



Course Name	Zoho Books	
College Name	Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002	
College Code	MKU251	
Skill Offering Id		
Project Title	Preparation and Maintenance of Zoho books for Keerthi Sweets	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.com	
Semester	5	
Group Number	19	
Total Members of the Group	4	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
R.Jenissiborin	C1C15622	NM2023TMID37127
K nathiya	C1C15638	NM2023TMID37127
G.manimala	C1C15633	NM2023TMID37127
J karthika	C1C15628	NM2023TMID37127
Under the Guidance	MS.anu	
SPOC	Ms.P.UMADEVI	

ANALYSING HOUSING PRICES IN METROPOLITAN AREAS IN INDIA

1. Introduction.

1.1 Overview

Keerthi Sweets a Manufacturer and Trader of Sweets, relies on Zoho Books to manage their inventory, handle purchase orders, and generate invoices for their customers. They can track stock levels, manage supplier payments, and generate financial reports. Zoho Books helps them streamline their wholesale operations and optimize inventory management.

1.2 Purpose

Keerthi Sweets is a renowned manufacturer and trader of delectable sweets, catering to both wholesale

And retail customers. With a rich heritage spanning several decades, Keerthi Sweets has earned a

Reputation for its commitment to quality, authenticity, and customer satisfaction. Specializing in a wide

Variety of traditional and innovative sweets, they combine traditional recipes with modern techniques

