

CHANGES IN PROCEDURE

1. CASH OVER

- In recording cash over, branch should make an entry in **Other Deposits** with the amount of the **cash over** along with making a deposit for daily collection. Which means this is both done in one transaction only.

2. CASH SHORT

- In recording cash short, branch should make a **Cash Back** entry along with making a deposit for daily connection. Which means this is both done in one transaction only. Next, making a journal entry will follow to knock-off the Cash Back entry for cash short.

3. In **Making a Bill**, attach the scanned copy of the Billing or SoA by going to sub-tab **Communication > Files** so the approver will have the reference for approving.

TRAINING MODULE FOR EXPENSES, GENERAL ENTRIES & MAKE DEPOSIT

MODULE FOR DISBURSEMENT:

1) CASH DISBURSEMENT WITH BILLING

Example: Water Bill
 Electric Bill
 Telephone Bill
 Internet Bill
 Gasoline Bill

Go to Transactions>Payables>Enter Bill

Click Custom Form: Desmark Vendor Bill or Premio Vendor Bill depending of the Subsidiary

Search for Vendor Name

Fill in the date, Subsidiary & Location.

Need to Scan your bill for attachment

ORACLE NETSUITE desmark corporation Search

Help Feedback Joan Obiedo Desmark Corporation - Desmark HO- Accountin

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

Bill

Save Cancel Auto Fill Recalc Actions

Primary Information

CUSTOM FORM *
Desmark Vendor Bill

CURRENCY *
Philippine Peso

PAYMENT HOLD

DUE DATE
9/19/2023

EXCHANGE RATE *
1.00

DATE *
9/19/2023

VAT REGISTRATION
000-488-793-000

POSTING PERIOD *
Sep 2023

TAX

MEMO

DISC. AMT.

APPROVAL STATUS
Pending Approval

DISC. DATE

VENDOR *
PLDT INC.

ACCOUNT
4100-02 Trade and o...nts Payable -Trade

AMOUNT

AVAILABLE VENDOR CREDIT

Classification

SUBSIDIARY *
Desmark Corporation

DEPARTMENT *
Head Office : Procurement

LOCATION *
CAGAYAN : Desmark Borja 3S

Click Expenses tab- select the appropriate GL Expense Account.

Type the amount based on the Vendor Tax Code: if Vat Reg Amount is Net of Vat (Total Bill /1.12) but if Non-Vat is the Total Bill due.

Gross Amount – automatic display

Memo- is the description of the line expense

Expenses and Items Billing Landed Cost Relationships Communication

LANDED COST PER LINE

Expenses 0.00 Items 0.00 Withholding Tax 0.00

Clear All Lines

CATEGORY	ACCOUNT *	AMOUNT *	TAX CODE *	TAX RATE	TAX AMT	GROSS AMT	MEMO	DEPARTMENT	CLASS	L
	9000-17 Expenses : Communications Expense	4,464.29	VAT_PH:REGULAR	12.0%	535.71	5,000.00	TELEPHONE BILL FOR THE MONTH OF AUG 2023			

Add Cancel Copy Previous Insert Remove

Click Apply Wtax- if with 2307 issued

Type of Purchases: Goods / Services / Exempt

WH Tax Code: Goods WE_PH:WC158-2018
: Services WE_PH:WC160-2018

WH Tax Rate / WH Tax Base Amount / WH Tax Amount- auto calculate

Expenses 0.00 Items 0.00 Withholding Tax 0.00 •										
Clear All Lines										
CLASS	LOCATION	AMORTIZATION SCHEDULE	AMORTIZATION START	AMORTIZATION END	RESIDUAL	EXPENSE ACCOUNT	APPLY WH TAX?	TYPE OF PURCHASES	WH TAX CODE	WH TAX RATE
						<Type then tab>	Yes	SERVICES	WE_PH:WC160-2018	2.0%
										4,464.29
										89.29

Proceed to Communication,.Choose the Files and Click the (+) sign.

Expenses and Items Billing Landed Cost **Communication** Custom

Printing

☐ TO BE PRINTED

Phone Calls **Files** User Notes

Remove all Clear All Lines

ATTACH FILE * FOLDER SIZE (KB) LAST MODIFIED FILE TYPE

<Enter first few letters then tab> +

✓ Add ✕ Cancel + Insert Remove

Fill in all mandatory fields.One FOLDER in all attachment for your BILL.

File

Save Cancel

ATTACH FROM * Computer

FILE NAME

FOLDER * <Type then tab>

JURL

SELECT FILE Choose File No file chosen

CHARACTER ENCODING Unicode (UTF-8)

☐ INACTIVE
☐ AVAILABLE WITHOUT LOGIN
☐ COMPANY-WIDE USAGE
☐ GENERATE URL TIME STAMP

Click Save.

Branch Level of Authority- below 5,000

Above 5,000 needed Head Office approval



Confirmation

Transaction successfully Saved



PLDT INC.

PENDING APPROVAL

← → List Search

Edit

Back

Cancel Bill

Bill Exception

Print Add Actions



Primary Information

TRANSACTION NUMBER VENDBILL95	EXCHANGE RATE 1.00	DUE DATE 9/19/2023
BILL NO.	VAT REGISTRATION 000-488-793-000	DATE 9/19/2023
VENDOR PLDT INC.	TAX 535.71	POSTING PERIOD Sep 2023
ACCOUNT 4100-02 Trade and other payables : Accounts Payable -Trade	DISC. AMT.	MEMO
AMOUNT 4,910.71	DISC. DATE	APPROVAL STATUS Pending Approval
CURRENCY Philippine Peso	<input type="checkbox"/> PAYMENT HOLD	

GL IMPACT

Expenses 4,375.00 • Items 0.00 Withholding Tax 89.29 •

CATEGORY	ACCOUNT	AMOUNT	TAX CODE	TAX RATE	TAX AMT	GROSS AMT	MEMO
	9000-17 Expenses : Communications Expense	4,464.29	VAT_PH:REGULAR	12.0%	535.71	5,000.00	TELEPHONE BILL FOR THE MONTH OF AUG 2023
	4100-05 Withholding tax payable	-89.29	VAT_PH:UNDEF- PH	0.0%	0.00	-89.29	

Payment of the Bill Created Go to Make Payment



BILL#1234 PLDT INC.

