



## PROJECT REPORT

### 1.Introduction:

#### 1.1 Overview

1.My project title was “Preparation and maintenance 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

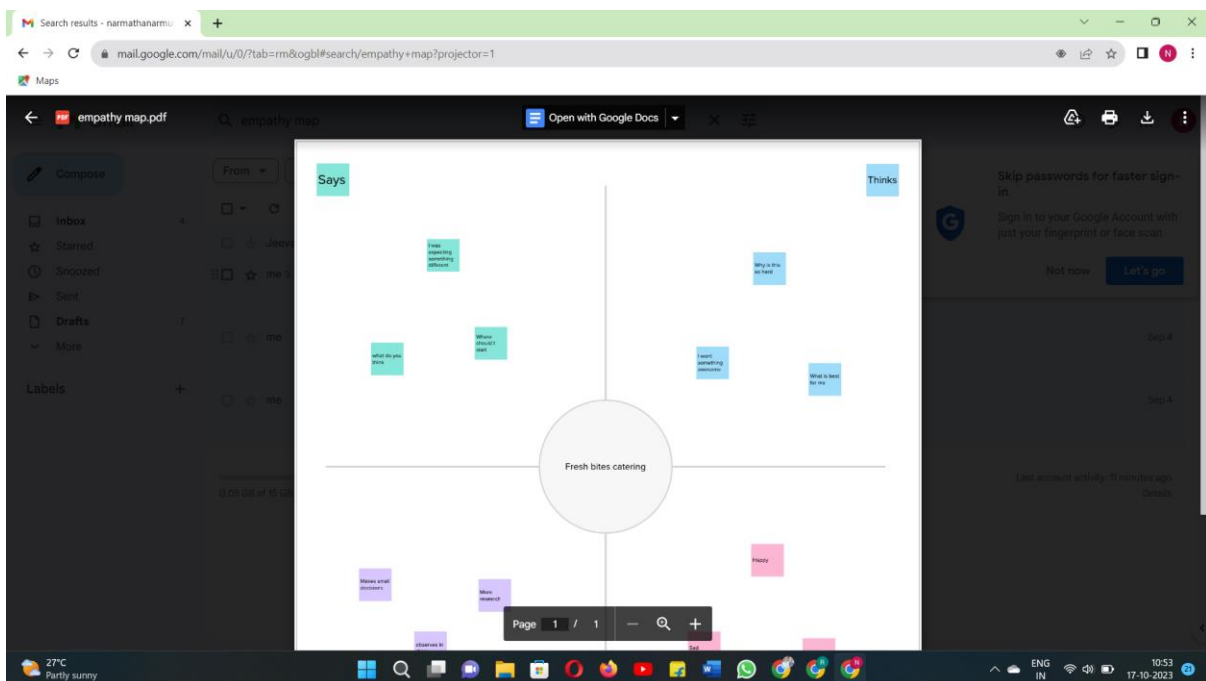
1.Accounts maintained easily.

2.Time saving.

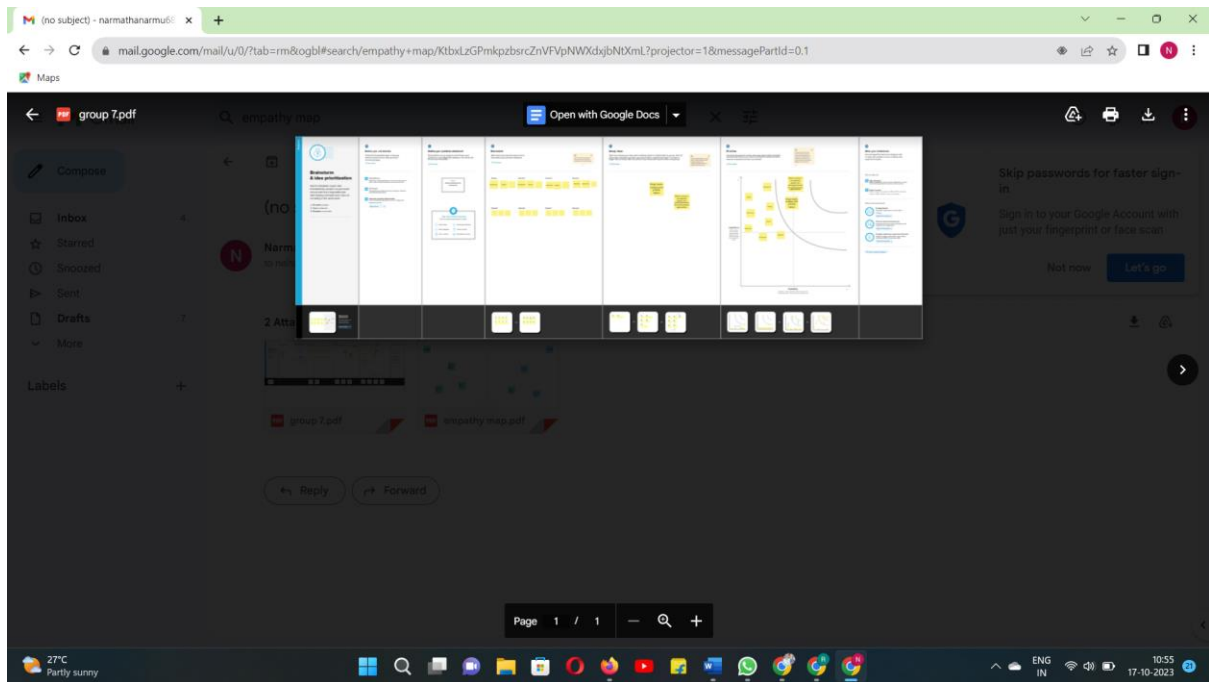
3.It is an easy way to create sales,purchase order,bills and invoices.