To create flavors that tantalize taste buds

2. Problem Definition and Design Thinking

a. Empathy Map



2.2 Ideation and Brainstroming Map



3. Result:

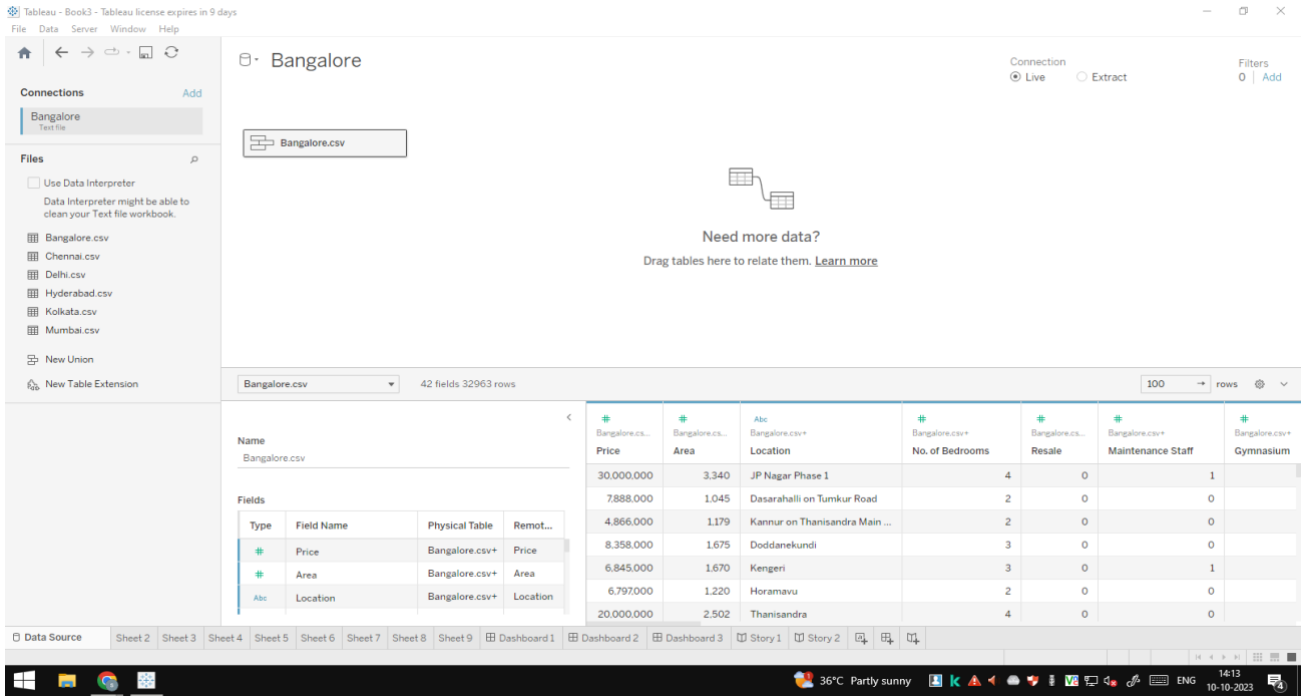


Tableau - Book3 - Tableau license expires in 9 days

File Data Server Window Help

Connections [Add](#)

Bangalore
Text file

Files

☐ Use Data Interpreter
Data Interpreter might be able to clean your Text file workbook.

Bangalore.csv
Chennai.csv
Delhi.csv
Hyderabad.csv
Kolkata.csv
Mumbai.csv

New Union

New Table Extension

Bangalore.csv+
Bangalore.csv

Connection: Bangalore

Bangalore.csv
Chennai.csv
Delhi.csv
Hyderabad.csv
Kolkata.csv

Tables in union: 6

Apply OK

100 rows

	Bangalore.csv+	Bangalore.csv+	Bangalore.csv+	Bangalore.csv+	
	No. of Bedrooms	Resale	Maintenance Staff	Gymnasium	
30,000,000	3.340	JP Nagar Phase 1	4	0	1
7,888,000	1.045	Dasarahalli on Tumkur Road	2	0	0
4,866,000	1.179	Kannur on Thanisandra Main ...	2	0	0
8,358,000	1.675	Doddanekundi	3	0	0
6,845,000	1.670	Kengeri	3	0	1
6,797,000	1.220	Horamavu	2	0	0
20,000,000	2.502	Thanisandra	4	0	0

Data Source Sheet 2 Sheet 3 Sheet 4 Sheet 5 Sheet 6 Sheet 7 Sheet 8 Sheet 9 Dashboard 1 Dashboard 2 Dashboard 3 Story 1 Story 2

36°C Partly sunny 14:13 10-10-2023

To sign up for Zoho Books:



Upload Your Organization Logo

Preferred Image Dimensions: 240 × 240 pixels @ 72 DPI
Maximum File Size: 1MB

Organization Name*

Keerthi Sweets

Industry* ?

Educatio

Organization Location*

India

Organization Address ?

Street 1

Street 2

City

ZIP/Postal Code

Tamil Nadu

9345799921

Fax Number

Website URL

Organization Address Format >

Would you like to add a different address for payment stubs?

No ☐

Primary Contact

SENDER

shruthikrishnan691

(shruthikrishnan691@gmail.com)

EMAILS ARE SENT THROUGH

Email address of Zoho Books

(message-service@sender.zoho-books.in)



Your primary contact's email address belongs to a public domain. So, emails will be sent from **message-service@sender.zoho-books.in** to prevent them from landing in the Spam folder. If you still want to send emails using the public domain, [change setting](#) >

Fiscal Year

April - March

Report Basis

☒ Accrual • You owe tax as of invoice date
☐ Cash • You owe tax upon payment receipt

Language

English

Time Zone

(GMT 5:30) India Standard Time (Asia/Calcutta)

Date Format

dd/MM/yyyy [16/10/2023]

/

Company ID

Company ID :

Tax ID

Tax ID :

Additional Fields

LABEL NAME

VALUE

Label

Value

Activity 2: Introduction



We've sent an email to nvarsha411@gmail.com. Please verify it to start invoicing your clients.

[RESEND VERIFICATION EMAIL](#)

Boo

Search in Customers

Trial expire...

Subscribe +

Agarwal Sweets priva...

Home

Items

Banking

Sales

Purchases

Time Tracking

Accountant

Reports

Documents

Payroll

Dashboard

Getting Started

Recent Updates

Announcements

Join our daily webinar and get all your questions answered live!

