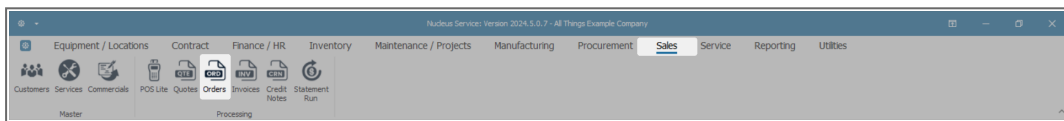


## SALES

## ORDERS - EXPORT

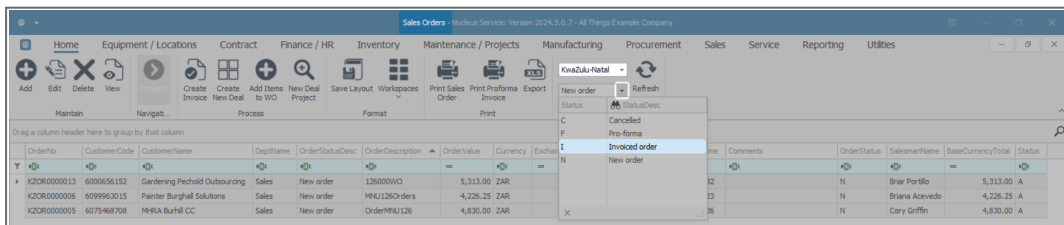
You can use the **Export** button to export the Sales Orders data grid information to **Excel**.

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

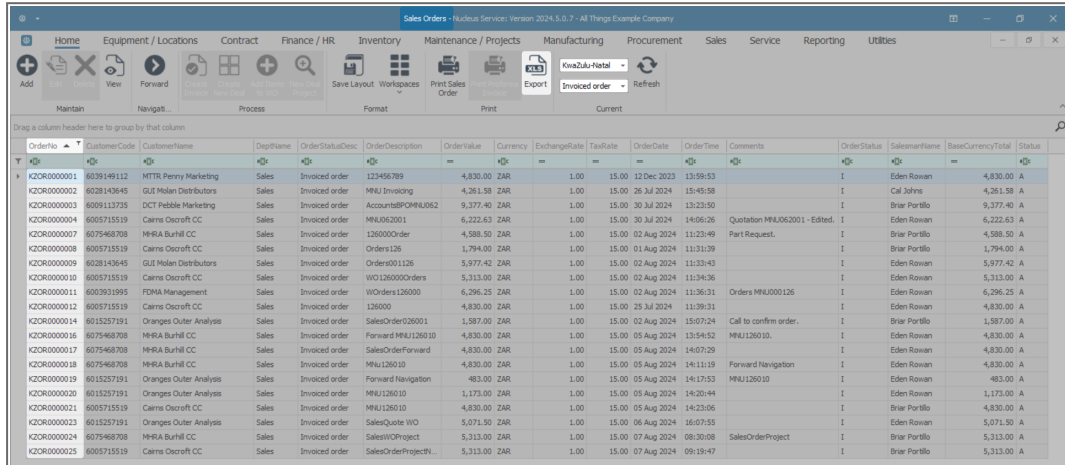


- The **Sales Orders** listing screen will be displayed.
- Select the **Site** you wish to work in.
  - In this image, **KwaZulu-Natal** has been selected.
- Select the **Status**.
  - The **Sales Orders** listing screen opens in the **N - New order** Status by default.
  - Click on the **drop-down arrow**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