### 2.Problem definition and design thinking:

#### 2.1 Empathy map



#### 2.2 Brainstorm and ideation



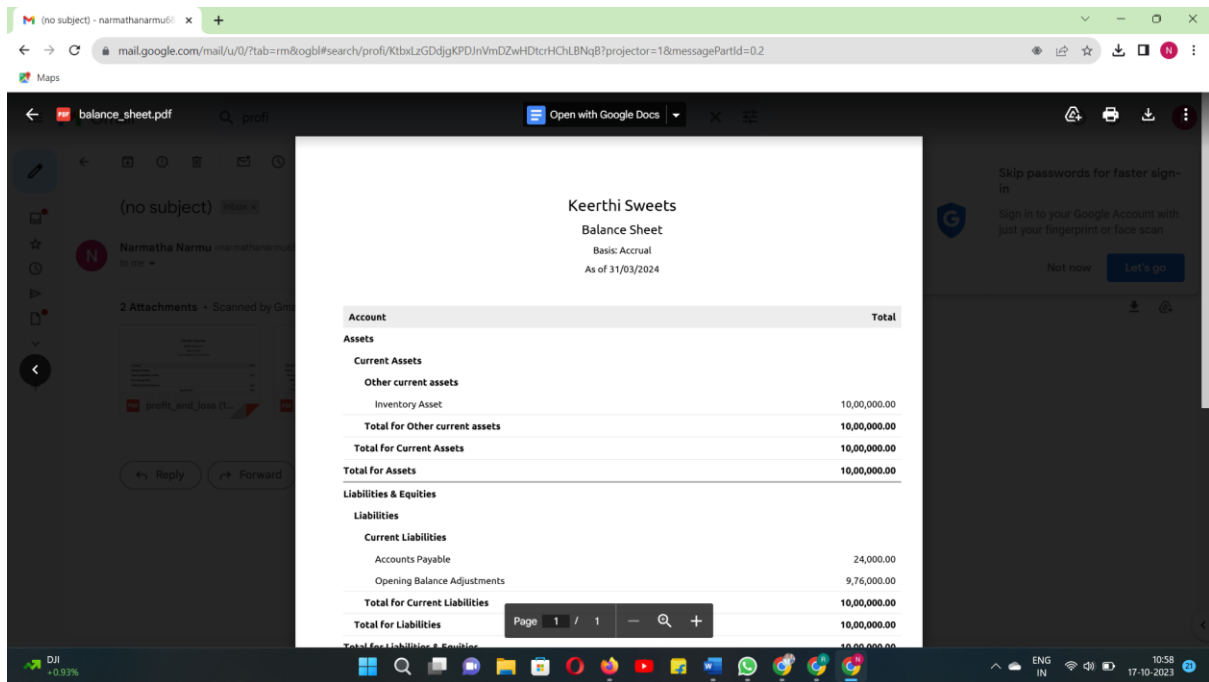
### 3.Result

In the result ,I can find out Profit and loss and Balance sheet report.

#### PROFIT AND LOSS ACCOUNT

| Keerthi Sweets                  |             |
|---------------------------------|-------------|
| Profit and Loss                 |             |
| Basis: Accrual                  |             |
| From 01/04/2023 To 31/03/2024   |             |
| Account                         | Total       |
| Operating Income                |             |
| Total for Operating Income      | 0.00        |
| Cost of Goods Sold              |             |
| Total for Cost of Goods Sold    | 0.00        |
| <b>Gross Profit</b>             | <b>0.00</b> |
| Operating Expense               |             |
| Total for Operating Expense     | 0.00        |
| <b>Operating Profit</b>         | <b>0.00</b> |
| Non Operating Income            |             |
| Total for Non Operating Income  | 0.00        |
| Non Operating Expense           |             |
| Total for Non Operating Expense | 0.00        |
| <b>Net Profit/Loss</b>          | <b>0.00</b> |

#### BALANCESHEET



#### 4. Advantage and Dis advantage

##### Advantages:

- 1,Accounts maintained easily.
- 2.Time saving.
- 3.It is an easy way 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](https://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/mtu121ucca034/Preparation-and-maintenance-of-ZOHO-Books-For-Fresh-bites-catering>

##### **2.Zoho book link:**

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