Total Receivables ⓘ

New

Total Unpaid Invoices ₹0.00

CURRENT

OVERDUE

₹0.00

₹0.00 ▼

Total Payables ⓘ

New

Total Unpaid Bills ₹0.00

CURRENT

OVERDUE

₹0.00

₹0.00 ▼

Cash Flow ⓘ

This Fiscal Year ▼

Cash as on 01/04/2023

₹0.00

Incoming

₹0.00 +

Outgoing

₹0.00 -

Cash as on 31/03/2024

₹0.00 =

Income and Expense ⓘ

This Fiscal Year ▼

Accrual

Cash

No Expense recorded for this fiscal year

Total Income

₹0.00

Total Expenses

₹0.00

* Income and expense values displayed are exclusive of taxes.

Projects ⓘ

00:00

UNBILLED HOURS

₹0.00

UNBILLED EXPENSES

Add Project(s) to this watchlist

Show All Projects

Bank and Credit Cards ⓘ

Yet to add Bank and Credit Card details

Add Bank Account

Contact Support

≡

🏠

↩



We've sent an email to nvarsha411@gmail.com. Please verify it to start invoicing your clients.

[RESEND VERIFICATION EMAIL](#)

Search in Customers

Trial expire...

[Subscribe](#)

Agarwal Sweets priva...

[Back to All Settings](#)[Close Settings](#)

Organization Profile

ID: 60024618711



Upload Your Organization Logo

This logo will be displayed in transaction PDFs and email notifications.

Preferred Image Dimensions: 240 x 240 pixels @ 72 DPI
Maximum File Size: 1MB

Organization Name*

Agarwal Sweets private limited

Industry*

Food Services (Restaurants/Fast Food)

Organization Location*

India

Organization Address

Street 1

Street 2

City

ZIP/Postal Code

Tamil Nadu

9384900656

Fax Number

Website URL

[Organization Address Format](#)

Would you like to add a different address for payment stubs?

No

Primary Contact

SENDER

nvarsha411

(nvarsha411@gmail.com)

EMAILS ARE SENT THROUGH

Email address of Zoho Books

(message-service@sender.zoho-books.in)



Your primary contact's email address belongs to a public domain. So, emails will be sent from message-service@sender.zoho-books.in to prevent them from landing in the Spam folder. If you still want to send emails using the public domain, [change setting](#)

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Report Basis

☒ Accrual • You owe tax as of invoice date☐ Cash • You owe tax upon payment receipt

Language

English

Time Zone

(GMT 5:30) India Standard Time (Asia/Calcutta)

Date Format

dd/MM/yyyy [16/10/2023]

/

Company ID

Company ID :

Tax ID

Tax ID :

