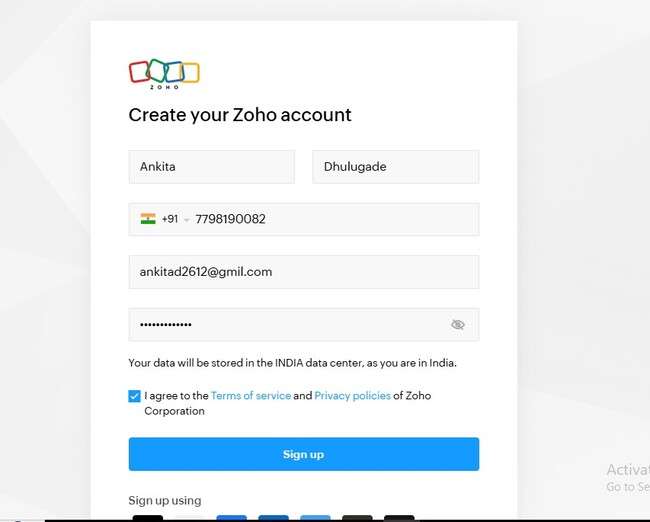
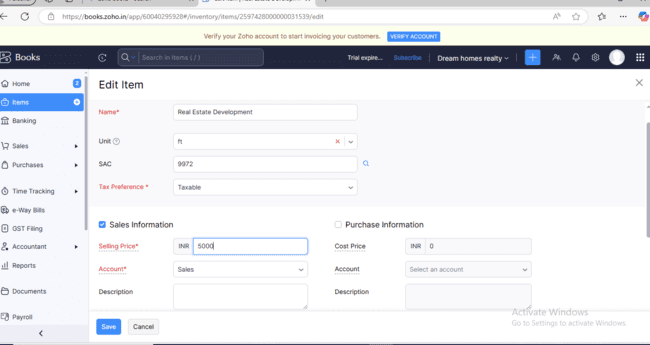
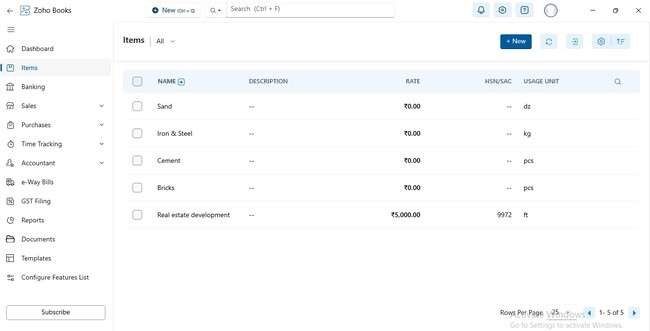
**Milestone 1: Set up your account**

