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.

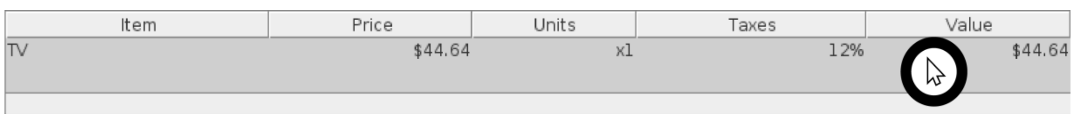
3.1 Changing an Item's Quantity and Price

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.

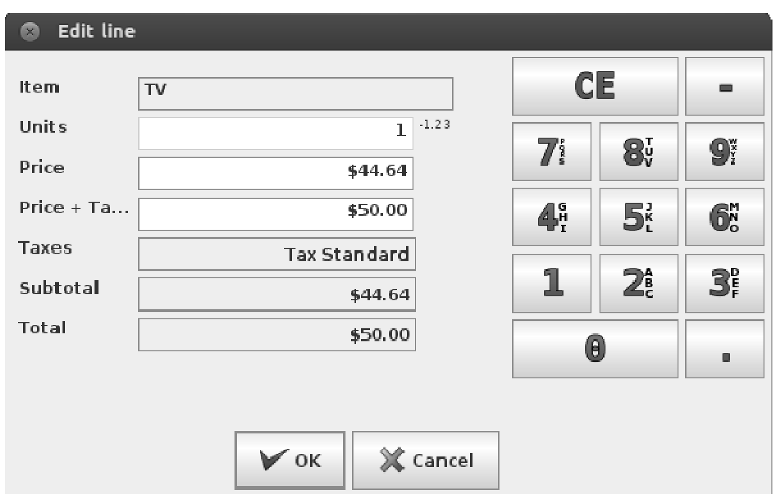
To change the quantity and price of an item in a sale:

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



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

The *Edit line* window will open.



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:

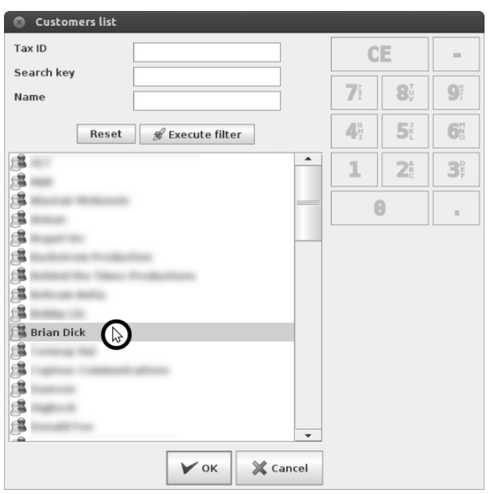
1. Click the **Customers** button above the *sale list*.

   The *Customers list* window will open.

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

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

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