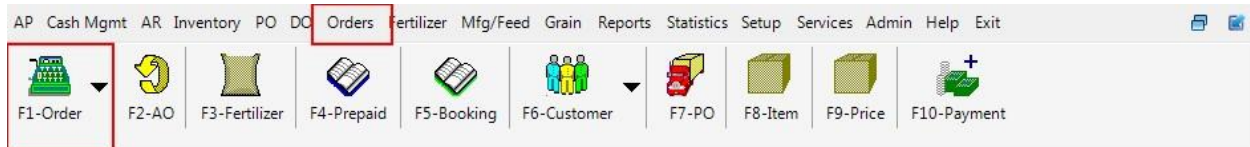


How To Enter a Basic Sale




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 

The image shows the 'Open Order Detail' window. At the top, there is a toolbar with buttons: Documents, Settle-F4, Void, Save, Cancel, Help, and Close. Below this is another row of buttons: Clone, Vehicle Track, Order History, Customer Stmt, Item Price, and Refresh Prices. The main area contains several fields: Order # (1010319), Operator (a text box), Customer Phone (a text box), Customer Name (~Anonymous~), Customer ID (999921000), PO Number (a text box), Avail Credit (No Credit), and Avail Prepaid (0.00). There are also function key icons (F1, F2, F3, F12) and a 'Split' button. At the bottom, there are buttons for 'Type Sale' and 'Taxable', and a 'Modify Fees' button.

2. Enter your Operator ID  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. 
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.

Coupons	Sale Total	2,344.63
	- Prepaid	0.00
	- 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

