



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	
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SPOC	Ms.P.UMADEVI	

## PREPARATION AND MAINTENANCE OF ZOHOBK 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.*

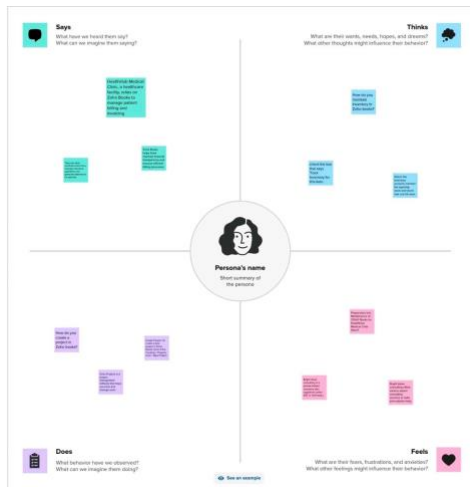
#### 1.2 Purpose

*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

Organization Logo

Upload Your Organization Logo

This logo will be displayed in transaction PDFs and  
Preferred Image Dimensions: 240 x 240 pixels @ 72 DPI  
Maximum File Size: 1MB

Organization Name\*

Suba clinic

Industry\*

Health Care

Organization Location\*

India

Organization Address

Street 1

Street 2

City

ZIP/Postal Code

Tamil Nadu

9629253768

Fax Number

Website URL

Organization Address Format >

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

No

Primary Contact

SENDER

subanuthenur123  
(subanuthenur123@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

## Activity:2 Introduction

The screenshot displays the Zoho Books web application interface. On the left is a sidebar menu with options like Home, Books, Billing, Sales, and more. The main dashboard area shows a header for 'Hells, Healthful Medical Clinic' and a 'Looking for a product overview?' banner. Below this, there are two summary cards: 'Total Receivables' and 'Total Payables', each with a 'New' button. A table below these cards shows financial data with columns for 'Amount' and 'Status'. At the bottom, there's a 'Cash Flow' section with a 'View Report' button.

## Milestone 2:Service creation

### Activity 1: Creation

6

## Activity 2: Review of items after addition

Name	Category	Status	Priority	Assign To	Due Date	Created By	Created At
Item 1	Category 1	Active	High	John Doe	2023-10-25	John Doe	2023-10-25 10:00
Item 2	Category 2	Active	Medium	Jane Smith	2023-10-26	Jane Smith	2023-10-25 11:00
Item 3	Category 3	Active	Low	John Doe	2023-10-27	John Doe	2023-10-25 12:00

## Milestone 3: Vendors

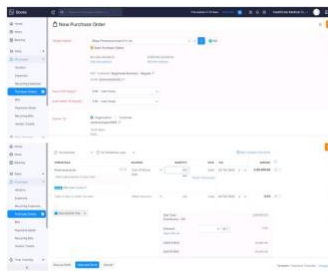
### Activity 1: Vendor's Creation

### Activity 2: Review of vendors list

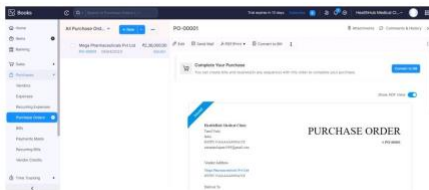
Name	Email	Phone	Address	Website	Tax ID	Status	Created At
Vendor 1	vendor1@example.com	123-456-7890	123 Main St, New York, NY 10001	www.vendor1.com	123456789	Active	2023-10-25 10:00
Vendor 2	vendor2@example.com	987-654-3210	456 Main St, Los Angeles, CA 90001	www.vendor2.com	987654321	Active	2023-10-25 11:00
Vendor 3	vendor3@example.com	555-555-5555	789 Main St, Chicago, IL 60601	www.vendor3.com	555555555	Active	2023-10-25 12:00

## Milestone 4: Purchase

### Activity 1: Purchase Order Creation

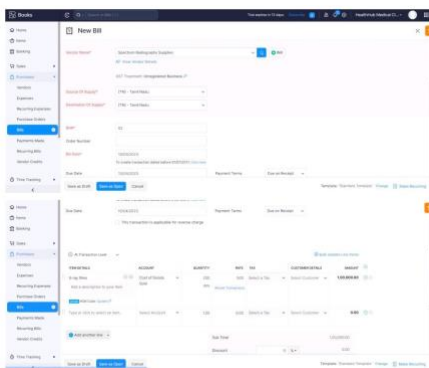


### Activity 2: Purchase order to purchase Bills conversion



Payment Towards Purchase order was made on 25<sup>th</sup> 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 6: Sales

