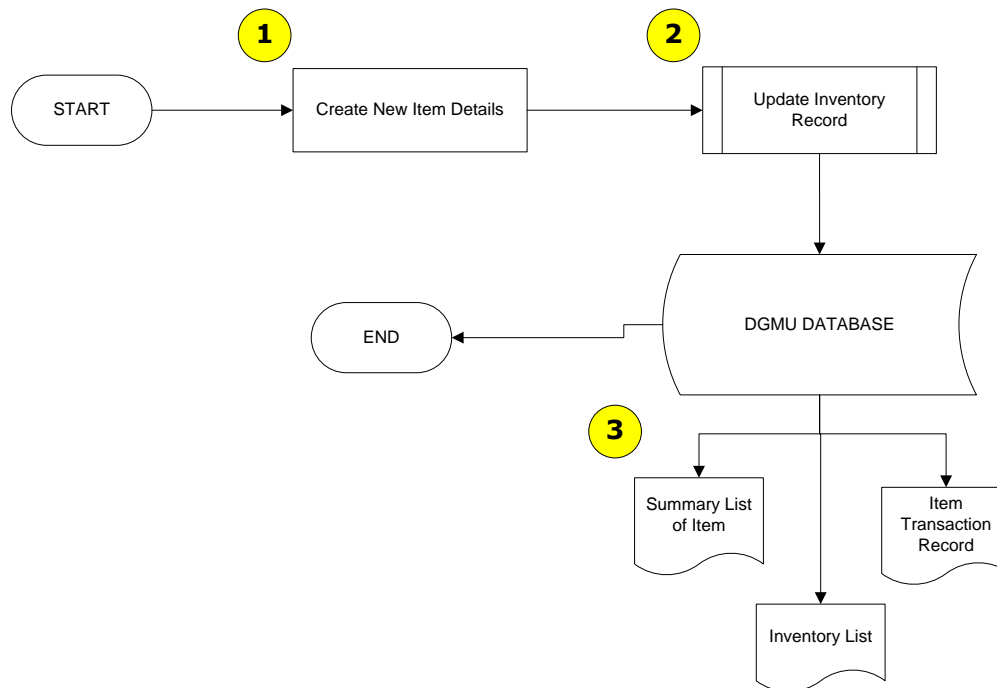


DGMU Enterprises Sales and Delivery System

ITEM MASTER FILE



PROCEDURES

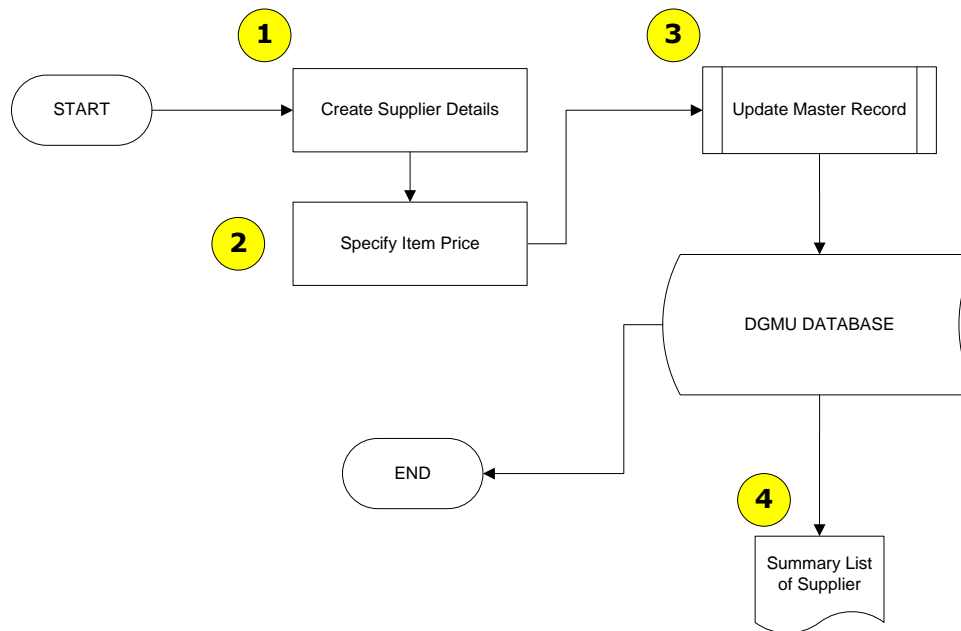
1. Encode New Item Information, it will create also Inventory Information.
2. Once the user save the record it will automatically stored the information in Database.
3. User will be able to print selected report available with regards to the item.

