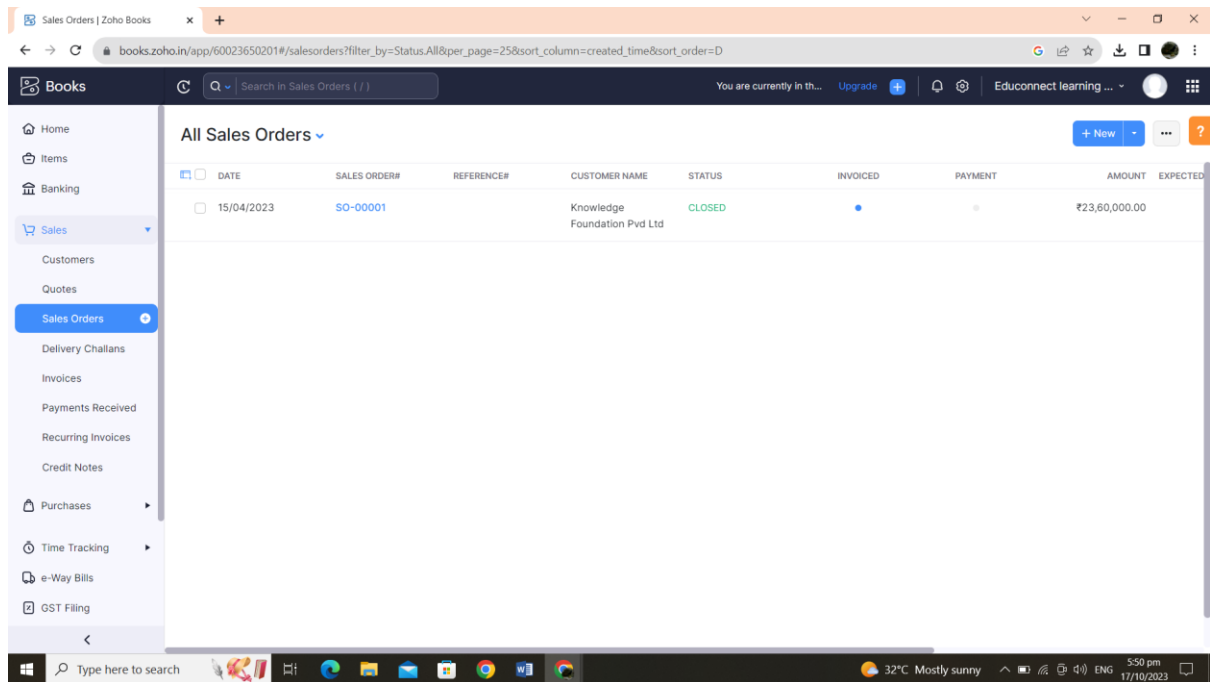


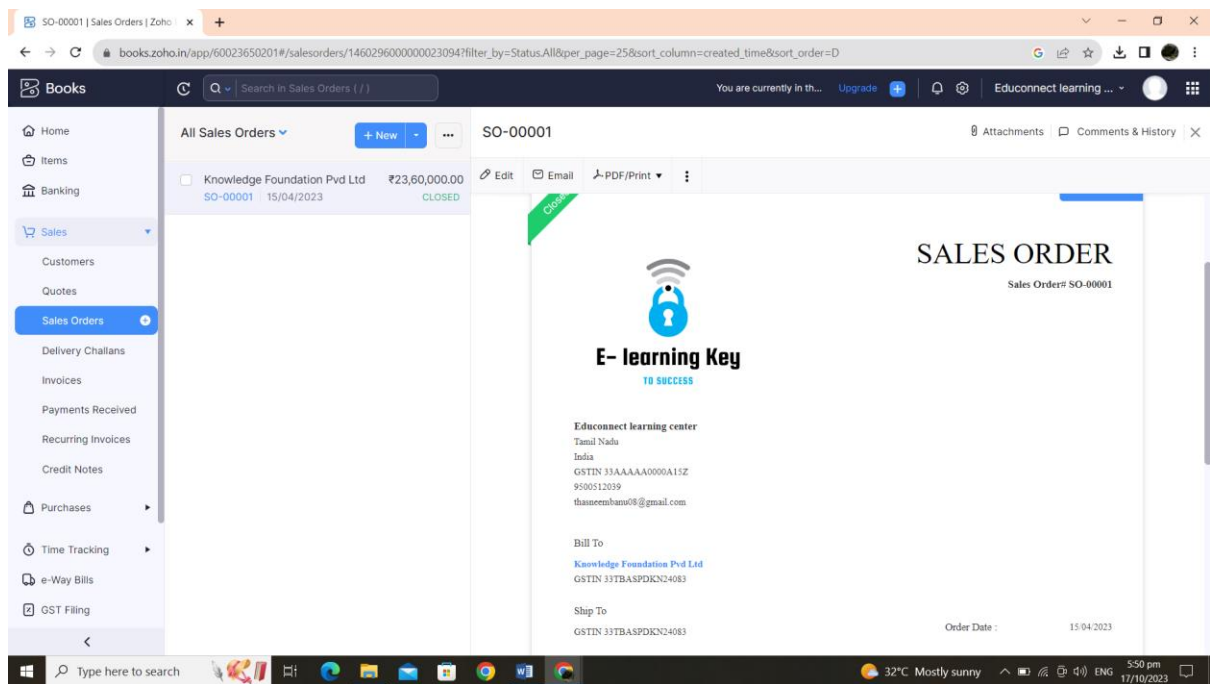
Milestone 6: Sales

Activity 2: Sales order to Sales Invoice Conversion



This screenshot shows the 'All Sales Orders' page in Zoho Books. The left sidebar contains navigation links for Home, Items, Banking, Sales (selected), Customers, Quotes, Sales Orders (active), Delivery Challans, Invoices, Payments Received, Recurring Invoices, Credit Notes, Purchases, Time Tracking, e-Way Bills, and GST Filing. The main area displays a table of sales orders. The table has columns for DATE, SALES ORDER#, REFERENCE#, CUSTOMER NAME, STATUS, INVOICED, PAYMENT, AMOUNT, and EXPECTED. One order is listed: 15/04/2023, SO-00001, Knowledge Foundation Pvt Ltd, CLOSED, with an amount of ₹23,60,000.00. The top right of the page shows a '+ New' button and a search bar.

DATE	SALES ORDER#	REFERENCE#	CUSTOMER NAME	STATUS	INVOICED	PAYMENT	AMOUNT	EXPECTED
15/04/2023	SO-00001		Knowledge Foundation Pvt Ltd	CLOSED			₹23,60,000.00	



This screenshot shows the details of sales order SO-00001 in Zoho Books. The left sidebar is the same as the previous screenshot. The main area displays the order details: Knowledge Foundation Pvt Ltd, ₹23,60,000.00, SO-00001, 15/04/2023, CLOSED. Below this, there is a 'PDF/Print' button and a 'Download' button. The right side of the page shows a preview of the sales order document. The document has a header with the 'E-learning Key' logo and the text 'SALES ORDER' and 'Sales Order# SO-00001'. The body of the document contains the following information:

Educonnect learning center
Tamil Nadu
India
GSTIN 33AAAAA0000A15Z
9500312039
thasneenbanu08@gmail.com

Bill To
Knowledge Foundation Pvt Ltd
GSTIN 33TBASPDKN24083

Ship To
GSTIN 33TBASPDKN24083

Order Date : 15/04/2023