



COURSE NAME:	FINANCE & ACCOUNTING WITH ZOHO BOOKS										
PROJECT TITLE:	PREPARATION AND MAINTENANCE OF ZOHO BOOKS FOR HEALTHHUB MEDICAL CLINIC										
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YEAR:	2023-2024										
DEPARTMENT:	COMMERCE CA										
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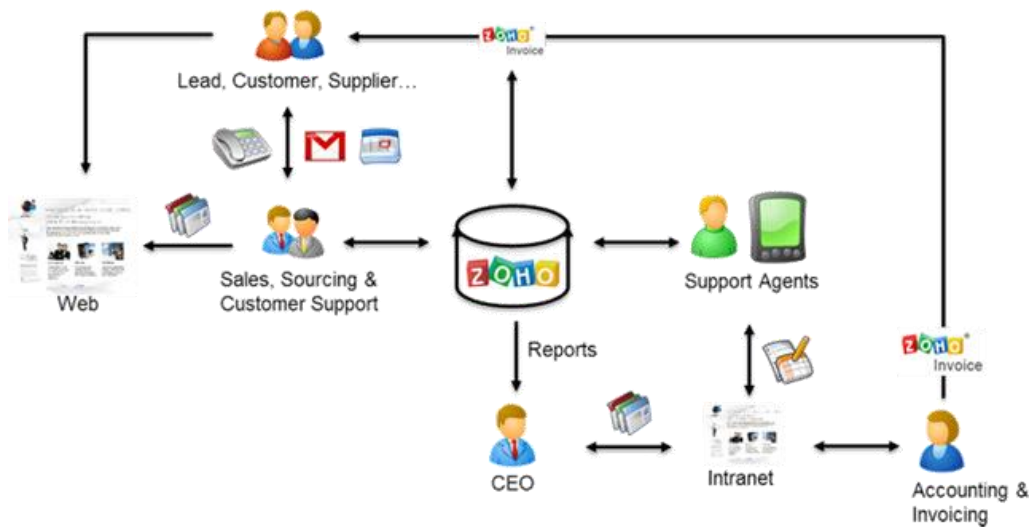
Preparation and Maintenance of ZOHO Books for Health Hub Medical Clinic

INTRODUCTION

ZOHO BOOKS is one of the platforms to analyse, audit, maintain the financial accounting for your organization.

1.1 OVERVIEW

- Health Hub Medical Clinic, a healthcare facility which relies on ZOHO Books to manage patient billing and invoicing.
- They can track medical service fees, manage insurance payments, and generate statements for patients.
- ZOHO Books helps them maintain financial transparency and ensures efficient billing processes.



- A Health hub is the centralized location where health related services and resources are available to the public.
- It is a concept that brings together different health care providers, community organizations, and public health agencies to provide coordinated care and support for individuals and communities.

- It can also be a physical location, such as a medical centre or hospital, or a virtual application.
- Health hubs often offers a range of services, including primary care, speciality care, diagnostic tests, wellness programs, mental health services and also educational resources.
- Generally, the intranet in health hub medical clinic is used to track the patients' medication orders, tracking the location of the patient and admitting them to hospitals.
- The customers are satisfied with the services rendered but, the customer experience is something which is never completed, it helps us to improve the services.

1.2 PURPOSE

By using ZOHO patients can effortlessly book their appointments from anywhere and at any time. Also helps to automate the workflow statements to run the organisation. This also implement the scheduling solutions for the growing Clinic and is used for the health care organisations to manage the patient records, keep track of inventory accounts, etc. ZOHO bookings is an easy and affordable way of solution that is ideal for medical clinic. ZOHO CRM is the all in all patient relationship management software that helps to transform our business and brings the best possible solutions under one roof.



ZOHO CRM provides a module to communicate with patients through different communication channels.



The ZOHO books are also helpful for health hub medical clinic to record the purchase and sales items, customers and vendor creations, purchases and sales orders, invoices, bills, etc. ZOHO books shows the Accounts of the management like the profit and loss, balance sheet, of the particular period.

