



**Adusumilli Gopalakrishnaiah & Sugarcane Growers
Siddhartha Degree College of Arts and Science**

Autonomous College

NAAC 'A' Grade College

Vuyyuru, Krishna (Dt.), Andhra Pradesh-521165

VALUE ADDED COURSE

TITLE: ZOHO BOOK

VAC CODE: COM-ZB-05

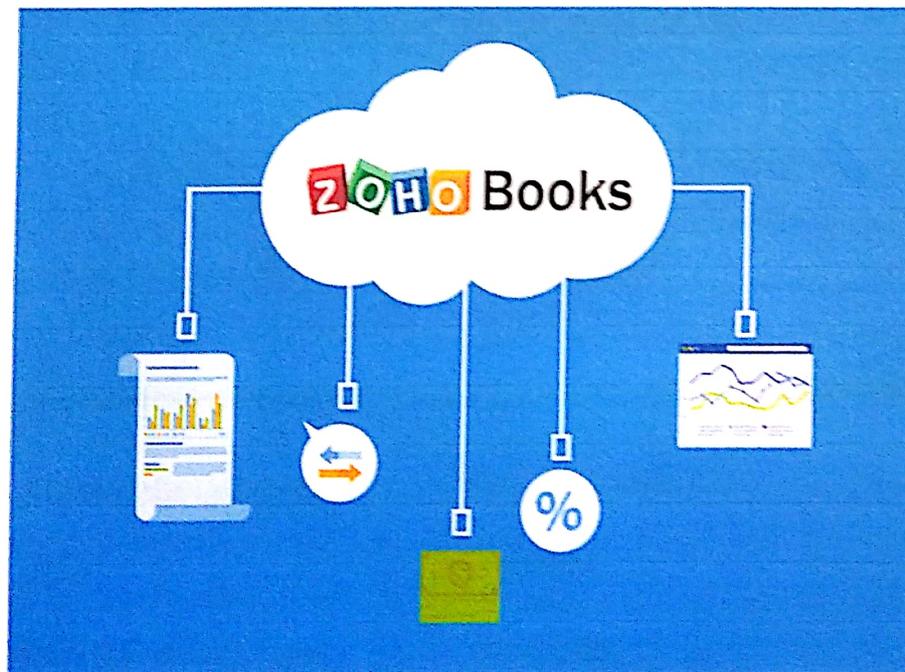
On 1st NOV, 2021 TO 6th DEC 2021

2021-2022

Duration of the Course: 30Hrs

Organized By

Department of Commerce



A.G. & S.G. Siddhartha Degree College of Arts & Science

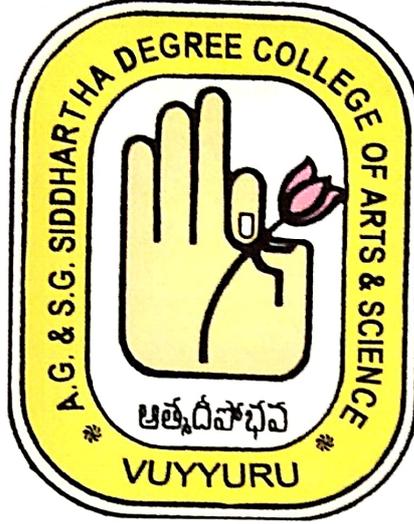
Vuyyuru-521165, Krishna District, Andhra Pradesh

(Managed by: Siddhartha Academy of General & Technical Education, Vijayawada-10)

An Autonomous College in the Jurisdiction of Krishna University

Accredited by NAAC with "A" Grade

ISO 9001:2015 Certified Institution



DEPARTMENT OF COMMERCE

2021-2022

Value Added Course

Title: ZOHO BOOKS

Name of the Lecturer	:	G. Kiran kumar
Class	:	II B.COM
Duration of the Course	:	30 HOURS
VAC Code	:	COM-OB-01

Value Added Course

Title: ZOHO BOOKS

Objectives :

