Check Billing Information

Click on check Billing information button and choose search criteria then click on OK button.

Check Shipping Status

Click on check shipping status button and choose search criteria then click on OK button.

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Enter Billing Information

Find order by <u>Check payment status button</u> to find order then click on Enter   Payment status/Date recieved button and enter information.   Click on OK button to enter information.

Enter shipping Information

Find order by <u>clicking on check shipping status</u> to find order then click on Enter shipping information button and enter information.   Click on OK button to enter information.

How to Enter an order

Hit Sales entry button on main menu.
If this is a sale for a new customer then hit enter new button.
enter information then hit close.
Hit continue (choose search criteria) then hit enter.
If Criteria is customer number then enter the number after you hit enter.
If Criteria is customer name then enter the customer's last name after you hit enter.
choose the correct customer from the customer datbase grid. This will make the customer the current customer then hit the ok button.

Once you reach the Sales Entry form you are ready to begin.

Enter type of sale,Credit card number,credit card type, pickup/ship fields.

Find the product you want by clicking on the find product button, choose the search criteria hit ok button, enter the search string then hit enter.

type in the quantity to order then hit add to order button.
Repeat this until you have entered the last item then hit end the order by hitting Print Invoice,reciept, or end order w/o printing invoice or reciept buttons.

Search for/Edit an Order

Find item to edit by clicking on search button, choosing search criteria then hitting ok button.

Change price by hitting change price button, choosing price and hitting ok button.

Delete an item by hitting delete button.

Decrease/Increase quantity sold by hitting the appropriate button, enter the quantity and then hit enter.

Inventory database is always adjusted to reflect any changes made..