How to Add Sales Without Going Through Square

Rose 3.0 · Sales › Single Entry

In each screenshot, the **yellow boxes** show what to click. Numbers give the order.

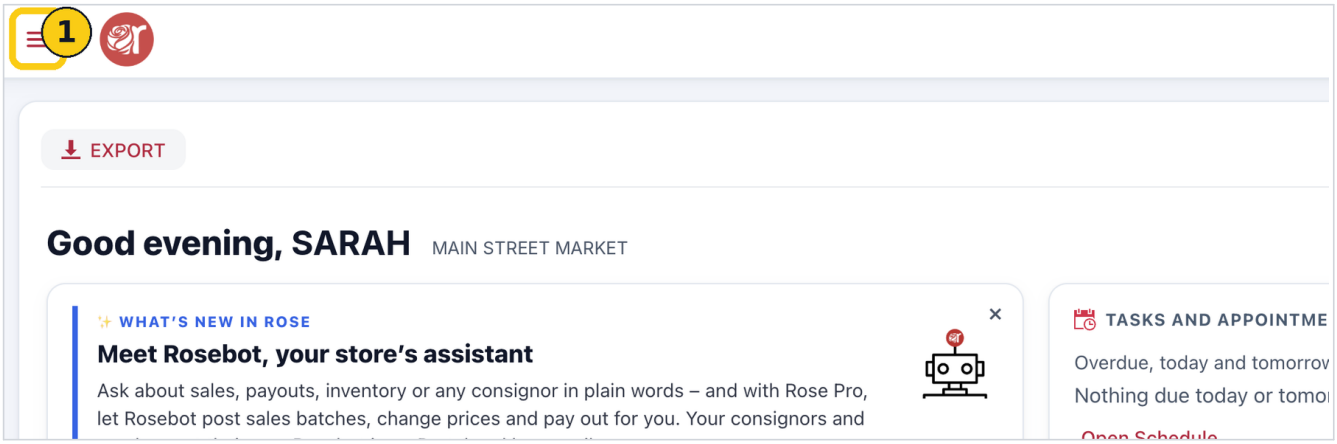
Overview

Single Entry posts a sale straight to a consignor's or vendor's account, one item at a time. Use it for a sale made outside Square (a cash sale at an event, say), to record a Square sale Rose didn't pick up, or to fix a mistake. The consignor's share is added to what they're owed, just like a Square sale.

Where to find it: Dashboard › menu (☰) › **Sales** › **SINGLE ENTRY**. You need the Sales module and its single entry right (User Maintenance).

