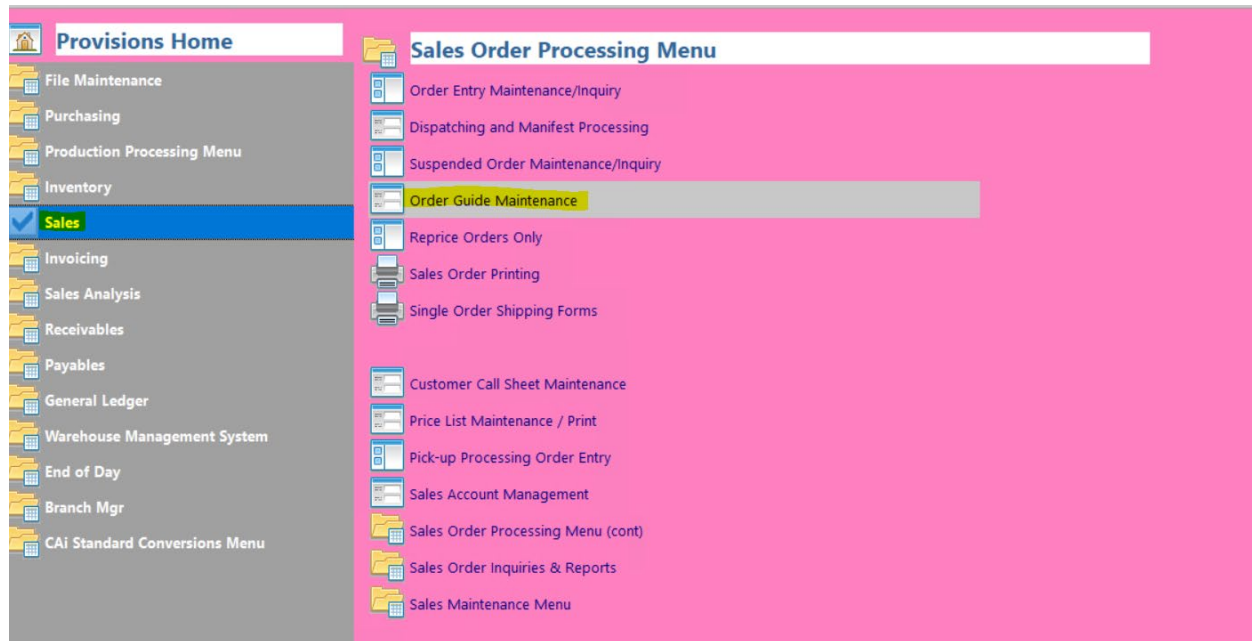# Provisions – Sales Order Guide Maintenance

Search by entering your customer number or use your key words and hit F2 to search and select your customer. Their order guide will appear.


The top of the screen gives you options to edit the guide.