OPEN

Edit

Back

Credit

Authorize Return

Make Payment

Print Add Actions

Primary Information

TRANSACTION NUMBER VENDBILL119	EXCHANGE RATE 1.00	DUE DATE 10/3/2023
REFERENCE NO. BILL#1234	VAT REGISTRATION 000-488-793-000	DATE 10/3/2023
VENDOR PLDT INC.	TAX 535.71	POSTING PERIOD Oct 2023
ACCOUNT 4100-02 Trade and other payables : Accounts Payable -Trade	DISC. AMT.	MEMO
AMOUNT 4,910.71	DISC. DATE	APPROVAL STATUS Approved
CURRENCY Philippine Peso	<input type="checkbox"/> PAYMENT HOLD	NEXT APPROVER

Classification

SUBSIDIARY Desmark Corporation	NEXT APPROVER ROLE	CUSTOMER CATEGORY
ADDITIONAL FILTER	AREA LIST	
APPROVAL STATUS(MATRIX) Pending Approval		

After clicking **Make Payment**, you will be redirected to **Bill Payment** page

Bill Payment

SaveCancelActions

Primary Information

A/P ACCOUNT
4100-02 Trade and ot...ounts Payable -Trade

CUSTOM FORM *
Desmark | Bill Payment

TRANSACTION NUMBER
To Be Generated

PAYEE *
PLDT INC.

ACCOUNT *
1002 Cash on Hand

BALANCE
549,917.71

AMOUNT
4,910.71

CURRENCY *
Philippine Peso

EXCHANGE RATE *
1.00

DATE *
10/3/2023

POSTING PERIOD
Oct 2023

☐ TO BE PRINTED☐ VOUCHER

☐ ONLINE PAYMENT

CHECK #

MEMO
TEELPHONE BILL AUG 2023

APPROVAL STATUS
Pending Approval

NEXT APPROVER ROLE

Classification

SUBSIDIARY *
Desmark Corporation

DEPARTMENT
Branch Expense

CLASS

LOCATION
CAGAYAN : Desmark Borja 35

Confirmation

Transaction successfully Saved

Bill Payment

PLDT INC.

PENDING APPROVAL

EditBackPrintAddActions

Primary Information

TRANSACTION NUMBER
VENDPYMT33

PAYEE
PLDT INC.

ACCOUNT
1002 Cash on Hand

BALANCE
549,917.71

AMOUNT
4,910.71

CURRENCY
Philippine Peso

EXCHANGE RATE
1.00

DATE
10/3/2023

POSTING PERIOD
Oct 2023

☐ TO BE PRINTED☐ VOUCHER

☐ ONLINE PAYMENT

CHECK #

MEMO
TEELPHONE BILL AUG 2023

APPROVAL STATUS
Pending Approval

NEXT APPROVER ROLE

Classification

SUBSIDIARY
Desmark Corporation

DEPARTMENT
Branch Expense

CLASS

LOCATION
CAGAYAN : Desmark Borja 35

Bill Payment ← → List Search

PLDT INC. **APPROVED**

[Edit](#) [Back](#) [Print](#) [Share](#) [Actions](#)

Primary Information

TRANSACTION NUMBER VENDPYMT33	CURRENCY Philippine Peso	CHECK #
PAYEE PLDT INC.	EXCHANGE RATE 1.00	MEMO TEELPHONE BILL AUG 2023
ACCOUNT 1002 Cash on Hand	DATE 10/3/2023	APPROVAL STATUS Approved
BALANCE 545,007.00	POSTING PERIOD Oct 2023	NEXT APPROVER
AMOUNT 4,910.71	<input type="checkbox"/> TO BE PRINTED <input type="checkbox"/> VOUCHER	

Classification

SUBSIDIARY Desmark Corporation	CLASS	LOCATION CAGAYAN : Desmark Borja 35
DEPARTMENT Branch Expense		
<input type="checkbox"/> ONLINE PAYMENT		

Apply [Payee Address](#) [Relationships](#) [Communication](#) [System Information](#) [Custom](#) [GL Impact](#)

Applied To 4,910.71 • Credits Applied 0.00

DATE DUE	TYPE	REF NO.	INSTALLMENT REF NO.	ORIG. AMT.	AMT. DUE	CURRENCY	DISC. DATE	DISC. AVAIL.	DISC. TAKEN	PAYMENT
10/3/2023	Bill	BILL#1234		4,910.71	4,910.71	Philippine Peso				4,910.71

GL IMPACT

Apply [Payee Address](#) [Relationships](#) [Communication](#) [System Information](#) [Custom](#) [GL Impact](#)

ACCOUNTING BOOK
- All -

ACCOUNTING BOOK	ACCOUNT	AMOUNT (DEBIT)	AMOUNT (CREDIT)	POSTING	MEMO	NAME	SUBSIDIARY	DEPARTMENT	CLASS	LOCATION
Primary Accounting Book	1002 Cash on Hand		PHP4,910.71	Yes	TEELPHONE BILL AUG 2023	PLDT INC.	Desmark Group : Desmark Corporation	Branch Expense		CAGAYAN : Desmark Borja 35
Primary Accounting Book	4100-02 Trade and other payables : Accounts Payable -Trade	PHP4,910.71		Yes		PLDT INC.	Desmark Group : Desmark Corporation	Branch Expense		CAGAYAN : Desmark Borja 35

TO GENERATE BIR 2307 FOR PLDT:

Go to Reports>Withholding Tax>Withholding Tax Report

Withholding Tax Reports

[Refresh](#)[Print](#)[Select Transactions](#)

SUBSIDIARY

Desmark Group...k Corporation ▼

REPORT

Form 2307 ▼

TAX PERIOD *

Oct 2023 ▼

TAX TYPE *

WE_PH ▼

VENDOR

PLDT INC. ▼



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Certificate of Creditable Tax Withheld At Source

BIR Form No.

