

## HOW TO CREATE SALES ORDER?

Go to:

**TRANSACTION** **SALES** **ENTER SALES ORDER**

Transactions Lists Reports Customization Documents Setup Fixed Assets LMS Desmark LTMS SuiteApps Support

Recent Record Transactions Overview

Transaction Type	Who/Type	Last Accessed
Bank		10/2/2023 — 9/29/2023
Purchases	Customer	4:52 pm
Payables		4:31 pm
Sales		4:19 pm
Billing	Customer	4:15 pm
Customers		4:05 pm
Order Management		4:05 pm
Inventory	HALEY MARIE R PANISA	3:58 pm
Financial	HALEY MARIE R PANISA	3:44 pm
Management		3:42 pm
Item Receipt #R-271		3:28 pm
		3:26 pm
		3:25 pm
		3:16 pm

➤ If new customer just click the sign +

Transactions Lists Reports Customization Documents Setup Fixed Assets LMS Desmark LTMS SuiteApps Support

**Sales Order** List Search

Save Auto Fill Cancel Restructure Installment Actions

**Primary Information**


CUSTOM FORM *	DATE *	<b>Summary</b> SUBTOTAL 58,437.50 DISCOUNT ITEM 0.00 TAX TOTAL 7,012.50 TOTAL 65,450.00
ORDER #	10/2/2023	
To Be Generated	STATUS *	
CUSTOMER *	Pending Fulfillment	
IRESH M NABONG	MEMO	
BIRTHDATE	CUSTOMER CATEGORY	
10/28/1995	Regular Customer	
BILL TO		
IRESH M NABONG		
ZONE 5		
ZONE 5 TALA-O GITAGUM MISAMIS		
ORIENTAL		
GITAGUM TALA-O		

**Classification**

SUBSIDIARY *	LEASING SUBSIDIARY	LEASING LOCATION
Desmark Corporation	Desmark Group - Premio Finance Corporation	
LOCATION *	BRAND	
CAGAYAN - Desmark Manolo Combi	KAWASAKI	

**Sales Information**

OPPORTUNITY	CASH PRICE	TOTAL PAYABLE AFTER INTEREST
ITEM CLASS *	LCR/SRP	MONTHLY INSTALLMENT EXCLUDING REBATE

 **Customer**

Save

Cancel

Primary Information

CUSTOMER ID \*

Copied From Name

☒ AUTO

TYPE

☒ COMPANY

☐ INDIVIDUAL

Click Company if new wholesaler/company

Click Individual if new customer

COMPANY NAME \*

PARENT COMPANY

<Type then tab>

SALES REP

WEB ADDRESS

CATEGORY

DEFAULT ORDER PRIORITY

Email | Phone | Address

EMAIL

PHONE

ALT. PHONE

Need to fill in Company Name/individual Name

Fill in Email Add

Fill in Phone Number

Classification

PRIMARY SUBSIDIARY \*

TRANSACTIONS NEED APPROVAL

ORG MNEMONIC

Desmark Group

PRIMARY CONTACT / AUTHORIZED REPRESENTATIVE

GENDER

MIDDLE NAME

FIRST NAME

LAST NAME

REPRESENTS SUBSIDIARY

Choose Gender

Middle Name

First Name

Subsidiaries Address Sales Financial Preferences

SUBSIDIARY

Desmark Group

Add Cancel Remove

Save Cancel

**SUBSIDIARIES:**

- Desmark Corporation
- Premio Corporation
- Premio Finance Corporation

\*INPUT DETAILS IN THE RED BOX

Transactions Lists Reports Customization Documents Setup Fixed Assets LMS Desmark LTMS SuiteApps Support

Sales Order

Save Auto Fill Cancel Restructure Installment Actions

List Search More

Primary Information

CUSTOM FORM \*  
Sales Order Form

DATE \*  
10/9/2023

ORDER #  
To Be Generated

STATUS \*  
Pending Fulfillment

CUSTOMER \*  
Marie Chris G Bragat

MEMO

BIRTHDATE  
12/25/1993

CUSTOMER CATEGORY  
Regular Customer

BILL TO  
Marie Chris G Bragat  
PUROK 9 LINANGOHAN BALDI  
PUROK 9 LINANGOHAN BALDI TABLON  
CDOC  
CAGAYAN DE ORO CITY TABLON

