

## Milestone 6: Sales

### Activity 2: Sales Order to Sale Invoice Conversion

The screenshot displays the Zoho Books web application interface. The top navigation bar includes the 'Books' logo, a search bar, and user information for 'Bright ideas consulting'. The left sidebar contains a menu with options like 'Items', 'Banking', 'Sales', 'Customers', 'Quotes', 'Sales Orders', 'Delivery Challans', 'Invoices', 'Payments Received', 'Recurring Invoices', 'Credit Notes', and 'Purchases'. The 'Sales' section is expanded, showing 'Sales Orders' as the active view.

The main content area shows a list of 'All Sales Orders'. A table displays the following data:

DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED
10/04/2023	SO-00001		TechWise Solution Pvt Ltd	CLOSED	

Below the table, the detailed view for 'SO-00001' is shown. It includes an 'Invoice Status : INVOICED' label and a 'Show PDF View' toggle. A PDF preview of the sales order is displayed, featuring the 'BRIGHT IDEA' logo and the following details:

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

The PDF also includes the text 'SALES ORDER' and 'Sales Order# SO-00001'. A green 'Closed' stamp is visible on the PDF preview.