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| COURSE NAME: | FINANCE & ACCOUNTING WITH ZOHOO BOOKS |
| PROJECT TITLE: | PREPARATION AND MAINTENANCE OF ZOHOO BOOKS OF KEERTHI SWEETS |
| PROJECT SUBMITTED TO: | SMART INTERNZ |
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PREPARATION AND MAINTENANCE OF ZOHOO BOOKS FOR KEERTHI SWEETS

1.INTRODUCTION

Zoho Books is an accounting solution that is designed to help small businesses manage their finances. This solution includes dashboards and a wide variety of reports. Business users can automate tasks and set up custom workflows.

OVERVIEW



Zoho books:

Zoho Books is cloud-based smart accounting software which takes care of all our accounting needs. To fully understand how Zoho Books works, go through modules below in the given order.

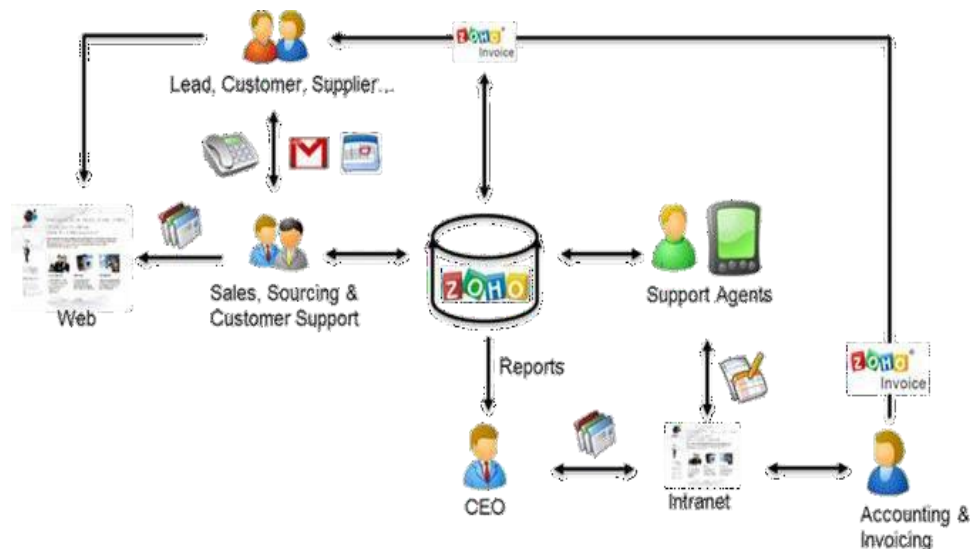
Accessing zoho books:

To access Zoho Books, we have to sign up for the free 14-day trial period during which we can test the product for free. The free trial version of Zoho Books contains all the features in the Premium plan of Zoho Books. If we are already a registered user, then we can directly log in to Zoho Books.

Project Description

Keerthi sweets manufacturer and trader of sweets relies on zoho books to manage their inventory handle purchase orders and generate invoices for their

customers they can track stock levels manage supplier payments and generate financial reports zoho books helps them streamline their wholesale operations and optimize inventory management.



PURPOSE

Keerthi sweets is a renewed manufacturer and trader of delectable sweets catering to both wholesale and retail customers with a rich heritage spanning several decades, Keerthi sweets has earned a reputation for its commitment to quality authenticity and customer satisfaction specializing in a wide variety of traditional and innovative sweets they combine traditional recipes with modern techniques to create flavors that tantalize taste buds.

