



# EasyFS Users Manual

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1. Go to Purchases	
2. Select Accounts Payable	
3. Click Accounts Disbursement Detail Report	
4. Enter Start Date and End Date	
5. Select Branch you want to generate	
6. You can have the option to Print or Download the PDF Report	

## Debit Memo Summary Report

Debit Memo Summary Report is a Report wherein you can generate All Debit Memo Transaction within the specified dates. 331

To open or generate Debit Memo Summary Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Debit Memo Summary Report
4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You need to click Functions to Download the Data 332

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3. Click Accounts Debit Memo Detail Report
4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You need to click Functions to Download the Data 333

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5. Select branch you want to generate
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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.

### **You will always get the latest updated 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.

### **Improved 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 compromising 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 for business growth.

## **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 EasyFS Process



EasyFS has the following modules that ultimately generates the Financial Statements that are needed in every business to monitor and control. Whether you are into retail or service business, easyFS can cater to your Accounting Software needs. These are the Modules of EasyFS.

### Module 1: Sales

The process begins with the Sales module, where transactions related to the sale of goods or services are recorded. Sales representatives generate invoices or sales orders, capturing details such as product/service description, quantity, unit price, and customer information. This module also tracks sales returns and allowances. Once a sale is confirmed and collected, the system updates the accounts receivable and revenue accounts.

## **Module 2: Purchases**

Simultaneously, the Purchases module manages transactions related to the acquisition of goods or services. Purchase orders are created, specifying items, quantities, and agreed-upon prices with vendors. When goods are received, the system updates inventory and accounts payable. Invoices from vendors are processed, recording expenses and adjusting accounts payable accordingly.

## **Module 3: Inventory**

The Inventory module plays a crucial role in tracking the movement of goods. When items are received from purchases, the inventory is updated to reflect the new stock. Similarly, when products are sold, the inventory is adjusted accordingly. This module also facilitates inventory reconciliation, helping to identify discrepancies between physical stock and recorded quantities.

## **Module 4: Fixed Assets**

The Fixed Assets module manages the accounting for long-term assets. When a fixed asset is acquired, the system records the cost, depreciation, and other relevant details. Regular updates are made to reflect changes in the value or status of fixed assets, ensuring accurate financial reporting and compliance with accounting standards.

## **Module 5: Check Warehousing**

The Check Warehousing module monitors the physical storage of inventory items. It ensures that goods received match the recorded quantities and that they are stored appropriately. This module helps in preventing discrepancies between the actual stock in the warehouse and the inventory records.

## **Module 6: Budgeting**

The Budgeting module plays a crucial role in financial planning. Budgets are created based on historical data and future business projections. The module monitors actual financial performance against the budget, providing insights into variances. This information aids management in making informed decisions and adjusting strategies to meet financial goals.



## 1.3 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.

## 1.4 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, Suppliers** and **Chart of Account**

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 **255** and added validation to prevent the use of special characters (***comma(,) and tilde(~) are restricted***):
    - i. **Manual Code**
    - ii. **SKU Code**
    - iii. **Barcode**
    - iv. **Serial Number**
    - v. **Principal**

## vi. Generic Name

2. Avoid the issuance of duplicate **Manual Code**, so please ensure that each item is assigned with a **unique** Manual Code.
3. Avoid the issuance of duplicate **SKU Code**, so please ensure that each item is assigned with a **unique** SKU Code.
4. Avoid the issuance of duplicate **Barcode**, so please ensure that each item is assigned with a **unique** Barcode.
5. When using the new feature for uploading new items, we strongly advise a maximum of **300** items per upload.
6. 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 (**comma(,)** and **tilde(~)** are **restricted**):
  - 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. Avoid the issuance of duplicate **Manual Code**, so please ensure that each Customer is assigned with a **unique** Manual Code.
3. Avoid the issuance of duplicate **Customer names**, so please ensure that each Customer is assigned with a **unique** Customer name.
4. When using the new feature for uploading new Customers, we strongly advise a maximum of **300** Customers per upload.
5. 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 **255** and added validation to prevent the use of special characters (**comma(,) and tilde(~) are restricted**):
  - 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. Avoid the issuance of duplicate **Manual Code**, so please ensure that each Supplier is assigned with a **unique** Manual Code.
  3. Avoid the issuance of duplicate **Supplier names**, so please ensure that each Supplier is assigned with a **unique** Supplier name.
  4. When using the new feature for uploading new Suppliers, we strongly advise a maximum of **300** Suppliers per upload.
  5. 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

## 2.7 Gamma.004.005

- **Release Date:** December 30, 2023
- **Description of Updates**
  - Changed UI for Master Files Menu
  - Changed UI for Extra-ordinary Activities
  - Added more explanation on the process flow of EasyFS

## III: Getting Started

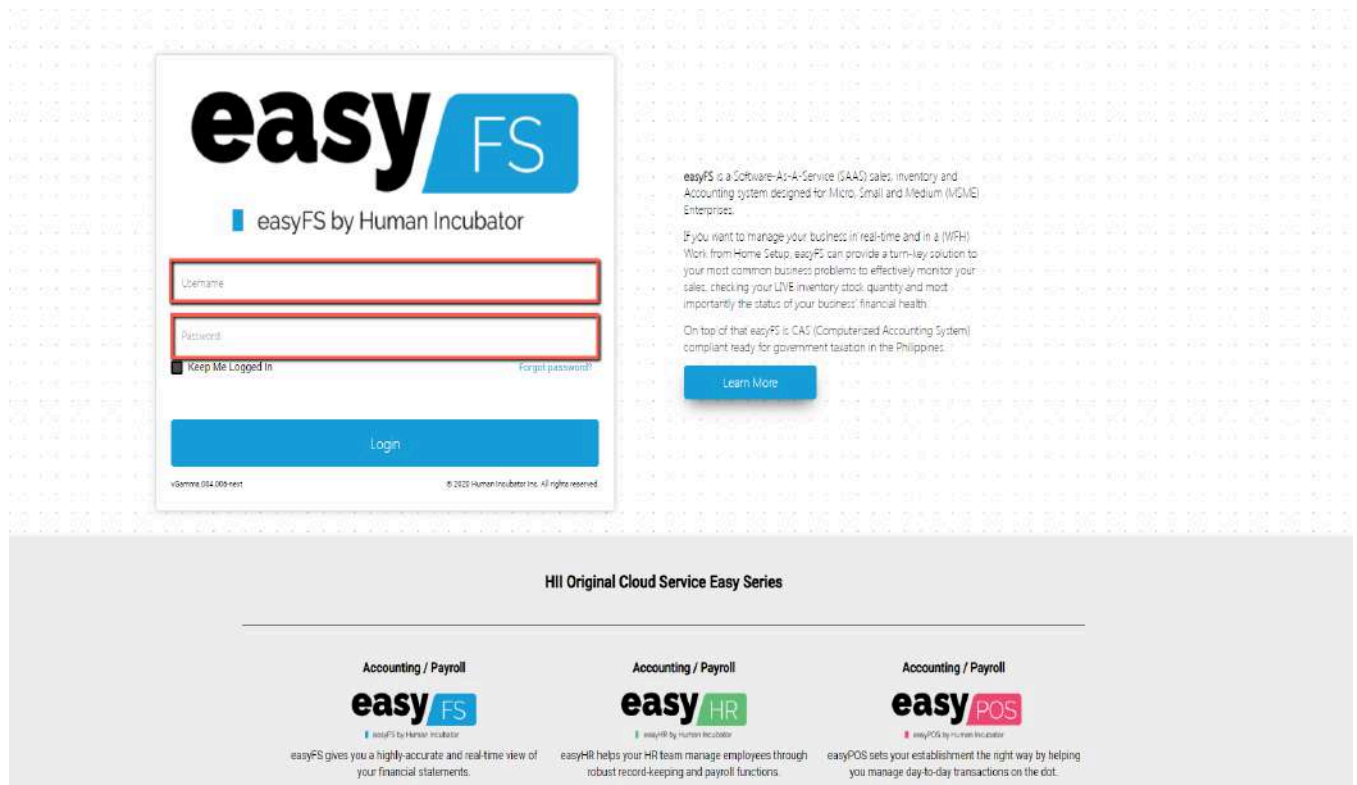
### 3.1 Introduction

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 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://demo.easyfs.ph/"](https://demo.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**  
easyFS by Human Incubator

Username

Password

Keep Me Logged in [Forgot password?](#)

Login

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**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](#)

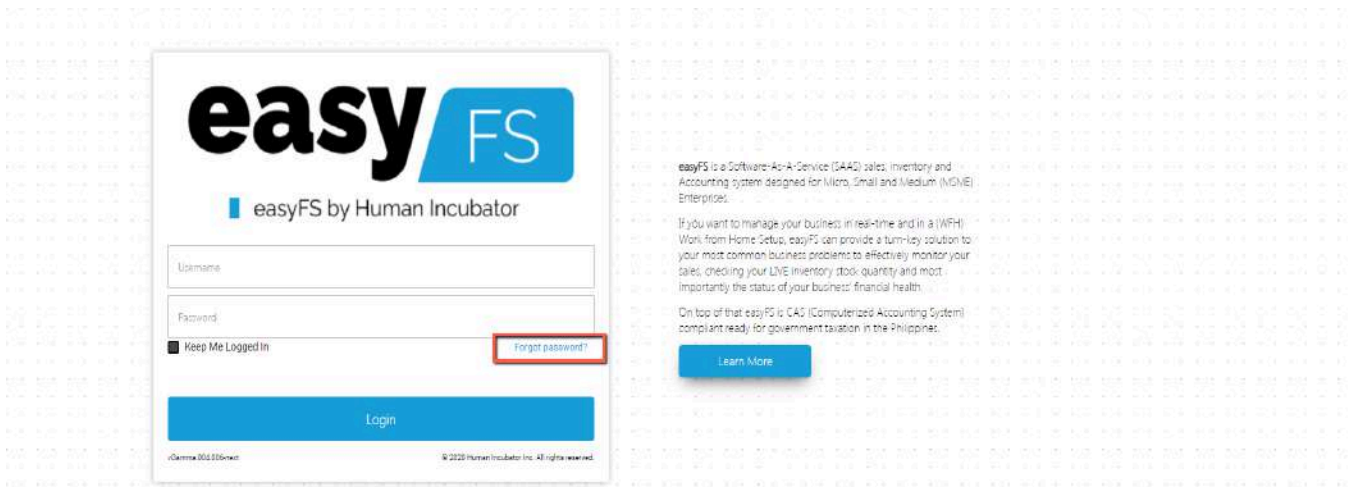
**HII Original Cloud Service Easy Series**

Accounting / Payroll	Accounting / Payroll	Accounting / Payroll
<b>easyFS</b> easyFS gives you a highly-accurate and real-time view of your financial statements.	<b>easyHR</b> easyHR helps your HR team manage employees through robust record-keeping and payroll functions.	<b>easyPOS</b> 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.

### 3.2.2 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.



### 3.2.3 The Dashboard Page

Once login is successful, you will be redirected to this Dashboard page. The EasyFS Dashboard is a visual representation of key information, data, or functionalities that provides users with a quick and accessible overview of the application's state or performance. Dashboards are designed to present information in a way that is easy to understand, typically through charts, graphs, widgets, or other visual elements

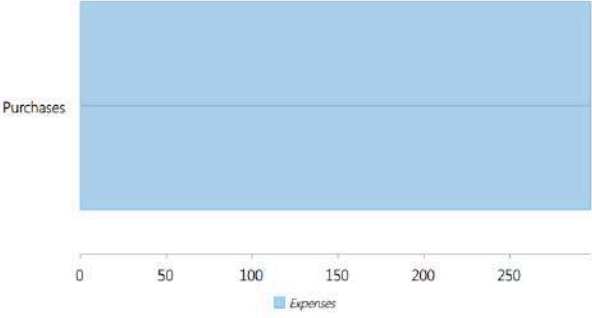
Financials Purchases Sales Inventory Budget Fixed Asset

Start\_date: 2/1/2024 End\_date: 2/29/2024 Palette: standard

### Account Watch

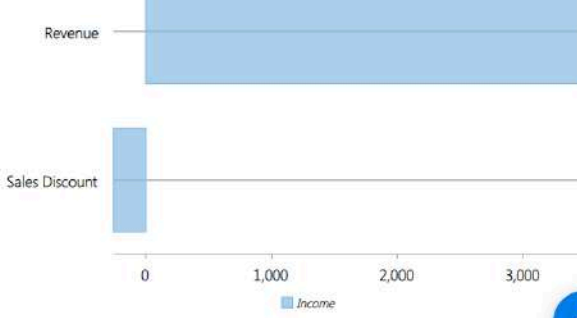
Account	Balance
Cash in Bank	10,992,429.33
Accounts Receivable	1,523,721.26
Accounts Payable	1,973,741.28

#### Top 10 Expenses



Purchases

#### Top 10 Income



Revenue

Sales Discount







Chart of Accounts




Bank




Journal Voucher




Bank Reconciliation



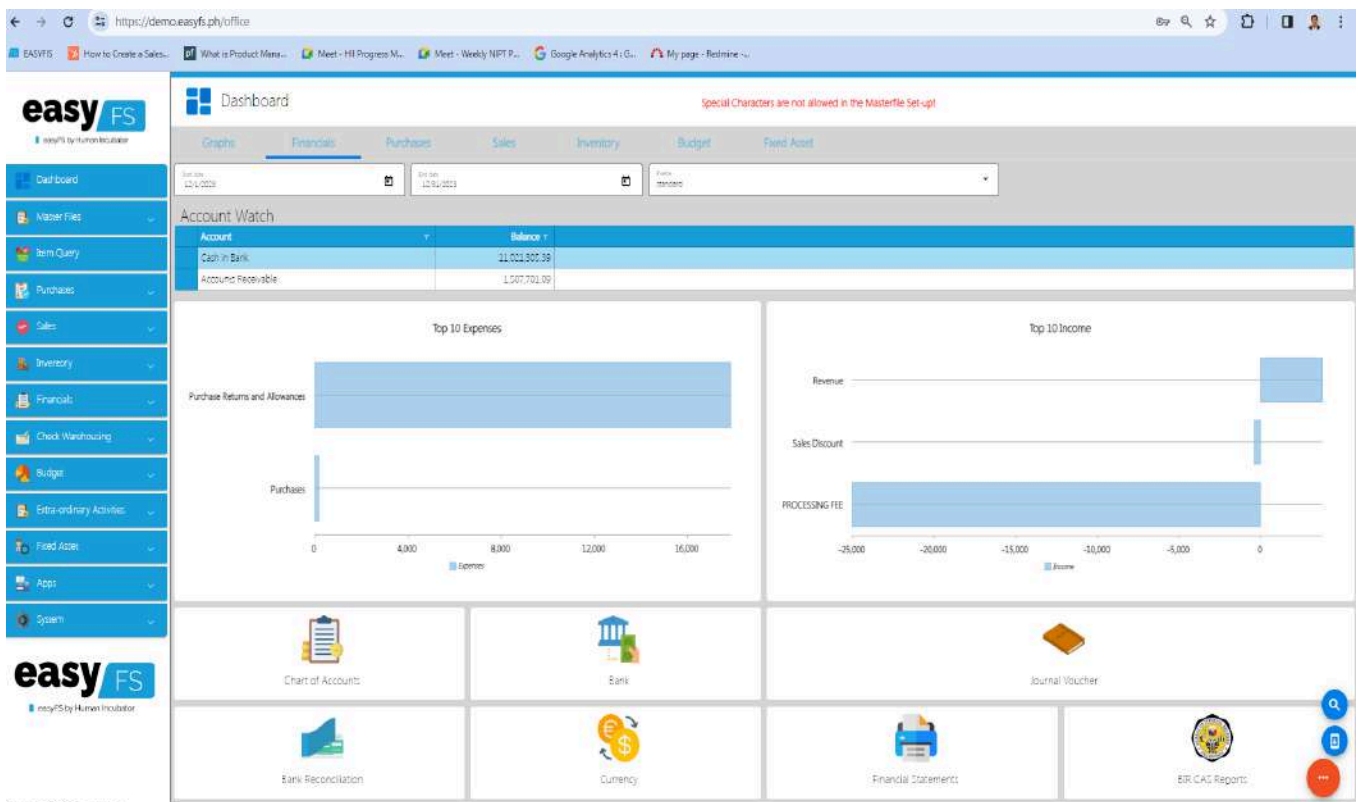
Currency



Financial Statements

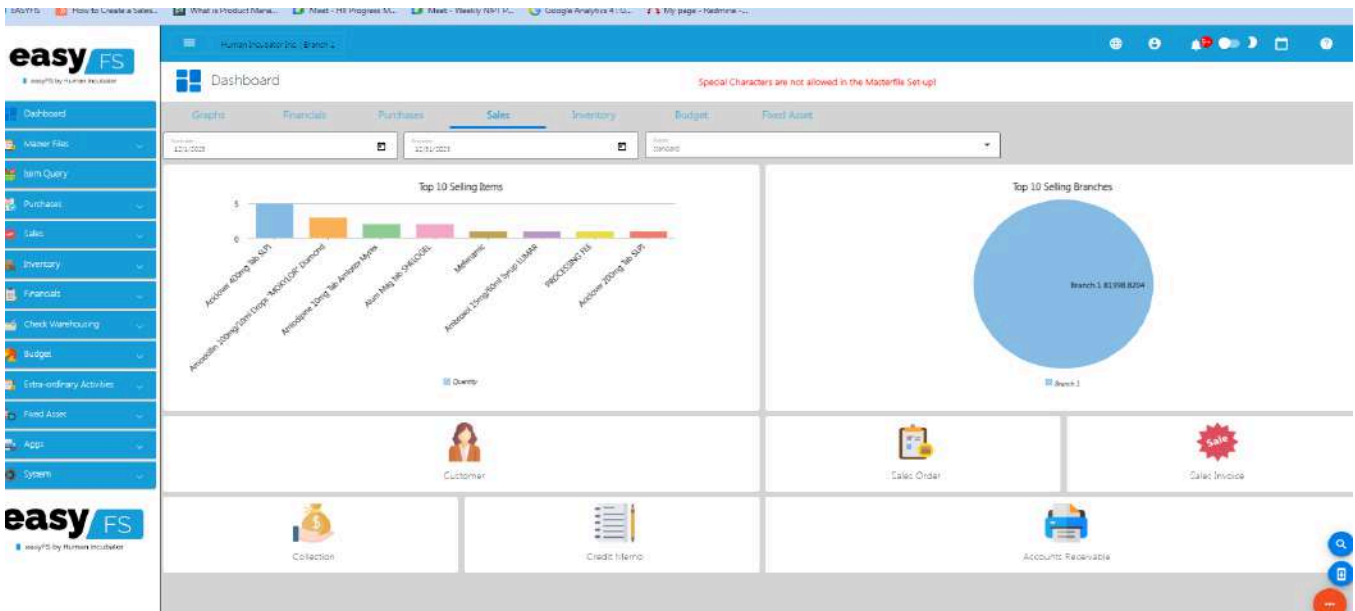


BIR CAS Reports

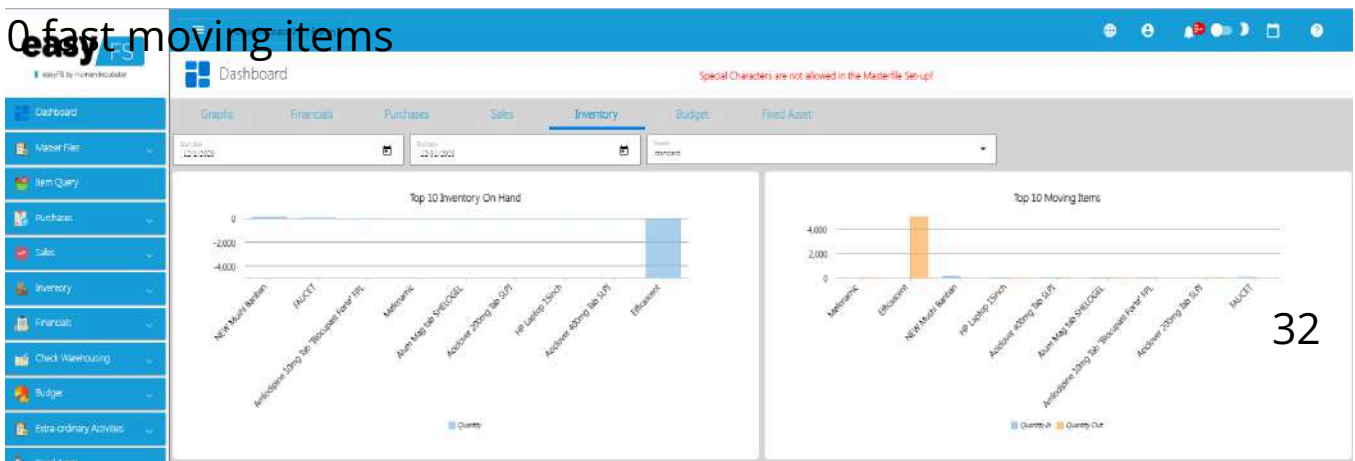


**Purchases Dashboard** - shows the top 10 Purchased Items and top 10 Suppliers in graphical representation.

**Sales Dashboard** - shows the top 10 sellable items and the top 10 branch that has the most sale



**Inventory Dashboard** - Displays the top 10 Inventory on Hand Quantity and top 10 fast moving items

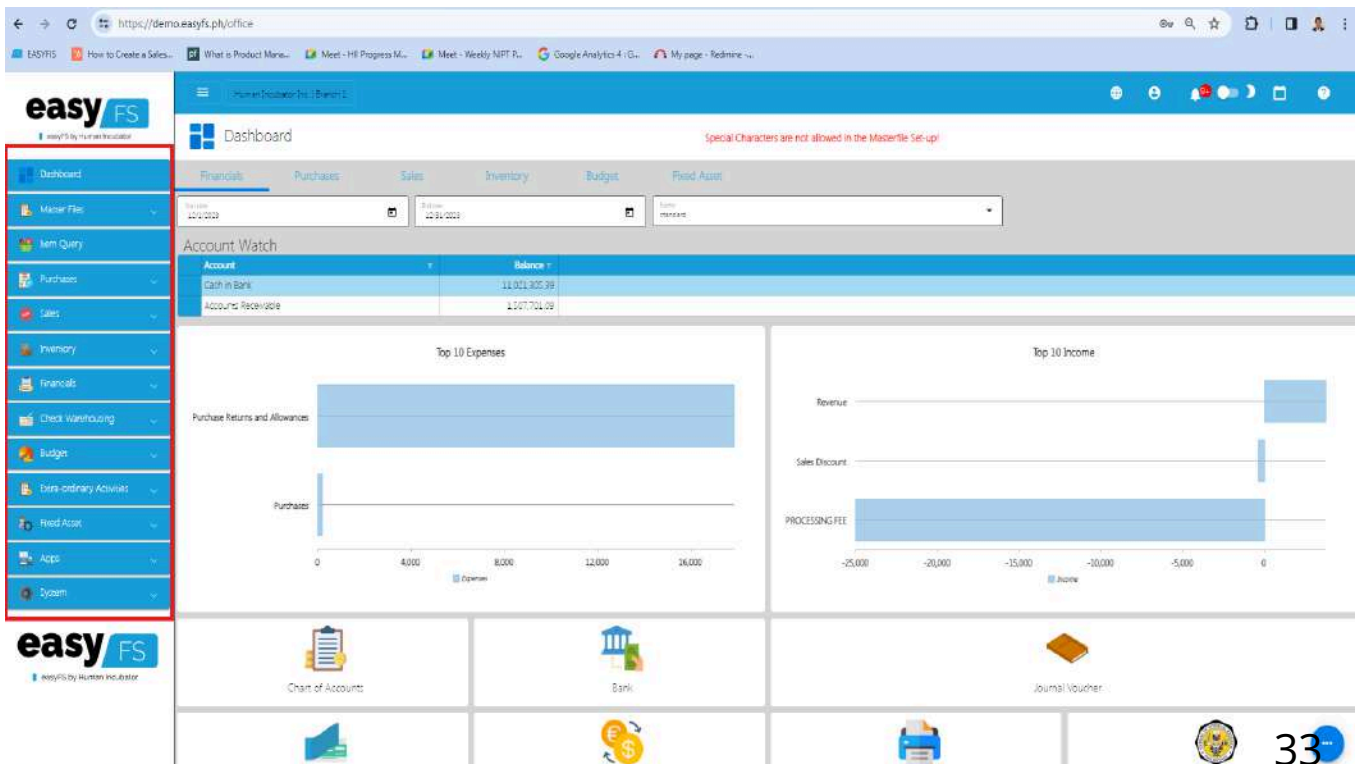




### 3.2.4 Navigating EasyFS

To assist users in navigating through EasyFS these are the most common terms used in this manual and in the EasyFS system for you to understand easily the User Interface (UI)

1. **Menus** - Serves as the primary navigation point for users. Contains high-level options that represent major sections or functionalities of the application.

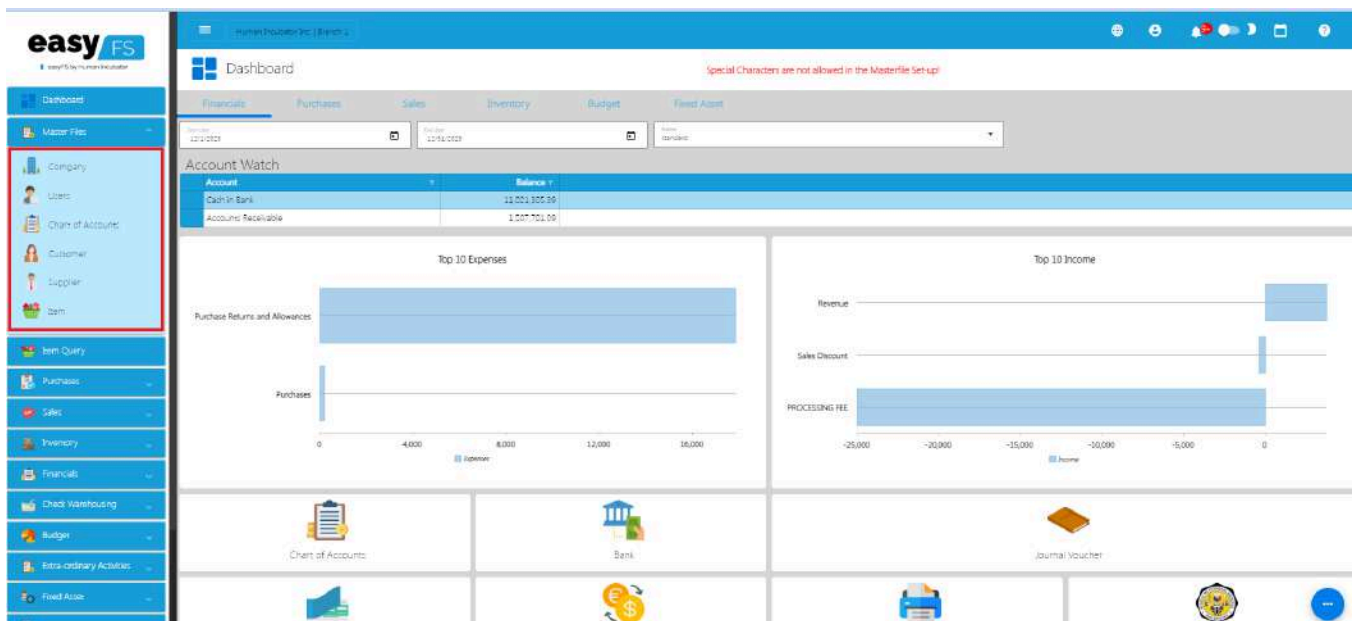


The screenshot displays the EasyFS web application interface. The left-hand navigation menu is highlighted with a red box and includes the following items: Dashboard, Master Files, Item Query, Purchases, Sales, Inventory, Financials, Check Warehousing, Budget, Extraordinary Activities, Fixed Asset, Apps, and System. The main content area shows a dashboard with the following components:

- Account Watch Table:**

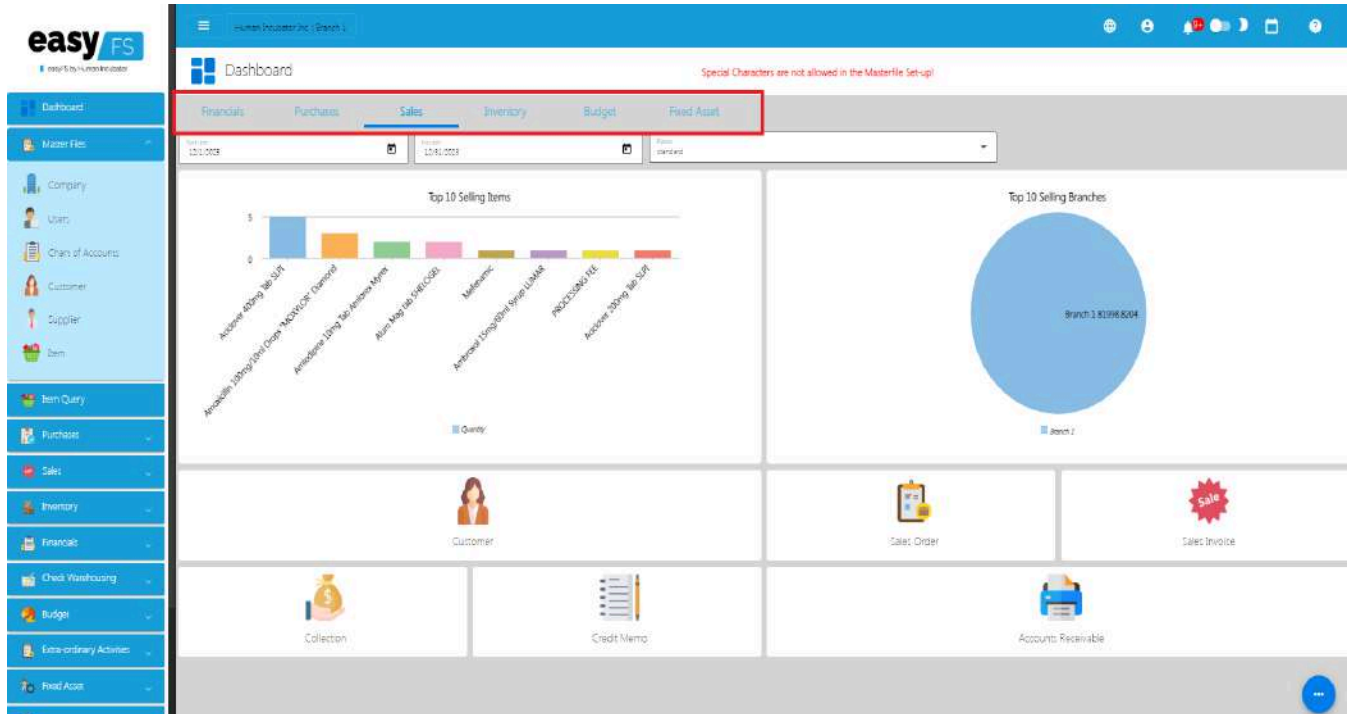
Account	Balance
Cash in Bank	11,021,805.99
Accounts Receivable	1,077,701.09
- Top 10 Expenses:** A horizontal bar chart showing 'Purchase Returns and Allowances' as the highest expense, followed by 'Purchases'.
- Top 10 Income:** A horizontal bar chart showing 'Revenue' as the highest income, followed by 'PROCESSING FEE'.
- Bottom Navigation:** A grid of icons for 'Chart of Accounts', 'Bank', 'Journal Voucher', and other functions.

2. **Sub-Menus** - Appears when a user selects an option from the main menu. Contains more specific options related to the selected main menu item

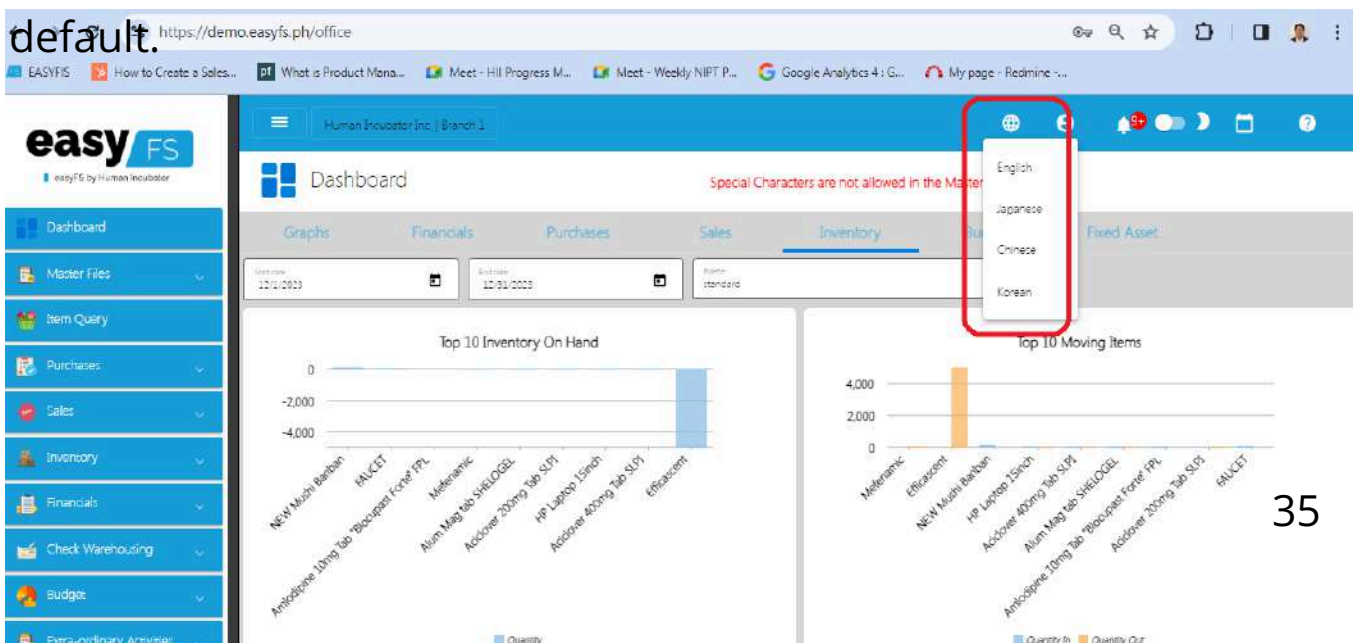


3. **Tabs** - refers to a graphical control element that allows users to navigate between different sections or content within the same window or view. Tabs are often used to organize and present

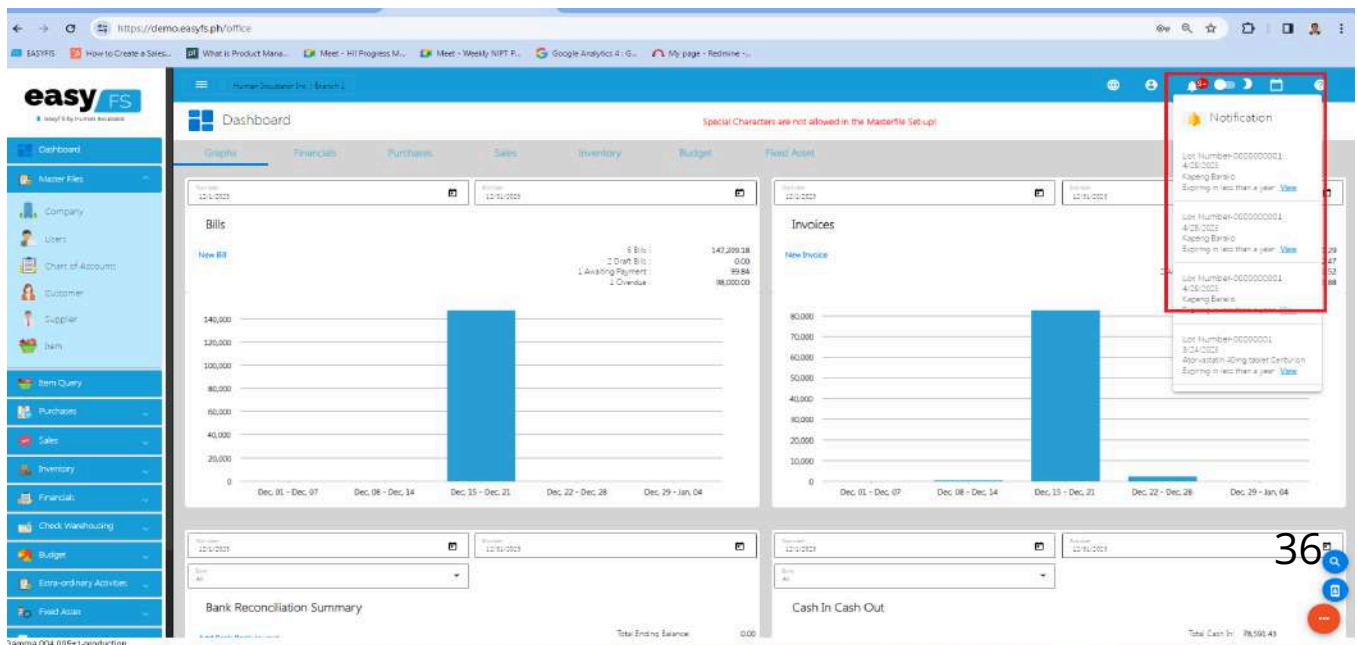
information in a way that is both visually and functionally clear.



4. **Language Toggle** - user interface element that allows users to switch between different languages or language versions of content within an application or website. This EasyFS feature is particularly useful for multilingual applications or websites where users may prefer or require content in a language other than the default.



5. **Notifications** - refer to messages or alerts that inform users about specific events, updates, or actions that require their attention. Notifications play a crucial role in keeping users informed, engaged, and aware of relevant information.



6. **Dark and Light Mode Toggle** - refers to easyFS feature that allows users to switch between different color schemes or visual themes for an application or website. The two primary modes are typically a "dark mode" with dark backgrounds and light text, and a "light mode" with light backgrounds and dark text. Users can choose their preferred mode based on personal preference, situational needs, or simply for aesthetic reasons.

7. **Forms** - or data entry user interfaces, allowing users to input, submit, and interact with data. These data inputs will then become the source for generating reports and outputs in EasyFS. EasyFS has a standard Data Entry Form based on the List Detail form User Pattern.

a. **List** - The list view presents a summarized or condensed display of multiple items. Each item typically includes key information or attributes. Users can quickly scan and navigate through the list to find the item they are interested in.

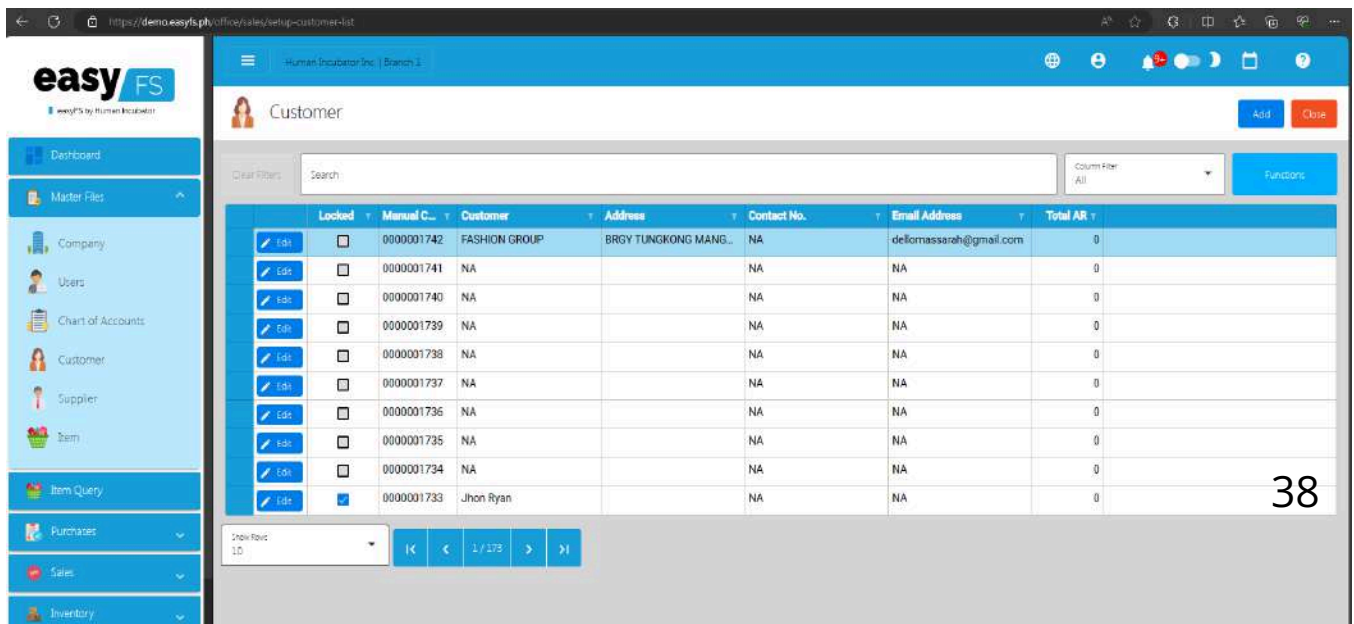
Example is the screenshot below which shows the List of Customers.



The screenshot shows a web application interface for a customer list. At the top, there is a blue header with a menu icon and the text "Human Incubator Inc. Branch 1". Below the header, there is a user profile icon and the text "Customer". A search bar with the placeholder "Search" is visible. Below the search bar is a table with columns: "Locked", "Manual C...", "Customer", "Address", "Contact No.", "Email Address", and "Total AR". The table contains one row with the following data: "Locked" (checked), "Manual C..." (000001629), "Customer" (A and T Pharmacy), "Address" (empty), "Contact No." (NA), "Email Address" (NA), and "Total AR" (0). There is an "Edit" button next to the first row.

Locked	Manual C...	Customer	Address	Contact No.	Email Address	Total AR
<input checked="" type="checkbox"/>	000001629	A and T Pharmacy		NA	NA	0

- b. **Details** - Clicking on the Edit Button beside the Customer in the list opens a detailed view or form for that specific item. The detailed view provides a more comprehensive set of information about the selected item and may allow users to edit or update the details.



The screenshot displays the 'Customer' management interface in the easyFS system. The table lists customer records with the following columns: Locked, Manual C., Customer, Address, Contact No., Email Address, and Total AR. The last row is selected, showing details for 'Jhon Ryan'.

Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input type="checkbox"/>	000001742	FASHION GROUP	BRGY TUNGKONG MANG...	NA	dellomassarrah@gmail.com	0
<input type="checkbox"/>	000001741	NA		NA	NA	0
<input type="checkbox"/>	000001740	NA		NA	NA	0
<input type="checkbox"/>	000001739	NA		NA	NA	0
<input type="checkbox"/>	000001738	NA		NA	NA	0
<input type="checkbox"/>	000001737	NA		NA	NA	0
<input type="checkbox"/>	000001736	NA		NA	NA	0
<input type="checkbox"/>	000001735	NA		NA	NA	0
<input type="checkbox"/>	000001734	NA		NA	NA	0
<input checked="" type="checkbox"/>	000001733	Jhon Ryan		NA	NA	0

8. After that, click the Save **Buttons**.

## 9. Reports

Human Incubator (Inc.) Branch 1
🔍 🌙 📱 🗄️

Customer Detail
Encode NA or NULL if you dont have any value

Save Lock Unlock Clear

**FASHION GROUP**  
000001742

Master Code 000001742		Category NA		Relationship Individual	
Customer FASHION GROUP		Term COD		Discount 2% Discount	
Last Name DELOYAC	First Name CARAH	Middle Name BAYACA	Extension	Tel 000-000-000	Tel. Branch Code NA
Receivable Account Code 01.01.104	Receivable Account Accounts Receivable		Address BRGY TUNGKONG MANGGA, CDM BULACAN CENTRAL		
Municipality NA		Street Name BRGY TUNGKONG MANGGA		City CDM	
Country Name NA		Contact Number NA		Province BULACAN	
Email Address delomasarah@gmail.com		Credit Limit 120,000.00		Region CENTRAL	
		Zip Code NA		Business Type NA	
		VAT No NA		VAT No VHT NA	

Transaction History

Document Number	Date	Amount
Doc No: 10	<span>⏪</span> <span>⏩</span> <span>1 / 1</span> <span>⏪</span> <span>⏩</span>	

Created By: Administrator  
Created Date / Time: December 27, 2023 05:06 PM

Updated By: Administrator  
Updated Date / Time: December 27, 2023 05:12 PM

## 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. Following are the Major Master Files of EasyFS.

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



		<ul style="list-style-type: none"> <li>● Customer-specific preferences or special agreements</li> </ul>
Supplier	Information about suppliers or vendors	<ul style="list-style-type: none"> <li>● Supplier Manual Code</li> <li>● Name and contact details</li> <li>● TIN (Tax Identification Number)</li> <li>● Payment terms and credit terms</li> <li>● Delivery terms</li> <li>● Product or service offerings</li> <li>● Performance metrics and ratings</li> </ul>
Bank	Crucial for financial transactions and management	<ul style="list-style-type: none"> <li>● Bank name and contact details</li> <li>● Account numbers</li> <li>● Account types (e.g., checking, savings)</li> <li>● Signatories and authorized personnel</li> <li>● Transaction history</li> <li>● Credit facilities and loans</li> </ul>
Employee	Details about individuals employed by the organization	<ul style="list-style-type: none"> <li>● Employee ID or code</li> <li>● Personal information (name, address, contact details)</li> <li>● Job title and department</li> <li>● Salary and benefits information</li> <li>● Employment history</li> <li>● Performance evaluations and training records</li> </ul>

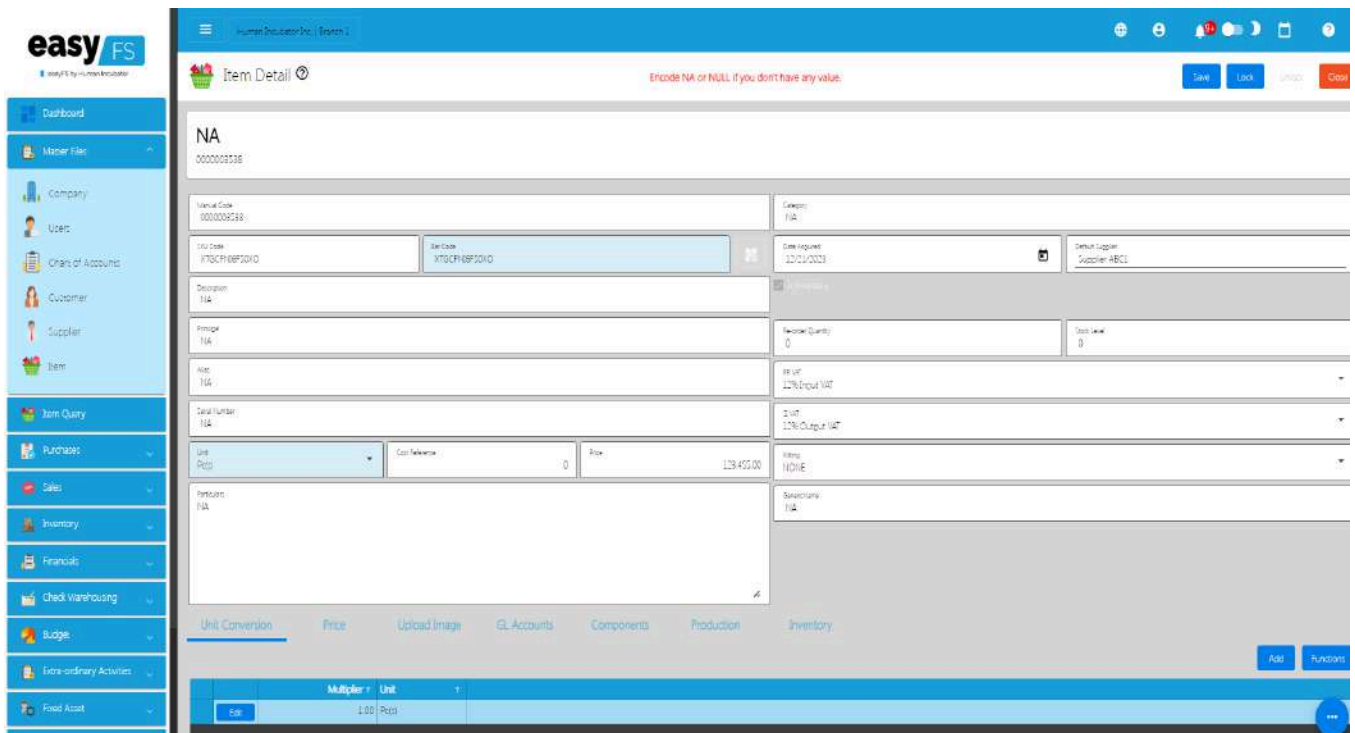
<p>Chart of Accounts</p>	<p>Foundation of the organization's accounting system</p>	<ul style="list-style-type: none"> <li>● Account codes and numbers</li> <li>● Account names and descriptions</li> <li>● Classification of accounts (e.g., assets, liabilities, revenue, expenses)</li> <li>● Opening balances and current balances</li> <li>● Hierarchical structure for easy navigation</li> <li>● Relationship to financial statements</li> </ul>
<p>Company</p>	<p>Includes the Company Details, Branch Details and default settings</p>	<ul style="list-style-type: none"> <li>● Company Manual Code</li> <li>● Company Name</li> <li>● Company Address</li> <li>● Company TIN</li> <li>● Company TIN Branch Code</li> <li>● Business Style</li> <li>● Proprietorship</li> <li>● Cost Method (Last Purchase Cost, Moving Average)</li> <li>● Default Settings</li> <li>● BIR CAS Settings</li> </ul>
<p>Users</p>	<p>List of Users to Access the System</p>	<ul style="list-style-type: none"> <li>● Username</li> <li>● Full Name</li> <li>● Email Address</li> <li>● Company (which the user</li> </ul>

can have access)

- Branch (which the user can have access)
- Rights of the User to determine which modules they are able to access

## 4.1 Setup Master Files

Setting up the Master Files is the first and foremost procedure in updating easyFS data. The system will not work or move into its transactions if the master files are not entered into the system.

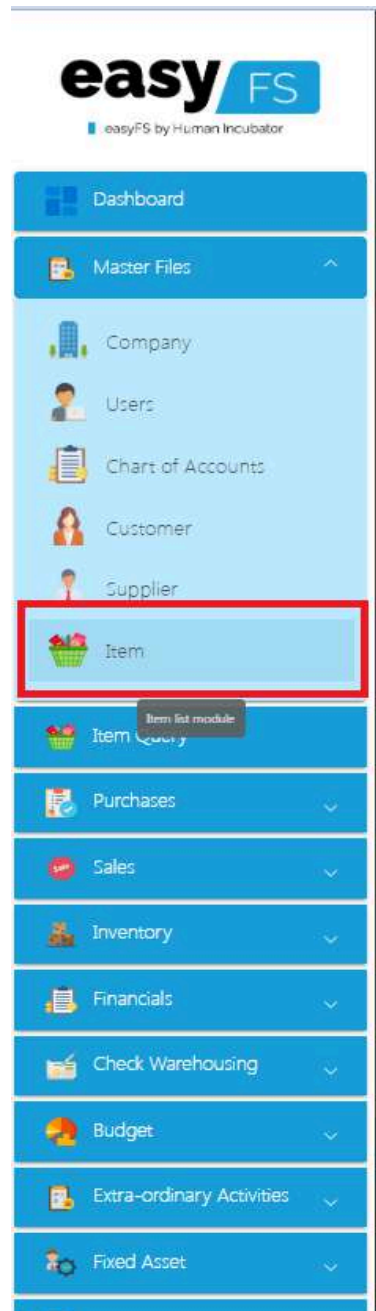


## 4.1.1 Item

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. Moreover, we've improved the way you see item details so that you don't have to wait too long to view them.

### 4.1.1.1 How to Add an Item Manually

1. Goto the Menus → Master Files → Item



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



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

Name	Description	Acceptable Values
<p><b>SKU Code</b></p>	<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</p>	<p>255 Alphanumeric Characters</p> <p><b>Restricted:</b> Comma(,) Tilde(~)</p>

	<p>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>	
<p><b>Barcode</b></p>	<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>255 Alphanumeric Characters</p> <p><b>Restricted:</b> Comma(,) Tilde(~)</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 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.

EasyFS uses the following types of Barcode

UPC (Universal Product Code)

- Used in the retail industry for product identification.
- Consists of a 12-digit numeric code.

EAN (International Article Number)

- Similar to UPC but can have 13 digits.
- Widely used in global trade and logistics.



### Code 39

- A variable-length, alphanumeric barcode.
- Commonly used in industrial and manufacturing applications.

### Code 128

- A high-density, variable-length barcode.
- Supports alphanumeric characters.
- Used in various industries, including shipping and logistics.

### QR Code (Quick Response Code)

- 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.

**WARNING: Changing or editing the barcode will cause a major error on**

	<p>the easyFS and easyPOS integration. It is strongly advised not to change the barcode once it is already encoded, saved and locked the item</p>	
<b>Description</b>	<p>The item description is used to uniquely identify and label each item in the inventory. It distinguishes one product from another based on its characteristics, features, or other relevant details</p>	<p>255 Alphanumeric Characters</p> <p><b>Restricted:</b> Comma(,) Tilde(~)</p>
<b>Category</b>	<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</p>	<p>255 Alphanumeric Characters</p> <p><b>Restricted:</b> Comma(,) Tilde(~)</p>

## Criteria for Product Categorization

### **Product Type**

Categorizing items based on their general type or nature. For example, grouping products into categories like electronics, clothing, or office supplies.

### **Function or Use**

Classifying items based on their intended use or function. This might include categories such as tools, consumables, or accessories.

### **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.

### **Lifecycle Stage**

Organizing items based on their lifecycle stage, such as new arrivals,

in-stock, clearance, or discontinued.

**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.

**Supplier or Brand**

Categorizing items by their supplier or brand, especially if there are specific agreements or considerations associated with different suppliers.

**Profitability**

Grouping items based on their contribution to profitability, allowing businesses to prioritize or analyze products accordingly.

**Location**

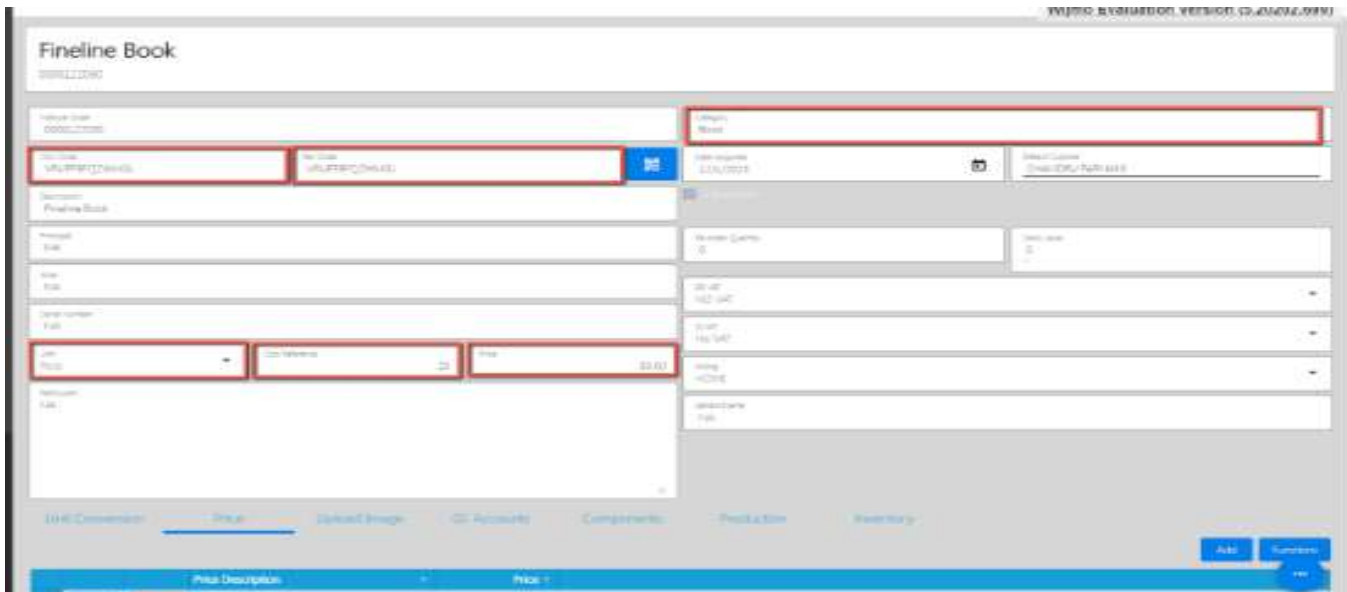
Categorizing items based on their physical location within a warehouse or facility. This helps in efficient inventory management and retrieval.

<p><b>Unit</b></p>	<p>Refers to the basic counting or measurement unit 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</p> <p><b>WARNING: Changing the Unit will cause a major problem in the integration of easyFS and easyPOS. Never change the Unit of Measure if you have already saved and locked the item.</b></p>	<p>255 Alphanumeric Characters</p> <p><b>Restricted:</b> Comma(,) Tilde(~)</p>
<p><b>Cost Reference</b></p>	<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</p>	<p>Numeric up to (-) 999,999,999.99 up (+)</p>

	<p>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>	
<p><b>Price</b></p>	<p>"price" refers to the monetary value assigned to a specific item or product in the inventory. The price is a crucial element in financial transactions, sales, and overall financial management.</p> <p>The unit price represents the selling price of a single unit of the item. It is the amount charged or paid for one individual item.</p> <p>Prices are integrated into sales transactions and invoices, ensuring accurate financial records and reflecting the revenue generated from sales</p>	<p>Numeric up to (-) 999,999,999.99 up (+)</p>

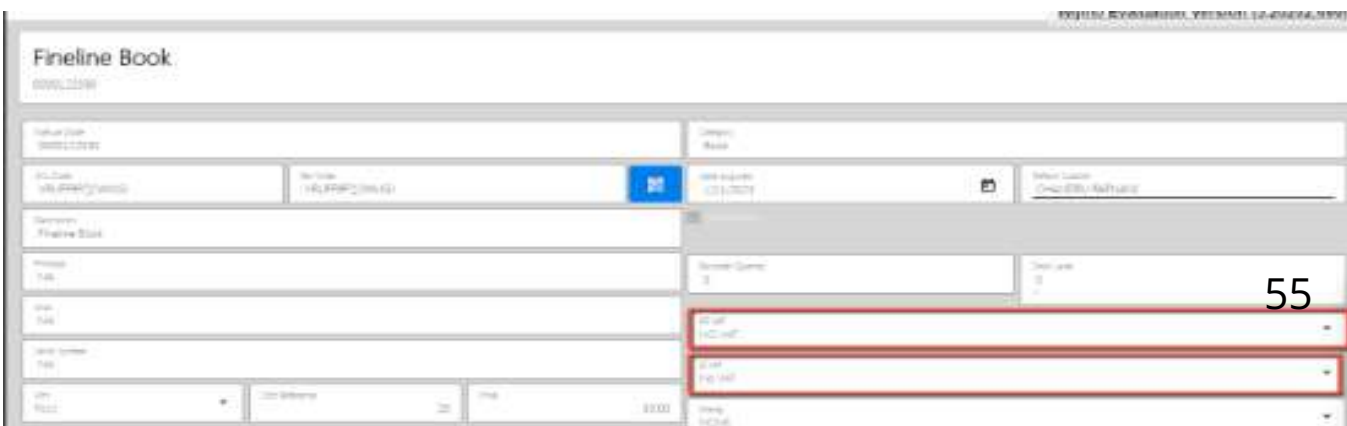
4. For the fields that are optional, default it to “NA” if there’s nothing to provide:

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



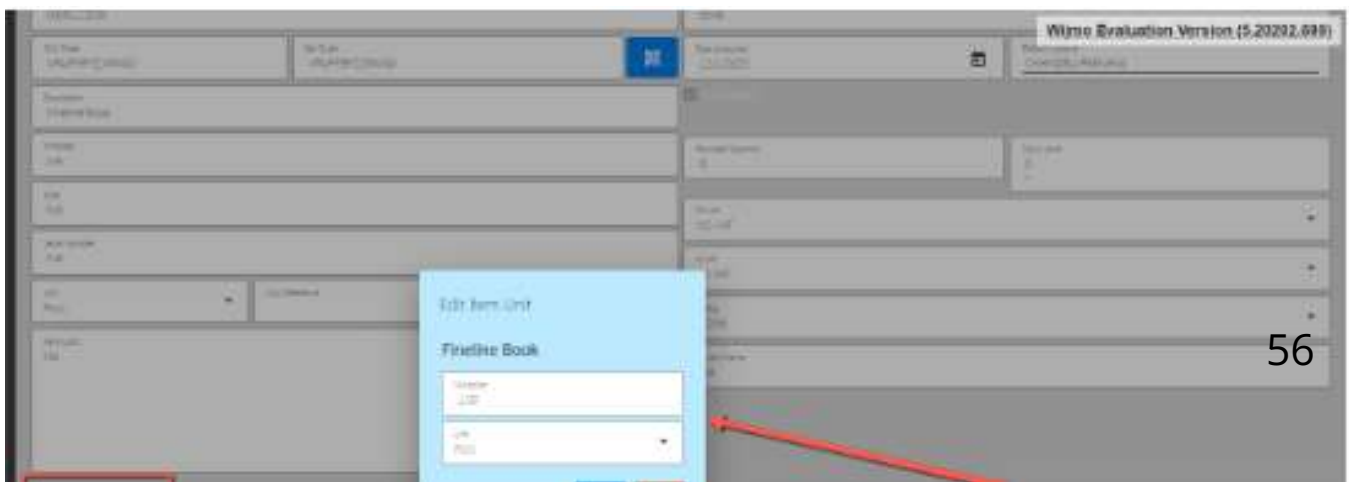
5. In the taxes fields, select a correct Tax value:

- **RR (Receiving Receipt) VAT (INPUT VAT or NON-VAT)**
- **SI (Sales Invoice) VAT (OUTPUT VAT or NON-VAT)**



## 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.

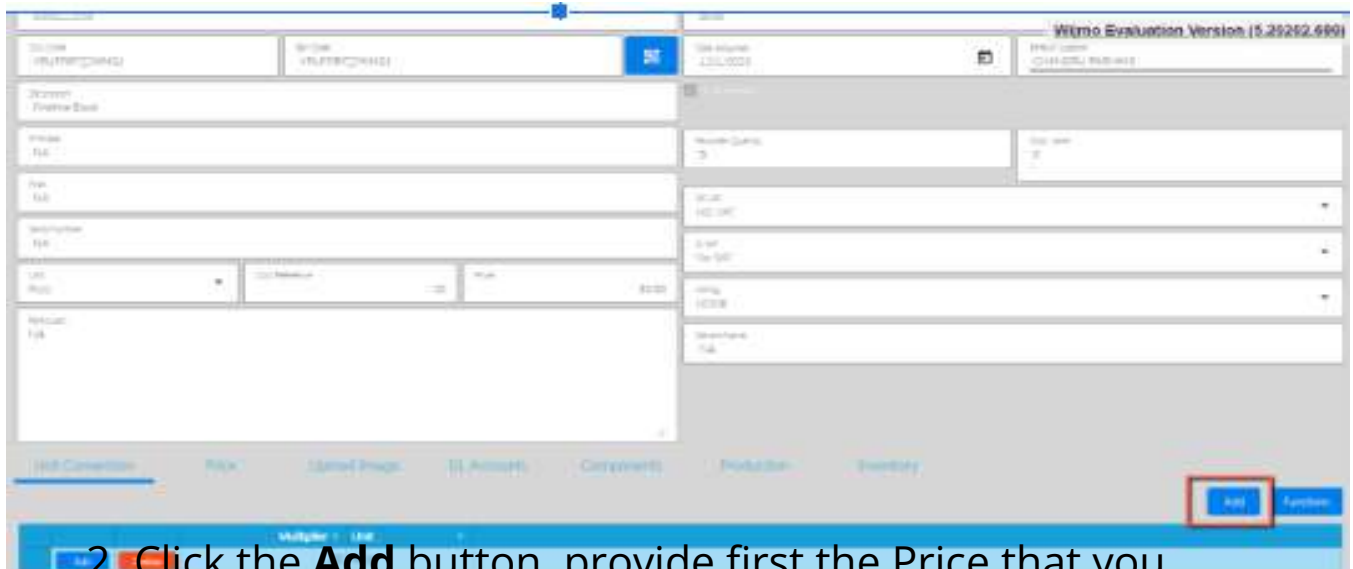




5. If you wish to add a new Unit Conversion record, repeat Steps 3 and 4.

## Price

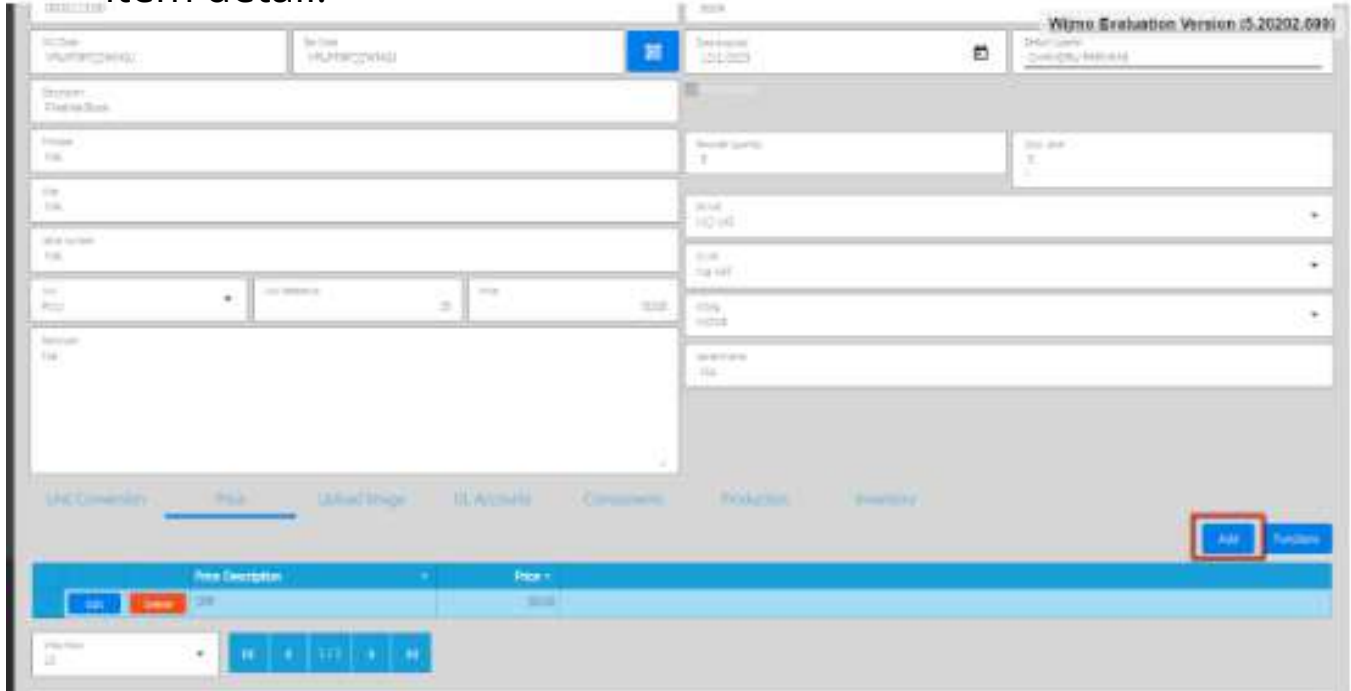
1. The price tab in inventory is used to add one or more item prices to be used when having future transactions.



The screenshot shows the 'Inventory' tab selected in the bottom navigation bar. The 'Price' sub-tab is active, displaying a form for adding a new price record. The form includes fields for 'Item Code', 'Item Name', 'Unit', 'Price', and 'Description'. A red box highlights the 'Add' button at the bottom right of the form.

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.



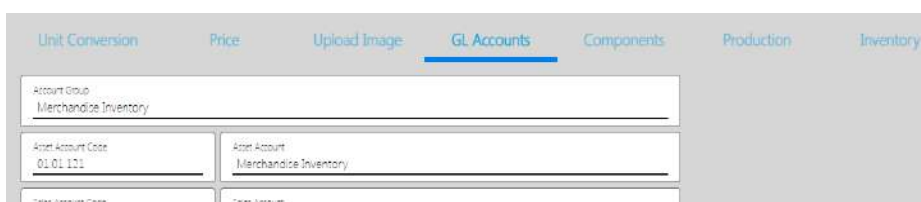
The screenshot shows the 'Item detail' form in the Wingo Evaluation software. The form is divided into several sections. At the top, there are fields for 'Item Name' and 'Description'. Below these are fields for 'Unit', 'Price', and 'Weight'. There are also several dropdown menus for selecting 'Brand', 'Material', and 'Color'. At the bottom of the form, there is a 'Save' button highlighted with a red box, and a 'Cancel' button next to it. The software version 'Wingo Evaluation Version (5.20202.099)' is visible in the top right corner.

3. After that, click the Save button.

4. If you wish to add a new Item Price record, repeat Steps 2 and 3.

## 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.



The screenshot shows the 'GL Accounts' tab in the software interface. The form has a tabbed navigation bar with 'Unit Conversion', 'Price', 'Upload Image', 'GL Accounts', 'Components', 'Production', and 'Inventory'. The 'GL Accounts' tab is active. The form contains the following fields:
 

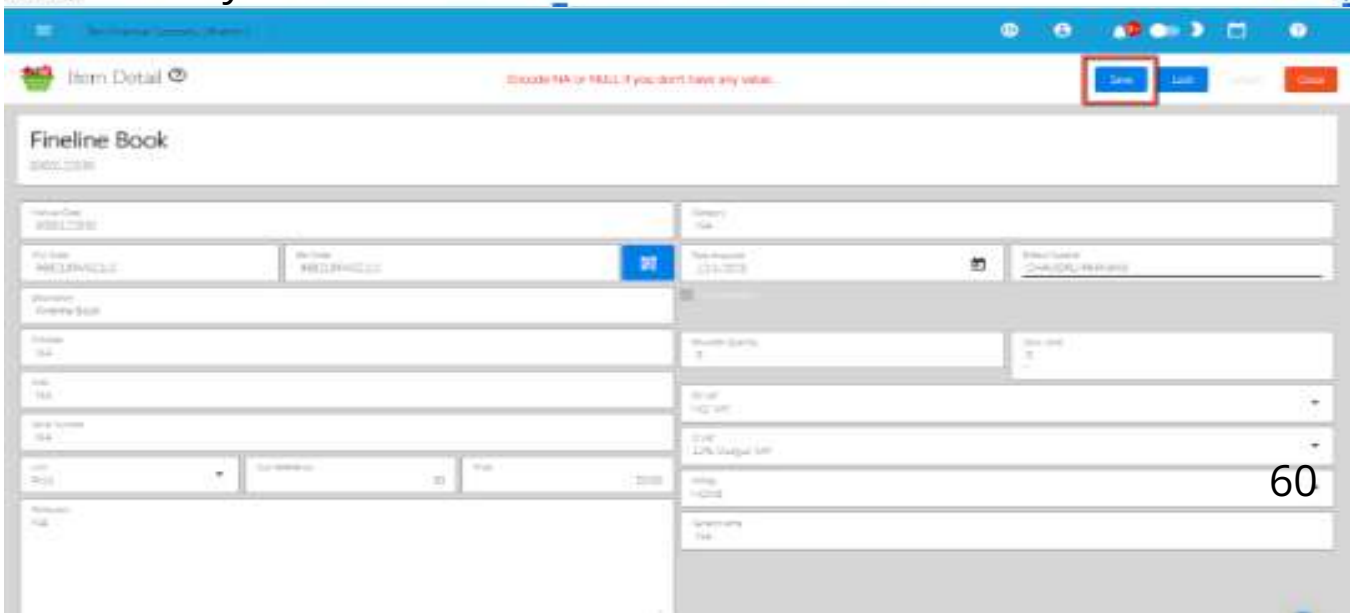
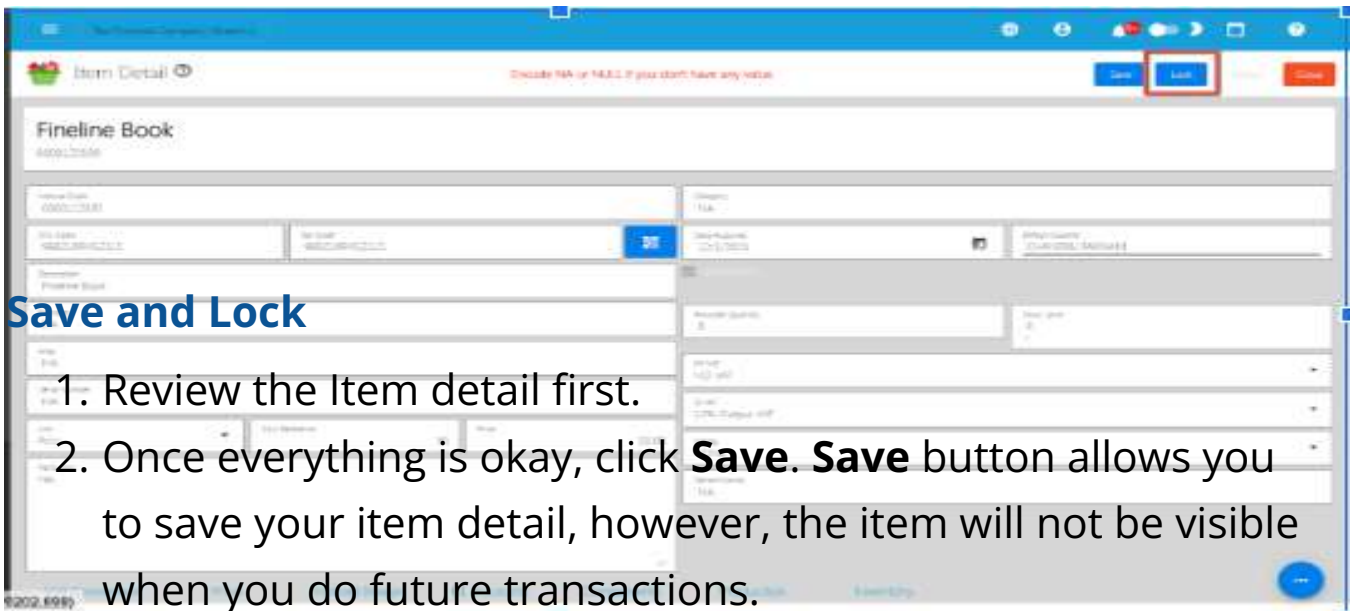
- Account Group: Merchandise Inventory
- Asset Account Code: 01.01.111
- Asset Account: Merchandise Inventory

- 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.
- 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.

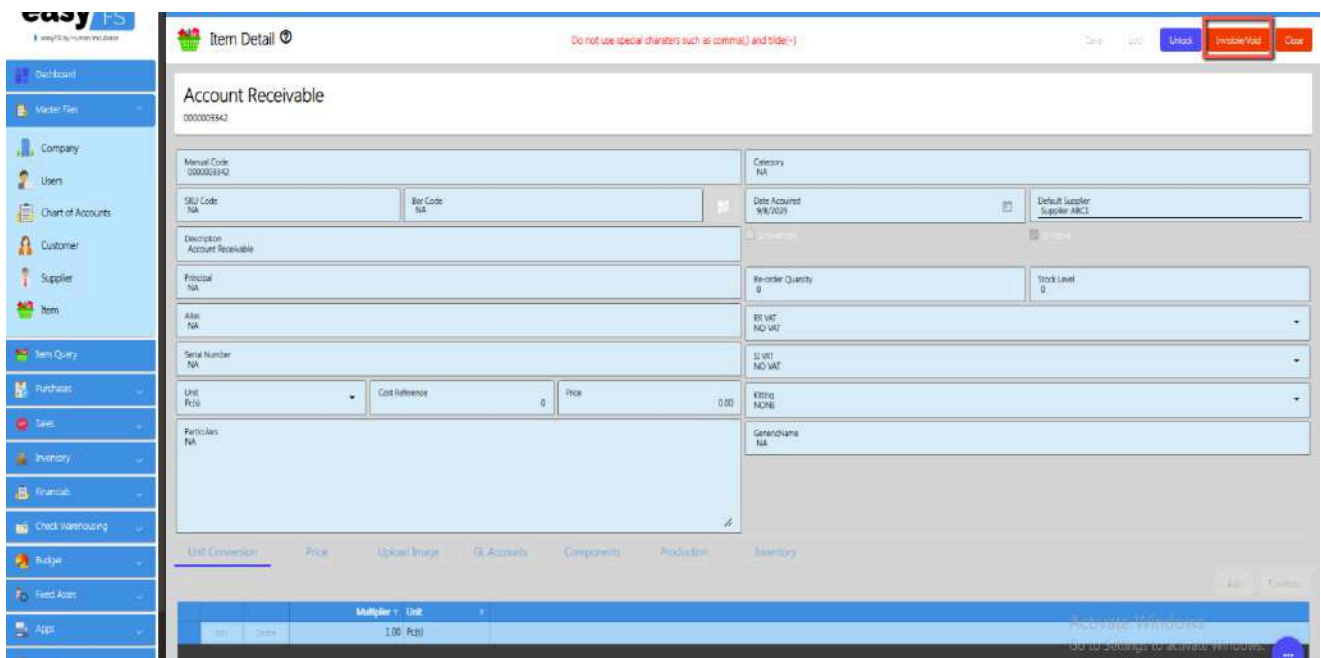
Fineline Book

Item Code: 0000100001	Item Name: 0000100001	Item Type: 0000100001	Item Status: 0000100001
Unit Code: 0000100001	Unit Name: 0000100001	Unit Type: 0000100001	Unit Status: 0000100001
Inventory	isInventory	isNonInventory	isFixedAsset
Account Code: 0000100001	Account Name: 0000100001	Account Type: 0000100001	Account Status: 0000100001
Item Code: 0000100001	Item Name: 0000100001	Item Type: 0000100001	Item Status: 0000100001
Unit Code: 0000100001	Unit Name: 0000100001	Unit Type: 0000100001	Unit Status: 0000100001
Item Code: 0000100001	Item Name: 0000100001	Item Type: 0000100001	Item Status: 0000100001
Unit Code: 0000100001	Unit Name: 0000100001	Unit Type: 0000100001	Unit Status: 0000100001
Item Code: 0000100001	Item Name: 0000100001	Item Type: 0000100001	Item Status: 0000100001
Unit Code: 0000100001	Unit Name: 0000100001	Unit Type: 0000100001	Unit Status: 0000100001

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[Sign Out](#)
[Home](#)
[Accounts](#)
[Comments](#)
[Production](#)
[Inventory](#)

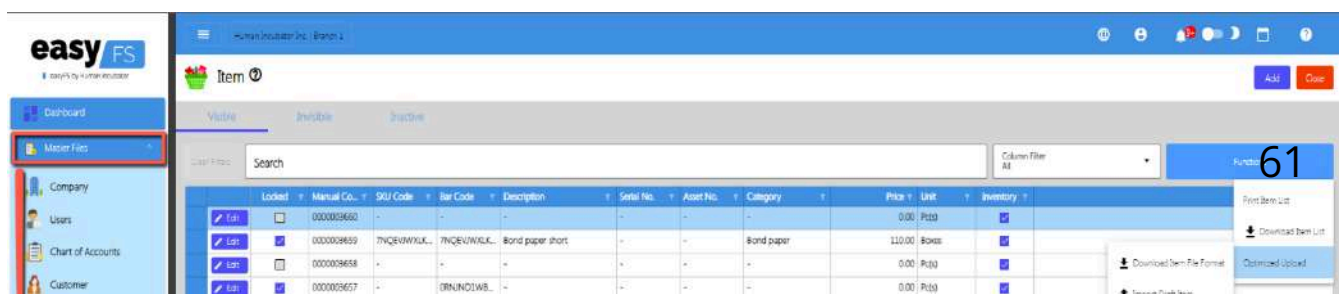


3. In order for your Item to be visible when doing future transactions, click the **Lock** button.
4. If you want to delete items, you can't delete that one even if there's no transaction because we don't have a **delete** button but instead you can use Invisible/void for those unused items.

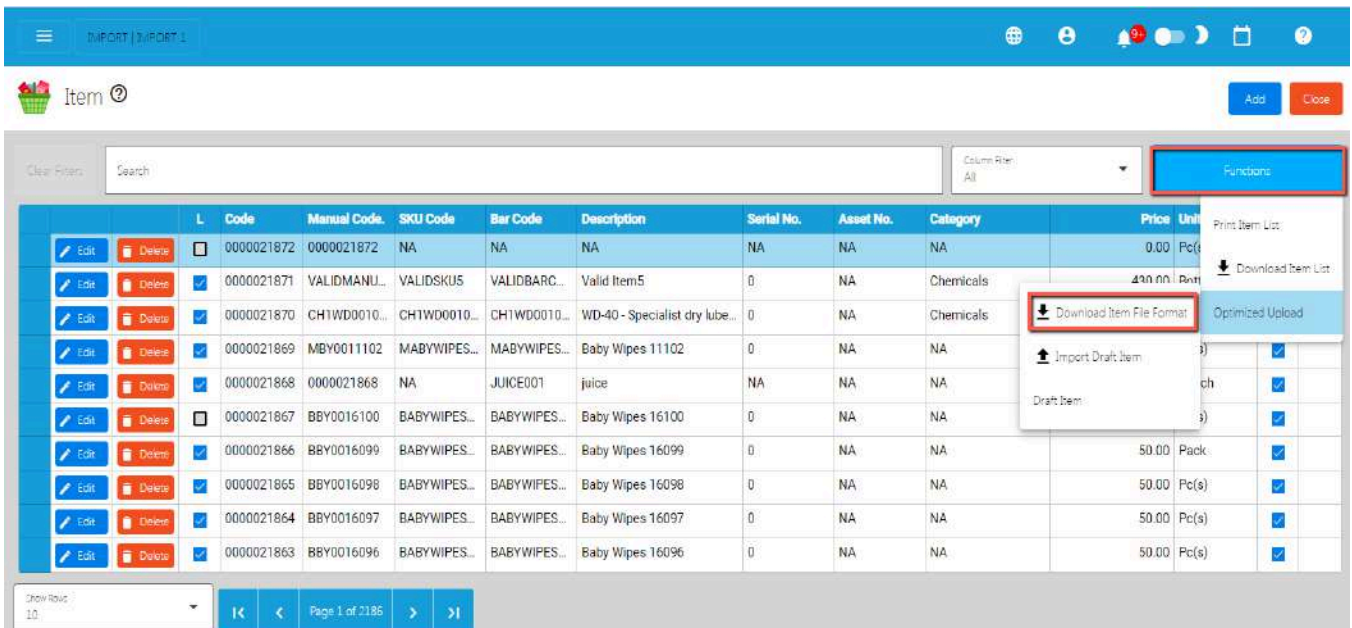


#### 4.1.1.2 Add Item Via Import Function

- Go to **Masterfiles**, then select Items.



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



The screenshot shows the 'Item' management interface. At the top right, there are 'Add' and 'Close' buttons. Below them is a search bar and a 'Functions' button. The main area is a table with columns: L, Code, Manual Code, SKU Code, Bar Code, Description, Serial No., Asset No., Category, Price, and Unit. A dropdown menu is open over the 'Functions' button, showing options: 'Print Item List', 'Download Item List', 'Download Item File Format' (highlighted with a red box), 'Import Draft Item', and 'Draft Item'. The table contains several rows of item data, including 'Valid Item5', 'WD-40 - Specialist dry lube...', and various 'Baby Wipes' items.

- 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.

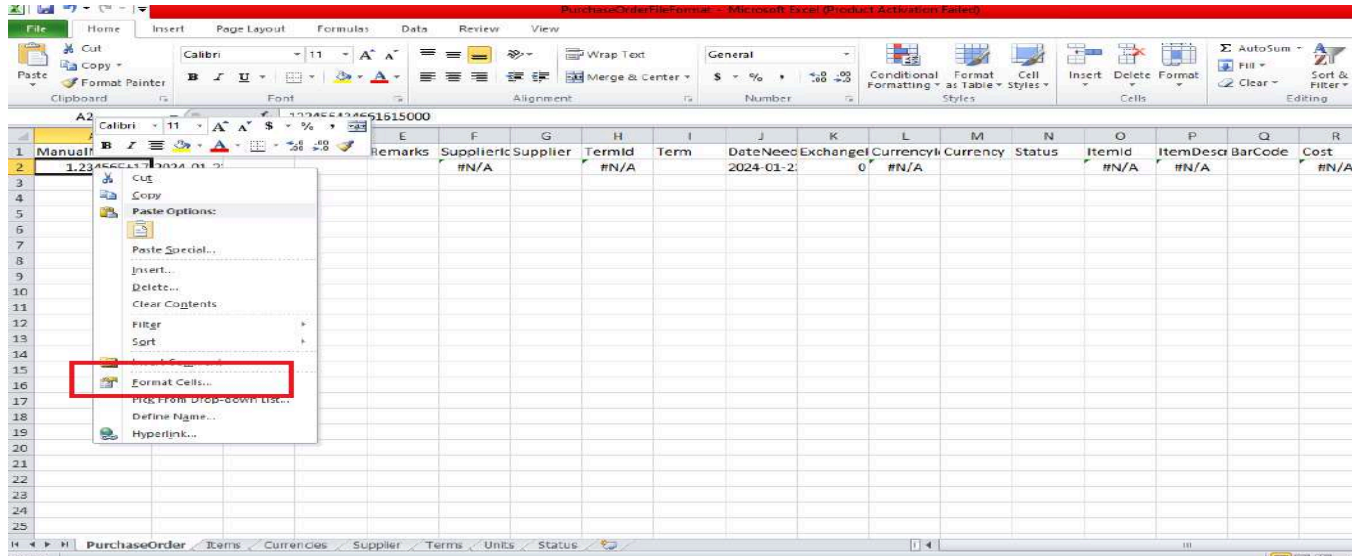


- Next, provide a correct value for each column especially on the following column(s):
  - **Take note:** Highlighted with ORANGE are the required column, otherwise put NA as value:
    - **Manual Code** → *should be unique, alphanumeric and should not exceed 255 characters. **Example:** ABC0000001*
      - *if the Manual Code starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.*  
**Example: '00000111231414**
      - *if the Manual Code starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.*

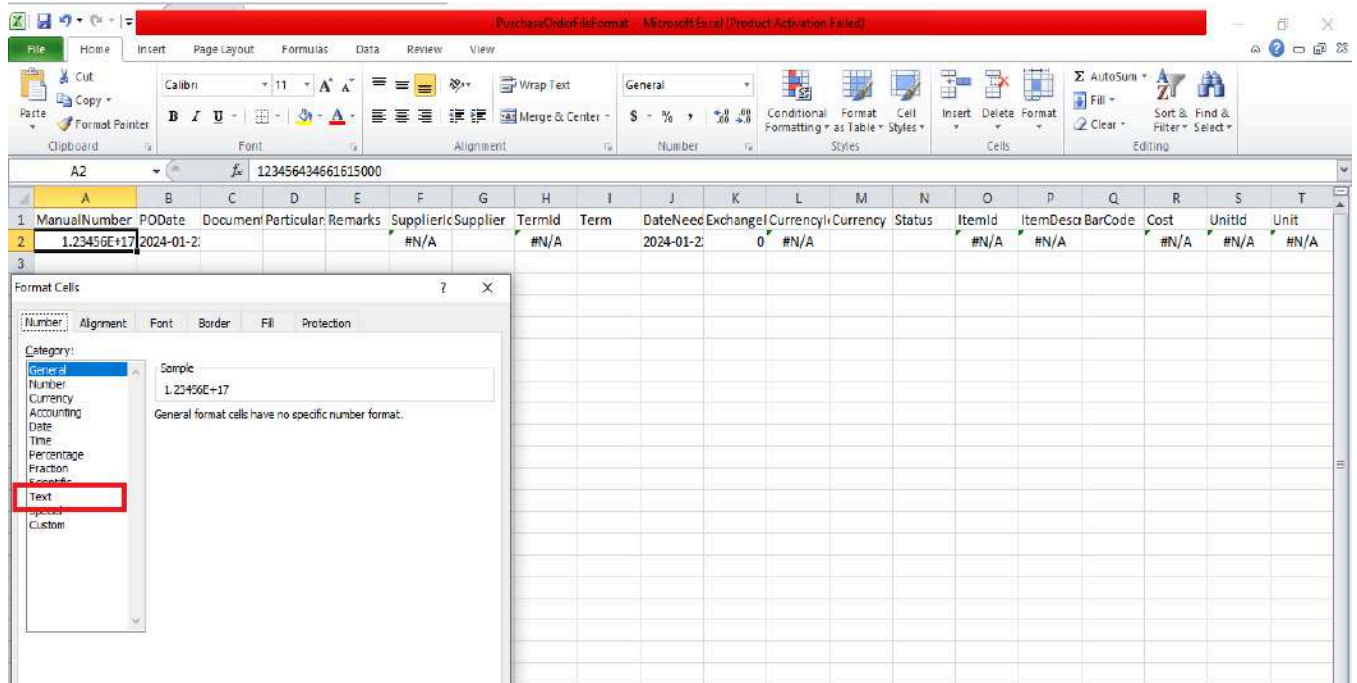
*Steps on how to change the format to **Text**:*

## 1. Right Click the Cell

## 2. Click Format Cell



## 3. Choose Text



## 4. Click OK

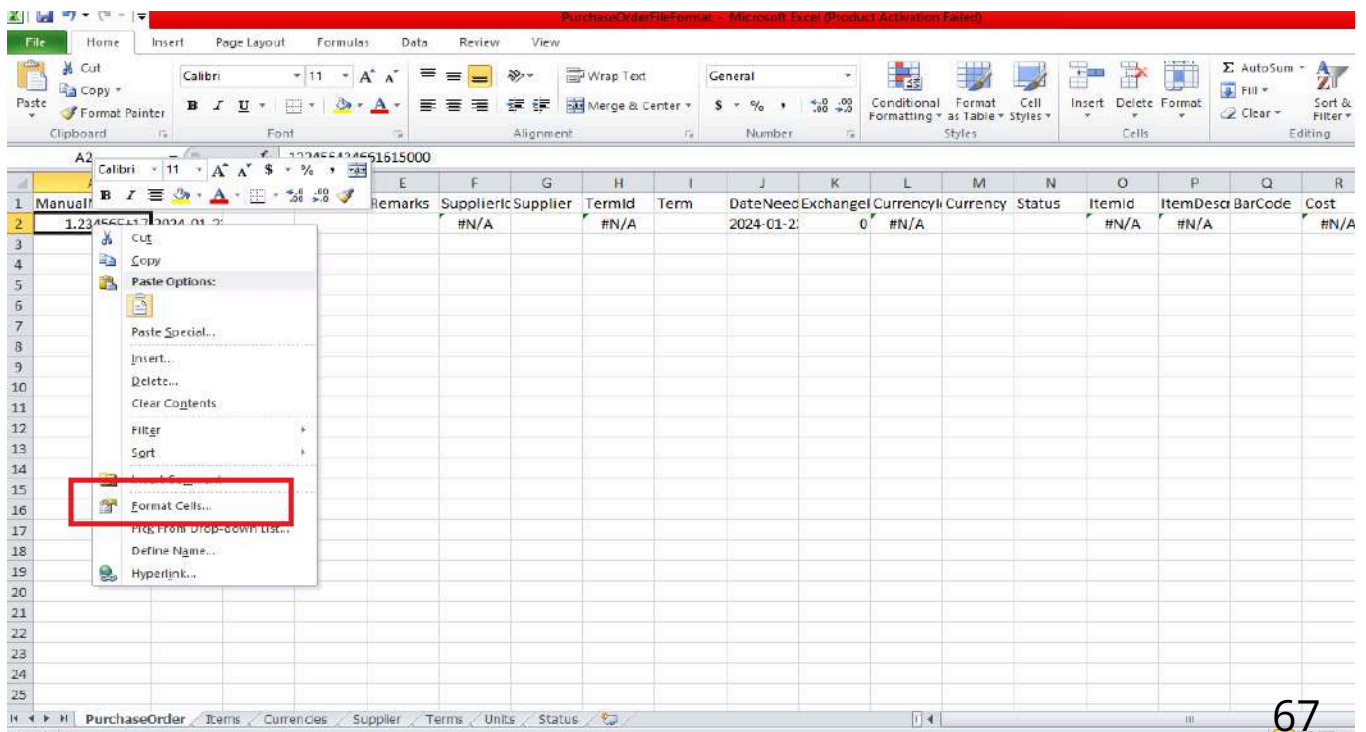
## 5. Then reselect the field

- **SKUCode** → should be unique, alphanumeric and should not exceed 255 characters. **Example:** XYZ CA1001
- if the SKU Code starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code. **Example:** '0000011231414
- if the SKU Code starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

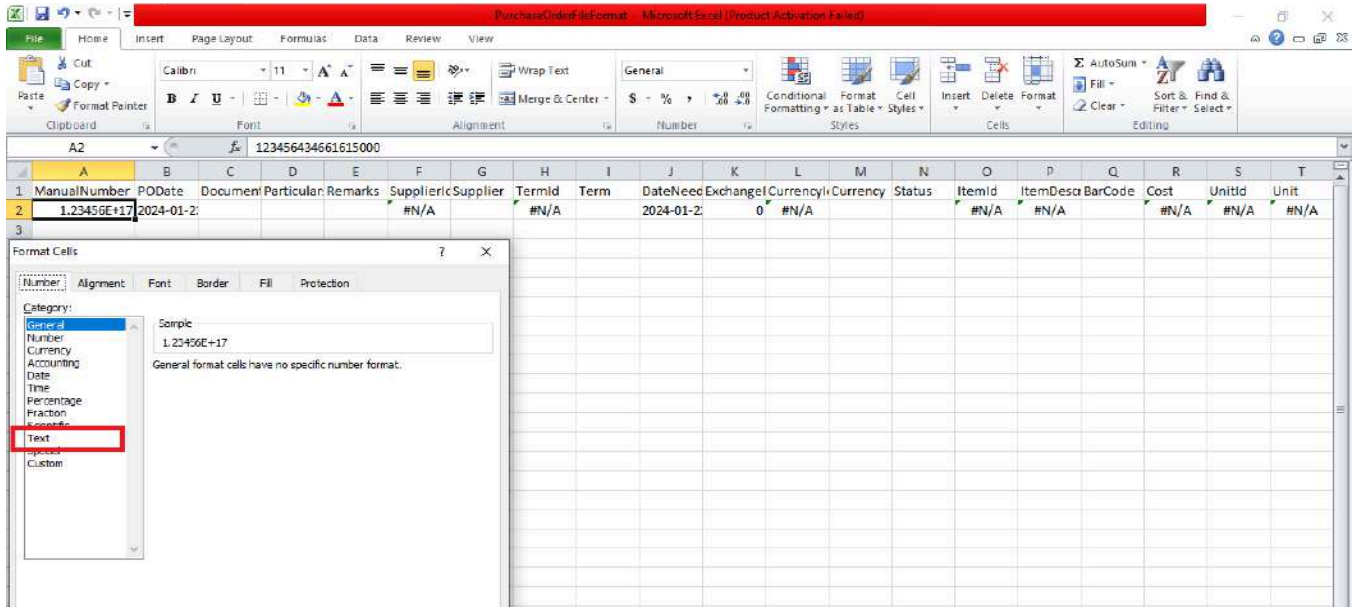
Steps on how to change the format to **Text**:

**1. Right Click the Cell**

**2. Click Format Cell**



### 3. Choose Text



### 4. Click OK

### 5. Then reselect the field

- **Barcode** → should be unique, alphanumeric and should not exceed 255 characters. **Example: XYZ CA1001**

- if the Barcode starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

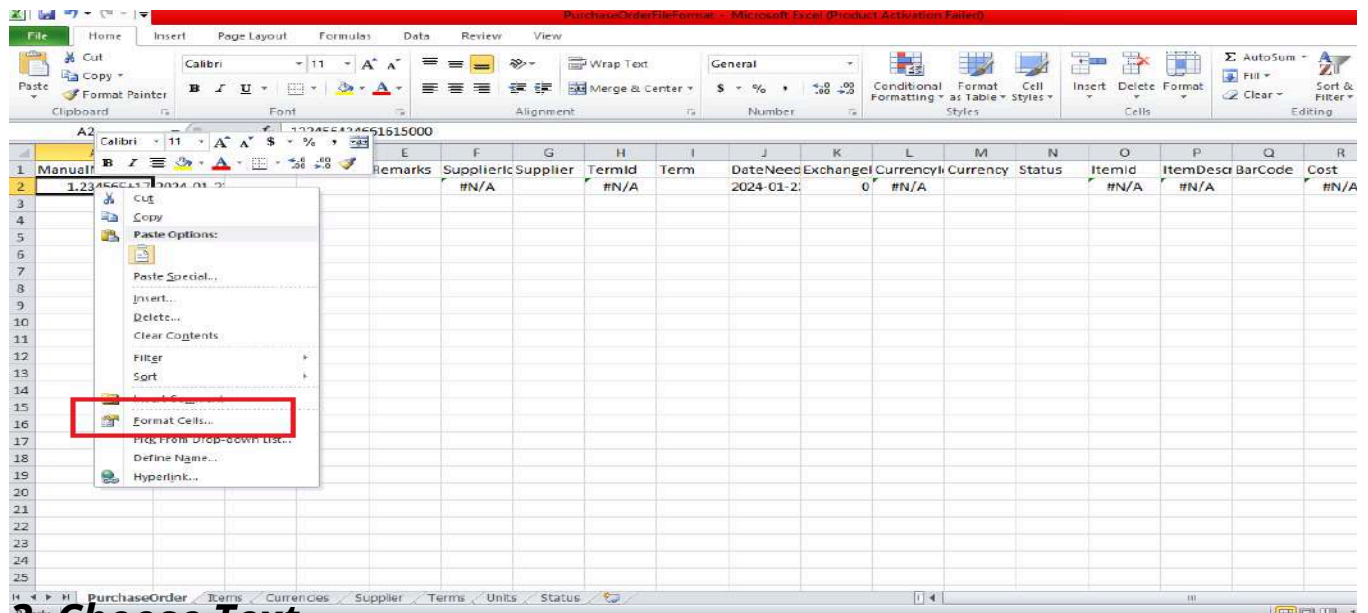
**Example: '0000111231414**

- if the Barcode starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

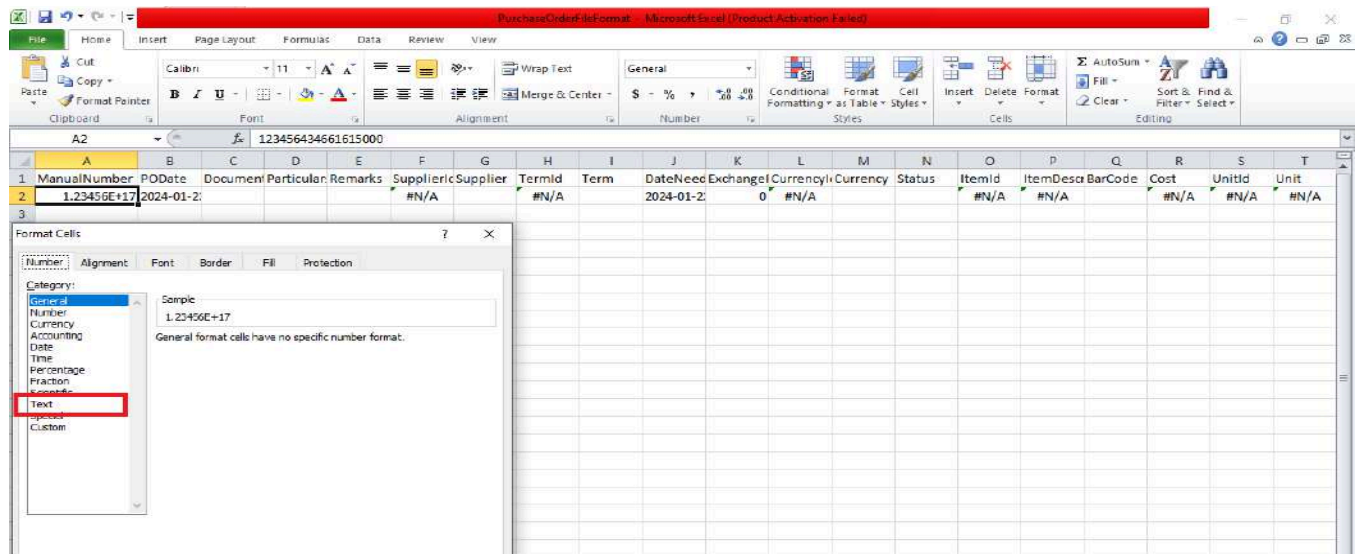
Steps on how to change the format to **Text**:

**1. Right Click the Cell**

**2. Click Format Cell**



**3. Choose Text**



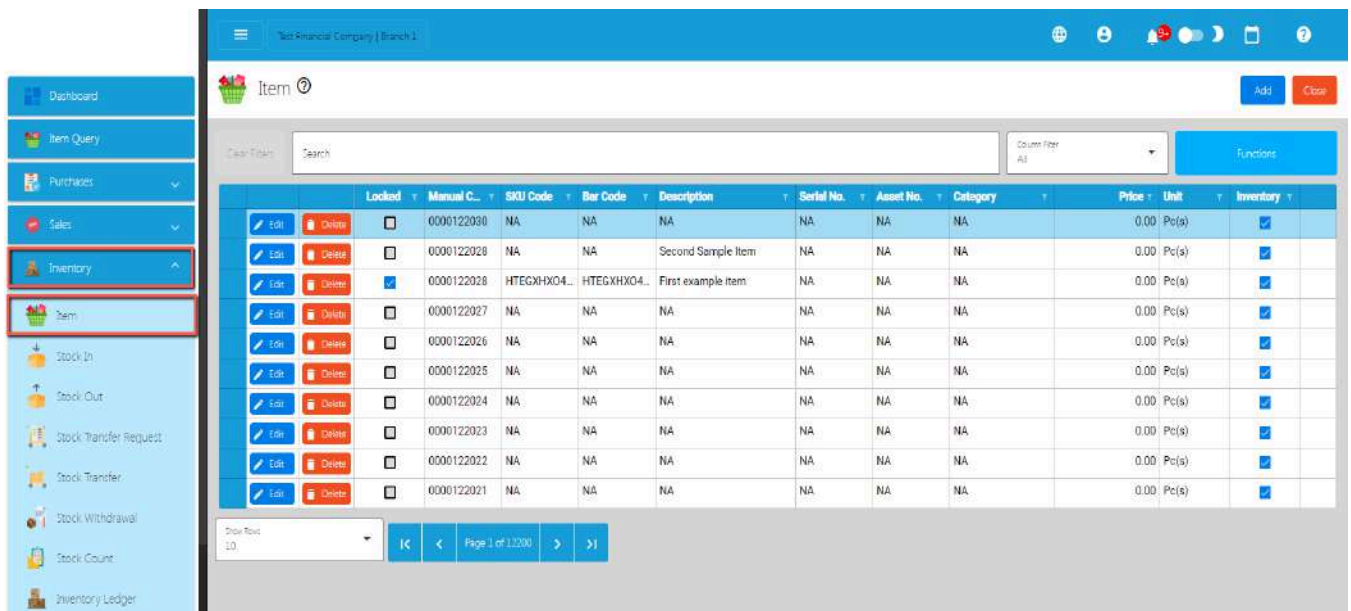
**4. Click OK**

**5. Then reselect the field**

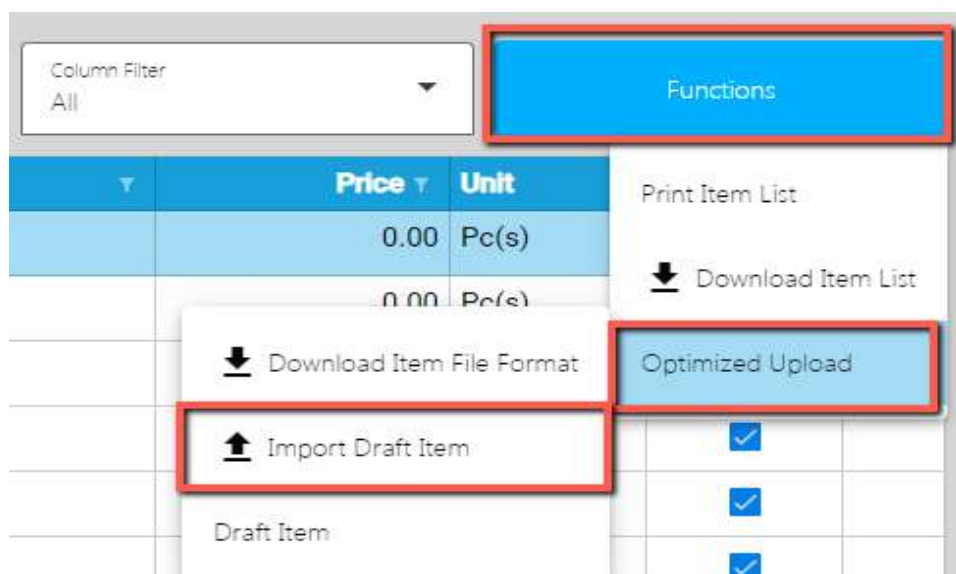
- **ItemDescription** → *should be unique, has no special characters and should not exceed 255 characters.*
- **Unit** → *you can select a unit value from the dropdown. Do not edit the UnitId column.*
- **Cost** → *should be numeric*
- **Price** → *should be numeric*
- **Category** → *should have no 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**.

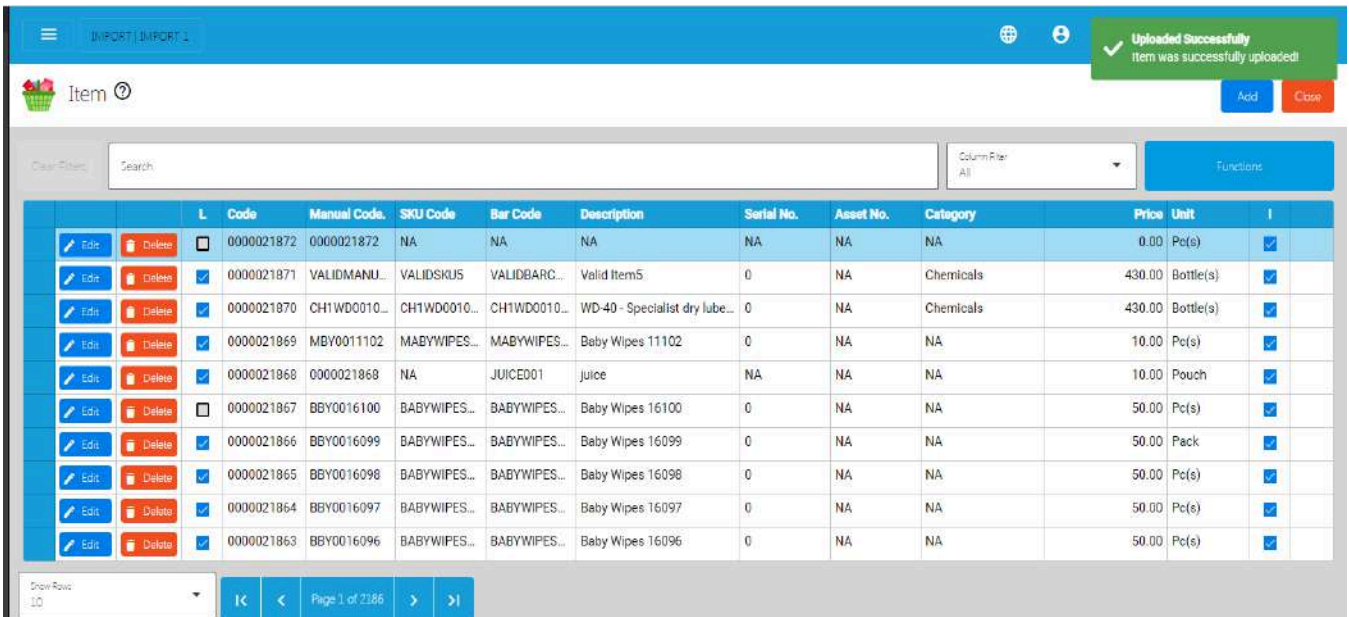
- Once okay, save the file.
- Go back to the system, then go to **Inventory**, then select **Items**.



- 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.



Item

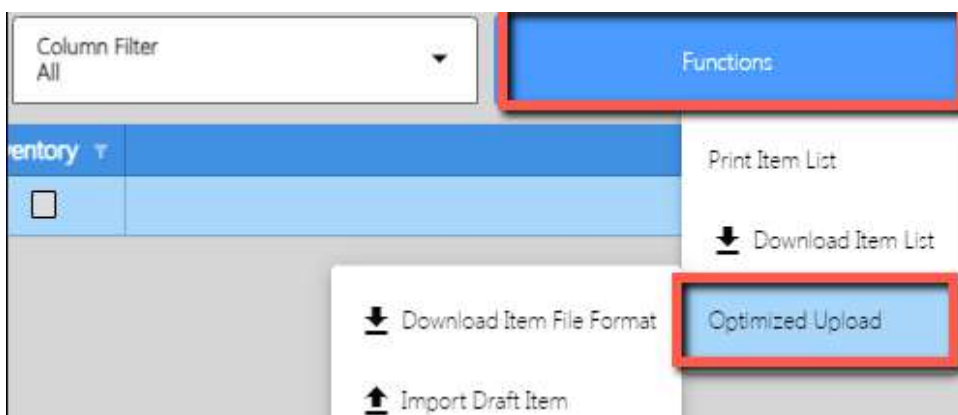
Uploaded Successfully  
Item was successfully uploaded!

Search

	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	0.00	Pc(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	0000021871	VALIDMANU...	VALIDSKU5	VALIDBARC...	Valid Item5	0	NA	430.00	Bottle(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	0000021870	CH1WD0010...	CH1WD0010...	CH1WD0010...	WD-40 - Specialist dry lube...	0	NA	430.00	Bottle(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	0000021869	MBY0011102	MABYWIPES...	MABYWIPES...	Baby Wipes 11102	0	NA	10.00	Pc(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	0000021868	0000021868	NA	JUCED01	Juice	NA	NA	10.00	Pouch	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	0000021867	BBY0016100	BABYWIPES...	BABYWIPES...	Baby Wipes 16100	0	NA	50.00	Pc(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	0000021866	BBY0016099	BABYWIPES...	BABYWIPES...	Baby Wipes 16099	0	NA	50.00	Pack	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	0000021865	BBY0016098	BABYWIPES...	BABYWIPES...	Baby Wipes 16098	0	NA	50.00	Pc(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	0000021864	BBY0016097	BABYWIPES...	BABYWIPES...	Baby Wipes 16097	0	NA	50.00	Pc(s)	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	0000021863	BBY0016096	BABYWIPES...	BABYWIPES...	Baby Wipes 16096	0	NA	50.00	Pc(s)	<input checked="" type="checkbox"/>

Functions

- To view the items on the **Draft Item**, click the Functions button, then click on the **Draft Item**.





- Review if the item(s) being imported are added on the Draft Item list.
- Once okay, click the **Validate** button. This is to validate the Item details first 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 Description provided** → means that the Description 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.

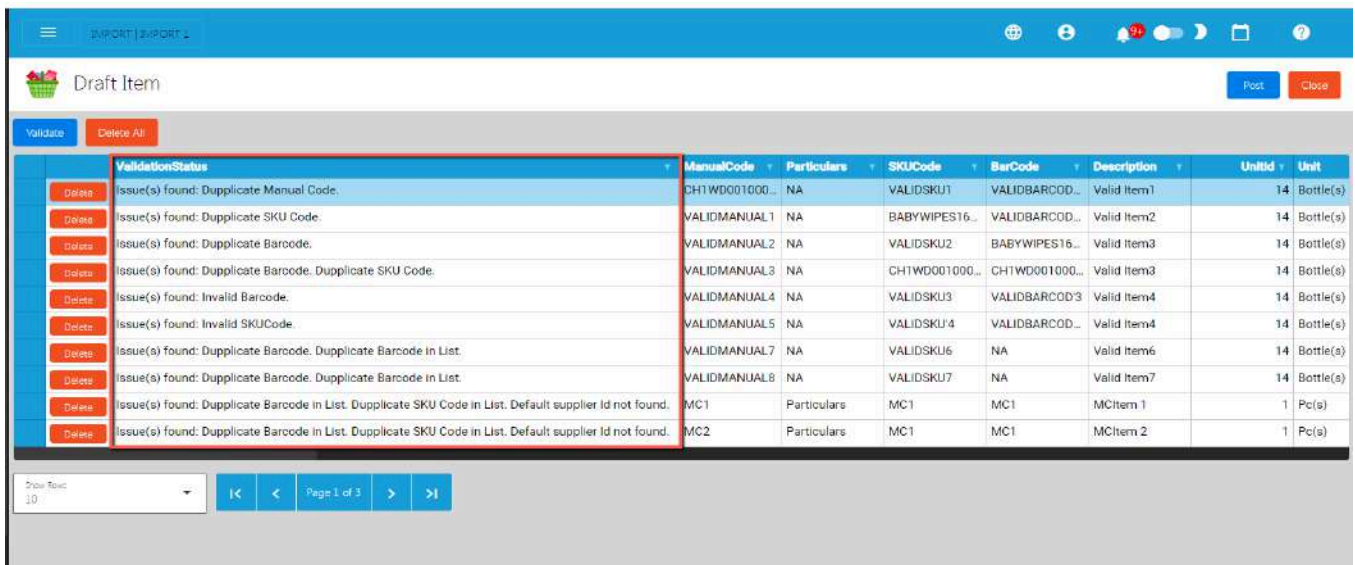
IMPORT | IMPORT 2

 Draft Item Post Close

Validate Delete All

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

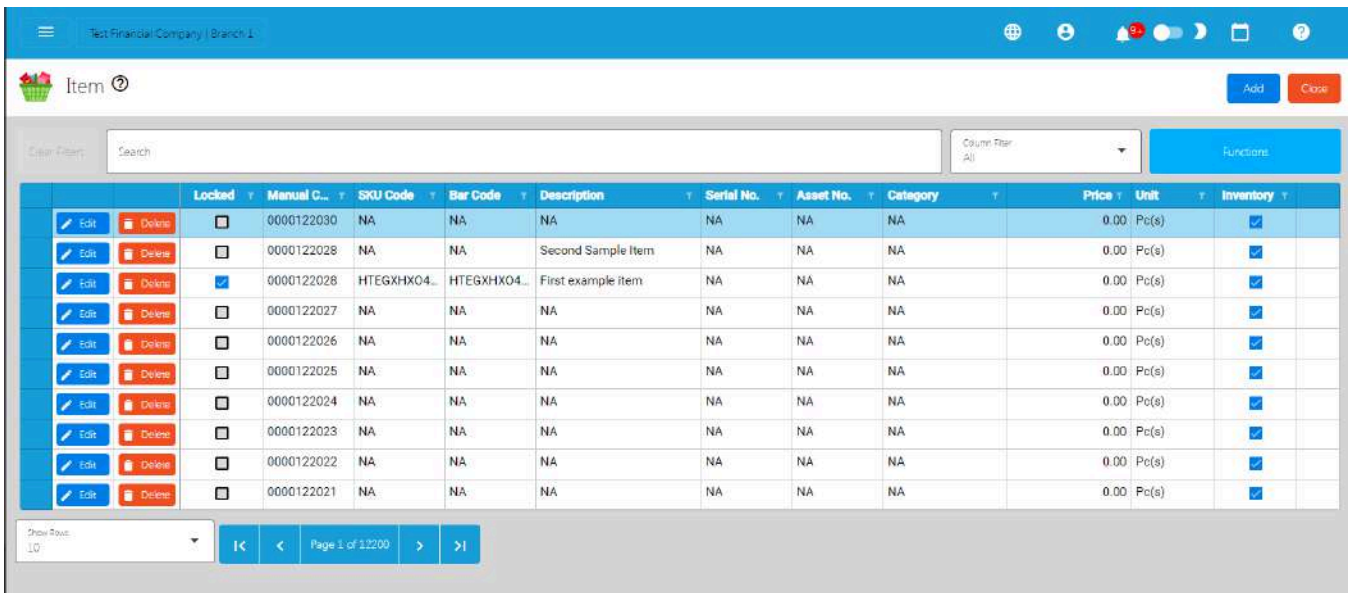
- Once validation is okay, it will update the **ValidationStatus**. Read the validationStatus on what issues are being found. To correct the item detail, double click on the column where it has an issue then enter a valid value, then press Enter. After that, validate again by clicking the **Validate**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























	ValidationStatus	ManualCode	Particulars	SKUCode	BarCode	Description	UnitId	Unit
Delete	Issue(s) found: Duplicate Manual Code.	CH1WD001000...	NA	VALIDSKU1	VALIDBARCOD...	Valid Item1	14	Bottle(s)
Delete	Issue(s) found: Duplicate SKU Code.	VALIDMANUAL1	NA	BABYWIPES16...	VALIDBARCOD...	Valid Item2	14	Bottle(s)
Delete	Issue(s) found: Duplicate Barcode.	VALIDMANUAL2	NA	VALIDSKU2	BABYWIPES16...	Valid Item3	14	Bottle(s)
Delete	Issue(s) found: Duplicate Barcode. Duplicate SKU Code.	VALIDMANUAL3	NA	CH1WD001000...	CH1WD001000...	Valid Item3	14	Bottle(s)
Delete	Issue(s) found: Invalid Barcode.	VALIDMANUAL4	NA	VALIDSKU3	VALIDBARCOD'3	Valid Item4	14	Bottle(s)
Delete	Issue(s) found: Invalid SKUCode.	VALIDMANUAL5	NA	VALIDSKU4	VALIDBARCOD...	Valid Item4	14	Bottle(s)
Delete	Issue(s) found: Duplicate Barcode. Duplicate Barcode in List.	VALIDMANUAL7	NA	VALIDSKU6	NA	Valid Item6	14	Bottle(s)
Delete	Issue(s) found: Duplicate Barcode. Duplicate Barcode in List.	VALIDMANUAL8	NA	VALIDSKU7	NA	Valid Item7	14	Bottle(s)
Delete	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)
Delete	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.



	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"/>

**Warning:**

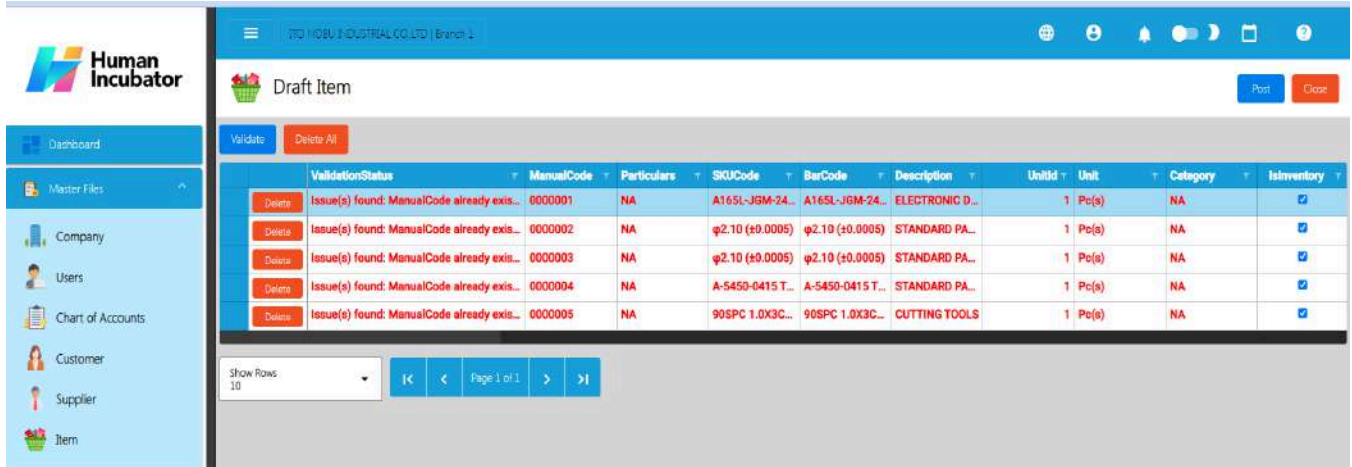
You cannot proceed with the posting after validation if there are errors encountered. Among the Errors you might encounter are:

1. Duplicate Manual Code
2. Duplicate Barcode
3. Duplicate SKU Code
4. Other Errors

**Solution:**

Option 1: You need to delete the line that caused the error before posting.

Option 2: You need to use the Delete All Button and re-upload the Excel file that caused the such errors and re-upload the Excel file again using the process mentioned above.



Human Incubator | Draft Item

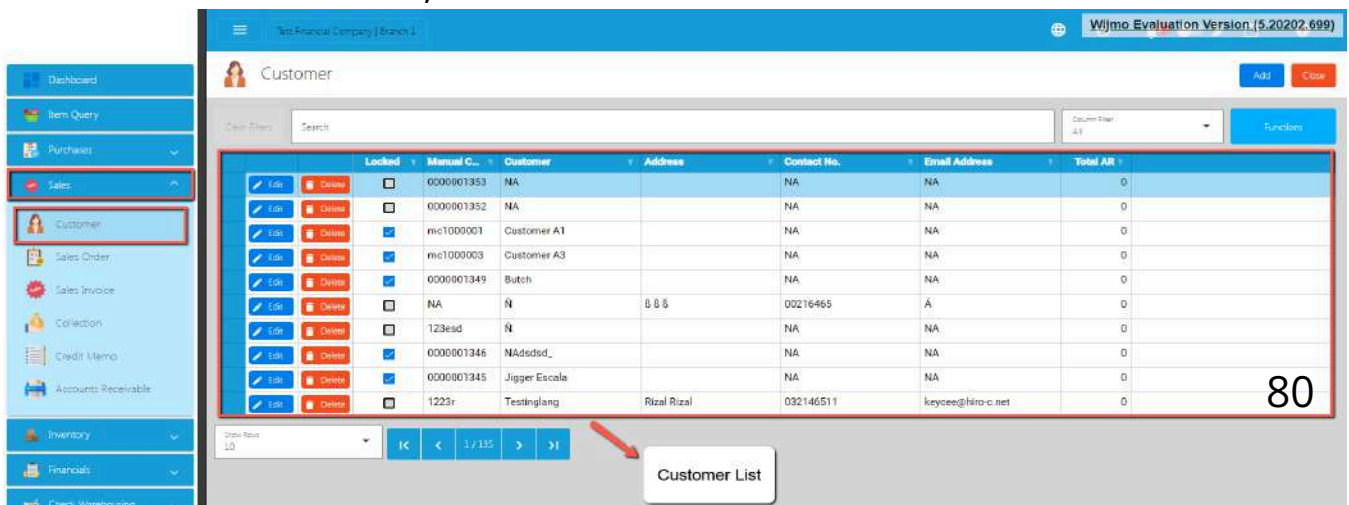
ValidationStatus	ManualCode	Particulars	SKUCode	BarCode	Description	UnitId	Unit	Category	IsInventory
Issue(s) found: ManualCode already exist...	0000001	NA	A165L-JGM-24...	A165L-JGM-24...	ELECTRONIC D...	1	Pc(s)	NA	<input checked="" type="checkbox"/>
Issue(s) found: ManualCode already exist...	0000002	NA	φ2.10 (±0.0005)	φ2.10 (±0.0005)	STANDARD PA...	1	Pc(s)	NA	<input checked="" type="checkbox"/>
Issue(s) found: ManualCode already exist...	0000003	NA	φ2.10 (±0.0005)	φ2.10 (±0.0005)	STANDARD PA...	1	Pc(s)	NA	<input checked="" type="checkbox"/>
Issue(s) found: ManualCode already exist...	0000004	NA	A-5450-0415 T...	A-5450-0415 T...	STANDARD PA...	1	Pc(s)	NA	<input checked="" type="checkbox"/>
Issue(s) found: ManualCode already exist...	0000005	NA	90SPC 1.0X3C...	90SPC 1.0X3C...	CUTTING TOOLS	1	Pc(s)	NA	<input checked="" type="checkbox"/>

## 4.1.2 Customer

A "customer" is a person or entity that buys goods or services from a business. The customer is the party making a purchase, and their transactions are recorded in the accounting system. These records help track sales, revenue, and customer-related information. Understanding customer transactions is crucial for businesses to manage sales, provide customer service, and keep accurate financial records. Moreover, we've improved the way you see Supplier details so that you don't have to wait too long to view them.

### 4.1.2.1 Add Customer Manually

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



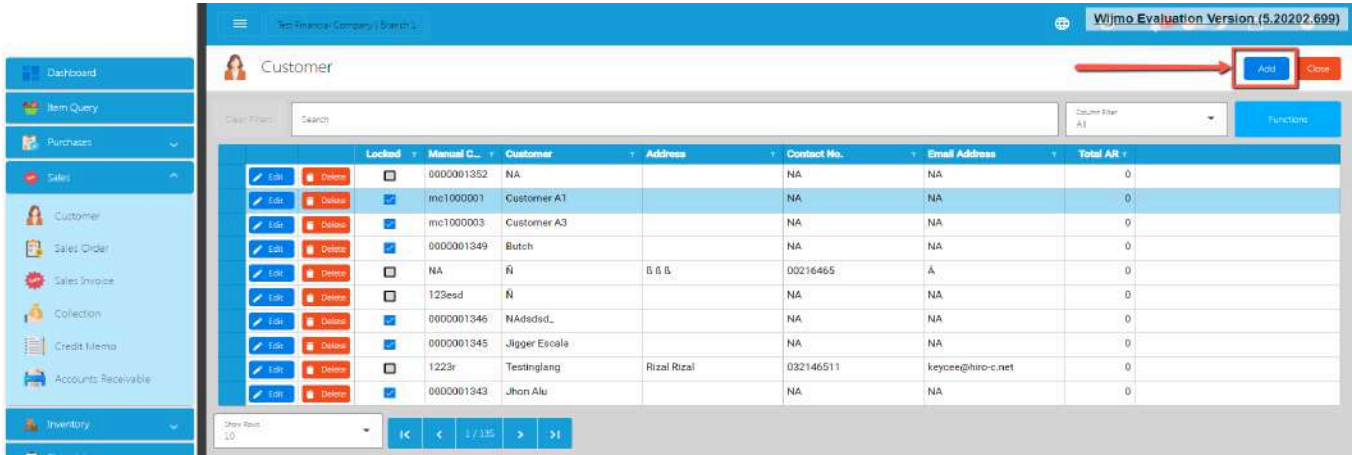
Human Incubator | Customer

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 type="checkbox"/>	mc1000001	Customer A1		NA	NA	0
<input type="checkbox"/>	mc1000003	Customer A3		NA	NA	0
<input checked="" type="checkbox"/>	000001349	Butoh		NA	NA	0
<input type="checkbox"/>	NA	Ñ	B & S	00216465	A	0
<input type="checkbox"/>	123esd	Ñ		NA	NA	0
<input checked="" type="checkbox"/>	000001346	NAdsdsd_		NA	NA	0
<input checked="" type="checkbox"/>	000001345	Jigger Escala		NA	NA	0
<input type="checkbox"/>	1223r	Testinglang	Rizal Rizal	032146511	keyceeg@hino-c.net	0

Customer List



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"/>	<input type="checkbox"/>	000001352	NA		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	me1000001	Customer A1		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	me1000003	Customer A3		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	000001349	Butch		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	NA	Ri	B & B	00216465	A	0
<input type="checkbox"/>	<input type="checkbox"/>	123esd	N		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	000001346	NAAddsdL		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	000001345	Jigger Escala		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	1223r	Testinglang	Rizal Rizal	032146511	keycee@hiro-c.net	0
<input type="checkbox"/>	<input type="checkbox"/>	000001343	Jhon Alu		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

Manual Code 0000001354	Category NA	Proprietorship Corporation
Customer Butch Canada II	Term COD	Discount Zero Discount
Receivable Account Code 01.01.104	Receivable Account Accounts Receivable	TIN 000-000-000
Particulars NA	TIN Branch Code NA	DOB or Senior Citizen/POD Number NA
Contact Person NA	Contact Number NA	Address Nacional, Ozamiz MisamisOccidental X
Email Address NA	Credit Limit 0.00	Street Barangay Nacional
		City Ozamiz
		Province MisamisOccidental
		Region X
		Zipcode 7200
		Business Style TRADING
		WTAX No. WHT

To Send Email

Transaction History

Document Number	Date	Amount
Show Rows: 10	<< < 1/1 > >>	

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

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

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

**Butch Canada II**  
0000001354

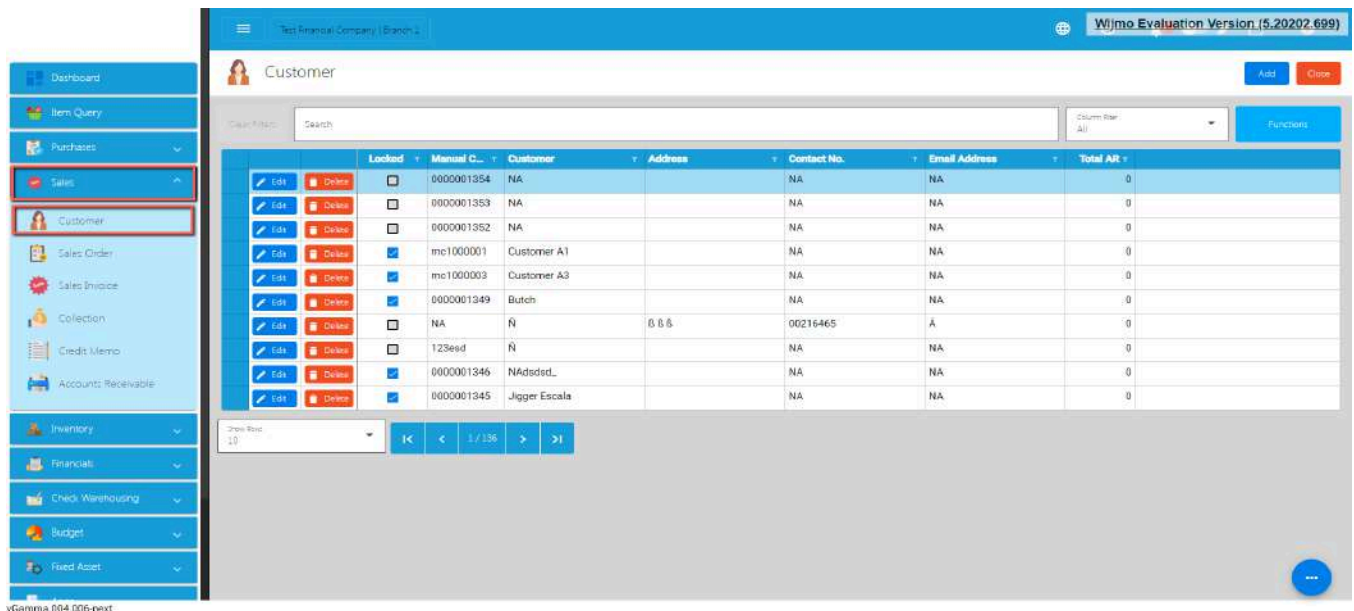
Manual Code 0000001354	Category NA	Proprietorship Corporation
Customer Butch Canada II	Term COD	Discount Zero Discount
Receivable Account Code 01.01.104	Receivable Account Accounts Receivable	TIN 000-000-000
Particulars NA	TIN Branch Code NA	DOB or Senior Citizen/POD Number NA
Contact Person NA	Contact Number NA	Address Nacional, Ozamiz MisamisOccidental X
Email Address NA	Credit Limit 0.00	Street Barangay Nacional
		City Ozamiz
		Province MisamisOccidental
		Region X
		Zipcode 7200
		Business Style TRADING
		WTAX No. WHT

To Send Email

82

## 4.1.2.2 Add Customer Via Import Function

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



Test Financial Company | Branch 1 | Wjmo\_Evaluation Version (5.20202.699)

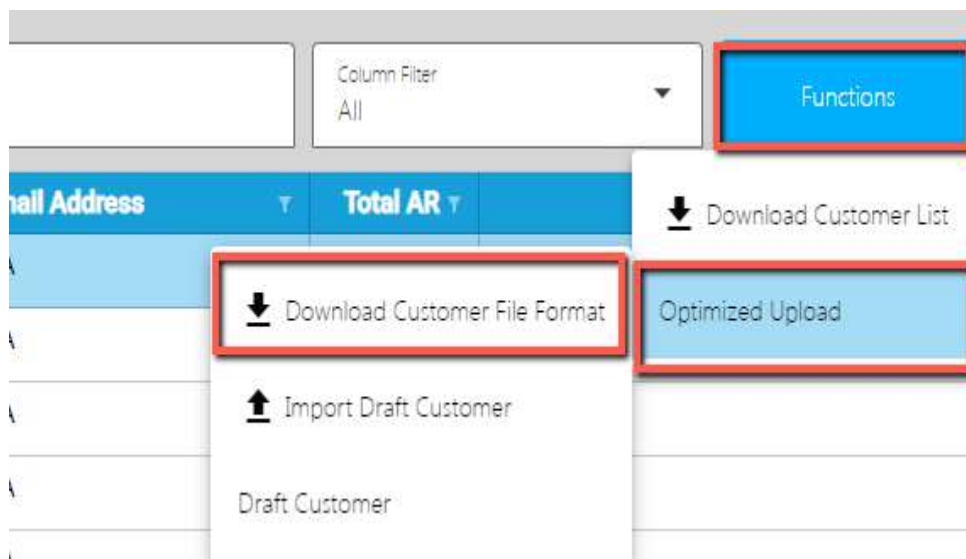
Customer

Column Filter: All

Manual C.	Customer	Address	Contact No.	Email Address	Total AR
000001954	NA		NA	NA	0
000001353	NA		NA	NA	0
000001952	NA		NA	NA	0
mc1000001	Customer A1		NA	NA	0
mc1000003	Customer A2		NA	NA	0
000001949	Butch		NA	NA	0
NA	Ñ	B & B	00216465	Ñ	0
123e4d	Ñ		NA	NA	0
000001346	NÁdsdñL		NA	NA	0
000001345	Jigger Escala		NA	NA	0

Show Rows: 10 | 1 / 136

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



Column Filter: All

Functions

Download Customer List

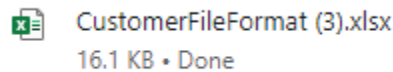
Download Customer File Format

Optimized Upload

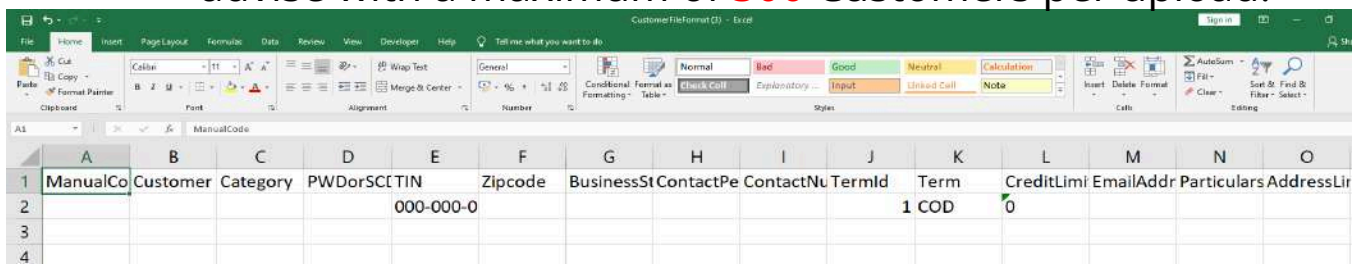
Import Draft Customer

Draft Customer

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



8. 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.



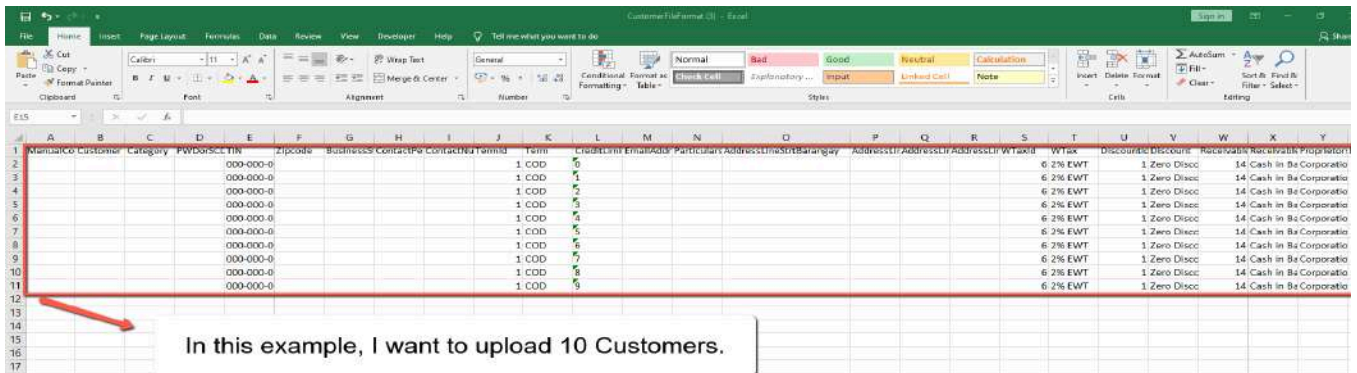
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ManualCo	Customer	Category	PWDorSCITIN	Zipcode	BusinessSt	ContactPe	ContactNu	TermId	Term	CreditLim	EmailAddr	Particulars	AddressLir	
2					000-000-0					1 COD	0				
3															
4															

9. 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):

- a. ManualCode
- b. Customer
- c. Category

- d. PWDorSCDNo
- e. TIN
- f. Zipcode
- g. BusinessStyle
- h. ContactPerson
- i. ContactNumber
- j. TermId
- k. Term
- l. CreditLimit
- m. EmailAddress
- n. Particulars
- o. AddressLineStrtBarangay
- p. AddressLineCity
- q. AddressLineProvince
- r. AddressLineRegion
- s. WTaxId
- t. WTax
- u. DiscountId
- v. Discount
- w. ReceivableAccountId
- x. ReceivablePayableAccount
- y. Proprietorship
- z. LastName
- aa. FirstName

- bb. MiddleName
  - cc. TINBranchCode
10. 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.



11. Next, provide a correct value for each column especially on the following column(s):
- a. **Take note:** Highlighted with ORANGE are the required column, otherwise put NA as value:
    - **Manual Code** → should be unique, alphanumeric and should not exceed 255 characters. **Example:** ABC0000001

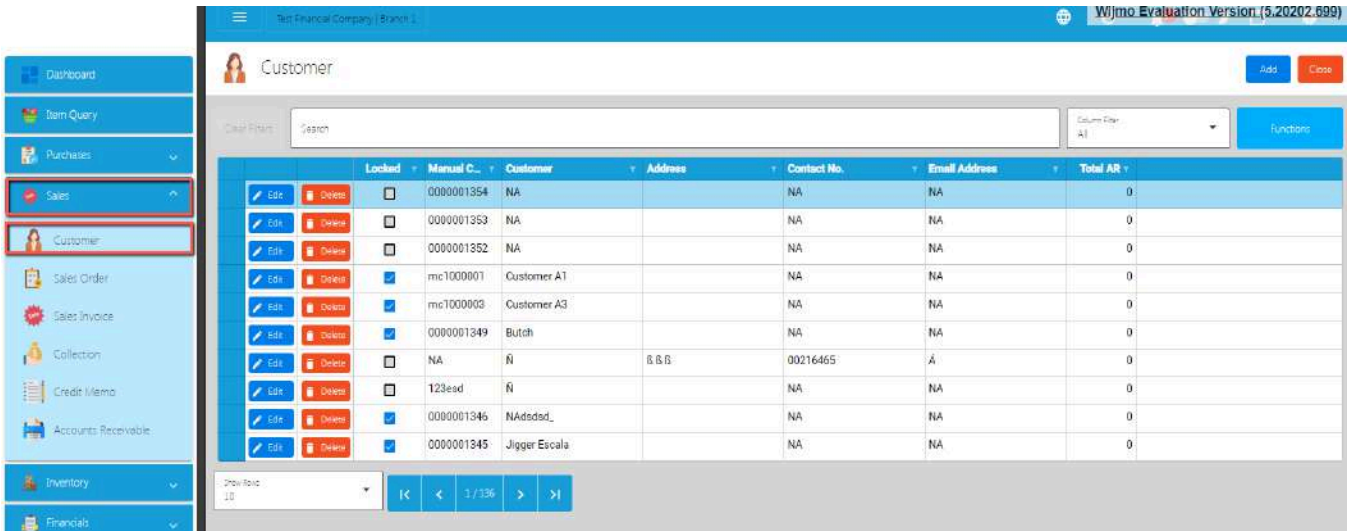
- **Customer** → *should be unique, has no special characters and should not exceed 128 characters.*
- **Category** → *alphanumeric, should have no special characters (if none, default to NA)*
- **PWDorSCDNo** → *should have no special characters (if none, default to NA)*
- **TIN** → *format should be 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*

12. Once okay, save the file.

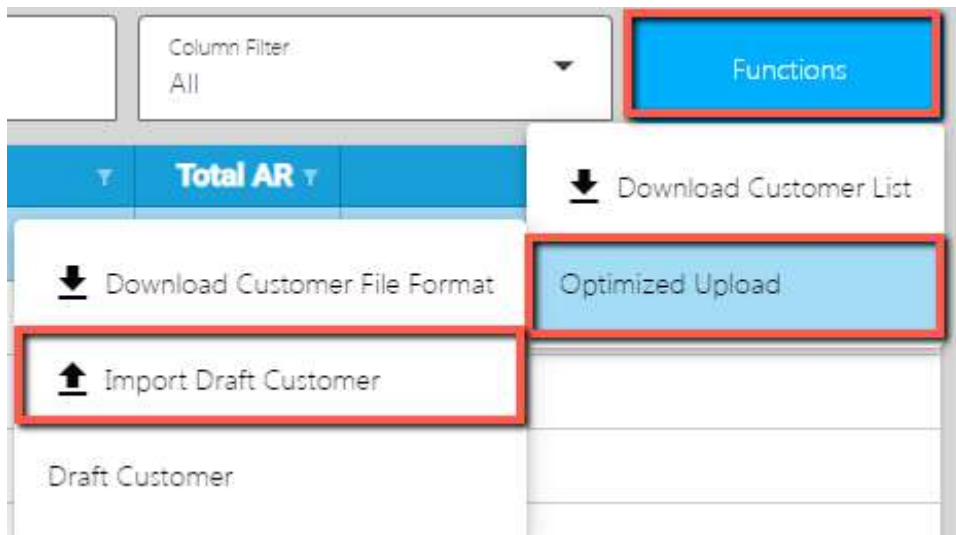


13. Go back to the system, then go to **Sales**, then select **Customer**.



Manual C.	Customer	Address	Contact No.	Email Address	Total AR
0080001354	NA		NA	NA	0
0080001353	NA		NA	NA	0
0080001352	NA		NA	NA	0
mc1000001	Customer A1		NA	NA	0
mc1000003	Customer A3		NA	NA	0
0080001349	Butch		NA	NA	0
NA	N	B.B.B	00216465	A	0
128ead	N		NA	NA	0
0080001345	NAdsdad,		NA	NA	0
0080001345	Jigger Escala		NA	NA	0

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

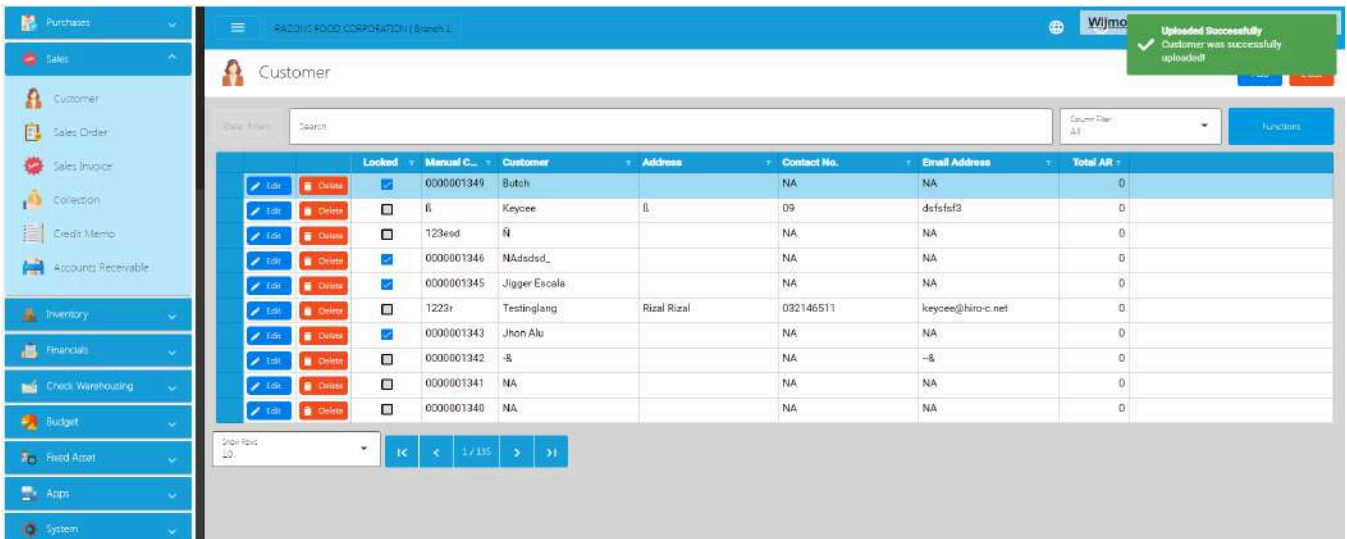


Column Filter: All

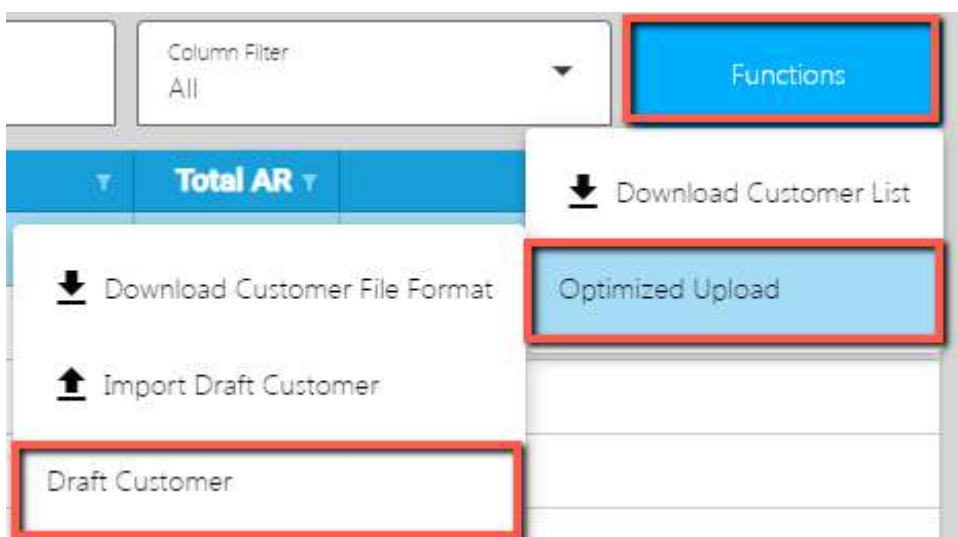
Functions

- Download Customer List
- Download Customer File Format
- Optimized Upload**
  - Import Draft Customer**
  - Draft Customer

15. Look for the Customer file format, then double click.
16. 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.



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



18. Review if the Customer(s) being imported are added on the **Draft Customer** list.
19. 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:

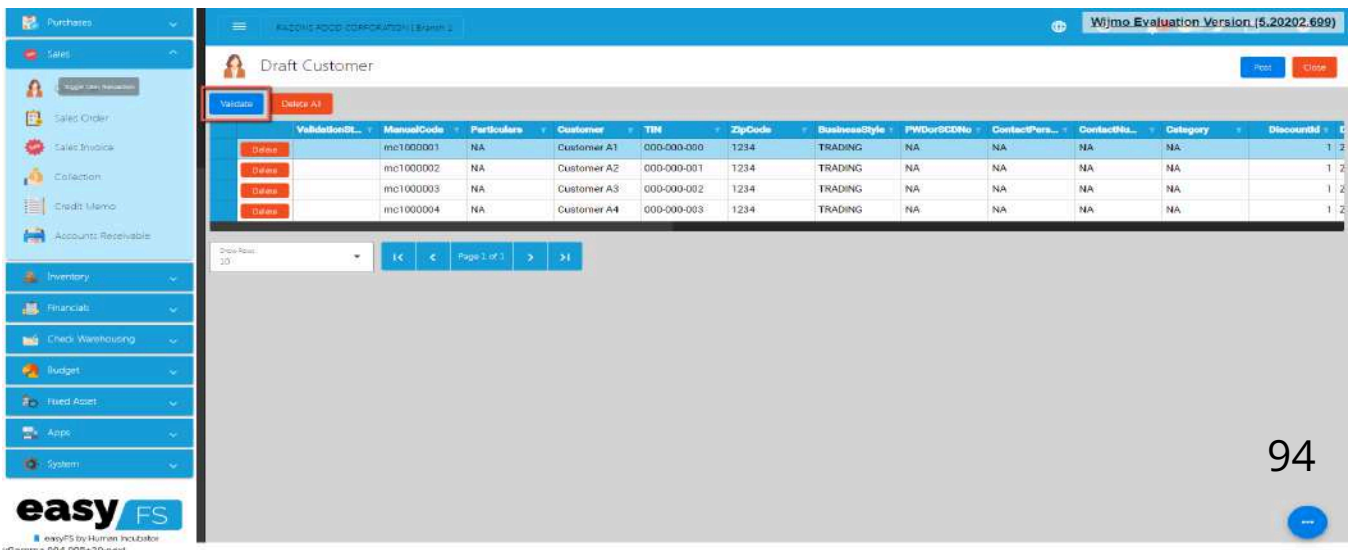
Validation Error	Description	Action to Correct
<b>No Manual Code Provided</b>	Manual Code is one of the important fields of the Customer. This refers to the assigned Code defined by the customer for easy reference and searching	Provide a unique Value on the Manual Code for Customer

- a. **No ManualCode provided** → means that ManualCode column has no value.
- b. **ManualCode already exists.** → means that ManualCode column value exists on the Customer list.

