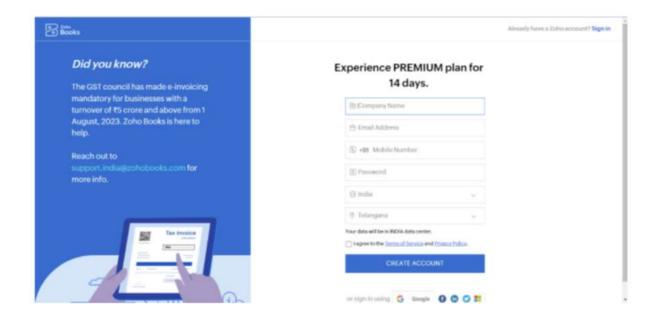
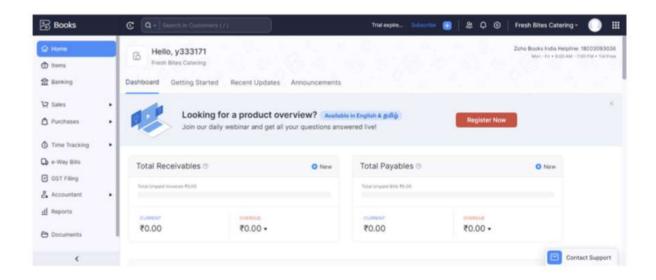
# Preparation and Maintanence of ZOHO Books for

