







SALES ORDER




Listed in the *Figure 1* are the Sales Orders created. A **Sales Order** is a confirmation document created by the company for a customer before delivering the goods or services. First, the prospective customer accepts the quote and sends a purchase order communicating that he wants to buy the product and then a sales order is created.

Figure 1

Sales Order						
+ New Sales Order						
SO #	Order Date	Customer	Remarks	Status	Action	
 SO-20190730-2	07/30/2019	Customer Name	Sales Order of Customer	Open		
 SO-20181217-1	12/17/2018	Customer Name	Order from Customer	Open		
Showing 1 to 2 of 2 entries						
< Previous 1 Next >						

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Clicking the **Print Button** will open the transaction/Sales Order as shown in *Figure 2*. It can be printed and downloaded as pdf.

Figure 2

	SO-20190730-2	07/30/2019	Customer Name	Sales Order of Customer	Open		
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Department :
Admin

Sales Order No.
SO-20190730-2

Order date :
07/30/2019

Customer :
Customer Name

Item	Qty	UM	Price	Total
TSHIRT V COLLAR 40	15.00	Piece	200.00	3,000.00
TSHIRT V COLLAR 25	10.00	Piece	36,500.00	365,000.00
TSHIRT V COLLAR 30	5.00	Piece	50.00	250.00

Remarks: Sales Order of Customer	
Prepared By:	Discount 1: 0.00
	Total before Tax : 328,794.64
Received By:	Tax Amount : 39,455.36
Date:	Total after Tax : 368,250.00
	Discount 2 : 0.00
	Total : 368,250.00

[Print](#) [Download as PDF](#)

Click the **New Sales Order Button** to create. Fill the form (Figure 3) then click **Save Changes Button** to save.

Figure 3

SO # : SO-XXXX

* Department :

Admin x ▾

* Customer :

Customer Name x ▾

SalesPerson :

Please select sales person. ▾


Customer Type :

None ▾

SO # :


<> SO-YYYYMMDD-XXX

Order Date :

07/30/2019 

Enter PLU or Search Item : Refresh

Enter PLU or Search Item

Qty	UM	Item	Unit Price	Discount %	Gross	Total	Action
15.00	Piece ▾	TSHIRT V COLLAR 40	200.00	10.00	3,000.00	2,700.00	
Discount %	0.00	Total After Discount:	2,700.00	Total Before Tax:		2,678.57	
Tax :			321.43	Total After Tax :		2,700.00	

Remarks :

Remarks

Save Changes Cancel

Sales Flowchart

