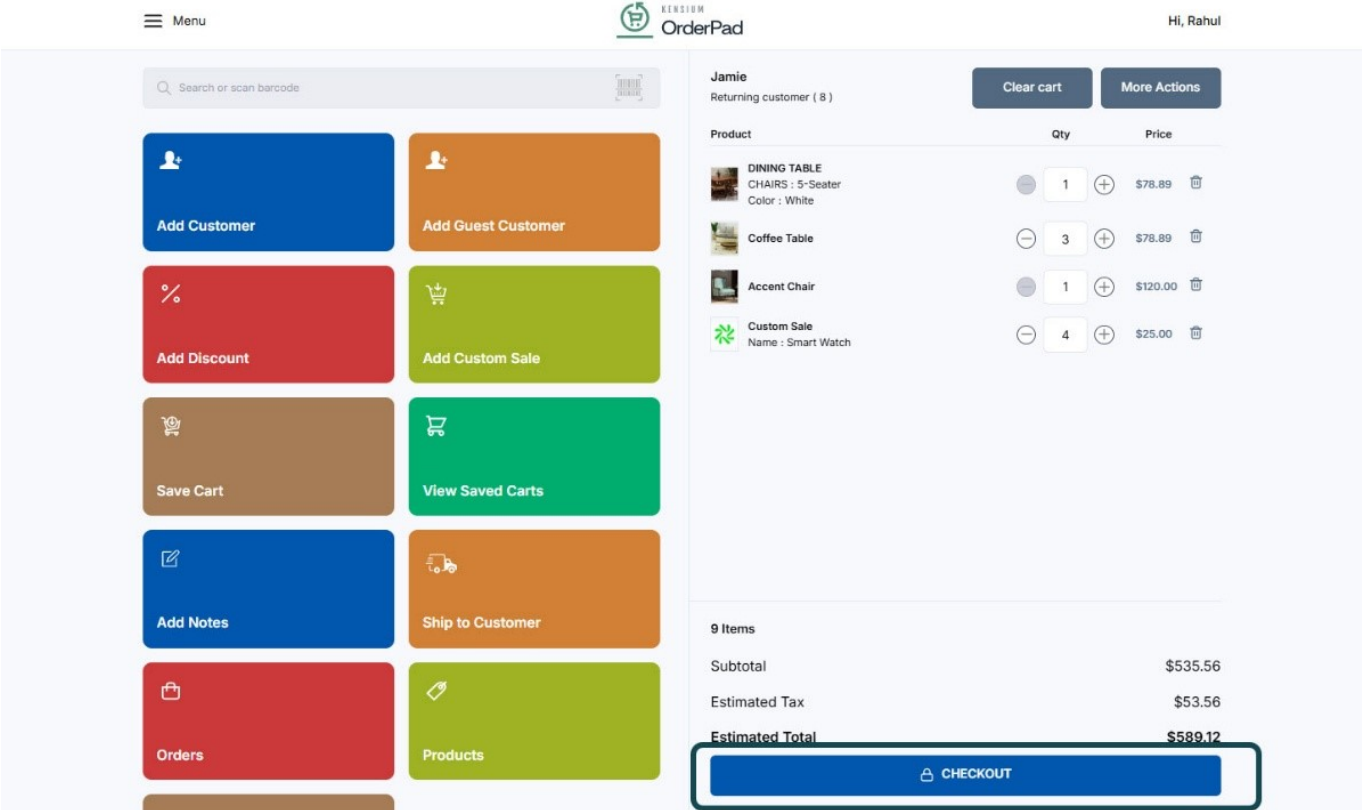


Order Check-out

Once the customer is ready to complete the purchase, click on **[CHECKOUT]** to place the order.



The screenshot displays the OrderPad checkout interface for a user named Jamie. The interface includes a search bar, a grid of action buttons (Add Customer, Add Guest Customer, Add Discount, Add Custom Sale, Save Cart, View Saved Carts, Add Notes, Ship to Customer, Orders, Products), a product list, and a summary table.

Product	Qty	Price
DINING TABLE CHAIRS : 5-Seater Color : White	1	\$78.89
Coffee Table	3	\$78.89
Accent Chair	1	\$120.00
Custom Sale Name : Smart Watch	4	\$25.00

9 Items	
Subtotal	\$535.56
Estimated Tax	\$53.56
Estimated Total	\$589.12

CHECKOUT

CHECKOUT

- After clicking **[CHECKOUT]**, you will be directed to the **[Review and Place Order]** page.
- You can review Shipping charges on the **Review and Place Order** page and select the **[Payment Method]** from the available options.
- If a coupon is available, input it in the **[Enter Coupon Code]** option.

Review and Place Order

- Cash
- Pay Later
- Credit Card (Card Present)

Subtotal	\$377.78
Tax	\$37.78
Shipping	Free
Total	\$415.56

Enter Coupon Code

Coupon Code

Enter code

Apply

Review Order

Review Order

- The shipping information field is enabled only when a registered customer is linked to the cart. For a guest customer, there is no shipping information field. Click **[Select]** to select an address and **[Add]** to add a new address.

