

LONG - TERM VIRTUAL INTERNSHIP PROGRAM 2024

An initiative of **SmartBridge** in collaboration with **APSCHE**

HANDBOOK

Accounting & Financial Analytics

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PROGRAM BOOK FOR SEMESTER INTERNSHIP

Name of the Student : M. Triveni

Name of the College : Dr Lankapalli Bullayya College, Visakhapatnam

Registration Number : 121128807057

Period of Internship : 6th semester

Name & Address of Intern Organization: Smart Bridge

Name of the University : Andhra University

Year : 2021-2024

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An Internship Report on

Accounting and Financial Analytics

Submitted in accordance with the requirement for the degree of

Bachelor of Business Administration

Under the Faculty Guideship of

Smt. N. Roopa Jyothi

Department of

Management - UG

Dr Lankapalli Bullayya College: Visakhapatnam

Submitted by

M. Jiliveni

Reg. No.

121128807057

Dr. Lankapalli Bullayya College

Visakhapatnam-13

Declaration

I M. Triveni

student of BBA

Program, Reg. No. 121128807057 of the Department of Management - UG

College do hereby declare that I have completed mandatory Long-Term
Internship Under the Faculty Guideship of Smt. N. Roopa Tyothi

Department of BBA, Dr.L.Bullayya College,

Visakhapatnam.

M. Triveni
Signature of the student

Certification

This is to certify that M. Jeevani

Reg. No. 121128807057 has completed Internship in

Smart Bridge on Accounting & Financial Analytics

Under my supervision as part of a partial fulfillment of the requirement for
the Degree of BBA in Department of

Dr. Lankapalli Bullayya College, Visakhapatnam.

This is accepted for evaluation.

Signature with Date and seal

Endorsements

Faculty Guide

: N. Rama Moorthy

Head of the Department :

Principal :

Acknowledgement

I would sincerely like to thank APSCHE providing me with this corporate internship which helped me gain practical experience and knowledge on preparation and maintenance of Zoho Books for fashion Haven.

I thank our respected Principal Sir Dr. G.S.K. Chatterjee & giving me this wonderful opportunity.

I would also like to thank our Head of department Mr. N.K. Mahesh Sir department of BBA, our guide Smt. Al. Roopa Tyothi for being a wonderful mentor throughout my project.

I would like to thank the Zoho Books giving this wonderful opportunity to do our Internship.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

The Internship Curriculum provides a comprehensive overview of accounting, financial analytics, and related areas using practical tools like Zoho Books and Excel, alongside theoretical framework. Participants will start with setting up organizations and cost management in Zoho Books. Moving on to handling transactions with other Zoho applications Real-world case studies will enhance practical application skills in Zoho Books. In the financial analytic section, participants will learn about the history, importance, and tools used in financial analytics, alongside practical exercises in Excel focusing on financial functions and ratios analysis. Theoretical foundation including Modern portfolio theory, Efficient Market hypothesis and discounted cashflow valuation will be covered alongside practical insights into Investment Management. Overall this curriculum equips participants with both practical skills and theoretical knowledge necessary for roles in finance, accounting, and investment management.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

SmartBridge is an EdTech based in Hyderabad, Telangana, India. It was founded in 2015 with the mission of bridging the gap between academia & industry. Smartbridge provides a platform for students, colleges, & companies to connect and collaborate. At Smartbridge our cutting-edge Ed-Tech platform, "SmartInternz," project-based learning & Remote Internship Platform serves as a catalyst for fostering collaboration between academia and industry. By providing project-based collaborative learning solutions intricately woven into the curriculum. Since the launch of SmartInternz platform in 2020, our talent development programs have successfully upskilled over 300,000 students and 30,000 faculty members in emerging technologies. Smartbridge has a strong network of 800,000 students, 2,500 colleges and 50+ companies. Smartbridge is dedicated to a mission to provide 1 million virtual internships across a range of in-demand technologies. Page No

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- 1, Registration with APSCHE Smartintuins & Enrolling for Smartbridge with Zoho Books of accounts course i.e. live training sessions.
- 2, Participation weekly quiz and completing Weekly assignment with respect to the accounting and financial analytics.
- 3, Team formation and selection of Project topic based on student performance.
- 4, Gathering the data and using the instruction to making reports.
- 5, Project Mentoring session and developing the items and purchase bills. Invoices. Bills and develop the journal entries and bank entries based on transactions.
- 6, Submission of team project via uploading the project file in github Repository.

ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------|---|--|----------------------------|
| 12/02/24 Day - 1 | Introduction to Zoho Books technology & Zoho Finance. | Learned this course is helpful for students & importance. | Nisha Patel |
| 13/02/24 Day - 2 | Creating Zoho Books account & overview & Zoho history. | Learned how to create zoho books account & learned how to use it. | Nisha Patel |
| 14/02/24 Day - 3 | overview of old & Modern technology & accounting cloud accounting. | Learned how to connect banks in Zoho books application of Zoho Expenses. | Nisha Patel |
| 15/02/24 Day - 4 | Master creation Items, Customs, vendors & brief on GST. | Learn various modules like how to create items & purchase of Vendors & Supplies. | Nisha Patel |
| 16/02/24 Day - 5 | Discussed about Tax, GST, Sale Customer vendor allocation of GST numbers. | Learned about chart of accounts and type of dealer in GST Sale Customer. | Nisha Patel |
| 17/02/24 Day - 6 | Discussed about Income tax and Sales taxes. | Learned about Income tax and Sales taxes. | Nisha Patel |

WEEKLY REPORT

WEEK - 1 (From Dt. 12/02/2024 to Dt. 17/02/2024)

Objective of the Activity Done:

Detailed Report:

The long-term internship program for the course track "Accounting and Financial Analysis" commenced with a program orientation session aiming at providing a brief overview on the course, importance, job opportunities associated with it, further scope etc. on Day one. The following sessions for Day 2 & 3 primarily focused on refining our knowledge on accounting, its concepts, the technologies, principles and numerous tools used in the financial analysis of statements to help us better understand & get accustomed to Zoho Books. A wide range of modules & applications used in Data Entry & Data summarization. The second half of the week included five tutorial by our trainer on getting started with Zoho Books of signing up & registering for a free Zoho Business account to gain access to the account tools & software. After setting up of account, all the modules & elements were explored which includes profiles, items on 6 day we were provided with brief explanation tools & goods.

ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------|--|---|----------------------------|
| 19/02/24 Day - 1 | Creation of Sale Invoice and customer Master creation. | By this we learnt about how to create Sale Invoice. | N.Ramkumar |
| 20/02/24 Day - 2 | Creation of purchase Module & invoice. | By this we learnt about what all are required for purchase. | N.Ramkumar |
| 21/02/24 Day - 3 | Creation of Journal. | By this we learnt about recording of Journals of a company. | N.Ramkumar |
| 22/02/24 Day - 4 | Chart of accounts journals & payable entries. | By this we learnt about creating & recording of entries. | N.Ramkumar |
| 23/02/24 Day - 5 | Reports | Basic Introduction of Reports & MIS | N.Ramkumar |
| 24/02/24 Day - 6 | Reports, Business overview and Taxes. | By this we learned about Reports & business overview. | N.Ramkumar |

WEEKLY REPORT

WEEK - 2 (From Dt. 17/2/24 to Dt. 24/2/24)

Objective of the Activity Done:

Detailed Report:

Building upon the foundation established in the 1st week the second week took us into the intersection of accounting & financial analytics.

Our 1st day of 2nd week we were taught of creation of sale invoice and introduction to cloud accounting and Zoho books and master creation which covered items, customers and vendors. 2nd day we were taught creating of purchase which covered with customers, quotes etc.. 3rd day we covered creation of journals and entries of transactions. Fourth day, we learned about creating journals and payable entries. 5th day we had an introduction class about Reports and MIS Management Information System. last day we learned about other module, Business overview and different types of taxes.

ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------|--|---|--------------------------------|
| 26/02/24 Day -1 | Introduction to financial Analytics and techniques. | on the basis we learnt about Financial Analytics. | N.Kiran, N.Kiran |
| 27/02/24 Day - 2 | Revision of the previous Zoho books in Week 2. | By this we learnt about Zoho Books for Students. | N.Kiran, N.Kiran |
| 28/02/24 Day - 3 | We learned about how to create report on Sam Sheets. | By this we learned about how to create Report. | N.Kiran, N.Kiran |
| 29/02/24 Day - 4 | Excel Sheets Live Session on NPV, PV, FV, . | By this we learned about how to solve NPV, PV, FV, xNPV | N.Kiran, N.Kiran |
| 01/03/24 Day - 5 | IRR, XIRR, PMT, FV. | In this we learned about how to solve IRR, XIRR, PMT, FV. | N.Kiran, N.Kiran |
| 02/03/24 Day -6 | Weekly Assignment | By this we are completed Assignments. | N.Kiran, N.Kiran |

WEEKLY REPORT

WEEK - 3 (From Dt 26/02/24 To Dt 02/03/24)

| |
|--|
| Objective of the Activity Done: |
| Detailed Report: In Week three there was an introduction to financial Analytics terminology in it like ROE, NPV, Leverages, financial Ratio's etc. With detailed explanation and we learned about Sam Sweets Case Study and Explanation on Zoho with previous Modules, Sales Orders, purchase orders. Banking and discussion on third day based on Report on Zoho books with all Modules on 4th day we learned live session about NPV [Net Present Value] present Value, Future Value, direct from Excel Sheets on days we learned about Internal Return Rate, IRR External Internal Rate Return, PMT. |
| Annuity - FMD : Interest Rate CAGR Compound Annual growth Rate on Day 6. and then we were assigned a assignment. |
| |
| |

ACTIVITY LOG FOR THE FOURTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------|---|---|----------------------------|
| 04/03/24 Day - 1 | Introduction to Financial Analytics & its key methodologies. | Learned about Financial Analytics, its technologies, importance. | N. Roshni / |
| 05/03/24 Day - 2 | Introduction to Financial Analysis theories & Methodologies. | Learned about Modern Portfolio Theory & Efficient Market Hypothesis. | N. Roshni / |
| 06/03/24 Day - 3 | Introduction to discount -d cash flow valuation and quiz. | Learned about [DCF] Valuation and computer quiz. | N. Roshni / |
| 07/03/24 Day - 4 | Introduction to capital Asset Pricing Model and Ratio Analysis. | Learned about CAPM Theory & Basics of Ratio Analysis. | N. Roshni / |
| 08/03/24 Day - 5 | Practicing financial Ratios in Microsoft Excel. | Learned to calculate liquidity, profitability & turnover ratios in Excel. | N. Roshni / |
| 09/03/24 Day - 6 | Completed Weekly Assignment in Excel. | Learned how to calculate EMI, PPMT, SPPMT on mortgage loan in Excel. | N. Roshni / |

WEEKLY REPORT

WEEK - 4 (From Dt. 4/1/26 Dr. 07/03/29)

Objective of the Activity Done:

Detailed Report: The fourth week of the Internship concerned with us further exploring all remaining financial function in microsoft Excel function to calculate: 1. principle portion and interest portion of an periodic monthly payment of an investment. 2. annual annual interest rate. 3. Effective Annual Interest Rate and finally 4. straight line method of depreciation. Later, we learned about various financial analysis theories -> 1. Modern portfolio theory 2. Efficient market Hypothesis. 3. Discounted cashflow valuation 4. Capital Asset pricing model A weekly Quizz / Assignment was conducted in context of financial Analysis. on day seventh we were provided with a brief explanation on static analysis. It's scope and importance in financial analysis. we were taught how to implement financial ratio and work on them using suitable example data in microsoft excel. on Day 6 we had successfully completed our weekly assignment.

ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------|---|---|----------------------------|
| 11/03/24 Day - 1 | Introduction to Investments, types of Asset classes. | Learned about investments, its needs, types & importance, benefits. | N. Rohit / |
| 12/03/24 Day - 2 | Introduction to financial Market and different sources of investment introduction. | Learned about financial Market, its participants about SEBI. | N. Rohit / |
| 13/03/24 Day - 3 | Analysis vs Analytics Types of Analysis. | Learned the differences between Analysis & Analytics and 3 major types. | N. Rohit / |
| 14/03/24 Day - 4 | Types of Investment Analysis in Management. | Learned about technical analysis and fundamental analysis. | N. Rohit / |
| 15/03/24 Day - 5 | Introduction to Stock Market Basics, key terminologies & stock market participants. | Learned basics of Stock Market, its regulatory bodies & financial intermediaries. | N. Rohit / |
| 16/03/24 Day - 6 | Completed Weekly Assignment in Word document. | Learned how to draft a report on analysis of competitive advantages of companies of different industry. | N. Rohit / |

WEEKLY REPORT

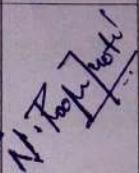
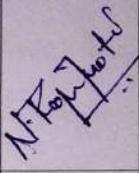
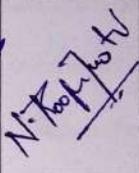
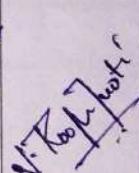
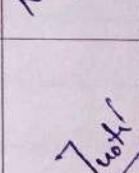
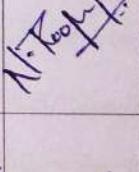
WEEK - 5 (From Dt. 11/03/24 to Dt. 16/03/24.)

Objective of the Activity Done:

Detailed Report:

The fifth week of our internship began with an brief introduction to investment Management and the various types of Investments (All Assets classes) and benefit of Investment. The factors influencing Investment decision on day two we learnt about different source of Investment information which encompasses financial news update, Investment websites, government agencies, industry publication and we also we learned a through briefing on the present financial markets in India & the Marketable Investments in it like Equity, currency, Bonds etc. on day 3. we learnt about the different types of Investments analysis. on day 4- we further Explored fundamental analysis and its three components i.e. 1. Macro/Economic analysis 2. Industry analysis 3. company analysis . on day 5 we were introduced stock market . its basic & functioning stock market, participant NSE, BSE, NCDEX and stock indices.

ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---------------------|---|--|--|
| 18/03/24 Day - 1 | Introduction to Stocks trading , Mutual trading. | Learned about stock trading, Mutual trading | N. Rohit/  |
| 19/03/24 Day - 2 | Introduction to the concept of Pledging of shares. | Learned about Pledging of shares | N. Rohit/  |
| 20/03/24 Day - 3 | Technical Analysis charts :- Line, bar charts, Point & Figure charts. | Learned about charts in technical analysis. charts like line, bar charts. | N. Rohit/  |
| 21/03/24 Day - 4 | Moving averages, relative strength, Index Volatility indicators, Bollinger Bands. | Learned about the stock market trend indicators in technical analysis. | N. Rohit/  |
| 22/03/24 Day - 5 | Introduction to Stock Market Indices:- NSE Nifty & BSE SENSEX. | Learned about Stock Market Indices. | N. Rohit/  |
| 23/03/24 Day - 6 | Introduction to the Dow Theory and its six Basic tenets. | Learned about Dow theory, its principles and its limitations in real time trading. | N. Rohit/  |

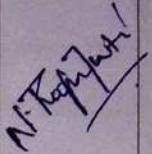
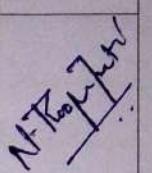
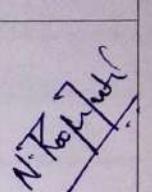
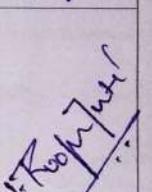
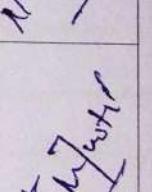
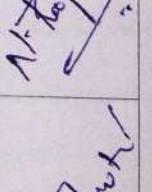
WEEKLY REPORT

WEEK - 6 (From Dt. 18/03/24 to Dt. 23/03/24)

Objective of the Activity Done:

Detailed Report: The week began with a brief lecture and hands on experience on online stock trading key takeaways about trading & investing in stock online & the genuine E-platform for stock trading we also learned about Mutual fund trading in stocks. On Day two we learned about "pledging of shares" its participants and benefits in securing loan for long term. On Day three we received a through explanation & practical illustration of charts used in technical analysis. for Monitoring stock price movements, we learned about 1. Bar charts, line charts, candlestick chart etc. On Day four we learned about Market trends & the trend indicators used in Analyzing stock market trends into Bearish & Bullish trends. 1) RSI, 2) Moving averages etc. On Day five we learned about the stock market trends indicators and the most famous indices NSE & BSE SENSEX. On Day six, we learned about DOW theory and its six principles.

ACTIVITY LOG FOR THE SEVENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|--------------------|---|---|--|
| 25/3/24 Day - 1 | Introduction to different types of candlestick chart pattern. | Learned about different types of candlestick chart pattern. | N.T.Raghuram/  |
| 26/3/24 Day - 2 | Introduction to Bullish and Bearish chart patterns. | Learned about Bullish and Bearish pattern. | N.T.Raghuram/  |
| 27/3/24 Day - 3 | Introduction to Insurance. | Learned about Insurance. | N.T.Raghuram/  |
| 28/3/24 Day - 4 | Different components of Insurance and its purpose. | Learned about different components of Insurance. | N.T.Raghuram/  |
| 29/3/24 Day - 5 | Introduction to different types of insurance in India. | Learned about different type of insurance in India. | N.T.Raghuram/  |
| 30/3/24 Day - 6 | Introduction to general insurance and its types. | Learned about general insurance and its types. | N.T.Raghuram/  |

WEEKLY REPORT

WEEK - 7 (From Dt 25/3/29 to Dt 31/3/29)

Objective of the Activity Done:

Detailed Report:

on Day 1 we learned a brief introduction given on candlestick chart and its different patterns.

on Day 2 we learned had a detailed session on candlestick patterns i.e Bullish and Bearish chart pattern.

Day 3 :- introduction was given on Insurance, its purpose and need of insurance.

Day 4 :- Had a detailed session on Insurance Components and its main purpose.

Day 5 :- We have been given with the introduction to different type of Insurance in India Health Insurance, life Insurance and Required documents.

Day 6 :- Had a detailed session on general insurance and its types and its purposes.

ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|-----------------------|--|--|-----------------------------------|
| 01/04/24 Day - 1 | Introduction to Insurance | Overview of Insurance Industry basic concepts. | N. Rajeshwar |
| 2/04/24 Day - 2 | Insurance products and policies. | Life Insurance products. | N. Rajeshwar |
| 3/04/24 Day - 3 | Property and Casualty insurance. | Property Insurance. | N. Rajeshwar |
| 4/04/24 Day - 4 | Risk management in Insurance | Principles of Risk Management. | N. Rajeshwar |
| 5/04/24 Day - 5 | Insurance Analytics | Data sources in Insurance. | N. Rajeshwar |
| 6/04/24 Day - 6 | Regulatory Environment and compliance. | Regulatory framework for Insurance. | N. Rajeshwar |

WEEKLY REPORT

WEEK - 8 (From Dt. 01/04/23 To Dt. 06/04/23.)

Objective of the Activity Done:

Detailed Report:

Certainly throughout the week of Internship in financial Analytics, we particularly covered a comprehensive range of topics relating insurance. Our schedule was carefully structured to provide a thorough understanding of insurance principles, products, analytics, and regulatory frameworks. Each day was dedicated to dissecting specific aspects, including the intricate details of insurance products & policies, risk management strategies. Our week culminated with an exploration of the regulatory environment governing insurance practices, ensuring a comprehensive grasp of compliance requirements and ethical considerations. Through this immersive and structured approach, we acquired invaluable insights and skills essential for navigating the complexities of financial analytics within the insurance industry.

ACTIVITY LOG FOR THE NINETH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|-----------------------|--|--|-----------------------------------|
| 11/04/24 Day - 1 | Team Assignment | Creating of team leads and team members. | N. T. 7/7/24 |
| 12/04/24 Day - 2 | Mentor Allocation | Assigning mentor to each team | N. T. 7/7/24 |
| 13/04/24 Day - 3 | Team project topic Selection. | Selected project topic. | N. T. 7/7/24 |
| 15/04/24 Day - 4 | Discussion of team project tasks. | Divide the project task into a systematic project. | N. T. 7/7/24 |
| 16/04/24 Day - 5 | Assigning task to team members. | Assigning task to team members. | N. T. 7/7/24 |
| 17/04/24 Day - 6 | Defining and analysing the Zoho books. | understanding Zoho books. | N. T. 7/7/24 |

WEEKLY REPORT

WEEK - 9 (From Dt 11/09/2024 To Dt 17/09/2024)

Objective of the Activity Done:

Ninth week of Assignment at Zoho.

