

INTER-OFFICE MEMORANDUM

TO

PHARMA GROUP MIS :

DR. MICHAEL D. UY, Pharma Group Head

FROM

:

MARIA NELIZA U. FUERTES, CPA, CIA, CISA, CSCU, REB, REA, CICA, CrFA, REC

Corporate IAD Group Managing Director

RE

TRANSACTING INVENTORY DAMAGES DUE TO TYPHOON ODETTE

CC

LOLITA LYN UY, Corporate GGM Group Managing Director

ESTHER BERNALDEZ, Corporate Accounting Manager

DATE

June 7, 2022

These memo is issued to serve as guideline in transacting the inventory damages brought by the Typhoon Odette. Concerned personnel are advised as follows:

1. Transact damaged Inventories in Sales and Receivable Module > Orders.

2. Input Customer > AGC-00075 Insurance Company (customer posting is ext-trade, this will reflect in the AR-Trade External GL Acct upon posting)

G/L Entry: *ARTE-Insurance Company(SL)

XXX

*Other Income- Insurance Proceeds

XXX

* Note: Cost plus VAT Output for VATable Items

- 3. Input item codes of audited damage items subject for claim
- 4. Input External Document (Reference # to identify transaction)
- 5. Post and Print (Release and Invoice)
- 6. Attach SI print out to the audited report
- 7. Submit all documentations to the respective accounting department
- 8. Posting date of the transactions should be dated **December 16, 2021**.

This is for your strict compliance.

Thank you.

Recommended by:

MARIA NELIZA U. FUERTÉS, PA, CIA, CSCU, CISA, REB, REA, CICA, CrFA, REC

Corporate IAD Group Managing Director

HELEN BINANGBANG

Noted by

GM Executive Assistant

Corporate IAD Manager