Review and Place Order

Shipping Information

Las Vegas
+91 73066-18700
817 Mesa Drive
Las Vegas, Nevada 89101 US

[Add](#) [Select](#)

Subtotal	\$298.89
Tax	\$29.89
Shipping	Free
Total	\$328.78

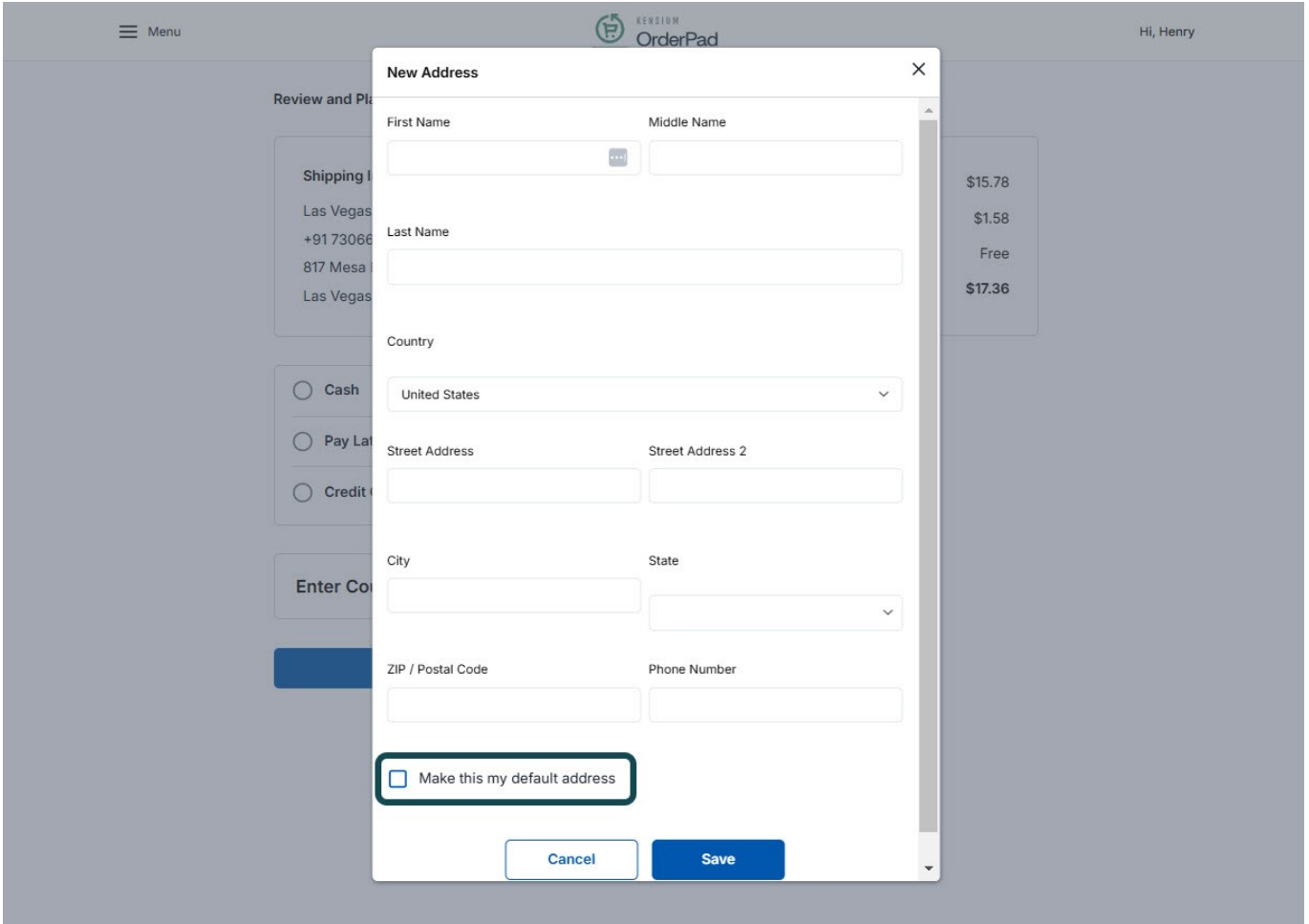
- Cash
- Pay Later
- Credit Card (Card Present)

Enter Coupon Code

Review Order

Review and Place Order

- To make the entered address a default, enable the checkbox beside **[Make this my default address]**



Review and Place Order

Shipping Information

Las Vegas
+91 73066
817 Mesa
Las Vegas

Payment Method

Cash
 Pay Later
 Credit Card

Enter Coupon Code

Order Summary

\$15.78
\$1.58
Free
\$17.36

New Address

First Name Middle Name

Last Name

Country

United States

Street Address Street Address 2

City State

ZIP / Postal Code Phone Number

Make this my default address

Cancel Save

Make address as default

- On selecting the address click on **[Apply]**.

