

SALES

ORDERS - VIEW SALES ORDER

Ribbon Select Sales > Orders



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

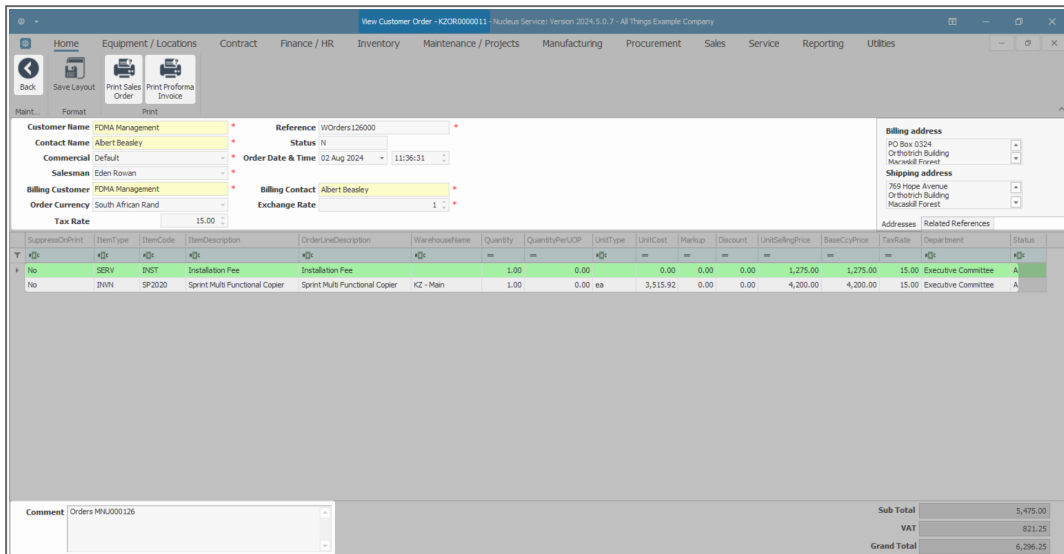
OrderNo	CustomerCode	CustomerName	DeptCode	DeptName	OrderStatusDesc	OrderDescription	OrderValue	Currency	ExchangeRate	TaxRate	OrderDate	OrderTime	SalesmanName	Comments	BaseCurrencyTotal	Status	OrderStatus
KZOR000014	6015257191	Oranges Outer Analysis	SALS	Sales	New order	SalesOrder026001	1,587.00	ZAR	1.00	15.00	02 Aug 2024	15:07:24	Brian Portillo	Call to confirm or...	1,587.00	A	N
KZOR000013	6000656152	Gardening Pechold Outsourcing	SALS	Sales	New order	126000WO	5,313.00	ZAR	1.00	15.00	11 Jul 2024	11:40:32	Brian Portillo		5,313.00	A	N
KZOR000012	6005715519	Cams Oicsoft CC	SALS	Sales	New order	126000	4,830.00	ZAR	1.00	15.00	25 Jul 2024	11:39:31	Eden Rowan		4,830.00	A	N
KZOR000011	600391995	FDMA Management	SALS	Sales	New order	WOOrders126000	6,296.25	ZAR	1.00	15.00	02 Aug 2024	11:36:31	Eden Rowan	Orders MWU000126	6,296.25	A	N
KZOR000010	6005715519	Cams Oicsoft CC	SALS	Sales	New order	WO126000Orders	5,313.00	ZAR	1.00	15.00	02 Aug 2024	11:34:36	Eden Rowan		5,313.00	A	N
KZOR000009	6028143645	GUI Mekan Distributors	SALS	Sales	New order	Orders001126	1,114.35	ZAR	1.00	15.00	02 Aug 2024	11:33:43	Eden Rowan		1,114.35	A	N
KZOR000008	6005715519	Cams Oicsoft CC	SALS	Sales	New order	Orders126	1,794.00	ZAR	1.00	15.00	01 Aug 2024	11:31:39	Brian Portillo		1,794.00	A	N
KZOR000007	6075468708	MHRA Buhli CC	SALS	Sales	New order	126000Order	4,588.50	ZAR	1.00	15.00	02 Aug 2024	11:23:49	Brian Portillo	Part Request	4,588.50	A	N
KZOR000006	6099963015	Painter Burghill Solutions	SALS	Sales	New order	MWU1260Orders	4,226.25	ZAR	1.00	15.00	05 Jul 2024	11:28:23	Briana Acevedo		4,226.25	A	N
KZOR000005	6075468708	MHRA Buhli CC	SALS	Sales	New order	OrderMHU126	4,830.00	ZAR	1.00	15.00	30 Jul 2024	11:25:26	Cory Griffin		4,830.00	A	N

- The **View Customer Order - KZOR []** 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.

