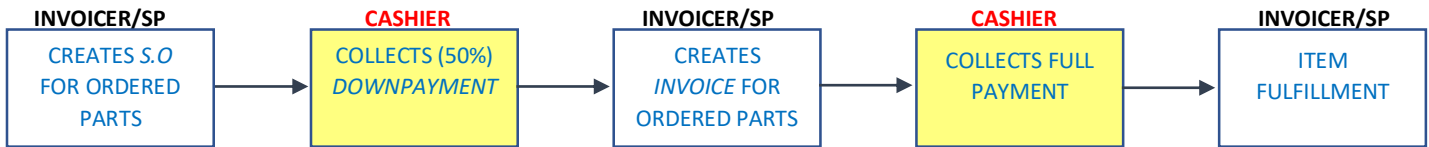


CASHIERING FLOW FOR ORDERED PARTS

(Down payment & Full payment)

SCENARIO 1. If the customer pays for 50% down payment upon order placement and fully pays the remaining amount upon claiming the ordered parts.



1. ACCEPTING DOWN PAYMENT FOR ORDERED PARTS

The screenshot shows the Oracle NetSuite interface with the 'Transactions' menu open. The 'Accept Customer Payments' option is highlighted. The 'Customers' sub-menu is also visible, showing options like 'Order Management', 'Employees', 'Inventory', 'Quota/Forecast', 'Financial', and 'Management'.

URL: <https://8229876-sb1.app.netsuite.com/app/accounting/transactions/custpymt.nl?whences=>

On **PAYMENT** page, fill out necessary details. Specify on the **MEMO** the payment description “**DOWN PAYMENT FOR ORDERED PARTS**”

The screenshot shows the 'Payment' page in Oracle NetSuite. The following fields are filled out:

- CUSTOM FORM:** Desmark - Customer Payment
- CUSTOMER:** KC L LUCION
- DATE:** 10/21/2023
- POSTING PERIOD:** Oct 2023
- MEMO:** DOWNPAYMENT FOR ORDERED PARTS
- MODE OF PAYMENT:** Cash
- BALANCE:** 148,684.09
- CURRENCY:** Philippine Peso
- EXCHANGE RATE:** 1.00
- A/R ACCOUNT:** 1500-02 Trade and o... Receivable- Trade

The **Summary** section shows:

Summary	
TO APPLY	0.00
APPLIED	0.00
UNAPPLIED	0.00

The **BALANCE** section shows:

BALANCE	
BALANCE	148,684.09
PENDING	0.00

On sub-tab **Apply**, just type the amount of the down payment and click **SAVE**.

Apply Payment Method Relationships Communication Custom Philippines Invoicing

PAYMENT AMOUNT *
500.00 ☐ AUTO APPLY

Invoices 0.00 • Credits 0.00 • Deposits 0.00

SELECT ITEM DATE FROM TO

☐ All

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"/>		10/12/2023	Invoice	INV-HDC5		532.00	532.00	Philippine Peso				
<input type="checkbox"/>		10/13/2023	Invoice	INV-CGN7		85,320.00	85,320.00	Philippine Peso				
<input type="checkbox"/>		10/13/2023	Invoice	INV-QAO2		15,285.00	15,285.00	Philippine Peso				

Actions ▾

Upon saving, a pop-up message will appear. Just click OK.

8229876-sb1.app.netsuite.com says

Are you sure you want to enter an unapplied payment for this customer?

OK

Cancel

After saving, there will be a confirmation that your transaction was successfully Saved. Proceed to printing the receipt by clicking the **PRINT** button.

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

Confirmation
Transaction successfully Saved

Payment

PYMT-CTL3 NOT DEPOSITED

Primary Information

CUSTOMER KC L LUCION POC BUYER	ACCOUNT \$1000 Undeposited Funds	Summary
PAYMENT # PYMT-CTL3 PFC OR	DATE 10/21/2023	APPLIED 0.00
BALANCE 148,184.09	POSTING PERIOD Oct 2023	UNAPPLIED 500.00
WH TAX AMOUNT 0.00	MEMO DOWNPAYMENT FOR ORDERED PARTS	<input type="checkbox"/> MAKE EARLY REPAYMENT
CURRENCY Philippine Peso	SALES ORDER NUMBER	INVOICE NUMBER - LEASING
EXCHANGE RATE 1.00	INSTALLMENT SCHEDULE	BALANCE PENDING 148,184.09 0.00
A/R ACCOUNT 1500-Q2 Trade and other receivables : Accounts Receivable- Trade	<input type="checkbox"/> ELIGIBLE FOR REBATE	
	REBATE AMOUNT	
	MODE OF PAYMENT Cash	

