PROJECT REPORT TAMPLATE

1.INTRODUCTION:

1.1 Overview

Zoho Books is a cloud-based accounting software that can helpmanage 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

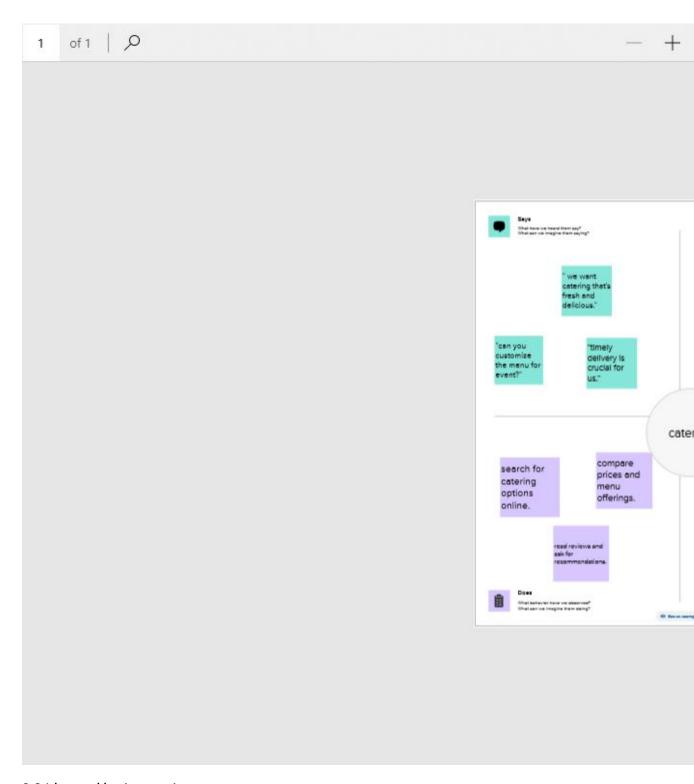**2.My project duration was 28 days.I finished my project in 2 days after the starting**
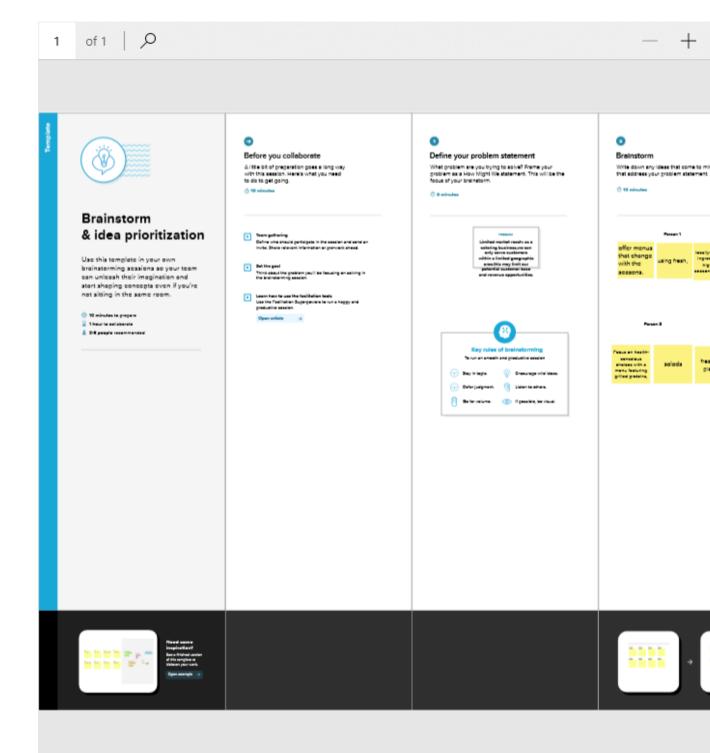
day

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

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

" we want catering that's fresh and delicious."

"can you customize the menu for event?"

"timely delivery is crucial for us."

cater

search for catering options online.

compare prices and menu offerings.

read reviews and ask for recommendations.

