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 healthhub medical clinic	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM	
Semester	6	
Group Number	NM2023TMID36280	
Total Members of the Group	4	
Group Members Details		

Name of the Member	University Register. No	Student NM ID	
Prabha.P	C1C15391	7F3057EF59316FB9E6141665B63E2B49/NM2023TMID36280	
Harshini.T	C1C15361	21380284F18D11B9608421DE9CB9392B	
Sharmila.S	C1C15402	2D5D5240D09A1ABB8D74088D8057C07D	
Tharani.N	C1C15414	B6C5460107A8D229164423FDDD072A85	

Under the Guidance	Ms.R.Anu	
SPOC	Ms.P.UMADEVI	

PREPARATION AND MAINTENANCE OF ZOHO BOOKS FOR HEALTHHUB MEDICAL CLINIC

1. Introduction.

1.1 Overview

HealthHub Medical Clinic, a healthcare facility, relies on Zoho Books to manage patient billing and invoicing.

They can track medical service fees, manage insurance payments, and generate statements for patients. Zoho Books helps them maintain financial transparency and ensures efficient billing processes.

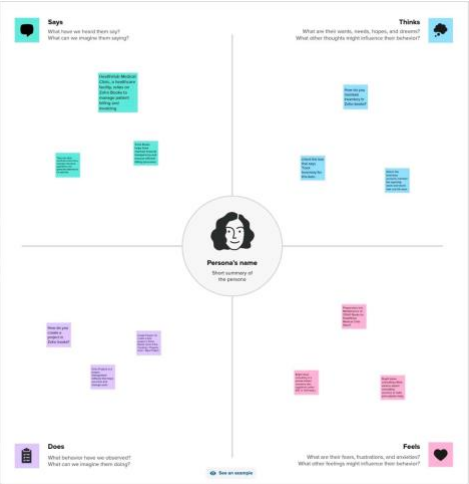
1.2 Purpose

They can track medical service fees, manage insurance payments, and generate statements for patients. Zoho Books helps them maintain financial transparency and ensures efficient billing processes.

HealthHub Medical Clinic, a healthcare facility, relies on Zoho Books to manage patient billing and invoicing

2. Problem Definition and Design Thinking

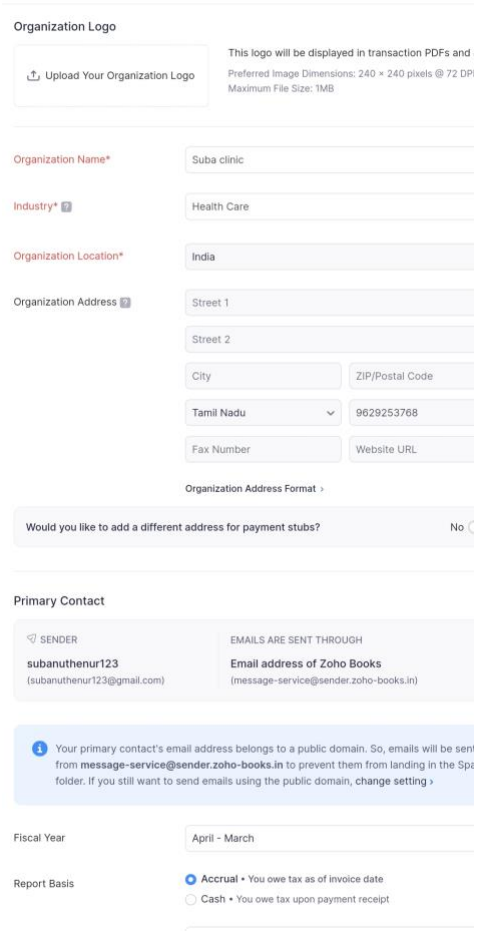
a. Empathy Map



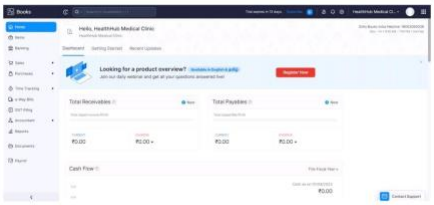
2.2 Ideation and Brainstroming Map

Milestone 1: set up your account

Activity 1: sign up for a Zoho books account and login

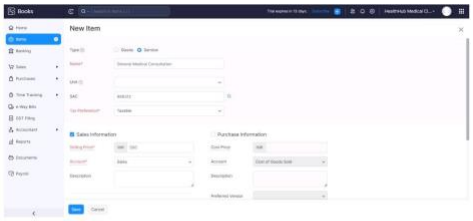


Activity:2 Introduction



Milestone 2:Service creation

Activity 1: Creation



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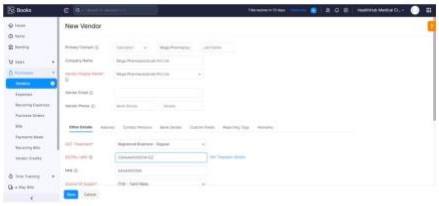
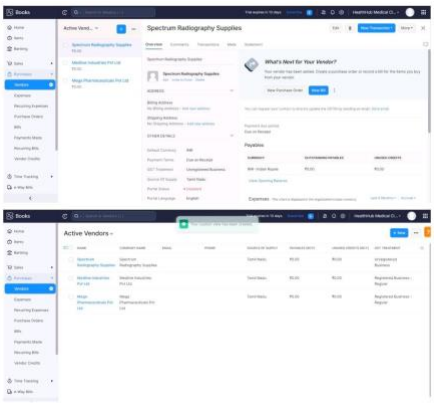
Activity 2: Review of items after addition