Menu Kensium OrderPad Hi, Henry

United States Phone +91 73066-18700	United States Phone +91 73066-18700	United States Phone +91 73066-18700
Annie M K Edit 817 Mesa Drive Las Vegas, Nevada 89101 United States Phone +91 73066-18700	Annie K Edit 817 Mesa Drive Las Vegas, Nevada 89101 United States Phone +91 73066-18700	Annie K Edit 817 Mesa Drive Las Vegas, Nevada 89101 United States Phone +91 73066-18700
Annie K Edit 817 Mesa Drive Las Vegas, Nevada 89101 United States Phone +91 73066-18700	Annie K Edit 817 Mesa Drive Las Vegas, Nevada 89101 United States Phone +91 73066-18700	Annie K Edit 817 Mesa Drive Las Vegas, Nevada 89101 United States Phone +91 73066-18700

[+ Add an Address](#)

[CANCEL](#)
[APPLY](#)

Select Shipping Information

- After Shipping Information is selected, select the **Shipping Method** by clicking **[Edit]**. From the pop-up select **[Pick In Store]** if items are picked up in-store by the customer, or **[Fixed]** if the item needs to be customer's location.



Shipping Information

Select Pick at Store

Las Vegas
Annie
+91 73066-18700
817 Mesa Drive
Las Vegas, Nevada 89101 US

Subtotal	\$298.89
Tax	\$29.89
Shipping	Free
Total	\$328.78

Shipping Method

Edit

Pick In Store
FREE

Cash

Send Check to:

Note: Your order will be shipped once the Check/Money Order has been received and processed.

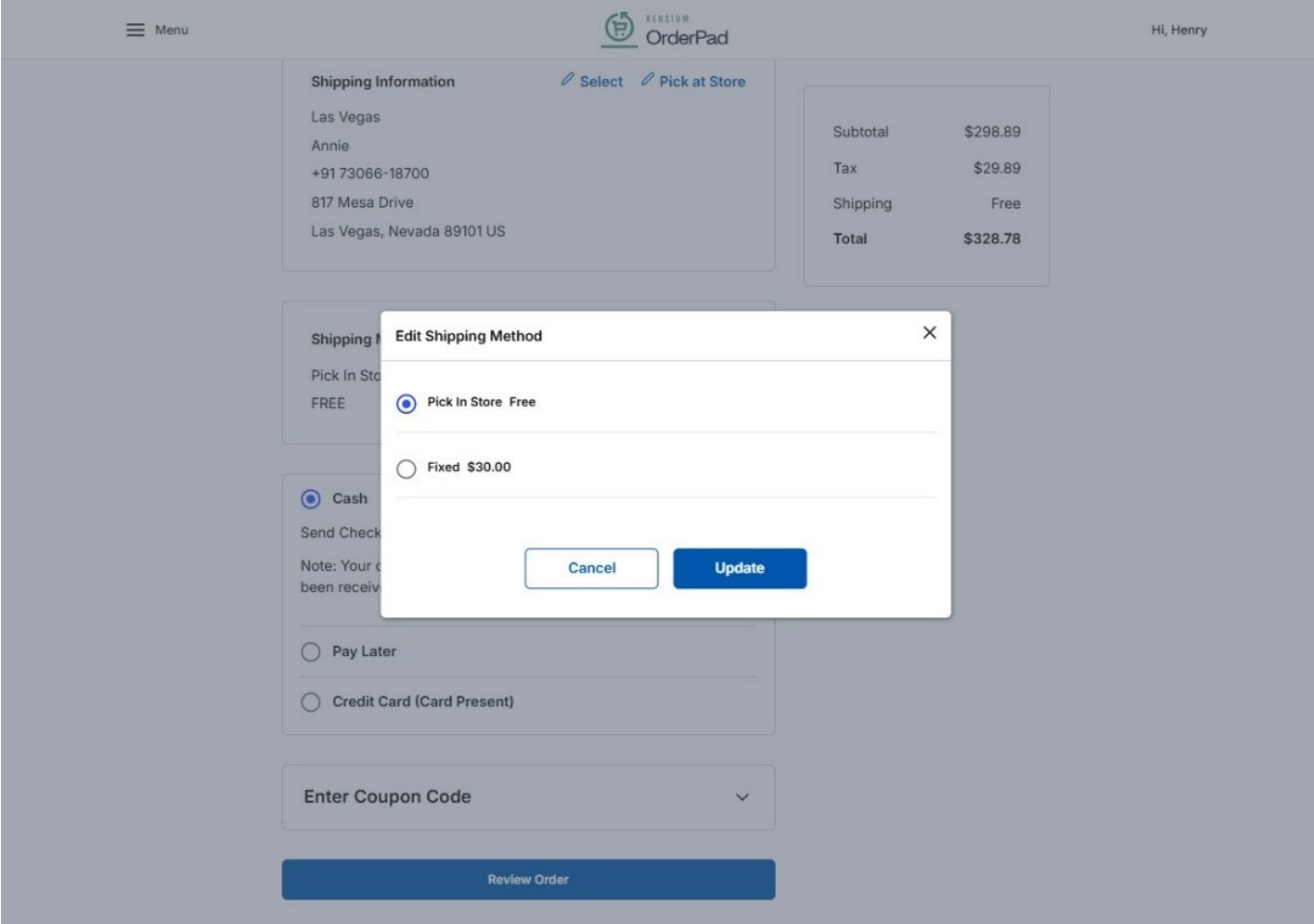
Pay Later

Credit Card (Card Present)

