

Zoho POS Online Training Course

OEM: Zoho Corporation • Code: ZOHO_POS_ONLINE_TRAINING_COURSE

COURSE DESCRIPTION

This course provides essential training for effectively managing and optimizing the Zoho POS system, ensuring seamless operation and enhanced efficiency in administrative tasks. Perfect for those seeking to master the tools needed to oversee and improve their business processes.

AUDIENCE PROFILE

- This course is ideal for administrators looking to enhance their skills in utilizing a user-friendly POS system, offering a modern approach in mastering POS systems for streamlined transactions and efficient inventory management.

PREREQUISITES

- This section doesn't contain any content.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- This section doesn't contain any content.

COURSE OUTLINE

Module 1: Mastering inventory and purchases in Zoho POS (4 hours)

Introduction to Zoho POS

- Familiarize partners with Zoho POS and its key features
- Overview and importance of Zoho POS
- Zoho POS sign-up process
- Set up your organization's profile and User access
- Tax Configuration
- Migrate your business into Zoho POS
- Configuring email templates

Inventory Management

- Item Module
- Preferences related to Item Master and inventory adjustments
- Vendor master
- Purchase Order
- Purchase Invoice
- Preferences related to purchase
- Managing payments
- Procurement configuration
- Purchase analytics
- Warehouse and branch operations in Zoho POS

Sales

- Creating a customer module and its complete functionalities
- Configuring parameters for an effortless sales process
- Sales order and its features
- Sales flow with related configurations (through web, desktop, and mobile application)
- Conflicts between the sales order and sales invoice
- Preferences related to sales

Delivery Management

- More about packages
- Shipment process

Sales Return

- Sales return flow
- Credit note
- Preferences related to sales return