



# Project Report

Preparation and Maintenance of ZOHO Books for Fresh Bites Catering

## Introduction

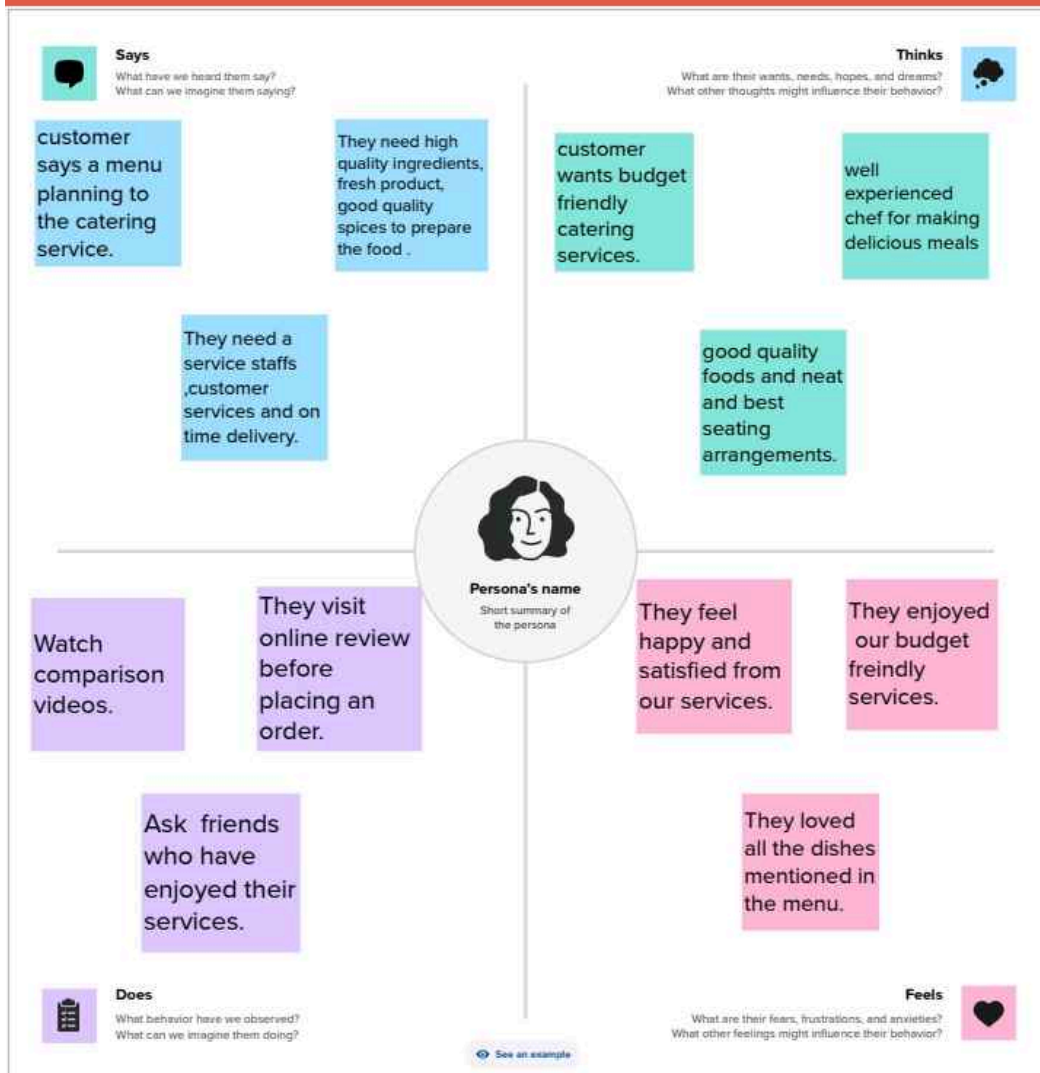
This project report will describe the steps involved in preparing and maintaining Zoho Books for Fresh Bites Catering. The report will also discuss the benefits of using Zoho Books and how it can help Fresh Bites to improve its accounting processes and grow its business.

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.



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1

### Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

🕒 5 minutes

there are many competitors in catering business

orders are placed by the customer after they easily canceled the order.

company faces the lots of financial struggles.

there is lack of management in catering.

2

### Key rules of brainstorming

To run an smooth and productive session



Stay in topic.



Encourage wild ideas.



Defer judgment.



Listen to others.



Go for volume.



If possible, be visual.



2

## Brainstorm

Write down any ideas that come to mind that address your problem statement.

🕒 10 minutes

### TIP

You can select a sticky note and hit the pencil (switch to sketch) icon to start drawing.



