



EasyFS Users Manual

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I: Introduction

1.1 Overview

EasyFS is a cloud-based accounting system where users can easily access it anytime and anywhere as long as they have a stable internet connection with the use of their laptops, desktops and tablets. This system offers a range of features to simplify financial tasks, such as invoicing, expense tracking, and financial reporting.

Using cloud-based accounting software like easyFS can provide numerous benefits to small and medium-sized enterprises (SMEs). Here are some of the benefits:

Low cost of deployment

EasyFS is a cloud-based software, which means it's delivered over the internet as a service, so you don't need to invest in expensive hardware or infrastructure to deploy it. This can result in significant cost savings for SMEs, particularly those that have limited budgets. Savings include not having to employ and deploy and maintain a whole IT infrastructure among others.

Always get the latest version

With easyFS, you don't need to worry about upgrading to the latest version of the software as it is done automatically. This means that you always have access to the latest features and functionality, without having to go through the hassle of manually upgrading your software.

Improve team efficiency and collaboration

With easyFS, you can streamline your accounting processes and automate routine tasks, which can save your team a lot of time and effort. Different teams in different locations can collaborate seamlessly because they work with the same set of data accessed in real time.

This can free up your team to focus on other important areas of your business and improve their overall efficiency.

Anytime, anywhere convenience

easyFS is accessible from anywhere with an internet connection and at any time, in real time giving you the flexibility and convenience you need to manage your finances on the go. This is essential for modern SMEs that need to stay connected and responsive to their customers and stakeholders.

At easyFS, we pride ourselves on offering a range of cutting-edge features that help small and medium-sized enterprises (SMEs) in the Philippines manage their finances with ease. Here's a closer look at each of our seven features:

BIR CAS-ready

Our platform is fully BIR CAS-ready, making it easier for your company to apply for BIR Computerized Accounting System (CAS) registration. This feature ensures that you are compliant with the latest regulations, while also simplifying your accounting processes.

Sales and Inventory Management

With easyFS, you can easily manage your sales and inventory, helping you to stay on top of your stock levels and make informed decisions about your products and services. This feature also allows you to generate reports on your sales performance, helping you to optimize your sales strategies and drive growth.

Tracking business expenses and purchases

With easyFS, you can easily track your business expenses and purchases, helping you to stay on top of your cash flow and make informed financial decisions. Our platform allows you to quickly enter expenses and purchases, categorize them, and generate reports to help you understand where your money is going.

On-the-spot invoicing

easyFS allows you to create professional invoices on the spot, making it easy to bill your customers and get paid quickly. This feature is perfect for SMEs that need to generate invoices quickly and efficiently, without sacrificing quality or accuracy.

Generate financial reports

With easyFS, you can generate powerful financial reports like cash flow statements, balance sheets, and income statements with just a few clicks. This feature gives you valuable insights into your financial performance, helping you to make informed decisions about your business and plan for the future.

Capable of handling multi-branch and multi-company operations

easyFS is designed to handle the unique needs of SMEs with multiple branches or companies. This feature allows you to easily manage your finances across multiple locations or businesses, giving you a complete view of your financial performance.

Cloud-based accounting software

easyFS is a cloud-based accounting software that makes it easy for your teams to collaborate no matter where they are. That's because your teams have access to the same data that is stored remotely in the cloud.

1.2 Purpose of this User Manual

Our primary purpose of this user manual is to provide comprehensive guidance and information to users of the EasyFS system. Also, this manual aims to assist you in effectively utilizing the features it offers.

In addition, this manual strives to achieve the following objectives:

1. To help users become familiar with the EasyFS system, its interface, and the overall layout.
2. To empower users to navigate the system confidently and understand the features it offers.

3. To enhance awareness of best practices related to data problems.

By referring to this manual, you will gain valuable insights and practical knowledge about the features of our EasyFS system.

1.3 Who Should Use This Manual

This manual is designed for all users of the EasyFS Accounting System. Whether you're a business owner, financial manager, or a new user eager to explore our system, this guide will provide you with valuable insights on using the system effectively and securely.

Throughout this manual, you will find detailed information, step-by-step instructions, and best practices for making the most of our accounting system. By following the guidance within these pages, you can confidently navigate our system, enhance your financial management skills, and ensure the security of your financial data.

1.4 Best Practices and System Limitations

In this section, we'll cover a set of best practices to help you prevent future issues and maximize the efficiency and safety of your EasyFS.

1.4.1 Setting up the Master Files

EasyFS offers two master files setup features: one for manual adding and another for bulk uploads. Master files on EasyFS include: **Items**, **Customers** and **Suppliers**.

Keep the following guidelines in mind to ensure successful entry when setting up the master file(s):

a. **Item**

1. Among the Item detail fields listed below,
 - a. We've set a character limit of **50** and added validation to prevent the use of special characters:
 - i. **Manual Code**

- ii. **SKU Code**
 - iii. **Barcode**
 - iv. Serial Number
- b. We've set a character limit of **255** and added validation to prevent the use of special characters:
 - i. **Principal**
 - ii. **Generic Name**
- 2. These are the special characters that were restricted: ~ ` ! @ # \$ % ^ & * () - _ + = { } [] | \ / : ; " ' < > , . ?
- 3. Avoid the issuance of duplicate **Manual Code**, so please ensure that each item is assigned with a **unique** Manual Code.
- 4. Avoid the issuance of duplicate **SKU Code**, so please ensure that each item is assigned with a **unique** SKU Code.
- 5. Avoid the issuance of duplicate **Barcode**, so please ensure that each item is assigned with a **unique** Barcode.
- 6. When using the new feature for uploading new items, we strongly advise a maximum of **300** items per upload.
- 7. When bulk updating the items, we strongly advise a maximum of **300** items per bulk update.

b. **Customer**

- 1. Among the Customer detail fields listed below, we've set a character limit of **255** and added validation to prevent the use of special characters:
 - a. **Manual Code**
 - b. **Contact Person**
 - c. **Contact Number**
 - d. **Street Barangay**
 - e. **City**
 - f. **Province**
 - g. **Region**
 - h. **Zip Code**

- i. **Business Style**
 - j. **Extension**
 - k. **TIN**
 - l. **TIN Branch Code**
 - m. **Senior Citizen Code**
2. These are the special characters that were restricted: ~ ` ! @ # \$ % ^ & * () - _ + = { } [] | \ / : ; " ' < > , .
 3. Avoid the issuance of duplicate **Manual Code**, so please ensure that each Customer is assigned with a **unique** Manual Code.
 4. Avoid the issuance of duplicate **Customer names**, so please ensure that each Customer is assigned with a **unique** Customer name.
 5. When using the new feature for uploading new Customers, we strongly advise a maximum of **300** Customers per upload.
 6. When bulk updating the Customers, we strongly advise a maximum of **300** Customers per bulk update.

c. **Supplier**

1. Among the Supplier detail fields listed below, we've set a character limit of **128** and added validation to prevent the use of special characters,
 - a. **Manual Code**
 - b. **Contact Person**
 - c. **Contact Number**
 - d. **Street Barangay**
 - e. **City**
 - f. **Province**
 - g. **Region**
 - h. **Zip Code**
 - i. **Business Style**
 - j. **Extension**
2. These are the special characters that were restricted: ~ ` ! @ # \$ % ^ & * () - _ + = { } [] | \ / : ; " ' < > , . ?

3. Avoid the issuance of duplicate **Manual Code**, so please ensure that each Supplier is assigned with a **unique** Manual Code.
4. Avoid the issuance of duplicate **Supplier names**, so please ensure that each Supplier is assigned with a **unique** Supplier name.
5. When using the new feature for uploading new Suppliers, we strongly advise a maximum of **300** Suppliers per upload.
6. When bulk updating the Suppliers, we strongly advise a maximum of **300** Suppliers per bulk update.

1.4.2 Internet Connection

To ensure a smooth experience with EasyFS and to avoid unexpected issues when uploading new master files or updating existing ones, it's important to have reliable internet connection. Here are some best practices to consider:

1. **Use a Secure Network:** Connect to a secure and trusted Wi-Fi network or wired connection.
2. **Minimum Upload Speed:** For efficient uploading of new master files and updates, your internet connection should have a minimum speed of at least **25 Mbps**.

1.4.3 Device Shutdown

To maintain the condition of your device and ensure consistent access to the EasyFS cloud system, it's essential to follow these best practices for proper device shutdown:

1. **Regular Device Shutdown:** Shut down your computer or mobile devices regularly to prevent overheating and extend hardware lifespan.
2. **Graceful Closure:** Before shutting down your computer, ensure all applications, including EasyFS, are closed properly. Saving any unsaved work is essential.
3. **Close EasyFS:** Specifically, close EasyFS and log out of your EasyFS account before shutting down your device. This ensures that any ongoing tasks are saved and that EasyFS is in a stable state.

4. **Update Software:** Keep your device's operating system and EasyFS software up to date. Updates often include bug fixes and security enhancements that can prevent hardware-related issues.
5. **Battery Maintenance:** If you're using a laptop or mobile device, manage your device's battery health by following the manufacturer's recommendations for charging and discharging cycles.
6. **Uninterruptible Power Supply (UPS):** If possible, use a UPS to provide backup power during brief outages, ensuring that your device has enough time to shut down gracefully.

II. Version History

2.1 Overview

Welcome to EasyFS! This section provides an overview of the version history, highlighting key features, improvements, and bug fixes introduced in each release.

2.2 Gamma.003.001

- **Release Date:** March 18, 2023
- **Description of Updates**
 - Basic master files setup
 - The overview and basic creation of different EasyFS transactions.

2.3 Gamma.004.003

- **Release Date:** September 25, 2023
- **Description of Updates**
 - Added section for the master file setup (Item, Customer, Supplier) to avoid using special characters
 - Added a section on Stock In Things to Remember.
 - Added a section on Stock In on how to bulk upload line items.
 - Added a section on the Item setup on how to use the new upload feature.

2.4 Gamma.004.004

- **Release Date:** November 24, 2023
- **Description of Updates**
 - Updated EasyFS User Manual format.
 - Added an Introduction section for an EasyFS overview, purpose of the manual, persons who should use the manual, and best practices.

- Added a Version History section so users could keep track of the user manual updates.
- Added a Getting Started section consisting of Login and Forgot Password.
- Added Master Files section where it helps the user to easily setup and update the EasyFS master files.
- Added an Integration section consisting of overview, types of integrations, how to set up integrations, managing integrations, and the guidelines when having integrations; the do's and don'ts.

2.5 Gamma.004.004

- **Release Date:** December 5, 2023
- **Description of Updates**
 - Added Process Flow Chart on Sales, Purchases, Inventory and Financial Transactions
 - Added Additional Description on the Flow of Transactions to be understood by Common Users

2.6 Gamma.004.004

- **Release Date:** December 6, 2023
- **Description of Updates**
 - Updated Item Fields Definition
 - Maximizes Margins and Remove Spaces
 - Added Use Cases for Each Features
 - Added Reports Screenshots

III: Getting Started

3.1 Introduction

Welcome to the “Getting Started” section of the EasyFS User Manual. This section is your gateway to entering the world of secure financial management. By this section, you will be guided through the initial steps to access and navigate our system effectively.

3.2 Accessing to EasyFS

3.2.1 Logging In

1. **Open your web browser:** Launch your preferred web browser. We recommend using the latest version of popular web browsers like **Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge**.
2. **Visit the system’s web address:** In the address bar of your web browser, enter the URL for EasyFS. The web address may look like “<https://preprod.easyfs.ph/>”.
3. **Enter your credentials:** You will be redirected to the login page. Here, enter your username and password. Make sure to use the correct credentials associated with your EasyFS account. If you have no account yet, better inform the system’s Administrator to create you an account.

easyFS is a Software-As-A-Service (SaaS) sales, inventory and Accounting system designed for Micro, Small and Medium (MSME) Enterprises.

If you want to manage your business in real-time and in a (WFH) Work-from-Home Setup, easyFS can provide a turn-key solution to your most common business problems to effectively monitor your sales, checking your LIVE inventory stock quantity and most importantly the status of your business financial health.

On top of that easyFS is CAS (Computerized Accounting System) compliant ready for government taxation in the Philippines.

[Learn More](#)

HII Original Cloud Service Easy Series

Accounting / Payroll
easy FS
easyFS by Human Incubator

easyFS gives you a highly-accurate and real-time view of your financial statements.

Accounting / Payroll
easy HR
easyHR by Human Incubator

easyHR helps your HR team manage employees through robust record-keeping and payroll functions.

Accounting / Payroll
easy POS
easyPOS by Human Incubator

easyPOS sets your establishment the right way by helping you manage day-to-day transactions on the dot.

4. **Click “Login”**: Once you’ve done entering your credentials, click the **Login** button.

3.2.1 Forgot Password

If you've forgotten your password, no need to worry. Simply click the "Forgot Password" link on the login page. You'll receive instructions on how to reset your password via your registered email address.

easyFS is a Software-As-A-Service (SaaS) sales, inventory and Accounting system designed for Micro, Small and Medium (MSME) Enterprises.

If you want to manage your business in real-time and in a (WFH) Work from Home Setup, easyFS can provide a turn-key solution to your most common business problems to effectively monitor your sales, checking your LIVE inventory stock quantity and most importantly the status of your business' financial health.

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[Learn More](#)

HII Original Cloud Service Easy Series



easyFS gives you a highly-accurate and real-time view of your financial statements.



easyHR helps your HR team manage employees through robust record-keeping and payroll functions.



easyPOS sets your establishment the right way by helping you manage day-to-day transactions on the dot.

3.2.1 Dashboard Page

1. Once login is successful, you will be redirected to this page.
2. **Menu** - this can be found on the left side of the page and it shows all features that users can use in the system.
3. **Dashboard** - shows the most important things in the system such as the Graphs, Financials, Purchases Sales, Inventory, Budget, and Fixed Asset.

easy FS

Dashboard

[Accounts](#)
[Accounts](#)
[Accounts](#)
[Accounts](#)
[Accounts](#)
[Accounts](#)

Period: 1/1/2024 - 12/31/2024

Account Watch

[Accounts](#)
[Balance](#)

Top 10 Expenses

Expense

Top 10 Income

Income

MENU

Wilmo Evaluation Version (6/20/2024)

IV: Master Files

4.0 Overview

EasyFS Master Files serve as centralized repositories for critical data that is fundamental to the business processes managed by the application. They serve as centralized repositories for critical data that is fundamental to the business processes managed by the application.

Following are the Major Master Files of EasyFS.

Master File Type	Purpose	Key Data / Information
Item	Detailed information about products/items	<ul style="list-style-type: none"> ● Manual Code ● SKU Code ● Barcode ● Description and specifications ● ● Unit of measure ● Cost and pricing details ● Stock levels and locations ● Supplier information ● Historical data and lifecycle information
Customer	Manage customer relationships and transactions	<ul style="list-style-type: none"> ● Customer Manual Code ● Name and contact details ● Customer addresses ● TIN (Tax Identification Number) ● Payment terms and credit limits ● Purchase history and transaction details ● Customer-specific preferences or special agreements
Supplier	Information about suppliers or	<ul style="list-style-type: none"> ● Supplier Manual Code

	vendors	<ul style="list-style-type: none"> • Name and contact details • TIN (Tax Identification Number) • Payment terms and credit terms • Delivery terms • Product or service offerings • Performance metrics and ratings
Bank	Crucial for financial transactions and management	<ul style="list-style-type: none"> • Bank name and contact details • Account numbers • Account types (e.g., checking, savings) • Signatories and authorized personnel • Transaction history • Credit facilities and loans
Employee	Details about individuals employed by the organization	<ul style="list-style-type: none"> • Employee ID or code • Personal information (name, address, contact details) • Job title and department • Salary and benefits information • Employment history • Performance evaluations and training records
Chart of Accounts	Foundation of the organization's accounting system	<ul style="list-style-type: none"> • Account codes and numbers • Account names and descriptions • Classification of accounts (e.g., assets, liabilities, revenue, expenses) • Opening balances and current balances • Hierarchical structure for easy navigation • Relationship to financial statements

4.1 Setup Master Files

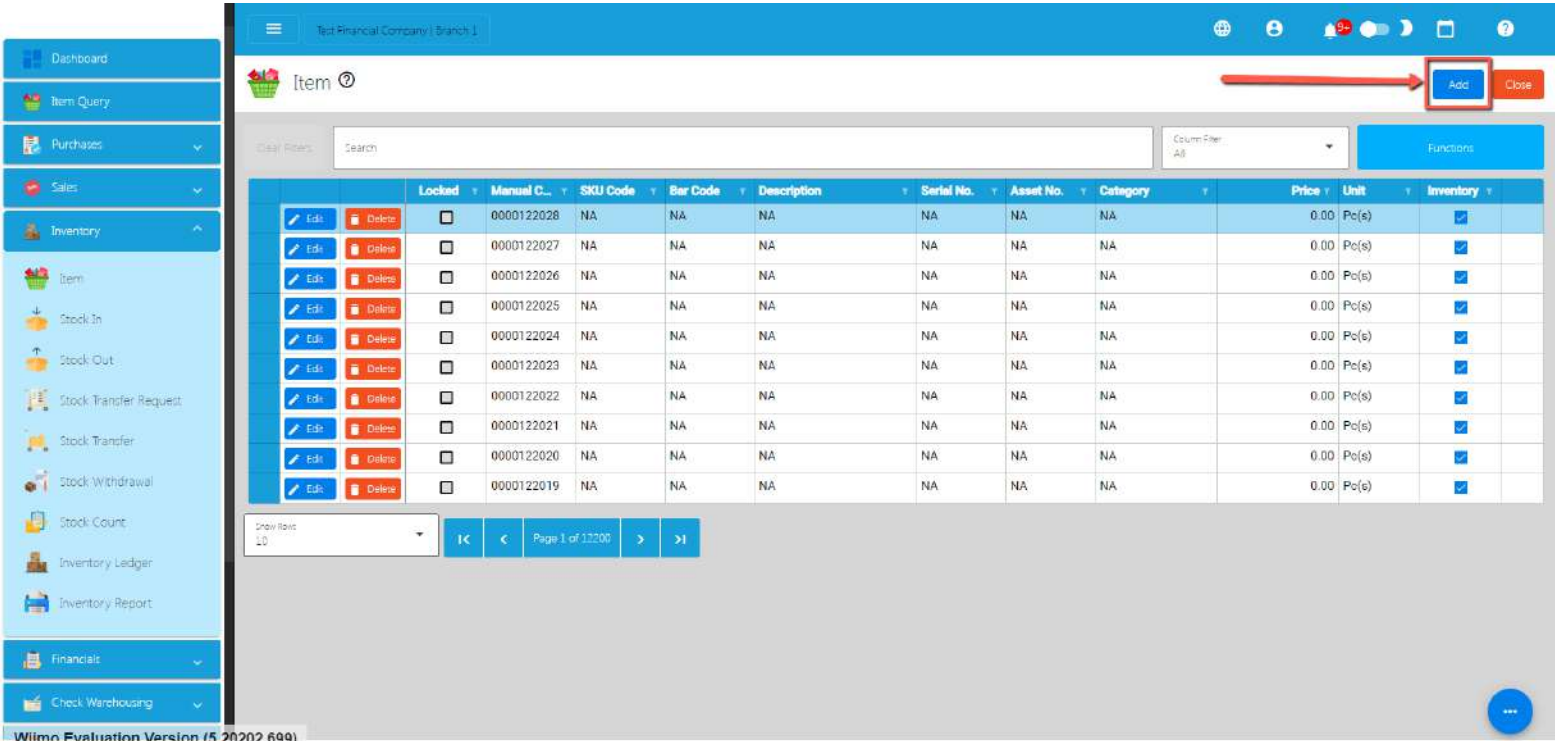
4.1.1 Item

Item refers to a specific product, part, or unit that is tracked within a company's inventory system. The item's info includes a short description, how it's measured (like pieces or pounds), how much it costs to buy or make, how much it's sold for, how many are currently in stock, when it's time to order more, how long it takes to get more, where it's stored, and who the supplier is. All this info helps a business manage its stock better, making sure they have enough products at the right time and avoiding running out.

4.1.1.1 Add Item Manually

Item Detail

1. Click the **Add** button on the upper right corner from the Item List.



2. Fill up all the Required information **SKU Code, Barcode, Description, Category, Unit, Cost Reference, Price**

Name	Description	Acceptable Values
SKU Code	<p>An SKU (Stock Keeping Unit) code is a unique identifier assigned to each distinct product or item in a retailer's inventory or stock. It is used for tracking and managing inventory, facilitating accurate and efficient management of stock levels, sales, and restocking.</p> <p>The SKU code allows for quick and precise identification of products, making it easier to monitor inventory movements and conduct accurate stock counts</p> <p>The SKU code often includes information about the product, such as its color, size, style, and other relevant attributes. This helps in quickly identifying and locating the exact variant of a product in the inventory system. Overall, the use of SKU codes is crucial for efficient inventory management in retail and other industries.</p>	50 Alphanumeric Characters
Barcode	<p>A barcode is a machine-readable representation of data in a visual, linear, or two-dimensional format. It consists of a series of parallel lines, dots, or rectangles that can be scanned and interpreted by a barcode scanner or camera-equipped device. Barcodes are used to uniquely identify products, assets, or entities and are commonly employed in various industries for purposes such as inventory management, retail, logistics, and more.</p> <p>Barcodes are widely used in retail for product identification and inventory management, in logistics for tracking shipments, in healthcare for patient identification, and in various other applications to</p>	50 Alphanumeric Characters

	<p>streamline data capture and reduce errors associated with manual data entry. They provide a quick and efficient way to access information about a particular item or entity in a digital format.</p> <p>EasyFS uses the following types of Barcode</p> <p>UPC (Universal Product Code)</p> <ul style="list-style-type: none"> ● Used in the retail industry for product identification. ● Consists of a 12-digit numeric code. <p>EAN (International Article Number)</p> <ul style="list-style-type: none"> ● Similar to UPC but can have 13 digits. ● Widely used in global trade and logistics. <p>Code 39</p> <ul style="list-style-type: none"> ● A variable-length, alphanumeric barcode. ● Commonly used in industrial and manufacturing applications. <p>Code 128</p> <ul style="list-style-type: none"> ● A high-density, variable-length barcode. ● Supports alphanumeric characters. ● Used in various industries, including shipping and logistics. <p>QR Code (Quick Response Code)</p> <ul style="list-style-type: none"> ● Two-dimensional matrix barcode. ● Can store a significant amount of data, including alphanumeric characters, binary, and kanji characters. ● Commonly used for marketing, mobile payments, and inventory tracking. 	
Description	Refers to a detailed and informative text or label that	50

	<p>describes a specific product or item within a company's inventory. This description provides essential information about the characteristics, features, and specifications of the item, helping to identify and manage it effectively.</p> <p>Having detailed and accurate Item Descriptions is crucial for effective inventory management. It helps streamline processes such as order fulfillment, stock replenishment, and overall tracking of inventory movements. Automated systems and databases often rely on well-defined Item Descriptions to organize and manage inventory data efficiently.</p>	Alphanumeric Characters
Category	<p>An "Item Category" in the context of inventory and product management refers to a classification or grouping assigned to a specific type of product or item based on common characteristics or attributes. Item categories help organize and streamline inventory management by grouping similar items together, simplifying the tracking, analysis, and reporting of products within a system.</p> <p>Depending on how the organization categorizes its products. The following is a guide on various Criteria for Product Categorization</p> <p>Product Type Categorizing items based on their general type or nature. For example, grouping products into categories like electronics, clothing, or office supplies.</p> <p>Function or Use Classifying items based on their intended use or function. This might include categories such as tools,</p>	255 Alphanumeric Characters

	<p>consumables, or accessories.</p> <p>Industry Standards Adhering to industry standards or regulations that require specific categorization. For instance, in healthcare, items may be categorized according to medical equipment, pharmaceuticals, or surgical supplies.</p> <p>Lifecycle Stage Organizing items based on their lifecycle stage, such as new arrivals, in-stock, clearance, or discontinued.</p> <p>Sales or Marketing Strategy Grouping items according to their sales performance or marketing strategy. This could involve categories like best-sellers, seasonal items, or promotional products.</p> <p>Supplier or Brand Categorizing items by their supplier or brand, especially if there are specific agreements or considerations associated with different suppliers.</p> <p>Profitability Grouping items based on their contribution to profitability, allowing businesses to prioritize or analyze products accordingly.</p> <p>Location Categorizing items based on their physical location within a warehouse or facility. This helps in efficient inventory management and retrieval.</p>	
Unit	Refers to the basic counting or measurement unit	50

	assigned to individual items or products within the inventory. The "unit" is the standard quantity in which items are counted, tracked, bought, and sold. It serves several important purposes in inventory management	Alphanumeric Characters
Cost Reference	<p>Refers to the financial value associated with acquiring or producing goods that are held in inventory. The cost of inventory is a crucial aspect of managing a business's finances and involves various components.</p> <p>This is the amount paid to acquire products from suppliers. It includes the purchase price of goods, transportation costs, import duties, and any other costs directly attributable to obtaining the items.</p> <p>Cost Reference will be automatically updated</p>	Numeric up to (-) 999,999,999.99 up (+)
Price		Numeric up to (-) 999,999,999.99 up (+)

3. For the fields that are optional, default it to "NA" if there's nothing to provide:

- **Principal**
- **Alias**
- **Serial Number**
- **Particulars**

Wijmo Evaluation Version (5.20202.699)

Fineline Book

0000122030

Manual Code: 0000122030

Category: Book

SKU Code: VRUPP9Q2WVG | Bar Code: VRUPP9Q2WVG | Date Acquired: 12/1/2023 | Default Supplier: CHANDRU PARNALI

Description: Fineline Book

Pincode: NA | Reorder Quantity: 0 | Stock Level: 0

Alt: NA | No VAT: No VAT

Serial Number: NA | Unit: Pcs(s) | Cost Reference: 20 | Price: 30.00

Particulars: NA | Item: INDIANE | General Name: NA

Unit Conversion | Price | Upload Image | GL Accounts | Components | Production | Inventory

Add | Functions

Price	Description	Price
-------	-------------	-------

vGamma.004.006-next

4. In the taxes fields, select a correct Tax value:
- **RR (Receiving Receipt) VAT**
 - **SI (Sales Invoice) VAT**

Wijmo Evaluation Version (5.20202.699)

Fineline Book

0000122030

Menu Code: 0000122030 Category: Book

SKU Code: VRUFBFCQWIMGJ Bar Code: VRUFBFCQWIMGJ Date Acquired: 12/1/2023 Default Supplier: CHANDRU PARTHAID

Description: Fineline Book

Process: NA Re-order Quantity: 0 Stock Level: 0

Alt: NA

Serial Number: NA

Unit: Pcs Qty: 20 Price: 30.00

RR VAT: INDIAN VAT

CR VAT: INDIAN VAT

Using: NONE

General Name: NA

Unit Conversion Price Upload Image GL Accounts Components Production Inventory

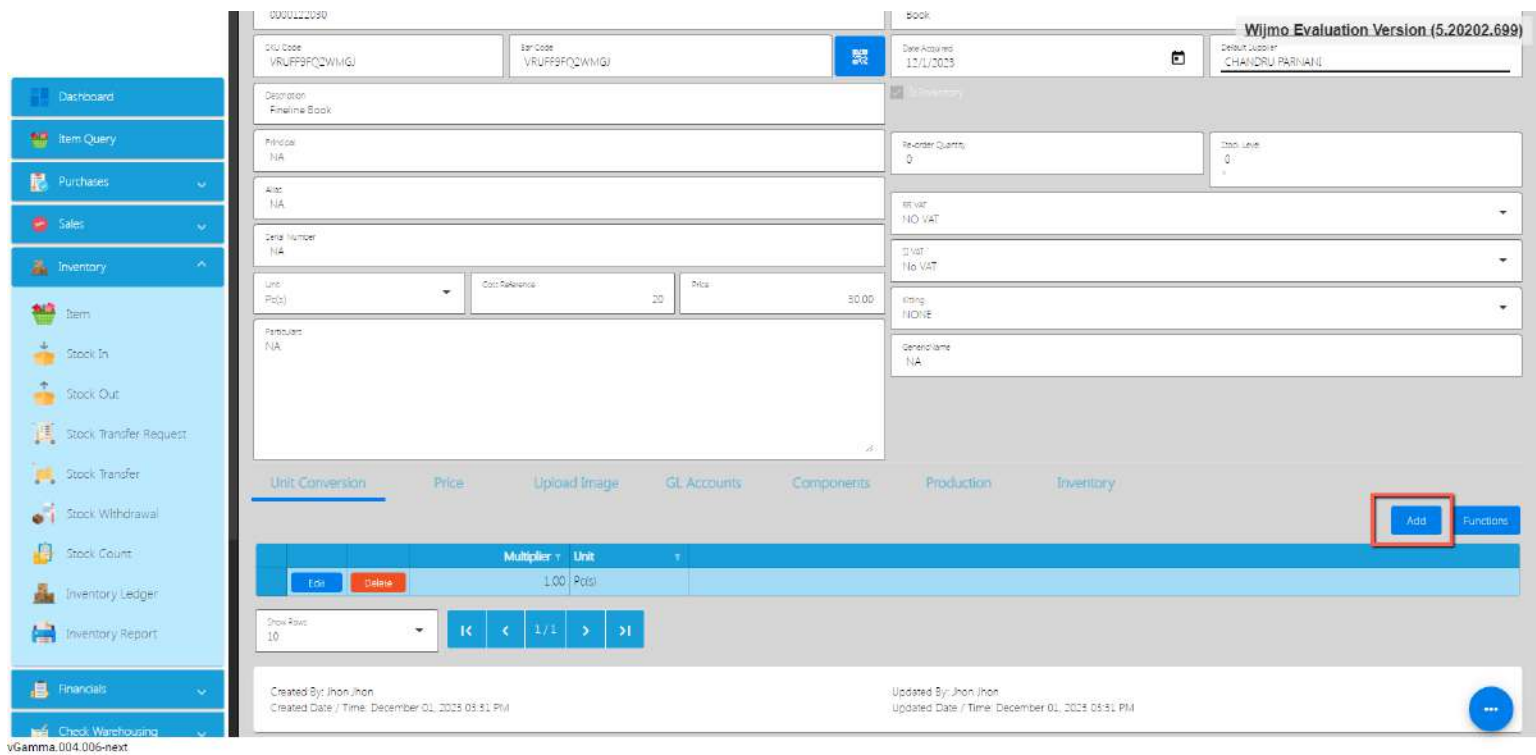
Add Functions

Price	Description	Price

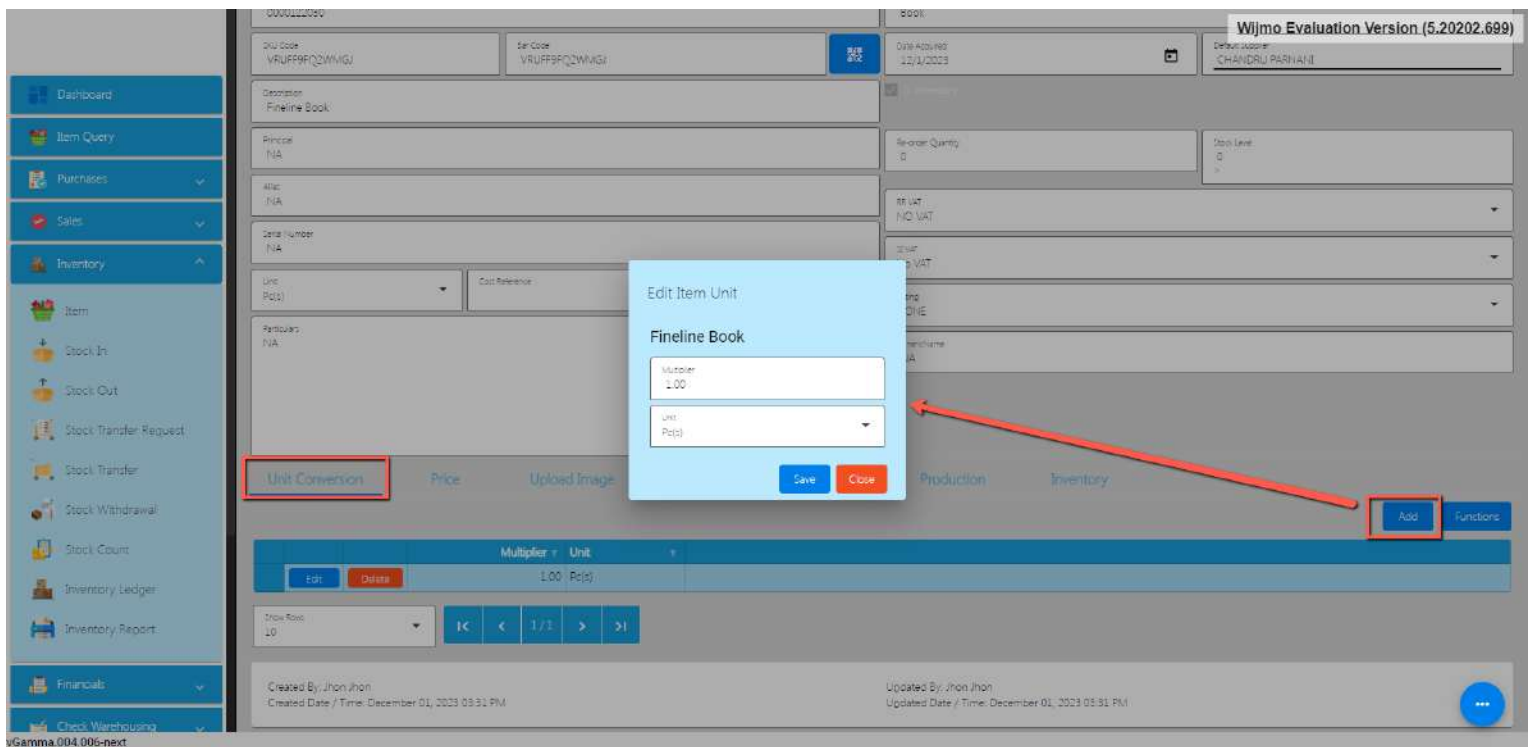
vGamma.004.006-next

Unit Conversion

1. **Assumption:** Item detail is filled with necessary information.
2. Unit Conversion allows you to include multiple units for an item, eliminating the need to create a new item record with the same description.
3. Click the Add button, select first the unit that you selected on the Item detail and provide a multiplier. This is for you not to be able to hit an error when locking the Item detail.



4. Provide a multiplier and after that, click the Save button.



5. If you wish to add a new Unit Conversion record, repeat Steps 3 and 4.

Price

1. The price tab in inventory is used to add one or more item prices to be used when having future transactions.
2. Click the Add button, provide first the Price that you provided on the Item detail and provide a price description. This is for you not to be able to hit an error when locking the Item detail.

Wijmo Evaluation Version (5.20202.699)

SKU Code: VRUFF9FCQWIMG | Bar Code: VRUFF9FCQWIMG | Date Acquired: 12/1/2023 | Default Supplier: CHANDRU PARNIAE

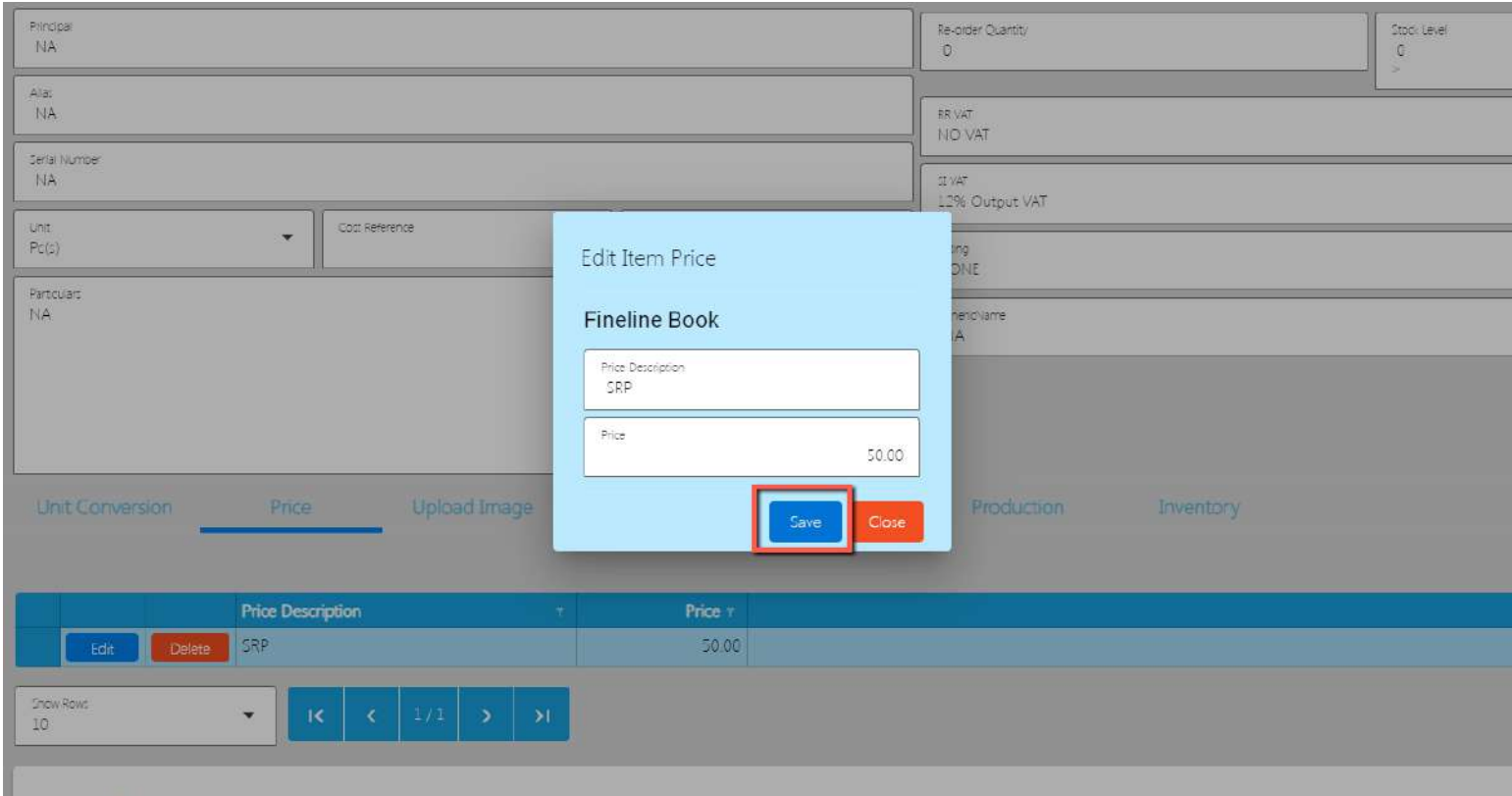
Description: Pinnacle Book

Price: 30.00

Price Description	Price
SRP	30.00

Created By: Jhon Jhon | Created Date / Time: December 01, 2023 03:31 PM | Updated By: Jhon Jhon | Updated Date / Time: December 01, 2023 03:31 PM

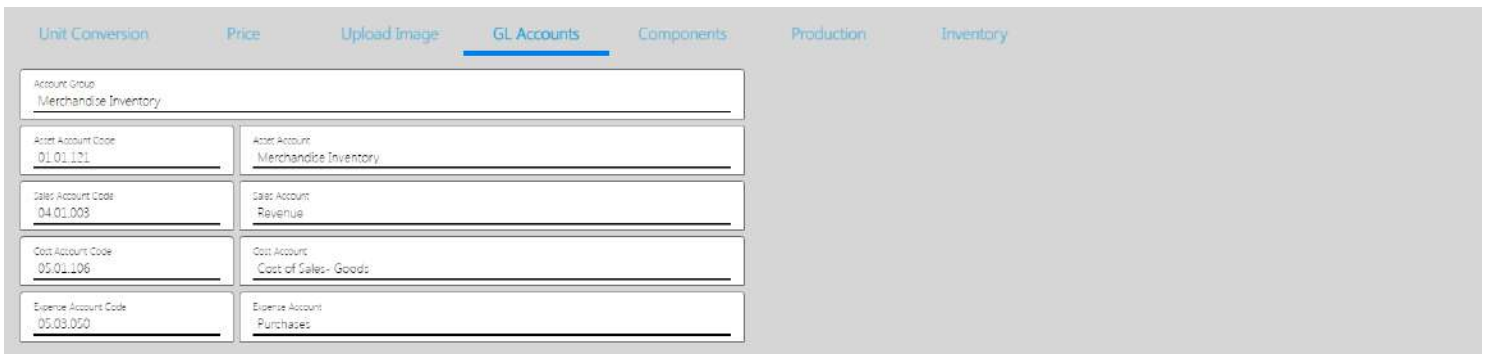
3. After that, click the Save button.



4. If you wish to add a new Item Price record, repeat Steps 3 and 4.

General Ledger Accounts

1. The importance of the General Ledger account is to know where the transaction will be recorded. Make sure all the accounts that you select on the GL account are also in the chart of accounts.



- We have a default set up for this but if you have a specific account you want to use, you can do so.
- If your Item is an **Inventory**, select an Account for **Inventory**. By this, the

isInventory checkbox on the Item detail will automatically be checked.

The screenshot displays the 'Fineline Book' item detail form in the Wjimo software. The 'isInventory' checkbox is checked and highlighted with a red box. The form includes the following fields and values:

- Manual Code: 0000122030
- Category: NA
- SKU Code: 9682L8RVG2LL5
- Bar Code: 9682L8RVG2LL5
- Date Added: 15/1/2023
- Default User: CHANDRU PARNAG
- Product: NA
- Re-order Quantity: 0
- Stock Level: 0
- Alt: NA
- RR VAT: NO VAT
- Serial Number: NA
- Q VAT: 12% Output VAT
- Unit: Pcs
- Cost Reference: 30
- Price: 50.00
- Kiting: NONE
- Description: NA
- Account Group: Merchandise Inventory
- Item Account: Merchandise Inventory

- If your Item is a **Non-Inventory**, select an Account for **Non Inventory**. By this, the **isInventory** checkbox on the Item detail will automatically be unchecked.
- If your Item is a **Fixed Asset**, select an Account for **Fixed Asset**. By this, the **isInventory** checkbox on the Item detail will automatically be unchecked.

Save and Lock

1. Review the Item detail first.
2. Once everything is okay, click **Save**. **Save** button allows you to save your item detail, however, the item will not be visible when you do future transactions.

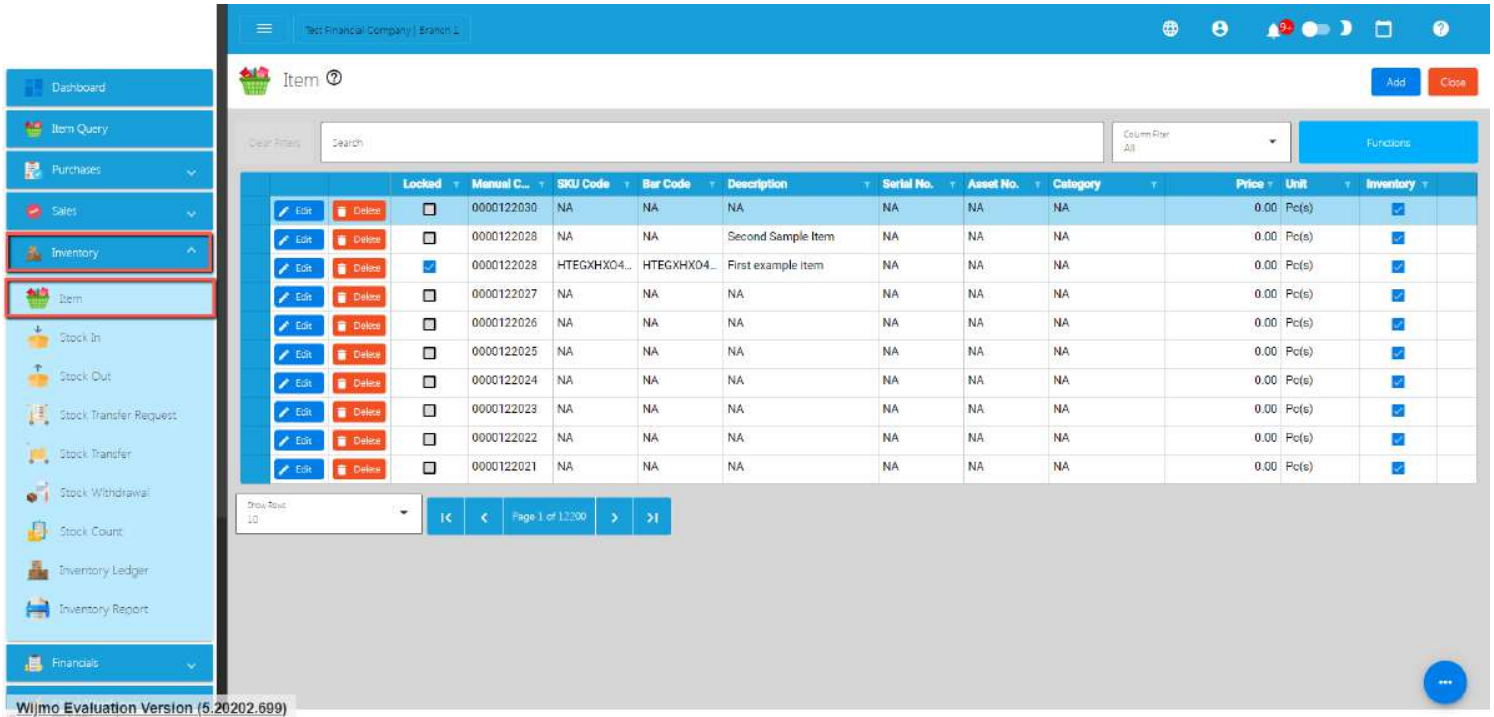
The screenshot shows the 'Item Detail' form for 'Fineline Book' (ID: 000012030). The form is divided into several sections: Manual Code (000012030), Category (NA), SKU Code (9682L8RVGZLLS), Bin Code (9682L8RVGZLLS), Date Acquired (12/1/2023), and Default Supplier (CHAUDRU PARIHAR). The description is 'Fineline Book'. The form also includes fields for Re-order Quantity (0), Stock Level (0), and various VAT settings (12% Output VAT). A 'Save' button is highlighted with a red box in the top right corner. The interface includes a sidebar with navigation options like Dashboard, Item Query, Purchases, Sales, Inventory, and Financials. The bottom of the screen shows a 'Wijmo Evaluation Version (5.20202.699)' watermark.

3. In order for your Item to be visible when doing future transactions, click the **Lock** button.

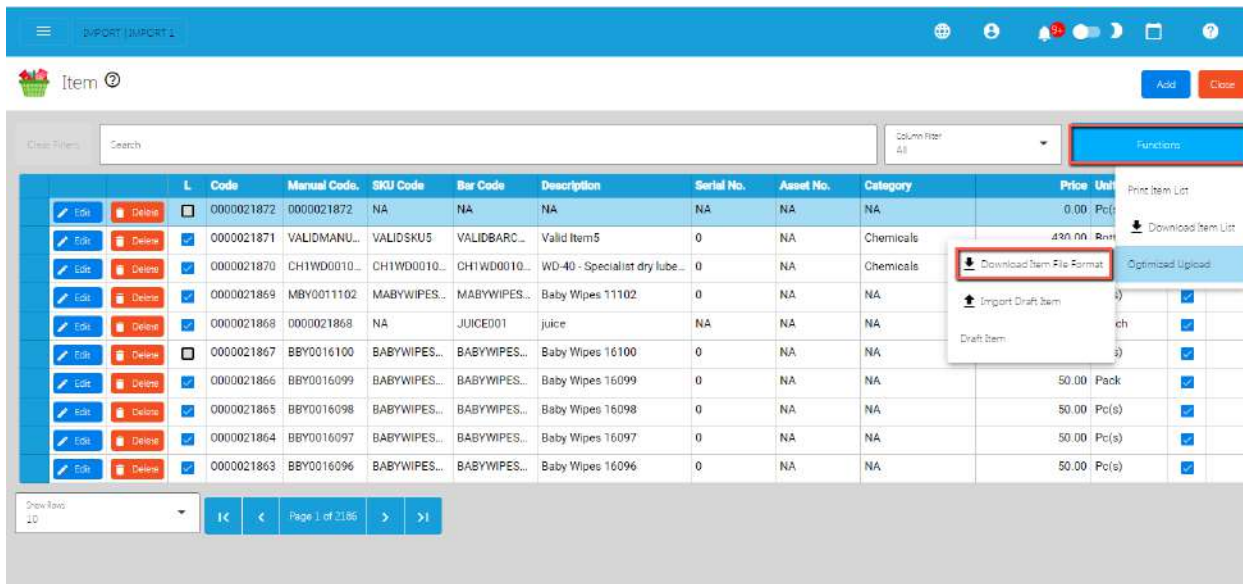
This screenshot is identical to the one above, showing the 'Item Detail' form for 'Fineline Book'. However, the 'Lock' button in the top right corner is now highlighted with a red box, indicating the next step in the process. The 'Save' button is no longer highlighted. The rest of the form and interface elements remain the same.

4.1.1.2 Add Item Via Import Function

- Go to Inventory, then select Items.



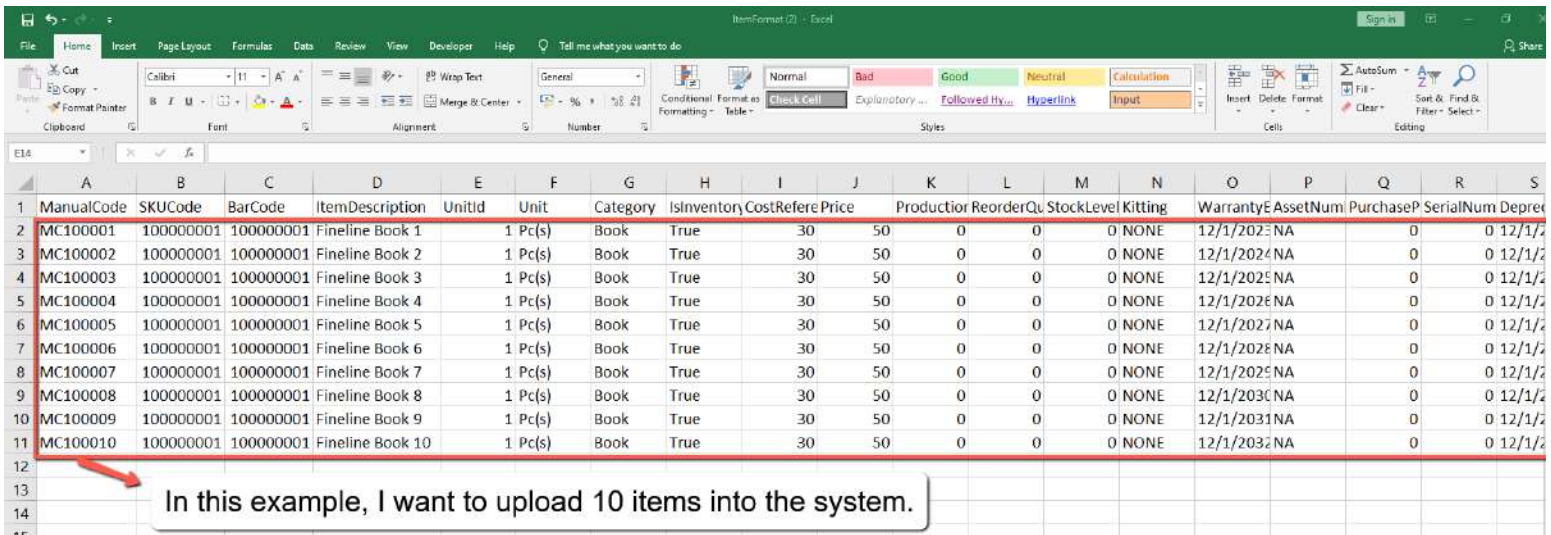
- Click the **Functions** button, then click **Download Item File Format**.



- An excel file is automatically downloaded for the Item File Format.

- Open the file. The file is used if you want to import multiple items in our system. Just keep in mind, we advise with a maximum of 300 items per upload.
- As you can see on the file, it has sample data where you can see the following columns (all in all, there are 44 columns):
 - ManualCode
 - SKUCode
 - Barcode
 - ItemDescription
 - UnitId
 - Unit
 - Category
 - IsInventory
 - CostReference
 - Price
 - ProductionCost
 - ReorderQuantity
 - StockLevel
 - Kitting
 - WarrantyExpiry
 - AssetNumber
 - PurchasePrice
 - SerialNumber
 - DepreciationStartDate
 - DepreciationMethod
 - Custodian
 - Particulars
 - Alias
 - GenericName
 - DateAcquired
 - SalvageValue
 - UsefulLife

- DefaultSupplierId
 - DefaultSupplier
 - Principal
 - ArticleAccountGroupId
 - ArticleAccountGroup
 - AssetAccountId
 - AssetAccount
 - SalesAccountId
 - SalesAccount
 - CostAccountId
 - CostAccount
 - ExpenseAccountId
 - ExpenseAccount
 - RRVATId
 - RRVAT
 - SIVATId
 - SIVAT
- If you have multiple items to be uploaded, we suggest copying first the sample data then pasting on the next row until it reaches out on the number of items to be uploaded. Take note, there is a limitation of the number of items to be uploaded. Better read the **“Best Practices”** section first.



ManualCode	SKUCode	BarCode	ItemDescription	UnitId	Unit	Category	IsInventory	Cost	Refere Price	Productior	ReorderQu	StockLevel	Kitting	WarrantyE	AssetNum	PurchaseP	SerialNum	Deprec
MC100001	100000001	100000001	Fineline Book 1	1	Pc(s)	Book	True	30	50	0	0	0	NONE	12/1/2023	NA	0	0	12/1/2023
MC100002	100000001	100000001	Fineline Book 2	1	Pc(s)	Book	True	30	50	0	0	0	NONE	12/1/2024	NA	0	0	12/1/2024
MC100003	100000001	100000001	Fineline Book 3	1	Pc(s)	Book	True	30	50	0	0	0	NONE	12/1/2025	NA	0	0	12/1/2025
MC100004	100000001	100000001	Fineline Book 4	1	Pc(s)	Book	True	30	50	0	0	0	NONE	12/1/2026	NA	0	0	12/1/2026
MC100005	100000001	100000001	Fineline Book 5	1	Pc(s)	Book	True	30	50	0	0	0	NONE	12/1/2027	NA	0	0	12/1/2027
MC100006	100000001	100000001	Fineline Book 6	1	Pc(s)	Book	True	30	50	0	0	0	NONE	12/1/2028	NA	0	0	12/1/2028
MC100007	100000001	100000001	Fineline Book 7	1	Pc(s)	Book	True	30	50	0	0	0	NONE	12/1/2029	NA	0	0	12/1/2029
MC100008	100000001	100000001	Fineline Book 8	1	Pc(s)	Book	True	30	50	0	0	0	NONE	12/1/2030	NA	0	0	12/1/2030
MC100009	100000001	100000001	Fineline Book 9	1	Pc(s)	Book	True	30	50	0	0	0	NONE	12/1/2031	NA	0	0	12/1/2031
MC100010	100000001	100000001	Fineline Book 10	1	Pc(s)	Book	True	30	50	0	0	0	NONE	12/1/2032	NA	0	0	12/1/2032

In this example, I want to upload 10 items into the system.

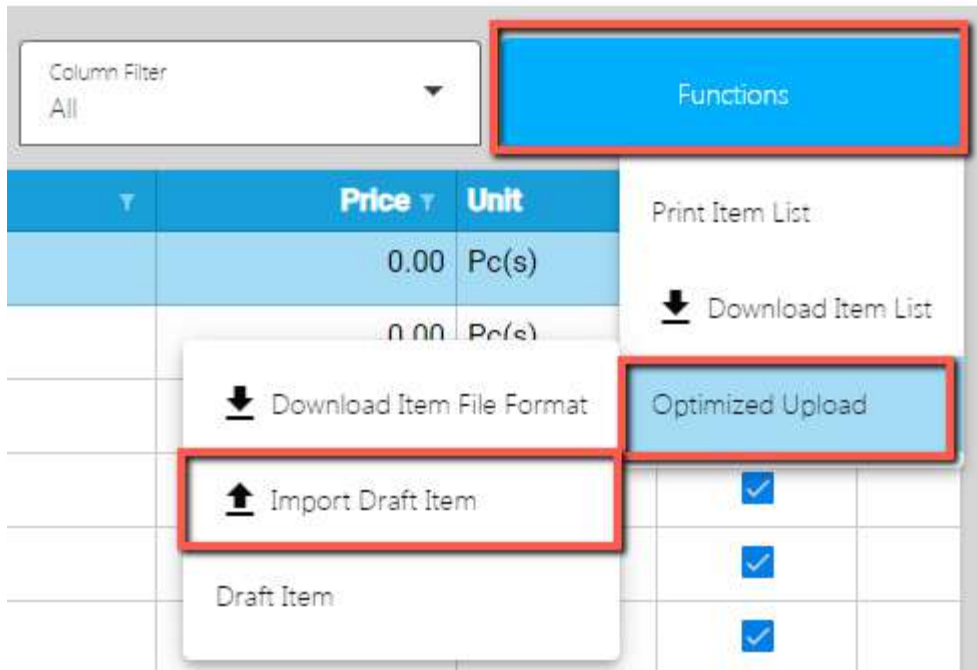
- Next, provide a correct value for each column especially on the following column(s):
 - **Take note:** Highlighted with ORANGE are the required column, otherwise put NA as value:
 - **Manual Code** → should be unique, alphanumeric and should not exceed 50 characters. **Example:** ABC0000001
 - **SKUCode** → should be unique, alphanumeric and should not exceed 50 characters. **Example:** XYZ CA1001
 - **Barcode** → should be unique, alphanumeric and should not exceed 50 characters. **Example:** XYZ CA1001
 - **ItemDescription** → should be unique, has no special characters and should not exceed 128 characters.
 - **Unit** → you can select a unit value from the dropdown. *Do not edit the UnitId column.*
 - **Cost** → should be numeric
 - **Price** → should be numeric
 - **Category** → should have no special characters, (if none, default to NA)
 - **IsInventory** → true or false
 - **Asset Number** → alphanumeric, should have no special characters (if none, default to 0 or NA)
 - **Custodian** → alphanumeric, should have no special characters (if none, default to NA)
 - **Particulars** → alphanumeric, should have no special characters (if none, default to NA)
 - **Alias** → alphanumeric, should have no special characters (if none, default to NA)
 - **Principal** → alphanumeric, should have no special characters (if none, default to NA)
 - **RRVAT** → you can select a RRVAT value from the dropdown. *Do not edit the RRVATId column.*

- **SIVAT** → you can select a SIVAT value from the dropdown. *Do not edit the SIVATId column.*
- For the **General Ledger Accounts**, make sure to select correct accounts. If confused, you may check the GL of Account list on the **System>System Tables>Article Account Groups**.
- Once okay, save the file.
- Go back to the system, then go to **Inventory**, then select **Items**.

The screenshot shows the Wjimo Inventory Item management interface. The left sidebar has the 'Inventory' menu expanded, with 'Item' selected. The main area displays a table of items with columns for Locked, Manual C., SKU Code, Bar Code, Description, Serial No., Asset No., Category, Price, Unit, and Inventory. A 'Functions' button is visible in the top right of the table area.

Locked	Manual C.	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
<input type="checkbox"/>	0000122030	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000122028	NA	NA	Second Sample Item	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000122028	HTEGXHX04...	HTEGXHX04...	First example item	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000122027	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000122026	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000122025	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000122024	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000122023	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000122022	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000122021	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>

- Click again the **Functions** button, then click **Import Draft Item**.



- Look for the item file format, then double click.
- A confirmation popup will display, just select confirm.
- Wait until it will successfully be imported. At this stage, the item(s) is not yet added on the item list. Instead, it will be added on the **Draft Item** list. Meaning, the items being imported are subject for a review.
- To view the items on the **Draft Item**, click the Functions button, then click on the **Draft Item**.

IMPORT | IMPORT 1

Item

Uploaded Successfully
Item was successfully uploaded!

Add Close

Clear Filters Search Column Filter All Functions

			L	Code	Manual Code	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	I
		<input type="checkbox"/>		0000021872	0000021872	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>		0000021871	VALIDMANU...	VALIDSKU5	VALIDBARC...	Valid Item5	0	NA	Chemicals	430.00	Bottle(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>		0000021870	CH1WD0010...	CH1WD0010...	CH1WD0010...	WD-40 - Specialist dry lube...	0	NA	Chemicals	430.00	Bottle(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>		0000021869	MBY0011102	MABYWIPES...	MABYWIPES...	Baby Wipes 11102	0	NA	NA	10.00	Pc(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>		0000021868	0000021868	NA	JUICE001	juice	NA	NA	NA	10.00	Pouch	<input checked="" type="checkbox"/>
		<input type="checkbox"/>		0000021867	BBY0016100	BABYWIPES...	BABYWIPES...	Baby Wipes 16100	0	NA	NA	50.00	Pc(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>		0000021866	BBY0016099	BABYWIPES...	BABYWIPES...	Baby Wipes 16099	0	NA	NA	50.00	Pack	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>		0000021865	BBY0016098	BABYWIPES...	BABYWIPES...	Baby Wipes 16098	0	NA	NA	50.00	Pc(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>		0000021864	BBY0016097	BABYWIPES...	BABYWIPES...	Baby Wipes 16097	0	NA	NA	50.00	Pc(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>		0000021863	BBY0016096	BABYWIPES...	BABYWIPES...	Baby Wipes 16096	0	NA	NA	50.00	Pc(s)	<input checked="" type="checkbox"/>

Show Rows: 10 Page 1 of 2186

Column Filter All Functions

Asset No.	Category	Price	Unit
A	NA	0.00	Pc(s)
A	NA	0.00	Pc(s)
A	NA		
A	NA		
A	NA		
A	NA		

Print Item List

Download Item List

Download Item File Format

Import Draft Item

Draft Item

Optimized Upload

- Review if the item(s) being imported are added on the Draft Item list.

- Once okay, click the **Validate** button. This is to validate first the Item detail if everything is correct before it can be posted. Please refer to the following validation status:
 - **No ManualCode provided** → means that ManualCode column has no value.
 - **Duplicate ManualCode in list** → means that ManualCode column has a duplicate value from the Draft Item list.
 - **ManualCode already exists** → means that ManualCode column value exists on the Item list.
 - **No Particulars provided** → means that Particulars column has no value.
 - **No SKUCode provided** → means that SKUCode column has no value.
 - **Duplicate SKUCode in list** → means that SKUCode column has a duplicate value from the Draft Item list.
 - **SKUCode already exists** → means that SKUCode column value exists on the Item list.
 - **No Barcode provided** → means that the Barcode column has no value.
 - **Duplicate Barcode in list** → means that Barcode column has a duplicate value from the Draft Item list.
 - **Barcode already exists** → means that Barcode column value exists on the Item list.
 - **UnitId not found** → means that the UnitId column value does not exist on the database.
 - **No Category provided** → means that the Category column has no value.
 - **ArticleGroupId not found** → means that the ArticleGroupId column value does not exist on the database.
 - **AssetAccountId not found** → means that the AssetAccountId column value does not exist on the database.
 - **SalesAccountId not found** → means that the SalesAccountId column value does not exist on the database.
 - **CostAccountId not found** → means that the CostAccountId column value does not exist on the database.

- **ExpenseAccountId not found** → means that the ExpenseAccountId column value does not exist on the database.
- **No Price provided** → means that the Price column has no value.
- **Price should be numeric** → means that the Price should be in number format.
- **RRVATId not found** → means that the RRVATId column value does not exist on the database.
- **SIVATId not found** → means that the SIVATId column value does not exist on the database.
- **Invalid Kitting value** → means that Kitting column is not equal to NONE, COMPONENT, PRODUCED, or PACKAGE.
- **No ProductionCost provided** → means that the ProductionCost column has no value.
- **ProductionCost should be numeric** → means that the ProductionCost should be in number format.
- **Invalid DateAcquired value** → means that the DateAcquired column is not in valid date format.
- **No SalvageValue provided** → means that the SalvageValue column has no value.
- **SalvageValue should be numeric** → means that the SalvageValue should be in number format.
- **No UsefulLife provided** → means that the UsefulLife column has no value.
- **UsefulLife should be numeric** → means that the UsefulLife should be in number format.
- **No CostReference provided** → means that the CostReference column has no value.
- **CostReference should be numeric** → means that the CostReference should be in number format.
- **No ReorderQuantity provided** → means that the ReorderQuantity column has no value.

- **ReorderQuantity should be numeric** → means that the ReorderQuantity should be in number format.
- **No StockLevel provided** → means that the StockLevel column has no value.
- **StockLevel should be numeric** → means that the StockLevel should be in number format.
- **No AssetNumber provided** → means that the AssetNumber column has no value.
- **No PurchasePrice provided** → means that the PurchasePrice column has no value.
- **PurchasePrice should be numeric** → means that the PurchasePrice should be in number format.
- **Invalid WarrantyExpiry value** → means that the WarrantyExpiry column is not in valid date format.
- **No SerialNumber provided** → means that the SerialNumber column has no value.
- **Invalid DepreciationDate value** → means that the DepreciationDate column is not in valid date format.
- **No DepreciationMethod provided** → means that the DepreciationMethod column has no value.
- **No Custodian provided** → means that the Custodian column has no value.
- **No Alias provided** → means that the Alias column has no value.
- **No GenericName provided** → means that the GenericName column has no value.
- **No Principal provided** → means that the **Principal** column has no value.
- **DefaultSupplierId not found** → means that the DefaultSupplierId column value does not exist on the database.

ValidationStatus	ManualCode	Particulars	SKUCode	BarCode	Description	UnitId	Unit	Category	IsInventory	ArticleAcco...	ArticleAcco...
Validated	CH1WD001000...	NA	VALIDSKU1	VALIDBARCOD...	Valid Item1	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Validated	VALIDMANUAL1	NA	BABYWIPES16...	VALIDBARCOD...	Valid Item2	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Validated	VALIDMANUAL2	NA	VALIDSKU2	BABYWIPES16...	Valid Item3	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Validated	VALIDMANUAL3	NA	CH1WD001000...	CH1WD001000...	Valid Item3	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Validated	VALIDMANUAL4	NA	VALIDSKU3	VALIDBARCOD 3	Valid Item4	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Validated	VALIDMANUAL5	NA	VALIDSKU4	VALIDBARCOD...	Valid Item4	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Validated	VALIDMANUAL7	NA	VALIDSKU6	NA	Valid Item6	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Validated	VALIDMANUAL8	NA	VALIDSKU7	NA	Valid Item7	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Validated	MC1	Particulars	MC1	MC1	MCItem 1	1	Pc(s)		<input checked="" type="checkbox"/>	19	Merchandise In...
Validated	MC2	Particulars	MC1	MC1	MCItem 2	1	Pc(s)		<input checked="" type="checkbox"/>	19	Merchandise In...

- Once validation is okay, it will update the ValidationStatus. Read the validationStatus on what issues are being found. To correct the item detail, double click on the column where it has an issue then enter a valid value, then press Enter. After that, validate again by clicking the **Validate** button.





















ValidationStatus	ManualCode	Particulars	SKUCode	BarCode	Description	UnitId	Unit
Issue(s) found: Duplicate Manual Code.	CH1WD001000...	NA	VALIDSKU1	VALIDBARCOD...	Valid Item1	14	Bottle(s)
Issue(s) found: Duplicate SKU Code.	VALIDMANUAL1	NA	BABYWIPES16...	VALIDBARCOD...	Valid Item2	14	Bottle(s)
Issue(s) found: Duplicate Barcode.	VALIDMANUAL2	NA	VALIDSKU2	BABYWIPES16...	Valid Item3	14	Bottle(s)
Issue(s) found: Duplicate Barcode. Duplicate SKU Code.	VALIDMANUAL3	NA	CH1WD001000...	CH1WD001000...	Valid Item3	14	Bottle(s)
Issue(s) found: Invalid Barcode.	VALIDMANUAL4	NA	VALIDSKU3	VALIDBARCOD 3	Valid Item4	14	Bottle(s)
Issue(s) found: Invalid SKUCode.	VALIDMANUAL5	NA	VALIDSKU4	VALIDBARCOD...	Valid Item4	14	Bottle(s)
Issue(s) found: Duplicate Barcode. Duplicate Barcode in List.	VALIDMANUAL7	NA	VALIDSKU6	NA	Valid Item6	14	Bottle(s)
Issue(s) found: Duplicate Barcode. Duplicate Barcode in List.	VALIDMANUAL8	NA	VALIDSKU7	NA	Valid Item7	14	Bottle(s)
Issue(s) found: Duplicate Barcode in List. Duplicate SKU Code in List. Default supplier Id not found.	MC1	Particulars	MC1	MC1	MCItem 1	1	Pc(s)
Issue(s) found: Duplicate Barcode in List. Duplicate SKU Code in List. Default supplier Id not found.	MC2	Particulars	MC1	MC1	MCItem 2	1	Pc(s)

- Once everything is okay (**ValidationStatus** is equal to **Validated**), click the Post button. A confirmation message will display, click the **Confirm** button. This will now add the validated item(s) on the Item list.
- To check if the item(s) are added on the Item list, click the Close button then look for the item on the Item List.

Test Financial Company | Branch 1

Item ? Add Close

Clear Filter: Search Count Filter: All Functions

	Lockid	Manual C...	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
 	<input type="checkbox"/>	0000122030	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
 	<input type="checkbox"/>	0000122028	NA	NA	Second Sample Item	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
 	<input checked="" type="checkbox"/>	0000122028	HTEGXHX04.	HTEGXHX04.	First example item	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
 	<input type="checkbox"/>	0000122027	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
 	<input type="checkbox"/>	0000122026	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
 	<input type="checkbox"/>	0000122025	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
 	<input type="checkbox"/>	0000122024	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
 	<input type="checkbox"/>	0000122023	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
 	<input type="checkbox"/>	0000122022	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
 	<input type="checkbox"/>	0000122021	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>

Show Rows: 10 ⏪ < Page 1 of 1,220 > ⏩

4.1.2 Customer

4.1.2.1 Add Customer Manually Customer Detail

1. Go to **Sales**, then click **Customer**.

Customer List

Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input type="checkbox"/>	000001353	NA		NA	NA	0
<input type="checkbox"/>	000001352	NA		NA	NA	0
<input checked="" type="checkbox"/>	mc1000001	Customer A1		NA	NA	0
<input checked="" type="checkbox"/>	mc1000003	Customer A3		NA	NA	0
<input checked="" type="checkbox"/>	0000001349	Butch		NA	NA	0
<input type="checkbox"/>	NA	Ri	B.B.B.	00216465	A	0
<input type="checkbox"/>	123ead	Ri		NA	NA	0
<input checked="" type="checkbox"/>	0000001346	NAAdsdadL		NA	NA	0
<input checked="" type="checkbox"/>	0000001345	Jigger Escala		NA	NA	0
<input type="checkbox"/>	1223r	Testinglang	Rizal Rizal	032146511	keycee@hiro-c.net	0

2. To add a new Customer, click the **Add** button that can be seen on the Customer List.

Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input type="checkbox"/>	000001352	NA		NA	NA	0
<input checked="" type="checkbox"/>	mc1000001	Customer A1		NA	NA	0
<input checked="" type="checkbox"/>	mc1000003	Customer A3		NA	NA	0
<input checked="" type="checkbox"/>	0000001349	Butch		NA	NA	0
<input type="checkbox"/>	NA	Ri	B.B.B.	00216465	A	0
<input type="checkbox"/>	123ead	Ri		NA	NA	0
<input checked="" type="checkbox"/>	0000001346	NAAdsdadL		NA	NA	0
<input checked="" type="checkbox"/>	0000001345	Jigger Escala		NA	NA	0
<input type="checkbox"/>	1223r	Testinglang	Rizal Rizal	032146511	keycee@hiro-c.net	0
<input checked="" type="checkbox"/>	0000001343	Jhon Aki		NA	NA	0

3. Fill all the important fields for Customer Detail like:

a. **Note:** Highlighted with Orange are required fields. If there is no value, just put NA. In addition, do not provide special characters like ~ ` ! @ # \$ % ^ & * () - _ + = { } [] | \ / : ; " ' < > , . ? .

- **Customer** (Name of the Customer)
- **Contact Person**
- **Contact Number**
- **Email Address**
- **Proprietorship**
- **First Name**
- **Middle Name**
- **Last Name**
- **TIN**
- **TIN Branch Code**
- **Address lines (Street Barangay, City, Province, Region, Zip Code)**
- **Category**
- **Business Style**
- **WTAX**

Customer Detail ⓘ

Encode NA or NULL if you don't have any value.

Save Lock Undo Close

Butch Canada II

0000001354

Vendor Code 0000001354	Category NA	Proprietorship Corporation
Customer Butch Canada II	Term COO	Discount Zero Discount
Receivable Account Code 01.01.104	TIN 000-000-000	TIN Branch Code NA
Receivable Account Accounts Receivable	OOCA or Sektor/Organisasi NA	
Reference NA	Address Nasional, Ozamiz, MisamisOccidental X	
Contact Person NA	Street Barangay Nasional	City Ozamiz
Contact Number NA	Province MisamisOccidental	Region X
Email Address NA	Credit Limit 0.00	Zipcode 7300
		Business Style TRADING
	<input type="checkbox"/> Is Send Email	WTax No WHT

Transaction History

Document Number	Date	Amount
Group Row 10		

Navigation: ⏪ ⏩ 1/1 ⏪ ⏩

4. After filling up the important fields, click **Save** then **Lock** buttons.

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Customer Detail

Encode NA or NULL if you don't have any value

Save **Lock** **Print** **Close**

Butch Canada II
0000001354

Manual Code: 0000001354
Category: NA
Fiscal Year: Corporation

Customer: Butch Canada II
Term Code:
Product: Zero Discount

Resale Code: 01.01.103
Resale Account: Accounts Receivable
TIN: 000-000-000
TIN Branch Code: NA
COCK or Serial Code/PAD Number: NA

Particular: NA
Address: Nacional, Ozamis MisamisOccidental X
Street Name: Nacional
City: Ozamis
Province: MisamisOccidental
Region: X

Contract Name: NA
Contract Number: NA
Province: MisamisOccidental
Region: X

Email Address: NA
Credit Limit: 0.00
Taxcode: 7200
Business Type: TRADING
WHT: No WHT

To Send Email

Transaction History

Document Number | Date | Amount

Drop Role: 10

4.1.2.2 Add Customer Via Import Function

1. Go to **Sales**, then select **Customer**.

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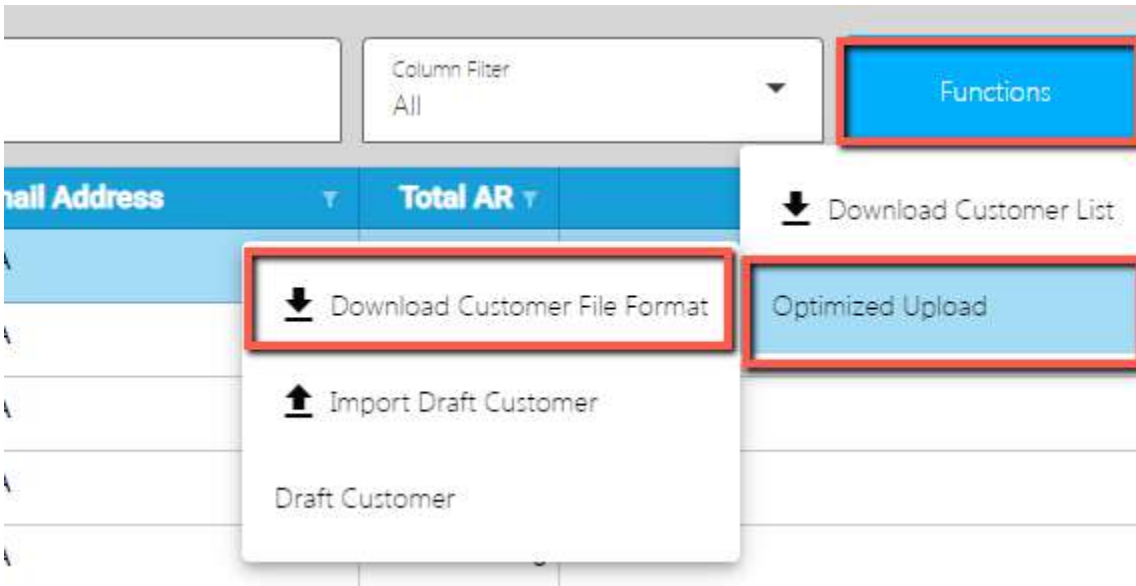
Customer

Clear Filter: Search | Column Show: All | Functions

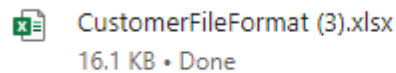
Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input type="checkbox"/>	0000001354	NA		NA	NA	0
<input type="checkbox"/>	0000001353	NA		NA	NA	0
<input type="checkbox"/>	0000001352	NA		NA	NA	0
<input checked="" type="checkbox"/>	mc1000001	Customer A1		NA	NA	0
<input checked="" type="checkbox"/>	mc1000003	Customer A3		NA	NA	0
<input checked="" type="checkbox"/>	0000001349	Butch		NA	NA	0
<input type="checkbox"/>	NA	N	0 0 0	00216465	A	0
<input type="checkbox"/>	123eed	N		NA	NA	0
<input checked="" type="checkbox"/>	0000001346	NA4dsdsdL		NA	NA	0
<input checked="" type="checkbox"/>	0000001345	Jigger Escala		NA	NA	0

Drop Role: 10

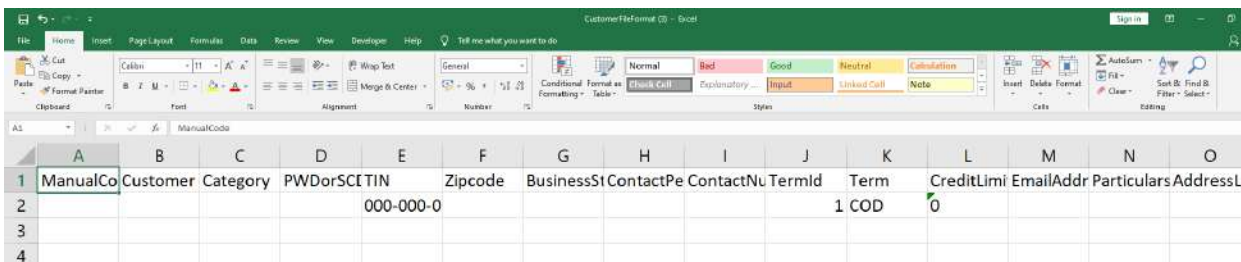
2. Click the **Functions** button, then click **Optimized Upload**, and click **Download Customer File Format**.



3. An excel file is automatically downloaded for the Customer File Format. As your indicator, the file is named **CustomerFileFormat**.



4. Open the file. The file is used if you want to import multiple Customers in our system. Just keep in mind, we advise with a maximum of **300** Customers per upload.

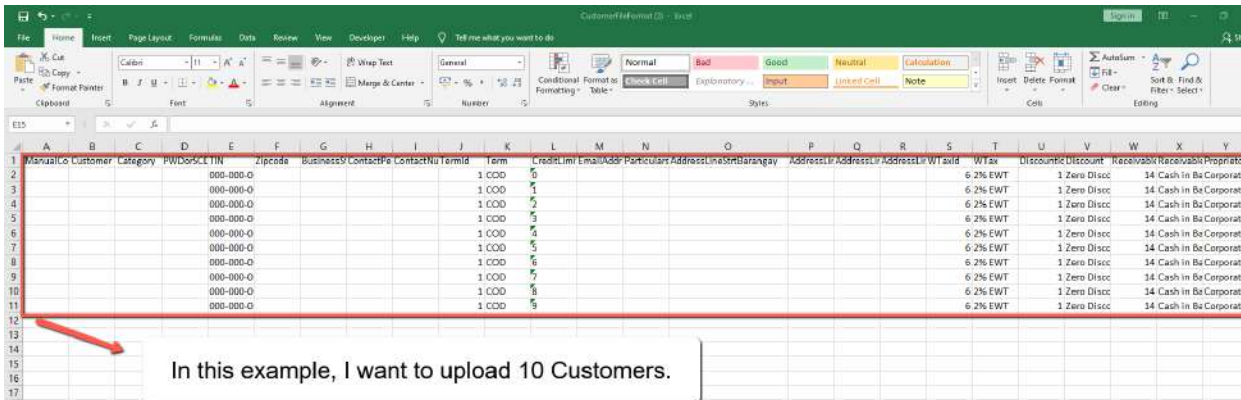


5. As you can see on the file, it has sample data where you can see the following columns (all in all, there are 29 columns):
 - o ManualCode

- Customer
- Category
- PWDorSCDNo
- TIN
- Zipcode
- BusinessStyle
- ContactPerson
- ContactNumber
- TermId
- Term
- CreditLimit
- EmailAddress
- Particulars
- AddressLineStrtBarangay
- AddressLineCity
- AddressLineProvince
- AddressLineRegion
- WTaxId
- WTax
- DiscountId
- Discount
- ReceivableAccountId
- ReceivablePayableAccount
- Proprietorship
- LastName
- FirstName
- MiddleName
- TINBranchCode

6. If you have multiple Customers to be uploaded, we suggest copying first the sample data then pasting on the next row until it reaches out on the number of

items to be uploaded. Take note, there is a limitation of the number of Customers to be uploaded. Better read the **“Best Practices”** section first.



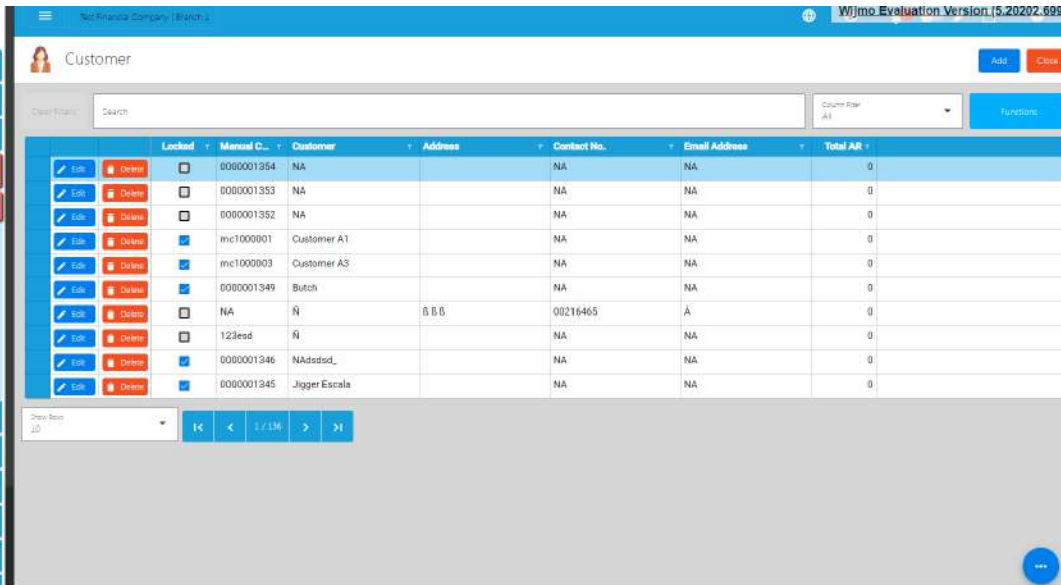
7. Next, provide a correct value for each column especially on the following column(s):

- **Take note:** Highlighted with ORANGE are the required column, otherwise put NA as value:
 - **Manual Code** → should be unique, alphanumeric and should not exceed 50 characters. **Example:** ABC0000001
 - **Customer** → should be unique, has no special characters and should not exceed 128 characters.
 - **Category** → alphanumeric, should have no special characters (if none, default to NA)
 - **PWDorSCDNo** → should have no special characters (if none, default to NA)
 - **TIN** → format should be 000-000-000
 - **Zipcode** → should be numeric
 - **BusinessStyle** → should have no special characters (if none, default to NA)
 - **ContactPerson** → should have no special characters (if none, default to NA)
 - **ContactNumber** → should have no special characters (if none, default to NA)

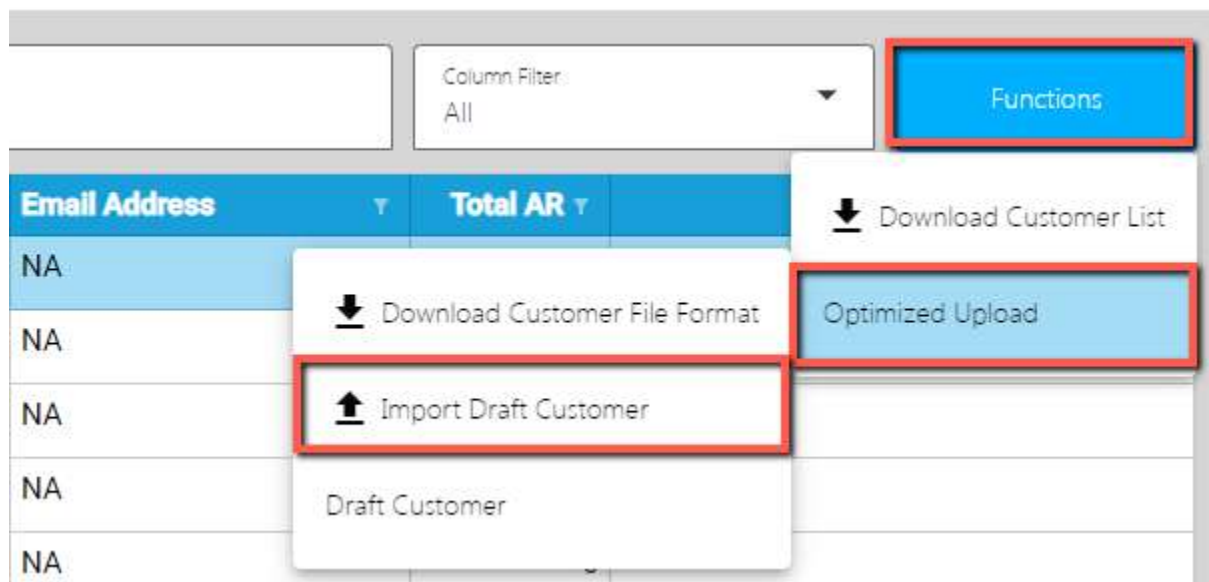
- **Term** → you can select a Term value from the dropdown. *Do not edit the TermId.*
- **CreditLimit** → should be numeric, (if none, default to 0)
- **EmailAddress** → should be valid email address, (if none, default to NA)
- **Particulars** → if none, default to NA
- **AddressLineStrtBarangay** → should have no special characters (if none, default to NA)
- **AddressLineCity** → should have no special characters (if none, default to NA)
- **AddressLineProvince** → should have no special characters (if none, default to NA)
- **AddressLineRegion** → should have no special characters (if none, default to NA)
- **WTax** → you can select a WTAX value from the dropdown. *Do not edit the WTaxId.*
- **Discount** → you can select a Discount value from the dropdown. *Do not edit the DiscountId.*
- **ReceivableAccount** → you can select an Account Receivable value from the dropdown. *Do not edit the ReceivableAccountId.*
- **Proprietorship** → just select Corporation or Individual
- **LastName** → should have no special characters (if none, default to NA)
- **FirstName** → should have no special characters (if none, default to NA)
- **MiddleName** → should have no special characters (if none, default to NA)
- **TINBranchCode** → should be numeric

8. Once okay, save the file.

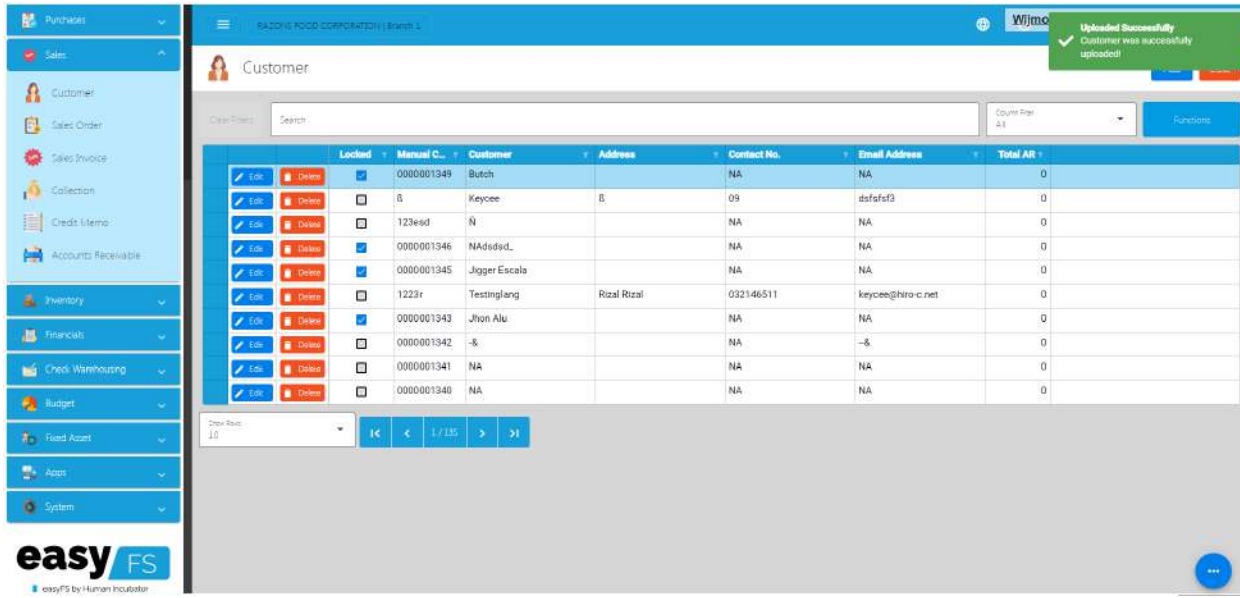
9. Go back to the system, then go to **Sales**, then select **Customer**.



