

Sales Orders - SKY Order

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Sales Orders are found in SKY Order under Accounting and display in an interactive grid. This grid operates much like an Excel spreadsheet. For more information on how the grid functions, see [Using Grids in Agvance SKY](#).

Note: Sales Orders must be enabled in [SKY Admin](#) before they can be viewed in SKY Order.

A **Delete** option is available, but, once a Sales Order is deleted, it cannot be recovered.

Selecting a **Ticket Number** opens the Sales Order as view-only with a button to **Edit Order** in the lower right if edits need made.

| Ticket Number | Ticket Date | Customer | Location | Status | Processed | Edit | View PDF | View Contract PDF | Delete |
|---------------|-------------|----------------|------------------------|----------|---------------|------|----------|-------------------|--------|
| 54 | 05/20/2025 | Barry Anderson | SSI Farm Services - IL | Offered | Not Processed | Edit | View PDF | View Contract PDF | Delete |
| 53 | 05/13/2025 | Barry Anderson | SSI Farm Services - IL | Offered | Not Processed | Edit | View PDF | View Contract PDF | Delete |
| 52 | 09/05/2024 | Barry Anderson | SSI Farm Services - IL | Offered | Not Processed | Edit | View PDF | View Contract PDF | Delete |
| 51 | 06/13/2024 | Barry Anderson | SSI Farm Services - IL | Offered | Not Processed | Edit | View PDF | View Contract PDF | Delete |
| 50 | 06/12/2024 | Barry Anderson | SSI Farm Services - IL | Approved | Not Processed | Edit | View PDF | View Contract PDF | Delete |
| 49 | 04/25/2024 | Barry Anderson | SSI Farm Services - IL | Declined | Not Processed | Edit | View PDF | View Contract PDF | Delete |
| 48 | 10/27/2023 | Flying W Inc. | SSI Farm Services - IL | Approved | Not Processed | Edit | View PDF | View Contract PDF | Delete |
| 47 | 03/24/2021 | Adam Carmex | SSI Farm Services - IL | Offered | Not Processed | Edit | View PDF | View Contract PDF | Delete |
| 46 | 12/29/2020 | Barry Anderson | SSI Farm Services - IL | Offered | Not Processed | Edit | View PDF | View Contract PDF | Delete |
| 45 | 12/29/2020 | Barry Anderson | SSI Farm Services - IL | Approved | Not Processed | Edit | View PDF | View Contract PDF | Delete |

The Sales Order *Status* can be changed by selecting the current status for that Sales Order then choosing from the options that display.

Set Sales Order Status

- Offered
- Approved
- Declined

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

Additional filtering options are available under the **Filters** button.



A Anna Admin (SSI) ▼

Status

- Offered
- Approved
- Declined

Sales Order Date Range

Ticket Number Range

Apply Filters

Reset Filters



Add/Edit a Sales Order

Sales Orders can be added by selecting **+ Add Sales Order**.

Note: If editing an existing Sales Order, the *Location* and *Customer or Field* information cannot be modified other than adding a *Ship To* if applicable.

Use the navigation on the left to move to different sections of the Sales Order.

Location, Customer/Field

Location

1. Select the *Location* for the Sales Order.

Location

Location *
SSI Farm Services - IL

Customer/Field

By Customer

1. Use the *Search* field to find the specific Customer or scroll through the list. A maximum of eight Customers may be added. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Customers.

Customer Search

Search...

Show Selected 2

| | Favorit... | Custom... | Custom... | Address | Address ... | Care Of | City | County | State | Zip | Salesper... | Phone | Grower |
|-------------------------------------|------------|-----------|------------------|------------------|-------------|-------------------|-------------|--------|-------|-------|-------------|--------------|--------|
| <input checked="" type="checkbox"/> | ★ | AndBa | Barry Anderson | 2220 N 1000 ... | -- | -- | Assumption | -- | IL | 62510 | Farbre | 217-226-2332 | No |
| <input type="checkbox"/> | ☆ | 1Quote | 1Quote | -- | -- | -- | -- | -- | -- | -- | BeanSt | -- | No |
| <input type="checkbox"/> | ☆ | Staley | A.E. Staley | 2250 William ... | -- | -- | Decatur | -- | IL | 62523 | BeanSt | -- | No |
| <input type="checkbox"/> | ☆ | ActDH | Drew & Holly ... | 2020 E 2200 N | -- | -- | Shelbyville | -- | IL | 62565 | BeanSt | 217-774-3214 | No |
| <input type="checkbox"/> | ☆ | AdeJa | James Ade | 2110 E 350 N... | -- | -- | Pana | -- | IL | 62557 | CroJam | 217-562-2540 | No |
| <input type="checkbox"/> | ☆ | AdeLi | Lloyd Ade | 387 N 1900 E... | -- | -- | Pana | -- | IL | 62557 | Farbre | 217-562-9999 | No |
| <input type="checkbox"/> | ☆ | ADM | ADM | 100 Brush Col... | -- | -- | Decatur | -- | IL | 62533 | BeanSt | -- | No |
| <input type="checkbox"/> | ☆ | AllAm | All American ... | 1550 N 1800 E | -- | Attr: William ... | Shelbyville | -- | IL | 62565 | TurNed | 217-774-3265 | No |

