

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	BRANCH MONITORING SYSTEM (BMS) DATA ENTRY	Ref. No.
DEPARTMENT :	IT DEPARTMENT	ITD-16-02-0002
TO :	ALL EMPLOYEES	

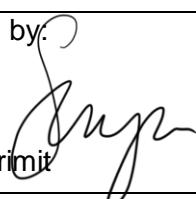
OBJECTIVE

1. To record all branch transactions/operations for the purpose of easy monitoring, manage, organize and generation of reports.
2. Branch Monitoring System (BMS) will serve as the Database that allows users to make inquiries, make attendance, monitors cash on hand, study data for decision making, and have an easy access of recorded files for future references.

POLICIES

1. Data Entry in the BMS should always be updated; today transaction must be balanced and reconciled the next day before 10:30 a.m.
2. Branches with Offline BMS must send their batch data the next day before 10:30 a.m. thru email to his/her respective accounting staff.
3. It is recommended that the source documents must be encoded in the BMS as transactions occur.
4. It is the Branch Cashier and Branch Manager responsibilities to ensure accurate data entry and updated Daily Performance Report (DPR) to establish accuracy and timeliness of the report.
5. Any data discrepancy noticed in the BMS must be reconciled immediately with Accounting Department.
6. Delayed and inaccurate data entry will result to disciplinary actions in accordance to our Company's Code of Discipline.
7. Guidelines for Data Entry:

TYPE OF DATA ENTRY	FORMS/DOCUMENT USED	PERSON RESPONSIBLE
Motorcycle Sales Entry	<ul style="list-style-type: none"> • Credit Application Form (CAF) • Credit Investigation Report (CIR) • Delivery Receipt (DR) • Sales Invoice (SI) - for Brand New Sales • Official Receipt (OR) or Collection Receipt (CR) 	<ul style="list-style-type: none"> • Marketing Assistant (MA) • Cashier • Branch Manager (BM)
Collection Entry	<ul style="list-style-type: none"> • OR or CR 	<ul style="list-style-type: none"> • Cashier • BM
Pull Out Order (POO) Entry	<ul style="list-style-type: none"> • Pull Out Order (POO) 	<ul style="list-style-type: none"> • Cashier • BM

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TYPE OF DATA ENTRY	FORMS/DOCUMENT USED	PERSON RESPONSIBLE
Cancelled Receipt Entry	<ul style="list-style-type: none"> • DR • SI • OR or CR • POO • Job Order (JO) • Credit Memo (CM) • Receiving Report (RR) 	<ul style="list-style-type: none"> • Cashier • BM
Motorcycle Delivery Entry	<ul style="list-style-type: none"> • DR 	<ul style="list-style-type: none"> • Cashier • MA • BM
Motorcycle Receiving Entry	<ul style="list-style-type: none"> • RR 	<ul style="list-style-type: none"> • Cashier • MA • BM
Spare parts Reservation Entry	<ul style="list-style-type: none"> • OR or CR 	<ul style="list-style-type: none"> • Cashier • BM
Spare parts Sales Entry	<ul style="list-style-type: none"> • Cash Sales Invoice • Sales Invoice Spare parts • Sales Invoice • Cash Invoice 	<ul style="list-style-type: none"> • Cashier • MA • BM)
Spare parts Receiving Entry	<ul style="list-style-type: none"> • RR 	<ul style="list-style-type: none"> • Cashier • BM
Job Order (JO) Entry	<ul style="list-style-type: none"> • Job Order (JO) 	<ul style="list-style-type: none"> • Cashier • BM
Funds Data Entry	<ul style="list-style-type: none"> • Voucher 	<ul style="list-style-type: none"> • Cashier • BM
PCF and Other Expenses Data Entry	<ul style="list-style-type: none"> • Petty Cash Voucher • Cash Voucher 	<ul style="list-style-type: none"> • Cashier • BM
Liquidation Entry	<ul style="list-style-type: none"> • OR 	<ul style="list-style-type: none"> • Cashier • BM
Inter branch Collection Entry	<ul style="list-style-type: none"> • OR or CR 	<ul style="list-style-type: none"> • Cashier • BM
Cheque Entry	<ul style="list-style-type: none"> • Acknowledgement Receipt of Cheque (ARC) 	<ul style="list-style-type: none"> • Cashier • BM
Deposit/Remit Entry	<ul style="list-style-type: none"> • Deposit Slip • Express Padala Receipt 	<ul style="list-style-type: none"> • Cashier • BM
Disbursement from Collection Entry	<ul style="list-style-type: none"> • Cash Voucher • Credit Memo 	<ul style="list-style-type: none"> • Cashier • BM

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PROCEDURE

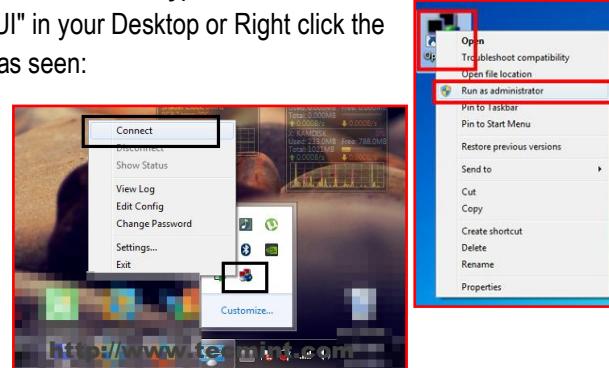
1. INTRODUCTION TO BRANCH MONITORING SYSTEM (BMS) - HOW TO LOG IN

The Branch Monitoring System or simply BMS is a set of modules that are carefully chosen to represent the work flow/management/organization of the MMPI (Mitsukoshi Motors Phils., Inc.) Branches in the form of systematic program with the Data Entries from gathered information. It has a primary feature for security called the "Login Interface", every registered staffs, officers, candidates or commonly known as users, have given the privilege to use the BMS depending on what level of access provided by his/her superior and approved by the MMPI Management. To begin with, please refer to the following steps on how to Login in to the BMS:

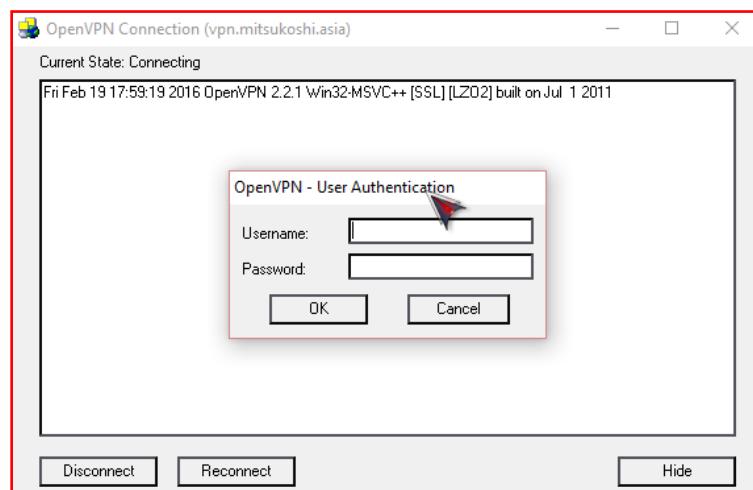
1.1. Connect to OpenVPN GUI (For Branch/Remote Users Only)

- 1.1.1. Double Click the "Open VPN GUI" in your Desktop or Right click the icon and "Run as administrator as seen:

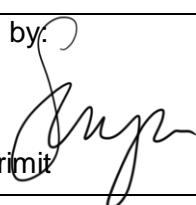
- 1.1.2. Double click the Red Icon located on the lower-right side of your desktop, besides the clock called the "Open VPN GUI" or right click the icon and select "Connect".



- 1.1.3. Enter the UserName and PassWord of your OpenVPN provided by the IT Department then cl



- 1.1.4. Legends for Open VPN Icon

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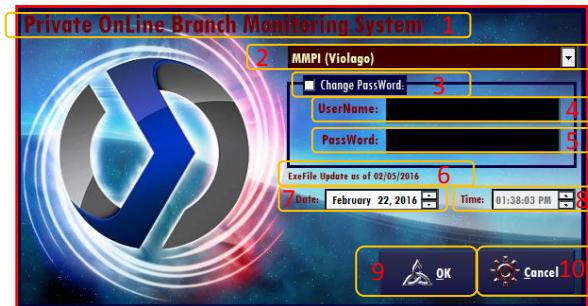
- 1.1.4.1. Red - Not connected
- 1.1.4.2. Yellow - Connecting
- 1.1.4.3. Green - Connected

1.2. BMS Login Interface

1.2.1. Double click the Snow Flake icon on the Desktop



1.2.2. Then the Login Interface will load:

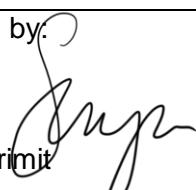


1.2.2.1. Indicates the status of the BMS current Connectivity:

- 1.2.2.1.1. Private OnLine Branch Monitoring System
 - Connected in the Private Network of MMPI
- 1.2.2.1.2. Public OnLine Branch Monitoring System
 - Connected through Public IP Address
- 1.2.2.1.3. OffLine Branch Monitoring System
 - Stand Alone System configuration for Branch Users

1.2.2.2. Display the default Branch Profile before executing the BMS Interface. It comprises the following DashBoards that are available to certain users only, the details are:

- 1.2.2.2.1. Top Most Select
 - Default Branch Profile
- 1.2.2.2.2. Log as MMPI Branch Employee
 - Any Branch User can activate their Branch Profile by just doing the login.
- 1.2.2.2.3. Board of Directors
 - Activates the dashboard of Directors DashBoard
- 1.2.2.2.4. Head Office Monitoring
 - Activates the dashboard for Head Office Monitoring
- 1.2.2.2.5. Regional Manager

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- Activates the dashboard of Regional Manager
- 1.2.2.6. Area Manager
 - Activate the dashboard of Area Manager
- 1.2.2.7. Issuance of Authority
 - Activates the dashboard for Issuance of Authority

1.2.2.3. Change Password schemes



When checked, the "NewPassWord" will appear, just typed in the New Password and press "OK", then it will automatically change the password.

1.2.2.4. UserName:

Key in the UserName to activate certain privileges in the BMS, but this should follow certain conditions:

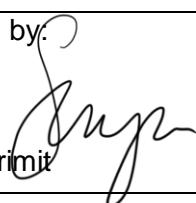
- 1.2.2.4.1. UserName is Unique.
- 1.2.2.4.2. UserName is a case sensitive entry.
- 1.2.2.4.3. UserName can have "spaces" in between for the name convention used.
- 1.2.2.4.4. The system will indicate if it exists or not, hence the user can have the idea whether the username is correct or not.

1.2.2.5. PassWord:

UserName will be paired by a PassWord, however the password itself is not unique.

- 1.2.2.5.1. PassWord is not Unique.
- 1.2.2.5.2. PassWord is a case sensitive entry.
- 1.2.2.5.3. Password can have "spaces" in between.
- 1.2.2.5.4. The PassWord can indicate if you entered incorrect password.

1.2.2.6. "ExeFile Update as of" displays what current update is being deployed in the BMS. This indicates what date of released is being given to the user and later evaluates using letters which will be discussed later.

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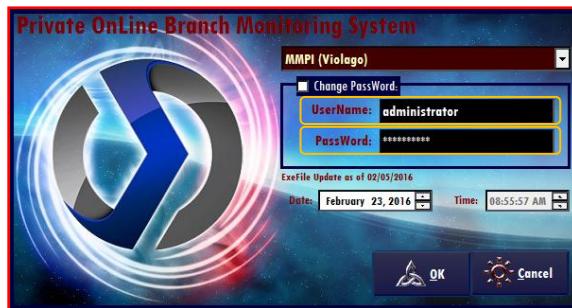
1.2.2.7. Synchronous Date from the MMPI Server.

1.2.2.8. Synchronous Time from the MMPI Server.

1.2.2.9. "OK" Button proceeds the Flow to the desired System Interface

1.2.2.10. "Cancel" Button will exit the System Interface.

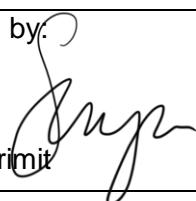
1.2.3. Key-in the UserName and PassWord:



BMS employs strong UserNames and PassWords to protect the Data and to ensure good security practices are followed. If the BMS Administrator or the users are careless about how they choose usernames and passwords or store credentials, then a "hacker" or a "botnet" may find it relatively easy to break our System Safekeeping.

1.2.4. Loading Screen



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Estimated time to finish the loading is roughly around 3-4 seconds, other than this will quarry on the Specifications of the Computer or the Internet Speed.

1.2.5. Branch Monitoring System Interface:



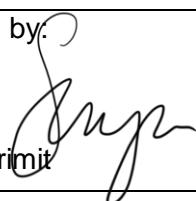
The Branch Monitoring System Interface will serve as the workspace of the system. All functional modules will be evaluated and performed in this window. There are vital parts that need to assess and the following are:

1.2.5.1. BMS Title Window indicates the current Connectivity

- 1.2.5.1.1. Private OnLine Branch Monitoring System
 - Connected in the Private Network of MMPI
- 1.2.5.1.2. Public OnLine Branch Monitoring System
 - Connected through Public IP Address
- 1.2.5.1.3. OffLine Branch Monitoring System
 - Stand Alone System configuration for Branch Users

1.2.5.2. Action Buttons

- 1.2.5.2.1. About Button (Branch Profile, Company Profile, About the Program, Go to System Links for URL)
 - Discusses the Profiling of the Business

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- 1.2.5.2.2. Maintenance Button (MotorCycle DataBase, SpareParts DataBase, Branch DataBase, GL Code DataBase, System Users)
 - All evaluation and look ups will be base on the Maintenance Table.
- 1.2.5.2.3. Customer Button (List of Customers, CAF Data Entry, Enter Sales, Enter Ledger, Advance SetUP).
 - How customer is being handled during data entry. This will be based on from top to bottom process. And it will give the user the sense of flow during system practice.
- 1.2.5.2.4. MotorCycle Button (Service Unit Replacement [AV/BV], Purchase Order, Delivery Unit, Receiving Unit)
 - Primary control to MotorCycle Data of the BMS, this includes all the trail movement of each unit, detailed receipt checking, and Monitoring of Inventory History for in & out.
- 1.2.5.2.5. SpareParts Button (Create PO, Reservation Entry, Transfer Entry, Receiving Entry)
 - Primary control to SpareParts Data of the BMS, this includes all the trail movement of each unit, detailed receipt checking, and Monitoring of Inventory History for in & out.
- 1.2.5.2.6. Job Order (Internal Customers, Walk IN Customers)
 - All work done by the Branch Mechanic will held controlled and scrutinized using this Module.
- 1.2.5.2.7. Expenses Data Entry
 - Responsible for Funds/Disbursement entries for a given Branch Cash Monitoring.
- 1.2.5.2.8. Connection (Configuration, Download and Upload Data, BackUP DataBase Files)
 - Controls the Fundamental architecture of the BMS that only Administrator can change.
- 1.2.5.2.9. Reports (List of Reports, Billing of Accounts)
 - All required reports will be available here. Including the sales, collections, inventory, history, and ageing.
- 1.2.5.2.10. Others (Audit Trail / System Monitoring, View Promo Module, Cheque Monitoring, Authority No. Monitoring, Repo Checklist Monitoring, Deposit / Remit Entry, LTO Informations, Entry for Suspend Account, Credit / Debit Memo Module, Account Recommendations, Warranty Claimed Informations)
 - Considered adjusted Module to include in the BMS

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1.2.5.3. Refresh All DataBase

- By clicking the Refresh DataBase, it will automatically re-query all records of the maintenance tables as well as the transactional tables. This will greatly help the user to minimize time problem while checking if they really push the update or not.

1.2.5.4. Mitsukoshi Motors Philippines Inc. Logo

- Typically intended for Branch Logo.
- Will be able to control Branch Names and change it at will depending on the user privilege. Will be activated when double clicked.

1.2.5.5. Welcome Note (TaskBar)

- Will indicate the Profile set to the BMS. Settings of the Branch Profile will filter out all data pertaining with the Branch Code used with this Branch Name of the TaskBar.

1.2.5.6. UserName (TaskBar)

- During login, the system will put the UserName of the user in the UserName Box of the TaskBar.

1.2.5.7. Position (TaskBar)

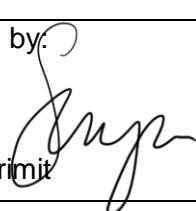
- During login, the system will put the Position Title of the user in the Position Title Box of the TaskBar.

1.2.5.8. Date (TaskBar)

- During login, the system will put Date, asynchronously from the Server, in the Date Box of the TaskBar.

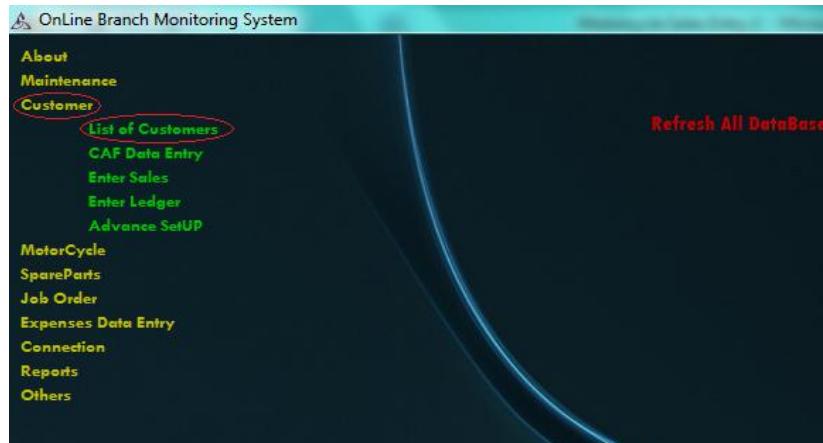
1.2.5.9. Time (TaskBar)

- During login, the system will put Time, asynchronously from the Server, in the Time Box of the TaskBar

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2. MOTORCYCLE SALES ENTRY

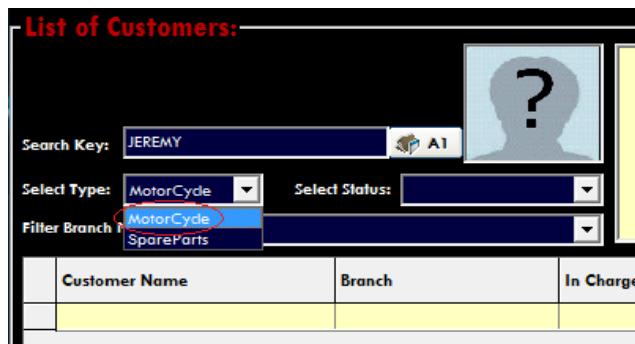
- 2.1. Click "Customer" in the main menu in the left portion of the screen and sub-menu will cascade; and click "List of Customer" to go to List of Customers module



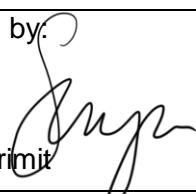
- 2.2. When "List of Customers" module appears, type in the "Search Key" first name of the customer.



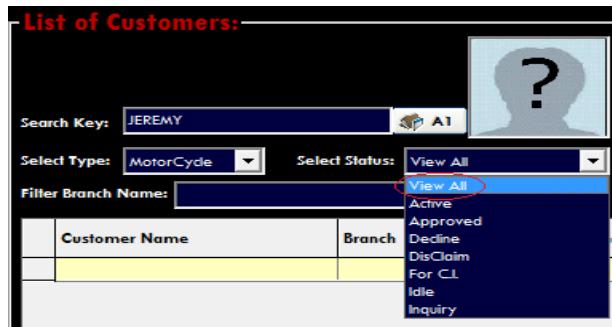
- 2.3. Click "Select Type" to show sub-menu and click "Motorcycle"



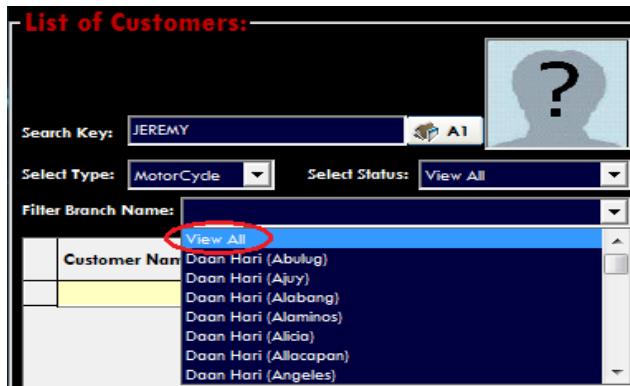
The screenshot shows the 'List of Customers' interface. At the top, it says 'List of Customers:' followed by a question mark icon. Below that is a search bar with 'Search Key: JEREMY'. Underneath are two dropdown menus: 'Select Type:' (set to 'MotorCycle') and 'Select Status:' (empty). A third dropdown menu, 'Filter Branch', is open, showing options 'MotorCycle' and 'SpareParts', with 'MotorCycle' highlighted with a red oval. At the bottom is a table with columns 'Customer Name', 'Branch', and 'In Charge'.

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2.4. Click "Select Status" to show sub-menu and click "View All"



2.5. Click "Filter Branch Name" to show sub-menu and click "View All"



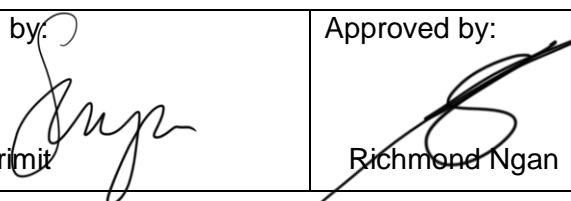
2.6. List of customers from all branches or nationwide will appear showing the status of account whether Inquiry, For C.I., Approved, Disapproved, Active, Closed Account or Repo Closed. No. of Records with "Jeremy" in the Customer Name will show

List of Customers:					
Customer Name		Branch	In Charge	End Pay	Status
ABDUL, JEREMY BERIT		Daan Hari (Brosquepoint)	1208081	NO	Active
ACERO, JEREMY		Daan Hari (San Pablo)	YES	Active
ACOB, JEREMY JONACIO		Daan Hari (Bentito Soliven)	1509052	NO	Active
ADELANTAR, JEREMY		Motorkaw (Marikina)	YES	Active
ADVENTO, JEREMY PAGARACION		Daan Hari (Ortigas)	NO	Active
ALEJO, JEREMY PINHAN		Daan Hari (Bambang)	NO	Active
ALMAZAR, JEREMY JIMENEZ		Daan Hari (Biliran)	NO	Closed Account
ALZATE, JEREMY ADOLFO		Daan Hari (Benguet)	1307023	NO	Active
APILADO, JEREMY BANCUYO		Speedwin (la Union)	1211081	NO	Active
ARKENTA, JEREMY NAUDI		Speedwin (Cagayan)	YES	Active
AREGILLO, JEREMY L.		Daan Hari (Belter Uning)	NO	Closed Account
AURENTO, JEREMY PERJES		Speedwin (Davao)	NO	Active
BACOT, JEREMY RAY		Daan Hari (P. Rizal)	1211101	NO	Active
BACON, JEREMY TUABAS		Daan Hari (Baguio)	1050117	NO	Active
BACDAYAT, JEREMY SINHA		Daan Hari (Cagayan)	NO	Active
BAHUDIN, JEREMY LUASAN		Daan Hari (Quezon)	1501038	NO	Active

Total Records: 183

Customer Inquiry

1 Account[s]

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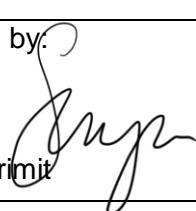
- 2.7. Click "A1" to show the second "Search Key", type the Customers' surname in the Search Key and press **Enter** to effect the filtering of records.

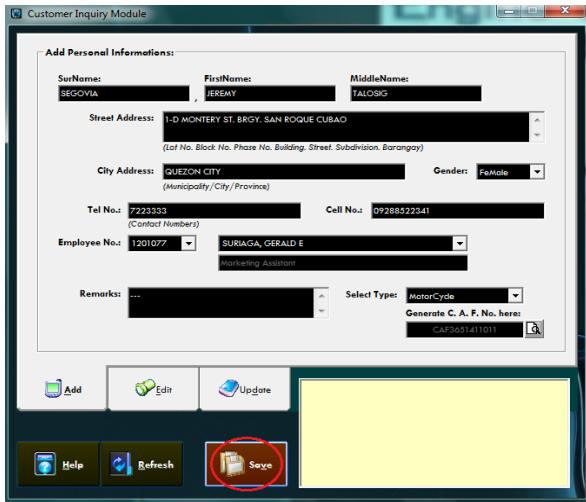
The screenshot shows a software window titled "List of Customers". At the top, there are two search fields: "Search Key: SEGOVIA" with a button "A2" and "Search Key: JEREMY" with a button "A1". Both buttons have a red oval around them. Below these are dropdown menus for "Selected Type: MotorCycle", "Selected Status: View All", and "Filter Branch Name: View All". The main area displays a grid with columns "Customer Name", "Branch", and "In Charge". A single row is visible in the grid.

- 2.8. If no record appears, it means that this is a new customer, he/she have no account yet, click "Customer Inquiry" dialogue box to proceed with the next step. In case of double or multiple accounts you must coordinate to CNC department for approval.

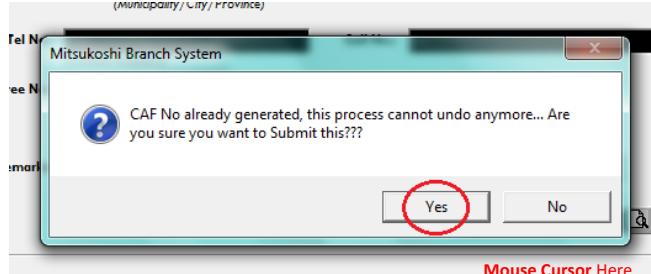
This screenshot is identical to the one above, showing the "List of Customers" interface. However, the "Customer Name" column in the grid is completely empty. At the bottom of the window, there is a button labeled "Customer Inquiry" with a red oval around it. The status message "No Account" is also visible at the bottom.

