

# FRESH BITES CATERING

## PROJECT REPORT

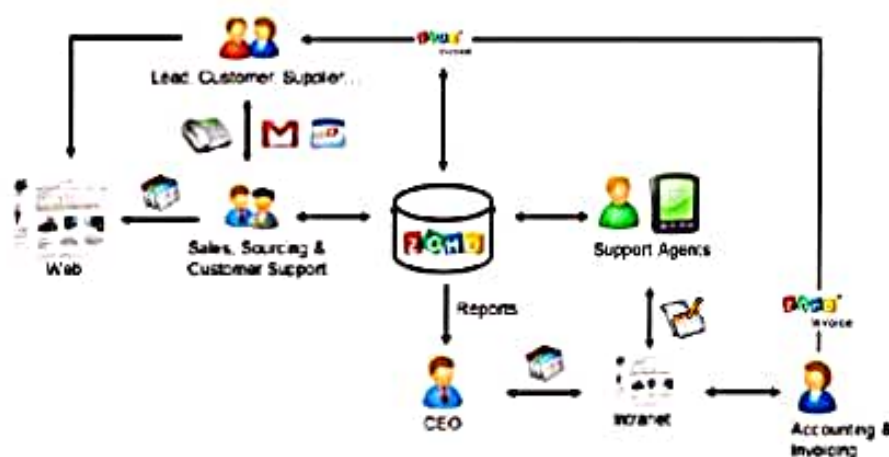
### 1.INTRODUCTION

#### 1.1 Overview

Our project is based on food service. which should reach overall our city. We having more branches and our main theme is to explore all countries foods like continental, chinese, traditional and so on.

#### 1.2 Purpose

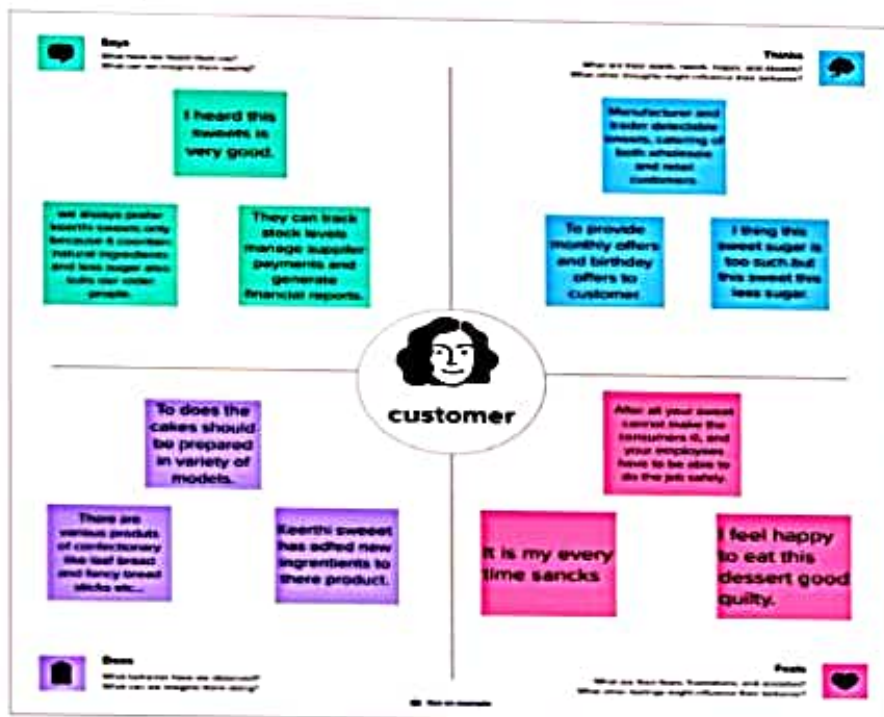
The main purpose of using zoho books in our company is to know the accurate profit and loss a/c report and balance sheet for the year. It also shows the current year target comparing to previous year.



## 2.PROBLEM DEFINITION & DESIGN THINKING

It is created method of preparation of accounting profit and loss account, Balance sheet and GST calculation is complicated.

### 2.1 Empathy map



### 2.2 Ideation & Brainstorming Map



we have to create items, such as

Item names

Units

Selling info/purchase info

Tax rate



The screenshot shows the 'Books' application interface. On the left is a sidebar with navigation options: Home, Items (selected), Banking, Sales, Purchases, Time Tracking, 4 Way Bill, GST Filing, Accounts, Reports, Documents, and Invoicing. The main area is titled 'Active Items' and contains a table with columns: Item, Description, Rate, Amount, and Unit. The table lists several items with their respective rates and units.

