











Course Name		Zoho Books				
College Name		Mangayarkarasi College of Arts and Science for Women Paravai, Madurai - 625002				
College Code		MKU251				
Skill Offering Id						
Project Title						
Project Submitted To		Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))				
Year		2023				
Department		B.COM Computer Application				
Semester		6				
Group Number		4				
Total Members of the Group		4				
Group Members D	etails					
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Under the Guidance Mrs.C.M. p		Mrs.C.M. priy	ranka			
SPOC		Ms.P.UMADE	VI			

ANALYSING HOUSING PRICES IN METROPOLITAN AREAS IN INDIA

1. Introduction.

1.1 Overview

Nilasaisweets manufacturing and supplying for good then was tasty very quality for quantity for very good traders purchase and order and generate festival days their customers and take financial report very sweety features sugar as principal ingredients.may this sweet business

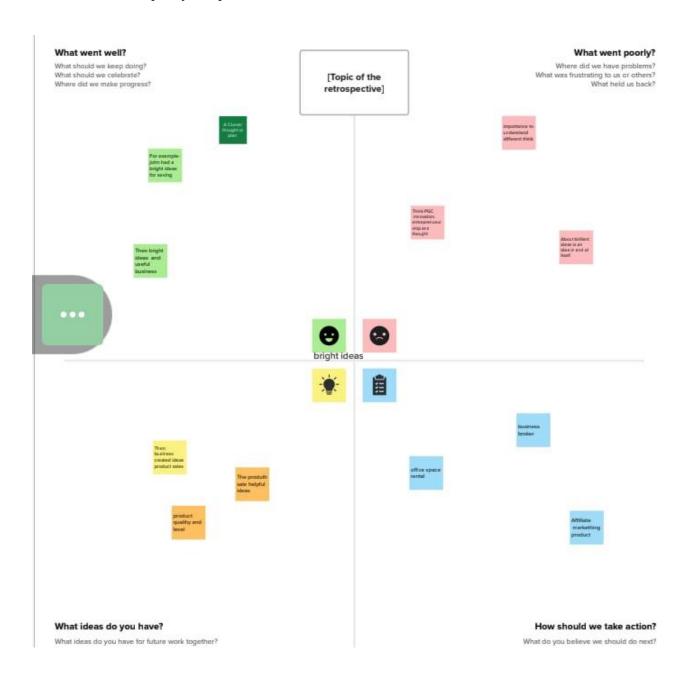
1.2 Purpose

Nilasaisweets manufacturing for quality and supplying for distribution good then was tasty very quality good traders purchase and order sale of all city generate festival days for every customer take financial report then sweets sugar as principal ingredients may beautiful business and supplying for every customer

