



Project Report

Preparation and maintenance of ZOHO book for TechPro Solutions

Introduction

This project report will describe the steps involved in preparing and maintaining and Zoho Books for TechPro Solutions. The report will also discuss the benefits of using Zoho Books and how it can help TechPro Solutions to improve its Accounting processes and grow its business.

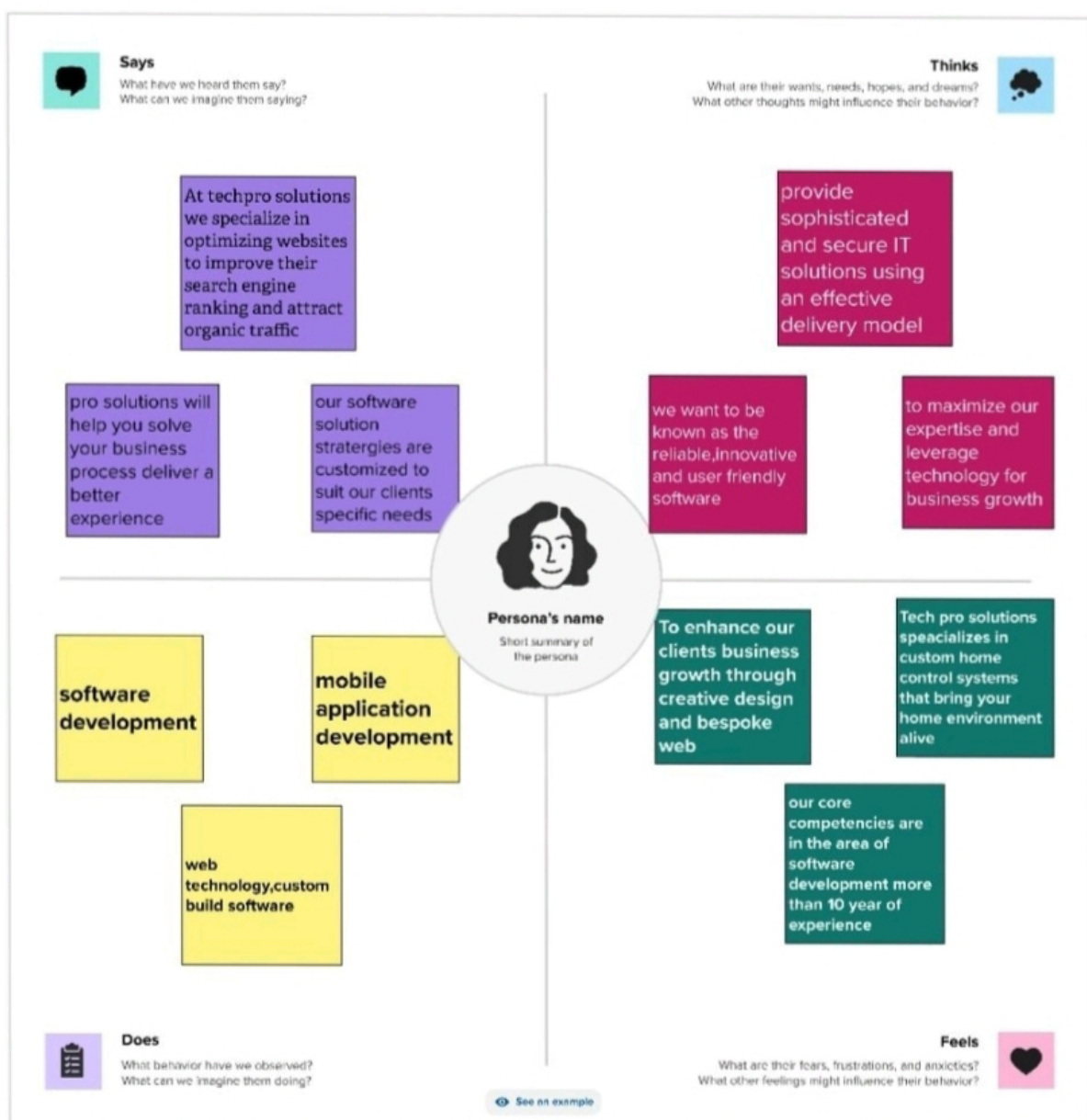
The scope of this project includes,

- setting up the Zoho Books account and configuring the preferences.
- Creating the necessary charts of accounts and other financial statements.