Additional Fields


LABEL NAME	VALUE
Label	Value

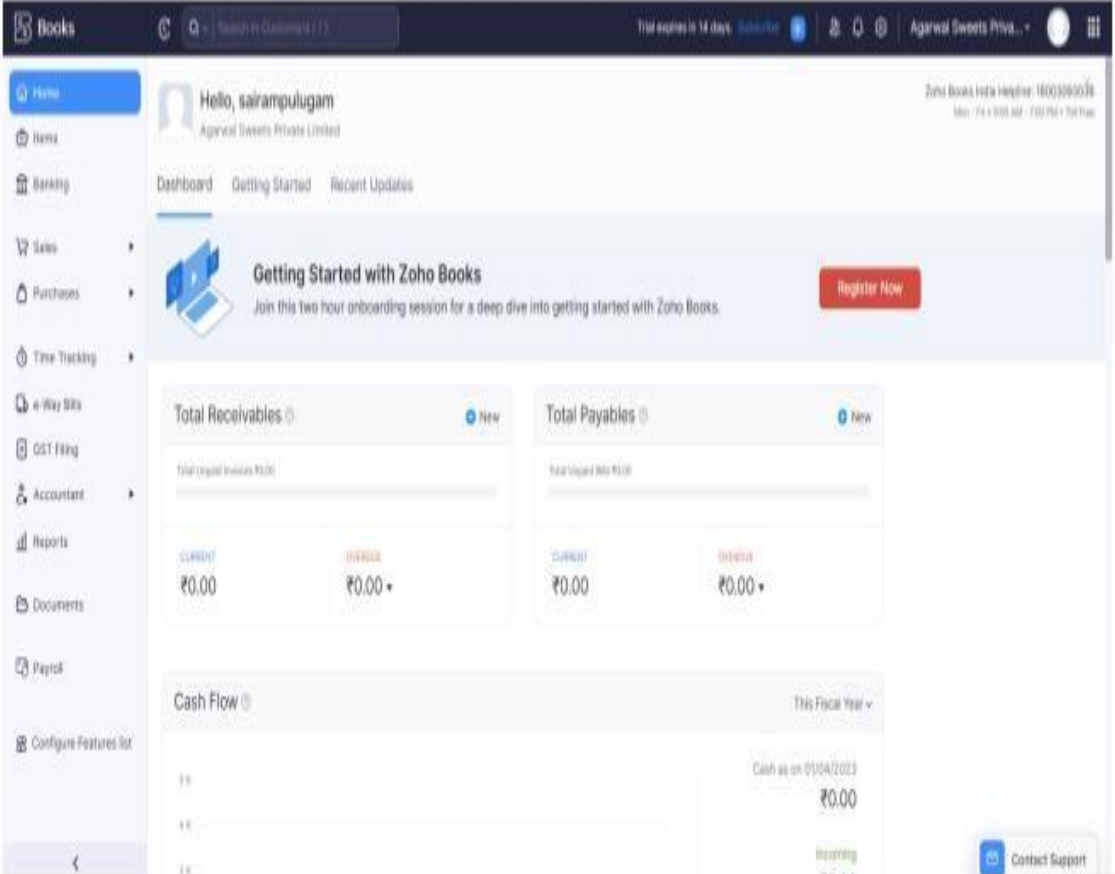
[Add Additional Field](#)

Activity 2: Introduction

Before we get into the specifics, see where you'll find what.

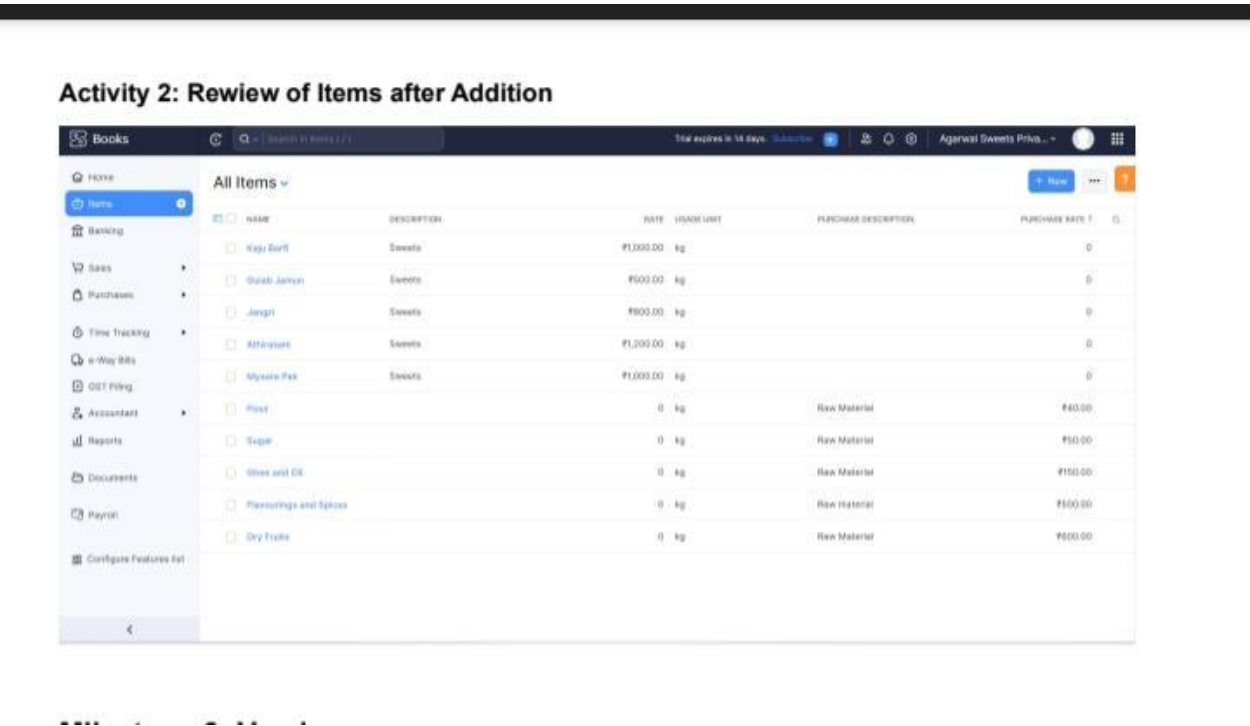
Introduction:

1. The **Navigation Panel** on the left-hand side lists all the modules of Zoho Books.
2. Get into the **Sales tab** and the **Purchases tab** to manage Quotes, Invoices, Expenses, Bills, and more.
3. The Quick Create button  by the respective modules is the shortcut to create new transactions.
4. The Quick Create option can be used to create a transaction on the fly from anywhere in Zoho Books.
5. Clicking on the Recent Activities option will display a list of most recent transactions you have carried out in your organization.
6. Use the Search bar to quickly find a specific transaction, contact, item or more.
7. The Notifications Section will notify you of any customer activity on the customer portal as well as announcements from the Zoho Books team.
8. Click on the Settings icon to manage your Organization Profile, Users, Subscriptions and more.



The screenshot displays the Zoho Books dashboard for a user named sairampulagam. The interface includes a navigation panel on the left with modules such as Home, Items, Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, Payroll, and Configure Features. The main area features a 'Getting Started with Zoho Books' banner, followed by 'Total Receivables' and 'Total Payables' cards, both showing ₹0.00 for current and overdue amounts. Below these is a 'Cash Flow' card also showing ₹0.00. The top right corner indicates a trial expiration in 14 days and a user profile for Agarwal Sweets Private Limited.

Activity 2: Rewiew of Items after Addition



Milestone 3: Vendors

Activity 1: Vendors Creation

Books | Search in vendors (1/1) | Trial expires in 14 days. | Agave Sweets Price...

Primary Contact | Sankalan | First Name | Last Name

Company Name

Vendor Shipping Name

Vendor Email

Vendor Phone | Work Phone | Mobile

Other Details | Address | Contact Persons | Bank Details | Custom Fields | Reporting Tags | Remarks

GST Treatment | Select a GST Treatment

TIN

Source Of Supply

Currency | INR - Indian Rupee

Opening Balance | INR

Save **Cancel**

Activity 2: Review of Vendors List

Books | Search in vendors (1/1) | Trial expires in 14 days. | Agave Sweets Price...

Active Vendors | **Iyyanger Sugar Traders** | Edit | New Transaction | More

Overview | Comments | Transactions | Mails | Statement

Iyyanger Sugar Traders | Add | Edit | Print | Delete

ADDRESS

Billing Address | No Billing Address - Add new address

Shipping Address | No Shipping Address - Add new address

OTHER DETAILS

Default Currency: INR
Payment Terms: Net 30
GST Treatment: Registered Business - Regular
GSTIN: 33AAAAA0000A1Z5
PAN: AAAAN0000A
Source Of Supply: Tarek Nuts
Portal Status: Disabled
Portal Language: English

TAX INFORMATION

What's Next for Your Vendor?

Your vendor has been added. Create a purchase order or record a bill for the items you buy from your vendor.

