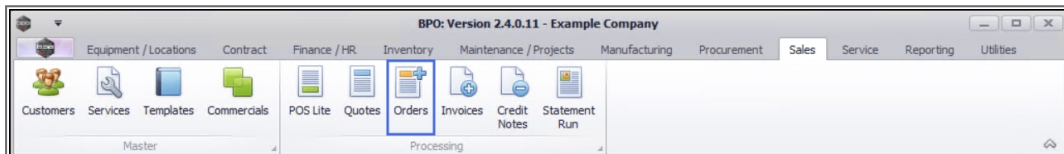


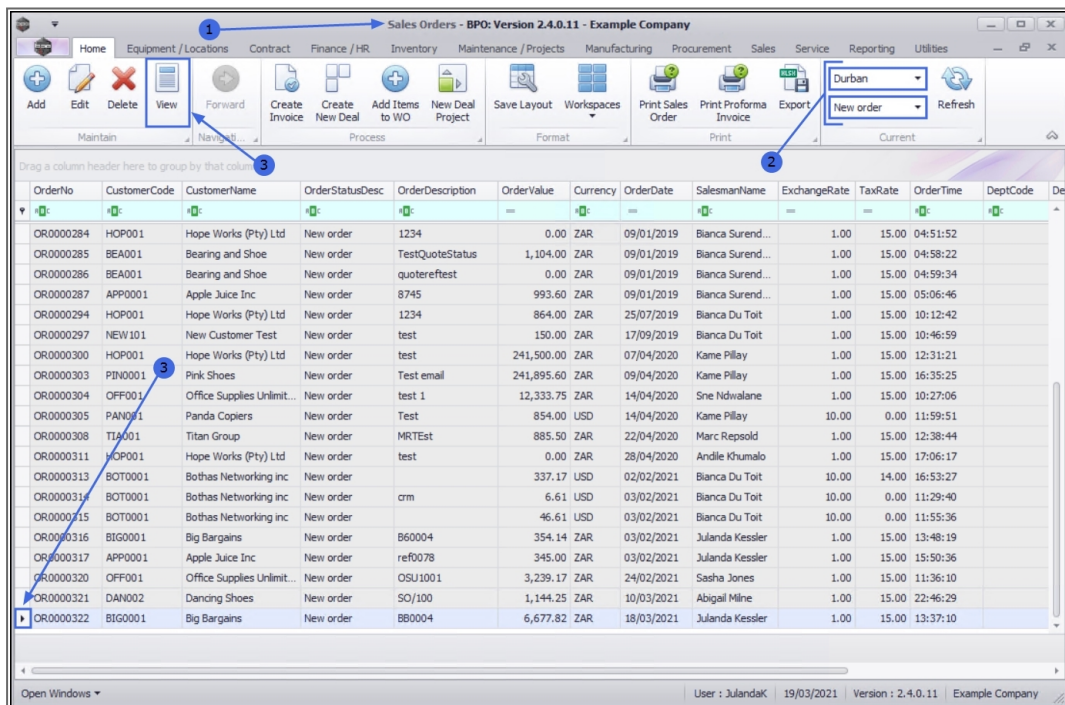
SALES

ORDERS – VIEW SALES ORDER

Ribbon Access: Sales > Orders



1. The **Sales Orders** listing screen will be displayed.
2. Ensure that the correct **Site** and **Status** have been selected.
 - The example has **Durban** as the site and **New Order** as the status selected.
3. Click in the **row** of the Sales Order that you wish to view.
4. Click on **View**.