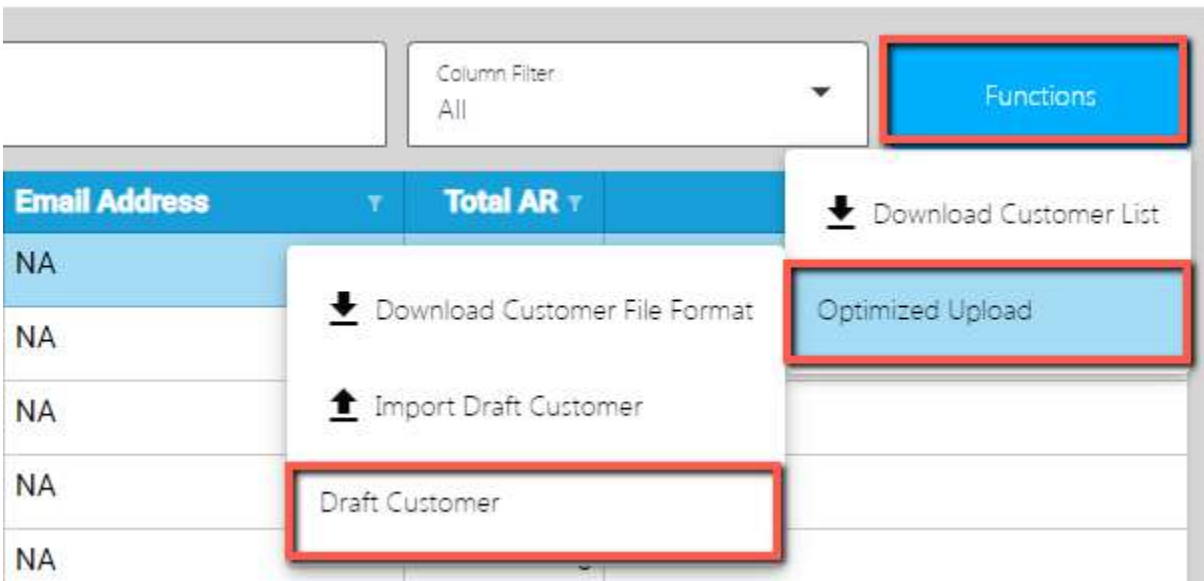
10. Click again the **Functions** button, then hover to **Optimized Upload**, then click **Import Draft Customer**.



11. Look for the Customer file format, then double click.
12. Wait until it will successfully be imported. At this stage, the Customer(s) is not yet added to the Customer list. Instead, it will be added on the **Draft Customer** list. Meaning, the Customer(s) being imported are subject for a review.



- To view the Customer(s) on the **Draft Customer**, click the Functions button, then hover to **Optimized Upload**, then click on the **Draft Customer**.



- Review if the Customer(s) being imported are added on the **Draft Customer** list.
- Once okay, click the **Validate** button. This is to validate first the Customer detail if everything is correct before it can be posted. Please refer to the following validation status:

- **No ManualCode provided** → means that ManualCode column has no value.
- **ManualCode already exists.** → means that ManualCode column value exists on the Customer list.
- **No Particulars provided** → means that Particulars column has no value.
- **No Customer provided** → means that the Customer column has no value.
- **Invalid TIN Format** → means that the TIN column has an invalid format. Format should be: 000-000-000.
- **No TIN provided** → means that the TIN column has no value.
- **No ZipCode provided** → means that the ZipCode column has no value.
- **No BusinessStyle provided** → means that the BusinessStyle column has no value.
- **No PWDorSCDNo provided** → means that the PWDorSCDNo column has no value.
- **No ContactPerson provided** → means that the ContactPerson column has no value.
- **No ContactNumber provided** → means that the ContactNumber column has no value.
- **No Category provided** → means that the Category column has no value.
- **No CreditLimit provided** → means that the CreditLimit column has no value.
- **No EmailAddress provided** → means that the EmailAddress column has no value.
- **Invalid EmailAddress** → means that the provided email address is not in the format of email.
- **No AddressLineStrtBarangay provided** → means that the AddressLineStrtBarangay column has no value.
- **No AddressLineCity provided** → means that the AddressLineCity column has no value.
- **No AddressLineProvince provided** → means that the AddressLineProvince column has no value.

- **No AddressLineRegion provided** → means that the AddressLineRegion column has no value.
 - **No Proprietorship provided** → means that the Proprietorship column has no value.
 - **InvalidProprietorship** → means that the Proprietorship is not equal to Individual OR Corporation.
 - **No LastName provided** → means that the LastName column has no value.
 - **No FirstName provided** → means that the FirstName column has no value.
 - **No MiddleName provided** → means that the MiddleName column has no value.
 - **No TINBranchCode provided** → means that the TINBranchCode column has no value.
 - **Customer already exists** → means that Customer column value exists on the Customer list.
 - **ReceivableAccountId not found** → means that the ReceivableAccountId column value does not exist on the database.
 - **DiscountId not found** → means that the DiscountId column value does not exist on the database.
 - **TermId not found** → means that the TermId column value does not exist on the database.
 - **WTAXId not found** → means that the WTAXId column value does not exist on the database.
16. Once validation is okay, it will update the ValidationStatus. Read the validationStatus on what issues are being found. To correct the Customer detail, double click on the column where it has an issue then enter a valid value, then press Enter. After that, validate again by clicking the **Validate** button.

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Draft Customer

Post Confirm

ValidationStatus	ManualCode	Particulars	Customer	TIN	ZipCode	BusinessStyle	PWDiscDNo	ContactPers...	ContactNo...	Category	Discount
	mc1000001	NA	Customer A1	000-000-000	1234	TRADING	NA	NA	NA	NA	1.2
	mc1000002	NA	Customer A2	000-000-001	1234	TRADING	NA	NA	NA	NA	1.2
	mc1000003	NA	Customer A3	000-000-002	1234	TRADING	NA	NA	NA	NA	1.2
	mc1000004	NA	Customer A4	000-000-003	1234	TRADING	NA	NA	NA	NA	1.2

100 Rec. 10

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easy FS

Wjmo Evaluation Version (5.20202.999)

Wjmo Evaluation Version (5.20202.999)

Draft Customer

Post Confirm

ValidationStatus	ManualCode	Particulars	Customer	TIN	ZipCode	BusinessStyle	PWDiscDNo	ContactPers...	ContactNo...	Category	Discount
VALIDATED	mc1000001	NA	Customer A1	000-000-000	1234	TRADING	NA	NA	NA	NA	1.2
VALIDATED	mc1000002	NA	Customer A2	000-000-001	1234	TRADING	NA	NA	NA	NA	1.2
VALIDATED	mc1000003	NA	Customer A3	000-000-002	1234	TRADING	NA	NA	NA	NA	1.2
VALIDATED	mc1000004	NA	Customer A4	000-000-003	1234	TRADING	NA	NA	NA	NA	1.2

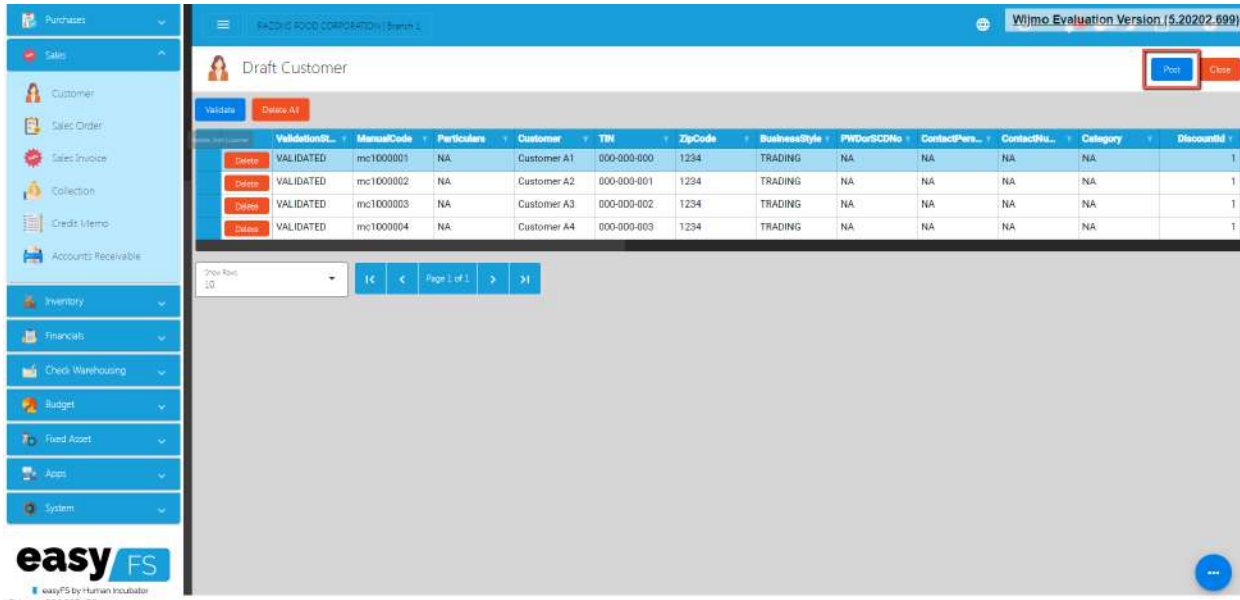
100 Rec. 20

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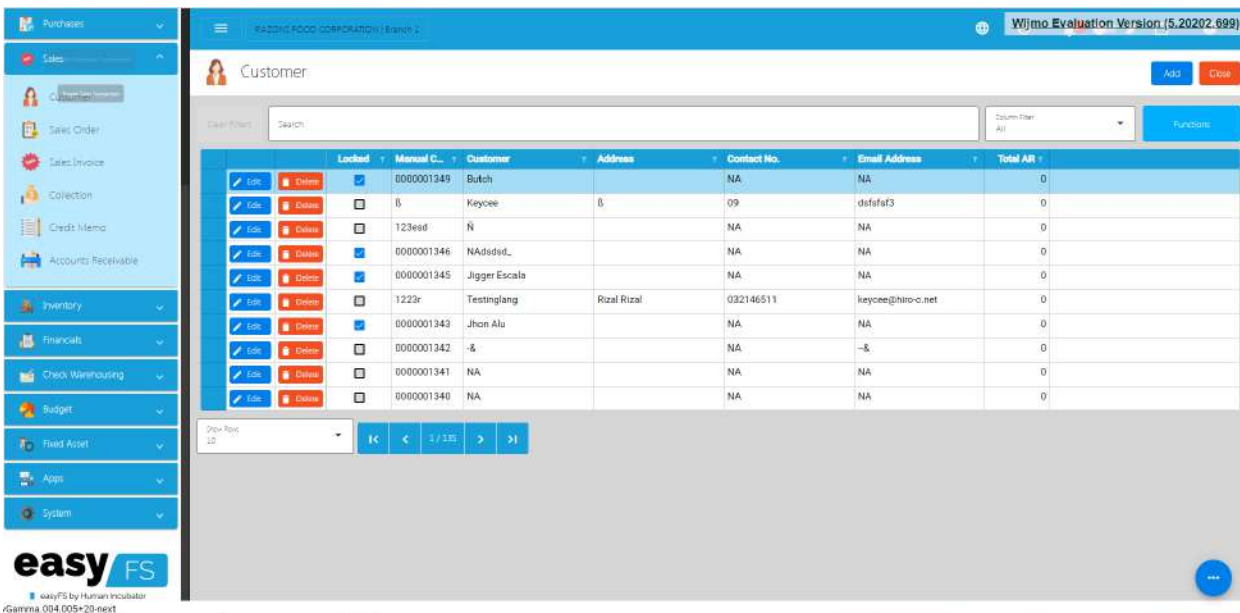
easy FS

Wjmo Evaluation Version (5.20202.999)

- Once everything is okay (**ValidationStatus** is equal to **Validated**), click the Post button. A confirmation message will display, click the **Confirm** button. This will now add the validated Customer(s) on the Customer list.



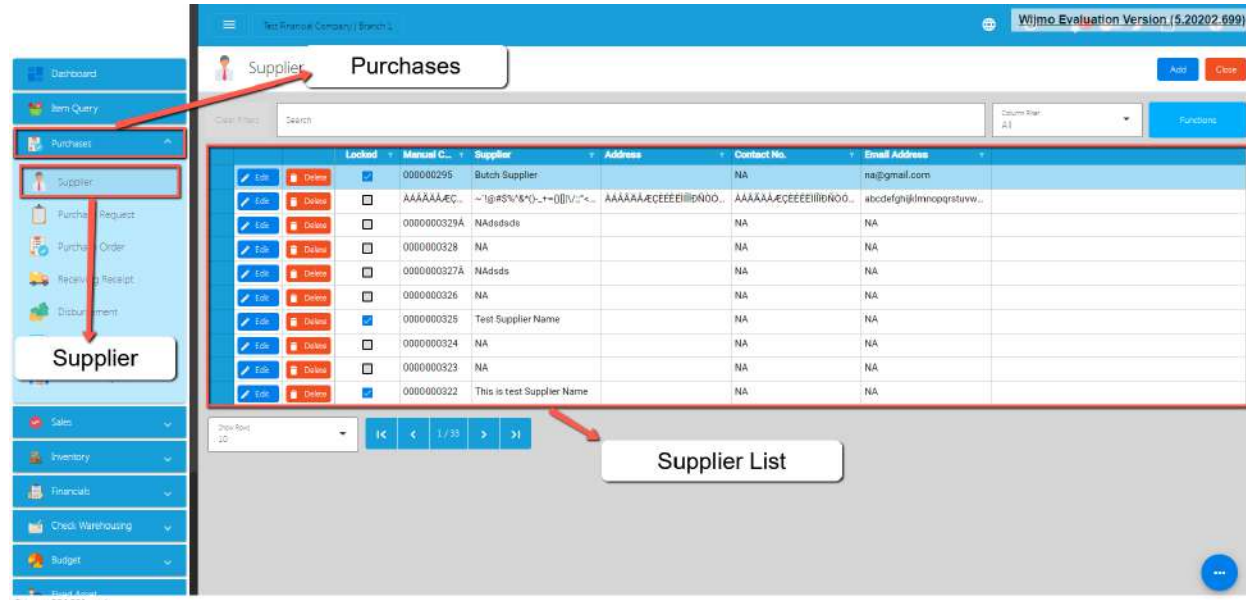
17. To check if the Customer(s) are added on the Item list, click the Close button then look for the Customer on the Customer List.



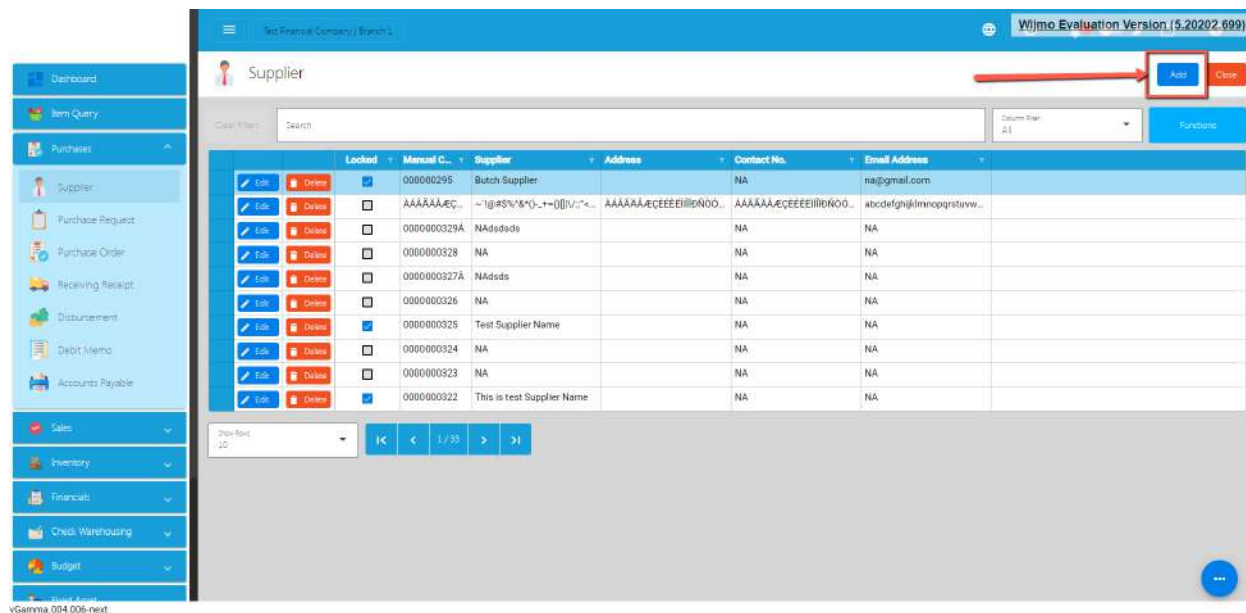
4.1.3 Supplier

4.1.3.1 Add Supplier Manually

1. Go to **Purchases** then click **Supplier**.



2. To add a new Supplier, click the **Add** button that can be seen on the Supplier List.



3. Fill all the important fields for Supplier Detail like:

- a. **Note:** *Highlighted with Orange are required fields. If there is no value, just put NA. In addition, do not provide special characters like ~ ` ! @ # \$ % ^ & * () - _ + = { } [] | \ / : ; " ' < > , . ? .*
 - **Supplier** (Name of the Supplier)
 - **Contact Person**

- **Contact Number**
- **Email Address**
- **Proprietorship**
- **First Name**
- **Middle Name**
- **Last Name**
- **TIN**
- **TIN Branch Code**
- **Address lines (Street Barangay, City, Province, Region, Zip Code)**
- **Category**
- **Business Style**
- **WTAX**

The screenshot shows the 'Supplier Detail' form in Wjimo. The form is titled 'Ced Supplier' and contains the following fields:

- Virtual Code: 0000000332
- Customer: Ced Supplier
- Payable Account Code: 02.01.101
- Particular: NA
- Contact Person: NA
- Email Address: NA
- Category: NA
- TIN: 123-456-789
- TIN Branch Code: NA
- Street: Nacional
- Barangay: Muzambal
- City: Ozamiz
- Province: Misamis Occidental
- Region: XI
- Zip Code: 7000
- Business Style: TRADING
- WTAX: 2% EWT

Buttons: Save, Lock, Update, Close

4. After filling up the important fields, click **Save** then **Lock** buttons.

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Supplier Detail

Encode NA or NULL if you don't have any value.

Save Lock Cancel Close

Ced Supplier

0000000332

Manual Code 0000000332	Category NA	Proprietorship Corporation
Supplier Ced Supplier	TIN 123-456-789	TIN Branch Code NA
Payable Account Code 00.01.101	Payable Account Accounts Payable	Street Name Nacional
Particulars NA	Province MigamoOccidental	City Ozamis
Contact Person NA	Contact Number NA	Region X
Company Code 7200	Business Type TRADING	
WHTA 2% EWT		
Send Email <input type="checkbox"/>		

Transaction History

Document Number | Date | Amount

Show Rows: 10

Page 1 of 0

4.1.3.2 Add Supplier Via Import Function

1. Go to **Purchases**, then select **Supplier**.

Wijmo Evaluation Version (5.20202.699)

Supplier Purchases

Functions button

Search

Columns: 21

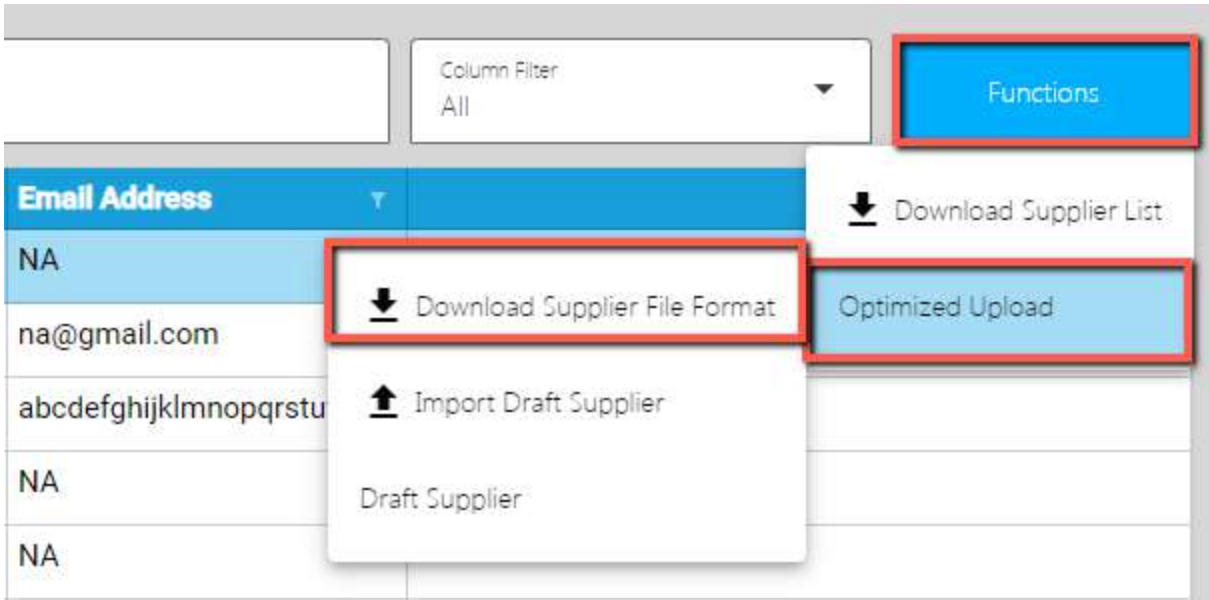
Functions

Locked	Manual C...	Supplier	Address	Contact No.	Email Address
<input type="checkbox"/>	0000000332	NA		NA	NA
<input checked="" type="checkbox"/>	000000295	Butch Supplier		NA	na@gmail.com
<input type="checkbox"/>	AAAAAA&C...	--1@*%\$%'&()*_+0[]\ /;<...>	AAAAAA&CEEEEEIIIBNOO...	AAAAAA&CEEEEEIIIBNOO...	abodefghijklmnopqrstuvw...
<input type="checkbox"/>	0000000329A	NAAddssds		NA	NA
<input type="checkbox"/>	0000000328	NA		NA	NA
<input type="checkbox"/>	0000000327A	NAAddssds		NA	NA
<input type="checkbox"/>	0000000326	NA		NA	NA
<input checked="" type="checkbox"/>	0000000325	Test Supplier Name		NA	NA
<input type="checkbox"/>	0000000324	NA		NA	NA
<input type="checkbox"/>	0000000323	NA		NA	NA

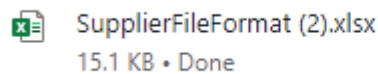
Show Rows: 10

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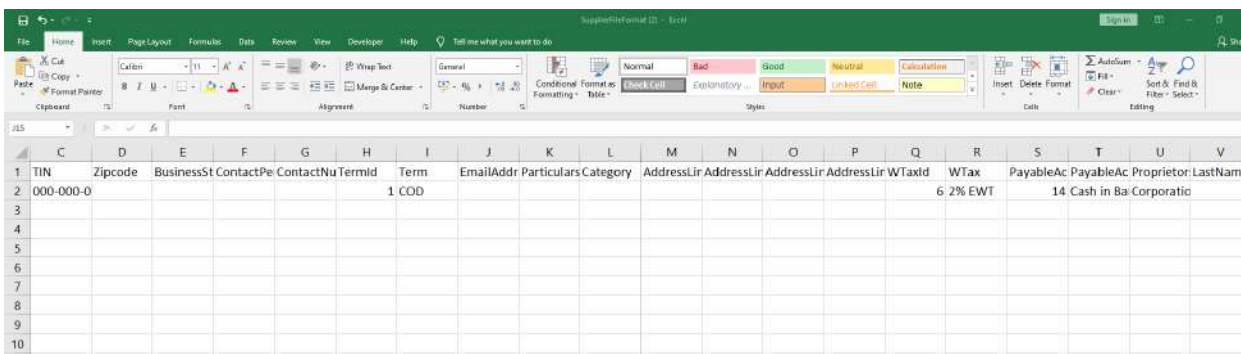
2. Click the **Functions** button, then click **Optimized Upload**, and click **Download Supplier File Format**.



3. An excel file is automatically downloaded for the **Supplier File Format**. As your indicator, the file is named **SupplierFileFormat**.



4. Open the file. The file is used if you want to import multiple Suppliers in our system. Just keep in mind, we advise with a maximum of **300** Suppliers per upload.



5. As you can see on the file, it has sample data where you can see the following columns (all in all, there are 25 columns):
 - o ManualCode

- Supplier
- TIN
- Zipcode
- BusinessStyle
- ContactPerson
- ContactNumber
- TermId
- Term
- EmailAddress
- Particulars
- Category
- AddressLineStrtBarangay
- AddressLineCity
- AddressLineProvince
- AddressLineRegion
- WTaxId
- WTax
- PayableAccountId
- PayableAccount
- Proprietorship
- LastName
- FirstName
- MiddleName
- TINBranchCode

6. If you have multiple Suppliers to be uploaded, we suggest copying first the sample data then pasting on the next row until it reaches out on the number of items to be uploaded. Take note, there is a limitation of the number of Suppliers to be uploaded. Better read the **“Best Practices”** section first.

ManualCo	Supplier	TIN	Zipcode	BusinessSt	ContactPe	ContactNu	TermId	Term	EmailAddr	Particulars	Category	AddressLir	AddressLir	AddressLir	AddressLir	WTaxid	WTax	PayableAc	PayableAc
000-000-0							1	COD								6	2% EWT	14	Cash in Ba
000-000-0							1	COD								6	2% EWT	14	Cash in Ba
000-000-0							1	COD								6	2% EWT	14	Cash in Ba
000-000-0							1	COD								6	2% EWT	14	Cash in Ba
000-000-0							1	COD								6	2% EWT	14	Cash in Ba
000-000-0							1	COD								6	2% EWT	14	Cash in Ba
000-000-0							1	COD								6	2% EWT	14	Cash in Ba
000-000-0							1	COD								6	2% EWT	14	Cash in Ba
000-000-0							1	COD								6	2% EWT	14	Cash in Ba
000-000-0							1	COD								6	2% EWT	14	Cash in Ba
000-000-0							1	COD								6	2% EWT	14	Cash in Ba

In this example, I want to upload 10 Suppliers.

7. Next, provide a correct value for each column especially on the following column(s):

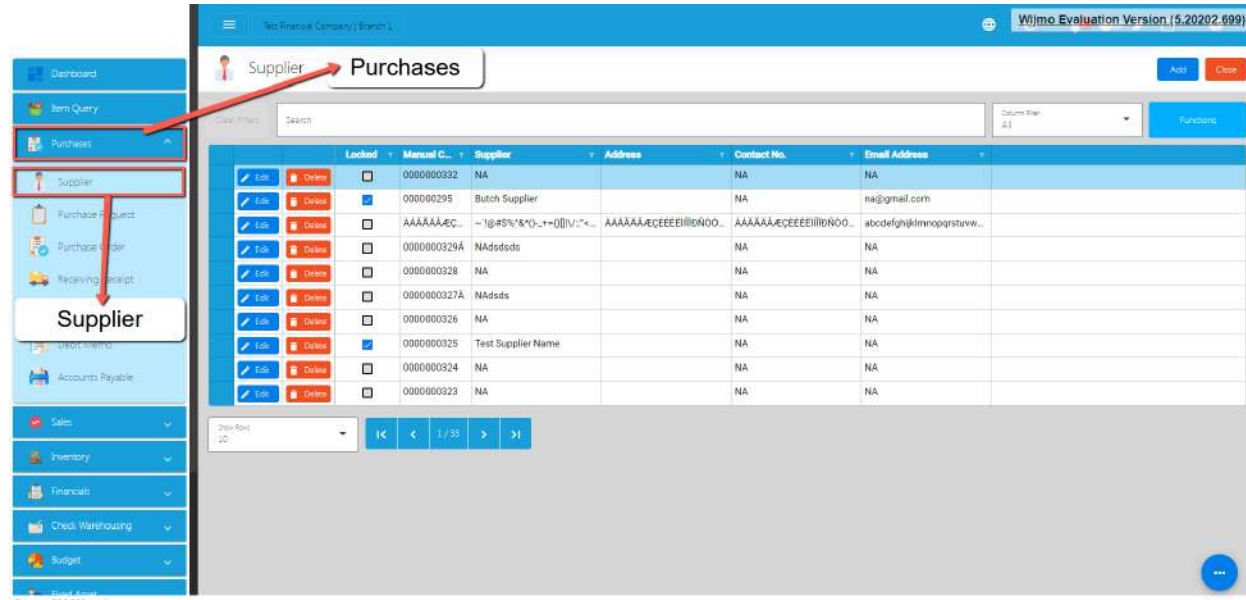
- **Take note:** Highlighted with ORANGE are the required column, otherwise put NA as value:
 - **Manual Code** → should be unique and has no special characters
 - **Supplier**
 - **Category**
 - **TIN** → format should be 000-000-000
 - **Zipcode** → should be numeric
 - **BusinessStyle** → should have no special characters (if none, default to NA)
 - **ContactPerson** → should have no special characters (if none, default to NA)
 - **ContactNumber** → should have no special characters (if none, default to NA)
 - **Term** → you can select a Term value from the dropdown. *Do not edit the TermId.*
 - **EmailAddress** → should be valid email address, (if none, default to NA)
 - **Particulars** → if none, default to NA
 - **AddressLineStrtBarangay** → should have no special characters (if none, default to NA)

- **AddressLineCity** → should have no special characters (if none, default to NA)
- **AddressLineProvince** → should have no special characters (if none, default to NA)
- **AddressLineRegion** → should have no special characters (if none, default to NA)
- **WTax** → you can select a WTAX value from the dropdown. *Do not edit the WTaxId.*
- **PayableAccount** → you can select an Account Receivable value from the dropdown. *Do not edit the PayableAccountId.*
- **Proprietorship** → just select **Corporation** or **Individual**
- **LastName** → if none, default to NA
- **FirstName** → if none, default to NA
- **MiddleName** → if none, default to NA
- **TINBranchCode** → should be numeric

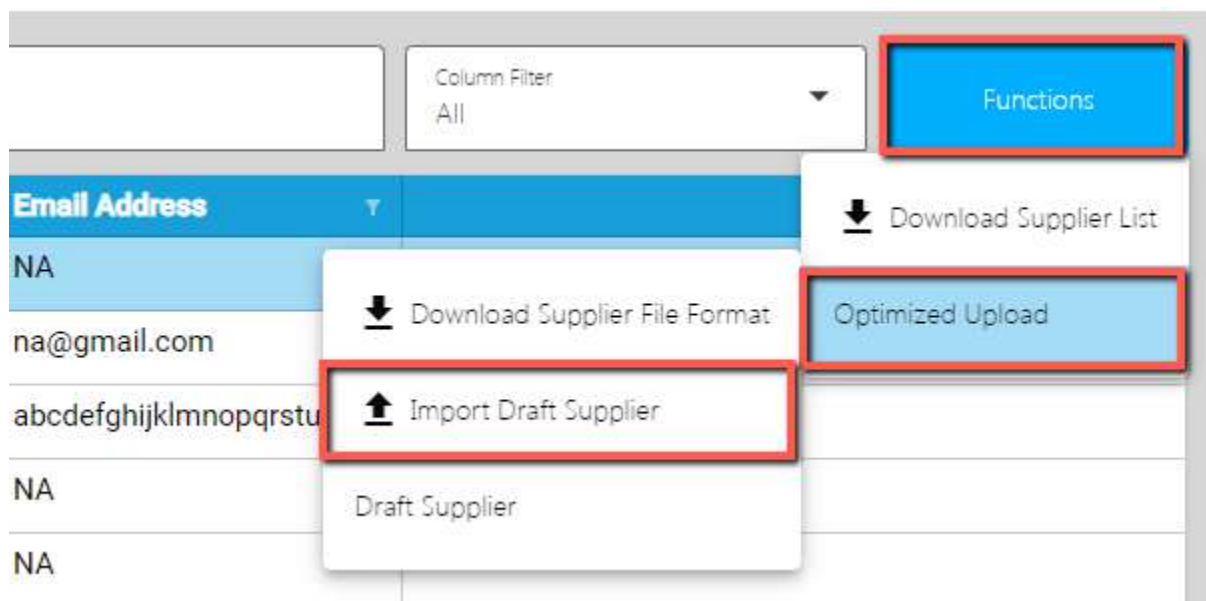
ManualCode	Supplier	TIN	Zipcode	BusinessStyle	ContactPerson	ContactNumber	Termid	Term	EmailAddress	Particulars	Category	AddressLineStrtBarangay	AddressLineCity	AddressLineProvince
10000001	Test Supplier 1	000-000-000	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
10000002	Test Supplier 2	000-000-001	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
10000003	Test Supplier 3	000-000-002	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
10000004	Test Supplier 4	000-000-003	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
10000005	Test Supplier 5	000-000-004	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
10000006	Test Supplier 6	000-000-005	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
10000007	Test Supplier 7	000-000-006	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
10000008	Test Supplier 8	000-000-007	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
10000009	Test Supplier 9	000-000-008	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
10000010	Test Supplier 10	000-000-009	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA

8. Once okay, save the file.

9. Go back to the system, then go to **Purchases**, then select **Supplier**.

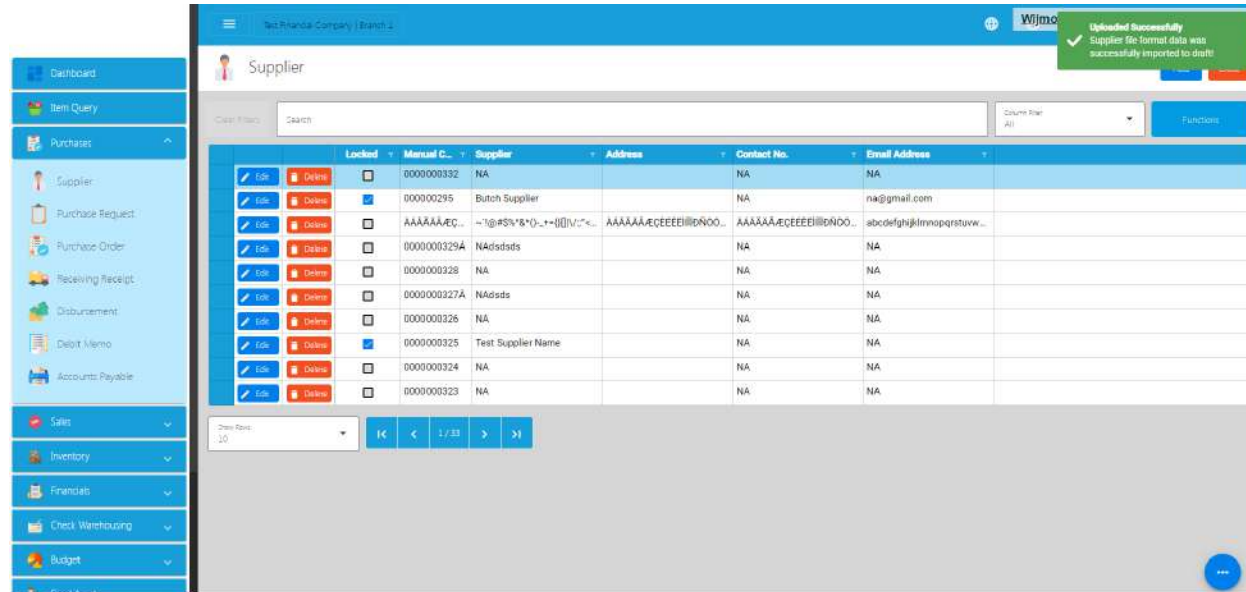


10. Click again the **Functions** button, then click **Optimized Upload**, and click **Import Draft Supplier**.

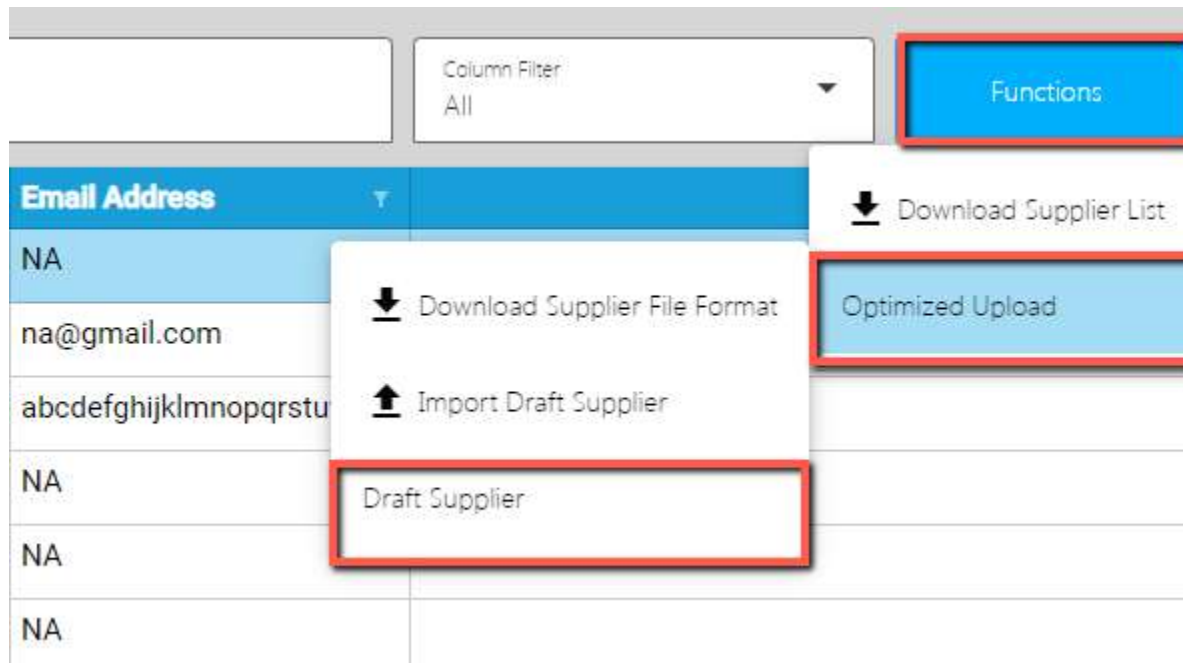


11. Look for the Supplier file format, then double click.

12. Wait until it will successfully be imported. At this stage, the Supplier(s) is not yet added to the Supplier list. Instead, it will be added on the **Draft Supplier List**. Meaning, the Supplier(s) being imported are subject for a review.



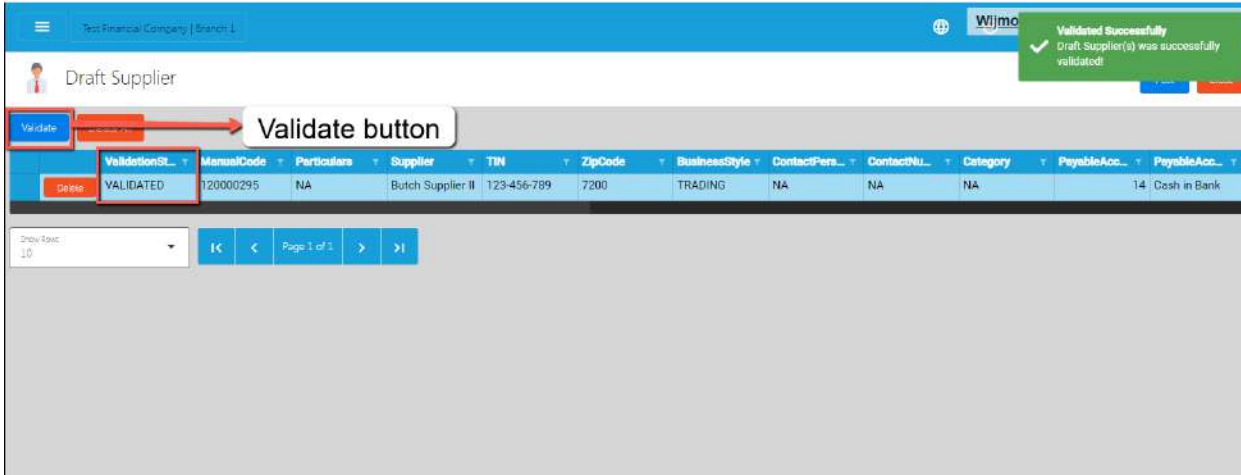
- To view the Supplier(s) on the **Draft Supplier**, click the Functions button, then click on the **Draft Supplier**.



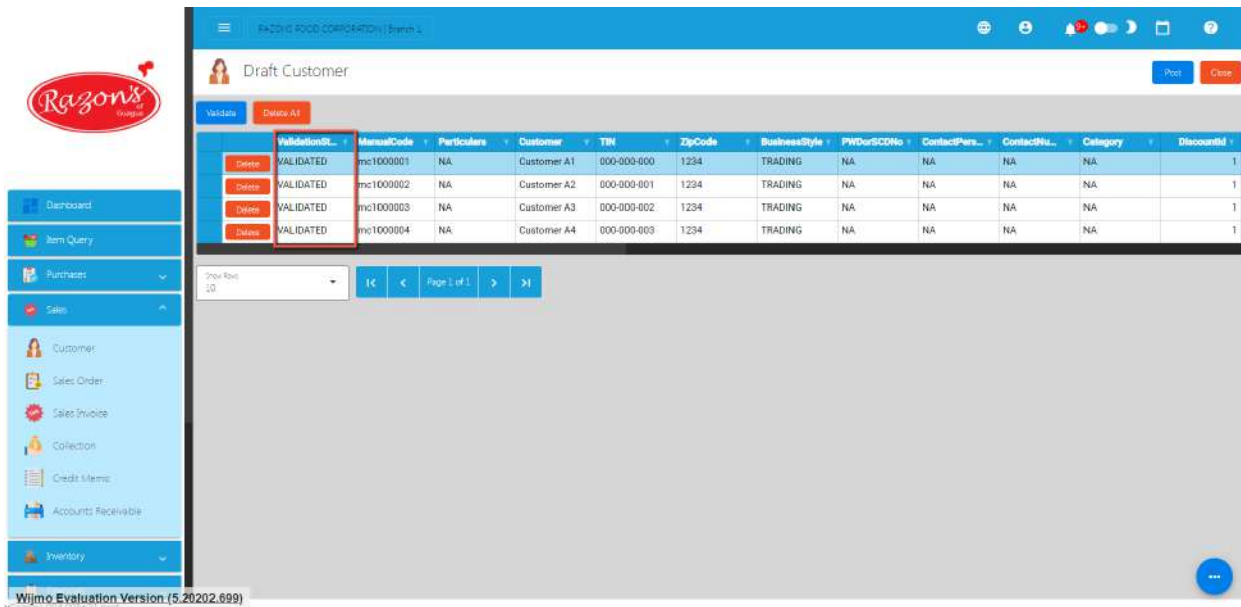
- Review if the Supplier(s) being imported are added on the **Draft Supplier** list.
- Once okay, click the **Validate** button. This is to validate first the Supplier detail if everything is correct before it can be posted. Please refer to the following validation status:

- **No ManualCode provided** → means that ManualCode column has no value.
- **ManualCode already exists.** → means that ManualCode column value exists on the Supplier list.
- **No Particulars provided** → means that Particulars column has no value.
- **No Supplier provided** → means that the Supplier column has no value.
- **Invalid TIN Format** → means that the TIN column has an invalid format. Format should be: 000-000-000.
- **No TIN provided** → means that the TIN column has no value.
- **No ZipCode provided** → means that the ZipCode column has no value.
- **No BusinessStyle provided** → means that the BusinessStyle column has no value.
- **No ContactPerson provided** → means that the ContactPerson column has no value.
- **No ContactNumber provided** → means that the ContactNumber column has no value.
- **No Category provided** → means that the Category column has no value.
- **No CreditLimit provided** → means that the CreditLimit column has no value.
- **No EmailAddress provided** → means that the EmailAddress column has no value.
- **Invalid EmailAddress** → means that the provided email address is not in the format of email.
- **No AddressLineStrtBarangay provided** → means that the AddressLineStrtBarangay column has no value.
- **No AddressLineCity provided** → means that the AddressLineCity column has no value.
- **No AddressLineProvince provided** → means that the AddressLineProvince column has no value.
- **No AddressLineRegion provided** → means that the AddressLineRegion column has no value.

- **No Proprietorship provided** → means that the Proprietorship column has no value.
 - **InvalidProprietorship** → means that the Proprietorship is not equal to Individual OR Corporation.
 - **No LastName provided** → means that the LastName column has no value.
 - **No FirstName provided** → means that the FirstName column has no value.
 - **No MiddleName provided** → means that the MiddleName column has no value.
 - **No TINBranchCode provided** → means that the TINBranchCode column has no value.
 - **Supplier already exists** → means that Supplier column value exists on the Supplier list.
 - **PayableAccountId not found** → means that the PayableAccountId column value does not exist on the database.
 - **TermId not found** → means that the TermId column value does not exist on the database.
 - **WTAXId not found** → means that the WTAXId column value does not exist on the database.
16. Once validation is okay, it will update the **ValidationStatus**. Read the **validationStatus** on what issues are being found. To correct the Supplier detail, double click on the column where it has an issue then enter a valid value, then press Enter. After that, validate again by clicking the **Validate** button.



17. Once everything is okay (**ValidationStatus** is equal to **Validated**), click the Post button. A confirmation message will display, click the **Confirm** button. This will now add the validated Supplier(s) on the Supplier list.



18. To check if the Supplier(s) are added on the Item list, click the Close button then look for the Supplier on the Supplier List.

Supplier Add Close

Deal Filter: Column Filter: All Functions

	Locked	Manual C...	Supplier	Address	Contact No.	Email Address
		<input checked="" type="checkbox"/>	120000295 Butch Supplier II		NA	na@gmail.com
		<input type="checkbox"/>	000000332 NA		NA	NA
		<input checked="" type="checkbox"/>	000000295 Butch Supplier		NA	na@gmail.com
		<input type="checkbox"/>	AAAAAA/EQ... ~!@#\$%^&*()_+={} V~<... AAAAAA/ECEEEIIBN00... AAAAAA/ECEEEIIBN00...			abcdefghijklmnopqrstuvw...
		<input type="checkbox"/>	000000329A NAdsdads		NA	NA
		<input type="checkbox"/>	000000328 NA		NA	NA
		<input type="checkbox"/>	000000327A NAdsdads		NA	NA
		<input type="checkbox"/>	000000326 NA		NA	NA
		<input checked="" type="checkbox"/>	000000325 Test Supplier Name		NA	NA
		<input type="checkbox"/>	000000324 NA		NA	NA

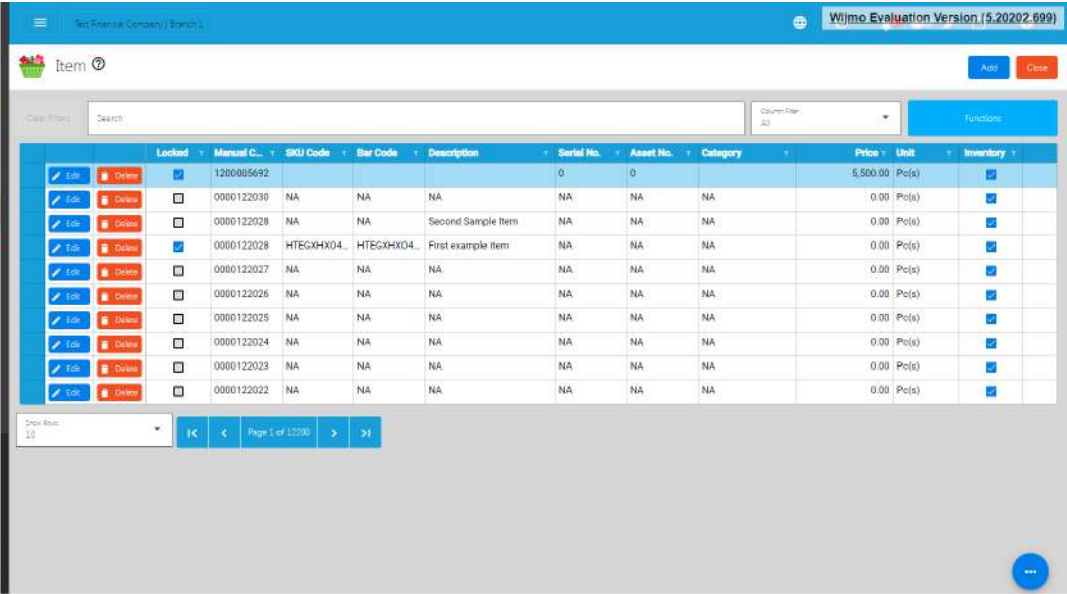
4.2 Update Master Files

I'll walk you through the process of bulk updating master files, including Items, Suppliers, and Customers. There are two methods for bulk updates: performing updates in bulk or opting for manual updates.

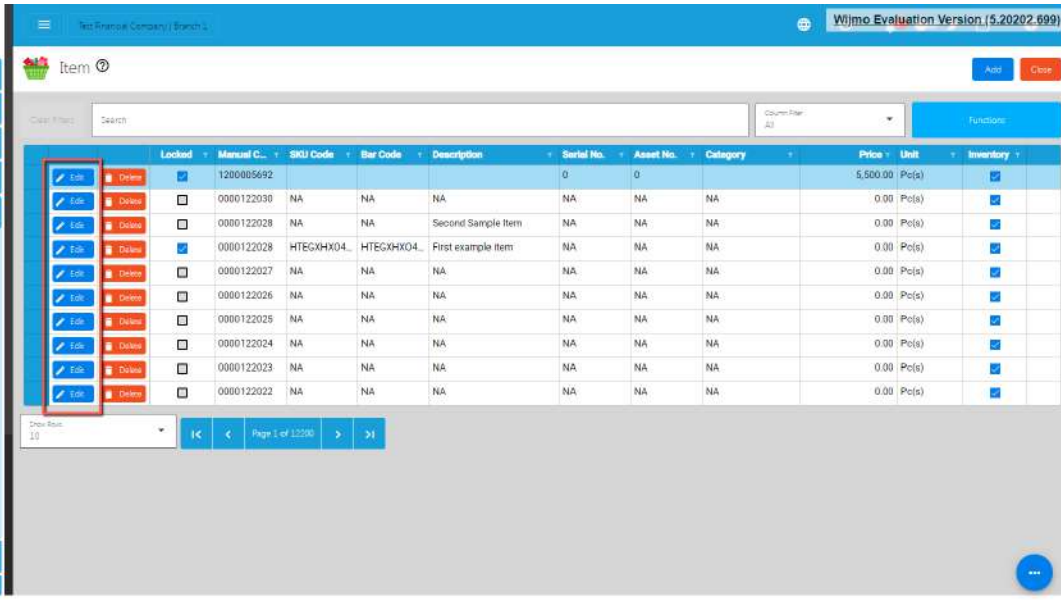
4.2.1 Item

4.2.1.1 Manual Update Item Detail

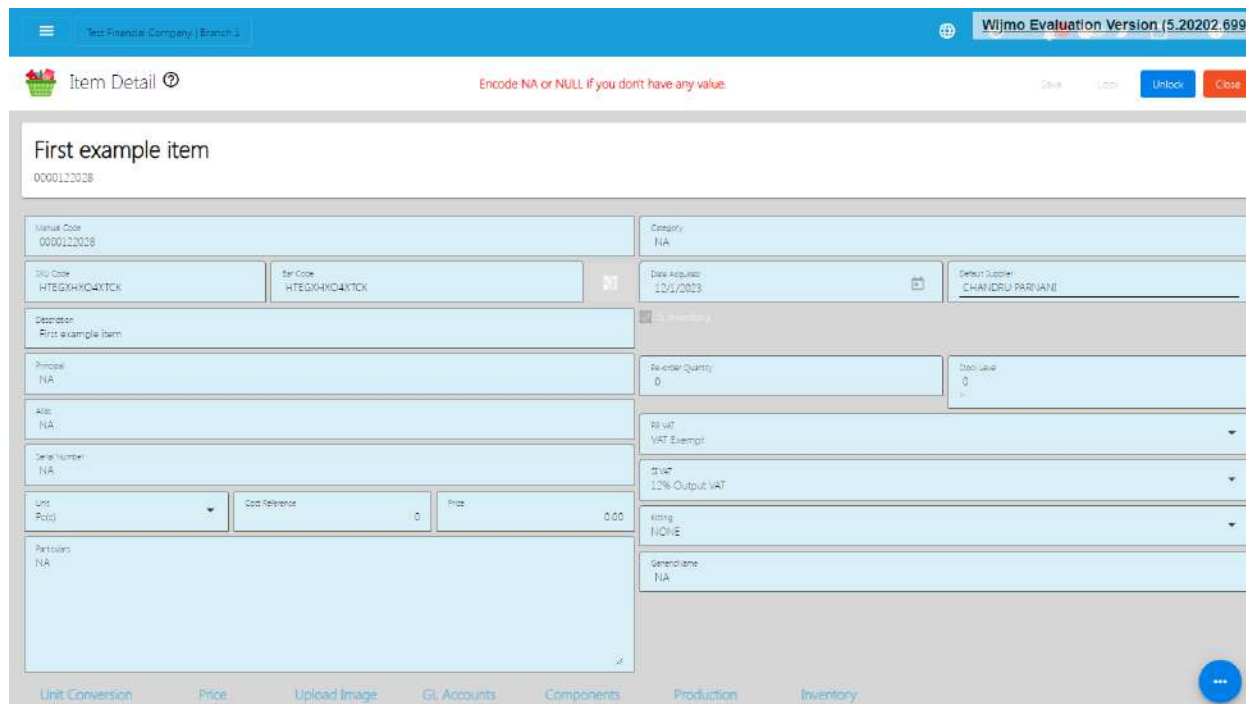
1. Go to **Inventory**, then click **Item**.



2. On the Item list page, click the **Edit** button.



3. You will be routed to the Item Detail page.



4. If your item is locked, click the **Unlock** button found on the top right part of the Item Detail page.

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Item Detail Encode NA or NULL if you don't have any value. Unlock Close

First example item

0000122028

Manual Code 0000122028	Category NA		
SKU Code HTEGKHYO4YTCK	Bin Code HTEGKHYO4YTCK	Date Acquired 12/1/2023	Default Supplier CHANDRU PARIANI
Description First example item		Inventory	
Bincode NA	Re-order Quantity 0	Stock Level 0	
Alias NA	Fit Vat VAT Exempt		
Serial Number NA	IIVAT 12% Output VAT		
Unit Pcs	Cost Reference 0	Price 0.00	Item NONE
Particulars NA		General Name NA	

Unit Conversion Price Upload Image GL Accounts Components Production Inventory

5. Once unlocked, you can now change the Item field values that you want to. Just make sure not to provide special characters like: `~ ` ! @ # $ % ^ & * () - _ + = { } [] | \ / : ; " ' < > , . ?` and should not exceed the character limit of 128 to prevent errors.

Test Financial Company | Branch 1 Wijmo Evaluation Version (5.20202.699)

Item Detail Encode NA or NULL if you don't have any value. Save Lock Unlock Close

First example item

0000122028

Manual Code 0000122028	Category NA		
SKU Code HTEGKHYO4YTCK	Bin Code HTEGKHYO4YTCK	Date Acquired 12/1/2023	Default Supplier CHANDRU PARIANI
Description First example item		Inventory	
Bincode NA	Re-order Quantity 0	Stock Level 0	
Alias NA	Fit Vat VAT Exempt		
Serial Number NA	IIVAT 12% Output VAT		
Unit Pcs	Cost Reference 0	Price 0.00	Item NONE
Particulars NA		General Name NA	

Unit Conversion Price Upload Image GL Accounts Components Production Inventory

6. If everything is okay, just click **Save** then **Lock**.

Test Financial Company | Branch L Wijmo Evaluation Version (5.20202.699)

Item Detail Encode NA or NULL if you don't have any value. Save Lock Undo Close

First example item

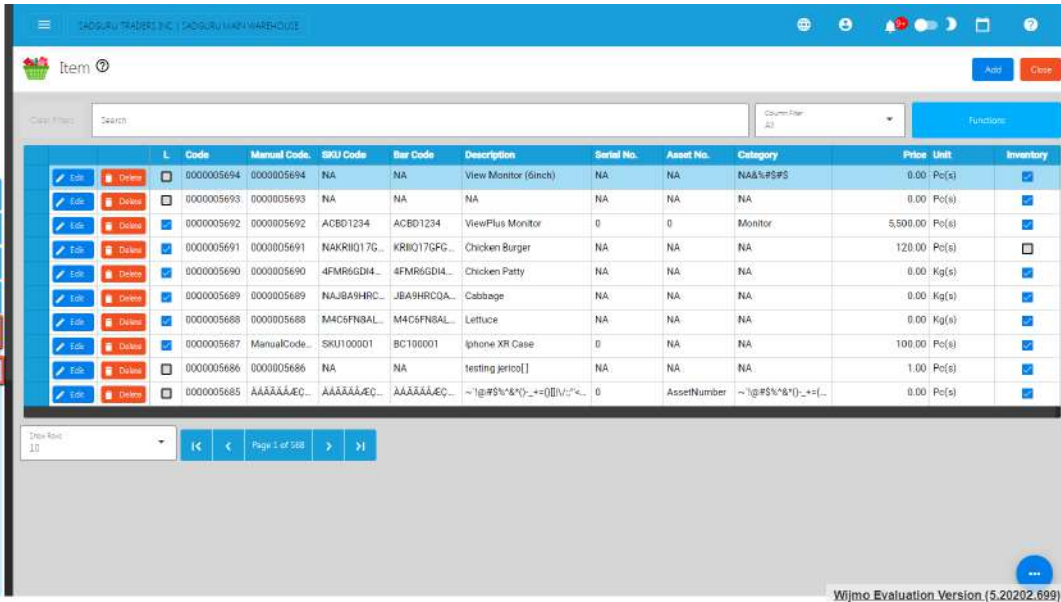
0000123028

Manual Code 0000123028	Category N/A		
SKU Code HTESG4H04YTK	Str Code HTESG4H04YTK	Date Acquired 12/1/2025	Debit Order CHANDRU PARVATHI
Description First example item	Reorder Quantity 0	Stock Level 0	
Brand N/A	IS VAT VAT Exempt		
Alias N/A	IS Unit 12% Output VAT		
Serial Number N/A	Filtering NONE		
Unit Pcs	Cost Reference 0	Price 0.00	Generate N/A
Particulars N/A			

Unit Conversion Price Upload Image GL Accounts Components Production Inventory

4.2.1.2 Update Item Detail in Bulk

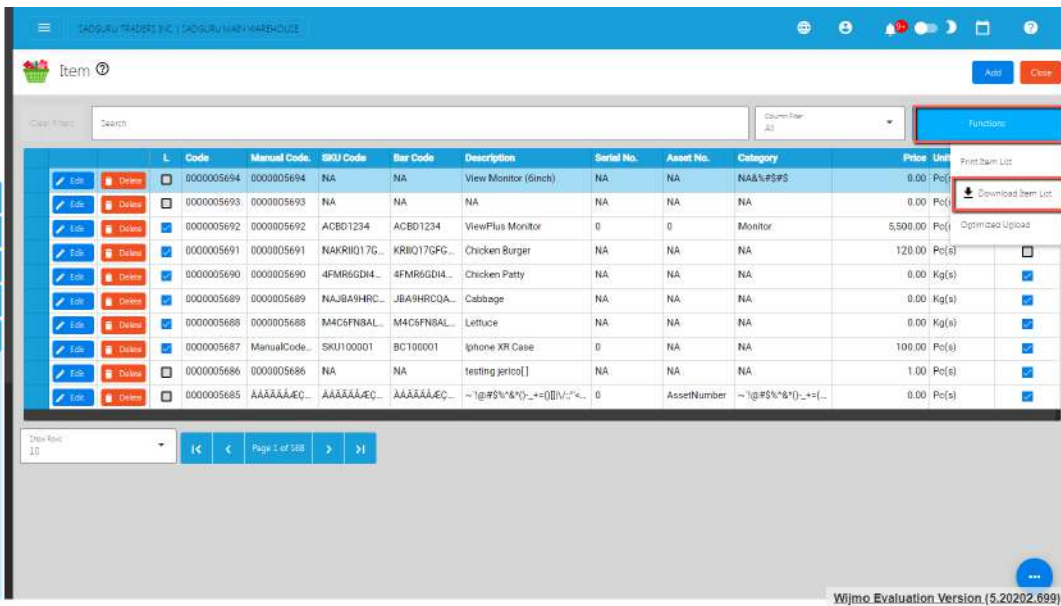
1. Go to **Inventory**, then click **Item**.



The screenshot shows the S.T.I. Inventory Item list page. The 'Functions' button is highlighted in the top right corner. The table below lists various items with their respective codes, descriptions, and prices.

L	Code	Manual Code	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
	000005694	000005694	NA	NA	View Monitor (6inch)	NA	NA	NAA%P5P5	0.00	Pc(s)	
	000005693	000005693	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	
	000005692	000005692	ACED1234	ACED1234	ViewPlus Monitor	0	0	Monitor	5,500.00	Pc(s)	
	000005691	000005691	NAKRII017G	KRII017GFC	Chicken Burger	NA	NA	NA	120.00	Pc(s)	
	000005690	000005690	4FMR6GD4	4FMR6GD4	Chicken Patty	NA	NA	NA	0.00	Kg(s)	
	000005689	000005689	NAJBA9HRC	JBA9HRCDA	Cabbage	NA	NA	NA	0.00	Kg(s)	
	000005688	000005688	M4C6FN8AL	M4C6FN8AL	Lettuce	NA	NA	NA	0.00	Kg(s)	
	000005687	ManualCode	SKU100001	BC100001	Iphone XR Case	0	NA	NA	100.00	Pc(s)	
	000005686	000005686	NA	NA	testing jertool	NA	NA	NA	1.00	Pc(s)	
	000005685	AAAAAAAEQ	AAAAAAAEQ	AAAAAAAEQ	~[a#%&*)_+=[\]^`~<	0	AssetNumber	~[a#%&*)_+=[\]^`~<	0.00	Pc(s)	

2. On the Item list page, click the **Functions** button, then click **Download Item List**. Item List will be used as a template for bulk updating Item detail.



The screenshot shows the S.T.I. Inventory Item list page. The 'Functions' button is highlighted, and the 'Download Item List' option is selected in the dropdown menu. The table below lists various items with their respective codes, descriptions, and prices.

L	Code	Manual Code	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
	000005694	000005694	NA	NA	View Monitor (6inch)	NA	NA	NAA%P5P5	0.00	Pc(s)	
	000005693	000005693	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	
	000005692	000005692	ACED1234	ACED1234	ViewPlus Monitor	0	0	Monitor	5,500.00	Pc(s)	
	000005691	000005691	NAKRII017G	KRII017GFC	Chicken Burger	NA	NA	NA	120.00	Pc(s)	
	000005690	000005690	4FMR6GD4	4FMR6GD4	Chicken Patty	NA	NA	NA	0.00	Kg(s)	
	000005689	000005689	NAJBA9HRC	JBA9HRCDA	Cabbage	NA	NA	NA	0.00	Kg(s)	
	000005688	000005688	M4C6FN8AL	M4C6FN8AL	Lettuce	NA	NA	NA	0.00	Kg(s)	
	000005687	ManualCode	SKU100001	BC100001	Iphone XR Case	0	NA	NA	100.00	Pc(s)	
	000005686	000005686	NA	NA	testing jertool	NA	NA	NA	1.00	Pc(s)	
	000005685	AAAAAAAEQ	AAAAAAAEQ	AAAAAAAEQ	~[a#%&*)_+=[\]^`~<	0	AssetNumber	~[a#%&*)_+=[\]^`~<	0.00	Pc(s)	

3. Once the download is complete, open the file. File name of the downloaded file is **File List**.

Id	Manual Code	Description	Unit	Category	Inventory	Locked	Price	Production Cost	Referral	RRAT	Mar	SVAT	Mar	VAT	Particulars	Alias	Generic Name	GL Account	Serial Num	Default	Sup	Principal
14853	00000056	ACBD1234 ACBD1234 ViewPlus B	Pc(s)	Monitor	TRUE	TRUE	5500	0	2678.571	001	VAT	002	NA	ViewPlus B	NA	GenericNa	00007	NA	00000000	NA	Principal	
14851	00000056	NAKR1Q17 KR1Q17 GF Chicken B	Pc(s)	NA	FALSE	TRUE	120	0	0	NONVAT	NONVAT	002	NA	Chicken B	NA	GenericNa	00014	NA	00000000	NA	Principal	
14850	00000056	4FMRGDD1 4FMRGDD1 Chicken Pa	Kg(s)	NA	TRUE	TRUE	0	0	150	NONVAT	NONVAT	002	NA	Chicken Pa	NA	GenericNa	000013	NA	00000000	NA	Principal	
14849	00000056	HABR8H8R 18ABR8H8R Cabbage	Kg(s)	NA	TRUE	TRUE	0	0	100	NONVAT	NONVAT	002	NA	Cabbage	NA	GenericNa	000013	NA	00000000	NA	Principal	
14848	00000056	HACF8H8R 18ACF8H8R Lettuce	Kg(s)	NA	TRUE	TRUE	0	0	100	NONVAT	NONVAT	002	NA	Lettuce	NA	GenericNa	000013	NA	00000000	NA	Principal	
14847	Manual Code	100001	Phone XR	Pc(s)	NA	TRUE	TRUE	100	0	0	001	001	4.1	Particulars Alias	GenericNa	00007	GenericName	Principal				
13887	12312312	12312312 Item 1	Pc(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars Alias	GenericNa	00007	GenericName	Principal					
13886	00000500	0000000500 Item 5	Pc(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars Alias	GenericNa	00007	GenericName	Principal					
13885	00000500	0000000500 Item 4	Pc(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars Alias	GenericNa	00007	GenericName	Principal					
13884	00000500	0000000500 Item 3	Pc(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars Alias	GenericNa	00007	GenericName	Principal					
13883	00000500	0000000500 Item 2	Pc(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars Alias	GenericNa	00007	GenericName	Principal					
13882	00000500	0000000500 Item 1	Pc(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars Alias	GenericNa	00007	GenericName	Principal					
13879	00000501	1000021-01 1000021-01 Macbo	Pc(s)	16" Macbo	TRUE	TRUE	0	0	0	NONVAT	NONVAT	002	NA	16" Macbo	NA	GenericNa	00007	NA	00000000	Apple Store	Principal	
13878	1000198	8910001 15" Laptop	Pc(s)	Laptop 15"	TRUE	TRUE	0	0	0	001	001	4.1	Particulars Alias	GenericNa	00007	GenericName	Principal					
13877	@@@	@@@ !!!	Pc(s)	!!!	TRUE	TRUE	0	0	0	001	001	4.1	Particulars Alias	GenericNa	00007	GenericName	Principal					
13874	00000056	NASASASSI NAWWWW NAWWWW	Pc(s)	NAS5555	TRUE	TRUE	0	0	0	NONVAT	NONVAT	002	NA	NAS5555	NA	GenericNa	00007	NAS5555	00000000	NAS5555	Principal	
13872	00000056	123PG8B0 123PG8B0 BAG	Pc(s)	NA	TRUE	TRUE	0	0	0	NONVAT	NONVAT	002	NA	BAG	NA	GenericNa	00007	NA	00000000	NA	Principal	
13871	00000056	89VW8U1 89VW8U1 Dong Ballj	Pc(s)	NA	TRUE	TRUE	5	0	10	NONVAT	VAT	002	NA	Dong Ballj	NA	GenericNa	00007	NA	00000000	NA	Principal	
13870	00000129	490162017 Nissan Cse	Pc(s)	FD Instan	TRUE	TRUE	215	0	108	001	VAT	002	NA	Nissan Cse	NA	GenericNa	00007	NA			Principal	
13869	00000129	490288145 Myojo Cha	Pc(s)	FD Instan	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	GenericNa	00007	NA			Principal	
13868	00000129	490194011 Tohato Cr	Pc(s)	FD Snacks	TRUE	TRUE	109	0	55	001	VAT	002	NA	Tohato Cr	NA	GenericNa	00007	NA			Principal	
13867	00000129	490194011 Tohato Cr	Pc(s)	FD Snacks	TRUE	TRUE	109	0	55	001	VAT	002	NA	Tohato Cr	NA	GenericNa	00007	NA			Principal	
13866	00000129	490133095 Calbee Sug	Pc(s)	FD Snacks	TRUE	TRUE	119	0	60	001	VAT	002	NA	Calbee Sug	NA	GenericNa	00007	NA			Principal	
13865	00000129	490136038 Bourbon A	Pc(s)	FD Jelly Gu	TRUE	TRUE	45	0	23	001	VAT	002	NA	Bourbon A	NA	GenericNa	00007	NA			Principal	
13864	00000129	490136038 Bourbon A	Pc(s)	FD Jelly Gu	TRUE	TRUE	45	0	23	001	VAT	002	NA	Bourbon A	NA	GenericNa	00007	NA			Principal	
13863	00000129	490136038 Bourbon A	Pc(s)	FD Jelly Gu	TRUE	TRUE	45	0	23	001	VAT	002	NA	Bourbon A	NA	GenericNa	00007	NA			Principal	
13862	00000129	457130931 Red Gum	Pc(s)	FD Jelly Gu	TRUE	TRUE	179	0	90	001	VAT	002	NA	Red Gum	NA	GenericNa	00007	NA			Principal	
13861	00000129	457130931 Blue Sapp	Pc(s)	FD Jelly Gu	TRUE	TRUE	179	0	90	001	VAT	002	NA	Blue Sapp	NA	GenericNa	00007	NA			Principal	
13860	00000129	490136038 Bourbon F	Pc(s)	FD Jelly Gu	TRUE	TRUE	99	0	50	001	VAT	002	NA	Bourbon F	NA	GenericNa	00007	NA			Principal	
13859	00000129	490288145 Myojo Cha	Pc(s)	FD Instan	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	GenericNa	00007	NA			Principal	
13858	00000129	490288145 Myojo Cha	Pc(s)	FD Instan	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	GenericNa	00007	NA			Principal	
13857	00000129	490288145 Myojo Cha	Pc(s)	FD Instan	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	GenericNa	00007	NA			Principal	
13856	00000129	490288145 Myojo Cha	Pc(s)	FD Instan	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	GenericNa	00007	NA			Principal	
13855	00000129	490288145 Myojo Cha	Pc(s)	FD Instan	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	GenericNa	00007	NA			Principal	

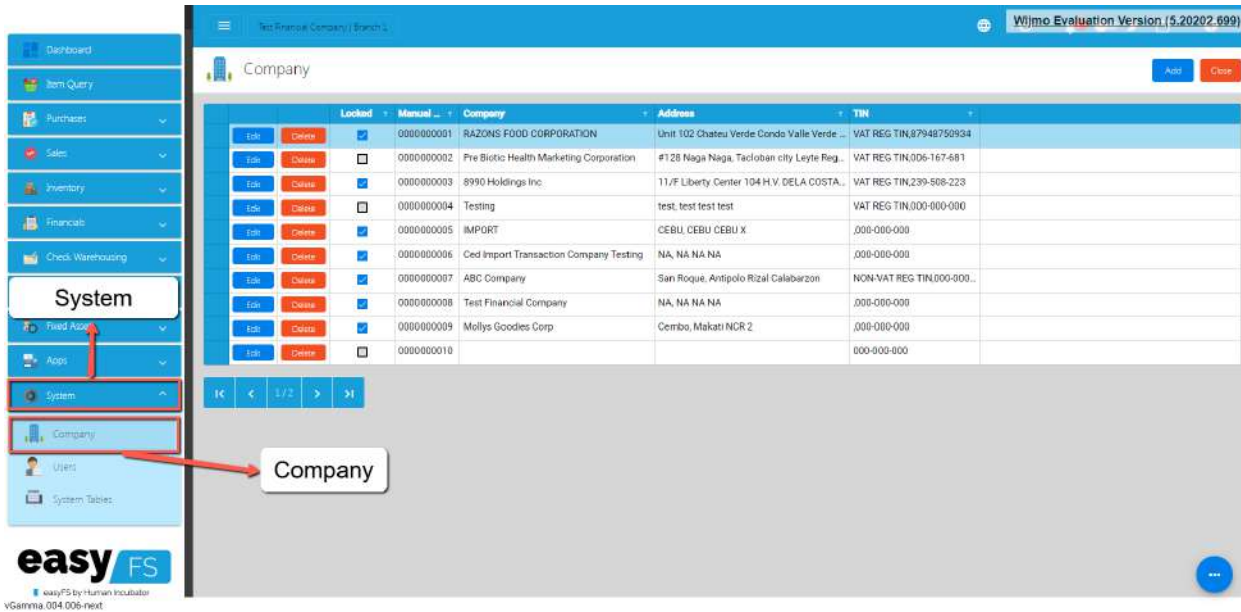
- Update the column value that you want to change. Take note, *do not touch the Id column as it is needed for the update functionality.*
- If you want to update the TAX values, just make sure you provide the correct Manual Code for the taxes. There's no need to worry about the Manual Code, since you can find it on **System>System Tables>Tax Types** on our EasyFS system.

The screenshot shows the 'System Tables' interface in EasyFS. The 'Tax Types' tab is selected. The table contains the following data:

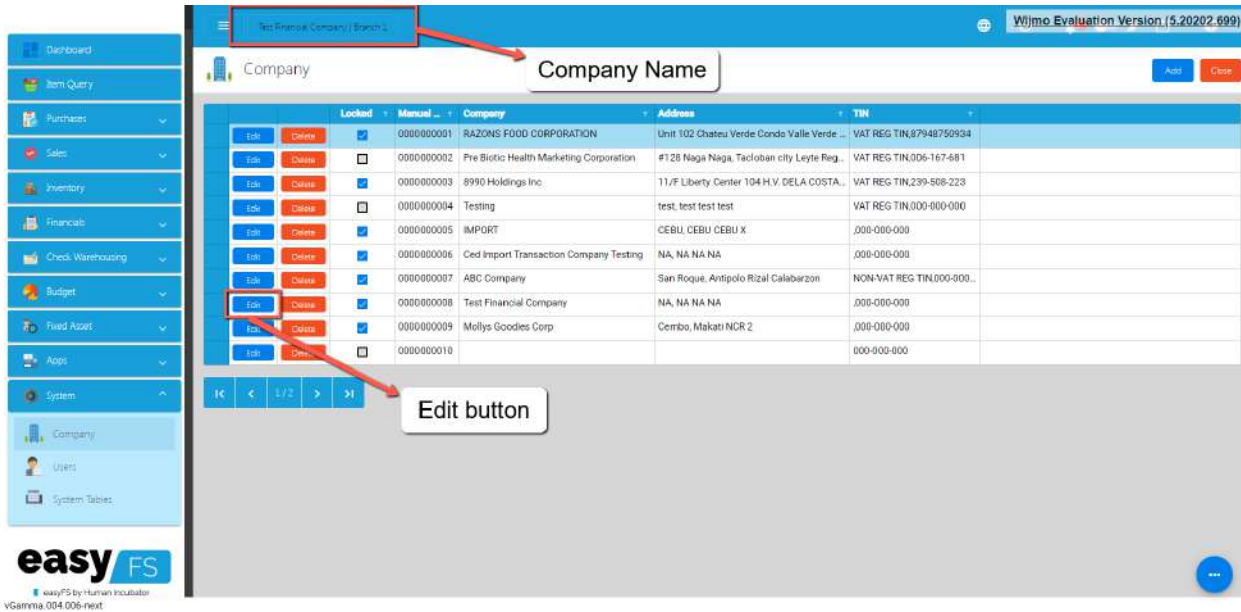
Manual Code	Tax Description	Tax Type	Tax Rate	Account	AIC	AIC Description	AIC Category	SR Form
001	VTD VAT	VAT	0.00	Withholding Tax- Expanded	WC100	NA	NA	NA
4.1	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	WMF10	2306
4.2	5% EWT	WTAX	5.00	Withholding Tax- Expanded	WC100	NA	NA	2307
4.3	8% EWT	WTAX	1.00	Withholding Tax- Expanded	WC100	NA	NA	NA
EXEMPTVAT	VAT Exempt	VAT	0.00	Output VAT		NA		NA
	VAT	VAT	12.00	Output VAT		NA	NA	NA
	VAT INPUT	VAT	12.00	Input VAT		NA	NA	NA
	10% VAT	VAT	0.00	Output VAT		NA	NA	NA
002	10% WHT	WTAX	0.00	Withholding Tax- Expanded		NA		NA
4.9	2% Creditable Withholding	WTAX	2.00	Withholding Tax- Compensa	WC100	NA		NA

- Once everything is okay, just Save the file.

- Go back to the EasyFS system.
- Go to **System**, then click **Company**.



- Click the Edit button, beside your Company name.



- You will be routed to the Company Detail page. If it is locked, click the Unlock button to unlock.

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Company Detail

Unlock button

Test Financial Company
000000008

Manual Code: 000000008 | Prefix TIN: | TIN: 000-000-000 | TIN Branch Code: 0000 | Email Address:

Company: Test Financial Company | Business Type: TRADING | Incorporation: Corporation

Street Branch: NA | City: NA | VAT Exempt: | Cost Method: Last Purchase Cost

Province: NA | Region: NA | Series Range from: | Series Range to:

Discord: 6000 | Contact Number: | Confidential PR | Hide Cost In Inventory Transaction | Allow Negative Inventory

Can Sell Below Cost | Use Selling Price in Item Transfer | Can RR More than PO quantity

To Update Inventory Cost IN | To Update Inventory Cost ST | To Auto Packed

Branches | More Settings

Manual C.	Branch	TIN	Regional District Office (RDO)
100001	Branch 1	.	
100002	Branch 2	NON-VAT REG TIN (123-456...	0
100003	Branch 3	.	

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Company Detail

Save Lock Unlock Close

Test Financial Company
000000008

Manual Code: 000000008 | Prefix TIN: | TIN: 000-000-000 | TIN Branch Code: 0000 | Email Address:

Company: Test Financial Company | Business Type: TRADING | Incorporation: Corporation

Street Branch: NA | City: NA | VAT Exempt: | Cost Method: Last Purchase Cost

Province: NA | Region: NA | Series Range from: | Series Range to:

Discord: 6000 | Contact Number: | Confidential PR | Hide Cost In Inventory Transaction | Allow Negative Inventory

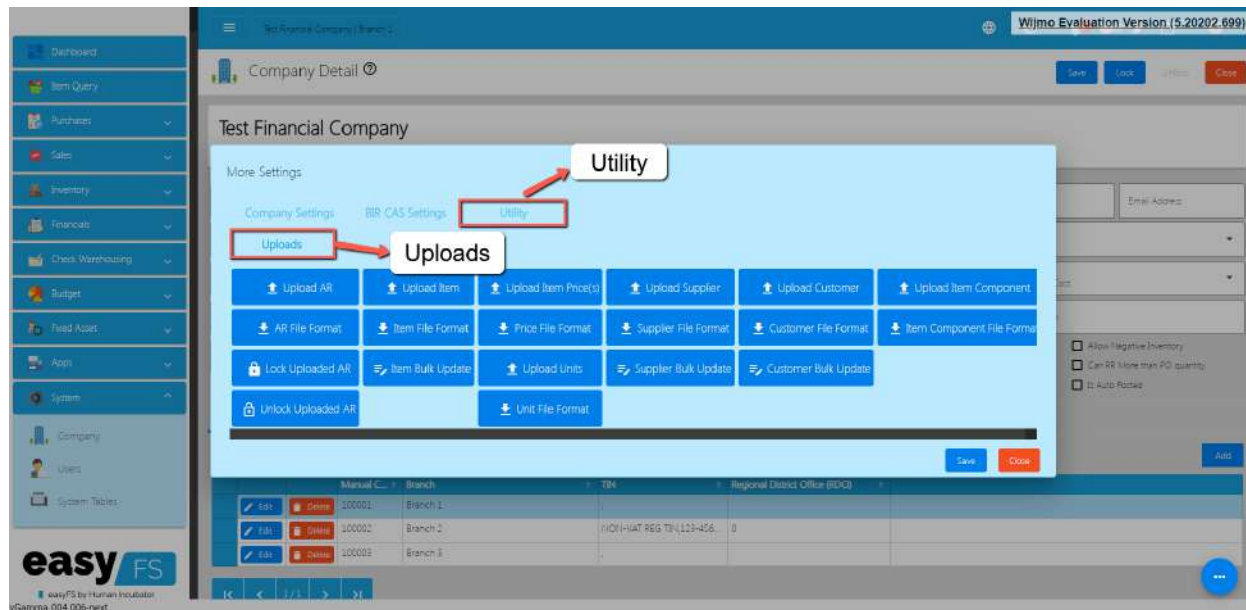
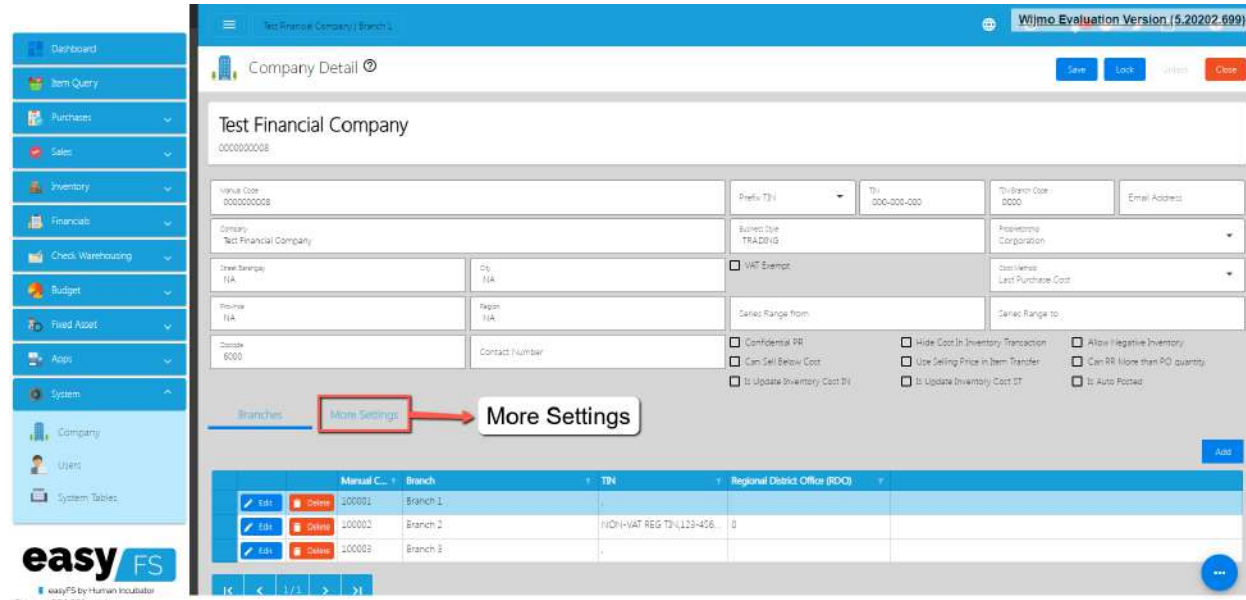
Can Sell Below Cost | Use Selling Price in Item Transfer | Can RR More than PO quantity

To Update Inventory Cost IN | To Update Inventory Cost ST | To Auto Packed

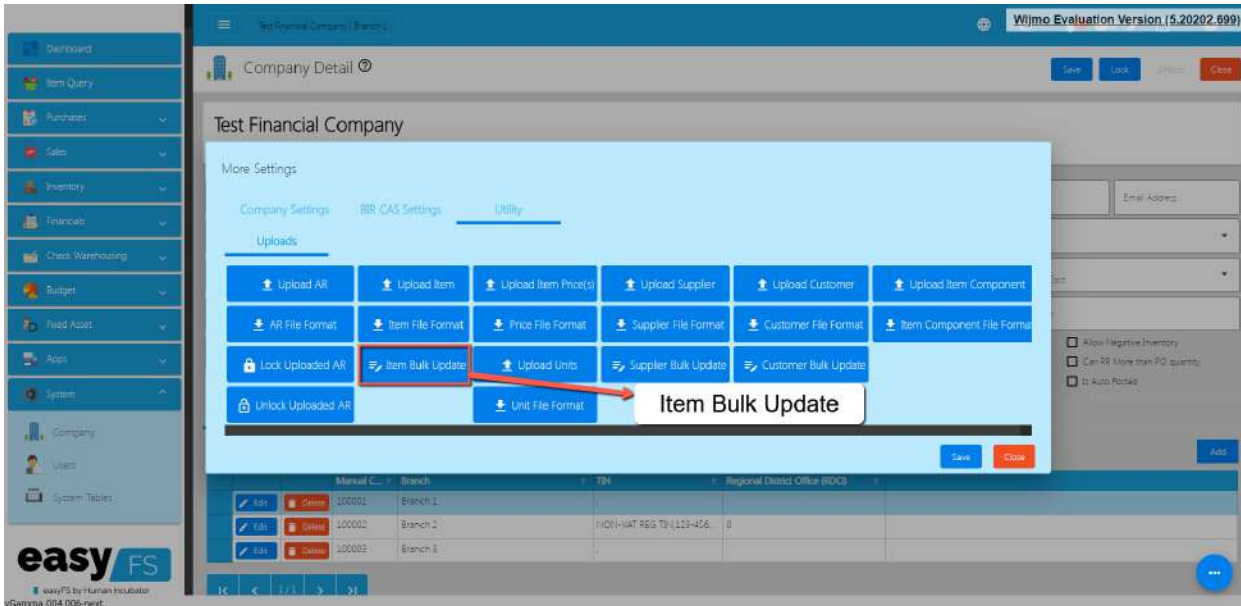
Branches | More Settings

Manual C.	Branch	TIN	Regional District Office (RDO)
100001	Branch 1	.	
100002	Branch 2	NON-VAT REG TIN (123-456...	0
100003	Branch 3	.	

