

## FREQUENTLY ASKED QUESTIONS:

1. HOW TO SEARCH SPECIFIC CUSTOMER LOAN RECORDS?
2. HOW TO COLLECT IBP?
3. HOW TO RECORD SERVICE INCOME FOR Class B, SU and Warranty?
4. HOW TO RECORD PARTS INSTALLED ON CLASS B and SU?
5. IF THE BRANCH FORGOT TO SET A BIN DURING ITEM RECEIPT, HOW TO ASSIGN MANUALLY WITHOUT GOING BACK TO ITEM RECEIPT?
6. HOW TO CHECK DAILY TOTAL COLLECTIONS & DAILY EXPENSE?
7. HOW TO RECORD INVENTORY WITH DIFFERENT SUBSIDIARY?
8. HOW TO RECORD 'TO BE FOLLOWED FREEBIES' CLAIMED BY THE CUSTOMER?
9. THINGS TO KNOW: AN INTEREST INVOICE WAS GENERATED AND SHOWN UPON COLLECTING MONTHLY PAYMENT OF THE CUSTOMER.
10. HOW TO CHECK INVENTORY ON HAND?

### 1. HOW TO SEARCH SPECIFIC CUSTOMER LOAN RECORDS?

Search the name of the customer on the **Global Search**.

Type the First name, Middle initial and the Last name for fetching the accurate customer name.

The screenshot shows the Oracle NetSuite Global Search interface. The search bar at the top contains the text "KC L LUCION". Below the search bar, a dropdown menu displays the search results, with the first result being "Customer: KC L LUCION (DESMARK CORPORATION)". The interface also shows various portlets on the left and right, including "Reminders", "New Release", "Key Performance Indicators", "Shortcuts", and "Bank Reconciliation Summary".

**Bank Reconciliation Summary**

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	(PHP77,947.10)	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

Go to sub-tab **SALES > Transactions** to view the loan record/s of the customer

Customer KC L LUCION DESMARK CORPORATION

Primary Information

CUSTOMER ID KC L LUCION	NAME KC LAPIÑA LUCION	CATEGORY Regular Customer
TYPE Individual	JOB TITLE FIELD AUDITOR	

Email | Phone | Address

EMAIL caszandralucion@gmail.com	PHONE NUMBER	ADDRESS KC L LUCION VILLANUEVA POBLACION 2 MSOR 9002 X Philippines Map
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Classification

PRIMARY SUBSIDIARY Desmark Corporation	CITIZENSHIP FILIPINO	FATHER NAME RODOLFO LUCION
PHILIPPINES BUSINESS STYLE	CIVIL STATUS Single	MOTHER NAME SELENA LUCION
TIN (PUT NA IF NOT APPLICABLE) 318841654	BIRTHDATE 7/17/1992	AREA
GENDER Female	WEIGHT HEIGHT 60 164	

Subsidiaries Relationships Communication Address **Sales** Marketing Support Financial Preferences System Information Custom Access Loans

TERRITORY

Opportunities **Transactions** Items Purchased Upsell Qualification

VIEW: Installment Accounts BILLING STATUS: Either TYPE: - All - LOCATION: NAME:

EDIT	DATE	TYPE	DOCUMENT NUMBER	LOCATION	AMOUNT	AMOUNT (FOREIGN CURRENCY)	CURRENCY	STATUS	INVOICE TYPE	INVOICE NUMBER - LEASING	CUSTOMER CATEGORY
Edit	9/20/2023	Invoice	INV-400		70,000.00	PHP70,000.00	Philippine Peso	Open	Principal Invoice		
Edit	9/20/2023	Invoice	INV-422		70,000.00	PHP70,000.00	Philippine Peso	Open	Principal Invoice		
Edit	9/20/2023	Invoice	INV-481		70,000.00	PHP70,000.00	Philippine Peso	Open	Principal Invoice		
Edit	10/19/2023	Invoice	INV-QAO1	PFC-Desmark Tagum App 1	13,499.00	PHP13,499.00	Philippine Peso	Open	Principal Invoice		Regular Customer

Edit Back Accept Payment Actions

It will display loan records of the customer

## 2. HOW TO COLLECT IBP?

### Scenario:

SHAIRA A DONQUE is a customer of **DC BORJA 3S** with an existing loan account. The customer will pay her monthly amortization at **DC BULUA 3S**.

Here's what **DC BULUA 3S** will do:

1. Search the name of the customer on the **Global Search**.  
Type the First name, Middle initial and the Last name for fetching the accurate customer name.

Home

Reminders

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

Top 5 Items By Qty Sold

this fiscal quarter

50  
40  
30  
20

New Release

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

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	(PHP77,947.10)	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
Cash Retention	PHP	(PHP2,126,162.48)	PHP0.00		PHP0.00		0

Click the name of the CUSTOMER. (**Shaira A Donque**) and you will be redirected to **customer** information page. Go to sub-tab **SALES > Transactions** to get the **account no.** (Under Document number) of the customer so you can check the amortization report.

Customer

Shaira A Donque

Edit Back Accept Payment Actions

Primary Information

CUSTOMER ID: Shaira A Donque  
NAME: Shaira Abesamis Donque  
CATEGORY: Regular Customer  
TYPE: Individual  
JOB TITLE:

Email | Phone | Address

EMAIL: PHONE NUMBER: ADDRESS: Shaira A Donque, LAPASAN, CAGAYAN DE ORO CITY MSOR 9000, Philippines Map

Subsidiaries Relationships Communication Address Sales Marketing Support Financial Preferences System Information Custom Access Loans

TERRITORY

Opportunities Transactions Items Purchased Upsell Qualification

VIEW: Installment Accounts BILLING STATUS: Either TYPE: All LOCATION: NAME:

New Sales Order New Invoice New Cash Sale Customize View

EDIT	DATE	TYPE	DOCUMENT NUMBER	LOCATION	AMOUNT	AMOUNT (FOREIGN CURRENCY)	CURRENCY	STATUS	INVOICE TYPE	INVOICE NUMBER - LEASING	CUSTOMER CATEGORY
Edit	10/20/2023	Invoice	INV-JRB2	PFC-Desmark Borja 3S	139,700.00	PHP139,700.00	Philippine Peso	Open	Principal Invoice		Regular Customer

Edit Back Accept Payment Actions

Click the invoice **INV-JRB2** (account no.)

After clicking the invoice number leasing **INV-JRB2**. It will redirect you to the **Invoice** detail page where you can print the **Amortization Status Report** so you can check how much is the **monthly payment** you will collect from the customer.