- 1. Streamline Financial Management:** Zoho Books aims to simplify financial management processes for businesses. It provides tools and features to track income, expenses, invoices, and inventory in a streamlined manner. The objective is to help businesses efficiently manage their finances and make informed decisions.
- 2. Automated Bookkeeping:** Zoho Books focuses on automating various bookkeeping tasks to save time and reduce manual errors. It automates bank feeds, payment reminders, recurring transactions, and other repetitive accounting tasks. This objective aims to improve accuracy and efficiency in financial record-keeping.
- 3. Financial Reporting and Analysis:** Zoho Books aims to provide businesses with comprehensive financial reports and analysis tools. It offers a range of pre-built reports, such as profit and loss statements, balance sheets, and cash flow statements. The objective is to help businesses gain insights into their financial performance and make data-driven decisions.

Methodology :Teacher-Centred method

Duration : 30 Hours

A.G. & S.G. Siddhartha Degree College of Arts & Science
Vuyyuru-521165, Krishna District, Andhra Pradesh

Value Added Course

Title:ZOHO BOOKS

Date: From to 01-11-2021 to 06-12-2021

Date	Content	Module No.
01-11-2021	Invoicing: Zoho Books allows businesses to create professional invoices and send them to customers. It supports customization of invoice templates, automatic payment reminders, and online payment integration, making it easier for businesses to get paid faster.	I
14-11-2021	Expense Tracking: With Zoho Books, businesses can track and categorize their expenses accurately. It provides features for recording expenses, attaching receipts, and even allows for mileage tracking. This helps in better expense management and facilitates tax deductions.	II
26-11-2021	Inventory Management: Businesses can track their inventory levels and manage stock movements with Zoho Books. It enables businesses to create item records, monitor stock levels, and generate reports to analyze inventory performance.	III

A.G. & S.G. Siddhartha Degree College of Arts & Science
Vuyyuru-521165, Krishna District, Andhra Pradesh

Value Added Course

Title: ZOHO BOOKS

Test Exercise:

- Single Entry mode is applicable for
- We can create multiple users in Tally activating
- The shortcut used to activate calculator is
- What is MRP?
- Voucher Class for Interest calculation created based on
- We can cancel a voucher using
- Transfer of materials from one godown to another godown, use
- To remove a line at all reports screen, shortcut is
- Multiple godowns are activated from

AG & SG SIDDHARTHA DEGREE COLLEGE OF ARTS & SCIENCE VUYYURU

(AUTONOMOUS)

**(MANAGED BY SIDDHARTHA ACADEMY OF GENERAL & TECHNICAL
EDUCATION VIJAYAWADA)**

Commerce	COM ZB 05	2021-2022	II.B.Com(Gen,comp)
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SEMESTER -III

ZOHO BOOKS

Value added Course

DURATION: 2 HOURS

SECTION - A

Max Marks :50

ANSWER ANY FIVE OF THE FOLLOWING QUESTIONS

(5X10=50M)

1. What are the pricing plans available in Zoho Books?
2. How does the pricing plan vary based on the number of users and the features offered?
3. Are there any discounts available for non-profit organizations or educational institutions?
4. Is there a free trial available for Zoho Books?
5. How does Zoho Books compare in terms of affordability with other accounting software options?
6. Can I customize my plan to only pay for the features I need, to reduce the cost?
7. Are there any hidden fees or charges that I should be aware of?
8. What payment options are available in Zoho Books and are there any additional transaction fees?
9. How can I ensure that I am getting the most value out of my Zoho Books subscription?
10. Is there a way to save money by paying for an annual subscription instead of monthly?



A.G. & S.G. Siddhartha Degree College of Arts & Science

Vuyyuru-521165, Krishna District, Andhra Pradesh

DEPARTMENT OF COMMERCE

Value Added Course

Title: ZOHO BOOKS

Feed Back Form

1. Is the programme interested to you ✓
(Yes/No)
2. Have you attended all the session ✓
(Yes/No)
3. Is the content of the program is adequate ✓
(Yes/No)
4. Have the teacher covered the entire syllabus? ✓
(Yes/No)
5. Is the number of hours adequate? ✓
(Yes/No)
6. Do you have any suggestions for enhancing or reducing the number of weeks designed for the program? ✓
(Yes/No)
7. On the whole, is the program useful in terms of enriching your knowledge? ✓
(Yes/No)
8. Do you have any suggestions on the program? ✓
(Yes/No)

