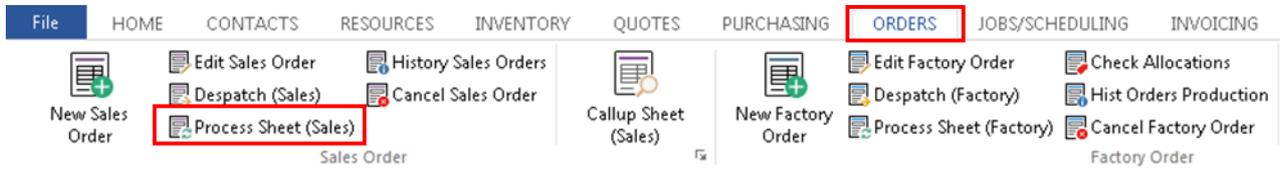


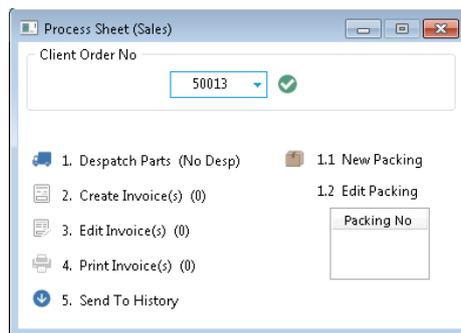
## 2004-201a - Process Sheet (Sales Order)

### Overview:

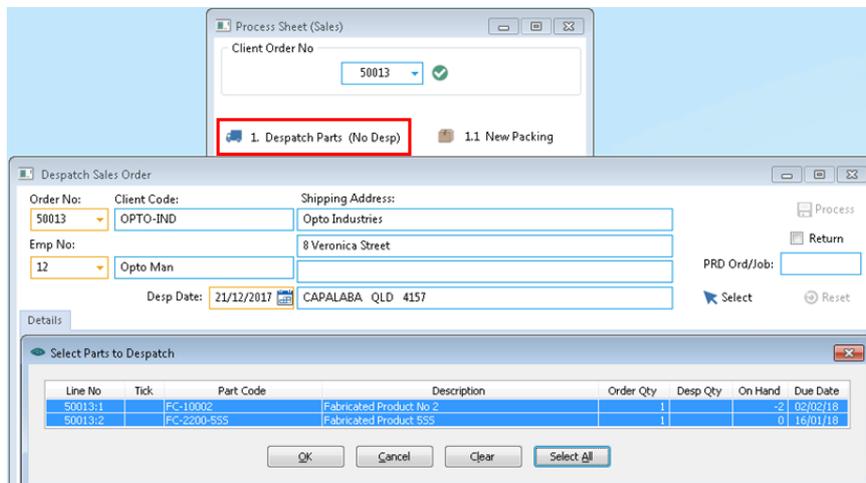
The Process Sheet (Sales) guides the USER through the process steps in an ordered sequence. To access the 'Process Sheet (Sales)', **click** on the Order tab in the ribbon and select the 'Process Sheet (Sales)' icon.



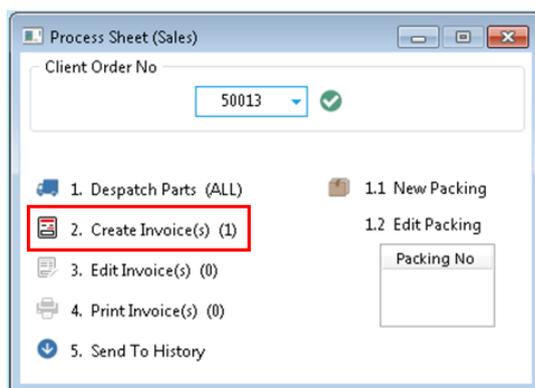
**Press** <F2> and select the required Sales Order from the list and then **press** <TAB> to activate the window.



