**How to amend a Sales Order**

**HOW TO AMEND A SALES ORDER**

**Go to Customers and Sales/Sales Orders:**

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

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**Type in sales order number, then hit search:**

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**This will display the details of the relevant sales order:**

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

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**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:**

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