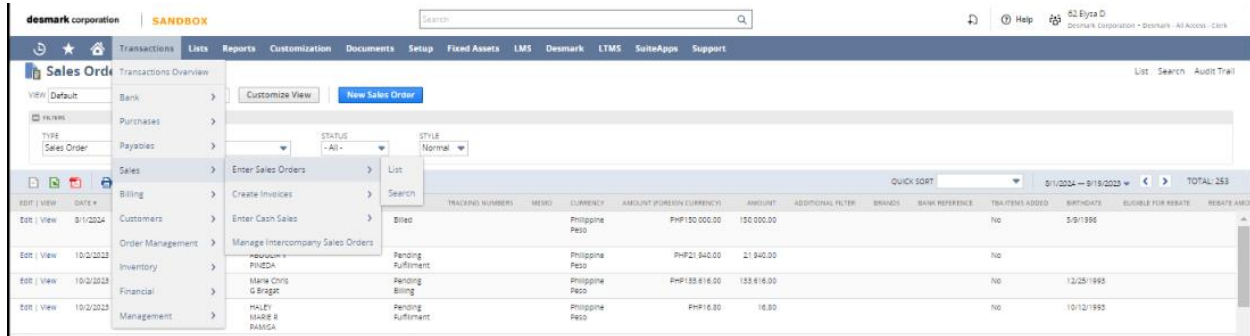


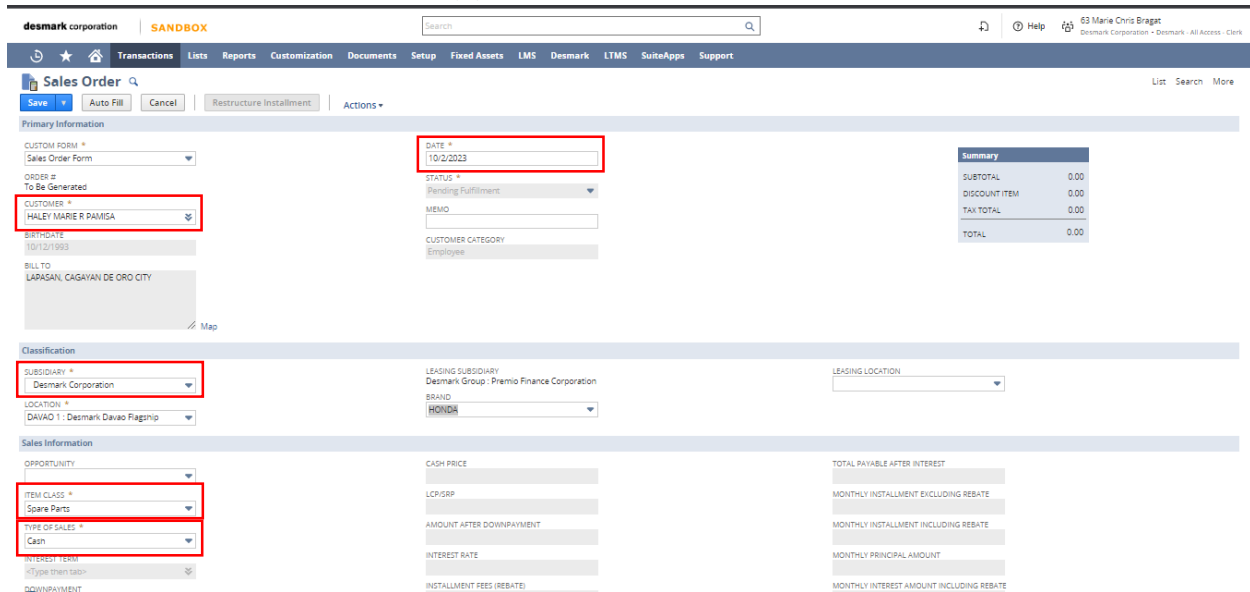
HOW TO CREATE SALES ORDER

NOTE: IF YOU DO NOT CREATE SALES ORDER FIRST, YOU CANNOT PROCEED TO SALES INVOICE.

