



AMBIT FINANCE CREDIT ADMINISTRATION MANUAL



Loans Processing



Late Booking

Late booked contracts – are contracts that are booked with lapse installment that are already due and demandable. In Ambit finance new process will be introduced on how to process booking for late booked accounts using installment modification.

1. Tagged custom flows for late booked “YES”.

Late Booked	Yes
Credit Activity Flag	No
	Yes

2. Booked the contract by completing the “LOAN PROCESSING WORKFLOW”.

Menu ▾ Home / Contracts / 700657736

Contract 700657736 - Summary

LEASE NEW (INDIVIDUAL)

Contract	Credit	LOAN PROCESSING
Accepted 0/0	Approved 0/0	Document Screening 0/3

Completed Workflows ▾

Menu ▾ Home / Contracts / 700657723 Save Calculate Switch to Calculator ▾

Contract	Credit	Completed Workflows ▾
Booked 0/0	Approved 0/0	

Calculation Rate ▾

Basic Details Financial Assets Financed Amount Financials Docu

Program 45 - Retention Program

Restructure 1 (Complete Activated)
TFS CREDIT (Approved)
TFS Dealer Sales (Receipt of Documents)
Reconsideration (Reapprove Contract)
LOAN PROCESSING (Booked)

uctions Valuation



Late Booking

3. Modify current flow (lapse installment/s).
 - a. Go to Cashflows & Bankflows – Current cashflows.

Menu ▾ Home / Contracts / 700657736

Search 🔍

Recent

- Quotes & Contracts
- Opportunities
- Parties
- Assets
- Tasks
- G/L Journals
- Bank Accounts
- Reserves
- Cashflows & Bankflows**
- Overdues & Collections
- Communications
- Reports
- Utilities

CASHFLOWS

CASHFLOW VIEWS

- Current cashflows**
- Employee Insurance Processing
- MI Paid within GP bt ODI Gnrtld
- Miscellaneous Processing
- Next business days cashflows
- OMA Payments
- OMA Payments InterimRent
- OPS-Disbursal Dealer
- OPS-Disbursal SMC Contract Id
- OPS-Disbursal Sales Man
- Overdues
- Current Purchase Invoices-Credit

BANKFLOWS

- New Bankflow

BANKFLOW VIEWS

- Bankflows By Bank Flow ID
- Bankflows By Contract
- Bankflows By Contract R
- Bankflows For Date
- Contract Bankflows
- Rejected Bankflows
- Rejected Bankflows C
- Unallocated Bankflows
- Unallocated Bankflows c
- Bankflows with no Party a/c

- b. Indicated contract number of late booked contracts in Current cashflows tab. Current cashflows will shows lapse installment subject for modification.

Cashflows

Current cashflows ▾

Contract No. 700657723 Open ▾ QSea

			Contract No.	Install...	Type	Product	Party Name	Actual... ^v	Amount
☐	↶	✓	700657723	0	Dealer Incentive	Individual Retail N...	TOYOTA SHAW I...	9/5/2017	(139,984.00)
☐	↶	✓	700657723	1	Downpayment	Individual Retail N...	TOYOTA SHAW I...	9/5/2017	269,200.00
☐	↶	✓	700657723	1	Drawdown	Individual Retail N...	TOYOTA SHAW I...	9/5/2017	(1,346,000.00)
☐	↶	✓	700657723	0	CMFee ADDL AF	Individual Retail N...	TOYOTA SHAW I...	9/5/2017	2,700.00
☐	↶	✓	700657723	0	CM Fees 3party A...	Individual Retail N...	TOYOTA SHAW I...	9/5/2017	29,272.00
☐	↶	✓	700657723	1	Installment	Individual Retail N...	TOYOTA SHAW I...	9/5/2017	39,094.00
☐	↶	⚙	700657723	2	Installment	Individual Retail N...	GAYOSO	10/5/2017	39,094.00
☐	↶	⚙	700657723	3	Installment	Individual Retail N...	GAYOSO	11/5/2017	39,094.00



Late Booking

- c. Modify Flows – Click the lapse installment and menu option and choose modify flows.

Cashflows

Current cashflows ▾

Contract No. 700657723								
			Contract No.	Install...	Type	Product	Party Name	Actual D
			700657723	0	Dealer Incentive	Individual Retail N...	TOYOTA SHAW I...	9/5/2017
			700657723	1	Downpayment	Individual Retail N...	TOYOTA SHAW I...	9/5/2017
			700657723	1	Drawdown	Individual Retail N...	TOYOTA SHAW I...	9/5/2017
			700657723	0	CMFee ADDL AF	Individual Retail N...	TOYOTA SHAW I...	9/5/2017
			700657723	0	CM Fees 3party A...	Individual Retail N...	TOYOTA SHAW I...	9/5/2017
			700657723	1	Installment	Individual Retail N...	TOYOTA SHAW I...	9/5/2017
			700657723	2	Installment	Individual Retail N...	GAYOSO	10/5/2017
			700657723	3	Installment	Individual Retail N...	GAYOSO	11/5/2017

Menu TAB

Open ▾

Modify Flows

Write Off Balance
Switch Bank Account
Switch Instructions...
Release
Un-release
Net
Un-net
Release and Net
Un-release and Un-net
Pay Proceeds Netting
Installment Netting
Allocate

- d. How to modify flows –

- Modification Type choose **Restructure Flow**.
- Restructure Action choose **Move Expected Date**.
- Restructure Calc Date – indicated the date when payment will be realized to avoid nonstarter account related to late booked contracts (For future discussion on number of days of allowance for posting payment).
- Click Modify.

Modify Flows - Flow 71847140

Calc Date	10/5/2017	Actual Date	10/5/2017
Expected Date	12/5/2017	Release Date	12/5/2017
Amount	PHP 39,094.00	Type	Installment

Modification Type	Restructure Flow
Apply modification to	Selected flow only
Restructure Action	Move Expected Date
Restructure Calc Date	12/5/2017

☐ Recalculate contract

Quick Note

Comments will be added as a new Note on the current contract, party or party account.

Modify Cancel

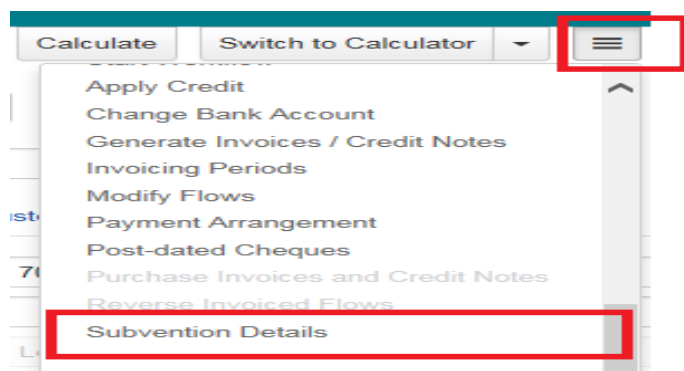


OMA Contracts (One Month Advance)

OMA Contracts – are contracts that are booked with one month advance payment for their installment and netted thru dealer proceeds. In Ambit finance new process will be introduced on how to process booking for OMA accounts using subvention method.

Subvention Method – Using subvention 1st installment (OMA) will be included in the netting details in release set up.