2307

January 2018 (ENCS)

Part I**Payee Information**

Taxpayer Identification Number	000-488-793-00000		
Payee's Name	PLDT INC. (Last Name, First Name, Middle Name for Individuals) (Registered Name for Non-Individuals)		
Registered Address	Cagayan De Oro City (Capital) Misamis Oriental PH	Zip Code	
Foreign Address		Zip Code	

Part III**Details of Monthly Income Payments and Taxes Withheld**

Income Payments Subject to Expanded Withholding Tax	ATC	AMOUNT OF INCOME PAYMENTS				Tax Withheld For the Quarter
		1st Month of the quarter	2nd Month of the quarter	3rd Month of the quarter	Total	
Income payment made by top withholding agents to their local/resident supplier of services other than those covered by other rates of withholding tax - Corporate	WC160-2018	4,464.29	0.00	0.00	4,464.29	89.29
Total		4,464.29	0.00	0.00	4,464.29	89.29

☐ LANDED COST PER LINE

Expenses 566.43 • Items 0.00 Withholding Tax 0.00 •

Clear All Lines

ACCOUNT*	AMOUNT*	TAX CODE*	TAX RATE	TAX AMT	GROSS AMT	MEMO	DEPARTMENT	CLASS	LOCATION
9000-04 Expenses : Employees Benefits	70.00	VAT_PH:UNDEF-PH	0.0%	0.00	70.00	SNACKS FOR 10 EMPLOYEES X 7			CAGAYAN : Desmark Borja 3S
9000-15 Expenses : Repair and maintenance- SU	50.00	VAT_PH:UNDEF-PH	0.0%	0.00	50.00	TIRE VULCATE- SU MANAGER			CAGAYAN : Desmark Borja 3S
9000-06 Expenses : Fuel Vehicle	446.43	VAT_PH:REGULAR	12.0%	53.57	500.00	FUEL VEHICLE FOR DESMARK PUERTO APP			CAGAYAN : Desmark Puerto App

Expenses 566.43 • Items 0.00 Withholding Tax 0.00 •

Clear All Lines

TAX CODE*	TAX RATE	TAX AMT	GROSS AMT	MEMO	DEPARTMENT	CLASS	LOCATION	EXPENSE ACCOUNT	APPLY WH TAX?	TYPE OF PURCHASES
AT_PH:UNDEF-H	0.0%	0.00	70.00	SNACKS FOR 10 EMPLOYEES X 7			CAGAYAN : Desmark Borja 3S			EXEMPT
AT_PH:UNDEF-H	0.0%	0.00	50.00	TIRE VULCATE- SU MANAGER			CAGAYAN : Desmark Borja 3S			EXEMPT
AT_PH:REGULAR	12.0%	53.57	500.00	FUEL VEHICLE FOR DESMARK PUERTO APP			CAGAYAN : Desmark Puerto App			GOODS



Confirmation

Transaction successfully Saved



PETTY CASH CUSTODIAN

EditBackActions

Primary Information

TRANSACTION NUMBER	CURRENCY	POSTING PERIOD
CHECK125	Philippine Peso	Oct 2023
ACCOUNT	EXCHANGE RATE	<input type="checkbox"/> TO BE PRINTED
1002 Cash on Hand	1.00	CHECK #
PAYEE	TAX	MEMO
PETTY CASH CUSTODIAN	53.57	VARIOUS EXPENSES FOR THE DAY
AMOUNT	DATE	
620.00	10/4/2023	

Classification

SUBSIDIARY	LOCATION
Desmark Corporation	CAGAYAN : Desmark Borja 3S

GL IMPACT:

ACCOUNTING BOOK	ACCOUNT	AMOUNT (DEBIT)	AMOUNT (CREDIT)	POSTING	MEMO	NAME	SUBSIDIARY	DEPARTMENT	CLASS	LOCATION
Primary Accounting Book	1002 Cash on Hand		PHP620.00	Yes	VARIOUS EXPENSES FOR THE DAY	PETTY CASH CUSTODIAN	Desmark Group : Desmark Corporation			CAGAYAN : Desmark Borja 3S
Primary Accounting Book	9000-04 Expenses : Employees Benefits	PHP70.00		Yes	SNACKS FOR 10 EMPLOYEES X 7		Desmark Group : Desmark Corporation			CAGAYAN : Desmark Borja 3S
Primary Accounting Book	9000-15 Expenses : Repair and maintenance- SU	PHP50.00		Yes	TIRE VULCATE- SU MANAGER		Desmark Group : Desmark Corporation			CAGAYAN : Desmark Borja 3S
Primary Accounting Book	9000-06 Expenses : Fuel Vehicle	PHP446.43		Yes	FUEL VEHICLE FOR DESMARK PUERTO APP		Desmark Group : Desmark Corporation			CAGAYAN : Desmark Puerto App
Primary Accounting Book	4100-04 Vat Payable	PHP53.57		Yes	VAT	Bureau of Internal Revenue : Bureau of Internal Revenue (2-1687741578)	Desmark Group : Desmark Corporation			CAGAYAN : Desmark Borja 3S

3) CASH ADVANCE EMPLOYEE

Example: Cash Advance for Travel & Transpo- Netsuite Training

Go to Transactions>Bank>Write Check

Fill in mandatory fields in asterisk *

Check

Save **Cancel** **Auto Fill** **Recalc** **Actions**

Primary Information

CUSTOM FORM *
Desmark | Write Checks

CURRENCY *
Philippine Peso

POSTING PERIOD *
Oct 2023

TRANSACTION NUMBER
To Be Generated

EXCHANGE RATE *
1.00

☐ TO BE PRINTED

CHECK #

ACCOUNT *
1002 Cash on Hand

TAX

MEMO
TRAVEL & TRANSP- C/A NETSUITE SEMINAR

PAYEE *
Kristina Caszandra Lucion

DATE *
10/4/2023

AMOUNT
2,000.00

Classification

SUBSIDIARY *
Desmark Corporation

LOCATION *
CAGAYAN : Desmark Borja 3S

Expenses 0.00 **Items 0.00**

Clear All Lines

ACCOUNT *	AMOUNT *	TAX CODE *	RATE	TAX AMT	GROSS AMT	MEMO	DEPARTMENT	CLASS	LOCATION	EXPENSE ACCOUNT	TYPE OF PURCHASES
2300-15 Other assets : Cash Advance to Officers and Employees	2,000.00	VAT_PH:UNDEF-PH	0.0%	0.00	2,000.00	TRAVEL & TRANSP- C/A NETSUITE SEMINAR			CAGAYAN : Desmark Borja 3S	<Type then tab>	SERVICES