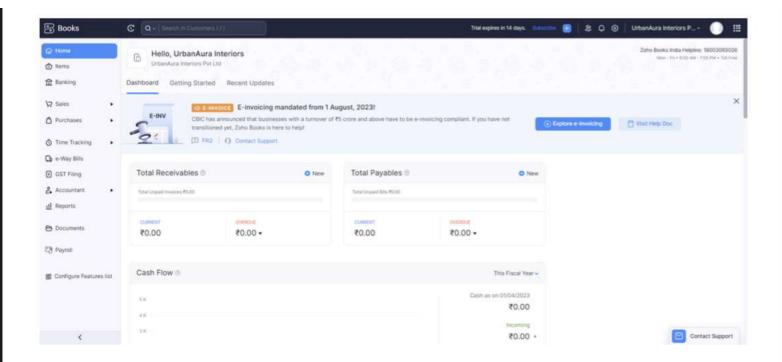
**UrbanAura Interiors** 



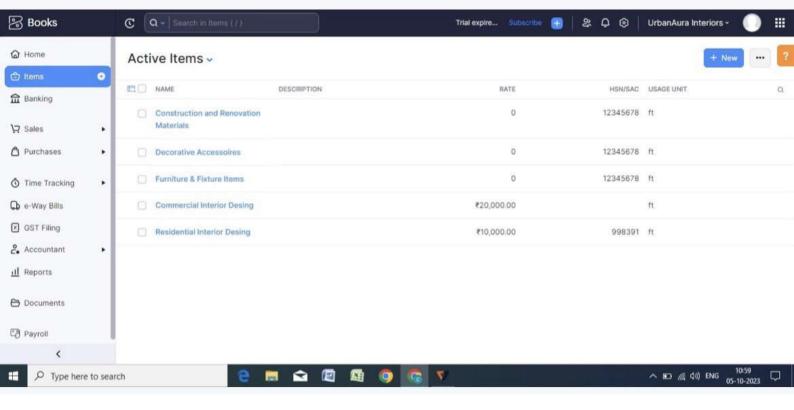
#### Milestone 1: Set up your account



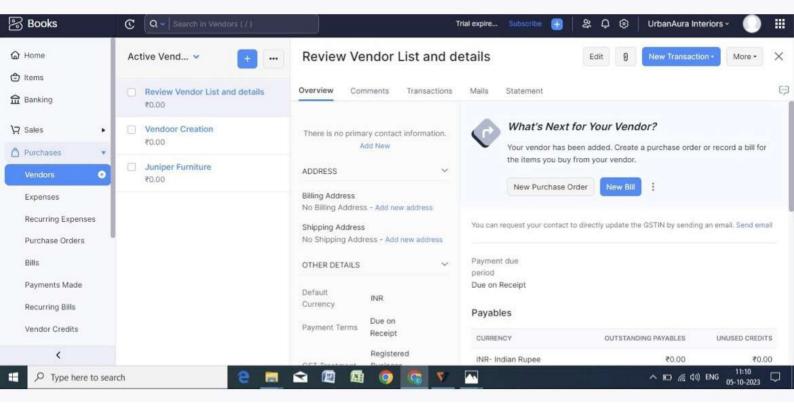




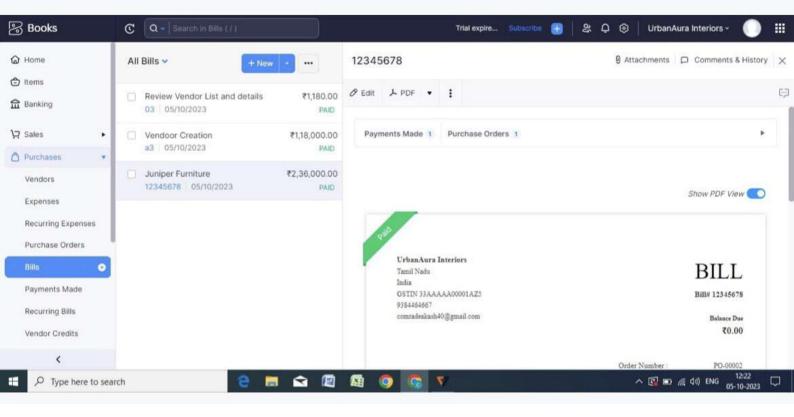
# **Activity: Rewiew of Items after Addition**



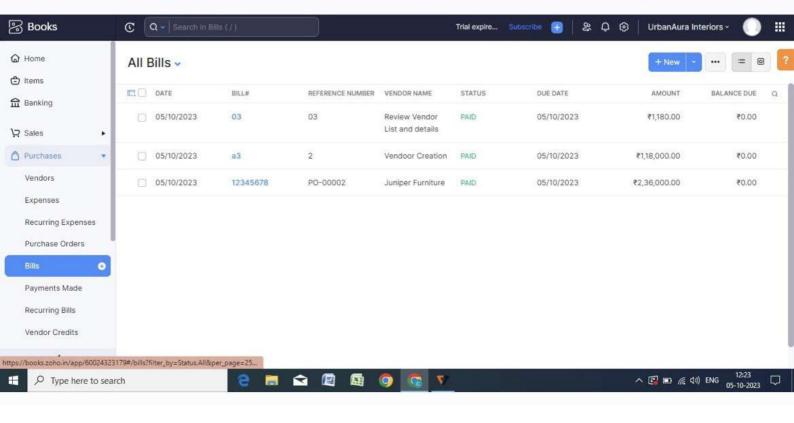
# **Review of vendors list**



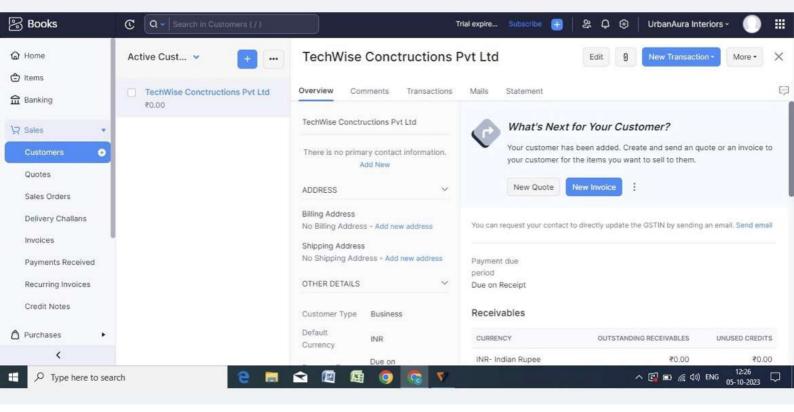
#### Activity: purchase order to purchase bills conversion