1. Set up Subvention details – **Before the contract activation**, Subvention details must be entered. The subvention will default to 1 installment with dealership as the settlement party.
 - a. Subvention details can be found in the menu dialog box.



- b. Enter Subventor – Subventor is always the dealer party. Then click okay.

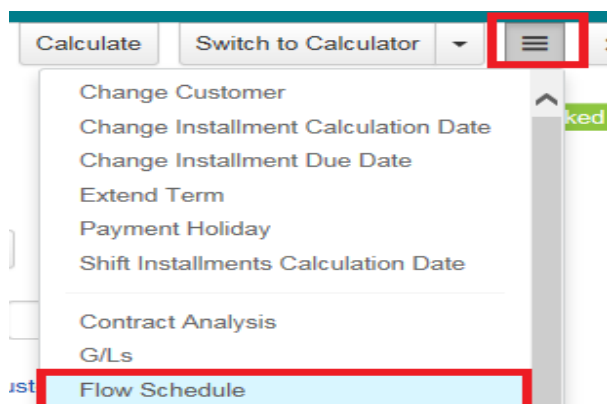
Subvention Receipts

Subventor	TOYOTA CABANATUAN
Account Number	10075-0001
Number of Installments	1
<input type="checkbox"/> Ignore First Non-zero Installment	
<div>Delete OK Cancel</div>	



OMA Contracts (One Month Advance)

2. **Save** the changes made.
3. Check the contract flow schedule to check if subvention details is incorporated in the 1st installment. (Flow Schedule can be viewed in the menu dialog box)



- Note: Always check if the 1st installment is under Dealer Party prior contract activation.

Menu ▾ Home / Contracts / 700657692 / Flow Schedule Contract Analysis Export to Excel ✕

Contract 700657692 - Flow Schedule

Flow Schedule Receipts Ledger Payments Ledger

Flows ▾ Open Flow Open Allocated Flows ≡

<input type="checkbox"/> Non-cash flows	<input checked="" type="checkbox"/> Purchase Invoice flows	<input type="checkbox"/> Recovery flows	<input checked="" type="checkbox"/> Detail for selected flow	<input type="checkbox"/> Preview changes		Party Name	Install...	Type	Gross Am...	Calc Date	Actual Date	Expected...	Relea...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TOYOTA CABAN...	1	Drawdown	(2,634,00...	11/29/2017	11/29/2017	11/29/2017	11/29/...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TOYOTA CABAN...	1	Installment	52,385.00	11/29/2017	11/29/2017	11/29/2017	11/29/...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TOYOTA CABAN...	0	PROCESSING FEE	17,804.00	11/29/2017	11/29/2017	11/29/2017	11/29/...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TOYOTA CABAN...	0	Dealer Incentive	(358,224.00)	11/29/2017	11/29/2017	11/29/2017	11/29/...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		TOYOTA CABAN...	1	Initial Payment	526,800.00	11/29/2017	11/29/2017	11/29/2017	11/29/...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CALMA, ALMA M...	2	Installment	52,385.00	12/29/2017	12/29/2017	12/29/2017	12/29/...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		CALMA, ALMA M...	3	Installment	52,385.00	1/29/2018	1/29/2018	1/29/2018	1/29/2...

OMA Contracts (One Month Advance)

4. Booked the contract by completing the “LOAN PROCESSING WORKFLOW”.

Menu ▾ Home / Contracts / 700657736

Contract 700657736 - Summary

LEASE NEW (INDIVIDUAL)

Contract	Credit	LOAN PROCESSING
Accepted 0/0	Approved 0/0	Document Screening 0/3

Completed Workflows ▾

Contract	Credit	Completed Workflows ▾
Booked 0/0	Approved 0/0	

Calculation Rate ▾

Basic Details Financial Assets Financed Amount Financials Documents Instructions Valuation

Program 45 - Retention Program

Restructure 1 (Complete Activated)
TFS CREDIT (Approved)
TFS Dealer Sales (Receipt of Documents)
Reconsideration (Reapprove Contract)
LOAN PROCESSING (Booked)



Cash Control



PDC Encoding

Post-Dated Check Module – Under PDC module this is where we record, view, cancel, hold postdated checks.

1. Open the contract or party to which the Post Dated Checks relates.
2. Open the Post-dated Cheques page:
 - a. If you are on the Contract Summary page, click **Post-dated Cheques** under **Actions**.

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Menu Home / Contracts / 700657700

Contract 700657700 - Summary

CORPORATE RETAIL NEW 3P

Contract

Booked 0/0

Credit

Approved 0/0

Completed Workflows

Customer PHILIPPINE BED AND FURNITURE MFG. CORP

Address NO. 27 G. MOLINA STREET CANUMAY EAST, 09178077223/2776582, VALENZUELA, METRO MANILA, Philippines

Phone (Business) +632776582

Email (Business) NONE@YAHOO.COM

Business Unit TOYOTA FINANCIAL SERVICES PHILIPPINES

Operating Unit TOYOTA FINANCIAL SERVICES PHILIPPINES CORPORATION

Business Model Introduced-TFS

Valid ID Submitted

Amount Financed (AC - DP) 1513400

Add on Rate 9.67

Amount Financed: 1,750,852.46

Start 29 November 2017

Term: 12 months

Total Receivable: 1,826,676.00

Maturity 29 November 2018

689,472.00 received

1,826,676.00 unpaid

Current Status

PHP

Outstanding Principal 1,750,852.46

Outstanding Interest 75,823.54

Outstanding Installments 1,826,676.00

Interest Accrued 0.00

Outstanding Charges Due 0.00

Receivables 1,826,676.00

Receivables Due (0.00) 0.00

Receivables Invoiced (0.00) 0.00

Liability 1,751,595.28

Exposure 0.00

Net Book Value 2,162,000.00

Principal Balance 1,513,400.00

Unallocated Bankflows 0.00

Payments

12 Monthly payments of 152,223.00 (152,223.00)

Next installment 152,223.00 due 12/29/2017

Assets

Asset1 (#####) 2,162,000.00 (2,162,000.00)

Edit Contract

Calculator

Customer

Installments

Extend Term

Contract Analysis

GLs

Flow Schedule

Custom Action

Documents

Notes

New Note

Print

Start Workflow

Contract Custom Flows

Extensions

Financing Statements

Payment Arrangement

Payment Instructions

Post-dated Cheques



PDC Encoding

- b. If you have the Contract, Party or the Contract Calculator page open, click menu dialog box and then **Post-dated cheques**.