The screenshot shows the Oracle NetSuite interface for an invoice. The top navigation bar includes tabs for Activities, Transactions, Lists, Reports, Analytics, Customization, Documents, Setup, Commerce, Fixed Assets, LMS, Desmark, LTMS, SuiteApps, and Support. The main header displays the invoice number **INV-JRB2** and the customer name **Shaira A Donque**, with an **OPEN** status indicator. Below this, a row of action buttons includes **Edit**, **Back**, **Authorize Return**, **Accept Payment**, **Credit**, **Renew**, **Print**, **Print Amortization Status Report** (highlighted with a red box), **Early Repayment**, and an **Actions** dropdown menu. The page is divided into three main sections: **Primary Information**, **Sales Information**, and **Classification**. The **Primary Information** section contains fields for INVOICE #, CUSTOMER, DATE, POSTING PERIOD, DUE DATE, MEMO, CUSTOMER CATEGORY, BIRTHDATE, and a **Summary** table. The **Sales Information** section includes SALES REP, OPPORTUNITY, SALES EFFECTIVE DATE, PARTNER, INSTALLMENT SCHEDULE, INVOICE TYPE, and ACCOUNT STATUS. The **Classification** section shows SUBSIDIARY, LOCATION, and CONSIGNED SUPPLIER BILL.

Summary	
SUBTOTAL	139,700.00
DISCOUNT ITEM	
TAX TOTAL	0.00
TOTAL	139,700.00
AMOUNT DUE	135,819.44

After checking the amortization, you can now proceed to clicking the **Accept Payment**

This screenshot is identical to the previous one, showing the Oracle NetSuite invoice detail page for **INV-JRB2** by **Shaira A Donque**. In this view, the **Accept Payment** button is highlighted with a red box, indicating the next step in the process. The layout, including the navigation bar, action buttons, and data sections, remains the same.

It will redirect you to **Payment** page.

On the **PAYMENT** page

Fill out all the mandatory fields to collect the payment.

ORACLE NETSUITE desmark corporation Search

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

CUSTOM FORM \*  
Desmark - Customer Payment

CUSTOMER \*  
Shaira A Donque

PDC BUYER

PAYMENT #  
To Be Generated

PFC OR \*  
501759

BALANCE  
120,470.00

WH TAX AMOUNT  
0.00

CURRENCY \*  
Philippine Peso

EXCHANGE RATE \*  
1.00

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

Classification

SUBSIDIARY \*  
Premio Finance Corporation

CLASS  
Motorcycle

LOCATION \*  
PFC-Desmark Bulua 35

UNDEPOSITED FUNDS  
ACCOUNT

DATE \*  
10/20/2023

POSTING PERIOD  
Oct 2023

MEMO

SALES ORDER NUMBER

INSTALLMENT SCHEDULE

ELIGIBLE FOR REBATE  
REBATE AMOUNT  
200

MODE OF PAYMENT \*  
Cash

MAKE EARLY REPAYMENT

INVOICE NUMBER - LEASING  
<Type then tab>

BALANCE PENDING  
120,470.00 0.00

Summary

TO APPLY	0.00
APPLIED	0.00
UNAPPLIED	0.00

INVOICE NUMBER - LEASING  
<Type then tab>

Invoice #INV-JRB2

Apply Payment Method Relationships Communication Custom Philippines Invoicing

PAYMENT AMOUNT \*  
6,210.00

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"/>	10/20/2023	10/20/2023	Invoice	INV-JRB2		139,700.00	135,819.44	Philippine Peso				

Save Cancel Actions

**DON'T FORGET** to put the series no. of the PFC Loose-leaf you will issue for collecting the customer's payment.

Click **SAVE**. After saving, a confirmation notice will appear that your transaction is successfully saved. You can now proceed to PRINT the receipt.



## Confirmation

Transaction successfully Saved

## Payment

PYMT-BUA1

NOT DEPOSITED

Print Actions

### Primary Information

CUSTOMER  
Shaira A Donque

PDC BUYER

PAYMENT #  
PYMT-BUA1

PFC OR  
501759

BALANCE  
114,060.00

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  
10/20/2023

POSTING PERIOD  
Oct 2023

MEMO

SALES ORDER NUMBER

INSTALLMENT SCHEDULE

☒ ELIGIBLE FOR REBATE

REBATE AMOUNT  
200

MODE OF PAYMENT  
Cash

### Summary

APPLIED	0.00
UNAPPLIED	6,210.00

☐ MAKE EARLY REPAYMENT

INVOICE NUMBER - LEASING

Invoice #INV-JRB2

BALANCE	PENDING
114,060.00	0.00

After printing the receipt, just go back to the *invoice number-leasing INV-JRB2* to check if the payment was successfully posted.

## Amortization Status Report

Premio Finance Corporation  
PFC-Desmark Borja 3S

Account# INV-JRB2

Sales Order SO-629

Name Shaira A Donque

Address Shaira A Donque LAPASAN CAGAYAN DE ORO CITY MSOR 9000 Philippines

Remarks

Date 10/20/2023

Maturity Date 10/21/2026

Terms 036

Total Orig amount 255,760.00

Total Amortization 255,760.00

Collected Amount 31,410.00

Collectable 224,350.00

Period	Orig. Amount	Curr Amount	Collected	Collectable	Cost	Due Date	R.G.Profit	U.G.Profit	Increase	Decrease	Auto-Int.	Comments
Downpayment	25,000.00	25,000.00	25,000.00	0.00	0.00	10/20/2023	0.00	0.00	0.00	0.00	0.00	
001	6,410.00	6,410.00	6,410.00	0.00	3,880.56	11/21/2023	2,529.44	0.00	0.00	0.00	0.00	
002	6,410.00	6,410.00	6,410.00	0.00	3,880.56	12/21/2023	0.00	2,529.44	0.00	0.00	0.00	
003	6,410.00	6,410.00	6,410.00	0.00	3,880.56	1/21/2024	0.00	2,529.44	0.00	0.00	0.00	
004	6,410.00	6,410.00	6,410.00	0.00	3,880.56	2/22/2024	0.00	2,529.44	0.00	0.00	0.00	
005	6,410.00	6,410.00	0.00	6,410.00	3,880.56	3/21/2024	0.00	2,529.44	0.00	0.00	0.00	
006	6,410.00	6,410.00	0.00	6,410.00	3,880.56	4/21/2024	0.00	2,529.44	0.00	0.00	0.00	
007	6,410.00	6,410.00	0.00	6,410.00	3,880.56	5/22/2024	0.00	2,529.44	0.00	0.00	0.00	
008	6,410.00	6,410.00	0.00	6,410.00	3,880.56	6/21/2024	0.00	2,529.44	0.00	0.00	0.00	
009	6,410.00	6,410.00	0.00	6,410.00	3,880.56	7/21/2024	0.00	2,529.44	0.00	0.00	0.00	
010	6,410.00	6,410.00	0.00	6,410.00	3,880.56	8/22/2024	0.00	2,529.44	0.00	0.00	0.00	
011	6,410.00	6,410.00	0.00	6,410.00	3,880.56	9/21/2024	0.00	2,529.44	0.00	0.00	0.00	
012	6,410.00	6,410.00	0.00	6,410.00	3,880.56	10/21/2024	0.00	2,529.44	0.00	0.00	0.00	
013	6,410.00	6,410.00	0.00	6,410.00	3,880.56	11/21/2024	0.00	2,529.44	0.00	0.00	0.00	
014	6,410.00	6,410.00	0.00	6,410.00	3,880.56	12/21/2024	0.00	2,529.44	0.00	0.00	0.00	