Detailed Report:

In this week we conversed with formation of teams and allotments of team leaders and team members for each team our team received membership assignment our mentors provided valuable guidance and support throughout the internship and support through team project selection based on each team members experience on each project topic available.

Topic :-

preparation and Maintaining of Zoho Books for fashion buyer afterwards outline and assigned specific task with the team and established a project Road Map. distributed responsibilities among team members.

ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|-----------------------|--|--|-----------------------------------|
| 18/04/24 Day - 1 | Creating organisation | Creating organisation based on details. | N.Ramkumar |
| 19/04/24 Day - 2 | Enable tax settings. | Enable tax settings with default tax state. | N.Ramkumar |
| 20/04/24 Day - 3 | Creating purchase items and creating Vendors. | Creating items based on goods and service with units. | N.Ramkumar |
| 21/04/24 Day - 4 | Creating purchase bill. | Creating Purchase bill based on given raw materials. | N.Ramkumar |
| 22/04/24 Day - 5 | Creating customers | Creating customer based on registered or unregistered gst. | N.Ramkumar |
| 23/04/24 Day - 6 | Creating sales bill. | Creating Sales bill based on quantity and price. | N.Ramkumar |

WEEKLY REPORT

WEEK - 10 (From Dt. 18/04/24 to Dt. 24/04/24)

Objective of the Activity Done: Tenth week of project with Zoho

Detailed Report: In this week we have commenced with Zoho Books of accountant and creating organisation profits based on industry and they can give some address with registered GST number and using Profitable tax state. And go to home page getting started to creation of item based on goods and service using quantity based on unit and given purchase and sales price of the goods after creating item and after creating vendor detail based on get and registered GST and using soon billing and shipping bill. After we can create customer using purchase bills and connected into invoice after conversion recorded the payment to bank or petty cash and sent the invoice. After conversion recorded the payment to bank or through Nails to the customer and tracking the payment status of customer with minimum due date.

ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------------|---|---|----------------------------|
| 25/04 Day - 1 | Creating bank account. | Creating bank account by using details. | N. Roshni / |
| 26 Day - 2 | Accounts and ledgers. | Creation of accounts and ledger to provide name. | N. Roshni / |
| 28 Day - 3 | Journal Entries | Recording Journals Entries and publish the entries. | N. Roshni / |
| 29 Day - 4 | Expenses and bills. | Making bills and recorded expenses. | N. Roshni / |
| 30 Day - 5 | Bank Entries | Recording of bank transactions. | N. Roshni / |
| 01 Day - 6 | Financial report. | Downloaded all financial reports. | N. Roshni / |

WEEKLY REPORT

WEEK - 11 (From Dt 25/09/24 to Dt 01/10/24)

Objective of the Activity Done:

Elworth week of partnership with Zoho

Detailed Report:

In the 11th week we started adding bank account details with the Zoho books so added all the transaction in it after creating bank ac. To create a new account and go to chart of accounts select a new account and provide the necessary name of the accountant and same after that we have recorded journal entries. Add the Manual Journal to provide the necessary fields and after that save and publish to post the entry. After completion of journal go to banking section and add new transaction occurred during the month with all the credit and debit amount in the bank. To record all the expenses and liabilities with received transaction mark the payment against the open bills and invoices to close and work computer.

ACTIVITY LOG FOR THE TWELVETH WEEK

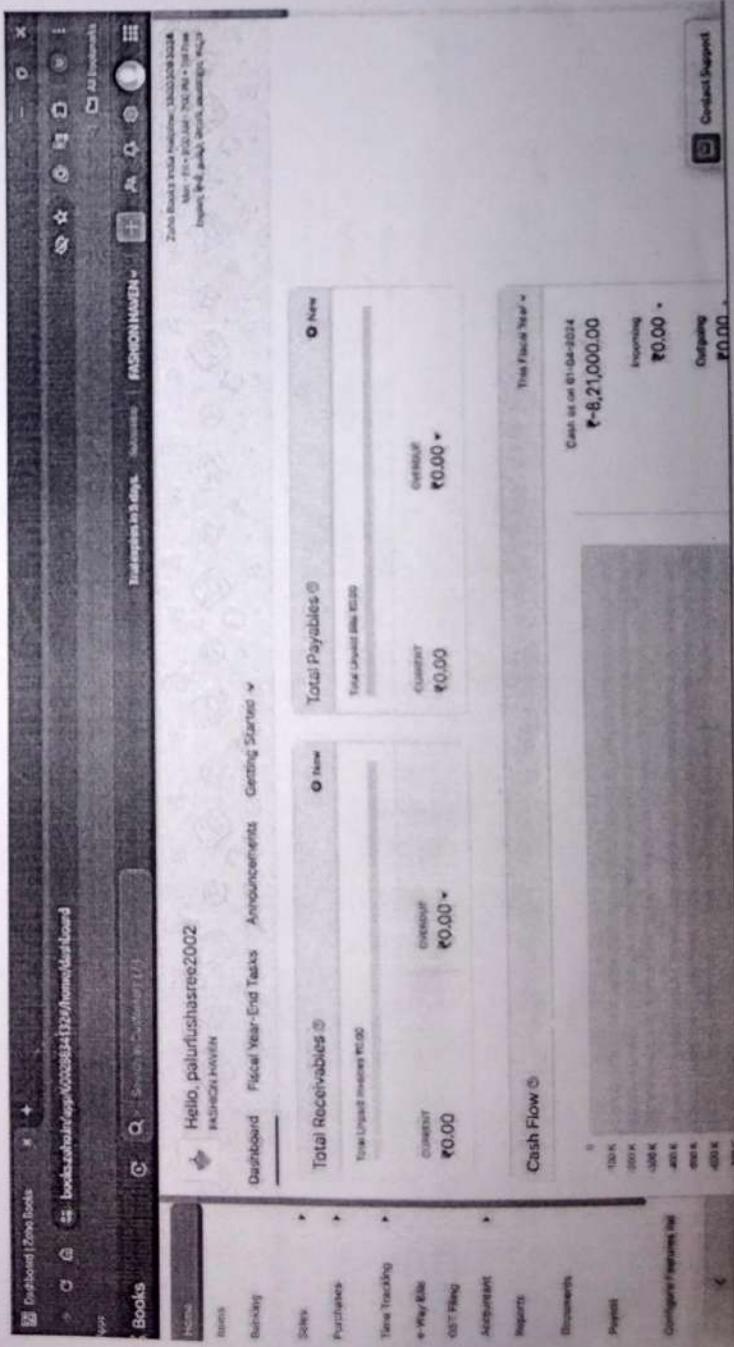
| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|-----------------------|--|---|-----------------------------------|
| 2/05/24 Day - 1 | Downloaded all the reports from Zoho books. | Downloading all the reports from Zoho books | N. Roopesh |
| 3/05/24 Day - 2 | Creating new repository in git hub. | Creating new repository in github | N. Roopesh |
| 5/05/24 Day - 3 | Creating new folder. | Making a new folder. | N. Roopesh |
| 6/05/24 Day - 4 | Upload the document. | Upload the documents. | N. Roopesh |
| 7/05/24 Day - 5 | Making video demonstration | Making video demonstration | N. Roopesh |
| 8/05/24 Day - 6 | Submission of project. | Final Submission project. | N. Roopesh |

WEEKLY REPORT

WEEK - 12 (From Dt. 21/05/24 to Dt. 8/05/24)

Objective of the Activity Done: *Twelfth week of Internship with Zoho*

Detailed Report: *In this week we commenced to final submission after documentation of all the Reports in Zoho Books accounts based on the demo given in APSCHE SMARTINTERNS. After downloading the documents all the financial Reports from Zoho Books go to Github and login and creating a new repository create new files with respective team members to upload with their assignment. Also uploaded all the project Reports in the folder and created a video documentation of the whole project and uploaded it in drive and pasted the link in the github folder created for video documentation. we provided our Github link and a submitted to our mentors.*



Items 1 Total 0 items

[Books](#)

[Inventory](#)

[Sales](#)

[Purchases](#)

[Time Tracking](#)

[e-Way Bills](#)

[GST Filing](#)

[Accounts](#)

[Reports](#)

[Documents](#)

[Period](#)

[Configure Features](#)

[Logout](#)

Items 1 Total 0 items

Books [books_index.asp?000258&44132&Inventory/ItemFilter by Status Active edge_0page=25&order=created,desc,Order=0](#)

Inventory [Inventory](#)

Sales [Sales](#)

Purchases [Purchases](#)

Time Tracking [Time Tracking](#)

e-Way Bills [e-Way Bills](#)

GST Filing [GST Filing](#)

Accounts [Accounts](#)

Reports [Reports](#)

Documents [Documents](#)