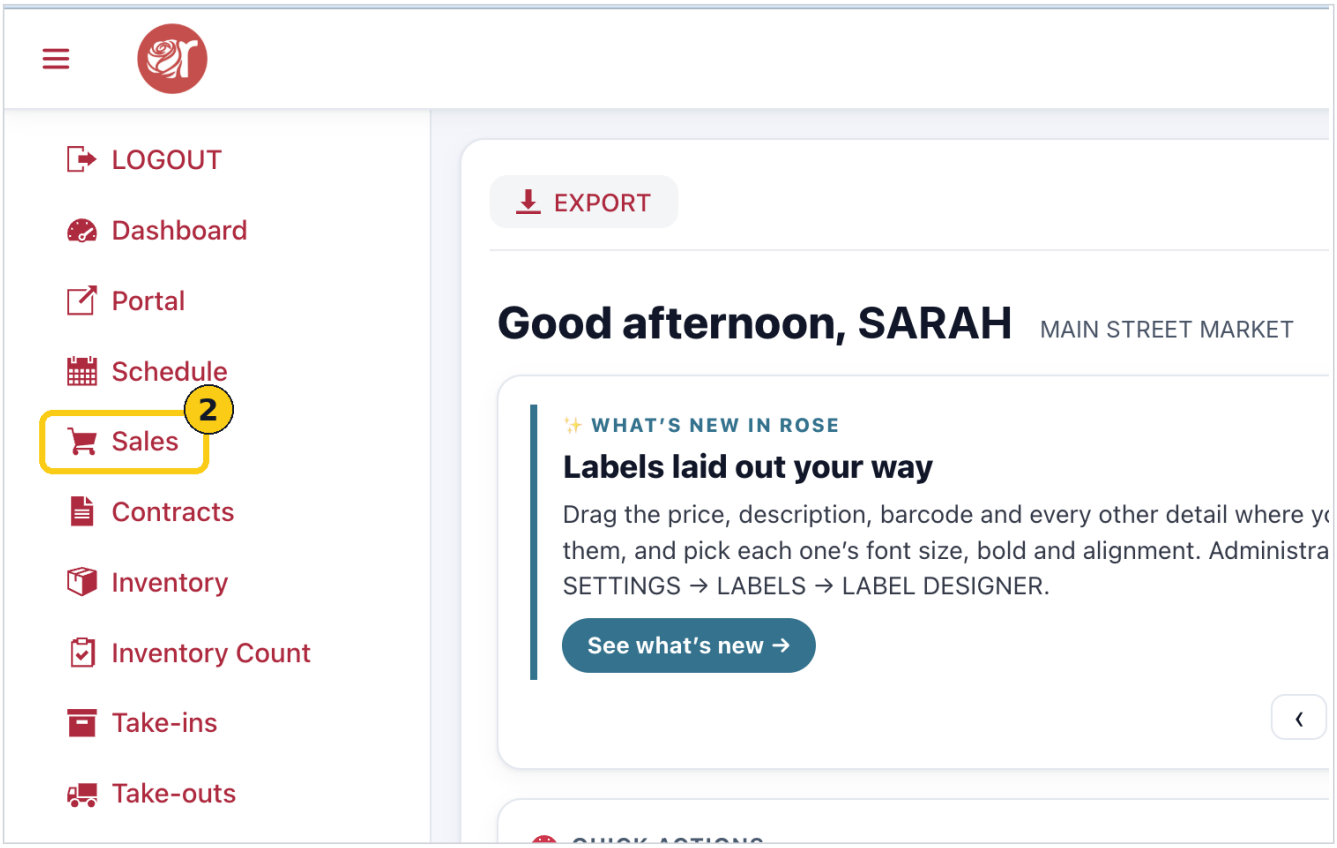
Step 1: Open Single Entry

1 On your Dashboard, click the menu icon (☰) in the top-left corner.



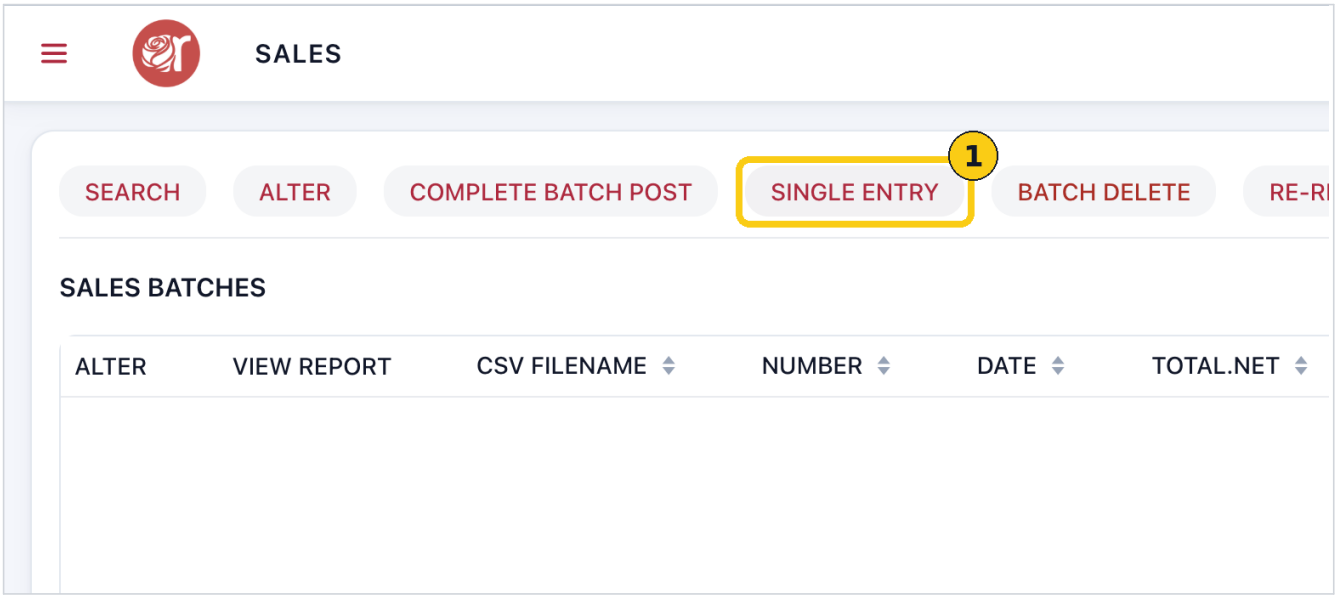
Open the menu from the Dashboard.