**Activity 1: Sign up for a Zoho Books account and Login**

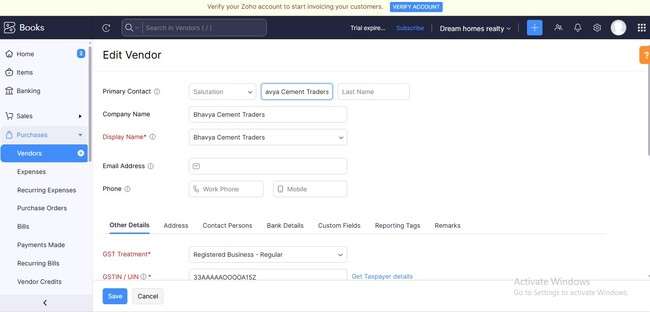


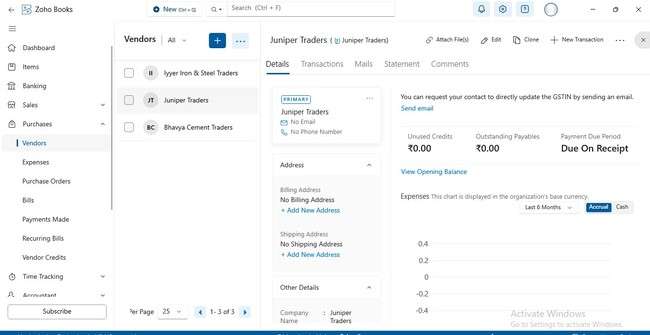
**Milestone 2: Service Creation:**

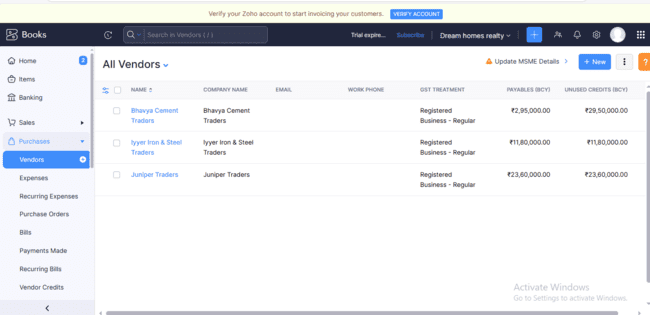
**Activity 1: Creation**

**Activity 2: Rewiew of Items after Addition**

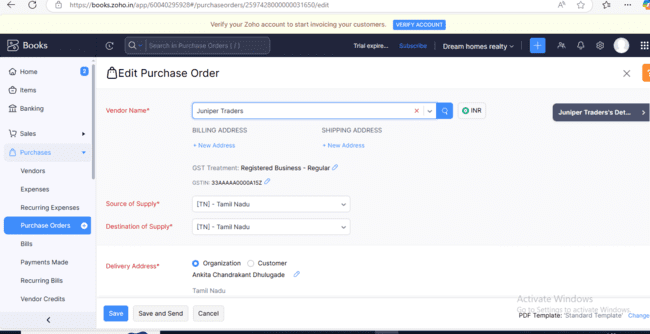
**Milestone 3: Vendors**

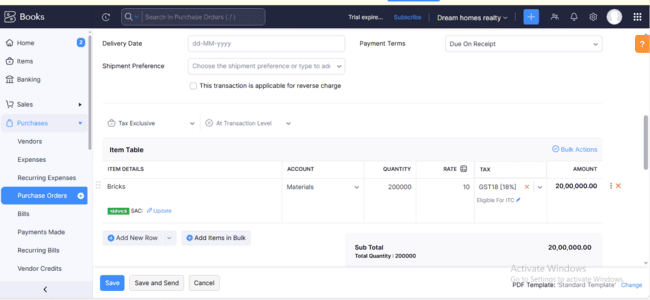
**Activity 1: Vendors Creation**

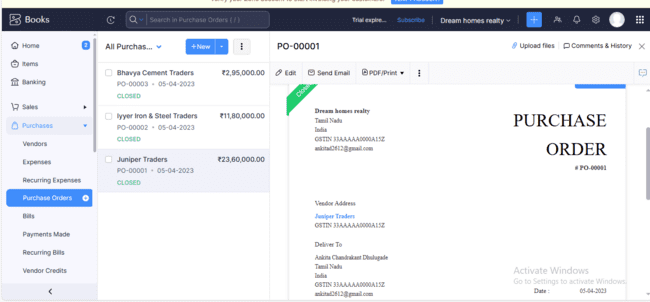
**Activity 2: Review of Vendors List**

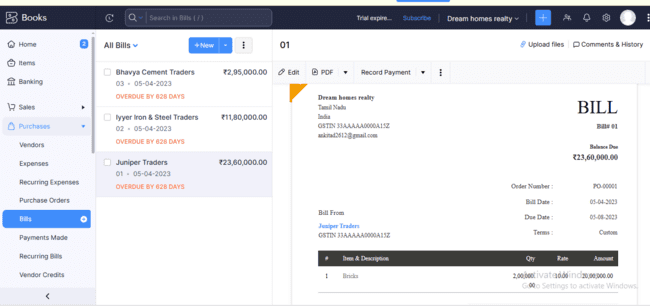
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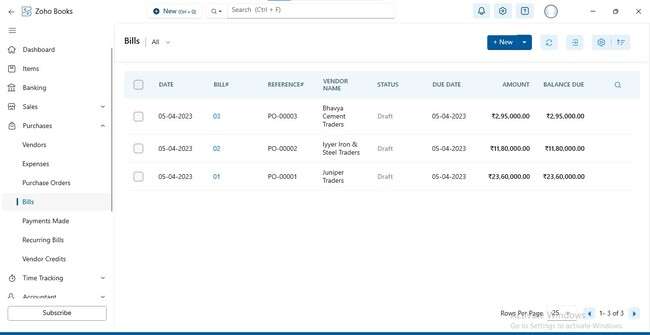
**Milestone 4: Purchases**

