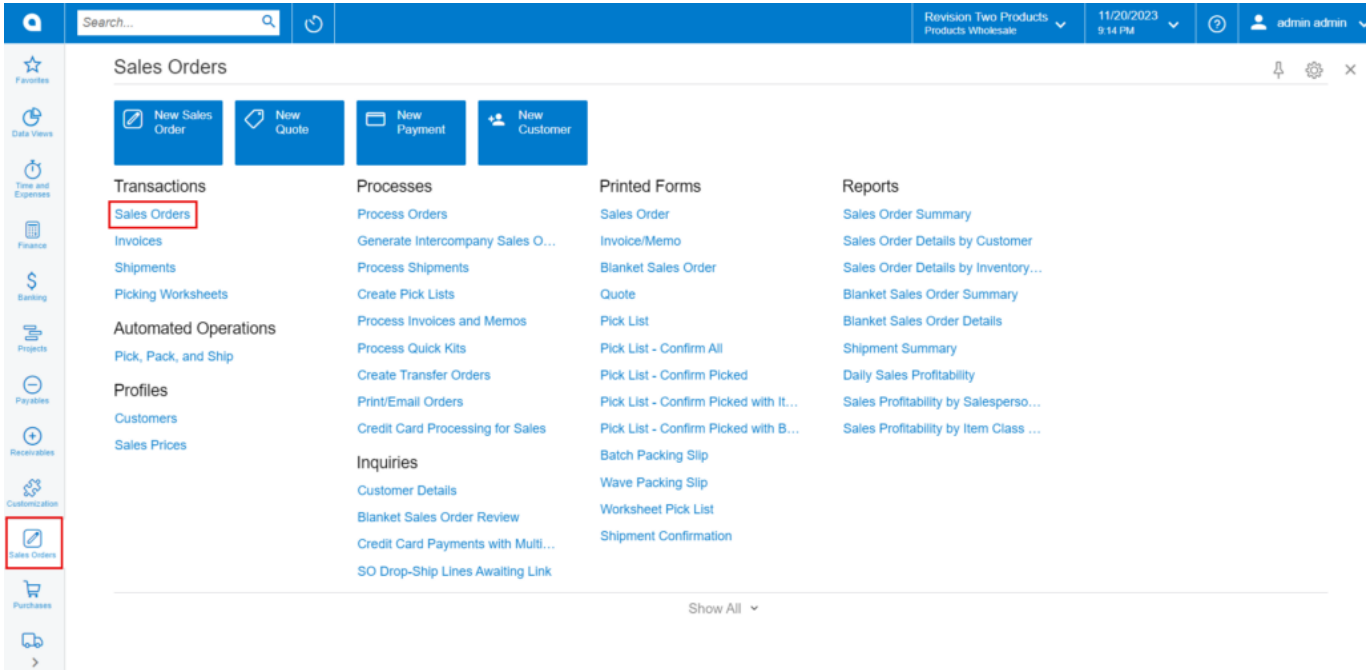


Sales Orders



- You must navigate to the left panel of Acumatica and click on **[Sales Orders]** and then click on **[Sales Orders]** under **[Transactions]**.



The screenshot displays the Acumatica Sales Orders interface. At the top, there is a search bar and a navigation bar with the user's name 'admin admin'. The left sidebar contains various icons, with 'Sales Orders' highlighted in red. The main content area is titled 'Sales Orders' and features four primary action buttons: 'New Sales Order', 'New Quote', 'New Payment', and 'New Customer'. Below these buttons, the interface is organized into four columns: Transactions, Processes, Printed Forms, and Reports. The 'Sales Orders' link under the Transactions column is highlighted with a red box. The Reports column lists various summary and detail reports, including 'Sales Order Summary', 'Sales Order Details by Customer', and 'Sales Profitability by Salesperson'.

Sales Orders

- Click on the **[+]** icon, then you will be redirected to the Sales Orders screen.
- You need to search for **[Customer]**.
- Click on **[+]** icon under **[Details]** and search for the created **[Inventory ID]**.

Acumatica

Search

Revision Two Products
Products: Wholesale

11/16/2023
11:45 PM

admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Sales Orders
SO SO000903 - Alta Ace test

Order Type: SO
Order No.: SO000903
Status: Open
Date: 11/16/2023
Requested On: 11/16/2023
Customer Ord.:
External Refr.:
Description:

Customer: AACUSTOMER - Alta Ace test
Location: MAIN - Primary Location
Contact: Amelia Armstrong
Currency: USD 1.00
Project: X - Non-Project Code

Ordered Qty: 0.00
Discount Total: 0.00
VAT Exempt T.: 0.00
VAT Taxable T.: 0.00
Tax Total: 0.00
Order Total: 0.00

DETAILS TAXES COMMISSIONS FINANCIAL SHIPPING ADDRESSES DISCOUNTS SHIPMENTS PAYMENTS RELATIONS TOTALS

ADD BLANKET SO LINE LINE DETAILS ADD INVOICE LINE ITEM ENHANCEMENT ADD ITEMS ADD MATRIX ITEMS PO LINK

Branch	Inventory ID	Related Item	Substitutable	Free Item	Create Kit Assembly	Warehouse	Line Description	UOM	Quantity	Qty. On Hand	Open Qty.	Unit Price	Manual Price	Ext. Price
PRODWHOLE	AALEGC2500					RETAIL	Lego 500 piece set	EA	0.00	0.00	0.00	110.00		0.00
PRODWHOLE	AAMACHINE1					WHOLESALE	Injection molding machine - serial numbered	EA	0.00	0.00	0.00	30,000.00		0.00
PRODWHOLE	PANTS0905					WHOLESALE	Pants	EA	0.00	0.00	0.00	21.00		0.00
PRODWHOLE	AALEGC2500					RETAIL	Lego 500 piece set	EA	0.00	0.00	0.00	110.00		0.00
PRODWHOLE	AAPODTERAD					WHOLESALE	Poweraid 32 Oz - lot numbered	EA	0.00	0.00	0.00	1.12		0.00

