

Sales

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See Also: [Searching for orders](#)

In FastManager, by default, the basic flow of an order will be from *Quotation* to *Work Order (WIP)* and finally *Invoice*

You will **convert** your order from one stage to the next as it progresses

<flow> graph LR;



```
N(New_Customer) --> Q(Quotation)
E(Existing_Customer) --> Q
Q -- Deposit --> W{WIP}
E -- Deposit --> W
Q --> Invoice
W -- Production --> Invoice
```

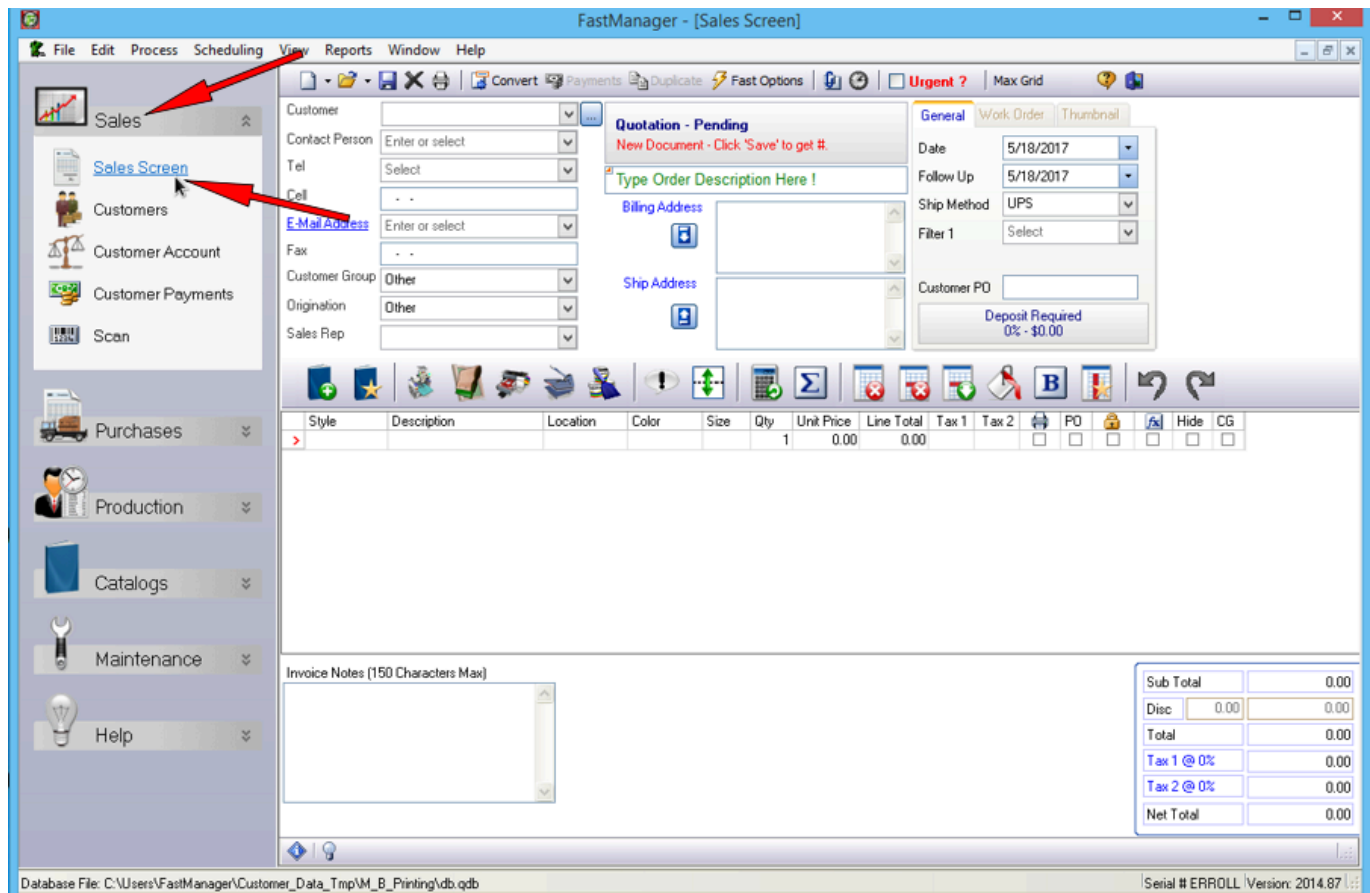
</flow>

All your orders, be they Quotations, Work Orders or Invoices, will open on the [Sales Screen](#)

