

# PROJECT REPORT TEMPLATE

## **1.INTRODUCTION**

### **1.1 OVERVIEW**

Zoho books is a cloud-based accounting software that can help manage finances and Accounting for businesses like Keerthi sweets. It can be used for tasks such as invoicing, Expense tracking, inventory management, and more.

1. My project title is “preparation and maintenance for Keerthi sweets” in ZOHO Books.
2. My project duration was 28 days. I finished my projects in 2 days after the starting.

### **1.2 PURPOSE**

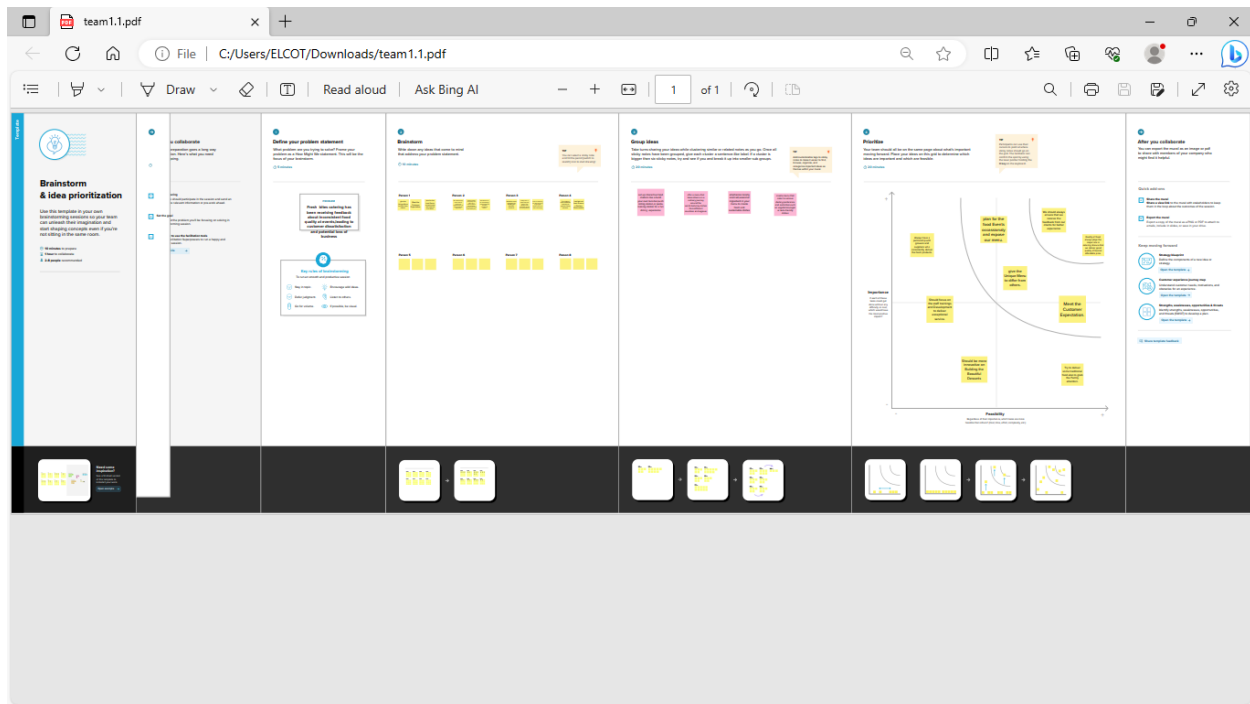
1. Accounts maintained easily.
2. Time saving.
- 3.It is an easy way to create sales, purchase, order, bills and invoices.

