

## INSTALLMENT SALE-MOTORCYCLE

### Installment Transaction Procedure: Appliance, Motorcycle and Power product

Step 1: In charge will Create Sales Order (Invoicer/Inventory)

Step 2: Cashier will collect the down payment from customer (Cashier)

Step 3: Creating of Invoice and Fullfillment process (Invoicer/Inventory)

Step 4: Collecting Invoice and Closing of AR TRADE (Cashier)

### SALES ORDER:

LCP 70,000	MONTHLY AMORT	: 3,755.00	
D/P 20,000	PRINCIPAL	: 2,777.78	(AMOUNT FIN 50,000 / 18 MOS)
TERM 18 MOS	INTEREST	: 977.22	(87,590-70,000) /18 MOS
RATE: 1.28%	GROSS	: 87,590.00	



#### Confirmation

Transaction successfully Saved

#### Sales Order

SO-507 1Aristeo C Malacaste

PENDING FULFILLMENT

List Search

Next Bill Bill Remaining Down Payment Installment Actions

#### Primary Information

ORDER #  
SO-507  
DATE  
10/5/2023  
CUSTOMER  
1Aristeo C Malacaste  
MEMO  
BIRTHDATE  
6/25/1979  
CUSTOMER CATEGORY  
Employee  
BILL TO  
1Aristeo C Malacaste  
tagum city mankila  
DVON 8100  
region 11  
Philippines Map

#### Summary

SUBTOTAL	62,500.00
DISCOUNT ITEM	
TAX TOTAL	7,500.00
TOTAL	70,000.00

#### Classification

SUBSIDIARY  
Desmark Corporation  
LEASING SUBSIDIARY  
Desmark Group : Premio Finance Corporation  
LEASING LOCATION  
Premio Finance Bacolod 35  
LOCATION  
NEGROS : Desmark Bacolod 35  
BRAND  
HONDA

#### Sales Information

OPPORTUNITY  
UNIT PRICE  
87,590.00  
TOTAL PAYABLE AFTER INTEREST  
ITEM CLASS  
CASH PRICE  
MONTHLY INSTALLMENT EXCLUDING REBATE

Items Installment 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)
ACB125CBFP11-SB	0	0	0	0	0	1	6	1	Unit	Yes	Loan		CLICK125 STELLAR BLUE METTALIC		87,590.00
BATTERY TBA	0	0	0	0	0	1	166	1							
MANUAL TBA	0	0	0	0	0	1	175	1							
SIDE MIRROR (LEFT) TBA	0	0	0	0	0	1	175	1							
SIDE MIRROR (RIGHT) TBA	0	0	0	0	0	1	175	1							
TOOLS - TBA	0	0	0	0	0	1	174	1							
WARRANTY GUIDEBOOK-TBA	0	0	0	0	0	1	173	1							

## STEP 2: ACCEPT DOWN PAYMENT

**Sales Order** SO-507 1Aristeo C Malacaste PENDING FULFILLMENT

Create Deposit **Down Payment** Actions

**Primary Information**

ORDER # SO-507	DATE 10/5/2023	<b>Summary</b> <table border="1"> <tr><td>SUBTOTAL</td><td>62,500.00</td></tr> <tr><td>DISCOUNT ITEM</td><td></td></tr> <tr><td>TAX TOTAL</td><td>7,500.00</td></tr> <tr><td>TOTAL</td><td>70,000.00</td></tr> </table>	SUBTOTAL	62,500.00	DISCOUNT ITEM		TAX TOTAL	7,500.00	TOTAL	70,000.00
SUBTOTAL	62,500.00									
DISCOUNT ITEM										
TAX TOTAL	7,500.00									
TOTAL	70,000.00									
CUSTOMER 1Aristeo C Malacaste	MEMO									
BIRTHDATE 6/25/1979	CUSTOMER CATEGORY Employee									
BILL TO 1Aristeo C Malacaste tagum city mankila DVON 8100 region 11 Philippines Map										