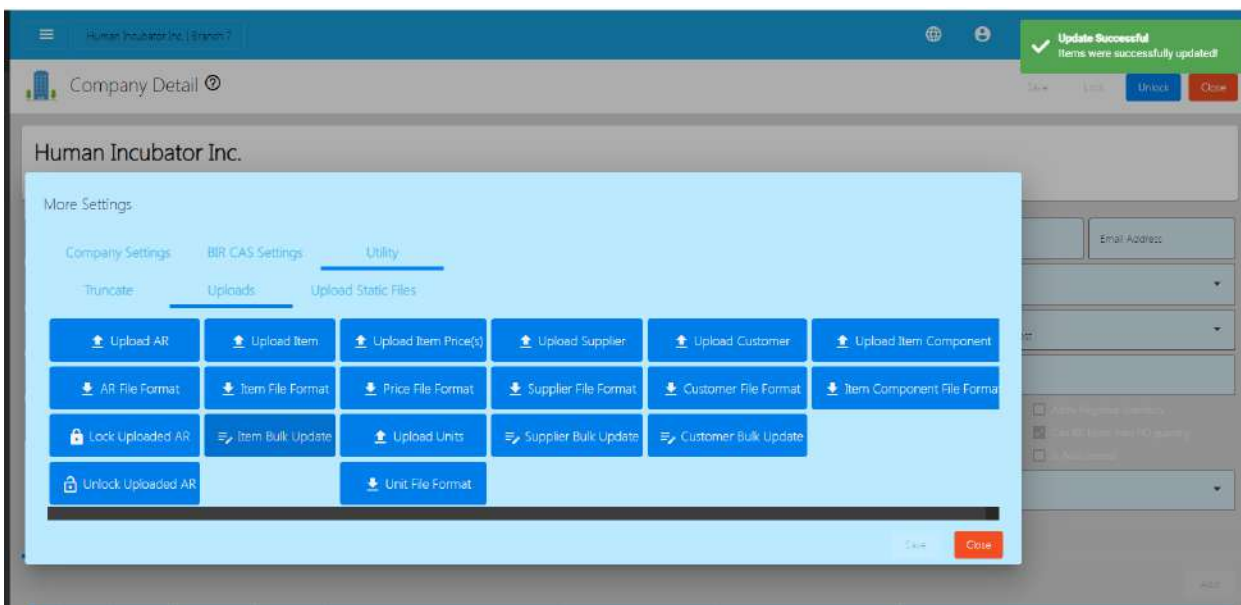
11. Click the **More Settings** tab found below the page, then click **Utility** then **Uploads**.



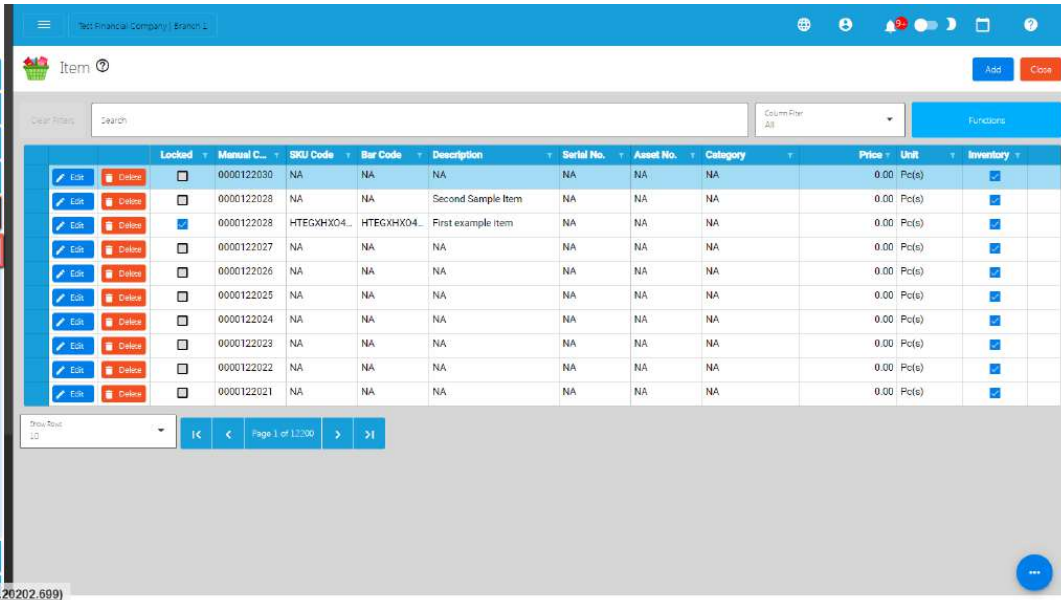
12. To bulk update the item detail, click the **Item Bulk Update** button.



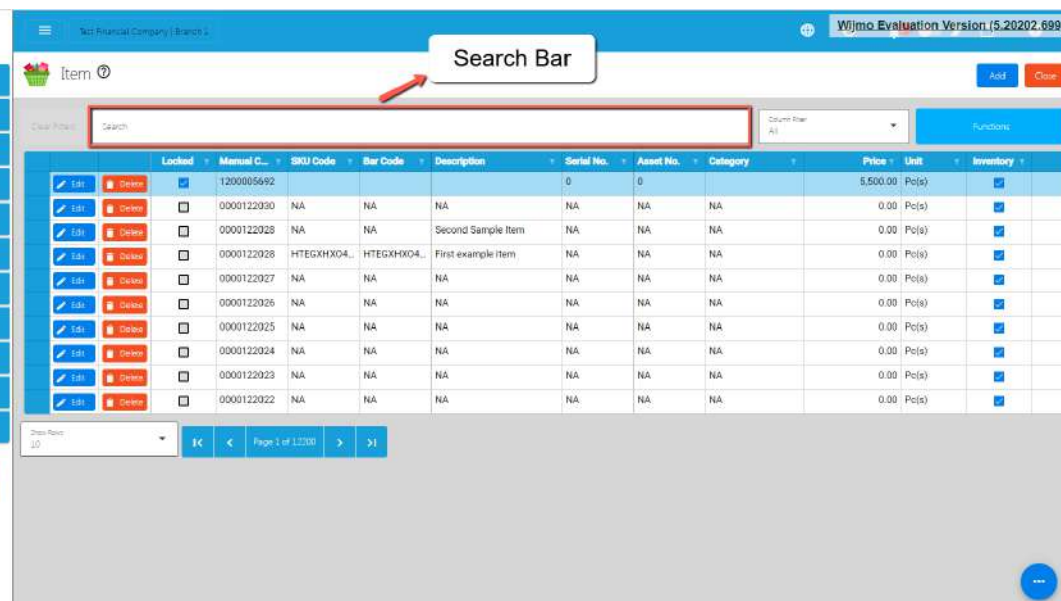
13. Look for the Item List file, then double click to upload.
14. Wait until it will successfully update the Item detail.



15. Once okay, you may now review the item you updated by clicking again the **Inventory**, then **Item**.



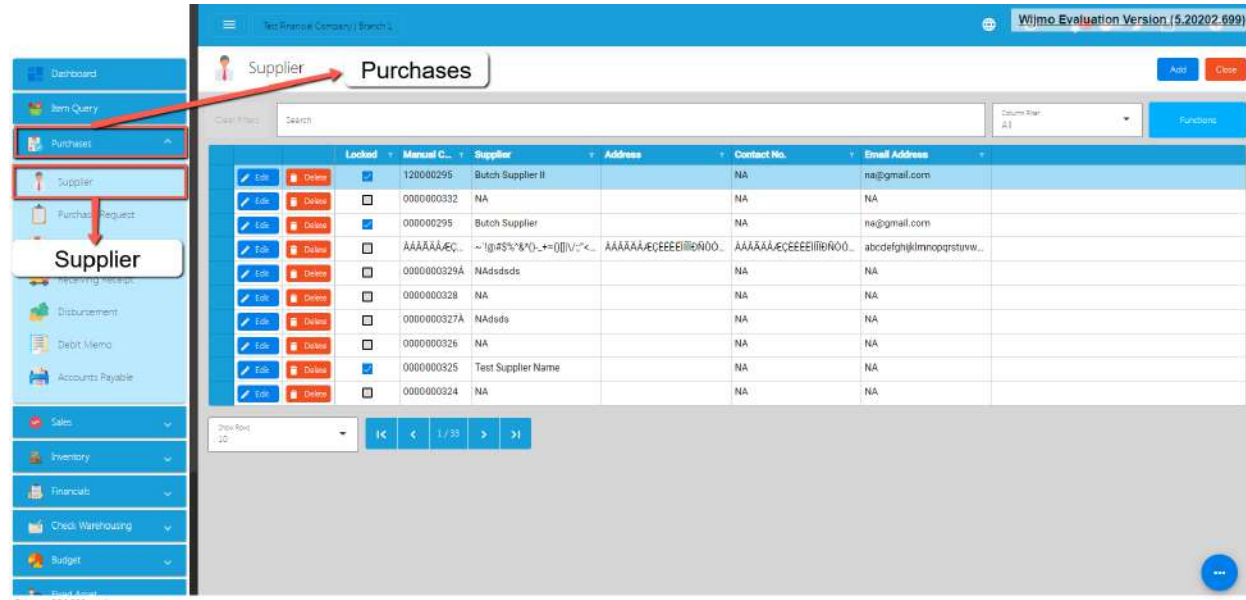
16. You may use the **Search** bar to search the item you updated, then click the **Edit** button to see the changes.



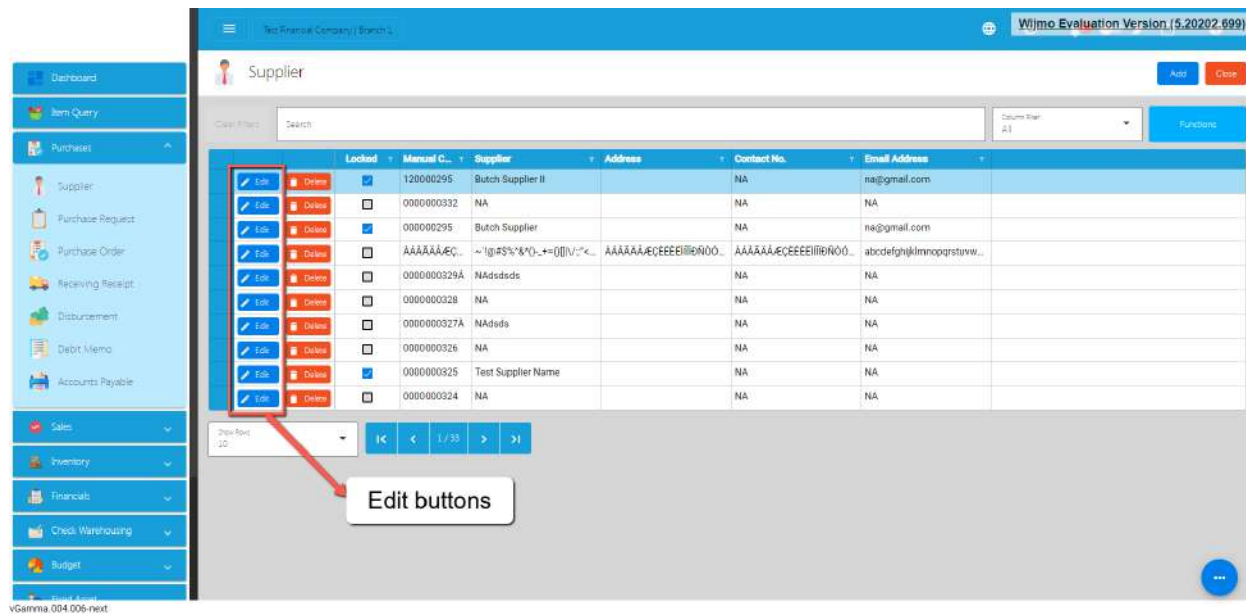
4.2.2 Supplier

4.2.2.1 Manual Update Supplier Detail

1. Go to **Purchases**, then click **Supplier**.



2. On the Supplier list page, click the **Edit** button.



3. You will be routed to the Supplier Detail page.

Test Financial Company | Branch 1 Wijmo Evaluation Version (5.20202.699)

Supplier Detail Encode NA or NULL if you don't have any value. Save Lock **Unlock** Close

Butch Supplier
000000331

Vendor Code 000000290	Category N/A	Economic Corporation	
Supplier Butch Supplier	TIN 123-456-789	TIN Branch Code 0000	Term COD
Payable Account Code 01.01.101	Payable Account Cash in Bank	Debit Balance N/A	City N/A
Particulars N/A	Province N/A	Region N/A	
Contact Person N/A		Contact Number N/A	With 2% EWT
Email Address na@gmail.com		<input type="checkbox"/> Lock Item	

Transaction History

Document Number	Date	Amount
Show Rows: 10		
Page 1 of 0		

Created By: Jhon Jhon | Created Date: | Type: | Number: 00 0000 11 00 666
Updated By: Jhon Jhon | Updated Date: | Type: | Number: 00 0000 11 00 666

4. If your Supplier is locked, click the **Unlock** button found on the top right part of the Supplier Detail page.

Test Financial Company | Branch 1 Wijmo Evaluation Version (5.20202.699)

Supplier Detail Encode NA or NULL if you don't have any value. **Unlock button** **Unlock** Close

Butch Supplier
000000331

Vendor Code 000000290	Category N/A	Economic Corporation	
Supplier Butch Supplier	TIN 123-456-789	TIN Branch Code 0000	Term COD
Payable Account Code 01.01.101	Payable Account Cash in Bank	Debit Balance N/A	City N/A
Particulars N/A	Province N/A	Region N/A	
Contact Person N/A		Contact Number N/A	With 2% EWT
Email Address na@gmail.com		<input type="checkbox"/> Lock Item	

Transaction History

Document Number	Date	Amount
Show Rows: 10		
Page 1 of 0		

Created By: Jhon Jhon | Created Date: | Type: | Number: 00 0000 11 00 666
Updated By: Jhon Jhon | Updated Date: | Type: | Number: 00 0000 11 00 666

5. Once unlocked, you can now change the Item field values that you want to change.

Test Finance Company | Branch 1

Wjimo **Unlock Successful**
Supplier was successfully unlocked

Supplier Detail Encode NA or NULL if you don't have any value.

Butch Supplier
000000331

Internal Code 000000295	Company N/A	Province Corporation
Supplier Butch Supplier	Tel 123-456-789	Tax Identification 0000
Payment Account Code 01.01.101	Payment Account Cash in Bank	Bank Branch N/A
Province N/A	Province N/A	Region N/A
Contact Person N/A	Contact Number N/A	W/Tax 2% EWT
Email Address na@gmail.com	<input type="checkbox"/> Send Email	

Transaction History

Document Number	Date	Amount
10		

Created By: jhon.jhon
Updated By: jhon.jhon

6. If everything is okay, just click **Save** then **Lock**.

Test Finance Company | Branch 1

Wjimo Evaluation Version (5.20202.699)

Supplier Detail Encode NA or NULL if you don't have any value.

Butch Supplier
000000331

Internal Code 000000295	Company N/A	Province Corporation
Supplier Butch Supplier	Tel 123-456-789	Tax Identification 0000
Payment Account Code 01.01.101	Payment Account Cash in Bank	Bank Branch N/A
Province N/A	Province N/A	Region N/A
Contact Person N/A	Contact Number N/A	W/Tax 2% EWT
Email Address na@gmail.com	<input type="checkbox"/> Send Email	

Transaction History

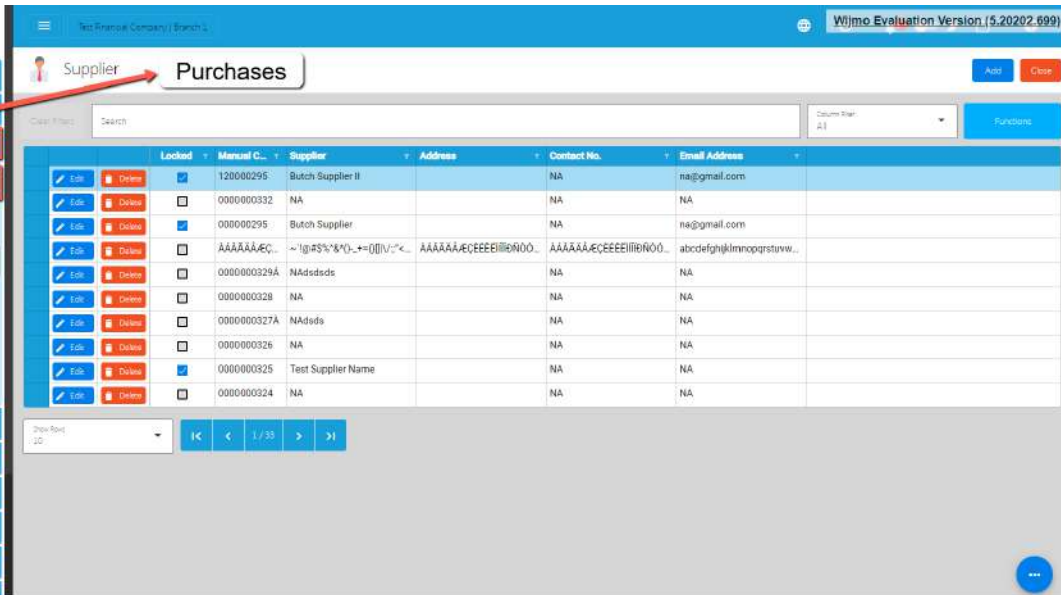
Document Number	Date	Amount
10		

Created By: jhon.jhon
Updated By: jhon.jhon

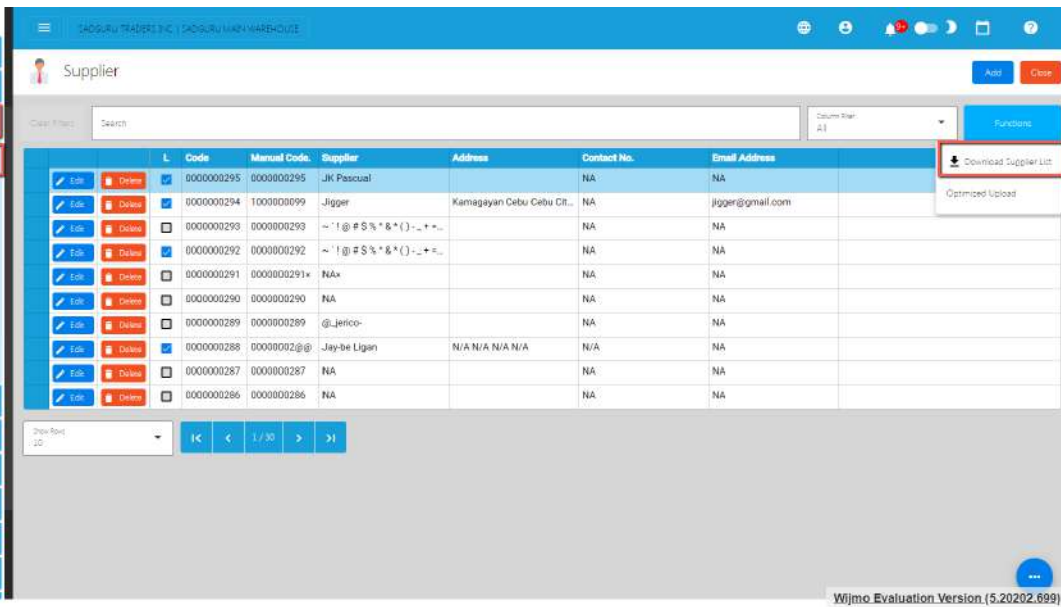
VGamma.004.006-next

4.2.2.1 Update Supplier Detail in Bulk

1. Go to **Purchases**, then click **Supplier**.



2. On the Supplier list page, click the **Functions** button, then click **Download Supplier List**. Supplier List will be used as a template for bulk updating Supplier detail.



3. Once the download is complete, open the file. File name of the downloaded file is **Supplier List**.

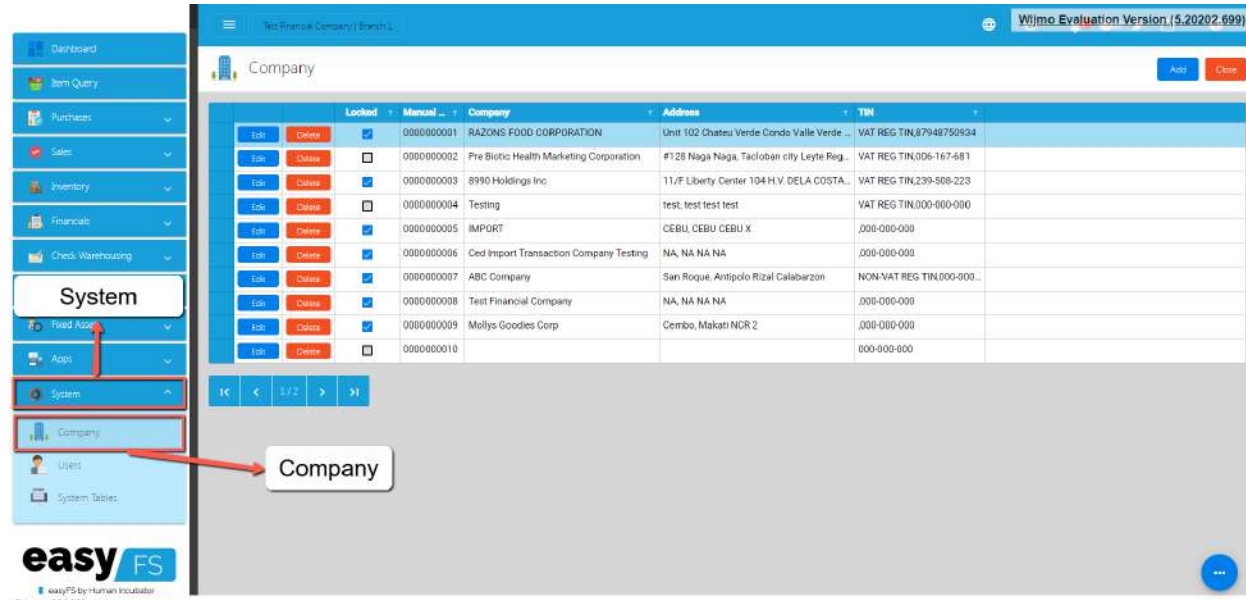
Id	Manual Code	Tax Description	Tax Type	Tax Rate	Account	AIC	AIC Description	AIC Category	SBR Form
001	001	0% VAT	VAT	0.00	Withholding Tax- Expanded	WC100	NA	NA	NA
4.1	4.1	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	WMF10	2306
4.2	4.2	5% EWT	WTAX	5.00	Withholding Tax- Expanded	WC100	NA	NA	2307
4.3	4.3	10% EWT	WTAX	1.00	Withholding Tax- Expanded	WC100	NA	NA	NA
EXEMPTVAT	EXEMPTVAT	VAT Exempt	VAT	0.00	Output VAT		NA		NA
VAT	VAT	12% Output VAT	VAT	12.00	Output VAT		NA	NA	NA
VATINPUT	VATINPUT	12% Input VAT	VAT	12.00	Input VAT		NA	NA	NA
INDVAT	INDVAT	0% VAT	VAT	0.00	Output VAT		NA		NA
000	000	0% WHT	WTAX	0.00	Withholding Tax- Expanded		NA		NA
4.9	4.9	2% Creditable Withholding	WTAX	2.00	Withholding Tax- Compensa	WC100	NA		NA

- Update the column value that you want to change. Take note, *do not touch the Id column as it is needed for the update functionality.*
- If you want to update the WTAXManualCode column, just make sure you provide the correct Manual Code for the WTAX. There's no need to worry about the Manual Code, since you can find it on **System>System Tables>Tax Types** on our EasyFS system.

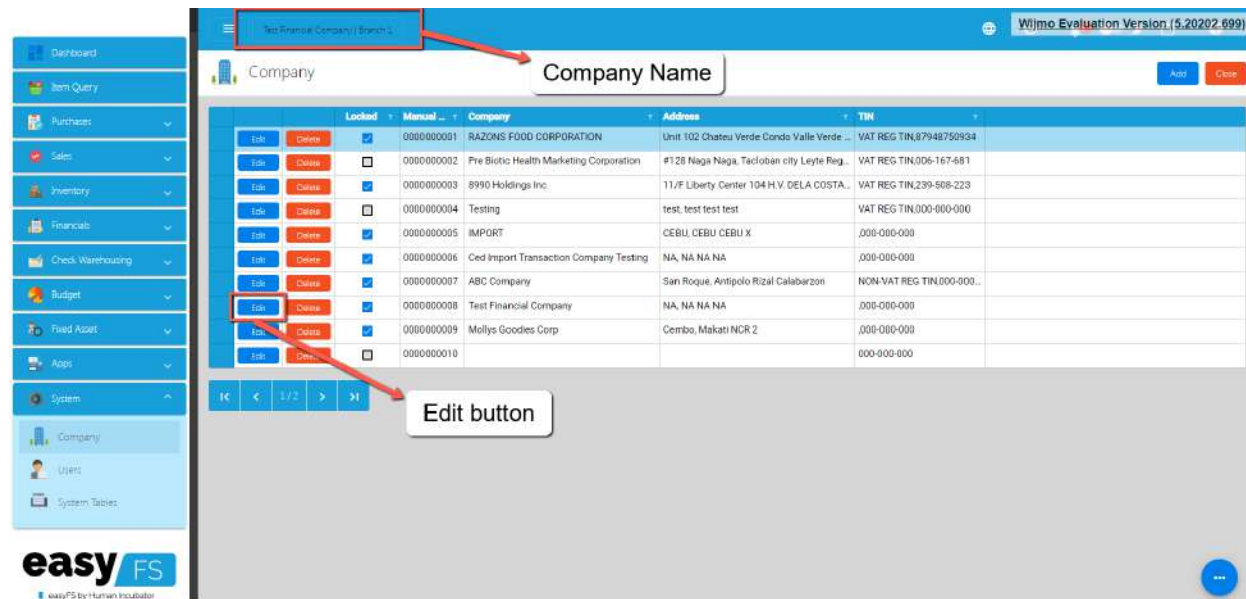
The screenshot shows the EasyFS System Tables interface. The 'Tax Types' tab is selected. The table contains the following data:

Manual Code	Tax Description	Tax Type	Tax Rate	Account	AIC	AIC Description	AIC Category	SBR Form
001	0% VAT	VAT	0.00	Withholding Tax- Expanded	WC100	NA	NA	NA
4.1	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	WMF10	2306
4.2	5% EWT	WTAX	5.00	Withholding Tax- Expanded	WC100	NA	NA	2307
4.3	10% EWT	WTAX	1.00	Withholding Tax- Expanded	WC100	NA	NA	NA
EXEMPTVAT	VAT Exempt	VAT	0.00	Output VAT		NA		NA
VAT	12% Output VAT	VAT	12.00	Output VAT		NA	NA	NA
VATINPUT	12% Input VAT	VAT	12.00	Input VAT		NA	NA	NA
INDVAT	0% VAT	VAT	0.00	Output VAT		NA		NA
000	0% WHT	WTAX	0.00	Withholding Tax- Expanded		NA		NA
4.9	2% Creditable Withholding	WTAX	2.00	Withholding Tax- Compensa	WC100	NA		NA

- Once everything is okay, just Save the file.
- Go back to the EasyFS system.
- Go to **System**, then click **Company**.



9. Click the Edit button, beside your Company name.



10. You will be routed to the Company Detail page.

Wjimo Evaluation Version (5.20202.699)

Company Detail

Unlock button

Test Financial Company
000000008

Manual Code: 000000008
Prefix TIN: [dropdown]
TIN: 000-000-000
TIN Branch Code: 0000
Email Address:

Company: Test Financial Company
Business Type: TRADING
Proprietorship: Corporation

Street Name: NA
City: NA
Country: NA
Cost Method: Last Purchase Cost

Province: NA
Region: NA
Series Range from:
Series Range to:

Phone: 6000
Contact Number:

Confidential PR
 Hide Cost In Inventory Transaction
 Allow Negative Inventory
 Can Sell Below Cost
 Use Selling Price in Item Transfer
 Can RR More than PO quantity
 To Update Inventory Cost IN
 To Update Inventory Cost ST
 To Auto Packed

Branches More Settings

Manual C.	Branch	TIN	Regional District Office (RDO)
100001	Branch 1	.	
100002	Branch 2	NON-VAT REG TIN (123-456...	0
100003	Branch 3	.	

Wjimo Evaluation Version (5.20202.699)

Company Detail

Save Lock Unlock Close

Test Financial Company
000000008

Manual Code: 000000008
Prefix TIN: [dropdown]
TIN: 000-000-000
TIN Branch Code: 0000
Email Address:

Company: Test Financial Company
Business Type: TRADING
Proprietorship: Corporation

Street Name: NA
City: NA
Country: NA
Cost Method: Last Purchase Cost

Province: NA
Region: NA
Series Range from:
Series Range to:

Phone: 6000
Contact Number:

Confidential PR
 Hide Cost In Inventory Transaction
 Allow Negative Inventory
 Can Sell Below Cost
 Use Selling Price in Item Transfer
 Can RR More than PO quantity
 To Update Inventory Cost IN
 To Update Inventory Cost ST
 To Auto Packed

Branches More Settings

Manual C.	Branch	TIN	Regional District Office (RDO)
100001	Branch 1	.	
100002	Branch 2	NON-VAT REG TIN (123-456...	0
100003	Branch 3	.	

11. Click the **More Settings** tab found below the page, then click **Utility** then **Uploads**.

Wijmo Evaluation Version (5.20202.699)

Company Detail

Test Financial Company
0000000008

Name Code: 0000000008 | Prefix: TFI | TIN: 000-000-000 | Branch Code: 0000 | Email Address: [empty]

Company: Test Financial Company | Business Type: TRADING | Incorporation: Private/Corporation

Over Sample: N/A | Op: N/A | VAT Exempt: [checkbox] | Services: Last Purchase Cost

Phone: N/A | Regn: N/A | Series Range from: [empty] | Series Range to: [empty]

Company: 6000 | Contact Number: [empty]

Confidential PR
 Can Sell Below Cost
 Is Update Inventory Cost DI
 Hide Cost In Inventory Transaction
 Use Selling Price in Item Transfer
 Is Update Inventory Cost DT
 Allow Negative Inventory
 Can RR More than PO quantity
 Is Auto Picked

Branches

Manual C...	Branch	TIN	Regional District Office (RDO)
[Edit] [Delete] 100001	Branch 1		
[Edit] [Delete] 100002	Branch 2	NI01-VAT REG TR (113-426)	0
[Edit] [Delete] 100003	Branch 3		

Wijmo Evaluation Version (5.20202.699)

Company Detail

Test Financial Company

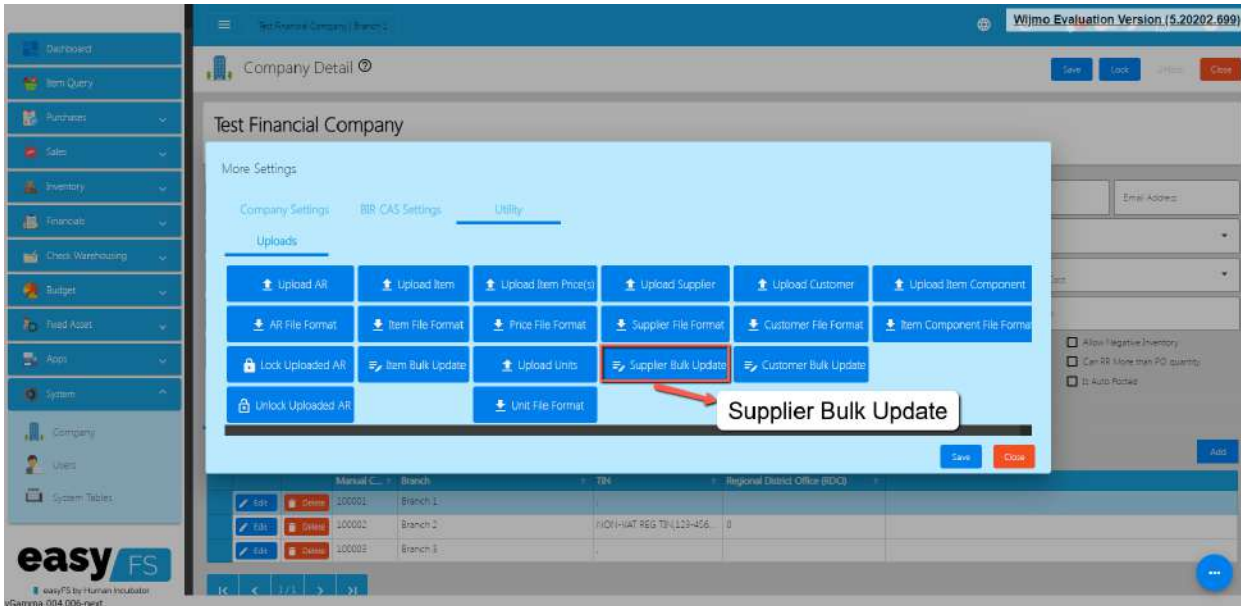
More Settings

Company Settings | BIR CAS Settings | Utility

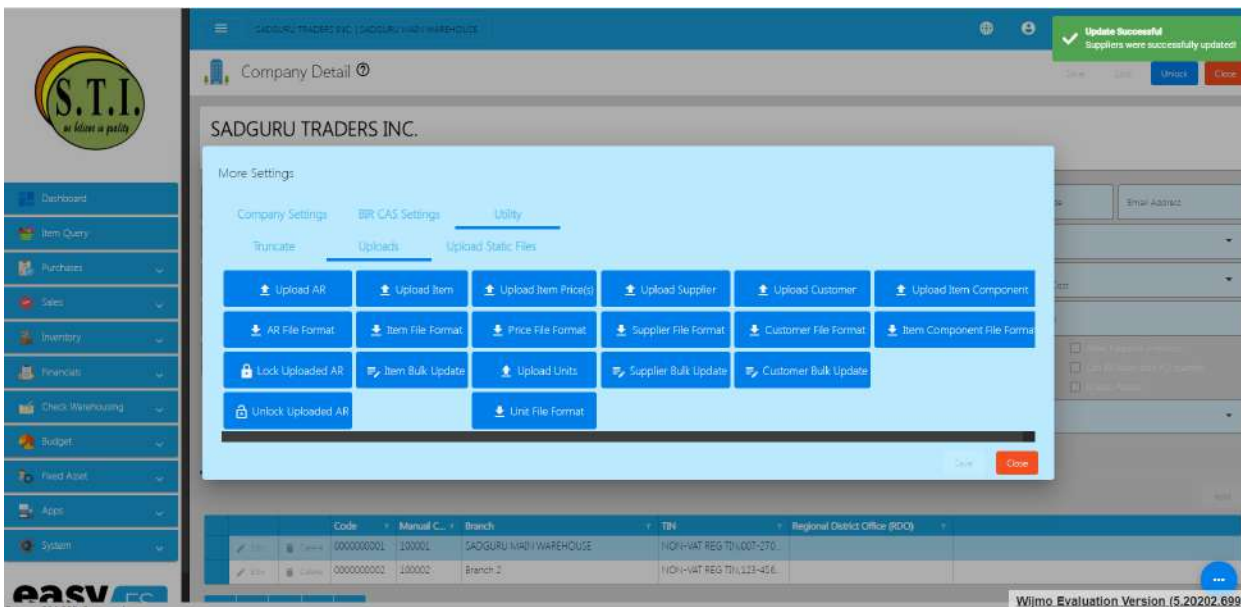
Uploads

Manual C...	Branch	TIN	Regional District Office (RDO)
[Edit] [Delete] 100001	Branch 1		
[Edit] [Delete] 100002	Branch 2	NI01-VAT REG TR (113-426)	0
[Edit] [Delete] 100003	Branch 3		

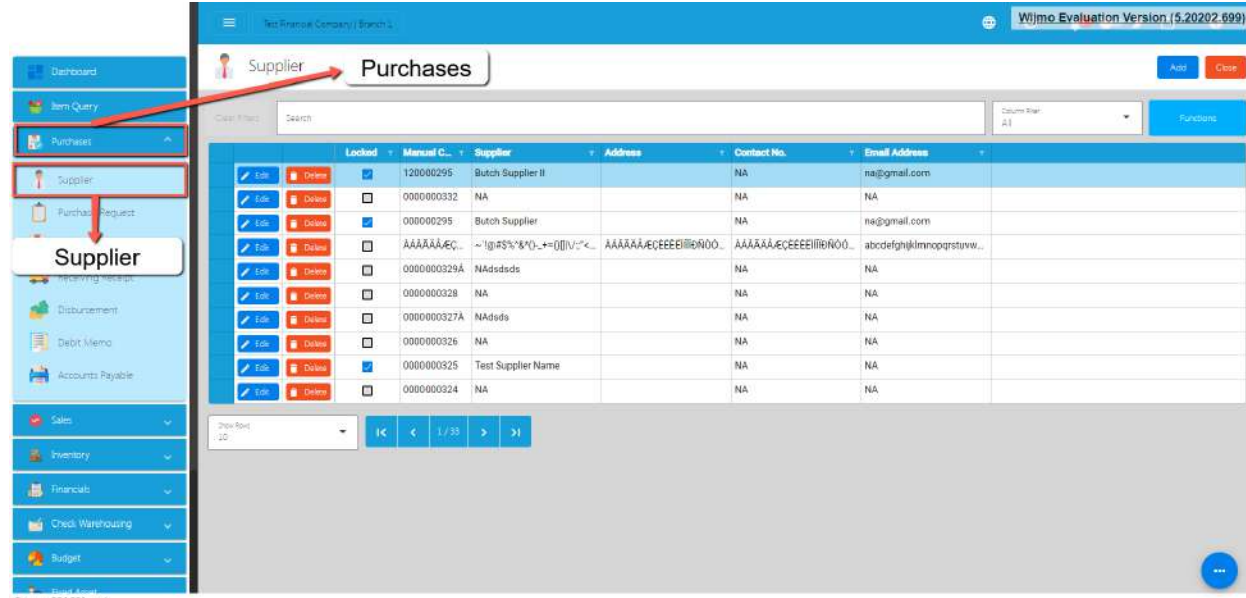
12. To bulk update the Supplier detail, click the **Supplier Bulk Update** button.



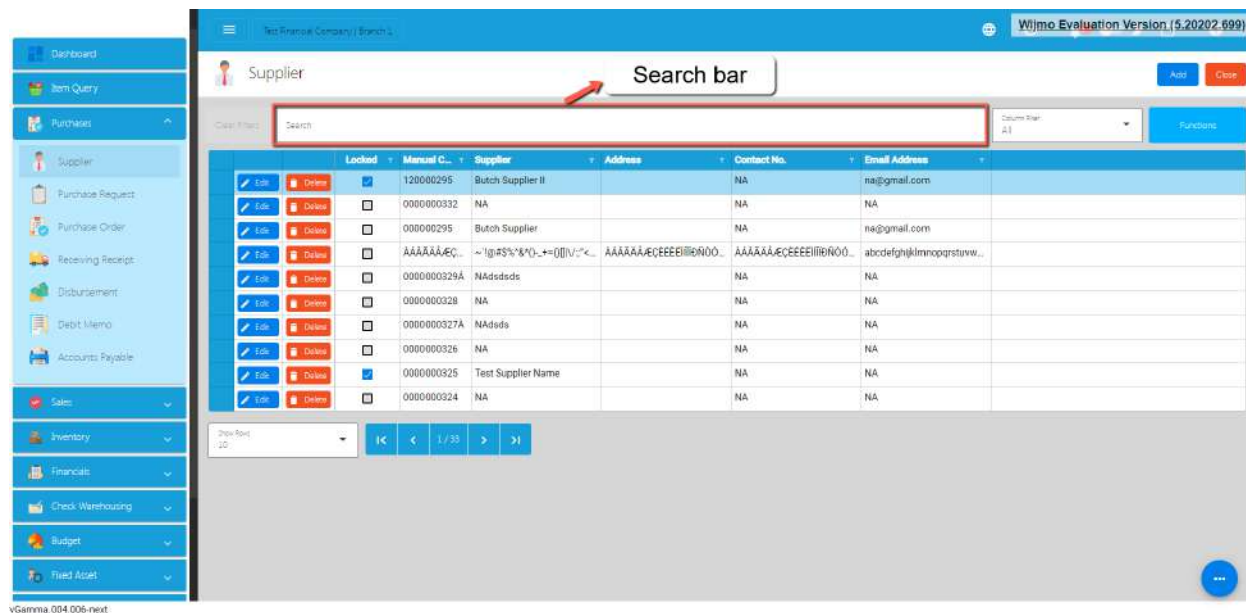
13. Look for the Supplier List file, then double click to upload.
14. Wait until it will successfully update the Supplier detail.



15. Once okay, you may now review the item you updated by clicking again the **Purchases**, then **Supplier**.



16. You may use the **Search** bar to search the Supplier you updated, then click the **Edit** button to see the changes.



4.2.3 Customer

4.2.3.1 Manual Update Customer Detail

1. Go to **Sales**, then click **Customer**.

The screenshot shows the Wjimo system interface. On the left sidebar, the 'Sales' menu is highlighted with a red box, and the 'Customer' sub-menu is also highlighted with a red box. A red arrow points from the 'Sales' menu to the 'Customer' sub-menu. The main content area displays the 'Customer' list page. At the top of the main area, there is a 'Sales' button highlighted with a white box and a red arrow. Below this, there is a search bar and a table of customer records. The table has columns for 'Locked', 'Manual C.', 'Customer', 'Address', 'Contact No.', 'Email Address', and 'Total AR'. The table contains several rows of customer data.

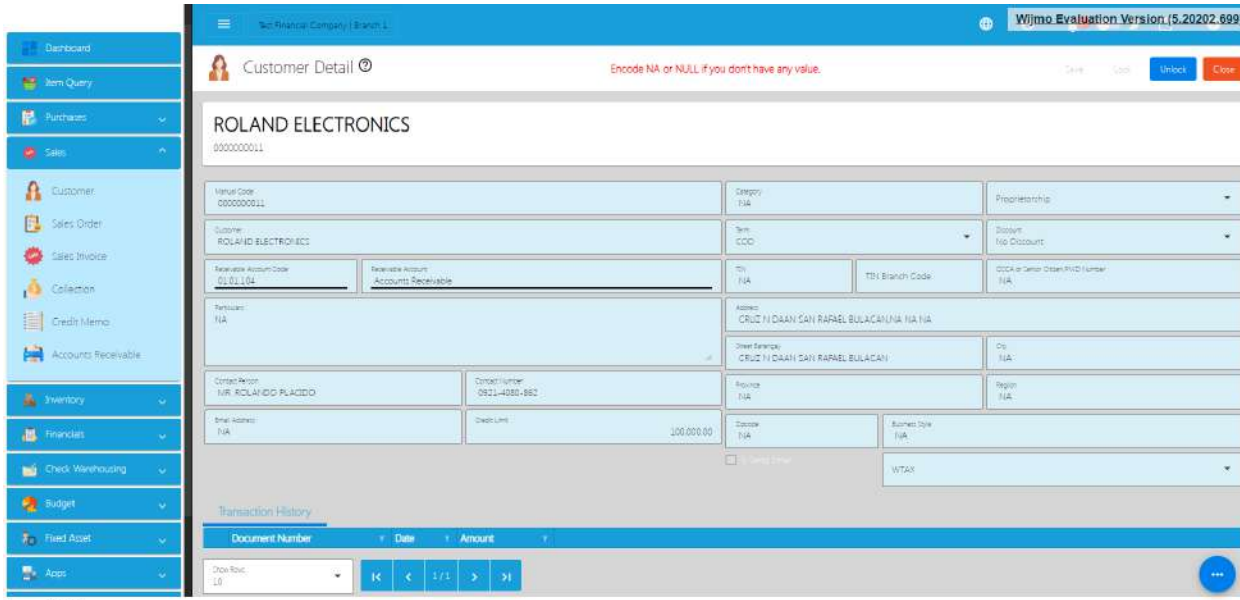
Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input type="checkbox"/>	000001354	NA		NA	NA	0
<input type="checkbox"/>	000001353	NA		NA	NA	0
<input type="checkbox"/>	000001352	NA		NA	NA	0
<input checked="" type="checkbox"/>	mc1000001	Customer A1		NA	NA	0
<input checked="" type="checkbox"/>	mc1000003	Customer A3		NA	NA	0
<input checked="" type="checkbox"/>	000001349	Butch		NA	NA	0
<input type="checkbox"/>	NA	NI	B B B	00216465	A	0
<input type="checkbox"/>	123eed	NI		NA	NA	0
<input checked="" type="checkbox"/>	000001346	NAddsstL		NA	NA	0
<input checked="" type="checkbox"/>	000001345	Jigger Escala		NA	NA	0

2. On the Customer list page, click the **Edit** button.

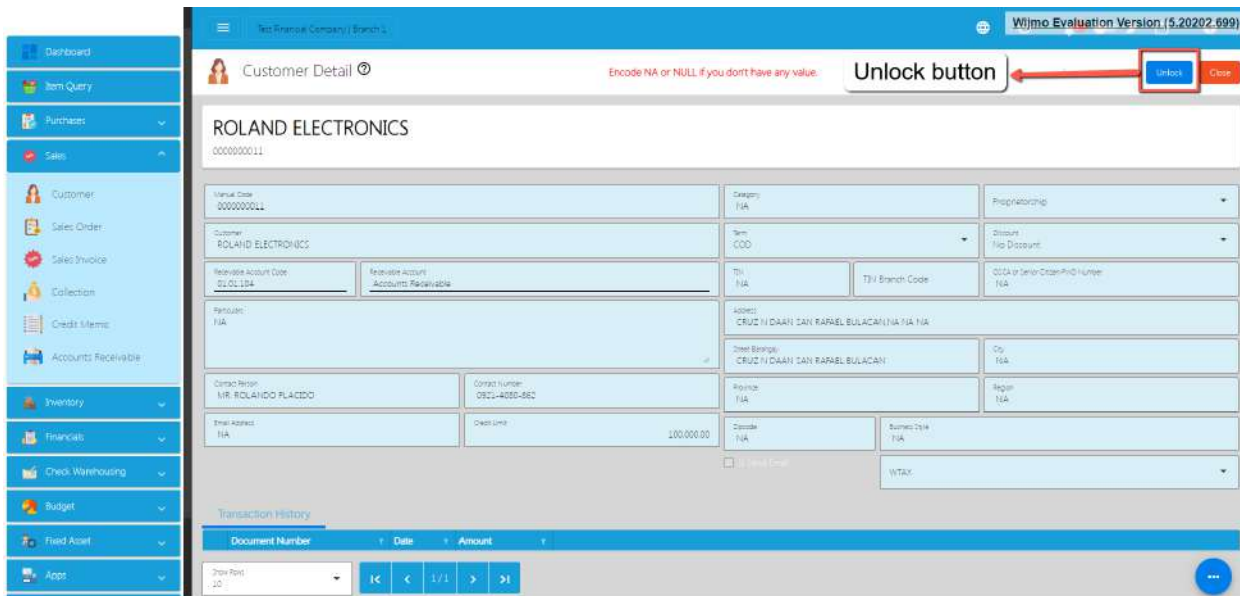
The screenshot shows the Wjimo system interface with the 'Customer' list page. The 'Customer' sub-menu in the left sidebar is highlighted with a red box. A red arrow points from the 'Edit' button in the first row of the table to a white box labeled 'Edit button'. The table contains the following data:

Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input checked="" type="checkbox"/>	000000011	ROLAND ELECTRONICS	CRUZ N DAAN SAN RAFAE...	0921-4080-862	NA	0
<input checked="" type="checkbox"/>	000000010	SUNRISE ELECTRONICS	B RAON NO RAON SHOPPL...	NA	NA	0
<input checked="" type="checkbox"/>	000000009	WIDGETS APPLIANCE SER...	PINGOL ST. LOM-AN OZA...	0998-539-8450	NA	0
<input checked="" type="checkbox"/>	BAGUIO-001	TIONG SAN SUPER BAZAAR	MAGSAYSAY ST. BAGUIO ...	9176789198	NA	0
<input checked="" type="checkbox"/>	000000007	FIX AND PRINT COMPUTE...	DOOR 5 WDC BLDG. NOTR...	0930-0676-717	NA	0
<input checked="" type="checkbox"/>	000000006	SUGINI SUPER STORE	COTABATO CITY	(02) 911-5861/911-5781	NA	0
<input checked="" type="checkbox"/>	000000005	C S L GENERAL MERCHAN...	283 LIBERTAD ST. PASAY	(02) 831-4953	NA	0
<input checked="" type="checkbox"/>	000000004	STANDARD RADIO	GONZAGA ST. BACOLOD C...	0917-3008-008/(034) 434...	NA	0
<input checked="" type="checkbox"/>	000000003	SADGURU SALE	PARAÑAQUE CITY	(02) 403-0271	NA	0
<input checked="" type="checkbox"/>	000000002	STEVE TAN	QUIAPO	NA	NA	0

3. You will be routed to the Customer Detail page.



4. If your Customer is locked, click the **Unlock** button found on the top right part of the Customer Detail page.



5. Once unlocked, you can now change the Item field values that you want to change.

Net Financial Company | Branch 1

Wijmo **Unlock Successful**
Customer was successfully unlocked!

Customer Detail Encode NA or NULL if you don't have any value.

ROLAND ELECTRONICS

000000011

Manual Code 000000011	Category FIA	Proprietorship -
Customer ROLAND ELECTRONICS	Term COD	Discount No Discount
Receivable Account Code 01.01.104	Receivable Account Accounts Receivable	TEI FIA
Address N/A		TEI Branch Code N/A
Address CRUZ N DAAN SAN RAFAEL BULACAN / N/A / N/A / N/A		
Street Name CRUZ N DAAN SAN RAFAEL BULACAN		City N/A
Company Name MR. ROLAND PLACIDO	Company Number 0921-480-882	Region N/A
Phone Number N/A	Over Limit 100,000.00	Business Day N/A
<input type="checkbox"/> Send Email		TAX N/A

Transaction History

Document Number	Date	Amount
Show Rows: 10	<input type="button" value="K"/> <input type="button" value="←"/> <input type="button" value="1/1"/> <input type="button" value="→"/> <input type="button" value="N"/>	

6. If everything is okay, just click **Save** then **Lock**.

SAIGURU TRADER INC | SAIGURU KINRI WAREHOUSE

Wijmo **Lock Successful**
Customer was successfully locked!

Customer Detail Encode NA or NULL if you don't have any value.

Ariel Arsenal

000001333

Customer Code 000001333	Manual Code 100001333	Category FIA	Proprietorship Corporation
Customer Ariel Arsenal	Term COD	Discount Zero Discount	
Receivable Account Code 01.01.104	Receivable Account Accounts Receivable	TEI 000-000-000	TEI Branch Code FIA
Address N/A		COD or Senior Clerk Phil Number N/A	
Address N/A / N/A / N/A / N/A			
Street Name N/A		City N/A	
Company Name N/A	Company Number N/A	Region N/A	
Phone Number N/A	Over Limit 0.00	Business Day N/A	
<input type="checkbox"/> Send Email		TAX No VAT	

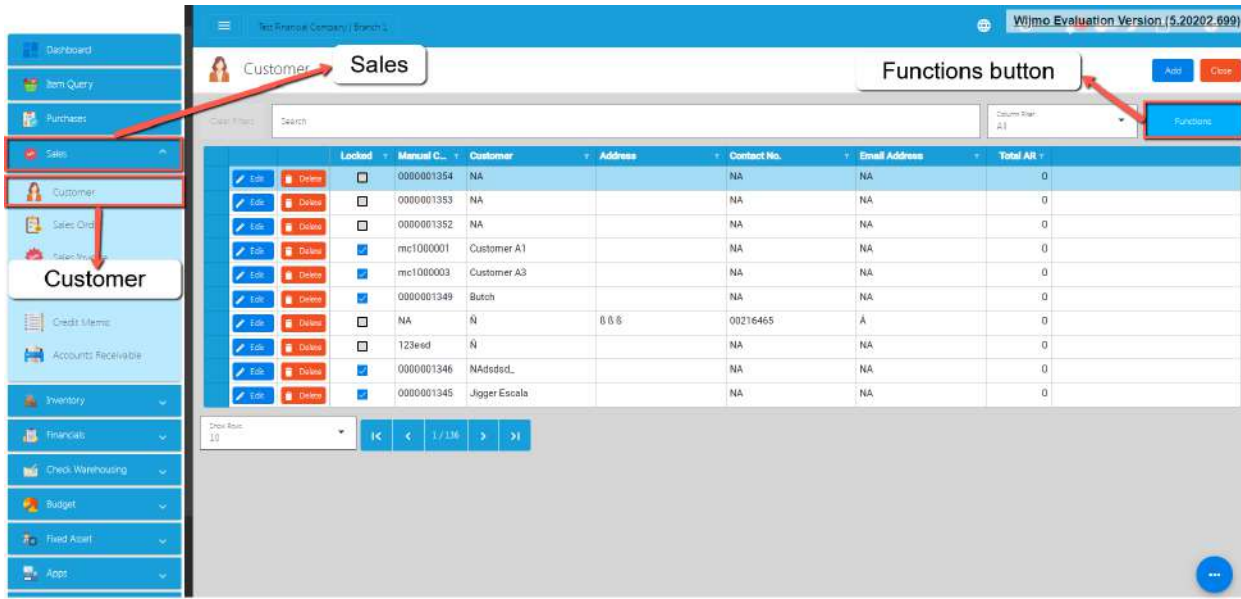
Transaction History

Document Number	Date	Amount
Show Rows: 10	<input type="button" value="K"/> <input type="button" value="←"/> <input type="button" value="1/1"/> <input type="button" value="→"/> <input type="button" value="N"/>	

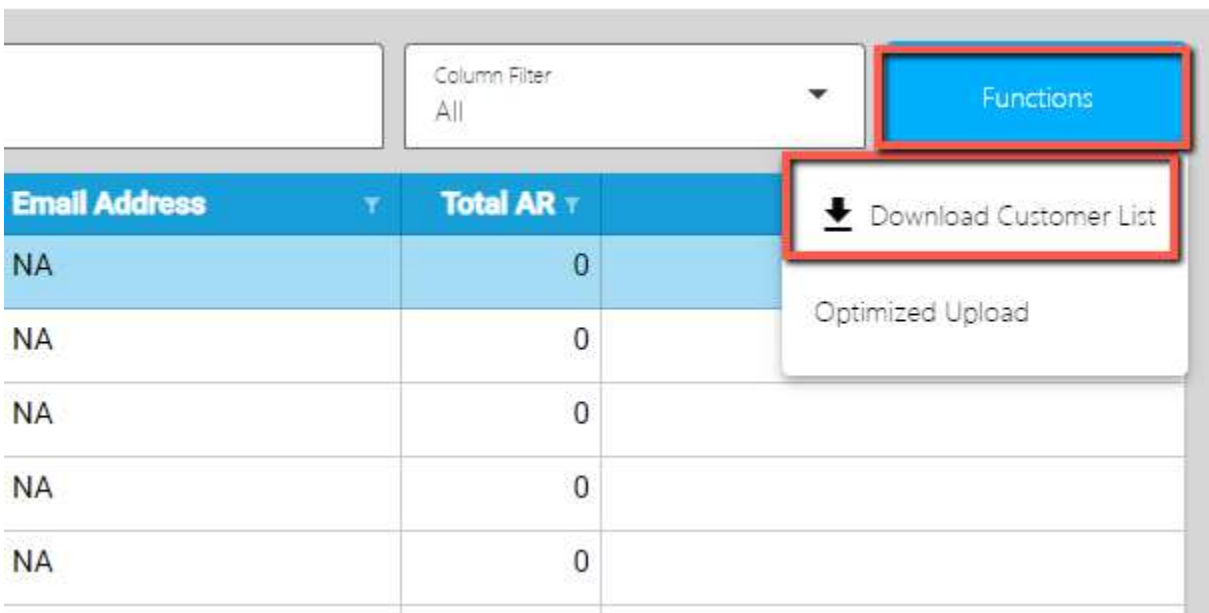
Wijmo Evaluation Version (5.20202.699)

4.2.3.1 Update Customer Detail in Bulk

1. Go to **Sales**, then click **Customer**.



2. On the Customer list page, click the **Functions** button, then click **Download Customer List**. Customer List will be used as a template for bulk updating Customer detail.



3. Once the download is complete, open the file. File name of the downloaded file is **Customer List**.

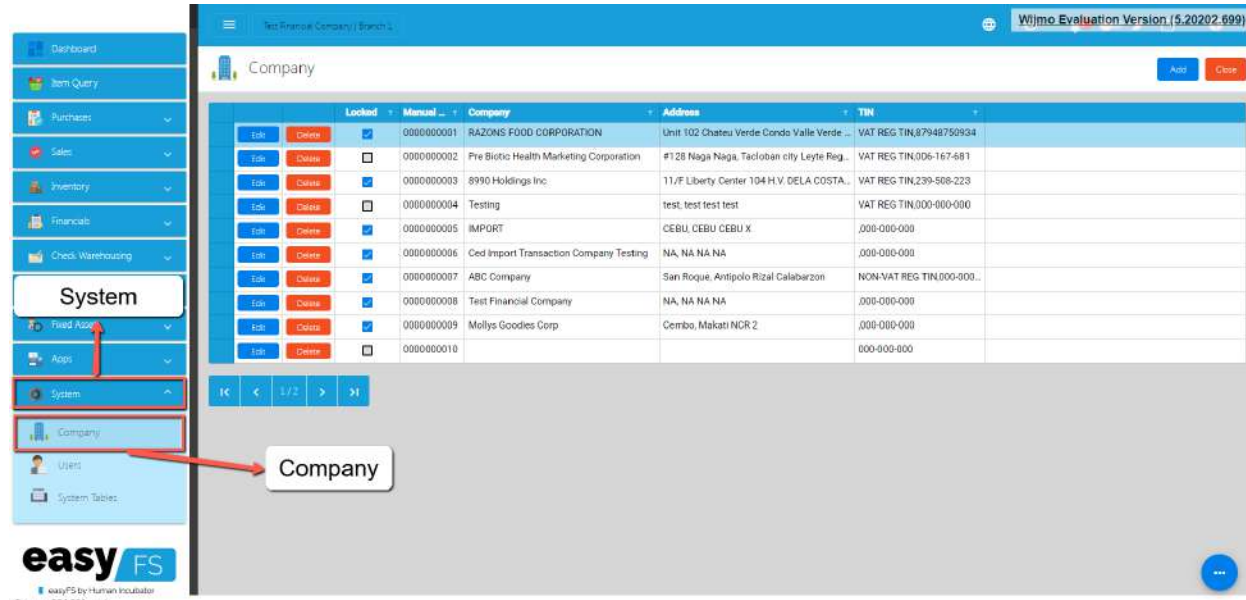
Id	ManualCode	Customer	Category	IPW	Doc	SCC	TIN	ZipCode	BusinessSt	ContactP	ContactN	Term	Discount	CreditLimit	Email	Admin	IsLocked	IsSendEma	WTAXMan	Particulars	AddressLn	AddressLn	AddressLn	AddressLn	Region
1	000000000	MONJU	NA	NA	NA	NA	NA	NA	NA	NA	NA	000	No Discou	50000	NA	TRUE	FALSE	002	NA						
2	000000000	STEVE TANNA	NA	NA	NA	NA	NA	NA	NA	NA	NA	000	No Discou	5000	NA	TRUE	FALSE	001	NA	QUIAPO					
3	000000000	SADGURU	NA	NA	NA	NA	NA	NA	NA	NA	NA	(02) 403-0	No Discou	1000000	NA	TRUE	FALSE	001	NA	PARAÑAQUE					
4	000000000	STANDAR	NA	NA	NA	NA	NA	NA	NA	MS. CATHY	0912-3008	000	No Discou	2000000	NA	TRUE	FALSE	002	NA	GONZAGA BACOLOD					
5	000000000	C S L GENENA	NA	NA	NA	NA	NA	NA	NA	MS. JULIE	(02) 831-8	000	No Discou	50000	NA	TRUE	FALSE	001	NA	283 LIBERTASAV					
6	000000000	SUGITHI SUJNA	NA	NA	NA	NA	NA	NA	NA	NA	(02) 911-5	000	No Discou	110000	NA	TRUE	FALSE	001	NA	COTABATI					
7	000000000	FIX AND PFRNA	NA	NA	NA	NA	NA	NA	NA	SIR LEO	100939-0676	000	No Discou	2000000	NA	TRUE	FALSE	001	NA	DOOR 5 W. MIDWAYP	COTABATI				
8	000000000	QI THONG SANNA	NA	NA	NA	NA	NA	NA	NA	SIR MARK	91767891560	Days	No Discou	1346000	NA	TRUE	FALSE	002	NA	MAGSAYSY BACUHO CI					
9	000000000	WIDGETS J	NA	NA	NA	NA	NA	NA	NA	NA	0998-538-4	000	No Discou	50000	NA	TRUE	FALSE	001	NA	PINGOL ST OZAMIS CI					
10	000000000	SUNRISE E	NA	NA	NA	NA	NA	NA	NA	NA	NA	000	No Discou	50000	NA	TRUE	FALSE	001	NA	B RAON NI					
11	000000000	ROLAND E	NA	NA	NA	NA	NA	NA	NA	MR. ROLA	10921-4080	000	No Discou	100000	NA	TRUE	FALSE	001	NA	CRUZ N DA					
12	000000000	RJR ELECT	NA	NA	NA	NA	NA	NA	NA	MR. RUBEN	10919-821-4	000	No Discou	50000	NA	TRUE	FALSE	001	NA	MCM BLDG CAVITE (CI					
13	000000000	GARMENT	NA	NA	NA	NA	NA	NA	NA	NA	NA	000	No Discou	10000	NA	TRUE	FALSE	001	NA						MANILA

- Update the column value that you want to change. Take note, *do not touch the Id column as it is needed for the update functionality.*
- If you want to update the WTAXManualCode column, just make sure you provide the correct Manual Code for the WTAX. There's no need to worry about the Manual Code, since you can find it on **System>System Tables>Tax Types** on our EasyFS system.

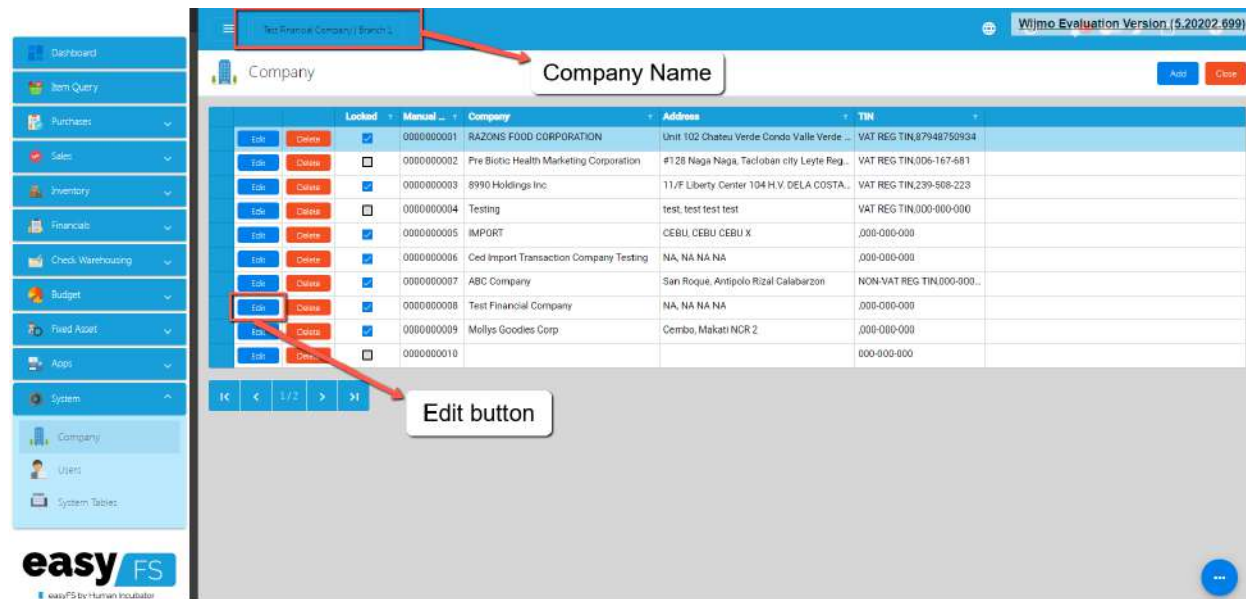
The screenshot shows the 'System Tables' interface in EasyFS. The 'Tax Types' tab is selected and highlighted with a red box. The table below lists various tax types with their corresponding manual codes. A red box highlights the 'Manual Code' column, and an arrow points to it with the label 'Manual Code for Tax'. Another red box highlights the 'Tax Types' tab, and an arrow points to it with the label 'Tax Types'. The 'System Tables' menu item is also highlighted with a red box and an arrow pointing to it with the label 'System Tables'.

Manual Code	Tax Description	Tax Type	Tax Rate	Account	AIC	AIC Description	AIC Category	SBR Form
000	0% VAT	VAT	0.00	Withholding Tax- Expanded	WC100	NA	NA	NA
4.1	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	WMF00	2306
4.2	2% EWT	WTAX	5.00	Withholding Tax- Expanded	WC100	NA	NA	2307
4.3	2% EWT	WTAX	1.00	Withholding Tax- Expanded	WC100	NA	NA	NA
EWT/PT/VAT	VAT Exempt	VAT	0.00	Output VAT	NA	NA	NA	NA
VAT	12% Output VAT	VAT	12.00	Output VAT	NA	NA	NA	NA
VAT/INPUT	12% Input VAT	VAT	12.00	Input VAT	NA	NA	NA	NA
NO/VAT	No VAT	VAT	0.00	Output VAT	NA	NA	NA	NA
000	No WHT	WTAX	0.00	Withholding Tax- Expanded	NA	NA	NA	NA
4.9	2% Creditable Withholding	WTAX	2.00	Withholding Tax- Compens	WC100	NA	NA	NA

- Once everything is okay, just Save the file.
- Go back to the EasyFS system.
- Go to **System**, then click **Company**.



9. Click the Edit button, beside your Company name.



10. You will be routed to the Company Detail page.

Wjimo Evaluation Version (5.20202.699)

Company Detail

Test Financial Company

000000008

Manual Code: 000000008 | Prefix: TIN | TIN: 000-000-000 | TIN Branch Code: 0000 | Email Address:

Company: Test Financial Company | Business Type: TRADING | Incorporation: Corporation

Street: NA | City: NA | VAT Exempt: | Cost Method: Last Purchase Cost

Province: NA | Region: NA | Series Range from: | Series Range to: | Contact Number:

Code: 6000

Confidential PR | Hide Cost In Inventory Transaction | Allow Negative Inventory
 Can Sell Below Cost | Use Selling Price in Item Transfer | Can RR More than PO quantity
 Is Update Inventory Cost IN | Is Update Inventory Cost ST | Is Auto Packed

Branches | More Settings

Manual C.	Branch	TIN	Regional District Office (RDO)
100001	Branch 1	.	
100002	Branch 2	NON-VAT REG TIN (123-456...	0
100003	Branch 3	.	

Unlock button

Wjimo Evaluation Version (5.20202.699)

Company Detail

Test Financial Company

000000008

Manual Code: 000000008 | Prefix: TIN | TIN: 000-000-000 | TIN Branch Code: 0000 | Email Address:

Company: Test Financial Company | Business Type: TRADING | Incorporation: Corporation

Street: NA | City: NA | VAT Exempt: | Cost Method: Last Purchase Cost

Province: NA | Region: NA | Series Range from: | Series Range to: | Contact Number:

Code: 6000

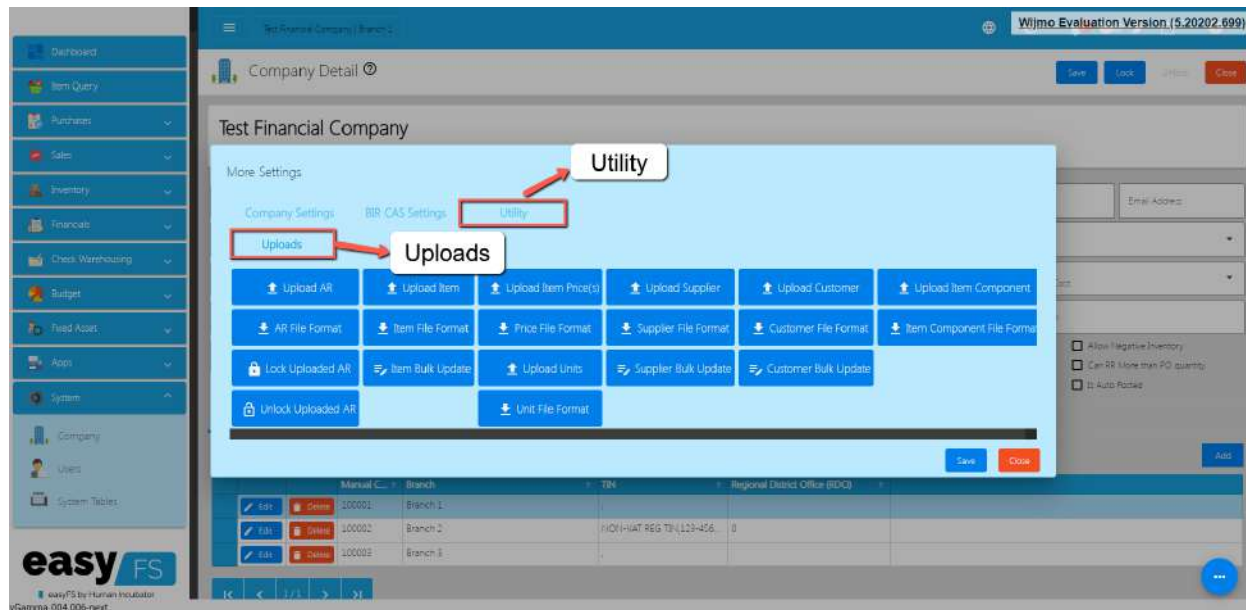
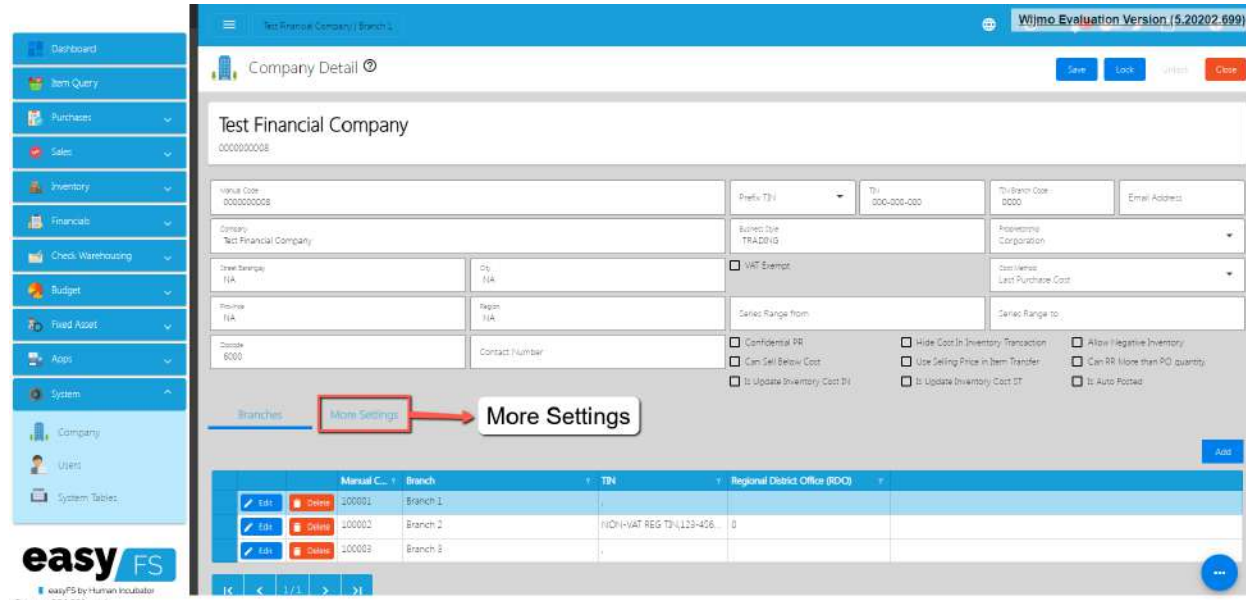
Confidential PR | Hide Cost In Inventory Transaction | Allow Negative Inventory
 Can Sell Below Cost | Use Selling Price in Item Transfer | Can RR More than PO quantity
 Is Update Inventory Cost IN | Is Update Inventory Cost ST | Is Auto Packed

Branches | More Settings

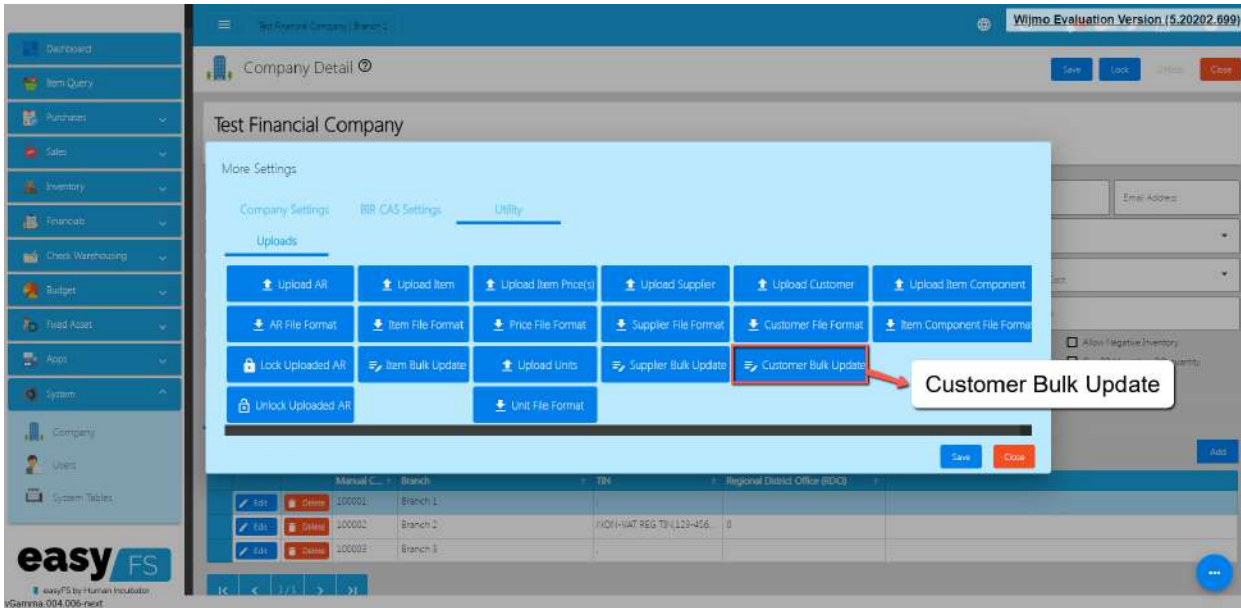
Manual C.	Branch	TIN	Regional District Office (RDO)
100001	Branch 1	.	
100002	Branch 2	NON-VAT REG TIN (123-456...	0
100003	Branch 3	.	

Save | Lock | Unlock | Close

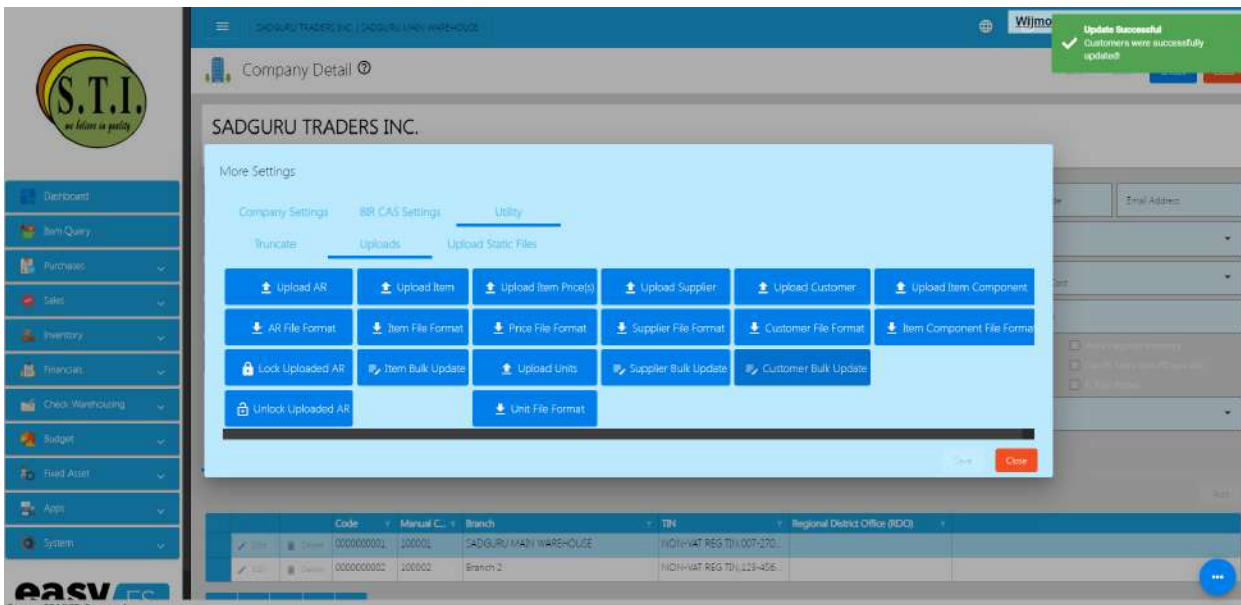
11. Click the **More Settings** tab found below the page, then click **Utility** then **Uploads**.



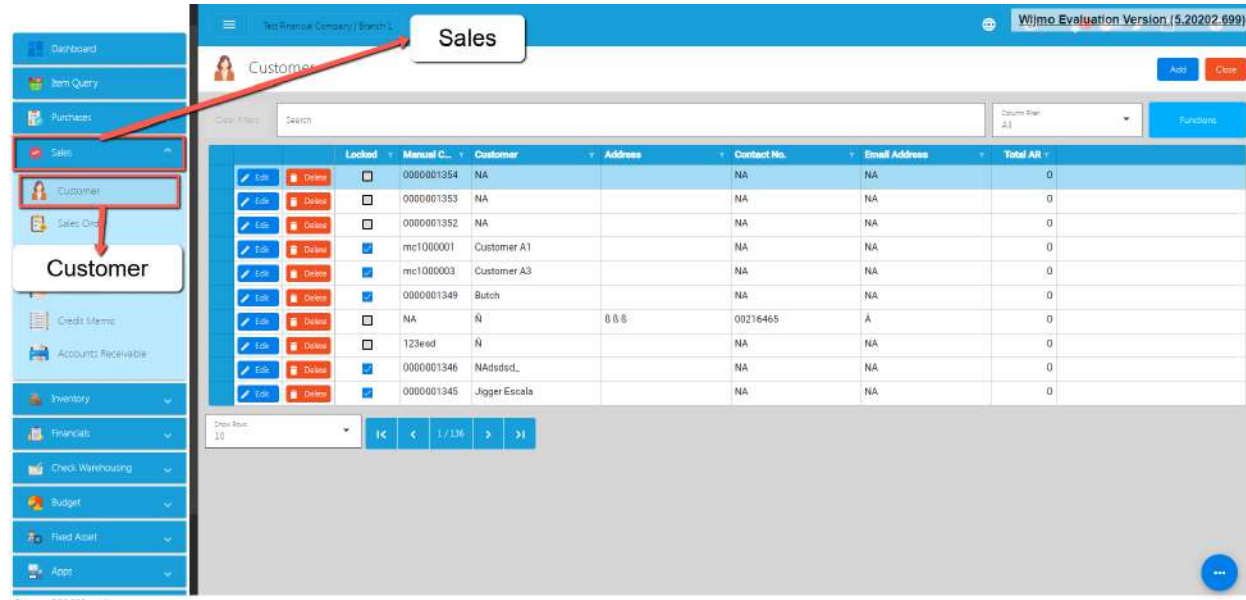
12. To bulk update the Customer detail, click the **Customer Bulk Update** button.



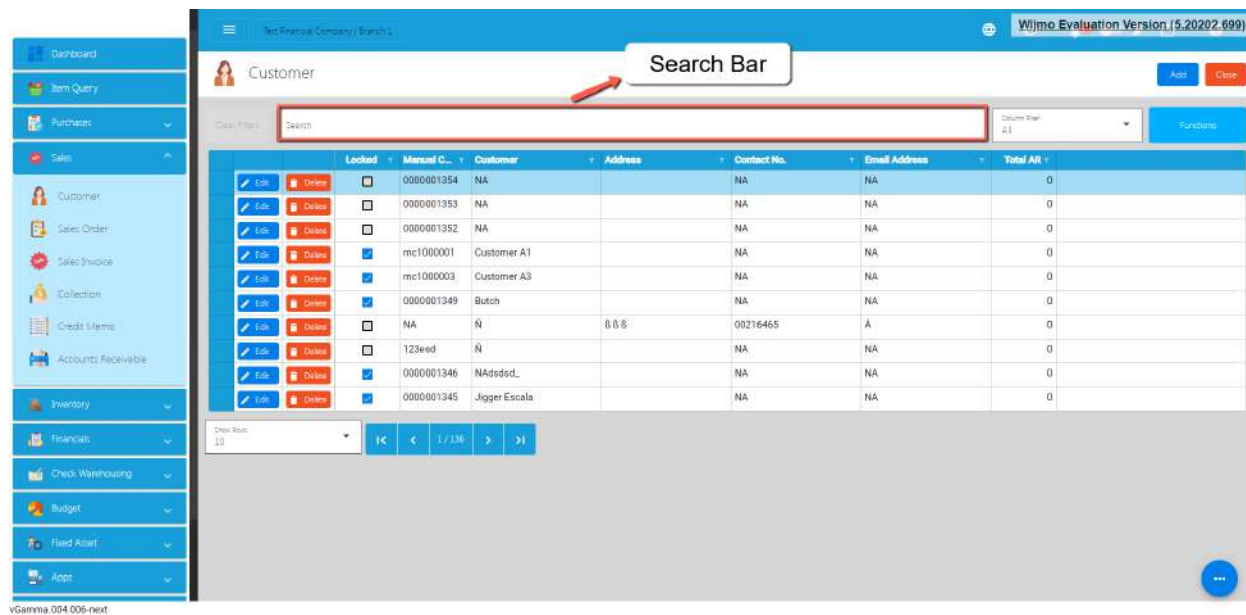
13. Look for the Customer List file, then double click to upload.
14. Wait until it will successfully update the Customer detail.



15. Once okay, you may now review the item you updated by clicking again the **Sales**, then **Customer**.



16. You may use the **Search** bar to search the Customer you updated, then click the **Edit** button to see the changes.



V: Transactions

5.1 Overview

Accounting transactions is a financial activity or event that involves the exchange of money or something of value between two parties. These events are recorded to keep track of how much money a business makes, spends, and owns. Every transaction affects the financial health of the business, and accountants use these records to create reports and make sure everything adds up correctly. For example, when a business sells a product, it's an accounting transaction because money is exchanged for a product, and both the sale and the money received are recorded.

Our EasyFS system has the following transactions:

1. Purchases

- Purchases in accounting refer to the buying of goods or services by a business. It's when a company acquires items it needs to operate, such as raw materials for manufacturing or products for resale. When you spend money to get something for your business, it's a purchase.

2. Sales

- Sales are transactions where a business exchanges goods or services for money. It's the process of transferring ownership of a product or providing a service in exchange for payment.

3. Inventory

- Inventory in accounting refers to the goods a business holds for the purpose of resale. It includes items a company has purchased or produced but has not yet sold.

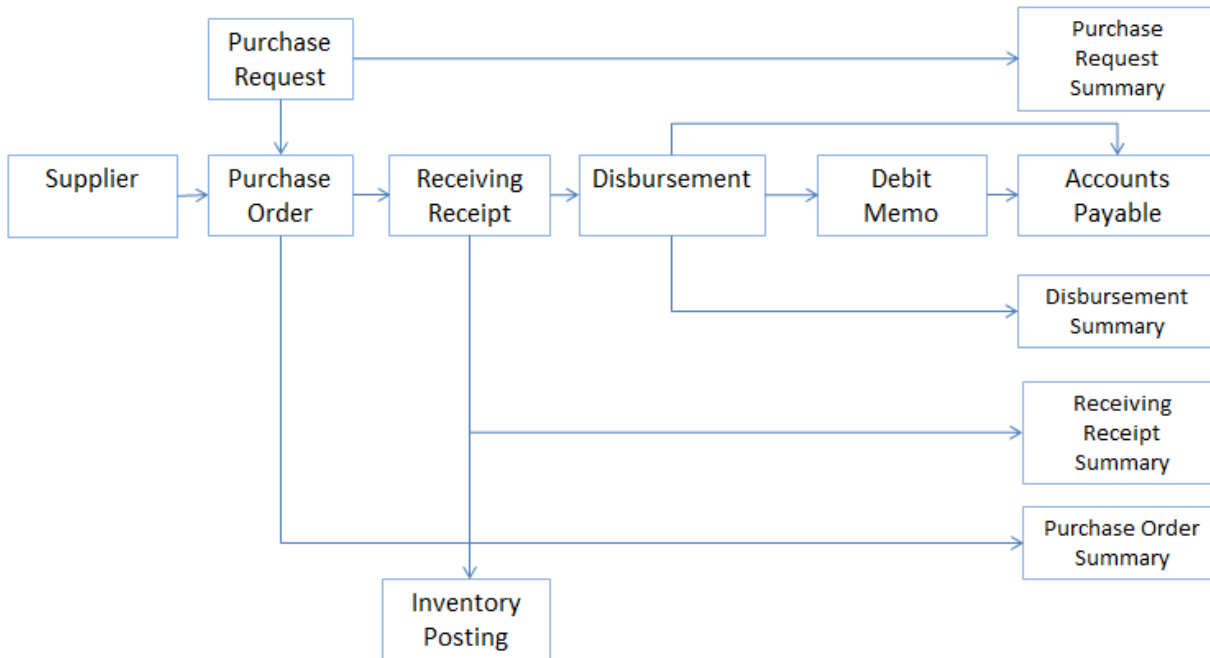
4. Financials

- Generates the Balance Sheet, Income Statement, Cash Flows Statement, Trial Balance, General Ledger and General Journal.

Pu5.2 Purchases Transaction Module

The purchasing process in accounting involves a series of steps that outline the flow of a procurement transaction, from the identification of a need to the payment of suppliers.

Purchases Flow



Supplier Creation/Management

- Create and manage supplier records within the system, including contact information, Email, TIN (Tax Identification Number), and payment terms.
- Assign unique Supplier Code for easy tracking.

Purchase Request

- When a department identifies a need for goods or services, a purchase request is generated.
- The purchase request includes details such as the items or services required, quantities, and any specific requirements.

Purchase Order

- Based on the approved purchase request, a purchase order is created and sent to the supplier.
- The purchase order includes details like the quantity, price, and description of the items or services.

Receiving Receipt

- Upon receiving the goods or services, a receiving receipt is generated to confirm that the items have been received in the quantity and condition specified in the purchase order.
- Update inventory levels if applicable.

Accounts Payable

- Record the purchase in the accounts payable ledger.
- Accounts payable represents the amount the business owes to suppliers for the received goods or services.
- Accounts Payable Formula is computed as Receiving Receipt less Disbursement less Debit Memo

Disbursement (Payment)

- Issue payment to the supplier based on the terms specified in the purchase order and agreed-upon payment terms.
- Payment methods may include checks, electronic transfers, or other agreed-upon methods.

