

PRIVATE & GOVERNMENT CUSTOMER

Cash Transaction Procedure: *Appliance, Motorcycle, Power Product and Spare parts*

Step 1: *INVOICER* will Create Sales Order. Fill in necessary data

Step 2: *INVOICER* will click Next Bill to proceed Invoice.

Step 3: For Private & Government Sales- Invoicer will set up the applicable Withholding Tax.

Step 4: **CASHIER**- will collect the full payment from customer

Step 5: Fullfillment process (Invoicer/Inventory) – releasing of unit

SPAREPARTS SALE- PRIVATE COMPANY**SALES ORDER:**

INVOICER will Create Sales Order. Fill in necessary data.

Sales Order

SO-492 1ST VALLEY BANK-CARMEN **PENDING FULFILLMENT**

[Edit](#) [Back](#) [Fulfill](#) [Close Order](#) [Create Deposit](#) [Print](#) [Share](#) [Actions](#)

Primary Information		Summary
ORDER # SO-492	DATE 10/4/2023	SUBTOTAL 642.86
CUSTOMER 1ST VALLEY BANK-CARMEN	MEMO	DISCOUNT ITEM
BIRTHDATE 5/9/1996	CUSTOMER CATEGORY COMPANY	TAX TOTAL 77.14
BILL TO CARMEN CDOC Map		TOTAL 720.00

Classification		
SUBSIDIARY Desmark Corporation	LEASING SUBSIDIARY Desmark Group : Premio Finance Corporation	LEASING LOCATION Premio Finance Iligan 35
LOCATION ILIGAN : Desmark Iligan 35	BRAND	

Sales Information		
SALES REP	APPLICABLE MINIMUM DOWNPAYMENT	INSTALLMENT SCHEDULE
OPPORTUNITY	UNIT PRICE	TOTAL PAYABLE AFTER INTEREST
ITEM CLASS Spare Parts	CASH PRICE 720.00	MONTHLY INSTALLMENT EXCLUDING REBATE
TYPE OF SALES Cash	LCP/SRP	MONTHLY INSTALLMENT INCLUDING REBATE
INTEREST TERM	AMOUNT AFTER DOWNPAYMENT	MONTHLY PRINCIPAL AMOUNT

After creating Sales Order, the INVOICER will **CLICK NEXT BILL FOR INVOICE**

On the **INVOICE** page, the invoicer in-charge will proceed on filling out the following details:

CLICK ON THE RIGHTMOST- 1% WITHHOLDING TAX UPON SALES INVOICE WAS ALREADY SET UP

PRIVATE COMPANIES ARE ALLOWED TO DEDUCT 1% ON GOODS - WE_PH:WC158-2018
2% SHOP Services -WE_PH:WC160-2018

*****THE SYSTEM WILL AUTO COMPUTE THE WTAX**

Invoice

INV-ILM1 1ST VALLEY BANK-CARMEN

OPEN

[Edit](#)
[Back](#)
[Authorize Return](#)
[Accept Payment](#)
[Credit](#)
[Print](#)
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Primary Information

INVOICE #
INV-ILM1
 CUSTOMER
1ST VALLEY BANK-CARMEN
 DATE
10/4/2023
 POSTING PERIOD
Oct 2023
 DUE DATE
 MEMO
 JOB ORDER

Summary

SUBTOTAL	642.86
DISCOUNT ITEM	
TAX TOTAL	77.14
TOTAL	720.00
AMOUNT DUE	720.00

Sales Information

SALES REP
 OPPORTUNITY
 SALES EFFECTIVE DATE
10/4/2023
 CREATED FROM
Sales Order #SO-492
 PARTNER
 INSTALLMENT SCHEDULE
 INVOICE TYPE
Sales