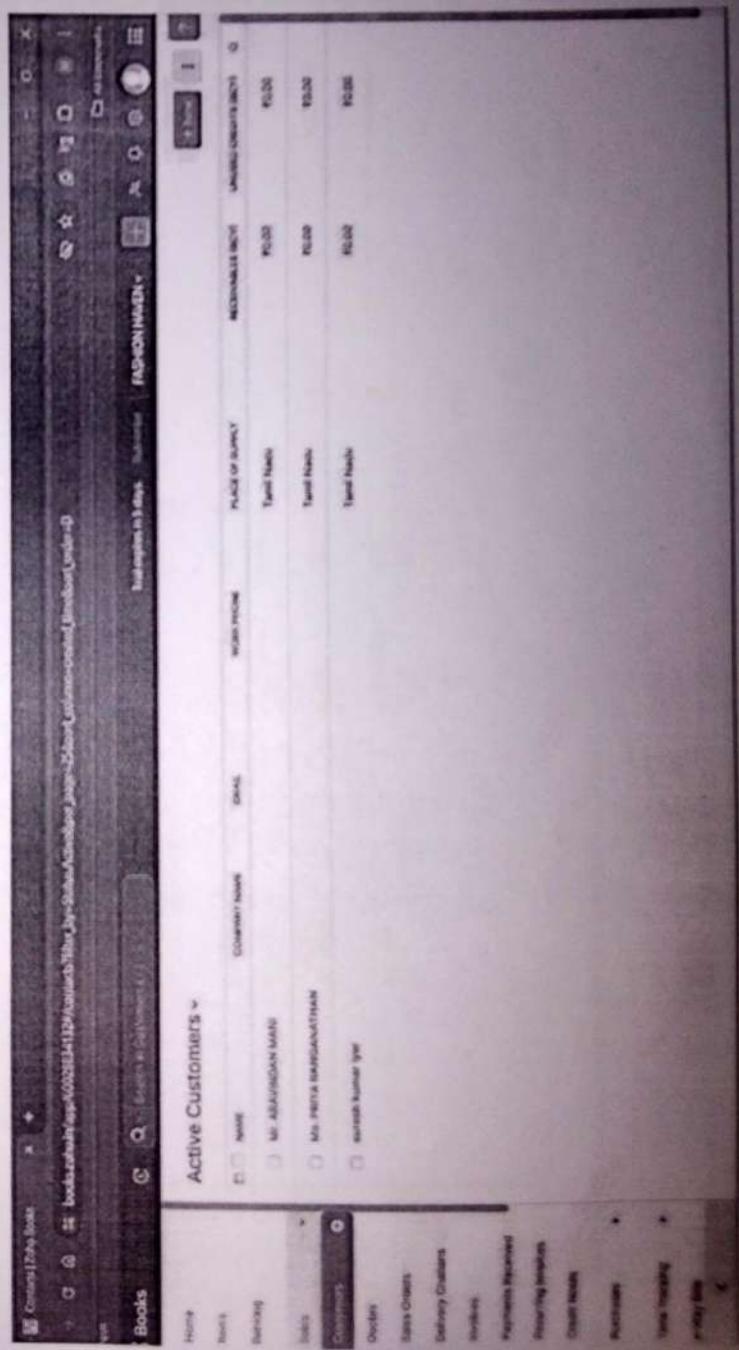
Period [Period](#)

Configure Features [Configure Features](#)

Logout [Logout](#)

Active Items

| NAME | PURCHASE DESCRIPTION | RATE | PURCHASE RATE | MANUFACTURER | USAGE UNIT |
|----------|----------------------|-----------|---------------|--------------|------------|
| clothes | | ₹1,000.00 | ₹500.00 | 6001010 | pc's |
| hoodies | | ₹1,200.00 | ₹600.00 | 6001010 | pc's |
| loggers | | ₹800.00 | ₹400.00 | 6001010 | pc's |
| shirts | | ₹500.00 | ₹250.00 | 6001010 | pc's |
| T-shirts | | ₹100.00 | ₹50.00 | 6001010 | pc's |



| All Sales Orders | | Invoiced | | Shipped | | Delivered | |
|------------------|------------|--------------|---------------|------------|---------------------------|---------------|---------------------------------|
| Order | Date | Order Number | Customer Name | Order Date | Ship To Address | Delivery Date | Comments |
| 100-00001 | 2023-01-01 | SO-00001 | John Doe | 2023-01-01 | 123 Main St, Anytown, USA | 2023-01-02 | Tracking #12345678901234567890 |
| 100-00002 | 2023-01-02 | SO-00002 | Jane Smith | 2023-01-02 | 456 Elm St, Anytown, USA | 2023-01-03 | Tracking #98765432109876543210 |
| 100-00003 | 2023-01-03 | SO-00003 | Mike Johnson | 2023-01-03 | 789 Oak St, Anytown, USA | 2023-01-04 | Tracking #098765432109876543210 |

Books

Delivery Orders

Invoices

Payments Received

Reporting Services

Credit Notes

Purchases

Ship Returns

Shipping Bills



SALES ORDER

Sales Order# SO-00001

FASHION HAVEN

Kabaleeswar Nagar, Division Office, East Coast Road,
Neelangarai, Chennai-600115. Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

Bill To

suresh kumar iyer
GSTIN 33CRMPN7074GLKJ

Ship To

GSTIN 33CRMPN7074GLKJ

Order Date :

10-04-2023

Place Of Supply: Tamil Nadu (33)

| # | Item & Description | HSN/SAC | Qty | Rate | Amount |
|----------------|--------------------|----------|-----------------|--------|---------------------|
| 1 | T-shirts | 60011010 | 1,000.00 pcs | 100.00 | 1,00,000.00 |
| Sub Total | | | | | 1,00,000.00 |
| CGST2.5 (2.5%) | | | | | 2,500.00 |
| SGST2.5 (2.5%) | | | | | 2,500.00 |
| Total | | | | | ₹1,05,000.00 |

Authorized Signature _____



SALES ORDER

Sales Order# SO-00002

FASHION HAVEN

Kabaleeswar Nagar, Division Office, East Coast Road,
Neelangarai, Chennai-600115. Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

Bill To

Ms. PRIYA RANGANATHAN
GSTIN 33CRMPN7074GLKJ

Ship To

GSTIN 33CRMPN7074GLKJ

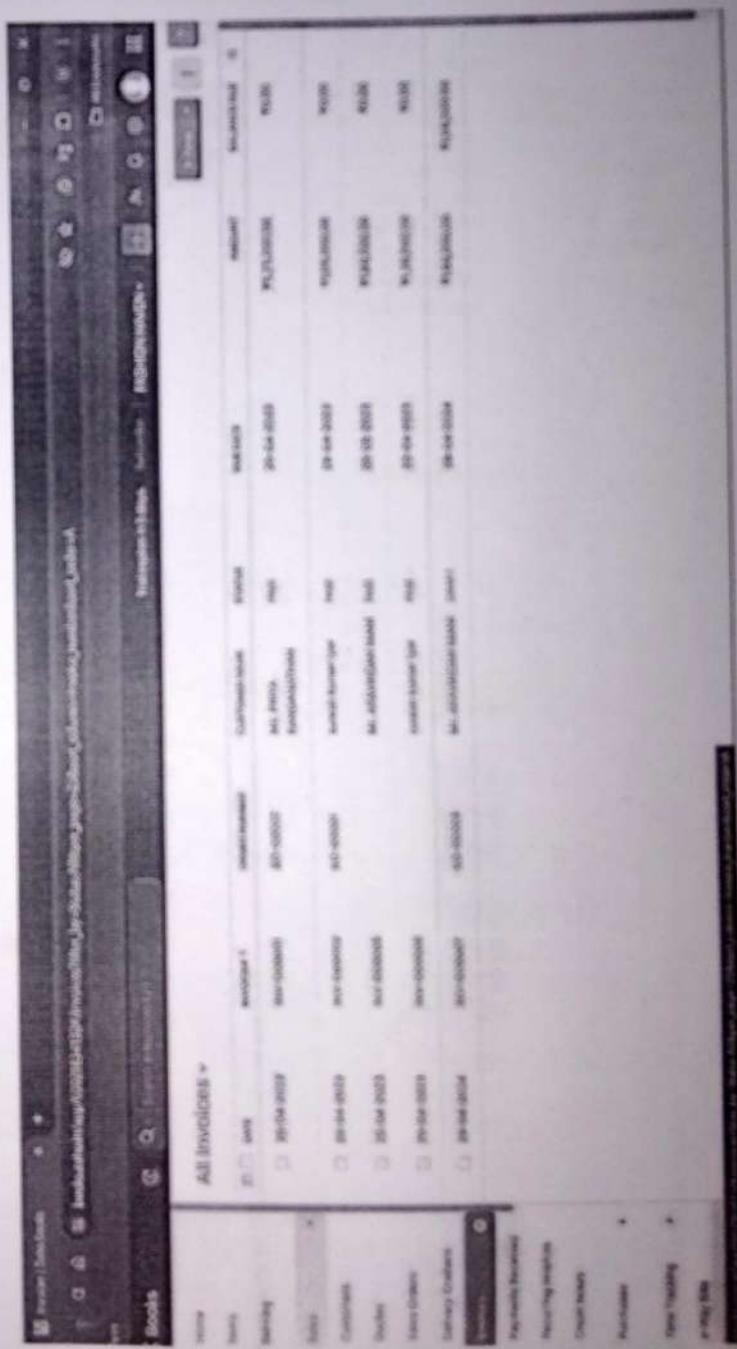
Order Date :

20-04-2023

Place Of Supply: Tamil Nadu (33)

| # | Item & Description | HSN/SAC | Qty | Rate | Amount |
|----------------|--------------------|----------|---------------|----------|---------------------|
| 1 | shoes | 60011010 | 500.00 pcs | 1,000.00 | 5,00,000.00 |
| Sub Total | | | | | 5,00,000.00 |
| CGST2.5 (2.5%) | | | | | 12,500.00 |
| SGST2.5 (2.5%) | | | | | 12,500.00 |
| Total | | | | | ₹5,25,000.00 |

Authorized Signature _____





FASHION HAVEN

Kabaleeswar Nagar, Division Office, East Coast Road,
Neelangarai, Chennai-600115. Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

TAX INVOICE

| | | | |
|--------------|------------------|-----------------|-------------------|
| # | : INV-00006 | Place Of Supply | : Tamil Nadu (33) |
| Invoice Date | : 20-04-2023 | | |
| Terms | : Due on Receipt | | |
| Due Date | : 20-04-2023 | | |

| | |
|--|-----------------------|
| Bill To | Ship To |
| suresh kumar iyer GSTIN 33CRMPN7074GLKJ | GSTIN 33CRMPN7074GLKJ |

| # | Item & Description | HSN /SAC | Qty | Rate | CGST | | SGST | | Amount |
|---|--------------------|--------------|---------------|----------|------|----------|------|----------|-------------|
| | | | | | % | Amt | % | Amt | |
| 1 | hoddies | 6001101 0 | 100.00 pcs | 1,200.00 | 2.5% | 3,000.00 | 2.5% | 3,000.00 | 1,20,000.00 |

Total In Words

Indian Rupee One Lakh Twenty-Six Thousand Only

Notes

Thanks for your business.