Debit Memo (if necessary)

- If there are issues with the received goods or services, such as damaged items or discrepancies, a debit memo may be issued to adjust the accounts payable balance.
- Update records to reflect the debit memo.

Purchasing Module Reporting and Analytics

- Monitor and analyze purchasing performance, accounts payable aging, and other relevant metrics.
- Generate reports to gain insights into the financial aspects of the procurement process.
- Integration with General Ledger, Income Statement and Balance

5.2.1 Purchase Request

Overview

This is where you input the entire purchase request needed.

Purchase Request List

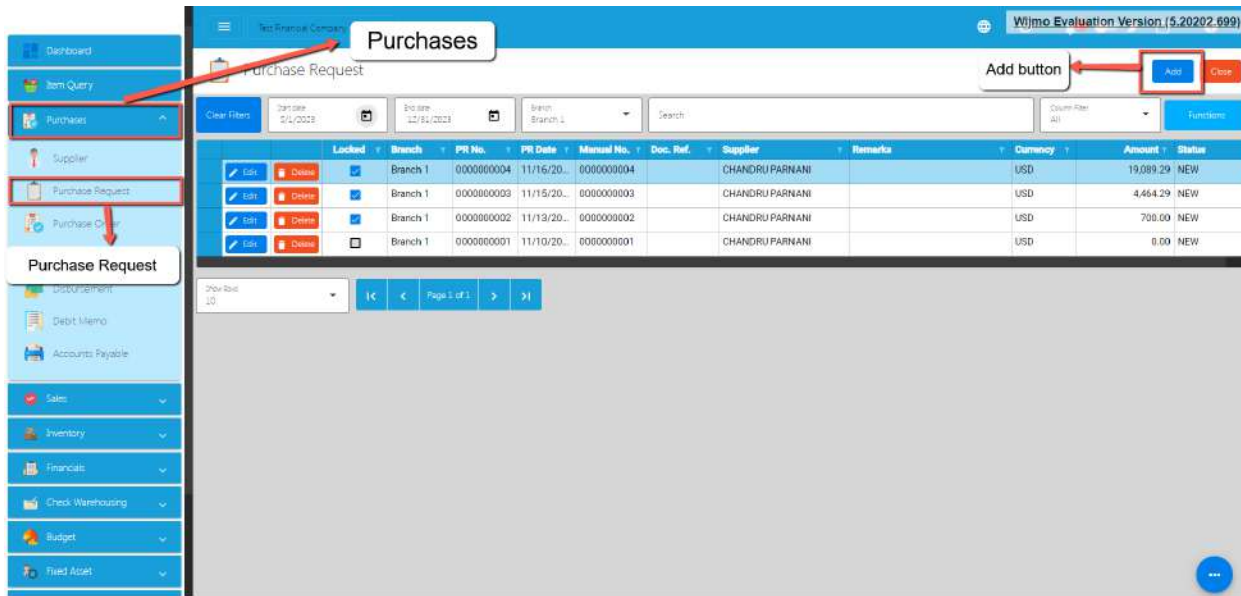
- List of all the PR (Purchase Request) and will also show the overview of the transaction. In addition, it also has filter functionality where you can select the Start and End Date of the transaction.

The screenshot displays the 'Purchase Request' list in the Wjimo system. The interface includes a sidebar with navigation options like Dashboard, Item Query, Purchases, Supplier, Purchase Request, Purchase Order, Receiving Receipt, Disbursement, Debit Memo, and Accounts Payable. The main area shows a table of purchase requests with the following data:

Labeled	Branch	PR No.	PR Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
<input checked="" type="checkbox"/>	Branch 1	0000000004	11/16/20...	0000000004		CHANDRU PARNANI		USD	19,089.29	NEW
<input checked="" type="checkbox"/>	Branch 1	0000000003	11/15/20...	0000000003		CHANDRU PARNANI		USD	4,464.29	NEW
<input checked="" type="checkbox"/>	Branch 1	0000000002	11/13/20...	0000000002		CHANDRU PARNANI		USD	700.00	NEW
<input checked="" type="checkbox"/>	Branch 1	0000000001	11/10/20...	0000000001		CHANDRU PARNANI		USD	0.00	NEW

Purchase Request Detail

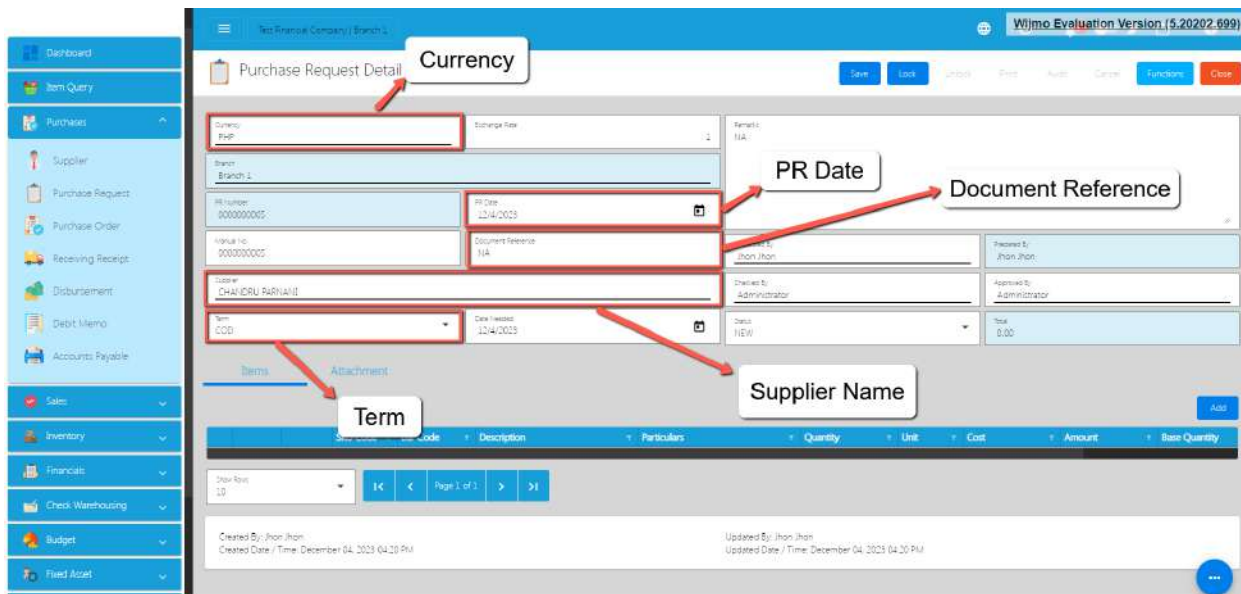
1. To add a new Purchase Request, go to Purchases then click Purchase Request. After that, click the **Add** that can be seen in the Purchase Request list.



vGamma.004.006-next

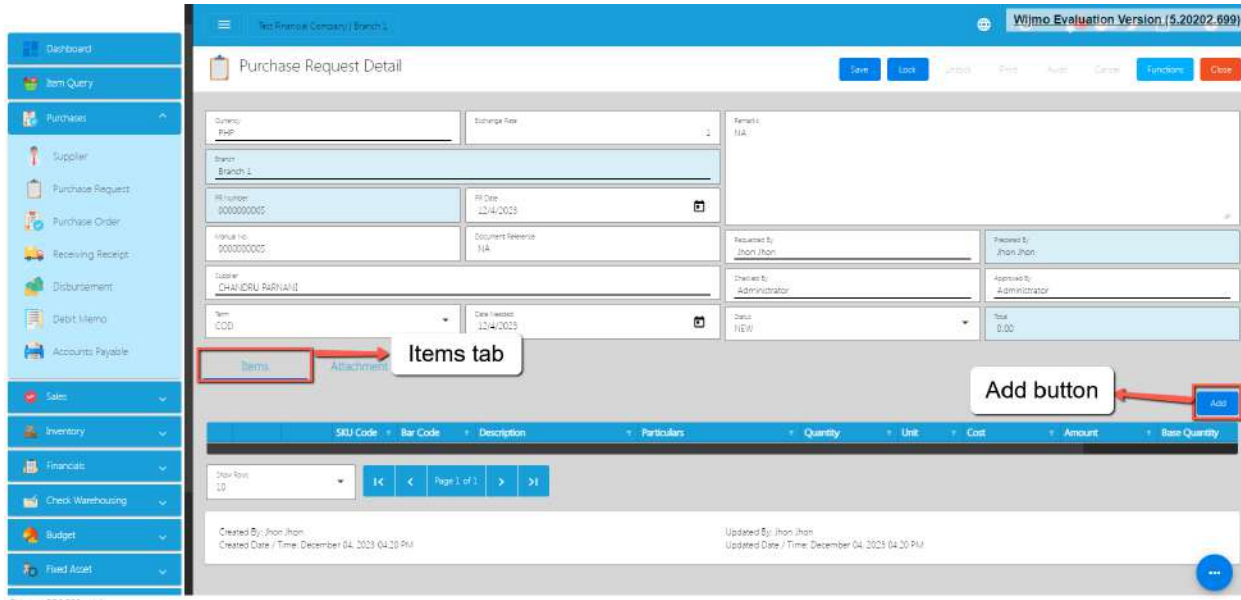
2. Fill out all the needed information for the **Purchase Request Detail** like,

- Currency
- Supplier Name
- PR Date
- Term
- Document Reference



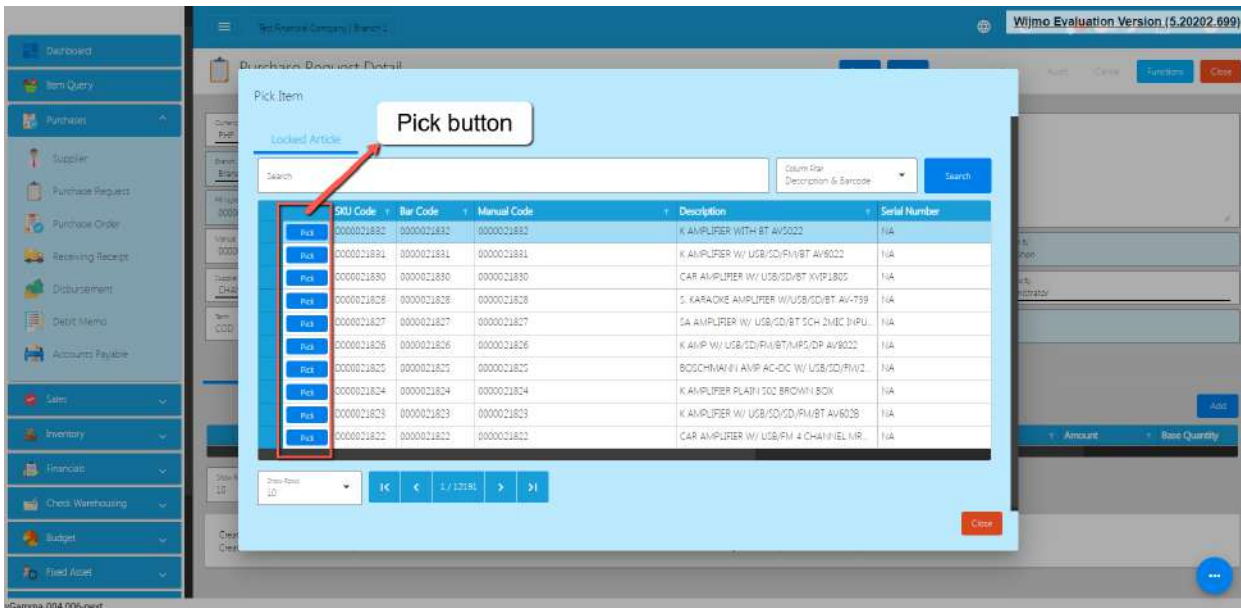
vGamma.004.006-next

3. To add line Item(s), click the **Add** button on the right part of the page under the Items tab.



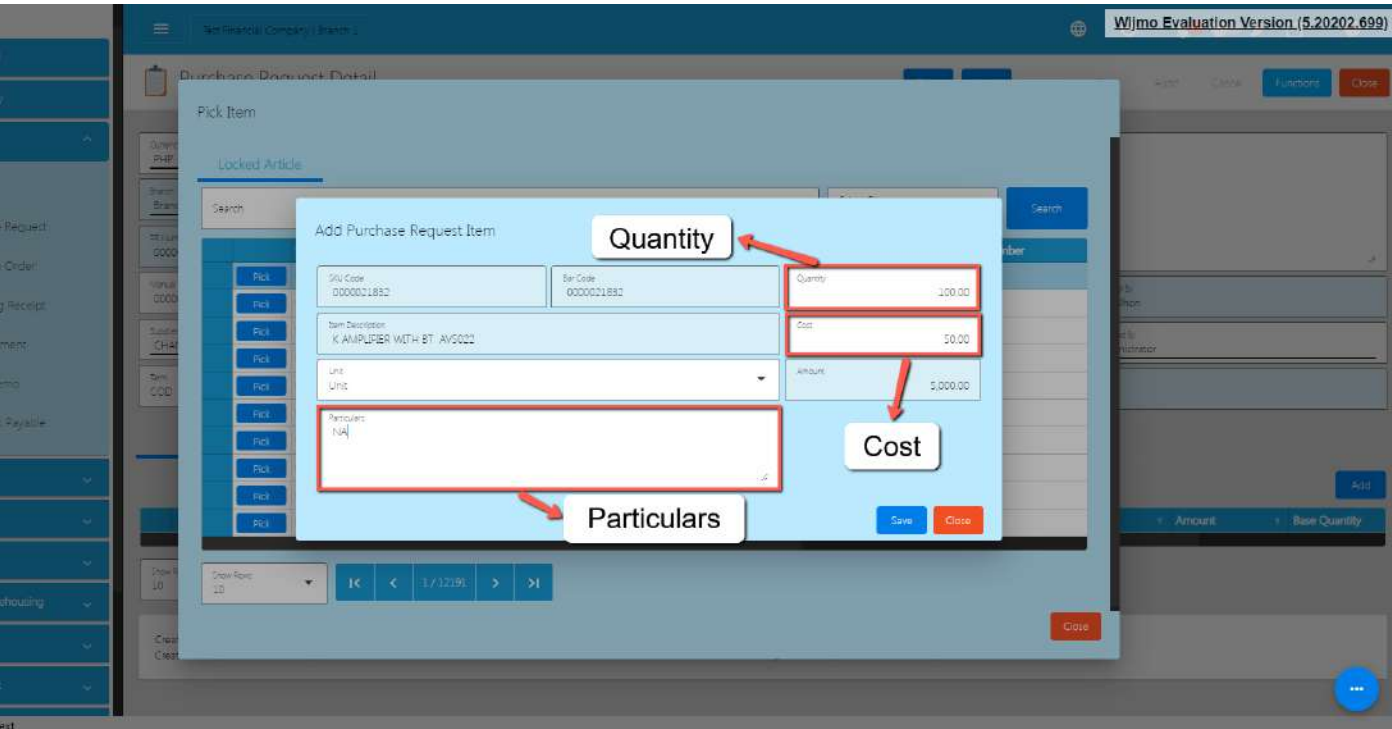
Gamma.004.006-next

4. Select the items, by clicking the Pick button.

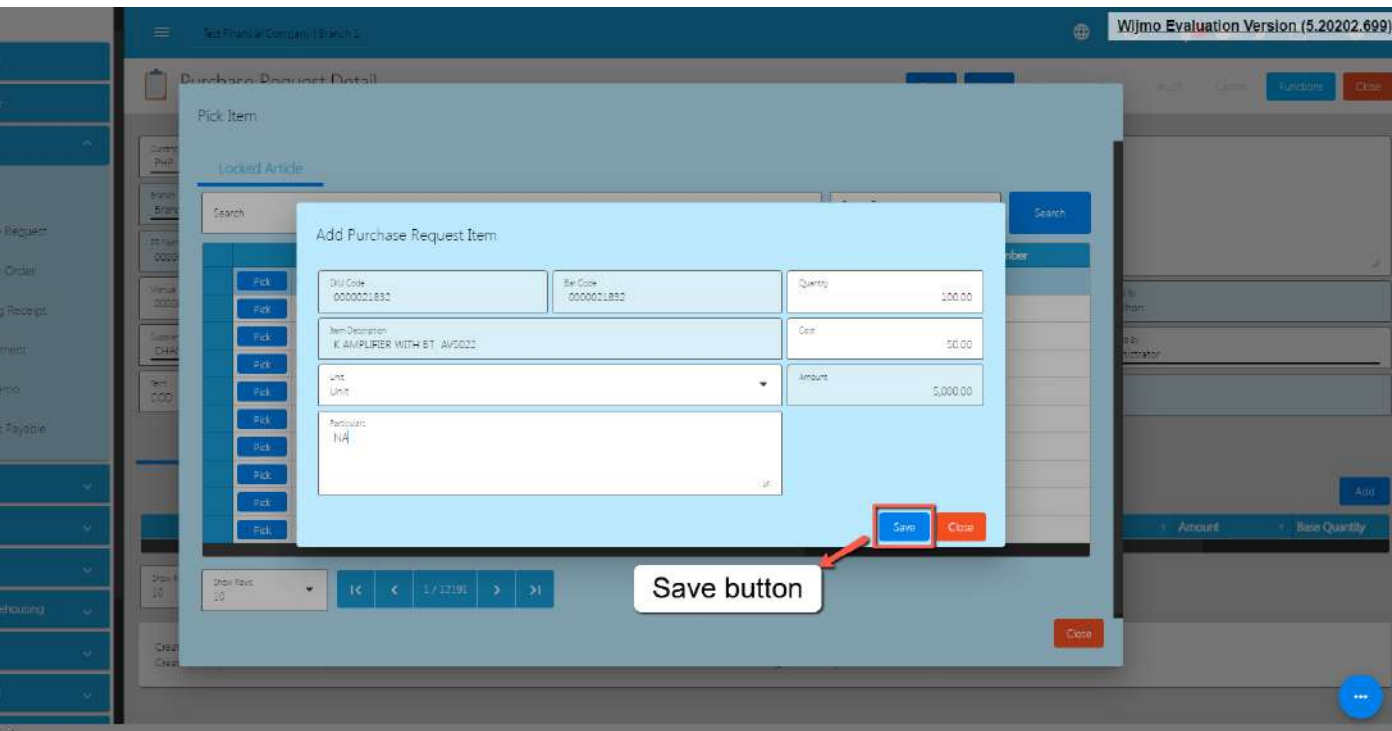


Gamma.004.006-next

5. Once the Pick button is clicked, fill out the quantity and the cost. For Particulars, put NA if nothing to provide.

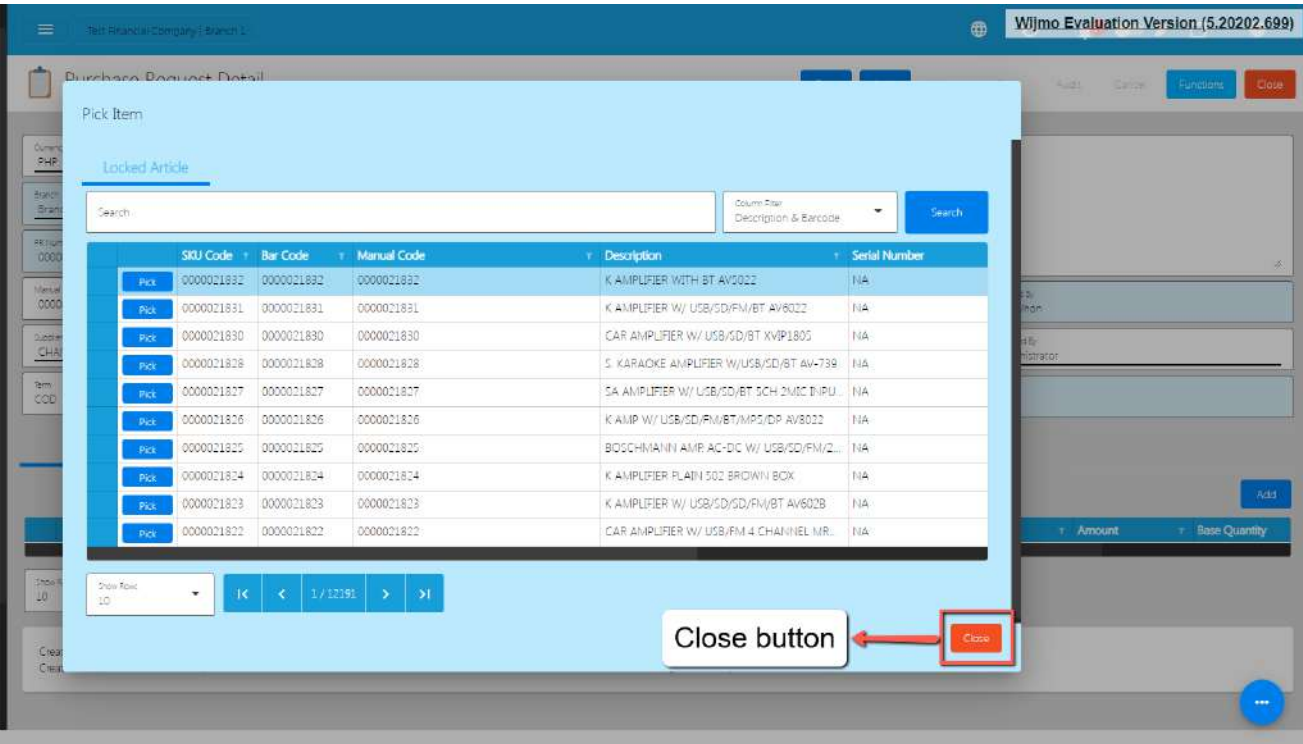


6. After providing the Quantity, Cost and Particulars, click the **Save button**.

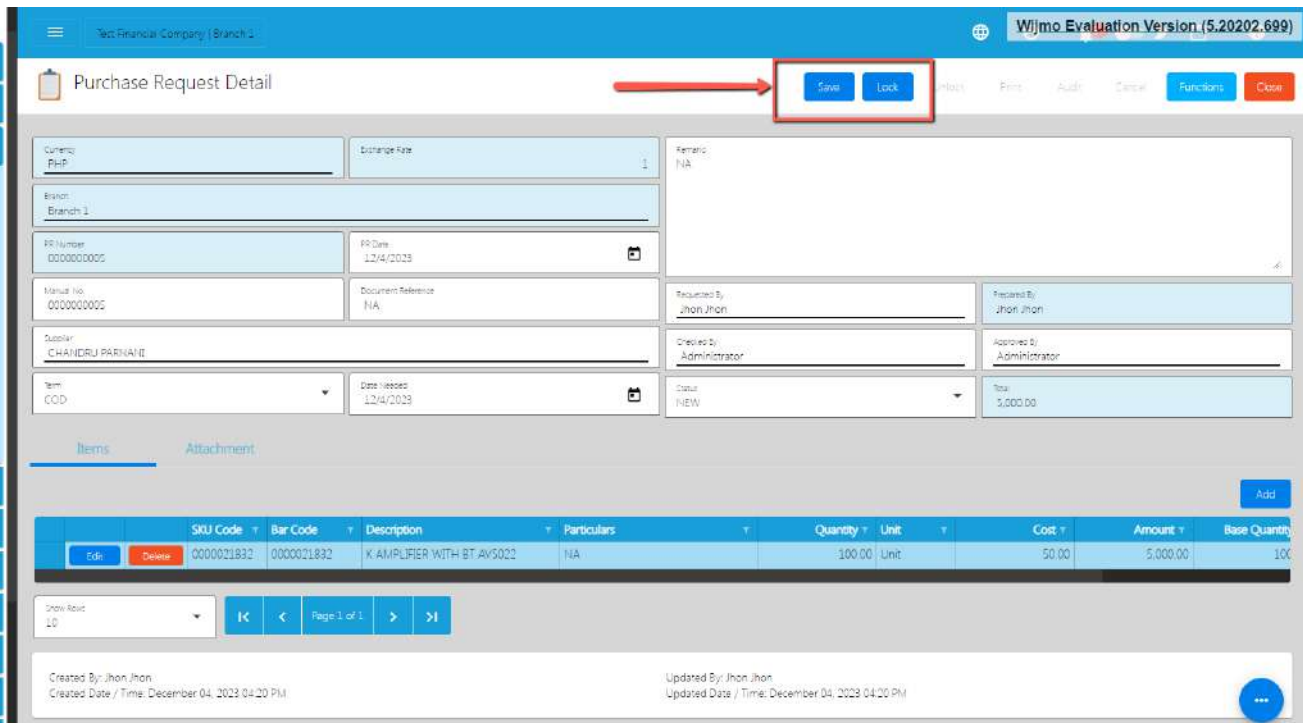


7. If you wish to add additional items, repeat Steps 4 up to 6.

8. If you're done adding line items, just click the **Close** button to hide the popup.



9. Review the Purchase Request you created. If it is all good, click the Save button, then Lock button.



5.2.2 Purchase Order Overview

This is to finalize the purchases for the company.

Purchase Order List

- List of all the PO (Purchase Order) and will also show the overview of the transaction.
- Here, you can also filter the Start and End Date of the transaction and the button to add a new PO.

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Purchase Order

Filter functionality

Clear Filters: Start date: 5/1/2023, End date: 12/31/2023, Branch: Branch 1

	Locked	Branch	PO No.	PO Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Branch 1	000000021	12/01/20...	000000021		VISITA		PHP	50.00	NEW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Branch 1	000000020	11/29/20...	000000020		CHANDRU PARNANI		JPY	5,000.00	NEW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Branch 1	000000019	11/29/20...	000000019		CHANDRU PARNANI		PHP	11,000.00	NEW
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	000000018	11/29/20...	000000018		CHANDRU PARNANI		USD	0.00	NEW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Branch 1	000000017	11/16/20...	000000017		CHANDRU PARNANI		USD	19,089.29	NEW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Branch 1	000000016	11/15/20...	000000016		CHANDRU PARNANI		USD	4,996.29	NEW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Branch 1	000000015	11/15/20...	000000015		CHANDRU PARNANI		USD	44.64	NEW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Branch 1	000000014	11/15/20...	000000014		CHANDRU PARNANI		USD	4,464.29	NEW
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Branch 1	000000013	11/13/20...	000000013		CHANDRU PARNANI		USD	700.00	NEW
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	000000012	11/08/20...	000000012		CHANDRU PARNANI		USD	0.00	NEW

Purchase Order List

Purchase Order Detail

1. To add a new Purchase Order, go to **Purchases** then click **Purchase Request**. After that, click the **Add** that can be seen in the Purchase Order list.

Text Financial Company / Branch 1

Wjmo Evaluation Version (5.20202.689)

Purchases

Purchase Order

Add button

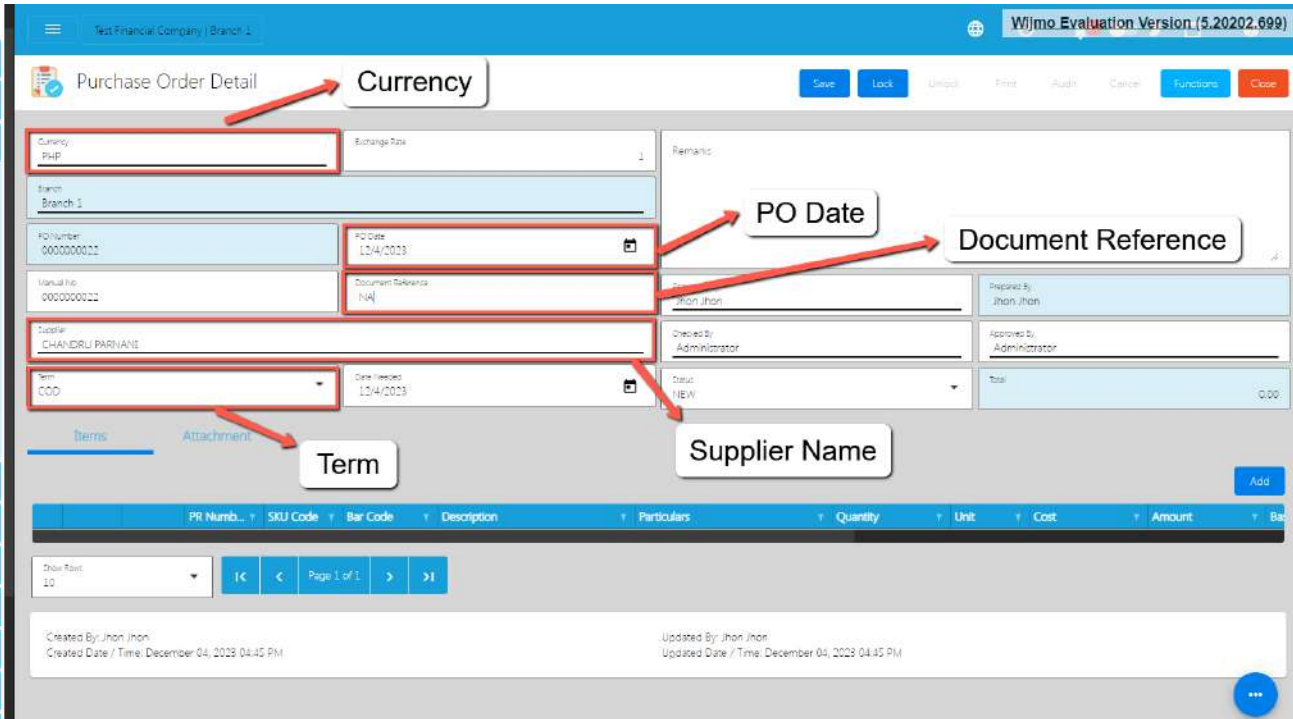
Clear Filter: Start date: 5/1/2023 End date: 12/31/2023 Branch: Branch 1 Search: Column Filter: All Functions

	Locked	Branch	PO No.	PO Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
Edi. Delete	<input checked="" type="checkbox"/>	Branch 1	0000000021	12/01/20...	0000000021		VISITA		PHP	50.00	NEW
Edi. Delete	<input checked="" type="checkbox"/>	Branch 1	0000000020	11/29/20...	0000000020		CHANDRU PARNANI		JPY	5,000.00	NEW
Edi. Delete	<input checked="" type="checkbox"/>	Branch 1	0000000019	11/29/20...	0000000019		CHANDRU PARNANI		PHP	11,000.00	NEW
Edi. Delete	<input type="checkbox"/>	Branch 1	0000000018	11/29/20...	0000000018		CHANDRU PARNANI		USD	0.00	NEW
Edi. Delete	<input checked="" type="checkbox"/>	Branch 1	0000000017	11/16/20...	0000000017		CHANDRU PARNANI		USD	19,089.29	NEW
Edi. Delete	<input checked="" type="checkbox"/>	Branch 1	0000000016	11/15/20...	0000000016		CHANDRU PARNANI		USD	4,996.29	NEW
Edi. Delete	<input checked="" type="checkbox"/>	Branch 1	0000000015	11/15/20...	0000000015		CHANDRU PARNANI		USD	44.64	NEW
Edi. Delete	<input checked="" type="checkbox"/>	Branch 1	0000000014	11/15/20...	0000000014		CHANDRU PARNANI		USD	4,464.29	NEW
Edi. Delete	<input checked="" type="checkbox"/>	Branch 1	0000000013	11/13/20...	0000000013		CHANDRU PARNANI		USD	700.00	NEW
Edi. Delete	<input type="checkbox"/>	Branch 1	0000000012	11/08/20...	0000000012		CHANDRU PARNANI		USD	0.00	NEW

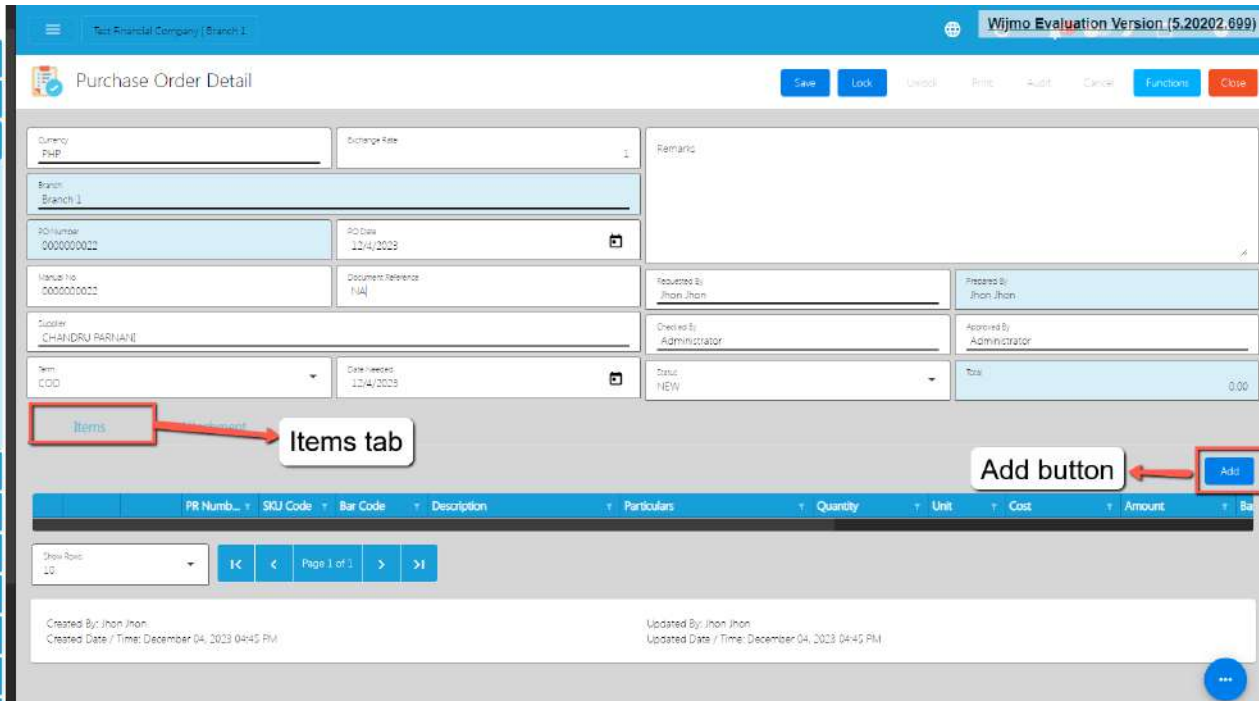
Show Rows: 10

Page 1 of 2

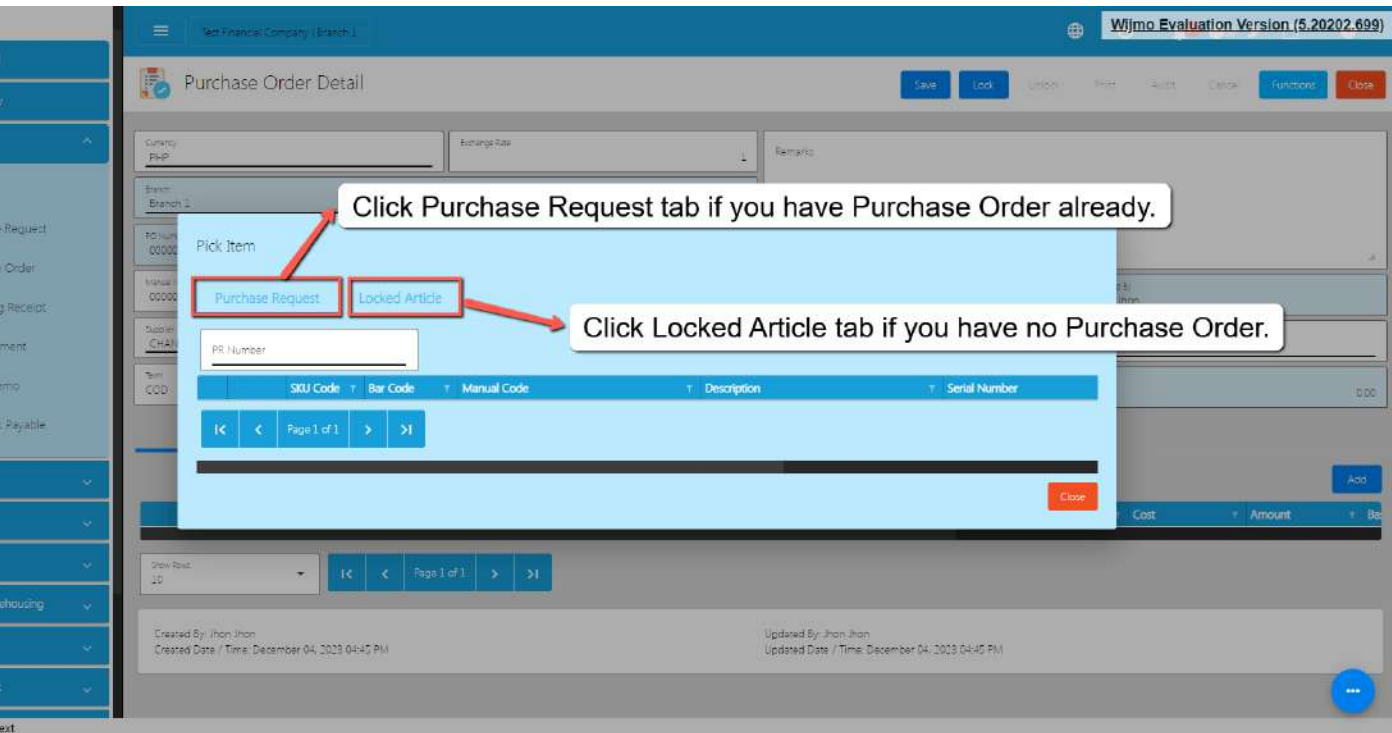
- Fill out all the needed information for the **Purchase Order Detail** like,
 - Currency
 - Supplier Name
 - PO Date
 - Term
 - Document Reference



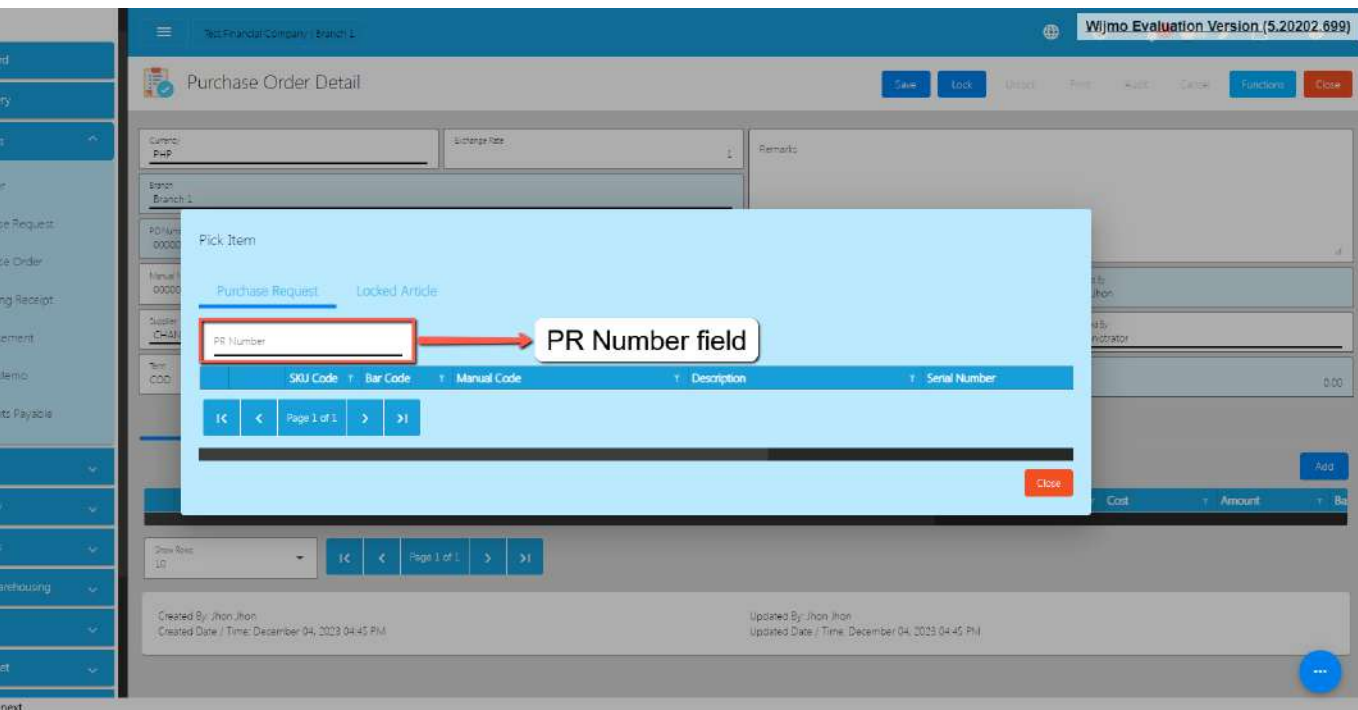
3. To add line Item(s), click the **Add** button on the right part of the page under the Items tab.

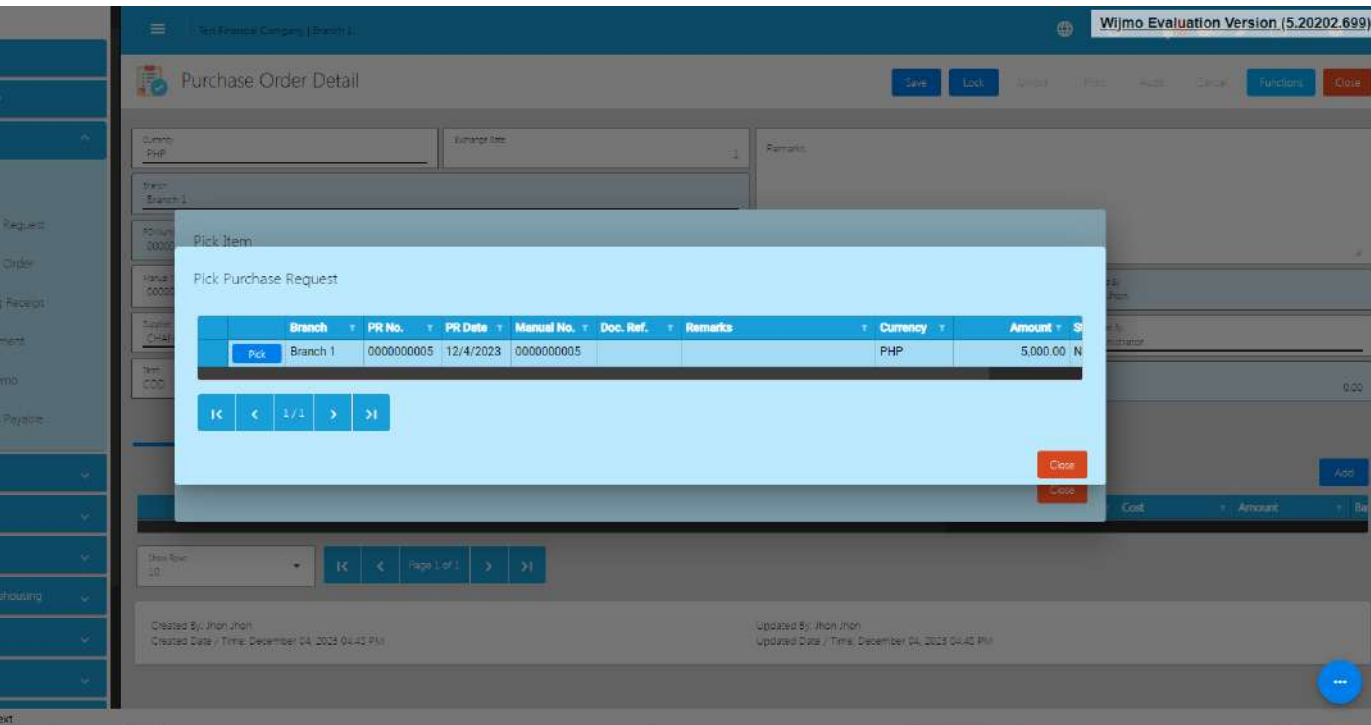


4. Choose either Purchase Request or Locked Article (Items).

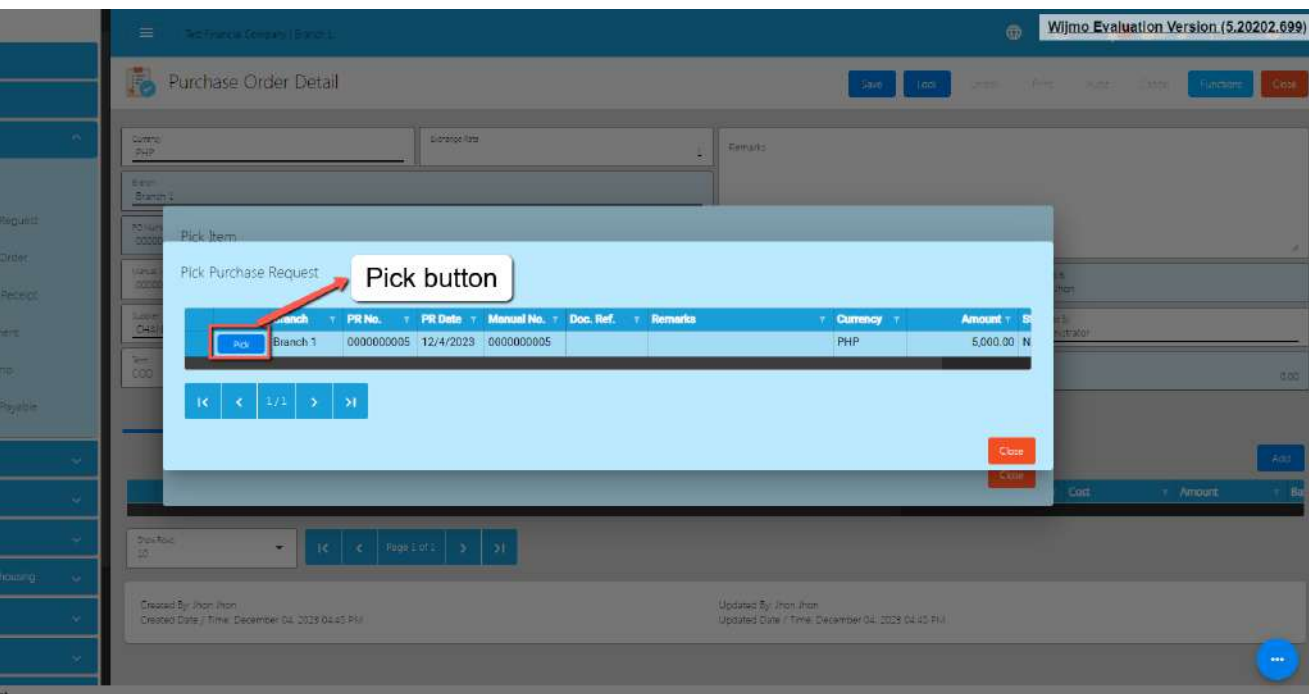


5. If you already have a Purchase Request, you can select that PR by clicking on the **PR Number**. Once clicked it will pop up all the PR that was not yet created as PO.

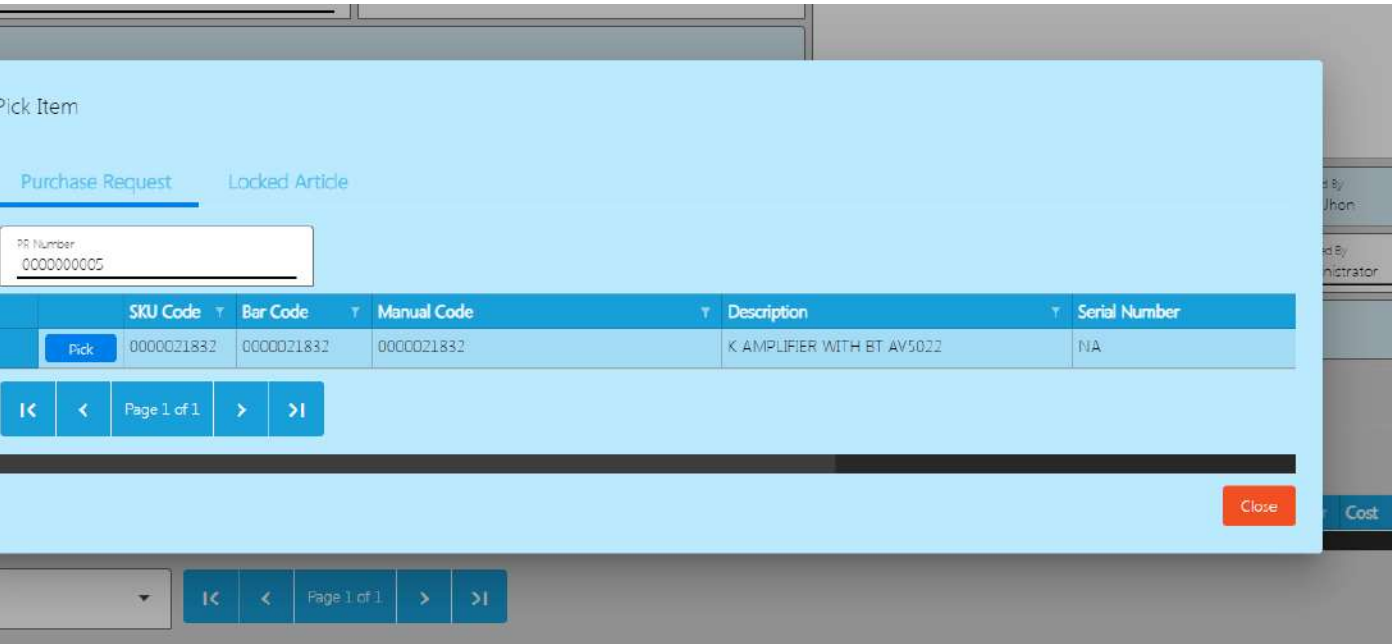




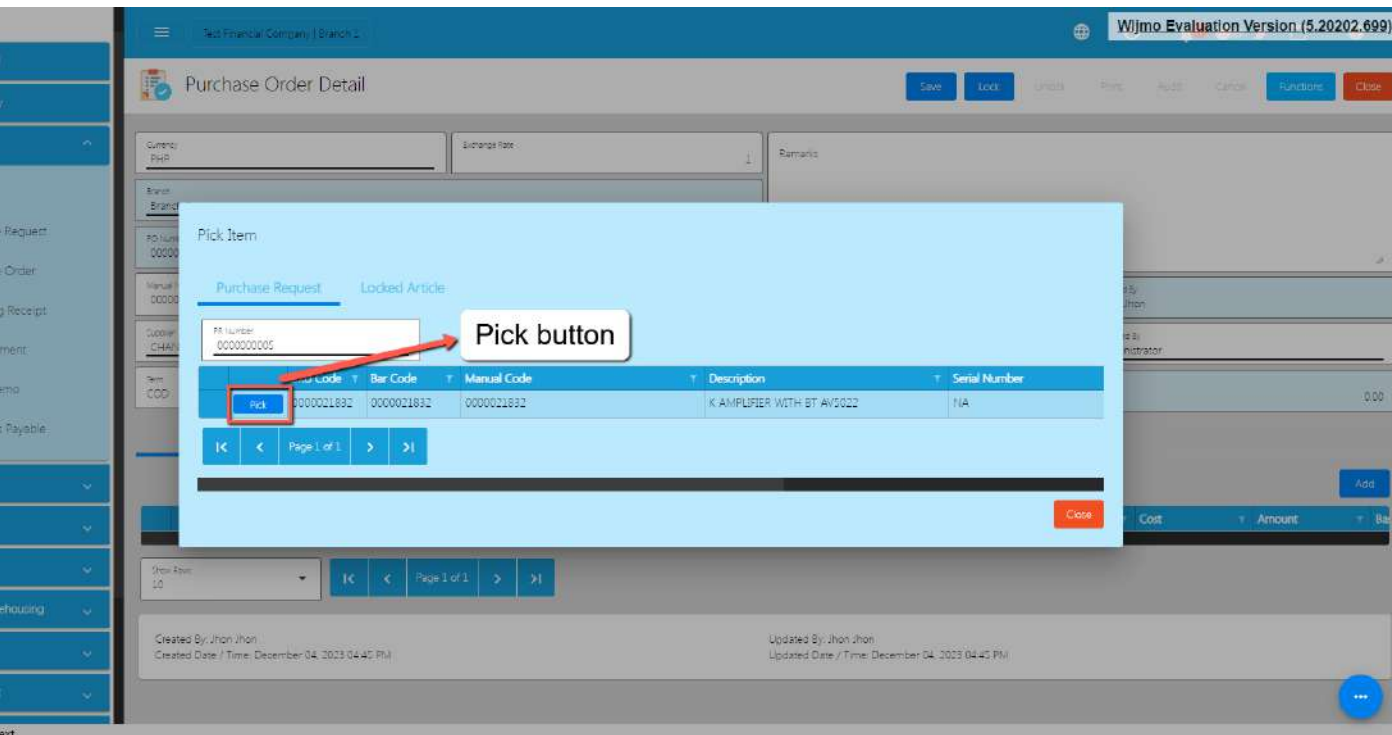
6. Then to add that Purchase to the Purchase Request, click the Pick button beside the Branch column.



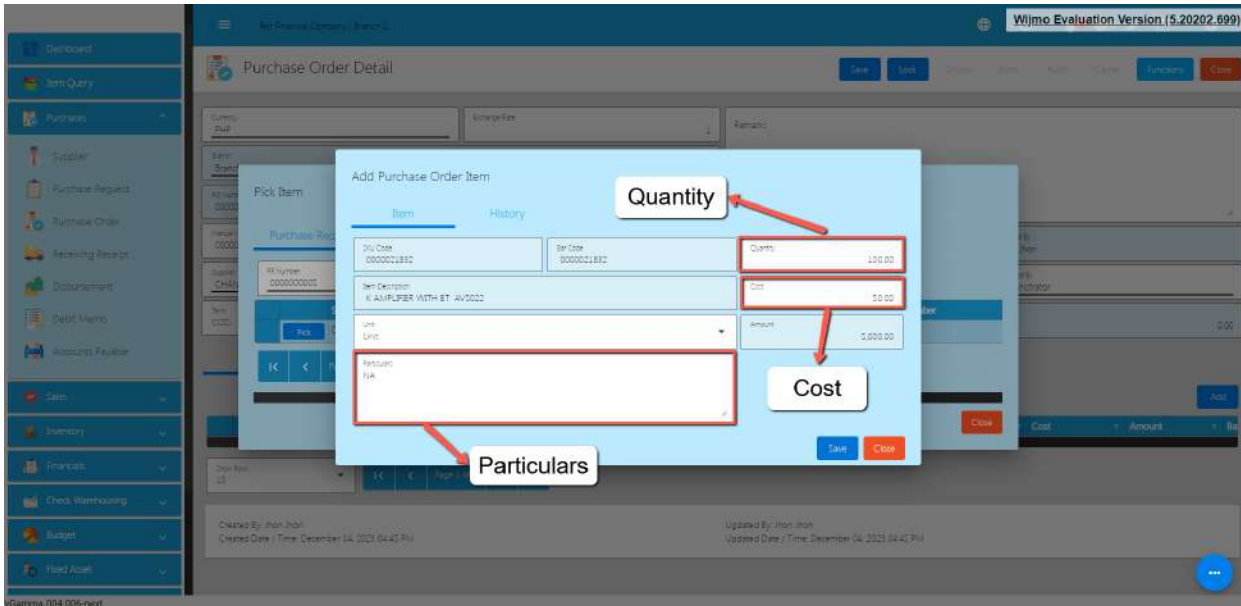
7. After clicking the **Pick** button, it will automatically display the list of items based on your chosen Purchase Order.



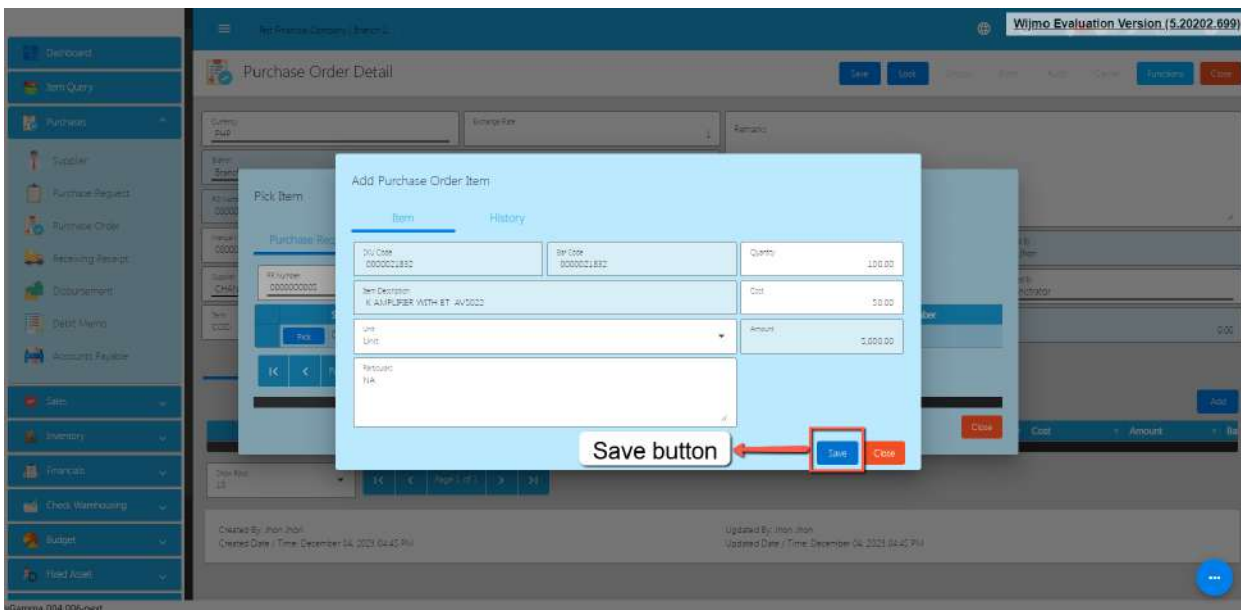
8. Select the items, by clicking the Pick button.



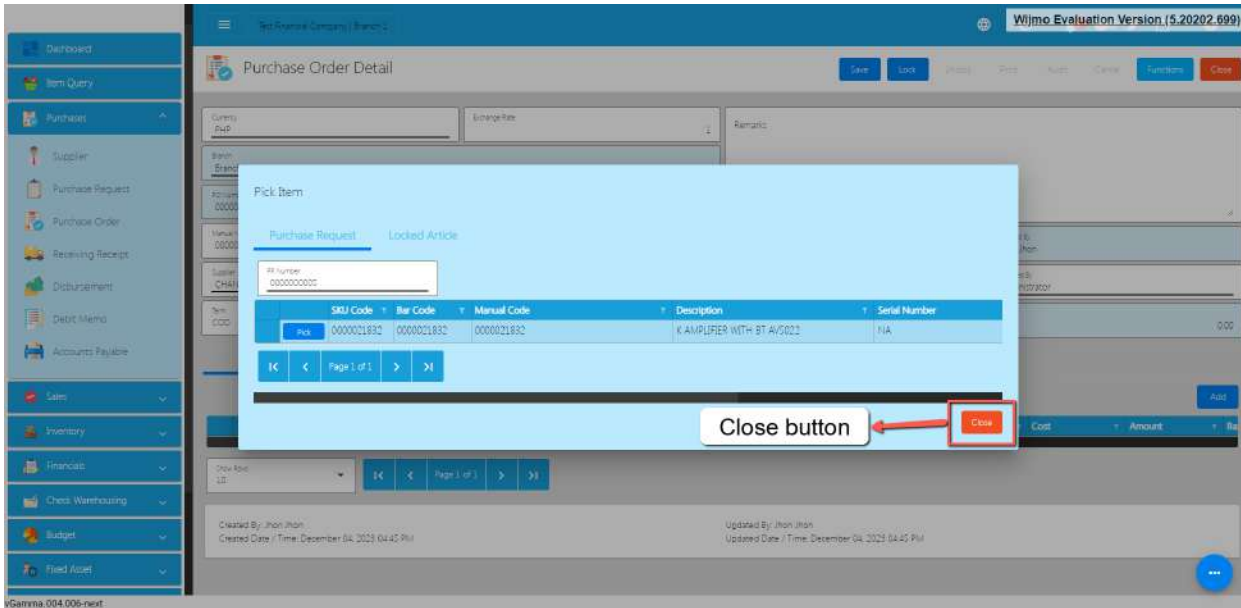
9. Once the Pick button is clicked, fill out the quantity and the cost. For Particulars, put NA if nothing to provide.



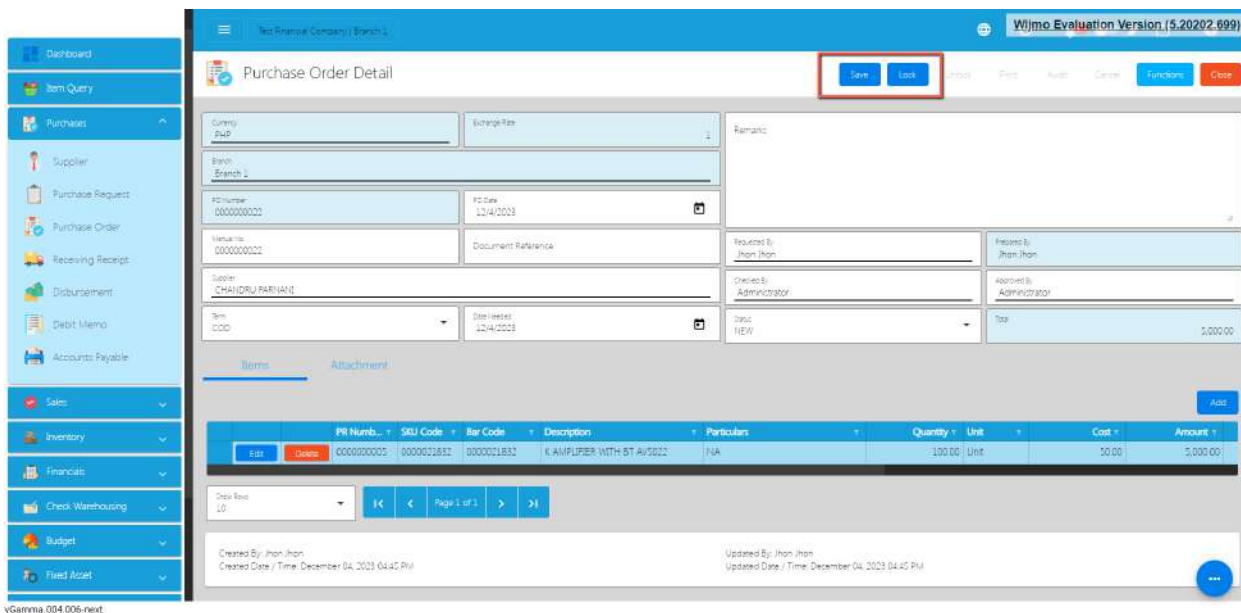
10. After providing the Quantity, Cost and Particulars, click the **Save button**.



11. If you wish to add additional items, repeat Steps 8 to 10.
12. There's no need to worry if you don't have a Purchase Order since you can automatically select the items. Just go directly from steps 8 to 10 after clicking the **Locked Article** tab that is mentioned on Step 4.
13. If you're done adding line items, just click the **Close** button to hide the popup.



14. Review the Purchase Order you created. If it is all good, click the Save button, then Lock button.



Test Finance Company | Branch 1 Wijmo Evaluation Version (5.20202.699)

Purchase Order Detail

Save | Undo | **Unlock** | Print | Audit | Cancel | Functions | Close

Currency: PHP	Exchange Rate: 1	Remarks:	
Supplier: Branch 1			
PO Number: 000000002	PO Date: 12/4/2023		
Manuals: 000000002	Document Reference:	Requested By: Jhon Jhon	Received By: Jhon Jhon
Supplier: CHANDRU PARIANI		Created By: Administrator	Approved By: Administrator
Item: 000	Date Issued: 12/4/2023	Item: NEW	Total: 5,000.00

Items | Attachment

Item	Change	PR Number	SKU Code	Bar Code	Description	Particulars	Quantity	Unit	Cost	Amount
		000000005	000001892	000001892	K.AMPLUPER WITH BT Av/2022	N/A	100.00	Unit	50.00	5,000.00

Page 1 of 1

Created By: Jhon Jhon | Updated By: Jhon Jhon
 Created Date / Time: December 04, 2023 04:45 PM | Updated Date / Time: December 04, 2023 04:45 PM

VGamma.004.006.next

5.2.3 Receiving Receipt

Overview

When the supplier already sent or provided the product/item from the PO that the user sent. The user can use this to check if the items are all correct using the RR.

Receiving Receipt Detail

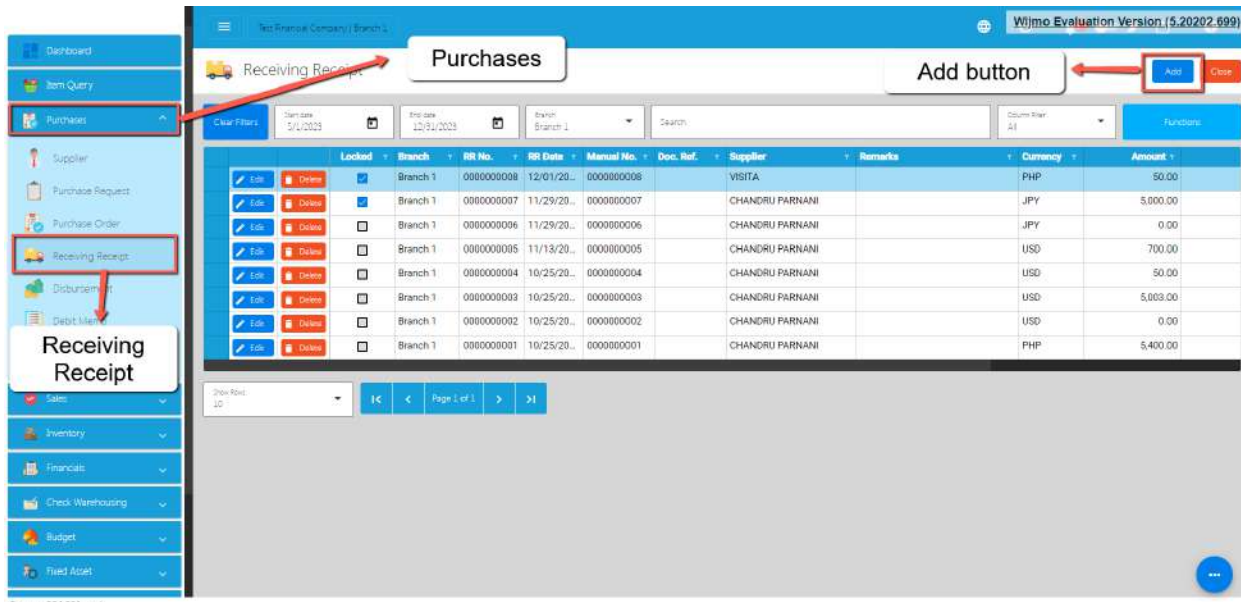
- List of all the RR (Receiving Receipt) and will also show the overview of the transaction. In addition, it also has filter functionality where you can select the Start and End Date of the transaction.

The screenshot displays the 'Receiving Receipt' interface. At the top, there is a header with 'Receiving Receipt' and an 'Add' button. Below the header, there is a 'Filter functionality' section with fields for 'Start date' (5/1/2023), 'End date' (12/31/2023), and 'Branch' (Branch 1). A search bar and a 'Functions' button are also present. The main area contains a table with the following columns: Locks, Branch, RR No., RR Date, Manual No., Doc. Ref., Supplier, Remarks, Currency, and Amount. The table lists several transactions for 'CHANDRU PARNANI' with various currencies and amounts. Below the table, there is a 'Receiving Receipt List' label and a pagination control showing 'Page 1 of 1'.

Locks	Branch	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount
	Branch 1	0080000008	12/01/20..	0000000008		VISITA		PHP	50.00
	Branch 1	0080000007	11/29/20..	0000000007		CHANDRU PARNANI		JPY	5,000.00
	Branch 1	0080000006	11/29/20..	0000000006		CHANDRU PARNANI		JPY	0.00
	Branch 1	0080000005	11/13/20..	0000000005		CHANDRU PARNANI		USD	700.00
	Branch 1	0080000004	10/25/20..	0000000004		CHANDRU PARNANI		USD	50.00
	Branch 1	0080000003	10/25/20..	0000000003		CHANDRU PARNANI		USD	5,003.00
	Branch 1	0080000002	10/25/20..	0000000002		CHANDRU PARNANI		USD	0.00
	Branch 1	0080000001	10/25/20..	0000000001		CHANDRU PARNANI		PHP	5,400.00

Receiving Receipt List

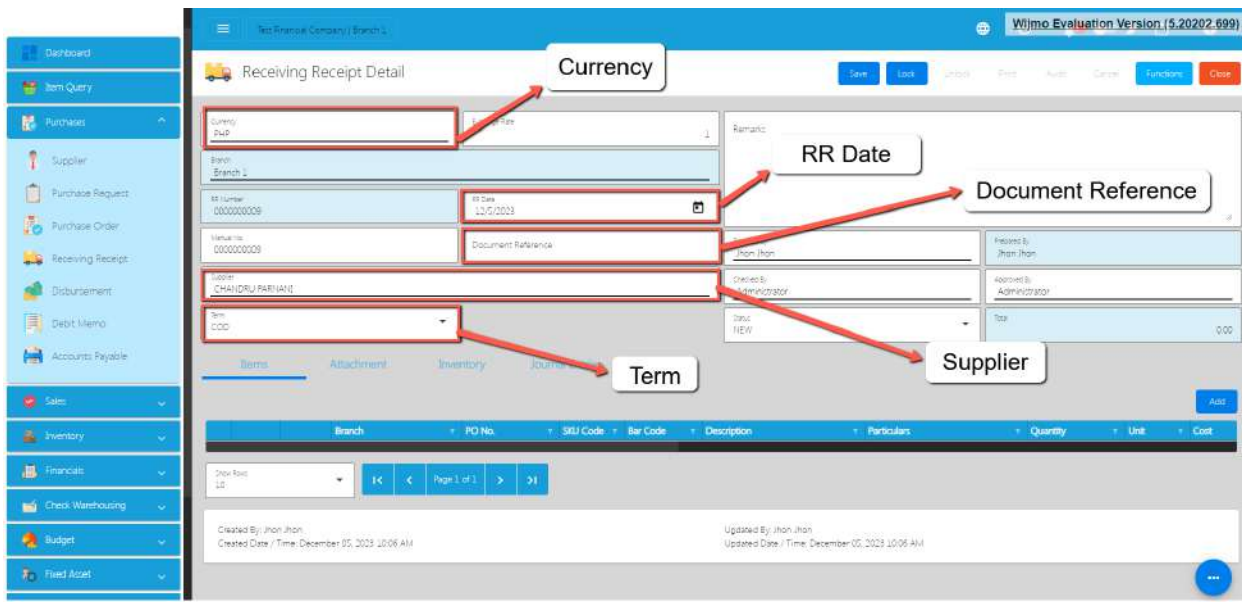
- To add a new Receiving Receipt, go to **Purchases** then click **Receiving Receipt**. After that, click the **Add** button that can be seen in the Receiving Receipt list.



VGamma.004.006-next

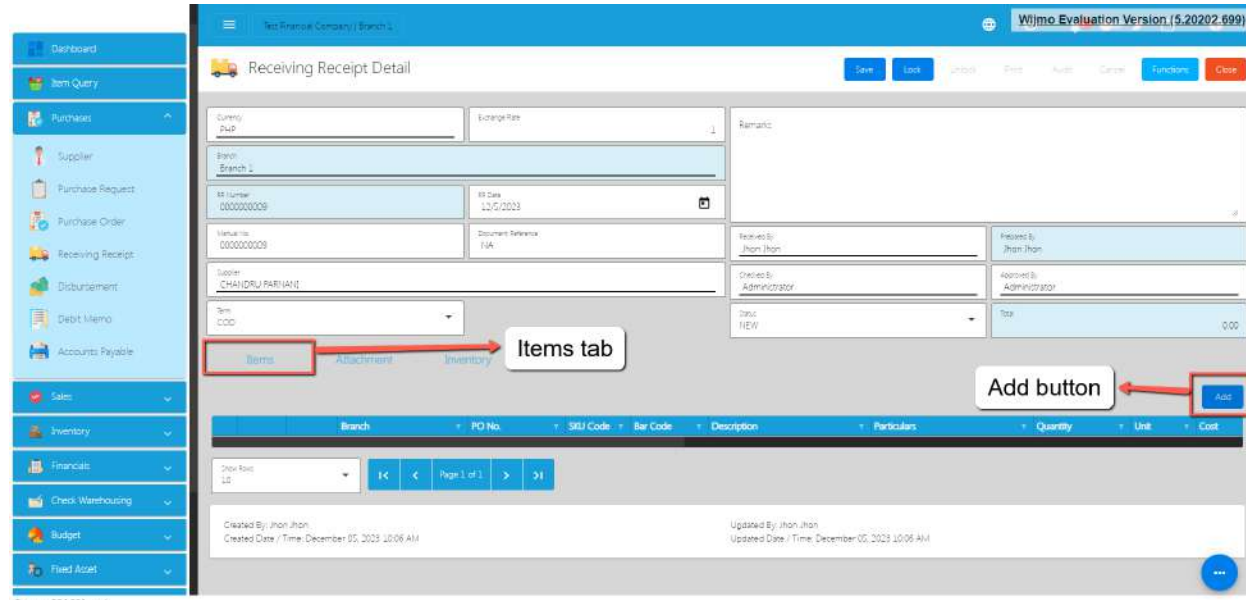
2. Fill out all the needed information for the **Receiving Receipt Detail** like,

- Currency
- Supplier Name
- RR Date
- Term
- Document Reference

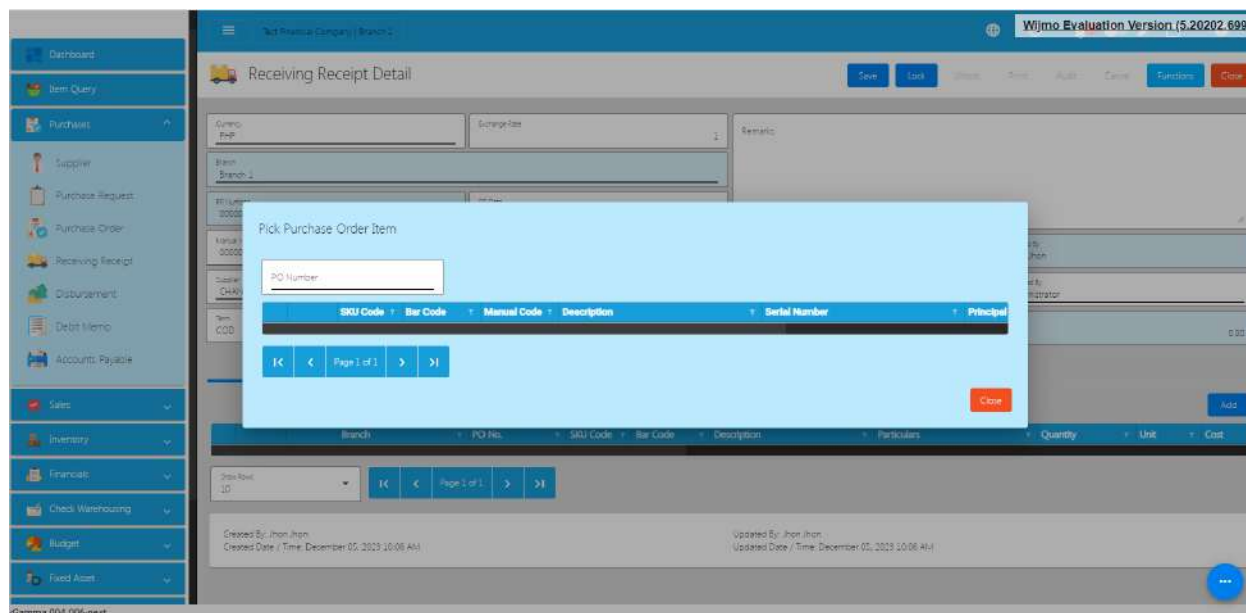


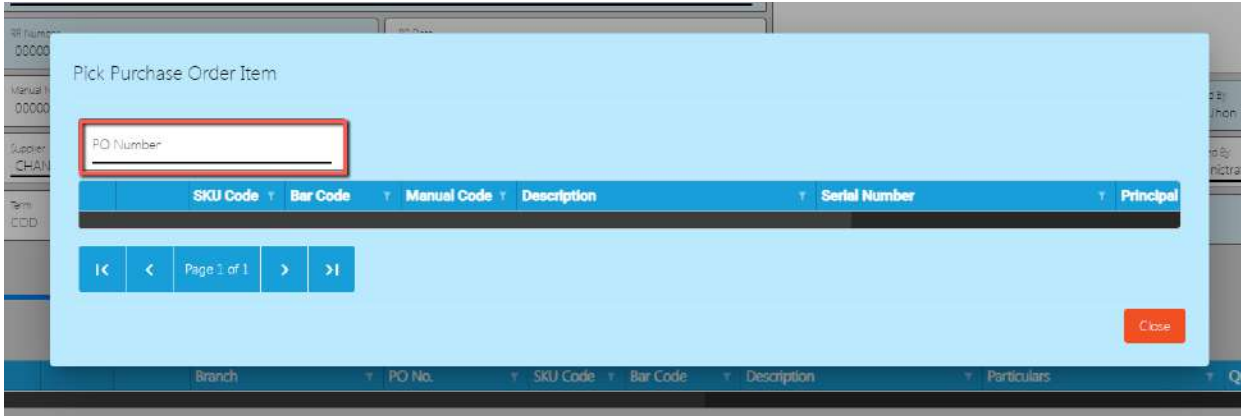
VGamma.004.006-next

3. To add line Item, click the **Add** button on the right part of the page under the Items tab.

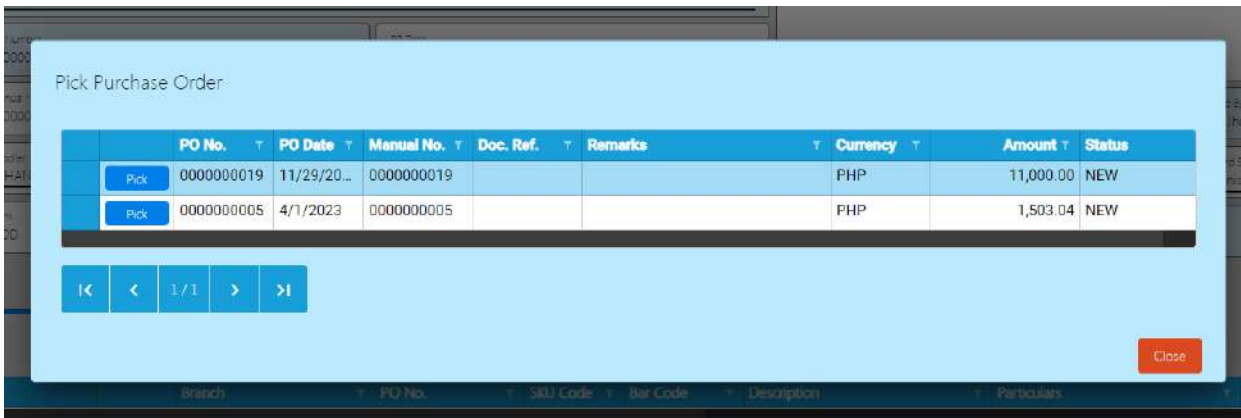


4. You need a Purchase Order before you can proceed on adding line items.
From the popup, click the **PO Number** field.

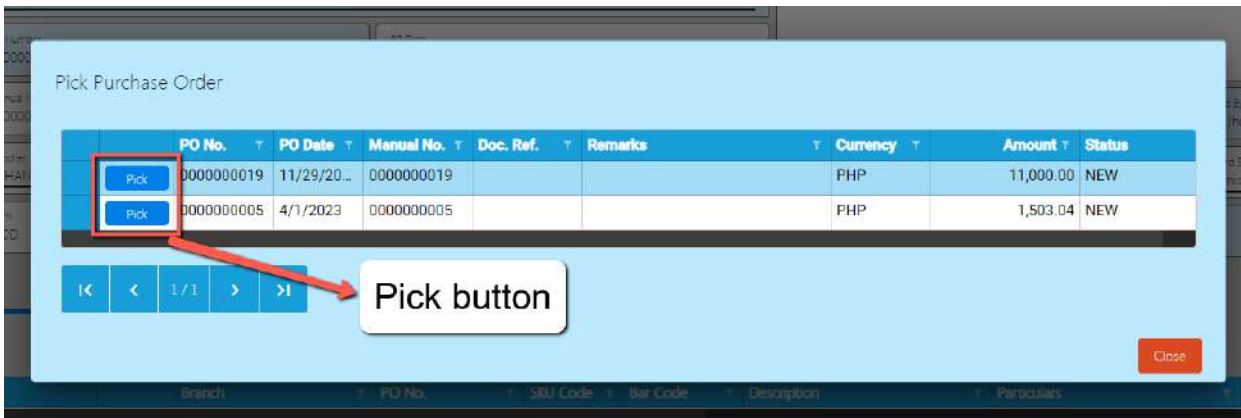




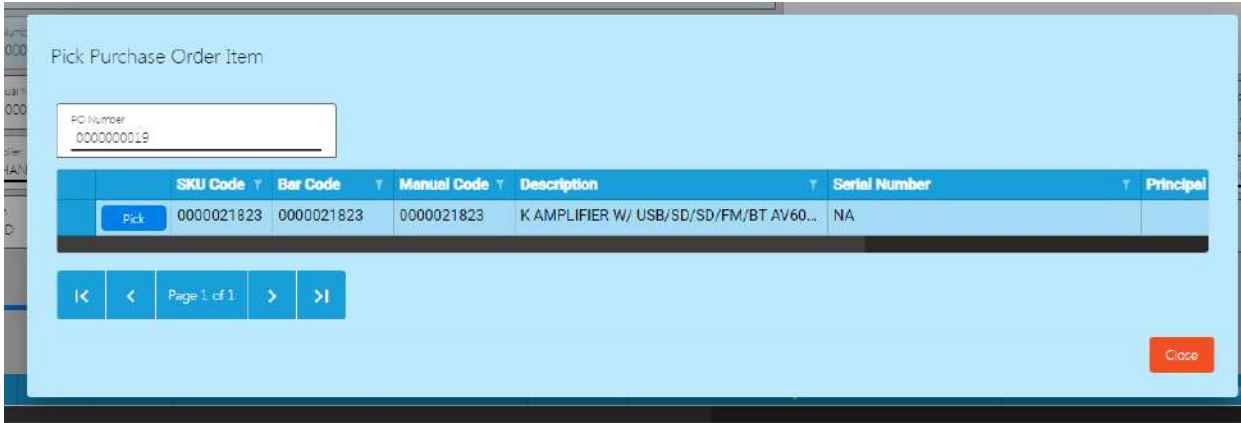
5. Once clicked it will pop up all the PO that has not yet created an RR.



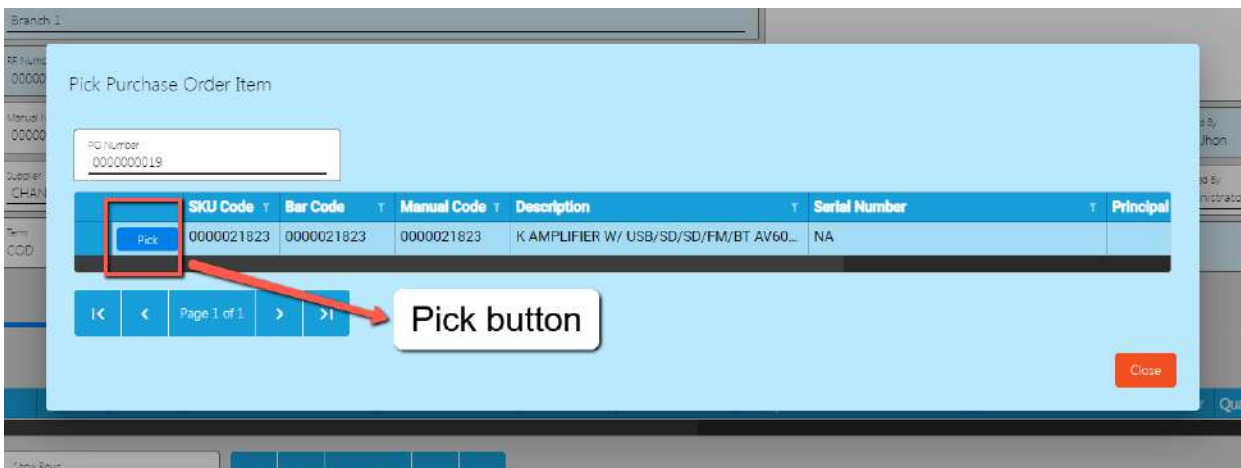
6. To add that PO , click the Pick button.



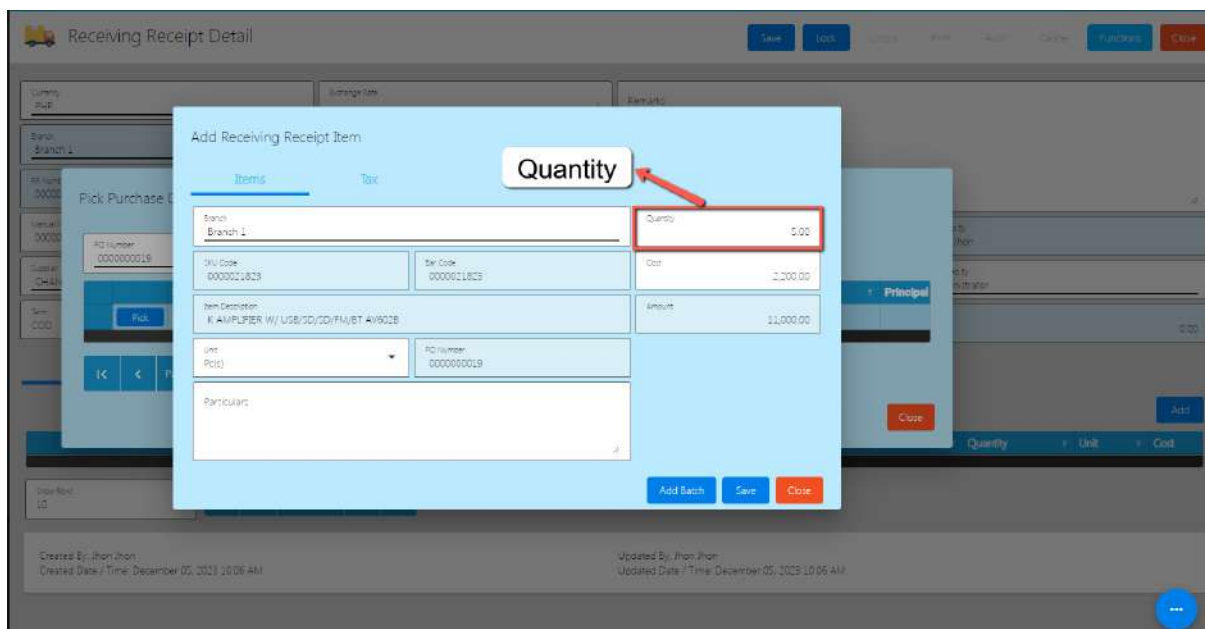
7. After clicking the **PICK Button**, it will automatically display the list of items based on your chosen Purchase Order.



