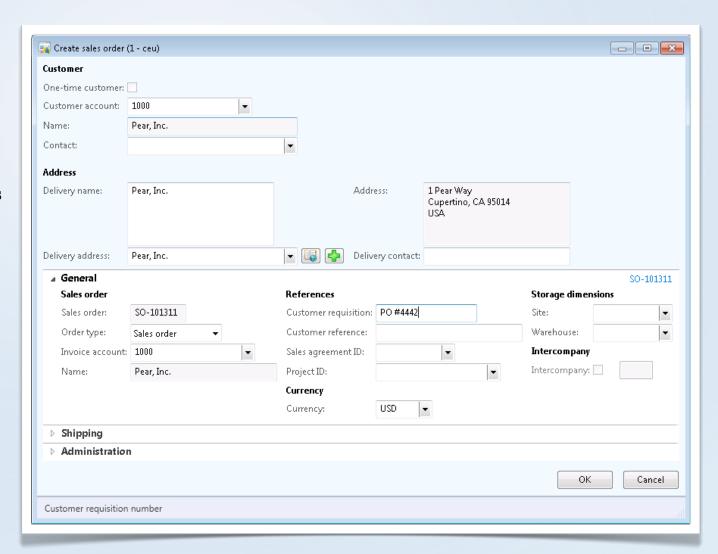# Sales Order

Summary Sales orders represent all the goods or services that need to be delivered to customers. Sales orders can be entered directly or created from a Quotation.

Steps
1. Create a Sales order
2. Enter Sales order lines
3. Print Confirmation

Tips
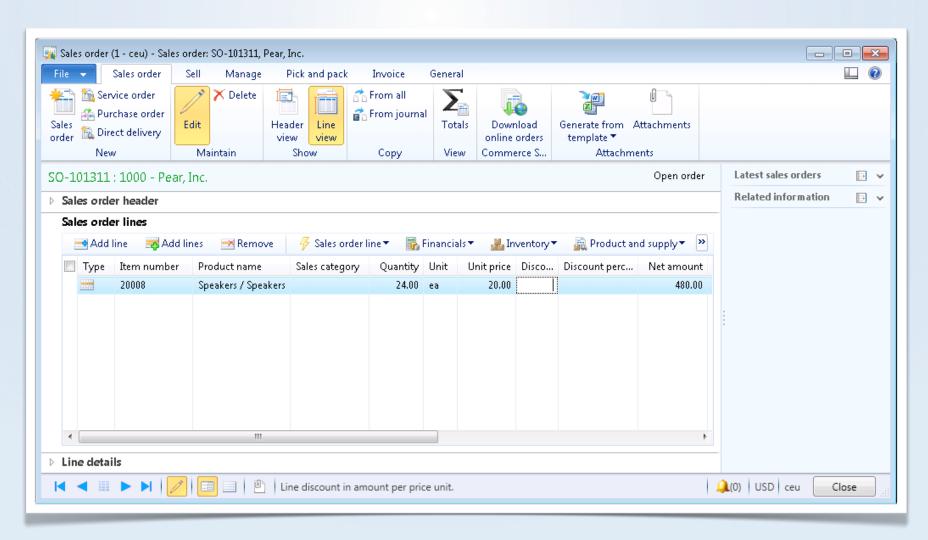- Add commonly used fields to the Sales order header FastTab and the Sales order lines grid

Create a Sales order

- Click the new **Sales order button**.

- Choose the **Customer account**.