## TYPE THE DOWNPAYMENT AMOUNT: 20,000

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

CUSTOM FORM \*  
Desmark - Customer Payment

CUSTOMER \*  
1Aristeo C Malacaste

PDC BUYER  
<Type then tab>

PAYMENT #  
To Be Generated

BALANCE  
94,381.14

WH TAX AMOUNT  
0.00

CURRENCY \*  
Philippine Peso

EXCHANGE RATE \*  
1.00

A/R ACCOUNT  
1500-02 Trade and o... Receivable- Trade

**Classification**

SUBSIDIARY \*  
Desmark Corporation

DEPARTMENT

CLASS  
Motorcycle

LOCATION \*  
NEGROS : Desmark Bacolod 35

**MODE OF PAYMENT \***  
Cash

**Summary**

TO APPLY	20,000.00
APPLIED	0.00
UNAPPLIED	20,000.00

INVOICE NUMBER - LEASING  
<Type then tab>

BALANCE PENDING  
94,381.14 0.00

**Payment Method** Philippines Invoicing

PAYMENT AMOUNT \*  
20,000.00 ☐ AUTO APPLY

## SAVED. PAYMENT CONFIRMATION

**Confirmation**  
Transaction successfully Saved

**Payment** PYMT-BCD6 NOT DEPOSITED

Actions

**Primary Information**

CUSTOMER 1Aristeo C Malacaste	ACCOUNT 51000 Undeposited Funds	<b>Summary</b> <table border="1"> <tr><td>APPLIED</td><td>0.00</td></tr> <tr><td>UNAPPLIED</td><td>20,000.00</td></tr> </table>	APPLIED	0.00	UNAPPLIED	20,000.00
APPLIED	0.00					
UNAPPLIED	20,000.00					
PDC BUYER	DATE 10/5/2023					
PAYMENT # PYMT-BCD6	MEMO					
BALANCE 74,381.14	SALES ORDER NUMBER SO-507					
WH TAX AMOUNT 0.00	INSTALLMENT SCHEDULE DP					
CURRENCY Philippine Peso	<input type="checkbox"/> ELIGIBLE FOR REBATE					
EXCHANGE RATE 1.00	REBATE AMOUNT					
A/R ACCOUNT 1500-02 Trade and other receivables : Accounts Receivable- Trade	MODE OF PAYMENT Cash					

INVOICE NUMBER - LEASING  
BALANCE PENDING  
74,381.14 0.00

## GL IMPACT:

Apply Payment Method Relationships Communication System Information **GL Impact** Philippines Invoicing

ACCOUNT	AMOUNT (DEBIT)	AMOUNT (CREDIT)	POSTING	MEMO	NAME	SUBSIDIARY	DEPARTMENT	CLASS	LOCATION
51000 Undeposited Funds	PHP20,000.00		Yes	1Aristeo C Malacaste	Desmark Group : Desmark Corporation			Motorcycle	NEGROS : Desmark Bacolod 35
1500-02 Trade and other receivables : Accounts Receivable- Trade		PHP20,000.00	Yes	1Aristeo C Malacaste	Desmark Group : Desmark Corporation			Motorcycle	NEGROS : Desmark Bacolod 35

**AFTER DOWNPAYMENT INVOCIER WILL GO BACK TO SALES ORDER # OF THE CUSTOMER AND CLICK NEXT BILL TO PROCEED INVOICING.**

**SAVE. THE SALES INVOICE IS NOW OPEN.**

**Confirmation**  
 Transaction successfully Saved

**Invoice**

**INV-BCD4** 1Aristeo C Malacaste **OPEN**

Actions

**Primary Information**

INVOICE # INV-BCD4	MEMO
CUSTOMER 1Aristeo C Malacaste	JOB ORDER
DATE 10/5/2023	
DUE DATE	

**Summary**

SUBTOTAL	62,500.00
DISCOUNT ITEM	
TAX TOTAL	7,500.00
TOTAL	70,000.00
AMOUNT DUE	70,000.00

**Sales Information**

OPPORTUNITY	PARTNER 8 Joan Obledo	INVOICE TYPE Sales
CREATED FROM Sales Order #50-507	INSTALLMENT SCHEDULE 018	

