



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	Preparation and maintenance of zoho books for healthhub medical clinic	
Project Submitted To	Madurai Kamaraj University (Naan Mudhalvan Scheme(TNSDC))	
Year	2023	
Department	B.COM Professional Accounting	
Semester	5	
Group Number	NM2023TMID36061	
Total Members of the Group	4	
Group Members Details		
Name of the Member	University Register. No	Student NM ID
Subanu.B	C1C15294	674573323D3BE56BD3F4290 8D7826FE9mku251C1C1294
Shobana.S	C1C15292	39F30BCB30D69569BA144EB BDE717FC4mku251C1C15292
Saronika.K	C1C15288	64AB370196A9127BE7B4497 70DB9F8F7mku251C1C15288
Aswath.S	C1C15255	10BE78880655385A945 4DBF6DA7ACBFF mku251C1C15255

Under the Guidance	Mrs.C.M.Priyanka	
SPOC	Ms.P.UMADEVI	

PREPARATION AND MAINTENANCE OF ZOHO BOOKS FOR HEALTHHUB MEDICAL CLINIC

1. Introduction.

1.1 Overview

HealthHub Medical Clinic, a healthcare facility, relies on Zoho Books to manage patient billing and invoicing.

They can track medical service fees, manage insurance payments, and generate statements for patients. Zoho Books helps them maintain financial transparency and ensures efficient billing processes.

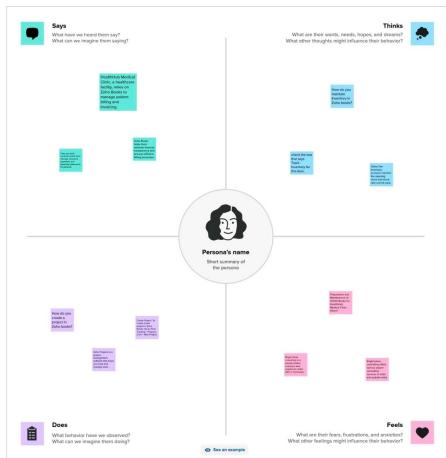
1.2 Purpose

They can track medical service fees, manage insurance payments, and generate statements for patients. Zoho Books helps them maintain financial transparency and ensures efficient billing processes.

HealthHub Medical Clinic, a healthcare facility, relies on Zoho Books to manage patient billing and invoicing

2. Problem Definition and Design Thinking

a. Empathy Map



2.2 Ideation and Brainstroming Map



Milestone 1: set up your account

Activity 1: sign up for a Zoho books account and login

Organization Logo

This logo will be displayed in transaction PDFs and
Preferred Image Dimensions: 240 × 240 pixels @ 72 DPI
Maximum File Size: 1MB

Organization Name* Suba clinic

Industry* Health Care

Organization Location* India

Organization Address

Street 1

Street 2

City ZIP/Postal Code

Tamil Nadu 9629253768

Fax Number Website URL

[Organization Address Format >](#)

Would you like to add a different address for payment stubs? No

Primary Contact

SENDER EMAILS ARE SENT THROUGH
subanuthenur123 Email address of Zoho Books
(subanuthenur123@gmail.com)

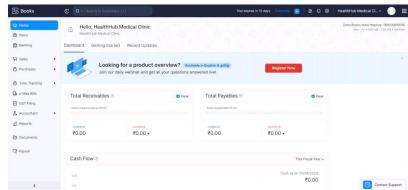
Your primary contact's email address belongs to a public domain. So, emails will be sent from message-service@sender.zoho-books.in to prevent them from landing in the Spam folder. If you still want to send emails using the public domain, change setting >

Fiscal Year April - March

Report Basis

Accrual • You owe tax as of invoice date
 Cash • You owe tax upon payment receipt

Activity:2 Introduction



Milestone 2:Service creation

Activity 1: Creation

6

Activity 2: Review of items after addition

	Description	SAC	Cost Center
1	Spectrum Radiography Supplies	600	600
2	Medical Supplies	600	600
3	Immunizations	600	600
4	Insurance Health Checkup	600	600
5	E-mail Consulting	600	600
6	Service Medical Consultation	600	600