Classification

SUBSIDIARY
Desmark Corporation
 DEPARTMENT
 CLASS
Spare Parts
 LOCATION
ILIGAN : Desmark Iligan 35
 BIRTHDATE
5/9/1996
 CUSTOMER CATEGORY
COMPANY
 COLLECTOR GENERIC NAME

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DISCOUNT ITEM RATE

Items 642.86 Withholding Tax 6.43

ITEM	BACK ORDERED	QUANTITY	UNITS	INVENTORY DETAIL	DESCRIPTION	WARRANTY INFORMATION	PRICE LEVEL	UNIT PRICE	AMOUNT	TAX CODE	TAX RATE	GROSS AMT	TAX AMT
064CS-KPV-711	1	1	Pc		CHAIN & SPROCKET KIT (420-14-38T)		Base Price	720.00	642.86	VAT_PH-REGULAR	12.0%	720.00	77.14

CASHIER'S ROLE: Accepting payment for PRIVATE customer

CASHIER- will collect the full payment from customer by searching the invoice of the customer on the Global search and proceed to clicking Accept Payment.

Invoice

INV-ILM1 1ST VALLEY BANK-CARMEN

OPEN

[Edit](#)
[Back](#)
[Authorize Return](#)
[Accept Payment](#)
[Credit](#)
[Print](#)
[Share](#)
[Actions](#)

Primary Information

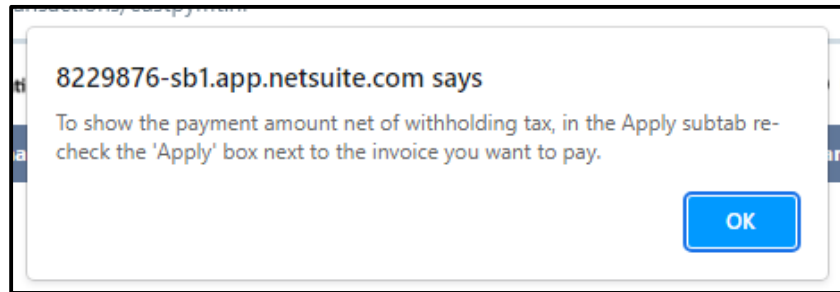
INVOICE #
INV-ILM1
 CUSTOMER
1ST VALLEY BANK-CARMEN
 DATE
10/4/2023
 POSTING PERIOD
Oct 2023
 DUE DATE
 MEMO
 JOB ORDER

Summary

SUBTOTAL	642.86
DISCOUNT ITEM	
TAX TOTAL	77.14
TOTAL	720.00
AMOUNT DUE	720.00

NOTICE THE POP-UP MESSAGE INSTRUCTION.

A pop-up message instruction will appear on the page. Just click OK.



Payment

Save **Cancel** **Actions**

Primary Information

CUSTOM FORM *
Desmark - Customer Payment

CUSTOMER *
1ST VALLEY BANK-CARMEN

PDC BUYER
<Type then tab>

PAYMENT #
To Be Generated

BALANCE
199,630.72

WH TAX AMOUNT
6.43

CURRENCY *
Philippine Peso

EXCHANGE RATE *
1.00

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

☒ UNDEPOSITED FUNDS
☐ ACCOUNT

DATE *
10/4/2023

POSTING PERIOD
Oct 2023

MEMO

SALES ORDER NUMBER

INSTALLMENT SCHEDULE

☐ ELIGIBLE FOR REBATE

REBATE AMOUNT

MODE OF PAYMENT *
Check

Summary

TO APPLY	713.57
APPLIED	713.57
UNAPPLIED	0.00

INVOICE NUMBER - LEADING
<Type then tab>

BALANCE PENDING
199,630.72 0.00

Classification

SUBSIDIARY *
Desmark Corporation

CLASS
Spare Parts

LOCATION *
ILIGAN : Desmark Iligan 35

ON THE APPLY BUTTON YOU NEED TO UNCHECK & CHECK THE INVOICE THAT YOU WANT TO COLLECT

Invoices 713.57 • Credits 0.00 • Deposits 0.00

SELECT ITEM DATE FROM TO


All

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	Invoice	INV-323		89,600.00	89,600.00	Philippine Peso				
<input checked="" type="checkbox"/>		10/4/2023	Invoice	INV-ILM1		720.00	720.00	Philippine Peso			0.00	713.57

CLICK SAVE.

