How To Make A Sale

1) Go to Transactions>Sales to open a new Invoicing screen.

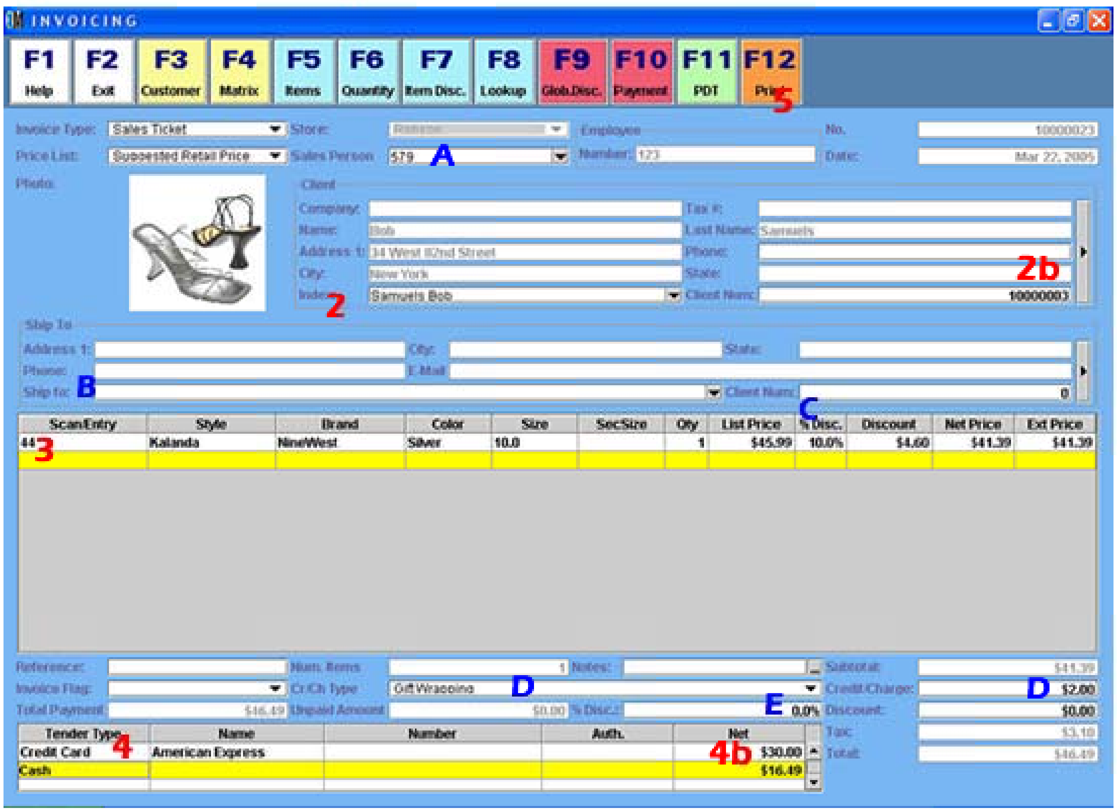
2) Click on the Client Index field and begin typing the customer's Last Name. Hit Enter after typing 4 letters and select customer from drop-down menu. If not capturing customer data, skip this step.
2b) If customer is new, click on Zoom button to open Client Catalog. Create a new record, save changes and exit to return to Invoicing screen.

3) Click on Scan/Entry field and scan item's barcode. If there's no barcode, click F8 to do Item Search.

4) Click on Tender Type field and select payment option from menu.
4b) For split tenders, click on Net field and enter amount of first payment type. Then click on Tender Type field to add a new payment option.

5) Press F12 to print receipt and save sale.

6) If customer is paying cash, enter amount in XpertChange window and press <Enter> to see change to give. Press <Enter> again to open cash drawer and then one more time to finish printing receipt.



Optional Fields:

A) If tracking commissions, enter salesperson if different than logged-in employee.

B) Enter a Ship-To customer if customer is purchasing items for someone else.

C) Enter a discount if item is on sale.

D) Enter a Credit or Charge to be added to sale. Typically used for non-inventory charges such as gift wrapping and shipping.

E) Enter a Global Discount if running a store-wide sale. Applies to every item on Invoice.