**How to amend a Sales Order**

**HOW TO AMEND A SALES ORDER**

Go to Customers and Sales/Sales Orders:



Click on the Sales order folder, the sales order template will open in a new window, click on the Open tab:



Type in sales order number, then hit search:



This will display the details of the relevant sales order:



 The VAT rate can be amend under GL Analysis section, as per screenshot below



Make the necessary amendments and save the details. Please note you cannot amend a sales order if it has already converted to a sales invoice.

The status of the sales order will read 'Invoiced' if the sales invoice was created. As seen in screen shot below:

