

# Project Sales Order

## Module Guide: Project Sales Order

### Module Location

Project > Project Sales Order

### Module Objective

The **Project Sales Order** module is used to create a Sales Order (SO) document that is specifically related to a project. Unlike a regular sales order for goods, a Project SO typically includes billing based on **stages (milestones)** or project progress, not just the shipment of goods.

## 1. Main View (Project SO List)

The main page of this module displays a list of all Project Sales Order documents that have been created.

### View Explanation

- **View:** This page is a history of all Project SOs. You can see the **Sales Order Number, Customer, SO Date**, and its status.
- **Action Buttons:**
  - **[New]:** The primary button to create a new Project SO.

## 2. Steps to Create a Project Sales Order

## Step 1: Create a New SO

From the Main View, click the **[New]** button to open the **New** form.

## Step 2: Fill in Header Information

- **Project Code:** Select the project for which the SO is being created.
- **Customer:** Select the customer who ordered the project.
- **SO Date** and **Due Date:** Define the document date and the payment due date.

## Step 3: Detail the Project Stages (Important!)

In the table at the bottom, you will detail the project stages that will be billed:

- **Step and Stage:** Define each milestone or project work stage.
- **Description:** Provide an explanation for each stage.
- **Price:** Enter the value or price for each stage that will be billed.

## Step 4: Submit the Project SO

After all stages and their values have been filled in, click the **[Confirm]** button to save and submit the Project SO for the approval process.

## Tips & Important Notes

- A Project SO is the basis for the **invoicing process** to the customer. Each completed stage can be billed separately.
- This module is the bridge between **project management and the financial sales cycle**.
- This is an important module for **Project Administration and Project Managers**.

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