C. Jagdish
Signature of Student

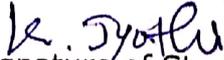


A.G. & S.G. Siddhartha Degree College of Arts & Science
Vuyyuru-521165, Krishna District, Andhra Pradesh

DEPARTMENT OF COMMERCE
Value Added Course
Title: ZOHO BOOKS

Feed Back Form

1. Is the programme interested to you (Yes/No) ✓
2. Have you attended all the session (Yes/No) ✓
3. Is the content of the program is adequate (Yes/No) ✓
4. Have the teacher covered the entire syllabus? (Yes/No) ✓
5. Is the number of hours adequate? (Yes/No) ✓
6. Do you have any suggestions for enhancing or reducing the number of weeks designed for the program? (Yes/No) ✓
7. On the whole, is the program useful in terms of enriching your knowledge? (Yes/No) ✓
8. Do you have any suggestions on the program? (Yes/No) ✓


Signature of Student



**ADUSUMILLI GOPALAKRISHNAIAH AND SUGARCANE GROWERS
SIDDHARTHA DEGREE COLLEGE OF ARTS AND SCIENCE,
(AUTONOMOUS) VUYYURU A.P**
(Accredited at "A" level by NAAC, Bengaluru)

Department of Commerce

VALUE ADDED COURSE: ZOHO BOOK

CERTIFICATE

This is to Certify that . *K. sandee p* Son/Daughter of Shri/Smt *K. Ravi*

has Successfully completed value added course in **ZOHO BOOK** Conducted by the Department of Commerce
from 01-11-2021 to 06-12-2021 We wish him her bright future

K. Kishan Kumar
Co-ordinator

N. Vasanth Kumar
Head of Department

Principal



Class : IB-Cont A

Course Code : COM ZB 05

Roll No.	Name of the Student	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
828	G. Lakshmi Sai sree		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
831	M. Sridekha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
832	P. pavani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
833	V. Snehal babu		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
834	M. kavasa Raja		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
835	K. prasanna kumari		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
836	J. thejaswini		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
837	G. Sri Venkta Ramesh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
838	V. Eshwarani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
839	S. Sneha Naga kanya Sri		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
840	K. Sneha prakash		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
841	P. Rohith		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
842	M. Hemantha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
843	B. charan Laksh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
844	M. Abhishek		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
845	K. Karthi kumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
846	P. Sneha kumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
847	M. Vijaya kumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
848	Md. Fayaz		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
849	M. Anshu Babu		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
850	P. Anshu		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
851	K. prakash		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
852	V. Charan		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Title of the Paper : Zko books

Roll No.	Name of the Student	Date	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
828	G. Lakshmi Sai sree		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
831	M. Sridekha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
832	P. pavani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
833	V. Snehal babu		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
834	M. kavasa Raja		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
835	K. prasanna kumari		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
836	J. thejaswini		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
837	G. Sri Venkta Ramesh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
838	V. Eshwarani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
839	S. Sneha Naga kanya Sri		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
840	K. Sneha prakash		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
841	P. Rohith		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
842	M. Hemantha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
843	B. charan Laksh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
844	M. Abhishek		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
845	K. Karthi kumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
846	P. Sneha kumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
847	M. Vijaya kumar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
848	Md. Fayaz		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
849	M. Anshu Babu		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
850	P. Anshu		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
851	K. prakash		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
852	V. Charan		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

P. Rohith
 N. Venkatesh
 Head of the Department
 Department of Commerce College
 A.G. & S.G. Srinidhi Degree College,
 Vijayawada - 521 102

[Signature]
 PRINCIPAL
 A.G. & S.G. Srinidhi Degree College,
 Vijayawada

828	83%	47
831	83%	57
832	85%	55
833	85%	53
834	85%	42
835	85%	42
836	85%	42
837	85%	42
838	85%	42
839	85%	42
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850	85%	42
851	85%	42
852	85%	42