## **2.PROBLEM DEFINITION &DESIGN THINKING**

### **2.1EMPATHY MAP**



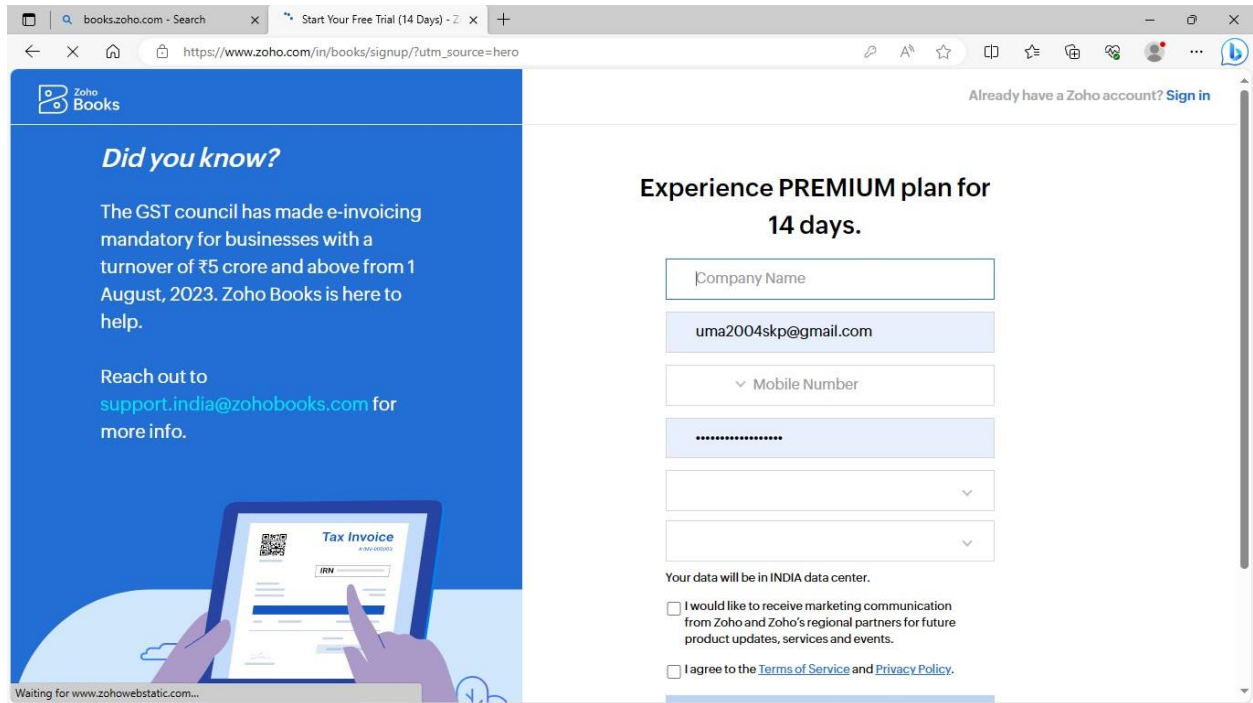
## 2.2 IDEATION & BRAINSTORMING MAP



### 3.RESULT

In the result , I can find out

#### COMPANY NAME



The screenshot shows the Zoho Books sign-up page. On the left, a blue banner contains the text: "Did you know? The GST council has made e-invoicing mandatory for businesses with a turnover of ₹5 crore and above from 1 August, 2023. Zoho Books is here to help. Reach out to [support.india@zohobooks.com](mailto:support.india@zohobooks.com) for more info." Below this is an illustration of a hand holding a tablet displaying a "Tax Invoice". On the right, the sign-up form is titled "Experience PREMIUM plan for 14 days." and includes the following fields: "Company Name", "Email" (filled with "uma2004skp@gmail.com"), "Mobile Number" (with a dropdown arrow), a password field (masked with dots), a dropdown menu, and another dropdown menu. Below the form, it states "Your data will be in INDIA data center." and includes two checkboxes: "I would like to receive marketing communication from Zoho and Zoho's regional partners for future product updates, services and events." and "I agree to the [Terms of Service](#) and [Privacy Policy](#)." The browser's address bar shows the URL "https://www.zoho.com/in/books/signup/?utm\_source=hero".

#### ITEM CREATION

books.zoho.com - Search x Items | Zoho Books x +

https://books.zoho.in/app/60024367778#/inventory/items?filter\_by=Status.Active&per\_page=25&sort\_column=created\_ti...

