

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	DAILY PERFORMANCE REPORT (DPR)	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-15-12-004
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

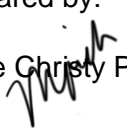
1. To guide the branch on how to record daily transactions in the Branch Monitoring System (BMS).

POLICIES

1. All Accountable Receipts and Forms used in daily branch transaction shall be reported in the Daily Performance Report (DPR) in a chronological order.
2. Data entry of the Daily Performance Report (DPR) in the Branch Monitoring System (BMS) should always be updated; today transaction must always be balanced the next day before 10:30 am.
3. Ensure accuracy and reliability of the data entries in the Branch Monitoring System (BMS).

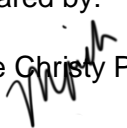
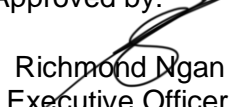
PROCEDURES

1. Detach the Accounting Copy of Accountable Receipts and Forms/DPR Attachments in the booklet.
2. Post the Accounting Copy of Accountable Receipts and Forms/DPR Attachments in the Branch Monitoring System (BMS). It must be posted as the transaction occurs.
3. Collate all Accounting Copy of Accountable Receipts and forms/DPR attachments on the scheduled transmittal to Treasury Receivables Department.
 - 3.1. Arrange all the attachment needed to be forwarded at the Treasury Receivables Department in the following sequence:
 - 3.1.1. Cash Flow Form; original copy
 - 3.1.2. Deposit Slip/s; duplicate copy
 - 3.1.2.1. The Branch Manager must check the validated deposit slips/s before forwarding to the Treasury Receivables Department by affixing signature at the back of the deposit slip/s to evidence review and checking of the date, time and amount deposited.
 - 3.1.3. Collection Receipt (CR) / Official Receipt (OR); pink copy
 - 3.1.4. Delivery Receipt (DR); pink copy

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- 3.1.5. Sales Invoice (SI); pink copy
- 3.1.6. Cash Invoice (CI) / Sales Invoice (SI) Spare Parts; pink copy
- 3.1.7. Job Order (JO); yellow copy
- 3.1.8. Credit Memo (CM); yellow copy
- 3.1.9. Disbursement Voucher; original copy
- 3.1.10. Acknowledgement Receipt of Cheques (ARC); pink copy
- 3.1.11. Pull-Out Order (POO); pink copy
- 3.1.12. Receiving Report (RR); pink copy
- 4. Place the attachments in a sealed envelope and prepare Transmittal Report (TR) in three- (3) copies address to Treasury Receivables Department; and distributed as follows:
 - Original : Treasury Receivables Department
 - Green : Branch Copy
 - Pink : Booklet Copy
- 4.1. Attach the Original and Green copies in the sealed envelope to be forwarded to Treasury Receivables Department.
 - 4.1.1. If through authorized courier, forward the sealed envelope with the Original and Green copies inside to the courier.
 - 4.1.1.1. Ask any of the branch personnel to forward the transmittal to the authorized courier outlet.
 - 4.1.1.2. Record transmittal in the Transmittal Logbook and obtain signature from the representative of the courier.
 - 4.1.1.3. If covered by Corporate Account, use national account name, e.g. TRANSCEND and Account Number: 10393601 in every branch transaction
 - 4.1.1.3.1. The branch has no need to pay the transmittal service of the authorized courier if under corporate account. The amount will be billed to the main office.
- 5. Retain booklet (Pink) copy for reference purposes.
- 6. Form Explanation – Daily Performance Report (DPR)

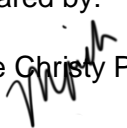
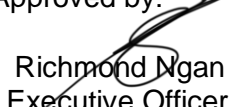
Particular	Description
1. Name of Branch	: Name of the branch submitting the report.
1.1. Address	: Complete address of the branch.
1.2. Daily Performance Report	: Specific date of transaction: month/date/year/day
2. DPR Summary	
2.1. MC Cash Sales	: Total amount of Motorcycle (MC) cash sales.
2.2. MC Down Payment	: Total amount of Motorcycle (MC) down payment.

