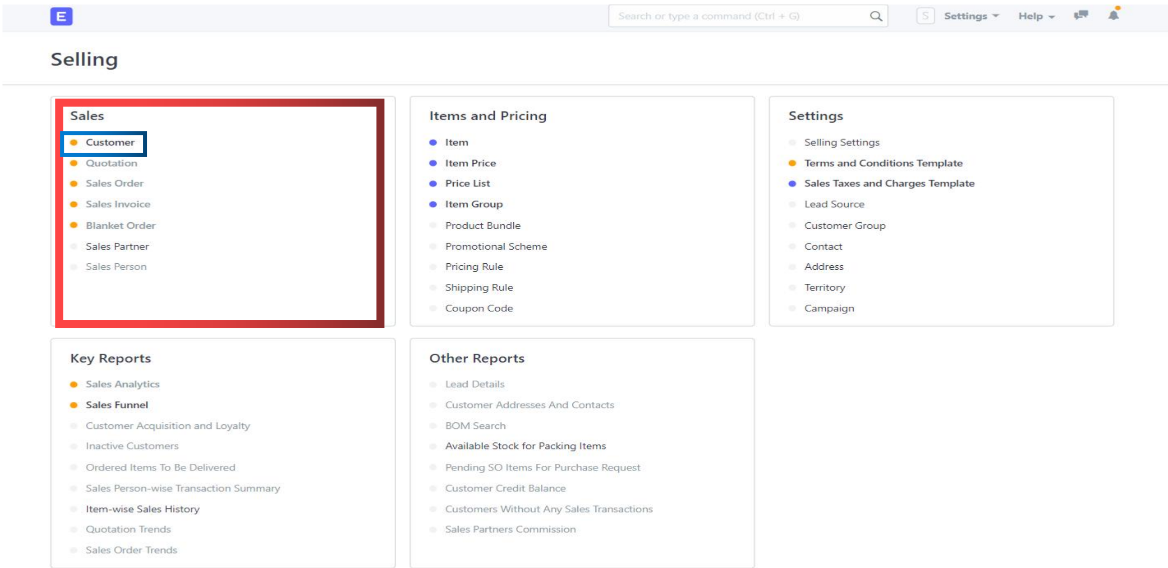
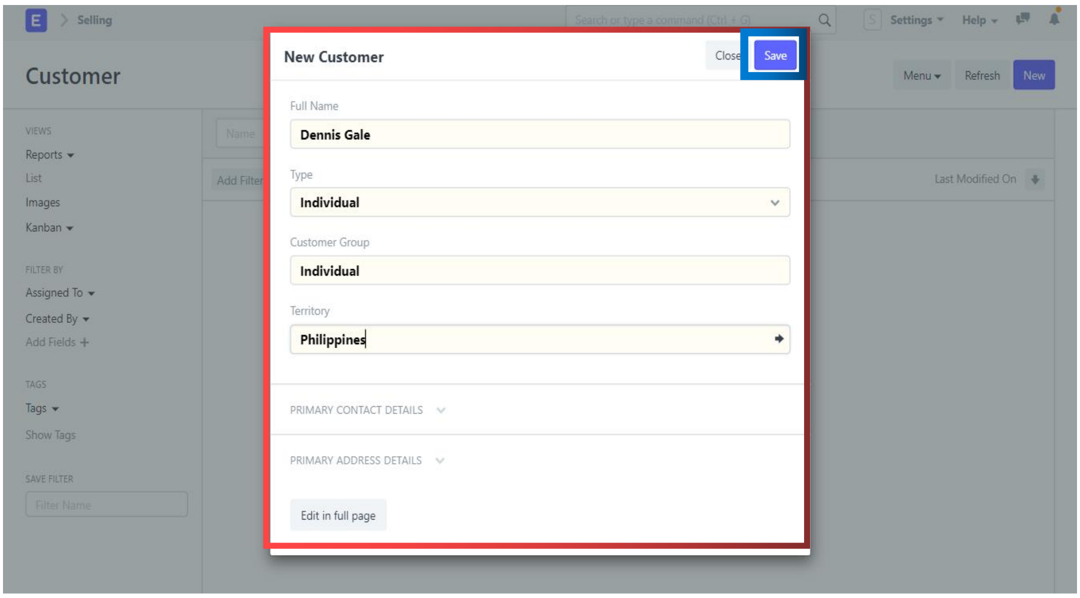
SELLING

1. First Create a Customer Go to Home Desk and Click Selling . My Demo is I'm creating an individual type of customer who wants to buy a T-shirt .