- 2.9. When "Customer Inquiry Module" appears, Input customer's basic information in Capital letters. Click "Save" if details are final.

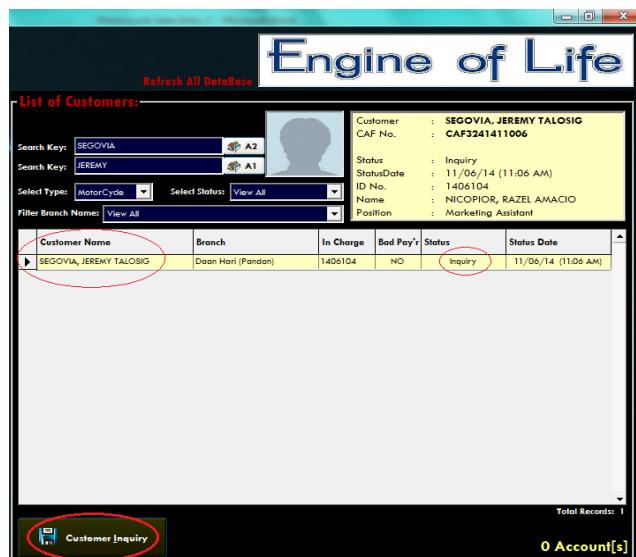
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- 2.10. A pop-up question will appear "CAF No already generated, this process cannot undo anymore... Are you sure you want to Submit this???" and click "Yes" in the dialogue box to proceed with the next step.

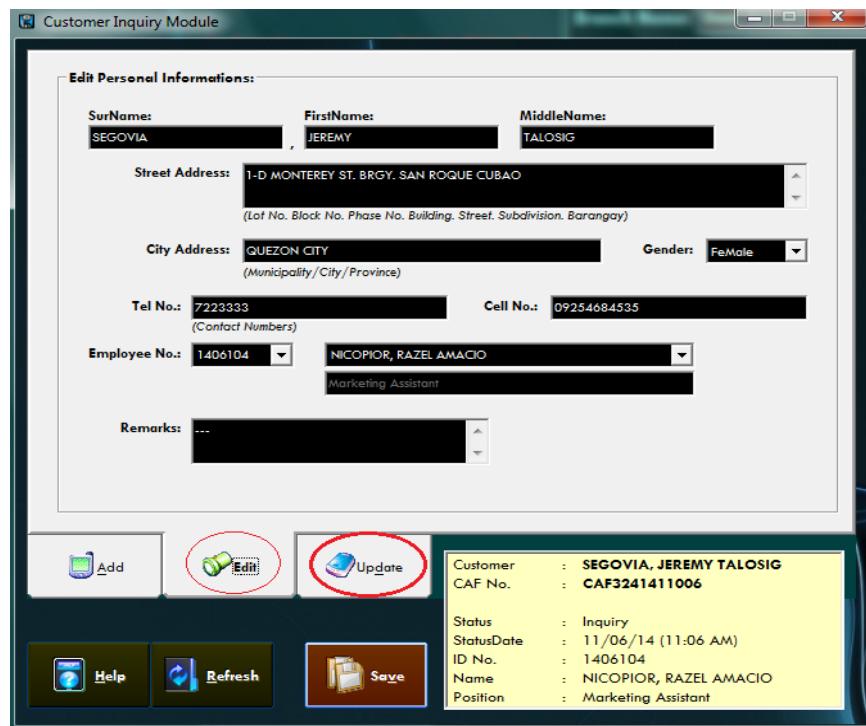


- 2.11. When Customer Inquiry Module exits, you will get back in "List of Customers" Module, put mouse cursor in the "Search Key" where the surname was typed then press **Enter**, it will refresh the system and record of the customer will appear with status mark as Inquiry. Click "Customer Inquiry" dialogue box to proceed with the next step.

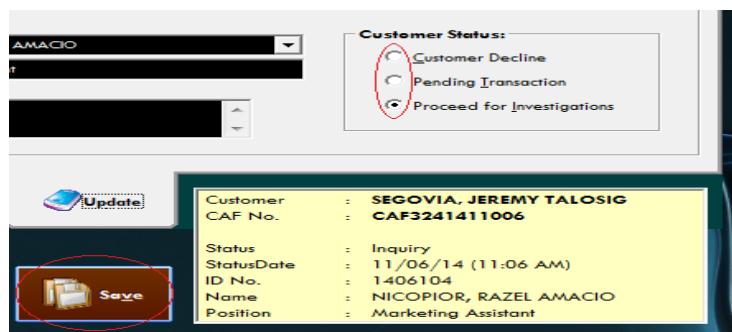


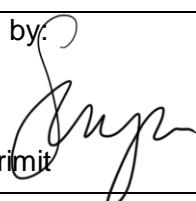
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- 2.12. When “Customer Inquiry” Module appears, click “Edit” Tab to double check the details, if you change or edit something, click “Save” then repeat step 11 and this step. If all details are correct meaning nothing needs to be changed or edit, click “Update” Tab.

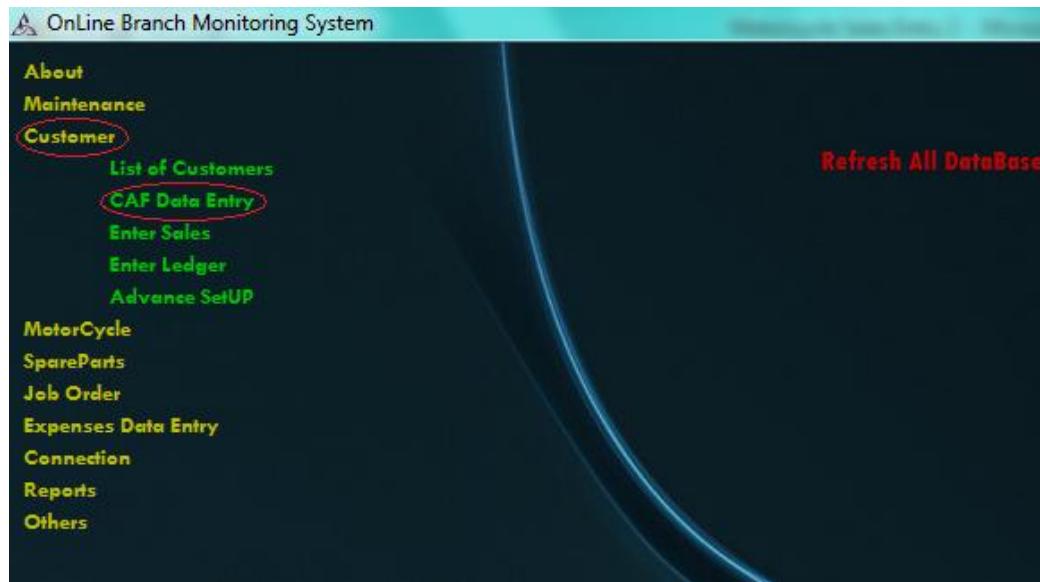


- 2.13. Update Customer Information by choosing “Customer Status”: Customer Decline – means the customer have no more plan of getting a motorcycle, Pending Transaction – means customer will not buy yet a motorcycle, and Proceed for Investigations – when a customer will be For Credit Investigation (C.I.). Click “Save” after choosing the customer status.



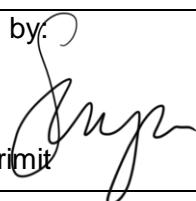
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- 2.14. Click "Customer" in the main menu in the left portion of the screen and sub-menu will cascade; and click "CAF Data Entry" to go to Customer for Credit Application Data Entry module.



- 2.15. When "Customer for Credit Application Data Entry" module appears, type in the search key name of customer in this format [Surname, First Name] for example, SEGOVIA, JEREMY.

A screenshot of a software application titled 'Engine' (in large blue letters) with a red 'Refresh All DataBase' button. Below the title, it says 'Customer for Credit Application Data Entry:'. There is a placeholder icon of a person's head with a question mark. A search bar contains the text 'SEGOVIA, JEREMY' with a red oval around it. A dropdown menu labeled 'Select Status:' is shown. Below these controls is a table with columns: Customer Name, CAF No., Agent, Bad Cust., and Status. The first row of the table is highlighted in yellow.

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- 2.16. Click "Select Status" to show sub-menu and click "View All"

Customer for Credit Application Data Entry:

The screenshot shows a Windows application window titled "Customer for Credit Application Data Entry". At the top left is a placeholder image of a person's head with a question mark. To its right is a search key input field containing "SEGOVIA, JEREMY". Below it is a dropdown menu labeled "Selected Status:" with a red oval around the "View All" option, which is highlighted. A list of status options is visible in the dropdown: View All, Active, Approved, Inquiry, DisClaim, For C.I., and Decline. The main area contains a table with columns: Customer Name, CAF No., Agent, Bad Cust., Status, and Remarks. One row is visible, showing "SEGOVIA, JEREMY TALOSIG" in the Customer Name column, "CAF3241411006" in the CAF No. column, and "For C.I." in the Status column.

- 2.17. The customer name will appear and if there are two or more records, make sure to select the right customer. Click "Customer Evaluations" dialogue box to proceed with the next step.

Engine of Life

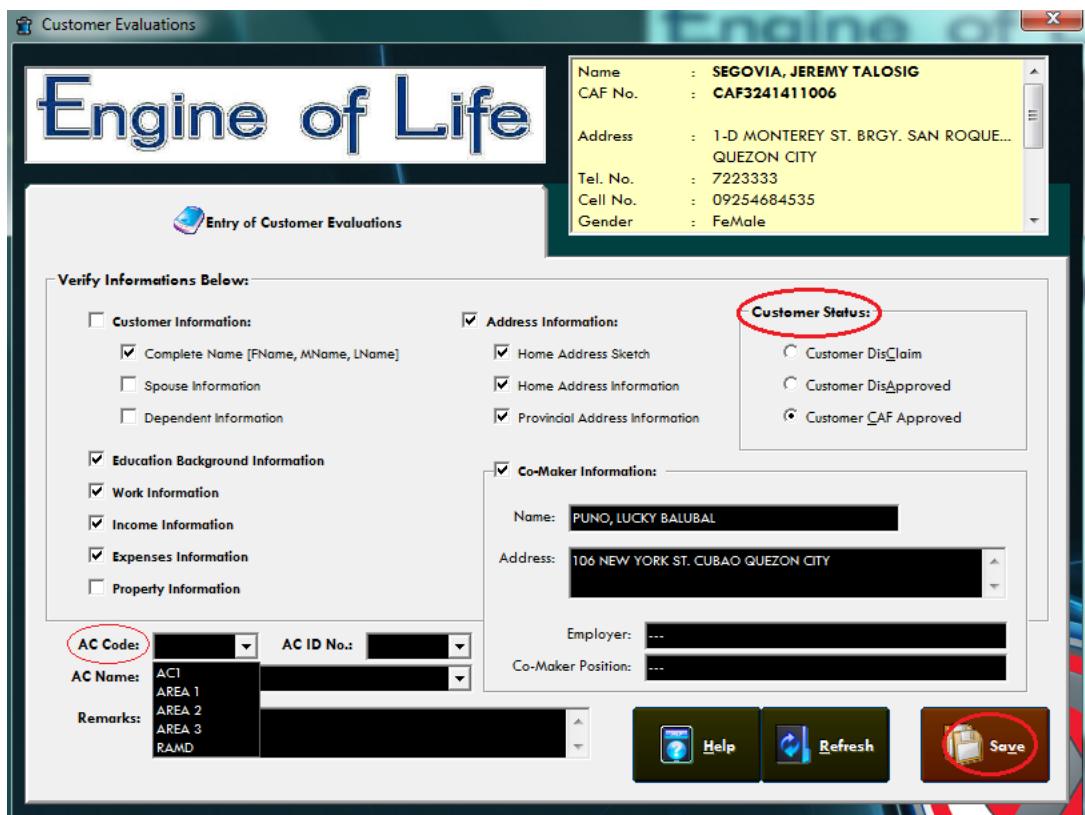
Customer for Credit Application Data Entry:

This screenshot shows the same application window as the previous one, but now it displays a single record in the table. The "Customer Name" column shows "SEGOVIA, JEREMY TALOSIG". The "Status" column shows "For C.I.". At the bottom of the window, there are three buttons: "Customer Evaluations & Investigation Entry" (highlighted with a red oval), "Credit Application Form Entry", and "AC Assignment Module". The status bar at the bottom right indicates "Total Records: 1".

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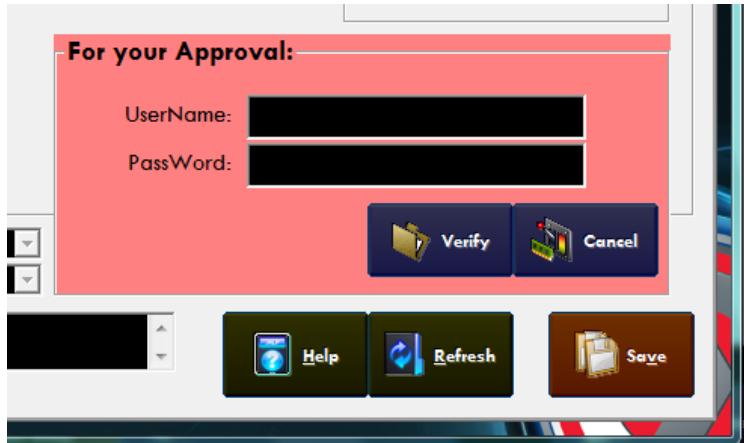
2.18. When “Customer Evaluations” module appear, check corresponding boxes that is present in Customer Investigation Report

- 2.18.1. Click “AC Code” to select Area Code of AC who will soon be in charge of the account.
- 2.18.2. Choose Customer Status: Customer Disclaim means customer change his/her mind to get a motorcycle, Customer Disapproved means customer is not qualified to get a motorcycle or Customer CAF Approved means customer is qualified or has the capacity to buy a motorcycle.
- 2.18.3. Click “Save” when done.



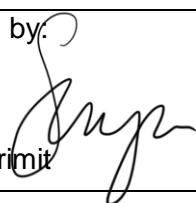
2.19. For any other position in the branch except for Branch Manager, upon saving for “Customer Evaluations” entry, approval of Branch Manager (BM) is needed before proceeding to the next step. When the BM key in his/her Username and Password it means that he/she verifies that the entries are correct.

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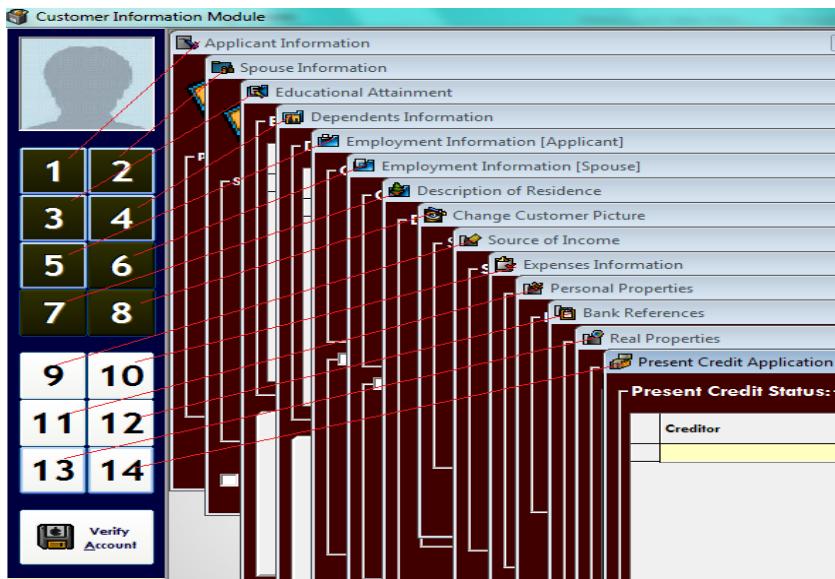


- 2.20. When Customer Evaluations Module exits, you will get back in "Customer for Credit Application Data Entry", put mouse cursor in the "Search Key" then press **Enter**, it will refresh the system and customer status is mark "approved". Click "Credit Application Form Entry" dialogue box to proceed with the next step.

A screenshot of a software application window titled "Customer for Credit Application Data Entry". The window has a header bar with the title "Engine of Life" and a "Refresh All DataBase" button. Below the header is a search bar with "Search Key: SEGOVIA, JEREMY" and a "Selected Status: View All" dropdown. The main area is a grid table with columns: Customer Name, CAF No., Agent, Bad Cust., Status, and Remarks. A single row is selected, showing "SEGOVIA, JEREMY TALOSIG" in the Customer Name column, "CAF3241411006" in the CAF No. column, and "Approved" in the Status column, which is circled in red. The grid also shows "NO" in the Agent and Bad Cust. columns. The Remarks column contains "...". At the bottom of the window, there are three buttons: "Customer Evaluations & Investigation Entry", "Credit Application Form Entry" (which is circled in red), and "AC Assignment Module". The status bar at the bottom right shows "Total Records: 1".

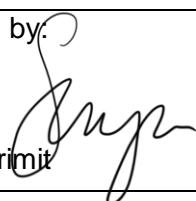
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- 2.21. When "Customer Information" module appears, fill up buttons 1 to 14 with information about the customer.



- 2.22. Make sure to complete the CAF entries. Click "Verify Account" to proceed with the next step.

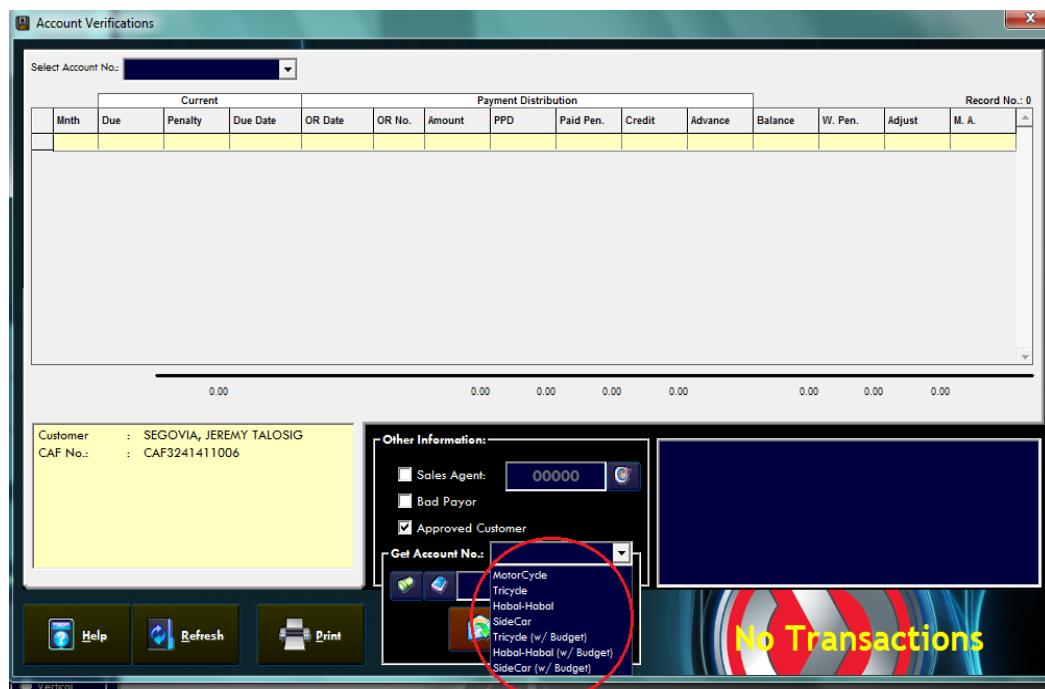


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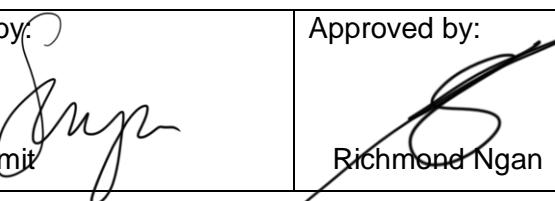
- 2.23. When “Account Verifications” module appears, click “Get Account No” to show sub-menu and select in accordance with the motorcycle body type.

For example:

Motorcycle	-	2141410001
Tricycle	-	2141410001TC
Habal-Habal	-	2141410001HB
Sidecar	-	2141410001WS
Tricycle (w/ Budget)	-	2141410001SCTC
Habal-Habal (w/ Budget)	-	2141410001SCHB
Sidecar (w/ Budget)	-	2141410001SCWS



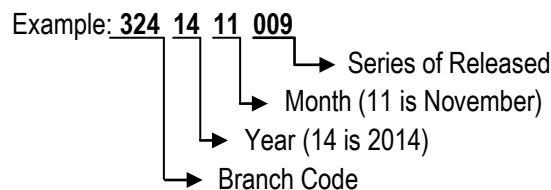
- 2.24. Click “Ping Account No.” button to automatically generate the account number. Check if generated account no. is correct then click “Add” to add the account no. to the customer’s profile.

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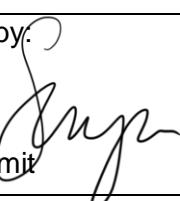
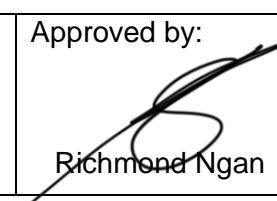
2.25. Account No. Composition:

The first 3 numbers represents the branch code, next 2 numbers is year, next 2 is month and last 3 digits are the series.

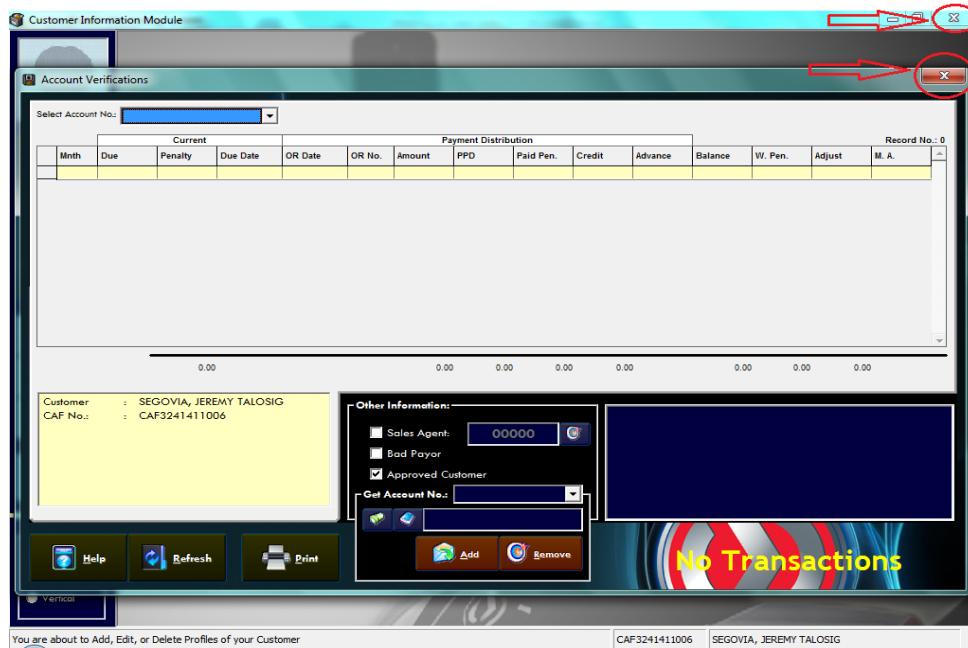


2.26. A pop-up question will appear “Are you sure you want to Add this Account???” and click “Yes” in the dialogue box to proceed with the next step

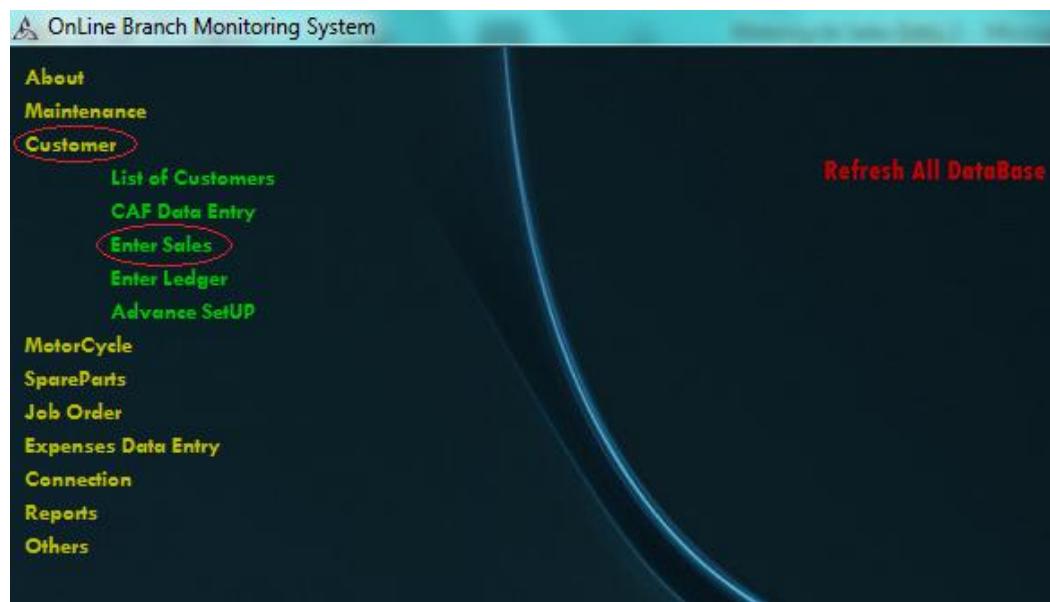


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2.27. Close “Account Verifications” module and “Customer Information” module.