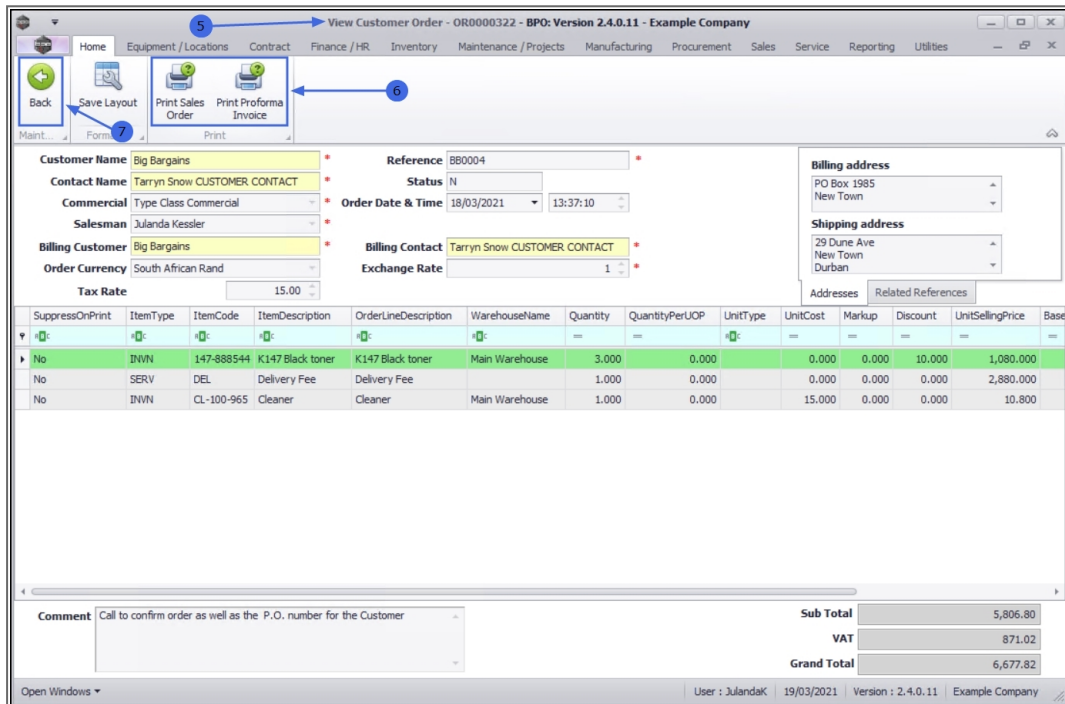
5. The **View Customer Order - OR[Order Number]** screen will display.



This is a **View only** screen and you will not be able to make changes to any of the customer details, billing details, related references or the item details for this sales order.

6. You can however [Orders - Print Sales Order](#) or [Orders - Print Proforma Invoice](#) from this screen.

7. Click on **Back** to return to the Sales Orders listing screen.



Customer Name: Big Bargains
Contact Name: Tarryn Snow CUSTOMER CONTACT
Commercial: Type Class Commercial
Salesman: Julanda Kessler
Billing Customer: Big Bargains
Order Currency: South African Rand
Tax Rate: 15.00

Reference: BB0004
Status: N
Order Date & Time: 18/03/2021 13:37:10
Billing Contact: Tarryn Snow CUSTOMER CONTACT
Exchange Rate: 1

Billing address: PO Box 1985, New Town
Shipping address: 29 Dune Ave, New Town, Durban

SuppressOnPrint	ItemType	ItemCode	ItemDescription	OrderLineDescription	WarehouseName	Quantity	QuantityPerUOP	UnitType	UnitCost	Markup	Discount	UnitSellingPrice	Base
No	INWN	147-888544	K147 Black toner	K147 Black toner	Main Warehouse	3.000	0.000		0.000	0.000	10.000	1,080.000	
No	SERV	DEL	Delivery Fee	Delivery Fee		1.000	0.000		0.000	0.000	0.000	2,880.000	
No	INWN	CL-100-965	Cleaner	Cleaner	Main Warehouse	1.000	0.000		15.000	0.000	0.000	10.800	

Comment: Call to confirm order as well as the P.O. number for the Customer

Sub Total: 5,806.80
VAT: 871.02
Grand Total: 6,677.82

Open Windows | User : JlandaK | 19/03/2021 | Version : 2.4.0.11 | Example Company

FORWARD NAVIGATION BUTTON

The **Forward** navigation button is only available in the **Invoiced Order** status. This feature enables the user to quickly find the related documentation by navigating to any downstream process documents related to the selected order e.g. the linked Sales Invoice or the related new deal Call or Project.