### Activity 1: sales order creation

The screenshot shows the 'New Sales Order' form in the SaaS system. The form is divided into several sections: 'Customer Information' (including Name, Address, and Contact details), 'Product Information' (including Product Name, Quantity, and Price), and 'Order Summary' (including Total Amount, Tax, and Discount). The form is filled out with sample data, and the 'Save' button is visible at the bottom right.

### Activity 2: sales order to sales invoice conversion

The first screenshot shows the 'Sales Order' form with a 'Convert to Invoice' button. The second screenshot shows the 'New Invoice' form, which is generated from the sales order. The 'New Invoice' form includes fields for 'Invoice Number', 'Invoice Date', 'Invoice Amount', and 'Invoice Status'. The 'Convert to Invoice' button is also visible in the second screenshot.

### Activity 3: Direct sale invoices

The screenshot shows the 'New Invoice' form in the SaaS system. The form is divided into several sections: 'Customer Information' (including Name, Address, and Contact details), 'Product Information' (including Product Name, Quantity, and Price), and 'Invoice Summary' (including Total Amount, Tax, and Discount). The form is filled out with sample data, and the 'Save' button is visible at the bottom right.

### Activity 4: Reconciliation of open invoices



The screenshot shows the 'Bank' module interface. On the left is a sidebar with navigation options: Home, Bank, Billing, Reports, Bank Transfer, Bank Statement, Bank Reconciliation, Bank Feeds, Bank Import, Bank Export, Bank Settings, Bank Transfer, Bank Statement, Bank Reconciliation, Bank Feeds, Bank Import, Bank Export, Bank Settings. The main area displays a table titled 'All Invoices' with columns: ID, Date, Invoice, Amount, Status, Due Date, and Total. The table contains two rows of data.

ID	Date	Invoice	Amount	Status	Due Date	Total
1	2023-01-01	1000000000	1000000000	PAID	2023-01-01	1000000000
2	2023-01-01	1000000000	1000000000	PAID	2023-01-01	1000000000

## Milestone 7: Bank Account Activity

### 1: Adding Bank Account

The screenshot shows the 'Add Bank or Credit Card' form. The form has a sidebar with navigation options: Home, Bank, Billing, Reports, Bank Transfer, Bank Statement, Bank Reconciliation, Bank Feeds, Bank Import, Bank Export, Bank Settings. The main area contains a form with fields for: Bank Name, Account Number, Card Number, Expiry Date, and Cardholder Name. There are also checkboxes for 'Is Active' and 'Is Default'. A 'Save' button is at the bottom right.

## Milestone 8:Accounts & Ledgers

### Activity 1: Creation of New Accounts/Ledgers

The screenshot shows the 'Create New Account' dialog box. The dialog has a sidebar with navigation options: Home, Bank, Billing, Reports, Bank Transfer, Bank Statement, Bank Reconciliation, Bank Feeds, Bank Import, Bank Export, Bank Settings. The main area contains a form with fields for: Account Name, Account Number, and Account Type. There are also checkboxes for 'Is Active' and 'Is Default'. A 'Save' button is at the bottom right.

## Milestone 9: Journal Entries:

### Activity 1: Recording of journal Entries

**New Journal**

Journal Name: Sales Return for the month of April 2023

Account	Amount	Debit	Credit
Sales Return	1,00,000.00		
Sales Tax		10,000.00	
<b>Total</b>		1,10,000.00	

Date: 01/04/2023  
Voucher Type: Sales Return

## Milestone 10: Expenses & Bills

### Activity 1: Expenses & Bills Entry

**New Expense**

Voucher Type: Expense

Account	Amount	Debit	Credit
Purchase	1,00,000.00		
Purchase Tax		10,000.00	
<b>Total</b>		1,10,000.00	

Date: 01/04/2023

After recording the Expenses Entries:

**Expense Details**

Date	Amount	Debit	Credit
01/04/2023	1,00,000.00		
01/04/2023	10,000.00		
<b>Total</b>		1,10,000.00	