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- 2.3. Office Collection : Total amount of office collection.
- 2.4. Field Collection : Total amount of field collection.
- 2.5. Inter-Branch Collection : Total amount of interbranch collection.
- 2.6. Sales Spare Parts : Total amount of spare parts sales.
- 2.7. Labor Cost : Total amount of labor cost.
- 2.8. Reservation MC : Total amount of MC reservation.
- 2.9. Reservation SP : Total amount of spare parts reservation.
- 2.10. Others : Total amount of Other Income e.g. return excess budget.
- 2.11. CASH : Total amount of sales, down payment, collections, labor cost, reservations and others as in form of cash.
- 2.12. CHEQUE : Total amount of sales, down payment, collections, labor cost, reservation and others as in form of cheque.
- 2.13. TOTAL : Total amount of sales, down payment, collections, labor cost, reservation and others as in form of cash and cheques.
- 2.14. TOTAL : Grand total amount of sales, down payment, collections, labor cost, reservation and others as in form of cash and cheques.

3. Deposits Summary

- 3.1. Type : Type of transactions e.g. deposit, remit
- 3.3. Date : Specific Date of transactions.
- 3.4. Time : Time the transactions occurred.
- 3.5. Transaction To : Specific person or events wherein transactions was being transacted.
- 3.6. Mode : Indicate whether it is cash or cheque.
- 3.7. Amount : Specific amount deposited, deducted, overage or shortage.
- 3.8. Remarks : Other pertinent information regarding deposits summary.
- 3.9. Deposited : Total amount deposited.
- 3.10. Remitted : Total amount remitted.
- 3.11. Cash on Hand : Actual cash for deposit.
- 3.12. CM Others : Other deductions e.g. free last monthly installment.
- 3.13. Deductions : Total amount withdrawn or disbursed from collections.

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- 3.14. Short/Over : Any discrepancy, shortage or overage; between amount subject for deposit and actual amount deposited or transferred by the branch to the main office.
- 3.15. Total : Total amount deposited, remitted, cash on hand deductions, CM others and short/over.
- 3.16. Cash : Total amount deposited, remitted, cash on hand deductions, CM others and short/over as in form of cash.
- 3.16. Cheque : Total amount deposited, remitted, cash on hand deductions, CM others and short/over as in form of cheque/s.

4. Collection Details

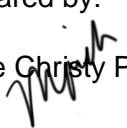
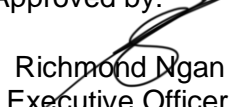
- 4.1. No. : The assigned number for the collection.
The assignment of number will be ascending starting from "1".
- 4.2. Account No. : Assigned account number to the customer, whether cash or installment sale.
- 4.3. Customer Name : Complete name of the customer or payor.
- 4.4. OR/CM No. : Number of the covering Collection Receipt/Official Receipt for the payment of down payment or proceed of the cash sales motorcycle unit; number of the covering Credit Memo (CM) for other transaction e.g. free last monthly installment.
- 4.5. Type : Type of transaction whether Collection or Sales.
- 4.6. Coll. type : Type of collection whether office or field.
- 4.7. Amount : Amount received or paid by the customer or payor whether cash or cleared cheque.
- 4.8. Cheque No. : The cheque number of the cleared cheque normally shown in the right hand portion of the cheque.
- 4.9. Cheque Date : Due date as shown in the check issued by the customer. It is recommended that the due date of the check must be five-(5) days ahead of the customer's monthly installment due date to avail of the Prompt Payment Discount (PPD) as allowance for clearing of the check of the Bangko Sentral ng Pilipinas which is more or less three (3) banking days.
- 4.10. Due Date : Specific due date of the monthly installment covered by the payment of the customer.

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- 4.11. GL Amount : Adjusted amount in the general ledger.
- 4.12. D. Pay : Initial amount paid by the customer which includes registration fees.
- 4.13. Cash Sales : Amount received or paid by the customer for MC cash sale.
- 4.14. PPD : Availed Prompt Payment Discount (PPD) to be credited to the customer's installment account.
- 4.15. Credit : Amount applied to customer's account.
- 4.16. Penalty : Amount paid by the customer or payor due to late payment.
- 4.17. Remarks : Other pertinent information regarding collection entries.

