

# PROJECT REPORT TEMPLATE

## 1.INTRODUCTION

### 1.1 Overview

Zoho books is a cloud-based accounting software That can help manage finances and accounting for businesses like keerthi sweets.It can be used for tasks such as invoicing, expense tracking ,inventory management ,and more.

1.My project title was “preparation and maintainence for keerthi sweets in ZOHO books.

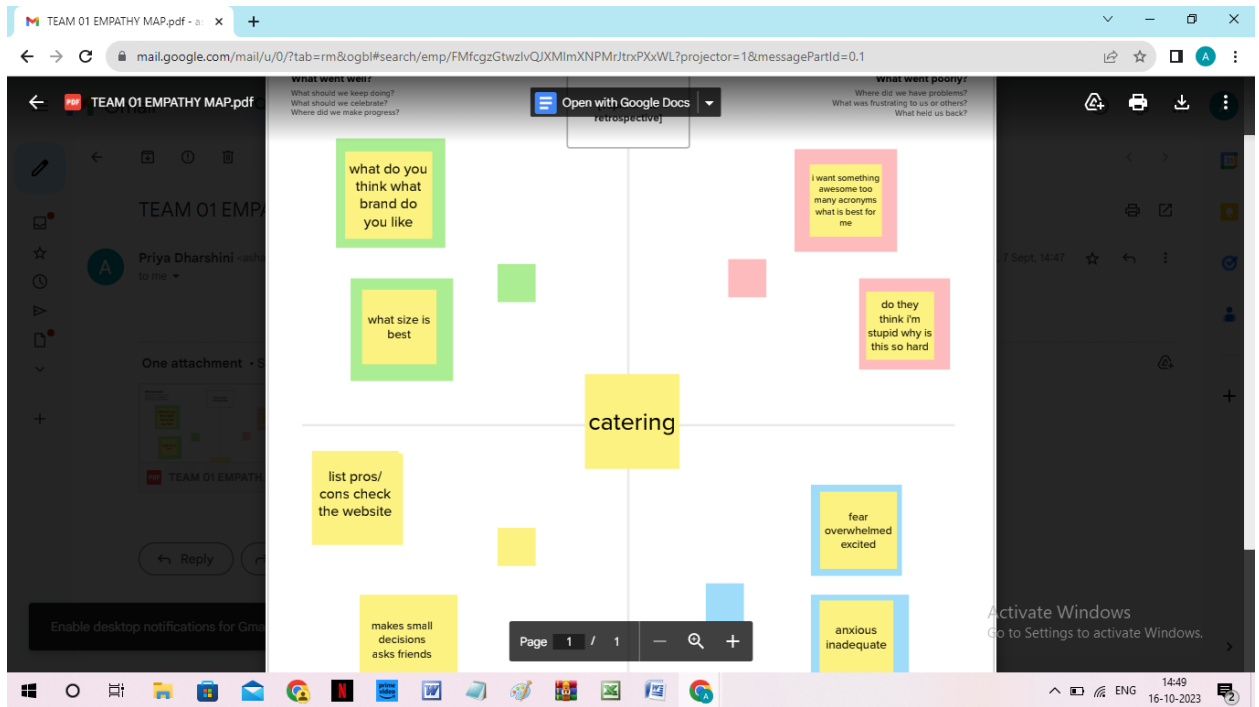
2.My project duration was 28 days.I finished my projects in 2 days after the starting day.

### 1.2 purpose

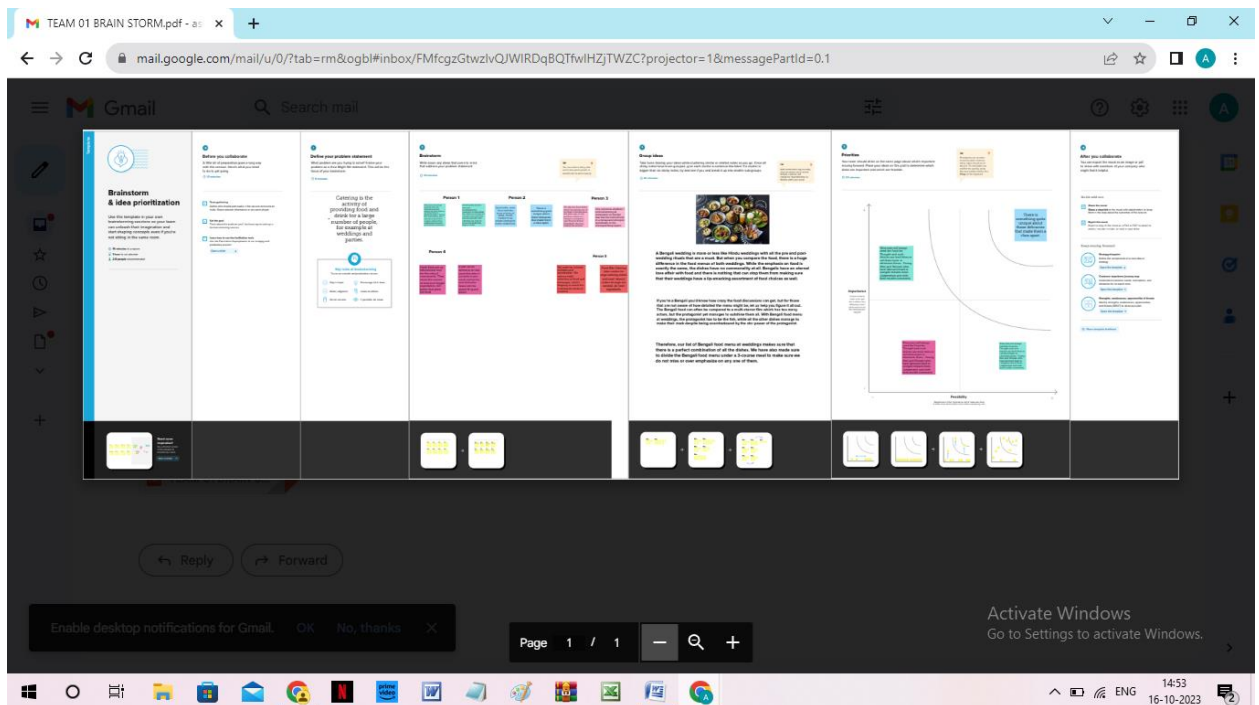
1. Accounts maintained easily.
2. Time saving.
3. It is an easy way to create sales,purchase order,bills and invoices.

