

Order Check-out

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

≡ Menu	Ē	OrderPad			Hi, Rahul	
Q Search or scan barcode	[111]	Jamie Returning customer (8)	Clear cart	M	ore Actions	
		Product	Qty		Price	
	<u></u>	CHAIRS : 5-Seater Color : White		\oplus	\$78.89 🔟	
Add Customer	Add Guest Customer	Coffee Table	⊖ 3	\oplus	\$78.89 🔟	
%	<u>141</u>	Accent Chair	• 1	\oplus	\$120.00 🗍	
Add Discount	Add Custom Sala	Custom Sale Name : Smart Watch	⊖ 4	\oplus	\$25.00 🔟	
<u>ب</u>	ä					
Save Cart	View Saved Carts					
ľ	- D					
Add Notes	Ship to Customer	9 Items				
		Subtotal			\$535.56	
		Estimated Tax			\$53.56	
Orders	Products	Estimated Total			\$589.12	
			С СНЕСКОИТ			

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.



≡ Menu				Hi, Yaswanth
	Review and Place Order			
	 Cash Pay Later Credit Card (Card Present) 	Subtotal Tax Shipping Total	\$377.78 \$37.78 Free \$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 Ta	ubtotal \$298.89 ax \$29.89 hipping Free otal \$328.78	
Cash Pay Later Credit Card (Card Pres	sent)		
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]





🗮 Menu	()	ensition OrderPad	Hi,	Henry
Deview and Di	New Address		×	
Review and Pic	First Name	Middle Name	^	
Shipping I			\$15.78	
Las Vegas	Last Nama		\$1.58	
+91 73066 817 Mesa	Last Name		Free	
Las Vegas			\$17.36	
	Country			
O Cash	United States	~		
O Pay Lat	Street Address	Street Address 2		
Credit (
	City	State		
Enter Co		State		
		~		
	ZIP / Postal Code	Phone Number		
	Make this my default address			
	Cancel	Save	•	

Make address as default

• On selecting the address click on [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.





Menu	DirderPad	Hi, Henry
	Shipping InformationImage: SelectImage: Pick at StoreLas VegasAnnie+91 73066-18700817 Mesa DriveLas Vegas, Nevada 89101 US	Subtotal \$298.89 Tax \$29.89 Shipping Free Total \$328.78
	Shipping Method 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	



	lerPad		
≡ Menu	OrderPad		Hi, Henry
	Shipping Information Image: Select Pick at Store Las Vegas Annie +91 73066-18700 817 Mesa Drive Las Vegas, Nevada 89101 US Las Vegas, Nevada 89101 US Las Vegas, Nevada 89101 US	Subtotal \$298.89 Tax \$29.89 Shipping Free Total \$328.78	
	Shipping Edit Shipping Method Pick In Stor Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free Image: Pick In Store Free	×	
	Pay Later Credit Card (Card Present)		
	Enter Coupon Code 🗸		
	Review Order		

- 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].



≡ Menu			Hi, Henry
	Shipping Method Fixed \$30.00	Subtotal Tax Shipping Total	\$298.89 \$29.89 \$30.00 \$358.78
	Payment Information Cash		
	6 items in your order Coffee Table Qty:1		
	Accent Chair Qty : 1 Image: Smart Watch Qty : 4		
	SHOW ALL ITEMS 🗸		

Place Order

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



E Menu	OrderPad	ні, не
Thank vo	or vour order!	
Order Number	DM000000199	
Shipping Inform	Shipping Method	
annie@mailinator.cr Annie K 817 Mesa Drive Las Vegas, Nevada	Pick In Store - Pick In Store	
6 items in your	e	
Acce	ir	
Name : Oty : 4	e Valch	

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]**.





E Menu		Hi, Henry
Q Search Orders	Sales Staff	<u>^</u>
Orders POS Las Vegas Dec 25, 2024	All Rahul Gedupur	di
Order #OPDM00000198 Guest	\$86.78 O Dathered	
Dec 25, 2024	Matt Grey	
Order #OPDM00000197	\$91.78 Rene Novelo	
Dec 25, 2024	C Roslin Mary	
Order #OPDM00000196 Annie	\$358.78 Annie K	
Dec 24 2024	Yaswanth G	
Order #OPDM00000195	\$17.36 Kiran K	
0++ 18 2024	Shiva Chandra	amouli
Order #000000170 Kiran	\$0.11 Sale Location	
Oct 18, 2024		
Order #000000169	\$0.11 Description Las Vegas	
Kiran	Cancetted Chicago	•