2 Click **Sales**. The **SALES BATCHES** list opens.



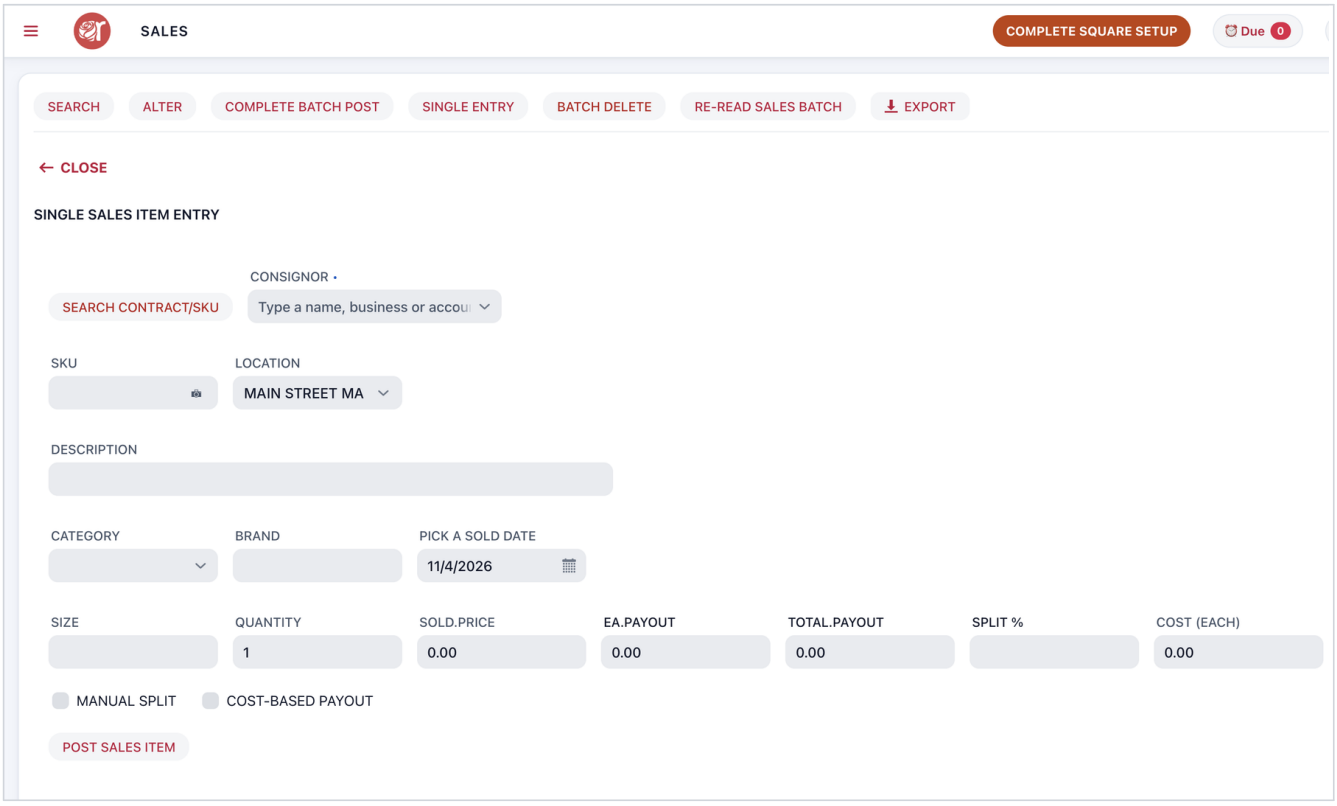
Click Sales.