➢ Go To Selling in "Sales" section you can see customer then click it

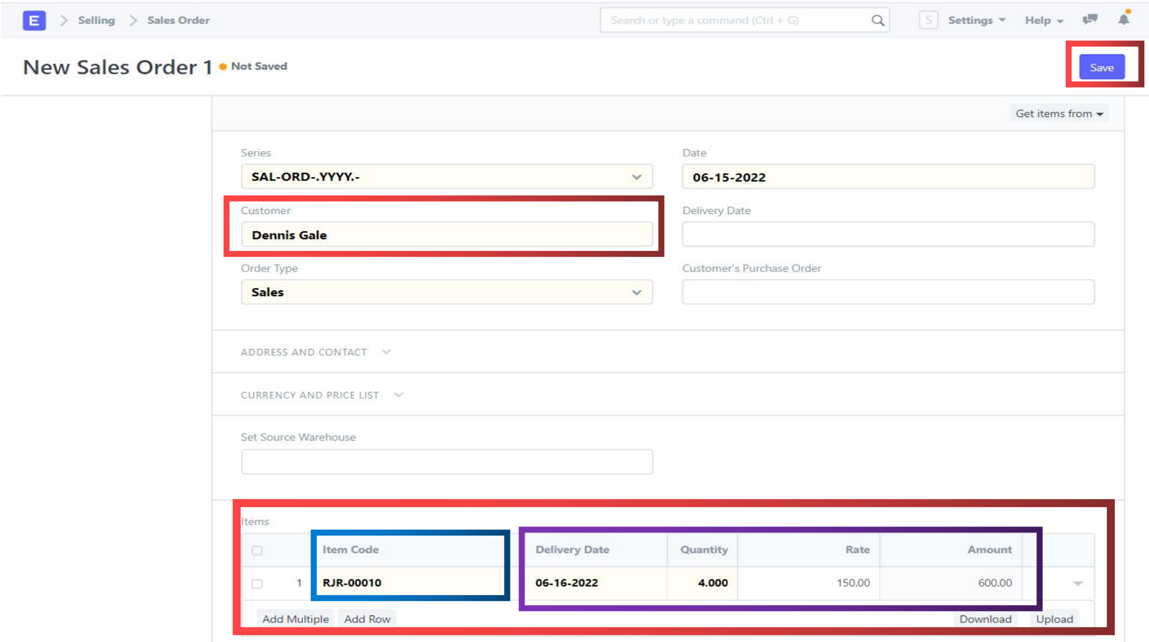


2. Click the Create a New Customer and Fill the Information of the person after you fill everything click "Save

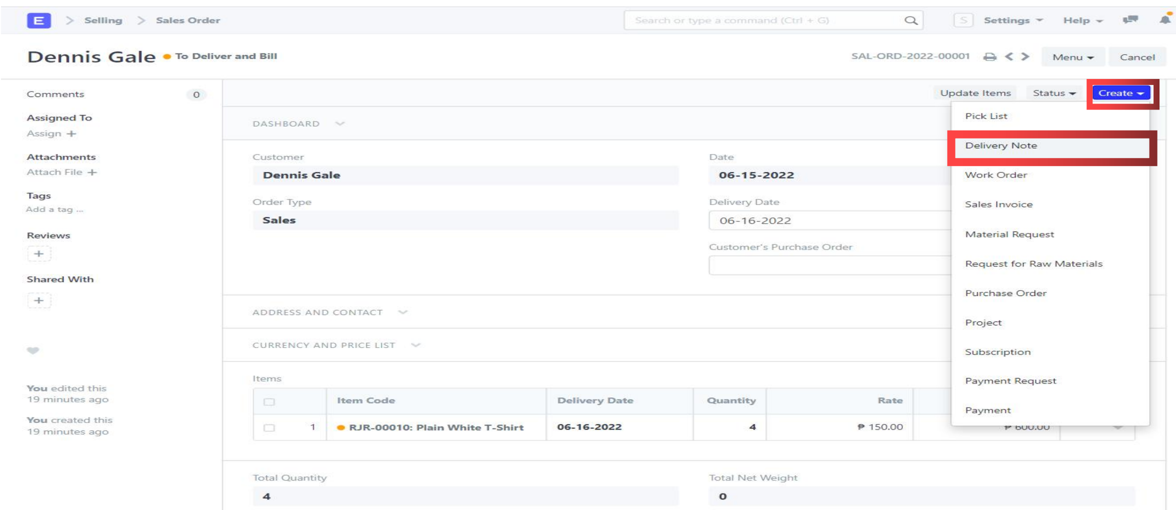


3. If the customer is a walk in you can skip the Quotation part and proceed to Sales Order. So Dennis Gale Wants to order White T-shirt and the code is “RJR-00010”.

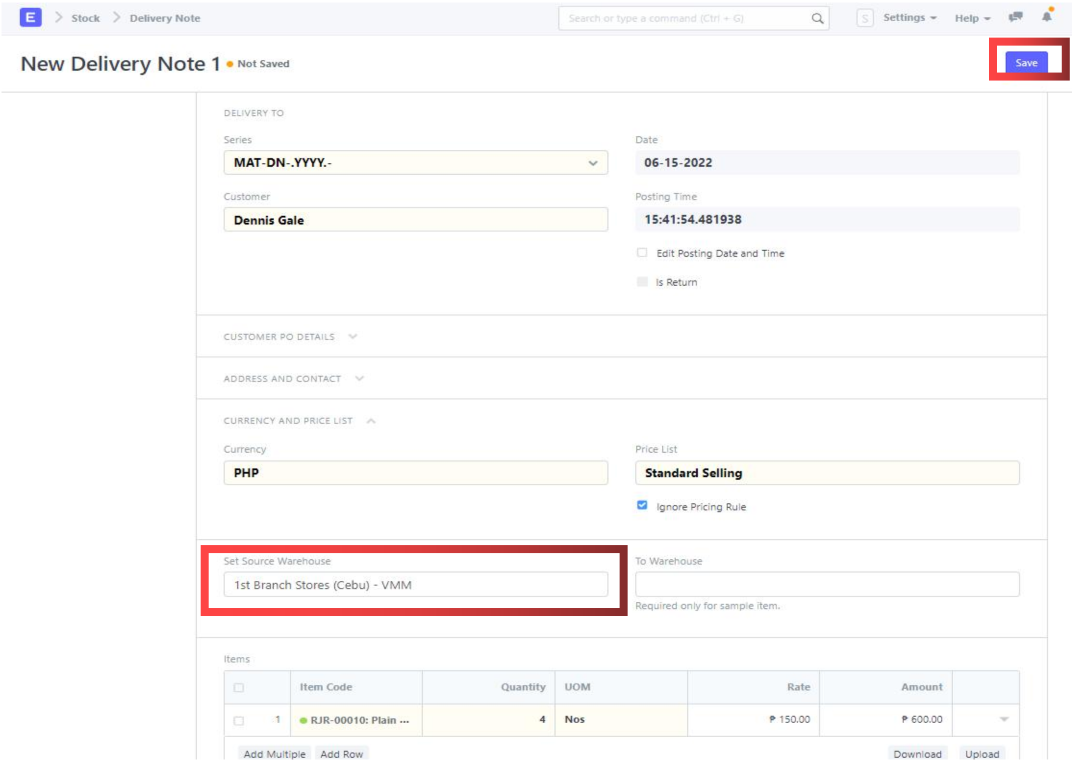
- Go to Selling in “Sales” section Find “Sales Order” and click it.
- Click Create a New Sales Order
- Enter the Name of the Customer
- Fill The item of the customer he/she wants to buy in the item code column.
- Enter the Delivery Date what date will it be deliver
- Enter the Quantity of T-shirt the customer wants to buy and how much will you rate the T-shirt. It will automatically calculated the quantity multiplied by the Rate.
- Lastly Click “ Save” after filling in and Submit.