New Purchase Order **New Bill**

You can request your contact to directly update the GSTIN by sending an email. Send email

Payment due period: Net 30

Payables

CURRENCY	OUTSTANDING PAYABLES	UNUSED CREDITS
INR - Indian Rupee	₹0.00	₹0.00

[View Opening Balance](#)

Expenses | This chart is displayed in the organization's base currency. | Last 6 Months | Annual

Milestone 4: Purchases

Activity 1: Purchase Order Creation

The screenshot shows the 'New Bill' form in the Books app. The form is divided into several sections. The top section has a 'Vendor Name' dropdown menu with 'Relevance Suppliers' selected. Below this is a 'GST Treatment' dropdown menu with 'GST Treatment: Unregistered Business' selected. The next section has two dropdown menus: 'Source of Supply' and 'Destination of Supply', both with 'ITM - Tansil Mady' selected. The bottom section has a 'Bill Number' field, a 'Bill Date' field with '30/06/2024' entered, a 'Due Date' field with '30/06/2024' entered, and a 'Payment Terms' dropdown menu with 'Due on Receipt' selected. There is also a checkbox for 'This transaction is applicable for reverse charge' and buttons for 'Save as Draft', 'Save as Open', and 'Cancel'. The left sidebar shows the 'Books' app interface with various navigation options like Home, Bills, Billing, Sales, Purchase Orders, and more.

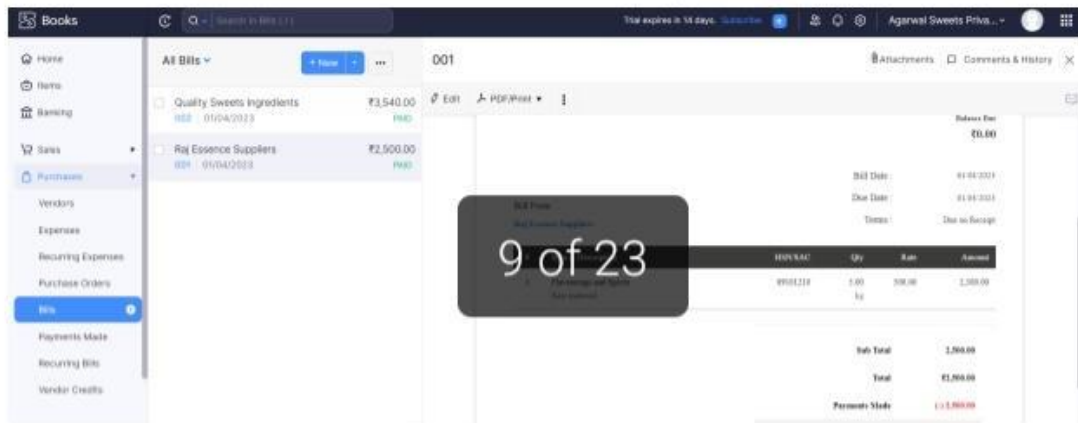
Aslo we can attach the Scanned Copy of the Bill below for any future reference and documentation.