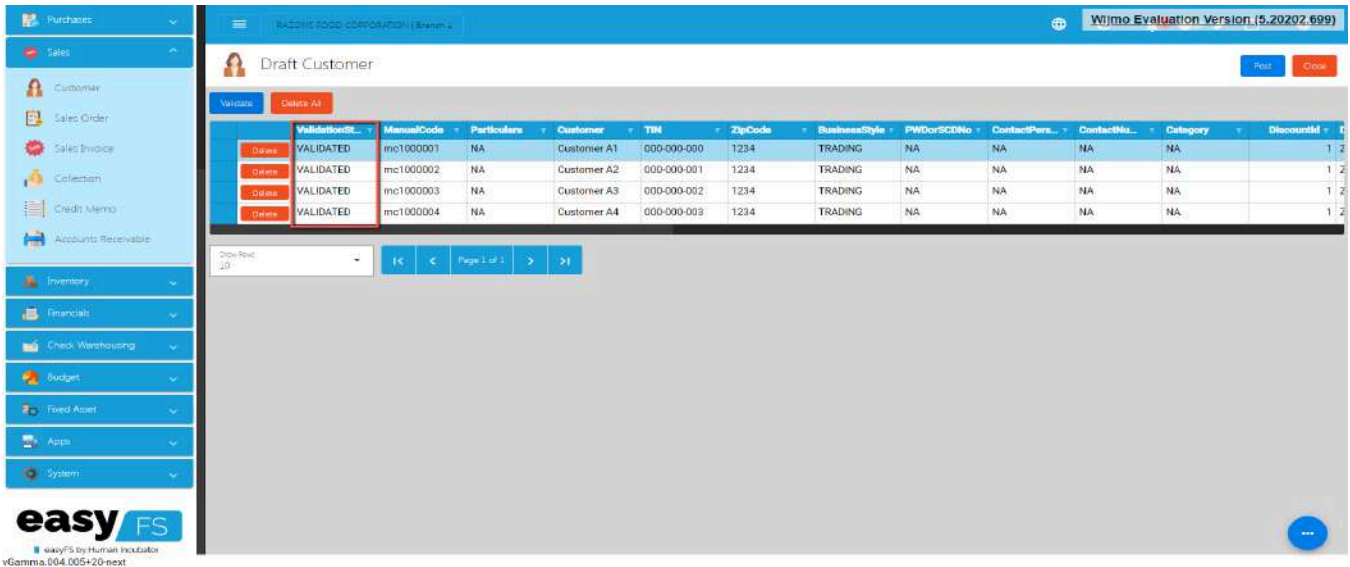
- c. **No Particulars provided** → means that Particulars column has no value.
- d. **No Customer provided** → means that the Customer column has no value.
- e. **Invalid TIN Format** → means that the TIN column has an invalid format. Format should be: 000-000-000.
- f. **No TIN provided** → means that the TIN column has no value.
- g. **No ZipCode provided** → means that the ZipCode column has no value.
- h. **No BusinessStyle provided** → means that the BusinessStyle column has no value.
- i. **No PWDorSCDNo provided** → means that the PWDorSCDNo column has no value.
- j. **No ContactPerson provided** → means that the ContactPerson column has no value.
- k. **No ContactNumber provided** → means that the ContactNumber column has no value.
- l. **No Category provided** → means that the Category column has no value.
- m. **No CreditLimit provided** → means that the CreditLimit column has no value.
- n. **No EmailAddress provided** → means that the EmailAddress column has no value.

- o. **InvalidEmailAddress** → means that the provided email address is not in the format of email.
- p. **No AddressLineStrtBarangay provided** → means that the AddressLineStrtBarangay column has no value.
- q. **No AddressLineCity provided** → means that the AddressLineCity column has no value.
- r. **No AddressLineProvince provided** → means that the AddressLineProvince column has no value.
- s. **No AddressLineRegion provided** → means that the AddressLineRegion column has no value.
- t. **No Proprietorship provided** → means that the Proprietorship column has no value.
- u. **InvalidProprietorship** → means that the Proprietorship is not equal to Individual OR Corporation.
- v. **No LastName provided** → means that the LastName column has no value.
- w. **No FirstName provided** → means that the FirstName column has no value.
- x. **No MiddleName provided** → means that the MiddleName column has no value.
- y. **No TINBranchCode provided** → means that the TINBranchCode column has no value.

- z. **Customer already exists** → means that Customer column value exists on the Customer list.
  - aa. **ReceivableAccountId not found** → means that the ReceivableAccountId column value does not exist on the database.
  - bb. **DiscountId not found** → means that the DiscountId column value does not exist on the database.
  - cc. **TermId not found** → means that the TermId column value does not exist on the database.
  - dd. **WTAXId not found** → means that the WTAXId column value does not exist on the database.
20. 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.

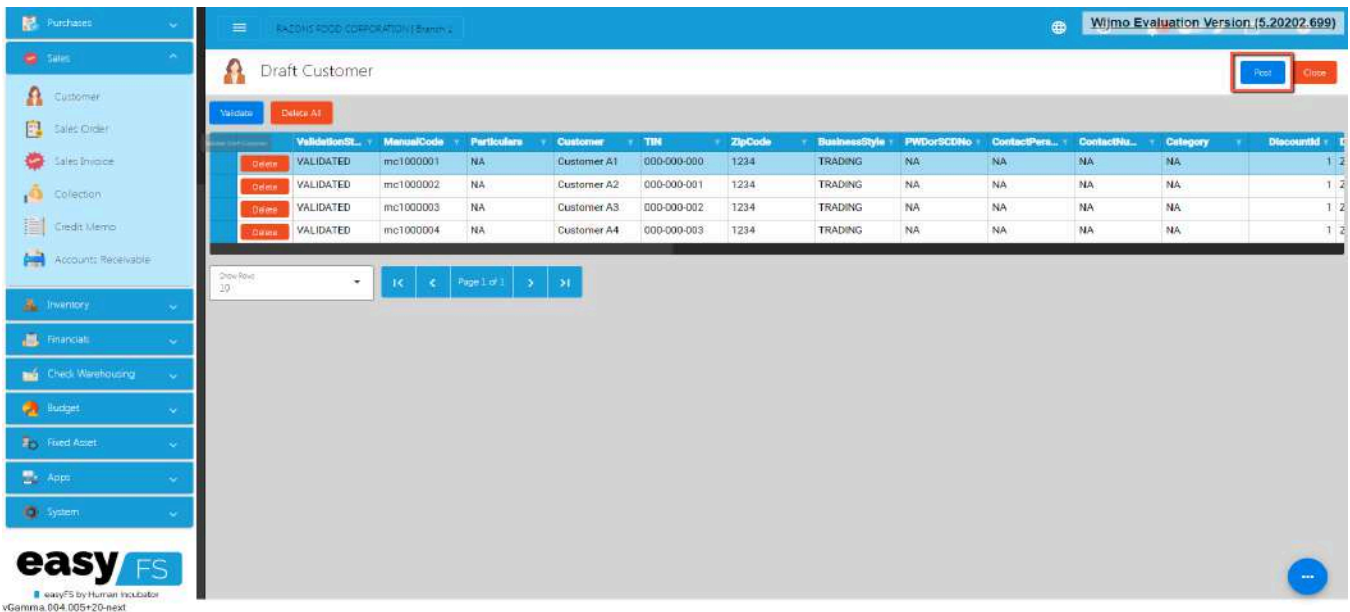


ValidationID	ManualCode	Particulars	Customer	TIN	ZipCode	BusinessStyle	PWDorSCDNo	ContactPers...	ContactNo...	Category	DiscountId
Deleted	mc1000001	NA	Customer A1	000-000-000	1234	TRADING	NA	NA	NA	NA	1 2
Deleted	mc1000002	NA	Customer A2	000-000-001	1234	TRADING	NA	NA	NA	NA	1 2
Deleted	mc1000003	NA	Customer A3	000-000-002	1234	TRADING	NA	NA	NA	NA	1 2
Deleted	mc1000004	NA	Customer A4	000-000-003	1234	TRADING	NA	NA	NA	NA	1 2



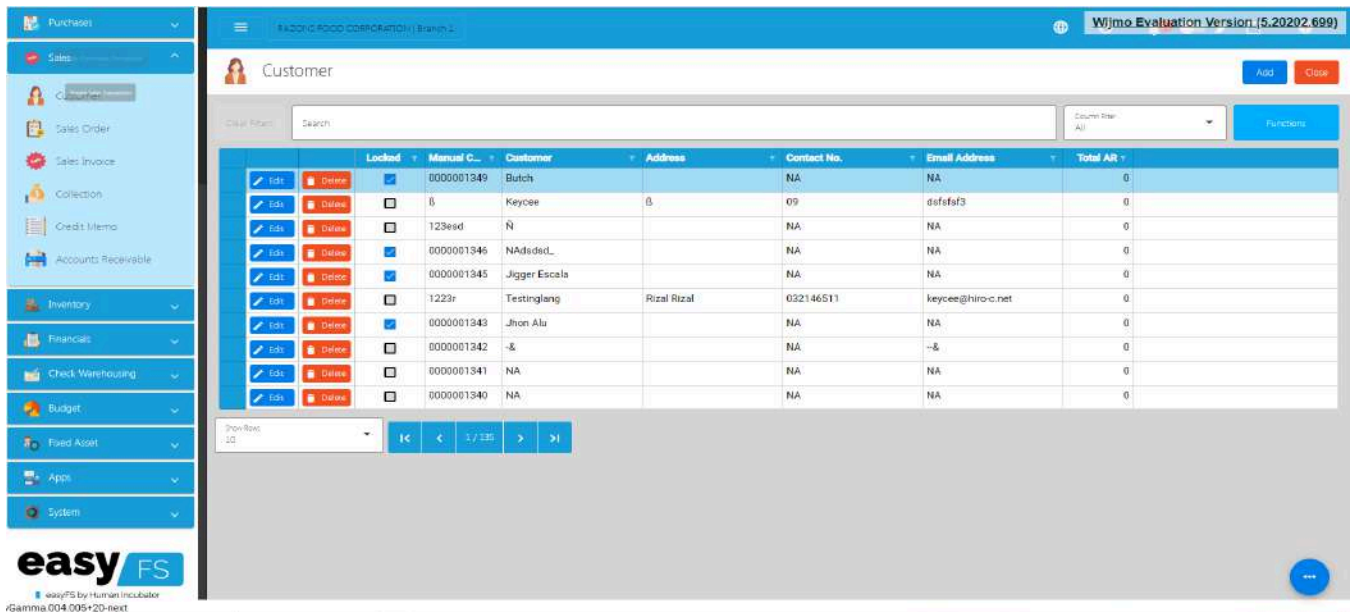
easyFS by Human Incubator  
vGamma.004.005+20-next

- 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.



easyFS by Human Incubator  
vGamma.004.005+20-next

- 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.



Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input checked="" type="checkbox"/>	0000001349	Butch		NA	NA	0
<input checked="" type="checkbox"/>	0	Keycee	B	09	dsfsfsf3	0
<input checked="" type="checkbox"/>	123eef	N		NA	NA	0
<input checked="" type="checkbox"/>	0000001346	NA dsdscL		NA	NA	0
<input checked="" type="checkbox"/>	0000001345	Jigger Escala		NA	NA	0
<input checked="" type="checkbox"/>	1223r	Testinglang	Rizal Rizal	032146513	keycee@hiro-c.net	0
<input checked="" type="checkbox"/>	0000001343	Jhon Alu		NA	NA	0
<input checked="" type="checkbox"/>	0000001342	-&		NA	-&	0
<input checked="" type="checkbox"/>	0000001341	NA		NA	NA	0
<input checked="" type="checkbox"/>	0000001340	NA		NA	NA	0

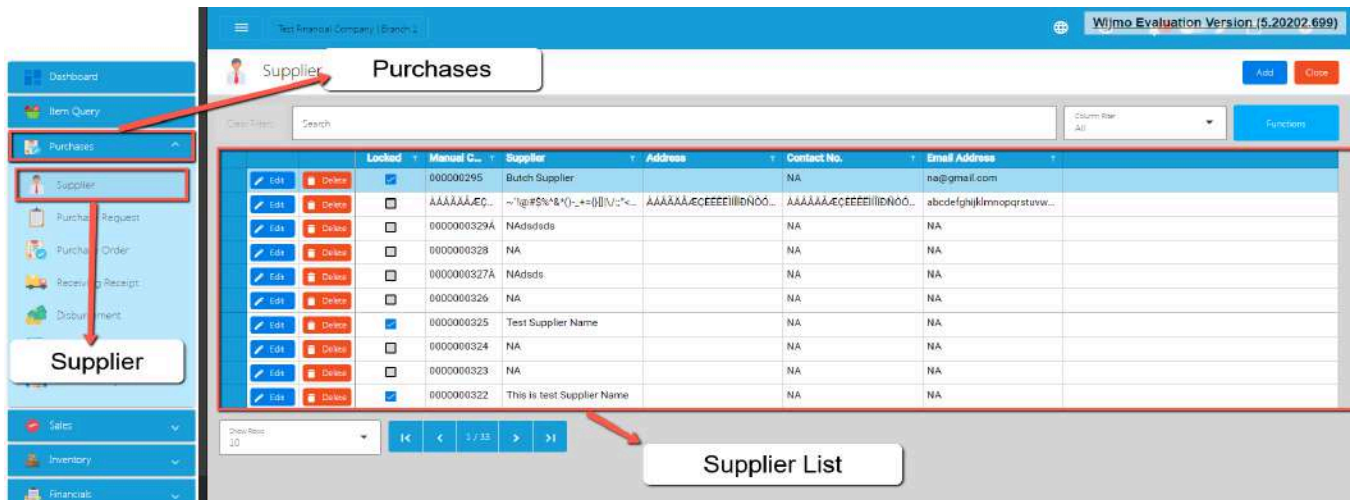
### 4.1.3 Supplier

A "supplier" refers to an entity or individual that provides goods or services to a business. This could include companies from which a business purchases inventory, materials, or services necessary for its operations. The supplier is essentially the counterpart to the customer in the context of buying and selling transactions. In the accounting records, transactions with suppliers are recorded to track expenses, manage inventory, and maintain accurate financial records. Moreover, we've improved the way you see Supplier details so that you don't have to wait too long to view them.

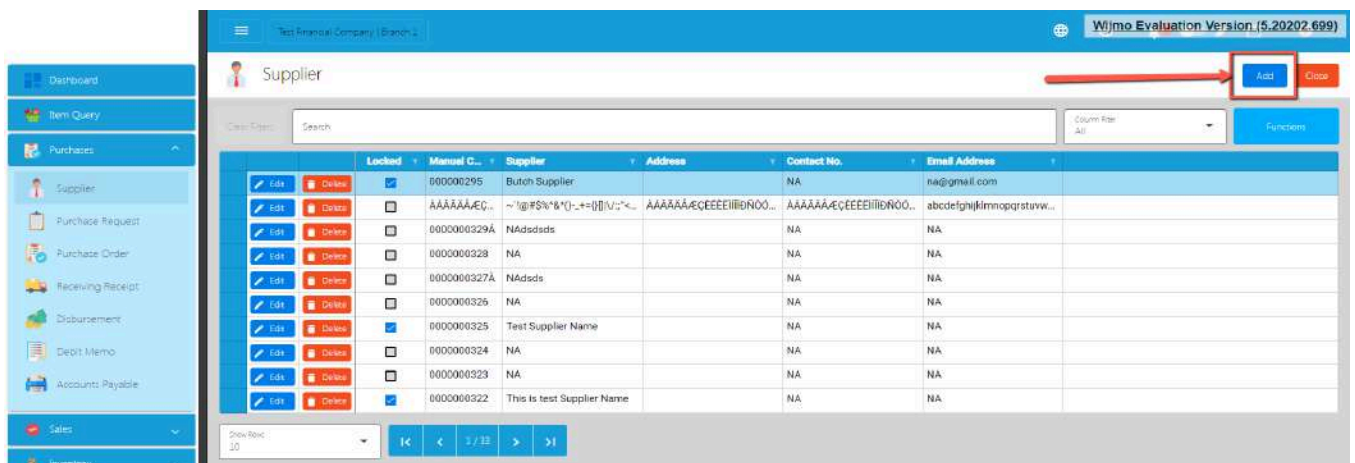


### 4.1.3.1 Add Supplier Manually

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



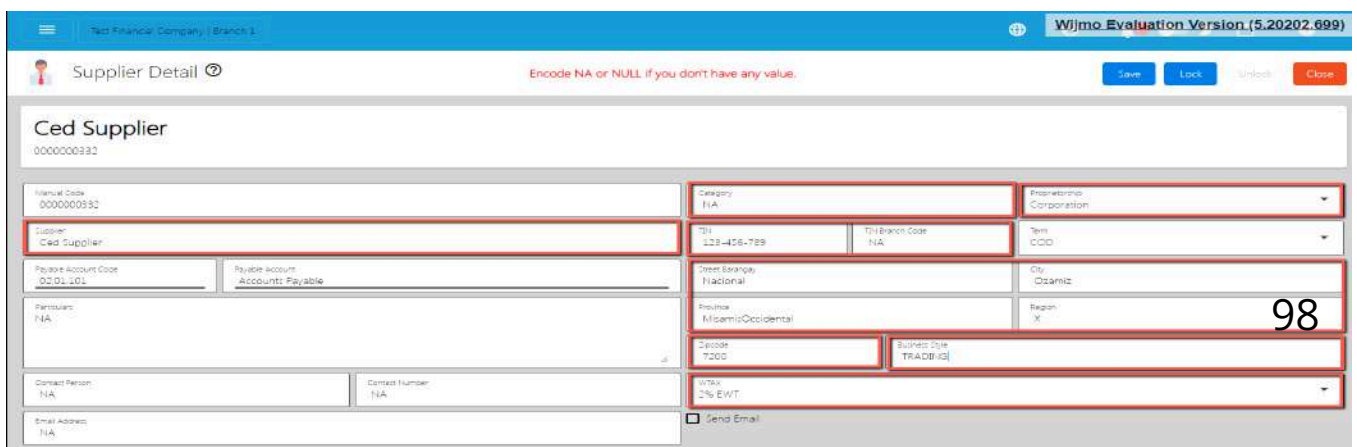
2. To add a new Supplier, click the **Add** button that can be seen on the Supplier List.



### 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**



Wjmo\_Evaluation\_Version\_(5.20202.699)

Supplier Detail

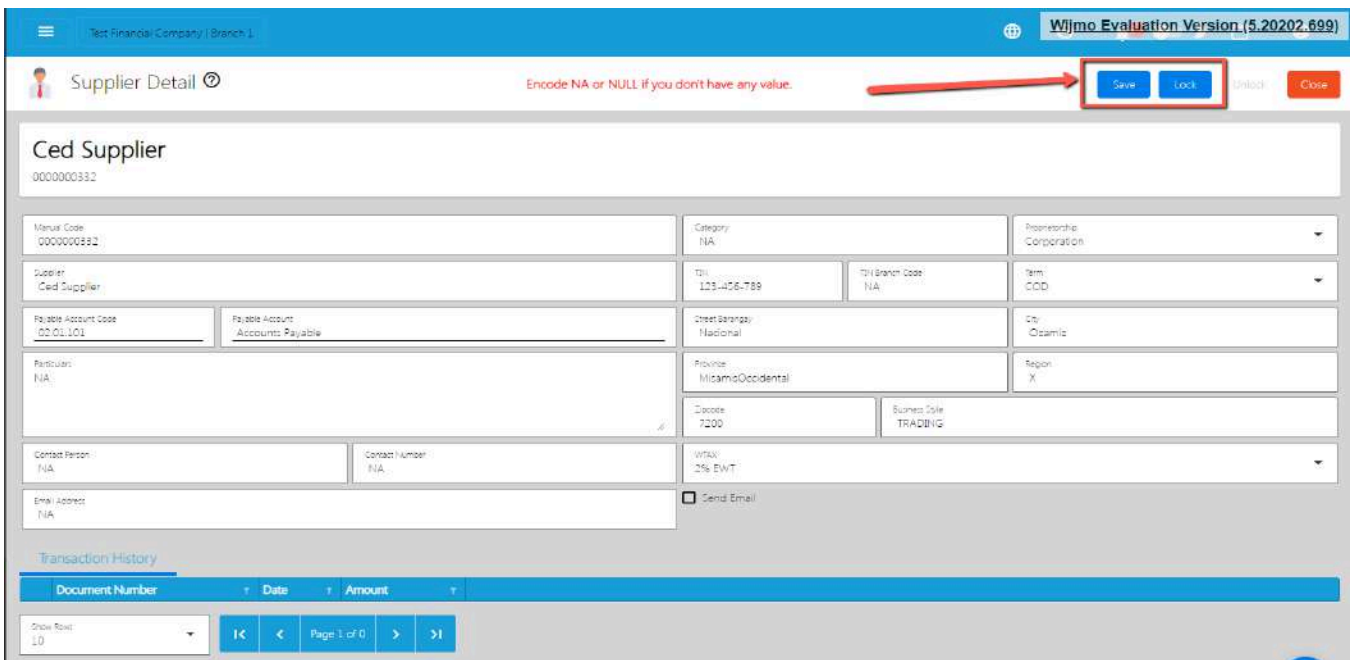
Encode NA or NULL if you don't have any value.

**Ced Supplier**  
0000000332

Financial Code 0000000332	Category NA	Proprietorship Corporation
Supplier Ced Supplier	TIN 228-426-789	TIN Branch Code NA
Payable Account Code 02.01.101	Payable Account Account Payable	Street National
Particulars NA	Province Misamis Occidental	City Ozamiz
Contact Person NA	Contact Number NA	Region 98
Email Address NA	Zip Code 7200	Business Style TRADE [G]
	WTAX 2% EWT	

Send Email

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



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

**Ced Supplier**  
000000332

Manual Code 000000332	Category NA	Promoter Corporation
Supplier Ced Supplier	TIN 123-123-789	TIN Branch Code NA
Payable Account Code 00.01.101	Payable Account Accounts Payable	Street Name National
Particulars NA	Province MimaropaOccidental	Region X
Contact Person N/A	Contact Number N/A	Zip Code 7200
Email Address N/A	Business Type TRADING	W/TAX 2% EWT
<input type="checkbox"/> Send Email		

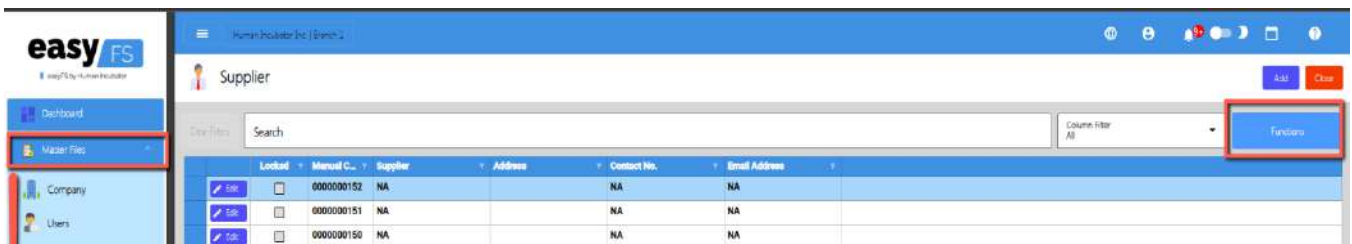
Transaction History

Document Number	Date	Amount
10		

Page 1 of 0

### 4.1.3.2 Add Supplier Via Import Function

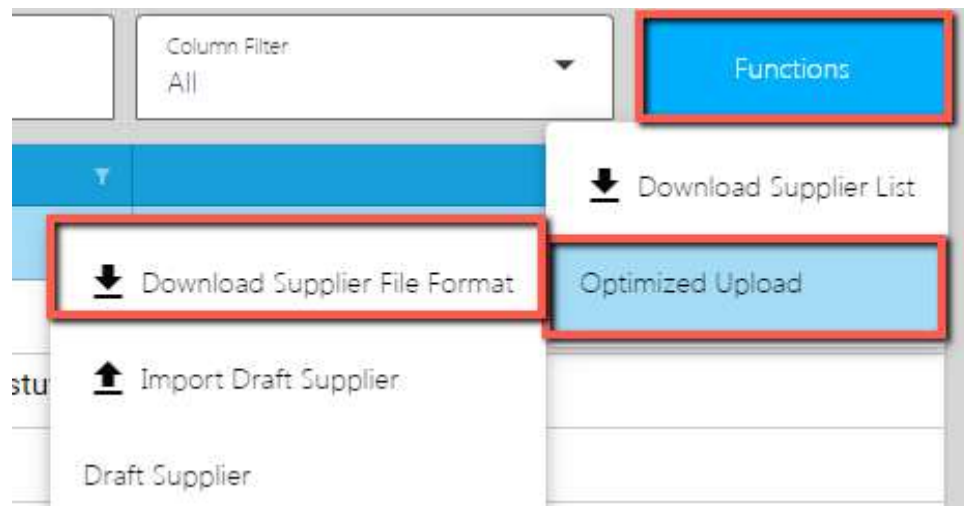
1. Go to **Master Files**, then select **Supplier**.



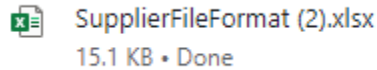
Supplier

Manual Code	Supplier	Address	Contact No.	Email Address
000000152	NA		NA	NA
000000151	NA		NA	NA
000000150	NA		NA	NA

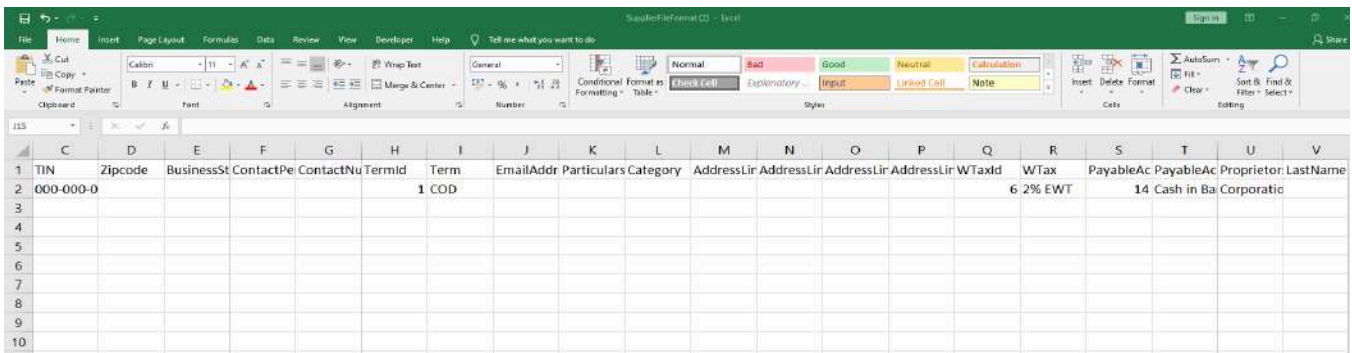
2. Click the **Functions** button, then click **Optimized Upload**, and click **Download Supplier File Format**.



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.



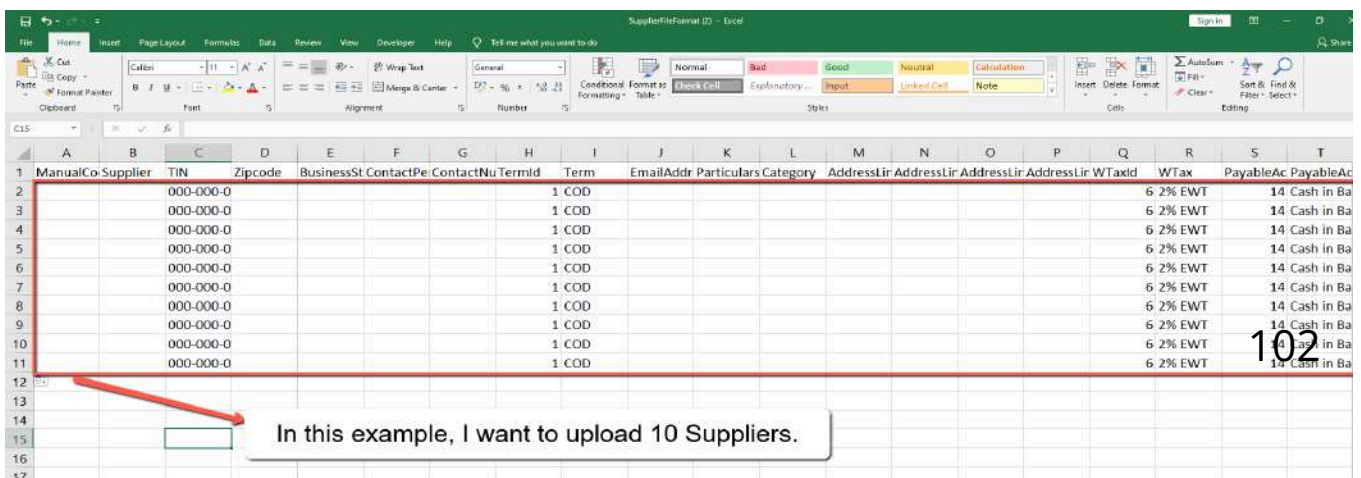
	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	TIN	Zipcode	BusinessSt	ContactPe	ContactNu	TermId	Term	EmailAddr	Particulars	Category	AddressLir	AddressLir	AddressLir	AddressLir	WTaxId	WTax	PayableAc	PayableAc	Proprietor: Last	Name
2	000-000-0					1	COD									6.2% EWT	14	Cash in Ba	Corporatic	
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				

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):

- 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.

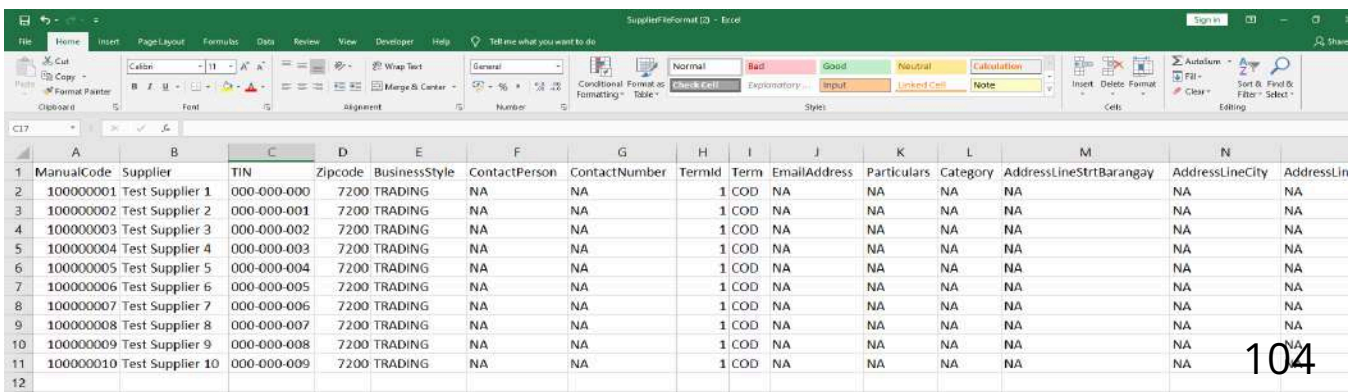


ManualCo	Supplier	TIN	Zipcode	BusinessSt	ContactPe	ContactNu	TermId	Term	EmailAddr	Particulars	Category	AddressLir	AddressLir	AddressLir	AddressLir	WTaxId	WTax	PayableAc	PayableAc
		000-000-0					1	COD								6 2%	EWT	14	Cash in Ba
		000-000-0					1	COD								6 2%	EWT	14	Cash in Ba
		000-000-0					1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

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 TermlId.*
    - **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*

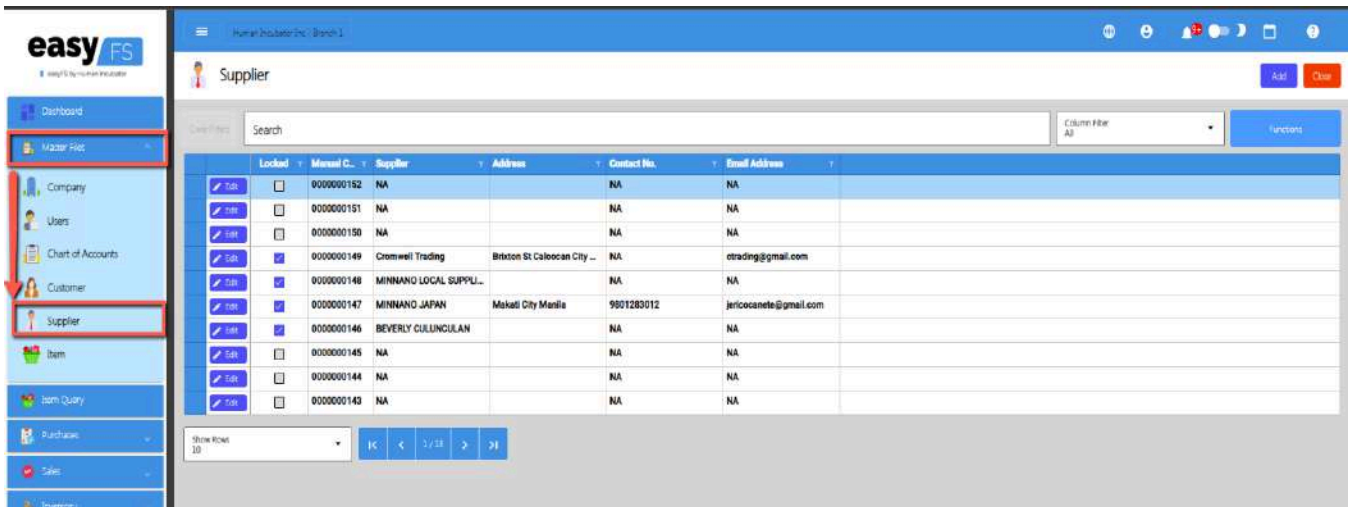


ManualCode	Supplier	TIN	Zipcode	BusinessStyle	ContactPerson	ContactNumber	TermId	Term	EmailAddress	Particulars	Category	AddressLineStrtBarangay	AddressLineCity	AddressLineProvince
100000001	Test Supplier 1	000-000-000	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
100000002	Test Supplier 2	000-000-001	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
100000003	Test Supplier 3	000-000-002	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
100000004	Test Supplier 4	000-000-003	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
100000005	Test Supplier 5	000-000-004	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
100000006	Test Supplier 6	000-000-005	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
100000007	Test Supplier 7	000-000-006	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
100000008	Test Supplier 8	000-000-007	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
100000009	Test Supplier 9	000-000-008	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
100000010	Test Supplier 10	000-000-009	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA

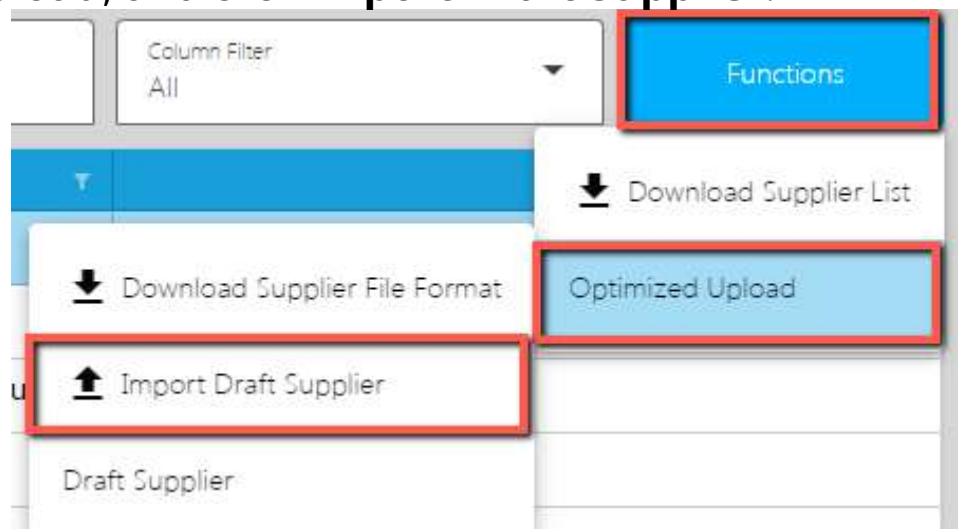


8. Once okay, save the file.

9. Go back to the Master Files, then select **Supplier**.



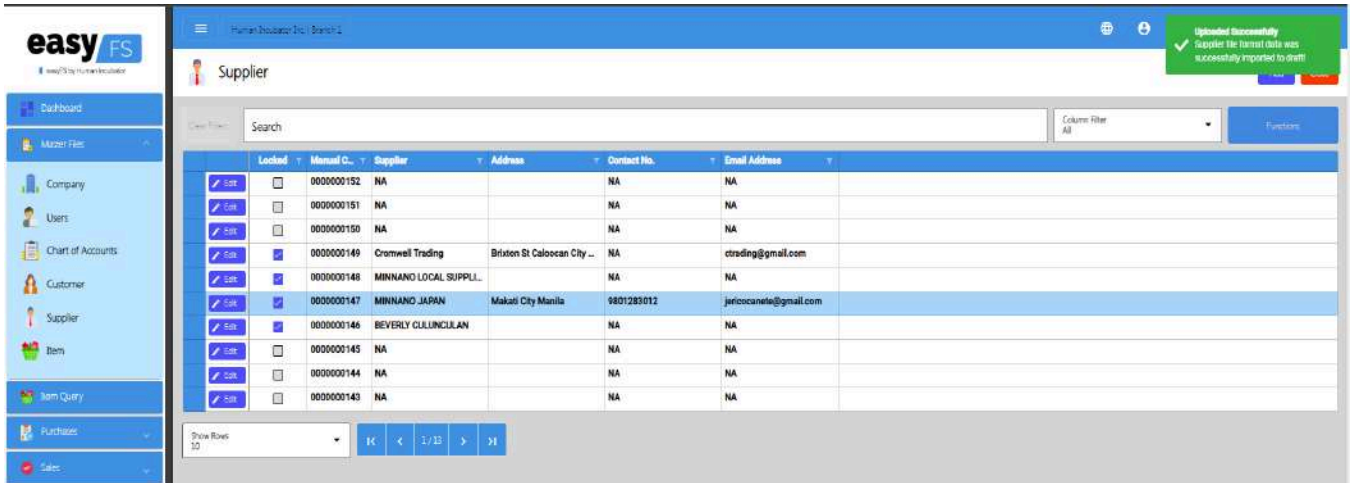
10. Click again the **Functions** button, then click **Optimized Upload**, and click **Import Draft Supplier**.



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

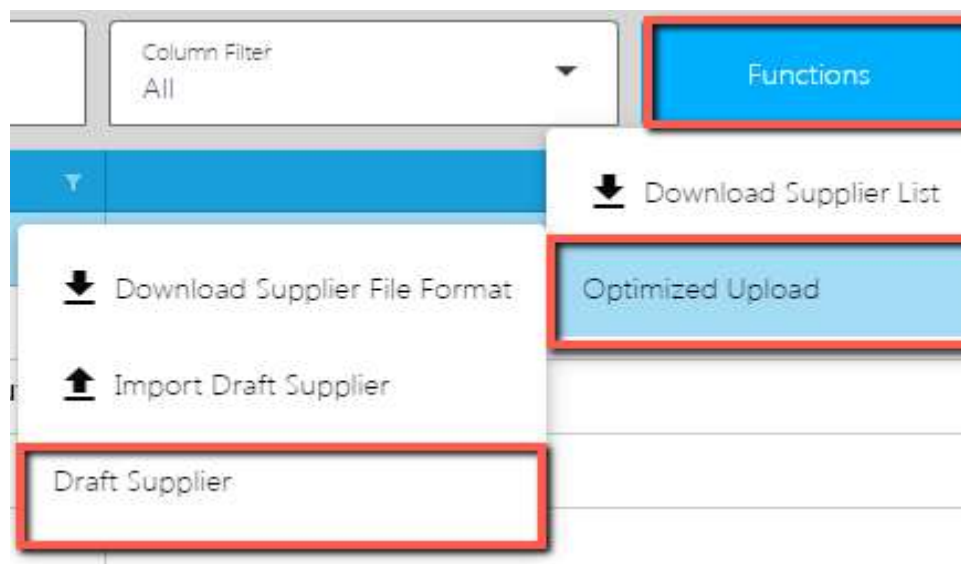
12. Wait until it will successfully be imported. At this stage, the Supplier(s) is not yet added to the Supplier list. Instead, it

will be added on the **Draft Supplier List**. Meaning, the Supplier(s) being imported are subject for a review.



Locked	Manual Co.	Supplier	Address	Contact No.	Email Address
<input checked="" type="checkbox"/>	000000152	NA		NA	NA
<input checked="" type="checkbox"/>	000000151	NA		NA	NA
<input checked="" type="checkbox"/>	000000150	NA		NA	NA
<input checked="" type="checkbox"/>	000000149	Cromwell Trading	Briston St Caloocan City...	NA	ctrading@gmail.com
<input checked="" type="checkbox"/>	000000148	MINNANO LOCAL SUPPL...		NA	NA
<input checked="" type="checkbox"/>	000000147	MINNANO JAPAN	Makati City Manila	9801283012	jejecaneta@gmail.com
<input checked="" type="checkbox"/>	000000146	BEVERLY CULUNCLAN		NA	NA
<input checked="" type="checkbox"/>	000000145	NA		NA	NA
<input checked="" type="checkbox"/>	000000144	NA		NA	NA
<input checked="" type="checkbox"/>	000000143	NA		NA	NA

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

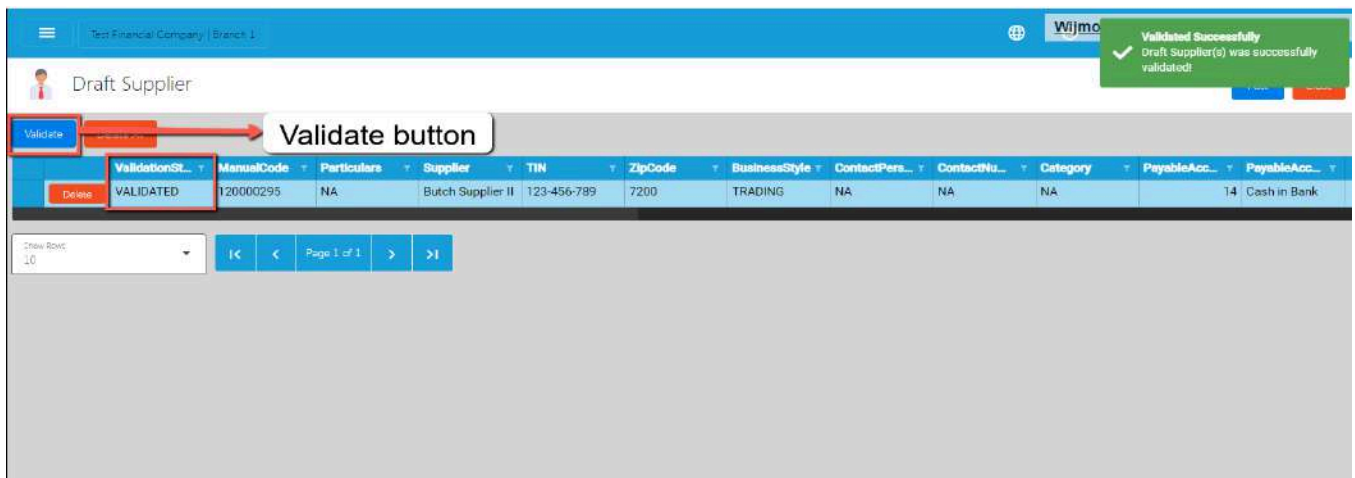


14. Review if the Supplier(s) being imported are added on the **Draft Supplier** list.

15. 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.

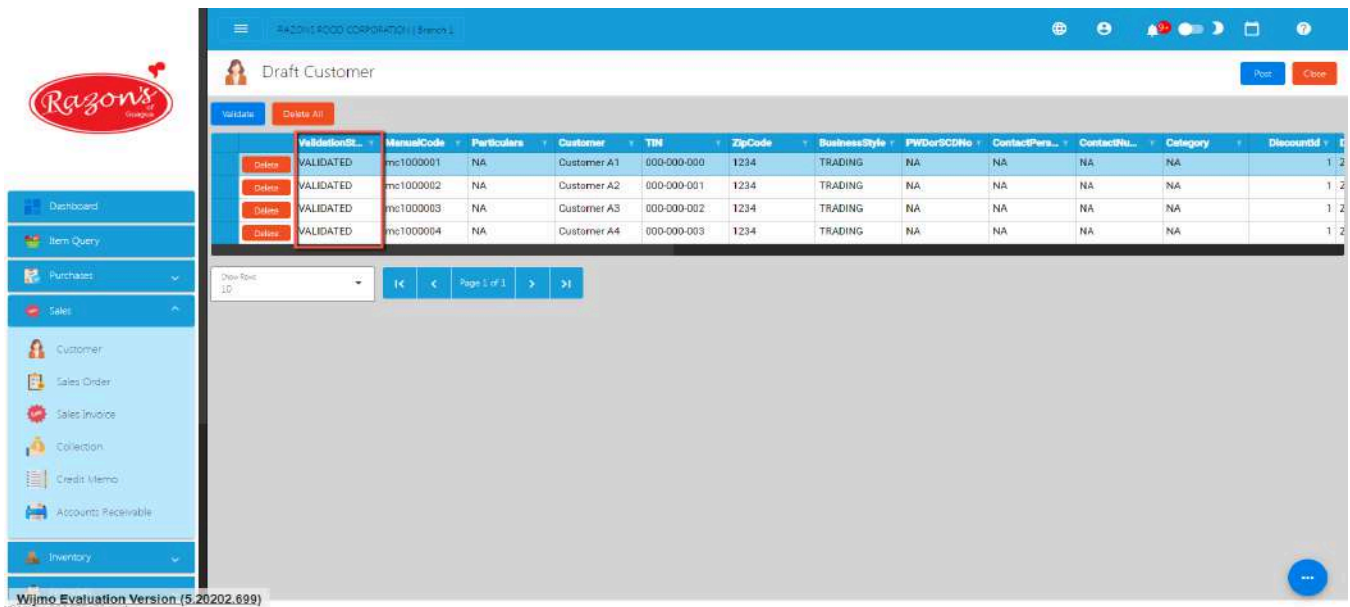
- **No CreditLimit provided** → means that the CreditLimit column has no value.
- **No EmailAddress provided** → means that the EmailAddress column has no value.
- **Invalid EmailAddress** → means that the provided email address is not in the format of email.
- **No AddressLineStrtBarangay provided** → 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.



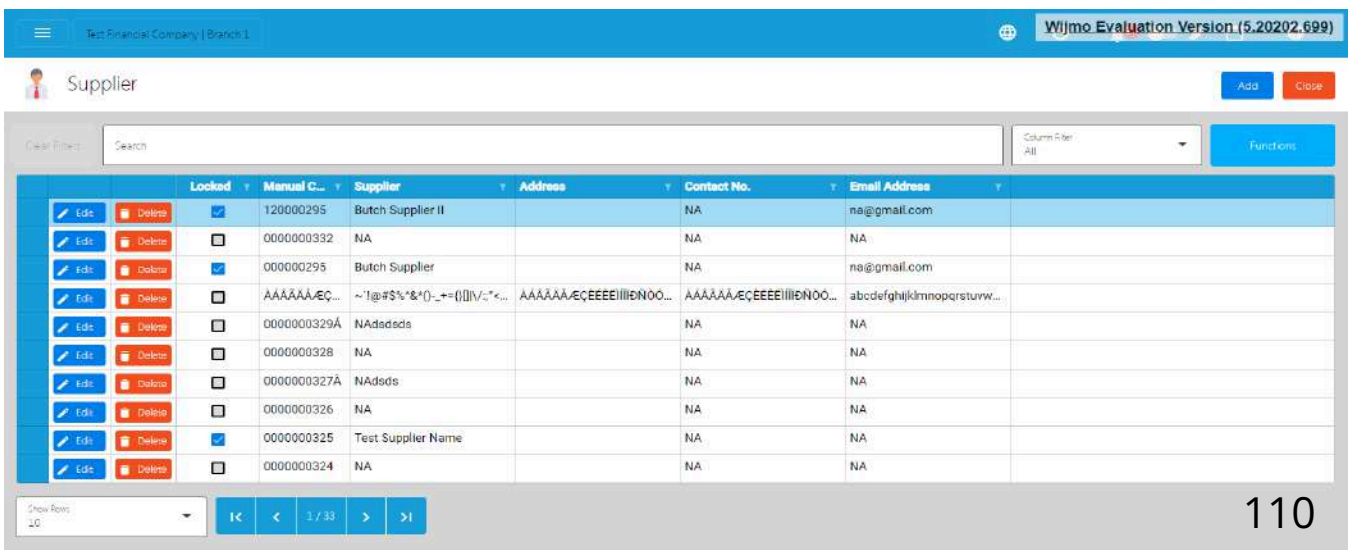
The screenshot shows a software interface for managing suppliers. At the top, there's a header with 'Text Financial Company | Branch 1' and a 'Wijmo' logo. Below the header, there's a 'Draft Supplier' section with a 'Validate' button. A red arrow points to this button with the label 'Validate button'. Below the button is a table with the following columns: ValidationSt..., ManualCode, Particulars, Supplier, TIN, ZipCode, BusinessStyle, ContactPers..., ContactNiz..., Category, PayableAcc..., and PayableAcc... The table contains one row with the following data: VALIDATED, 120000295, NA, Butch Supplier II, 123-456-789, 7200, TRADING, NA, NA, NA, and 14 | Cash in Bank. A green notification box in the top right corner says 'Validated Successfully' and 'Draft Supplier(s) was successfully validated!'. At the bottom, there's a 'Show Rows' dropdown set to '10' and a pagination control showing 'Page 1 of 1'.

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.



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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.



**Wjimo Evaluation Version (5.20202.699)**

## 4.1.4 Company

Company refers to the name of the organization using EasyFS. Each company can have multiple branches. Depending on how the organization will configure their branches, they could use it as a profit center, a cost center or a warehouse. Each Company has its own consolidated Financial Reports.



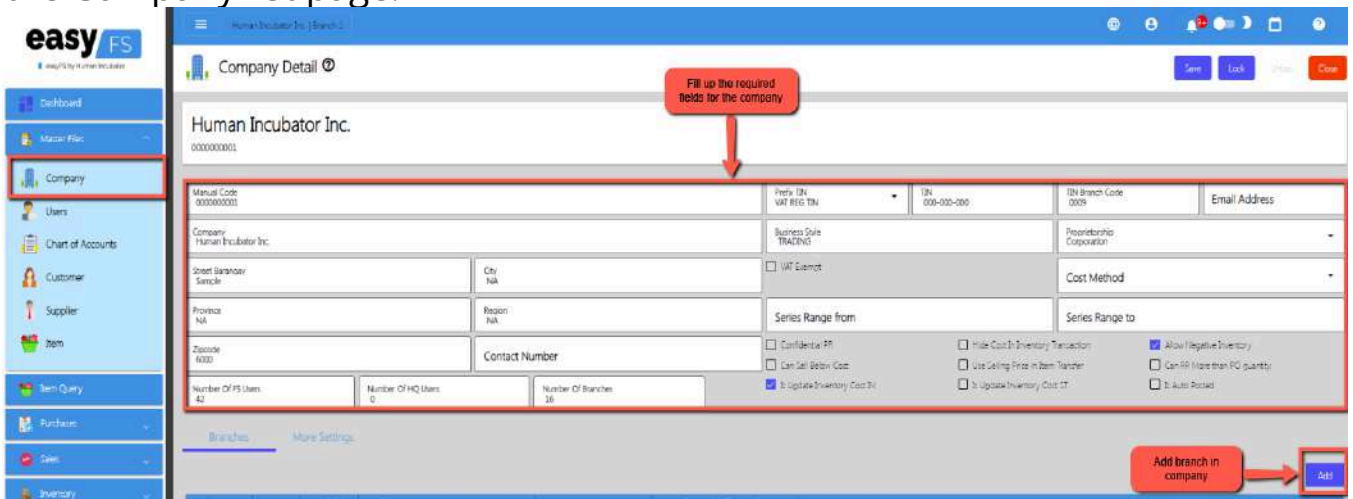
Locked	Manual	Company	Address	TIN
<input checked="" type="checkbox"/>	<input type="checkbox"/>	000000001 Human Incubator Inc.	Sample, NA NA NA	VAT REG TIN,000-000-000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0098 Denice Essentials	NA, NA NA NA	JNA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	000000003 Julius Bakeshop	company Unit 1001B Keppel Center, Sam...	000-000-000-0000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	000000021 ABC COMPANY	NA, NA NA NA	,001-001-001-000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	000000010 Technical Support	Keppel Office Building	000-000-000-000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	000000016 Moder Table 082	Aseana, Parañaque Metro-Manila NCR	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	000000019 New Century Limited	.	123456789
<input checked="" type="checkbox"/>	<input type="checkbox"/>	000000025 ROCCO Inc	.	000-000-000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	000000026 EasyCloud Inc	Luz, Cebu City Cebu VII	000-000-000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	000000027 Qwerly Company	San Roque, Antipolo Rizal Calabarzon	VAT REG TIN,097256347

### 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.



**Fill up the required fields for the company**

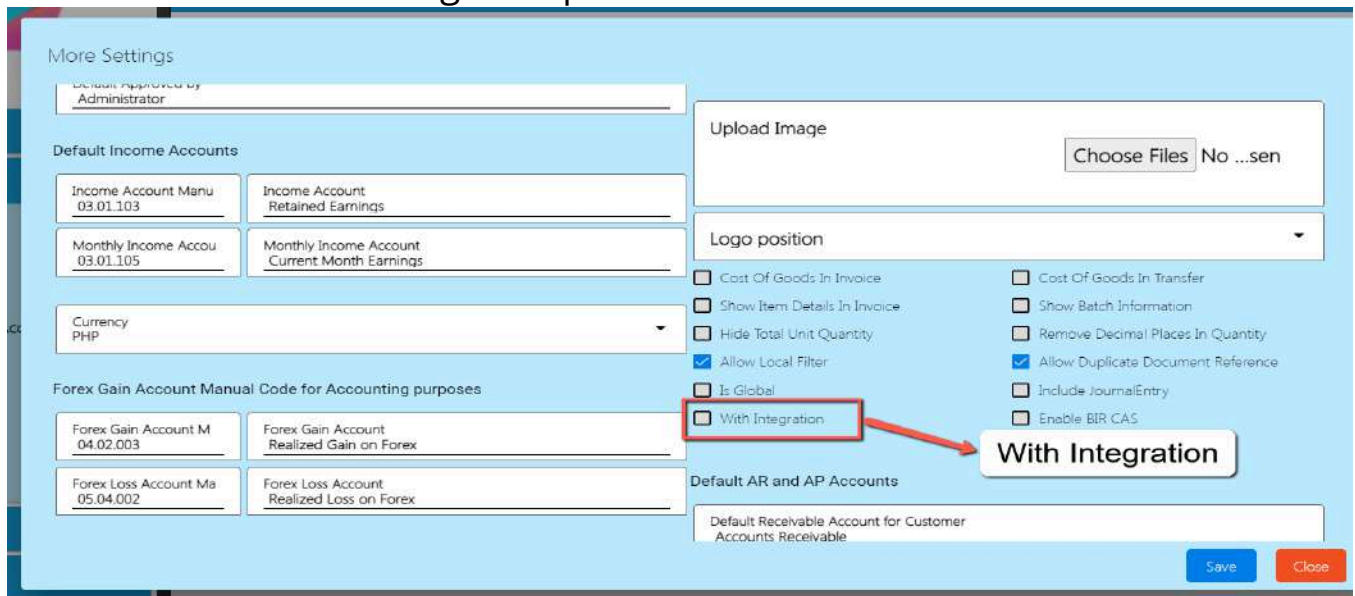
Human Incubator Inc.  
000000001

Manual Code 000000001	Pretty TIN VAT REG TIN	TIN 000-000-000	TIN Branch Code 0009	Email Address
Company Human Incubator Inc.	Business Sale TRADING	<input type="checkbox"/> VAT Exempt	Partnership Corporation	Cost Method
Short Name Sample	City NA	Province NA	Region NA	Series Range from
Zipcode 1000	Contact Number	<input type="checkbox"/> Confidential PP	<input type="checkbox"/> Hide Cost In Inventory Transaction	<input checked="" type="checkbox"/> Allow Negative Inventory
Number Of FS Item 42	Number Of HQ Item 0	Number Of Branches 38	<input type="checkbox"/> Can Sell Below Cost	<input type="checkbox"/> Use Selling Price In Item Transfer
			<input checked="" type="checkbox"/> Update Inventory Cost IV	<input type="checkbox"/> Can Sell More than PO quantity
			<input type="checkbox"/> Update Inventory Cost IT	<input type="checkbox"/> Is Auto Posed

**Add branch in company** **Add**

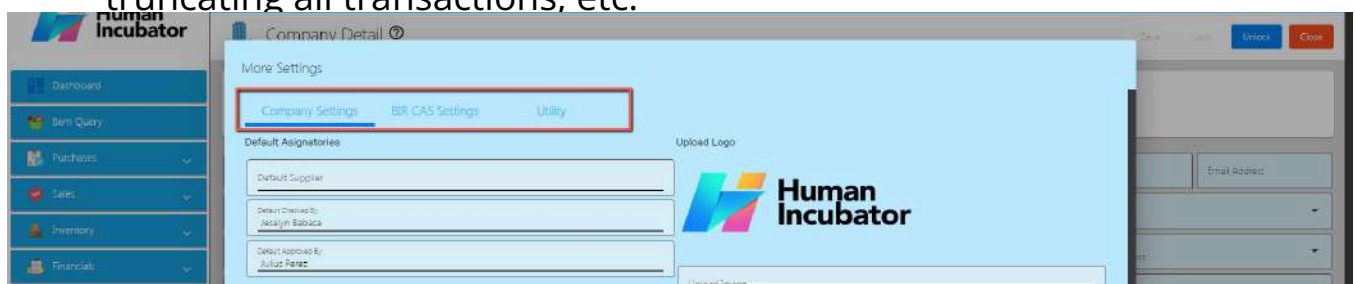
Provide all the necessary information for the **More Settings** for the company the tabs shown here are:

- **Company Settings** - more settings for company tweaking.
  - If EasyFS has easyPOS integration, make sure to turn on the **With Integration** checkbox. Turning on the With Integration will prevent the user to Unlock/Edit the following transactions:
    - Stock In
    - Stock Out
    - Stock Transfer
    - Receiving Receipt



The screenshot shows the 'More Settings' interface. On the right side, there is a list of checkboxes for various settings. The 'With Integration' checkbox is highlighted with a red box, and a red arrow points from it to a white callout box with the text 'With Integration'. Other visible settings include 'Cost Of Goods In Invoice', 'Show Item Details In Invoice', 'Hide Total Unit Quantity', 'Allow Local Filter', 'Is Global', 'Cost Of Goods In Transfer', 'Show Batch Information', 'Remove Decimal Places In Quantity', 'Allow Duplicate Document Reference', 'Include Journal Entry', and 'Enable BIR CAS'. There are also sections for 'Default Income Accounts', 'Forex Gain Account Manual Code', and 'Default AR and AP Accounts'.

- **BIR CAS Settings** - more settings to tweak BIR Forms format
- **Utility** - use for several functions, like uploading items in bulk, truncating all transactions, etc.



The screenshot shows the 'Company Detail' page with a 'More Settings' modal open. The modal has three tabs: 'Company Settings', 'BIR CAS Settings', and 'Utility'. The 'Company Settings' tab is selected and highlighted with a red box. The modal contains fields for 'Default Assignatories' (Default Supplier, Default Checked By, Default Approved By) and an 'Upload Logo' section. The Human Incubator logo is visible in the bottom right corner of the modal.



## 4.1.5 Users

User refers to an individual who has access to EasyFS. Each user will be given rights and permissions to the Modules, Forms and Reports of EasyFS. This will depend on how the organization will configure or implement their access rights.

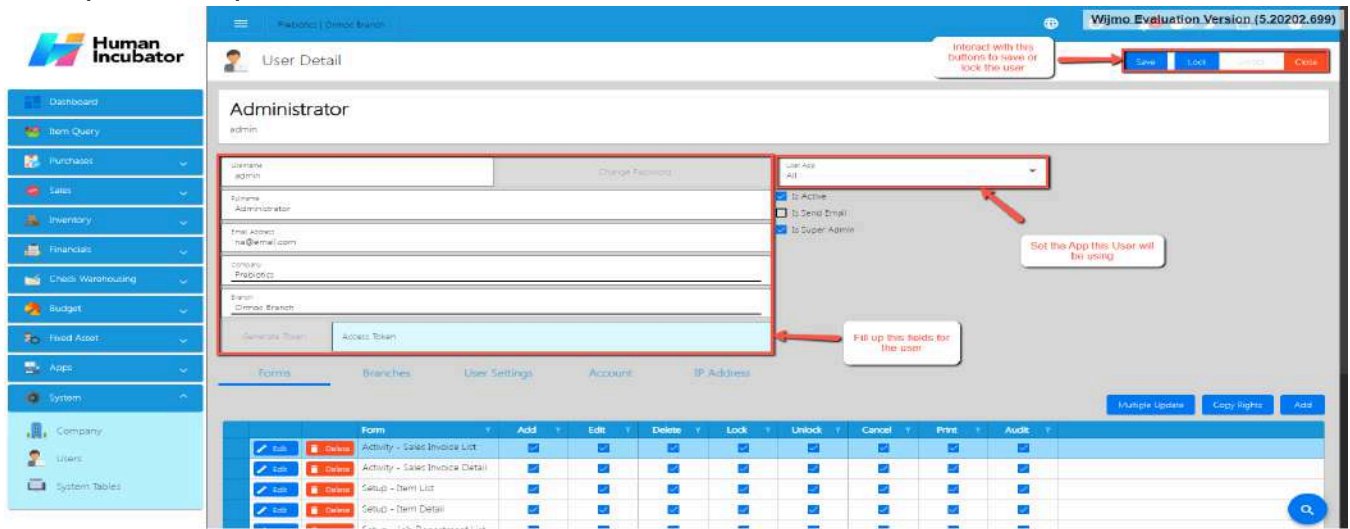
*Note: A user license is part of the contract of EasyFS and it should be coordinated with HII Sales for proper accounting and to avoid unnecessary disruption in the organization's operations. For more additional inquiry on the User License you can contact [Hiisales@human-incubator.com](mailto:Hiisales@human-incubator.com)*

### Users List

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

## Users Detail

- Fill up the required fields for the **User** to use:



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User Detail

Administrator  
admin

Username: admin

Fullname: Administrator

Email Address: me@gmail.com

Company: Incubator

Branch: Central Branch

User App: All

Is Active

Is Send Email

Is Super-Admin

Generate Token: Access Token

Form	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"/>
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"/>
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"/>
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"/>

vGamma 002.001 +4.praprod

- Username** - username that will be used in logging into the system
- Fullname** - Full Name of the user, it will be reflected in the reports and in the transactions.
- Email Address** - Please provide an active email address. This will be used to send your password and receive notifications for all transactions
- Company** - a company which the user can only access
- Branch** - a branch which the user can only access
- Is Active** - it should be checked so that the user can access the system
- Is Send Email** - If this button is checked, you will receive notifications for all transactions you have created
- Always Verify Email on Login** - If this button is checked, you will receive an OTP every time you log-in to the system.

*\* Note: The password will be set up once the username setup is completed. An email will be sent to the registered email address provided in the user details. Please ensure that you click the link within 5 minutes.*

- Set-up also the Apps for the user to access, either **All** (Both **EasyFIS** and **EasyHQ**), **EasyFIS**, **EasyHQ**.
- **Forms** - set the forms that a **USER** can only access. Select or Check the Necessary fields like **ADD, EDIT, DELETE, LOCK, UNLOCK, CANCEL, PRINT, AUDIT**.
- **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)**

#### 4.1.6 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.

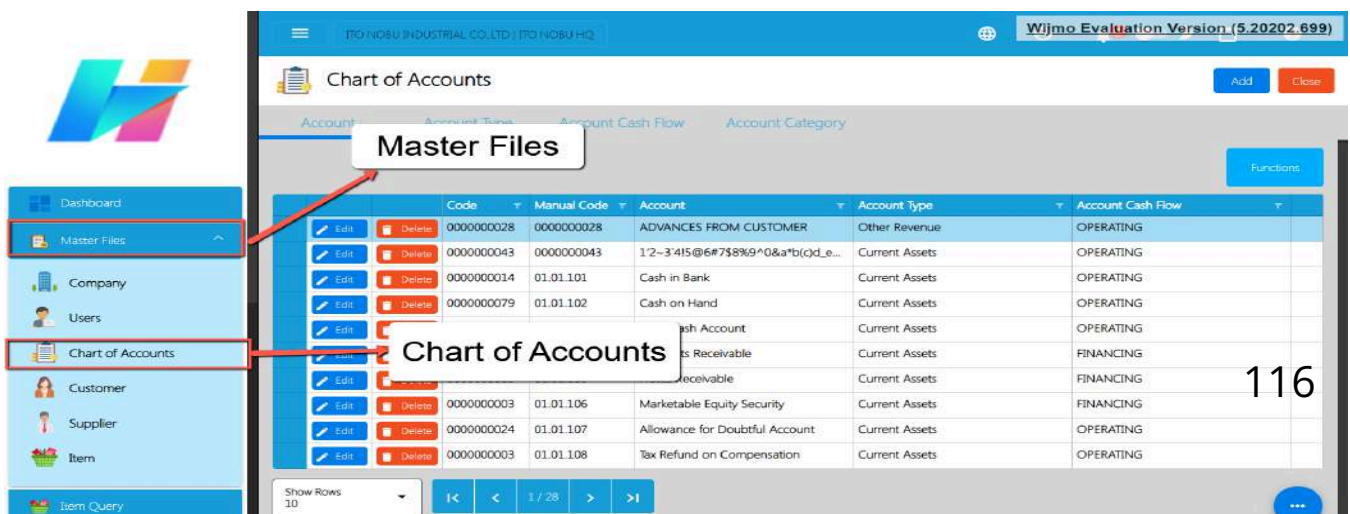
*Note: An Accountant can advise what will be the best suited Chart of Accounts for your type of business.*

### 4.1.6.1 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 expenses.

### 4.1.6.2 Manual Add Chart of Accounts

1. Go to **Master Files**, then select **Chart of Accounts**.



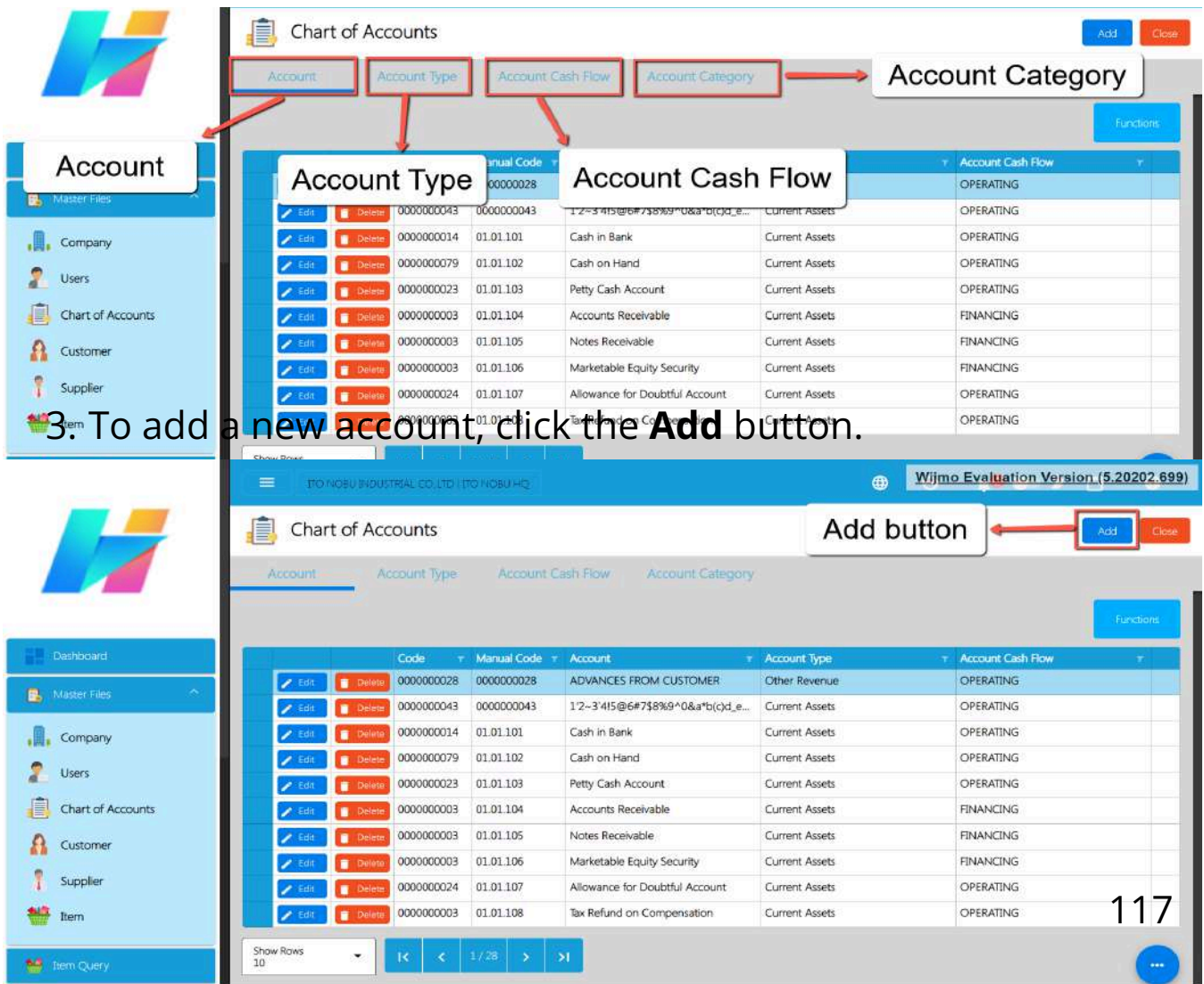
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Chart of Accounts

Code	Manual Code	Account	Account Type	Account Cash Flow
0000000028	0000000028	ADVANCES FROM CUSTOMER	Other Revenue	OPERATING
0000000043	0000000043	1'2--3'415@6#758%9*0&a*b(cjd_e...	Current Assets	OPERATING
0000000014	01.01.101	Cash in Bank	Current Assets	OPERATING
0000000079	01.01.102	Cash on Hand	Current Assets	OPERATING
		Cash Account	Current Assets	OPERATING
		Accounts Receivable	Current Assets	FINANCING
		Accounts Receivable	Current Assets	FINANCING
0000000003	01.01.106	Marketable Equity Security	Current Assets	FINANCING
0000000024	01.01.107	Allowance for Doubtful Account	Current Assets	OPERATING
0000000003	01.01.108	Tax Refund on Compensation	Current Assets	OPERATING

116

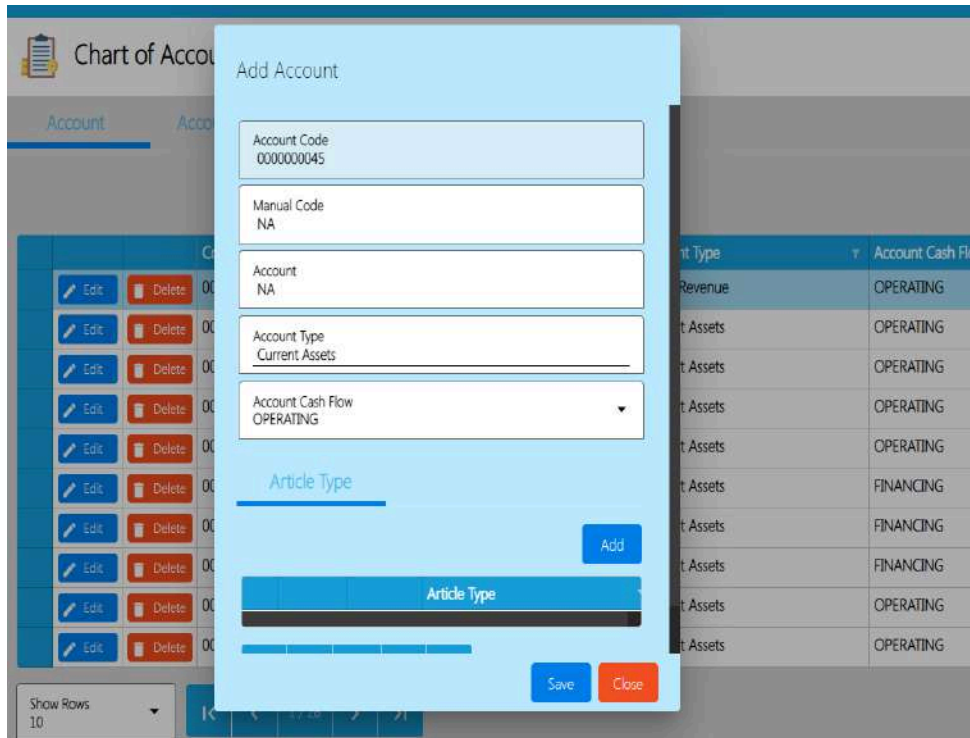
2. You will be redirected to the Chart of Accounts list where you can see the following tabs:
- Account** → list of accounts.
  - Account Type** → list of account types.
  - Account Cash Flow** → list of account flows.
  - Account Category** → list of account categories.



The screenshot shows the 'Chart of Accounts' interface. At the top, there are four tabs: 'Account', 'Account Type', 'Account Cash Flow', and 'Account Category'. The 'Account Category' tab is selected and highlighted with a red box and an arrow. Below the tabs, there is a table with columns for 'Account Type', 'Manual Code', 'Account', 'Account Type', and 'Account Cash Flow'. The table contains several rows of account data. A red box highlights the 'Add' button in the top right corner of the interface, with an arrow pointing to it. The interface also includes a sidebar with navigation options like 'Master Files', 'Company', 'Users', 'Chart of Accounts', 'Customer', 'Supplier', and 'Item'. The bottom of the interface shows a footer with 'Wijmo Evaluation Version (5.20202.699)' and a page number '117'.

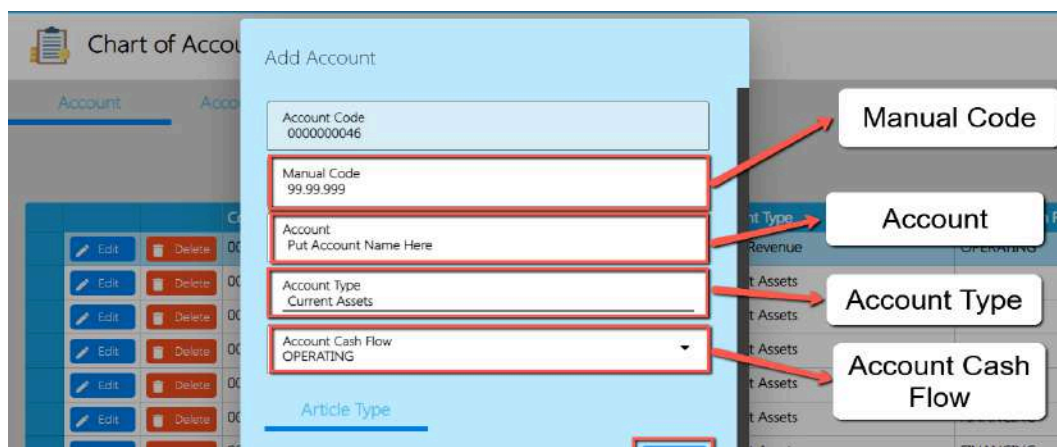
3. To add a new account, click the **Add** button.

4. An Add Account window will popup where you need to input the Account details.



5. Fill in the important fields with correct information like:

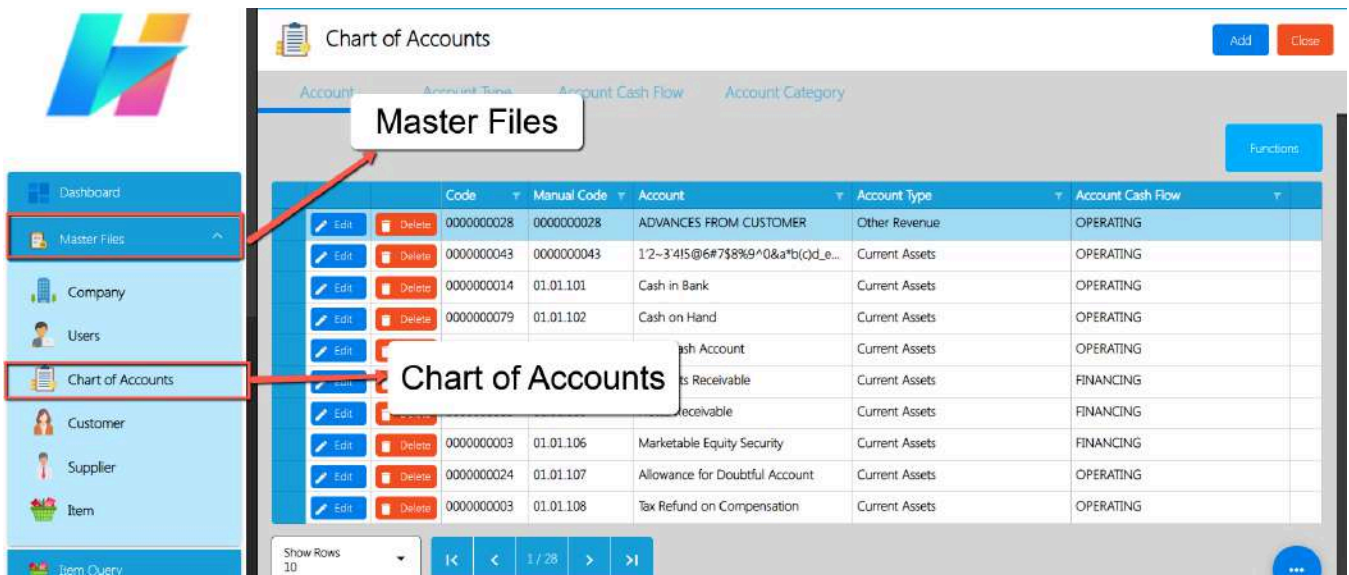
- a. Manual Code
- b. Account
- c. Account Type
- d. Account Cash Flow
- e. Article Type



6. Once everything is okay, click the Save button.

#### 4.1.6.2 Add Chart of Accounts via Upload Account

1. Go to **Master Files**, then select **Chart of Accounts**.

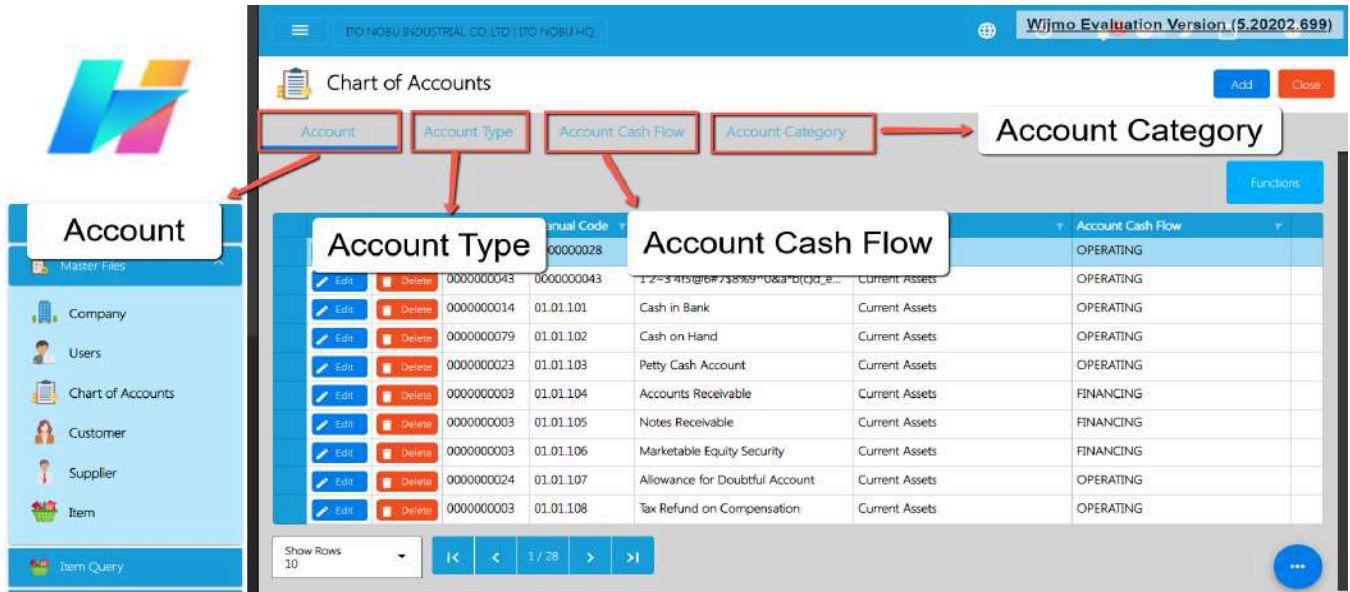


Code	Manual Code	Account	Account Type	Account Cash Flow
000000028	000000028	ADVANCES FROM CUSTOMER	Other Revenue	OPERATING
000000043	000000043	1:2-3:4:5@6#7:8%9^0&a*b(c)d_e...	Current Assets	OPERATING
000000014	01.01.101	Cash in Bank	Current Assets	OPERATING
000000079	01.01.102	Cash on Hand	Current Assets	OPERATING
		Cash Account	Current Assets	OPERATING
		Accounts Receivable	Current Assets	FINANCING
		Prepaid Receivable	Current Assets	FINANCING
000000003	01.01.106	Marketable Equity Security	Current Assets	FINANCING
000000024	01.01.107	Allowance for Doubtful Account	Current Assets	OPERATING
000000003	01.01.108	Tax Refund on Compensation	Current Assets	OPERATING

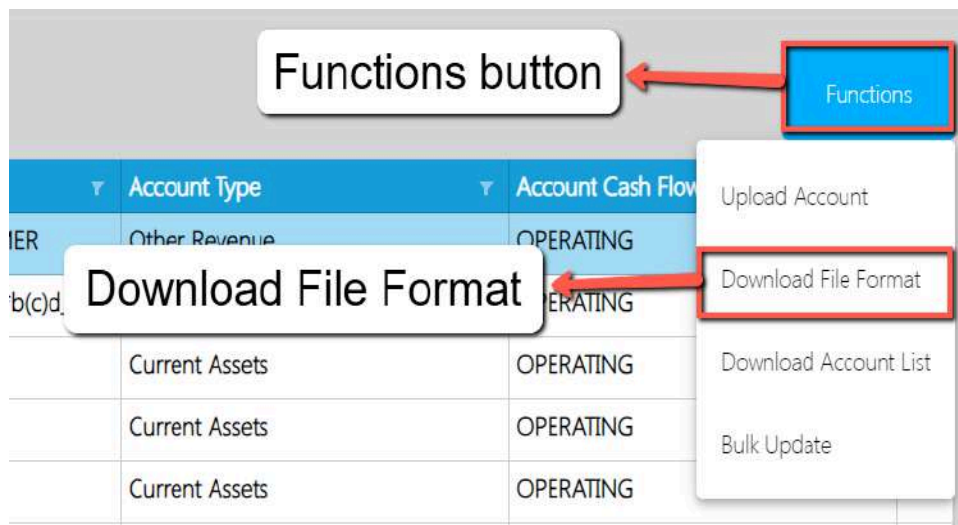
2. You will be redirected to the Chart of Accounts list where you can see the following tabs:

- a. **Account** → list of accounts.
- b. **Account Type** → list of account types.
- c. **Account Cash Flow** → list of account flows.

d. **Account Category** → list of account categories.



3. To add new accounts via Upload Account, click the **Functions** button, then click the **Download File Format** for the Account template.

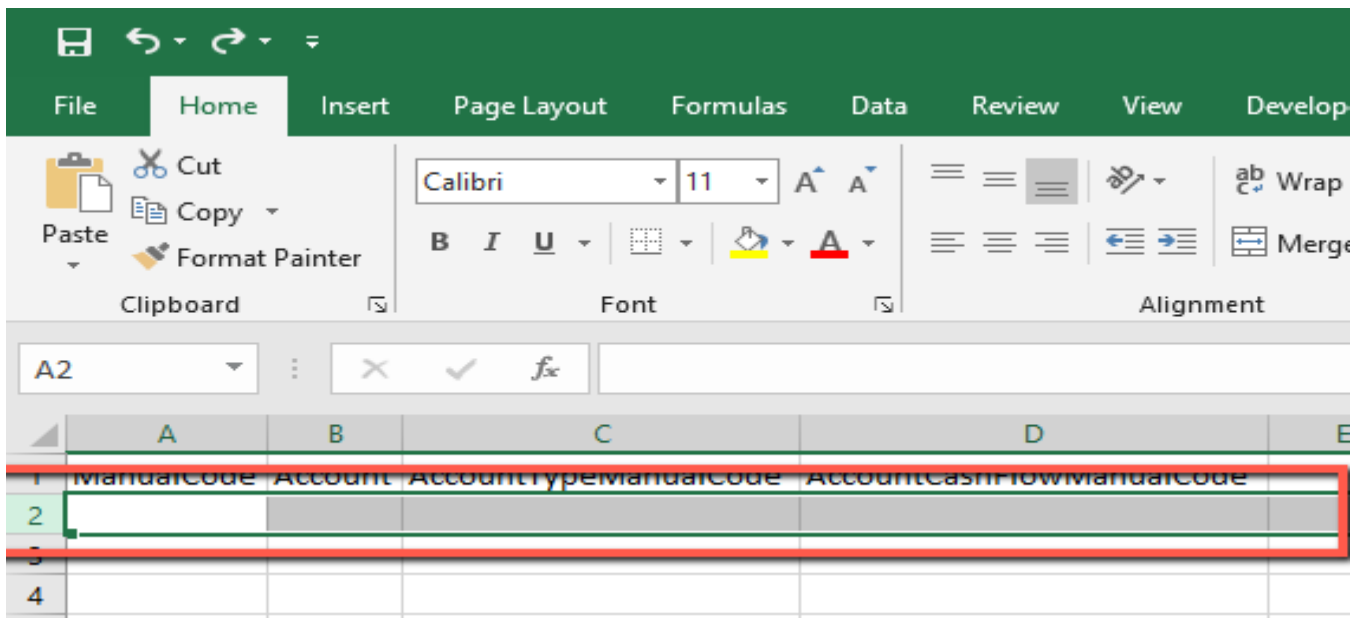


4. An excel file will be downloaded with a file name of **Account Format**.

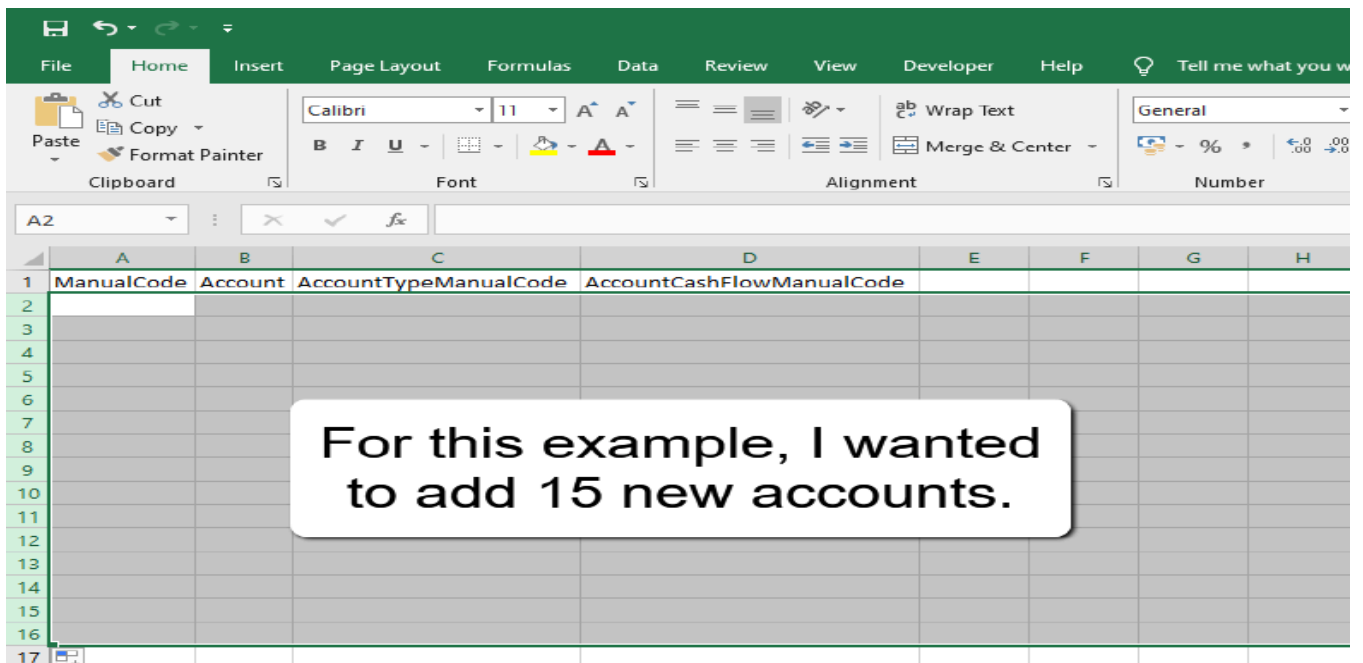
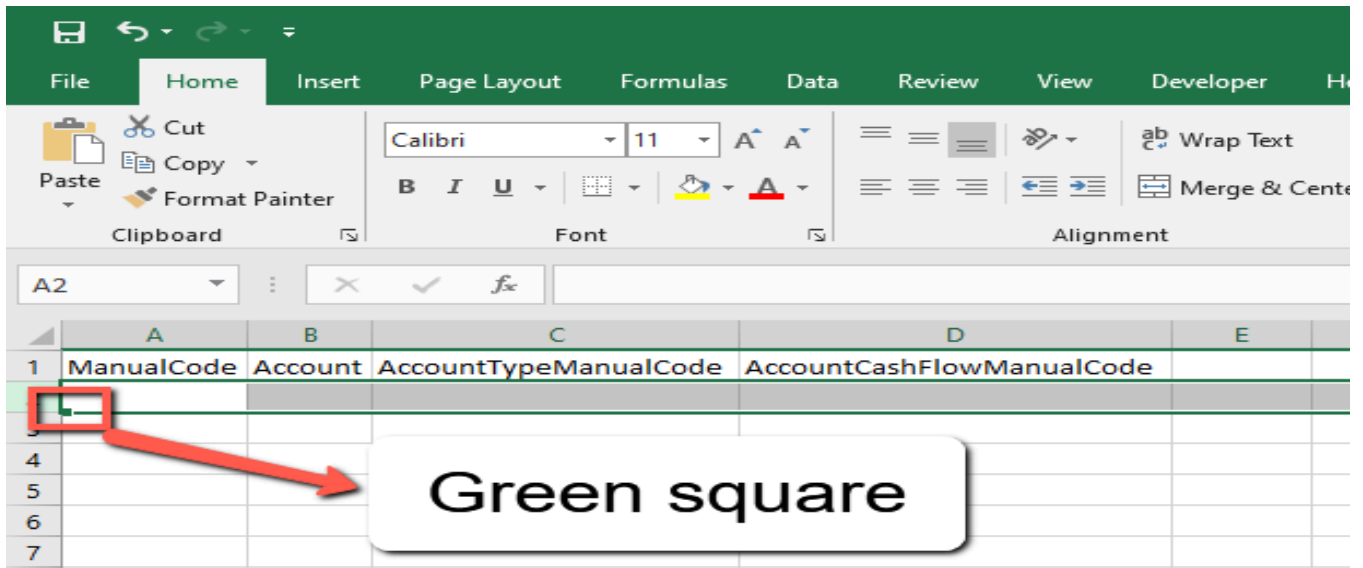




5. Open the excel file and you will see the following columns:
  - a. ManualCode
  - b. Account
  - c. AccountTypeManualCode
  - d. AccountCashFlowManualCode
6. If you wish to add bulk accounts, we highly recommend you to copy first the first data (cell 2) as it has dropdown values for the AccountTypeManualCode and AccountCashFlowManualCode.
  - a. Click Row number 2. This is what it looks like upon clicking:



- b. Look for the square colored with green then drag lower until you reach the number of accounts you wanted to add.



7. After that, provide a ManualCode and Account value with correct details.

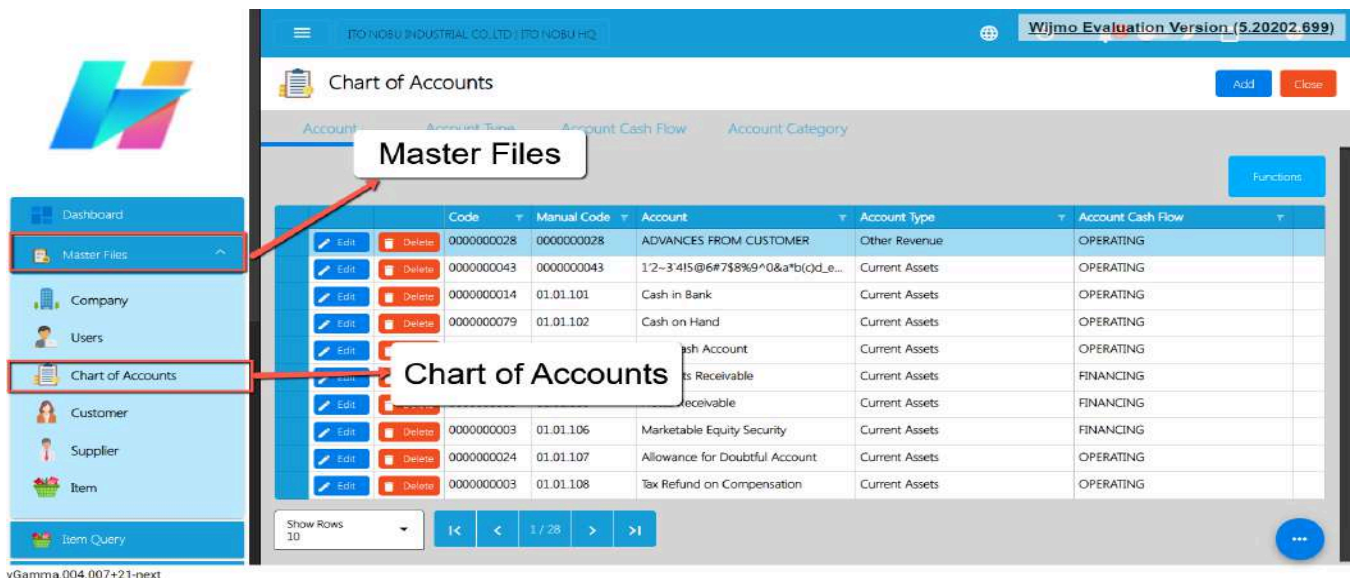
8. For the AccountTypeManualCode and
9. AccountCashFlowManualCode, click the cell. You will see a dropdown icon, click the dropdown icon, and select the correct value.

	A	B	C	D
1	ManualCode	Account	AccountTypeManualCode	AccountCashFlowManualCode
2	01.01.101	Test Account 1	1	
3				
4				
5				
6				
7				
8	<b>AccountTypeManualCode values</b>			
9				
10				
11				

	A	B	C	D	E
1	ManualCode	Account	AccountTypeManualCode	AccountCashFlowManualCode	
2	01.01.101	Test Account 1	Tangible Assets		
3					
4					
5					
6					
7					
8	<b>AccountCashFlowManualCode values</b>				
9					
10					
11					

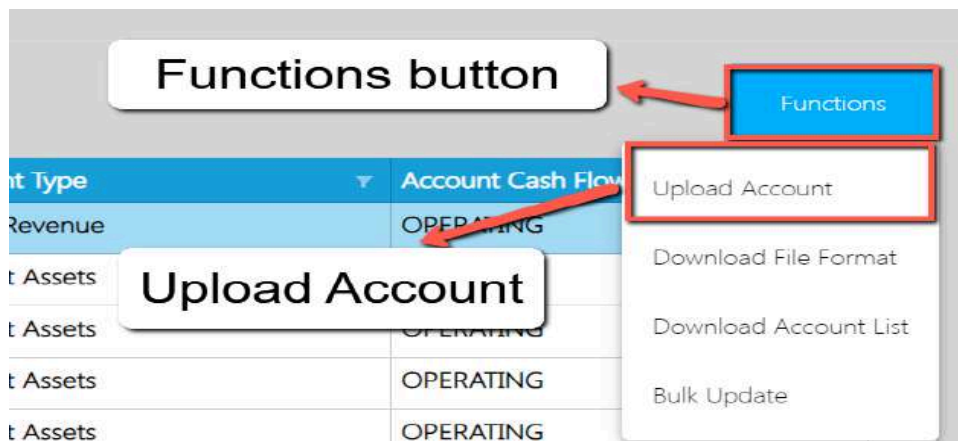
	A	B	C	D
1	ManualCode	Account	AccountTypeManualCode	AccountCashFlowManualCode
2	01.01.101	Test Account 1	Current Assets	OPERATING
3	01.01.102	Test Account 2	Current Assets	OPERATING
4	01.01.103	Test Account 3	Current Assets	OPERATING
5	01.01.104	Test Account 4	Current Assets	OPERATING
6	01.01.105	Test Account 5	Current Assets	OPERATING
7	01.01.106	Test Account 6	Current Assets	OPERATING
8	01.01.107	Test Account 7	Current Assets	OPERATING
9	01.01.108	Test Account 8	Current Assets	OPERATING
10	01.01.109	Test Account 9	Current Assets	OPERATING
11	01.01.110	Test Account 10	Current Assets	OPERATING
12	01.01.111	Test Account 11	Current Assets	OPERATING
13	01.01.112	Test Account 12	Current Assets	OPERATING
14	01.01.113	Test Account 13	Current Assets	OPERATING
15	01.01.114	Test Account 14	Current Assets	OPERATING
16	01.01.115	Test Account 15	Current Assets	OPERATING
17				

10. If you are done with providing correct values, save the file.
11. On the easyFS, go to Master Files again, then click the **Chart of Accounts**.



The screenshot shows the 'Chart of Accounts' screen in the easyFS system. The sidebar on the left contains the following menu items: Dashboard, Master Files, Company, Users, Chart of Accounts, Customer, Supplier, and Item. The main content area displays a table with the following columns: Code, Manual Code, Account, Account Type, and Account Cash Flow. The table contains several rows of account data, including 'ADVANCES FROM CUSTOMER', 'Cash in Bank', 'Cash on Hand', 'Cash Account', 'Accounts Receivable', 'Marketable Equity Security', 'Allowance for Doubtful Account', and 'Tax Refund on Compensation'. Red arrows point from the 'Master Files' and 'Chart of Accounts' menu items in the sidebar to their respective locations in the software interface.

12. After that, click the **Functions** button then, **Upload Account** to upload the file being downloaded earlier.



13. A file dialogue will open and look for the **Account Format** file. Once found, double click the file to upload.
14. Wait until the upload is complete, once complete, a success toast message will appear.

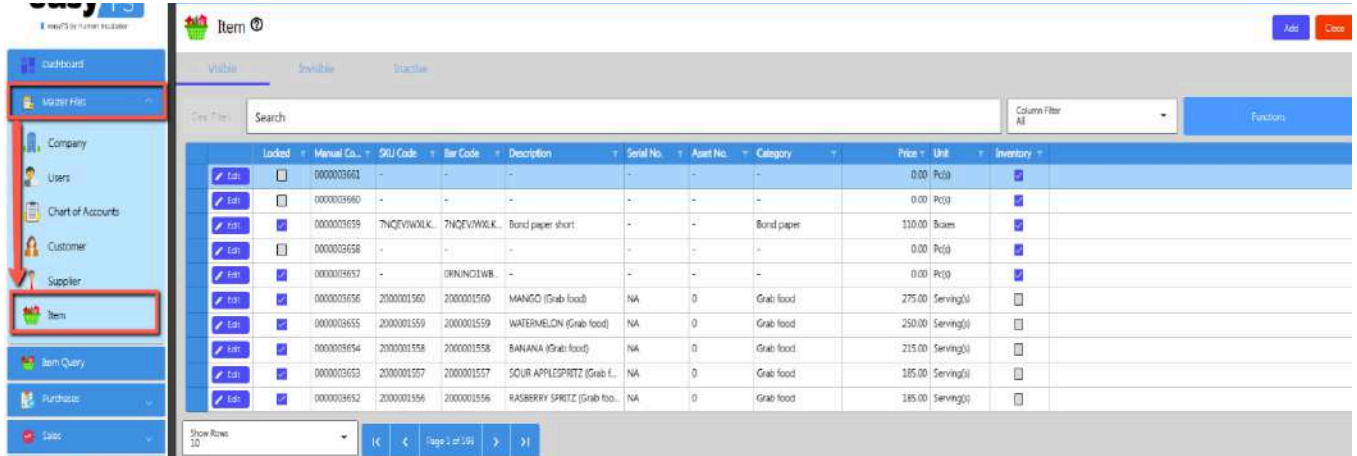
## 4.2 Update Master Files

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.

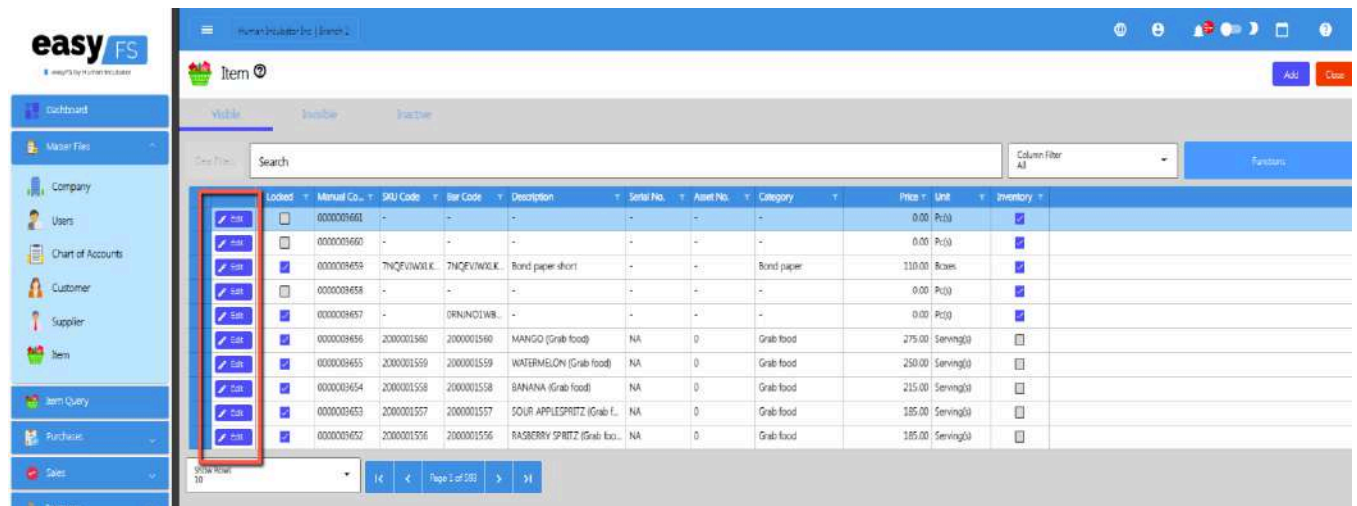
## 4.2.1 Item

### 4.2.1.1 Manual Update Item Detail

1. Go to **Master Files**, then click **Item**.

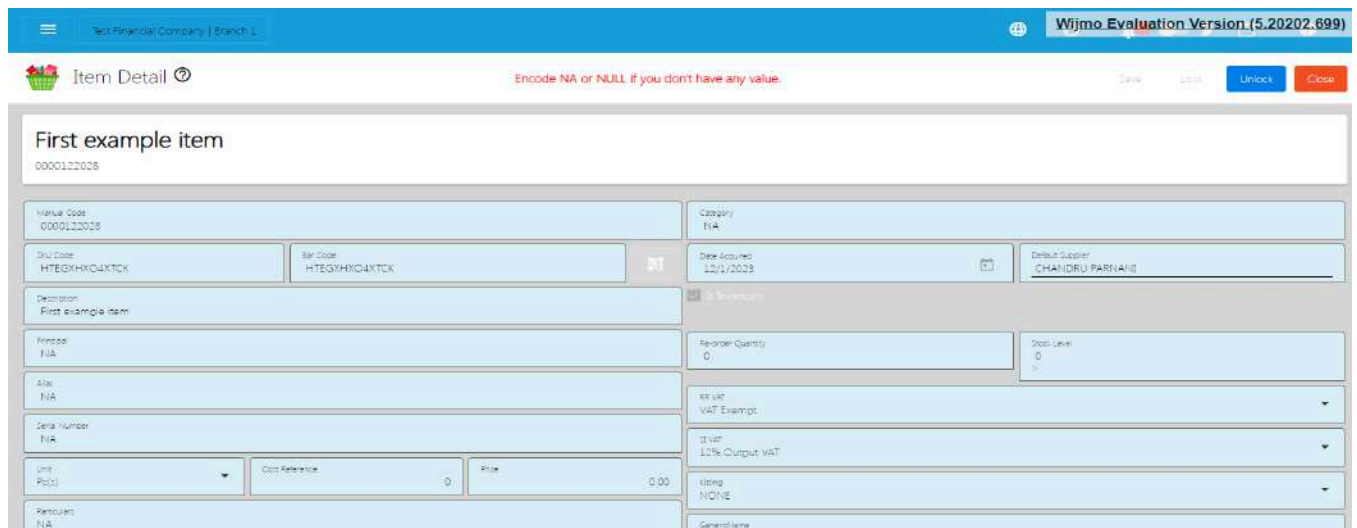


Locked	Manual Co.	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
<input type="checkbox"/>	000003661	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003660	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003659	7NQFVWXLK	7NQFVWXLK	Bond paper short	-	-	Bond paper	110.00	Boxes	<input type="checkbox"/>
<input type="checkbox"/>	000003658	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003657	-	-	DRINKING WB.	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003656	200001560	200001560	MANGO (Grab food)	NA	0	Grab food	275.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003655	200001559	200001559	WATERMELON (Grab food)	NA	0	Grab food	250.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003654	200001558	200001558	BANANA (Grab food)	NA	0	Grab food	215.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003653	200001557	200001557	SOUR APPLESPRITZ (Grab f.)	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003652	200001556	200001556	RASBERRY SPRITZ (Grab foo.)	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>



Locked	Manual Co.	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
<input type="checkbox"/>	000003661	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003660	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003659	7NQFVWXLK	7NQFVWXLK	Bond paper short	-	-	Bond paper	110.00	Boxes	<input type="checkbox"/>
<input type="checkbox"/>	000003658	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003657	-	-	DRINKING WB.	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003656	200001560	200001560	MANGO (Grab food)	NA	0	Grab food	275.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003655	200001559	200001559	WATERMELON (Grab food)	NA	0	Grab food	250.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003654	200001558	200001558	BANANA (Grab food)	NA	0	Grab food	215.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003653	200001557	200001557	SOUR APPLESPRITZ (Grab f.)	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003652	200001556	200001556	RASBERRY SPRITZ (Grab foo.)	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>

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



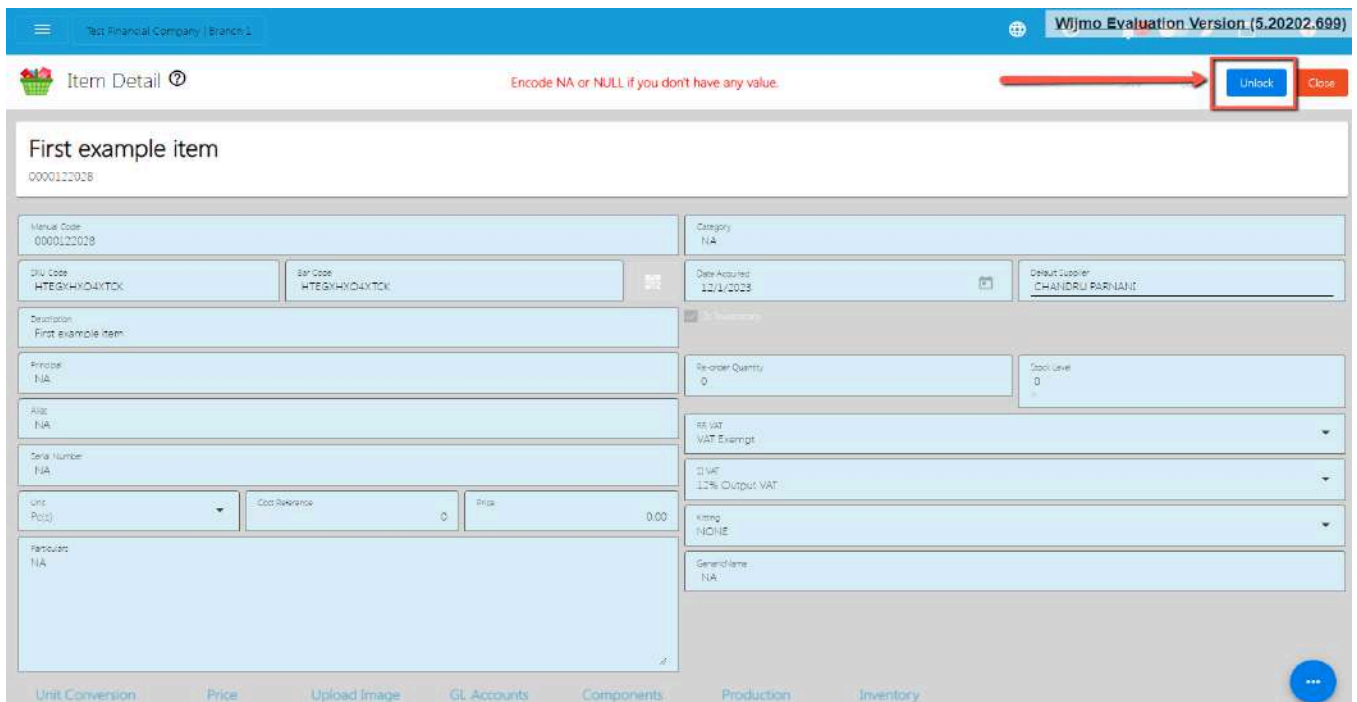
Item Detail

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

First example item  
0000122028

Manual Code 0000122028	Category NA
SKU Code HTEGXHXD4XTCK	Bar Code HTEGXHXD4XTCK
Description First example item	Date Acquired 12/1/2023
Price NA	Default Supplier CHARIDRU PARNANG
Alt NA	Reorder Quantity 0
Serial Number NA	Stock Level 0
Unit Pcs	vat WAT Exempt
Cost Reference 0	Output VAT 12% Output VAT
Price 0.00	Item NONE
Discount NA	General Name

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



Test Financial Company | Branch 1

Wjmo\_Evaluation\_Version.(5.20202.699)

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

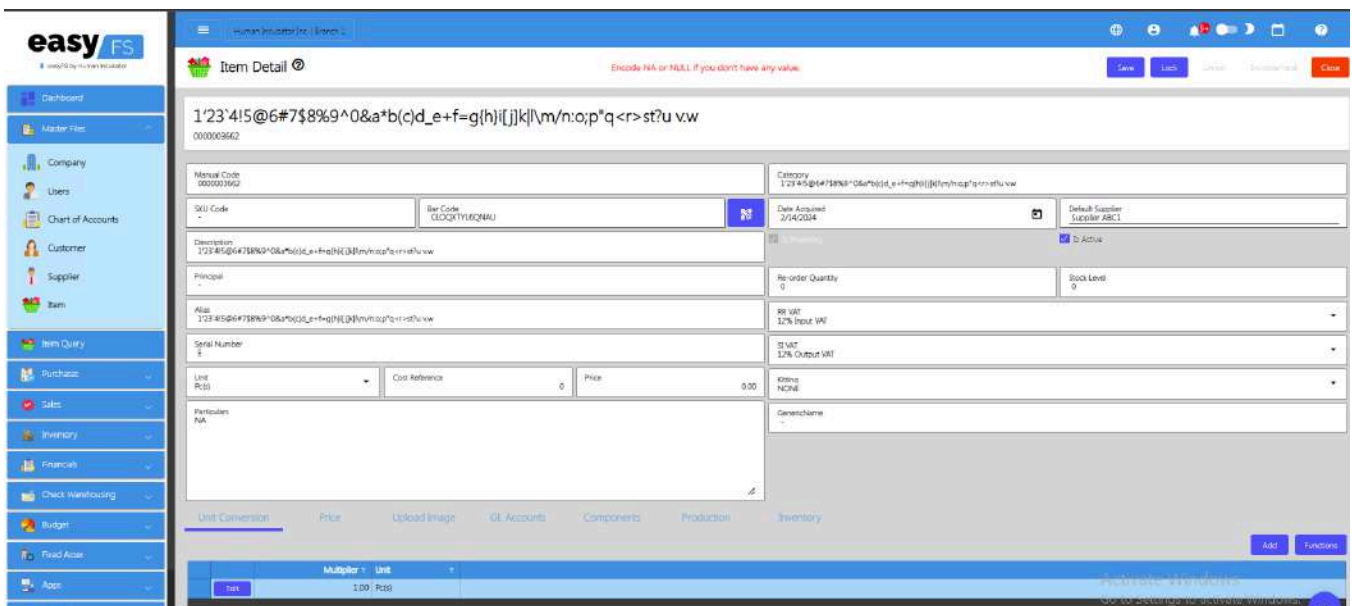
Unlock Close

First example item  
0000122028

Manual Code 0000122028	Category NA		
SKU Code HTEGXHYQ4YTKL	Bar Code HTEGXHYQ4YTKL	Date Acquired 12/1/2023	Default Supplier CHANDRU PARIHARI
Description First example item	Re-order Quantity 0	Stock Level 0	
Principal NA	16 VAT WAT Exempt		
Alias NA	12 VAT 12% Output VAT		
Serial Number NA	13 VAT NONE		
Unit Pcs	Cost Reference 0	Price 0.00	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 except for the **BARCODE and UNIT**. Just make sure not to provide special characters like: **~ ` ! @ # \$ % ^ & \* ( ) - \_ + = { } [ ] | \ / : ; " ' < > , . ?** and should not exceed the character limit of 255 to prevent errors.



easy FS  
Item Detail

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

1'23'4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g(h)[i]j|k\m/n:o;p\*q<r>st?u.vw  
000003662

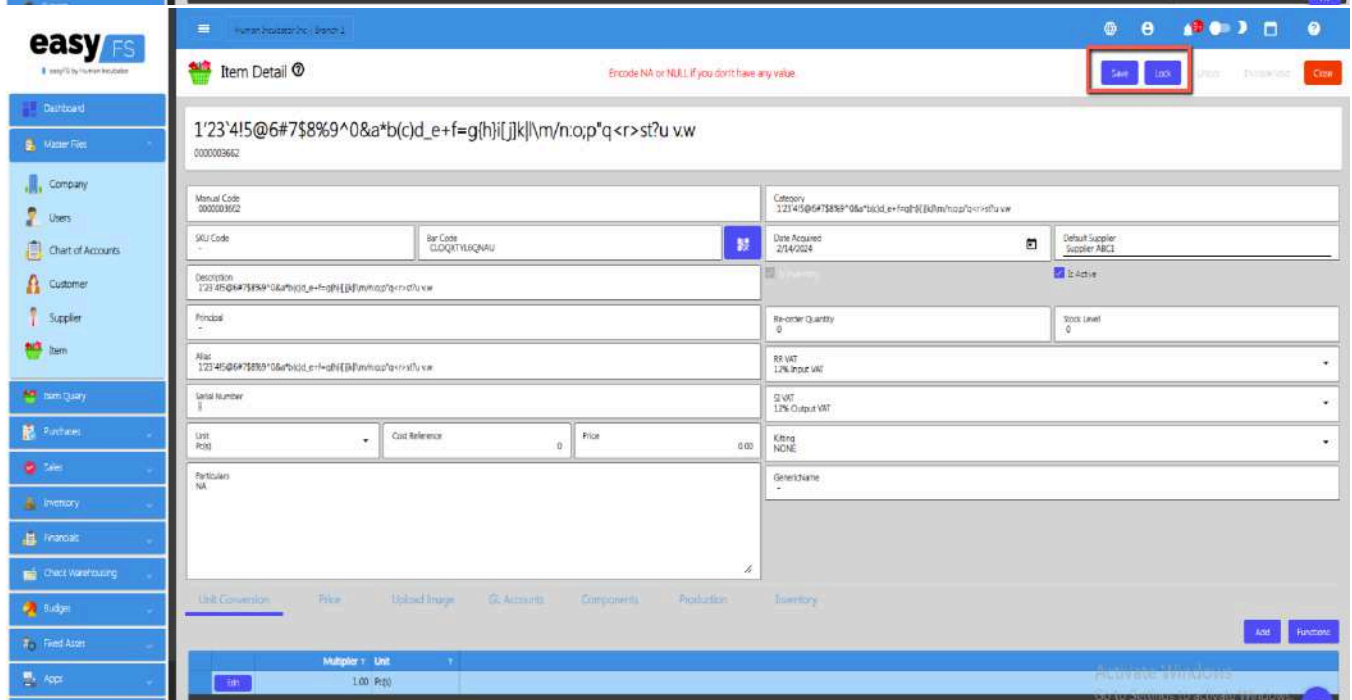
Manual Code: 000003662  
SKU Code: -  
Description: 1'23'4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g(h)[i]j|k\m/n:o;p\*q<r>st?u.vw  
Principal: -  
Alias: 1'23'4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g(h)[i]j|k\m/n:o;p\*q<r>st?u.vw  
Serial Number: -  
Line: P001 | Cost Reference: 0 | Price: 0.00  
Particulars: NA

Category: 1'23'4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g(h)[i]j|k\m/n:o;p\*q<r>st?u.vw  
Date Acquired: 2/14/2024  
Default Supplier: Supplier ABC1  
Re-order Quantity: 0  
Stock Level: 0  
RR Wt: 12% Input Wt  
EW Wt: 12% Output Wt  
Kitting: NONE  
Generichame: -

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

Multiplier: 100 | Unit: Pcs

Save (disabled) | Lock (active) | Add | Functions



easy FS  
Item Detail

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

1'23'4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g(h)[i]j|k\m/n:o;p\*q<r>st?u.vw  
000003662

Manual Code: 000003662  
SKU Code: -  
Description: 1'23'4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g(h)[i]j|k\m/n:o;p\*q<r>st?u.vw  
Principal: -  
Alias: 1'23'4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g(h)[i]j|k\m/n:o;p\*q<r>st?u.vw  
Serial Number: -  
Line: P001 | Cost Reference: 0 | Price: 0.00  
Particulars: NA

Category: 1'23'4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g(h)[i]j|k\m/n:o;p\*q<r>st?u.vw  
Date Acquired: 2/14/2024  
Default Supplier: Supplier ABC1  
Re-order Quantity: 0  
Stock Level: 0  
RR Wt: 12% Input Wt  
EW Wt: 12% Output Wt  
Kitting: NONE  
Generichame: -

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

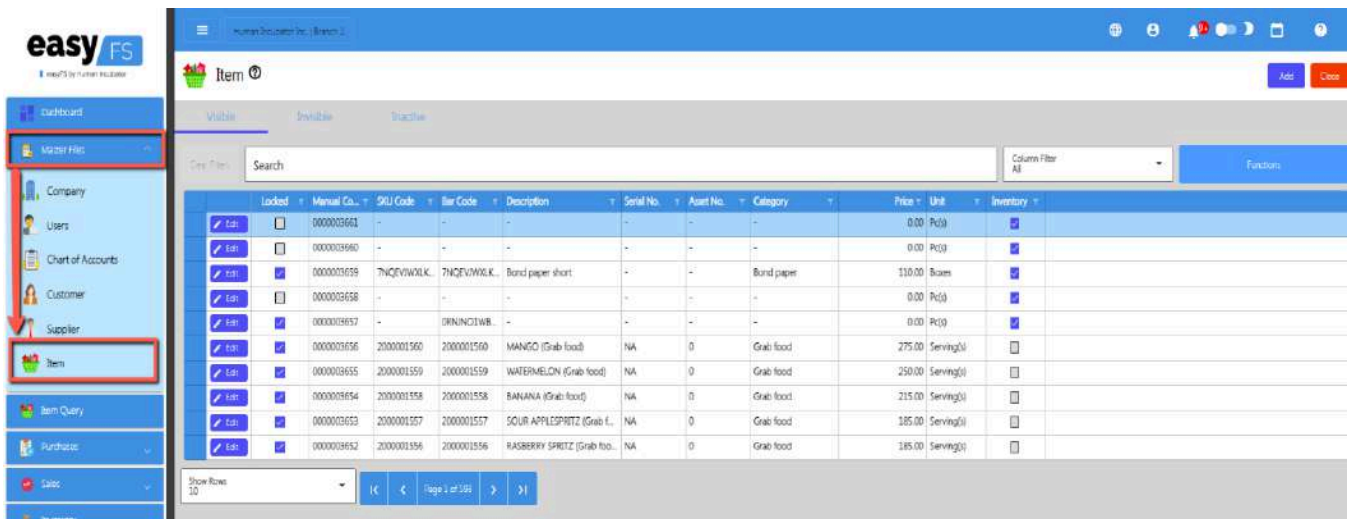
Multiplier: 100 | Unit: Pcs

Save (active) | Lock (disabled) | Add | Functions



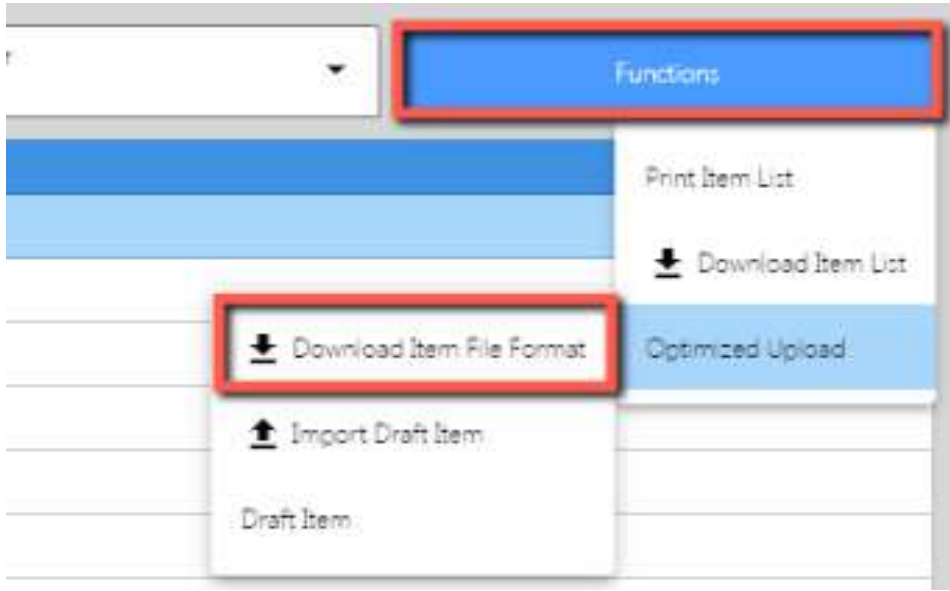
## 4.2.1.2 Update Item Detail in Bulk

1. Go to **Master Files**, then click **Item**.

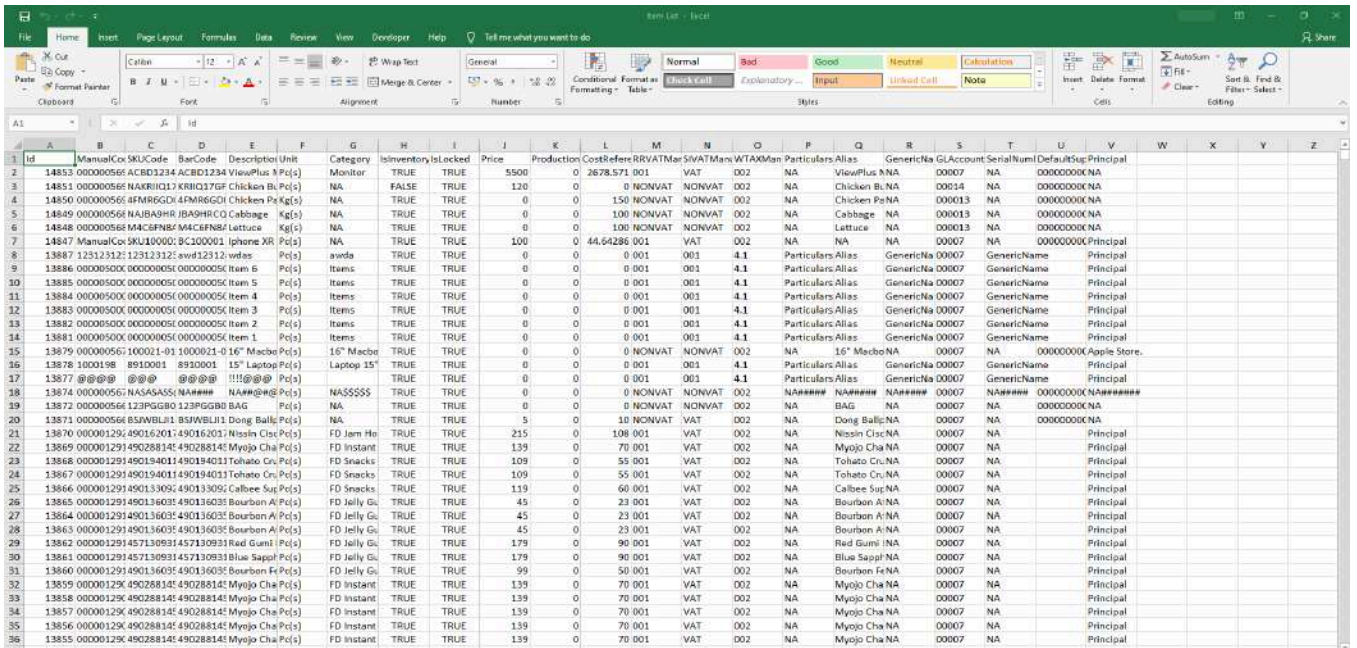


Locked	Manual Co.	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
<input type="checkbox"/>	000003662	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003660	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003659	7NQEVIWXLK	7NQEVIWXLK	Bond paper short	-	-	Bond paper	110.00	Boxes	<input type="checkbox"/>
<input type="checkbox"/>	000003658	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003657	-	-	DRINKING WB.	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003656	2000001560	2000001560	MANGO (Grab food)	NA	0	Grab food	275.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003655	2000001559	2000001559	WATERMELON (Grab food)	NA	0	Grab food	290.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003654	2000001558	2000001558	BANANA (Grab food)	NA	0	Grab food	215.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003653	2000001557	2000001557	SOUR APPLE SPRTZ (Grab f.)	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003652	2000001556	2000001556	RASBERRY SPRTZ (Grab foo.	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>

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

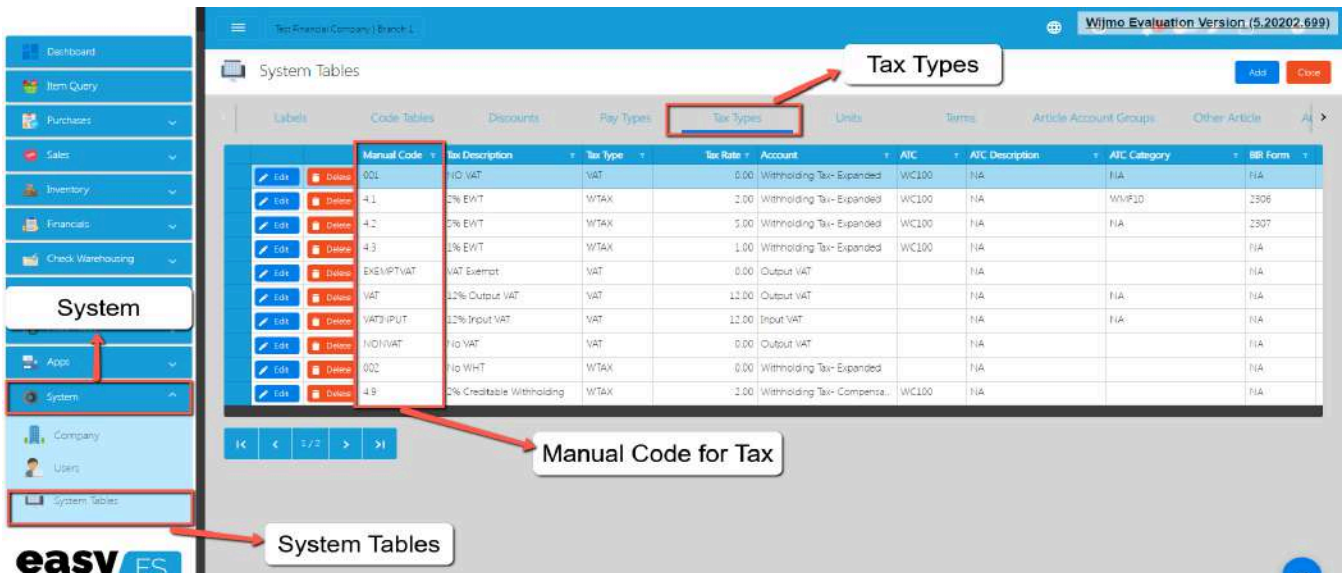


3. Once the download is complete, open the file. File name of the downloaded file is **File List**.



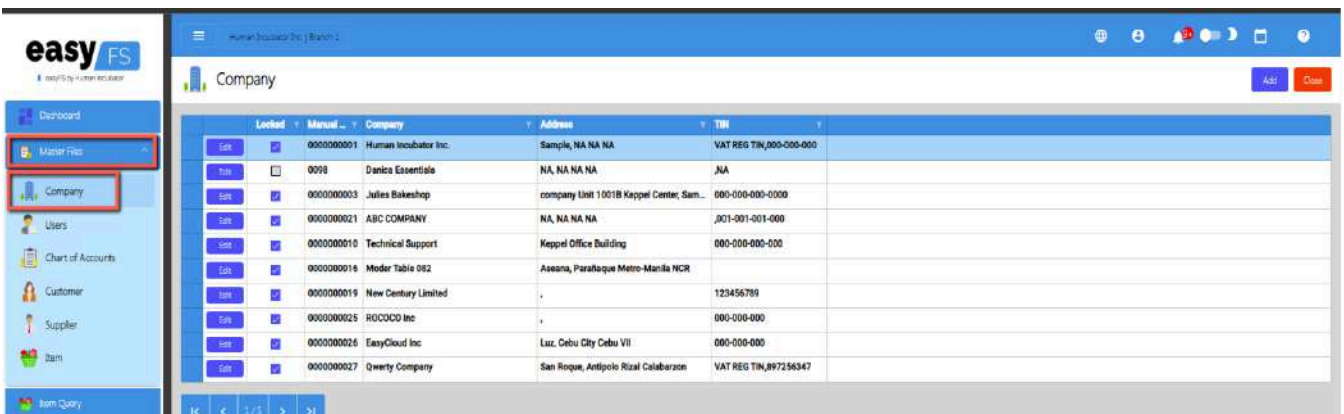
ID	ManualCov	SKU Code	Bar Code	Description	Unit	Category	Inventory	IsLocked	Price	Production	Cost	Refere	RRVAT	Mar	SWAT	Man	WTAX	Man	Particulars	Alias	GenericNa	GLAccount	SerialNum	Default	Stp	Principal
2	14853	00000566	ACBD3234	ACBD1234	ViewPlus M	Pe(s)	Monitor	TRUE	TRUE	5500	0	2678.571	001	VAT	002	NA	ViewPlus	NA	00007	NA	00000000	NA	00000000	NA	Principal	
3	14851	00000566	NA8R1C12	KR1C12F	Chicken B	Pe(s)	NA	FALSE	TRUE	120	0	0	NONVAT	NONVAT	002	NA	Chicken B	NA	00014	NA	00000000	NA	00000000	NA	Principal	
4	14850	00000566	4FM86GD	4FM86GD	Chicken P	Kg(s)	NA	TRUE	TRUE	0	0	150	NONVAT	NONVAT	002	NA	Chicken P	NA	00013	NA	00000000	NA	00000000	NA	Principal	
5	14849	00000566	NA8A9HR	BA8A9R	Cabbage	Kg(s)	NA	TRUE	TRUE	0	0	100	NONVAT	NONVAT	002	NA	Cabbage	NA	00013	NA	00000000	NA	00000000	NA	Principal	
6	14848	00000566	MAC6FN8	MAC6FN8	Lettuce	Kg(s)	NA	TRUE	TRUE	0	0	100	NONVAT	NONVAT	002	NA	Lettuce	NA	00013	NA	00000000	NA	00000000	NA	Principal	
7	14847	ManualCov	SKU10000	BC100001	iphone XR	Pe(s)	NA	TRUE	TRUE	100	0	44.64286	001	VAT	002	NA	NA	NA	NA	00007	NA	00000000	NA	00000000	Principal	
8	13887	12312312	12312312	awd12312	wdas	Pe(s)	awda	TRUE	TRUE	0	0	0	001	001	4.1	Particulars	Alias	GenericNa	00007	GenericName	Principal					
9	13886	00000500	00000000	00000000	Item 6	Pe(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars	Alias	GenericNa	00007	GenericName	Principal					
10	13885	00000500	00000000	00000000	Item 5	Pe(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars	Alias	GenericNa	00007	GenericName	Principal					
11	13884	00000500	00000000	00000000	Item 4	Pe(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars	Alias	GenericNa	00007	GenericName	Principal					
12	13883	00000500	00000000	00000000	Item 3	Pe(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars	Alias	GenericNa	00007	GenericName	Principal					
13	13882	00000500	00000000	00000000	Item 2	Pe(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars	Alias	GenericNa	00007	GenericName	Principal					
14	13881	00000500	00000000	00000000	Item 1	Pe(s)	Items	TRUE	TRUE	0	0	0	001	001	4.1	Particulars	Alias	GenericNa	00007	GenericName	Principal					
15	13879	00000566	100021-01	100021-0	16" Macbo	Pe(s)	16" Macbo	TRUE	TRUE	0	0	0	NONVAT	NONVAT	002	NA	16" Macbo	NA	00007	NA	00000000	Apple Store				
16	13878	1000198	891001	893001	15" Laptop	Pe(s)	Laptop 15"	TRUE	TRUE	0	0	0	001	001	4.1	Particulars	Alias	GenericNa	00007	GenericName	Principal					
17	13877	@#@#@	@#@#@	111111	@#@	Pe(s)		TRUE	TRUE	0	0	0	001	001	4.1	Particulars	Alias	GenericNa	00007	GenericName	Principal					
18	13876	00000566	NAS4555	NAS4555	NAS4555	Pe(s)	NAS4555	TRUE	TRUE	0	0	0	NONVAT	NONVAT	002	NA	NAS4555	NA	00007	NA	00000000	NA	00000000	NA	Principal	
19	13872	00000566	123P880	123P880	BAG	Pe(s)	NA	TRUE	TRUE	0	0	0	NONVAT	NONVAT	002	NA	BAG	NA	00007	NA	00000000	NA	00000000	NA	Principal	
20	13871	00000566	85WBL11	85WBL11	Dong Ball	Pe(s)	NA	TRUE	TRUE	5	0	10	NONVAT	VAT	002	NA	Dong Ball	NA	00007	NA	00000000	NA	00000000	NA	Principal	
21	13870	00000129	49013603	49013603	Nissan Clsc	Pe(s)	FD Jam Ho	TRUE	TRUE	215	0	108	001	VAT	002	NA	Nissan Clsc	NA	00007	NA	00000000	Principal				
22	13869	00000129	49028814	49028814	Myojo Cha	Pe(s)	FD Instant	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	00007	NA	00000000	Principal				
23	13868	00000129	49013401	49013401	Tohato Cr	Pe(s)	FD Snacks	TRUE	TRUE	109	0	55	001	VAT	002	NA	Tohato Cr	NA	00007	NA	00000000	Principal				
24	13867	00000129	49013401	49013401	Tohato Cr	Pe(s)	FD Snacks	TRUE	TRUE	109	0	55	001	VAT	002	NA	Tohato Cr	NA	00007	NA	00000000	Principal				
25	13866	00000129	49013401	49013401	Calbee Sug	Pe(s)	FD Instant	TRUE	TRUE	139	0	60	001	VAT	002	NA	Calbee Sug	NA	00007	NA	00000000	Principal				
26	13865	00000129	49013603	49013603	Bourbon A	Pe(s)	FD Jelly G	TRUE	TRUE	45	0	23	001	VAT	002	NA	Bourbon A	NA	00007	NA	00000000	Principal				
27	13864	00000129	49013603	49013603	Bourbon A	Pe(s)	FD Jelly G	TRUE	TRUE	45	0	23	001	VAT	002	NA	Bourbon A	NA	00007	NA	00000000	Principal				
28	13863	00000129	49013603	49013603	Bourbon A	Pe(s)	FD Jelly G	TRUE	TRUE	45	0	23	001	VAT	002	NA	Bourbon A	NA	00007	NA	00000000	Principal				
29	13862	00000129	45713093	45713093	Red Gum	Pe(s)	FD Jelly G	TRUE	TRUE	179	0	90	001	VAT	002	NA	Red Gum	NA	00007	NA	00000000	Principal				
30	13861	00000129	45713093	45713093	Blue Sapp	Pe(s)	FD Jelly G	TRUE	TRUE	179	0	90	001	VAT	002	NA	Blue Sapp	NA	00007	NA	00000000	Principal				
31	13860	00000129	49013603	49013603	Bourbon F	Pe(s)	FD Jelly G	TRUE	TRUE	99	0	50	001	VAT	002	NA	Bourbon F	NA	00007	NA	00000000	Principal				
32	13859	00000129	49028814	49028814	Myojo Cha	Pe(s)	FD Instant	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	00007	NA	00000000	Principal				
33	13858	00000129	49028814	49028814	Myojo Cha	Pe(s)	FD Instant	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	00007	NA	00000000	Principal				
34	13857	00000129	49028814	49028814	Myojo Cha	Pe(s)	FD Instant	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	00007	NA	00000000	Principal				
35	13856	00000129	49028814	49028814	Myojo Cha	Pe(s)	FD Instant	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	00007	NA	00000000	Principal				
36	13855	00000129	49028814	49028814	Myojo Cha	Pe(s)	FD Instant	TRUE	TRUE	139	0	70	001	VAT	002	NA	Myojo Cha	NA	00007	NA	00000000	Principal				

4. 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.*
5. 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



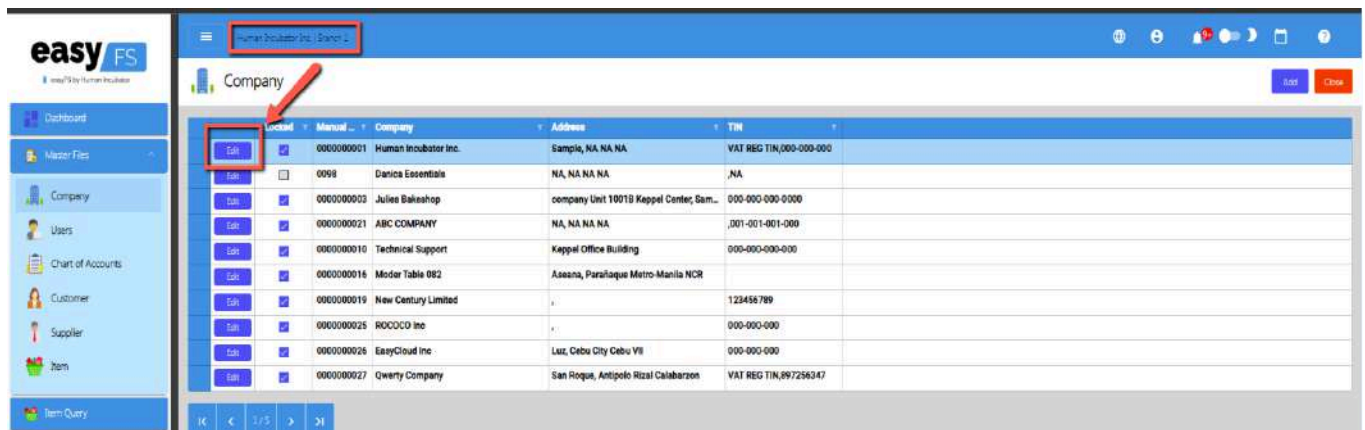
Manual Code	Tax Description	Tax Type	Tax Rate	Account	A/C	A/C Description	A/C Category	BR Form
00L	VO VAT	VAT	0.00	Withholding Tax- Expanded	WC100	N/A	N/A	N/A
4.1	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	N/A	W/P10	2306
4.2	2% EWT	WTAX	3.00	Withholding Tax- Expanded	WC100	N/A	N/A	2307
4.3	3% EWT	WTAX	1.00	Withholding Tax- Expanded	WC100	N/A		N/A
EKEMPTVAT	VAT Exempt	VAT	0.00	Output VAT		N/A		N/A
VAT	12% Output VAT	VAT	12.00	Output VAT		N/A	N/A	N/A
VATINPUT	12% Input VAT	VAT	12.00	Input VAT		N/A	N/A	N/A
1%O/VAT	1% VAT	VAT	0.00	Output VAT		N/A		N/A
00C	No WHT	WTAX	0.00	Withholding Tax- Expanded		N/A		N/A
4.9	2% Creditable Withholding	WTAX	2.00	Withholding Tax- Compensa...	WC100	N/A		N/A

6. Once everything is okay, just Save the file.
7. Go back to the EasyFS system.
8. Go to **Master Files**, then click **Company**.

