

To display a Sales Order, follow these steps: Go to Modules, Sales and marketing, Sales orders, All sales orders. You can search by Sales order, Customer Name, or Customer Reference (Purchase Order number). Once identified, click on the Sales Order number. The Sales Order will be displayed, showing the status (Open, Released, Partially Released, Invoiced). Click on Lines to view order line statuses. To locate the Delivery note (Packing Slip), click Pick and pack and Packing slip. Details of Delivery notes (Packing Slips) will be shown. To see Packing slip details, click on Lines. To preview or generate a copy of the Packing Slip, click Preview/Print. To find the invoice, click Invoice in the top bar and Invoice in Journals. View Invoices raised against this order, and for details, click on the Invoice number. Invoiced lines will be displayed, and you can preview or generate a copy by clicking on Document, View, or Send.