



COURSE NAME:	FINANCE & ACCOUNTING WITH ZOHO BOOKS
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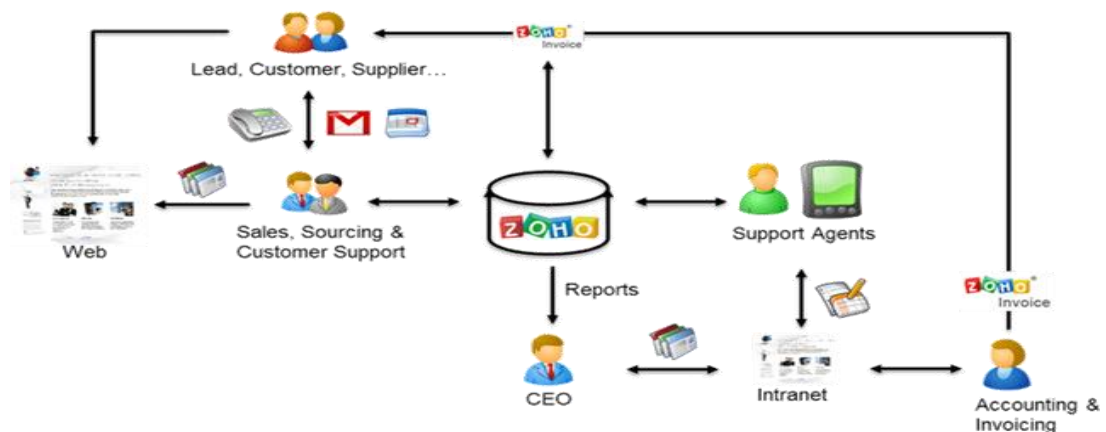
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PREPARATION AND MAINTENANCE OF ZOHO BOOKS FOR TRAVEL TRAX TOURS

1.INTRODUCTION

1.1 OVERVIEW

- Travel trax tours, a tour operator, leverages Zoho to manage their bookings, track expenses, and handle invoicing for their customers.
- They can generate professional invoices, reconcile payments, and monitor their financial performance. Zoho books helps them streamline to enhance customers.



- The travel and tourism sector comprises a wide range of products and services, including leisure and business travel, accommodation, food and drink services, and more.
- Some of the key markets related to these industries are hotels, short-term rentals, cruises, meetings and events, and online meetings.
- Nowadays, Travel and Tourism agencies are using the customized version of the ZOHO Books.
- They are specifically designed to offer the customers with customized CRM including, books, Campaigns, sales etc...

- It deals with the flight tickets, Accommodation, Tour packages, Fixed Departures, Travel Insurance, Car hire, Tickets for attractions etc...
- Each product is having an different Workflow.

1.2 PURPOSE

- By using Zoho books, it provide ticket options, set up approval for trips and ticket costs, handle expenses, and make the travel and expense the management process easier with This ZOHO software.
- It can create trip requests for business travel that include all the relevant information, such as travel type, business purpose, and budget amount.

New Trip

Travel Type
☐ Domestic ☐ International

Trip Name *

Business Purpose *

Budget Amount *
 USD 500

TRIP ITINERARY

Flight
☐ One way ☒ Round Trip ☐ Multi City
 DEPART FROM * ARRIVE AT * DEPARTURE DATE * RETURN DATE * DESCRIPTION
 New York (EWR) X Pleasanton (JBS) X 14 JAN 2021 17 JAN 2021 Description
 Time Preferences: Departure Time Select Return Time Select Flight Preferences

Hotel
 LOCATION * CHECK-IN * CHECK-OUT * DESCRIPTION
 Pleasanton 14 JAN 2021 17 JAN 2021 Description

Save as Draft Save and Submit Cancel

- The travel team can find all the required information to make the arrangements from a single place'

- Employees can provide meal and seat preferences, accommodations and rental car details required.
- It also provideemployees with different tickets options, and allow them to choose which They prefer.
- The travel team can make the booking offline.