Activity 2: Purchase Order to Purchase Bills Conversion

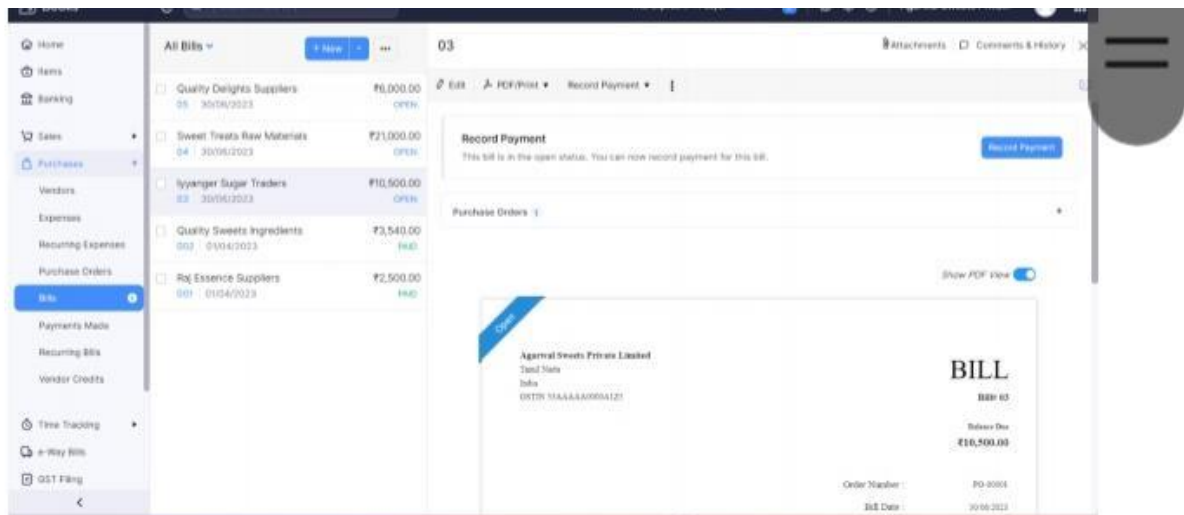
The screenshot displays the Zoho Books application. On the left, a sidebar menu lists various accounting functions: Home, Sales, Banking, Sales, Purchase Orders (highlighted), Vendors, Expenses, Recurring Expenses, Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The main area is divided into two panels. The left panel, titled 'All Purchase Ord...', shows a list of three purchase orders: 'Quality Delights Suppliers' for \$6,000.00, 'Sweet Treats Raw Materials' for \$21,000.00, and 'Syringer Sugar Traders' for \$10,000.00. The right panel shows the details for 'PO-00001', including the vendor 'Agarwal Incent Private Limited', the title 'PURCHASE ORDER', and a table with columns for 'Description', 'Qty', 'Rate', and 'Amount'. A large black box with the text '8 of 23' is overlaid on the center of the image.

Activity 3: Direct Vendor Purchases Bills Creation:

Activity 4: Payment Marking to Purchase Bill



Activity 5: Reconciliation of Open Bills



Milestone 5: Customers

Activity 1: Customers Creatio

select from menu and give the required fields and click on save.

New Customer

Customer Type: ☒ Business ☐ Individual

Primary Contact: Salutation First Name Last Name

Company Name

Customer Display Name

Customer Email

Customer Phone: Work Phone Mobile

Other Details: Address Contact Person Custom Fields Reporting Tags Remarks

GST Treatment:

PAN

Place of Supply:

Save **Cancel**

Activity 2: Review the Customers List

Active Customers

NAME	COMPANY NAME	EMAIL	WORK PHONE	PLACE OF SUPPLY	RECEIVABLES (BCH)	UNUSED CREDITS (BCH)
<input type="checkbox"/> Mr. Karthik Krishnan				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Mr. Karthika Rajendran				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Mr. Aravindan Mari				Tamil Nadu	₹0.00	₹0.00
<input type="checkbox"/> Mr. Priya Rangasathan	Priya Sweets			Telangana	₹0.00	₹0.00
<input type="checkbox"/> Mr. Suresh Kumar Iyer	Suresh Sweets			Tamil Nadu	₹0.00	₹0.00

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Milestone 5: Customers

Activity 1: Customers Creation:

necessary fields:

New Sales Order

Customer Name

Company Name

Email

Work Phone

Place of Supply

Receivables (BCH)

Unused Credits (BCH)

Save

Activity 2: Review the Customers List

The screenshot shows the 'Purchase Order' form in the Books application. The left sidebar contains navigation links: Home, Items, Banking, Sales, Purchases, Vendors, Expenses, Recurring Expenses, Purchase Orders (selected), Bills, Payments Made, Recurring Bills, Vendor Credits, Time Tracking, e-Way Bills, and GST Filing. The main area is titled 'All Purchase Ord...' and shows a list of purchase orders. The selected order is 'PO-00001' for 'Agarwal Sweets Private Limited'. The form displays the vendor's address, the purchaser's address, and a table of items. The total amount is ₹10,000.00.