2.28. Click “Customer” in the main menu in the left portion of the screen and sub-menu will cascade; and click “Enter Sales” to go to Customer Sales module.

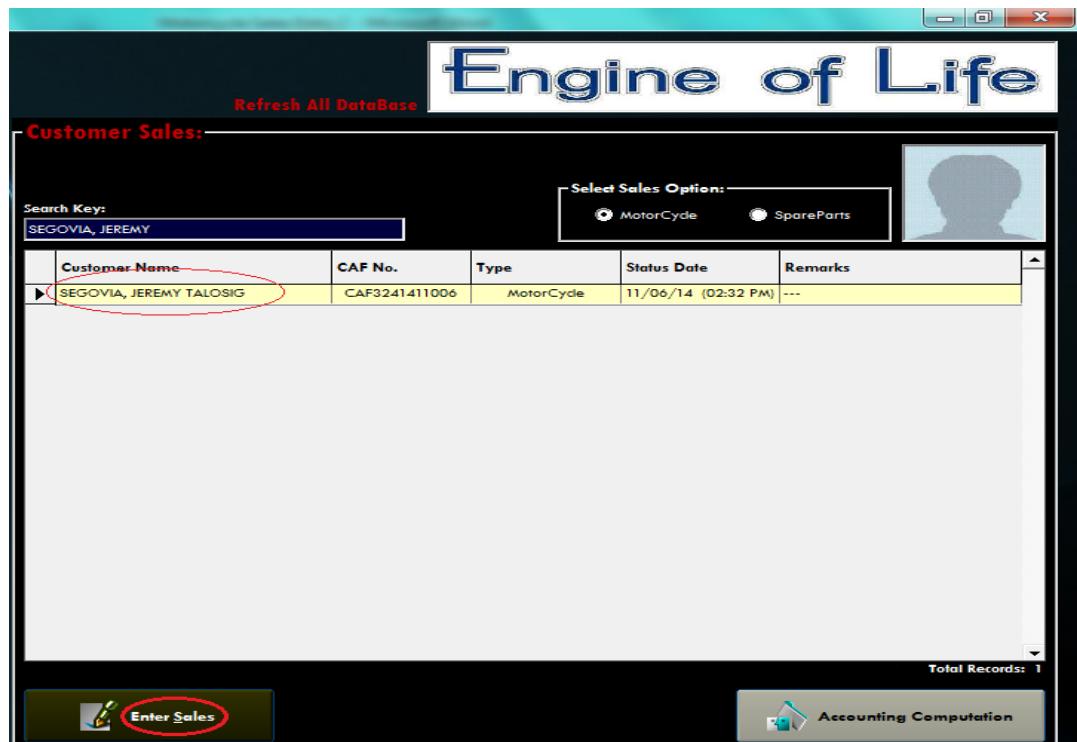


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- 2.29. When "Customer Sales" Module appears, choose in "Select Sales Options" if Motorcycle or SpareParts.

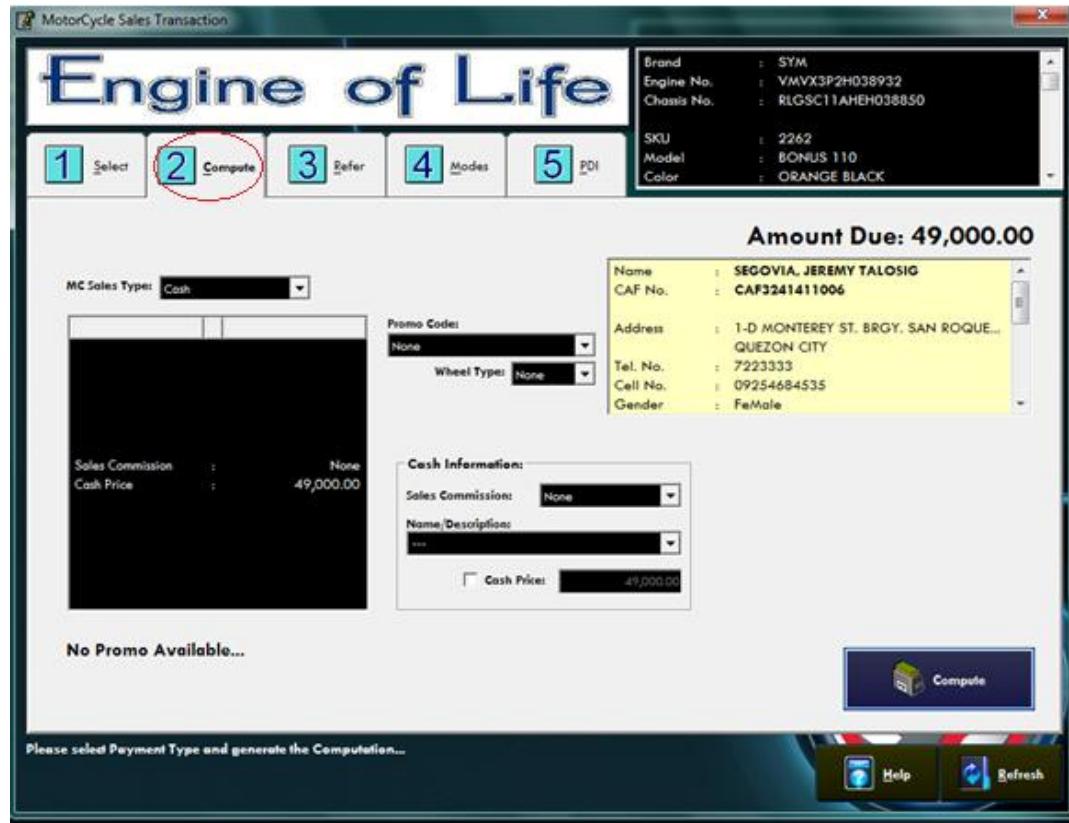


- 2.30. Type in the "Search Key" name of customer in this format [Surname, First Name] for example, SEGOVIA, JEREMY and if there are two or more records make sure to select the right customer. Click "Enter Sales" dialogue box to proceed with the next step.



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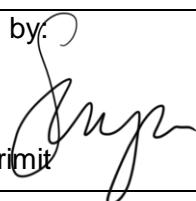
- 2.31. When "Motorcycle Sales Transaction" appears, type in the "Search Key" at least last six digits of engine or chassis number of motorcycle then press **Enter**. Make sure to select the correct engine or chassis number. Double check Engine and Chassis Number based from the actual stencil of unit.

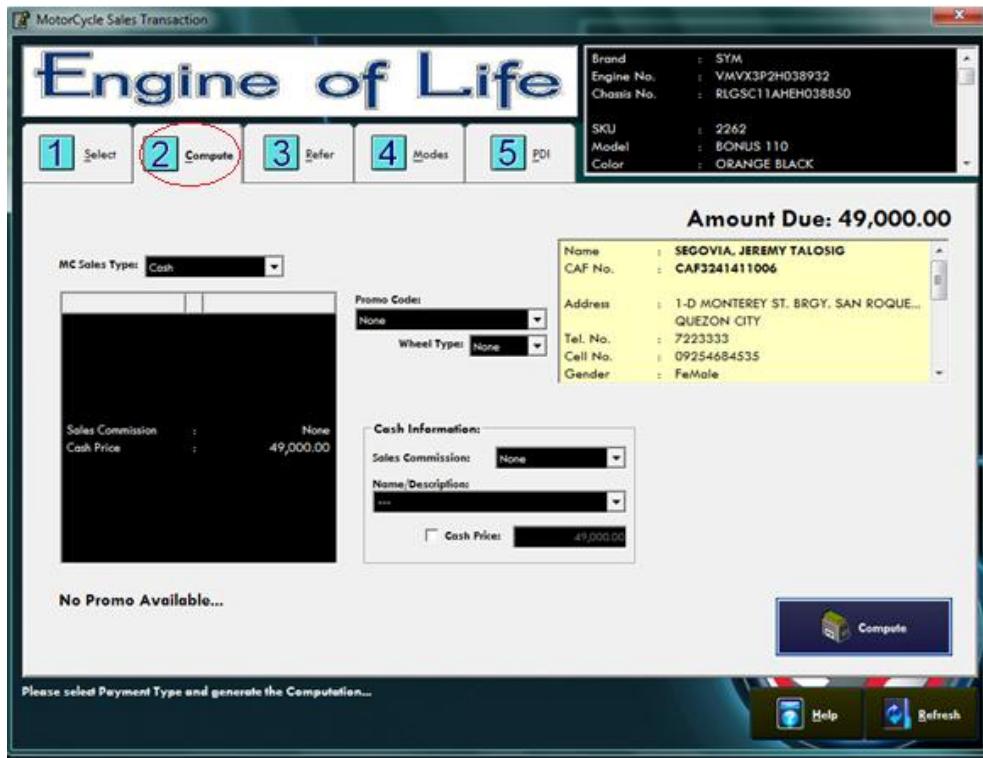


- 2.32. Click "Compute" tab to compute for Monthly Installment and Promissory Note Value of the customer.

2.32.1. For Cash Sales Transaction:

- 2.32.1.1. Select Cash in "MC Sales Type"
- 2.32.1.2. Choose None in "Promo Code"
- 2.32.1.3. Choose None in "Wheel Type"
- 2.32.1.4. Select None in "Sales Commission"
- 2.32.1.5. If with Agent, type name of Agent in Name/Description if none type 3 hyphens
- 2.32.1.6. Check Cash Price
- 2.32.1.7. Click Compute

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3.32.2. For Installment Sales Transaction:

3.32.2.1. Select Cash in "MC Sales Type"

3.32.2.2. Choose the right "Promo Code"

3.32.2.2.1. BN-LTO-2000 – for brand new units: Solo Model

3.32.2.2.2. BN-LTO-2300 – for brand new units: Tricycle Model

3.32.2.2.3. BV-1.25% - for repo refinance based on book value

3.32.2.2.4. APPRAISED-1.25% - for repo refinance based on appraised value

3.32.2.3. Choose None in "Wheel Type"

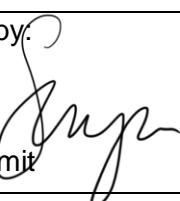
3.32.2.4. Select Terms

3.32.2.5. Input Down payment of customer

3.32.2.6. Check First Due Date

3.32.2.7. Click Compute

3.32.2.8. Double Check Monthly Installment and Promissory Note Value

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MotorCycle Sales Transaction

Engine of Life

Amount Due: 2,000.00

1 Select	2 Compute	3 Refer	4 Modes	5 PDI
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MC Sales Type: Installment

Term	: 36 Month(s)
Rate	: 1.48 %
LCP	: 51,450.00
Total Add Ons	: 0.00
LTO Registration	: 2,000.00
Total PPD	: 7,200.00
Amount Financed	: 51,450.00
Finance Charges	: 27,412.56
Down Payment	: 2,000.00
Monthly Amort.	: 2,391.00
PN Value	: 86,076.00

Promo Code: BN-LTO-2000

Wheel Type: None

Account SetUP:

Term: 36	Rate: 0.00 %
<input type="checkbox"/> Unit LCP:	0.00
<input type="checkbox"/> Monthly PPD:	0.00
<input type="checkbox"/> LTO Regist.	0.00

DownPayment:

<input type="checkbox"/> OTC Down Pay:	2,000.00
Enter Add Ons:	0.00
Interest Add Ons:	0.00
Due Date:	December 6, 2014

Name: SEGOVIA, JEREMY TALOSIG
CAF No.: CAF3241411006

Address: 1-D MONTEREY ST. BRGY. SAN ROQUE...
QUEZON CITY
Tel. No.: 7223333
Cell No.: 09254684535
Gender: FeMale

For BrandNew SOLO MODEL

Compute

Please select Payment Type and generate the Computation...

Help **Refresh**

3.33.3. Click "Refer" Tab, to input supporting documents number and date of the sale.

MotorCycle Sales Transaction

Engine of Life

Original Receipts:

OR Date: November 6, 2014

OR No.: 000000 Reservation: 0.00

Amount: 3,961.00

Print

Other Reference:

Ref Date: November 6, 2014

Ref Type:

Ref No.:

Amount: 0.00

Sales Invoice:

SI Date: November 6, 2014

SI No.: 36051

Delivery Receipts:

DR Date: November 6, 2014

DR No.: 133664

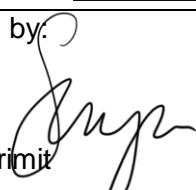
Print

Name: SEGOVIA, JEREMY TALOSIG
CAF No.: CAF3241411006

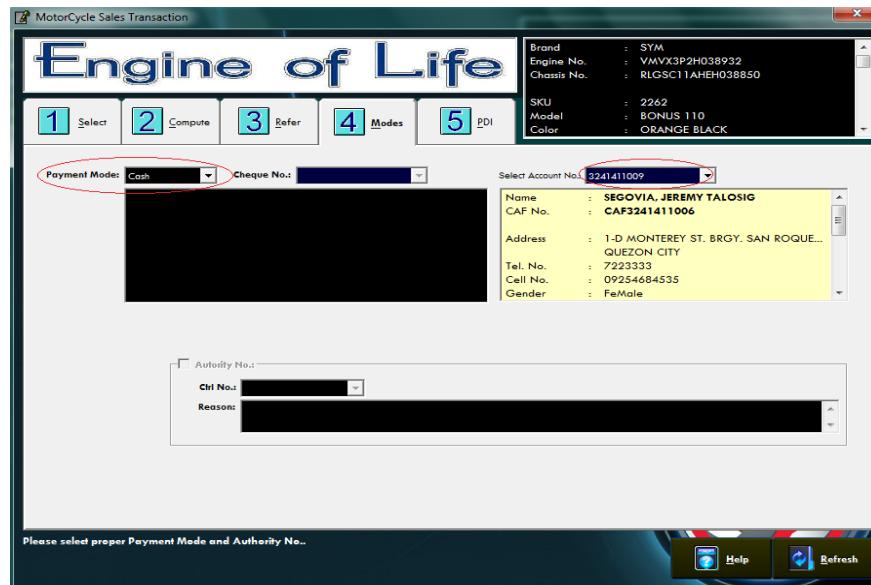
Address: 1-D MONTEREY ST. BRGY. SAN ROQUE...
QUEZON CITY
Tel. No.: 7223333
Cell No.: 09254684535
Gender: FeMale

Please enter the following receipts for References...

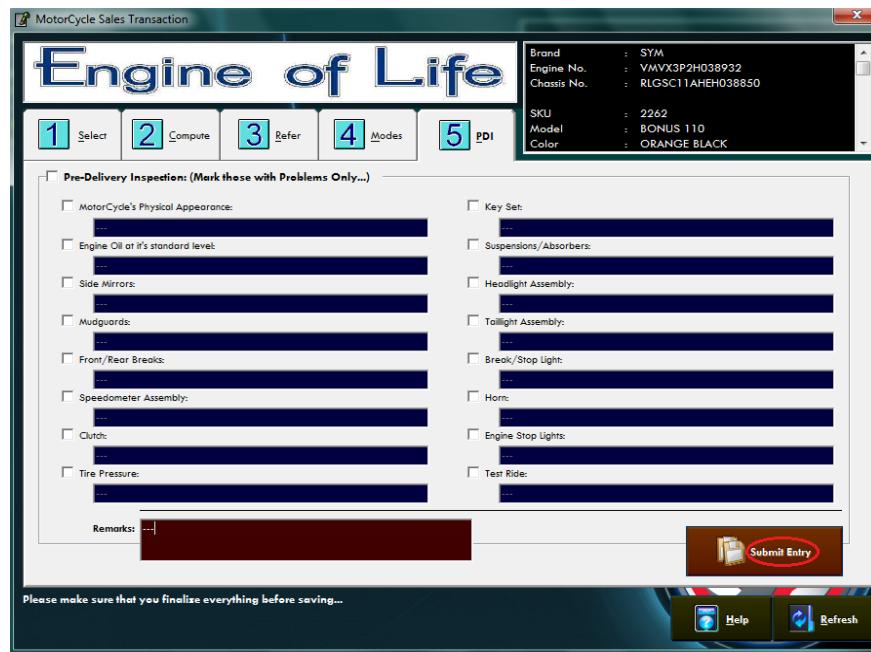
Help **Refresh**

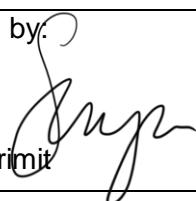
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- 3.33.4. Click "Modes" Tab to input Mode of payment if Cash or Cheque and to select customer's Account Number.



- 3.33.5. Click "PDI" Tab, for Pre-Delivery Inspection Entry, check box and input remarks notice in the unit. Click "Submit Entry" dialog box to save the sales entry.



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4. COLLECTION ENTRY

- 4.1. Click "Customer" in the main menu in the left portion of the screen and sub-menu will cascade; and click "Enter Ledger" to go to Customer ledger module.



- 4.2. When the Customer Ledger module appear, uncheck the box of List of Scheduled for Collection,

	Customer Name	Account No.	Area Code	Due Date	OD	M.A

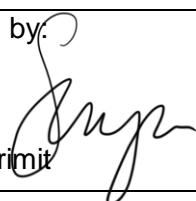
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- 4.3. Type in the Search Key name of customer for collection entry, Click "Select Status" to show sub-menu and click "View All"

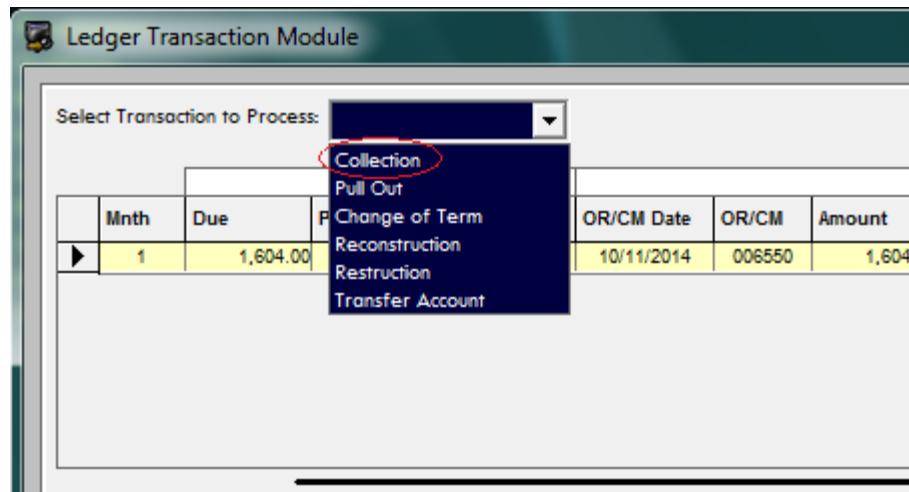
Customer Name	Account No.	Area Code	Due Date	OD	M.
AGABON, ROSE	3071409009	AREA 2	11/11/2014	1	1

- 4.4. Select the right Customer Name for collection entry; then click "Enter Ledger" dialogue box to proceed with the next step.

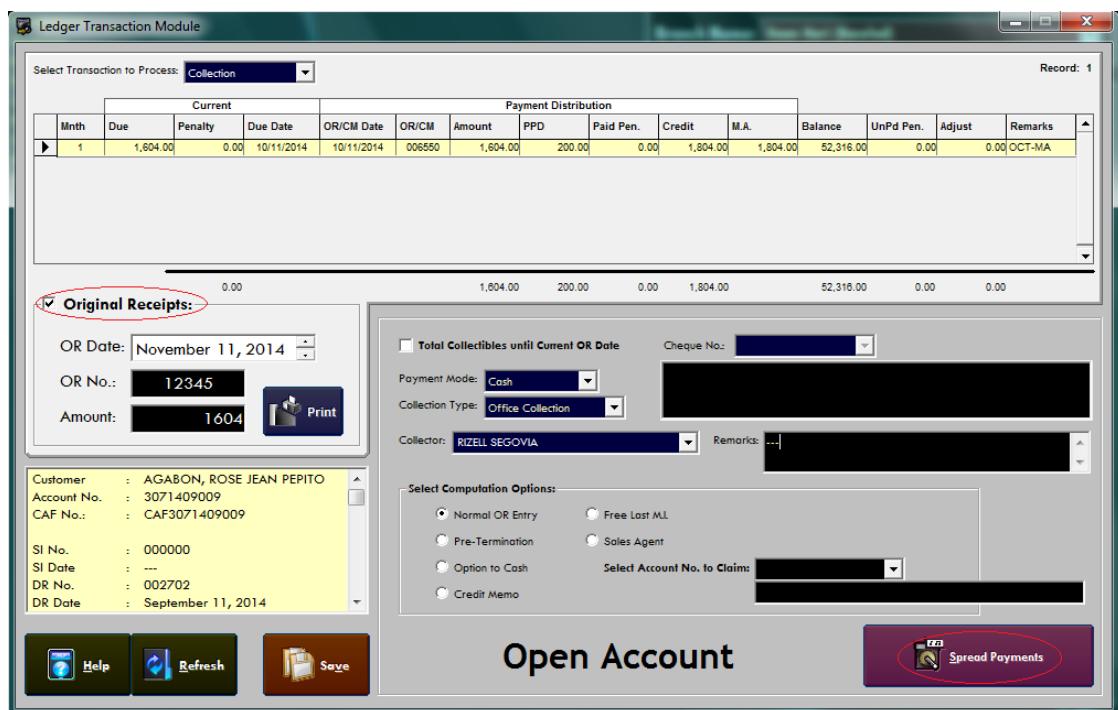
Customer Name	Account No.	Area Code	Due Date	OD	M. A.	O. B.	Status
AGABON, ROSE JEAN PEPITO	3071409009	AREA 2	11/11/2014	1	1,804.00	52,316.00	Open Account

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- 4.5. When “Ledger Transaction Module appears, Click “Select Transaction” to show sub-menu and click “Collection”



- 4.6. Input Official Receipt details, Collection Type – Office or Field, Name of person who issued the receipt; then click “Spread Payments” dialogue box.



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4.7. Check Distribution of Payments if correct; then click "Save".

Month	Due Date	Due	Penalty	PPD	Credit	Advance	Unav PPD	Paid Pen	Balance	UnPd Pen	Adjustment
2	11/11/2014	1,604.00	0.00	200.00	1,804.00	0.00	0.00	0.00	50,512.00	0.00	0.00

Original Receipts:

OR Date: November 11, 2014
OR No.: 12345
Amount: 1,604.00

Customer: AGABON, ROSE JEAN PEPITO
Account No.: 3071409009
CAF No.: CAF3071409009

SI No.: 000000
SI Date: ---
DR No.: 002702
DR Date: September 11, 2014

Total Collectibles until Current OR Date: Cheque No.:
Payment Mode: Cash
Collection Type: Office Collection
Collector: RIZELL SEGOVIA
Remarks: ...

Selected Computation Options:

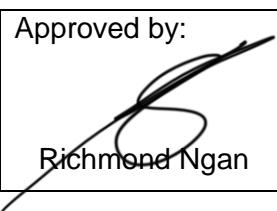
Normal OR Entry Free Last M.L.
 Pre-Termination Sales Agent
 Option to Cash Credit Memo
 Select Account No. to Claim: [dropdown]

Open Account **Spread Payments**

5. PULL OUT ORDER (POO) ENTRY

5.1. Click "Customer" in the main menu in the left portion of the screen and sub-menu will cascade; and click "Enter Ledger" to go to Customer ledger module.



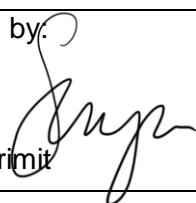
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- 5.2. When the Customer Ledger module appear, uncheck the box of List of Scheduled for Collection,

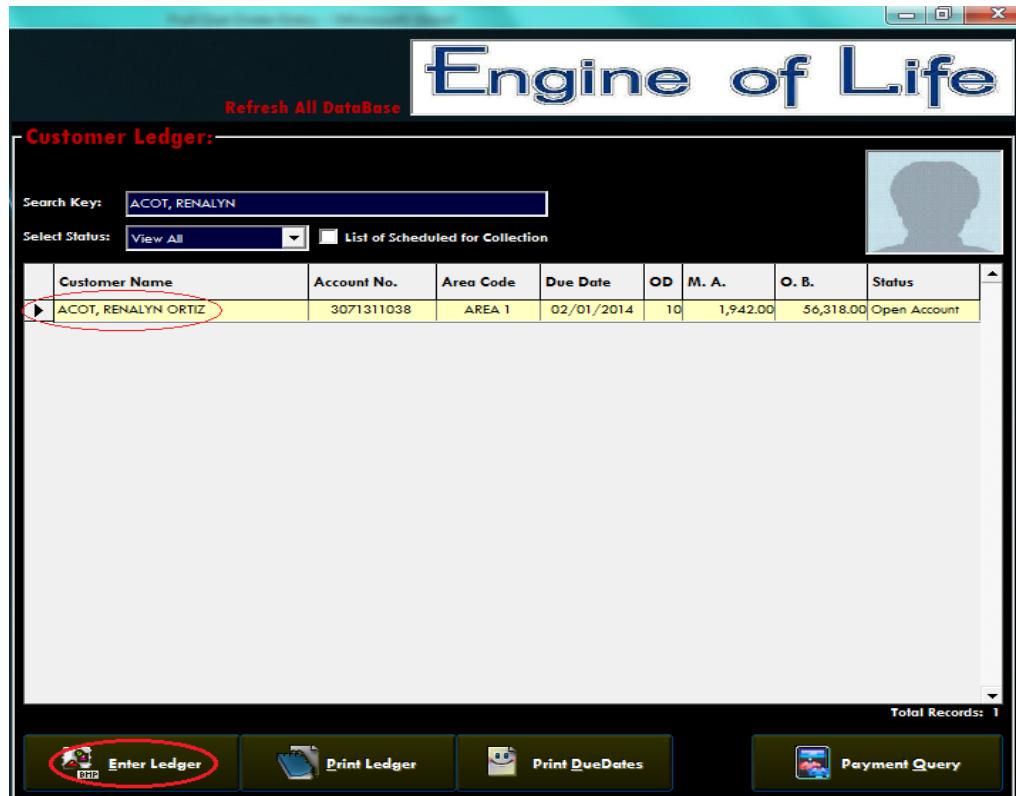
The screenshot shows the 'Customer Ledger' interface. At the top right is the 'Engine' logo. Below it is a red button labeled 'Refresh All DataBase'. The main title 'Customer Ledger:' is in red. Underneath, there are two input fields: 'Search Key:' and 'Select Status:'. The 'Select Status:' dropdown menu has a checked checkbox labeled 'List of Scheduled for Collection', which is circled in red. Below these fields is a table header with columns: Customer Name, Account No., Area Code, Due Date, OD, and M. A.

