

# Sales Orders - SKY Order

Last Modified on 11/18/2025 1:30 pm CST

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.

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

Items per page: 50

1 of 2

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

1 of 2

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
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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

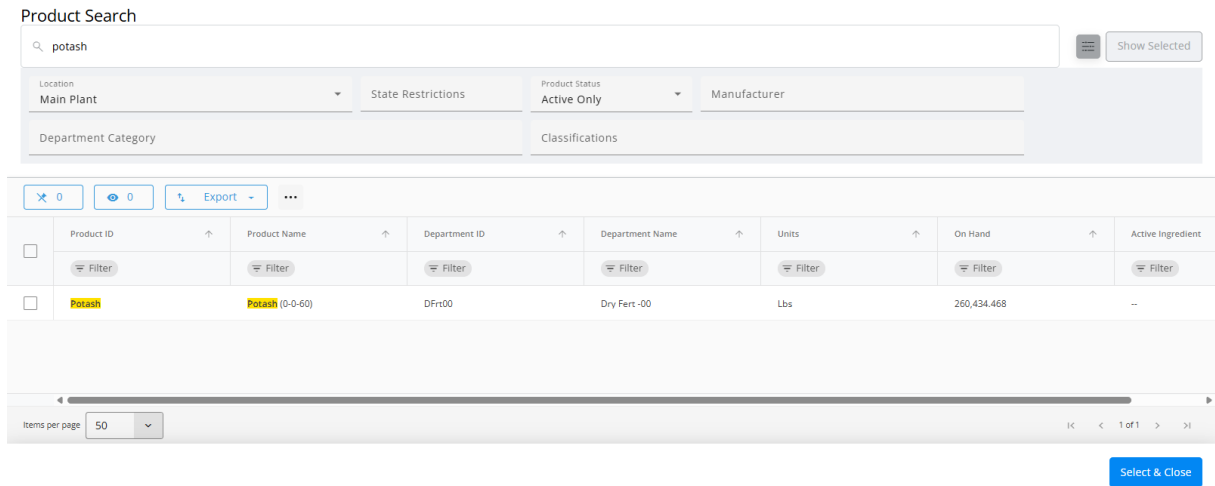
These comments will be visible to the customer.

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.

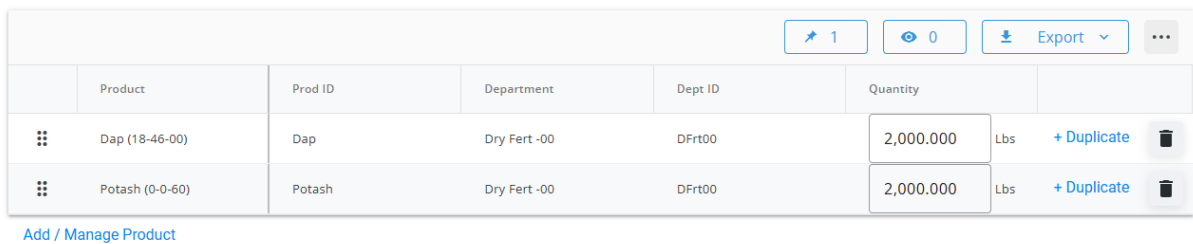
8. Select the *Status* drop-down to choose *Offered*, *Approved*, or *Declined*. This will sync with Windows Agvance.
9. If applicable, enter the *Check Number*. This is limited to 10 characters.
10. The *Payment Date* is an optional field.

## 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.



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.



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**.