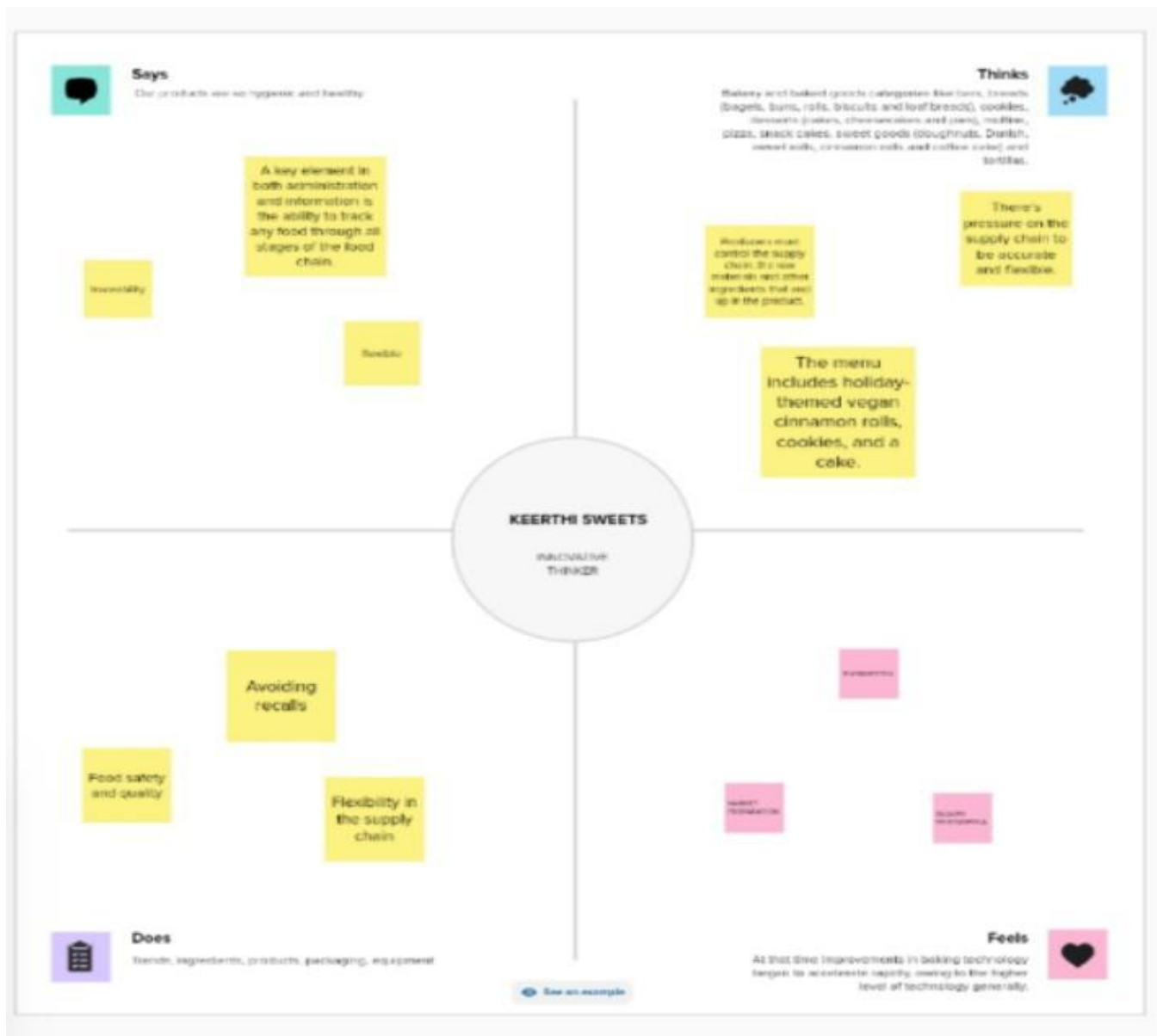
Keerthi sweets is a private limited company also register under GST in Tamil Nādu Keerthi sweets is a manufacture and trader of various sweets in wholesale and retail it has a wide range of customers all over the state and it procures raw material from various suppliers in the state it operates in a gross profit margin.

2.PROBLEM DEFINITION & DESIGN THINKING

EMPATHY MAP

In Keerthi Sweets, an empathy map is a simple visual that captures knowledge about the behaviors, attitudes, needs, strengths, struggles, emotional states, and other key attributes of a particular Customers or group of Customers.