#	Item & Description	QTY	Rate	Amount
1	Sugar	200.00	50.00	10,000.00

Sub Total: ₹10,000.00
CGST 12.5%: 1250.00
SGST 12.5%: 1250.00
Total: ₹12,500.00

Activity 3: Create a New Purchase Order

Milestone 6: Sales

Activity 1: Sales Order Creation

The screenshot shows the 'New Sales Order' form in the Books application. The left sidebar contains navigation links: 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 is titled 'New Sales Order' and shows a form to create a new sales order. The form includes fields for Customer Name, Sales Order Number, Sales Order Date, Expected Shipment Date, Payment Terms, Delivery Method, and Salesperson. The total amount is ₹0.00.

#	Item & Description	QTY	Rate	Amount
---	--------------------	-----	------	--------

Total Amount: ₹0.00
Total Quantity: 0

Activity 2: Sales Order to Sale Invoice Conversion

automatically in to Invoice:

The screenshot shows the 'Books' application interface. On the left is a sidebar with navigation options: Home, Items, Banking, Taxes, Customers, Quotes, Sales Orders (highlighted), Delivery Chances, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bill, and GST Filing. The main area displays 'All Sales Orders' with a list of two orders. The first order is selected, showing details for 'Mr. Priya Ranganathan' with a total of ₹42,000.00. The second order is for 'Mr. Suresh Kumar Iyer' with a total of ₹1,05,000.00. The 'Sales Order' form is open, showing a preview of the invoice. The form includes fields for 'To' (Mr. Priya Ranganathan), 'From' (Agarwal Sweet's Private Limited), 'Bill To' (Mr. Suresh Kumar Iyer), 'Ship To' (Mr. Suresh Kumar Iyer), and 'Place of Supply' (Tand India (P)). A table of items is shown with one item: 'Kaju Barfi' with a quantity of 1,000.00 and a rate of ₹42.00, totaling ₹42,000.00. The 'Invoice Status' is 'INVOICED'.

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Activity 3: Direct Sale Invoices

The screenshot shows the 'Books' application interface for creating a 'New Invoice'. The sidebar is the same as in the previous screenshot. The main area displays the 'New Invoice' form. The form includes fields for 'Customer Name' (a dropdown menu), 'Invoice No.' (HW-000004), 'Order Number', 'Invoice Date' (30/06/2023), 'Terms' (Due on Receipt), 'Due Date' (30/06/2023), 'Salesperson' (a dropdown menu), and 'Subject' (a text area). The total amount is ₹7,000. The form also includes a 'Save as Draft' button, a 'Save and Issue' button, and a 'Cancel' button. The 'Invoice Status' is 'INVOICED'.

Milestone 11: Bank Entries

.Date Particulars Debit Credit Balance

01-04-2023 Capital Deposit 100000 100000

01-04-2023 Cash Withdrawl for petty cash 10000 90000

10-04-2023 Paid to Iyyanger Sugar Traders 10500 79500

10-04-2023 Paid to Sweet Treats Raw Materials 21000 58500

10-04-2023 Paid to Quality Delights Suppliers 6000 52500

25-04-2023 Amount received from customer Mr. Suresh Kumar 105000
157500

30-04-2023 Rent Payment 23600 133900

30-04-2023 Petty Cash Deposit 50000 183900

5. **Conclusion:**

Keerthi Sweets is a Private Limited company also registered under GST in Tamil Nadu. Keerthi Sweets is a Manufacturer and trader of various sweets in wholesale and retail, it has a wide range of customers (B2B & B2C) all over the state and it procures raw material from various suppliers in the state. It operates at a Gross

Profit margin of 50%.

6. Future scope:

Sweet business is very profitable and financial rewarding, mostly yield a good profits in Business you can make private label any of your products , this gives you an advantage by Presenting exclusive products to your customers .