GL IMPACT:

[Payee Address](#) [Expenses & Items](#) [Landed Cost](#) [Relationships](#) [Communication](#) [System Information](#) [Custom](#) **GL Impact** [Expense Report](#)

ACCOUNTING BOOK

- All -

ACCOUNTING BOOK	ACCOUNT	AMOUNT (DEBIT)	AMOUNT (CREDIT)	POSTING	MEMO	NAME	SUBSIDIARY	DEPARTMENT	CLASS	LOCATION
Primary Accounting Book	1002 Cash on Hand		PHP2,000.00	Yes	TRAVEL & TRANSP- C/A NETSUITE SEMINAR	Kristina Caszandra Lucion	Desmark Group : Desmark Corporation			CAGAYAN : Desmark Borja 3S
Primary Accounting Book	2300-15 Other assets : Cash Advance to Officers and Employees	PHP2,000.00		Yes	TRAVEL & TRANSP- C/A NETSUITE SEMINAR		Desmark Group : Desmark Corporation			CAGAYAN : Desmark Borja 3S

LIQUIDATION:

Example: Employee's Liquidation on T/A was only 1,500 & returned Cash- 500
TRANSACTIONS>FINANCIAL>EMPLOYEES>ENTER EXPENSE REPORT
SET UP EXPENSE CATEGORY

Confirmation

Transaction successfully Saved

Expense Report

ER-26 Kristina Caszandra Lucion

PENDING ACCOUNTING APPROVAL

Edit

Back

Reject

Print

Actions

Primary Information

EXP. REPT. #
EXP. DATE
EMPLOYEE
Kristina Caszandra Lucion
CURRENCY
Philippine Peso
EXCHANGE RATE
1.00
ADVANCE TO APPLY
1,500.00
VAT
0.00

POSTING PERIOD
Oct 2023
☒ COMPLETE
DATE DUE

☐ SUPERVISOR APPROVAL
☐ ACCOUNTING APPROVAL
ADVANCE CHECK #

AMOUNT ADVANCE

Summary

EXPENSES TOTAL
TOTAL IN BASE CURRENCY
REIMBURSABLE EXPENSES
CORPORATE CARD
ADVANCE TO APPLY
TOTAL REIMBURSABLE AMOUNT

1,500.00
PHP1,500.00
1,500.00
0.00
1,500.00
0.00

PURPOSE
LIQUIDATION C/A NETSUITE SEMINAR
DATE
10/4/2023

Classification

SUBSIDIARY
Desmark Corporation

Expenses

Communication

Related Records

System Information

Custom

GL Impact

Tax Reporting

Deposits

☒ USE MULTI CURRENCY

REF NO.	DATE	CATEGORY	FOREIGN AMOUNT	EXCHANGE RATE	CURRENCY	TAX CODE	AMOUNT	TAX RATE	TAX AMT	GROSS AMT	MEMO	DEPARTMENT	CLASS	LOCATION
1	10/4/2023	Travel & Transportation	1,500.00	1.00	Philippine Peso	VAT_PH:UNDEF-PH	1,500.00	0.0%	0.00	1,500.00	LIQUIDATION C/A NETSUITE SEMINAR			CAGAYAN Desmark

SCROLL RIGHT- ATTACH FILE & RECEIPT OPTIONAL

Expenses	Communication	Related Records	System Information	Custom	GL Impact	Tax Reporting	Deposits							
<input checked="" type="checkbox"/> USE MULTI CURRENCY														
FOREIGN AMOUNT	EXCHANGE RATE	CURRENCY	TAX CODE	AMOUNT	TAX RATE	TAX AMT	GROSS AMT	MEMO	DEPARTMENT	CLASS	LOCATION	ATTACH FILE	RECEIPT	EXPENSE ACCOUNT
1,500.00	1.00	Philippine Peso	VAT_PH:UNDEF-PH	1,500.00	0.0%	0.00	1,500.00	LIQUIDATION C/A NETSUITE SEMINAR			CAGAYAN : Desmark Borja 35			

GL IMPACT

DEBIT: EXPENSE ACCT / CREDIT: CASH ADVANCES EMPLOYEES

Expenses	Communication	Related Records	System Information	Custom	GL Impact	Tax Reporting	Deposits		
ACCOUNTING BOOK - All -									
ACCOUNT	AMOUNT (DEBIT)	AMOUNT (CREDIT)	POSTING	MEMO	NAME	SUBSIDIARY	DEPARTMENT	CLASS	LOCATION
2300-15 Other assets : Cash Advance to Officers and Employees		PHP1,500.00	No		Kristina Caszandra Lucion	Desmark Group : Desmark Corporation			
9000-13 Expenses : Travel and Transportation	PHP1,500.00		No	Travel & Transportation: LIQUIDATION C/A NETSUITE SEMINAR		Desmark Group : Desmark Corporation			CAGAYAN : Desmark Borja 35