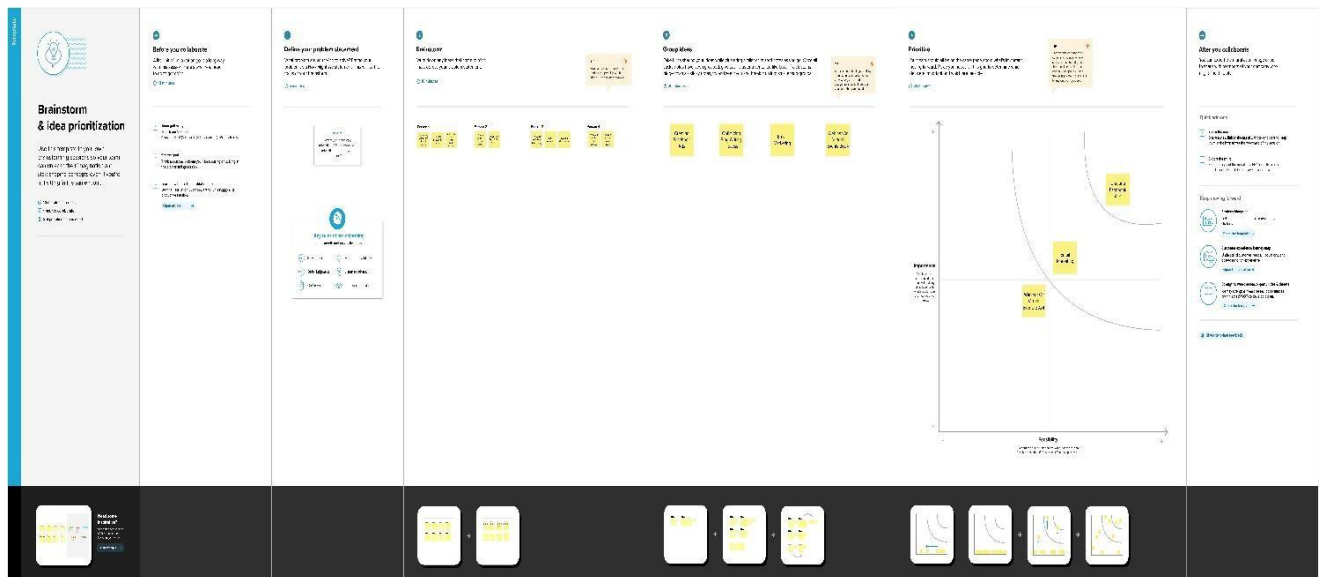
EMPATHY MAP:



IDEATION AND BRAINSTORMING MAP:

Brainstorming is a large- or small-group discussion that encourages students to generate a wide range of perspectives or potential next steps or solutions regarding a specific topic.

BRAINSTORMING:



3.RESULT

Final findings (output)of the project with screenshots.

- ❖ PROFIT AND LOSS ACCOUNT
- ❖ BALANCE SHEET
- ❖ CASH FLOW STATEMENT
- ❖ MOVEMENT OF EQUITY

PROFIT & LOSS

BasJen
Profit and Loss

Basis: Accrual
From 01.10.23 To 31.10.23

+ Add Temporary Note

| ACCOUNT | TOTAL |
|---------------------------------|--------------|
| Operating Income | |
| Discount | -71,700.00 |
| Sales | 14,37,500.00 |
| Total for Operating Income | 13,65,800.00 |
| Cost of Goods Sold | |
| Cost of Goods Sold | 650.00 |
| Total for Cost of Goods Sold | 650.00 |
| Gross Profit | 13,65,150.00 |
| Operating Expense | |
| Advertising And Marketing | 2,000.00 |
| Total for Operating Expense | 2,000.00 |
| Operating Profit | 13,63,150.00 |
| Non Operating Income | |
| Total for Non Operating Income | 0.00 |
| Non Operating Expense | |
| Total for Non Operating Expense | 0.00 |
| Net Profit/Loss | 13,63,150.00 |

