Selling Packages

From the Sales Register:

- Go to the Sales Register.
- Click on the Packages button just above the cart - then select the arrow

- Note that you can sell more than one package at a time - also note that although you see all the detail of how things are priced within the package, the client doesn't see this detail.
- Each package displays the expected payment on purchase - this amount can be changed if desired.
- Discounts can be applied to the sale by clicking on the discount button at the bottom of the sales register - if there is more than one package icon to drop the package into the cart. in the sale, the system will prompt you to indicate which package will be discounted.
- All of the packages in the sale can be discounted.
- Discounts can be done by percentage or by dollar amount.
- In the payment summary at the bottom of the register you will see the *Total,* which is the price of the packages and *Owing*, which is the amount expected now.
- Take payment as you would for any sale.
- When you complete the sale, you will be asked if you would like to dispense any of the package items now.

Selling Online:

With the Wylie App you can sell directly to your clients, from your website or from social media. Go to this article to see the detail - https://help.wyliebiz.com/article.php?id=1

To process these online orders...

- Go to Sales-->Online Orders.
- Select the magnifying glass icon beside the order to be processed.
- Edit the order if necessary (you can add, edit or delete items).
- Select the Process Order button or the Process Drop-Ship Order button.
- An invoice will be created, the payment method provided (if any) will be charged, and inventory will be adjusted.