

Curriculum for Accounting & Financial Analytics (Zoho Books)

COURSE OBJECTIVE

- Familiarize administrators with the features and functionalities of Zoho Books.
- Enable administrators to set up a new company profile and configure essential settings.
- Develop the ability to create and customize the chart of accounts and categories.
- Enable administrators to manage bank and credit card accounts effectively.
- Enable administrators to create and manage sales, invoices, and accounts receivable.
- Provide administrators with the knowledge and skills to handle purchases, expenses, and accounts payable.
- Enable administrators to set up and manage inventory in Zoho Books.
- Develop the ability to generate and analyze financial reports for decision-making.
- Provide administrators with knowledge of integrations and automation options.
- Enhance administrators' understanding of security measures and user permissions.

COURSE OUTCOMES

- Set up a new company profile and configure essential settings in Zoho Books.
- Create and customize the chart of accounts and categories based on company requirements.
- Effectively manage bank and credit card accounts, including importing statements and reconciling transactions.
- Create and manage sales, invoices, and accounts receivable efficiently.
- Handle purchases, expenses, and accounts payable effectively.
- Set up and manage inventory in Zoho Books, including tracking stock levels and generating reports.
- Generate and analyze financial reports to gain insights into the company's financial performance.
- Integrate Zoho Books with other applications and automate repetitive tasks.
- Implement security measures and manage user permissions to safeguard company data.
- Troubleshoot common issues related to Zoho Books usage and security.

UNIT-I	Introduction & Setting up Organization	03 hours
Introduction to Zoho Finance - What is Zoho Books? - Zoho Books terminology - Creating the organization - User management - General settings - Tax settings - Contacts and items - Importing data in bulk		
UNIT-II	Transactions & Invoicing	05 hours
Purchase transactions - Sales transactions - Payments and refunds - Recurring transactions – Projects – Timesheets - Zoho Projects integration		
UNIT-III	Banking & Advance Operations	08 hours
Importing bank feeds - Matching and categorizing - Transaction rules – Reconciliation - Pricelists - Reporting tags – Budgeting - Manual journals – Templates		
UNIT-IV	Reports & Customization	07 hours
Business overview - Report customization - Tax reports - Activity reports - Custom fields - Custom buttons - Custom view - Validation rules - Related lists - Web tabs		
UNIT-V	Automation & Integrations	07 hours
Reminders - Workflow rules - Custom functions, email alerts, and webhooks - Document autoscan - Advanced inventory control - Zoho CRM - Zoho Analytics - Zoho Mail		

REFERENCE		
1	What is Zoho Book?	https://www.zoho.com/in/books/what-is-zoho-books/#:~:text=Zoho%20Books%20is%20your%20one,and%20eliminate%20GST%20compliance%20worries.
2	Zoho Books Features	https://www.zoho.com/in/books/accounting-software-features/

SOFTWARE REQUIREMENT
<ul style="list-style-type: none"> ● Zoho Account

HARDWARE REQUIREMENT
<ul style="list-style-type: none"> ● Desktop / Laptop with Core i3 or higher Processor, Windows 10 OS / 8 GB of RAM ● Minimum 5 MBPS download speed of internet connection