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A maximum of 8 customers may be selected

Select & Close

2. The **Show Selected** button next to the *Search* bar is enabled after choosing the Customer(s). The number indicates how many Customers are currently checked. Selecting the button filters the grid to show only the selected Customers.
3. Once the Customers are selected, choose **Select & Close**.
4. If multiple Customers are selected, the *Split %* can be adjusted but must equal 100. Customers can be removed with the **Delete** icon.

| Customer | Split % | |
|----------------|---------|--|
| Barry Anderson | 60.0000 | |
| Larry Baker | 40.0000 | |

Ship To Customer: Barry Anderson

Ship To Address: Barry Anderson

Defaults to the first customer in the Splits table.

[Add / Manage Customer](#)

5. A *Ship To* can optionally be selected from the drop-down if applicable. The *Ship To Customer* defaults to the first Customer in the table. Rearrange Customers listed by selecting the grid of dots then dragging and dropping in the appropriate order.

By Field

1. Use the *Search* field to find the specific Field or scroll through the list. A maximum of one Field may be added. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Fields.

Field Search

Search...

Show Selected 1

| Customer ID | Customer Name | Farm ID | Farm Description | Field Id | Field Name | Acres | Sales... | Crop Ye... | Crop | Crop Che... | Field Crop Info |
|-------------------------------------|----------------------------|----------|--------------------|----------|------------------------------|--------|----------|------------|------|-------------|-----------------|
| AndBa | Barry Anderson | SouthFar | South Farm | Long | Barrys East of lane | 33.71 | Farbre | -- | -- | -- | Field Crop Info |
| AndBa | Barry Anderson | SouthFar | South Farm | East | Barrys East of Waterway | 81.01 | Farbre | -- | -- | -- | Field Crop Info |
| AndBa | Barry Anderson, Bob Co... | AndFred | Fred Anderson Farm | BA-01 | Behind Fred Anderson's House | 97.98 | Farbre | -- | -- | -- | Field Crop Info |
| <input checked="" type="checkbox"/> | Barry Anderson, Barb WL... | BarbWire | Barry's Wire Farm | WireEast | Wire East | 60.57 | Farbre | -- | -- | -- | Field Crop Info |
| <input type="checkbox"/> | Barry Anderson, Barb WL... | BarbWire | Barry's Wire Farm | WireMid | Wire Middle | 100.69 | Farbre | -- | -- | -- | Field Crop Info |
| <input type="checkbox"/> | Barry Anderson, Barb WL... | BarbWire | Barry's Wire Farm | WireWest | Wire West | 65.59 | Farbre | -- | -- | -- | Field Crop Info |
| <input type="checkbox"/> | K & R Beef | -- | -- | 0622 | -- | -- | BeanSt | -- | -- | -- | Field Crop Info |
| <input type="checkbox"/> | Jesse Kake, Justin Kake | -- | -- | Pond | -- | 200 | BeanSt | -- | -- | -- | Field Crop Info |

Items per page: 50

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A maximum of one field may be selected

Select & Close

2. The **Show Selected** button next to the *Search* bar is enabled after choosing the Field. The number indicates how many Fields are currently checked. Selecting the button filters the grid to show only the selected Fields.
3. Once the Field is selected, choose **Select & Close**.
4. If multiple Customers are part of the Field, the *Split %* can be adjusted but must equal 100. Customers can be removed with the **Delete** icon.

Note: The primary Customer cannot be removed.

| | Customer | Split 1 % | Split 2 % | Split 3 % | |
|--|----------------|-----------|-----------|-----------|----|
| | Barry Anderson | 50.0000 | 100.0000 | 100.0000 | 🗑️ |
| | Barb Wire | 50.0000 | 0.0000 | 0.0000 | 🗑️ |

[+ Add Split Customer](#)

| | |
|------------------------------------|-----------------------------------|
| Ship To Customer Barry Anderson | Ship To Address Barry Anderson |
|------------------------------------|-----------------------------------|

Defaults to the first customer in the Splits table.

[Add / Manage Field](#)

5. A *Ship To* can optionally be selected from the drop-down if applicable. The *Ship To Customer* defaults to the first Customer in the table. Rearrange Customers listed by selecting the grid of dots then dragging and dropping in the appropriate order.

Order Details

1. The *Ticket Number* will default once the Location has been selected.
2. The *Salesperson* defaults as the Salesperson selected on the User profile in SKY Admin but can be adjusted.
3. The *Ticket Date* automatically displays today's date but can be modified if needed.

| | | | |
|---|-----------------------------|----------------------------|--|
| Ticket Number 52 | Salesperson Blake Arnold | Ticket Date * 8/29/2025 | Estimated Delivery Date * 9/30/2025 |
| Could change depending on company preferences | | | |
| Type * Pickup | Payment Term 2/10 net 30 | Sales Order Contract | |
| Start Date | Expiration Date | Offer Expires Date | Status Offered |
| Check Number | Payment Date | Billing Comments | |
| 0 / 10 | MM/DD/YYYY | MM/DD/YYYY | 0 / 80 |

These comments will be visible to the customer.