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Menu ▾ Home / Contracts / 700657700 / Calculator Save ▾ Calculate Switch to Edit ▾ ≡ ×

Contract 700657700 - Calculator
CORPORATE RETAIL NEW 3P

Contract Booked 0/0 Credit Approved 0/0 Completed Workflows ▾

Contract Details

Program		Calculation	R
Product	Corporate Retail New 3P	Rate Level	C
Business Unit	TOYOTA FINANCIAL SERVICES PHILIPPINES	Tax Profile	D
Operating Unit	TOYOTA FINANCIAL SERVICES PHILIPPINES	Schedule View Mode	S
Originating Location	Philippines	<input checked="" type="checkbox"/> Is Structured	

- Print
- Restructure Details
- Start Workflow
- Apply Credit
- Change Bank Account
- Generate Invoices / Credit Notes
- Invoicing Periods
- Modify Flows
- Payment Arrangement
- Post-dated Cheques**
- Purchase Invoices and Credit Notes
- Reverse Invoiced Flows
- Subvention Details
- Check Credit
- Credit Check Consent

3. Select the **New PDC** button.

Menu ▾ Home / Contracts / 700657700 / Post-dated Cheques Set Reminder ×

Contract 700657700 - Post-dated Cheques

Contract Post-dated Cheques ▾

New PDC Open ≡

	Status	Cheque D...	Bank In D...	Type	CCY	Amount	Cheq...	Bank	Branch	Draw
No items to display										



PDC Encoding

4. Fill out details on the [Post-dated Cheque - New](#) page.

Note: To enter multiple cheques, enter the number of cheques you want to create in the **Number of Cheques** field.

Menu ▾ Home / Contracts / 700657700 / Post-dated Cheques / New Save ▾ X

Post-dated Cheque - New

Party	PHILIPPINE BED AND FURNITURE MFG. CORP	Number of Cheques	1
Party Account	1720018-0001 ▾	Starting Cheque No.	1
Contract	700657700 / 7006577005	PDC Type	Local -3 ▾
Bank Account	TFSPH - Metrobank ▾	First Cheque Date	12/4/2017
Account No.	52182-7	<input type="checkbox"/> Link To Installment	
Remarks			
	First Bank In Date	12/4/2017	
	Default Amount	PHP	152,223.00
	Bank	▾	
	Branch Name		
	Drawer		
	Custody Location	▾	

5. Select the **Save and Close** button. This adds the cheque or cheques to the table on the **Post Dated Cheques** page.

Menu ▾ Home / Contracts / 700657700 / Post-dated Cheques / New Save ▾ X

Post-dated Cheque - New

Party	PHILIPPINE BED AND FURNITURE MFG. CORP	Number of Cheques	12
Party Account	1720018-0001 ▾	Starting Cheque No.	1234
Contract	700657700 / 7006577005	PDC Type	Local -3 ▾
Bank Account	TFSPH - CITIBANK1 ▾	First Cheque Date	12/4/2017
Account No.	456009	<input type="checkbox"/> Link To Installment	
Remarks			
	First Bank In Date	12/4/2017	
	Default Amount	PHP	152,223.00
	Bank	RURAL BANK OF MVSM BANK INC ▾	
	Branch Name	test	
	Drawer		
	Custody Location	Citibank ▾	



PDC Encoding

6. Select a cheque and select the **Open** button to make minor changes to, for example, the Bank In Date or Cheque No, or select X to close the page.

Contract 700657690 - Post-dated Cheques

Contract Post-dated Cheques ▾

New PDC Open ≡

⚙	⌵	Status	Cheque D...	Bank In D...	Type	CCY	Amount	Cheq...	Bank	Branch	Draw
⚙	⌵	Pending	11/24/2018	11/24/2018	Local -3	PHP	41,129.00	123456	RURAL BANK OF...	swqdwad	dqad
⚙	⌵	Pending	12/24/2018	12/24/2018	Local -3	PHP	41,129.00	123457	RURAL BANK OF...	swqdwad	dqad

Menu ▾ Home / Contracts / 700657690 / Post-dated Cheques / 6420935 Save ▾ X

Post-dated Cheque 6420935

Party	TAMONDONG, RHEALYN PACARDO	Cheque No.	123456
Party Account	847697-0001 ▾	PDC Type	Local -3 ▾
Contract	700657690 / 7006576904	Cheque Date	11/24/2018 📅
Bank Account	TFSPH - CITIBANK1 ▾	Installment No.	0
Account No.	456009	Bank In Date	11/24/2018 📅
Remarks			
	Amount	PHP	41,129.00
	Bank	RURAL BANK OF PADRE GARCIA INC. ▾	
	Branch Name	swqdwad	
	Drawer	dqadqscd	
	Custody Location	Citibank ▾	
	Status	Pending ▾	



PDC Cancellation

1. Open the contract or party to which the Post Dated Checks relates.
2. Open the Post-dated Cheques page:
 - a. If you are on the Contract Summary page, click **Post-dated Cheques** under **Actions**.

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Menu Home / Contracts / 700657700

Contract 700657700 - Summary

CORPORATE RETAIL NEW 3P

Contract

Booked 0/0

Credit

Approved 0/0

Completed Workflows

Customer

PHILIPPINE BED AND FURNITURE MFG. CORP

Address

NO. 27 G. MOLINA STREET CANUMAY EAST,
09178077223/2776582, VALENZUELA, METRO MANILA,
Philippines

Phone (Business)

+(02)776582

Email (Business)

NONE@YAHOO.COM

Business Unit

TOYOTA FINANCIAL SERVICES PHILIPPINES

Operating Unit

TOYOTA FINANCIAL SERVICES PHILIPPINES CORPORATION

Business Model

Introduced-TFS

Valid ID

Submitted

Amount Financed (AC - DP)

1513400

Add on Rate

9.67

Edit Contract

Calculator

Customer

Installments

Extend Term

Amount Financed: 1,750,852.46

Total Receivable: 1,826,676.00

Start 29 November 2017

Term: 12 months

Maturity 29 November 2018

689,472.00 received

1,826,676.00 unpaid

Current Status

PHP

Outstanding Principal

1,750,852.46

Outstanding Interest

75,823.54

Outstanding Installments

1,826,676.00

Interest Accrued

0.00

Outstanding Charges Due

0.00

Receivables

1,826,676.00

Receivables Due

(0.00) 0.00

Receivables Invoiced

(0.00) 0.00

Liability

1,751,595.28

Exposure

0.00

Net Book Value

2,162,000.00

Principal Balance

1,513,400.00

Unallocated Bankflows

0.00

Payments

12 Monthly payments of 152,223.00 (152,223.00)

Next installment 152,223.00 due 12/29/2017

Assets

Asset1 (#####)

2,162,000.00 (2,162,000.00)

Contract Analysis

G/Ls

Flow Schedule

Custom Action

Documents

Notes

New Note

Print

Start Workflow

Contract Custom Flows

Extensions

Financing Statements

Payment Arrangement

Payment Instructions

Post-dated Cheques



PDC Cancellation

- b. If you have the Contract, Party or the Contract Calculator page open, click menu dialog box and then **Post-dated cheques**.

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Menu ▾ Home / Contracts / 700657700 / Calculator Save ▾ Calculate Switch to Edit ▾ ≡ ✕

Contract 700657700 - Calculator
CORPORATE RETAIL NEW 3P

Contract Booked 0/0 Credit Approved 0/0 Completed Workflows ▾

Contract Details

Program Calculation R

Product Corporate Retail New 3P Rate Level C

Business Unit TOYOTA FINANCIAL SERVICES PHILIPPINES Tax Profile D

Operating Unit TOYOTA FINANCIAL SERVICES PHILIPPINES Schedule View Mode S

Originating Location Philippines ☐ Is Structured

- Print
- Restructure Details
- Start Workflow
- Apply Credit
- Change Bank Account
- Generate Invoices / Credit Notes
- Invoicing Periods
- Modify Flows
- Payment Arrangement
- Post-dated Cheques**
- Purchase Invoices and Credit Notes
- Reverse Invoiced Flows
- Subvention Details
- Check Credit
- Credit Check Consent

3. Select the cheque you want to cancel, and select **Open**.

Menu ▾ Home / Contracts / 700657690 / Post-dated Cheques Set Reminder ✕

Contract 700657690 - Post-dated Cheques

Contract Post-dated Cheques ▾ New PDC Open ≡

	Status	Cheque D...	Bank In D...	Type	CCY	Amount	Cheq...	Bank	Branch	Draw
...	Pending	11/24/2018	11/24/2018	Local -3	PHP	41,129.00	123456	RURAL BANK OF...	swqdgwad	dqad
...	Pending	12/24/2018	12/24/2018	Local -3	PHP	41,129.00	123457	RURAL BANK OF...	swqdgwad	dqad
...	Pending	1/24/2019	1/24/2019	Local -3	PHP	41,129.00	123458	RURAL BANK OF...	swqdgwad	dqad
...	Pending	2/24/2019	2/24/2019	Local -3	PHP	41,129.00	123459	RURAL BANK OF...	swqdgwad	dqad
...	Pending	3/24/2019	3/24/2019	Local -3	PHP	41,129.00	123460	RURAL BANK OF...	swqdgwad	dqad
...	Pending	4/24/2019	4/24/2019	Local -3	PHP	41,129.00	123461	RURAL BANK OF...	swqdgwad	dqad
...	Pending	5/24/2019	5/24/2019	Local -3	PHP	41,129.00	123462	RURAL BANK OF...	swqdgwad	dqad
...	Pending	6/24/2019	6/24/2019	Local -3	PHP	41,129.00	123463	RURAL BANK OF...	swqdgwad	dqad
...	Pending	7/24/2019	7/24/2019	Local -3	PHP	41,129.00	123464	RURAL BANK OF...	swqdgwad	dqad
...	Pending	8/24/2019	8/24/2019	Local -3	PHP	41,129.00	123465	RURAL BANK OF...	swqdgwad	dqad
...	Pending	9/24/2019	9/24/2019	Local -3	PHP	41,129.00	123466	RURAL BANK OF...	swqdgwad	dqad
...	Pending	10/24/2019	10/24/2019	Local -3	PHP	41,129.00	123467	RURAL BANK OF...	swqdgwad	dqad

< 1 > 100 items per page 1 - 12 of 12 items



PDC Cancellation

4. Select the **Status** field and select **Cancelled**.

Menu ▾ Home / Contracts / 700657690 / Post-dated Cheques / 6420936 Save ▾ ✕

Post-dated Cheque 6420936

Party	TAMONDONG, RHEALYN PACARDO	Cheque No.	123457
Party Account	847697-0001 ▾	PDC Type	Local -3 ▾
Contract	700657690 / 7006576904	Cheque Date	12/24/2018 📅
Bank Account	TFSPH - CITIBANK1 ▾	Installment No.	0
Account No.	456009	Bank In Date	12/24/2018 📅
Remarks		Amount	PHP 41,129.00
		Bank	RURAL BANK OF PADRE GARCIA INC. ▾
		Branch Name	swqdgwad
		Drawer	dqadqscd
		Custody Location	Citibank ▾
		Status	Pending ▾
			Cancelled
			On Hold
			Pending

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5. In the **Cancel Post Dated Cheques** dialog, either enter a **Cancellation Reason** or select one from the list.

Cancellation Reason ▾

Remarks Field Replace Remarks ▾

Cancel Post-dated Cheques

Cancellation Reason ▾

Remarks Field

- Account Closed
- Cash Replacement
- Cheque Replacement
- Contract Suspended
- Contract Written off
- Installment Not Available



PDC Cancellation

- 6. Specify whether you want the cancellation reason, which will be stored in the **Remarks** field, to either replace any existing remarks (**Replace Remarks**) or added to the end (**Add To Remarks**).

Cancel Post-dated Cheques

Cancellation Reason

Remarks Field

Replace Remarks

Add to Remarks

Replace Remarks

- 7. Select **OK** to close the dialog box.

Cancel Post-dated Cheques

Cancellation Reason

Cheque Replacement

Remarks Field

Replace Remarks

OK

Cancel



PDC HOLD

1. Open the contract or party to which the Post Dated Checks relates.
2. Open the Post-dated Cheques page:
 - a. If you are on the Contract Summary page, click **Post-dated Cheques** under **Actions**.

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Menu ▾ Home / Contracts / 700657700

Contract 700657700 - Summary

CORPORATE RETAIL NEW 3P

Contract

Booked 0/0

Credit

Approved 0/0

Completed Workflows ▾

Customer

PHILIPPINE BED AND FURNITURE MFG. CORP

Address

NO. 27 G. MOLINA STREET CANUMAY EAST,
09178077223/2776582, VALENZUELA, METRO MANILA,
Philippines

Phone (Business)

+(0)2776582

Email (Business)

NONE@YAHOO.COM

Business Unit

TOYOTA FINANCIAL SERVICES PHILIPPINES

Operating Unit

TOYOTA FINANCIAL SERVICES PHILIPPINES CORPORATION

Business Model

Introduced-TFS

Valid ID

Submitted

Amount Financed (AC - DP)

1513400

Add on Rate

9.67

Amount Financed: 1,750,852.46

Start 29 November 2017

Term: 12 months

Maturity 29 November 2018

Total Receivable: 1,826,676.00

689,472.00 received

1,826,676.00 unpaid

Current Status

PHP

Outstanding Principal	1,750,852.46
Outstanding Interest	75,823.54
Outstanding Installments	1,826,676.00
Interest Accrued	0.00
Outstanding Charges Due	0.00
Receivables	1,826,676.00
Receivables Due	(0.00) 0.00
Receivables Invoiced	(0.00) 0.00
Liability	1,751,595.28
Exposure	0.00
Net Book Value	2,162,000.00
Principal Balance	1,513,400.00
Unallocated Bankflows	0.00

Payments

12 Monthly payments of 152,223.00 (152,223.00)

Next installment 152,223.00 due 12/29/2017

Assets

Asset1 (#####) 2,162,000.00 (2,162,000.00)

Edit Contract

Calculator

Customer

Installments

Extend Term

Contract Analysis

GLs

Flow Schedule

Custom Action

Documents

Notes

New Note

Print

Start Workflow

Contract Custom Flows

Extensions

Financing Statements

Payment Arrangement

Payment Instructions

Post-dated Cheques



PDC HOLD

- b. If you have the Contract, Party or the Contract Calculator page open, click menu dialog box and then **Post-dated cheques**.

