

Sales Order Status

This FAQ goes over the Sales Order Status feature, and how it can be used in RepDesk.

The Sales Order Status is used to identify what status a sales order is in. There are 6 main statuses that are most relevant when searching or categorizing the sales order.

ACME Sales sys admin	Sales 🖹 List 🖺 Customers 🖺 Sold Items Sale List Filters						ZinCode Lookup		
1 Dashboard		Unsubmitted Any Territory Rep Any Vendor from 01/01/2021				2021	Sale List Filters		
প Home		- Children				2021	Sale order status		
B Sales							Leaving all statuses unchecked will include all types of sales		
Customers		Customer Name PO# Z				Code	Viter Writer	Writer	
E Contacts									
In Products		SUBMIT SALES SUBMIT SALES BUNDLE			UBMIT SALES BUNDLE	SHARE E	Submitted		
							Commission not Received		
Mark Vendors			Ref#	PO#	Customer		Commission Paid S.Amnt	Order	
2 Commissions			53837	40	New RepPad Test Customer	New	Deleted \$203.00	11/08/22	
Reports			53835	7	Test Customer Emil	Test	\$2,442.33	11/07/22	
Lisers/Reps			53835	6	Test Customer Emil	Test	Canceled \$14.25	11/07/22	
T OneMart			53835	2	Test Customer Emil	Test	Quotes \$432.00	11/07/22	
			53831	37	344 (Mix And Company)	344	\$264.60	11/04/22	
📜 Shopsy			53834	0	\$NULL CUSTOMER\$	SNL		11/03/22	
Headless Commerce			53828	0	\$NULL CUSTOMER\$	SNL	Requested Ship From Requested Ship To \$6.00	11/03/22	
69 MyOrganization			53828	4	\$NULL CUSTOMER\$	SNL	\$396.00	11/03/22	
Training & Support			53828	3	\$NULL CUSTOMER\$	SNL	\$0.00	11/03/22	
			53824	rep-test-31	Audrey's Test Customer 2	Aud	SAVE CANCEL RESET	10/31/22	
			53820	TP32	Roberts Hardware Emporium	Rob	SATE SATURE RESET	10/27/22	
RepDesk © 2022			53820	TP33	Roberts Hardware Emporium	Rob	\$2,500.00	10/27/22	
Aleran All rights reserved.			53827	5	\$NULL CUSTOMER\$	SNUL	LL CUSTOMER\$ Emil \$0.00	10/20/22	

- 1. Submitted- The means your order is complete and has been sent to the Vendor by submitting it.
- 2. Unsubmitted- this means it has not been sent to the Vendor, this could be for various reasons, most likely the order is not ready.
- 3. Commission Not Received- This order has not been reconciled with the commission to the rep.
- 4. Commission Paid- The commission has been paid to the rep.
- 5. Deleted- When you delete an order it can be searched with this filter.
- 6. Canceled- When an order is completed but needs to be canceled by customer or rep.

*Note the sales order status can be customized but it is recommended to keep them as is. If you want further information reach out to support at support@aleran.com.