MH

Metropolitan State Hospital

www.metro-hospitals.com

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Invoke Account Details

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Deals

+ New Deal

Deal Name	Amount	Stage	Probability (1%)	Closing Date	Type
Red Cross Deal	\$ 30,000.00	Negotiation/Review	90	Jun 24	Existing Business
Metropolitan State Hospital	\$ 137,125.00	Qualification	75	Apr 22	

Open Activities

+ New Task + New Event + Log a Call

Subject	Activity Type	Status	Due Date	Call Start Time	Activity Owner	Modified Time
Provide User Access Audit	Tasks	Not Started	May 9		Patricia Boyle	May 9 12:08 PM

Closed Activities

Subject	Activity Type	Status	Due Date	Call Start Time	Activity Owner	Modified Time
Call regarding User Access issue	Calls			May 9 11:52 AM	Patricia Boyle	May 9 11:55 AM
Demo	Calls			Apr 21 10:32 AM	Patricia Boyle	Apr 21 12:46 PM

Thus ZOHO books helps the health care management to record the details of the patient, as well as the purchase and sales requirements to the clinic also the accounts of the organization.ZOHO CRM is the all in all CRM, which maintains all the patient records securely with improved accessibility, and manages them all in one place.

2. PROBLEM DEFINING & DESIGNING THINKING:

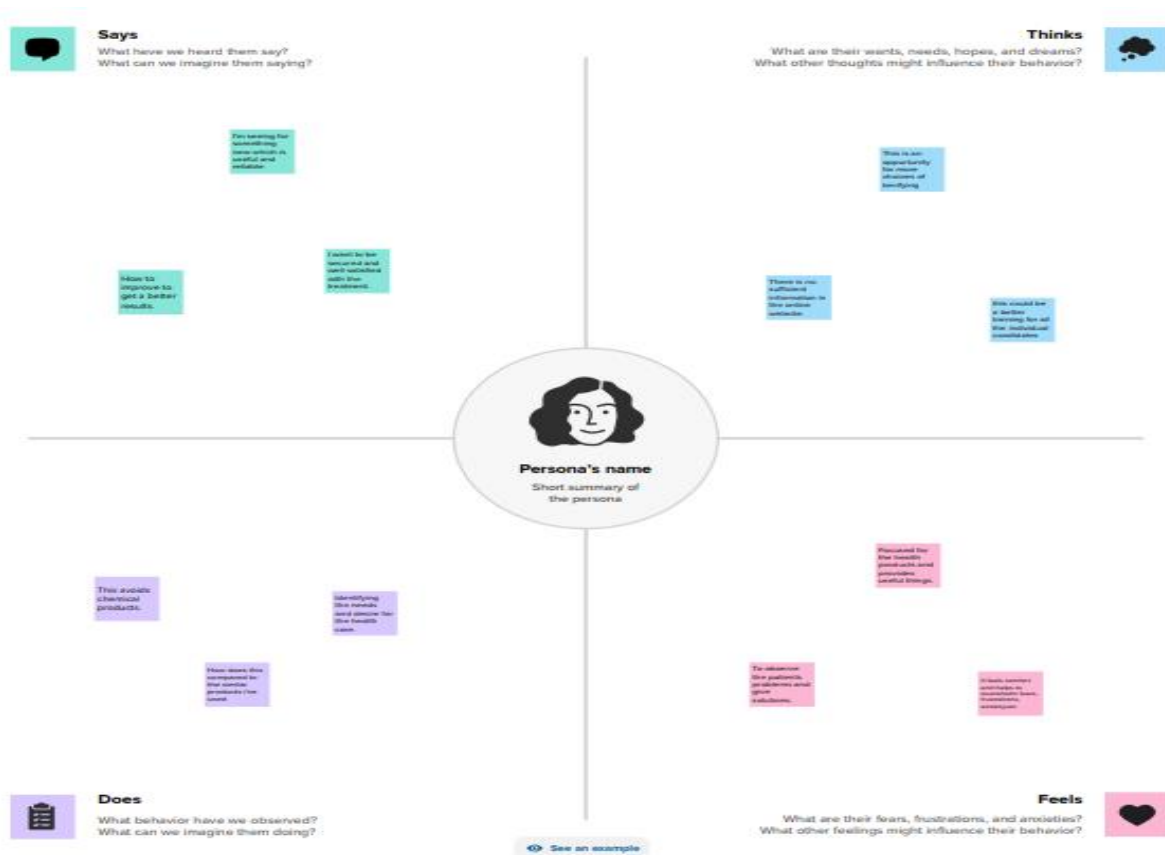
2.1 EMPATHY MAP

❖ Empathy map is the collaborative tool in which it is being used for gaining the deeper insights into their customers.

❖ The empathy map is designed to know about various potential customers which is divided into four quadrant..

