

Processing a Cash Sale

1. Starting Screen.

```

(05)CEA - QLD                               Invoice Entry Menu                2520
-----
Version : ERANet V9
Date    : Oct 12, 2018
        : Friday
Store   : STORE05
User    : CHRISBU
Port/Wkstn : 71 / 222

Log Off [88]
Menu Help [HELP]
Applications [77]

Selection: 2525
Help: Select a menu option, or enter your desired action [I/=Options]
    
```

1 Counter Sales	2525
2 Customer Sales Inquiry	2526
3 Open Invoice/Quote Inquiry	2527
4 Invoice Inquiry	2529
5 Invoice Reprint	Q2530
6 Parts Activity Analysis	2551
7 View Request for Parts	2518

2. Type "2525" for Counter Sales and press enter.

```

12 OCT 2018 P71          CEA - QLD - Counter Sales          STORE05  2525
-----
Invoice#  Cust #  Name                               Phone      Pay      Ctrmn  Ot  P1
Make JB   Cust Po#          Tax EX#          ID#
Ln# Part# / Description..... Qord Qshp List.... Sale.... Extended Tc P1

AVAI      LIST          STK          SRC          ASSOC
BN1       TRADE          STS          SRC          COMPNT
BN2       COST           GRP          OLD#         ALTER
NEW#
REMARKS
(A=Add)(D=Del)(E=Ent)(H=Mod)(Pn=Pg#)(O=CIs)(R=Reprice)(Q=Inq)(CI=CustInq)
#=Inv, /=Lookup, IDxxx
    
```

3. Press Enter and then type customer name, number or Cash Sale number (501 in this case)

```

12 OCT 2018 P71          CEA - QLD - Counter Sales          STORE05  2525
-----
Invoice#  Cust #  Name                               Phone      Pay      Ctrmn  Ot  P1
Make JB   Cust Po#          Tax EX#          ID#
Ln# Part# / Description..... Qord Qshp List.... Sale.... Extended Tc P1

AVAI      LIST          STK          SRC          ASSOC
BN1       TRADE          STS          SRC          COMPNT
BN2       COST           GRP          OLD#         ALTER
NEW#
REMARKS
This customer has open INVOICES, display (Y/N)
    
```

*If the customer has any open invoices a message will appear at the bottom of the screen Press "Y" here if you wish to access an open order.

4. Enter your counter man ID

```

12 OCT 2018 P71          CEA - QLD - Counter Sales          STORE05  2525
-----
Invoice#  Cust #  Name                               Phone      Pay      Ctrmn  Ot  P1
Make JB   Cust Po#          Tax EX#          ID#
Ln# Part# / Description..... Qord Qshp List.... Sale.... Extended Tc P1

AVAI      LIST          STK          SRC          ASSOC
BN1       TRADE          STS          SRC          COMPNT
BN2       COST           GRP          OLD#         ALTER
NEW#
REMARKS
Enter a valid counter man number
    
```

5. Press enter to skip the order type and then type in a purchase order number in the PO field and press enter.

```

12 OCT 2018 P71          CEA - QLD - Counter Sales          STORE05  2525
-----
Invoice#  Cust #  Name                               Phone      Pay      Ctrmn  Ot  P1
Make JB   Cust Po#          Tax EX#          ID#
Ln# Part# / Description..... Qord Qshp List.... Sale.... Extended Tc P1

AVAI      LIST          STK          SRC          ASSOC
BN1       TRADE          STS          SRC          COMPNT
BN2       COST           GRP          OLD#         ALTER
NEW#
REMARKS
    
```

6. Type the part number required and press enter then type the quantity needed and press enter.

```

12 OCT 2018 P71          CEA - QLD - Counter Sales          STORE05  2525
-----
Invoice#  Cust #  Name                               Phone      Pay      Ctrmn  Ot  PL
Make JB   Cust Po#          Tax EX#          ID#
Ln# Part# / Description..... Qord Qshp List.... Sale.... Extended Tc P1
320/04133A          FILTER PQ44          1  1  15.55  15.55  15.55  1
2

AVAI      LIST          STK          SRC          ASSOC          ~GP$
BN1       TRADE          STS          SRC          COMPNT          ~GP%
BN2       COST           GRP          OLD#         ALTER          TOT
NEW#          TAX          1.56
REMARKS          BAL          17.11
    
```

*From here repeat step 6 as many times as needed.