You can also use the [Sales Screen](#) to search for existing orders, see: [finding an order](#)

Overview

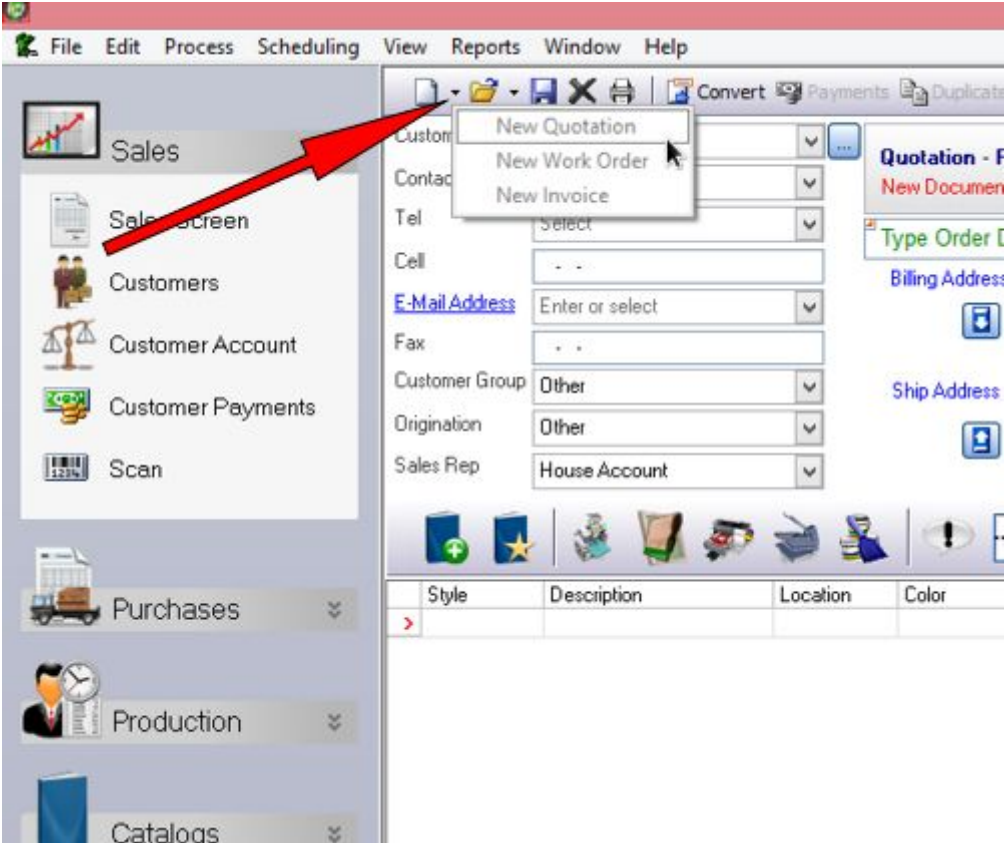
To open the [Sales Screen](#), expand the section: Sales on the navigation bar at the left, then click on Sales Screen:



Once you open the Sales Screen, you can immediately start entering a new order

This will create a [Quotation](#) by default,

- However, you can also immediately create a Work Order ("WIP") or an Invoice by selecting either from the small down - a r row just next to the new order button:





See Also: [Searching for orders](#)

[← Catalogs: Overview](#)

[Creating Quotations, Work Orders and Invoices ⇒](#)

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<https://docs.fastmanager.com/> - **FastManager Help Manual**

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