1. In the **Sales Orders** listing screen,
2. Ensure that you have selected the correct **Site**.
3. Change the **Status** to **Invoiced order**.
4. Click on the **row** of the **Invoiced Order** that you wish to view.
5. Click on **Forward**.

Sales Orders - BPO: Version 2.4.0.11 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View **Forward** Create Invoice Create New Deal Add Items to WO New Deal Project Save Layout Workspaces Print Sales Order Print Proforma Invoice Export

Durban Invoiced order Refresh

Using a column header here to group by that column

OrderNo	CustomerCode	CustomerName	OrderStatusDesc	OrderDescription	OrderValue	Currency	OrderDate	SalesmanName	ExchangeRate	TaxRate	OrderTime	DeptCode
OR00000001	HOP001	Hope Works (Pty) Ltd	Invoiced order	New SP2020 Machi...	28,500.00	ZAR	03/04/2014	Belinda Sharmar	1.00	14.00	13:56:03	
OR00000002	HOP001	Hope Works (Pty) Ltd	Invoiced order	new machine	28,500.00	ZAR	03/04/2014	Belinda Sharmar	1.00	14.00	15:36:04	
OR00000003	HOP001	Hope Works (Pty) Ltd	Invoiced order	Adhoc machine sale	3,605.25	ZAR	04/04/2014	Belinda Sharmar	1.00	14.00	15:47:13	
OR00000004	DER001	Derton / Technologies	Invoiced order	Single machine sal...	8,958.50	ZAR	07/04/2014	Belinda Sharmar	1.00	14.00	14:07:59	
OR00000005	HOP001	Hope Works (Pty) Ltd	Invoiced order	New Machine	13,110.00	ZAR	07/04/2014	Belinda Sharmar	1.00	14.00	14:52:37	
OR00000006	DER001	Derton / Technologies	Invoiced order	Machine installation	20,059.44	ZAR	07/04/2014	Belinda Sharmar	1.00	14.00	16:29:26	
OR00000007	OFF001	Office Supplies Unlim...	Invoiced order	test	13,110.00	ZAR	11/04/2014	Belinda Sharmar	1.00	14.00	10:32:45	
OR00000008	OFF001	Office Supplies Unlim...	Invoiced order	Mono machine inst...	10,488.00	ZAR	14/04/2014	Belinda Sharmar	1.00	14.00	11:47:58	
OR00000009	OFF001	Office Supplies Unlim...	Invoiced order	New machine instal...	5,571.75	ZAR	14/04/2014	Belinda Sharmar	1.00	14.00	14:51:02	
OR00000010	OFF001	Office Supplies Unlim...	Invoiced order	New machine sale	5,571.75	ZAR	14/04/2014	Belinda Sharmar	1.00	14.00	15:34:36	
OR00000011	OFF001	Office Supplies Unlim...	Invoiced order	COR 14521	18,753.00	ZAR	06/05/2014	Belinda Sharmar	1.00	14.00	10:38:08	
OR00000012	YES001	Young Electric	Invoiced order	C03 123456	2,308.50	ZAR	06/05/2014	Karlien Jessica ...	1.00	14.00	10:38:11	
OR00000013	YES001	Young Electric	Invoiced order	C03 122346	28,946.03	ZAR	06/05/2014	Karlien Jessica ...	1.00	14.00	10:59:20	
OR00000014	DER001	Derton / Technologies	Invoiced order	COR 12541	28,958.85	ZAR	06/05/2014	Belinda Sharmar	1.00	14.00	13:46:05	
OR00000015	YES001	Young Electric	Invoiced order	INV 123456	2,261.48	ZAR	06/05/2014	Karlien Jessica ...	1.00	14.00	13:46:13	
OR00000016	YES001	Young Electric	Invoiced order	abc1235	16,769.40	ZAR	06/05/2014	Karlien Jessica ...	1.00	14.00	14:53:16	
OR00000017	HOP001	Hope Works (Pty) Ltd	Invoiced order	test contract proje...	19,665.00	ZAR	07/05/2014	Belinda Sharmar	1.00	14.00	14:03:37	
OR00000018	DER001	Derton / Technologies	Invoiced order	test	19,665.00	ZAR	07/05/2014	Belinda Sharmar	1.00	14.00	15:34:37	
OR00000019	WES001	Westwood Dynamic	Invoiced order	New machine instal...	10,488.00	ZAR	09/05/2014	Belinda Sharmar	1.00	14.00	13:59:25	
OR00000021	TIA001	Titan Group	Invoiced order	COR 4125	17,100.00	ZAR	16/05/2014	Belinda Sharmar	1.00	14.00	08:34:37	