Item	Description	Rate	Amount	Unit
Catering Supplies		0		kg
Beverages		0		kg
Food Ingredients		0		kg
Buffer Catering		₹500.00		plate
Wedding Catering		₹1000.00		plate
Corporate Catering		₹200.00		plate

### 3.Vendors creation

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

Drink delight beverages

Whole foods market

PT	Name	Company Name	Email	Work Phone	Source of Supply	Amounts Owed	Unlinked Amounts Owed
<input type="checkbox"/>	Drink Delight Beverages	Drink Delight Beverages			Tam's Nandu	\$0.00	\$2,500.00
<input type="checkbox"/>	Mega Store Supplies	Mega Store Supplies			Tam's Nandu	\$0.00	\$0.00
<input type="checkbox"/>	Whole Foods Market	Whole Foods Market			Tam's Nandu	\$0.00	\$0.00

## 4. Purchase orders

We are created purchase order such as belows,

ID	PO Number	Vendor Name	Status	Bill Status	Amount	Expected Delivery
157040023	PO-00001	Whole Foods Market	OPEN	PAID	\$1,000.00	

## 5. Customers creation

We are created customers such as belows,

ID	Name	Customer Name	Email	Phone	Major Product	No. Invoices Issued	Invoices Collected	No. Invoiced
1	Anil Patel	Anil Patel	anil.patel@anilpatel.com		Bank Note	10.00	10.00	10.00
2	Raj Patel	Raj Patel	raj.patel@rajpatel.com		Bank Note	10.00	10.00	10.00
3	Tech Office	Tech Office	tech.office@techoffice.com		Bank Note	10.00	10.00	10.00

## 6.Sales orders

We are created sales orders such as belows,

DATE	SALES ORDER	REFERENCE	CUSTOMER NAME	STATUS	INVOICE	PAYMENT
10/04/2023	SO-00001		Tech Office, Pvt Ltd	CLOSED		

## 7.Bank details

We are add all transaction in zoho books.For example,

Customer payment

# Vendor payment

DATE	REFERENCE	TYPE	STATUS	DEBITS	CREDITS	RUNNING BALANCE
30/04/2023	001	Bank Expense	Manually Added		₦60,000.00	₦6,640,000.00
30/04/2023		Journal	Manually Added		₦2,000,000.00	₦6,700,000.00
25/04/2023		Customer Payment <i>Customer paid Cash Payment</i>	Manually Added	₦2,62,900.00		₦6,700,000.00
29/04/2023		Vendor Payment <i>Vendor: Mega Foods Suppliers</i>	Manually Added		₦60,000.00	₦6,640,000.00

## 8.Profit and loss account

ACCOUNT	NOTES
<b>Operating Income</b>	
Sales	9,500,000.00
<b>Total for Operating Income</b>	9,500,000.00
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	2,700,000.00
<b>Total for Cost of Goods Sold</b>	2,700,000.00

## 9.Balance sheet



Search in Customers (7)

Today Customize Report Schedule Report Export As

**Fresh Bites Catering**  
Balance Sheet  
Rajan Arora  
As of 30/10/2023

+ Add Temporary Note

Exclude all Reveal all

ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Petty Cash	5,000.00
<b>Total for Cash</b>	5,000.00

## 10.GST report

Search in Customers (7)

Today Customize Report Schedule Report Export As

**GSTR-3B Summary**  
From 01/04/2023 To 30/04/2024

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

Nature of Supply	Taxable Value	Integrated Tax	Central Tax	State/UT Tax	CGST Tax
1	2	3	4	5	6
(a) Outward taxable supplies (other than zero-rated, exempt and exempted)	₹ 10,000.00	₹ 0.00	₹ 23,750.00	₹ 23,750.00	₹ 0.00
(b) Outward taxable supplies (zero-rated)	₹ 0.00	₹ 0.00			₹ 0.00
(c) Other outward supplies (zero-rated, exempted)	₹ 0.00				
(d) Inward supplies liable to reverse charge	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00	₹ 0.00
(e) Non-GST outward supplies	₹ 0.00				
<b>Total value</b>	₹ 10,000.00	₹ 0.00	₹ 23,750.00	₹ 23,750.00	₹ 0.00

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

## 4.ADVANTAGES & DISADVANTAGES



## **Advantages:**

- ☒ By using zoho books in my business ,I can see the accurate output in purchase order ,sales order, balance sheet and so on.
- ☒ It is very easy to use and understand zoho books formate.

## **Disadvantages:**

- ☒ It takes nearly long time and process to complete it which supports lack of time management.
- ☒ Small mistakes which done in previous which results in error in output.

## **5.APPLICATION OF ZOHOB BOOKS**

Manage accounting on the go with zoho books iOS (iphone operating system) and Android apps. Do your accounting on the go using the mobile app iOS (iphone operating system), Android and Windows.

## **6.CONCLUSION**

Another positive aspect of zoho books is that its delivery always comes with many integrated functionalities such as stock management, sales and purchase booking, payroll processing etc. To conclude , zoho books is easy to understand and its configuration is easy.

## **7.FUTURE SCOPE**

Zoho books is country wide technology which is useful for students development project and its becoming raising technology also .  
It may also create great impact in business growing technology and leads to development .

## **8. APPENDIX**

Approved development.  
Future assessment.  
Plan of development.  
Convactless free delivery and pickup.

### **COMPUTER DATA**

SOURCE CODE;

EMPATHY MAP & BRAINSTORMING MAP:

<https://github.com/mtu121ucom015/preparation-and-maintenance-of-ZOHO-BOOKS-for-keerthi-sweets/commit/768de26d24d343ab088dd8663783a4fac86a276>