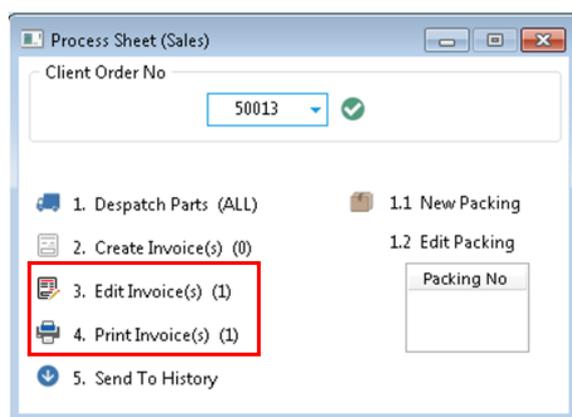
The **1. Despatch Parts** icon is active - **Click** on the '1. Despatch Part' icon and despatch as normal.



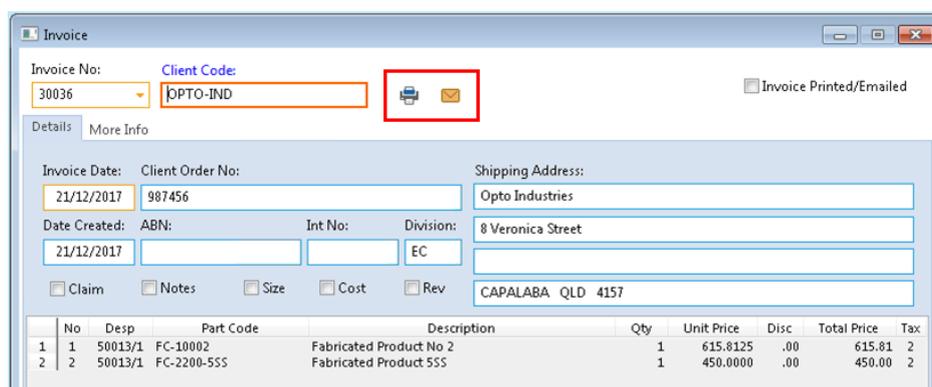
The **2. Create Invoice(s)** icon is active and shows (1), this means there is 1 invoice to create. Also notice that the (No Desp) has now changed to (ALL). **Click** on the 2. Create Invoice(s) icon and create invoice as normal.



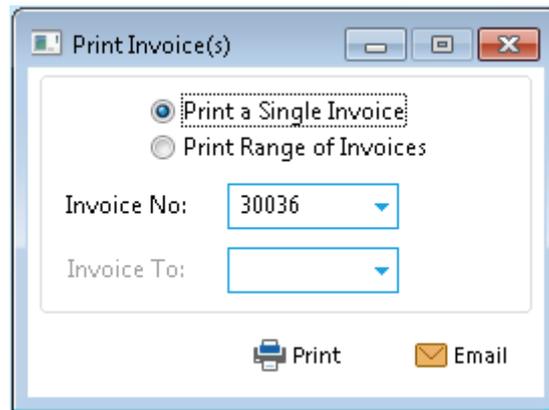
The USER will now notice that the 2. Create Invoice(s) icon is now greyed out and shows (0), this means there are no invoices to create. The 'Edit Invoice(s) and Print Invoice(s) icons are now active and both show (1) meaning the invoice created can be edited or printed via these icons. The invoice can also be emailed via either of these functions.



To email the invoice via the **3. Edit Invoice** icon, **click** on the icon to open the invoice and **click** on the email button to generate the email. The invoice will be attached to an addressed email, **click** on send as normal.



The **4. Print Invoice** icon when selected opens to an options pane – The USER can print the single invoice or a range of invoices by selecting 1 of the radio buttons and entering the invoice range if required and then **click** on the Print button to display the preview window.



**5. Send to History** function is password protected, so the USER will need a special password. Enter the password and **press** <TAB> twice to active the window and **click** on *Send* and then **click** on Finish.