PAYMENT CONFIRMATION:

 **Confirmation**
Transaction successfully Saved

 **Payment** 
PYMT-ILM4 **NOT DEPOSITED**

   Actions

Primary Information

CUSTOMER
1ST VALLEY BANK-CARMEN
POC BUYER

PAYMENT #
PYMT-ILM4

BALANCE
198,917.15
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
10/4/2023

POSTING PERIOD
Oct 2023

MEMO

SALES ORDER NUMBER

INSTALLMENT SCHEDULE

☐ ELIGIBLE FOR REBATE

REBATE AMOUNT

MODE OF PAYMENT
Check

INVOICE NUMBER - LE

BALANCE PENDING
198,917.15 0.00

Summary

APPLIED	713.57
UNAPPLIED	0.00

Classification

SUBSIDIARY
Desmark Corporation
DEPARTMENT

CLASS
Spare Parts

LOCATION
ILIGAN : Desmark Iligan 3S

GL IMPACT: DEBIT SIDE- INCREASE OF ASSET ACCOUNT: UNDEPOSITED FUNDS
CREDIT SIDE- CLOSE THE A/R TRADE

[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	PHP713.57		Yes		1ST VALLEY BANK-CARMEN	Desmark Group : Desmark Corporation		Spare Parts	ILIGAN : Desmark Iligan 3S
1500-02 Trade and other receivables : Accounts Receivable- Trade		PHP713.57	Yes		1ST VALLEY BANK-CARMEN	Desmark Group : Desmark Corporation		Spare Parts	ILIGAN : Desmark Iligan 3S

GOVERNMENT SALE- MOTORCYCLE

SALES ORDER:

INVOICER will Create Sales Order. Fill in necessary data.

Sales Order

SO-497 1ST VALLEY BANK-CARMEN PENDING FULFILLMENT

[Next Bill](#) [Bill Remaining](#) [Print](#) [Add](#) [Actions](#)

Primary Information

ORDER # SO-497	DATE 10/4/2023
CUSTOMER 1ST VALLEY BANK-CARMEN	MEMO
BIRTHDATE 5/9/1996	CUSTOMER CATEGORY COMPANY
BILL TO CARMEN CDOC 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	

After creating Sales Order, the INVOICER will **CLICK NEXT BILL FOR INVOICE**

On the **INVOICE** page, the invoicer in-charge will proceed on filling out the following details:

GOVERNMENT COMPANIES ARE ALLOWED TO DEDUCT 1% ON GOODS & 5% BIR 2306 IN NETSUITE, MARK CHECK WTAX, WTAX CODE: WE_PH:BIR 2307-2306

*****THE SYSTEM WILL AUTO COMPUTE THE WTAX**

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DISCOUNT ITEM

RATE

Items 0.00 • Withholding Tax 0.00 •

Add Multiple
Clear All Lines

UNIT PRICE	AMOUNT	TAX CODE*	TAX RATE	GROSS AMT	TAX AMT	OPTIONS	COST ESTIMATE TYPE	EST. EXTENDED COST	EXCLUS ITEM FROM RATE REQUEST	APPLY WH TAX?	COLOR	PH	CI	WE_PH-WC010-2018	WE_PH-WC011-2018	WE_PH-WC020-2018	WE_PH-WC021-2018	WE_PH-WC030-2018	WE_PH-WC031-2018	WH TAX RATE	WH TAX BASE AMOUNT	WH TAX AMOUNT
	66,964.29	VAT_PH-REGULAR	12.0%	75,000.00	8,035.71		Average Cost	34,375.00		Yes	Blue	ACB125CBFPII	WE_P									

CLICK SAVE. After saving, the invoicer will print the invoice.

CASHIER'S ROLE: *Accepting payment for GOVERNMENT customer*

CASHIER- will collect the full payment from customer by searching the invoice of the customer on the Global search and proceed to clicking Accept Payment.

Invoice INV-BCD2 1ST VALLEY BANK-CARMEN OPEN

Accept Payment Print Actions

Primary Information

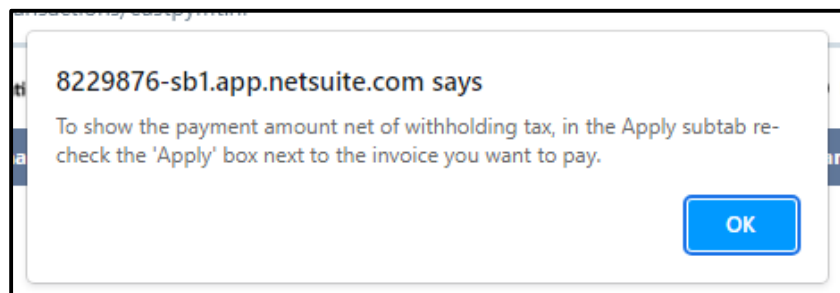
INVOICE # INV-BCD2	MEMO
CUSTOMER 1ST VALLEY BANK-CARMEN	JOB ORDER
DATE 10/4/2023	
DUE DATE	

Summary

SUBTOTAL	66,964.29
DISCOUNT ITEM	
TAX TOTAL	8,035.71
TOTAL	75,000.00
AMOUNT DUE	75,000.00

NOTICE THE POP-UP MESSAGE INSTRUCTION.

A pop-up message instruction will appear on the page. Just click OK.



Payment Save Cancel Actions

Primary Information

CUSTOM FORM * Desmark - Customer Payment	<input checked="" type="radio"/> UNDEPOSITED FUNDS
CUSTOMER * 1ST VALLEY BANK-CARMEN	<input type="radio"/> ACCOUNT
PDC BUYER <Type then tab>	DATE * 10/4/2023
PAYMENT # To Be Generated	MEMO
BALANCE 273,910.72	SALES ORDER NUMBER
WH TAX AMOUNT 4,017.86	INSTALLMENT SCHEDULE
CURRENCY * Philippine Peso	<input type="checkbox"/> ELIGIBLE FOR REBATE
EXCHANGE RATE * 1.00	REBATE AMOUNT
A/R ACCOUNT 1500-02 Trade and o... Receivable- Trade	MODE OF PAYMENT * Check

Summary

TO APPLY	70,982.14
APPLIED	70,982.14
UNAPPLIED	0.00

INVOICE NUMBER - LEAD
<Type then tab>

BALANCE PENDING
273,910.72 0.00

Classification

SUBSIDIARY * Desmark Corporation	CLASS Motorcycle	LOCATION * NEGROS : Desmark Bacolod 35
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UNCHECK & CHECK APPLY BUTTON TO REFLECT WTAX:

Invoices 70,982.14 • Credits 0.00 • Deposits 0.00

SELECT ITEM DATE FROM TO

Pay All Auto Apply Clear Customize

APPLY	DUE DATE	DATE ISSUED A	TYPE	REF NO.	INSTALLMENT REF NO.	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input type="checkbox"/>		9/20/2023	Invoice	INV-323		89,600.00	89,600.00	Philippine Peso				
<input checked="" type="checkbox"/>		10/4/2023	Invoice	INV-BCD2		75,000.00	75,000.00	Philippine Peso			0.00	70,982.14

SAVE.