Milestone 3:Vendors

Activity 1: Vendor's Creation

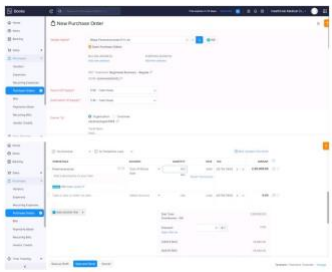


Activity 2: Review of vendors list

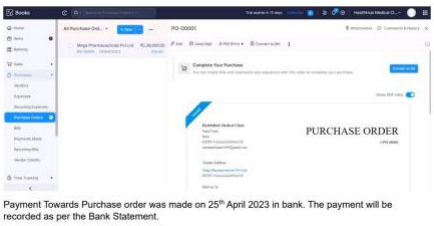


Milestone 4: Purchase

Activity 1: Purchase Order Creation

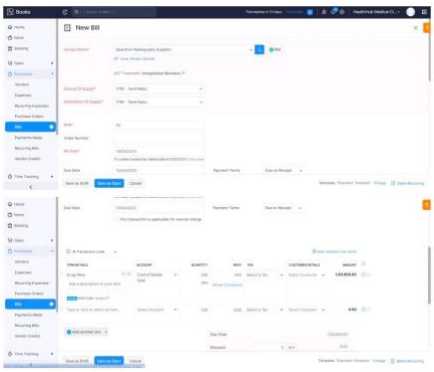


Activity 2: Purchase order to purchase Bills convertion



Payment Towards Purchase order was made on 25th April 2023 in bank. The payment will be recorded as per the Bank Statement.

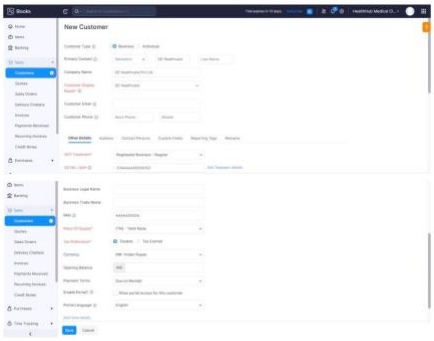
Activity 3: Direct vendor purchases bills creation



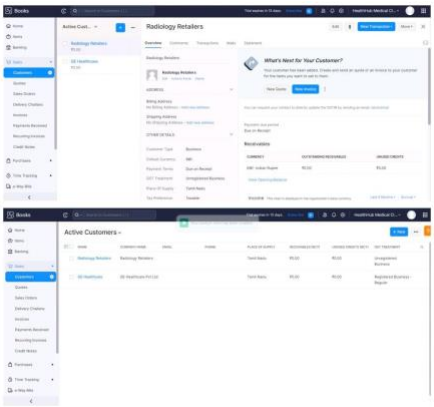
Activity 4: Reconciliation of open and outstanding bills

Milestone 5: Customer

Activity 1: Customers creation

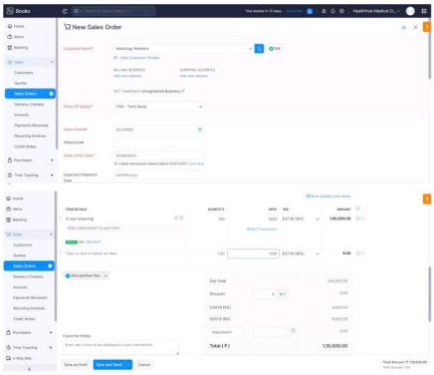


Activity 2: Review the customers list

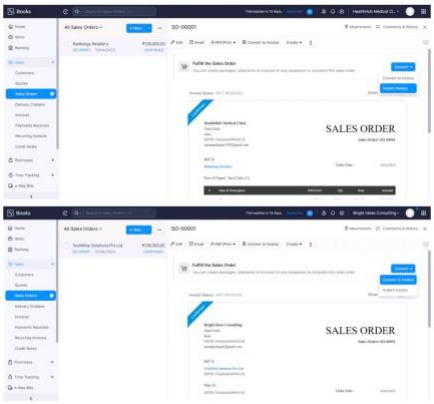


Milestone 6: Sales

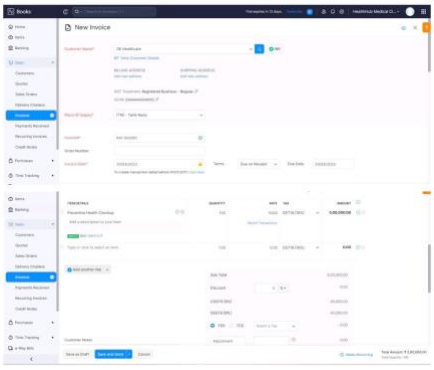
Activity 1: sales order creation



Activity 2: sales order to sales invoice convertion



Activity 3: Direct sale invoices



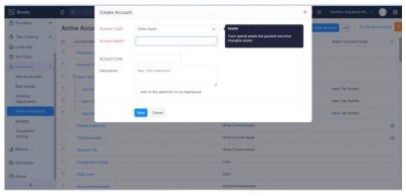
Activity 4: Reconciliation of open invoices

