Creating a Toll Processing Order

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Select the Sales tab on the left navigation

Choose Sales Queue then click New in the upper left-hand corner



Select a Customer and a Salesperson then select the Process Orders Tab

Sales Order	Custo Kler	omer: Grow		Email:		Phone:		Status: Open Sales Order	•	Sales Person: Sales, Tim	Ŧ
		Products to Send Process Ord	ers Service Charges		- 10				,	Notes	Click here to 1
		Product Qty *	Product	Inventory Package	Cultivar	Product Price	Product Discount	Subtotal			Cherrenter et ave

Click the green plus button



• Follow the steps in Process Order

From here you can close the sale by selecting the PAY button at the right side of the window

0	Customer Info	
0	Payment Info	
0	Notes	
θ	Product Info	
0	Rewards	
0	Sales History	
•	ΡΑΥ	

• You may print an invoice or receipt from here