3 Click **SINGLE ENTRY** in the toolbar.



Click SINGLE ENTRY.

SINGLE SALES ITEM ENTRY opens. Click **CLOSE** at any time to go back to the Sales list without posting.

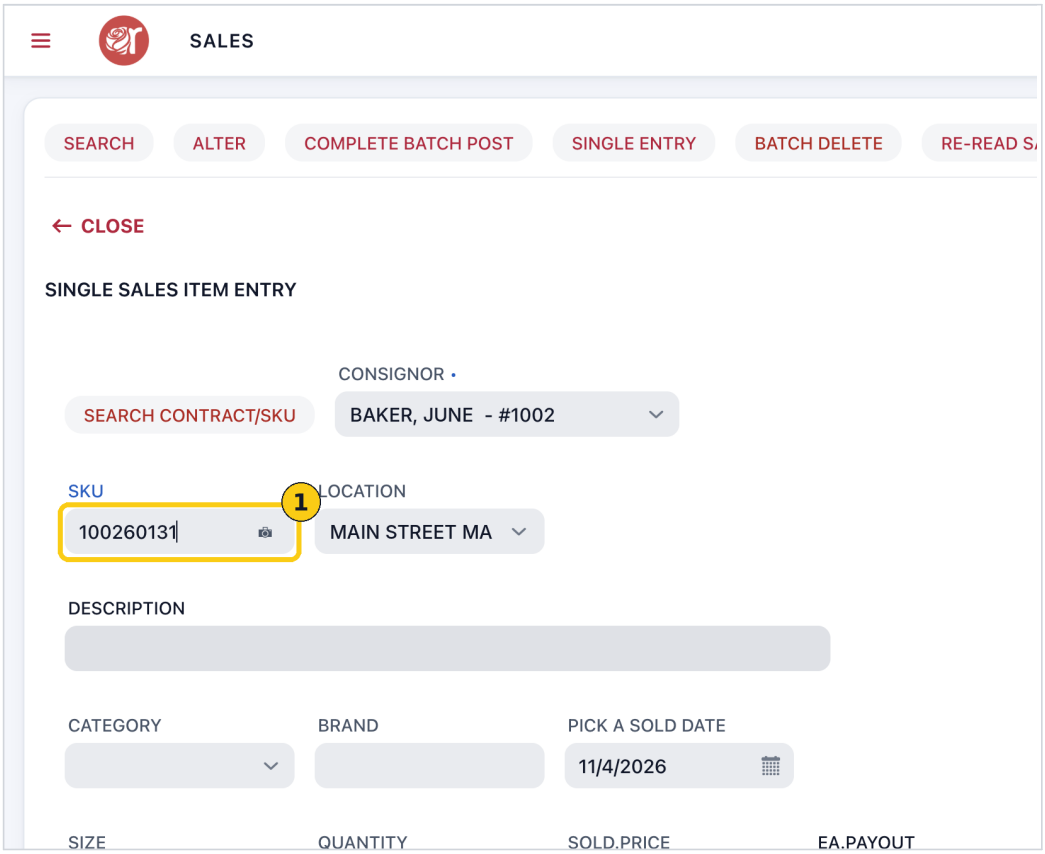


The empty Single Sales Item Entry form.