**Classification**

SUBSIDIARY Desmark Corporation	CLASS Motorcycle	LOCATION NEGROS : Desmark Bacolod 35
DEPARTMENT		

## **CASHIER WILL GO BACK TO ACCEPT PAYMENT TAB:**

**TO APPLY THE PRE-PAYMENT MADE FOR DOWNPAYMENT TO THE SPECIFIC INVOICE. SECOND- TO APPLY CREDITS ON THE AUTO JOURNAL FOR THE CLOSING OF CUSTOMER'S BALANCE LCP 70,000 LESS 20,000 D/P = **NET FINANCE AMOUNT 50,000.** AT DESMARK BOOKS- CUSTOMER'S A/R IS CLOSE. THRU THE JOURNAL THE CUSTOMER'S A/R WAS NOW RECORDED AT PREMIO FINANCE BOOKS.**

## Payment

List Search More

Save Cancel Actions

### Primary Information

CUSTOM FORM \*  
Desmark - Customer Payment

CUSTOMER \*  
1Aristeo C Malacaste

PDC BUYER  
<Type then tab>

PAYMENT #  
To Be Generated

BALANCE  
94,381.14

WH TAX AMOUNT  
0.00

CURRENCY \*  
Philippine Peso

EXCHANGE RATE \*  
1.00

A/R ACCOUNT  
1500-02 Trade and o... Receivable- Trade

☒ UNDEPOSITED FUNDS  
☐ ACCOUNT

DATE \*  
10/5/2023

MEMO

SALES ORDER NUMBER

INSTALLMENT SCHEDULE

☐ ELIGIBLE FOR REBATE

REBATE AMOUNT

MODE OF PAYMENT \*  
Cash

Summary	
TO APPLY	70,000.00
APPLIED	70,000.00
UNAPPLIED	0.00

INVOICE NUMBER - LEASING  
<Type then tab>

BALANCE PENDING  
94,381.14 0.00

### Classification

SUBSIDIARY \*  
Desmark Corporation

CLASS

LOCATION \*  
NEGROS : Desmark Bacolod 35

### Apply Payment Method Philippines Invoicing

PAYMENT AMOUNT \*  
0.00

☐ AUTO APPLY

Invoices 70,000.00 Credits 70,000.00 Deposits 0.00

SELECT ITEM

APPLY	DATE	TYPE	REF NO.	ORIG. AMT.	AMOUNT REMAINING	CURRENCY	CREDIT
<input type="checkbox"/>	9/22/2023	Credit Memo	JRB4	1,500.00	1,500.00	Philippine Peso	
<input type="checkbox"/>	10/4/2023	Journal	JV-404	50,000.00	50,000.00	Philippine Peso	
<input checked="" type="checkbox"/>	10/5/2023	Journal	JV-408	50,000.00	50,000.00	Philippine Peso	50,000.00
<input checked="" type="checkbox"/>	10/5/2023	Payment	PYMT-BCD6	20,000.00	20,000.00	Philippine Peso	20,000.00

**SAVED.**

AFTER SAVING, A LEASING NUMBER INVOICE (ACCOUNT NO.) WILL BE GENERATED BY THE SYSTEM AND CAN BE FOUND ON THE **INVOICE > CUSTOM (sub-tab)**

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

PAYMENT METHOD  
Loan

FINANCED AMOUNT  
50,000.00

LEASING SUBSIDIARY PRINCIPAL INVOICE  
Invoice #INV-665

JOURNAL ENTRY GENERATED  
Journal #JV-408

☐ EARLY REPAYMENT

PRIMARY CONTACT/ AUTHORIZED REPRESENTATIVE

LEASING LOCATION  
Premio Finance Bacolod 35

Installment table

VIEW  
Default View

INSTALLMENT TABLE

New Installment table Attach Customize View

EDIT	NAME	SALES ORDER NO	REBATE AMOUNT	PENALTY CALCULATED	INSTALLMENT PAID	REMOVE
No records to show.						

