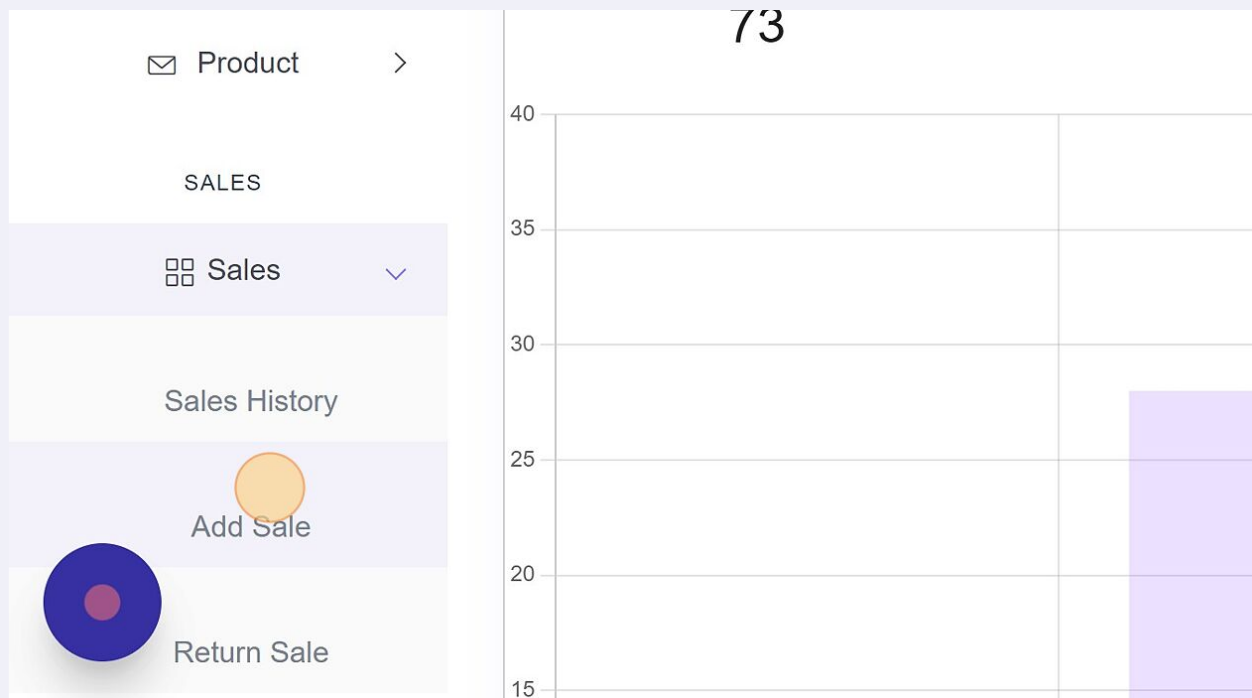


Add, View and Return Sale

User manual regarding how to add, view and return sales.

- 1 Click "Add Sale" if you would like to add a new sale.



- 2 After filling in the form, click "Add Sale" to add a new sale in your sales table. You will see a message showing "The sale is added successfully!", which means you have added it successfully. Click "View Sales" if you would like to view the sales table.



? English



Create New Sale

Product Name

e.g., Chips



Supplier Name

e.g. Ella



Quantity

e.g. 20

Sale Price

UNNC



Quantity

1

Remaining Quantity: 1

Sale Price

e.g. 20

Customer Name

e.g. Ella



Date

yyyy/mm/日



Customer Name

Xinyi



Date

2023/03/22



Add Sale

View Sales

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Create New Sale

The sale is added successfully!

Product Name

e.g., Chips



Supplier Name

e.g. Ella



Quantity

e.g. 20

Customer Name

Q

+

Date

Add Sale

View Sales

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3

Click "Records Per Page" if you would like to set the number of records shown in this page.

CloudWalker

Dashboard

Purchases

Purchases History

Add Purchase

Jump to

Records Per Page

Start Date:

yyyy/mm/日

yy

Sales His

Order No.	Name	Quantity	Sale Price	
6	Pencils	9	10.00	99.0
7	Chips	4	20.00	80.0

DASHBOARD

 Dashboard >

PROCUREMENT

 Purchases ▾

Purchases History

Add Purchase

Records Per Page ▾

5

10

15

Sales His

Start Date:

yyyy/mm/日



yy

↓↑ Order No.	↓↑ Name	↓↑ Quantity	↓↑ Sale Price	↓↑ Total
--------------	---------	-------------	---------------	----------

6

Pencils

9

10.00

99.00

7

Chips

4

20.00

80.00

Purchases History

Purchase

Purchase Return

Supplier >

Inventory

Product ▾

Product List

↓↑ Order No.	↓↑ Name	↓↑ Quantity	↓↑ Sale Price	↓↑ Total	↓↑ Price
--------------	---------	-------------	---------------	----------	----------

6

Pencils

9

10.00

99.00

7

Chips

4

20.00

80.00

11

Pencils

1

3.00

3.00

13

Chips

4

5.00

20.00

15

Oat Milk

1

15.00

15.00

Total stock: 19



Total Pages: 4

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4

You could choose a start and end date and click "OK" to see all sales within the dates you have chosen.