Order Status



E Menu					Hi, Hen
← Back	Or	der #OPDM0000	00199		
		O Processing Total: \$328.78 Las Vegas			
	Print Receipt	Email Receipt	SMS Te	kt Receipt	
Items		Price	Qty	Subtotal	
	Coffee Table COFFEETABLE	\$78.89	Ordered: 1 Invoiced: 1	\$78.89	
	Accent Chair ACCENTCHAIR	\$120.00	Ordered: 1 Invoiced: 1	\$120.00	
え	Custom Sale Name : Smart Watch fusion_pos	\$25.00	Ordered: 4 Invoiced: 4	\$100.00	
			s	ubTotal : \$298.89	
				Tax: \$29.89	

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





<u>(</u>	Sales	×								
CASHBOARD	Orders									上 posadmin 🗸
	Invoices								R	eload Data
POS	Shipments									
SALES	Credit Memos									
CATALOG	Billing Agreements		1 - f k						Go to Advanced F	teporting 🖾
0	Transactions		t of your business	performance,	using our dynamic	c product, order, and custome	er reports tailored to y	our customer data.		
ORDERPAD A-M CONNECTOR	Braintree Virtual Terminal									
ŧ					Chart is disable	ed. To enable the chart, click h	here.			
CUSTOMERS					Revenue	Tax		Shipping	Quantity	
					\$456.67	\$45.67	7	\$35.00	3	
1.										
					Bestsellers	Most Viewed Products	New Customers	Customers		
STORES			ltems	Total						
*			1	\$78.89	Product				Price	Quantity
SYSTEM			1	\$78.89	Bar Stool				\$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.

Ē														
DASHBOARD	Orde	ers											💄 posadmin 👻	
POS													Create New Order	
\$ sales	OPDM	00000196		Q						Y Fil	ters 💿 Defat	ult View 👻 🏟 Col	umns 🔹 📩 Export 🗸	
CATALOG	Active filt	ers: Keyword: OP	DM000000196 🛞										Clear all	
ORDERPAD A-M CONNECTOR	Actions records found							_			20 •	per page <	1 of 1 >	
CUSTOMERS		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	
SYSTEM							Privacy Policy Re	port an issue						ł





Order Status

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

<u>(†</u>	#OPDM000000196								💄 posadmin 🔹
SHBOARD			← Back	Send Email	Credit Memo	Hold	Ship	Reorder	Sync Order
POS	ORDER VIEW	Order & Account Information							
SALES	Information	Order # OPDM000000196 (The ord sent)	Order # OPDM000000196 (The order confirmation email is not sent)						
	Invoices	Order Date	Dec 25, 2024,	3:43:20 PM	Customer Name				Annie K
DERPAD A-M DNNECTOR	Cradit Mamon	Order Status	Order Status Processing Em					a	annie@mailinator.com
USTOMERS	Shipments	Purchased From	Ma Main We	lin Website bsite Store OrderPad	Customer Group				POS Staff
	Comments History	Placed from IP	104.2	07.254.206					
REPORTS	Retail Pos	Address Information							
STORES		Billing Address Edit			Shipping Addre	SS Edit			
SYSTEM		Annie K 817 Mesa Drive Las Vegas, Nevada, 89101 United States T: +91 73066-18700			Annie K 817 Mesa Drive Las Vegas, Nevada, i United States T: +91 73066-18700	89101			

Click on Sync Order

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





<u>(</u>	OrderPad A-M Connecto	or			×					
DASHBOARD	Configuration	Mapping	Sync Failure Handling	Help						L posadmin 🔹
POS	Acumatica Endpoint URLs	Category	Orders	About		Memo	Hold	Ship	Reorder	Sync Order
\$	Basic Configuration	Customer		Documentation ^a						
SALES	Sync Configuration	Customer Group	Queues	Support						
CATALOG	Export Setup	Order Status	Queue Status			unt Inform	nation Edit	t Customer		
0	Import Setup	Payment Method	Consumer Management			1				
ORDERPAD A-M CONNECTOR	Sync Rules	Product		is not synced yet						
CUSTOMERS		Tax Category	Logs			mer Name				Annie K annie@mailinator.com
		Shipping Method (A>M)	Admin Logs			mer Group				POS Staff
		Shipping Method (M>A)								
REPORTS		Stores - Branches	Connector Sync Logs							
STORES		Warehouse								
*										
SYSTEM						ing Addre	SS Edit			
						Dalas				
						sa Drive as, Nevada, 8	39101			

