# How to Print Sales Order Report

Here is a sample Sales Order and its report.

les Oro	der - ABC Reseller																				
													i21 Sοι	urce Com	oany			s	ales Or	der: SO	D-168
Details	Instructions Payments (0) A	ttachments (0)	Audit Log (5) C	omments (0) A	oproval (0)							irol	4242 Flagsta	aff Cove							
ype:	Standard v Recurrin	ng: 🔄 Bill To:	ABC Reseller	~ PC	Number:	PO#05		Order No:	SO-168				Fort Wayne, I	IN, 46815, United	States						
ustom	er ABC Reseller	<ul> <li>Ship To:</li> </ul>	ABC Reseller	~ BC	DL No:	BOL#05		Split:			~										
Date:	6/30/2016	Ordered B	y: irelyadmin	v Sta	atus:	Open	~	Salespersor	n: Jared Sm	hith	~										
Due Dat	e: 7/30/2016	🖽 Ship Via:	UPS	v Fre	eight Term:	Pickup	~	Currency:	USD	~											
ocation	0001 - Fort Wayne	v Terms:	5% 5, Net 30	~				Comments:	Standard	d SO	~	Bill To:	ABC Reseller								
+ Inse	rt Q. Open X Remove	dd Recipe 🛛 📗 Gi	et Previous Details	E Layout	Q Filter F	Records (F3)							Indianapolis, IN	I, 46204, United S	tates						
	Item No Contract No Contr	ract Sequence De	escription	UOM St	nipped (	Ordered	Discount	Tax	Price	Total	Tax Group										
	87G	87	Unleaded Ga	Gallon	0.00	100.00	10.00%	22.81	1.850000	166.5	0 IN SST										
•		sa	mple misc ite		0.00	1.00	0.00%	0.00	10.500000	10.5	0	Customer:	ABC Reseller	Salesperson:	Jared Smith	PO Nu	umber:	PO#05	Date:	06/30/	2016
•					0.00	0.00	0.00%	0.00	0.000000	0.0	0	Order Type:	Standard	Ship Via:	UPS	Terms		5% 5, Net 30	Due Date:	07/30/	2016
												Currency:	USD	Ordered By:	IRELY ADMIN	Split:					
												BOL No:	BOL#05	Freight Term:	Pickup	Order	Status:	Open			
Bill To:	ABC Reseller	Item:				Quo	te:	Subt	otal:		177.00	Ship To:	ABC Reseller Somewhere St.	46204 United C	Inter	Sales	Order	Standard SO			
	Indianapolis, IN, 46204 United	On Hand:		On Order (PO)	E			Ship	ping:		0.00		indianapolis, in	, 40204, Officeu S	lates	Comm	nent.				
bin To:	ABC Reseller	Committed:		Back Order:				Tax: Total	ь –		22.81										
	Somewhere St. Indianapolis, IN, 46204 United								- L		155.01	Item # D	escription	Contract # U	DM Ship	oped	Ordered	Discount	Tax	Price	Total
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00	🖓 🖂 Ready							14 4	Page	1	of 1 🕨 🕅					%	DEC		6.16		
												s	imple misc item		0	.000	1.000	0.00%	0.00	10.50	10.50
												Total Records Sales Order	2 Footer						ubtotal:		177.00
												Comment:						T	ax: otal:		22.81 199.81 Page 1 of 1

# Print using Sales Order | Print button

1. Open the Sales Order record you wish to print.



3. Click Yes on the confirmation message.





Do you want to print this report: Sales Order Report/s?



Print using Batch Printing screen

Refer to How to Batch Print Reports.

# **Related Topics**

- How to Upload a Company Logo for ReportsHow Include Entity Name on Address works

