

How to Create a new order in GreenEase



GreenEase	Customers (180)			2			
🥂 Customers 🥿	NAME	ACTION	COMPANY NAME				
Products	40 Wyoming Catholic	∕ ≣	Wyoming Catholic Col	-	PRINT LABELS E	BY PRODUCT + CREATE ORDER	
	41 Crux Coffee	1	Crux Coffee	°	PRINT DABELS BY PRODUCT		CREATEORDER
Corders	41a FCSD #1	/ 1	Fremont Co. School D			CREATED DATE	
	42 Middle Fork	//=	Middle Fork		PRINT LABELS	CREATED DATE	UPDATED DATE
	43 Mulino's	11	Mulino's	P	Pending	12/28/2023 08:55AM	12/28/2023 08:55
QuickBooks Connect	44 Mamaw's Kitchen	∕ ≣	Mamaw's Kitchen				
Sync QuickBooks Data	47 Red Apple	/ 1	The Market at Lovell		Printed	11/20/2023 06:45AM	11/29/2023 09:31
	47a Mustang Cafe	11	Mustang Cafe				
	47b Wild Edge	18	Wild Edge		Printed	11/27/2023 07:36AM	11/27/2023 08:14
	48 Lovell Senior	/ 1	Lovell Senior	1	Printed	12/03/2023 09:32PM	12/11/2023 03:20
	49 WY310	/ 1	WY310			The Control of States in	120 1112020 00120

On the "Customers" page click the name of the customer you want to create an order for OR.....

Quantity

<u>5 10 15</u>

Quantity

CANCEL

12

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....on the "Orders" page click Create Order

Price

Price

3.5

Total

\$0

Total

Sub Total

REPEAT

With Qty

With Qty

Total

Without Qty

Without Qty

\$0.00

\$0.00

Qty #2

14

Qty #2

Qty #1

14

Qty #1

CREATE

PRODUCT

9 Products

9 Products

5

CANCEL

16AM

26AM

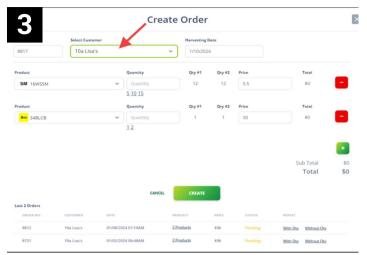
Qty #

12

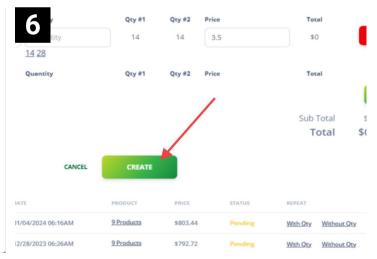
Qty #

1

CREA



Select the customer from the drop down if needed. All the products from the last two orders will automatically load.



Click "Create" to create the order and the invoice!

These are shortcuts to amounts that are frequently used. These are editable on the product page.

This button copies the previous order.

PRICE

\$803.44

\$792.72

WSSM

Product

Box 34BLCB



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Order No.	Select Customer	Harvesting	
96068	44 Mamaw's Kitchen		
Product		Quantity	Qty #1
SM 16 WSSM	~	Quantity	5
		5 10 15	
B 32RLC	~	Quantity	1
		123	
44 LC	~	Quantity	1
		123	

Please Note! If this is your first order, enter the number here that should be your next Quickbooks invoice number