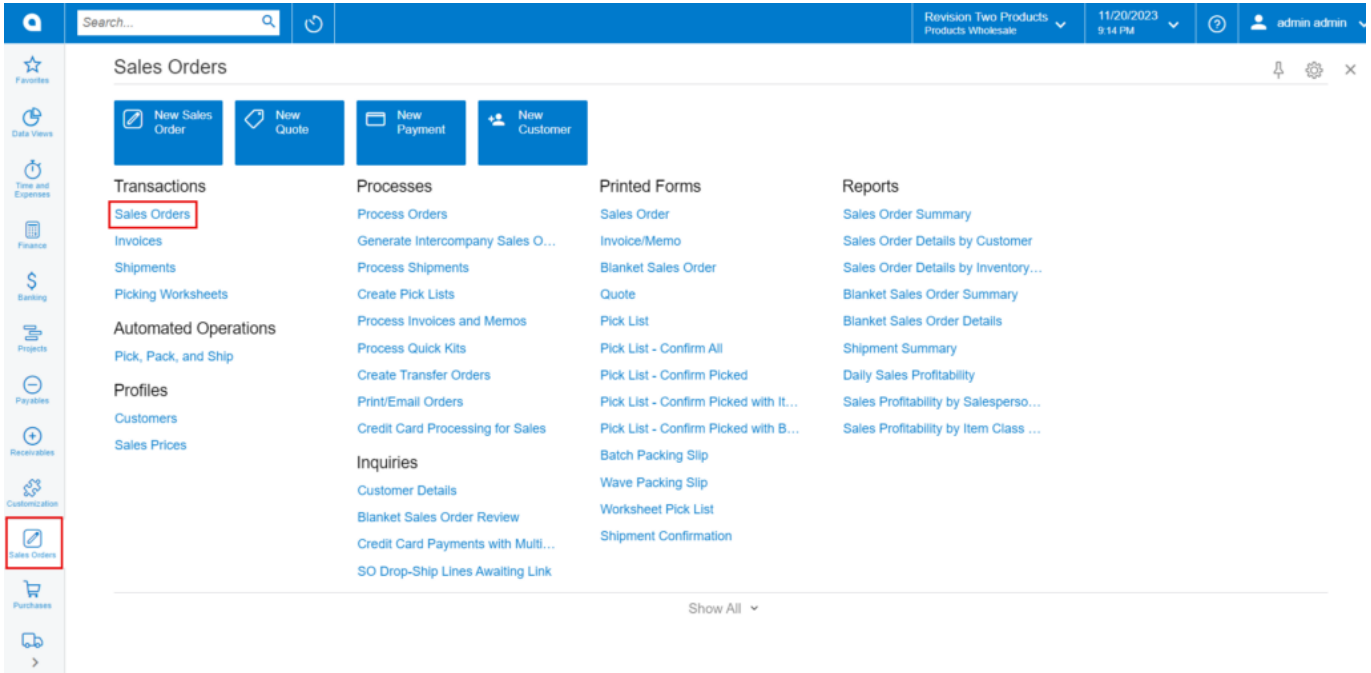


# Sales Orders

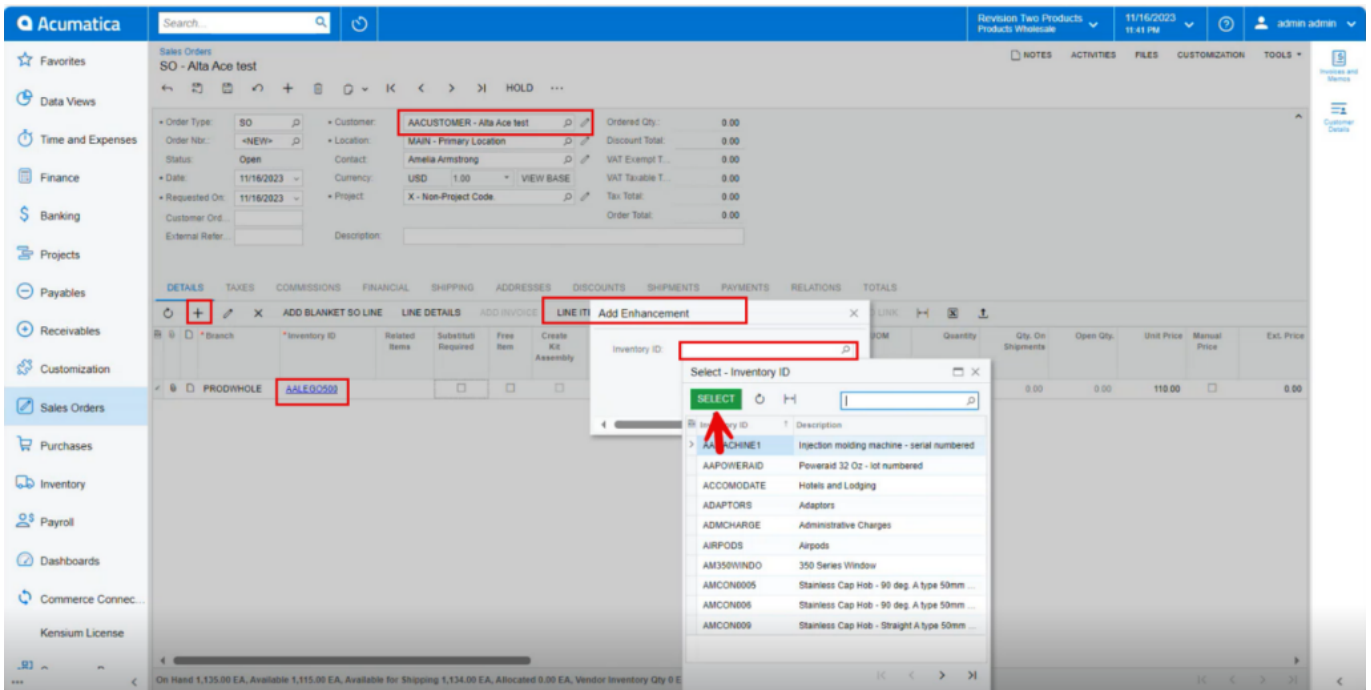
- ✘ You must navigate to the left panel of Acumatica and click on **[Sales Orders]** and then click on **[Sales Orders]** under **[Transactions]**.



The screenshot shows the Acumatica interface for Sales Orders. The top navigation bar includes a search field, a refresh icon, and user information: 'Revision Two Products Wholesale' and '11/20/2023 9:14 PM'. The left sidebar contains various navigation icons, with 'Sales Orders' highlighted in red. The main content area displays a grid of options: 'New Sales Order', 'New Quote', 'New Payment', and 'New Customer'. Below these are four columns: 'Transactions' (with 'Sales Orders' highlighted in red), 'Processes', 'Printed Forms', and 'Reports'.

