

# How to Print Sales Order Report

Here is a sample Sales Order and its report.

Sales Order - ABC Reseller

New Save Search Delete Undo Print Blend Pick Ticket Pick List Ship Invoice Duplicate Recurring Close

Details Instructions Payments (0) Attachments (0) Audit Log (5) Comments (0) Approval (0)

Type: Standard Recurring: Bill To: ABC Reseller PO Number: POW05 Order No: SO-168

Customer: ABC Reseller Ship To: ABC Reseller BOL No: BOL#05 Split:

Date: 6/30/2016 Ordered By: irelyadmin Status: Open Salesperson: Jared Smith

Due Date: 7/30/2016 Ship Via: UPS Freight Terms: Pickup Currency: USD

Location: 0001 - Fort Wayne Terms: 5% 5, Net 30 Comments: Standard SO

+ Insert Open Remove Add Recipe Get Previous Details Layout Filter Records (F3)

Item No	Contract No	Contract Sequence	Description	UOM	Shipped	Ordered	Discount	Tax	Price	Total	Tax Group
87G			87 Unleaded Ga...	Gallon	0.00	100.00	10.00%	22.81	1.850000	166.50	IN SST
			sample misc ite...		0.00	1.00	0.00%	0.00	10.500000	10.50	
					0.00	0.00	0.00%	0.00	0.000000	0.00	

Bill To: ABC Reseller  
Somewhere St,  
Indianapolis, IN, 46204 United States

Ship To: ABC Reseller  
Somewhere St,  
Indianapolis, IN, 46204 United States

Item: On Hand: On Order (PO):  
Committed: Back Order:

Quote: Subtotal: 177.00  
Shipping: 0.00  
Tax: 22.81  
Total: 199.81

Ready Page 1 of 1

i21 Source Company

4242 Flagstaff Cove  
Comp Loc  
Fort Wayne, IN, 46815, United States

Sales Order: SO-168

Bill To: ABC Reseller  
Somewhere St,  
Indianapolis, IN, 46204, United States

Customer:	ABC Reseller	Salesperson:	Jared Smith	PO Number:	PO#05	Date:	06/30/2016
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		
Ship To:	ABC Reseller Somewhere St, Indianapolis, IN, 46204, United States	Sales Order Header Comment:	Standard SO				

Item #	Description	Contract #	UOM	Shipped	Ordered	Discount	Tax	Price	Total
87G	87 Unleaded Gasoline		Gallon	0.000	100.000	10.00%	22.81	1.85	166.50
						IN SST	16.65		
						% DEC	6.16		
	sample misc item			0.000	1.000	0.00%	0.00	10.50	10.50

Total Records: 2

Sales Order Footer Comment:

Subtotal:	177.00
Shipping:	0.00
Tax:	22.81
Total:	199.81

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## Print using Sales Order | Print button

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

Sales Order - ABC Reseller

New Save Search Delete Undo Print Blend Pick Ticket Pick List Ship Invoice Duplicate Recurring Close

Details Instructions Payments (0) Attachments (0) Audit Log (5) Comments (0) Approval (0)

- Click **Yes** on the confirmation message.

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

Yes

No

## Print using Batch Printing screen

Refer to [How to Batch Print Reports](#).

## Related Topics

- [How to Upload a Company Logo for Reports](#)
- [How Include Entity Name on Address works](#)

Here is a sample Sales Order and its report.

**Sales Order - ABC Reseller**

New Save Search Delete Undo Print Pick Ticket Ship Invoice Duplicate Customer Close

Details Instructions Payments (0) Attachments (0) Audit Log (3) Comments (0)

Type: Standard Recurring: Bill To: ABC Reseller Ordered By: irelyadmin Order No: SO-75

Customer: ABC Reseller Ship To: ABC Reseller PO Number: PO#05 Salesperson: Jared Smith Status: Open

Date: 04/19/2016 Due: 05/19/2016 Ship Via: UPS BOL No: BOL#05 Split: Currency: USD

Location: 0001 - Fort Wayne Terms: 5% 5, Net 30 Freight Term: Deliver Comments: Sample Sales Order.