NetSuite generated Cash Receipt

desmark corporation

Motorcycles and Home Appliances

Branch:

P. 1 Orillaneda St. Brgy. Lininti-an Cantilan Surigao
Del Sur 8317 Philippines
VAT TIN#: 004-995-117-082

Main:

CAPT. VICENTE ROA ST., CAGAYAN DE ORO CITY
MSOR 9000 Philippines**CASH RECEIPT***for collection purpose only***Cash Receipt Number:** PYMT-CTL3**Cash Receipt Date:** 10/21/2023**Customer Name:** KC L LUCION**Address:** KC L LUCION, VILLANUEVA POBLACION 2, MSOR 9002, X, Philippines**TIN#:** 318841654**Business Style:** Individual**Date & Time Printed:**

10/21/2023 13:31:10

Item Qty	Item/Payment Description	Receipt Amount
1	DOWNPAYMENT FOR ORDERED PARTS	0.00
Total Amount		PHP500.00

This is a system generated Cash Receipt CAS
Permit No. AC_127_101323_000026
Range of SN from*This document is not valid for claiming input taxes*

Prepared By

Upon claiming the Ordered Parts, the Invoicer/SP will now create an invoice by going back to the customer's SO and clicking **Next Bill** button.

After saving the invoice, the invoice/sp will proceed to printing the invoice.

desmark corporation

Motorcycle and Home Appliances

Branch:

P. 1 Orillaneda St. Brgy. Lininti-an, Cantilan Surigao Del Sur
8317, Philippines
Tel:
VAT Reg. TIN: 004-995-117-082

Main:

CAPT. VICENTE ROA ST., CAGAYAN DE ORO CITY
MSOR 9000**Customer Name:**

KC L LUCION

TIN: 318841654**Business Style:** Individual**Address:**

KC L LUCION, VILLANUEVA POBLACION 2, MSOR 9002, X, Philippines

Sales Invoice

Sales Invoice #: INV-CTL9

Sales Invoice Date: 10/21/2023

Date & Time Printed:

10/21/2023 13:35:07

Item Qty	Item/Invoice	Description	Unit Price	Amount
1	06410-KFL-850	WHEEL DAMPER SET	160.71	180.00
1	064CS-KPY-711	CHAIN & SPROCKET KIT (420-14-38T)	642.86	720.00
1	06530-GBG-B20	STEEL BALL ASSEMBLY 6X23	42.86	48.00

TOTAL SALES (VAT INCLUSIVE)	PHP	948.00
LESS:VAT	PHP	101.57
AMOUNT: NET OF VAT	PHP	846.43
TOTAL AMOUNT DUE	PHP	948.00

This is a system generated Invoice Receipt CAS Permit No.AC_127_101323_000026
Range of SN from*Received the above goods in good order and condition*

Kristina Caszandra Lucion

Prepared by:**Reviewed by:****Customer's Signature**

2. ACCEPTING FULL PAYMENT FOR ORDERED PARTS

Since the invocer/sp had already printed the invoice, the **Cashier** will now collect the FULL PAYMENT of the customer.

*Search the invoice reference on the **Global search**.

ORACLE NETSUITE | **SANDBOX** | desmark corporation

INV-CTL9

Invoice: INV-CTL9 (KC L LUCION)

Activities Transactions Lists Reports Analytics

Home

Reminders

No content
Please set up this portlet by clicking on the menu above.

Top 5 Items By Qty Sold

this fiscal quarter

WARRANTY GUIDEBOOK-TBA
SIDE MIRROR (RIGHT) TBA
BATTERY TBA
MANIIAI TRA

New Release

Key Performance Indicators

No content
Please set up this portlet by clicking on the menu above.

Shortcuts

No content
No data available for this portlet.

