Setting Up and Using Estimates

Everyone likes to plan ahead and get an idea of how much something might cost them. Estimates help your customers *evaluate* the cost of a project and they give *you* the ability to offer specific retail pricing. To get started, we will examine the various estimation parameters and the available options. Then, we will create an estimate in point of sale and transition that to an order when the customer determines to move forward with the purchase. We will also recall and reprice an estimate. Choose a topic to learn more.

Objectives

- Setting Up Estimates

- Creating Estimates

- Recalling & Repricing Estimates

Setting Up Estimates

We need to configure some estimation parameters before creating an actual estimate.

From the main menu, select **Sales, Setup and** then **Estimate.** Keep in mind that these settings are applied across *companies* and not specific stores.

Enter the number of days the estimate is valid *from the creation date* in the **Default days for Estimation expiration date**. You can enter a value between 1 and 999.

Switch this toggle on if estimates do not expire.

To retain the last retail price manually entered for an item, switch the **Use "Established" price on subsequent posting of same item** toggle on.

Switch this toggle on if you permit suspended customer accounts to receive an estimate.

Enter any instructions to be added to the estimate in *this* field. These instructions appear on the footer of every estimate. The text is limited to *150* alphanumeric characters.

Select the right arrow to proceed to the next topic.

Creating Estimates

Once the parameters are setup, you can create an estimate in point of sale.

Select **Estimate** from *this* drop-down.

Locate a customer account using *the* search field.

Let's create an estimate for a customer who wants to build a wooden deck. Find the items and add the quantity.

Since the customer is buying so many, we may want to offer a discount to encourage the sale.

Tap **Discount**.

And enter the percent or the dollar amount, then tap **Apply.**

The **Save** button allows you to save the estimate and update it later if needed. Tap **Complete** to continue with the estimate.

If a customer is *not* selected while creating the estimate, you will need to create a new customer.

Tap **Yes** if the customer agrees to the terms and conditions.

Fill in the required information and tap **Add Customer.**

Turn *these* toggles off if you do *not* want to print the price or quantities on the receipt. You can easily change this estimate to a sale or an order with *these* options. After seeing the final amount, the customer has decided to go ahead and order the items.

Tap **Change This Estimate To An Order.**

Tap **Yes** in the confirmation pop-up.

Update the item's sourcing information in *this page.*

Select the items using the checkboxes and tap **Edit.**

Choose the items' source from *this* drop-down and select the shipping method from *here.*

Tap **Save.**

Tap **Close** to return to the posting screen**.**

You can see the created estimate is now an *order.*

Tap **Make Payment** to continue with the transaction.

Select the right arrow to proceed to the next topic.

Recalling & Repricing Estimates

If changes to an estimate are needed, you can easily recall it in POS.

Use the search field to locate the customer.

Select the estimate that you want to recall using the checkbox in the Open Transactions popup and tap **Post Selected.**

It has been a few months since this estimate for a swing set was created and the price of lumber has changed. Tap the **Gear** icon and select **Reprice Transaction**.

Determine how you want to reprice the estimate from *this* drop-down menu.

You can reprice to the current retail, increase *or* decrease by a percentage or use a new gross profit figure. Let's increase each item by 10% for this estimate.

Check this box to select all items and enter *10* in the **Increase %** field.

Tap **Calculate New Prices.**

You can view the *old and new* total here. Tap **Save.**

Select the right icon to view the recap.

Recap

Configure your parameters to follow *your* business procedures and then create an estimate in point of sale to give your customer an idea of what a project will cost.

In this course, we showed estimation setup, created an estimate for a customer, and then converted that estimate to an order.

We also recalled and repriced an estimate.

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