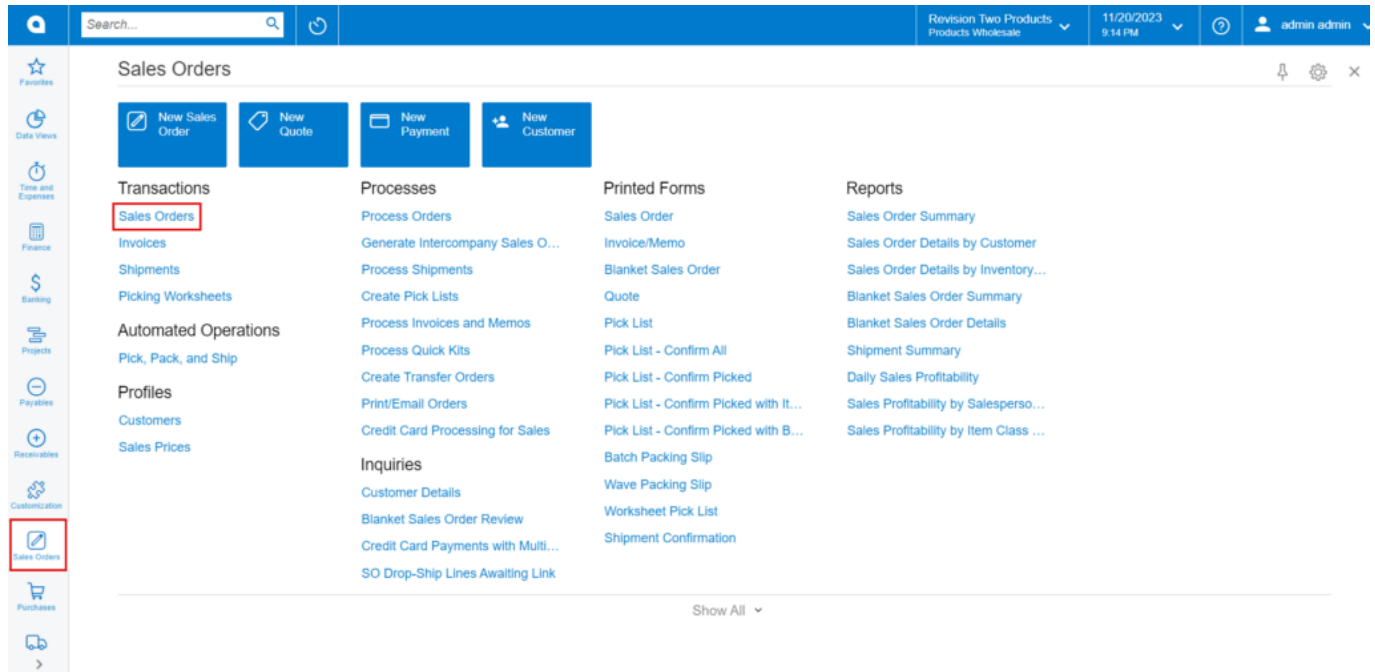


# Sales Orders

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



## 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]**.
- Enter the **[Quantity]**.
- Upon entering the **[Quantity]** the free item will auto be populated on the screen.
- Click on **[Save]**.

**Acumatica** | Search | Revision Two Products Products Wholesale | 11/16/2023 11:36 PM | admin admin

Sales Orders  
SO - Alta Ace test

QUICK PROCESS | CREATE SHIPMENT | HOLD

Order Type: SO | Customer: AACUSTOMER - Alta Ace test | Order Qty: 2.00  
 Order Nbr: <NEW> | Location: MAIN - Primary Location | Discount Total: 0.00  
 Status: Open | Contact: Amelia Armstrong | VAT Exempt T.: 0.00  
 Date: 11/16/2023 | Currency: USD 1.00 | VIEW BASE | VAT Taxable T.: 0.00  
 Requested On: 11/16/2023 | Project: X - Non-Project Code | Tax Total: 0.00  
 Customer Ord.: | Order Total: 100.00  
 External Refer.: | Description:

DETAILS | TAXES | COMMISSIONS | FINANCIAL | SHIPPING | ADDRESSES | DISCOUNTS | SHIPMENTS | PAYMENTS | RELATIONS | TOTALS

Branch	Inventory ID	Related Items	Substituted Required	Free Item	Create Kit Assembly	Warehouse	Line Description	UOM	Quantity	Qty. On Hand	Open Qty.	Unit Price	Manual Price	Ext. Price
PRODWHOLE	CHAIR					RETAIL	Chair	EA	1.00	0.00	1.00	100.00		100.00
PRODWHOLE	AALGO500					RETAIL	Lego 500 piece set- Free Item for CHAIR	EA	1.00	0.00	1.00	0.00		0.00

Upon entering the quantity the free fee item will display automatically under the parent item.

