











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 Keerthi sweets				
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 Details		de .				
Name of the Member	Univ	ersity Register. No	Student NM ID			
S. Sujitha	C1C15786		C1733331CB0B8FBB87D417AB6E26C0			
A. Pavithra	C1C15767		14AA33EB5BF154B9D014D51B4DB40E6D			
C. Haripriya	C1C15757		02BB642F4F63D5FB9BE43EAD25303E31			
M. Shanmuki	C1C	15780	AAD74EE20BCEF1FB53542E8B0C2AEABE			
Under the Guidance	247	P. Punitha Martina	nesamani.			
SPOC		Ms.P.UMADEVI				



What have we hoard them say? What can vic imagine them asying?









What are their wents, needs, hopes, and dreams? What other thoughts might influence their behavior?



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Short summery of the persons



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# PREPARATION AND MAINTENANCE OF ZOHO BOOKS FOR KEERTHI SWEETS

## 1. Introduction.

#### 1.1 Overview

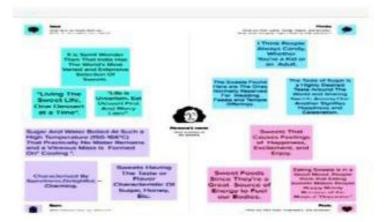
Keerthi Sweets a Manufacturer and Trader of Sweets, relies on Zoho Books to manage their inventory, handle purchase orders, and generate invoice for their customers. They can track stock levels, manage supplier payments, and generate financial reports.

## 1.2 Purpose

Zoho Books helps them streamline their wholesale operations and optimize inventory management.