- 5.3. Type in the Search Key name of customer for pull out entry, Click "Select Status" to show sub-menu and click "View All"

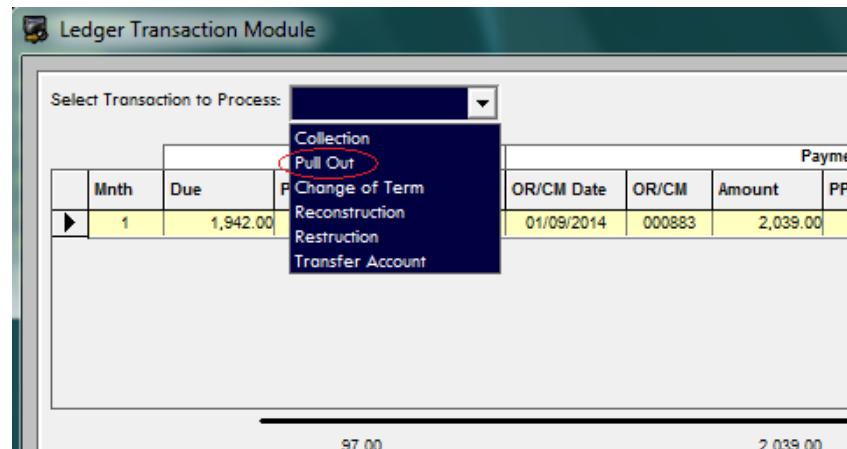
The screenshot shows the same 'Customer Ledger' interface as above. The 'Search Key:' field now contains 'ACOT, RENALYN' and is circled in red. The 'Select Status:' dropdown menu is open, showing several options: 'View All' (which is highlighted and circled in red), 'Closed Account', 'Closed OTC', 'Closed PreTerm', 'COT Closed', 'Open Account', and 'Repo Closed'. To the right of the dropdown, there is a checkbox labeled 'List of Scheduled for Collection' which is unchecked. Below the dropdown is a table with three columns: Account No., Area Code, and Due Date. The first row of the table is highlighted in yellow and contains the values: 3071311038, AREA 1, and 02/01/2014.

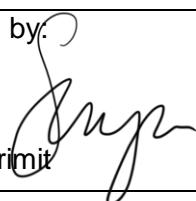
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- 5.4. Select the right Customer Name for pull out entry; then click “Enter Ledger” dialogue box to proceed with the next step.



- 5.5. When “Ledger Transaction Module appears, Click “Select Transaction” to show sub-menu and click “Pull Out”



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5.6. Input POO Details; then click “Compute Book Value” dialog box.

Payment Distribution														
Mnth	Due	Penalty	Due Date	OR/CM Date	OR/CM	Amount	PPD	Paid Pen.	Credit	M.A.	Balance	UnPd Pen.	Adjust	Remarks
1	1,942.00	97.00	01/01/2014	01/09/2014	000883	2,039.00	0.00	97.00	1,942.00	1,942.00	56,318.00	0.00	0.00	JAN-MA

Original Receipts:

OR Date: November 11, 2014
OR No.: 00000
Amount: 0.00

Customer : ACOT, RENALYN ORTIZ
Account No.: 3071311038
CAF No.: CAF3071311038

SI No.: 000000
SI Date: ---
DR No.: 001189
DR Date: November 26, 2013

Change Unit Return Unit

POO Details:
POO Date: November 11, 2014
POO No.: 266405

RR Details:
RR Date: November 11, 2014
RR No.: 178763

5.7. Scroll down to see the unit book value; then click “MC Checklist”

A.T.B.F. P 70,550.00
Orig. Terms / 36 Month[s]

Net M.A. P 1,959.72

Net M.A. P 1,959.72
Months Pd. x 7 Month[s]

Total Net M.A. P 13,718.06

A.T.B.F. P 70,550.00
Total Net M.A. - P 13,718.06

Book Value **P 56,832.00**

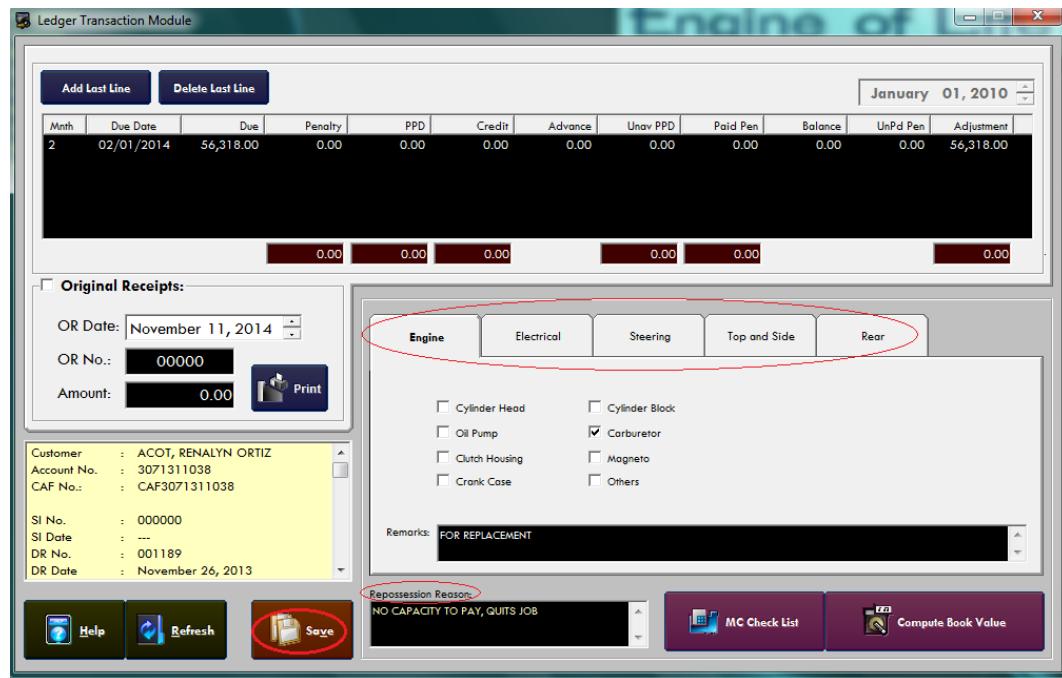
Change Unit Return Unit

POO Details:
POO Date: November 11, 2014
POO No.: 266405

RR Details:
RR Date: November 11, 2014
RR No.: 178763

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- 5.8. Check box for problems encountered, input Remarks if any, type Repossession Reason and if all details are final; click "Save"

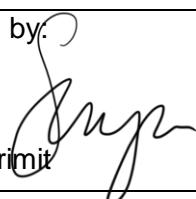


6. OTHER OR ENTRY

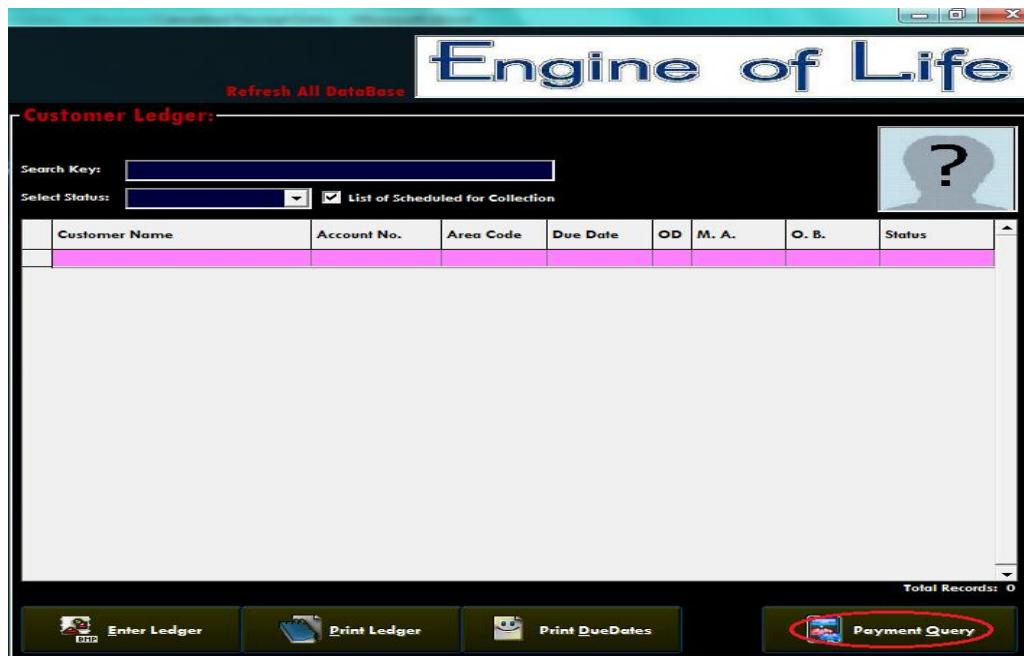
This module is for amount received by branch supported by an Official Receipt other than Collection or Receivables examples are payment for LTO Sticker, Excess Budget, payment for Unpaid Penalties of Closed account customers, Promotional items like helmet and sweatshirt etc.

- 6.1. Click "Customer" in the main menu in the left portion of the screen and sub-menu will cascade; and click "Enter Ledger" to go to Customer ledger module.

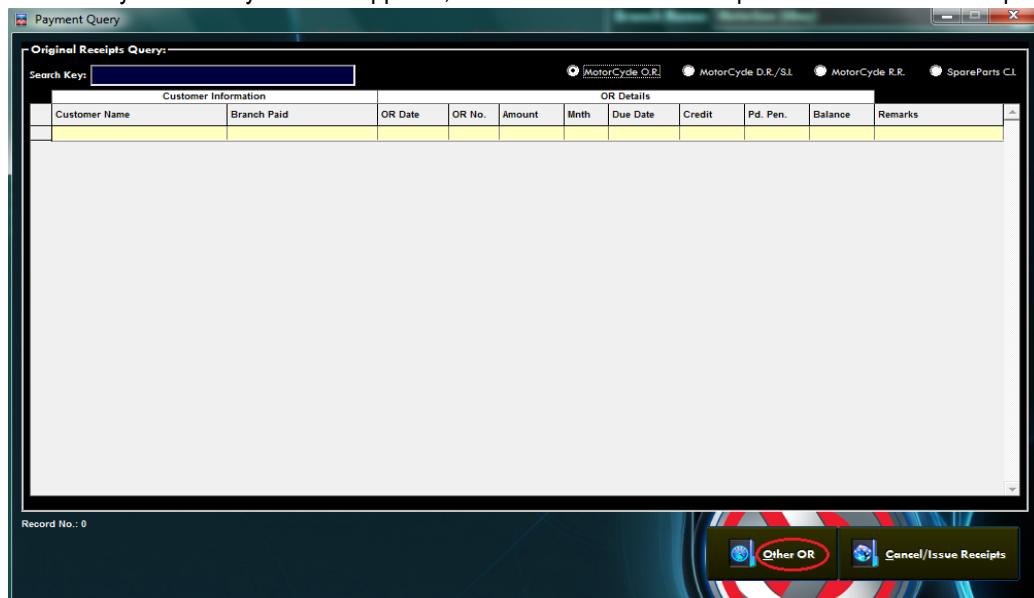


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- 6.2. When the “Customer Ledger” module appears; click “Payment Query” dialogue box to proceed with the next step.



- 6.3. When “Payment Query” module appears, click “Other OR” button to proceed with the next step.



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6.4. When "Transaction to Other Original Receipt Entry" module appears, input the following details;

- 6.4.1. Type Customer Name.
- 6.4.2. Type CAF No. and Account No.
- 6.4.3. Select Payment Mode and Collection Type
- 6.4.4. Type OR Date, OR No., Amount and OR Type
 - 6.4.4.1. Collection – if payment will need to appear on customer's ledger for example paid penalty balance of closed account customers
 - 6.4.4.2. Reserved – reservation payment of customer for unit/motorcycle
 - 6.4.4.3. Others – that payment that does not fall under collection or reserved like payments for LTO Sticker, Excess Budget, and promotional Items etc
- 6.4.5. Type ID No at Name who issued the OR
- 6.4.6. Type Remarks if any
- 6.4.7. If all details are final, click "Add Record" to save the entry

Transaction for Other Original Receipts Entry:

OR Details							Other Description		
O.R. No	O.R. Date	Amount	Account No.	Customer Name	EventDate	Claimed	Remarks		
000019	01/30/2014	700.00	None	MIRASOL LACARAN	01/31/2014	NO	PARTIAL PAYMENT FOR UNPAID PENALTY		
000565	01/23/2014	36,254.07	None	LOPEZ, RONIE --	01/24/2014	NO	EXCESS BUDGET LTO RL-13-041		
000566	02/12/2014	5,000.00	1140907010	BATAYCAN FEDELINA	02/13/2014	NO	PAYMENT FOR UNPAID PENALTY AUT WP-1402022		
000566	01/23/2014	8,264.06	None	LOPEZ, RONIE --	01/24/2014	NO	EXCESS BUDGET LTO RL13-042		
000567	01/23/2014	4,781.25	None	LOPEZ, RONIE --	01/24/2014	NO	EXCESS BUDGET LTO RL14-001		
000568	01/23/2014	765.00	None	LOPEZ, RONIE --	01/24/2014	NO	EXCESS BUDGET LTO RL-14-002		
000569	01/23/2014	1,338.75	None	LOPEZ, RONIE --	01/24/2014	NO	EXCESS BUDGET LTO RL-14-003		
000570	01/23/2014	382.50	None	LOPEZ, RONIE --	01/24/2014	NO	EXCESS BUDGET LTO RL-14-004		
000571	01/23/2014	13,961.27	None	LOPEZ, RONIE --	01/24/2014	NO	EXCESS BUDGET LTO RL-14-005		
000578	01/16/2014	106.00	None	COSTAN, IRVIN -	01/17/2014	NO	EXCESS BUDGET RENEWAL SERVICE UNIT		
000705	02/11/2014	1,475.32	None	HOME DEVELOPMENT MUTUAL FUND	02/12/2014	NO	CHEQUE OF PAG IBIG FUND		

Customer: ABAGAT, DANILO **Payment Mode:** Cash **Collection Type:** Office Collection **Add Record**

CAF No.: CAF1140806004 **Account No.:** --- **Remarks:** EXCESS LTO BUDGER REF NO. LTO RS-14-001

Customer : ABAGAT, DANILO **OR Date:** November 11, 2014 **IDNo.:** 0611042 **Lopez, Ronie Ricarte**

Account No. : --- **OR No.:** 1234 **Print**

CAF No. : CAF1140806004 **Amount:** 4000 **Remarks:** EXCESS LTO BUDGER REF NO. LTO RS-14-001

OR Type: Others

Add **Edit** **Delete** **Other OR** **Cancel/Issue Receipts**

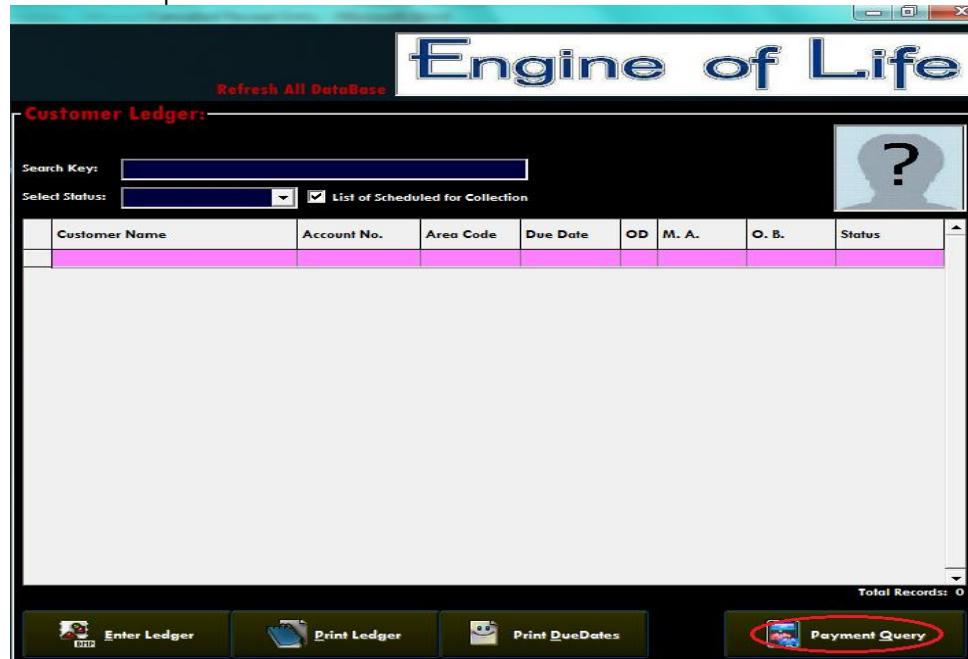
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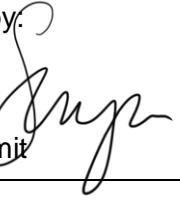
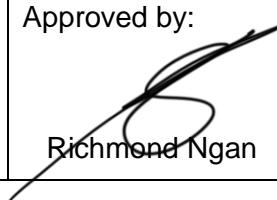
7. CANCELLED RECEIPT ENTRY

- 7.1. Click "Customer" in the main menu in the left portion of the screen and sub-menu will cascade; and click "Enter Ledger" to go to Customer ledger module.

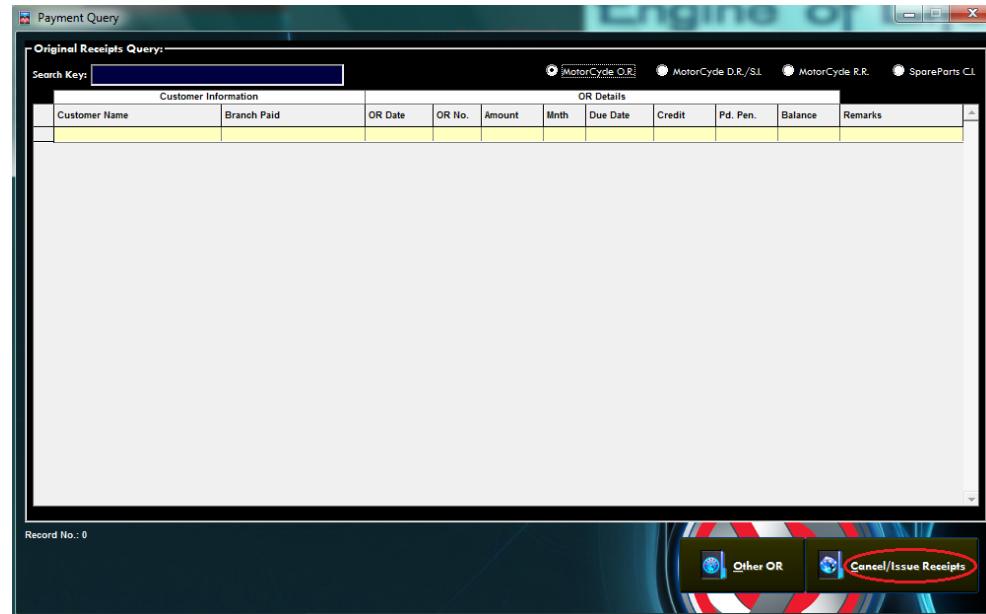


- 7.2. When the "Customer Ledger" module appears; click "Payment Query" dialogue box to proceed with the next step.

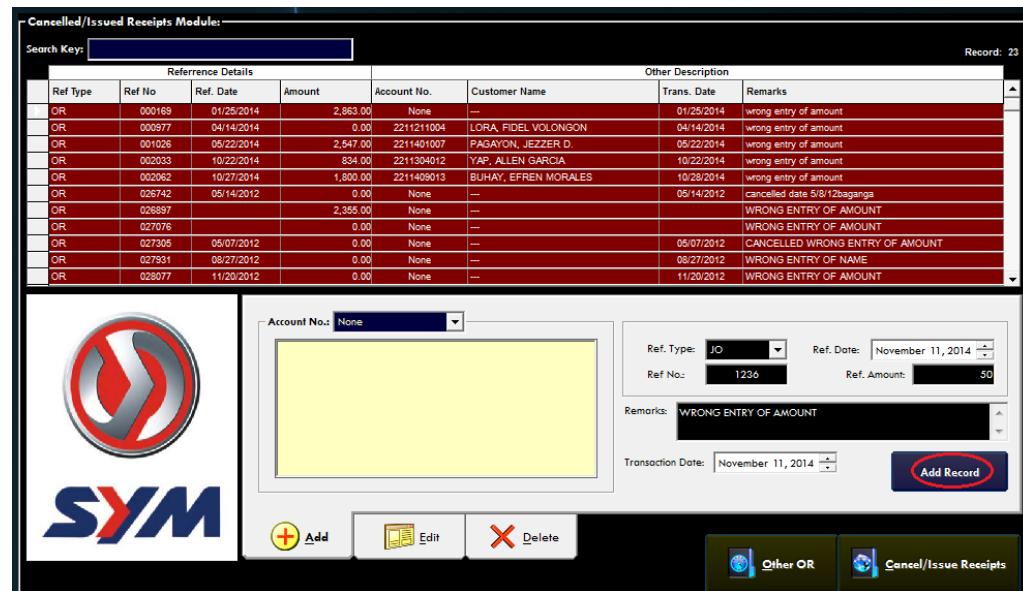


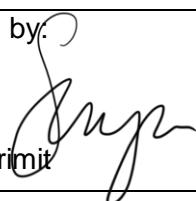
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- 7.3. When "Payment Query" module appears, click "Cancel/Issue Receipts" dialogue box to proceed with the next step.



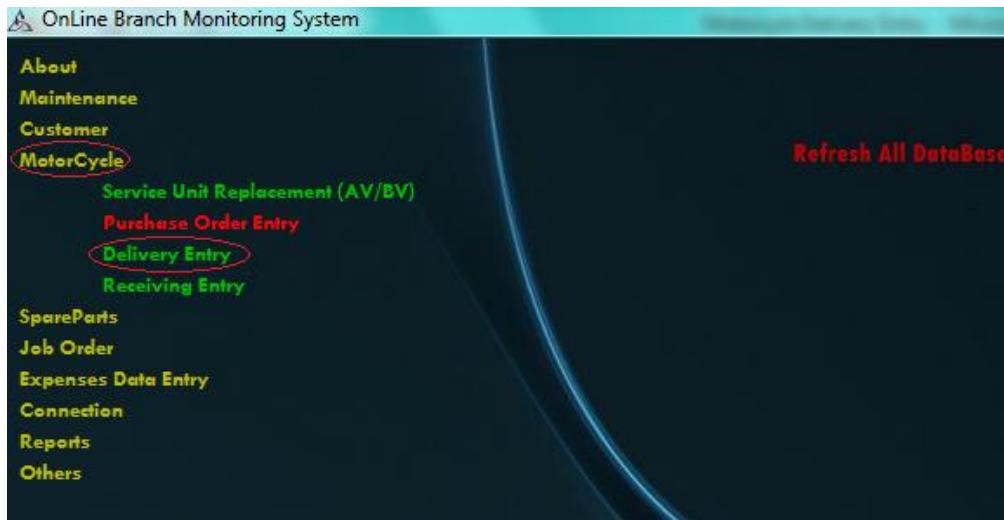
- 7.4. When "Cancelled/Issued Receipts" module appears, input the details of the cancelled receipt and indicate reason for cancellation in the "Remarks" portion then click "Add Record" to save the entry.



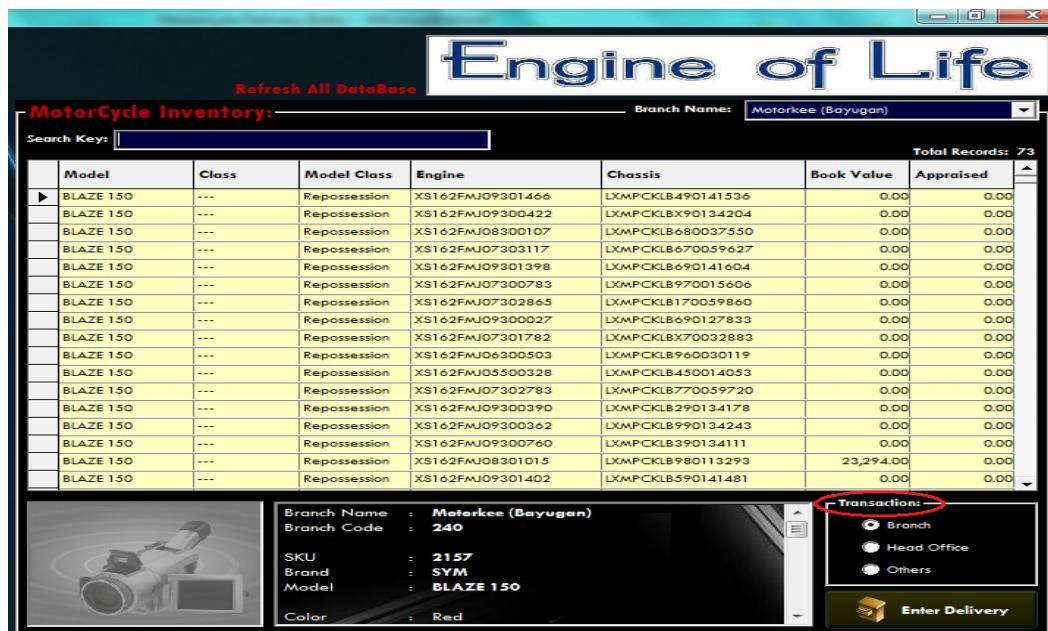
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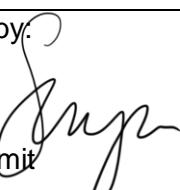
8. MOTORCYCLE DELIVERY ENTRY

- 8.1. Click "Motorcycle" in the main menu in the left portion of the screen and sub-menu will cascade; and click "Delivery Entry" to go to Motorcycle Inventory module.

