



# ZOHO BOOKS

- ❖ MANUAL ACCOUNTS
- ❖ Accounting Cycle, Terms, Accounting Concepts, Golden Rules Of Accounts,
- ❖ Accounting Process, Nature Of Expenditure & Incomes,
- ❖ Journal Entries, Preparation Of Cash And Bank Payments Vouchers,
- ❖ Ledgers And Trail Balances,
- ❖ Opening & Closing Entries,
- ❖ Trading and Profit & Loss Accounts And Balance Sheet.

## 1. TRANSACTIONS

- Creating and Managing Quotes
- Creating and Managing Invoices
- Receiving Payment of Invoices
- Customizing Invoices Attachments
- Expense Transactions Bills
- Paying Bills
- Recurring transactions
- Class and Location Tracking
- Turning on Class Tracking and/or Location Tracking
- Partial Purchase Orders
- Create a Partial Purchase Order
- Accounts Payable
- Accounts Receivable
- Invoice Processing

## 2. BUDGETS

- Budget vs Actual
- Set up Budget Report

### **3. FORECASTING**

- How to Setup
- How to run the Forecasting report
- Generate forecasting report

### **4. TIME SHEET PREPARATION**

- To Setup Time sheet
- Single Time sheet
- Weekly Time sheet
- Creating of Invoice for Time sheet

### **5. BANK RECONCILIATION**

- Banking Reconciliation Tools

### **6. MANAGING TAX SETUP**

- Sales Tax or
- Federal Tax

### **7. RUNNING REPORTS**

- Profit & Loss / Balance Sheet
- Customizing Reports
- Report Groups
- Automated Reports



**Contact For Details: Flat No.110, Annapurna Block,  
Aditya Enclave, Ameerpet 16,**

**Ph: 040-66335225, Mobile: 9032034225,**

**Email: [mindtec2014@gmail.com](mailto:mindtec2014@gmail.com), [www.mindtec.co.in](http://www.mindtec.co.in)**

Mind Tec