

Project Report

01. Introduction:

1.1 Overview:

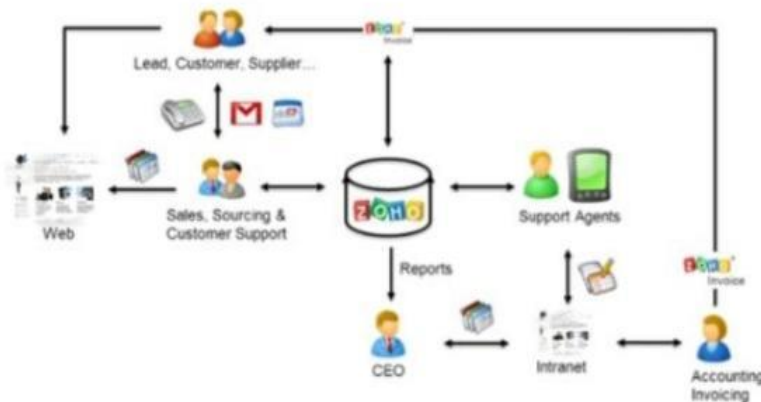
Zoho books is your one-stop accounting platform for managing our accounting task and organizing your transactions.

1.2 Purpose:

Zoho books is a single secure location to keep up with your company's bills and invoices, reconcile your bank statements and GST related worries for fresh bites catering.

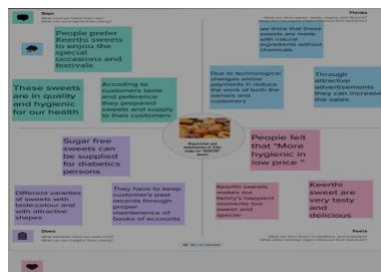
Preparation and maintenance of Zoho books for

Fresh bites catering.

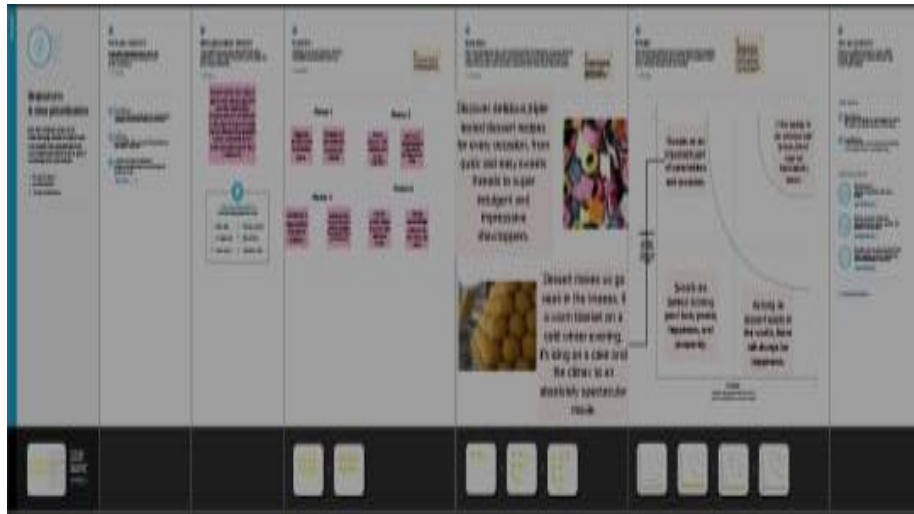


02) Problem definition and design thinking :

2.1 Empathy map



2.2 Ideation and Brainstorming map:



03) Result:

a) Item creation:

Here the output of items created by fresh bites catering,

Active Items

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	Q
<input type="checkbox"/>	Catering supplies		₹0.00		plate	
<input type="checkbox"/>	Beverages		0		kg	
<input type="checkbox"/>	Food ingredients		0		kg	
<input type="checkbox"/>	Buffet catering		₹500.00		plate	
<input type="checkbox"/>	Wedding catering		₹400.00		plate	
<input type="checkbox"/>	Corporate catering		₹300.00		plate	

b) purchase order creation:

All Purchase Orders

<input type="checkbox"/>	DATE	PURCHASE ORDER#	REFERENCE#	VENDOR NAME	STATUS	BILLED STATUS	AMOUNT	EXPECTED DELIVERY DATE	Q
<input type="checkbox"/>	05/04/2023	PO-00003		Mega store supplies	ISSUED		₹60,000.00		
<input type="checkbox"/>	05/04/2023	PO-00002		Drink delight beverages	ISSUED		₹52,500.00		
<input type="checkbox"/>	05/04/2023	PO-00001		Whole foods market	ISSUED		₹1,05,000.00		

c) Sales order creation:

All Sales Orders

<input type="checkbox"/>	DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED	PAYMENT	AMOUNT	EXPECTED SHIPMENT DATE	ORDER STATUS	DELIVERY METHOD	Q
<input type="checkbox"/>	20/04/2023	SO-00003		fyzer event planners	CLOSED	■	■	₹2,62,500.00		CLOSED		
<input type="checkbox"/>	18/04/2023	SO-00002		Rag karnal wedding planners	CLOSED	■	■	₹4,20,000.00		CLOSED		
<input type="checkbox"/>	05/04/2023	SO-00001		Tech wise solutions	CLOSED	■	■	₹1,57,500.00		CLOSED		

d) Profit and loss account

Here the output of profit and loss account created by fresh bites catering,

Sangavi Profit and Loss Basis: Accrual From 01/04/2023 To 31/03/2024	
+ Add Temporary Note	
ACCOUNT	TOTAL
Operating Income	
Sales	10,00,000.00
Total for Operating Income	10,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	2,10,000.00
Total for Cost of Goods Sold	2,10,000.00
	Gross Profit 7,90,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	50,000.00
Salaries and Employee Wages	2,00,000.00
Total for Operating Expense	2,55,000.00
	Operating Profit 5,35,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
	Net Profit/Loss 5,35,000.00

e) Balance sheet:

Balance sheet of fresh bites catering is given below,

Sangavi Balance Sheet	
Basis: Accrual	
From 01/04/2023 To 31/03/2024	
+ Add Temporary Note	
ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Party Cash	3,30,000.00
Total for Cash	3,30,000.00
Accounts Receivable	8,40,000.00
Other current assets	
Advance Tax	-54,000.00
Prepaid Expenses	3,71,500.00
Input Tax Credits	0.00
Input CGST	8,250.00
Input SGST	8,250.00
Total for Input Tax Credits	16,500.00
Total for Other current assets	3,25,000.00
Total for Current Assets	15,00,000.00
Other Assets	
CACI Item	10,000.00
Total for Other Assets	10,000.00
Total for Assets	15,10,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Unearned Revenue	8,40,000.00
CGST Payable	0.00
Output CGST	20,000.00
Output SGST	20,000.00
Total for GST Payable	40,000.00
Total for Current Liabilities	8,60,000.00
Total for Liabilities	8,60,000.00
Equities	
Capital Stock	5,00,000.00
Current Year Earnings	1,50,000.00
Total for Equities	6,50,000.00
Total for Liabilities & Equities	15,10,000.00

f) GST summary:

Sangavi Profit and Loss	
Basis: Accrual	
From 01/04/2023 To 31/03/2024	
+ Add Temporary Note	
ACCOUNT	TOTAL
Operating Income	
Sales	10,00,000.00
Total for Operating Income	10,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	2,10,000.00
Total for Cost of Goods Sold	2,10,000.00

GSTR-3B Summary

From 01/04/2023 To 31/03/2024

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)	₹8,00,000.00	₹0.00	₹20,000.00	₹20,000.00	₹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	₹8,00,000.00	₹0.00	₹20,000.00	₹20,000.00	₹0.00

04) Advantages and disadvantages:

Advantages:

They can generate professional invoices for clients and track expenses related to ingredients and supplies with proper and accurate financial results.

Disadvantages:

While Zoho books has excellent accounting features and With some drawbacks.

Multiple subscriptions for multiple business.

Fewer integration compared to other competitors.

05) Applications:

Fresh bites catering, a catering services utilizes Zoho books to manage their sales tracking inventory and invoicing in financial accounts.

06) Conclusion:

To conclude that Zoho books is very useful for creating profit and loss account and balance sheet and other expenses account of companies with technical features of accounting terms.

07) Future scope:

Customers need more convenient facilities in catering services while maintaining Zoho books of accounts like providing with export and import, credit orders with bills and invoices for achieving future goals and objectives.

08) Appendix:

Source code: Computer data.

Empathy map and Brainstorming map link

<https://github.com/mtu121ucom047/preparation-and-maintenance-of-ZOHO-BOOKS-fresh-bites-catering/commit/d4f09cfe503dda69ad1e0c720a7d8501bc50b5bd>

ZOHO BOOKS :

Books.zoho.com

