

## **SALES**

## **ORDERS - EXPORT**

You can use the **Export** button to export the Sales Orders data grid information to **Excel**.

## Ribbon Select Sales > Orders



- The Sales Orders listing screen will be displayed.
- Select the **Site** you wish to work in.
  - In this image, **KwaZulu-Natal** has been selected.
- Select the Status.
  - The Sales Orders listing screen opens in the N New order Status by default.
  - Click on the **drop-down arrow** to change the **Status**.
  - The example has Invoiced Order selected and will list all the Invoiced Orders in the Sales Orders listing screen.

You can Export an Order list in any Status.





- Click on a **Column Header** to quickly sort the data in **Ascending** or **Descending** order.
- In this image, the data grid has been sorted by **OrderNo Refer**ence in **Ascending** order.
- Click on the **Export** action button.

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- This will open **Excel** with a new spreadsheet and load all the data from the data grid into that spreadsheet.
- You can then **view the data**, **search for data**, prepare the spreadsheet for **printing**, etc.

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• **Close** the spreadsheet screen when you are done.

## **Related Topics**

- Add a Sales Order
- Edit a Sales Order
- Delete a Sales Order
- View a Sales Order
- Print / Email a Sales Order
- Print Proforma Invoice
- Export Sales Order List
- <u>Create Sales Invoice from Sales Order</u>
- Create New Deal Sale / Rental (creates a call)
- Create New Deal Project Sale / Rental

MNU.126.011