

## Creating Sales Orders

Available in All Versions of Sage 50 Accounting

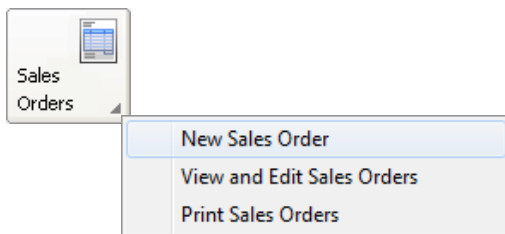
## Quick Reference Guide

### What is a Sales Order?

A sales order is an order placed by your customer for a product or service. Sales orders are used when a customer agrees to purchase items or services that are not shipped immediately. Sales orders also allow you to **track items on backorder**. For example, if a customer orders twenty computers but you only have eight on hand to give them, you can track the other twelve items that are on backorder.

### Where do I enter Sales Orders?

**Customers & Sales Navigation Center** > Sales Orders > New Sales Order.

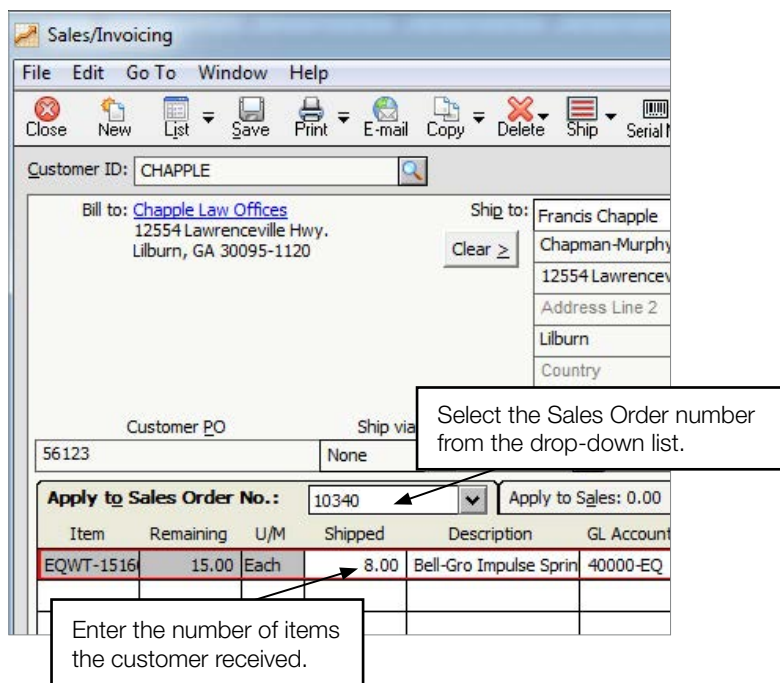


### What do I do once the customer's order has been filled?

You can create a sales invoice to bill the customer for the order.

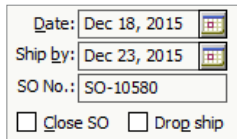
How to apply a sales order to a sales invoice:

- Customers & Sales Navigation Center > Sales Invoices > New Sales Invoice.
- Select the Customer ID



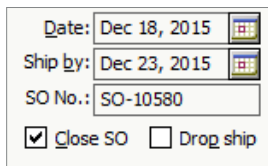
**Did you know?**

- Sage 50 automatically displays the next available SO (Sales Order) number and assigns it when you save the quote.



Date: Dec 18, 2015  
 Ship by: Dec 23, 2015  
 SO No.: SO-10580  
 Close SO    Drop ship

- A sales order is **automatically closed** after all items are shipped. You can manually close or cancel the sales order by selecting Close SO.



Date: Dec 18, 2015  
 Ship by: Dec 23, 2015  
 SO No.: SO-10580  
 Close SO    Drop ship

- You can click **Ship > All** on the sales invoice to quickly **ship all items** on a sales order.



Ship ▼  
 All  
 None

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