

Sales Orders - SKY Customer

Last Modified on 09/23/2024 3:12 pm CDT

Sales Orders are created in the Agvance Planning module and SKY Order and 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 **Expand** button to view more information regarding that Sales Order. Add a Sales Order by selecting the **+** button. For more on this process, see [here](#).

Bookings	Plans	Blends	Deliveries	Sales Orders	Product Delivery Orders	Work Orders		
Q Search sales orders								
 Order #	Order Date	Est. Delivery Date	Status	Ticket Type	Processed Not Processed	User SSI		
50	06/12/2024	07/08/2024	Offered	Pickup				
Product		Quantity	Unit	Price	Unit	Amount	Split %	Share
Bagged Fert 13-13-13		20.000	Bags	\$15.00	Bags	\$300.00	100.0000%	\$300.00
Bagged Fert 10-10-10		20.000	Bags	\$12.00	Bags	\$240.00	100.0000%	\$240.00
Totals						\$540.00		\$540.00