

SCOPE OF WORK

BUSINESS: Adept Overseas

Products:

ZOHO Books Implementation

Project Completion Case Study: Zyenac Implements Zoho Books for Adept Overseas

Client: Adept Overseas Education

Industry: Education Consultancy / Study Abroad Services

Solution Partner: Zyenac Solutions Private Limited

Solution Implemented: Zoho Books

Project Duration: 8 Weeks

Executive Summary & Client Background

Executive Summary

Zyenac successfully completed the digital transformation of the financial operations for Adept Overseas Education, a prominent study abroad consultancy in Hyderabad. By implementing Zoho Books, Zyenac replaced a fragmented, manual, and error-prone bookkeeping system with a unified, cloud-based accounting platform. This project streamlined the entire financial workflow, from daily transactions to compliance, resulting in enhanced operational efficiency, real-time financial visibility, robust control over cash flow, and a solid foundation for scalable growth.

Client Background: Adept Overseas Education

Adept Overseas Education has been a trusted guide for students aspiring to pursue higher education internationally for over a decade. With a team of 30+ counselors and staff, they handle hundreds of student applications annually, managing complex fee structures involving students, foreign universities, and commission agreements.

Pre-Implementation Challenges:

- * **Inefficient Accounts Payable (AP) Management:** Tracking payments to partner universities, vendors, and operational expenses was tedious. Missing payment deadlines risked relationship strain and late fees.
- * **Cumbersome Accounts Receivable (AR) & Student Fee Tracking:** Managing student installments, university application fees, and service charges was chaotic. Following up on pending payments was reactive and inefficient.
- * **High Compliance Risk:** Manual preparation of GST returns (for service fees), TDS deductions, and financial reporting for internal review was time-consuming and prone to human error.
- * **Lack of Real-Time Insights:** The leadership had no dashboard view of profitability, cash flow position, or pending receivables, hindering strategic decision-making.

Project Objective: To digitize and automate the complete accounting cycle, bringing accuracy, efficiency, and control to Adept Overseas Education's financial ecosystem using Zoho Books.

Zyenac adopted a phased, consultative approach to implementation, ensuring the solution was tailored to the specific nuances of the education consultancy business.

Implementation Phases:

- 1. Discovery & Planning:** Mapped all financial processes, chart of accounts, GST/TDS requirements, and stakeholder workflows.
- 2. System Configuration & Customization:** Set up Zoho Books with customized fee items, payment terms, vendor/student portals, and tax templates.
- 3. Data Migration:** Securely migrated historical student, vendor, and transactional data from old records into Zoho Books.
- 4. Integration & Automation:** Connected Zoho Books with the client's Zoho CRM (used for student management) and their bank accounts via bank feeds.
- 5. Training & Go-Live:** Conducted role-based training for the accounts team, counselors, and management. Provided detailed documentation and post-live support.

Key Features of Zoho Books & Their Operational Impact:

1. Centralized Day-to-Day Operations:

- * **Unified Platform:** All financial activities—expenses, receipts, journal entries—are now recorded in a single, secure cloud system accessible from anywhere.
- * **Bank Reconciliation:** Automated bank feeds pull transaction data directly from connected bank accounts, reducing reconciliation time from days to hours.
- * **Document Management:** Invoices, receipts, and payment proofs are attached directly to transactions, creating a single source of truth.

2. Streamlined Accounts Payable (AP) Management:

- * **Vendor Portal:** Key university partners and vendors can view their statements and invoices online, improving transparency.
- * **Bill Scheduling & Payment Reminders:** The system automatically flags upcoming payment deadlines for university deposits and vendor bills, ensuring timely payments and avoiding penalties.
- * **Purchase Order Tracking:** Created for major expenses, providing better budget control and approval workflows.

3. Automated Accounts Receivable (AR) & Student Lifecycle Tracking:

- * Professional Invoicing: Customized invoice templates for service fees, university application fees, etc., branded with Adept's logo.
- * Automated Payment Reminders: Configured automatic email/SMS reminders for students with overdue installments, improving collection efficiency without manual follow-up.
- * Customer Portal (Student Portal): Students can log in to view their invoice history, payment dues, and download receipts, enhancing customer experience.
- * Retainer & Advance Management: Efficiently handles advance payments from students and tracks them against future invoices.

4. Effortless Filings & Compliance:

- * GST Compliance: Zoho Books automatically calculates IGST on interstate services (e.g., services to universities/students in other states). It generates GSTR-1, GSTR-3B, and purchase registers (GSTR-2A/2B matching) with a few clicks, drastically reducing filing time and errors.
- * TDS Management: Automatically tracks TDS on applicable vendor payments (e.g., professional fees, rent) and generates Form 26Q statements.
- * Financial Reporting: Pre-configured Profit & Loss statements, Balance Sheets, and Cash Flow statements give management instant insights. Custom reports on "Counselor-wise Collections" or "University-wise Payouts" are now easily generated.

Quantifiable & Qualitative Results:

- * 75% Reduction in Bookkeeping Time: Automation of data entry, reconciliation, and report generation freed up the accounts team for analytical tasks.
- * 40% Faster Payment Collections: Automated reminders and the student portal led to a significant reduction in Days Sales Outstanding (DSO).
- * 99% Accuracy in GST Calculations: Eliminated manual calculation errors, ensuring compliant and hassle-free filings.
- * 360-Degree Financial Visibility: Leadership now accesses real-time dashboards showing key metrics like revenue, outstanding receivables, profitability, and expense ratios.
- * Enhanced Professionalism: Branded, timely communication with students and vendors improved the company's market reputation.
- * Scalable Foundation: The system can easily accommodate growth in student volume, new service offerings, or even new branch offices without operational strain.

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