

# PROJECT REPORT

## 1 INTRODUCTION

### 1.1 Overview

With the help of zohobooks of accounts we created profit & loss account, balance sheet and GST (18%) calculated for the Educonnect learning center.

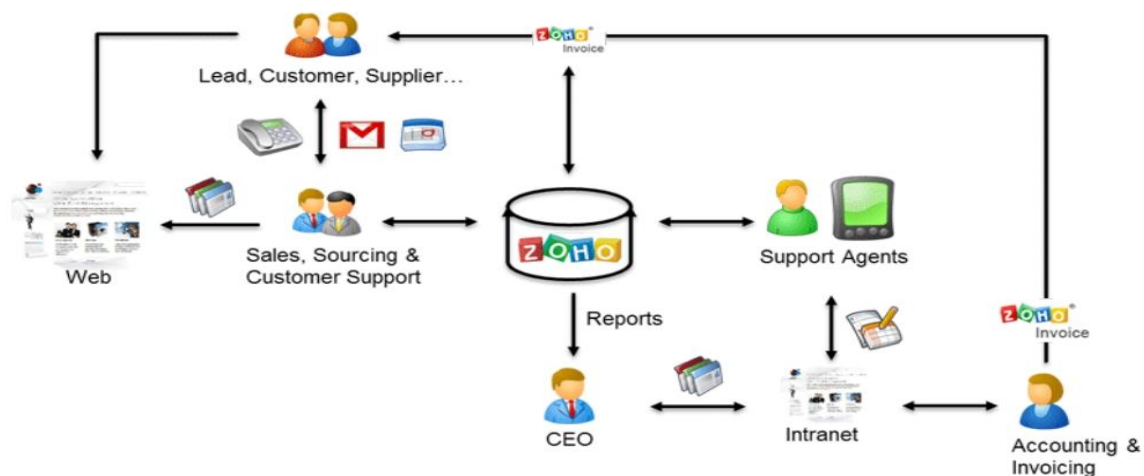
2

### 1.2 Purpose

It is created for the purpose of profits & loss account, balance sheet and to prepare GST report for the Educonnect learning center.

#### **Preparation and Maintenance of ZOHO Books for EduConnect Learning Center**

EduConnect Learning Center, an educational institution, uses Zoho Books to manage their donations, track expenses, and handle grant finances. They can generate donor receipts, track expenses related to educational programs, and generate financial reports. Zoho Books helps them maintain financial transparency and accountability.



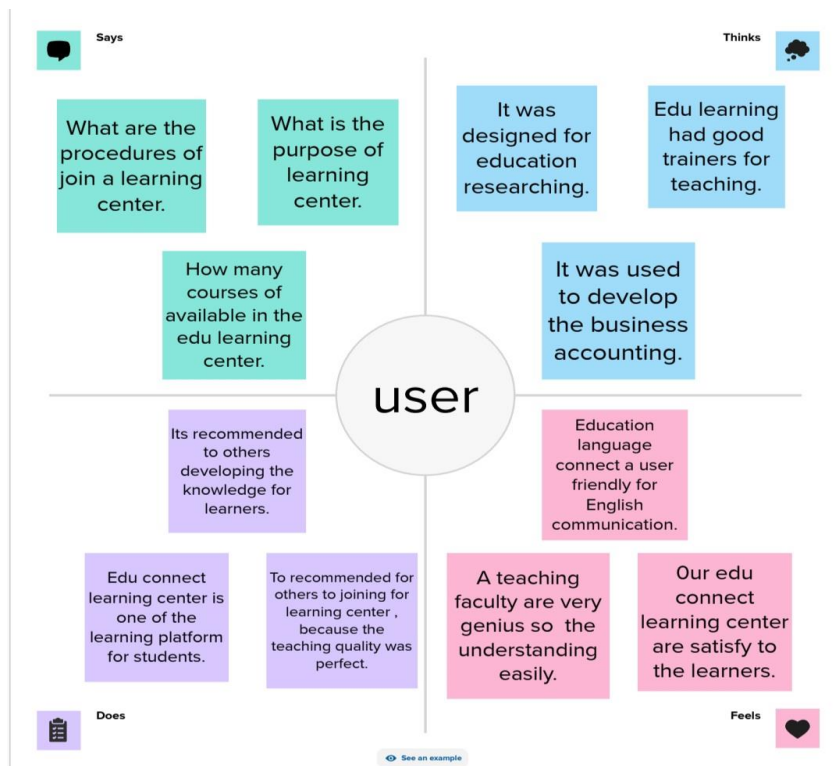
## PROBLEM DEFINITION & DESIGN THINKING

In the traditional method of preparation of accounting profit & loss account, balance sheet and GST calculation is complicated.

