



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	12		
Total Members of the Group	4		
Group Members Details			
Name of the Member	University Register. No	Student NM ID	
M.kalaivani	C1C15367	CD90575620CC27095ED 480DCF2F2E0D6	
P.kavya	C1C15373	69DE477254A069F838 349A3C25A49F07	
G.jeevitha	C1C15365	508F4325C5C46B38975 4D258A19B9346	
R.lalitha	C1C15378	4A0644E84DFF8908 AB34645DFC918D75	

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

## PREPARATION AND MAINTENANCE OF ZOHOBK 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.*

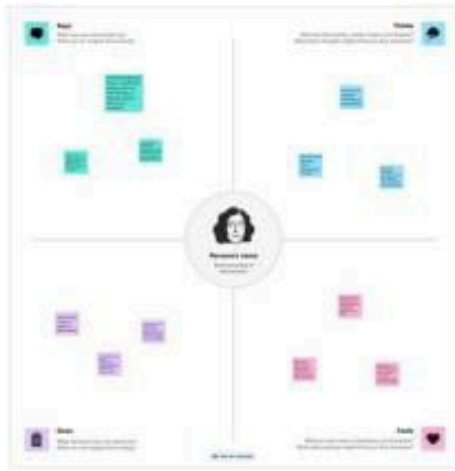
#### 1.2 Purpose

*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

**Organization Logo**

Upload Your Organization Logo This logo will be displayed in transaction PDFs and Preferred report Dimensions: 240 x 240 pixels @ 72 DPI Minimum File Size: 30K

Organization Name

Subsidiary

Industry

Health Care

Organization Location

Address

Street 1

Street 2

City

Zip Postal Code

Land Mobile

9629253756

For Number

Mobile 181

Organization Address Format

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

No

**Primary Contact**

First Name

subencheru123

Last Name

subencheru123@gmail.com

Email Address of Zoho Books

message-service@zoho-books.in

**Primary Contact's email address belongs to a public domain. So, emails will be sent from message-service@zoho-books.in in general. Even from sending in the Spj folder. If you still want to send emails using the public domain, change setting.**