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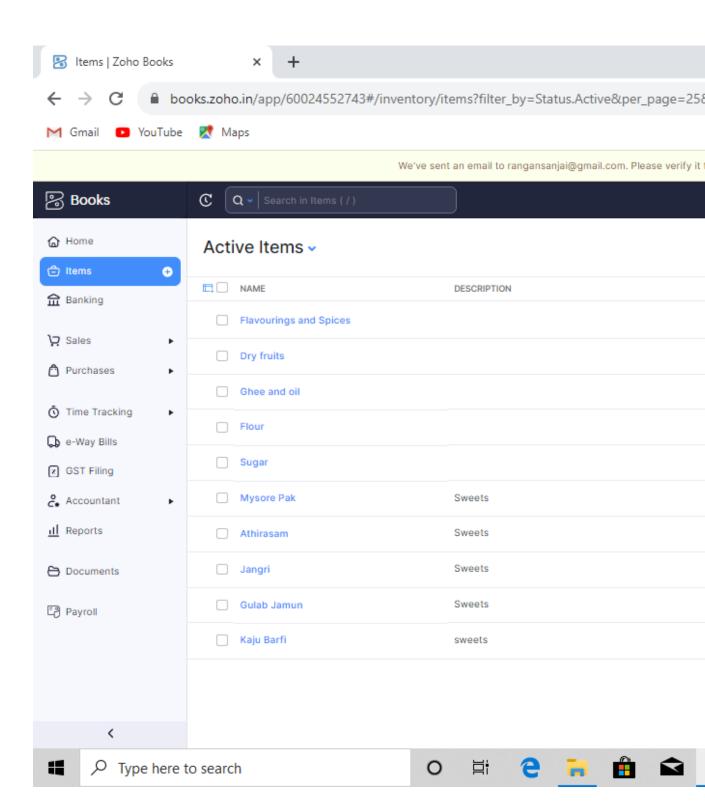What behavior have we observed?
What can we imagine them doing?

2.2 Idea and brainstorming map

3.Result
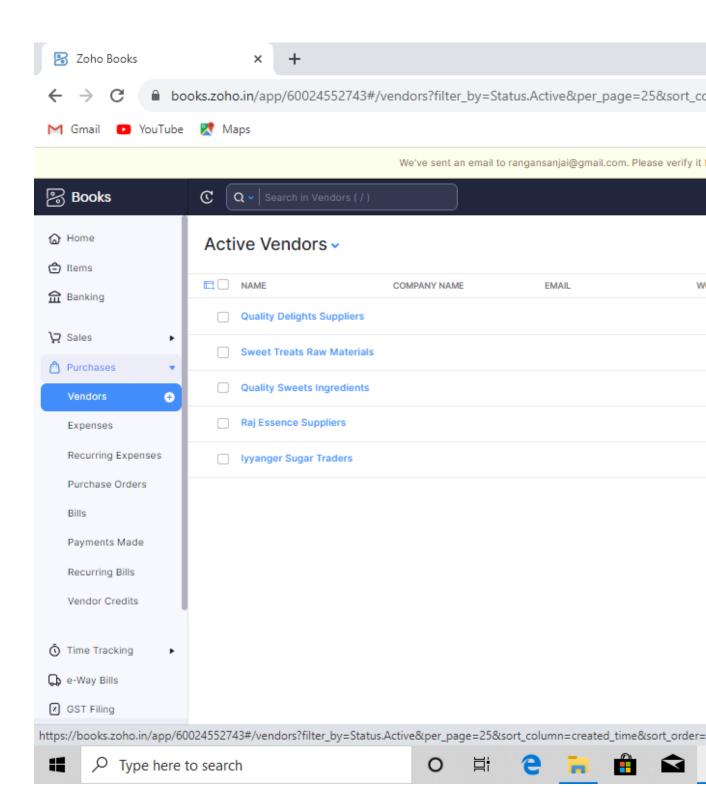
In the result ,I Can find out

ITEM CREATION

books.zoho.in/app/60024552743#/inventory/items?filter_by=Status.Active&per_page=258

Gmail   YouTube   Maps

We've sent an email to rangansanjai@gmail.com. Please verify it

Books

Q ⌄ | Search in Items (/)

- Home
- Items ⊕
- Banking
- Sales
- Purchases
- Time Tracking
- e-Way Bills
- GST Filing
- Accountant
- Reports
- Documents
- Payroll

Active Items ⌄

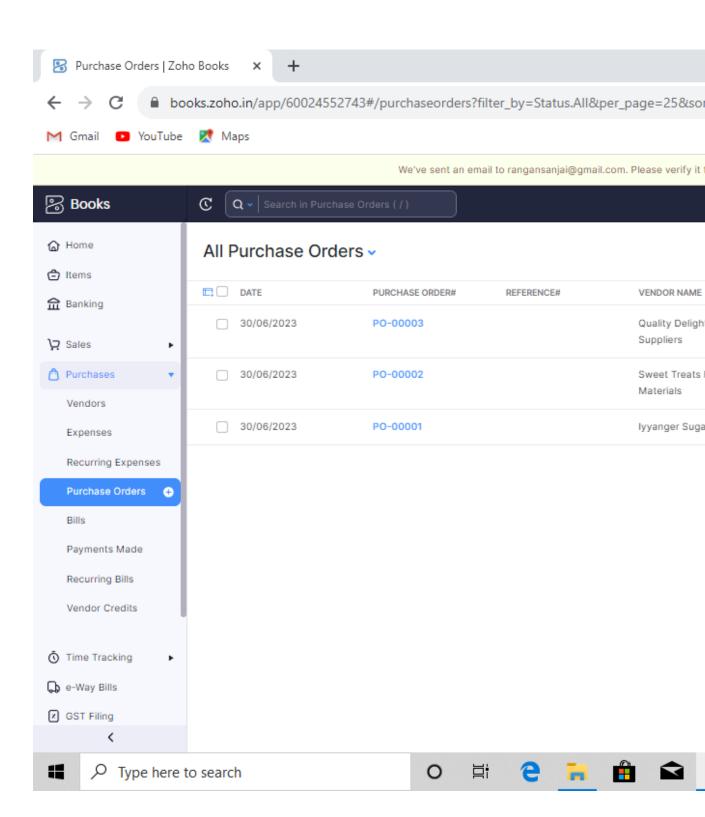| NAME	DESCRIPTION
Flavourings and Spices	
Dry fruits	
Ghee and oil	
Flour	
Sugar	
Mysore Pak	Sweets
Athirasam	Sweets
Jangri	Sweets
Gulab Jamun	Sweets
Kaju Barfi	sweets