| | |
|--------------------|---------------------|
| Sub Total | 1,20,000.00 |
| CGST2.5 (2.5%) | 3,000.00 |
| SGST2.5 (2.5%) | 3,000.00 |
| Total | ₹1,26,000.00 |
| Payment Made | (-) 1,26,000.00 |
| Balance Due | ₹0.00 |

Authorized Signature



FASHION HAVEN

Kabaleeswar Nagar, Division Office, East Coast Road,
Neelangarai, Chennai-600115. Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

TAX INVOICE

| | | | |
|--------------|--------------|-----------------|-------------------|
| # | : INV-000005 | Place Of Supply | : Tamil Nadu (33) |
| Invoice Date | : 20-04-2023 | | |
| Terms | : Net 15 | | |
| Due Date | : 05-05-2023 | | |

Bill To

Mr. ARAVINDAN MANI

| # | Item & Description | HSN /SAC | Qty | Rate | CGST | | SGST | | Amount |
|---|--------------------|----------|------------|--------|------|----------|------|----------|-------------|
| | | | | | % | Amt | % | Amt | |
| 1 | joggers | 60011010 | 200.00 pcs | 800.00 | 2.5% | 4,000.00 | 2.5% | 4,000.00 | 1,60,000.00 |

Total In Words

Indian Rupee One Lakh Sixty-Eight Thousand Only

Notes

Thanks for your business.

| | |
|--------------------|---------------------|
| Sub Total | 1,60,000.00 |
| CGST2.5 (2.5%) | 4,000.00 |
| SGST2.5 (2.5%) | 4,000.00 |
| Total | ₹1,68,000.00 |
| Payment Made | (-) 1,68,000.00 |
| Balance Due | ₹0.00 |

Authorized Signature

**FASHION HAVEN**

Kabaleeswar Nagar, Division Office, East Coast Road,
Neelangarai, Chennai-600115. Near Signal,
Sree Nilayam Apartment Flat No 302
Chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GLKJ
07893337616
palurkushasree2002@gmail.com

TAX INVOICE

| | | | |
|--------------|------------------|-----------------|-------------------|
| # | : INV-000002 | Place Of Supply | : Tamil Nadu (33) |
| Invoice Date | : 25-04-2023 | | |
| Terms | : Due on Receipt | | |
| Due Date | : 25-04-2023 | | |
| P.O.# | : SO-00001 | | |

| Bill To | Ship To |
|--|-----------------------|
| suresh kumar iyer GSTIN 33CRMPN7074GLKJ | GSTIN 33CRMPN7074GLKJ |

| # | Item & Description | HSN /SAC | Qty | Rate | CGST | | SGST | | Amount |
|---|--------------------|----------|-----------------|--------|------|----------|------|----------|-------------|
| | | | | | % | Amt | % | Amt | |
| 1 | T-shirts | 60011010 | 1,000.00 pcs | 100.00 | 2.5% | 2,500.00 | 2.5% | 2,500.00 | 1,00,000.00 |

Total In Words

Indian Rupee One Lakh Five Thousand Only

Notes

Thanks for your business.

| | |
|----------------|-----------------|
| Sub Total | 1,00,000.00 |
| CGST2.5 (2.5%) | 2,500.00 |
| SGST2.5 (2.5%) | 2,500.00 |
| Total | ₹1,05,000.00 |
| Payment Made | (-) 1,05,000.00 |
| Balance Due | ₹0.00 |

Authorized Signature

**FASHION HAVEN**

Kabaleeswar Nagar, Division Office, East Coast Road,
Neelangarai, Chennai-600115. Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

TAX INVOICE

| | | | |
|--------------|------------------|-----------------|-------------------|
| # | : INV-000002 | Place Of Supply | : Tamil Nadu (33) |
| Invoice Date | : 25-04-2023 | | |
| Terms | : Due on Receipt | | |
| Due Date | : 25-04-2023 | | |
| P.O.# | : SO-00001 | | |

Bill To Ship To

suresh kumar iyer
GSTIN 33CRMPN7074GLKJ

| # | Item & Description | HSN /SAC | Qty | Rate | CGST | | SGST | | Amount |
|---|--------------------|----------|-----------------|--------|------|----------|------|----------|-------------|
| | | | | | % | Amt | % | Amt | |
| 1 | T-shirts | 60011010 | 1,000.00 pcs | 100.00 | 2.5% | 2,500.00 | 2.5% | 2,500.00 | 1,00,000.00 |

Total In Words

Indian Rupee One Lakh Five Thousand Only

Notes

Thanks for your business.

| | |
|----------------|-----------------|
| Sub Total | 1,00,000.00 |
| CGST2.5 (2.5%) | 2,500.00 |
| SGST2.5 (2.5%) | 2,500.00 |
| Total | ₹1,05,000.00 |
| Payment Made | (₹) 1,05,000.00 |
| Balance Due | ₹0.00 |

Authorized Signature

**FASHION HAVEN**

Kabaleeswar Nagar, Division Office, East Coast Road,
Neelangarai, Chennai-600115. Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

TAX INVOICE

| # | : INV-000001 | Place Of Supply | : Tamil Nadu (33) | | | | | | |
|--|-----------------------|-----------------|-------------------|------|------|-----|------|-----|--------|
| Invoice Date | : 20-04-2023 | | | | | | | | |
| Terms | : Due on Receipt | | | | | | | | |
| Due Date | : 20-04-2023 | | | | | | | | |
| P.O.# | : SO-00002 | | | | | | | | |
| Bill To | Ship To | | | | | | | | |
| Ms. PRIYA RANGANATHAN GSTIN 33CRMPN7074GLKJ | GSTIN 33CRMPN7074GLKJ | | | | | | | | |
| # | Item & Description | HSN /SAC | Qty | Rate | CGST | | SGST | | Amount |
| | | | | | % | Amt | % | Amt | |

| | | |
|--|----------------|-----------------|
| Total In Words | Sub Total | 5,00,000.00 |
| Indian Rupee Five Lakh Twenty-Five Thousand Only | CGST2.5 (2.5%) | 12,500.00 |
| | SGST2.5 (2.5%) | 12,500.00 |
| | Total | ₹5,25,000.00 |
| | Payment Made | (-) 5,25,000.00 |
| | Balance Due | ₹0.00 |

Authorized Signature

| All Received Payments | | | | | |
|-----------------------|------------|-----------|------------------|-----------------------|------------|
| | DATE | PAYMENT # | REFERENCE NUMBER | CUSTOMER NAME | INVOICE# |
| Banking | 25-04-2023 | 4 | | suresh kumar lyer | INV-000006 |
| Sales | 20-04-2023 | 2 | | Ms. PRIYA RANGANATHAN | INV-000001 |
| Quotes | 20-04-2023 | 5 | | Mr. ARAVINDAN MANI | INV-000005 |
| Sales Orders | 15-04-2023 | 1 | | suresh kumar lyer | INV-000002 |



Home Books Search in purchase orders

All Purchase Orders

| | Date | Purchase Order# | Reference# | Vendor Name | Status | Billed Status | Amount | Expected Delivery D. | C |
|---------|------------|-----------------|------------|-----------------|--------|---------------|--------------|----------------------|---|
| Billing | 05-04-2023 | PO-000002 | | Soulful Essence | CLOSED | BILLED | ₹5,00,000.00 | | |
| Sales | 05-04-2023 | PO-000001 | | ZENH LIFE STYLE | CLOSED | BILLED | ₹1,05,000.00 | | |

Vendors

Expenses

Recurring Expenses

Purchase Orders

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Books

FASHION HAVEN

Trial expires in 5 days. Subscribe

+ NEW

Home Books Search in purchase orders

All Purchase Orders

All

Items

Billing

Sales

Purchases

Vendors

Expenses

Recurring Expenses

Purchase Orders

Payments Made

Recurring Bills

Vendor Credits

Time Tracking

e-Way Bills

Purchase Orders Books

books.ezohainapp/600288341324/purchaseorders?filter_by_status=All&page=25&sort_column=-created_time&sort_order=D



PURCHASE ORDER

PO-00002

FASHION HAVEN

Kabaleeswar Nagar, Division Office, East Coast Road,
Neelangarai, Chennai-600115. Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

Vendor Address
Soulful Essence

Deliver To
paluriushasree2002
Kabaleeswar Nagar, Division
Office, East Coast Road,
Neelangarai, Chennai-600115.
Near Signal.
Sree Nilayam Apartment Flat No
302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

Date : 05-04-2023

| # | Item & Description | HSN/SAC | Qty | Rate | Amount |
|-----------|--------------------|----------|-----------------|--------|--------------|
| 1 | shoes | 60011010 | 1,000.00 pcs | 500.00 | 5,00,000.00 |
| Sub Total | | | | | 5,00,000.00 |
| Total | | | | | ₹5,00,000.00 |

Authorized Signature _____



PURCHASE ORDER

PO-00001

FASHION HAVEN

Kabaleeswar Nagar, Division Office, East Coast Road,
Neelangarai, Chennai-600115. Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074CKLM
07893337616
paluriushasree2002@gmail.com

Vendor Address

ZENITH LIFE STYLE
GSTIN 33CRMPN7074GHJK

Deliver To

Kabaleeswar Nagar, Division
Office, East Coast Road,
Neelangarai, Chennai-600115.
Near Signal.
Sree Nilayam Apartment Flat No
302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

Date : 05-04-2023

| # | Item & Description | HSN/SAC | Qty | Rate | Amount |
|----------------|--------------------|----------|------------------|-------|--------------|
| 1 | T-shirts | 60011010 | 2,000.00 pics | 50.00 | 1,00,000.00 |
| Sub Total | | | | | 1,00,000.00 |
| CGST2.5 (2.5%) | | | | | 2,500.00 |
| SGST2.5 (2.5%) | | | | | 2,500.00 |
| Total | | | | | ₹1,05,000.00 |

