

Sales Orders - SKY Customer

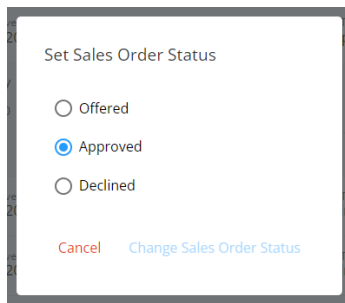
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Sales Orders are created in the Agvance Planning module. Once created, Sales Orders can be imported into a Delivery Ticket, Booking, or Field Plan. Once imported, it is then marked as processed and cannot be imported again.

A listing of all Sales Orders for the selected customer is displayed. Search for specific Sales Orders by *Order #*, *Order Date*, *Est. Delivery Date*, *Status*, *Ticket Type*, or *User*. Full or partial dates can be searched.

Select the **Ellipsis** for any Sales Order and choose **View PDF** or **Download PDF**. Select **Delete** to permanently remove that Sales Order. Once deleted, the Sales Order cannot be recovered.

The *Status* of a Sales Order can be changed by choosing the current *Status* and making the appropriate changes on the *Set Sales Order Status* popup.



Set Sales Order Status

☐ Offered

☒ Approved

☐ Declined

[Cancel](#) [Change Sales Order Status](#)

Choose the **Eye** button to view more information regarding that Sales Order. Add a Sales Order by selecting the **+** button. For more on this process, see [here](#).

B Barry Anderson								
Bookings Plans Blends Deliveries Sales Orders Product Delivery Orders Work Orders								
Search sales orders								
Order #	Order Date	Est. Delivery Date		Status	Ticket Type	Processed	User	
50	09/30/2021	09/30/2022		Approved	Pickup	Not Processed	1RE	
Product	Quantity Unit		Price	Unit	Amount	Split %		Share
Merschman Barbie 11 Bag Tr	10.000 Bags		\$50.00	Bags	\$500.00	100.0000%		\$500.00
Totals					\$500.00			\$500.00