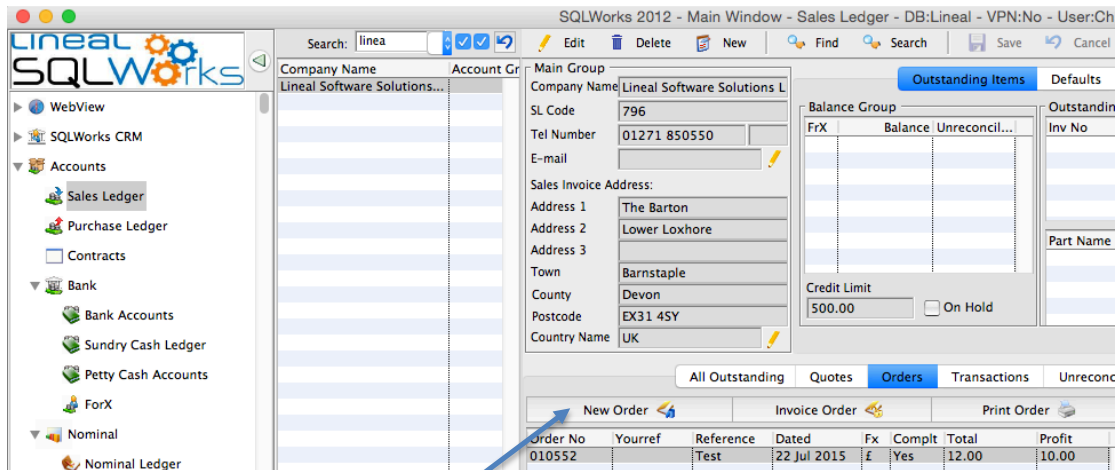


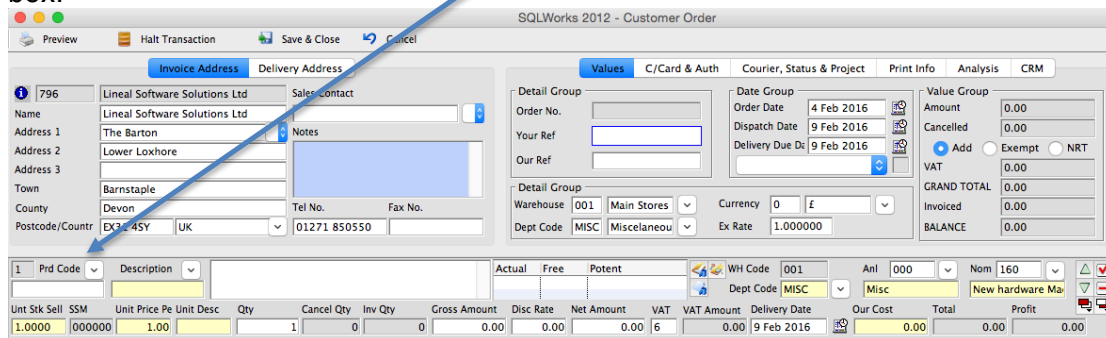
How to create a Sales Order

Procedure

1. To create an order, go to the “Sales Ledger” on the side navigation bar, under the heading “Accounts” and select the Company’s name on the list.



2. Click on the “Orders” tab.
3. Click on “New Order”.
4. If the item is coming out of stock, start typing in the product code in the “Prd Code” box and select the product from the drop down list. This will also fill in the product description box.



5. If the product is not in the stock ledger, just type the product and description in the white “Description” box.
6. Type the quantity in the “Qty” box and the sale price in the “Gross Amount” box and type in the amount you paid in the “Our Cost” box.
7. Select which category the product is by clicking on the box next to “Nom” and click on the most appropriate category. E.g. “New Hardware Mac” or PC.
8. Type in a reference in “Our Ref”.
9. Click “Save & Close” to save the order.