

## 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 35

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 2018			

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	WH TAX BASE AMOUNT	WH TAX AMOUNT
						<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> <input type="button" value="+"/> <input type="button" value="🔗"/>				

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>

JRL

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

Bill

PLDT INC.

PENDING APPROVAL

Edit

Back

Cancel Bill

Bill Exception

Print

Share

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

☐ 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** 

**BILL#1234** PLDT INC. OPEN

Edit Back Credit Authorize Return **Make Payment**   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** 

Save Cancel Actions

**Primary Information**

A/P ACCOUNT 4100-02 Trade and ot...ounts Payable -Trade	CURRENCY * Philippine Peso	<input type="checkbox"/> ONLINE PAYMENT
CUSTOM FORM * Desmark   Bill Payment	EXCHANGE RATE * 1.00	CHECK # 
TRANSACTION NUMBER To Be Generated	DATE * 10/3/2023	MEMO TEELPHONE BILL AUG 2023
PAYEE * PLDT INC.	POSTING PERIOD Oct 2023	APPROVAL STATUS Pending Approval
<b>ACCOUNT *</b> 1002 Cash on Hand	<input type="checkbox"/> TO BE PRINTED <input type="checkbox"/> VOUCHER	NEXT APPROVER ROLE 
BALANCE 549,917.71		
AMOUNT 4,910.71		

**Classification**

<b>SUBSIDIARY *</b> Desmark Corporation	CLASS 	<b>LOCATION</b> CAGAYAN : Desmark Borja 35
DEPARTMENT Branch Expence		

✓ **Confirmation**  
Transaction successfully Saved

**Bill Payment**  
PLDT INC. **PENDING APPROVAL**

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

Primary Information

TRANSACTION NUMBER VENDPYMT33	CURRENCY Philippine Peso	<input type="checkbox"/> ONLINE PAYMENT
PAYEE PLDT INC.	EXCHANGE RATE 1.00	CHECK #
ACCOUNT 1002 Cash on Hand	DATE 10/3/2023	MEMO TEELPHONE BILL AUG 2023
BALANCE 549,917.71	POSTING PERIOD Oct 2023	APPROVAL STATUS Pending Approval
AMOUNT 4,910.71	<input type="checkbox"/> TO BE PRINTED <input type="checkbox"/> VOUCHER	NEXT APPROVER ROLE

Classification

SUBSIDIARY Desmark Corporation	CLASS	LOCATION CAGAYAN : Desmark Borja 3S
DEPARTMENT Branch Expense		

**Bill Payment**  
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 3S
DEPARTMENT Branch Expense		

☐ 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 3S
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 3S

## 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

Buttons: Edit, Back, Reject, Actions

Primary Information

EMPLOYEE  
Kristina Caszandra Lucion

CURRENCY  
Philippine Peso

EXCHANGE RATE  
1.00

ADVANCE TO APPLY  
1,500.00

VAT  
0.00

PURPOSE  
LIQUIDATION C/A NETSUITE SEMINAR

DATE  
10/4/2023

POSTING PERIOD  
Oct 2023

☒ COMPLETE

DATE DUE

☐ SUPERVISOR APPROVAL

☐ ACCOUNTING APPROVAL

ADVANCE CHECK #

AMOUNT ADVANCE

Summary

EXPENSES TOTAL	1,500.00
TOTAL IN BASE CURRENCY	PHP1,500.00
REIMBURSABLE EXPENSES	1,500.00
CORPORATE CARD	0.00
ADVANCE TO APPLY	1,500.00
TOTAL REIMBURSABLE AMOUNT	0.00

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

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

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 & Transporation: 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											

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

EditBackReject

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

CLICK DEPOSIT & CLICK ALL DAILY COLLECTION

CLICK CASH BACK FOR THE TOTAL AMOUNT OF EXPENSES FOR THE DAY.

TOTAL DEPOSIT LESS CASH BACK= FINAL AMOUNT TO BE DEPOSITED.

**Deposit** DEP-57 ← → List Search

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

**Primary Information**

DEPOSIT # DEP-57	CURRENCY Philippine Peso	POSTING PERIOD Oct 2023
ACCOUNT 1101-17 Cash In Bank DC : Cash In Bank Metrobank-Desmark Borja 3S	EXCHANGE RATE 1.00	MEMO
AMOUNT 79,280.00	DATE 10/4/2023	<input type="checkbox"/> TO BE PRINTED

**Classification**

SUBSIDIARY Desmark Corporation	DEPARTMENT	LOCATION CAGAYAN : Desmark Borja 3S
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EXPENSE REPORT #

Deposits	Communication	System Information	Custom	GL Impact
ACCOUNT	AMOUNT (DEBIT)	AMOUNT (CREDIT)	POSTING	MEMO
1101-17 Cash In Bank DC : Cash In Bank Metrobank-Desmark Borja 3S	PHP79,280.00		Yes	
51000 Undeposited Funds		PHP60,400.00	Yes	12 ANDREW M. ABA
51000 Undeposited Funds		PHP15,000.00	Yes	12 ANDREW M. ABA
51000 Undeposited Funds		PHP15,000.00	Yes	3 Rohan Industries
51000 Undeposited Funds	PHP11,120.00		Yes	