Item No	Contract #	Description	UOM	Shipped	Ordered	Discount	Tax	Price	Total	Tax Group
87G		87 Unleaded Gasoline	Gallon	0.00	100.00	0.00%	16.65	1.850000	185.00	IN SST
		sample misc item		0.00	1.00	0.00%	0.00	10.500000	10.50	

Bill To: ABC Reseller Somewhere St. Indianapolis, IN, 46204 United

Ship To: ABC Reseller Somewhere St. Indianapolis, IN, 46204 United

Subtotal: 195.50

Shipping: 0.00

Tax: 16.65

Total: 212.15

**i21 Source Company**

4242 Flagstaff Cove  
Fort Wayne, IN, 46815, United States

**Sales Order: SO-75**

Bill To: ABC Reseller Somewhere St. Indianapolis, IN, 46204, United States

Customer:	ABC Reseller	Salesperson:	Jared Smith	PO Number:	PO#05	Date:	04/19/2016
Order Type:	Standard	Ship Via:	UPS	Terms:	5% 5, Net 30	Due Date:	05/19/2016
Currency:	USD	Ordered By:	IRELY ADMIN	Split:			
BOL No:	BOL#05	Freight Term:	Deliver	Order Status:	Open		
Ship To:	ABC Reseller Somewhere St. Indianapolis, IN, 46204, United States			Sales Order Header Comment:	Sample Sales Order		

Item #	Description	Contract #	UOM	Shipped	Ordered	Discount	Tax	Price	Total
87G	87 Unleaded Gasoline		Gallon	0.000	100.000	0.00%	16.65	1.85	185.00
							IN SST	16.65	
							% DEC	0.00	
	sample misc item			0.000	1.000	0.00%	0.00	10.50	10.50

Total Records: 2

Subtotal:	195.50
Shipping:	0.00
Tax:	16.65
Total:	212.15

Sales Order Footer Comment:

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### Print using Sales Order | Print button

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

**Sales Order - ABC Reseller**

New Save Search Delete Undo **Print** Pick Ticket Ship Invoice Duplicate Customer Close

Details Instructions Payments (0) Attachments (0) Audit Log (2) Comments (0)

3. Click **Yes** on the confirmation message.



**iRely i21**

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

**Yes** **No**

### Print using Batch Printing screen

Refer to [Batch Printing](#).

Here is a sample Sales Order and its report.

**Sales Order - ABC Reseller**

New Save Search Delete Undo Print Ship Invoice Duplicate Customer Close

Details Payments (0) Attachments (0) Audit Log (2) Comments (0)

Type: Standard Recurring: ☐ Bill To: ABC Reseller Ordered By: irelyadmin Order No: SO-47

Customer: ABC Reseller Ship To: ABC Reseller PO Number: PO#05 Salesperson: Mike Morie Status: Open

Date: 01/20/2016 Due: 01/25/2016 Ship Via: Truck BOL No: BOL#05 Split: Currency: USD

Location: 0001 - Fort Wayne Terms: 5% 5 Net 30 Freight Term: Deliver Comments: Sample Quote.

+ Insert Q Open X Remove Add Recipe Get Previous Details Layout Filter Records (F3)

Item No	Contract	Description	UOM	Shipped	Ordered	Discou	Tax	Price	Total	Tax Gro
87G		87 Unleaded Gasoline	Gallon	0.00	100.00	0.00%	14.80	1.850000	185.00	IN SST
		sample misc item		0.00	1.00	0.00%	0.00	10.500000	10.50	
				0.00	0.00	0.00%	0.00	0.000000	0.00	

Bill To: ABC Reseller Somewhere St. Indianapolis, IN, 46204 United On Hand: On Order (PO): Subtotal: 195.50

Ship To: ABC Reseller Somewhere St. Indianapolis, IN, 46204 United Committed: Back Order: Shipping: 0.00

Tax: 14.80

Total: 210.30

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**i21 Demo Setup Company (Source)** Sales Order: SO-47

4242 Flagstaff Cove  
Fort Wayne, IN, 46815, United States

irely

Bill To: ABC Reseller  
ABC Reseller  
Somewhere St.  
Indianapolis, IN, 46204, United States

Customer:	ABC Reseller	Salesperson:	Mike Morie	PO Number:	PO#05	Date:	01/20/2016
Order Type:	Standard	Ship Via:	Truck	Terms:	5% 5 Net 30	Due Date:	01/25/2016
Currency:	USD	Ordered By:	IRELY ADMIN	Split:			
BOL No:	BOL#05	Freight Term:	Deliver	Order Status:	Open		
Ship To:	ABC Reseller Somewhere St. Indianapolis, IN, 46204, United States	Sales Order Header Comment:	Sample Quote.				