5. Collection Details (for Close Account)

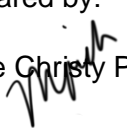
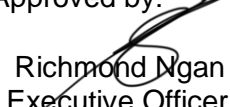
- 5.1. No. : The assigned number for the collection.
The assignment of number will be ascending starting from "1".
- 5.2. Account No. : Assigned account number to the customer, whether cash or installment sale.
- 5.3. Customer Name : Complete name of the customer or payor.
- 5.4. OR/CM No. : Number of the covering Collection Receipt/Official Receipt for the payment of down payment or proceed of the cash sales motorcycle unit; number of the covering Credit Memo (CM) for other transaction e.g. free last monthly installment.
- 5.5. Type : Type of transaction whether collection or sales.
- 5.6. Coll. type : Type of collection whether office or field.
- 5.7. Amount : Amount received or paid by the customer or payor whether cash or cleared cheque.
- 5.8. Cheque No. : The check number of the cleared cheque normally shown in the right hand portion of the cheque.
- 5.9. Cheque Date : Due date as shown in the check issued by the customer. It is recommended that the due date of the check must be five-(5) days ahead of the customer's monthly installment due date to avail of the Prompt Payment Discount (PPD) as allowance for clearing of the check of the Bangko Sentral ng Pilipinas which is more or less three (3) banking days.
- 5.10. Due Date : Specific due date of the monthly installment covered by the payment of the customer.

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- 5.11. GL Amount : Adjusted amount in the general ledger.
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- 5.14. PPD : Availied Prompt Payment Discount (PPD) to be credited to the customer's installment account.
- 5.15. Credit : Amount applied to customer's account.
- 5.16. Penalty : Amount paid by the customer or payor due to late payment.
- 5.17. Remarks : Other pertinent information regarding collection details for closed accounts.

6. Other OR Entries

- 6.1. No. : The assigned number for the other OR entries. The assignment of number will be ascending starting from "1".
- 6.2. CAF No. : The assigned number for customer credit application intended for reservation entry.
- 6.3. Account No. : Assigned account number to the customer, whether cash or installment sale.
- 6.4. Customer Name : Complete name of the customer or payor.
- 6.5. OR No. : Number of the covering Collection/Official Receipt for the payment.
- 6.6. Amount : Amount received or paid by the customer or payor whether cash or cleared cheque.
- 6.7. Cheque No. : The check number of the cleared cheque normally shown in the right hand portion of the cheque.
- 6.8. Cheque Date : Due date as shown in the check issued by the customer or payor. It is recommended that the due date of the check must be five-(5) days ahead of the due date as allowance for clearing of the check of the Bangko Sentral ng Pilipinas which is more or less three (3) banking days.
- 6.9. Bank Name : Name of the drawee bank issuing the check and The drawee bank is the name of the bank being utilized by the customer or payor.
- 6.10. Payment Mode : Form of payment of the customer or payor, whether cash or cheque.
- 6.11. Remarks : Other pertinent information regarding Other OR entries.

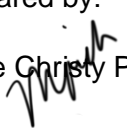
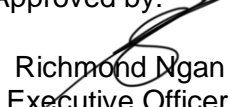
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7. Credit/Debit Memo

- 7.1. No. : The assigned number for the Credit/Debit Memo entries. The assignment of number will be ascending starting from "1".
- 7.2. Account No. : Assigned account number to the referring customer.
- 7.3. Customer Name : Complete name of the customer or payor.
- 7.4. Reference Type : Type of document used as a reference e.g. credit memo
- 7.5. Reference No. : Number of the covering document used.
- 7.6. Amount : Specific amount to be credited.
- 7.7. Remarks : Other pertinent information regarding credit/debit memo entries.

8. Motorcycle Reservation Details

- 8.1. No. : The assigned number for the motorcycle reservation details. The assignment of number will be ascending starting from "1".
- 8.2. Account Number : Assigned account number to the customer, whether cash or installment sale.
- 8.3. Customer Name : Complete name of the customer or payor.
- 8.4. OR No. : Number of the covering Collection/Official Receipt for the payment.
- 8.5. OR Date : The date the payment was made and the receipt was issued.
- 8.6. OR Amount : Amount received or paid by the customer or payor.
- 8.7. Pay Mode : Form of payment of the customer or payor, whether cash or cheque.
- 8.8. Cheque No. : The check number of the cleared cheque normally shown in the right hand portion of the cheque.
- 8.9. Cheque Date : Due date as shown in the check issued by the customer or payor. It is recommended that the due date of the check must be five-(5) days ahead of the due date as allowance for clearing of the check of the Bangko Sentral ng Pilipinas which is more or less three (3) banking days.
- 8.10. Bank Name : Name of the drawee bank issuing the check and The drawee bank is the name of the bank being utilized by the customer or payor.
- 8.11. Remarks : Other pertinent information regarding motorcycle reservation details.

