

PROJECT REPORT TEMPLATE

1. INTRODUCTION

~Travel Trax Tours is a travel company that offers a one-of-a-kind vacation experience. For this agency, we have created reports using Zoho Books.

1.1 Overview

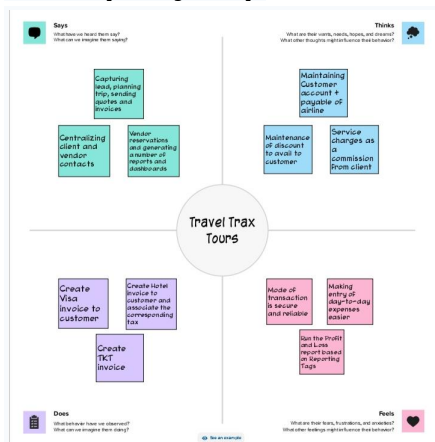
- >Planning the travel itineraries for clients using Zoho Books.
- >Arranging transportation, lodging, and activities throughout the trip.
- >Keeping accurate records of client bookings.
- >Taxation.

1.2 Purpose

- Capturing lead, planning trip, sending quotes and invoices.
- Vendor reservations and generating a number of reports and dashboards.
- Centralizing client and vendor contacts.
- Maintenance of discount avail to customer.
- Creating Visa and TKT invoice.
- Creating Hotel invoice to customer and associate the corresponding tax.
- Commission for providing service.
- Running the Profit and Loss report based on Reporting Tags.

2. PROBLEM DEFINITION & DESIGN THINKING

2.1 Empathy Map



2.2 Ideation & Brainstorming Map



3. RESULT

PROFIT & LOSS A/C

TravelTrax Tours Profit and Loss	
Basis: Accrual	
From 01/04/2023 To 30/04/2023	
+ Add Temporary Note	
ACCOUNT	TOTAL
Operating Income	
Sales	11,00,000.00
Total for Operating Income	11,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	7,00,000.00
Total for Cost of Goods Sold	7,00,000.00
	Gross Profit 4,00,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	1,00,000.00
Total for Operating Expense	1,05,000.00
	Operating Profit 2,95,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	2,95,000.00

**Amount is displayed in your base currency ₹

BALANCE SHEET

TravelTrax Tours	
Balance Sheet	
Basis: Accrual	
As of 30/04/2023	
Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
KIC Bank-001	3,62,000.00
Total for Bank	3,62,000.00
Accounts Receivable	5,90,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	63,000.00
Input SGST	63,000.00
Total for Input Tax Credits	1,26,000.00
Total for Other current assets	1,26,000.00
Total for Current Assets	10,83,000.00
Total for Assets	10,83,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Salary Payable	-1,00,000.00
Unearned Revenue	5,90,000.00
GST Payable	0.00
Output CGST	99,000.00
Output SGST	99,000.00
Total for GST Payable	1,98,000.00
Total for Current Liabilities	6,88,000.00
Total for Liabilities	6,88,000.00
Equities	
Capital Stock	1,00,000.00
Current Year Earnings	2,95,000.00
Total for Equities	3,95,000.00
Total for Liabilities & Equities	10,83,000.00

**Amount is displayed in your base currency INR

4. ADVANTAGES & DISADVANTAGES

Some of the benefits of using Zoho Books include:

•*User-friendly interface:*

Zoho Books has a user-friendly interface that is easy to navigate, even for users with little or no accounting experience.

•*Automated invoicing:*

Zoho Books allows you to create and send professional-looking invoices quickly and easily. You can also set up automatic payment reminders to help ensure that you get paid on time.

•*Expense tracking:*

Zoho Books allows you to track your expenses and categorize them by type, making it easy to keep track of your business expenses and monitor your cash flow.

•*Inventory management:*

Zoho Books includes basic inventory management features, allowing you to track your stock levels and monitor your sales.

•*Financial reporting:*

Zoho Books offers a range of financial reports, including profit and loss statements, balance sheets, and cash flow statements, making it easy to monitor your business's financial health.

The disadvantage of the proposed solution:

- It may not be suitable for larger businesses with more complex accounting needs.
- It would be helpful if it is a bit more time-saving.

5. APPLICATIONS

•*Interior Designs:*

Zoho Books effectively manage financial processes, maintain accurate records, and make informed financial decisions.

•*Learning Centers:*

Zoho Books manage donations, track expenses, and handle grant finances.

•*Medical Clinics:*

Zoho Books manage patient billing, invoicing and track medical service fees, manage insurance payments, and generate statements for patients.

•*Catering:*

Zoho Books manage sales, track inventory and handle invoicing. It can generate professional invoices for clients and track expenses related to ingredients and supplies.

•*Real Estate:*

Zoho Books track project expenses, manage subcontractor payments, and handle invoicing.

•*IT Companies:*

Zoho Books manage client billing and invoicing. It tracks project expenses, records billable hours, and generate professional invoices.

6. CONCLUSION

° Created a Mural account to prepare Empathy Map and Brainstorming Map for a travel agency named 'Travel Trax Tours'.

° Signed up for Zoho Books; created vendors' accounts. We have also made few purchases and sales bills which included GST taxation.

° By creating an ICICI Bank account, we made entries which were further reported in Profit & Loss account and Balance Sheet.

7. FUTURE SCOPE

Overall, Zoho Books is a good accounting software option for small businesses, offering a range of useful features at an affordable price.

However, it may not be suitable for larger businesses with more complex accounting needs. It is one of the major concern that needs to be addressed in the future.