

03

Sales Orders

Odoo 19 Enterprise · Sales

A confirmed sales order is the binding agreement between you and your customer. It drives delivery and invoicing.

1 View sales orders

Sales → Orders → Orders

The orders list shows all confirmed sales orders with their number, customer, date, salesperson, total amount, delivery status, and invoice status. Filter by Invoice Status (To Invoice, Fully Invoiced) to find orders ready for billing. Filter by Delivery Status to find orders pending shipment.

2 Delivery status on the order

The smart button at the top of a sales order shows the number of linked deliveries. Click it to see the delivery order. When products are shipped and the delivery is validated, the Delivered column on the order line updates automatically. The invoice is created based on either ordered or delivered quantity – configured per product.

3 Create invoice from a sales order

CREATE INVOICE

Click Create Invoice from the confirmed sales order. Choose whether to invoice the full order or a down payment. Odoo creates a draft invoice pre-populated with the order lines. Review and confirm the invoice to post it.

INVOICE CREATION OPTIONS

Invoiceable Lines (deduct down payments)	Standard option – invoices all delivered or ordered lines minus any down payments already collected.
Invoiceable Lines (keep down payments)	Invoices all lines including down payments as separate lines.
Down Payment (percentage)	Collects a percentage deposit upfront before delivery.
Down Payment (fixed amount)	Collects a specific fixed deposit amount upfront.

4 Invoice multiple orders at once

Sales → Orders → Orders → (select orders) → Action → Create Invoices

Select multiple sales orders from the list view, click Action → Create Invoices. Odoo groups orders by customer and creates one invoice per customer. This is the most efficient way to invoice at month end → filter for To Invoice, select all, create in one click.

Billing policy → Each product can be set to bill on Ordered Quantity or Delivered Quantity. Services are typically billed on ordered quantity. Physical goods should be billed on delivered quantity to reflect what was actually received.