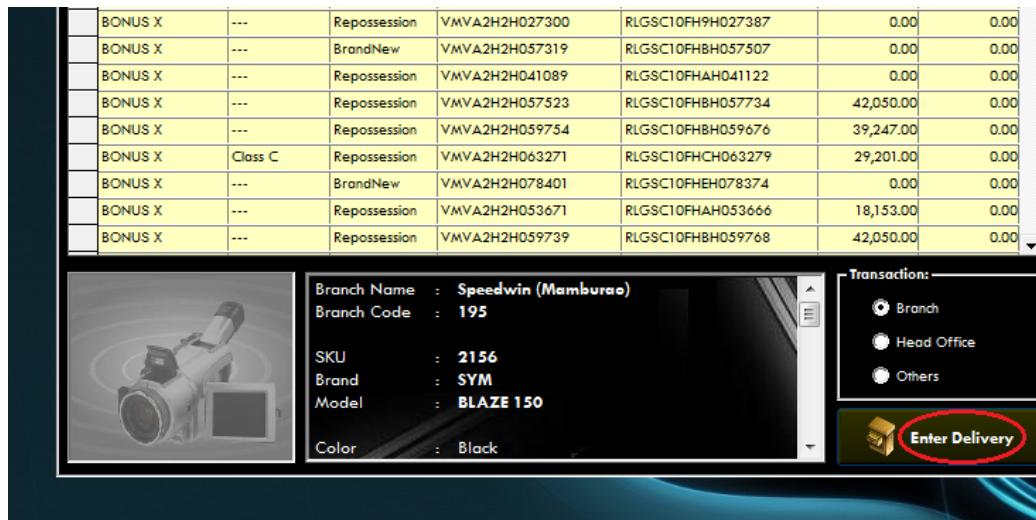


- 8.2. Choose for the "Transaction" in the lower right portion of the screen. Choose Branch if unit is for Interbranch, HeadOffice if unit is for backload to the main office and Others if it does not fall between Branch and HeadOffice.

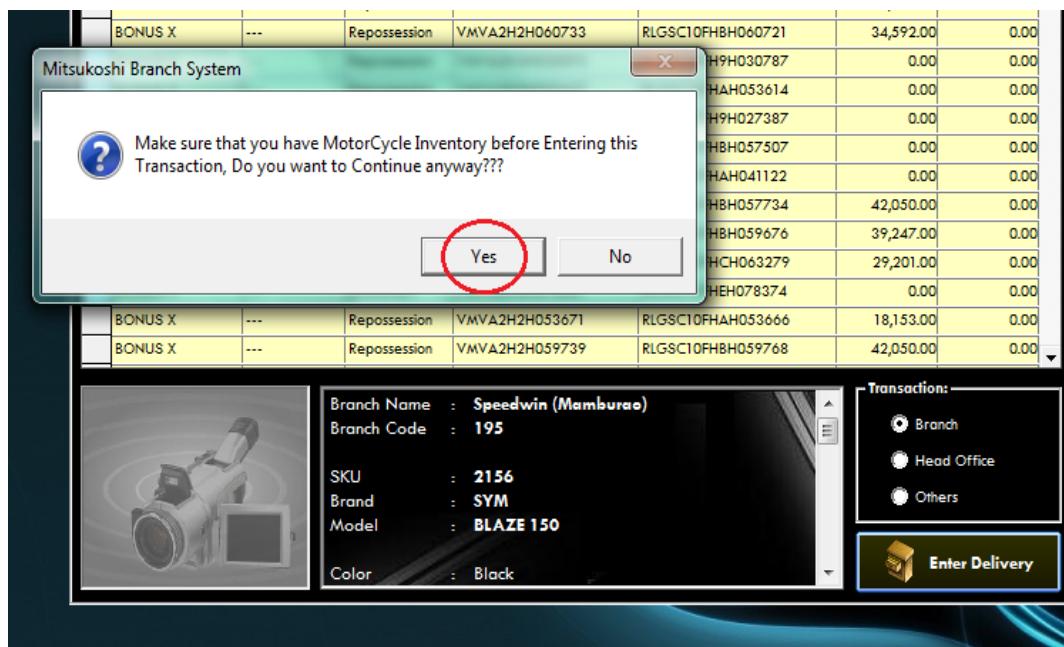


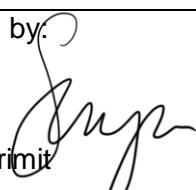
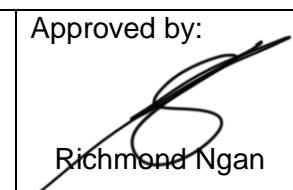
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8.3. Click "Enter Delivery" dialogue box.

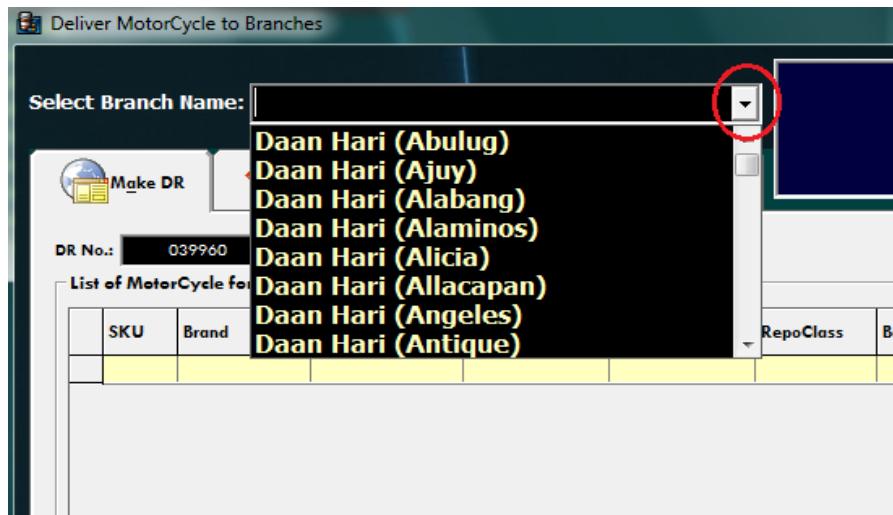


- 8.4. A pop-up question will appear "Make sure that you have Motorcycle Inventory before entering this transaction, do you want to continue anyway??? and click "Yes" in the dialogue box to proceed with the next step.

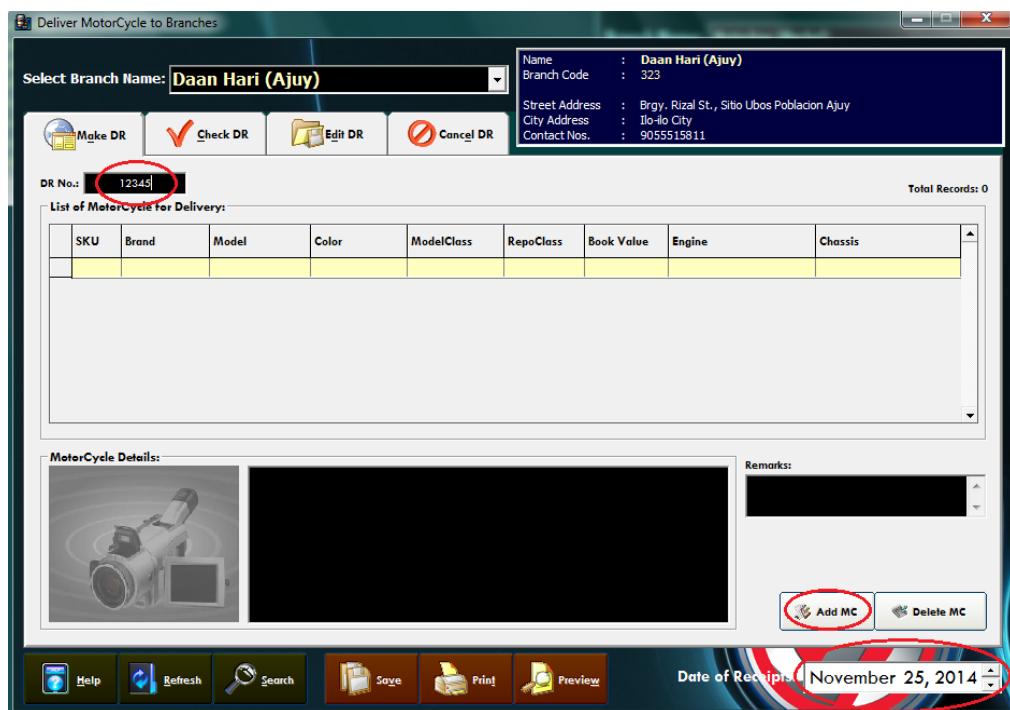


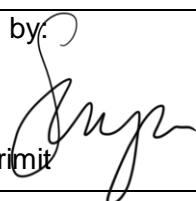
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- 8.5. When "Delivery Motorcycle" Module Appears, Click "Select Branch Name" and choose from the drop down list name of branch.



- 8.6. Type the "DR No." used to document delivery of unit, Change "Date of Receipt" with DR Date, then click "Add MC"



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- 8.7. When "Add Motorcycle Unit for Make Tab" appears, Type in the "Engine No." at least five (5) of engine no. then press **Enter**.

- Add MotorCycle Unit for Make Tab:

SKU	Model	Color	Engine	Chassis	Model Class
► 0111	CAPITOL	BL	QJ150FMG641046845	LBBPEG6BXEB508287	BrandNew

Enter SKU: [] Model: []
 Brand: [] Color: []

Engine: 46845 **Chassis:** []

Details:

BN Walk IN :	45,600.00	RP Class S :	0.00
BN Sales Agent :	0.00	RP Class A :	0.00
BN D. Center :	0.00	RP Class B :	0.00
RP Min. Selling :	0.00	RP Class C :	0.00
BN Cash Price :	45,600.00	RIM Type :	0.00
BN Walk IN :	45,600.00	MAG Type :	0.00

Total Records: 1

MotorCycle Picture: 

 Pre-Delivery Inspection

- 8.8. Make sure that the arrow points to the right Engine and Chassis No. of motorcycle for delivery. Click "Pre-Delivery Inspection" dialog box.

- Add MotorCycle Unit for Make Tab:

SKU	Model	Color	Engine	Chassis	Model Class
► 0111	CAPITOL	BL	QJ150FMG641046845	LBBPEG6BXEB508287	BrandNew

Enter SKU: [] Model: []
 Brand: [] Color: []

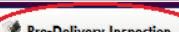
Engine: 46845 **Chassis:** []

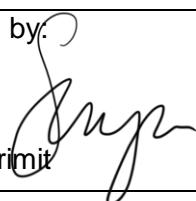
Details:

BN Walk IN :	45,600.00	RP Class S :	0.00
BN Sales Agent :	0.00	RP Class A :	0.00
BN D. Center :	0.00	RP Class B :	0.00
RP Min. Selling :	0.00	RP Class C :	0.00
BN Cash Price :	45,600.00	RIM Type :	0.00
BN Walk IN :	45,600.00	MAG Type :	0.00

Total Records: 1

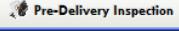
MotorCycle Picture: 

 Pre-Delivery Inspection

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8.9. Check box and input remarks notice in the unit then Click "Save Record" dialog box to add the unit.

- Add MotorCycle Unit for Make Tab:

Pre-Delivery Inspection: (Mark those with Problems Only...)	
<input type="checkbox"/> MotorCycle's Physical Appearance:	<input type="checkbox"/> Key Set:
<input type="checkbox"/> Engine Oil at it's standard level:	<input type="checkbox"/> Suspensions/Absorbers:
<input type="checkbox"/> Side Mirrors:	<input type="checkbox"/> Headlight Assembly:
<input type="checkbox"/> Mudguards:	<input type="checkbox"/> Taillight Assembly:
<input type="checkbox"/> Front/Rear Breaks:	<input type="checkbox"/> Brake/Stop Light:
<input type="checkbox"/> Speedometer Assembly:	<input type="checkbox"/> Horn:
<input type="checkbox"/> Clutch:	<input type="checkbox"/> Engine Stop Lights:
<input type="checkbox"/> Tire Pressure:	<input type="checkbox"/> Test Ride:
Remarks: <input type="text"/>	
	
	

8.10. If there are two or more units for delivery with the same DR No. repeat step 6.7 to 6.9, else Click "Add MC" to return in "Deliver Motorcycle" module.

Deliver MotorCycle to Branches

Select Branch Name: Daan

DR No.: 12345

List of MotorCycle for Delivery

SKU	Brand	Model	Color	Engine	Chassis	Model Class
0111	EURO MOTOR	CAPITOL	BL	QJ150FMG641046845	LBBPEG6BXEB508287	BrandNew

Add MotorCycle Unit for Make Tab:

SKU	Model	Color	Engine	Chassis	Model Class
0111	CAPITOL	BL	QJ150FMG641046845	LBBPEG6BXEB508287	BrandNew

Enter SKU: Model:
 Brand: Color:
 Engine: 46845 Chassis:

Details:

BN Walk IN	:	45,600.00	RP Class S	:	0.00
BN Sales Agent	:	0.00	RP Class A	:	0.00
BN D. Center	:	0.00	RP Class B	:	0.00
RP Min. Setting	:	0.00	RP Class C	:	0.00
BN Cash Price	:	45,600.00	RIM Type	:	0.00
BN Walk IN	:	45,600.00	MAG Type	:	0.00

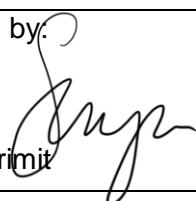
MotorCycle Picture: 

Total Records: 1

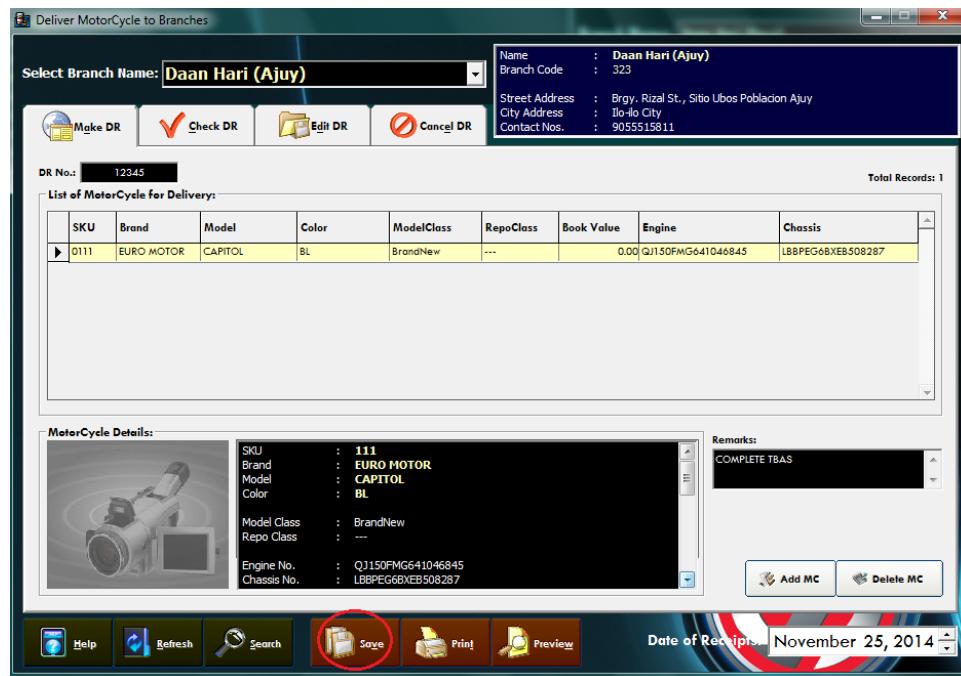
Pre-Delivery Inspection

Add MC **Delete MC**

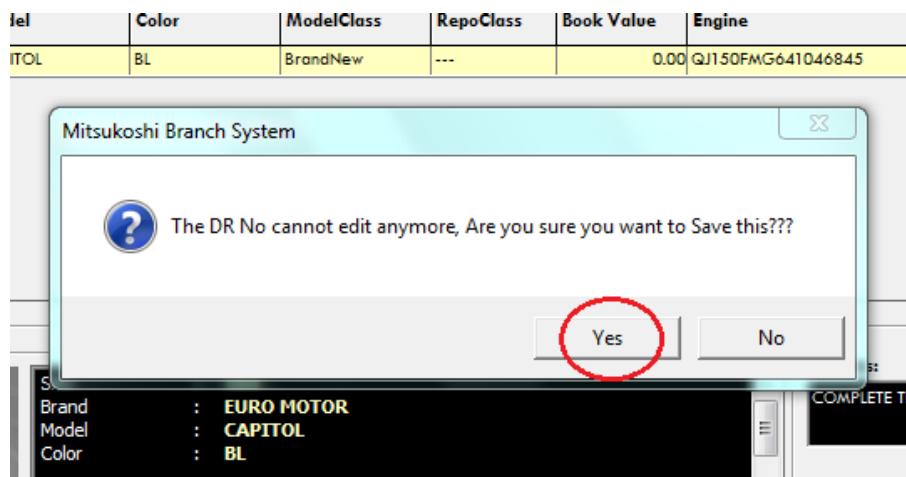
Help Refresh Search Save Print Preview Date of Receipt: November 25, 2014

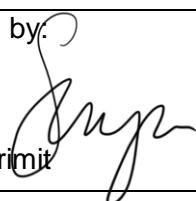
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- 8.11. Double check details for Select Branch Name, DR No., Date of Receipt, and type Remarks if any, if final Click "Save" dialog box.



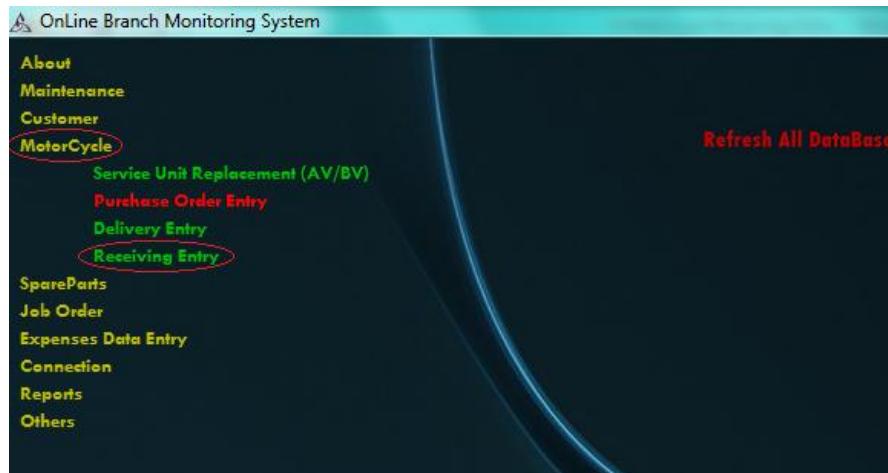
- 8.12. dialog box will appear " The DR No. cannot Edit anymore, Are you sure you want to Save this??? Click Yes to save the entry.



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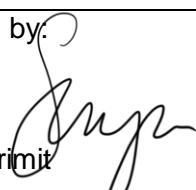
9. MOTORCYCLE RECEIVING ENTRY

- 9.1. Click "Motorcycle" in the main menu in the left portion of the screen and sub-menu will cascade; and click "Receiving Entry" to go to Motorcycle Inventory module.

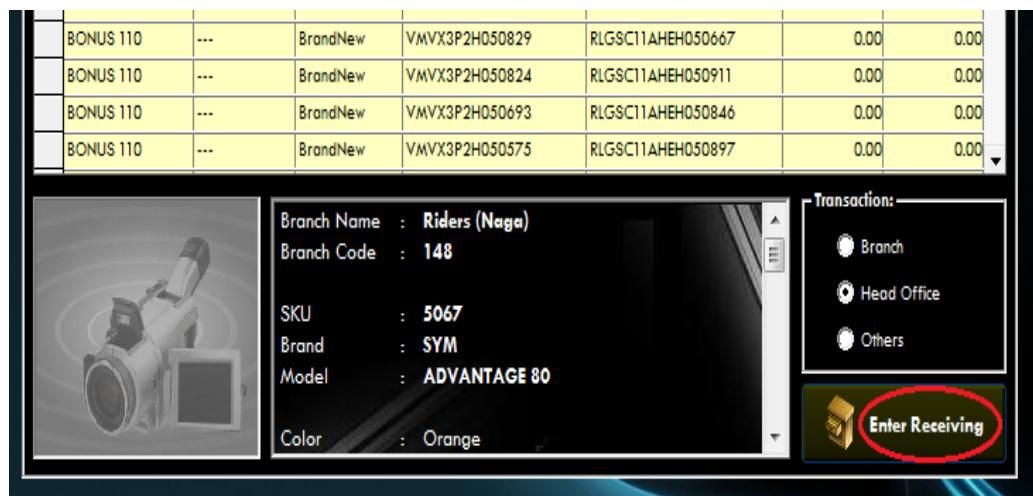


- 9.2. Choose for the "Transaction" in the lower right portion of the screen. Choose Branch if unit is received from other Branch, HeadOffice if unit is received from the main office and Others if it does not fall between Branch and HeadOffice.

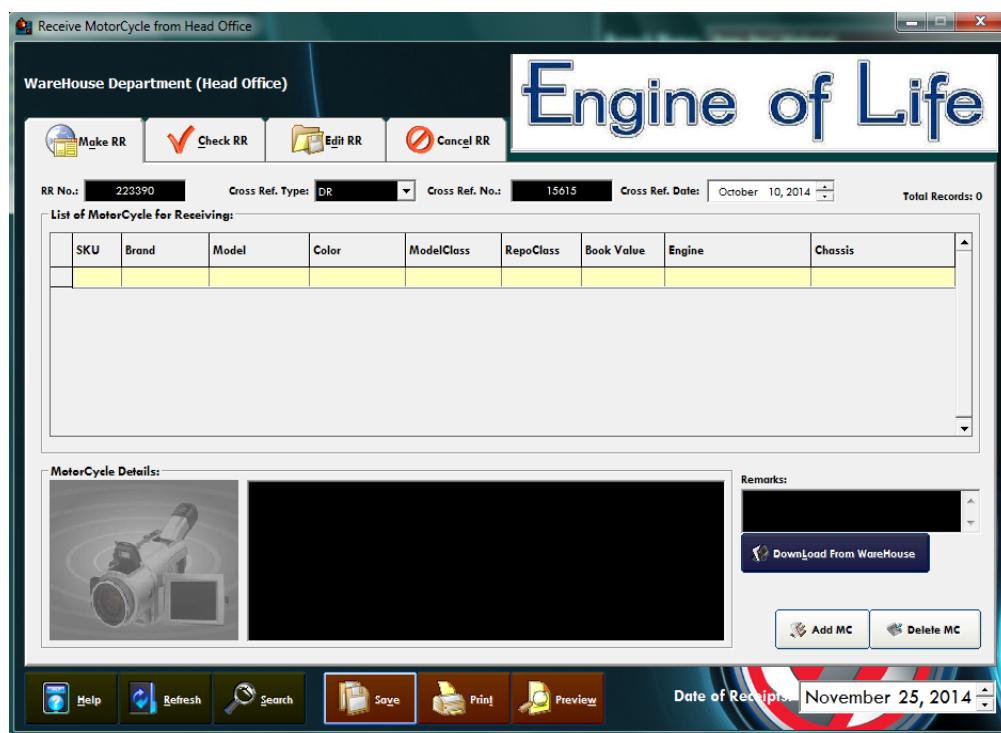


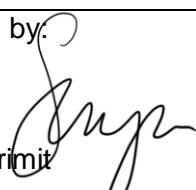
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- 9.3. Click "Enter Receiving" dialogue box.



- 9.4. When "Receive Motorcycle" Module Appears, Type the "RR No." used to document receiving of unit, Select DR in cross reference type, Input the DR No. and DR Date. Click "Download from WareHouse" button.



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- 9.5. When "List of Motorcycle Delivered from WareHouse Department" Module appears, Click "WH to select" to choose the Warehouse. Click "Download All" to download all units that appears or "Download Selected" to download selected units.

List of MotorCycle Delivered from WareHouse Department:

SKU	Head Office WH Carmona WH Meycauayan	Color	Engine	Chassis	Remarks

Record: 0

Download All Download Selected

- 9.6. Double check RR No., Date of Receipt or RR Date, all other details and indicate in the "Remarks" portion if complete Tools, Battery and Accessories (TBA), if final click "Save" to submit the entry.