Map

Summary

SUBTOTAL 0.00

DISCOUNT ITEM 0.00

TAX TOTAL 0.00

TOTAL 0.00

Classification

SUBSIDIARY \*  
Desmark Corporation

LEASING SUBSIDIARY  
Desmark Group - Premio Finance Corporation

LEADING LOCATION  
Premio Finance Corporation Borja 35

LOCATION \*  
CAGAYAN - Desmark Borja 35

BRAND  
HONDA

Sales Information

OPPORTUNITY

CASH PRICE

TOTAL PAYABLE AFTER INTEREST

ITEM CLASS \*  
Motorcycle

LCP/GRP

MONTHLY INSTALLMENT EXCLUDING REBATE

TYPE OF SALES \*  
Cash

AMOUNT AFTER DOWNPAYMENT

MONTHLY INSTALLMENT INCLUDING REBATE



DISCOUNT ITEM

Input Cash Price in the Gross amount

767.86 12.0% Available Qty VAT\_PH-REGULAR 8.732.14 \$1,500.00 Average Cost 58.822.16 ACB12SCBPPH-PG

Click SAVE

Save Auto Fill Cancel Reconstruct Installation Actions

For additional **500** discount, just input in **FLAT Discount** column.

➤ This will show once you click the Save.

Transactions Lists Reports Customization Documents Setup Fixed Assets LMS Desmark LTMS SuiteApps Support

Confirmation  
Transaction successfully Saved

Invoice

Save Cancel Auto Fill Actions

Primary Information

CUSTOM FORM \*  
Desmark Recalculate Invoice

INVOICE #  
To Be Generated

CUSTOMER \*  
[Select]

DATE \*  
10/3/2023

DUE DATE

MEMO

JOB ORDER  
[Type then tab]

Summary

SUBTOTAL	0.00
DISCOUNT ITEM	0.00
TAX TOTAL	0.00
TOTAL	0.00

Classification

SUBSIDIARY \*  
[Select]

DEPARTMENT  
[Select]

ITEM CLASS \*  
[Select]

LOCATION \*  
CAGAYAN - Desmark Bulua 35

BRAND  
[Select]

Sales Information

INVOICE TYPE  
Sales

OPPORTUNITY  
[Select]

TYPE OF SALE  
[Select]

INTEREST TERM  
[Type then tab]

INSTALLMENT SCHEDULE  
[Select]

INTEREST RATE  
[Select]

INSTALLMENT FEES  
[Select]

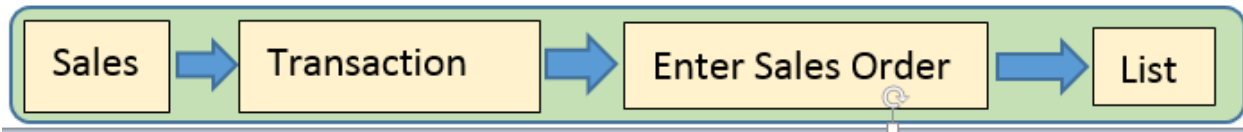
SALES ORDER NUMBER  
[Select]

MONTHLY PRINCIPAL AMOUNT  
[Select]

MONTHLY INTEREST AMOUNT INCLUDING REBATE  
[Select]

Items Shipping Billing Accounting Relationships Communication System Information Custom Bidding Philippines Invoicing

## HOW TO CHECK SALES ORDER and FULFILL/SALES INVOICE



The screenshot shows the software's main interface. On the left, there's a navigation menu with 'Transactions' highlighted. A sub-menu is open under 'Transactions', showing options like 'Bank', 'Purchases', 'Revenues', 'Sales', 'Billing', 'Customers', 'Order Management', 'Inventory', 'Financial', and 'Management'. The 'Sales' option is highlighted, and its sub-menu is open, showing 'Enter Sales Orders' and 'List'. The 'List' option is highlighted. The main area shows a 'New Release' section and a 'Key Performance Indicators' section.