## 2. Problem Definition and Design Thinking

## a. Empathy Map



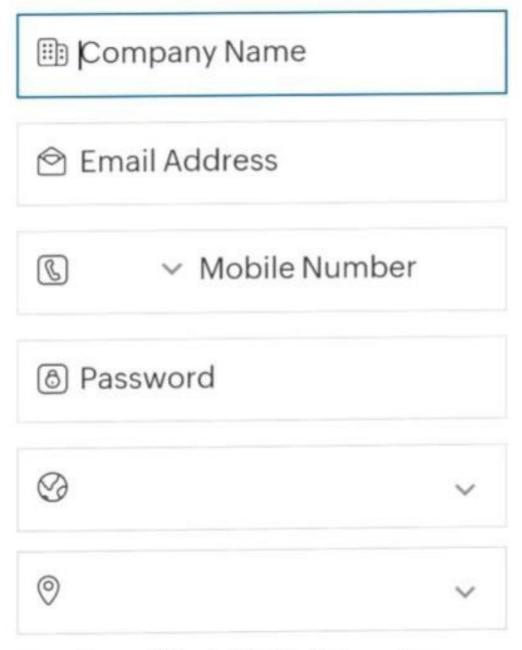
## 2.2 Ideation and Brainstroming Map





## Already have a Zoho account? Sign in

## Experience PREMIUM plan for 14 days.

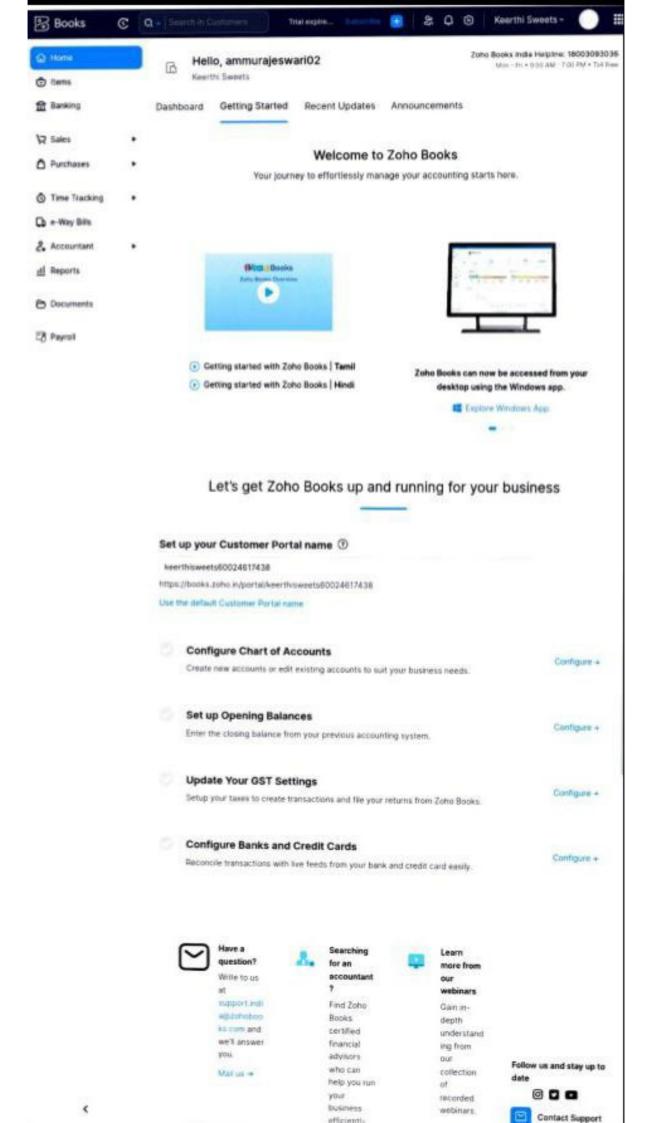


Your data will be in INDIA data center.

 I would like to receive marketing communication from Zoho and Zoho's

## Activity 2: Rewiew of Items after Addition

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Configure Features	e felt						The second second second	1999000



## Milestone 3: Vendors

#### **Activity 1: Vendors Creation**

The following are the list of vendors form which the raw materials are purchased:

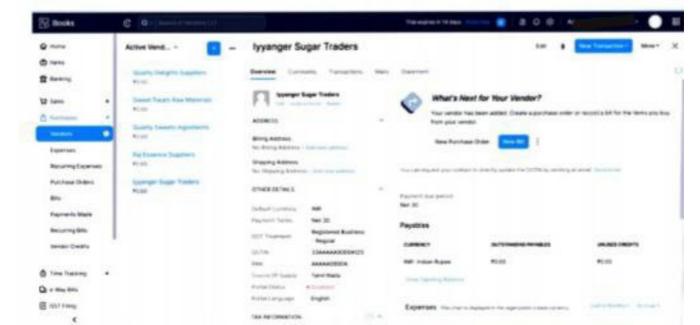
- Iyyanger Sugar Traders (GST registered)
- Raj Essence Suppliers (Non GST)
- 3. Quality Sweets Ingredients (GST registered)
- Sweet Treats Raw Materials (GST registered)
- Quality Delights Suppliers (Non GST)

Now to create Vendors in books from Navigation Panel go to Purchases>Vendors>Create New Vendor.



## Activity 2: Review of Vendors List

After Creating the Vendors check and review all the details:



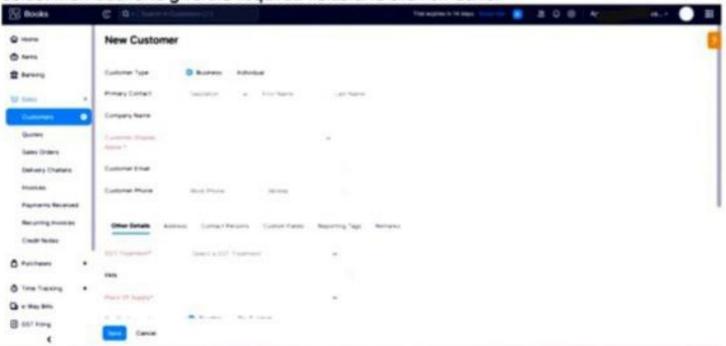
## Milestone 5: Customers

### Activity 1: Customers Creation:

The below are the list of customers:

- Suresh Kumar iyer is a GST registered person.
- 2. Priya Ranganathan is a GST registered person.
- Aravindan Mani is not a registered person.
- Kavitha Rajendran is not a registered person.
- Karthik Krishnan is not a registered person.
- Firstly, to create Customers Accounts: Go to SALES>CUSTOMERS>CREATE NEW CUSTOMER

In Customer Type for GST registered customer select Business and for unregister person select Individual and give the required fields and click on Save.