## 3. HOW TO RECORD SERVICE INCOME FOR CLASS B, SERVICE UNIT AND WARRANTY?

Go to Lists > Support > Cases > New

The screenshot shows the Oracle NetSuite interface for 'desmark corporation'. The 'Lists' menu is open, and the path 'Support > Cases > New' is highlighted. The 'New' button is also visible. Below the navigation, there are several portlets: 'Reminders' (No content), 'Top 5 Items By Qty Sold' (Bar chart), 'Indicators' (No content), and a table of account balances.

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	PHP15,000.00	PHP180,000.00	8/2/2023	PHP0.00	8/2/2023	3
1000 Petty Cash Fund	PHP	PHP0.00	PHP0.00		PHP0.00		0
Cash Retention	PHP	(PHP137,984.00)	PHP0.00		PHP0.00		0

**\*\*Fill out the mandatory fields under Primary Information.**

The screenshot shows the 'Case' form in Oracle NetSuite. The 'Primary Information' section is highlighted. The 'CUSTOM FORM' is set to 'CB, SU and WARRANTY Service Income'. The 'TYPE OF SERVICE' is 'SU RECON'. The 'SERVICE UNIT ISSUED TO' is 'ADONI O LAPASA'. The 'SEND TO CUSTOMER' checkbox is unchecked. The 'SEND TO INTERNAL ONLY' checkbox is checked.

For CB RECON and WARRANTY, leave it blank.

UNCHECK the 'SEND TO CUSTOMER' field.

After filling out all necessary details click **SAVE** and it will display a Confirmation that the case was successfully saved.

Confirmation  
Case successfully Saved

Case

14 CHANGE OIL, TUNE UP, REPLACE BRAKE PAD NOT APPLICABLE

Edit Back Merge Enable Spam Lock Next Step of PO Actions

Primary Information

NUMBER 14	BRANCH LOCATION CAGAYAN : Desmark Borja 35	SERVICE UNIT ISSUED TO ADONI O LAPASA
SELECT *NOT APPLICABLE* NOT APPLICABLE	MODEL ACB125CBFPII-OB	SERVICE DESCRIPTION CHANGE OIL, TUNE UP, REPLACE BRAKE PAD
SUBSIDIARY Desmark Corporation	ENGINE NUMBER JA69E7254605	AMOUNT 600.00
SERVICE DATE 10/21/2023	COLOR ORANGE	MECHANIC NAME ADRIAN MICO R ALTAMERANO
TYPE OF SERVICE SU RECON		

Communication Related Records System Information

Messages Activities Files User Notes

VIEW  
Case Default

Email Attach Letter PDF Fax Refresh View History Customize View

## 4. HOW TO MAKE AN ENTRY FOR SPARE PARTS ITEMS INSTALLED ON CLASS B & SERVICE UNIT?

Go to Transactions > Sales > Enter Sales Order

Transactions Overview

Bank Purchases Payables Sales Billing Customers Order Management Employees Inventory Quota/Forecast Financial Management

Enter Sales Orders

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	PHP15,000.00	PHP180,000.00	8/2/2023	PHP0.00	8/2/2023	3
1000 Petty Cash Fund	PHP	PHP0.00	PHP0.00		PHP0.00		0
Attention	PHP	(PHP137,984.00)	PHP0.00		PHP0.00		0



Page 9 of 21

After filling out necessary details in Sales Order, just click **SAVE** and proceed to **INVOICING** by clicking the **Bill Remaining** button.

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

**Confirmation**  
Transaction successfully Saved

**Sales Order** ← → List Search Customize

**SO-638 PREMIO FINANCE CORPORATION** **PENDING FULFILLMENT**

Buttons: Edit Back **Bill Remaining** Create Deposit | Actions

**Primary Information**

ORDER # SO-638	DATE 10/21/2023	<b>Summary</b> <table border="1"> <tr><td>SUBTOTAL</td><td>846.43</td></tr> <tr><td>DISCOUNT ITEM</td><td></td></tr> <tr><td>TAX TOTAL</td><td>101.57</td></tr> <tr><td>TOTAL</td><td>948.00</td></tr> </table>	SUBTOTAL	846.43	DISCOUNT ITEM		TAX TOTAL	101.57	TOTAL	948.00
SUBTOTAL	846.43									
DISCOUNT ITEM										
TAX TOTAL	101.57									
TOTAL	948.00									
CUSTOMER PREMIO FINANCE CORPORATION	MEMO ACB125CBFP11-OB / JA69E7254605									
BIRTHDATE	CUSTOMER CATEGORY COMPANY									
BILL TO BANTAYAN, DUMAGUETE CITY Map										

**Classification**

SUBSIDIARY Desmark Corporation	LEASING SUBSIDIARY Desmark Group : Premio Finance Corporation	LEASING LOCATION PFC-Desmark Cantilan 35
LOCATION CARAGA 3 : Desmark Cantilan 35	BRAND HONDA	

**Sales Information**

SALES REP ABNER B TUTUANI	APPLICABLE MINIMUM DOWNPAYMENT	INSTALLMENT SCHEDULE
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On **INVOICE** page, just review the details you inputted and click **SAVE**.

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

**Invoice** List Search Customize More

**To Be Generated**

Buttons: Save Cancel Early Repayment | Actions

**Primary Information**


CUSTOM FORM * Desmark Product Invoice	DUE DATE	<b>Summary</b> <table border="1"> <tr><td>SUBTOTAL</td><td>846.43</td></tr> <tr><td>DISCOUNT ITEM</td><td>0.00</td></tr> <tr><td>TAX TOTAL</td><td>101.57</td></tr> <tr><td>TOTAL</td><td>948.00</td></tr> </table>	SUBTOTAL	846.43	DISCOUNT ITEM	0.00	TAX TOTAL	101.57	TOTAL	948.00
SUBTOTAL	846.43									
DISCOUNT ITEM	0.00									
TAX TOTAL	101.57									
TOTAL	948.00									
INVOICE # To Be Generated	MEMO ACB125CBFP11-OB / JA69E7254605									
CUSTOMER * PREMIO FINANCE CORPORATION	CUSTOMER CATEGORY COMPANY									
DATE * 10/21/2023	BIRTHDATE									

POSTING PERIOD \*  
Oct 2023

**Sales Information**

SALES REP ABNER B TUTUANI	CREATED FROM Sales Order #SO-638	INVOICE TYPE Sales
OPPORTUNITY	PARTNER	ACCOUNT STATUS Active
SALES EFFECTIVE DATE	INSTALLMENT SCHEDULE	PAYMENT METHOD Cash

Since we are only recording the items installed for Class B, Service Units and Warranty, the **Head Office** will be the one to do the **Accepting of Payment**. Next thing you will do is just go back to the **Sales Order (SO-638)** and proceed to **ITEM FULFILLMENT** by clicking the **FULFILL** button.