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2. Bright ideas consulting

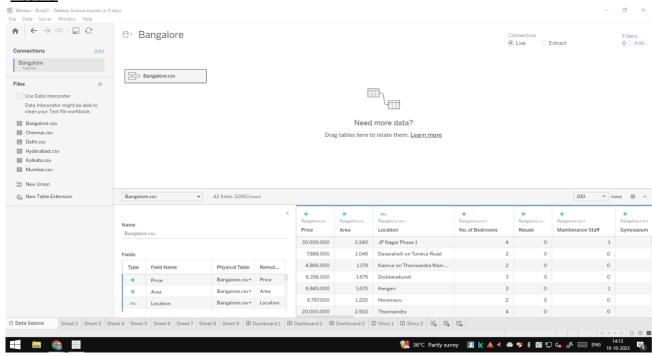
a. Empathy Map

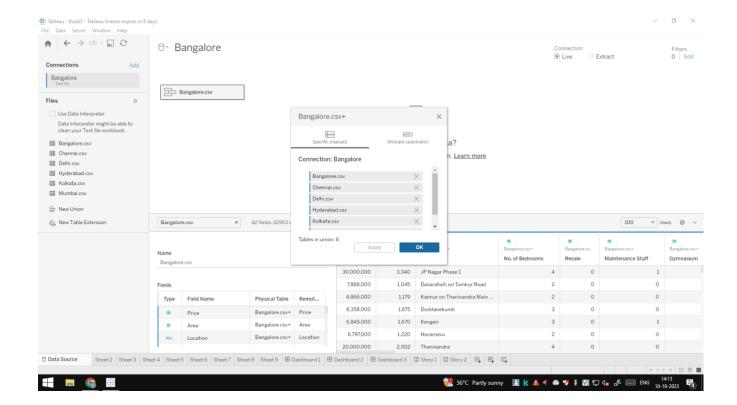


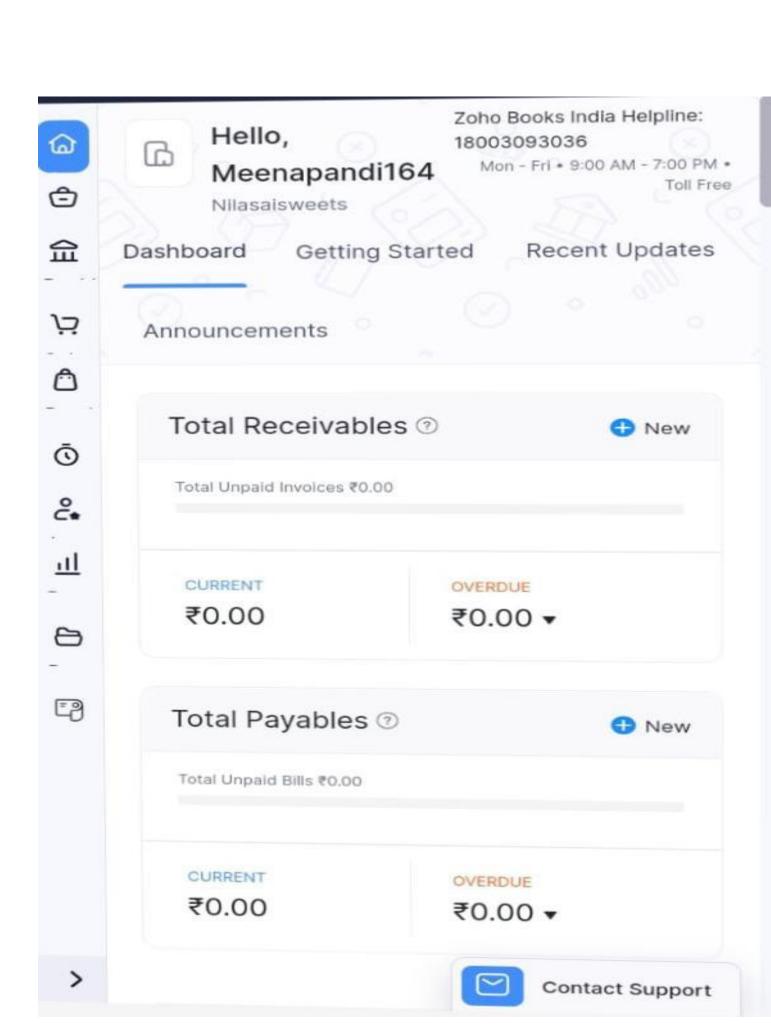
2.2 Ideation and Brainstroming Map

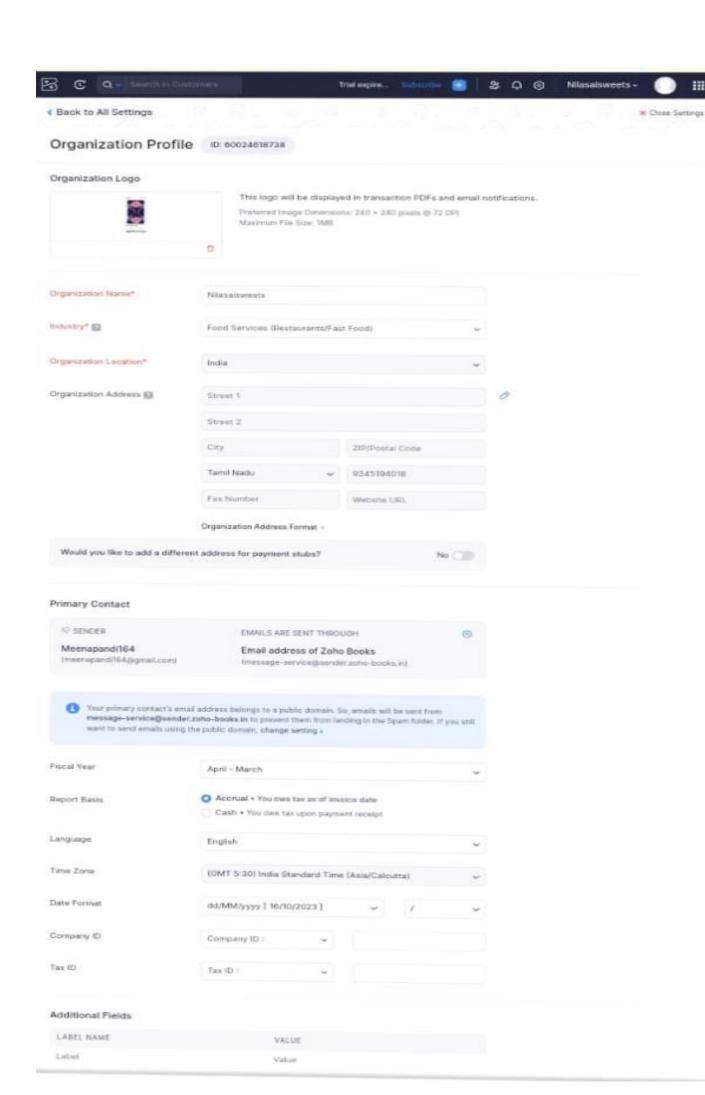


3. Result:













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Activity 2: Introduction

Before we get into the specifics, see where you'll find what.

Introduction:

- The Navigation Panel on the left-hand side lists all the modules of Zoho Books.
- Get into the Sales tab and the Purchases tab to manage Quotes, Invoices, Exp and more.
- The Quick Create button by the respective modules is the shortcut to create transactions.
- The Quick Create option can be used to create a transaction on the fly from anywhere in Zoho Books.
- Clicking on the Recent Activities option will display of list of most recent transactions you have carried out in your organization.
- 6. Use the Search bar to quickly find a specific transaction, contact, item or more.
- The Notifications Section will notify you of any customer activity on the customer portal as well as announcements from the Zoho Books team.
- Click on the Settings icon to manage your Organization Profile, Users, Subscriptions and more.



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Activity 3: Lets get startered

Lets Assume Bright Ideas Consulting is offering below list of various services:

- 1. Management Consulting
- Financial Consulting
- 3. Human Resources (HR) Consulting
- 4. Legal Consulting