Bank Reconciliation Summary

VIEW All Search

Account Name	Currency	Account Balance	Last Reconciled Balance	Last Reconciled On	Bank Balance	Balance As Of	Items to Match
001 Bank of the Philippine Islands	PHP	(PHP62,947.10)	PHP180,000.00	8/2/2023	PHP0.00	8/2/2023	0
1000 Petty Cash Fund	PHP	PHP45,369.10	PHP0.00		PHP0.00		0
1001 Cash Retention	PHP	(PHP2,126,162.48)	PHP0.00		PHP0.00		0
1002 Cash on Hand	PHP	PHP110,584.74	PHP0.00		PHP0.00		0
1003 Petty Cash Fund-PC	PHP	(PHP2,019.00)	PHP0.00		PHP0.00		0
1004 Cash Retention-PC	PHP	PHP0.00	PHP0.00		PHP0.00		0

On the **INVOICE** page of the customer, click the **Accept Payment** button.

Invoice

INV-CTL9 KC L LUCION

OPEN

Edit Back Authorize Return **Accept Payment** Credit Renew Early Repayment Actions

Primary Information

INVOICE #
INV-CTL9

CUSTOMER
KC L LUCION

DATE
10/21/2023

POSTING PERIOD
Oct 2023

DUE DATE

MEMO
ORDERED PARTS

CUSTOMER CATEGORY
Regular Customer

BIRTHDATE
7/17/1992

Summary

SUBTOTAL	846.43
DISCOUNT ITEM	
TAX TOTAL	101.57
TOTAL	948.00
AMOUNT DUE	948.00

Sales Information

SALES REP
Kristina Caszandra Lucion

OPPORTUNITY

SALES EFFECTIVE DATE
10/21/2023

CREATED FROM
Sales Order #50-649

PARTNER

INSTALLMENT SCHEDULE

INVOICE TYPE
Sales

ACCOUNT STATUS
Active

PAYMENT METHOD
Cash

Classification

SUBSIDIARY
Desmark Corporation

DEPARTMENT

CO-MAKER

CLASS
Spare Parts

LOCATION
CARAGA 3 : Desmark Cantilan 3S

COLLECTOR GENERIC NAME

SERIES TYPE

On **PAYMENT** page, fill out necessary details. Specify on the **MEMO** the payment description “**FULL PAYMENT FOR ORDERED PARTS**”.

Payment List Search Customize More

Save **Cancel** **Actions**

Primary Information

CUSTOM FORM *
Desmark - Customer Payment

CUSTOMER *
KC L LUCION

PDC BUYER
<Type then tab>

PAYMENT #
To Be Generated

PFC OR

BALANCE
148,194.55

WH TAX AMOUNT
0.00

CURRENCY *
Philippine Peso

EXCHANGE RATE *
1.00

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

ACCOUNT
UNDEPOSITED FUNDS

DATE *
10/21/2023

POSTING PERIOD
Oct 2023

MEMO
FULLPAYMENT FOR ORDERED PARTS

SALES ORDER NUMBER

INSTALLMENT SCHEDULE

ELIGIBLE FOR REBATE

REBATE AMOUNT

MODE OF PAYMENT *
Cash

Summary

TO APPLY	948.00
APPLIED	948.00
UNAPPLIED	0.00

MAKE EARLY REPAYMENT

INVOICE NUMBER - LEASING
<Type then tab>

BALANCE PENDING
148,194.55 0.00

Classification

SUBSIDIARY *
Desmark Corporation

CLASS
Spare Parts

LOCATION *
CARAGA 3 : Desmark Cantilan 35

On sub-tab **Apply**, go directly to **Credits** and check the pre-payment (down payment you first created upon placing the order) to accept the full payment of the customer.

Apply **Payment Method** **Relationships** **Communication** **Custom** **Philippines Invoicing**

PAYMENT AMOUNT *
448.00 ☐ AUTO APPLY

DO NOT type anything on the PAYMENT AMOUNT box in collecting full payment. The system will automatically deduct the pre-payment.

Invoices 948.00 • Credits 500.00 • Deposits 0.00

SELECT ITEM

Mark All Unmark All Customize

APPLY	DATE *	TYPE	REF NO.	ORIG. AMT.	AMOUNT REMAINING	CURRENCY	CREDIT
<input type="checkbox"/>	9/20/2023	Journal	153	140,000.00	140,000.00	Philippine Peso	
<input type="checkbox"/>	9/20/2023	Payment	PYMT-JRB184	5,000.00	5,000.00	Philippine Peso	
<input type="checkbox"/>	10/12/2023	Payment	PYMT-JRB284	10,000.00	10,000.00	Philippine Peso	
<input type="checkbox"/>	10/13/2023	Payment	PYMT-CGNS	10,000.00	10,000.00	Philippine Peso	
<input checked="" type="checkbox"/>	10/21/2023	Payment	PYMT-CTL3	500.00	500.00	Philippine Peso	500.00

Save **Cancel** **Actions**

After saving, there will be a confirmation that your transaction was successfully Saved. Proceed to printing the receipt by clicking the **PRINT** button.