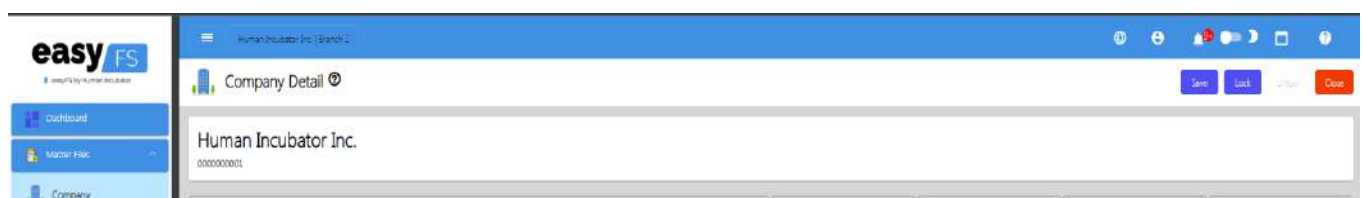
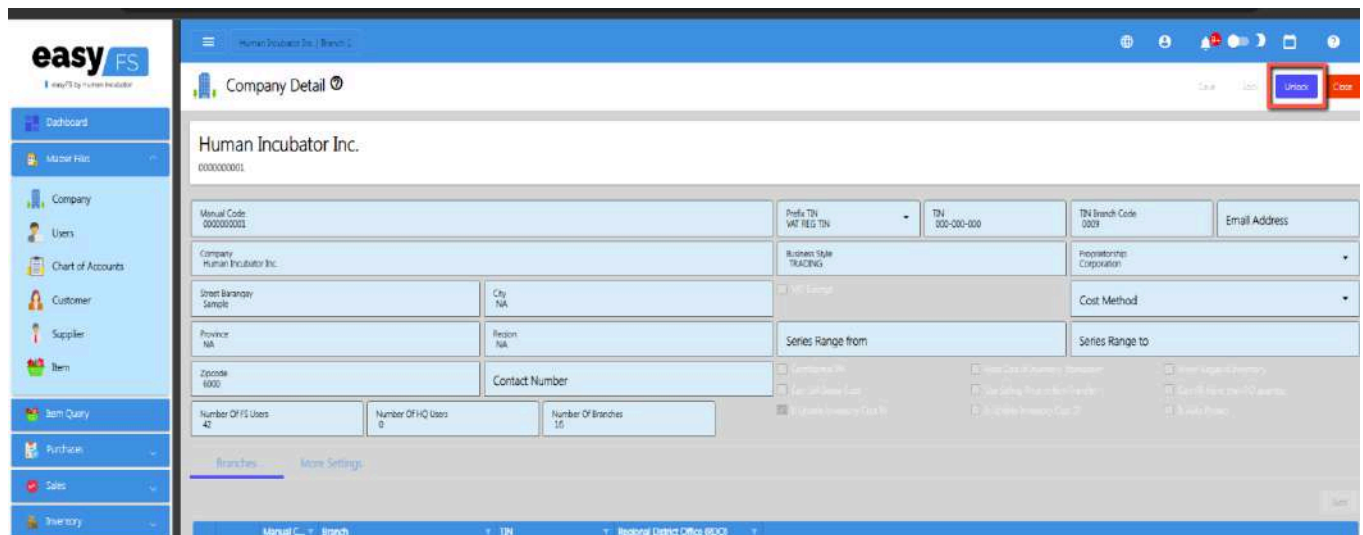


Locked	Manual Code	Company	Address	TIN
<input checked="" type="checkbox"/>	000000001	Human Incubator Inc.	Sample, NA NA NA	VAT REG TIN,000-000-000
<input checked="" type="checkbox"/>	0098	Danico Esenciales	NA, NA NA NA	N/A
<input checked="" type="checkbox"/>	000000003	Julies Bakeshop	company Unit 1001B Keppel Center, Sam...	000-000-000-0000
<input checked="" type="checkbox"/>	000000021	ABC COMPANY	NA, NA NA NA	,001-001-001-000
<input checked="" type="checkbox"/>	000000010	Technical Support	Keppel Office Building	000-000-000-000
<input checked="" type="checkbox"/>	000000016	Moder Table 082	Aseana, Parolaque Metro-Manila NCR	
<input checked="" type="checkbox"/>	000000019	New Century Limited	.	123456789
<input checked="" type="checkbox"/>	000000025	ROCOOD Inc	.	000-000-000
<input checked="" type="checkbox"/>	000000026	EasyCloud Inc	Luz, Cebu City Cebu VII	000-000-000
<input checked="" type="checkbox"/>	000000027	Dwerty Company	San Roque, Antipolo Rizal Calabarzon	VAT REG TIN,097256347

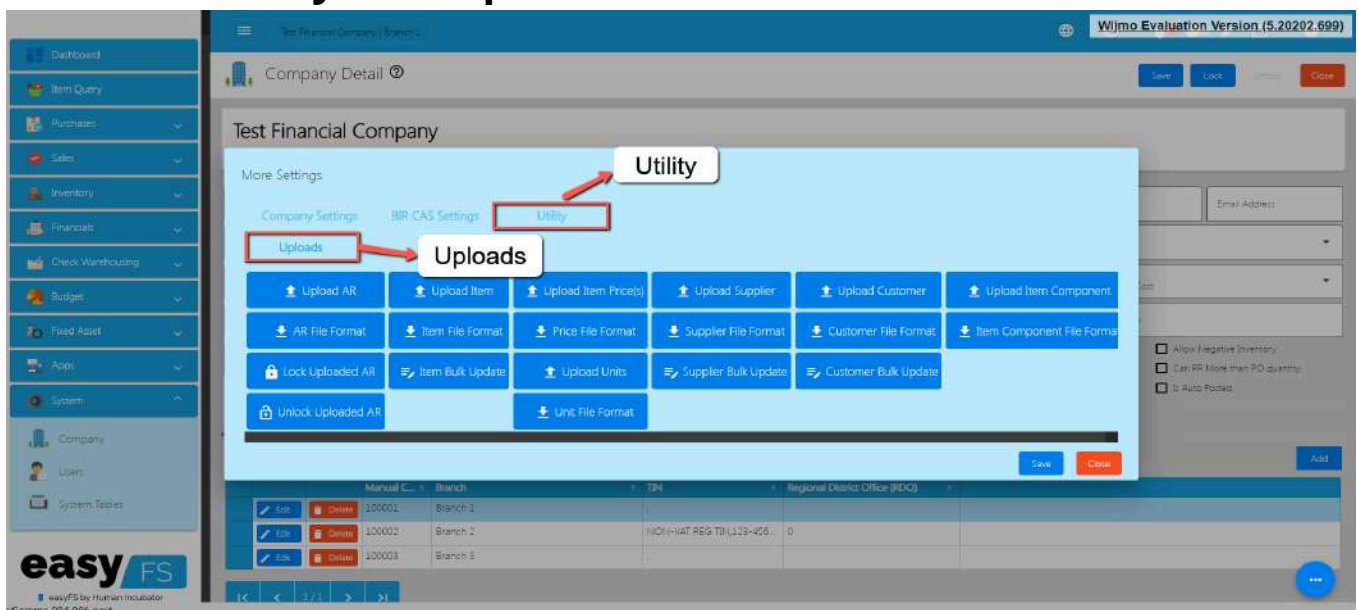
9. Click the Edit button, beside your Company name.



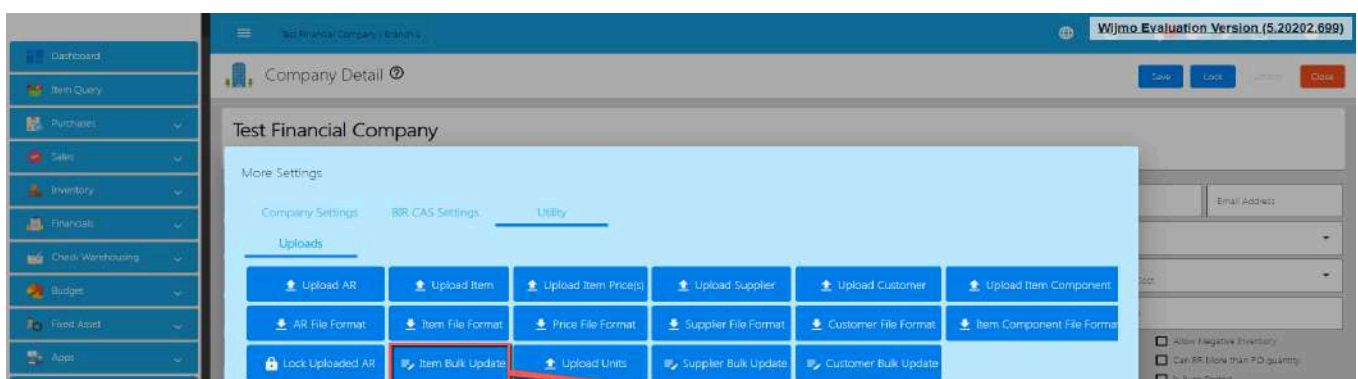
10. You will be routed to the Company Detail page. If it is locked, click the Unlock button to unlock.



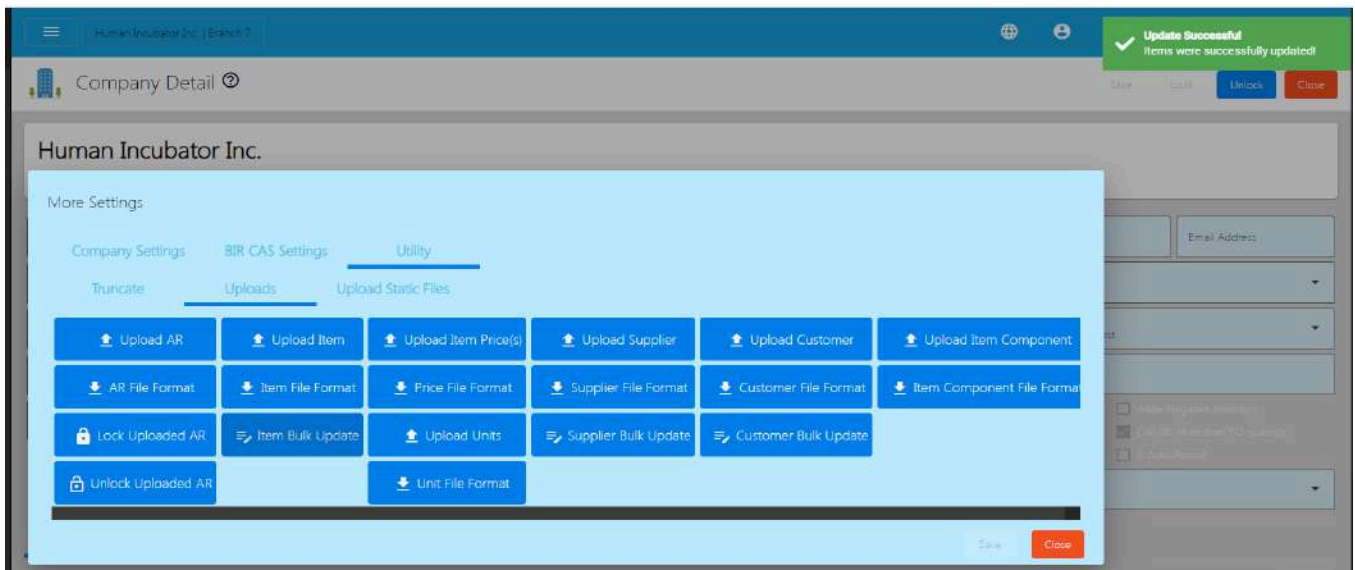
11. Click the **More Settings** tab found below the page, then click **Utility** then **Uploads**.



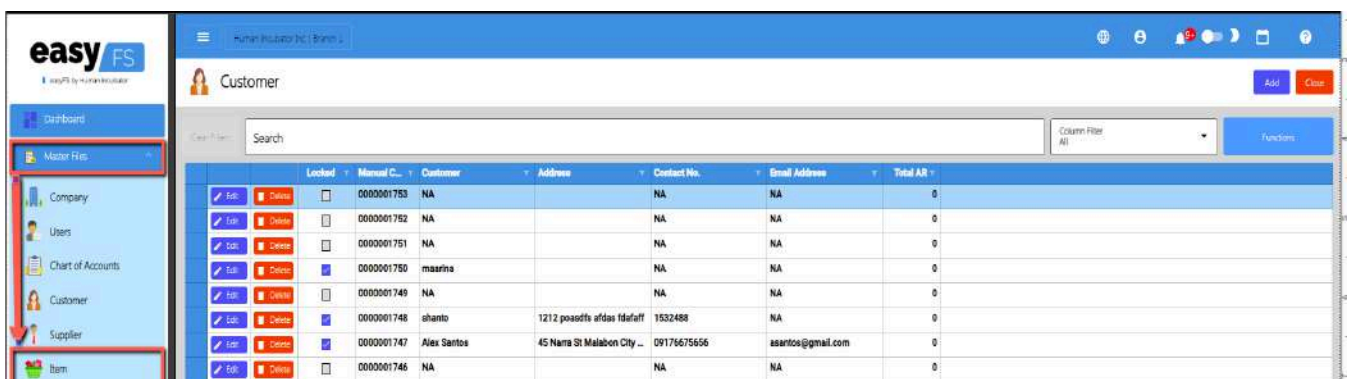
12. To bulk update the item detail, click the **Item Bulk Update** button.



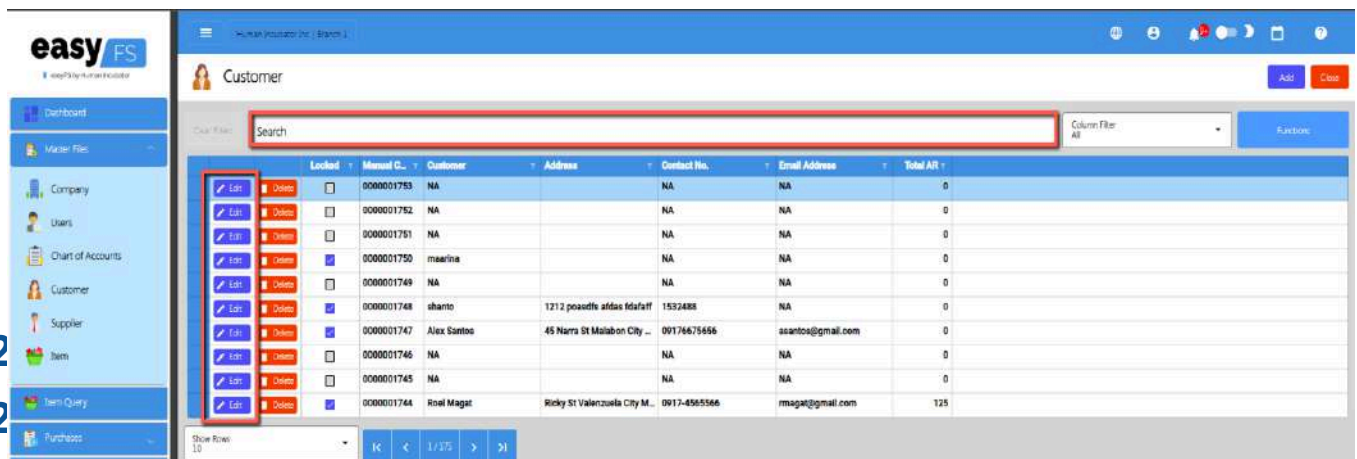
13. Look for the Item List file, then double click to upload.
14. Wait until it will successfully update the Item detail.



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

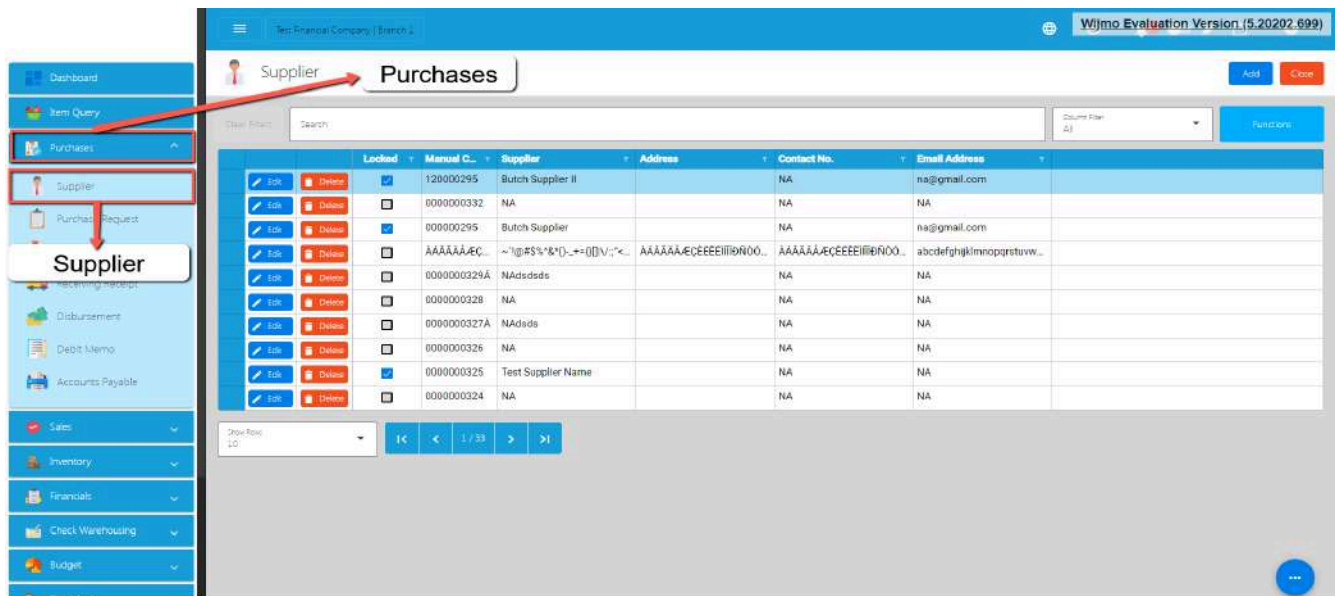


16. You may use the **Search** bar to search the item you
17. updated, then click the **Edit** button to see the changes.

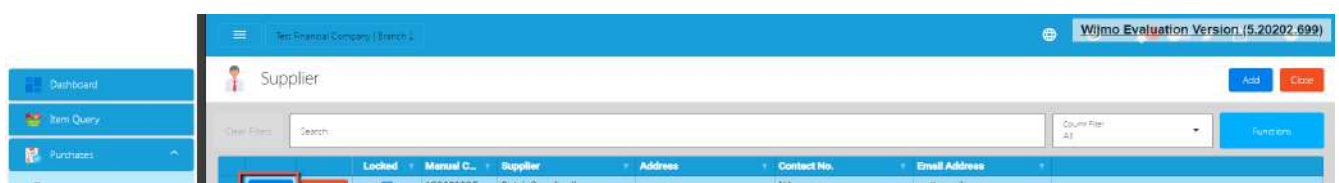


4.2.2  
4.2.2

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.

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 **Supplier Detail** Ⓢ

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

Save Lock Unlock Close

### Butch Supplier

000000931

Manual Code 00000295		Category NA	Proprietorship Corporation	
Supplier Butch Supplier		TIN 123-456-789	TIN Branch Code 0000	Tax COD
Payment Account Code 01.01.101	Payment Account Cash in Bank	Direct Banking NA	City NA	
Particulars NA		Province NA	Region NA	
Contract Person NA	Contact Number NA	Discrate 7200	Business Type TRADING	
Email Address na@gmail.com		WTA 2% EWT		

**Transaction History**

Document Number	Date	Amount
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Show Rows 10</span> <span> <span style="border: 1px solid #007bff; padding: 2px 5px;"> &lt;</span> <span style="border: 1px solid #007bff; padding: 2px 5px;">&lt;</span> <span style="border: 1px solid #007bff; padding: 2px 5px;">Page 1 of 0</span> <span style="border: 1px solid #007bff; padding: 2px 5px;">&gt;</span> <span style="border: 1px solid #007bff; padding: 2px 5px;"> &gt;</span> </span></div>		

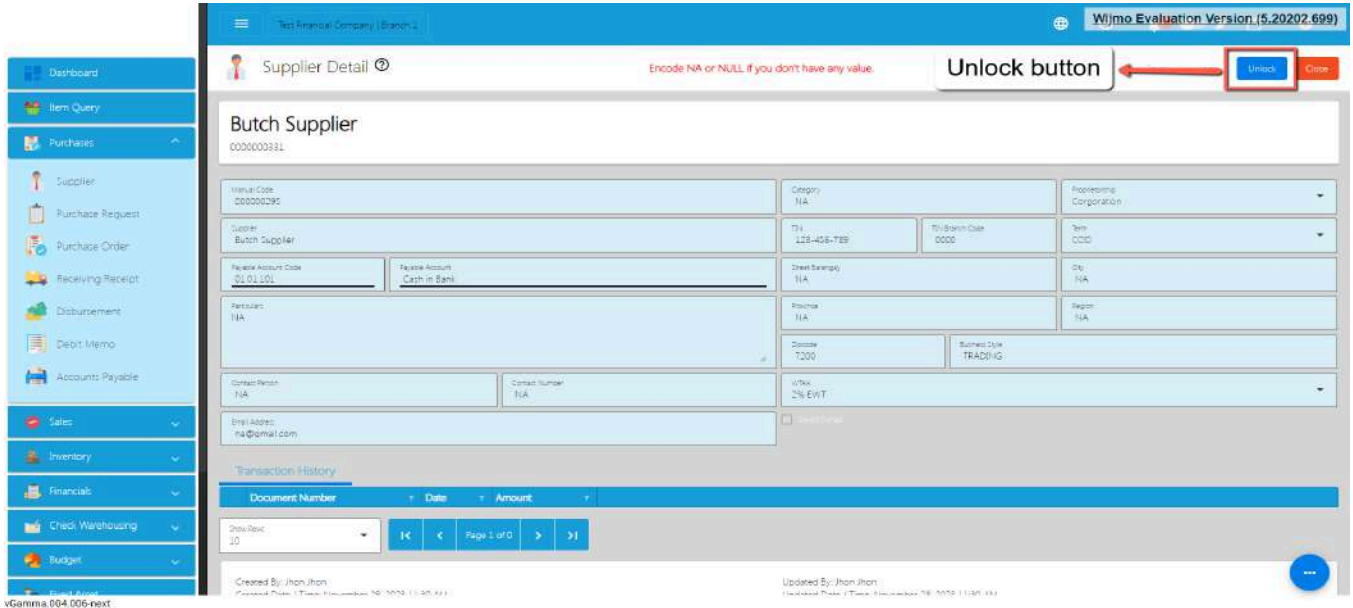
Created By: Jhon Jhon  
Created Date: Tuesday, 22 November 2016 11:20 AM

Updated By: Jhon Jhon  
Updated Date: Tuesday, 22 November 2016 11:20 AM

...

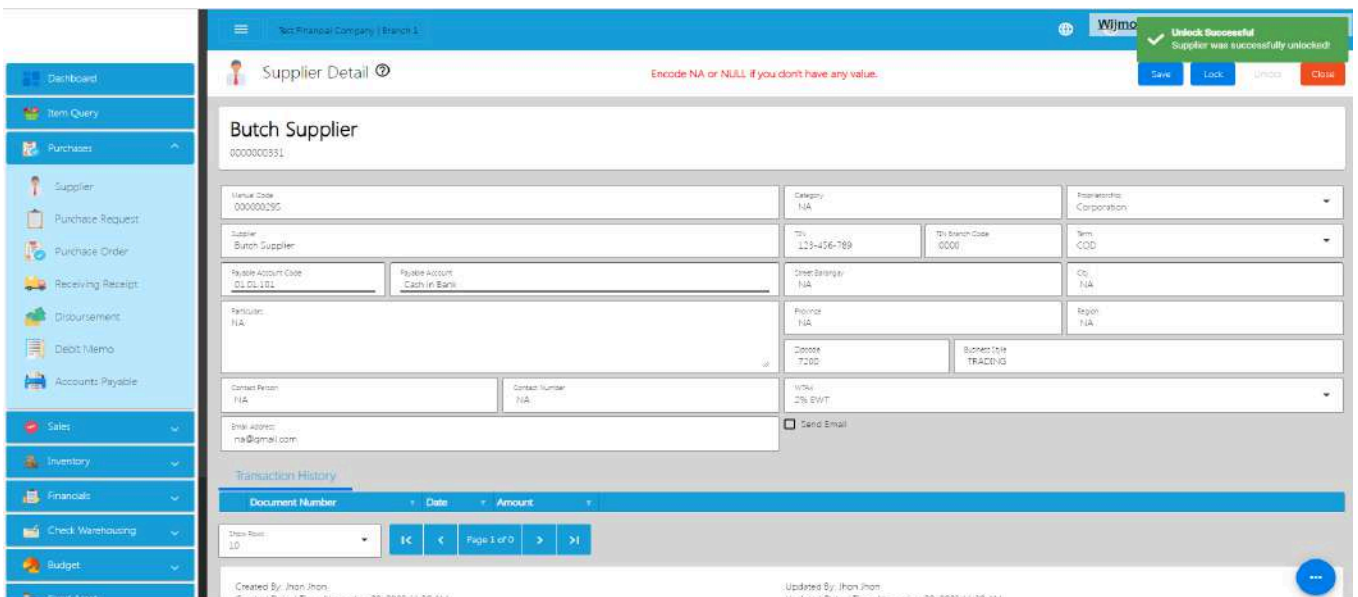


4. If your Supplier is locked, click the **Unlock** button found on the top right part of the Supplier Detail page.



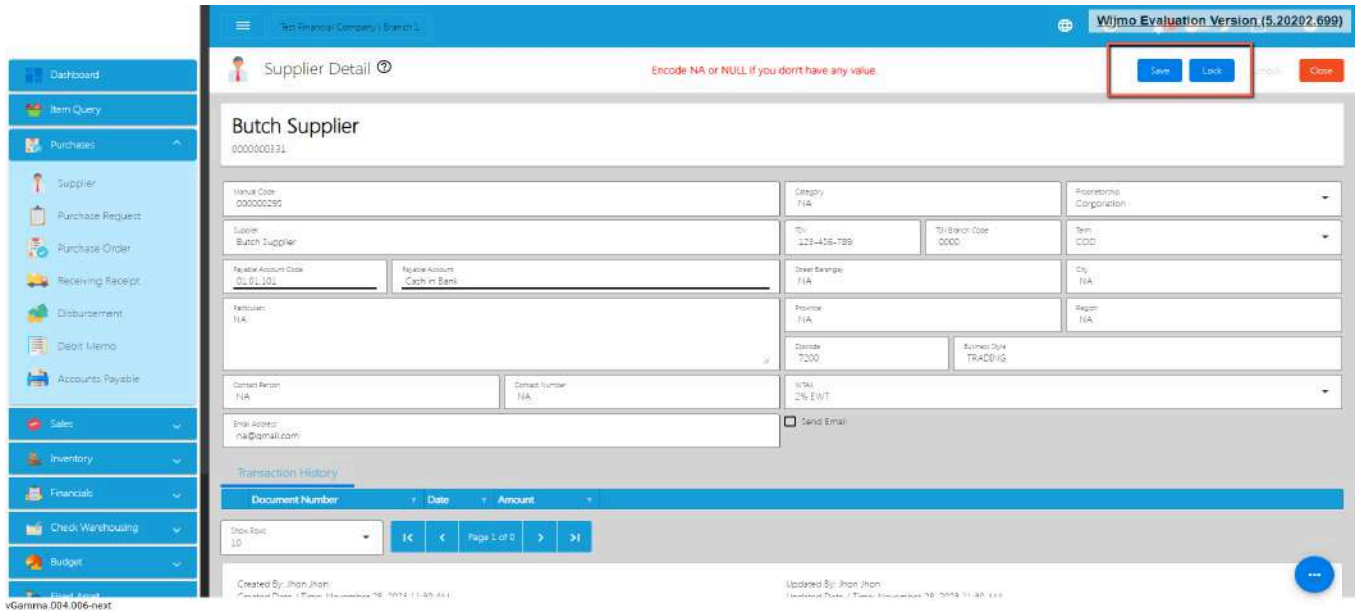
The screenshot shows the 'Supplier Detail' page for 'Butch Supplier'. At the top right, there is a 'Supplier Detail' header with a status indicator 'Encode NA or NULL if you don't have any value.' To the right of this header is a 'Supplier Detail' button and a red 'Unlock' button. A red arrow points from the 'Unlock' button to the text 'Unlock button'.

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



The screenshot shows the 'Supplier Detail' page after the supplier has been unlocked. A green notification message at the top right reads: 'Unlock Successful Supplier was successfully unlocked!'. The 'Supplier Detail' button is now highlighted in blue, and the 'Unlock' button is no longer visible.

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



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Supplier Detail <sup>?</sup> Encode NA or NULL if you don't have any value.

**Butch Supplier**  
000000031

Vendor Code 000000031	Category N/A	Accounting Corporation
Supplier Butch Supplier	TIN 123-456-789	TIN Branch Code 0000
Payment Account Code 01.01.101	Payment Account Cash in Bank	Street Name N/A
Particulars N/A	Province N/A	City N/A
Contact Person N/A	Contact Number N/A	Region N/A
Email Address na@gmail.com	Code 7200	Business Type TRADING
	WALA 2% EWT	
	<input type="checkbox"/> Send Email	

Transaction History

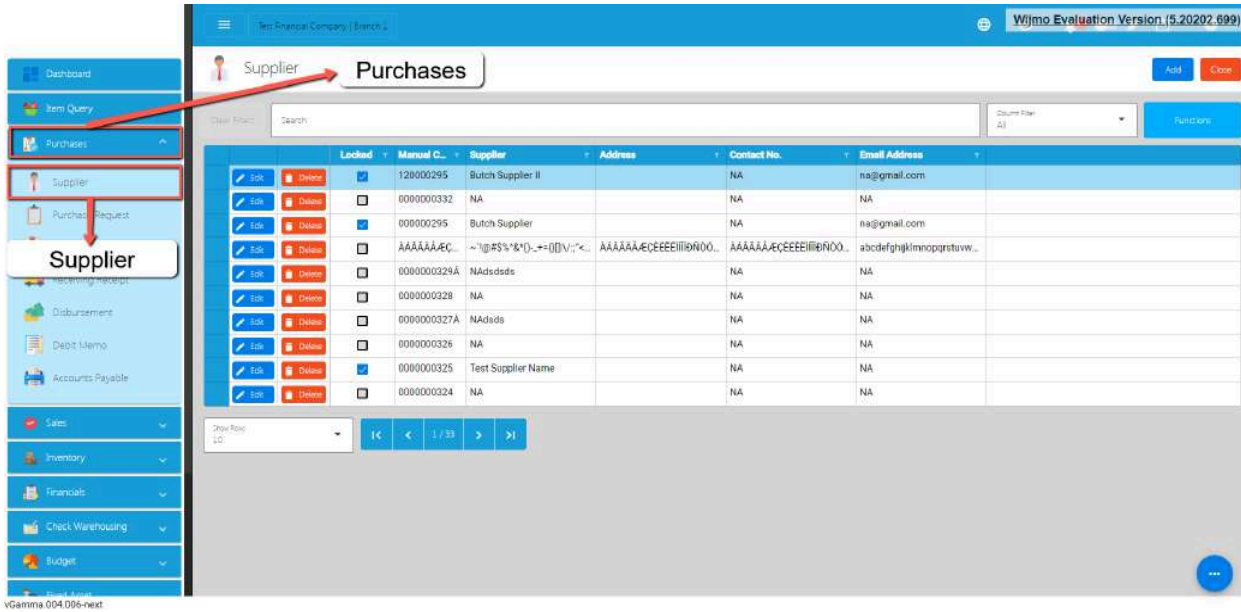
Document Number	Date	Amount
Show Rows: 10	Page 1 of 0	

Created By: Jhon Jhon  
Created Date: / Time: / 1973 11:30:33

Updated By: Jhon Jhon  
Updated Date: / Time: / 1973 11:30:33

## 4.2.2.1 Update Supplier Detail in Bulk

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



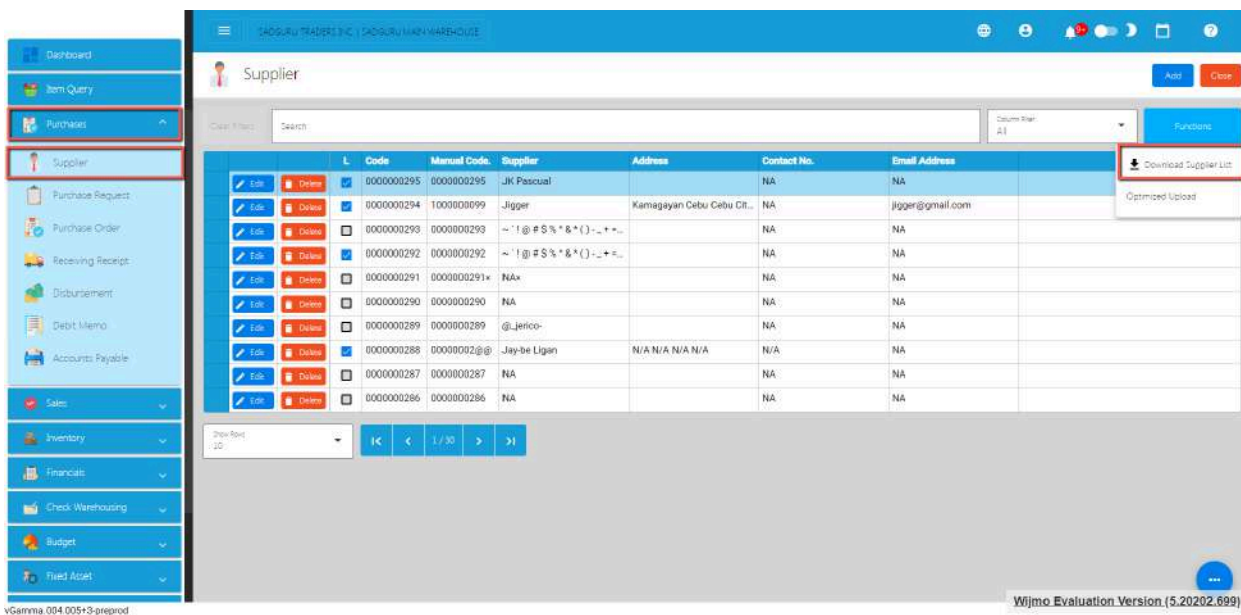
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Supplier Purchases

Locked	Manual C.	Supplier	Address	Contact No.	Email Address
<input checked="" type="checkbox"/>	120000295	Butch Supplier II		NA	na@gmail.com
<input checked="" type="checkbox"/>	000000332	NA		NA	NA
<input checked="" type="checkbox"/>	000000295	Butch Supplier		NA	na@gmail.com
<input checked="" type="checkbox"/>	AAAAAAEC..	~!@#S%*^()_-=+00V;<..	AAAAAAECEEEMIBNOO..	AAAAAAECEEEMIBNOO..	abcdefghijklmnopqrstuvwxyz...
<input checked="" type="checkbox"/>	000000329A	NAdsdsd		NA	NA
<input checked="" type="checkbox"/>	000000328	NA		NA	NA
<input checked="" type="checkbox"/>	000000327A	NAdsds		NA	NA
<input checked="" type="checkbox"/>	000000326	NA		NA	NA
<input checked="" type="checkbox"/>	000000325	Test Supplier Name		NA	NA
<input checked="" type="checkbox"/>	000000324	NA		NA	NA

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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.



Supplier

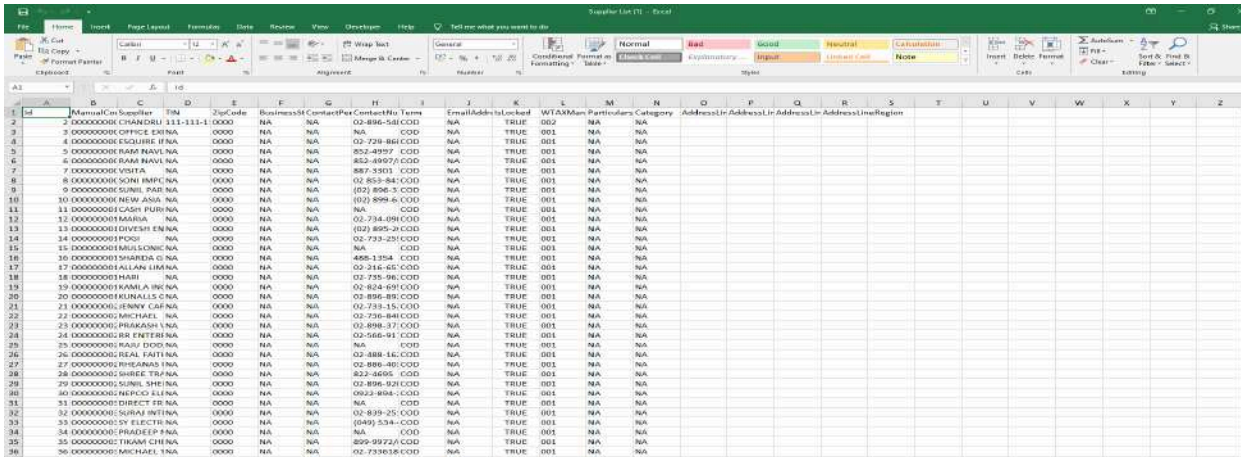
Download Supplier List

L	Code	Manual Code	Supplier	Address	Contact No.	Email Address
<input checked="" type="checkbox"/>	000000295	000000295	JK Pascual		NA	NA
<input checked="" type="checkbox"/>	000000294	1000000999	Jigger	Kamagayan Cebu Cebu Cit...	NA	jigger@gmail.com
<input checked="" type="checkbox"/>	000000293	000000293	~!@#S%*^()_-=+...		NA	NA
<input checked="" type="checkbox"/>	000000292	000000292	~!@#S%*^()_-=+...		NA	NA
<input checked="" type="checkbox"/>	000000291	000000291v	NAx		NA	NA
<input checked="" type="checkbox"/>	000000290	000000290	NA		NA	NA
<input checked="" type="checkbox"/>	000000289	000000289	@_Jerico-		NA	NA
<input checked="" type="checkbox"/>	000000288	000000288	Jay-be Ligan	N/A N/A N/A N/A	N/A	NA
<input checked="" type="checkbox"/>	000000287	000000287	NA		NA	NA
<input checked="" type="checkbox"/>	000000286	000000286	NA		NA	NA

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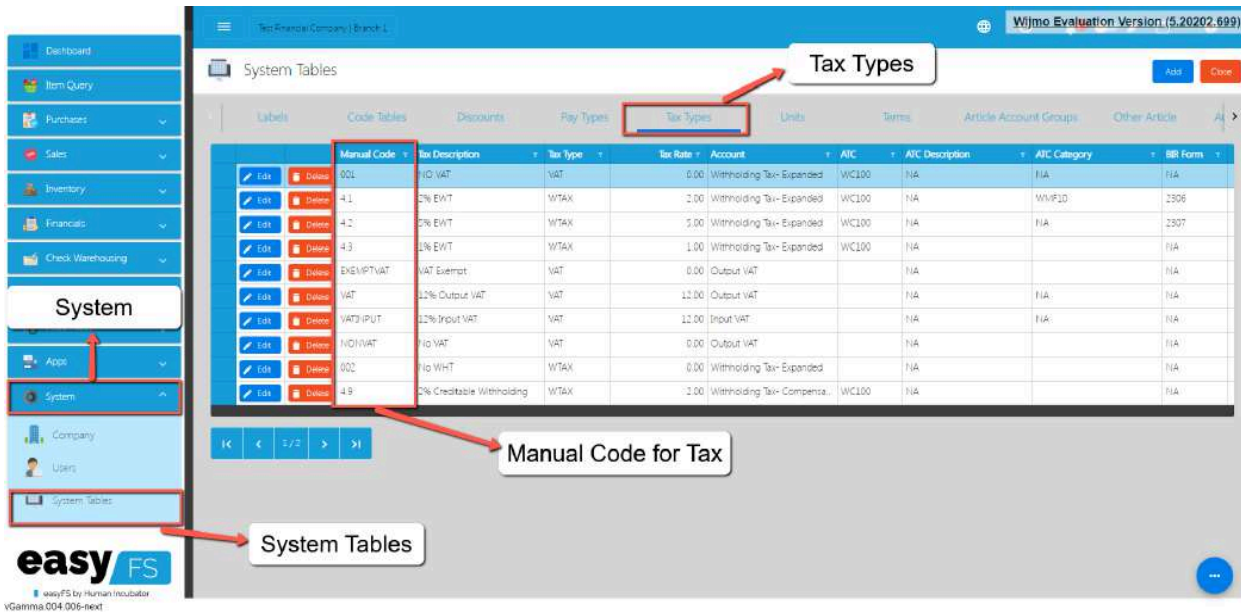
3. Once the download is complete, open the file. File name of the downloaded file is **Supplier List**.



Id	Name	Code	Business	Contact	Terms	Email	Address	Particulars	Category	Address	Address	Address	Address	Address	Address
1	MANILA	111-111-1	0000	NA	NA	02-896-5810	NA	TRUE	001	NA	NA	NA	NA	NA	NA
2	00000000000000000000	0000	NA	NA	NA	02-896-5810	NA	TRUE	001	NA	NA	NA	NA	NA	NA
3	00000000000000000000	0000	NA	NA	NA	02-729-8640	NA	TRUE	001	NA	NA	NA	NA	NA	NA
4	00000000000000000000	0000	NA	NA	NA	852-49977	NA	TRUE	001	NA	NA	NA	NA	NA	NA
5	00000000000000000000	0000	NA	NA	NA	852-49977	NA	TRUE	001	NA	NA	NA	NA	NA	NA
6	00000000000000000000	0000	NA	NA	NA	02-853-8400	NA	TRUE	001	NA	NA	NA	NA	NA	NA
7	00000000000000000000	0000	NA	NA	NA	(02) 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
8	00000000000000000000	0000	NA	NA	NA	(02) 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
9	00000000000000000000	0000	NA	NA	NA	02-734-5910	NA	TRUE	001	NA	NA	NA	NA	NA	NA
10	00000000000000000000	0000	NA	NA	NA	(02) 895-2100	NA	TRUE	001	NA	NA	NA	NA	NA	NA
11	00000000000000000000	0000	NA	NA	NA	02-733-2510	NA	TRUE	001	NA	NA	NA	NA	NA	NA
12	00000000000000000000	0000	NA	NA	NA	02-733-2510	NA	TRUE	001	NA	NA	NA	NA	NA	NA
13	00000000000000000000	0000	NA	NA	NA	455-1354	NA	TRUE	001	NA	NA	NA	NA	NA	NA
14	00000000000000000000	0000	NA	NA	NA	02-214-4000	NA	TRUE	001	NA	NA	NA	NA	NA	NA
15	00000000000000000000	0000	NA	NA	NA	02-735-9600	NA	TRUE	001	NA	NA	NA	NA	NA	NA
16	00000000000000000000	0000	NA	NA	NA	02-824-6910	NA	TRUE	001	NA	NA	NA	NA	NA	NA
17	00000000000000000000	0000	NA	NA	NA	02-896-4800	NA	TRUE	001	NA	NA	NA	NA	NA	NA
18	00000000000000000000	0000	NA	NA	NA	02-733-1500	NA	TRUE	001	NA	NA	NA	NA	NA	NA
19	00000000000000000000	0000	NA	NA	NA	02-736-8410	NA	TRUE	001	NA	NA	NA	NA	NA	NA
20	00000000000000000000	0000	NA	NA	NA	02-896-3700	NA	TRUE	001	NA	NA	NA	NA	NA	NA
21	00000000000000000000	0000	NA	NA	NA	02-566-9100	NA	TRUE	001	NA	NA	NA	NA	NA	NA
22	00000000000000000000	0000	NA	NA	NA	02-888-1600	NA	TRUE	001	NA	NA	NA	NA	NA	NA
23	00000000000000000000	0000	NA	NA	NA	02-886-4600	NA	TRUE	001	NA	NA	NA	NA	NA	NA
24	00000000000000000000	0000	NA	NA	NA	822-4605	NA	TRUE	001	NA	NA	NA	NA	NA	NA
25	00000000000000000000	0000	NA	NA	NA	02-896-9210	NA	TRUE	001	NA	NA	NA	NA	NA	NA
26	00000000000000000000	0000	NA	NA	NA	0923-8984	NA	TRUE	001	NA	NA	NA	NA	NA	NA
27	00000000000000000000	0000	NA	NA	NA	02-899-2500	NA	TRUE	001	NA	NA	NA	NA	NA	NA
28	00000000000000000000	0000	NA	NA	NA	0909-5384	NA	TRUE	001	NA	NA	NA	NA	NA	NA
29	00000000000000000000	0000	NA	NA	NA	02-896-9210	NA	TRUE	001	NA	NA	NA	NA	NA	NA
30	00000000000000000000	0000	NA	NA	NA	809-9972	NA	TRUE	001	NA	NA	NA	NA	NA	NA
31	00000000000000000000	0000	NA	NA	NA	02-73361600	NA	TRUE	001	NA	NA	NA	NA	NA	NA

4. 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.*

5. 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.



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System Tables

**Tax Types** Add Close

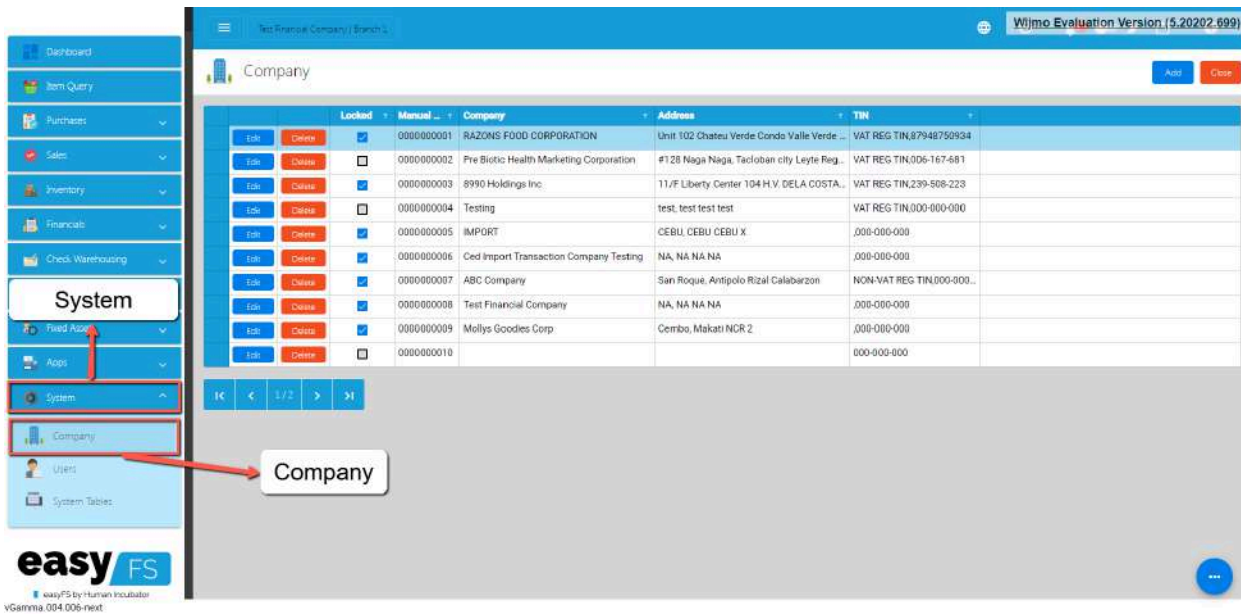
Manual Code	Tax Description	Tax Type	Tax Rate	Account	A/C	A/C Description	A/C Category	BR Form
00L	NO VAT	VAT	0.00	Withholding Tax- Expanded	WC100	NA	NA	NA
4-1	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	WHPD	2306
4-2	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	NA	2307
4-3	1% EWT	WTAX	1.00	Withholding Tax- Expanded	WC100	NA		NA
EXEMPTVAT	VAT Exempt	VAT	0.00	Output VAT		NA		NA
VAT	12% Output VAT	VAT	12.00	Output VAT		NA	NA	NA
VAT3INPUT	12% Input VAT	VAT	12.00	Input VAT		NA	NA	NA
NOVAT	No VAT	VAT	0.00	Output VAT		NA		NA
002	No WHT	WTAX	0.00	Withholding Tax- Expanded		NA		NA
4-9	2% Creditable Withholding	WTAX	2.00	Withholding Tax- Compena...	WC100	NA		NA

Manual Code for Tax

System Tables

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vGamma.004.006-next

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



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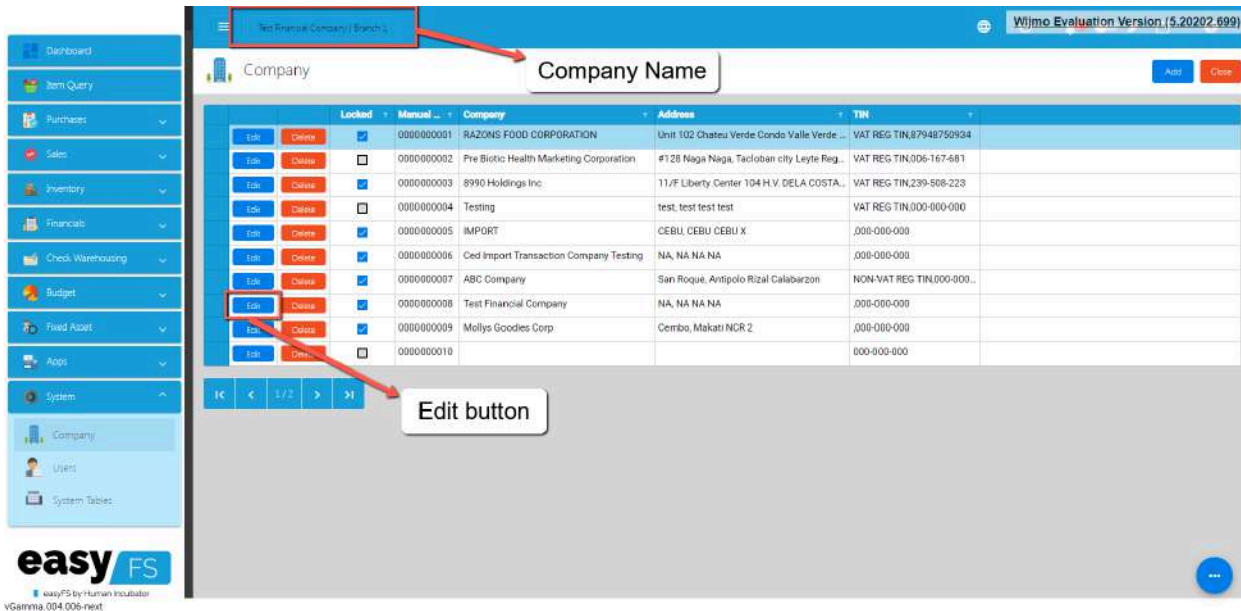
Company

Locked	Manual	Company	Address	TIN
<input checked="" type="checkbox"/>	0000000001	RAZONS FOOD CORPORATION	Unit 102 Chateau Verde Condo Valle Verde ...	VAT REG TIN:87948750934
<input type="checkbox"/>	0000000002	Pre Biotic Health Marketing Corporation	#128 Naga Naga, Tacloban city Leyte Reg.	VAT REG TIN:006-167-681
<input checked="" type="checkbox"/>	0000000003	8990 Holdings Inc.	11/F Liberty Center 104 H.V. DELA COSTA...	VAT REG TIN:239-508-223
<input type="checkbox"/>	0000000004	Testing	test, test test test	VAT REG TIN:000-000-000
<input checked="" type="checkbox"/>	0000000005	IMPORT	CEBU, CEBU CEBU X	,000-000-000
<input checked="" type="checkbox"/>	0000000006	Ced Import Transaction Company Testing	NA, NA NA NA	,000-000-000
<input checked="" type="checkbox"/>	0000000007	ABC Company	San Roque, Antipolo Rizal Calabarzon	NON-VAT REG TIN:000-000...
<input checked="" type="checkbox"/>	0000000008	Test Financial Company	NA, NA NA NA	,000-000-000
<input checked="" type="checkbox"/>	0000000009	Mollys Goodies Corp	Cembo, Makati NCR 2	,000-000-000
<input type="checkbox"/>	0000000010			000-000-000

Company

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



Test Financial Company | Branch 1

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Company Name

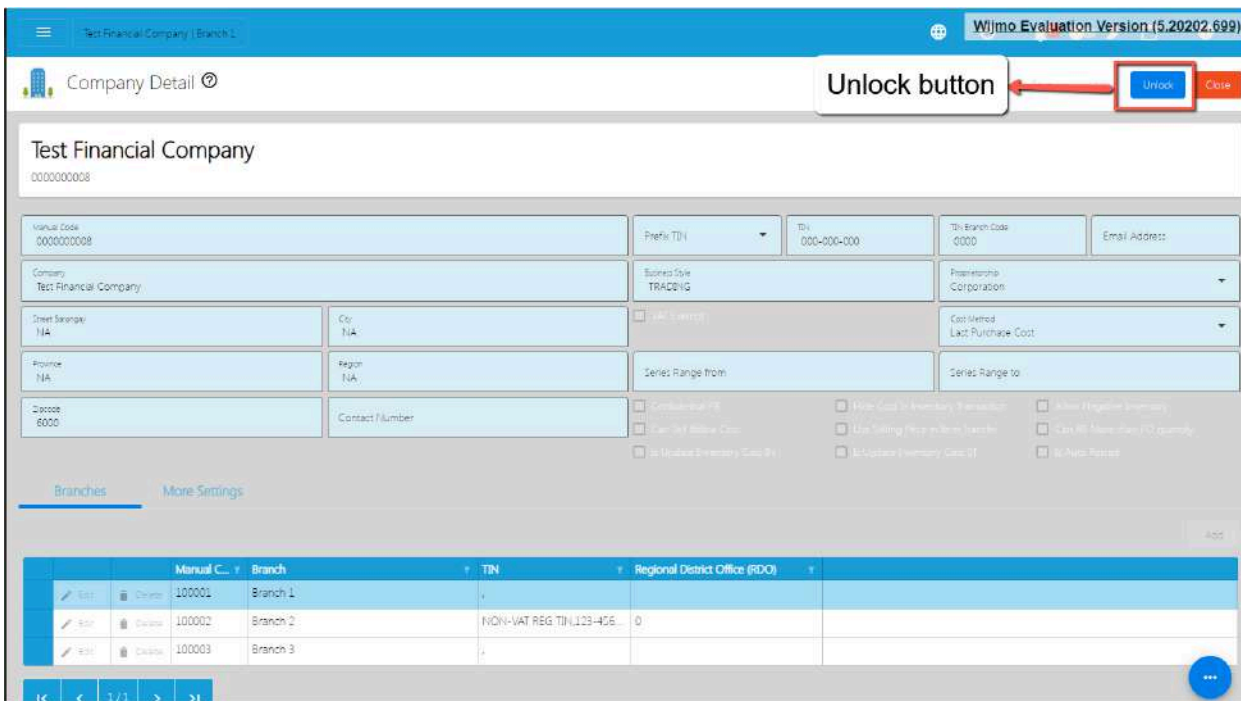
Lock	Delete	Locked	Manual ...	Company	Address	TIN
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000001	RAZONS FOOD CORPORATION	Unit 102 Chateau Verde Condo Valle Verde ...	VAT REG TIN:87948750934
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000002	Pre Biotic Health Marketing Corporation	#128 Naga Naga, Tacloban city Leyte Reg.	VAT REG TIN:006-167-681
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000003	8990 Holdings Inc.	11/F Liberty Center 104 H V DELA COSTA.	VAT REG TIN:239-508-223
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000004	Testing	test, test test test	VAT REG TIN:000-000-000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000005	IMPORT	CEBU, CEBU CEBU X	,000-000-000
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000006	Ced Import Transaction Company Testing	NA, NA NA NA	,000-000-000
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000007	ABC Company	San Roque, Antipolo Rizal Calabarzon	NON-VAT REG TIN:000-000...
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000008	Test Financial Company	NA, NA NA NA	,000-000-000
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000009	Mollys Goodies Corp	Cembo, Makati NCR 2	,000-000-000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000010			000-000-000

1/2

Edit button

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



Test Financial Company | Branch 1

Wijmo Evaluation Version (5.20202.699)

Company Detail

Unlock button

Unlock Close

Test Financial Company  
0000000008

Manual Code: 0000000008 | Prefix TIN: | TIN: 000-000-000 | TIN Branch Code: 0000 | Email Address:

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

Street Savings: NA | Co: NA |  IAT (Inventory) | Cost Method: Last Purchase Cost

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

Zipcode: 6000 | Contact Number:

Confidential PB |  Hide Cost In Inventory Transaction |  Allow Negative Inventory

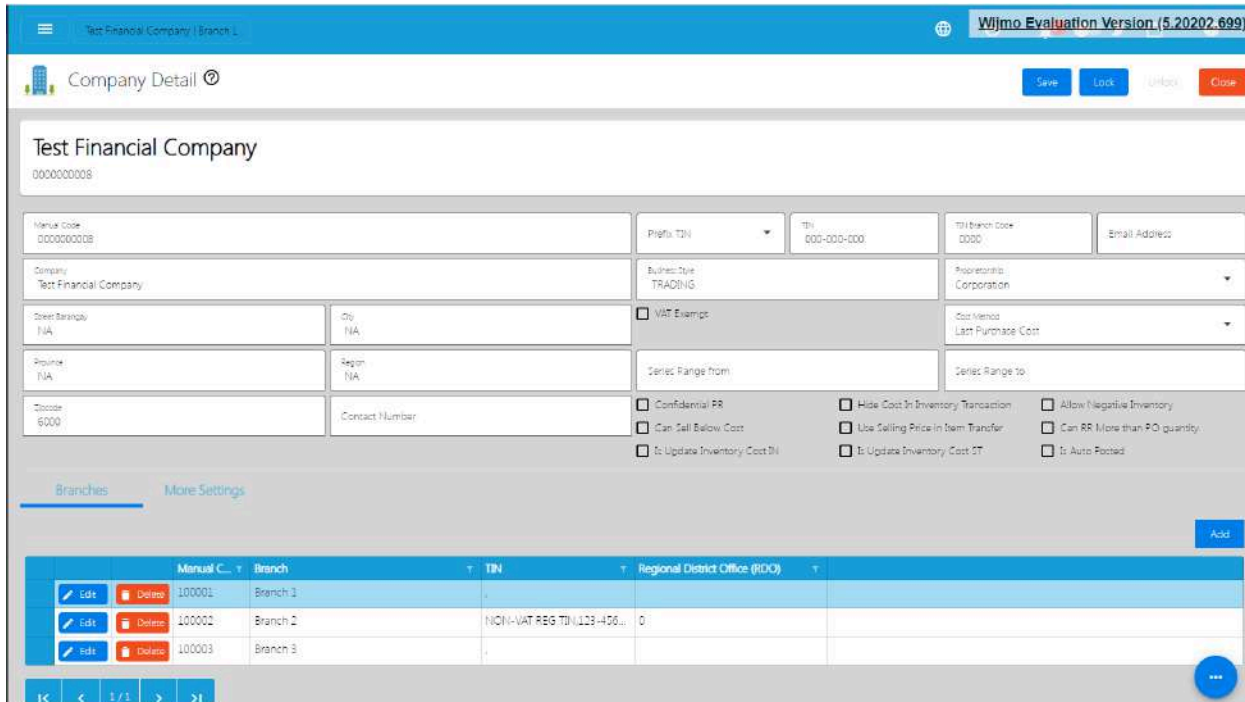
Can Set Below Cost |  Use Selling Price in Item Search |  Can All Move Item P/O quantity

In Mobile Inventory Cost (H) |  In Update Inventory Cost (I) |  In Auto Receipt

Branches | More Settings

Manual ...	Branch	TIN	Regional District Office (RDO)
<input checked="" type="checkbox"/> <input type="checkbox"/>	100001	Branch 1	
<input checked="" type="checkbox"/> <input type="checkbox"/>	100002	Branch 2	NON-VAT REG TIN:123-456... 0
<input checked="" type="checkbox"/> <input type="checkbox"/>	100003	Branch 3	

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Company Detail

Test Financial Company  
000000008

Value Code: 000000008 | Prefix TIN: | TIN: 000-000-000 | T11 Branch Code: 0000 | Email Address: |

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

Over Branch: N/A | City: N/A |  VAT Exempt | Cost Method: Last Purchase Cost

Province: N/A | Region: NA | Series Range from: | Series Range to: |

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

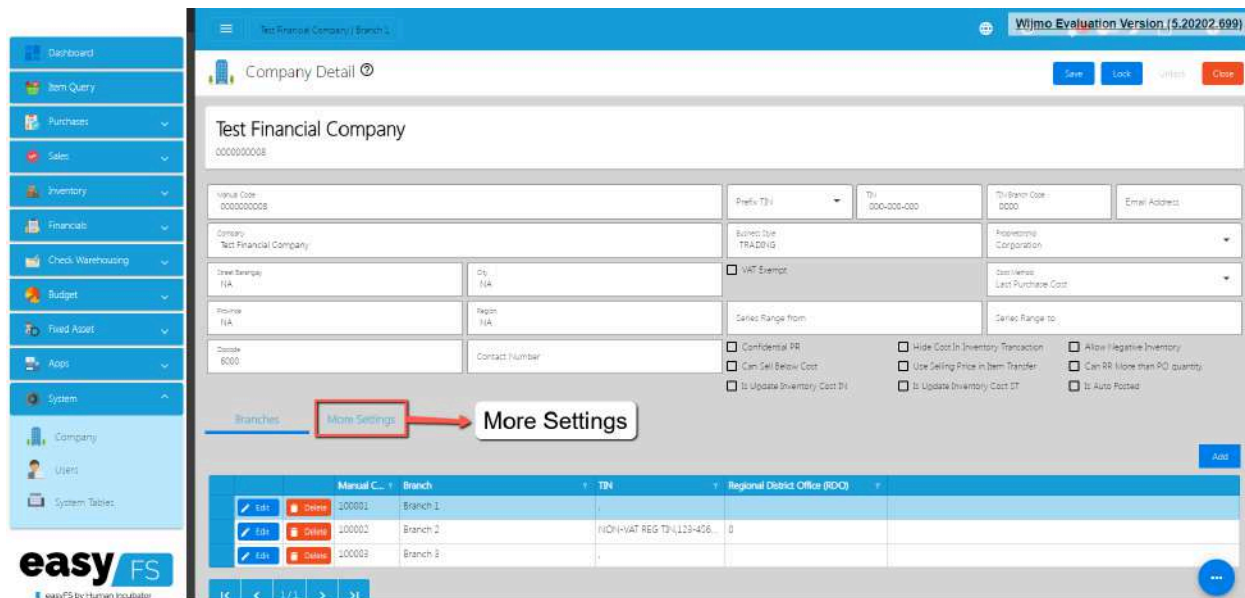
Can Sell Below Cost |  Use Selling Price in Item Transfer |  Can RR More than PO quantity

Is Update Inventory Cost DI |  Is Update Inventory Cost ST |  Is Auto Posted

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**.



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Company Detail

Test Financial Company  
000000008

Value Code: 000000008 | Prefix TIN: | TIN: 000-000-000 | T11 Branch Code: 0000 | Email Address: |

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

Over Branch: N/A | City: N/A |  VAT Exempt | Cost Method: Last Purchase Cost

Province: N/A | Region: NA | Series Range from: | Series Range to: |

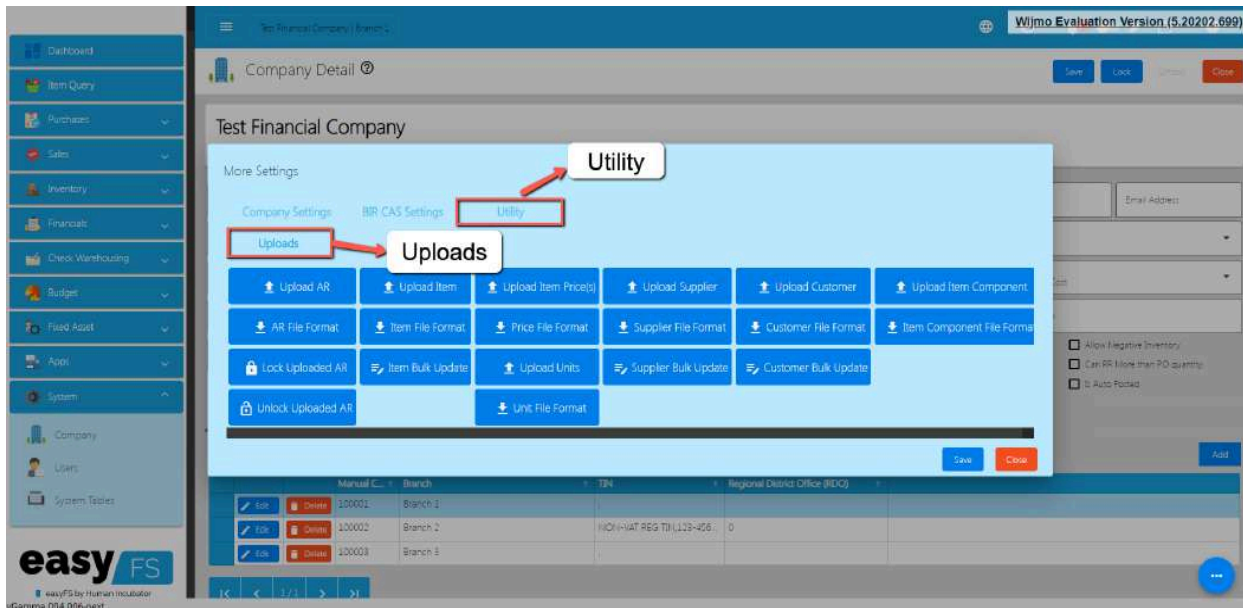
Code: 6000 | Contact Number: |  Confidential PR |  Hide Cost In Inventory Transaction |  Allow Negative Inventory

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

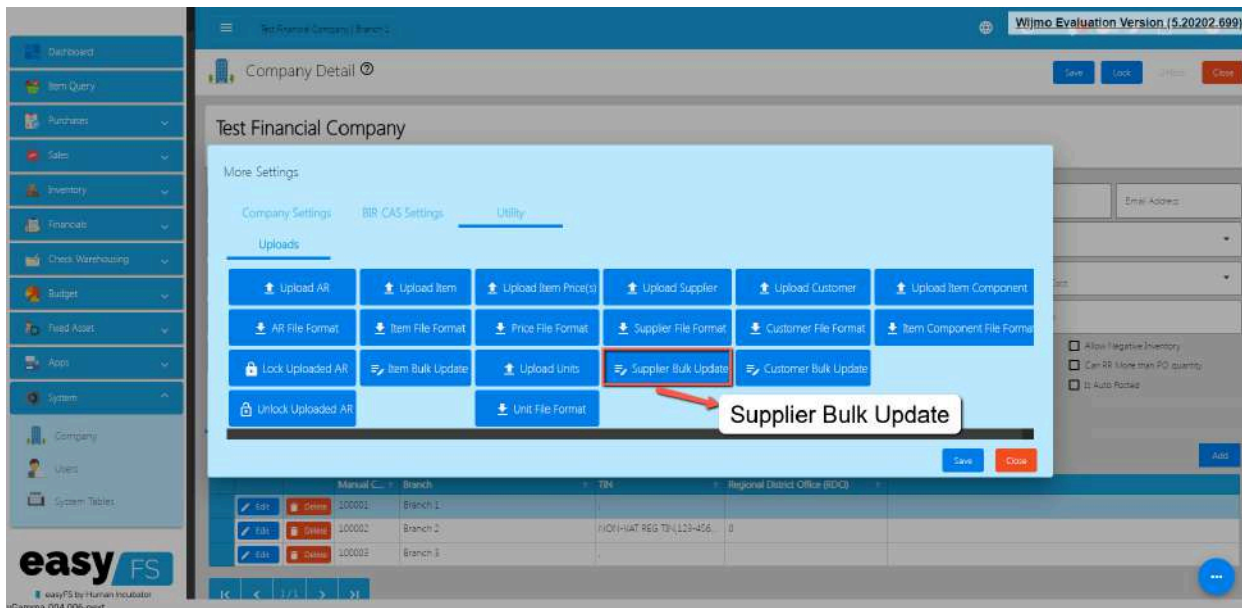
Is Update Inventory Cost DI |  Is Update Inventory Cost ST |  Is Auto Posted

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		



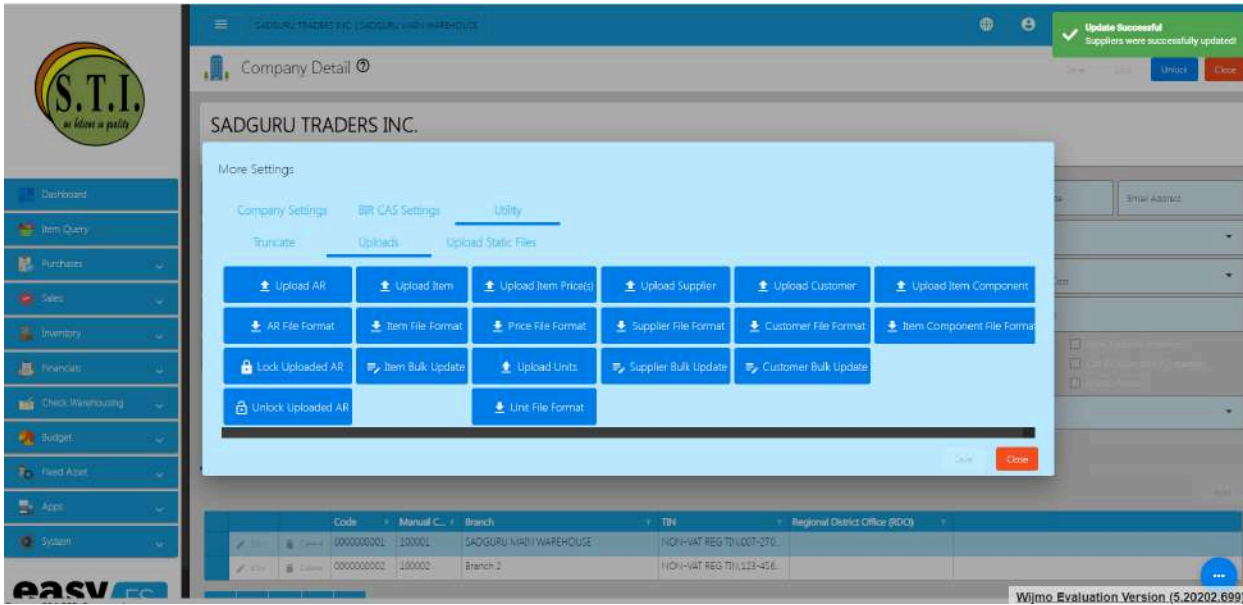
12. To bulk update the Supplier detail, click the **Supplier Bulk Update** button.



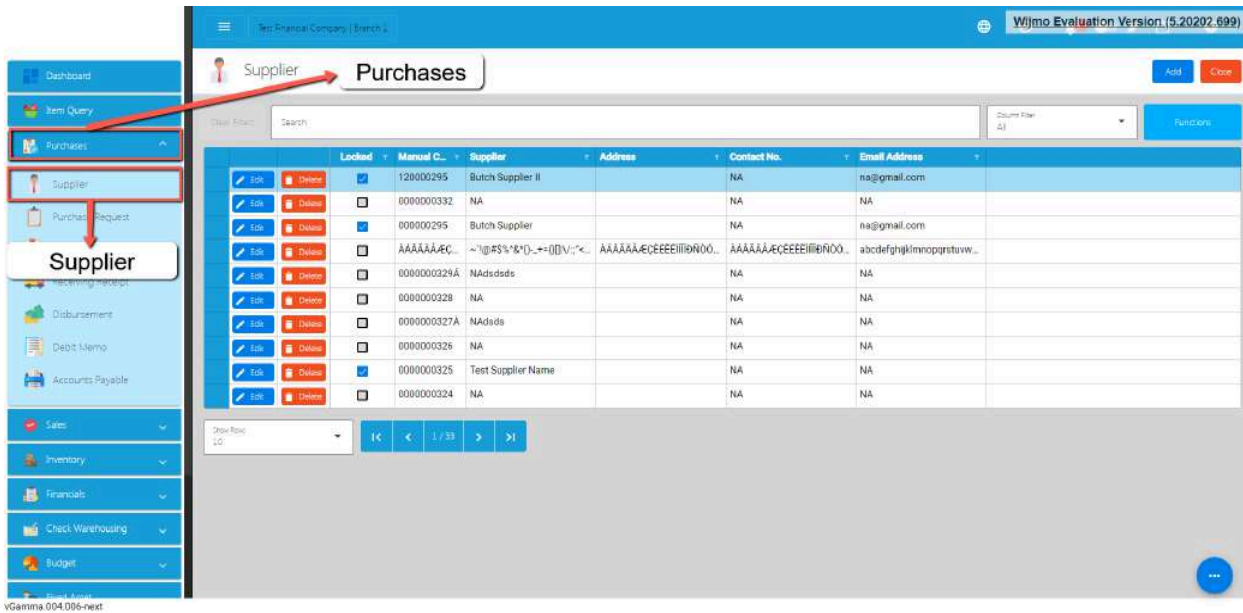
13. Look for the Supplier List file, then double click to upload.

14. Wait until it will successfully update the Supplier detail.



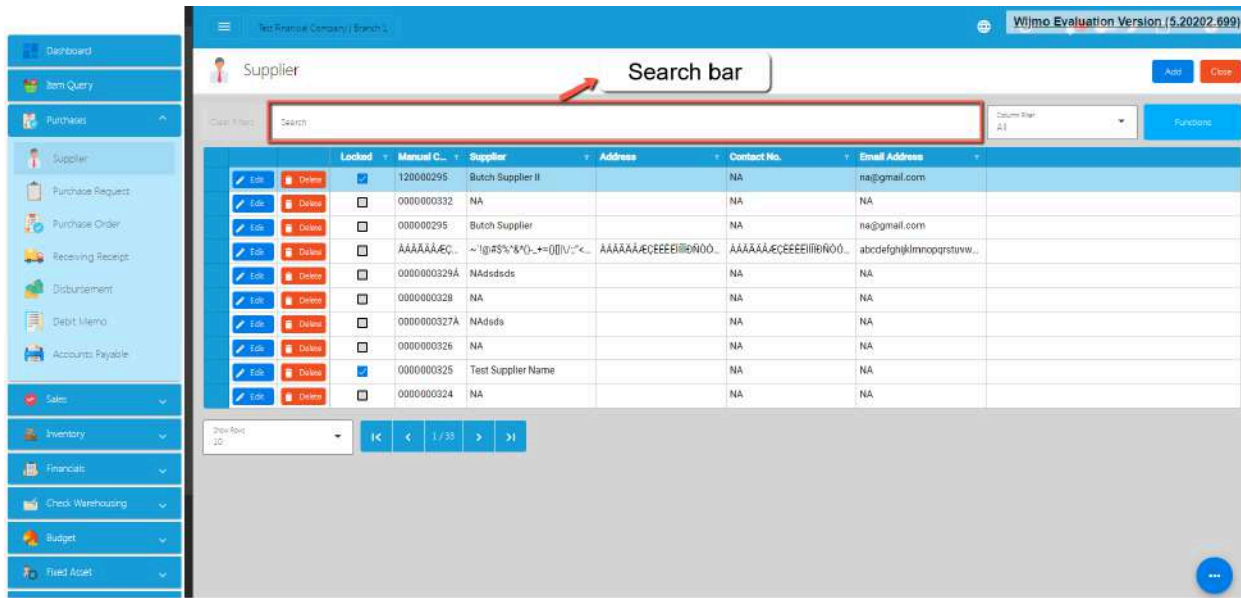


15. Once okay, you may now review the item you updated by clicking again the **Purchases**, then **Supplier**.



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

✉ hiisales@human-incubator.com



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Supplier Search bar

Search

Lock	Details	Locked	Manual C.	Supplier	Address	Contact No.	Email Address
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	120000295	Butch Supplier II		NA	na@gmail.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000332	NA		NA	NA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000000295	Butch Supplier		NA	na@gmail.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAAAAA&Ç	~!@#\$%^&*()_+=[\ /;<.>	AAAAAA&ÇEEEEIIIBINOÖ	AAAAAA&ÇEEEEIIIBINOÖ	abcdefghijklmnopqrstuvwxyz...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000000329A	NAadsds		NA	NA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000328	NA		NA	NA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000327A	NAadsds		NA	NA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000326	NA		NA	NA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000325	Test Supplier Name		NA	NA
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000324	NA		NA	NA

Show Rows: 10

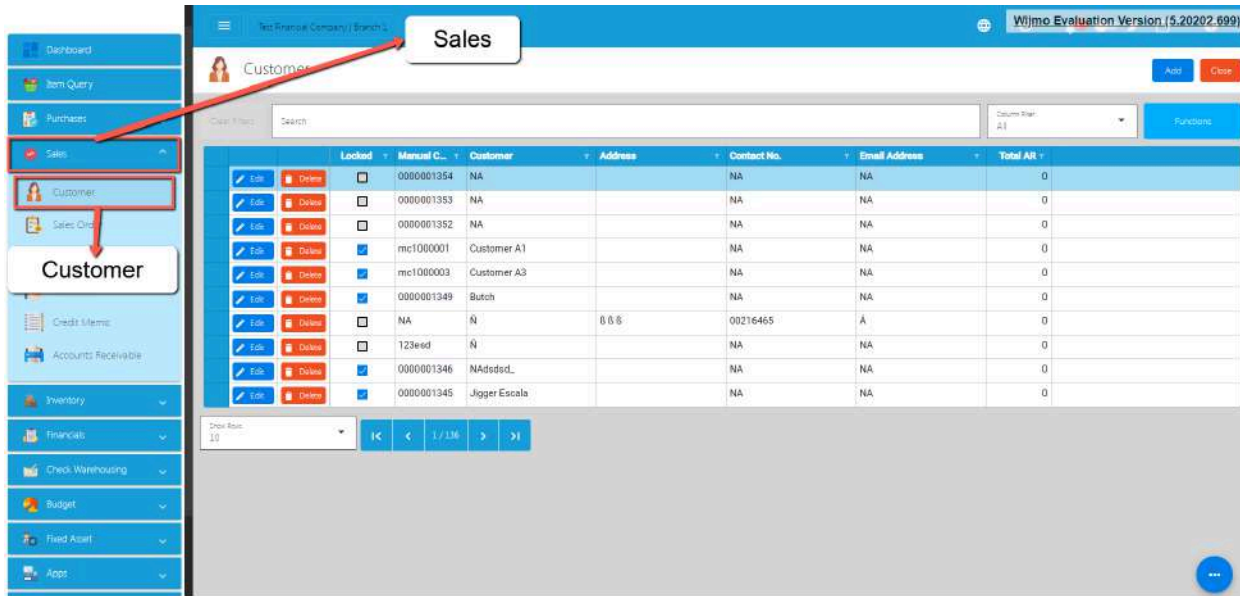
Navigation: < 1 / 33 >

VGamma.004.006-next

## 4.2.3 Customer

### 4.2.3.1 Manual Update Customer Detail

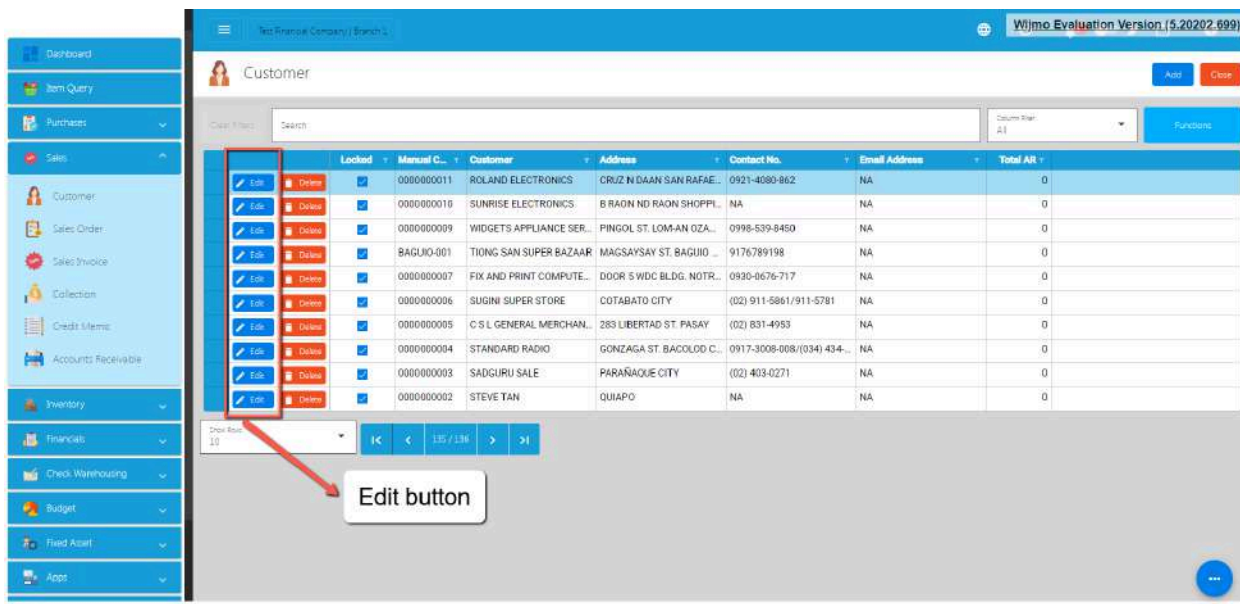
1. Go to **Sales**, then click **Customer**.



The screenshot shows the software interface with a sidebar on the left and a main content area. The sidebar has a 'Sales' menu item highlighted with a red box, and a sub-menu 'Customer' is also highlighted with a red box. A red arrow points from the 'Sales' menu to the 'Customer' sub-menu. The main content area shows the 'Customer' list page with a table of customer records. A red arrow points to the 'Sales' button in the top navigation bar.

Lock	Delete	Lock	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001354	NA		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001353	NA		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001352	NA		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	mc1000001	Customer A1		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	mc1000003	Customer A3		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001349	Butch		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA	N	B 0 6	00216465	A	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	123esd	N		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001346	NAtdsdL		NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001345	Jigger Escala		NA	NA	0

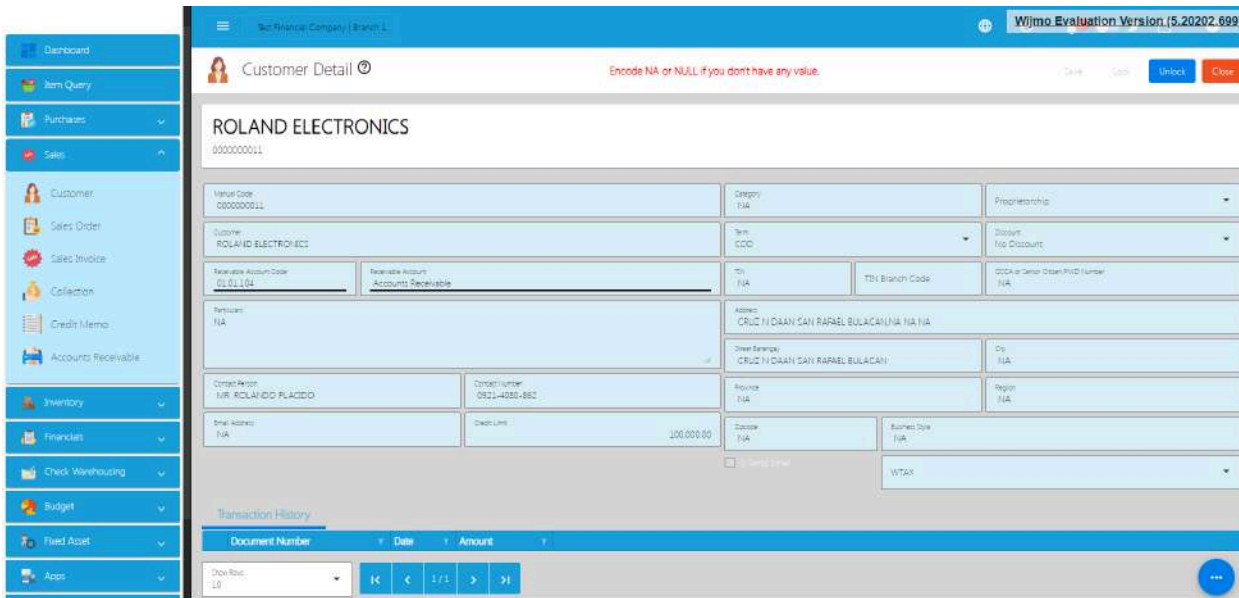
2. On the Customer list page, click the **Edit** button.



The screenshot shows the 'Customer' list page with a table of customer records. A red box highlights the 'Edit' button in the first column of the table. A red arrow points from the 'Edit' button to a callout box labeled 'Edit button'.

Lock	Delete	Lock	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000011	ROLAND ELECTRONICS	CRUZ N DAAN SAN RAFAE...	0921-4080-862	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000010	SUNRISE ELECTRONICS	B RAON ND RAON SHOPPL...	NA	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000009	WIDGETS APPLIANCE SER...	PINGOL ST. LOM-AN OZA...	0998-539-8450	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BAGUIJO-001	TIONG SAN SUPER BAZAAR	MAGSAYSAY ST. BAGUIJO ...	9176789198	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000007	FIX AND PRINT COMPUTE...	DOOR 5 WDC BLDG. NOTR...	0930-0676-717	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000006	SUGINI SUPER STORE	COTABATO CITY	(02) 911-5861/911-5781	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000005	C S L GENERAL MERCHAN...	283 LIBERTAD ST. PASAY	(02) 831-4993	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000004	STANDARD RADIO	GONZAGA ST. BACOLOD C...	0917-3008-008/(034) 434...	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000003	SADGIRU SALE	PARANAQUE CITY	(02) 403-0271	NA	0
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000002	STEVE TAN	QUIAPO	NA	NA	0

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



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Customer Detail Encode NA or NULL if you dont have any value. Save Add Unlock Close

**ROLAND ELECTRONICS**  
0000000011

Manual Code: 0000000011 | Category: N/A | Proprietorship: [Dropdown]

Customer: ROLAND ELECTRONICS | Term: COD | Discount: No Discount

Receivable Account Code: 01.01.104 | Receivable Account: Accounts Receivable | TIN: N/A | TIN Branch Code: | CDA or Senior Officer/ID Number: N/A

Particulars: N/A | Address: CRUZ NI DAAN SAN RAFAEL BULACAN/NA/NA/NA | Street Name: CRUZ NI DAAN SAN RAFAEL BULACAN | City: N/A

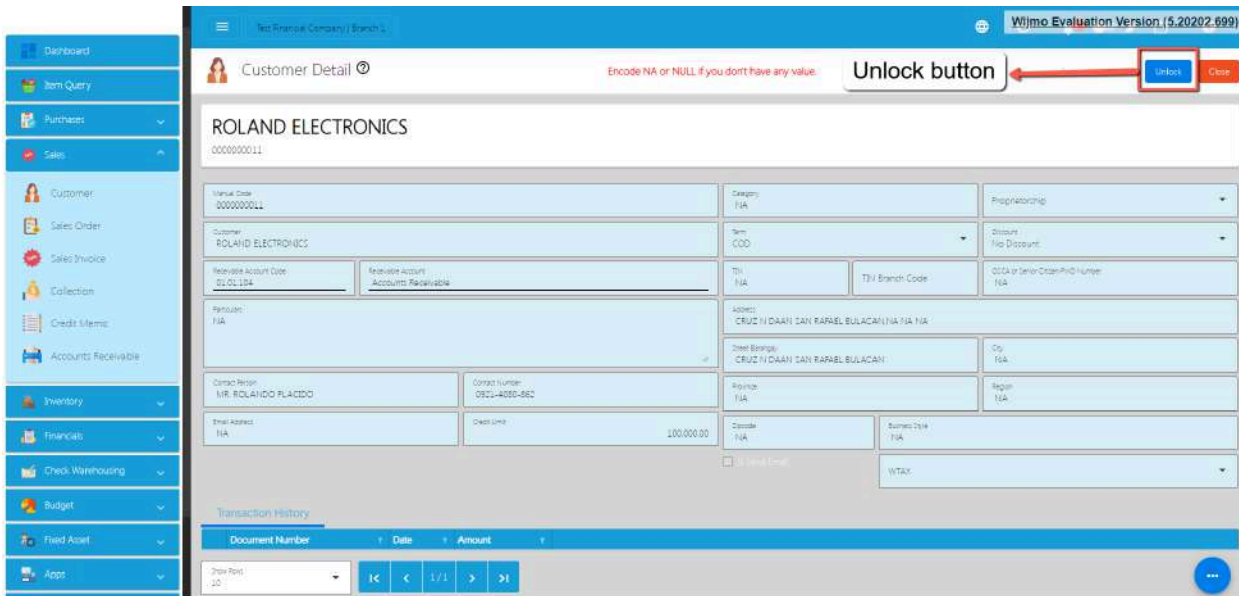
Contact Person: MR. ROLANDO PLACIDO | Contact Number: 0921-4080-862 | Province: N/A | Region: N/A

Email Address: N/A | Credit Limit: 100,000.00 | Business Type: N/A | Tax: WTAZ

Transaction History

Document Number	Date	Amount
Doc Ref: 10		

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



Wjimo Evaluation Version (5.20202.699)

Customer Detail Encode NA or NULL if you dont have any value. Unlock button Unlock Close

**ROLAND ELECTRONICS**  
0000000011

Manual Code: 0000000011 | Category: N/A | Proprietorship: [Dropdown]

Customer: ROLAND ELECTRONICS | Term: COD | Discount: No Discount

Receivable Account Code: 01.01.104 | Receivable Account: Accounts Receivable | TIN: N/A | TIN Branch Code: | CDA or Senior Officer/ID Number: N/A

Particulars: N/A | Address: CRUZ NI DAAN SAN RAFAEL BULACAN/NA/NA/NA | Street Name: CRUZ NI DAAN SAN RAFAEL BULACAN | City: N/A

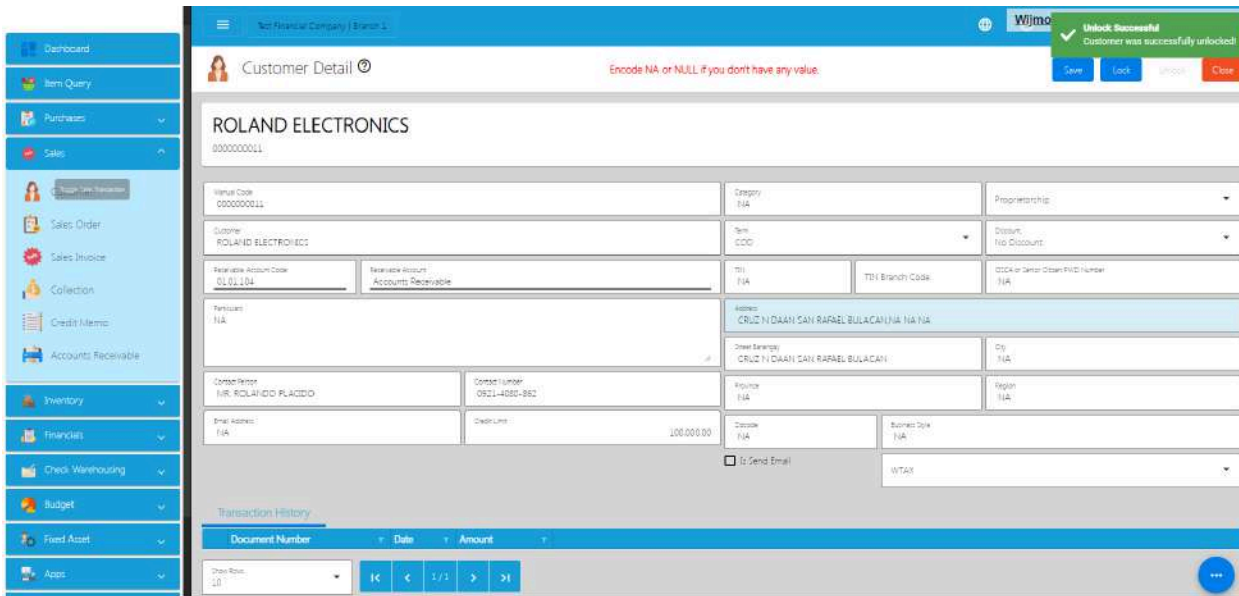
Contact Person: MR. ROLANDO PLACIDO | Contact Number: 0921-4080-862 | Province: N/A | Region: N/A

Email Address: N/A | Credit Limit: 100,000.00 | Business Type: N/A | Tax: WTAZ

Transaction History

Document Number	Date	Amount
Doc Ref: 10		

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



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

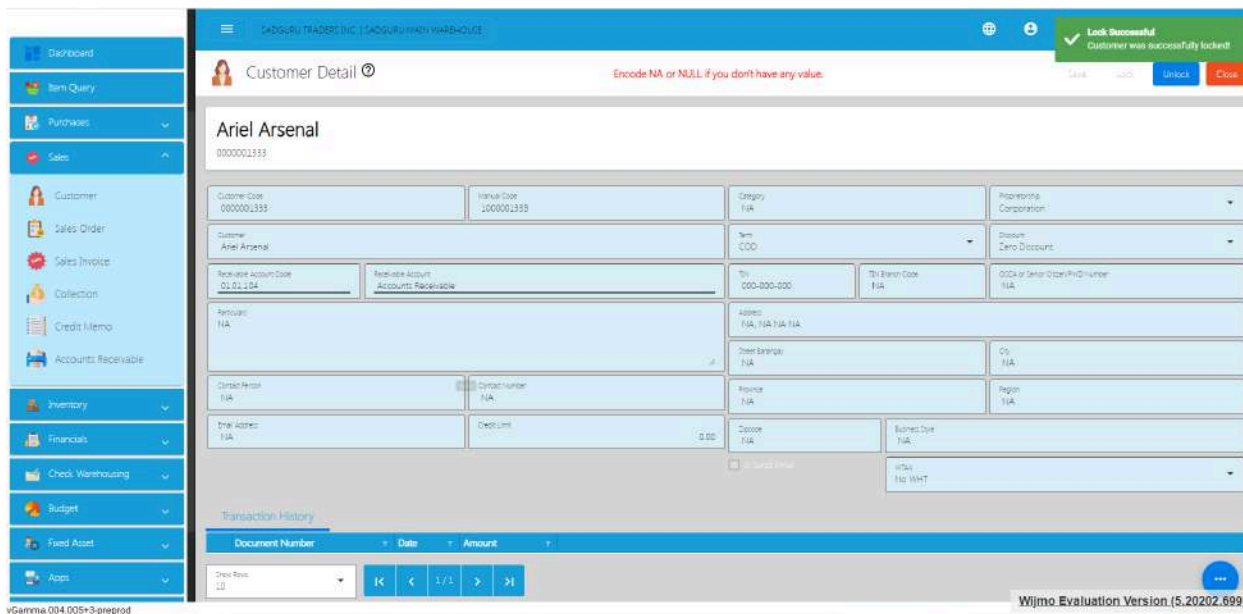
**ROLAND ELECTRONICS**  
000000011

Manual Code 000000011	Category N/A	Proprietorship N/A
Customer ROLAND ELECTRONICS	Term COD	Discount No Discount
Receivable Account Code 01.01.104	Receivable Account Accounts Receivable	TIN N/A
Particular N/A		TIN Branch Code N/A
Address CRUZ N DAAN SAN RAFAEL BULACAN/NA N/A		
Overseas Branch CRUZ N DAAN SAN RAFAEL BULACAN		City N/A
Contact Person MR. ROLANDO PLACIDO	Contact Number 0921-4880-882	Region N/A
Email Address N/A	Credit Limit 100,000.00	Company N/A
		Business Type N/A
<input type="checkbox"/> Send Email		
W/TAX		

**Transaction History**

Document Number	Date	Amount
Open Date: 10/1/2020		

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



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

**Ariel Arsenal**  
000001333

Customer Code 000001333	Manual Code 100001333	Category N/A	Proprietorship Corporation
Customer Ariel Arsenal	Term COD	Discount Zero Discount	
Receivable Account Code 01.01.104	Receivable Account Accounts Receivable	TIN 000-000-000	TIN Branch Code N/A
Particular N/A		TIN or Sales Order/PO Number N/A	
Address N/A, N/A, N/A, N/A, N/A			
Overseas Branch N/A		City N/A	Region N/A
Contact Person N/A	Contact Number N/A	Company N/A	Business Type N/A
Email Address N/A	Credit Limit 0.00	<input type="checkbox"/> Send Email	
W/TAX No WHT			

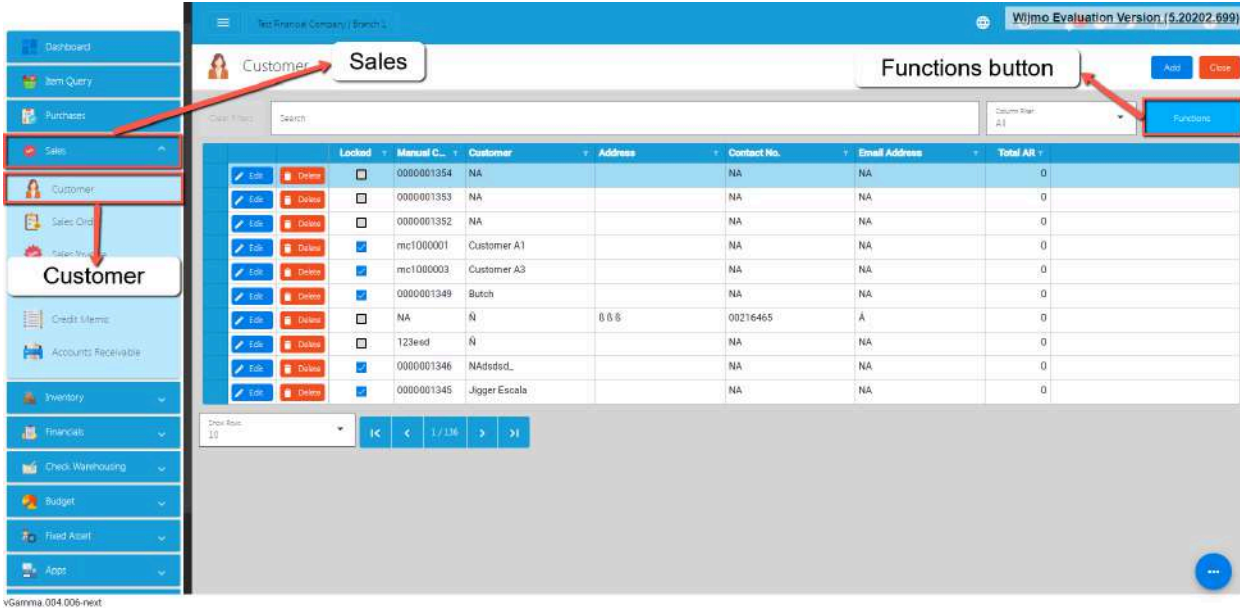
**Transaction History**

Document Number	Date	Amount
Open Date: 10/1/2020		

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## 4.2.3.1 Update Customer Detail in Bulk

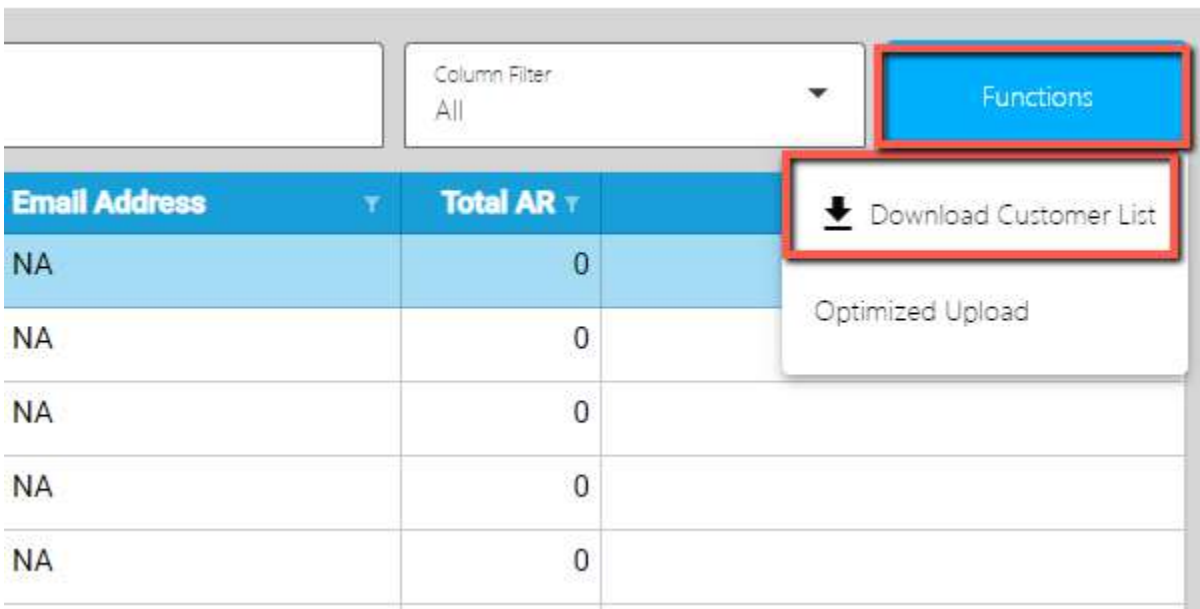
1. Go to **Sales**, then click **Customer**.



The screenshot shows the Wjimo CRM interface. On the left sidebar, the navigation menu includes Dashboard, Item Query, Purchase, Sales, Customer, Sales Order, Sales Invoice, Credit Memo, Accounts Receivable, Inventory, Financials, Check Warehousing, Budget, Fixed Asset, and Apps. The 'Sales' menu is expanded, and 'Customer' is selected. The main area displays a 'Customer' list table with columns: Locked, Manual C., Customer, Address, Contact No., Email Address, and Total AR. A 'Functions' button is visible in the top right corner of the table area. Red arrows point from the 'Sales' menu item to the 'Customer' menu item, and from the 'Customer' menu item to the 'Functions' button.

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 type="checkbox"/>		mcl000001	Customer A1	NA	NA	0
<input type="checkbox"/>		mcl000003	Customer A3	NA	NA	0
<input type="checkbox"/>		0000001349	Butch	NA	NA	0
<input type="checkbox"/>		NA	Ñ	8 8 8	00216465	0
<input type="checkbox"/>		123eod	Ñ	NA	NA	0
<input type="checkbox"/>		0000001346	NAtdsdL	NA	NA	0
<input type="checkbox"/>		0000001345	Jigger Escala	NA	NA	0

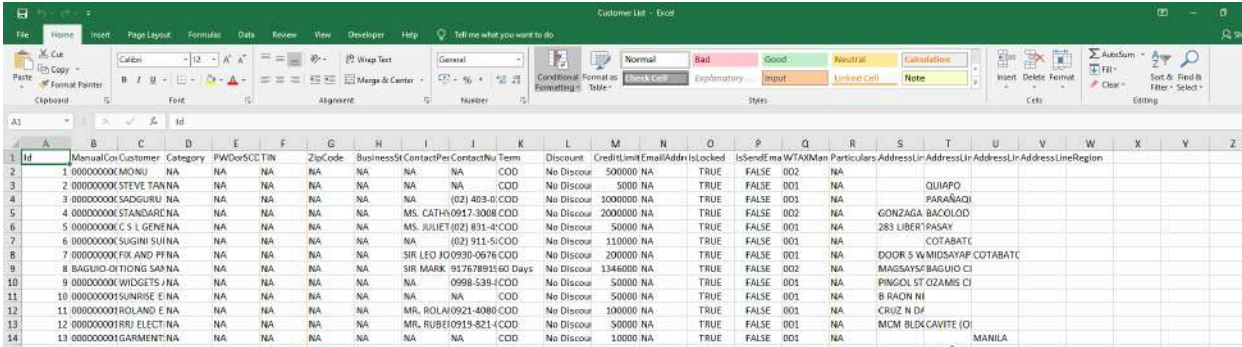
2. On the Customer list page, click the **Functions** button, then click **Download Customer List**. Customer List will be used as a template for bulk updating Customer detail.



This close-up screenshot shows the 'Functions' button highlighted in red. A dropdown menu is open, showing the 'Download Customer List' option, which is also highlighted in red. The table below shows columns for 'Email Address' and 'Total AR'.

Email Address	Total AR
NA	0
NA	0
NA	0
NA	0
NA	0

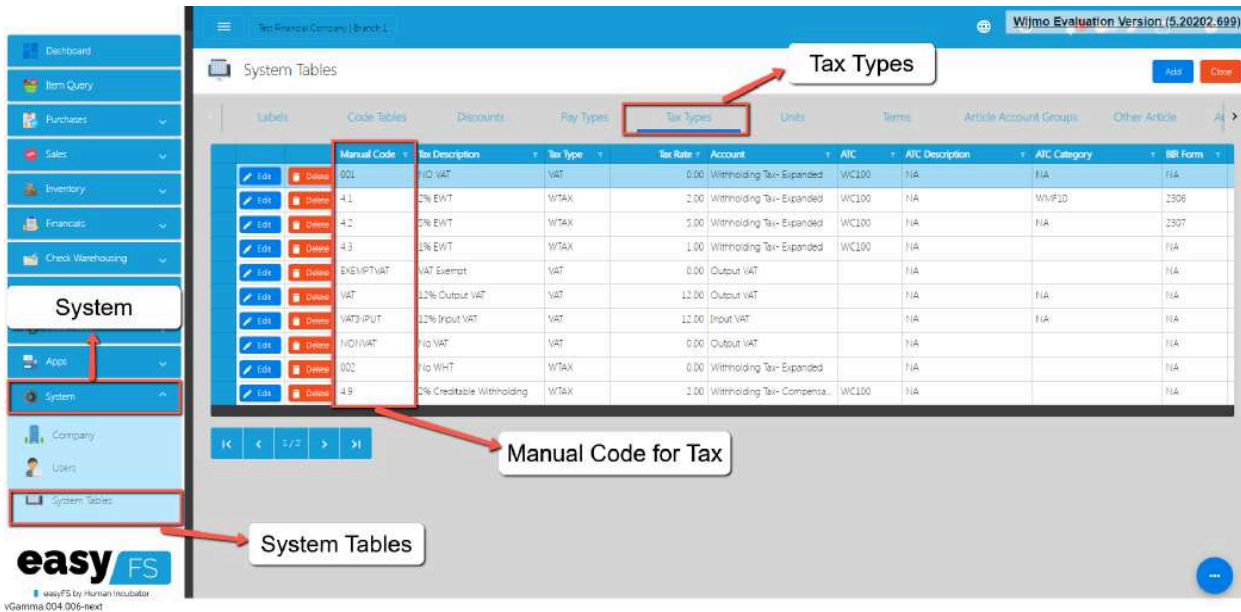
3. Once the download is complete, open the file. File name of the downloaded file is **Customer List**.



Id	ManualCode	Customer	Category	PWDorSCTIN	ZipCode	BusinessSt	ContactPer	ContactNu	Term	Discount	CreditLimit	EmailAddr	IsLocked	IsSendEma	WTAXMan	Particulars	AddressLin	AddressLin	AddressLin	AddressLin	AddressLineRegion
1	00000000	MONJU	NA	NA	NA	NA	NA	NA	COD	No Discou	500000	NA	TRUE	FALSE	002	NA					
2	00000000	STEVE TANNA	NA	NA	NA	NA	NA	NA	COD	No Discou	5000	NA	TRUE	FALSE	001	NA					QUIMPO
3	00000000	SADOGURU	NA	NA	NA	NA	NA	NA	(02) 403-0	No Discou	1000000	NA	TRUE	FALSE	001	NA					PARASBAKI
4	00000000	STANDARENA	NA	NA	NA	NA	MS. CATH	0917-3008	COD	No Discou	2000000	NA	TRUE	FALSE	002	NA					GONZAGA BACOLOD
5	00000000	C S L GENENA	NA	NA	NA	NA	MS. JULIET	(02) 831-4	COD	No Discou	50000	NA	TRUE	FALSE	001	NA					283 LIBERTIPASAY
6	00000000	SUGINI SUINA	NA	NA	NA	NA	NA	(02) 911-5	COD	No Discou	110000	NA	TRUE	FALSE	001	NA					COTABATC
7	00000000	FIX AND PFNA	NA	NA	NA	NA	SIR LEO JO	0930-0676	COD	No Discou	200000	NA	TRUE	FALSE	001	NA					DOOR 3 W MIDSAYAP COTABATC
8	BAGUIO	QITONG SANA	NA	NA	NA	NA	SIR MARK	917678915	60 Days	No Discou	1346000	NA	TRUE	FALSE	002	NA					MAGSAYSY-BAGUIO CI
9	00000000	WIDGETS JNA	NA	NA	NA	NA	0998-539-1	COD	No Discou	50000	NA	NA	TRUE	FALSE	001	NA					PINGOL ST OZAMIS CI
10	00000000	SUNRISE JNA	NA	NA	NA	NA	NA	NA	COD	No Discou	50000	NA	TRUE	FALSE	001	NA					8 RAKON NI
11	00000000	HROLAND E NA	NA	NA	NA	NA	MR. ROLAN	0921-4080	COD	No Discou	100000	NA	TRUE	FALSE	001	NA					CRUZ N DF
12	00000000	IRRI ELECT NA	NA	NA	NA	NA	MR. RUBEN	0919-821-1	COD	No Discou	50000	NA	TRUE	FALSE	001	NA					MCM BLDSCAVITE (O
13	00000000	GARMENT NA	NA	NA	NA	NA	NA	NA	COD	No Discou	10000	NA	TRUE	FALSE	001	NA					MANILA

4. 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.*

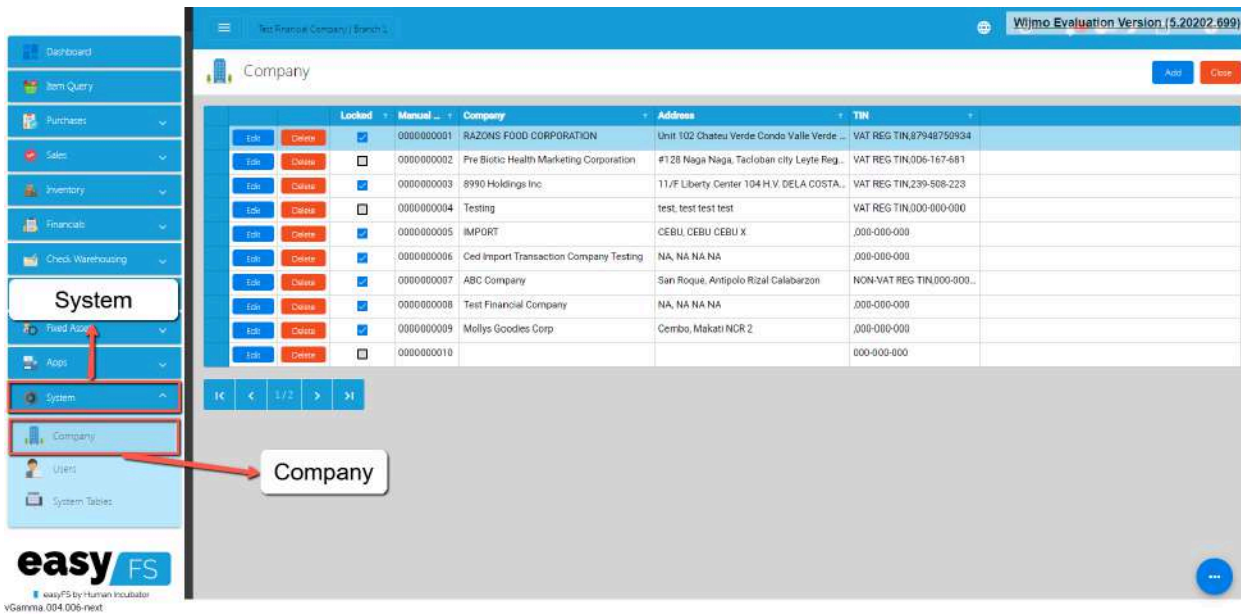
5. If you want to update the WTAXManualCode column, just make sure you provide the correct Manual Code for the WTAX. There's no need to worry about the Manual Code, since you can find it on **System>System Tables>Tax Types** on our EasyFS system.



The screenshot shows the 'System Tables' interface in the easyFS system. The 'Tax Types' table is highlighted with a red box. The table has columns for Manual Code, Tax Description, Tax Type, Tax Rate, Account, A/C, A/C Description, A/C Category, and BR Form. The 'Manual Code' column is highlighted with a red box and labeled 'Manual Code for Tax'. The 'System Tables' menu item in the left sidebar is also highlighted with a red box and labeled 'System Tables'. The 'Tax Types' table contains the following data:

Manual Code	Tax Description	Tax Type	Tax Rate	Account	A/C	A/C Description	A/C Category	BR Form
00L	NO VAT	VAT	0.00	Withholding Tax- Expanded	WC100	NA	NA	NA
4-1	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	WHPFD	2306
4-2	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	NA	2307
4-3	1% EWT	WTAX	1.00	Withholding Tax- Expanded	WC100	NA	NA	NA
EXEMPTVAT	VAT Exempt	VAT	0.00	Output VAT	NA	NA	NA	NA
VAT	12% Output VAT	VAT	12.00	Output VAT	NA	NA	NA	NA
VAT3INPUT	12% Input VAT	VAT	12.00	Input VAT	NA	NA	NA	NA
NOVAT	No VAT	VAT	0.00	Output VAT	NA	NA	NA	NA
002	No WHT	WTAX	0.00	Withholding Tax- Expanded	WC100	NA	NA	NA
4-9	2% Creditable Withholding	WTAX	2.00	Withholding Tax- Compena..	WC100	NA	NA	NA

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

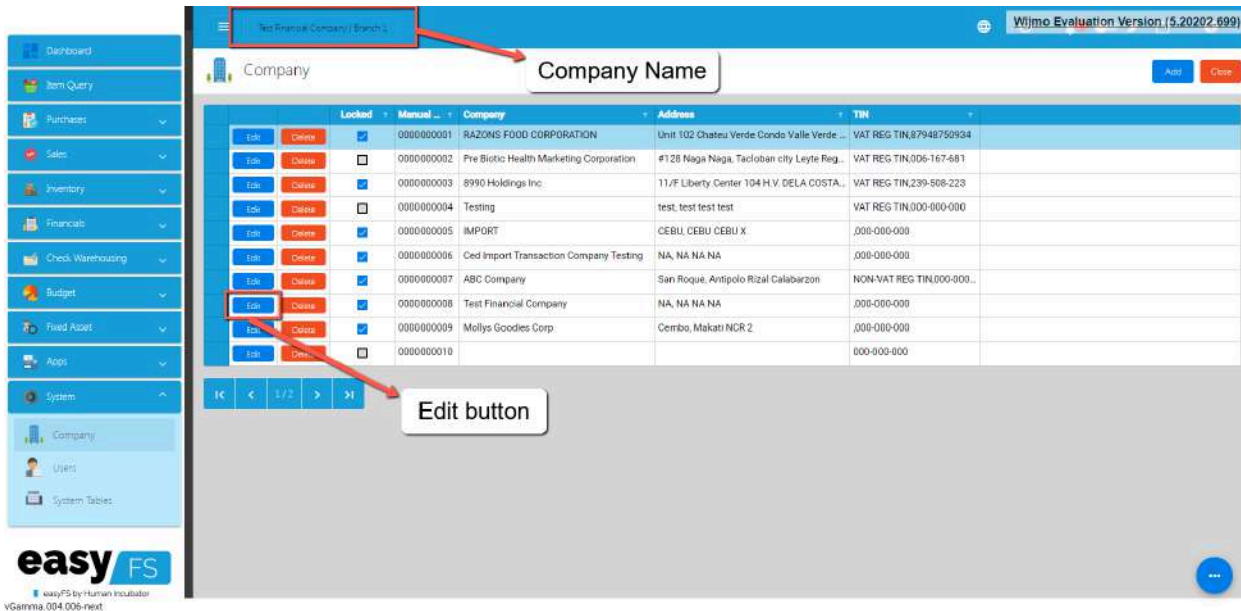


The screenshot shows the 'Company' interface in the easyFS system. The table lists companies with columns for Locked, Manual, Company, Address, and TIN. The 'Company' menu item in the left sidebar is highlighted with a red box and labeled 'Company'. The table contains the following data:

Locked	Manual	Company	Address	TIN
<input checked="" type="checkbox"/>	0000000001	RAZONS FOOD CORPORATION	Unit 102 Chateau Verde Condo Valle Verde ...	VAT REG TIN:87948750934
<input type="checkbox"/>	0000000002	Pre Biotic Health Marketing Corporation	#128 Naga Naga, Tacloban city Leyte Reg.	VAT REG TIN:006-167-681
<input checked="" type="checkbox"/>	0000000003	8990 Holdings Inc.	11/F Liberty Center 104 H.V. DELA COSTA..	VAT REG TIN:239-508-223
<input type="checkbox"/>	0000000004	Testing	test, test test test	VAT REG TIN:000-000-000
<input checked="" type="checkbox"/>	0000000005	IMPORT	CEBU, CEBU CEBU X	,000-000-000
<input checked="" type="checkbox"/>	0000000006	Ced Import Transaction Company Testing	NA, NA NA NA	,000-000-000
<input checked="" type="checkbox"/>	0000000007	ABC Company	San Roque, Antipolo Rizal Calabarzon	NON-VAT REG TIN:000-000...
<input checked="" type="checkbox"/>	0000000008	Test Financial Company	NA, NA NA NA	,000-000-000
<input checked="" type="checkbox"/>	0000000009	Mollys Goodies Corp	Cembo, Makati NCR 2	,000-000-000
<input type="checkbox"/>	0000000010			000-000-000

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





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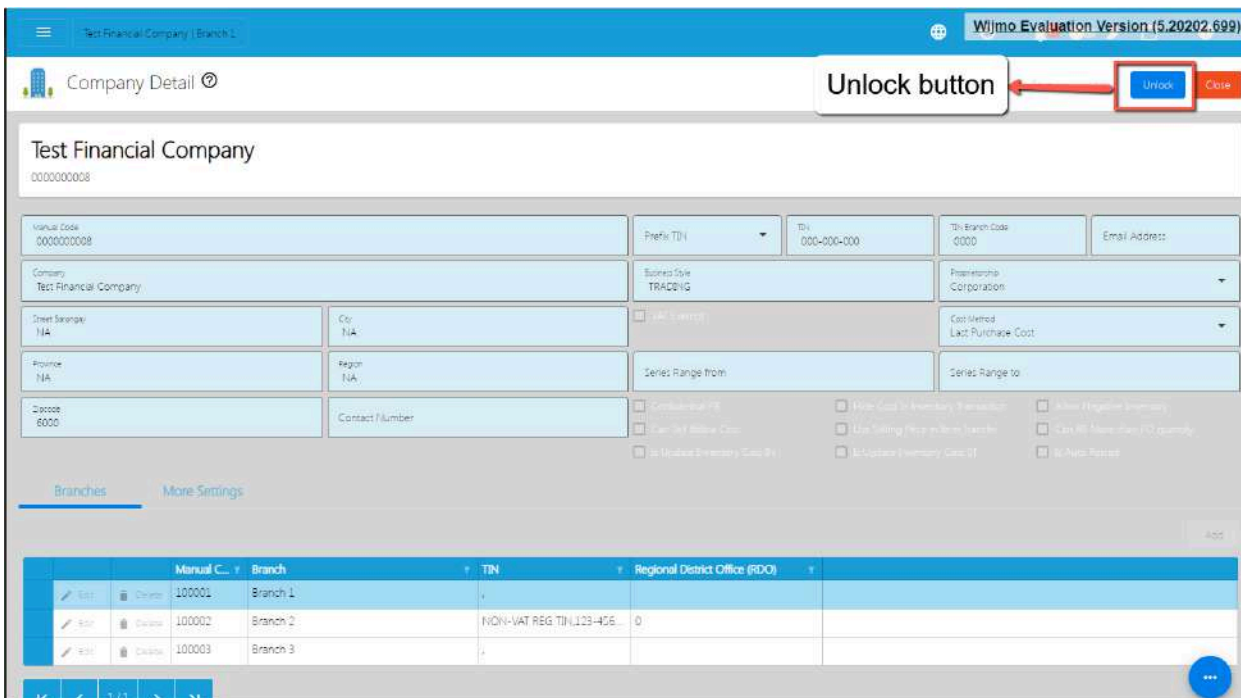
Company Name

Lock	Delete	Locked	Manual ...	Company	Address	TIN
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000001	RAZONS FOOD CORPORATION	Unit 102 Chateau Verde Condo Valle Verde ...	VAT REG TIN:87948750934
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000002	Pre Biotic Health Marketing Corporation	#128 Naga Naga, Tacloban city Leyte Reg.	VAT REG TIN:006-167-681
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000003	8990 Holdings Inc.	11/F Liberty Center 104 H V DELA COSTA.	VAT REG TIN:239-508-223
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000004	Testing	test, test test test	VAT REG TIN:000-000-000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000005	IMPORT	CEBU, CEBU CEBU X	,000-000-000
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000006	Ced Import Transaction Company Testing	NA, NA NA NA	,000-000-000
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000007	ABC Company	San Roque, Antipolo Rizal Calabarzon	NON-VAT REG TIN:000-000...
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000008	Test Financial Company	NA, NA NA NA	,000-000-000
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000000009	Mollys Goodies Corp	Cembo, Makati NCR 2	,000-000-000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0000000010			000-000-000

Edit button

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



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Company Detail

Test Financial Company  
0000000008

Manual Code: 0000000008 | Prefix TIN: | TIN: 000-000-000 | TIN Branch Code: 0000 | Email Address:

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

Street Name: NA | City: NA |  Use Currency: | Cost Method: Last Purchase Cost

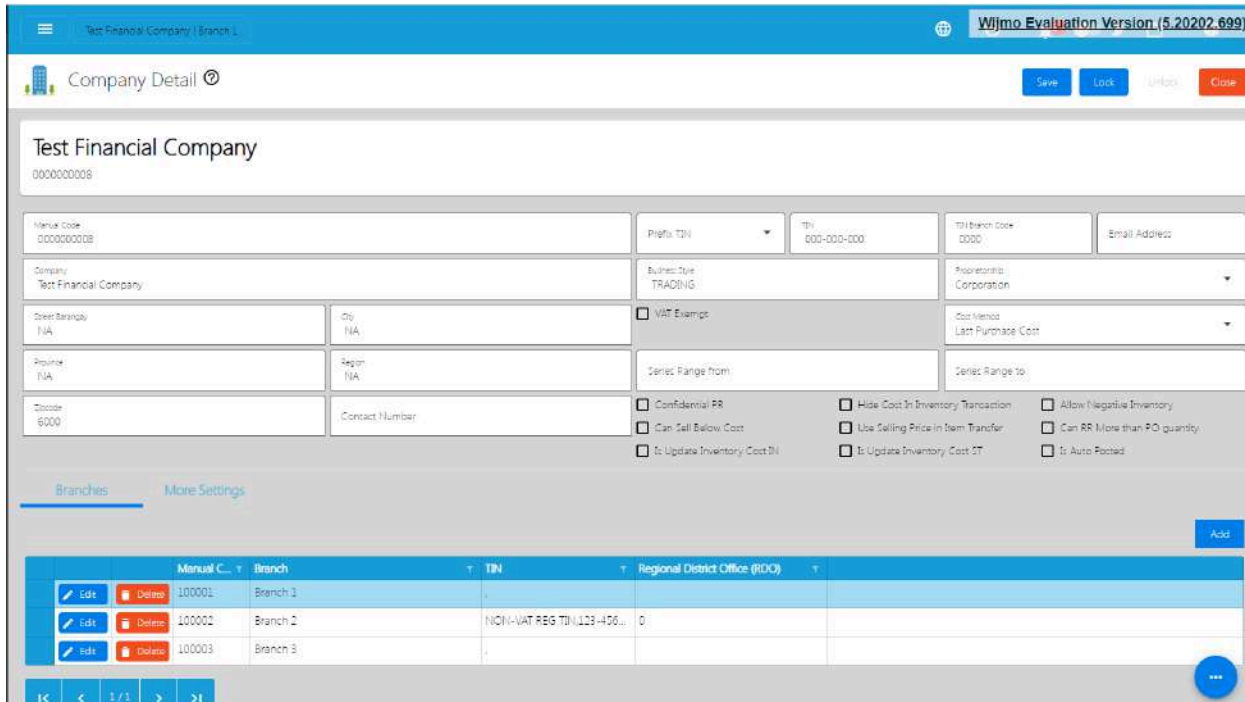
Province: NA | Region: NA | Series Range from: | Series Range to:

Zipcode: 6000 | Contact Number: |  Confidential PB |  Hide Cost In Inventory Transaction |  Allow Negative Inventory |  Can Set Below Cost |  Use Selling Price in Item Search |  Can Add More than PO quantity |  Use Mobile Inventory Cost (M) |  Update Inventory Cost (U) |  No Auto Receipt

Branches | More Settings

Manual ...	Branch	TIN	Regional District Office (RDO)
<input checked="" type="checkbox"/> <input type="checkbox"/>	100001   Branch 1	-	
<input checked="" type="checkbox"/> <input type="checkbox"/>	100002   Branch 2	NON-VAT REG TIN:123-456... 0	
<input checked="" type="checkbox"/> <input type="checkbox"/>	100003   Branch 3	-	

Unlock button



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Company Detail

Test Financial Company  
000000008

Value Code: 000000008 | Prefix TIN: | TIN: 000-000-000 | T1 Branch Code: 0000 | Email Address: |

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

Store Branch: N/A | City: N/A |  VAT Exempt | Cost Method: Last Purchase Cost

Province: N/A | Region: NA | Series Range from: | Series Range to: |

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

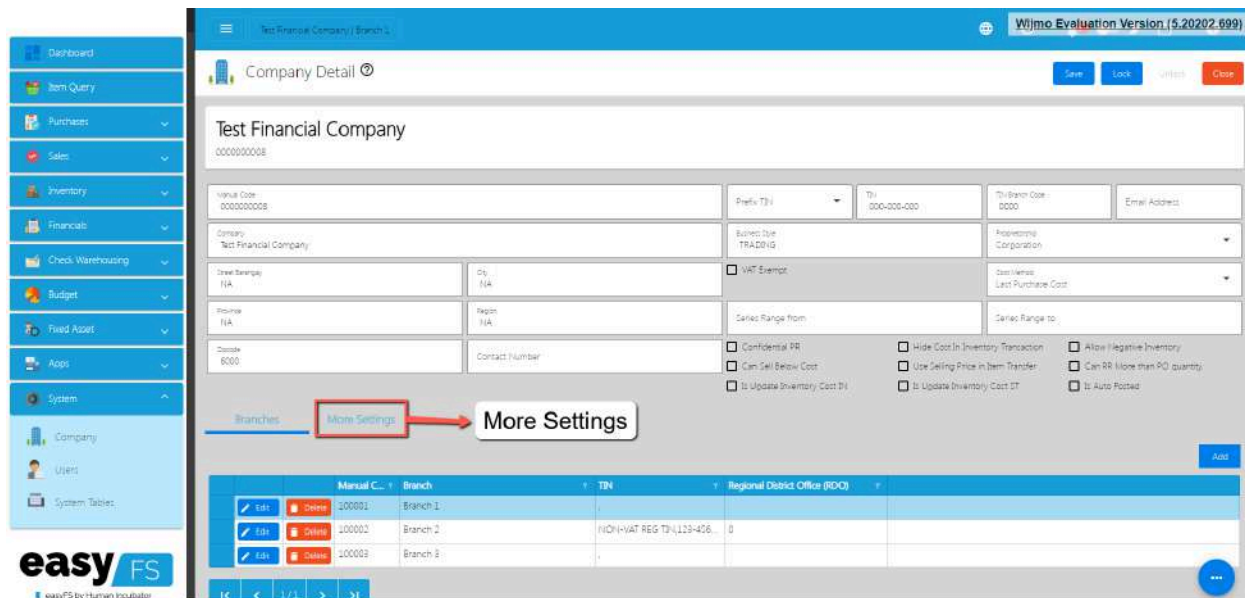
Can Sell Below Cost |  Use Selling Price in Item Transfer |  Can PR More than PO quantity

Is Update Inventory Cost DI |  Is Update Inventory Cost ST |  Is Auto Posted

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**.



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Company Detail

Test Financial Company  
000000008

Value Code: 000000008 | Prefix TIN: | TIN: 000-000-000 | T1 Branch Code: 0000 | Email Address: |

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

Store Branch: N/A | City: N/A |  VAT Exempt | Cost Method: Last Purchase Cost

Province: N/A | Region: NA | Series Range from: | Series Range to: |

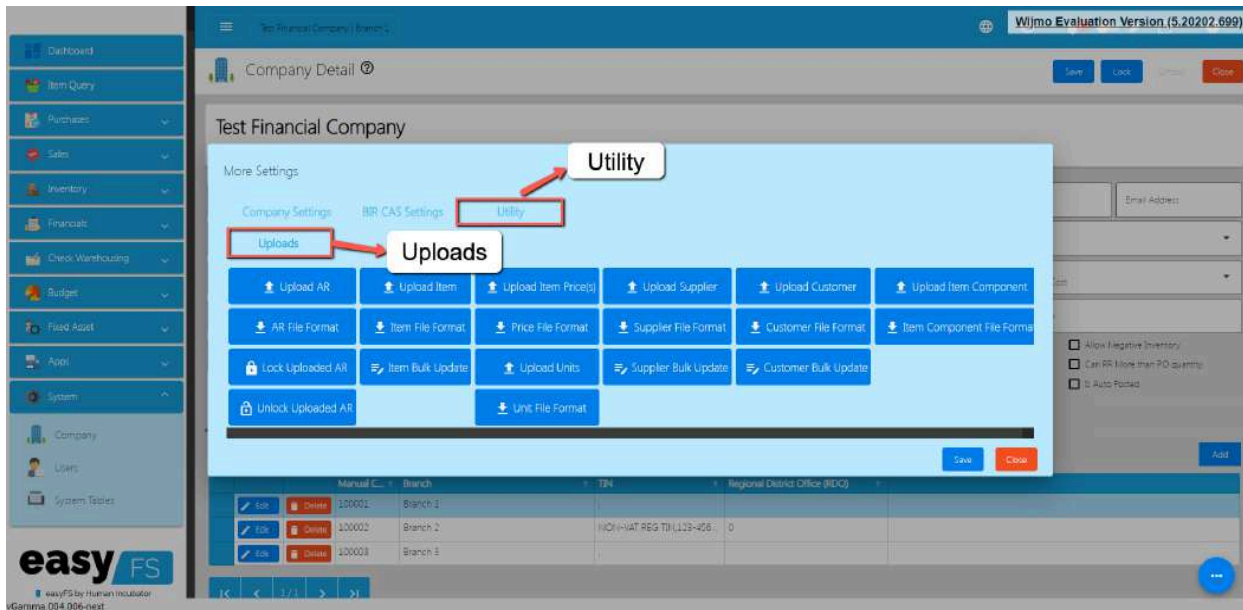
Code: 6000 | Contact Number: |  Confidential PR |  Hide Cost In Inventory Transaction |  Allow Negative Inventory

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

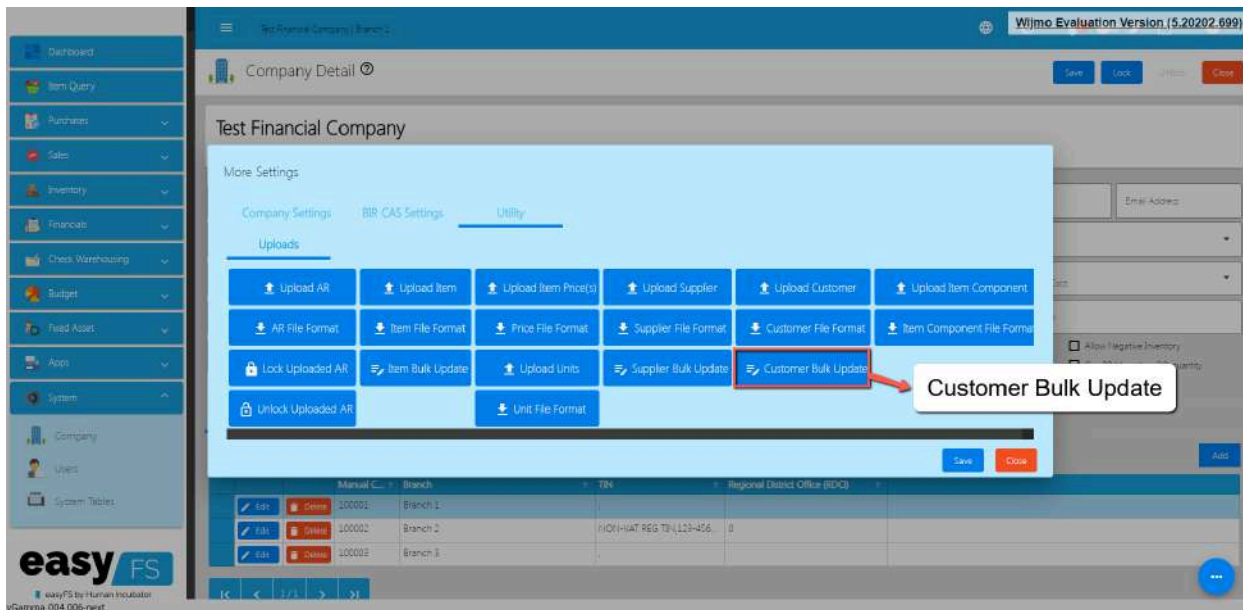
Is Update Inventory Cost DI |  Is Update Inventory Cost ST |  Is Auto Posted

Branches | **More Settings**

Manual C.	Branch	TIN	Regional District Office (RDO)
100001	Branch 1		
100002	Branch 2	NON-VAT REG TIN \123-426...	0
100003	Branch 3		

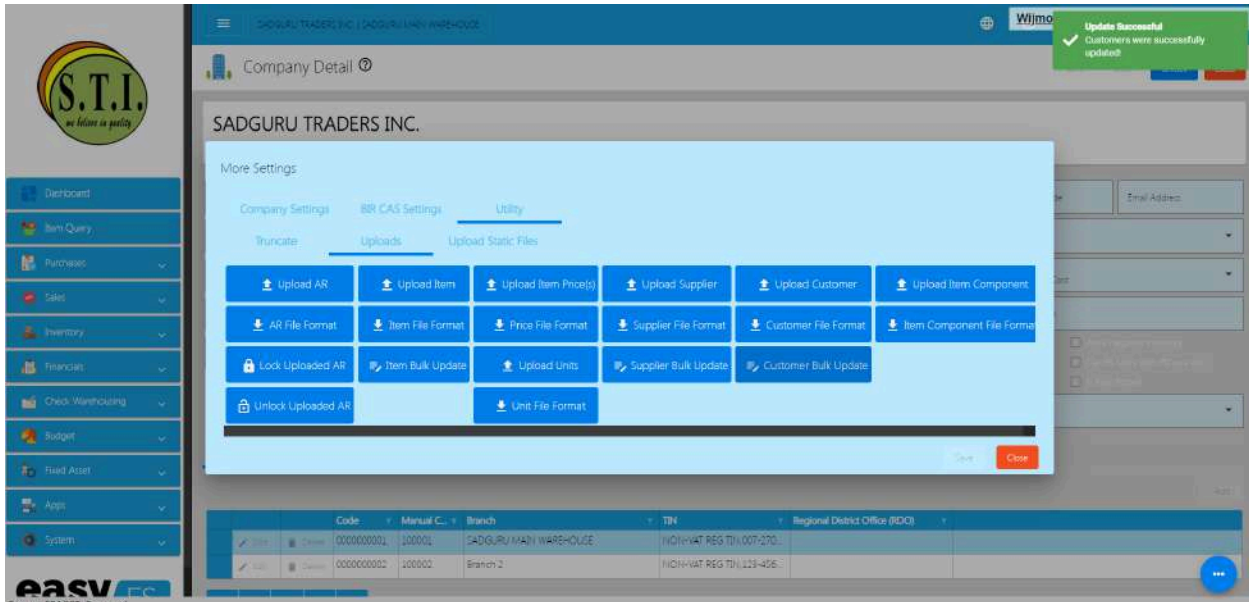


12. To bulk update the Customer detail, click the **Customer Bulk Update** button.

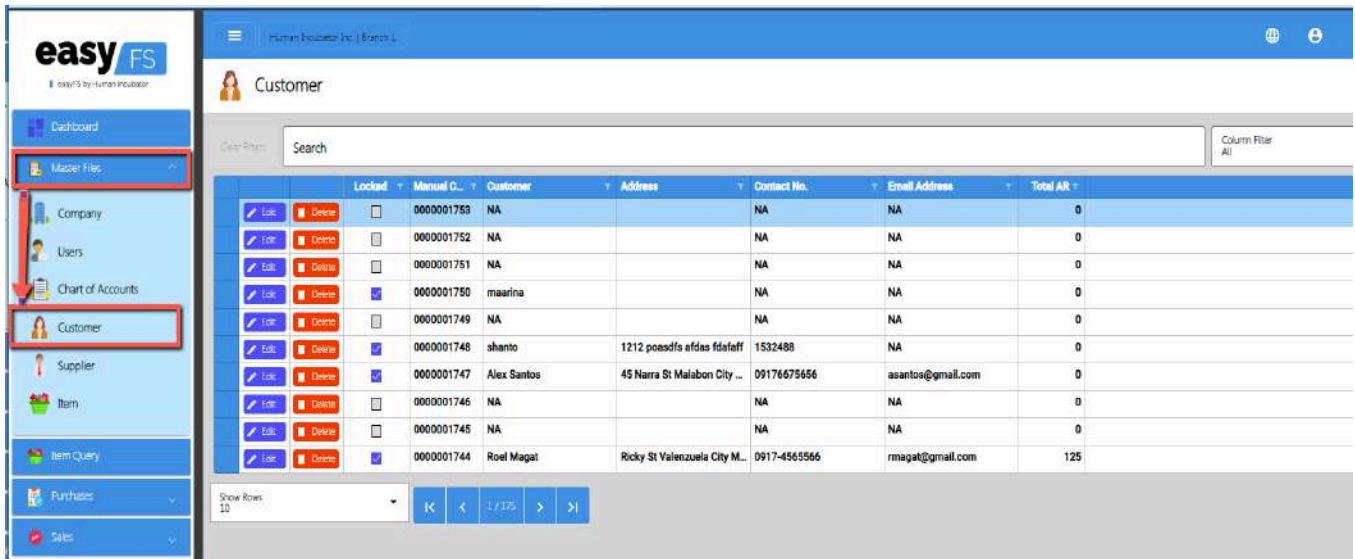


13. Look for the Customer List file, then double click to upload.

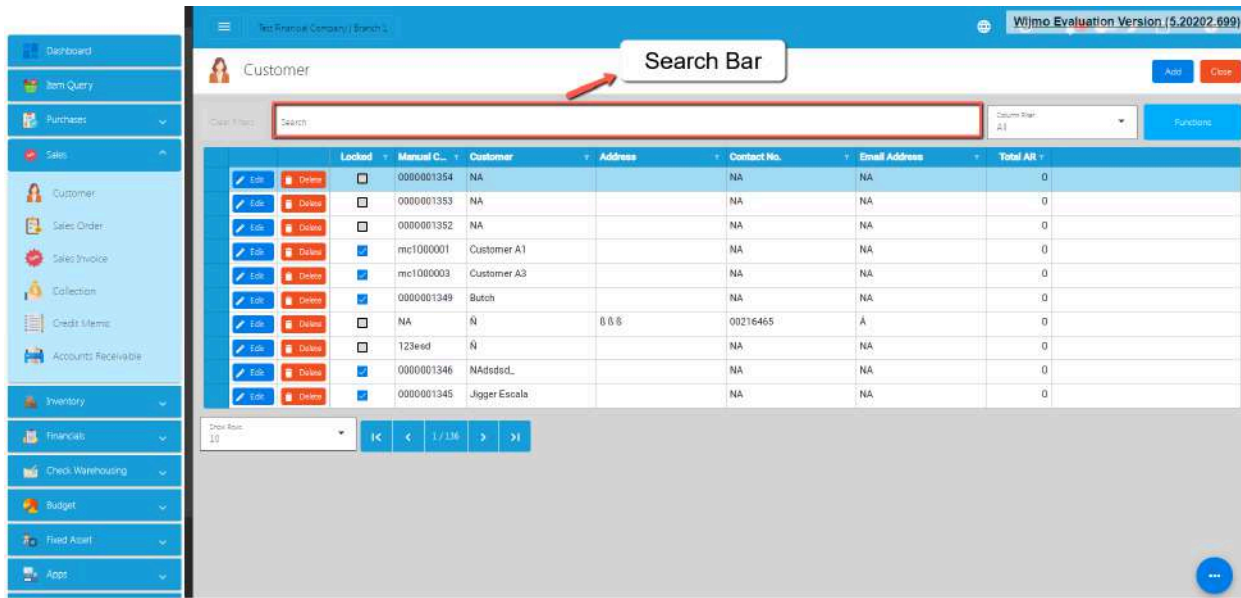
14. Wait until it will successfully update the Customer detail.



15. Once okay, you may now review the List of customers that you updated by clicking again the **MasterFiles**, then **Customer**.



- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
24. You may use the **Search** bar to search the Customer you updated, then click the **Edit** button to see the changes.



The screenshot displays the 'Customer' management interface. At the top, there is a search bar with a red arrow pointing to it, labeled 'Search Bar'. Below the search bar is a table with columns: Lockout, Manual C., Customer, Address, Contact No., Email Address, and Total AR. The table contains several rows of customer data. A sidebar on the left lists various modules like Dashboard, Item Query, Purchases, Sales, Customer, Sales Order, Sales Invoice, Collection, Credit Items, Accounts Receivable, Inventory, Financials, Check Warehousing, Budget, Fixed Asset, and Apps. The bottom of the interface shows a pagination control for 10 items.

