

Sales Order

Sales Order Overview

A **Sales Order** is a formal document issued by the seller to the buyer in response to a **Purchase Order**. It confirms the details of the transaction before goods are delivered.

A sales order typically includes:

- Buyer billing information
- Delivery details
- Product list and quantities
- Pricing, taxes, and discounts
- Payment terms and payment information
- Shipping charges (if applicable)
- Additional notes or instructions

Once the buyer approves the sales order, the seller proceeds with shipping the goods.

Sales Order Statuses

A sales order can have the following statuses:

- **Ordered** – Order has been created
- **Partial** – Order has been partially fulfilled
- **Completed** – Order has been fully processed

1. Go to **Settings**.
2. Select **Business Settings**.
3. Open the **Sales** tab.



4. Enable **Sales Order**.
5. Click **Update Setting**.



Step-by-Step: Creating a Sales Order

1. Go to **Invoice** and click on **List POS**.
2. Click on **Sales Orders**.
3. Select **Add Sales Order**.



1. Enter all required details such as:
 - Customer information
 - Products and quantities
 - Pricing, tax, and discounts
 - Shipping Details
2. Click **Save**.

Note: Inventory is **not deducted** when a sales order is created.

Step-by-Step: Printing and Sharing a Sales Order

1. Open the created sales order.



POS

CONFERENCE BY EXHIBIT

POS

+

+

Dashboard
Users & Roles
Contacts
Products
Purchases
Invoice
Sales Order
All sales
Add Sale
List POS
POS
Add Draft
List Drafts
Add Quotation
List quotations

POS Sales Drafts Sell Return Shipments Discounts Subscriptions Sales Order

Sales Order

Invoices

Show 25

Export to CSV
Export to Excel
Print
Column visibility
Export to PDF

Search

ACTION	DATE	ORDER NO.	CUSTOMER NAME	CONTACT NUMBER	LOCATION	STATUS	SHIPPING STATUS	QUANTITY REMAINING	ADDED BY
	02/02/2026 09:25	LpB3WE0	Walk-In Customer		Defy Technologies	Ordered	DELIVERED	2.00	Shanil Verma

Showing 1 to 1 of 1 entries

Previous Next

2. Click **Print**.

Date: 02/10/2026

Order No.: #LpB3WE0
Status: Ordered

Customer name: Walk-In Customer
Address:
Walk-In Customer

Shipping: **DELIVERED**
Simla Road, Talesia 9
Delivered To: Adam Silver
Delivery Person: Eujin Kumar

Products:

#	Product	Quantity Remaining	Quantity	Unit Price	Discount	Tax	Price inc. tax	Subto
1	LED Lights - RBG (multi-color) - RBG, 0013-1, Sony	1.00 M	1.00 M	\$ 800.00	\$ 0.00	\$ 0.00	\$ 800.00	\$ 800.00
2	Digital Camera 0011	1.00 Pc(s)	1.00 Pc(s)	\$ 300.00	\$ 0.00	\$ 0.00	\$ 300.00	\$ 300.00

Total:

\$ 1100.00

Discount:

(-)

Order Tax:

(+)

Shipping:

(+)

Round Off:

Total Payable:

\$ 1100.00

Invoice note:

Staff note:

Activities:

Date	Action	By	Note
02/10/2026 09:27	Added	Shanil Verma	

Print

Close

3. Share the printed or digital copy with the buyer for approval.

Step-by-Step: Converting a Sales Order to a Sale

Once the buyer approves the sales order, it can be converted into a sale.

1. Go to **Invoice→ Add Sale**.
2. Select the **Business Location**.

XPOS POS POS +

POS Sales Drafts Sell Return Shipments Discounts Subscriptions Sales Order

Add Sale

Defy Technologies (BL0001) Customize

Sale Details

Walk-In Customer

Bill To: Walk-In Customer Ship To: Walk-In Customer

Invoice Date:* 02/10/2026 11:42 Status:* Please Select Invoice Scheme: Default Invoice No: Invoice No. Keep blank to auto generate

Due Date: Due date Please Select

Sales Order: Attach Document: Browse... Max File size: SMB Allowed File: pdf, csv, zip, doc, docx, jpeg, jpg, png

Subscribe? ☒

3. Choose the **Customer**.

The screenshot shows the XPOS 'Add Sale' form. On the left is a sidebar menu with options like Dashboard, Users & Roles, Contacts, Products, Purchases, Invoice, Sales Order, All sales, Add Sale (highlighted), List POS, POS, Add Draft, List Drafts, Add Quotation, List quotations, and List Sell Return. The main form area has a top navigation bar with POS Sales, Drafts, Sell Return, Shipments, Discounts, Subscriptions, and Sales Order. Below this is the 'Add Sale' header with a dropdown for 'Defy Technologies (BL0001)' and a 'Customize' button. The 'Sale Details' section contains a dropdown for 'Walk-in Customer' which is highlighted with a red box. Below this are fields for 'Bill To' and 'Ship To' (both 'Walk-in Customer'), 'Invoice Date*' (02/10/2026 11:42), 'Status*' (Please Select), 'Invoice Scheme' (Default), and 'Invoice No.' (Keep blank to auto generate). There are also fields for 'Due Date' (Due date, Please Select), 'Sales Order' (empty), and 'Attach Document' (Browse.. button). A 'Subscribe?' checkbox is checked.

4. Open the **Sales Order** dropdown.

5. Select the approved sales order.

This screenshot shows the same 'Add Sale' form as the previous one, but with the 'Sales Order' dropdown highlighted by a red box. The dropdown menu is open, showing a list of sales orders, with 'LpB3WED' selected and highlighted in blue. The rest of the form fields remain the same as in the previous screenshot.

6. The system will automatically load:

- Products
- Prices
- Taxes
- Discounts

7. Adjust product quantities if needed.

8. Complete and save the sale.

Revision #3

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