CONFIRMED PAYMENT RECEIVED:

Confirmation
 Transaction successfully Saved

Payment

PYMT-BCD4 **NOT DEPOSITED**

Actions

Primary Information

CUSTOMER 1ST VALLEY BANK-CARMEN PDC BUYER PAYMENT # PYMT-BCD4 BALANCE 202,928.58 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 10/4/2023 MEMO SALES ORDER NUMBER INSTALLMENT SCHEDULE <input type="checkbox"/> ELIGIBLE FOR REBATE REBATE AMOUNT MODE OF PAYMENT Check	Summary APPLIED 70,982.14 UNAPPLIED 0.00 INVOICE NUMBER - LEASING BALANCE 202,928.58 PENDING 0.00
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After saving, you can now print the **CASH RECEIPT**.

The system will auto-generate appropriate accounting recording. See below.

GL IMPACT PAYMENT COLLECT:

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	PHP70,982.14		Yes		1ST VALLEY BANK-CARMEN	Desmark Group : Desmark Corporation		Motorcycle	NEGROS : Desmark Bacolod 35
1500-02 Trade and other receivables : Accounts Receivable- Trade		PHP70,982.14	Yes		1ST VALLEY BANK-CARMEN	Desmark Group : Desmark Corporation		Motorcycle	NEGROS : Desmark Bacolod 35

RELATED TRANSACTION: CREDIT MEMO GL IMPACT ON WTAX

Items 4,017.85 • Apply 4,017.85 • Invoice Payment 70,982.14														
ITEM	QUANTITY	UNITS	INVENTORY DETAIL	DESCRIPTION	PRICE LEVEL	RATE	TAX CODE	AMOUNT	TAX RATE	GROSS AMT	TAX AMT	OPTIONS	COST ESTIMATE TYPE	EST. EXTENDED COST
Creditable Withholding Tax2306 (WV_PH)					Base Price	3,348.2145	VAT_PH:UNDEF- PH	3,348.21	0.0%	3,348.21	0.00		Custom	
Creditable Withholding Tax (WE_PH)					Base Price	669.6429	VAT_PH:UNDEF- PH	669.64	0.0%	669.64	0.00		Custom	

GL SALES IMPACT: PRE-DEFINED

Items	Shipping	Billing	Accounting	Relationships	Communication	Related Records	System Information	Custom	GL Impact	Barcoding	LTMS	Philippines Invoicing	
ACCOUNT	AMOUNT (DEBIT)	AMOUNT (CREDIT)	POSTING	MEMO	NAME	SUBSIDIARY	DEPARTMENT	CLASS	LOCATION				
1500-02 Trade and other receivables : Accounts Receivable- Trade	PHP75,000.00		Yes		1ST VALLEY BANK-CARMEN	Desmark Group : Desmark Corporation		Motorcycle	NEGROS : Desmark Bacolod 35				
6000-02 Net Sales : Cash Sales Motorcycle		PHP66,964.29	Yes	CLICK125 STELLAR BLUE METTALIC	1ST VALLEY BANK-CARMEN	Desmark Group : Desmark Corporation		Motorcycle	NEGROS : Desmark Bacolod 35				
8000-02 Cost of Goods Sold : Cost of Sales Motorcycle	PHP34,575.00		Yes	Cost of Sales	1ST VALLEY BANK-CARMEN	Desmark Group : Desmark Corporation		Motorcycle	NEGROS : Desmark Bacolod 35				
2000-02 Merchandise Inventories : Merchandise Inventory-BN MC		PHP34,575.00	Yes	Cost of Sales	1ST VALLEY BANK-CARMEN	Desmark Group : Desmark Corporation		Motorcycle	NEGROS : Desmark Bacolod 35				
4400-11 Other Current Liabilities : Output Tax (Vat Sale)		PHP8,035.71	Yes	VAT	Bureau of Internal Revenue : Bureau of Internal Revenue (2-1687741578)	Desmark Group : Desmark Corporation		Motorcycle	NEGROS : Desmark Bacolod 35				