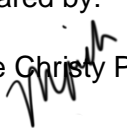

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9. Sales Report Summary Details

- 9.1. No. : The assigned number for the DR SI and OR entries. The assignment of number will be ascending starting from "1".
- 9.2. Account Number : Assigned account number to the customer, whether cash or installment sale.
- 9.3. Customer Name : Complete name of the customer or payor.
- 9.4. DR No. : Number of the covering Delivery Receipt for the payment.
- 9.5. SI No. : Number of the covering Sales Invoice Receipt for the payment.
- 9.6. OR No. : Number of the covering Collection/Official Receipt for the payment.
- 9.7. Terms : The term of the financing contract, 6, 12, 18, 24, 30 or 36 months.
- 9.8. CP/LCP : Cash Price or List Cash Price amount base on the purchased unit of the customer.
- 9.9. Add ON : Supply Cost.
- 9.10. Add ON Int. : Processing fee.
- 9.11. PN Value : Promissory Note value of the customer.
- 9.12. MA : Monthly Amortization of the customer.
- 9.13. Class : Unit classification. Brand New or Repossess.
- 9.14. Model : Motorcycle model purchased by the customer.
- 9.15. Color : Color of the motorcycle purchased by the customer.
- 9.16. Engine No. : Engine number of the motorcycle purchased by the customer.
- 9.17. Chassis No. : Chassis number of the motorcycle purchased by the customer.

10. Sales Report Summary Supplementary Details

- 10.1. No. : The assigned number for the DR SI and OR entries. The assignment of number will be ascending starting from "1".
- 10.2. Account Number : Assigned account number to the customer, whether cash or installment sale.
- 10.3. Customer Name : Complete name of the customer or payor.
- 10.4. DR No. : Number of the covering Delivery Receipt for the payment.

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- 10.5. SI No. : Number of the covering Sales Invoice Receipt for the payment.
- 10.6. Sales : Types of sales whether cash or installment.
- 10.7. I.D. No. : Account Counselor I.D. number.
- 10.8. A.C. In Charge : Account Counselor full name.
- 10.9. Promo Code : Type of computation.
- 10.10. Act. No. Claimed : Referred customer reference number.
- 10.11. Customer Name Claimed : Referred customer name.
- 10.12. Remarks : Other pertinent information regarding sales report summary supplementary details.

11. Payment of Suspend Accounts

- 11.1. No. : The assigned number for the OR entries. The assignment of number will be ascending starting from "1".
- 11.2. Account Number : Assigned account number to the customer, whether cash or installment sale.
- 11.3. Customer Name : Complete name of the customer or payor.
- 11.4. Branch Name : Name of branch where the customer /payor is assigned.
- 11.5. OR No. : Number of the covering Sales Collection/Official Receipt for the payment.
- 11.6. Amount : Total amount paid by the customer or payor.
- 11.7. Payment Mode : Mode of payment whether cash or cheque.
- 11.8. Cheque No. : The check number of the cleared cheque normally shown in the right hand portion of the cheque.
- 11.9. Cheque Date : Due date as shown in the check issued by the customer. It is recommended that the due date of the check must be five-(5) days ahead of the customer's monthly installment due date to avail of the Prompt Payment Discount (PPD) as allowance for clearing of the check of the Bangko Sentral ng Pilipinas which is more or less three (3) banking days.
- 11.10. Bank Name : Name of the drawee bank issuing the check and The drawee bank is the name of the bank being utilized by the customer or payor.
- 11.11. ARC No. : Number of the covering Acknowledgement Receipt of Cheques for the payment of cheque.

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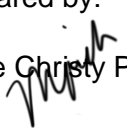
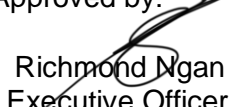
- 11.12. ARC Date : The date the cheque payment was received by the branch.
- 11.13. Remarks : Other pertinent information regarding payment of suspend accounts.