RETURN OF EXCESS CASH ADVANCES:
Go to Transactions> Bank>Make Deposit

Deposit

ListSearchMore

SaveCancelAuto FillActions

Primary Information

CUSTOM FORM *
Custom Deposit

DEPOSIT #
To Be Generated

ACCOUNT *
1101-17 Cash in Bank DC : Cash in Bank

AMOUNT
0.00

CURRENCY
Philippine Peso

EXCHANGE RATE *
1.00

DATE *
10/4/2023

POSTING PERIOD
Oct 2023

MEMO
FULL LIQUIDATION C/A

TO BE PRINTED

Classification

SUBSIDIARY
Desmark Corporation

EXPENSE REPORT #
Expense Report #ER-26

DEPARTMENT

LOCATION
CAGAYAN : Desmark Borja 35

DepositsCommunication

Payments 0.00Other Deposits 0.00Cash Back 0.00

Clear All Lines

NAME	AMOUNT *	ACCOUNT *	PAYMENT METHOD	NUMBER	DEPARTMENT	CLASS	LOCATION	MEMO
Kristina Caszandra Lucion	500.00	2300-15 Other assets : Cash Advance to Officers and Employees					CAGAYAN : Desmark Borja 35	CASH RETURNED C/A- FULL LIQUIDATION

LIQUIDATION:
TRANSACTIONS>FINANCIAL>EMPLOYEES>ENTER EXPENSE REPORT
SET UP EXPENSE CATEGORY

Philippine Peso

EXCHANGE RATE *
1.00

ADVANCE TO APPLY
44,000.00

VAT
0.00

PURPOSE

ADVANCE CHECK #

AMOUNT ADVANCE

Classification

SUBSIDIARY
Desmark Corporation

ExpensesCommunicationCustomTax Reporting

USE MULTI CURRENCY

Show PoliciesImported Expenses (0)Clear All Lines

REF NO.	DATE *	CATEGORY	FOREIGN AMOUNT	EXCHANGE RATE	CURRENCY *	TAX CODE	AMOUNT *	TAX RATE	TAX AMT	GROSS AMT	MEMO	DEPARTMENT	CLASS
1	10/4/2023	New - Travel & Transportation											

AddNewInsertRemove

Click NEW

Expense Category

SaveCancel

NAME *
LTO MC REGISTRATION EXPENSE

DESCRIPTION
LTO MC REGISTRATION EXPENSE

EXPENSE ACCOUNT *
9000-40 Expenses :Lter MC Reg Expense

☐ PERSONAL CORPORATE CARD EXPENSE
☐ RATE IS REQUIRED

SUBSIDIARIES *
Desmark Group : Desmark Corporation
Desmark Group : Premio Corporation

SUBSIDIARY

CURRENCY

DEFAULT RATE

Desmark Corporation
Philippine Peso

Premio Corporation
Philippine Peso

4) CASH ADVANCE EMPLOYEE-LTO REGISTRATION

Example: Liaison C/A for LTO 5 BN MC Reg AMOUNT-8,500

Go to Transactions>Bank>Write Check

Fill in mandatory fields in asterisk *

Check

List Search More

Save

Cancel

Auto Fill

Recalc

Actions

Primary Information

CUSTOM FORM *

Desmark | Write Checks

TRANSACTION NUMBER

To Be Generated

ACCOUNT *

1002 Cash on Hand

PAYEE *

Joan Obiedo

AMOUNT

CURRENCY *

Philippine Peso

EXCHANGE RATE *

1.00

TAX

DATE *

10/4/2023

POSTING PERIOD *

Oct 2023

TO BE PRINTED

☐

CHECK #

1233457569305

MEMO

LTO MC REGISTRATION STRADCOM 5 UNITS

Classification

SUBSIDIARY *

Desmark Corporation

LOCATION *

CAGAYAN : Desmark Borja 35

Payee Address

Expenses & Items

Landed Cost

Relationships

Communication

Custom

☐ LANDED COST PER LINE

Expenses 0.00

Items 0.00

Clear All Lines

ACCOUNT*	AMOUNT*	TAX CODE*	RATE	TAX AMT	GROSS AMT	MEMO	DEPARTMENT	CLASS	LOCATION	EXPENSE ACCOUNT	TYPE OF PURCHASES
2300-15 Other assets : Cash Advance to Officers and Employees	8,500.00	VAT_PH:UNDEF-PH	0.0%	0.00	8,500.00	LTO MC REGISTRATION STRADCOM 5 UNITS			CAGAYAN : Desmark Borja 35	<Type then tab>	EXEMPT

