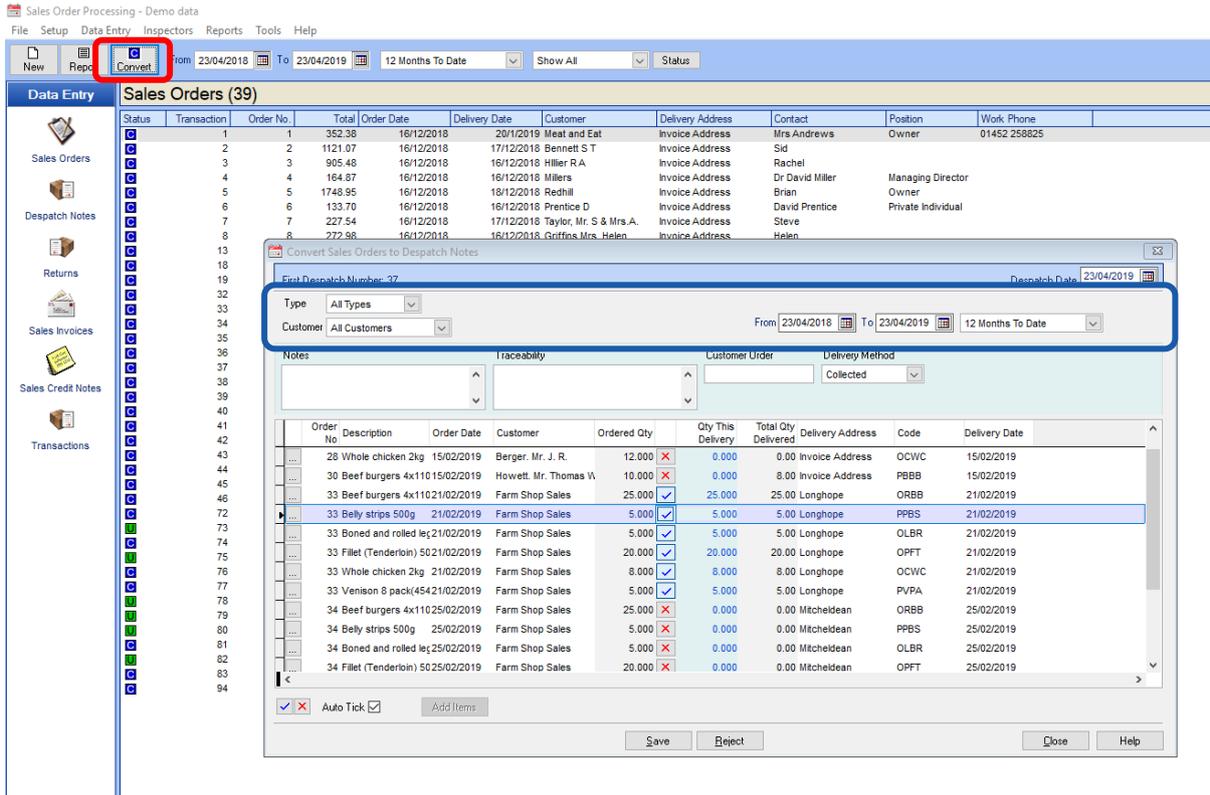


## How to convert a Sales Order to a Sales Invoice

Once a Sales Order has been created for a customer, with the products selected, it needs to be converted to a Despatch Note and then to a Sales Invoice. This can be done by clicking on **Convert** in the top left corner when in the Sales Order screen, as shown below in red:



The screenshot shows the 'Sales Orders (39)' screen in the Farmplan software. The 'Convert' button in the top left corner is highlighted with a red box. A dialog box titled 'Convert Sales Orders to Despatch Notes' is open, showing a list of sales orders with columns for Order No, Description, Order Date, Customer, Ordered Qty, Qty This Delivery, Total Qty Delivered, Delivery Address, Code, and Delivery Date. The dialog also includes filters for Type, Customer, and Date range, and a table of items with checkboxes for selection.

Order No	Description	Order Date	Customer	Ordered Qty	Qty This Delivery	Total Qty Delivered	Delivery Address	Code	Delivery Date
28	Whole chicken 2kg	15/02/2019	Berger, Mr. J. R.	12.000	0.000	0.00	Invoice Address	OCWC	15/02/2019
30	Beef burgers 4x110	15/02/2019	Howett, Mr. Thomas W	10.000	0.000	8.00	Invoice Address	PBBB	15/02/2019
33	Beef burgers 4x110	21/02/2019	Farm Shop Sales	25.000	25.000	25.00	Longhope	ORBB	21/02/2019
33	Belly strips 500g	21/02/2019	Farm Shop Sales	5.000	5.000	5.00	Longhope	PPBS	21/02/2019
33	Boned and rolled leg	21/02/2019	Farm Shop Sales	5.000	5.000	5.00	Longhope	OLBR	21/02/2019
33	Fillet (Tenderloin) 502	21/02/2019	Farm Shop Sales	20.000	20.000	20.00	Longhope	OPFT	21/02/2019
33	Whole chicken 2kg	21/02/2019	Farm Shop Sales	8.000	8.000	8.00	Longhope	OCWC	21/02/2019
33	Venison 8 pack(4542)	21/02/2019	Farm Shop Sales	5.000	5.000	5.00	Longhope	PVPA	21/02/2019
34	Beef burgers 4x110	25/02/2019	Farm Shop Sales	25.000	0.000	0.00	Mitcheldean	ORBB	25/02/2019
34	Belly strips 500g	25/02/2019	Farm Shop Sales	5.000	0.000	0.00	Mitcheldean	PPBS	25/02/2019
34	Boned and rolled leg	25/02/2019	Farm Shop Sales	5.000	0.000	0.00	Mitcheldean	OLBR	25/02/2019
34	Fillet (Tenderloin) 502	25/02/2019	Farm Shop Sales	20.000	0.000	0.00	Mitcheldean	OPFT	25/02/2019

This will bring up a list of Sales Orders which have not been converted. There is the ability to filter by Type, Customer and From (date), as shown above in blue. Click on the red crosses against the items to be converted and click **Save**. Items showing with a tick are orders that have been selected to be converted, to deselect click on the blue tick.

Any items that have been selected will be converted from a Sales Order to a Despatch Note.

Despatch Notes can be converted to Sales Invoices using the same method as above, from within the Despatch Notes screen. The converted Despatch Notes will then show as a Sales Invoice and will be ready to be emailed or printed. To do this, click on the **Report** button in the top left hand corner and select **Email** or **Print**.