FIS | Ambit Asset Finance Enterprise

Menu ▾ Home / Contracts / 700657700 / Calculator Save ▾ Calculate Switch to Edit ▾ ≡ ✕

Contract 700657700 - Calculator
CORPORATE RETAIL NEW 3P

Contract Booked 0/0 Credit Approved 0/0 Completed Workflows ▾

Contract Details

Program

Product Corporate Retail New 3P

Business Unit TOYOTA FINANCIAL SERVICES PHILIPPINES

Operating Unit TOYOTA FINANCIAL SERVICES PHILIPPINES

Originating Location Philippines

Calculation R

Rate Level C

Tax Profile D

Schedule View Mode S

☒ Is Structured

Print

Restructure Details

Start Workflow

Apply Credit

Change Bank Account

Generate Invoices / Credit Notes

Invoicing Periods

Modify Flows

Payment Arrangement

Post-dated Cheques

Reverse Invoiced Flows

Subvention Details

Check Credit

Credit Check Consent

3. Select the cheque you want to HOLD, and select **Open**.

Menu ▾ Home / Contracts / 700657690 / Post-dated Cheques Set Reminder ✕

Contract 700657690 - Post-dated Cheques

Contract Post-dated Cheques ▾ New PDC **Open** ≡

	Status	Cheque D...	Bank In D...	Type	CCY	Amount	Cheq...	Bank	Branch	Draw
...	Pending	11/24/2018	11/24/2018	Local -3	PHP	41,129.00	123456	RURAL BANK OF...	swqdgwad	dqad
...	Pending	12/24/2018	12/24/2018	Local -3	PHP	41,129.00	123457	RURAL BANK OF...	swqdgwad	dqad
...	Pending	1/24/2019	1/24/2019	Local -3	PHP	41,129.00	123458	RURAL BANK OF...	swqdgwad	dqad
...	Pending	2/24/2019	2/24/2019	Local -3	PHP	41,129.00	123459	RURAL BANK OF...	swqdgwad	dqad
...	Pending	3/24/2019	3/24/2019	Local -3	PHP	41,129.00	123460	RURAL BANK OF...	swqdgwad	dqad
...	Pending	4/24/2019	4/24/2019	Local -3	PHP	41,129.00	123461	RURAL BANK OF...	swqdgwad	dqad
...	Pending	5/24/2019	5/24/2019	Local -3	PHP	41,129.00	123462	RURAL BANK OF...	swqdgwad	dqad
...	Pending	6/24/2019	6/24/2019	Local -3	PHP	41,129.00	123463	RURAL BANK OF...	swqdgwad	dqad
...	Pending	7/24/2019	7/24/2019	Local -3	PHP	41,129.00	123464	RURAL BANK OF...	swqdgwad	dqad
...	Pending	8/24/2019	8/24/2019	Local -3	PHP	41,129.00	123465	RURAL BANK OF...	swqdgwad	dqad
...	Pending	9/24/2019	9/24/2019	Local -3	PHP	41,129.00	123466	RURAL BANK OF...	swqdgwad	dqad
...	Pending	10/24/2019	10/24/2019	Local -3	PHP	41,129.00	123467	RURAL BANK OF...	swqdgwad	dqad

< 1 > 100 items per page 1 - 12 of 12 items



PDC HOLD

4. Select the **Status** field and select **HOLD**.

The screenshot shows the 'Post-dated Cheque 6420936' form in the FIS | Ambit Asset Finance Enterprise system. The form contains various fields for cheque details. The 'Status' field is highlighted with a red box, and the 'On Hold' option is selected from the dropdown menu. The 'Status' field is currently set to 'Pending'.

Field	Value
Party	TAMONDONG, RHEALYN PACARDO
Party Account	847697-0001
Contract	700657690 / 7006576904
Bank Account	TFSPH - CITIBANK1
Account No.	456009
Remarks	
Cheque No.	123457
PDC Type	Local -3
Cheque Date	12/24/2018
Installment No.	0
Bank In Date	12/24/2018
Amount	PHP 41,129.00
Bank	RURAL BANK OF PADRE GARCIA INC.
Branch Name	swqdgwad
Drawer	dqadqad
Custody Location	Citibank
Status	Pending

5. In the **Hold Post Dated Cheques** dialog, either enter **Hold Reason** or select one from the list.

The screenshot shows the 'Hold Post-dated Cheques' dialog box. The 'Hold Reason' field is highlighted with a red box, and the 'Replace Remarks' option is selected from the dropdown menu. The 'Hold Reason' field is currently empty.

Field	Value
Hold Reason	
Remarks Field	Replace Remarks



PDC HOLD

6. Specify whether you want the hold reason, which will be stored in the **Remarks** field, to either replace any existing remarks (**Replace Remarks**) or added to the end(**Add To Remarks**).

Hold Post-dated Cheques

Hold Reason	<input type="text"/>
Remarks Field	<div>Replace Remarks Add to Remarks Replace Remarks</div>

7. Select **OK** to close the dialog.

Cancel Post-dated Cheques

Cancellation Reason	<input type="text" value="Cheque Replacement"/>
Remarks Field	<input type="text" value="Replace Remarks"/>



Documentation



TASK ASSIGNMENT

Task - Ambit Asset Finance provides a workflow processing system, based on tasks that can be assigned both manually and automatically, to ensure that:

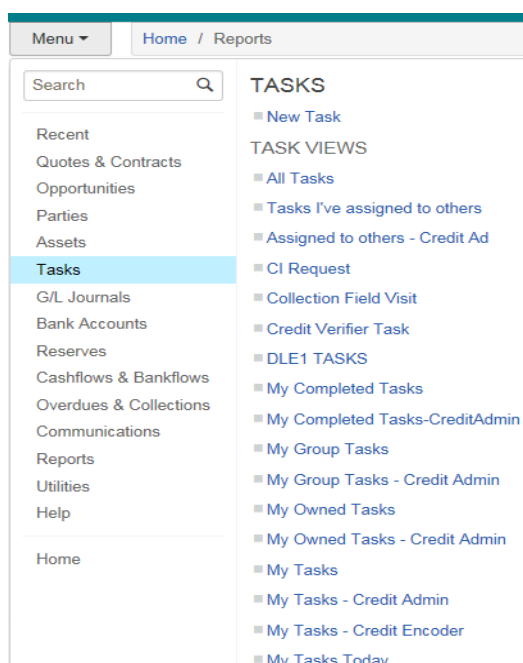
- Tasks are performed in an appropriate and controlled order.
- System functions can be automated according to rules.
- Users are aware of the tasks they need to perform.
- Time-related tasks are completed when required.

System events and pre-set dates can be used to trigger Ambit Asset Finance to create a task, which can have one of four priority levels:

- 4 - Low
- 3 - Normal - this is the default
- 2 - High
- 1 - Urgent

Task View - Each user has a task view where they can access reminder or warning tasks, for themselves or their user group (team), depending on the security configuration and the selected view's definition.

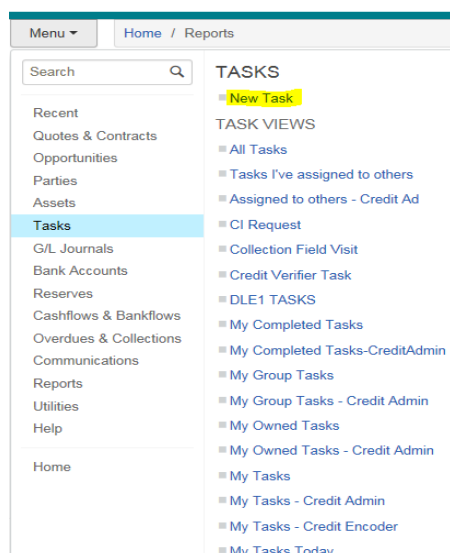
1. To open a **Tasks** View, select **Menu | Tasks** and select a **Task View**.