Authorized Signature _____



Expense Details

Expense Amount

₹5,000.00 on 30-04-2023

NON-BILLABLE



Drag or Drop your Receipts

Maximum file size allowed is 7MB

Other Expenses

Paid Through

Petty Cash

 Upload your Files 

GST Treatment

Unregistered Business

Source Of Supply

Tamil Nadu

Destination Of Supply

Tamil Nadu

Expense Details

Expense Amount

₹20,000.00 on 30-04-2023

NON-BILLABLE



Rent Expense

Drag or Drop your Receipts

Maximum file size allowed is 7MB

Paid Through
icici bank 001

Upload your Files

Ref #
00001

GST Treatment
Unregistered Business

Source Of Supply
Tamil Nadu

Destination Of Supply
Tamil Nadu

Expense Details

Expense Amount

₹50,000.00 on 30-04-2023

NON-BILLABLE

salary payable



Drag or Drop your Receipts

Maximum file size allowed is 7MB

Paid Through
icici bank 001

Upload your Files

GST Treatment
Out Of Scope

Expense Details

Expense Amount

₹10,000.00 on 30-04-2023

NON-BILLABLE



Advertising And Marketing

Drag or Drop your Receipts

Maximum file size allowed is 7MB

Paid Through

Petty Cash

Upload your Files

GST Treatment

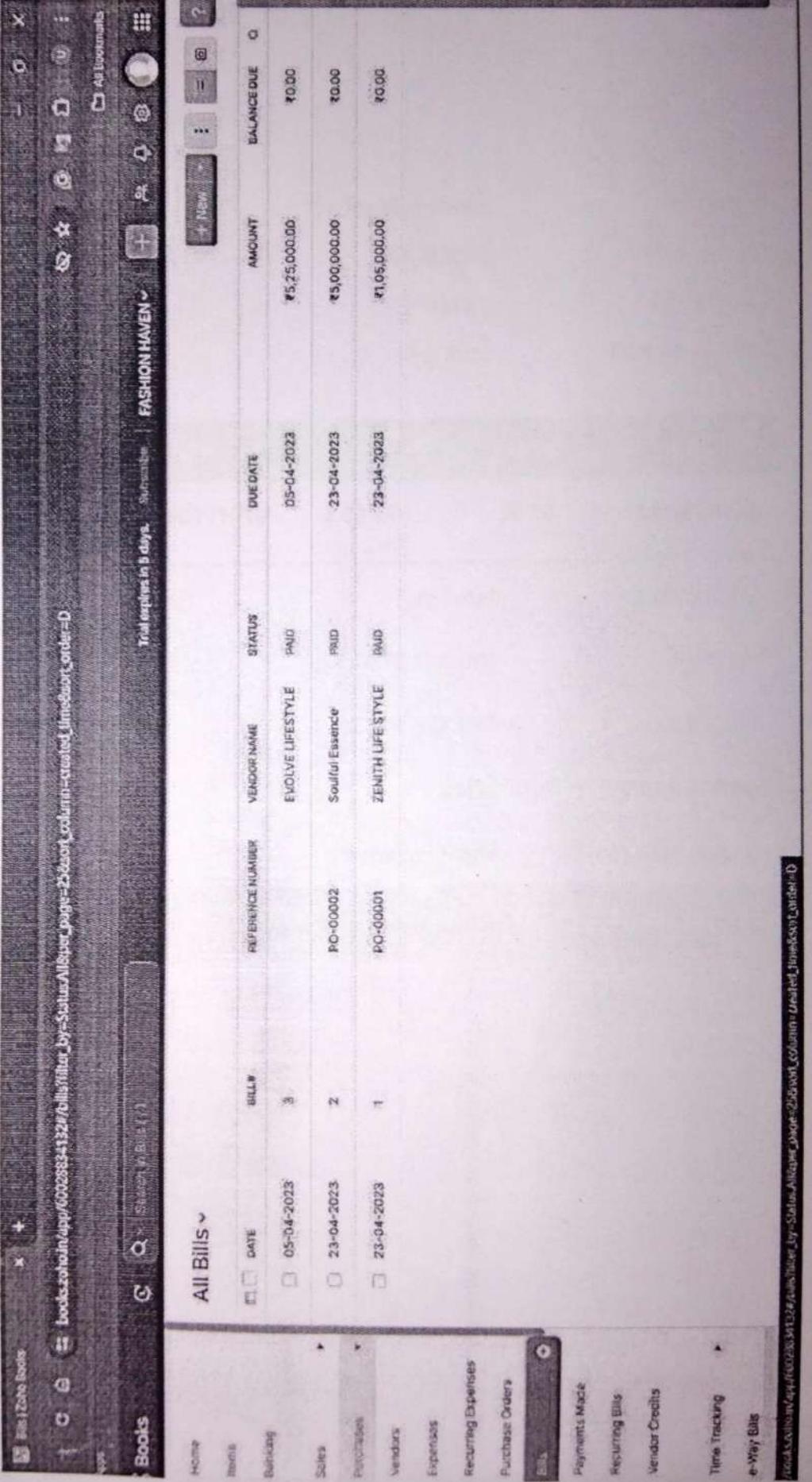
Unregistered Business

Source Of Supply

Tamil Nadu

Destination Of Supply

Tamil Nadu





BILL
Bill# 1

Balance Due
₹0.00

FASHION HAVEN

Kabaleeswar Nagar, Division Office, East Coast Road, Neelangarai, Chennai-600115.
Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

Order Number : PO-00001

Bill Date : 23-04-2023

Due Date : 23-04-2023

Terms : Due on Receipt

Bill From

ZENITH LIFE STYLE
GSTIN 33CRMPN7074GHJK

| # | Item & Description | HSN/SAC | Qty | Rate | Amount |
|----------------|--------------------|----------|-----------------|-------|-----------------|
| 1 | T-shirts | 60011010 | 2,000.00 pcs | 50.00 | 1,00,000.00 |
| Sub Total | | | | | 1,00,000.00 |
| CGST2.5 (2.5%) | | | | | 2,500.00 |
| SGST2.5 (2.5%) | | | | | 2,500.00 |
| Total | | | | | ₹1,05,000.00 |
| Payments Made | | | | | (-) 1,05,000.00 |
| Balance Due | | | | | ₹0.00 |

Authorized Signature _____



BILL
Bill# 2

Balance Due
₹0.00

FASHION HAVEN

Kabaleeswar Nagar, Division Office, East
Coast Road, Neelangarai, Chennai-600115.
Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

Order Number : PO-00002
Bill Date : 23-04-2023
Due Date : 23-04-2023
Terms : Due on Receipt

Bill From
Soulful Essence

| # | Item & Description | HSN/SAC | Qty | Rate | Amount |
|---------------|--------------------|----------|-----------------|--------|-----------------|
| 1 | shoes | 60011010 | 1,000.00 pcs | 500.00 | 5,00,000.00 |
| Sub Total | | | | | 5,00,000.00 |
| Total | | | | | ₹5,00,000.00 |
| Payments Made | | | | | (-) 5,00,000.00 |
| Balance Due | | | | | ₹0.00 |

Authorized Signature _____

BILL

Bill# 3

Balance Due
₹0.00**FASHION HAVEN**

Kabaleeswar Nagar, Division Office, East Coast Road, Neelangarai, Chennai-600115.
Near Signal.
Sree Nilayam Apartment Flat No 302
chennai Tamil Nadu 600115
India
GSTIN 33CRMPN7074GKLM
07893337616
paluriushasree2002@gmail.com

Bill Date : 05-04-2023

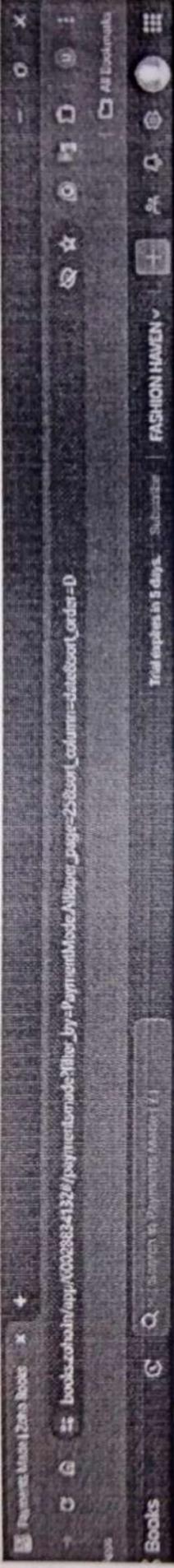
Due Date : 05-04-2023

Terms : Due on Receipt

Bill From
EVOLVE LIFESTYLE
GSTIN 33CRMPN7074GMNB

| # | Item & Description | HSN/SAC | Qty | Rate | Amount |
|----------------|--------------------|----------|-----------------|--------|-----------------|
| 1 | shirts | 60011010 | 2,000.00 pcs | 250.00 | 5,00,000.00 |
| Sub Total | | | | | 5,00,000.00 |
| CGST2.5 (2.5%) | | | | | 12,500.00 |
| SGST2.5 (2.5%) | | | | | 12,500.00 |
| Total | | | | | ₹5,25,000.00 |
| Payments Made | | | | | (-) 5,25,000.00 |
| Balance Due | | | | | ₹0.00 |

Authorized Signature _____



| All Payments | | | | | |
|--------------------|-------------------------------------|-----------|-----------|-------------------|---------------|
| | Date | Payment # | Reference | Vendor Name | Mode |
| Billing | <input type="checkbox"/> 25-04-2023 | 2 | | Soulful Essence | 2 |
| Sales | <input type="checkbox"/> 25-04-2023 | 6 | | EVOLVE LIFESTYLE | Cash |
| Purchases | <input type="checkbox"/> 25-04-2023 | 7 | | ZENITH LIFE STYLE | Cash |
| Vendor | <input type="checkbox"/> 25-04-2023 | 1 | | EVOLVE LIFESTYLE | Bank Transfer |
| Expenses | <input type="checkbox"/> 23-04-2023 | 3 | | ZENITH LIFE STYLE | Bank Transfer |
| Recurring Expenses | | | | | |

Books

Sales

Purchases

Manual Journals

Time Tracking

e-Way Bills

GST Filing

Accounts

Journal Analysis

+ New Journal

FASHION HAVEN

Trial expires in 5 days.

