Sales Order

POS & Sales · https://spos.pk/docs/sales-order/

A sales order records a customer's order before the goods are delivered or the payment is taken. It is useful when a customer orders items in advance, pays a deposit, or asks you to keep stock aside, because the order is saved and can be turned into a final sale later.

Sales order

1. Open the POS screen or the sales section in Smart POS and start a new sale for the customer.
2. Add the products the customer is ordering, with the correct quantities and prices, and select the customer.
3. Save the transaction as a sales order instead of completing it as a final sale, and record any advance payment the customer makes.
4. When the goods are ready, open the saved sales order from the list of orders.
5. Convert the order into a final sale, take the remaining payment, and print the invoice for the customer.

Tip: Always link the sales order to the right customer, so you can find it quickly and apply their advance payment at delivery.