## **Activity 2: Review the Customers List**



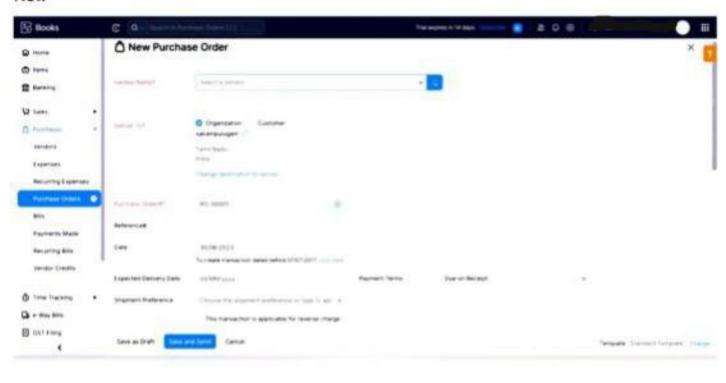
## Milestone 4: Purchases

#### **Activity 1: Purchase Order Creation**

Next Keerthi Sweets has raised Purchase orders for the raw materials form the below mentioned vendors:

- lyyanger Sugar Traders 200 Kgs Sugar Rs.50 pr kg for Credit Net 30 (GST registered)
- Sweet Treats Raw Materials 500 kgs Flour Rs. 40 per kg in Cash/Bank (GST registered)
- Quality Delights Suppliers 10kgs Dry Fruits Rs.600 kg in Cash/Bank (Non GST)

For Creation of purchase orders from Navigation Panel go to Purchases>Purchase Order> Creat New



## Activity 2: Purchase Order to Purchase Bills Convertion

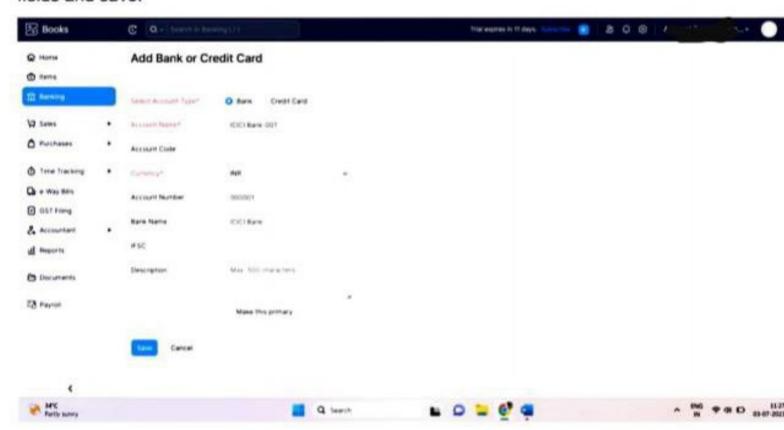
After Creating the Purchase orders, Mark the PO as "Convert to Bill" to convert the same as bill e



## Milestone 7: Bank Account

## **Activity 1: Adding Bank Account**

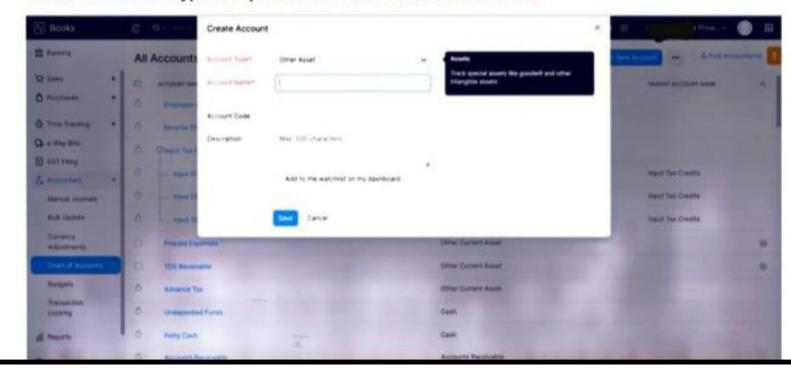
Aggarwal Sweets has opened an account in ICICI Bank with A/c no 000001. To add the bank account go to Banking from the navigation panel and select add Bank account Maually and fill the necess fields and save.



