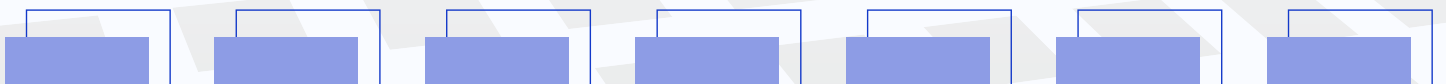Grovico
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ZOHO BOOKS COURSE

Live Classes with Placement Support

- Hands-On Learning with Live Accounts
- GST, TDS & Tax Filing Simplified
- Business-Ready Accounting Skills
- Get Certified & Job-Ready

![Grovico - Growth Innovation Company]

Why choose ZOHO BOOKS?

SMART ACCOUNTING SOFTWARE FOR MODERN BUSINESSES

Zoho Books simplifies invoicing, expense tracking, inventory, taxes, and reporting — everything a business needs in one place.

PERFECT FOR ACCOUNTANTS, ENTREPRENEURS & ADMINS

Whether you're managing a business, freelancing, or working in finance — Zoho Books is a practical skill that sets you apart.

CLOUD-BASED & GST-READY ACCOUNTING TOOL

Used by thousands of Indian SMEs and global companies, Zoho Books is compliant with GST and supports seamless online accounting.

USED BY COMPANIES ACROSS INDIA & ABROAD

Zoho's popularity among startups, CA firms, and corporates makes this a high-value skill for job roles and freelance work.

ZOHO BOOKS Course Curriculum

Lesson 1: Introduction to Zoho Books
- Overview of Zoho ecosystem
- Introduction to Zoho Books
- Dashboard walkthrough
- Account setup & organization profile
- Basic settings (currencies, tax settings, etc.)

Day 2: Chart of Accounts & Opening Balances
- Understanding Chart of Accounts
- Creating, editing, and managing accounts
- Importing opening balances
- Managing journals

Day 3: Contacts Management
- Creating customers and vendors
- Contact persons, customer categories
- Import/export contacts
- Customer statements

Day 4: Sales Module -Estimates & Invoices
- Creating estimates and sales orders
- Creating invoices
- Recurring invoices
- Custom invoice templates

Day 5: Sales Payments & Credit Notes
- Recording customer payments
- Handling partial payments
- Creating and applying credit notes
- Sales returns process

Day 6: Purchases - Bills & Expenses
- Creating and managing bills
- Recording expenses and recurring expenses
- Purchase orders
- Vendor credits

Day 7: Banking Module
- Bank feeds setup
- Reconciling accounts
- Managing bank rules
- Transfers and bank overview

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Day 8: Tax Configuration & Filing
- GST/VAT setup
- Tax groups and exemptions
- Recording tax payments
- Tax reports and returns

Day 9: Inventory Management
- Adding items and services
- Item groups and units
- Inventory tracking and stock adjustments
- Reorder levels and reports

Day 10: Time Tracking & Projects
- Creating projects and tasks
- Logging time manually and with timers
- Billing for time
- Project profitability reports

Day 11: Automation & Workflows
- Workflow rules and triggers
- Auto-emails and alerts
- Custom functions overview
- Approval process

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Day 12: Reports & Analytics
- Standard financial reports (P&L, Balance Sheet)
- Custom reports
- Scheduling and exporting reports
- KPIs and business insights

Day 13: Integrations
- Integrating with Zoho CRM, Zoho Inventory, Zoho Payroll
- Third-party integrations (Stripe, PayPal, etc.)
- API overview (basic)

Day 14: Mobile App & User Roles
- Zoho Books Mobile App features
- Adding and managing users
- User roles and permissions
- Audit trail and activity logs

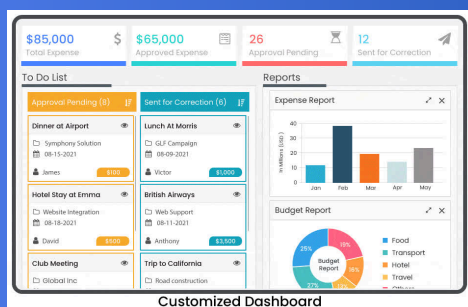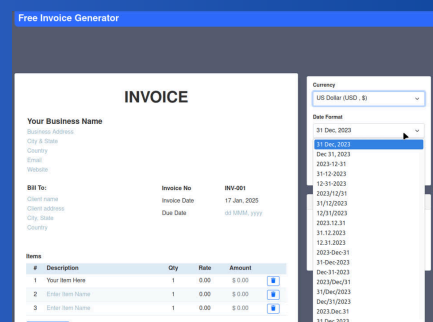**Day 15: Q&A, Use Case Scenarios & Certification Prep**
- Open Q&A session
- Real-world business scenarios
- Best practices
- Final walkthrough & certification tips (if applicable)

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Hands-On Project

Automated Invoice Generator

Simplify your billing process.

Quickly generate and send customized invoices with Zoho Books integration. Set automatic reminders for unpaid invoices to improve cash flow management.

Expense Tracking & Management Tool

Track and control your expenses effortlessly.

Capture receipts, categorize expenses, set budgets, and generate reports, all while keeping track of your spending in real-time with Zoho Books.

Customized Dashboard

Financial Dashboard App

Monitor key financial metrics in real-time.

Get an interactive dashboard that visualizes revenue, profit margins, cash flow, and outstanding receivables, helping with better financial decisions.
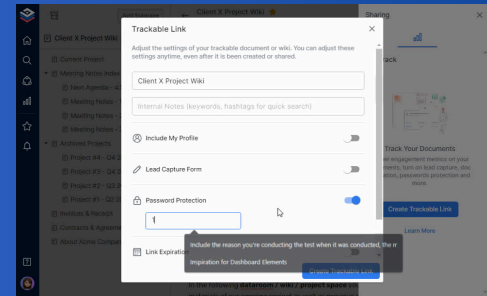
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Hands-On Project

Client Portal for Payments & Document Sharing
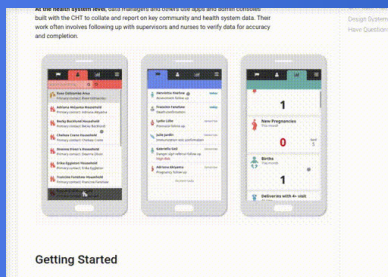### Enhance customer convenience.

Provide customers with access to invoices, payments, and documents securely through a portal, reducing administrative workload and improving transparency.

Tax Calculator and Reporting App System
Simplify tax compliance and reporting.

Automatically calculate taxes, generate reports, and gain insights into liabilities, ensuring accurate and efficient tax preparation.

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CERTIFICATE OF COMPLETION

This is to certify that

DHINESHKAR M

has successfully completed Advanced "XXXXXXX" Certification.

Sunday, April 20, 2025

Rajkumar M
Founder

Joewin R
Co-Founder

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