Enter Coupon Code



Review Order



The screenshot displays the checkout interface of the Kensium OrderPad. At the top, there is a navigation bar with a 'Menu' icon, the 'Kensium OrderPad' logo, and a user greeting 'Hi, Henry'. The main content area is divided into several sections:

- Shipping Information:** Includes the address 'Las Vegas, Annie, +91 73066-18700, 817 Mesa Drive, Las Vegas, Nevada 89101 US'. There are links for 'Select' and 'Pick at Store'.
- Summary Table:**

Subtotal	\$298.89
Tax	\$29.89
Shipping	Free
Total	\$328.78
- Shipping Method Selection:** A modal window titled 'Edit Shipping Method' is open, showing two options: 'Pick In Store Free' (selected) and 'Fixed \$30.00'. There are 'Cancel' and 'Update' buttons at the bottom of the modal.
- Payment Options:** Includes 'Cash' (selected), 'Send Check', 'Pay Later', and 'Credit Card (Card Present)'. A note states: 'Note: Your card has not been received yet'.
- Coupon Code:** A field labeled 'Enter Coupon Code' with a dropdown arrow.
- Review Order:** A prominent blue button at the bottom of the page.

- click on **[Review Order]** to review the items added to the cart before placing the order. Once it is clicked **[Place Order]** button is enabled.
- After the review and required actions are completed, click on **[Place Order]**.

Las Vegas, Nevada 89101




Menu Kensium OrderPad Hi, Henry

Shipping Method Edit	Subtotal \$298.89
Fixed	Tax \$29.89
\$30.00	Shipping \$30.00
	Total \$358.78

Payment Information

Cash

6 items in your order

-  **Coffee Table**
Qty : 1
-  **Accent Chair**
Qty : 1
-  **Custom Sale**
Name : Smart Watch
Qty : 4

[SHOW ALL ITEMS](#) ▾

Place Order

Place Order

- Once the order is successfully placed **Thank you for Your order** is displayed along with the order number and other order details.

Thank you for your order!

