



COURSE NAME:	FINANCE & ACCOUNTING WITH ZOHOB BOOKS
PROJECT TITLE:	PREPARATION AND MAINTANENCE OF ZOHOB BOOKS FOR TECHPRO SOLUTION
PROJECT SUBMITTED TO:	SMART INTERNZ
YEAR:	2023-2024
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## TECHPRO SOLUTION

### 1. INTRODUCTION:

#### 1.1 OVERVIEW

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 will 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.

**Items :**Items are the goods or services in our organization. Add or import items and price lists into Zoho Books.

**Customers & Vendors :**Add our customers & vendors in Zoho Books to create various sales and purchase transactions for them.

**Customize our Zoho Books account :**Set up Zoho Books as per our business needs. Learn how to update our email address and password, change the theme of our organization, change the default organization, and various other functions in Zoho Books.

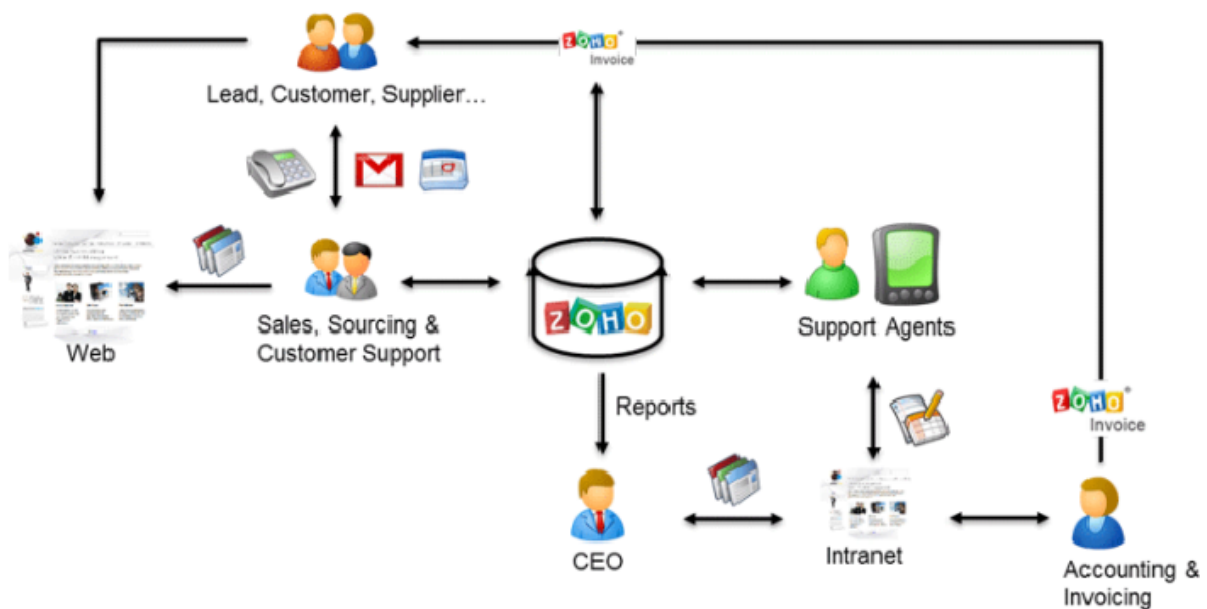
**GST :**Zoho Books is a GST-compliant software. We have tailor-made it to suit all our accounting needs for GST. Apply GST on our transactions and also file our GSTR from Zoho Books.



**Start Invoicing:** Create and send invoices to our customers. Receive payments for all the invoices online or manually mark them as paid. We can track all the payments received in different accounts and also record partial payments for invoices.

**Banking :** With the Banking module, we can learn how to set up our bank or credit card account in Zoho Books, receive bank feeds, reconcile transactions, and perform various other banking operations.

**Reports :** The Reports module in Zoho Books contain 40+ reports related to our business, accounting and taxes.



**Bills:** In the GST regime, an bill is an electronically generated document necessary for the movement of goods within the state or outside the state.