You will be redirected to **Item Fulfillment** page and fulfill each inventory item by clicking  under **Inventory Detail** and then **SAVE**.

**Item Fulfillment** Search Customize More

**To Be Generated**

[Save](#) [Cancel](#)

**Primary Information**

CUSTOM FORM \*  
Desmark Item Fulfillment

DATE \*  
10/21/2023

PRE-DELIVERY INSPECTION NOTES

REF. NO.  
To Be Generated

POSTING PERIOD  
Oct 2023

FORWARDER

CUSTOMER  
PREMIO FINANCE CORPORATION

MEMO

FSC CODE

CREATED FROM  
Sales Order #50-638




EMPLOYEE/PDI PERSONNEL \*  
AARON GLENN P AGUILAR

STATUS \*  
Shipped

**Items** Shipping Packages Relationships Communication System Information Custom Barcoding

SELECT ITEM

[Mark All](#) [Unmark All](#)

FULLFILL	ITEM	DESCRIPTION	LOCATION	ON HAND	REMAINING	COMMITTED	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	EXCLUDE ITEM FROM RATE REQUEST
<input checked="" type="checkbox"/>	06410-KFL-850	WHEEL DAMPER SET	CARAGA 3 : Desmark Cantilan 3		1		1	Pc			<input type="checkbox"/>
<input checked="" type="checkbox"/>	064CS-KPY-711	CHAIN & SPROCKET KIT (420-14-38T)	CARAGA 3 : Desmark Cantilan 3		1		1	Pc			<input type="checkbox"/>
<input checked="" type="checkbox"/>	06530-GBG-B20	STEEL BALL ASSEMBLY 6X23	CARAGA 3 : Desmark Cantilan 3		1		1	Pc			<input type="checkbox"/>

[Save](#) [Cancel](#)

## 5. HOW TO MANUALLY ASSIGN LOCATION BINS WITHOUT GOING BACK TO ITEM RECEIPT?

Go to **Transactions > Inventory > Bin Putaway Worksheet**

**Home**

**Reminders**

No content  
Please set up this portlet by clicking above.

**Top 5 Items By Qty Sold**

this fiscal quarter

60  
50  
40  
30  
20

**Transactions**

- Adjust Inventory
- Adjust Inventory Worksheet
- Create Inventory Count
- Enter Inventory Count
- Bin Putaway Worksheet**
- Bin Transfer
- Distribute Inventory
- Transfer Inventory
- Replenish Location By Inventory Transfer
- Approve Transfer Orders
- Enter Intercompany Transfer Orders
- Enter Transfer Orders
- Replenish Location By Transfer Order
- Withdraw By Transfer Order
- Order Items

**Inventory**

- Quota/Forecast
- Financial
- Management

**Viewing: Portlet date settings** **Personalize** **Layout**

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

No content  
No data available for this portlet.

Currency	Account Balance	Last Reconciled Balance	Last Reconciled On	Bank Balance	Balance As Of	Items to Match
PHP	(PHP77,947.10)	PHP180,000.00	8/2/2023	PHP0.00	8/2/2023	0
PHP	PHP45,369.10	PHP0.00		PHP0.00		0
PHP	(PHP2,126,162.48)	PHP0.00		PHP0.00		0

ps://8229876-sb1.app.netsuite.com/app/accounting/transactions/binwksht.nl?whence=

On **Bin Put-away** page, fill out all the mandatory fields.

Once you enter your branch's name on the **Location** field, it will display the list of received items that were not assigned with bins upon receiving.

**Bin Put-Away Worksheet** List Search More

**Save** **Cancel** **Print Put-Away List**

TRANSACTION NUMBER  
To Be Generated

BIN WORKSHEET #  
To Be Generated

DATE \*  
10/21/2023

LOCATION \*  
Premio Paso De Blas 35

SUBSIDIARY  
Premio Corporation

☒ GENERATE DOCUMENT NUMBER ON SAVE

MEMO

ITEM	DESCRIPTION	QUANTITY	TOTAL	UNITS	INVENTORY DETAIL
28D-17632-00-00	WEIGHT	10	10	Piece	
157-E3440-00-00	OIL CLEANER ELEMENT ASSEMBLY	10	10	Piece	
21C-E3440-01-00	OIL CLEANER ELEMENT ASSEMBLY	10	10	Piece	

**Save** **Cancel** **Print Put-Away List**

**OK** **Close**

ITEM  
28D-17632-00-00

DESCRIPTION  
WEIGHT

QUANTITY  
10.0

UNITS  
Piece

**Inventory Detail**

**Add Multiple**

BIN *	STATUS *	AVAILABLE	QUANTITY *
CAMPAIGN PARTS	Good	10	10

**Insert** **Remove**

- CAMPAIGN PARTS
- CHEMICALS
- HELMET
- LUBRICANTS
- MAINTENANCE PARTS
- REGULAR
- SMALL ROOM
- WAREHOUSE

Just manually *assign a bin* for each item and click **SAVE**.

