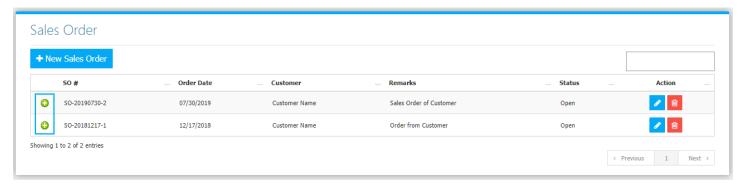
## **SALES ORDER**

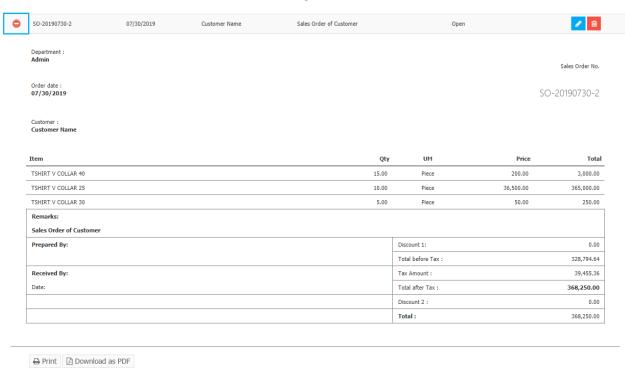
Listed in the *Figure 1* are the Sales Orders created. A **Sales Order** is a confirmation document created by the company for a customer before delivering the goods or services. First, the prospective customer accepts the quote and sends a purchase order communicating that he wants to buy the product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

Figure 1



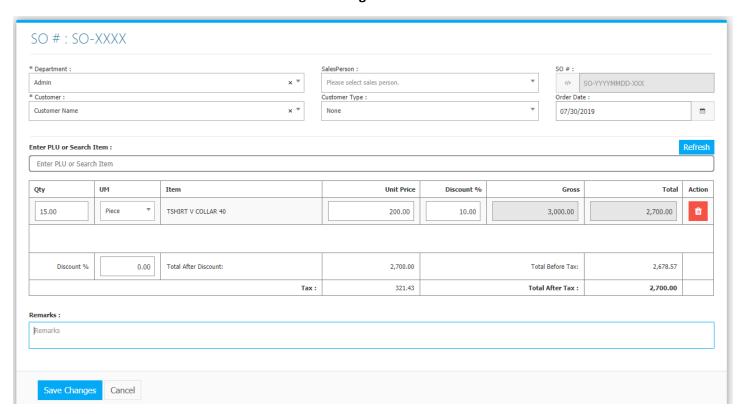
Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Clicking the **Print Button** will open the transaction/Sales Order as shown in *Figure 2*. It can be printed and downloaded as pdf.

Figure 2



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

Figure 3



## **Sales Flowchart**