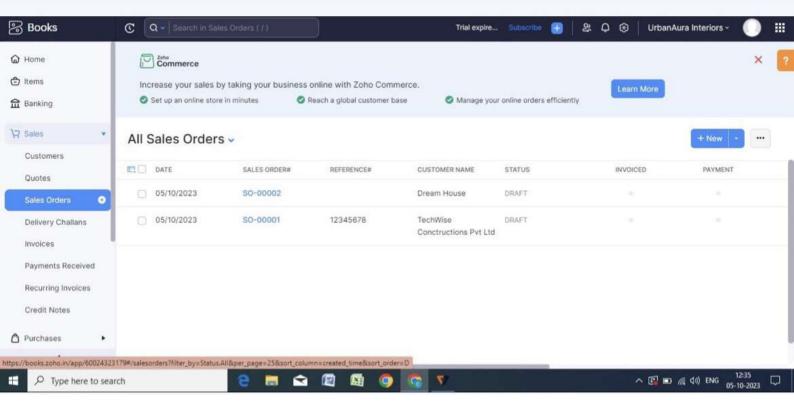
# **Activity: Reconciliation of open & outstanding bills**



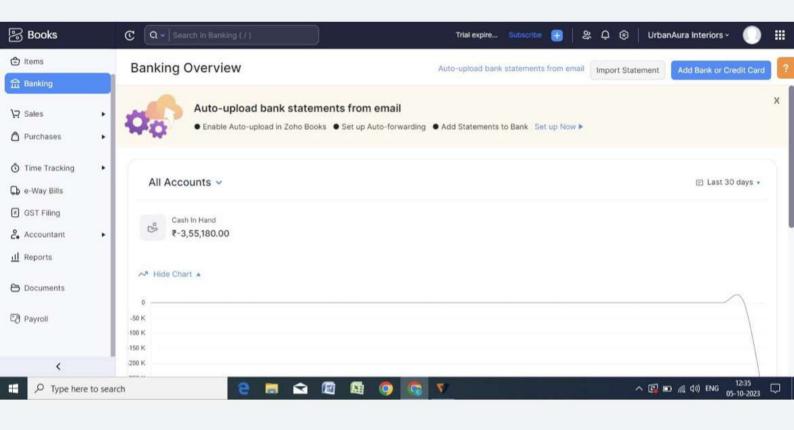
#### **Milestone 5: Customer**



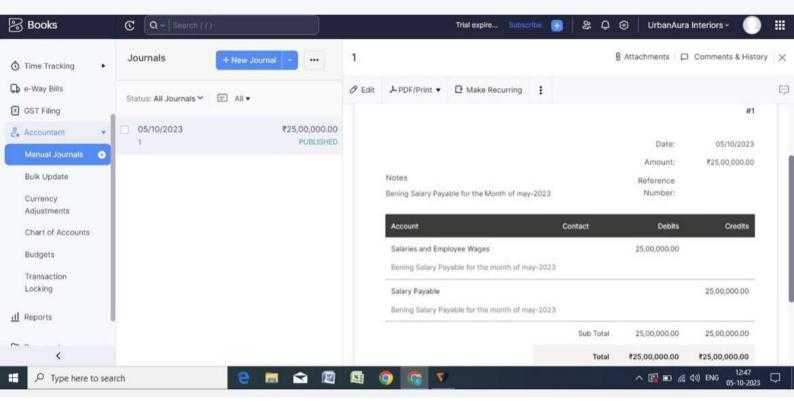
# **Activity: Sales order to invoice convertion**