Problem Definitio & Design Thinking

Empathy map,





Says

What have we heard them say?
What can we imagine them saying?

Freedom to travel

Full time local office

Extensive local knowledge



Thinks

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

Meals are provided by the package

Luggages are transported

Guide with our with our details



Designing of tour packages

Tour costing and prices

Conducting tours



Marketing and publicity

Booking of ticket

Travel research



Does

What behavior have we observed?
What can we imagine them doing?



Feels

What are their fears, frustrations, and anxieties?
What other feelings might influence their behavior?

[See an example](#)

Circumstance	All respondents (%)	Men (%)	Women (%)
If someone is attacking you	80	85	75
If someone is threatening you	65	70	60
If someone is stealing from you	55	60	50
If someone is harassing you	35	40	30
If someone is insulting you	15	15	10

TravelTrax Tours

Profit and Loss

Basis: Accrual

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

[+ 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 **INR

TravelTrax Tours
Balance Sheet

Basis: Accrual
As of 31-03-2024

[+ Add Temporary Note](#)

[Collapse all](#) [Expand All](#)

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	4,85,000.00
Total for Cash	4,85,000.00
Other current assets	
Prepaid Expenses	4,72,000.00
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	5,98,000.00
Total for Current Assets	10,83,000.00
Total for Assets	10,83,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
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	7,88,000.00
Total for Liabilities	7,88,000.00
Equities	
Current Year Earnings	2,95,000.00
Total for Equities	2,95,000.00
Total for Liabilities & Equities	10,83,000.00

**Amount is displayed in your base currency INR

ADVANTAGES & DISADVANTAGES

Advantages of using Zoho Books for accounting:

Ease of use: Zoho Books is a very user-friendly accounting software, even for those with no prior accounting experience. It has a simple and intuitive interface, and it offers a variety of tutorials and help resources.

Affordability: Zoho Books is very affordable, especially when compared to other popular accounting software programs. It offers a free plan for businesses with up to two users, and its paid plans start at just \$15 per month.

Comprehensive features: Zoho Books offers a wide range of features, including invoicing, billing, expense tracking, payroll, and reporting. It also offers a variety of integrations with other business software programs, such as CRM and e-commerce platforms.

Cloud-based: Zoho Books is a cloud-based accounting software, which means that you can access it from anywhere with an internet connection. This makes it a good option for businesses with remote employees or multiple locations.

Disadvantages of using Zoho Books for accounting:

Limited user accounts: The free plan for Zoho Books only allows for two users. If you need more user accounts, you will need to upgrade to a paid plan.

Limited payroll features: Zoho Books' payroll features are not as comprehensive as those of some other accounting software programs. For example, it does not offer support for direct deposit or payroll taxes.

Customer support: Zoho Books' customer support has been criticized by some users for being slow and unresponsive.

Overall, Zoho Books is a good accounting software program for small businesses and freelancers. It is easy to use, affordable, and offers a wide range of features. However, it is important to be aware of the limitations of the free plan and the customer support issues before you decide to use Zoho Books.

APPLICATIONS

Zoho Books can be applied in a variety of businesses, including:

Small businesses: Zoho Books is a good option for small businesses because it is affordable and easy to use. It also offers a wide range of features, including invoicing, billing, expense tracking, payroll, and reporting.

Freelancers: Zoho Books is also a good option for freelancers because it offers a free plan for businesses with up to two users. This makes it a good choice for freelancers who are just starting out or who have a limited budget.

E-commerce businesses: Zoho Books integrates with a variety of e-commerce platforms, such as Shopify and WooCommerce. This makes it a good option for e-commerce businesses that need to track their sales and expenses.

Service-based businesses: Zoho Books is also a good option for service-based businesses, such as consulting firms and marketing agencies. It offers features such as time tracking and project management, which can be helpful for service-based businesses.

Overall, Zoho Books is a versatile accounting software program that can be applied in a variety of businesses. It is a good option for small businesses, freelancers, e-commerce businesses, and service-based businesses.

CONCLUSION

We were able to use Zoho Books to effectively track the company's income and expenses, and to generate reports that helped the company to make informed financial decisions.

Specifically, we used Zoho Books to:

- Set up the company's accounts and preferences
- Track all of the company's income and expenses