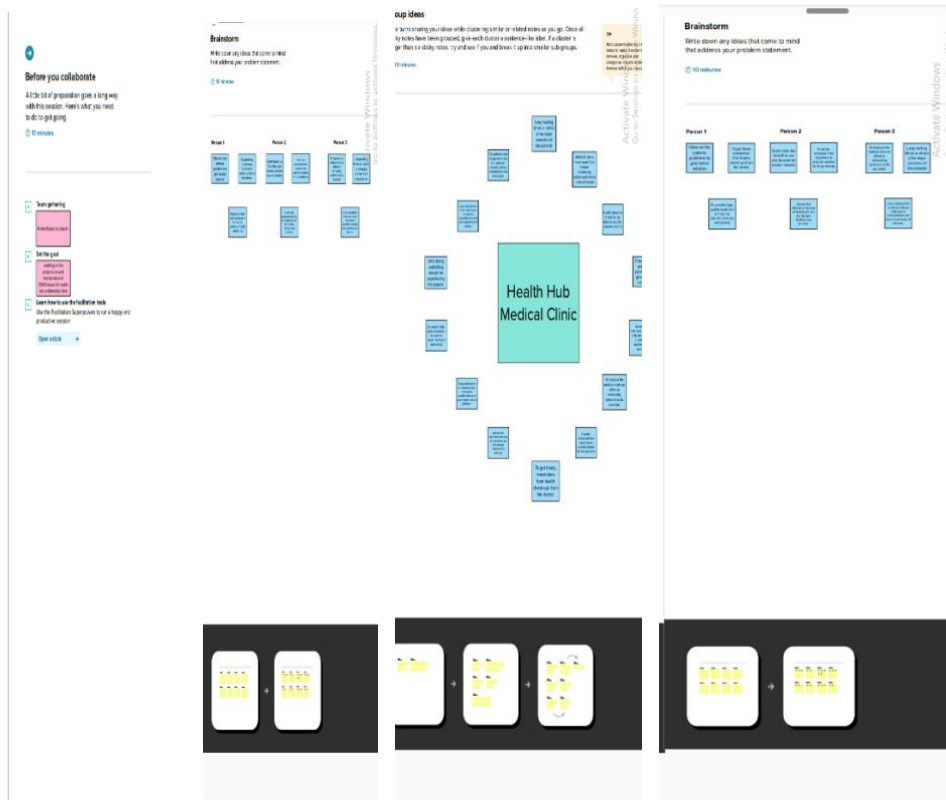
❖ This empathy map is a visual representation of a customer's thoughts, feelings, actions and observations.

❖ Each quadrant is used to capture different aspects of the customer experience.



2.2 IDEATION AND BRAINSTORMING MAP

❖ Ideation is closely relative to the brainstorming which is a technique utilized to generate new ideas.



3. RESULT

PROFIT AND LOSS ACCOUNT:

Healthhub and medical clinic
Profit and Loss
Basis: Accrual
From 01/04/2023 To 30/04/2023

[+ Add Temporary Note](#)

ACCOUNT	TOTAL
Operating Income	
Sales	6,00,000.00
Total for Operating Income	6,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	5,00,000.00
Total for Cost of Goods Sold	5,00,000.00
Gross Profit	1,00,000.00
Operating Expense	
Other Expenses	5,000.00
Rent Expense	1,18,000.00
Total for Operating Expense	1,23,000.00
Operating Profit	-23,000.00
Non Operating Income	
Total for Non Operating Income	0.00
Non Operating Expense	
Total for Non Operating Expense	0.00
Net Profit/Loss	-23,000.00

Amount is displayed in your base currency **BDT

[Click here for reference](#)



profit_and_loss.pdf

BALANCE SHEET:

Healthhub and medical clinic
Balance Sheet
Basic Account
As of 06/06/2022

[Add Temporary Note](#)

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

ACCOUNT	TOTAL
Assets	
Current Assets	
Cash	
Petty Cash	5,000.00
Total for Cash	5,000.00
Bank	
IOCI Bank-001	8,000.00
Total for Bank	8,000.00
Other current assets	
Input Tax Credits	0.00
Input CGST	36,000.00
Input SGST	36,000.00
Total for Input Tax Credits	72,000.00
Total for Other current assets	72,000.00
Total for Current Assets	85,000.00
Total for Assets	85,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Salary payable	-1,00,000.00
GGT Payable	0.00
Output CGST	54,000.00
Output SGST	54,000.00
Total for GGT Payable	1,08,000.00
Total for Current Liabilities	8,000.00
Total for Liabilities	8,000.00
Equities	
Capital Stock	1,00,000.00
Current Year Earnings	-23,000.00
Total for Equities	77,000.00
Total for Liabilities & Equities	85,000.00