⟨

Type here to search

Vendor creation

Purchase order

Sales order

books.zoho.in/app/60024552743#/salesorders?filter_by=Status.All&per_page=25&sort_co

Gmail   YouTube   Maps

We've sent an email to rangansanjai@gmail.com. Please verify it

Books

Q ⌄   Search in Sales Orders (/)

- Home
- Items
- Banking
- Sales ▼
    - Customers
    - Quotes
    - **Sales Orders** ⊕
    - Delivery Challans
    - Invoices
    - Payments Received
    - Recurring Invoices
    - Credit Notes
- Purchases ▶
- Time Tracking ▶
- e-Way Bills
- GST Filing

‹

All Sales Orders ⌄

	DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME
☐	30/06/2023	SO-00002		Ms.priya Ranganathan
☐	30/06/2023	SO-00001		Mr.Surash Kumar iyer

Type here to search

6.Bank details

profit and loss

``

← → C 🔒 books.zoho.in/app/60024552743#/reports/profitandloss?cash_based=false&filter_by=This

M Gmail ▶ YouTube 🗺 Maps

We've sent an email to rangansanjai@gmail.com. Please verify it

🔍 Search in Customers (/)

📅 This Year ▾ ⚙ Customize Report

R.MIT
Profit an
Basis: A
From 01/04/2023

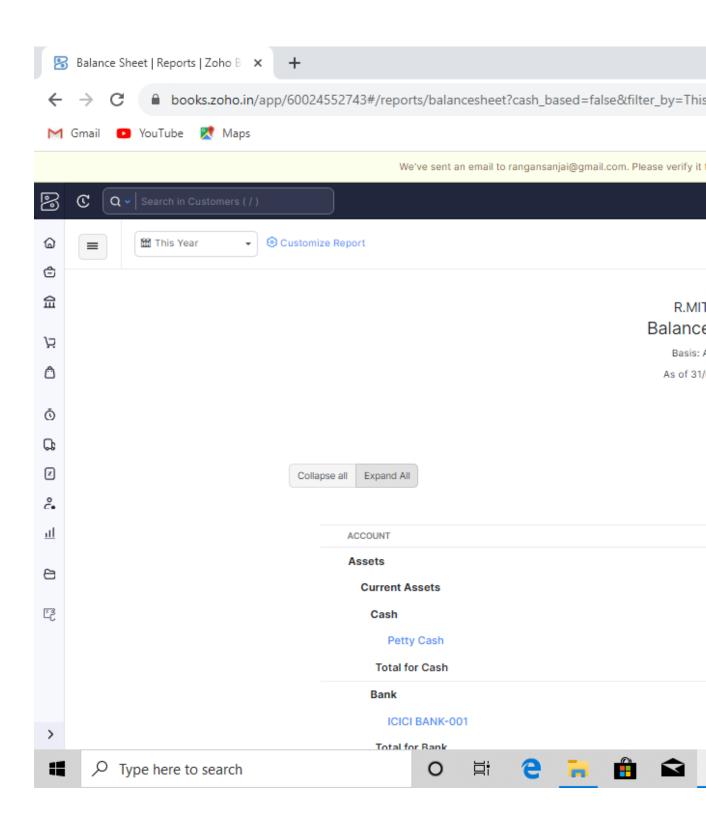| ACCOUNT |
| --- |
| **Operating Income** |
| Sales |
| **Total for Operating Income** |
| **Cost of Goods Sold** |
| Cost of Goods Sold |
| **Total for Cost of Goods Sold** |
| |
| **Operating Expense** |
| Advertising And Marketing |
| Salaries and Employee Wages |

🔍 Type here to search

8.Balance sheet

4.Advantage and Disadvandaga

advantage:

1.Accounts maintained easily.

2.Time saving

3.It is an easily way to create sales, purchase order,bill and invoices.

Disadvantage

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

5.Applications:

ZOHO BOOKS LINK:books.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 bank transactions.

5.To see the reports 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

record in all modules.

      3.The user has accse to all modules in the client zoho CRM account.

8.Appendix

    Computer Data.