

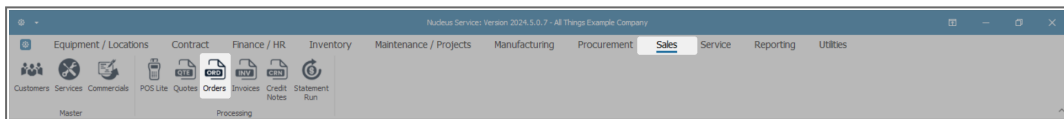
# SALES

## ORDERS – ADD ITEMS TO WORK ORDER

A quote may be created from a **project, call** or **work order**, where additional billable work is required.

The quote can be converted to a sales order, and parts required will automatically be added as part requests on the originating work order, when selecting '**Add Items to WO**'.

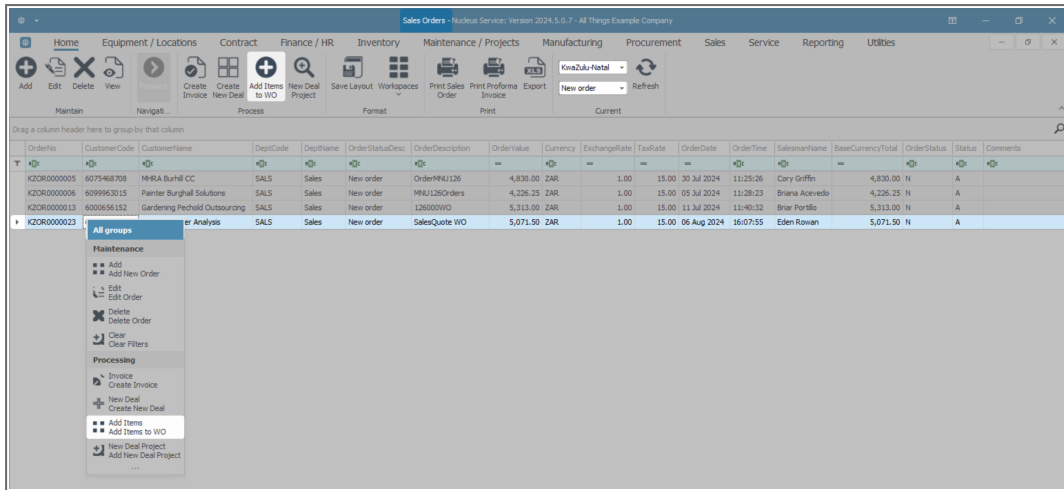
**Ribbon** Select **Sales > Orders**



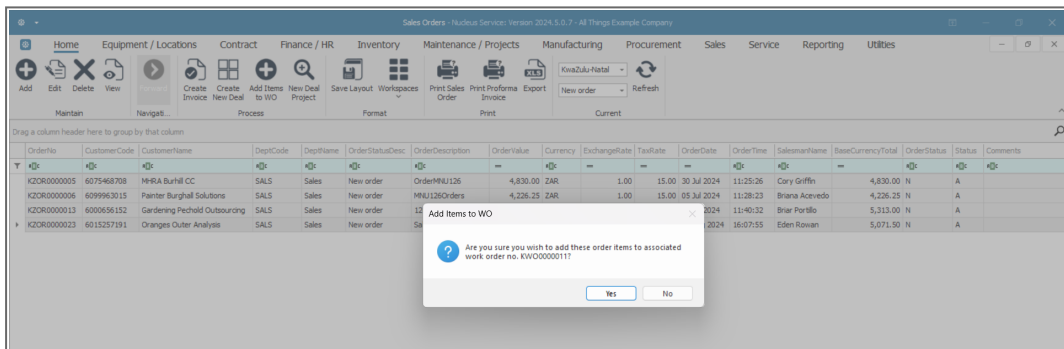
- The **Sales Orders** listing screen will be displayed.
- Select the **Site** where the Sales Order can be located.
  - The example has **KwaZulu-Natal** selected.
- The **Status** must be set to **New Order**.
- Select the **row** of the **sales order** for which you wish to **add items** to the work order.
- Click on **Add Items to WO**.



**Short cut key:** **Right click** on the selected **row** in the data grid to display the **All Groups** menu list. Click on **Add Items**.



- When you receive the **Add Items to WO** to confirm -
  - **Are you sure you wish to add these order items to associated work order no. WO [ ]?**
- Click on **Yes**, if you are certain about your selection.



- The Sales Order items have been added to the **linked Work Order**.

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

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