Select Connector Sync Logs

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

Conn	ector Logs						•	Filters O Default View •	posadmin Columns
10427 rec	cords found						20	per page < 1	of 522
Log Id	Start Time	Complete Time	† Group	Action	Sync Direction	Result	Entity Id	Notes	Actio
36188	Dec 25, 2024 3:53:23 PM	Dec 25, 2024 4:04:39 PM	Customer	Update	Acumatica to Magento	Success	4	rahulg.guest.3@mailinator.com	Vie
36187	Dec 25, 2024 4:01:13 PM	Dec 25, 2024 4:01:17 PM	Order	Create	Magento to Acumatica	Failure	196	OPDM000000196	Vie
36186	Dec 25, 2024 4:00:34 PM	Dec 25, 2024 4:00:34 PM	Order	Publisher	Magento to Acumatica	Success	\leftarrow	OPDM000000196	Vie
36185	Dec 25, 2024 3:42:12 PM	Dec 25, 2024 3:53:22 PM	Customer	Update	Acumatica to Magento	Success	4	rahulg.guest.3@mailinator.com	Vie
36184	Dec 25, 2024 3:50:25 PM	Dec 25, 2024 3:50:25 PM	Customer	Publisher	Acumatica to Magento	Success		C00000063	Vie
36183	Dec 25, 2024 3:50:22 PM	Dec 25, 2024 3:50:22 PM	Customer	Publisher	Acumatica to Magento	Success		C00000063	Vie
36182	Dec 25, 2024 3:50:20 PM	Dec 25, 2024 3:50:20 PM	Customer	Publisher	Acumatica to Magento	Success		C00000063	Vie
36180	Dec 25, 2024 3:50:11 PM	Dec 25, 2024 3:50:18 PM	Customer	Update	Magento to Acumatica	Success	38	kirank.guest.37@mailinator.com	Vie
36181	Dec 25, 2024 3:50:18 PM	Dec 25, 2024 3:50:18 PM	Customer	Publisher	Acumatica to Magento	Success		C000000063	Vie
36179	Dec 25, 2024 3:50:15 PM	Dec 25, 2024 3:50:15 PM	Customer	Publisher	Acumatica to Magento	Success		C000000063	Vie
36178	Dec 25, 2024 3:50:11 PM	Dec 25, 2024 3:50:12 PM	Inventory	Update	Acumatica to Magento	Success	65	4-Seater-B	Vie





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.





• Acumatica	Search	c	2 3					Revision Two Products Products Wholesale	✓ 12/25/2 7:42 PM	⁰²⁴ ~	0	admin a	admin 🗸
Finance \$ Banking	Sales Orders ★ CUSTOMIZATION ▼ TOOLS ▼ O ∽ + ⊘ ⊢ ⊠ ALL RECORDS MY SALES ORDERS												\$ AR Aging
Payables	Order Type: All 🔻	Status: All 🔹	Date: All 👻 Cu	ustomer: All 👻				-		S0007	477	Q	
	Order Type	Order Nbr.	Status	Date	Sched.	Customer	Customer Name	Ordered Q	ty. Order Tota	Currency	Create	d On	
· Receivables	> 🕼 🗎 so	SO007477	Open	7/12/2024	7/12/2024	E00000008	Pallavi Remo	1.0	0 2,248.00	USD	7/11/	2024	
Sales Orders													
Purchases													
D Inventory													
Dashboards													
💥 Kensium License													
OrderPad Connector													
III More Items	4											F	
<	1-1 of 1 records									<	< 2	×	<

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.

Acumatica	Search	ৎ ৩				Revision Two Products Products Wholesale	12/25/2024 7:46 РМ У 🕐	💄 admin admin 🗸
Finance	Sales Orders SO SO007477 - Pal ← ঢ় ඕ ∽	llavi Remo + îî		CESS CREATE	SHIPMENT HOLD	NOTES ACTIVITIES	FILES CUSTOMIZATION	TOOLS -
\$ Banking	* Order Type: SO	Q	Customer Ord OPQAMSI0000	* Customer:	E000000008 - Pallavi Remo	D Ordered Qty.:	1.00	Customer
Payables	Order Nbr.: SOO Status: Ope	007477 ,O	External Refer	* Location: Contact:	MCL727225 - MCL727225	Detail Total: Detail Total: Detail Total:	2,248.00 0.00	Details
+ Receivables	B	YP Hold		Currency:	USD P 1.00 * VIEW	BASE Document Dis	0.00	
0	* Date: 7/12	eady for BYP		* Project:	X - Non-Project Code.	P Freight Total: Tay Total:	0.00	
Sales Orders	* Requested On: 7/12	2/2024		Description.		Order Total:	2,248.00	
Purchases				Purchase Store: Staff Name:				
Inventory	DETAILS TAXES	COMMISSIONS FINAN	ICIAL SHIPPING ADDRESSES	DISCOUNTS	SHIPMENTS BYP PRODUC	CT PAYMENTS RELATI	ONS ITOTALS	22
Dashboards	DELIVERY SETTINGS	P SHOP FOR	ORDER SHIPPING SI RATES Sched. Shipment:	7/12/2024 (3			
X Kensium License	FOR Reint	Will Call	0	Ship Separa	ately			
	Priority:	0	Cancel By:	7/12/2024	Canceled			
OrderPad Connector	Shipping Terms:		P Preferred Warehous	e ID:	م			
More Items	Shipping Zone:	Residential Delivery Saturday Delivery	م					
•••• <		Insurance						- <

Sales Orders