Confirmation

Transaction successfully Saved

Check

List Search

1233457569305

Joan Obiedo

Edit

Back

Actions

Primary Information

TRANSACTION NUMBER

CHECK127

ACCOUNT

1002 Cash on Hand

PAYEE

Joan Obiedo

AMOUNT

8,500.00

CURRENCY

Philippine Peso

EXCHANGE RATE

1.00

TAX

0.00

DATE

10/4/2023

POSTING PERIOD

Oct 2023

TO BE PRINTED

☐

CHECK #

1233457569305

MEMO

LTO MC REGISTRATION STRADCOM 5 UNITS

Classification

SUBSIDIARY

Desmark Corporation

LOCATION

CAGAYAN : Desmark Borja 35

Payee Address

Expenses & Items

Landed Cost

Relationships

Communication

System Information

Custom

GL Impact

Expense Report

LIQUIDATION: 5 UNITS X 1750=8,750

TRANSACTIONS>FINANCIAL>EMPLOYEES>ENTER EXPENSE REPORT

Expenses
Communication
Custom
Tax Reporting

☒ USE MULTI CURRENCY

Show Policies
Imported Expenses (0)
Clear All Lines

CATEGORY	FOREIGN AMOUNT	EXCHANGE RATE	CURRENCY *	TAX CODE	AMOUNT *	TAX RATE	TAX AMT	GROSS AMT	MEMO	DEPARTMENT	CLASS	LOCATION
LTO MC REGISTRATION EXPENSE	1,750.00	1.00	Philippine Peso	VAT_PH:UNDEF-PH	1,750.00	0.0%	0.00	1,750.00	CALZADO, PATRICK CUERDO,			CAGAYAN : Desmark Borja 3
LTO MC REGISTRATION EXPENSE	1,750.00	1.00	Philippine Peso	VAT_PH:UNDEF-PH	1,750.00	0.0%	0.00	1,750.00	PANDI, NONELON BACER, JR			CAGAYAN : Desmark Cogon
LTO MC REGISTRATION EXPENSE	1,750.00	1.00	Philippine Peso	VAT_PH:UNDEF-PH	1,750.00	0.0%	0.00	1,750.00	PRADILLADA, JEN GINELLE C.			CAGAYAN : Desmark Puerto
LTO MC REGISTRATION EXPENSE	1,750.00	1.00	Philippine Peso	VAT_PH:UNDEF-PH	1,750.00	0.0%	0.00	1,750.00	COMBALICER, CHERISH MAE AVELLANEDA,			CAGAYAN : Desmark Puerto
LTO MC REGISTRATION EXPENSE	1,750.00	1.00	Philippine Peso	VAT_PH:UNDEF-PH	1,500.00	0.0%	0.00	1,500.00	LONTOK, SEBASTIAN PEREZ- PARTIAL LIQUIDATION			CAGAYAN : Desmark Velez

Confirmation
Transaction successfully Saved

Expense Report
ER-27 Joan Obiedo
PENDING ACCOUNTING APPROVAL

Edit
Back
Reject
Actions

Primary Information

EXP. REPT. #
ER-27
EMPLOYEE
Joan Obiedo
CURRENCY
Philippine Peso
EXCHANGE RATE
1.00
ADVANCE TO APPLY
8,500.00
VAT
0.00
PURPOSE
LIQUIDATION 5 UNITS LTO MC REG
DATE
10/4/2023

POSTING PERIOD
Oct 2023
☒ COMPLETE
DATE DUE

☐ SUPERVISOR APPROVAL
☐ ACCOUNTING APPROVAL
ADVANCE CHECK #
AMOUNT ADVANCE

Classification

SUBSIDIARY
Desmark Corporation

Summary

EXPENSES TOTAL	8,500.00
TOTAL IN BASE CURRENCY	PHP8,500.00
REIMBURSABLE EXPENSES	8,500.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	8,500.00
TOTAL REIMBURSABLE AMOUNT	0.00

CASH ADVANCE WAS FULLY CLOSED BUT 1 CUSTOMER WAS PARTIALLY LIQUIDATED. Branch will cash out the remaining amount 750 via WRITE CHECK. Follow the basic work-around.

REPORTS: DAILY EXPENSE

Date	Branch	Type	Document Number	Name	Account	Total Amount
10/4/2023	CAGAYAN : Desmark Borja 3S	Check	- None -	Kristina Caszandra Lucion	1002 Cash on Hand	(2,000.00)
10/4/2023	CAGAYAN : Desmark Borja 3S	Check	- None -	PETTY CASH CUSTODIAN	1002 Cash on Hand	(620.00)
10/4/2023	CAGAYAN : Desmark Borja 3S	Check	1233457569305	Joan Obiedo	1002 Cash on Hand	(8,500.00)
Total						(11,120.00)

OTHER CASHIERING FUNCTIONS:

1) MAKING DEPOSIT

Go to **Transactions > Bank > Make Deposit**

Deposit

Primary Information

CUSTOM FORM *
Custom Deposit

DEPOSIT #
To Be Generated

ACCOUNT *
BDO Network Bank-Desmark Cantilan 35

AMOUNT
90,952.00

CURRENCY
Philippine Peso

EXCHANGE RATE *
1.00

DATE *
10/23/2023

POSTING PERIOD
Oct 2023

MEMO
COLLECTION DEPOSIT - 10/21/2023

☐ TO BE PRINTED

Classification

SUBSIDIARY
Desmark Corporation

DEPARTMENT

LOCATION
CARAGA 3 : Desmark Cantilan 35

EXPENSE REPORT #
<Type then tab>

Deposits **Communication** **Custom**

Payments 90,952.00 • **Other Deposits 0.00** **Cash Back 0.00**

FILTERS

PAYMENT PROCESSING PROFILE
(Custom)

DATE
(Custom)

FROM
10/21/2023

TO
10/21/2023

LOCATION *
CARAGA 3 : Desmark Cantilan 35

Customize

<input checked="" type="checkbox"/>	DATE *	TYPE	NUMBER	MEMO	PAYMENT METHOD	REF NO.	FROM	CURRENCY	PAYMENT AMOUNT	AMOUNT (PHP)
<input checked="" type="checkbox"/>	10/21/2023	Cash Sale	CTL0000000000000002	VARIOUS SERVICES			JUAN M DELA CRUZ	Philippine Peso	761.00	761.00
<input checked="" type="checkbox"/>	10/21/2023	Cash Sale	CTL0000000000000003				PEDRO S SANTIAGO	Philippine Peso	75.00	75.00

Do not forget to click this check box to mark all the Collections of the day

On the same page, click **Cash Back** for the Total Amount of expenses for the day.

Deposits **Communication** **Custom**

Payments 90,952.00 • **Other Deposits 0.00** **Cash Back 120.00**

AMOUNT *	ACCOUNT *	DEPARTMENT	CLASS	LOCATION	MEMO
120.00	51000 Undeposited Funds				VARIOUS EXPENSE - 10/21/2023

If you have a **CASH OVER**, make an entry by clicking **Other Deposits** on the same page as your collection deposit beside Cash Back tagging **9000-35 Expenses: Cash Over/Cash Short** GL Account.

Deposits **Communication** **Custom**

Payments 90,952.00 • **Other Deposits 15.00** **Cash Back 120.00**

NAME	AMOUNT *	ACCOUNT *	PAYMENT METHOD	NUMBER	DEPARTMENT	CLASS	LOCATION	MEMO
	15.00	9000-35 Expenses : Cash Over/Cash Short						CASH OVER-10/21/2023

After making all entries, click **SAVE**.