# Here is a sample Sales Order and its report.

ales Orde	ler -	ABC Re	seller																			× Г											
																									:24 Car						Salaa O	rdar. C	0.75
Details	Ins	struction	s Paymen	ts (0) A	ttachmer	its (0) Au	udit Log (S	3) Comme	ents (0)															nal	4242 Flagsta	aff Cove	any				Sales U	ruer: a	0-75
Type:	1	Standari	e e e e e e e e e e e e e e e e e e e	~ Re	curring:	Bill To:	ABC	Reseller		~	Ordered B	ire ire	elyadm	in	~	Order	No:	50-75						rei	Comp Loc Fort Wayne, I	IN, 46815, United	States						
Customer	erc /	ABC Res	eller			<ul> <li>Ship To</li> </ul>	a ABC	Reseller		~	PO Numbe	er: PC	D#05			Salesp	erson:	Jared Sn	nitl ~	Status: 0	Open ~				, 								
Date:	(	04/19/20	016 🗏 D	ue: 05/1	9/2016	Ship Vi	a: UPS			v	BOL No:	BC	OL#05			Split:			~	Currency:	USD ~												
Location:	: (	0001 - F	ort Wayne			<ul> <li>Terms:</li> </ul>	596.5	i, Net 30		v	Freight Ter	rm: De	eliver		Ý	Comm	ents:	Sample	Sales O	rder.	~												
+ Insert	rτ	Q, Open	× Remo	/e 🗄 A	dd Recip	e 🕕 Get	Previous	Details 🔠	Layout	q,	Filter Reco	ords (F3)											Bi	II To:	ABC Reseller Somewhere St								
	Iter	m No		Contr	act Nr. C	ontract Se I	Descriptio	an			UOM	Shippe	ed	Ordered	Disco	unt	Tax	Pr	ice	Total	Tax Group				Indianapolis, IN	I, 46204, United St	ates						
H 🗌	870	G				1	87 Unlead	ded Gasoline			Gallon	C	0.00	100.0	0.0.	00%	16.65	1.85	0000	185.00	IN SST												
H 🗌							sample m	ilsc item				C	0.00	1.0	0.0.	00%	0.00	10.50	0000	10.50	)												
₩												C	0.00	0.0	0.0.	00%	0.00	0.00	0000	0.00			Cu	istomer:	ABC Reseller	Salesperson:	Jared Smith	PO N	lumber:	PO#05	Date:	04/19/	2016
																							Or	der Type:	Standard	Ship Via:	UPS	Term	15:	5% 5, Net 30	Due Date:	05/19/	2016
4								-													÷		B	DL No:	BOL#05	Freight Term:	Deliver	Orde	r Status:	Open			
Bill To:	So	BC Resel	ler re St.		<ul> <li>↓ Ite</li> <li>▼ Or</li> </ul>	m: Hand:			On Order	(PO)	F		Qu	iote:			Subtota Shinnini	l: 			195.50		St	iip To:	ABC Reseller			Sales	s Order	Sample Sales	Drder.		
Ship To:	AE	dianapo BC Resel	lis, IN, 4620 ler	1 United	_ Co	mmitted:			Back Orde	er:	P-						Тах:	s			16.65				Somewhere St. Indianapolis, IN	I, 46204, United St	ates	Com	ier ment:				
	So	omewhe dianapo	re St. lis. IN. 4620	4 United	-												Total:				212.15												
30	Ŷ		Edited															Pag	e	1 of	1 🕨 🕅		Ite	m# De	scription	Contract # UC	OM Ship	pped	Ordered	Discount	Tax	Price	Total
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#### Print using Sales Order | Print button

1. Open the Sales Order record you wish to print.





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Do you want to print this report: Sales Order Report/s?



# Refer to Batch Printing. Here is a sample Sales Order and its report.

ales Ord	er - ABC Reseller																				
														i21 Dem	o Setup (	Company			Sales Or	der: S	<b>D-</b> 47
Details	Payments (0) Attachm	nents (0) Audit Log (2) Co	imments (0)									ire	V	(Source 4242 Flagstaff	) Cove						
ype:	Standard	Recurring: Bill To:	ABC Reseller	<ul> <li>Ordered By:</li> </ul>	irelyadı	min	v Ore	ler No:	SO-47					Fort Wayne, IN	1, 46815, United S	States					
ustome	r: ABC Reseller	<ul> <li>Ship To:</li> </ul>	ABC Reseller	PO Number	PO#05		Sale	esperson:	Mike Moria 🗸	Status: C	pen v										
ate:	01/20/2016 🔲 Du	Je: 01/25/2016 🗉 Ship Via	Truck	V BOL No:	BOL#05	5	Spli	e .	~	Currency:	USD v										
ocation:	0001 - Fort Wayne	<ul> <li>Terms:</li> </ul>	5% 5 Net 30	<ul> <li>Freight Term</li> </ul>	n: Deliver		v Cor	nments:	Sample Quote		~										
+ Inser	t Q, Open X Remov	ve 🔄 Add Recipe 👔 Get F	Previous Details III Layout	Filter Recor	ds (F3)							Bill To:	6	ARC Reseller				1			
	Item No	Contrac Contrac E	lescription	UOM	Shipped	Ordered	Discou	Tax	Price	Total	Tax Gro		A	ABC Reseller Somewhere St.							
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H 🗌		s	ample misc item		0.00	1.00	0.00%	0.00	10.500000	10.50											
H 🗌					0.00	0.00	0.00%	0.00	0.000000	0.00								_			
												Custom	er: A	ABC Reseller	Salesperson:	Mike Moriarty	PO Number:	PO#05	Date:	01/20/2	016
												Order Ty	pe: S	Standard	Ship Via:	Truck	Terms:	5% 5 Net 30	Due Date:	01/25/2	016
4											÷	Currenc	y: L	JSD	Ordered By:	IRELY ADMIN	Split:				
ill To:	ABC Reseller Somewhere St.	+ Item:						Subtotal			195.50	BOL No:	E	3OL#05	Freight Term:	Deliver	Order Status:	Open			
	Indianapolis, IN, 46204	United • On Hand:	On Orde	r (PO):				Shipping	F		0.00	Ship To:	Å	ABC Reseller			Sales Order	Sample Quote.			
hip To:	ABC Reseller Somewhere St.	<ul> <li>Committed:</li> </ul>	Back On	ser:				Total:			210.30		Ĭ	ndianapolis, IN, 4	46204, United Sta	ites	Comment:				
	Indianapolis, IN, 46204	United T						10081.			210.50										
	🖗 🖂 Ready							M	4 Page	1 of	1 ▷ ▷	Item #	Descr	iption	Contract# UO	M Ship	ped Ordered	I Discount	Tax	Price	Total
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																					Page 1 of 1