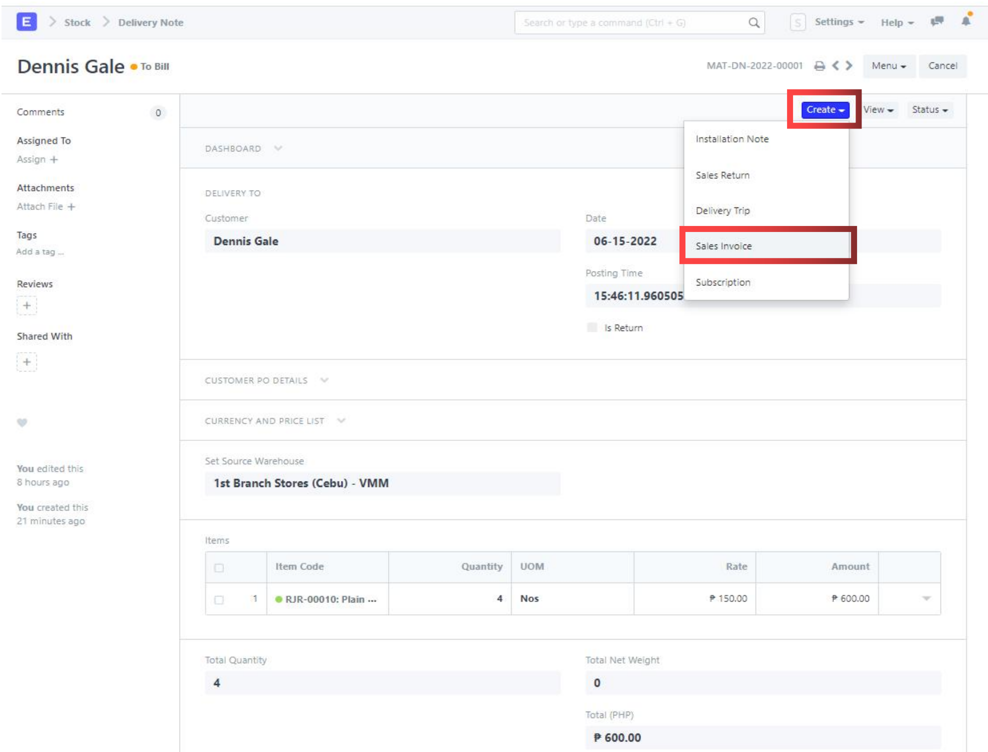
4. After Processing Sales Order Lets go to “Delivery Note”. Click Create and Find Delivery Note then Click it.



5. Automatically it fills the information fetched in sales order
   - Set The Source Warehouse
   - Click Save and Submit