TASK ASSIGNMENT

2. Create a Task and Reminder.
 - a. Open a Task View and select New Standard Task.



- b. Fill out the details on the Standard Task New / Edit page. (General Tab)
 - i. Subject, Priority, Comments, Due, Start, Set Reminder

Menu ▾ Home / Tasks / New Save ▾ Assign ≡ >

Standard Task - New

General Links

Subject					
Priority	3 - Normal ▾	Due	12/5/2017	12:51 PM	🕒
Status	Not Started ▾	Start	12/4/2017	12:51 PM	🕒
Assigned to	Mary Christine T. Delmo	Set Reminder	On	Off	
Owner	Mary Christine T. Delmo	Reminder	12/5/2017	12:51 PM	🕒

Comments



TASK ASSIGNMENT

- c. Fill out the details on the Standard Task New / Edit page. (Links Tab)
 - i. Contract Number,

Menu ▾ Home / Tasks / New Save ▾ Assign ≡ ✕

Standard Task - New

General Links

Party	DIMAAPI, ZEDRICK WAGAN	Opportunity	0
Party Account	122566-0001	Asset	
Contract	700123456 / 7001234568	Report	0
Task	0	Bankflow Batch No.	0
Bankflow	0	Repossession Agent	
Credit Line	0	Financing Statement	
Flow			

3. Save the changes made.

Menu ▾ Home / Tasks / New Save ▾ Assign ≡ ✕

Save and Close

Standard Task - New

General Links

Subject	RCM / ORCR REQUEST		
Priority	1 - Urgent	Due	12/5/2017 12:51 PM
Status	Not Started	Start	12/4/2017 12:51 PM
Assigned to	Mary Christine T. Delmo	Set Reminder	On Off
Owner	Mary Christine T. Delmo	Reminder	12/5/2017 12:51 PM

Comments

CLIENT REQUEST TO PICK UP DOCS IN HO



TASK ASSIGNMENT

4. Assign Task - **Assigned to** is the user or user group that the task you want to assigned to.

Assign Task

Currently assigned to

Mary Christine T. Delmo

Assign To

Individual User ▼

Mark Fernandez ▼

Priority

1 - Urgent ▼

Assign

Cancel

4. Click Assign to populate task created.

Assign Task

Currently assigned to

Mary Christine T. Delmo

Assign To

Individual User ▼

Mark Fernandez ▼

Priority

1 - Urgent ▼

Assign

Cancel



TASK ASSIGNMENT

5. Task Created can be viewed under Task option. Task can be re-assigned using the assign tab.

Tasks

Tasks I've assigned to others

New Standard Task

Open

Assign

Mark Complete

All Tasks	Status	Subject	Priority	Due Date	Task Initiator	Assi
Tasks I've assigned to others	Not Started	RCM / ORCR RE...	1 - Urgent	12/5/2017 12:51...	Mary Christine T...	Mark
Assigned to others - Credit Ad						
CI Request						
Collection Field Visit						
Credit Verifier Task						
DLE1 TASKS						
My Completed Tasks						
My Completed Tasks-CreditAdmin						
My Group Tasks						
My Group Tasks - Credit Admin						
My Owned Tasks						
My Owned Tasks - Credit Admin						
My Tasks						
My Tasks - Credit Admin						
My Tasks - Credit Encoder						
My Tasks Today						
My Team's Owned Tasks						
Tasks due within seven days						

Items per page1 - 1 of 1 items

6. Monitor and complete due task.

FIS | Ambit Asset Finance Enterprise

MenuHome / Tasks

Tasks

Tasks I've assigned to others

New Standard Task

Open

Assign

Mark Complete

Type	Status	Subject	Priority	Due Date	Task Initiator	Assigned To	Currency	Overdue Bal...	Overdu...
Standard	Not Started	RCM / ORCR REQUEST	1 - Urgent	12/5/2017 12:51 PM	Mary Christine T. Delmo	Mark Fernandez		0.00	0

15 items per page1 - 1 of 1 items



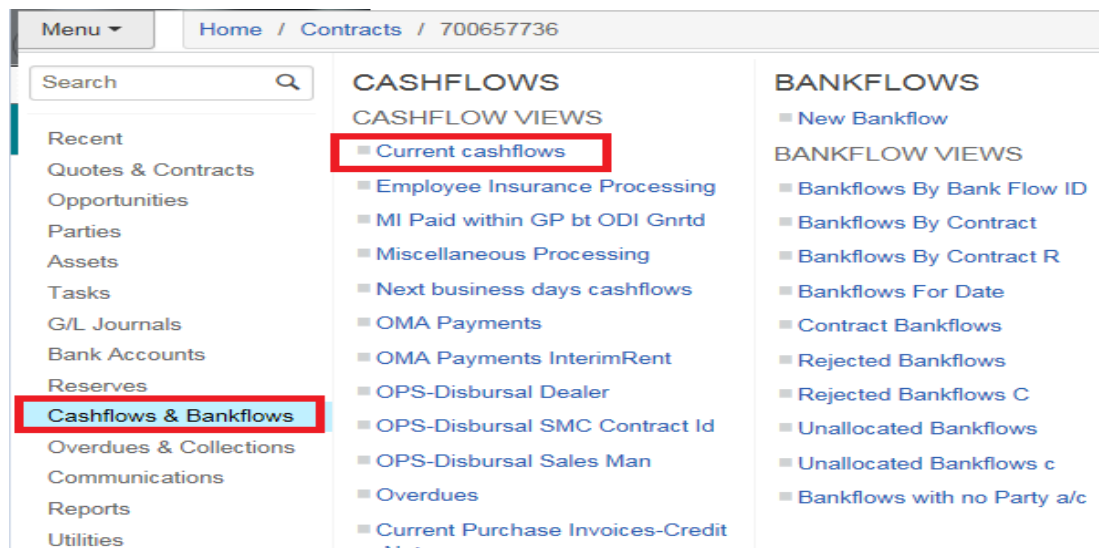
Reconciliation



PAYMENT ALLOCATION LATE BOOKED

Allocation of payment- Allocation of lapse installment that are already due and demandable.

1. Go to Cashflows and Bankflows- Current cashflows.



2. Indicated contract number of late booked contracts in Current cashflows tab. Current cashflows will show lapse installment subject for allocation.