**Amount is negative in your basic account


Click here for reference:




balance_sheet.pdf

Healthhub and medical clinic
Cash Flow Statement
From 01/10/2023 To 31/10/2023

[+ Add Temporary Note](#)

ACCOUNT 	TOTAL
Beginning Cash Balance	13,000.00
Cash Flow from Operating Activities	
Net Income	0.00
Net cash provided by Operating Activities	0.00
Cash Flow from Investing Activities	
Net cash provided by Investing Activities	0.00
Cash Flow from Financing Activities	
Net cash provided by Financing Activities	0.00
Net Change in cash	0.00
Ending Cash Balance	13,000.00

**Amount is displayed in your base currency 

[Activate 1](#)
[Go to Settin](#)

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cash_flow.pdf

BUSINESS PERFORMANCE RATIO:



MOVEMENT OF EQUITY:

Healthhub and medical clinic	
Movement of Equity	
Basis: Accrual	
From 01/10/2023 To 31/10/2023	
+ Add Temporary Note	
ACCOUNT ▾	TOTAL
Opening Balance	77,000.00
Changes in Equity	
Net Changes in Equity	0.00
Closing Balance	77,000.00

**Amount is displayed in your base currency 

Click here for reference



movement_of_equity.pdf

4. ADVANTAGES AND DISADVANTAGES:

❖ ZOHO CRM acts as a single repository to bring your sales, marketing, and customer support activities together, and streamline your process, policy, and people in one platform

❖ It is a secure location to keep up with your company's invoices and bills, reconcile your bank statements, control your spending, and eliminate GST compliance worries.

❖ It will also increase sales by enabling sales Automation, it provides better customer segmentation and automates the sales report.

❖ Track and measure the day to day operational productivity of the business and modernize your accounting process with the ZOHO books

Advantages of using the ZOHO books are as follows:

- ❖ Invoicing and billing
- ❖ Online payments
- ❖ Expense tracking
- ❖ Project managements and time sheets
- ❖ Inventory management
- ❖ VAT tax compliances
- ❖ Report generation
- ❖ Reduce overall cost
- ❖ Minimize the data lost

DISADVANTAGES

- ZOHO products don't have integrate with each other.
- Payment for each separate ZOHO tool is made and it gets to be expensive fast and has limited scalability due to its user limits and small number of third-party integrations.
- Multiple subscriptions for multiple Business and there is a cap on your monthly invoices, which may become an issue for growing businesses and its primary tax focus is on sales tax ; ZOHO books lacks tools for calculating quarterly tax and other key business tax calculations. Its primary tax focus is on sales tax.
- The audit trail tool isn't available to customers in the U.S or Canada. Its only available to users in the U.K., Europe, and a few other countries.
- Monthly transaction cap.
- Multiple subscriptions for multiple businesses.
- Additional users require a fee.
- Fewer integrations than competitors.
- No payroll services.
- Accounts payable limitations.

5.APPLICATIONS

5.1.ZOHO Projects

ZOHO Projects is an online project management app that helps you plan your work and keep track of your progress

5.2.ZOHO Mail

The ZOHO mail mobile app goes beyond being another email app, it includes calendar, contacts and files modules - a complete app suite - making it the best suite mobile email app out there. This suite-ness combined with subtle yet powerful mobile optimized features such as quick swipe actions, empowers users to do more while on the move.

5.3.ZOHO CRM Analytics

Easily keep track of your KPIs and compare sales performance across teams. Marketing.

5.4.ZOHO Desk

ZOHO Desk is web-based customer service software designed to help you focus more on creating customer happiness every day.