**it will now display a confirmation that your transaction was successfully saved.

Total Collection **(90,952)** + Other Deposit for CASH OVER **(15)** – Cash Back **(120)** = **90,847**

Confirmation
Transaction successfully Saved

Deposit DEP-101

Primary Information

DEPOSIT # DEP-101	CURRENCY Philippine Peso	POSTING PERIOD Oct 2023
ACCOUNT 1101-100 Cash in Bank DC : Cash in Bank-BDO Network Bank-Desmark Cantilan 35	EXCHANGE RATE 1.00	MEMO COLLECTION DEPOSIT - 10/21/2023
AMOUNT 90,847.00	DATE 10/23/2023	<input type="checkbox"/> TO BE PRINTED

Classification

SUBSIDIARY Desmark Corporation	DEPARTMENT	LOCATION CARAGA 3 : Desmark Cantilan 35
EXPENSE REPORT #		

Deposits Communication System Information Custom GL Impact

Payments 90,952.00 • Other Deposits 15.00 • Cash Back 120.00 •

DATE	TYPE	NUMBER	MEMO	PAYMENT METHOD	REF NO.	FROM	AMOUNT
10/21/2023	Cash Sale	CTL00000000000002	VARIOUS SERVICES			JUAN M DELA CRUZ	761.00
10/21/2023	Cash Sale	CTL00000000000003				PEDRO S SANTIAGO	75.00
10/21/2023	Payment	PYMT-CTL3	DOWNPAYMENT FOR ORDERED PARTS	Cash		KC L LUCION	500.00
10/21/2023	Payment	PYMT-CTL8	SPOTCASH PAYMENT FOR ACB125CFPII-PG	Cash		AAQIL L. MABALE	81,600.00
10/21/2023	Payment	PYMT-CTL5	FULLPAYMENT FOR ORDERED PARTS	Cash		KC L LUCION	948.00
10/21/2023	Payment	PYMT-CTL6		Cash		12 ANDREW M. ABA	720.00

BUT If you have a **CASH SHORT**, make another entry in **Cash Back** on the same page as your collection deposit. Together with the cash back for total expense of the day, add another line for cash short.

Deposits Communication System Information Custom

Payments 90,952.00 • Other Deposits 0.00 • Cash Back 264.00 •

Clear All Lines

AMOUNT*	ACCOUNT*	DEPARTMENT	CLASS	LOCATION	MEMO
120.00	51000 Undeposited Funds				VARIOUS EXPENSE - 10/21/2023
144.00	51000 Undeposited Funds				CASH SHORT - 10/21/2023

<Type then tab>

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

After making all entries, click **SAVE**.

****it will now display a confirmation that your transaction was successfully saved.**

Total Collection **(90,952)** – Total Cash Back **(264)** = **90,688**

Confirmation
Transaction successfully Saved

Deposit DEP-101

Primary Information

DEPOSIT # DEP-101	CURRENCY Philippine Peso	POSTING PERIOD Oct 2023
ACCOUNT 1101-100 Cash in Bank DC : Cash in Bank-BDO Network Bank-Desmark Cantilan 35	EXCHANGE RATE 1.00	MEMO COLLECTION DEPOSIT - 10/21/2023
AMOUNT 90,688.00	DATE 10/23/2023	<input type="checkbox"/> TO BE PRINTED

Classification

SUBSIDIARY Desmark Corporation	DEPARTMENT	LOCATION CARAGA 3 : Desmark Cantilan 35
EXPENSE REPORT #		

Deposits Communication System Information Custom GL Impact

Payments 90,952.00 • Other Deposits 0.00 • Cash Back 264.00 •

DATE	TYPE	NUMBER	MEMO	PAYMENT METHOD	REF NO.	FROM	AMOUNT
10/21/2023	Cash Sale	CTL00000000000002	VARIOUS SERVICES			JUAN M DELA CRUZ	761.00
10/21/2023	Cash Sale	CTL00000000000003				PEDRO S SANTIAGO	75.00
10/21/2023	Payment	PYMT-CTL3	DOWNPAYMENT FOR ORDERED PARTS	Cash		KC L LUCION	500.00
10/21/2023	Payment	PYMT-CTL8	SPOTCASH PAYMENT FOR ACB125CFPII-PG	Cash		AAQIL L. MABALE	81,600.00
10/21/2023	Payment	PYMT-CTL5	FULLPAYMENT FOR ORDERED PARTS	Cash		KC L LUCION	948.00
10/21/2023	Payment	PYMT-CTL6		Cash		12 ANDREW M. ABA	720.00

After making a **Cash Back** entry for **CASH SHORT** upon *Making Deposit*, you can now proceed to making a journal entry to

Reminder:

Cashier to do Journal Entries with Head Office-Accounting approval.

Go to Transactions> Financial >Make Journal Entries

DEBIT: 9000-35 CASH OVER/SHORT

CREDIT: Undeposited Funds

Journal List Search Customize More

Save Cancel Actions

Primary Information

CUSTOM FORM *
Desmark Journal Entry

ENTRY NO.
To Be Generated

OUT OF BALANCE BY

CURRENCY *
Philippine Peso

EXCHANGE RATE *
1.00

DATE *
10/21/2023

POSTING PERIOD
Oct 2023

REVERSAL DATE
☐ DEFER ENTRY

MEMO
CASH SHORT

APPROVAL STATUS
Pending Approval

NEXT APPROVER
<Type then tab>

Classification

SUBSIDIARY *
Desmark Corporation

Lines Communication Related Records Custom Tax Reporting

0.00

Clear All Lines

ACCOUNT*	DEBIT	CREDIT	VAT	RATE	GROSS AMT	MEMO	NAME	DEPARTMENT	CLASS	LOCATION	SCHEDULE	START DATE	END DATE	RESIDUAL	EM
9000-35 Expenses: Cash Over/Cash Short	144.00				144.00	CASH SHORT FOR THE DAY 10/21/2023 DC COLLECTION									
51000 Undeposited Funds		144.00			144.00	CASH SHORT FOR THE DAY 10/21/2023 DC COLLECTION									

<Type then tab>

✓ Add ✕ Cancel 📄 Copy Previous ➕ Insert 🗑 Remove

After making an entry, click **SAVE**.