## 6. HOW TO CHECK DAILY TOTAL COLLECTION & DAILY EXPENSE?

Type **Daily Total Collections** on the **Global Search**

ORACLE NETSUITE | **SANDBOX** | desmark corporation

Global Search:     Kristina Caszandra Lucion  
Desmark Corporation - Administrator

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

Home Viewing: Portlet date settings Personalize Layout

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

**Top 5 Items By Qty Sold**  
this fiscal quarter  
150  
125  
100  
75  
50  
25

**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	(PHP5,054.53)	PHP180,000.00	8/2/2023	PHP0.00	8/2/2023	0
1000 Petty Cash Fund	PHP	PHP45,081.69	PHP0.00		PHP0.00		0
1001 Cash Retention	PHP	(PHP2,126,162.48)	PHP0.00		PHP0.00		0

On **Daily Total Collection** page, make sure to set the following:

**CREATED BY** : All  
**LOCATION** : Your Branch name  
**PAYMENT METHOD** : All  
**DATE** : Today

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

**Daily Total Collections: Results** Learn about NetSuite Analytics Warehouse List Search Audit Trail

[Return To Criteria](#) [Edit this Search](#)

**FILTERS**

CREATED BY: - All - LOCATION: CARAGA 3 : Desmark Cantilan 35 PAYMENT METHOD: - All - DATE: today FROM: 10/21/2023 TO: 10/21/2023

STYLE: Normal

DATE	BRANCH	TYPE	DOCUMENT NUMBER	TRANSACTION NUMBER	NAME	ACCOUNT	TOTAL AMOUNT	PAYMENT METHOD
10/21/2023	CARAGA 3 : Desmark Cantilan 35	Cash Sale	CTL0000000000000001	CASHSALE59	KRISTINE D ESTRADA	51000 Undeposited Funds	75.00	- None -
10/21/2023	CARAGA 3 : Desmark Cantilan 35	Cash Sale	CTL0000000000000002	CASHSALE70	JUAN M DELA CRUZ	51000 Undeposited Funds	761.00	- None -
10/21/2023	CARAGA 3 : Desmark Cantilan 35	Payment	PYMT-CTL3	CUSTPYMT852	KC L LUCION	51000 Undeposited Funds	500.00	Cash
10/21/2023	CARAGA 3 : Desmark Cantilan 35	Cash Sale	CTL0000000000000003	CASHSALE73	PEDRO S SANTIAGO	51000 Undeposited Funds	75.00	- None -
10/21/2023	CARAGA 3 : Desmark Cantilan 35	Payment	PYMT-CTL4	CUSTPYMT863	KC L LUCION	51000 Undeposited Funds	448.00	Cash
10/21/2023	CARAGA 3 : Desmark Cantilan 35	Payment	PYMT-CTL5	CUSTPYMT892	KC L LUCION	51000 Undeposited Funds	948.00	Cash
10/21/2023	CARAGA 3 : Desmark Cantilan 35	Payment	PYMT-CTL6	CUSTPYMT916	12 ANDREW M. ABA	51000 Undeposited Funds	720.00	Cash
10/21/2023	CARAGA 3 : Desmark Cantilan 35	Payment	PYMT-CTL7	CUSTPYMT963	RONELYN A BESINGA	51000 Undeposited Funds	5,900.00	Cash
<b>Total</b>							<b>9,427.00</b>	

It will display all your collections of the day.

## 6.1 HOW TO CHECK DAILY TOTAL COLLECTION & DAILY EXPENSE?

Type **Daily Expense** on the **Global Search**

**Home** Viewing: Portlet date settings Personalize Layout

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

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

**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	(PHP5,054.53)	PHP180,000.00	8/2/2023	PHP0.00	8/2/2023	0
1000 Petty Cash Fund	PHP	PHP45,081.69	PHP0.00		PHP0.00		0
1001 Cash Retention	PHP	(PHP2,126,162.48)	PHP0.00		PHP0.00		0

On **Daily Total Collection** page, make sure to set the following:

**CREATED BY** : All  
**LOCATION** : Your Branch name  
**DATE** : Today

**Daily Expense: Results** Learn about NetSuite Analytics Warehouse List Search Audit Trail

Return To Criteria Edit this Search

**FILTERS**

DATE: today FROM: 10/21/2023 TO: 10/21/2023 LOCATION: CARAGA 3 : Desmark Cantilan 35 CREATED BY: - All - STYLE: Normal

DATE	BRANCH	TYPE	DOCUMENT NUMBER	NAME	ACCOUNT	TOTAL AMOUNT
10/21/2023	CARAGA 3 : Desmark Cantilan 35	Check	1233457569319	PETTY CASH CUSTODIAN	1002 Cash on Hand	-21.00
<b>Total</b>						<b>-21.00</b>

It will display all your expenses of the day.

## 7. HOW TO RECORD INVENTORY WITH DIFFERENT SUBSIDIARY?

### INSTRUCTIONS FOR DESMARK COMBI OR PREMIO MB BRANCHES

*For special handling of stock items with different subsidiary*

#### PREMIO BRANCHES

1. Receiving HONDA from supplier or other branches -> Relay through IETOOL
2. Transferring any item to DESMARK branches -> Relay through IETOOL

#### Example:

Delivery from HONDA supplier to Premio Carmen  
Premio Carmen -> transfer to Desmark Cogon

#### DESMARK BRANCHES

1. Receiving YAMAHA, KAWASAKI & SUZUKI from supplier -> Relay through IETOOL
2. Transferring any item to PREMIO branches -> Relay through IETOOL

#### Example:

Delivery from YAMAHA supplier to Desmark Cogon  
Desmark Cogon -> transfer to Premio Carmen

#### After relaying via IETOOL

- 1) Head Office will perform the transfer in Netsuite
- 2) After Head Office approves, you will automatically see the inventory in your branch. No further action required

## 8. HOW TO RECORD 'TO BE FOLLOWED FREEBIES' CLAIMED BY THE CUSTOMER?

### Go to Transactions > Sales > Enter Sales Order

The screenshot shows the Oracle NetSuite interface. The top navigation bar includes 'Activities', 'Transactions', 'Lists', 'Reports', 'Analytics', 'Customization', 'Documents', 'Setup', 'Commerce', 'Fixed Assets', 'LMS', 'Desmark', 'LTMS', 'SuiteApps', and 'Support'. The 'Transactions' menu is expanded, showing options like 'Bank', 'Purchases', 'Payables', 'Sales', 'Billing', 'Customers', 'Order Management', 'Employees', 'Inventory', 'Quota/Forecast', 'Financial', and 'Management'. The 'Sales' option is highlighted, and the 'Enter Sales Orders' option is also highlighted. Below the navigation bar, there is a 'Home' section with 'Reminders' and 'Top 5 Items By Qty Sold'. The main content area shows a table with columns: 'Account Name', 'Currency', 'Account Balance', 'Last Reconciled Balance', 'Last Reconciled On', 'Bank Balance', 'Balance As Of', and 'Items to Match'. The table contains three rows of data.

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	PHP15,000.00	PHP180,000.00	8/2/2023	PHP0.00	8/2/2023	3
1000 Petty Cash Fund	PHP	PHP0.00	PHP0.00		PHP0.00		0
Attention	PHP	(PHP137,984.00)	PHP0.00		PHP0.00		0

Fill out all the mandatory details.