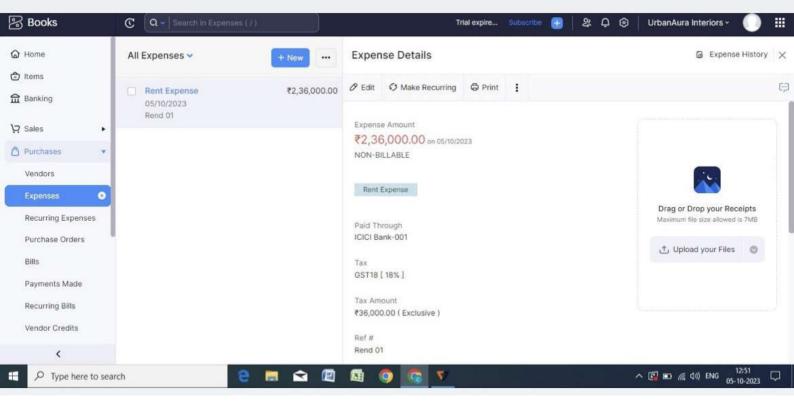
# **Milestone: Bank Account**



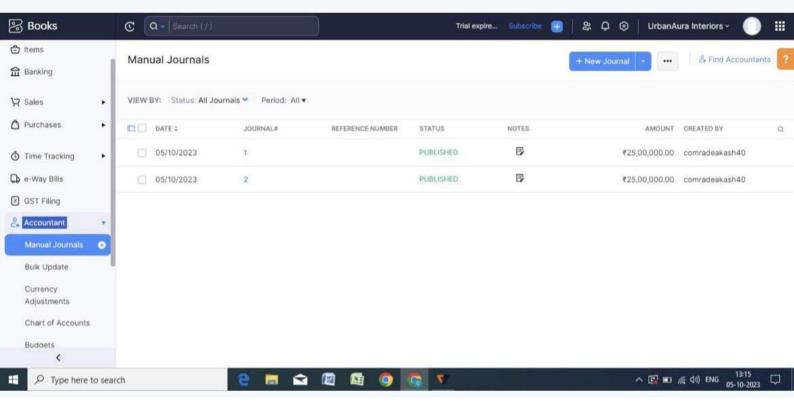
#### **Milestone: Journal Entries**



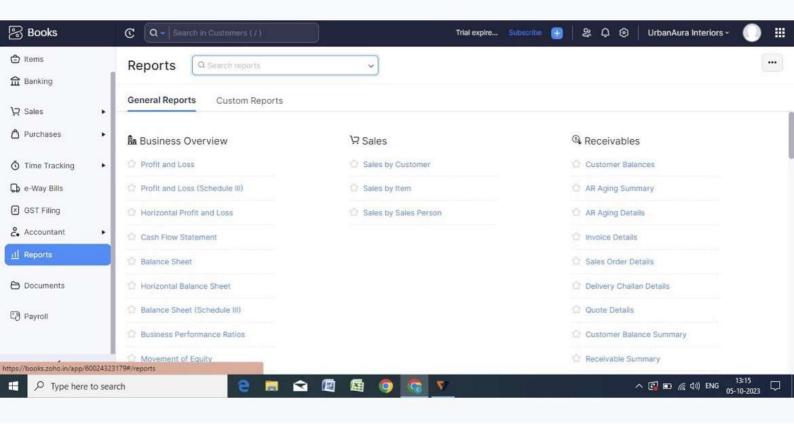
# **Milestone: Expense & bills**



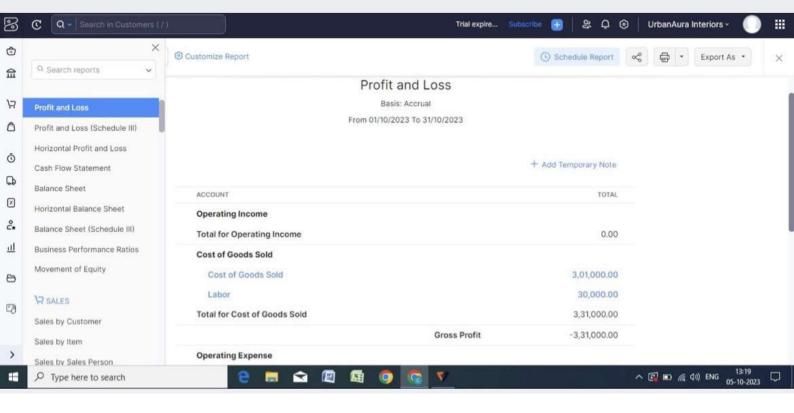
# **Journal Entry**



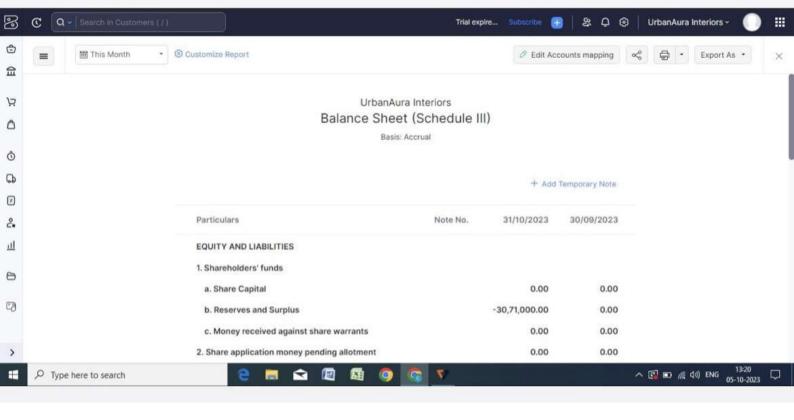
