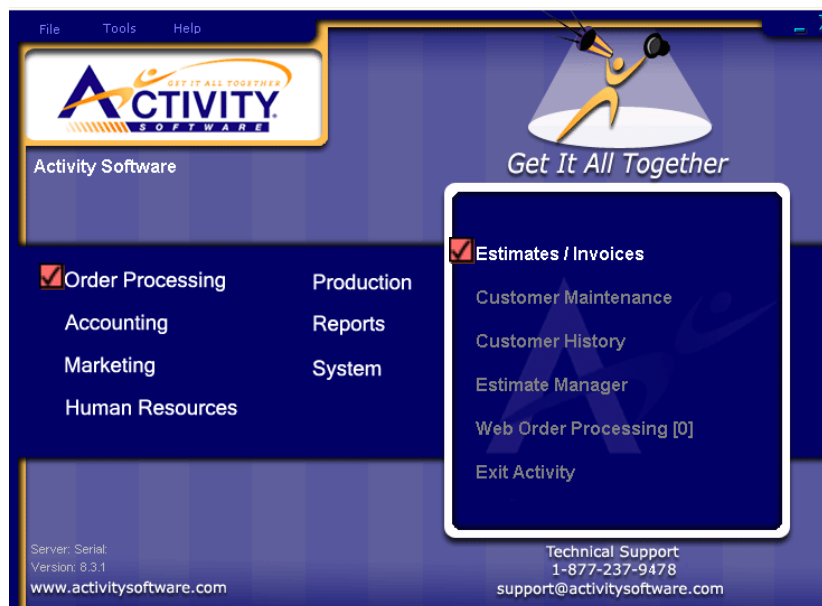


# Converting an Estimate to an Order

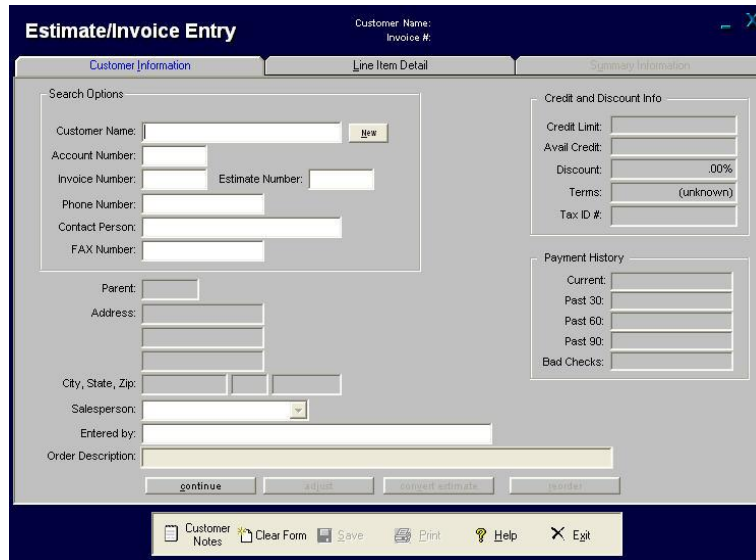
---

When the customer approves the *estimate* and okays production, you need to convert the *estimate* to an *order*. You can open and convert an existing estimate, or you can enter a new estimate and convert it to an order.

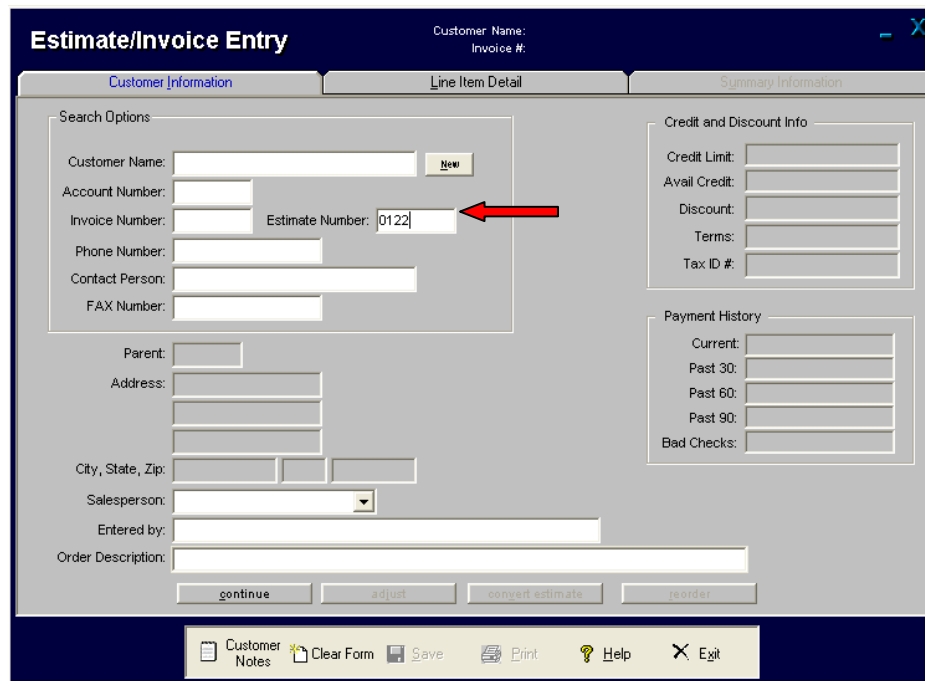
- ✚ From the **ADVANTAGE** main screen, select **Order Processing**, then **Estimates / Invoices**.