**Activity 1: Purchase Order Creation**

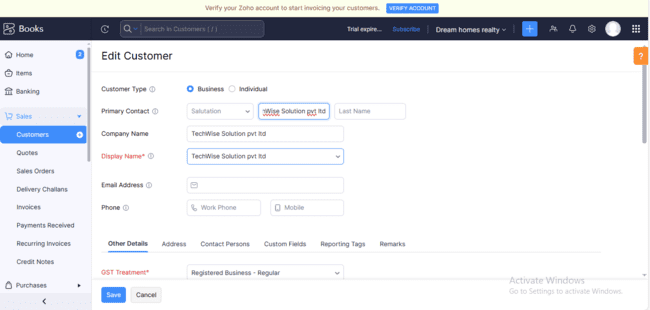


**Activity 2: Purchase Order to Purchase Bills Convertion**

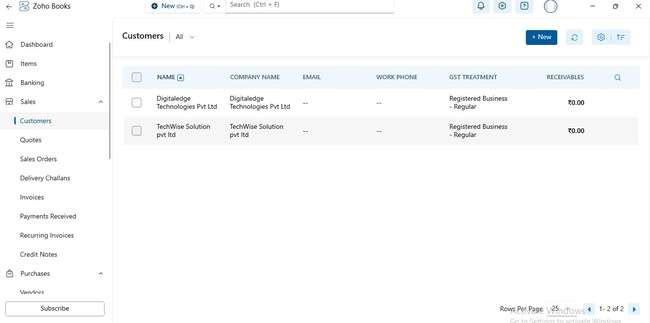
**Activity 3: Direct Vendor** **Purchases Bills Creation:** ****

**Activity 4: Reconciliation of Open & Outstanding Bills**

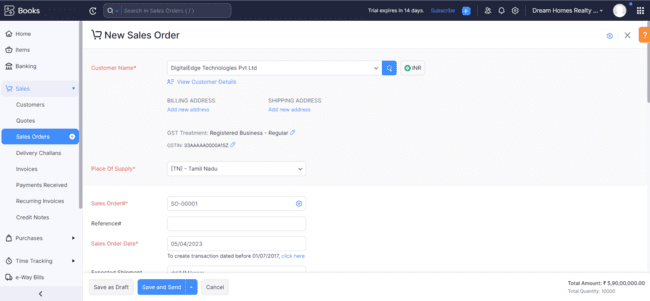
**Milestone 5: Customers**

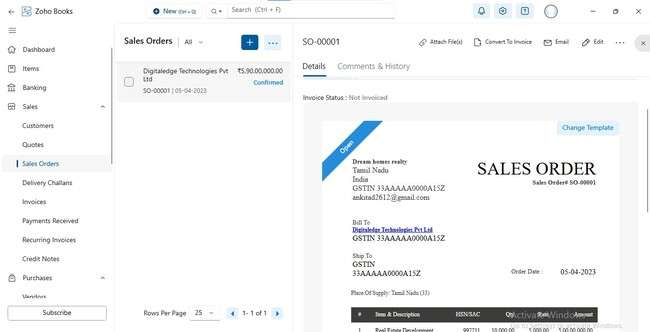
**Activity 1: Customers Creation:** ****