## Milestone 8: Accounts & Ledgers

## Activity 1: Creation of New Accounts/Ledgers:

To Create New Account from navigation pannel go to Accountant>Chart of Accounts>+New Acco select the account type and provide the account name and save.



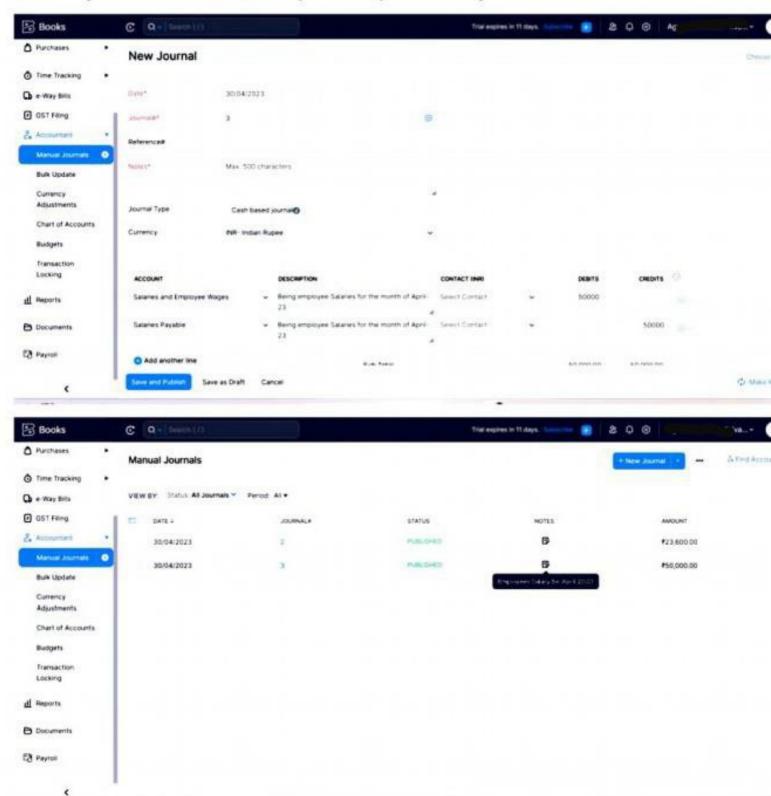
## Milestone 9: Journal Entries:

## **Activity 1: Recording of Journal Entries**

The below are the Transactions occurred at the end of month:

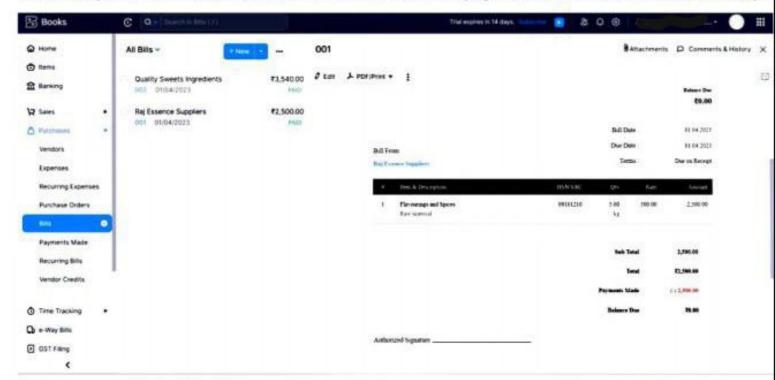
Employee salaries Rs.5,000/- each for 10 employees Total Rs.50,000/-.

To add the Journal Entry from navigation panel go to Accountant>Add Manual Journals, provide necessary fields and after save and publish to post the entry.



