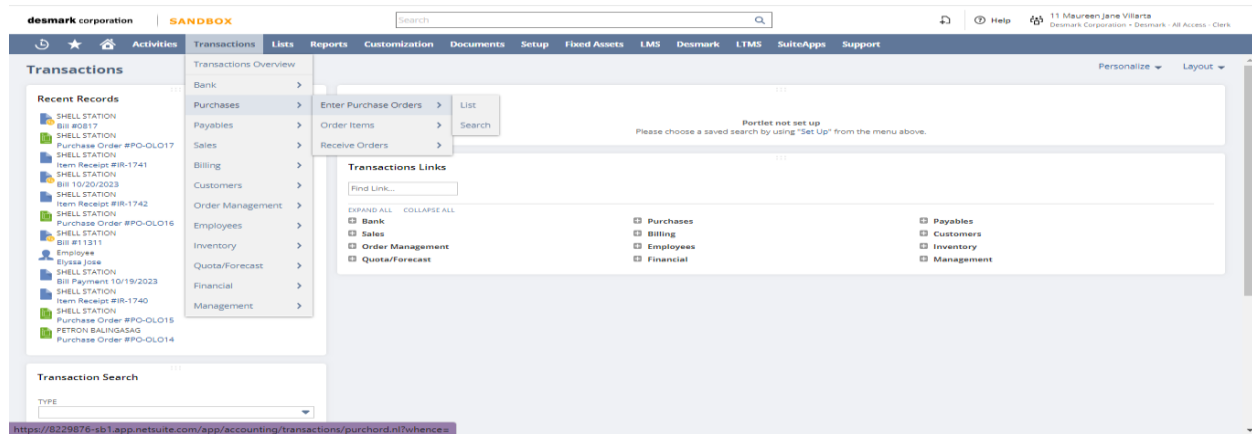


MODULE: Creating PO for Gasoline

A. HOW TO CREATE PO FOR GASOLINE

Standard Navigation: Transactions > Purchases > Enter Purchase Orders



1. Fill in the mandated fields: *Vendor, Employee (Collector Name), Class (RM Vehicle), Department (Branch Expense) & Location.*
2. In addition, put these details under MEMO field: *Before ODO Reading/After ODO Reading/Qty/Item (Unleaded or Special)*

3. In the **Items Tab** below, select the type of gasoline in item

4. Enter the Gross amount, Rate and Tax Amount manually.

5. After filling in the details, click **Save**.

B. RECEIVING THE PO CREATED

A Confirmation and PO# (system generated) will show up.

Confirmation
Transaction successfully Saved

Purchase Order
PO-01016 SHELL STATION
APPROVED BY SUPERVISOR/PENDING RECEIPT

Receive

1. We will just click the **Receive** the PO once we already have the charge invoice from the Gas Station.

VENDOR #	0816	DATE	10/19/2023
VENDOR	SHELL STATION	PO #	PO-01016
EMPLOYEE	Indrani M	CURRENCY	Philippine Peso
RECEIVE BY		MEMO	1250/1350/IL/UNLEADED

Classification

SUBSIDIARY
Desmark Corporation

LOCATION
Desmark Manolo 35

APPROVAL STATUS
Approved

APPROVAL STATUS
Approved

NEXT APPROVER
Desmark HO - Pro

Summary

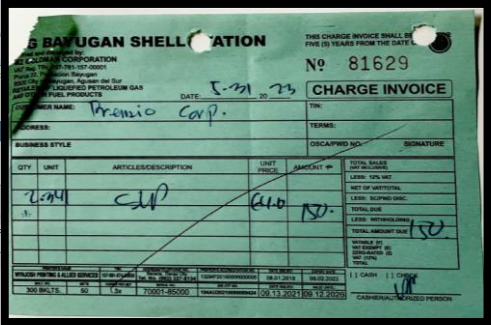
SUBTOTAL	89.29
TAX TOTAL	10.71
TOTAL	100.00

Items Billing Accounting Relationships Communication Related Records System Information Custom Additional Inventory Details

EXCHANGE RATE
1.00

ITEM	VENDOR NAME	RECEIVED	BILLED	QUANTITY	QUANTITY ON SHIPMENTS	UNITS	INVENTORY DETAIL	DESCRIPTION	PURCHASE CONTRACT	RATE	AMOUNT	TAX
GASOLINE SPECIAL		0	0	1		L				100.00	89.29	VAT

