



**Course: Zoho Books** 

Duration: 30 Hrs (Changeable) | Fees: Individual / Batch

Since 2007, Nestsoft TechnoMaster has been providing training, internships, and services in IT technologies, both online and offline, with the expertise of over 250 industry experts. We have delivered internships, training, and seminars to more than 50,000 students, resulting in numerous success stories. We offer 100% placement support through JobsNEAR.in

#### **Our Courses/Internship**

- Python/Django Fullstack
- Artificial Intelligence
- Machine Learning
- Data Science
- Software Testing (All)
- Wordpress, Woocommerce
- Digital Marketing, SEO
- Php/MySQL, Laravel
- Flutter, Android, IOS
- Asp.net MVC
- Web Design, Javascript
- Angular JS, React JS
- CCNA, MCSA, CCNP
- AWS, GCP, Azure
- Odoo, SalesForce, Sap
- Microsoft Excel
- Ethical Hacking



Syllabus on the Next Page ..



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Zoho Books Course Syllabus â€" Nestsoft Technomaster

#### **Module 1: Introduction to Zoho Books**

- \* Overview of Zoho Books â€" Features and Benefits
- \* Understanding Cloud Accounting and Automation
- \* Zoho Books Dashboard and Navigation
- Setting Up a New Organization in Zoho Books
- \* User Roles and Permissions Management Module 2: Setting Up Accounting and Financial Preferences
- \* Configuring Company Details and Fiscal Year
- \* Chart of Accounts â€" Creating and Managing Accounts
- \* Multi-Currency Setup and Foreign Exchange Transactions
- Customizing Invoice and Document Templates
- \* Setting Up Taxes â€" GST, VAT, and Other Tax Rules

### Module 3: Managing Sales and Receivables

- \* Creating and Customizing Invoices
- Sending Quotes and Estimates to Clients
- \* Recording Customer Payments and Refunds
- Automating Recurring Invoices and Payment Reminders
- \* Managing Sales Orders and Credit Notes

### Module 4: Managing Purchases and Payables

- \* Creating and Tracking Purchase Orders
- \* Recording Bills and Vendor Payments
- \* Handling Expenses and Reimbursements

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- \* Recurring Bills and Auto-Pay Setup
- \* Managing Vendor Credits

Module 5: Bank Reconciliation and Cash Flow Management

- \* Connecting Bank Accounts and Importing Transactions
- \* Automating Bank Feeds and Transaction Matching
- Reconciling Accounts and Fixing Discrepancies
- \* Managing Petty Cash and Cash Flow Forecasting Module 6: Taxation and Compliance (GST, VAT, TDS, etc.)
- \* Understanding Taxation in Zoho Books
- \* Setting Up GST and VAT Tax Rates
- Generating Tax Reports and Filing GST Returns
- \* Withholding Tax (TDS) Configuration and Reporting
- \* Audit Trail and Compliance Management

### Module 7: Inventory Management and Stock Control

- \* Enabling and Configuring Inventory in Zoho Books
- \* Adding Products, SKUs, and Pricing
- Tracking Stock Levels and Stock Adjustments
- \* Managing Warehouses and Multi-Location Inventory
- \* Generating Inventory Valuation and Stock Reports

#### Module 8: Reports and Financial Analysis

- \* Generating Profit and Loss Statements
- \* Balance Sheet and Trial Balance Overview

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- \* Cash Flow and Revenue Forecasting
- Customizing and Automating Reports
- \* Exporting and Sharing Financial Reports Module 9: Integrating Zoho Books with Other Zoho Apps
- \* Connecting Zoho CRM, Zoho Inventory and Zoho Payroll
- Automating Workflows using Zoho Flow
- Third-party Integrations (Stripe, PayPal, Razorpay, etc.)
- \* API and Customization for Advanced Users

#### Module 10: Automation and Advanced Features

- \* Setting Up Workflows and Automating Transactions
- \* Using Client Portal for Customer Communication
- Managing Subscription Billing and Retainers
- \* Handling Multi-Currency Transactions and International Business

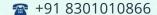
### Hands-on Projects and Real-Time Scenarios

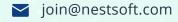
- \* Setting Up and Managing a Business in Zoho Books
- \* Automating Invoice and Payment Processing
- \* Handling GST Compliance and Tax Filing
- \* Creating Custom Reports and Dashboards
- Integrating Zoho Books with Zoho CRM for Sales and Accounting Sync

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(Click on Course for more details)

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- Thank You -

N.B:This syllabus is not final and can be customized as per requirements / updates.

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