

FRESH BITES CATERING

PROJECT REPORT

1. INTRODUCTION

1.1 Overview:

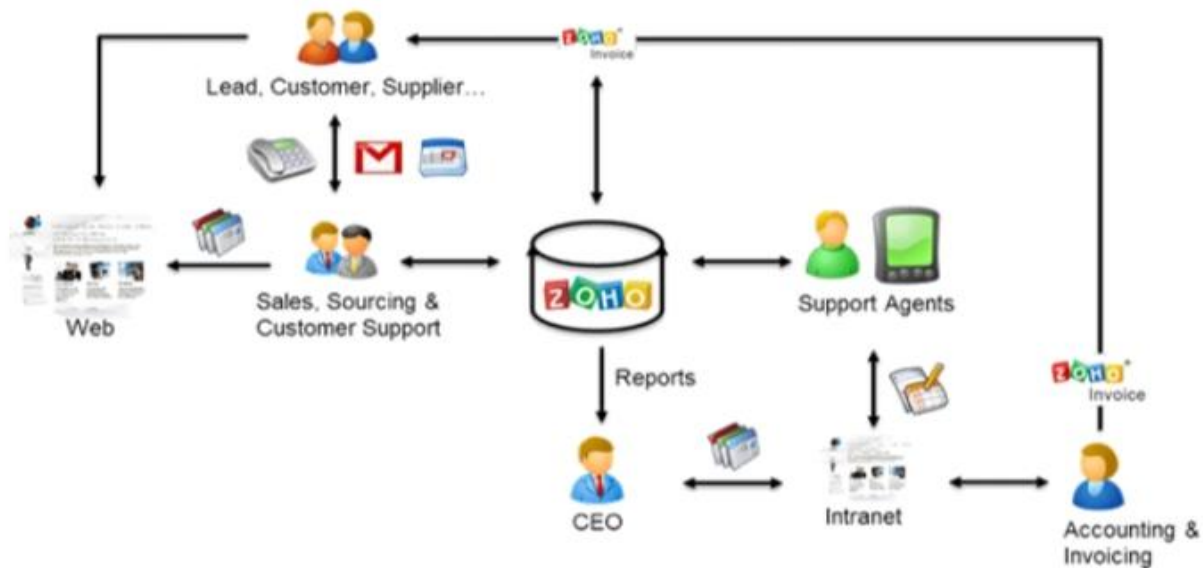
ZOHO Books is a single platform to manage our accounting work and organize our transactions and it is a safe place. With the help of Zohobooks of accounts we created profit and loss account and balance sheet and GST(18%),calculated for the Fresh Bites catering.

1.2 Purpose:

It is created for the purpose of prepare profit and loss account, balance sheet and prepare GST report for the Fresh Bites Catering.

Preparation and Maintenance of ZOHO Books for Fresh Bites Catering:

Fresh Bites Catering, a catering service, utilizes Zoho Books to manage their sales, track inventory, and handle invoicing. They can generate professional invoices for clients and track expenses related to ingredients and supplies. Zoho Books helps them maintain accurate financial records and streamline their catering operation.



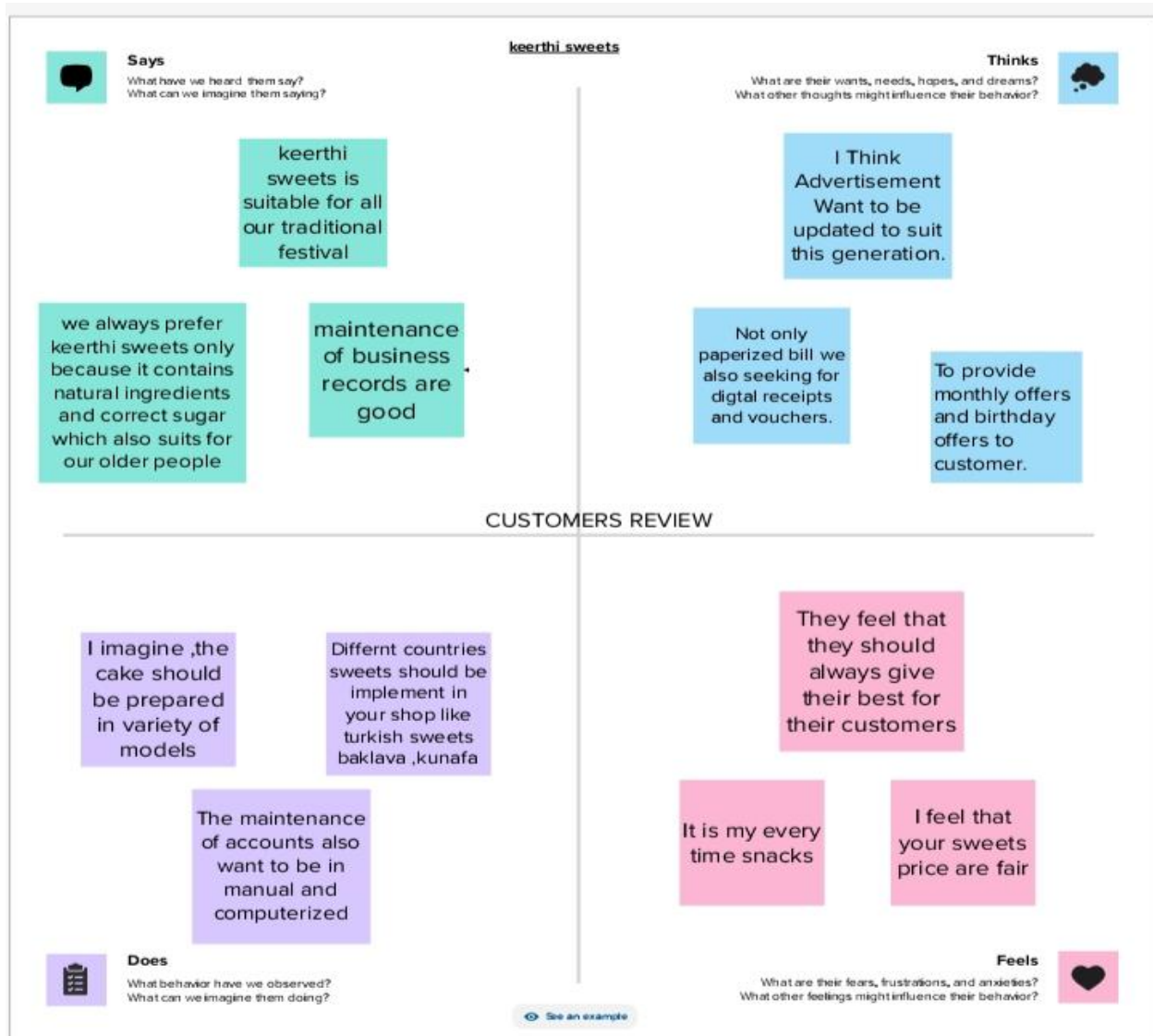
2.PROBLEM DEFINITION &DESING THINKING

It is created method of preparation of accounting profit and loss account,

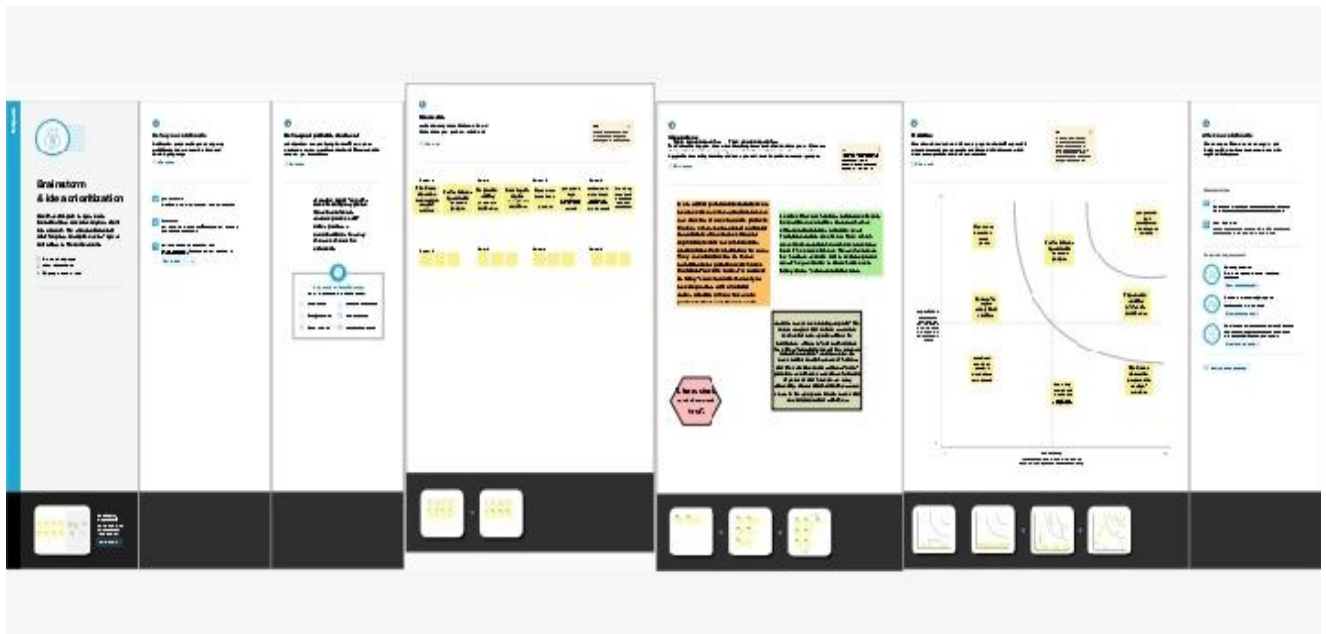
Balance sheet and GST Calculation is complicated.

It is recent day's new technologies allotted. Here we use ZohoBook as a tool for creating profit and loss account, Balance sheet and GST report.

2.1 Empathy map



2.2 Ideation & Brainstorming Map:




3. RESULT


Output:



1.Company Name Creation:


I am created a Company Name and other Details From Below Zohobooks



Experience PREMIUM plan for 14 days.



 FRESH BITES CATERING

 Email Address

 +91  Mobile Number

 Password

 India 

 Tamil Nadu 

Your data will be in INDIA data center.

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CREATE ACCOUNT

2. Item Creation:

I am created items to such as,

- **Item Names**
- **Units**
- **HSN/SAC**
- **Selling Info/Purchase Info**
- **Tax rate**

The screenshot displays the Tally Books software interface. On the left is a vertical navigation pane with icons for Home, Items (highlighted), Banking, Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main area is divided into two sections. The top section, titled 'Active Items', contains a list of items with checkboxes: Catering Supplies, Beverages, Food Ingredients, Buffet Catering (selected), Wedding Catering, and Corporate Catering. Above this list are '+ New' and '...' buttons. The bottom section, titled 'Buffet Catering', shows the details for the selected item. It includes tabs for 'Overview', 'Transactions', and 'History'. The 'Overview' tab is active, displaying a table of item details.