**Sales transactions:**Create different sales transactions for our customers, such as:

Quotes

Sales Orders

Invoices

Recurring Invoices

Retainer Invoices

Credit Notes

**Purchase transactions :**Create different purchase transactions for our vendors, such as:

Expenses

Bills

Purchase Orders

Payments Made

Vendor Credits

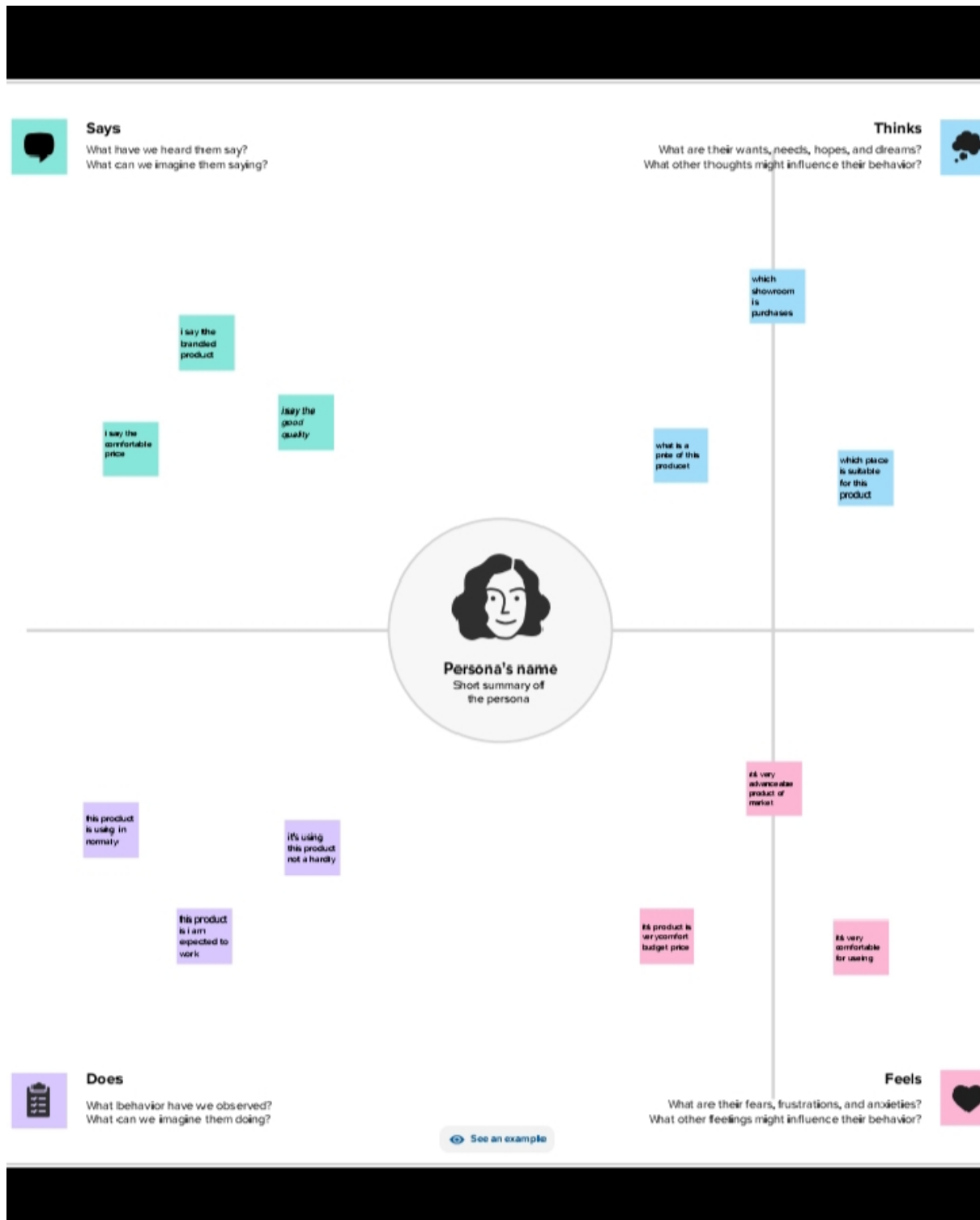
## **1.2 PURPOSE:**

Zoho Books is an online accounting application that takes care of the accounting needs of our business. it can record, audit and analyze all financial transactions easily. Watch this video to get a glimpse into the different modules available in Zoho Books.



## 2.PROBLEM DEFINITION & DESING THINKING :

### 2.1 EMPATHYMAP



## 2.2 IDEATION & BRAINSTORMING MAP :



## 2. RESULT :

**PROFIT & LOSS A/C :** A profit and loss statement is a financial report that shows how much our business has spent and earned over a specified time.

**BALANCE SHEET:** A balance sheet is a financial statement that contains details of a company's assets or liabilities at a specific point in time.