Receive Bill Actions



2. After clicking **Receive**, you will be directed to Item Receipt page. Fill in the mandated fields:

- Delivery Receipt Number – Charge Invoice Number (e.g. 81629)
- DR Attachment – scan the Charge Invoice and Save it to your computer.
- Memo – **Before ODO Reading/After ODO Reading/Qty/Item (Unleaded or Special)**
- Inspected by – Petty Cash Custodian (e.g. Elyssa Jose)
- Forwarder – input PO GASOLINE
- Location – Branch Location

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

Item Receipt
To Be Generated

Save Cancel

Primary Information

CUSTOM FORM
Desmark Item Receipt

DELIVERY RECEIPT NUMBER
0816

DR ATTACHMENT
PO FUEL

REFERENCE #
To Be Generated

VENDOR
SHELL STATION

CREATED FROM
Purchase Order #PO-01016

DATE
10/19/2023

MEMO
1250/1350/IL/UNLEADED

SUPPLIER DATE INVOICE

INSPECTED BY
Elyssa Jose

FORWARDER
PO GASOLINE

Classification

SUBSIDIARY
Desmark Corporation

TO LOCATION
Desmark Manolo 35

CURRENCY
Philippine Peso

Items & Expenses Landed Cost Relationships Communication System Information Custom Additional Inventory Details Barcoding

EXCHANGE RATE
1.00

☐ LANDED COST PER LINE

Items Expenses

SELECT ITEM

Mark Bill Itemmark Bill

RECEIVE	ITEM	VENDOR NAME	DESCRIPTION	ON HAND	TO LOCATION	REMAINING	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	RATE	CURRENCY	UNIT REMARKS
<input checked="" type="checkbox"/>	GASOLINE SPECIAL			0	Desmark Manolo 35	1	1	L				Philippine Peso	

Save Cancel

3. After filling in the details, click **Save**.

C. CREATING A BILL

A Confirmation and IR# (system generated) will show up. We will now make bill for the PO, instead of doing the standard navigation on creating a bill (**Transactions>Payables>Enter Bills**) we'll just have to click the **Bill** button.

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

Confirmation
Transaction successfully Saved

Item Receipt
IR-1741 SHELL STATION
Edit Back **Bill** Print Actions

Primary Information

DELIVERY RECEIPT NUMBER 0816	CREATED FROM Purchase Order #PO-01016	SUPPLIER DATE INVOICE
DR ATTACHMENT preview PO FUEL download	DATE 10/19/2023	INSPECTED BY Elyssa Jose
REFERENCE # IR-1741	MEMO 1250/1350/L/UNLEADED	FORWARDER PO GASOLINE
VENDOR SHELL STATION		

Classification

SUBSIDIARY Desmark Corporation	TO LOCATION Desmark Manolo 35
-----------------------------------	----------------------------------

CURRENCY
Philippine Peso

Items & Expenses Landed Cost Relationships Communication System Information Custom GL Impact Additional Inventory Details Barcoding

EXCHANGE RATE
1.00 ☐ LANDED COST PER LINE

Items & Expenses

ITEM	VENDOR NAME	DESCRIPTION	ON HAND	TO LOCATION	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	RATE	CURRENCY	UNIT REMARKS
GASOLINE SPECIAL			0	Desmark Manolo 35	1	L				Philippine Peso	

After clicking the **Bill** button you will be directed on a Bill Page. Review the details in each fields if it is correct, then click **Save**.

desmark corporation | SANDBOX Search

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

Bill
Save Cancel Recalc Actions

Primary Information

CUSTOM FORM * Desmark Vendor Bill	AVAILABLE VENDOR CREDIT	DISC. DATE
TRANSACTION NUMBER To Be Generated	CURRENCY Philippine Peso	<input type="checkbox"/> PAYMENT HOLD
BILL NO. 0817	EXCHANGE RATE * 1.00	DUE DATE 10/19/2023
VENDOR * SHELL STATION	VAT REGISTRATION 145-795-143-000	DATE * 10/19/2023
ACCOUNT 4100-02 Trade and Accounts Payable - Trade	TAX 10.71	MEMO 1250/1350/L/UNLEADED
AMOUNT 100.00	DISC. AMT.	APPROVAL STATUS Pending Approval

Classification

SUBSIDIARY Desmark Corporation	DEPARTMENT * Branch Expense	LOCATION * Desmark Manolo 35
-----------------------------------	--------------------------------	---------------------------------

APPROVAL STATUS: MATR00
Pending Approval

NEXT APPROVER ROLE

Expenses and Items Billing Relationships Communication System Information Custom

Expenses 0.00 Items 89.29 Withholding Tax 0.00

Add Multiple Clear All Lines

RECEIVE	ITEM	VENDOR NAME	DESCRIPTION	ON HAND	TO LOCATION	REMAINING	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	RATE	CURRENCY	UNIT REMARKS
<input checked="" type="checkbox"/>	GASOLINE UNLEADED			0	Desmark Manolo 35		1	1	L			Philippine Peso	