12. Spare Parts Sales Details

- 12.1. No. : The assigned number for the CI entries. The assignment of number will be ascending starting from "1".
- 12.2. Customer Name : Complete name of the customer or payor.
- 12.3. CI No. : Number of the covering Cash Invoice Receipt for the payment.
- 12.4. SKU : This represents Stock Keeping Unit (SKU) code of the spare part and motor oil being bought by the customer.
- 12.5. Model : Specific motorcycle model where the part is intended, e.g. Jet 100, Jet Euro, Jet 4, Jet Power, instead of just writing Jet.
- 12.6. Description : Complete description of the spare part.
- 12.7. Unit : Specific unit of item bought by the customer. Must be indicated, e.g. piece, set or assembly.
- 12.8. SRP : This represents the selling price or cost of each spare part per unit.
- 12.9. G. Qty. : Quantity or number of specific spare parts bought by the customer.
- 12.10. Sold Price : Total price per spare parts of the items bought by the customer.
- 12.11. Discount : Discounted price.
- 12.12. Total : Represents total selling price of the item purchased by the customer.
- 12.13. Reserve : Reservation amount fee.
- 12.14. OR No. : Issued receipt if the item purchase is for reservation.
- 12.15. OR Date : Date of reservation.
- 12.16. Amount Pd. : Total amount paid by the customer for the items purchased.

13. Spare Parts Reservation

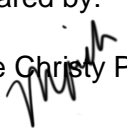

- 13.1. No. : The assigned number for the OR entries. The assignment of number will be ascending starting from "1".

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- 13.2. Customer Name : Complete name of the customer or payor.
- 13.3. OR No. : Number of the covering Collection/Official Receipt for the payment as reservation.
- 13.4. CI No. : Number of the covering Cash Invoice Receipt will only issue for full payment.
- 13.5. Reserve Amnt. : Reservation amount paid by the customer.
- 13.6. Total Amnt. : Represents total selling price of the item purchased by the customer.
- 13.7. Status : Whether claimed or unclaimed.
- 13.8. Remarks : Other pertinent information regarding spare parts reservation.

14. Job Order/Labor Cost Details

- 14.1. No. : The assigned number for the JO entries. The assignment of number will be ascending starting from "1".
- 14.2. Customer Name : Complete name of the customer or payor.
- 14.3. JO No. : Number of the covering Job Order Receipt for the payment.
- 14.4. JO Type : Whether it is walk-in or internal.
- 14.5. Coupon No. : In case of no labor charges because the motorcycle unit is within warranty period, warranty coupon shall be attached to the Job Order.
- 14.6. OR No. : Number of the covering Collection/Official Receipt for the payment.
- 14.7. Amount : Total labor cost to be charged to the customer for the repair of the motorcycle unit.
- 14.8. Emp No. : Mechanic I.D. number.
- 14.9. Employee Name : Mechanic full name.
- 14.10. Time Beg. : Time start repairing the motorcycle unit.
- 14.11. Time End : Time end repairing the motorcycle unit.
- 14.12. SKU : This represents Stock Keeping Unit (SKU) code of the motorcycle unit.
- 14.13. Model : Specific model of the motorcycle unit subject for repair.
- 14.14. Engine : Complete engine number of the motorcycle unit subject for repair.

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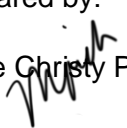
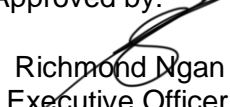
14.15. Chassis : Complete chassis number of the motorcycle unit subject for repair.

15. A. R. C. Monitoring

- 15.1. No. : The assigned number for the ARC entries. The assignment of number will be ascending starting from "1".
- 15.2. Customer Name : Complete name of the customer or payor.
- 15.3. ARC No. : Number of the covering Acknowledgement Receipt of Cheques for the payment of cheque.
- 15.4. OR No. : Number of the covering Collection/Official Receipt for the payment. Good cheques after three (3) days clearing should issue an OR.
- 15.5. Cheque No. : The check number normally shown in the right hand portion of the check.
- 15.6. Bank Name : Name of the drawee bank issuing the check and bank branch location. The drawee bank is the name of the bank being utilized by the customer.
- 15.7. Amount : Represent the monetary amount of the check issued by the customer in favor of the company.
- 15.8. Trans Type : Whether remit or deposit.
- 15.9. Trans To : Whether head office or bank.
- 15.10. Remarks : Other pertinent information regarding ARC.