Order Number: OPDM000000199



Shipping Information

annie@mailinator.com
Annie K
817 Mesa Drive
Las Vegas, Nevada 89101 US

Shipping Method

Pick In Store - Pick In Store

6 items in your order



Coffee Table

Qty : 1



Accent Chair

Qty : 1



Custom Sale

Name : Smart Watch

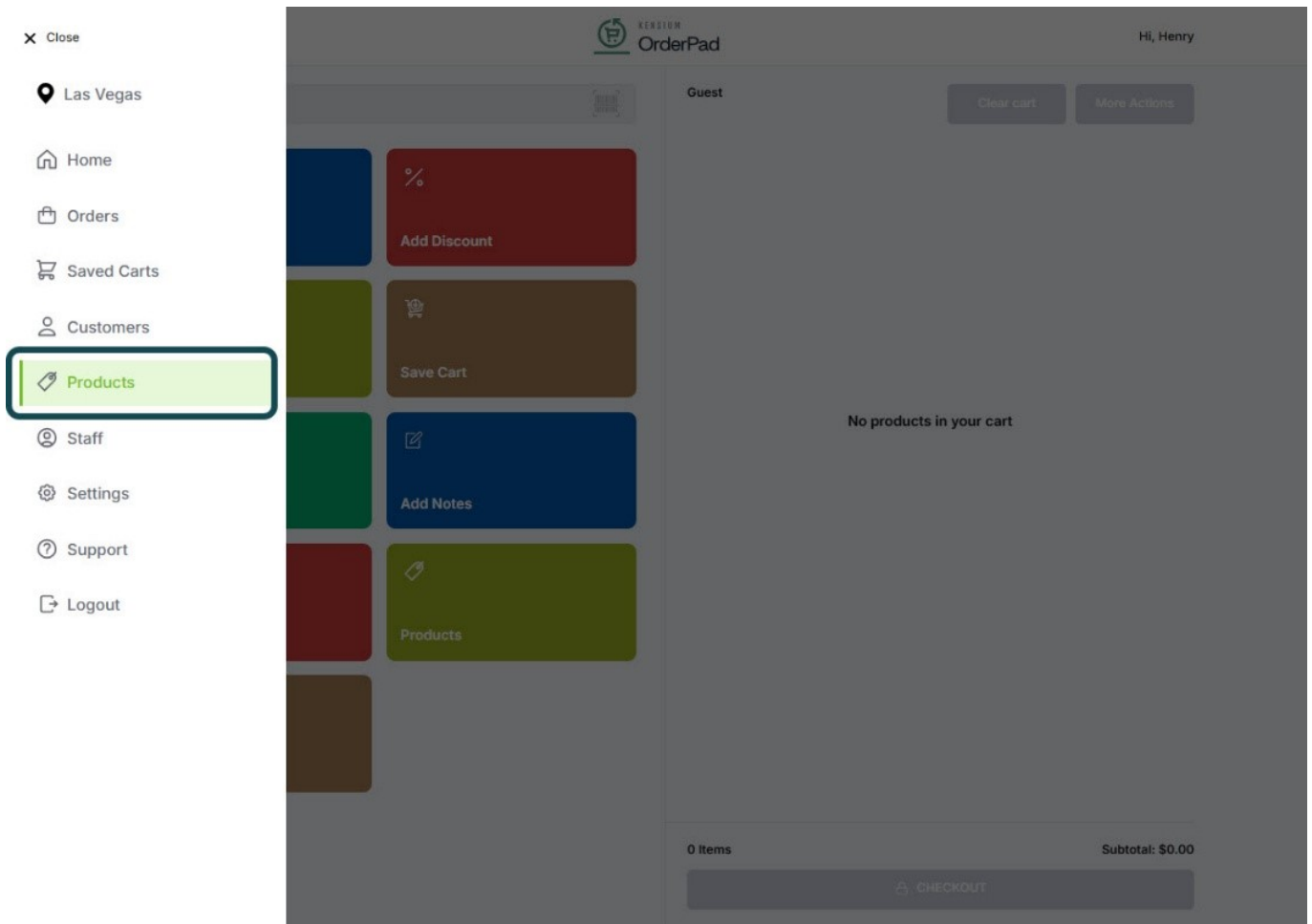
Qty : 4

[SHOW ALL ITEMS](#) ▾

You will also receive an email with the details and we will let you know when your order has shipped.

Order Number

- After the confirmation the page will automatically redirected to the order details page, or you can manually navigate to the Orders page from **[Menu]** to view the order details.



Click on Orders

- To view the order status In the Orders Page, search for the order with the order number to examine the order status which will be displayed as **[Processing]**.



Search Orders

Orders

POS Las Vegas

Dec 25, 2024

Order #OPDM000000198

Guest

\$86.78

Delivered

Dec 25, 2024

Order #OPDM000000197

Annie

\$91.78

Processing

Dec 25, 2024

Order #OPDM000000196

Annie

\$358.78

Processing

Dec 24, 2024

Order #OPDM000000195

Guest

\$17.36

Delivered

Oct 18, 2024

Order #000000170

Kiran

\$0.11

Cancelled

Oct 18, 2024

Order #000000169

Kiran

\$0.11

Cancelled

Sales Staff

- All
 - Rahul Gedupudi
 - Kiran K
 - Matt Grey
 - Rene Novelo
 - Roslin Mary
 - Annie K
 - Yaswanth G
 - Kiran K
 - Shiva Chandramouli
- #### Sale Location
- All
 - Las Vegas
 - Chicago

Order Status

← Back

Order #OPDM000000199

Processing




Total: \$328.78

Las Vegas

Print Receipt

Email Receipt

SMS Text Receipt

Items	Price	Qty	Subtotal
 <p>Coffee Table COFFEETABLE</p>	\$78.89	Ordered: 1 Invoiced: 1	\$78.89
 <p>Accent Chair ACCENTCHAIR</p>	\$120.00	Ordered: 1 Invoiced: 1	\$120.00
 <p>Custom Sale Name : Smart Watch fusion_pos</p>	\$25.00	Ordered: 4 Invoiced: 4	\$100.00

SubTotal : \$298.89
Tax : \$29.89
Grand Total : \$328.78

Order Information

Payment Method

Cash

Shipping Method

Pick In Store - Pick In Store

Shipping Information:

Pickup In Store

- To view the status in Magento, navigate to Orders under Sales in Magento.



posadmin

Reload Data

Go to Advanced Reporting

Chart is disabled. To enable the chart, click [here](#).

Revenue	Tax	Shipping	Quantity
\$456.67	\$45.67	\$35.00	3

Items	Total	Bestsellers	Most Viewed Products	New Customers	Customers
1	\$78.89	Product			
1	\$78.89	Bar Stool	Price	Quantity	
			\$68.00	1260	

Click on Orders

- As the customer's location differs from the stock location, the order needs to be processed for shipment in Acumatica. Therefore, you can view the order status in Magento as **[Processing]** and **[NONE]** in Acumatica Order Number.