To add an item to the guide, type in the item number and then select WRITE. (Doing this will also add this item into the lines tab when searching for items on an order as having purchase history with a * in the last purchased date column)
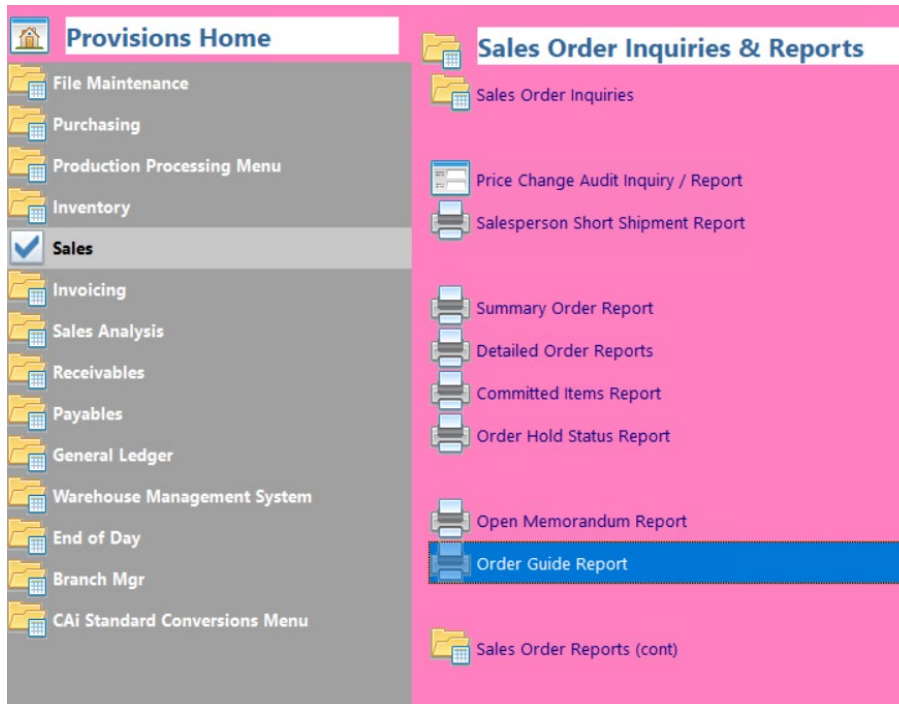
To delete an item number, select the item from the order guide and select DELETE.
