

# How to get Sales Order Numbers on QuickBooks Invoices

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How do I get my sales order numbers to show on my QuickBooks invoices?

You can create a custom field in QuickBooks Online or QuickBooks Desktop, and map the Sales Order number in Order Time to that field on the accounting invoices.

Creating a custom field in QuickBooks Online: [KB Article](#)

Creating a custom field in QuickBooks Desktop: [KB Article](#)

- Then to create the mapping head to **Admin > Accounting Integration**.
- Click **Configure** next to your account integration that is connected.
- Click the **Invoices** tab.
- In the **Mapping - Header section** click the empty space under **Order Time Field** and choose **Sales Order No.**
- Under the **Accounting Field** you must put the name of the QuickBooks custom field EXACTLY as it appears in QuickBooks.

The screenshot shows the 'Accounting Integration Settings' page with a navigation bar at the top containing 'Home', 'Sales', 'Purchasing', 'Production', 'Warehouse', and 'Reports'. Below the navigation bar, the breadcrumb trail is 'Admin > Accounting Integration > Integration Settings'. The page title is 'Accounting Integration Settings' with a 'Save' button on the right. There are tabs for 'Items', 'Customers', 'Invoices', 'Vendors', 'Company', and 'Schedule'. The 'General' section includes dropdowns for 'Post Ship Doc when Status is' (set to 'Shipped') and 'Post Customer Return when Status is' (set to 'Closed'), and a checkbox for 'Use Ship Doc's Date as Invoice Date'. The 'Payment' section has a checkbox for 'Do not post payments in Accounting'. The 'Mapping - Header' section contains a table:

Order Time Field	Accounting Field	Action
Sales Order No.	Misc	✖

At the bottom of the page, it says 'Powered by NumberCruncher' and 'Terms of Use'. A dark grey banner at the bottom of the screenshot contains the text: 'Notice how the Order Time Field becomes a drop-down when you click in the empty space.'

- After you're done here, don't forget to click **SAVE**.

Disclaimers: QuickBooks Online Advanced is required for QuickBooks Online custom fields. QuickBooks Desktop has a finite number of custom fields depending on what you paid for so keep this in mind. It can take up to an hour for the Sales Order number to show as the cache catches up.