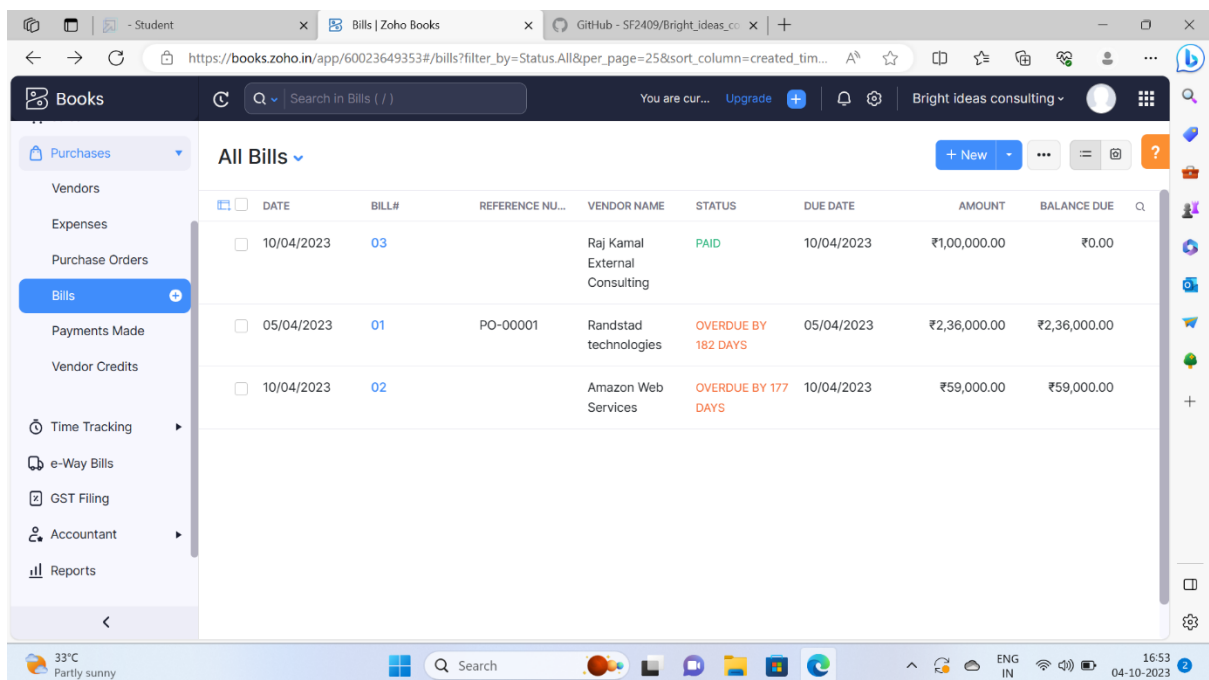


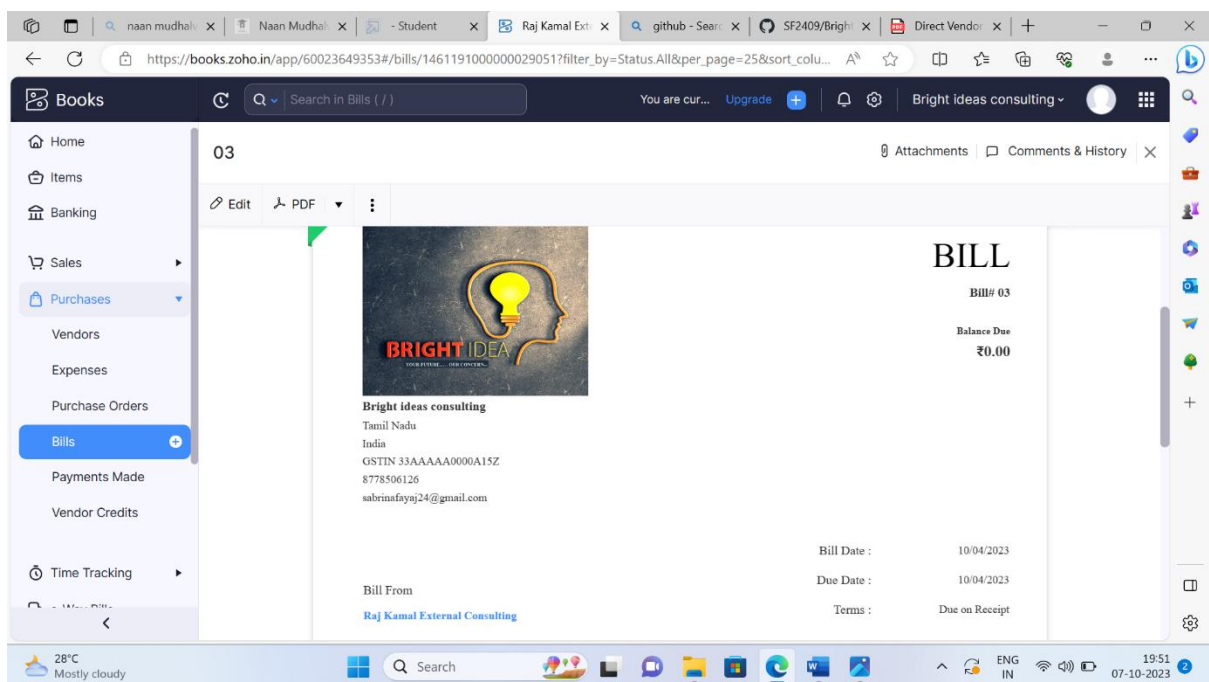
## Milestone 4: Purchases

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



The screenshot shows the Zoho Books interface with the 'All Bills' page selected. The left sidebar contains navigation options: Purchases, Vendors, Expenses, Purchase Orders, Bills (highlighted), Payments Made, Vendor Credits, Time Tracking, e-Way Bills, GST Filing, Accountant, and Reports. The main area displays a table of bills with columns: DATE, BILL#, REFERENCE NU..., VENDOR NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. The table lists three bills: a paid bill for Raj Kamal External Consulting, and two overdue bills for Randstad technologies and Amazon Web Services.

DATE	BILL#	REFERENCE NU...	VENDOR NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
10/04/2023	03		Raj Kamal External Consulting	PAID	10/04/2023	₹1,00,000.00	₹0.00
05/04/2023	01	PO-00001	Randstad technologies	OVERDUE BY 182 DAYS	05/04/2023	₹2,36,000.00	₹2,36,000.00
10/04/2023	02		Amazon Web Services	OVERDUE BY 177 DAYS	10/04/2023	₹59,000.00	₹59,000.00



The screenshot shows the details of Bill 03 in Zoho Books. The left sidebar is the same as the previous screenshot. The main area displays the bill details for 'Bright ideas consulting'. It includes a logo, company name, address, GSTIN, and contact information. The bill details section shows the Bill Date (10/04/2023), Due Date (10/04/2023), and Terms (Due on Receipt). The balance due is ₹0.00.

**BILL**  
BILL# 03  
Balance Due ₹0.00

**Bright ideas consulting**  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
8778506126  
sabrinasfayaj24@gmail.com

Bill Date : 10/04/2023  
Due Date : 10/04/2023  
Terms : Due on Receipt

Bill From  
**Raj Kamal External Consulting**