Prepared by: _____

Approved by: _____

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SUPPLIER MASTER FILE



PROCEDURES

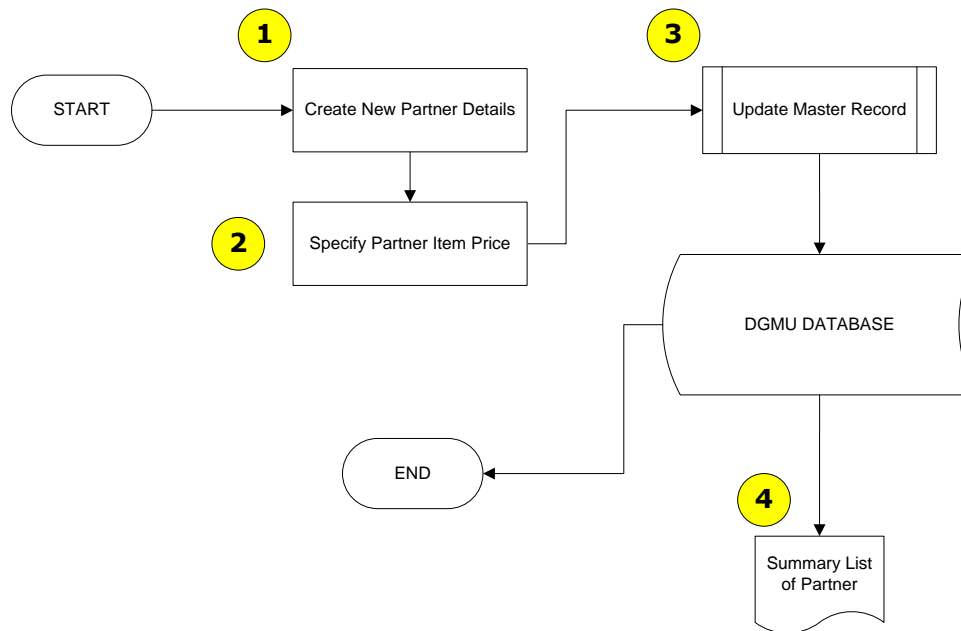
1. Encode Supplier Information.
2. Encoder should specify particular price of item per Supplier.
3. Once the user save the record it will automatically stored the information in Database.
4. User will be able to print report available.

Prepared by: _____

Approved by: _____

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PARTNER MASTER FILE



PROCEDURES

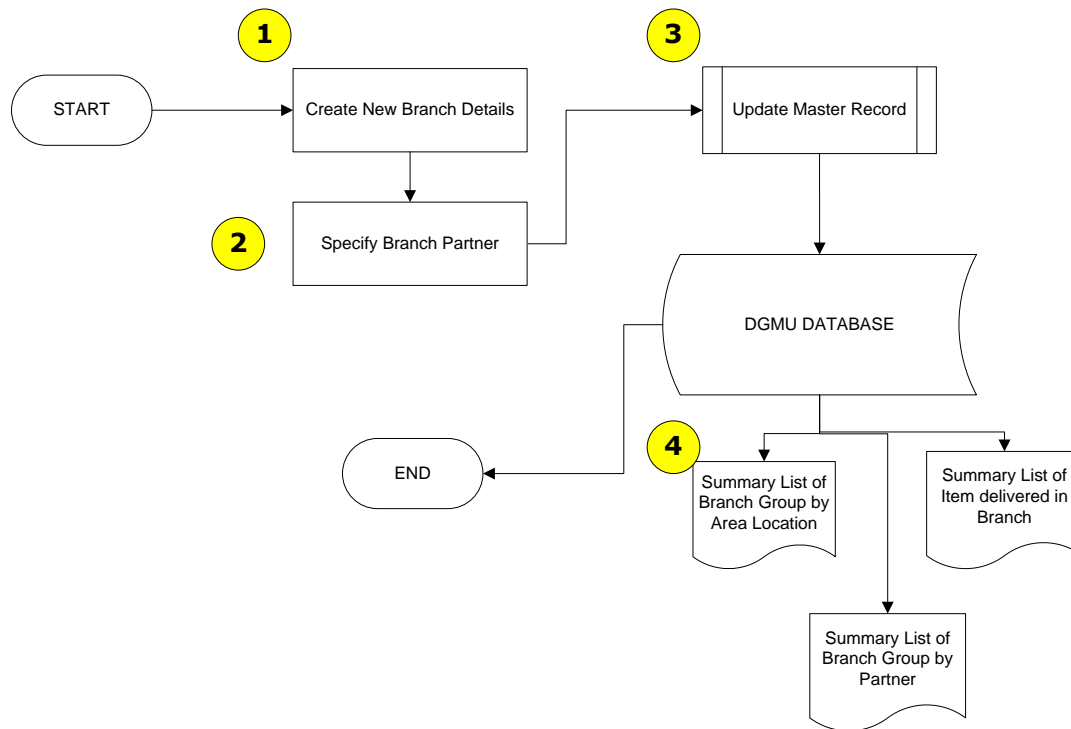
1. Encode Partner Information.
2. Encoder should specify particular item price per Partner.
3. Once the user save the record it will automatically stored the information in Database.
4. User will be able to print report available.