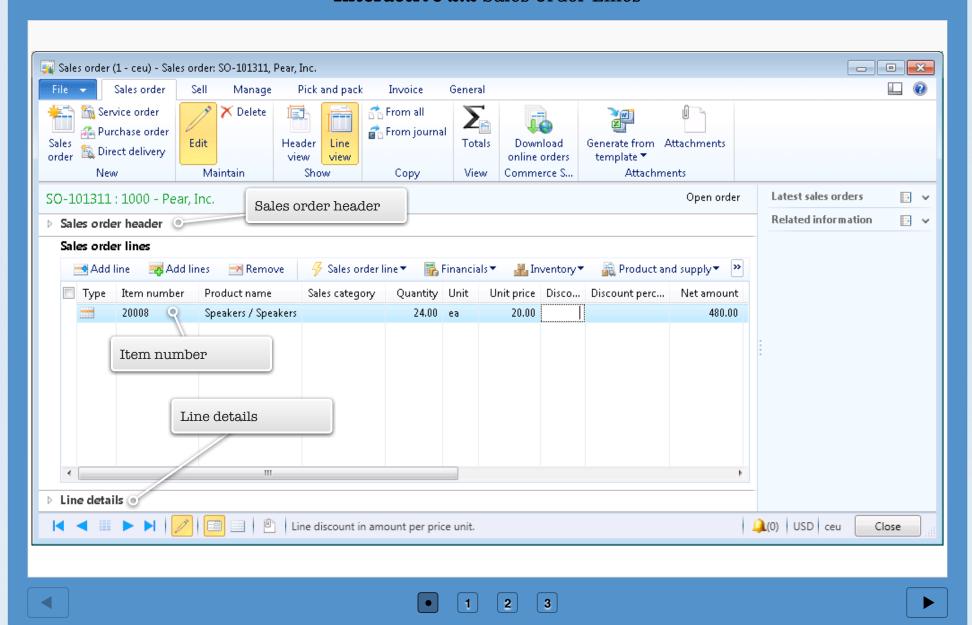- Reference the **Customer's requisition** number.
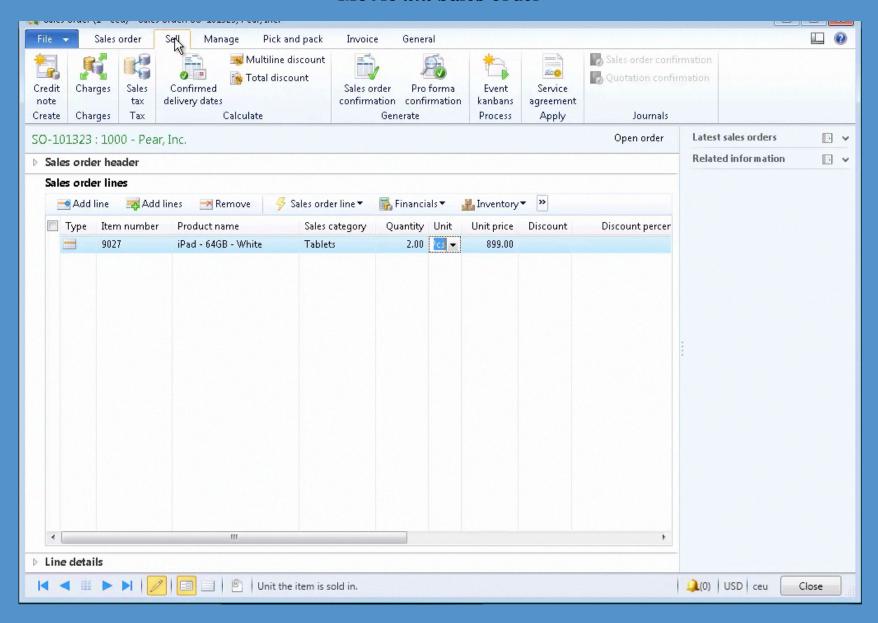
- Click **OK**.

Enter Sales order lines

- Choose the **Item number**.

- Enter **Quantity** of items.

Interactive 2.2 Sales Order Lines

Sales order (1 - ceu) - Sales order: SO-101311, Pear, Inc.

File ▾	Sales order	Sell	Manage	Pick and pack	Invoice	General

New: Sales order, Service order, Purchase order, Direct delivery

Maintain: Edit, Delete

Show: Header view, Line view

Copy: From all, From journal

View: Totals

Commerce S...: Download online orders, Generate from template

Attachments: Attachments

SO-101311 : 1000 - Pear, Inc.   Open order

▷ **Sales order header** ← Sales order header

Sales order lines

Add line   Add lines   Remove   ⚡ Sales order line ▾   Financials ▾   Inventory ▾   Product and supply ▾   »

	Type	Item number	Product name	Sales category	Quantity	Unit	Unit price	Disco...	Discount perc...	Net amount
		20008	Speakers / Speakers		24.00	ea	20.00			480.00

Item number

Line details

▷ **Line details**

Line discount in amount per price unit.   🔔(0) | USD | ceu   Close

Latest sales orders

Related information

● 1 2 3

Movie 2.2 Sales Order

Print Confirmation

- On the **Sell tab**, click the **Sales order confirmation button**.

- Mark **Posting**.

- Mark **Print confirmation**.

- Click **OK**.