Lockout	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	N	B B S	00216465	A	0
<input type="checkbox"/>	123eod	N		NA	NA	0
<input checked="" type="checkbox"/>	000001346	NAddsodL		NA	NA	0
<input checked="" type="checkbox"/>	000001345	Jigger Escala		NA	NA	0

# 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

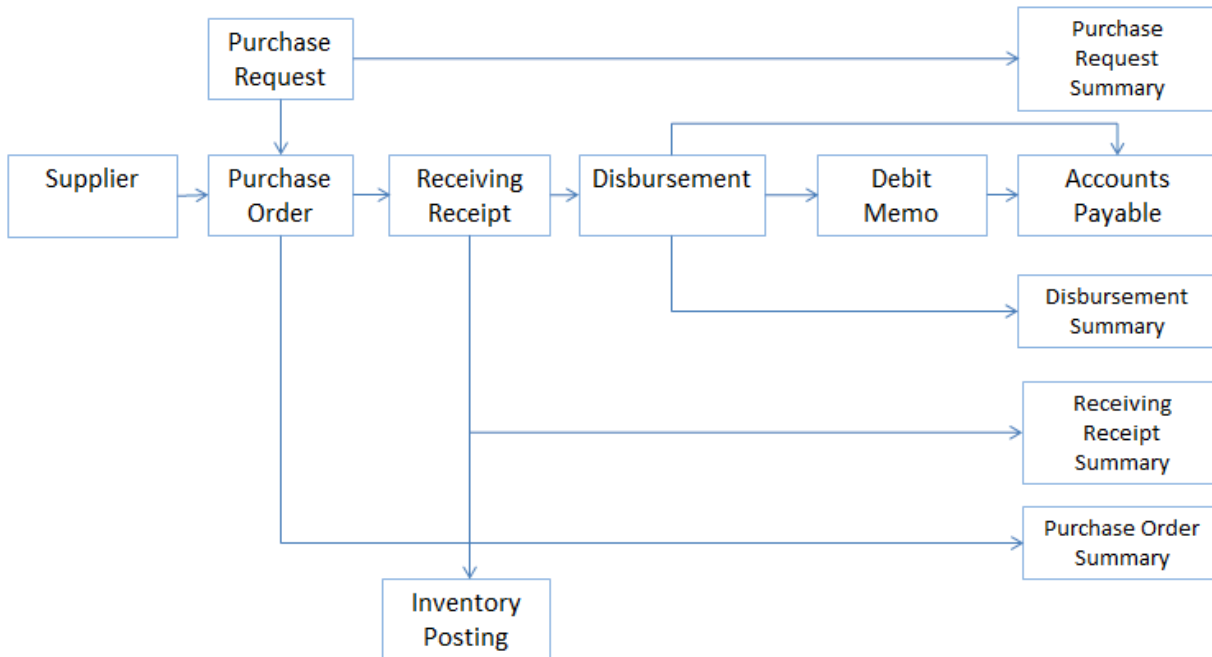
- Generates the Balance Sheet, Income Statement, Cash Flows Statement, Trial Balance, General Ledger and General Journal.



## 5.2 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.
- Inventory Code is generated upon making the Receiving Receipt. This will monitor the Inventory of the Item being encoded
- 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**

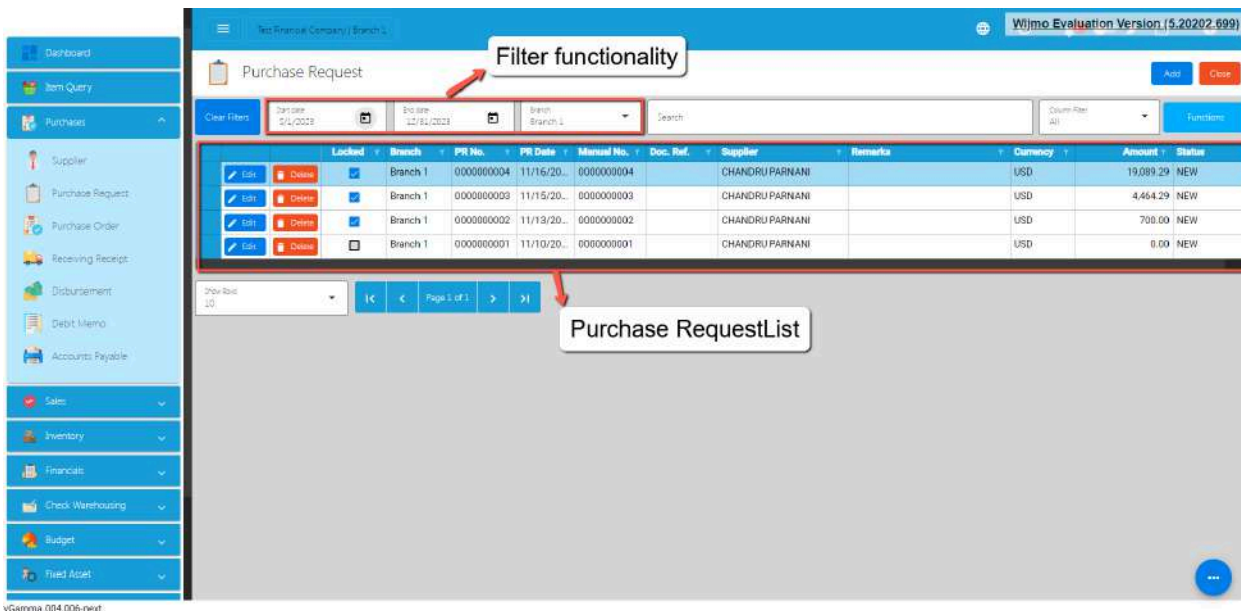
- Monitor and analyze purchasing performance, accounts payable aging, and other relevant metrics.
- Generate reports to gain insights into the financial aspects of the procurement process.
- Integration with General Ledger, Income Statement and Balance

## 5.2.1 Purchase Request Overview

This is where you input the entire purchase request needed.

### Purchase Request List

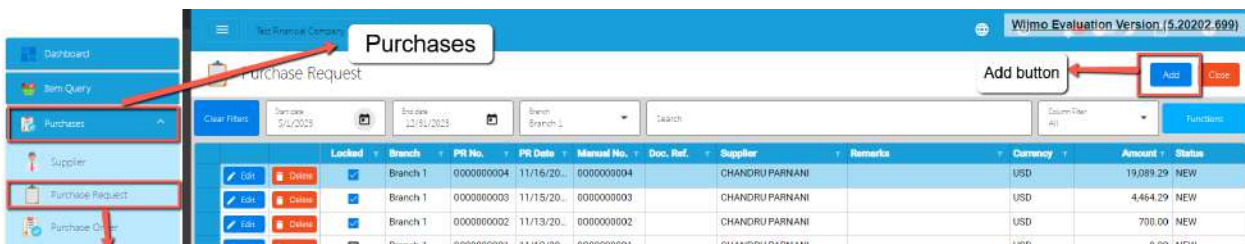
- List of all the PR (Purchase Request) and will also show the overview of the transaction. In addition, it also has filter functionality where you can select the Start and End Date of the transaction.



Locked	Branch	PR No.	PR Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
<input checked="" type="checkbox"/>	Branch 1	000000004	11/16/20...	000000004		CHANDRU PARNANI		USD	19,089.29	NEW
<input checked="" type="checkbox"/>	Branch 1	000000003	11/15/20...	000000003		CHANDRU PARNANI		USD	4,464.29	NEW
<input checked="" type="checkbox"/>	Branch 1	000000002	11/13/20...	000000002		CHANDRU PARNANI		USD	700.00	NEW
<input checked="" type="checkbox"/>	Branch 1	000000001	11/10/20...	000000001		CHANDRU PARNANI		USD	0.00	NEW

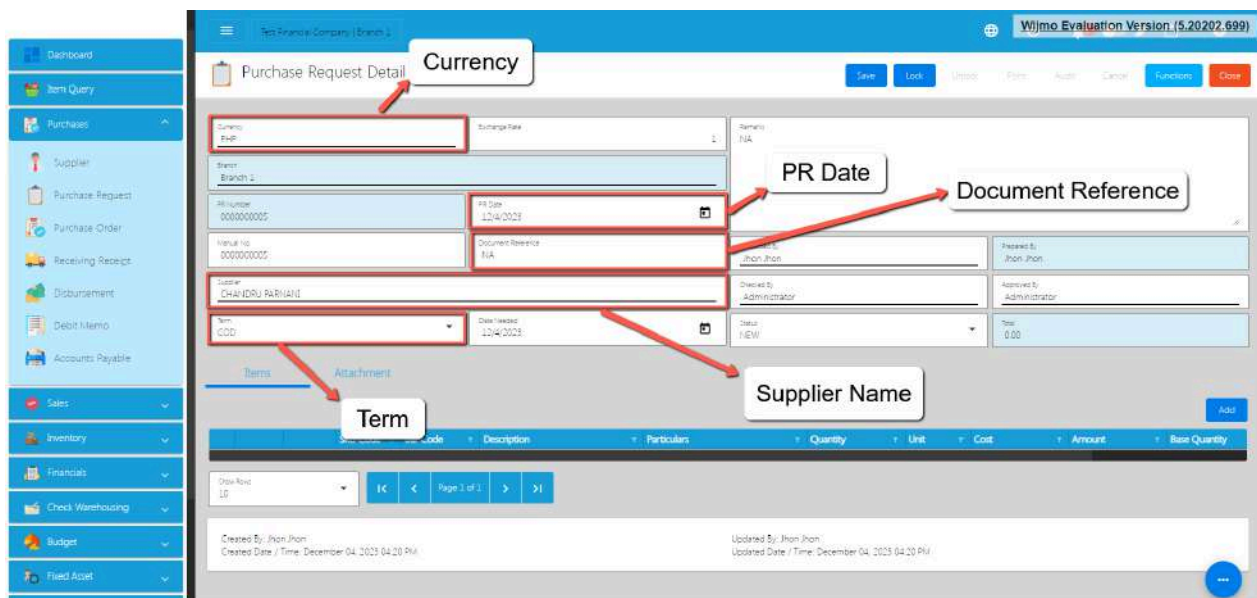
### Purchase Request Detail

- 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.



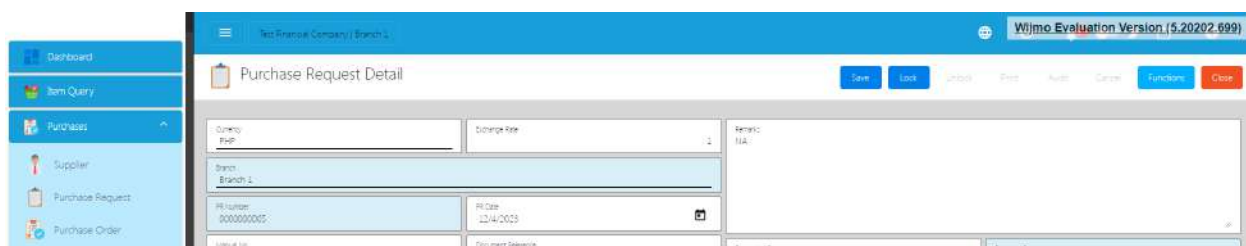
## 6. Fill out all the needed information for the **Purchase Request Detail** like,

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

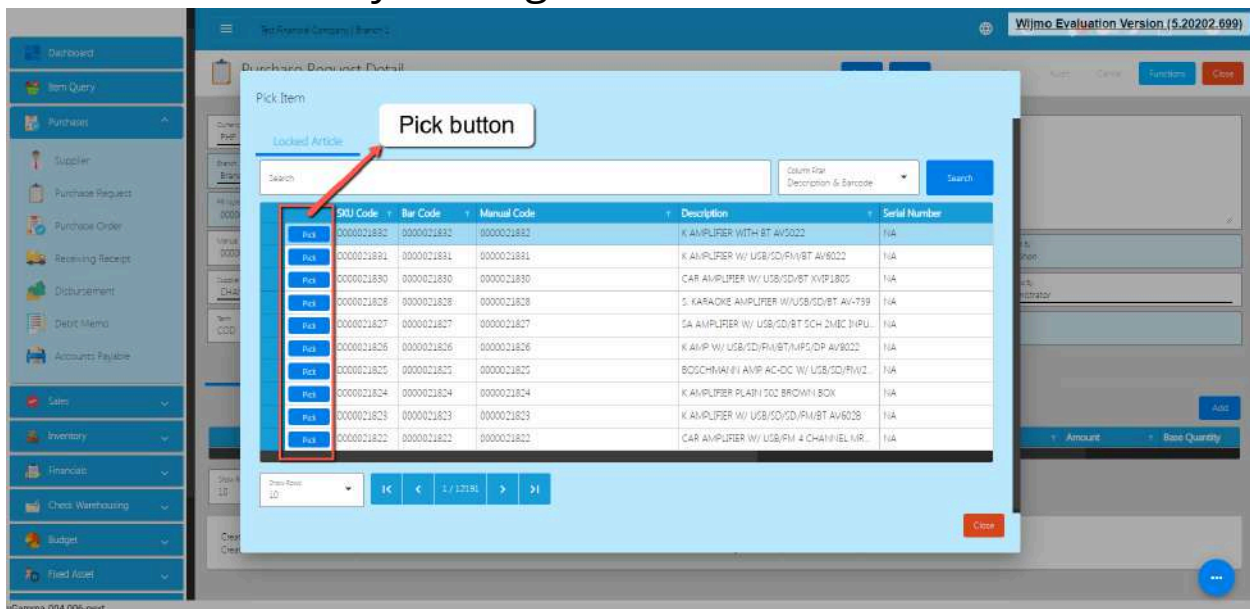


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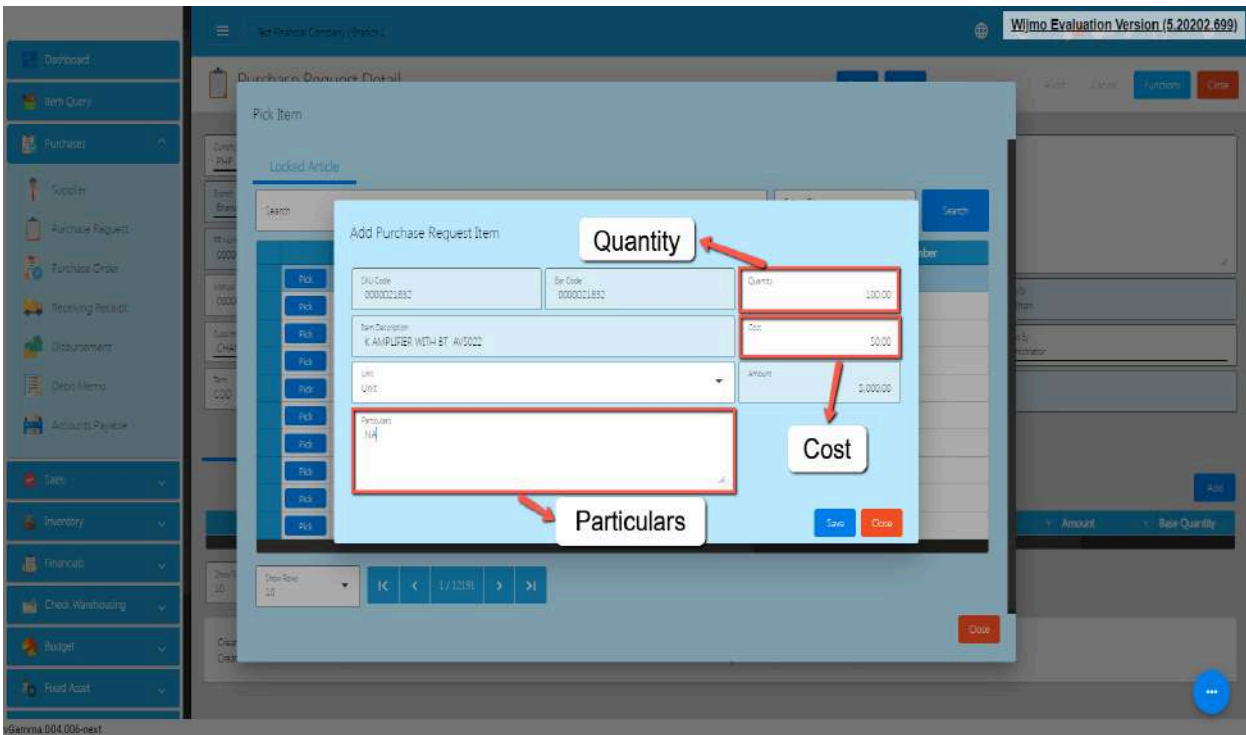
## 7. To add line Item(s), click the **Add** button on the right part of the page under the Items tab.



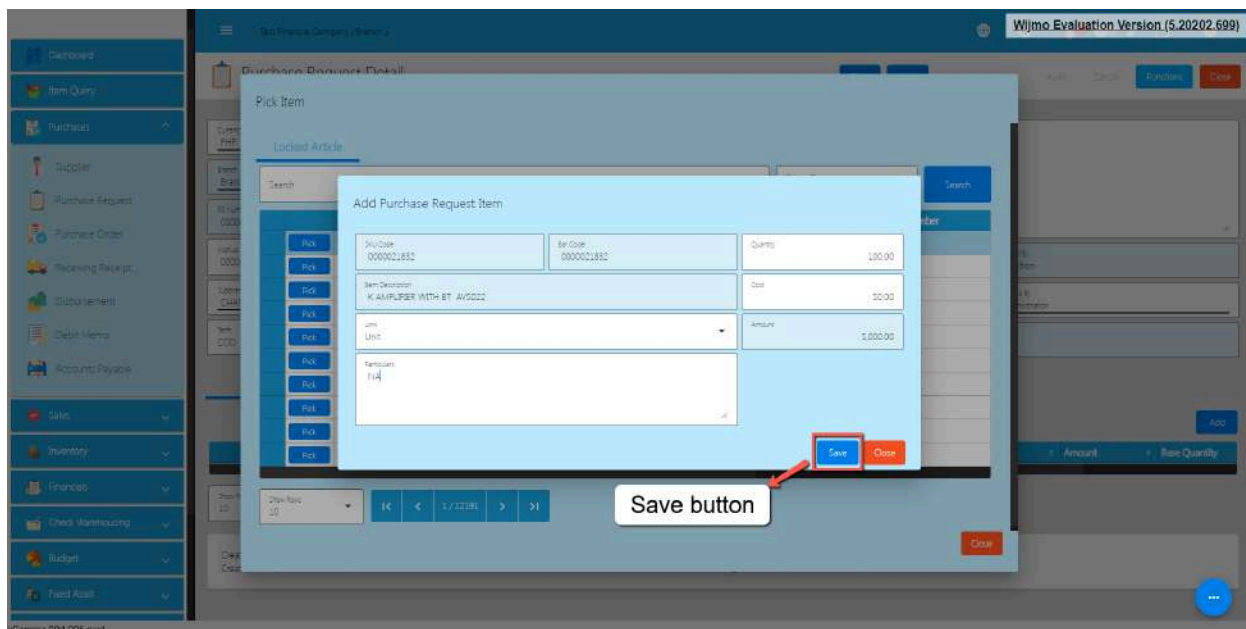
8. Select the items, by clicking the Pick button.



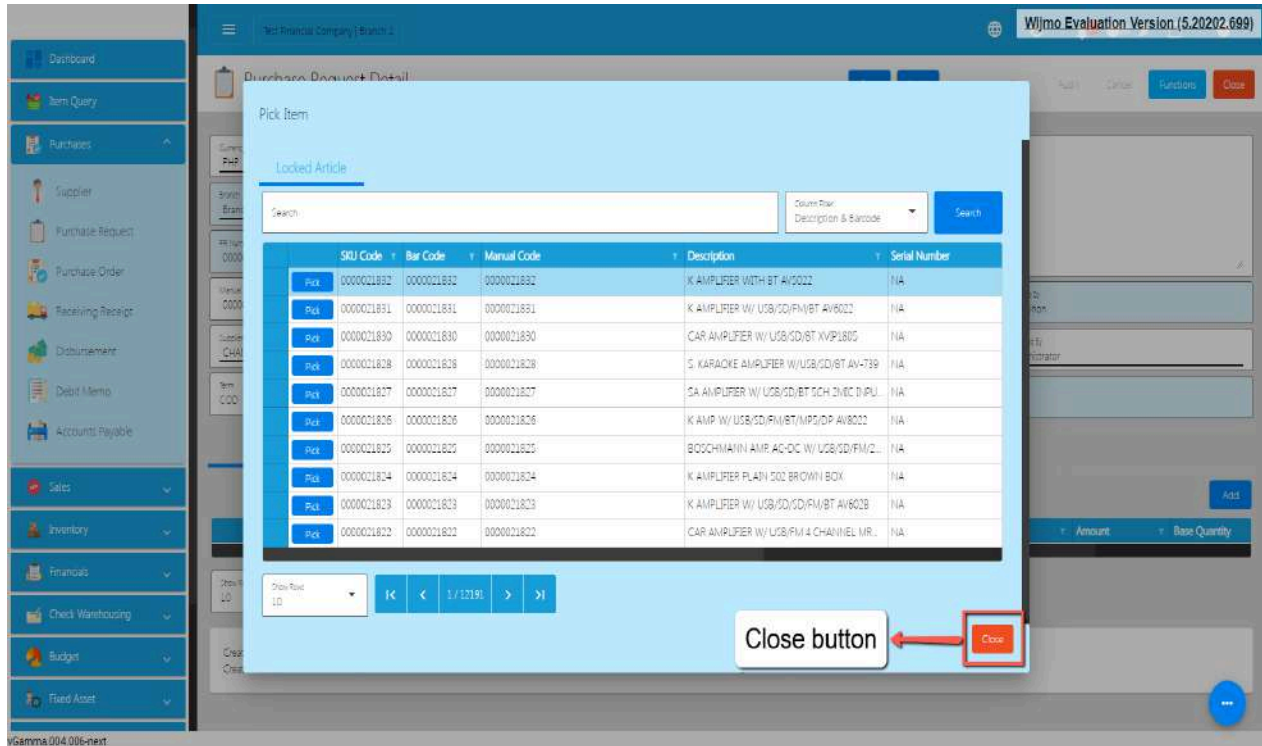
5. Once the Pick button is clicked, fill out the quantity and the cost. For Particulars, put NA if nothing to provide.



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

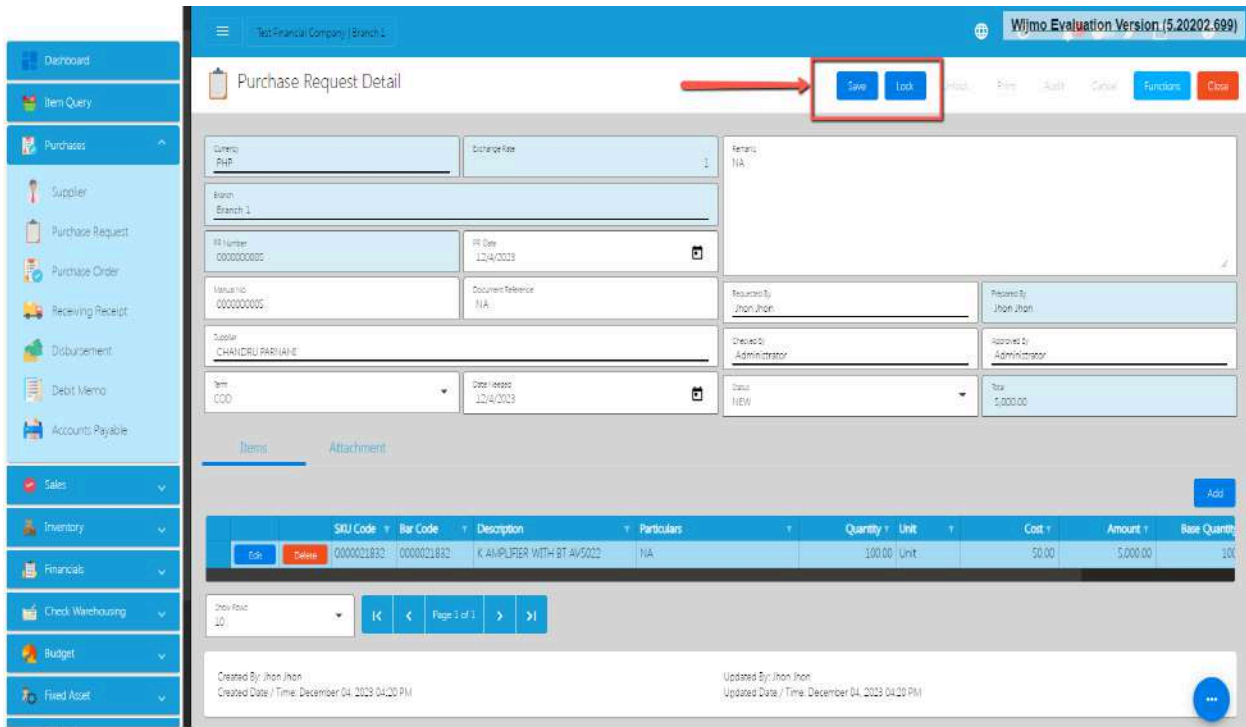


10. If you wish to add additional items, repeat Steps 4 up to 6.
11. If you're done adding line items, just click the **Close** button to hide the popup.



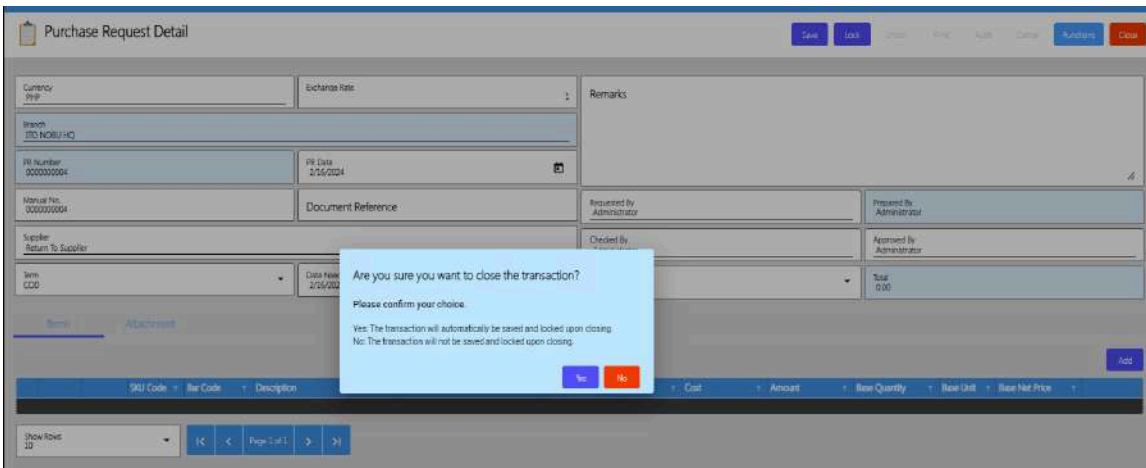
12. Review the Purchase Request you created. If it is all good, click the Save button, then Lock button.





VGamma 004 006-next

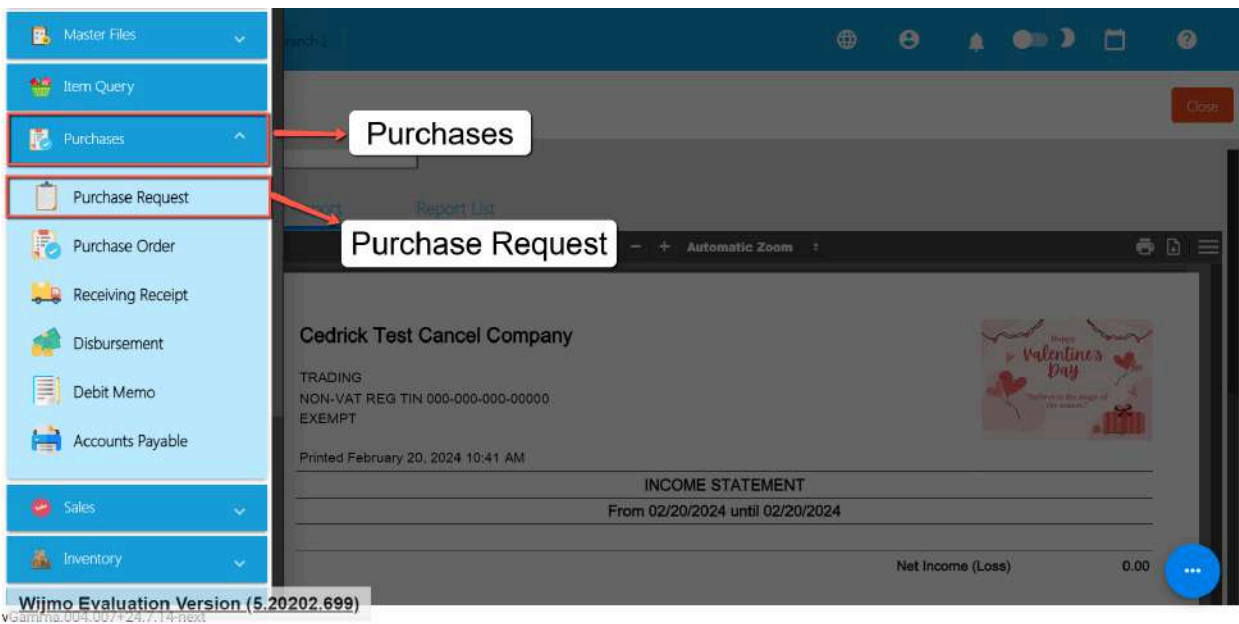
10. Pop Warning on Closing the Purchase Request Transaction will display, when the Transaction Detail is not Locked.



## Cancel Purchase Request Transaction

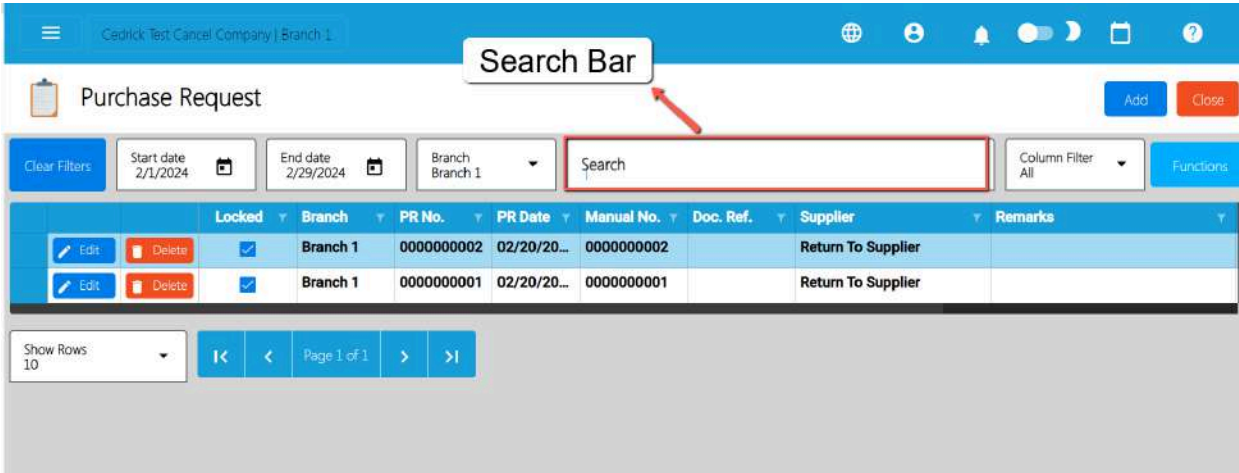
When you need to cancel a purchase request, it's important to follow these simple steps:

1. **Log In:** Visit your easyFS domain and login with your username and password.
2. **Find your Purchase Request:** Navigate to the Purchases, then Purchase Request. You will be redirected to the Purchase Request lists.



3. **Locate the Right One:** From the Purchase Request list, you may use the search bar to look for the right Purchase Request you want to cancel. You can search using the Purchase Request's RR NUmber, Manual Number, Document Reference, etc.

Take note: Don't forget to change the Start Date and End Date to your Purchase Request's transaction date to display the correct result.

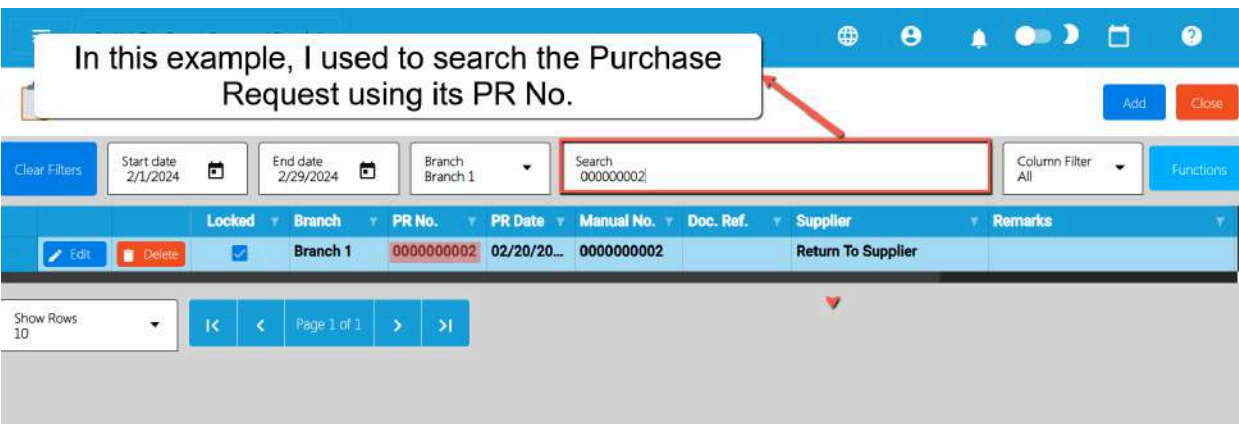


Search Bar

Purchase Request

Start date: 2/1/2024, End date: 2/29/2024, Branch: Branch 1

Locked	Branch	PR No.	PR Date	Manual No.	Doc. Ref.	Supplier	Remarks
<input checked="" type="checkbox"/>	Branch 1	000000002	02/20/20...	000000002		Return To Supplier	
<input checked="" type="checkbox"/>	Branch 1	000000001	02/20/20...	000000001		Return To Supplier	

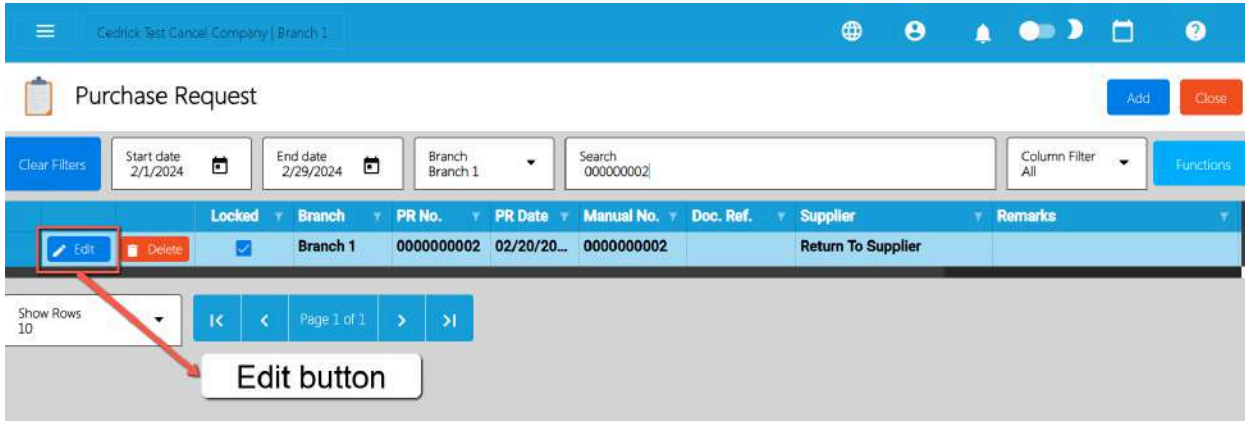


In this example, I used to search the Purchase Request using its PR No.

Search: 000000002

Locked	Branch	PR No.	PR Date	Manual No.	Doc. Ref.	Supplier	Remarks
<input checked="" type="checkbox"/>	Branch 1	000000002	02/20/20...	000000002		Return To Supplier	

4. **Open the Purchase Request Detail:** Click the Edit button to open the Purchase Request detail page.



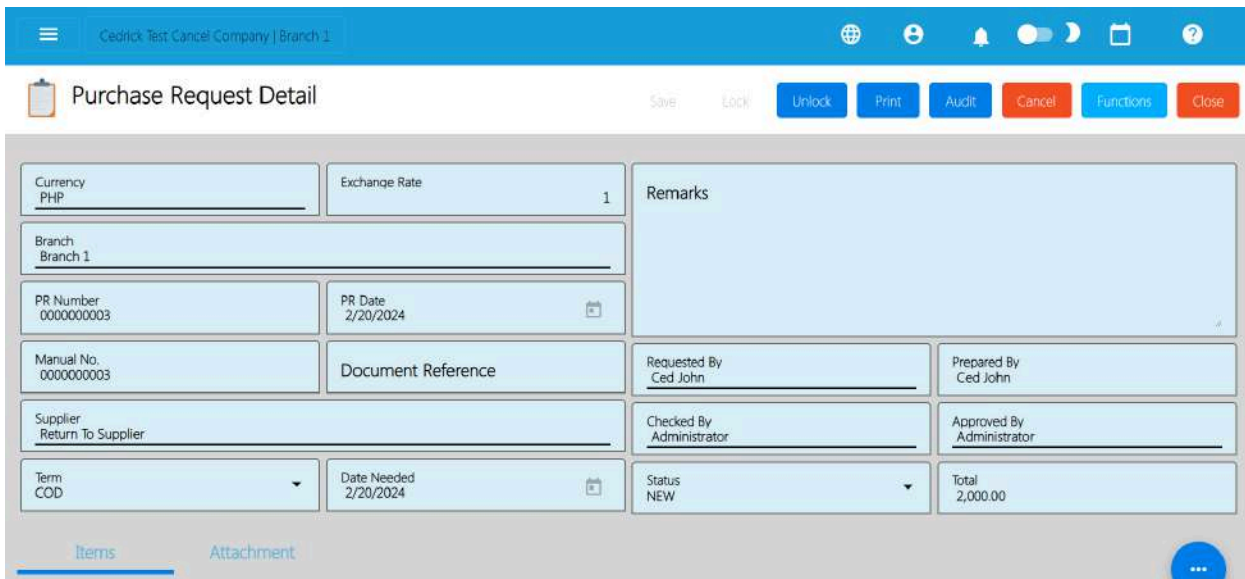
Purchase Request

Start date: 2/1/2024, End date: 2/29/2024, Branch: Branch 1, Search: 000000002

Locked	Branch	PR No.	PR Date	Manual No.	Doc. Ref.	Supplier	Remarks
<input checked="" type="checkbox"/>	Branch 1	000000002	02/20/2024	000000002		Return To Supplier	

Show Rows: 10, Page 1 of 1

**Edit button**



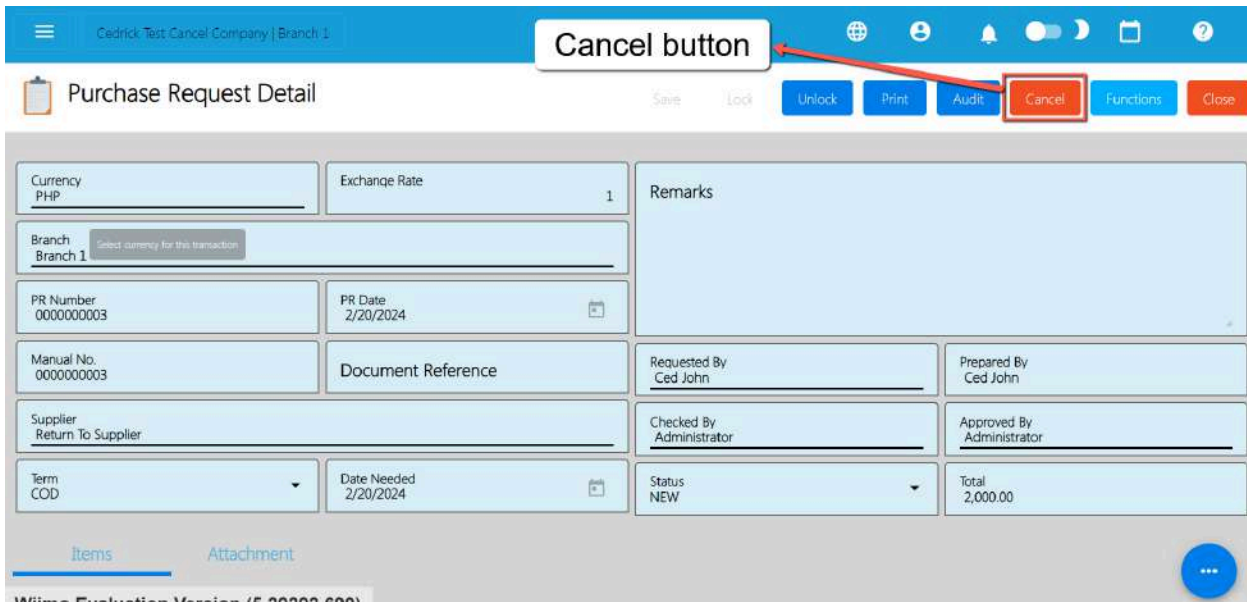
Purchase Request Detail

Save, Lock, Unlock, Print, Audit, **Cancel**, Functions, Close

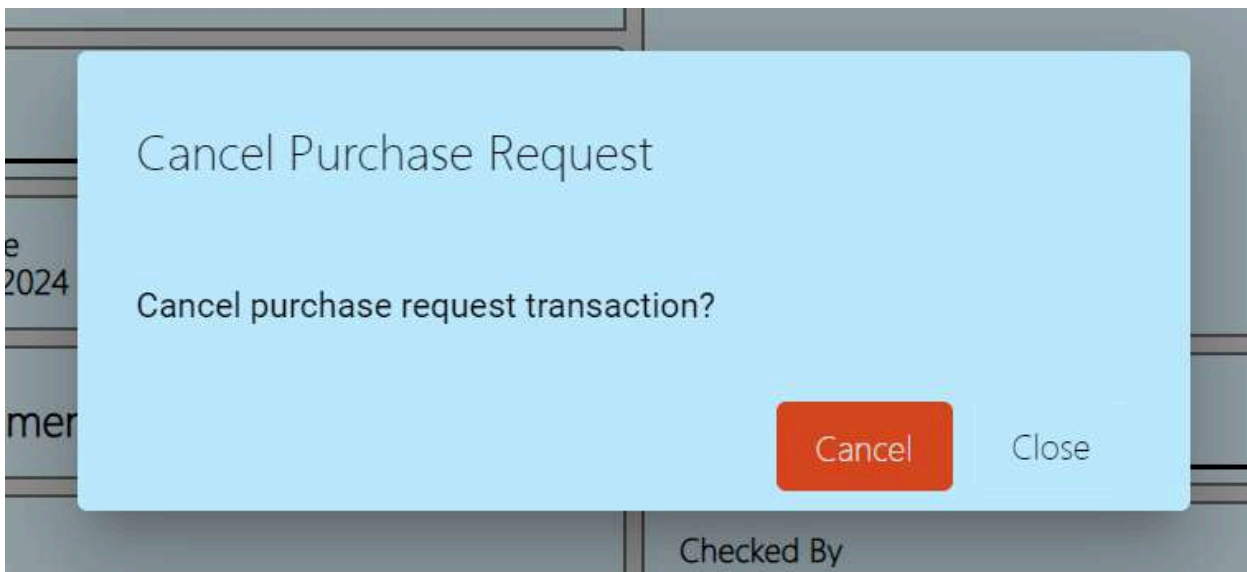
Currency: PHP	Exchange Rate: 1	Remarks	
Branch: Branch 1			
PR Number: 000000003	PR Date: 2/20/2024		
Manual No.: 000000003	Document Reference	Requested By: Ced John	Prepared By: Ced John
Supplier: Return To Supplier		Checked By: Administrator	Approved By: Administrator
Term: COD	Date Needed: 2/20/2024	Status: NEW	Total: 2,000.00

Items, Attachment

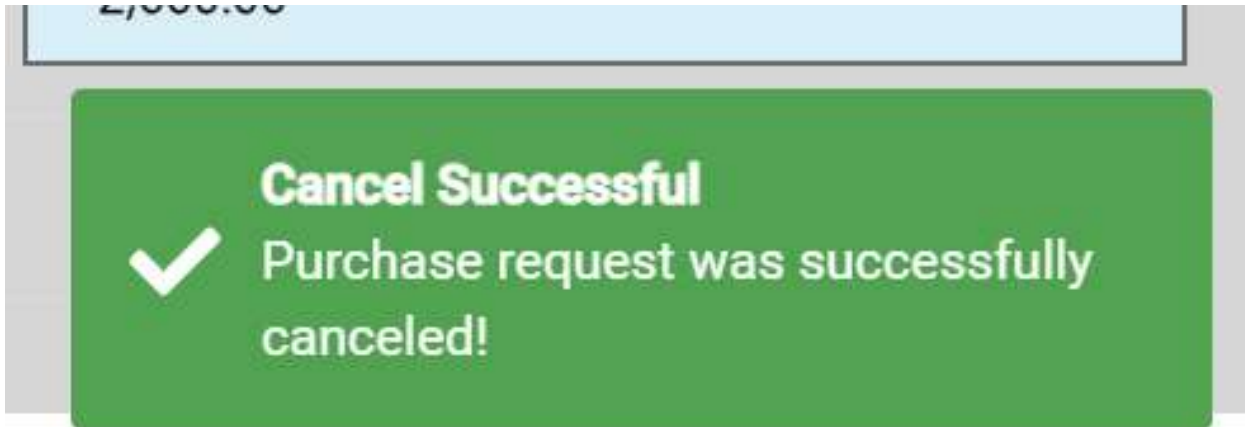
**5. Cancel the Purchase Request:** To cancel your Purchase Request transaction, look for the Cancel found on the upper-right part of the page, then click.



6. **Confirm Canceling:** After you click the Cancel button, there's a Cancel Purchase Request window. If you're sure you want to cancel your Purchase Request transaction, click the Cancel button.



- 7. Check It's Done:** After canceling, make sure you get a success toast message confirming it's canceled successfully. It is found on the bottom right of the page.



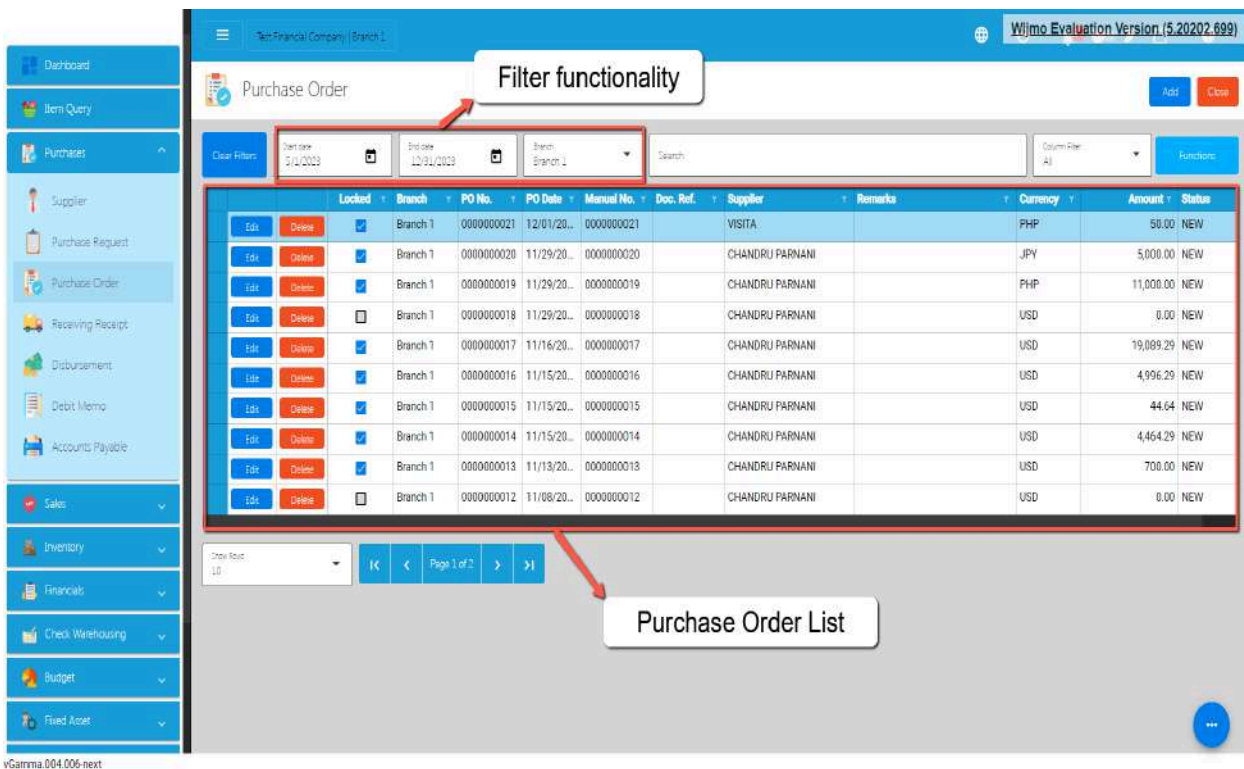
- 8. Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
- 9. Keep Track:** Remember to make a note somewhere that you canceled the Purchase Request, just in case it is needed later.

## 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.

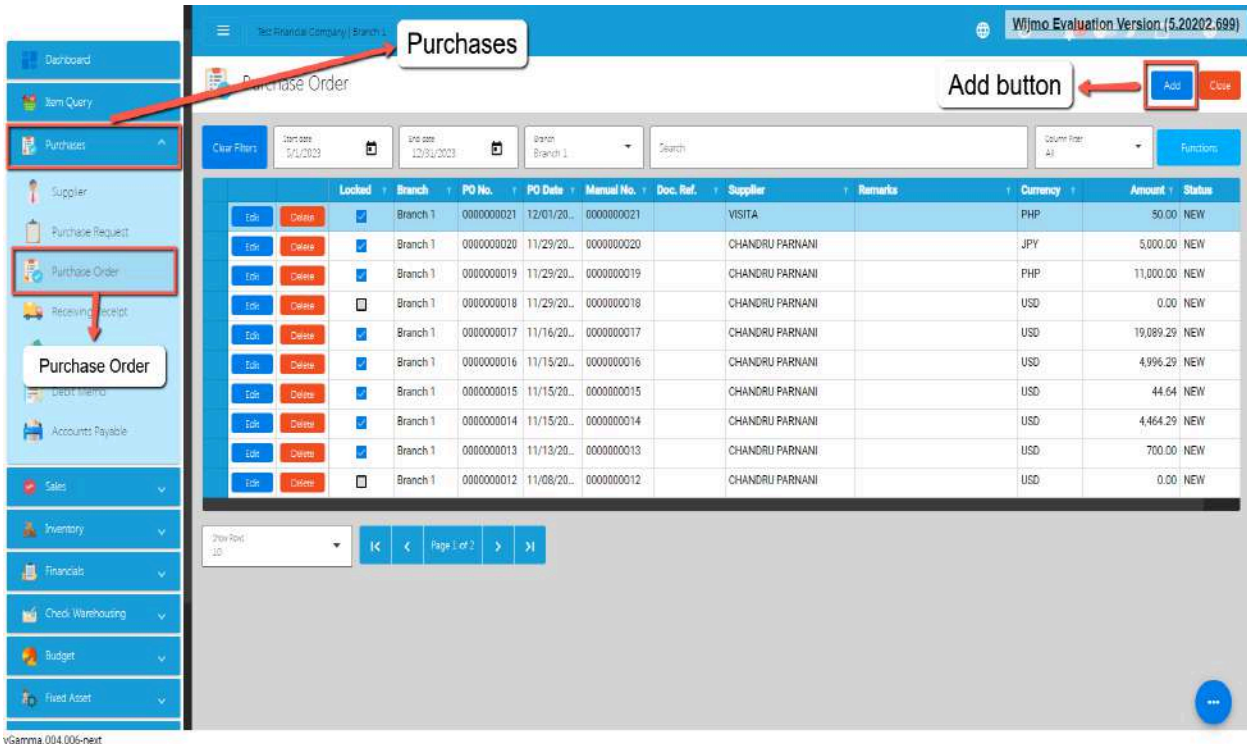


Locked	Branch	PO No.	PO Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
<input checked="" type="checkbox"/>	Branch 1	0000000021	12/01/20...	0000000021		VISITA		PHP	50.00	NEW
<input checked="" type="checkbox"/>	Branch 1	0000000020	11/29/20...	0000000020		CHANDRU PARNANI		JPY	5,000.00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

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## Purchase Order Detail

- 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.

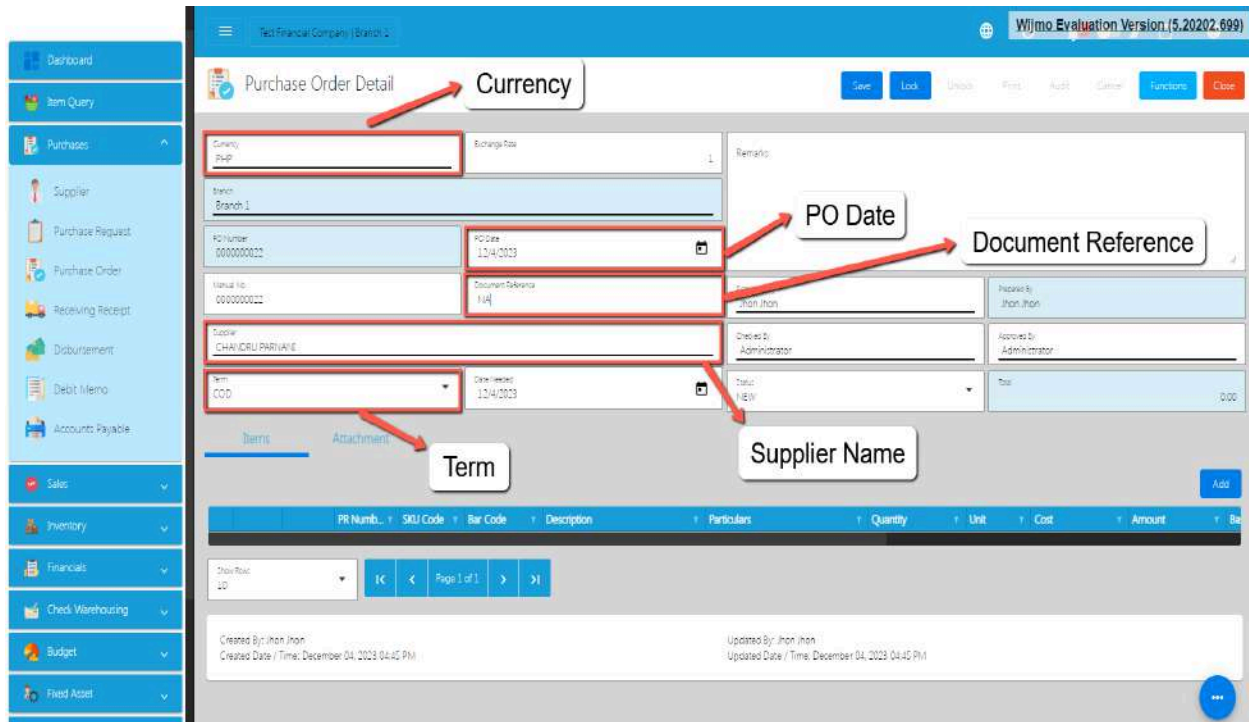


The screenshot shows the 'Purchases' section of the software. The 'Add button' is highlighted in the top right corner of the table area. The table contains the following data:

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

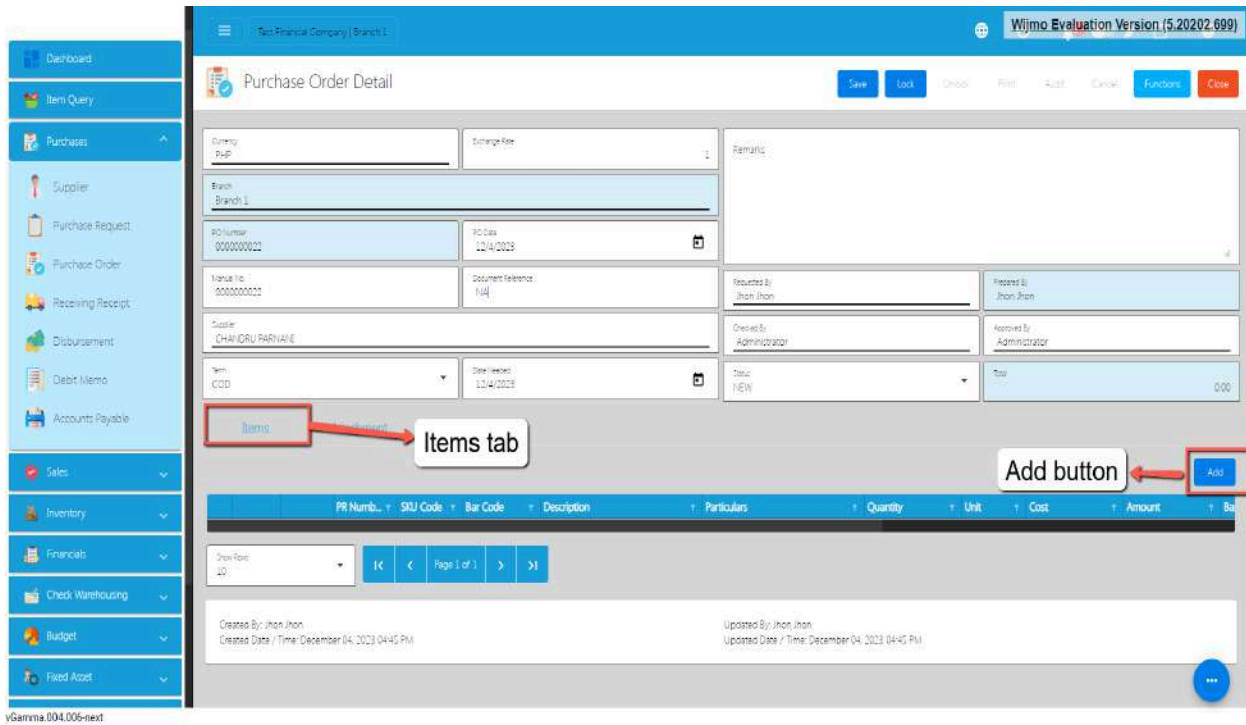
- Fill out all the needed information for the **Purchase Order Detail** like,
  - Currency
  - Supplier Name
  - PO Date
  - Term
  - Document Reference



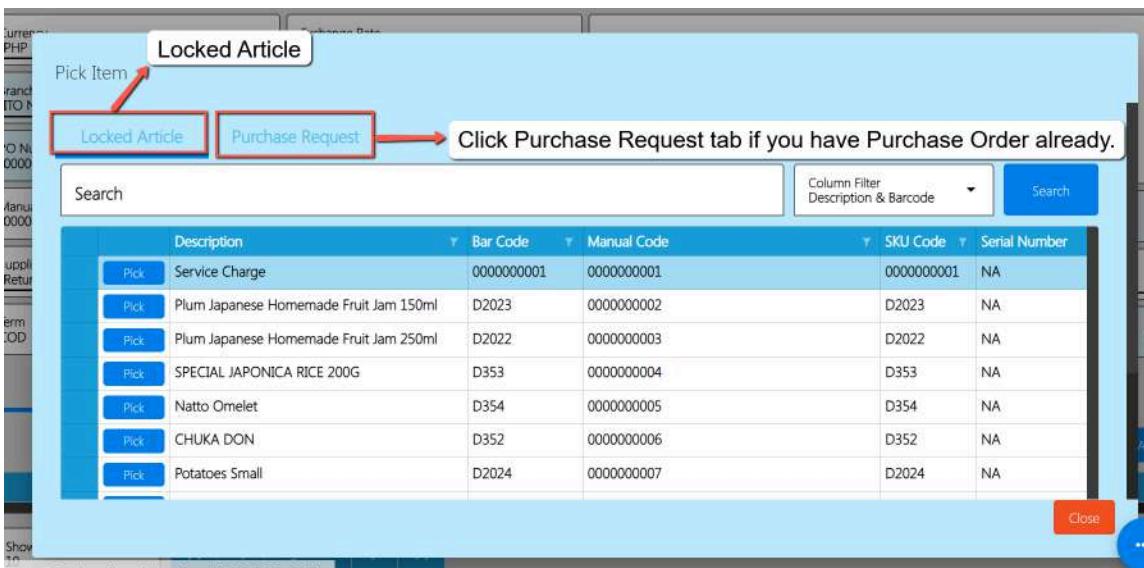


VGamma.004.006-next

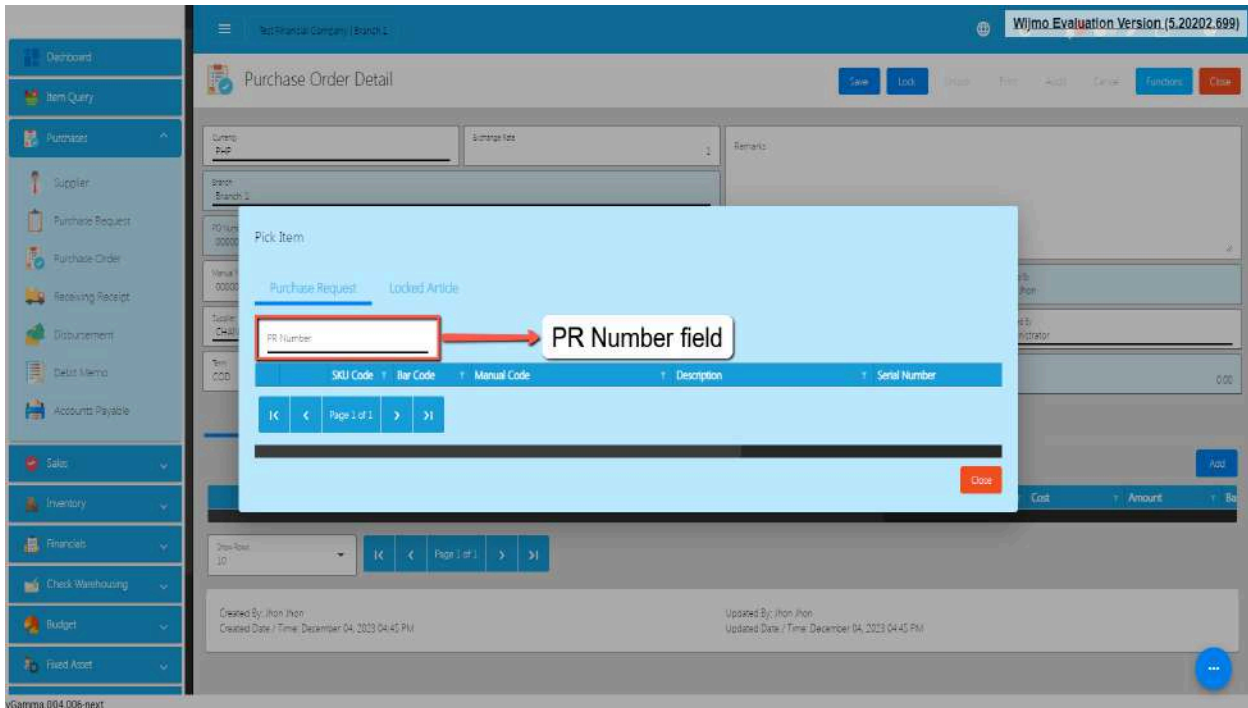
3. To add line Item(s), click the **Add** button on the right part of the page under the Items tab.

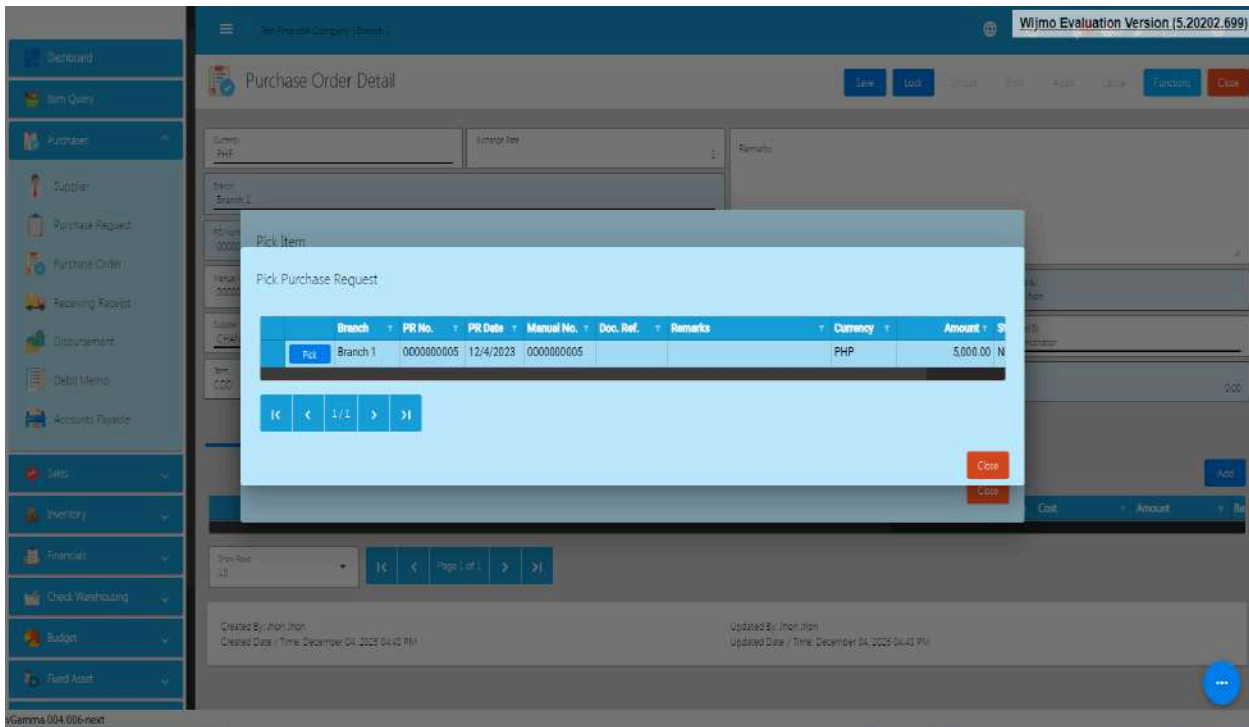


4. Choose either Locked Article (Items) or Purchase Request tab.

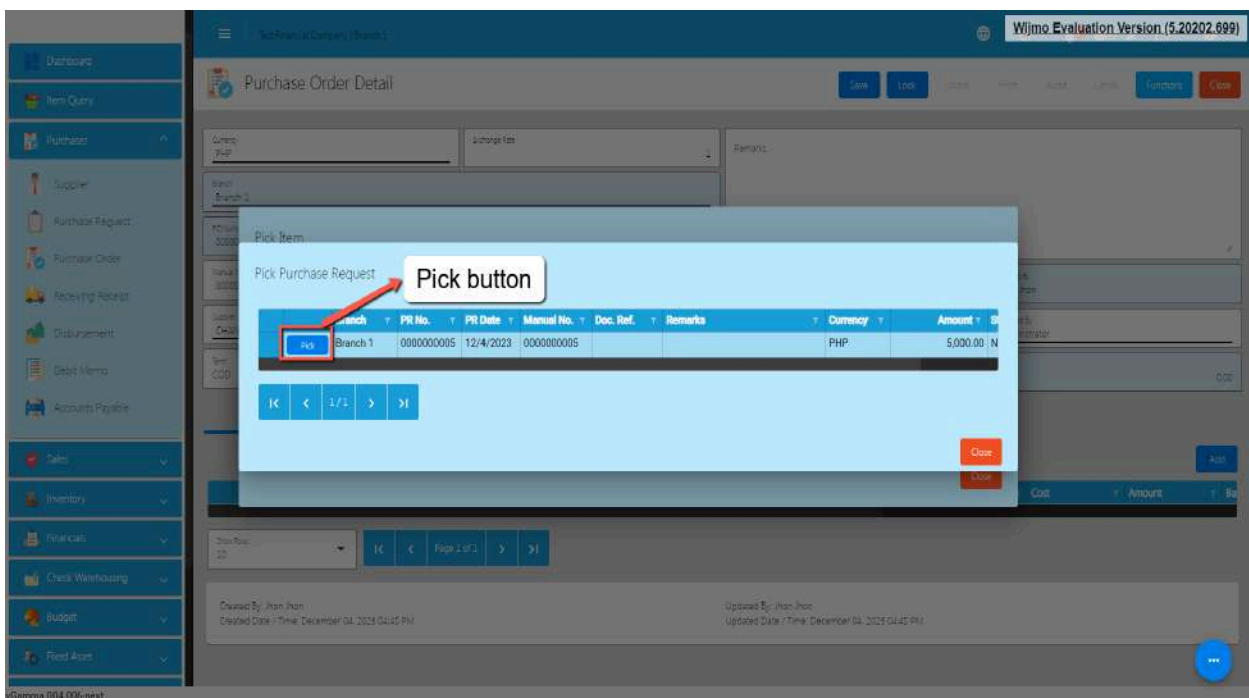


5. If you already have a Purchase Request, you can select that PR by clicking on the **PR Number**. Once clicked it will pop up all the PR that was not yet created as PO.

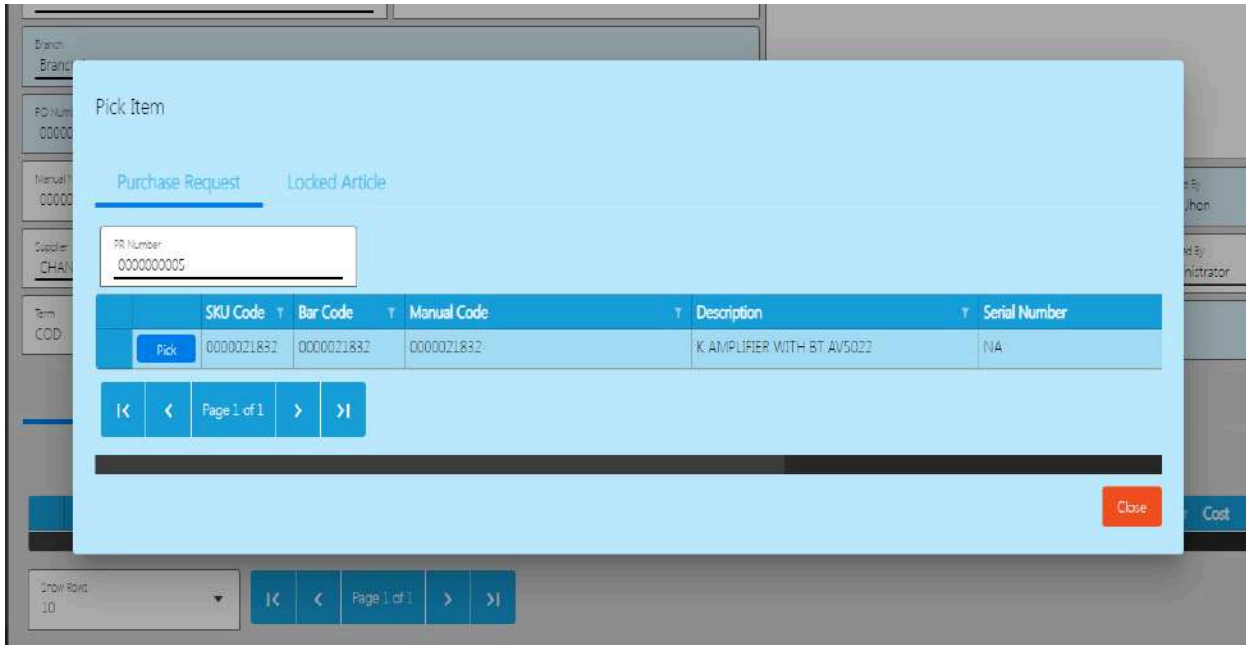




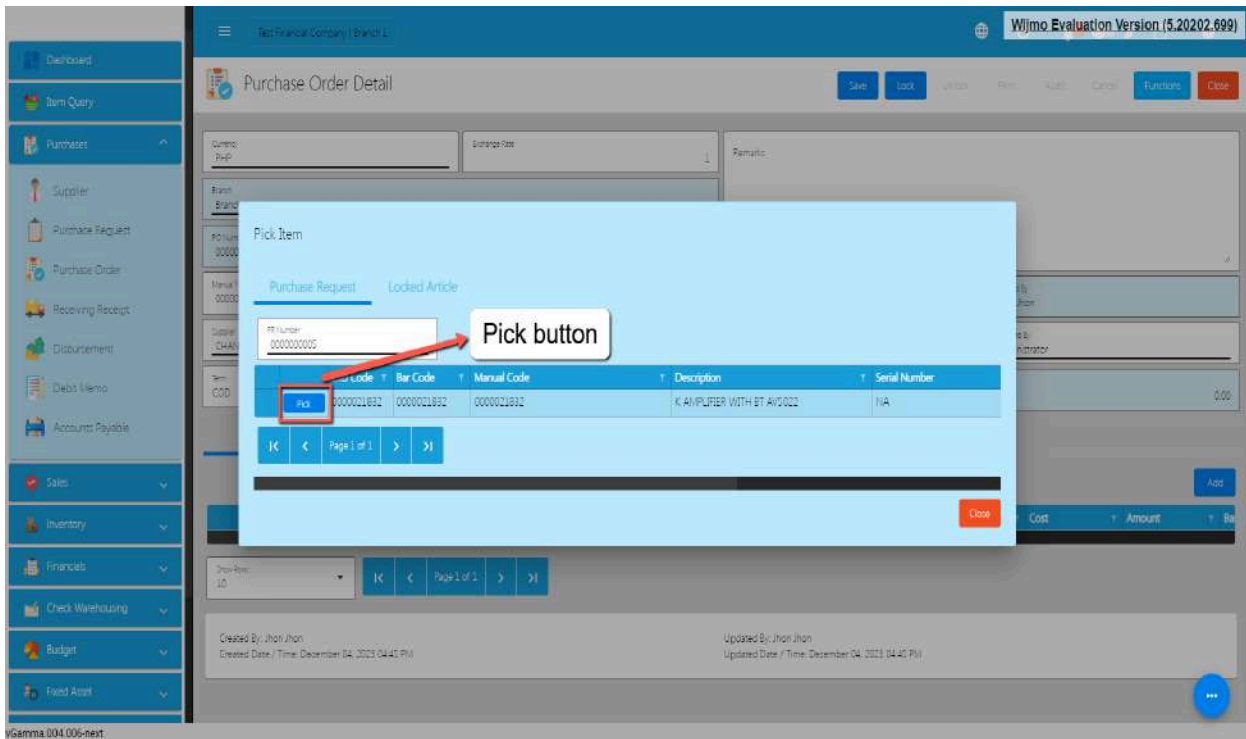
6. Then to add that Purchase to the Purchase Request, click the Pick button beside the Branch column.



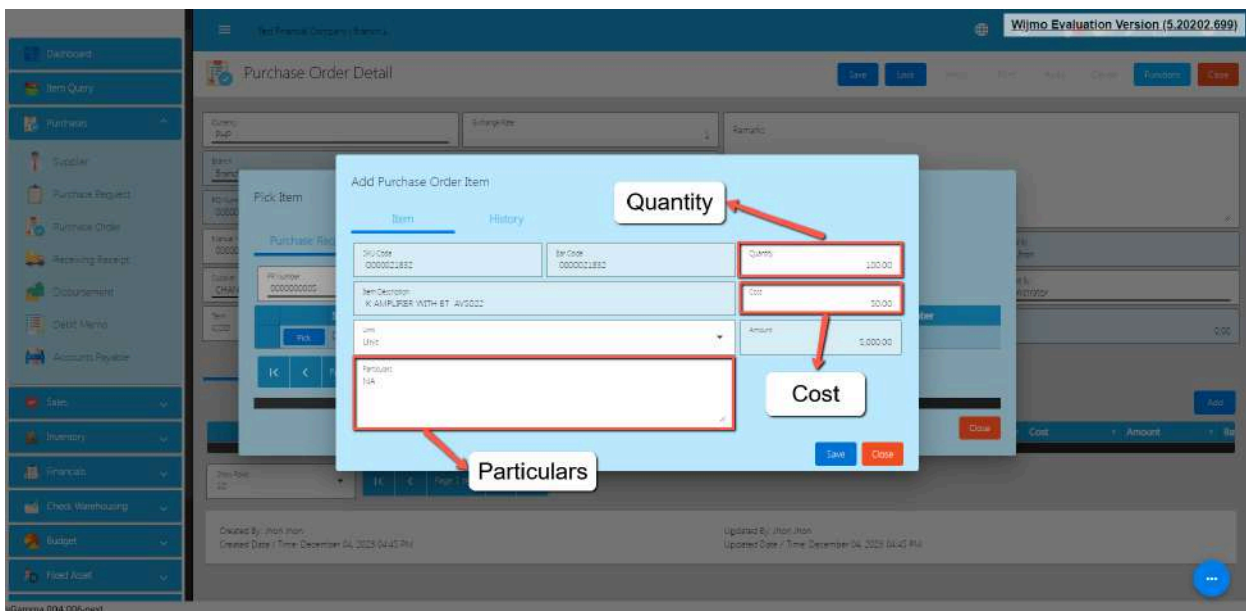
7. After clicking the **Pick** button, it will automatically display the list of items based on your chosen Purchase Order.



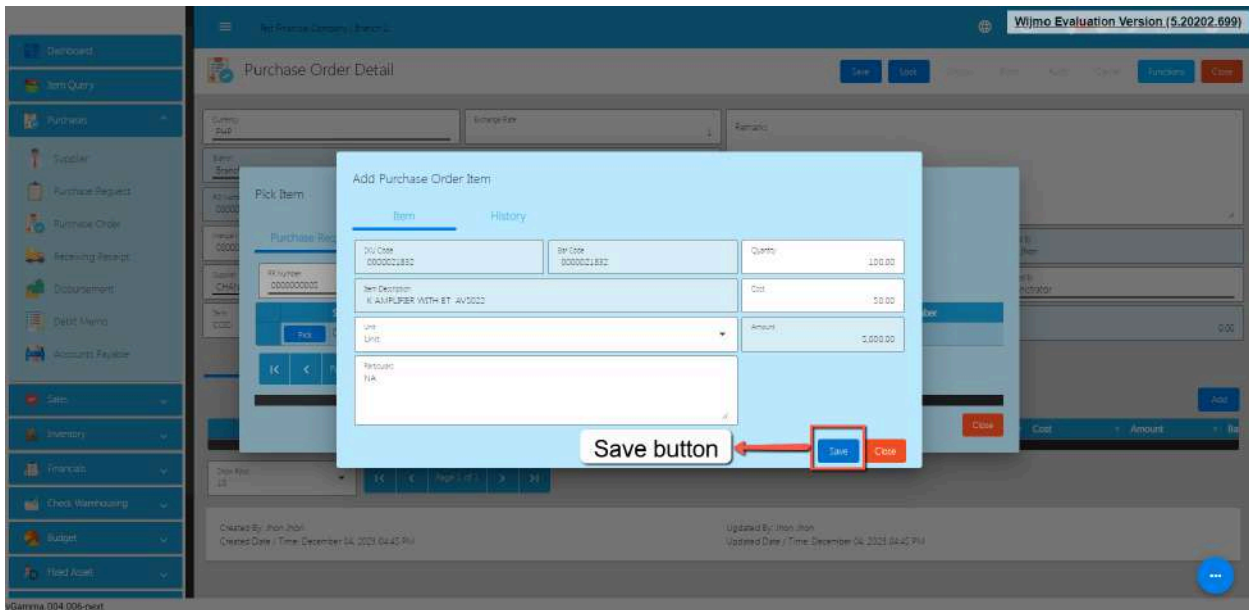
8. Select the items, by clicking the Pick button.



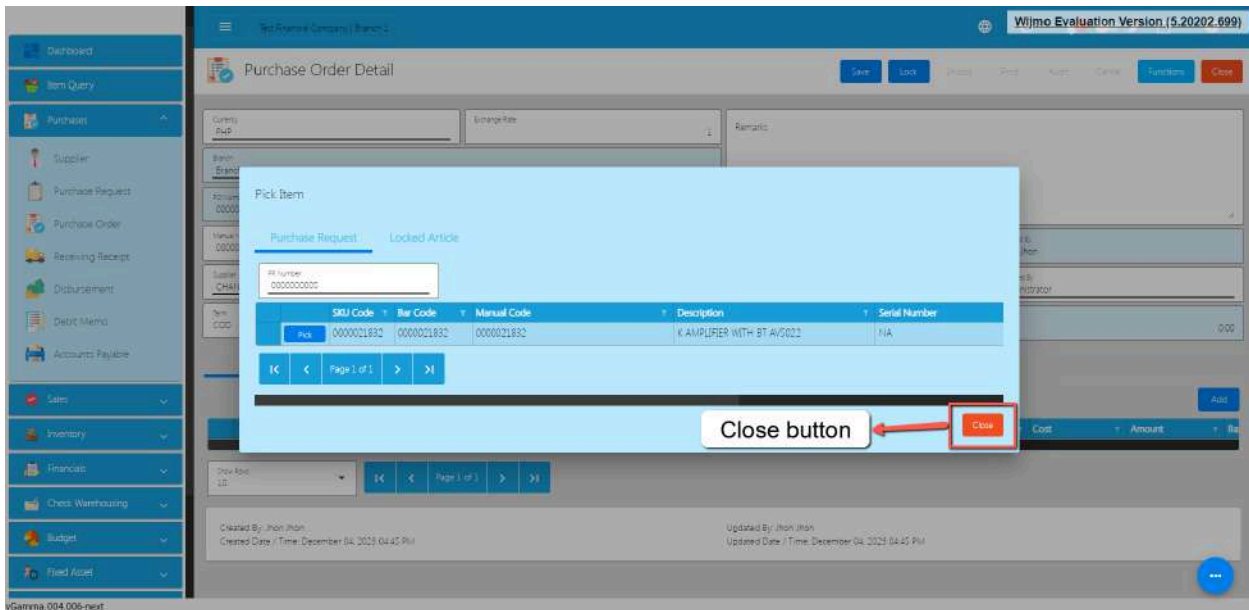
9. Once the Pick button is clicked, fill out the quantity and the cost. For Particulars, put NA if nothing to provide.



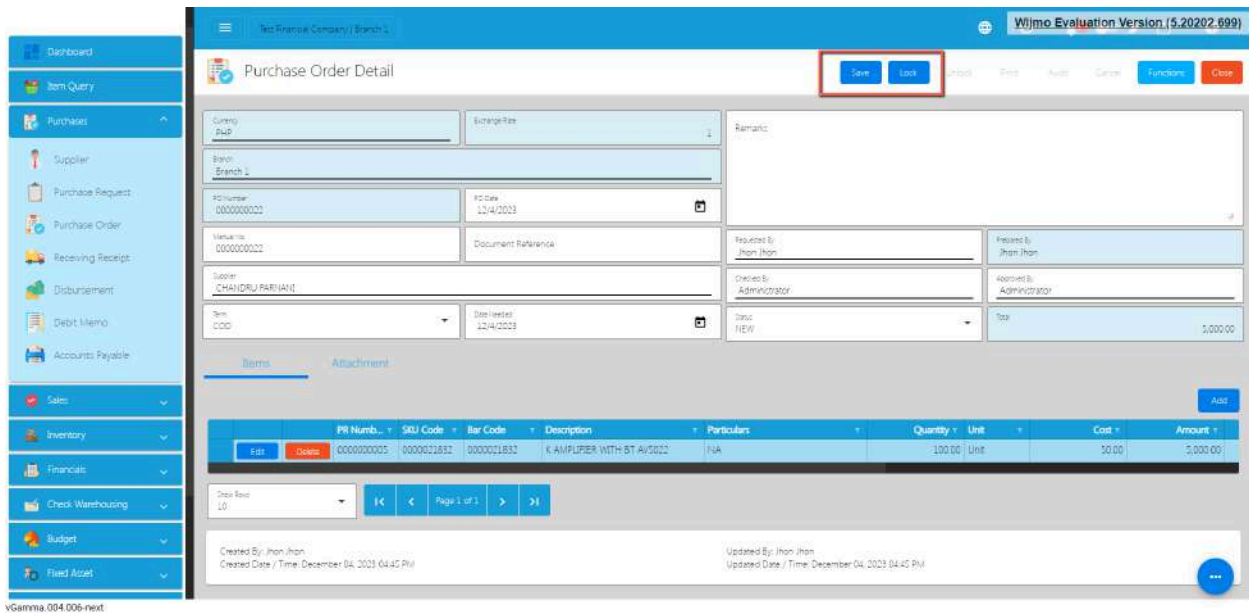
10. After providing the Quantity, Cost and Particulars, click the **Save button**.



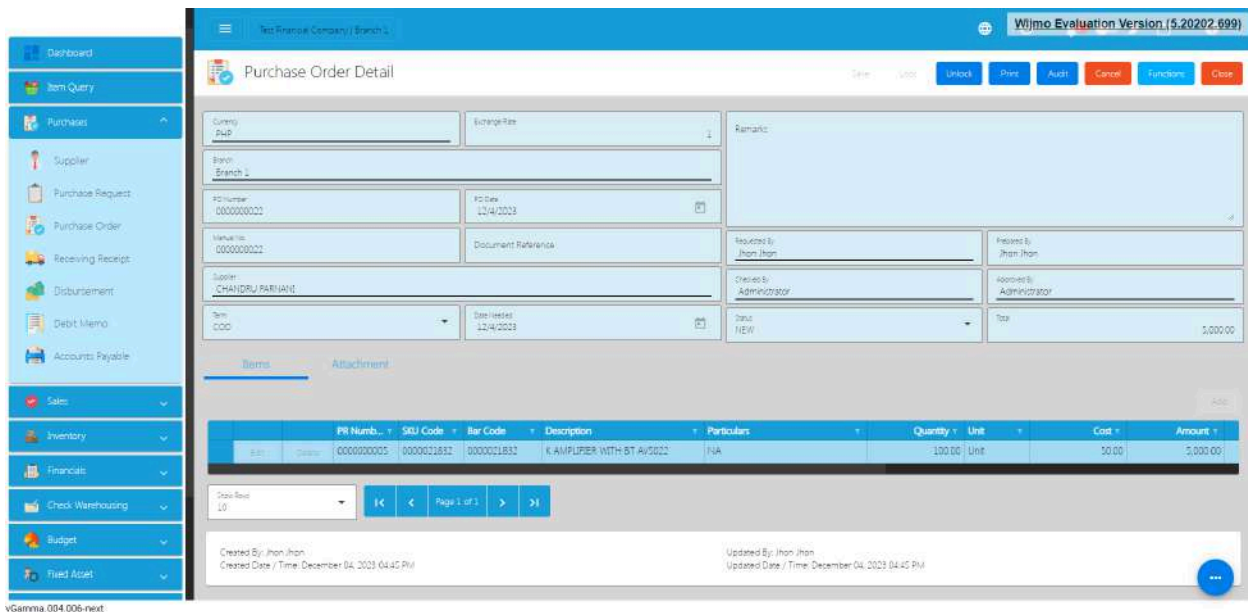
11. If you wish to add additional items, repeat Steps 8 to 10.
12. There's no need to worry if you don't have a Purchase Order since you can automatically select the items. Just go directly from steps 8 to 10 after clicking the **Locked Article** tab that is mentioned on Step 4.
13. If you're done adding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







## Purchase Order Transaction via Upload Template

1. To add a Purchase Order Transaction via Upload Template, go to Purchase Order List then Click Functions
2. Click Optimized Upload
3. Select Download PO File Format - an excel file will be downloaded. This is the file format where you will edit or encode the Items that you need to PO.

### 3.1 In the Excel file:

**A. Manual Code** should be unique per transaction, alphanumeric and Special transaction, should not exceed 255 characters.

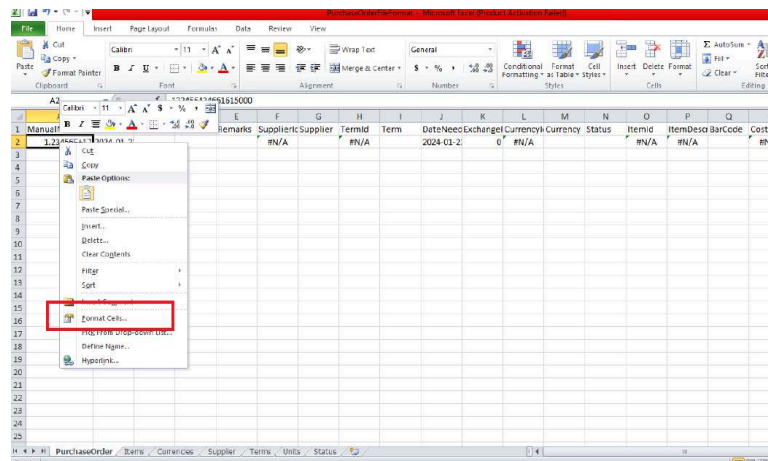
**Example:** 1'23`4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g{h}i|j]k|\m/n:o;p"q<r>st?u v.w

- if the Manual Code starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

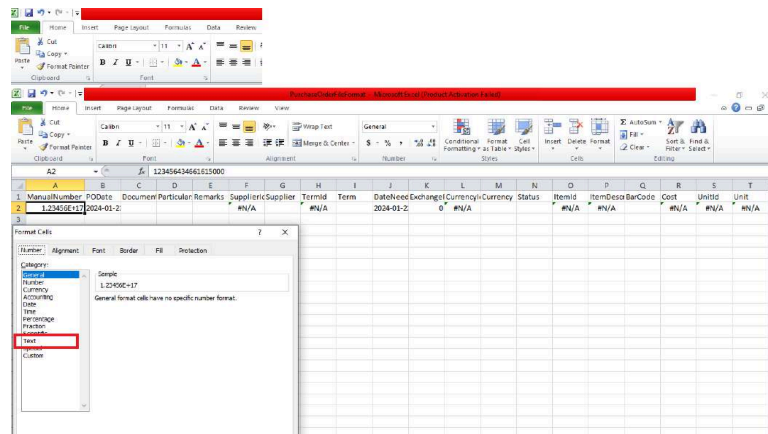
**Example:** '00000111231414

- if the Manual Code starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.  
Steps on how to change the format to **Text**:

1. Right Click the Cell
2. Click Format Cell



### 3. Choose Text



#### **4. Click OK**

#### **5. Then reselect the field**

**B. Document Reference** *should be unique per transaction, alphanumeric and special characters should not exceed 255 characters.*

**Example:** 1'23`4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g{h}i|j]k|\m/n:o;p"q<r>st?u v.w

- if the Document Reference starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

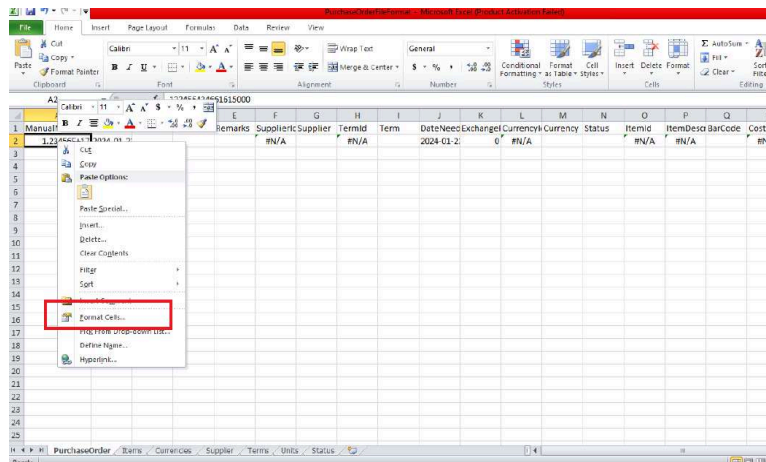
**Example:** '00000111231414

- if the Document Reference starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

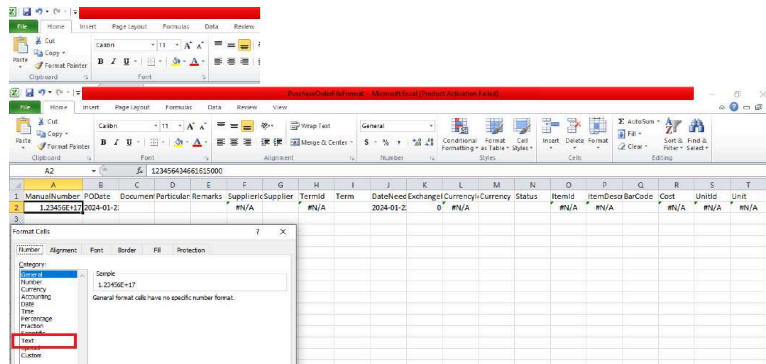
Steps on how to change the format to **Text**:

**1. Right Click the Cell**

**2. Click Format Cell**



### 3. Choose Text



### 4. Click OK

### 5. Then reselect the field

**C. Particulars** - in this column this is basically the remarks for each item line, it should be alphanumeric and Special characters should not exceed 255 characters.

**D. Remarks** - in this column are basically the remarks for the whole transaction, it should be alphanumeric and Special characters should not exceed 255 characters.

**E. Date Needed and PO Date** - **PO Date** is the date of PO or when it was created. **Date Needed** it can be after or on the date of the PO date, the format of the PO Date and Date Needed should be ( yyyy-mm-dd )

**F. Supplier and SupplierID** - Select **supplier** from the dropdown and choose the supplier, **SupplierID** will correspond to the selected supplier. *Never edit the supplierID since it will automatically change after selecting the supplier.*

**G. Term and TermID** - Select **term** from the dropdown and choose the term, **TermID** will correspond to the selected Term. *Never edit the termID since it will automatically change after selecting the Term.*

**H. Currency and CurrencyID** - Select the **Currency** from the dropdown and choose the supplier, **CurrencyID** will correspond to the selected currency. *Never edit the CurrencyID since it will automatically change after selecting the currency.*

**I. Exchange Rate and Status** - exchange rate is the rate that is used to convert the currency, Status is the status of the transaction, just select the status from the dropdown.

**J. ItemID, Item Description, Cost, UnitID and Unit** - all these fields are related to the Item. Once the barcode is selected all these fields will also change depending on the barcode that was selected.

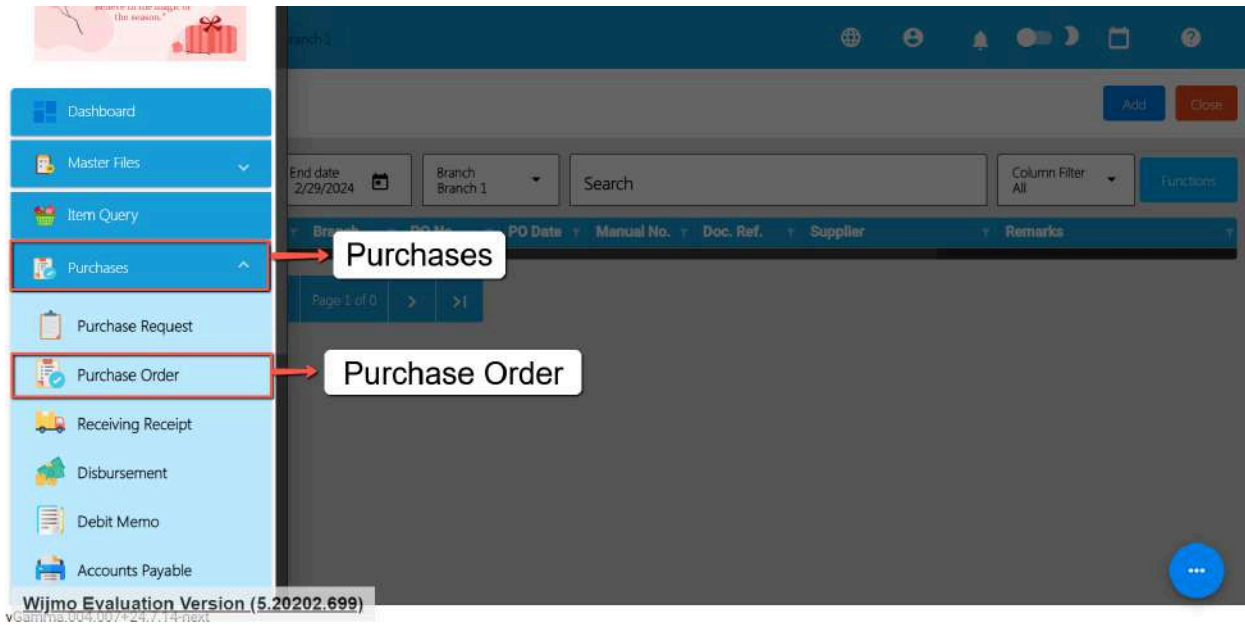
**K. Quantity** - *Input the quantity that needed to be ordered from the supplier.*

4. Go Back to the Purchase Order List Transaction
  - a. Click Function
  - b. Click Optimize Upload
  - c. Click Import Purchase Order
  - d. After Importing, Go to Draft Purchase Order
    - i. Click Validate
    - ii. Click Post
  - e. Lock the Transaction

## Cancel Purchase Order Transaction

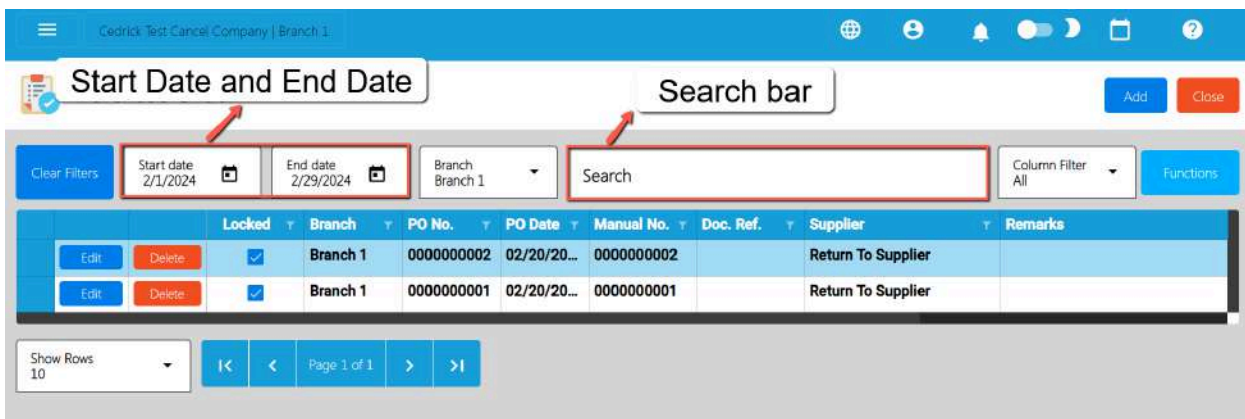
When you need to cancel a purchase order, it's important to follow these simple steps:

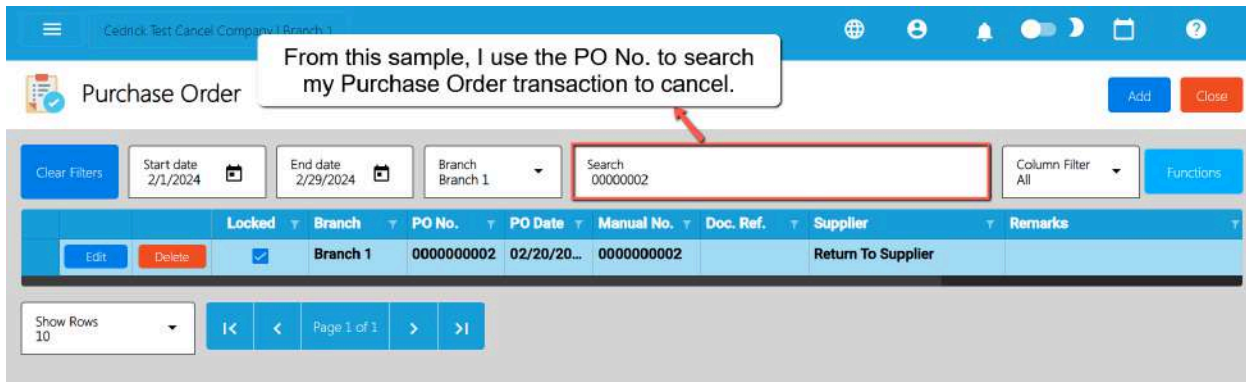
1. **Log In:** Visit your easyFS domain and login with your username and password.
2. **Find your Purchase Order:** Navigate to the Purchases, then Purchase Order. You will be redirected to the Purchase Order lists.



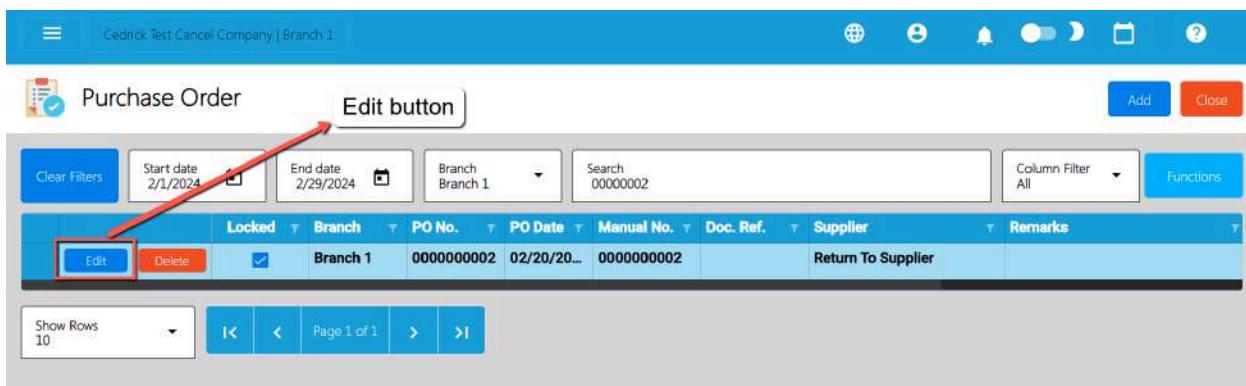
**3. Locate the Right One:** From the Purchase Order list, you may use the search bar to look for the right Purchase Order you want to cancel. You can search using the Purchase Order PO Number, Manual Number, Document Reference, etc.

**Take note: Don't forget to change the Start Date and End Date to your Purchase Order's transaction date to display the correct result.**





4. **Open the Purchase Order Detail:** Click the Edit button to open the Purchase Order detail page.



5. **Cancel the Request:** To cancel your Purchase Order transaction, look for the Cancel found on the upper-right part of the page, then click.



Purchase Order Detail

Cancel button ← [Save] [Print] [Cancel] [Functions] [Close]

Currency PHP	Exchange Rate 1	Remarks	
Branch Branch 1			
PO Number 000000002	PO Date 2/20/2024		
Manual No. 000000002	Document Reference	Requested By Ced John	Prepared By Ced John
Supplier Return To Supplier		Checked By Administrator	Approved By Administrator
Term COD	Date Needed 2/20/2024	Status NEW	Total 350.00

Items Attachment

6. **Confirm Canceling:** After you click the Cancel button, there's a Cancel Purchase Order window. If you're sure you want to cancel your Purchase Order transaction, click the Cancel button.

Cancel Purchase Order

Cancel purchase order transaction?

Cancel Close

7. **Check It's Done:** After canceling, make sure you get a success toast message confirming it's canceled successfully. It is found on the bottom right of the page.



**Cancel Successful**  
Purchase order was successfully canceled!

8. **Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
9. **Keep Track:** Remember to make a note somewhere that you canceled the Purchase Order , just in case it is needed later.

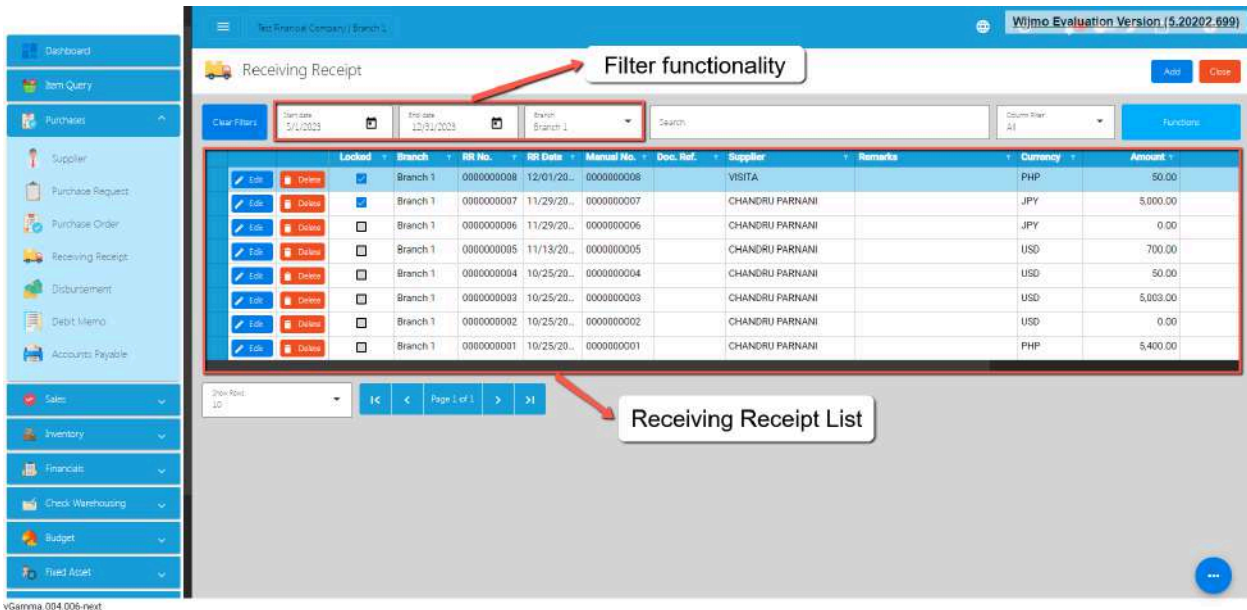
### 5.2.3 Receiving Receipt

#### 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.



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Receiving Receipt

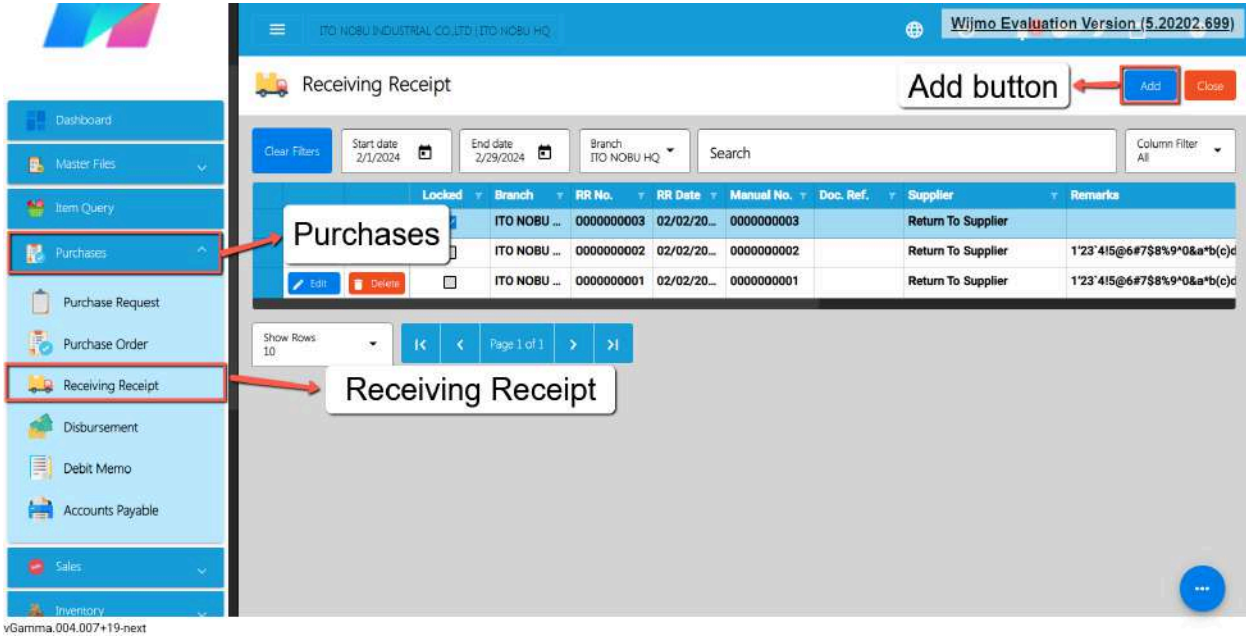
Filter functionality

Lockout	Branch	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount
<input checked="" type="checkbox"/>	Branch 1	000000008	12/01/20...	000000006		VISITA		PHP	50.00
<input checked="" type="checkbox"/>	Branch 1	000000007	11/29/20...	000000007		CHANDRU PARNANI		JPY	5,000.00
<input checked="" type="checkbox"/>	Branch 1	000000006	11/29/20...	000000006		CHANDRU PARNANI		JPY	0.00
<input checked="" type="checkbox"/>	Branch 1	000000005	11/13/20...	000000005		CHANDRU PARNANI		USD	700.00
<input checked="" type="checkbox"/>	Branch 1	000000004	10/25/20...	000000004		CHANDRU PARNANI		USD	50.00
<input checked="" type="checkbox"/>	Branch 1	000000003	10/25/20...	000000003		CHANDRU PARNANI		USD	5,003.00
<input checked="" type="checkbox"/>	Branch 1	000000002	10/25/20...	000000002		CHANDRU PARNANI		USD	0.00
<input checked="" type="checkbox"/>	Branch 1	000000001	10/25/20...	000000001		CHANDRU PARNANI		PHP	5,400.00

Receiving Receipt List

## 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.



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Receiving Receipt

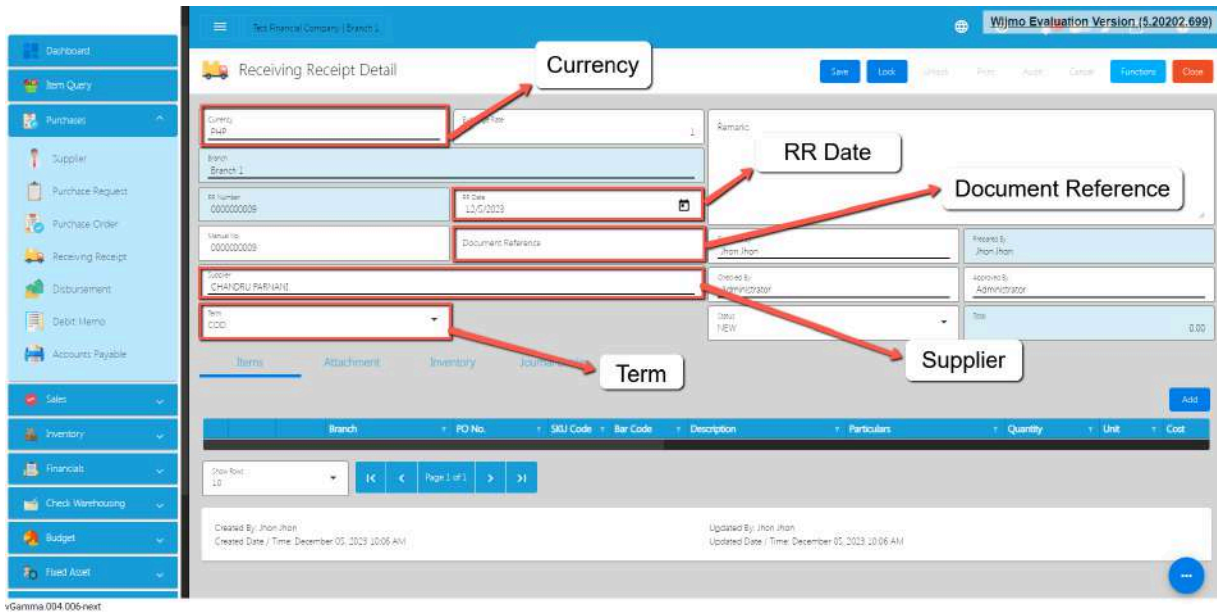
Add button

Locked	Branch	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Remarks
	ITO NOBU ...	0000000003	02/02/20...	0000000003		Return To Supplier	
	ITO NOBU ...	0000000002	02/02/20...	0000000002		Return To Supplier	1'23'415@6#7\$8%9*0&a*b(c)d
	ITO NOBU ...	0000000001	02/02/20...	0000000001		Return To Supplier	1'23'415@6#7\$8%9*0&a*b(c)d

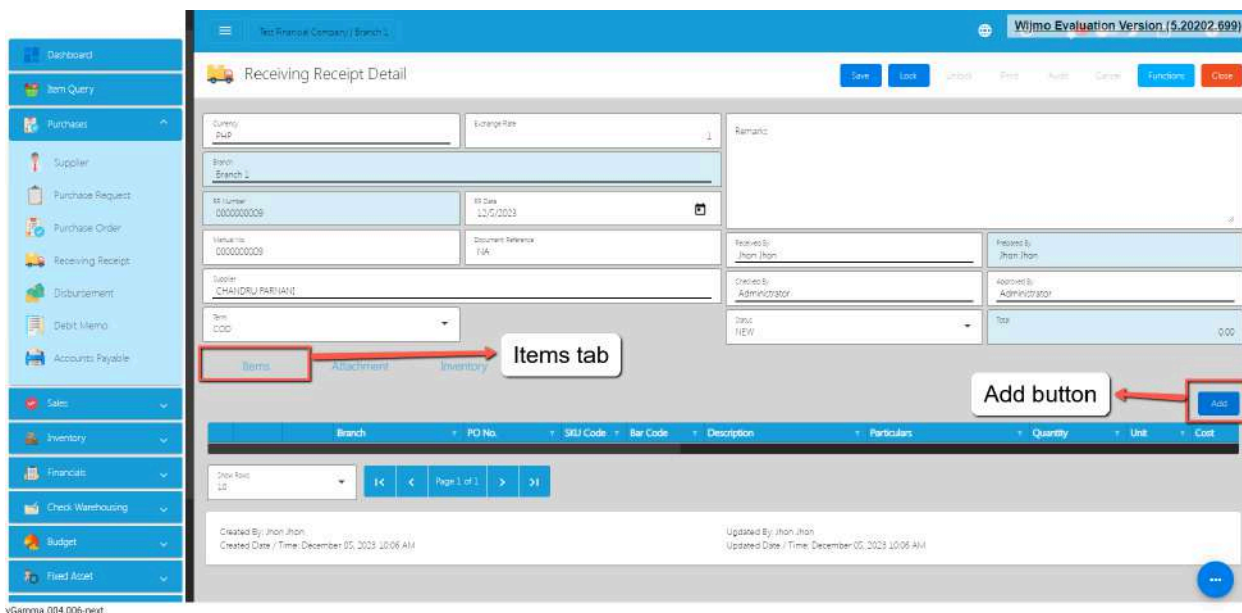
Show Rows: 10 | Page: 1 of 1

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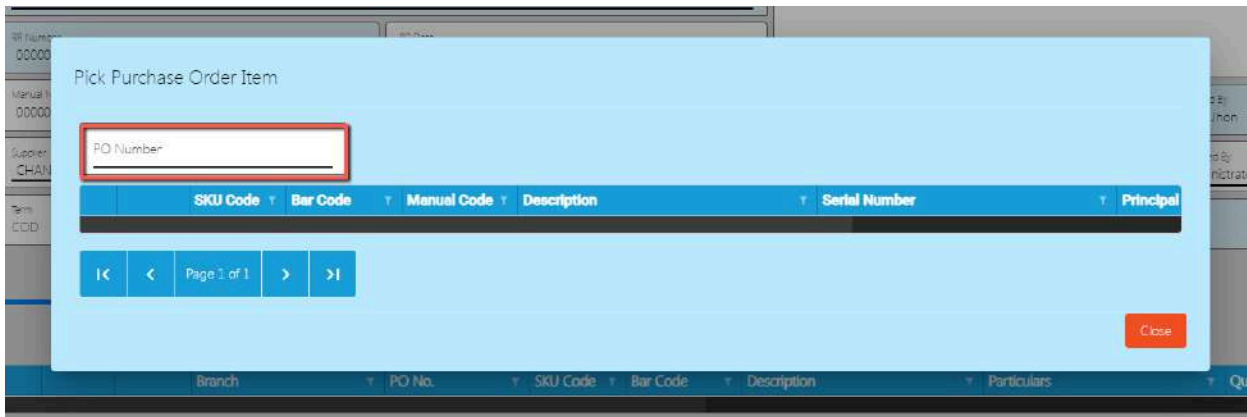
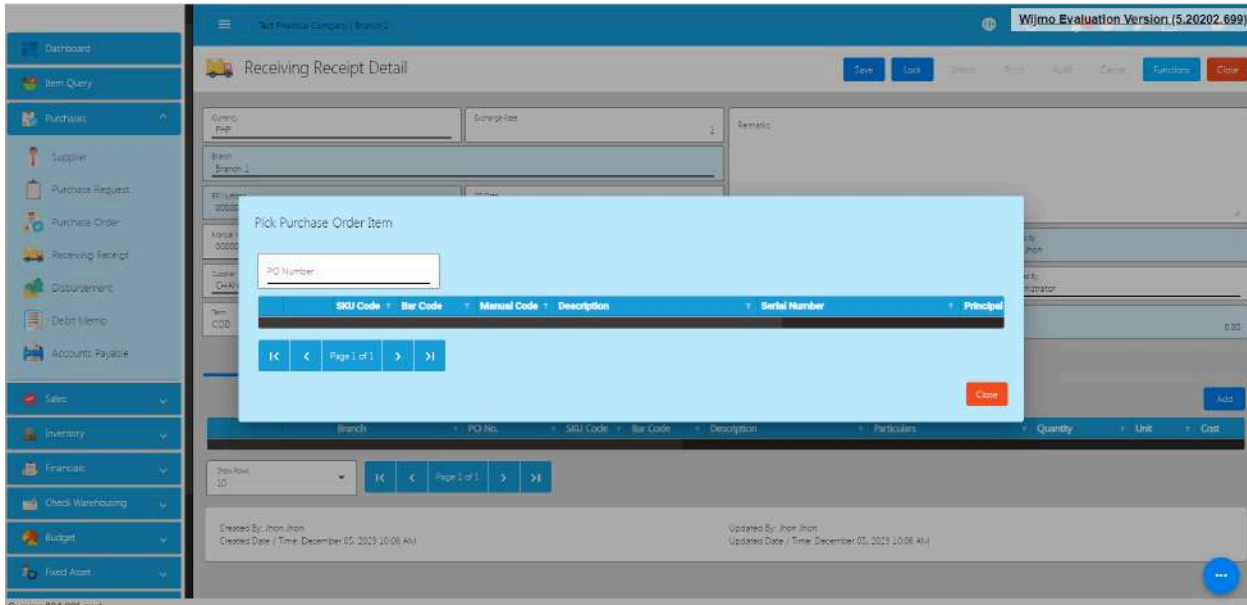
11. Fill out all the needed information for the **Receiving Receipt Detail** like,
- Currency
  - Supplier Name
  - RR Date
  - Term
  - Document Reference



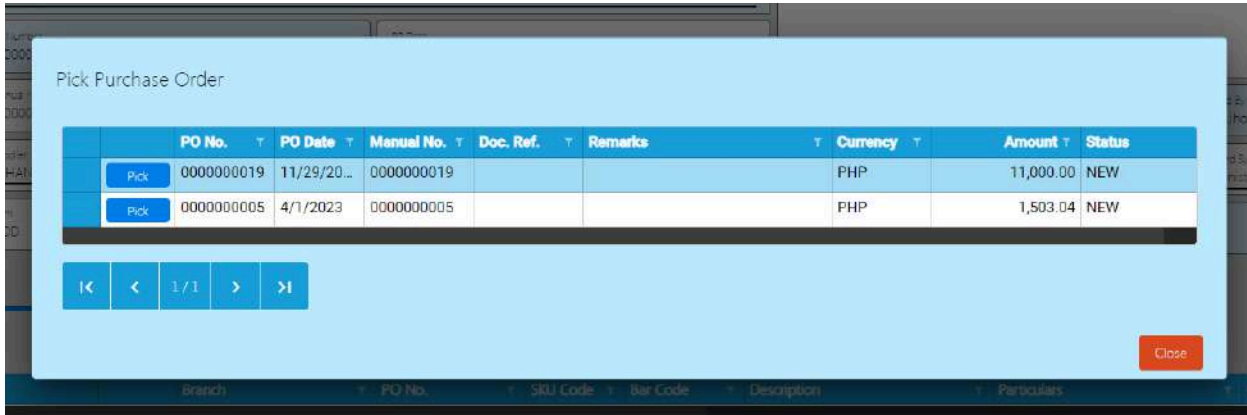
12. To add line Item, click the **Add** button on the right part of the page under the Items tab.



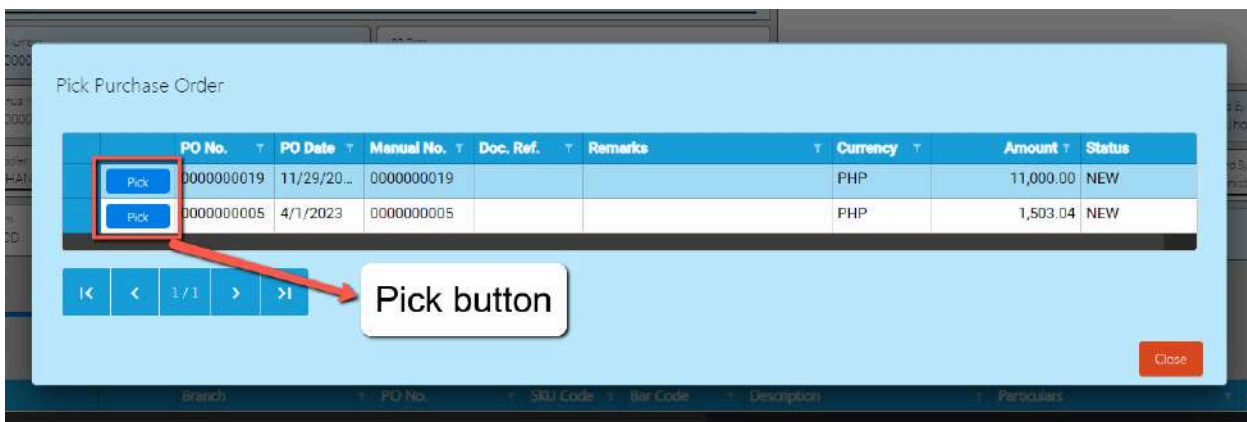
13. You need a Purchase Order before you can proceed on adding line items. From the popup, click the **PO Number** field.



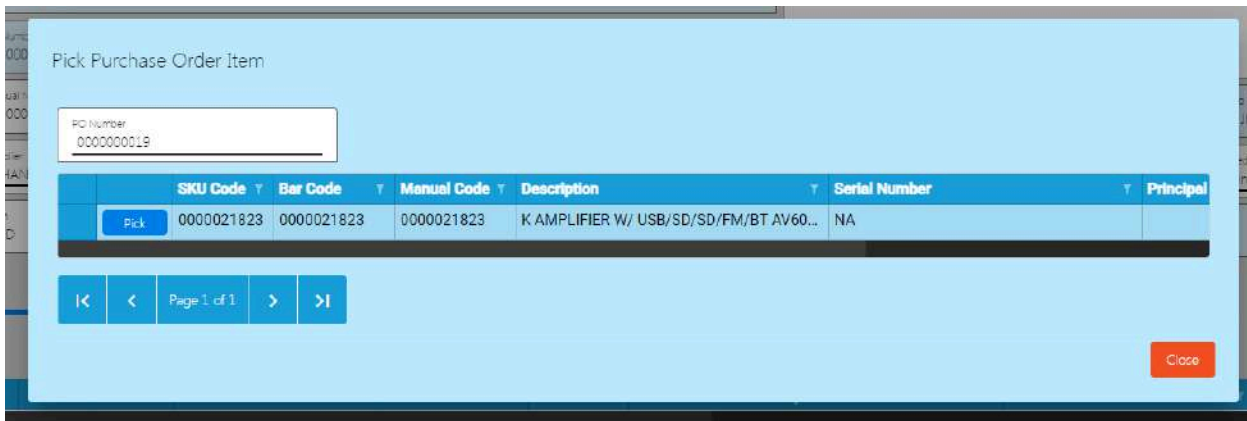
14. Once clicked it will pop up all the PO that has not yet created an RR.



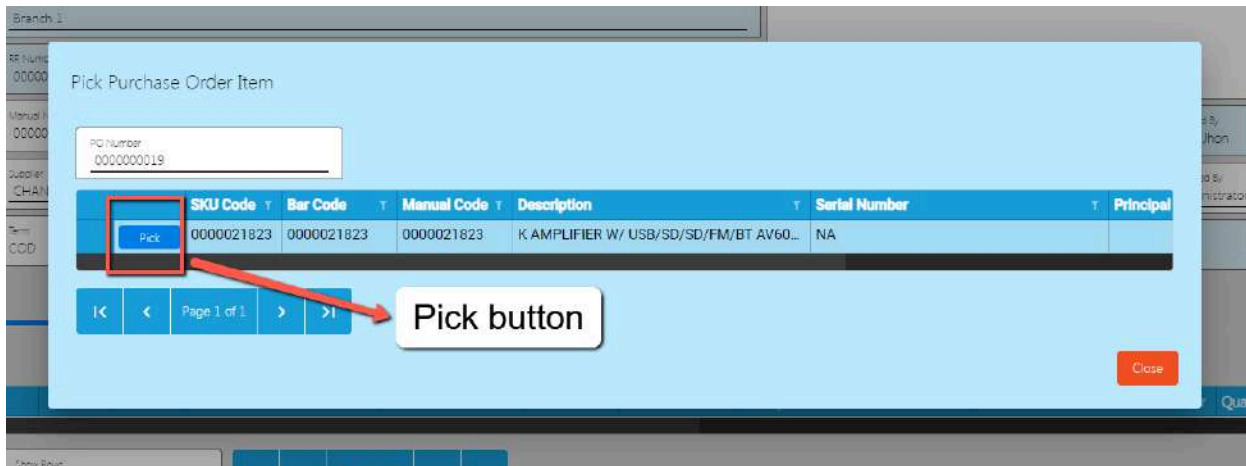
15. To add that PO , click the Pick button.



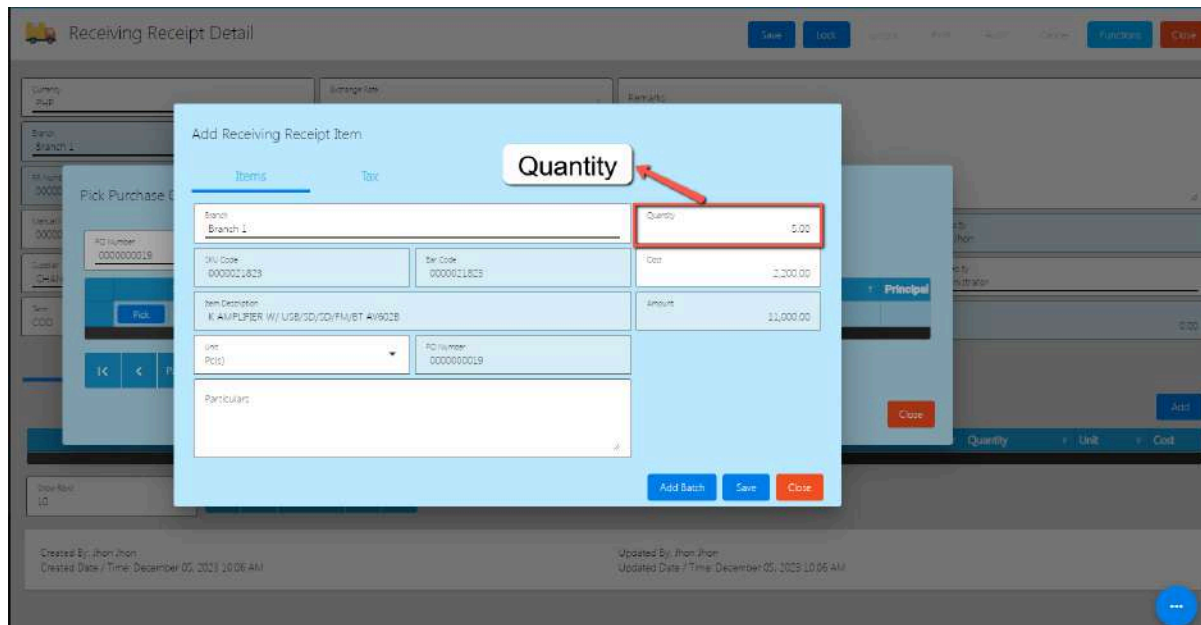
16. After clicking the **PICK Button**, it will automatically display the list of items based on your chosen Purchase Order.



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

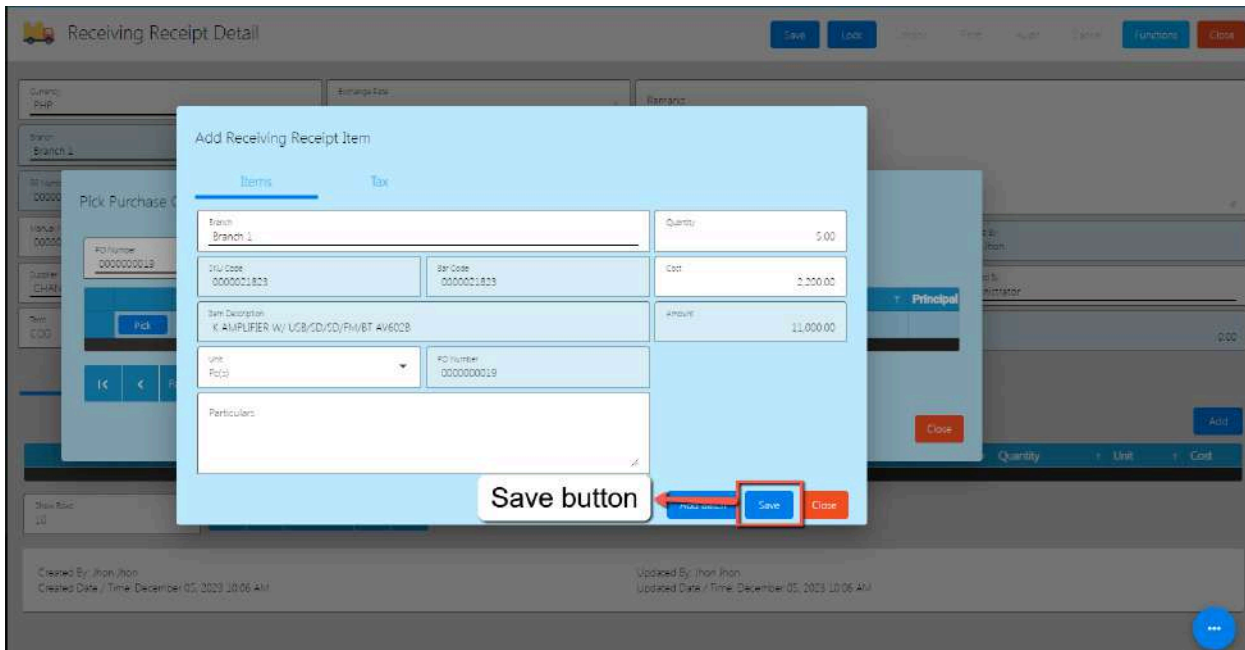


18. Once the Pick button is clicked, fill out the quantity you receive for that item.



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





**Receiving Receipt Detail**

Save Lock Print Refresh Cancel Functions Close

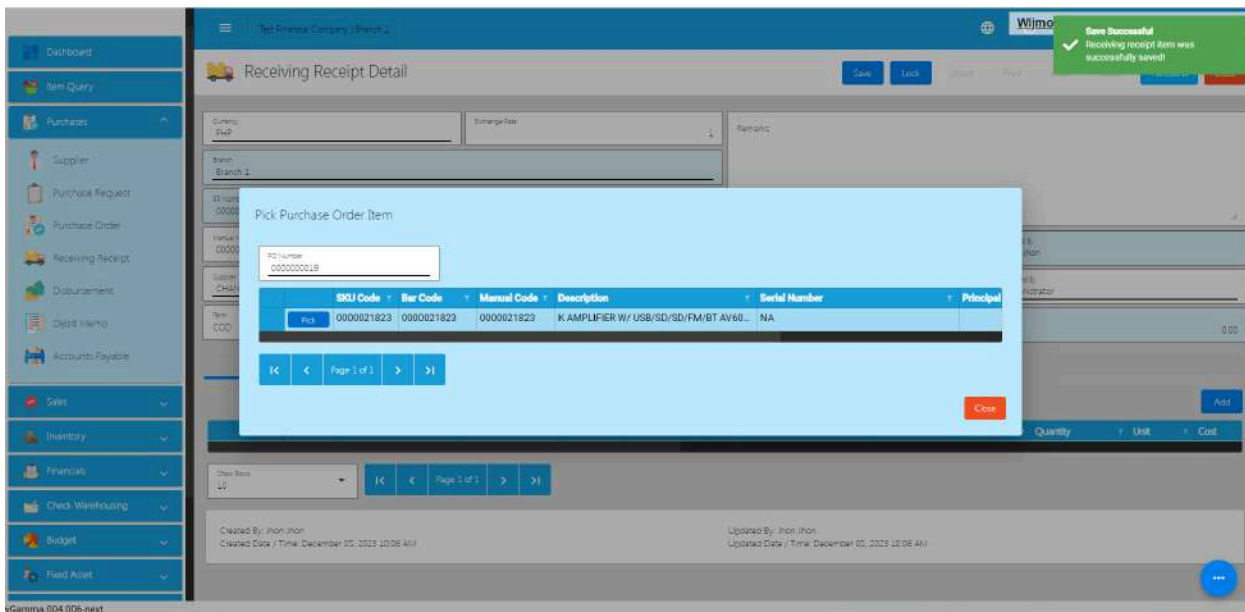
Currency: PHP Exchange Rate: Branch: Branch 1

Item Code: 000001823 Bar Code: 000001823 Item Description: K AMPLIFIER W/ USB/SD/SD/FM/BT AV602B Unit: Po(s) PO Number: 0000000219 Particulars:

Quantity: 5.00 Cost: 2,200.00 Amount: 11,000.00

Save button

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



**Receiving Receipt Detail**

Save Lock Print Refresh Cancel Functions Close

Currency: PHP Exchange Rate: Branch: Branch 1

PO Number: 0000000219

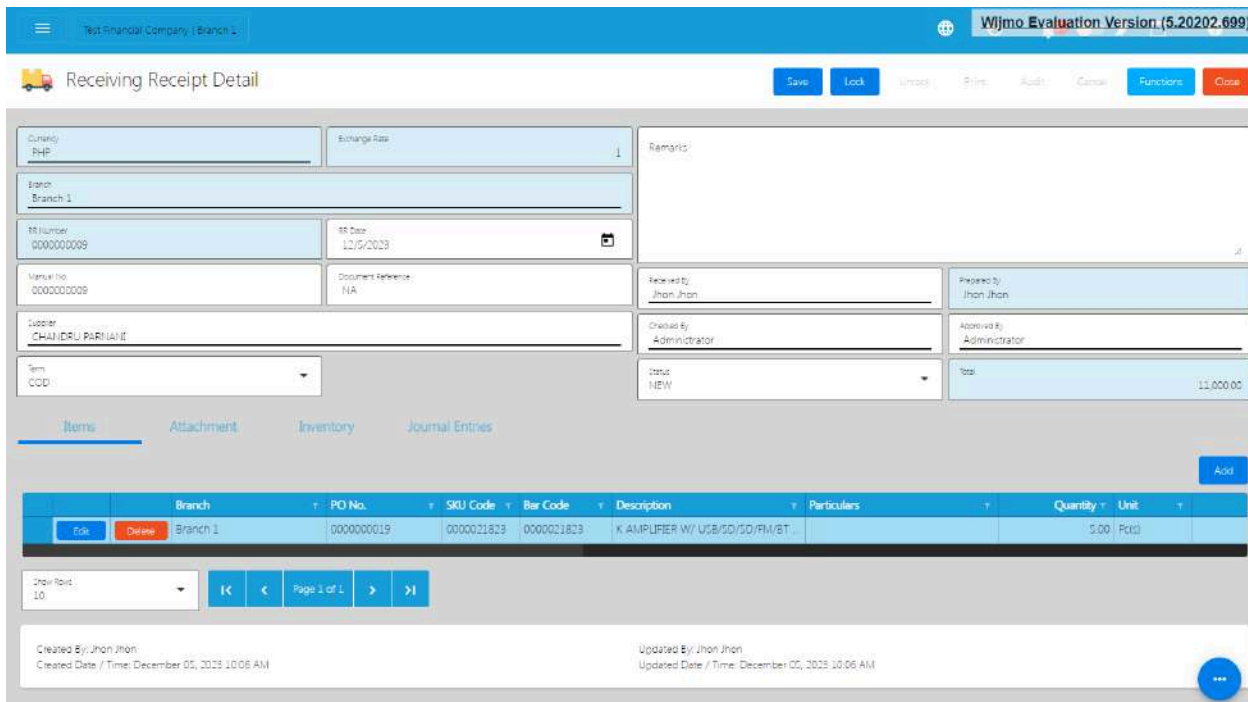
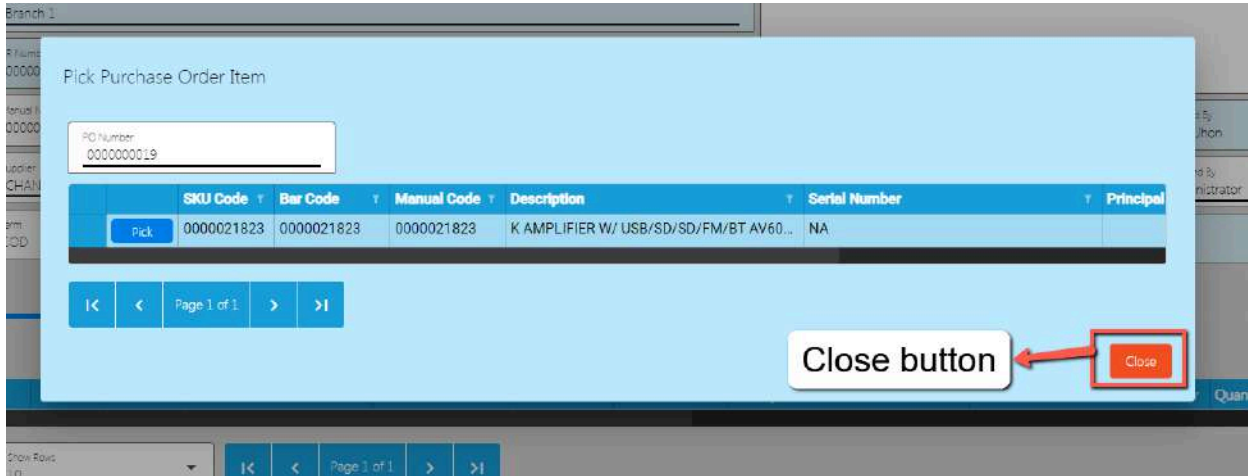
SKU Code	Bar Code	Manual Code	Description	Serial Number	Principal
0000021823	0900021823	0900021823	K AMPLIFIER W/ USB/SD/SD/FM/BT AV60...	NA	

Save Successful  
Receiving receipt item was successfully saved!

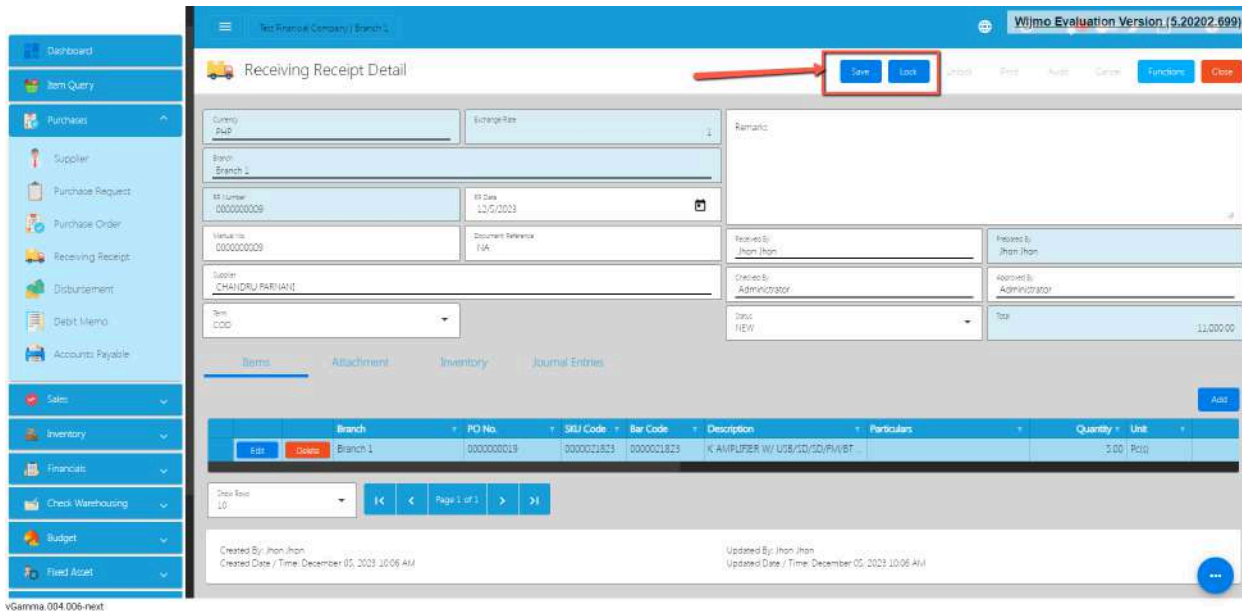
Created By: Ihon Ihon Created Date / Time: December 05, 2023 10:06 AM Updated By: Ihon Ihon Updated Date / Time: December 05, 2023 10:06 AM

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

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



22. 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**.



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Receiving Receipt Detail

Buttons: Save, Lock, Unlock, Print, Audit, Cancel, Functions, Close

Form Fields:

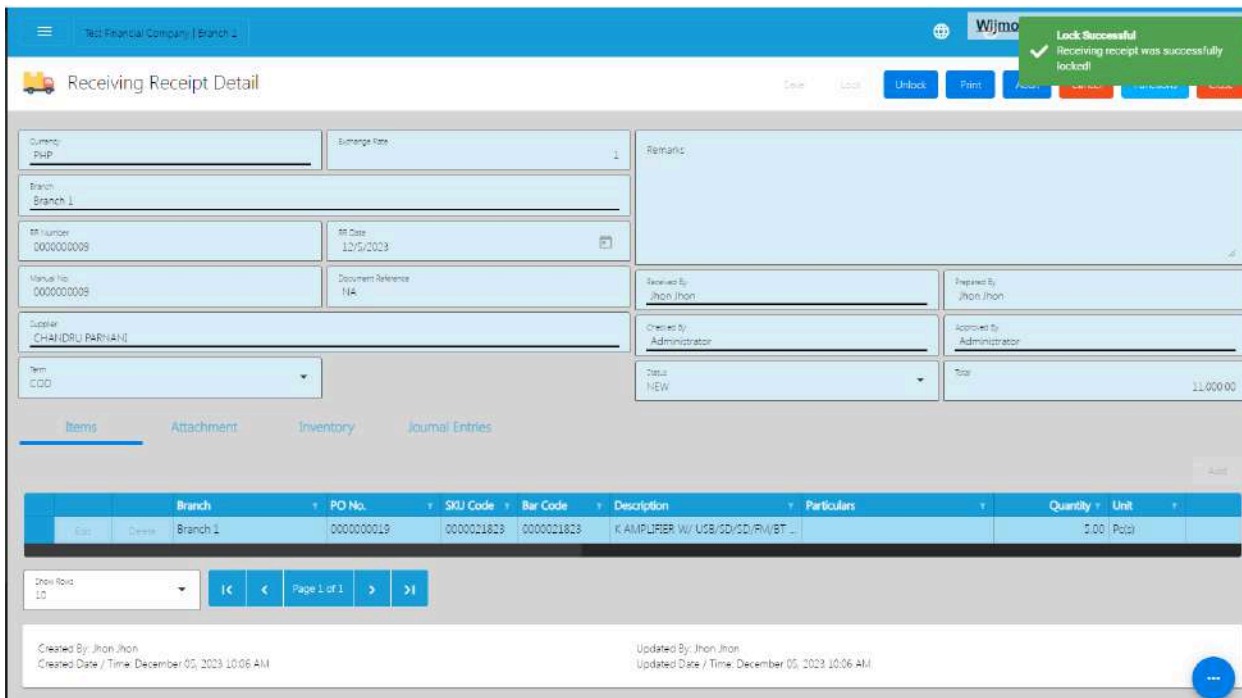
- Currency: PHP
- Exchange Rate: 1
- Branch: Branch 1
- RR Number: 000000009
- RR Date: 12/5/2023
- Manual No: 000000009
- Document Reference: NA
- Supplier: CHANDRU PARIYANI
- Item: CDD
- Received By: Jhon Jhon
- Prepared By: Jhon Jhon
- Created By: Administrator
- Approved By: Administrator
- Status: NEW
- Total: 11,000.00

Branch	PO No.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit
Branch 1	000000019	0000021823	0000021823	K AMPLIFIER W/ USB/CD/SD/RW/BT		5.00	Pair

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

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Wjimo

Lock Successful  
Receiving receipt was successfully locked!