Amount is displayed in your base currency **INR

BALANCE SHEET

11:45
G

LTE
3.48 KB/s
5G
78%

X
Balance Sheet | Repo...
books.zoho.in
Share
Bookmark
Menu

Search in Customers (
You are curr...
Upgrade
BasJen

Today
Customize Report
Schedule Report
Export As

BasJen
Balance Sheet
Basis: Accrual
As of 20.10.23
Add Temporary Note

Collapse all
Expand All

| ACCOUNT | TOTAL |
|-----------------------------------|--------------|
| Assets | |
| Current Assets | |
| Cash | |
| Petty Cash | 3,14,617.00 |
| Total for Cash | 3,14,617.00 |
| Accounts Receivable | 11,20,052.25 |
| Other current assets | |
| Prepaid Expenses | 120.00 |
| TDS Receivable | 93,123.75 |
| Input Tax Credits | 0.00 |
| Input CGST | 52.50 |
| Input SGST | 52.50 |
| Total for Input Tax Credits | 105.00 |
| Total for Other current assets | 93,348.75 |
| Total for Current Assets | 15,28,018.00 |
| Total for Assets | 15,28,018.00 |
| Liabilities & Equities | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | 392.00 |
| GST Payable | 0.00 |
| Output CGST | 56,188.00 |
| Output IGST | 2,500.00 |
| Output SGST | 56,188.00 |
| Total for GST Payable | 1,14,876.00 |
| Total for Current Liabilities | 1,15,268.00 |
| Total for Liabilities | 1,15,268.00 |
| Equities | |
| Current Year Earnings | 14,13,100.00 |
| Retained Earnings | -350.00 |
| Total for Equities | 14,12,750.00 |
| Total for Liabilities & Equities | 15,28,018.00 |

**Amount is displayed in your base currency INR

11:45

G

VoLTE

1.92 KB/s

5G

78%

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Reports | Zoho Books

books.zoho.in

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Search in Customers (

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GSTR-3B Summary

From 01.10.23 To 31.10.23

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) | ₹13,65,800.00 | ₹0.00 | ₹56,188.00 | ₹56,188.00 | ₹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 | ₹13,65,800.00 | ₹0.00 | ₹56,188.00 | ₹56,188.00 | ₹0.00 |

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

| Description | Taxable Value | Integrated Tax | Central Tax | State/UT Tax | CESS Tax |
|--|---------------|----------------|-------------|--------------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| (i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator] | 0 | 0 | 0 | 0 | 0 |
| (ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay tax under Sub-section (5) of Section 9 [To be furnished by the registered person making supplies through electronic commerce operator] | ₹0.00 | | | | |

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

| Place Of Supply | Taxable Value | Integrated Tax |
|--|---------------|----------------|
| 1 | 2 | 3 |
| Supplies made to Unregistered Persons | | |
| Supplies made to Composition Taxable Persons | | |
| Supplies made to UIN holders | | |
| We are not tracking supplies made to UIN holders | | |