Prepared by: _____

Approved by: _____

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BRANCH MASTER FILE



PROCEDURES

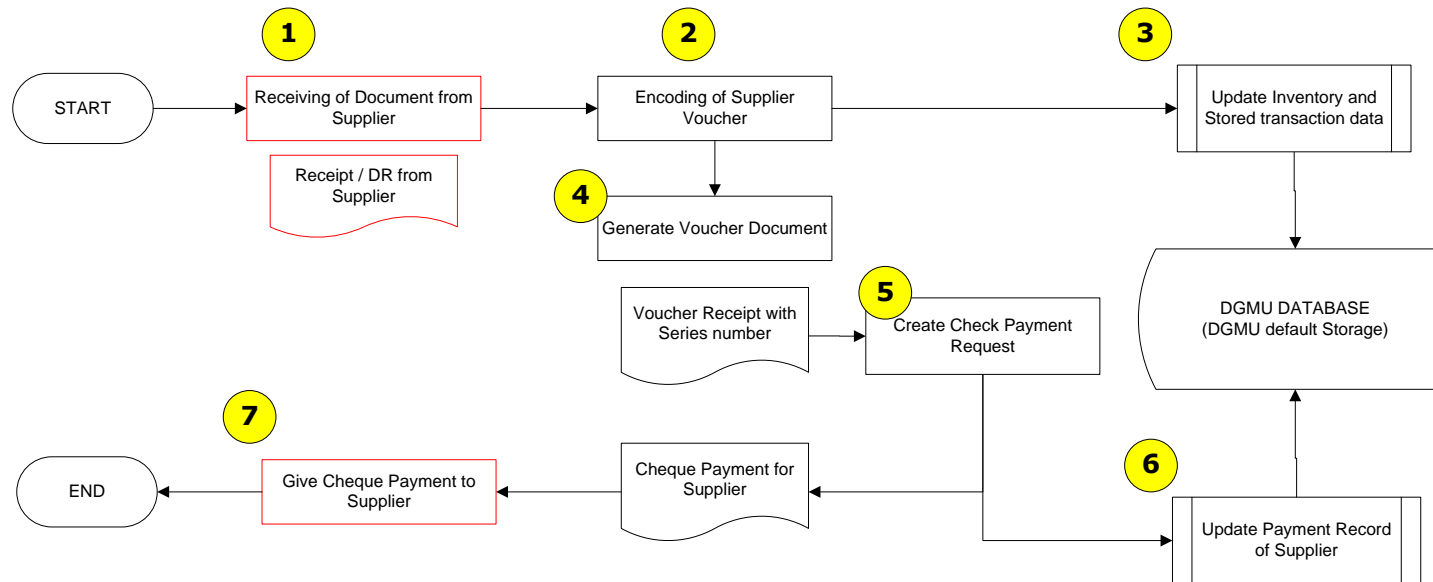
1. Encode Branch Information.
2. Encoder should specify particular partner per branch.
3. Once the user save the record it will automatically stored the information in Database.
4. User will be able to print report available.