Selling Price for all the above services is say Rs.1000/- per Consulting Hours. Output GST @ 18% is applicable for all the above services.

Milestone 2: Service Creation:

Activity 1: Creation

To Create the above both sale products and purchase items in Books go to "Items" from the Navigation Panel and click on "+ New" Button and give the respective fields such as

- Item Name
- Units (eg. Hrs)
- SAC Code of the Item (Eg: 998311)
- Sale Price
- Tax Rate



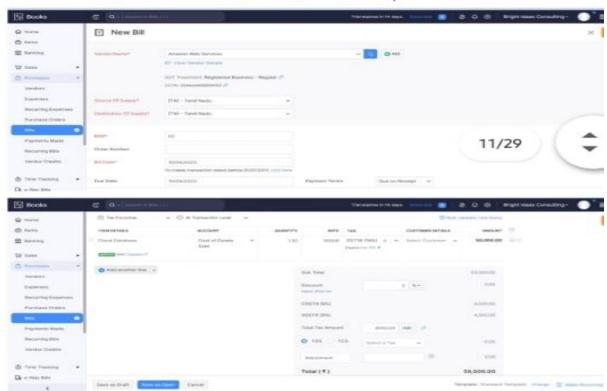
recorded as per the Bank Statement.

Activity 3: Direct Vendor Purchases Bills Creation:

Next Bright Ideas Consulting availed the services from the below Suppliers:

- 1. 10-04-2023 Cloud Database From Amazon Wed Services- Rs.50,000/- pm GST @ 18%
- 2. 10-04-2023 Consultancy Services from Raj Kamal External Consulting Rs.1,00,000/- pm

To create direct purchase invoices for the above transaction from navigation panle go to : Purchases>Bills>Create New>Enter the details>Click on Save Open



Aslo we can attach the Scanned Copy of the Bill below for any future reference and documentation. Payments for both the above purchases was made on 25th April 2023 in Bank.

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Activity 4: Reconciliation of Open & Outstanding Bills

For Open & Outstending Bills payments need to be marked as and when amounts paid through the bank account.

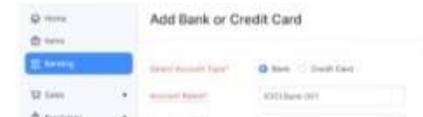




Milestone 7: Bank Account

Activity 1: Adding Bank Account

Bright Ideas Consultinghas opened an account in ICICI Bank with A/c no 0000 account go to Banking from the navigation panel and select add Bank account necessary fields and save.