To view the amortization report, click the **Print Amortization Report** button.

## AMORTIZATION SCHEDULE:

Amortization Status Report												Premio Finance Corporation
Account#	SO-507											
Invoice	INV-665											
Name	1Aristeo C Malacaste											
Address	1Aristeo C Malacaste tagum city mankiam DVON 8100 region 11 Philippines											Total Orig amount
Remarks												87,590.00
Date	10/5/2023											Total Amortization
Maturity Date	5/7/2025											87,590.00
Terms	018											Collected Amount
												0.00
												Collectable
												87,590.00

  

Period	Orig. Amount	Curr Amount	Collected	Collectable	Cost	Due Date	R.G.Profit	U.G.Profit	Increase	Decrease	Auto-Int.	Comments
Downpayment	20,000.00	20,000.00	0.00	20,000.00	0.00	10/5/2023	0.00	0.00	0.00	0.00	0.00	
001	3,755.00	3,755.00	0.00	3,755.00	2,777.78	12/7/2023	0.00	977.22	0.00	0.00	0.00	
002	3,755.00	3,755.00	0.00	3,755.00	2,777.78	1/7/2024	0.00	977.22	0.00	0.00	0.00	
003	3,755.00	3,755.00	0.00	3,755.00	2,777.78	2/8/2024	0.00	977.22	0.00	0.00	0.00	
004	3,755.00	3,755.00	0.00	3,755.00	2,777.78	3/7/2024	0.00	977.22	0.00	0.00	0.00	
005	3,755.00	3,755.00	0.00	3,755.00	2,777.78	4/7/2024	0.00	977.22	0.00	0.00	0.00	
006	3,755.00	3,755.00	0.00	3,755.00	2,777.78	5/8/2024	0.00	977.22	0.00	0.00	0.00	
007	3,755.00	3,755.00	0.00	3,755.00	2,777.78	6/7/2024	0.00	977.22	0.00	0.00	0.00	
008	3,755.00	3,755.00	0.00	3,755.00	2,777.78	7/7/2024	0.00	977.22	0.00	0.00	0.00	
009	3,755.00	3,755.00	0.00	3,755.00	2,777.78	8/8/2024	0.00	977.22	0.00	0.00	0.00	
010	3,755.00	3,755.00	0.00	3,755.00	2,777.78	9/7/2024	0.00	977.22	0.00	0.00	0.00	
011	3,755.00	3,755.00	0.00	3,755.00	2,777.78	10/7/2024	0.00	977.22	0.00	0.00	0.00	
012	3,755.00	3,755.00	0.00	3,755.00	2,777.78	11/7/2024	0.00	977.22	0.00	0.00	0.00	
013	3,755.00	3,755.00	0.00	3,755.00	2,777.78	12/7/2024	0.00	977.22	0.00	0.00	0.00	
014	3,755.00	3,755.00	0.00	3,755.00	2,777.78	1/7/2025	0.00	977.22	0.00	0.00	0.00	
015	3,755.00	3,755.00	0.00	3,755.00	2,777.78	2/7/2025	0.00	977.22	0.00	0.00	0.00	
016	3,755.00	3,755.00	0.00	3,755.00	2,777.78	3/7/2025	0.00	977.22	0.00	0.00	0.00	
017	3,755.00	3,755.00	0.00	3,755.00	2,777.78	4/7/2025	0.00	977.22	0.00	0.00	0.00	
018	3,755.00	3,755.00	0.00	3,755.00	2,777.78	5/7/2025	0.00	977.22	0.00	0.00	0.00	
Totals	87,590.00	20,000.00	0.00	87,590.00	50,000.04		0.00	17,589.96	0.00	0.00	0.00	

## #5) ACCEPT MONTHLY AMORTIZATION

Go to:

Transaction Menu>Customers>Accept Customer Payments (Right click – Open link new tab) for new Transaction

Fill up all necessary fields. **Customer Name, AR Account, Mode of Payment, Subsidiary, Location.**

Click **“Undeposited Funds”** if the customer pay cash and click **“Account”** if the customer pay in a form of check or fund transfer, you need to choose type of bank depends on the branch location.