7. Press “e” then enter when the order is ready to be completed.

```

12 OCT 2018 P71          CEA - QLD - Counter Sales          STORE05 2525
-----
X Invoice#              X Control No.   501
1 Code,Comments

2 Sale Type            R              3 Tax Exempt No.
4 Pay-Method           CASH          5 Picker / Time
6 Order Date          12/10/18     7 Checker
8 Required Date       12/10/18     9 Packer
10 Cust Po#           1234         11 Run No.
12 Ship To            JCB CEA (QLD CASH SALES) 13 Ship Via
                    103 AXIS PLACE          X Bill To
                    LARAPINTA
                    QLD 4110

X Total (No Tax)      15.55        18 Credit Card #
X GST                 1.56         19 Authorization #
14 Misc               0.00         20 Deposit Chg.
15 Freight            0.00         21 Order Type    DA
16 Restock Chg.       0.00
17 Surcharge          0.00         23 Name For Invoices No
X Total Invoice       17.11        Total Line Itms 15.55
(E=Ent)(D=Del)(Line#)(L=LineItms)(Q=Inq)(CI=CustInq)(CC=CLConn)

```

8. On the order close out screen (above) ensure that all necessary fields are completed. Press the field number then enter and type the info required. See below:

Field	Description	Use
1	Comments	Always enter contact name, vehicle details and con note (if applicable)
4	Pay Method	Select from a range of pay types. See list at the bottom of the screen for available options.
10	Cust. PO	Enter the customer purchase order number
12	Ship to Address	Enter the full shipping address for the order
13	Ship Via	Use "/" to lookup ship method. ALWAYS make sure repair orders have WS in this field
15	Freight	Enter any applicable freight charges.
18	Credit Card	Enter Card Details (see Credit Cards)
23	Name for Invoices	Enter customer details to be printed on the Invoice.

9. See completed fields highlighted below.

```

12 OCT 2018 P71          CEA - QLD - Counter Sales          STORE05 2525
-----
X Invoice#              X Control No.   501
1 Code,Comments        John Smith
                    3cx - 2515151
                    CQP000001234 - TNT ROAD
2 Sale Type            R              3 Tax Exempt No.
4 Pay-Method           CASH          5 Picker / Time
6 Order Date          12/10/18     7 Checker
8 Required Date       12/10/18     9 Packer
10 Cust Po#           1234         11 Run No.
12 Ship To            John Smith    13 Ship Via    TNT ROAD
                    123 Backhoe Road
                    Diggerville
                    QLD 4000

X Total (No Tax)      25.55        18 Credit Card #
X GST                 2.56         19 Authorization #
14 Misc               0.00         20 Deposit Chg.
15 Freight            10.00        21 Order Type    DA
16 Restock Chg.       0.00
17 Surcharge          0.00         23 Name For Invoices No
X Total Invoice       28.11        Total Line Itms 15.55
(E=Ent)(D=Del)(Line#)(L=LineItms)(Q=Inq)(CI=CustInq)(CC=CLConn)

```

10. Press “e” and then enter. Then “p” and enter to produce a picking slip for the parts to be picked.

11. Once the parts are picked, and all parts on the order are accounted for, the picking slip will need to be invoiced. To do this, on the main screen (Step 1) enter “2525” again then enter in invoice number “XXXXB” and press enter.

12. Enter through until your cursor is at the bottom of the screen. Press “e” and enter to go to the order close out screen again (Step 9). Press “e” and enter then “I” and enter to invoice the order. Type in the customers contact details if applicable and the print the invoice. Press enter again and unless the invoice is being emailed (See “Creating a Quote” for email instructions) keep pressing enter until the invoice prints.

13. Take payment from the customer via cash or credit card (see taking payments). Sale completed!

Credit Cards

When entering credit card details it is highly important to make sure all information is entered. The card number itself must follow a specific format.

For the system to recognise it is a correct number it needs to be 20 characters long. See example below

(XXXX*space*XXXX*space*XXXX*space*XXXX*space*)

Credit Card Details

Code Card Number
VS 1234 5678 9101 1121
VISA CARD

Expiry Auth#
12/20 12/20 999

*The expiry date need to be entered twice as there is a bug where it will not show up when finalising the order.