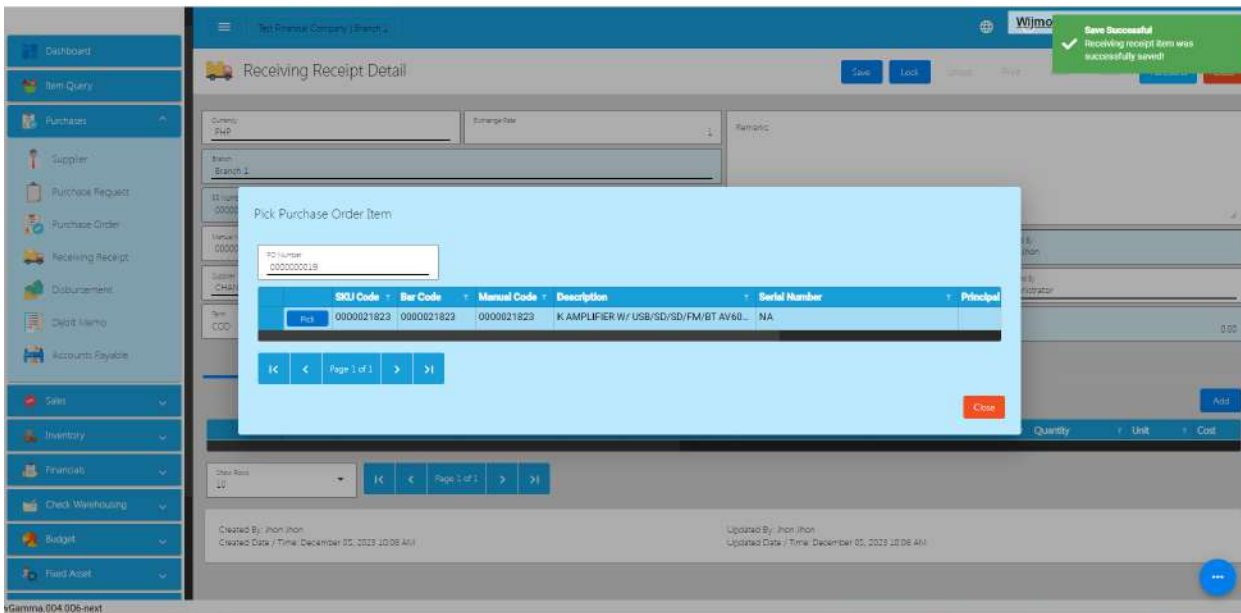
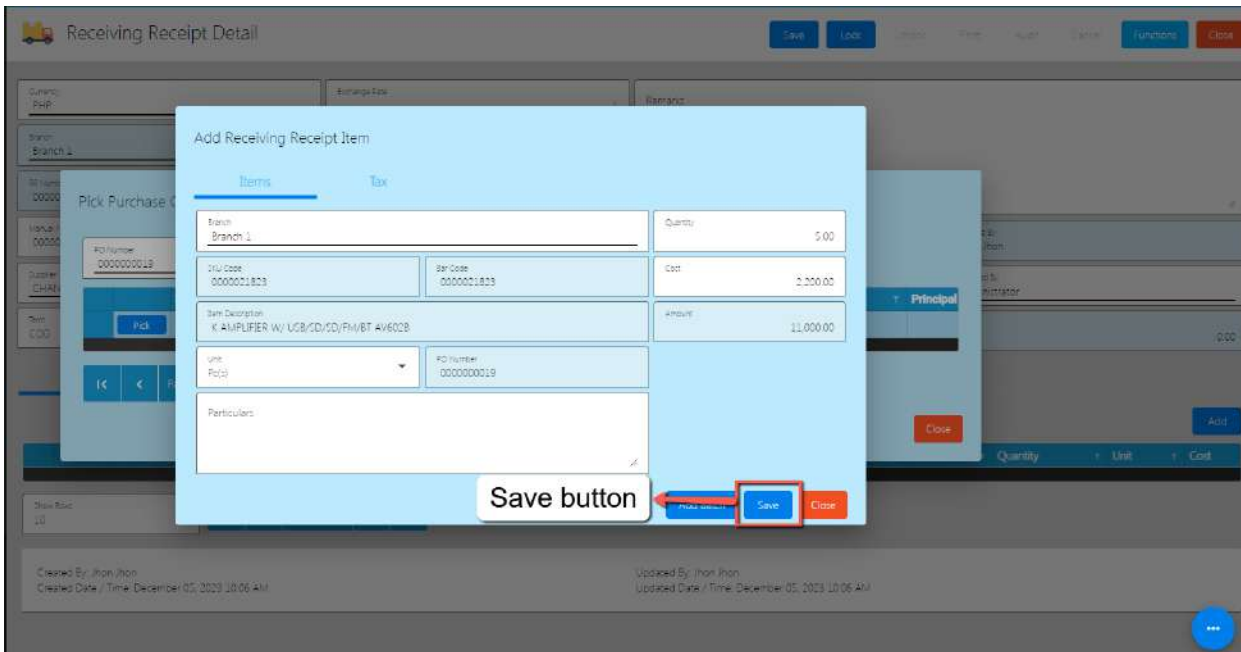
8. Select the items, by clicking the Pick button.



9. Once the Pick button is clicked, fill out the quantity you receive for that item.

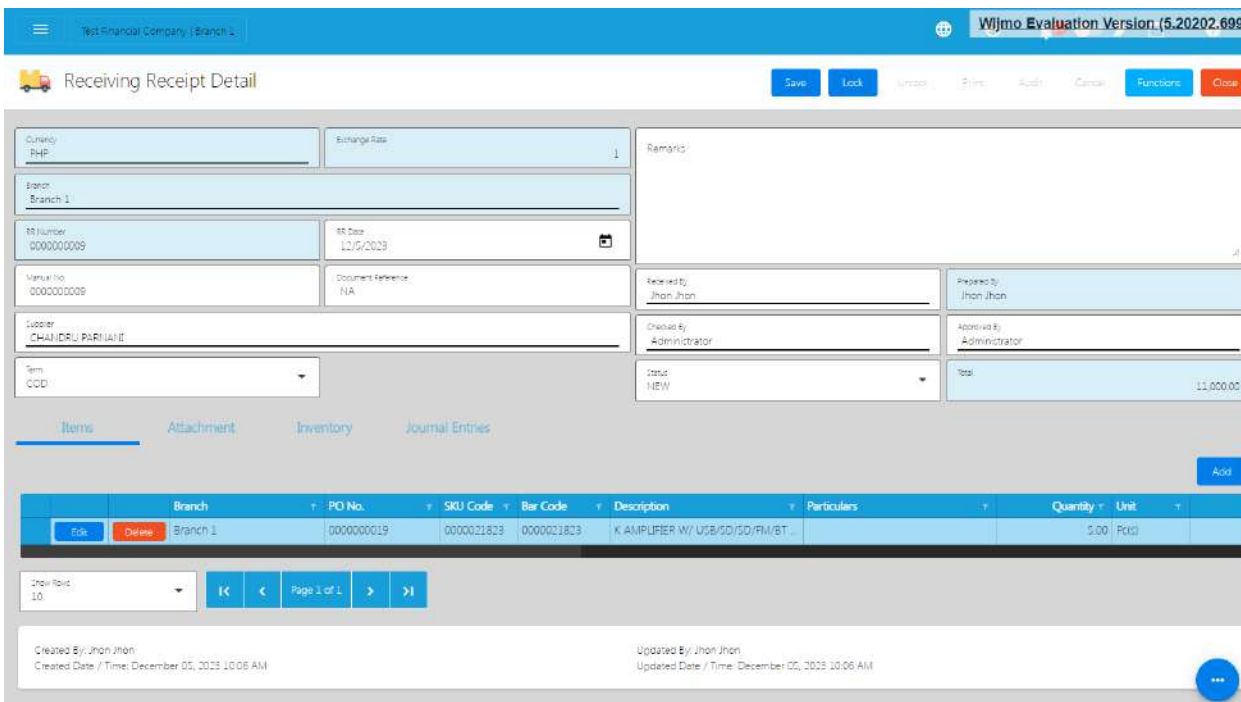
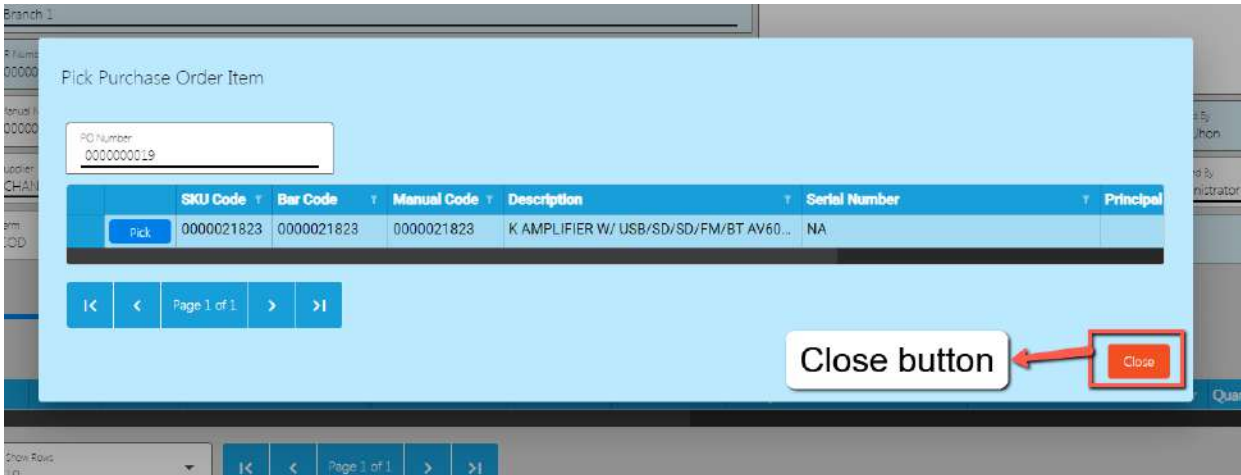


10. After providing the Quantity, Cost and Particulars, click the **Save** button.



11. If you wish to add additional items, repeat Steps 8 to 10.

12. If you're done adding line items, just click the **Close** button to hide the popup.



13. Review the Receiving Receipt you created. If it is all good, click the Save button, then Lock button. Then if everything is all good, click **SAVE** and **LOCK**.

Wijmo Evaluation Version (5.20202.699)

Receiving Receipt Detail

Save **Lock** **Print** **Print** **Auto** **Cancel** **Functions** **Close**

Currency: PHP Exchange Rate: 1 Remark:

Branch: Branch 1

SI Number: 0000000019 SI Date: 12/5/2023

Manual No: 0000000009 Document Reference: N/A

Supplier: CHANDRU PARIANI

Received By: Jhon Jhon Prepared By: Jhon Jhon

Created By: Administrator Approved By: Administrator

Item: COD Total: 11,000.00

Items Attachment Inventory Journal Entries

Branch	PO No.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit
Branch 1	0000000019	0000021823	0000021823	K AMPLIFIER W/ USB/SD/CD/RW/BT		5.00	Pcs

Page 1 of 1

Created By: Jhon Jhon Created Date / Time: December 05, 2023 10:06 AM
 Updated By: Jhon Jhon Updated Date / Time: December 05, 2023 10:06 AM

VGamma.004.006.next

Wijmo **Lock Successful**
 Receiving receipt was successfully locked!

Receiving Receipt Detail

Save **Lock** **Unlock** **Print** **Print** **Auto** **Cancel** **Functions** **Close**

Currency: PHP Exchange Rate: 1 Remark:

Branch: Branch 1

SI Number: 0000000019 SI Date: 12/5/2023

Manual No: 0000000009 Document Reference: N/A

Supplier: CHANDRU PARIANI

Received By: Jhon Jhon Prepared By: Jhon Jhon

Created By: Administrator Approved By: Administrator

Item: COD Total: 11,000.00

Items Attachment Inventory Journal Entries

Branch	PO No.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit
Branch 1	0000000019	0000021823	0000021823	K AMPLIFIER W/ USB/SD/CD/RW/BT		5.00	Pcs

Page 1 of 1

Created By: Jhon Jhon Created Date / Time: December 05, 2023 10:06 AM
 Updated By: Jhon Jhon Updated Date / Time: December 05, 2023 10:06 AM

5.2.4 Disbursement

Overview

The **Disbursement** is created for expenses of the company and also payment for all the purchase orders.

Disbursement List

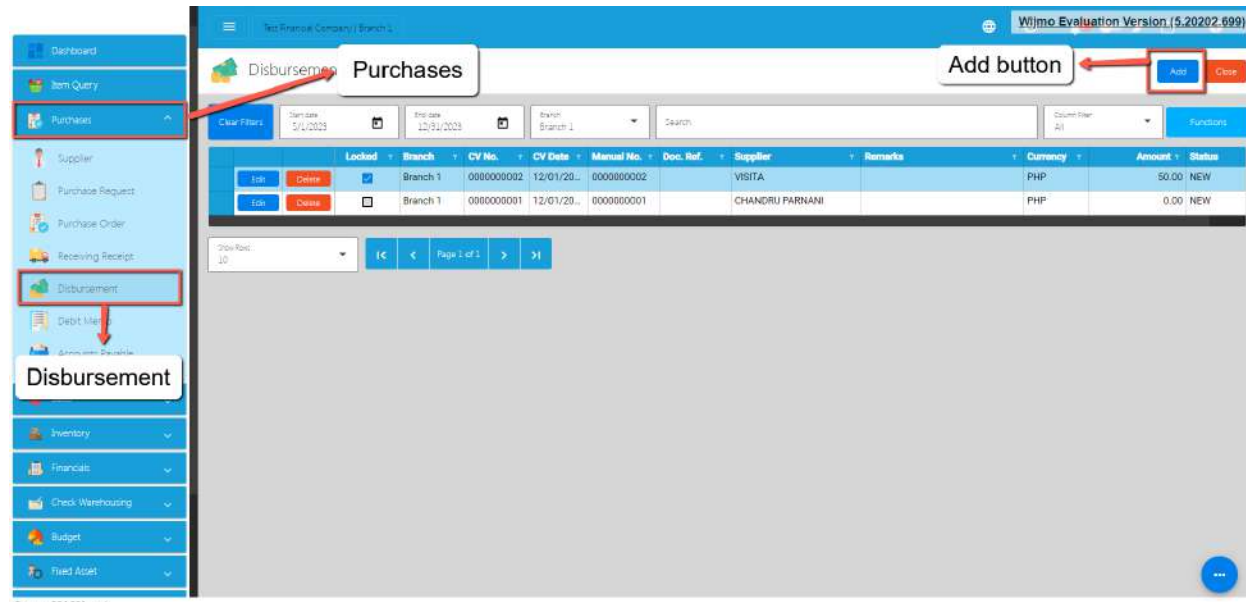
- List of all the Disbursements and will also show the overview of the transaction.
- Here, you can also filter the Start and End Date of the transaction and the button to add new Disbursement.

The screenshot displays the 'Disbursement' module in a software application. The interface includes a sidebar with navigation options such as Dashboard, Item Query, Purchases, Supplier, Purchase Request, Purchase Order, Receiving Receipt, Disbursement, Debt Memo, and Accounts Payable. The main area shows a 'Disbursement' list with a search and filter bar. The filter bar includes fields for 'Start date' (5/1/2023), 'End date' (12/31/2023), and 'Branch' (Branch 1). A red box highlights the filter functionality, and a red arrow points to the 'Add' button. Below the filter bar is a table with columns: Lockid, Branch, CV No., CV Date, Manual No., Doc. Ref., Supplier, Remarks, Currency, Amount, and Status. The table contains two rows of data. A red arrow points to the 'Disbursement List' label below the table.

Lockid	Branch	CV No.	CV Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
	Branch 1	0000000002	12/01/20..	0000000002		VISITA		PHP	50.00	NEW
	Branch 1	0000000001	12/01/20..	0000000001		CHANDRU PARNANI		PHP	0.00	NEW

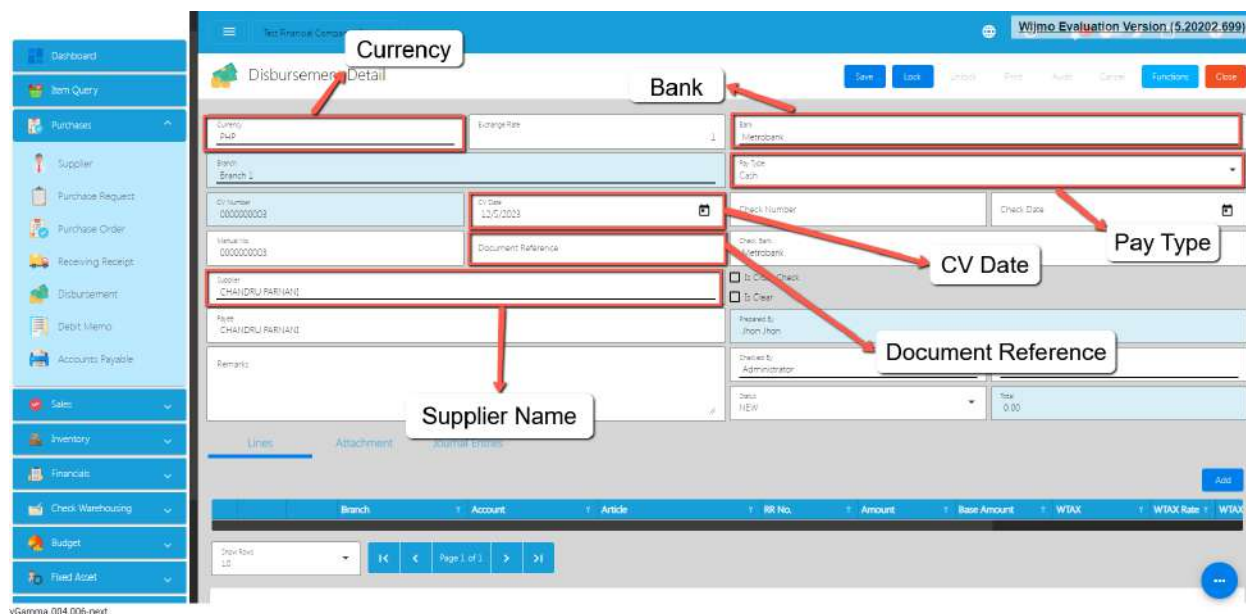
Disbursement Detail

1. To add a new Disbursement, go to **Purchases** then click **Disbursement**. After that, click the **Add** that can be seen in the Disbursement list.

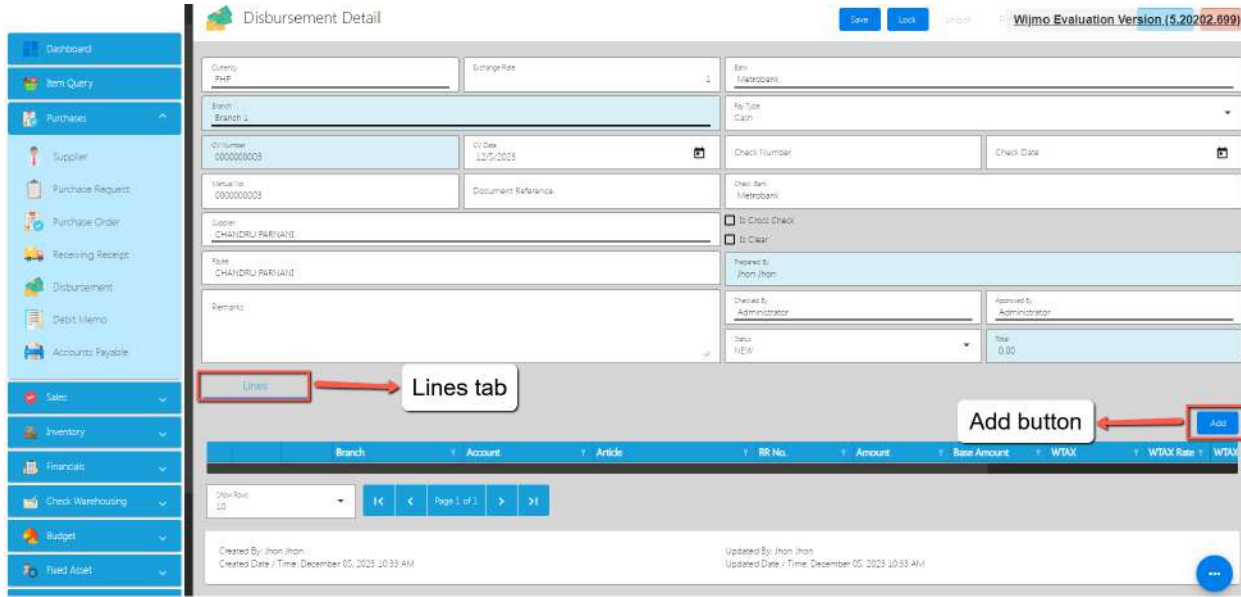


2. Fill out all the needed information for the **Disbursement Detail** like,

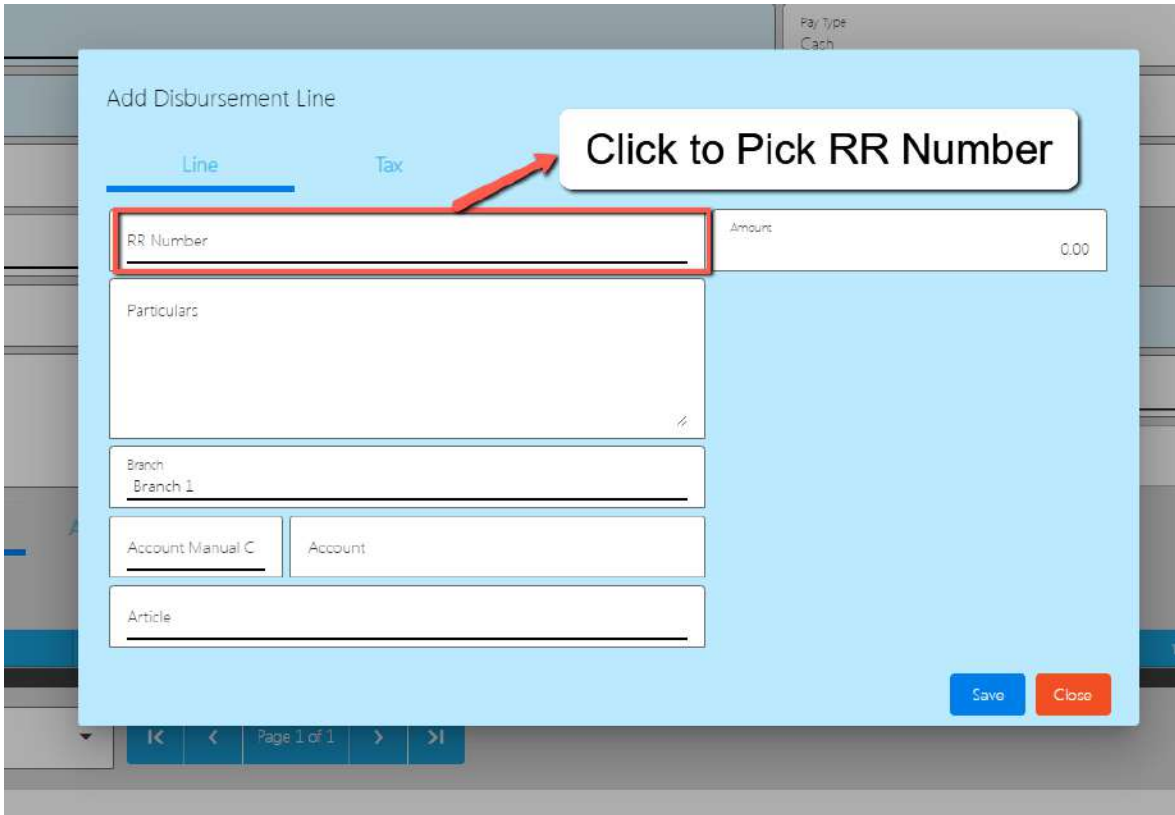
- Currency
- Supplier Name
- CV Date
- Document Reference
- Pay Type
- Bank



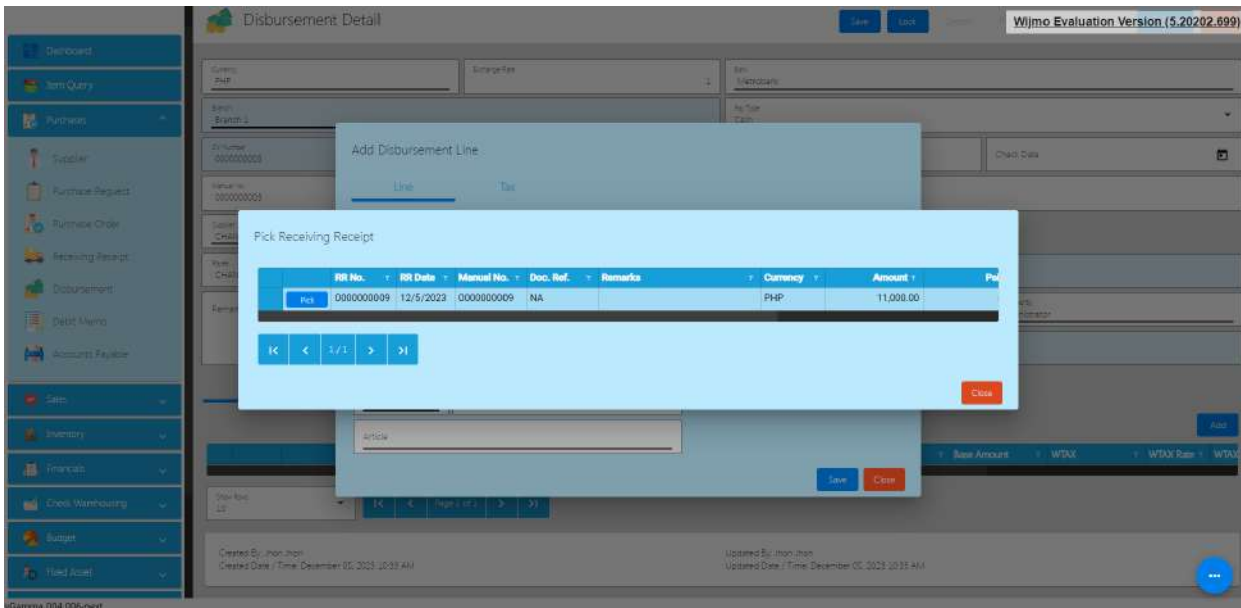
3. To add the Disbursement line, click the **Add** button on the right part of the page under the Lines tab. Choose either RR number or a Disbursement for other expenses.



4. If the user will Disburse the RR, the user can select that RR by clicking on the **RR Number**.



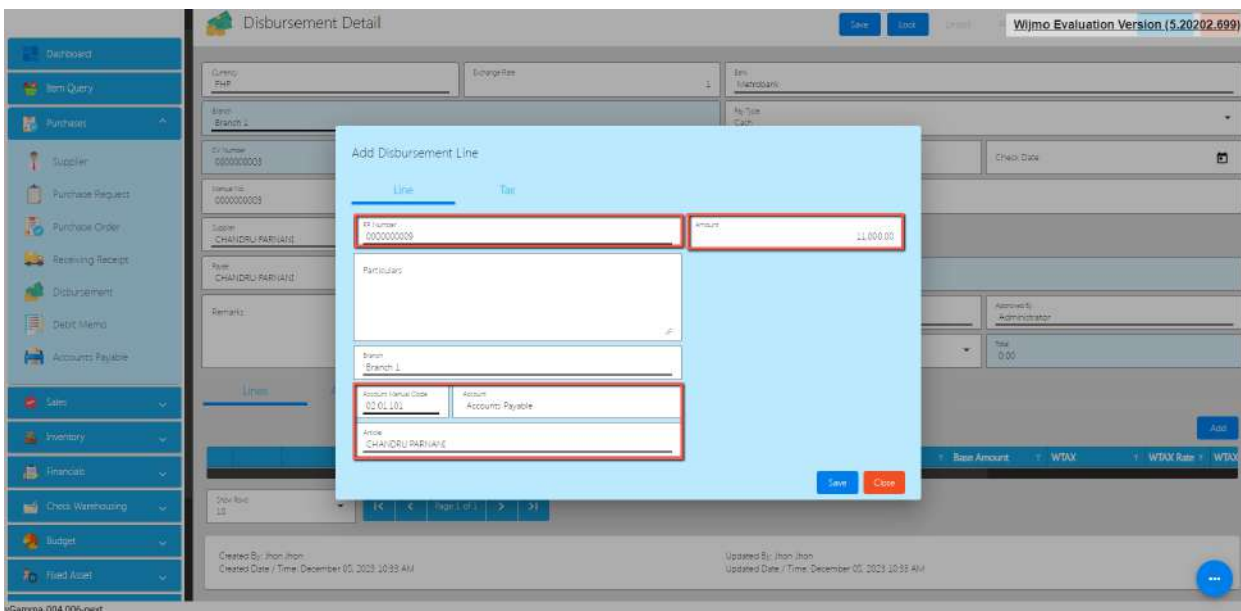
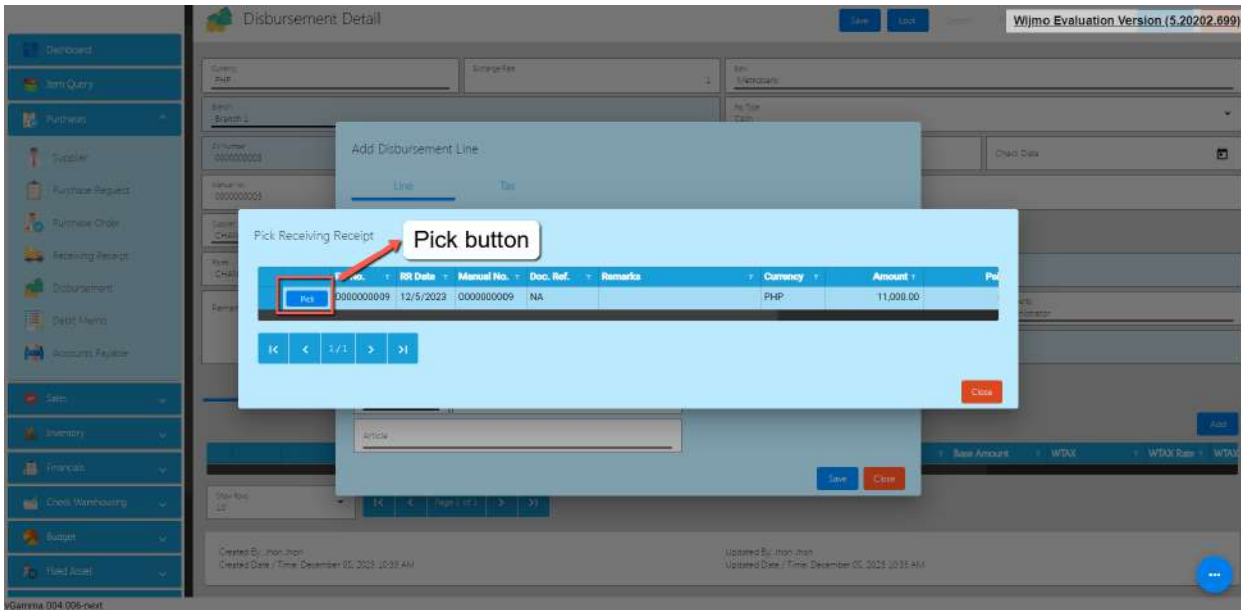
5. Once clicked it will pop up all the RR that has not yet Disburse.



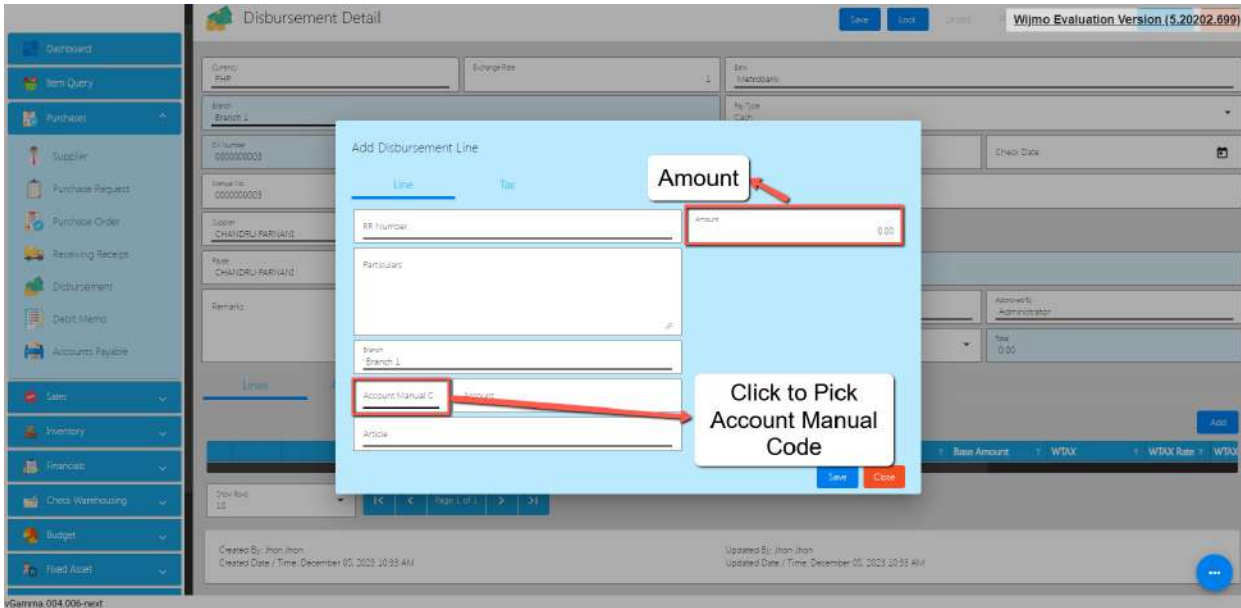
6. To add that RR, click the pick button. Once picked, the following fields will automatically populated :

- Account

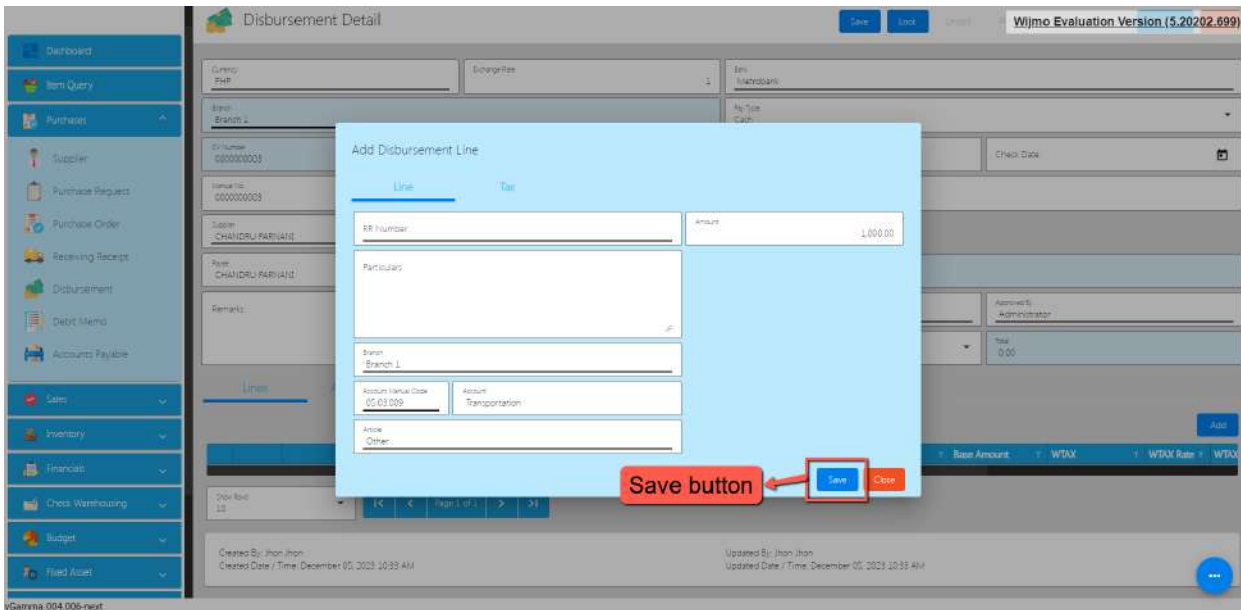
- Article
- Amount



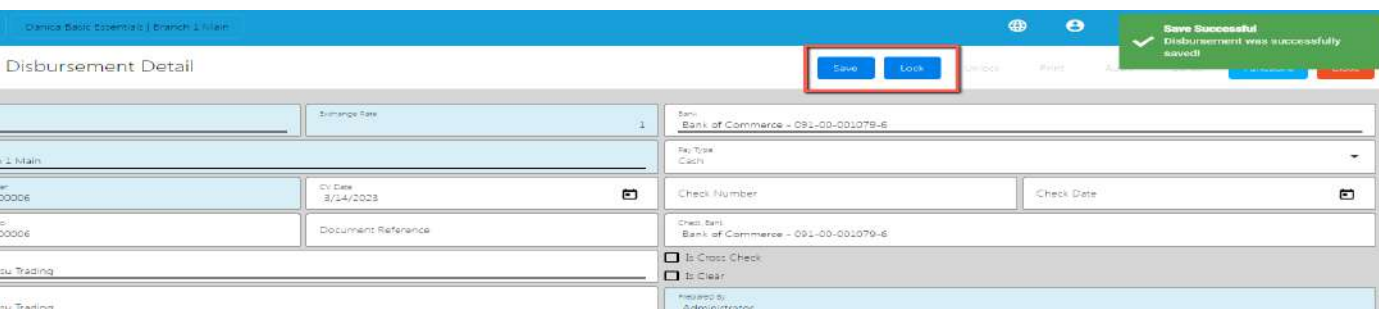
7. If you will Disburse for other expenses, just directly click the Account Manual Code then input an amount.



8. Click the **Save** button.



9. If the disbursement is all good, make sure to click **Save** and **Lock**.



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Disbursement Detail

Save Lock

Country: PUP Exchange Rate: 1 Bank: Metrobank

Branch: Branch 1 Pay Type: Cash

CI Number: 000000003 CI Date: 12/5/2023 Check Number: Check Date:

Manual No: 000000003 Document Reference: Check Ben: Metrobank

Customer: CHANDRU PARIWANT Is Credit Check Is Clear

Payee: CHANDRU PARIWANT Present To: John John

Remarks: Checked By: Administrator Approved By: Administrator

Bank: NEW Total: 1,000.00

Lines Attachment Journal Entries

Branch	Account	Article	RR No.	Amount	Base Amount	WTAX	WTAX Rate
Branch 1	Transportation	Other		1,000.00	1,000.00	No WHT	0.00

Page 1 of 1

Gamma.004.006.next

Wijmo Lock Successful Disbursement was successfully locked!

Disbursement Detail

Save Lock Unlock Print

Country: PUP Exchange Rate: 1 Bank: Metrobank

Branch: Branch 1 Pay Type: Cash

CI Number: 000000003 CI Date: 12/5/2023 Check Number: Check Date:

Manual No: 000000003 Document Reference: Check Ben: Metrobank

Customer: CHANDRU PARIWANT Is Credit Check Is Clear

Payee: CHANDRU PARIWANT Present To: John John

Remarks: Checked By: Administrator Approved By: Administrator

Bank: NEW Total: 1,000.00

Lines Attachment Journal Entries

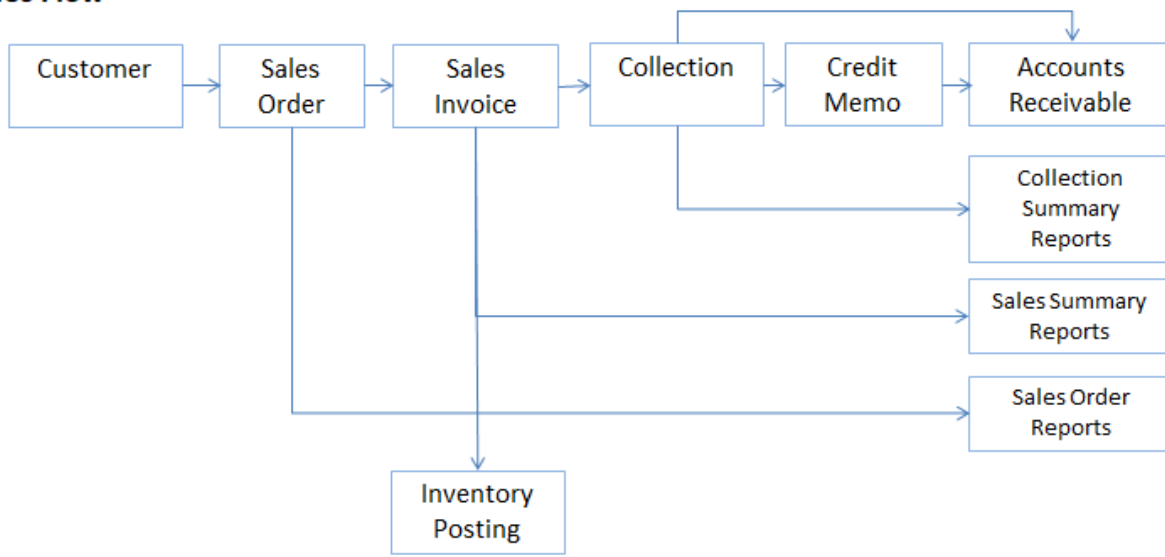
Branch	Account	Article	RR No.	Amount	Base Amount	WTAX	WTAX Rate
Branch 1	Transportation	Other		1,000.00	1,000.00	No WHT	0.00

Page 1 of 1

5.2 Sales Transaction Module

The Sales Module includes the whole Sales Cycle from adding a Customer up to generating Invoices and Sales Reports. Here's the flow of the Sales Module

Sales Flow



Customer Creation/Management

- Create and manage customer records within the system, including contact information, credit limit, credit terms, TIN (Tax Identification Number), Type of Business
- Assigning of Manual Code unique to customer for easy tracking.

Sales Order

- Generate sales quotes or orders for potential customers, detailing the products or services offered along with prices.
- Share the quote or orders with the customer for approval.
- Once the customer approves the quote, convert it into a sales invoice.
- The sales order includes details like the quantity, price, and description of the products or services.

Order Fulfillment

Sales Invoice

- Generate a sales invoice based on the delivered products or services.
- The invoice includes the total amount due, payment terms, and other relevant details.
- Prepare and deliver the products or services based on the details specified in the sales order.
- Update inventory levels if applicable.

Accounts Receivable

- Record the sale in the accounts receivable ledger with the Aging of Days
- Accounts receivable represents the amount the customer owes for the delivered goods or services
- Formula for Accounts Receivable Report is Sales Invoice less Collection less Credit Memo

Collection/ Payment

- Receive payments from the customer against the issued invoice.
- Apply payments to the corresponding accounts receivable entries.

Credit Memo (if necessary)

- If there are adjustments, returns, or discounts, issue a credit memo to adjust the accounts receivable balance.
- Update records to reflect the credit memo.

Sales Module Reporting and Analytics

- Monitor and analyze sales performance, accounts receivable aging, and other relevant metrics.
- Generate reports to gain insights into the financial health of the sales function.
- Integration with General Ledger, Income Statement and Balance Sheet.

Following this flow, businesses can effectively manage their sales transactions, monitor cash flow, and maintain accurate records of customer interactions. The integration of these steps within the accounting system streamlines the financial processes associated with sales and contributes to a more efficient and accurate overall accounting process.

5.2.1 Sales Order

Overview

This is where to input the entire Sales Order needed. This is optional so you can go directly to the Sales Invoice.

Sales Order List

- List of all the SO (Sales Order) and will also show the overview of the transaction.
- You can filter the data to be displayed by providing the following:
 - **Start Date**
 - **End Date**
 - **Branch**
- Also, you can search data by providing a value on the Search Bar and select the Column Filter on where to search the data.

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Sales Order

Filter date by Start Date, End Date and Branch

Clear Filters

Start Date: 5/1/2023

End Date: 12/31/2023

Branch: Branch 1

Search

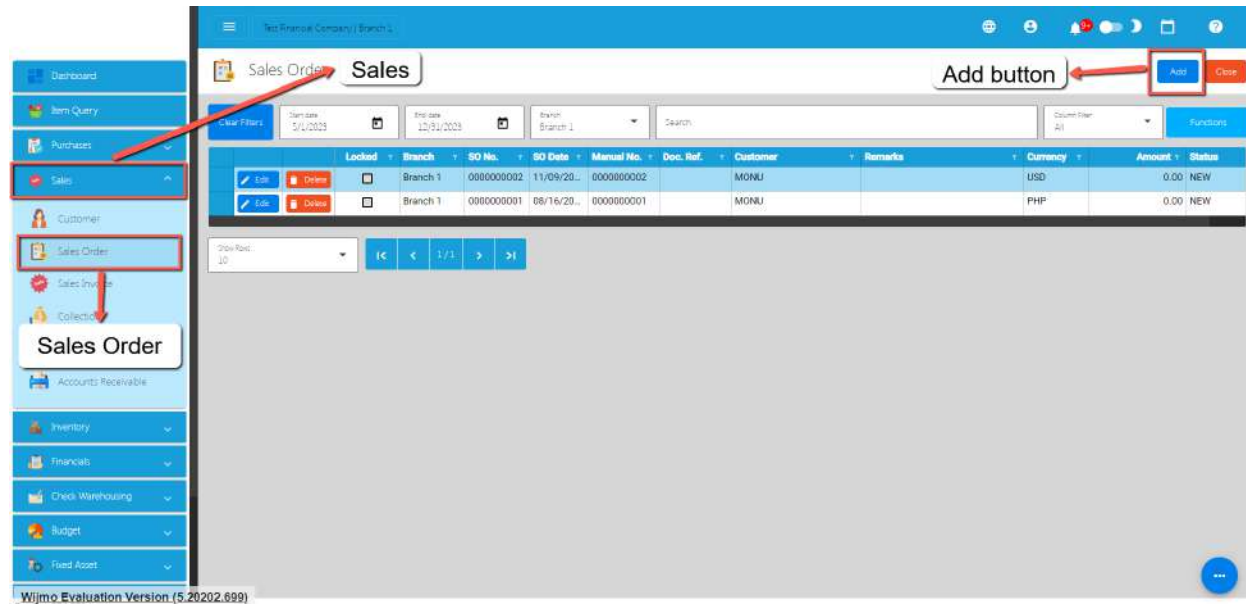
Locked	Branch	SO No.	SO Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount	Status
<input type="checkbox"/>	Branch 1	000000002	11/09/20..	000000002		MONU		USD	0.00	NEW
<input type="checkbox"/>	Branch 1	000000001	08/16/20..	000000001		MONU		PHP	0.00	NEW

1/1

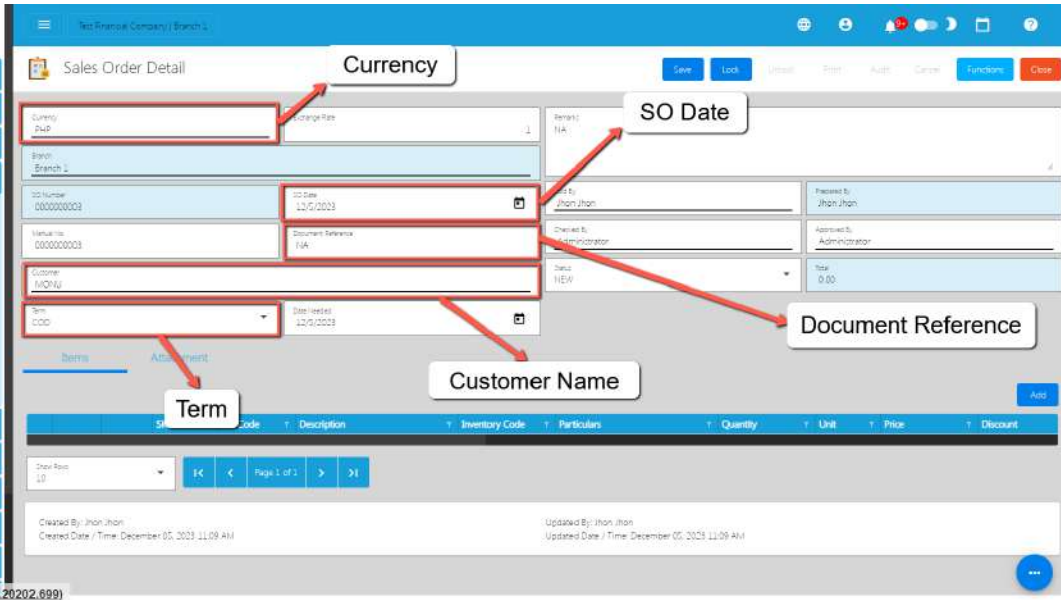
VGamma.004.006-next

Sales Order Detail

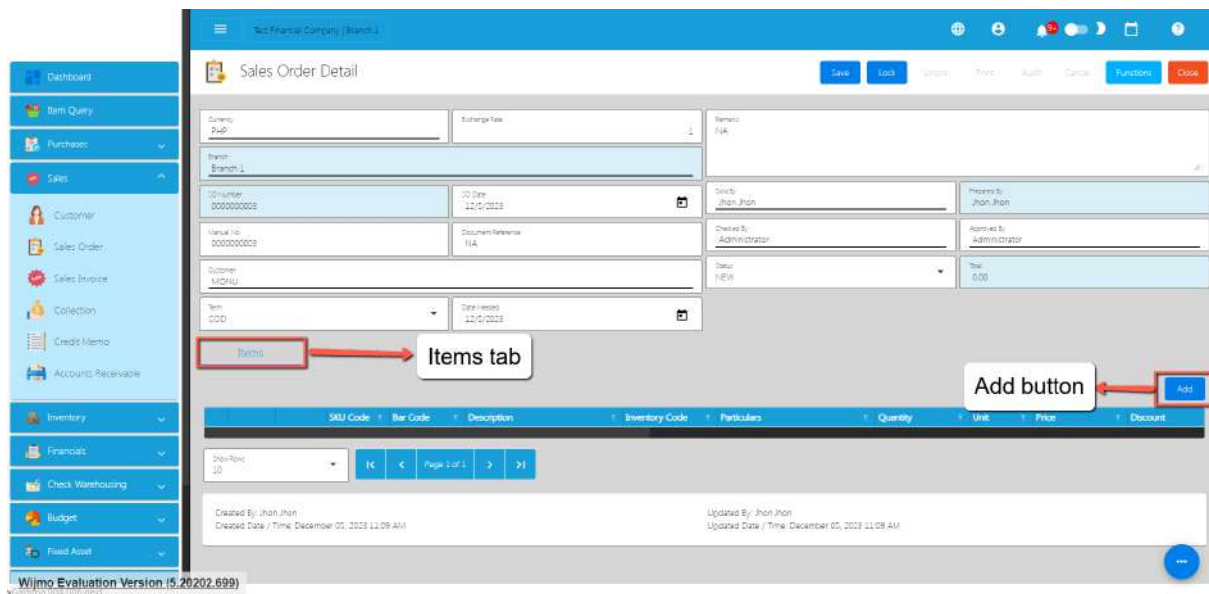
1. To add a new Sales Order, go to **Sales** then click **Sales Order**. After that, click the **Add** button that can be seen in the Sales Order list.



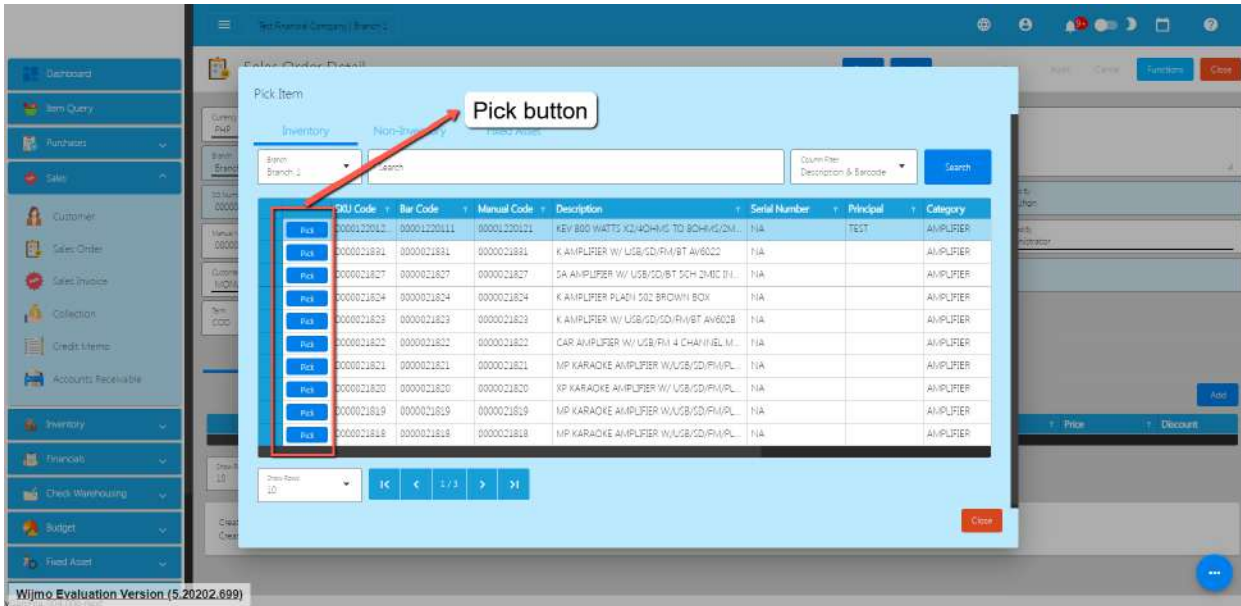
2. Fill out all the needed information for the **Sales Order Detail** like,
 - Currency
 - Customer Name
 - SO Date
 - Term
 - Document Reference



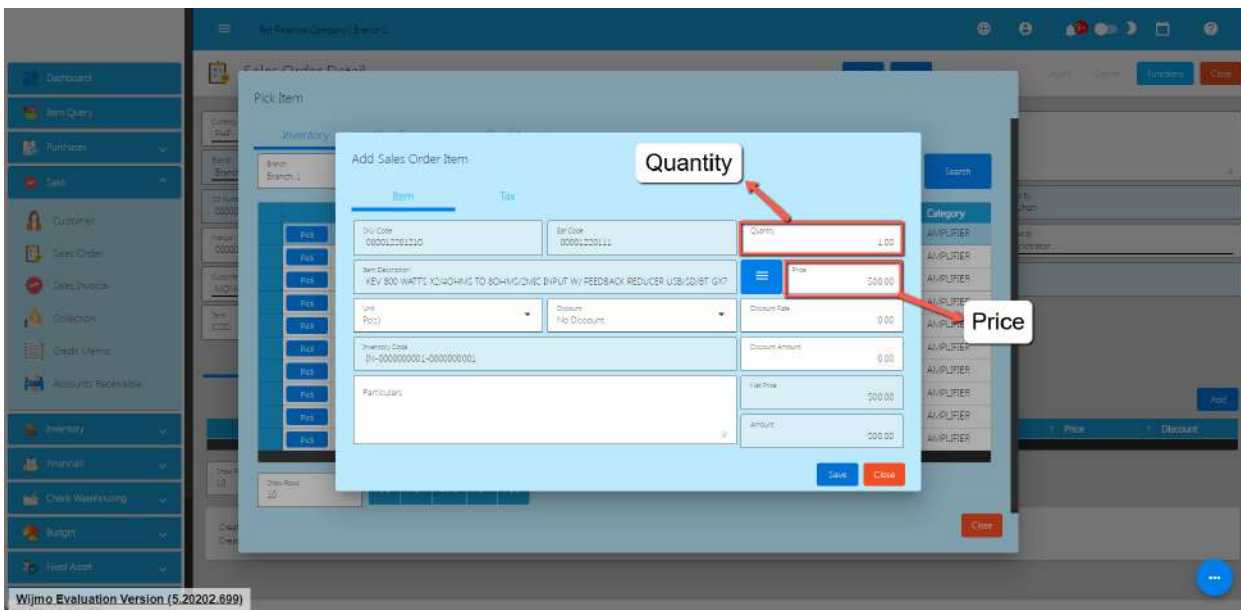
3. To add a Sales Order Line Item, click the **Add** button on the right part of the page under the Items tab.



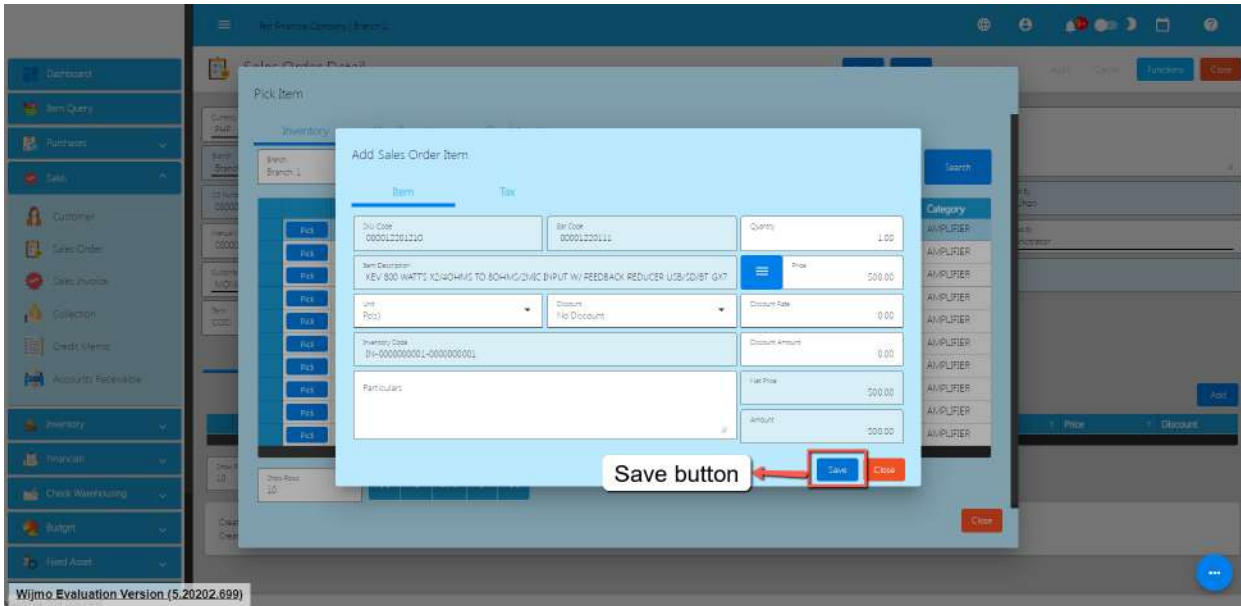
4. Select the items, by clicking the Pick button.



5. Once the Pick button is clicked, fill out the **Quantity** and **Price**.

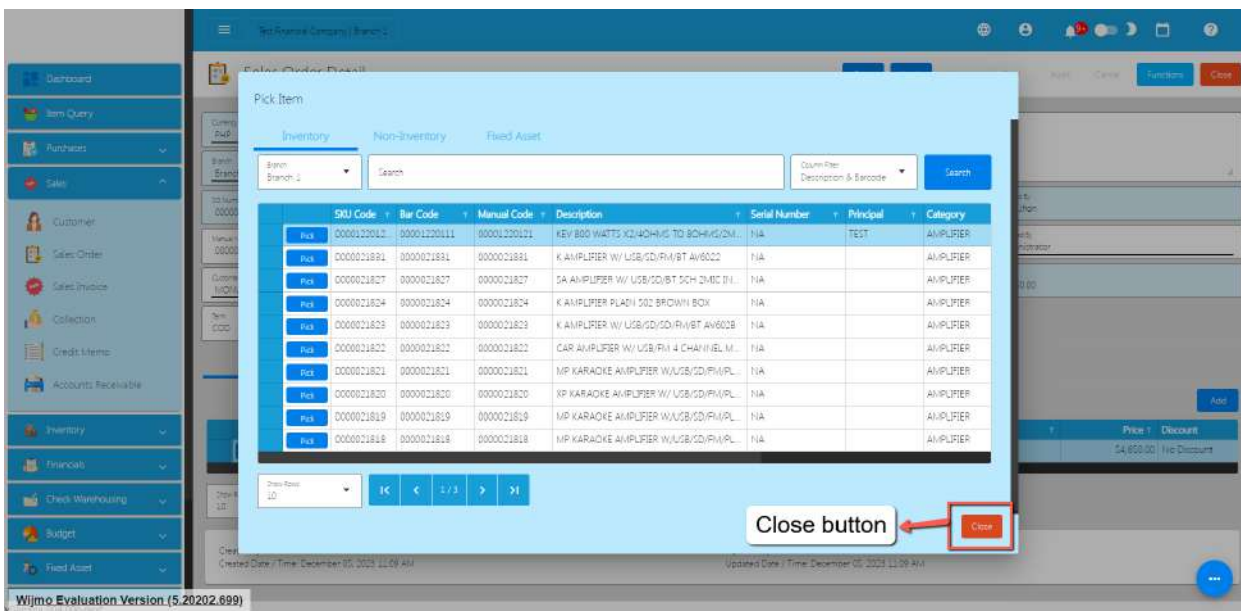


6. After that, click the Save button.



7. If you wish to add additional items, repeat Steps 4 to 6.

8. If you're done adding line items, just click the **Close** button to hide the popup.



9. After adding Sales Order line items, simply click the **Save** and **Lock** button.

Test Finance Company | Branch 1

Sales Order Detail

Save Lock Print Audit Cancel Functions Close

Currency: PHP Exchange Rate: 1 Branch: NA
 Branch: Branch 1
 SO Number: 000000003 SO Date: 12/5/2023
 Sold To: Jhon Jhon Prepared By: Jhon Jhon
 Manual No: 000000003 Document Reference: NA
 Checked By: Administrator Approved By: Administrator
 Customer: MOWU
 Date: NEW Total: \$4,650.00
 Term: COD Date needed: 12/5/2023

Items Attachment

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Price	Discount
0000021822	0000021822	CAR AV/PLUPER W/ USB/PIV 4 CHA.	IN-0000000001-000		1.00	Pcs	\$4,650.00	No Discount

Draw Row ID: Page 1 of 1
 Created By: Jhon Jhon Created Date / Time: December 05, 2023 11:09 AM
 Updated By: Jhon Jhon Updated Date / Time: December 05, 2023 11:09 AM

Wijmo Evaluation Version (5.20202.699)

Test Finance Company | Branch 1

Sales Order Detail

Save Lock Print Audit Cancel Functions Close

Lock Successful
 Sales order was successfully locked!

Currency: PHP Exchange Rate: 1 Branch: NA
 Branch: Branch 1
 SO Number: 000000003 SO Date: 12/5/2023
 Sold To: Jhon Jhon Prepared By: Jhon Jhon
 Manual No: 000000003 Document Reference: NA
 Checked By: Administrator Approved By: Administrator
 Customer: MOWU
 Date: NEW Total: \$4,650.00
 Term: COD Date needed: 12/5/2023

Items Attachment

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Price	Discount
0000021822	0000021822	CAR AV/PLUPER W/ USB/PIV 4 CHA.	IN-0000000001-000		1.00	Pcs	\$4,650.00	No Discount

Draw Row ID: Page 1 of 1
 Created By: Jhon Jhon Created Date / Time: December 05, 2023 11:09 AM
 Updated By: Jhon Jhon Updated Date / Time: December 05, 2023 11:09 AM

Wijmo Evaluation Version (5.20202.699)

5.2.2 Sales Invoice

Overview

Once the Customer responds/says that the Sales Order is all good, we can now proceed to creating a Sales Invoice.

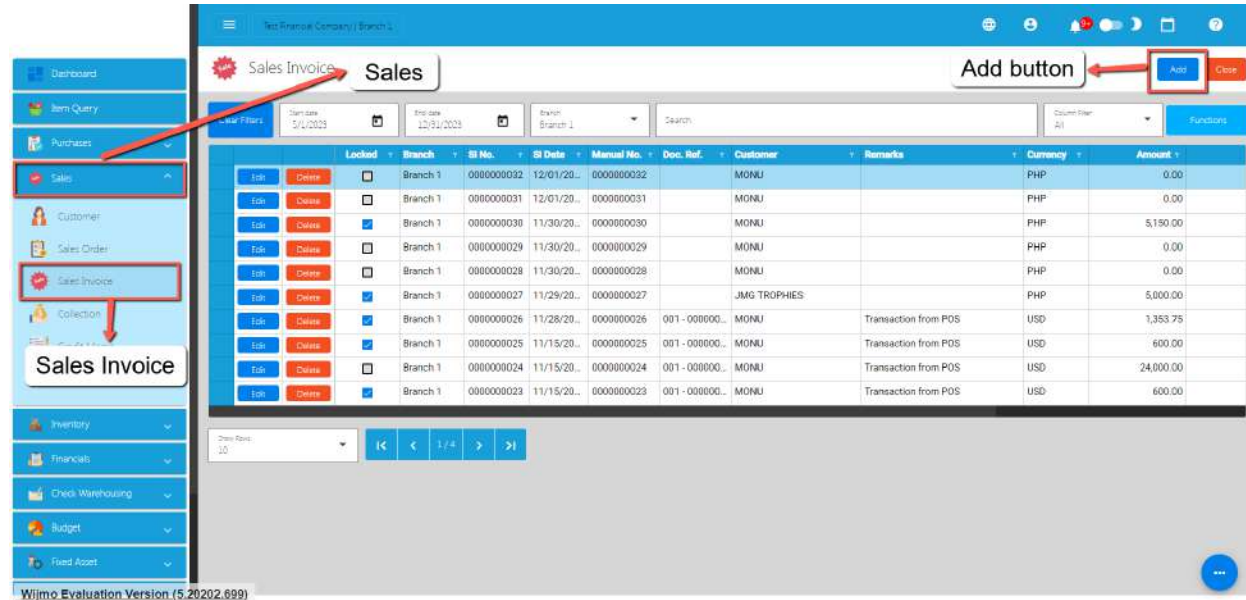
Sales Invoice List

- List of all the SI(Sales Invoice) and will also show the overview of the transaction.
- You can filter the data to be displayed by providing the following:
 - **Start Date**
 - **End Date**
 - **Branch**
- Also, you can search data by providing a value on the Search Bar and select the Column Filter on where to search the data.

Lock	Delete	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	0000000032	12/01/20..	0000000032		MONU		PHP	0.00
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	0000000031	12/01/20..	0000000031		MONU		PHP	0.00
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	0000000030	11/30/20..	0000000030		MONU		PHP	5,150.00
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	0000000029	11/30/20..	0000000029		MONU		PHP	0.00
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	0000000028	11/30/20..	0000000028		MONU		PHP	0.00
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	0000000027	11/29/20..	0000000027		JMG TROPHIES		PHP	5,000.00
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	0000000026	11/28/20..	0000000026	001 - 000000..	MONU	Transaction from POS	USD	1,353.75
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	0000000025	11/15/20..	0000000025	001 - 000000..	MONU	Transaction from POS	USD	600.00
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	0000000024	11/15/20..	0000000024	001 - 000000..	MONU	Transaction from POS	USD	24,000.00
<input type="checkbox"/>	<input type="checkbox"/>	Branch 1	0000000023	11/15/20..	0000000023	001 - 000000..	MONU	Transaction from POS	USD	600.00

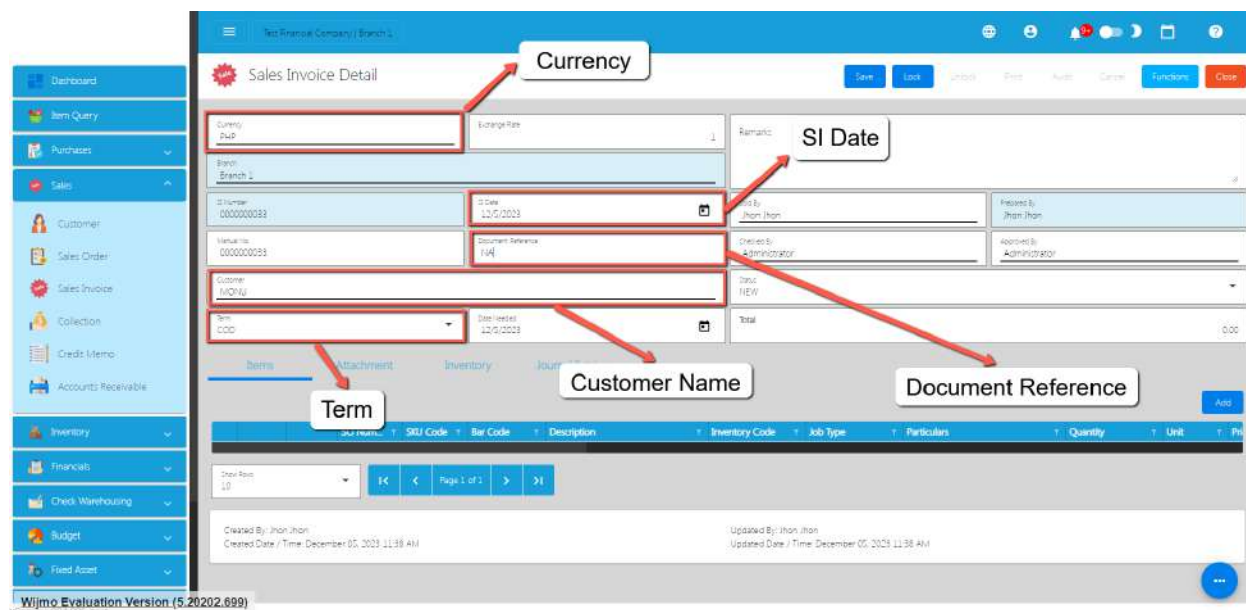
Sales Invoice Detail

1. To add a new Sales Invoice, go to **Sales** then click **Sales Invoice**. After that, click the **Add** button that can be seen in the Sales Invoice list.

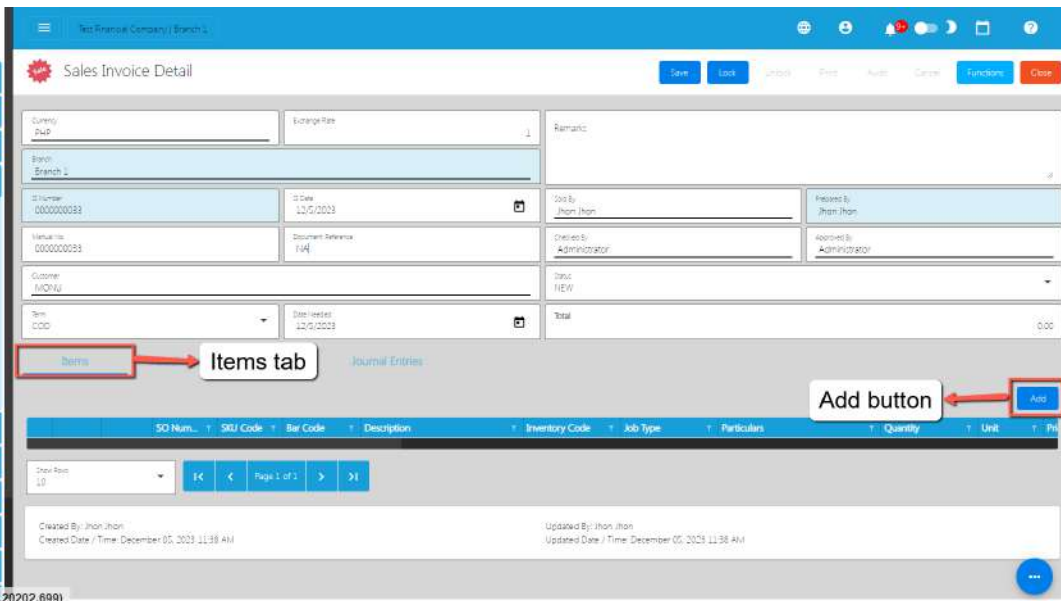


2. Fill out all the needed information for the **Sales Invoice Detail** like,

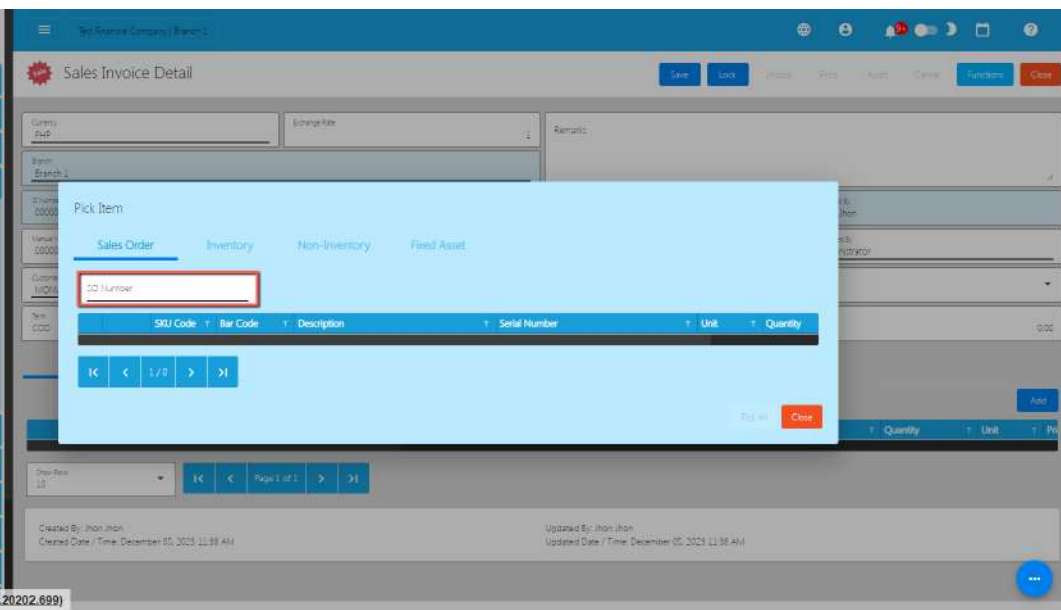
- Currency
- Customer Name
- SI Date
- Term
- Document Reference



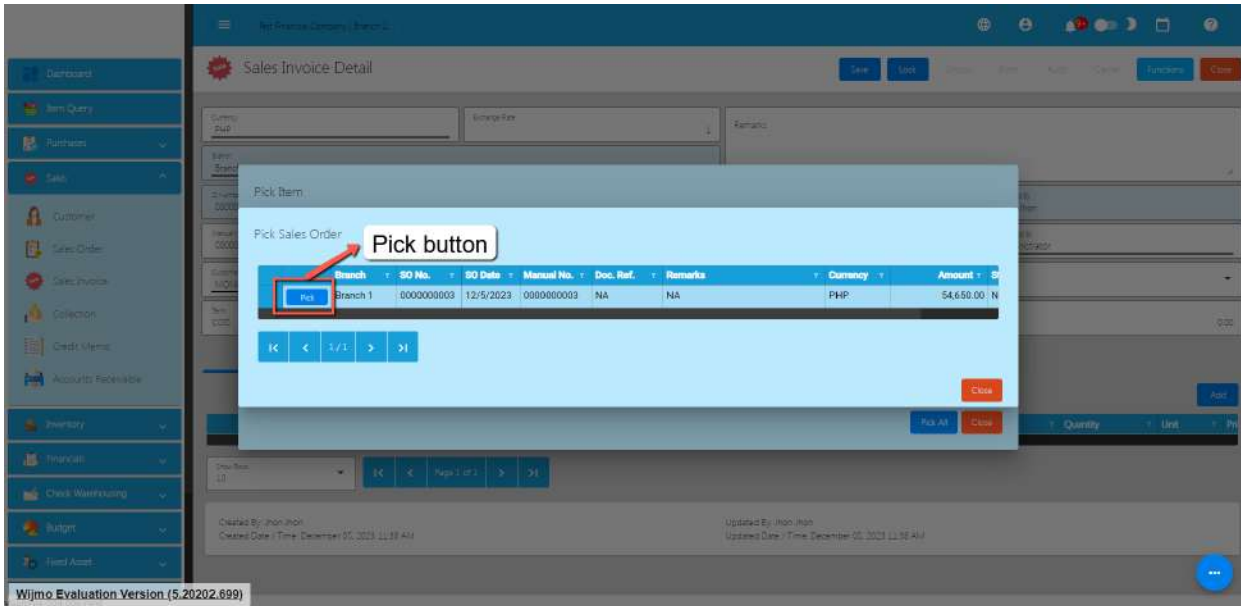
3. To add a Sales Invoice Line Item, click the **Add** button on the right part of the page under Items tab.



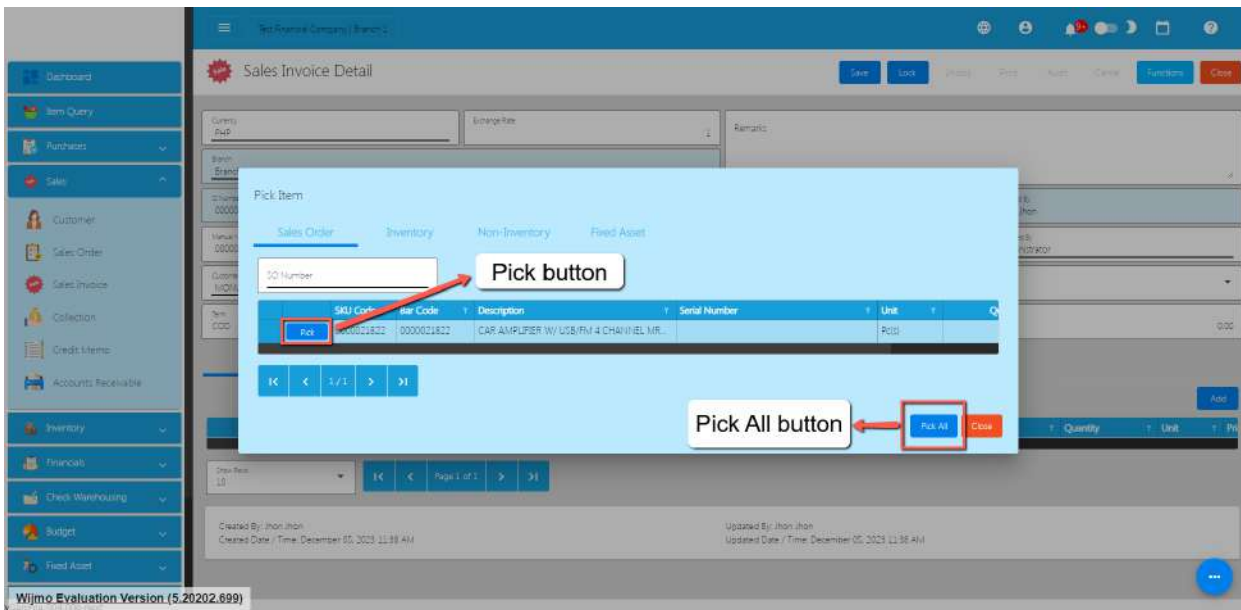
4. If you already have a Sales Order for the Sales Invoice, select the Sales Order by clicking on the **SO Number**.



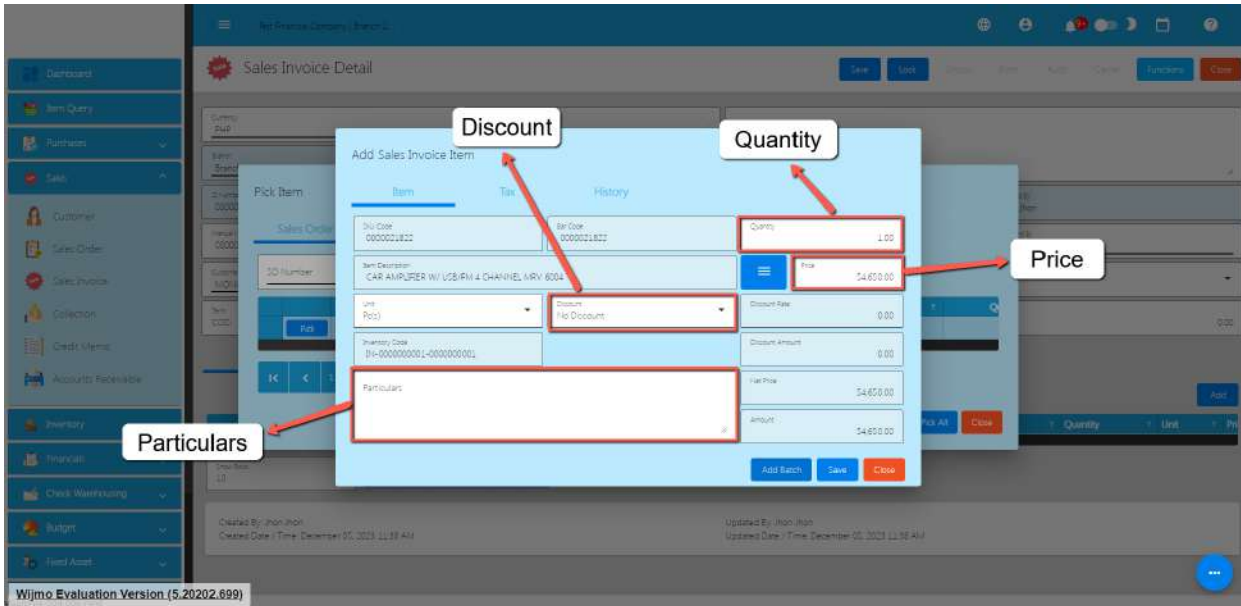
5. Once clicked, it will pop up all the Sales Order line items. Click the Pick button.



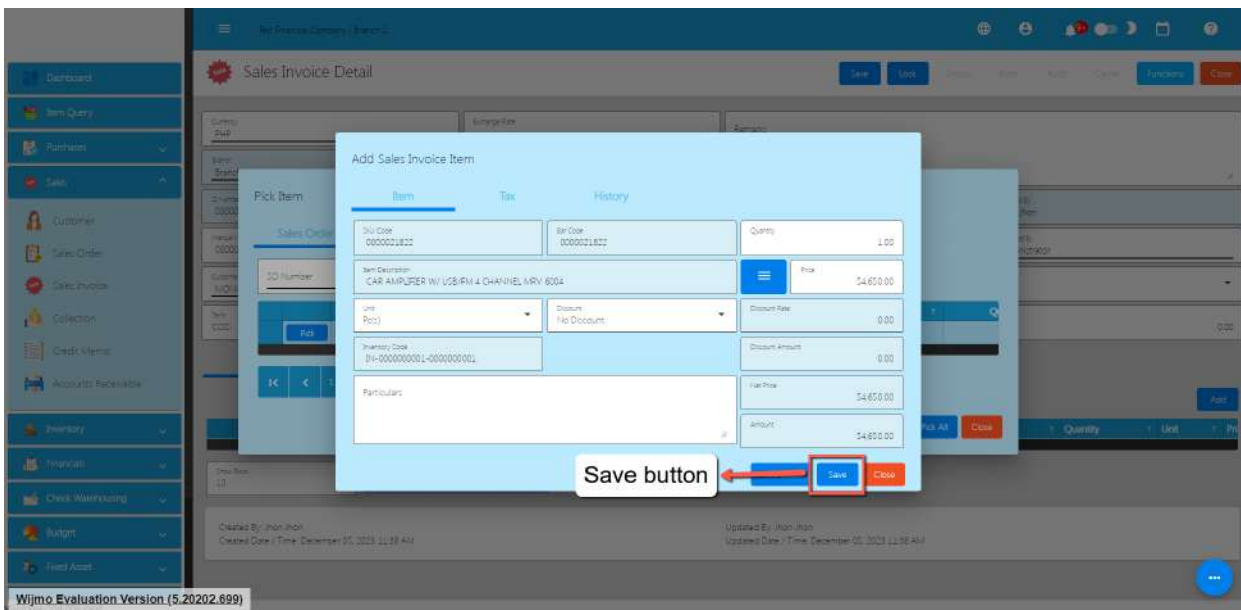
6. There are two ways to add the Sales Order's line items to the Sales Invoice line items: (1) Click the **Pick All** button to automatically add the SO line items to the Sales Invoice line items; (2) You need to click the **Pick** button.