On Hand 15,000.00 EA, Available 14,926.00 EA, Available for Shipping 14,988.00 EA, Allocated 0.00 EA, Vendor Inventory Qty 0 EA

Sales Orders (1)

- Click on **[Line-Item Enhancement]**.
- A pop-up will appear with **[Add Enhancement]** then search for **[Inventory ID]** from the Non-Stock items and click on **[Select]**.

Acumatica

Search...

Revision: Two Products
Products: Wholesale

11/16/2023
11:46 PM

admin admin

Sales Orders
SO SO006963 - Alta Ace test

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Order Type: SO
Order Nbr.: SO006963
Status: Open
Date: 11/16/2023
Requested On: 11/16/2023
Customer Ord.:
External Refer.:

Customer: AACUSTOMER - Alta Ace test
Location: MAIN - Primary Location
Contact: Amelia Armstrong
Currency: USD 1.00
Project: X - Non-Project Code

Ordered Qty.: 0.00
Discount Total: 0.00
VAT Exempt T.: 0.00
VAT Taxable T.: 0.00
Tax Total: 0.00
Order Total: 0.00

DETAILS TAXES COMMISSIONS FINANCIAL SHIPPING ADDRESSES DISCOUNTS SHIPMENTS PAYMENTS RELATIONS TOTALS

ADD BLANKET SO LINE LINE DETAILS ADD INVOICE LINE ITEM

Inventory ID: ACCOMODATE - Hotels and Lodging

ADD ENHANCEMENT

Inventory ID: ACCOMODATE - Hotels and Lodging

Quantity: 0.00
Qty. On Shipments: 0.00
Open Qty.: 0.00
Unit Price: 110.00
Manual Price: 0.00
Ext. Price: 0.00

Quantity: 0.00
Qty. On Shipments: 0.00
Open Qty.: 0.00
Unit Price: 30,000.00
Manual Price: 0.00
Ext. Price: 0.00

Quantity: 0.00
Qty. On Shipments: 0.00
Open Qty.: 0.00
Unit Price: 21.00
Manual Price: 0.00
Ext. Price: 0.00

Quantity: 0.00
Qty. On Shipments: 0.00
Open Qty.: 0.00
Unit Price: 110.00
Manual Price: 0.00
Ext. Price: 0.00

Quantity: 0.00
Qty. On Shipments: 0.00
Open Qty.: 0.00
Unit Price: 1.12
Manual Price: 0.00
Ext. Price: 0.00

On Hand 15,000.00 EA, Available 14,326.00 EA, Available for Shipping 14,388.00 EA, Allocated 0.00 EA, Vendor Inventory Qty 0 EA

Add Enhancement

Acumatica

Search...

Revision: Two Products
Products: Wholesale

11/16/2023
11:46 PM

admin admin

Sales Orders
SO SO006963 - Alta Ace test

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Order Type: SO
Order Nbr.: SO006963
Status: Open
Date: 11/16/2023
Requested On: 11/16/2023
Customer Ord.:
External Refer.:

Customer: AACUSTOMER - Alta Ace test
Location: MAIN - Primary Location
Contact: Amelia Armstrong
Currency: USD 1.00
Project: X - Non-Project Code

Ordered Qty.: 0.00
Discount Total: 0.00
VAT Exempt T.: 0.00
VAT Taxable T.: 0.00
Tax Total: 0.00
Order Total: 0.00


DETAILS TAXES COMMISSIONS FINANCIAL SHIPPING ADDRESSES DISCOUNTS SHIPMENTS PAYMENTS RELATIONS TOTALS

ADD BLANKET SO LINE LINE DETAILS ADD INVOICE LINE ITEM ENHANCEMENT ADD ITEMS ADD MATRIX ITEMS PG LINK

PO	Drop-Ship PO Line Nbr.	PO Linked	Reason Code	Salesperson ID	Tax Category	Entity Usage Type	Comments	Blanket SO Ref. Nbr.	Alternate ID	Project Task	Associated SKID	Child Component of SKID Item	Account	Subaccount
				SP0001	TAXABLE	Default					AALGO0590		40000	CON-000
				SP0001	EXEMPT	Default							40000	IND-000
				SP0001	TAXABLE	Default							40000	CON-000
				SP0001	TAXABLE	Default					PANTS9905	BABYKITS	40000	CON-000
				SP0001	EXEMPT	Default							40000	FDI-000
				SP0001	EXEMPT	Default					AAPOWER...		40020	000-000

On Hand 15,000.00 EA, Available 14,326.00 EA, Available for Shipping 14,388.00 EA, Allocated 0.00 EA, Vendor Inventory Qty 0 EA

Associated SKU

-  • The new line item will be added below the parent item with **[Associated SKU ID]**.