

## **PROJECT REPORT**

### **1.Introduction:**

#### **1.1 Overview**

1.My project title was "Preparation and maintainence for Keerthi sweets in ZOHO books.

2.My project duration was 28 days.I finished my projects in 2 days after the starting day.

#### **1.2 Purpose**

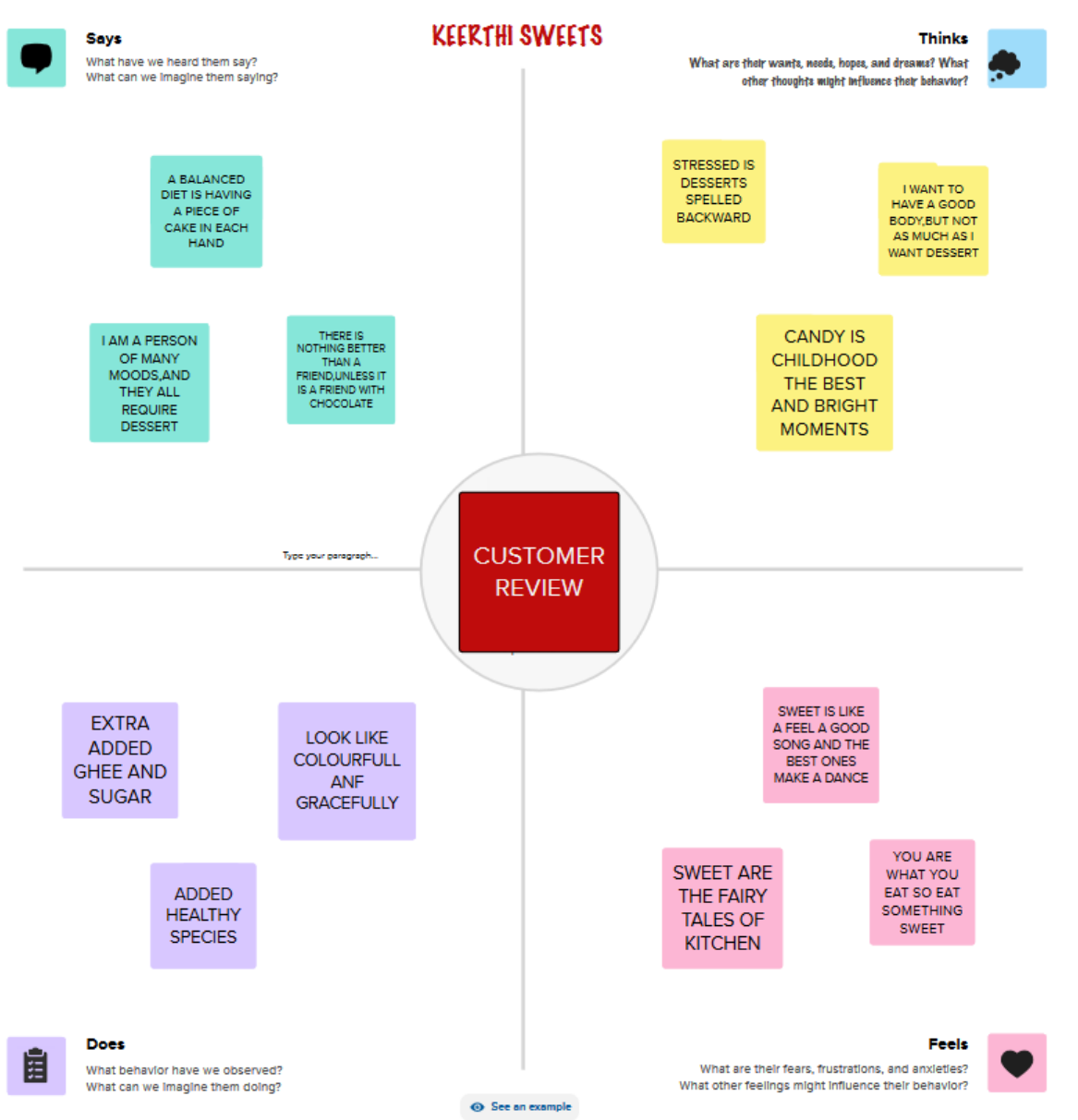
1.Accounts maintained easily.

2.Time saving.