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Click on the Respective sales value to get the detail invoices list included in the summary:



Activity 4: Journal Report

For Reconciliation of all recorded transactions generate the Journal Report from the reports, here we can find the entries in journal formal for every transaction that has been recorded. Which can be used to cross check and verify whether all the transactions are recorded correctly or not.



Project Flow:

To accomplish this, we have to complete all the activities listed below,

- Set up your account
 - Sign up for a Zoho Books account and log in
 - Introduction
 - Lets Get Started
- Services
 - Creation
 - Review
- Vendors
 - Vendor Creation
 - Review Vendors list and details
- Purchases
 - Purchase order Creation (PO)
 - PO to Bill Convertion
 - Purchase Bills Creation
 - Payment Marking to Purchase Bills
- Customers
 - Customer Creation
 - Review Customers list and details
- Sales

Activity 5: Accounts Receivable Aging Details

For reconciliation and report generation of open Invoices Receivable on a particular date:

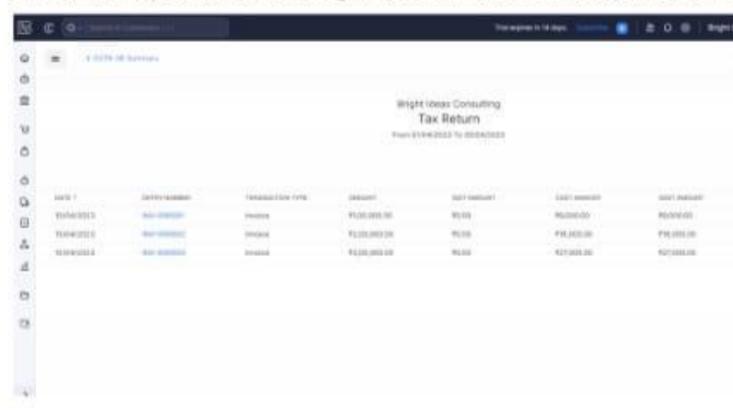


Activity 6: Accounts Payable Aging Details

For reconciliation and report generation for open Bills payable on a particular day:



Click on the Respective sales value to get the detail invoices list included in the summa



Activity 4: Journal Report

For Reconciliation of all recorded transactions generate the Journal Report from the re can find the entries in journal formal for every transaction that has been recorded. Whi to cross check and verify whether all the transactions are recorded correctly or not.



Activity 2: Balance Sheet

To Extract the reports from zoho books, Click on Export option and select the required format (PDF or Excel) and then click export to generate and download the reports



Activity 3: GST Reports

To generate monthly GST Reports go to Reports>Search "GSTR-3B Summary"



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Click on the Respective sales value to get the detail invoices list included in the summary:



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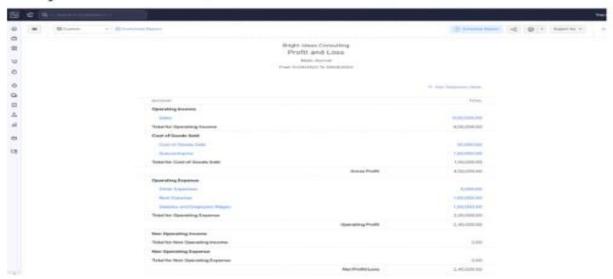
Milestone 12: Financial Reports:

To Generate the Financials Reports like Profit and Loss statement, Balance sheet & Cash Flow Statement

Form the navigation pannel Go to Report and select the required report, then select the desired period in the date field and generate the report



Activity 1: Profit and Loss Account



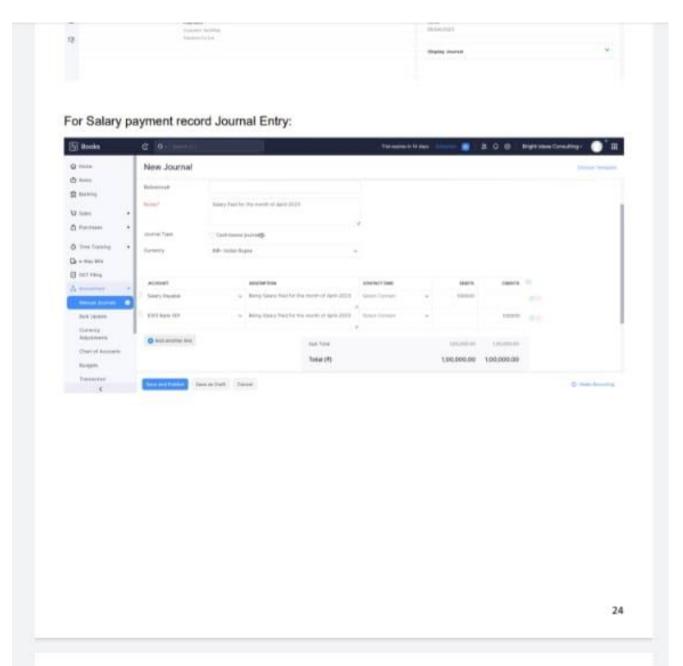
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Activity 2: Balance Sheet