| Item Type | Sales Items (Service) |
|----------------------|-----------------------|
| SAC | 996334 |
| Unit | Plate |
| Created Source | User |
| Tax Preference | Taxable |
| Intra State Tax Rate | GST5 (5 %) |
| Inter State Tax Rate | IGST5 (5 %) |
| Sales Information | |
| Selling Price | ₹500.00 |
| Sales Account | Sales |

3. Vendor Creation:

Now create vendor in books from navigater panel create new vendor for example

- **Mega store supplies**
- **Whole foods market**
- **Drink delight bavarages**

Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Edit Vendor

Primary Contact ⓘ

Salutation ▼Mega Store SuppLast Name

Company Name

Mega Store Supplies

Vendor Display Name* ⓘ

Mega Store Supplies ▼

Vendor Email ⓘ

Vendor Phone ⓘ

Work PhoneMobile

Other Details

Address

Contact Persons

Bank Details

Custom Fields

Reporting Tags

Remarks

GST Treatment*

Unregistered Business ▼

PAN ⓘ

CYMPN8829G

Save

Cancel

4. Purchase Order:

I am created new purchase order such as belows

- [Home](#)
- [Items](#)
- [Banking](#)
- [Sales](#)
- [Purchases](#)
- [Vendors](#)
- [Expenses](#)
- [Recurring Expenses](#)
- [Purchase Orders](#)
- [Bills](#)
- [Payments Made](#)
- [Recurring Bills](#)
- [Vendor Credits](#)
- [Time Tracking](#)