16. Funds/Disbursements Transaction

- 16.1. No. : The assigned number for the Voucher entries. The assignment of number will be ascending starting from "1".
- 16.2. Field : Whether funds or disbursements.
- 16.3. Type : Types of fund.
- 16.4. Transaction : Specific description of expenses or disbursements to be made by the branch. Itemize the disbursement for various expenses.
- 16.5. From : Date at which the cut-off starts.
- 16.6. To : Date at which the cut-off ends.
- 16.7. Ref. Type : Document used as reference of funds/disbursements. e.g. Disbursement Voucher.
- 16.8. Ref. No. : Number of the covering document for the funds/disbursements.

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- 16.9. Amount : Specific amount of payment of an item included in the total disbursement to be made from the branch collections or PCF.
- 16.10. Unliquid : Specific amount of unliquidated funds.
- 16.11. Code : Indicate Employee I.D. No.
- 16.12. Name : Employee full name.
- 16.13. Liq. Stat. : Whether liquidated or unliquidated.
- 16.14. Autho. No. : Disbursement from branch collections needs authority number while disbursement from PCF needs approval number. The latter is needed for disbursement for items not included in the approved expenses in the PCF.
- 16.15. Remarks : Other pertinent information regarding funds/ disbursements.

17. Spare Parts Receiving Report

- 17.1. No. : The assigned number for the spare parts receiving report entries. The assignment of number will be ascending starting from "1".
- 17.2. RR. No. : Number covering the Receiving Report.
- 17.3. CR Type : Type of document as a cross reference for the received spare parts.
- 17.4. CR No. : Cross Reference number.
- 17.5. Received From : Name of the transferring branch.
- 17.6. SKU : This represents Stock Keeping Unit (SKU) code of the spare part and motor oil being bought by the customer.
- 17.7. Model : Specific motorcycle model where the part is intended, e.g. Jet 100, Jet Euro, Jet 4, Jet Power, instead of just writing Jet.
- 17.8. Description : Complete description of the spare part.
- 17.9. Part No. : The SKU (Stock Keeping Unit) number of the spare parts required for the repair of the motorcycle unit.
- 17.10. Unit : Specific unit of item received. Must be indicated, e.g. piece, set or assembly.
- 17.11. G. Qty. : Good quantity or number of specific spare parts received.
- 17.12. B. Qty. : Bad quantity or number of specific spare parts received.

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- 17.13. Unit Price : This represents the selling price or cost of each spare part per unit.
- 17.14. Total Amount : Total cost of spare parts received.
- 17.15. Remarks : Other pertinent information regarding spare parts receiving report.

18. Spare Parts Delivery Transaction

- 18.1. No. : The assigned number for the spare parts delivery transaction entries. The assignment of number will be ascending starting from "1".
- 18.2. DR. No. : Number of the Delivery Receipt covering the delivered spare parts.
- 18.3. CR Type : Type of document as a cross reference for the delivered spare parts
- 18.4. CR No. : Cross Reference number.
- 18.5. Delivered To : Name of the receiving branch.
- 18.6. SKU : This represents Stock Keeping Unit (SKU) code of the spare part and motor oil being bought by the customer.
- 18.7. Model : Specific motorcycle model where the part is intended, e.g. Jet 100, Jet Euro, Jet 4, Jet Power, instead of just writing Jet.
- 18.8. Description : Complete description of the spare part.
- 18.9. Part No. : The SKU (Stock Keeping Unit) number of the spare parts required for the repair of the motorcycle unit.
- 18.10. Unit : Specific unit of item delivered. Must be indicated, e.g. piece, set or assembly.
- 18.11. G. Qty. : Good quantity or number of specific spare parts received.
- 18.12. B. Qty. : Bad quantity or number of specific spare parts received.
- 18.13. Unit Price : This represents the selling price or cost of each spare part per unit.
- 18.14. Total Amount : Total cost of spare parts delivered.
- 18.15. Remarks : Other pertinent information regarding spare parts delivery transactions.