Prepared by: _____

Approved by: _____

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SUPPLIER TRANSACTION (STOCK – IN)



PROCEDURES

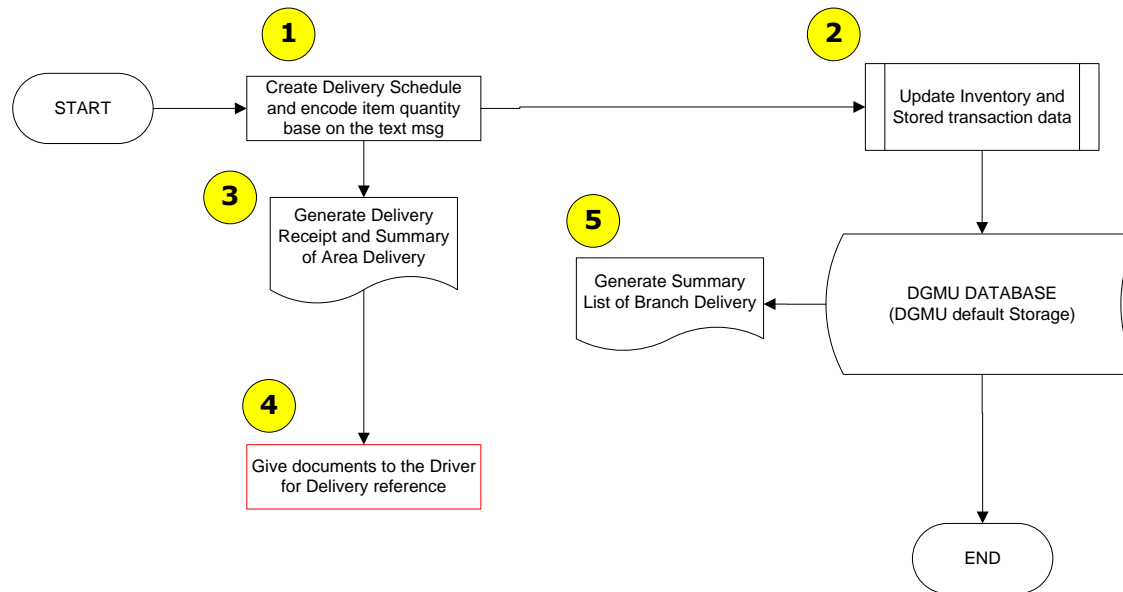
1. Manual Procedure, Assigned Receiving Personnel will accept/received the delivery receipt and official receipt from the supplier.
2. Sales and Delivery System encoder will received the DR/OR of supplier given by assigned receiving personnel and encode the Details of Supplier Delivery Receipt.
3. Once it save it automatically update the item stock of the Inventory
4. The user able to generate Voucher Receipt documents.
5. Printing of Supplier payment using cheque payment request, pre-requisite on this process is the voucher receipt.
6. Once the Check payment process it automatically update payment record of the supplier
7. Manual Procedure, the assigned personnel will give the cheque payment to the supplier.

Prepared by: _____

Approved by: _____

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PARTNER DELIVERY (STOCK – OUT)



PROCEDURES

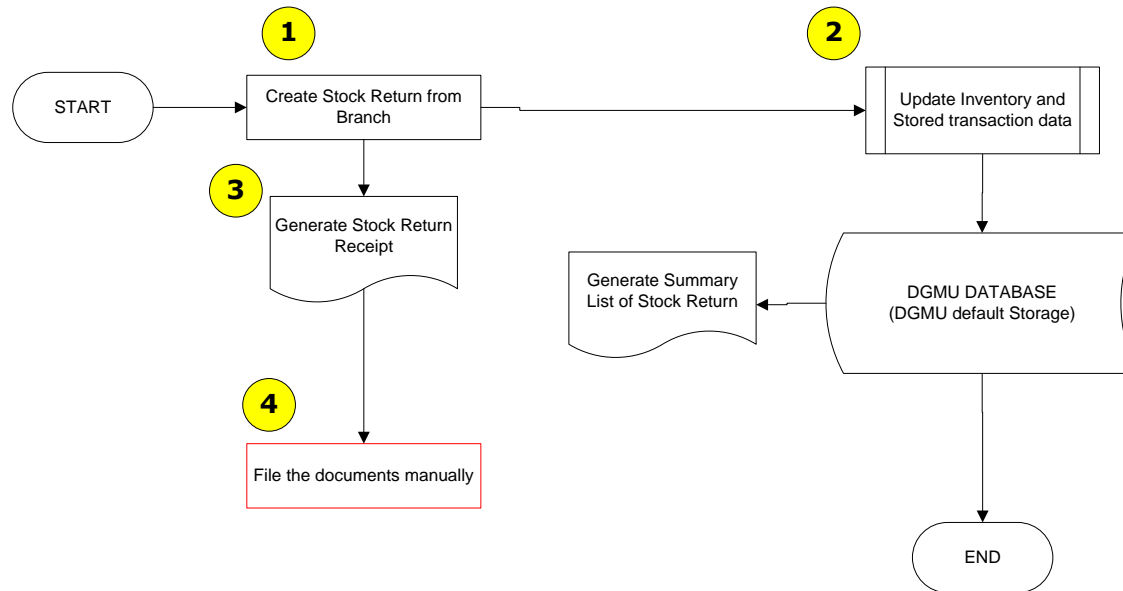
1. Encoder will create Delivery Receipt details requested by Branch thru Text Message or Call.
2. Once the encoder saved the Delivery Receipt details it automatically update inventory and stored the transaction data.
3. User can able to print the Delivery Receipt document and Summary of Area Delivery.
4. Manual Procedure – The assigned person may give the DR's to the Driver.
5. User can able to print the Summary List of Branch Delivery with Date Range options.