➤ This will show after clicking the LIST

Sales Orders

VIEW: Default

Customize View

New Sales Order

Filters

EDIT

1

2

3

QUICK SORT

8/1/2024 — 8/19/2023

TOTAL: 265

EDIT / VIEW	DATE	PRINT	DOCUMENT NUMBER	NAME	POICHECK NUMBER	STATUS	TRACKING NUMBERS	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	ADDITIONAL FILTER	BRANDS	BANK REFERENCE	TSA ITEMS ADDED	BIRTHDATE	ELIGIBLE FOR REBATE	REBATE AMT
Edit / View	8/1/2024	Print	SO-234	1ST VALLEY BANK- CARMEN		Billed			Philippine Peso	PHP150,000.00	150,000.00				No	5/9/1996		
Edit / View	10/9/2023	Print	SO-276	WILLIANESA T NONG		Pending Fulfillment			Philippine Peso	PHP11.20	11.20				No	6/14/1996		
Edit / View	10/9/2023	Print	SO-277	WILLIANESA T NONG		Pending Fulfillment			Philippine Peso	PHP11.20	11.20				No	6/14/1996		
Edit / View	10/9/2023	Print	SO-278	WILLIANESA T NONG		Pending Fulfillment			Philippine Peso	PHP1,000.00	1,000.00				No	6/14/1996		
Edit / View	10/9/2023	Print	SO-279	WILLIANESA T NONG		Pending Fulfillment			Philippine Peso	PHP1,000.00	1,000.00				No	6/14/1996		
Edit / View	10/9/2023	Print	SO-280	HALEY MARIE R PANIGA		Pending Billing			Philippine Peso	PHP335.00	335.00				No	10/12/1993		
Edit / View	10/9/2023	Print	SO-281	RESH M NABONG		Pending Fulfillment			Philippine Peso	PHP335.00	335.00				No	10/28/1995		
Edit / View	10/9/2023	Print	SO-282	WILLIANESA T NONG		Pending Fulfillment			Philippine Peso	PHP98,500.00	98,500.00			Yes	6/14/1996			
Edit / View	10/9/2023	Print	SO-283	WILLIANESA T NONG		Pending Fulfillment			Philippine Peso	PHP95,000.00	95,000.00			Yes	6/14/1996			
Edit / View	10/9/2023	Print	SO-284	WILLIANESA T NONG		Billed			Philippine Peso	PHP75,000.00	75,000.00			Yes	6/14/1996			
Edit / View	10/9/2023	Print	SO-285	Marie Chris G Bragat		Pending Fulfillment			Philippine Peso	PHP81,500.00	81,500.00			Yes	12/25/1993			
Edit / View	10/2/2023	Print	SO-286	ABDOLLA V RINDA		Pending Fulfillment			Philippine Peso	PHP21,940.00	21,940.00			No				
Edit / View	10/2/2023	Print	SO-289	Marie Chris G Bragat		Pending Billing			Philippine Peso	PHP133,616.00	133,616.00			No	12/25/1993			
Edit / View	10/2/2023	Print	SO-270	HALEY MARIE R PANIGA		Pending Fulfillment			Philippine Peso	PHP16.80	16.80			No	10/12/1993			
Edit / View	10/2/2023	Print	SO-271	Marie Chris G Bragat		Pending Fulfillment			Philippine Peso	PHP96,320.00	96,320.00			No	12/25/1993			

Click View

VIEW	DATE	PRINT	DOCUMENT NUMBER	NAME	POLYCHECK NUMBER	STATUS	TRACKING NUMBERS	MEMO	CURRENCY	AMOUNT (FOREIGN CURRENCY)	AMOUNT	ADDITIONAL FILTER	BRANDS	BANK REFERENCE	TBA ITEM ADDED	BIRTHDATE	ELIGIBLE FOR REBATE	REBATE
View	9/1/2024	Print	SO-234	127 VALLEY BAY, CARMEN	B160	Pending Fulfillment			Philippine Peso	PHP150,000.00	150,000.00					5/9/1996		
View	10/9/2023	Print	SO-276	WILLAMSEA T NONO		Pending Fulfillment			Philippine Peso	PHP11.20	11.20					6/14/1996		
View	10/9/2023	Print	SO-277	WILLAMSEA T NONO		Pending Fulfillment			Philippine Peso	PHP11.20	11.20					6/14/1996		
View	10/9/2023	Print	SO-278	WILLAMSEA T NONO		Pending Fulfillment			Philippine Peso	PHP1,000.00	1,000.00					6/14/1996		
View	10/9/2023	Print	SO-279	WILLAMSEA T NONO		Pending Fulfillment			Philippine Peso	PHP1,000.00	1,000.00					6/14/1996		
View	10/9/2023	Print	SO-280	HALEY MARIE R RAUSA		Pending Billing			Philippine Peso	PHP255.00	335.00					10/12/1993		
View	10/9/2023	Print	SO-281	WESLEY HUBONG		Pending Fulfillment			Philippine Peso	PHP255.00	335.00					10/28/1995		
View	10/9/2023	Print	SO-282	WILLAMSEA T NONO		Pending Fulfillment			Philippine Peso	PHP90,500.00	90,500.00					6/14/1996		
View	10/9/2023	Print	SO-283	WILLAMSEA T NONO		Pending Fulfillment			Philippine Peso	PHP25,000.00	25,000.00					6/14/1996		
View	10/9/2023	Print	SO-284	WILLAMSEA T NONO		Pending Fulfillment			Philippine Peso	PHP75,000.00	75,000.00					6/14/1996		
View	10/9/2023	Print	SO-285	Marie Chris G Bragat		Pending Fulfillment			Philippine Peso	PHP21,500.00	81,500.00					12/25/1993		
View	10/9/2023	Print	SO-286	ABDOLAH Y PINEA		Pending Fulfillment			Philippine Peso	PHP21,540.00	21,540.00							
View	10/9/2023	Print	SO-289	Marie Chris G Bragat		Pending Billing			Philippine Peso	PHP133,616.00	133,616.00					12/25/1993		
View	10/9/2023	Print	SO-270	HALEY MARIE R RAUSA		Pending Fulfillment			Philippine Peso	PHP16.00	16.00					10/12/1993		
View	10/9/2023	Print	SO-271	Marie Chris G Bragat		Pending Fulfillment			Philippine Peso	PHP96,320.00	96,320.00					12/25/1993		

