and easy to use. It also offers a wide range of features, including invoicing, billing, expense tracking, payroll, and reporting.

Freelancers: Zoho Books is also a good option for freelancers because it offers a free plan for businesses with up to two users. This makes it a good choice for freelancers who are just starting out or who have a limited budget.

E-commerce businesses: Zoho Books integrates with a variety of e-commerce platforms, such as Shopify and WooCommerce. This makes it a good option for ecommerce businesses that need to track their sales and expenses.

Service-based businesses: Zoho Books is also a good option for service-based businesses, such as consulting firms and marketing agencies. It offers features such as time tracking and project management, which can be helpful for service-based businesses.

Overall, Zoho Books is a versatile accounting software program that can be applied in a variety of businesses. It is a good option for small businesses, freelancers, e-commerce businesses, and service-based businesses.

CONCLUSION

We were able to use Zoho Books to effectively track the company's income and expenses, and to generate reports that helped the company to make informed financial decisions

Specifically, we used Zoho Books to:

- Set up the company's accounts and preferences
- Track all of the company's income and expenses