

SHOP USE & STAFF SALES

BOOKING STOCK OUT FOR SHOP DISPLAY USE

1. Click on Order Processing icon on front page
1. Input “c” into Order number field
2. Input “**own**” into Account no field & select your branch’s account
3. Input stock number in Product field
4. Input quantity in Quantity field
5. Continue to add lines and then click on Process icon
6. Enter your name in Customer order no field and click OK

STAFF SALES

1. Click on Order Processing icon on front page
2. Input “c” into Order number field
2. Input “**staff**” into Account no field & select your branch’s account
3. Input stock number in Product field
4. Input quantity in Quantity field
5. Continue to add lines and then click on Process icon
6. Enter the name of the salesperson who is buying the goods in Customer order no field
7. Take full payment and process the sale as normal