14 JAN 2021
EWR (New York) → JBS (Pleasanton)

Select an Option 2

AIRLINE NAME	DEPARTURE	ARRIVAL	DURATION	
<input checked="" type="radio"/> United Airlines Flight Itinerary ▶	EWR 09:00 14 JAN 2021	→ 09:00 JBS 14 JAN 2021	13h 14m Non-Stop	\$250.00 Non Refundable
<input type="radio"/> United Airlines Flight Itinerary ▶				

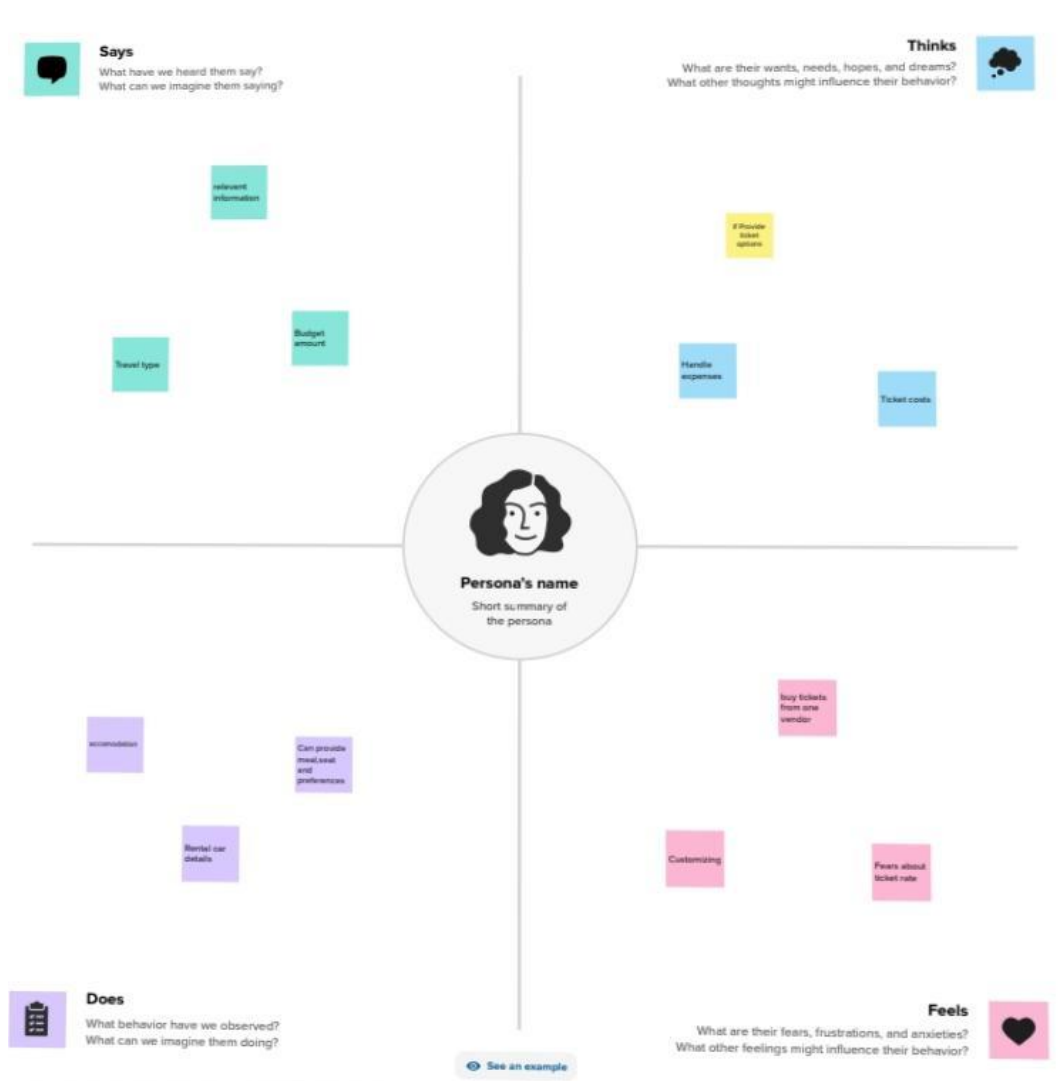
[Confirm Selection](#) [Cancel](#)

- Beyond travel approvals, you can also set up ticket cost approvals. After an employeeChooses a ticket from the options provided, you can put it through another approval Flow to ensure everyone in on board with the selection.
- Finally, it is more beneficial to the all the customers and is easy to access in this Modern technology.
- ZOHO CRM acts as a single repository to bring your sales, marketing and customer supportActivities together.

