

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.

Edit line

Item	TV
Units	1 -1.23
Price	\$44.64
Price + Tax...	\$50.00
Taxes	Tax Standard
Subtotal	\$44.64
Total	\$50.00

CE -

7 8 9

4 5 6

1 2 3

0 .

OK Cancel

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

5. Click inside the *Price + Tax* field.
6. Type 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

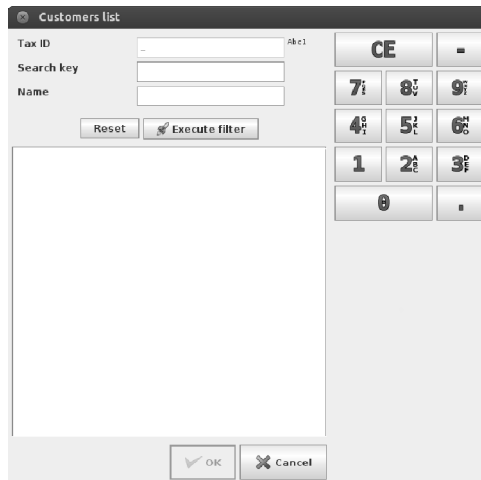
Wholesalers must have their customer profile attached to the sale.

To attach a customer's profile to a sale:

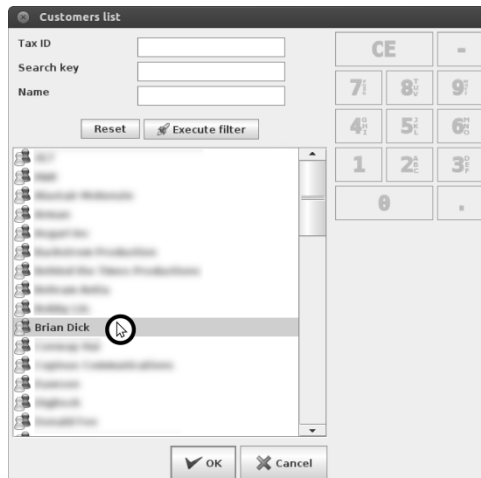
1. Click the **Customers** button above the *sale list*.



The *Customers list* window will open.

The screenshot shows the 'Customers list' window. It has a title bar with a close button. Below the title bar, there are three input fields: '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, representing the customer list. 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.

This screenshot shows the 'Customers list' window after the filter has been executed. The main area now contains a list of customer profiles. The profile for 'Brian Dick' is highlighted, and a mouse cursor is pointing at it. The rest of the window's layout, including the input fields, numeric keypad, and buttons, remains the same as in the previous screenshot.

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

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