**Invoice number – Leasing:** This will be the “Leasing subsidiary Principal Invoice” or the finance account of customer.

**Eligible for Rebate:** Select the check box of **“ELIGIBLE FOR REBATE”** if the customer is entitled for this rebate. Put the Rebated amount of Customers.

INSTALLMENT SCHEDULE

☒ ELIGIBLE FOR REBATE

REBATE AMOUNT

200

To collect the monthly amortization, navigate to the **“APPLY”** sub-tab. Just put the amount received from customer as his/her monthly amortization in the Payment amount box and click “save”.

**Payment** Search

**Save** **Cancel** **Actions**

**Primary Information**

CUSTOM FORM \*

Desmark - Customer Payment

CUSTOMER \*

1Aristeo C Malacaste

PDC BUYER

<Type then tab>

PAYMENT #

To Be Generated

BALANCE

145,358.36

WH TAX AMOUNT

0.00

CURRENCY \*

Philippine Peso

EXCHANGE RATE \*

1.00

A/R ACCOUNT

1500-02 Trade and o... Receivable- Trade

☒ UNDEPOSITED FUNDS

☐ ACCOUNT

DATE \*

10/5/2023

MEMO

SALES ORDER NUMBER

INSTALLMENT SCHEDULE

☒ ELIGIBLE FOR REBATE

REBATE AMOUNT

200

MODE OF PAYMENT \*

Cash

**Summary**

TO APPLY	0.00
APPLIED	0.00
UNAPPLIED	0.00

INVOICE NUMBER - LEASING

Invoice #INV-665

BALANCE PENDING

145,358.36 0.00

**Classification**

SUBSIDIARY \*

Premio Finance Corporation

CLASS

Motorcycle

LOCATION \*

Premio Finance Bacolod 35

DEPARTMENT

**ACCEPTING PAYMENT- MONTHLY JUST TYPE THE AMOUNT IN THE **PAYMENT AMOUNT BOX.****  
**Do not check the check boxes below.**

**Apply** **Payment Method** **Philippines Invoicing**

PAYMENT AMOUNT \*

3,555.00 ☐ AUTO APPLY

**Invoices 0.00** **Credits 0.00** **Deposits 0.00**

SELECT ITEM DATE FROM TO

**Pay All** **Auto Apply** **Clear** **Customize**

APPLY	DUE DATE	DATE ISSUED *	TYPE	REF NO.	INSTALLMENT REF NO.	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input type="checkbox"/>	9/20/2023	9/20/2023	Invoice	INV-544		70,000.00	70,000.00	Philippine Peso				
<input type="checkbox"/>	10/21/2023	9/21/2023	Invoice	INV-545		1,251.67	1,251.67	Philippine Peso				
<input type="checkbox"/>	10/5/2023	10/5/2023	Invoice	INV-665		50,000.00	50,000.00	Philippine Peso				
<input type="checkbox"/>	12/7/2023	11/7/2023	Invoice	INV-666		977.22	977.22	Philippine Peso				

