**Adagio – Order Entry (Invoicing a Customer)
*Step 2 of 3***

* Open Order Entry Module
* ORDERS tab – Click NEW

* Enter **CUSTOMER #**
* If customer information is correct then click **OK**
* Order Date = date of sale from P&L sheet
* Ship Via = Enter Trucking Company (if applicable)
* Location = where product is located \*\*important to select proper location that the product is coming out of (where it was received into inventory)
* Date = date of sale (day product is on truck/delivery date)
* Comments = Container # or Bill of Lading (BOL) #
* Reference = PO# (if applicable)
* Tax Group – if applicable, enter appropriate from dropdown

**DETAILS TAB (**double click the Blue Line)

* Enter Item Number for product (same as used to enter the inventory)
* Ordered = quantity ordered by customer, -- TAB x 2
* Unit Price = enter sales price based on UOM (kgs, lbs, each)
* Shipped = amount shipped (kg, lbs, each)
* Tax Status – change to Taxable if necessary
* Double check quantity shipped, price/unit and extension total
* Click OK
* Close screen

\*\*NOTE – for COD fish, double click blue line again to enter Freight
 Fuel SUR DS
 1.0 Ordered LBS
 1.00 Shipped LBS

**TOTALS TAB**

* Actual Ship Date & Invoice Date should be the same as the Date of Sale (used in Header section from P&L)
* Click OK to accept INVOICE # (write down invoice # on P&L sheet beside Sales Invoice)
* Specifications – choose Invoice B/W CND or Invoice B/W USA
* Clink PRINT / Click YES
* Email/Fax invoice to the customer

\*\*NOTE – 2 copies will print, one copy goes on top of current year file cabinet (2 hole clip board), the other copy stays with the order package