Prepared by: _____

Approved by: _____

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PARTNER DELIVERY (STOCK – IN)



PROCEDURES

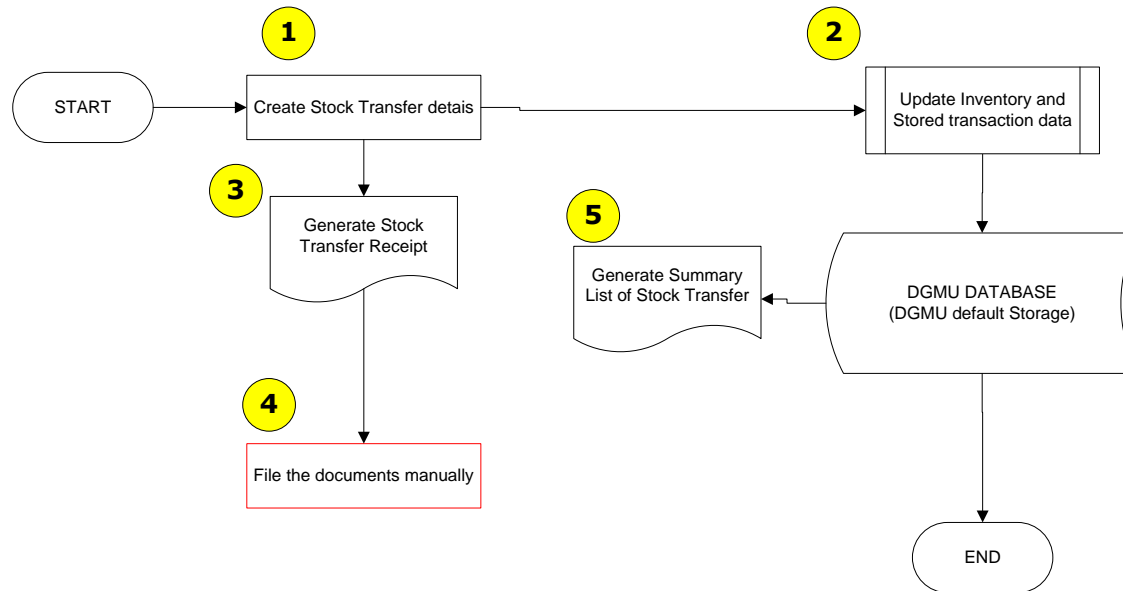
1. Encoder will create Stock Return details from Branch.
2. Once the encoder saved the Stock Return details it automatically update inventory and stored the transaction data.
3. User can able to print the Stock Return document.
4. Manual Procedure – The assigned person will file the document manually.
5. User can able to print the Stock Return Summary List report.