**Activity 2: Review the Customers List**

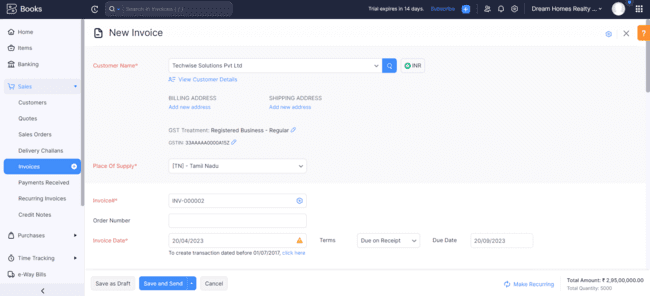


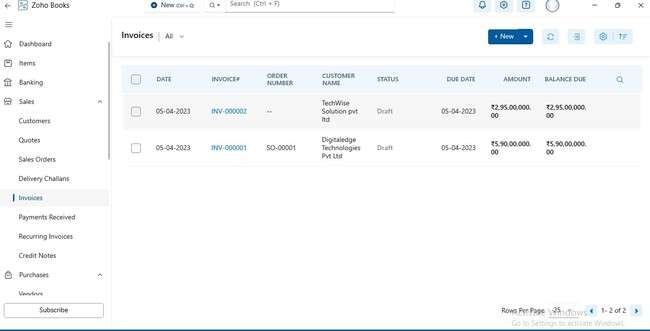
**Milestone 6: Sales**

**Activity 1: Sales Order Creation**

**Activity 2: Sales Order to Sale Invoice Convertion**

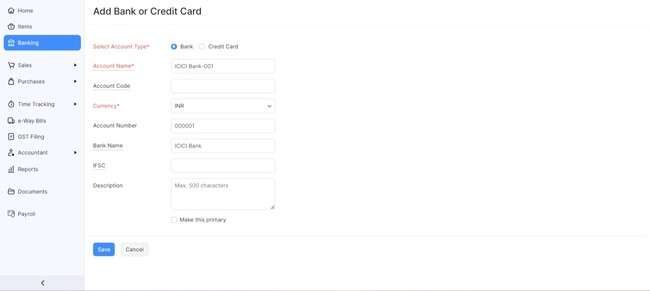
**Activity 3: Direct Sale Invoices**



**Activity 4: Reconciliation of Open Invoices**

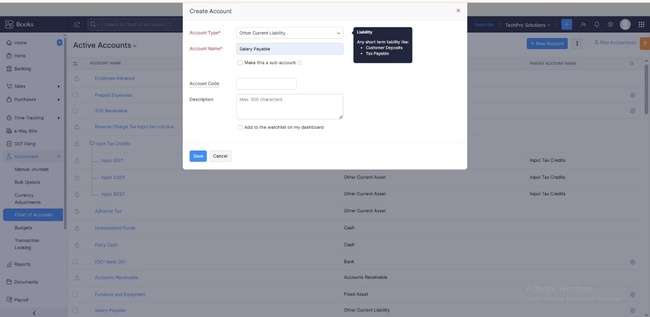
**Milestone 7: Bank Account**

**Activity 1: Adding Bank Account**



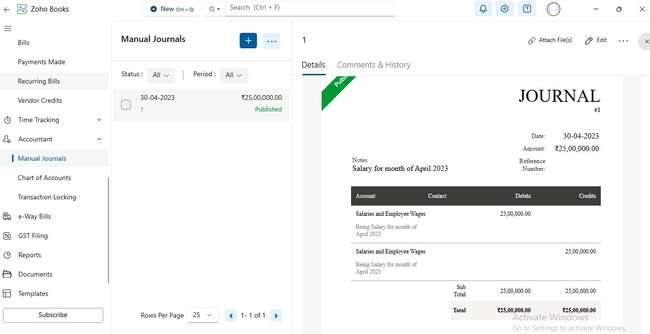