posadmin

Create New Order

OPDM000000196

Filters Default View Columns Export

Active filters: Keyword: OPDM000000196 Clear all

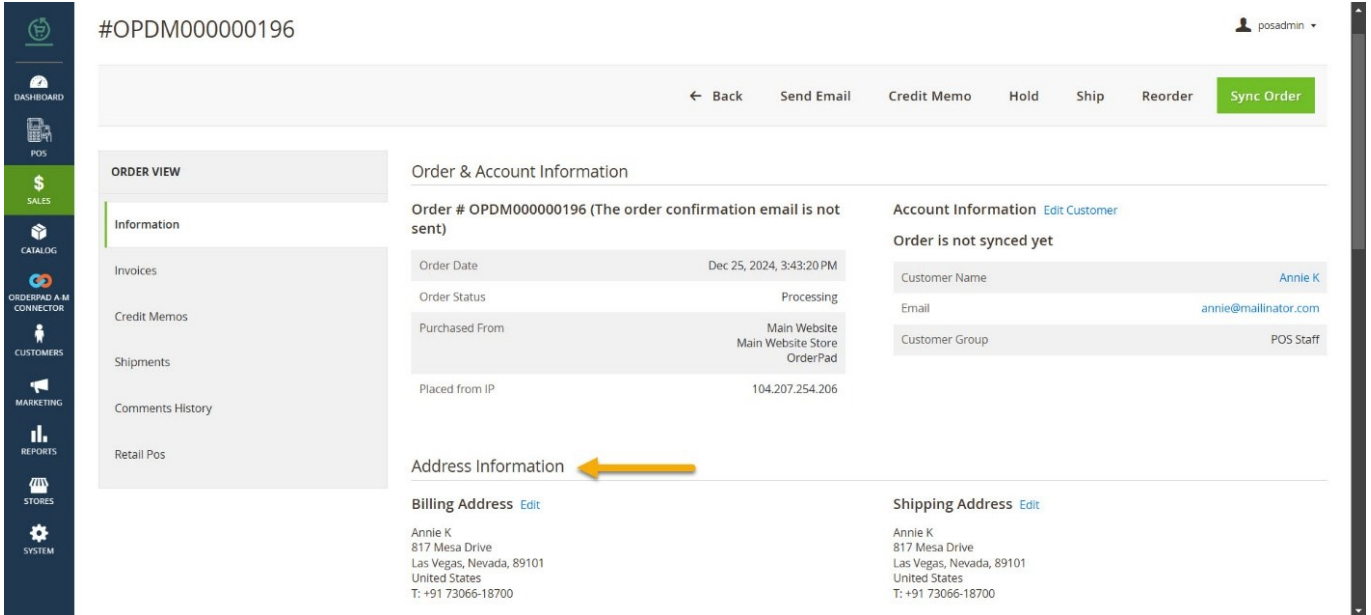
Actions 1 records found 20 per page 1 of 1

ID	Purchase Point	Purchase Date	Bill-to Name	Ship-to Name	Grand Total (Purchased)	Status	Action	Terminal Id	Staff Customer Name	Retail Location Name	Acumatica Order Number
OPDM000000196	Main Website Main Website Store OrderPad	Dec 25, 2024 3:43:20 PM	Annie K	Annie K	\$358.78	Processing	View		Henry Charles	Las Vegas	NONE

[Privacy Policy](#) | [Report an Issue](#)

Order Status

- 
 Clicking on the order row will take **[Order & Account Information]** Page, where you can view the Address information.



#OPDM000000196 posadmin

← Back Send Email Credit Memo Hold Ship Reorder **Sync Order**

ORDER VIEW

Order & Account Information

Order # OPDM000000196 (The order confirmation email is not sent)

Order Date	Dec 25, 2024, 3:43:20 PM
Order Status	Processing
Purchased From	Main Website Main Website Store OrderPad
Placed from IP	104.207.254.206

Account Information [Edit Customer](#)

Order is not synced yet

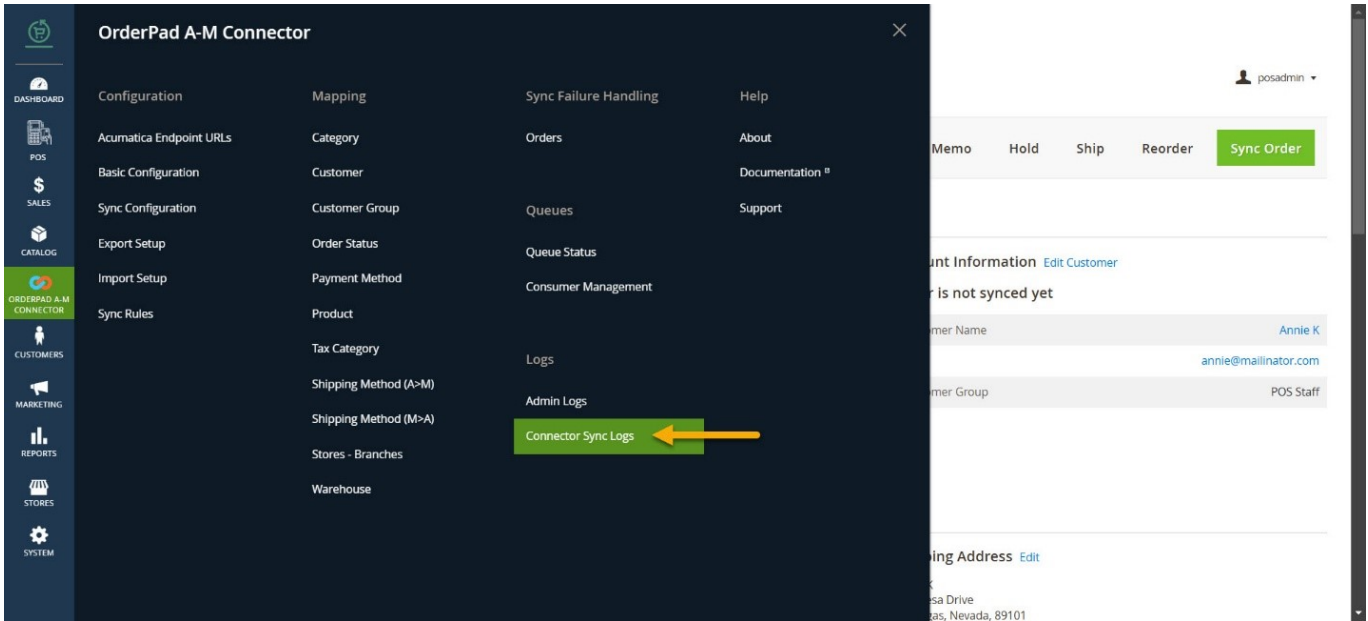
Customer Name	Annie K
Email	annie@mailinator.com
Customer Group	POS Staff