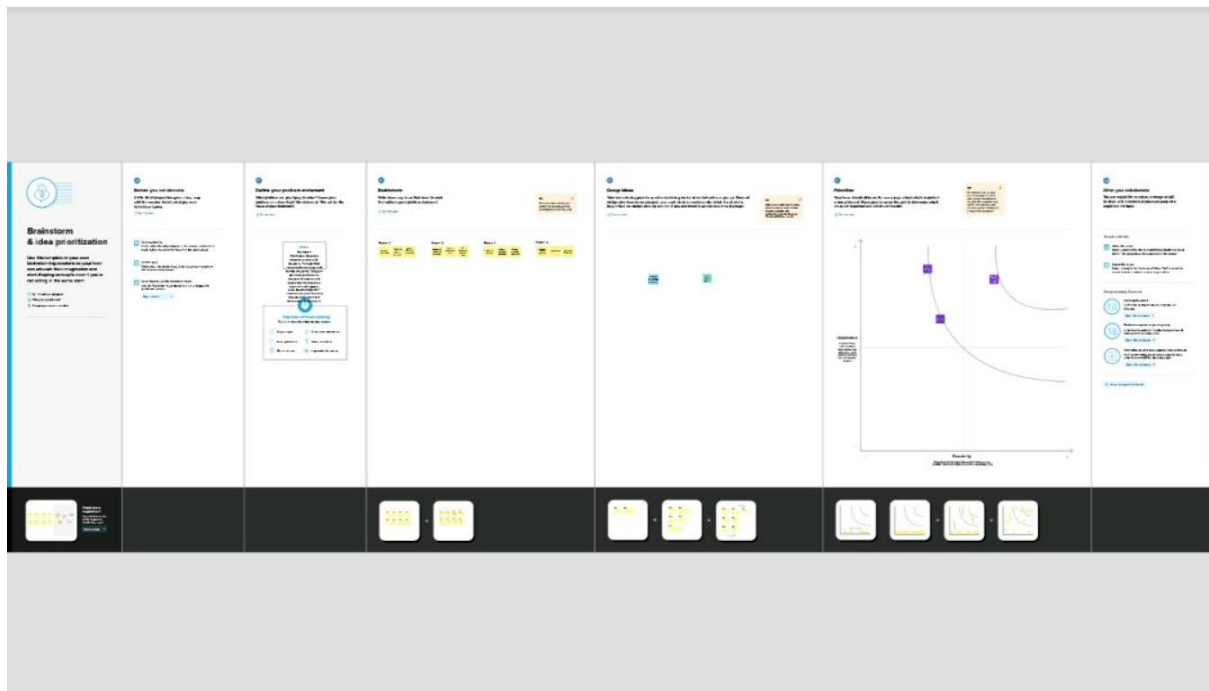
3.It is an easy way to create sales,purchase order,bills and invoices.

### **2.Problem definition and design thinking:**

#### **2.1 Empathy map**



## 2.2 Idea and brainstorming map



### 3.Result

In the result ,I can find out Profit and loss and Balance sheet report.

# PROFIT AND LOSS OUTPUT

jeeva sri  
Profit and Loss  
Basic Accrual  
From 01/04/2023 To 31/03/2024

[Add Temporary Note](#)

ACCOUNT	TOTAL
<strong>Operating Income</strong>	
Sales	50,000.00
Total for Operating Income	50,000.00
<strong>Cost of Goods Sold</strong>	
Cost of Goods Sold	2,94,500.00
Total for Cost of Goods Sold	2,94,500.00
Gross Profit	-2,44,500.00

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ACCOUNT	TOTAL
Gross Profit	-2,44,500.00
<strong>Operating Expense</strong>	
Advertising And Marketing	10,000.00
Salaries and Employee Wages	50,000.00
Total for Operating Expense	80,000.00
Operating Profit	-3,04,500.00
<strong>Non Operating Income</strong>	
Total for Non Operating Income	0.00
<strong>Non Operating Expense</strong>	
Total for Non Operating Expense	0.00
Net Profit/Loss	-3,04,500.00

\*Net Profit is displayed in your base currency

## BALANCE SHEET

**Balance Sheet**  
Basic Account  
As of 14/10/2023

ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
Cash	
Petty Cash	25,000.00
Total for Cash	25,000.00
Bank	
ICICI Bank	1,07,500.00
<b>Total for Current Assets</b>	<b>1,32,500.00</b>
<b>Fixed Assets</b>	
Miscellaneous Expenses	5,000.00
Office rent	20,000.00
Total for Fixed Assets	25,000.00
<b>Total for Assets</b>	<b>1,57,500.00</b>
<b>Liabilities &amp; Equities</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	3,52,000.00
Unearned Revenue	1,05,000.00
<b>Total for Current Liabilities</b>	<b>3,82,000.00</b>

### 4. Advantage and Dis advantage

#### Advantages:

1. Accounts maintained easily.
2. Time saving.
3. It is an easy way to create sales, purchase order, bill and invoices.

#### Disadvantages:

1. We cannot see the customers and to talk over the customers.

### 5. Applications:

ZOHO Books link: books.zoho.com

#### 6.Conclusion:

- 1.First we open the link and we create the organization name.
2. The zoho books page opened,First we create the items.
- 3.Then ,Sales creation and purchase creation.
- 4.Now to create vendors,purchase order,bills and invoices,customers,adding bank account,new accounts and ledger,journal entries,recording banking transactions.
- 5.To see the reports wht we can created and recorded.

#### 7.Future scope:

- 1.Group scope provided complete access to all functions the user can perform on the record.
- 2.For instance,a group scope can allow a user to read ,create,update and delete records in all modules.
- 3.The user has access to all modules in the client ZohoCRM account.

#### 8.Appendix:

##### A.Source code:

- 1.Empathy map and Brainstorm link:

<https://github.com/mtu121ucca020/-Preparation-And-Maintenance-Of-ZOHO-Books-For-Fresh-Bites-Catering/upload/main>

- 2.Zoho book link:

Books.zoho.com