

## 3 Editing a Sale

You will often need to manually edit the sale. You change item quantity and price, add a discount, delete items, and attach a customer's profile.

### 3.1 Changing an Item's Quantity and Price

With the edit feature, you can adjust the quantity or price of an item you added to the *sale list*.



You cannot use the **Backspace** key when changing the quantity or price. To undo a mistake, hit the **Delete** key, and retype the number from the start.

To change the quantity and price of an item in a sale:

1. Click the item in the *sale list*.

Item	Price	Units	Taxes	Value
TV	\$44.64	x1	12%	\$44.64

2. Click the **edit** button to the right of the *sale list*.



The *Edit line* window will open.

Item

TV

Units

1

-1.23

Price

\$44.64

Price + Ta...

\$50.00

Taxes

Tax Standard

Subtotal

\$44.64

Total

\$50.00

CE

-

7<sub>1</sub>

8<sub>U</sub>

9<sub>W</sub>

4<sub>G</sub>

5<sub>I</sub>

6<sub>N</sub>

1

2<sub>A</sub>

3<sub>D</sub>

0

.

OK

Cancel

3. Click inside the *Units* field.
4. Enter the number of units of the item the customer will purchase.

5. Click inside the *Price + Tax* field.
6. Enter the single unit price for the item.
7. Click **OK**.

The item's price and quantity will update in the *sale list*.

### 3.2 Removing an Item

Any item you add to a sale, including discounts, can be removed.

**To remove an item from a sale:**

1. Click the item in the *sale list*.
2. Click the **delete** button to the right of the *sale list*.



The item will be removed from the *sale list*.

### 3.3 Adding a Discount

Volunteers qualify for a 20% or 40% discount on certain items (see *Discounts* in the Store Handbook for details). A discount is an item in the *sale list* that modifies the total price of all items above it. You cannot apply multiple discounts to a sale. You can, however, apply a discount and then add more items that do not qualify for discount. Since discounts are items, to remove them you must remove them as you would an item (see 3.2 *Removing an Item*).

**To add a discount to a sale:**

1. Add all the items in the sale that qualify for the discount.
2. At the top-right of the window, click the **20% Off** or **40% Off** button, as appropriate.

The discount will be added to the sale list.

Item	Price	Units	Taxes	Value
TV	\$44.64	x1	12%	\$44.64
Discount 40% of \$44.64	(\$17.86)	x1	12%	(\$17.86)

3. Add any items that do not qualify for discount.

You can now complete the sale.

### 3.4 Attaching a Customer's Profile

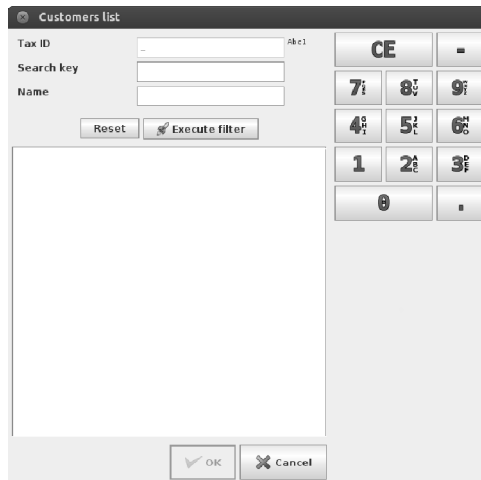
Wholesalers must have their customer profile attached to the sale.

To attach a customer's profile to a sale:

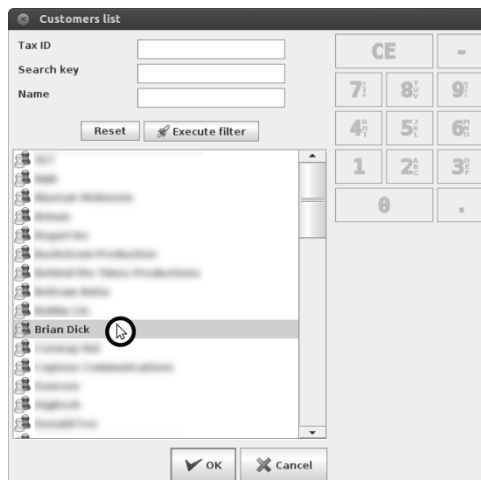
1. Click the **Customers** button above the *sale list*.



The *Customers list* window will open.

A screenshot of the 'Customers list' window. It features a title bar with a close button. Below the title bar, there are input fields for 'Tax ID', 'Search key', and 'Name'. To the right of these fields is a numeric keypad with buttons for digits 0-9, a decimal point, and a 'CE' button. Below the input fields are 'Reset' and 'Execute filter' buttons. The main area of the window is empty, intended for a list of customers. At the bottom are 'OK' and 'Cancel' buttons.

2. Click **Execute filter** to display the customer list.
3. Select the customer's profile from the list.

A screenshot of the 'Customers list' window, similar to the previous one but with a list of customer names displayed. The names are listed in a scrollable area. One name, 'Brian Dick', is highlighted with a mouse cursor. The rest of the window's layout, including the input fields, keypad, and buttons, remains the same.

4. Click **OK**. The *Customers list* window will close.

The customer's profile will be added, and you can continue with the sale.