5.5.ZOHO Expenses

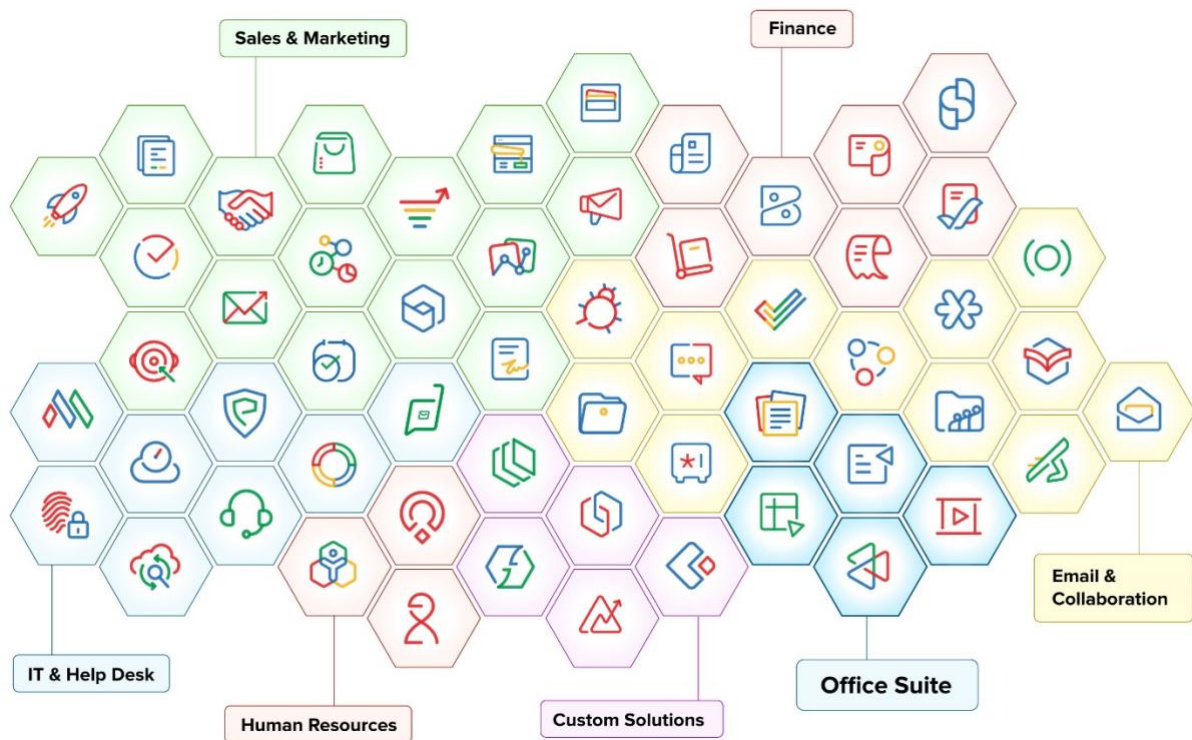
With ZOHO expense, you and your employees can report expenses, check mileage, it Integrates with several ZOHO One apps, including ZOHO books in ZOHO projects

5.6.ZOHO Invoice

ZOHO Invoice is an online invoicing software designed to help small businesses with invoicing and payment collection. It is simple, secure, and absolutely free. Experience professional invoicing I agree to the Terms of Service and Privacy Policy.

5.7.ZOHO Payroll

ZOHO is cloud-based payroll management software that helps you offer a polished payroll process to employees and streamline your payroll operations.



6. CONCLUSION

- Zoho Books is easy to understand and its configuration is quick and easy. The automation of the system is great and you save a lot of time.
- Zoho Books Premium's usability, flexibility, and depth in standard bookkeeping areas like sales and purchases, time and project tracking, and inventory management, equals and sometimes surpasses what's offered by competitors.
- Zoho Books Software helps you track your project's pace, identify bottlenecks, and resolve them quickly. It allows you to manage your projects from budgeting to logging time and invoicing customers effectively.
- Zoho Books is your one-stop platform for managing your accounting tasks and organizing your transactions. It's a single secure location to keep up with your company's bills and invoices, reconcile your bank statements, control your spending, oversee projects, and eliminate VAT compliance worries.

➤ As an HR tech tool, Zoho People has almost all the features to streamline your HR operations so that you can focus on other strategic initiatives

➤ ZOHO is rated 4.3 out of 5, based on 603 reviews by employees on Ambition Box. ZOHO is known for Job Security which is rated at the top and given a rating of 4.5. However, Career growth is rated the lowest at 4.0 and can be improved.

7. FUTURE SCOPE

➤ ZOHO books is a cloud based online accounting software which helps business owners to manage their finance on day-to-day basis.

➤ ZOHO development is going to focus on cloud services.

➤ Furthermore, expectations are that cloud would form 70% of ZOHO business and 30% would be from on premise offerings.

➤ ZOHO development has been offering the next gen enterprise solutions which are affordable for small and medium businesses.

➤ However, in future ZOHO is going to continue its global expansion plans.