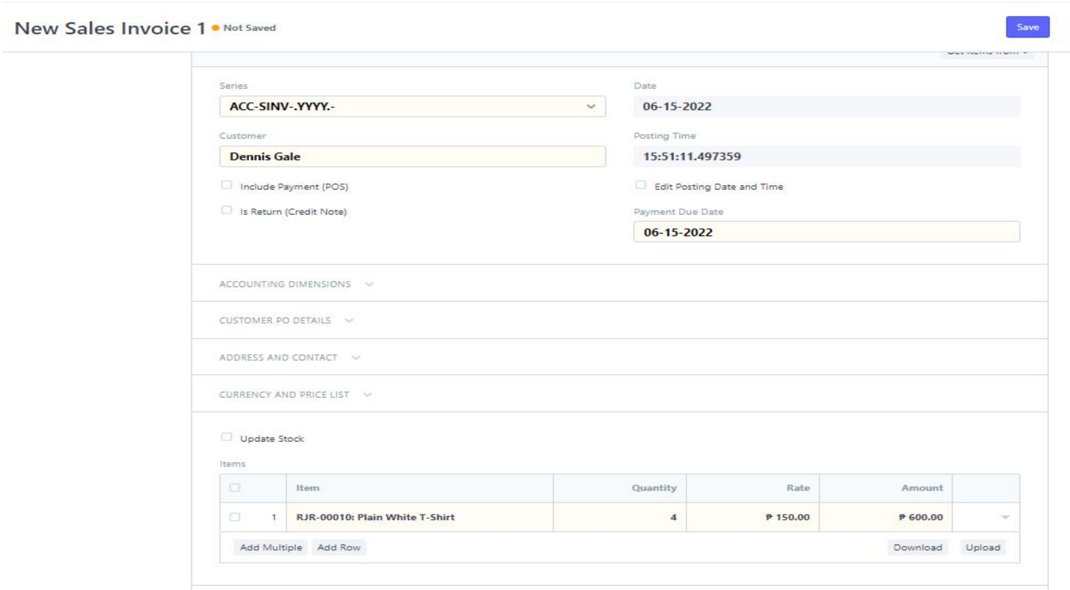


6. In Delivery Note of the customer click "Create" and find " Sales Invoice"



7. It will automatically created a new sales invoice. A Sales invoice is a bill that you send to your Customers against which the Customer makes the payment.

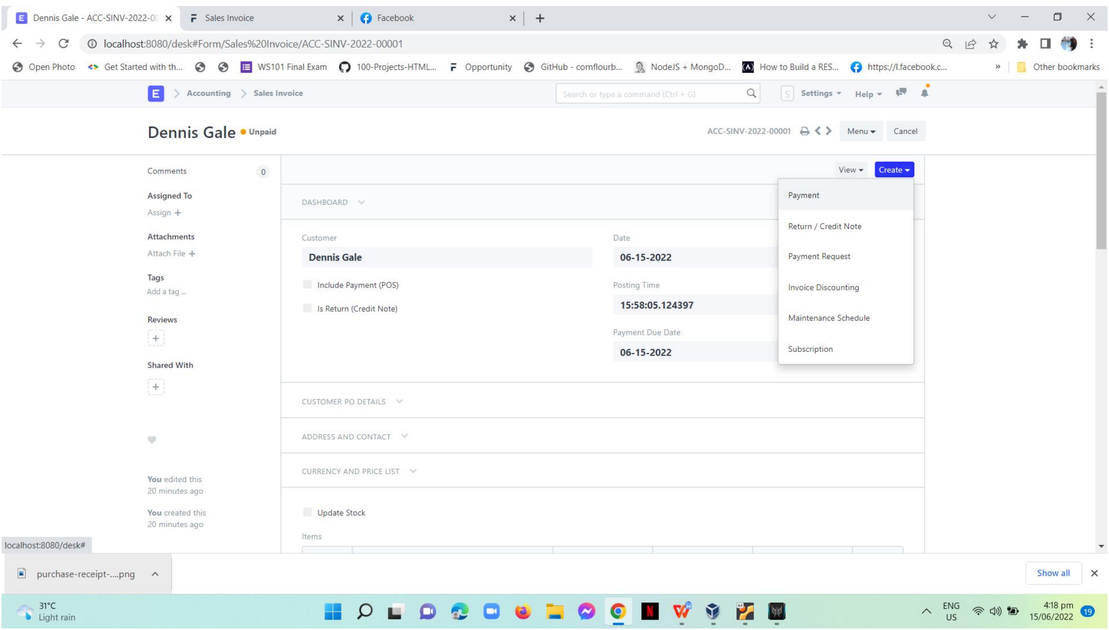
➢ Click “Save” and “Submit”