## Sales Orders

https://acumaticademo.kensium.com/PG-12901-23R1KCF(W(8))/Main?ScreenId=SO301000&OrderType=SO&OrderNbr=SO006962

**Acumatica** | Search | Revision Two Products Products Wholesale | 11/16/2023 11:38 PM | admin admin

Sales Orders  
SO S0006962 - Alta Ace test

QUICK PROCESS | CREATE SHIPMENT | HOLD

Order Type: SO | Customer: AACUSTOMER - Alta Ace test | Order Qty: 8.00  
 Order Nbr: S0006962 | Location: MAIN - Primary Location | Discount Total: 0.00  
 Status: Open | Contact: Amelia Armstrong | VAT Exempt T.: 0.00  
 Date: 11/16/2023 | Currency: USD 1.00 | VIEW BASE | VAT Taxable T.: 0.00  
 Requested On: 11/16/2023 | Project: X - Non-Project Code | Tax Total: 0.00  
 Customer Ord.: | Order Total: 400.00  
 External Refer.: | Description:

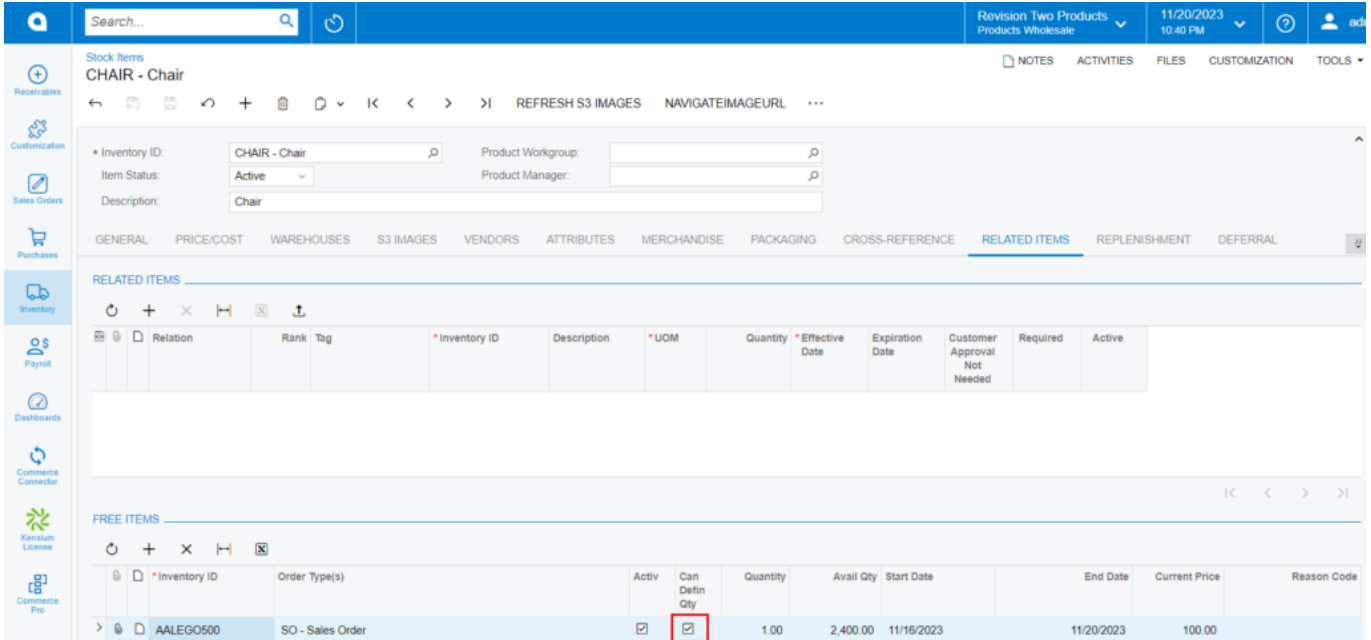
DETAILS | TAXES | COMMISSIONS | FINANCIAL | SHIPPING | ADDRESSES | DISCOUNTS | SHIPMENTS | PAYMENTS | RELATIONS | TOTALS

Branch	Inventory ID	Related Items	Substituted Required	Free Item	Create Kit Assembly	Warehouse	Line Description	UOM	Quantity	Qty. On Hand	Open Qty.	Unit Price	Manual Price	Ext. Price
PRODWHOLE	CHAIR					RETAIL	Chair	EA	1.00	0.00	1.00	100.00		100.00
PRODWHOLE	AALGO500					RETAIL	Lego 500 piece set- Free Item for CHAIR	EA	1.00	0.00	1.00	0.00		0.00
PRODWHOLE	CHAIR					RETAIL	Chair	EA	2.00	0.00	2.00	100.00		200.00
PRODWHOLE	AALGO500					RETAIL	Lego 500 piece set- Free Item for CHAIR	EA	2.00	0.00	2.00	0.00		0.00
PRODWHOLE	CHAIR					RETAIL	Chair	EA	1.00	0.00	1.00	100.00		100.00
PRODWHOLE	AALGO500					RETAIL	Lego 500 piece set- Free Item for CHAIR	EA	1.00	0.00	1.00	0.00		0.00