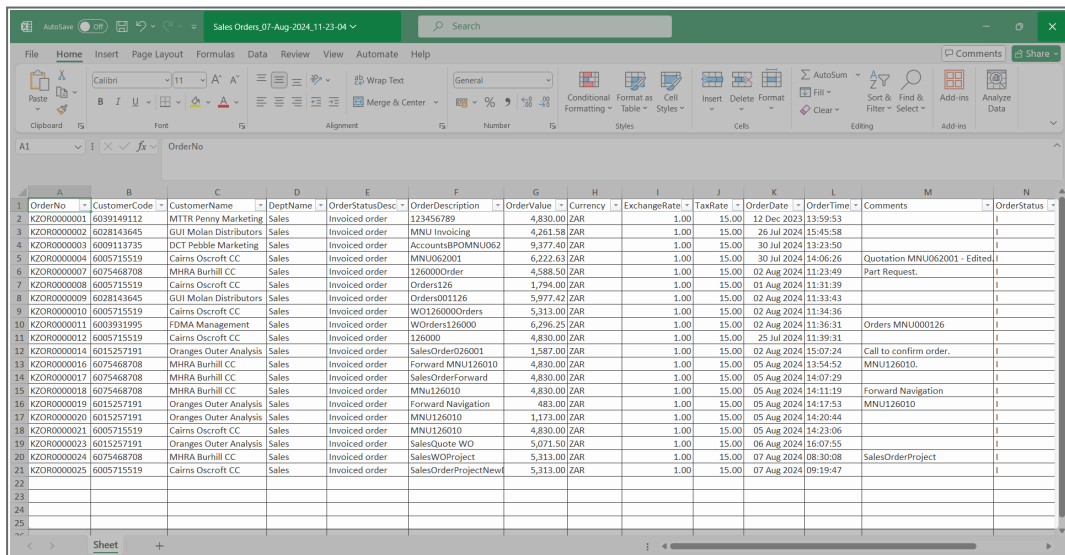


- Click on a **Column Header** to quickly sort the data in **Ascending** or **Descending** order.
- In this image, the data grid has been sorted by **OrderNo Reference** in **Ascending** order.
- Click on the **Export** action button.



| OrderNo     | CustomerCode | CustomerName           | DeptName | OrderStatusDesc | OrderDescription     | OrderValue | Currency | ExchangeRate | TaxRate | OrderDate   | OrderTime | Comments                     | OrderStatus | SalesmanName    | BaseCurrencyTotal | Status |
|-------------|--------------|------------------------|----------|-----------------|----------------------|------------|----------|--------------|---------|-------------|-----------|------------------------------|-------------|-----------------|-------------------|--------|
| KZOR0000001 | 6039149112   | MITR Penny Marketing   | Sales    | Invoked order   | 123456789            | 4,830.00   | ZAR      | 1.00         | 15.00   | 12 Dec 2023 | 13:59:53  |                              | I           | Eden Rowan      | 4,830.00          | A      |
| KZOR0000002 | 6028143645   | GUL Molan Distributors | Sales    | Invoked order   | MNU Invoicing        | 4,261.58   | ZAR      | 1.00         | 15.00   | 26 Jul 2024 | 15:45:58  |                              | I           | Cal Johns       | 4,261.58          | A      |
| KZOR0000003 | 6009113735   | DCT Pebble Marketing   | Sales    | Invoked order   | AccountsBPO/MNU062   | 9,377.40   | ZAR      | 1.00         | 15.00   | 30 Jul 2024 | 13:23:50  |                              | I           | Brian Portfolio | 9,377.40          | A      |
| KZOR0000004 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | MNU062001            | 6,222.63   | ZAR      | 1.00         | 15.00   | 30 Jul 2024 | 14:06:26  | Quotation MNU062001 - Edited | I           | Eden Rowan      | 6,222.63          | A      |
| KZOR0000007 | 6075468708   | MHRA Burhill CC        | Sales    | Invoked order   | 126000Order          | 4,588.50   | ZAR      | 1.00         | 15.00   | 02 Aug 2024 | 11:23:49  | Part Request.                | I           | Brian Portfolio | 4,588.50          | A      |
| KZOR0000008 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | Orders126            | 1,794.00   | ZAR      | 1.00         | 15.00   | 01 Aug 2024 | 11:31:39  |                              | I           | Brian Portfolio | 1,794.00          | A      |
| KZOR0000009 | 6028143645   | GUL Molan Distributors | Sales    | Invoked order   | Orders001126         | 5,977.42   | ZAR      | 1.00         | 15.00   | 02 Aug 2024 | 11:33:43  |                              | I           | Eden Rowan      | 5,977.42          | A      |
| KZOR0000010 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | WO126000Orders       | 5,313.00   | ZAR      | 1.00         | 15.00   | 02 Aug 2024 | 11:34:36  |                              | I           | Eden Rowan      | 5,313.00          | A      |
| KZOR0000011 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | WO126000Orders       | 6,296.25   | ZAR      | 1.00         | 15.00   | 02 Aug 2024 | 11:36:31  | Orders MNU000126             | I           | Eden Rowan      | 6,296.25          | A      |
