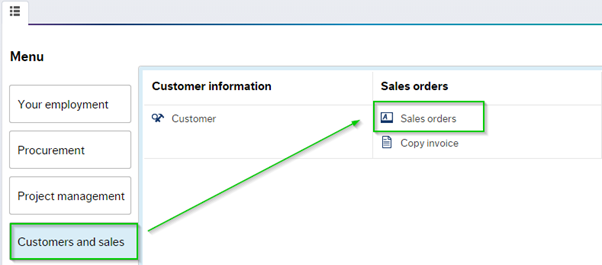
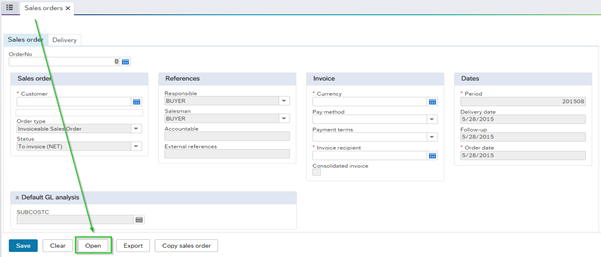
**How to amend a Sales Order**

**HOW TO AMEND A SALES ORDER**

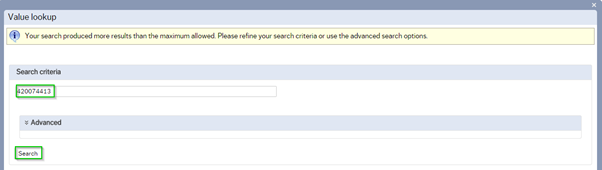
**Go to Customers and Sales/Sales Orders:**

****

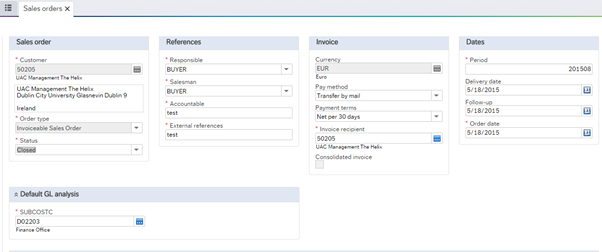
**Click on the Sales order folder, the sales order template will open in a new window, click on the Open tab:**

****

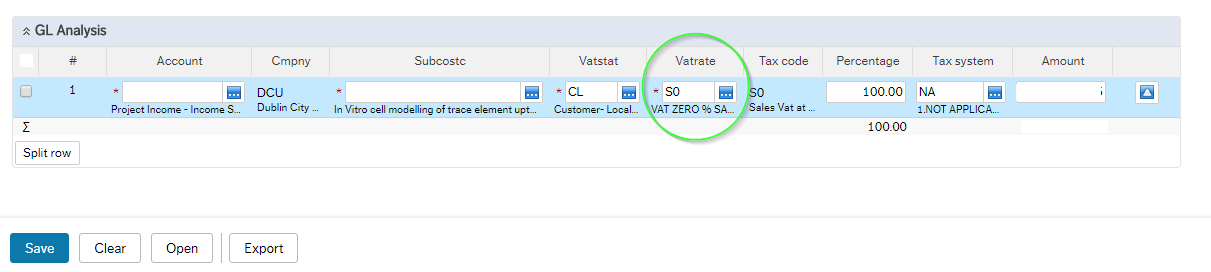
**Type in sales order number, then hit search:**

****

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

****

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

**[](https://s3-eu-west-1.amazonaws.com/eu-cdn.freshdesk.com/data/helpdesk/attachments/production/7007213200/original/YkLirGHyFdTIPMtY1Kvg8GG97JViKRlzDg?1511437589)**

**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:**

**https://s3-eu-west-1.amazonaws.com/eu-cdn.freshdesk.com/data/helpdesk/attachments/production/7004182701/original/JKMCiWyHaeLucOZsI1d_kneQ5amfb1YShA?1501521111**