In recent days new technologies have been adopted. Here we use zoho books as a tool for creating profit & loss accounts, balance sheets and GST reports.

### 2.1 Empathy map

### 2.2 Idention & brainstorming map



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### Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you can break it up into smaller sub-groups.

🕒 20 minutes

TIP

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

1. This idea aims to foster a current and inclusive learning community to individuals can grow and a learning center and personally.
2. Members can collaborate on home work, share resources and help each other with their studies.
3. Partner with local schools, colleges and community organization to reach and impact of educonnect.

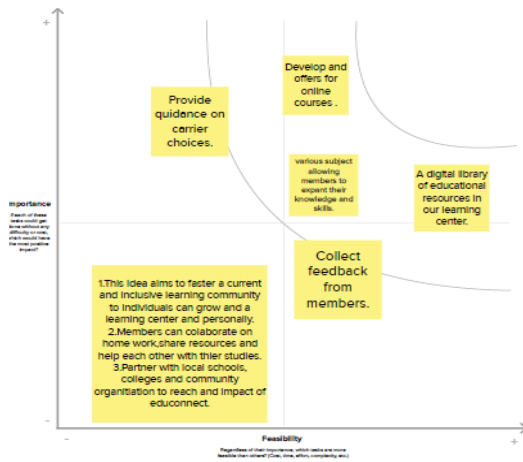
### OUTSIDE

A team should all be on the same page about what's important and what's not. Place your ideas on the grid to determine which are most important and which are feasible.

🕒 10 minutes

TIP

Participants can use their ideas to create a mural or a poster. The ideas can be used to create a mural or a poster. The ideas can be used to create a mural or a poster.



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 (click to select) icon to start drawing!

Person 1	Person 2	Person 3	Person 4
Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.
Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.
Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.

Person 5	Person 6	Person 7	Person 8
Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.
Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.
Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.	Develop and offers for online courses.

## Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

🕒 10 minutes to prepare

🕒 1 hour to collaborate

👤 2-8 people recommended

## RESULTS

Output:

1. Company name creation:

We have to create a company name and details from

## Experience PREMIUM plan for 14 days.

Company Name

Email Address

+91 Mobile Number

Password

India

Telangana

Your data will be in INDIA data center.

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#).

CREATE ACCOUNT

or sign in using

Google

f in

## 2.Item creation:

We have to create some items such as,

- Item names
- Units
- HSN/SAC Code of the Item (Eg: 999294)
- Sale Price
- Tax Rate

o\_Books\_Use\_Case\_EduConnect\_Learning\_Center.pdf - Adobe Reader

dit View Window Help

Open

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Configure Features list

New Item

Type: ☐ Goods ☒ Service

Name\*: Competative Exams Coaching

Unit:

SAC: 999294

Tax Preference\*: Taxable

☒ Sales Information ☐ Purchase Information

Selling Price\*: INR 10000

Cost Price: INR

Account\*: Sales

Account: Cost of Goods Sold

Description:

Description:

Preferred Vendor:

Default Tax Rates

Intra State Tax Rate: GST18 (18%)

Inter State Tax Rate: IGST18 (18%)

NOTE: You have changed the tax rate manually. Any changes you make in your organisation's Default Tax Preferences will not be applied to this item.

Do you want to keep track of this item? Enable inventory to view its stock based on the sales and purchase transactions you record for it. Go to [Settings > Preferences > Items](#) and enable inventory.

Save Cancel

Type here to search

## 3. Vendor creation:

Now create vendor in books from navigator panel create new vendor. For example,

- Mega stationary mart.

1. Mega Stationary Mart (GST registered)

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendors and add the respective fields>Click on save.

