

# Sales Orders - SKY Order






Last Modified on 09/24/2024 10:42 am CDT

All Sales Orders are displayed including the *Ticket #, Date, Customer, Location, and Status*.

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

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

For Sales Order Contracts, a *Download Contract* option is available under the **Ellipsis**.







Blends	Plans	Sales Orders	Bookings	Deliveries	Work Orders
<input type="text" value="Search..."/>					
 Ticket # 48	Date 08/24/2023	Customer Barry Anderson	Location SSI Farm Services - IL	Status Offered	...
 Ticket # 47	Date 11/02/2022	Customer Barry Anderson	Location SSI Farm Services - IL	Status Offered	...
 Ticket # 46	Date 11/02/2022	Customer Samuel Zuzzle	Location SSI Farm Services - IL	Status Approved	...
 Ticket # 45	Date 11/02/2022	Customer Samuel Zuzzle	Location SSI Farm Services - IL	Status Offered	

## Add/Edit a Sales Order

Sales Orders can be added by selecting **+ Add Order** at the bottom right corner of the page then choosing **+ New as Sales Order**. To edit an existing Sales Order, choose the **Ellipsis** then select *Edit 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 or Field
 Order Details
 Products
 Pricing
 Notes

# Sales Order

## Location

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

### Location

Location \*  
SSI Farm Services - IL

## Customer or Field

1. Under *Customer or Field*, choose **+ Add Customer** or **+ Add Field**. A **grid** of Customers (or Fields) displays. Use the *Search* field to find the specific Customer or scroll through the list. A maximum of eight Customers may be added. If adding by Field, only one Field can be selected. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Customers.

Customer Search

ander

Show Selected 1

A maximum of 8 customers may be added to an order.

Location State County Grower Fields All

Classifications

	Favorit...	Customer ID	Customer Name	Address	City	State	Zip	Salesperson	Phone
<input checked="" type="checkbox"/>		Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input checked="" type="checkbox"/>	★	AndBe	Barry Anderson	2220 N 1000 Rd E	Assumption	IL	62510	Ferbre	217-226-22

Items per page 50

Save & 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 **Save & Close**.
4. A *Ship To* can optionally be added if applicable.

## Customer or Field

Customer Name  
Barry Anderson

Split %  
100.0000

Ship To



+ Add Customer

## Order Details

1. The *Order 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 *Order Date* automatically displays today's date but can be modified if needed.

Order Number 49	Salesperson Blake Arnold <small>Could change depending on company preferences</small>	Order Date* 9/24/2024 <small>MM/DD/YYYY</small>	Estimated Delivery Date* 10/15/2024 <small>MM/DD/YYYY</small>
Type* Pickup	Payment Term 2/10 net 30	Sales Order Contract	
Start Date <small>MM/DD/YYYY</small>	Expiration Date <small>MM/DD/YYYY</small>	Offer Expires Date <small>MM/DD/YYYY</small>	Status Offered
Check Number <small>0 / 10</small>	Payment Date <small>MM/DD/YYYY</small>	Billing Comments <small>These comments will be visible to the customer.</small>	<small>0 / 80</small>

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:  Show Selected 1

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

Department Category | Classifications

0 | 0 | Export

<input checked="" type="checkbox"/>	Product ID	Product Name	Department ID	Department Name	Units	On Hand
<input checked="" type="checkbox"/>	Potash	Potash (0-0-60)	DFrt00	Dry Fert -00	Lbs	260434.468

Items per page: 50 | 1 of 1

Save & 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 **Save & 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	<input type="text" value="2000.000"/>	Lbs + Duplicate
⋮	Potash (0-0-60)	Potash	Dry Fert -00	DFrt00	<input type="text" value="2000.000"/>	Lbs + Duplicate

+ Add 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 **Trash Can** 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

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 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 **Trash Can**.

Discount Name	Quantity	Rate	Type	Total Discount	
Early Pay 10%	0.000	<input type="text" value="10.00"/>	Percent	\$0.00	

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