**Milestone 8: Accounts & Ledgers**

**Activity 1: Creation of New Accounts/Ledgers:**



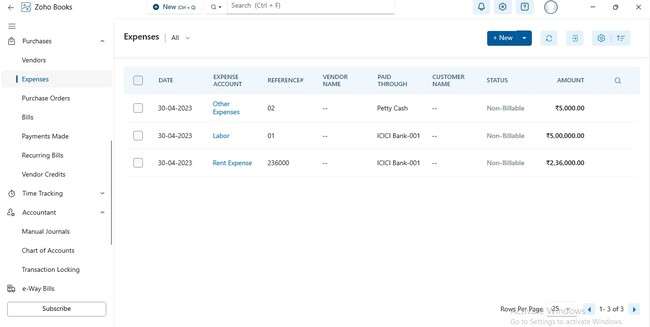
**Milestone 9: Journal Entries:**

**Activity 1: Recording of Journal Entries**



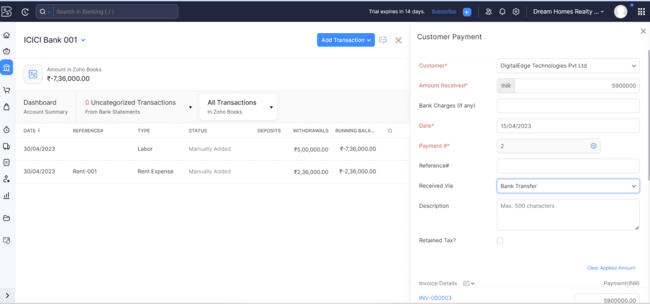
**Milestone 10: Expense & Bills**

**Activity 1: Expense & Bills Entry**

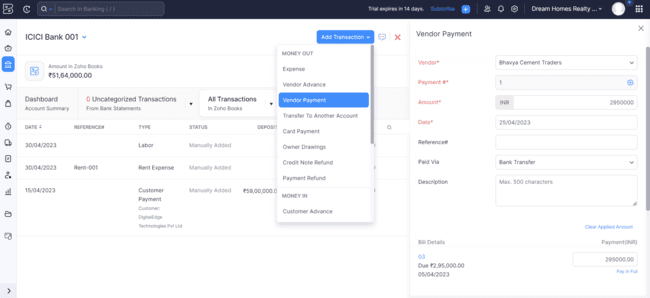


**Milestone 11: Bank Entries**

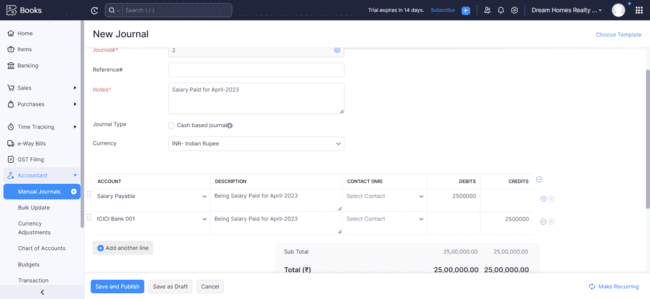
For Customer Payment:



For Vendor Payment:

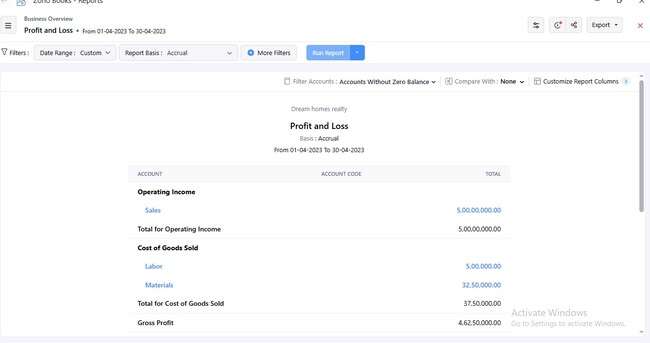


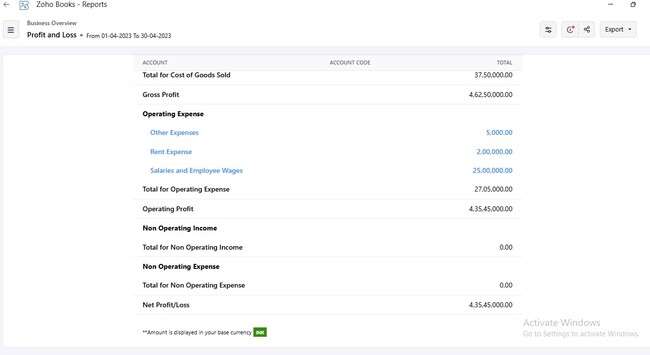
For Salary Payment pass the journal entry:



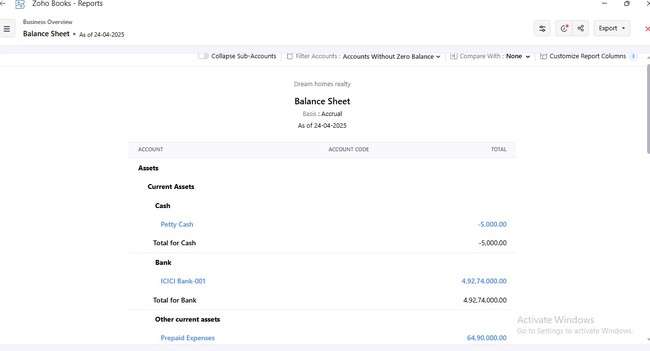
**Milestone 12: Financial Reports:**

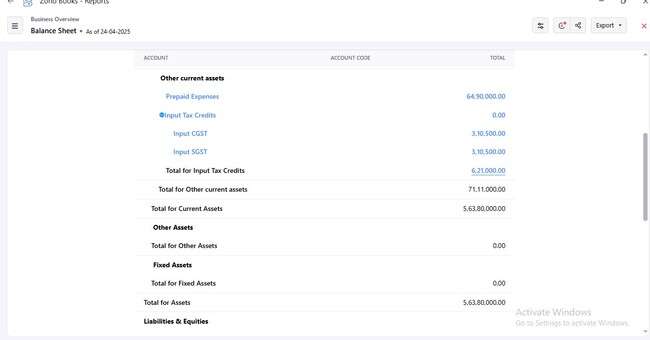
**Activity 1: Profit and Loss Account**

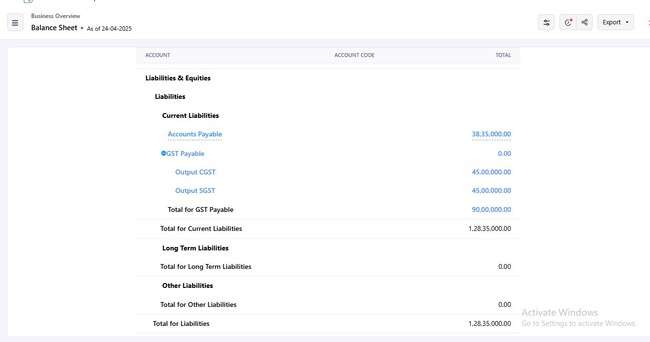


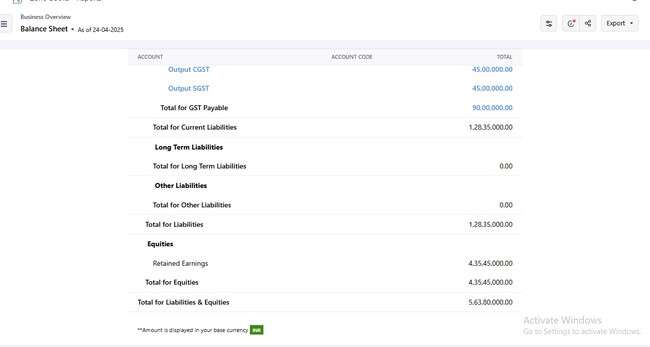


**Activity 2: Balance Sheet**

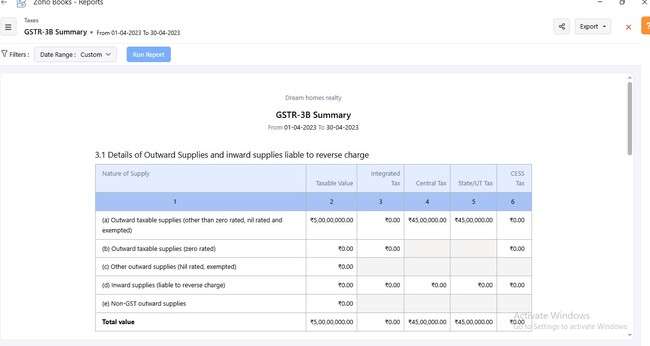


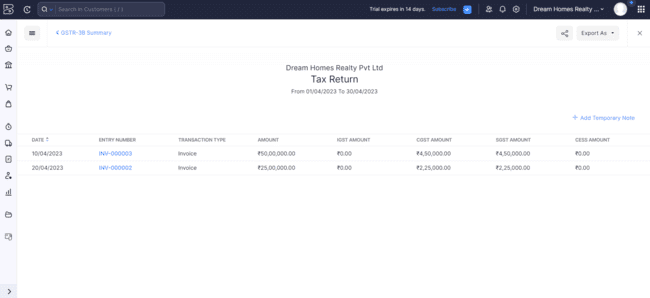