All Purchase Ord... ▾
+ New ▾
⋮

| <input type="checkbox"/> Whole Foods Market PO-00005 05/04/2023 | ₹1,05,000.00 | | DRAFT |
|--|--------------|--|-------|

Edit
Send Mail
PDF/Print ▾
Mark as Issued
⋮

Send the Purchase Order

✉ Purchase order has been created. You can email the Purchase Order to your vendor or mark it as Issued.

[Send Purchase Order](#)
[Mark as Issued](#)

[Show PDF View](#) ☒

The preview shows a document titled "PURCHASE ORDER" with the number "# PO-00005". It features a logo for "Fresh Bites Premium Group catering llc" which includes a diamond-shaped icon with four colored squares (yellow, red, green, brown) and a red ribbon banner below it. A grey diagonal label in the top-left corner of the document reads "Draft".

5. Sales Order:

The screenshot shows the 'Edit Sales Order' interface. On the left is a sidebar menu with options: Home, Items, Banking, Sales (selected), Customers, Quotes, Sales Orders (highlighted), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, and Time Tracking. The main form area is titled 'Edit Sales Order' and contains the following fields and sections:

- Customer Name***: A dropdown menu showing 'Techwise Solutions Pvt Ltd' with a search icon and a currency selector set to 'INR'. Below it is a link to 'View Customer Details'.
- BILLING ADDRESS** and **SHIPPING ADDRESS**: Each has an 'Add new address' link.
- GST Treatment**: Set to 'Registered Business - Regular' with an edit icon.
- GSTIN**: Set to '33CYMPN8829GIWZ' with an edit icon.
- Place Of Supply***: A dropdown menu showing '[TN] - Tamil Nadu'.
- Sales Order#***: A text field containing 'SO-00001' with a settings icon.
- Reference#**: An empty text field.
- Sales Order Date***: A text field containing '05/04/2023'.
- Buttons**: 'Save', 'Save and Send', and 'Cancel'.
- Summary**: 'Total Amount: ₹ 1,57,500.00' and 'Total Quantity: 500'.

6. Payments to Bank Details:

I have opened an account with ICICI Bank, To add the bank account and I have to select bank account manually and filled it.

The screenshot shows the 'Add Bank or Credit Card' interface. On the left is a sidebar menu with options: Home, Items, Banking (selected), Sales, Purchases, Time Tracking, e-Way Bills, GST Filing, Accountant, Reports, Documents, and Payroll. The main form area is titled 'Add Bank or Credit Card' and contains the following fields and sections:

- Select Account Type***: Radio buttons for 'Bank' (selected) and 'Credit Card'.
- Account Name***: A text field containing 'ICICI Bank - 001'.
- Account Code**: An empty text field.
- Currency***: A dropdown menu showing 'INR'.
- Account Number**: A text field containing '000001'.
- Bank Name**: A text field containing 'ICICI Bank'.
- IFSC**: An empty text field.
- Description**: A text area with a placeholder 'Max. 500 characters'.
- Make this primary**: An unchecked checkbox.

7. Bank Transactions:

The below are the banking transactions occurred during the month.

