

How to Add Finished Good item in Sales Order and Manually Blend it

The following will show you how to add Finished Goods item in the Sales Order and then manually blend it.

- Before you proceed with the succeeding steps, make sure that:
 - Ingredients are properly configured, see [How to Add Inventory Type Item to be used as Ingredient in a Recipe](#).
 - Finished Good item is properly configured, see [How to Add Item - Finished Good Type](#).
 - Recipe is properly configured, see [How to Create a Recipe](#)
- Click on **Sales (A/R) > Activities > Sales Orders**. If there is no existing record yet, this will open a new Sales Order screen. If not, click the **New** button in the Sales Order search screen.
You will notice that some of the fields, like the **Type**, **Date**, **Due Date**, **Location**, **Ordered By**, **Status**, and **Currency** are already populated by default. You can still change these value if necessary.
- Fill out the header details as needed. The required details are Customer, Location, Bill To, Ship To, Terms, and Currency.
 - Set **Type** to Standard.
 - Select the **Customer** to whom the order is from.
 - Select a different **Location**, **Bill To**, **Ship To**, **Terms**, and **Currency** if needed. But don't leave these fields blank.
 - Enter other details that you see necessary. Refer to [Sales Order | Field Description | Header Details](#) to help you in filling out the fields.
- In the grid,

The screenshot shows the 'Sales Order - Apple Spice Sales' form. The 'Item No.' field is highlighted with a red box, and the 'Ordered' field is also highlighted with a red box. The 'Price' field is highlighted with a red box. The grid shows one item: AB1, with a quantity of 2 and a price of 4.48. The total is 8.96.

- In the **Item No.** field select the finished good item
 - In the **Ordered** field enter the quantity to order
 - In the **Price** field enter how much you are selling the item
- At this point, you can choose to manually Blend the item by selecting the finished good item and then click on **Blend**.

The screenshot shows the 'Sales Order - Apple Spice Sales' form with the 'Blend' button highlighted. The 'Item No.' field is highlighted with a red box, and the 'Ordered' field is also highlighted with a red box. The 'Price' field is highlighted with a red box. The grid shows one item: AB1, with a quantity of 2 and a price of 4.48. The total is 8.96.

This will then create a **Blend Sheet** transaction to produce/manufacture the item based on the Ordered qty.

- Click **Save**.



You can skip saving the record if the transaction is to be *duplicated* or *processed to inventory shipment* or *processed to Invoice* right away since it will be saved automatically.

If you intend to process this Sales Order to Invoice, see [How to Process Sales Order with Blend to Invoice](#).