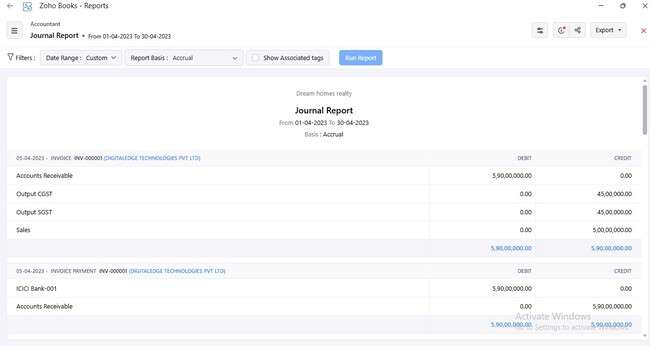


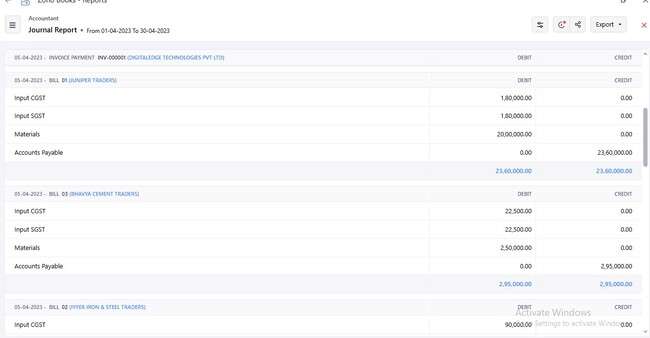
**Activity 3: GST Reports**

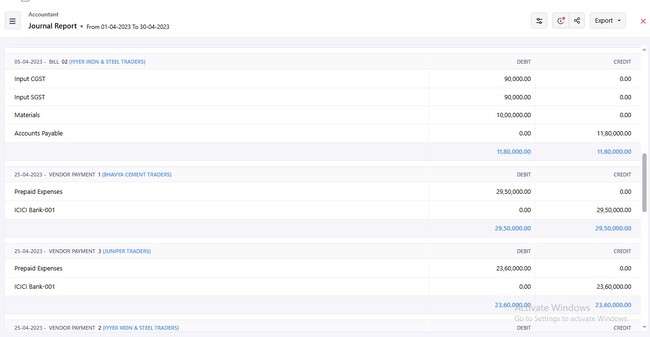


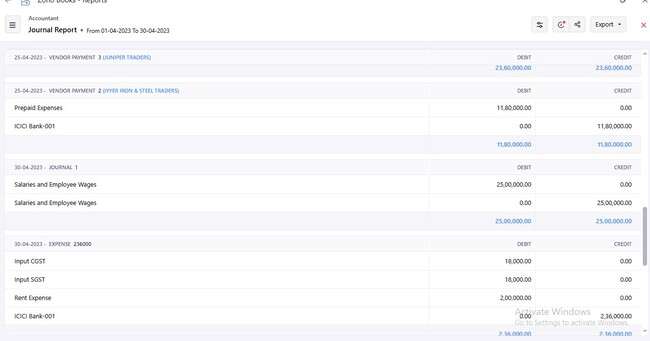


**Activity 4: Journal Report**



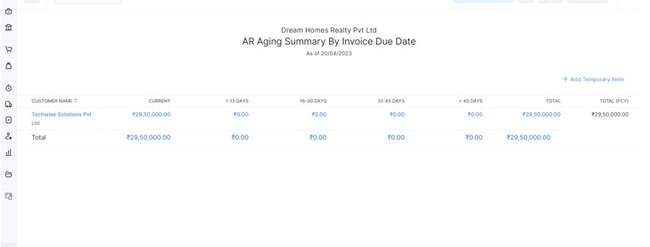








**Activity 5: Accounts Receivable Aging Details**



**Activity 6: Accounts Payable Aging Details**