Receive MotorCycle from Head Office

WareHouse Department (Head Office)

Engine of Life

RR No.: 223390 Cross Ref. Type: DR Cross Ref. No.: 15615 Cross Ref. Date: October 10, 2014 Total Records: 10

List of MotorCycle for Receiving:

SKU	Brand	Model	Color	ModelClass	RepoClass	Book Value	Engine	Chassis
► 2265	SYM	BONUS 110	BLK RD	BrandNew	---	0.00	VMVX3P2H046855	RLGSC11AHEH047066
2262	SYM	BONUS 110	ORNGE BLK	BrandNew	---	0.00	VMVX3P2H046792	RLGSC11AHEH046957
2264	SYM	BONUS 110	WHT BLK	BrandNew	---	0.00	VMVX3P2H046787	RLGSC11AHEH046810
2257	SYM	BONUS X	BLK WHT	BrandNew	---	0.00	VMVA2H2H090557	RLGSC10FHEH090439
2266	SYM	BONUS X	RD BLK	BrandNew	---	0.00	VMVA2H2H090367	RLGSC10FHEH090211
2258	SYM	BONUS X	RD BLK WHT	BrandNew	---	0.00	VMVA2H2H090197	RLGSC10FHEH090415
9030	EURO MOTOR	EURO RACING 125	RD BLK	BrandNew	---	0.00	IP52FME1452407	EM4XCJ3D08A013025
9028	EURO MOTOR	EURO RACING 125	SKY BL BLK	BrandNew	---	0.00	IP52FME1452325	EM4XCJ3D08A013087

MotorCycle Details:

SKU: 2265 **Brand:** SYM **Model:** BONUS 110 **Color:** BLK RD

Model Class: BrandNew **Repo Class:** ---

Engine No.: VMVX3P2H046855 **Chassis No.:** RLGSC11AHEH047066

Remarks: WITH COMPLETE TBAS

Download From WareHouse Add MC Delete MC

Help Refresh Search Save Print Preview Date of Receipt: October 11, 2014

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10. SPAREPARTS RESERVATION ENTRY

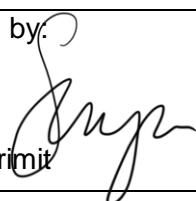
- 10.1. Click "Customer" in the main menu in the left portion of the screen and sub-menu will cascade; and click "Enter Sales" to go to Customer Sales module.



- 10.2. When "Customer Sales" Module appears, choose in "Select Sales Options" if Motorcycle or Spare Parts

Customer Sales:

Customer Sales:					
Search Key:		Selected Sales Option:			
		<input type="radio"/> MotorCycle <input checked="" type="radio"/> SpareParts			
	Customer Name	CAF No.	Type	Status Date	Remarks
	ARANJO, DAVE CAMRA	CAF/201411031	MotorCycle	11/16/14 (09:34 AM)	...

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- 10.3. Type in the “Search Key” name of customer then Press **Enter**, make sure that the arrow points to the right customer.

Customer Sales:

Select Sales Option:—														
<input checked="" type="radio"/> MotorCycle	<input type="radio"/> SpareParts													
Search Key: <input type="text" value="AGAD, JADE"/>														
<table border="1"> <thead> <tr> <th>Customer Name</th> <th>CAF No.</th> <th>Type</th> <th>Status Date</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>► AGAD, JADE ROY OLAIRA</td> <td>CAF4241409008</td> <td>MotorCycle</td> <td>09/07/14 (04:38 PM)</td> <td>---</td> </tr> </tbody> </table>					Customer Name	CAF No.	Type	Status Date	Remarks	► AGAD, JADE ROY OLAIRA	CAF4241409008	MotorCycle	09/07/14 (04:38 PM)	---
Customer Name	CAF No.	Type	Status Date	Remarks										
► AGAD, JADE ROY OLAIRA	CAF4241409008	MotorCycle	09/07/14 (04:38 PM)	---										

- 10.4. Click “SpareParts” in the main menu in the left portion of the screen and sub-menu will cascade; and click “Reservation Entry” to go to Spareparts Reservation module.

OnLine Branch Monitoring System

- About**
- Maintenance**
- Customer**
 - List of Customers**
 - CAF Data Entry**
 - Enter Sales**
 - Enter Ledger**
 - Advance SetUP**
- MotorCycle**
- SpareParts**
 - Create PO**
 - Reservation Entry**
 - Transfer Entry**
 - Receiving Entry**
- Job Order**
- Expenses Data Entry**
- Connection**
- Reports**
- Others**

Customer Sales:

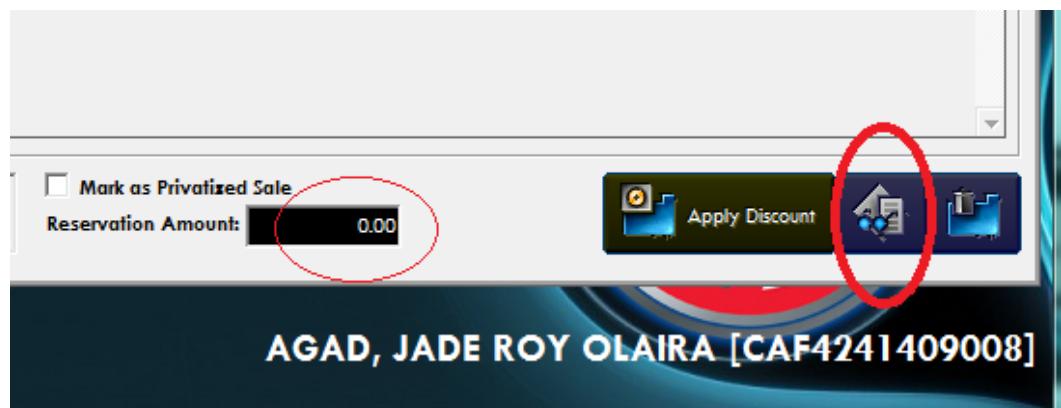
Select Sales Option:—					
<input checked="" type="radio"/> MotorCycle	<input type="radio"/> SpareParts				
Search Key: <input type="text" value="AGAD, JADE"/>					
<table border="1"> <thead> <tr> <th>Customer Name</th> <th>CAF No.</th> </tr> </thead> <tbody> <tr> <td>► AGAD, JADE ROY OLAIRA</td> <td>CAF4241409008</td> </tr> </tbody> </table>		Customer Name	CAF No.	► AGAD, JADE ROY OLAIRA	CAF4241409008
Customer Name	CAF No.				
► AGAD, JADE ROY OLAIRA	CAF4241409008				

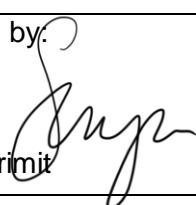
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- 10.5. When “Spareparts Reservation” appear, Change Date of Receipt to OR Date, Input OR No. and Reservation Amount.

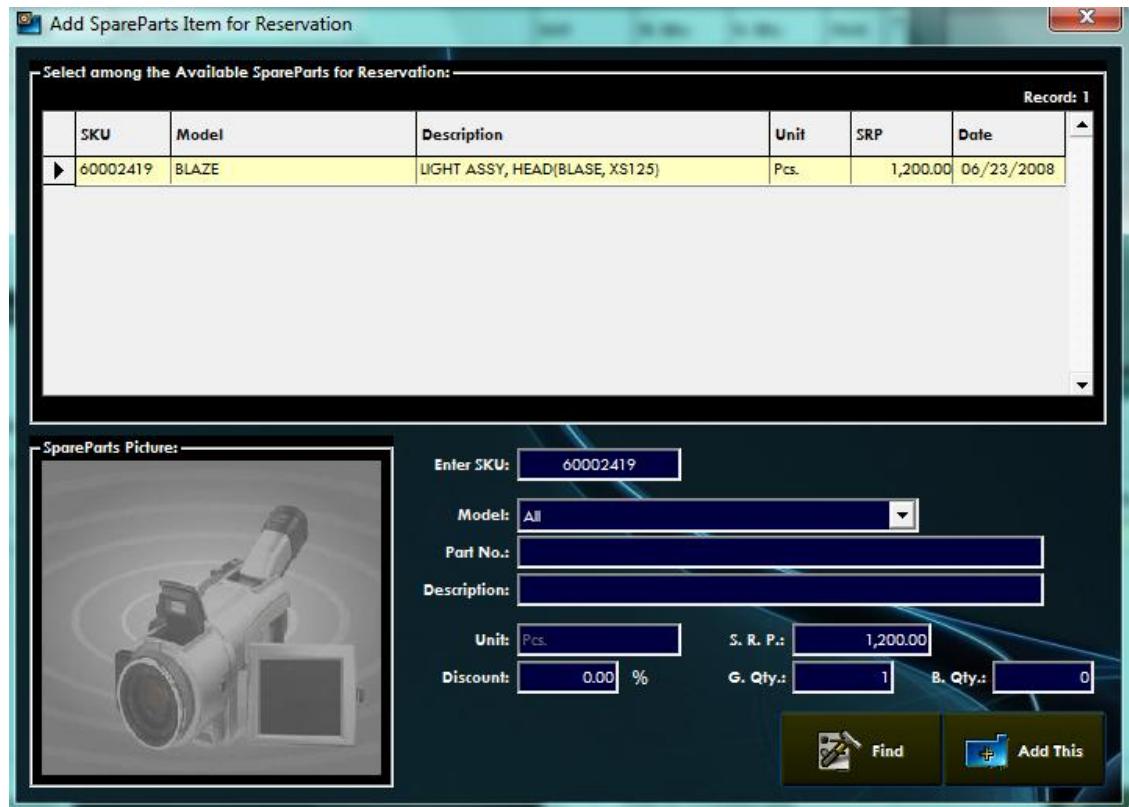


- 10.6. Click “Add Item” button to go to “Add Spareparts Item for Reservation” module.

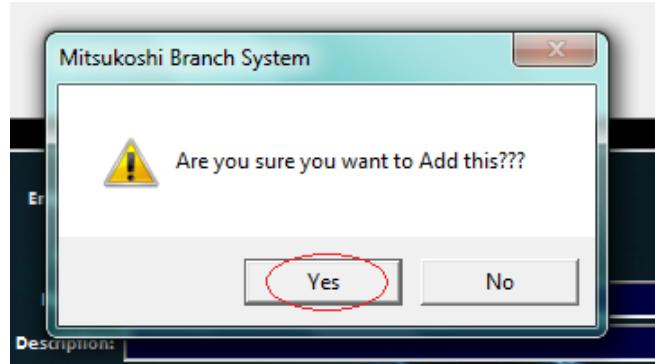


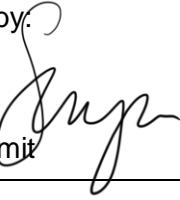
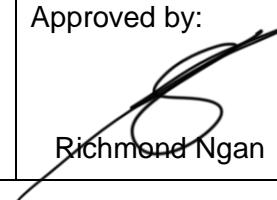
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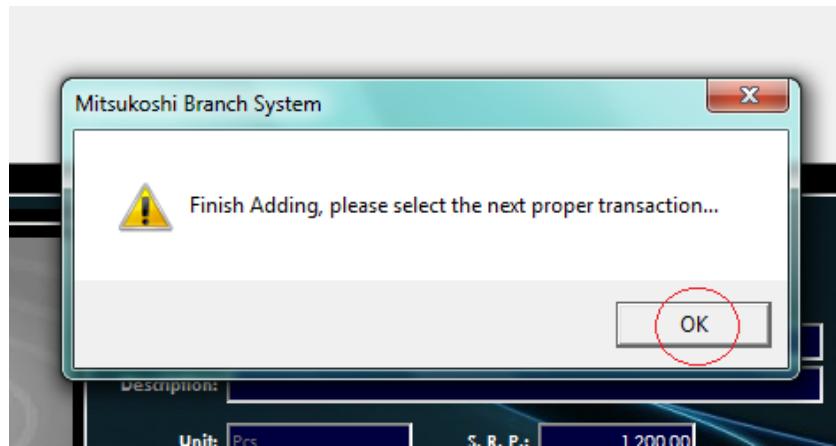
- 10.7. When “Add Spareparts Item for Reservation” module appear, Select “ALL” in Model, type “SKU” then press Enter, Input G. Qty or Quantity. Click “Add This” to add the item.



- 10.8. A pop-up question will appear, Are you sure you want to Add this???, click Yes to proceed, then another pop-up message will appear, “Finish Adding, please select the next proper transaction, click “Ok”.



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- 10.9. If there are two or more items to add repeat step 8.7 and 8.8 else closed “Add Spare parts Item for Sales” module.



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- 10.10. Double check all details in the “Spare Parts Reservation Module”, input remarks if any, if final click “Save” to submit the entry.



11. SPAREPARTS SALES ENTRY

11.1. Spare parts Sales without Reservation

- 11.1.1. Click “Customer” in the main menu in the left portion of the screen and sub-menu will cascade; and click “Enter Sales” to go to Customer Sales module.

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- 11.1.2. When “Customer Sales” Module appears, choose in “Select Sales Options” if Motorcycle or Spare Parts

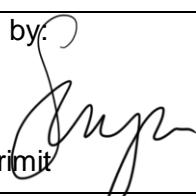
Customer Sales:

Select Sales Option:					
<input type="radio"/> MotorCycle	<input checked="" type="radio"/> SpareParts				
Customer Name	CAF No.	Type	Status Date	Remarks	
ARANJO, DAVE CAMRA	CAF4241411031	MotorCycle	11/16/14 (09:34 AM)	...	

- 11.1.3. Type in the “Search Key” name of customer then Press **Enter**, make sure that the arrow points to the right customer.

Customer Sales:

Select Sales Option:					
<input type="radio"/> MotorCycle	<input checked="" type="radio"/> SpareParts				
Customer Name	CAF No.	Type	Status Date	Remarks	
AGAD, JADE ROY OLIRA	CAF4241409008	MotorCycle	09/07/14 (04:38 PM)	---	

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- 11.1.4. Click “Enter Sales” button to go to Spare parts Sales module.

Customer Sales:

Search Key: AGAD, JADE

Select Sales Option: MotorCycle SpareParts

Customer Name	CAF No.	Type	Status Date	Remarks
► AGAD, JADE ROY OLIRA	CAF4241409008	MotorCycle	09/07/14 [04:38 PM]	...

Total Records: 1

Enter Sales

Accounting Computation

- 11.1.5. When “Spareparts Sales” module appear, Change Date of Receipt to OR Date, and Input CI No. or Cash Invoice or Sales Invoice Spareparts.

Spare Parts Sales

SpareParts Inventory:

SKU	Description	Unit	G. Qty.	B. Qty.	Stock
► 90002333	OIL, MOTOR (1L)(MAKOTO)	Pcs.	37.00	0.00	YES
90002279	OIL, MOTOR (MAKOTO) 0.8L(MAKOTO)	Pcs.	38.00	0.00	YES

Date of Receipts: November 28, 2014

Item Picture:

Make CI **Check CI** **Edit CI** **Cancel CI**

CI No.: 12345

0.00

List of Items for cash Invoices:

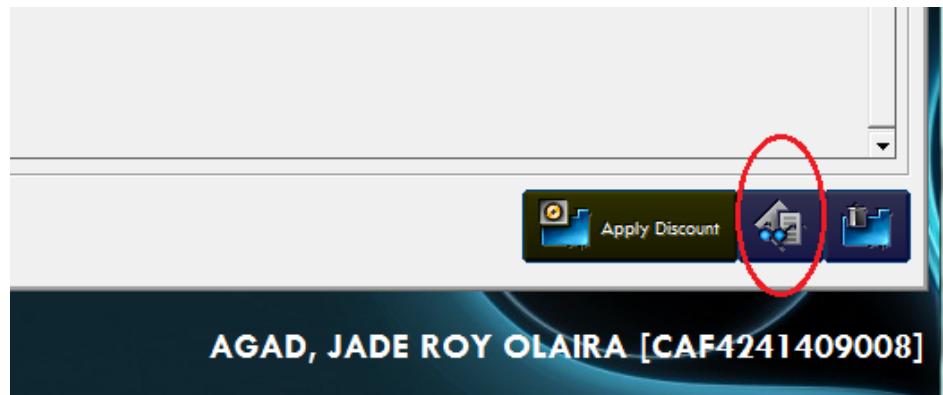
SKU	Item Model	Description	Part No.	Unit	G. Qty.	B. Qty.	Unit Price

Remarks:

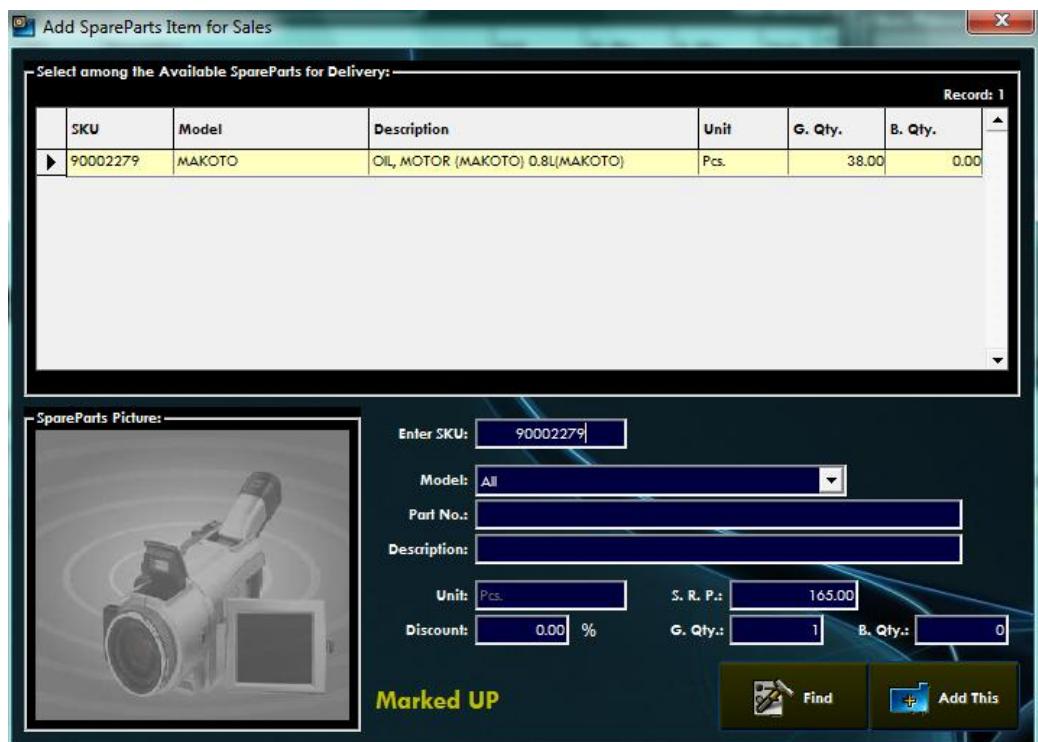
Apply Discount

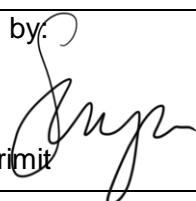
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11.1.6. Click “Add Item” button to go to “Add Spareparts Item for Reservation” module.

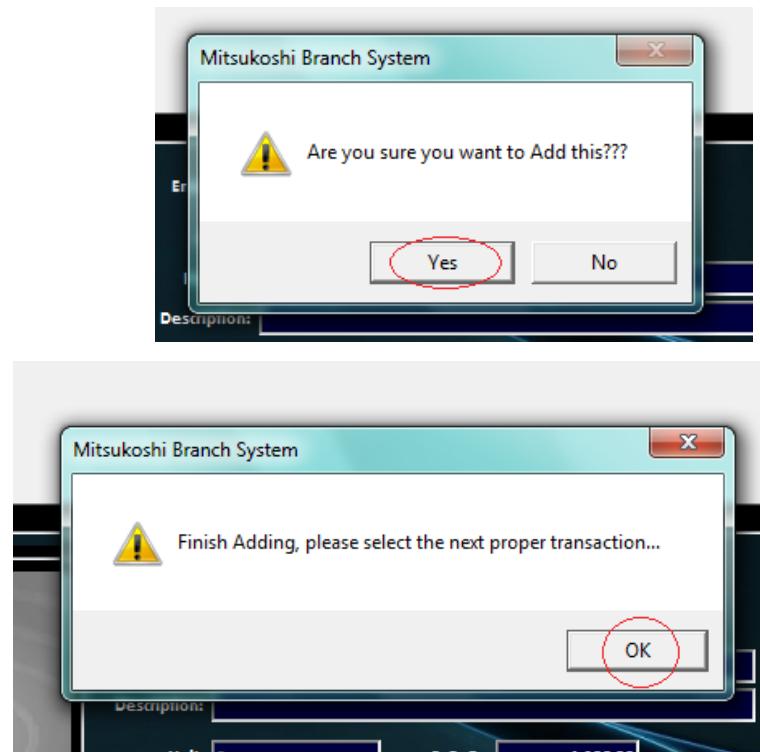


11.1.7. When “Add Spare parts Item for Sales” module appear, Select “ALL” in Model, type “SKU” then press Enter, Input G. Qty or Quantity. Click “Add This” to add the item.



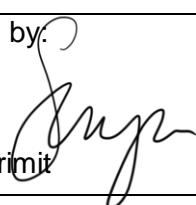
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- 11.1.8. A pop-up question will appear, Are you sure you want to Add this???, click Yes to proceed, then another pop-up message will appear, "Finish Adding, please select the next proper transaction, click "Ok".

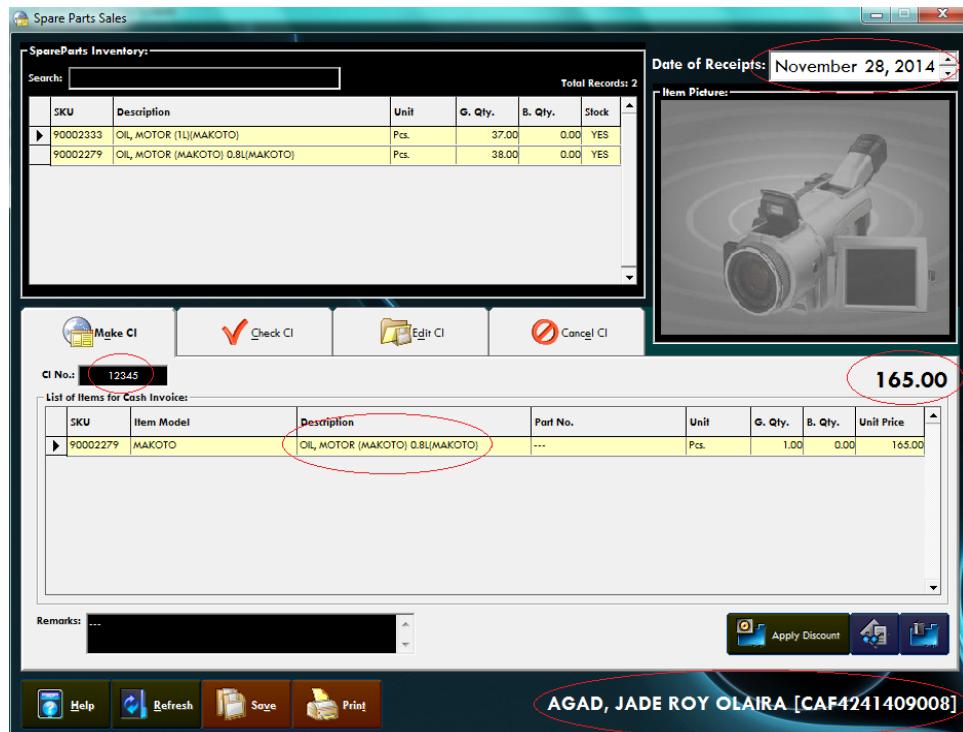


- 11.1.9. If there are two or more items to add repeat step 9.7 and 9.8 else closed "Add Spareparts Item for Sales" module.



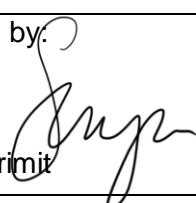
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11.1.10. Double check all details in the “Spare Parts Sales Module”, input remarks if any, if final click “Save” to submit the entry.



11.1.11. Click “Customer” in the main menu in the left portion of the screen and sub-menu will cascade; and click “Enter Sales” to go to Customer Sales module.



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11.1.12. When “Customer Sales” Module appears, choose in “Select Sales Options” if Motorcycle or Spare Parts

Customer Sales:

Search Key:	Select Sales Option:			
<input type="text"/>	<input checked="" type="radio"/> MotorCycle	<input checked="" type="radio"/> SpareParts		
Customer Name	CAF No.	Type	Status Date	Remarks
ARANZO, DAVE CAMRA	CAF4241411031	MotorCycle	11/16/14 (09:34 AM)	...

11.1.13. Type in the “Search Key” name of customer then Press **Enter**, make sure that the arrow points to the right customer.

Customer Sales:

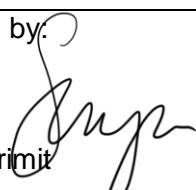
Search Key:	Select Sales Option:			
<input type="text" value="AGAD, JADE"/>	<input checked="" type="radio"/> MotorCycle	<input checked="" type="radio"/> SpareParts		
Customer Name	CAF No.	Type	Status Date	Remarks
► AGAD, JADE ROY OLAIRA	CAF4241409008	MotorCycle	09/07/14 (04:38 PM)	---

11.1.14. Click “SpareParts” in the main menu in the left portion of the screen and sub-menu will cascade; and click “Reservation Entry” to go to Spare parts Reservation module.