# Print using Sales Order | Print button

- 1. Open the Sales Order record you wish to print.
- 2. Click the Print button.





iRely i21

Do you want to print this report: Sales Order Report/s?



# Print using Batch Printing screen

Refer to Batch Printing. Here is a sample Sales Order and its report.

🟮 Sales Or	der - ABC Reseller														8	
	a 🖪 🗟 💅	ດ 📇 🛛		<b>B</b>												
New S	ave Search Delete Uni	do Print	Process 0	Duplicate Custo	mer Close											
Details	Attachments Audit Log															
Type:	Standard 👻	Recurring: 📰	Bill To:	ABC Reseller		v	Ordered By:	irelyadmin		~	Order No:	SO-5	5			
Customer	0001005066	~	Ship To:	ABC Reseller		~	PO Number:	PO#04			Salesperso	n: 000	1005049 🛩	Status: 0	pen	~
Date:	01/21/2016 🖪 Due:	01/21/20: 🖪	Ship Via:	Truck		×	BOL No:	BOL#04			Split:		~	Currency:	USD	~
Location:	0001 - Fort Wayne	*	Terms:	Due on Receip	ot	v	Freight Term:	Truck		~	Comments	Sam	ple sales ord	er. DUP: SC	-4	~
O Inser	t 🔍 View 🤤 Remove 📗	Get Previous	Details 🏨	Layout • 💡	Filter Records (											
	Item No	Contract (	Contract	Description			UOM	Shipped	Ordered	Dise	oun	Тах	Price	Total	Tax Gr	oup
* 🖻	87G			87 Unleaded Ga	soline		Gallon	0.00	100.00		0.00	12.95	1.850000	185.00	IN SST	i i
H 🖂				sample misc iter	m			0.00	5.00		0.00	0.00	4.160000	20.80		
* 🖻								0.00	0.00		0.00	0.00	0.000000	0.00		
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0 📀 🖇	🕼 Ready												Id d Page	1	of 1	

	i21 Dem Compar 4242 Flagstaff Fort Wayne, IM	io Setup ny(Source Cove 1, 46815, United S	:) itates				Sales (	Order:	so-
Bill To:	ABC Reseller ABC Reseller Somewhere St. Fortville, IN, 460	40, United States							
Customer:	ABC Reseller	Salesperson:	Mike Moriarty	POI	Number:	PO#04	Date:	01/21	/2016
Order Type:	Standard	Ship Via:	Truck	Terr	ms:	Due on Receip	ot Due Date:	01/21	/2016
Currency:	USD	Ordered By:	IRELY ADMIN	Split	t:				
BOL No:	BOL#04	Freight Term:	Truck	Ord	er Status:	Open			
Ship To:	ABC Reseller Somewhere St. Fortville, IN, 460	40, United States		Sale Hea Con	es Order ider nment:	Sample sales	order. DUP: SO	-4	
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Tatal Basarin	2								
rutar mecords: .	2					E	Subtotal:		205
	ooter						Shipping:		0
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Sales Order F Comment:							Tax:		12.5

Print using Sales Order | Print button

1. 2.	Open the Sa Click the <b>Pri</b>	ales Ord int toolb	er record	you wish t <b>1</b> .	to print.					
	🎝 Sales (	Order -	ABC Res	eller						
		P	Q	0	5				2	ß
	New	Save	Search	Delete	Undo	Print	Process	Duplicate	Customer	Close
	Details	Atta	chments	Audit	Log					

Print using Batch Printing screen

Refer to Batch Printing.