| KZOR0000012 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | 126000               | 4,830.00   | ZAR      | 1.00         | 15.00   | 25 Jul 2024 | 11:39:31  |                              | I           | Eden Rowan      | 4,830.00          | A      |
| KZOR0000014 | 6015257191   | Oranges Outer Analysis | Sales    | Invoked order   | SalesOrder026001     | 1,587.00   | ZAR      | 1.00         | 15.00   | 02 Aug 2024 | 15:07:24  | Call to confirm order.       | I           | Brian Portfolio | 1,587.00          | A      |
| KZOR0000016 | 6075468708   | MHRA Burhill CC        | Sales    | Invoked order   | Forward MNU126010    | 4,830.00   | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 13:54:52  | MNU126010.                   | I           | Eden Rowan      | 4,830.00          | A      |
| KZOR0000017 | 6075468708   | MHRA Burhill CC        | Sales    | Invoked order   | SalesOrderForward    | 4,830.00   | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 14:07:29  |                              | I           | Eden Rowan      | 4,830.00          | A      |
| KZOR0000018 | 6075468708   | MHRA Burhill CC        | Sales    | Invoked order   | MNU126010            | 4,830.00   | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 14:11:19  | Forward Navigation           | I           | Eden Rowan      | 4,830.00          | A      |
| KZOR0000019 | 6015257191   | Oranges Outer Analysis | Sales    | Invoked order   | Forward Navigation   | 483.00     | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 14:17:53  | MNU126010                    | I           | Eden Rowan      | 483.00            | A      |
| KZOR0000020 | 6015257191   | Oranges Outer Analysis | Sales    | Invoked order   | MNU126010            | 1,173.00   | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 14:20:44  |                              | I           | Eden Rowan      | 1,173.00          | A      |
| KZOR0000021 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | MNU126010            | 4,830.00   | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 14:23:06  |                              | I           | Brian Portfolio | 4,830.00          | A      |
| KZOR0000023 | 6015257191   | Oranges Outer Analysis | Sales    | Invoked order   | SalesQuote WO        | 5,071.50   | ZAR      | 1.00         | 15.00   | 06 Aug 2024 | 16:07:55  |                              | I           | Eden Rowan      | 5,071.50          | A      |
| KZOR0000024 | 6075468708   | MHRA Burhill CC        | Sales    | Invoked order   | SalesWOProject       | 5,313.00   | ZAR      | 1.00         | 15.00   | 07 Aug 2024 | 08:30:08  | SalesOrderProject            | I           | Brian Portfolio | 5,313.00          | A      |
| KZOR0000025 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | SalesOrderProjectNew | 5,313.00   | ZAR      | 1.00         | 15.00   | 07 Aug 2024 | 09:19:47  |                              | I           | Brian Portfolio | 5,313.00          | A      |