Save Cancel

A Confirmation will show up that you have successfully created a bill.

desmark corporation | SANDBOX Search

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

Confirmation
Transaction successfully Saved

Item Receipt
IR-1741 SHELL STATION
Edit Back **Bill** Print Actions

Primary Information

DELIVERY RECEIPT NUMBER 0816	CREATED FROM Purchase Order #PO-01016	SUPPLIER DATE INVOICE
DR ATTACHMENT preview PO FUEL download	DATE 10/19/2023	INSPECTED BY Elyssa Jose
REFERENCE # IR-1741	MEMO 1250/1350/L/UNLEADED	FORWARDER PO GASOLINE
VENDOR SHELL STATION		

Classification

SUBSIDIARY Desmark Corporation	TO LOCATION Desmark Manolo 35
-----------------------------------	----------------------------------

CURRENCY
Philippine Peso

Items & Expenses Landed Cost Relationships Communication System Information Custom GL Impact Additional Inventory Details Barcoding

EXCHANGE RATE
1.00 ☐ LANDED COST PER LINE

Items & Expenses

ITEM	VENDOR NAME	DESCRIPTION	ON HAND	TO LOCATION	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	RATE	CURRENCY	UNIT REMARKS
GASOLINE SPECIAL			0	Desmark Manolo 35	1	L				Philippine Peso	

Mail

D. MAKE PAYMENT OF THE BILL CREATED

We will now do the Make Payment of the Bill you created.

Standard Navigation: **Transactions > Payable>Enter Bills>List**

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Desmark Corporation - Desmark - All Access - Clerk

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

Transactions Overview

Recent Records

- SHELL STATION Bill #0817
- SHELL STATION Bill #1433
- SHELL STATION Item Receipt #IR-1744
- SHELL STATION Purchase Order #PO-QLO18
- SHELL STATION Item Receipt #IR-1742
- SHELL STATION Item Receipt #IR-1741
- SHELL STATION Purchase Order #PO-QLO17
- SHELL STATION Bill 10/20/2023
- SHELL STATION Purchase Order #PO-QLO16
- SHELL STATION Bill #11311
- Employee Elyssa Jose
- SHELL STATION Bill Payment 10/19/2023

Transaction Search

TYPE

Custom Search

Portlet not set up
Please choose a saved search by using "Set Up" from the menu above.

EXPAND ALL COLLAPSE ALL

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

You can always customize the fields depending on what transactions are you going to find. You can now see all the **open** bill status you created. Find the Bill you want to make payment and click [View](#).

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Search

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

Bills

VIEW Purchase Order Edit View New Transaction

Filters

TYPE Bill DATE All FROM TO NAME LOCATION Desmark Manolo 35 STATUS All

Normal

EDIT VIEW	DATE	PRINT	DOCUMENT NUMBER	NAME	STATUS	MEMO	AMOUNT
Edit View	10/19/2023	Print	1123	A'S POWERTECH CORPORATION	Paid In Full		0.00
Edit View	10/19/2023	Print	0817	SHELL STATION	Open	1250/1350/IL/UNLEADED	100.00
Edit View	10/20/2023	Print	1433	SHELL STATION	Open	1250/1350/IL/UNLEADED	100.00
Edit View	10/20/2023	Print		SHELL STATION	Open	1250/1350/IL/UNLEADED	100.00

You will now be directed to Bill you want to make payment. Click the [Make Payment](#) button.

desmark corporation | **SANDBOX**

Search

Help 11 Maureen Jane Villarta
Desmark Corporation - Desmark - All Access - Clerk

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

Bill 0817 SHELL STATION OPEN

Edit Back Credit **Make Payment** Actions

Primary Information

TRANSACTION NUMBER VENDOR#1481
BILL NO. 0817
VENDOR SHELL STATION
ACCOUNT 4100-02 Trade and other payables : Accounts Payable -Trade
AMOUNT 100.00
CURRENCY Philippine Peso

EXCHANGE RATE 1.00
VAT REGISTRATION 145-755-143-000
TAX 10.71
DISC. AMT.
DISC. DATE

PAYMENT HOLD
DUE DATE 10/19/2023
DATE 10/19/2023
MEMO 1250/1350/IL/UNLEADED
APPROVAL STATUS Approved

Classification

SUBSIDIARY Desmark Corporation
APPROVAL STATUS(MATRI00) Approved

DEPARTMENT Branch Expense
NEXT APPROVER ROLE Desmark HQ - Procurement Head

LOCATION Desmark Manolo 35

Expenses and Items Billing Relationships Communication Related Records System Information Custom GL Impact