Item #	Description	Contract #	UOM	Shipped	Ordered	Discount	Tax	Price	Total
87G	87 Unleaded Gasoline		Gallon	0.000	100.000	0.00%	14.80	1.85	185.00
							IN State Sales Tax	14.80	
							Decimal	0.00	
	sample misc item			0.000	1.000	0.00%	0.00	10.50	10.50

Total Records: 2

Sales Order Footer Comment:		Subtotal:	195.50
		Shipping:	0.00
		Tax:	14.80
		Total:	210.30

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### Print using Sales Order | Print button

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

**Sales Order - ABC Reseller**

New Save Search Delete Undo **Print** Ship Invoice Duplicate Customer Close

Details Payments (0) Attachments (0) Audit Log (1) Comments (0)

3. Click **Yes** on the confirmation message.



**iRely i21**

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

Yes

No

### Print using Batch Printing screen

Refer to [Batch Printing](#).

Here is a sample Sales Order and its report.

**Sales Order - ABC Reseller**

New Save Search Delete Undo Print Process Duplicate Customer Close

Details Attachments Audit Log

Type: Standard Recurring: ☐ Bill To: ABC Reseller Ordered By: irelyadmin Order No: SO-5  
 Customer: 0001005066 Ship To: ABC Reseller PO Number: PO#04 Salesperson: 0001005049 Status: Open  
 Date: 01/21/2016 Due: 01/21/2016 Ship Via: Truck BOL No: BOL#04 Split: Currency: USD  
 Location: 0001 - Fort Wayne Terms: Due on Receipt Freight Term: Truck Comments: Sample sales order. DUP: SO-4

Insert View Remove Get Previous Details Layout Filter Records (F3)

Item No	Contract	Description	UOM	Shipped	Ordered	Discount	Tax	Price	Total	Tax Group
87G		87 Unleaded Gasoline	Gallon	0.00	100.00	0.00	12.95	1.850000	185.00	IN SST
		sample misc item		0.00	5.00	0.00	0.00	4.160000	20.80	
				0.00	0.00	0.00	0.00	0.000000	0.00	

Bill To: ABC Reseller Somewhere St. Fortville, IN, 46040, United States  
 Ship To: ABC Reseller Somewhere St. Fortville, IN, 46040, United States

Item: On Hand: On Order (PO):  
 Committed: Back Order:

Subtotal: 205.80  
 Shipping: 0.00  
 Tax: 12.95  
 Total: 218.75

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**Report Viewer**

Sales Order

Page 1 of 1 Pdf

**i21 Demo Setup Company(Source)**  
4242 Flagstaff Cove  
Fort Wayne, IN, 46815, United States

**Sales Order: SO-5**

Bill To: ABC Reseller  
 ABC Reseller  
 Somewhere St.  
 Fortville, IN, 46040, United States

Customer:	ABC Reseller	Salesperson:	Mike Moriarty	PO Number:	PO#04	Date:	01/21/2016
Order Type:	Standard	Ship Via:	Truck	Terms:	Due on Receipt	Due Date:	01/21/2016
Currency:	USD	Ordered By:	IRELY ADMIN	Split:			
BOL No:	BOL#04	Freight Term:	Truck	Order Status:	Open		
Ship To:	ABC Reseller Somewhere St. Fortville, IN, 46040, United States	Sales Order Header Comment:	Sample sales order. DUP: SO-4				

Item #	Description	Contract #	UOM	Shipped	Ordered	Discount	Tax	Price	Total
87G	87 Unleaded Gasoline		Gallon	0.000	100.000	0.00%	12.95	1.85	185.00
							IN State Sales Tax		
							12.95		
	sample misc item			0.000	5.000	0.00%	0.00	4.16	20.80

Total Records: 2

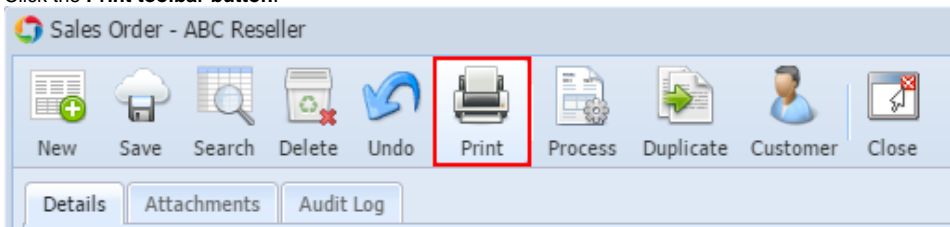
Subtotal: 205.80  
 Shipping: 0.00  
 Tax: 12.95  
 Total: 218.75

Sales Order Footer Comment:

Printed by: irelyadmin Page 1 of 1

### Print using Sales Order | Print button

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



### Print using Batch Printing screen

Refer to [Batch Printing](#).