- 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.



|    | A           | B            | C                      | D        | E               | F                    | G          | H        | I            | J       | K           | L         | M                            | N           |
|----|-------------|--------------|------------------------|----------|-----------------|----------------------|------------|----------|--------------|---------|-------------|-----------|------------------------------|-------------|
|    | OrderNo     | CustomerCode | CustomerName           | DeptName | OrderStatusDesc | OrderDescription     | OrderValue | Currency | ExchangeRate | TaxRate | OrderDate   | OrderTime | Comments                     | OrderStatus |
| 1  | KZOR0000001 | 6039149112   | MITR Penny Marketing   | Sales    | Invoked order   | 123456789            | 4,830.00   | ZAR      | 1.00         | 15.00   | 12 Dec 2023 | 13:59:53  |                              | I           |
| 2  | KZOR0000002 | 6028143645   | GUL Molan Distributors | Sales    | Invoked order   | MNU Invoicing        | 4,261.58   | ZAR      | 1.00         | 15.00   | 26 Jul 2024 | 15:45:58  |                              | I           |
| 3  | KZOR0000003 | 6009113735   | DCT Pebble Marketing   | Sales    | Invoked order   | AccountsBPO/MNU062   | 9,377.40   | ZAR      | 1.00         | 15.00   | 30 Jul 2024 | 13:23:50  |                              | I           |
| 4  | KZOR0000004 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | MNU062001            | 6,222.63   | ZAR      | 1.00         | 15.00   | 30 Jul 2024 | 14:06:26  | Quotation MNU062001 - Edited | I           |
| 5  | KZOR0000007 | 6075468708   | MHRA Burhill CC        | Sales    | Invoked order   | 126000Order          | 4,588.50   | ZAR      | 1.00         | 15.00   | 02 Aug 2024 | 11:23:49  | Part Request.                | I           |
| 6  | KZOR0000008 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | Orders126            | 1,794.00   | ZAR      | 1.00         | 15.00   | 01 Aug 2024 | 11:31:39  |                              | I           |
| 7  | KZOR0000009 | 6028143645   | GUL Molan Distributors | Sales    | Invoked order   | Orders001126         | 5,977.42   | ZAR      | 1.00         | 15.00   | 02 Aug 2024 | 11:33:43  |                              | I           |
| 8  | KZOR0000010 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | WO126000Orders       | 5,313.00   | ZAR      | 1.00         | 15.00   | 02 Aug 2024 | 11:34:36  |                              | I           |
| 9  | KZOR0000011 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | WO126000Orders       | 6,296.25   | ZAR      | 1.00         | 15.00   | 02 Aug 2024 | 11:36:31  | Orders MNU000126             | I           |
| 10 | KZOR0000012 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | 126000               | 4,830.00   | ZAR      | 1.00         | 15.00   | 25 Jul 2024 | 11:39:31  |                              | I           |
| 11 | KZOR0000014 | 6015257191   | Oranges Outer Analysis | Sales    | Invoked order   | SalesOrder026001     | 1,587.00   | ZAR      | 1.00         | 15.00   | 02 Aug 2024 | 15:07:24  | Call to confirm order.       | I           |
| 12 | KZOR0000016 | 6075468708   | MHRA Burhill CC        | Sales    | Invoked order   | Forward MNU126010    | 4,830.00   | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 13:54:52  | MNU126010.                   | I           |
| 13 | KZOR0000017 | 6075468708   | MHRA Burhill CC        | Sales    | Invoked order   | SalesOrderForward    | 4,830.00   | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 14:07:29  |                              | I           |
| 14 | KZOR0000018 | 6075468708   | MHRA Burhill CC        | Sales    | Invoked order   | MNU126010            | 4,830.00   | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 14:11:19  | Forward Navigation           | I           |
| 15 | KZOR0000019 | 6015257191   | Oranges Outer Analysis | Sales    | Invoked order   | Forward Navigation   | 483.00     | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 14:17:53  | MNU126010                    | I           |
| 16 | KZOR0000020 | 6015257191   | Oranges Outer Analysis | Sales    | Invoked order   | MNU126010            | 1,173.00   | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 14:20:44  |                              | I           |
| 17 | KZOR0000021 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | MNU126010            | 4,830.00   | ZAR      | 1.00         | 15.00   | 05 Aug 2024 | 14:23:06  |                              | I           |
| 18 | KZOR0000023 | 6015257191   | Oranges Outer Analysis | Sales    | Invoked order   | SalesQuote WO        | 5,071.50   | ZAR      | 1.00         | 15.00   | 06 Aug 2024 | 16:07:55  |                              | I           |
| 19 | KZOR0000024 | 6075468708   | MHRA Burhill CC        | Sales    | Invoked order   | SalesWOProject       | 5,313.00   | ZAR      | 1.00         | 15.00   | 07 Aug 2024 | 08:30:08  | SalesOrderProject            | I           |
| 20 | KZOR0000025 | 6005715519   | Cairns Oscroft CC      | Sales    | Invoked order   | SalesOrderProjectNew | 5,313.00   | ZAR      | 1.00         | 15.00   | 07 Aug 2024 | 09:19:47  |                              | I           |
| 21 |             |              |                        |          |                 |                      |            |          |              |         |             |           |                              |             |
| 22 |             |              |                        |          |                 |                      |            |          |              |         |             |           |                              |             |
| 23 |             |              |                        |          |                 |                      |            |          |              |         |             |           |                              |             |
| 24 |             |              |                        |          |                 |                      |            |          |              |         |             |           |                              |             |
| 25 |             |              |                        |          |                 |                      |            |          |              |         |             |           |                              |             |

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

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#### 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.126.011