Receiving Receipt Detail

Buttons: Save, Lock, Unlock, Print, Functions, Close

Form Fields:

- Currency: PHP
- Exchange Rate: 1
- Branch: Branch 1
- RR Number: 000000009
- RR Date: 12/5/2023
- Manual No: 000000009
- Document Reference: NA
- Supplier: CHANDRU PARIYANI
- Item: CDD
- Received By: Jhon Jhon
- Prepared By: Jhon Jhon
- Created By: Administrator
- Approved By: Administrator
- Status: NEW
- Total: 11,000.00

Branch	PO No.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit
Branch 1	000000019	0000021823	0000021823	K AMPLIFIER W/ USB/CD/SD/RW/BT		5.00	Pair

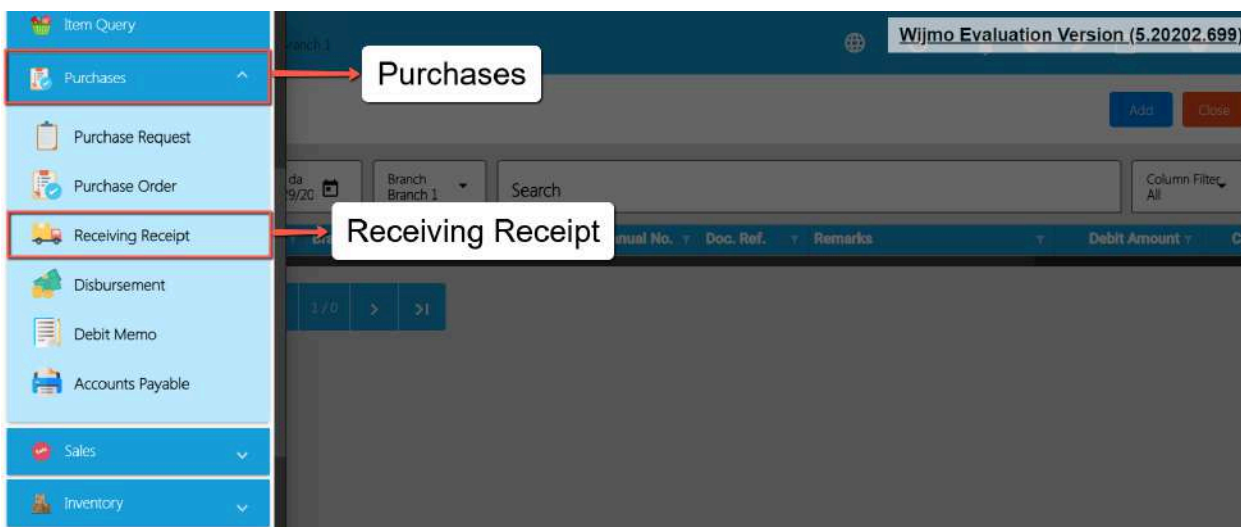
Created By: Jhon Jhon  
Created Date / Time: December 05, 2023 10:06 AM

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

## Cancel Receiving Receipt Transaction

When you need to cancel a Receiving Receipt, it's important to follow these simple steps:

1. **Log In:** Visit your easyFS domain and login with your username and password.
2. **Find your Receiving Receipt:** Navigate to the Purchases, then Receiving Receipt. You will be redirected to the Receiving Receipt lists.



3. **Locate the Right One:** From the Receiving Receipt list, you may use the search bar to look for the right Receiving Receipt you want to cancel. You can search using the Receiving Receipt's RR Number, Manual Number, Document Reference, etc.

**Take note: Don't forget to change the Start Date and End Date to your Receiving Receipt's transaction date to display the correct result.**

Wijmo Evaluation Version (5.20202.699)

Start and End Date      Search bar

Clear Filters    Start date 2/1/2024    End date 2/29/2024    Branch ITO NOBU HQ    Search    Column Filter All

	Locked	Branch	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Remarks
		<input type="checkbox"/>	ITO NOBU ...	0000000049	02/19/20...	0000000049	Return To Supplier	
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000048	02/19/20...	0000000048	Return To Supplier	
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000047	02/19/20...	0000000047	Return To Supplier	Same Quantity, same Cost
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000046	02/19/20...	0000000046	Return To Supplier	
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000045	02/19/20...	0000000045	Return To Supplier	
		<input type="checkbox"/>	ITO NOBU ...	0000000044	02/19/20...	0000000044	Return To Supplier	
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000042	02/15/20...	0000000042	Return To Supplier	SAMPLE
		<input type="checkbox"/>	ITO NOBU ...	0000000041	02/15/20...	0000000041	Return To Supplier	SAMPLE
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000040	02/15/20...	0000000040	Return To Supplier	sample81023I
		<input type="checkbox"/>	ITO NOBU ...	0000000039	02/15/20...	0000000039	Return To Supplier	sample81023I

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Wijmo Evaluation Version (5.20202.699)

From this sample, I use the RR No. to search my Receiving Receipt transaction to cancel

Clear Filters    Start date 2/1/2024    End date 2/29/2024    Branch ITO NOBU HQ    Search 0000000048    Column Filter All

	Locked	Branch	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Remarks
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000048	02/19/20...	0000000048	Return To Supplier	

Show Rows 10    Page 1 of 1

**4. Open the Receiving Receipt Detail:** Click the Edit button to open the Receiving Receipt detail page.

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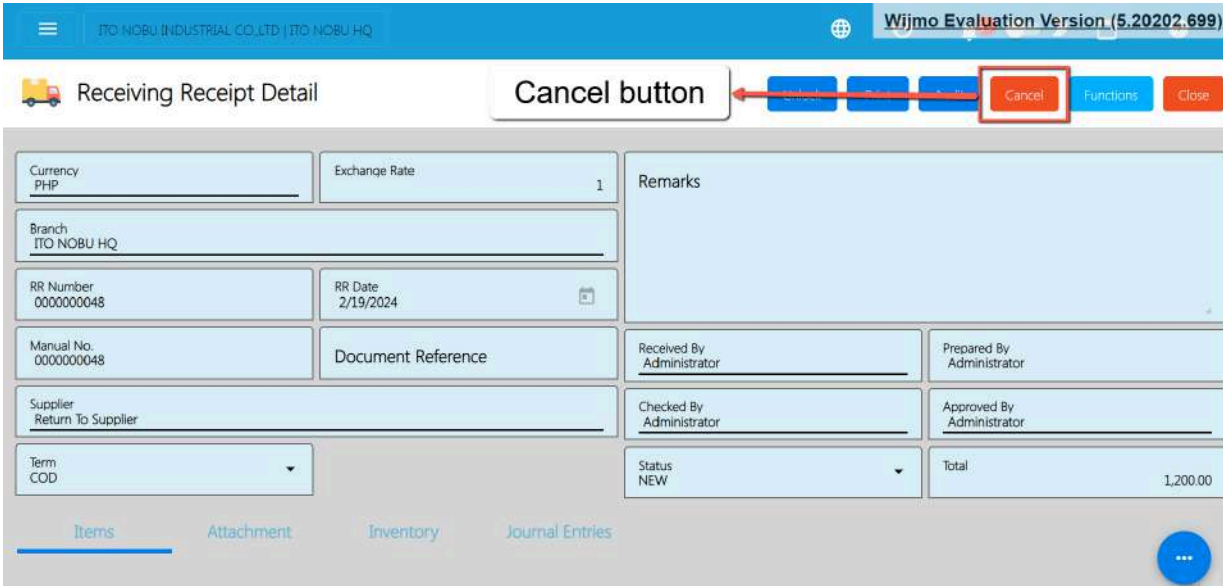
Receiving Receipt

Clear Filters    Start date 2/1/2024    End date 2/29/2024    Branch ITO NOBU HQ    Search 0000000048    Column Filter All

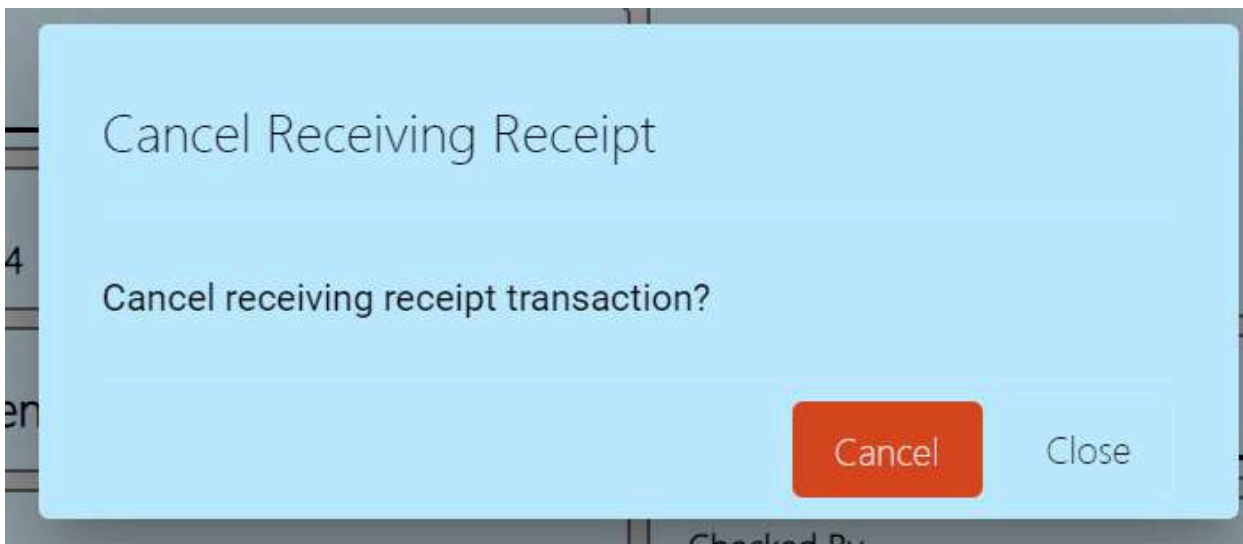
	Locked	Branch	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Remarks
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000048	02/19/20...	0000000048	Return To Supplier	

Show Rows 10    Edit button

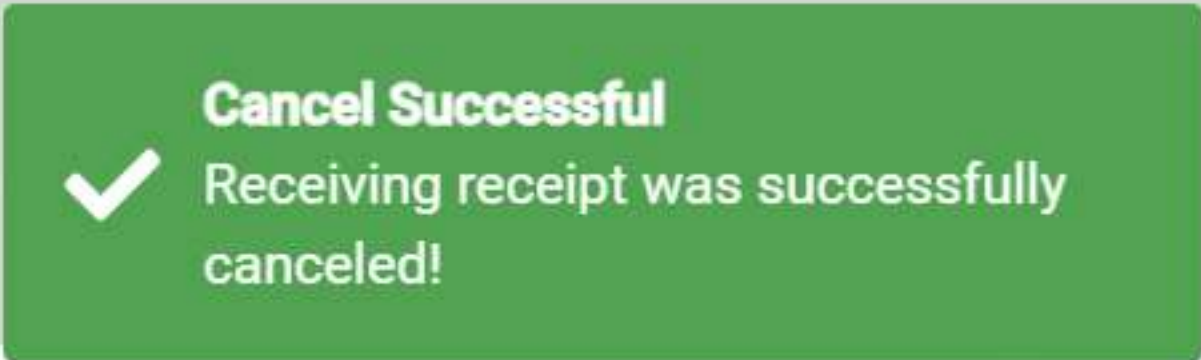
5. **Cancel the Receiving Receipt:** To cancel your Receiving Receipt transaction, look for the Cancel found on the upper-right part of the page, then click.



6. **Confirm Canceling:** After you click the Cancel button, there's a Cancel Receiving Receipt window. If you're sure you want to cancel your Receiving Receipt transaction, click the Cancel button.



- 7. Check It's Done:** After canceling, make sure you get a success toast message confirming it's canceled successfully. It is found on the bottom right of the page.



**Cancel Successful**  
✓ Receiving receipt was successfully canceled!

- 8. Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
- 9. Keep Track:** Remember to make a note somewhere that you canceled the Receiving Receipt , just in case it is needed later.

## 5.2.4 Disbursement

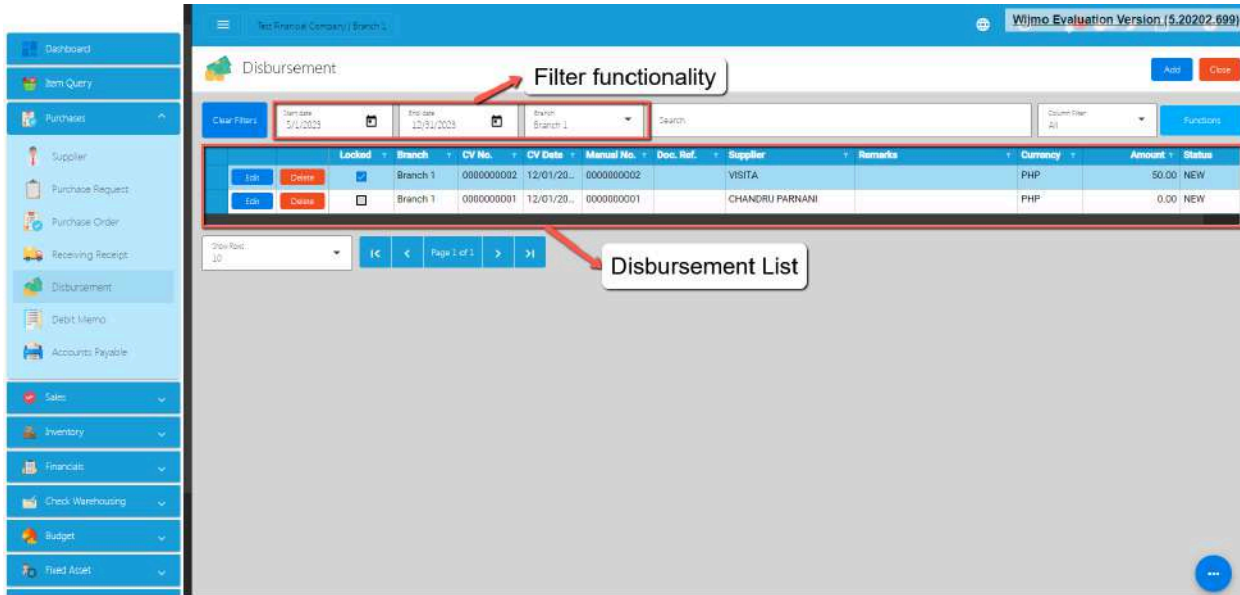
### Overview

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.



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Disbursement

Filter functionality

Clear Filter Start date 01/01/2023 End date 12/31/2023 Branch Branch 1 Search Count Filter All Functions

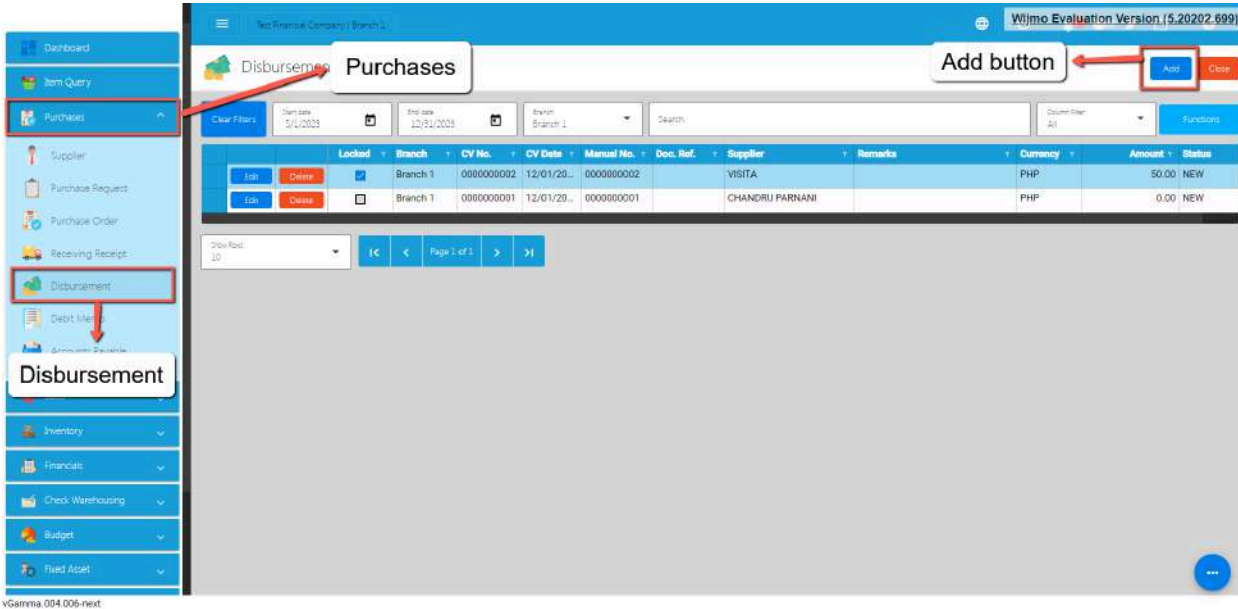
Locked	Branch	CV No.	CV Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
<input checked="" type="checkbox"/>	Branch 1	000000002	12/01/20...	000000002		VISITA		PHP	50.00	NEW
<input type="checkbox"/>	Branch 1	000000001	12/01/20...	000000001		CHANDRI PARNANI		PHP	0.00	NEW

Disbursement List

## Disbursement Detail

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





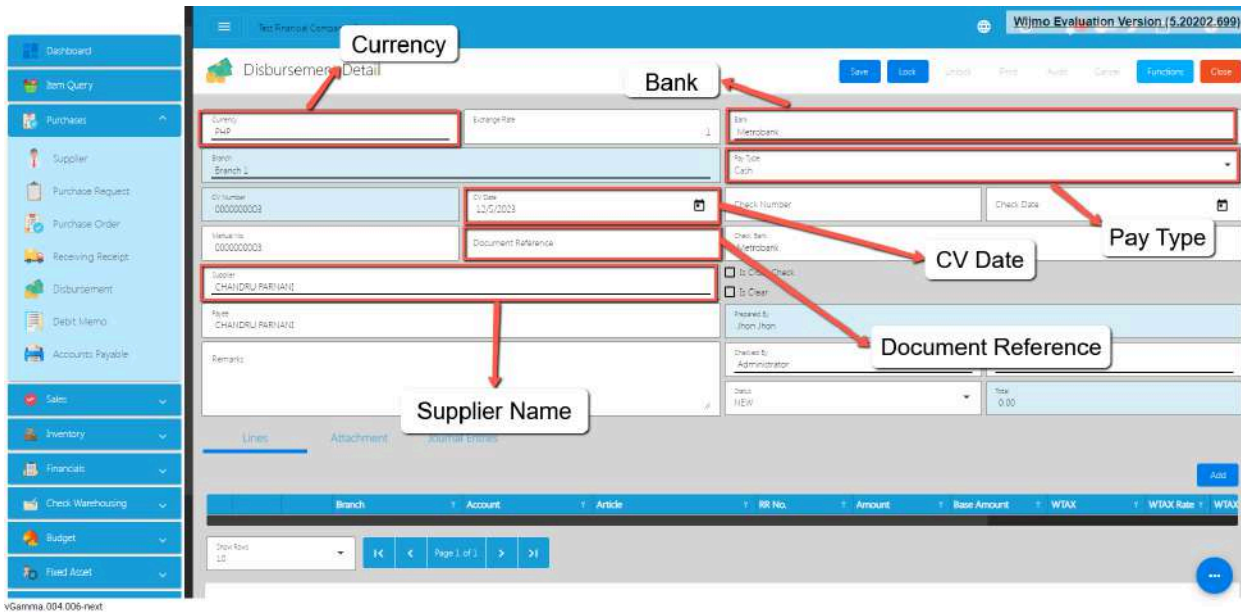
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Disbursement Purchases Add button

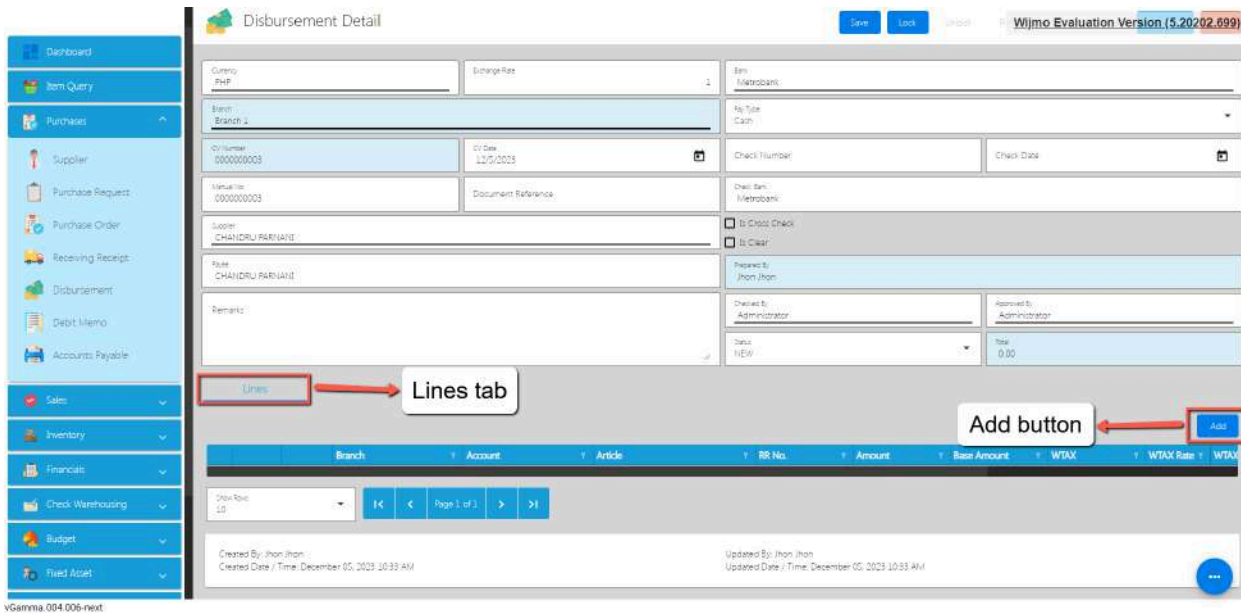
Locked	Branch	CV No.	CV Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
<input checked="" type="checkbox"/>	Branch 1	000000002	12/01/20...	000000002		VISITA		PHP	50.00	NEW
<input type="checkbox"/>	Branch 1	000000001	12/01/20...	000000001		CHANDRU PARNANI		PHP	0.00	NEW

VGamma.004.006-next

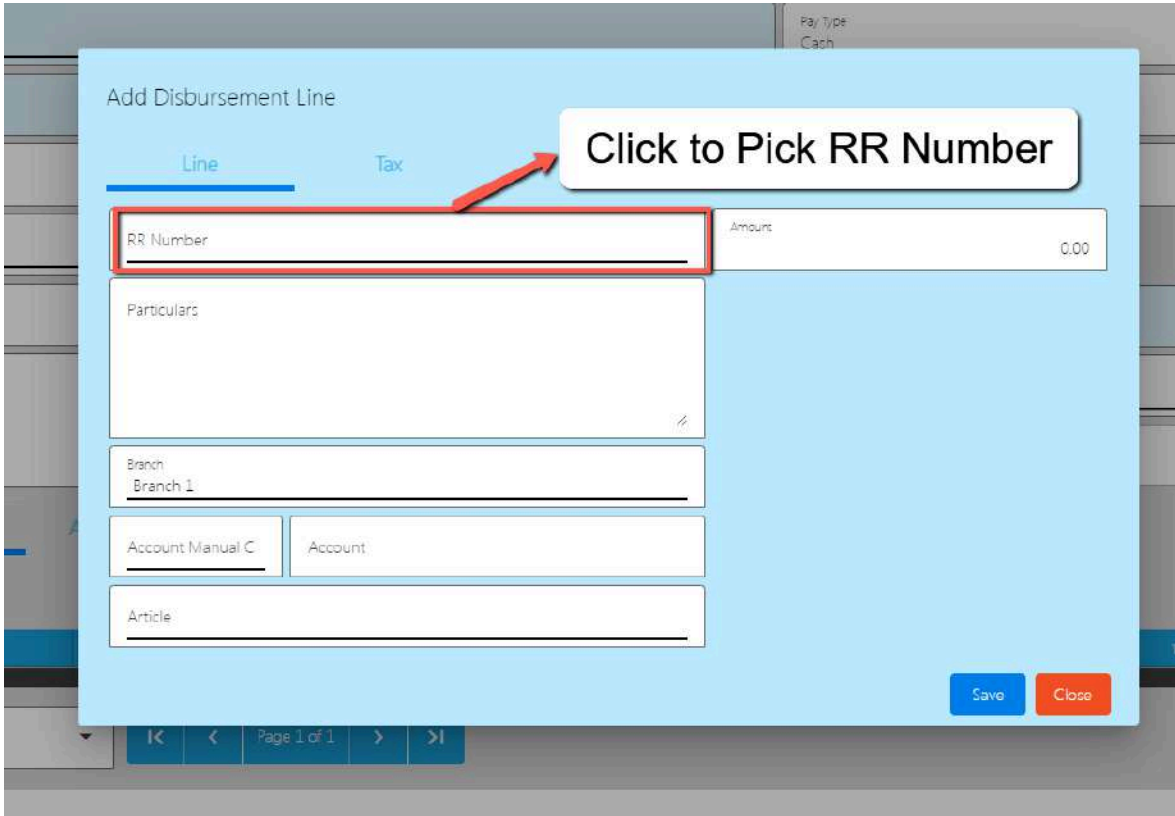
11. Fill out all the needed information for the **Disbursement Detail** like,
- Currency
  - Supplier Name
  - CV Date
  - Document Reference
  - Pay Type
  - Bank



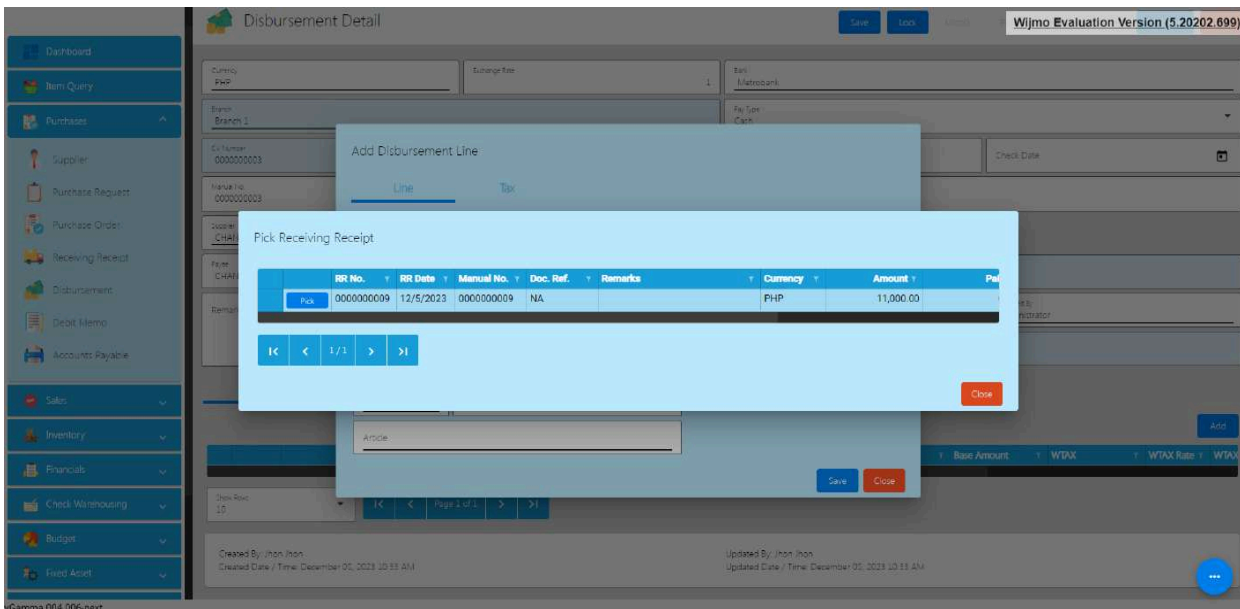
12. To add the Disbursement line, click the **Add** button on the right part of the page under the Lines tab. Choose either RR number or a Disbursement for other expenses.



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

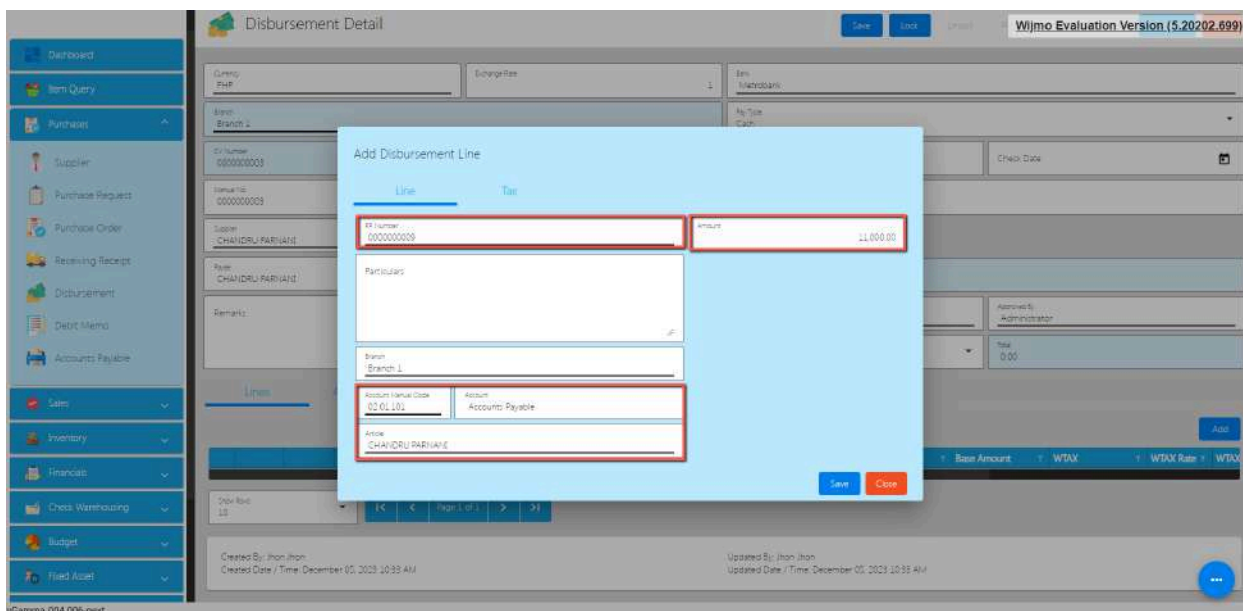
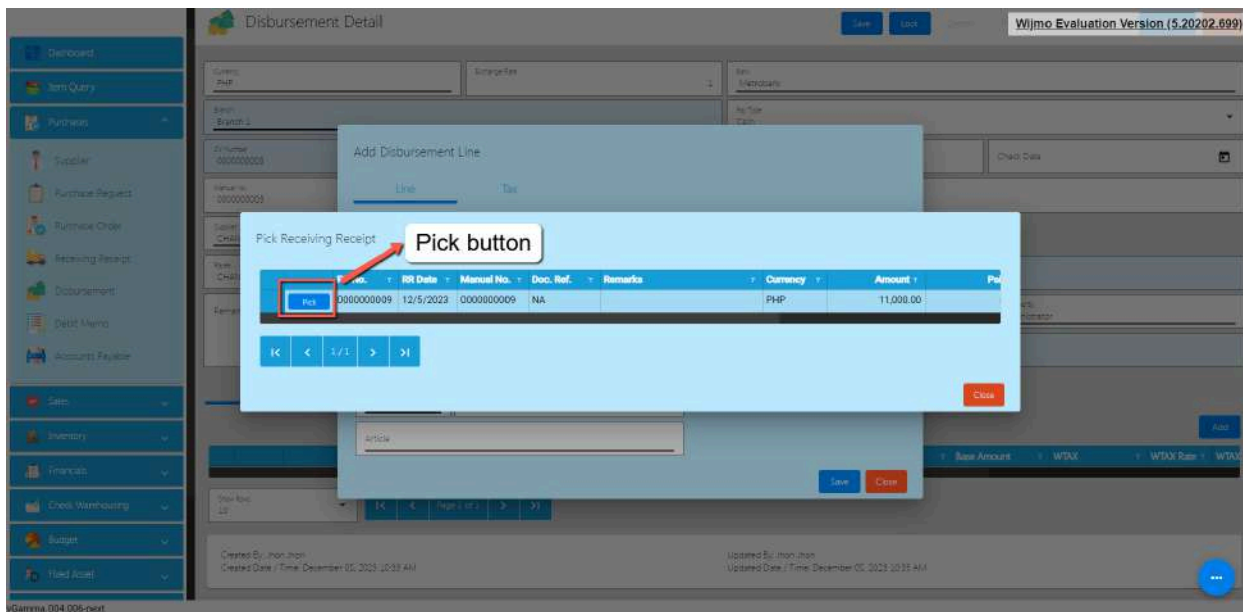


14. Once clicked it will pop up all the RR that has not yet Disburse.

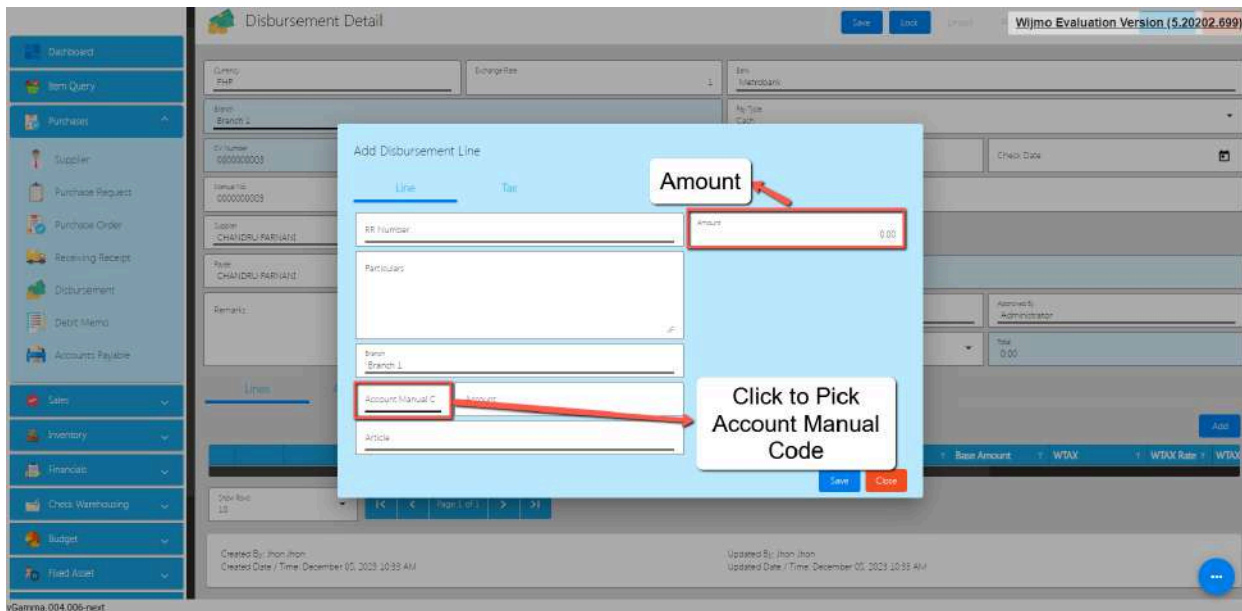


15. To add that RR, click the pick button. Once picked, the following fields will automatically populated :

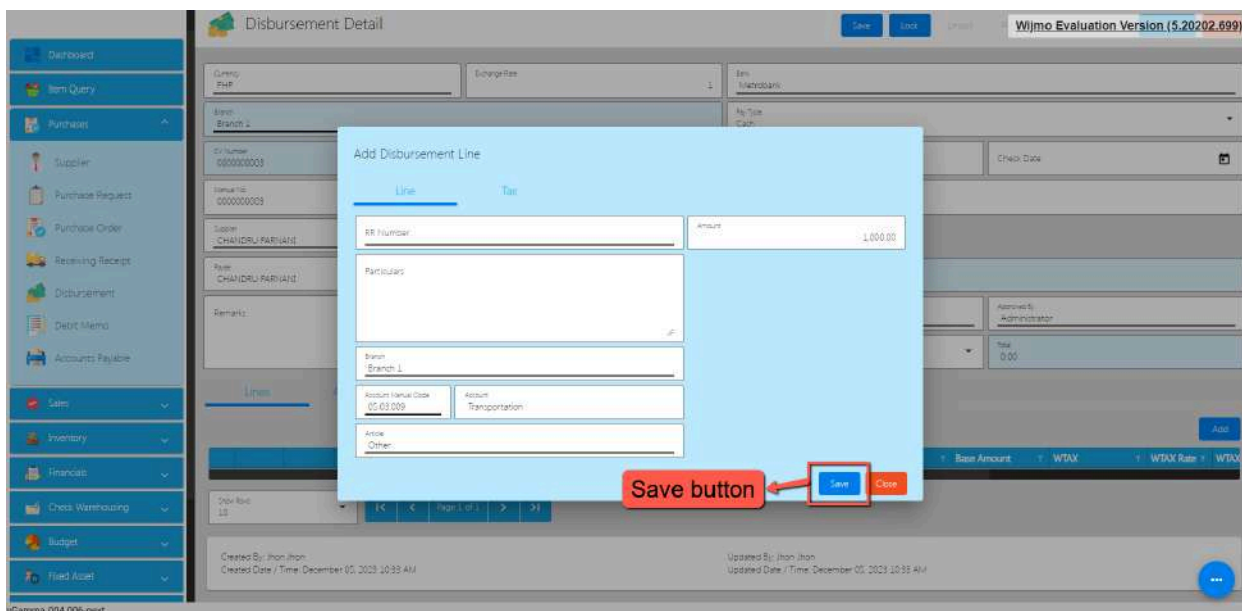
- i. Account
- ii. Article
- iii. Amount



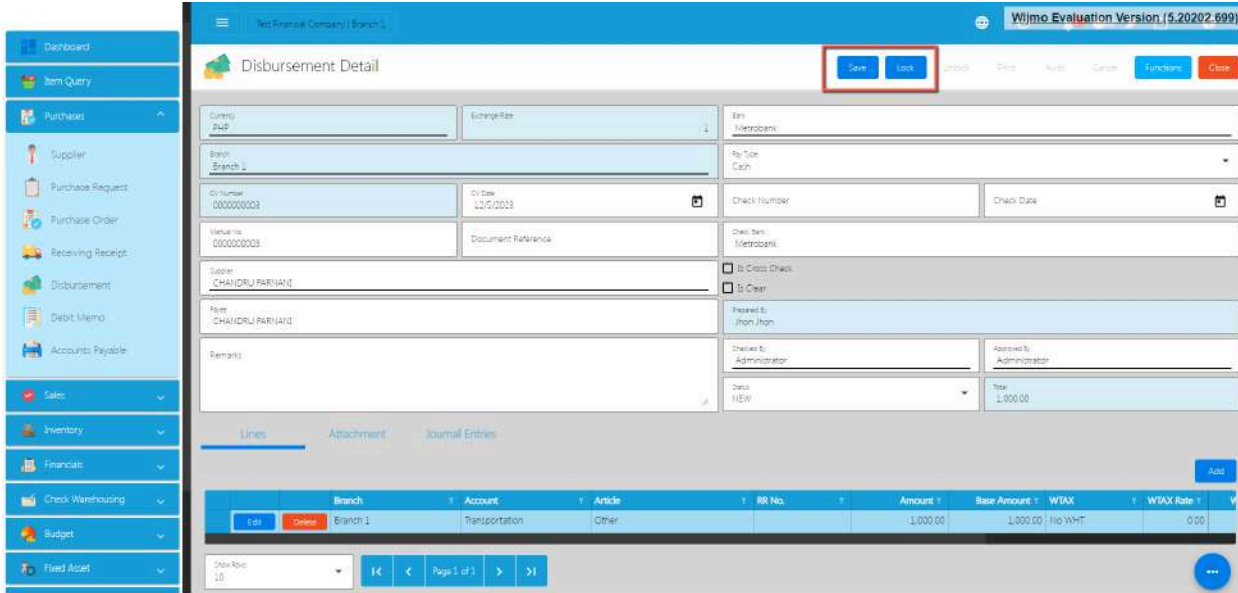
16. If you will Disburse for other expenses, just directly click the Account Manual Code then input an amount.



17. Click the **Save** button.



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



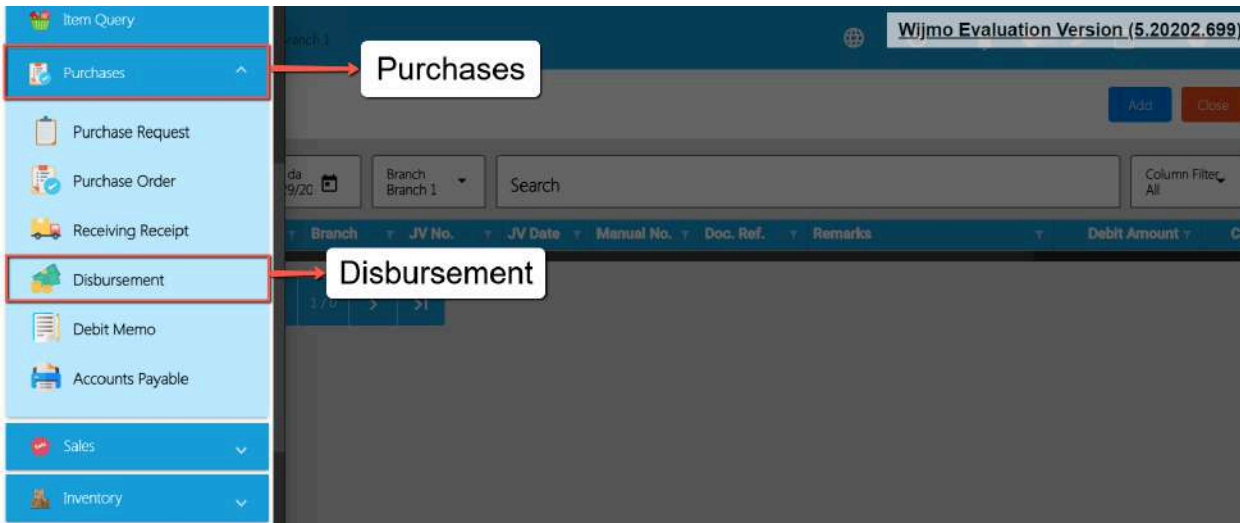
The screenshot shows the 'Disbursement Detail' form in the Wjmo Evaluation Version (5.20202.699). The form is divided into several sections:

- Header:** 'Disbursement Detail' with 'Save' and 'Lock' buttons highlighted in a red box.
- Form Fields:**
  - Currency: PHP, Exchange Rate: 1, Branch: Branch 1
  - CI Number: 000000003, CI Date: 12/5/2023
  - Check Number, Check Date
  - Supplier: CHANDRU PARIKAT
  - Amount: 1,000.00
- Table:** A table with columns: Branch, Account, Article, BR No., Amount, Base Amount, W/TAX, W/TAX Rate. The table contains one row: Branch 1, Transportation, Other, 1,000.00, 1,000.00, No W/T, 0.00.

## Cancel Disbursement Transaction

When you need to cancel a Disbursement, it's important to follow these simple steps:

- Log In:** Visit your easyFS domain and login with your username and password.
- Find your Disbursement:** Navigate to the Purchases, then Disbursement. You will be redirected to the Disbursement lists.



**3. Locate the Right One:** From the Disbursement list, you may use the search bar to look for the right Disbursement you want to cancel. You can search using the Disbursement's CV Number, Manual Number, Document Reference, etc.

Take note: Don't forget to change the Start Date and End Date to your Disbursement's transaction date to display the correct result.

Disbursement **Start and End Date** **Search bar** Wijmo Evaluation Version (5.20202.699)

Clear Filters Start date 2/1/2024 End date 2/29/2024 Branch ITO NOBU HQ Search Column Filter All Functions

	Locked	Branch	CV No.	CV Date	Manual No.	Doc. Ref.	Supplier	Remarks
Edit Delete	<input type="checkbox"/>	ITO NOBU ...	0000000014	02/15/20...	0000000014		Return To Supplier	
Edit Delete	<input checked="" type="checkbox"/>	ITO NOBU ...	0000000013	02/15/20...	0000000013		Return To Supplier	
Edit Delete	<input checked="" type="checkbox"/>	ITO NOBU ...	0000000012	02/14/20...	0000000012		Return To Supplier	
Edit Delete	<input checked="" type="checkbox"/>	ITO NOBU ...	0000000011	02/13/20...	0000000011		Return To Supplier	
Edit Delete	<input checked="" type="checkbox"/>	ITO NOBU ...	0000000010	02/13/20...	0000000010		Return To Supplier	
Edit Delete	<input checked="" type="checkbox"/>	ITO NOBU ...	0000000009	02/13/20...	0000000009		Return To Supplier	
Edit Delete	<input checked="" type="checkbox"/>	ITO NOBU ...	0000000008	02/12/20...	0000000008		Return To Supplier	
Edit Delete	<input checked="" type="checkbox"/>	ITO NOBU ...	0000000007	02/08/20...	0000000007		Return To Supplier	
Edit Delete	<input checked="" type="checkbox"/>	ITO NOBU ...	0000000005	02/07/20...	0000000005		Return To Supplier	
Edit Delete	<input checked="" type="checkbox"/>	ITO NOBU ...	0000000004	02/07/20...	0000000004		Return To Supplier	

Show Rows 10 Page 1 of 2

In this sample, I used the CV No. to search the Disbursement detail to cancel.

Wijmo Evaluation Version (5.20202.699)

Clear Filters Start date 2/1/2024 End date 2/29/2024 Branch ITO NOBU HQ Search 0000000013 Column Filter All Functions

	Locked	Branch	CV No.	CV Date	Manual No.	Doc. Ref.	Supplier	Remarks
Edit Delete	<input checked="" type="checkbox"/>	ITO NOBU ...	0000000013	02/15/20...	0000000013		Return To Supplier	

Show Rows 10 Page 1 of 1

**4. Open the Disbursement Detail:** Click the Edit button to open the Disbursement detail page.





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Wijmo Evaluation Version (5.20202.699)

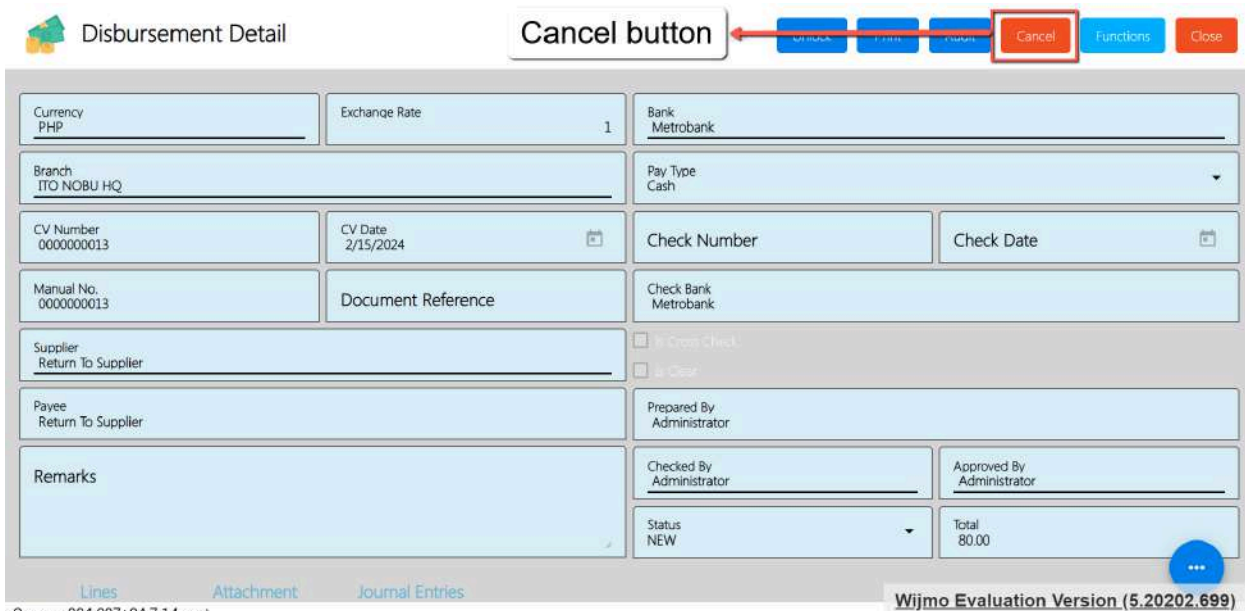
Disbursement Add Close

Clear Filters Start date 2/1/2024 End date 2/29/2024 Branch ITO NOBU HQ Search 000000013 Column Filter All Functions

Locked	Branch	CV No.	CV Date	Manual No.	Doc. Ref.	Supplier	Remarks
<input type="checkbox"/>	ITO NOBU ...	0000000013	02/15/20...	0000000013		Return To Supplier	

Show Rows 10 < < Page 1 of 1 > >

**5. Cancel the Disbursement:** To cancel your Disbursement transaction, look for the Cancel found on the upper-right part of the page, then click.



Disbursement Detail Cancel button Cancel Functions Close

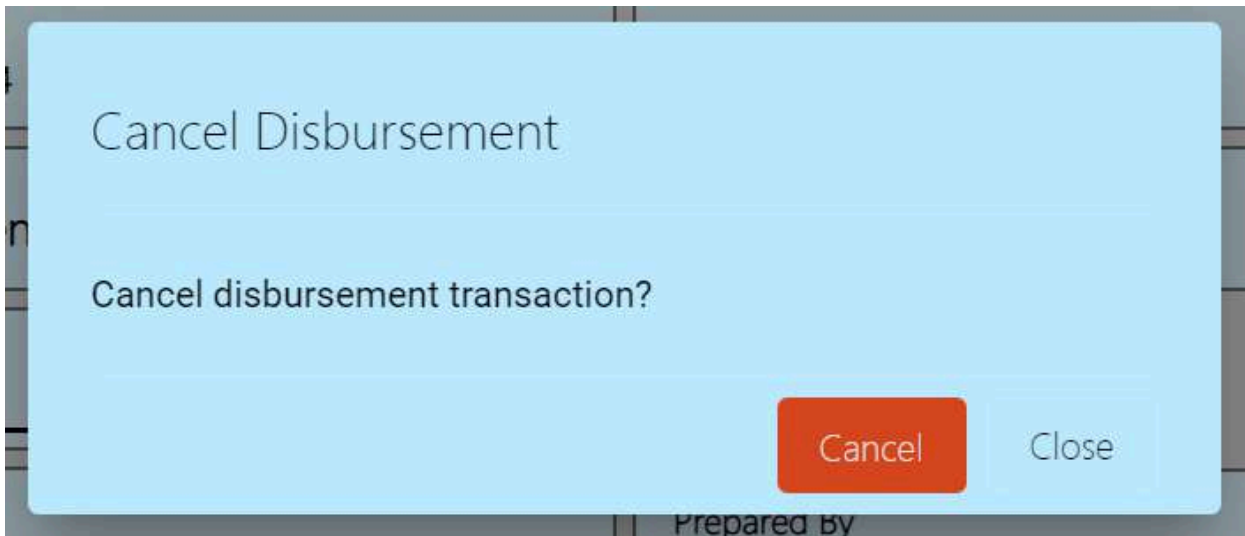
Currency PHP	Exchange Rate 1	Bank Metrobank
Branch ITO NOBU HQ	Pay Type Cash	
CV Number 0000000013	CV Date 2/15/2024	Check Number
Manual No. 0000000013	Document Reference	Check Date
Supplier Return To Supplier	<input type="checkbox"/> Cross Check	Check Bank Metrobank
Payee Return To Supplier	<input type="checkbox"/> Clear	Prepared By Administrator
Remarks	Checked By Administrator	Approved By Administrator
	Status NEW	Total 80.00

Lines Attachment Journal Entries

vGamma.004.007+24.7.14-next

Wijmo Evaluation Version (5.20202.699)

**6. Confirm Canceling:** After you click the Cancel button, there's a Cancel Disbursement window. If you're sure you want to cancel your Disbursement transaction, click the Cancel button.



- 7. Check It's Done:** After canceling, make sure you get a success toast message confirming it's canceled successfully. It is found on the bottom right of the page.



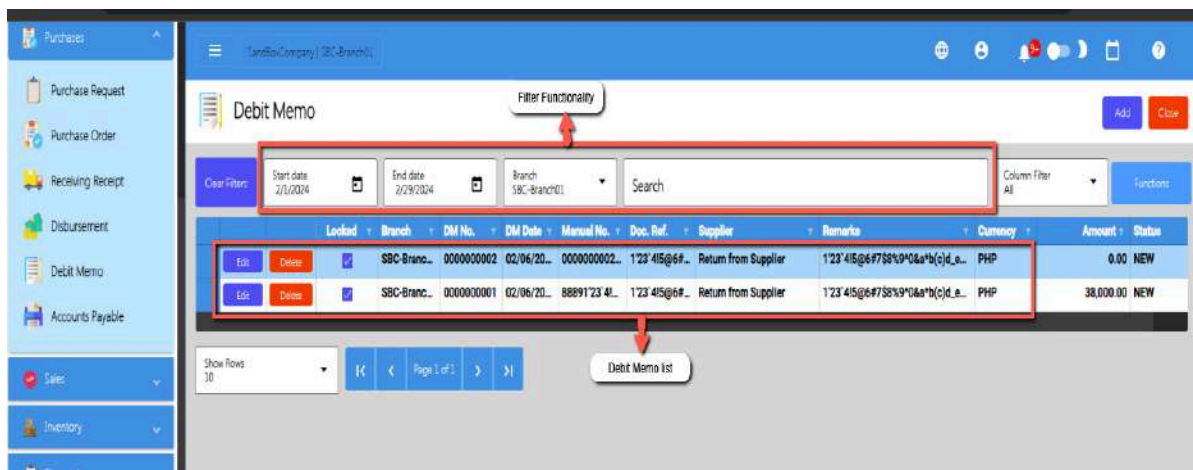
- 8. Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
- 9. Keep Track:** Remember to make a note somewhere that you canceled the Disbursement, just in case it is needed later.

## 5.2.5 Debit Memo Overview

Debit memos are commonly used in various business transactions, such as in accounts payable processes or when correcting billing errors.

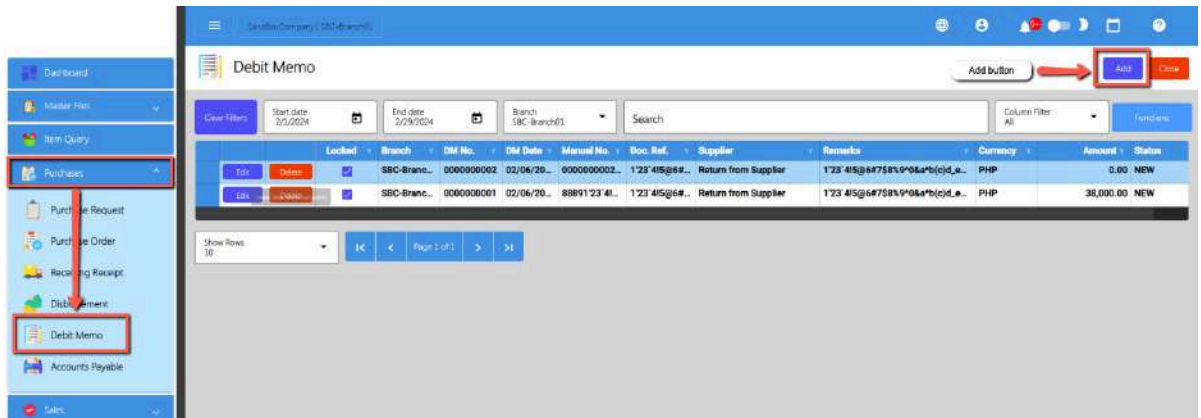
### Debit Memo List

- List of all the debit memo and will also show the overview of the transactions
- Here, you can also filter the Start and End Date of the transaction and the button to add a new Debit Memo.



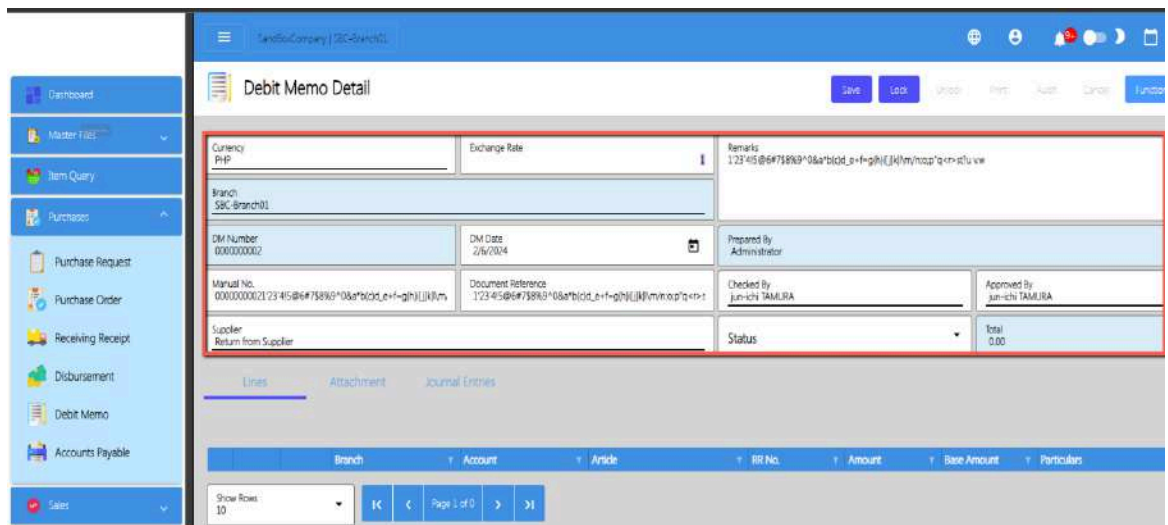
### Debit Memo Detail

1. To add a new Debit Memo, Go to **Purchases** then click **Debit Memo**. After that, click **Add** that can be seen in the Debit Memo List.

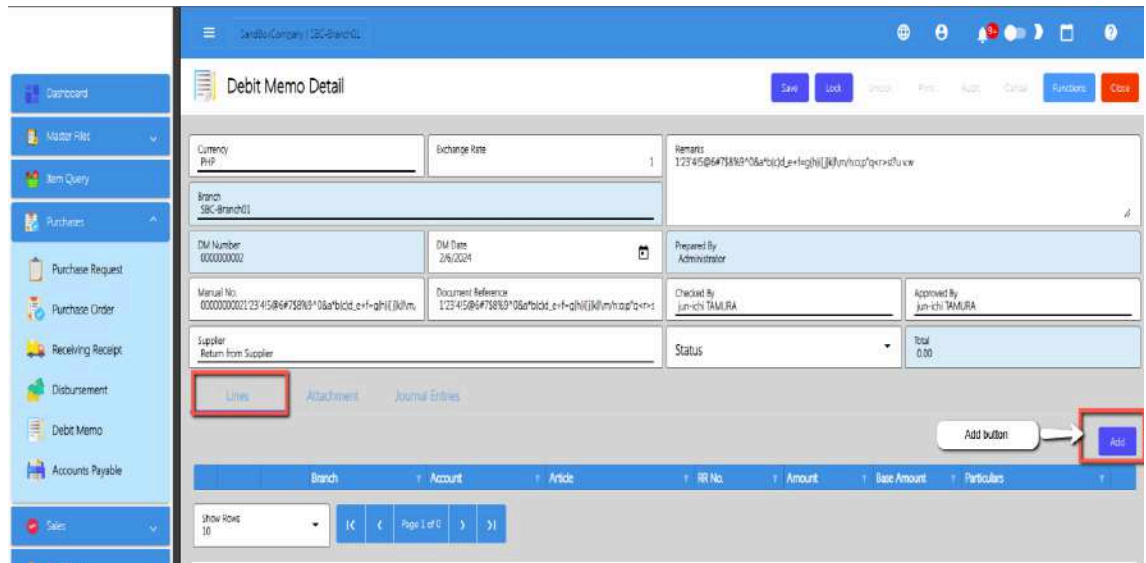


2. Fill out all the needed information for the **Debit Memo Detail** like,

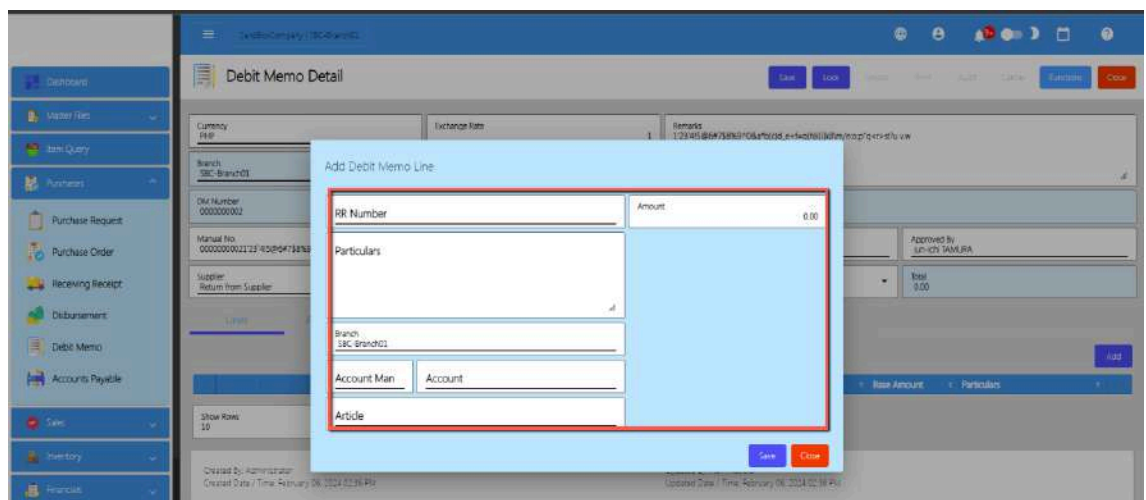
- Currency
- Exchange Rate
- Manual No.
- Document reference
- Remarks



- To add the **Debit Memo Line**, Click Add button on the right part of the page under the lines tab. Choose **RRNumber** for accounts payable processes or correcting billing errors.



- If the user will Adjust the RR, the user can select that RR by clicking on the **RR Number**.

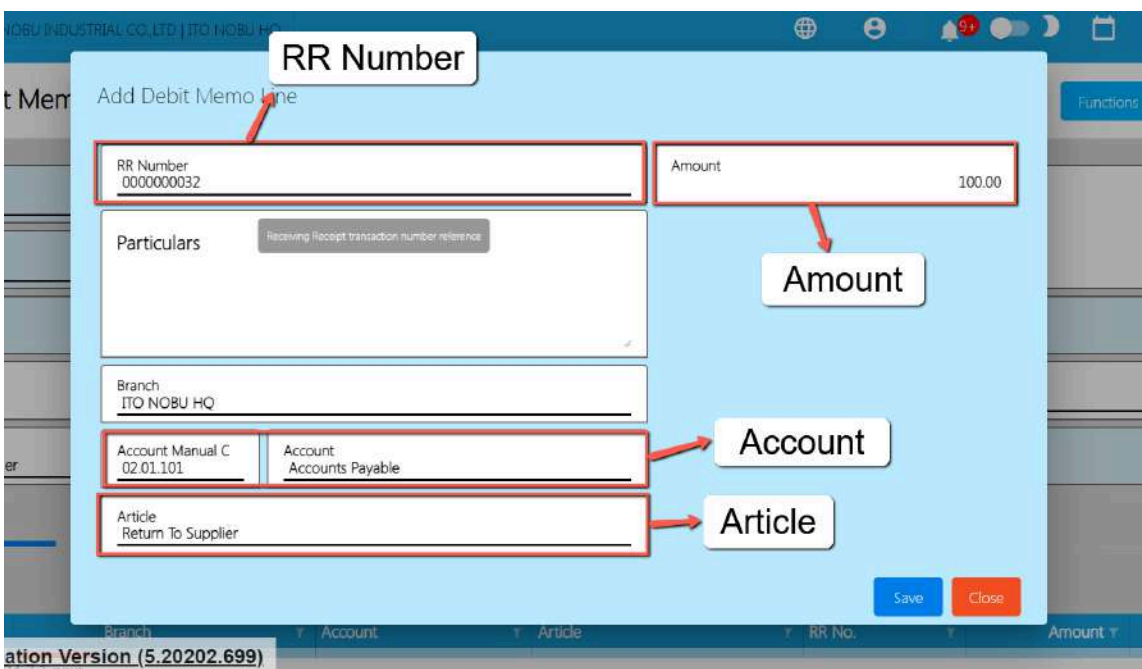


5. Once clicked it will pop up all the RR that has not yet Disburse.



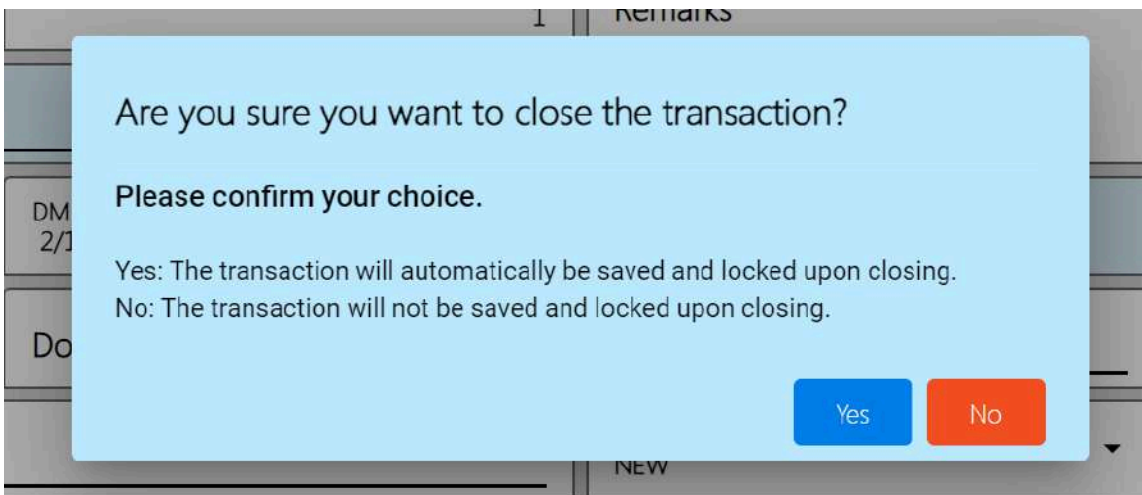
6. To add that RR, click the pick button. Once picked, the following fields will automatically populated :

- Account
- Article
- Amount → you can change the amount based on the adjustment of the Receiving Receipt.



7. Once the Debit Memo line item is okay, click the Save button and close the Add Debit Memo line window.
8. Review everything in the Debit Memo detail and once okay, click the Save button to save the details. To have an effect with the Accounts Payable, click the Lock button.

**Important: If you forget to lock the Debit Memo transaction and quickly click the Close button, you'll see a popup asking for a confirmation:**



- Press Yes button if you want to automatically save and lock the Debit Memo transaction upon closing.
- Press No button if you prefer not to save and lock the Debit Memo transaction upon closing.

## Debit Memo Transaction via Upload Template

1. To add a Debit Memo Transaction via Upload Template, go to Debit Memo List then Click Functions
2. Click Download DM File Format
3. The excel file will be downloaded. This is the file format where you will edit, or encode the details that you need to Debit Memo.

### 3.1 In the Excel file:

- A. Manual Number** *should be unique per transaction, alphanumeric and Special transaction, should not exceed 255 characters.*

**Example:** 1'23`4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g{h}ij|k|lm/n:o;p"q<r>st?u v.w

- if the Manual Code starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

**Example:** '00000111231414

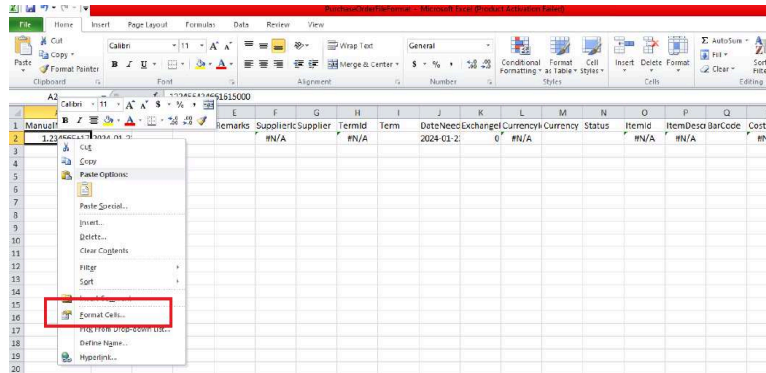
- if the Manual Code starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.



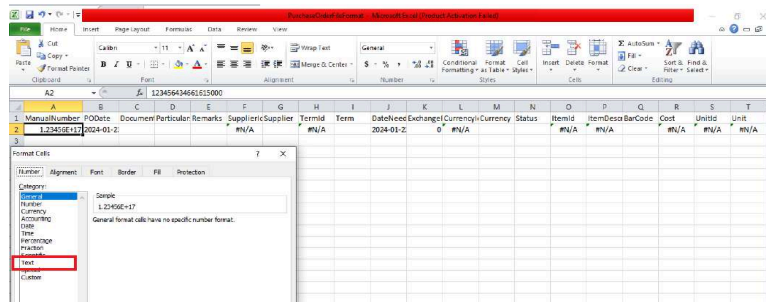
## Steps on how to change the format to **Text**:

**1. Right Click the Cell**

**2. Click Format Cell**



**3. Choose Text**



**4. Click OK**

**5. Then reselect the field**

**B. Supplier Code** Add supplier code

**C. Document Reference** should be unique per transaction, alphanumeric and special characters should not exceed 255 characters.

**Example:** 1'23`4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g{h}i|j|k|l/m/n;o;p"q<r>st?u v.w

- if the Document Reference starts with 000, don't forget to put an apostrophe (') at the beginning of the

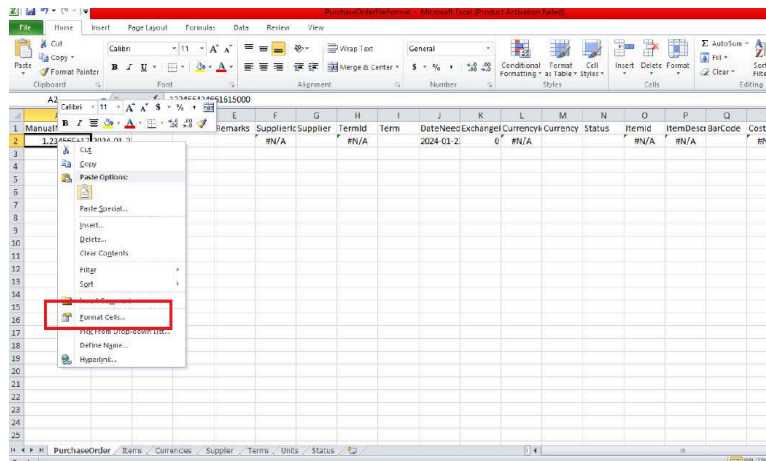
## Manual Code.

**Example:** '00000111231414

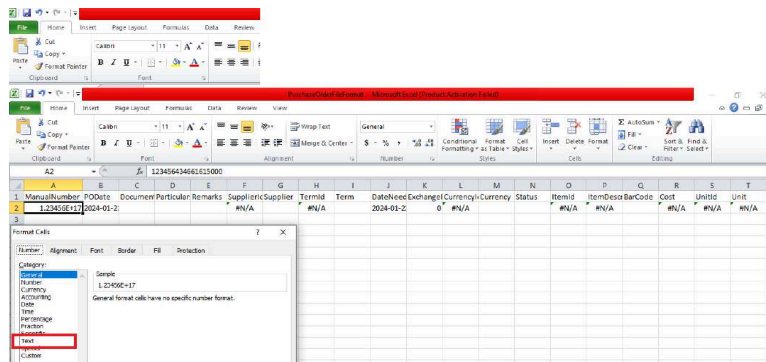
- if the Document Reference starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

Steps on how to change the format to **Text**:

1. Right Click the Cell
2. Click Format Cell



## 3. Choose Text



## 4. Click OK

## 5. Then reselect the field

**D. Remarks** - *in this column are basically the remarks for the whole transaction, it should be alphanumeric and Special characters should not exceed 255 characters.*

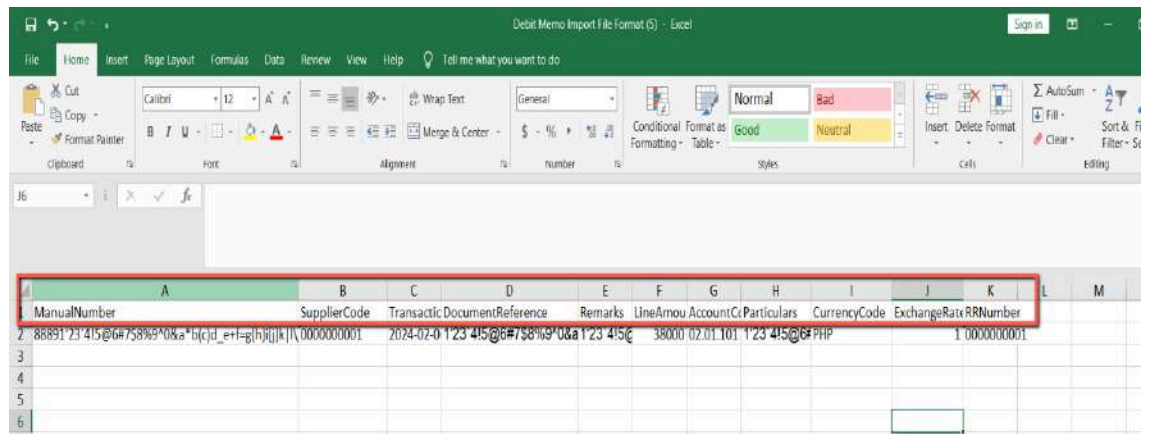
**E. Particulars** - *in this column this is basically the remarks for each item line, it should be alphanumeric and Special characters should not exceed 255 characters.*

**F. Line Amount** - Input amount to correct/adjust customer bill

**G. Account** - Input Account Code in column

**H. Currency** - Input specific Currency in column

**I. RR Number** - Add RRNumber



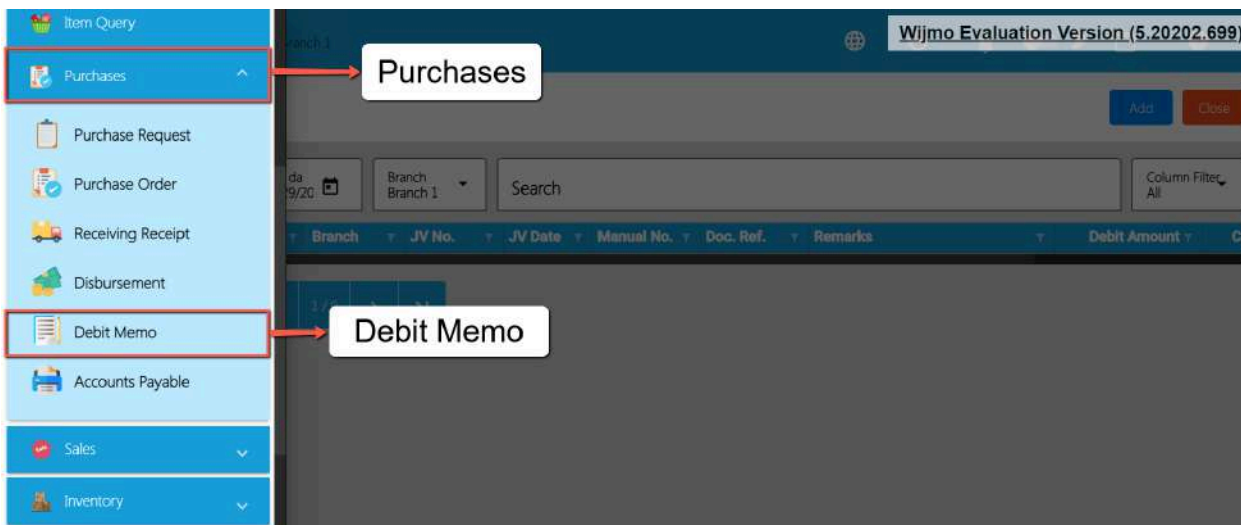
ManualNumber	SupplierCode	Transactio DocumentReference	Remarks	LineAmou	AccountCo	Particulars	CurrencyCode	ExchangeRate	RRNumber
8889123415@6#758%90&a*b(c)d_+H-g(h)j k l\,000000001		2024-02-0 123 415@6#758%90&a123 415e			38000	02.01.101 123 415@6# PHP		1.000000001	

4. Go back to Debit Memo list
  - a. Click Functions
  - b. Click Import Debit Memo
  - c. After Importing, Check Debit Memo list
  - d. Lock Transactions

## Cancel Debit Memo Transaction

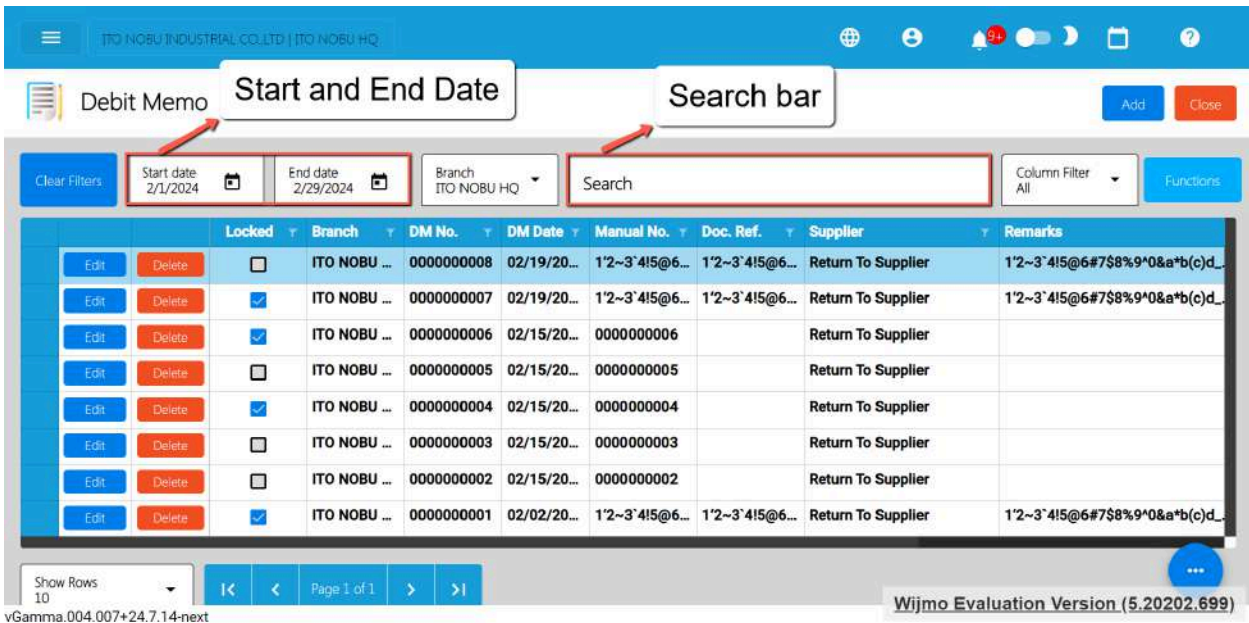
When you need to cancel a Debit Memo, it's important to follow these simple steps:

1. **Log In:** Visit your easyFS domain and login with your username and password.
2. **Find your Debit Memo:** Navigate to the Purchases, then Debit Memo. You will be redirected to the Debit Memo lists.



3. **Locate the Right One:** From the Debit Memo list, you may use the search bar to look for the right Debit Memo you want to cancel. You can search using the Debit Memos DM Number, Manual Number, Document Reference, etc.

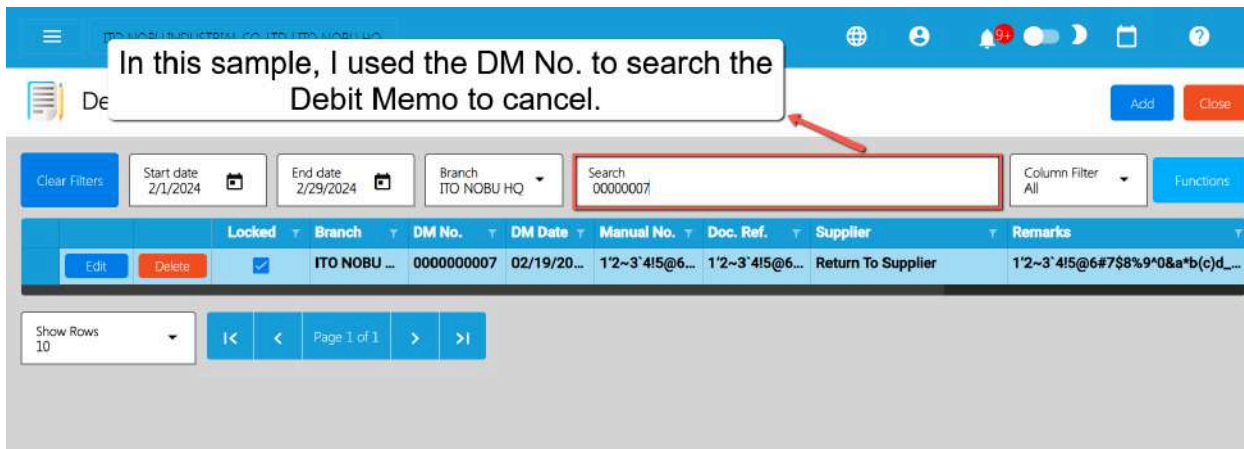
**Take note: Don't forget to change the Start Date and End Date to your Debit Memo's transaction date to display the correct result.**



The screenshot shows the 'Debit Memo' list page. A callout box labeled 'Start and End Date' points to the date filters (Start date: 2/1/2024, End date: 2/29/2024). Another callout box labeled 'Search bar' points to the search input field. The table below shows a list of debit memos with columns for Locked, Branch, DM No., DM Date, Manual No., Doc. Ref., Supplier, and Remarks. The first row is highlighted.

Locked	Branch	DM No.	DM Date	Manual No.	Doc. Ref.	Supplier	Remarks
<input type="checkbox"/>	ITO NOBU ...	000000008	02/19/20...	1'2~3'415@6...	1'2~3'415@6...	Return To Supplier	1'2~3'415@6#7\$8%9*0&a*b(c)d...
<input checked="" type="checkbox"/>	ITO NOBU ...	000000007	02/19/20...	1'2~3'415@6...	1'2~3'415@6...	Return To Supplier	1'2~3'415@6#7\$8%9*0&a*b(c)d...
<input checked="" type="checkbox"/>	ITO NOBU ...	000000006	02/15/20...	000000006		Return To Supplier	
<input type="checkbox"/>	ITO NOBU ...	000000005	02/15/20...	000000005		Return To Supplier	
<input checked="" type="checkbox"/>	ITO NOBU ...	000000004	02/15/20...	000000004		Return To Supplier	
<input type="checkbox"/>	ITO NOBU ...	000000003	02/15/20...	000000003		Return To Supplier	
<input type="checkbox"/>	ITO NOBU ...	000000002	02/15/20...	000000002		Return To Supplier	
<input checked="" type="checkbox"/>	ITO NOBU ...	000000001	02/02/20...	1'2~3'415@6...	1'2~3'415@6...	Return To Supplier	1'2~3'415@6#7\$8%9*0&a*b(c)d...

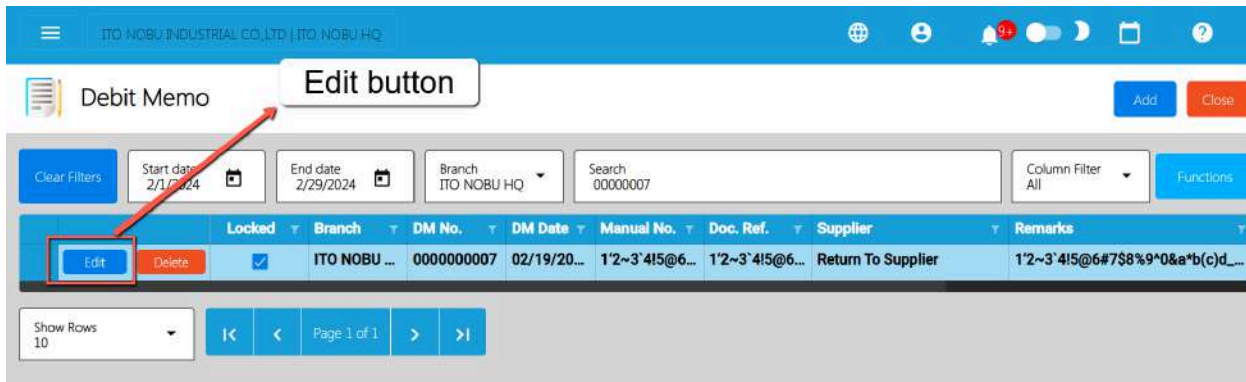
vGamma.004.007+24.7.14-next Wijmo Evaluation Version (5.20202.699)



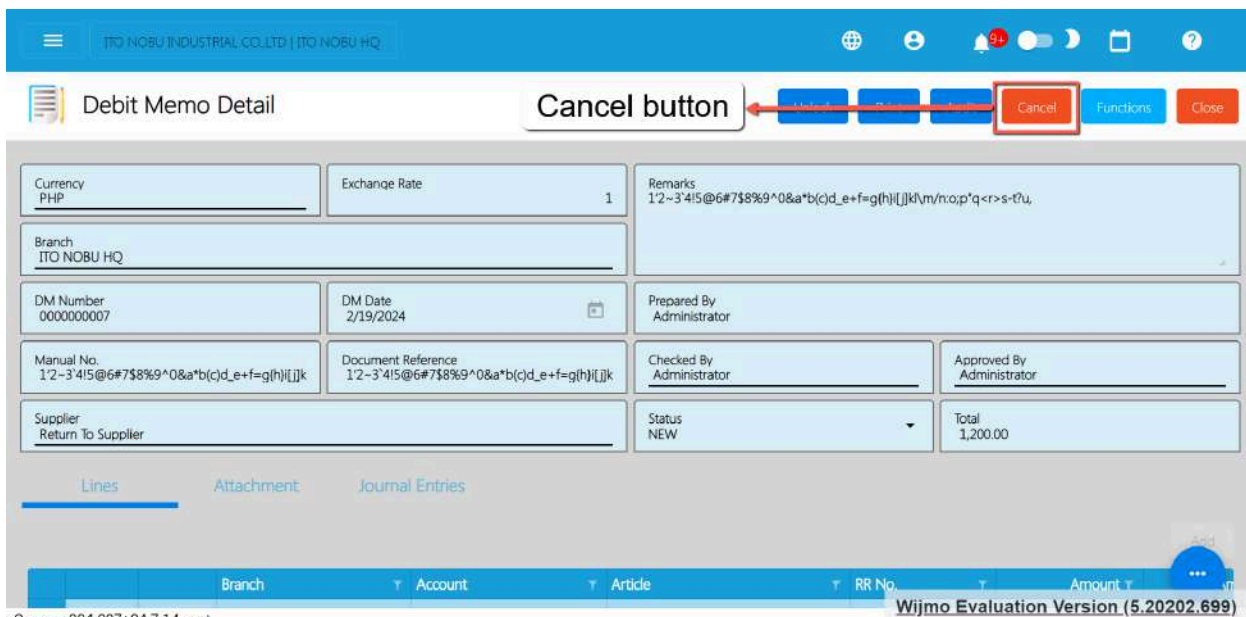
The screenshot shows the search results for DM No. 00000007. A callout box says: 'In this sample, I used the DM No. to search the Debit Memo to cancel.' The search bar contains '00000007'. The table shows one result with the 'Delete' button highlighted.

Locked	Branch	DM No.	DM Date	Manual No.	Doc. Ref.	Supplier	Remarks
<input checked="" type="checkbox"/>	ITO NOBU ...	000000007	02/19/20...	1'2~3'415@6...	1'2~3'415@6...	Return To Supplier	1'2~3'415@6#7\$8%9*0&a*b(c)d...

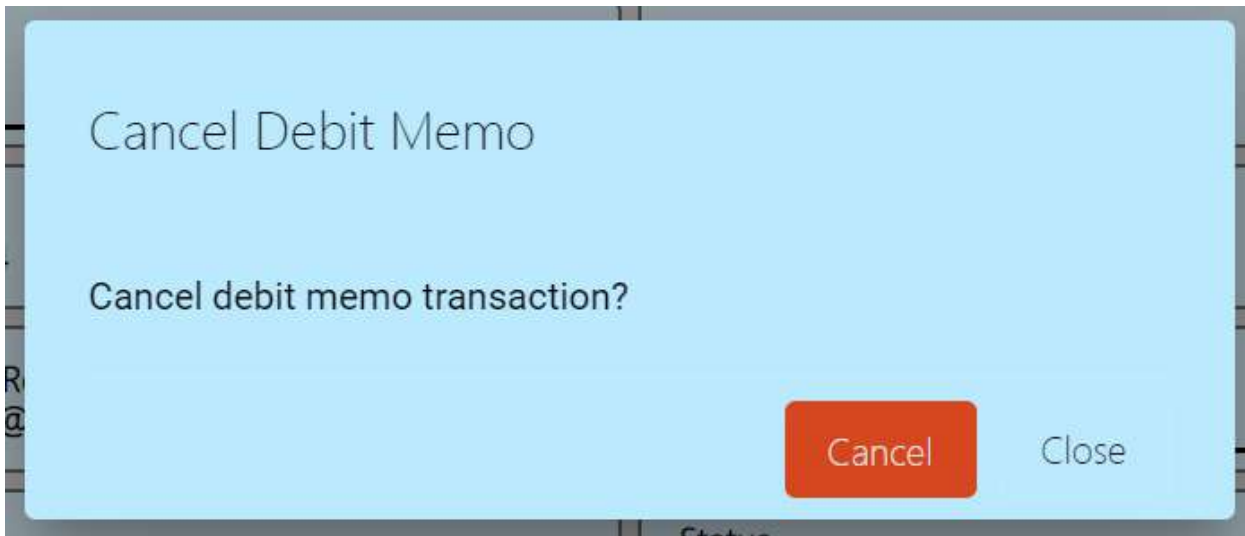
4. **Open the Debit Memo Detail:** Click the Edit button to open the Debit Memo detail page.



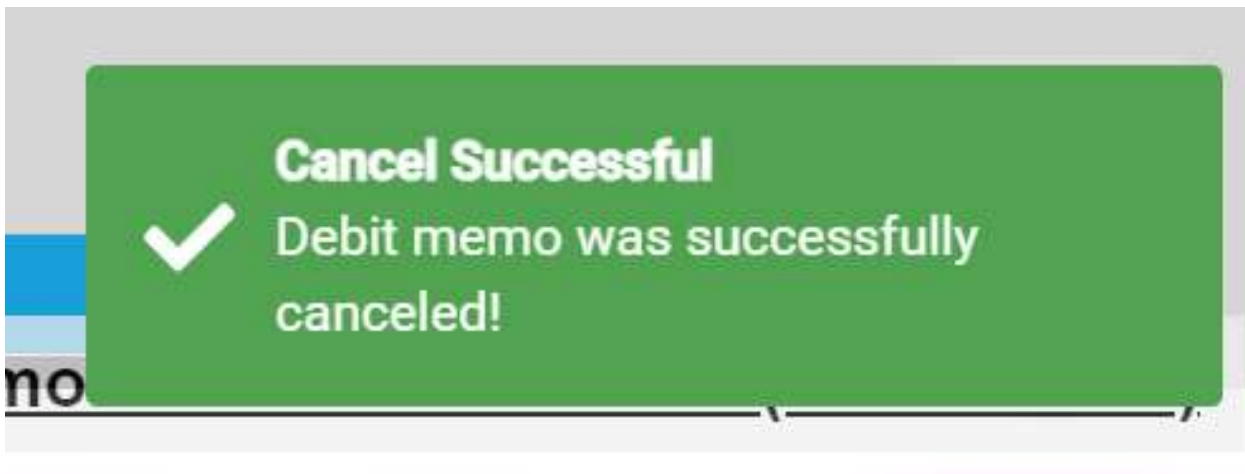
5. **Cancel the Debit Memo:** To cancel your Debit Memo transaction, look for the Cancel found on the upper-right part of the page, then click.



6. **Confirm Canceling:** After you click the Cancel button, there's a Cancel Debit Memo window. If you're sure you want to cancel your Debit Memo transaction, click the Cancel button.



- 7. Check It's Done:** After canceling, make sure you get a success toast message confirming it's canceled successfully. It is found on the bottom right of the page.



- 8. Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
- 9. Keep Track:** Remember to make a note somewhere that you canceled the Debit Memo, just in case it is needed later.

## 5.3 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

### 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.

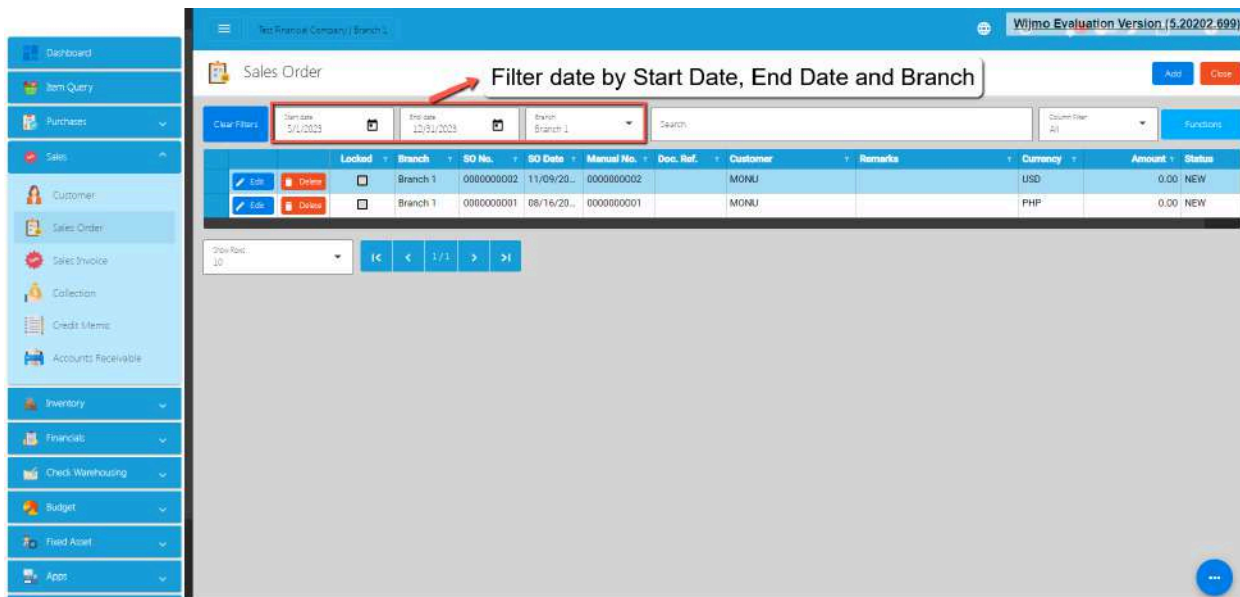
### 5.3.1 Sales Order Overview

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.



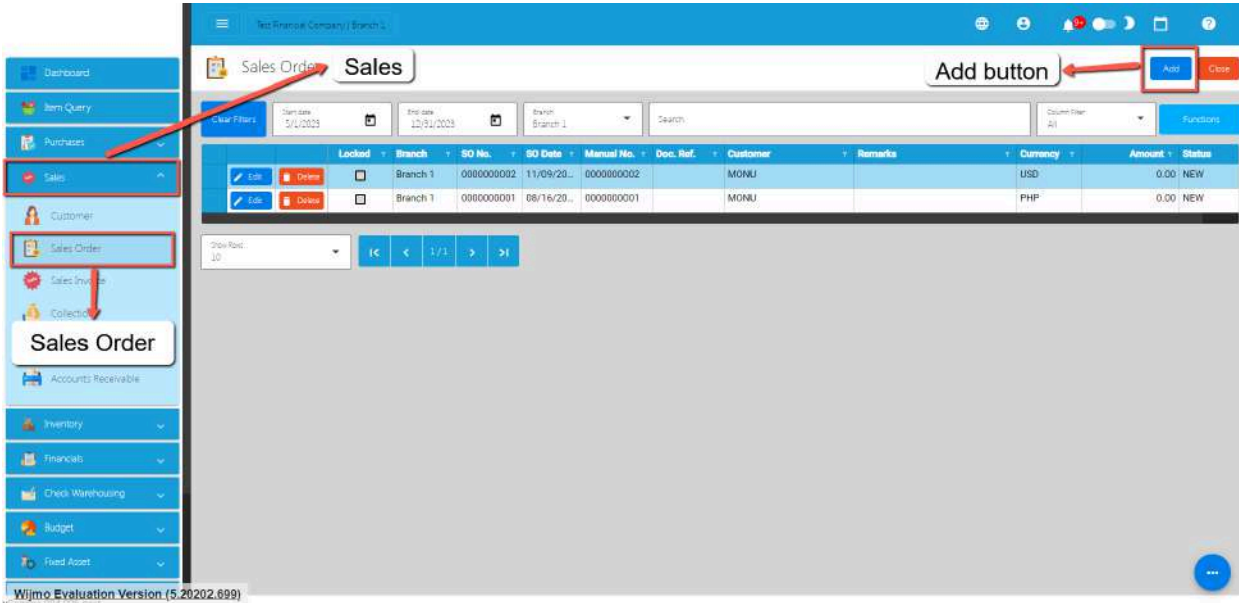
The screenshot shows a web application interface for managing Sales Orders. On the left is a navigation menu with options like Dashboard, Item Query, Purchase, Sales, Customer, Sales Order, Sales Invoice, Collection, Credit Memo, Accounts Receivable, Inventory, Financials, Check Warehousing, Budget, Fixed Asset, and Apps. The main area is titled 'Sales Order' and features a search bar with a filter dropdown set to 'Branch'. Below the search bar is a table with the following data:

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

At the bottom of the table, there is a pagination control showing '1/1' and navigation arrows.

## Sales Order Detail

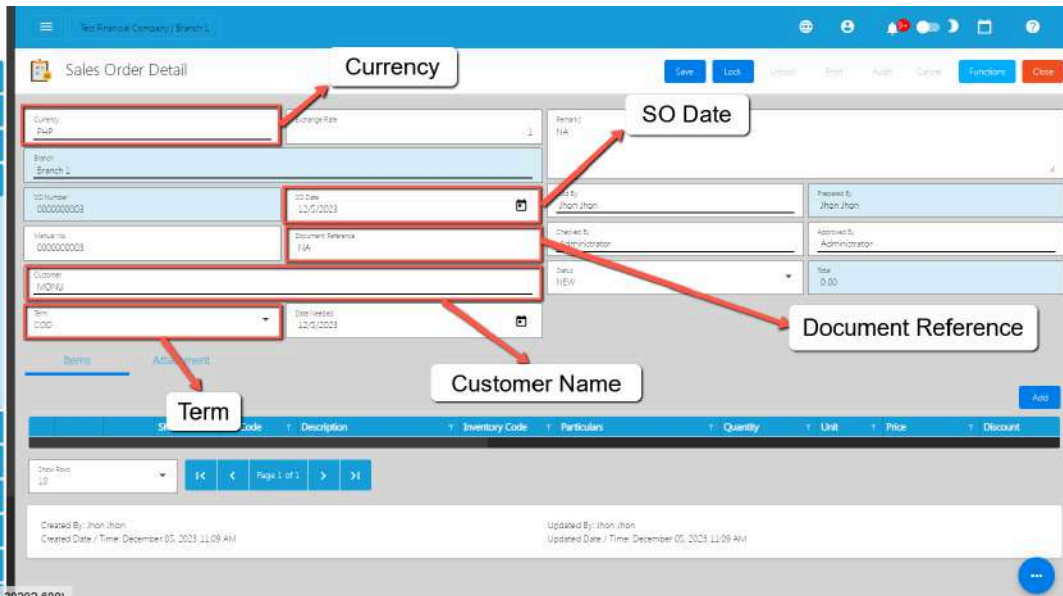
1. To add a new Sales Order, go to **Sales** then click **Sales Order**. After that, click the **Add** button that can be seen in the Sales Order list.



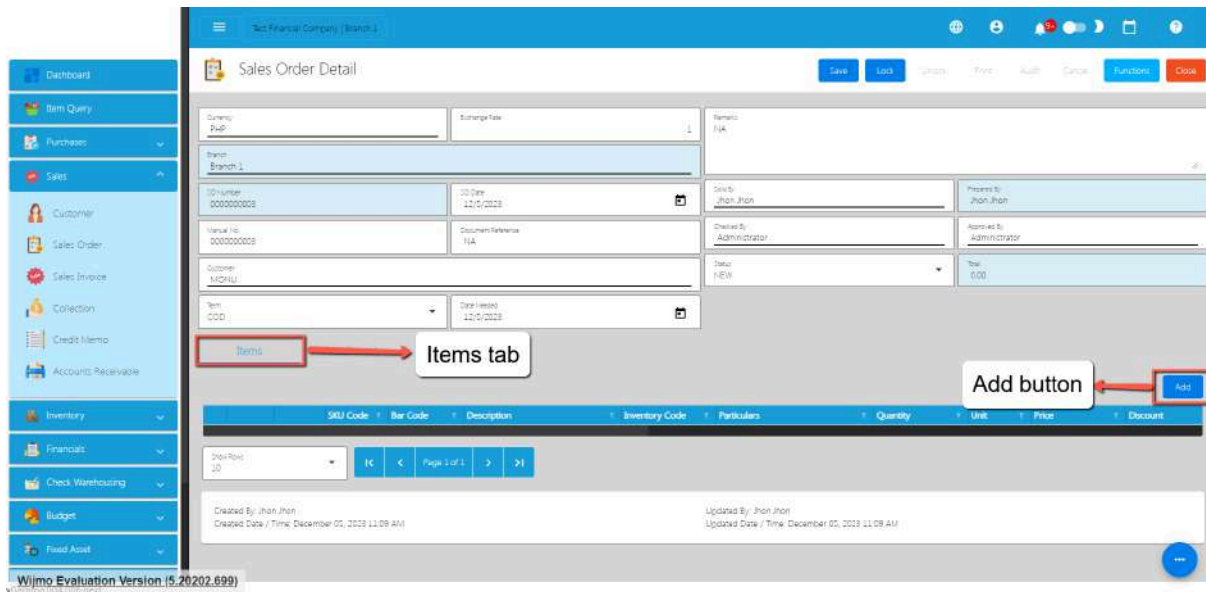
Wijimo Evaluation Version (5.20202.699)

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

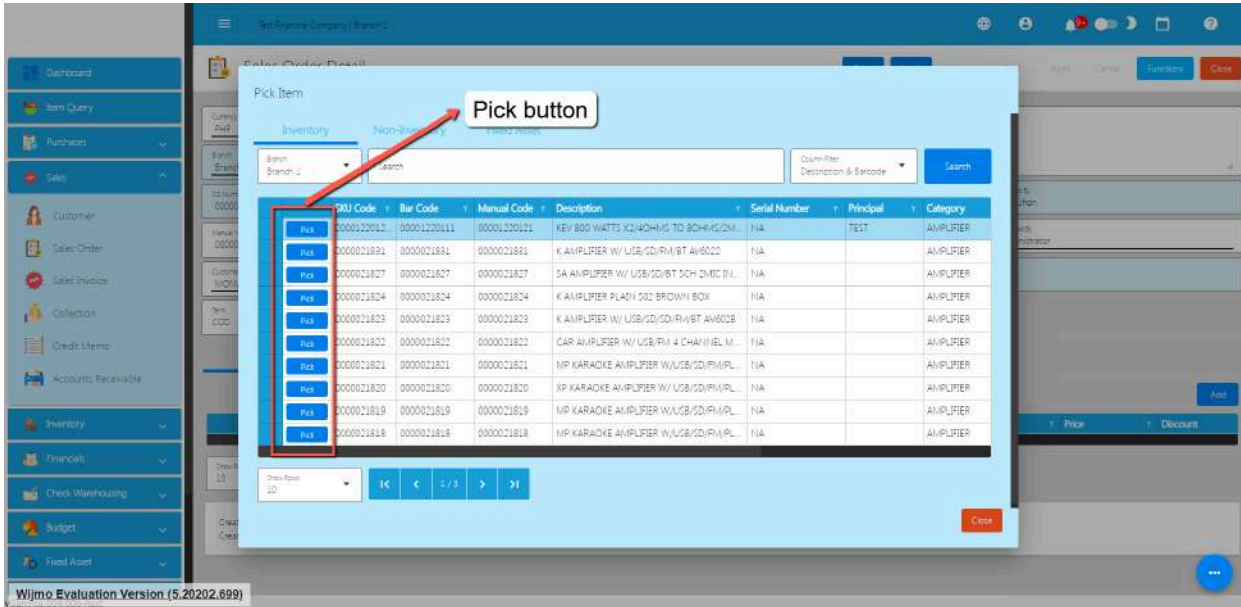
- Currency
- Customer Name
- SO Date
- Term
- Document Reference



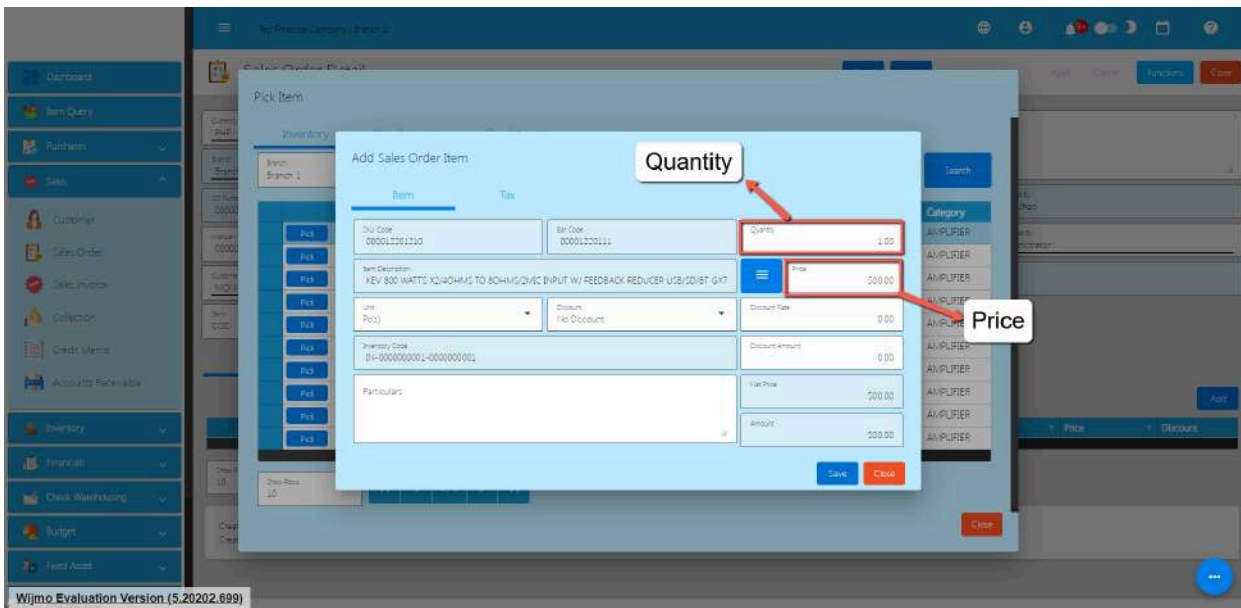
3. To add a Sales Order Line Item, click the **Add** button on the right part of the page under the Items tab.



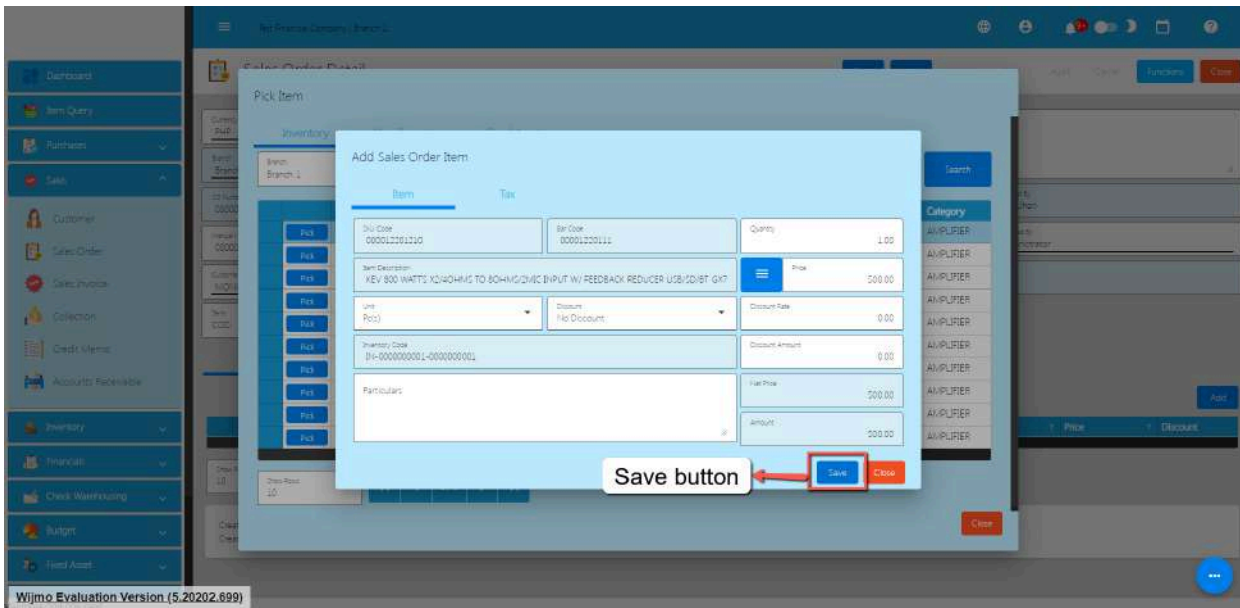
4. Select the items, by clicking the Pick button.



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

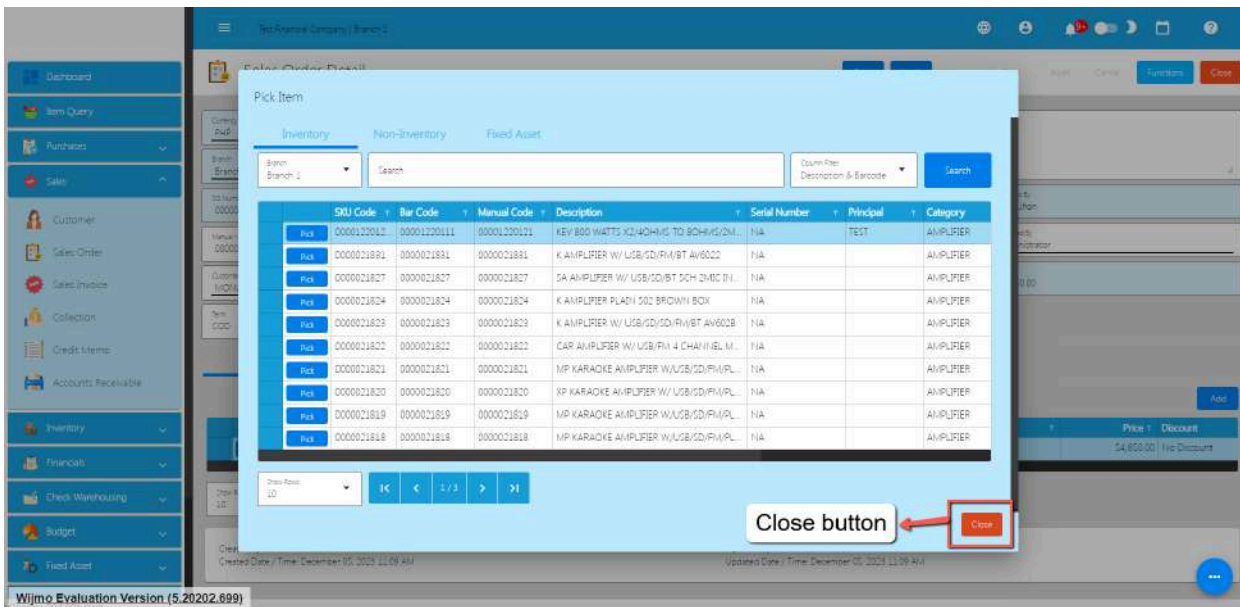


6. After that, click the Save button.

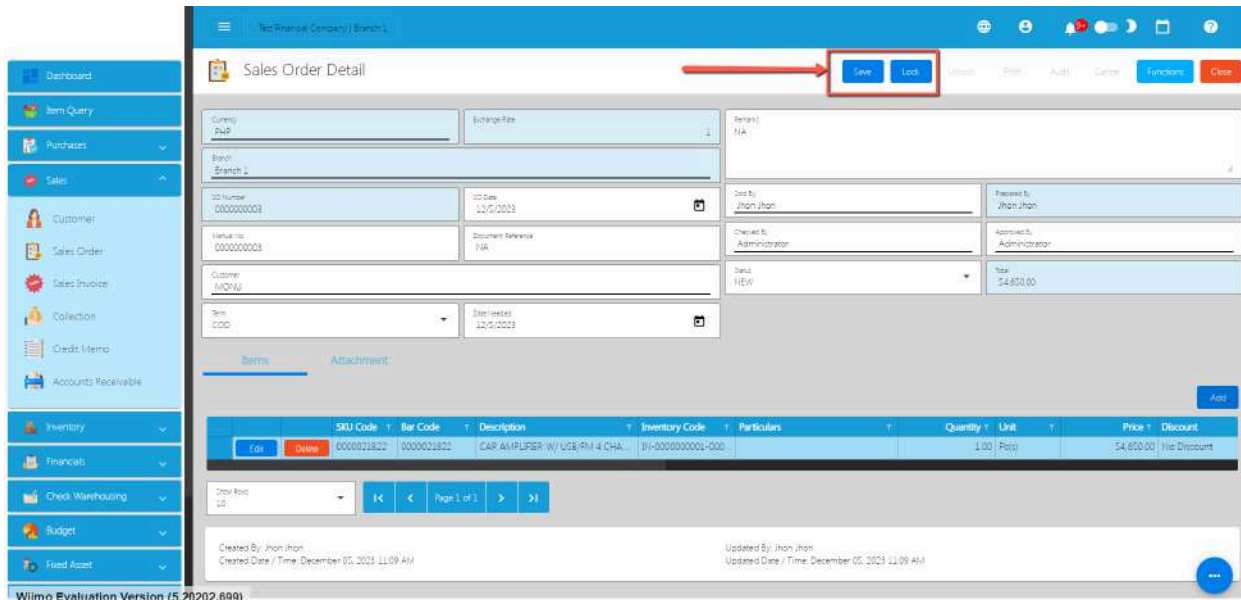


7. If you wish to add additional items, repeat Steps 4 to 6.

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.



**Sales Order Detail**

Save Lock

Currency: PHP Exchange Rate: [dropdown] Remarks: N/A

Branch: Branch 1

SO Number: 000000003 SO Date: 12/5/2023 Order By: Jhon Jhon Prepared By: Jhon Jhon

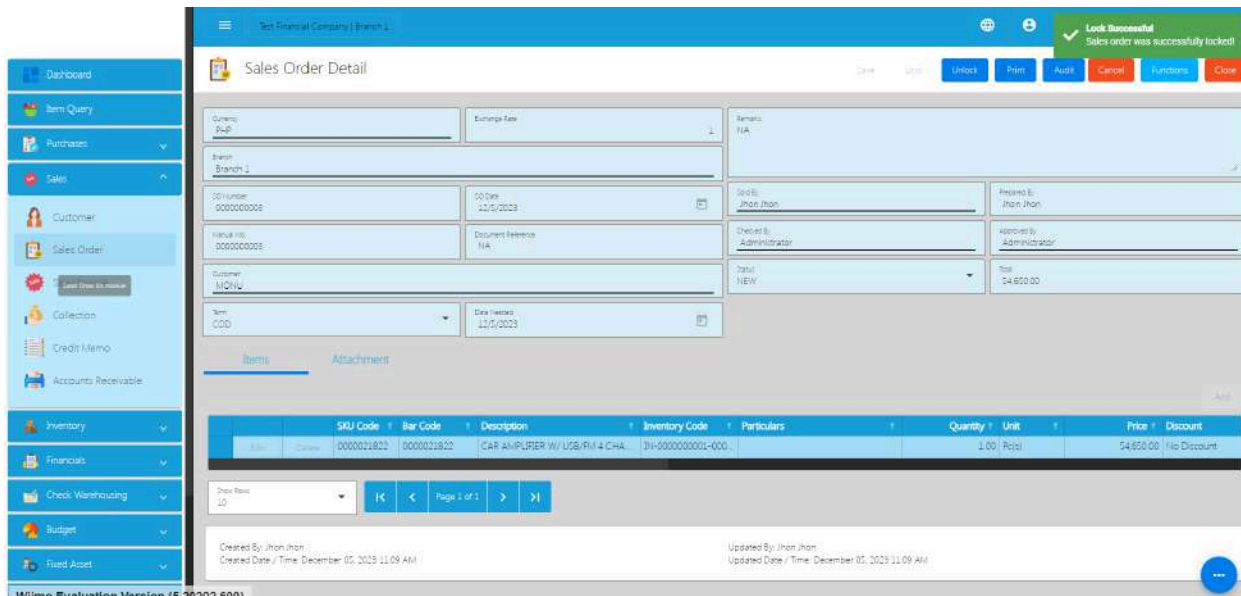
Status: NEW Total: 54,650.00

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Price	Discount
0000021822	0000021822	CAR AMPLIFIER W/ USB/PM 4 CHA.	00-0000000001-000		1.00	Pcjs	54,650.00	No Discount

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

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**Sales Order Detail**

Lock Successful  
Sales order was successfully locked!

Save Lock

Currency: PHP Exchange Rate: [dropdown] Remarks: N/A

Branch: Branch 1

SO Number: 000000003 SO Date: 12/5/2023 Order By: Jhon Jhon Prepared By: Jhon Jhon

Status: NEW Total: 54,650.00

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Price	Discount
0000021822	0000021822	CAR AMPLIFIER W/ USB/PM 4 CHA.	00-0000000001-000		1.00	Pcjs	54,650.00	No Discount

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

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## Sales Order Transaction via Upload Template

10. To add a Sales Order Transaction via Upload Template, go to the Sales Order List then Click Functions.
11. Click Optimized Upload.
12. Select Download Sales Order File Format - an excel file will be downloaded. This is the file format where you will edit or encode the Items that you need to Sales Order.

### 3.1 In the Excel file:

- **Manual Code** *should be unique per transaction, alphanumeric and should not exceed 255 characters.*

**Example:** ABC0000001

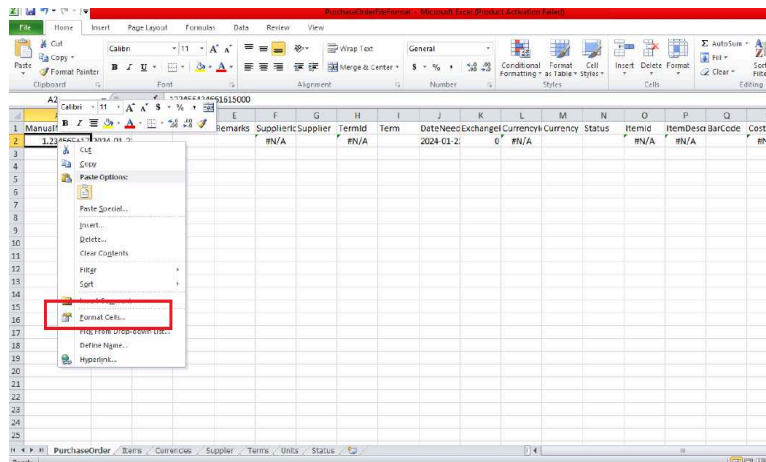
- if the Manual Code starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

**Example:** '00000111231414

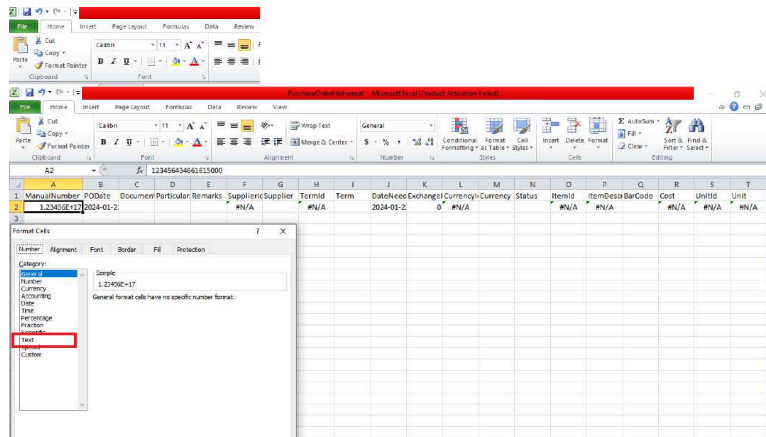
- if the Manual Code starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

Steps on how to change the format to **Text**:

- 1. Right Click the Cell**
- 2. Click Format Cell**



### 3. Choose Text



### 4. Click OK

### 5. Then reselect the field

- **SO Date and Date Needed** - **SO Date** is the date of SO or when it was created. **Date Needed** it can be after or on the date of the SO date, the format of the SO Date and Date Needed should be (yyyy-mm-dd)
- **Document Reference** should be unique per transaction, alphanumeric and should not exceed 255 characters.

**Example:** ABC0000001

- if the Document Reference starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

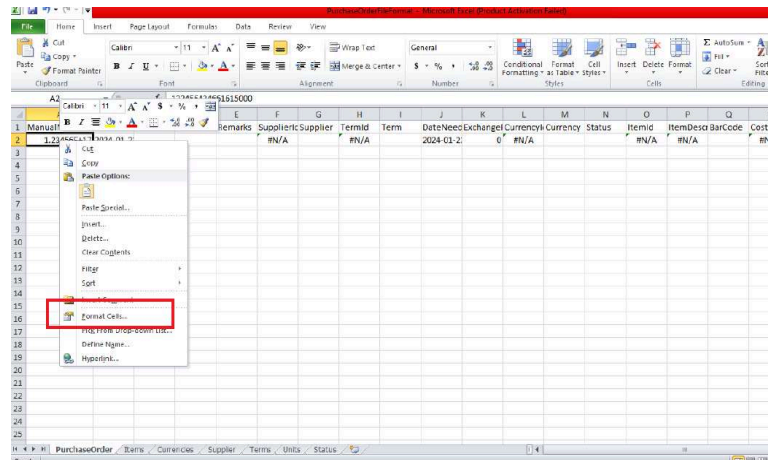
**Example: '0000111231414**

- if the Document Reference starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

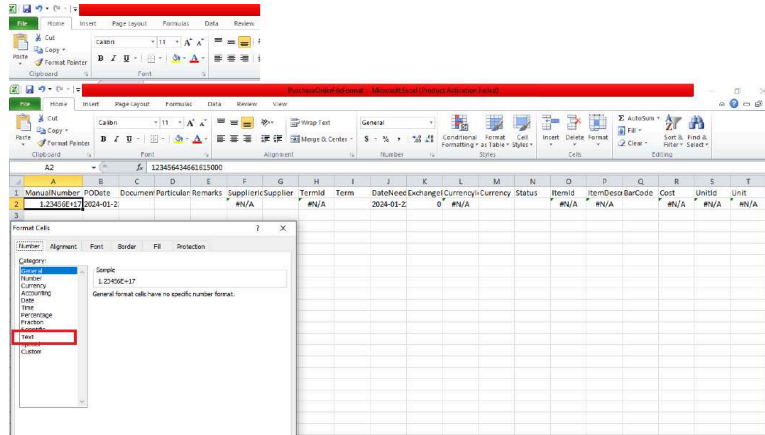
Steps on how to change the format to **Text**:

**1. Right Click the Cell**

**2. Click Format Cell**



### 3. Choose Text



### 4. Click OK

### 5. Then reselect the field

- **Particulars** - in this column this is basically the remarks for each item line, it should be alphanumeric and should not exceed 255 characters.
- **Remarks** - in this column is basically the remarks for the whole transaction, it should be alphanumeric and should not exceed 255 characters.
- **Customer** and **CustomerID** - Select **Customer** from the dropdown and choose the Customer, **CustomerID** will correspond to the selected Customer. **Never edit the CustomerID** since it will automatically change after selecting the Customer.
- **Term** and **TermID** - Select **term** from the dropdown and choose the term, **TermID** will correspond to the selected

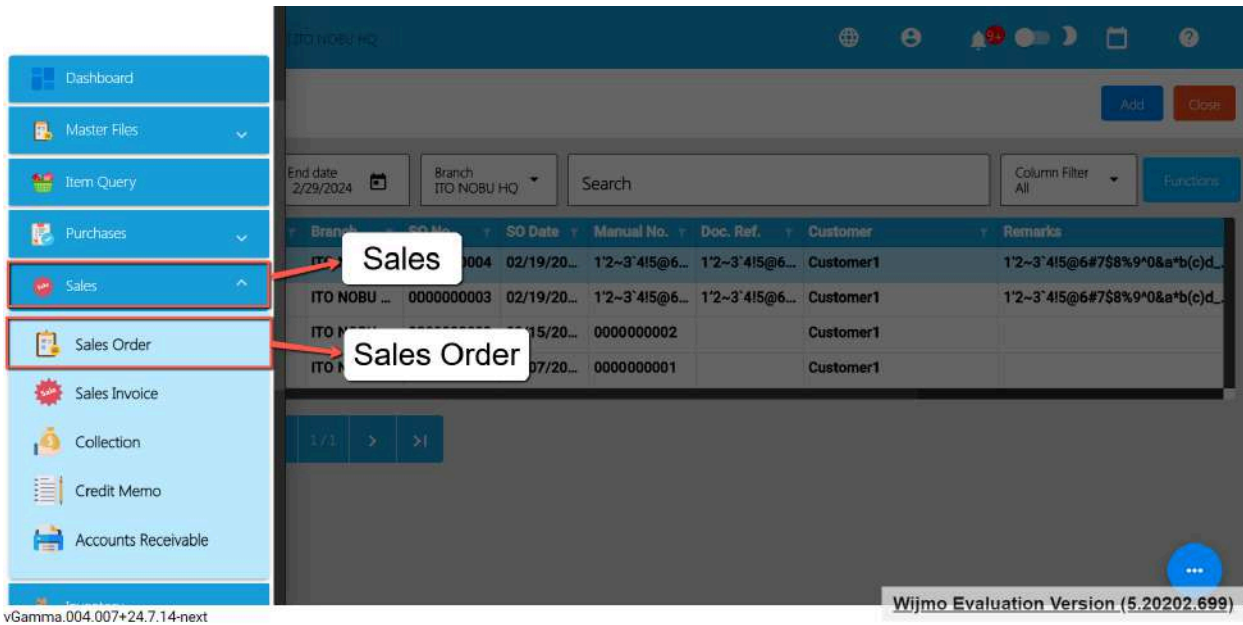
- Term. Never edit the termID since it will automatically change after selecting the Term.*
- **Currency and CurrencyID** - Select the **Currency** from the dropdown and choose the correct Currency, **CurrencyID** will correspond to the selected currency. *Never edit the CurrencyID since it will automatically change after selecting the currency.*
  - **Exchange Rate** - exchange rate is the rate that is used to convert the currency.
  - **Status** - Status is the status of the transaction, just select the status from the dropdown.
  - **ItemID, Item Description, Price, UnitID and Unit** - all these fields are related to the Item. Once the barcode is selected all these fields will also change depending on the barcode that was selected.
  - **Quantity** - Input the quantity that is needed for the Sales Order
  - **Discount and DiscountID** - Select the **Discount** from the dropdown and choose the correct Discount, **DiscountID** will correspond to the selected Discount. *Never edit the DiscountID since it will automatically change after selecting the Discount.*
  - **Amount** - the amount will automatically calculate based on the selected Discount, Price and Quantity.

- **VAT and VATId** - Select the **VAT** from the dropdown and choose the correct VAT, **VATId** will correspond to the selected WTAX. *Never edit the VATId since it will automatically change after selecting the VAT.*
- **WTAX and WTAXId** - Select the **WTAX** from the dropdown and choose the correct WTAX, **WTAXId** will correspond to the selected WTAX. *Never edit the WTAXId since it will automatically change after selecting the WTAX.*

## Cancel Sales Order Transaction

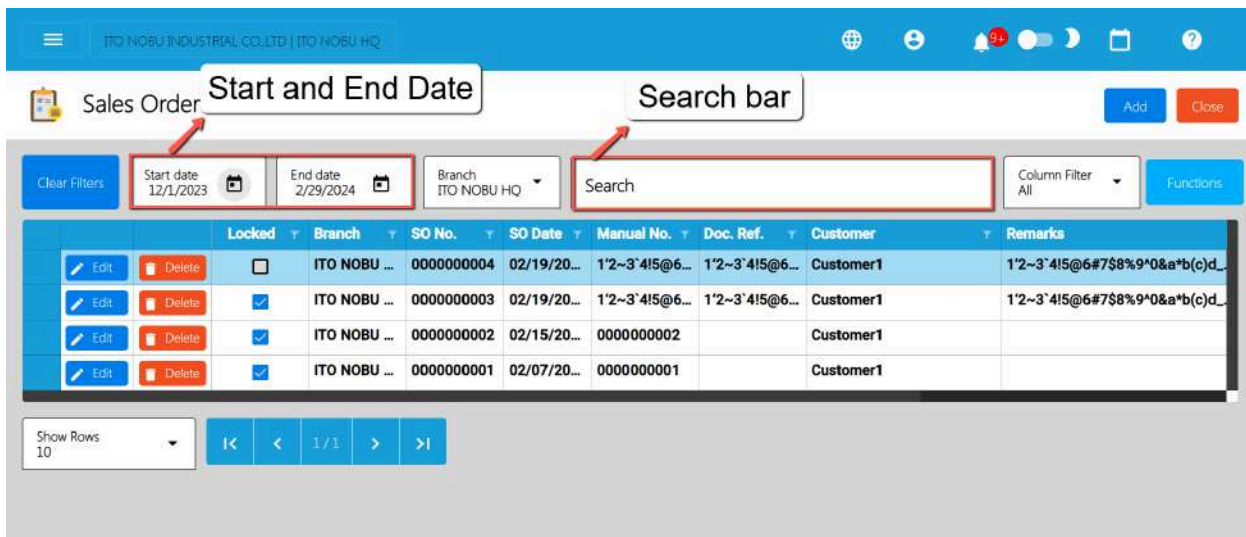
When you need to cancel a Sales Order, it's important to follow these simple steps:

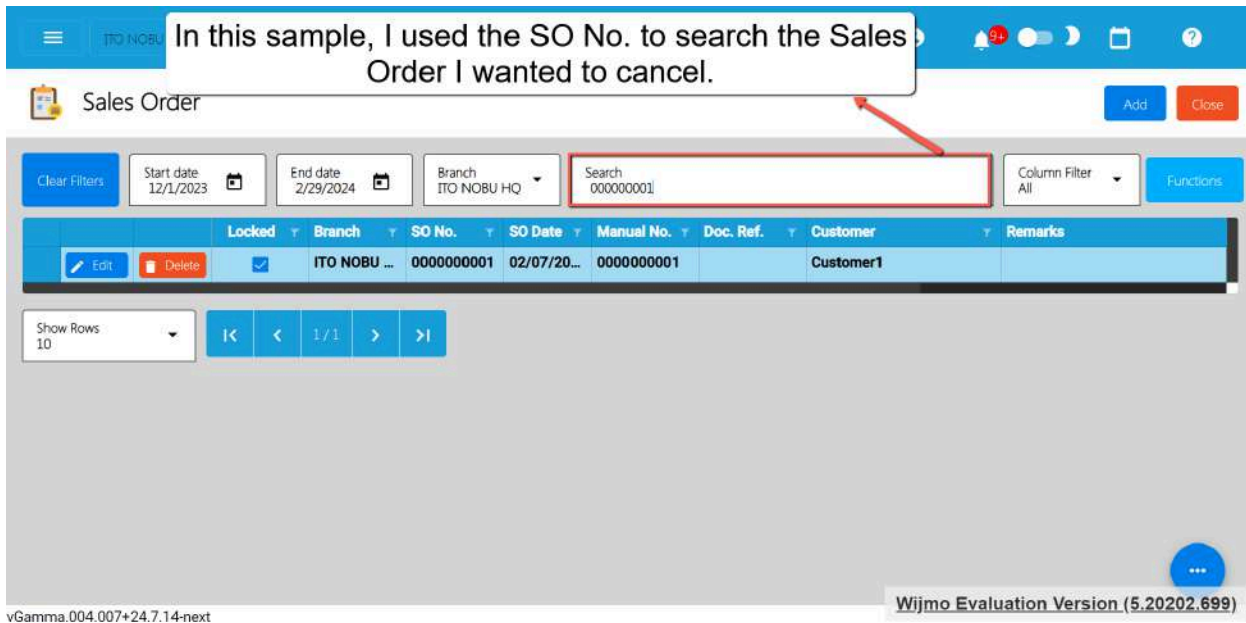
1. **Log In:** Visit your easyFS domain and login with your username and password.
2. **Find your Sales Order:** Navigate to the Sales, then Sales Order. You will be redirected to the Sales Order lists.



**3. Locate the Right One:** From the Sales Order list, you may use the search bar to look for the right Sales Order you want to cancel. You can search using the Sales Order's SONumber, Manual Number, Document Reference, etc.

**Take note: Don't forget to change the Start Date and End Date to your Sales Order's transaction date to display the correct result.**





In this sample, I used the SO No. to search the Sales Order I wanted to cancel.

Sales Order

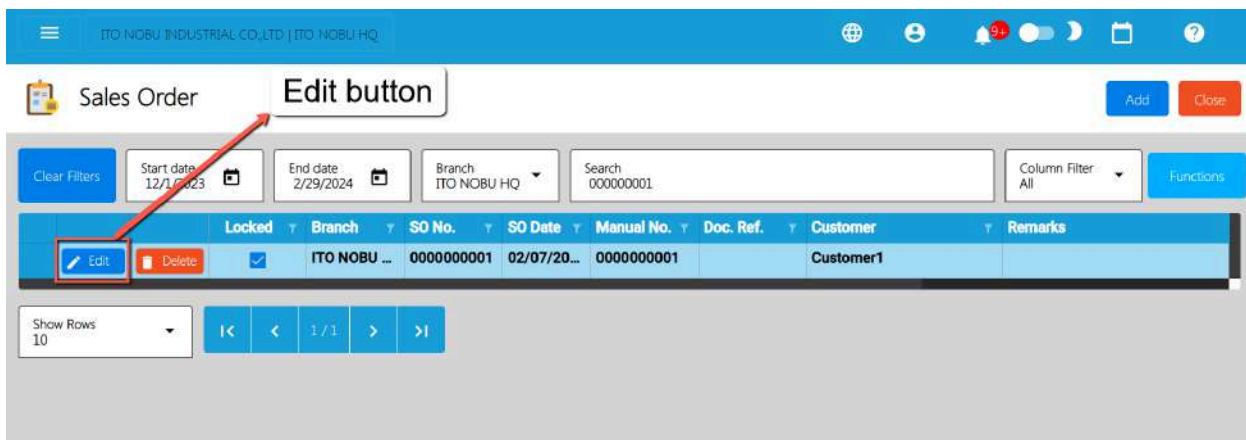
Clear Filters Start date 12/1/2023 End date 2/29/2024 Branch ITO NOBU HQ Search 000000001 Column Filter All Functions

Locked	Branch	SO No.	SO Date	Manual No.	Doc. Ref.	Customer	Remarks
<input checked="" type="checkbox"/>	ITO NOBU ...	0000000001	02/07/20...	0000000001		Customer1	

Show Rows 10

vGamma.004.007+24.7.14-next Wijmo Evaluation Version (5.20202.699)

4. **Open the Sales Order Detail:** Click the Edit button to open the Sales Order detail page.



Sales Order Edit button

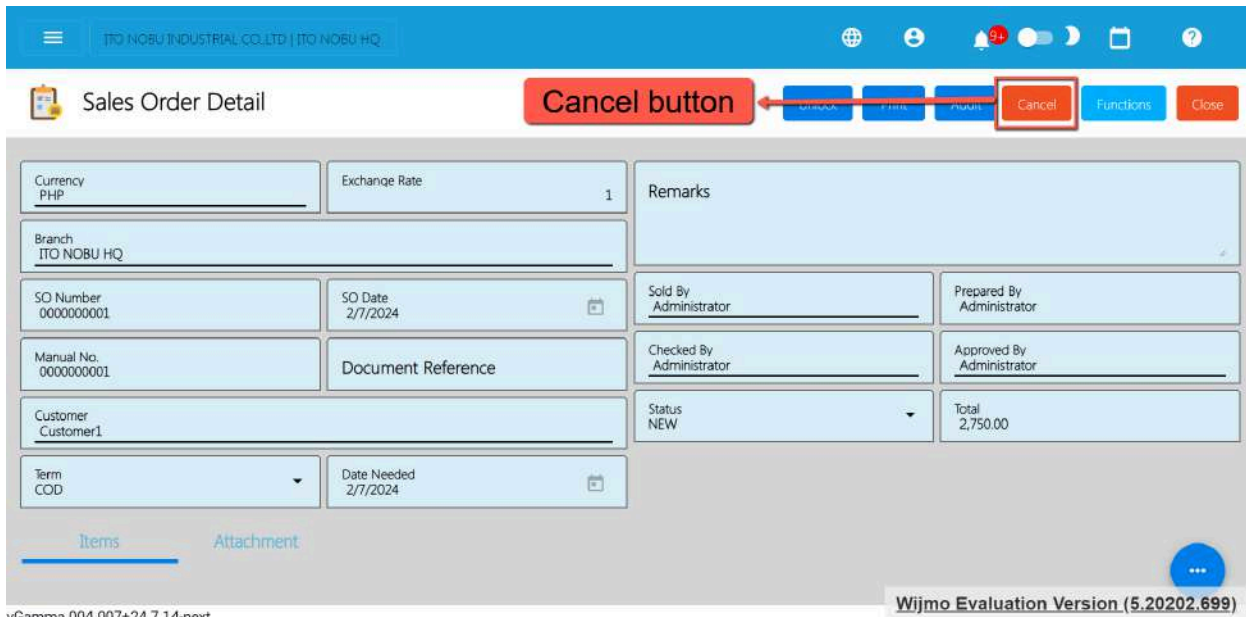
Clear Filters Start date 12/1/2023 End date 2/29/2024 Branch ITO NOBU HQ Search 000000001 Column Filter All Functions

Locked	Branch	SO No.	SO Date	Manual No.	Doc. Ref.	Customer	Remarks
<input checked="" type="checkbox"/>	ITO NOBU ...	0000000001	02/07/20...	0000000001		Customer1	

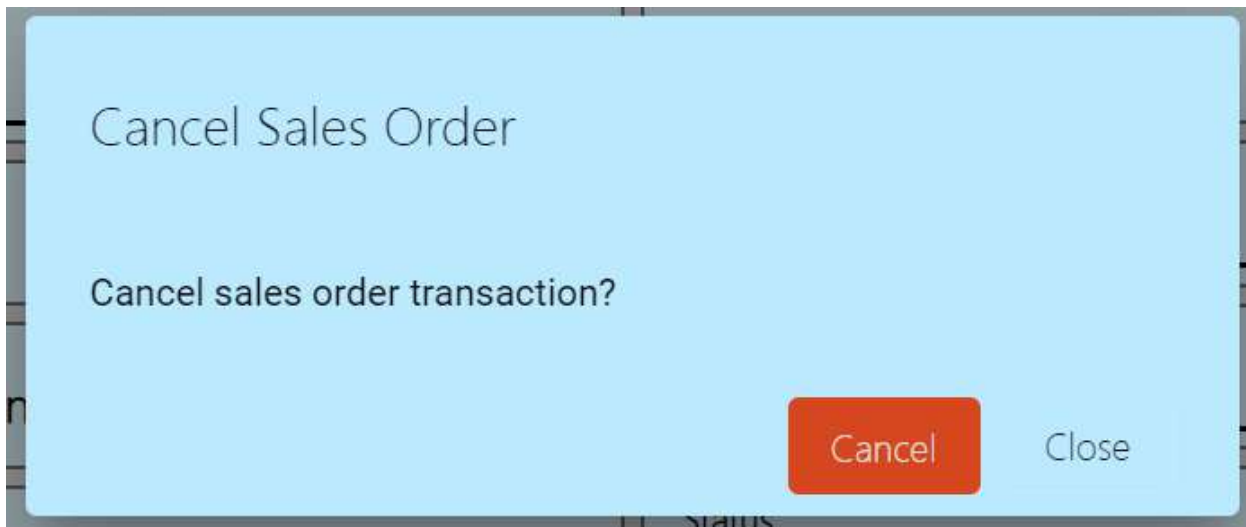
Show Rows 10

5. **Cancel the Sales Order:** To cancel your Sales Order transaction, look for the Cancel button found on the upper-right part of the page, then click.





6. **Confirm Canceling:** After you click the Cancel button, there's a Cancel Sales Order window. If you're sure you want to cancel your Sales Order transaction, click the Cancel button.



7. **Check It's Done:** After canceling, make sure you get a success toast message confirming it's canceled successfully. It is found on the bottom right of the page.



8. **Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
9. **Keep Track:** Remember to make a note somewhere that you canceled the Sales Order, just in case it is needed later.

## 5.3.2 Sales Invoice

### Overview

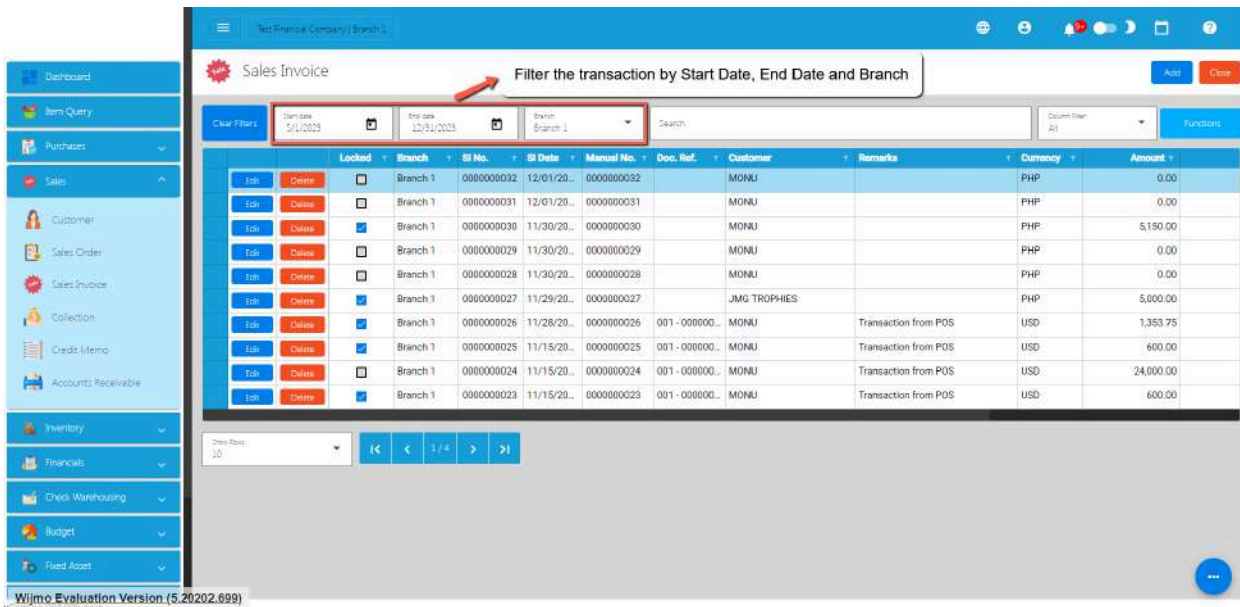
Once the Customer responds/says that the Sales Order is all good, we can now proceed to creating a Sales Invoice.