Confirmation
Transaction successfully Saved

Payment List Search Customize

PYMT-CTL4 **NOT DEPOSITED**

Print **Actions**

Primary Information

CUSTOMER
KC L LUCION

PDC BUYER

PAYMENT #
PYMT-CTL4

PFC OR

BALANCE
147,746.55

ACCOUNT
51000 Undeposited Funds

DATE
10/21/2023

POSTING PERIOD
Oct 2023

MEMO
FULLPAYMENT FOR ORDERED PARTS

SALES ORDER NUMBER

Summary

APPLIED	448.00
UNAPPLIED	0.00

MAKE EARLY REPAYMENT

INVOICE NUMBER - LEASING

BALANCE PENDING
147,746.55 0.00

NetSuite generated Cash Receipt for Full payment.

desmark corporation

Motorcycles and Home Appliances
 Branch:
 P. 1 Orillaneda St. Brgy. Lininti-an Cantilan Surigao
 Del Sur 8317 Philippines
 VAT TIN#: 004-995-117-082

Main:
 CAPT. VICENTE ROA ST., CAGAYAN DE ORO CITY
 MSOR 9000 Philippines

Customer Name: KC L LUCION
Address: KC L LUCION, VILLANUEVA POBLACION 2, MSOR 9002, X, Philippines
TIN#: 318841654

CASH RECEIPT

for collection purpose only
Cash Receipt Number: PYMT-CTL4
Cash Receipt Date: 10/21/2023

Business Style: Individual
Date & Time Printed:
 10/21/2023 13:52:42

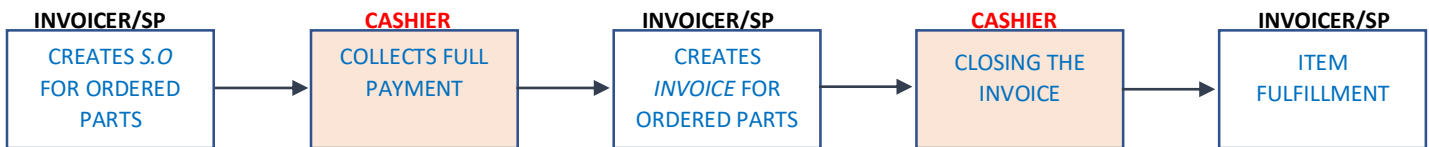
Item Qty	Item/Payment Description	Receipt Amount
1	FULLPAYMENT FOR ORDERED PARTS	448.00
Total Amount		PHP448.00

This document is not valid for claiming input taxes

This is a system generated Cash Receipt CAS
 Permit No. AC_127_101323_000026
 Range of SN from

Prepared By _____

SCENARIO 2. If the customer pays the full amount of the ordered parts upon order placement and will just claim the ordered parts when it arrives.



NetSuite generated Cash Receipt of customer's Full payment for Ordered Parts.

This receipt will be issued upon the placement of the order.

desmark corporation

Motorcycles and Home Appliances
 Branch:
 P. 1 Orillaneda St. Brgy. Lininti-an Cantilan Surigao
 Del Sur 8317 Philippines
 VAT TIN#: 004-995-117-082

Main:
 CAPT. VICENTE ROA ST., CAGAYAN DE ORO CITY
 MSOR 9000 Philippines

Customer Name: KC L LUCION
Address: KC L LUCION, VILLANUEVA POBLACION 2, MSOR 9002, X, Philippines
TIN#: 318841654

CASH RECEIPT

for collection purpose only
Cash Receipt Number: PYMT-CTL5
Cash Receipt Date: 10/21/2023

Business Style: Individual
Date & Time Printed:
 10/21/2023 14:14:55

Item Qty	Item/Payment Description	Receipt Amount
1	FULLPAYMENT FOR ORDERED PARTS	0.00
Total Amount		PHP948.00

This document is not valid for claiming input taxes

This is a system generated Cash Receipt CAS
 Permit No. AC_127_101323_000026
 Range of SN from

Prepared By _____

Upon claiming the Ordered Parts, the Invoicer/SP will now create an invoice by going back to the customer's SO and clicking **Next Bill** button.