Milestone 7: Bank Account Activity

1: Adding Bank Account

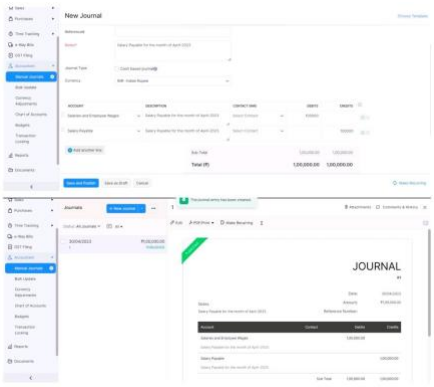
Milestone 8:Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers



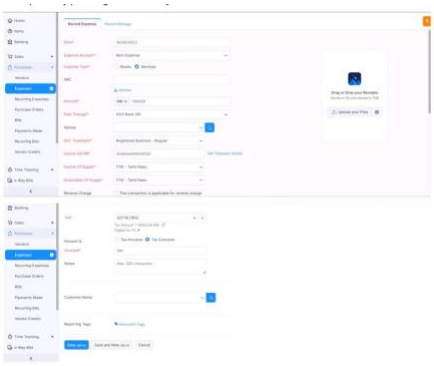
Milestone 9: Journal Entries:

Activity 1: Recording of journal Entries

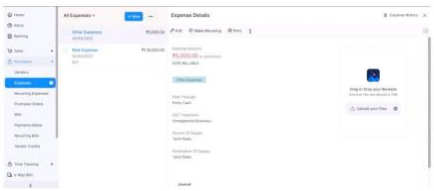


Milestone 10: Expenses & Bills

Activity 1: Expenses & Bills Entry



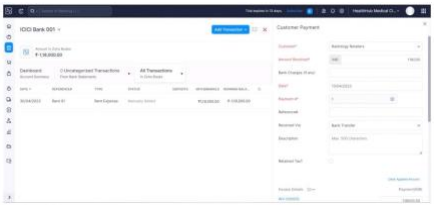
After recording the Expenses Entries:



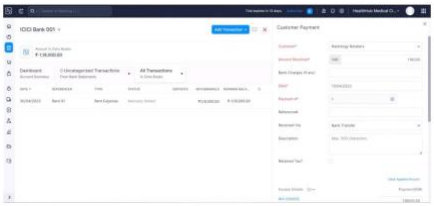
Milestone 11:Bank Entries

Activity 1: Recording of Bank Transaction

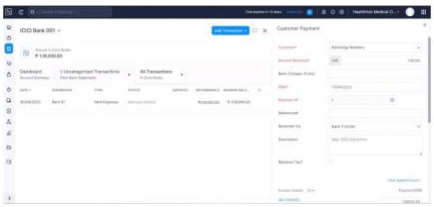
For customer payment:



For vendor payment:

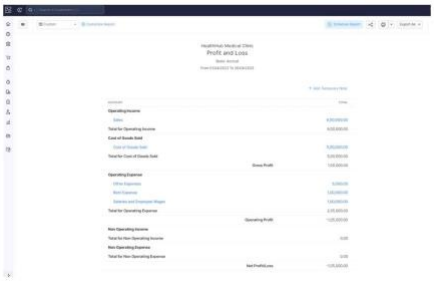


For Salary payment record journal Entry:



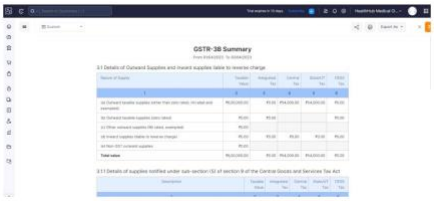
Milestone 12: Financial Reports:

Activity 1: profit and loss account

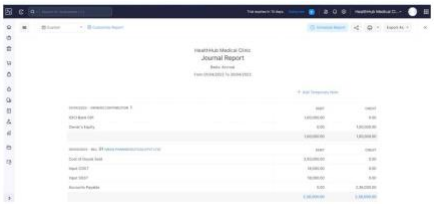


Activity 2: Balance sheet

Activity 3: GST Reports



Activity 4: Journal Report



Activity 5: Accounts Receivable Aging Details

Activity 6 Account Payable Aging Details

Conclusion:

The patients may coordinate to the ambulance, hospital, clinic and nursing for immediate problems. The doctors, nurses, ward boys and paramedical officers are the components of the health care system.