Per Page ▾

Search

Sales History

Start Date:

2023/03/03



End Date:

2023/03/20



No.	↓ Name	↓ Quantity	↓ Sale Price	↓ Total	↓ Product ID	↓ Customer Name
	Pencils	9	10.00	99.00	3	Ziren
	Chips	4	20.00	80.00	2	Weidong
	Pencils	1	3.00	3.00	3	Ziren
	Oat Milk	1	1.00	1.00	1	Bolin

Search

Search

Sales History

Start Date:









2023/03/15



End Date:

2023/03/20



Quantity	↓ Sale Price	↓ Total	↓ Product ID	↓ Customer Name	↓ Date	Edit
9	10.00	99.00	3	Ziren	2023-03-20	 
4	20.00	80.00	2	Weidong	2023-03-10	 
1	3.00	3.00	3	Ziren	2023-03-09	 
1	1.00	1.00	1	Bolin	2023-03-16	 






Sales History













Start Date:



End Date:



Quantity	↓ Sale Price	↓ Total	↓ Product ID	↓ Customer Name	↓ Date	Edit
	10.00	99.00	3	Ziren	2023-03-20	 
	20.00	80.00	2	Weidong	2023-03-10	 
	3.00	3.00	3	Ziren	2023-03-09	 

Quantity	↓ Sale Price	↓ Total	↓ Product ID	↓ Customer Name	↓ Date	Edit
	1.00	1.00	1	Bolin	2023-03-16	 
	15.00	15.00	1	Bolin	2023-03-16	 
	14.00	14.00	1	Bolin	2023-03-16	 
	12.00	12.00	5	Xinyi	2023-03-18	 
	16.00	16.00	5	Xinyi	2023-03-18	 
	20.00	20.00	5	Xinyi	2023-03-18	 

Total stock: 6

[Previous](#)[1](#)[Next](#)

5

Click PDF or XLSX icon if you want to download a PDF or XLSX format of the sales table.

↓ Name	↓ Quantity	↓ Sale Price	↓ Total	↓ Product ID	↓ Customer Name
Pencils	9	10.00	99.00	3	Ziren
Chips	4	20.00	80.00	2	Weidong
Pencils	1	3.00	3.00	3	Ziren
Chips	4	5.00	20.00	2	Weidong
Oat Milk	1	15.00	15.00	1	Bolin

Total stock: 19



: 4

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↓ Name	↓ Quantity	↓ Sale Price	↓ Total	↓ Product ID	↓ Customer Name	↓
Pencils	9	10.00	99.00	3	Ziren	202
Chips	4	20.00	80.00	2	Weidong	202
Pencils	1	3.00	3.00	3	Ziren	202
Chips	4	5.00	20.00	2	Weidong	202
Oat Milk	1	15.00	15.00	1	Bolin	202

Total stock: 19



[Previous](#)

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6

Click "Return" icon if the sale needs to be returned for some reason. Note that you need to confirm the return quantity and return price.

Sales History

Start Date:











2023/03/15



End Date:

2023/03/18



Quantity	↓ ↑ Sale Price	↓ ↑ Total	↓ ↑ Product ID	↓ ↑ Customer Name	↓ ↑ Date	Edit
	1.00	1.00	1	Bolin	2023-03-16	 
	15.00	15.00	1	Bolin	2023-03-16	 
	14.00	14.00	1	Bolin	2023-03-16	 
	12.00	12.00	5	Xinyi	2023-03-18	 
	16.00	16.00	5	Xinyi	2023-03-18	 
	20.00	20.00	5	Xinyi	2023-03-18	 

Total stock: 6

Return Sale

Return Price:

Return Quantity:

Close

Send

Page ▾

Search

Product ID

↓ ↑ Customer Name

Oat Milk

1

1.00

1.00

1

Bolin

Oat Milk

1

15.00

15.00

1

Bolin

Return Sale

×

Return Price:

1

Return Quantity:

Close

Send

k	1	1.00	1.00	1	Bolin	2023-03-
k	1	15.00	15.00	1	Bolin	2023-03-
k	1	14.00	14.00	1	Bolin	2023-03-

Return Price:

1

Return Quantity:

1

Close

Send

	1	1.00	1.00	1	Bolin	2023-03-16
	1	15.00	15.00	1	Bolin	2023-03-16
	1	14.00	14.00	1	Bolin	2023-03-16
e	1	12.00	12.00	5	Xinyi	2023-03-18
e	1	16.00	16.00	5	Xinyi	2023-03-18
e	1	20.00	20.00	5	Xinyi	2023-03-18

7

Click "Return Sale" and you will see the sale you just returned in the sales return table.

Sales History

Add Sale

Return Sale

Customers >

MANAGERS

Managers >

11	Xinyi	10
18	Sweaters	1

Previous 1 2 3 ... Next



The same as in the sales table, you could see the returned sales within the dates you like. You could also set the number of sales records shown in this page and download a PDF or XLSX format of the sales return table.