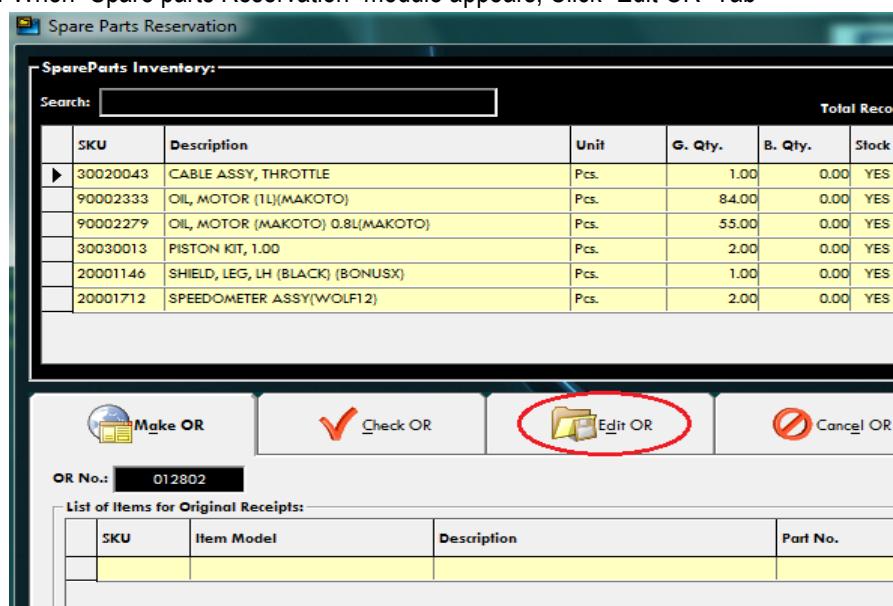
About
Maintenance
Customer
 List of Customers
 CAF Data Entry
 Enter Sales
 Enter Ledger
 Advance SetUP
MotorCycle
SpareParts
 Create PO
 Reservation Entry
 Transfer Entry
 Receiving Entry
Job Order
 Expenses Data Entry

Customer Sales:

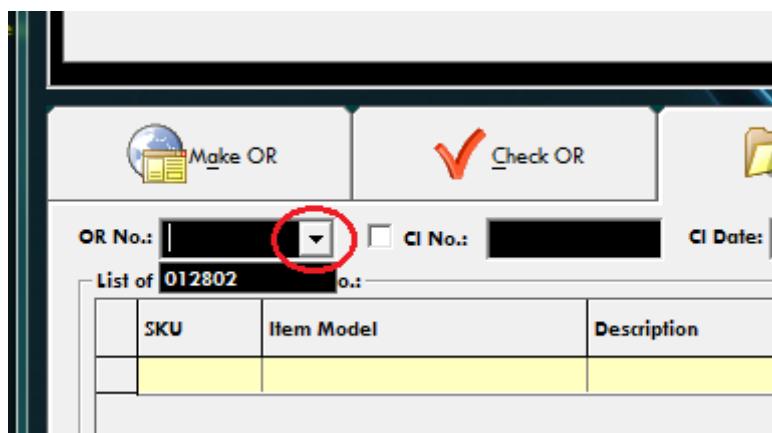
Search Key:	Refresh All DataBase	
<input type="text" value="ABEL"/>		
Customer Name	CAF No.	
► ABEL, JULITO DALIZA	CAF314130	
ABEL, MARGILYN ABELONG	CAF314140	
ABELITO, JUANITO BEDIA	CAF314130	

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11.1.15. When "Spare parts Reservation" module appears, Click "Edit OR" Tab



11.1.16. Click and Select the OR No. and details of Reserved Spareparts will appear.



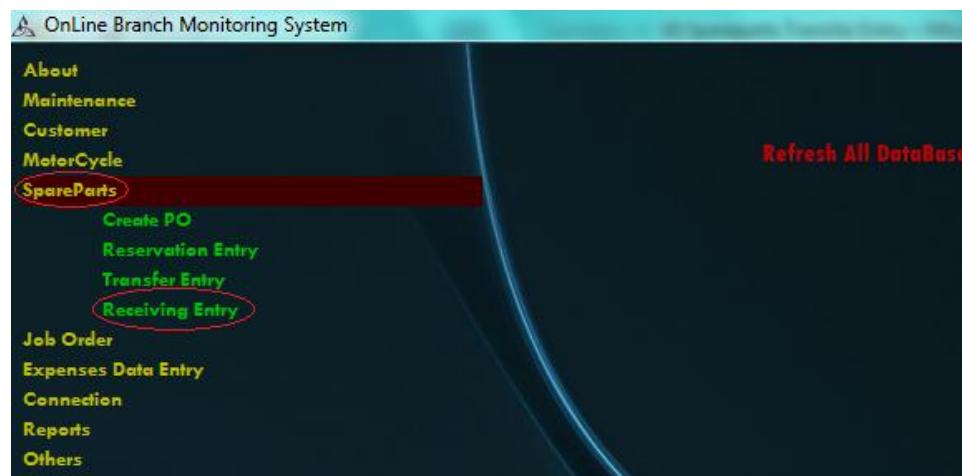
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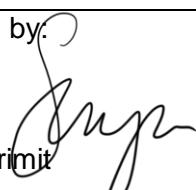
11.1.17. If all details are final, click Save.



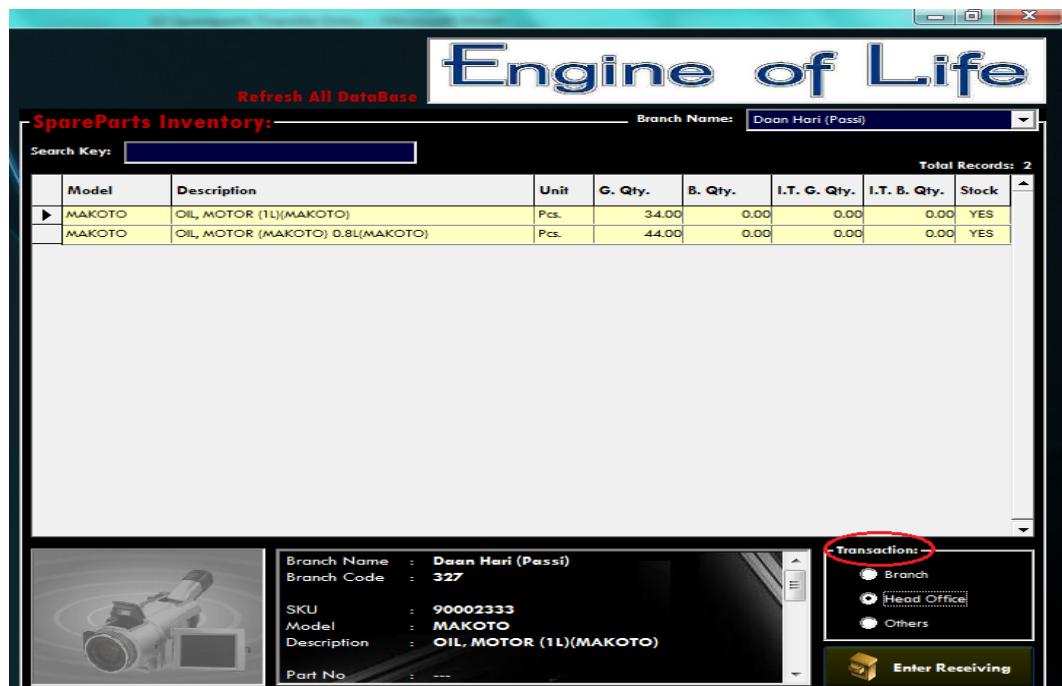
12. SPAREPARTS RECEIVING ENTRY

- 12.1. Click "SpareParts" in the main menu in the left portion of the screen and sub-menu will cascade; and click "Receiving Entry" to go to Spareparts Inventory module.



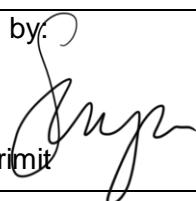
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- 12.2. When “Spareparts Inventory” Module appears, choose for the “Transaction” in the lower right portion of the screen. Choose “Branch” if spareparts is for Interbranch, HeadOffice if spareparts is for backload to the main office and Others if it does not fall between Branch and HeadOffice.

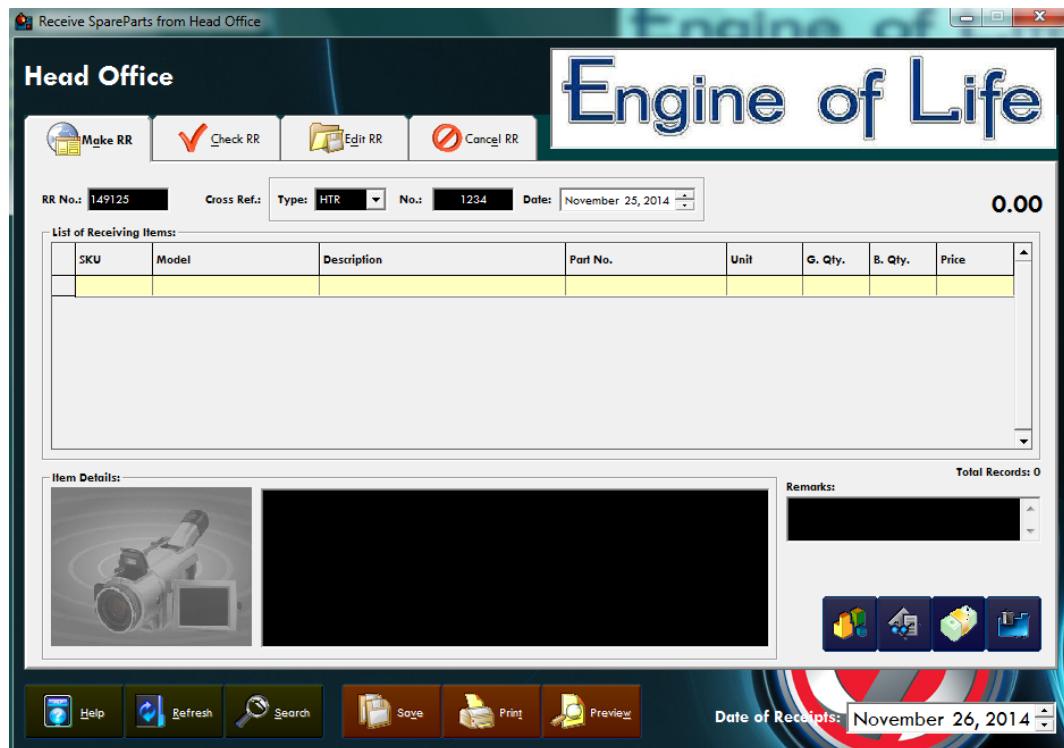


- 12.3. Click “Enter Receiving” to proceed with the next step.

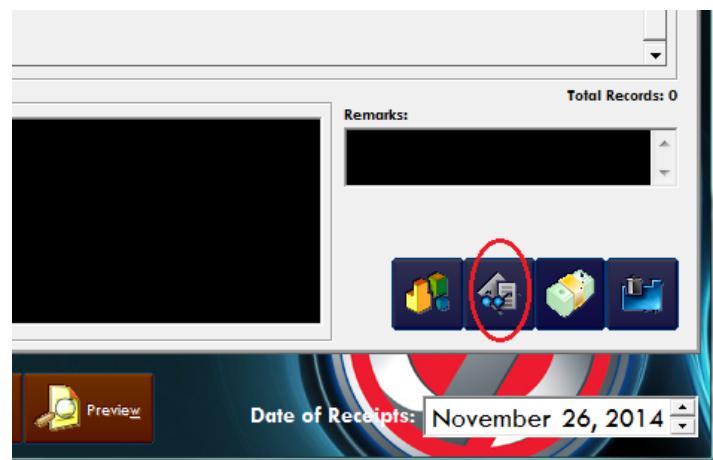


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- 12.4. When "Receive Spareparts" Module appears, Input RR No., Select HTR in Cross Ref. Type, Input Cross Ref. No. or HTR No., change Cross Reference Date with HTR Date, and Change Date of Receipts with RR Date.



- 12.5. Click "Add Item" Module to go to "Add Spareparts Item" Module

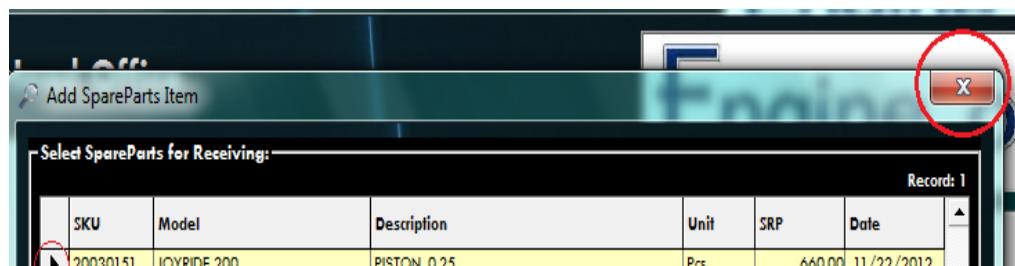


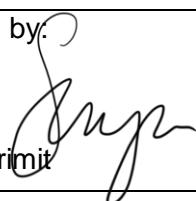
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- 12.6. When "Add Spareparts Item" module appear, Click and Select "ALL" in Model, type SKU No. of the item then press Enter, make sure that the arrow point to the right item, input G. Qty. or quantity and click "Add This"

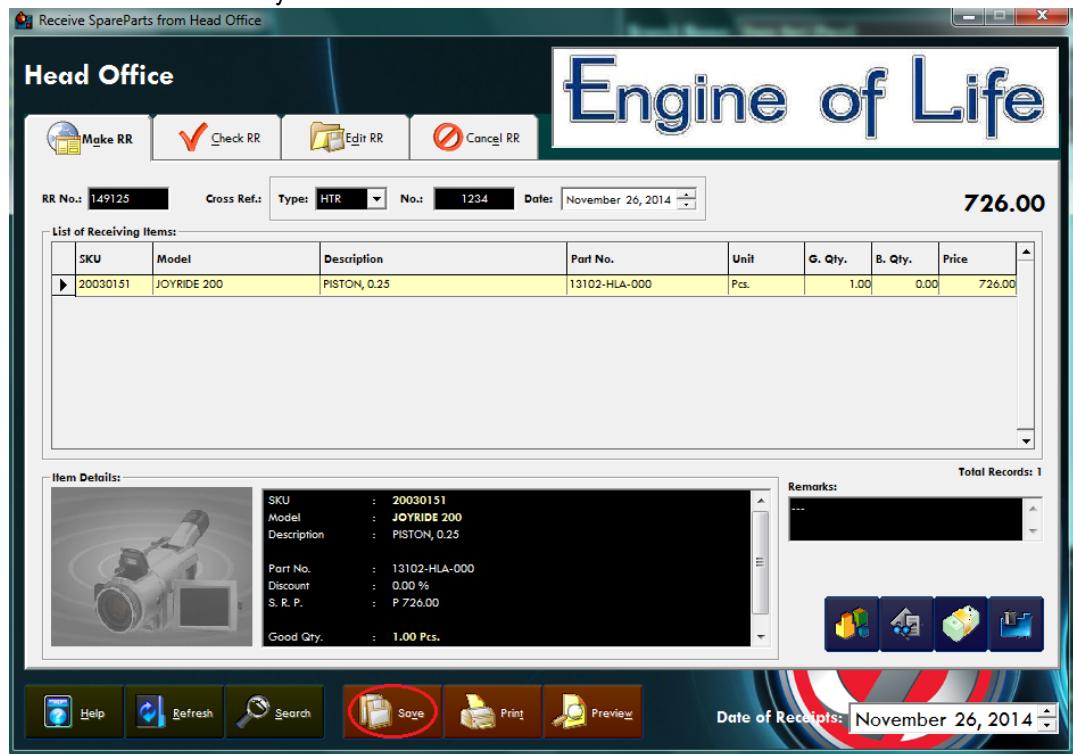


- 12.7. If there are two or more different items to receive repeat step 6 else close the "Add Spareparts Item" module.



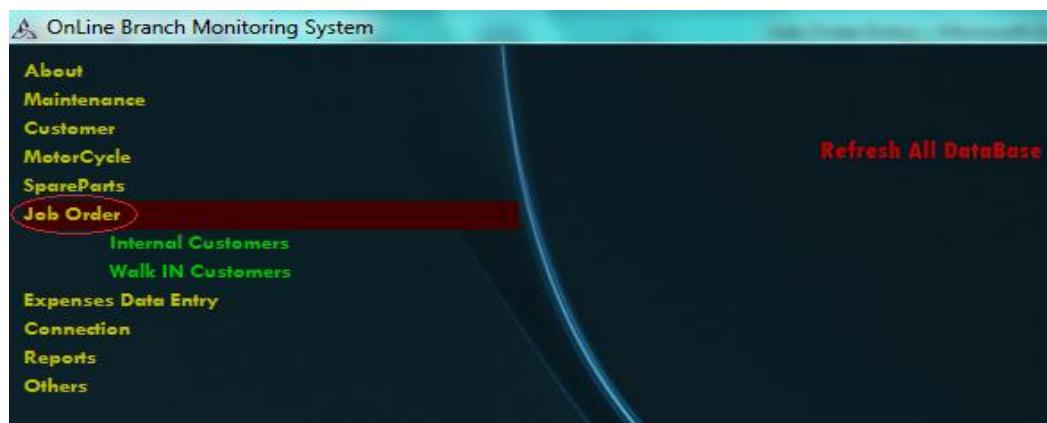
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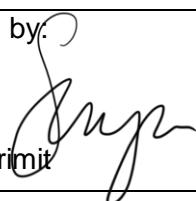
- 12.8. Then “Received Spareparts” module will appear again and double check all entries, if final click “Save” to submit the entry.



13. JOB ORDER ENTRY

- 13.1. Click “Job Order” in the main menu in the left portion of the screen and sub-menu will cascade; choose Internal Customer module for own customer or Walk IN customers for customers of other branches.

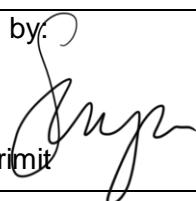


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13.2. Click Internal Customers to go to "Job Order Data Entry for Internal Customers" module.

The screenshot shows a Windows application window titled "Job Order Data Internal Customer". At the top, there is a filter bar and a record count of "Record: 942". Below this is a table titled "List of Job Order Entry for Internal Customer:" with columns: JONo, JODate, Amount, CustomerName, Time Beg, Time End, and Remarks. The table contains 10 rows of data. Below the table is a detailed entry form. On the left, it shows "Account No.: 1961401003" and "Customer Name: MALIK, JAMAIL BERTODAN" with address "9 ROGAN ST. MAHARLIKA VILL, TAGUIG CITY". On the right, it shows "IDNo.: 0502010" and "Name: WILSON GARGAR". Under "Details:", it lists "J. O. No.: 268891", "O. R. No.: 453215", "J. O. Date: November 26, 2014", and "O. R. Date: November 26, 2014". There is also a checkbox for "Coupon:" with value "00000" and time fields for "Beg: 10:09:08 AM" and "End: 10:39:08 AM". Below these details are fields for "Amount: 150" and "Remarks: CHANGE OIL". At the bottom of the form are buttons for "Add", "Edit", "Delete", "Help", "Refresh", and "Save".

- 13.2.1. Input Account No. of customer and Customer details will automatically appear.
- 13.2.2. Input ID No. and Name of Branch Mechanic who did the Job Order
- 13.2.3. Input Job Order (J.O.) No. and J.O. Date
- 13.2.4. Input Official Receipt (O.R.) No. and O.R. Date for Labor Cost, for availed warranty, O.R. No. is zero and O.R. Date is the same with J.O. Date.
- 13.2.5. Check box of Coupon and input Coupon No. if availed warranty
- 13.2.6. Input Beg. Time and End Time for start to finish of job done
- 13.2.7. Input Amount of Labor Cost, automatically disabled if Coupon No. was checked.
- 13.2.8. Input in the Remarks portion the job done by the mechanic
- 13.2.9. Click "Save" to submit the entry

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13.3. Click Walk IN Customer to go to “Job Order Data Entry for Walk In Customers module”

	JONo	JODate	Amount	CustomerName	Time Beg	Time End	Remarks
►	026887	08/07/2011	30.00	RICKY YMARAZO	02:02 PM	02:02 PM	REPLACE GEAR SHIFT SWITCH
	029806	02/19/2012	0.00	jordan balibena	05:38 PM	05:38 PM	for repair
	241463	10/04/2012	40.00	NILO	12:48 PM	12:48 PM	REPLACE LEVER BRAKE
	268873	08/01/2011	150.00	GARRY TOLENTINO	04:19 PM	04:19 PM	TUNE UP
	268874	08/01/2011	400.00	WILLIARD DIONALDO	04:23 PM	04:23 PM	TOP OVERHAUL
	268875	08/01/2011	400.00	GILBERT VALDEVARONA	04:23 PM	04:23 PM	TOP OVERHAUL
	268879	08/03/2011	40.00	RAFFY LANADA	09:17 AM	09:17 AM	REPLACE CLUTCH CABLE
	268881	08/04/2011	40.00	ARIEL DORADO	10:52 AM	10:52 AM	REPLACE BRAKE SHOE

- 13.3.1. Input Customer Name in this format “Surname, First Name Middle Name” and Complete Address e.g. House No., Street, Barangay, Municipality or City
- 13.3.2. Input ID No. and Name of Branch Mechanic who did the Job Order
- 13.3.3. Input Job Order (J.O.) No. and J.O. Date
- 13.3.4. Input Official Receipt (O.R.) No. and O.R. Date for Labor Cost, for availed warranty, O.R. No. is zero and O.R. Date is the same with J.O. Date.
- 13.3.5. Check box of Coupon and input Coupon No. if availed warranty
- 13.3.6. Input Beg. Time and End Time for start to finish of job done
- 13.3.7. Input Amount of Labor Cost, automatically disabled if Coupon No. was checked.
- 13.3.8. Input in the Remarks portion the job done by the mechanic
- 13.3.9. Click “Save” to submit the entry.

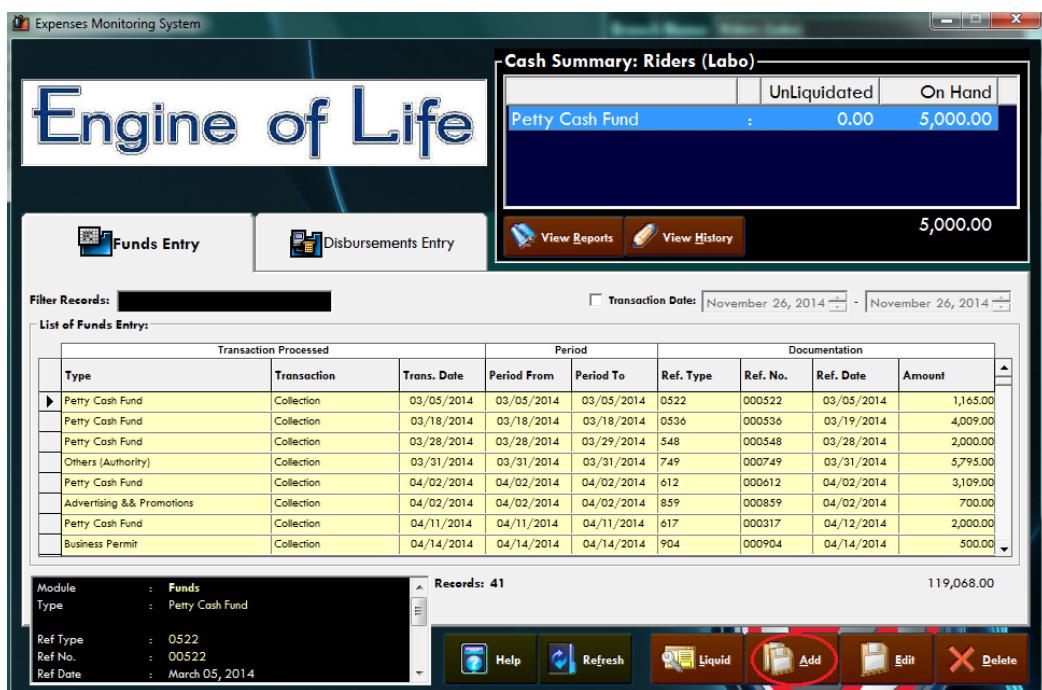
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14. FUNDS DATA ENTRY

- 14.1. Click "Expenses Data Entry" in the main menu in the left portion of the screen to go to Expenses Monitoring System module.



- 14.2. Click Add button to go to "Add Funds Entry" Module



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14.3. Click and select the right type of funds to entry

Add Funds Data Entry:

Type:

Incentives
Sidecar
Marketing Activities
Repairs & Maintenance
Office Equipment
Permits & Licences
Advertising & Promotions

Period Date: November 26
Transaction Date: November 26

Remarks:

Authority Code Alert:
Ctrl No.:
Reason:

 Submit Records

14.4. Select right Transaction on where to get the amount for the specific fund.

Add Funds Data Entry:

Type:

Transaction:

Ref. Type: Collection
Payroll
Others

Ref. No.:
Ref. Date: November 26, 2014

Period Date: Nc
Transaction Date: Nc

Remarks:

Authority Code Alert:
Ctrl No.:
Reason:

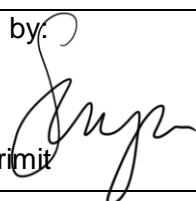
 Submit Records

14.4.1. Transfer if thru branch Automatic Teller Machine (ATM)

14.4.2. Collection if the amount is to be deducted from branch collections

14.4.3. Payroll if thru salary

14.4.4. Others – specify

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- 14.5. Type "VOUCHER" for Ref. Type or Reference Type
- 14.6. Ref. No. is the authority no. given by head office for specific fund
- 14.7. Ref. Date or Reference Date is the date when the authority number was given.
- 14.8. Period Date referring to last cut off date of petty cash fund, if not applicable should be the same with Ref. Date.
- 14.9. Transaction Date is the collection date when the amount of fund was deducted.
- 14.10. Select the proper Ctrl. No. or Authority No.
- 14.11. Input Remarks if any

Add Funds Data Entry:

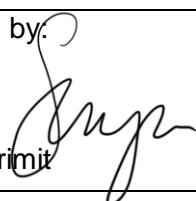
Type: Petty Cash Fund	Transaction: Collection
Ref. Type: VOUCHER	Period Date: October 1, 2014 - October 15, 2014
Ref. No.: 28249	Transaction Date: October 16, 2014
Ref. Date: October 16, 2014	Amount: 4,000.00
Remarks: ...	
<input style="width: 100px; height: 30px; background-color: #8B4513; color: white; font-weight: bold; border: none;" type="button" value="Submit Records"/>	
Authority Code Alert: Ctrl No.: 28249 Reason: ...	