9.Balance sheet:

This Year

Customize Report

Schedule Report

Export As

Fresh Bites Catering

Balance Sheet

Basis: Accrual

As of 31/03/2024

+ Add Temporary Note

Collapse all

Expand All

| ACCOUNT | ACCOUNT CODE | TOTAL |
|--------------------------------|--------------|-------------|
| Assets | | |
| Current Assets | | |
| Cash | | |
| Petty Cash | | 5,000.00 |
| Total for Cash | | 5,000.00 |
| Bank | | |
| ICICI Bank- 001 | | 4,53,500.00 |
| Total for Bank | | 4,53,500.00 |
| Other current assets | | |
| Prepaid Expenses | | 1,57,500.00 |
| Input Tax Credits | | 0.00 |
| Input CGST | | 8,250.00 |
| Input SGST | | 8,250.00 |
| Total for Input Tax Credits | | 16,500.00 |
| Total for Other current assets | | 1,74,000.00 |

This Year

Customize Report

Schedule Report

Export As

| ACCOUNT | ACCOUNT CODE | TOTAL |
|----------------------------------|--------------|-------------|
| Input SGST | | 8,250.00 |
| Total for Input Tax Credits | | 16,500.00 |
| Total for Other current assets | | 1,74,000.00 |
| Total for Current Assets | | 6,32,500.00 |
| Total for Assets | | 6,32,500.00 |
| Liabilities & Equities | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | 1,57,500.00 |
| GST Payable | | 0.00 |
| Output CGST | | 20,000.00 |
| Output SGST | | 20,000.00 |
| Total for GST Payable | | 40,000.00 |
| Total for Current Liabilities | | 1,97,500.00 |
| Total for Liabilities | | 1,97,500.00 |
| Equities | | |
| Capital Stock | | 1,00,000.00 |
| Current Year Earnings | | 3,35,000.00 |
| Total for Equities | | 4,35,000.00 |
| Total for Liabilities & Equities | | 6,32,500.00 |

10.GST REPORT:

Home

Menu

This Year

Share

Print

Export As

Close

Help

GSTR-3B Summary

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

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 | CESS Tax |
|--|---------------|----------------|-------------|--------------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| (a) Outward taxable supplies (other than zero rated, nil rated and exempted) | ₹8,00,000.00 | ₹0.00 | ₹20,000.00 | ₹20,000.00 | ₹0.00 |
| (b) Outward taxable supplies (zero rated) | ₹0.00 | ₹0.00 | | | ₹0.00 |
| (c) Other outward supplies (Nil 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 | | | | |
| Total value | ₹8,00,000.00 | ₹0.00 | ₹20,000.00 | ₹20,000.00 | ₹0.00 |

DASHBOARD:

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Dashboard

Getting Started

Recent Updates

Announcements

Cash as on 01/04/2023

₹0.00

Incoming

₹9,40,000.00 +

Outgoing

₹4,81,500.00 -

Cash as on 31/03/2024

₹4,58,500.00 =

Income and Expense

This Fiscal Year

AccrualCash

600 K

500 K

400 K

300 K

200 K

100 K

0

Apr 2023

May 2023

Jun 2023

Jul 2023

Aug 2023

Sep 2023

Oct 2023

Nov 2023

Dec 2023

Jan 2024

Feb 2024

Mar 2024

Income

Total Income

Total Expenses

Top Expenses

This Fiscal Year

Salaries and Employee Wages (41)

Cost of Goods Sold (23.36%)

Materials (21.81%)

Rent Expense (12.25%)

Other Expenses (1.04%)

Contact Support

4. ADVANTAGES AND DISADVANTAGES

Advantage:

- Catering food will help you throw an Amazing party.
- Expenses and tracking.

Disadvantage:

- It'll Be Difficult in the Beginning of your career.
- Time tracking must be tied to project.
- Difficult to modify bills.

5. APPLICATION

Zoho Books is an online accounting application that takes care of the accounting needs of our business. We can record, audit and analyze all financial transactions easily.

6.CONCLUSION

It is a service that Delivers,cooks and serves food on site at a clients location.

7. FUTURE SCOPE

Preparing and storing food safety before during events, setting up all tables and food service areas with chairs,lines and dishes,serving food to guests at events. It also helped to reduce the work of the accountant to maintain accounts.

8. APPENDIX:

- Approved Development
- Future Assessment
- Plan of development

Source Code:

Computer data

Empathy & Brainstorm map

<https://github.com/mtu121ucom031/preparation-and-maintenance-of-ZOHO-BOOKS-for-keerthi-sweets/tree/5436bff0a7585cfa5405603905a6c49815c597dd>

ZohoBooks:

books.zoho.com