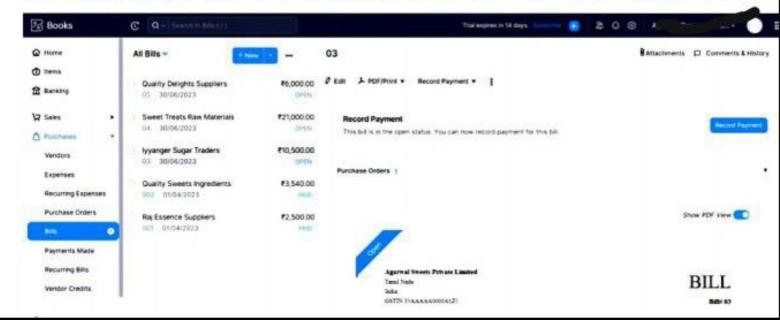
## **Activity 4: Payment Marking to Purchase Bills**

Fill the required fields and save the bill and add the cash payment date to the bill to mark it as pa



## Activity 5: Reconciliation of Open Bills

For Open Bills payments need to be marked as and when amounts paid through the bank accou

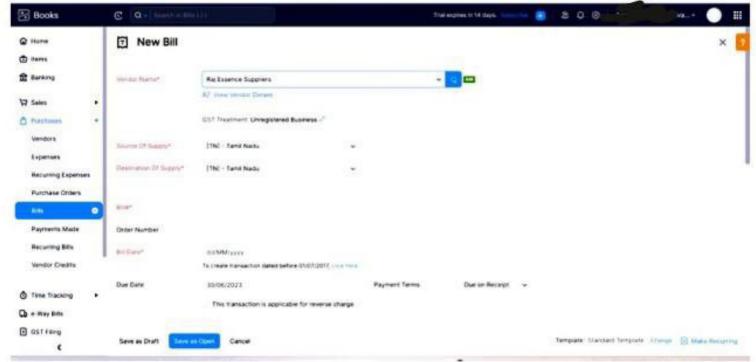


## **Activity 3: Direct Vendor Purchases Bills Creation:**

Keerthi Sweets purchased the raw material for the below suppliers directly with out purchase ordered

- 1. Raj Essence Suppliers 5 kgs Flavourings and Spices Rs.500 per Kg in Cash (Non GST
- Quality Sweets Ingredients 20kgs Ghee and Oil Rs.150 per kg in Cash (GST registered

To create direct purchase invoices for the above transaction from navigation panle go to : Purchases>Bills>Create New



Aslo we can attach the Scanned Copy of the Bill below for any future reference and documentat



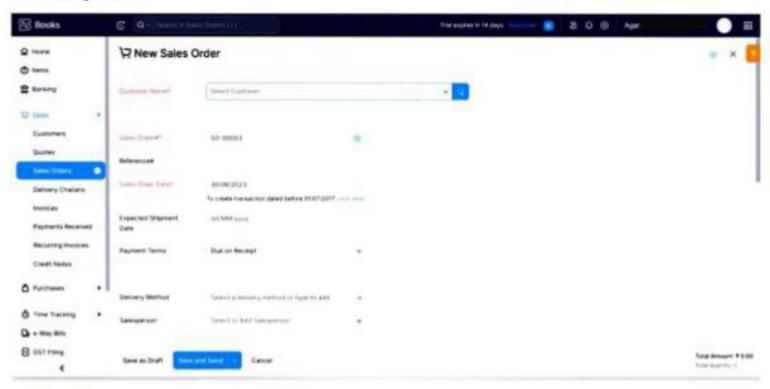
## Milestone 6: Sales

#### Activity 1: Sales Order Creation

Keerthi Sweets received the sales order from the below customers:

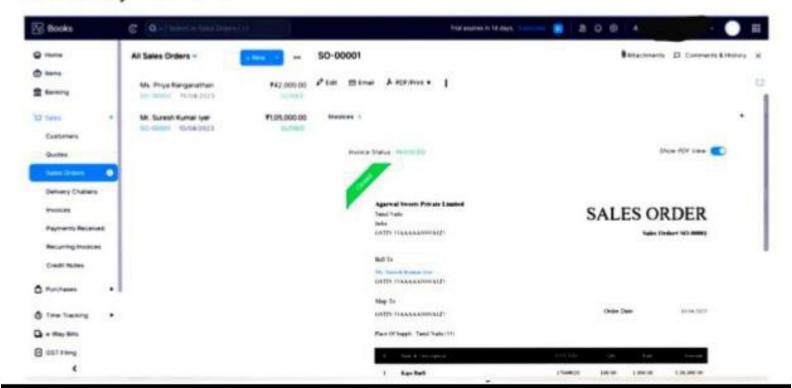
- 10/04/2023 Suresh Kumar iyer 100 kgs of Kaju Barfi on credit paid through bank on 25/04/2023
- 20/04/2023 Priya Ranganathan 50 kgs Jangri Paid in cash on 20/04/2023