Address Information ←

Billing Address Edit Annie K 817 Mesa Drive Las Vegas, Nevada, 89101 United States T: +91 73066-18700	Shipping Address Edit Annie K 817 Mesa Drive Las Vegas, Nevada, 89101 United States T: +91 73066-18700
---	--

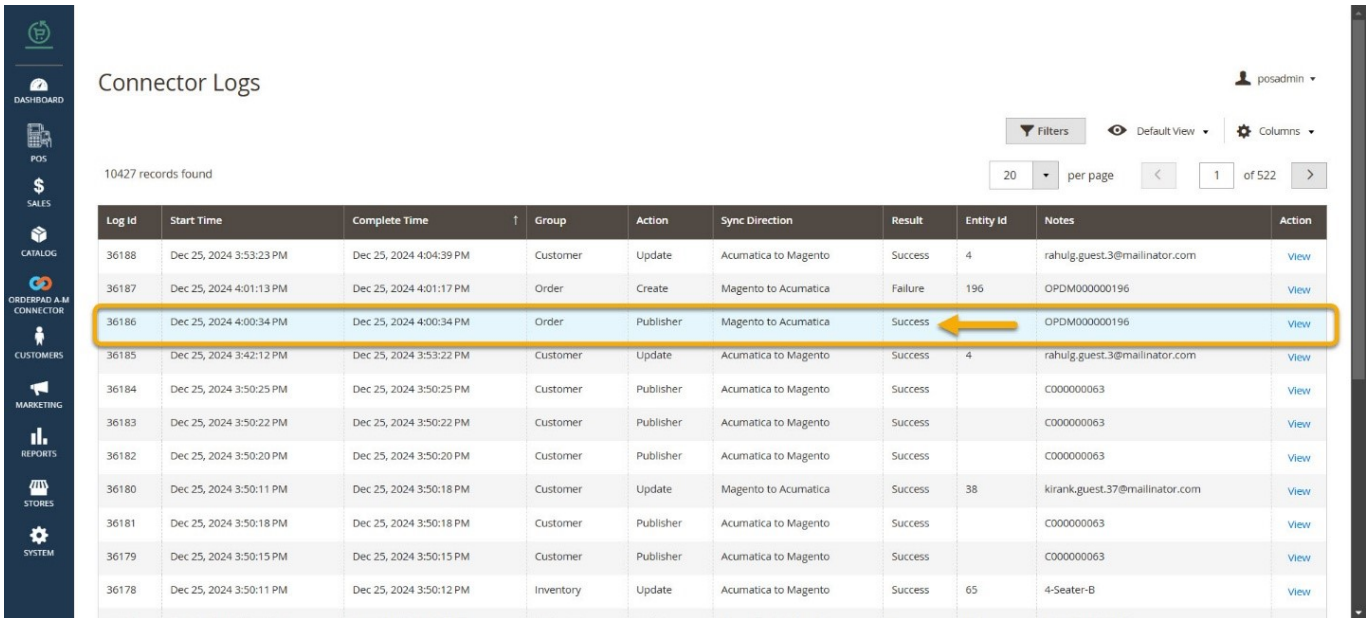
Click on Sync Order

- To synchronize orders from OrderPad Admin to Acumatica, click on **[OrderPad A-M Connector]** and choose **[Connector Sync Logs]**.