# Milestone : Financial Reports



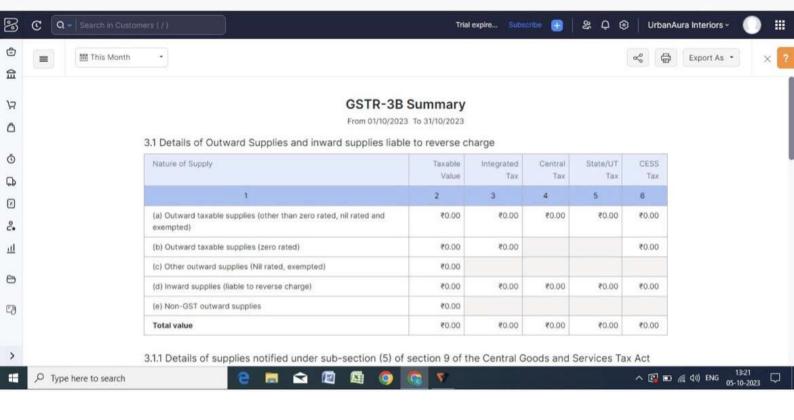
# **Activity: profit And loss Account**



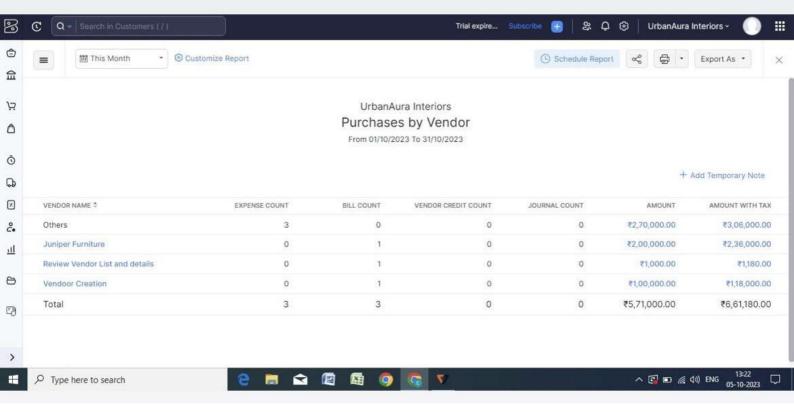
# **Balance sheet**



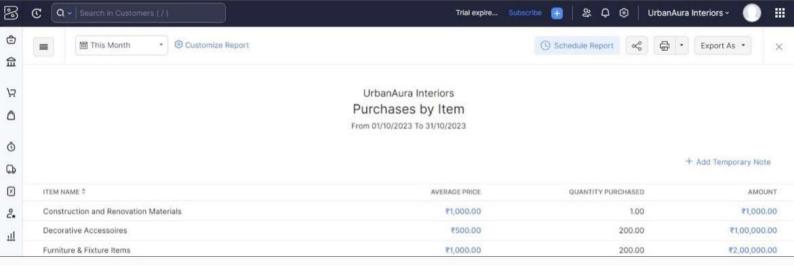
# **Activity: Gst reports**



# **Activity: purchase by vendor**



# **Purchase by iteam**



# **Activity: Review the customer list**

