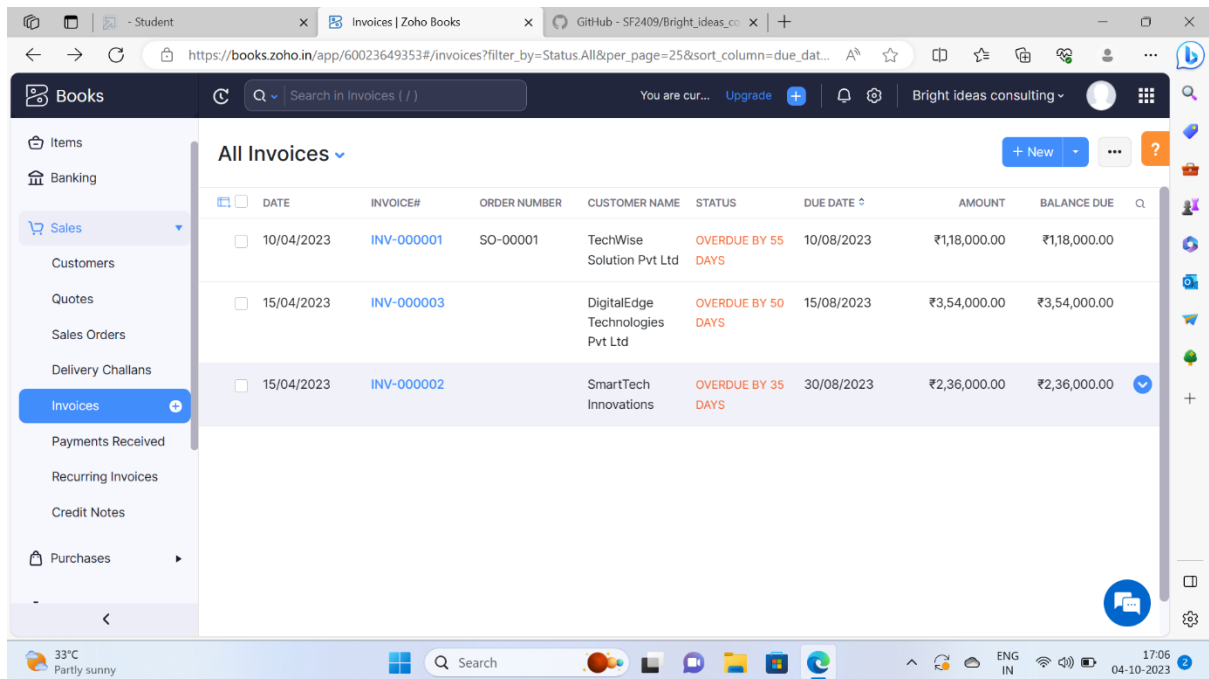


## Milestone 6: Sales

### Activity 4: Reconciliation of Open Invoices



The screenshot displays the Zoho Books interface, specifically the 'All Invoices' page. The left sidebar shows the navigation menu with 'Invoices' highlighted. The main area contains a table of open invoices. The table has columns for DATE, INVOICE#, ORDER NUMBER, CUSTOMER NAME, STATUS, DUE DATE, AMOUNT, and BALANCE DUE. Three invoices are listed, all marked as 'OVERDUE'. The first invoice is dated 10/04/2023, invoice number INV-000001, for TechWise Solution Pvt Ltd, with a due date of 10/08/2023 and an amount of ₹1,18,000.00. The second invoice is dated 15/04/2023, invoice number INV-000003, for DigitalEdge Technologies Pvt Ltd, with a due date of 15/08/2023 and an amount of ₹3,54,000.00. The third invoice is dated 15/04/2023, invoice number INV-000002, for SmartTech Innovations, with a due date of 30/08/2023 and an amount of ₹2,36,000.00. The browser's address bar shows the URL: https://books.zoho.in/app/60023649353#/invoices?filter\_by=Status.All&per\_page=25&sort\_column=due\_dat... The Windows taskbar at the bottom shows the date as 04-10-2023 and the time as 17:06.

DATE	INVOICE#	ORDER NUMBER	CUSTOMER NAME	STATUS	DUE DATE	AMOUNT	BALANCE DUE
10/04/2023	INV-000001	SO-00001	TechWise Solution Pvt Ltd	OVERDUE BY 55 DAYS	10/08/2023	₹1,18,000.00	₹1,18,000.00
15/04/2023	INV-000003		DigitalEdge Technologies Pvt Ltd	OVERDUE BY 50 DAYS	15/08/2023	₹3,54,000.00	₹3,54,000.00
15/04/2023	INV-000002		SmartTech Innovations	OVERDUE BY 35 DAYS	30/08/2023	₹2,36,000.00	₹2,36,000.00