Cashflows

Current cashflows

Current cashflows											Open	
Contract No.											QSearch	
700657688												
			Contract No.	Install...	Type	Product	Party Name	Actual...	Amount	Expected...	Bar	
			700657688	0	Dealer Incentive	Lease New (...)	TOYOTA ALABA...	9/2/2017	(90,848.00)	9/2/2017	CIT	
			700657688	0	Initial Payment	Lease New (...)	TOYOTA ALABA...	9/2/2017	133,600.00	9/2/2017	CIT	
			700657688	0	Drawdown	Lease New (...)	TOYOTA ALABA...	9/2/2017	(668,000.00)	9/2/2017	CIT	
			700657688	0	PROCESSIN...	Lease New (...)	TOYOTA ALABA...	9/2/2017	6,008.00	9/2/2017	CIT	
			700657688	1	Installment	Lease New (...)	BALOC	10/2/2017	13,180.00	12/4/2017	ME	
			700657688	2	Installment	Lease New (...)	BALOC	11/2/2017	13,180.00	12/4/2017	ME	
			700657688	3	Installment	Lease New (...)	BALOC	12/2/2017	13,180.00	12/2/2017	ME	
									(579,700.00)			



PAYMENT ALLOCATION LATE BOOKED

3. Release Lapse Amortization.

Menu ▾ Home / Cashflows

Cashflows

Current cashflows ▾

Contract No.
700657688

	Contract No.	Install...	Type	Product	Party Name	Actual...	
🔍	700657688	0	Dealer Incentive	Lease New (...)	TOYOTA ALABA...	9/2/2017	(90)
🔍	700657688	0	Initial Payment	Lease New (...)	TOYOTA ALABA...	9/2/2017	13
🔍	700657688	0	Drawdown	Lease New (...)	TOYOTA ALABA...	9/2/2017	(66)
🔍	700657688	0	PROCESSIN...	Lease New (...)	TOYOTA ALABA...	9/2/2017	6
🔍	700657688	1	Installment	Lease New (...)	BALOC	10/2/2017	1
🔍	700657688	2	Installment	Lease New (...)	BALOC	11/2/2017	1
🔍	700657688	3	Installment	Lease New (...)	BALOC	12/2/2017	1

Open ▾

- Modify Flows
- Write Off Balance
- Switch Bank Account
- Switch Instructions...
- Release**
- Un-release
- Net
- Un-net
- Release and Net
- Un-release and Un-net
- Pay Proceeds Netting
- Installment Netting
- Allocate

4. Go to Bankflows – New

FIS | Ambit Asset Finance Enterprise

Menu ▾ Home / Cashflows

Search 🔍

Recent

Quotes & Contracts

Opportunities

Parties

Assets

Tasks

G/L Journals

Bank Accounts

Reserves

Cashflows & Bankflows

Overdues & Collections

Communications

Reports

CASHFLOWS

CASHFLOW VIEWS

- Current cashflows
- Employee Insurance Processing
- MI Paid within GP bt ODI Gnrt
- Miscellaneous Processing
- Next business days cashflows
- OMA Payments
- OMA Payments InterimRent
- OPS-Disbursal Dealer
- OPS-Disbursal SMC Contract Id
- OPS-Disbursal Sales Man
- Overdues
- Current Purchase Invoices-Credit

BANKFLOWS

New Bankflow

BANKFLOW VIEWS

- Bankflows By Bank Flow ID
- Bankflows By Contract
- Bankflows By Contract R
- Bankflows For Date
- Contract Bankflows
- Rejected Bankflows
- Rejected Bankflows C
- Unallocated Bankflows
- Unallocated Bankflows c
- Bankflows with no Party a/c



PAYMENT ALLOCATION LATE BOOKED

5. In Bankflow – New the following must be executed.

- Identify Contract.
- Indicate Amount paid.
- Save and Allocate.

Bankflow - New

Menu Home / Bankflows / New

Save Save and Allocate Save and New Save and Close

Item Contract

Contract 700657688 / 7006576882

Contract Amount 39,540.00

Party BALOC, RUEL DASDAS

Party Account 1719988-0001

Direction Inflow

Amount PHP 39,540.00

Date 12/4/2017

Type Cheque Receivable

Business Unit Bank Account TFSPH - Metrobank

Account No. 7096 52182-7

Drawer BALOC, RUEL DASDAS

6. Check Allocation – Bankflows

Allocations - Bankflow 5989005 Unallocated

Account No. 7096 52182-7 Type Cheque Receivable Allocated to Reversed flows 0.00

Amount PHP 39,540.00 Date 12/4/2017 Retain in account 0.00

Allocate to Allocate to flows *Cashflow allocations have been defaulted, save to confirm.*

Cashflows

	Nett No.	Contract No./Ref	Date	Expected	Allocation	Asset Name	Serial No.	Party...	Party Name	
[X]	0	700657688 / 7006...	12/2/2017	13,180.00	13,180.00			1719...	BALOC	1
[X]	0	700657688 / 7006...	12/4/2017	13,180.00	13,180.00			1719...	BALOC	1
[X]	0	700657688 / 7006...	12/4/2017	13,180.00	13,180.00			1719...	BALOC	1
[X]	0	700657688 / 7006...	1/2/2018	13,180.00	0.00			1719...	BALOC	1
[X]	0	700657688 / 7006...	2/2/2018	13,180.00	0.00			1719...	BALOC	1
[X]	0	700657688 / 7006...	3/2/2018	13,180.00	0.00			1719...	BALOC	1
[X]	0	700657688 / 7006...	4/2/2018	13,180.00	0.00			1719...	BALOC	1
[X]	0	700657688 / 7006...	5/2/2018	13,180.00	0.00			1719...	BALOC	1
[X]	0	700657688 / 7006...	6/2/2018	13,180.00	0.00			1719...	BALOC	1
[X]	0	700657688 / 7006...	7/2/2018	13,180.00	0.00			1719...	BALOC	1



PAYMENT ALLOCATION LATE BOOKED

7. Save

Allocations - Bankflow 5989005 Unallocated

Account No. 7096 52182-7 Type Cheque Receivable

Amount PHP 39,540.00 Date 12/4/2017

Allocated to Reversed flows 0.00

Retain in account 0.00

Allocate to Allocate to flows

Cashflow allocations have been defaulted, save to confirm.

Cashflows Allocate Clear Allocate All Clear All

			Nett No.	Contract No./Ref	Date	Expected	Allocation	Asset Name	Serial
			0	700657688 / 7006...	12/2/2017	13,180.00	13,180.00		
			0	700657688 / 7006...	12/4/2017	13,180.00	13,180.00		
			0	700657688 / 7006...	12/4/2017	13,180.00	13,180.00		
			0	700657688 / 7006...	1/2/2018	13,180.00	0.00		
			0	700657688 / 7006...	2/2/2018	13,180.00	0.00		
			0	700657688 / 7006...	3/2/2018	13,180.00	0.00		

Save Cancel

- After saving Allocated indication will be available in the screen.

