

# Sales Order

*Sales and marketing > Common > Sales orders > All sales orders*

**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**.

**Create sales order (1 - ceu)**

**Customer**

One-time customer: ☐

Customer account: 1000

Name: Pear, Inc.

Contact:

**Address**

Delivery name: Pear, Inc.

Address: 1 Pear Way  
Cupertino, CA 95014  
USA

Delivery address: Pear, Inc.

Delivery contact:

**General** SO-101311

**Sales order**

Sales order: SO-101311

Order type: Sales order

Invoice account: 1000

Name: Pear, Inc.

**References**

Customer requisition: PO #4442

Customer reference:

Sales agreement ID:

Project ID:

**Currency**

Currency: USD

**Storage dimensions**

Site:

Warehouse:

**Intercompany**

Intercompany: ☐

Shipping

Administration

OK Cancel

Customer requisition number

# Enter Sales order lines

- Choose the **Item number**.
- Enter **Quantity** of items.

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

File Sales order Sell Manage Pick and pack Invoice General

Service order Sales order Purchase order Direct delivery New Edit Delete Header view Line view From all From journal Totals Download online orders Commerce S... Generate from template Attachments Attachments

SO-101311 : 1000 - Pear, Inc. Open order Latest sales orders Related information

► 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

► Line details

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

**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

Service order  
Purchase order  
Direct delivery  
New

Edit  
Maintain

Delete

Header view  
Show

Line view

From all  
From journal  
Copy

Totals  
View

Download online orders  
Commerce S...

Generate from template  
Attachments

Attachments

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

Sales order header

Latest sales orders

Related information

**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

**Movie 2.2** Sales Order

SO-101323 : 1000 - Pear, Inc. Open order

**Sales order header**

**Sales order lines**

Add line Add lines Remove Sales order line Financials Inventory >>

Type	Item number	Product name	Sales category	Quantity	Unit	Unit price	Discount	Discount percer
	9027	iPad - 64GB - White	Tablets	2.00	pcs	899.00		

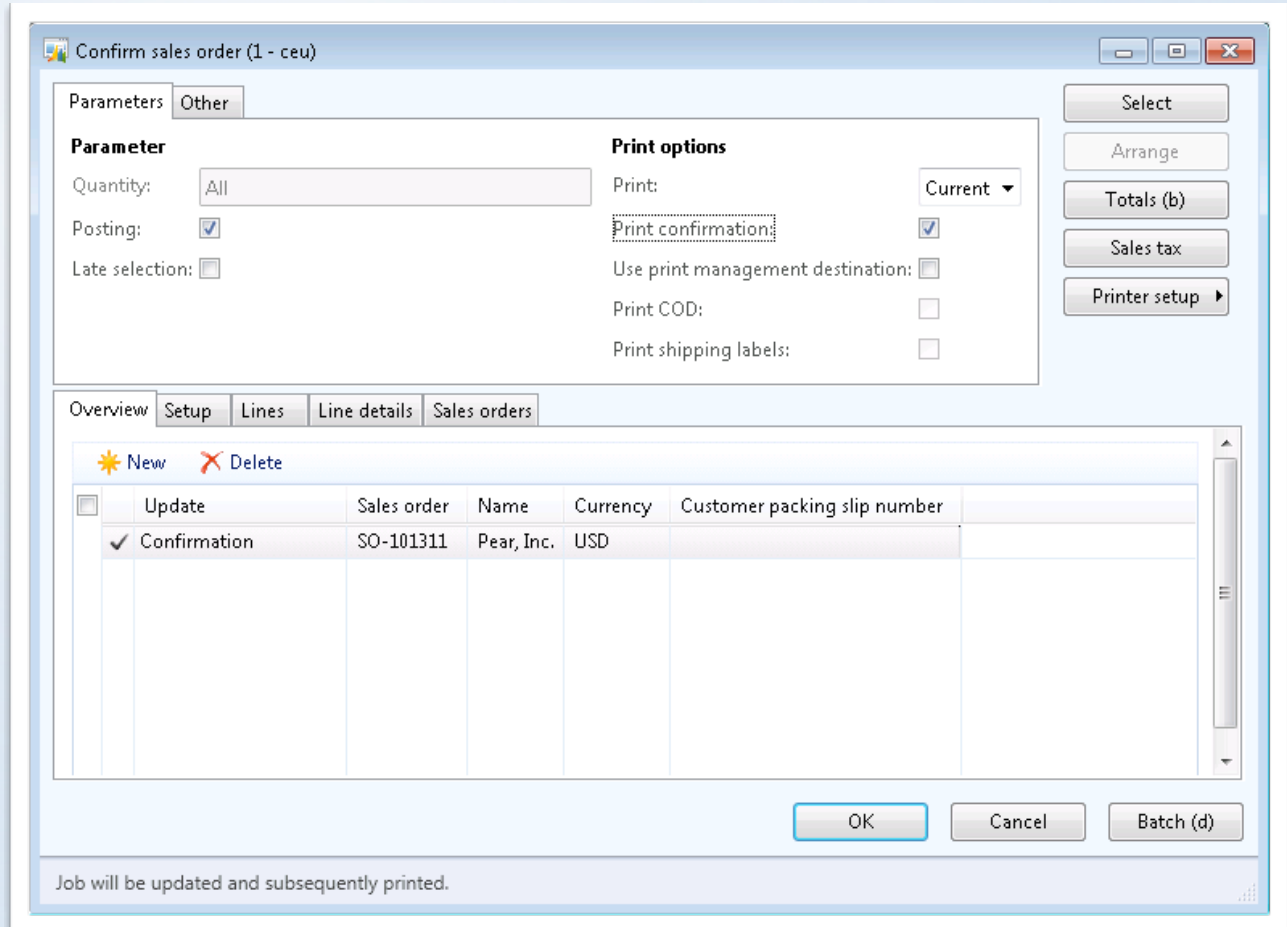
**Line details**

Unit the item is sold in.

USD ceu Close

# Print Confirmation

- On the **Sell** tab, click the **Sales order confirmation** button.
- Mark **Posting**.
- Mark **Print confirmation**.
- Click **OK**.



Confirm sales order (1 - ceu)

Parameters Other

**Parameter**

Quantity: All

Posting: ☒

Late selection: ☐

**Print options**

Print: Current

Print confirmation: ☒

Use print management destination: ☐

Print COD: ☐

Print shipping labels: ☐

Select

Arrange

Totals (b)

Sales tax

Printer setup

Overview Setup Lines Line details Sales orders

New Delete

	Update	Sales order	Name	Currency	Customer packing slip number
<input checked="" type="checkbox"/>	Confirmation	SO-101311	Pear, Inc.	USD	

OK Cancel Batch (d)

Job will be updated and subsequently printed.