

1. Create Customer

1. Select customers

1. Select "Add New"

Name	Balance	Parent
Simon	351	USD0.00
Freese	350	USD0.00
test_1	340	USD20.00
Brian Smith	330	USD19.00
test1	320	USD0.00
Penny Bright Active Industries Inc	22	USD0.00
Terry Wilson Very Fashion Ltd	12	USD10.00
Jenny Smith Active Ltd	2	USD100.00

2. Enter Customer Details

1. Enter all input fields

2. Click "save changes" to create customer

Number: New

Contact Type: Primary

Organization Name: [Field]

First Name: [Field]

Last Name: [Field]

Phone Number: [Field]

Email: [Field]

Address: [Field]

City: [Field]

State/Province: [Field]

Zip/Postal Code: [Field]

Country: India

Balance Type: Credit Limit

Credit Limit: 100.00

Invoice Delivery Method: Email

Due Date: Day

Save Changes

3. Create Order for Customer

1. Select a customer

2. Click "Create Order"

Name	User ID	Status	Balance	Parent
Simon	351	Active	USD0.00	
Freese	350	Active	USD0.00	
test_1	340	Active	USD20.00	
Brian Smith	330	Active	USD19.00	
test1	320	Active	USD0.00	
Penny Bright Active Industries Inc	22	Active	USD0.00	
Terry Wilson Very Fashion Ltd	12	Active	USD10.00	
Jenny Smith Active Ltd	2	Active	USD100.00	

Create Order

4. Add Item to Order

1. Select an item

2. Enter quantity

3. Select "Save Changes"

Product Category	Product	Price
Phone	iPhone	USD120.00
Manual Pricing Top Banner	9-00	USD200.00
Side banner - monthly fee	A-01	USD100.00
Blackberry	BB0007	USD200.00
Account maintenance fee	F-02	USD50.00
Click on front page banner	B-04	USD50.00

5. Generate Invoice

1. Select Order

2. Click "Generate Invoice"

Order #	Customer	Amount
2000	Jenny Smith	USD120.00
2001	Jenny Smith	USD120.00
2002	Jenny Smith	USD120.00
2003	test_1	USD20.00
2004	Brian Smith	USD19.00
2005	Terry Wilson	USD10.00
2006	Penny Bright	USD0.00
2007	Jenny Smith	USD100.00
2008	Jenny Smith	USD100.00

6. Verify Invoice Total

1. Verify invoice balance

Invoice #	Customer	Due Date	Status	Amount	Balance
2000	Jenny Smith	06/07/2012	Unpaid	USD120.00	USD120.00
2001	Jenny Smith	06/07/2012	Unpaid	USD120.00	USD120.00
2002	Jenny Smith	06/07/2012	Unpaid	USD120.00	USD120.00
2003	test_1	06/07/2012	Unpaid	USD20.00	USD20.00
2004	Brian Smith	06/07/2012	Unpaid	USD19.00	USD19.00
2005	Terry Wilson	06/07/2012	Unpaid	USD10.00	USD10.00
2006	Penny Bright	06/07/2012	Unpaid	USD0.00	USD0.00
2007	Jenny Smith	06/07/2012	Unpaid	USD100.00	USD100.00
2008	Jenny Smith	06/07/2012	Unpaid	USD100.00	USD100.00