7. Once the **Pick** button is clicked, fill out the **Quantity, Price, Particulars, Discount, etc.**

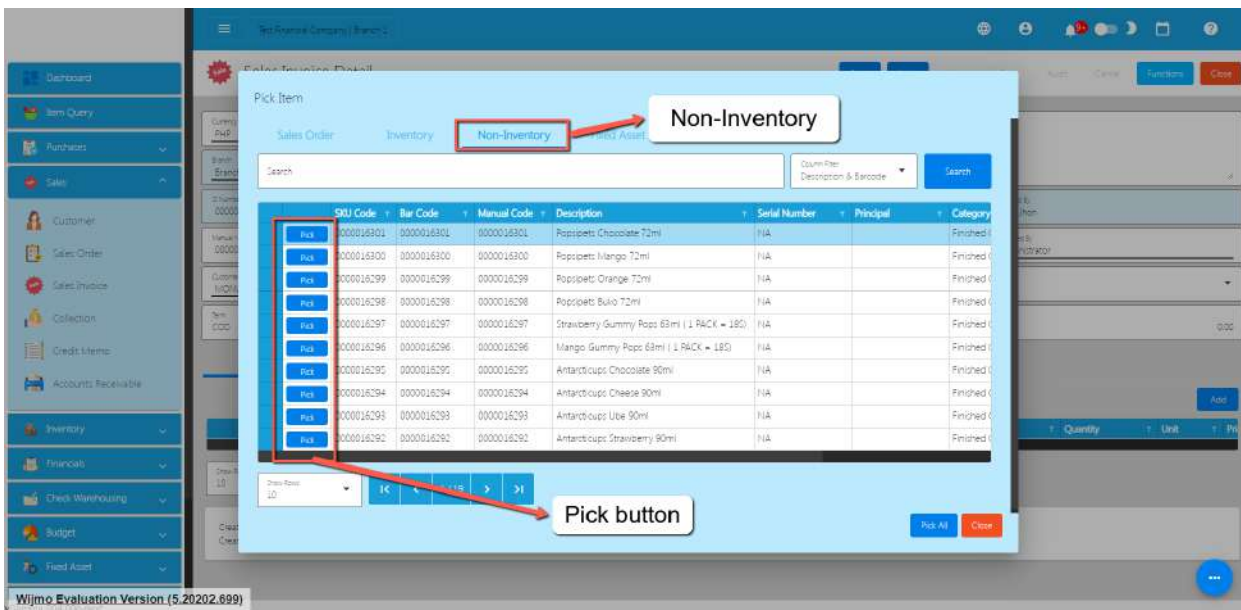
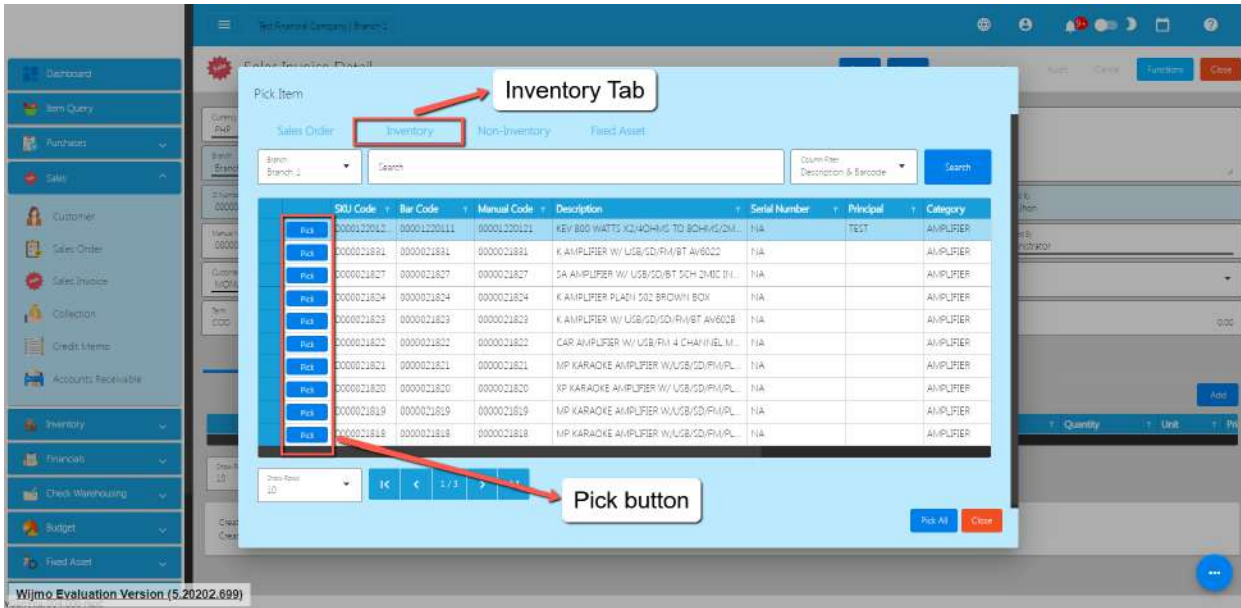


8. After that, click the Save button.

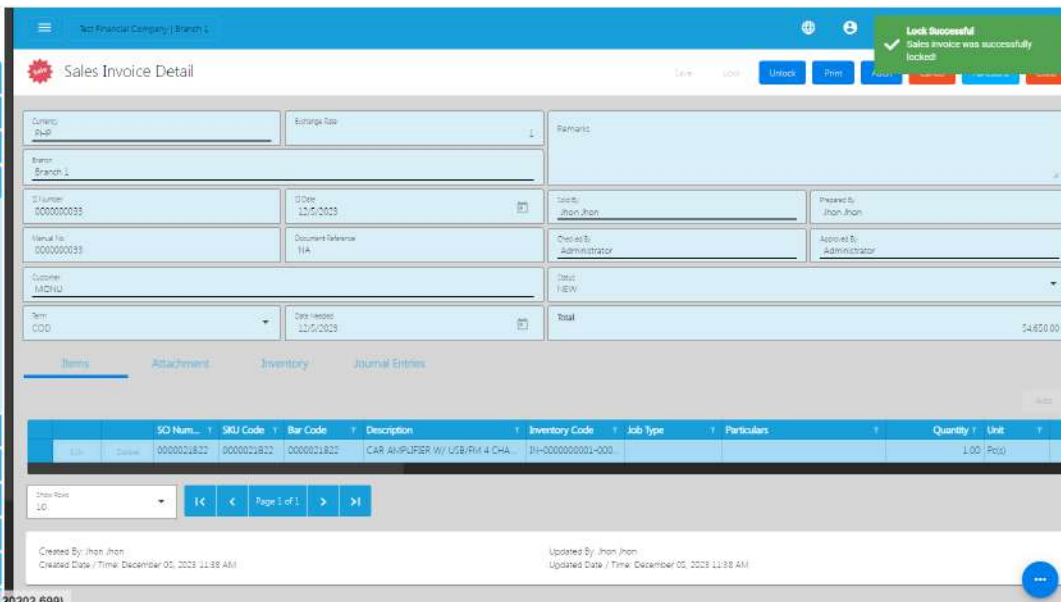
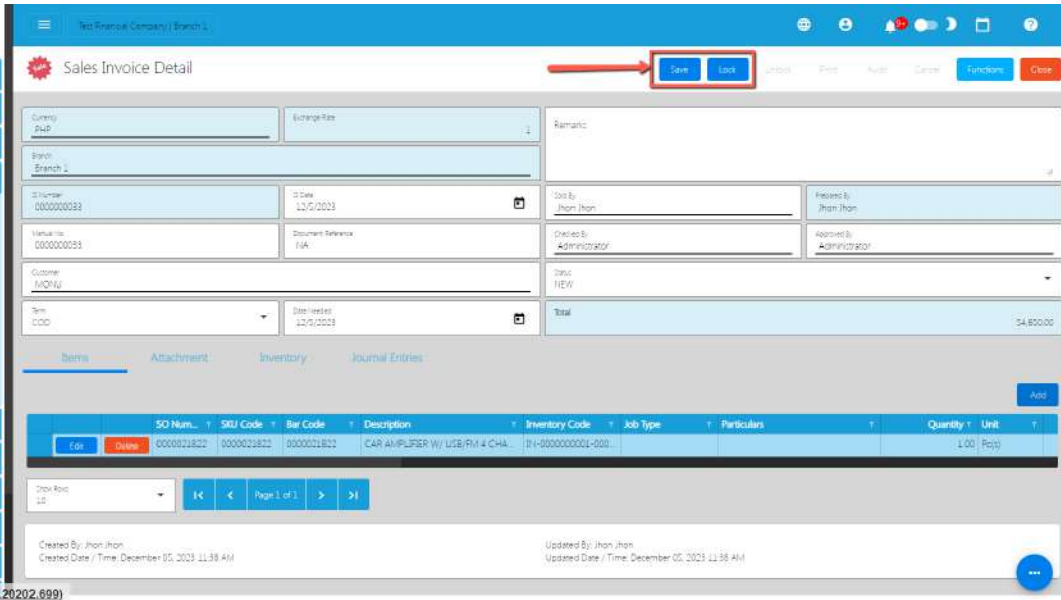


9. If you wish to add more items, repeat Steps 6 to 8.

10. There's no need to worry if you don't have a Sales Order since you can go directly to the Inventory or Non-inventory tab and follow the steps from 6 to 8.



11. Review the Sales Invoice you created, once everything is okay, just click the **Save** and **Lock** button.



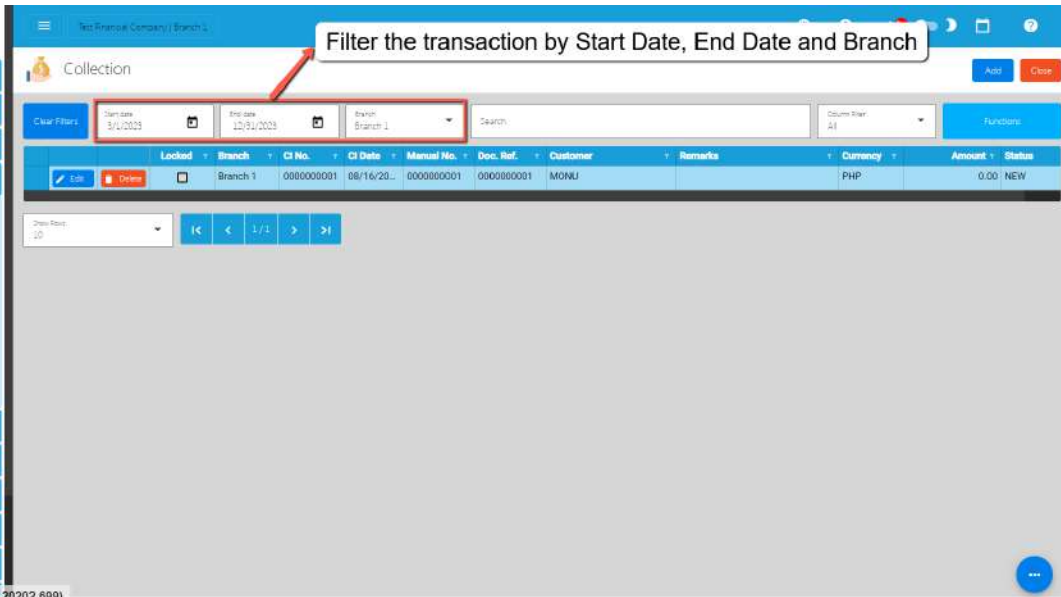
5.2.3 Collection Overview

Collection is created when Sales Invoice payment is already collected.

Collection List

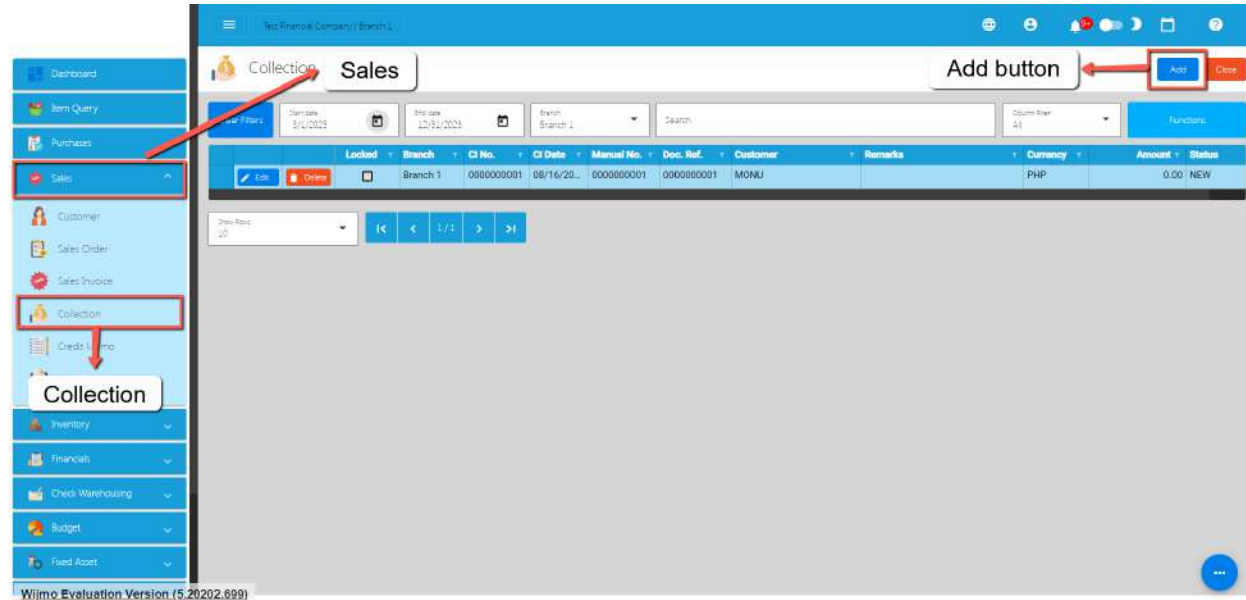
- List of all the Collection and will also show the overview of the transaction.

- You can filter the data to be displayed by providing the following:
 - **Start Date**
 - **End Date**
 - **Branch**
- Also, you can search data by providing a value on the Search Bar and select the Column Filter on where to search the data.

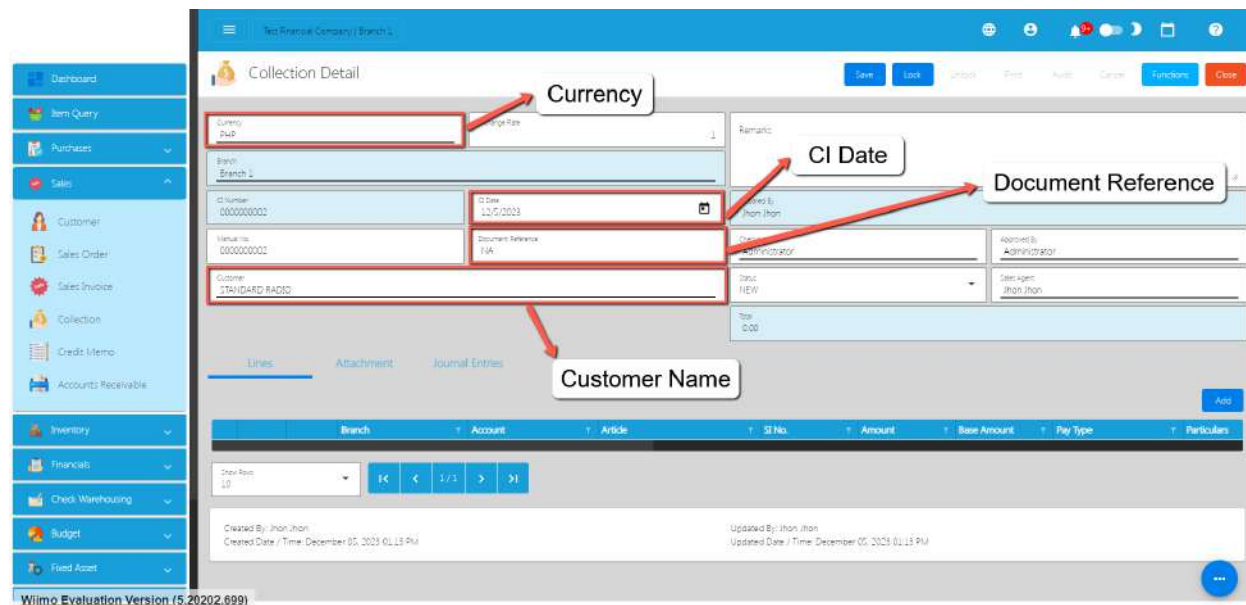


Collection Detail

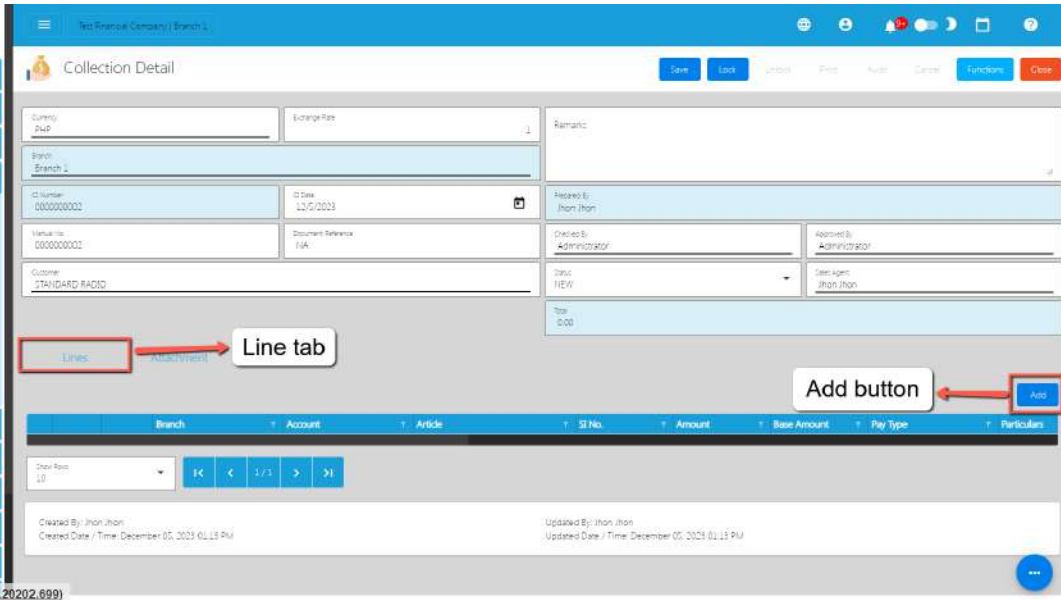
- To add a new Collection, go to **Sales** then click **Collection**. After that, click the **Add** button that can be seen in the Collection list.



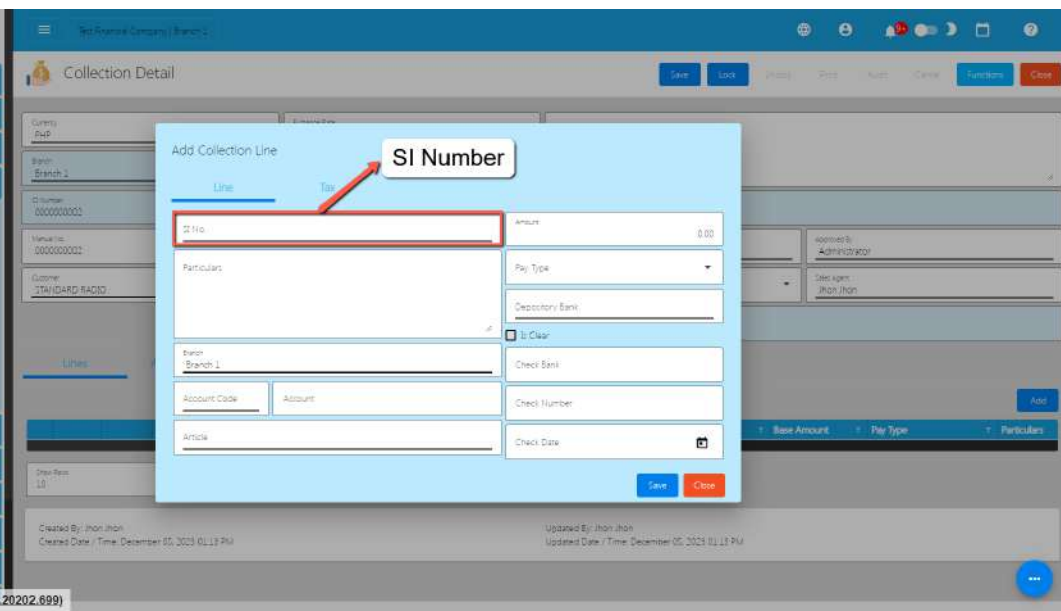
- Fill out all the needed information for the **Collection Detail** like,
 - Currency
 - Customer Name
 - CI Date
 - Document Reference



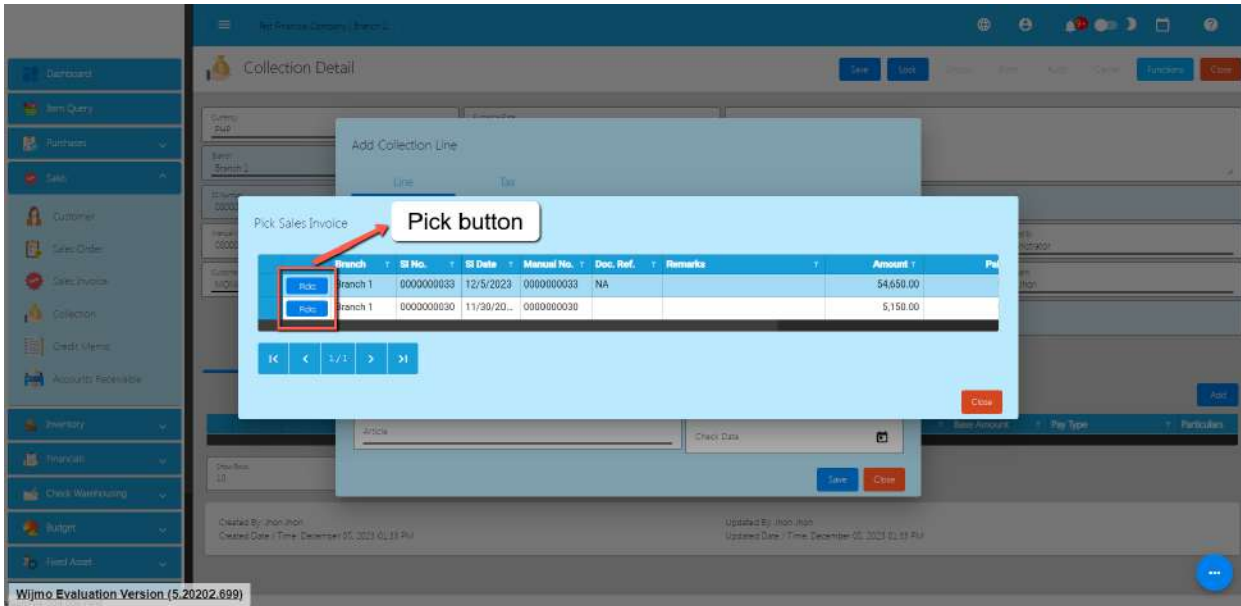
- To add a Collection Line Item, click the **Add** button on the right part of the page under the **Lines** tab.



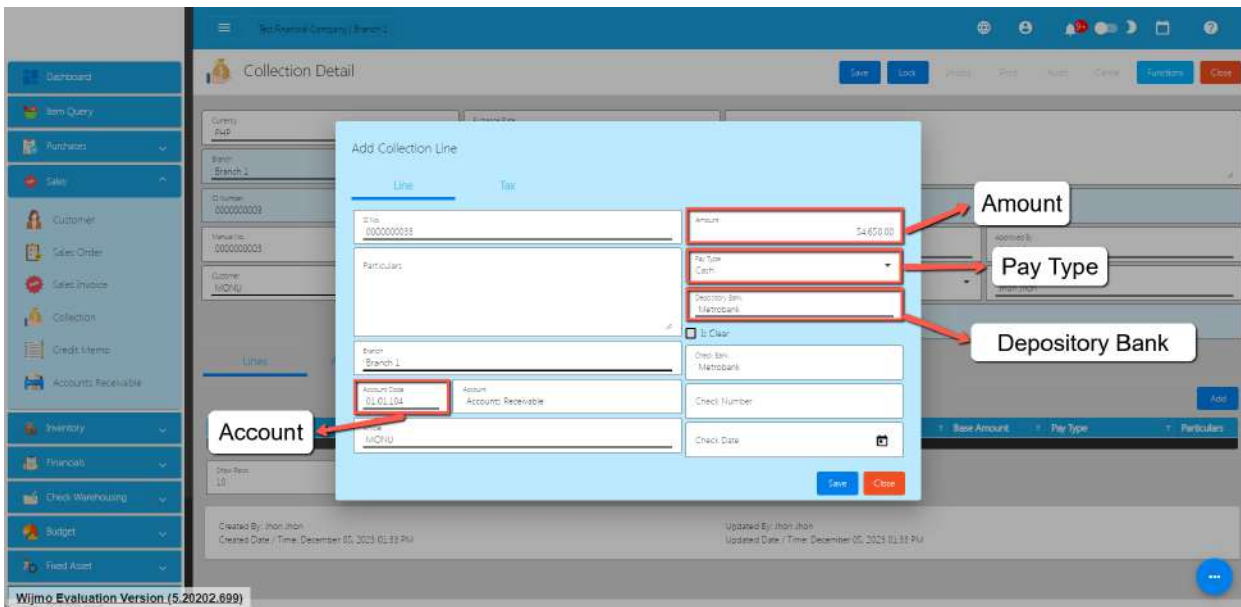
- If you already have a Sales Invoice for the Collection, the user can select the Sales Invoice by clicking on the **SI Number**.



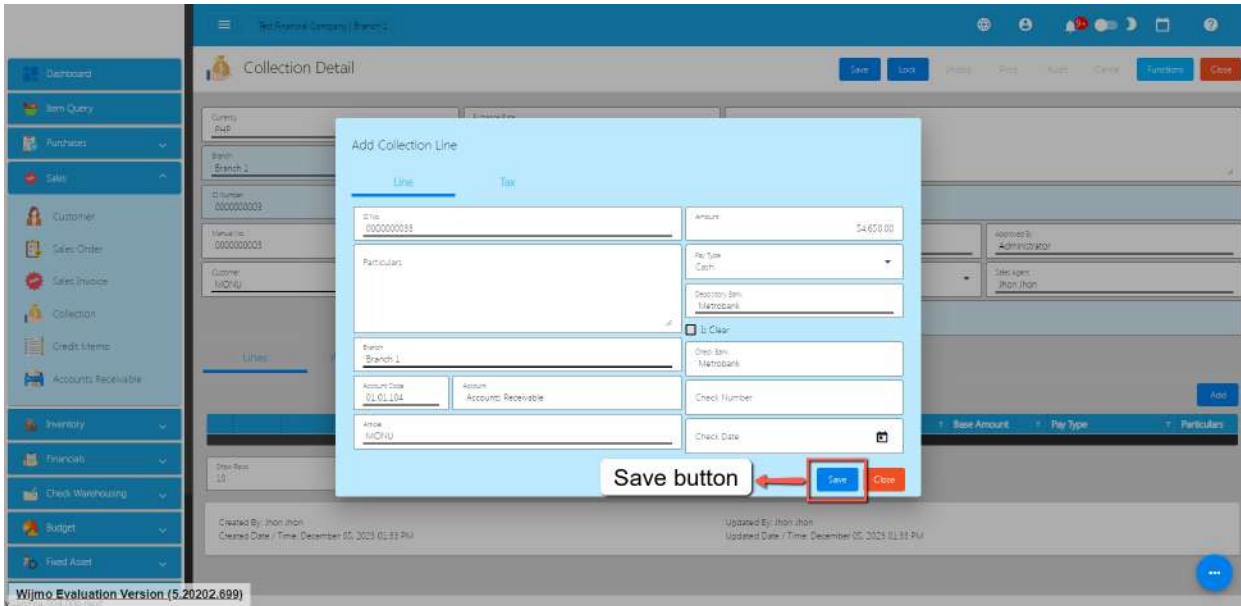
- To select a Sales Invoice Number, click the Pick button.



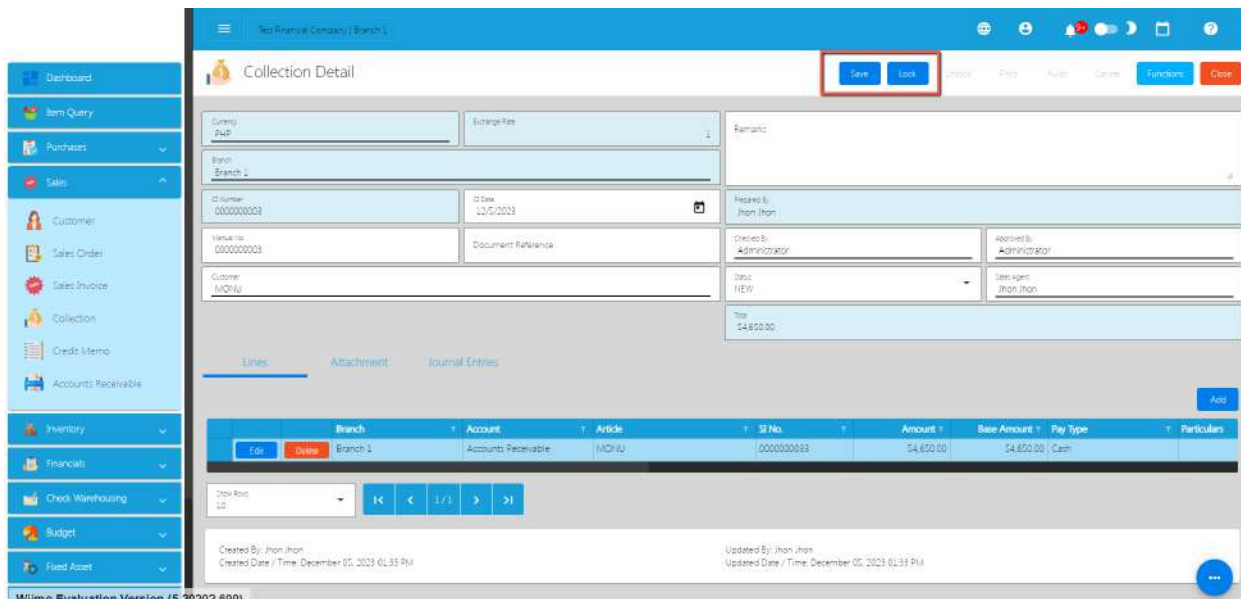
- Once selected, provide all the necessary information such as:
 - Amount
 - Pay Type
 - Depository Bank
 - Account



- Once done, save the Collection line item by clicking on the **Save** button.



- To totally save the Collection detail, Save and Lock the record.



Test Financial Company | Branch 1

Collection Detail Save Lock Unlock Print Audit Cancel Function Clear

Lock Successful
Collection was successfully locked!

Summ: PUP Exchange Rate: Remarks:

Branch: Branch 1

Customer: 000000000 Date: 12/25/2023 Entered By: jhon.jhon

Invoice No: 000000000 Document Reference: Created By: Administrator Approved By: Administrator

Account: MCHU Date: NEW User: jhon.jhon

Total: \$4,600.00

Lines Attachment Journal Entries

SI No.	Branch	Account	Article	SI No.	Amount	Base Amount	Pay Type	Particulars
001	Branch 1	Accounts Receivable	MCHU	0000000003	\$4,600.00	\$4,600.00	Cash	

20th Row ID: [Navigation Buttons]

Created By: jhon.jhon Updated By: jhon.jhon
Created Date / Time: December 02, 2023 01:33 PM Updated Date / Time: December 02, 2023 01:33 PM

Wijmo Evaluation Version (5.20202.699)

VI: Inventory

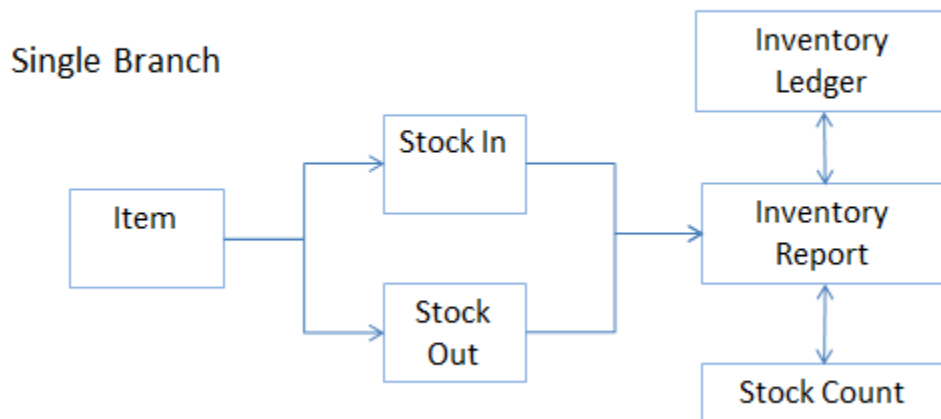
6.1 Overview

The Inventory module is a powerful tool designed to help you manage your item inventory efficiently. Whether you're running a retail business, a warehouse, or any operation that involves tracking and handling physical goods, this module provides essential features to streamline your inventory management processes.

Here are the most common scenarios in EasyFS Inventory Flow

1. Single Branch - applies to the use of the Inventory system for a single Branch Monitoring

Inventory Flow



Item Creation/Management

- Create and manage item records within the inventory system.
- Include essential details such as item code, description, unit of measure, and other relevant information.

Stock In

- Record the addition of new inventory into the system.
- Used for Stocking In Items as a Beginning Balance
- Also used for Stock Adjustments
- Also used for Stock Returns from Customers
- Update the inventory levels for the corresponding items.

Stock Out

- Record the removal of items due to return to the Supplier.
- Also used for spoilages and internal company use
- Adjust the inventory levels to reflect the reduction in stock.

I cannot understand the relationship between Inventory report, stock count and inventory ledger posting.

Which one is the parent feature among three?

Inventory Ledger Posting

Is the process of posting the cost of the inventory to reflect into the Actual Inventory Cost for the purpose of computing Cost of Goods Sold.

Stock Count

- Conduct periodic stock counts to reconcile the recorded inventory levels with the actual physical count.
- Adjust the system based on the results of the stock count to correct any discrepancies.

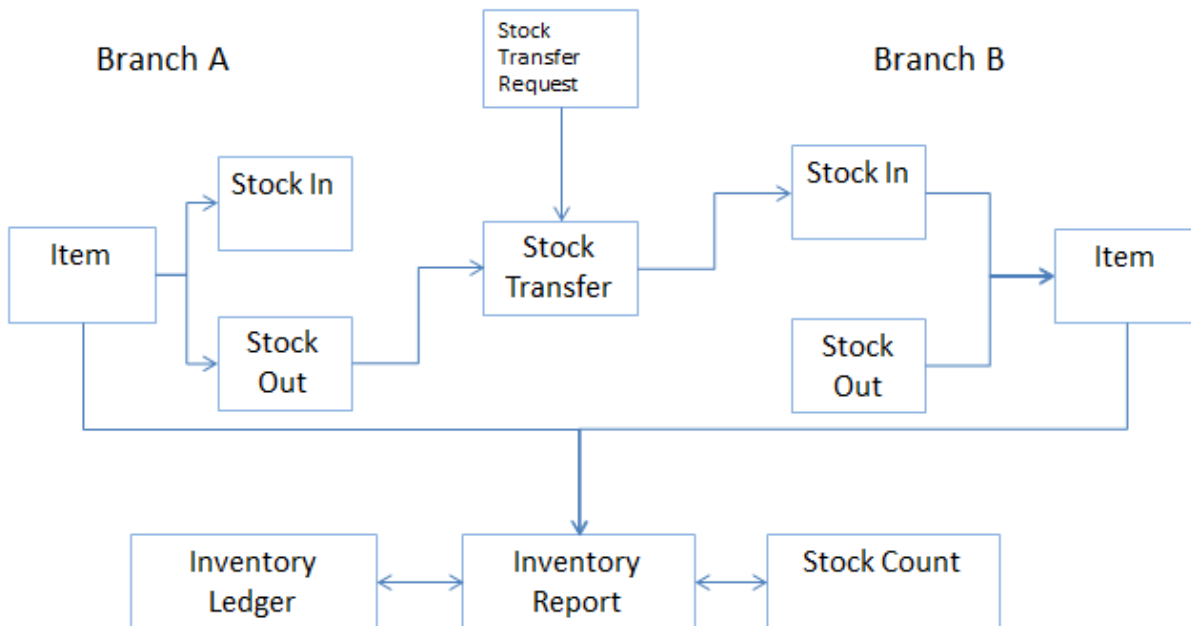
Inventory Report

- Generate regular inventory reports to monitor stock levels, identify any discrepancies, and track overall inventory performance.
- Reports may include current stock levels, stock valuation, and other relevant metrics.

2. Multi-Branch - applies to the process flow where there are Multiple Branches or Warehouses that the company is utilizing. An additional sub-module is needed such as Stock Transfer Request and Stock Transfer form in order to efficiently transfer stocks from one branch to another.

Inventory

Multi Branch



Item Creation/Management

- Create and manage item records within the inventory system.
- Include essential details such as item code, description, unit of measure, and other relevant information.

Stock In

- Record the addition of new inventory into the system.
- Used for Stocking In Items as a Beginning Balance
- Also used for Stock Adjustments

- Also used for Stock Returns from Customers
- Update the inventory levels for the corresponding items.

Stock Out

- Record the removal of items due to return to the Supplier.
- Also used for spoilages and internal company use
- Adjust the inventory levels to reflect the reduction in stock.

Stock Transfer Request

- When there is a need to move inventory from one branch or warehouse to another, initiate a stock transfer request.
- Specify the items, quantities, and the destination branch or warehouse.

Stock Transfer handled by management or directors?

- Process the stock transfer based on the approved request. **only after stock transfer request by employees?**
- Record the movement of items from one branch or warehouse to another in the system.

Inventory Ledger Posting

Is the process of posting the cost of the inventory to reflect into the Actual Inventory Cost for the purpose of computing Cost of Goods Sold.

Stock Count

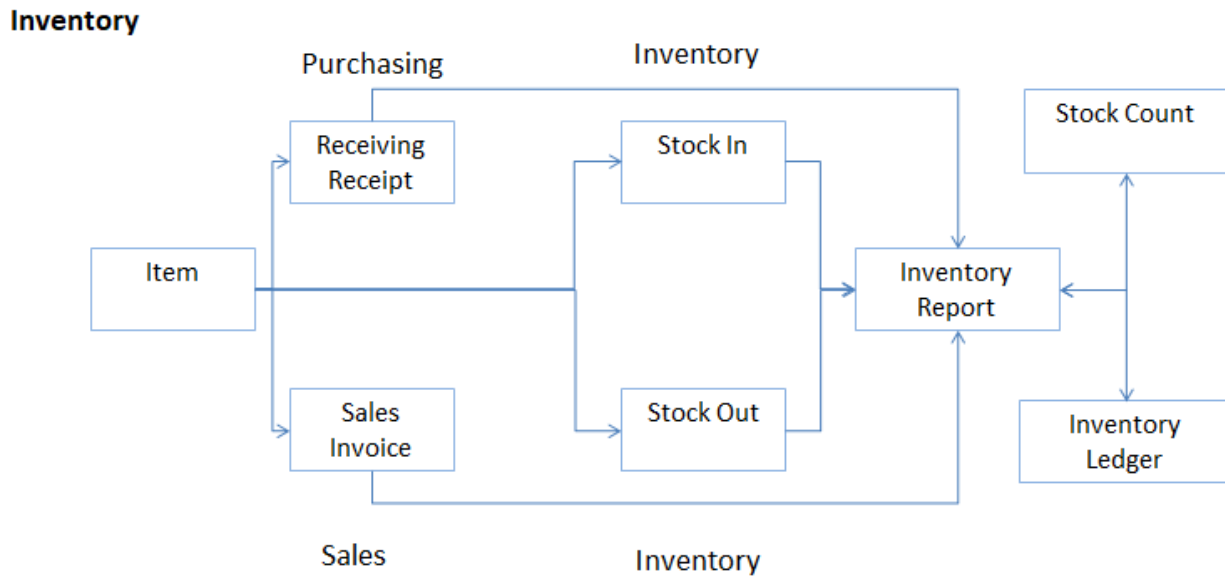
- Conduct periodic stock counts at each branch or warehouse to reconcile the recorded inventory levels with the actual physical count.
- Adjust the system based on the results of the stock count to correct any discrepancies.

Inventory Report

- Generate regular inventory reports to monitor stock levels across all branches or warehouses.

- Reports may include current stock levels, stock valuation, and other relevant metrics for each location.

3. Integrated Inventory with Purchasing and Sales - shows the flow of the Inventory when using other Major modules of the system.



4. How about the inventory for users with easyPOS?
 a. Show the diagram of relationship.

Item Creation/Management

- Create and manage item records within the inventory system.
- Include essential details such as item code, description, unit of measure, and other relevant information.

Receiving Receipt

- When new inventory is received, create a receiving receipt to document the receipt of items.

- Update the inventory levels for the received items.

Sales Invoice

- When items are sold, generate a sales invoice to record the sale.
- The sales invoice includes details such as the items sold, quantities, prices, and customer information.

Stock In

- Record the addition of new inventory into the system, returned items and beginning inventory balance.
- Update the inventory levels for the corresponding items.

Stock Out

- Record the removal of items due to spoilage, theft or pilferage.
- Adjust the inventory levels to reflect the reduction in stock.

Inventory Ledger Posting

Is the process of posting the cost of the inventory to reflect into the Actual Inventory Cost for the purpose of computing Cost of Goods Sold.

Stock Count

- Conduct periodic stock counts at each branch or warehouse to reconcile the recorded inventory levels with the actual physical count.
- Adjust the system based on the results of the stock count to correct any discrepancies.

Inventory Report

- Generate regular inventory reports to monitor stock levels across all branches or warehouses.
- Reports may include current stock levels, stock valuation, and other relevant metrics for each location.

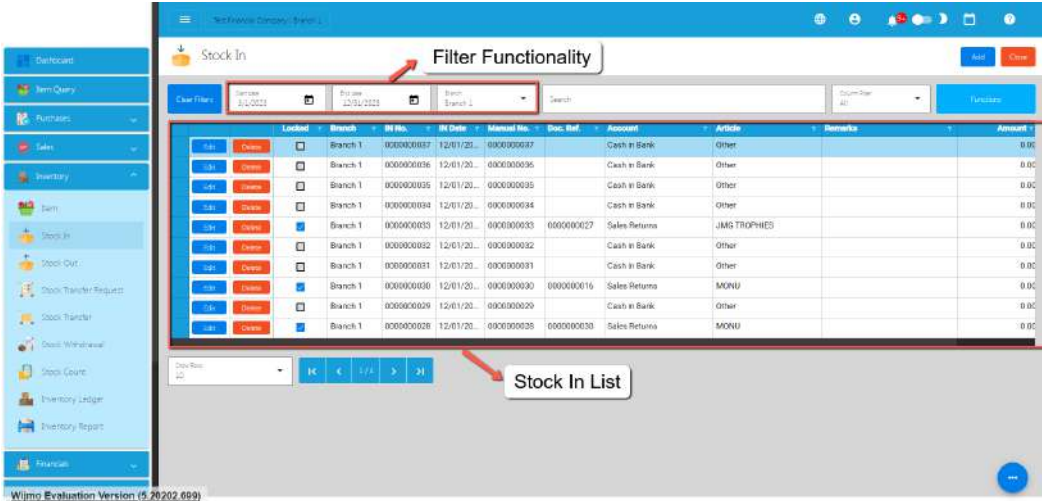
6.2 Stock In

Overview

This module is used if you want to set up beginning balances of your item(s). In addition, if a Customer wants to return an item he/she purchased e.g., an item is damaged, this module helps manage those Customer Returns as well.

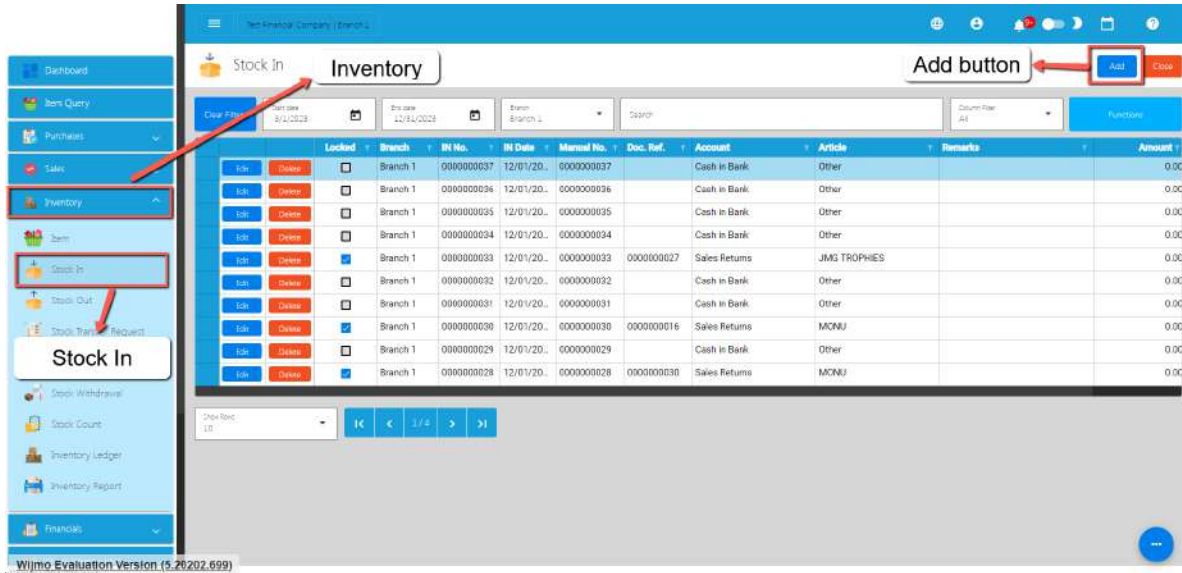
Stock In List

- List of all the SI(Stock In) and will also show the overview of the transaction.
- Here, the user also has the filter functionality and the button to add new Stock In.



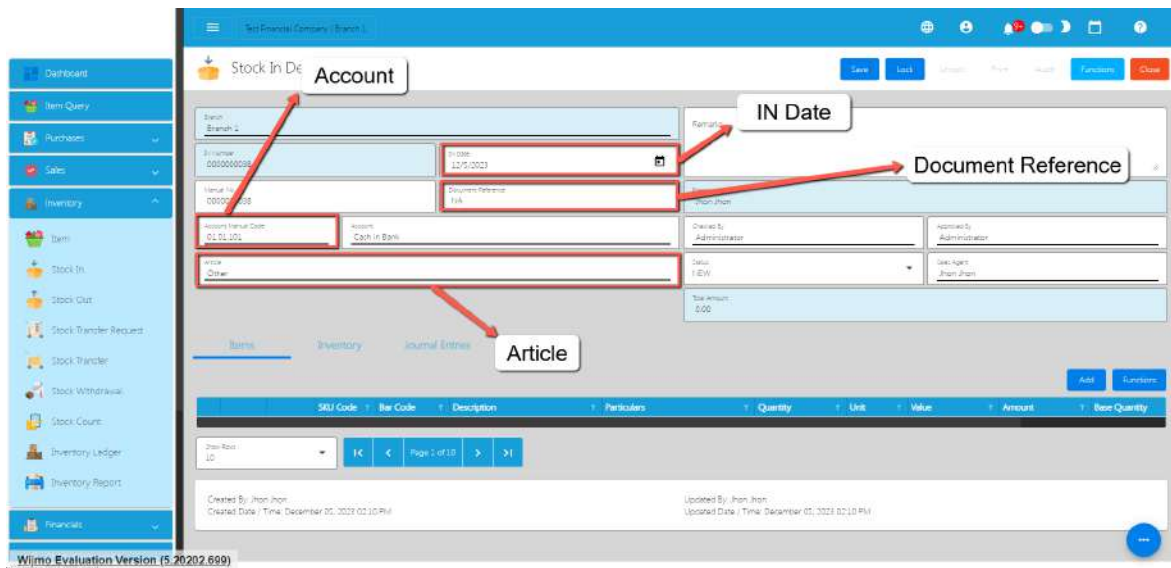
Stock In Detail

1. To add new Stock In detail, go to **Inventory** then click **Stock In**. After that, click the **Add** that can be seen in the Stock In list.



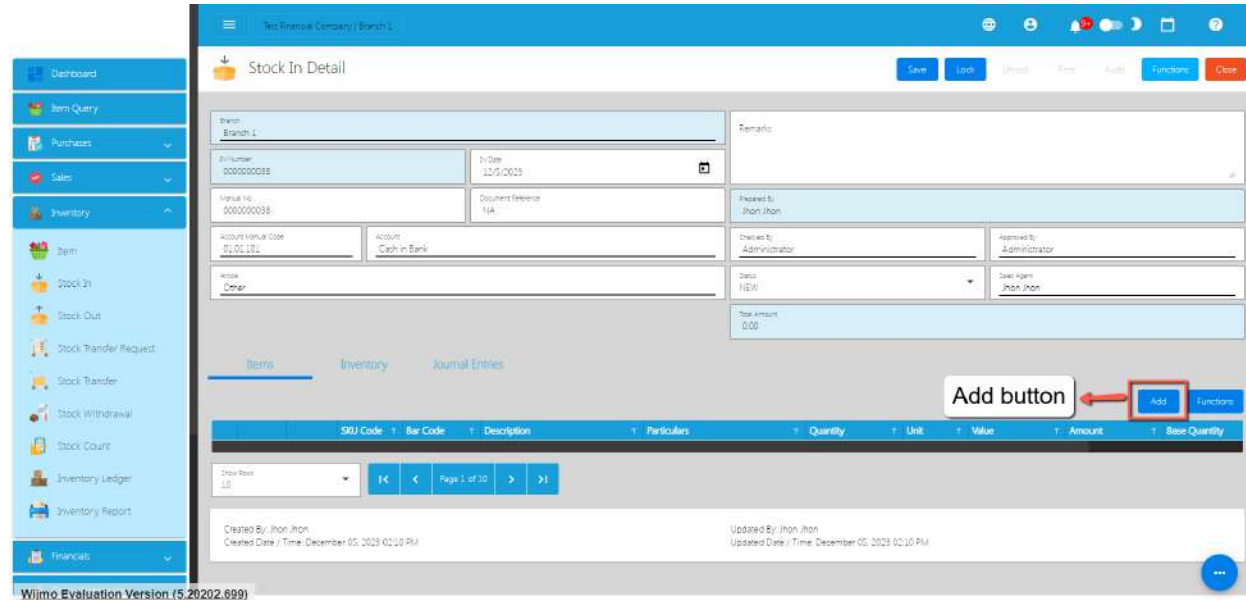
2. Fill out all the needed information for the **Stock In Detail** like,

- IN Date
- Document Reference
- Account
- Article

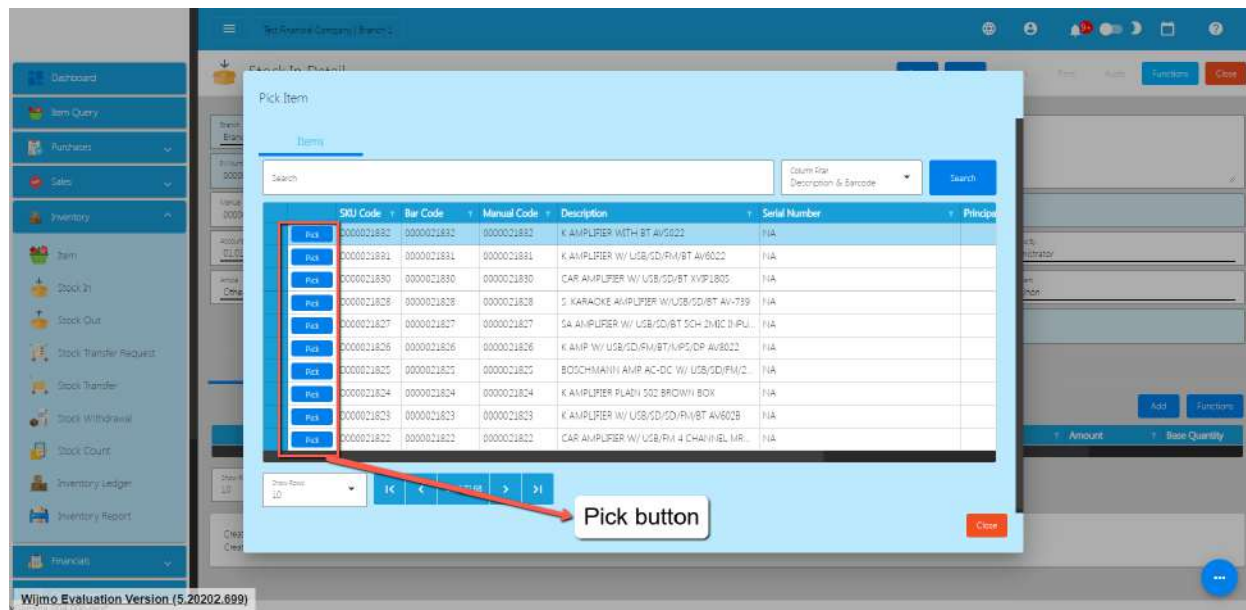


3. To add Stock In line item(s), you can:

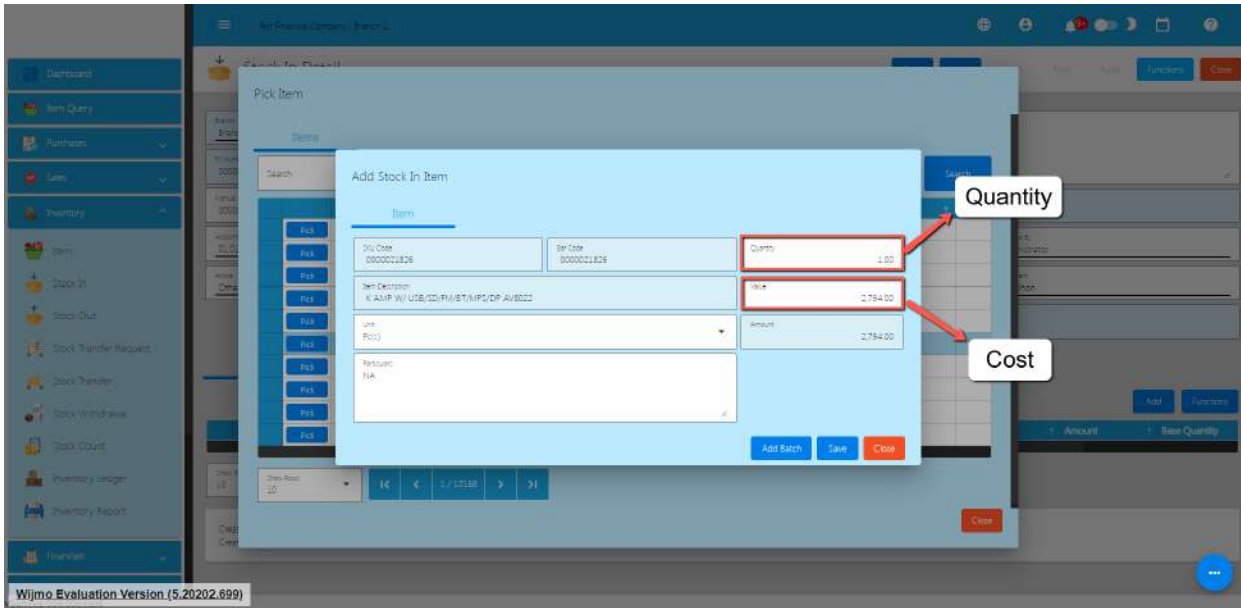
- **Manual** add a line item
 1. Click the **Add** button under the Items tab.



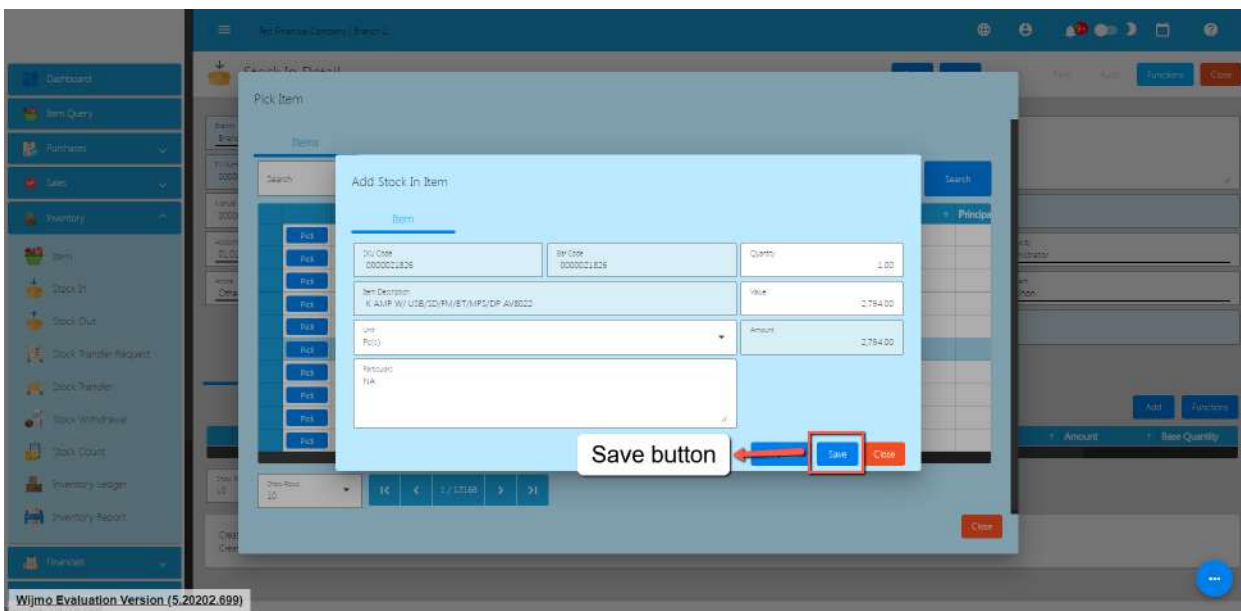
2. Click the Pick button that you want to add.



3. Fill up the necessary field for adding the item for Stock In such as Quantity and its Cost.

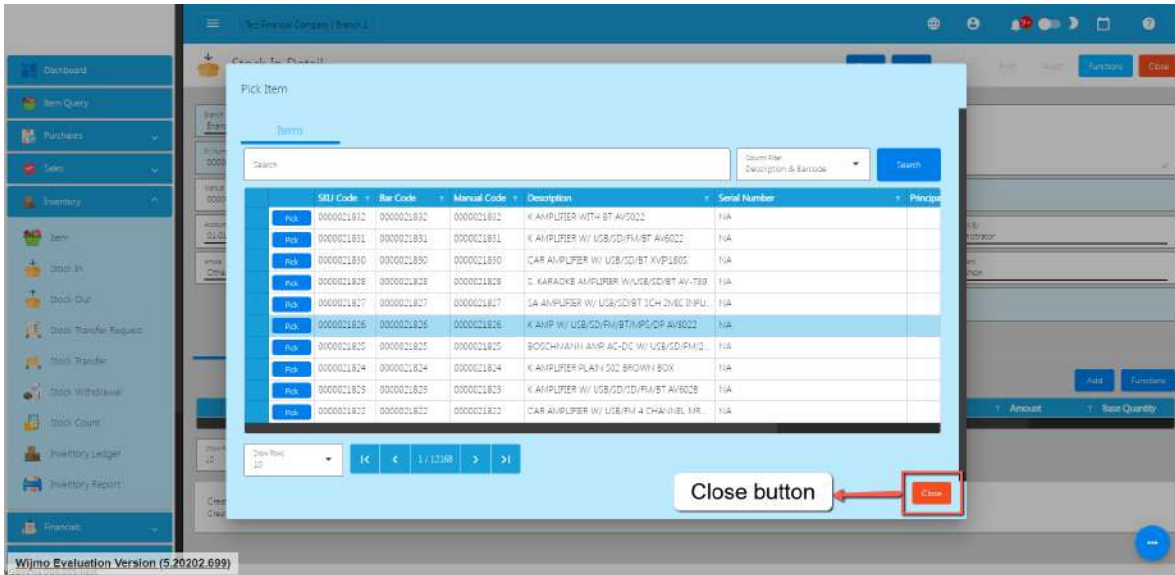


4. Click Save button to Save the item as a Stock In line item.



5. If you wish to add another item, just repeat Steps 2 to 4.

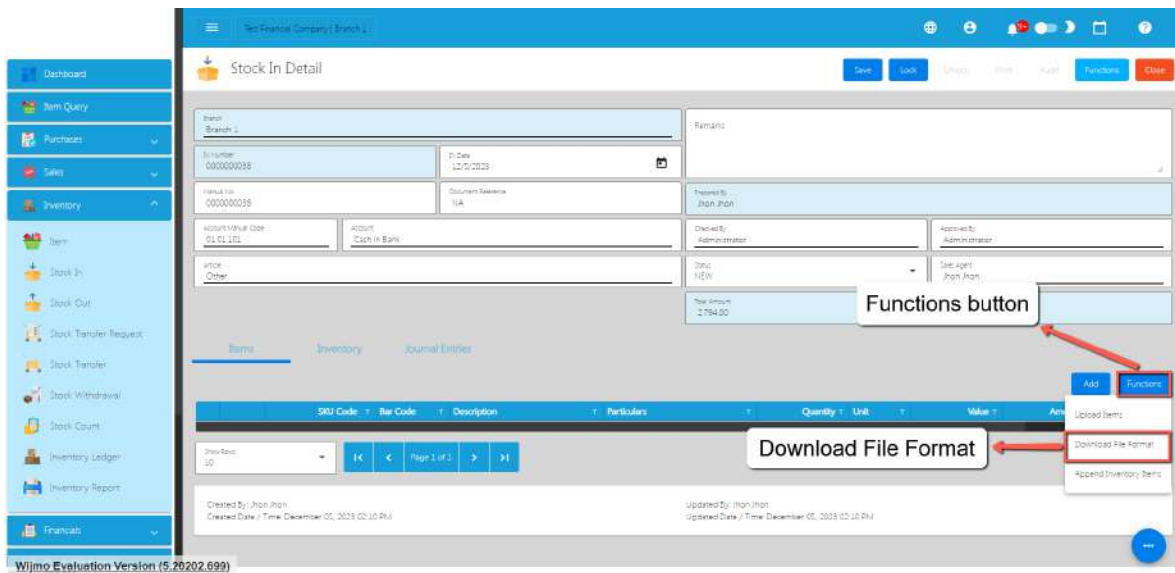
6. Click the Close button to close the popup and review your Stock In detail.



7. After filling up the important fields, Save and lock the record. The **Save** button allows you to save the Stock In detail you created and it does not affect the inventory yet. If you want to have an effect in your inventory (increase the item's quantity), click the **Lock** button.

- o **Bulk Upload** Line item(s)

1. Click on the **Functions** button then click on the **Download File Format** to download the template for bulk uploading Stock In line item(s).



2. Open the downloaded file then provide correct data. File name of the downloaded file is **Stock in Item Format**. Please see sample:

Write down all conditions here such as

Don't change the column names.

Don't change the order of columns.

Use the date format like 2010-03-03

Don't use special characters.

How about the negative score?

Cost must be more than 0?

Which values must be unique?

Barcode format?

How many letters can you use in the field of particulars?

Use the same barcode as you used for the same kind of item.

What kind of name should be used for this excel sheet each time?

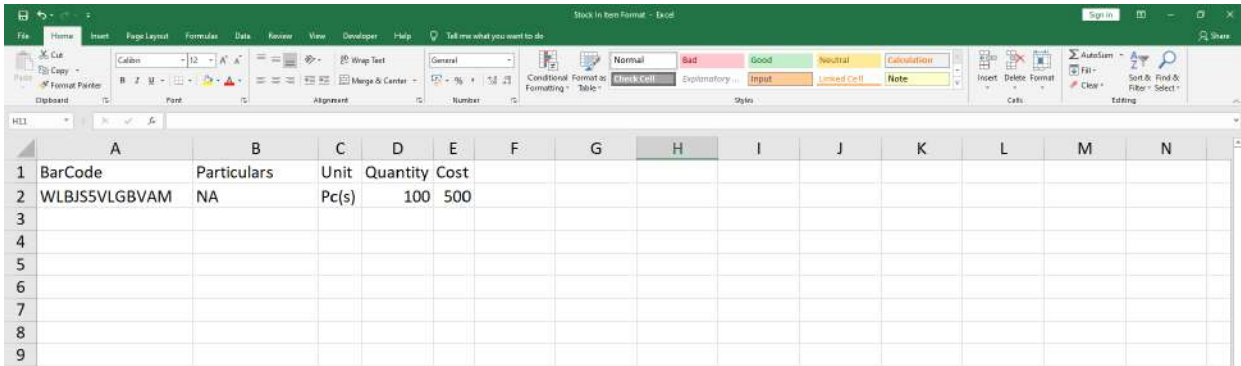
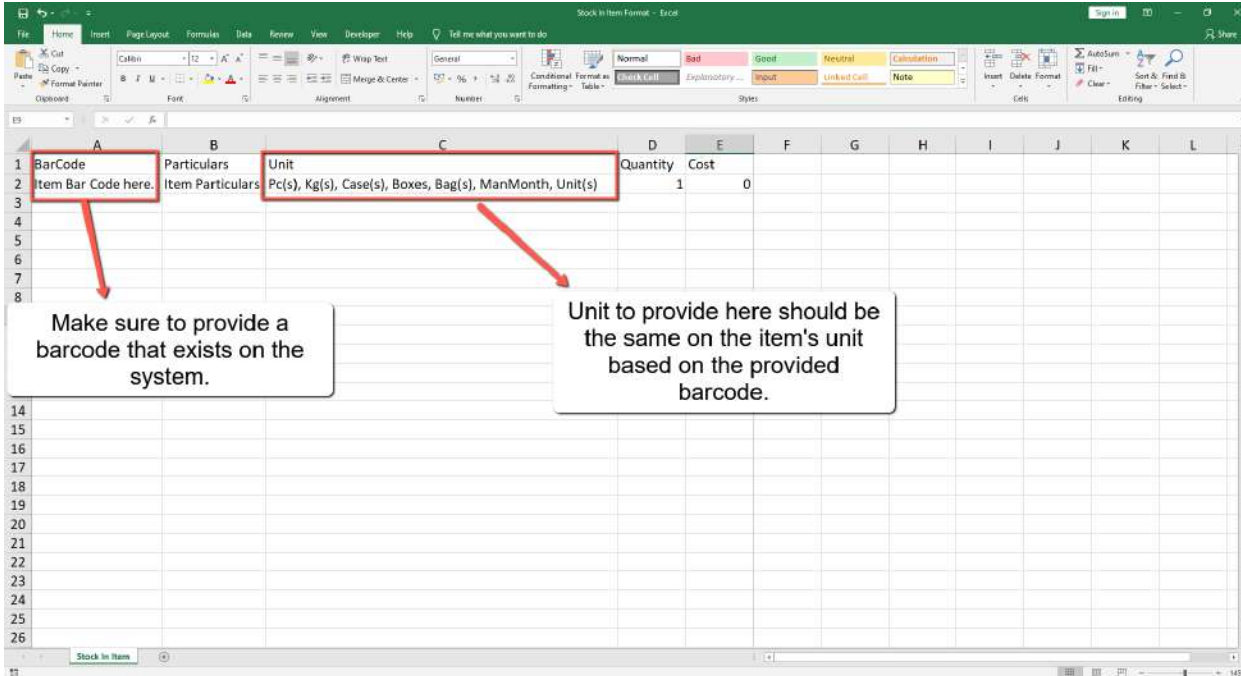
What kind of validation will be applied in this process?

What if users upload the wrong format of files?

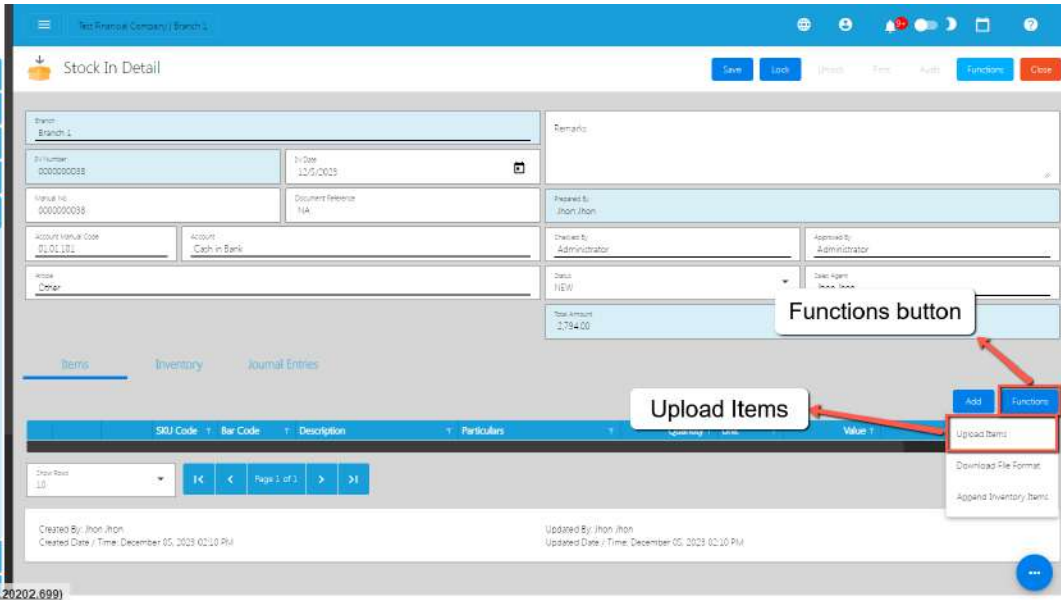
What is the condition for our rejection for the uploaded file?

ADD the new tab in the excel sheet and show how to use this sheet. Or you should show how to use in the different way.

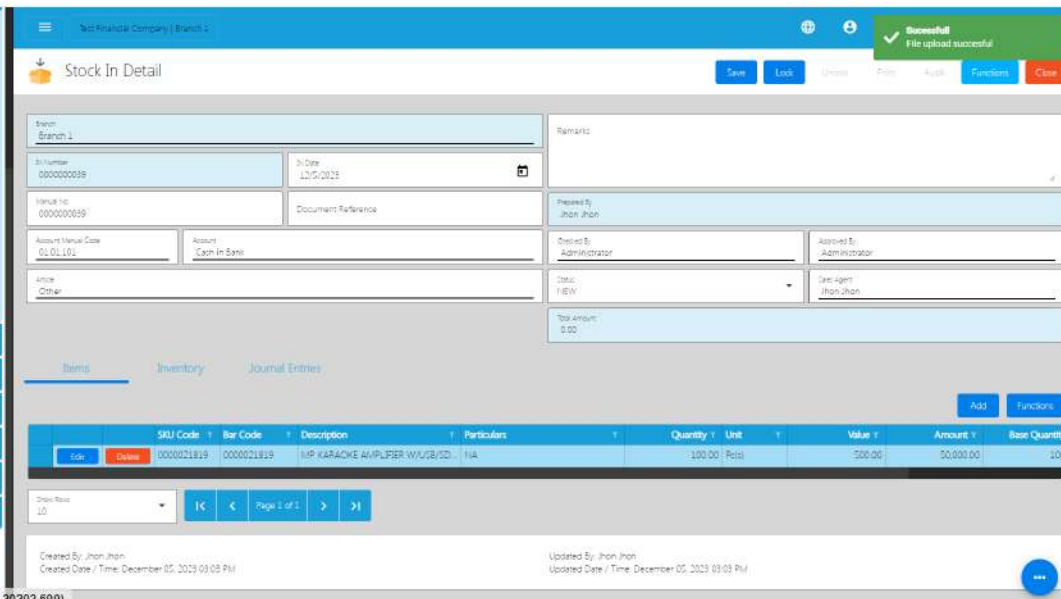
For this process, all the same rules should be used for all kinds of uploaded files even in easyHR.

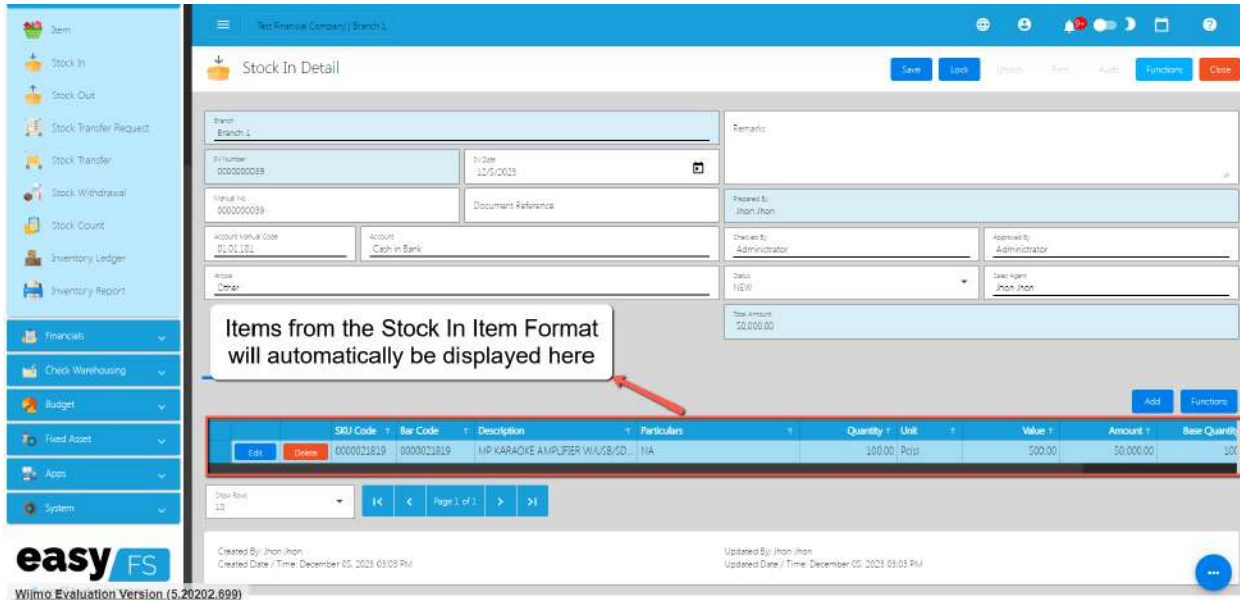


3. Save the file.
4. Go back to the system, then click again the **Functions** button then click the **Upload Items**.

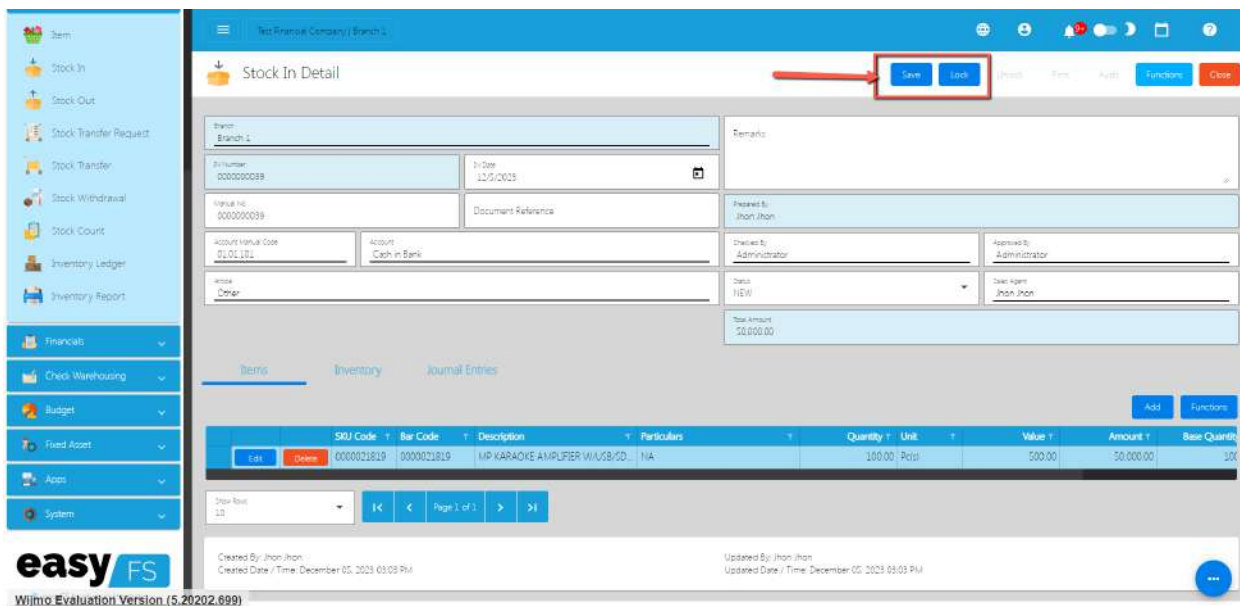


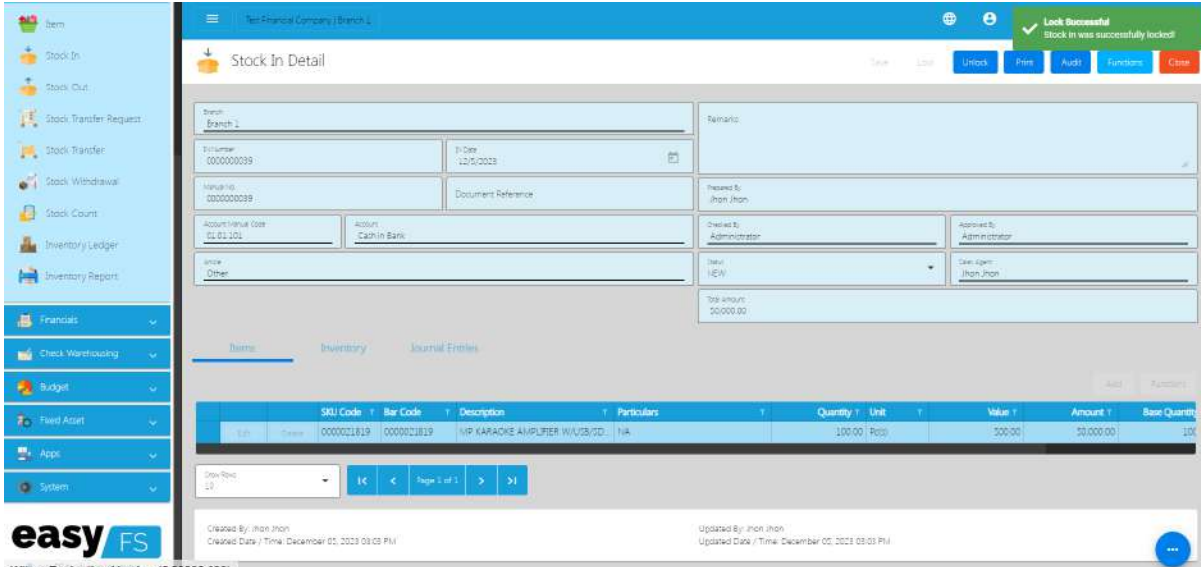
5. Locate the file then you can double click the file to upload.
6. Once bulk uploading is successful, you will see a success toast message and the Stock In line item will automatically be supplied with data from the template.





7. Review the details and if everything is okay, Save and lock the record. The **Save** button allows you to save the Stock In detail you created and it does not affect the inventory yet. If you want to have an effect in your inventory (increase the item's quantity), click the **Lock** button.





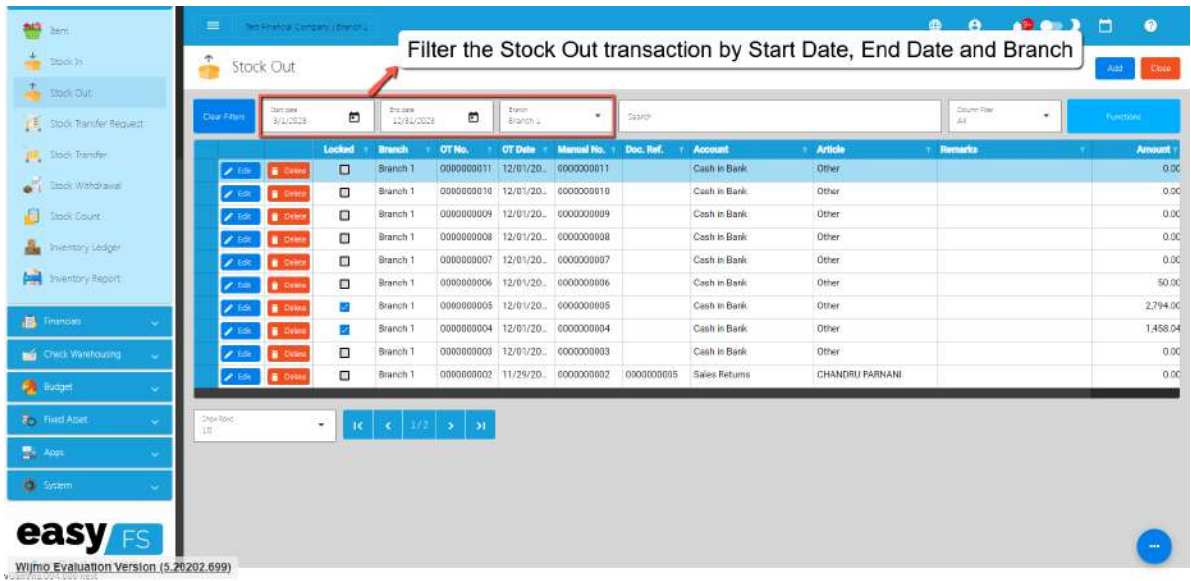
6.3 Stock Out

Overview

This module is used if you want to remove a quantity of an item e.g., damaged or expired item(s). In addition, if you want to return an item purchased to your Supplier e.g., an item is damaged, this module also helps manage those Supplier Returns as well.

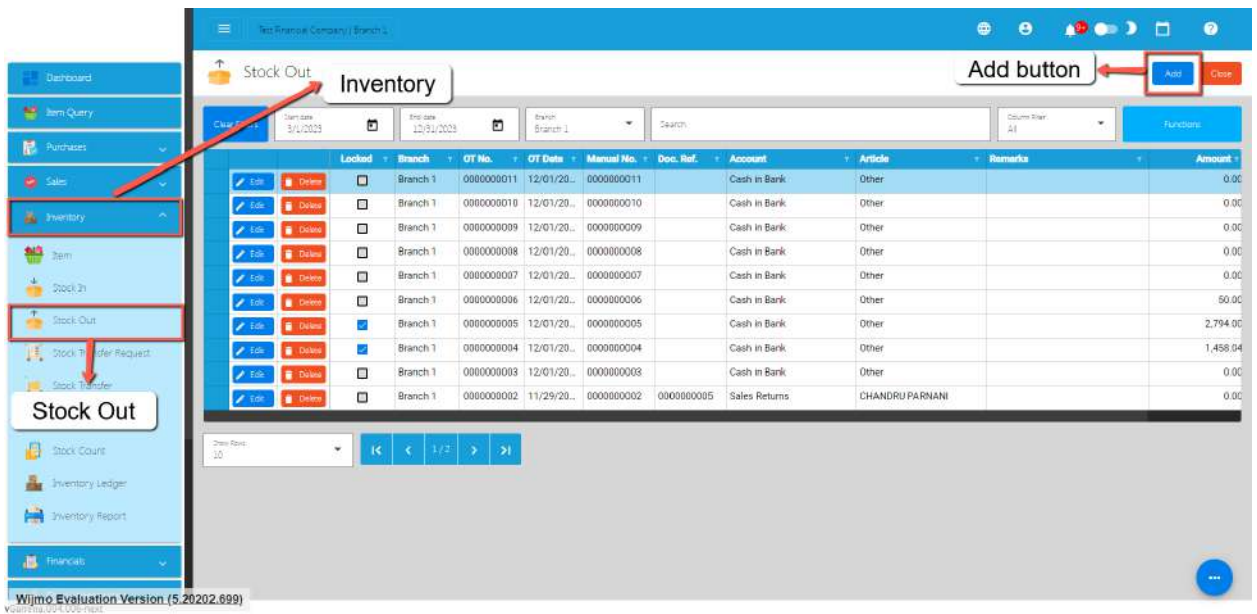
Stock Out List

- List of all the OT(Stock Out) and will also show the overview of the transaction.
- Here, the user also has the filter functionality and the button to add a new OT.

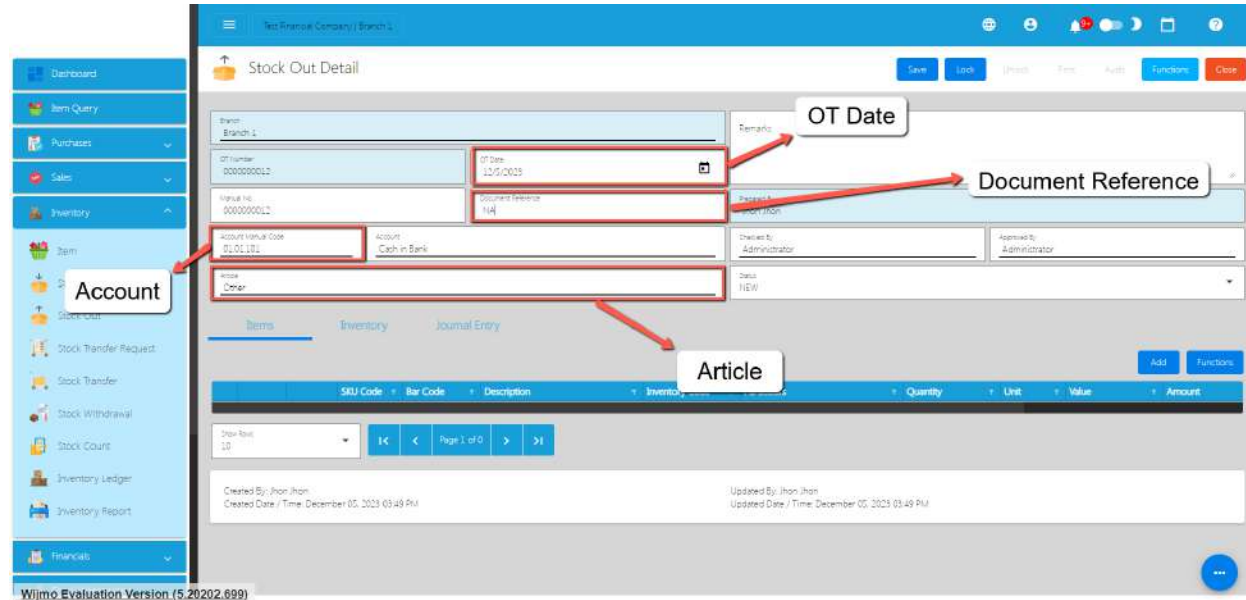


Stock Out Detail

1. To add a new Stock Out detail, go to **Inventory** then click **Stock Out**. After that, click the **Add** that can be seen in the Stock Out list.



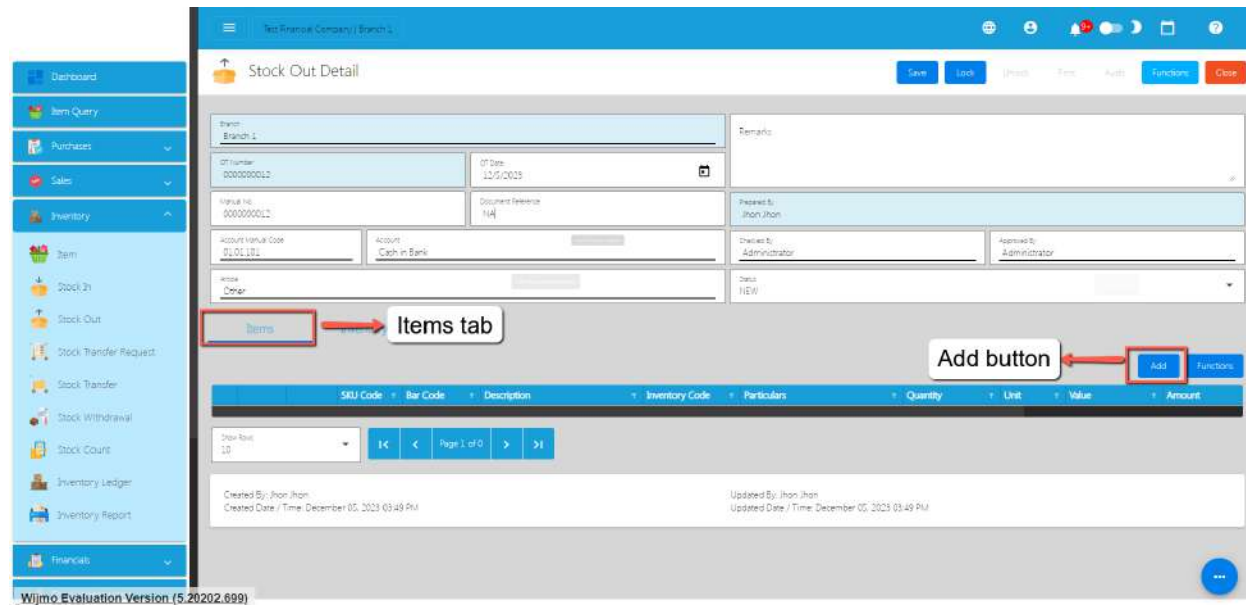
2. Fill out all the needed information for the **Stock Out Detail** like,
 - o OT Date
 - o Document Reference
 - o Account



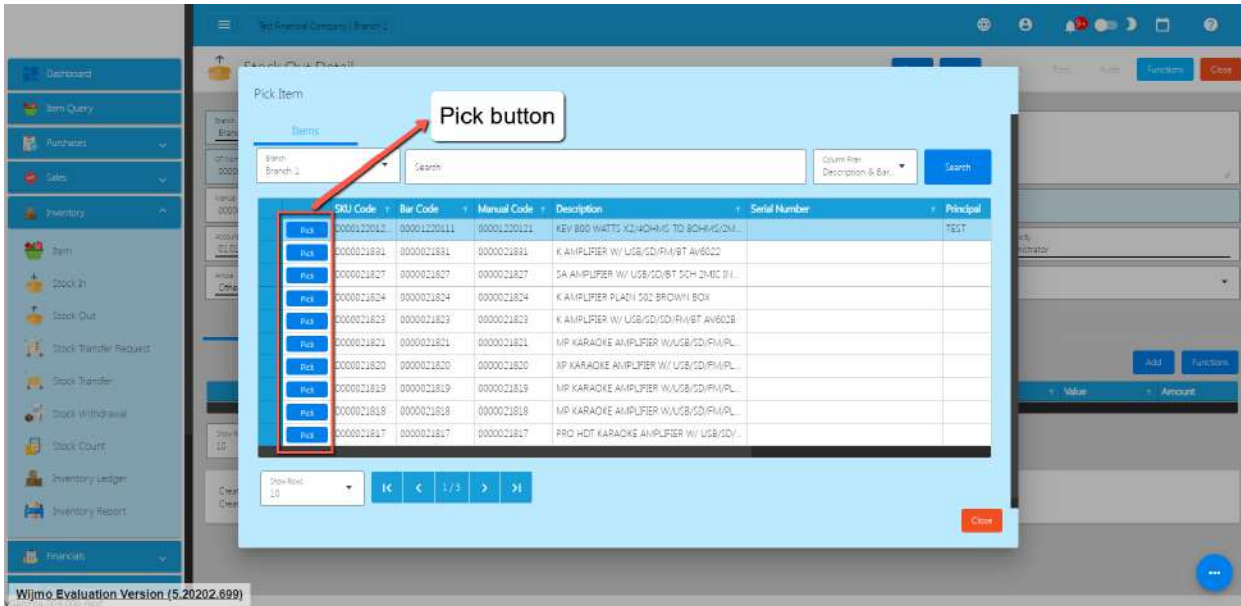
3. To add Stock Out line item(s), you can:

- o **Manual** add a line item

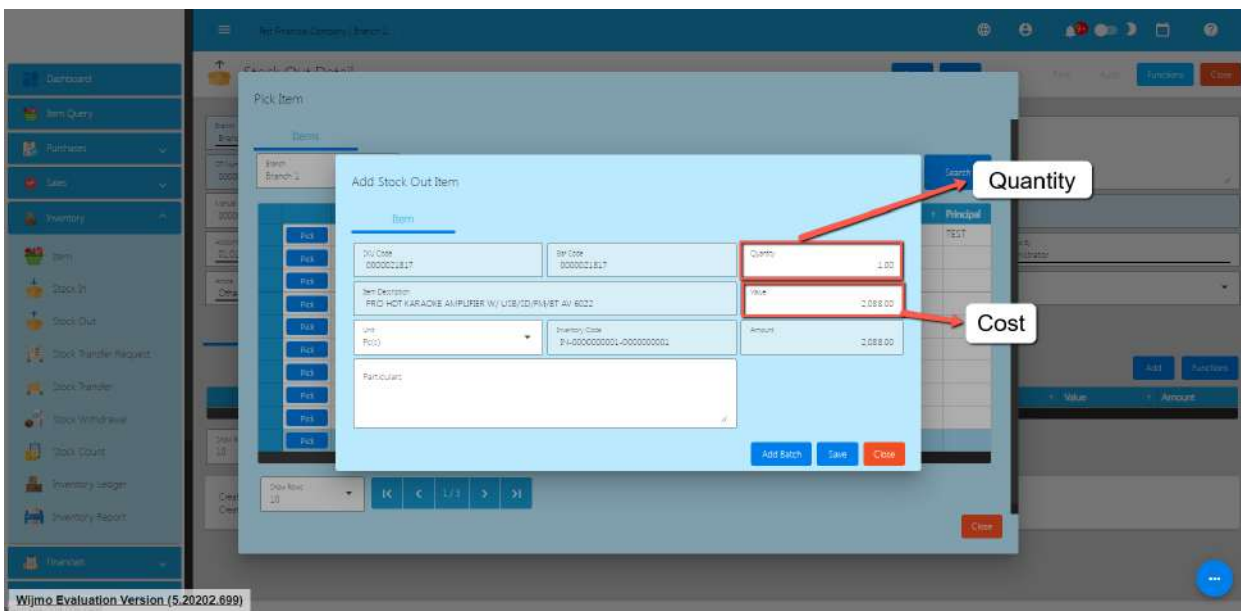
1. Click the **Add** button under the Items tab.