Total for Store.

To Extract the reports from zoho books, Click on Export option and select the required format (PDF or Excel) and then click export to generate and download the reports

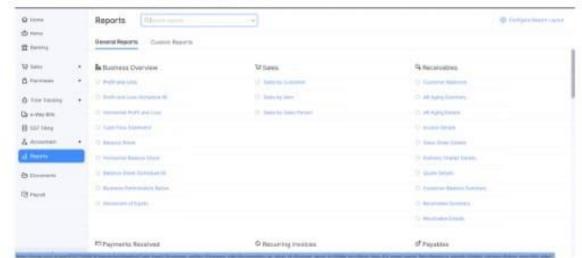




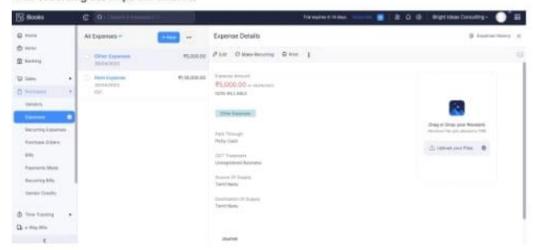
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After recording the Expense Entries:



Milestone 11: Bank Entries

Activity 1: Recording of Bank Transactions

The Below are the Bank Transactions occurred during the month:

Date	Paritculars	Debit	Credit	Balance
01-04-2023	Capital Deposit		100000	100000
10-04-2023	Petty Cash Withdrawl	10000		90000
12-04-2023	Amount received from Techwise Solutions		118000	208000
20-04-2023	Amount received from Smart Tech Innovations		236000	444000
25-04-2023	Paid to Rand Stand Technologies	236000	10 X L X 1 X 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	208000
25-04-2023	Paid to Amazon Web Services	59000		149000
25-04-2023	Amount received from DigitalEdge Technologies		354000	503000
25-04-2023	Paid To RajKamal External Consulting	100000		403000
30-04-2023	Rent Paid	118000		285000
30-04-2023	Salary Paid	100000		185000

To Add the bank transaction go to Banking>Add Transaction and select the appropriate type to record the transactions:

Paritculars	Transaction Type		
Capital Deposit	Money In- Owner's Contribution		
Cash Withdrawl for petty cash	Money Out- Transfer to Another Account		
Paid to Supplier/Vendor	Money Out- Vendor Payment		
Amount received from customer	Money In - Customer payment		

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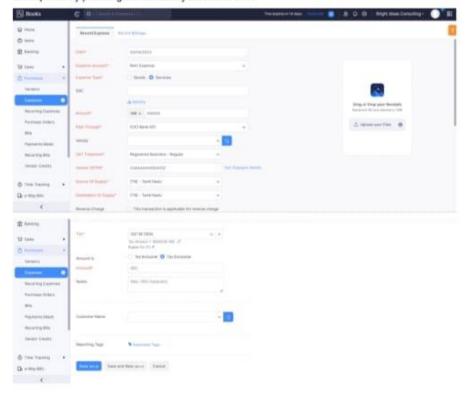
Milestone 10: Expense & Bills

Activity 1: Expense & Bills Entry

Below are the expenses incurred on 30-04-2023:

- Office Rent Rs.1,00,000/- excluding GST @ 18% Total Invoice Value Rs.1,18,000/- paid through Bank on same day.
- 2. Other Miscellaneous Expenses Rs.5,000/- paid in cash

To create an expense entry from navigation panel go to Purchases>Expenses>Record Expense, add the expense by provising the necessary fields and Save



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After recording the Expense Entries:

| Column |

Conclusion:

Nilasaisweets are called as lollies is confection that features sugar as every quantity and quality for sweets as principal ingredients.may this product and purchase sweets business every customer people for sweets gives festival times and order available cookies and sweets.