



Says

What have we heard them say?
What can we imagine them saying?



Thinks

What are their wants, needs, hopes, and dreams?
What other thoughts might influence their behavior?

Recording transactions: You will need to record all of your financial transactions in Zoho Books, including sales, expenses, and payments.

You should generate reports on a regular basis to get a better understanding of your financial performance.

Use the customer and vendor modules to track your patients and suppliers. This will make it easier to create invoices and bills, and to track payments.

Use the items module to track your medical supplies and inventory. This will help you to keep track of your inventory levels and to order supplies when needed.

Reconciling accounts: You should reconcile your bank accounts and credit cards regularly to make sure that your Zoho Books records are accurate.

Generating reports: Zoho Books offers a variety of reports that can help you track your finances and make informed business decisions.



Preparation And Maintenance Of
ZOHOO Books For HealthHub Medical Clinic

Short summary of the persona

Use the projects module to track your patients' treatment plans. This will help you to keep track of their progress and to ensure that they are receiving the necessary care.

Expense tracking: Zoho Books makes it easy to track your expenses. You can create expense categories and track your spending by category.

Use the reports module to generate reports on your finances, patients, and suppliers. This will help you to track your progress and to make informed business decisions.

Zoho Books can help you to manage your payroll. You can create payrolls, calculate taxes, and generate paychecks. You can also integrate Zoho Books with other payroll software applications.

Online payments: Zoho Books allows you to accept online payments from your patients. This can make it easier for your patients to pay their bills and can help you to reduce your administrative costs.

You can also import your credit card transactions into Zoho Books to make expense tracking even easier.



Does

What behavior have we observed?
What can we imagine them doing?



Feels

What are their fears, frustrations, and anxieties?
What other feelings might influence their behavior?