### 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.

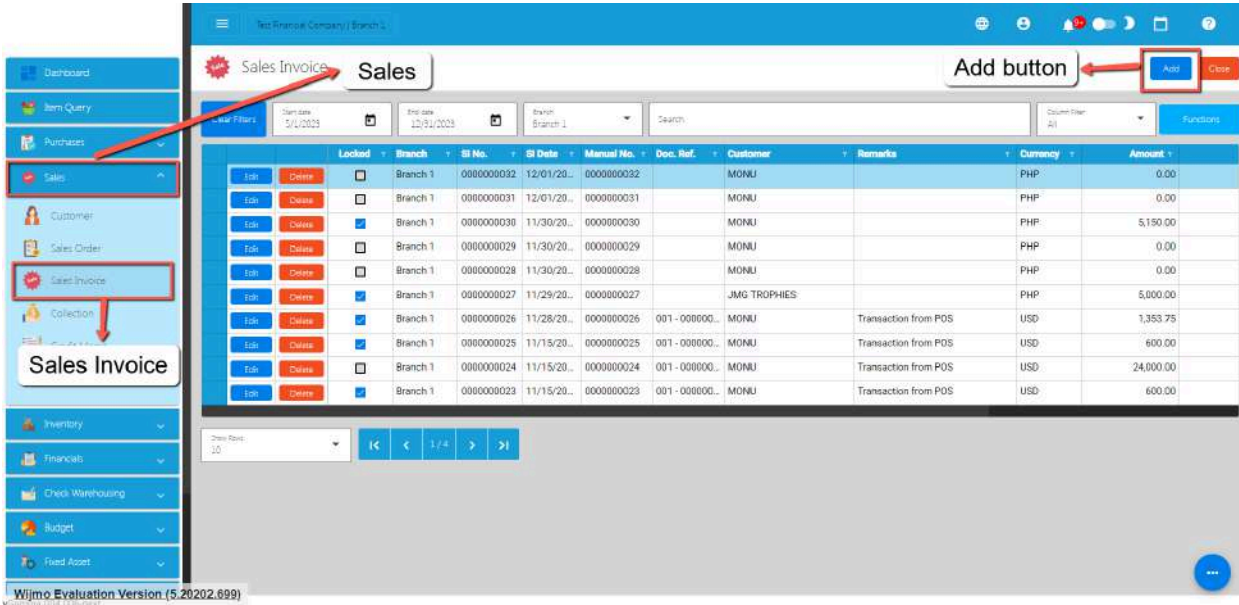


The screenshot shows the 'Sales Invoice' application interface. At the top, there is a search bar with the text 'Filter the transaction by Start Date, End Date and Branch'. Below the search bar, there are filter fields for 'Start date' (5/1/2023), 'End date' (12/31/2023), and 'Branch' (Branch 1). A 'Search' button is located to the right of these fields. Below the search bar, there is a table with columns: Job, Lock, Branch, SI No., SI Date, Manual No., Doc. Ref., Customer, Remarks, Currency, and Amount. The table contains several rows of data, including transactions from POS and JMG TROPHIES. The interface also includes a sidebar with navigation options like Dashboard, Item Query, Purchases, Sales, Customer, Sales Order, Sales Invoice, Collection, Credit Memo, Accounts Receivable, Inventory, Financials, Check Warehousing, Budget, and Fixed Asset.

Job	Lock	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount
Job	Lock	Branch 1	000000032	12/01/20...	000000032		MONU		PHP	0.00
Job	Lock	Branch 1	000000031	12/01/20...	000000031		MONU		PHP	0.00
Job	Lock	Branch 1	000000030	11/30/20...	000000030		MONU		PHP	5,150.00
Job	Lock	Branch 1	000000029	11/30/20...	000000029		MONU		PHP	0.00
Job	Lock	Branch 1	000000028	11/30/20...	000000028		MONU		PHP	0.00
Job	Lock	Branch 1	000000027	11/29/20...	000000027		JMG TROPHIES		PHP	5,000.00
Job	Lock	Branch 1	000000026	11/28/20...	000000026	001-00000...	MONU	Transaction from POS	USD	1,353.75
Job	Lock	Branch 1	000000025	11/15/20...	000000025	001-00000...	MONU	Transaction from POS	USD	600.00
Job	Lock	Branch 1	000000024	11/15/20...	000000024	001-00000...	MONU	Transaction from POS	USD	24,000.00
Job	Lock	Branch 1	000000023	11/15/20...	000000023	001-00000...	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.

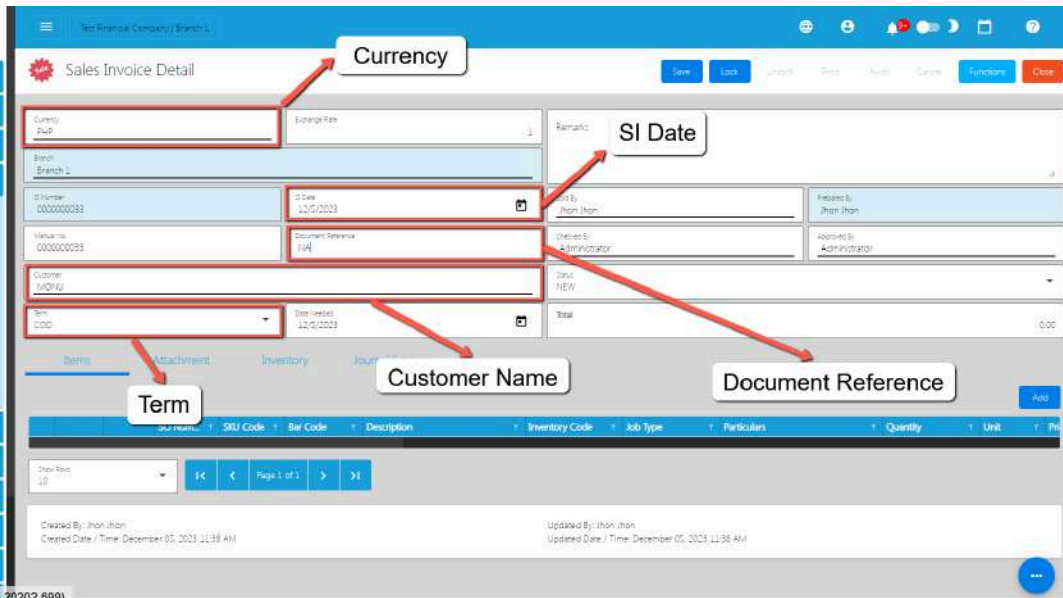


The screenshot displays the Wajimo ERP system's Sales Invoice management interface. The sidebar on the left contains various modules, with 'Sales Invoice' highlighted. The main area shows a 'Sales Invoice' tab and a table of invoices. The table has columns for 'Lock', 'Delete', 'Branch', 'SI No.', 'SI Date', 'Manual No.', 'Doc. Ref.', 'Customer', 'Remarks', 'Currency', and 'Amount'. The 'Add' button is located in the top right corner of the main area.

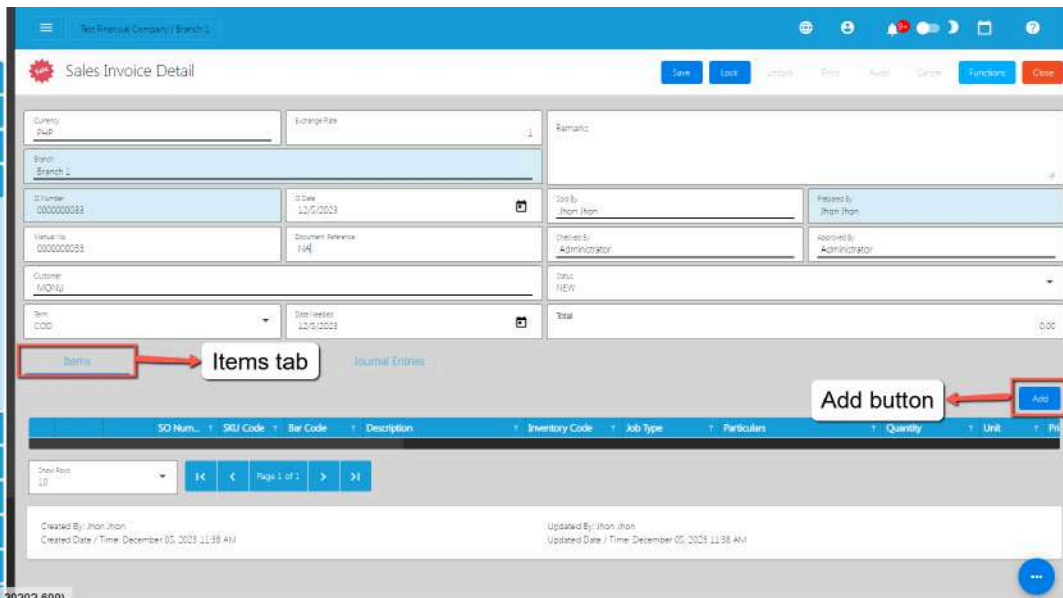
Lock	Delete	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount
<input type="checkbox"/>	<input type="button" value="Delete"/>	Branch 1	000000032	12/01/20...	000000032		MONU		PHP	0.00
<input type="checkbox"/>	<input type="button" value="Delete"/>	Branch 1	000000031	12/01/20...	000000031		MONU		PHP	0.00
<input type="checkbox"/>	<input type="button" value="Delete"/>	Branch 1	000000030	11/30/20...	000000030		MONU		PHP	5,150.00
<input type="checkbox"/>	<input type="button" value="Delete"/>	Branch 1	000000029	11/30/20...	000000029		MONU		PHP	0.00
<input type="checkbox"/>	<input type="button" value="Delete"/>	Branch 1	000000028	11/30/20...	000000028		MONU		PHP	0.00
<input type="checkbox"/>	<input type="button" value="Delete"/>	Branch 1	000000027	11/29/20...	000000027		JMG TROPHIES		PHP	5,000.00
<input type="checkbox"/>	<input type="button" value="Delete"/>	Branch 1	000000026	11/28/20...	000000026	001-00000...	MONU	Transaction from POS	USD	1,353.75
<input type="checkbox"/>	<input type="button" value="Delete"/>	Branch 1	000000025	11/15/20...	000000025	001-00000...	MONU	Transaction from POS	USD	600.00
<input type="checkbox"/>	<input type="button" value="Delete"/>	Branch 1	000000024	11/15/20...	000000024	001-00000...	MONU	Transaction from POS	USD	24,000.00
<input type="checkbox"/>	<input type="button" value="Delete"/>	Branch 1	000000023	11/15/20...	000000023	001-00000...	MONU	Transaction from POS	USD	600.00

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

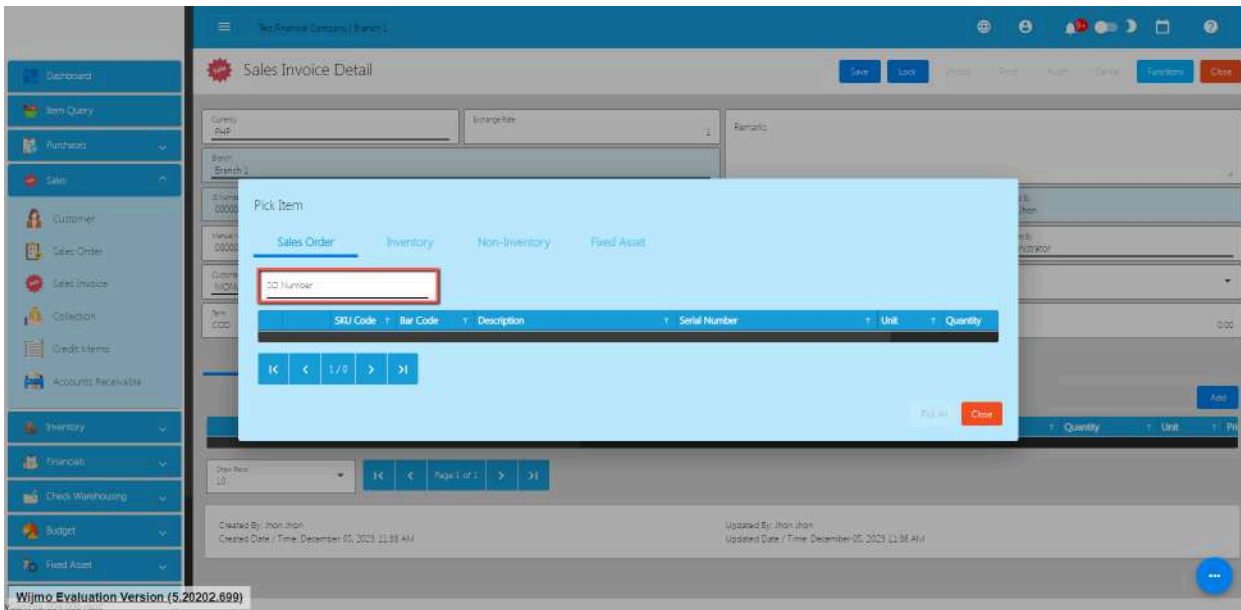
- Currency
- Customer Name
- SI Date
- Term
- Document Reference



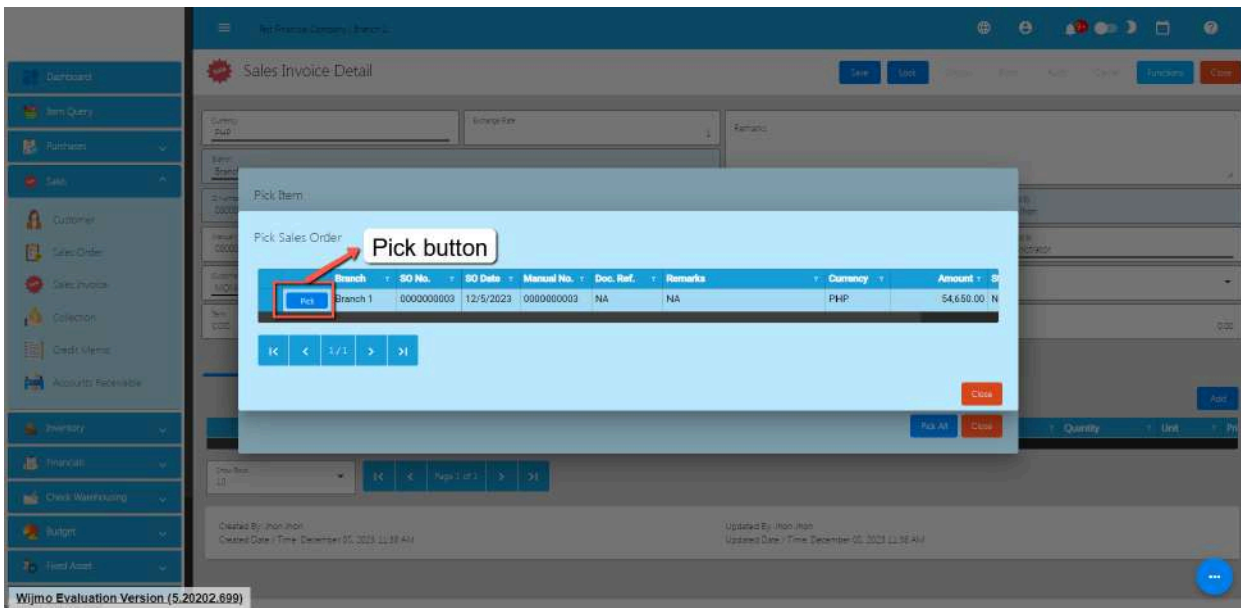
3. To add a Sales Invoice Line Item, click the **Add** button on the right part of the page under Items tab.



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

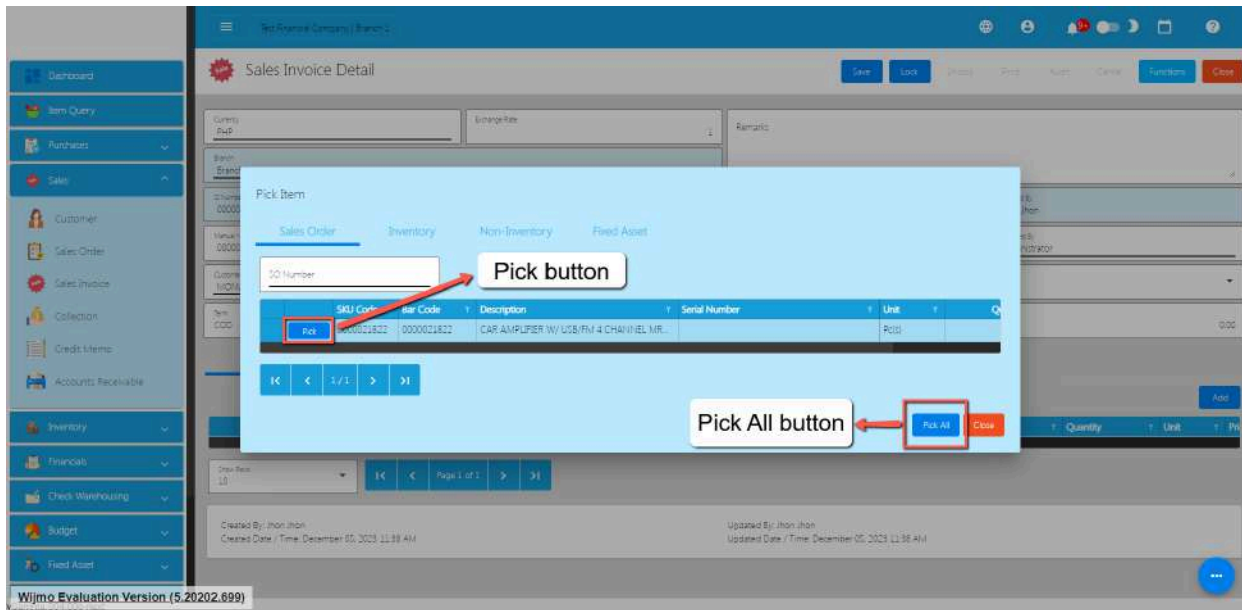


5. Once clicked, it will pop up all the Sales Order line items.  
Click the Pick button.



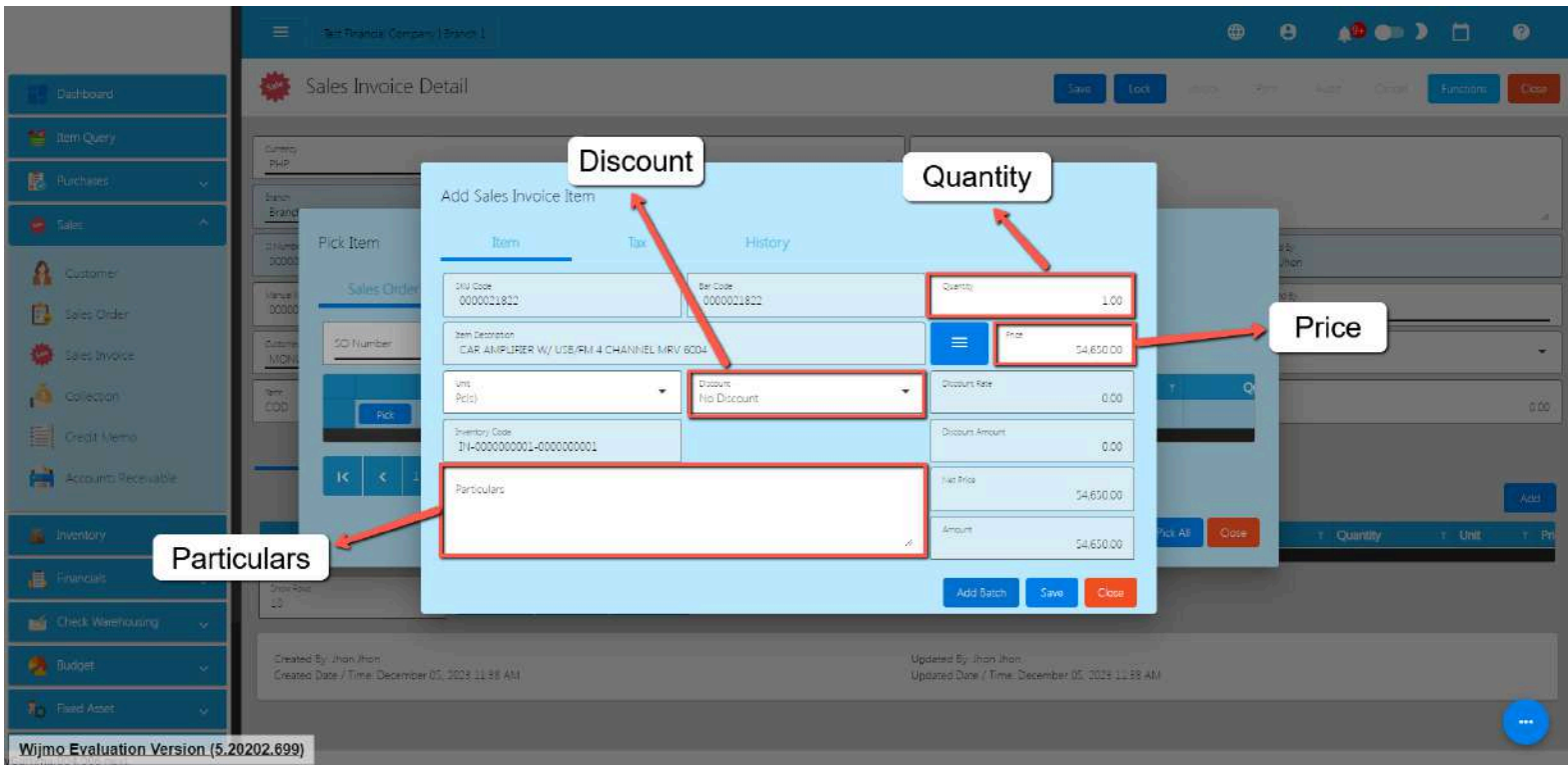
6. There are two ways to add the Sales Order's line items to the  
Sales Invoice line items: (1) Click the **Pick All** button to

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** and **Price**.

- If your sales transaction has a discount, you may select the correct discount by clicking on the Discount dropdown. If discount does not exist on the dropdown, you may add a new discount detail by navigating to the **System>System Tables>Discounts>Add** button.



- If your Customer for the sales transaction has a withholding tax, you may set that up by clicking the Tax tab first and look for the Withholding Tax dropdown. By its default value, it is based on the Customer's WTAX field which you can update by navigating to Master Files>Customer.



PHD 1 Transaction from POS

Edit Sales Invoice Item

Item **Tax** History

VAT NO VAT	VAT Rate 0.00	VAT Amount 0.00
<b>Withholding Tax 5% EWT</b>	Withholding Tax Rate 5.00	Withholding Tax Amount 922.50
Government VAT No WHT	Government VAT Rate 0.00	Government VAT Amount 0.00

Add Batch Save Close

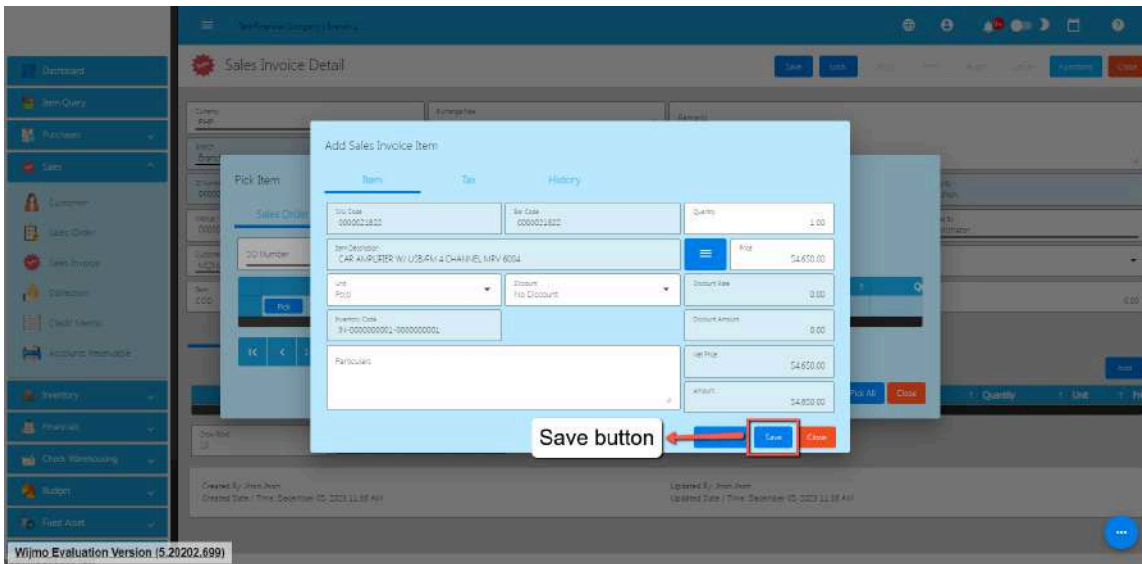
Customer Detail Encode NA or NULL if you don't have any value. Save Lock Unlock Close

**Walk- In**  
000000001

Manual Code 000000001	Category NA	Proprietorship Corporation
Customer Walk- In	Term COD	Discount Zero Discount
Receivable Account Code 01.01.104	Receivable Account Accounts Receivable	TIN 000-000-000
Particulars NA	TIN Branch Code NA	OSCA or Senior Citizen/PWD Number NA
Contact Person NA	Contact Number	Province
Email Address NA	Street Barangay NA	City NA
	Region NA	Business Style NA
	WTAX 5% EWT	

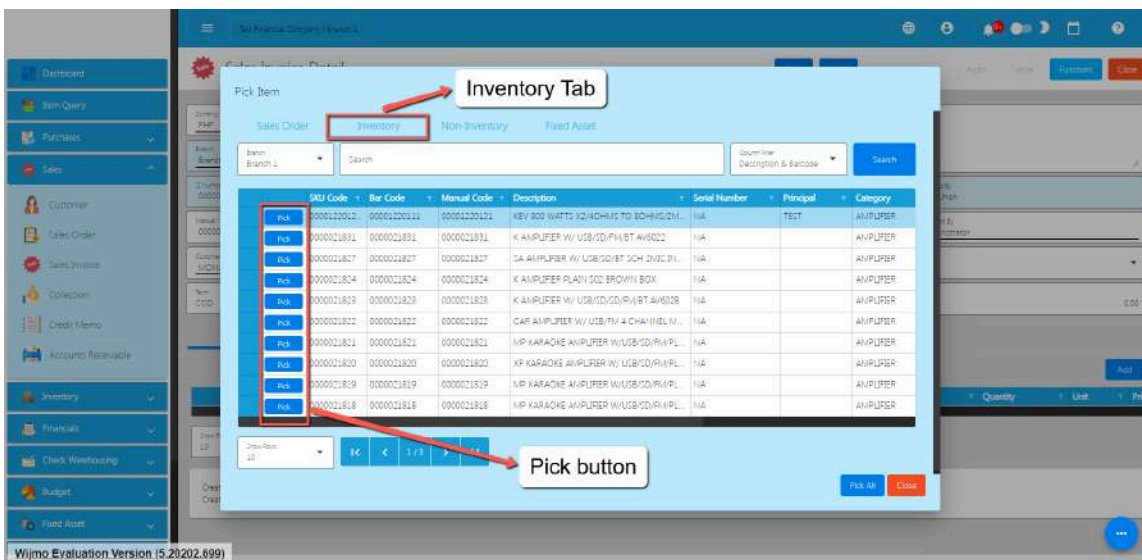
Customer's WTAX field

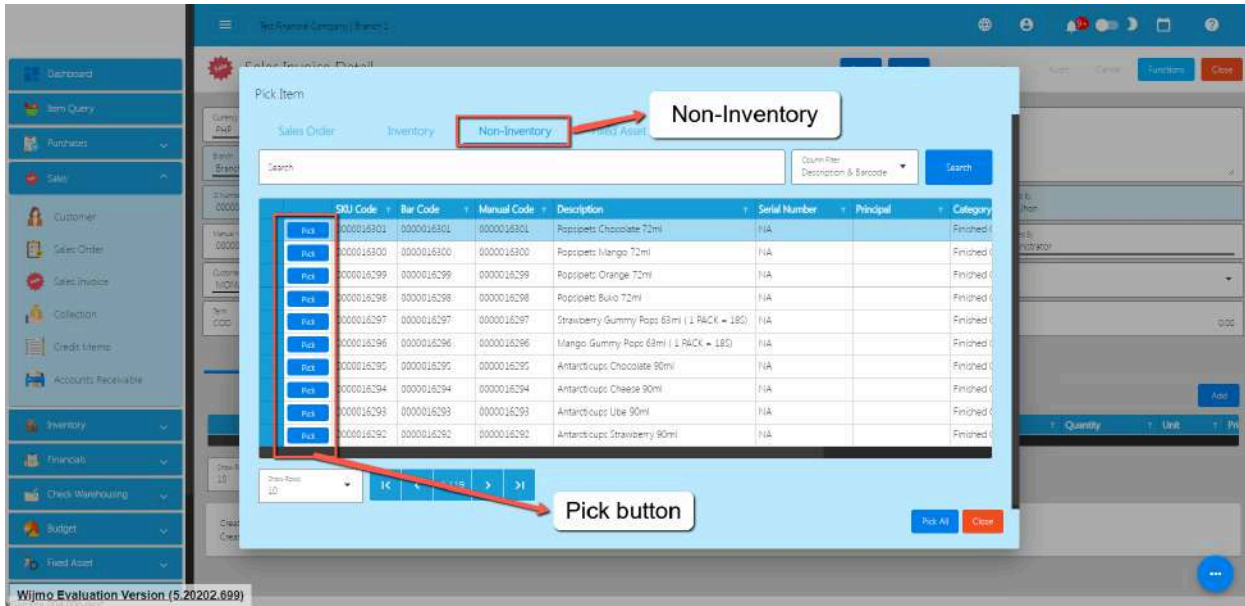
8. After that, click the Save button.



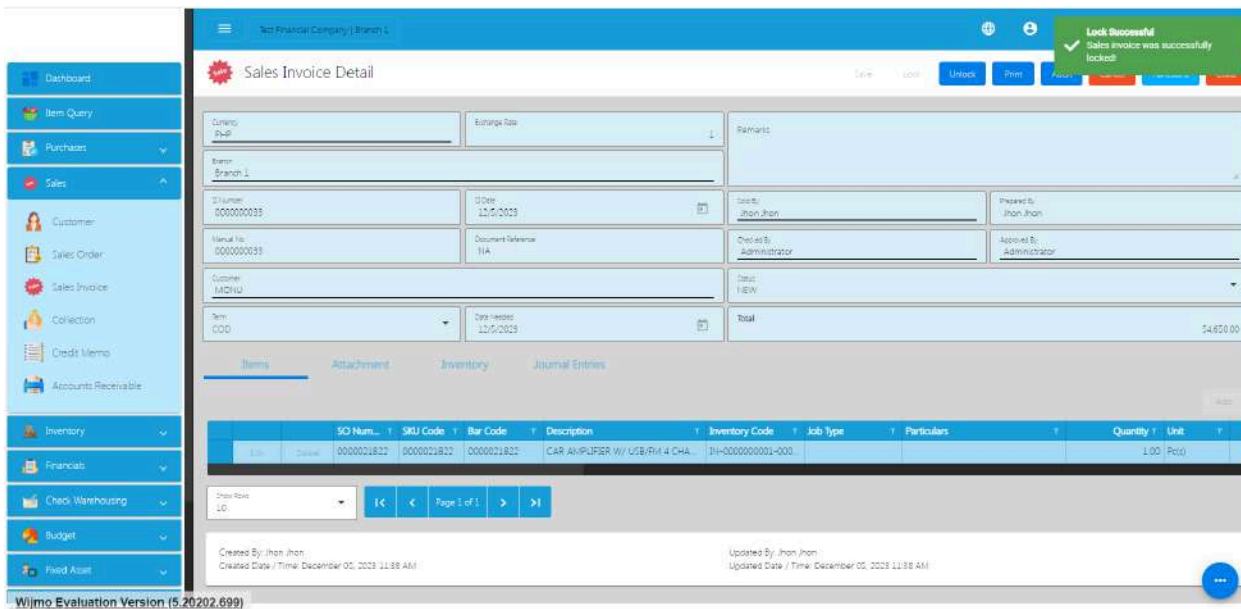
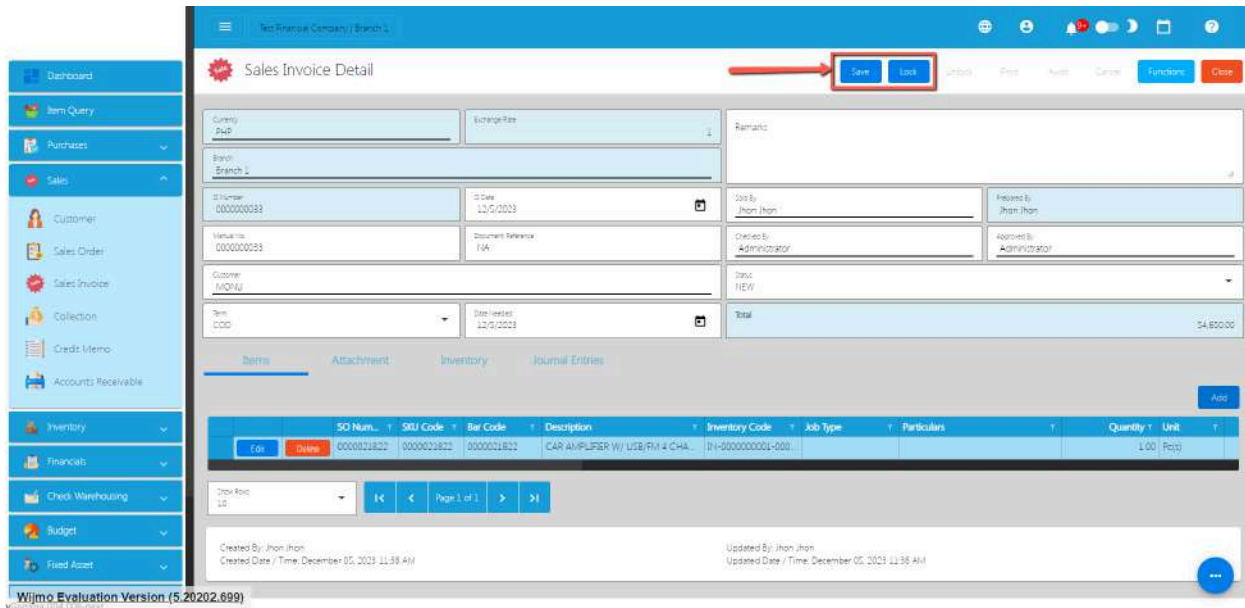
9. If you wish to add more items, repeat Steps 6 to 8.

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.





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



## Sales Invoice Transaction via Upload Template

1. To add a Sales Invoice Transaction via Upload Template, go to the Sales Invoice List then Click Functions
2. Click Optimized Upload.

3. Select Download Sales Invoice File Format - an excel file will be downloaded. This is the file format where you will edit or encode the Items that you need to Sales Invoice.

3.1 In the Excel file:

a. **Manual Code** should be unique per transaction, alphanumeric and should not exceed 255 characters. **Example:** ABC0000001 - if the Manual Code starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

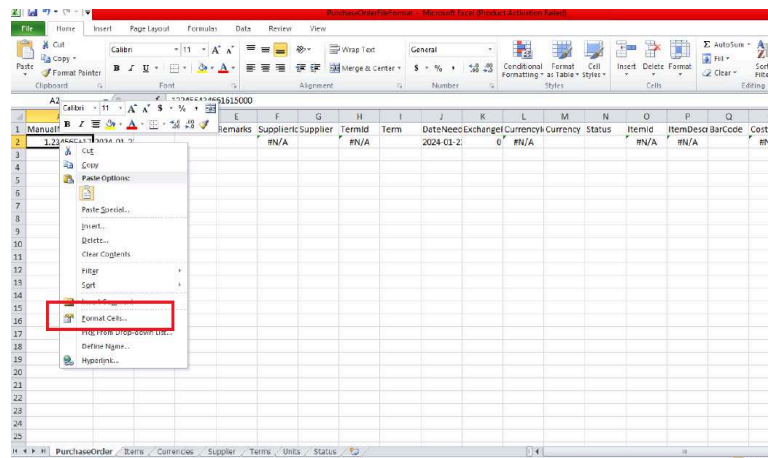
**Example: '0000011231414**

- if the Manual Code starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

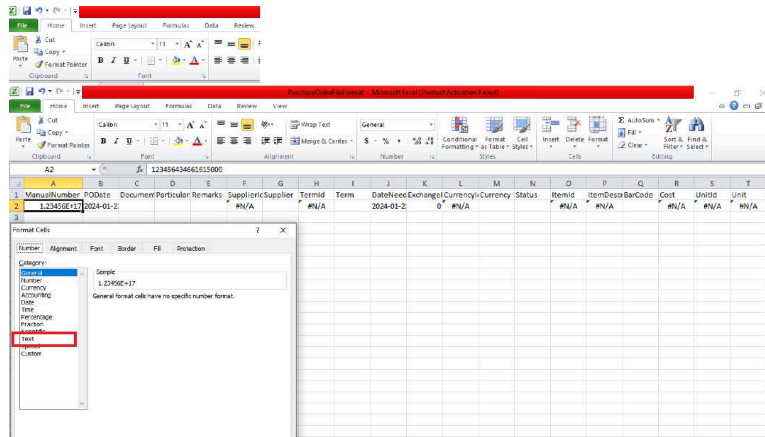
Steps on how to change the format to **Text**:

3. **Right Click the Cell**

4. **Click Format Cell**



3. **Choose Text**



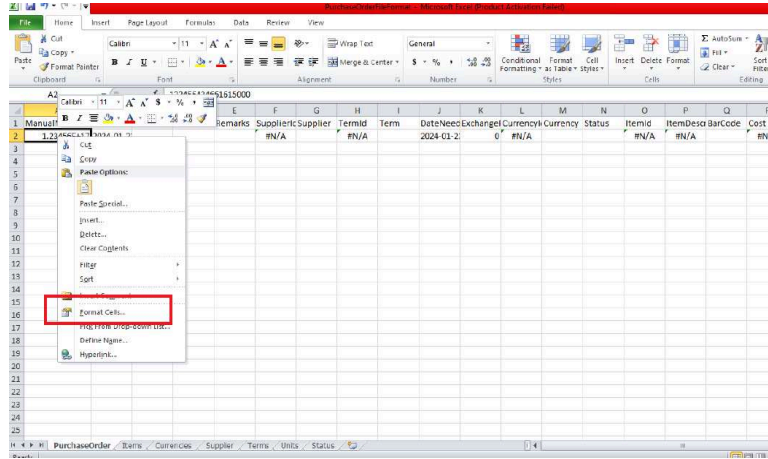
#### 4. Click OK

#### 5. Then reselect the field

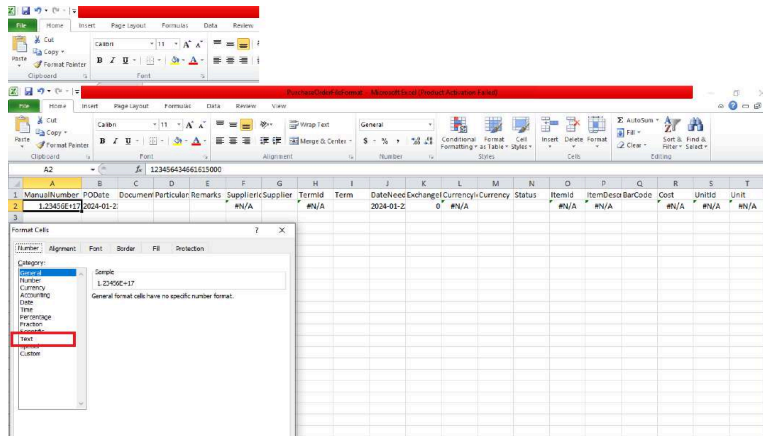
- b. **SI Date** and **Date Needed - SI Date** is the date of SI or when it was created. **Date Needed** it can be after or on the date of the SI date, the format of the SI Date and Date Needed should be (yyyy-mm-dd)
- c. **Document Reference** should be unique per transaction, alphanumeric and should not exceed 255 characters. **Example:** ABC0000001
- if the Document Reference starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.
- Example: '0000011231414**
- if the Document Reference starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

Steps on how to change the format to **Text**:

1. Right Click the Cell
2. Click Format Cell



3. Choose Text



4. Click OK

5. Then reselect the field

d. **Particulars** - in this column this is basically the remarks for each item line, it should be alphanumeric and should not exceed 255 characters.

- e. **Remarks** - *in this column is basically the remarks for the whole transaction, it should be alphanumeric and should not exceed 255 characters.*
- f. **Customer** and **CustomerID** - *Select **Customer** from the dropdown and choose the Customer, **CustomerID** will correspond to the selected Customer. **Never edit the CustomerID** since it will automatically change after selecting the Customer.*
- g. **Term** and **TermID** - *Select **term** from the dropdown and choose the term, **TermID** will correspond to the selected Term. **Never edit the termID** since it will automatically change after selecting the Term.*
- h. **Currency** and **CurrencyID** - *Select the **Currency** from the dropdown and choose the correct Currency, **CurrencyID** will correspond to the selected currency. **Never edit the CurrencyID** since it will automatically change after selecting the currency.*
- i. **Exchange Rate** - *exchange rate is the rate that is used to convert the currency.*
- j. **Status** - *Status is the status of the transaction, just select the status from the dropdown.*
- k. **ItemID, Item Description, Price, UnitID and Unit** - *all these fields are related to the Item. Once the barcode is selected all these fields will also change depending on the barcode that was selected.*

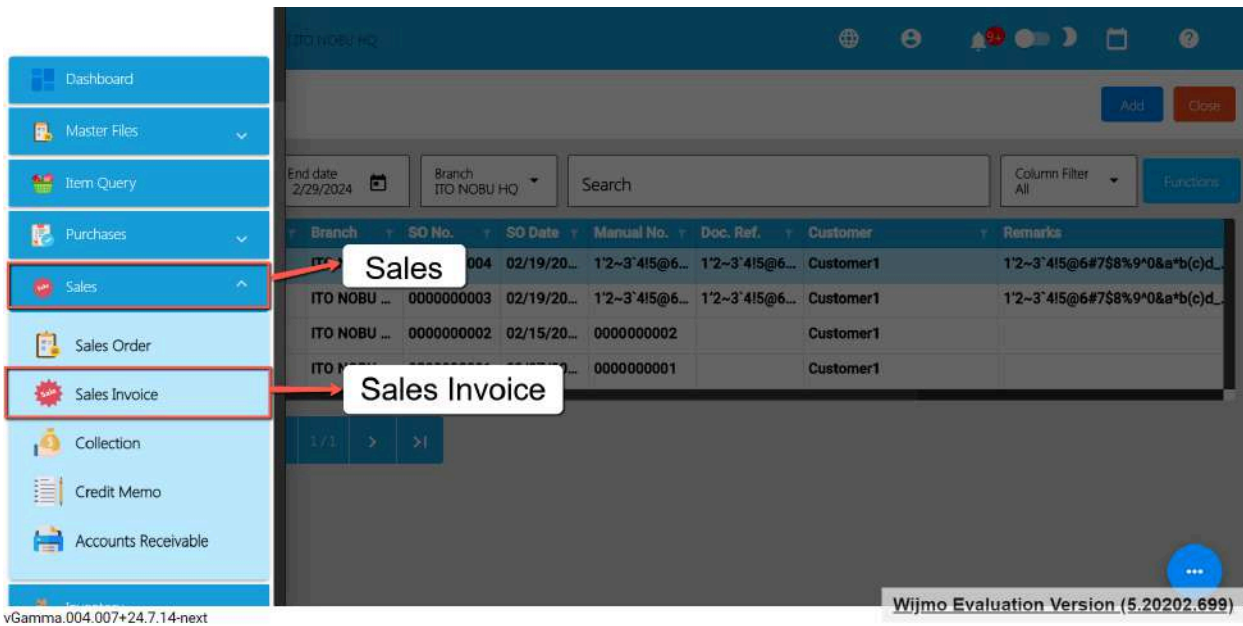


- l. **Quantity** - *Input the quantity that is needed for the Sales Invoice.*
- m. **Discount and DiscountID** - *Select the **Discount** from the dropdown and choose the correct Discount, **DiscountID** will correspond to the selected Discount. **Never edit the DiscountID since it will automatically change after selecting the Discount.***
- n. **VAT and VATId** - *Select the **VAT** from the dropdown and choose the correct VAT, **VATId** will correspond to the selected WTAX. **Never edit the VATId since it will automatically change after selecting the VAT.***
- o. **WTAX and WTAXId** - *Select the **WTAX** from the dropdown and choose the correct WTAX, **WTAXId** will correspond to the selected WTAX. **Never edit the WTAXId since it will automatically change after selecting the WTAX.***
- p. **GVAT and GVATId** - *Select the **GVAT** from the dropdown and choose the correct GVAT, **GVATId** will correspond to the selected GVAT. **Never edit the GVATId since it will automatically change after selecting the GVAT.***
- q. **PaidAmount** - *input the amount paid by the Customer.*

## Cancel Sales Invoice Transaction

When you need to cancel a Sales Invoice, it's important to follow these simple steps:

1. **Log In:** Visit your easyFS domain and login with your username and password.
2. **Find your Sales Invoice:** Navigate to the Sales, then Sales Invoice. You will be redirected to the Sales Invoice lists.



3. **Locate the Right One:** From the Sales Invoice list, you may use the search bar to look for the right Sales Invoice you want to cancel. You can search using the Sales Invoice's SI Number, Manual Number, Document Reference, etc.

**Take note: Don't forget to change the Start Date and End Date to your Sales Invoice's transaction date to display the correct result.**

**Sales Invoice** Start and End Date Search Bar Add Close

Clear Filters Start date 7/1/2023 End date 2/29/2024 Branch ITO NOBU HQ Search Column Filter All Functions

	Locked	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks
Edit Delete	✓	ITO NOBU ...	0000020146	09/22/20...	0000020146	002 - 00000...	Walk-In	Sales Posting Completed.
Edit Delete	✓	ITO NOBU ...	0000020145	09/22/20...	0000020145	002 - 00000...	Walk-In	Sales Posting Completed.
Edit Delete	✓	ITO NOBU ...	0000020144	09/22/20...	0000020144	002 - 00000...	Walk-In	Sales Posting Completed.
Edit Delete	✓	ITO NOBU ...	0000020143	09/22/20...	0000020143	002 - 00000...	Walk-In	Sales Posting Completed.
Edit Delete	✓	ITO NOBU ...	0000020142	09/22/20...	0000020142	002 - 00000...	Walk-In	Sales Posting Completed.
Edit Delete	✓	ITO NOBU ...	0000020141	09/22/20...	0000020141	002 - 00000...	Walk-In	Sales Posting Completed.
Edit Delete	✓	ITO NOBU ...	0000020140	09/22/20...	0000020140	002 - 00000...	Walk-In	Sales Posting Completed.
Edit Delete	✓	ITO NOBU ...	0000020139	09/22/20...	0000020139	002 - 00000...	Walk-In	Sales Posting Completed.
Edit Delete	✓	ITO NOBU ...	0000020138	09/22/20...	0000020138	002 - 00000...	Walk-In	Sales Posting Completed.
Edit Delete	✓	ITO NOBU ...	0000020137	09/22/20...	0000020137	002 - 00000...	Walk-In	Sales Posting Completed.

Show Rows 10 vGamma.004.007+24.7.14-next Wijmo Evaluation Version (5.20202.699)

In this sample, I used the SI No. to search a Sales Invoice to cancel.

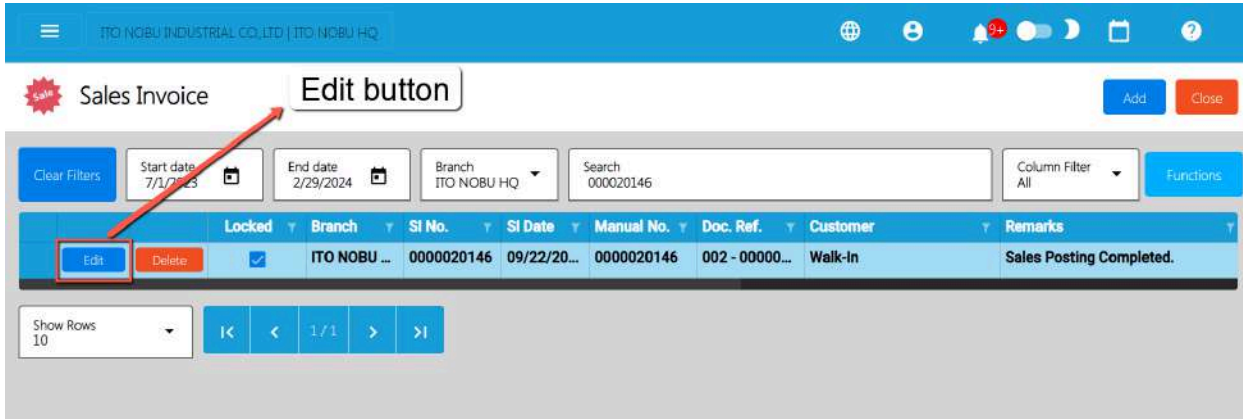
S Add Close

Clear Filters Start date 7/1/2023 End date 2/29/2024 Branch ITO NOBU HQ Search 000020146 Column Filter All Functions

	Locked	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks
Edit Delete	✓	ITO NOBU ...	0000020146	09/22/20...	0000020146	002 - 00000...	Walk-In	Sales Posting Completed.

Show Rows 10

4. **Open the Sales Invoice Detail:** Click the Edit button to open the Sales Invoice detail page.



ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

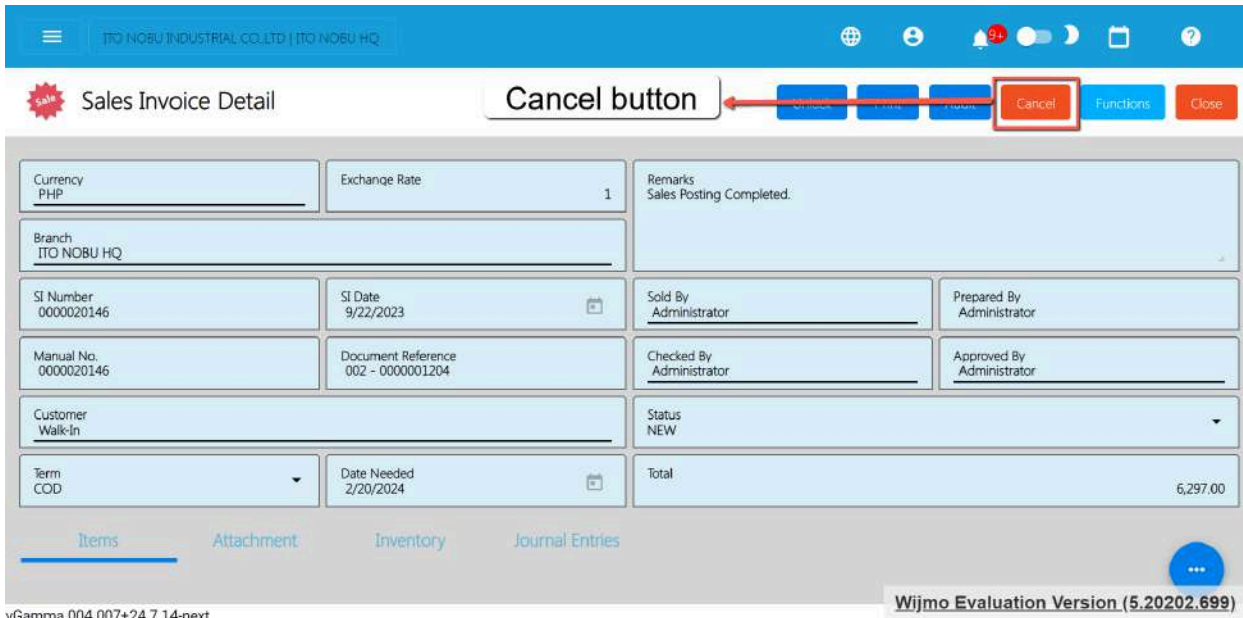
**Sales Invoice** Edit button Add Close

Clear Filters Start date: 7/1/2023 End date: 2/29/2024 Branch: ITO NOBU HQ Search: 000020146 Column Filter: All Functions

Locked	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks
<input checked="" type="checkbox"/>	ITO NOBU ...	0000020146	09/22/20...	0000020146	002 - 00000...	Walk-in	Sales Posting Completed.

Show Rows: 10 << < 1/1 > >>

5. **Cancel the Sales Invoice:** To cancel your Sales Invoice transaction, look for the Cancel button found on the upper-right part of the page, then click.



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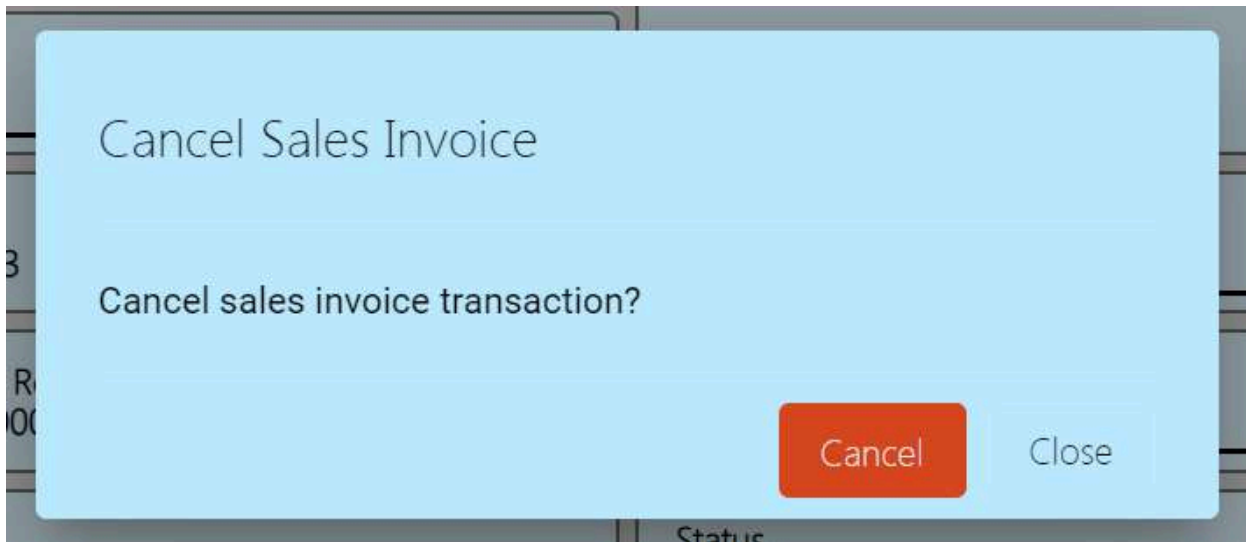
**Sales Invoice Detail** Cancel button Cancel Functions Close

Currency: PHP	Exchange Rate: 1	Remarks: Sales Posting Completed.	
Branch: ITO NOBU HQ			
SI Number: 0000020146	SI Date: 9/22/2023	Sold By: Administrator	Prepared By: Administrator
Manual No.: 0000020146	Document Reference: 002 - 000001204	Checked By: Administrator	Approved By: Administrator
Customer: Walk-in	Status: NEW		
Term: COD	Date Needed: 2/20/2024	Total:	6,297.00

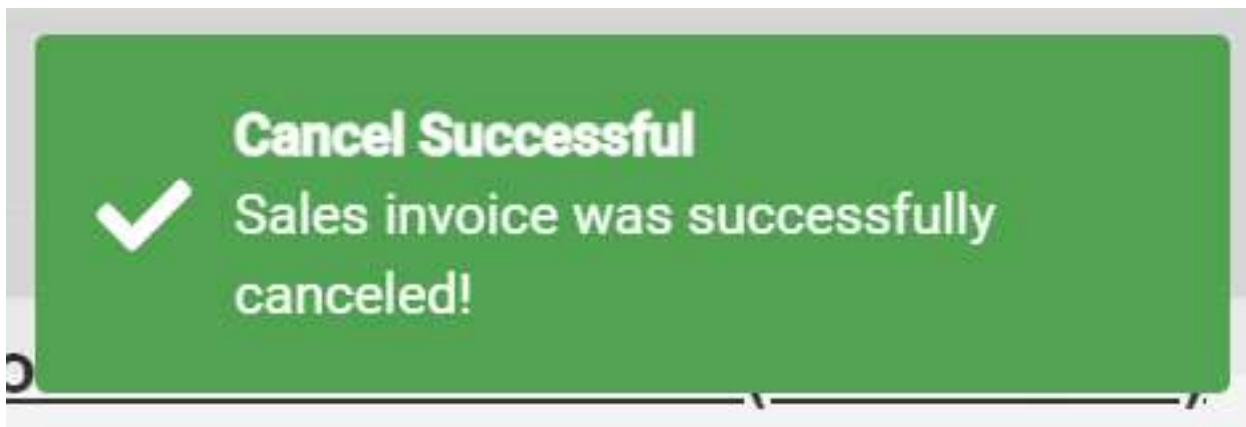
Items Attachment Inventory Journal Entries

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6. **Confirm Canceling:** After you click the Cancel button, there's a Cancel Sales Invoice window. If you're sure you want to cancel your Sales Invoice transaction, click the Cancel button.



- 7. Check It's Done:** After canceling, make sure you get a success toast message confirming it's canceled successfully. It is found on the bottom right of the page.



- 8. Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
- 9. Keep Track:** Remember to make a note somewhere that you canceled the Sales Invoice, just in case it is needed later.

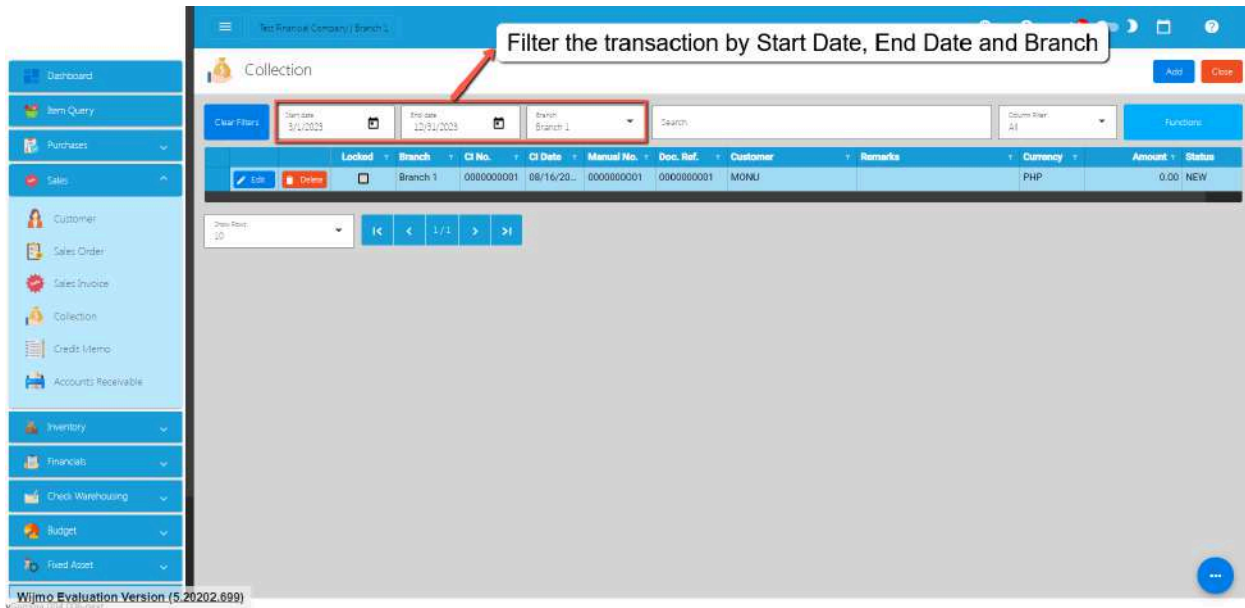
## 5.3.3 Collection

### Overview

Collection is created when Sales Invoice payment is already collected.

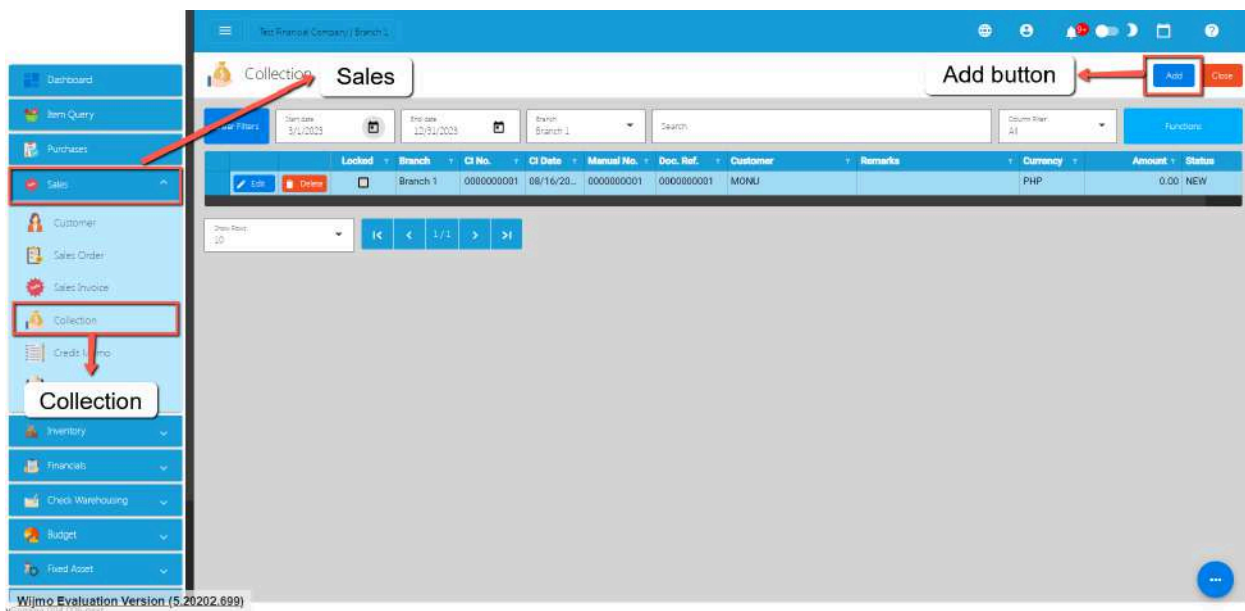
### Collection List

- 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.

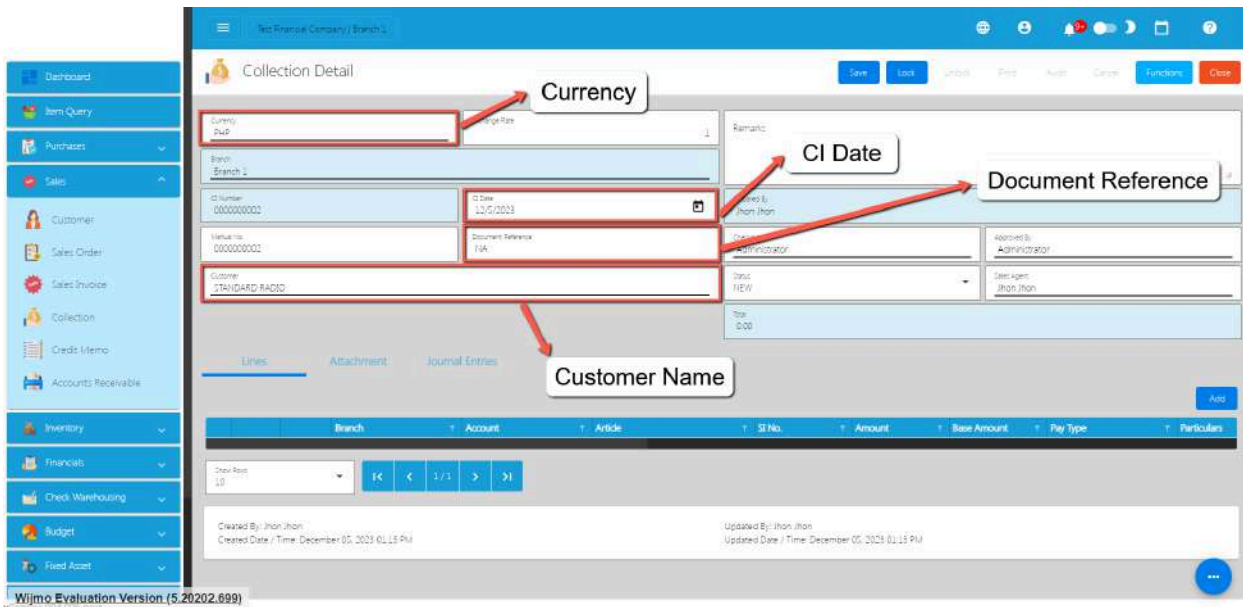


## Collection Detail

- 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.

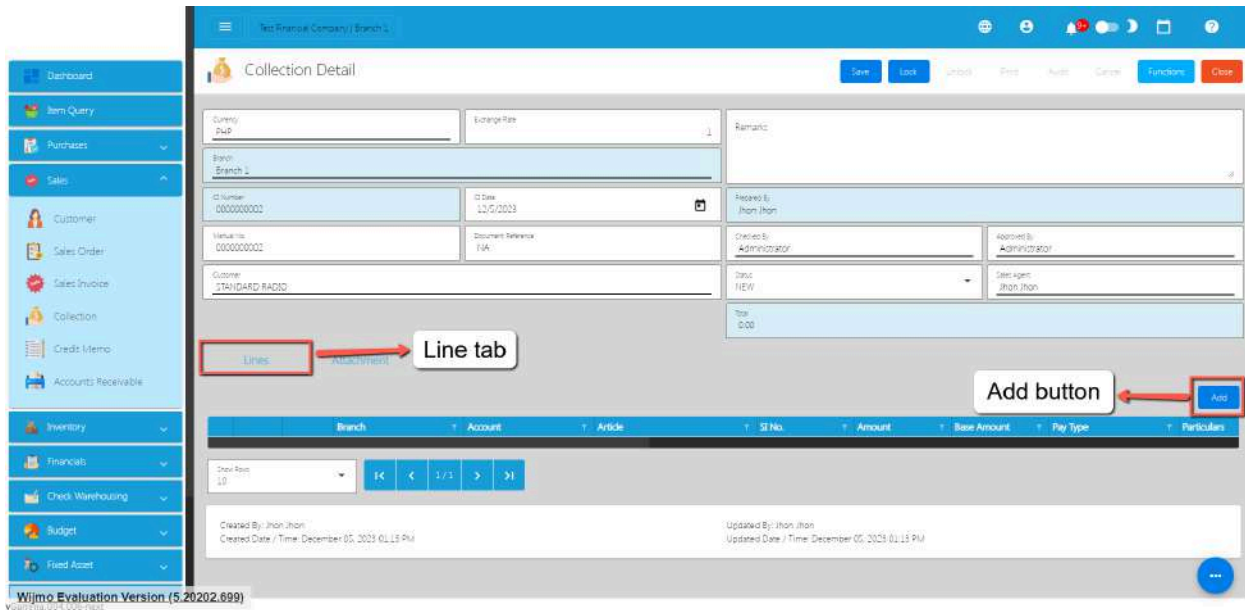


- Fill out all the needed information for the **Collection Detail** like,
  - Currency
  - Customer Name
  - CI Date
  - Document Reference

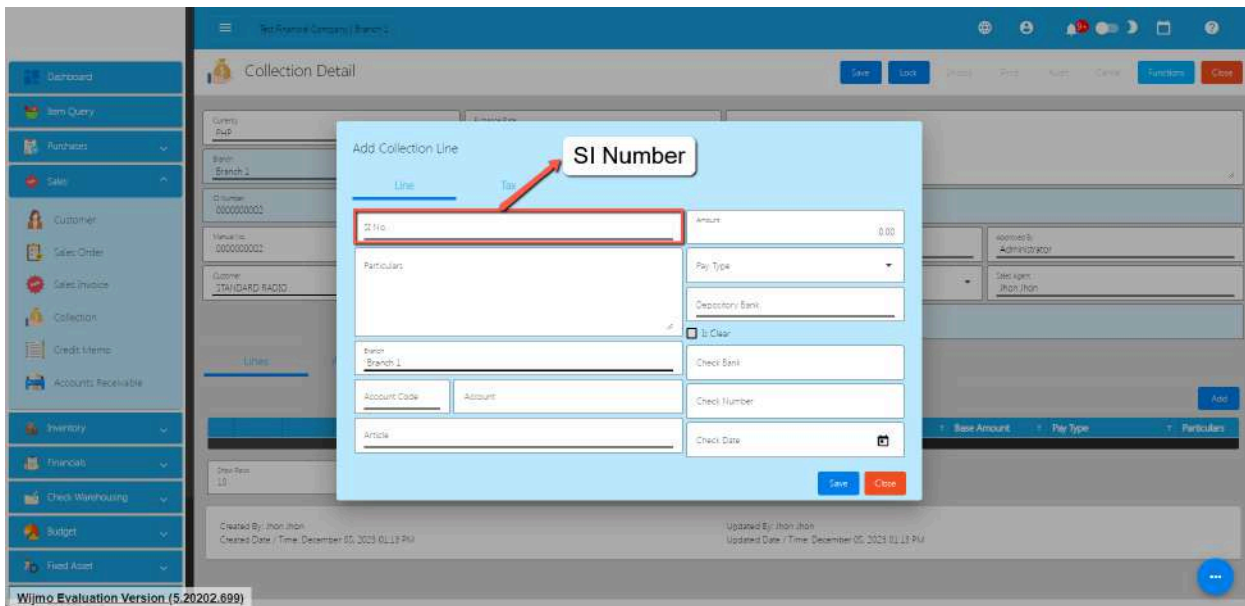


- To add a Collection Line Item, click the **Add** button on the right part of the page under the **Lines** tab.

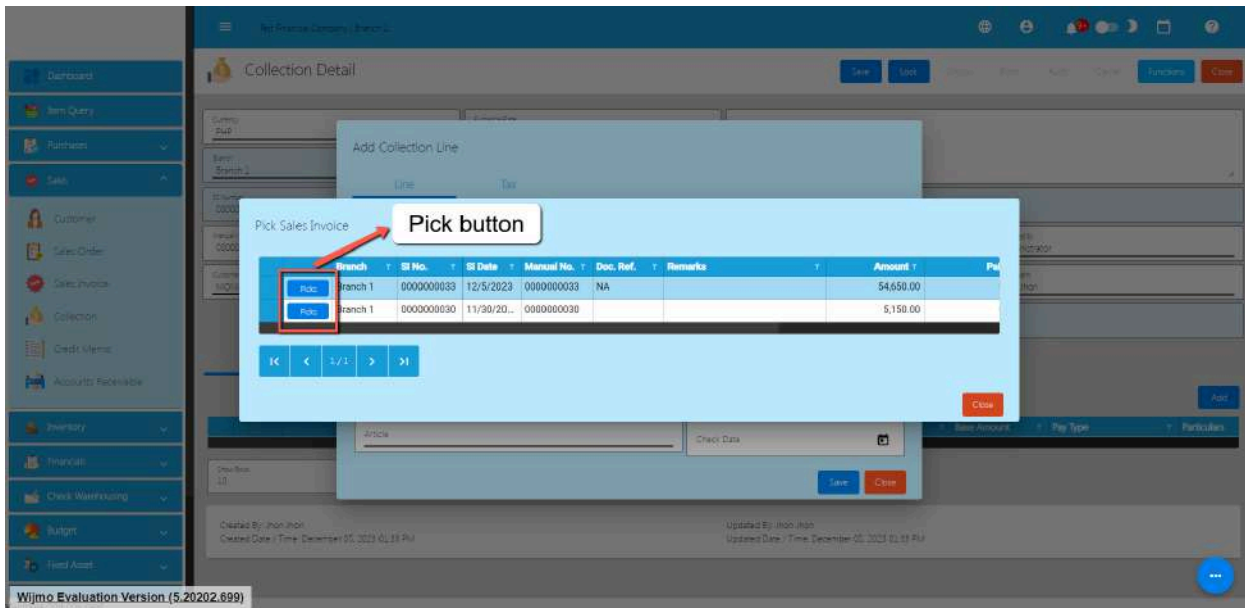




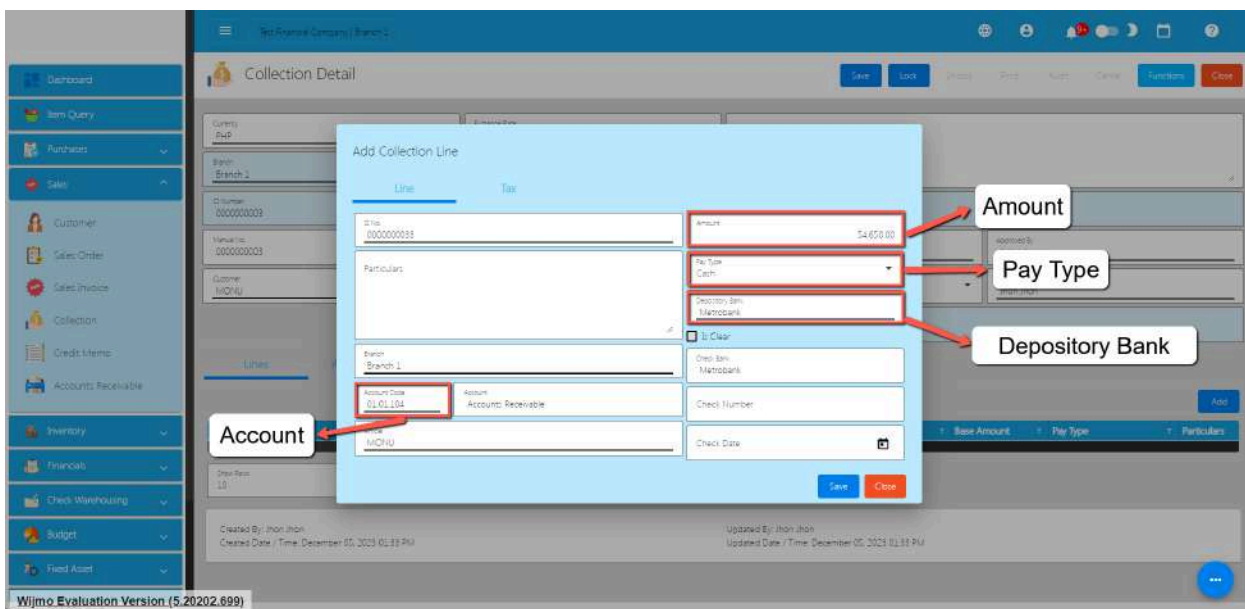
- If you already have a Sales Invoice for the Collection, the user can select the Sales Invoice by clicking on the **SI Number**.



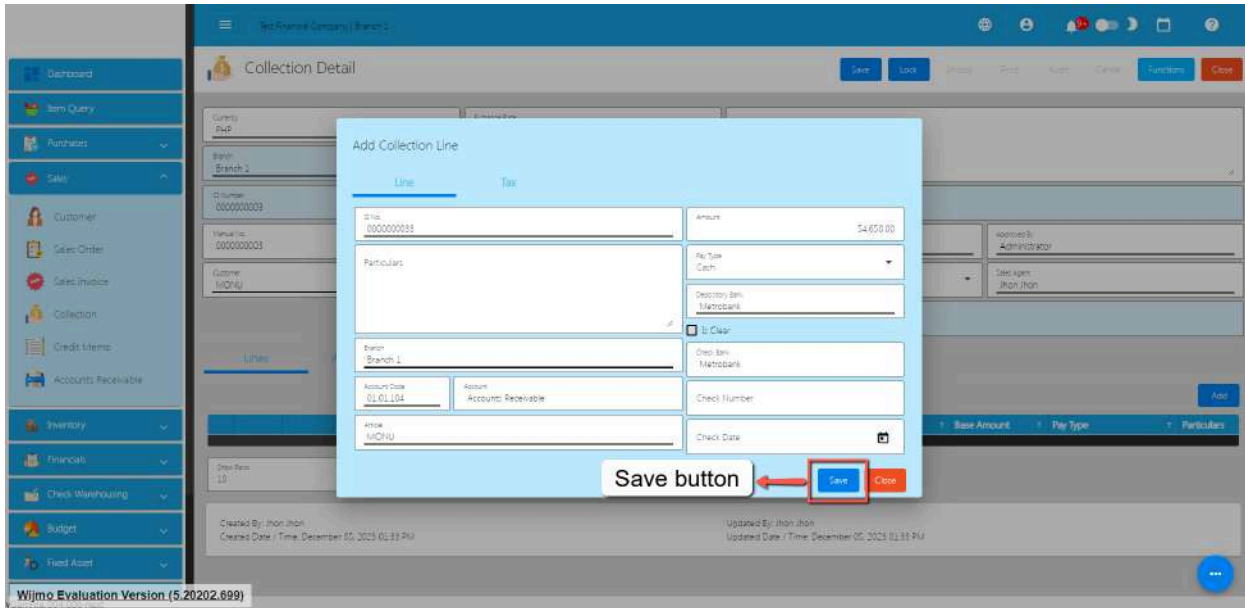
- To select a Sales Invoice Number, click the Pick button.



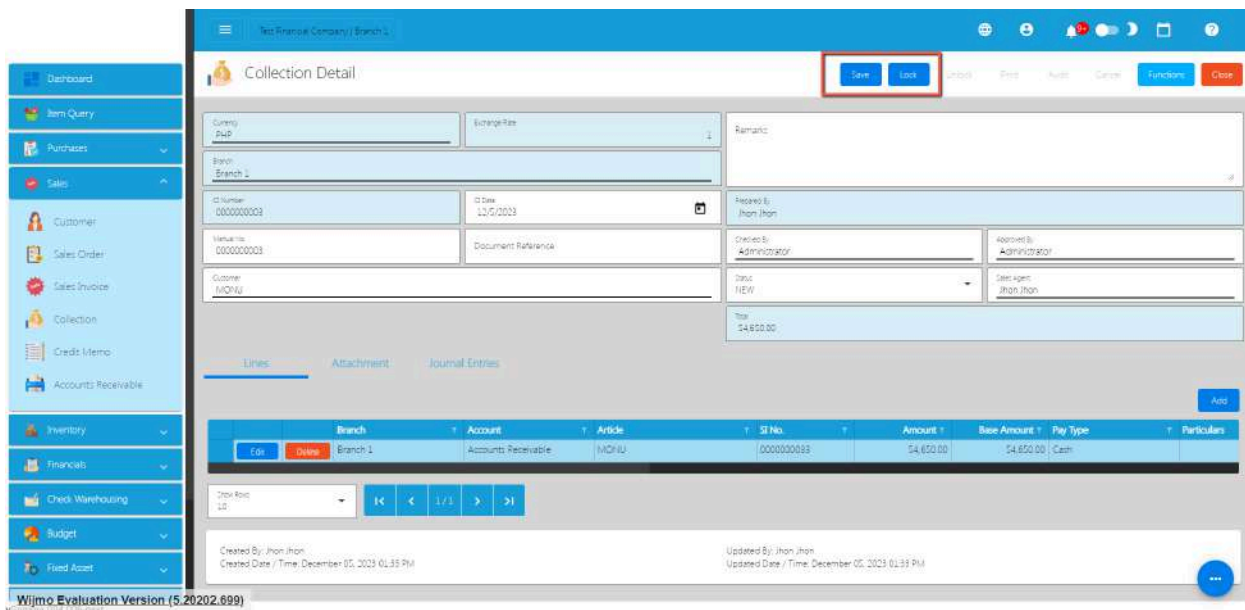
- Once selected, provide all the necessary information such as:
  - Amount
  - Pay Type
  - Depository Bank
  - Account

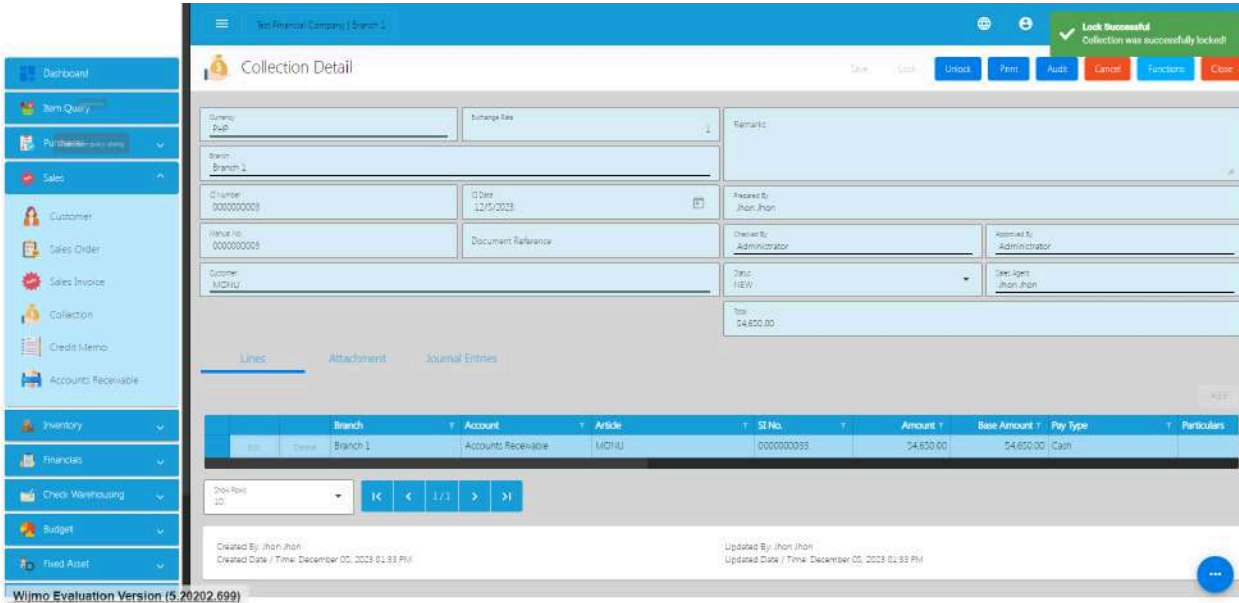


- Once done, save the Collection line item by clicking on the **Save** button.



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





If you want to cancel / void the transaction

## Collection Transaction via Upload Template

1. To add a Collection Transaction via Upload Template, go to Collection List then Click Functions
2. Click Optimized Upload
3. Select Download Collection File Format - an excel file will be downloaded. This is the file format where you will edit, select or encode the details that you need to Collection.

### 3.1 In the Excel File

**A. Manual Number** should be unique per transaction, alphanumeric and Special transaction, should not exceed 255 characters.

**Example:** 1`23`4!5@#6#7\$8%9^0&a\*b(c)d\_e+f=g{h}i|j|k|\m/n:o;p`q<r>st?u

- if the Manual Number starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Number.

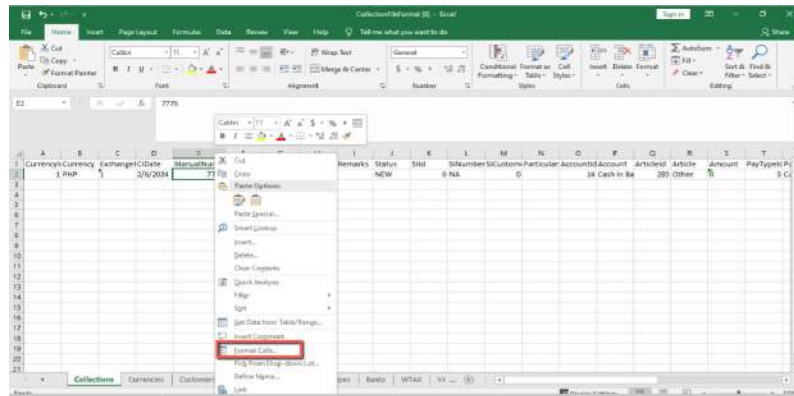
**Example:** '00000111231414

- if the Manual Number starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

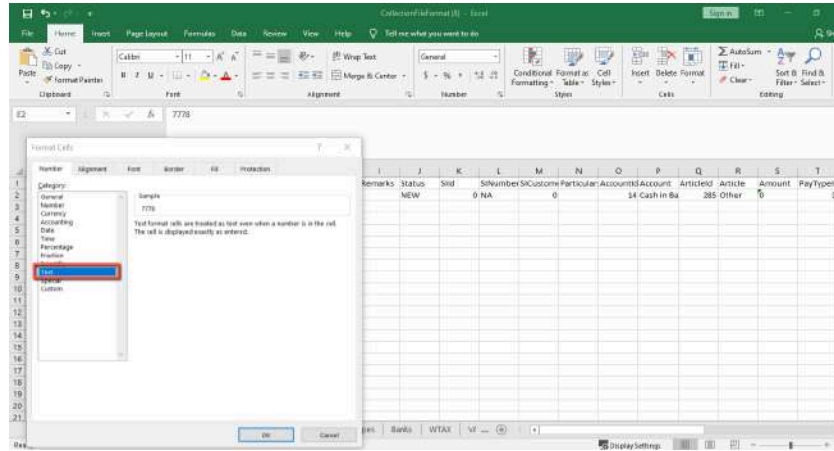
Steps on how to change the format to **Text**:

**1. Right Click the Cell**

**2. Click Format Cell**



**3. Choose Text**



**4. Click OK**

**5. Then reselect the field**

**B. Document Reference** should be unique per transaction, alphanumeric and Special transaction, should not exceed 255 characters.

**Example:** 1`23`4!5@6#7\$8%9^0&a\*b(c)d\_e+f=g{h}i|j]k\|m/n:o;p"q<r>st?u  
v.w

- if the Document Reference starts with 000, don't

forget

to put an apostrophe (') at the beginning of the Manual Code.

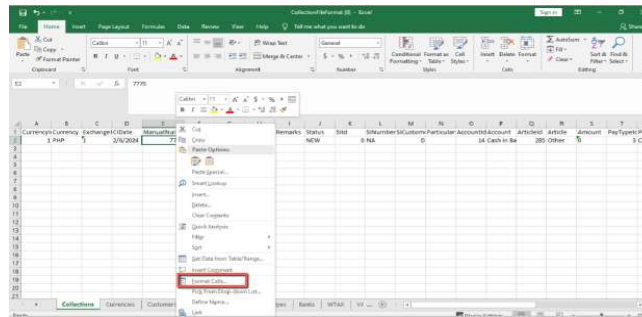
**Example:** '0000011231414

- if the Document Reference starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

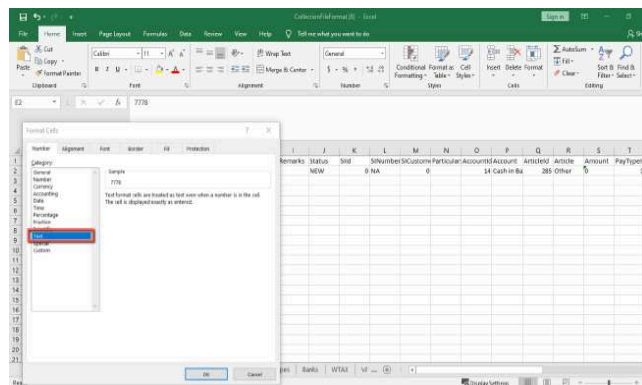
Steps on how to change the format to **Text**:

**1. Right Click the Cell**

**2. Click Format Cell**



**3. Choose Text**



**4. Click OK**

**5. Then reselect the field**

**C. Customer and CustomerID** - Select **Customer** from the dropdown and choose the Customer, **CustomerID** will correspond to the selected Customer. *Never edit the **CustomerID** since it will automatically change after selecting the Customer.*

- D. Remarks** - *in this column is basically the remarks for the whole transaction, it should be alphanumeric and Special characters should not exceed 255 characters.*
- E. Particulars** - *in this column this is basically the remarks for each item line, it should be alphanumeric and Special characters should not exceed 255 characters.*
- F. Currency and CurrencyID** - *Select the **Currency** from the dropdown and choose the correct Currency, **CurrencyID** will correspond to the selected currency. **Never edit the CurrencyID since it will automatically change after selecting the currency.***
- G. Exchange Rate** - *is the rate that is used to convert the currency.*
- H. Status** - *is the status of the transaction, just select the status from the dropdown.*
- I. SINumber and SIId** - *Select the **SINumber** from the dropdown and choose the correct **SINumber, SIId and SICustomerId** will correspond to the selected SINumber. **Never edit the SIId and SICustomerId since it will automatically change after selecting the SINumber.***



**J. Account and AccountId** - Select the **account** from the dropdown and choose the correct **account** , **AccountId** will correspond to the account.

*Never edit the AccountId since it will automatically change after selecting the account.*

**K. Paytype and Paytypeid** - Select the **Paytype** from the dropdown and choose the correct **Paytype** , **Paytypeid** will correspond to the **Paytype**.

*Never edit the Paytypeid since it will automatically change after selecting the paytype.*

**L. CheckNumber** - used to add check number

**M. CheckBank** - Add check bank

**N. Bank** - Select **Bank** from the dropdown and choose the correct **bank**, **BankId** will correspond to the Bank.

*Never edit the BankId since it will automatically change after selecting the Bank.*

**O. VAT and VATId** - Select the **VAT** from the dropdown and choose the correct VAT, **VATId** will correspond to the selected WTAX. *Never edit the VATId since it will automatically change after selecting the VAT.*

**P. WTAX and WTAXId** - Select the **WTAX** from the dropdown and choose the correct WTAX, **WTAXId** will correspond to the selected WTAX. *Never edit the*

*WTAXId since it will automatically change after selecting the WTAX.*

**Q.GVATand GVATId** - Select the **GVAT** from the dropdown and choose the correct GVAT, **GVATId** will correspond to the selected GVAT. *Never edit the GVATId since it will automatically change after selecting the GVAT.*

**R. Amount** - input the amount paid by the Customer.

#### 4. Go Back to the Collection List Transaction

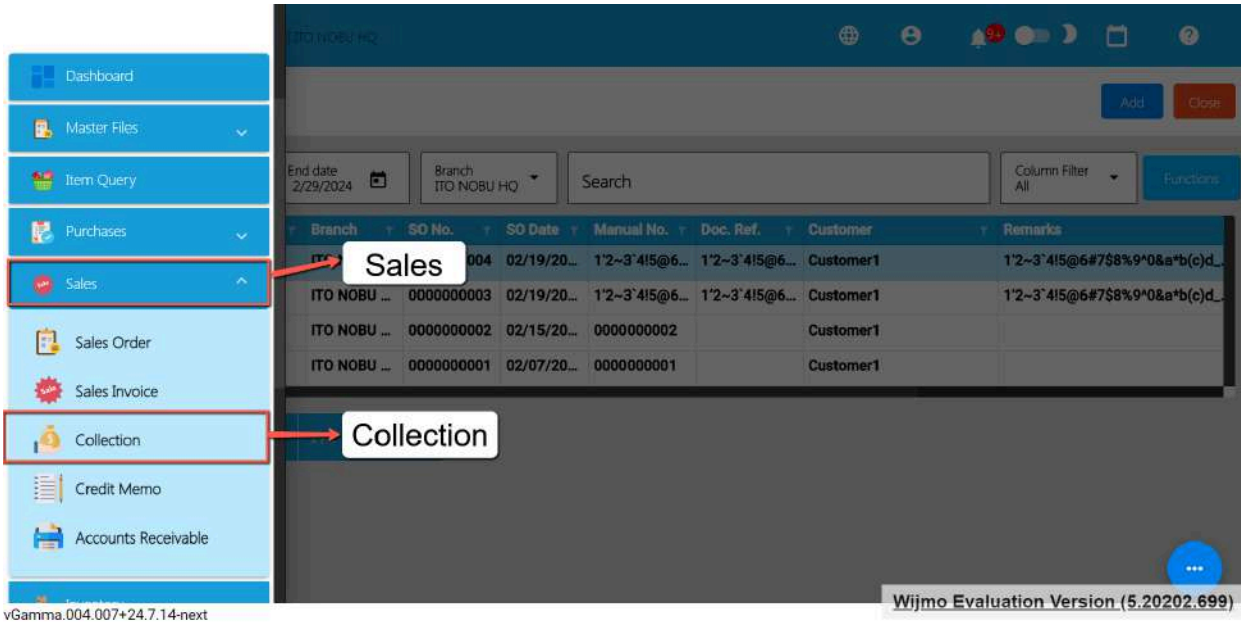
- a. Click Function
- b. Click Optimize Upload
- c. Click Import Collection
- d. After Importing, Go to Draft of Optimize Upload  
In Collection
  - i. Click Validate
  - ii. Click Post
- e. Lock the Transaction

### Cancel Collection Transaction

When you need to cancel a Collection, it's important to follow these simple steps:

1. **Log In:** Visit your easyFS domain and login with your username and password.

2. **Find your Collection:** Navigate to the Sales, then Collection. You will be redirected to the Collection lists.



The screenshot shows the software interface with a navigation menu on the left and a main data table. The 'Sales' menu item is highlighted with a red box and a callout box labeled 'Sales'. The 'Collection' menu item is also highlighted with a red box and a callout box labeled 'Collection'. The main table displays a list of sales transactions with columns for Branch, SO No., SO Date, Manual No., Doc. Ref., Customer, and Remarks.

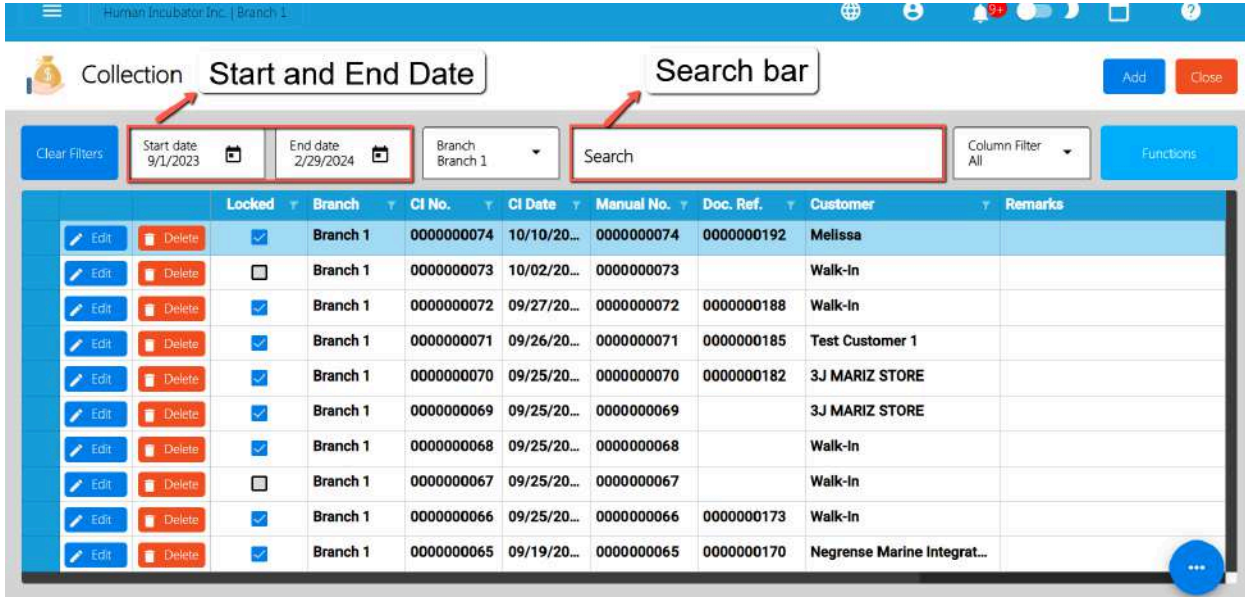
Branch	SO No.	SO Date	Manual No.	Doc. Ref.	Customer	Remarks
ITO NOBU ...	0000000003	02/19/20...	1'2~3'415@6...	1'2~3'415@6...	Customer1	1'2~3'415@6#7\$8%9*0&a*b(c)d...
ITO NOBU ...	0000000002	02/15/20...	0000000002		Customer1	
ITO NOBU ...	0000000001	02/07/20...	0000000001		Customer1	

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3. **Locate the Right One:** From the Collection list, you may use the search bar to look for the right Collection you want to cancel. You can search using the Collection's CI Number, Manual Number, Document Reference, etc.

**Take note: Don't forget to change the Start Date and End Date to your Collection's transaction date to display the correct result.**

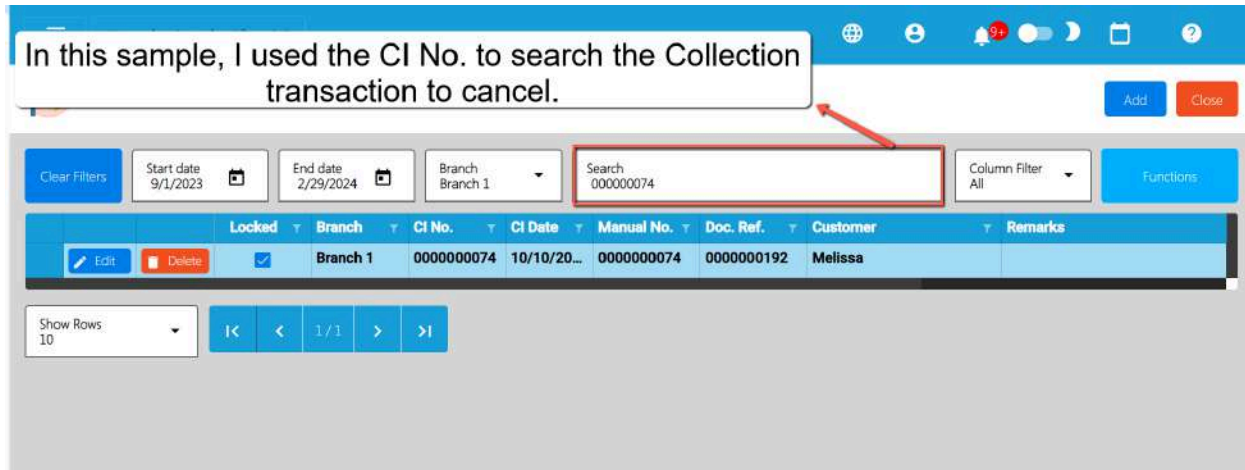


Collection **Start and End Date** Search bar

Clear Filters Start date 9/1/2023 End date 2/29/2024 Branch Branch 1 Search Column Filter All Functions

	Locked	Branch	CI No.	CI Date	Manual No.	Doc. Ref.	Customer	Remarks
	<input checked="" type="checkbox"/>	Branch 1	0000000074	10/10/20...	0000000074	0000000192	Melissa	
	<input type="checkbox"/>	Branch 1	0000000073	10/02/20...	0000000073		Walk-In	
	<input checked="" type="checkbox"/>	Branch 1	0000000072	09/27/20...	0000000072	0000000188	Walk-In	
	<input checked="" type="checkbox"/>	Branch 1	0000000071	09/26/20...	0000000071	0000000185	Test Customer 1	
	<input checked="" type="checkbox"/>	Branch 1	0000000070	09/25/20...	0000000070	0000000182	3J MARIZ STORE	
	<input checked="" type="checkbox"/>	Branch 1	0000000069	09/25/20...	0000000069		3J MARIZ STORE	
	<input checked="" type="checkbox"/>	Branch 1	0000000068	09/25/20...	0000000068		Walk-In	
	<input type="checkbox"/>	Branch 1	0000000067	09/25/20...	0000000067		Walk-In	
	<input checked="" type="checkbox"/>	Branch 1	0000000066	09/25/20...	0000000066	0000000173	Walk-In	
	<input checked="" type="checkbox"/>	Branch 1	0000000065	09/19/20...	0000000065	0000000170	Negrense Marine Integrat...	

vGamma.004.006.10.4.0-production



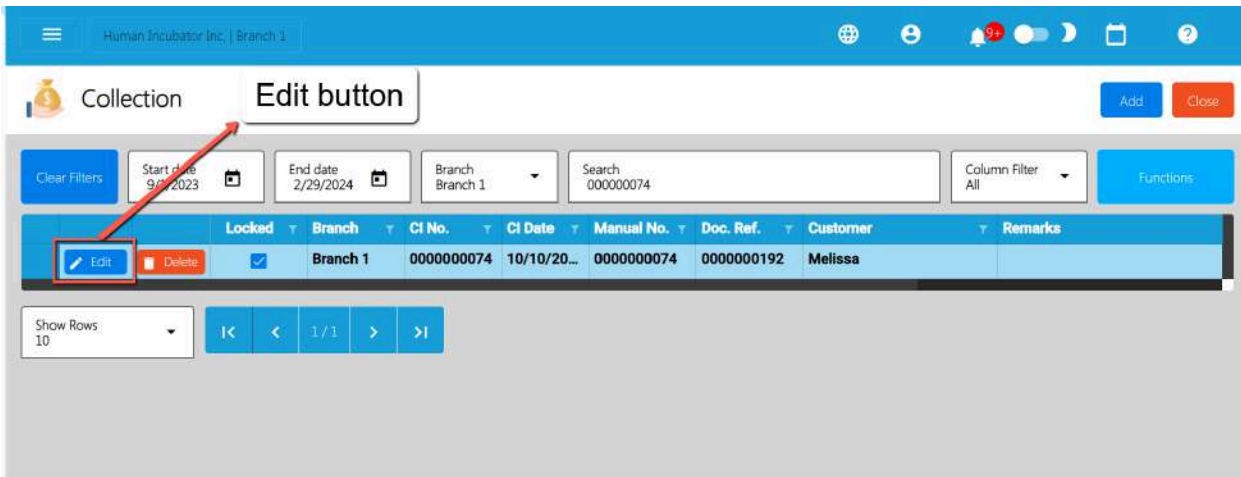
In this sample, I used the CI No. to search the Collection transaction to cancel.

Clear Filters Start date 9/1/2023 End date 2/29/2024 Branch Branch 1 Search 0000000074 Column Filter All Functions

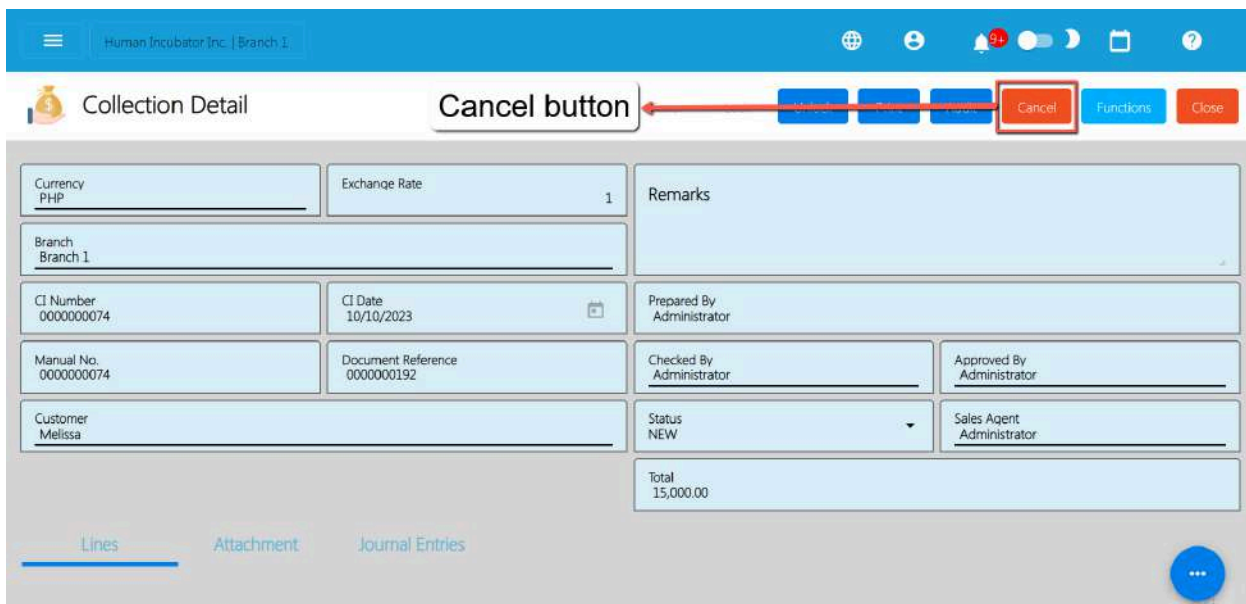
	Locked	Branch	CI No.	CI Date	Manual No.	Doc. Ref.	Customer	Remarks
	<input checked="" type="checkbox"/>	Branch 1	0000000074	10/10/20...	0000000074	0000000192	Melissa	

Show Rows 10

4. **Open the Collection Detail:** Click the Edit button to open the Collection detail page.

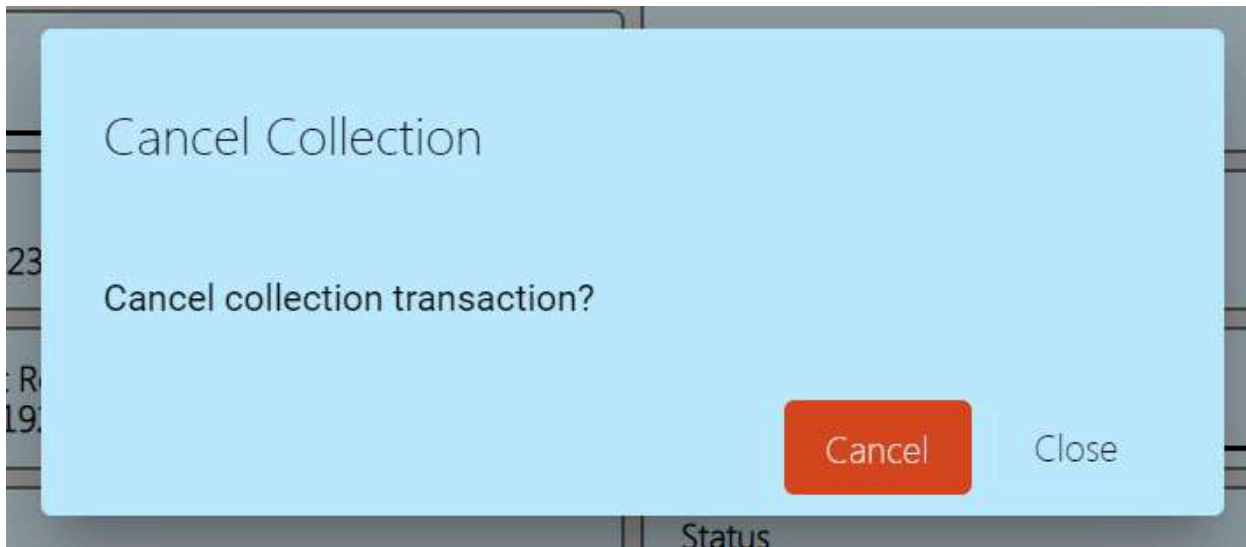


5. **Cancel the Collection:** To cancel your Collection transaction, look for the Cancel found on the upper-right part of the page, then click.

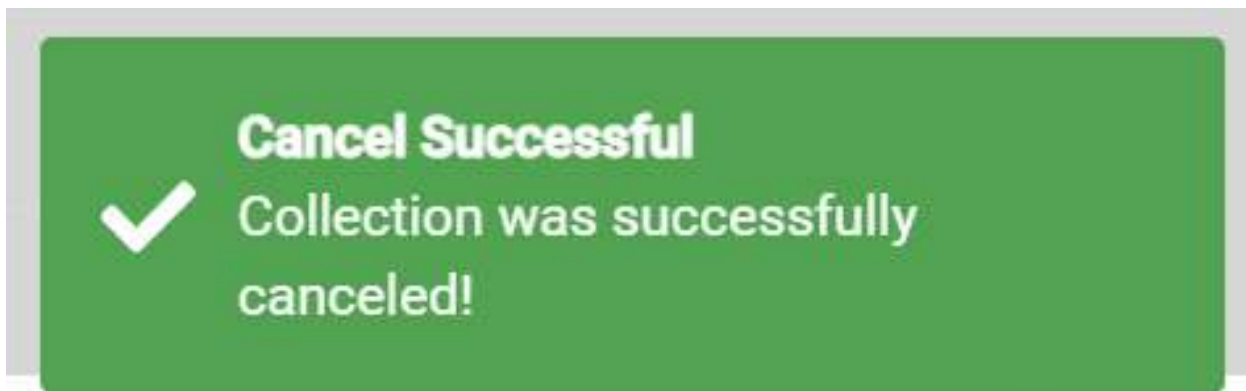


vGamma.004.006.10.4.0-production

6. **Confirm Canceling:** After you click the Cancel button, there's a Cancel Collection window. If you're sure you want to cancel your Collection transaction, click the Cancel button.



7. **Check It's Done:** After canceling, make sure you get a success toast message confirming it's canceled successfully. It is found on the bottom right of the page.



8. **Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
9. **Keep Track:** Remember to make a note somewhere that you canceled the Collection, just in case it is needed later.

## 5.4: Inventory Transactions

## Overview

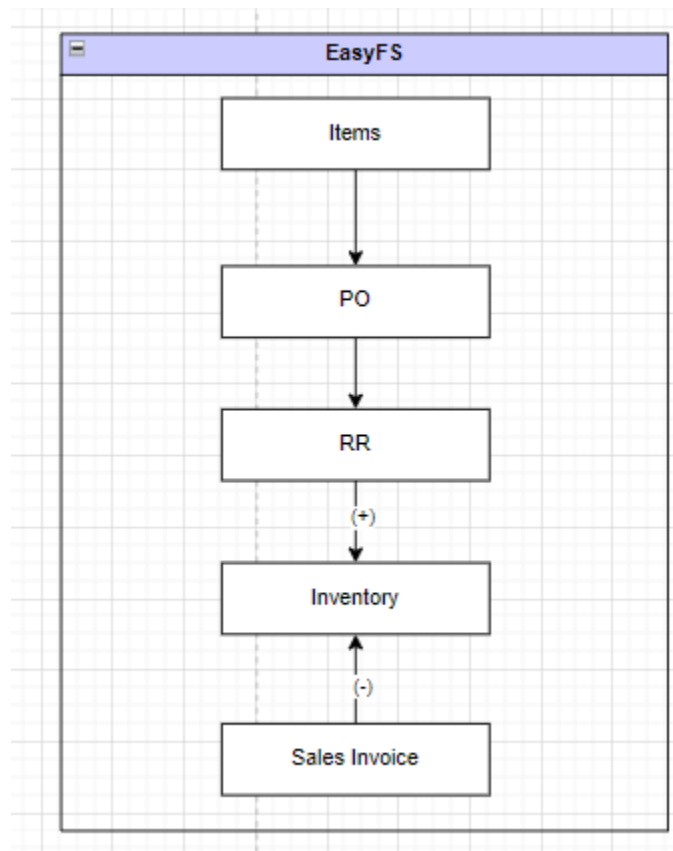
The Inventory module is a powerful tool designed to help you manage your item inventory efficiently. Whether you're running a retail business, a warehouse, or any operation that involves tracking and handling physical goods, this module provides essential features to streamline your inventory management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

*Waiver: Please be advised that our support does not extend to the management of raw material inventory. Additionally, while we strive for efficient service, we cannot guarantee perfect inventory management for finished products.*

Here are the most common scenarios in EasyFS Inventory Flow

### Scenario 1: Single Branch

Applies to the use of the Inventory system for a single Branch Monitoring



## 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.

## 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.
  - Inventory Code is generated upon making the Receiving Receipt. This will monitor the Inventory of the Item being encoded
  - Update inventory levels if applicable.

## 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.
- Update Inventory levels if applicable

## 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.

## Scenario 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.

### 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 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 Requests can be made by users who have the corresponding rights based on the company's organization.

### Stock Transfer

- Process the stock transfer based on the approved request.
- Stock Transfer will pick up the data from the Stock Transfer Request.

- Record the movement of items from **one branch** or **warehouse** to another in the system.

## 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.
- Update Inventory levels if applicable

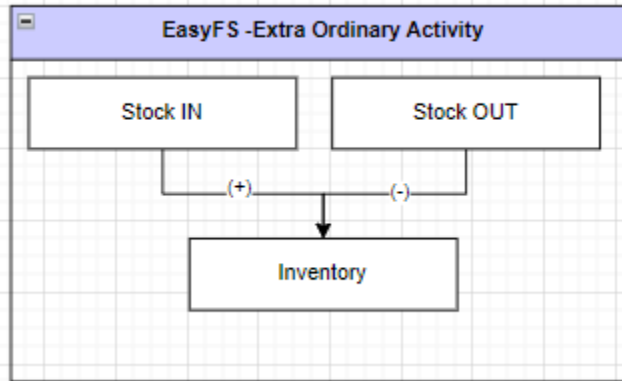
## Inventory Report

- 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.

## Scenario 3: Extra-Ordinary Activities

These are non-regular and used only on certain situations as

1. Setting up beginning balances
2. Supplier and Customer Returns
3. Adjustments in Physical Inventory



### Extraordinary Stock In

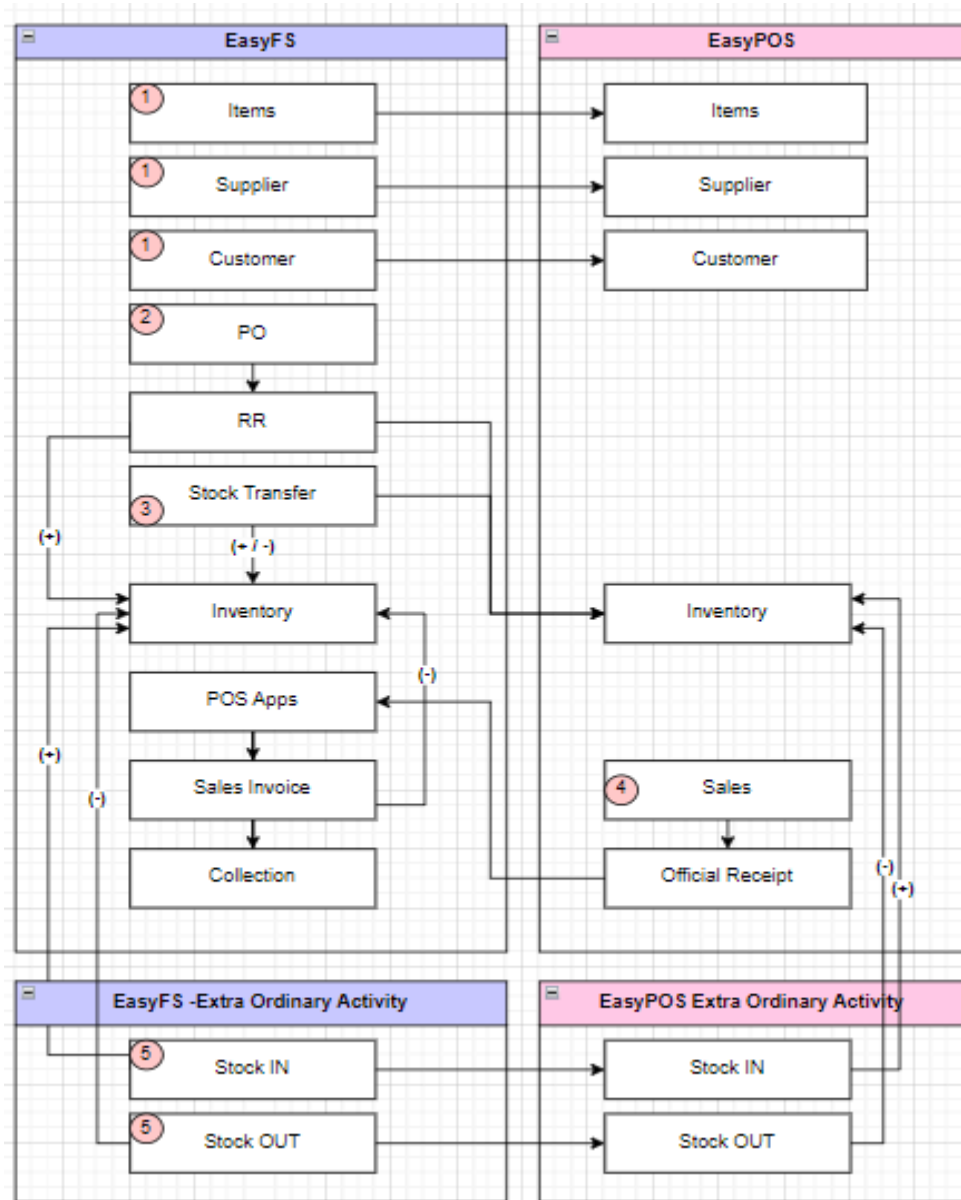
- Record the addition of new inventory into the system.
- Used for Stocking In Items as a Beginning Balance
- Also used for Stock Adjustments
- Also used for Stock Returns from Customers
- Update the inventory levels for the corresponding items.

### Extraordinary 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.

### Scenario 4: Multi-Branch with EasyPOS Integration

This process utilizes EasyFS and EasyPOS software Integration. Wherein EasyFS is the backend application and EasyPOS is the front end application. This applies to organizations with Multiple Retail Stores that the BIR requires an accredited (Point-Of-Sale) System.



## 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.

- Upon Creation of the Item in EasyFS it will integrate to EasyPOS

## 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.
  - Upon Creation of the Supplier in EasyFS it will integrate to EasyPOS

## 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.
  - Upon Creation of the Customer in EasyFS it will integrate to EasyPOS

## 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.
- Inventory Code is generated upon making the Receiving Receipt. This will monitor the Inventory of the Item being encoded
- Update inventory levels if applicable.

## Sales (easyPOS)

- Items are sold, generate a sales invoice to record the sale in EasyPOS
- The sales invoice includes details such as the items sold, quantities, prices, and customer information.
- This is posted in the easyPOS

## Official Receipt (easyPOS)

- Recording of the Payment being done in the POS Sales module
- Issuance of a BIR Accredited Receipt

## POS Apps (easyFS)

- Validation of Items Sold in the EasyPOS to EasyFS
- Tax Type, Terms, Discount and Unit should be consistent between EasyPOS and EasyFS
- Usernames between EasyPOS and EasyFS should also be consistent to be able to be validated correctly

## Sales Invoice

- This is the validated Sales transactions from easyPOS that is transferred in easyFS
- Update inventory levels if applicable

## Collection/ Payment

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

## 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.

### 5.4.1 Stock In

#### Overview

This module is used if you want to set up

1. Beginning balances of your item(s).
2. 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.
3. Make Adjustments in the Inventory

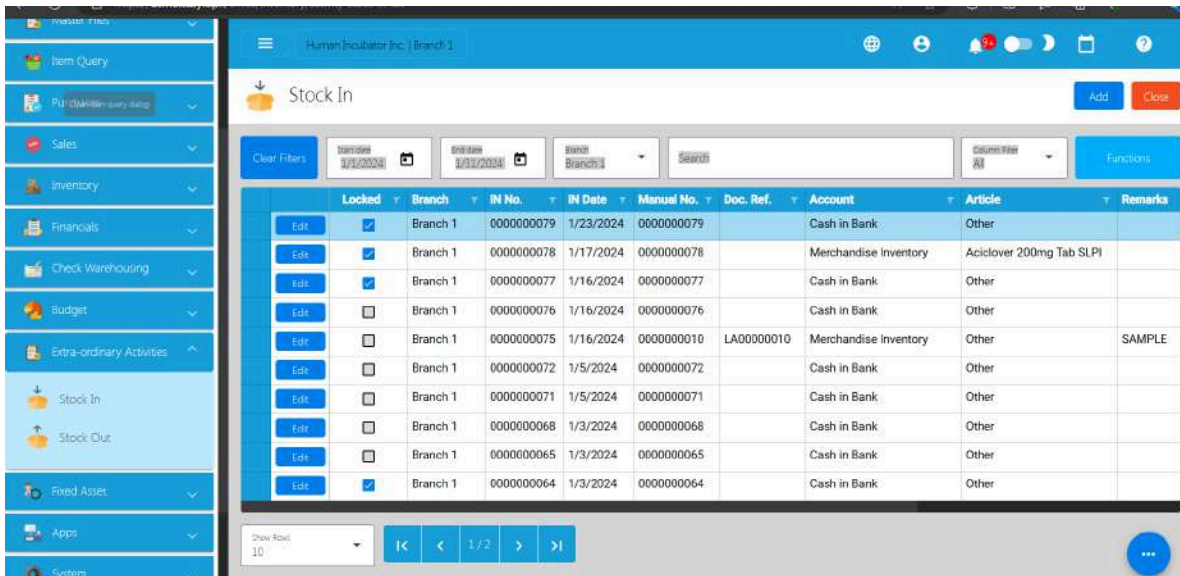


## Stock In List

- 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

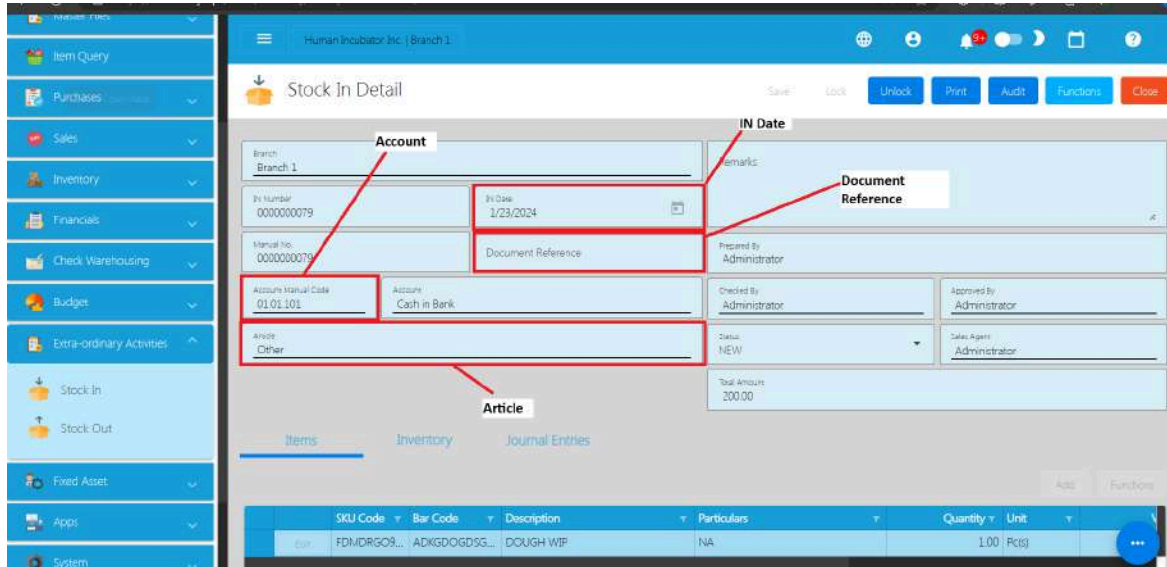
1. To add new Stock In detail, go to **Extra-ordinary Activities** then click **Stock In**. After that, click the **Add** that can be seen in the Stock In list.



Locked	Branch	IN No.	IN Date	Manual No.	Doc. Ref.	Account	Article	Remarks
<input checked="" type="checkbox"/>	Branch 1	000000079	1/23/2024	000000079		Cash in Bank	Other	
<input checked="" type="checkbox"/>	Branch 1	000000078	1/17/2024	000000078		Merchandise Inventory	Aciclover 200mg Tab SLPI	
<input checked="" type="checkbox"/>	Branch 1	000000077	1/16/2024	000000077		Cash in Bank	Other	
<input checked="" type="checkbox"/>	Branch 1	000000076	1/16/2024	000000076		Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000075	1/16/2024	000000010	LA00000010	Merchandise Inventory	Other	SAMPLE
<input type="checkbox"/>	Branch 1	000000072	1/5/2024	000000072		Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000071	1/5/2024	000000071		Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000068	1/3/2024	000000068		Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000065	1/3/2024	000000065		Cash in Bank	Other	
<input checked="" type="checkbox"/>	Branch 1	000000064	1/3/2024	000000064		Cash in Bank	Other	

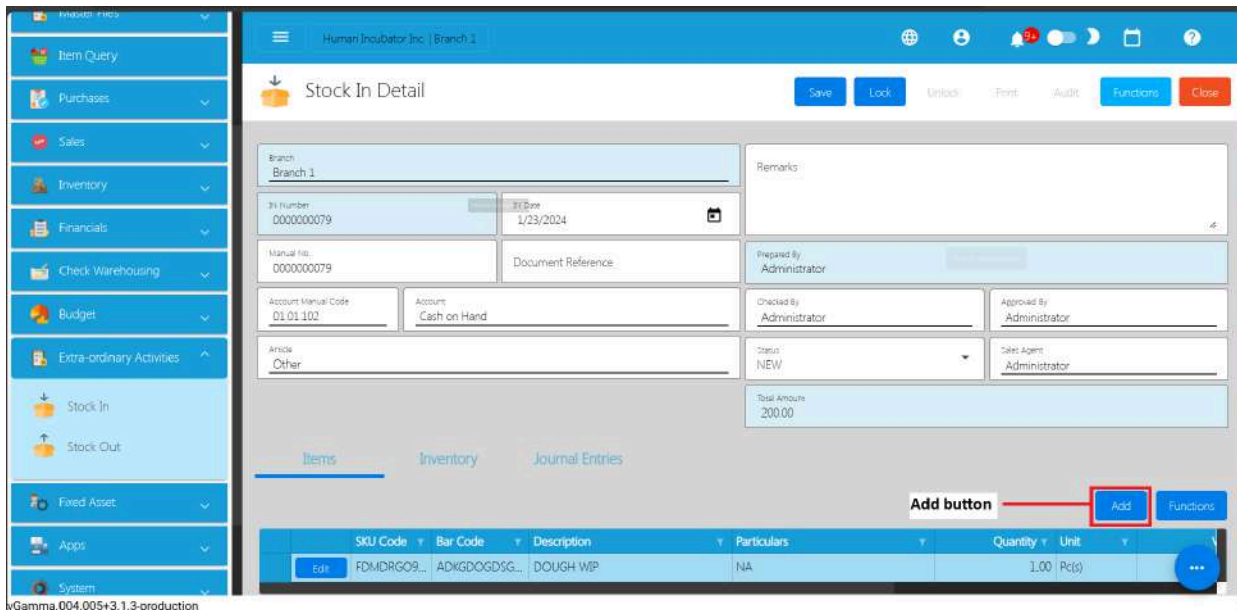
2. Fill out all the needed information for the **Stock In Detail** like,
  - IN Date

- Document Reference
- Account
- Article

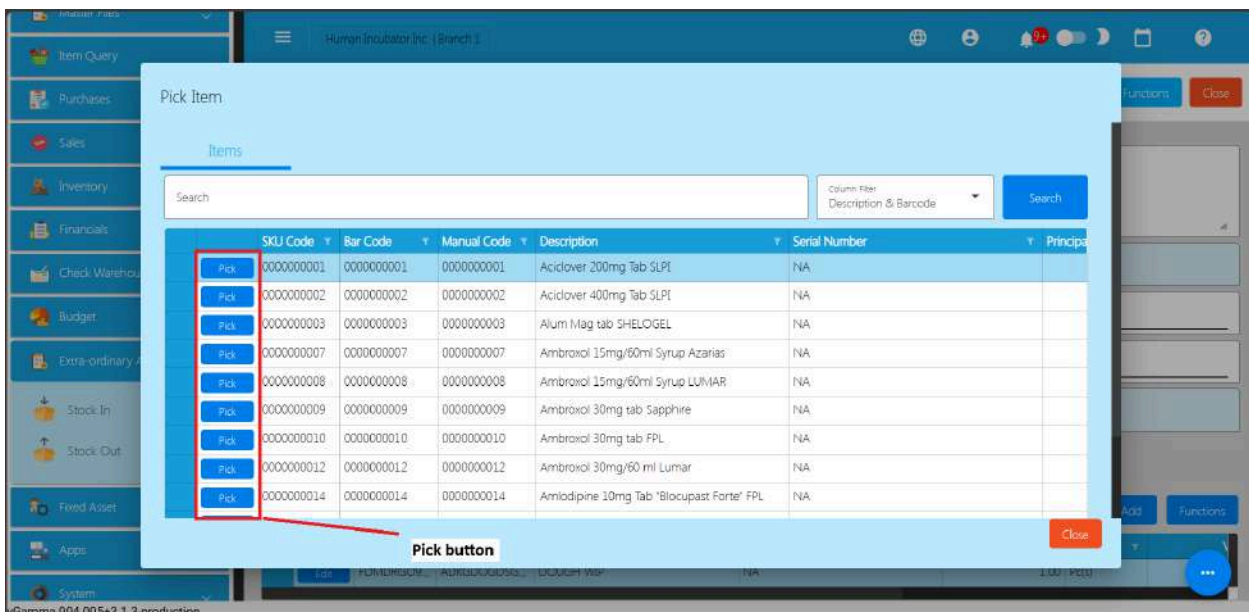


3. To add Stock In line item(s), you can:

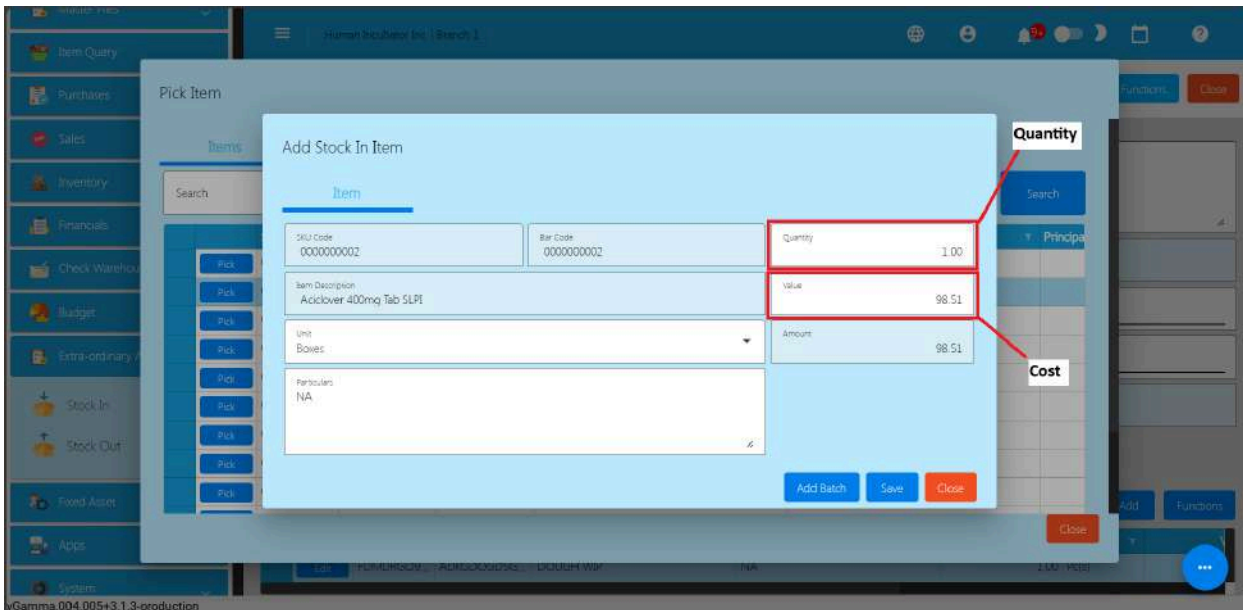
- **Manual** add a line item
  1. Click the **Add** button under the Items tab.



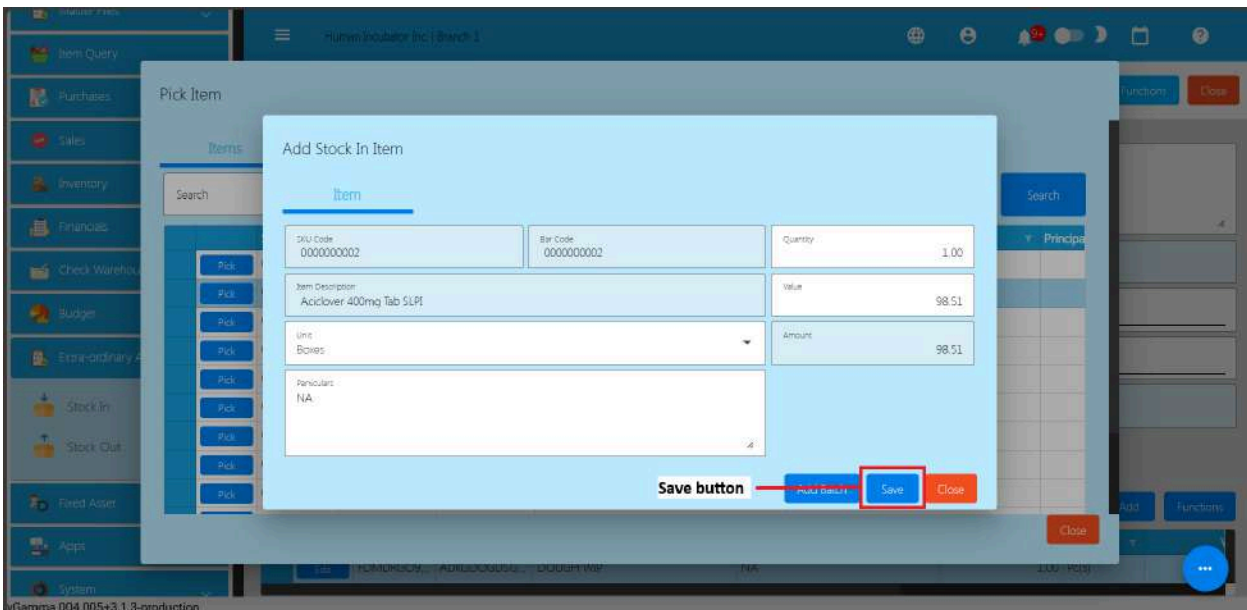
2. Click the Pick button that you want to add.



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

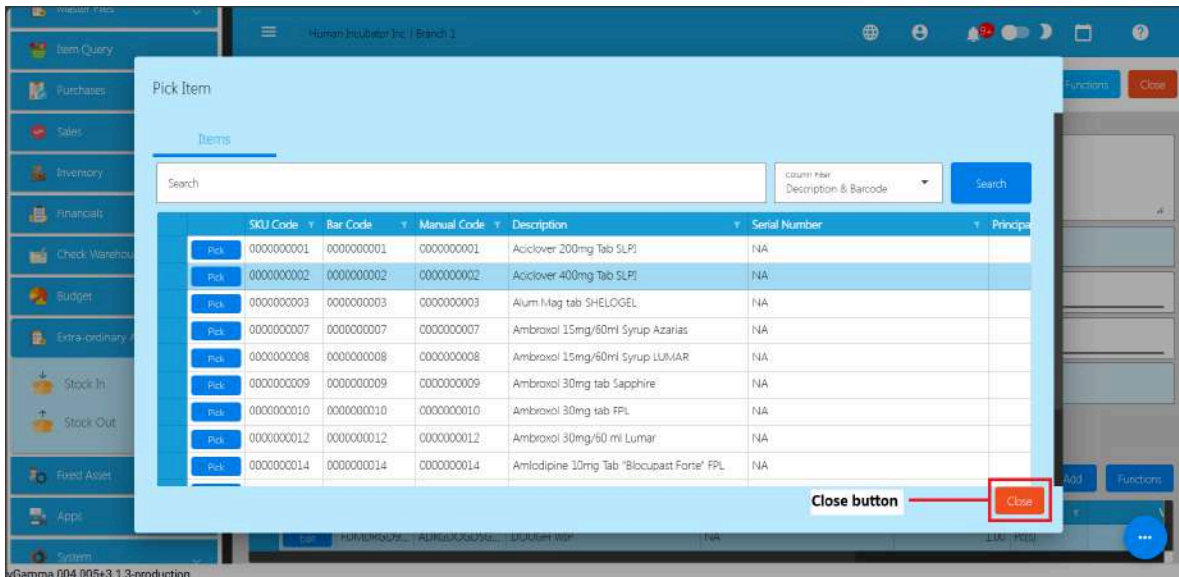


4. Click Save button to Save the item as a Stock In line item.



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

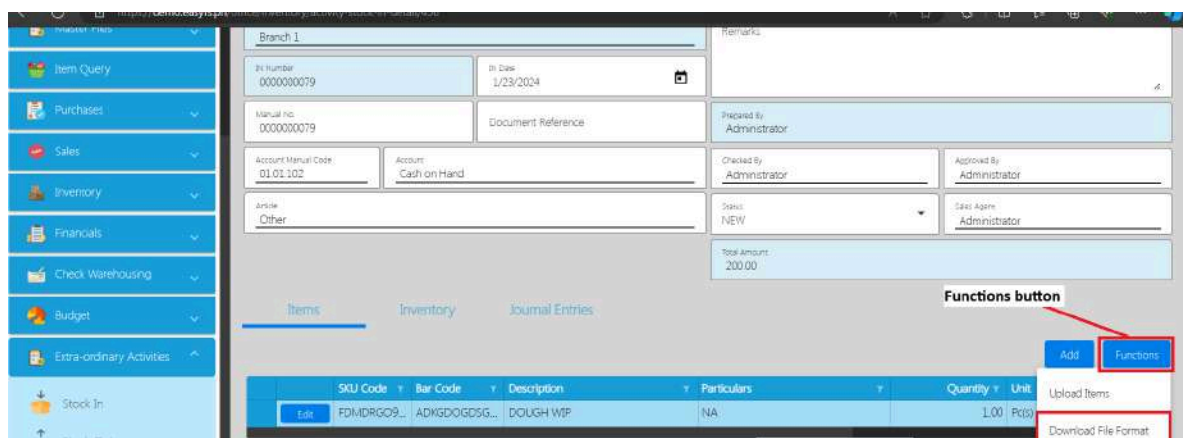
- Click the Close button to close the popup and review your Stock In detail.



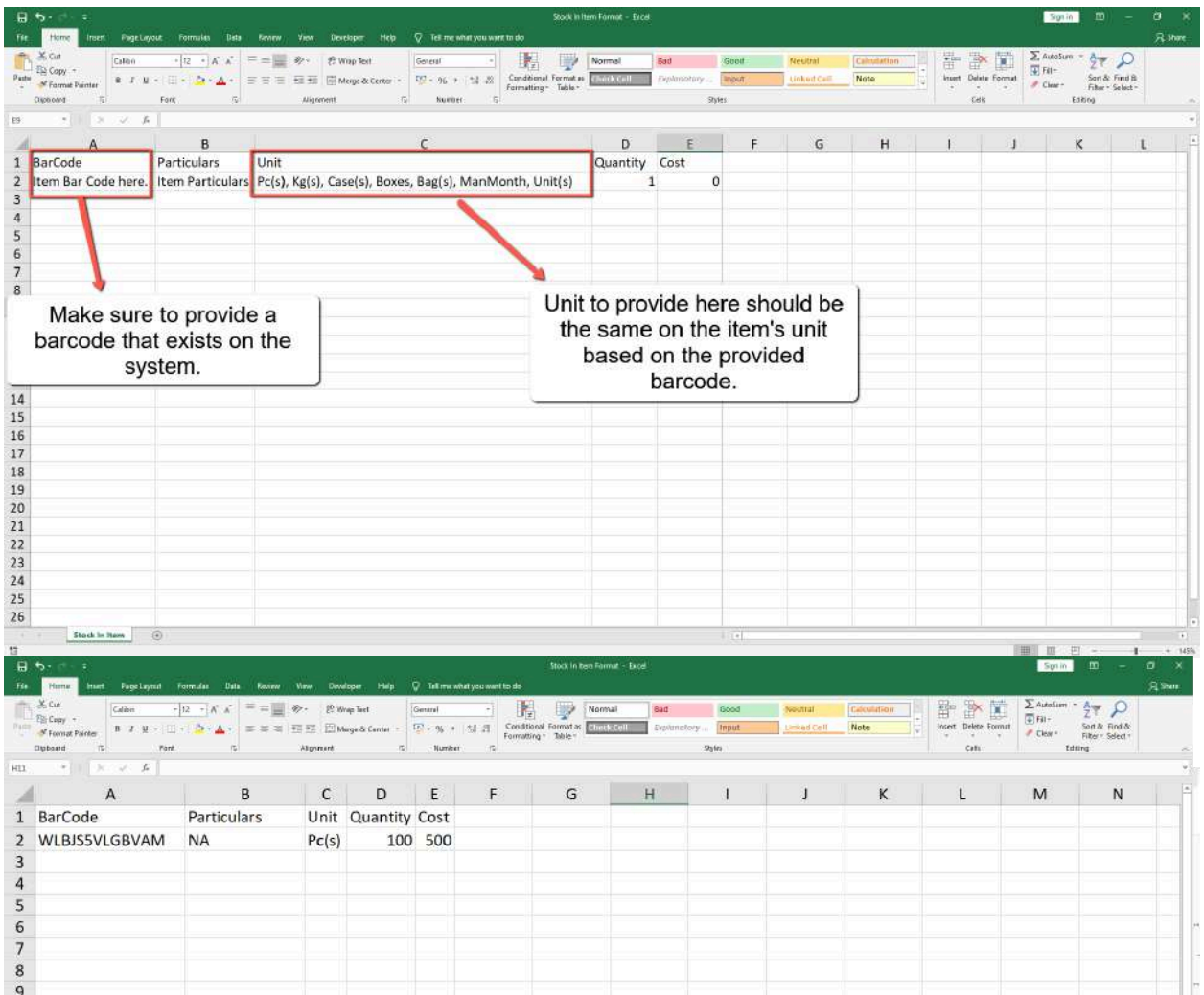
- After filling up the important fields, Save and lock the record. The **Save** button allows you to save the Stock In detail you created and it does not affect the inventory yet. If you want to have an effect in your inventory (increase the item's quantity), click the **Lock** button.

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

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



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



**Stock in Item Format - Excel**

1	Barcode	Particulars	Unit	Quantity	Cost
2	Item Bar Code here.	Item Particulars	Pc(s), Kg(s), Case(s), Boxes, Bag(s), ManMonth, Unit(s)	1	0

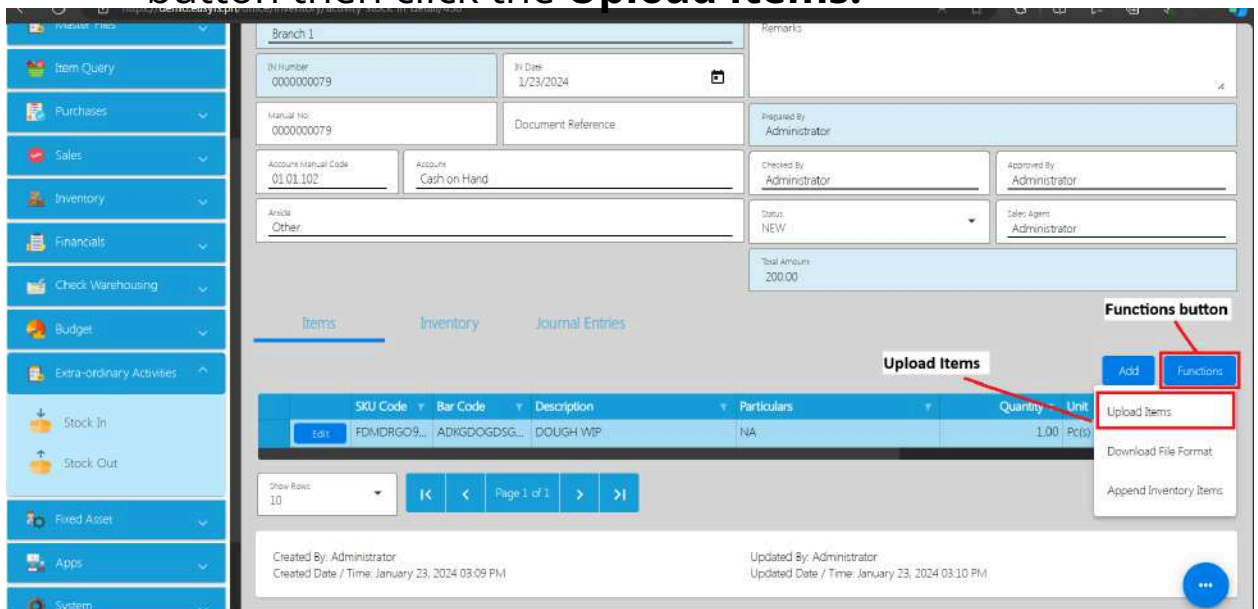
Make sure to provide a barcode that exists on the system.

Unit to provide here should be the same on the item's unit based on the provided barcode.