After saving the invoice, the invoice/sp will proceed to printing the invoice.

desmark corporation

Motorcycle and Home Appliances

Branch:
P. 1 Orillaneda St. Brgy. Lininti-an, Cantilan Surigao Del Sur
8317, Philippines
Tel:
VAT Reg. TIN: 004-995-117-082

Customer Name:
KC L LUCION

Main:
CAPT. VICENTE ROA ST., CAGAYAN DE ORO CITY
MSOR 9000

TIN: 318841654
Business Style: Individual
Address:
KC L LUCION, VILLANUEVA POBLACION 2, MSOR 9002, X, Philippines

Sales Invoice

Sales Invoice #: INV-CTL11
Sales Invoice Date: 10/21/2023

Date & Time Printed:
10/21/2023 16:13:11

Item Qty	Item/Invoice	Description	Unit Price	Amount
1	06410-KFL-850	WHEEL DAMPER SET	160.71	180.00
1	064CS-KPY-711	CHAIN & SPROCKET KIT (420-14-38T)	642.86	720.00
1	06530-GBG-B20	STEEL BALL ASSEMBLY 6X23	42.86	48.00
TOTAL SALES (VAT INCLUSIVE)				PHP 948.00
LESS: VAT				PHP 101.57
AMOUNT: NET OF VAT				PHP 846.43
TOTAL AMOUNT DUE				PHP 948.00

This is a system generated Invoice Receipt CAS Permit No.AC_127_101323_000026
Range of SN from

Received the above goods in good order and condition

Kristina Caszandra Lucion

Prepared by:

Reviewed by:

Customer's Signature

CLOSING THE INVOICE FOR ORDERED PARTS

Since the invoicer/sp had already printed the invoice, the **Cashier** will now proceed to closing the invoice by applying the pre-payment so the invoice will now be tagged as PAIND IN FULL.

*Search the invoice reference on the **Global search**.

ORACLE NETSUITE | **SANDBOX** | desmark corporation

Activities Transactions Lists Reports Analytics

Invoice: INV-CTL11 (KC L LUCION)

Help Feedback Kristina Caszandra Lucion
Desmark Corporation - Administrator

Desmark LTMS SuiteApps Support

Home

Reminders

No content
Please set up this portlet by clicking on the menu above.

Top 5 Items By Qty Sold

this fiscal quarter

New Release

Key Performance Indicators

No content
Please set up this portlet by clicking on the menu above.

Shortcuts

No content
No data available for this portlet.

Bank Reconciliation Summary

VIEW: All Search

Account Name	Currency	Account Balance	Last Reconciled Balance	Last Reconciled On	Bank Balance	Balance As Of	Items to Match
001 Bank of the Philippine Islands	PHP	(PHP62,947.10)	PHP180,000.00	8/2/2023	PHP0.00	8/2/2023	0
1000 Petty Cash Fund	PHP	PHP45,369.10	PHP0.00		PHP0.00		0
1001 Cash Retention	PHP	(PHP2,126,162.48)	PHP0.00		PHP0.00		0
1002 Cash on Hand	PHP	PHP95,197.45	PHP0.00		PHP0.00		0
1003 Petty Cash Fund-PC	PHP	(PHP2,159.21)	PHP0.00		PHP0.00		0
1004 Cash Retention-PC	PHP	PHP0.00	PHP0.00		PHP0.00		0

On the **INVOICE** page of the customer, click the **Accept Payment** button.

Navigation: Activities Transactions Lists Reports Analytics Customization Documents Setup Commerce Fixed Assets LMS Desmark LTMS SuiteApps Support

Invoice INV-CTL11 KC L LUCION OPEN

Buttons: Edit Back Authorize Return **Accept Payment** Credit Renew Early Repayment Actions

Primary Information		Summary
INVOICE # INV-CTL11	MEMO ORDERED PARTS	SUBTOTAL 846.43
CUSTOMER KC L LUCION	CUSTOMER CATEGORY Regular Customer	DISCOUNT ITEM
DATE 10/21/2023	BIRTHDATE 7/17/1992	TAX TOTAL 101.57
POSTING PERIOD Oct 2023		TOTAL 948.00
DUE DATE		AMOUNT DUE 948.00

Sales Information		
SALES REP Kristina Caszandra Lucion	CREATED FROM Sales Order #50-673	INVOICE TYPE Sales
OPPORTUNITY	PARTNER	ACCOUNT STATUS Active
SALES EFFECTIVE DATE 10/21/2023	INSTALLMENT SCHEDULE	PAYMENT METHOD Cash