To Create Sales Order from navigation panel go to Sales>Sales Order> Creat New and fill the necessary fields:



## Activity 2: Sales Order to Sale Invoice Convertion

After creation of the Sales order mark the order as completed and convert to invoice to convert it automatically in to Invoice:



## Milestone 11: Bank Entries

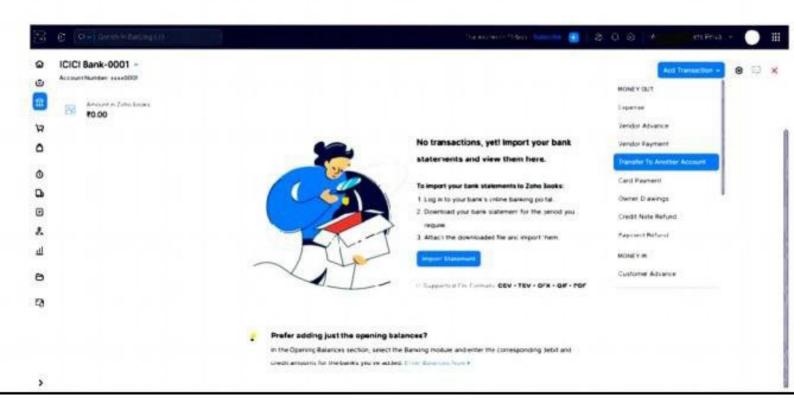
## **Activity 1: Recording of Bank Transactions**

The Below are the Bank Transactions occurred during the month:

Date	Paritculars	Debit	Credit	Balance
01-04-2023	Capital Deposit		100000	100000
01-04-2023	Cash Withdrawl for petty cash	10000		90000
10-04-2023	Paid to lyyanger Sugar Traders	10500		79500
10-04-2023	Paid to Sweet Treats Raw Materials	21000		58500
10-04-2023	Paid to Quality Delights Suppliers	6000		52500
25-04-2023	Amount received from customer Mr. Suresh Kumar iyer		105000	157500
30-04-2023	Rent Payment	23600		133900
30-04-2023	Petty Cash Deposit		50000	183900

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 Paid to Iyyanger Sugar Traders	Money Out- Transfer to Another Account Money Out- Vendor Payment		
Paid to Sweet Treats Raw Materials	Money Out- Vendor Payment		
Paid to Quality Delights Suppliers	Money Out- Vendor Payment		
Amount received from customer Mr. Suresh Kumar iyer	Money In - Customer payment		
Petty Cash Deposit	Money In – Transfer from Another Account		