**Sales Order**

**SO-1471 KC L LUCION** **PENDING FULFILLMENT**

**Primary Information**

CUSTOM FORM *	DATE *	<b>Summary</b>
Sales Order Form	11/6/2023	
ORDER #	STATUS *	
SO-1471	Pending Fulfillment	
CUSTOMER *	MEMO	SUBTOTAL 0.00
KC L LUCION	FREEBIES FOR JRB-000000000000003	DISCOUNT ITEM 0.00
BIRTHDATE	CUSTOMER CATEGORY	TAX TOTAL 0.00
7/17/1992	Regular Customer	TOTAL 0.00
BILL TO		
KC L LUCION		
VILLANUEVA POBLACION 2		
MSOR 9002		
X		
Philippines		

**Classification**

SUBSIDIARY	LEASING SUBSIDIARY	LEASING LOCATION
Desmark Corporation	Desmark Group : Premio Finance Corporation	PFC-Desmark Magsaysay 35
LOCATION *		
CAGAYAN : Desmark Borja 35		

**Sales Information**

SALES REPRESENTATIVE *	COLLECTOR GENERIC NAME	INSTALLMENT FEES (REBATE)
REYNALDO T BACULI		
OPPORTUNITY	AREA NAME	INSTALLMENT SCHEDULE
ITEM CLASS *	APPLICABLE MINIMUM DOWNPAYMENT	TOTAL PAYABLE AFTER INTEREST
Freebies		
BRAND	UNIT PRICE	MONTHLY INSTALLMENT EXCLUDING REBATE
TYPE OF SALES *	CASH PRICE	MONTHLY INSTALLMENT INCLUDING REBATE
Cash		
PRICING GROUP	LCP/SRP	MONTHLY PRINCIPAL AMOUNT
<Type then tab>		
DOWNPAYMENT	AMOUNT AFTER DOWNPAYMENT	MONTHLY INTEREST AMOUNT INCLUDING REBATE
CO-MAKER	INTEREST RATE	CREDIT CARD AMOUNT

**Items** | Installment | Shipping | Billing | Accounting | Relationships | Communication | Related Records | System Information | Custom | Barcoding | Sales Team

DISCOUNT ITEM:  RATE:

Add Multiple Upsell Items Intelligent Recommendations ? Close Remaining Lines Clear All Lines

ITEM *	COMMITTED	FULFILLED	INVOICED	BACK ORDERED	AVAILABLE	QUANTITY	UNITS	APPLICABLE FOR LOAN	PRICING TYPE	INVENTORY DETAIL	DESCRIPTION	PRICE LEVEL	TOTAL UNIT PRICE (RATE INCLUSIVE VAT)	PERCENTAGE DISCOUNT
HEL+HE112 w/ Desmark	0	0	0	1	95	1 Pc					HPH FULL FACE HELMET FOR DESMARK	Custom		
JERSEY-DESMARK					96	1 Pc					JERSEY DESMARK	Custom		
REGISTRATION-DESMARK					200	1 Pc					REGISTRATION PLATE FOR DESMARK	Custom		

<Type then tab>

Add Cancel Copy Previous Insert Remove Intelligent Recommendations

Save Cancel Void Actions

\*\*\*Do not forget to put **Zero (0)** on the Gross amount.

After filling out all necessary details, click **SAVE** and proceed to **Bill Remaining** right away for invoicing.



**Confirmation**  
Transaction successfully Saved

## Sales Order

SO-1471 KC L LUCION PENDING FULFILLMENT

Edit Back **Bill Remaining** Close Order Actions

### Primary Information

ORDER #  
SO-1471  
CUSTOMER  
KC L LUCION  
BIRTHDATE  
7/17/1992  
BILL TO  
KC L LUCION  
VILLANUEVA POBLACION 2  
MSOR 9002  
X  
Philippines Map

DATE  
11/6/2023  
MEMO  
FREEBIES FOR JRB-0000000000000003  
CUSTOMER CATEGORY  
Regular Customer

Summary	
SUBTOTAL	0.00
DISCOUNT ITEM	
TAX TOTAL	0.00
TOTAL	0.00

### Classification

SUBSIDIARY  
Desmark Corporation  
LOCATION  
CAGAYAN : Desmark Borja 35

LEASING SUBSIDIARY  
Desmark Group : Premio Finance Corporation  
BRAND

LEASING LOCATION  
PFC-Desmark Borja 35

Just review the details on the invoice and click **SAVE**.

## Invoice

INV-JRB41

Save Cancel Early Repayment Actions

### Primary Information

CUSTOM FORM \*  
Desmark Product Invoice

INVOICE #  
PH No. to be Generated

CUSTOMER \*  
KC L LUCION

DATE \*  
11/6/2023

POSTING PERIOD \*  
Nov 2023

DUE DATE

MEMO  
FREEBIES FOR JRB-0000000000000003

CUSTOMER CATEGORY  
Regular Customer

BIRTHDATE  
7/17/1992

Summary	
SUBTOTAL	0.00
DISCOUNT ITEM	0.00
TAX TOTAL	0.00
TOTAL	0.00

Items Shipping Billing Accounting Relationships Communication System Information Custom Barcoding LTMS Philippines Invoicing Sales Team

DISCOUNT ITEM RATE

Items 0.00 • Withholding Tax 0.00 •

Add Multiple Upsell Items Clear All Lines

ITEM *	BACK ORDERED	UNBILLED	QUANTITY	UNITS	INVENTORY DETAIL	DESCRIPTION	WARRANTY INFORMATION	PRICE LEVEL	UNIT PRICE	AMOUNT	TAX CODE *	TAX RATE	GROSS AMT
HEL-HE112 w/ Desmark	1	1	1	Pc		HPH FULL FACE HELMET FOR DESMARK		Custom		0.00	VAT_PH-REGULAR	12.0%	0.00
JERSEY-DESMARK	1	1	1	Pc		JERSEY DESMARK		Custom		0.00	VAT_PH-REGULAR	12.0%	0.00
REGISTRATION-DESMARK	1	1	1	Pc		REGISTRATION PLATE FOR DESMARK		Custom		0.00	VAT_PH-REGULAR	12.0%	0.00

<Type then tab>

Add Cancel Copy Previous Insert Remove

Save Cancel Early Repayment Actions

After saving, the invoicer will **print the invoice** by clicking the printer icon.

**Confirmation**  
Transaction successfully Saved

## Invoice

JRB -0000000000100000 KC L LUCION PAID IN FULL

Edit Back Authorize Return Credit Renew Early Repayment **Print** Actions

### Primary Information

NetSuite generated invoice for freebies.