4. Indicate the *Estimated Delivery Date*.
5. Choose the *Type* from the drop-down - *Pickup*, *Deliver*, or *Booking*.
6. Optionally select a *Payment Term* and/or a *Sales Order Contract* for this Sales Order from the respective drop-downs.
7. The *Start*, *Expiration*, and *Offer Expires Dates* are optional entries but can be helpful if populated.
 - o **Expiration Date** – This defaults from the Sales Allocation, if selected. If this order is imported to a Booking, this *Expiration Date* imports into the *Booking Expiration Date*.
 - o **Offer Expires Date** – This is used on Sales Orders with an *Offered* status. Populating this date helps keep some preferences true at *Planning / Setup / Location Preferences* on the *Sales Order Prefs* tab. If the *Offer Expires* date passes and the preference is set to *Disallow Approval of an Expired Sales Order*, the *Status* option of *Approved* will become disabled. However, expired Sales Orders can still be imported into a Booking if it was approved prior to that date. This date prints on the Sales Order.

8. Select the *Status* drop-down to choose *Offered*, *Approved*, or *Declined*. This will sync with Windows Agvance.
9. If applicable, enter the *Check Number*. This is limited to 10 characters.
10. The *Payment Date* is an optional field.

Products

1. Select **+ Add Product**.
2. A **grid** of Products displays. Use the *Search* field to find the appropriate Product(s) or scroll through the list. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Products.

Product Search

Search: potash Show Selected

Location: Main Plant | State Restrictions | Product Status: Active Only | Manufacturer

Department Category | Classifications

0 | 0 | Export

| Product ID | Product Name | Department ID | Department Name | Units | On Hand | Active Ingredient |
|------------|-----------------|---------------|-----------------|-------|-------------|-------------------|
| Potash | Potash (0-0-60) | DFrt00 | Dry Fert -00 | Lbs | 260,434.468 | -- |

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Select & Close

3. The **Show Selected** button next to the *Search* bar is enabled after selecting the Product(s). The number indicates how many Products are currently checked. Selecting the button filters the grid to show only the selected Products.
4. Once the Products are selected, choose **Select & Close**.
5. In the *Products* section of the Sales Order, indicate the *Quantity* for each Product.

1 | 0 | Export

| Product | Prod ID | Department | Dept ID | Quantity | |
|-----------------|---------|--------------|---------|-----------|-----------------|
| Dap (18-46-00) | Dap | Dry Fert -00 | DFrt00 | 2,000.000 | Lbs + Duplicate |
| Potash (0-0-60) | Potash | Dry Fert -00 | DFrt00 | 2,000.000 | Lbs + Duplicate |

Add / Manage Product

6. Products can be reordered by selecting the grid of dots on the left and dragging to the appropriate position.
7. Choose **+ Duplicate** to add another line of that Product.
8. The **Delete** icon can be selected to remove a Product line.

Pricing

1. In the *Pricing* section, indicate the *Price (\$)/Unit* for each Product.

Customer Name
Barry Anderson

Total
\$786.37

| Product | Prod ID | Department | Dept ID | Customer Split | Price (\$) / Unit | Customer Share |
|-----------------|---------|--------------|---------|----------------|-------------------|----------------|
| Dap (18-46-00) | Dap | Dry Fert -00 | DFrt00 | 100.0000 | 411.37 / Tons | \$411.37 |
| Potash (0-0-60) | Potash | Dry Fert -00 | DFrt00 | 100.0000 | 375.00 / Tons | \$375.00 |

Notes, Additional Info, & Discounts

Notes

1. *Additional Comments* can be entered in the *Notes* section.
Note: A maximum of 240 characters are allowed in this field.
2. After *Notes* are entered, **Create Order** can be selected but additional options are available on the *Additional Info* and *Discounts* tabs.

Additional Info

Optionally enter a *Customer PO #*, *Control Number*, and/or *Territory*.

| | | |
|--|---|--|
| <input type="text" value="Customer PO #"/> | <input type="text" value="Control Number"/> | <input type="text" value="Territory"/> |
| 0 / 20 | 0 / 10 | 0 / 15 |

Discounts


Discounts already set up in Agvance display on this tab. A maximum of five pricing discounts can be applied to a Sales Order.

1. Check any of the applicable discounts and select **Add Discounts**.

| | Description | Discount Type |
|-------------------------------------|----------------------|---------------|
| <input type="checkbox"/> | Corn 6% | Percent |
| <input type="checkbox"/> | Soybeans 4% | Percent |
| <input checked="" type="checkbox"/> | Early Pay 10% | Percent |
| <input type="checkbox"/> | Early Order Discount | Unit Dollars |

Add Discounts

2. An *Active Discounts* section displays to indicate the *Rate* for the Discount. To remove the Discount, select the **Delete** icon.

| Discount Name | Quantity | Rate | Type | Total Discount | |
|---------------|----------|------------------------------------|---------|----------------|---|
| Early Pay 10% | 2.000 | <input type="text" value="10.00"/> | Percent | \$78.64 |  |

3. Once all of this information is added, choose **Create Order**.