4. Eligible ITC

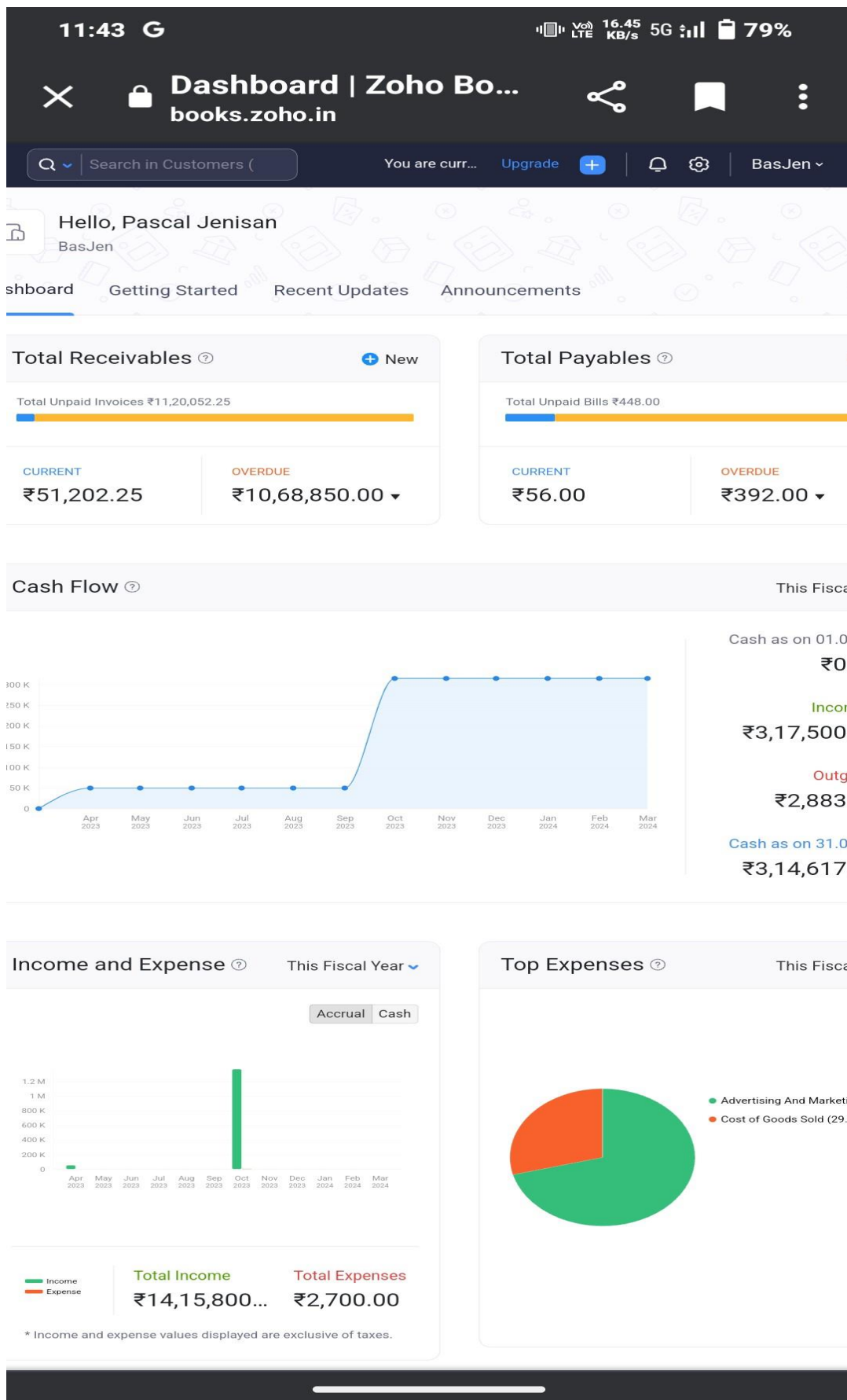
| Details | Integrated Tax | Central Tax | State/UT Tax | CESS Tax |
|--|--------------------------------------|-------------|--------------|----------|
| 1 | 2 | 3 | 4 | 5 |
| (A) ITC Available (whether in full or part) | | | | |
| (1) Import of Goods | ₹0.00 | | | ₹0.00 |
| (2) Import of Services | ₹0.00 | | | ₹0.00 |
| (3) Inward supplies liable to reverse charge (other than 1 & 2 above) | ₹0.00 | ₹0.00 | ₹0.00 | ₹0.00 |
| (4) Inward supplies from ISD | -- We do not support in Zoho Books-- | | | |
| (5) All other ITC | ₹0.00 | ₹30.25 | ₹30.25 | ₹0.00 |

5. Values of exempt, nil-rated and non-GST inward supplies

| Nature of Supply | Inter-State Supplies | Intra-State Supplies |
|---|----------------------|----------------------|
| 1 | 2 | 3 |
| Composition Scheme, Exempted, Nil Rated | ₹0.00 | ₹2,000.00 |
| Non-GST supply | ₹0.00 | ₹0.00 |

>

❖ DASHBOARD



Income and Expense
This Fiscal Year

Accrual
Cash

1.2 M
1 M
800 K
600 K
400 K
200 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
Expense

Total Income ₹14,15,800...
Total Expenses ₹2,700.00

* Income and expense values displayed are exclusive of taxes.

Top Expenses
This Fiscal Year

Advertising And Marketing
Cost of Goods Sold (29.0

3.ADVANTAGE AND DISADVANTAGES

ADVANTAGES

Invoicing and billing are essential business functions and the primary source of cash flowing into our business. However, managing invoices manually is time-consuming and error-prone. Zoho Books addresses these issues effectively and offers great features that make our invoicing easier. Zoho Books allows us to automate our payment reminders and track due dates and expected payment dates. So, it can send them to our customers automatically.

Zoho books gives more benefit to the Keerthi sweets for creating customer, vendors, purchase order, sales order, bill. In addition, we can handle all kinds of currencies and connect our accounting application with Zoho Books to support multiple currencies. Zoho Books is built to add our local tax regulations and make working with taxes easier.