## Confirmation

Transaction successfully Saved

## Payment

← → List Search

PYMT-254 **NOT DEPOSITED**

### Actions

#### Primary Information

CUSTOMER  
1Aristeo C Malacaste  
PDC BUYER

PAYMENT #  
PYMT-254  
BALANCE  
140,626.14

WH TAX AMOUNT  
0.00

CURRENCY  
Philippine Peso

EXCHANGE RATE  
1.00

A/R ACCOUNT  
1500-02 Trade and other receivables : Accounts Receivable- Trade

ACCOUNT  
51000 Undeposited Funds

DATE  
10/5/2023

MEMO

SALES ORDER NUMBER

INSTALLMENT SCHEDULE

☒ ELIGIBLE FOR REBATE

REBATE AMOUNT  
200

MODE OF PAYMENT  
Cash

#### Summary

APPLIED	3,555.00
UNAPPLIED	0.00

INVOICE NUMBER - LEASING

Invoice #INV-665

BALANCE PENDING  
140,626.14 0.00

## TO CHECK IF PAYMENT WAS COLLECTED: BACK TO INVOICE > PRINT AMORT STATUS

### Amortization Status Report

Premio Finance Corporation

Account# SO-507

Invoice INV-665

Name 1Aristeo C Malacaste

Address 1Aristeo C Malacaste tagum city mankiam DVON 8100 region 11 Philippines

Remarks

Date 10/5/2023

Maturity Date 5/7/2025

Terms 018

Total Orig amount 87,590.00

Total Amortization 87,590.00

Collected Amount 3,755.00

Collectable 83,835.00

Period	Orig. Amount	Curr Amount	Collected	Collectable	Cost	Due Date	R.G.Profit	U.G.Profit	Increase	Decrease	Auto-Int.	Comments
Downpayment	20,000.00	20,000.00	0.00	20,000.00	0.00	10/5/2023	0.00	0.00	0.00	0.00	0.00	
001	3,755.00	3,755.00	3,755.00	0.00	2,777.78	12/7/2023	977.22	200.00	0.00	0.00	0.00	
002	3,755.00	3,755.00	0.00	3,755.00	2,777.78	1/7/2024	0.00	977.22	0.00	0.00	0.00	
003	3,755.00	3,755.00	0.00	3,755.00	2,777.78	2/8/2024	0.00	977.22	0.00	0.00	0.00	
004	3,755.00	3,755.00	0.00	3,755.00	2,777.78	3/7/2024	0.00	977.22	0.00	0.00	0.00	
005	3,755.00	3,755.00	0.00	3,755.00	2,777.78	4/7/2024	0.00	977.22	0.00	0.00	0.00	
006	3,755.00	3,755.00	0.00	3,755.00	2,777.78	5/8/2024	0.00	977.22	0.00	0.00	0.00	
007	3,755.00	3,755.00	0.00	3,755.00	2,777.78	6/7/2024	0.00	977.22	0.00	0.00	0.00	
008	3,755.00	3,755.00	0.00	3,755.00	2,777.78	7/7/2024	0.00	977.22	0.00	0.00	0.00	
009	3,755.00	3,755.00	0.00	3,755.00	2,777.78	8/8/2024	0.00	977.22	0.00	0.00	0.00	
010	3,755.00	3,755.00	0.00	3,755.00	2,777.78	9/7/2024	0.00	977.22	0.00	0.00	0.00	
011	3,755.00	3,755.00	0.00	3,755.00	2,777.78	10/7/2024	0.00	977.22	0.00	0.00	0.00	
012	3,755.00	3,755.00	0.00	3,755.00	2,777.78	11/7/2024	0.00	977.22	0.00	0.00	0.00	
013	3,755.00	3,755.00	0.00	3,755.00	2,777.78	12/7/2024	0.00	977.22	0.00	0.00	0.00	
014	3,755.00	3,755.00	0.00	3,755.00	2,777.78	1/7/2025	0.00	977.22	0.00	0.00	0.00	
015	3,755.00	3,755.00	0.00	3,755.00	2,777.78	2/7/2025	0.00	977.22	0.00	0.00	0.00	
016	3,755.00	3,755.00	0.00	3,755.00	2,777.78	3/7/2025	0.00	977.22	0.00	0.00	0.00	
017	3,755.00	3,755.00	0.00	3,755.00	2,777.78	4/7/2025	0.00	977.22	0.00	0.00	0.00	
018	3,755.00	3,755.00	0.00	3,755.00	2,777.78	5/7/2025	0.00	977.22	0.00	0.00	0.00	
Totals	87,590.00	20,000.00	3,755.00	83,835.00	50,000.04		977.22	16,812.74	0.00	0.00	0.00	