Classification		
SUBSIDIARY Desmark Corporation	CLASS Spare Parts	COLLECTOR GENERIC NAME
DEPARTMENT	LOCATION CARAGA 3 : Desmark Cantilan 35	SERIES TYPE
CO-MAKER		

On **PAYMENT** page, fill out necessary details and proceed to sub-tab **APPLY**

Navigation: Activities Transactions Lists Reports Analytics Customization Documents Setup Commerce Fixed Assets LMS Desmark LTMS SuiteApps Support

Payment

Buttons: Save Cancel Actions

Primary Information		Summary
CUSTOM FORM Desmark - Customer Payment	UNDEPOSITED FUNDS	TO APPLY 948.00
CUSTOMER KC L LUCION	ACCOUNT	APPLIED 948.00
PDC BUYER <Type then tab>	DATE 10/21/2023	UNAPPLIED 0.00
PAYMENT # To Be Generated	POSTING PERIOD Oct 2023	
PFC OR	MEMO	
BALANCE 147,746.55	SALES ORDER NUMBER	
WH TAX AMOUNT 0.00	INSTALLMENT SCHEDULE	
CURRENCY Philippine Peso	ELIGIBLE FOR REBATE	
EXCHANGE RATE 1.00	REBATE AMOUNT	
A/R ACCOUNT 1500-02 Trade and o... Receivable-Trade	MODE OF PAYMENT Cash	

Classification		
SUBSIDIARY Desmark Corporation	CLASS Spare Parts	LOCATION CARAGA 3 : Desmark Cantilan 35

On sub-tab **Apply**, go directly to **Credits** and check the pre-payment (*the full payment you had previously collected*) to close the invoice of the customer.

Apply Payment Method Relationships Communication Custom Philippines Invoicing

PAYMENT AMOUNT * 0.00 ☐ AUTO APPLY **DO NOT type anything on the PAYMENT AMOUNT box. The system will automatically deduct the pre-payment.**

Invoices 948.00 • Credits 948.00 • Deposits 0.00

SELECT ITEM

Mark All Unmark All Customize

APPLY	DATE	TYPE	REF NO.	ORIG. AMT.	AMOUNT REMAINING	CURRENCY	CREDIT
<input type="checkbox"/>	9/20/2023	Journal	153	140,000.00	140,000.00	Philippine Peso	
<input type="checkbox"/>	9/20/2023	Payment	PYMT-JRB184	5,000.00	5,000.00	Philippine Peso	
<input type="checkbox"/>	10/12/2023	Payment	PYMT-JRB284	10,000.00	10,000.00	Philippine Peso	
<input type="checkbox"/>	10/13/2023	Payment	PYMT-CGN5	10,000.00	10,000.00	Philippine Peso	
<input checked="" type="checkbox"/>	10/21/2023	Payment	PYMT-CTL5	948.00	948.00	Philippine Peso	948.00

Save Cancel Actions

After saving, there will be a confirmation that your transaction was successfully Saved. There is no need to print any document except the **INVOICE**.

Confirmation
Transaction successfully Saved

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

Transaction Search
TYPE
DATE
NAME
NUMBER
PO/CHECK NUMBER
Search

Custom Search
Portlet not set up
Please choose a saved search by using "Set Up" from the menu above.

Transactions Links
Find Link...

EXPAND ALL COLLAPSE ALL

- Bank
- Sales
- Order Management
 - Commit Orders
 - Schedule
 - Reallocate Items
 - Fulfill Orders
 - Mark Orders Packed
 - Mark Orders Shipped
- Quota/Forecast
- Purchases
 - Enter Purchase Orders
 - Enter Requisitions
 - Enter Requests For Quote
 - Enter Purchase Contracts
 - Enter Blanket Purchase Order
 - Order Requisitions
 - Order Items
 - Receive Orders
 - Enter Vendor Return Authorizations
 - Approve Vendor Returns
 - Ship Vendor Returns
- Payables
 - Customers
 - Inventory
 - Management
 - Enter Memorized Transactions
 - View Audit Trail
 - View Payment Events
 - View Gateway Asynchronous Notifications
 - View Cardholder Authentication Events
 - Transaction Numbering Audit Log
 - Print Checks and Forms
 - Search Transactions

Settings
Personalize Dashboard
Set Preferences
Set Up Custom Tab

*****E N D*****