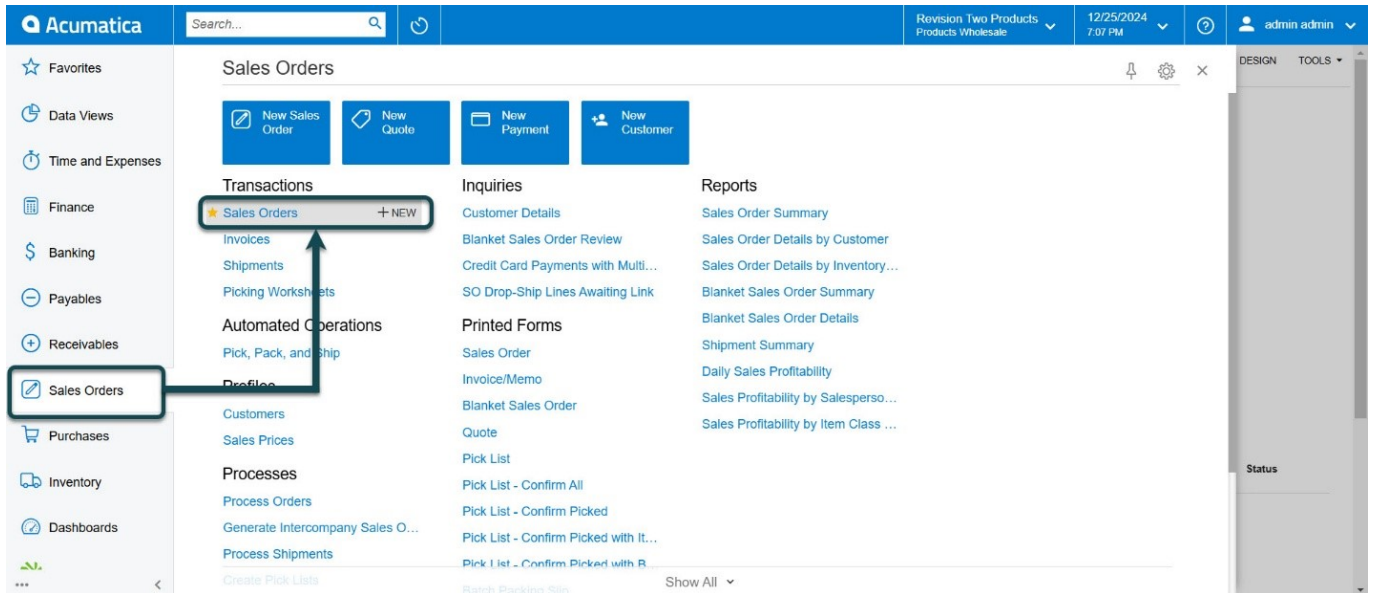
Select Connector Sync Logs

- Upon Clicking Connector Logs, the order will sync to Acumatica from Magento, with a **[Success]** status.



Connector Logs

- ✘ To view the order in Acumatica, navigate to the left side panel on Acumatica and click on sales Orders.
- Select **[Sales Orders]** under **[Transactions]**.



Sales Orders

- You can view the Order Sync with the Order Nbr, Customer Name, Order Type, and Status in Sales Orders.



The screenshot shows the Acumatica interface with the Sales Orders module selected. The top navigation bar includes the Acumatica logo, a search bar, and user information (admin admin). The left sidebar lists various modules: Finance, Banking, Payables, Receivables, Sales Orders (highlighted), Purchases, Inventory, Dashboards, Kensium License, and OrderPad Connector. The main area displays a table of sales orders. The first record is highlighted, showing details for order SO007477, which is Open, dated 7/12/2024, for customer Pallavi Remo, with an order total of 2,248.00 USD. A green arrow points to the 'SO007477' link in the table.

Sales Orders

- Upon selecting an order, you may check its Purchase Store, Order Type, and Order Status.
- To finalize the order, click on Create Shipment and proceed with the next steps.

The screenshot shows the Acumatica interface with the Sales Order details view for SO SO007477 - Pallavi Remo. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main area displays the order details, including Order Type (SO), Order Nbr. (SO007477), Status (Open), Date (7/12/2024), and Requested On (7/12/2024). The Customer is E000000008 - Pallavi Remo, and the Location is MCL72725 - MCL72725. The Currency is USD 1.00. The Project is X - Non-Project Code. The Purchase Store and Staff Name are blank. The right side of the screen shows a summary of the order: Ordered Qty (1.00), Detail Total (2,248.00), Line Discounts (0.00), Document Dis... (0.00), Freight Total (0.00), Tax Total (0.00), and Order Total (2,248.00). Below the summary, there are tabs for DETAILS, TAXES, COMMISSIONS, FINANCIAL, SHIPPING (highlighted), ADDRESSES, DISCOUNTS, SHIPMENTS, BYP PRODUCT, PAYMENTS, RELATIONS, and TOTALS. The SHIPPING tab is active, showing DELIVERY SETTINGS (Ship Via, Will Call, FOB Point, Priority, Shipping Terms, Shipping Zone) and ORDER SHIPPING SETTINGS (Sched. Shipment, Shipping Rule, Cancel By, Preferred Warehouse ID). A green box highlights the 'CREATE SHIPMENT' button in the top navigation bar.

Sales Orders