

## Activity 2: Sales Order to Sale Invoice Conversion

After creation of the Sales order mark the order as Confirmed and mark as sent to convert it automatically in to Invoice:

The screenshot shows the 'Confirm' screen for Sales Order SO-000001. The left sidebar contains navigation options: Payments Received, Accounting Entries, Credit Notes, Purchase, Time Tracking, and My Sales. The main area displays the order details for 'Knowledge Foundation Pvt Ltd' with a total of ₹23,80,000.00. The 'Total ( ₹ )' is highlighted in blue. The right sidebar shows 'Total Amount: ₹ 23,80,000.00'.

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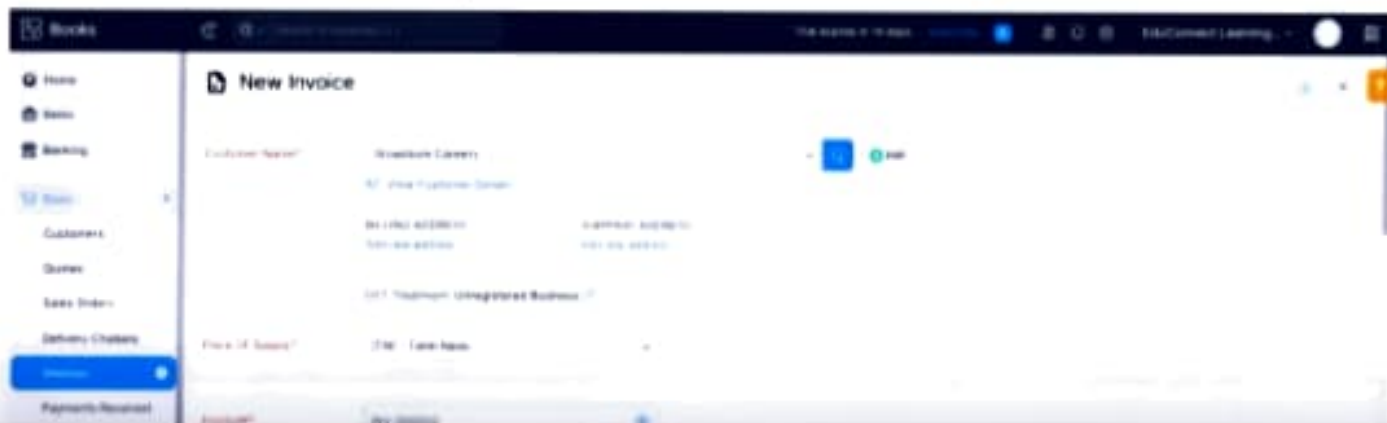
The screenshot shows the 'Confirm' screen for Sales Invoice INV-000001. The left sidebar contains navigation options: Home, Items, Billing, Sales Orders, Delivery, Payments, Accounting Entries, Credit Notes, Purchase, Time Tracking, and My Sales. The main area displays the invoice details for 'Knowledge Foundation Pvt Ltd' with a total of ₹23,80,000.00. The 'Total ( ₹ )' is highlighted in blue. The right sidebar shows 'Total Amount: ₹ 23,80,000.00'.

### Activity 3: Direct Sale Invoices

The below are the direct sale transaction occurred and payments were received in Bank.

1. 10-04-2023 Growmore Careers-For Coaching in Public Speaking for 50 no's Students

To Create new invoice from navigation panel go to Sales>Invoice>Create New and add the customer details and item details in the respective fields>Click on Save as Draft>Mark Sent.



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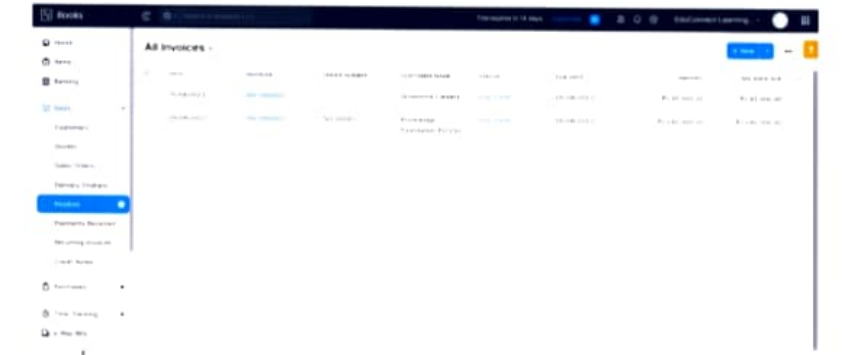
Activity 4: Reconciliation of Open Invoices

For over due invoices receipts need to be mapped as and when amount received in the bank account.



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Milestone 7: Bank Account

Activity 1: Adding Bank Account

EduConnect Learning Center has opened an account in ICICI Bank with A/c no 001. To add the bank account go to Banking from the navigation panel and select add Bank account Maually and fill the necessary fields and save.

