



Project Report

PROJECT REPORT

Preparation and maintenance of ZOHO books for Travel Trax Tours

INTRODUCTION:

This project report will describe the steps involved in preparing and maintaining ZOHO books for Travel Trax Tours. The report will also discuss the benefits of using ZOHO books and how it can help Travel Trax 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.





Says

What have we heard them say?
What can we imagine them saying?

IT IS BETTER
TO TRAVEL
WELL THAN
TO ARRIVE

DO NOT
DARE NOT
TO DARE

WHEREEVER
YOU GO, GO
WITH ALL
YOUR HEART

LIFE IS
SHORT AND
THE WORLD
IS WIDE

TRAVELTRAX
TOURS

CHALLENGING
THEMSELVES
WITH NEW
PLACES, PEOPLE
AND
EXPERIENCES

TRAVEL IS AN
IDEAL
OPPORTUNITY
FOR FAMILIES TO
CONNECT WITH
EACH OTHER

SEEING NEW
SIGHTS IS PART
OF THE
EXHILARATION
OF TRAVEL

BY BEING EXPOSED
TO NEW
PLACES, PEOPLE
AND CULTURES, YOU
WILL DEVELOP A
WIDER WORLD VIEW



Does

What behavior have we observed?
What can we imagine them doing?

Thinks
What are their wants, needs, hopes, and dreams?
What other thoughts might influence their behavior?



BOCOME AN
INSPIRATION
TO OTHERS

MASTER A
DIFFICULT
SKILL

TRAVEL TO
DREAM
COUNTRY

GO ON A
TRIP
AROUND
THE WORLD

ENJOYMENT

EXCITEMENT

RELAXATION

SATISFACTION

Feels

What are their fears, frustrations, and anxieties?
What other feelings might influence their behavior?



[See an example](#)

Business Process

Flowchart

Sales

- INCREASE SALES VOLUME**
- OFFER GREAT DEALS AND DISCOUNTS**
- IMPROVE CUSTOMER SERVICE**

Service

- KEEP CUSTOMERS HAPPY**
- KEEP CUSTOMERS LOYAL**
- KEEP CUSTOMERS SATISFIED**

[illegible]

Travel Trax Tours

Profit and Loss

Basis: Accrual

From 01/04/2023 To 31/03/2024

Account	Total
Operating Income	
Sales	11,00,000.00
Total for Operating Income	11,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	7,00,000.00
Total for Cost of Goods Sold	7,00,000.00
Gross Profit	4,00,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Total for Operating Expense	1,05,000.00
Operating Profit	2,95,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	2,95,000.00

**Amount is displayed in your base currency INR

Travel Trax Tours

Balance Sheet

Basis: Accrual

As of 20/09/2023

Account	Account Code	Total
Assets		
Current Assets		
Cash		
Petty Cash		5,000.00
Total for Cash		5,000.00
Bank		
ICIC Bank - 01		4,62,000.00
Total for Bank		4,62,000.00
Other current assets		
Input Tax Credits		0.00
Input CGST		63,000.00
Input SGST		63,000.00
Total for Input Tax Credits		1,26,000.00
Total for Other current assets		1,26,000.00
Total for Current Assets		5,93,000.00
Total for Assets		5,93,000.00
Liabilities & Equities		
Liabilities		
Current Liabilities		
GST Payable		0.00
Output CGST		99,000.00
Output SGST		99,000.00
Total for GST Payable		1,98,000.00
Total for Current Liabilities		1,98,000.00
Total for Liabilities		1,98,000.00
Equities		
Owner's Equity		1,00,000.00
Current Year Earnings		2,95,000.00
Total for Equities		3,95,000.00

Account	Account Code	Total
Total for Liabilities & Equities		5,93,000.00

**Amount is displayed in your base currency INR

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.

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