On Hand 1,135.00 EA, Available 1,119.00 EA, Available for Shipping 1,134.00 EA, Allocated 0.00 EA, Vendor Inventory Qty 0 EA

## Sales Orders

- You can see that free item Quantity is not editable but if the **[Can Define Qty]** is enabled under **[Free Items]**, you can edit the quantity in sales orders screen.



Stock Items  
CHAIR - Chair

Inventory ID: CHAIR - Chair  
Item Status: Active  
Description: Chair

Product Workgroup:  
Product Manager:

GENERAL PRICE/COST WAREHOUSES S3 IMAGES VENDORS ATTRIBUTES MERCHANDISE PACKAGING CROSS-REFERENCE RELATED ITEMS REPLENISHMENT DEFERRAL

RELATED ITEMS

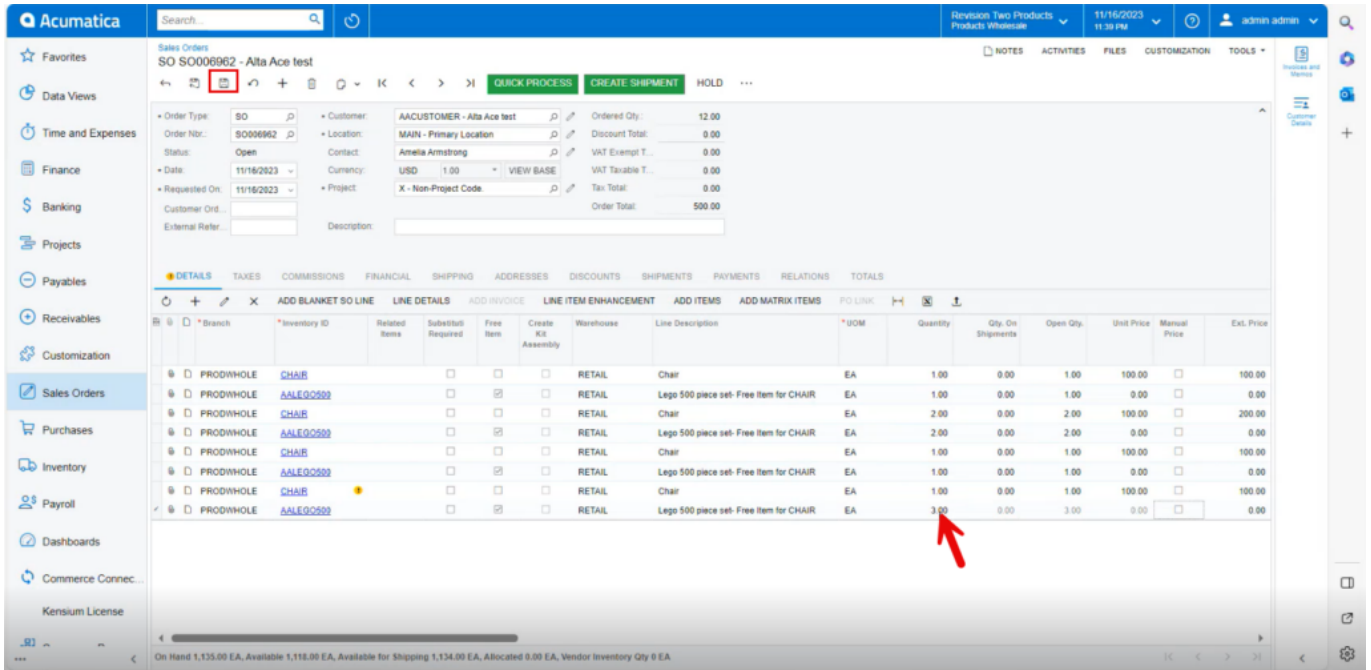
Relation	Rank	Tag	Inventory ID	Description	UOM	Quantity	Effective Date	Expiration Date	Customer Approval Not Needed	Required	Active

FREE ITEMS

Inventory ID	Order Type(s)	Activ	Can Define Qty	Quantity	Avail Qty	Start Date	End Date	Current Price	Reason Code
AALEGO500	SO - Sales Order	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2,400.00	11/16/2023	11/20/2023	100.00	