Now>Provide the respective details as shown below>Save on draft

**New Vendor**

Primary Contact: Salutation: Mega Stationary Mart, Last Name: Mega Stationary Mart  
 Company Name: Mega Stationary Mart  
 Vendor Display Name: Mega Stationary Mart  
 Vendor Email: Work Phone: Mobile: Vendor Phone

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

**New Purchase Order**

Vendor Name: Mega Stationary Mart  
 Open Purchase Orders: Add new address  
 SELLING ADDRESS: Add new address  
 SHIPPING ADDRESS: Add new address  
 GST Treatment: Registered Business - Regular  
 GSTIN: 33AAMAA0005452  
 Source Of Supply: T1N - Target Nuts  
 Destination Of Supply: T1N - Target Nuts  
 Deliver To: Organization: EduConnect, Target Nuts, PDS

**New Sales Order**

Customer Name: Knowledge Foundation Pvt Ltd  
 Add new Customer Details  
 SELLING ADDRESS: Add new address  
 SHIPPING ADDRESS: Add new address  
 GST Treatment: Registered Business - Regular  
 GSTIN: 33AAMAA0005452  
 Place Of Supply: T1N - Target Nuts  
 Sales Order: SO-00001  
 Reference: SO/SA/0001  
 Sales Order Date: To create transaction date before GSTIN/0001, click here

ITEMS	QUANTITY	RATE	TAX	AMOUNT
Comprehensive Exam Coaching	200	10000	GST 18 (18%)	20,00,000.00
ADD NEW ITEM	1.00	0.00	GST 18 (18%)	0.00
Sub Total				20,00,000.00
Discount				0.00
GST 18 (18%)				3,60,000.00
GST 18 (18%)				3,60,000.00

**Milestone 7: Bank Account**

**Activity 1: Adding Bank Account**

EduConnect Learning Center has opened an account in ICICI Bank with A/c no 001. To add the bank account go to Banking from the navigation panel and select add Bank account Maually and fill the necessary fields and save.

**Add Bank or Credit Card**

Select Account Type: Bank Credit Card  
 Account Name: ICICI Bank-001  
 Account Code: 444  
 Currency: INR  
 Account Number: 000001  
 Bank Name: ICICI Bank  
 IFSC: 0000000  
 Description: Max 200 Characters  
☐ Make this primary

4. purchase order:

We are creating new purchase order such as below

➤ Stationaries

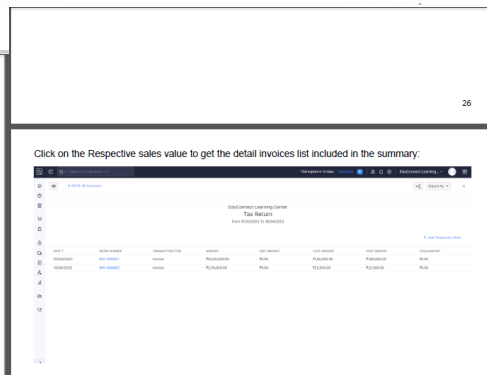
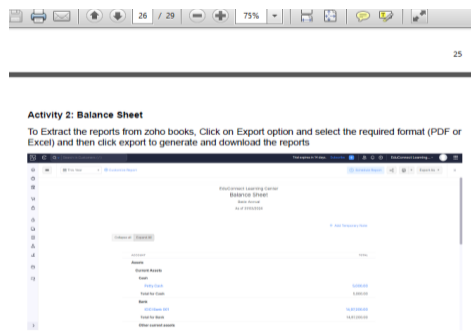
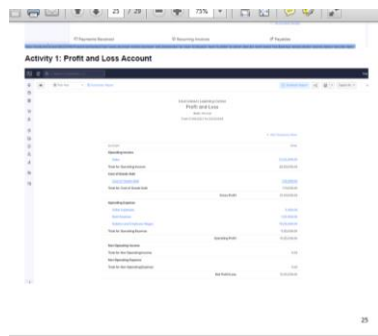
5. sales order:

Educonnect learning center received below sales order from mentioned customer

7. payment to bank details:

Educonnect learning center has opened an account with ICICI bank, add the bank account and we have to select bank account manually and fill it.

7. profit & loss account \ balance sheet \GST report:



## 8. APPENDIX:

- Invoicing
- Quates
- Customer portal
- Expenses
- Bills
- Banking