Fiscal Year

April - March

Report Basis

Actual - You see list of all invoice date

Cash - You see list upon payment receipt

## Activity:2 Introduction



## Milestone 2:Service creation

### Activity 1: Creation



4

## Activity 2: Review of items after addition

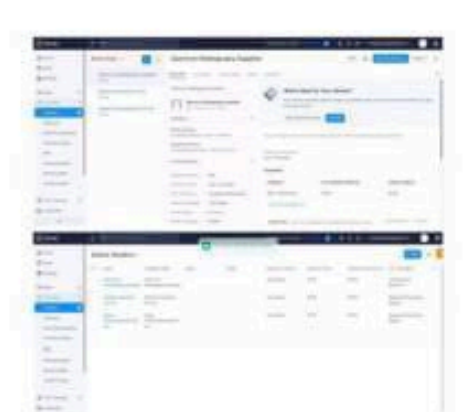


## Milestone 3: Vendors

### Activity 1: Vendor's Creation



### Activity 2: Review of vendors list



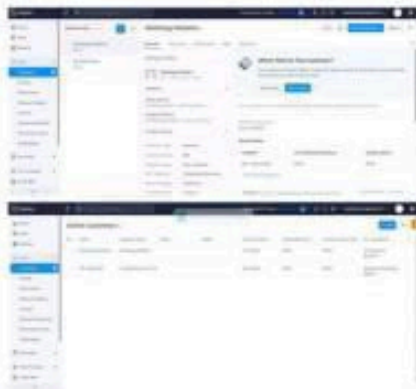


## Milestone 5: Customer

### Activity 1: Customers creation

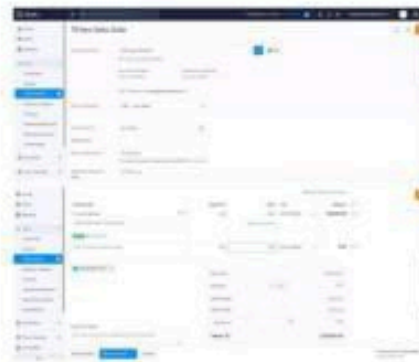


### Activity 2: Review the customers list



## Milestone 6: Sales

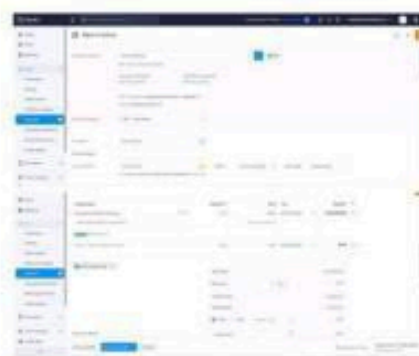
### Activity 1: sales order creation



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



### 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:

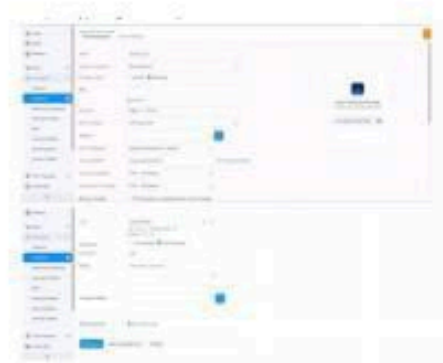
### Activity 1: Recording of journal Entries





## Milestone 10: Expenses & Bills

### Activity 1: Expenses & Bills Entry



After recording the Expenses Entries:



## Milestone 11: Bank Entries

### Activity 1: Recording of Bank Transaction



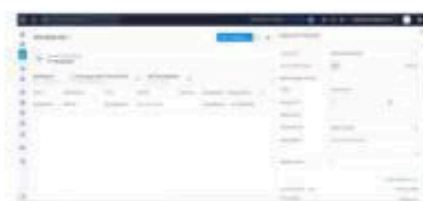
For customer payment:



For vendor payment:



For Salary payment record journal Entry:



### Milestone 12: Financial Reports:



### Activity 1: profit and loss account



The screenshot shows a Profit and Loss account report. The title is 'Profit and Loss Statement'. The report is organized into two main columns: 'Debit' and 'Credit'. The 'Debit' column lists various expenses and losses, while the 'Credit' column lists revenues and gains. The total for each column is shown at the bottom, with the credit total being higher, indicating a profit.

Account	Debit	Credit
Revenue		10000
Cost of Sales	6000	
Gross Profit		4000
Operating Expenses	2500	
Net Profit		1500

### Activity 2: Balance sheet



The screenshot shows a Balance sheet report. The title is 'Balance Sheet'. The report is organized into two main columns: 'Assets' and 'Liabilities & Equity'. The 'Assets' column lists various assets, and the 'Liabilities & Equity' column lists liabilities and equity. The total for each column is shown at the bottom, with the totals being equal, indicating a balanced sheet.

Account	Assets	Liabilities & Equity
Current Assets	10000	
Non-current Assets	2000	
Total Assets	12000	
Current Liabilities		8000
Non-current Liabilities		2000
Equity		2000
Total Liabilities & Equity		12000

### Activity 3: GST Reports



The screenshot shows a GST Reports report. The title is 'GST Summary'. The report is organized into two main columns: 'Input Tax' and 'Output Tax'. The 'Input Tax' column lists various input tax credits, and the 'Output Tax' column lists various output tax payments. The total for each column is shown at the bottom, with the output tax total being higher, indicating a net payable amount.

Account	Input Tax	Output Tax
Input Tax Credits	1000	
Output Tax Payments		1500
Net Payable		500

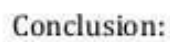
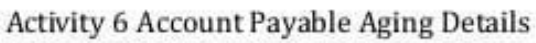
### Activity 4: Journal Report



The screenshot shows a Journal Report. The title is 'Journal Entries'. The report is organized into two main columns: 'Debit' and 'Credit'. The 'Debit' column lists various debit entries, and the 'Credit' column lists various credit entries. The total for each column is shown at the bottom, with the totals being equal, indicating a balanced journal.

Account	Debit	Credit
Revenue		10000
Cost of Sales	6000	
Gross Profit		4000
Operating Expenses	2500	
Net Profit		1500

### Activity 5: Accounts Receivable Aging Details



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.