Step 2: Enter the SKU or choose the consignor

If the item has a SKU

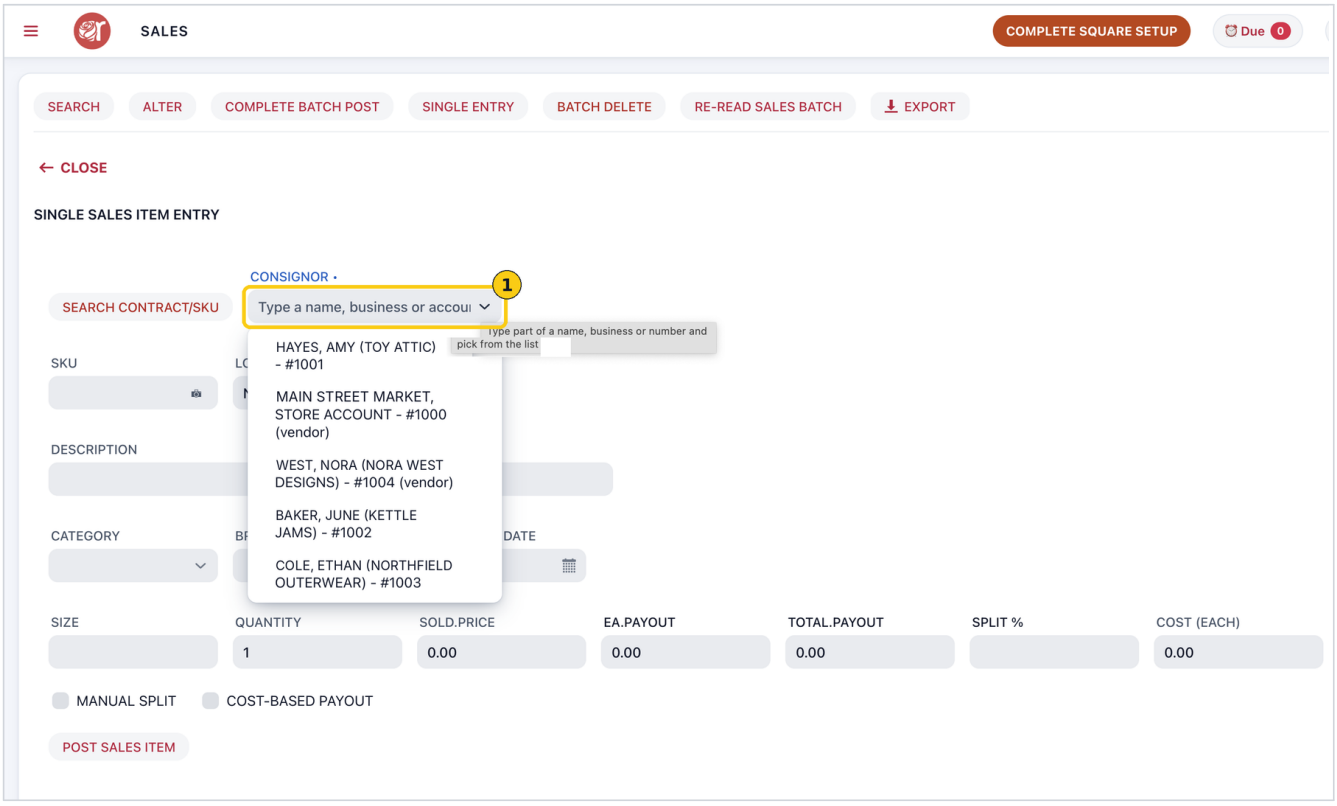
1. Type the item's **SKU**, or click the camera icon to scan its barcode.
2. Press **Tab**. Rose fills in the consignor, location, description, category, price and split from the item.



