How to Open Hard Goods Boxes

Overview

The system allows users to open hard goods boxes so they can be sold by units. This process can be executed either from the Inventory screen and from the Order Entry. There is a third option to open a box while adding items to an order with the scanner gun.

Unit Price Increased

The unit price might increase every time a box is opened. This will depend on the Unit Price markup entered in hard goods set up. For further information read How to Add Additional Charges to Hard Goods.

Opening Hard Goods Boxes from the Inventory Screen

1
Go to **Inventory>>Inventory Summary**.
2
 Click on **manage hard goods inventory .**
3
 Use the available filters to find the hard good product for which you want to open boxes.
4
 Go to the **Actions** column. Click on the drop-down menu and select the option **Open Item**. Enter the number of boxes that you want to open and click on **Open**.

How to Open Hard Goods Boxes from the Add Order Screen

You can also open boxes with hard goods from the Add Order screen.

1
Go to **Order Entry>>Add Order.**
2
 Enter the order information and then click on Add items.
3
 Click on the Hard Goods tab. Use the filters to find the hard good for which you want to open a box.
4
 Go to the Actions column and click on **Open Item**. Enter the number of boxes that you want to open and click on **Open boxes.**
5
 A confirmation message will appear and you will be able to add the items as units to the order.

How to identify hard goods in units

Hard goods that are in units will have a pack size of 1 so the quantity and the total units columns will have the same value:

Add Order   Order Summary   Credit Summary   Add / Edit Credit

Add Order

General Order Information

Actions ▾

Invoice: 022166   (Pending)

Customer:	Customer 4
Salesperson:	manuel Guerrero (Me)
PO #:	
Carrier:	Delivery
Ref #:	
Ship Via:	Warehouse

Ship Date: 07/24/2018

Order Subtotal: $0.00
Discount: Set discount
Additional Charges: $10.00
Tax: $0.00
Order Total: $10.00

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Edit additional charges

Add Items   Save   Print   Email   Pay & Confirm   New Order

Call List   Record a Lost Sale

This customer doesn't have any items pending to be billed.

General Customer Information

Customer Code:
016363

Salesperson:
Not set
Credit Limit:
Not set
Shipping Address:

Payment Method:
Not Set
Terms:
Net 30
Phone:
Fax:

Aging

Current (Jul):	$0
1-30 (Jun):	$0
31-60 (May):	$0
61-90 (Apr):	$0
>90 (Mar):	$541
Total:	$541

Today's Sales: -
Sales MTD: $340
MTD Last Year: -

Open Credits: $4,132.62
Bonus: 3
Non FOB Price

View customer details, contacts, notes or invoices.
Change ship to or order notes.