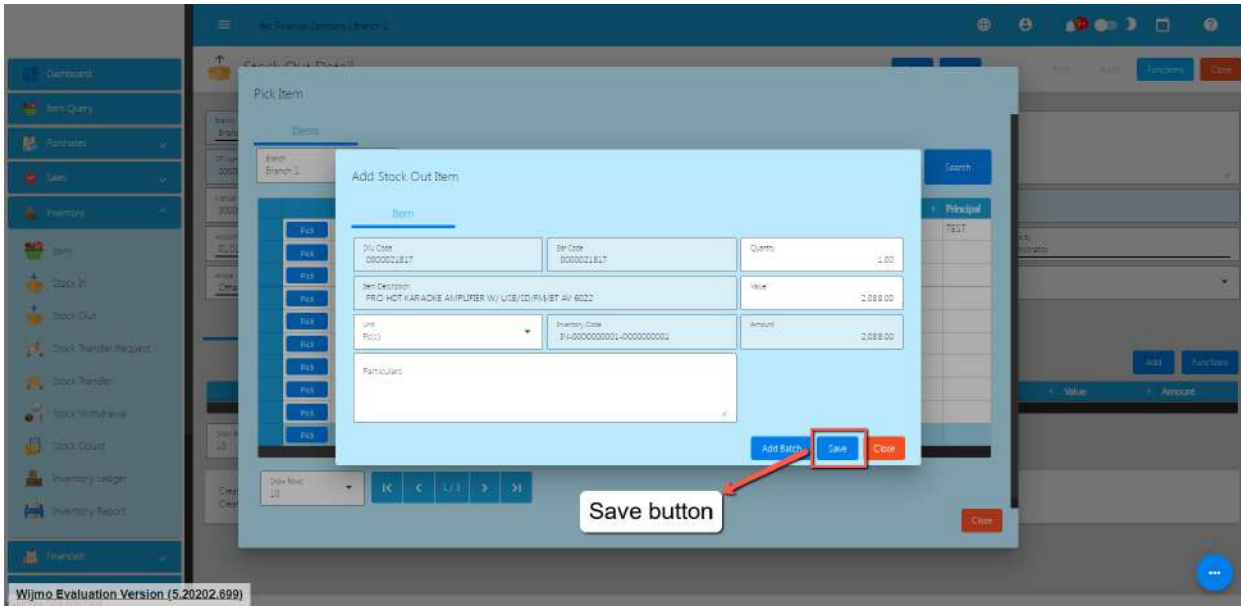
2. Click the Pick button that you want to add an Item for Stock Out.



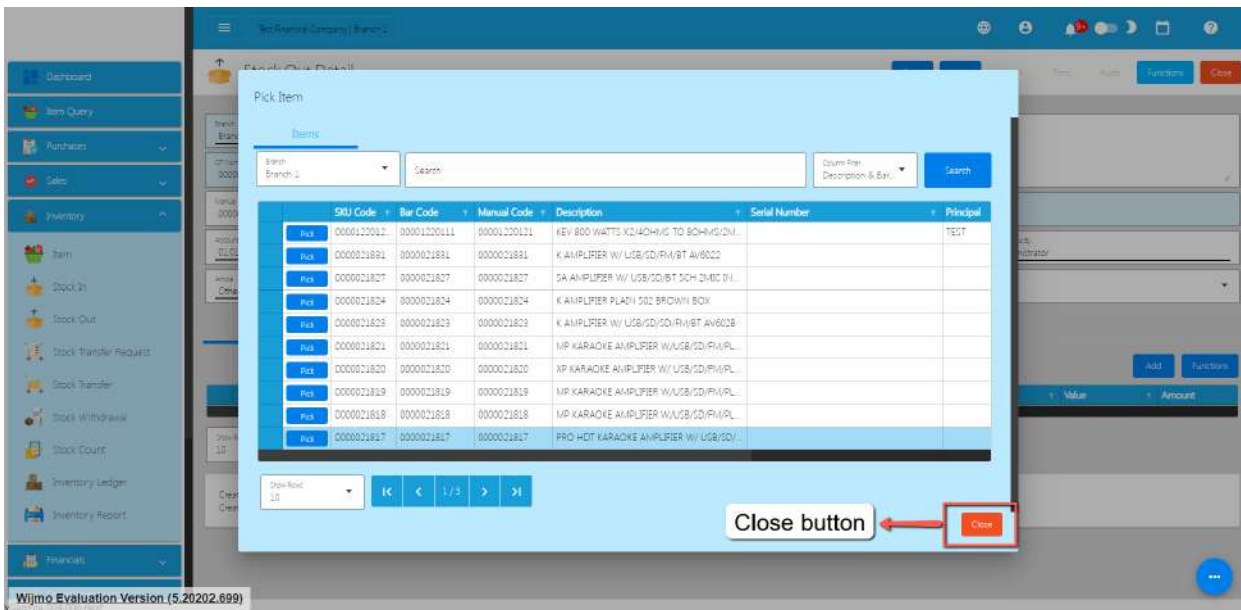
3. Fill up the necessary field for adding the item for Stock Out Item such as Quantity and its Cost.



4. Click Save button to Save the item as a Stock Out line item.

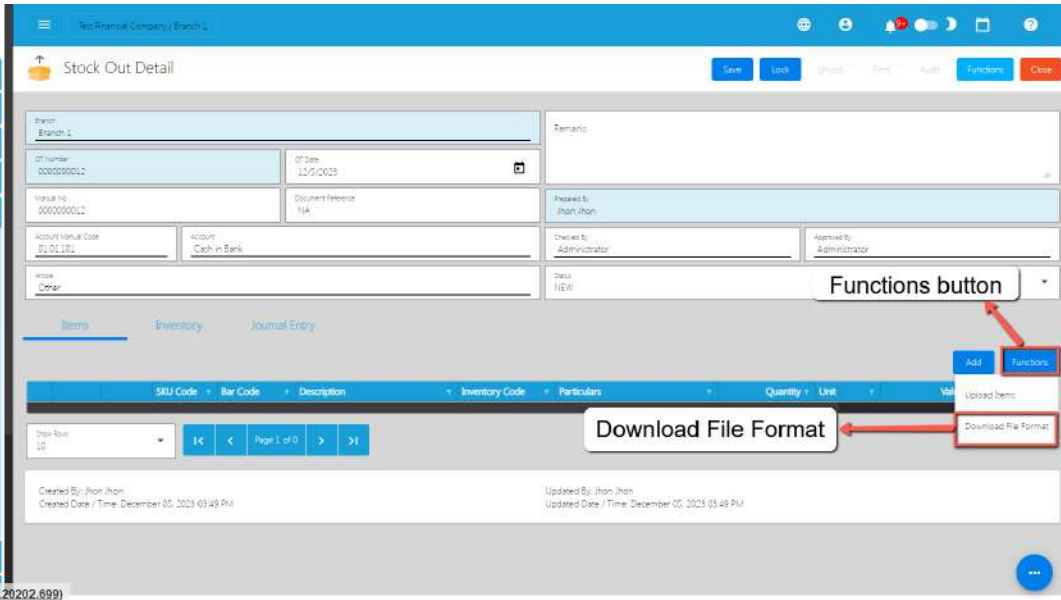


5. If you wish to add another item, just repeat Steps 2 to 4.
6. Click the Close button to close the popup and review your Stock Out detail.

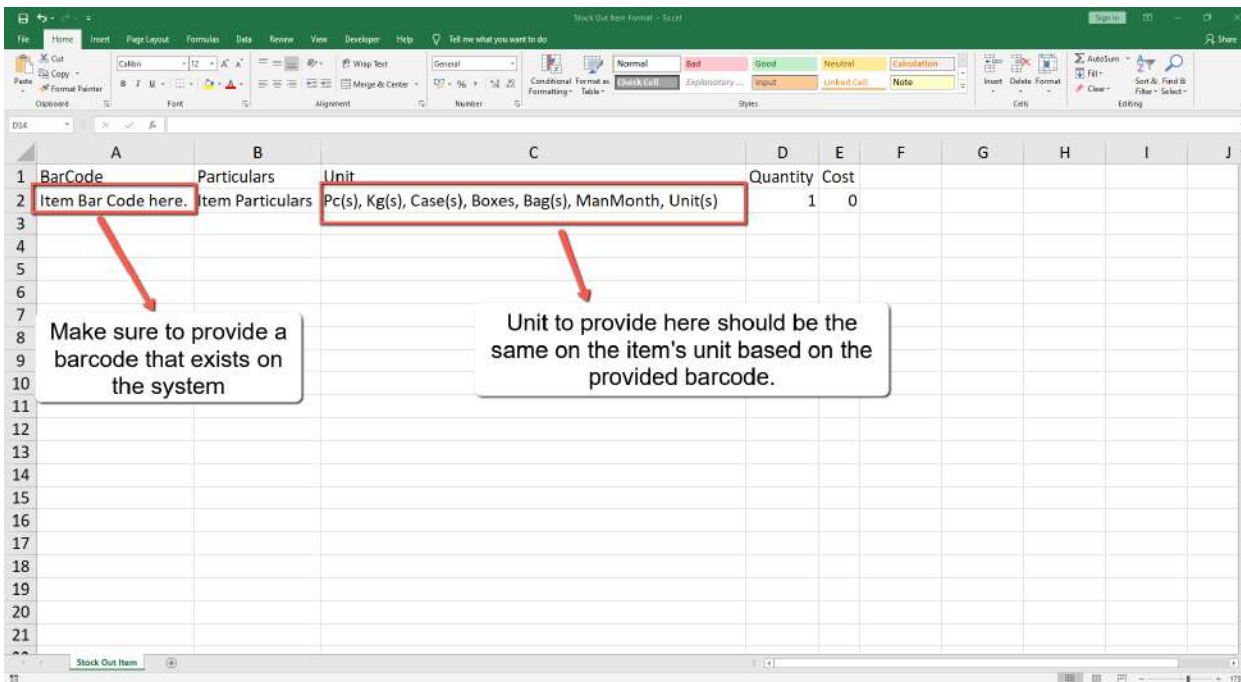


Bulk Upload Line item(s)

1. Click on the **Functions** button then click on the **Download File Format** to download the template for bulk uploading Stock Out line item(s).

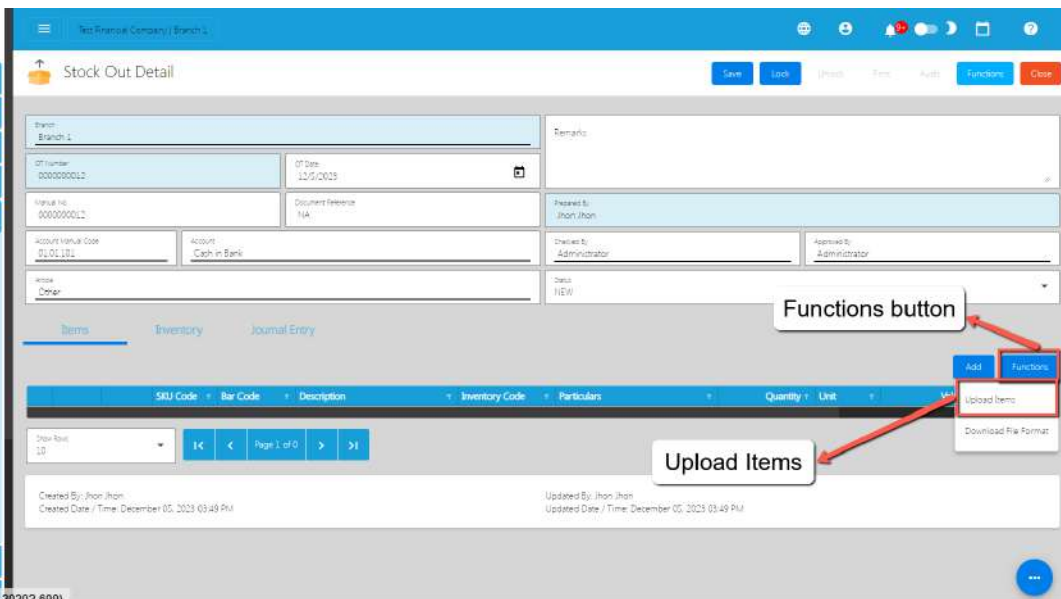


2. Open the downloaded file then provide correct data. File name of the downloaded file is **Stock Out Item Format**. Please see sample:

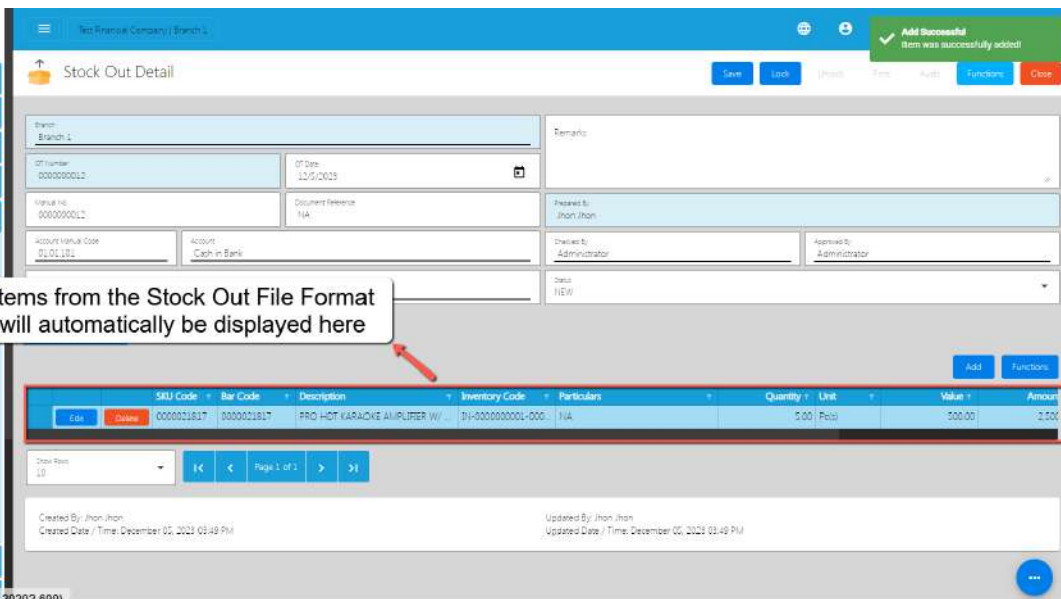
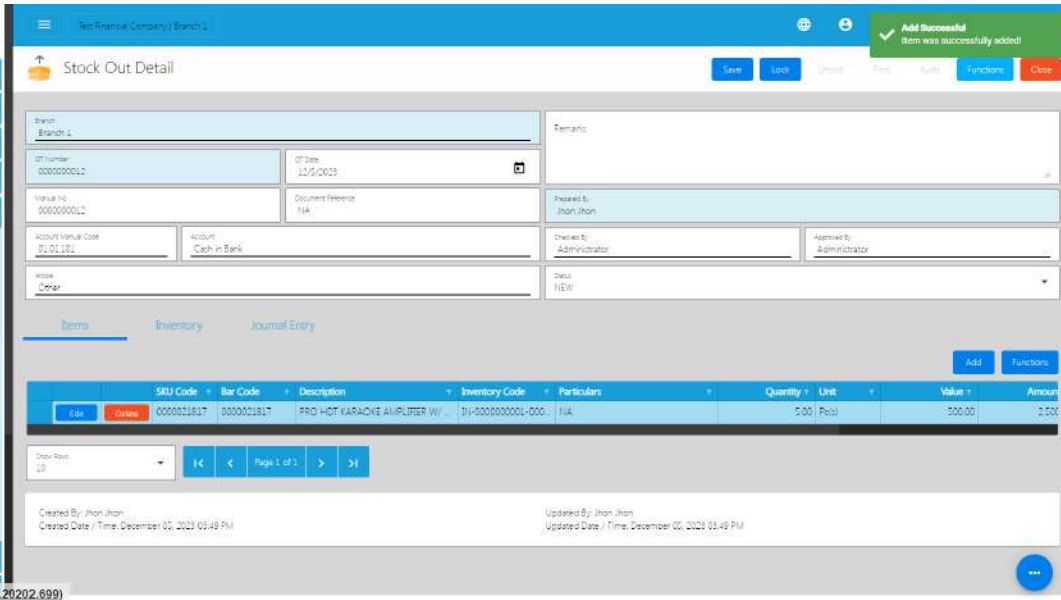


1	BarCode	Particulars	Unit	Quantity	Cost
2	WLBJS5VLGBVAM	NA	Pc(s)	5	500
3					
4					
5					
6					
7					
8					
9					
10					
11					

3. Save the file.
4. Go back to the system, then click again the **Functions** button then click the **Upload Items**.



5. Locate the file then you can double click the file to upload.
6. Once bulk uploading is successful, you will see a success toast message and the Stock Out line item will automatically be supplied with data from the template.



- Review the details and if everything is okay, Save and lock the record. The **Save** button allows you to save the Stock In detail you created and it does not affect the inventory yet. If you want to have an effect in your inventory (increase the item's quantity), click the **Lock** button.

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Stock Out Detail

Save Lock

Branch: Branch 1

OT Number: 0000000012 OT Date: 12/5/2023

Value No: 0000000012 Document Reference: NA

Account Name Code: 01.01.101 Account: Cash in Bank

Created By: Administrator Approved By: Administrator

Stock: Other Status: NEW

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Value	Amount
0000021817	0000021817	PRO-HDT KARAOKE AMPLIFIER W...	IN-0000000001-000	NA	5.00	Pcs	300.00	2.500

Created By: Jhon Jhon
Created Date / Time: December 05, 2023 03:49 PM

Updated By: Jhon Jhon
Updated Date / Time: December 05, 2023 03:49 PM

Wijmo Evaluation Version (5.20202.699)

Stock Out Detail

Lock Successful
Stock out was successfully locked

Unlock Print Audit Functions Close

Branch: Branch 1

OT Number: 0000000012 OT Date: 12/5/2023

Value No: 0000000012 Document Reference: NA

Account Name Code: 01.01.101 Account: Cash in Bank

Created By: Administrator Approved By: Administrator

Stock: Other Status: NEW

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Value	Amount
0000021817	0000021817	PRO-HDT KARAOKE AMPLIFIER W...	IN-0000000001-000	NA	5.00	Pcs	300.00	2.500

Created By: Jhon Jhon
Created Date / Time: December 05, 2023 03:49 PM

Updated By: Jhon Jhon
Updated Date / Time: December 05, 2023 03:49 PM

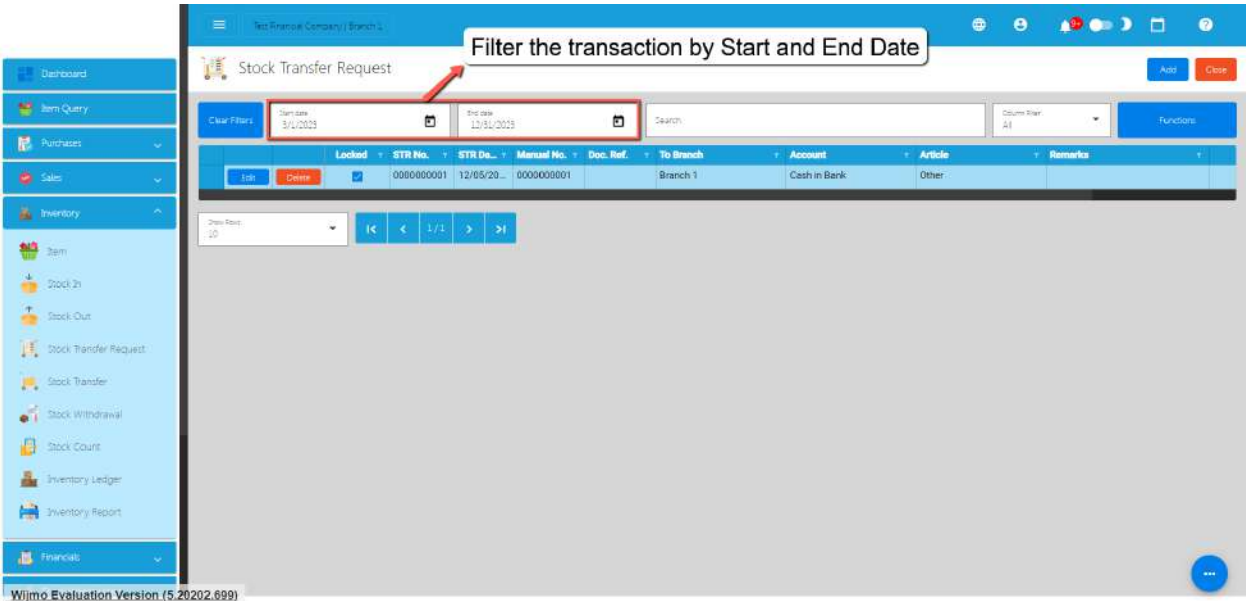
6.4 Stock Transfer Request

Overview

The Stock Transfer Request feature provides a streamlined process for requesting to move an inventory from one branch to another.

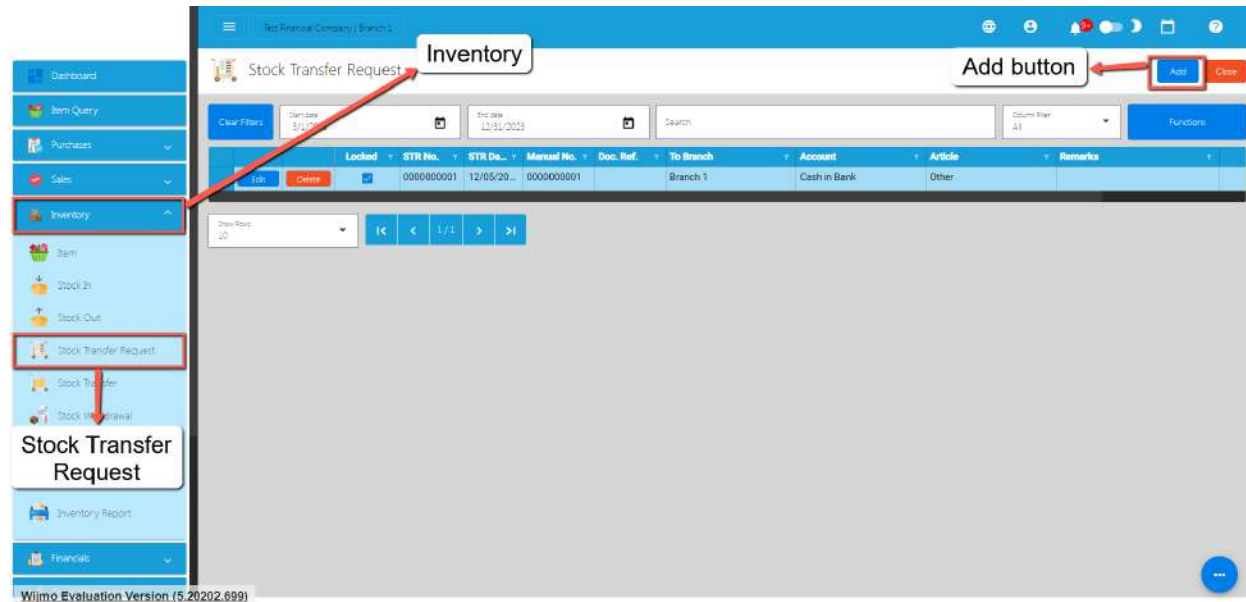
Stock Transfer Request List

- List of all the STR(Stock Transfer Request) and will also show the overview of the transaction.
- Here, the user also has the filter functionality and the button to add a new Stock Transfer Request).



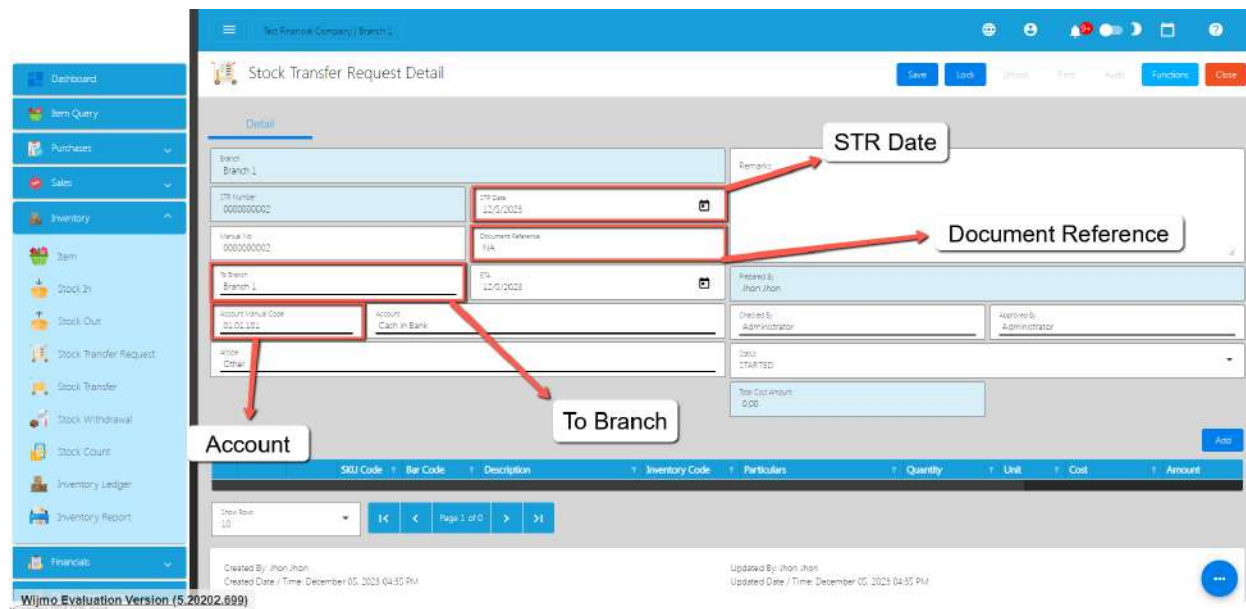
Stock Transfer Request Detail

1. To add a new Stock Transfer Request, go to **Inventory** then click **Stock In**. After that, click the **Add** that can be seen in the Stock Transfer Request list.

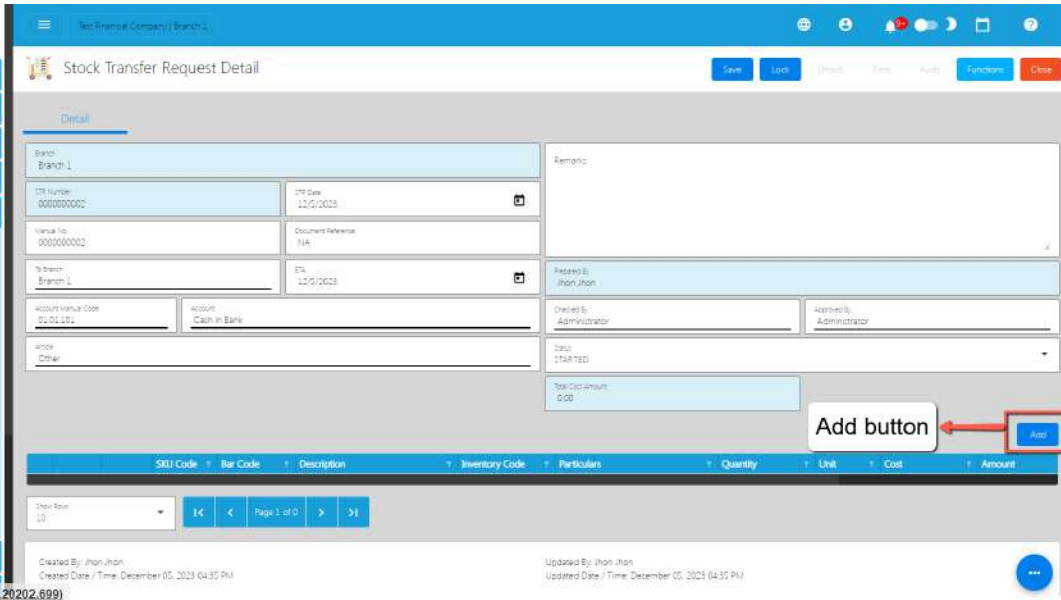


2. Fill out all the needed information for the **Stock Transfer Request Detail** like,

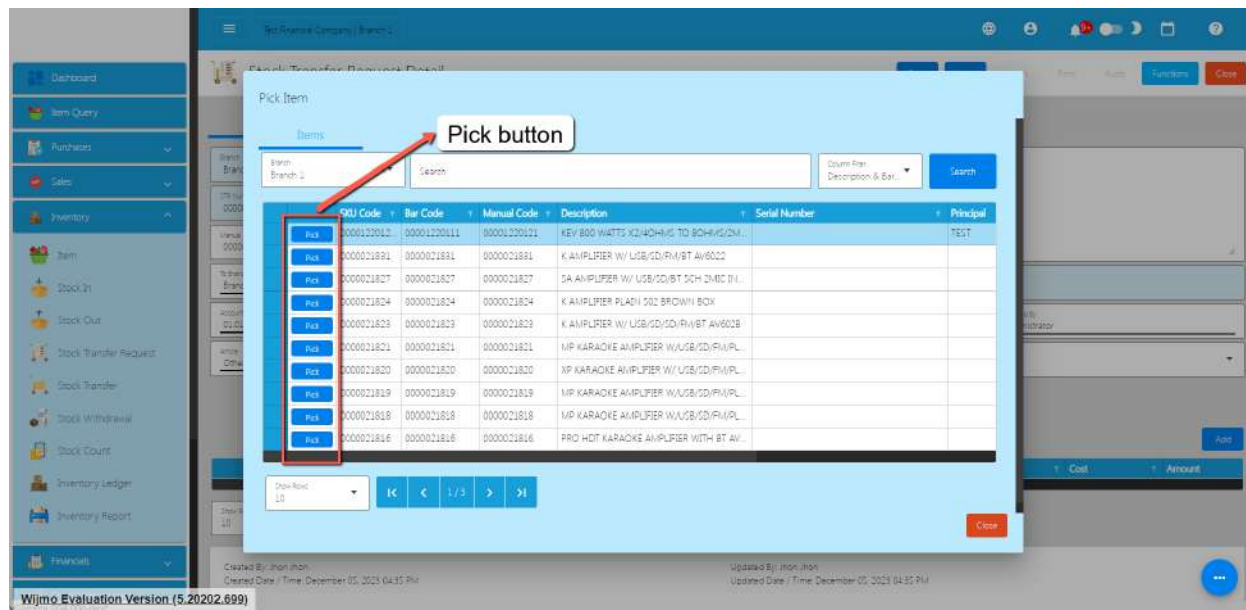
- STR Date
- To Branch (where you want to request an Item)
- Document Reference
- Account



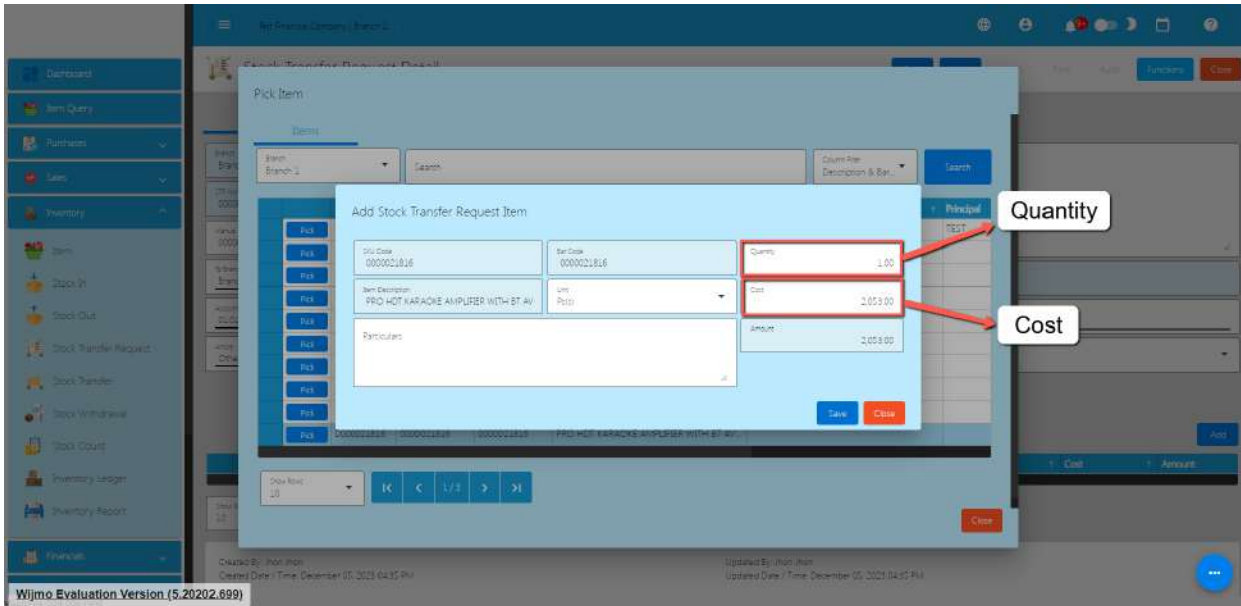
3. To add Stock Transfer Request line item(s), click the **Add** button.



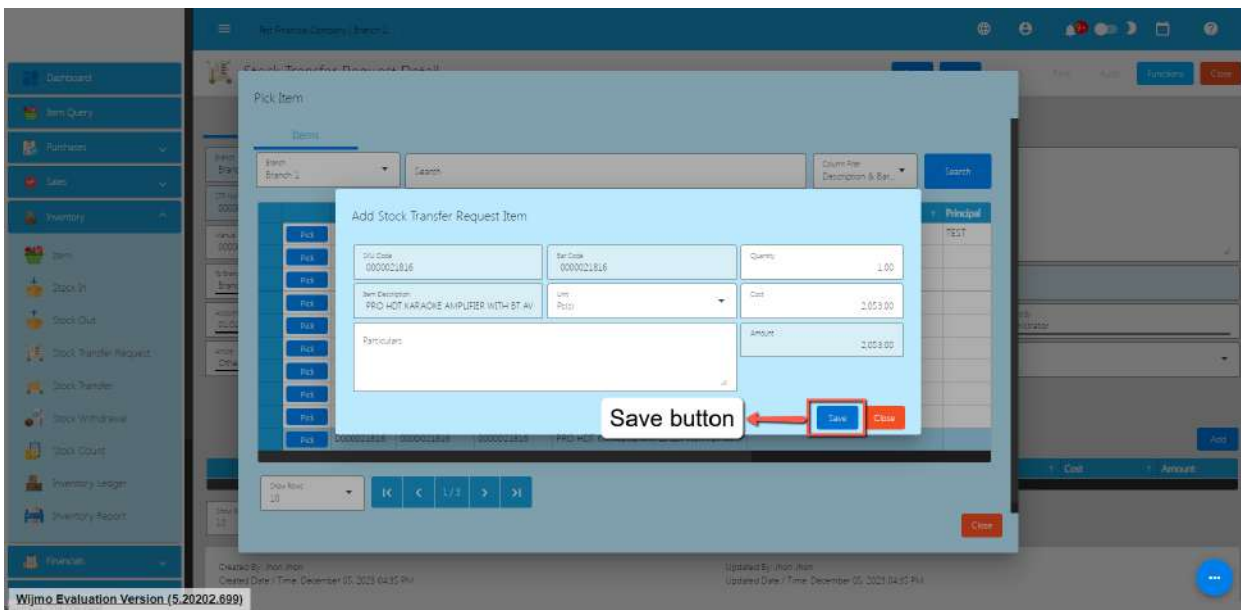
4. Click the Pick button that you want to add.



5. Fill up the necessary field for adding the item for **Stock Transfer Request** such as the Cost and the Quantity.

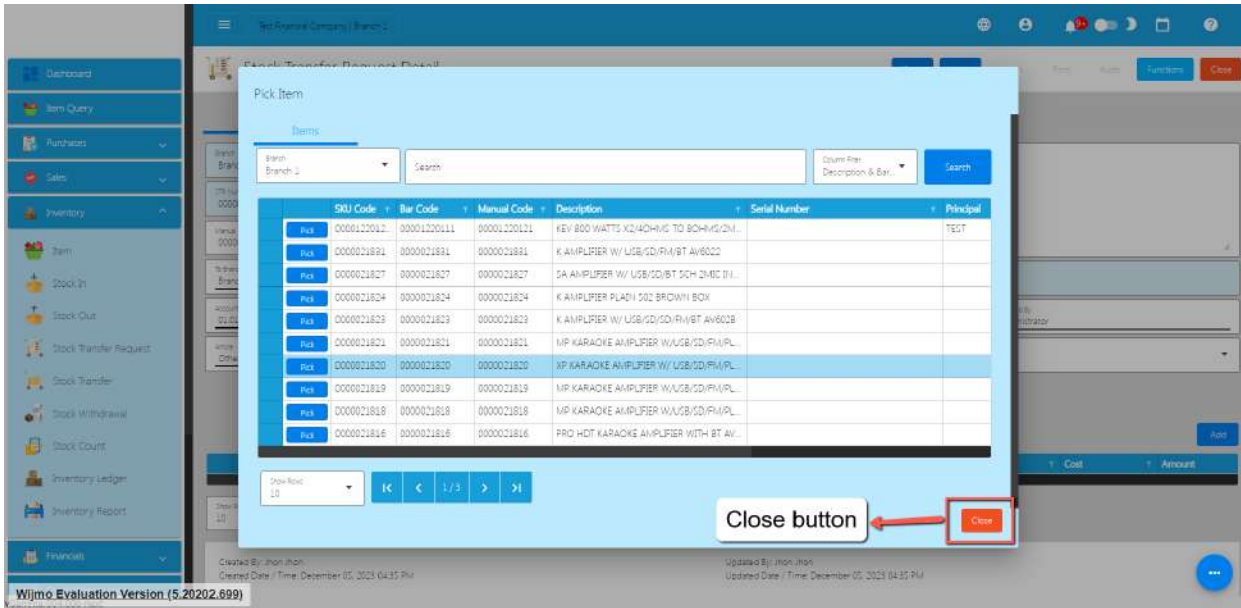


6. Click Save button to Save the item as a Stock In line item.

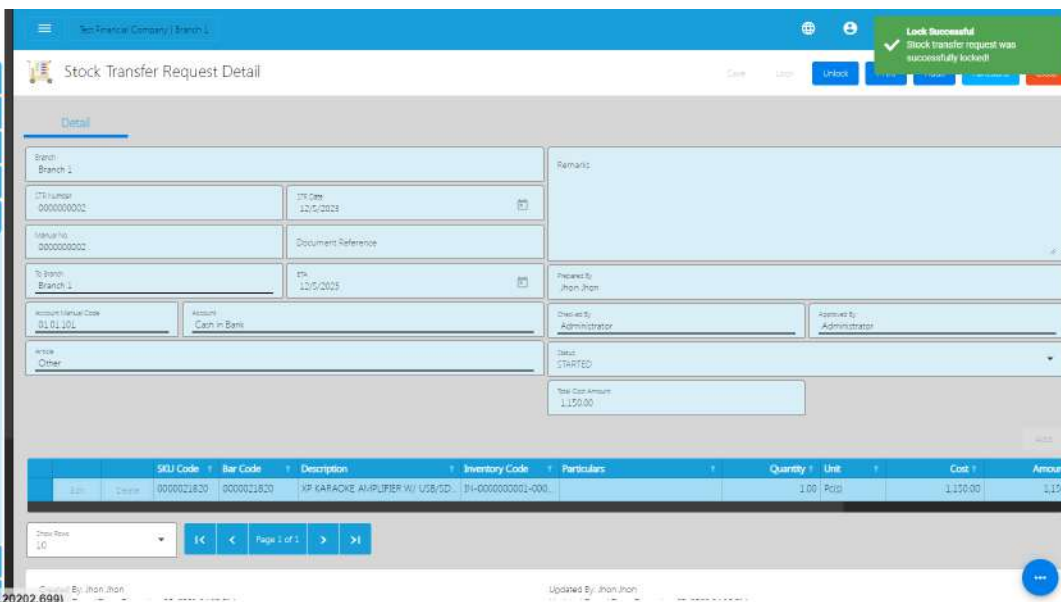


7. If you wish to add another item, just repeat Steps 4 to 6.

8. Click the Close button to close the popup and review your Stock Transfer Request detail.



9. Review the details and if everything is okay, Save and lock the record. The **Save** button allows you to save the Stock Transfer Request detail you created. If you want this to be seen on the branch you requested, click the **Lock** button.



6.4 Stock Transfer **handled by management? With different ID?**

Overview

The Stock Transfer Request feature provides a streamlined process for moving an inventory from one branch to another. Whether you're transferring items between warehouses, stores, or different sections of your business, this tool ensures a smooth and organized method for managing stock movements

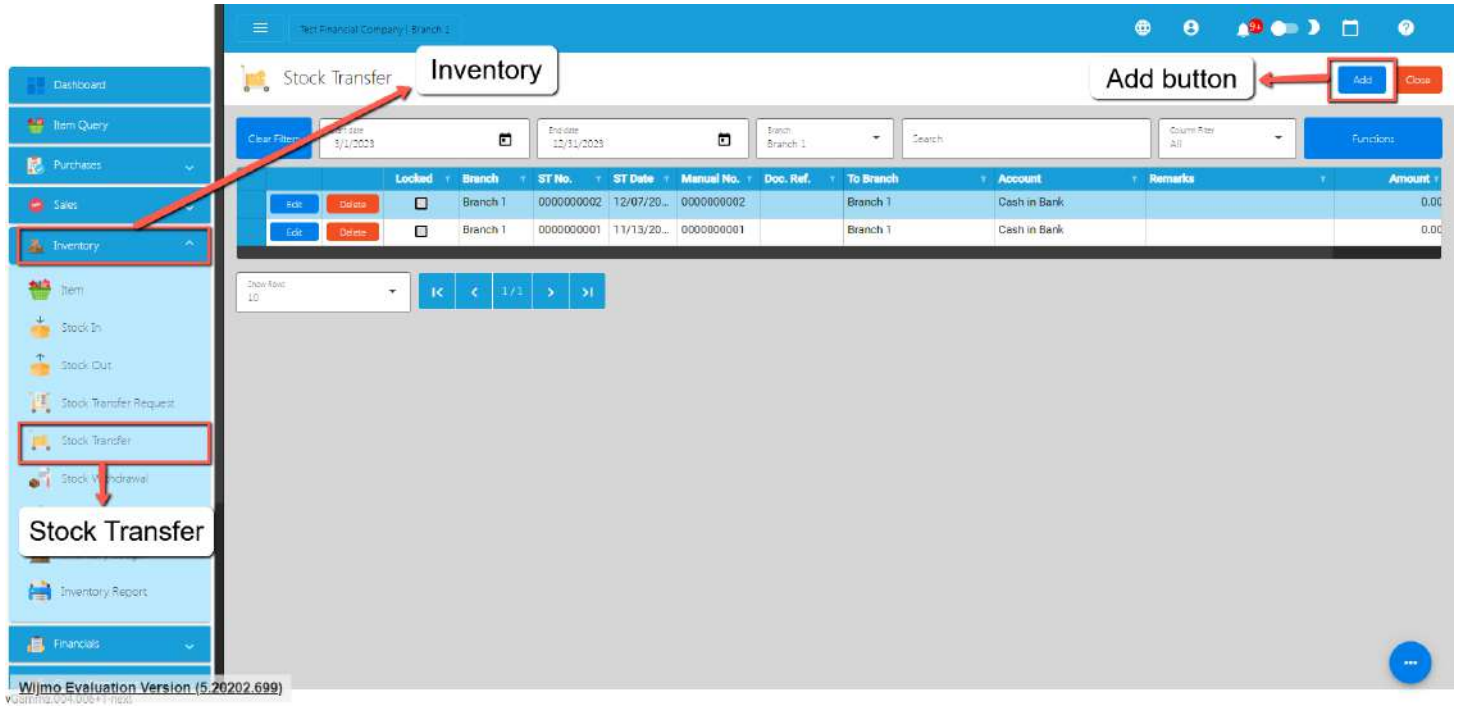
Stock Transfer List

- List of all the ST(Stock Transfer) and will also show the overview of the transaction.
- Here, it has the filter functionality and the button to add a new Stock Transfer.

Locked	Branch	ST No.	ST Date	Manual No.	Doc. Ref.	To Branch	Account	Remarks	Amount
<input type="checkbox"/>	Branch 1	0000000002	12/07/20...	0000000002		Branch 1	Cash in Bank		0.00
<input type="checkbox"/>	Branch 1	0000000001	11/13/20...	0000000001		Branch 1	Cash in Bank		0.00

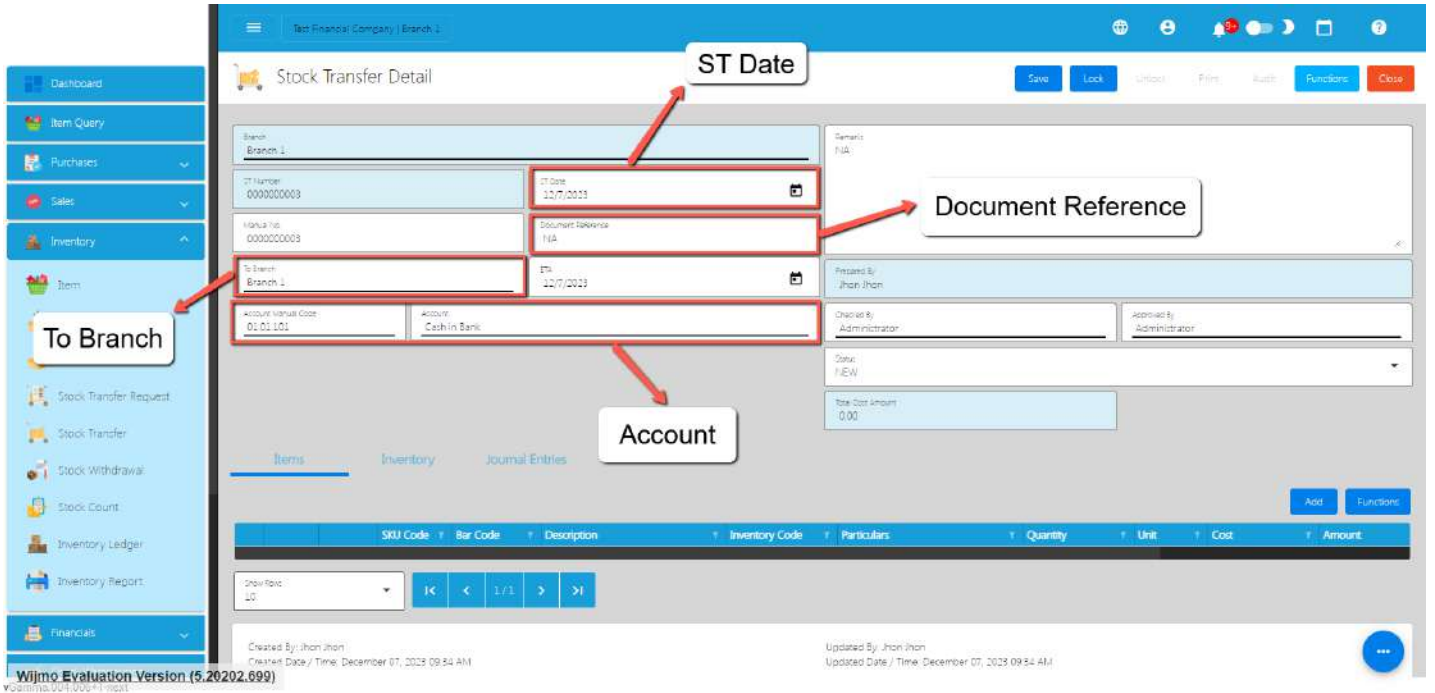
Stock Transfer Detail

1. To add a new Stock Transfer, go to **Inventory** then click **Stock Transfer**. After that, click the **Add** that can be seen in the Stock Transfer list.

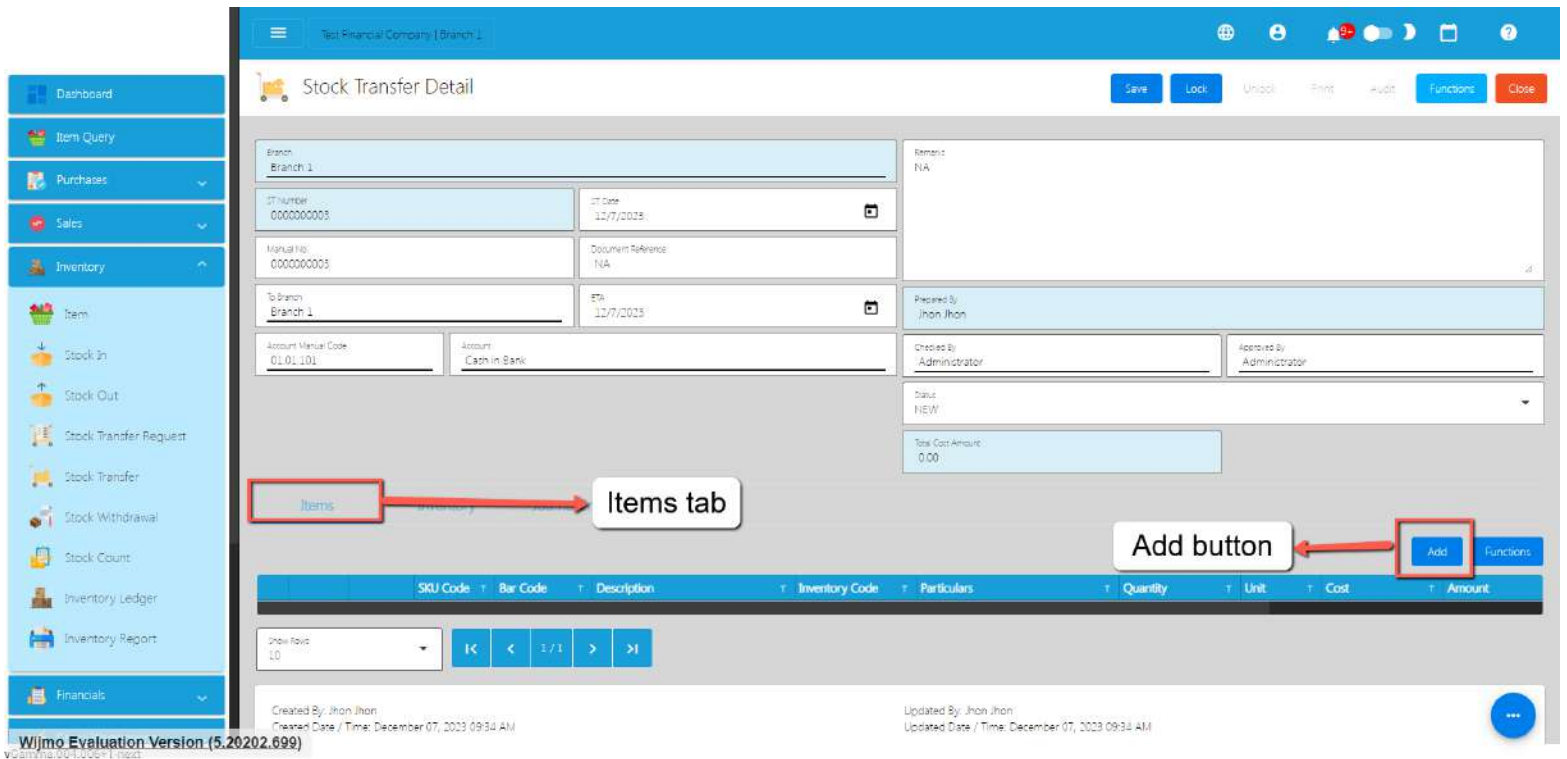


2. Fill out all the needed information for the **Stock Transfer Detail** like,

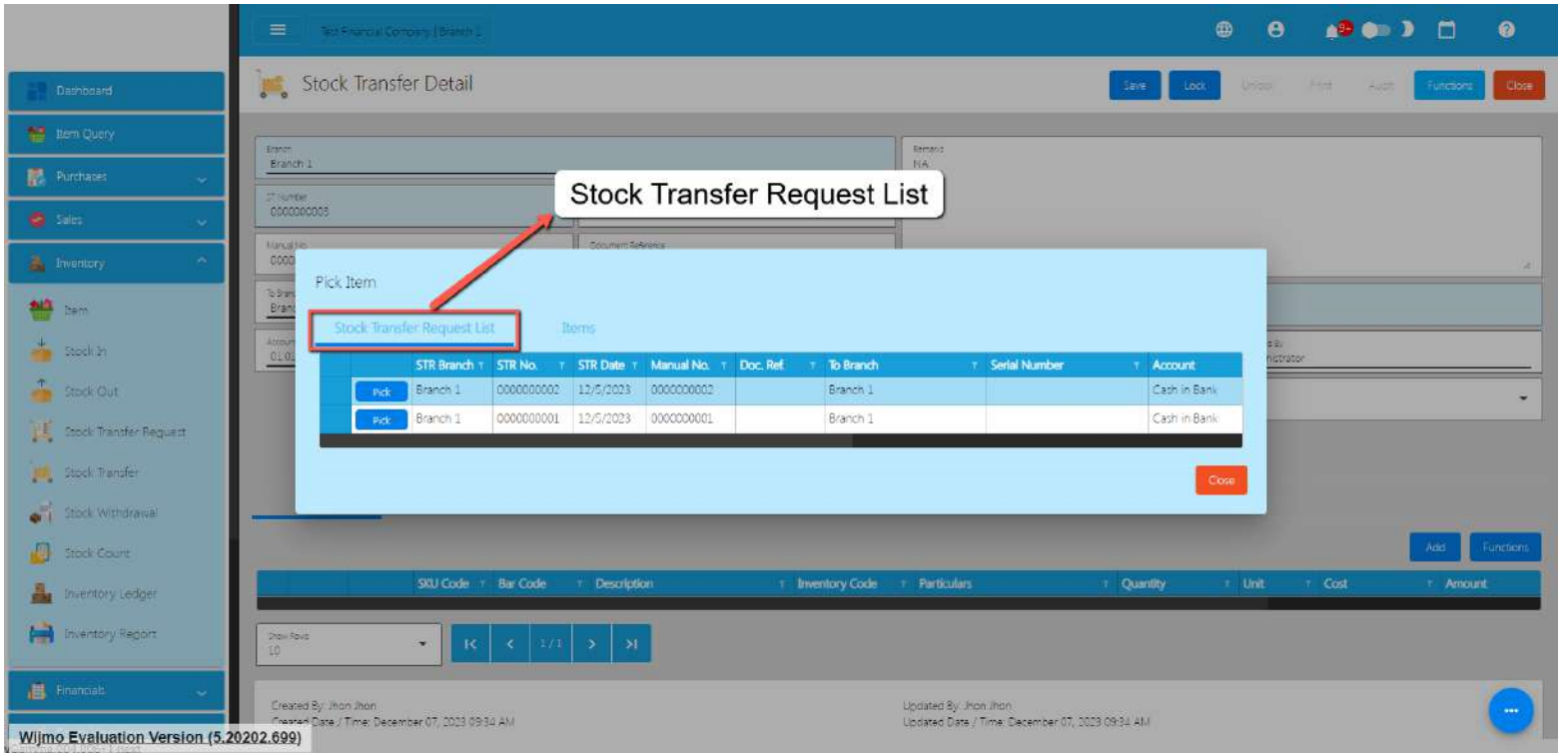
- ST Date
- Document Reference
- To Branch (where you want to transfer the items)
- Account



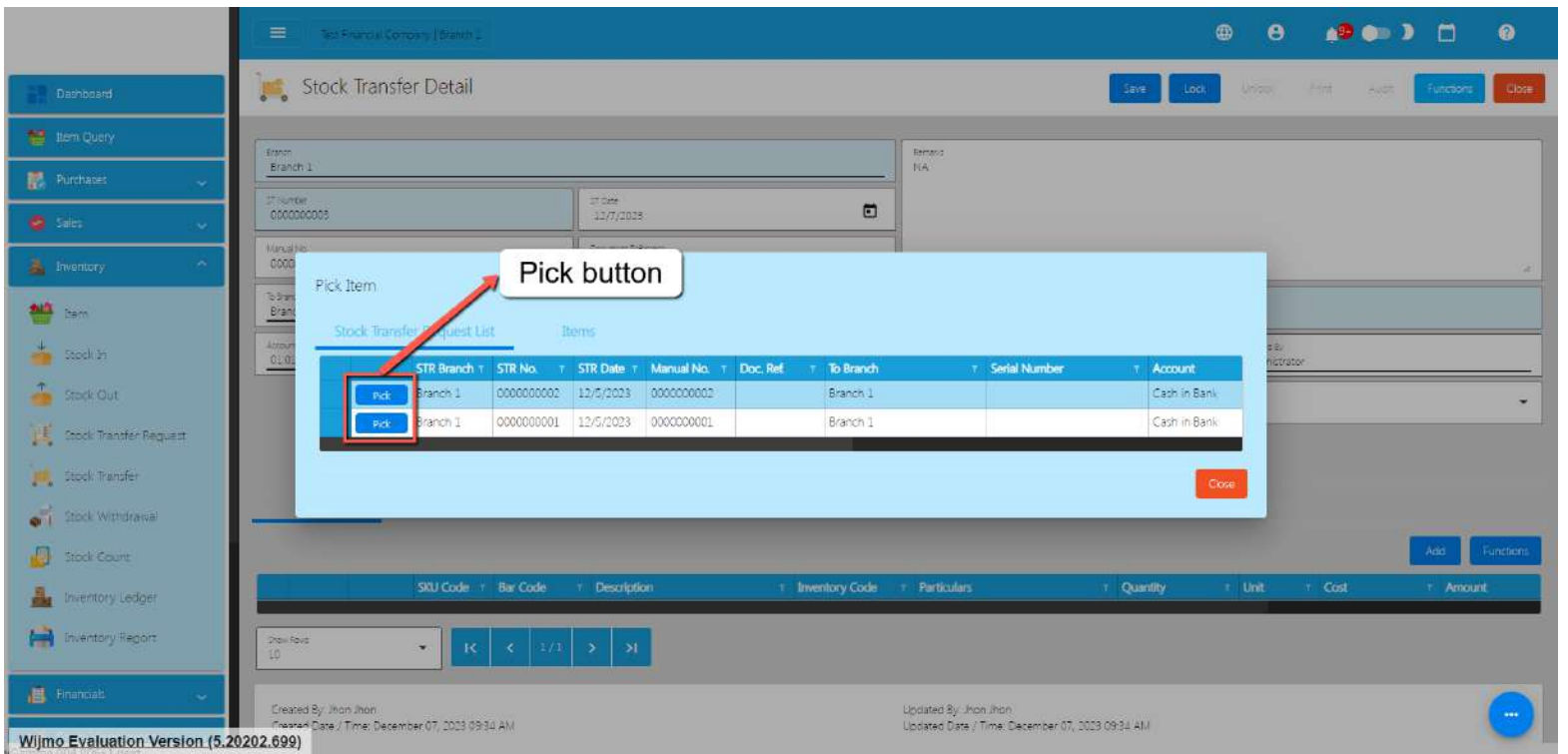
3. To add Stock Transfer line item(s), click the **Add** button under Items tab.



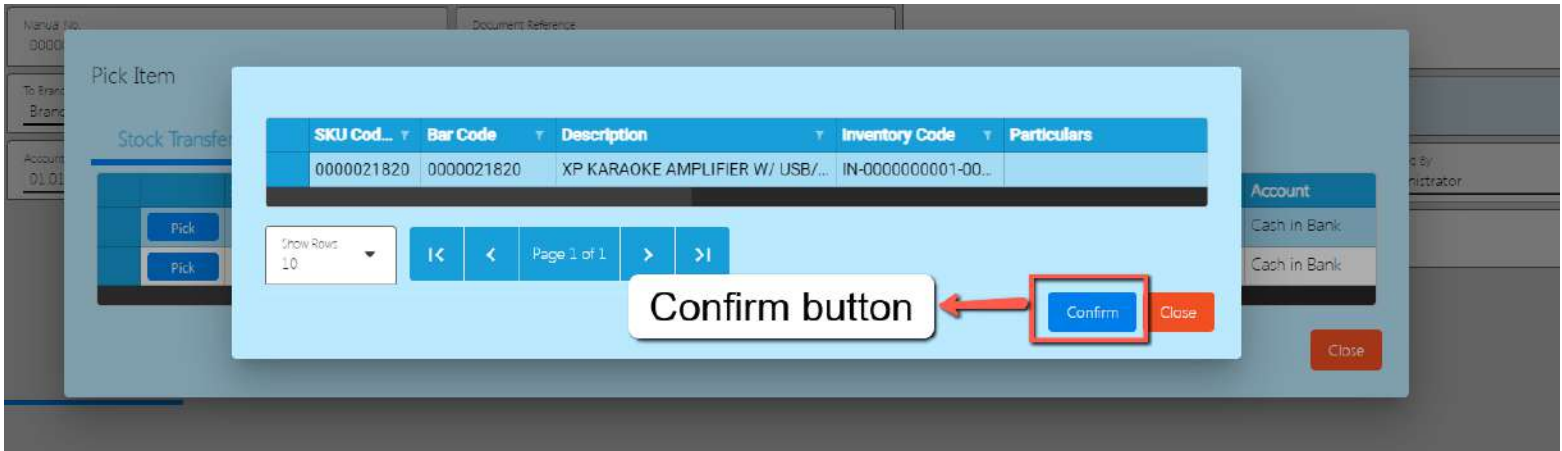
4. If there's a Stock Transfer Request, you can go with the Stock Transfer Request List.



5. Click the Pick button to select a Stock Transfer Request to be added on the Stock Transfer.

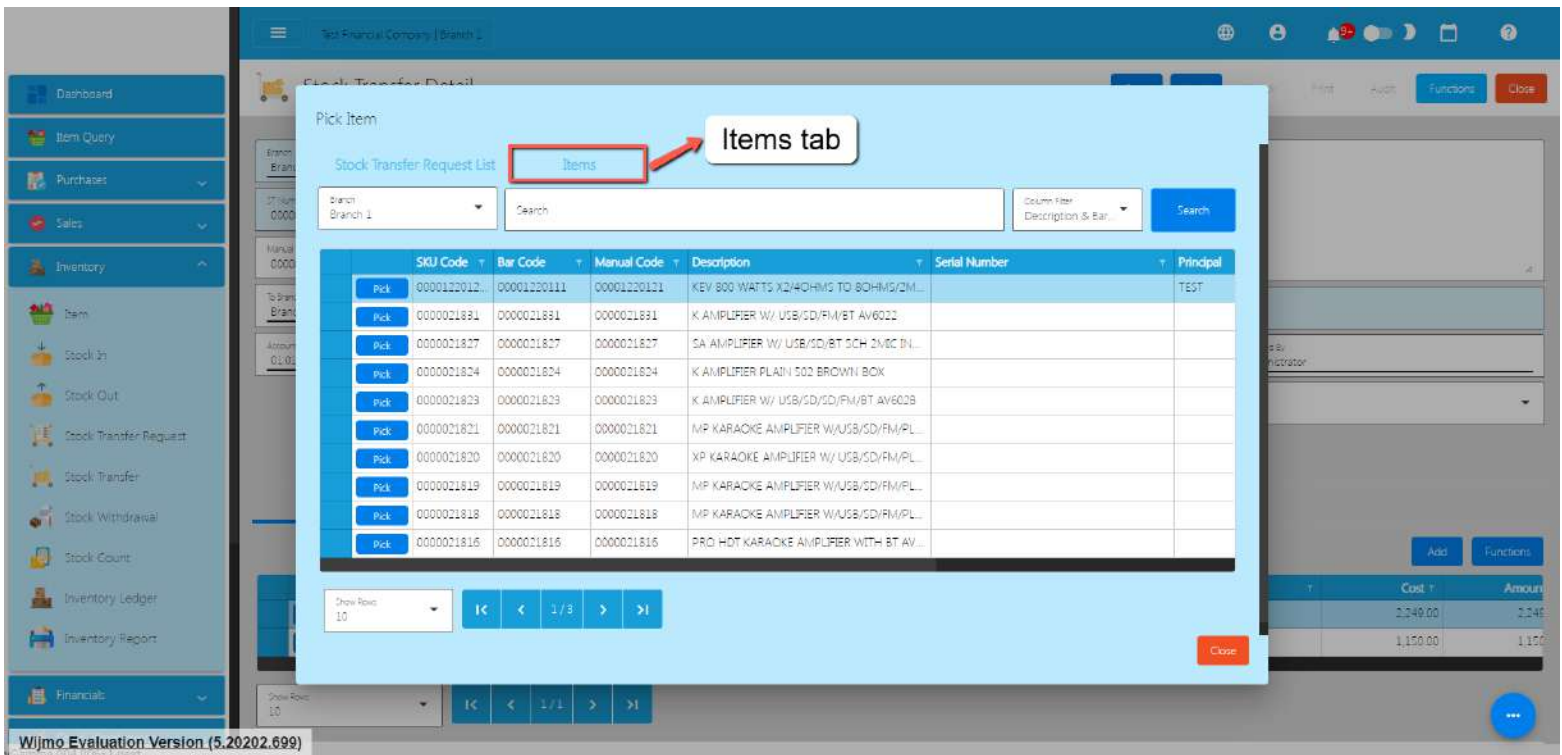


6. To confirm adding, click on the **Confirm** button.

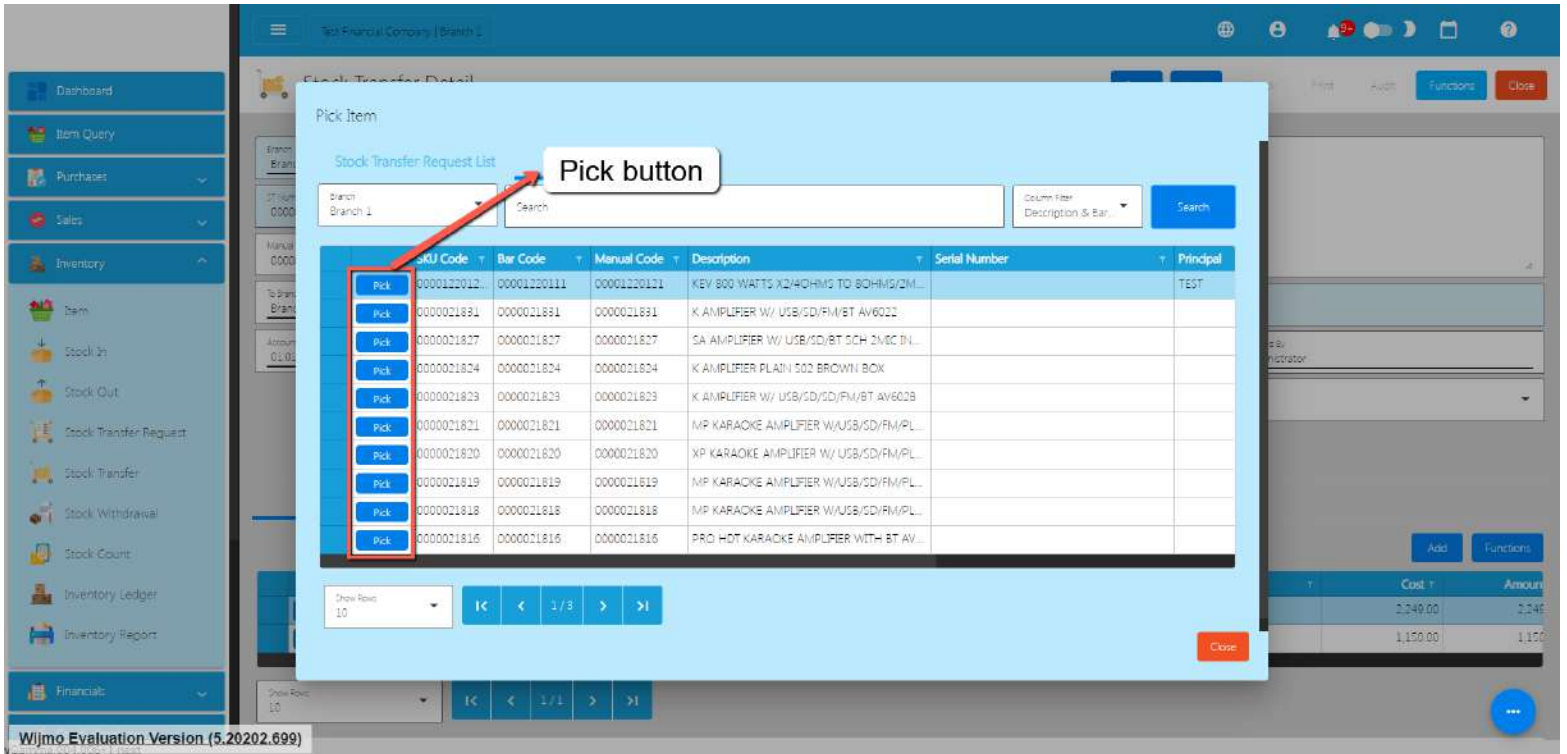


7. If you wish to add Stock Transfer line items based on the Stock Transfer Request, repeat steps 5 and 6.

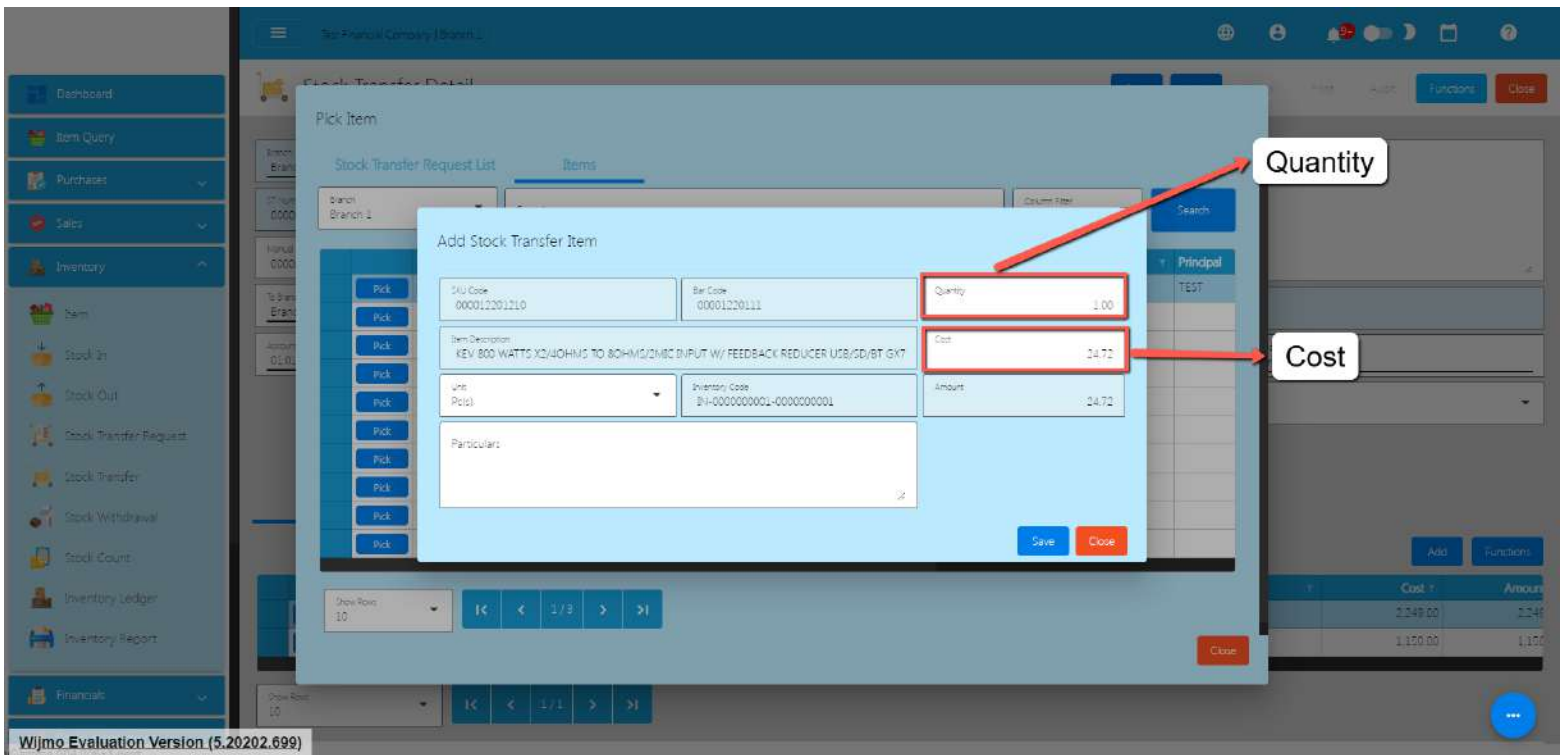
8. There's no need to worry if you don't have a Stock Transfer Request, since that you can also transfer an item from your current branch to the other branch. Just go directly to the **Items** tab.



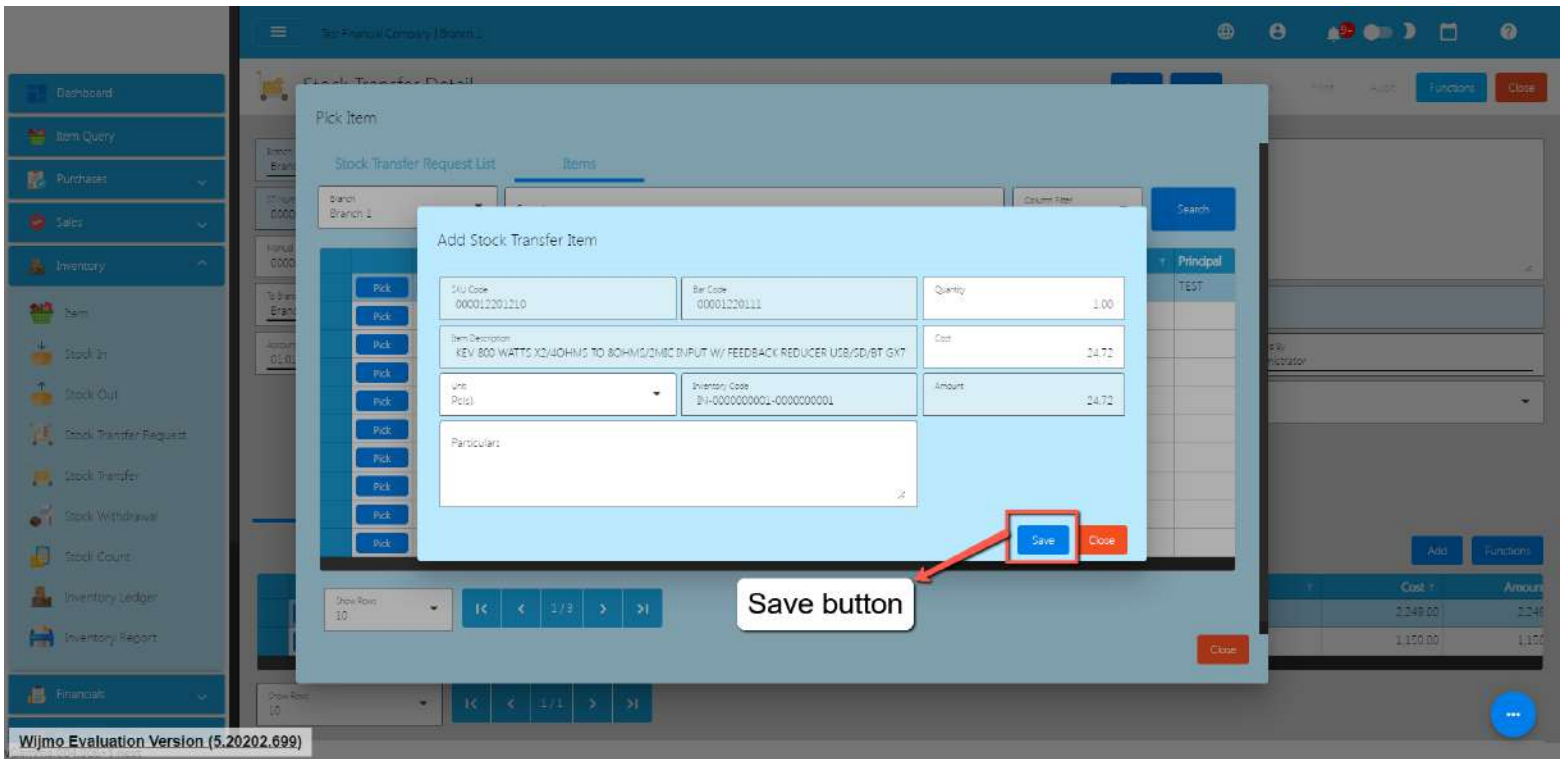
9. To pick an item that you want to transfer, click the **Pick** button.



10. Fill up the necessary field for adding the item for Stock Transfer, changing the Quantity and the Cost of the item.

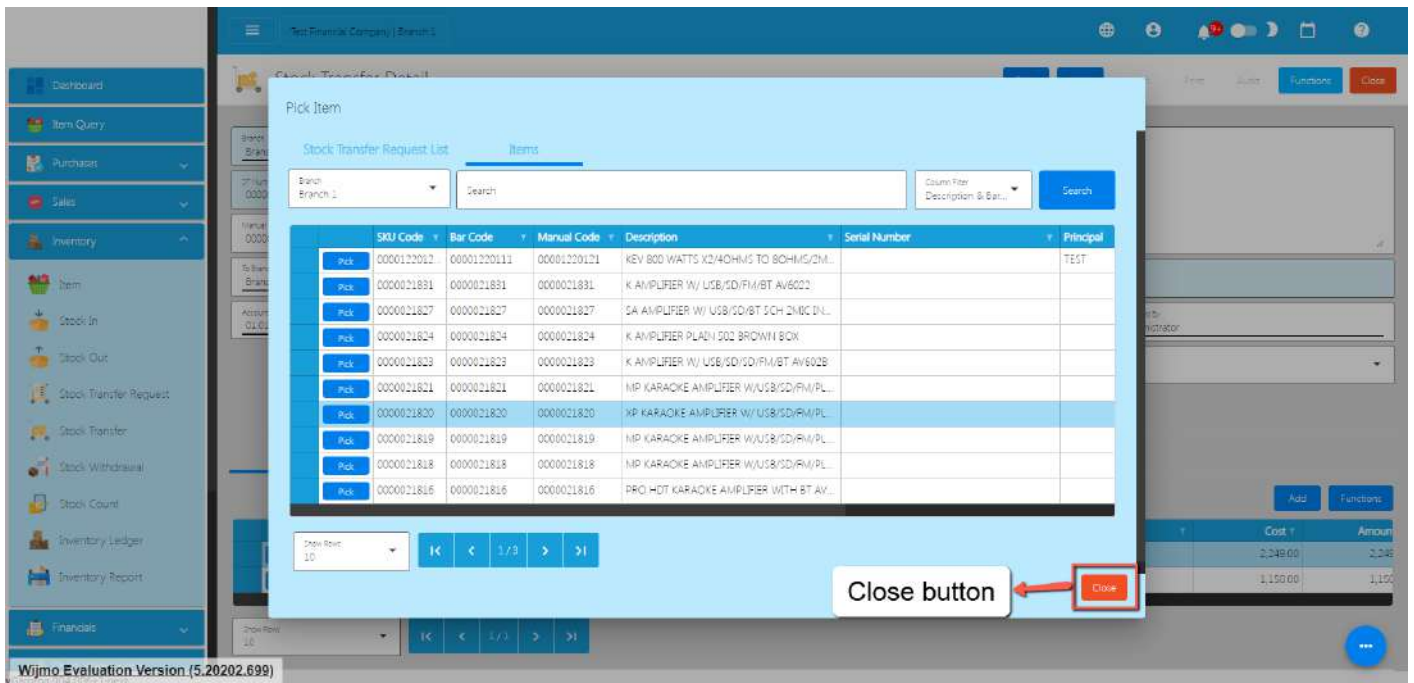


11. Click Save button to Save the item as a Stock Transfer line item.



12. If you wish to add another item, just repeat Steps 9 to 11.

13. Click the Close button to close the popup and review your Stock Transfer detail.



14. Review the details and if everything is okay, Save and lock the record. The **Save** button allows you to save the Stock Transfer detail you created. If you want this to have an effect on your inventory (current branch's inventory will be deducted based on your Stock Transfer and the other branch's inventory you transfer stocks will be increased), click the **Lock** button.

Wjimo Evaluation Version (5.20202.609)

	SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
Edit	0000021827	0000021827	5A AMPLIFIER W/ USB/SD/BT DCH 2	BR-0000000001-00		1.00	Pc(s)	2,249.00	2,249.00
Edit	0000021820	0000021820	XP KARAOKE AMPLIFIER W/ USB/SD...	IN-0000000001-000		1.00	Pc(s)	1,150.00	1,150.00

Test Financial Company | Branch 1

Stock Transfer Detail

Save Lock **Unlock**

Lock Successful
Stock transfer was successfully locked!

Branch: Branch 1

ST Number: 000000003 | ST Date: 12/7/2023

Manual No: 000000003 | Document Reference: NA

To Branch: Branch 1 | ST Date: 12/7/2023

Account Manual Code: 01.01.101 | Account: Cash in Bank

Prepared By: Jhon Jhon

Checked By: Administrator | Approved By: Administrator

Status: NEW

Total Cost Amount: 3,399.00

Item	Inventory	Journal Entries
SA AMPLIFIER W/ USB/SD/BT 5CH 1	XP KARAOKE AMPLIFIER W/ USB/SD	

Wajmo Evaluation Version (5.20202.699)

6.5 Stock Withdrawal

Overview

Stock Withdrawal List

- List of all the SW(Stock Withdrawal) and will also show the overview of the transaction.
- Here, it has the filter functionality and the button to add a new Stock Withdrawal.

Stock Withdrawal Detail

- To add a new SW, click the **Add** that can be seen in the SW list.
- Fill out all the needed information for the **Stock Withdrawal Detail** like,
 - Branch
 - SW Date
 - SW Number
 - Document Reference
 - Account

- Pick the item you would like to add in your **Stock Withdrawal**
- Fill up the necessary field for adding the item for **Stock Withdrawal**, Changing the Unit for the Item, Particulars, Value, and the Quantity of the item.

6.6 Stock Count

Stock Count List

- List of all the SC(Stock Count) and will also show the overview of the transaction.
- Here, the user also has the filter functionality and the button to add a new SC.

Stock Count Detail

- To add a new SC, click the **Add** that can be seen in the SC list.
- Fill out all the needed information for the **Stock Count Detail** like,
 - Branch
 - SC Date
 - SC Number
 - Document Reference
 - Account
- Pick the item you would like to add in your **Stock Count**
- Fill up the necessary field for adding the item for **Stock Count**, Changing the Unit for the Item, Particulars, Value, and the Quantity of the item.
- Once everything is okay, Save and Lock the details.
- To correct the inventory, click the Functions button then click **Post Inventory**. It will automatically create a Stock In or Stock Out.

6.7 Inventory Ledger

Inventory Ledger List

- List of all the IL(Inventory Ledger) and will also show the overview of the transaction.
- Here, the user also has the filter functionality and the button to add a new IL.

Inventory Ledger Detail

- To add a new SC, click the **Add** that can be seen in the IL list.
- Fill out all the needed information for the **Inventory Ledger Detail** like,
 - Branch
 - IL Date
 - IL Number
 - Document Reference
 - Account
- When **Generate IL** is clicked the items will generate the cost.

VII: Financials

7.0 Overview

The financial module generates the Financial Statements such as Trial Balance, General Ledger, Balance Sheet and Income Statement. It collates all the journal entry transactions from Sales, Purchasing and Inventory Modules.

Which documents are required for BIR? The documents should be downloaded only with PDF format, not CSV format.