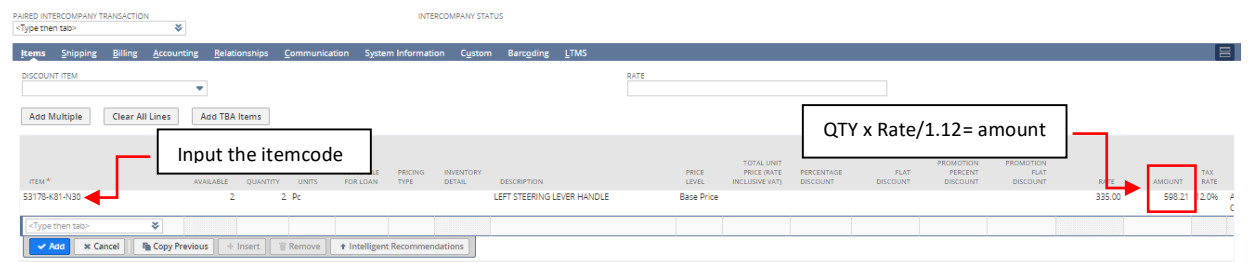
1. Go to Transactions  Sales  Enter Sales Order



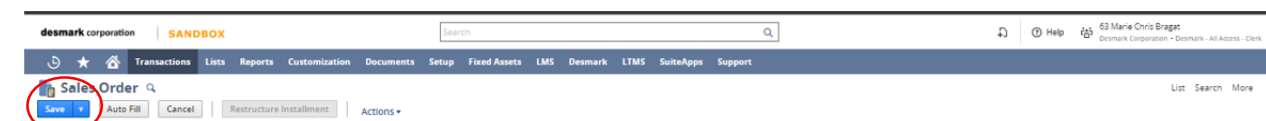
2. Fill out all the fields that has (*). Please see screenshot below:



3. Input item code , change amount



4. Click Save!



SALES INVOICE

1. Go to Transactions → Sales → Enter Sales order → List

The screenshot shows the Desmark Corporation SANDBOX interface. The 'Sales Order' menu is open, showing the path: Transactions > Sales > Enter Sales Orders > List. The 'List' option is highlighted. The main table displays a list of sales orders with columns: TRACKING NUMBERS, MEMO, CURRENCY, AMOUNT (FOREIGN CURRENCY), AMOUNT, ADDITIONAL FILTER, BRANDS, BANK REFERENCE, TRA ITEMS ADDED, BIRTHDATE, ELIGIBLE FOR REBATE, and REBATE AMOUNT. The table shows three rows of data for sales orders SO-273, SO-274, and SO-275.

2. Select view

The screenshot shows the Desmark Corporation SANDBOX interface. The 'Sales Orders' menu is open, showing the path: Transactions > Sales > Enter Sales Orders > List. The 'List' option is highlighted. The main table displays a list of sales orders with columns: TRACKING NUMBERS, MEMO, CURRENCY, AMOUNT (FOREIGN CURRENCY), AMOUNT, ADDITIONAL FILTER, BRANDS, BANK REFERENCE, TRA ITEMS ADDED, BIRTHDATE, ELIGIBLE FOR REBATE, and REBATE AMOUNT. The table shows three rows of data for sales orders SO-273, SO-274, and SO-275. The 'Edit | View' button for the first row is highlighted.

3. Click Fulfill (After all payment made from Cashier)

The screenshot shows the Desmark Corporation SANDBOX interface. The 'Sales Order' menu is open, showing the path: Transactions > Sales > Enter Sales Orders > List. The 'List' option is highlighted. The main table displays a list of sales orders with columns: TRACKING NUMBERS, MEMO, CURRENCY, AMOUNT (FOREIGN CURRENCY), AMOUNT, ADDITIONAL FILTER, BRANDS, BANK REFERENCE, TRA ITEMS ADDED, BIRTHDATE, ELIGIBLE FOR REBATE, and REBATE AMOUNT. The table shows three rows of data for sales orders SO-273, SO-274, and SO-275. The 'Edit | View' button for the first row is highlighted.

Sales Order SO-273 HALEY MARIE R PAMISA

PENDING FULFILLMENT

Actions: Edit, Back, **Fulfill**, Next Bill, Bill Remaining, Close Order, Create Deposit, Restructure Installment, Installment, Actions

Primary Information:

ORDER #	SO-273	DATE	10/12/2023
CUSTOMER	HALEY MARIE R PAMISA	MEMO	
BIRTHDATE	10/12/1993	CUSTOMER CATEGORY	Employee
BILL TO	LAPASAIL CAGAYAN DE ORO CITY Map		

Classification:

SUBSIDIARY	Desmark Corporation	LEASING SUBSIDIARY	Desmark Group - Premio Finance Corporation	LEASING LOCATION	
LOCATION	DAVAO 11 - Desmark Davao Region	BRAND	HONDA		

Sales Information:

OPPORTUNITY	CASH PRICE	670.00	TOTAL PAYABLE AFTER INTEREST	
ITEM CLASS	LCR/SPR		MONTHLY INSTALLMENT EXCLUDING REBATE	
TYPE OF SALES	AMOUNT AFTER DOWNPAYMENT		MONTHLY INSTALLMENT INCLUDING REBATE	
Cash	INTEREST RATE		MONTHLY PRINCIPAL AMOUNT	
INTEREST TERM	INSTALLMENT FEES (REBATE)		MONTHLY INTEREST AMOUNT INCLUDING REBATE	
DOWNPAYMENT	INSTALLMENT SCHEDULE		CREDIT CARD AMOUNT	
APPLICABLE MINIMUM DOWNPAYMENT				

Summary:

SUBTOTAL	598.21
DISCOUNT ITEM	
TAX TOTAL	71.79
TOTAL	670.00

4. Check the item code, location, quantity. Then click inventory detail

desmark corporation | SANDBOX

Item Fulfillment To Be Generated

Save Cancel

CUSTOM FORM *
Desmark Item Fulfillment

REF. NO.
To Be Generated

CUSTOMER
HALEY MARIE R PAMISA

CREATED FROM
Sales Order #50-373

VENDOR

DATE *
10/2/2023

MEMO

PDI PERSONNEL

PRE-DELIVERY INSPECTION NOTES

STATUS *
Shipped

Items Shipping Packages Relationships Communication System Information Custom Barcoding

SELECT ITEM

Mark All Unmark All

FULLFILL	ITEM	DESCRIPTION	LOCATION	ON HAND	REMAINING	COMMITTED	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	EXCLUDE ITEM FROM RATE REQUEST
<input checked="" type="checkbox"/>	53178-K81-N30	LEFT STEERING LEVER HANDLE	DAVAO 1 : Desmark Davao Flagship		2		2	Pc			<input type="checkbox"/>

Save Cancel

OK Close

ITEM
53178-K81-N30
DESCRIPTION
LEFT STEERING LEVER HANDLE

QUANTITY
2.0
UNITS
Piece

Inventory Detail

Add Multiple

Check BIN, STATUS and QUANTITY

BIN *	STATUS	AVAILABLE	QUANTITY
RACK-1	Good	2	2.0

OK Cancel Insert Remove

+ Add Row

OK Close

Click OK then Save

5. Once saved, a confirmation will shows that the **Transaction successfully saved**.

desmark corporation | SANDBOX

Confirmation
Transaction successfully Saved

Item Fulfillment IF-91 HALEY MARIE R PAMISA SHIPPED

Exit Back BIR Actions

Primary Information

REF. NO.
IF-91

CUSTOMER
HALEY MARIE R PAMISA

CREATED FROM
Sales Order #50-373

DATE
10/2/2023

VENDOR

MEMO

PDI PERSONNEL

PRE-DELIVERY INSPECTION NOTES

STATUS
Shipped

Items Shipping Packages Relationships Communication System Information Custom GL Impact Barcoding

ITEM	DESCRIPTION	LOCATION	ON HAND	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS
53178-K81-N30	LEFT STEERING LEVER HANDLE	DAVAO 1 : Desmark Davao Flagship	0	2	Pc		

Exit Back BIR Actions

6. How to verify the status of your inventory after invoicing or selling an item

desmark corporation | **SANDBOX**

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

Confirmation
Transaction successfully Saved

Item Fulfillment **SHIPPED**

HALEY MARIE R PAMISA

Edt Back Bill Actions

Primary Information

REF. NO.
IF-91

CUSTOMER
HALEY MARIE R PAMISA

CREATED FROM
Sales Order #SGO-273

DATE
10/2/2023

VENDOR

MEMO

ON NOTES

Items Shipping Packages Relationships Communication System Information Custom GI Impact Barcode

ITEM DESCRIPTION LOCATION ON HAND QUANTITY UNITS INVENTORY DETAIL OPTIONS

53179-X81-N30 LEFT STEERING LEVER HANDLE DAU80.1 - Desmark Davao Region 0 2 Pc

Edt Back Bill Actions

As you can see, no available qty onhand because the item was already sold.

#	Duplicate	LOCATION	CURRENCY	QUANTITY ON HAND	QUANTITY ON HAND (BASE UNIT)	VALUE	QUANTITY COMMITTED	QUANTITY COMMITTED TO ORDER RESERVATION	QUANTITY AVAILABLE	QUANTITY AVAILABLE (BASE UNIT)	QUANTITY ON ORDER	QUANTITY IN TRANSIT	LOCATION EXTERNAL QUANTITY
1	Duplicate	Desmark Davao Region	Philippine Peso			0							