Open Windows

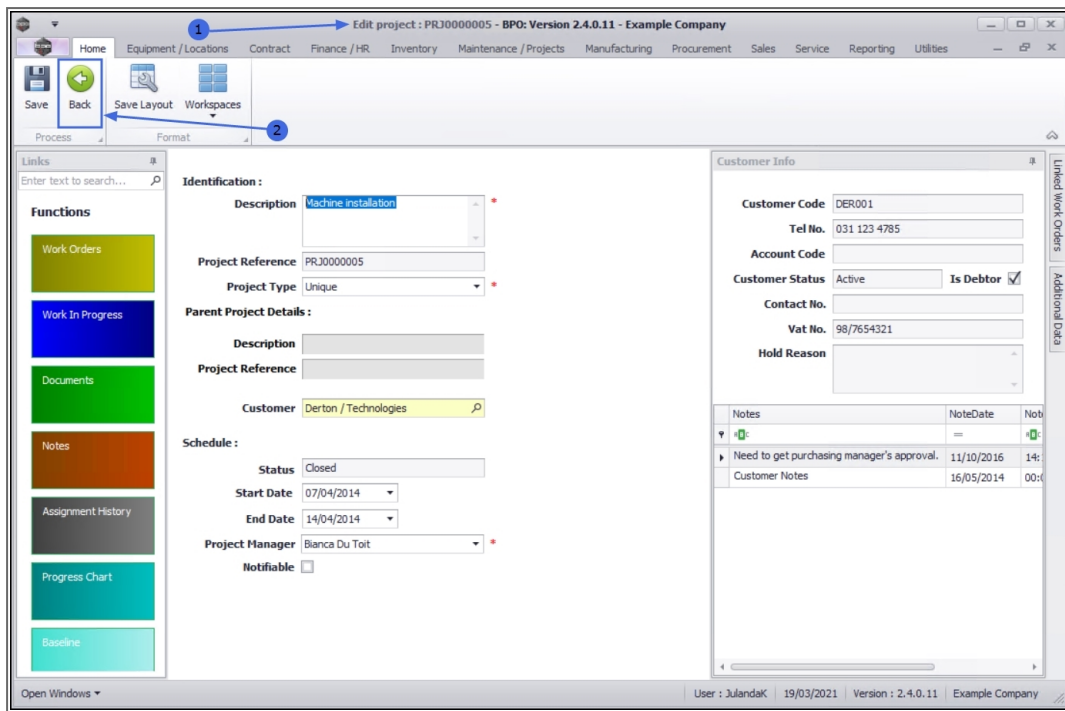
User : JulandaK 19/03/2021 Version : 2.4.0.11 Example Company

6. The **Edit project : PRJ[]** screen will open as the selected Sales Order is linked to a Project.



 The down navigation will view a New Deal Call screen or the View Order screen, if the Sales Order is linked to one of those.

7. Click on **Back** to return to the Sales Quotes listing screen.



Related Topics

- [Add a Sales Order](#)
- [Print / Email Sales Order](#)
- [Print Pro-Forma Invoice](#)
- [Create Sales Invoice from Sales Order](#)
- [Create New Deal Sale / Rental \(creates a call\)](#)
- [Create New Deal Project Sale / Rental](#)

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