## 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	CURRENCY Philippine Peso	MEMO TOTAL EXPENSES FOR DAY
ACCOUNT * 1002 Cash on Hand	EXCHANGE RATE * 1.00	<input type="checkbox"/> TO BE PRINTED
AMOUNT 0.00	DATE * 10/4/2023	

**Classification**

SUBSIDIARY Desmark Corporation	DEPARTMENT	LOCATION CAGAYAN : Desmark Borja 3S
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EXPENSE REPORT #  
<Type then tab>

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

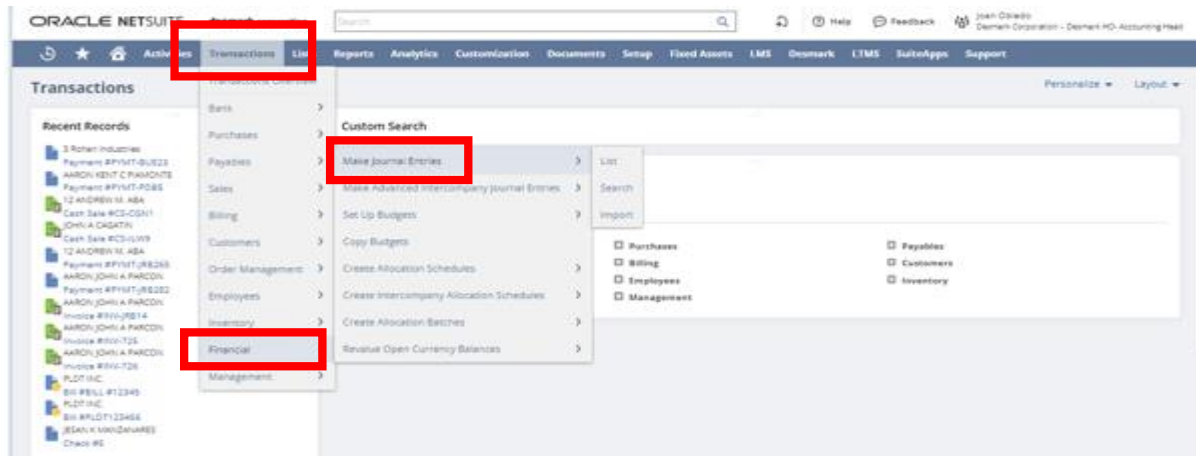
[Clear All Lines](#)

NAME	AMOUNT	PAYMENT METHOD	NUMBER	DEPARTMENT	CLASS	LOCATION	MEMO
<Type then tab>	11,120.00	51000 Undeposited Funds				CAGAYAN : Desmark Borja 3S	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



**Journal**

Save Cancel Actions

**Primary Information**

CUSTOM FORM \*  
Desmark Journal Entry

ENTRY NO.  
To Be Generated

DEBIT CREDIT

OUT OF BALANCE BY

CURRENCY \*  
Philippine Peso

EXCHANGE RATE \*  
1.00

DATE \*  
10/19/2023

POSTING PERIOD  
Oct 2023

REVERSAL DATE

MEMO

☐ DEFER ENTRY

**Classification**

SUBSIDIARY \*  
Desmark Corporation

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

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

### 4) HOW TO RECORD CASH SHORT / OVER ON COLLECTION UNDER DESMARK?

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

**Journal** List Search M

**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 \*  
10/19/2023

POSTING PERIOD  
Oct 2023

REVERSAL DATE  
☐ DEFER ENTRY

MEMO

**Classification**

SUBSIDIARY \*  
Desmark Corporation

**CASH OVER: DEBIT: 1002-CASH ON HAND & CREDIT: 9000-35 CASH OVER/SHORT**

ACCOUNT*	DEBIT	CREDIT	VAT	VAT RATE	GROSS AMT	MEMO
1002 Cash on Hand	10.00				10.00	CASH OVER FOR THE DAY 10/19/2023 DC COLLECTION
9000-35 Expenses : Cash Over/C		10.00			10.00	CASH OVER FOR THE DAY 10/19/2023 DC COLLECTION



HOW TO RECORD-SHORT COLLECTION? MAKE A REVERSED ENTRY ABOVE.

DEBIT: DEBIT: 9000-35 CASH OVER/SHORT      CREDIT: 1002-CASH ON HAND

5) HOW TO RECORD CASH SHORT / OVER ON COLLECTION UNDER PREMIO CORP?

CASH OVER:

SUBSIDIARY: PREMIO CORPORATION

DEBIT:        **CASH ON HAND-PC**

CREDIT:      9000-35 CASH OVER/SHORT

CASH SHORT: REVERSED ENTRY

DEBIT:        9000-35 CASH OVER/SHORT

CREDIT:      **CASH ON HAND-PC**

6) HOW TO RECORD CASH SHORT / OVER ON COLLECTION UNDER PREMIO FIN CORP?

CASH OVER:

SUBSIDIARY: PREMIO FINANCE CORPORATION

DEBIT:        **CASH ON HAND-PFC**

CREDIT:      9000-35 CASH OVER/SHORT

CASH SHORT: REVERSED ENTRY

DEBIT:        9000-35 CASH OVER/SHORT

CREDIT:      **CASH ON HAND-PFC**