## Profit and loss account

TechPro Solutions Private Limited

### Profit and Loss

Basis: Accrual

From 01/04/2023 To 30/04/2023

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
<b>Operating Income</b>	
Sales	42,49,989.81
Total for Operating Income	42,49,989.81
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	3,50,000.00
Total for Cost of Goods Sold	3,50,000.00
<b>Gross Profit</b>	38,99,989.81
<b>Operating Expense</b>	
Other Expenses	5,000.00
Rent Expense	2,00,000.00
Salaries and Employee Wages	25,00,000.00
Total for Operating Expense	27,05,000.00
<b>Operating Profit</b>	11,94,989.81
<b>Non Operating Income</b>	
Total for Non Operating Income	0.00
<b>Non Operating Expense</b>	
Exchange Gain or Loss	1,363.25
Total for Non Operating Expense	1,363.25
<b>Net Profit/Loss</b>	11,93,626.56





# BALANCESHEET

☰
This Year
📄 Consolidate Report
📅 Schedule Report
🔍
🔄
Report

## bechpro Balance Sheet Basic Account As of 31/03/2024

✚ Add Temporary Note

Collapse all
 Expand All


ACCOUNT	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Petty Cash	-5,000.00
Total for Cash	-5,000.00
<b>Bank</b>	
ICICI Bank-000001	11,26,000.00
Total for Bank	11,26,000.00
<b>Other current assets</b>	
Input Tax Credits	0.00
Input CGST	48,500.00
Input SGST	48,500.00
Total for Input Tax Credits	96,000.00
Total for Other current assets	96,000.00
Total for Current Assets	12,20,000.00
<b>Fixed Assets</b>	
networking equipment	2,00,000.00
Total for Fixed Assets	2,00,000.00
Total for Assets	14,20,000.00
<b>Liabilities &amp; Equities</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	3,40,000.00
Rent payable	2,36,000.00
salary payable	25,00,000.00
TDS Payable	18,000.00
Unearned Revenue	11,80,000.00
Total for Current Liabilities	42,75,000.00
Total for Liabilities	42,75,000.00
<b>Equities</b>	
Current Year Earnings	-38,55,000.00
Total for Equities	-38,55,000.00
Total for Liabilities & Equities	14,20,000.00

\*\*\*Amount is displayed in your base currency\*\*\*



## MOVEMENT OF EQUITY

techpro	
Movement of Equity	
Basis: Accrual	
From 01/04/2023 To 31/03/2024	
<a href="#">+ Add Temporary Note</a>	
ACCOUNT *	TOTAL
Opening Balance	0.00
Changes in Equity	
Current Year Earnings	-28,55,000.00
Net Changes in Equity	-28,55,000.00
Closing Balance	-28,55,000.00

\*\*Amount is displayed in your base currency 

## 4.ADVANTAGES AND DISADVANTAGES :

### Advantages :

Zoho Books Accounting Software offers incredible features to enhance our business. From fundamental invoicing and billing to tax calculations and project management, Zoho's Best Accounting Software encompasses an essential tool for our accounting and finance data. Also, it enables us to manage clients, reconcile bank accounts, and generate insightful financial reports that assist us in growing business smoothly

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.

It is also challenging to track invoices and remind customers of pending payments without automated software. Zoho Books addresses these issues effectively and offers us great features that make our invoicing easier.

Zoho Books Software can reduce the overall Zoho Books allows us to automate our payment reminders and track due dates and expected payment dates. So, it can send sms and allows our accounting team to do more in a given time.

### **Disadvantages:**

Zoho Workplace provides a diverse set of tools, some of them may not be as advanced or refined as those offered by other major platforms available in the market. In some cases, integration with other applications and tools can be limited, which can make it challenging to work with other business solutions.

Monthly transaction cap. One significant Zoho Books limitation is the cap on monthly transactions.

Multiple subscriptions for multiple businesses.

Additional users require a fee.

Fewer integrations than competitors.

No payroll services.

Accounts payable limitations.



## 5.APPLICATION :

Zoho Books offers a free online accounting experience for Indian businesses with turnover less than 25 lakhs per annum. From invoicing to GST filing, manage our accounting needs with Zoho Books

TechPro Solutions, an IT services company, utilizes Zoho Books to efficiently manage their client billing and invoicing. They track project expenses, record billable hours, and generate professional invoices using Zoho Books. The software helps them streamline their financial processes and provides insights into their profitability

TechPro Solutions is a Private Limited company also registered under GST in Tamil Nadu. TechPro Solutions offers various expert IT consulting services in India and outside India.

## 6.CONCLUSION :

books helps  
streamline  
financial  
and enhance  
customer  
.whether we



Zoho  
them  
their  
operations  
the  
service  
are looking

for free accounting software or a more advanced paid plan,zoho books is worth considering for our processes

Zoho books is an online acoounting application that take care of the accounting needs of our business.we can record, audit and analys all financial transaction easily



## 7.FUTURE SCOPE :

Zoho books development is going to focus on cloud service. Furthermore, expectation 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 market while maintaining a global outlook