## 2.problem definition and design thinking:

### 2.1 Empathy map



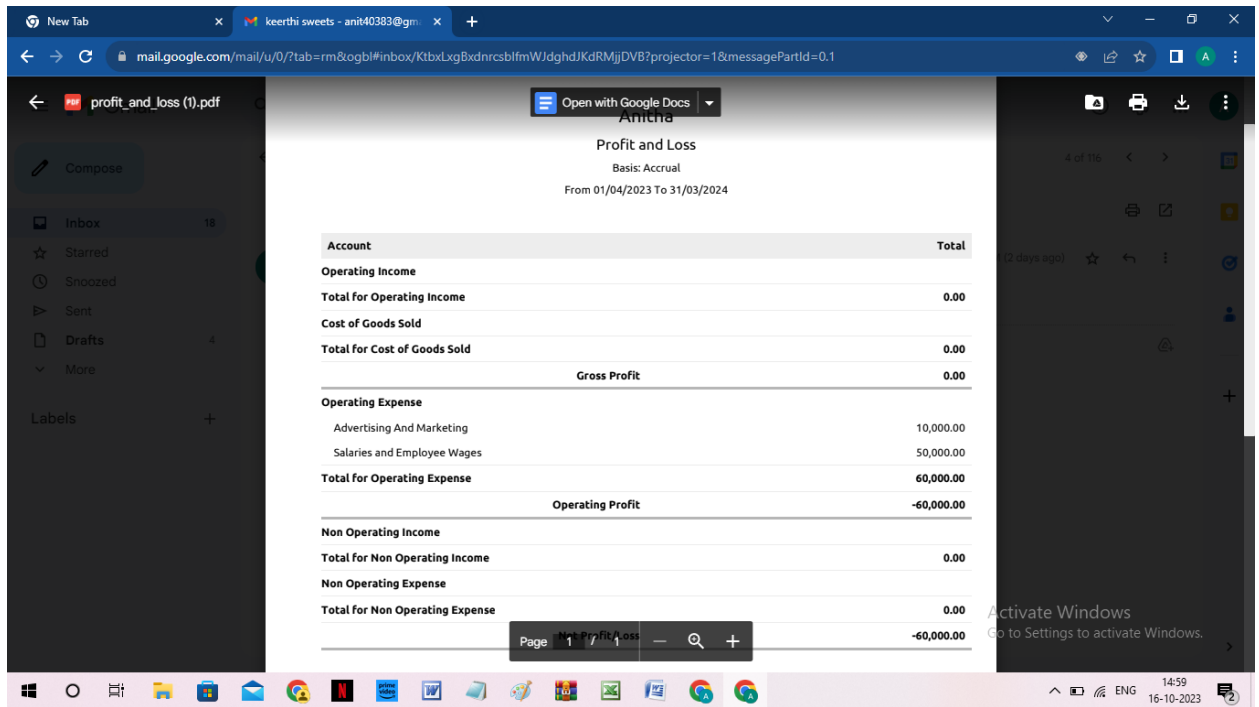
## 2.2 Idea and brainstorming map



## 3.Result

In the result,I can find out profit and loss and balance sheet report.

## PROFIT AND LOSS OUTPUT



Profit and Loss

Basis: Accrual

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

Account	Total
<b>Operating Income</b>	
Total for Operating Income	0.00
<b>Cost of Goods Sold</b>	
Total for Cost of Goods Sold	0.00
<b>Gross Profit</b>	0.00
<b>Operating Expense</b>	
Advertising And Marketing	10,000.00
Salaries and Employee Wages	50,000.00
Total for Operating Expense	60,000.00
<b>Operating Profit</b>	-60,000.00
<b>Non Operating Income</b>	
Total for Non Operating Income	0.00
<b>Non Operating Expense</b>	
Total for Non Operating Expense	0.00
<b>Net Profit/Loss</b>	-60,000.00

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## BALANCE SHEET

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Balance Sheet

Basis: Accrual

As of 31/03/2024

Account	Total
<b>Assets</b>	
<b>Current Assets</b>	
Cash	
Petty Cash	-35,000.00
<b>Total for Cash</b>	<b>-35,000.00</b>
Bank	
ICICI Bank	3,26,100.00
<b>Total for Bank</b>	<b>3,26,100.00</b>
<b>Total for Current Assets</b>	<b>2,91,100.00</b>
<b>Other Assets</b>	
salary payable	-50,000.00
<b>Total for Other Assets</b>	<b>-50,000.00</b>
<b>Fixed Assets</b>	
miscellaneous expenses	5,000.00
office rent	20,000.00
<b>Total for Fixed Assets</b>	<b>25,000.00</b>
<b>Total for Assets</b>	<b>2,66,100.00</b>

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#### 4. Advantage and dis advantage

##### Advantages:

- 1.Accounts maintained easily.
- 2.Time saving.
- 3.It is an eeasy 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/mtu121ucca006/Preparation-and-maintenance-of-ZOHO-BOOKS-for-freash-bites-catering>

2.zoho book link:

[Books.zoho.com](https://books.zoho.com)