**desmark corporation**

Motorcycle and Home Appliances

**Branch:**

Dupoint Building, Jr Borja Extension St., Cagayan  
De Oro City (Capital) Misamis Oriental 9000,  
Philippines  
Tel:  
VAT Reg. TIN: 004-995-117-034

**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 #: JRB -0000000000100000

Sales Invoice Date: 11/06/2023

**Date & Time Printed:**

11/06/2023 11:28:20

**Customer Name:**  
LUCION, KC LAPINA

Item Qty	Item/Invoice	Description	Unit Price	Amount
1	HEL-HE112 w/ Desmark	HPH FULL FACE HELMET FOR DESMARK		0.00
1	JERSEY-DESMARK	JERSEY DESMARK		0.00
1	REGISTRATION-DESMARK	REGISTRATION PLATE FOR DESMARK		0.00

<b>TOTAL SALES (VAT INCLUSIVE)</b>	PHP	0.00
<b>LESS:VAT</b>	PHP	0.00
<b>AMOUNT: NET OF VAT</b>	PHP	0.00
<b>TOTAL AMOUNT DUE</b>	PHP	0.00

This is a system generated Invoice Receipt CAS Permit No.AC\_127\_101323\_000026  
Range of SN from JRB0000000000100000 - JRB9999999999999999

*Received the above goods in good order and condition*

Kristina Caszandra Lucion

**Prepared by:****Reviewed by:****Customer's Signature**After invoicing, go back to the **Sales Order** and proceed to **ITEM FULFILLMENT** by clicking the **FULLFILL** button.

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

**Sales Order** SO-1471 KC L LUCION **PENDING FULFILLMENT**

Buttons: Edit Back **Fulfill** Close Order Actions

**Primary Information**


ORDER # SO-1471	DATE 11/6/2023	<b>Summary</b> <table> <tr> <td>SUBTOTAL</td> <td>0.00</td> </tr> <tr> <td>DISCOUNT ITEM</td> <td></td> </tr> <tr> <td>TAX TOTAL</td> <td>0.00</td> </tr> <tr> <td>TOTAL</td> <td>0.00</td> </tr> </table>	SUBTOTAL	0.00	DISCOUNT ITEM		TAX TOTAL	0.00	TOTAL	0.00
SUBTOTAL	0.00									
DISCOUNT ITEM										
TAX TOTAL	0.00									
TOTAL	0.00									
CUSTOMER KC L LUCION	MEMO FREEBIES FOR JRB-0000000000000003									
BIRTHDATE 7/17/1992	CUSTOMER CATEGORY Regular Customer									
BILL TO KC L LUCION VILLANUEVA POBLACION 2 MSOR 9002 X Philippines Map										

**Classification**

SUBSIDIARY Desmark Corporation	LEASING SUBSIDIARY Desmark Group : Premio Finance Corporation	LEASING LOCATION PFC-Desmark Borja 3S
LOCATION CAGAYAN : Desmark Borja 3S	BRAND	

**Sales Information**

SALES REP Kristina Caszandra Lucion	APPLICABLE MINIMUM DOWNPAYMENT	INSTALLMENT SCHEDULE
OPPORTUNITY	UNIT PRICE	TOTAL PAYABLE AFTER INTEREST
ITEM CLASS Freebies	CASH PRICE	MONTHLY INSTALLMENT EXCLUDING REBATE
TYPE OF SALES Cash	LCP/SRP	MONTHLY INSTALLMENT INCLUDING REBATE

You will be redirected to **Item Fulfillment** page and fulfill each inventory item by clicking  under **Inventory Detail** and then **SAVE**.

**Item Fulfillment** List Search Customize More

**To Be Generated**

**Primary Information**

CUSTOM FORM \*  
Desmark Item Fulfillment

REF. NO.  
To Be Generated

CUSTOMER  
KCL LUDION

CREATED FROM  
Sales Order #SO-1471

DATE \*  
11/6/2023

POSTING PERIOD  
Nov 2023

MEMO

PRE DELIVERY INSPECTION NOTES

FORWARDER

FSC CODE

EMPLOYEE/POD PERSONNEL \*

Put the name of the in-charge (invoicer)

STATUS \*  
Shipped

**Items Shipping Packages Relationships Communication System Information Custom Barcoding**

SELECT ITEM

Mark All Unmark All

FULLFILL	ITEM	DESCRIPTION	LOCATION	ON HAND	REMAINING	COMMITTED	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	EXCLUDE ITEM FROM RATE REQUEST
<input checked="" type="checkbox"/>	HEL-H112 w/ Desmark	HPH FULL FACE HELMET FOR DESMARK	CAGAYAN : Desmark Borja 3S		1		1	Pc			<input type="checkbox"/>
<input checked="" type="checkbox"/>	JERSEY-DESMARK	JERSEY DESMARK	CAGAYAN : Desmark Borja 3S		1		1	Pc			<input type="checkbox"/>
<input checked="" type="checkbox"/>	REGISTRATION-DESMARK	REGISTRATION PLATE FOR DESMARK	CAGAYAN : Desmark Borja 3S		1		1	Pc			<input type="checkbox"/>

**Save** **Cancel**

## 9. THERE IS AN INVOICE GENERATED UPON COLLECTING MONTHLY PAYMENT.

In collecting monthly payment, there are invoices shown at the bottom of the **payment page**.

**Payment** List Search Customize More

**Primary Information**

CUSTOM FORM \*  
Desmark - Customer Payment

CUSTOMER \*  
WENNY A BREGOLE

PDC BUYER  
<Type then tab>

PAYMENT #  
PYMT-PFC-TRY1

PFC OR \*

WH TAX AMOUNT  
0.00

CURRENCY \*  
Philippine Peso

EXCHANGE RATE \*  
1.00

A/R ACCOUNT

UNDEPOSITED FUNDS

ACCOUNT

DATE \*  
11/6/2023

POSTING PERIOD  
Nov 2023

ITEM/PAYMENT DESCRIPTION \*

SALES ORDER NUMBER

INSTALLMENT SCHEDULE

ELIGIBLE FOR REBATE

REBATE AMOUNT  
200

MODE OF PAYMENT \*  
Cash

MAKE EARLY REPAYMENT

INVOICE NUMBER - LEASING  
Invoice #INV-PFC-TRY5

**Summary**

TO APPLY	0.00
APPLIED	0.00
UNAPPLIED	0.00

**Classification**

SUBSIDIARY \*  
Premio Finance Corporation

DEPARTMENT

SERIES TYPE

CLASS  
Motorcycle

LOCATION \*  
PFC-Premio Toril 3S

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

PAYMENT AMOUNT \*  
0.00 ☐ AUTO APPLY

**Invoices 0.00 Credits 0.00 Deposits 0.00**

SELECT ITEM

DATE  
All

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"/>	11/6/2023	11/6/2023	Invoice	INV-PFC-TRY5		82,835.00	82,835.00	Philippine Peso				
<input type="checkbox"/>	12/7/2023	11/7/2023	Invoice	INV-PFC-TRY6		1,584.03	1,584.03	Philippine Peso				

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

These invoices are the **principal** and **interest** invoice. Interest invoice is an auto-generated invoice created by the NetSuite system for the next monthly amortization schedule.