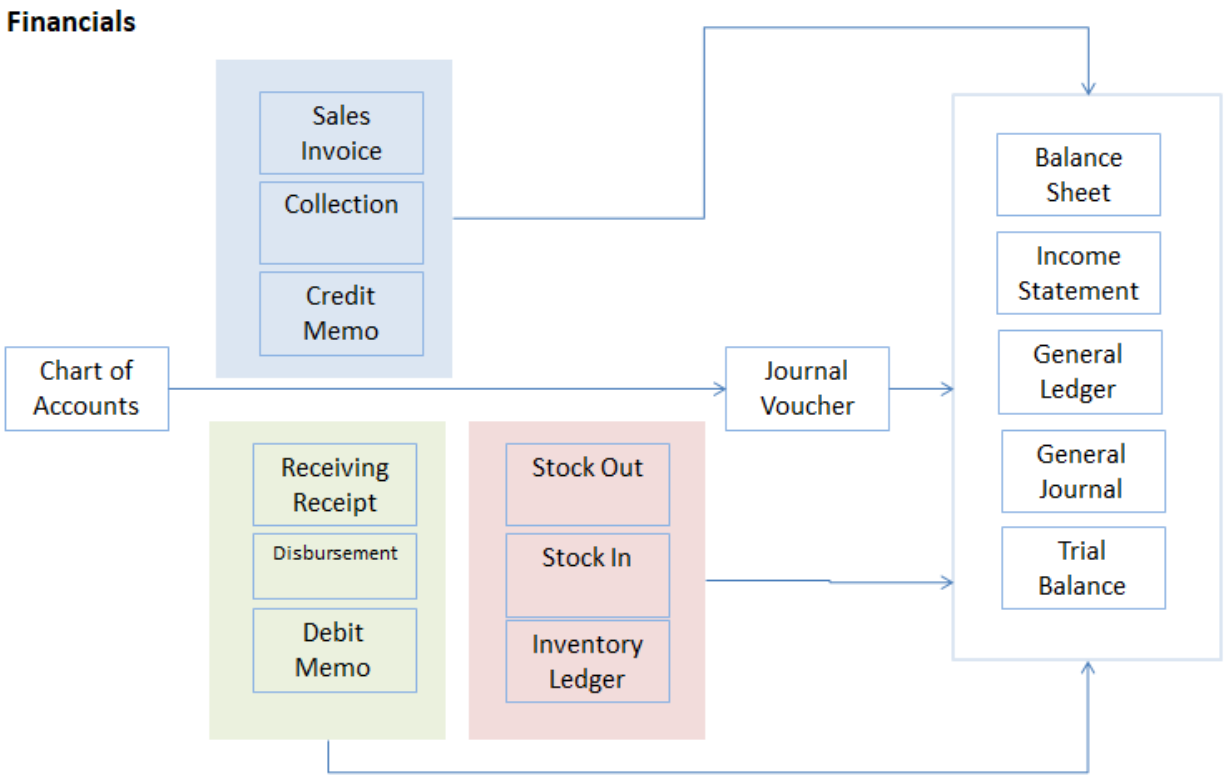


Chart of Accounts

- Establish a chart of accounts, which is a structured list of all accounts used by the organization.
- Categorize accounts based on assets, liabilities, equity, income, and expenses.

Note: An Accountant can advise what will be the best suited Chart of Accounts for your type of business.

Journal Voucher

- When a financial transaction occurs, create a journal voucher to record the details of the transaction.
- The journal voucher includes information such as the accounts affected, amounts, and a brief description of the transaction.
- EasyFS has an automatic Journal Entry recording in its Sales, Purchasing and Inventory Management Module.
- The Journal Voucher form will only be for posting of Adjusting Entries such as accruals, depreciation and amortization. These can be explained further by your Accountant.

General Journal

- This is automatically generated by the system after Posting of Transactions on the Sales, Purchasing, Inventory and Journal Voucher
- A journal entry documents the dual-entry accounting system, where each transaction affects at least two accounts with equal and opposite debits and credits.

General Ledger

- The general ledger is a complete record of all financial transactions organized by account. It shows the account balances over time.

- This is automatically updated each time there is a posting of transactions in the Sales, Purchasing and Inventory

Put the screenshot of the general ledger.

Trial Balance

- An auto generated trial balance can be printed and viewed to ensure that the total debits equal the total credits.
- The trial balance lists all the account balances at a period of time.

Put an image.

Balance Sheet

- A balance sheet provides a snapshot of the company's financial position at a specific date.
- The balance sheet includes assets, liabilities, and equity.
- It is one of the three main financial statements used by businesses, alongside the income statement and cash flow statement. The balance sheet is also known as the "statement of financial position" because it presents an overview of the company's assets, liabilities, and equity at a particular moment.

Put an image.

Here's what a balance sheet does and what it includes:

Assets:

- Current Assets: These are assets that are expected to be converted into cash or used up within one year. Examples include cash, accounts receivable, and inventory.

- **Non-current Assets:** Also known as long-term assets, these are resources that are expected to provide value for more than one year. Examples include property, equipment, and intangible assets like patents or trademarks.

Liabilities:

- **Current Liabilities:** These are obligations that are due within one year, such as accounts payable, short-term loans, and accrued expenses.
- **Non-current Liabilities:** Long-term obligations that are not due within the next year, such as long-term debt and deferred tax liabilities.

Equity:

- **Shareholders' Equity:** This represents the owners' residual interest in the company's assets after deducting liabilities. It includes common stock, retained earnings, and additional paid-in capital.

Equation:

- The balance sheet follows the accounting equation: $\text{Assets} = \text{Liabilities} + \text{Equity}$. This equation must always balance, ensuring that a company's resources (assets) are financed by its obligations (liabilities) and the owners' stake (equity).

What the balance sheet does:

- **Financial Position:** It provides a snapshot of the company's financial position, indicating what it owns (assets), owes (liabilities), and the residual interest of the owners (equity).
- **Liquidity and Solvency:** It helps assess the company's ability to meet short-term obligations (liquidity) and its overall financial health and ability to meet long-term obligations (solvency).
- **Investor and Creditor Perspective:** Investors and creditors use the balance sheet to evaluate a company's financial stability, risk, and overall attractiveness as an investment or lending opportunity.
- **Decision-Making:** Management uses the balance sheet to make decisions about financing, investing, and operating activities. It aids in strategic planning and resource allocation.

In summary, the balance sheet is a crucial financial statement that provides a comprehensive view of a company's financial health and position. It is used by various stakeholders to make

informed decisions about the company's financial stability, performance, and potential for growth.

Income Statement

An income statement, also known as a profit and loss statement (P&L), is a financial statement that summarizes the revenues, expenses, and profits or losses of a business over a specific period of time. The primary purpose of the income statement is to show the company's ability to generate profit by increasing revenue, controlling costs, and managing expenses.

Here's what an income statement does and what it typically includes:

Revenue:

- Represents the total amount of money earned from the sale of goods or services.
- Revenue is sometimes broken down into categories, such as sales revenue, service revenue, or other sources of income.

Cost of Goods Sold (COGS):

- Represents the direct costs associated with producing goods or services.
- This includes costs like raw materials, labor, and manufacturing overhead directly tied to production.

Gross Profit:

- Calculated by subtracting the cost of goods sold from total revenue.
- Gross profit reflects the profitability of a company's core business activities.

Operating Expenses:

- Includes expenses related to the day-to-day operations of the business, such as salaries, rent, utilities, marketing, and administrative costs.
- Operating expenses are deducted from the gross profit to arrive at operating profit.

Operating Profit (Operating Income):

- Obtained by subtracting operating expenses from gross profit.
- Operating profit represents the profit generated from the core business operations before considering interest and taxes.

Other Income and Expenses:

- Includes non-operating items such as interest income, interest expenses, gains, and losses from investments.
- These items are not directly related to the main business activities.

Profit Before Tax (PBT):

- Calculated by adding other income and subtracting other expenses from operating profit.
- PBT represents the company's profit before considering income taxes.

Income Tax Expense:

- Represents the amount of income tax owed by the company based on its taxable income.
- The income tax expense is subtracted from PBT to arrive at net profit.

Net Profit (Net Income):

- The final line on the income statement, representing the company's profit after all expenses, taxes, and other income or losses.
- Net profit is a key indicator of a company's overall financial performance.

What the income statement does:

- **Performance Measurement:** It provides a summary of the company's financial performance over a specific period, indicating whether the business is generating a profit or incurring a loss.
- **Profitability Analysis:** Investors, creditors, and management use the income statement to assess the company's ability to generate profit, control costs, and manage its operations efficiently.
- **Decision-Making:** The income statement helps management make informed decisions regarding pricing strategies, cost management, and overall business operations.
- **Financial Planning:** It serves as a basis for financial planning and forecasting, helping businesses set realistic goals and allocate resources effectively.

In summary, the income statement is a crucial financial statement that provides insights into a company's ability to generate profit and manage its expenses. It is a key tool for assessing financial performance and making informed decisions about the business.

Cash Flow Statement

The cash flow statement is a financial statement that provides an overview of how cash and cash equivalents move in and out of a business during a specific period. It's one of the three main financial statements, along with the income statement and balance sheet. The cash flow statement is crucial for assessing a company's liquidity, solvency, and ability to meet its financial obligations.

Here's what a cash flow statement does and what it typically includes:

Operating Activities:

- Cash Inflows: Represents cash generated from the core business operations, such as cash received from customers, interest, and dividends.
- Cash Outflows: Represents cash payments for operating expenses, suppliers, employees, and other day-to-day operational costs.

Investing Activities:

- Cash Inflows: Represents cash received from the sale of investments, property, plant, equipment, or other assets.
- Cash Outflows: Represents cash spent on the acquisition of investments, property, plant, equipment, or other assets.

Financing Activities:

- Cash Inflows: Represents cash received from issuing stock or taking on debt, including loans and bond issuances.
- Cash Outflows: Represents cash payments for dividends, repayment of debt, or the repurchase of stock.

Net Cash Flow:

- Calculate the net cash flow for each category (operating, investing, financing) by subtracting cash outflows from cash inflows.
- The net cash flow provides a summary of the overall cash movement for a specific period.

Beginning and Ending Cash Balance:

- The beginning cash balance is the amount of cash and cash equivalents at the start of the period.
- The ending cash balance is the amount of cash and cash equivalents at the end of the period, calculated by adding the net cash flow to the beginning cash balance.

What the cash flow statement does:

- **Liquidity Assessment:** It helps assess a company's ability to generate cash to meet its short-term and long-term obligations.
- **Operational Performance:** Investors and analysts use the cash flow statement to evaluate the cash-generating capabilities of a company's core operations.
- **Investment and Financing Decisions:** Businesses and investors use the cash flow statement to make informed decisions about investing, financing, and overall financial strategy.
- **Risk Evaluation:** The statement helps assess a company's financial risk by providing insights into its cash flow trends and sources of cash.
- **Reporting Transparency:** It enhances financial reporting transparency by presenting a detailed breakdown of cash flows from different activities.

In summary, the cash flow statement is a crucial tool for understanding how cash moves within a business. It provides valuable insights into a company's financial health, operational efficiency, and its ability to meet financial obligations.

7.1 Chart of Accounts

Chart of Accounts Lists

- List of All Accounts that were added to the System
- Here the user can choose what Account they want to set up for them to use in their transactions, there are the tabs:
 - **Account** - This is the name of the account used to record financial transactions.
 - **Account Type** - This refers to the type of account based on the nature of the financial transactions. Common account types include assets, liabilities, equity, revenues, and expenses.
 - **Account Cash Flow** - This refers to the direction of cash flow associated with the account. Accounts can be classified as cash inflows or cash outflows.
 - **Account Category** - This refers to the grouping of accounts based on their function within the business. Common account categories include current assets, fixed assets, current liabilities, long-term liabilities, income, and

The screenshot shows the 'easy FS' software interface. The main window is titled 'Chart of Accounts' and features a navigation sidebar on the left. The sidebar includes options like 'Dashboard', 'Item Query', 'Purchases', 'Sales', 'Inventory', 'Financials', 'Bank', 'Currency', 'Bank Reconciliation', 'Journal Voucher', 'Financial Statement', 'SIR CAS Reports', 'Check Warehousing', 'Budget', and 'Bank Card'. The main area displays a table of accounts with columns for 'Code', 'Manual Code', 'Account', 'Account Type', and 'Account Cash Flow'. A red box highlights the 'Account' tab, and a callout box points to it with the text 'Chart of Accounts tab to choose from'. The table lists various accounts such as Gas and Oil, Rental, Supplier return and allowances, Cash in Bank, Cash on Hand, Petty Cash Account, Accounts Receivable - Trade, Notes Receivable, Marketable Equity Security, and Tax Refund on Compensation.

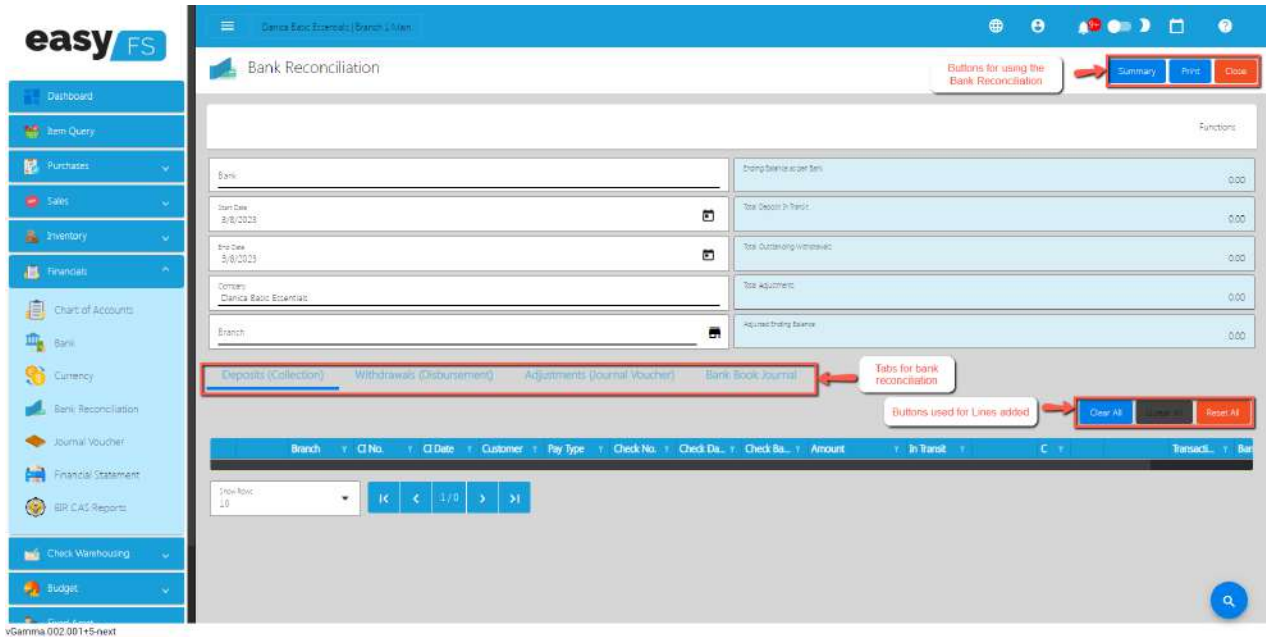
Code	Manual Code	Account	Account Type	Account Cash Flow
0000000104	0000000104	Gas and Oil	General and Admin Expenses	OPERATING
0000000109	0000000109	Rental	General and Admin Expenses	OPERATING
0000000117	0000000117	Supplier return and allowances	Current Assets	OPERATING
0000000114	01.01.101	Cash in Bank BOC 091-00-001079-6	Current Assets	NOT INCLUDED
0000000079	01.01.102	Cash on Hand	Current Assets	NOT INCLUDED
0000000023	01.01.103	Petty Cash Account	Current Assets	NOT INCLUDED
0000000003	01.01.104	Accounts Receivable - Trade	Current Assets	OPERATING
0000000003	01.01.105	Notes Receivable	Current Assets	OPERATING
0000000003	01.01.106	Marketable Equity Security	Current Assets	OPERATING
0000000003	01.01.108	Tax Refund on Compensation	Current Assets	OPERATING

expenses.

7.2 Bank Reconciliation

Bank Reconciliation Detail

- Here the user can choose what Account they want to set up for them to use in their transactions, there are the tabs:
 - **Deposits (Collection)** - This refers to any money that the company has received and deposited into its bank account. Deposits can include sales revenue, customer payments, and other types of income.
 - **Withdrawals (Disbursement)** - This refers to any money that the company has paid out of its bank account. Withdrawals can include payments to vendors, employee salaries, and other expenses.
 - **Adjustments (Journal Voucher)** - These are entries made to the company's records to account for any differences between the bank statement and the company's records. Adjustments can include bank fees, interest earned on the account, and any errors or omissions made in recording transactions.
 - **Bank Book Journal** - This is a record of all transactions that have taken place in the company's bank account. The bank book journal should include all deposits, withdrawals, and any other transactions that affect the balance of the



account.

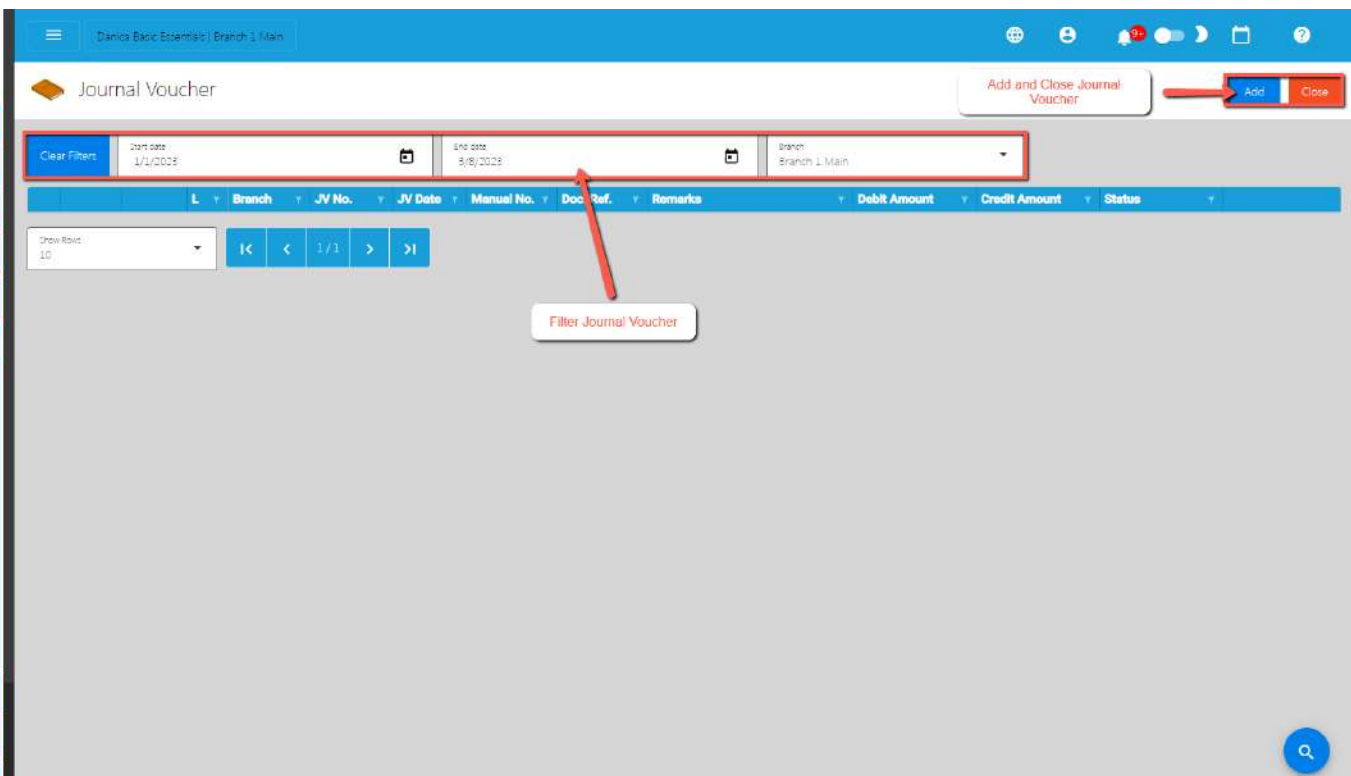
7.3 Journal Voucher

Overview

- A journal voucher is a document on which the essential information about an accounting transaction. This voucher contains a unique identifying number, the transaction date, transaction description, and transaction amount.

Journal Voucher List

- List of All Journal Voucher that were added to the System
- Here the user can add Journal Voucher to set up for them to use in their transactions.



Journal Voucher Detail

- To add a new JV (Journal Voucher), click the **Add** that can be seen in the Journal Voucher list.
- Users need to fill up required fields, and can also add new **Line items** for the Journal Voucher.

The screenshot shows the 'Journal Voucher Detail' form in a software application. The form is divided into several sections:

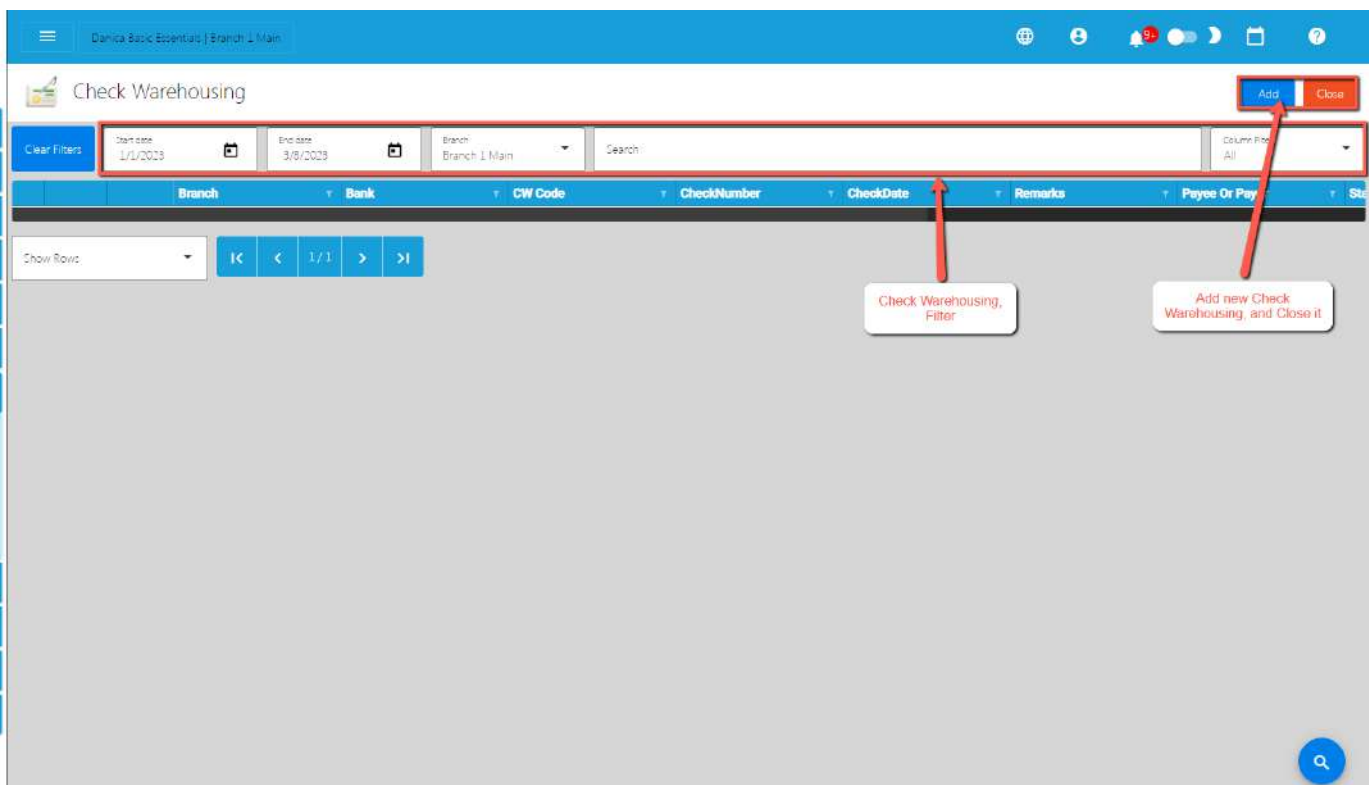
- Header:** 'Journal Voucher Detail' with a 'Journal Voucher buttons to transact' callout pointing to 'Save', 'Lock', 'Unpost', 'Print', 'Audit', 'Cancel', 'Functions', and 'Close' buttons.
- Form Fields:** Fields for 'Branch' (Branch 1/Main), 'JV Number' (0000000001), 'JV Date' (3/8/2023), 'Prepared By' (Administrator), 'Checked By' (Administrator), 'Approved By' (Administrator), 'Manual No.' (0000000001), 'Document Reference', 'Status' (NEW), 'Total Debit' (0.00), and 'Total Credit' (0.00). A callout 'Fill out the necessary fields' points to the 'JV Date' and 'Status' fields.
- Navigation:** 'Lines', 'Attachment', and 'Journal Entries' tabs. A callout 'Journal Voucher tabs' points to these tabs. An 'Add new lines' callout points to an 'Add' button.
- Table:** A table with columns: Branch, Account, Article, Debit Amount, Credit Amount, C, Particulars. Below the table are 'Show Rows' (10) and navigation buttons (K, <, 1/0, >, I).
- Footer:** 'Created By: Administrator', 'Created Date / Time: March 08, 2023 09:16 PM', 'Updated By: Administrator', 'Updated Date / Time: March 08, 2023 09:16 PM', and a search icon.

VIII : Check Warehousing

8.1 Check Warehousing

Check Warehousing List

- List of All Check Warehousing that were added to the System
- Here the user can add Check Warehousing to set up for them to use in their transactions



Check Warehousing Detail

- To add a new Check Warehousing detail, click the **Add** that can be seen in the Check Warehousing list.
- Fill up the required field for adding a new **Check Warehousing**.

Check Warehousing Detail

Amount	0.00	Remark
Check Number	Check Date 3/8/2023	
Payee / Payor Chicken Essentials Ph., Inc.	Branch Branch 1 Main	
Bank Bank of Commerce - 091-00-001078-6	CIV Code 0000000001	Created By Administrator
Status	Check Type	Is Cleared/Bounce Uncleared

Created By: Administrator
Created Date / Time: March 08, 2023 04:08 PM

Updated By: Administrator
Updated Date / Time: March 08, 2023 04:08 PM

Save Close

8.2 Check Writer

Overview

- Check Writer allows the user to enter the cheque information in an advanced/automated way (without manually writing the cheque information).

Check Writer Detail

- The user needs to provide the following information needed for Check Writer such as:
 - Check Date

- Issued To
- Amount

The screenshot displays the 'Check Writer' interface in the Danica Bank Essentials application. The top navigation bar includes the bank name and branch information. The main form area contains fields for 'Check Date' (3/29/2023), 'Issued To' (Jhon Cedrick Madula), and 'Amount' (10,000.00). A 'Preview' button is positioned to the right of the amount field. Below the form, a 'Preview' section shows a generated check image. The check image includes fields for 'ACCOUNT No.', 'ACCOUNT NAME' (HUMAN INCUBATOR INC), 'CHECK No.', 'DATE' (03-29-2023), 'PAY TO THE ORDER OF' (JHON CEDRICK MADULA), and 'AMOUNT' (P 10,000.00). The check is for 'PESOS TEN THOUSAND ONLY'. A 'Print' button is located to the right of the preview section. A 'To preview cheque' callout points to the Preview button, and a 'To print cheque' callout points to the Print button.

- To preview the Cheque, click the Preview button beside the Amount field.
- To print the generated Cheque, click the Print button.

IX : Budget

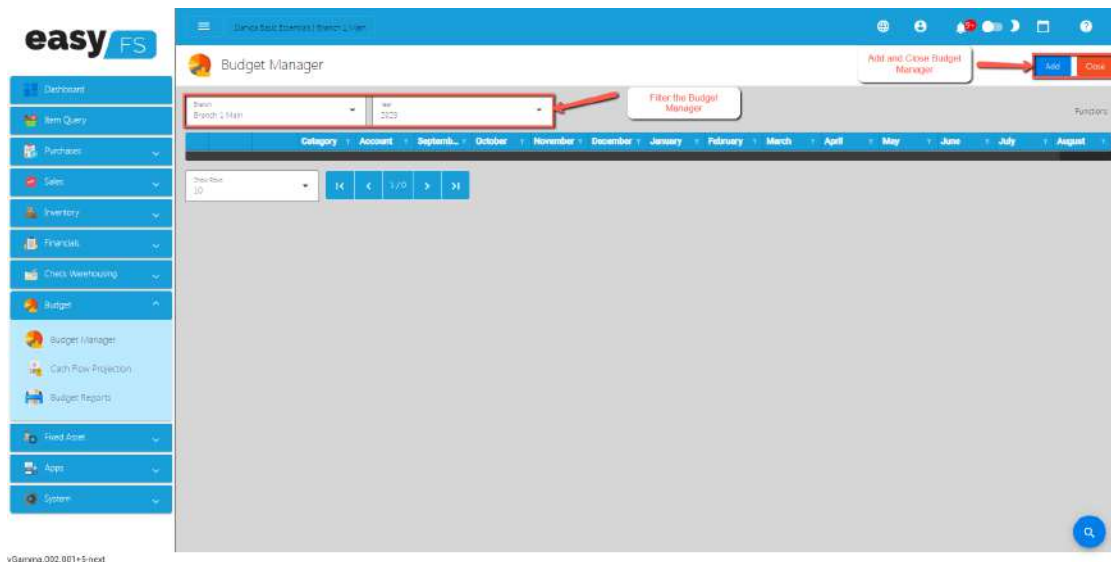
NO overview.

What for?

9.1 Budget Manager

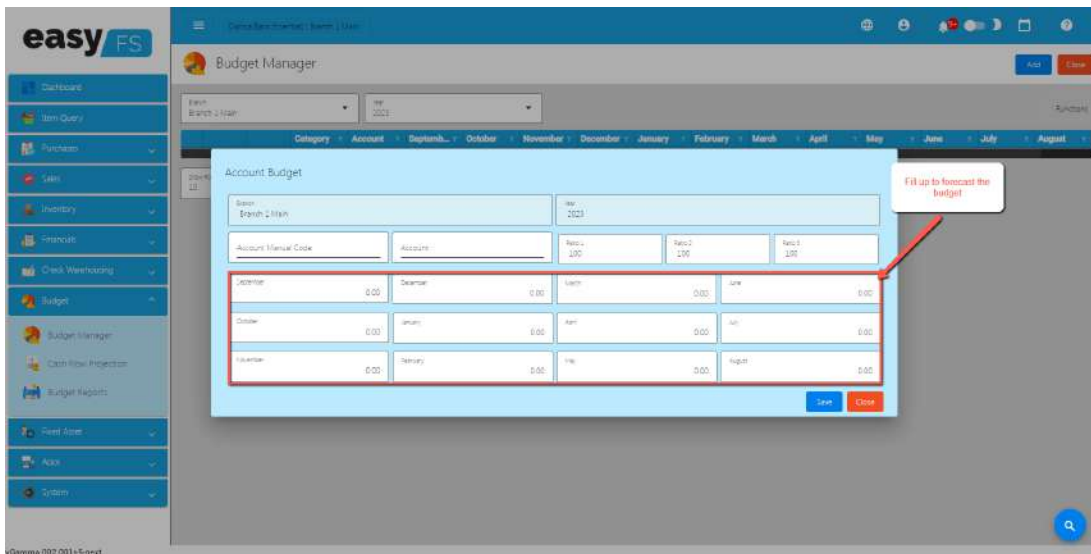
Budget Manager List

- List of All **Budgets** that were added to the System



- Here the user can add **Budgets** to set up for them to use to their transaction.

Budget Manager Detail

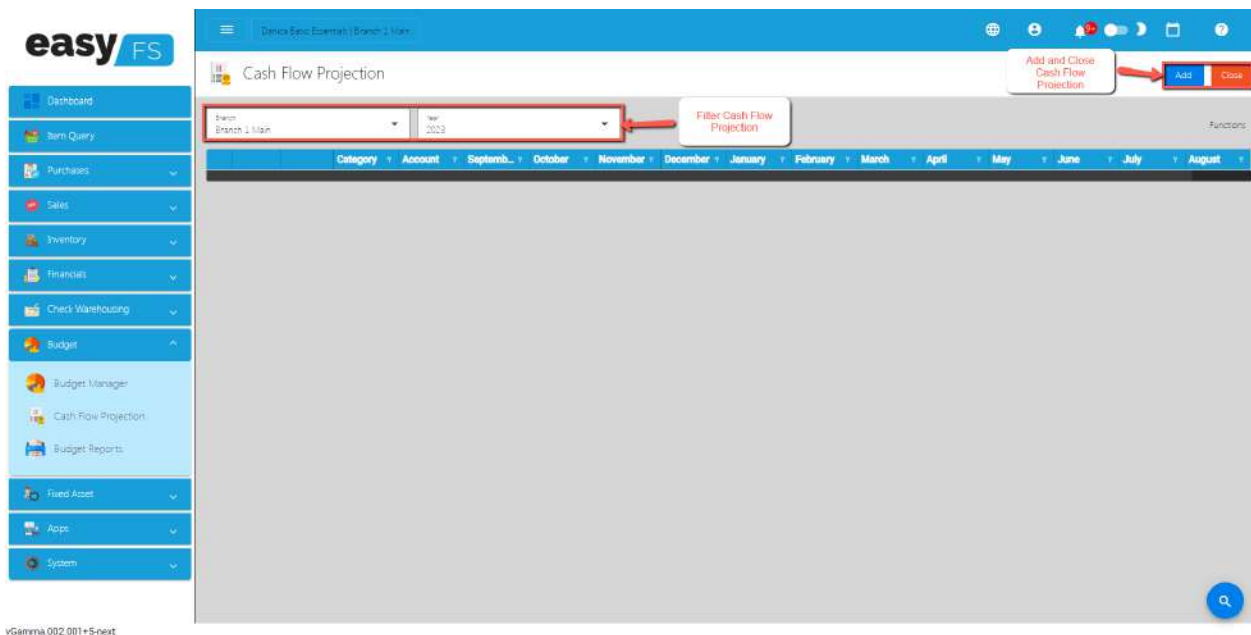


- Fill up the required fields for **Budget**

9.2 Cash Flow Projection

Cash Flow Projection List

- List of All **Cash Flow Projection** that were added to the System

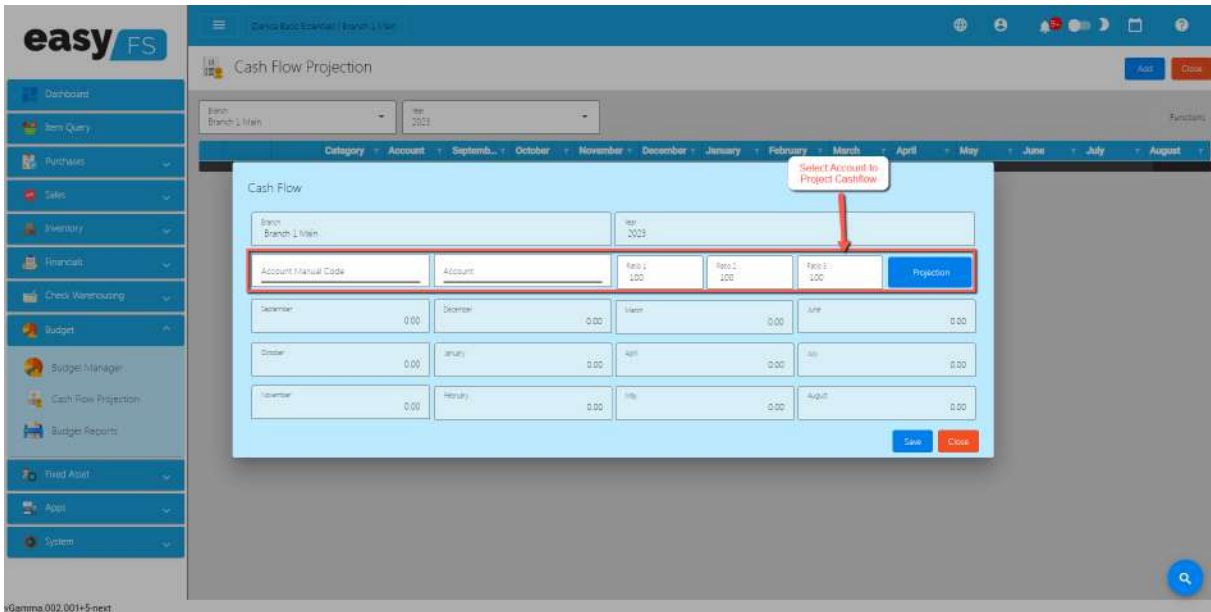


vGamma.002.001+S-next

- Here the user can add **Cash Flow Projection** to set up for them to use to their transaction

Cash Flow Projection Detail

- Fill up the required fields to project the **Cash Flow** for the **Cash Flow Projection**.



X : Fixed Asset

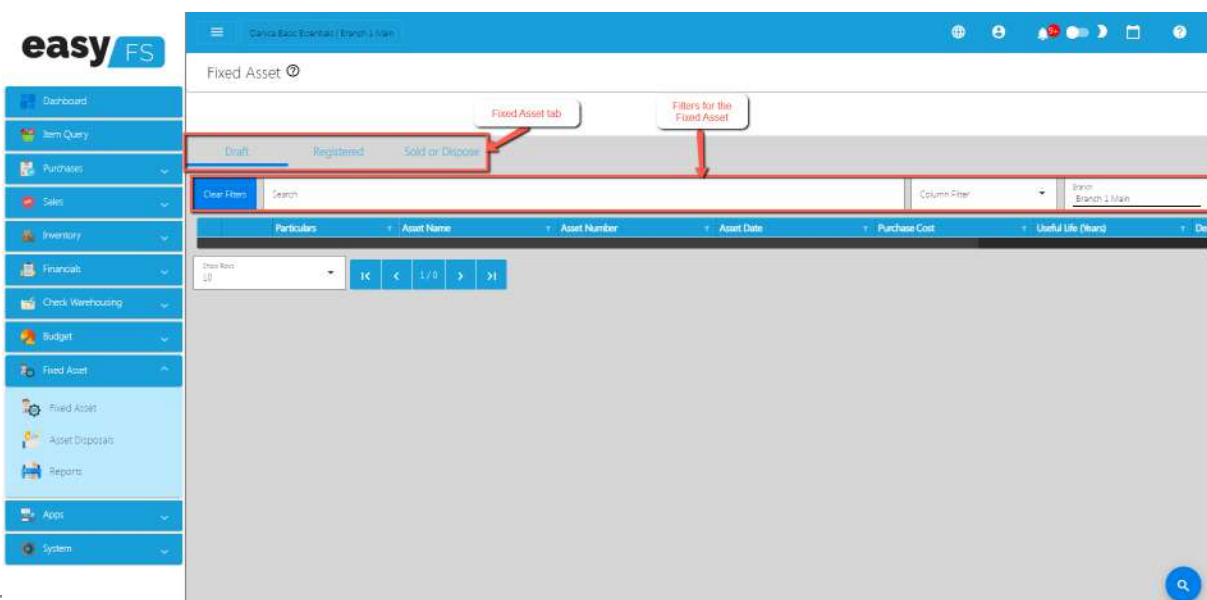
NO overview.

What for?

10.1 Fixed Asset

Fixed Asset List

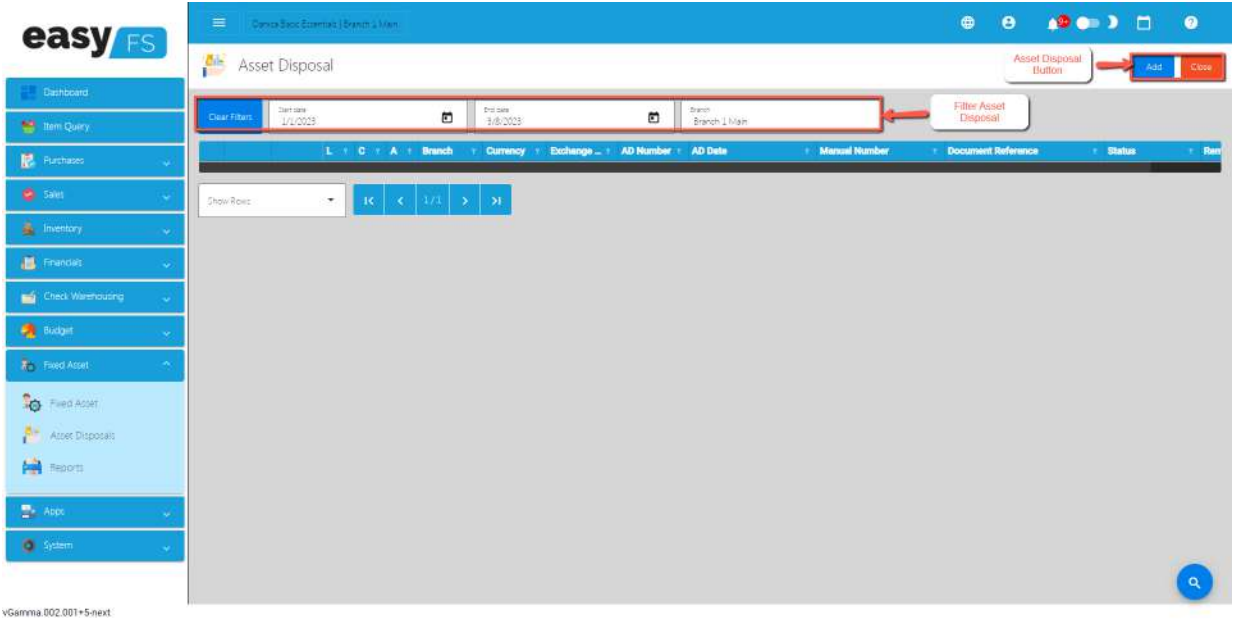
- List of All **Fixed Asset** that were added to the System
- Here the user can add **Fixed Asset** to set up for them to use to their transaction, these are the tabs that can found in the **Fixed Asset**:
 - **Draft** - A draft refers to a preliminary or provisional version of a document or agreement that is subject to revision or further editing. It is often used as a starting point for the creation of a final version.
 - **Registered** - Registered refers to the process of formally recording something with an official authority. This could include registering a business with the government, registering a trademark or copyright with the appropriate agency, or registering a vehicle with the department of motor vehicles.
 - **Sold or Dispose** - Sold or disposed refers to the process of getting rid of a fixed asset, either by selling it to another party or disposing of it in another way, such as scrapping it. This process typically involves removing the asset from the company's balance sheet and accounting for any gains or losses that result from the sale or disposal.



10.2 Asset Disposal

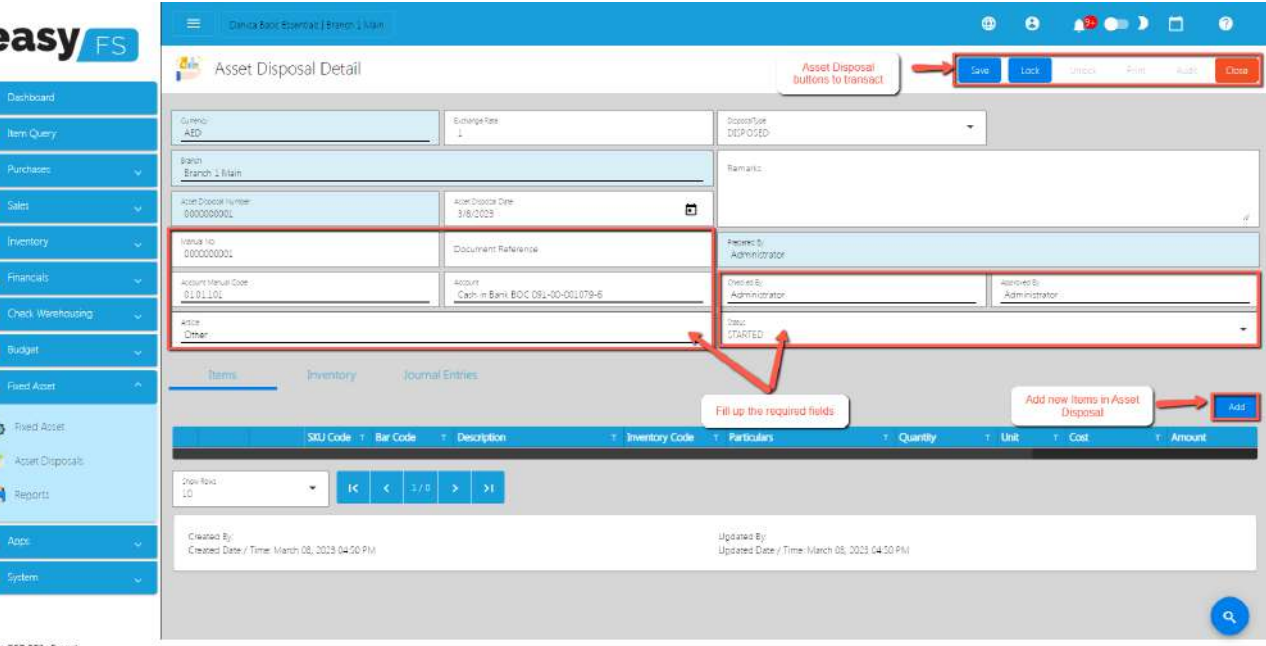
Asset Disposal List

- List of All **Asset Disposal** that were added to the System



Asset Disposal Detail

- Here the user fills up the required fields, and add new **Items** for the Asset Disposal detail



XI : Apps

NO overview.

What for?

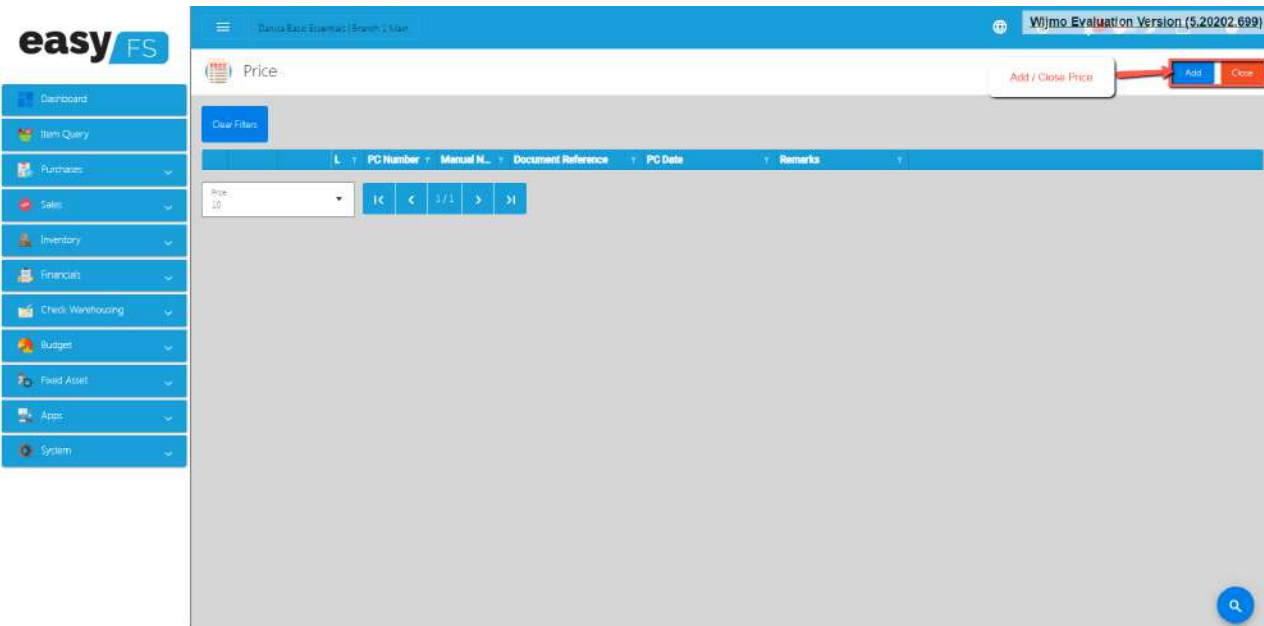
11.1 Price

NO overview.

What for?

Price List

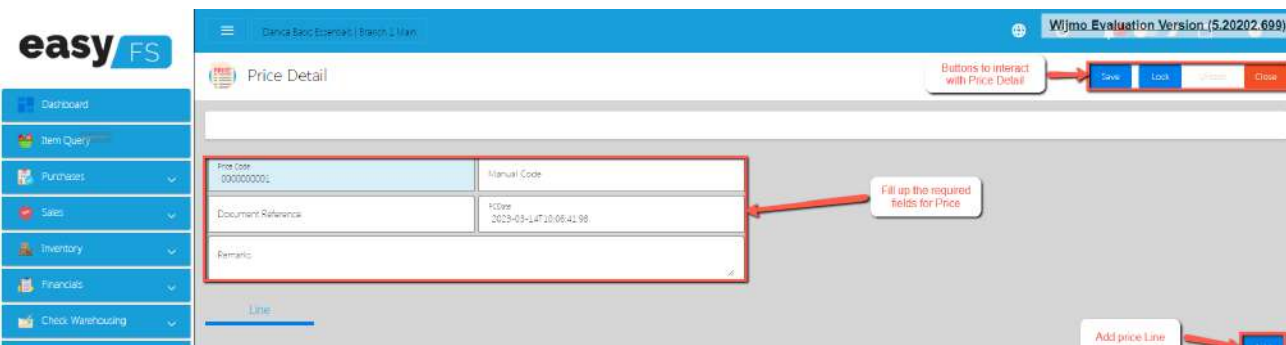
- List of All **Prices** that were added to the System. Also, the user can add **Price** to set up for them to use to their transaction.



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Price Detail

- Fill up the required fields for **Price** detail



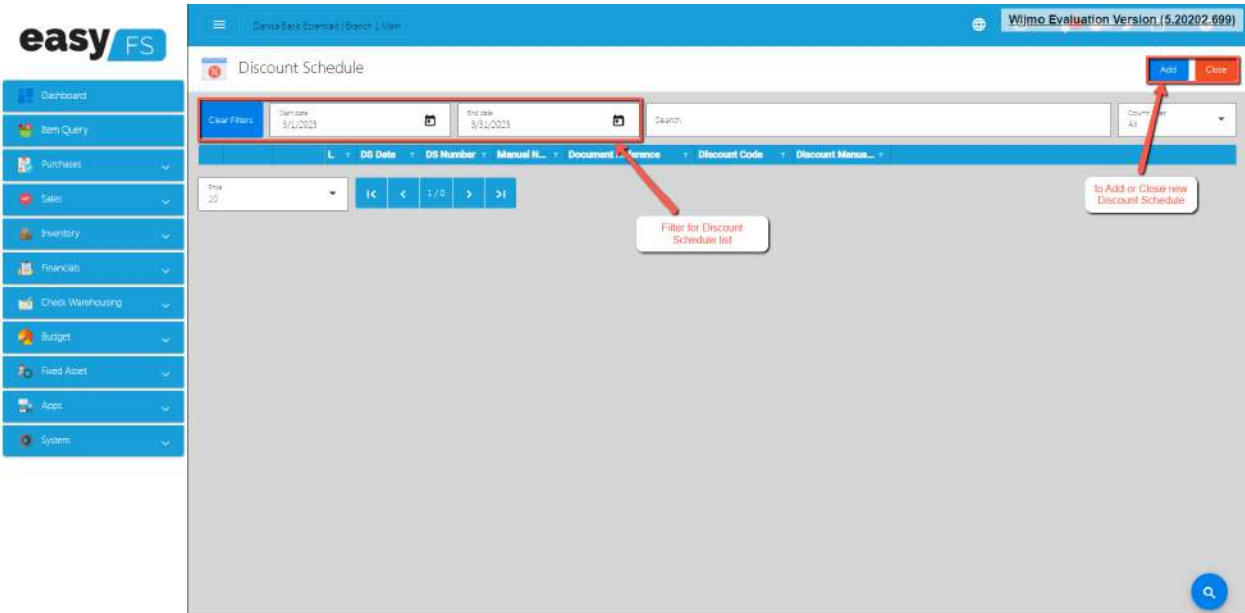
11.2 Discount Schedule

NO overview.

What for?

Discount Schedule List

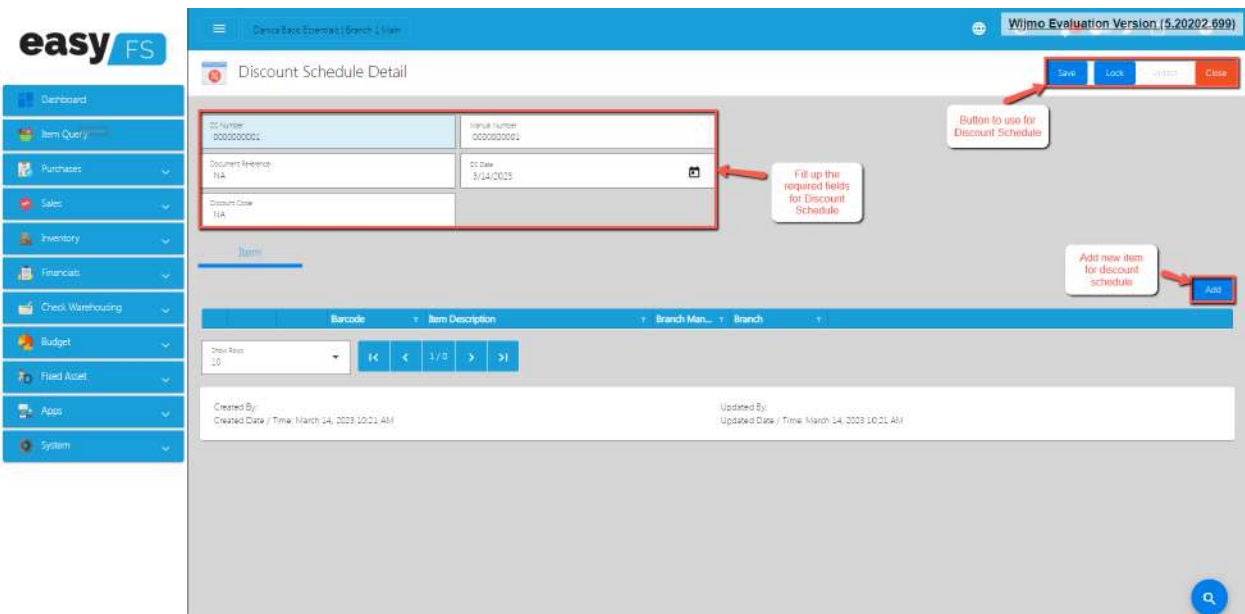
- List of All **Discount Schedules** that were added to the System. Here, the user can add a Discount **Schedule** to set up for them to use to their transaction.



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Discount Schedule Table

- Fill up the required fields for adding a new **Discount Schedule**.



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XII : System

NO overview.

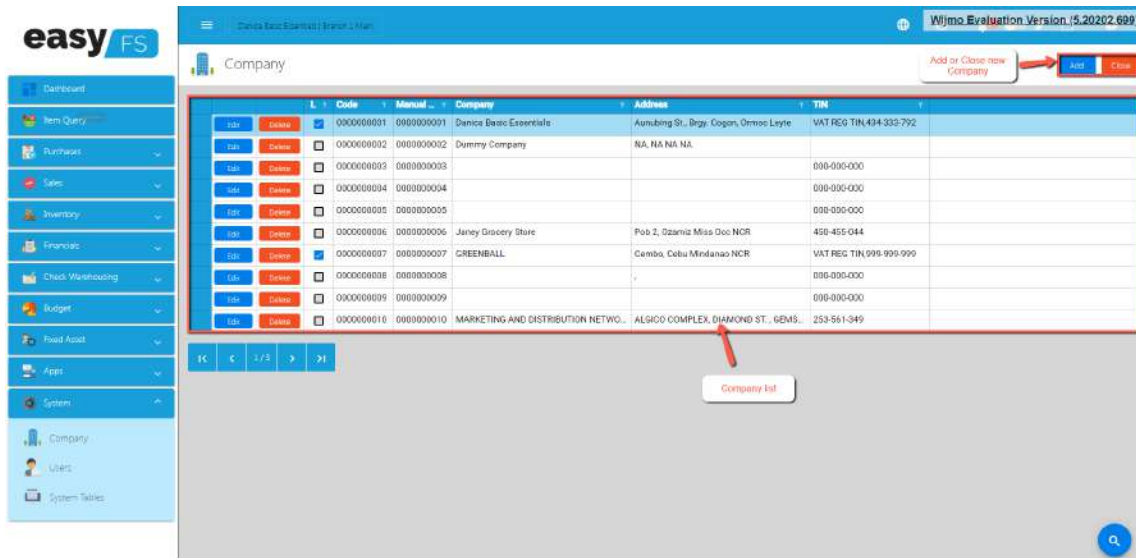
What for?

12.1 Company

Do companies mean clients for these users?

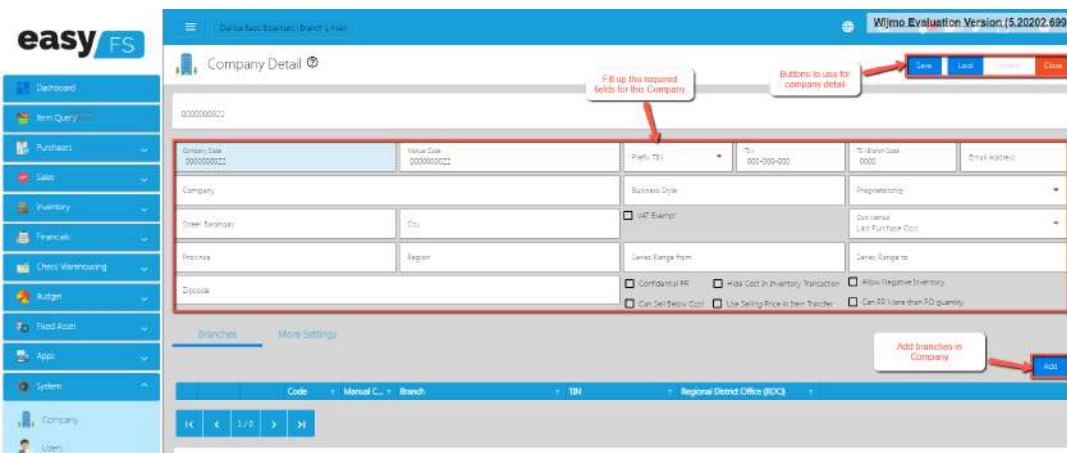
Company List

- List of All **Companies** that were added to the system.

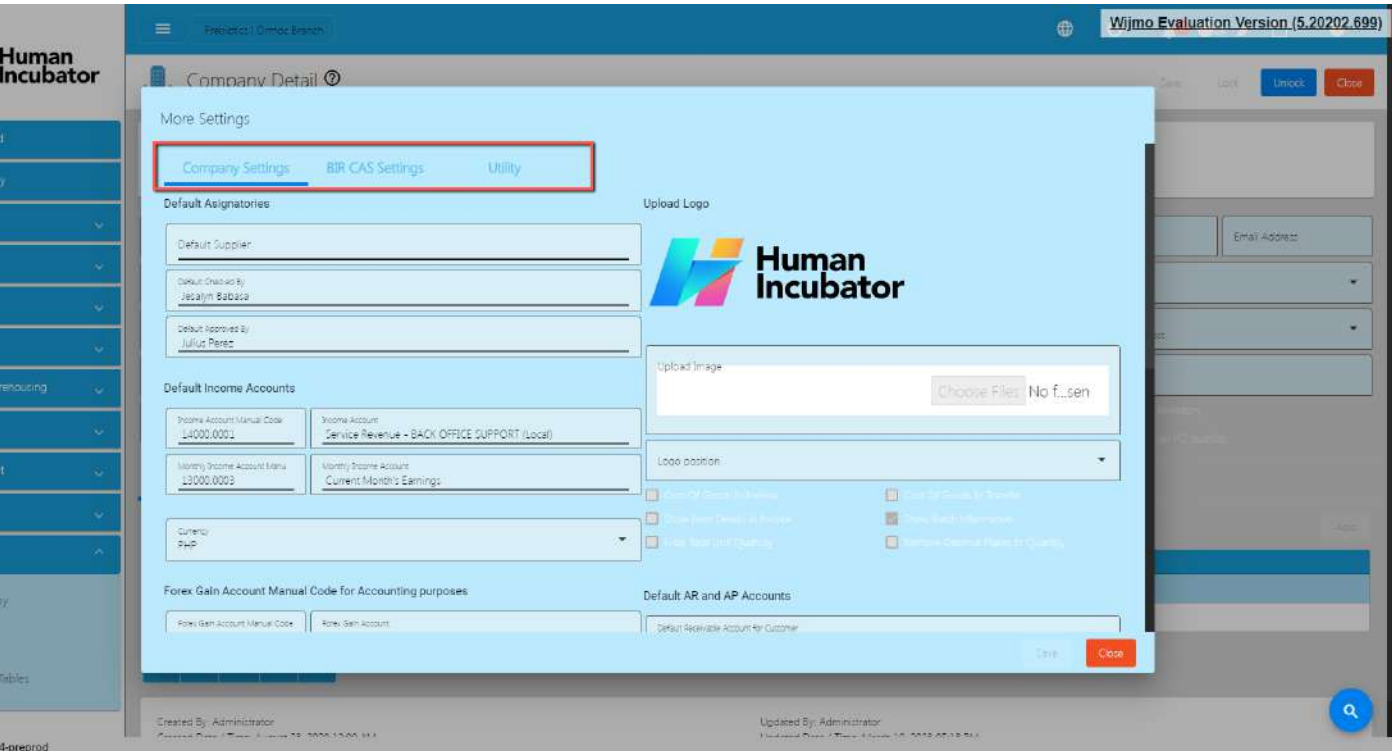


Company Detail

- To add a new Company detail, click on the Add button that can be seen on the Company list page.
- Provide all the necessary information for the Company.



- **More Settings** for the company the tabs shown here are:
 - **Company Settings** - more settings for company tweaking
 - **BIR CAS Settings** - more settings to tweak BIR Forms format
 - **Utility** - use for several functions, like uploading items in bulk, truncating all transactions, etc.



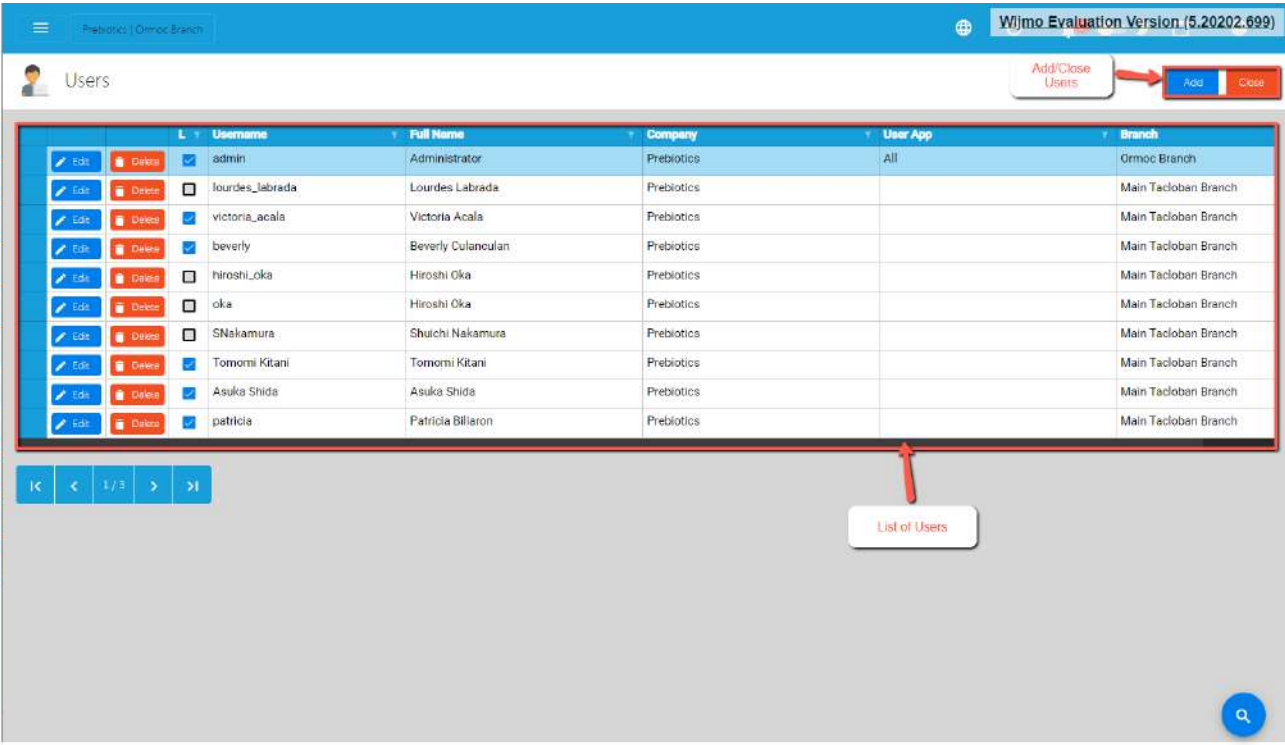
12.2 Users

What is the user?

Users List

- List of All **Users** that were added to the System.

You can add the users up to the number of users contracted for in our agreement.
Contact us if you would like to have more users.



Users Detail

- Fill up the required fields for the **User** to use, you can set also the Apps for the user either **All** (Both **EasyFIS** and **EasyHQ**), **EasyFIS**, **EasyHQ**, this are the tabs found in:
- Forms** - set the form that can be used by this **User**, authorize them to use that module
- Branches** - set the branch this user can use, there should be a button there that says **Copy Branch** that will copy another user's set of branches.

- **User Settings** - set the users preferences on what charts to be seen on the **Dashboard** upload electronic signature on this tab also
- **Account** - set the Account for you to watch the balance of, this can be found in the **Dashboard**, which is called **Account Watch**

- **IP Address** - add an IP Address to limit access for this user based on the added IP Address example of IP Address is **(255.255.255.0)**

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User Detail

Administrator
admin

Interact with this buttons to save or lock the user

Save Lock Unlock Close

Fill up this fields for the user

Set the App this User will be using

Form Permissions Table:

Form	T	Add	Edit	Delete	Lock	Unlock	Cancel	Print	Audit
Activity - Sales Invoice List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activity - Sales Invoice Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Setup - Item List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Setup - Item Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

XIII: Integration

13.1 Overview

Our accounting system seamlessly integrates with other EasySeries products to enhance the overall functionality of your business operations. Below is an overview of key integrations:

Put images.

What is the benefit of integrating?

What can you do with integration?

About Inventory.

About sales.

How do you handle the inventory with easyFS?

How can you see the sales with easyFS?

13.2 Types of Integration

13.2.1 EasyPOS Integration

Overview

Integration with our Point of Sale (POS) system, easyPOS, allows for direct recording of sales transactions into the accounting system, ensuring accurate and up-to-date financial records.

Benefits:

1. Seamless sales-to-accounting data flow
2. Reduced data entry errors
3. Efficient inventory management.

13.3 How to Set Up Integrations

13.3.1 EasyPOS Integration

When integrating easyFS to easyPOS, the following master files, purchases and inventory transactions should be set up on the easyFS side:

1. **Master Files**

- a. Item
 - b. Customer
 - c. Supplier
2. **Purchase Transactions**
 - a. Purchase Order
 - b. Receiving Receipt
 3. **Inventory Transactions**
 - a. Stock In
 - b. Stock Out
 - c. Stock Transfer

In order for this to be integrated to easyPOS, the easyPOS side should be the one to setup the correct configuration e.g.:

1. easyFS Domain (ex: <https://easyfis-perrochikoph.hi-api.io>)
2. easyFS Branch (ex: 0000000001)
3. User Code (ex: admin)

13.4 Managing Integrations

13.4.1 EasyPOS Integration

In this section, I will walk through the process of managing easyPOS transactions using our easyFS:

1. Go to **Apps**, then click **POS**.
2. Under the Sales menu, this is where you will monitor the sales transactions from the easyPOS:
 - a. Select a correct Terminal Code and Date:
 - **Terminal Code** → based on the easyPOS settings
 - **Date** → easyPOS sales transaction
 - b. After that, Sales transactions from easyPOS will be displayed based on the provided **Terminal Code** and **Date**.



Point of Sales (POS)

Terminal Code: 001 Date: 11/24/2023

Remarks	POS No.	POS Date	Order No.	Customer Code	Item Code	Item	Category
	0000000038	11/24/20...	POS: 00000000...	0000000001	ACBD1234	ViewPlus Monitor	Monitor

Total Discount: 0.00
Total Amount: 5,200.00
Total Tax: 589.29

Functions

- c. Before posting it to the easyFS Sales Invoice, you need to validate it first.
- d. To validate the sales transactions, click the **Functions** button then click **Validate** button.



Point of Sales (POS)

Terminal Code: 001 Date: 11/24/2023

Remarks	POS No.	POS Date	Order No.	Customer Code	Item Code	Item	Category
	0000000038	11/24/20...	POS: 00000000...	0000000001	ACBD1234	ViewPlus Monitor	Monitor

Total Discount: 0.00
Total Amount: 5,200.00
Total Tax: 589.29

Functions

- Validate
- Post to Sales Invoice
- Post to Collection
- Refresh

- e. Once validation is complete, check the Remarks column value, if:
 - **Remarks** is equal to **VALIDATED**, this means that you can now post this to the Sales Invoice.



- Dashboard
- Item Query
- Purchases
- Sales
- Inventory
- Financials
- Check Warehousing
- Budget
- Fixed Asset
- Apps
- System

easv FS
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Remarks	POS No.	POS Date	Order No.	Customer Code	Item Code	Item	Category
Validated	0000000038	11/24/20...	POS: 0000000...	0000000001	ACB01234	ViewPlus Monitor	Monitor

Total Discount: 0.00
Total Amount: 5,000.00
Total Tax: 289.29

- **Remarks** don't match VALIDATED, it causes an integration error. To fix it, just align the Manual Code from easyPOS to easyFS. In simple terms, you don't have to make any changes in easyPOS to resolve an error in validating sales transactions.
- f. To post the validated sales to the Sales Invoice, click again the **Functions** button, then click the **Post to Sales Invoice** button.



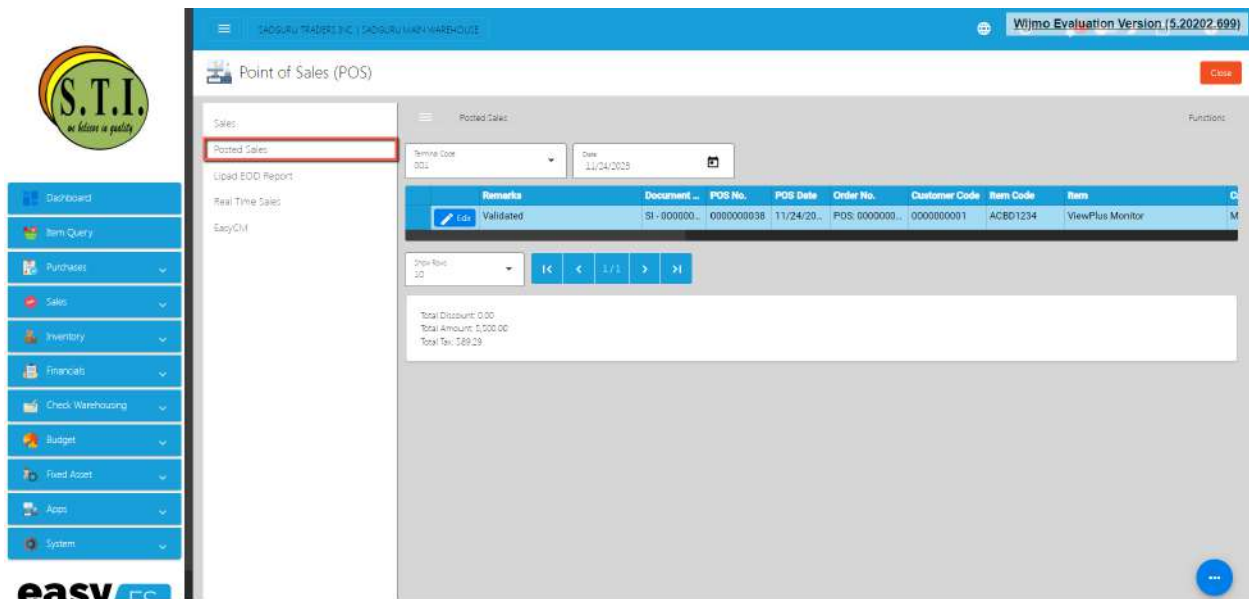
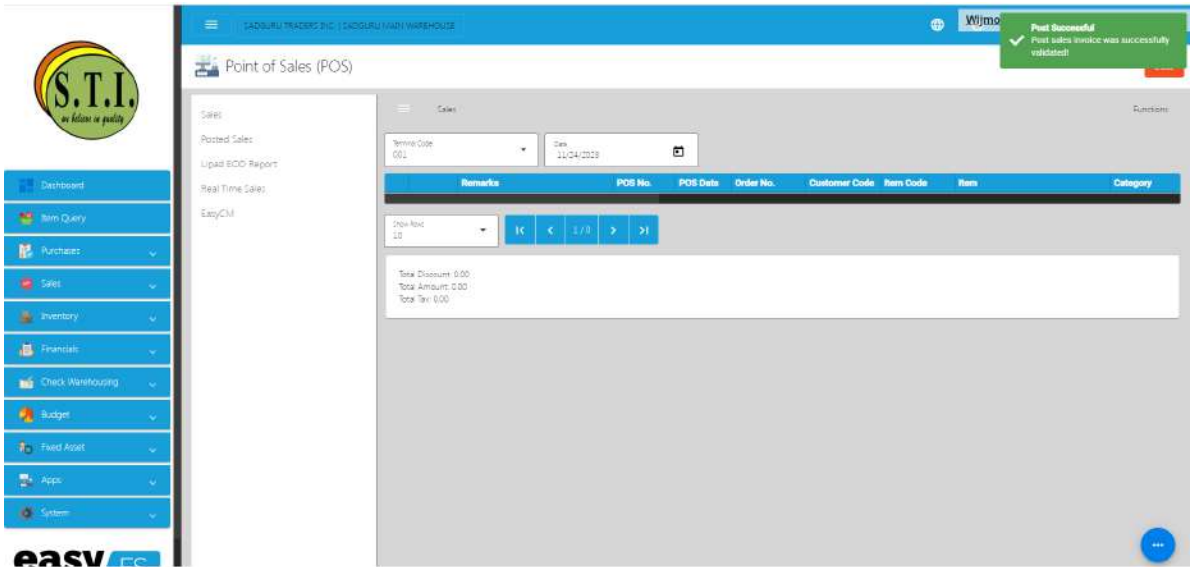
- Dashboard
- Item Query
- Purchases
- Sales
- Inventory
- Financials
- Check Warehousing
- Budget
- Fixed Asset
- Apps
- System

easv FS
vGamma.004.005+3-preprod

Remarks	POS No.	POS Date	Order No.	Customer Code	Item Code	Item	Category
Validated	0000000038	11/24/20...	POS: 0000000...	0000000001	ACB01234	ViewPlus Monitor	Monitor

Total Discount: 0.00
Total Amount: 5,000.00
Total Tax: 289.29

- g. This time, validated sales transactions are removed from the Sales module, and are moved to the **Posted Sales** module.



- h. In order to check if it is successfully posted to the Sales Invoice, check first the Document Reference column under the **Posted Sales** to get the Sales Invoice No.



Remarks	Document Reference	POS No.	POS Date	Order No.	Customer Code	Item Code	Item
Validated	SI - 0000000016	0000000038	11/24/20...	POS: 000000...	0000000001	ACB01234	ViewPlus Monitor

Total Discount: 0.00
Total Amount: 5,500.00
Total Tax: 269.29

- i. Since you now know the Sales Invoice Number for the easyPOS sales transaction, you may go to the Sales Invoice module by clicking on the **Sales**, then **Sales Invoice**.



L	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount	Paid
<input type="checkbox"/>	SADGURU...	0000000016	11/24/20...	0000000016	001 - 000000...	MONU	Transaction from POS	PHP	5,500.00	0.00
<input type="checkbox"/>	SADGURU...	0000000015	11/21/20...	0000000015	001 - 000000...	MONU	Transaction from POS	PHP	27,500.00	0.00
<input type="checkbox"/>	SADGURU...	0000000014	11/21/20...	0000000014	001 - 000000...	MONU	Transaction from POS	PHP	27,500.00	0.00
<input type="checkbox"/>	SADGURU...	0000000012	11/20/20...	0000000012		MONU		JPY	5,500.00	0.00
<input type="checkbox"/>	SADGURU...	0000000011	11/20/20...	0000000011		MONU		JPY	500.00	0.00
<input type="checkbox"/>	SADGURU...	0000000010	11/20/20...	0000000010	001 - 000000...	MONU	Transaction from POS	PHP	71,500.00	0.00
<input type="checkbox"/>	SADGURU...	0000000009	11/16/20...	0000000009	001 - 000000...	MONU	Transaction from POS	PHP	100.00	0.00
<input type="checkbox"/>	SADGURU...	0000000007	11/14/20...	0000000007		MONU		PHP	120.00	0.00
<input type="checkbox"/>	SADGURU...	0000000006	11/14/20...	0000000006	001 - 000000...	MONU	Transaction from POS	PHP	2,200.00	0.00

- j. Look for the Sales Invoice Number or you may use the Search bar to look for the Sales Invoice Number.
- k. Click the Edit button to review the details. To give you a hint that it is coming from the easyPOS:
- Sales Invoice's **Remarks** field is automatically provided with "**Transaction from POS**".

- Sales Invoice's **Document Reference** is automatically provided with this format: **{terminalCode} - {OR Number}**.

13.5 Guidelines for Integrations: Do's and Don'ts

13.5.1 EasyPOS Integration

To prevent errors during integration with easyPOS, adhere to the following steps:

1. Make sure that the Manual Code for **Discounts** should be the same on the easyPOS' **Discount Code**.

Code	Manual Code	Discount	Discount Rate	Account
0000000001	ZRDISC	Zero Discount	0.00	Sales Discount
0000000002	2.1	20% Senior Citizen	20.00	Sales Discount
0000000003	2.2	20% PWD	20.00	Sales Discount
0000000004	2.3	Variable Discount	10.00	Sales Discount
0000000005	2.4	No Discount	0.00	Sales Discount
0000000006	2.5	Other Discounts	10.00	Sales Discount
0000000007	2.6	20% For Gen+See Buy 3 Take...	20.00	Sales Discount
0000000008	2.7	50% For 6 Months /Near Expiry	50.00	Sales Discount
0000000009	2.8	20% for 11 Months Below H.L.	20.00	Sales Discount
0000000010	2.9	AMON 500MG DISCOUNT	13.75	Sales Discount

Discount Code	Discount	Rate	L
TRNT	Test Discount	20.00	<input type="checkbox"/>
		0.00	<input type="checkbox"/>
		0.00	<input type="checkbox"/>
SCDISC	5% Senior Citizen Discount	5.00	<input checked="" type="checkbox"/>
OLDISC	Online Discount	0.00	<input type="checkbox"/>
SMAC	SMAC Discount	5.00	<input checked="" type="checkbox"/>
EMPDISCOUNT	Employee Discount	20.00	<input checked="" type="checkbox"/>
REGULAR	20% Discount	20.00	<input checked="" type="checkbox"/>
NACDISC	National Athlete Discount	20.00	<input checked="" type="checkbox"/>
VIPDiscount	VIP Discount	10.00	<input checked="" type="checkbox"/>
DPDISC	Diplomat Discount	0.00	<input type="checkbox"/>
REGULAR	5% Discount	5.00	<input checked="" type="checkbox"/>
PWDISC	PWD	20.00	<input checked="" type="checkbox"/>
SCDISC	Senior Citizen Discount	20.00	<input checked="" type="checkbox"/>
VRDISC	Variable Discount	0.00	<input checked="" type="checkbox"/>
ZRDISC	Zero Discount	0.00	<input checked="" type="checkbox"/>

2. Make sure that the Manual Code for **Pay Types** should be the same on the easyPOS' **Pay Type Code**.

Dashboard | Item Query | Purchases | Sales | Inventory | Financials | Check Warehousing | Budget | Fixed Asset | Apps | System | Company | Users | System Tables

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System Tables

Labels | Code Tables | Discounts | **Pay Types** | Tax Types | Units | Terms | Article Account Groups | Other Article

Code	Manual Code	Pay Type	Account
0000000001	3.1	Cash	Cash on Hand
0000000002	3.2	Fund Transfer	Cash in Bank
0000000004	3.3	Check	Cash in Bank
0000000005	3.4	Credit Card	Cash in Bank
0000000006	00030	gcash	Cash in Bank
0000000007	4.4	Vouchers Payable	Voucher Payable

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Gamma.004.00513-preprod

EasyPOS | Date: 11/04/2023 | User: admin | Terminal: 001

Menu: Settings | Activity - POS Barcode | Activity - POS Barcode Detail | System - System Tables | Setup - Discounting List

System Tables

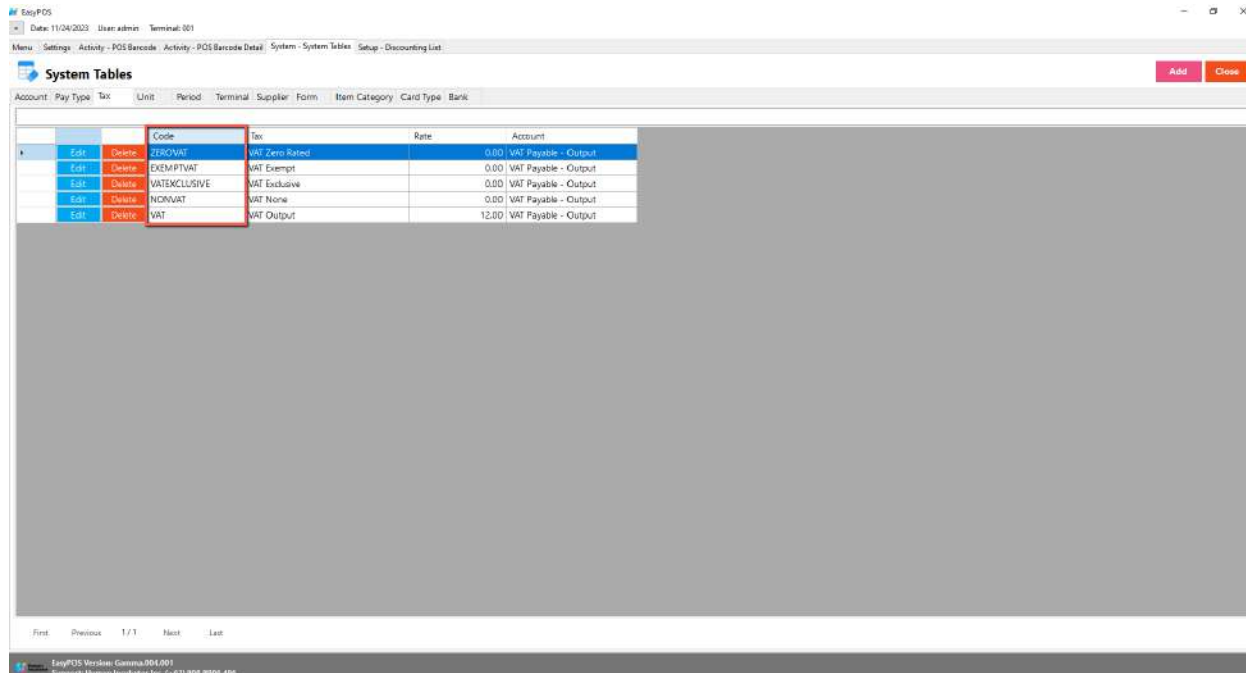
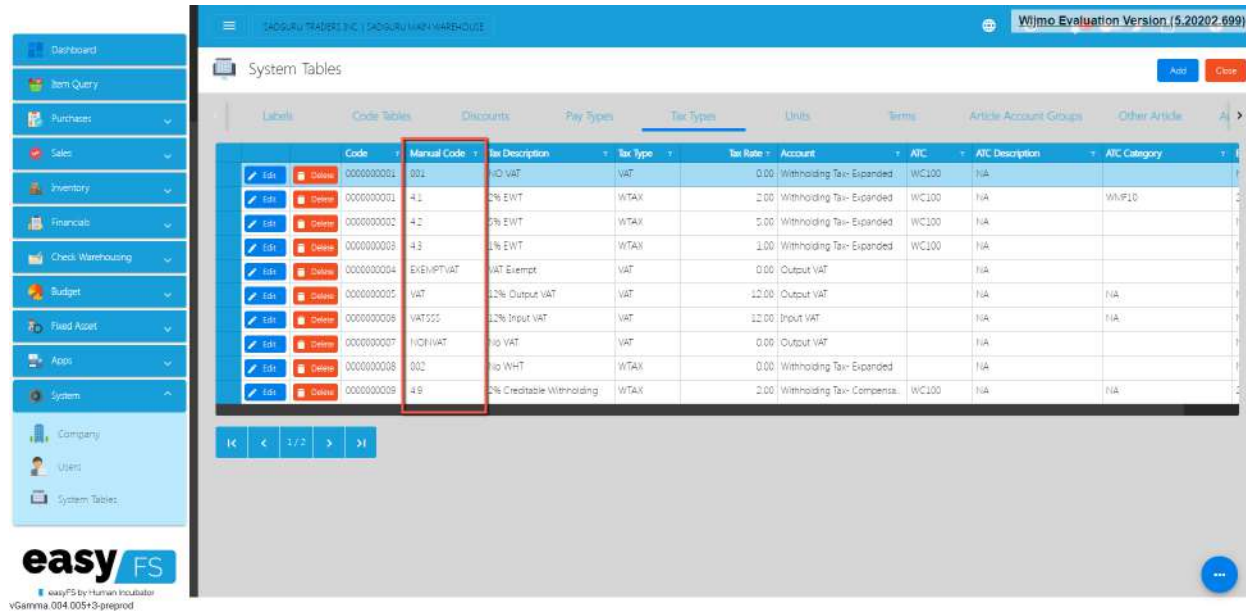
Account | Pay Type | Tax | Unit | Period | Terminal | Supplier | Form | Item Category | Card Type | Bank

Code	Pay Type	Account
CASH	Cash	Cash on Hand
CHECK	Check	Cash on Hand
CREDITCARD	Credit Card	Accounts Receivable - Others
GIFTCERTIFICATE	Gift Certificate	Accounts Receivable - Others
EXCHANGE	Exchange	Accounts Receivable - Others
REWARDS	Rewards	Accounts Receivable - Others
E-WALLET	GCASH	Accounts Receivable - Others
CHARGE	Accounts Receivable	Accounts Receivable - Others
OTHERS	Others	Accounts Receivable - Others
FACEPAY	Facepay	Accounts Receivable - Others
DEBITCARD	DebitCard	Accounts Receivable - Others
CREDITCARD	VISA	Accounts Receivable - Others
BANKTRANSFER	Bank Transfer	Accounts Receivable - Others
CREDITCARD	JCB	Accounts Receivable - Others
CREDITCARD	MASTER CARD	Accounts Receivable - Others
CREDITCARD	AMEX	Accounts Receivable - Others
DEBITCARD	LINKORPAY	Accounts Receivable - Others
CREDITCARD	DINERS	Accounts Receivable - Others
ADOPAY	SDO Pay	Accounts Receivable - Others
GRABPAY	GRABPAY	Accounts Receivable - Others
OTHERPAYMENT	SMAC	Accounts Receivable - Others
OTHERPAYMENT	Vouchers	Accounts Receivable - Others
DEBITCARD	SDO	Accounts Receivable - Others
E-WALLET	Online Deals	Accounts Receivable - Others
CREDITCARD	Other Credit Card Payment	Cash on Hand
HIALLPAYMENT	HI ONLINE PAYMENT	Accounts Receivable - Others

First Previous 1/1 Next Last

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3. Make sure that the Manual Code for **Tax Types** should be the same on the easyPOS' **Tax Code**.



4. The Item detail that you should be attentive to is the "Tax Code" for each "Tax Type" saved in each system. In EasyFS it is "SI VAT" and in EasyPOS it is "Sales VAT". Otherwise you will be getting an error in integration that says "Output Tax Mismatch".
5. Once the Items have been integrated to easyPOS, you can ONLY change or update the **Price**. If you want to change the **Unit of Measure** or **Barcode**, what you should do is to create a new entry or should I say add a new item with the updated Category item UOM/Barcode and then

unlock the old entry of that item. If you insist on changing the Item detail directly, ***issues in the EasyPOS will start to show up like duplicated barcodes with the same item description which will cause system error as well as user confusion In making transactions in the EasyPOS.*** To avoid problems please follow what we have stated above.

6. For the inventory transaction, all **"Stock In", "Stock Out" and "Stock Transfer"** should be made in the EasyFS.
7. As for the sales transaction, as much as possible no "sales transaction" should be manually made in EasyFS "Sales Invoice". All sales transactions should be made in EasyPOS. Because if you don't inventory discrepancies between the two systems will occur which takes time fixing it. To avoid conflicts or problems that will affect your business's operation. Be attentive to the process that was instructed in this document.