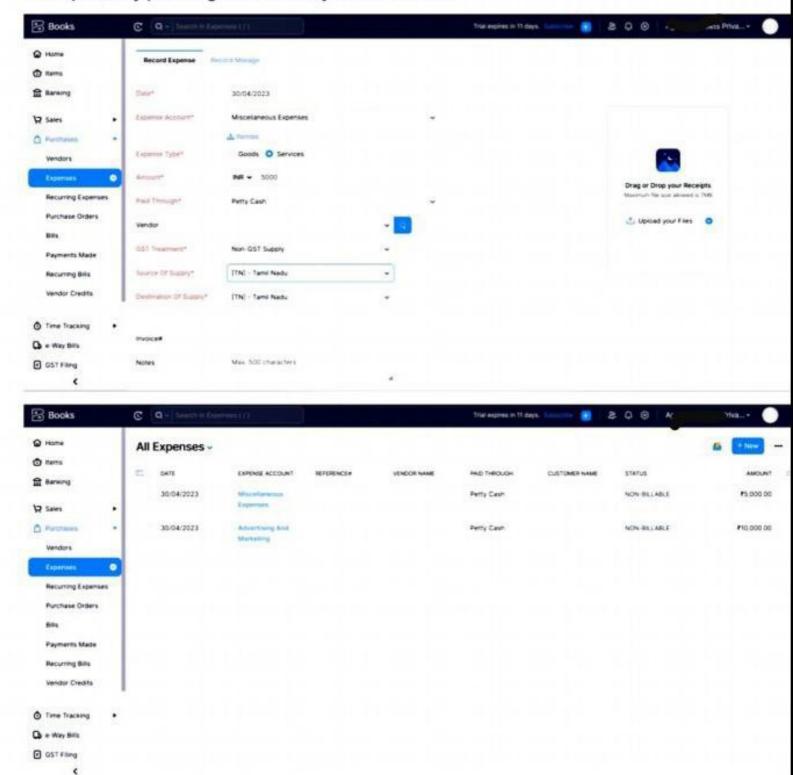
## Milestone 10: Expense & Bills

#### Activity 1: Expense & Bills Entry

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

- Office Rent Rs.20,000/- excluding GST @ 18% Total Invoice Value Rs.23,600/-.
- 2. Advertisement and Marketing expenses Rs.10,000/- paid in cash.
- 3. Miscellaneous Expenses Rs.5,000/- paid in cash

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

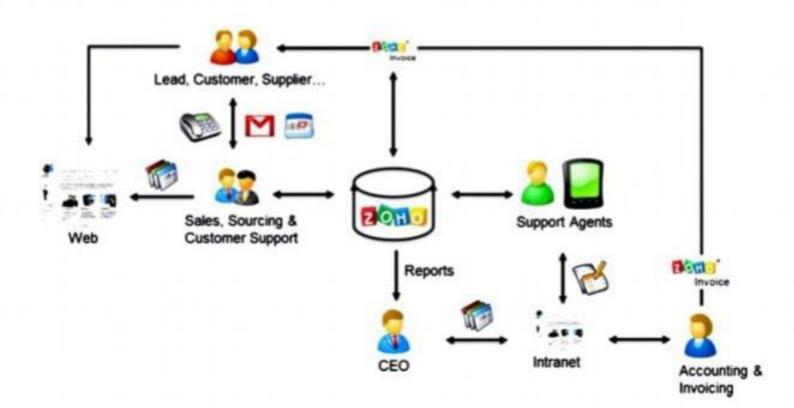


### Preparation and Maintanence of ZOHO Books for Keerthi Sweets

Keerthi Sweets a Manufacturer and Trader of Sweets, relies on Zoho Books to manage their inventory, handle purchase orders, and generate invoices for their customers. They can track stock levels, manage supplier payments, and generate financial reports. Zoho Books helps them streamline their wholesale operations and optimize inventory management.

Keerthi Sweets is a renowned manufacturer and trader of delectable sweets, catering to both wholesale and retail customers. With a rich heritage spanning several decades, Keerthi Sweets has earned a reputation for its commitment to quality, authenticity, and customer satisfaction. Specializing in a wide variety of traditional and innovative sweets, they combine traditional recipes with modern techniques to create flavors that tantalize taste buds.

Keerthi Sweets is a Private Limited company also registered under GST in Tamil Nadu. Keerthi sweets is a Manufacturer and trader of various sweets in wholesale and retail, it has a wide range of customers (B2B & B2C) all over the state and it procures raw material from various suppliers in the state. It operates at a Gross Profit margin of 50%.



## Activity 3: Lets get startered

Let us assume Keerthi Sweets has 5 sale products which are specified below with there Selling price excluding GST:

- Kaju Barfi Rs.1000/- per kg
- Gulab Jamun Rs.500/- per kg
- 3. Jangri Rs. 800/- per kg
- 4. Athirasam Rs.1200/- per kg
- 5. Mysore Pak Rs.1000/- per kg

OUTPUT GST @5% is applicable on all the above products:

To make the above products it require the below Items- raw material ingredients:

- 1. Sugar Rs. 50 per Kg
- 2. Flour Rs. 40 per Kg
- 3. Ghee and oil Rs.150 per Kg
- 4. Dry fruits Rs.600 per Kg
- 5. Flavourings and Spices Rs.500 per Kg

## Milestone 2: Products/Items:

#### **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. Kg)
- HSN Code of the Item
- Selling Price for Sale Products
- Cost Price for Purchase Products
- Tax Rate for Sale Products