MAKE ONE DEPOSIT FOR THE KNOCK-OFF OF UNDEPOSITED FUNDS TO CASH ON HAND

Go to >Transactions> Bank >Other Deposit

Click Account- CASH ON HAND

Click Other Deposit tab, type the amount of TOTAL AMOUNT CASH BACK & GL is UNDEPOSITED FUNDS.

Deposit Save Cancel Auto Fill Actions

Primary Information

DEPOSIT #
To Be Generated

ACCOUNT *
1002 Cash on Hand

CURRENCY
Philippine Peso

EXCHANGE RATE *
1.00

DATE *
10/4/2023

MEMO
TOTAL EXPENSES FOR DAY

☐ TO BE PRINTED

Classification

SUBSIDIARY
Desmark Corporation

DEPARTMENT

LOCATION
CAGAYAN : Desmark Borja 35

EXPENSE REPORT #
<Type then tab>

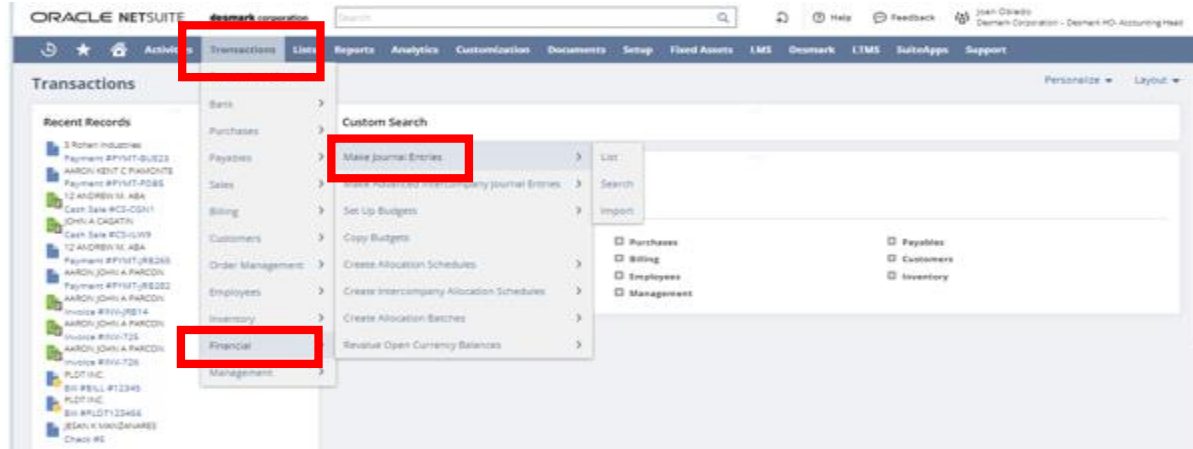
Payments 0.00 • **Other Deposits 0.00** • Cash Back 0.00

Clear All Lines

NAME	PAYMENT METHOD	NUMBER	DEPARTMENT	CLASS	LOCATION	MEMO
11,120.00	51000 Undeposited Funds				CAGAYAN : Desmark Borja 35	TOTAL EXPENSES FOR DAY

2) HOW TO RECORD BANK INTEREST & WITHHOLDING TAX?

Cashier to do Journal Entries with Head Office-Accounting approval.
Go to >Transactions> Financial >Make Journal Entries




The screenshot shows the 'Journal' entry form. The 'DATE' field is highlighted with a red box and contains the value '10/19/2023'. The 'CURRENCY' field is highlighted with a red box and contains the value 'Philippine Peso'. The 'SUBSIDIARY' field is highlighted with a red box and contains the value 'Desmark Corporation'. The 'POSTING PERIOD' is set to 'Oct 2023'. The 'EXCHANGE RATE' is set to '1.00'. The 'DEFER ENTRY' checkbox is unchecked.

FILL IN THE MANDATORY FIELDS.
CLICK ACCOUNT- CHOOSE BRANCH BANK ACCOUNT
FOR BANK INTEREST GL CREDIT SIDE: 7000-04
FOR BANK WTAX GL DEBIT SIDE: 9000-38

ACCOUNT*	DEBIT	CREDIT	VAT	VAT RATE	GROSS AMT	MEMO
1101-10 Cash in Bank DC : Cash in Bank Metrobank-Desmark Cogon Combi	500.00				500.00	BANK INTEREST EARNED SEPT 30, 2023
7000-04 Other Income : Interest income on bank deposits		500.00			500.00	BANK INTEREST EARNED SEPT 30, 2023
9000-38 Expenses : Interest and Finance Charges	300.00				300.00	BANK WTAX SEPT 30, 2023
1101-10 Cash in Bank DC : Cash in Bank Metrobank-Desmark Cogon Combi		300.00			300.00	BANK WTAX SEPT 30, 2023

3) FUND BANK SWEEPING TRANSFER TO HEAD OFFICE BANK ACCOUNT
Cashier to do Journal Entries with Head Office-Accounting approval.
Go to >Transactions> Financial >Make Journal Entries


Journal
🔍
List Search More

Save
Cancel
Actions

Primary Information

CUSTOM FORM *
Desmark Journal Entry

ENTRY NO.
To Be Generated

OUT OF BALANCE BY

DEBIT

CREDIT

CURRENCY *
Philippine Peso

EXCHANGE RATE *
1.00

DATE *
10/13/2023

POSTING PERIOD
Oct 2023

REVERSAL DATE

☐ DEFER ENTRY

MEMO

Classification

SUBSIDIARY *
Desmark Corporation

PICK THE HO BANK ACCOUNT AS DEBIT & BRANCH BANK ACCOUNT AS CREDIT
MEMO- PUT LINE DESCRIPTION OF THE TRANSACTION

ACCOUNT *	DEBIT	CREDIT	VAT	VAT RATE	GROSS AMT	MEMO
1101-02 Cash in Bank DC : Cash in Bank Metrobank-DC HO	500,000.00				500,000.00	BANK SWEEPING TRANSFER 10/13/2023
1101-10 Cash in Bank DC : Cash in Bank Metrobank-Desmark Cogon Combi		500,000.00			500,000.00	BANK SWEEPING TRANSFER 10/13/2023