8. As you can see Dennis Gale is Unpaid so Lets Make the customers payment entry if he/she already payed his/her order.

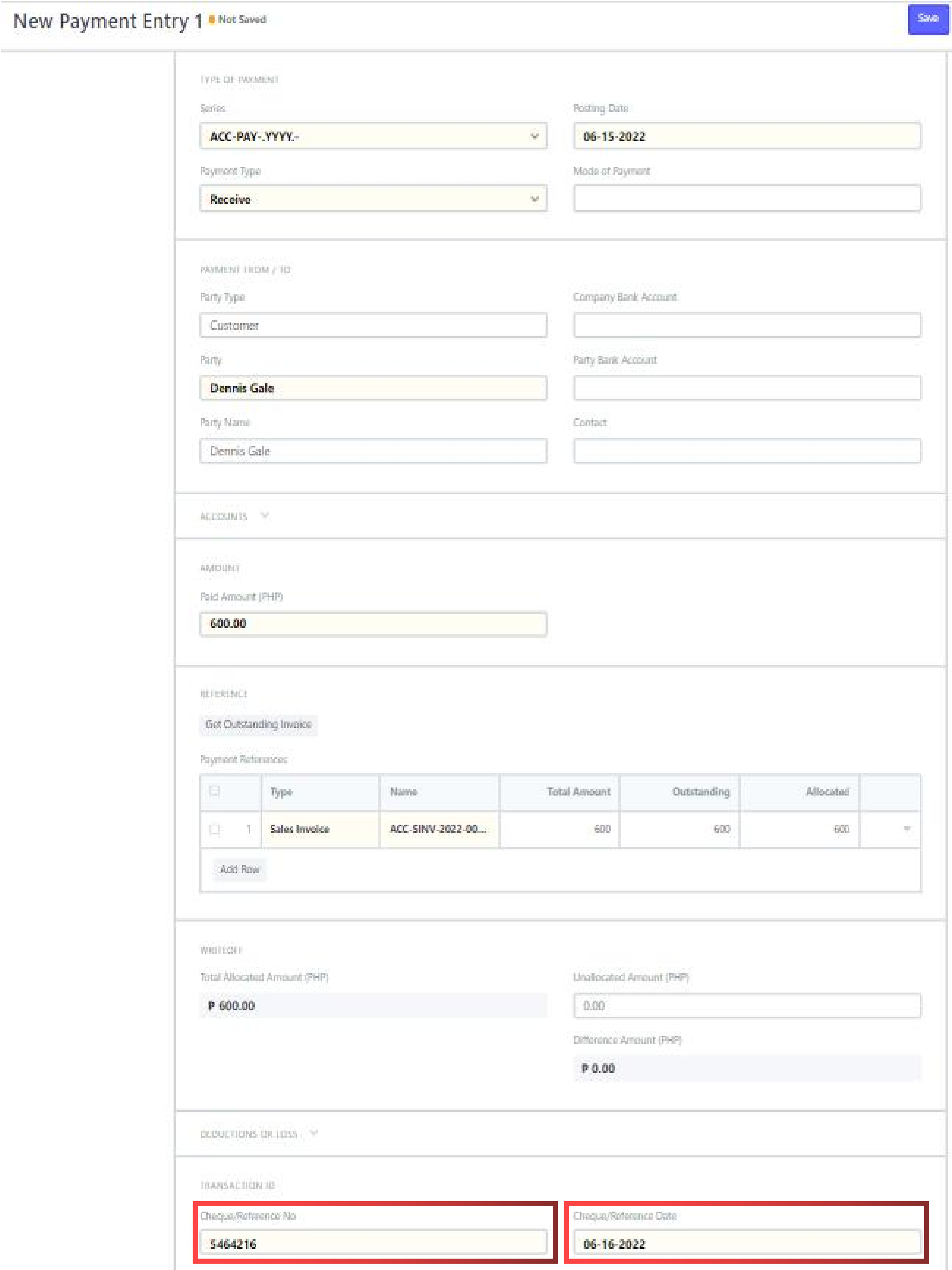
➢ Go to Create

➢ Find “Payment” and click it.