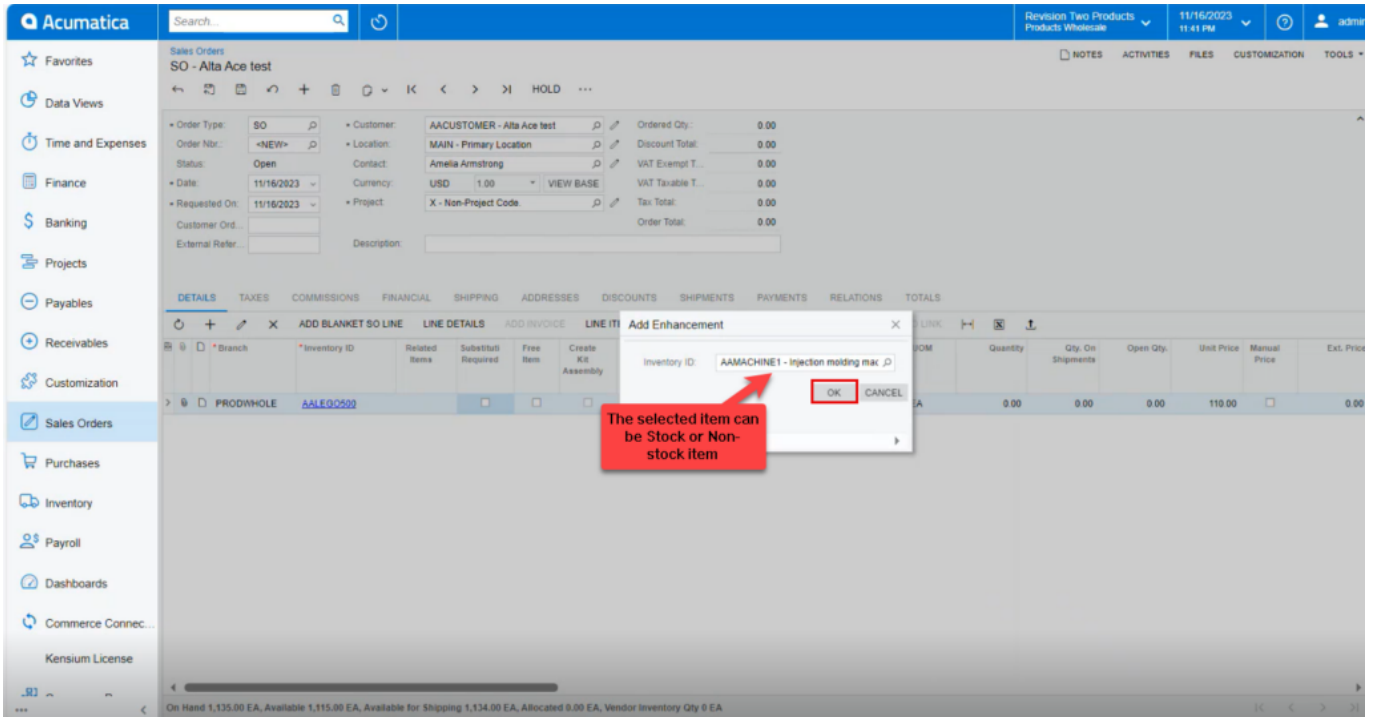
## Sales Orders

- 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]**.



## Sales Orders (1)

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



The screenshot displays the Acumatica software interface. The main window shows a sales order for 'SO - Alta Ace test'. A dialog box titled 'Add Enhancement' is open, showing a table with columns for 'Inventory ID', 'Related Items', 'Substituted Required', and 'Free Item'. The 'Inventory ID' column contains the value 'AAMACHINE1 - Injection molding mac'. A red arrow points to this value, and a red text box below it says 'The selected item can be Stock or Non-stock item'. The dialog box has 'OK' and 'CANCEL' buttons.

## Add Enhancement

- Click on **[Ok]**.

Acumatica

Search: [ ]

Revision Two Products Products Wholesale 11/16/2023 11:42 PM admin admin

Sales Orders  
SO - Alta Ace test

Order Type: SO Customer: AACUSTOMER - Alta Ace test Ordered Qty: 0.00  
 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: 0.00  
 External Refer.: Description:

DETAILS TAXES COMMISSIONS FINANCIAL SHIPPING ADDRESSES DISCOUNTS SHIPMENTS PAYMENTS RELATIONS TOTALS

Branch	Inventory ID	Related Item	Substituted Required	Free Item	Create Kit Assembly	Warehouse	Line Description	UOM	Quantity	Qty. On Shipments	Open Qty.	Unit Price	Manual Price	Ext. Price
	PRODWHOLE	AALG0050				RETAIL	Lego 500 piece set	EA	0.00	0.00	0.00	110.00		0.00
	PRODWHOLE	ASMACHINE1				WHOLESALE	Injection molding machine - serial numbered	EA	0.00	0.00	0.00	30,000.00		0.00

Add Enhancement(1)

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

Acumatica

Search

Revision Two Products  
Products Wholesale

11/16/2023  
11:42 PM

admin admin

NOTES ACTIVITIES FILES CUSTOMIZATION TOOLS

Sales Orders  
SO - Alta Ace test

Order Type: SO Customer: AACUSTOMER - Alta Ace test Ordered Qty: 0.00  
 Order Nbr.: -NEW- Location: MAIN - Primary Location Discount Total: 0.00  
 Status: Open Contact: Amella 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: 0.00  
 External Refer. Description:

DETAILS TAXES COMMISSIONS FINANCIAL SHIPPING ADDRESSES DISCOUNTS SHIPMENTS PAYMENTS RELATIONS TOTALS

PO	Drop-Ship PO Line Nbr.	PO Linked	Reason Code	Salesperson ID	Tax Category	Entity Usage Type	Commiss	Blanket SO Ref. Nbr.	Alternate ID	Project Task	Associated SKU	Child Component of Kit Item	Account	Subaccount
		<input type="checkbox"/>		SP0001	TAXABLE	Default	<input checked="" type="checkbox"/>						40000	CON-000
		<input type="checkbox"/>		SP0001	EXEMPT	Default	<input checked="" type="checkbox"/>				AALE00500		40000	IND-000

On Hand 0.00 EA, Available -4.00 EA, Available for Shipping 0.00 EA, Allocated 0.00 EA, Vendor Inventory Qty 0 EA

Associated SKU ID