However, in collecting a payment you do not need to check any of those invoices and just proceed to manually type on the **'Payment Amount box'** the amount you collected from the customer.

## 10. HOW TO CHECK INVENTORY ON HAND?

**Option 1.** For overall inventory on-hand (*both serialized and non-serialized*)

Go to **Reports > Inventory/Items > Physical Inventory Worksheet**

The screenshot shows the NetSuite interface with the 'Reports' menu open. The 'Physical Inventory Worksheet' option is highlighted under the 'Inventory/Items' category. Red numbers 1, 2, and 3 indicate the navigation path: 1 points to the 'Reports' menu, 2 points to the 'Inventory/Items' sub-menu, and 3 points to the 'Physical Inventory Worksheet' option.

Select Branch **Location** and Refresh. Then it will show your overall inventory on-hand.

The screenshot shows the 'Physical Inventory Worksheet' report. The 'LOCATION' dropdown is set to 'Desmark Don Carlos 35'. The 'DATE' is set to 'today' and 'AS OF' is '11/6/2023'. The 'SUBSIDIARY CONTEXT' is 'Desmark Group (Consolidated)'. The 'Refresh' button is highlighted. Below the report header, a table lists various items and their on-hand quantities.

ITEM	DESCRIPTION	PREF. VENDOR	ON HAND	PHYSICAL COUNT
06140-KS6-N00	TENSIONER LIFTER ASSEMBLY	HONDA PHILIPPINES, INC.	2	
06381-KPH-900	CONNECTING ROD KIT	HONDA PHILIPPINES, INC.	2	
06410-GCR-000	WHEEL DAMPER SET	HONDA PHILIPPINES, INC.	1	
06410-KSP-900	WHEEL DAMPER SET	HONDA PHILIPPINES, INC.	1	
06410-KWS-901	WHEEL DAMPER SET	HONDA PHILIPPINES, INC.	1	
06420-K84-900	REAR SPOKE SET A (SERVICE)	HONDA PHILIPPINES, INC.	16	
06420-KRH-900	REAR SPOKE SET A	HONDA PHILIPPINES, INC.	18	
06421-K84-900	REAR SPOKE SET B (SERVICE)	HONDA PHILIPPINES, INC.	16	
06421-KRH-900	REAR SPOKE SET B RR RRJA	HONDA PHILIPPINES, INC.	18	
06430-GGZJ-00	BRAKE SHOE SET	HONDA PHILIPPINES, INC.	1	
06430-KBG-702	BRAKE SHOE SET	HONDA PHILIPPINES, INC.	1	
06430-KFL-850	BRAKE SHOE SET	HONDA PHILIPPINES, INC.	1	
06430-KGA-901	BRAKE SHOE SET	HONDA PHILIPPINES, INC.	1	
06430-KWN-900	BRAKE SHOE SET	HONDA PHILIPPINES, INC.	2	
06430-KZL-930	BRAKE SHOE SET (ASK)	HONDA PHILIPPINES, INC.	4	
06431-MA3-405	PISTON SEAL SET	HONDA PHILIPPINES, INC.	2	
06435-KS6-N01	REAR BRAKE PAD SET	HONDA PHILIPPINES, INC.	2	
06435-KSP-B02	REAR BRAKE PAD SET	HONDA PHILIPPINES, INC.	2	
06435-KZZ-902	REAR BRAKE PAD SET	HONDA PHILIPPINES, INC.	1	
06450-121-630	BRAKE SHOE SET	HONDA PHILIPPINES, INC.	2	
06451-MA7-405	PISTON SEAL SET	HONDA PHILIPPINES, INC.	2	
06455-K46-N21	FRONT BRAKE PAD SET	HONDA PHILIPPINES, INC.	5	
06455-KS6-N01	FRONT BRAKE PAD SET	HONDA PHILIPPINES, INC.	1	
06455-KS9-A71	FRONT BRAKE PAD SET	HONDA PHILIPPINES, INC.	1	
06455-K84-902	FRONT BRAKE PAD SET	HONDA PHILIPPINES, INC.	3	
06455-KCC-841	FRONT BRAKE PAD SET	HONDA PHILIPPINES, INC.	2	
06455-KCN-750	FRONT BRAKE PAD SET	HONDA PHILIPPINES, INC.	1	
06455-KPH-952	FRONT BRAKE PAD SET	HONDA PHILIPPINES, INC.	1	
06455-KPY-933	FRONT BRAKE PAD SET	HONDA PHILIPPINES, INC.	2	
06455-KUB-T01	FRONT BRAKE PAD SET	HONDA PHILIPPINES, INC.	2	

## Option 2. Checking on-hand serialized items

Go to **Desmark > Inventory > Available Inventory**

Select your Branch **Location** to show your serialized on-hand inventory.

EDIT   VIEW	ITEM	ENGINE/CHASSIS	LOCATION	ON HAND	ON ORDER	AVAILABLE	IN TRANSIT	TOTAL: 42
Edit   View	UMK42ST UTDI	GCALT-4789541	Desmark Don Carlos 35	1	0	1	0	
Edit   View	UMK-435	GCAMT-7403635	Desmark Don Carlos 35	1	0	1	0	
Edit   View	UMK43ST UEDI	GCAMT-7488557	Desmark Don Carlos 35	1	0	1	0	
Edit   View	AFP1105FP-CRR	JA52E-0534760/RLHJA3890PY102108	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACB125CBFP11-CR	JA69E7174937/K2VJ0174914	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACB125CBFP11-CR	JA69E7175011/K2VJ0175113	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACB125CBFP11-SB	JA69E7235281/K2VJ0234859	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACB125CBFP11-SB	JA69E7235699/K2VJ0234929	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACB125CBFP11-CR	JA69E7247854/K2VJ0247082	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACB125CBFP11-CR	JA69E7257899/K2VJ0257125	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACB125CBFP11-CR	JA69E7257936/K2VJ0257201	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACB125CBFP11-OB	JA69E7296094/K2VJ1001312	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACB125CBFP11-OB	JA69E7296204/K2VJ1001500	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACB125CBFP11-OB	JA69E7296323/K2VJ1001445	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACH110CSFN-BK	JF78E7479467/K81P1054647	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACH110CSFNII-MG	JF78E7486493/K81P2045354	Desmark Don Carlos 35	1	0	1	0	
Edit   View	ACH110CSFN-LIY	JF78E7500481/K81P1064839	Desmark Don Carlos 35	1	0	1	0	
Edit   View	CB150N-VIR	KC38E7000898/MH1KC3370NK000953	Desmark Don Carlos 35	1	0	1	0	

You can also search of a specific **serial** or **engine** number by typing it on the **box below ENGINE/CHASSIS**.