2. PROBLEM DEFINING & DESIGNING THINKING:

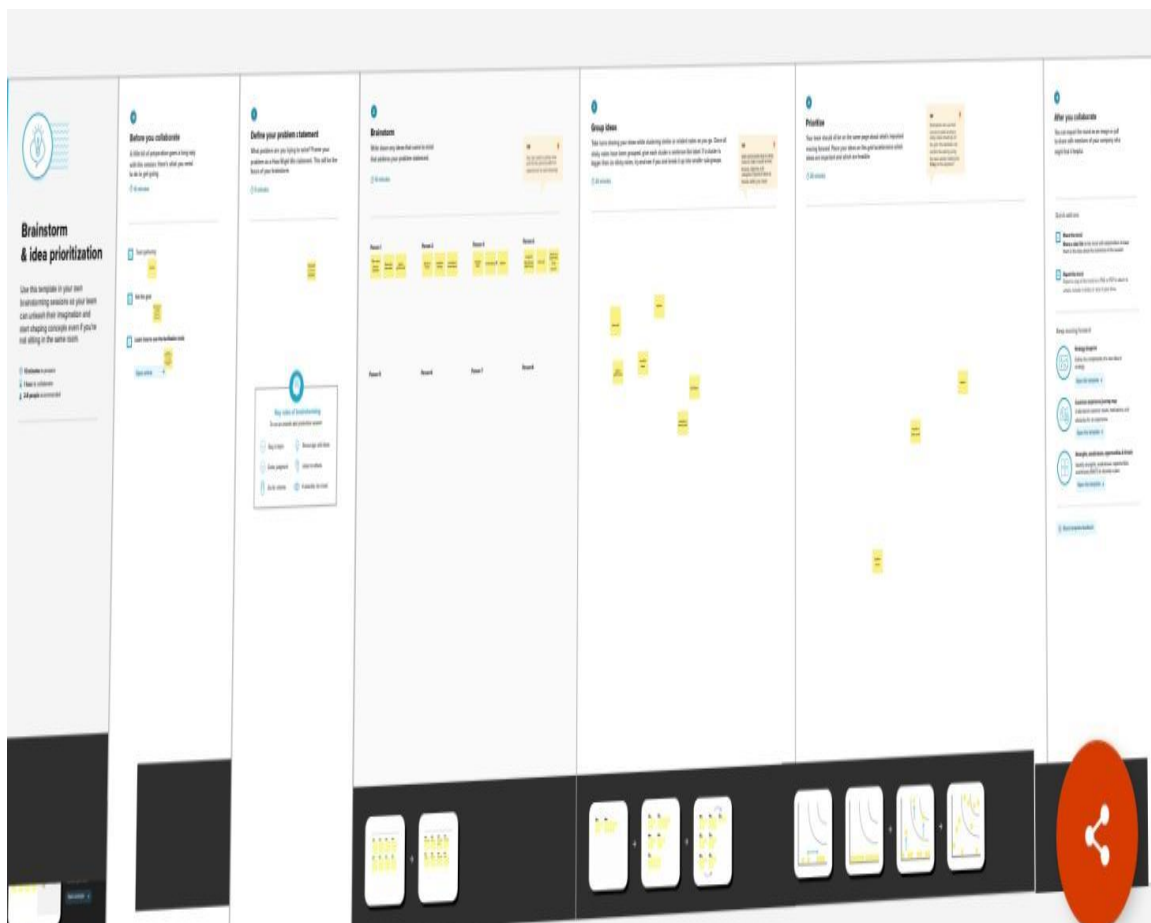
2.1 EMPATHY MAP

- An Empathy map is a collaborative tool teams can use to gain a deeper insight into their customers.
- It's like a user persona, an empathy map can represent a group of users, such as a customerSegment.
- The Empathy map was originally created by Davegray and has gain much popularity



2.2 BRAINSTORMING MAP

- Brainstorming is a way of generating the ideas and organizing your thinking on a topic.
- It can take shape as a simple list, an outline or a mind map.
- Once you have generated some ideas, you can evaluate and organize them, and narrow down your focus.



