

# Closing a Sales Order

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A sales order is closed when all the line items are cleared as indicated by the Cleared column.

There are 2 ways to clear a line item.

1. When ship docs are created with quantities equal to or greater than the sales order quantity ordered; or
2. By manually checking the Cleared box on each unchecked line.



You can check all uncleared lines by changing the status to Voided. When at least 1 line item has been shipped, this will set the status of the sales order to Closed.