Prepared by: _____

Approved by: _____

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INVENTORY STOCK TRANSFER



PROCEDURES

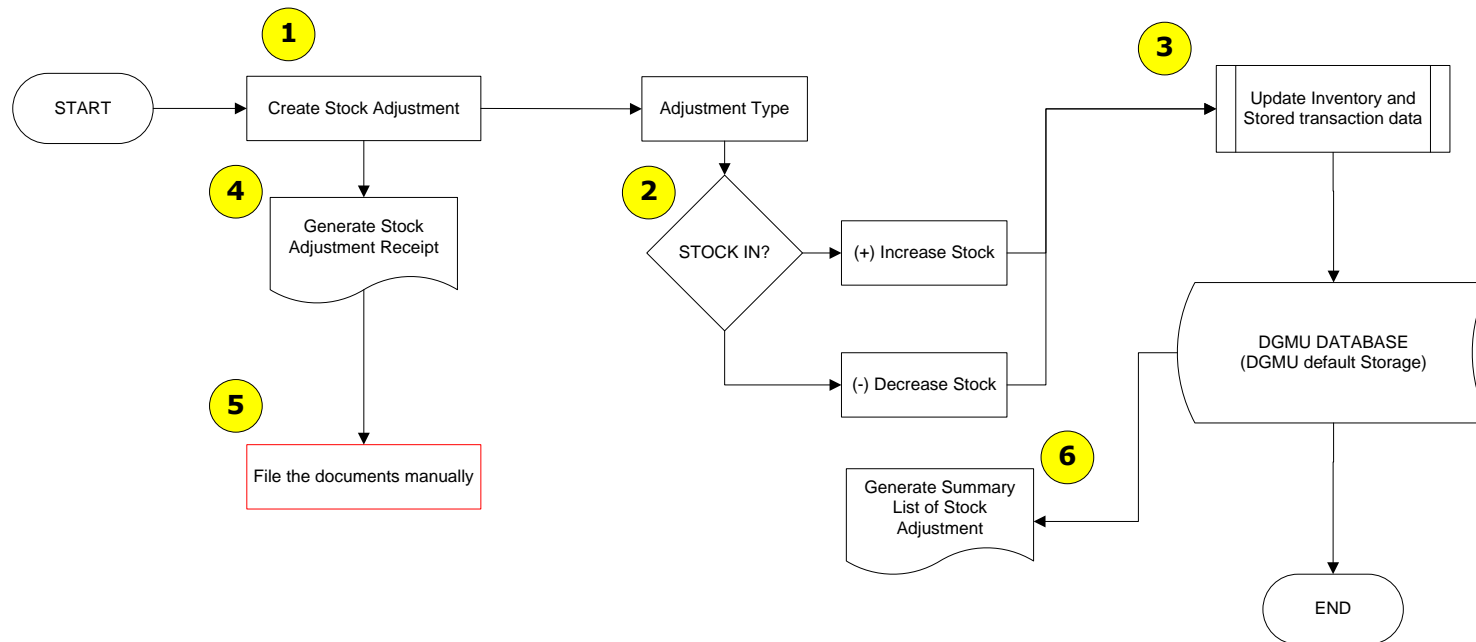
1. Encoder will create Stock Transfer Details.
2. Once the encoder saved the Stock Transfer details it automatically update inventory and stored the transaction data.
3. User can able to print the Stock Transfer document.
4. Manual Procedure – The assigned person will file the document manually.
5. User can able to print Summary List of Stock Transfer report with Date Range options.

Prepared by: _____

Approved by: _____

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INVENTORY STOCK ADJUSTMENT



PROCEDURES

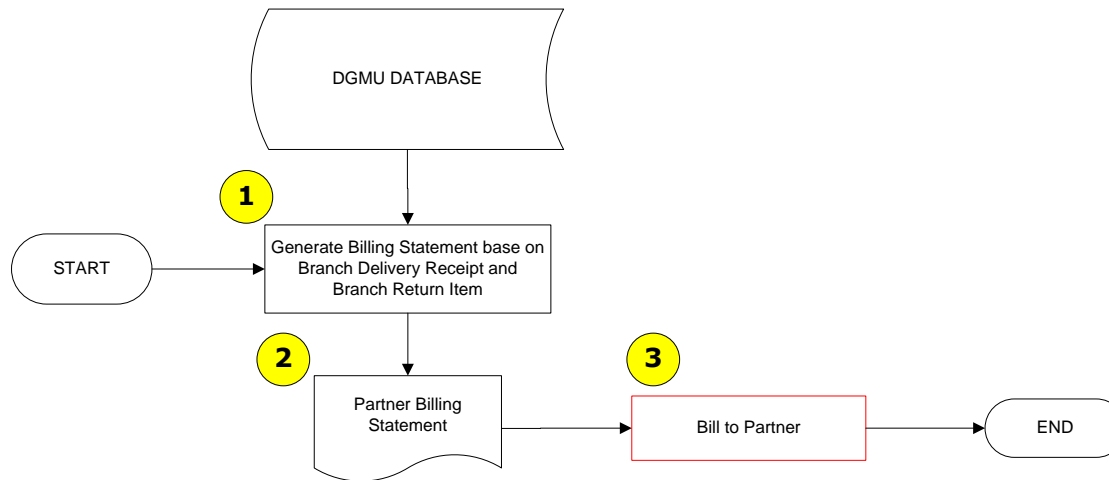
1. Encoder will create Stock Adjustment Details.
2. Once the encoder saved the Stock Transfer details, system will evaluate if the adjustment type selected is to increase or decrease the inventory.
3. Next, it will automatically update inventory and stored the transaction data.
4. User can able to print the Stock Adjustment document.
5. Manual Procedure – The assigned person will file the document manually.
6. User can able to print Summary List of Stock Adjustment report with Date Range options.