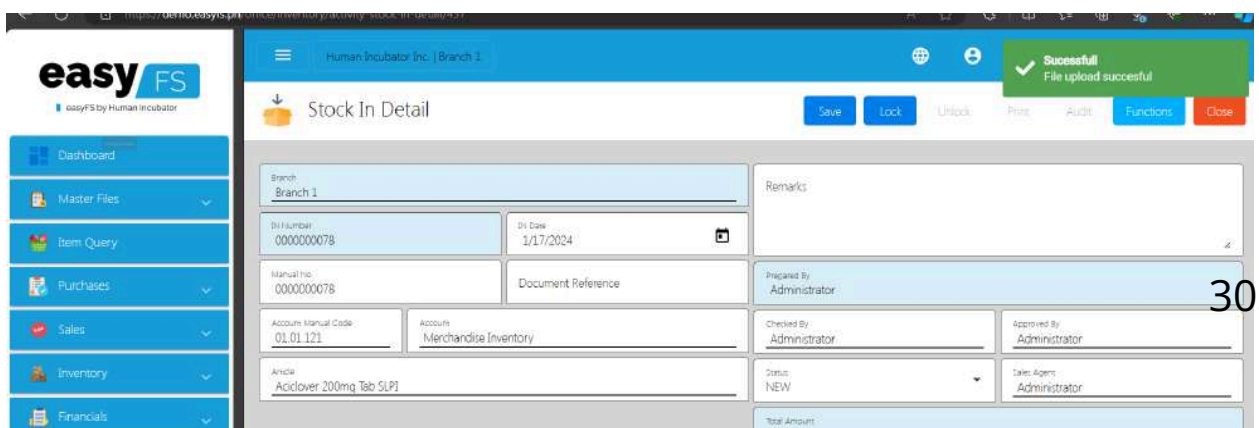
**Stock in Item Format - Excel**

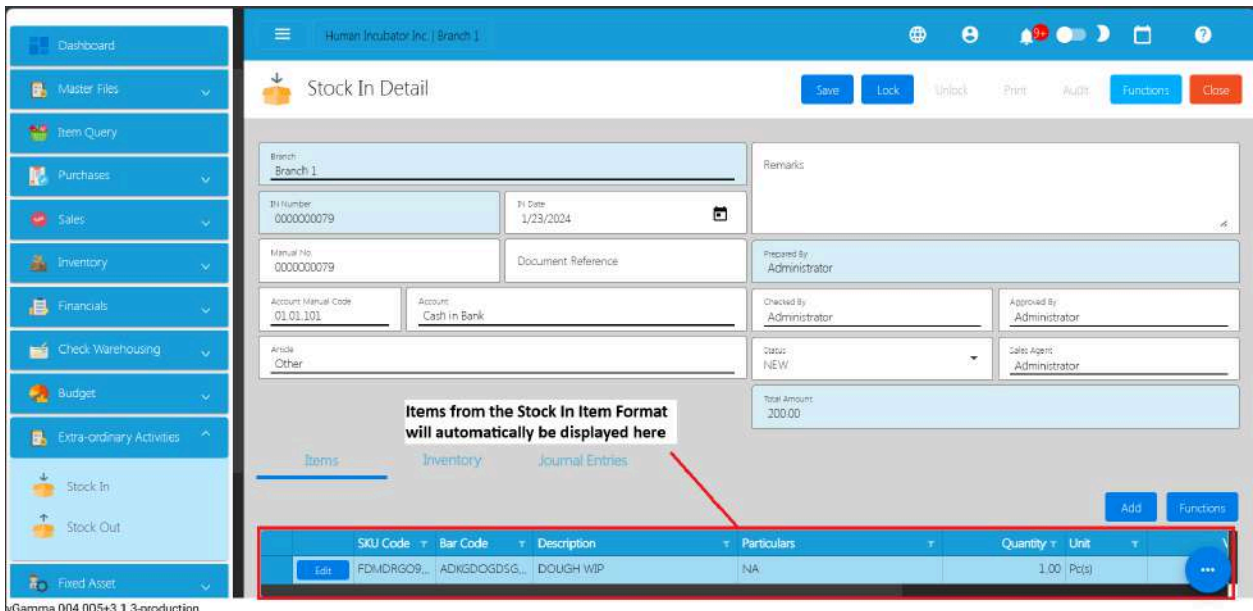
1	Barcode	Particulars	Unit	Quantity	Cost
2	WLBJS5VLGBVAM	NA	Pc(s)	100	500

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.





Human Incubator Inc. | Branch 1

Stock In Detail

Save Lock Unlock Print Audit Functions Close

Branch: Branch 1

PI Number: 000000079 | PI Date: 1/23/2024

Manual No: 000000079 | Document Reference

Account Manual Code: 01.01.101 | Account: Cash In Bank

Prepared By: Administrator

Checked By: Administrator | Approved By: Administrator

Article: Other | Status: NEW | Sales Agent: Administrator

Total amount: 200.00

Items from the Stock In Item Format will automatically be displayed here

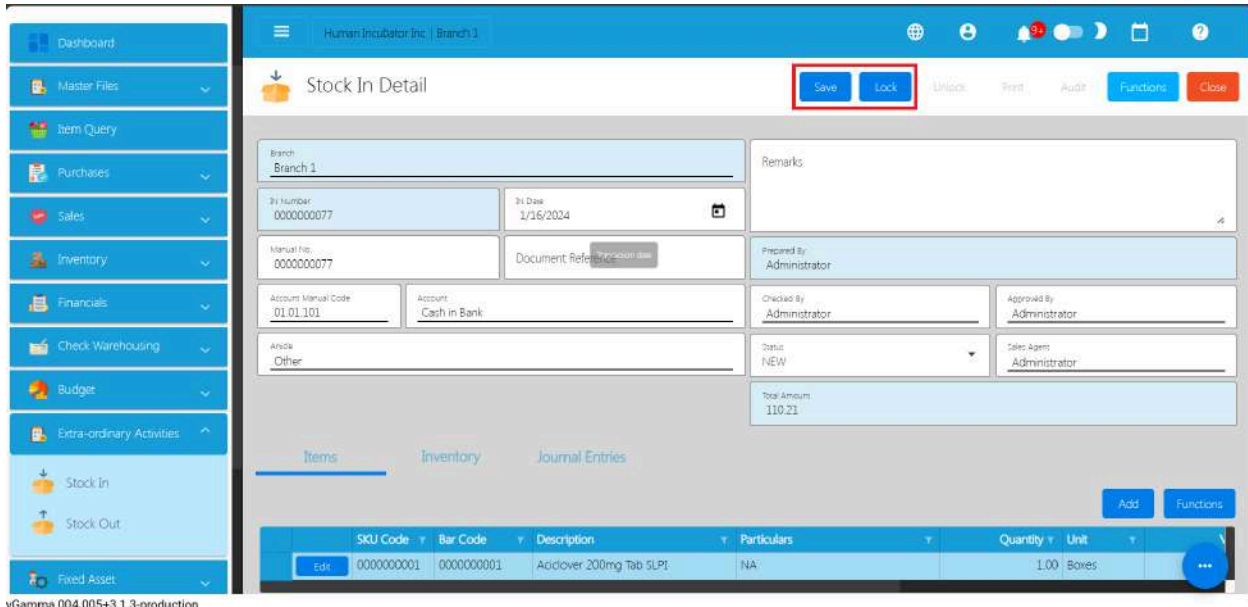
Items Inventory Journal Entries

SKU Code	Bar Code	Description	Particulars	Quantity	Unit
FDMDRGO9...	ADKSDOGDSG...	DOUGH WIP	NA	1.00	Pcs(s)

Gamma.004.005+3.1.3-production

- 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.





Human Incubator Inc. | Branch 1

### Stock In Detail

Branch: Branch 1

SI Number: 0000000077 | SI Date: 1/16/2024

Manual No: 0000000077 | Document Reference: [Redacted]

Account Manual Code: 01.01.101 | Account: Cash in Bank

Prepared By: Administrator

Checked By: Administrator | Approved By: Administrator

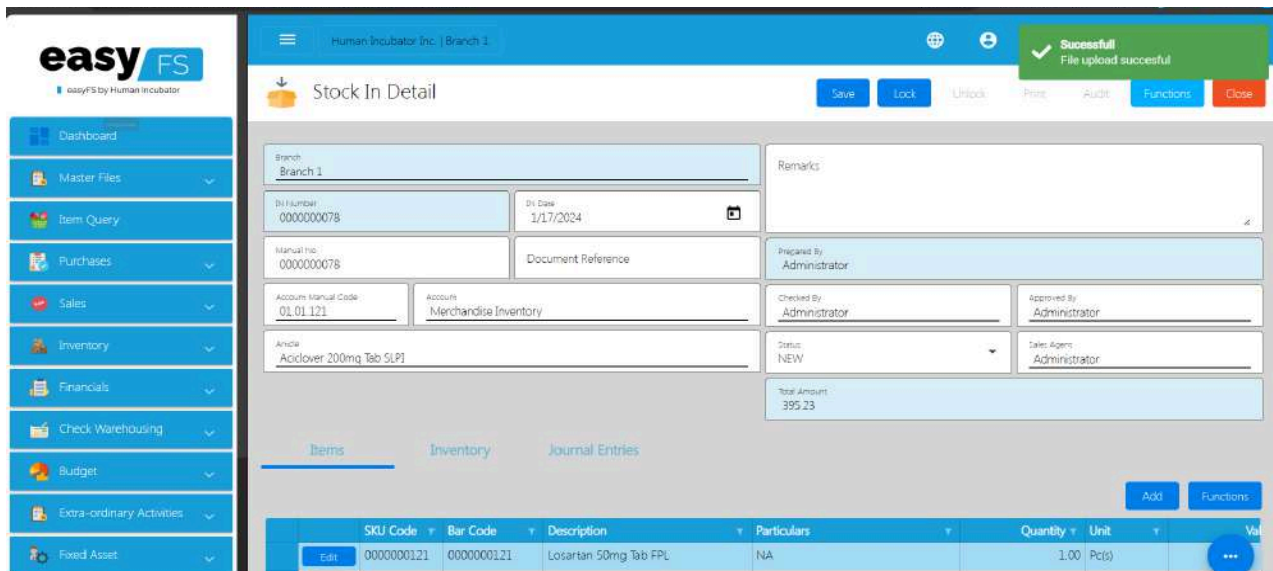
Status: NEW | Sales Agent: Administrator

Total Amount: 110.21

SKU Code	Bar Code	Description	Particulars	Quantity	Unit
0000000001	0000000001	Acidover 200mg Tab SLP1	NA	1.00	Boxes

Buttons: Save, Lock, Unlock, Print, Audit, Functions, Close

yGamma.004.005+3.1.3-production



Human Incubator Inc. | Branch 1

### Stock In Detail

Branch: Branch 1

SI Number: 0000000078 | SI Date: 1/17/2024

Manual No: 0000000078 | Document Reference

Account Manual Code: 01.01.121 | Account: Merchandise Inventory

Prepared By: Administrator

Checked By: Administrator | Approved By: Administrator

Status: NEW | Sales Agent: Administrator

Total Amount: 395.23

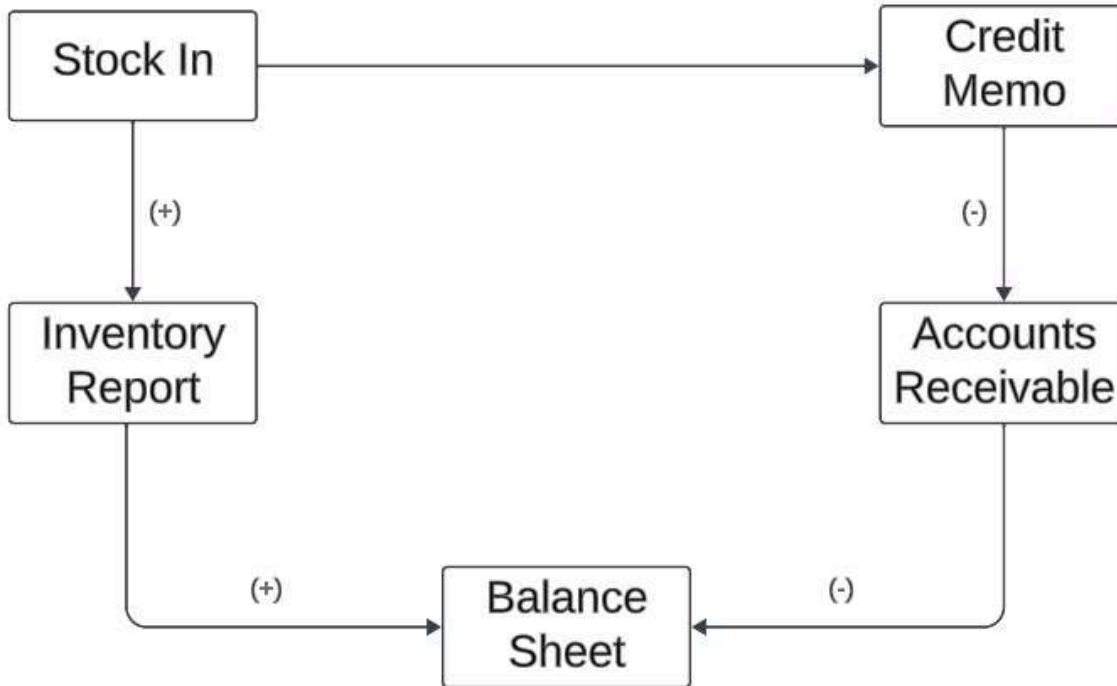
SKU Code	Bar Code	Description	Particulars	Quantity	Unit
0000000121	0000000121	Losartan 50mg Tab FPL	NA	1.00	Pct(s)

Buttons: Save, Lock, Unlock, Print, Audit, Functions, Close

Success! File upload successful

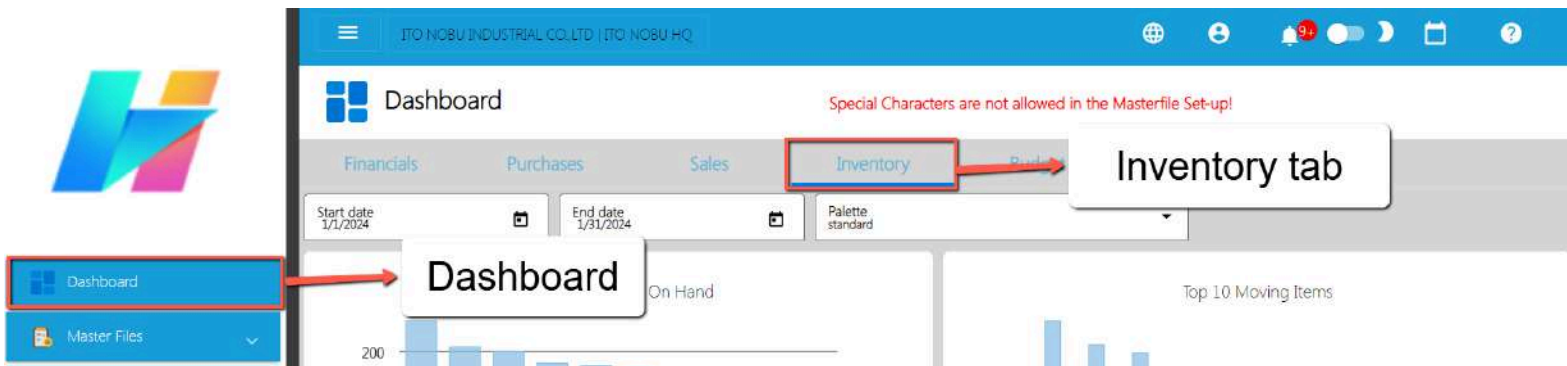
## Customer Return via Stock In

Diagram:

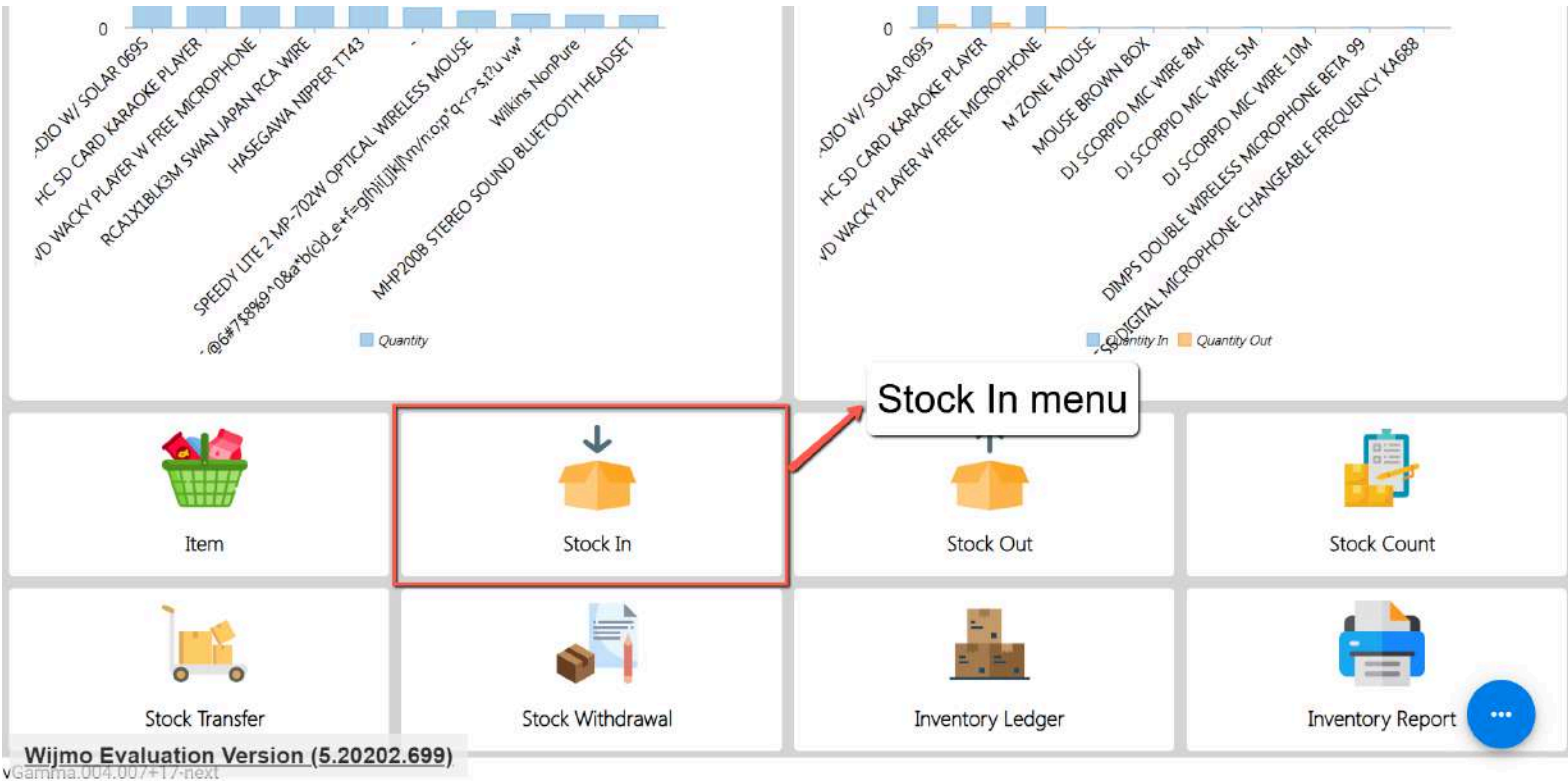


Steps on how to do Customer Return via Stock In:

1. Go to Dashboard, then select the Inventory tab.

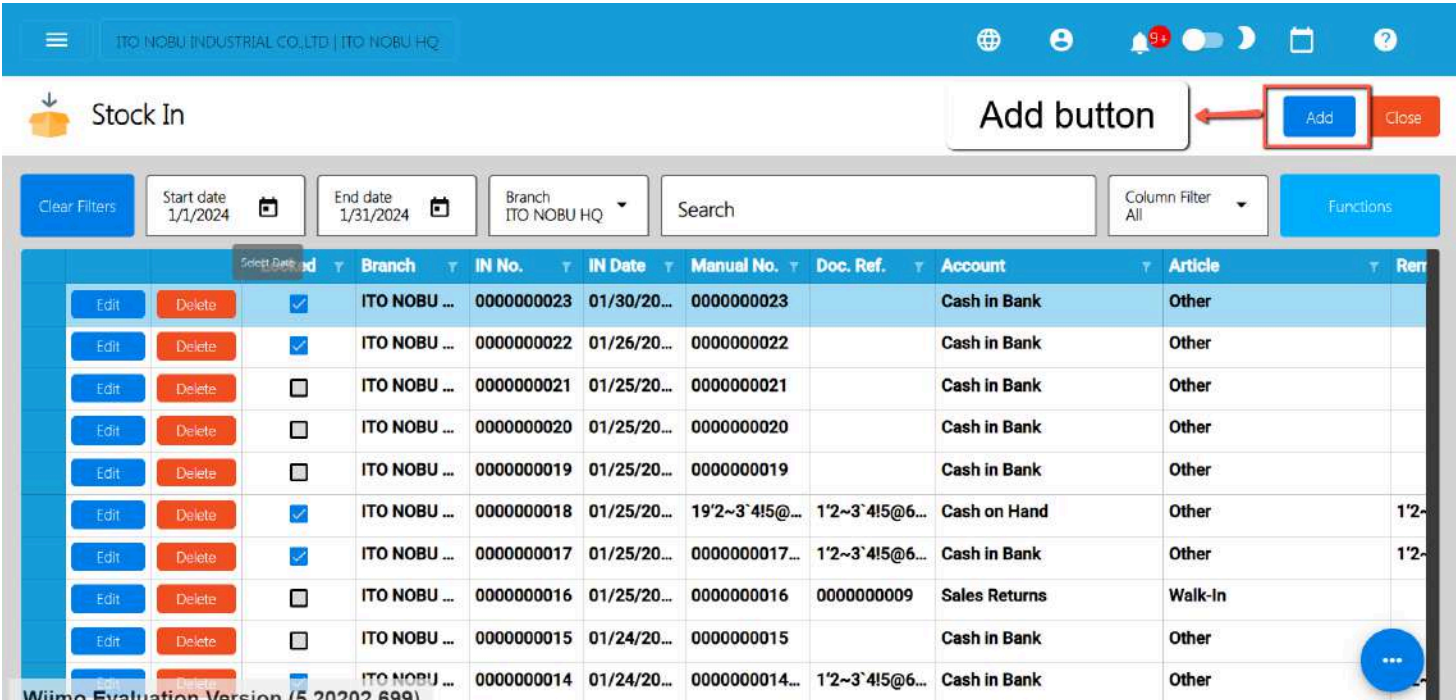


2. Scroll down and look for the Stock In menu.



**Wijmo Evaluation Version (5.20202.699)**

3. Click the menu, you will be redirected to the Stock In list.
4. From the Stock In list, click the Add button to add new Stock In detail to be used for Customer Return.



ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Stock In

Add button

Add Close

Clear Filters

Start date 1/1/2024

End date 1/31/2024

Branch ITO NOBU HQ

Search

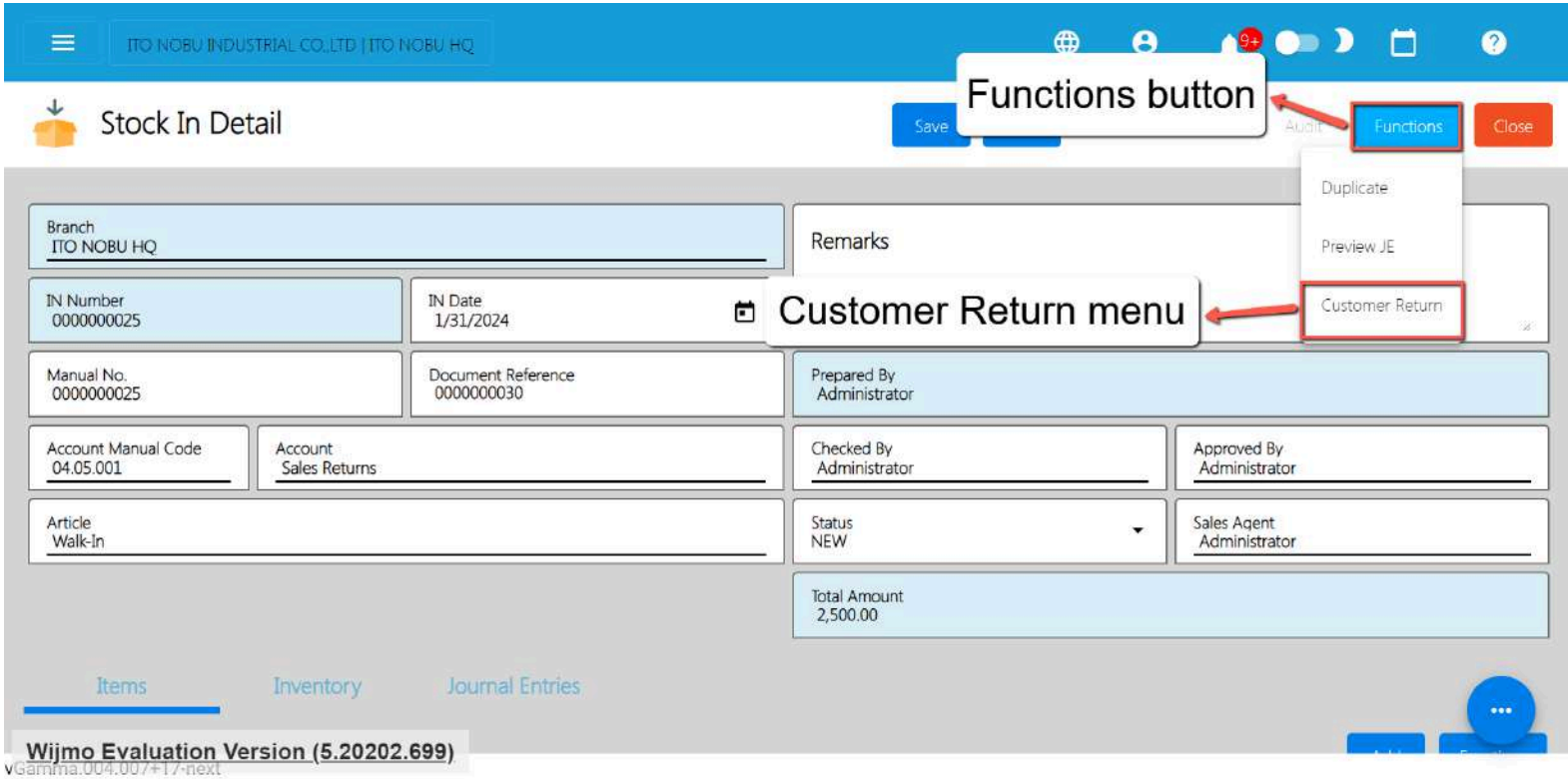
Column Filter All

Functions

Select	Edit	Delete	Branch	IN No.	IN Date	Manual No.	Doc. Ref.	Account	Article	Return
<input checked="" type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000023	01/30/20...	0000000023		Cash in Bank	Other	
<input checked="" type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000022	01/26/20...	0000000022		Cash in Bank	Other	
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000021	01/25/20...	0000000021		Cash in Bank	Other	
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000020	01/25/20...	0000000020		Cash in Bank	Other	
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000019	01/25/20...	0000000019		Cash in Bank	Other	
<input checked="" type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000018	01/25/20...	19'2~3'415@...	1'2~3'415@6...	Cash on Hand	Other	1'2~
<input checked="" type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000017	01/25/20...	0000000017...	1'2~3'415@6...	Cash in Bank	Other	1'2~
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000016	01/25/20...	0000000016	0000000009	Sales Returns	Walk-In	
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000015	01/24/20...	0000000015		Cash in Bank	Other	
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000014	01/24/20...	0000000014...	1'2~3'415@6...	Cash in Bank	Other	

Wijmo Evaluation Version (5.20202.699)

- After clicking the Add button, you will be redirected to the Stock In detail page. There's no need to input for the Stock In headers, just simply click the **Functions** button, then select the **Customer Return** menu.



The screenshot shows a software interface for 'Stock In Detail'. At the top, there is a blue header bar with a menu icon, the text 'ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ', and several utility icons. Below the header, the page title 'Stock In Detail' is displayed. A 'Functions' button is highlighted with a red box and a callout 'Functions button'. A dropdown menu is open from this button, showing options: 'Duplicate', 'Preview JE', and 'Customer Return'. The 'Customer Return' option is highlighted with a red box and a callout 'Customer Return menu'. The main form contains various fields: 'Branch' (ITO NOBU HQ), 'Remarks', 'IN Number' (000000025), 'IN Date' (1/31/2024), 'Manual No.' (000000025), 'Document Reference' (000000030), 'Prepared By' (Administrator), 'Account Manual Code' (04.05.001), 'Account' (Sales Returns), 'Checked By' (Administrator), 'Approved By' (Administrator), 'Article' (Walk-in), 'Status' (NEW), and 'Sales Agent' (Administrator). A 'Total Amount' of 2,500.00 is shown at the bottom. At the bottom left, there is a footer: 'Wijmo Evaluation Version (5.20202.699)'. At the bottom right, there is a blue circular menu icon.

6. After clicking the Customer Return, a Pick Sales Invoice popup will display.

Pick Sales Invoice

	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks
Pick	ITO NOBU ...	0000000030	1/31/2024	0000000030...	1'2~3`4!5@6...	Walk-In	1'2~3`4!5
Pick	ITO NOBU ...	0000000029	1/31/2024	0000000029...	1'2~3`4!5@6...	Walk-In	1'2~3`4!5
Pick	ITO NOBU ...	0000000018	1/29/2024	0000000018		Walk-In	
Pick	ITO NOBU ...	0000000017	1/29/2024	0000000017	001 - 00000...	Walk-In	Transacti
Pick	ITO NOBU ...	0000000016	1/29/2024	0000000016	001 - 00000...	Walk-In	Transacti
Pick	ITO NOBU ...	0000000009	1/25/2024	0000000009...	1'2~3`4!5@6...	Walk-In	1'2~3`4!5
Pick	ITO NOBU ...	0000000008	1/25/2024	41'2~3`4!5@...	1'2~3`4!5@6...	Walk-In	1'2~3`4!5
Pick	ITO NOBU ...	0000000007	1/25/2024	0000000007...	1'2~3`4!5@6...	Walk-In	1'2~3`4!5

7. To quickly find the Sales Invoice number based on the Customer, look for the Customer column.

Pick Sales Invoice

	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks
Pick	ITO NOBU ...	0000000030	1/31/2024	0000000030...	1'2~3`4!5@6...	Walk-In	1'2~3`4!5@
Pick	ITO NOBU ...	0000000029	1/31/2024	0000000029...	1'2~3`4!5@6...	Walk-In	1'2~3`4!5@
Pick	ITO NOBU ...	0000000018	1/29/2024	0000000018		Walk-In	
Pick	ITO NOBU ...	0000000017	1/29/2024	0000000017	001 - 00000...	Walk-In	Transaction
Pick	ITO NOBU ...	0000000016	1/29/2024	0000000016	001 - 00000...	Walk-In	Transaction
Pick	ITO NOBU ...	0000000015	1/26/2024	0000000015		TOKIWA SUBIC CORPORATION	
Pick	ITO NOBU ...	0000000009	1/25/2024	0000000009...	1'2~3`4!5@6...	Walk-In	1'2~3`4!5@
Pick	ITO NOBU ...	0000000008	1/25/2024	41'2~3`4!5@...	1'2~3`4!5@6...	Walk-In	1'2~3`4!5@
Pick	ITO NOBU ...	0000000007	1/25/2024	0000000007...	1'2~3`4!5@6...	Walk-In	1'2~3`4!5@

Close

8. Select the filter icon, and input the Customer name.

NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Input Customer Name here

Filter icon

	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks
Pick	ITO NOBU ...	0000000030	1/31/2024	0000000030...	1'2~3`4!5@6...		1'2~3`4!5
Pick	ITO NOBU ...	0000000029	1/31/2024	0000000029...	1'2~3`4!5@6...		1'2~3`4!5
Pick	ITO NOBU ...	0000000018	1/29/2024	0000000018			Transacti
Pick	ITO NOBU ...	0000000017	1/29/2024	0000000017	001 - 00000...		Transacti
Pick	ITO NOBU ...	0000000016	1/29/2024	0000000016	001 - 00000...		1'2~3`4!5
Pick	ITO NOBU ...	0000000009	1/25/2024	0000000009...	1'2~3`4!5@6...		1'2~3`4!5
Pick	ITO NOBU ...	0000000008	1/25/2024	41'2~3`4!5@...	1'2~3`4!5@6...		1'2~3`4!5
Pick	ITO NOBU ...	0000000007	1/25/2024	0000000007...	1'2~3`4!5@6...		1'2~3`4!5

Filter by Condition | Filter by Value

Walk

Select All

Walk-In

Apply Cancel Clear

Close

9. Once the Customer name is found, click the Apply button.



NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Pick Sales Invoice

	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks
Pick	ITO NOBU ...	0000000030	1/31/2024	0000000030...	1'2~3`4!5@6...		1'2~3`4!5@6...
Pick	ITO NOBU ...	0000000029	1/31/2024	0000000029...	1'2~3`4!5@6...		1'2~3`4!5@6...
Pick	ITO NOBU ...	0000000018	1/29/2024	0000000018			
Pick	ITO NOBU ...	0000000017	1/29/2024	0000000017	001 - 00000...		Transacti
Pick	ITO NOBU ...	0000000016	1/29/2024	0000000016	001 - 00000...		Transacti
Pick	ITO NOBU ...	0000000009	1/25/2024	0000000009...	1'2~3`4!5@6...		1'2~3`4!5@6...
Pick	ITO NOBU ...	0000000008	1/25/2024	41'2~3`4!5@...	1'2~3`4!5@6...		1'2~3`4!5@6...
Pick	ITO NOBU ...	0000000007	1/25/2024	0000000007...	1'2~3`4!5@6...		1'2~3`4!5@6...

Navigation: < 1/1 >

Apply button

Apply button (highlighted in red box)

Apply Cancel Clear

Close

- It will now display the list of Sales Invoice based on the selected Customer.
- Now, look for the Sales Invoice number then click the **Pick** button. **Take note: Once you've already picked a Sales Invoice, you can't do another Customer Return for that same Stock In. If you need to do another Customer Return, you'll have to create a new Stock In detail instead.**

Pick Sales Invoice

Pick button

Sales Invoice number

	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks
Pick	ITO NOBU ...	0000000030	1/31/2024	0000000030...	1'2~3'4!5@6...	Walk-In	1'2~3'4!5
Pick	ITO NOBU ...	0000000029	1/31/2024	0000000029...	1'2~3'4!5@6...	Walk-In	1'2~3'4!5
Pick	ITO NOBU ...	0000000018	1/29/2024	0000000018		Walk-In	
Pick	ITO NOBU ...	0000000017	1/29/2024	0000000017	001 - 00000...	Walk-In	Transacti
Pick	ITO NOBU ...	0000000016	1/29/2024	0000000016	001 - 00000...	Walk-In	Transacti
Pick	ITO NOBU ...	0000000009	1/25/2024	0000000009...	1'2~3'4!5@6...	Walk-In	1'2~3'4!5
Pick	ITO NOBU ...	0000000008	1/25/2024	41'2~3'4!5@...	1'2~3'4!5@6...	Walk-In	1'2~3'4!5
Pick	ITO NOBU ...	0000000007	1/25/2024	0000000007...	1'2~3'4!5@6...	Walk-In	1'2~3'4!5

⏪
⏴
1 / 1
⏵
⏩

Close

12. Once picked, the Stock In header is automatically populated like:
  - a. Document Reference → *Sales Invoice's Number*
  - b. Account → *default Account for Customer Return (Sales Returns)*
  - c. Article → *Customer Name*
13. Under the Stock In line items, delete the item that is not included on the return.



	SKU Code	Bar Code	Description	Particulars	Quantity	Unit
Edit	HC Wacky	104042020	DVD WACKY PLAYER W FREE MICR...		2.00	Pc(s)
Edit	RADIO SOL...	102364502K	KUKU RADIO W/ SOLAR 069S		2.00	Pc(s)

14. For the remaining item (item that is returned by the Customer), click the Edit button to edit the quantity being returned. Make sure, it will not exceed the quantity being purchased by the Customer.



	SKU Code	Bar Code	Description	Particulars	Quantity	Unit
Edit	HC Wacky	104042020	DVD WACKY PLAYER W FREE MICR...		2.00	Pc(s)
Edit	RADIO SOL...	102364502K	KUKU RADIO W/ SOLAR 069S		2.00	Pc(s)

Account \_\_\_\_\_ Checked By \_\_\_\_\_ Approved By \_\_\_\_\_

Edit Stock In Item

**Update item quantity here, if needed**

SKU Code HC Wacky	Bar Code 104042020	Quantity 2.00
Item Description DVD WACKY PLAYER W FREE MICROPHONE		Value 0.00
Unit Pc(s)		Amount 8,694.00
Particulars		

Add Batch Save Close

January 31, 2024 11:30 AM Updated Date / Time: January 31, 2024 11:30 AM

15. Once okay, click the Save button to save the changes for the quantity.

Account \_\_\_\_\_ Checked By \_\_\_\_\_ Approved By \_\_\_\_\_

### Edit Stock In Item

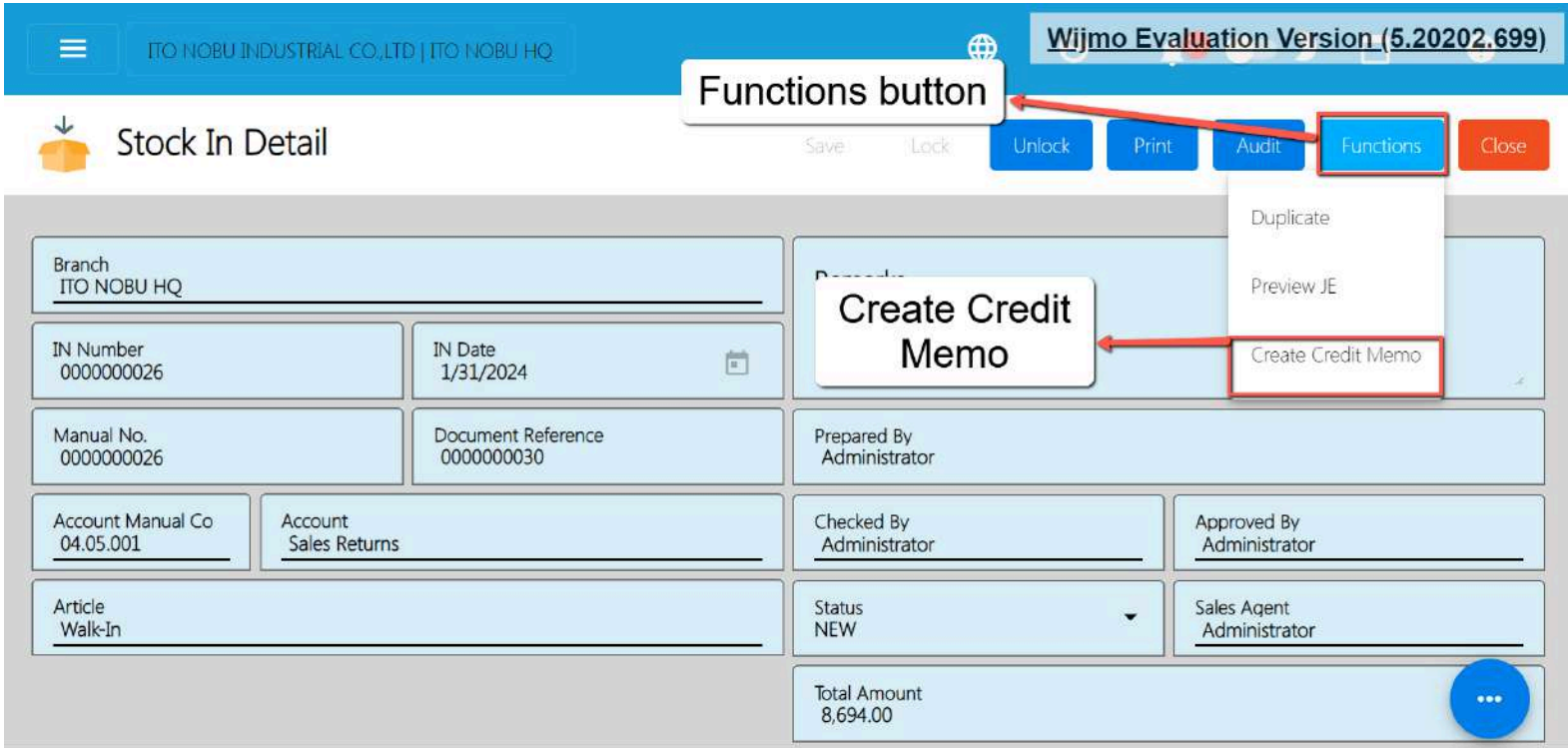
**Item**

SKU Code HC Wacky	Bar Code 104042020	Quantity 2.00
Item Description DVD WACKY PLAYER W FREE MICROPHONE		Value 0.00
Unit Pc(s)		Amount 8,694.00
Particulars		

Save button ← Add Button Save Close

January 31, 2024 11:30 AM Updated Date/Time: January 31, 2024 11:30 AM

16. Once everything is okay, click the Save and Lock button to save and lock the Stock In detail.
17. After that, click again the Functions button, then select the **Create Credit Memo**.



The screenshot shows the 'Stock In Detail' page in the Wijmo Evaluation Version (5.20202.699) interface. The page header includes the company name 'ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ' and the version number. The main content area displays a form with various fields for stock details, including Branch (ITO NOBU HQ), IN Number (000000026), IN Date (1/31/2024), Manual No. (000000026), Document Reference (000000030), Account Manual Co (04.05.001), Account (Sales Returns), Article (Walk-In), Status (NEW), and Sales Agent (Administrator). The Total Amount is 8,694.00. A 'Functions' button is highlighted, and a dropdown menu is open, showing options like 'Duplicate', 'Preview JE', and 'Create Credit Memo'. A red arrow points to the 'Create Credit Memo' option.

vGamma.004.007+16-next

18. You will be redirected to the Credit Memo Detail page.

✉ hiisales@human-incubator.com

 Credit Memo Detail

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

**Wijmo Evaluation Version (5.20202.699)**

Currency PHP	Exchange Rate 1	Remarks	
Branch ITO NOBU HQ			
CM Number 0000000004	CM Date 1/31/2024	Prepared By Administrator	
Manual No. 0000000004	Document Reference	Checked By Administrator	Approved By Administrator
Customer Walk-In	Status NEW	Total 8,694.00	

Lines Attachment Journal Entries



19. Review everything especially the Customer tagged and the Total Amount.

✉ hiisales@human-incubator.com

Credit Memo Detail

Save Lock Unlock

Wijmo Evaluation Version (5.20202.699)

Currency PHP	Exchange Rate 1	Remarks	
Branch ITO NOBU HQ			
CM Number 000000004	CM Date 1/31/2024	Prepared By Administrator	
Manual No. 000000004	Document Reference	Checked By Administrator	Approved By Administrator
Customer Walk-In	Status NEW	Total 8,694.00	

Lines Attachment **Customer** **Total Amount** Add

	Branch	Account	Article	SI No.	Amount	Base Am
Edit Delete	ITO NOBU HQ	Sales Returns	Walk-In	0000000030	8,694.00	

vGamma.004.007+16-next

20. Once everything is okay, click the Save button.



Credit Memo Detail

Save button

Save

Lock

Unlock

Wijmo Evaluation Version (5.20202.699)

Currency PHP	Exchange Rate 1	Remarks	
Branch ITO NOBU HQ			
CM Number 000000004	CM Date 1/31/2024	Prepared By Administrator	
Manual No. 000000004	Document Reference	Checked By Administrator	Approved By Administrator
Customer Walk-In	Status NEW	Total 8,694.00	

Lines Attachment Journal Entries

	Branch	Account	Article	SI No.	Amount	Base Am
Edit Delete	ITO NOBU HQ	Sales Returns	Walk-In	0000000030	8,694.00	

vGamma.004.007+16-next

21. After clicking the Save button, click the Lock button to make some changes on the system.

 Credit Memo Detail

Save

Lock

Unlock

Wijmo

**Lock Successful**  
✓ Credit Memo was successfully locked!

Currency PHP	Exchange Rate 1	Remarks	
Branch ITO NOBU HQ			
CM Number 000000004	CM Date 1/31/2024	Prepared By Administrator	
Manual No. 000000004	Document Reference	Checked By Administrator	Approved By Administrator
Customer Walk-In	Status NEW	Total 8,694.00	

Lines

Attachment

Journal Entries

		Branch	Account	Article	SI No.	Amount	Base Ar
Edit	Delete	ITO NOBU HQ	Sales Returns	Walk-In	0000000030	8,694.00	

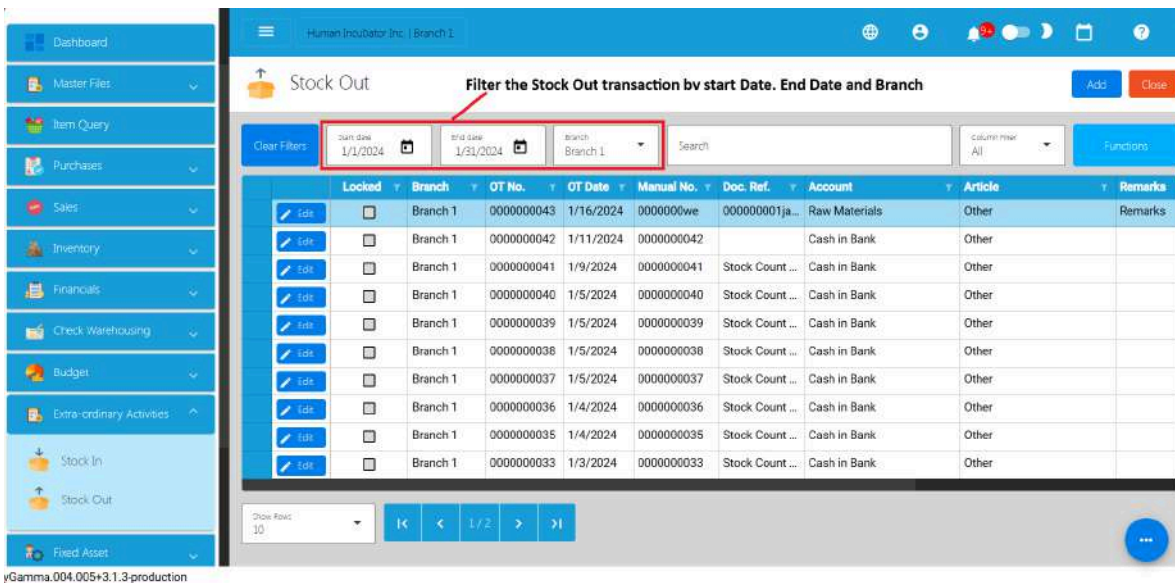
## 5.4 Stock Out

### 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. Moreover, we've improved the way you see Stock Out details so that you don't have to wait too long to view them.

## Stock Out List

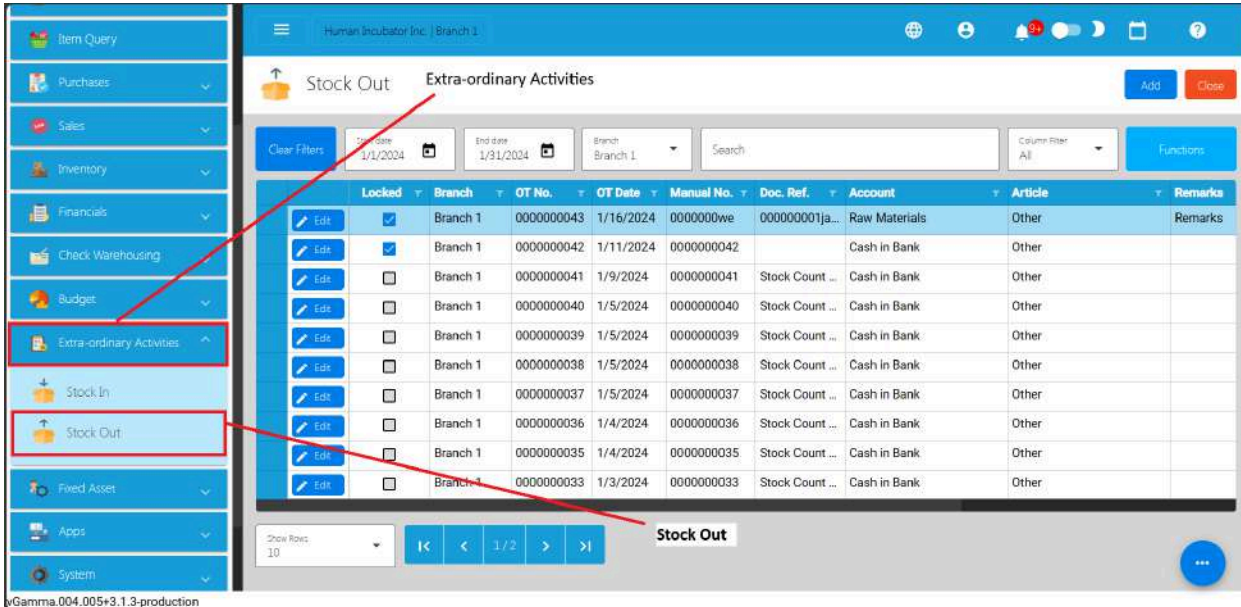
- List of all the OT(Stock Out) and will also show the overview of the transaction.
- Here, the user also has the filter functionality and the button to add a new OT.



Locked	Branch	OT No.	OT Date	Manual No.	Doc. Ref.	Account	Article	Remarks
<input type="checkbox"/>	Branch 1	000000043	1/16/2024	0000000we	00000001ja...	Raw Materials	Other	Remarks
<input type="checkbox"/>	Branch 1	000000042	1/11/2024	000000042		Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000041	1/9/2024	000000041	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000040	1/5/2024	000000040	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000039	1/5/2024	000000039	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000038	1/5/2024	000000038	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000037	1/5/2024	000000037	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000036	1/4/2024	000000036	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000035	1/4/2024	000000035	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000033	1/3/2024	000000033	Stock Count ...	Cash in Bank	Other	

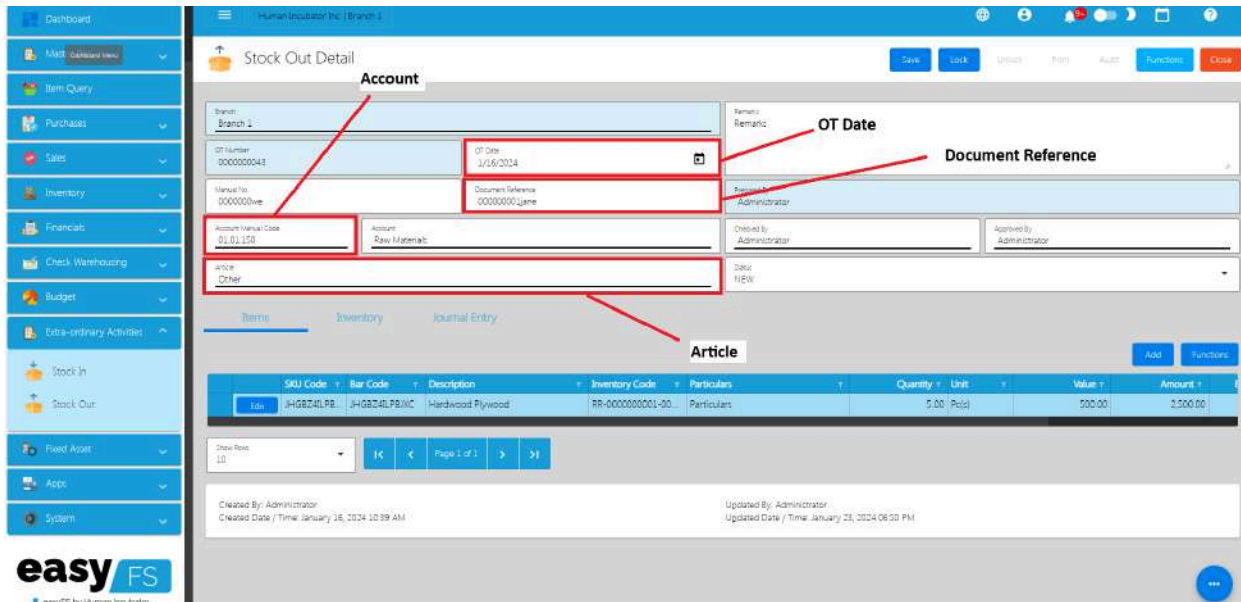
## Stock Out Detail

1. To add a new Stock Out detail, go to **Extra-ordinary Activities** 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,

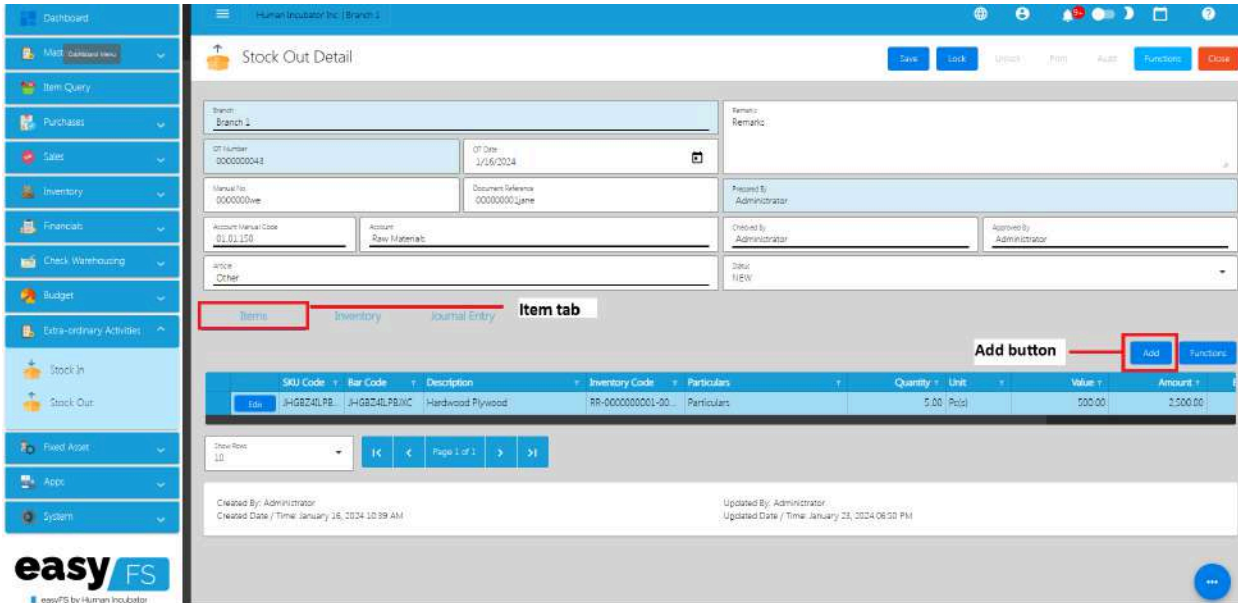
- OT Date
- Document Reference
- Account



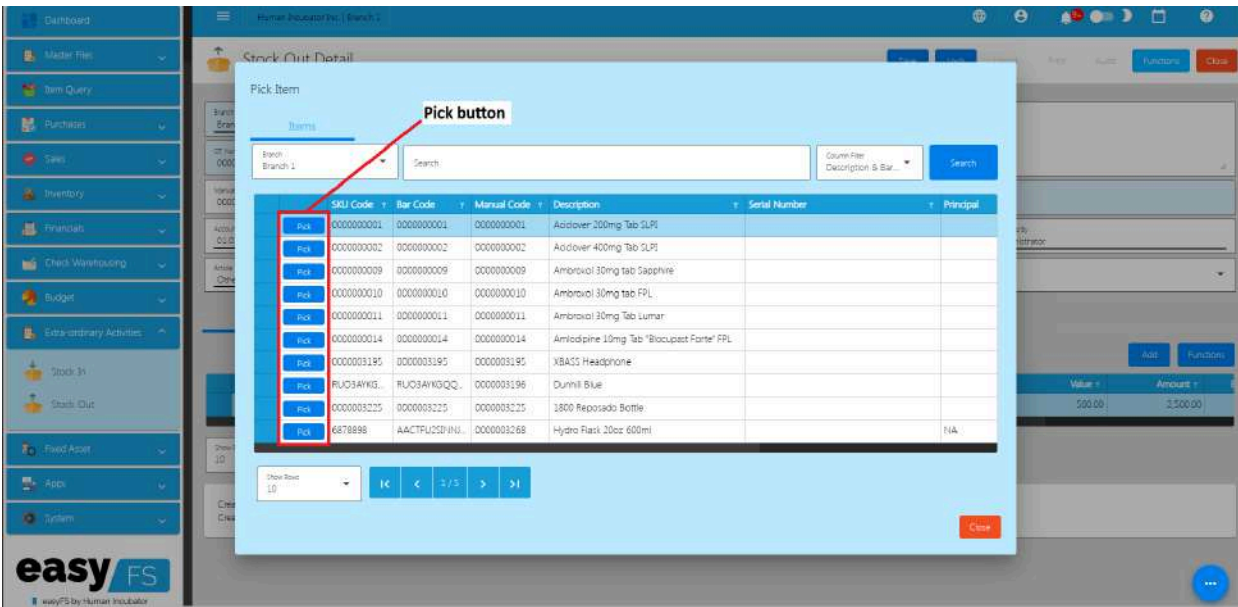
3. To add Stock Out line item(s), you can:

○ **Manual** add a line item

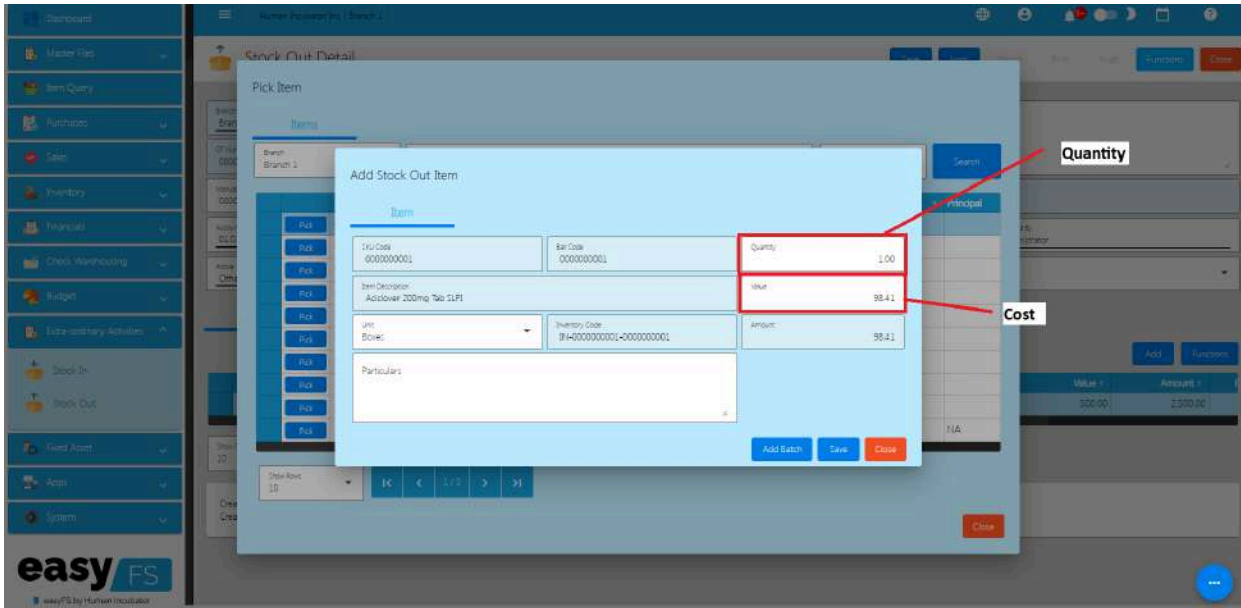
1. Click the **Add** button under the Items tab.



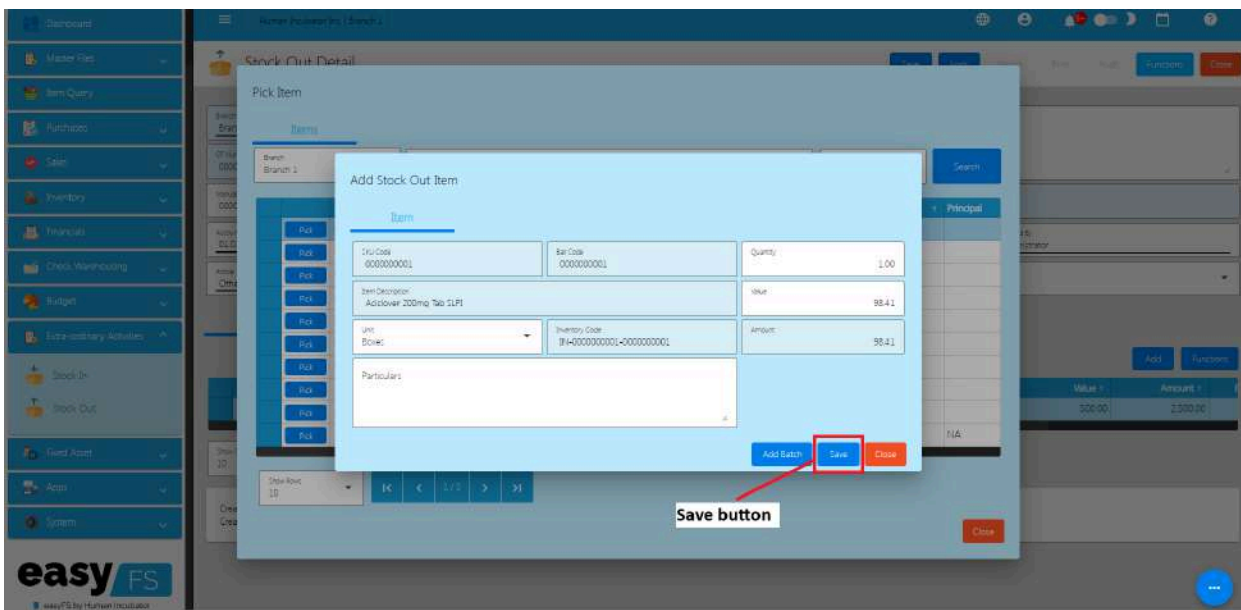
2. Click the Pick button that you want to add an Item for Stock Out.



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

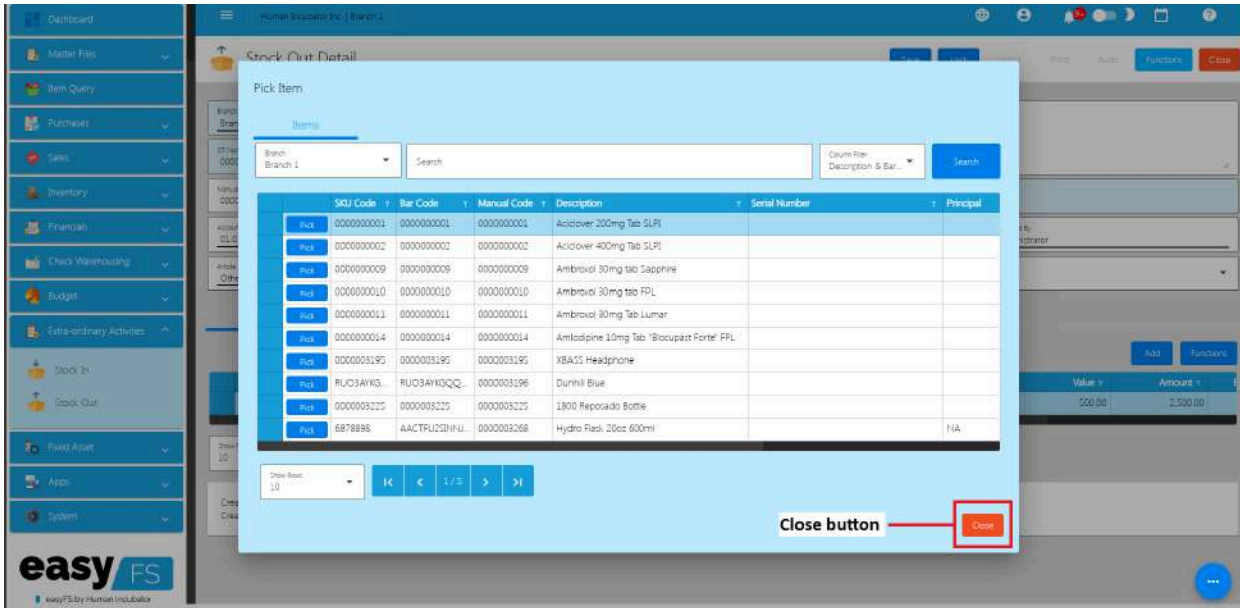


4. Click Save button to Save the item as a Stock Out line item.



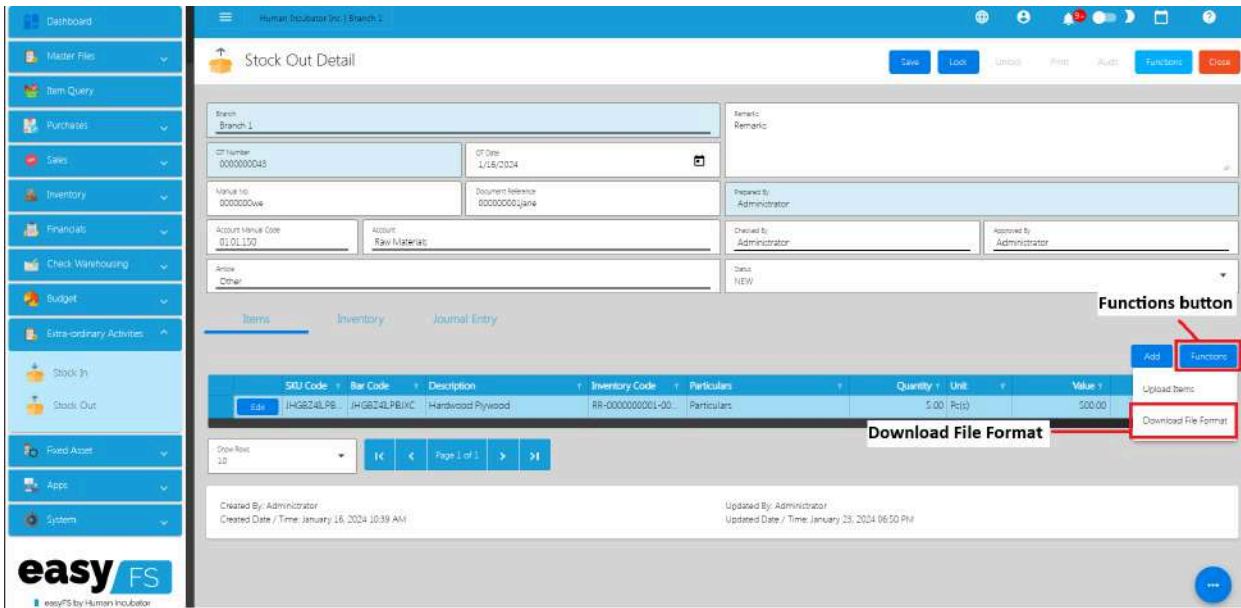
5. If you wish to add another item, just repeat Steps 2 to 4.

- Click the Close button to close the popup and review your Stock Out detail.

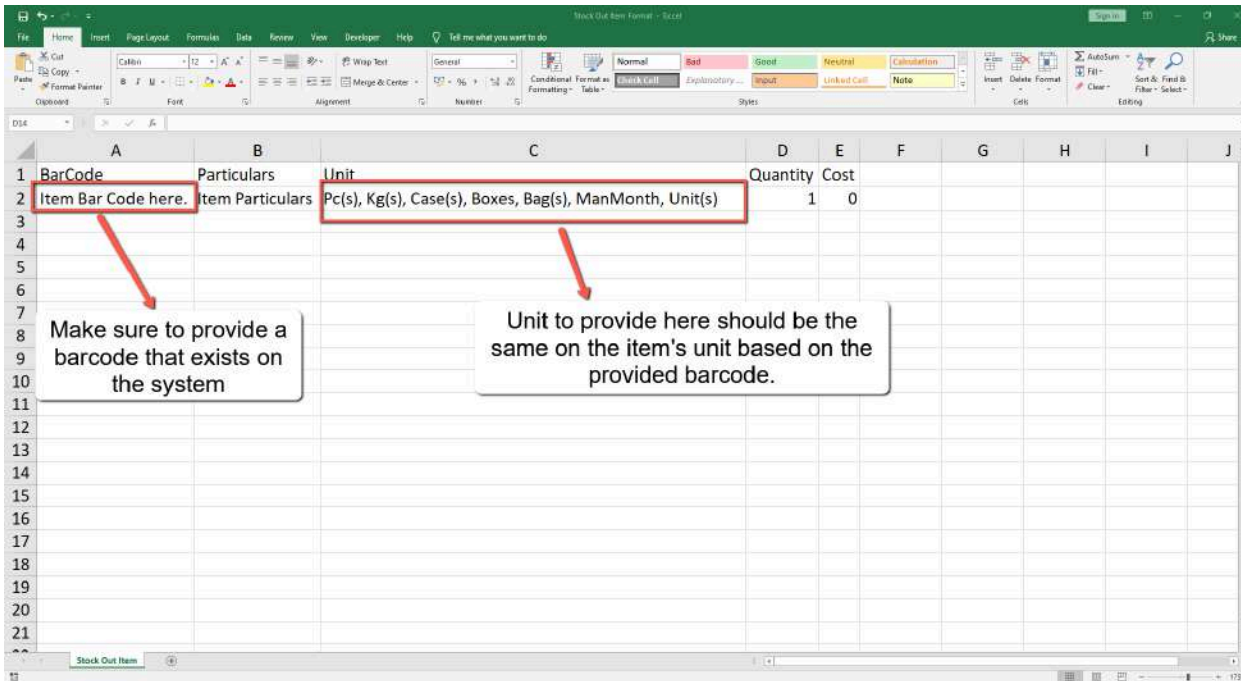


## Bulk Upload Line item(s)

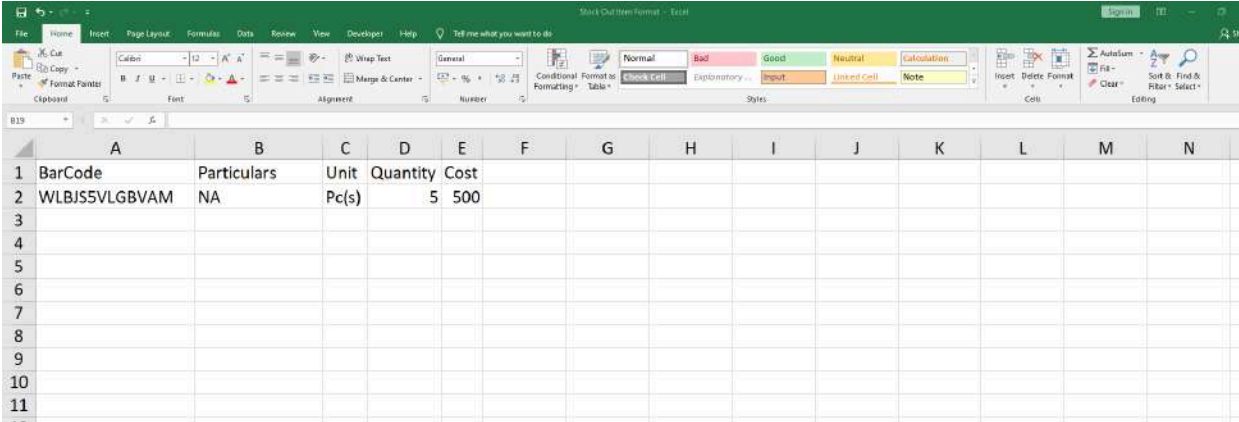
- Click on the **Functions** button then click on the **Download File Format** to download the template for bulk uploading Stock Out line item(s).



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



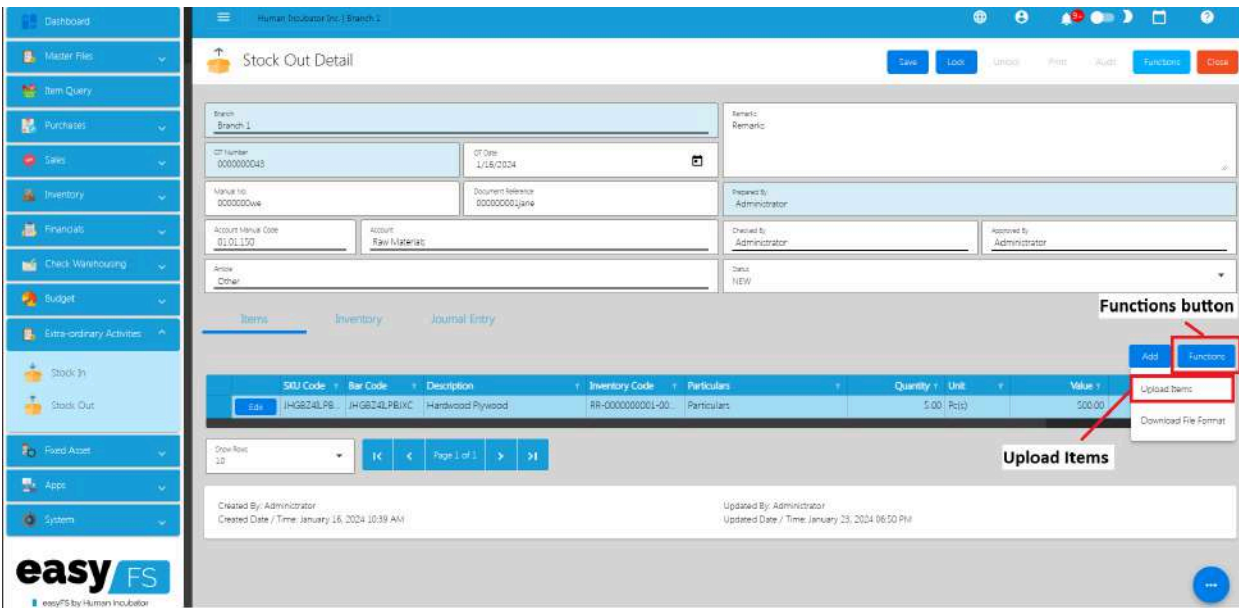




1	BarCode	Particulars	Unit	Quantity	Cost
2	WLBJS5VLGBVAM	NA	Pc(s)	5	500
3					
4					
5					
6					
7					
8					
9					
10					
11					

3. Save the file.

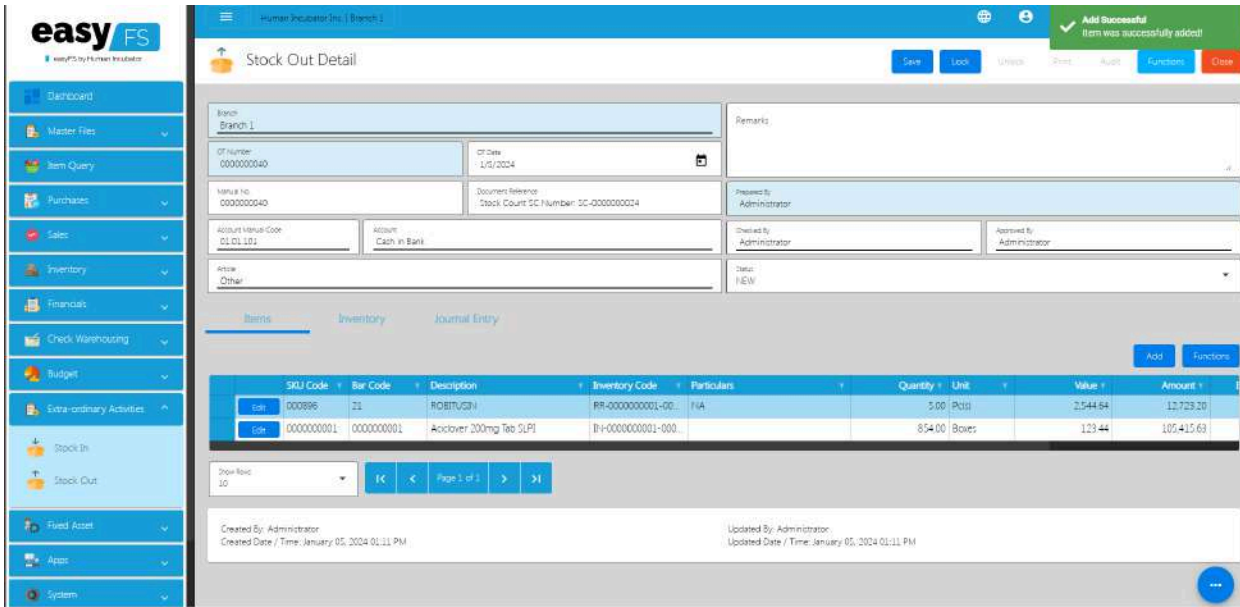
4. Go back to the system, then click again the **Functions** button then click the **Upload Items**.



The screenshot shows the 'Stock Out Detail' form in the Human Incubator system. The form includes fields for Branch, Number, Date, Manual No., Document Release, Account Manual Code, Account, and Status. Below the form is a table with columns: SMU Code, Bar Code, Description, Inventory Code, Particulars, Quantity, Unit, and Value. A red box highlights the 'Functions' button in the top right corner of the table area. A dropdown menu is open under 'Functions', showing 'Upload Items' and 'Download File Format'. A red arrow points from the 'Upload Items' option to the 'Upload Items' button located below the table. The footer of the page shows 'easy FS by Human Incubator'.

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.



**easy FS** | Human Incubator (Inc.) | Branch 1

**Stock Out Detail** [Save] [Lock] [Unlock] [Print] [Audit] [Functions] [Close]

**Add Successful**  
Item was successfully added!

Branch: Branch 1

Remarks:

OT Number: 0000000040 | OT Date: 1/5/2024

Manu No: 0000000040 | Document Reference: Stock Count SC Number: SC-0000000024

Prepared By: Administrator

Account Name Code: 01.01.101 | Account: Cash in Bank

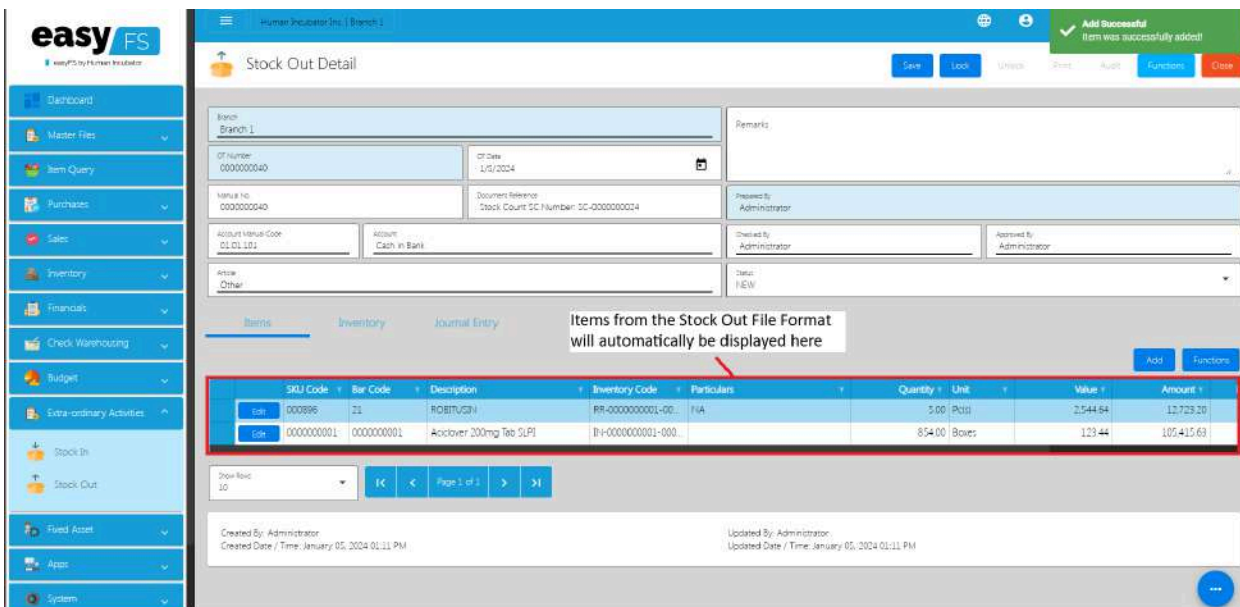
Checked By: Administrator | Approved By: Administrator

Other: Other | Item: NEW

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Value	Amount
000896	Z1	ROBITUGH	RR-0000000001-00	RIA	5.00	Pkts	2,544.64	12,723.20
0000000001	0000000001	Aclover 200mg Tab SLP	RI-0000000001-000		854.00	Boxes	123.44	105,415.63

Page 1 of 1

Created By: Administrator | Created Date / Time: January 05, 2024 01:11 PM  
Updated By: Administrator | Updated Date / Time: January 05, 2024 01:11 PM



**easy FS** | Human Incubator (Inc.) | Branch 1

**Stock Out Detail** [Save] [Lock] [Unlock] [Print] [Audit] [Functions] [Close]

**Add Successful**  
Item was successfully added!

Branch: Branch 1

Remarks:

OT Number: 0000000040 | OT Date: 1/5/2024

Manu No: 0000000040 | Document Reference: Stock Count SC Number: SC-0000000024

Prepared By: Administrator

Account Name Code: 01.01.101 | Account: Cash in Bank

Checked By: Administrator | Approved By: Administrator

Other: Other | Item: NEW

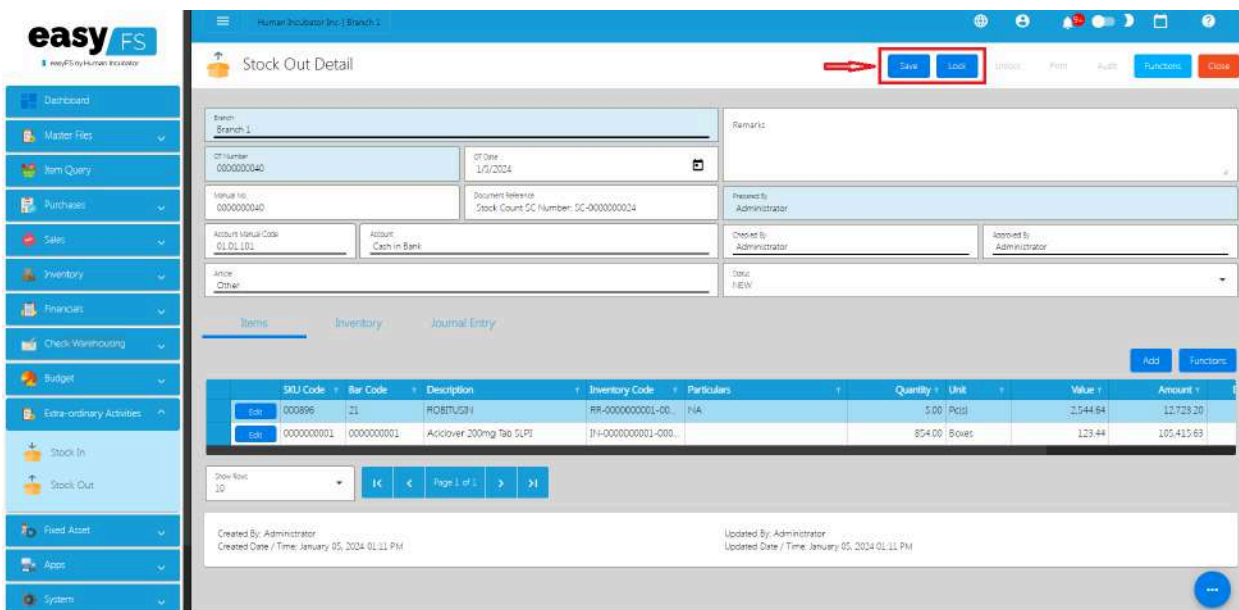
Items from the Stock Out File Format will automatically be displayed here

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Value	Amount
000896	Z1	ROBITUGH	RR-0000000001-00	RIA	5.00	Pkts	2,544.64	12,723.20
0000000001	0000000001	Aclover 200mg Tab SLP	RI-0000000001-000		854.00	Boxes	123.44	105,415.63

Page 1 of 1

Created By: Administrator | Created Date / Time: January 05, 2024 01:11 PM  
Updated By: Administrator | Updated Date / Time: January 05, 2024 01:11 PM

4. 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.



**easy FS** | easyFS by Human Incubator

Human Incubator, Inc. | Branch 1

Stock Out Detail

Branch: Branch 1

OT Number: 0000000040 | OT Date: 1/5/2024

Invoice No.: 0000000040 | Document Reference: Stock Count/CC Number: SC-0000000024

Prescribed By: Administrator

Account Name/Code: 01.01.101 | Account: Cash in Bank

Checked By: Administrator | Approved By: Administrator

Item: Other

Status: NEW

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Value	Amount
000896	21	ROBETUSPH	RR-0000000001-00	N/A	5.00	Pcs/1	2,544.84	12,723.20
0000000001	0000000001	Acclover 200mg Tab 5LP1	IR-0000000001-000		854.00	Boxes	123.44	105,415.63

Created By: Administrator | Created Date / Time: January 05, 2024 01:11 PM

Updated By: Administrator | Updated Date / Time: January 05, 2024 01:11 PM

## Supplier Return via Stock Out Diagram:

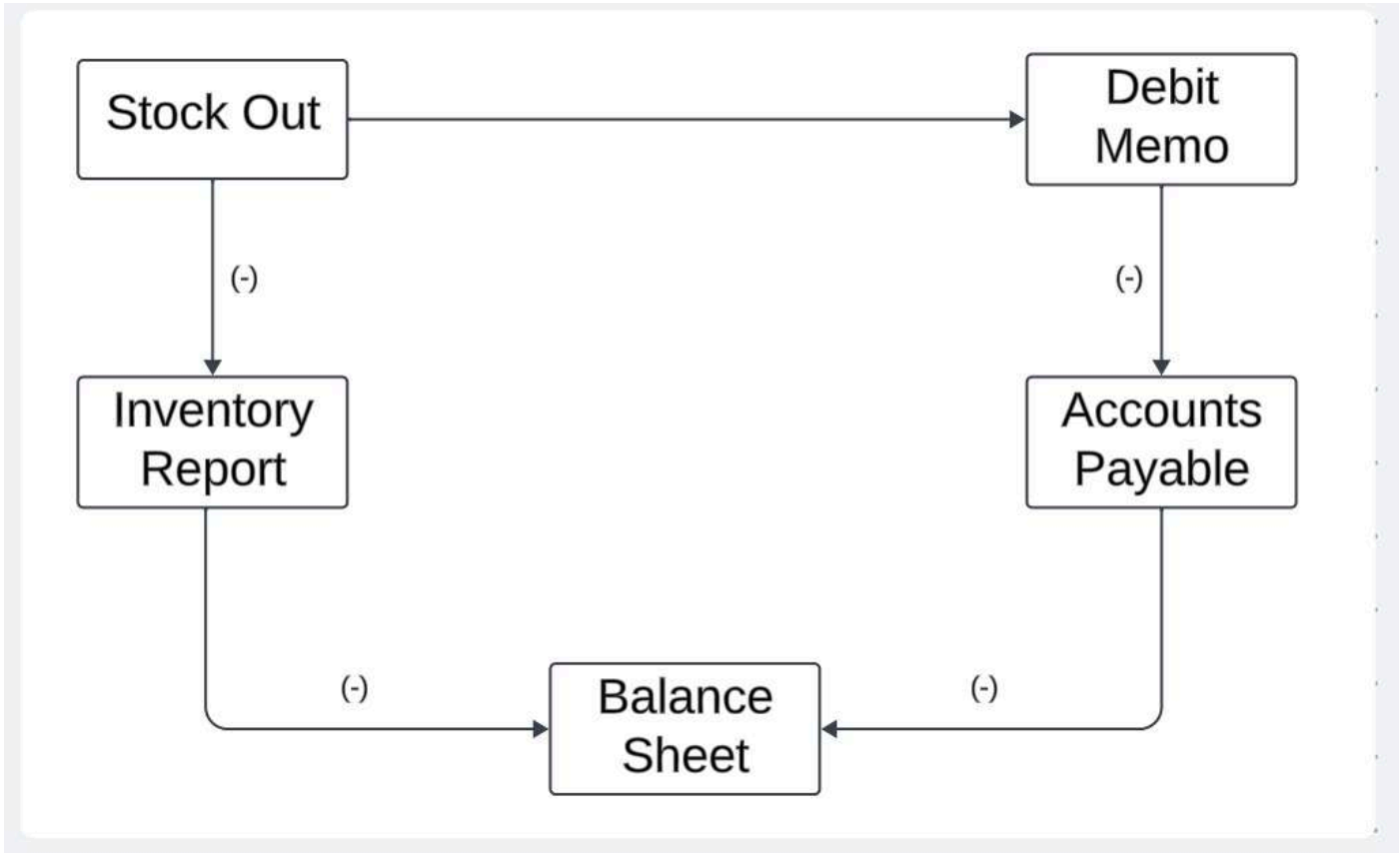
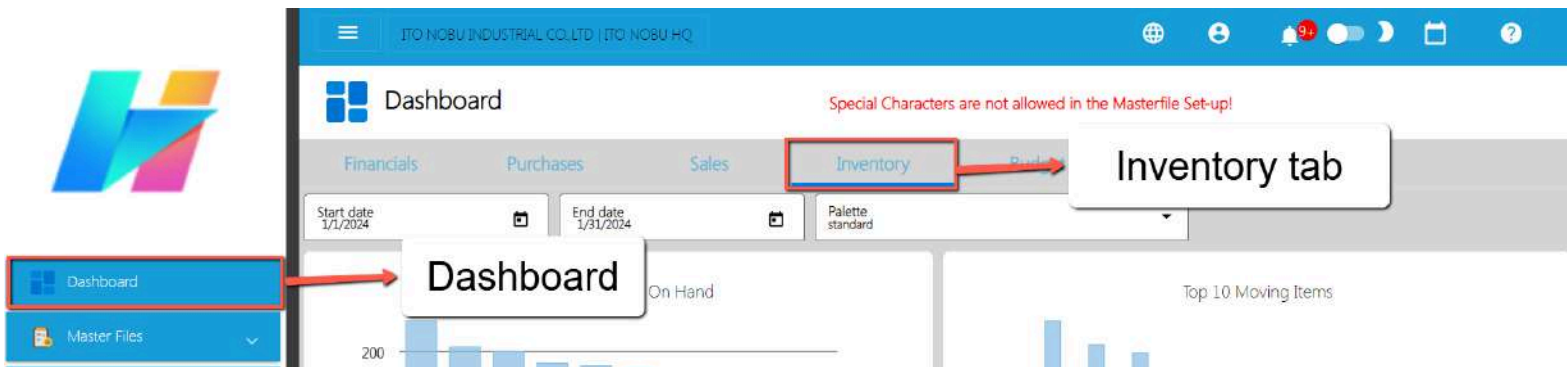


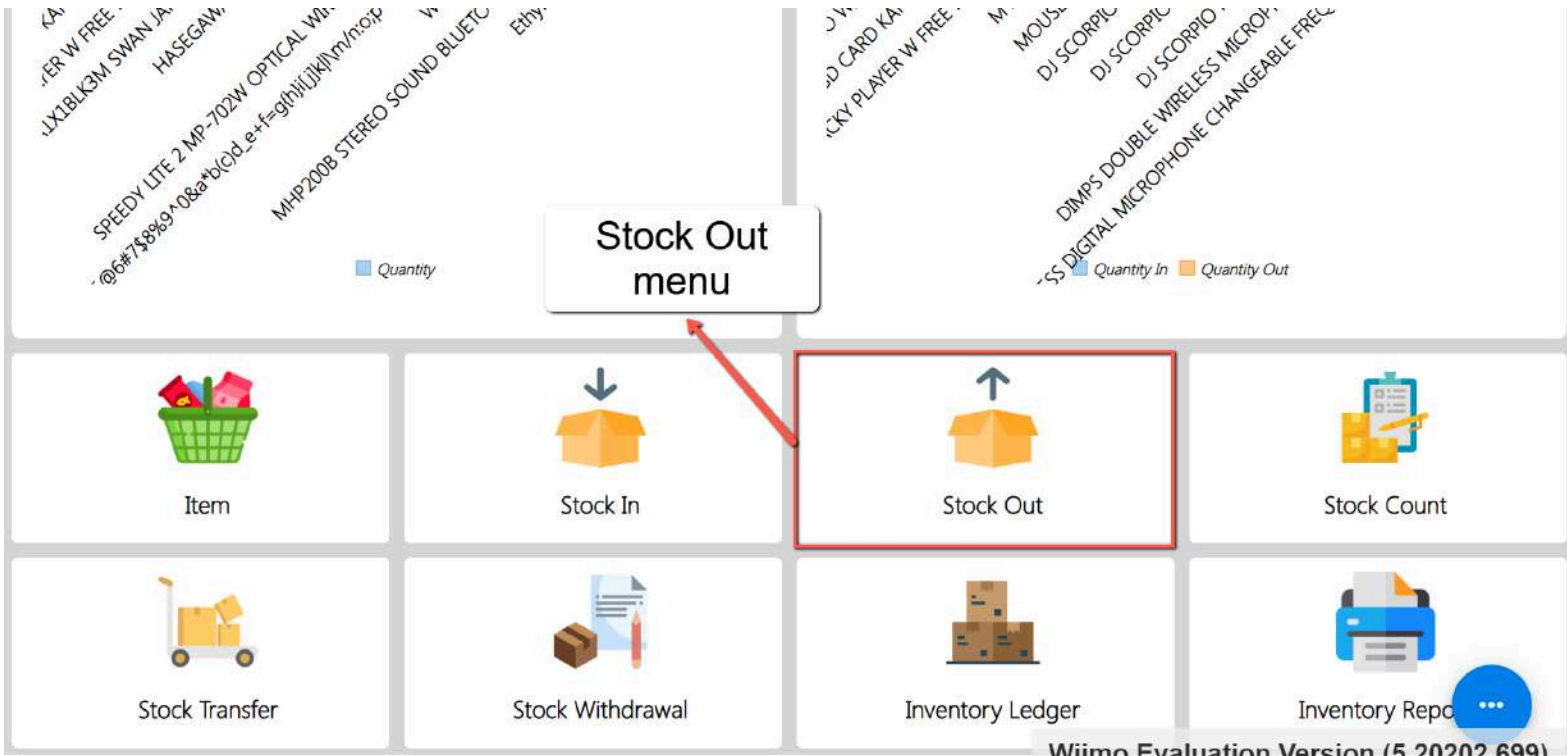
Diagram:

Steps on how to do Supplier Return via Stock Out:

1. Go to Dashboard, then select the Inventory tab.



2. Scroll down and look for the Stock Out menu.



**Stock Out menu**

Quantity In    Quantity Out

Item    Stock In    **Stock Out**    Stock Count

Stock Transfer    Stock Withdrawal    Inventory Ledger    Inventory Report

vGamma.004.007+17-next

**Wjimo Evaluation Version (5.20202.699)**

3. Click the menu, you will be redirected to the Stock Out list.

Stock Out

Add Close

Clear Filters

Start da 1/1/2020

End date 1/31/2020

Branch ITO NOBU...

Search

Column Filter All

Functions

			Locked	Branch	OT No.	OT Date	Manual No.	Doc. Ref.	Account	Article
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000017	01/31/20...	31'23`4!5@6...	1'23`4!5@6#...	Cash in Bank	Other
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000016	01/31/20...	0000000016...	1'23`4!5@6#...	Cash in Bank	Other
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000015	01/31/20...	0000000015	Stock Count ...	Cash in Bank	Other
		<input type="checkbox"/>		ITO NOBU ...	0000000014	01/25/20...	0000000014		Cash in Bank	Other
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000013	01/25/20...	0000000013	0000000006	Purchases	Return T
		<input type="checkbox"/>		ITO NOBU ...	0000000012	01/25/20...	1'2~3`4!5@6...	1'2~3`4!5@6...	FOOD EXPENSE	Other
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000011	01/25/20...	0000000011	0000000035	Purchases	Return T
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000010	01/25/20...	0000000010...	1'2~3`4!5@6...	Cash in Bank	Other
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000009	01/24/20...	0000000009...	1'2~3`4!5@6...	Cash in Bank	...

Wijmo Evaluation Version (5.20202.699)

Gamma.004.007+17-next

4. From the Stock Out list, click the Add button to add new Stock Out details to be used for Supplier Return.

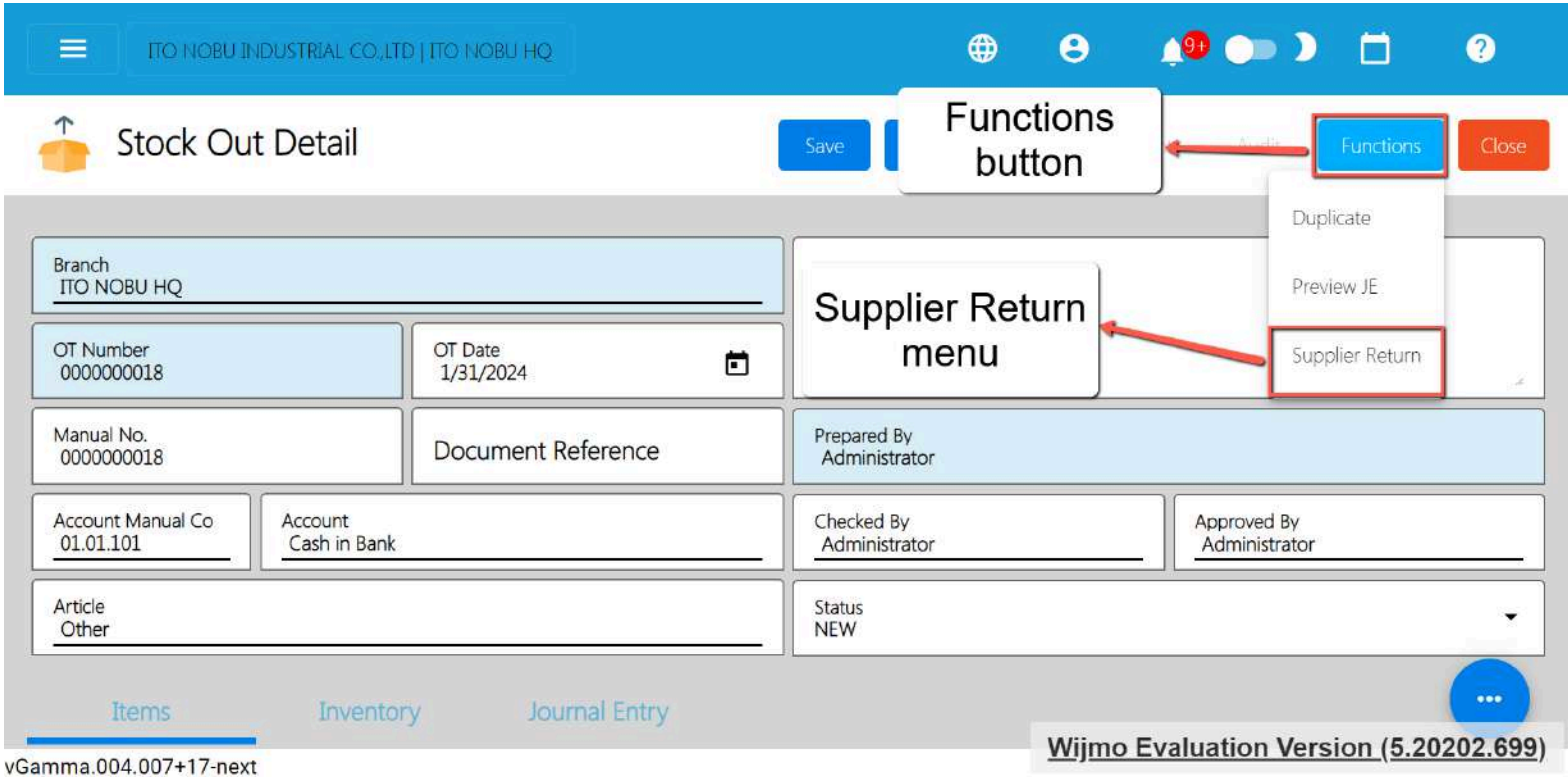
Stock Out Add button ← Add Close

Clear Filters
Start da 1/1/2021 
End date 1/31/2021 
Branch ITO NOBU... 
Search
Column Filter All 
Functions

		<small>Select Date</small> <input type="checkbox"/>	Branch	OT No.	OT Date	Manual No.	Doc. Ref.	Account	Article
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000017	01/31/20...	31'23`4!5@6...	1'23`4!5@6#...	Cash in Bank	Other
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000016	01/31/20...	0000000016...	1'23`4!5@6#...	Cash in Bank	Other
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000015	01/31/20...	0000000015	Stock Count ...	Cash in Bank	Other
		<input type="checkbox"/>	ITO NOBU ...	0000000014	01/25/20...	0000000014		Cash in Bank	Other
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000013	01/25/20...	0000000013	0000000006	Purchases	Return T
		<input type="checkbox"/>	ITO NOBU ...	0000000012	01/25/20...	1'2~3`4!5@6...	1'2~3`4!5@6...	FOOD EXPENSE	Other
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000011	01/25/20...	0000000011	0000000035	Purchases	Return T
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000010	01/25/20...	0000000010...	1'2~3`4!5@6...	Cash in Bank	Other
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000009	01/24/20...	0000000009...	1'2~3`4!5@6...	Cash in Bank	Other

Wijmo Evaluation Version (5.20202.699)

5. After clicking the Add button, you will be redirected to the Stock Out detail page. There's no need to input for the Stock Out headers, just simply click the **Functions** button, then select the **Supplier Return** menu.



The screenshot shows the 'Stock Out Detail' form in Wjimo. The form contains the following fields:

- Branch: ITO NOBU HQ
- OT Number: 0000000018
- OT Date: 1/31/2024
- Manual No.: 0000000018
- Document Reference
- Prepared By: Administrator
- Account Manual Co: 01.01.101
- Account: Cash in Bank
- Checked By: Administrator
- Approved By: Administrator
- Article: Other
- Status: NEW

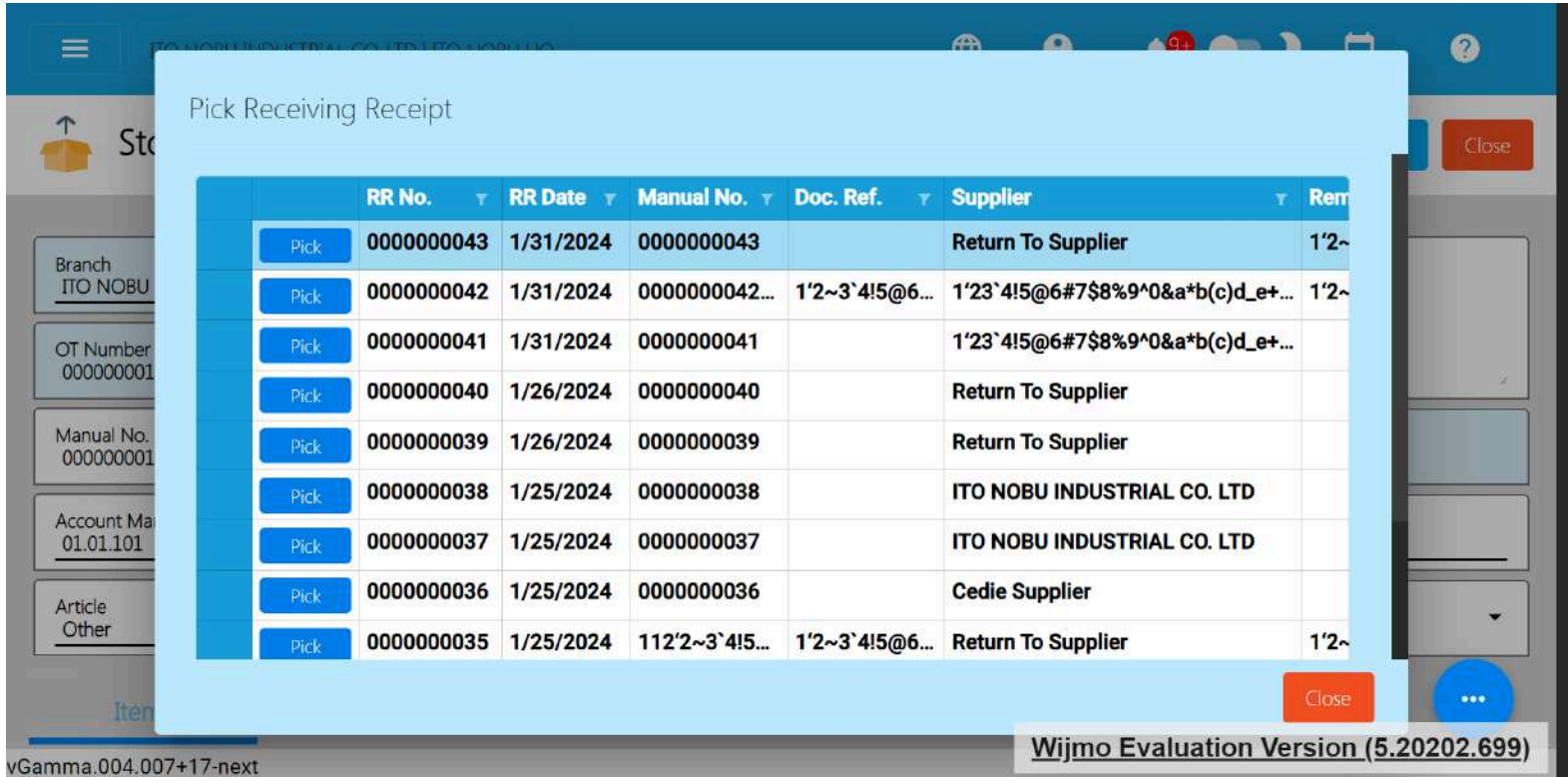
Annotations in the image include:

- A 'Functions' button in the top right corner, which opens a dropdown menu with options: Duplicate, Preview JE, and Supplier Return.
- A 'Supplier Return menu' label pointing to the 'Supplier Return' option in the dropdown menu.
- A 'Functions button' label pointing to the 'Functions' button in the top right corner.

At the bottom of the form, there are tabs for 'Items', 'Inventory', and 'Journal Entry'. The version number 'vGamma.004.007+17-next' is visible in the bottom left, and 'Wjimo Evaluation Version (5.20202.699)' is in the bottom right.

6. After clicking the Supplier Return, a Pick Receiving Receipt popup will display.





Pick Receiving Receipt

	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Rem
Pick	0000000043	1/31/2024	0000000043		Return To Supplier	1'2~
Pick	0000000042	1/31/2024	0000000042...	1'2~3`4!5@6...	1'23`4!5@6#7\$8%9*0&a*b(c)d_et...	1'2~
Pick	0000000041	1/31/2024	0000000041		1'23`4!5@6#7\$8%9*0&a*b(c)d_et...	
Pick	0000000040	1/26/2024	0000000040		Return To Supplier	
Pick	0000000039	1/26/2024	0000000039		Return To Supplier	
Pick	0000000038	1/25/2024	0000000038		ITO NOBU INDUSTRIAL CO. LTD	
Pick	0000000037	1/25/2024	0000000037		ITO NOBU INDUSTRIAL CO. LTD	
Pick	0000000036	1/25/2024	0000000036		Cedie Supplier	
Pick	0000000035	1/25/2024	112'2~3`4!5...	1'2~3`4!5@6...	Return To Supplier	1'2~

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Wijmo Evaluation Version (5.20202.699)

7. To quickly find the Receiving Receipt number based on the Supplier, look for the Supplier column.

Pick Receiving Receipt

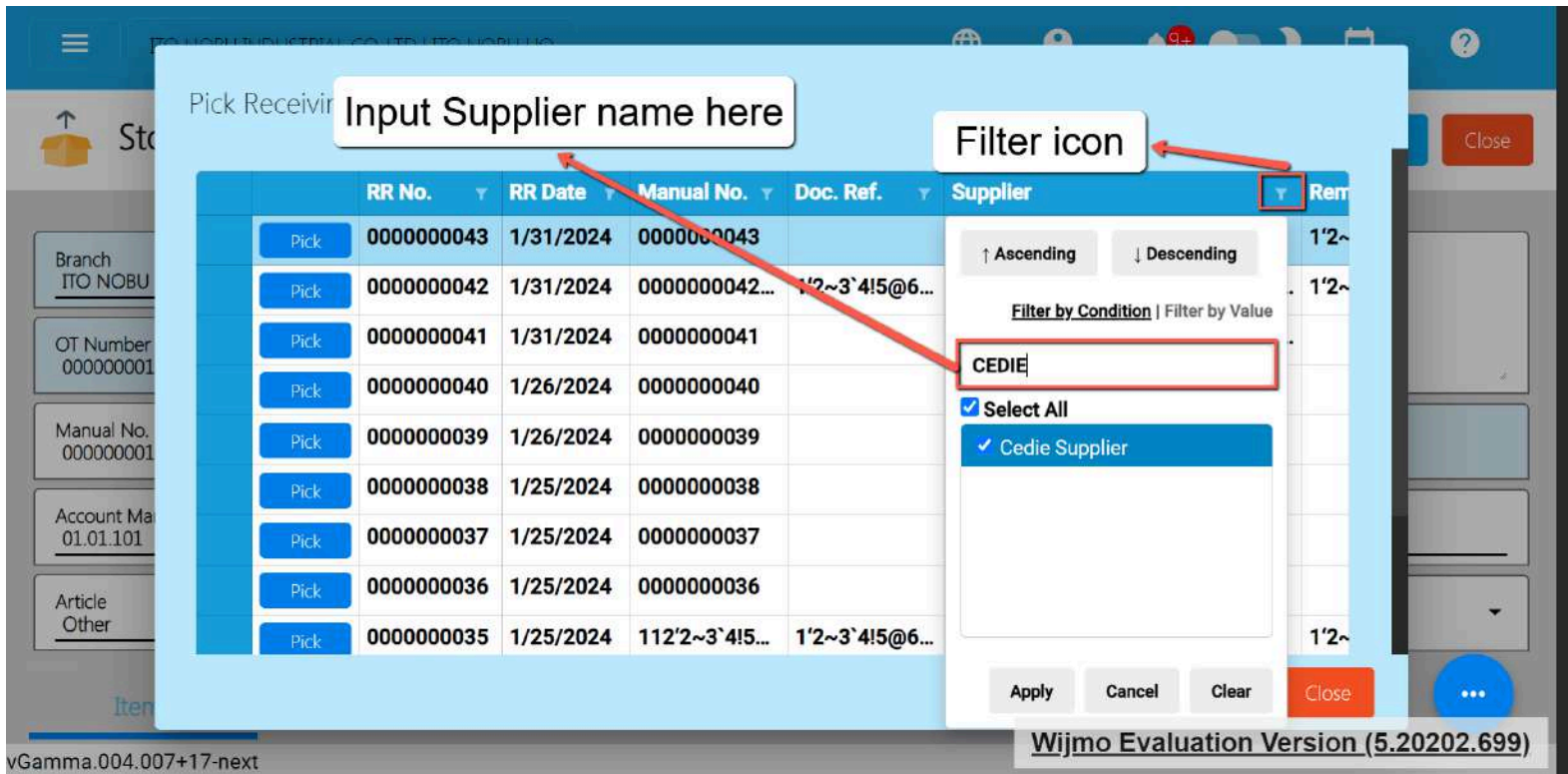
Supplier column

	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Rem
Pick	0000000043	1/31/2024	0000000043		Return To Supplier	1'2~
Pick	0000000042	1/31/2024	0000000042...	1'2~3`4!5@6...	1'23`4!5@6#7\$8%9*0&a*b(c)d_et...	1'2~
Pick	0000000041	1/31/2024	0000000041		1'23`4!5@6#7\$8%9*0&a*b(c)d_et...	
Pick	0000000040	1/26/2024	0000000040		Return To Supplier	
Pick	0000000039	1/26/2024	0000000039		Return To Supplier	
Pick	0000000038	1/25/2024	0000000038		ITO NOBU INDUSTRIAL CO. LTD	
Pick	0000000037	1/25/2024	0000000037		ITO NOBU INDUSTRIAL CO. LTD	
Pick	0000000036	1/25/2024	0000000036		Cedie Supplier	
Pick	0000000035	1/25/2024	112'2~3`4!5...	1'2~3`4!5@6...	Return To Supplier	1'2~

vGamma.004.007+17-next

Wijmo Evaluation Version (5.20202.699)

8. Select the filter icon, and input the Supplier name.



Pick Receiver

Input Supplier name here

Filter icon

	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Rem
Pick	0000000043	1/31/2024	0000000043			1'2~
Pick	0000000042	1/31/2024	0000000042...	1'2~3'4!5@6...		1'2~
Pick	0000000041	1/31/2024	0000000041			
Pick	0000000040	1/26/2024	0000000040			
Pick	0000000039	1/26/2024	0000000039			
Pick	0000000038	1/25/2024	0000000038			
Pick	0000000037	1/25/2024	0000000037			
Pick	0000000036	1/25/2024	0000000036			
Pick	0000000035	1/25/2024	112'2~3'4!5...	1'2~3'4!5@6...		1'2~

Filter by Condition | Filter by Value

CEDIE

Select All

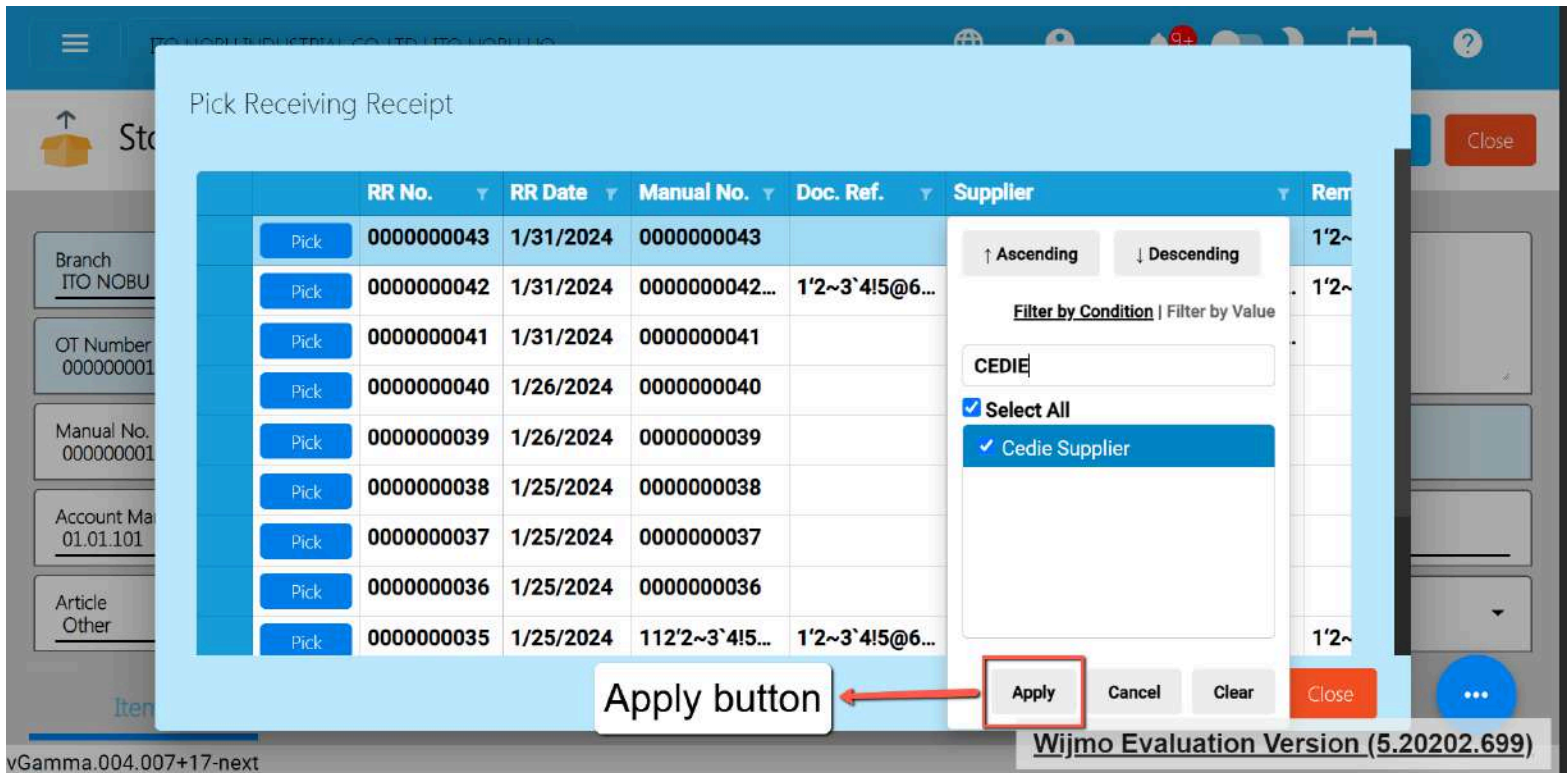
Cedie Supplier

Apply Cancel Clear Close

vGamma.004.007+17-next

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9. Once the Supplier name is found, click the Apply button.



Pick Receiving Receipt

	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Rem
Pick	0000000043	1/31/2024	0000000043			1'2~
Pick	0000000042	1/31/2024	0000000042...	1'2~3'4!5@6...		1'2~
Pick	0000000041	1/31/2024	0000000041			
Pick	0000000040	1/26/2024	0000000040			
Pick	0000000039	1/26/2024	0000000039			
Pick	0000000038	1/25/2024	0000000038			
Pick	0000000037	1/25/2024	0000000037			
Pick	0000000036	1/25/2024	0000000036			
Pick	0000000035	1/25/2024	112'2~3'4!5...	1'2~3'4!5@6...		1'2~

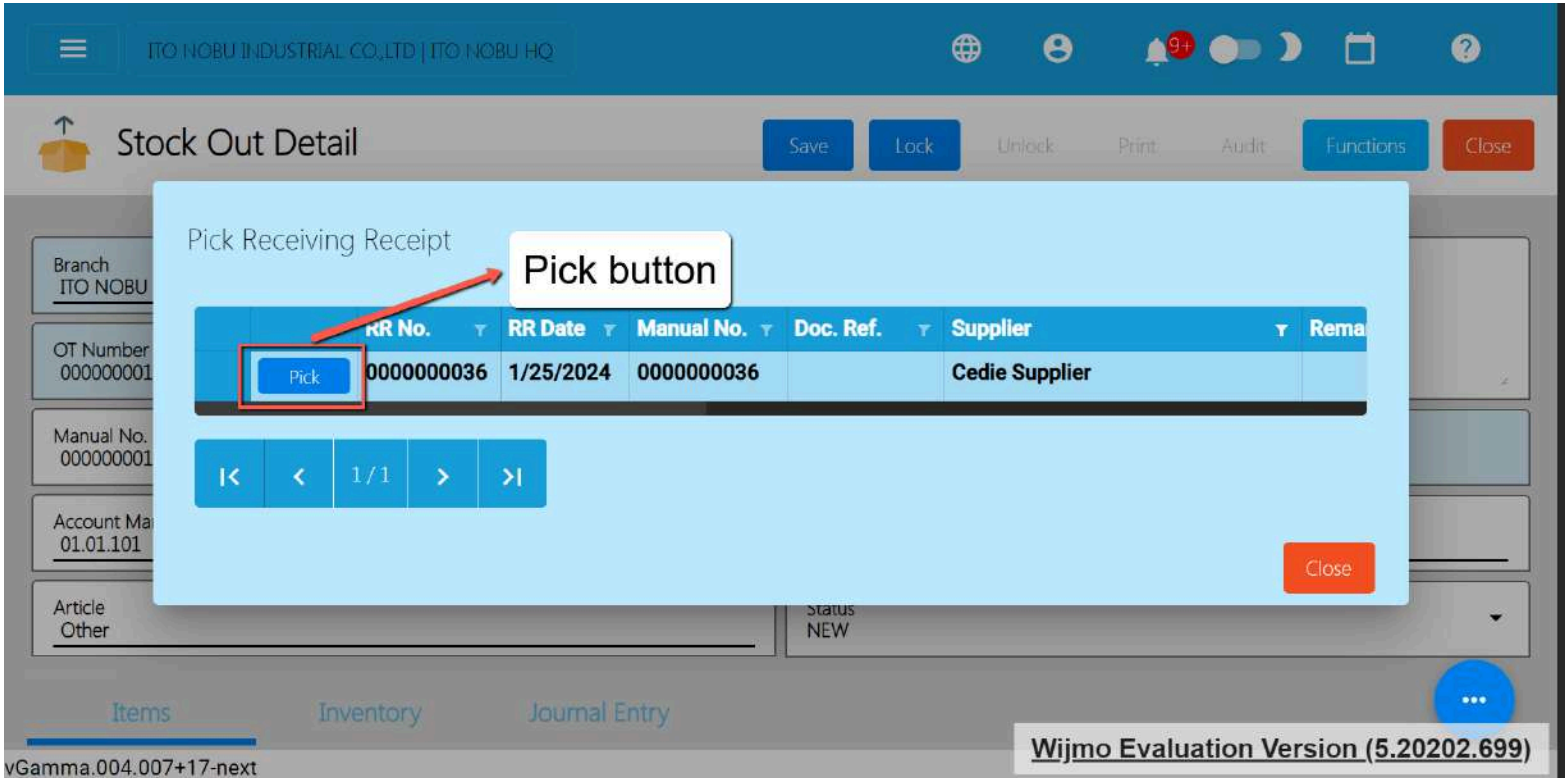
Filter by Condition | Filter by Value  
CEDIE

Select All  
 Cedia Supplier

Apply button → Apply Cancel Clear Close

vGamma.004.007+17-next Wijmo Evaluation Version (5.20202.699)

10. It will now display the list of Receiving Receipts based on the selected Supplier.
11. Now, look for the Receiving Receipt number then click the **Pick** button. **Take note: Once Receiving Receipt is already picked, you already executed the Supplier Return. Meaning, you cannot do another Supplier return. If you wish to add another Supplier Return, add new Stock Out detail.**



Stock Out Detail

Pick Receiving Receipt

Pick button

RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Rema
0000000036	1/25/2024	0000000036		Cedie Supplier	

1 < < 1/1 > > |

Close

Wijmo Evaluation Version (5.20202.699)

12. Once picked, the Stock Out header is automatically populated like:

- Document Reference → *Receiving Receipt's Number*
- Account → *default Account for Supplier Return (Example: Purchase Return)*
- Article → *Supplier Name*

Wijmo Evaluation Version (5.20202.699)

ITO NOBU INDUSTRIAL CO.LTD | ITO NOBU HQ

### Stock Out Detail

Save Lock Unlock Print Audit Functions Close

Branch ITO NOBU HQ		Remark <b>Document Reference</b>	
OT Number 000000021	OT Date 1/31/2024	Prepared By Administrator	
Manual No. 000000021	Document Reference 000000038	Approved By Administrator	
Account Manual Code 05.06.010	Account Purchase Return	Checked By Administrator	<b>Account</b>
Article ITO NOBU INDUSTRIAL CO. LTD		Status NEW	

Items Inventory Journal Entry **Article**

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity
vGamma.004.007+17-next					

13. Under the Stock Out line items, delete the item that is not included on the return.

**Wijmo Evaluation Version (5.20202.699)**

OT Number 000000021	OT Date 1/31/2024		
Manual No. 000000021	Document Reference 000000038	Prepared By Administrator	
Account Manual Co 05.06.010	Account Purchase Return	Checked By Administrator	Approved By Administrator
Article ITO NOBU INDUSTRIAL CO. LTD		Status NEW	

**Items** Stock out line items Delete button

	SKU Code	Bar Code	Description	Inventory Code	Particulars
Edit Delete	A165L-JGM...	A165L-JGM-24...	ELECTRONIC DEVICE	RR-000000001-000...	
Edit Delete	A165L-JGM...	A165L-JGM-24...	ELECTRONIC DEVICE	RR-000000001-000...	

Show Rows vGamma.004.007+17-next

14. For the remaining item (item that is returned to the Supplier), click the Edit button to edit the quantity being returned. Make sure, it will not exceed the quantity being purchased from the Supplier.

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OT Number 000000021	OT Date 1/31/2024		
Manual No. 000000021	Document Reference 000000038	Prepared By Administrator	
Account Manual Co 05.06.010	Account Purchase Return	Checked By Administrator	Approved By Administrator
Article ITO NOBU INDUSTRIAL CO. LTD		Status NEW	

Items

Inventory

Journal Entry

Edit button

Add

Functions

	SKU Code	Bar Code	Description	Inventory Code	Particulars
<input type="button" value="Edit"/>	A165L-JGM-...	A165L-JGM-24...	ELECTRONIC DEVICE	RR-000000001-000...	
<input type="button" value="Delete"/>	A165L-JGM-...	A165L-JGM-24...	ELECTRONIC DEVICE	RR-000000001-000...	

Show Rows

vGamma.004.007+17-next

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Edit Stock Out Item

Input the quantity here that is being returned

Item

SKU Code A165L-JGM-24D-1	Bar Code A165L-JGM-24D-1	Quantity 9.00
Item Description ELECTRONIC DEVICE		Value 6.35
Unit Pc(s)	Inventory Code RR-000000001-000000037	Amount 57.15

Particulars

Add Batch

Save

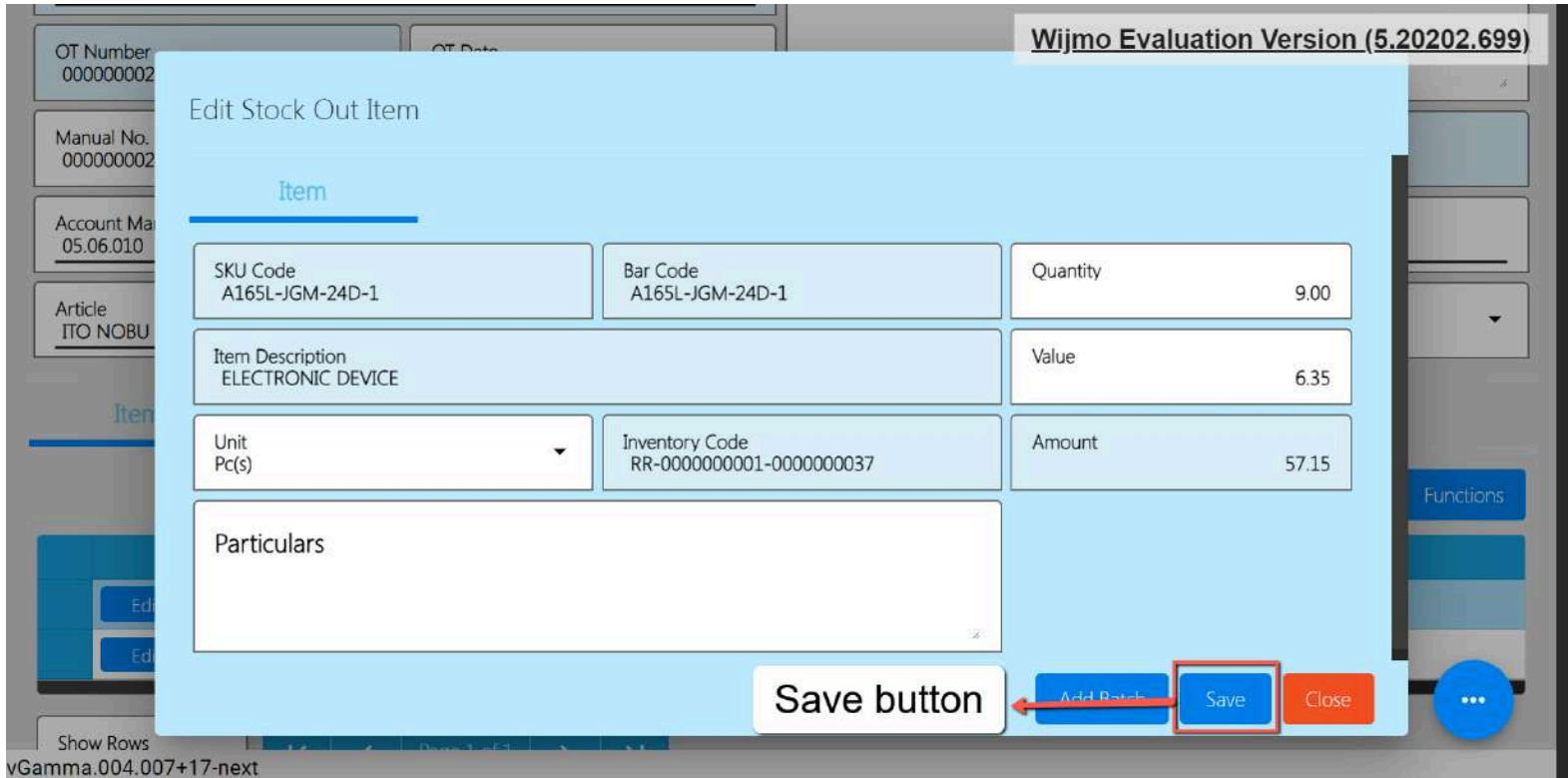
Close

Show Rows

vGamma.004.007+17-next




15. Once okay, click the Save button to save the changes for the quantity.



16. Once everything is okay, click the Save and Lock button to save and lock the Stock Out detail.


☰
ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ
Wijmo

✓ **Lock Successful**  
Stock out was successfully locked!



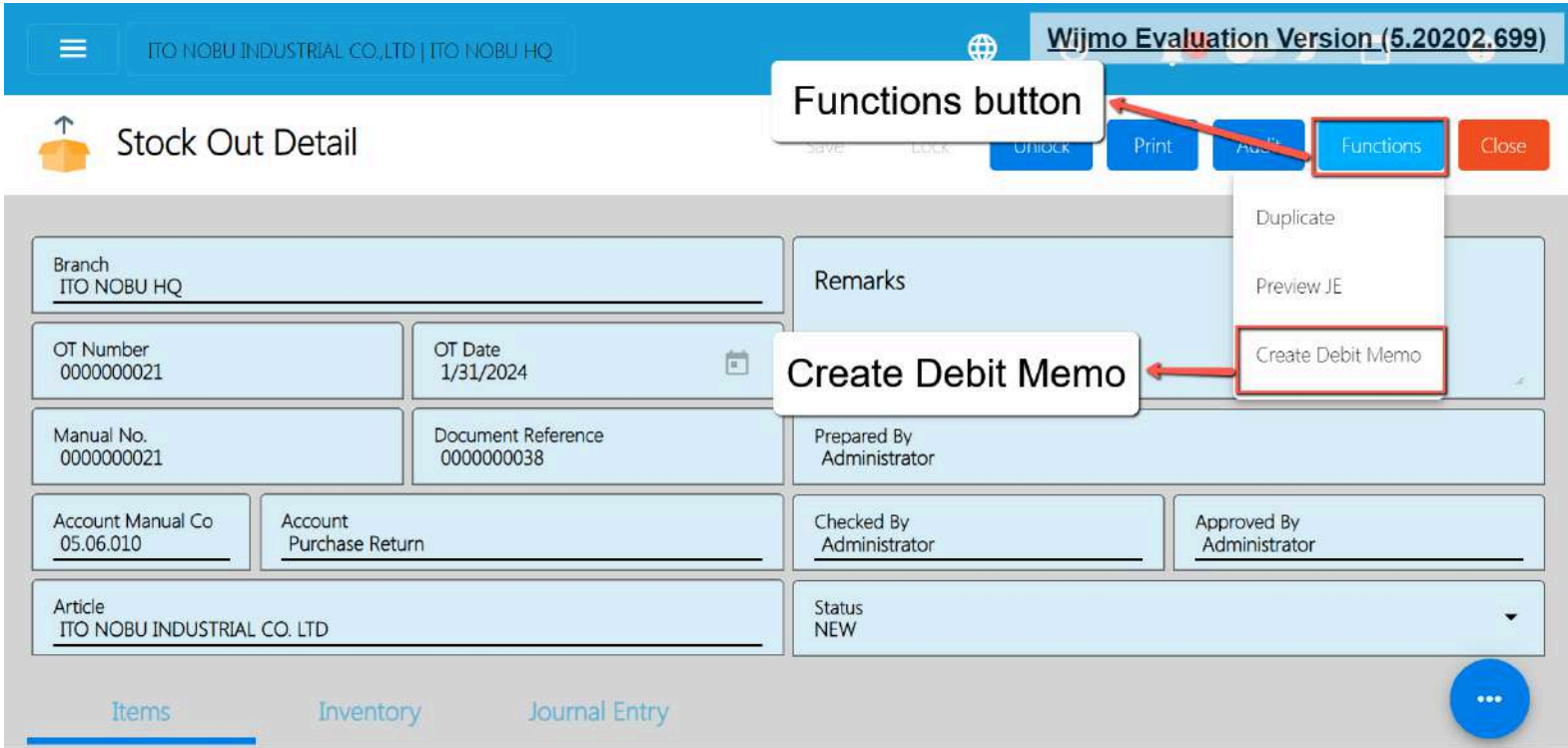
## Stock Out Detail

Save Lock Unlock Print Audit Functions Close

Branch ITO NOBU HQ		Remarks	
OT Number 000000021	OT Date 1/31/2024 		
Manual No. 000000021	Document Reference 000000038	Prepared By Administrator	
Account Manual Co 05.06.010	Account Purchase Return	Checked By Administrator	Approved By Administrator
Article ITO NOBU INDUSTRIAL CO. LTD		Status NEW <span style="float: right;">▼</span>	

Items
Inventory
Journal Entry
⋮

17. After that, click again the Functions button, then select the **Create Debit Memo.**



Wajmo Evaluation Version (5.20202.699)

ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Stock Out Detail

Print Functions Close

Branch ITO NOBU HQ

Remarks

OT Number 000000021 OT Date 1/31/2024

Manual No. 000000021 Document Reference 000000038 Prepared By Administrator

Account Manual Co 05.06.010 Account Purchase Return Checked By Administrator Approved By Administrator

Article ITO NOBU INDUSTRIAL CO. LTD Status NEW

Items Inventory Journal Entry

vGamma.004.007+17-next

18. You will be redirected to the Debit Memo Detail page. This will make adjustments to the Accounts Payable.

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Debit Memo Detail

Save Lock Unlock **Wijmo Evaluation Version (5.20202.699)**

Currency PHP	Exchange Rate 1	Remarks	
Branch ITO NOBU HQ			
DM Number 000000009	DM Date 1/31/2024	Prepared By Administrator	
Manual No. 000000009	Document Reference	Checked By Administrator	Approved By Administrator
Supplier ITO NOBU INDUSTRIAL CO. LTD		Status NEW	Total 63.50

Lines Attachment Journal Entries

Add

		Branch	Account	Article	RR No.	Amount	Base
Edit	Delete	ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	57.15	
Edit	Delete	ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	6.35	

19. Review everything especially the **Supplier** tagged and the **Total Amount**.

Take note: If you have a currency that is not equal to Php, please double check the Base Amount if the conversion is correct.

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**Debit Memo Detail** Save Lock Unlock Print Audit Cancel Functions Close **Wijmo Evaluation Version (5.20202.699)**

Currency: PHP Exchange Rate: 1 Remarks:   
 Branch: ITO NOBU HQ   
 DM Number: 000000009 DM Date: 1/31/2024 Prepared By: Administrator   
 Manual No.: 000000009 Document Reference: Checked By: Administrator Approved By: Administrator   
 Supplier: ITO NOBU INDUSTRIAL CO. LTD Status: NEW Total: 63.50

**Supplier** **Total Amount**

Branch	Account	Article	RR No.	Amount	Base A
ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	57.15	
ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	6.35	

vGamma.004.007+17-next

**Debit Memo Detail** Save Lock Unlock Print Audit Cancel Functions Close **Wijmo Evaluation Version (5.20202.699)**

Currency: PHP Exchange Rate: 1 **Currency and Exchange Rate**   
 Branch: ITO NOBU HQ   
 DM Number: 000000009 DM Date: 1/31/2024 Prepared By: Administrator   
 Manual No.: 000000009 Document Reference: Checked By: Administrator Approved By: Administrator   
 Supplier: ITO NOBU INDUSTRIAL CO. LTD Status: NEW Total: 63.50

**Base Amount**  
Conversion: Amount \* Exchange Rate

Account	Article	RR No.	Amount	Base Amount	Particulars
Purchase Return	ELECTRONIC D		7.15	57.15	
Purchase Return	ELECTRONIC DEVICE	0000000038	6.35	6.35	

Wijmo Evaluation Version (5.20202.699)

vGamma.004.007+17-next

20. Once everything is okay, click the Save button.
21. After clicking the Save button, click the Lock button to make some changes on the system.

Debit Memo Detail Wijmo Evaluation Version (5.20202.699)

Save Lock Unlock

**Save button**

Currency: PHP

Branch: ITO NOBU HQ

DM Number: 000000009 Transaction Designated branch

DM Date: 1/31/2024

Manual No.: 000000009

Supplier: ITO NOBU INDUSTRIAL CO. LTD

**Lock button**

Remarks

Prepared By: Administrator

Checked By: Administrator

Approved By: Administrator

Status: NEW

Total: 63.50

Lines    Attachment    Journal Entries

		Branch	Account	Article	RR No.	Amount	Base A
Edit	Delete	ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	57.15	
Edit	Delete	ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	6.35	

vGamma.004.007+17-next

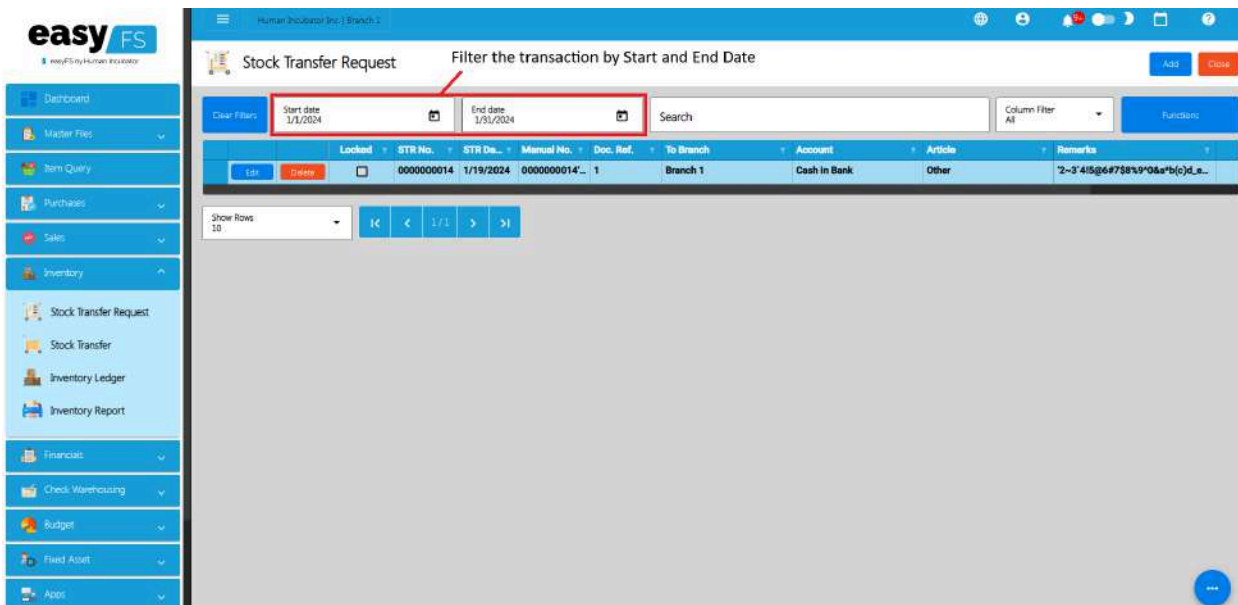
## 5.5 Stock Transfer Request

### Overview

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

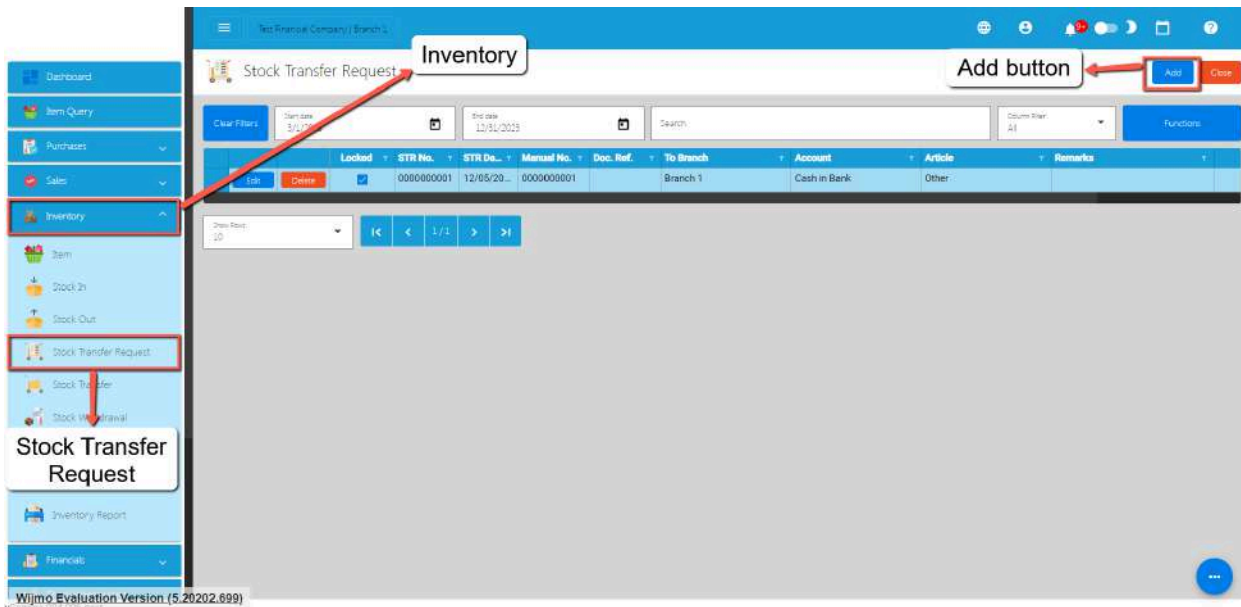
### Stock Transfer Request List

- 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).



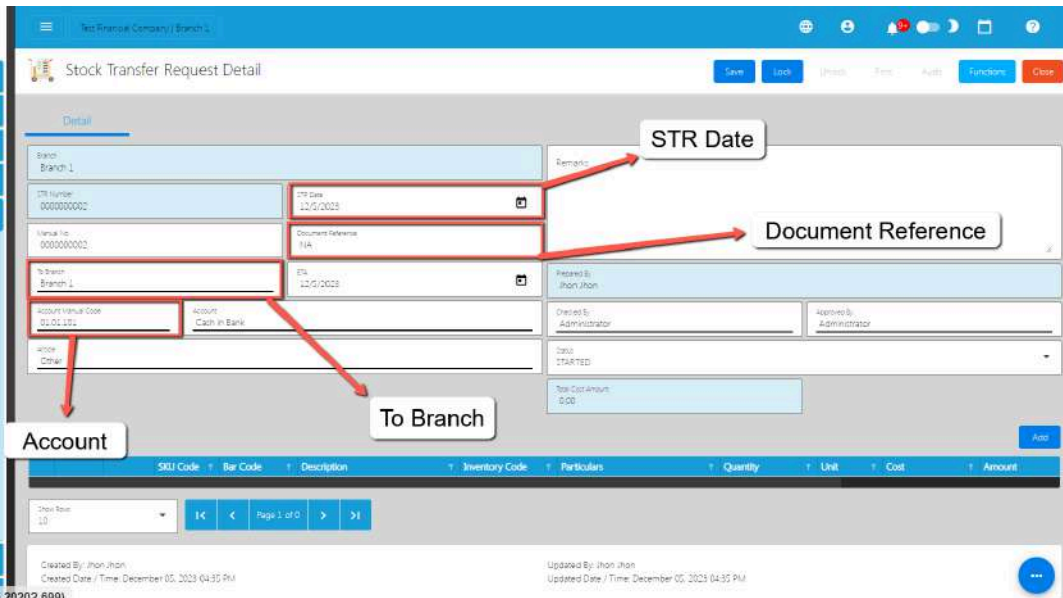
## Stock Transfer Request Detail

22. 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.