Customization

This addresses a company's ability to configure the software to fit its specific use case and workflow.

API for custom integration: An API (application programming interface) provides a standard programming interface for connecting third-party systems to the software for data creation, access, updating and/or deletion.

Security

This component helps a company minimize the security risks by controlling access to the software and its data, and encouraging best practices among users.

Single sign-on capability: The software system supports a centralized authentication mechanism allowing the user to access multiple systems with a single, centrally managed password.

Role-based user permissions: Permissions to perform actions or access or modify data are assigned to roles, which are then assigned to users, reducing complexity of administration.

Reporting & Analytics

Users can report on and analyze usage, performance, ROI, and/or other metrics of success.

Dash Board: Users can create, customize and share dashboards, which provide an overview of the most important metrics.

Standard Report: The software offers pre-built reports with metrics standard to the category.

Custom Reports: Users can create custom reports.

General Ledger and Configurable Accounting

Financial management solution, including capabilities for general ledger and configurable accounting

Accounts Payable: This includes the automation and tracking of payment to vendors and suppliers, with features such as payment scheduling, check printing,

open purchase order alerts, document management, direct ACH bill payment, and vendor records.

Accounts Receivable: This includes the management and automation of invoices and collections, with features like statements, invoices, receipts, payment reminders, customer records, auto billing, and refund checks.

Cash Management: The software provides a complete picture of a company's cash flows, streamlines payment processing, and includes cash forecasting.

Bank Reconciliation: The software connects to a company's financial institutions in order to reconcile accounting records with checking, savings and credit card accounts. Often month and year closing capabilities are included.

Expense Management: The software can log and track business expenses and reimbursements, including travel-related expenses, with the ability to tie them to particular projects.

Time Tracking: The software can track billable and non-billable employee time by project.

Multi Currency Support: The software supports transactions across multiple currencies.

Regulations Compliance: The software helps users adhere to typical accounting standards and regulations such as IFRS, GASB, or GAAP.

Self Service Portal: The software provides online portals for certain stakeholders to find information relevant to them, such as employees, vendors and customers.

Inventory Management

The ability to track and manage the flow of goods or materials into and out of an inventory.

Inventory Tracking: The software syncs orders and stock to maintain a real-time picture of inventory and supports multiple methods such as LIFO and FIFO.

Automatic reordering: The software can be set up to automatically reorder a good when it falls below a certain threshold.

Order Management

The ability to process orders, and track them from quote to cash.

Pricing: Users can set up complex and unique pricing requirements.

Order Entry: Users can enter an order once, and the data flows to all the necessary units such as fulfillment and billing.

Credit Card Processing: The software facilitates credit card processing.

Cost of Goods sold: The software calculates the direct costs attributable to a finished product, such as materials and labor, and includes roll-up pricing.

DISADVANTAGES

Monthly transaction cap one significant Zoho Books limitation is the cap on monthly transactions. Users are limited to 5,000 transactions monthly, even on the highest-tier plan.

Zoho supports only three users on its Standard plan and up to 10 users on its Premium plan; after that, we must pay an extra monthly fee for each additional user.

In some cases, integration with other applications and tools can be limited, which can make it challenging to work with other business solutions.

4.APPLICATIONS

Zoho Books is one-stop platform for managing our accounting tasks and organizing our transactions. It's a single secure location to keep up with our company's bills and invoices, reconcile our bank statements, control our spending, oversee projects, and eliminate GST compliance worries.

The zoho books can be used in the area of education fields and also many industries can use zoho books for various purposes

5.CONCLUSION

Zoho books help them streamline their financial operations and enhance the customer service

By now, we must have understood how Zoho Books is a powerful and versatile online accounting software that can help businesses of all sizes manage their finances and streamline their accounting processes.

whether we are looking for free accounting software or a more advanced paid plan, Zoho Books is worth considering for our business!

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.FUTURE SCOPE

Zoho development is going to focus on cloud services. Furthermore, expectations are that cloud would form 70% of Zoho's business and 30% would be from on-premise offerings. However, Zoho is going to continue its global expansion plans.

Zoho plans to embrace transnational localism, adapting its products and services to meet the specific needs of local markets while maintaining a global outlook.