3. RESULT:(FINAL OUTPUT)

3.1 Profit and Loss Account

The profit and loss (P&L) statement is a financial statement that summarizes the revenues, costs, and expenses incurred during a specified period. The P&L statement is one of three financial statements that every public company issues quarterly and annually, along with the balance sheet and the cash flow statement. Zoho Helps to get the Profit and Loss account immediately

TravelTraxTours	
Profit and Loss	
Basis: Accrual	
From 01/04/2023 To 31/03/2024	
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
Salaries and Employee Wages	1,00,000.00
Total for Operating Expense	2,05,000.00
Operating Profit	1,95,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	1,95,000.00

**Amount is displayed in your base currency INR

3.2 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. It is one of the three core financial statements (income statement and cash flow statement being the other two) used for evaluating the performance of a business.

TravelTraxTours	
Balance Sheet	
Basis: Accrual	
As of 31/03/2024	
Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
ICIC Bank-01	3,62,000.00
Total for Bank	3,62,000.00
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	4,93,000.00
Total for Assets	4,93,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
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	1,98,000.00
Total for Liabilities	1,98,000.00
Equities	
Opening Balance Offset	1,00,000.00
Current Year Earnings	1,95,000.00
Total for Equities	2,95,000.00

Account	Total
Total for Liabilities & Equities	4,93,000.00

**Amount is displayed in your base currency INR

4. ADVANTAGES & DISADVANTAGES:

ADVANTAGES

- The Zoho CRM can help in reducing the cost by centralized data and free migration integration with a third-party application.
- It will also increase sales by enabling sales automation. It provides better customer segmentation and automates the sales report.
- Zoho is easy to learn because of its intuitive user interface, and its built-in AI powers a wide range of tools, from contact and deal management to advanced data analytics
- Zoho is also an omnichannel solution, facilitating customer's communications.

Zoho Books has excellent accounting features includes the following belows,

- ❖ Online payments
- ❖ Transaction approvals
- ❖ Recurring expenses
- ❖ Vendor credits
- ❖ Inventory tracking
- ❖ Price lists
- ❖ Reconciliation
- ❖ Customized reports
- ❖ Multiple project Management
- ❖ Timesheet.

DISADVANTAGES

- **Complexity:** While Zoho CRM is generally considered to be user-friendly, it does have a certain level of complexity that may not be suitable for businesses with limited technical expertise.
- This could impact the ease of implementation and adoption.
- Although 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

While Zoho Books has excellent accounting features and automation abilities, we found a few drawbacks.

- ❖ Monthly transaction cap.
- ❖ Multiple subscriptions for multiple businesses.
- ❖ Additional users require a fee.
- ❖ Fewer integrations than competitors.
- ❖ No payroll services.
- ❖ Accounts payable limitations.

5.APPLICATIONS:

- Superior customer service. Lasting experiences. Zoho Desk helps you simplify customer service operations, improve agent productivity, and deliver lasting customer experiences.
- Zoho Creator is a full-stack low-code app development platform packed with the latest features that allow businesses to easily migrate from existing systems and digitize their processes.
- Zoho CRM's mobile app makes it easy to access data from anywhere, at any time. Add and modify customer information in real time, even when you're offline.
- Changes made offline will automatically sync across devices once you're connected to a network.



6.CONCLUSION:

- ZOHO is very useful in every sector .Zoho Books is your one-stop platform for managing your accounting tasks and organizing your transactions
- . It's a single secure location to keep up with your company's bills and invoices, reconcile your bank statements, control your spending, oversee projects, and eliminate GST compliance worries.
- Zoho book is very useful to record transactions. We have learned how to record the transactions in zoho books. It has more features like (we can send an email after creating a invoices bill)
- In our project topic it deals with the bookings, track expenses, and handle invoices for their customers.
- They can generate professional payments invoices, reconcile payments and monitor their financial performance.
- ZOHO books help them streamline their financial operations and enhance the customer services.

7.FUTURE SCOPE:

- ZOHO development is going to focus on cloud services.
- Furthermore,expectations are that cloud would from70% of ZOHO's business and 30% would be from theOn-premise offerings.
- However,ZOHO is goingto continue its global expansion plans.