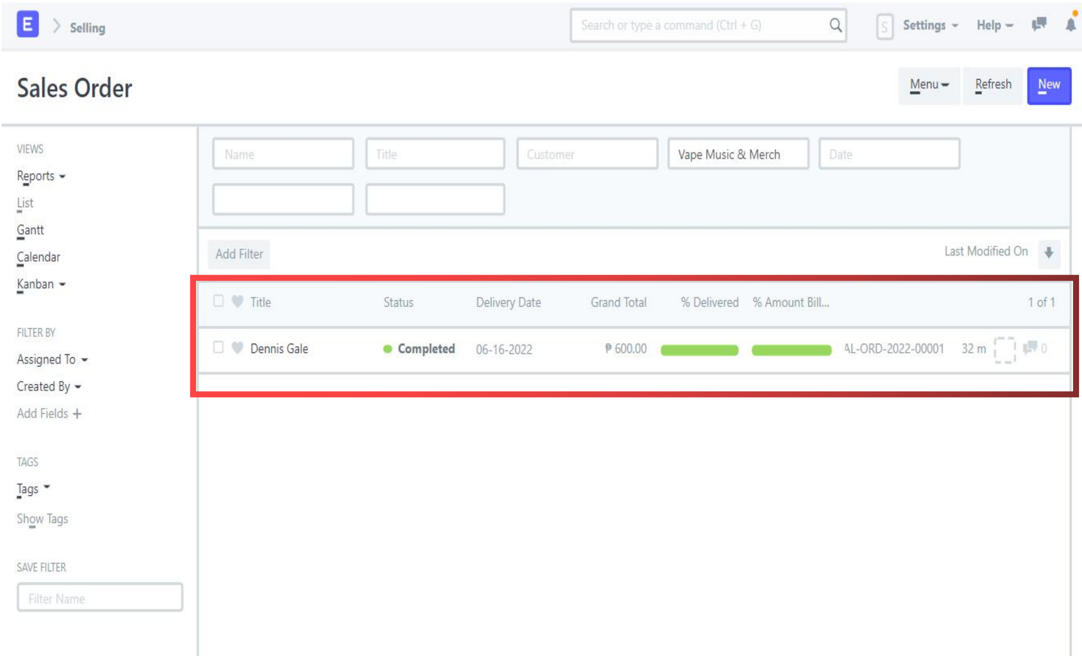
9. In the payment entry you can see that the payment type has been receive and automated information being fill

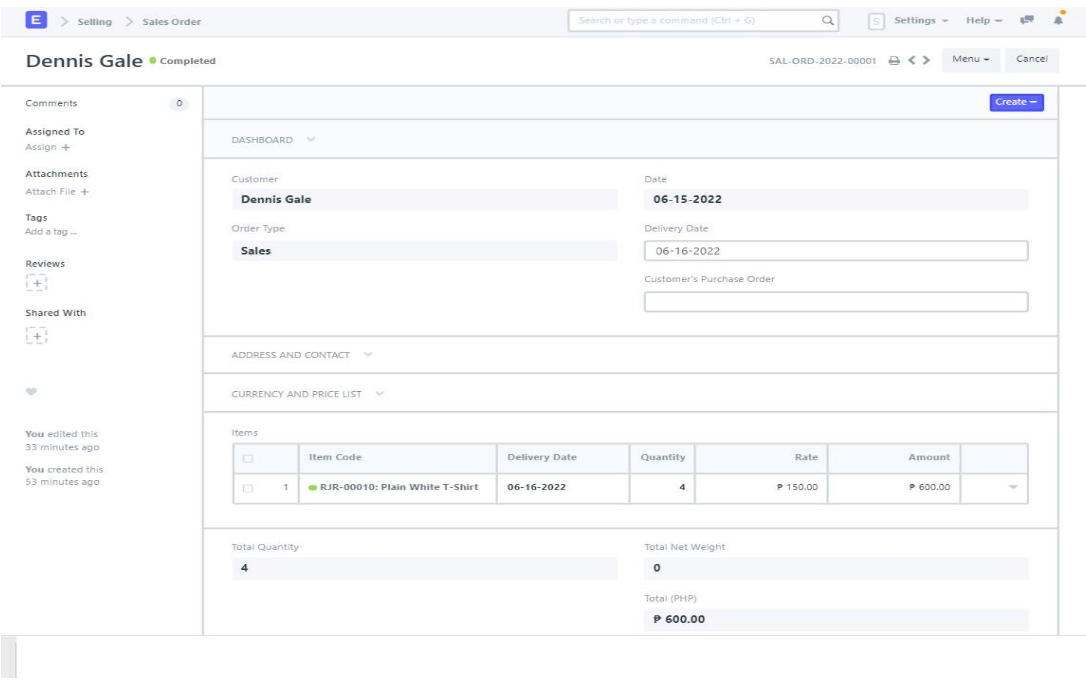
- Fill in the Transaction ID which is the Cheque/ reference No and the Cheque / Reference Date
- Click “Save” and “Submit “