Prepared by: _____

Approved by: _____

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PARTNER BILLING STATEMENT



PROCEDURES

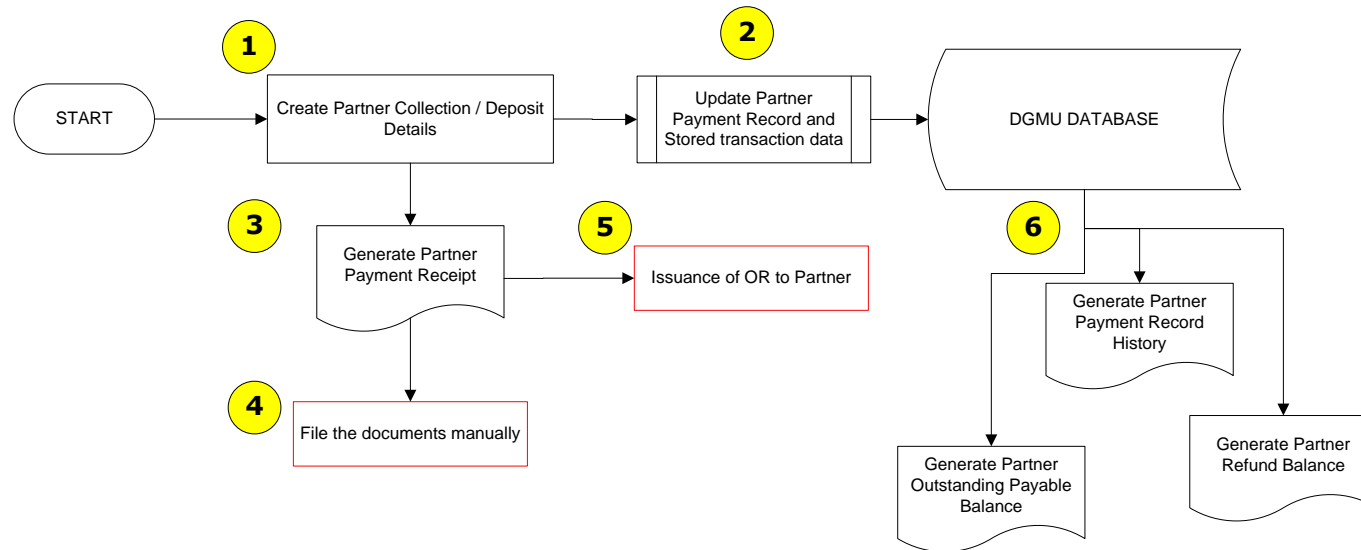
1. User will generate partner billing statement with date range options
2. User will print the generated partner billing statement
3. Manual Process – Assigned personnel will give the Billing Statement to concern Partner.

Prepared by: _____

Approved by: _____

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ACCOUNTING COLLECTION



PROCEDURES

1. User will encode partner payment.
2. After processing the payment in Partner Payment module it will automatically stored the data.
3. Now user will be able to Generate Partner Payment Receipt to be printed.
4. Manual Process – The printed partner payment receipt will be filed manually by assigned personnel.
5. Manual Process – Issuance of Partner Official Receipt will be distributed by assigned personnel.
6. User option to print available report.

Prepared by: _____

Approved by: _____