

ASICOMP.COM

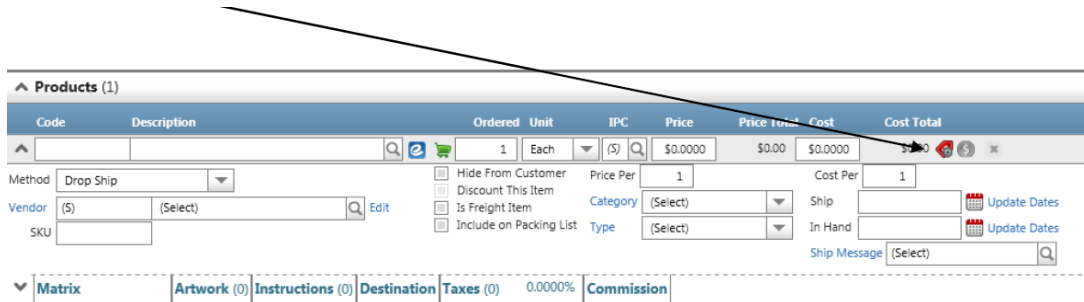
Portal > Knowledgebase > ASI SmartBooks Knowledgebase > Quotes, Orders & Invoices > How Do You Insert or Copy a Product on an Order/Invoice?

How Do You Insert or Copy a Product on an Order/Invoice?

Tammy Mason - 2017-09-13 - in Quotes, Orders & Invoices

How Do You Insert or Copy a Product on an Order/Invoice?

Select the red arrow icon in the Product Expander



Code	Description	Ordered	Unit	IPC	Price	Price Total	Cost	Cost Total
		1	Each	(S)	\$0.0000	\$0.00	\$0.0000	

Method: Drop Ship
Vendor: (S) (Select) Edit
SKU:

Hide From Customer
Discount This Item
Is Freight Item
Include on Packing List

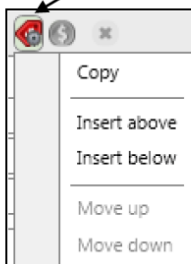
Price Per: 1
Category: (Select)
Type: (Select)

Cost Per: 1
Ship: Update Dates
In Hand: Update Dates
Ship Message: (Select)

Matrix | Artwork (0) | Instructions (0) | Destination | Taxes (0) 0.0000% | Commission

Explanation: Clicking the tool icon allows the product line to be manipulated.

When clicked the menu shown below will appear. Select the option that you wish to perform on the product line.



Copy - Allows a product line on an order/invoice to be copied to a new product line on the order/invoice. The new product line will be added to the bottom of the list of products.

Insert above - Allows a product line to be inserted (added) above the product line selected on the order/invoice. A blank product line will be available for your input.

Insert below - Allows a product line to be inserted (added) below the product line selected on the order/invoice. A blank product line will be available for your input.

Move up - Allows a product line to be moved up in the list of products on the order/invoice.

Move down - Allows a product line to be moved down in the list of products on the order/invoice.