- 14.12. Click Submit Records if all entries are final.

15. PCF AND OTHER EXPENSES DATA ENTRY

- 15.1. Click "Expenses Data Entry" in the main menu in the left portion of the screen to go to Expenses Monitoring System module.

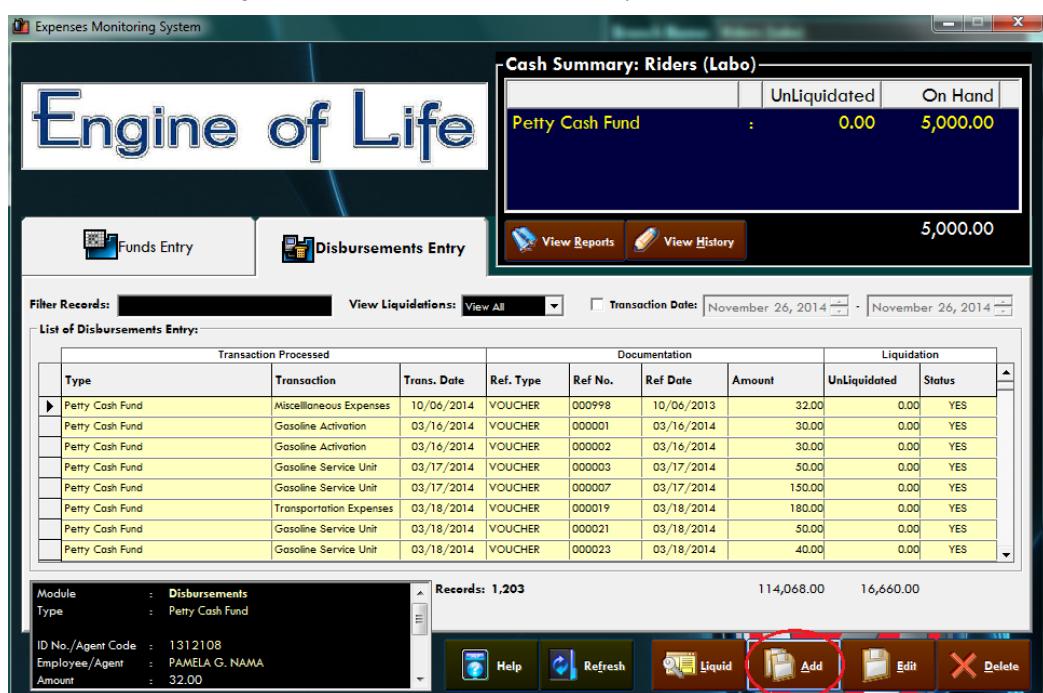


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15.2. Click "Disbursements Entry" Tab



15.3. Click "Add" button to go to "Add Disbursements Data Entry module"



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- 15.4. Click and Select the type of fund and transaction

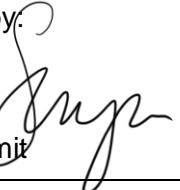
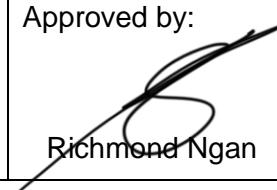
Add Disbursement Data Entry:

Type: Petty Cash Fund	Transaction: Bank Charges Gasoline Activation Gasoline Service Unit Transportation Expenses Office Supplies Meal Expenses Water Bill Telephone Bill	Given To Code: [redacted]
		Given To Name: [redacted]
	Transaction Date: November 26, 2014	Amount: 0.00
Remarks: [redacted]	Submit Records	

- 15.5. Select "VOUCHER" in Ref. Type or Reference Type, the System will automatically generate a Ref. No. or Reference No., Ref. Date and Transaction date refers to Date when the disbursements occur, Given to Code and Given to Name is the ID no. and name of the employee who received the amount, Input the amount and Remarks if any.

Add Disbursement Data Entry:

Type: Petty Cash Fund	Transaction: Gasoline Service Unit	Ref. Type: VOUCHER	Ref. No.: 001202	Given To Code: 1103110
			Ref. Date: November 26, 2014	Given To Name: REVERDY LAURENCE CHAVEZ
			Transaction Date: November 26, 2014	Amount: 100
Remarks: ---	Submit Records			

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15.6. If all entries are final, click Submit Records button.

16. LIQUIDATION ENTRY

16.1. Click "Expenses Data Entry" in the main menu in the left portion of the screen to go to Expenses Monitoring System module.

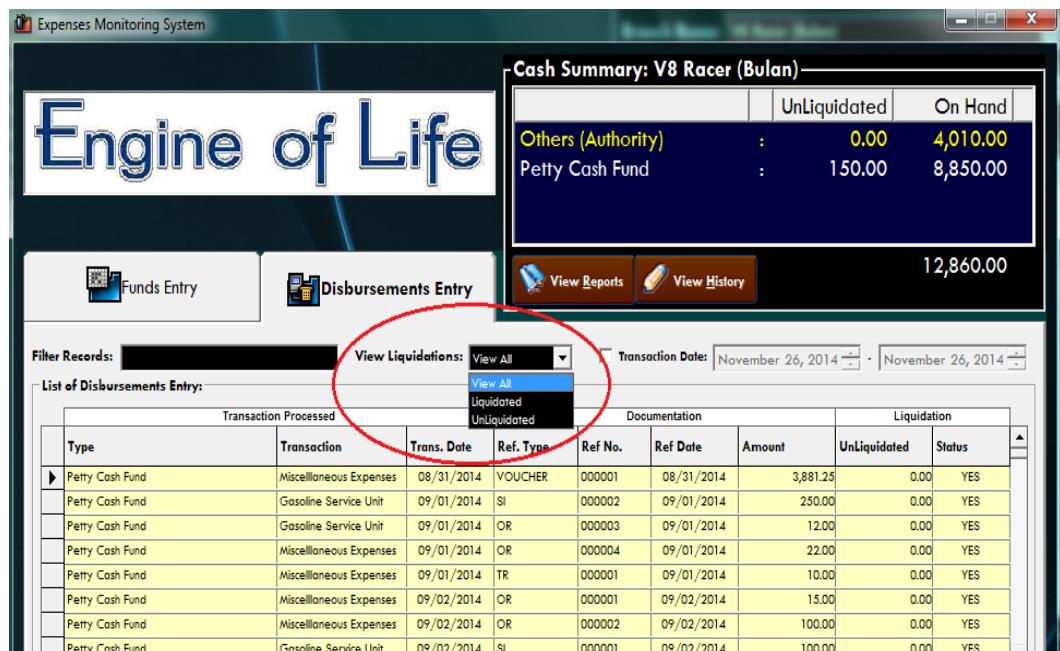


16.2. Click "Disbursements Entry" Tab

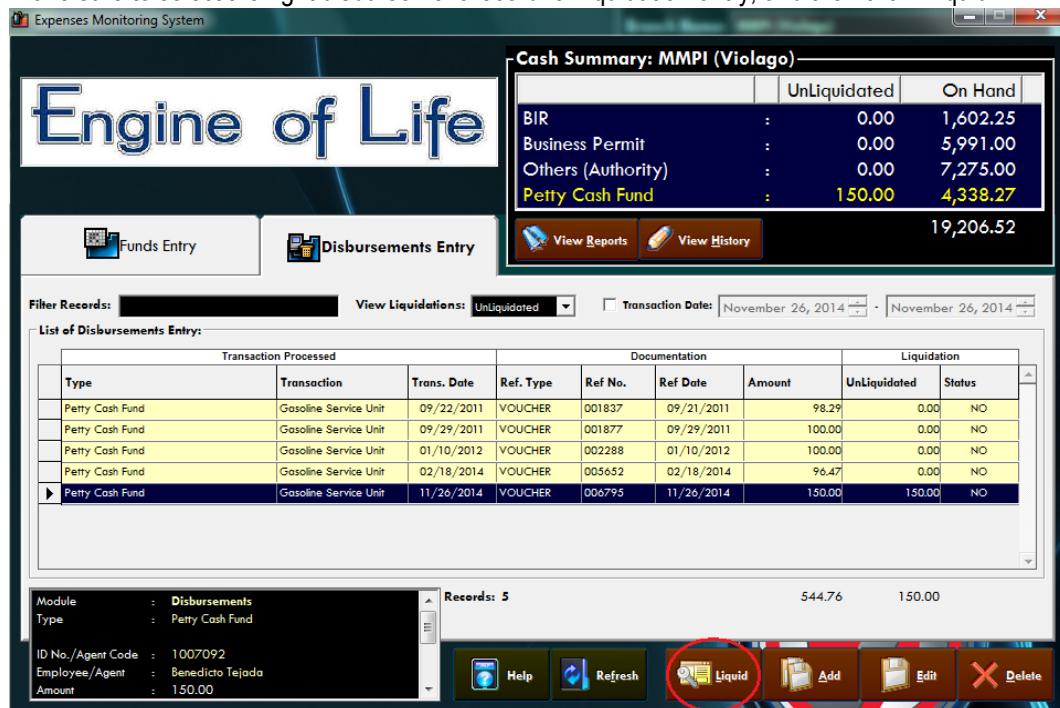


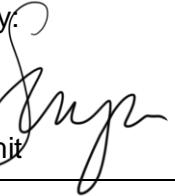
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- 16.3. Select and Click “Unliquidated” in View Liquidation to filter the records.



- 16.4. Make sure to select the right disbursement record for liquidation entry, and then click “Liquid”



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- 16.5. When "Liquidation Entry" module appears, input details of Liquidation
- 16.5.1. Ref. Type or Reference Type refers to OR or Receipt
- 16.5.2. Ref. No. or Reference No. refers to the series no. of OR or Receipt
- 16.5.3. Ref. Date or Reference Date refers to date of OR or Receipt
- 16.5.4. Amount refer to amount of OR
- 16.5.5. Liquidation Date refers to actual date liquidated
- 16.5.6. Input Remarks if any
- 16.5.7. Click Add Record button if entries are final.

Liquidation Entry:

Ref. Type	Ref No.	Ref Date	Remarks	Amount

Add Edit Delete 0.00

Money Return

Ref. Type: OR Ref. Date: November 26, 2014 Liquidation Date: November 26, 2014
 Ref. No.: 12345 Amount: 150 Remarks: ...

Add Record

Disbursement Amount : P 150.00 

- 16.6. Repeat step 5, if there are two or more supporting receipts for the liquidation, if liquidated amount is equal to Disbursement Amount, click "Update Liquidation" button to finalize the liquidation entry.

Liquidation Entry:

Ref. Type	Ref No.	Ref Date	Remarks	Amount
► OR	012345	11/26/2014	---	150.00

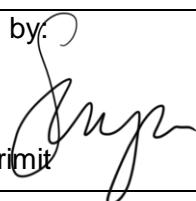
Add Edit Delete 150.00

Money Return

Ref. Type: [REDACTED] Ref. Date: November 26, 2014 Liquidation Date: November 26, 2014
 Ref. No.: [REDACTED] Amount: 0.00 Remarks: [REDACTED]

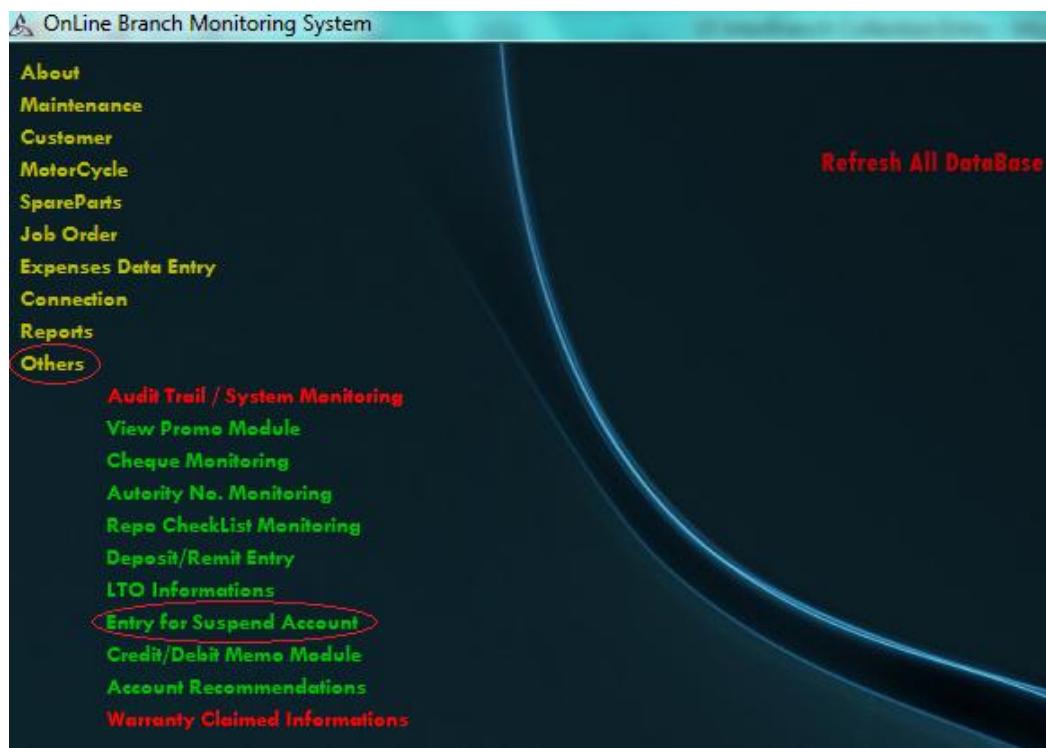
Add Record

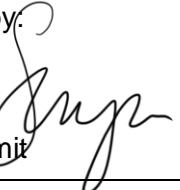
Disbursement Amount : P 150.00 

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17. INTERBRANCH COLLECTION ENTRY

- 17.1. Click "Others" in the main menu in the left portion of the screen and sub-menu will cascade; choose "Entry for Suspend Account" to go to Data Entry for Suspend Account module.



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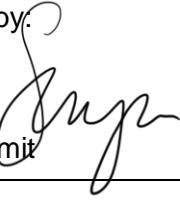
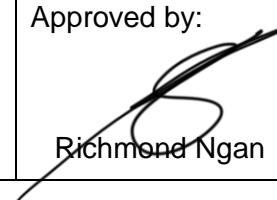
- 17.2. When “Data Entry for Suspend Account” module appears, input the following information.

The screenshot shows the "Data Entry for Suspend Account" application window. At the top, there's a header bar with a lock icon and the title. Below it is a section titled "List of Suspend Accounts:" with a search key field. The main area contains a table with columns: Account No., Customer Name, Branch, OR/CM No., OR/CM Date, and Amount. A yellow row highlights the first row of the table.

Below the table, there are several input fields and sections:

- Select Customer Name:** dropdown showing "ABARIDES, ROMEO/VERMUG" (labeled 17.2.1).
- Sales Invoice Information:** fields for S.I. No. and S.I. Date (labeled 17.2.2).
- Delivery Receipts Information:** fields for D.R. No. and D.R. Date (labeled 17.2.3).
- OR Details:** fields for Account No., Branch, O.R. No., O.R. Date, and O.R. Amount (labeled 17.2.4).
- Selected Type of Payment:** dropdown with options like Normal OR, Pre-Termination, Option to Cash, Credit Memo, and Sales Agent (labeled 17.2.5).
- Remarks:** text input field containing "FULL PAYMENT FOR THE MONTH OF NOV 2014 WITH PPD" (labeled 17.2.6).
- Reason:** text input field containing three hyphens (labeled 17.2.7).
- Action Buttons:** Add (+), Edit, Delete (X), I.B. Summary, and Save (labeled 17.2.8).

- 17.2.1. Click and Select Branch of the customer
- 17.2.2. Type Account No. then press Enter and customer name will automatically appear, double check if correct
 - 17.2.2.1. If account no. is not available enter the customer name, click and choose from the list the appropriate name and account no. will automatically appear
- 17.2.3. Click and Select Payment mode if Cash or Cheque. For payment mode is “Cheque” this represent check payment made by the customer, cleared by the bank and covered by official receipt.
- 17.2.4. Input Reason, if none just type 3 hyphens
- 17.2.5. Input OR Details: OR No., OR Date and OR Amount
- 17.2.6. Select Correct Type of Transaction
- 17.2.7. Input Remarks if any
- 17.2.8. If all details are final click “Save”

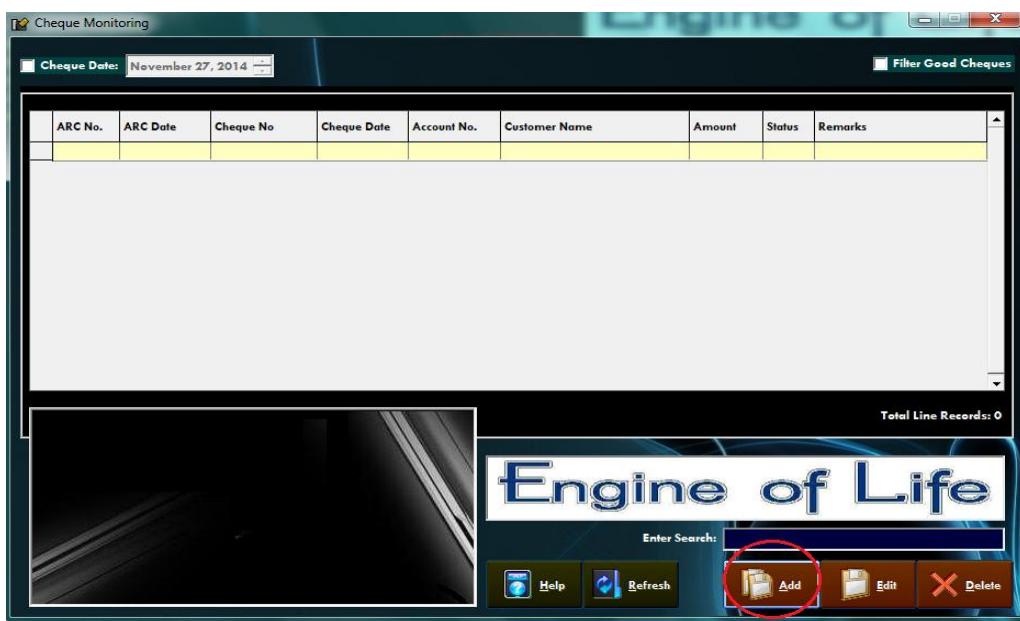
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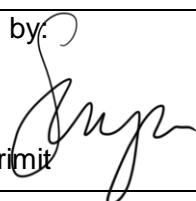
18. ACKNOWLEDGEMENT RECEIPT OF CHEQUE (ARC) ENTRY

- 18.1. Click "Others" in the main menu in the left portion of the screen and sub-menu will cascade and choose "Cheque Monitoring"



- 18.2. When "Cheque Monitoring" module appears, click "Add" button to Add cheque data.



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- 18.3. Input the following details:
- 18.3.1. Click and Select Customer Name
 - 18.3.2. Click and Select proper CAF No.
 - 18.3.3. Click and Select proper Account No.
 - 18.3.4. Input ARC Details: ARC No. and ARC Date
 - 18.3.5. Input Cheque Details: Cheque Date, Cheque No., Bank Name and Cheque Amount
 - 18.3.6. Input Remarks if any
 - 18.3.7. If all details are final click "ADD"

Add Cheque Data:

Select Customer: ABALOS, ALEXANDER ACOSTA 18.3.1	Select CAF No.: CAF1951411002 18.3.2	Account No.: 1951411002 18.3.3
ARC Details:		Cheque Details:
ARC Date: November 27, 2014 18.3.4	ARC No.: 123	Cheque Date: November 27, 2014 18.3.5
Print		Cheque No.: 103310319
18.3.7		Bank Name: METROBANK
18.3.6		Cheque Amount: 3000
<input style="background-color: #800000; color: white; font-weight: bold; padding: 5px; margin-right: 10px;" type="button" value="Add"/> Remarks: PAYMENT FOR THE MONTH OF NOV 2014		

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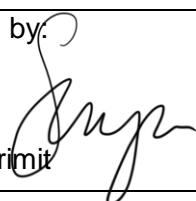
19. DEPOSIT/REMIT ENTRY

- 19.1. Click "Others" in the main menu in the left portion of the screen and sub-menu will cascade and choose "Deposit/Remit Entry"

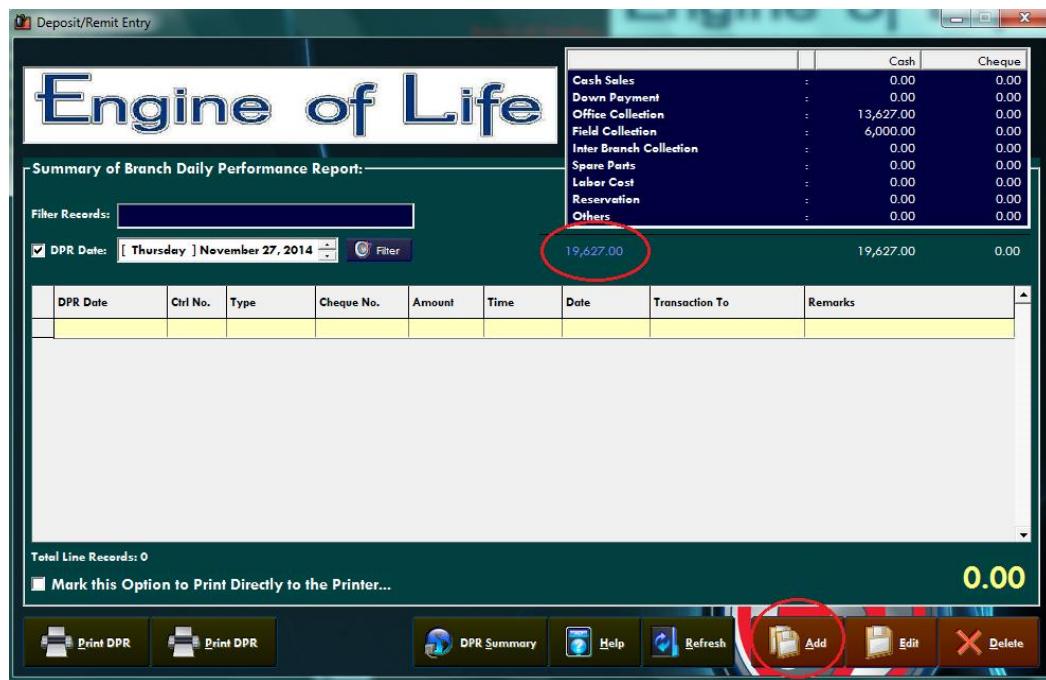


- 19.2. When "Deposit/Remit Entry" module appears, modify DPR date the deposit amount is covered and check box of DPR Date.

A screenshot of the 'Deposit/Remit Entry' window. The title bar says 'Deposit/Remit Entry'. Below it is a large logo for 'Engine of Life'. A section titled 'Summary of Branch Daily Performance Report:' contains a 'Filter Records:' input field and a 'DPR Date:' dropdown. The dropdown shows 'Thursday November 27, 2014' with a calendar icon. Both the checkbox next to 'DPR Date:' and the dropdown itself are circled with a red oval. Below the dropdown is a 'Filter' button. A table below the report summary shows a single row of data: DPR Date (11/26/2014 (Wed)), Ctrl No. (000998), Type (Deposit), Cheque No. (---), Amount (29,936.50), and Time (9:27:).

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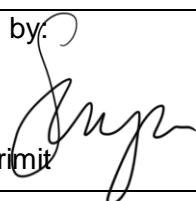
- 19.3. Records will be filtered according to the specific DPR date; total transaction amount will appear then click “ADD”.



- 19.4. Input Details of deposited/remitted amount:

19.4.1. Click and Select the right type

The screenshot shows a "Deposit/Remit Details" dialog box. It has a "Type:" dropdown menu which is highlighted with a red circle. Below the dropdown are other fields: "Mode:" (with options like Deposit, Remit, On Hand, Petty Cash Fund, Incentives, Sidecar, Marketing Activities, and Repairs & Maintenance), "Control No.", "To:", "Remarks", "Cheque No.", and "Date: November 27, 2014". At the bottom, there is an "Amount: 0.00" field, an "Insert" button with a plus sign, and a "Remove" button with a minus sign.

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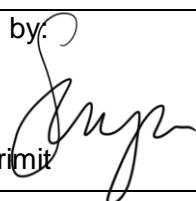
- 19.4.2. Input Mode: Cash or Cheque, if cheque select proper cheque no.
- 19.4.3. Input Time and Date deposit
- 19.4.4. Type name of bank in "To:" in case thru Express Padala type name of remittance center e.g., M.Lhuiller, Cebuana, Palawan or Western
- 19.4.5. Input Remarks if any
- 19.4.6. Input Amount
- 19.4.7. Click Insert
- 19.4.8. If there are two or more transactions repeat step 4

The screenshot shows a software interface titled "Deposit/Remit Details". The form includes fields for Type (Deposit), Mode (Cash), Cheque No., Control No. (000999), Time (4:27:35 PM), Date (November 27, 2014), To (METROBANK), Remarks (----), and Amount (15,000.00). At the bottom are "Insert" and "Remove" buttons.

- 19.5. When Total Transaction and Deposit/Remit Amount Details are already equal, click Submit Records.

The screenshot shows a software interface titled "Add Deposit/Remit Data". It displays a table of transaction details and a summary table. The summary table shows a total amount of 19,627.00. A red circle highlights this value. To the right is a "Deposit/Remit Details" window with the same transaction information. Below these windows is a table of transaction records. The "Submit Records" button at the bottom left is circled in red. The total amount 19,627.00 is also circled in red at the bottom right of the screen.

Type	Ctrl. No.	Transaction To	Cheque No.	Date	Time	Remarks	Amount
Deposit	000999	METROBANK	---	11/27/14	4:27:35 PM	---	15,000.00
Deposit	000999	METROBANK	---	11/28/14	9:30:35 PM	---	4,627.00

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