We've sent an email to uma2004skp@gmail.com. Please verify it to start invoicing your clients. [RESEND VERIFICATION EMAIL](#)

Books

Search in Items ( / )

Trial expire... Subscribe +

uma

Home

Items

Banking

Sales

Purchases

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Documents

Payroll

Active Items

+ New

<input type="checkbox"/>	NAME	DESCRIPTION	RATE	HSN/SAC	USAGE UNIT	Q
<input type="checkbox"/>	Flavourings and spices		0		kg	
<input type="checkbox"/>	Dry fruits		0		kg	
<input type="checkbox"/>	Ghee and oil		0		kg	
<input type="checkbox"/>	flour		0		kg	
<input type="checkbox"/>	Sugar		0		kg	
<input type="checkbox"/>	Mysore pak		₹1,000.00		kg	
<input type="checkbox"/>	Athirasam		₹1,200.00		kg	
<input type="checkbox"/>	Jangri		₹800.00		kg	
<input type="checkbox"/>	Gulab Jamun		₹500.00		kg	
<input type="checkbox"/>	Kaju Barfi		₹1,000.00		kg	

## VENTOR CREATION

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https://books.zoho.in/app/60024367778#/vendors?filter\_by=Status.Active&per\_page=25&sort\_column=created\_time&sort...

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Books

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Home

Items

Banking

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Bills

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

Active Vendors

+ New

<input type="checkbox"/>	NAME	COMPANY NAME	EMAIL	WORK PHONE	SOURCE OF SUPPLY	PAYABLES (BCY)	UNUSED CREDITS (BCY)	Q
<input type="checkbox"/>	Quality Delights suppliers	Quality Delights suppliers			Tamil Nadu	₹0.00	₹63,000.00	
<input type="checkbox"/>	Sweet Treats raw materials	Sweet Treats raw materials			Tamil Nadu	₹0.00	₹0.00	
<input type="checkbox"/>	Quality sweets ingredients	Quality sweets ingredients			Tamil Nadu	₹3,150.00	₹0.00	
<input type="checkbox"/>	Raj Essence suppliers	Raj Essence suppliers			Tamil Nadu	₹2,500.00	₹0.00	
<input type="checkbox"/>	Iyyanger sugar traders	Iyyanger sugar traders			Tamil Nadu	₹0.00	₹0.00	

# PURCHASE ORDER

books.zoho.com - Search

Purchase Orders | Zoho Books

+

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https://books.zoho.in/app/6002436778#/purchaseorders?filter\_by=Status.All&per\_page=25&sort\_column=created\_time&...

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📖 Books

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🏠 Home

📦 Items

🏦 Banking

🛒 Sales

📁 Purchases ▼

Vendors

Expenses

Recurring Expenses

Purchase Orders +

Bills

Payments Made

Recurring Bills

Vendor Credits

🕒 Time Tracking ▶

All Purchase Orders ▼

+ New

⋮

?

<input type="checkbox"/>	DATE	PURCHASE ORDER#	REFERENCE#	VENDOR NAME	STATUS	BILLED STATUS	AMOUNT	EXPECTED DELIVE...	Q
<input type="checkbox"/>	30/06/2023	PO-00003		Quality Delights suppliers	ISSUED		₹6,000.00	30/06/2023 Overdue by 108 days	
<input type="checkbox"/>	30/06/2023	PO-00002		Sweet Treats raw materials	ISSUED		₹21,000.00	30/06/2023 Overdue by 108 days	
<input type="checkbox"/>	30/06/2023	PO-00001		Iyyanger sugar traders	ISSUED		₹10,500.00	30/06/2023 Overdue by 108 days	

## SALES ORDER

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Sales Orders | Zoho Books

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[🔍 https://books.zoho.in/app/60024367778#/salesorders?filter\\_by=Status.All&per\\_page=25&sort\\_column=created\\_time&sort...](#)
[🔍](#)
[☆](#)
[📖](#)
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[👤](#)
[⋮](#)
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⋮

🏠 Home

📦 Items

🏦 Banking

🛒 Sales

Customers

Quotes

Sales Orders

Delivery Challans

Invoices

Payments Received

Recurring Invoices

Credit Notes

🛒 Purchases

🕒 Time Tracking

All Sales Orders

+ New

⋮

?