Expenses 0.00 Items 89.29 Withholding Tax 0.00

ITEM	VENDOR NAME	QUANTITY	UNITS	INVENTORY DETAIL	DESCRIPTION	RATE	AMOUNT	TYPE OF PURCHASES	TAX CODE	TAX RATE	GROSS AMT	TAX AMT	OPTIONS	DEPARTMENT	CLASS	LANDED COST CATEGORY
GASOLINE UNLEADED		1	L			89.29	89.29		VAT_PH-REGULAR	12.0%	100.00	10.71			Rm - Vehicle	

You will now be directed to a Bill Payment page. Fill in the mandated fields, if there is already data inputted make sure to always review if the details were correct.

desmark corporation | **SANDBOX**

Search

11 Maureen Jane Villarta
Desmark Corporation - Desmark - All Access - Clerk

Custom Form: Desmark | Bill Payment
Payee: Gas Station
Account: 1002 Cash on Hand

Subsidiary: Desmark/Premio/PFC
Class: Rm-Vehicle
Location: Branch Location
Department: Branch Expense

Primary Information

A/P ACCOUNT
4100-02 Trade and other accounts Payable-Trade

CUSTOM FORM *
Desmark | Bill Payment

TRANSACTION NUMBER
To Be Generated

PAYEE *
SHELL STATION

ACCOUNT *
1002 Cash on Hand

4,178,135.65

AMOUNT
300.00

CURRENCY *
Philippine Peso

EXCHANGE RATE *
1.00

DATE *
10/20/2023

☐ TO BE PRINTED ☐ VOUCHER

☐ ONLINE PAYMENT
CHECK #

MEMO
1250/1350/IL/UNLEADED

APPROVAL STATUS
Pending Approval

NEXT APPROVER ROLE

Classification

SUBSIDIARY *
Desmark Corporation

CLASS *
Rm - Vehicle

LOCATION *
Desmark Manolo 35

DEPARTMENT *
Branch Expense

Apply Payee Address Relationships Communication Custom

SELECT ITEM

Mark All **Unmark All** **Customize**

APPLY	DATE DUE	TYPE	REF NO.	INSTALLMENT REF NO.	ORIG. AMT.	A.MT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
<input checked="" type="checkbox"/>	10/19/2023	Bill	0817		100.00	100.00	Philippine Peso			0.00	100.00
<input checked="" type="checkbox"/>	10/20/2023	Bill			100.00	100.00	Philippine Peso			0.00	100.00
<input checked="" type="checkbox"/>	10/20/2023	Bill	1433		100.00	100.00	Philippine Peso			0.00	100.00

Select the Bill you want to make payment. In this transaction, I am going to pay three (3) bills, just check the box ☒ and click **Save.**

Save **Cancel** **Actions**

desmark corporation | **SANDBOX**

Search

11 Maureen Jane Villarta
Desmark Corporation - Desmark - All Access - Clerk

Confirmation
Transaction successfully Saved

Bill Payment
SHELL STATION **APPROVED**

Edit **Back** **Print** **Actions**

Primary Information

TRANSACTION NUMBER
VENDPYMT290

PAYEE
SHELL STATION

ACCOUNT
1002 Cash on Hand

BALANCE
4,177,835.65

AMOUNT
300.00

CURRENCY
Philippine Peso

EXCHANGE RATE
1.00

DATE
10/20/2023

☐ TO BE PRINTED ☐ VOUCHER

☐ ONLINE PAYMENT

CHECK #

MEMO
1250/1350/IL/UNLEADED

APPROVAL STATUS
Approved

NEXT APPROVER ROLE
Desmark HO - Procurement Head

Classification

SUBSIDIARY
Desmark Corporation

CLASS
Rm - Vehicle

LOCATION
Desmark Manolo 35

DEPARTMENT
Branch Expense

Apply Payee Address Relationships Communication System Information Custom GL Impact

Applied To 300.00 Credits Applied 0.00

DATE DUE	TYPE	REF NO.	INSTALLMENT REF NO.	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
10/20/2023	Bill	1433		100.00	100.00	Philippine Peso				100.00
10/19/2023	Bill	0817		100.00	100.00	Philippine Peso				100.00
10/20/2023	Bill			100.00	100.00	Philippine Peso				100.00

Edit **Back** **Print** **Actions**

A confirmation for bill payment will show up that the transaction successfully saved.

-THE END-