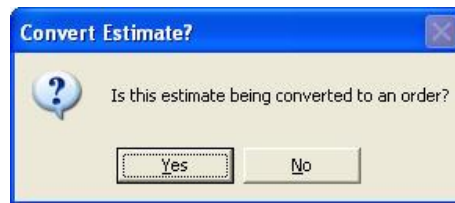
➤ **ADVANTAGE** opens the **Customer Information** screen.



➤ In the **Search Options** section, enter the outstanding **Estimate Number**.



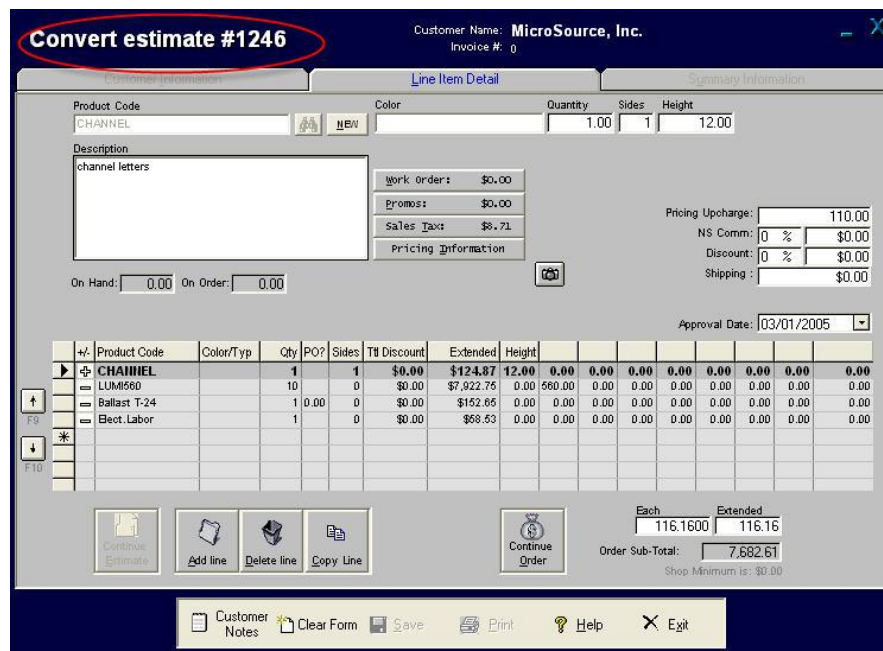
- ✚ **ADVANTAGE** asks if you want to convert it to an order:



- ✚ Click 

- ✚ **ADVANTAGE** opens the **Convert Estimate** screen.

- ✚ **ADVANTAGE** opens the **Line Item Detail** screen with the estimate information filled in



Customer Name: **MicroSource, Inc.**  
Invoice #: 0

**Convert estimate #1246**

Product Code: CHANNEL Color: NEW Quantity: 1.00 Sides: 1 Height: 12.00

Description: channel letters

Work Order: \$0.00  
Promos: \$0.00  
Sales Tax: \$8.71

Pricing Upcharge: 110.00  
NS Comm: 0% \$0.00  
Discount: 0% \$0.00  
Shipping: \$0.00

On Hand: 0.00 On Order: 0.00

Approval Date: 03/01/2005

Product Code	Color/Typ	Qty	PO?	Sides	TB Discount	Extended	Height								
▶ CHANNEL		1		1	\$0.00	\$124.87	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
└ LUM560		10		0	\$0.00	\$7,922.75	0.00	560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
└ Ballast T-24		1	0.00	0	\$0.00	\$152.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
└ Elect.Labor		1		0	\$0.00	\$68.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Each: 116.1600 Extended: 116.16  
Order Sub-Total: 7,682.61  
Shop Minimum is: \$0.00

Buttons: Continue Estimate, Add line, Delete line, Copy Line, Continue Order

Footer: Customer Notes, Clear Form, Save, Print, Help, Exit

- ✚ You can make changes. When you are ready, click **Continue Order**.
- ✚ On the next screen, click **Save** to save the estimate with the new invoice number.