Type or scan the SKU (1), then press Tab.

If there's no SKU

1. Click **CONSIGNOR**, start typing part of the consignor's or vendor's name, business or account number, and pick them from the list. The list includes vendors and your store account.
2. Enter a **DESCRIPTION**, pick a **CATEGORY**, and add a **BRAND** and **SIZE** if you want them on reports.
3. Enter the **QUANTITY** sold and the **SOLD.PRICE** for each one.

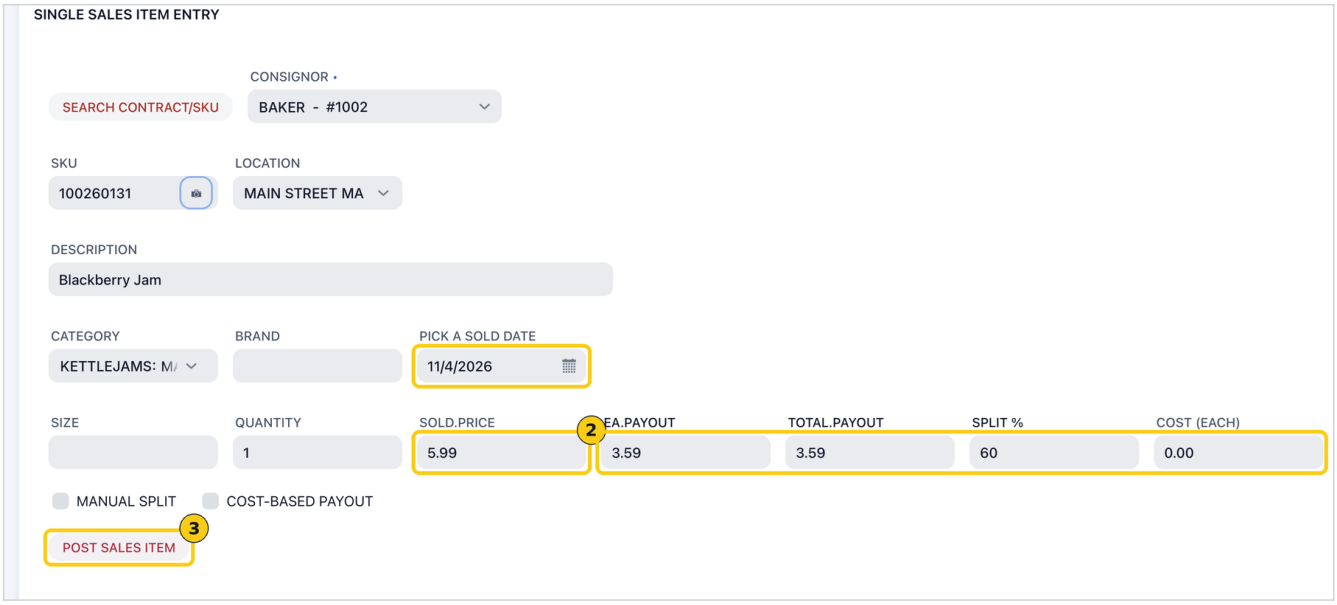


Pick the consignor or vendor (1).

Not sure of the name or SKU? Click **SEARCH CONTRACT/SKU** to look up a consignor or one of their items.

