



Order Confirmation

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Overview

The *Order Confirmation* security setting allows users to see the Order Confirmation report in the report manager. This report can be copied and edited in report designer. See the Reports documentation for more information on this functionality and other default reports.

Usage

Order Confirmation reports can be used to provide customers with a complete record of their order, including shipping addresses and methods, payment information and billing address, and item details. You can use this order confirmation by pressing the print button on any Sales Document. Once you enable the *Order Confirmation* security, the report will be visible in report manager.

The screenshot displays the 'Reports' manager on the left and the 'Report Preview' on the right. The 'Reports' table lists various reports with their IDs and whether they are custom. The 'Order Confirmation' report is highlighted. The 'Report Preview' shows a sample document for 'ORDER # ORDST2225' with fields for Bill To, Ship To, and a summary table.

Report	ReportID	IsCustom
Certificate of Origin	Certificate of Origin	<input type="checkbox"/>
Customer RGA	Customer RGA	<input type="checkbox"/>
Dangerous Goods Declar...	Dangerous Goods Declar...	<input type="checkbox"/>
Detailed Packing Slip	Detailed Packing Slip	<input type="checkbox"/>
Excel Sales Document	Excel Sales Document	<input type="checkbox"/>
Internal RGA	Internal RGA	<input type="checkbox"/>
In-Transit Transfer Report	In-Transit Transfer Report	<input type="checkbox"/>
Inventory Adjustment Re...	Inventory Adjustment Re...	<input type="checkbox"/>
Invoice	SalesPad Invoice	<input type="checkbox"/>
Nafta Certificate of Origin	Nafta Certificate of Origin	<input type="checkbox"/>
Order	SalesPad Order	<input type="checkbox"/>
Order Confirmation	SalesPad Order Confirma...	<input type="checkbox"/>
Packing Slip	Packing Slip	<input type="checkbox"/>
Picking Ticket	Picking Ticket	<input type="checkbox"/>
End Of Day Quick Report	End Of Day Quick Report	<input type="checkbox"/>
Proforma Invoice	Proforma Invoice	<input type="checkbox"/>
Quote	Quote	<input type="checkbox"/>
Return	SalesPad Return	<input type="checkbox"/>
Shippers Letter of Instru...	Shippers Letter of Instru...	<input type="checkbox"/>
Summary Packing Slip	Summary Packing Slip	<input type="checkbox"/>
Sales/Word Document	Sales/Word Document	<input type="checkbox"/>

Report Preview: Sample Doc: [Dropdown]

ORDER CONFIRMATION ORDER # ORDST2225 Page 1/1

Bill To: [Address]
Ship To: [Address]
Order # [Number]
Order Date [Date]
Order Status [Status]

Quantity	Item #	Unit Price	Amount	Product	Price	Product
1	1	1.00	1.00	1.00	1.00	1.00

Subtotal	Tax	Total
1.00	0.00	1.00

Security

Order Confirmation - Allows users to see and use the default Order Confirmation report