How to Create Sell Out Sales

This video explains How to Create Sell Out Sales

Navigate to Sales, Sell Out Sales, New Entry.
Fill in document date, customer, and delivery location.
Click Confirm and Approve.

STEP-BY-STEP:
1. Go to Sales menu
2. Select Sell Out Sales
3. Click Create New.
4. Fill in the header info, i.e. document date, customer, location, sell out customer, sales representative, from and till dates.
(mandatory fields in red color or marked with red x)
5. Click Save button
6. Add line items in the table below.
User can filter the products list by brand, by selecting a brand in the Product Brand drop down list.
Fill in the line info, i.e. Product, UOM, Qty, Unit Price.
Click + button or press ENTER to save the line entry.
7. Click Confirm Sell Out Sale button when done editing, this will reserve the required stock to fulfill the order.
8. Click Approve Sell Out Sale button to approve the order.
9. Click on the arrow next to Generate Report button to show option to Undo the Sell Out Sale document approval.
10. Click Delete button to delete the Sell Out Sale document.