3

## Group ideas

Locate the

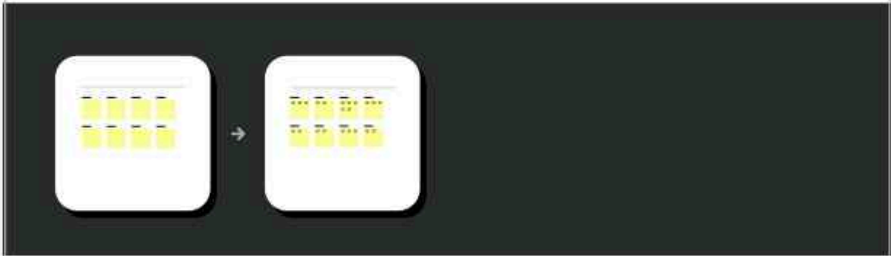
provide some offers and

advertising the catering

provide customized

### TIP

Add customizable legs to sticky



3

### Group ideas

20 min.

Locate the company in public place

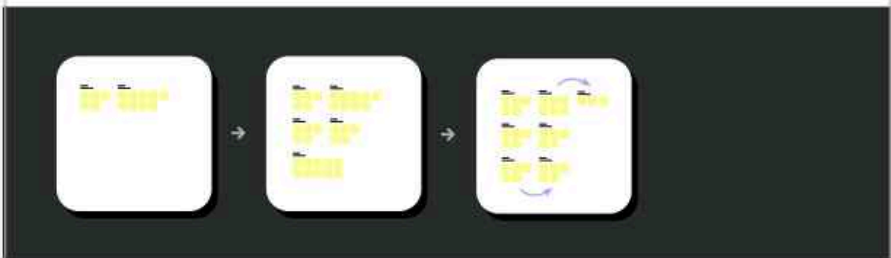
provide some offers and discount to retain a business

advertising the catering business to increase the profit

provide customized services for business development

#### TIP

Add customizable legs to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.



4

### Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

#### TIP

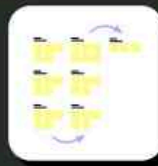
Participants can use their cursors to point at where sticky notes should go on the grid. The facilitator can confirm the spot by using the laser pointer holding the



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5



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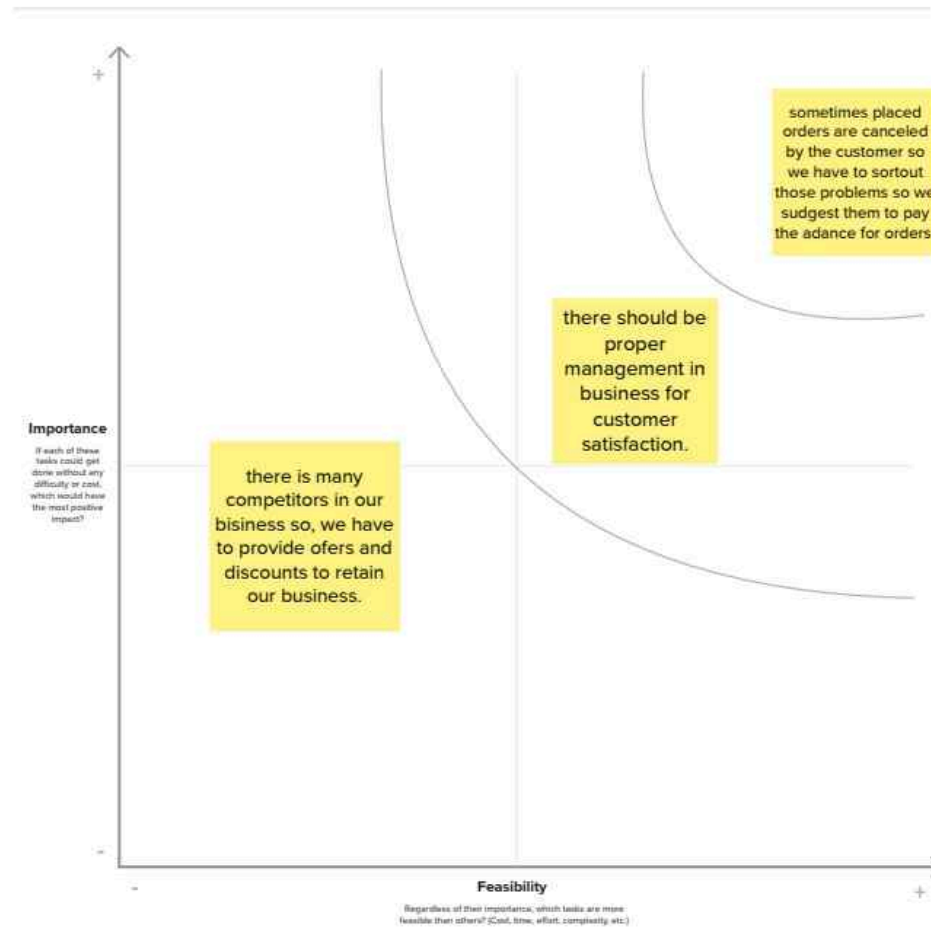
#### Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

⌚ 20 minutes

#### TIP

Participants can use their cursors to point at where sticky notes should go on the grid. The facilitator can confirm the spot by using the laser pointer holding the H key on the keyboard.



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## 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.

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## 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 e-commerce 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