Milestone 3: Vendors

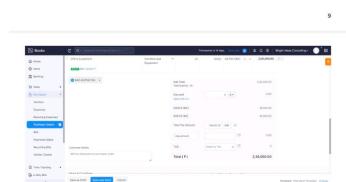
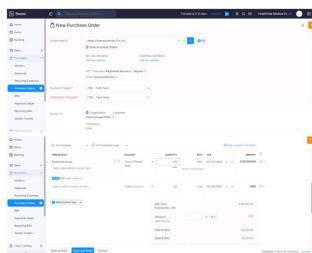
Activity 1: Vendor's Creation

Activity 2: Review of vendors list

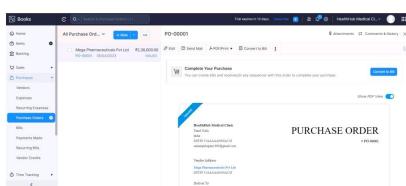
	Description	SAC	Cost Center
1	Spectrum Radiography Supplies	600	600
2	Medical Supplies	600	600

Milestone 4: Purchase

Activity 1: Purchase Order Creation

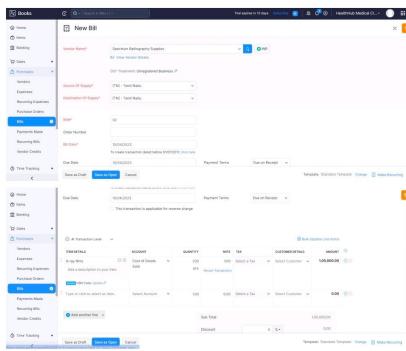


Activity 2: Purchase order to purchase Bills conversion



Payment Towards Purchase order was made on 25th April 2023 in bank. The payment will be recorded as per the Bank Statement.

Activity 3: Direct vendor purchases bills creation



Activity 4: Reconciliation of open and outstanding bills

The screenshot shows a software interface titled 'Bill Reconciliation' with a sub-section 'All Bills'. It displays a table with columns: ID, Description, Reference Number, Amount Due, Status, and Amount Paid. There are three rows of data:

ID	Description	Reference Number	Amount Due	Status	Amount Paid
1000000000	00	00000000000000000000000000000000	0.00	00000000000000000000000000000000	0.00
1000000001	00	00000000000000000000000000000001	0.00	00000000000000000000000000000001	0.00
1000000002	00	00000000000000000000000000000002	0.00	00000000000000000000000000000002	0.00

Milestone 5: Customer

Activity 1: Customers creation

The screenshot shows a software interface titled 'New Customer' with a sub-section 'Customer Details'. It includes fields for Customer ID (Business - Individual), Customer Name (Radhika Rani), Customer Type (Individual), and Customer Point (Active). Other details include Business Legal Name (Radhika Rani), Tax ID (99999999999999999999999999999999), Tax Profession (Trader - General), Currency (INR - Indian Rupee), Opening Balance (One Lakh), Payment Term (Due on Receipt), and Print engine (Printer).

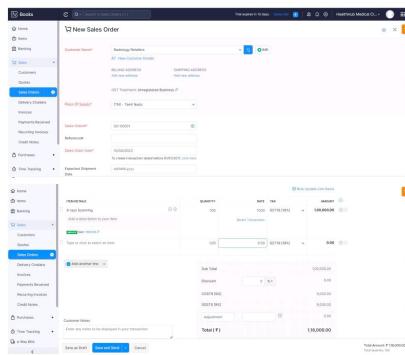
Activity 2: Review the customers list

The screenshot shows a software interface titled 'Active Customers' with a sub-section 'Radhika Rani'. It displays a table with columns: Customer ID, Customer Name, Status, and Amount Due. There are two rows of data:

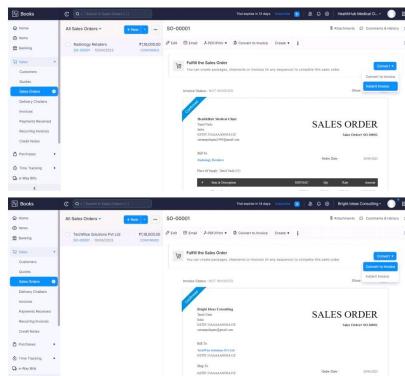
Customer ID	Customer Name	Status	Amount Due
00	Radhika Rani	Active	0.00
00	Radhika Rani	Active	0.00

Milestone 6: Sales

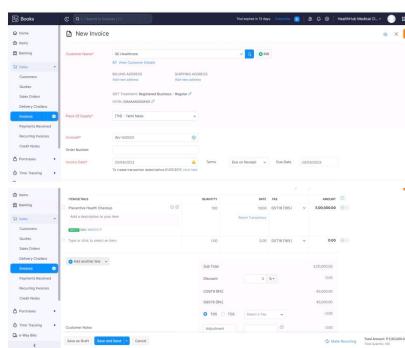
Activity 1: sales order creation



Activity 2: sales order to sales invoice conversion



Activity 3: Direct sale invoices

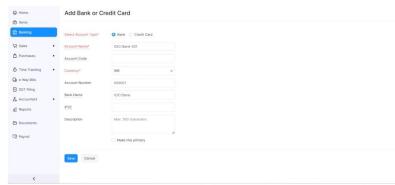


Activity 4: Reconciliation of open invoices



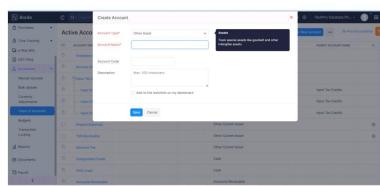
Milestone 7: Bank Account Activity

1: Adding Bank Account



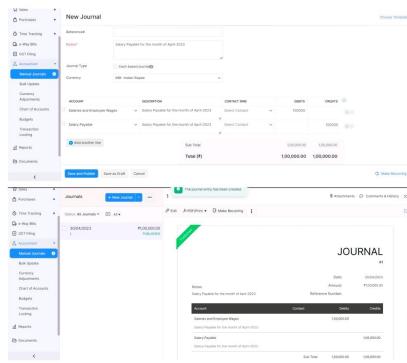
Milestone 8: Accounts & Ledgers

Activity 1: Creation of New Accounts/Ledgers



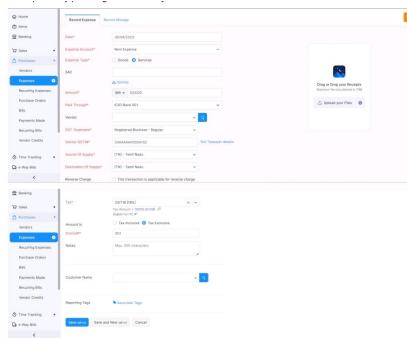
Milestone 9: Journal Entries:

Activity 1: Recording of journal Entries

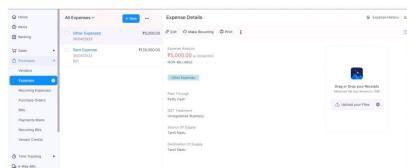


Milestone 10: Expenses & Bills

Activity 1: Expenses & Bills Entry

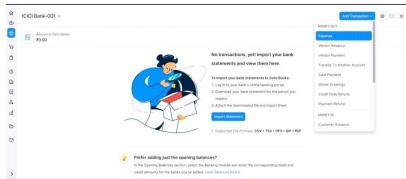


After recording the Expenses Entries:

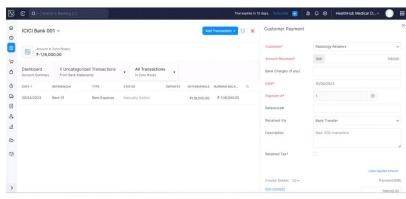


Milestone 11: Bank Entries

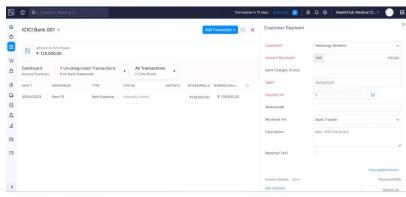
Activity 1: Recording of Bank Transaction