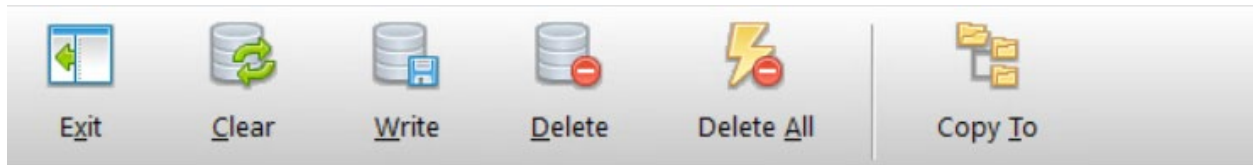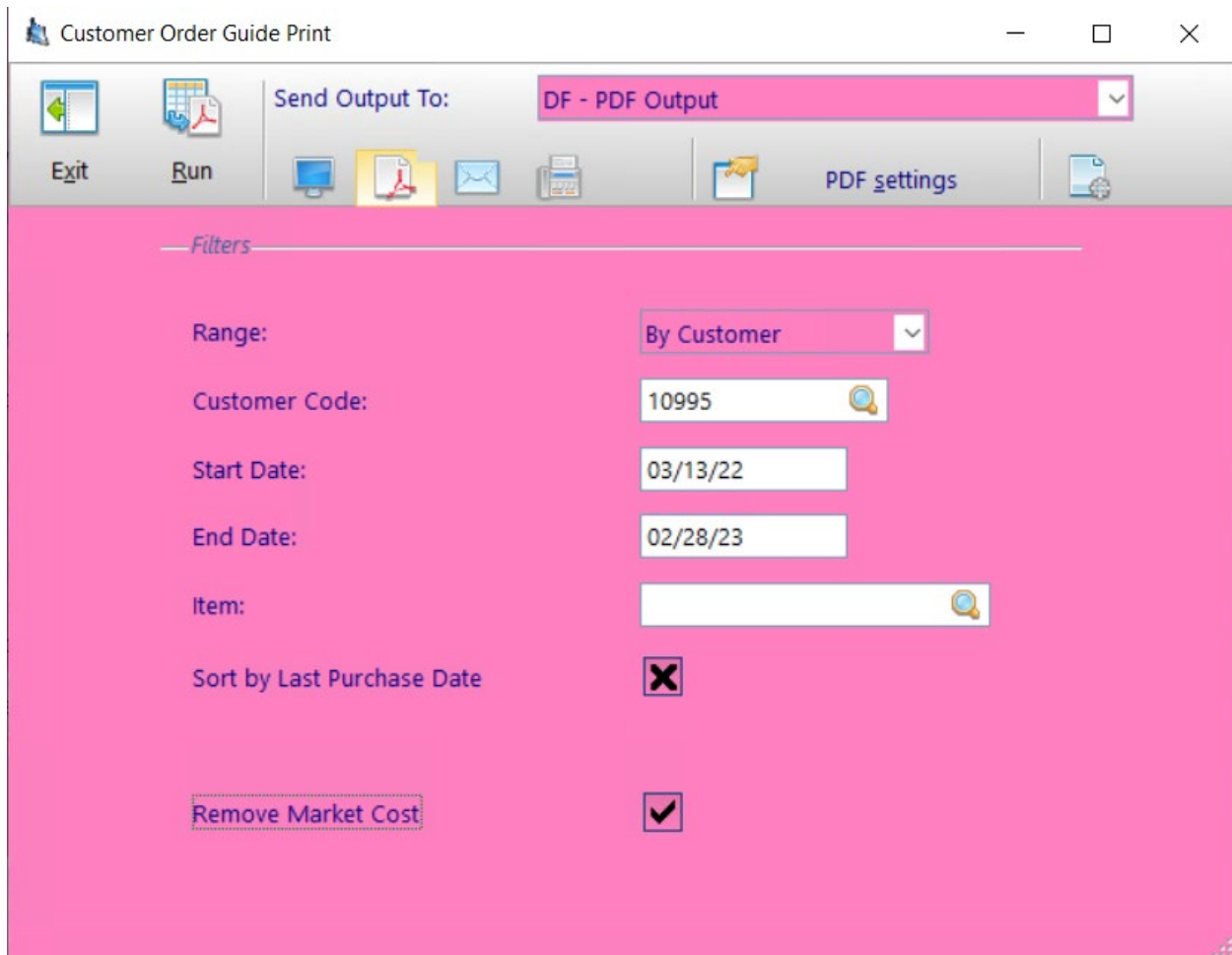
To print a customer order guide-
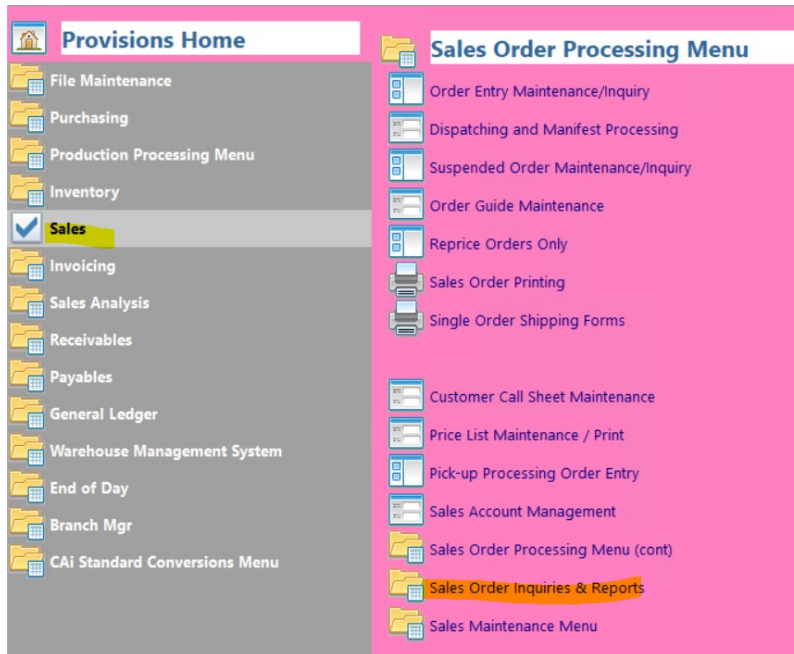
Choose Order Guide Report

Choose your customer and date range, check the box to remove market cost so you can send to a customer then hit run to produce a PDF.