All Bookmarks

All Bookmarks

Find Accounts

Find Accounts

AMOUNT CREATED BY

DATE JOURNAL# REFERENCE NUMBER STATUS NOTES

30-04-2023 1 PUBLISHED

30-04-2023 2 PUBLISHED

Bulk Update

Currency Adjustments

Chart of Accounts

Budgets

Transaction Locking

Reports

Documents

JOURNAL

#1

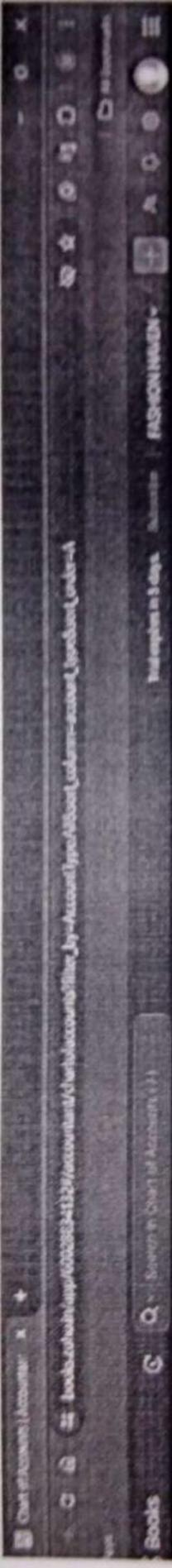
Notes
salary for the month of April 2023

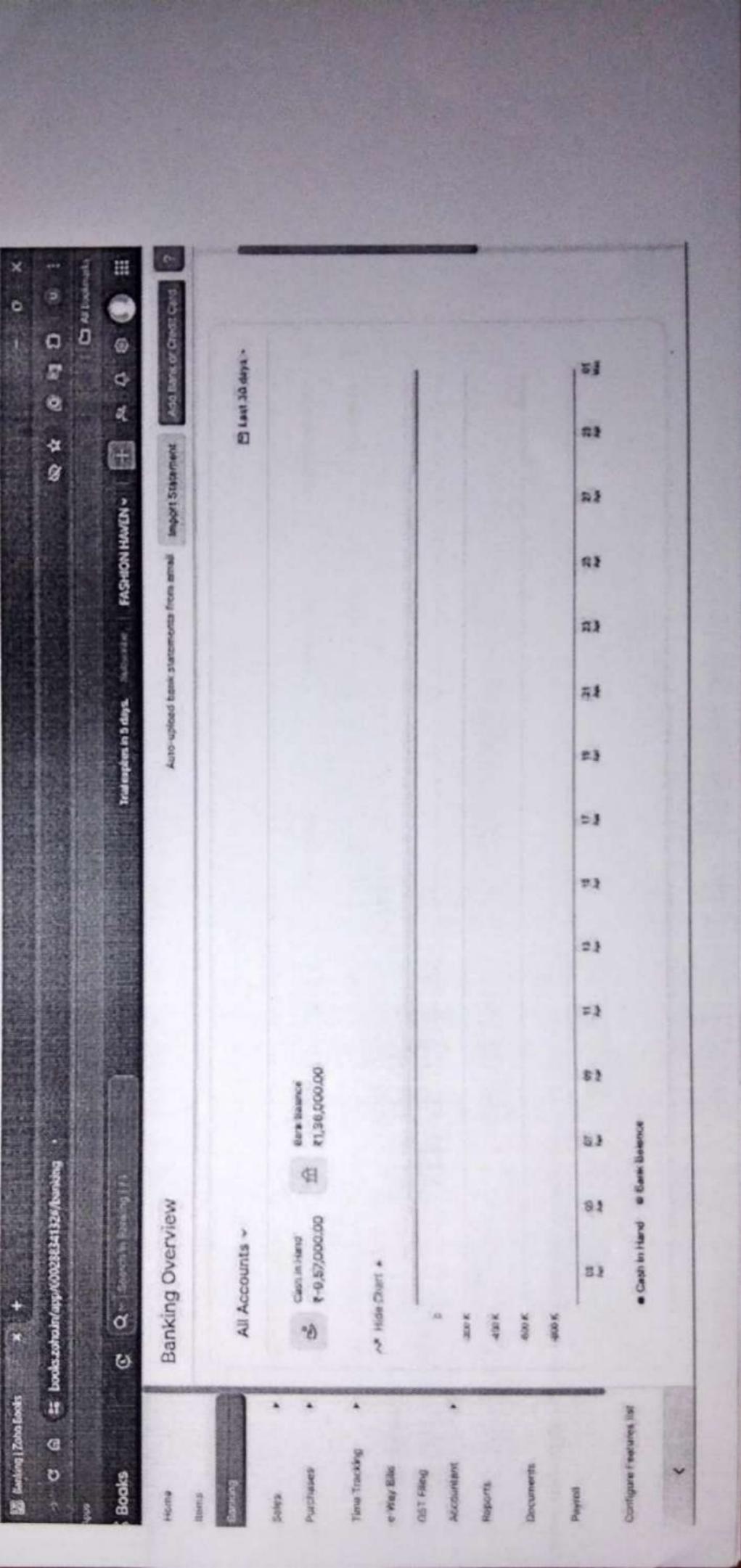
Date: 30-04-2023

Amount: 50,000.00

Reference Number:

| Account | Contact | Debits | Credits |
|--|--------------|------------------|------------------|
| Salaries and Employee Wages | | 50,000.00 | |
| being salary for the month of April 2023 | | | |
| salary payable | | | 50,000.00 |
| being salary for the month of April 2023 | | | |
| | Sub Total | 50,000.00 | 50,000.00 |
| | Total | 50,000.00 | 50,000.00 |





FASHION HAVEN

Auto-updated basic statements from bank | Import Statement | Add Bank or Credit Card | ?

Sync in progress | Sync now | All Business

Banking | Books Reports | Books | Banking | Sync in progress (1)

Home | Banking | Banking

Books | Books

Sync in progress (1) | Sync now | All Business

Import Statement | Add Bank or Credit Card | ?

Banking Overview

Cash In Hand | Bank Balance

Active Accounts

| Sales | ACCOUNT DETAILS | PENDING CHEQUE | AMOUNT IN BANK | AMOUNT IN ZONO LOANS |
|---------------|-----------------|----------------|----------------|----------------------|
| Purchases | UNAUTHORIZED | | ₹0.00 | ₹1,26,000.00 (2) |
| Time Tracking | OLD BANK (0) | | | |
| e-Way Bills | | | | |
| GST Filing | | | | |
| Accountant | | | | |
| Reports | | | | |
| Documents | | | | |
| Payroll | | | | |

Need cash? Apply for a loan
Zono Books has partnered with a few banks that can provide a loan for you to meet your working capital requirements.

Apply for Loan

Configure Features in

FASHION HAVEN

Journal Report

Date Range:

From 01-01-2023 To 01-01-2024

| Journal Date | Description | Debit | Credit |
|--|---------------------|------------|------------|
| 2023-01-01 - Opening Cash Position 1 | | | |
| | Bank - Bank | 100,000.00 | 0.00 |
| | Capital Deposit | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - ABC 1 PURCHASE CREDITORS | | | |
| | Cost of Goods Sold | 100,000.00 | 0.00 |
| | Input CGST | 0.00 | 0.00 |
| | Input SGST | 0.00 | 0.00 |
| | Accounts Payable | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - DEF 1 PURCHASE CREDITORS | | | |
| | Petty Cash | 0.00 | 0.00 |
| | Bank - Bank | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - Customer Payment 1 (Customer Sales 100) | | | |
| | Bank - Bank | 100,000.00 | 0.00 |
| | Unearned Revenue | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - PAYMENT TO WORKERS 100, EXCLUDING PAYE | | | |
| | Accounts Receivable | 0.00 | 0.00 |
| | Outward CGST | 0.00 | 4,000.00 |
| | Outward SGST | 0.00 | 4,000.00 |
| | Sales | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - Service Sale 100 (Service Income 100) | | | |
| | Accounts Receivable | 100,000.00 | 0.00 |
| | Outward CGST | 0.00 | 10,000.00 |
| | Outward SGST | 0.00 | 10,000.00 |
| | Sales | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - Service Sale 100 (Service Income 100) | | | |
| | Accounts Receivable | 100,000.00 | 0.00 |
| | Outward CGST | 0.00 | 10,000.00 |
| | Outward SGST | 0.00 | 10,000.00 |
| | Sales | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - Service Sale 100 (Service Income 100) | | | |
| | Accounts Receivable | 100,000.00 | 0.00 |
| | Outward CGST | 0.00 | 10,000.00 |
| | Outward SGST | 0.00 | 10,000.00 |
| | Sales | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - PAYMENT TO WORKERS 100, EXCLUDING PAYE | | | |
| | Bank - Bank | 0.00 | 0.00 |
| | Accounts Receivable | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - ABC 1 PURCHASE CREDITORS | | | |
| | Cost of Goods Sold | 100,000.00 | 0.00 |
| | Accounts Payable | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - DEF 1 PURCHASE CREDITORS | | | |
| | Cost of Goods Sold | 100,000.00 | 0.00 |
| | Input CGST | 0.00 | 0.00 |
| | Input SGST | 0.00 | 0.00 |
| | Accounts Payable | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |
| 2023-01-01 - Payments Made 1 COMPANY LIFE STYLING | | | |
| | Accounts Payable | 100,000.00 | 0.00 |
| | Petty Cash | 0.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 |

| | | |
|-----------------------------------|--|--|
| 10-04-2022 - Payment 001-00000000 | | |
| Accounts Payable | | |
| Payroll | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Accounts Payable | | |
| Utilities | | |
| Gasoline | | |
| Food | | |
| Gas | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Accounts Payable | | |
| Accounts Receivable | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Project Expenses | | |
| Bank 001 | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Project Expenses | | |
| Bank 001 | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Project Expenses | | |
| Bank 001 | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Bank 001 | | |
| Accounts Receivable | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Bank 001 | | |
| Accounts Receivable | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Salaries and Employee Wages | | |
| Salary payable | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Bank 001 | | |
| Accounts Receivable | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Bank 001 | | |
| Accounts Receivable | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Other Expenses | | |
| Payroll | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Salary payable | | |
| Bank 001 | | |
| | | |
| 10-04-2022 - Payment 001-00000000 | | |
| Bank 001 | | |
| Accounts Receivable | | |
| | | |

