

Project Flow:

To accomplish this, we have to complete all the activities listed below,

- **Set up your account**
 - Sign up for a Zoho Books account and log in
 - Introduction
 - Lets Get Started
- **Services**
 - Creation
 - Review
- **Vendors**
 - Vendor Creation
 - Review Vendors list and details
- **Purchases**
 - Purchase order Creation (PO)
 - PO to Bill Conversion
 - Purchase Bills Creation
 - Payment Marking to Purchase Bills
- **Customers**
 - Customer Creation
 - Review Customers list and details
- **Sales**
 - Sales Order Creation (SO)
 - SO to Invoice Conversion
 - Sale Invoice Creation
 - Receipt marking to Sale Invoice
- **Banking**
 - Adding Bank Account
- **New Accounts & Ledgers**
 - Creation of New Accounts & Ledgers
- **Journal Entries**
 - Recording Journal Entries
- **Expenses**
 - Recording Expense Bills
- **Bank Transactions**
 - Recording Bank Transactions
- **Financial Reports**
 - Balance Sheet
 - Profit and Loss
 - GSTR-3B
 - TDS Reports
 - Journal Reports
 - Accounts Receivables
 - Accounts Payables