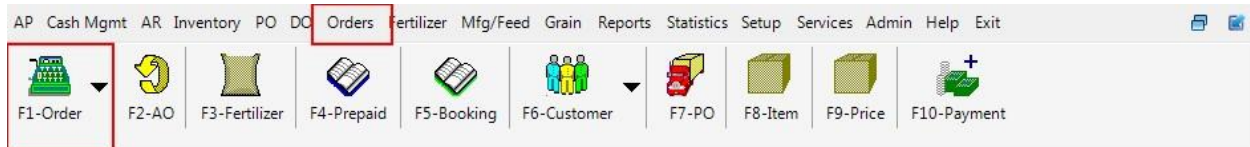# How To Enter a Basic Sale

In Merchant Ag PM, select the F1 Order icon or the F1 function key or navigate to Access Open Orders on the Orders menu.



Follow the steps to enter a Basic Sale.

**1**. Open a new order by clicking [S]



**2**. Enter your Operator ID [Operator _____ F12] then click Tab to navigate to the Customer fields.

**3.** Select the Customer account by entering a Customer ID, Phone Number or Name. Use F12 in any field to search. A Cash Sale will use the Anonymous customer account.

**4.** Scan the Item or click the Add icon to add Items to the order.

**5.** Search for an Item by typing part of the description in the Item field or select F12 to search.

**6.** Enter the Item quantity and update the Unit Price if applicable. Scan the next item or click tab to create an additional Item line.

**7.** Settle the order by clicking F4 on your keyboard or click the Settle F4 button at the top of the Open Order Detail window. [Settle-F4]

**8.** Select a Settle type. If the Customer is paying with one tender option, simply click on that Tender Option at the top of the screen or use the F Keys. If the customer is paying with multiple tendering options, you will need to enter the amount manually beside the settlement option.

**9.** Any Change due to the Customer will appear in the Sales Total section of the Settle screen.

| | Sale Total | 2,344.63 |
|---|---|---|
| | - Prepaid | 0.00 |
| Coupons | - Tendered | 2,500.00 |
| | = Difference | -155.37 |
| | **Change Due** | **155.37** |

**10.** Finalize the Order by clicking F4 on your keyboard or click the Settle button
Settle .