Menu Home / Bankflows / Batch 3553646 / Bankflow 5989005

Bankflow 5989005 Save Allocations Print x

Allocated

Bankflow Details Notes Documentation



Cash Control

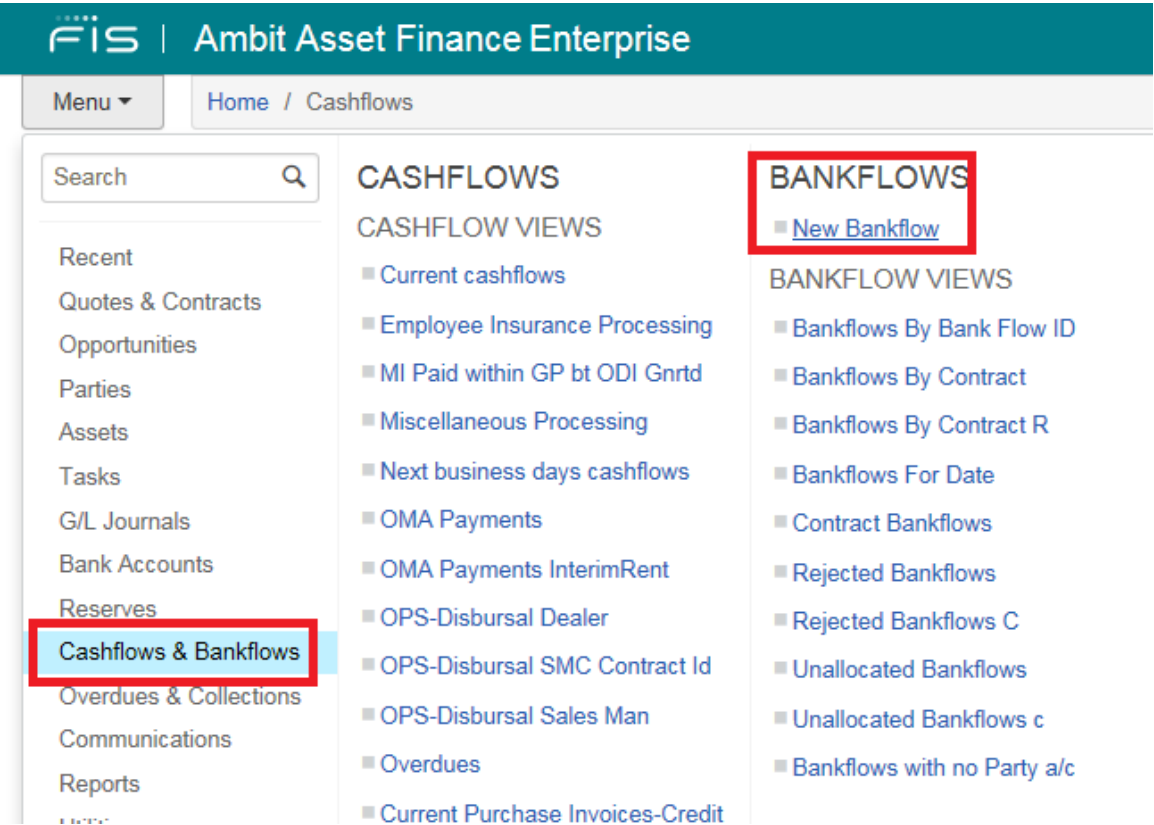


Payment Allocation - Monthly Installment

Bankflows - Use a Bankflow View to allocate bankflows to contracts or flows, record payments, record cash and change and create manual request bankflows.

New Bankflow - new bankflow and batch. You can create bankflows in a single batch, which normally corresponds to a single banking remittance.

1. Go to Cashflows & Bankflows - New Bankflow





Payment Allocation - Monthly Installment

2. Bankflow New – Identify the Contract number of the paying party, Party will be auto populated.

Menu ▾ Home / Bankflows / New Save ▾ Allocations Print ✕

Bankflow - New

Bankflow Details Documentation

Item	Contract ▾	Amount	▾ 0.00
Contract	<input type="text"/>	Date	4/12/2018
Contract Amount	0.00	Type	Cheque Receivable ▾
Party	<input type="text"/>	Business Unit Bank Account	▾
Party Account	▾	Account No.	<input type="text"/>
Direction	Inflow ▾	Drawer	<input type="text"/>
<input type="checkbox"/> Manual Request		Bank	▾

3. Bankflow New – Input the following details, related to the payment.

- Inflow
- Amount
- Type
- Business Unit Bank Account

Menu ▾ Home / Bankflows / New Save ▾ Allocations Print ⌵

Item	Contract ▾	Amount	PHP ▾ 12,127.00	Reference	<input type="text"/>
Contract	700657713 / 7006577137	Date	4/12/2018	External Ref	<input type="text"/>
Contract Amount	105,635.00	Type	Cash Receivable ▾	Secondary Ref	<input type="text"/>
Party	OBIDOS, SALVADOR BANTILLO	Business Unit Bank Account	TFSPH - Metrobank ▾	Bank Interface Run	0
Party Account	1307816-0001 ▾	Account No.	7096 52182-7	Receipt Treatment	None
Direction	Inflow ▾	Gross Amt	12,500.00		
<input type="checkbox"/> Manual Request		Change	373.00		

Select Instruction

More Details



Payment Allocation - Monthly Installment

4. Check the inputted details then SAVE.

Menu ▾ Home / Bankflows / New

Save ▾ Allocations Print ✕

Item Contract Amount PHP 12,127.00 Reference

Contract 700657713 / 7006577137 Date 4/12/2018 External Ref

Contract Amount 105,635.00 Type Cash Receivable Secondary Ref

Party OBIDOS, SALVADOR BANTILLO Business Unit Bank Account TFSPH - Metrobank Bank Interface Run 0

Party Account 1307816-0001 Account No. 7096 52182-7 Receipt Treatment None

Direction Inflow Gross Amt 12,500.00

☐ Manual Request Change 373.00

5. Save and Allocate.

FIS | Ambit Asset Finance Enterprise MTD1

Menu ▾ Home / Bankflows / Batch 3553647 / Bankflow 5989006

Save ▾ Allocations Print

Save and Allocate
Save and New
Save and Close

Notifications
Non Starter : This party has not paid one or more of their first 6 months installments, Please review prior to proceeding

Item Contract Amount PHP 12,127.00 Reference

Contract 700657713 / 7006577137 Date 4/12/2018 External Ref

Contract Amount 0.00 Type Cash Receivable Secondary Ref

Party OBIDOS, SALVADOR BANTILLO Business Unit Bank Account TFSPH - Metrobank Bank Interface Run 0

Party Account 1307816-0001 Account No. 7096 52182-7 Receipt Treatment None

Direction Inflow Gross Amt 12,500.00

6. Allocations – Banks flow Allocate the payment recorded and click SAVE.

Allocations - Bankflow 5989006 Unallocated

Notifications
Non Starter : This party has not paid one or more of their first 6 months installments, Please review prior to proceeding

Account No. 7096 52182-7 Type Cash Receivable Allocated to Reversed flows 0.00

Amount PHP 12,127.00 Date 4/12/2018 Retain in account 0.00

Allocate to Allocate to flows Cashflow allocations have been defaulted, save to confirm.

Cashflows

	Nett No.	Contract No./Ref	Date	Expected	Allocation	Asset Name	Serial No.	Party...	Party Name	Party Account
	0	700657713 / 7006...	12/10/2017	21,127.00	12,127.00			1307...	OBIDOS	1307816-0001
	0	700657713 / 7006...	1/10/2018	21,127.00	0.00			1307...	OBIDOS	1307816-0001
	0	700657713 / 7006...	2/10/2018	21,127.00	0.00			1307...	OBIDOS	1307816-0001
	0	700657713 / 7006...	3/10/2018	21,127.00	0.00			1307...	OBIDOS	1307816-0001
	0	700657713 / 7006...	4/10/2018	21,127.00	0.00			1307...	OBIDOS	1307816-0001
	0	700657713 / 7006...	5/10/2018	21,127.00	0.00			1307...	OBIDOS	1307816-0001
	0	700657713 / 7006...	6/10/2018	21,127.00	0.00			1307...	OBIDOS	1307816-0001

Save Cancel



Payment Allocation - Monthly Installment

- 7. Bankflow – Allocated message will be visible in the upper right corner of the screen after saving.