## Customer Ledger

Premio Finance Corporation

Account #	119	Transaction Date	10/5/2023
Invoice	INV-665	Maturity Date	4/7/2025
Customer	1Aristeo C Malacaste	Terms	018
Address	1Aristeo C Malacaste tagum city mankiam DVON 8100 region 11 Philippines	Total Amortization	87,590.00
Remarks		Total Collection	23,755.00

  

Item	Unit	Serial No.	Qty	Unit Price	LCP	Class	Comments
ACB125CBFPII-SB	Unit		1	87,590.00	70,000.00	Motorcycle : AUTOMATIC	
BATTERY TBA			1	87,590.00	70,000.00		
MANUAL TBA			1	87,590.00	70,000.00		
SIDE MIRROR (LEFT) TBA			1	87,590.00	70,000.00		
SIDE MIRROR (RIGHT) TBA			1	87,590.00	70,000.00		
TOOLS - TBA			1	87,590.00	70,000.00		
WARRANTY GUIDEBOOK-TBA			1	87,590.00	70,000.00		

  

Date	Reference	Reference	Debit	Credit	Run.Balance	Discount	Remarks
10/5/2023		Payment #PYMT-BCD6		20,000	67,590.00		
11/7/2023	Invoice #INV-666	Payment #PYMT-254		3,755	63,835.00	200.00	
Beginning Balance					87,590.00		
Debit							
Credit					23,755.00		
Balance					63,835.00		

**EARLY PAYMENTS: OPTIONAL- BASED ON PRINCIPAL BALANCE + 2,000 PROCESSING FEE**  
**HOW TO RECORD 2,000 PROCESSING FEE? TRANSACTION>SALES>CREATE SALES INVOICE**



### Confirmation

Transaction successfully Saved



Invoice

**INV-696** 1Aristeo C Malacaste

OPEN



Actions

#### Primary Information

INVOICE #  
INV-696

CUSTOMER  
1Aristeo C Malacaste

DATE  
10/8/2023

DUE DATE

MEMO

JOB ORDER

#### Summary

SUBTOTAL	2,000.00
DISCOUNT ITEM	
TAX TOTAL	0.00
TOTAL	2,000.00
AMOUNT DUE	2,000.00

**EXAMPLE: PRINCIPAL BALANCE 50,000-1<sup>ST</sup> PERIOD PAYMENT 2,777.78=47,222.22 + PROCESSING FEE 2,000= 49,222.22 OPTIONAL DUE AMOUNT**



**HOW TO COLLECT? GO TO TRANSACTION> CUSTOMER> ACCEPT CUSTOMER'S PAYMENT**  
**BROWSE THE NAME OF THE CUSTOMER**  
**SUBSIDIARY: PREMIO FINANCE CORPORATION**  
**LOCATION: PREMIOFINANCE-BRANCH NAME.**

🕒
★
🏠
Transactions
Lists
Reports
Customization
Setup
Fixed Assets
LMS
Desmark
LTMS
SuiteApps
Support

Payment
List
Se

Save
Cancel
Actions

**Primary Information**

CUSTOM FORM \*  
Desmark - Customer Payment

CUSTOMER \*  
1Aristeo C Malacaste

PDC BUYER  
<Type then tab>

PAYMENT #  
To Be Generated

☒ UNDEPOSITED FUNDS  
☐ ACCOUNT

DATE \*  
10/8/2023

MEMO

SALES ORDER NUMBER

**Summary**

TO APPLY	49,222.22
APPLIED	49,222.22
UNAPPLIED	0.00

INVOICE NUMBER - LEASING  
Invoice #INV-665

PAYMENT AMOUNT \*  
49,222.22

☐ AUTO APPLY

**Invoices 49,222.22 • Credits 0.00 • Deposits 0.00**

SELECT ITEM  
All

DATE  
All

FROM  

TO  
Pay All
Auto Apply
Clear
Customize

**REPOSSESSION OF UNIT:**  
**IT WILL BE INVENTORY ADJUSTMENT AT HEAD OFFICE.**