<input type="checkbox"/>	DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED	PAYMENT
<input type="checkbox"/>	30/06/2023	SO-00002		Ms.Priya Ranganathan	CONFIRMED		
<input type="checkbox"/>	30/06/2023	SO-00001		MR.Suresh kumar iyer	CONFIRMED		

[https://books.zoho.in/app/60024367778#/salesorders?filter\\_by=Status.All&per\\_page=25&sort\\_column=created\\_time&sort\\_order=D](#)

# BANK DETAILS

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Banking | Zoho Books

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Payroll

Banking Overview

Auto-upload bank statements from email

Import Statement

Add Bank or Credit Card

Closing Balance

Active Accounts

ACCOUNT DETAILS	UNCATEGORIZED	PENDING CHECKS	AMOUNT IN BANK	AMOUNT IN ZOHOBK	
ICICI Bank-001			₹0.00	₹94,500.00	
Petty Cash			₹0.00	₹-5,000.00	
salaries			₹0.00	₹0.00	
Undeposited Funds			₹0.00	₹0.00	

# PROFIT AND LOSS

team1.1.pdf

profit\_and\_loss.pdf

profit\_and\_loss.pdf

profit\_and\_loss.pdf

C:/Users/ELCOT/Downloads/profit\_and\_loss.pdf

File

Draw

Read aloud

Ask Bing AI

1 of 1

uma

Profit and Loss

Basis: Accrual

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

Account	Total
Operating Income	
Sales	1,71,000.00
Total for Operating Income	1,71,000.00
Cost of Goods Sold	
Cost of Goods Sold	41,500.00
Total for Cost of Goods Sold	41,500.00
Gross Profit	1,29,500.00
Operating Expense	
Advertising And Marketing	10,000.00
Miscellaneous Expenses	5,000.00
Salaries and Employee Wages	73,600.00
Total for Operating Expense	88,600.00
Operating Profit	40,900.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	40,900.00

\*\*Amount is displayed in your base currency INR

# BALANCE SHEET

Account	Total
<strong>Assets</strong>	
<strong>Current Assets</strong>	
<strong>Cash</strong>	
Petty Cash	-5,000.00
<strong>Total for Cash</strong>	<strong>-5,000.00</strong>
<strong>Bank</strong>	
ICICI Bank-001	94,500.00
<strong>Total for Bank</strong>	<strong>94,500.00</strong>
Accounts Receivable	73,550.00
<strong>Other current assets</strong>	
Prepaid Expenses	63,000.00
Input Tax Credits	1,650.00
<strong>Total for Other current assets</strong>	<strong>64,650.00</strong>
<strong>Total for Current Assets</strong>	<strong>2,27,700.00</strong>
<strong>Total For Assets</strong>	<strong>2,27,700.00</strong>
<strong>Liabilities &amp; Equities</strong>	
<strong>Liabilities</strong>	
<strong>Current Liabilities</strong>	
Accounts Payable	5,650.00
salaries payable	73,600.00
GST Payable	7,550.00
<strong>Total for Current Liabilities</strong>	<strong>86,800.00</strong>
<strong>Total for Liabilities</strong>	<strong>86,800.00</strong>
<strong>Equities</strong>	
Capital Stock	1,00,000.00
Current Year Earnings	40,900.00
<strong>Total for Equities</strong>	<strong>1,40,900.00</strong>
<strong>Total For Liabilities &amp; Equities</strong>	<strong>2,27,700.00</strong>

## ADVANTAGES &DISADVANTAGES

### Advantages:

- 1.Accounts maintained easily.
2. time saving.
- 3.It is an easy way to create sales, purchase order, bill and invoices.

### Disadvantages:

- 1.We cannot see the customers and to talk over the customers.

## APPLICATIONS:

ZOHO Books link: [books.zoho.com](https://books.zoho.com)

## **6.CONCLUSION:**

- 1.First we open the link and we create the organization name.
- 2.The zoho books page opened, First we create the items.
3. Then , sales creation and purchase creation.
- 4.Now to create vendors, purchase order, bill and invoices, customers, adding bank account, new accounts and ledger, journal entries ,recording banking Transactions.
- 5.To see the reports we can created and recorded.

## **7.FUTURE SCOPE:**

- 1.Group scope provided complete access to all functions the user can Perform on the record.
- 2.For instance, a group scope can allow a user to read, create, update and delete records in all modules.
- 3.The user has access to all modules in the client zohoCRM account.

## **8.APPENDIX:**

Computer data.