➤ This will reflect after click the VIEW

Sales Order **SO-285 Marie Chris G Bragat** **PENDING FULFILLMENT**

[Edit](#)
[Back](#)
[Fulfill](#)
[Next Bill](#)
[Bill Remaining](#)
[Close Order](#)
[Create Deposit](#)
[Restructure Installment](#)
[Installment](#)
[Actions](#)

**Primary Information**

ORDER # SO-285  
 CUSTOMER Marie Chris G Bragat  
 BIRTHDATE 12/25/1993  
 BILL TO Marie Chris G Bragat  
 PURCH 9 LINANGOHAN BALOY TABLON CDCC CAGAYAN DE ORO CITY TABLON 10 Philippines Map

DATE 10/9/2023  
 MEMO  
 CUSTOMER CATEGORY Regular Customer

**Summary**

SUBTOTAL	72,767.86
DISCOUNT ITEM	
TAX TOTAL	8,732.14
TOTAL	81,500.00

**Classification**

SUBSIDIARY Desmark Corporation  
 LOCATION CAGAYAN Desmark Borja 35  
 LEADING SUBSIDIARY Desmark Group, Premio Finance Corporation  
 BRAND HONDA  
 LEADING LOCATION Premio Finance Corporation Borja 35

**Sales Information**

OPPORTUNITY CASH PRICE \$1,500.00  
 ITEM CLASS Motorcycle  
 TYPE OF SALES Cash  
 INTEREST TERM  
 DOWNPAYMENT  
 APPLICABLE MINIMUM DOWNPAYMENT  
 UNIT PRICE

TOTAL PAYABLE AFTER INTEREST  
 MONTHLY INSTALLMENT EXCLUDING REBATE  
 MONTHLY INSTALLMENT INCLUDING REBATE  
 MONTHLY PRINCIPAL AMOUNT  
 MONTHLY INTEREST AMOUNT INCLUDING REBATE  
 CREDIT CARD AMOUNT

- Check QTY
- Check Inventory Detail

Items Shipping Billing Accounting Relationships Communication Related Records System Information Custom Barcoding LTMS

DISCOUNT ITEM RATE

ITEM	COMMITTED	PICKED	PACKED	FULFILLED	INVOICED	BACK ORDERED	AVAILABLE	QUANTITY	UNITS	APPLICABLE FOR LOAN	PRICING TYPE	INVENTORY DETAIL	DESCRIPTION	PRICE LEVEL	TOTAL UNIT PRICE (RATE INCLUSIVE VAT)	PERCENT DISCO
ACB125CBPPI-SB	0	0	0	0	0	0	12	1	UNIT				CLICK125 STELLAR BLUE METTALIC	Custom		
BATTERY TBA	0	0	0	0	0	0	173	1								
MANUAL TBA	0	0	0	0	0	0	182	1								
SIDE MIRROR (LEFT) TBA	0	0	0	0	0	0	182	1								
SIDE MIRROR (RIGHT) TBA	0	0	0	0	0	0	177	1								
TOOLS - TBA	0	0	0	0	0	0	179	1								
WARRANTY DESCO	0	0	0	0	0	0	1									

Click Fulfill

[Edit](#)
[Back](#)
[Fulfill](#)
[Next Bill](#)
[Bill Remaining](#)
[Close Order](#)
[Create Deposit](#)
[Restructure Installment](#)
[Installment](#)
[Actions](#)

- Item Fulfillment**

**To Be Generated**

[Save](#) [Cancel](#)

**Primary Information**

CUSTOM FORM \*  
Desmark item Fulfillment

REF. NO.  
To Be Generated

CUSTOMER  
Marie Chris G Bragat

CREATED FROM  
Sales Order #50-285

VENDOR  
HONDA PHILIPPINES, INC.

DATE \*  
10/3/2023

MEMO  
in Good Condition

POI PERSONNEL  
Elyssa Jose

PRE DELIVERY INSPECTION NOTES  
in good condition

STATUS \*  
Shipped

**Need to Fill in Data**

[Items](#) [Shipping](#) [Packages](#) [Relationships](#) [Communication](#) [System Information](#) [Custom](#) [Barcoding](#)

➤ For TBA's - Click Inventory Detail

Inventory Detail

Add Multiple

BIN	STATUS	AVAILABLE	QUANTITY
MEN-SMALL ROOM	Good	19	1

Change Bins

Input QTY