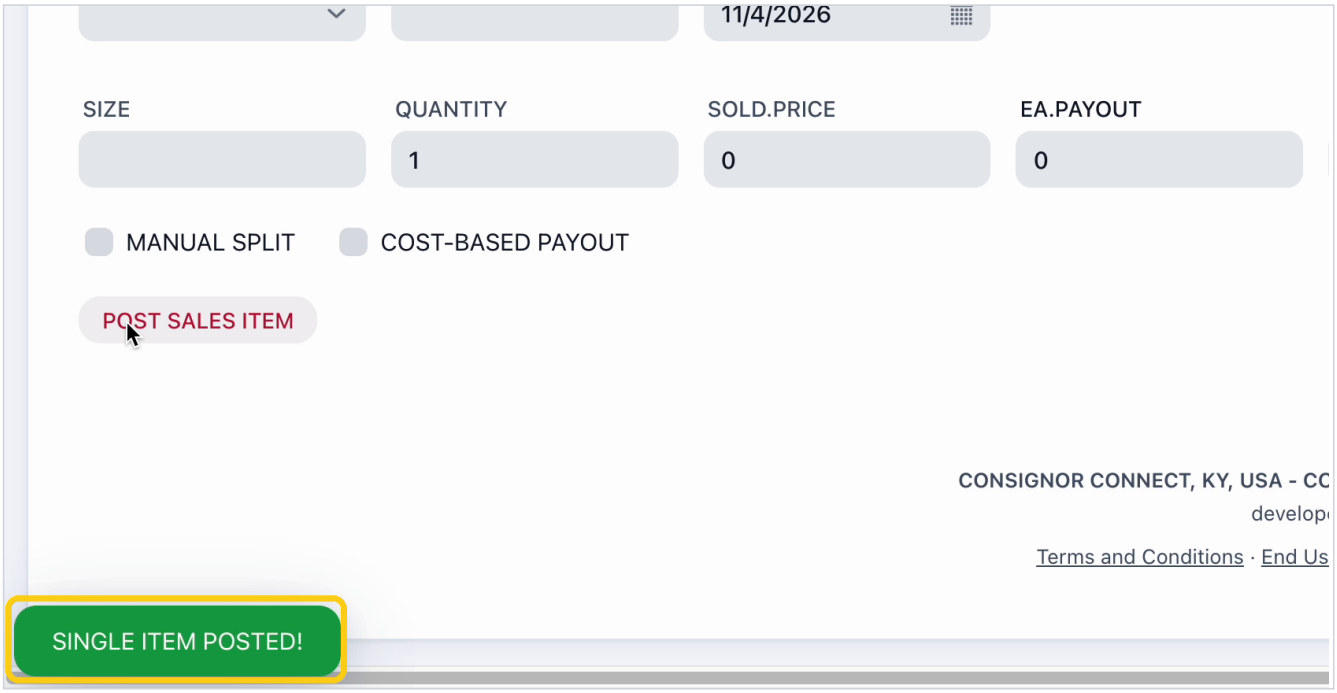
Step 3: Check the details and post

1. Check the **LOCATION** the sale belongs to.
2. Check **PICK A SOLD DATE**. It starts on today's date; change it to the day the item actually sold.
3. After you enter the price, Rose works out the payout from the consignor's **SPLIT %**. Check **EA.PAYOUT** (per item) and **TOTAL.PAYOUT** before posting.
4. Click **POST SALES ITEM**.



Check the sold date and price (2), the payout, then click POST SALES ITEM (3).

Rose shows **POSTING SINGLE INVENTORY ITEM…** and then **SINGLE ITEM POSTED!** in the bottom-left corner. The form clears, ready for the next item.



SINGLE ITEM POSTED! confirms the sale went through.

Payout fields

Field	What it means
SPLIT %	The consignor's share, from their contract
EA.PAYOUT	What the consignor is paid for each item
TOTAL.PAYOUT	EA.PAYOUT × QUANTITY: what's added to their balance
COST (EACH)	The item's cost, used when COST-BASED PAYOUT is ticked
MANUAL SPLIT	Tick to use a different split for this sale only
COST-BASED PAYOUT	Tick to pay the consignor the item's cost instead of a split of the price

FAQ

Do these sales show in Square?

No. Single Entry only records the sale in Rose and adds the payout to the consignor's account. Nothing is sent to Square.

I posted a sale to the wrong consignor. What now?

See How to fix an item posted to the wrong account in the FAQ.

Can I post several items at once?

Single Entry posts one item at a time. Enter the next item after each POST SALES ITEM.