19. Motor Cycle Receiving Report

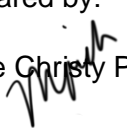
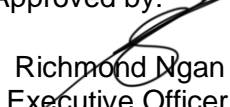
- 19.1. No. : The assigned number for the motorcycle receiving report entries. The assignment of number will be

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- ascending starting from "1".
- 19.2. RR. No. : Number covering the Receiving Report.
- 19.3. CR Type : Type of document as a cross reference for the received motorcycle.
- 19.4. CR No. : Cross Reference number.
- 19.5. Received From : Name of the establishment or branch motorcycle unit was received.
- 19.6. SKU : This represents Stock Keeping Unit (SKU) code of the motorcycle.
- 19.7. Model : Specific motorcycle model e.g. Jet 100, Jet Euro, Jet 4, Jet Power, instead of just writing Jet.
- 19.8. Color : Complete color of the motorcycle.
- 19.9. Class : Whether Brand New or Reposses unit.
- 19.10. Book Value : Computed value amount base on original customer if repossessed unit only.
- 19.11. Engine No. : Complete engine number of the motorcycle.
- 19.12. Chassis No. : Complete chassis number of the motorcycle.
- 19.13. Remarks : Other pertinent information regarding receiving of motorcycle.

20. Motor Cycle Repossessed/Change Units/Returned Units

- 20.1. No. : The assigned number for the motorcycle Repossessed/changed/returned units entries. The assignment of number will be ascending starting from "1".
- 20.2. RR. No. : Number covering the Receiving Report.
- 20.3. POO No. : Number covering the Pull- Out Order.
- 20.4. Account No. : Assigned account number of the customer for the financing receivable under installment sales.
- 20.5. Received From : Complete name of customer who owned the motorcycle unit pulled out, changed or returned.
- 20.6. D.R. Date : Date covering the Delivery Receipt of the motorcycle.
- 20.7. Terms : Remaining terms of the customer.
- 20.8. Mths Pd. : Number of monthly amortization paid.
- 20.9. Book Value : Computed value amount base on original customer.
- 20.10. SKU : This represents Stock Keeping Unit (SKU) code of the motorcycle.

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- 20.11. Model : Specific motorcycle model e.g. Jet 100, Jet Euro, Jet 4, Jet Power, instead of just writing Jet.
- 20.12. Color : Complete color of the motorcycle.
- 20.13. Engine : Complete engine number of the motorcycle.
- 20.14. Chassis : Complete chassis number of the motorcycle.
- 20.15. Remarks : Other pertinent information regarding motorcycle repossessed/changed/returned units.

21. Motor Cycle Delivery Receipts

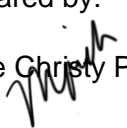
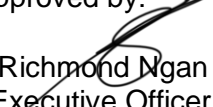
- 21.1. No. : The assigned number for the motorcycle delivery receipt entries. The assignment of number will be ascending starting from "1".
- 21.2. DR. No. : Number covering the Delivery Receipt.
- 21.3. CR type : Type of document as a cross reference for the delivered motorcycle.
- 21.4. CR No. : Cross reference number.
- 21.5. Delivered To : Complete name of the establishments or receiving branch.
- 21.6. SKU : This represents Stock Keeping Unit (SKU) code of the motorcycle.
- 21.7. Model : Specific motorcycle model e.g. Jet 100, Jet Euro, Jet 4, Jet Power, instead of just writing Jet.
- 21.8. Color : Complete color of the motorcycle.
- 21.9. Class : Whether brand new or repossess.
- 21.10. Book Value : Computed value amount base on original customer.
- 21.11. Engine : Complete engine number of the motorcycle.
- 21.12. Chassis : Complete chassis number of the motorcycle.
- 21.13. Remarks : Other pertinent information regarding motorcycle delivery receipt entries.

22. Cancelled/Issued Receipts

- 22.1. No. : The assigned number for the cancelled/issued receipt entries. The assignment of number will be ascending starting from "1".
- 22.2. Ref Type : Type of form e.g. OR, DR, SI
- 22.3. Ref No. : Number covering the cancelled/issued receipts.
- 22.4. Ref Date : Date of the cancelled/issued receipts.
- 22.5. Amount : Amount base on the cancelled issued receipts.

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- 22.6. Account No. : Assigned account number of the customer for the financing receivable under installment sales.
- 22.7. Customer Name : Complete name of the customer or payor.
- 22.8. Remarks : Other pertinent information regarding cancelled/issued receipts.
- 23. Created By** : Printed name of cashier/assistant cashier.
- 24. Checked By** : Printed name of Branch Manager.
- 25. Verified By** : Printed name o

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