2000-2001 - August 2

~~Architectural Record~~

Philip Goad

~~Architectural Record~~

FASHION HAVEN

Balance Sheet

Basis: Accrual

As of 31-03-2024

| Account | Total |
|---------------------------------------|----------------------|
| Assets | |
| Current Assets | |
| Cash | |
| Petty Cash | -11,25,000.00 |
| Total for Cash | -11,25,000.00 |
| Bank | |
| icici bank 001 | 3,04,000.00 |
| Total for Bank | 3,04,000.00 |
| Other current assets | |
| Prepaid Expenses | 6,30,000.00 |
| Input Tax Credits | 0.00 |
| Input CGST | 15,000.00 |
| Input SGST | 15,000.00 |
| Total for Input Tax Credits | 30,000.00 |
| Total for Other current assets | 6,60,000.00 |
| Total for Current Assets | -1,61,000.00 |
| Total for Assets | -1,61,000.00 |
| <hr/> | |
| Liabilities & Equities | |
| Liabilities | |
| Current Liabilities | |
| rent payable | 50,000.00 |
| GST Payable | 0.00 |
| Output CGST | 22,000.00 |
| Output SGST | 22,000.00 |
| Total for GST Payable | 44,000.00 |
| Total for Current Liabilities | 94,000.00 |
| Total for Liabilities | 94,000.00 |
| Equities | |

| Account | Total |
|---|---------------------|
| capital deposit | 1,00,000.00 |
| Current Year Earnings | -3,55,000.00 |
| Total for Equities | -2,55,000.00 |
| Total for Liabilities & Equities | -1,61,000.00 |

**Amount is displayed in your base currency INR

FASHION HAVEN

A/R Aging Details

As of 24-04-2023

| Date | Transaction# | Type | Status | Customer Name | Age | Amount | Balance Due |
|--------------------|--------------|---------|---------|-------------------|--------|--------------|--------------|
| 1 - 15 Days | | | | | | | |
| 20-04-2023 | INV-000006 | Invoice | Overdue | suresh kumar iyer | 4 Days | ₹1,26,000.00 | ₹1,26,000.00 |
| TOTAL | | | | | | | |
| | | | | | | ₹1,26,000.00 | ₹1,26,000.00 |

FASHION HAVEN

Profit and Loss

Basis: Accrual

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

| Account | Total |
|--|---------------------|
| Operating Income | |
| Sales | 8,80,000.00 |
| Total for Operating Income | 8,80,000.00 |
| Cost of Goods Sold | |
| Cost of Goods Sold | 11,00,000.00 |
| Total for Cost of Goods Sold | 11,00,000.00 |
| Gross Profit | -2,20,000.00 |
| Operating Expense | |
| Advertising And Marketing | 10,000.00 |
| Other Expenses | 5,000.00 |
| Rent Expense | 70,000.00 |
| Salaries and Employee Wages | 50,000.00 |
| Total for Operating Expense | 1,35,000.00 |
| Operating Profit | -3,55,000.00 |
| Non Operating Income | |
| Total for Non Operating Income | 0.00 |
| Non Operating Expense | |
| Total for Non Operating Expense | 0.00 |
| Net Profit/Loss | -3,55,000.00 |

**Amount is displayed in your base currency INR

GSTR-3B Summary

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

3.1 Details of Outward Supplies and inward supplies liable to reverse charge

| Nature of Supply | Taxable Value | Integrated Tax | Central Tax | State/UT Tax | CESS Tax |
|--|---------------------|----------------|-------------------|-------------------|--------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| (a) Outward taxable supplies (other than zero rated, nil rated and exempted) | ₹8,80,000.00 | ₹0.00 | ₹22,000.00 | ₹22,000.00 | ₹0.00 |
| (b) Outward taxable supplies (zero rated) | ₹0.00 | ₹0.00 | | | ₹0.00 |
| (c) Other outward supplies (Nil rated, exempted) | ₹0.00 | | | | |
| (d) Inward supplies (liable to reverse charge) | ₹0.00 | ₹0.00 | ₹0.00 | ₹0.00 | ₹0.00 |
| (e) Non-GST outward supplies | ₹0.00 | | | | |
| Total value | ₹8,80,000.00 | ₹0.00 | ₹22,000.00 | ₹22,000.00 | ₹0.00 |

3.1.1 Details of supplies notified under sub-section (5) of section 9 of the Central Goods and Services Tax Act

| Description | Taxable Value | Integrated Tax | Central Tax | State/UT Tax | CESS Tax |
|--|---------------|----------------|-------------|--------------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| (i) Taxable supplies on which electronic commerce operator pays tax under Sub-section (5) of Section 9 [To be furnished by the electronic commerce operator] | 0 | 0 | 0 | 0 | 0 |
| (ii) Taxable supplies made by the registered person through electronic commerce operator, on which electronic commerce operator is required to pay tax under Sub-section (5) of Section 9 [To be furnished by the registered person making supplies through electronic commerce operator] | ₹0.00 | | | | |

3.2 Of the supplies shown in 3.1 (a) above, details of inter-State supplies made to unregistered persons, composition taxable persons and UIN holders

| | Place Of Supply | Taxable Value | Integrated Tax |
|--|-----------------|---------------|----------------|
| 1 | 2 | 3 | 4 |
| Supplies made to Unregistered Persons | | | |
| Supplies made to Composition Taxable Persons | | | |
| Supplies made to UIN holders | | | |
| We are not tracking supplies made to UIN holders | | | |

4. Eligible ITC

| Details | Integrated Tax | Central Tax | State/UT Tax | CESS Tax |
|--|---------------------------------------|-------------|--------------|----------|
| 1 | 2 | 3 | 4 | 5 |
| (A) ITC Available (whether in full or part) | | | | |
| (1) Import of Goods | ₹0.00 | | | ₹0.00 |
| (2) Import of Services | ₹0.00 | | | ₹0.00 |
| (3) Inward supplies liable to reverse charge (other than 1 & 2 above) | ₹0.00 | ₹0.00 | ₹0.00 | ₹0.00 |
| (4) Inward supplies from ISD | -- We do not support in Zoho Books -- | | | |
| (5) All other ITC | ₹0.00 | ₹15,000.00 | ₹15,000.00 | ₹0.00 |

5. Values of exempt, nil-rated and non-GST inward supplies

| Nature of Supply | Inter-State Supplies | Intra-State Supplies |
|---|----------------------|----------------------|
| 1 | 2 | 3 |
| Composition Scheme, Exempted, Nil Rated | ₹0.00 | ₹5,35,000.00 |
| Non-GST supply | ₹0.00 | ₹0.00 |

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Description of Work Environment :- The Internship at Smart bridge has been transformational experience equipping me with practical skills, with Zoho Books of accounts and deep understanding of the role of Zoho in financial industry. The hands on experience & exposure to real world project has not only but has also develop my communication skills and project management skills.

The Work Environment fostered a collaborative atmosphere with clear task role. Well defined protocols and structured procedure that facilitate were equipped with necessary to use the books of accounts and preparing and maintain all financial report and we can calculate the past years data into identify the financial position organization based on the reports. With a well organized and supportive work.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.)

Description of the Managerial skills acquired / Communication

- * Project Management :- Co-ordinating tasks, setting goals, ensuring the timely completion of the financial analytic project.
- * Team Collaboration :- Working effectively in a group setting goals & objective delegation tasks featuring a collaborative environment.
- * Leadership Skills :- Tasking initiative, guiding the team taking decision to achieve project objective.
- * Time Management :- Prioritizing tasks, meeting decisions & efficiently & allocating resources.
- * Problem Solving :- Addressing changes collectively and finding solutions through group decision & collaboration.
- * Providing constructive feedback to team members & actively participating in continuous improvement process.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Description about the ability in team contribution & leading a team activity :-

Presentation Skills :- Preparing & delivering engaging presentation to communicate insights of reports to know about the financial position.

Team Collaborative :- Collaborative with team members to share information discussion project.

Written communication :- Drafting clear & concise reports, documentation and emails related to Zoho financial analytics with Zoho.

Conflict Resolution :- Addressing & Resolving conflicts with in team to maintain a positive & productive environment between team members.

Feedback Delivery :- Providing constructive feedback to peers, mentors & trainers and receiving feedback of continuous improvement.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

Description of the Technical skills acquired :-

- * Book keeping :- Recorded financial transactions such as Sales, Purchases, Expenses and payments etc. in the Zoho platform.
- * Invoicing :- Proficiency in creating invoices and sending mails to the clients and tracking the payment status.
- * Expense tracking :- Ability to record and categorise expenses incurred by the business facilitating better expense management and budgeting.
- * Bank Reconciliation :- Skill in reconciling bank statement with the transaction recorded in Zoho books to ensure accuracy and identify discrepancies.
- * Tax Management :- Competence in setting up tax slate calculating taxes on transactions and generating tax report to ensure compliance.
- * Financial Reporting :- Generate various reports such as Profit & loss, Balance sheet, GST Report, Journal report etc.

Student Self Evaluation of the Long-Term Internship

Student Name: M. Teyivene

Registration No: 121128607057

Term of Internship: 10/02/24 From:

To : 8/5/24

Date of Evaluation:

Organization Name & Address: Shastri Bridge

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

| | | | | | | |
|----|------------------------------------|---|---|---|---|---|
| 1 | Oral communication | 1 | 2 | 3 | 4 | 5 |
| 2 | Written communication | 1 | 2 | 3 | 4 | 5 |
| 3 | Proactiveness | 1 | 2 | 3 | 4 | 5 |
| 4 | Interaction ability with community | 1 | 2 | 3 | 4 | 5 |
| 5 | Positive Attitude | 1 | 2 | 3 | 4 | 5 |
| 6 | Self-confidence | 1 | 2 | 3 | 4 | 5 |
| 7 | Ability to learn | 1 | 2 | 3 | 4 | 5 |
| 8 | Work Plan and organization | 1 | 2 | 3 | 4 | 5 |
| 9 | Professionalism | 1 | 2 | 3 | 4 | 5 |
| 10 | Creativity | 1 | 2 | 3 | 4 | 5 |
| 11 | Quality of work done | 1 | 2 | 3 | 4 | 5 |
| 12 | Time Management | 1 | 2 | 3 | 4 | 5 |
| 13 | Understanding the Community | 1 | 2 | 3 | 4 | 5 |
| 14 | Achievement of Desired Outcomes | 1 | 2 | 3 | 4 | 5 |
| 15 | OVERALL PERFORMANCE | 1 | 2 | 3 | 4 | 5 |