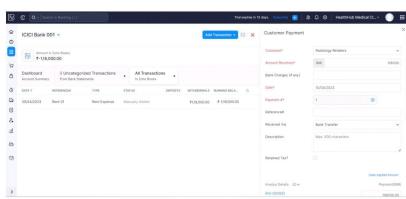
For customer payment:



For vendor payment:



For Salary payment record journal Entry:



Milestone 12: Financial Reports:

Activity 1: profit and loss account

Category	Amount
Operating Income	\$100,000.00
Total for Operating Income	\$100,000.00
Cost of Goods Sold	(-\$80,000.00)
Total for Cost of Goods Sold	\$20,000.00
Gross Profit	\$20,000.00
Operating Expenses	
Other Expenses	\$10,000.00
Salaries and Wages Expense	\$10,000.00
Total for Operating Expenses	\$20,000.00
Demanding Profit	\$0.00
Non-Operating Income	
Non-Operating Expenses	
Total for Non-Operating Expenses	\$0.00
Net Profit/Loss	\$20,000.00

Activity 2: Balance sheet

Category	Amount
Current Assets	\$100,000.00
Cash	\$100,000.00
Total for Cash	\$100,000.00
Bank	\$0.00
Total for Bank	\$0.00
Other Current Assets	\$0.00
Total for Other Current Assets	\$0.00
Trade and Input Tax Credit	\$0.00
Trade and Output Tax Credit	\$0.00
Total for Current Assets	\$100,000.00
Total Assets	\$100,000.00
Liabilities and Equity	

Activity 3: GST Reports

GSTR-3B Summary					
Invoiced Period To 01/04/2019					
31 Details of Outward Supplies and Inward supplies liable to reverse charge					
	Amount	Amount	Amount	Amount	Amount
	VAT	Tax	Excise	Customs	Other
31) Outward taxable supplies (not zero rated and standard rated)	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
32) Outward taxable supplies (zero rated)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33) Other outward supplies (not zero rated, standard rated)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34) Total GST paid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total VAT	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Excise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Customs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total VAT	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Excise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Customs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total VAT	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Excise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Customs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

31) Details of supplies notified under sub-section 35 of section 8 of the Central Goods and Services Tax Act

	Amount	Amount	Amount	Amount	Amount
	VAT	Tax	Excise	Customs	Other
31) Outward taxable supplies (not zero rated and standard rated)	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
32) Outward taxable supplies (zero rated)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33) Other outward supplies (not zero rated, standard rated)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34) Total GST paid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total VAT	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Excise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Customs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total VAT	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Excise	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Customs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Activity 4: Journal Report

Activity 5: Accounts Receivable Aging Details

The screenshot shows a Microsoft Edge browser window with the following details:

- Title Bar:** "Healthline Medical Clinic" and "AR Aging Summary by Invoice Due Date".
- Header:** "AR Aging Summary by Invoice Due Date" and "Last updated: 10/10/2023".
- Left Sidebar:** "AR Aging Summary" with a tree view showing "AR Aging Summary by Invoice Due Date" as the selected item.
- Content Area:**
 - Section Headers:** "AR Aging Summary by Invoice Due Date" and "Last updated: 10/10/2023".
 - Table:** A grid showing aging summary data. The columns are: "Customer Name", "Current", "1-30 Days", "31-60 Days", "61-90 Days", "91+ Days", and "Total". The rows show data for "Healthline Medical Clinic" and "Healthline Medical Clinic - 2".
- Bottom Navigation:** "AR Aging Summary by Invoice Due Date" and "AR Aging Summary by Customer".

Activity 6 Account Payable Aging Details

Conclusion:

The patients may coordinate to the ambulance, hospital, clinic and nursing for immediate problems. The doctors, nurses, ward boys and paramedical officers are the components of the health care system.

