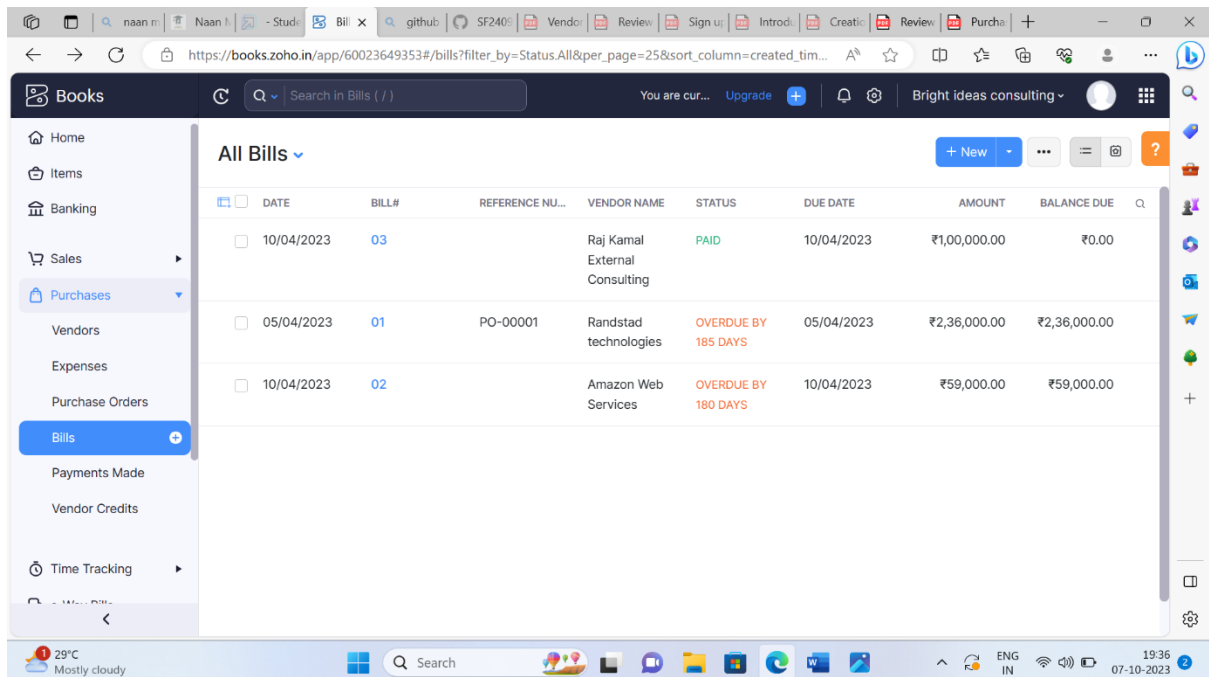


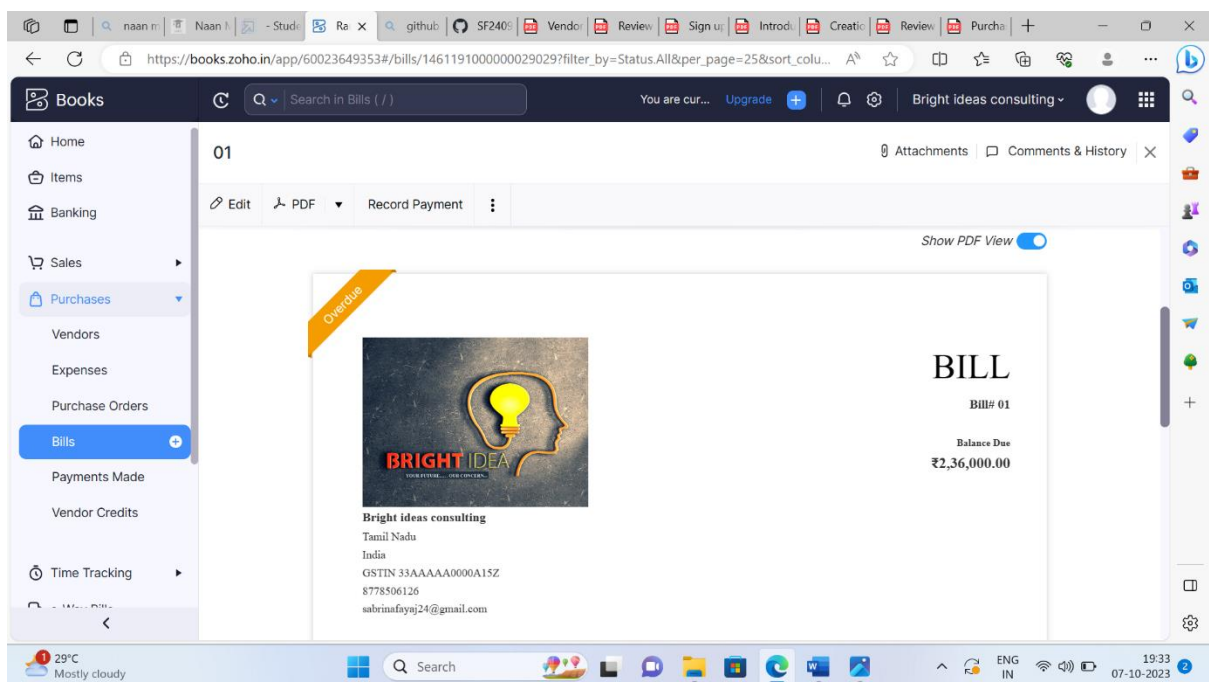
## Milestone 4: Purchases

### Activity 2: Purchase Order to Purchase Bills Conversion



This screenshot shows the 'All Bills' page in Zoho Books. The left sidebar contains navigation options: Home, Items, Banking, Sales, Purchases (selected), Vendors, Expenses, Purchase Orders, Bills (highlighted), Payments Made, and Vendor Credits. 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 185 DAYS	05/04/2023	₹2,36,000.00	₹2,36,000.00
10/04/2023	02		Amazon Web Services	OVERDUE BY 180 DAYS	10/04/2023	₹59,000.00	₹59,000.00



This screenshot shows the details of Bill# 01 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 with a lightbulb and the text 'BRIGHT IDEA', the company name 'Bright ideas consulting', address 'Tamil Nadu, India', GSTIN '33AAAAA0000A15Z', phone number '8778506126', and email 'sahrinafayaj24@gmail.com'. The bill amount is ₹2,36,000.00, and it is marked as 'Overdue'.

**BILL**  
BILL# 01  
Balance Due  
₹2,36,000.00

**BRIGHT IDEA**  
BRIGHT IDEAS CONSULTING  
Tamil Nadu  
India  
GSTIN 33AAAAA0000A15Z  
8778506126  
sahrinafayaj24@gmail.com