- You can however [Print a Sales Order](#) or [Print, Email a Proforma Invoice](#) from this screen.
- Click on **Back** to return to the Sales Orders listing screen.



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.

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

OrderNo	CustomerCode	CustomerName	DeptCode	DeptName	OrderStatusDesc	OrderDescription	OrderValue	Currency	ExchangeRate	TaxRate	OrderDate	OrderTime	SalesmanName	Comments	BaseCurrencyTotal	Status
KZOR000001	6039149112	MTR Penny Marketing	SALS	Sales	Invoiced order	123456789	4,830.00	ZAR	1.00	15.00	12 Dec 2023	13:59:53	Eden Rowan		4,830.00	A
KZOR000002	6028143645	GLE Molan Distributors	SALS	Sales	Invoiced order	MNU Invoicing	4,261.58	ZAR	1.00	15.00	26 Jul 2024	15:45:58	Cal Johns		4,261.58	A
KZOR000003	6009113735	DCT Pebble Marketing	SALS	Sales	Invoiced order	AccountsBPO/MNU062	9,377.40	ZAR	1.00	15.00	30 Jul 2024	13:23:50	Brian Portillo		9,377.40	A
KZOR000004	6005715519	Carns Osocroft CC	SALS	Sales	Invoiced order	MNU062001	6,222.63	ZAR	1.00	15.00	30 Jul 2024	14:06:26	Eden Rowan	Quotation MNU062001 - Edited.	6,222.63	A
KZOR000011	6003931995	FDMA Management	SALS	Sales	Invoiced order	WOrders126000	6,296.25	ZAR	1.00	15.00	02 Aug 2024	11:36:31	Eden Rowan	Orders MNU000126	6,296.25	A
KZOR000014	6015257191	Oranges Outer Analysis	SALS	Sales	Invoiced order	SalesOrder026001	1,587.00	ZAR	1.00	15.00	02 Aug 2024	15:07:24	Brian Portillo	Call to confirm order.	1,587.00	A
KZOR000016	6075946708	MHRA Bushill CC	SALS	Sales	Invoiced order	Forward MNU126010	4,830.00	ZAR	1.00	15.00	05 Aug 2024	13:46:52	Eden Rowan	MNU126010.	4,830.00	A
KZOR000017	6075946708	MHRA Bushill CC	SALS	Sales	Invoiced order	SalesOrderForward	4,830.00	ZAR	1.00	15.00	05 Aug 2024	14:07:29	Eden Rowan		4,830.00	A
KZOR000018	6075946708	MHRA Bushill CC	SALS	Sales	Invoiced order	MNU126010	4,830.00	ZAR	1.00	15.00	05 Aug 2024	14:11:19	Eden Rowan	Forward Navigation	4,830.00	A
KZOR000019	6015257191	Oranges Outer Analysis	SALS	Sales	Invoiced order	Forward Navigation	483.00	ZAR	1.00	15.00	05 Aug 2024	14:17:53	Eden Rowan	MNU126010	483.00	A
KZOR000020	6015257191	Oranges Outer Analysis	SALS	Sales	Invoiced order	MNU126010	1,173.00	ZAR	1.00	15.00	05 Aug 2024	14:20:44	Eden Rowan		1,173.00	A
KZOR000021	6005715519	Carns Osocroft CC	SALS	Sales	Invoiced order	MNU126010	4,830.00	ZAR	1.00	15.00	05 Aug 2024	14:23:06	Brian Portillo		4,830.00	A

- 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.

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

Identification :

Description: SalesOrder126010

Project Reference: PRJ0000011

Project Type: Unique

Parent Project Details:

Description:

Project Reference:

Customer: Oranges Outer Analysis

Schedule:

Status: Open

Start Date: 05 Aug 2024

End Date: 12 Aug 2024

Project Manager: Eden Rowan

Notifiable:

Customer Info

Customer Code: 6015257191

Tel No: 445 151 8363

Account Code:

Customer Status: Active

Is Debtor:

Contact No.:

Vat No: *6005328498

Hold Reason:

Notes:

Linked Work Orders

WOCode	Description	SiteName	WOTType
KW00000065	SalesOrder126010 Forward Navigation	KwaZulu-Natal	NDS

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](#)

MNU.126.010