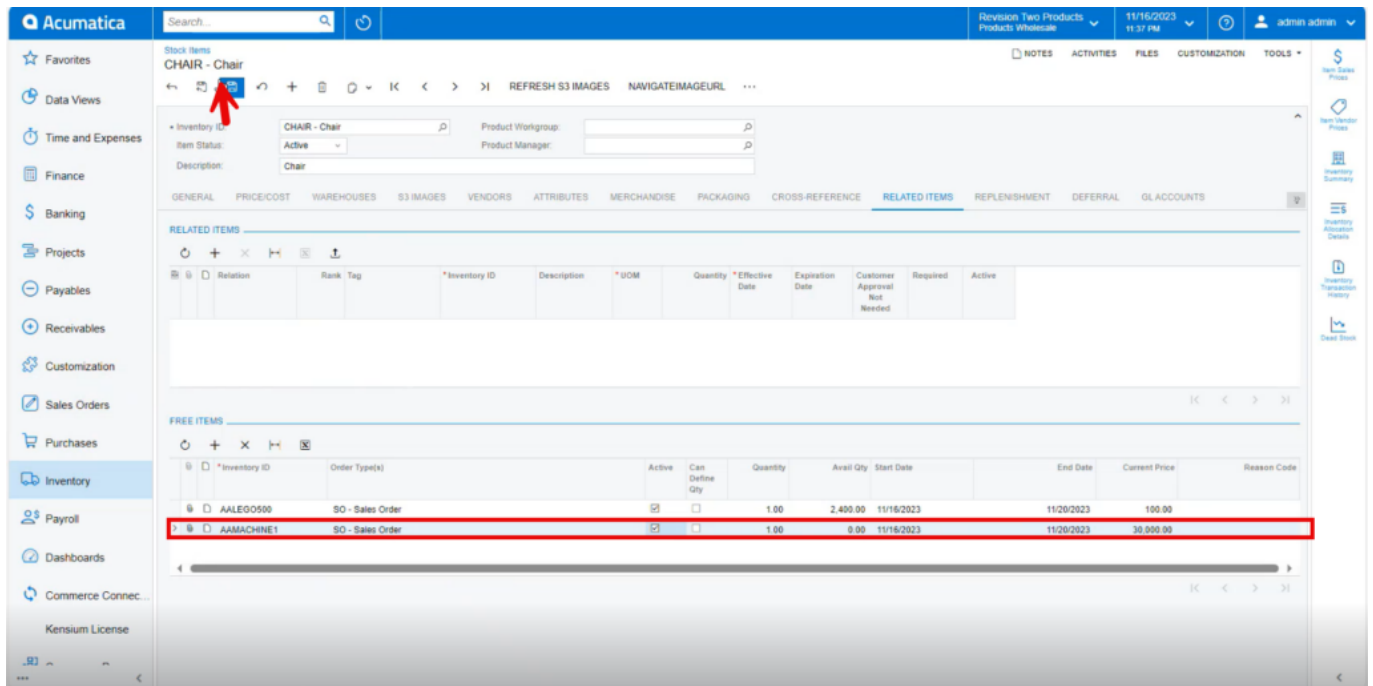
## Stock Items Figure: Sales Orders

- Upon enabling the check box, you can edit the quantity for free item.



## Sales Orders

- You can also add multiple free items for specific stock items under **[Related Items]**.
- If you add multiple free items for stock items, alternate items will be replaced when the free item does not have quantity available in the warehouse.



Acumatica

Search...

Revision Two Products  
Products Wholesale

11/16/2023  
11:31 PM

admin admin

Stock Items  
CHAIR - Chair

Inventory ID: CHAIR - Chair  
Item Status: Active  
Description: Chair

Product Workgroup:   
Product Manager:

GENERAL PRICE/COST WAREHOUSES S3 IMAGES VENDORS ATTRIBUTES MERCHANDISE PACKAGING CROSS-REFERENCE RELATED ITEMS REPLENISHMENT DEFERRAL GL ACCOUNTS

RELATED ITEMS

Relation	Rank	Tag	Inventory ID	Description	UOM	Quantity	Effective Date	Expiration Date	Customer Approval	Required	Active

FREE ITEMS

Inventory ID	Order Type(s)	Active	Can Define Qty	Quantity	Avail Qty	Start Date	End Date	Current Price	Reason Code
AALEGO500	SO - Sales Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	2,400.00	11/16/2023	11/20/2023	100.00	
AAMACHINE1	SO - Sales Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	0.00	11/16/2023	11/20/2023	30,000.00	

## Sales Orders

**Note:** The **[Active]** checkbox needs to be activated for the free item to display in the stock items screen.

- Free Item is added only if the stock items quantity is selected.
- Deleting the parent item will delete the free item automatically.
- Deleting the free item alone will delete only free item.