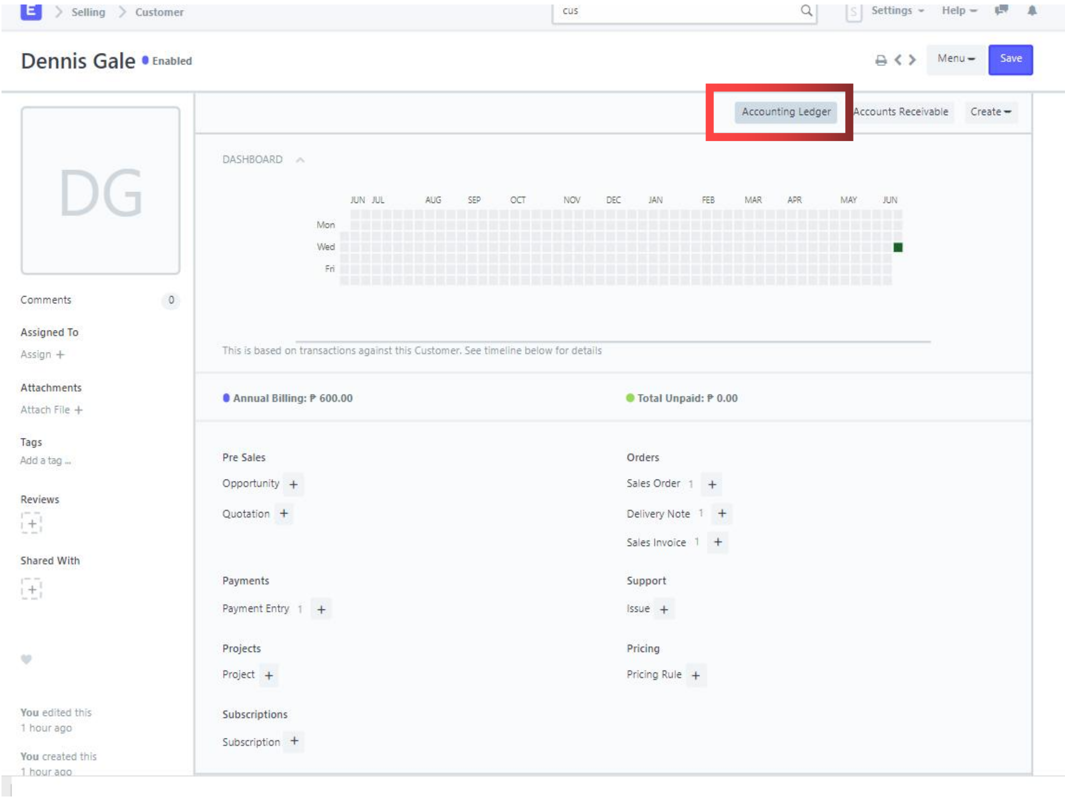
10. Lastly Lets Confirm if the Customers Have Already Completed the Order.

- Go to Selling in the "Sales" section find "Sales Order"
- In the Sales Order you can see that Dennis Gale the customer has already "Completed" the Order Transaction.





➢ Click Accounting Ledger in Customers Information to see the Transactions



➢ Type Party Type “Customer” and beside is the Party type “ Dennis Gale” (the customers name) to see the track of its financial transactions and to prepare financial reports.