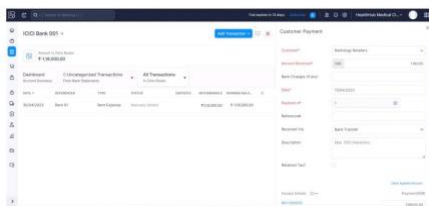
Date: 01/04/2023  
Voucher Type: Expense

## Milestone 11: Bank Entries

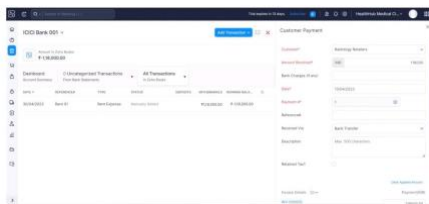
## Activity 1: Recording of Bank Transaction



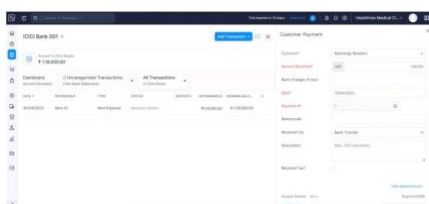
For customer payment:



For vendor payment:



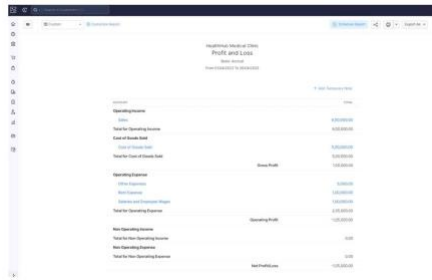
For Salary payment record journal Entry:



### Milestone 12: Financial Reports:



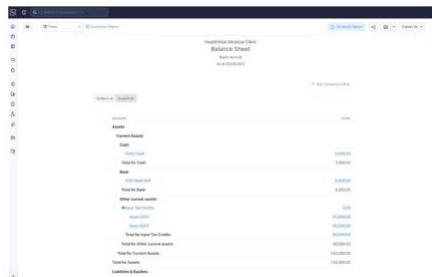
## Activity 1: profit and loss account



The screenshot shows the Profit and Loss account for the period from 01/04/2023 to 31/03/2024. The account is structured as follows:

Particulars	Amount
<b>Opening Balance</b>	
Date	01/04/2023
Balance Brought Forward	₹ 1,00,000.00
<b>Cost of Goods Sold</b>	
Date	01/04/2023
Balance Brought Forward	₹ 1,00,000.00
<b>Opening Balance</b>	
Date	01/04/2023
Balance Brought Forward	₹ 1,00,000.00
<b>Cost of Goods Sold</b>	
Date	01/04/2023
Balance Brought Forward	₹ 1,00,000.00
<b>Profit</b>	
Date	01/04/2023
Balance Brought Forward	₹ 1,00,000.00
<b>Profit</b>	
Date	01/04/2023
Balance Brought Forward	₹ 1,00,000.00

## Activity 2: Balance sheet



The screenshot shows the Balance Sheet for the period from 01/04/2023 to 31/03/2024. The account is structured as follows:

Particulars	Amount
<b>Assets</b>	
Date	01/04/2023
Balance Brought Forward	₹ 1,00,000.00
<b>Liabilities</b>	
Date	01/04/2023
Balance Brought Forward	₹ 1,00,000.00

## Activity 3: GST Reports



The screenshot shows the GST-16 Summary for the period from 01/04/2023 to 31/03/2024. The summary is as follows:

Particulars	Amount
<b>GST-16 Summary</b>	
Date	01/04/2023
Balance Brought Forward	₹ 1,00,000.00

## Activity 4: Journal Report



The screenshot shows the Journal Report for the period from 01/04/2023 to 31/03/2024. The report is as follows:

Particulars	Amount
<b>Journal Report</b>	
Date	01/04/2023
Balance Brought Forward	₹ 1,00,000.00

## Activity 5: Accounts Receivable Aging Details

Account Group	Account	Invoice	01.01.2023	31.12.2023	Invoice	Total
00000000000000000000			10,000,000.00			10,000,000.00

## Activity 6 Account Payable Aging Details

Account Group	Account	Invoice	01.01.2023	31.12.2023	Invoice	Total
00000000000000000000			10,000,000.00			10,000,000.00

## 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.