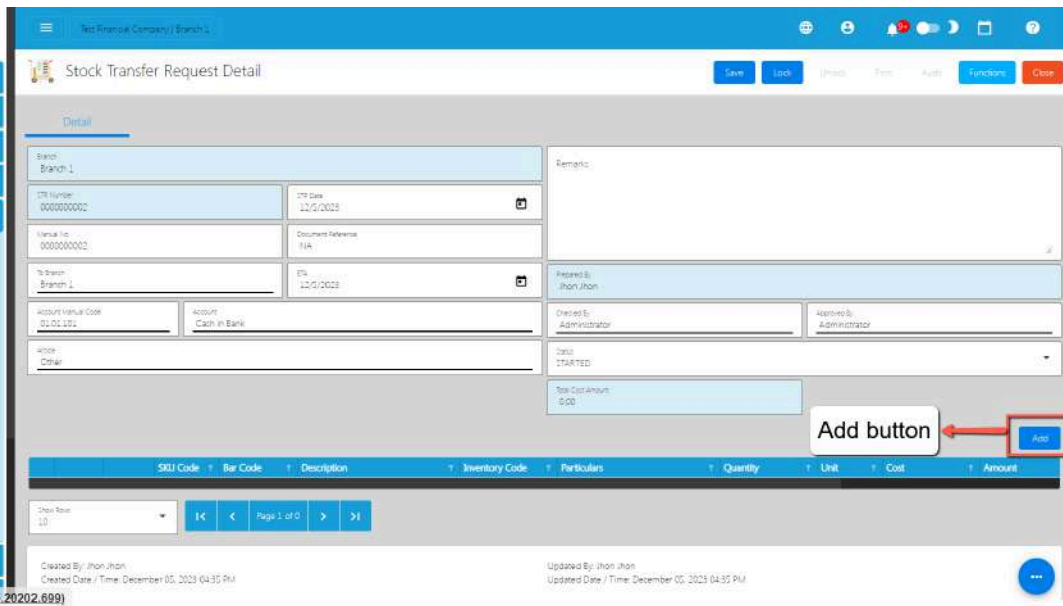
23. Fill out all the needed information for the **Stock Transfer Request Detail** like,
- STR Date
  - To Branch (where you want to request an Item)
  - Document Reference
  - Account





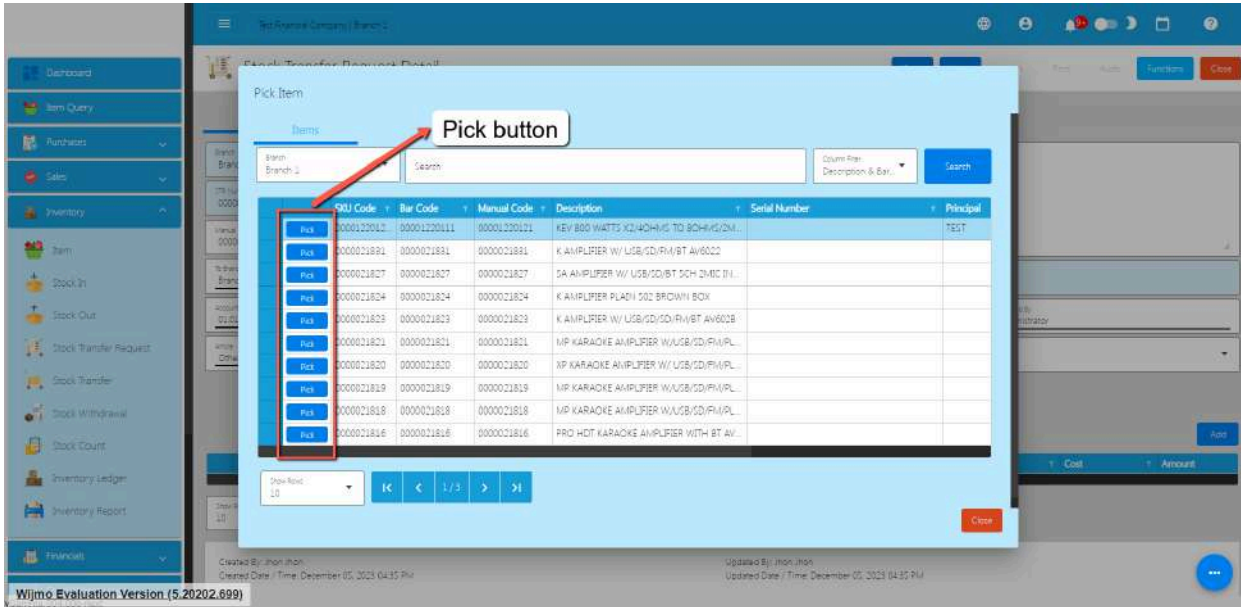
The screenshot shows the 'Stock Transfer Request Detail' form. Red boxes and arrows highlight specific fields: 'STR Date' (12/5/2023), 'Document Reference' (1/A), 'To Branch' (Branch 1), and 'Account' (Cash in Bank). The 'Add' button is also visible at the bottom right of the form.

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

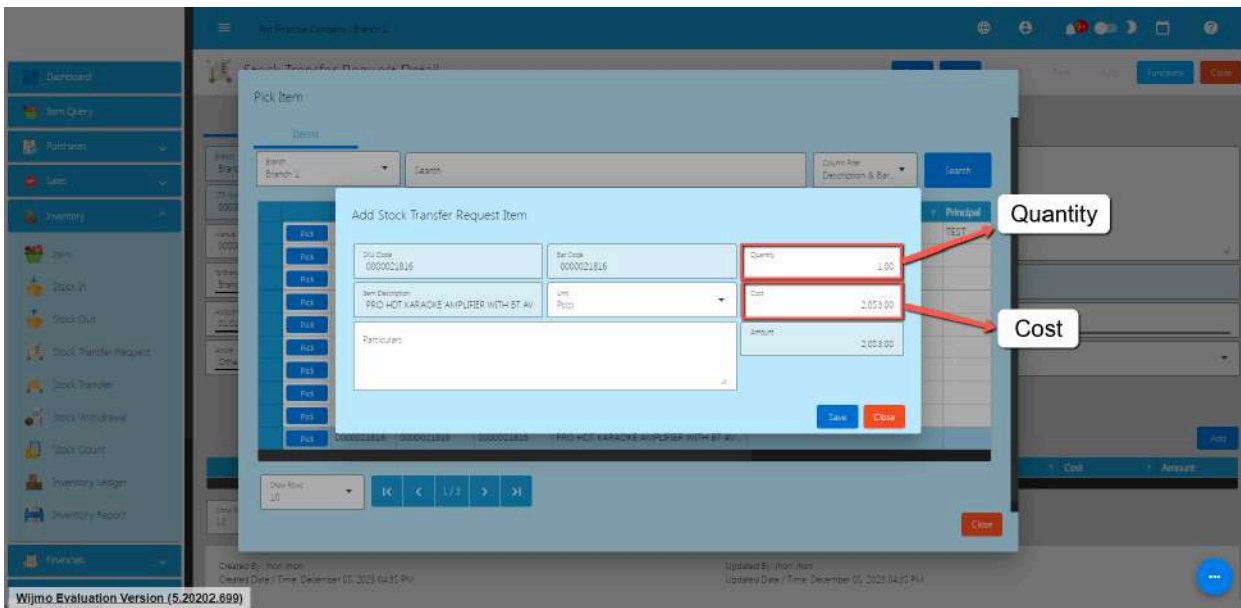


This screenshot is identical to the previous one, but with a red box around the 'Add' button and an arrow pointing to it, labeled 'Add button'.

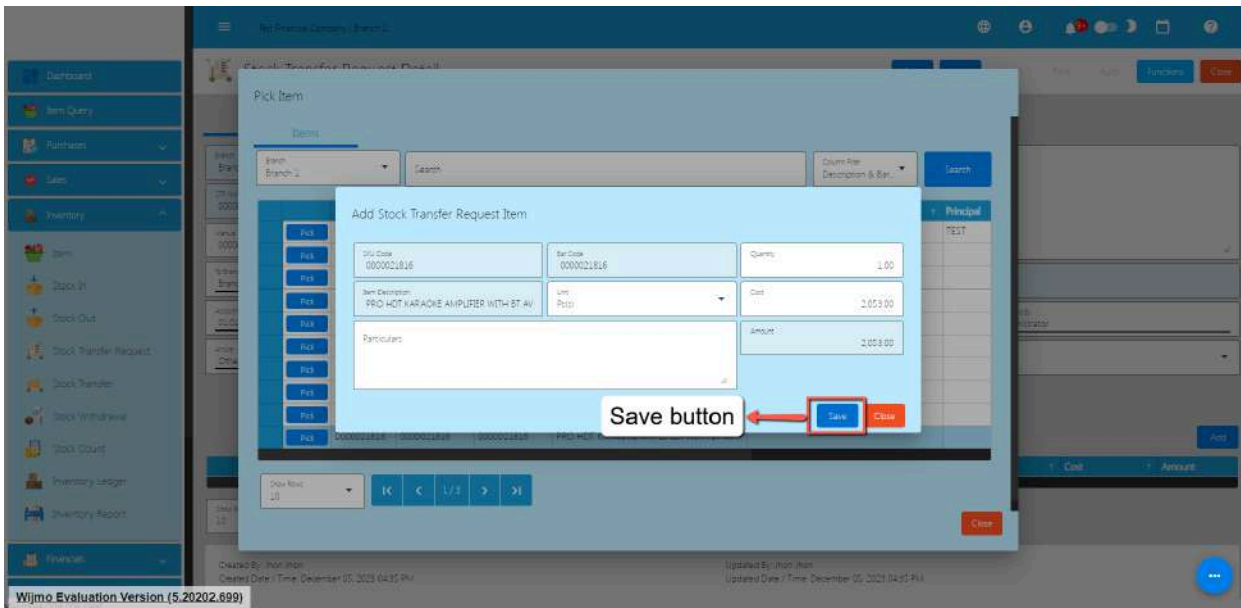
25. Click the Pick button that you want to add.



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

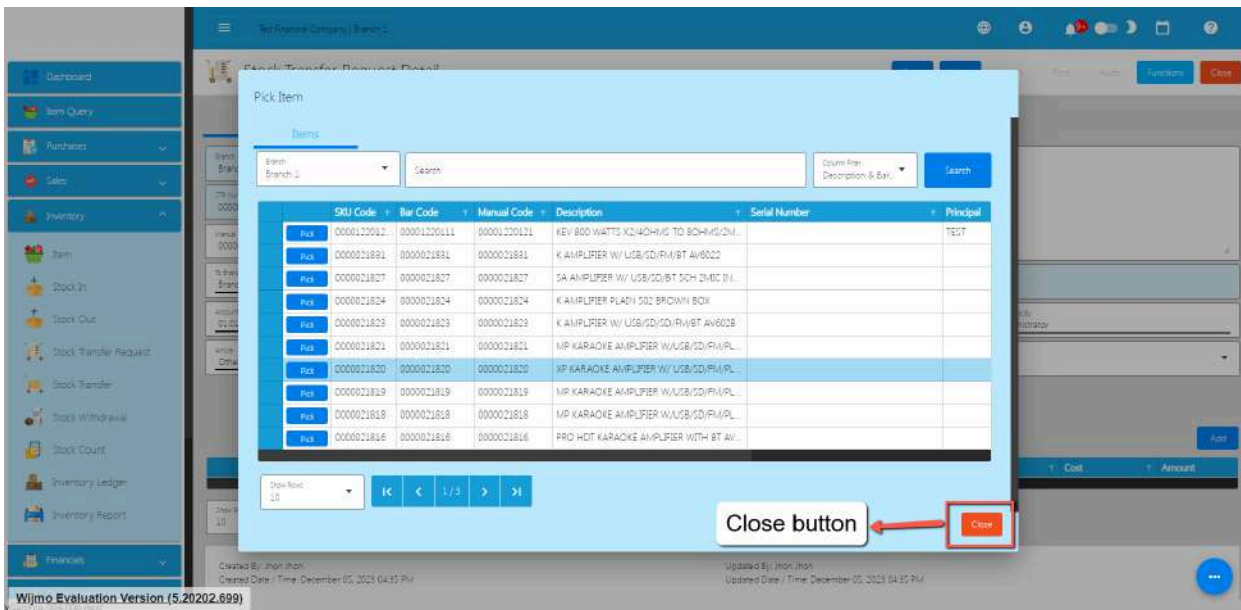


27. Click Save button to Save the item as a Stock In line item.



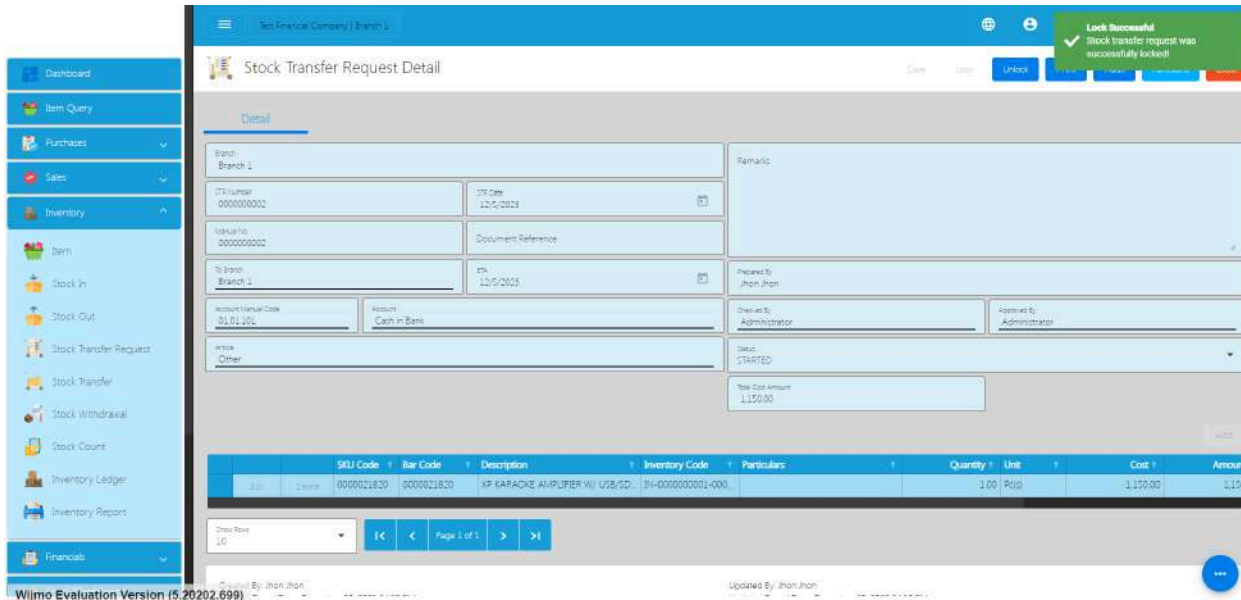
28. If you wish to add another item, just repeat Steps 4 to 6.

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



30. 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.



**Stock Transfer Request Detail**

Lock Successful! Stock transfer request was successfully locked!

Branch: Branch 1

STS Number: 0000000002 | STS Date: 12/5/2023

Inventory No.: 0000000002 | Documents Reference:

To Branch: Branch 1 | STS Date: 12/5/2023 | Prepared By: Jhon Jhon

Account Name Code: 01.01.101 | Account: Cash in Bank | Checked By: Administrator | Received By: Administrator

Price: Other | Status: STRFCD | Total Cost Amount: 1,150.00

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
0000021830	0000021830	XP KARAOKE AMPLIFIER W/ USB/CD	01-0000000001-000		1.00	Each	1,150.00	1,150.00

Wilmco Evaluation Version (5.20202.699) | Updated By: Jhon Jhon

## 5.6 Stock Transfer

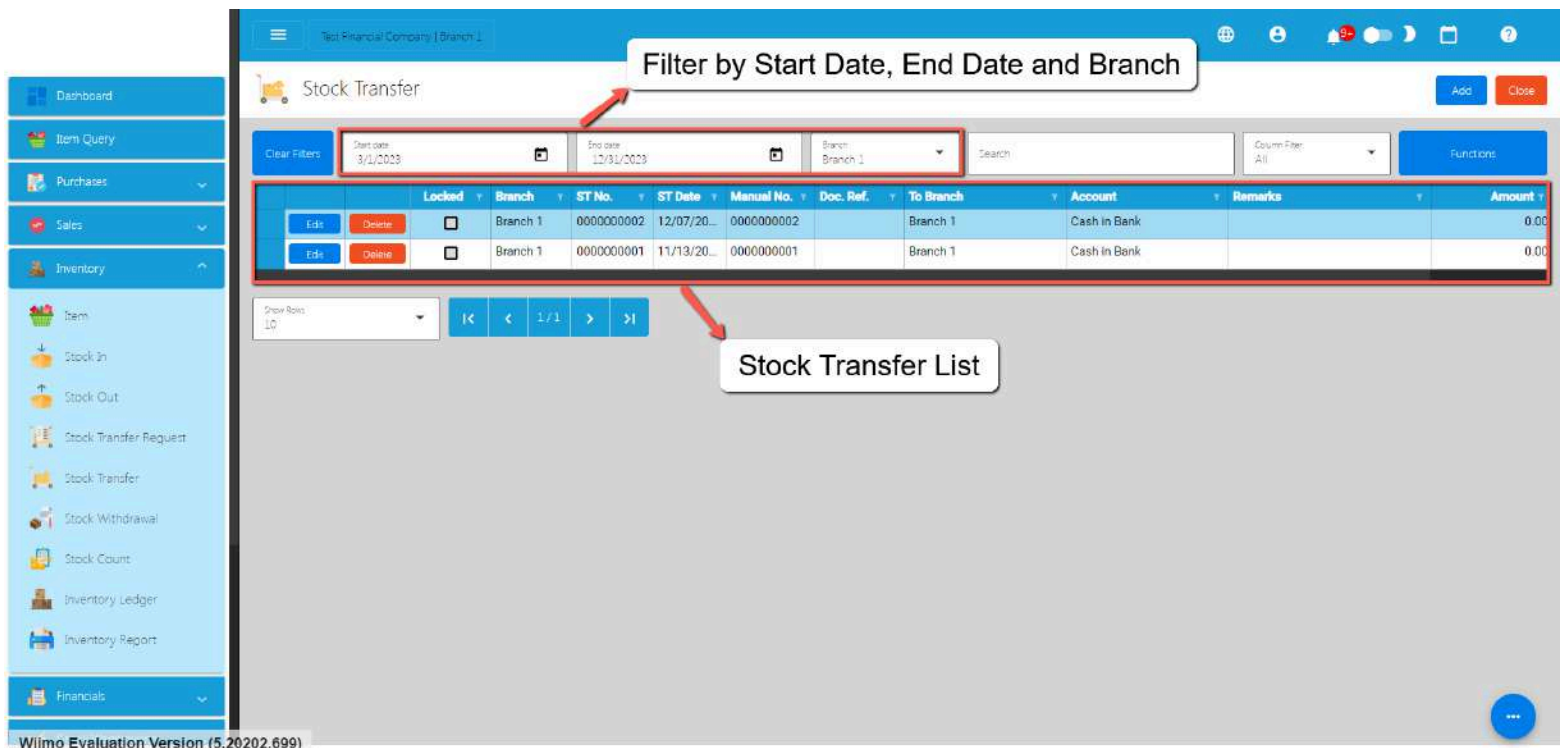
### Overview

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

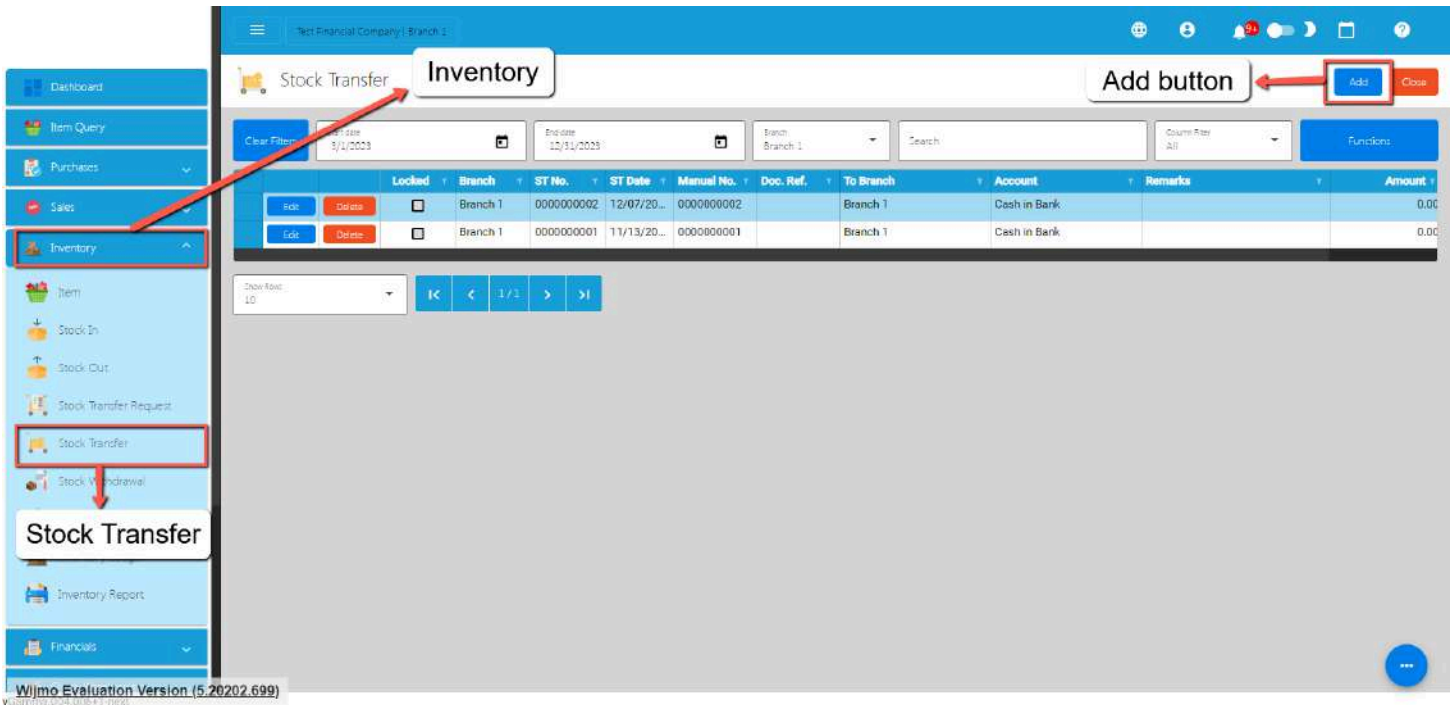
## Stock Transfer List

- 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.



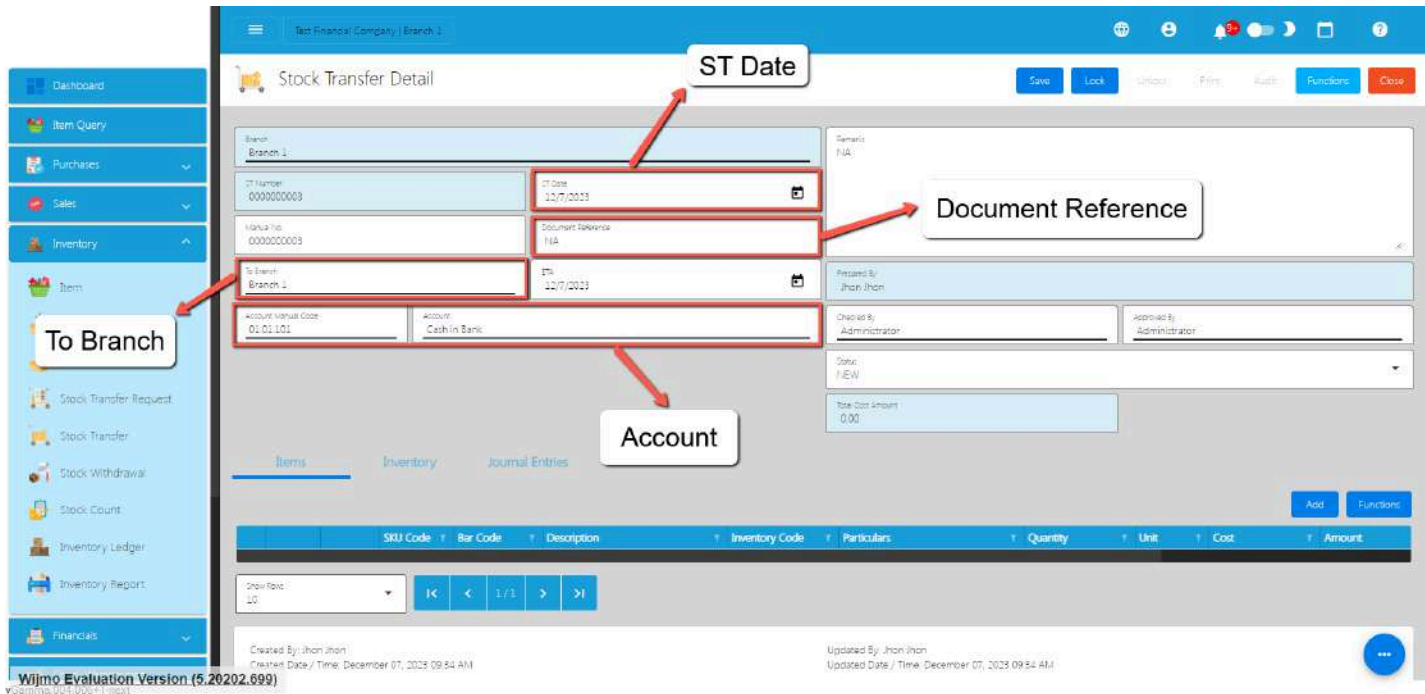
## Stock Transfer Detail

31. 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.



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32. 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

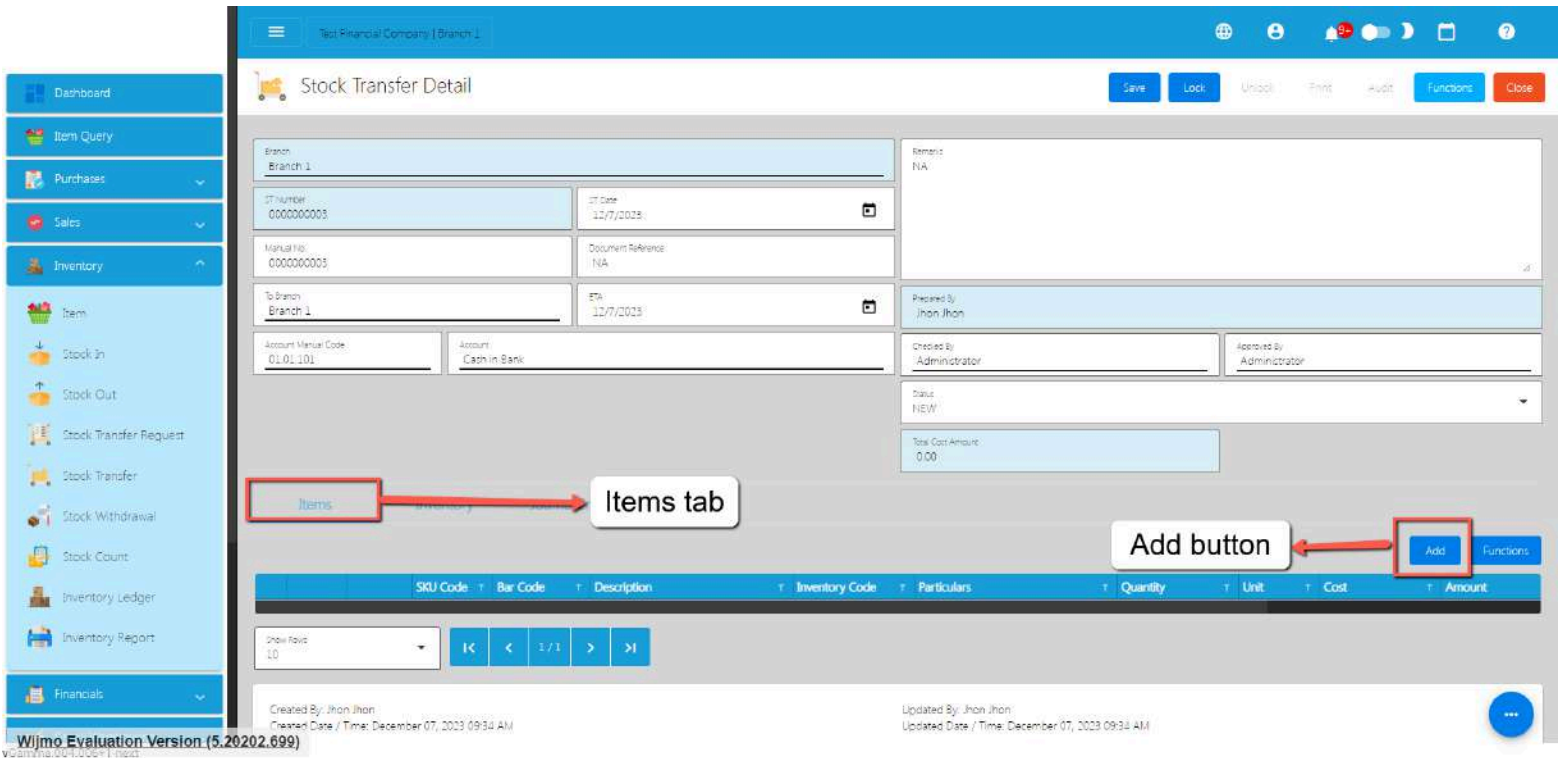


The screenshot shows the 'Stock Transfer Detail' form. Key fields are highlighted with red boxes and labeled with arrows:

- ST Date**: Points to the 'ST Date' field (12/7/2023).
- Document Reference**: Points to the 'Document Reference' field (N/A).
- To Branch**: Points to the 'To Branch' field (Branch 1).
- Account**: Points to the 'Account' field (Cash in Bank).

The table below the form has the following columns: SKU Code, Bar Code, Description, Inventory Code, Particulars, Quantity, Unit, Cost, and Amount. An 'Add' button is located at the bottom right of the table area.

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



Stock Transfer Detail

Branch: Branch 1

ST Number: 0000000003

ST Date: 12/7/2023

Manual No.: 0000000003

Document Reference: INA

To Branch: Branch 1

ST Date: 12/7/2023

Account Manual Code: 01.01.101

Account: Cash in Bank

Remarks: NA

Priced By: Jhon Jhon

Created By: Administrator

Approved By: Administrator

Status: NEW

Total Cost Amount: 0.00

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
----------	----------	-------------	----------------	-------------	----------	------	------	--------

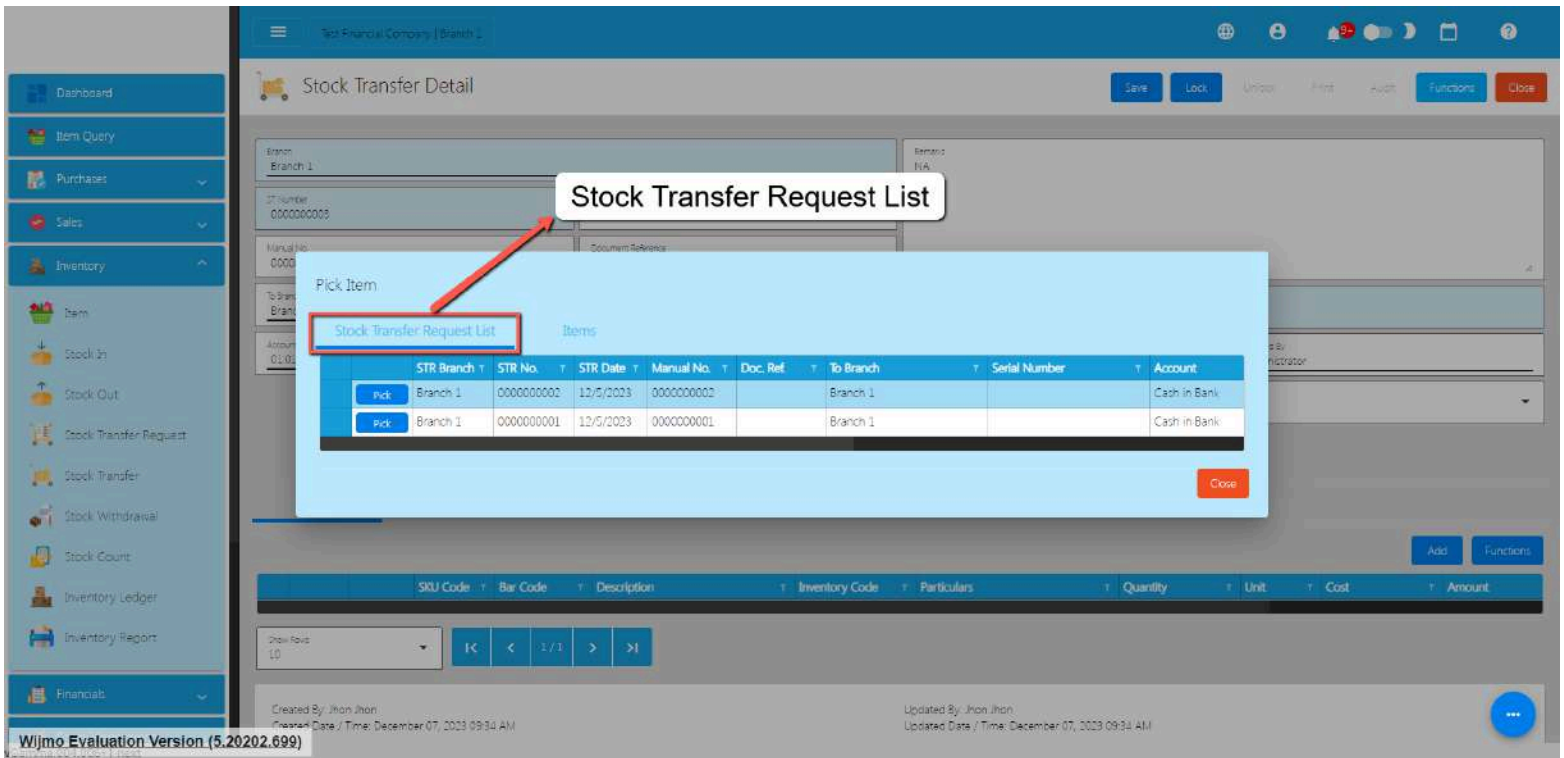
Created By: Jhon Jhon  
Created Date / Time: December 07, 2023 09:34 AM

Updated By: Jhon Jhon  
Updated Date / Time: December 07, 2023 09:34 AM

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





Stock Transfer Detail

Branch: Branch 1

Item: N/A

STR Number: 000000000

Manual No: 0000

To Branch: Branch 1

Account: 01.00

Stock Transfer Request List

	STR Branch	STR No.	STR Date	Manual No.	Doc. Ref.	To Branch	Serial Number	Account
Pick	Branch 1	0000000002	12/5/2023	0000000002		Branch 1		Cash in Bank
Pick	Branch 1	0000000001	12/5/2023	0000000001		Branch 1		Cash in Bank

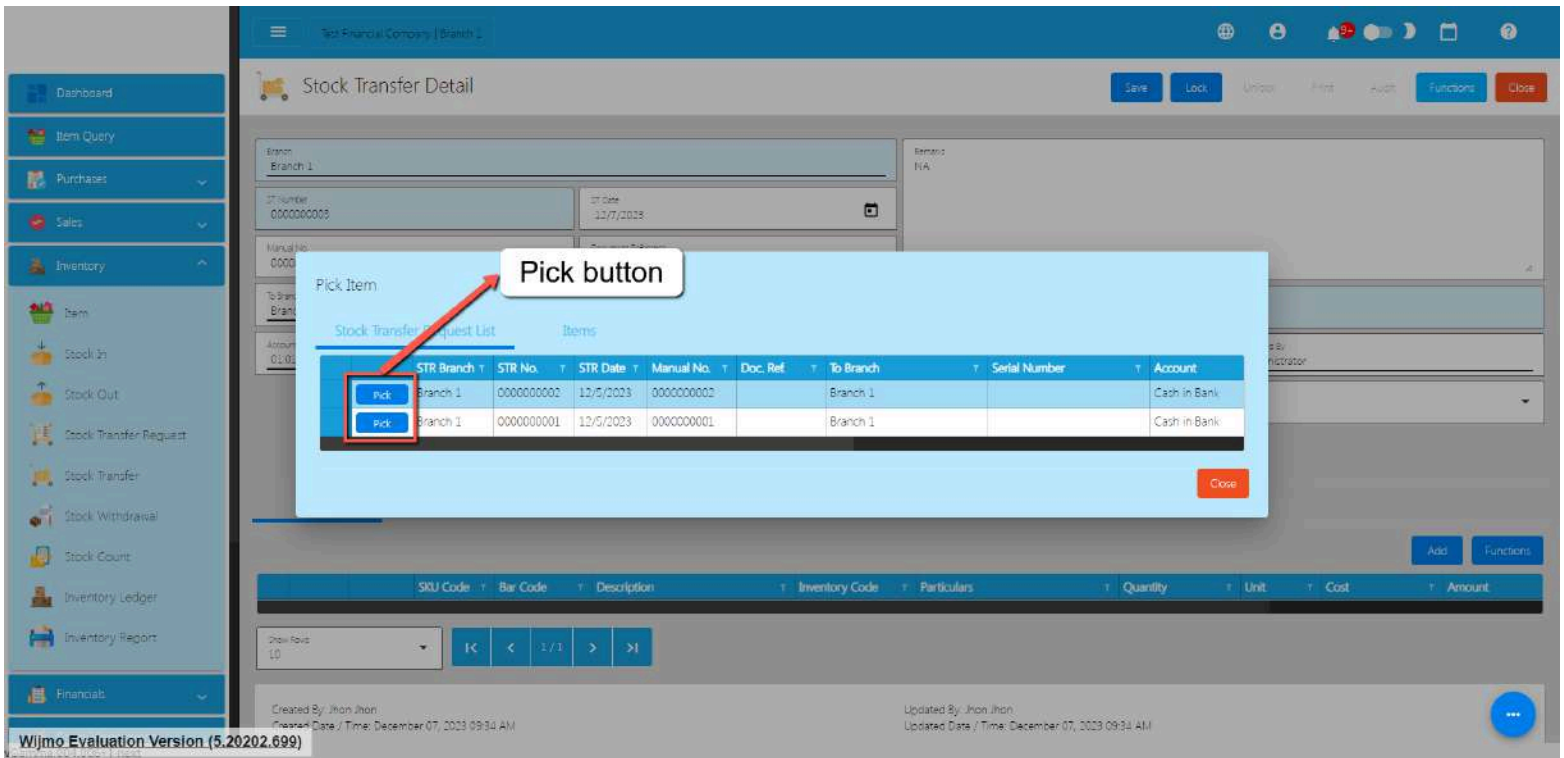
SKU Code | Bar Code | Description | Inventory Code | Particulars | Quantity | Unit | Cost | Amount

Created By: Jhon Jhon  
Created Date / Time: December 07, 2023 09:34 AM

Updated By: Jhon Jhon  
Updated Date / Time: December 07, 2023 09:34 AM

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



Stock Transfer Detail

Branch: Branch 1

STR Number: 000000000

STR Date: 12/7/2023

Manual No.: 0000

To Branch: Branch 1

Account: 01.01

Item: 01.01

Stock Transfer Request List

STR Branch	STR No.	STR Date	Manual No.	Doc. Ref.	To Branch	Serial Number	Account
Branch 1	0000000002	12/5/2023	0000000002		Branch 1		Cash in Bank
Branch 1	0000000001	12/5/2023	0000000001		Branch 1		Cash in Bank

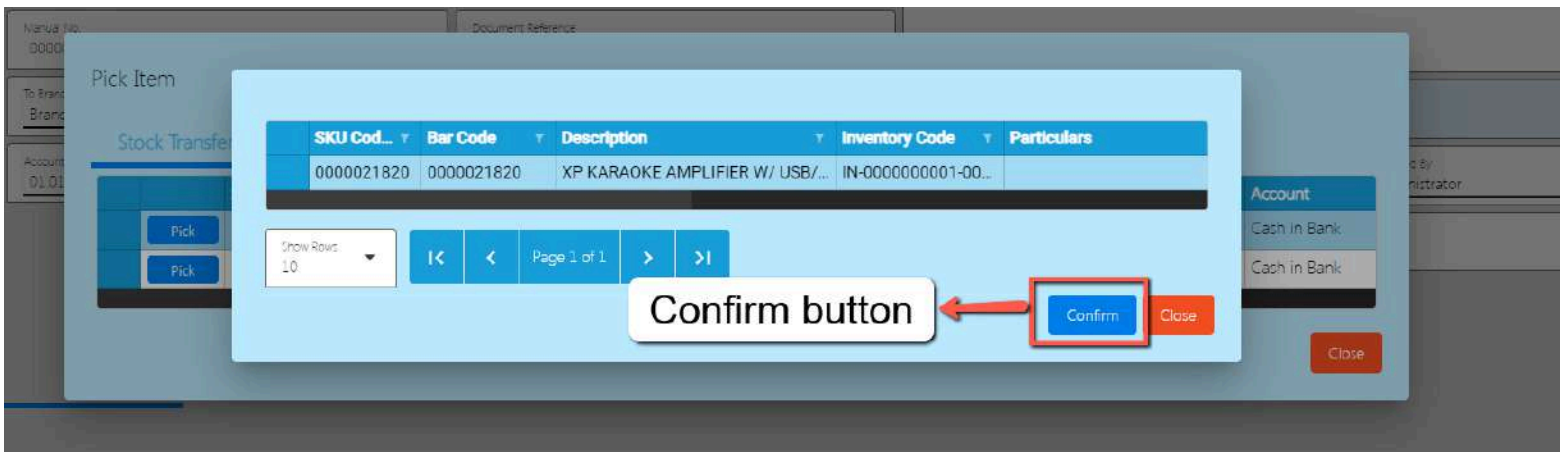
SKU Code | Bar Code | Description | Inventory Code | Particulars | Quantity | Unit | Cost | Amount

Created By: Jhon Jhon  
Created Date / Time: December 07, 2023 09:34 AM

Updated By: Jhon Jhon  
Updated Date / Time: December 07, 2023 09:34 AM

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



Pick Item

Stock Transfer

SKU Code	Bar Code	Description	Inventory Code	Particulars
0000021820	0000021820	XP KARAOKE AMPLIFIER W/ USB/...	IN-0000000001-00...	

Show Rows: 10

Page 1 of 1

Confirm button

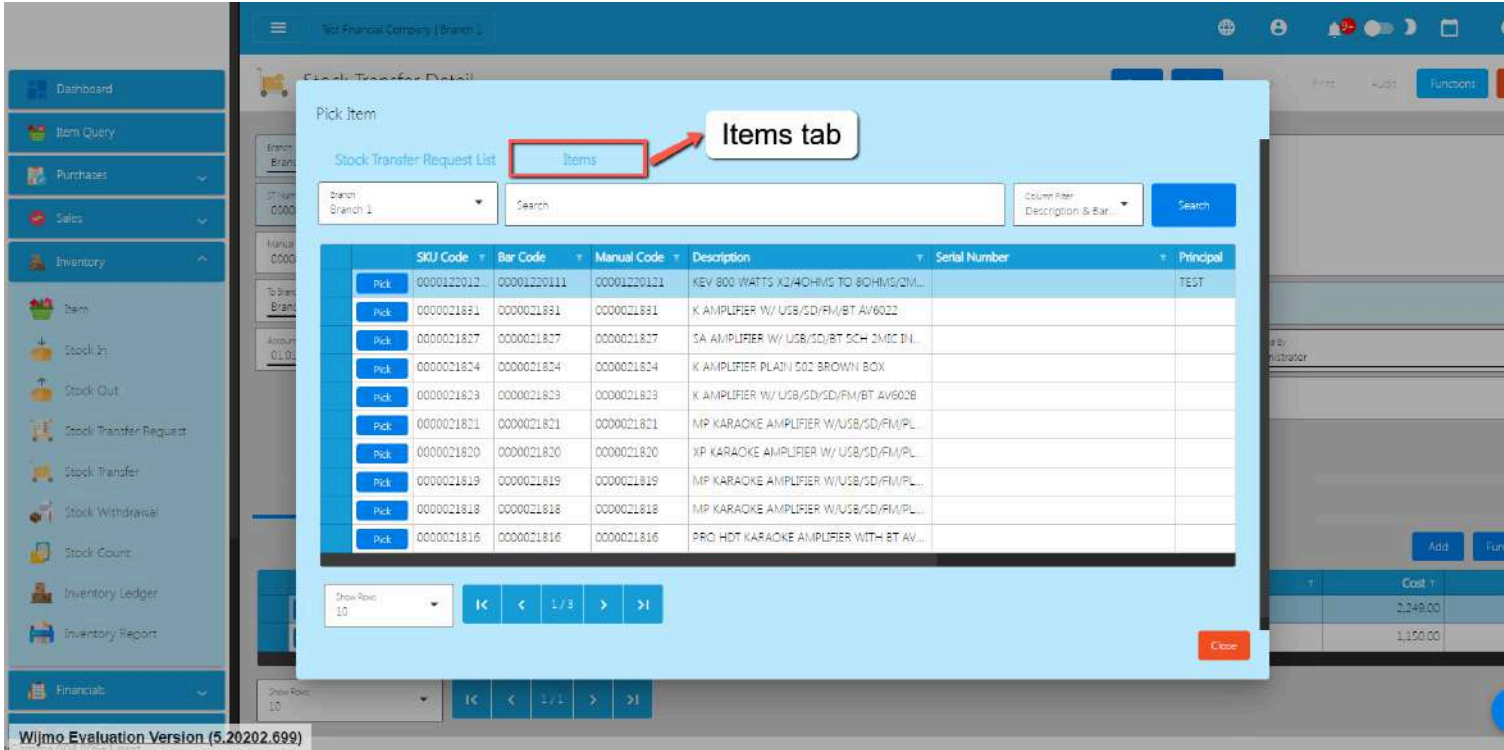
Confirm Close

Account: Cash in Bank, Cash in Bank

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

38. 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.



The screenshot shows a 'Pick Item' dialog box within a 'Stock Transfer Request List' interface. The dialog includes a search bar and a table of items. A red box highlights the 'Items' tab, and an arrow points to it with the label 'Items tab'.

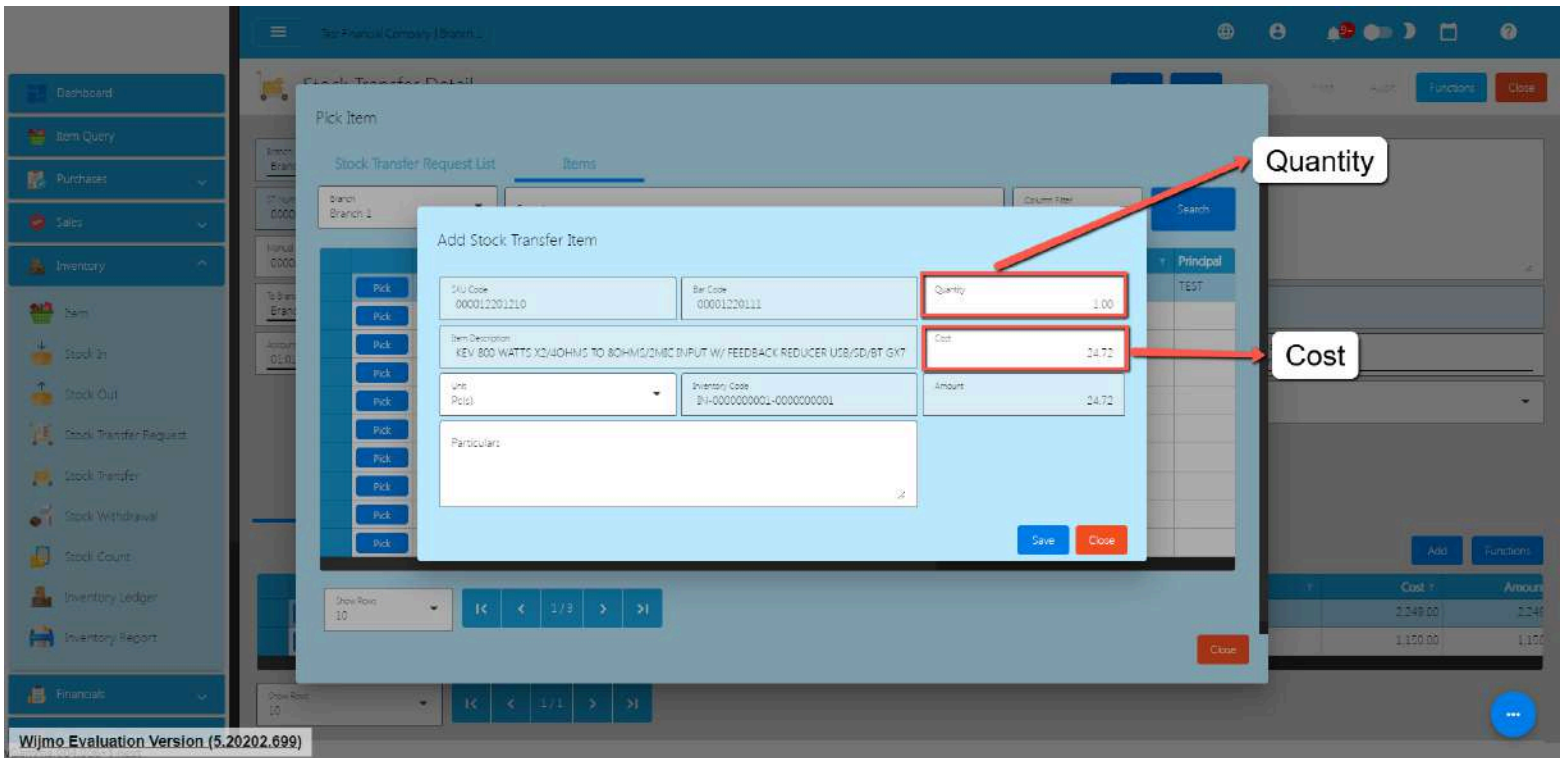
	SKU Code	Bar Code	Manual Code	Description	Serial Number	Principal
Pick	0000122012...	00001220111	00001220121	KEV 800 WATTS X2/4CHMS TO 8OHMG/2M...		TEST
Pick	0000021891	0000021891	0000021891	K AMPLIFIER W/ USB/SD/FM/BT AV6022		
Pick	0000021827	0000021827	0000021827	5A AMPLIFIER W/ USB/SD/BT DCH 2MBC IN...		
Pick	0000021824	0000021824	0000021824	K AMPLIFIER PLAIN 502 BROWN BOX		
Pick	0000021823	0000021823	0000021823	K AMPLIFIER W/ USB/SD/SD/FM/BT AV602B		
Pick	0000021821	0000021821	0000021821	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
Pick	0000021820	0000021820	0000021820	XP KARAOKE AMPLIFIER W/ USB/SD/FM/PL...		
Pick	0000021819	0000021819	0000021819	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
Pick	0000021818	0000021818	0000021818	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
Pick	0000021816	0000021816	0000021816	PRO HDT KARAOKE AMPLIFIER WITH BT AV...		

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

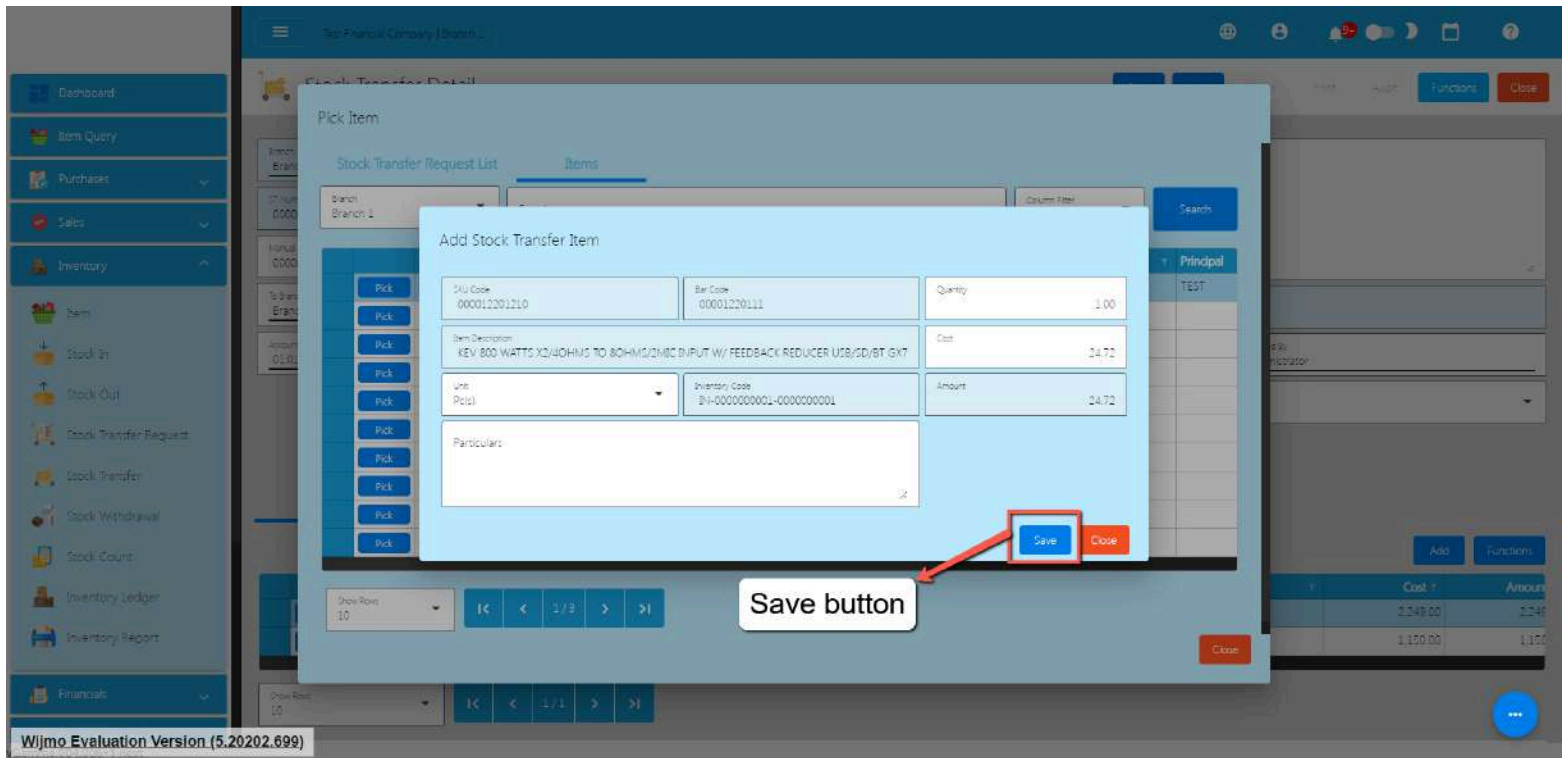
The screenshot shows a software interface with a 'Pick Item' dialog box. The dialog box contains a 'Stock Transfer Request List' table with the following columns: Item Code, Bar Code, Manual Code, Description, Serial Number, and Principal. The table lists several items, including amplifiers and a test item. A red box highlights the 'Pick' buttons in the first column of the table, and a red arrow points to one of them with the text 'Pick button'.

Item Code	Bar Code	Manual Code	Description	Serial Number	Principal
0000122012	00001220111	00001220121	KEY 800 WATTS X2/4OHMS TO 8OHMS/2M...		TEST
0000021891	0000021891	0000021891	K AMPLIFIER W/ USB/SD/FM/BT AV6022		
0000021827	0000021827	0000021827	SA AMPLIFIER W/ USB/SD/BT SCH 2MVC IN...		
0000021824	0000021824	0000021824	K AMPLIFIER PLAIN 502 BROWN BOX		
0000021829	0000021829	0000021829	K AMPLIFIER W/ USB/SD/FM/BT AV6029		
0000021821	0000021821	0000021821	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021820	0000021820	0000021820	XP KARAOKE AMPLIFIER W/ USB/SD/FM/PL...		
0000021819	0000021819	0000021819	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021818	0000021818	0000021818	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021816	0000021816	0000021816	PRO HDT KARAOKE AMPLIFIER WITH BT AV...		

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

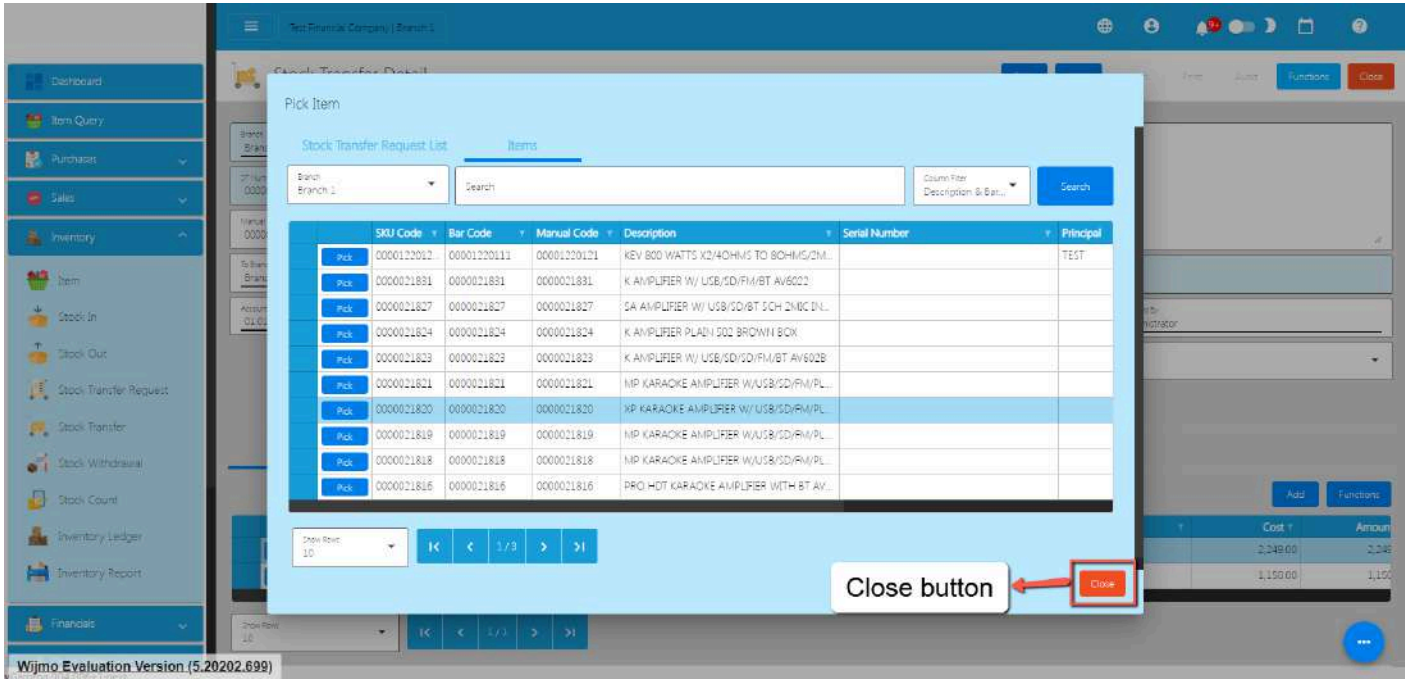


41. Click Save button to Save the item as a Stock Transfer line item.



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

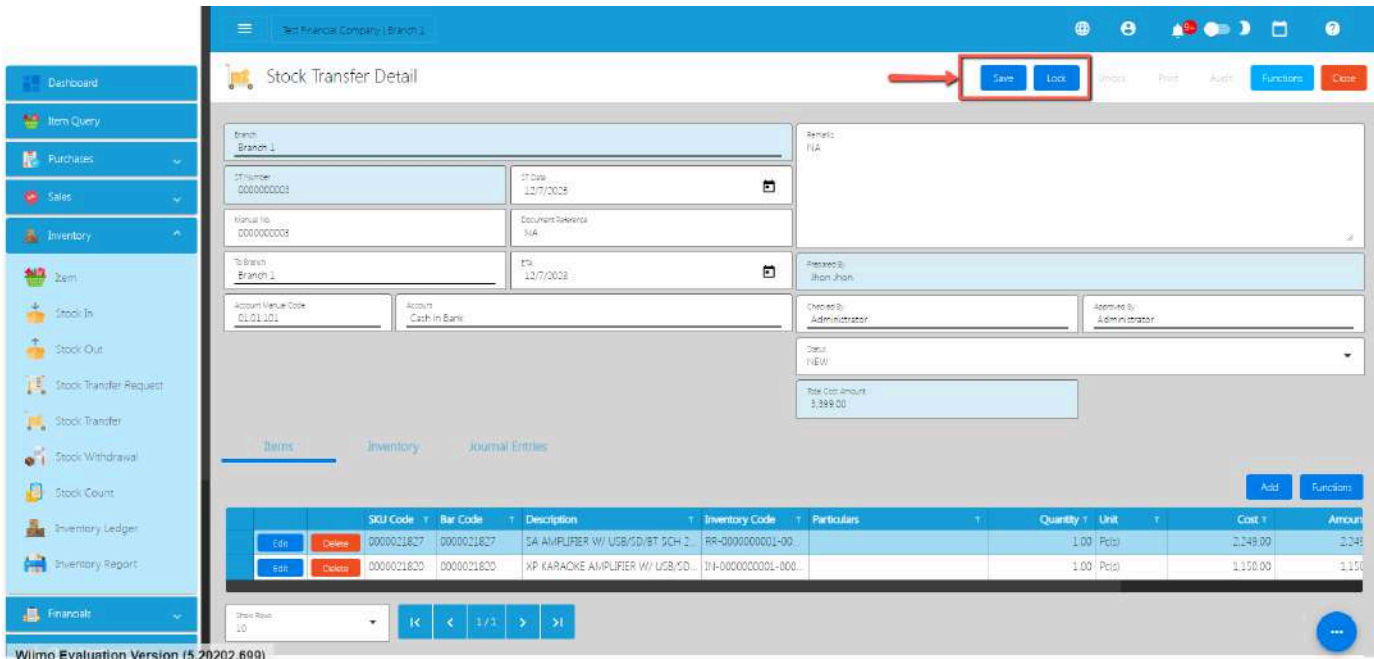
43. Click the Close button to close the popup and review your Stock Transfer detail.



The screenshot shows a 'Pick Item' dialog box within a software application. The dialog box has a 'Stock Transfer Request List' tab and a table of items. The table has columns for 'SKU Code', 'Bar Code', 'Manual Code', 'Description', 'Serial Number', and 'Principal'. Below the table, there are navigation buttons and a 'Close' button. A red box highlights the 'Close' button, and an arrow points to it with the text 'Close button'.

SKU Code	Bar Code	Manual Code	Description	Serial Number	Principal
000012002	00001220111	00001220121	KEV 800 WATTS X2/4OHMS TO BOHMS/2M...		TEST
0000021831	0000021831	0000021831	K AMPLIFIER W/ USB/SD/FM/BT AV6022		
0000021827	0000021827	0000021827	2A AMPLIFIER W/ USB/SD/BT 5CH 2MBC INL...		
0000021824	0000021824	0000021824	K AMPLIFIER PLAIN DSD BROWN BOX		
0000021823	0000021823	0000021823	K AMPLIFIER W/ USB/SD/SD/FM/BT AV602B		
0000021821	0000021821	0000021821	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021820	0000021820	0000021820	XP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021819	0000021819	0000021819	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021818	0000021818	0000021818	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021816	0000021816	0000021816	PRO HOT KARAOKE AMPLIFIER WITH BT AV...		

44. 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.



**Stock Transfer Detail**

Branch: Branch 1

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

Manual No: 000000003 | Document Reference: NA

To Branch: Branch 2 | ST Date: 12/7/2023

Account Manual Code: 01.01.101 | Account: Cash In Bank

Prepared By: Jhon Jhon

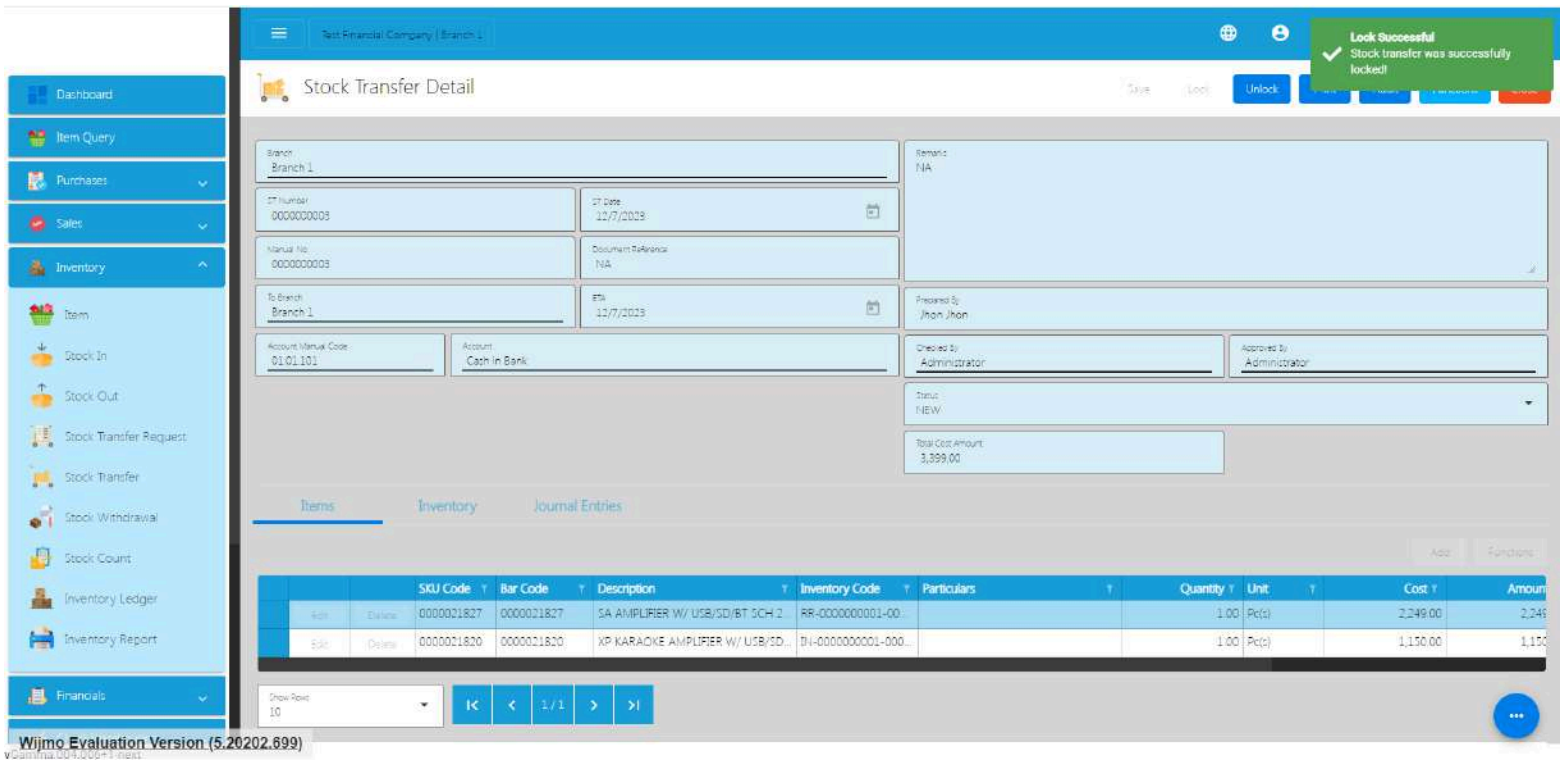
Checked By: Administrator | Approved By: Administrator

Status: NEW

Total Cost Amount: 3,399.00

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
0000021827	0000021827	SA AMPLIFIER W/ USB/SD/BT SCH 1	RR-0000000001-00		1.00	Pcs	2,249.00	2,249.00
0000021820	0000021820	XP KARAOKE AMPLIFIER W/ USB/SD	IN-0000000001-000		1.00	Pcs	1,150.00	1,150.00

Wjimo Evaluation Version (5.20202.699)



**Stock Transfer Detail**

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

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
0000021827	0000021827	SA AMPLIFIER W/ USB/SD/BT SCH 2	RR-0000000001-00		1.00	Pcs	2,249.00	2,249.00
0000021820	0000021820	XP KARAOKE AMPLIFIER W/ USB/SD	IN-0000000001-000		1.00	Pcs	1,150.00	1,150.00

Wjimo Evaluation Version (5.20202.699)



## 5.7 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.

## 5.8 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.

## 5.9 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

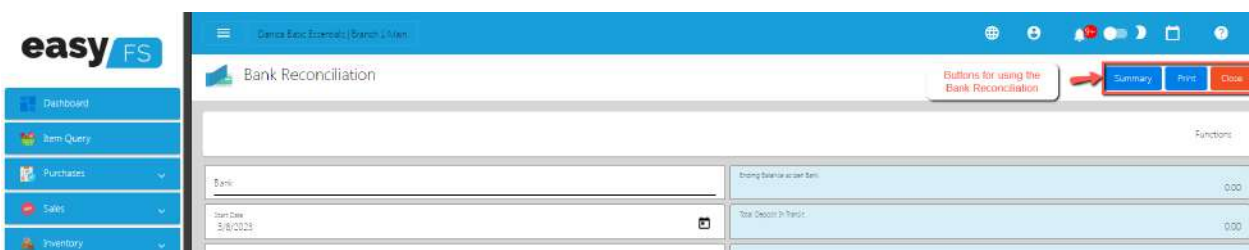
- To add a new SC, click the **Add** that can be seen in the IL list.
- Fill out all the needed information for the **Inventory Ledger Detail** like,
  - Branch
  - IL Date
  - IL Number
  - Document Reference
  - Account
- When **Generate IL** is clicked the items will generate the cost.

## 5.5: Financials Transactions

### 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

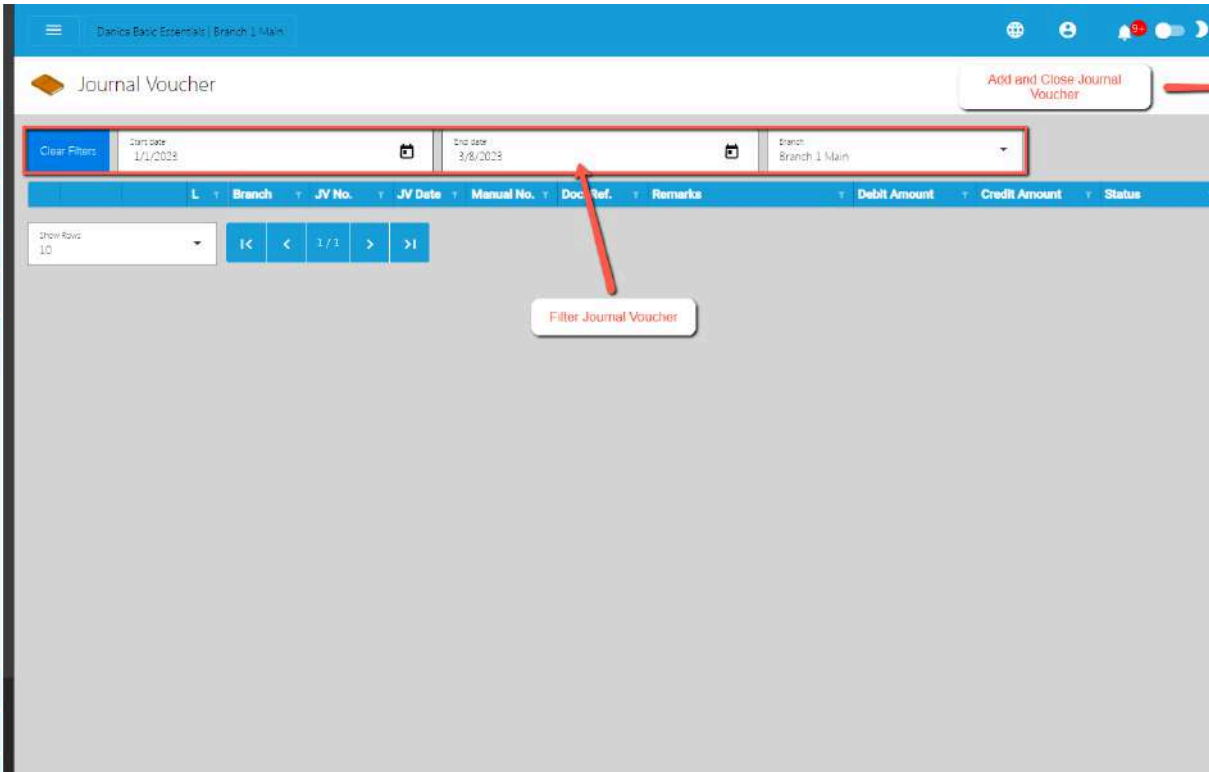
### Overview

- 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.
- 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.

### Journal Voucher List

- List of All Journal Voucher that were added to the System

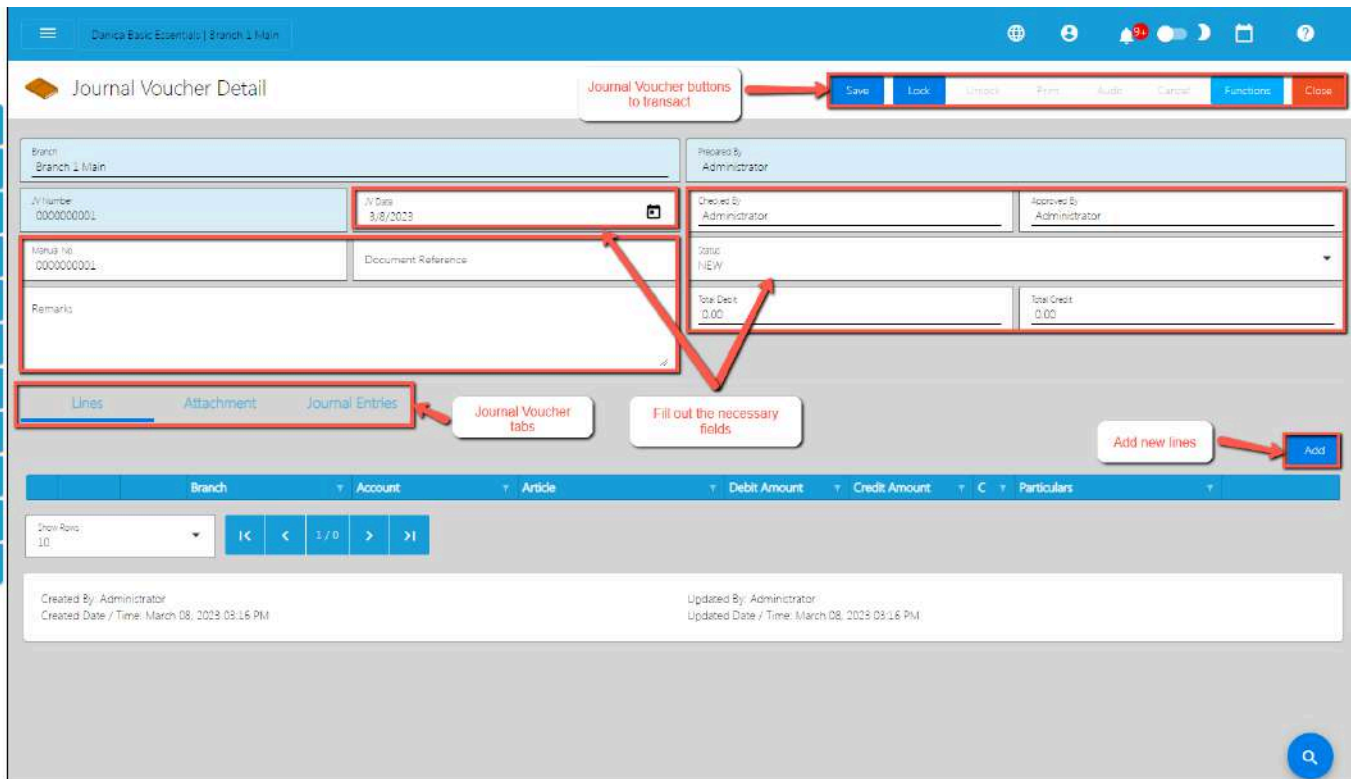
- Here the user can add Journal Voucher to set up for them to use



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. At the top right, there are buttons: Save, Lock, Unlock, Print, Audit, Cancel, Functions, and Close. A red arrow points to the 'Save' button with the text 'Journal Voucher buttons to transact'. Below this, the form is divided into several sections:

- Branch:** Branch L Main
- Prepared By:** Administrator
- JV Number:** 000000001
- JV Date:** 3/8/2023
- Credited By:** Administrator
- Approved By:** Administrator
- Monop No.:** 000000001
- Document Reference:**
- Status:** NEW
- Total Debit:** 0.00
- Total Credit:** 0.00
- Remarks:**

At the bottom, there are tabs for 'Lines', 'Attachment', and 'Journal Entries'. A red arrow points to the 'Journal Entries' tab with the text 'Journal Voucher tabs'. Below the tabs, there is a table with columns: Branch, Account, Article, Debit Amount, Credit Amount, C, and Particulars. A red arrow points to the 'Add' button with the text 'Add new lines'. At the bottom right, there is a search icon.

# Reports

## Accounts Payable Reports

The Accounts Payable Reports Module generates the different Reports such as

- Accounts Payable
- Accounts Payable Voucher Report
- Accounts Payable by Currency Report
- Purchase Request Detail Report
- Purchase Order Summary and Detail Reports
- Receiving Receipt Summary and Detail Reports
- Disbursement Summary and Detail Reports
- Debit Memo Detail and Summary Report
- Top Purchased Item Report
- Top Supplier Report
- Cancelled Reports
  - Cancelled Purchase Request
  - Cancelled Purchase Order
  - Cancelled Receiving Receipt
  - Cancelled Disbursement Report



## Accounts Payable Report

Accounts Payable Report is an aging report wherein the total amount per receiving receipt transaction will be reflected. It reflects outstanding balances that a company must pay within specified terms such as 30 days, 60 days, 90 days, and over 120 days.

Accounts Payable Report is recorded as liabilities on the Balance Sheet. These liabilities are usually settled through the disbursement of money or debit memos (adjustments) to the suppliers according to the agreed terms.

What is this Report for?

Accounts Payable Report is a report where the users, Accounts Payable incharge or the management can check the total Receiving Receipts that are not yet paid. The report has the following columns:

- Branch - this is the indicator where the RR Transaction was made
- Supplier Name - Name of the Supplier where you purchase your goods or services

- RR Number - refers to the transaction number
- RR Date - date of transaction was made
- Document Reference - document reference or manual reference or delivery receipt reference
- Due Date - Date when the payments should be made
- Balance - Running Balance or Outstanding Balance
- Current - All Balances that are not yet due for payment
- 1-30 Days - All Balances that are overdue for 1 day to 30 days
- 31-60 Days - All Balances that are overdue for 31 day to 60 days
- 61-90 Days - All Balances that are overdue for 61 day to 90 days
- 91-120 Days - All Balances that are overdue for 91 day to 120 days
- Over 120 Days- All Balances that are overdue for over 120 Days

To open or generate Accounts Payable Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Payable Report
4. Enter Date as of
5. Select Branch you want to generate
6. You can have the option to Print or Download the PDF Report

## Accounts Payable

Close

Accounts Payable Report

Accounts Payable Report

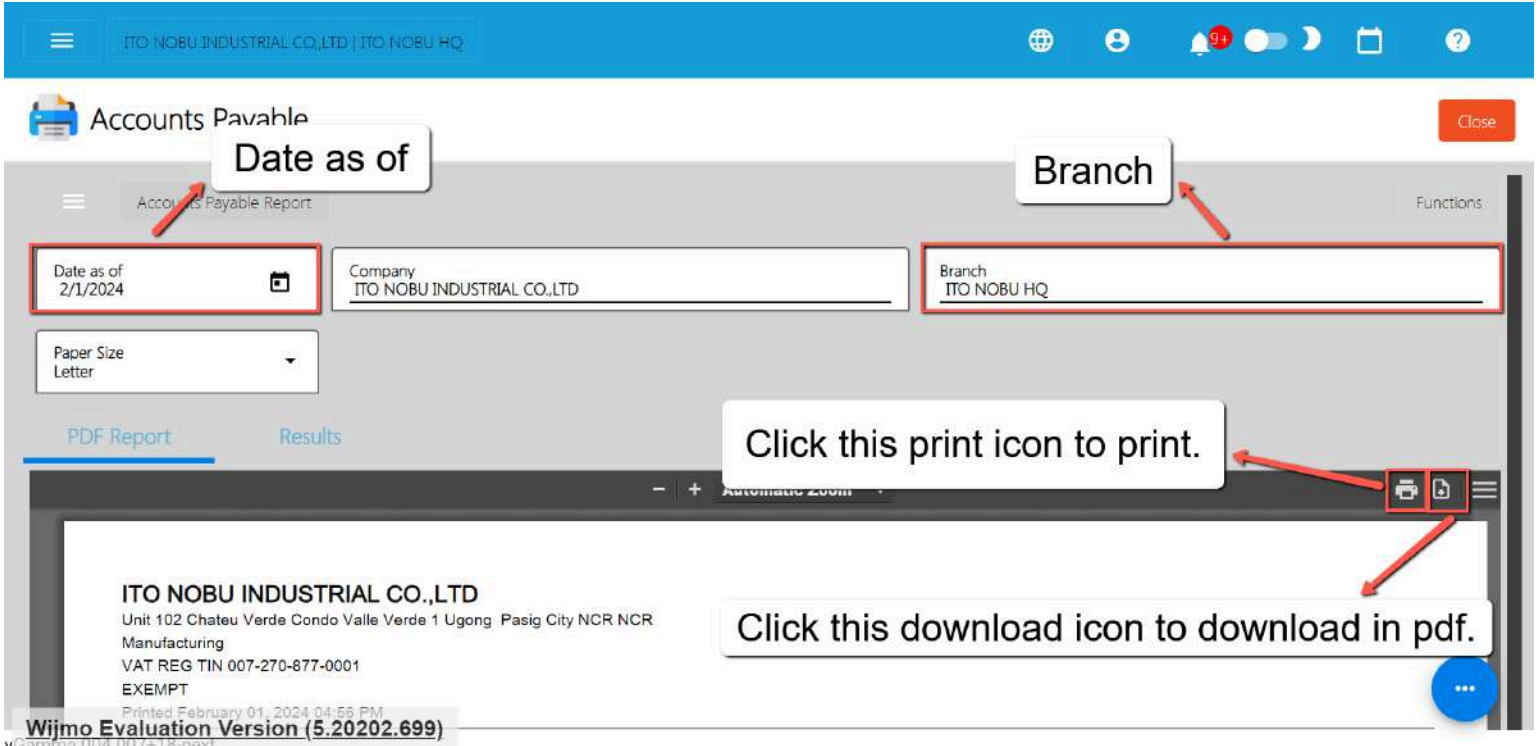
- Accounts Payable Voucher Report New
- Accounts Payable By Currency Report
- Purchase Request Summary Report
- Purchase Request Detail Report
- Purchase Order Summary Report
- Purchase Order Detail Report
- Purchase Order Detail With Balance Report New
- Receiving Receipt Summary Report
- Receiving Receipt Detail Report
- Disbursement Summary Report

Branch: ITO NOBU HQ

Automatic Zoom

ACCOUNTS PAYABLE

Wijmo Evaluation Version (5.20202.699)



The screenshot shows the 'Accounts Payable Report' interface. At the top, there is a blue navigation bar with a hamburger menu, the text 'ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ', and icons for globe, user, notifications (9+), settings, calendar, and help. Below the navigation bar, the page title 'Accounts Payable' is displayed with a printer icon and a 'Close' button. The main content area has a sub-header 'Accounts Payable Report' and a 'Functions' link. There are three input fields: 'Date as of' (with a calendar icon and a callout box 'Date as of'), 'Company' (with the value 'ITO NOBU INDUSTRIAL CO.,LTD'), and 'Branch' (with the value 'ITO NOBU HQ' and a callout box 'Branch'). A 'Paper Size' dropdown is set to 'Letter'. Below the input fields, there are two tabs: 'PDF Report' (active) and 'Results'. On the right side of the report area, there are icons for print and download PDF, with callout boxes: 'Click this print icon to print.' and 'Click this download icon to download in pdf.'. The report content includes: 'ITO NOBU INDUSTRIAL CO.,LTD', 'Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR', 'Manufacturing', 'VAT REG TIN 007-270-877-0001', and 'EXEMPT'. At the bottom left, it says 'Printed February 01, 2024 04:56 PM' and 'Wijmo Evaluation Version (5.20202.699)'. A blue circular menu icon is visible in the bottom right corner.

**ITO NOBU INDUSTRIAL CO.,LTD**

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR  
Manufacturing  
VAT REG TIN 007-270-877-0001  
EXEMPT  
Printed February 01, 2024 04:56 PM

**ACCOUNTS PAYABLE**

Date as of 02/01/2024

Branch	RR Number	RR Date	Document Reference	Due Date	Balance	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
1'2~3'4I5@6#7\$8%9^0&a*b(c)d_e+f=g(h)i[j]k lm/n:o;p"q<r>s,tu v.w"222											
ITO NOBU HQ	0000000028	01/23/2024		01/23/2024	2,278.50	0.00	2,278.50	0.00	0.00	0.00	0.00
<b>SUB TOTAL</b>					<b>2,278.50</b>	<b>0.00</b>	<b>2,278.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1'23'4I5@6#7\$8%9^0&a*b(c)d_e+f=g(h)i[j]k lm/n:o;p"q<r>s-t?u											
ITO NOBU HQ	0000000041	01/31/2024		01/31/2024	192.00	0.00	192.00	0.00	0.00	0.00	0.00
<b>SUB TOTAL</b>					<b>192.00</b>	<b>0.00</b>	<b>192.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Return To Supplier</b>											
ITO NOBU HQ	0000000003	01/17/2024		01/17/2024	11,550.00	0.00	11,550.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	0000000006	01/17/2024		01/17/2024	66,800.00	0.00	66,800.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	0000000009	01/17/2024		01/17/2024	1,380.00	0.00	1,380.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	0000000010	01/17/2024		01/17/2024	77,380.00	0.00	77,380.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	0000000013	01/17/2024		01/17/2024	46,240.00	0.00	46,240.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	0000000014	01/17/2024		01/17/2024	46,240.00	0.00	46,240.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	0000000020	01/23/2024		01/23/2024	205,000.00	0.00	205,000.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	0000000021	01/23/2024		01/23/2024	209,600.00	0.00	209,600.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	0000000040	01/26/2024		01/26/2024	3,533.78	0.00	3,533.78	0.00	0.00	0.00	0.00
ITO NOBU HQ	0000000043	01/31/2024		01/31/2024	11.00	0.00	11.00	0.00	0.00	0.00	0.00
<b>SUB TOTAL</b>					<b>667,734.78</b>	<b>0.00</b>	<b>667,734.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL</b>					<b>670,205.28</b>	<b>0.00</b>	<b>670,205.28</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Accounts Payable Voucher Report

Accounts Payable Voucher Report is a report wherein you can generate the Total Accounts Payable that are DUE on the specified dates.

What is this Report for?

Accounts Payable Voucher Report is a report where the users, Accounts Payable incharge or the management can check the total Payable that are not yet paid or due for payment on the specified dates. The report

has the following columns:


- Branch - this is the indicator where the RR Transaction was made
- Supplier Name - Name of the Supplier where you purchase your goods or services
- RR Number - refers to the transaction number
- RR Date - date of transaction was made
- Document Reference - document reference or manual reference or delivery receipt reference
- Due Date - Date when the payments should be made
- Amount Due - Total Amount of the transaction
- Paid - total amount that has been paid
- Adjusted - total amount that has been adjusted (example of these amount are the Supplier Return Amount that was created in the Debit Memo)
- Balance - Running Balance or Outstanding Balance (Amount Due - Paid - Adjusted)

To open or generate Accounts Payable Report here are the steps to follow:

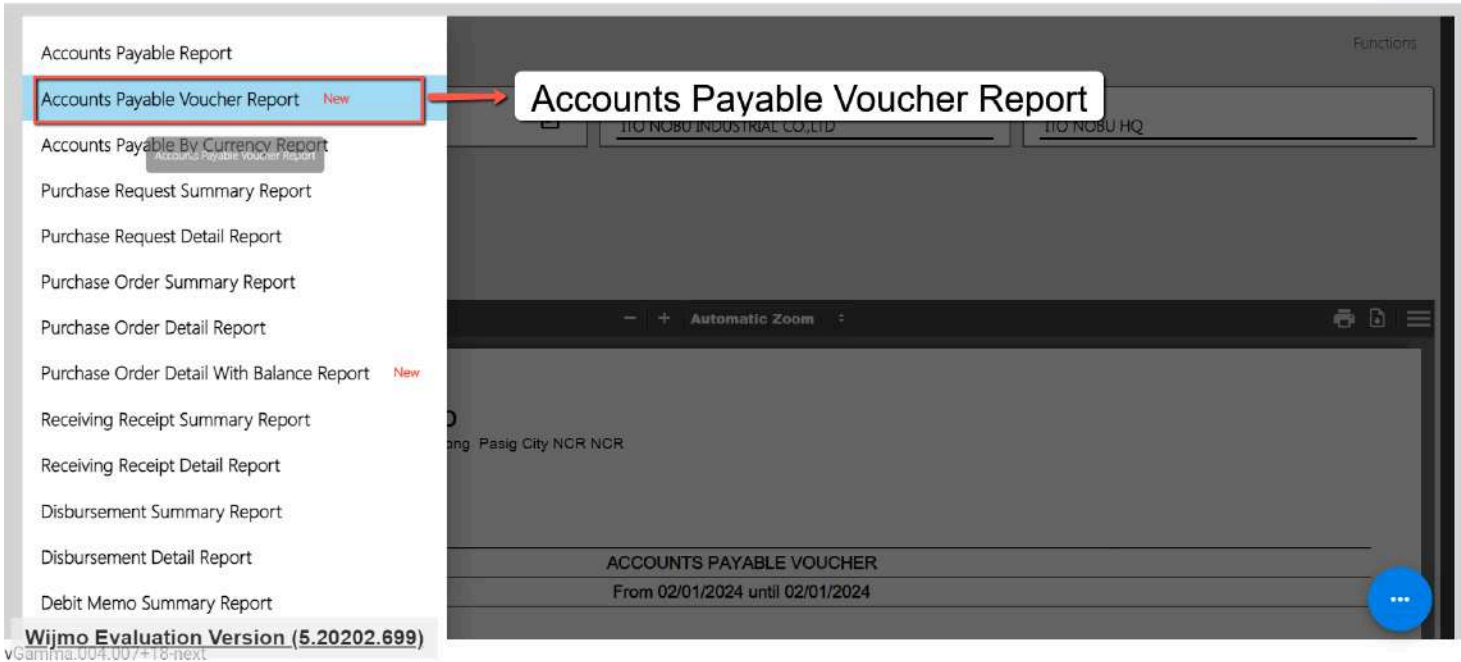
1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Payable Voucher Report
4. Enter Date Start and Date End

5. Select Branch you want to generate

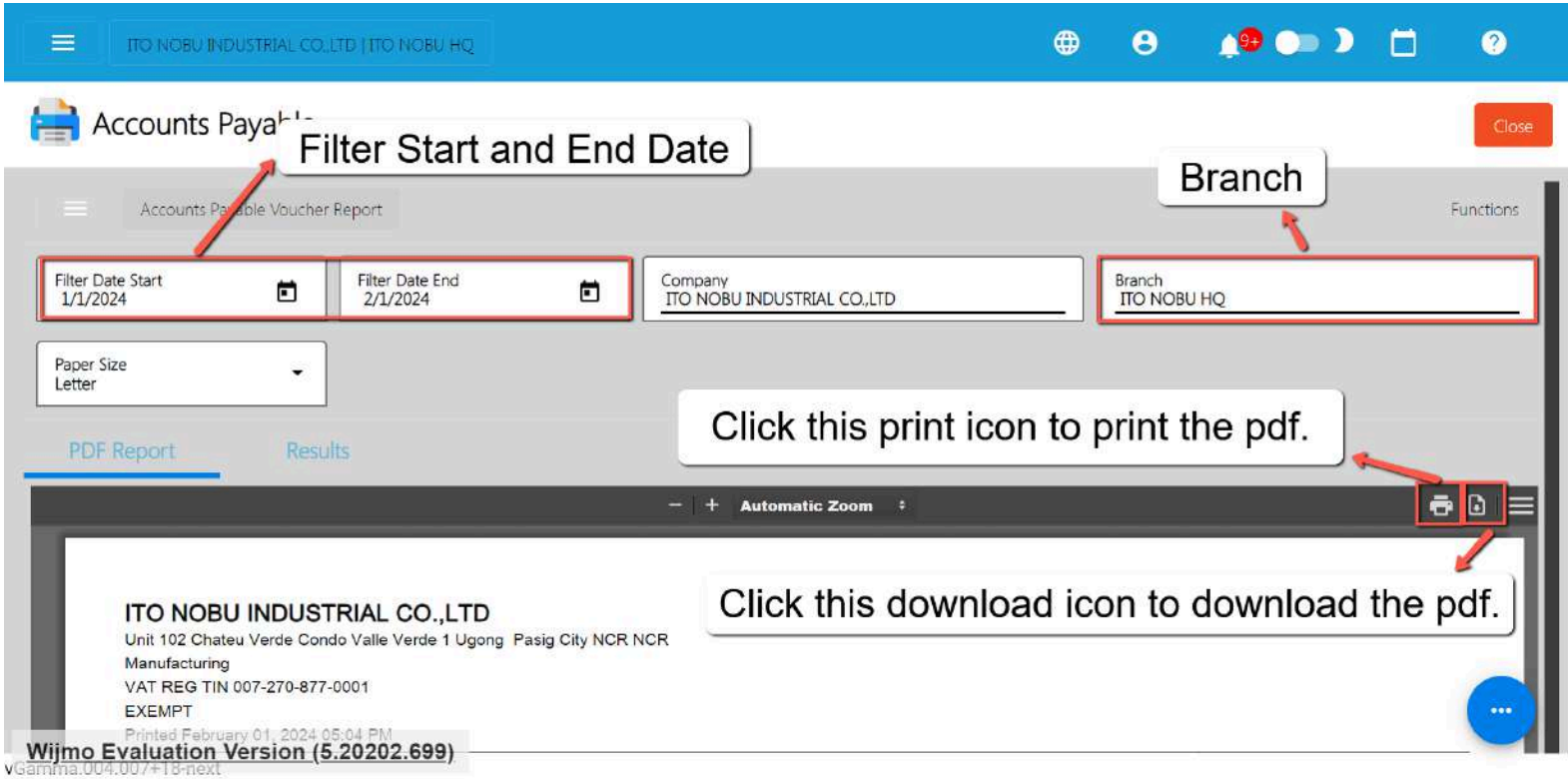
6. You can have the option to Print or Download the PDF Report

 Accounts Payable

Close



The screenshot shows a software interface for generating reports. On the left, a menu lists various report types. The 'Accounts Payable Voucher Report' is highlighted with a red box and a red arrow pointing to the right. On the right, a preview of the 'Accounts Payable Voucher Report' is shown. The preview includes a header with 'I/O NOBU INDUSTRIAL CO., LTD' and 'I/O NOBU HQ', a date range 'From 02/01/2024 until 02/01/2024', and a blue circular menu icon in the bottom right corner. The text 'Wijmo Evaluation Version (5.20202.699)' is visible at the bottom left of the screenshot.



Accounts Payable Voucher Report

Filter Start and End Date

Branch

Filter Date Start: 1/1/2024

Filter Date End: 2/1/2024

Company: ITO NOBU INDUSTRIAL CO.,LTD

Branch: ITO NOBU HQ

Paper Size: Letter

PDF Report | Results

Automatic Zoom

Click this print icon to print the pdf.

Click this download icon to download the pdf.

ITO NOBU INDUSTRIAL CO.,LTD  
Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR  
Manufacturing  
VAT REG TIN 007-270-877-0001  
EXEMPT  
Printed February 01, 2024 05:04 PM

Wijmo Evaluation Version (5.20202.699)



**ITO NOBU INDUSTRIAL CO.,LTD**

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR

Manufacturing

VAT REG TIN 007-270-877-0001

EXEMPT

Printed February 01, 2024 05:04 PM

ACCOUNTS PAYABLE VOUCHER								
From 01/01/2024 until 02/01/2024								
Branch	RR Number	RR Date	Document Reference	Due Date	Amount Due	Paid	Adjusted	Balance
1'2~3'4!5@6#7\$8%9^0&a*b(c)d_e+f=g(h)ijklm/n:;p'q<r>s,t?u v.w'222								
ITO NOBU HQ	0000000028	01/23/2024		01/23/2024	2,278.50	0.00	0.00	2,278.50
1'23'4!5@6#7\$8%9^0&a*b(c)d_e+f=g(h)ijklm/n:;p'q<r>s-t?u								
ITO NOBU HQ	0000000041	01/31/2024		01/31/2024	27,192.00	27,000.00	0.00	192.00
<b>Return To Supplier</b>								
ITO NOBU HQ	0000000003	01/17/2024		01/17/2024	11,550.00	0.00	0.00	11,550.00
ITO NOBU HQ	0000000006	01/17/2024		01/17/2024	66,800.00	0.00	0.00	66,800.00
ITO NOBU HQ	0000000009	01/17/2024		01/17/2024	1,380.00	0.00	0.00	1,380.00
ITO NOBU HQ	0000000010	01/17/2024		01/17/2024	77,380.00	0.00	0.00	77,380.00
ITO NOBU HQ	0000000013	01/17/2024		01/17/2024	46,240.00	0.00	0.00	46,240.00
ITO NOBU HQ	0000000014	01/17/2024		01/17/2024	46,240.00	0.00	0.00	46,240.00
ITO NOBU HQ	0000000020	01/23/2024		01/23/2024	205,000.00	0.00	0.00	205,000.00
ITO NOBU HQ	0000000021	01/23/2024		01/23/2024	209,600.00	0.00	0.00	209,600.00
ITO NOBU HQ	0000000040	01/26/2024		01/26/2024	3,533.78	0.00	0.00	3,533.78
ITO NOBU HQ	0000000043	01/31/2024		01/31/2024	11.00	0.00	0.00	11.00

## Accounts Payable By Currency Report

Accounts Payable By Currency Report is a report same with Accounts Payable but there is an indicator as to which Currency you are using during the transaction.

What is this Report for?

Accounts Payable By Currency Report is a report where the users, Accounts Payable incharge or the management can check the total

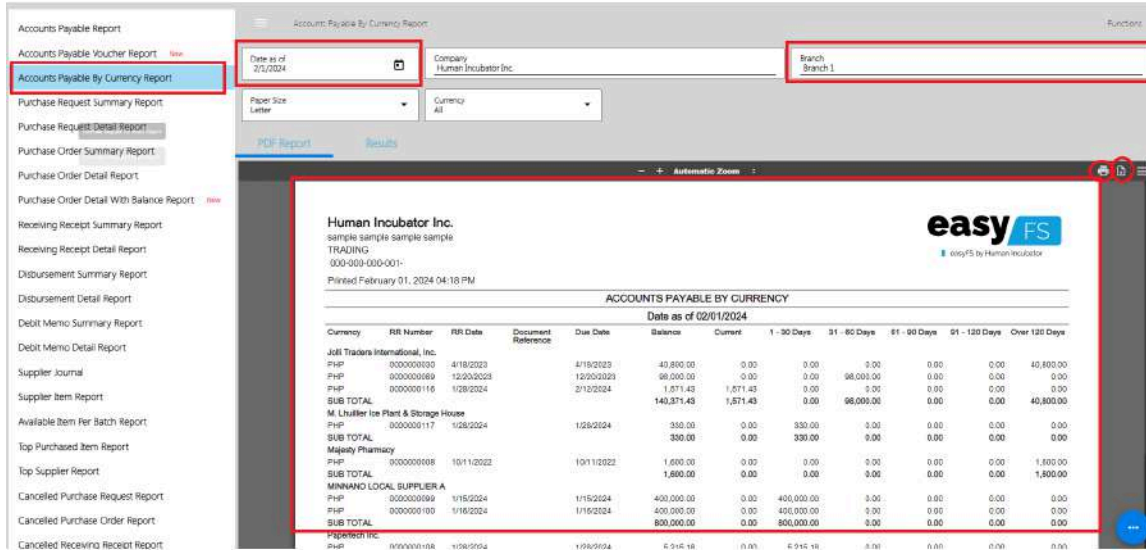
Receiving Receipts that are not yet paid on a per currency. The report has the following columns:

- Currency - currency used during the transaction
- Branch - this is the indicator where the RR Transaction was made
- Supplier Name - Name of the Supplier where you purchase your goods or services
- RR Number - refers to the transaction number
- RR Date - date of transaction was made
- Document Reference - document reference or manual reference or delivery receipt reference
- Due Date - Date when the payments should be made
- Balance - Running Balance or Outstanding Balance
- Current - All Balances that are not yet due for payment
- 1-30 Days - All Balances that are overdue for 1 day to 30 days
- 31-60 Days - All Balances that are overdue for 31 day to 60 days
- 61-90 Days - All Balances that are overdue for 61 day to 90 days
- 91-120 Days - All Balances that are overdue for 91 day to 120 days
- Over 120 Days- All Balances that are overdue for over 120 Days

To open or generate Accounts Payable by Currency Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Payable by Currency Report

4. Enter Date as of
5. Select Branch you want to generate
6. You can have the option to Print or Download the PDF Report



Accounts Payable Report

Accounts Payable Voucher Report

Accounts Payable by Currency Report

Purchase Request Summary Report

Purchase Request Detail Report

Purchase Order Summary Report

Purchase Order Detail Report

Purchase Order Detail With Balance Report

Receiving Receipt Summary Report

Receiving Receipt Detail Report

Disbursement Summary Report

Disbursement Detail Report

Debit Memo Summary Report

Debit Memo Detail Report

Supplier Journal

Supplier Item Report

Available Item Per Batch Report

Top Purchased Item Report

Top Supplier Report

Cancelled Purchase Request Report

Cancelled Purchase Order Report

Cancelled Receiving Receipt Report

Account: Payable by Currency Report

Date as of: 2/7/2024

Company: Human Incubator Inc.

Branch: Branch 1

Paper Size: Letter

Currency: All

PDF Report

Results

Human Incubator Inc.  
sample sample sample  
TRADING  
000-000-000-001  
Printed February 01, 2024 04:18 PM

easy FS  
easy FS by Human Incubator

ACCOUNTS PAYABLE BY CURRENCY  
Date as of 02/01/2024

Currency	R/R Number	RR Date	Document Reference	Due Date	Balance	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
Joli Traders International, Inc.											
PHP	0000000100	4/18/2023		4/18/2023	40,800.00	0.00	0.00	0.00	0.00	0.00	40,800.00
PHP	0000000189	12/20/2023		12/20/2023	98,000.00	0.00	0.00	98,000.00	0.00	0.00	0.00
PHP	0000000116	1/28/2024		2/12/2024	1,871.43	1,871.43	0.00	0.00	0.00	0.00	0.00
SUB TOTAL					140,671.43	1,871.43	0.00	98,000.00	0.00	0.00	40,800.00
M. Lhuiller Ice Plant & Storage House											
PHP	0000000117	1/28/2024		1/28/2024	350.00	0.00	350.00	0.00	0.00	0.00	0.00
SUB TOTAL					350.00	0.00	350.00	0.00	0.00	0.00	0.00
Majesty Pharmacy											
PHP	0000000108	10/11/2022		10/11/2022	1,800.00	0.00	0.00	0.00	0.00	0.00	1,800.00
SUB TOTAL					1,800.00	0.00	0.00	0.00	0.00	0.00	1,800.00
MINNANO LOCAL SUPPLIER A											
PHP	0000000199	1/15/2024		1/15/2024	400,000.00	0.00	400,000.00	0.00	0.00	0.00	0.00
PHP	0000000100	1/18/2024		1/18/2024	400,000.00	0.00	400,000.00	0.00	0.00	0.00	0.00
SUB TOTAL					800,000.00	0.00	800,000.00	0.00	0.00	0.00	0.00
PiperTech Inc.											
PHP	0000000104	1/08/2024		1/08/2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00

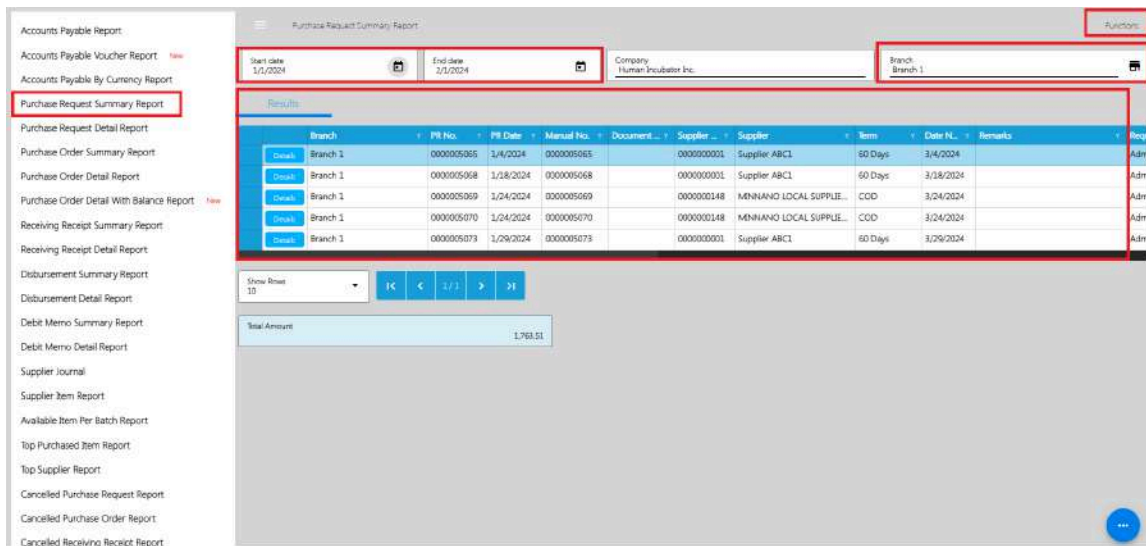
## Purchase Request Summary Report

Purchase Request Summary Report is a Report wherein you can generate the Summary of All Purchase Request within the specified dates. It will only show the Summary of the Transactions.

To open or generate Purchase Request Summary Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Purchase Request Summary Report

4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You need to click the Functions to download the data



**Purchase Request Summary Report**

Start date: 1/1/2024 | End date: 3/31/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Branch	PI No.	PI Date	Manual No.	Document	Supplier	Supplier	Term	Date N.	Remarks	Reg
Branch 1	000005065	1/4/2024	000005065		000000001	Supplier ABC1	60 Days	3/4/2024		Adm
Branch 1	000005068	1/18/2024	000005068		000000001	Supplier ABC1	60 Days	3/18/2024		Adm
Branch 1	000005069	1/24/2024	000005069		000000148	MNNANO LOCAL SUPPLIE...	COD	3/24/2024		Adm
Branch 1	000005070	1/24/2024	000005070		000000148	MNNANO LOCAL SUPPLIE...	COD	3/24/2024		Adm
Branch 1	000005073	1/29/2024	000005073		000000001	Supplier ABC1	60 Days	3/29/2024		Adm

Total Amount: 1,768.01

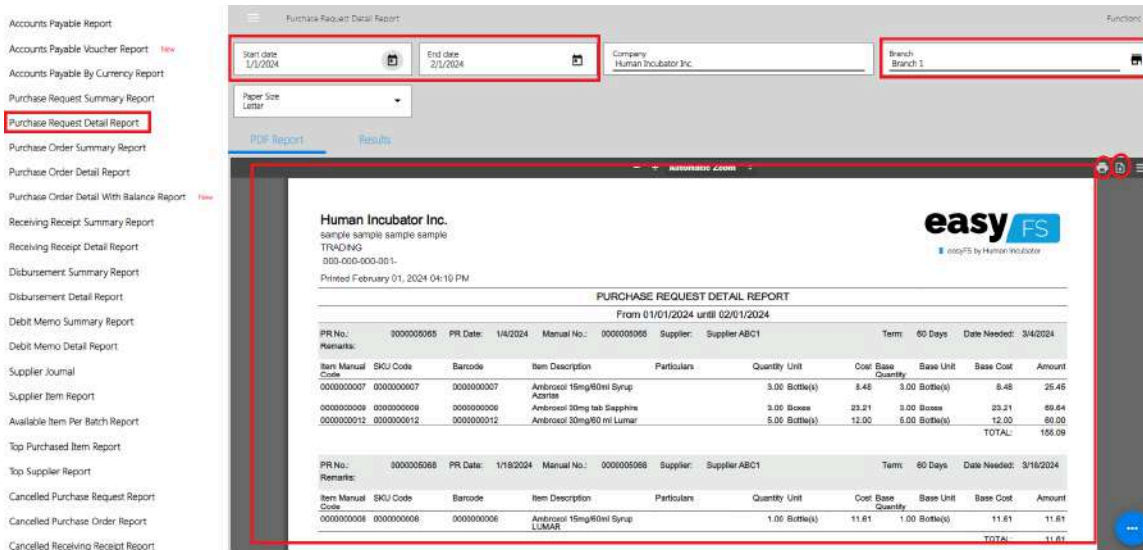
## Purchase Request Detail Report

Purchase Request Detail Report is a Report wherein you can generate the All Purchase Request within the specified dates. It will show the details of each Transactions.

To open or generate Purchase Request Detail Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Purchase Request Detail Report

4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You need to click the Functions to download the data



The screenshot displays the 'Purchase Request Detail Report' interface. The sidebar on the left lists various reports, with 'Purchase Request Detail Report' highlighted. The main report area shows filters for 'Start date' (1/1/2024), 'End date' (2/1/2024), 'Company' (Human Incubator Inc.), and 'Branch' (Branch 1). The report content includes a header for 'Human Incubator Inc.' and 'easyFS', followed by a table of purchase request details. The table has columns for 'Item Manual Code', 'SKU Code', 'Barcode', 'Item Description', 'Particulars', 'Quantity Unit', 'Cost Base Quantity', 'Base Unit', 'Base Cost', and 'Amount'. Two rows of data are visible, each with a 'TOTAL' row at the end.

Item Manual Code	SKU Code	Barcode	Item Description	Particulars	Quantity Unit	Cost Base Quantity	Base Unit	Base Cost	Amount
000000007	000000007	000000007	Amibrocol 15mg/80ml Symp Azitaz		3.00 Bottle(s)	8.45	3.00 Bottle(s)	8.48	25.45
000000009	000000009	000000009	Amibrocol 30mg tab Streptine		3.00 Boxes	23.21	3.00 Boxes	23.21	89.64
000000012	000000012	000000012	Amibrocol 30mg/80 ml Lumar		5.00 Bottle(s)	12.00	5.00 Bottle(s)	12.00	50.00
									TOTAL: 155.09

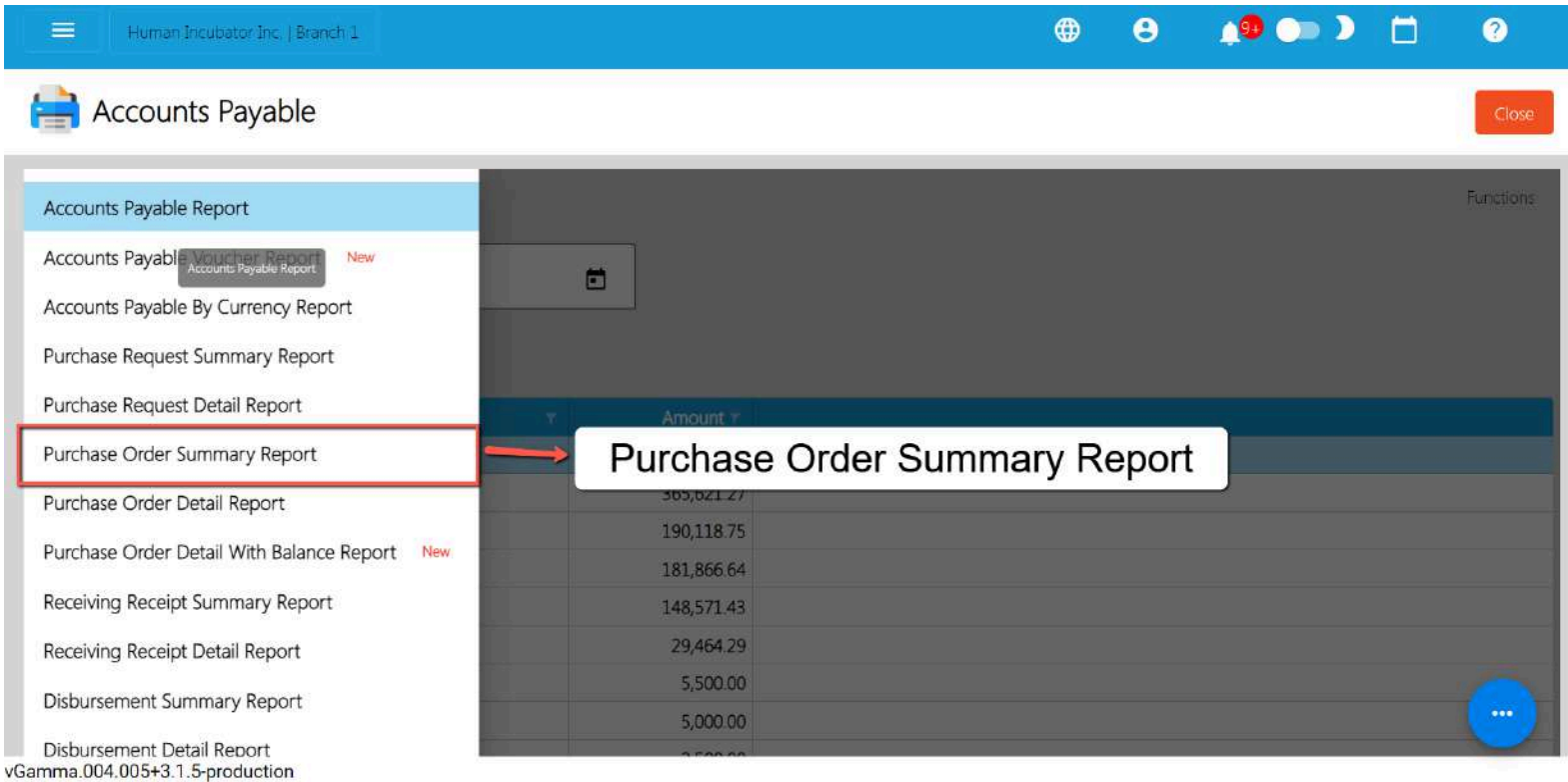
## Purchase Order Summary Report

Purchase Order Summary Report is a Report wherein you can generate the summary of All Purchase Order within the specified dates.

To open or generate Purchase Order Summary Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable

3. Click Accounts Purchase Order Summary Report
4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You need to click the Functions to download the data.



The screenshot shows the Human Incubator web application interface. At the top, there is a blue navigation bar with the text "Human Incubator Inc. | Branch 1" and several icons for navigation and notifications. Below the navigation bar, the main content area is titled "Accounts Payable" and includes a "Close" button. A sidebar menu on the left lists various reports, with "Purchase Order Summary Report" highlighted by a red box and an arrow pointing to a callout box. The main content area displays a table with columns for "Amount" and "Functions".

Amount	Functions
362,021.27	
190,118.75	
181,866.64	
148,571.43	
29,464.29	
5,500.00	
5,000.00	

Purchase Order Summary Report **Start and End Date** **Branch** Functions

Start date 11/1/2023 End date 2/1/2024 Company Human Incubator Inc. Branch Branch 1

Results

	Branch	PO No.	PO Date	Manual No.	Document ...	Supplier ...	Supplier	Term	Date N...
Details	Branch 1	0000000204	1/29/2024	0000000204		0000000001	Supplier ABC1	60 Days	3/29/2024
Details	Branch 1	0000000137	1/8/2024	0000000137		0000000001	Supplier ABC1	60 Days	3/8/2024
Details	Branch 1	0000000138	1/9/2024	0000000138		0000000001	Supplier ABC1	60 Days	3/9/2024
Details	Branch 1	0000000143	1/18/2024	0000000143		0000000001	Supplier ABC1	60 Days	3/18/2024
Details	Branch 1	0000000144	1/18/2024	0000000144		0000000001	Supplier ABC1	60 Days	3/18/2024
Details	Branch 1	0000000146	1/25/2024	0000000146		0000000001	Supplier ABC1	60 Days	3/25/2024
Details	Branch 1	0000000150	1/26/2024	0000000150		0000000001	Supplier ABC1	60 Days	3/26/2024
Details	Branch 1	0000000133	1/2/2024	0000000133		0000000001	Supplier ABC1	60 Days	3/2/2024
Details	Branch 1	0000000134	1/2/2024	0000000134		0000000001	Supplier ABC1	60 Days	3/2/2024
Details	Branch 1	0000000136	1/4/2024	0000000136		0000000001	Supplier ABC1	60 Days	3/4/2024

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## Purchase Order Detail Report

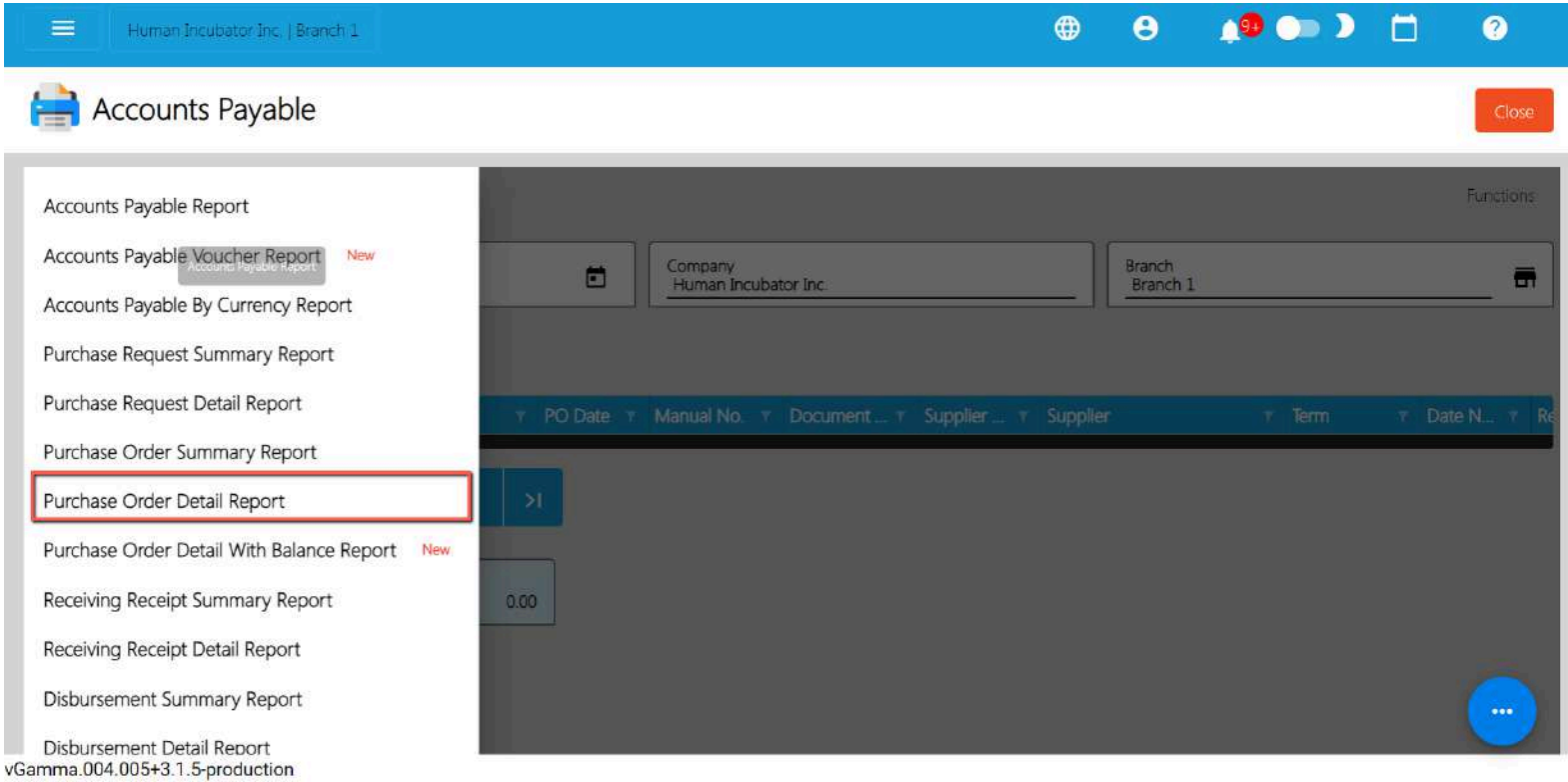
Purchase Order Detail Report is a Report wherein you can generate All Purchase Order within the specified dates. It will show the details of each Transactions.

To open or generate Purchase Order Detail Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Purchase Order Detail Report
4. Enter Start Date and End Date

5. Select Branch you want to generate

6. You need to click the Functions to download the data.



The screenshot displays the 'Accounts Payable' section of the system. On the left, a menu lists various reports, with 'Purchase Order Detail Report' highlighted by a red box. The main area shows a report header for 'Human Incubator Inc.' with a 'Branch' dropdown set to 'Branch 1'. Below the header is a table with columns for 'PO Date', 'Manual No.', 'Document ...', 'Supplier ...', 'Supplier', 'Term', and 'Date N...'. A blue button with '>1' is visible next to the table, and a blue circular button with three dots is in the bottom right corner.

Accounts Payable Report

Accounts Payable Voucher Report New

Accounts Payable By Currency Report

Purchase Request Summary Report

Purchase Request Detail Report

Purchase Order Summary Report

**Purchase Order Detail Report**

Purchase Order Detail With Balance Report New

Receiving Receipt Summary Report

Receiving Receipt Detail Report

Disbursement Summary Report

Disbursement Detail Report

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Purchase Order Date **Start and End Date** **Branch** Functions

Start date 12/1/2023 End date 2/1/2024 Company ITO NOBU INDUSTRIAL CO.,LTD Branch ITO NOBU HQ

Results

	Branch	PO No.	PO Date	Manual No.	Document ...	Supplier ...	Supplier	Term	Date N...
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024

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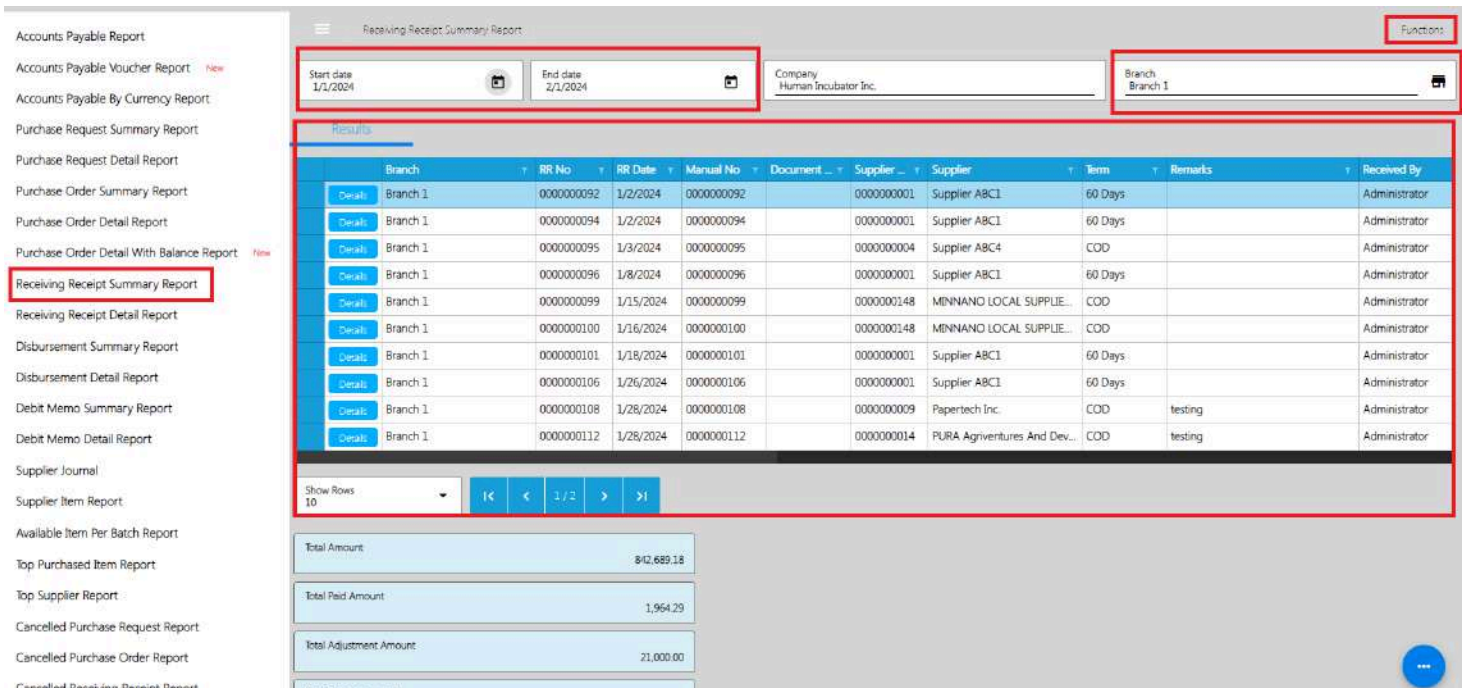
## Receiving Receipt Summary Report

Receiving Receipt Summary Report is a Report wherein you can generate All Receiving Receipt within the specified dates.

To open or generate Receiving Receipt Summary Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Receiving Receipt Summary Report

4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You need to click the Functions to download the data.



The screenshot displays the 'Receiving Receipt Summary Report' interface. On the left, a sidebar lists various reports, with 'Receiving Receipt Summary Report' highlighted. The main area features a search bar with filters for 'Start date' (1/1/2024), 'End date' (2/1/2024), 'Company' (Human Incubator Inc.), and 'Branch' (Branch 1). A 'Functions' button is visible in the top right corner. Below the search bar is a table with columns: Branch, RR No, RR Date, Manual No, Document, Supplier, Term, Remarks, and Received By. The table contains 10 rows of data. At the bottom, a summary section shows 'Total Amount' (812,689.18), 'Total Paid Amount' (1,964.29), and 'Total Adjustment Amount' (21,000.00).

Branch	RR No	RR Date	Manual No	Document	Supplier	Supplier	Term	Remarks	Received By
Branch 1	000000092	1/2/2024	000000092		000000001	Supplier ABC1	60 Days		Administrator
Branch 1	000000094	1/2/2024	000000094		000000001	Supplier ABC1	60 Days		Administrator
Branch 1	000000095	1/3/2024	000000095		000000004	Supplier ABC4	COD		Administrator
Branch 1	000000096	1/8/2024	000000096		000000001	Supplier ABC1	60 Days		Administrator
Branch 1	000000099	1/15/2024	000000099		000000148	MINNANO LOCAL SUPPLIE...	COD		Administrator
Branch 1	000000100	1/16/2024	000000100		000000148	MINNANO LOCAL SUPPLIE...	COD		Administrator
Branch 1	000000101	1/18/2024	000000101		000000001	Supplier ABC1	60 Days		Administrator
Branch 1	000000106	1/26/2024	000000106		000000001	Supplier ABC1	60 Days		Administrator
Branch 1	000000108	1/28/2024	000000108		000000009	Papertech Inc.	COD	testing	Administrator
Branch 1	000000112	1/28/2024	000000112		000000014	PURA Agriventures And Dev...	COD	testing	Administrator

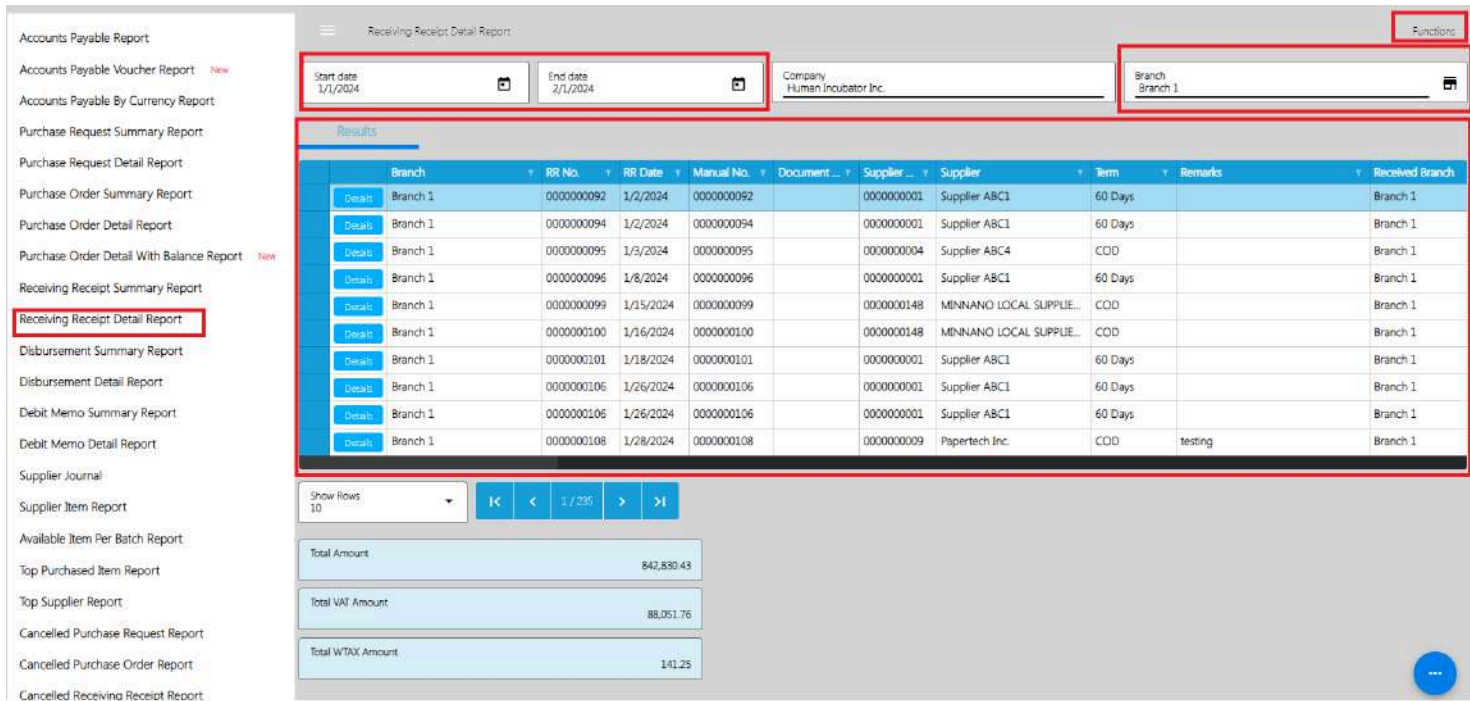
## Receiving Receipt Detail Report

Receiving Receipt Detail Report is a Report wherein you can generate All Receiving Receipt within the specified dates. It will show the details of each Transactions.

To open or generate Receiving Receipt Detail Report here are the steps to follow:

1. Go to Purchases

2. Select Accounts Payable
3. Click Accounts Receiving Receipt Detail Report
4. Enter Start Date and End Date
5. Select Branch you want to generate
6. Click Function to Download Data



**Receiving Receipt Detail Report**

Start date: 1/1/2024 | End date: 2/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1

	Branch	RR No.	RR Date	Manual No.	Document ...	Supplier ...	Supplier	Term	Remarks	Received Branch
<a href="#">Details</a>	Branch 1	000000092	1/2/2024	000000092		000000001	Supplier ABC1	60 Days		Branch 1
<a href="#">Details</a>	Branch 1	000000094	1/2/2024	000000094		000000001	Supplier ABC1	60 Days		Branch 1
<a href="#">Details</a>	Branch 1	000000095	1/3/2024	000000095		000000004	Supplier ABC4	COD		Branch 1
<a href="#">Details</a>	Branch 1	000000096	1/8/2024	000000096		000000001	Supplier ABC1	60 Days		Branch 1
<a href="#">Details</a>	Branch 1	000000099	1/15/2024	000000099		000000148	MINNANO LOCAL SUPPLIE...	COD		Branch 1
<a href="#">Details</a>	Branch 1	000000100	1/16/2024	000000100		000000148	MINNANO LOCAL SUPPLIE...	COD		Branch 1
<a href="#">Details</a>	Branch 1	000000101	1/18/2024	000000101		000000001	Supplier ABC1	60 Days		Branch 1
<a href="#">Details</a>	Branch 1	000000106	1/26/2024	000000106		000000001	Supplier ABC1	60 Days		Branch 1
<a href="#">Details</a>	Branch 1	000000106	1/26/2024	000000106		000000001	Supplier ABC1	60 Days		Branch 1
<a href="#">Details</a>	Branch 1	000000108	1/28/2024	000000108		000000009	Papertech Inc.	COD	testing	Branch 1

Summary Statistics:

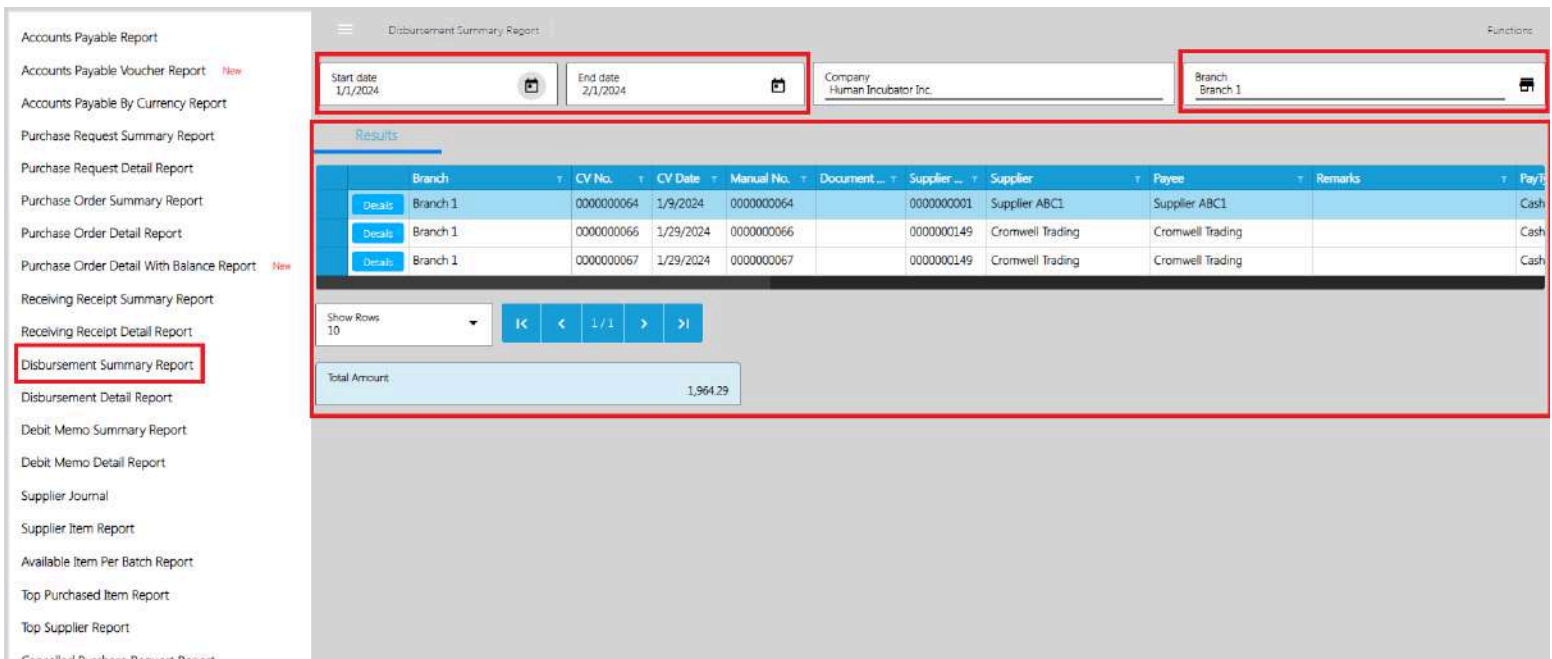
- Total Amount: 642,830.48
- Total VAT Amount: 88,051.76
- Total WTAX Amount: 141.25

## Disbursement Summary

Disbursement Summary Report is a Report wherein you can generate All Disbursement Transaction within the specified dates.

To open or generate Disbursement Summary Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Disbursement Summary Report
4. Enter Start Date and End Date
5. Select Branch you want to generate
6. Click Function to Download Data



The screenshot displays the 'Disbursement Summary Report' interface. On the left is a sidebar menu with various reports, including 'Disbursement Summary Report' which is highlighted with a red box. The main area contains a search filter section with the following fields: 'Start date' (1/1/2024), 'End date' (2/1/2024), 'Company' (Human Incubator Inc.), and 'Branch' (Branch 1). Below the filters is a 'Results' table with the following data:

	Branch	CV No.	CV Date	Manual No.	Document No.	Supplier	Supplier	Payee	Remarks	Pay Type
Details	Branch 1	000000064	1/9/2024	000000064		000000001	Supplier ABC1	Supplier ABC1		Cash
Details	Branch 1	000000066	1/29/2024	000000066		000000149	Cromwell Trading	Cromwell Trading		Cash
Details	Branch 1	000000067	1/29/2024	000000067		000000149	Cromwell Trading	Cromwell Trading		Cash

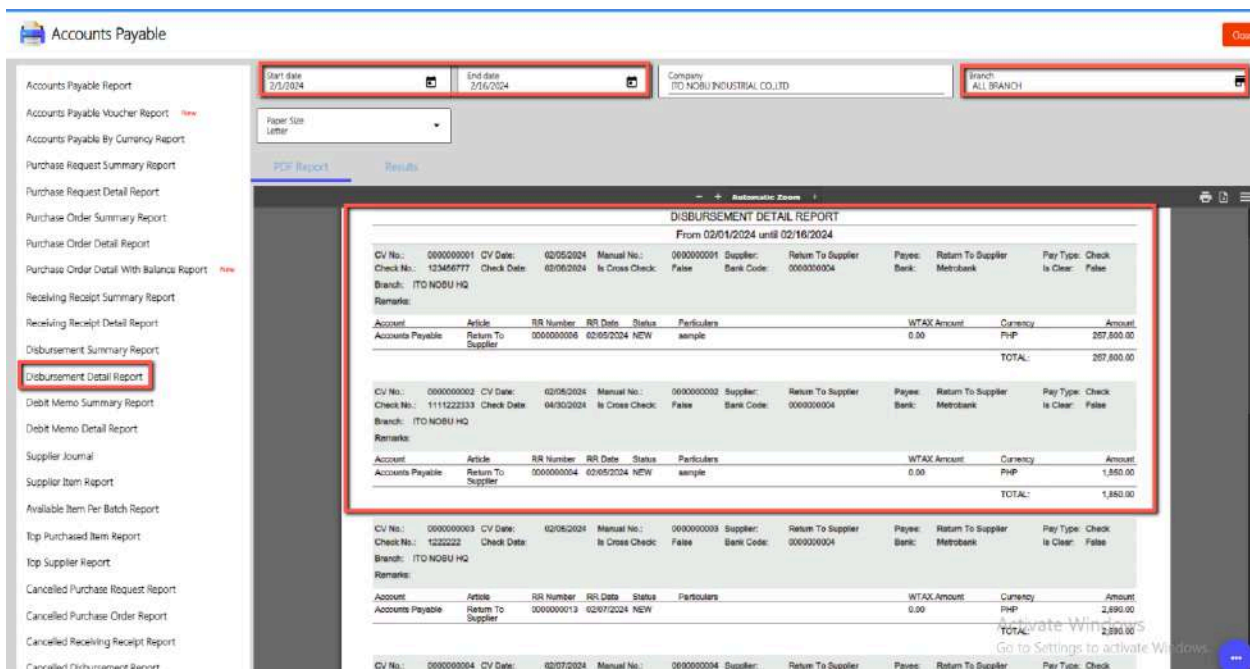
Below the table, there is a 'Show Rows' dropdown set to 10, navigation buttons, and a 'Total Amount' of 1,964.29.

## Disbursement Detail Report

Disbursement Detail Report is a Report wherein you can generate All Disbursements within the specified dates. It will show the details of each Transactions.

To open or generate Disbursement Detail Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Disbursement Detail Report
4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You can have the option to Print or Download the PDF Report



**Accounts Payable**

Start Date: 2/5/2024 | End Date: 2/16/2024 | Company: ITO NOBU INDUSTRIAL CO., LTD | Branch: ALL BRANCH

Paper Size: Letter

PDF Report | Results

### DISBURSEMENT DETAIL REPORT

From 02/01/2024 until 02/16/2024

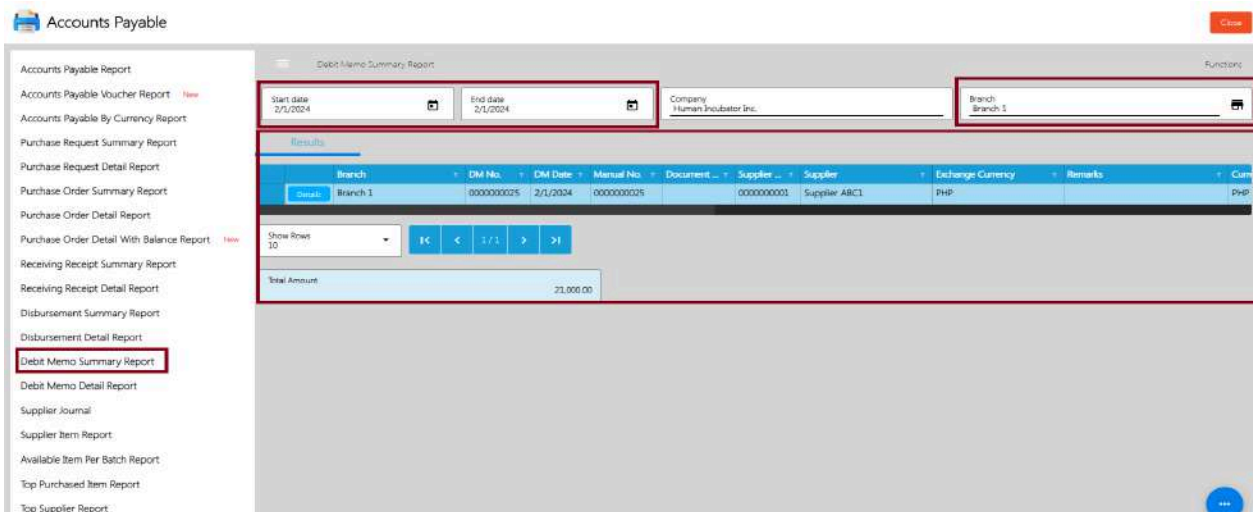
CV No.	CV Date	Manual No.	Supplier	Return To Supplier	Payee	Return To Supplier	Pay Type	Check	Is Clear
000000001	02/05/2024	000000001	000000001	000000004	Metobank	Metobank	Check		False
133466777	02/05/2024								
Branch: ITO NOBU HQ									
Remarks:									
Account	Article	RR Number	RR Date	Status	Particulars	WTAX Amount	Currency	Amount	
Accounts Payable	Return To Supplier	000000004	02/05/2024	NEW	sample	0.00	PHP	207,800.00	
								TOTAL:	207,800.00
000000002	02/05/2024	000000002	000000004	000000004	Metobank	Metobank	Check		False
111222333	04/30/2024								
Branch: ITO NOBU HQ									
Remarks:									
Account	Article	RR Number	RR Date	Status	Particulars	WTAX Amount	Currency	Amount	
Accounts Payable	Return To Supplier	000000004	02/05/2024	NEW	sample	0.00	PHP	1,850.00	
								TOTAL:	1,850.00
000000003	02/06/2024	000000003	000000004	000000004	Metobank	Metobank	Check		False
1232222									
Branch: ITO NOBU HQ									
Remarks:									
Account	Article	RR Number	RR Date	Status	Particulars	WTAX Amount	Currency	Amount	
Accounts Payable	Return To Supplier	000000013	02/07/2024	NEW		0.00	PHP	2,890.00	
								TOTAL:	2,890.00
000000004	02/07/2024	000000004	000000004	000000004	Metobank	Metobank	Check		

## Debit Memo Summary Report

Debit Memo Summary Report is a Report wherein you can generate All Debit Memo Transaction within the specified dates.

To open or generate Debit Memo Summary Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Debit Memo Summary Report
4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You need to click Functions to Download the Data



**Accounts Payable**

Debit Memo Summary Report

Start date: 2/1/2024 | End date: 2/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Branch	DM No.	DM Date	Manual No.	Document No.	Supplier	Supplier	Exchange Currency	Remarks	Cur
Branch 1	0000000025	2/1/2024	0000000025		0000000001	Supplier ABC1	PHP		PHP

Total Amount: 21,000.00

## Debit Memo Detail Report

Debit Memo Detail Report is a Report wherein you can generate All Debit Memo Transactions within the specified dates. It will show the details of each Transactions.

To open or generate Debit Memo Detail Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Debit Memo Detail Report
4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You need to click Functions to Download the Data

The screenshot displays the 'Accounts Payable' section of a software application. On the left is a sidebar menu with various report options, including 'Debit Memo Detail Report' which is highlighted with a red box. The main area shows the 'Debit Memo Detail Report' form. At the top, there are input fields for 'Start date' (2/1/2024), 'End date' (2/1/2024), 'Company' (Human Incubator Inc.), and 'Branch' (Branch 1). Below these is a 'Results' table with the following data:

Branch	DM No.	DM Date	Manual No.	Document No.	Supplier	Supplier	Remarks	Is Cancel.	Debit Memo Line No.
Branch 1	0000000025	2/1/2024	0000000025		0000000001	Supplier ABC1			Branch 1

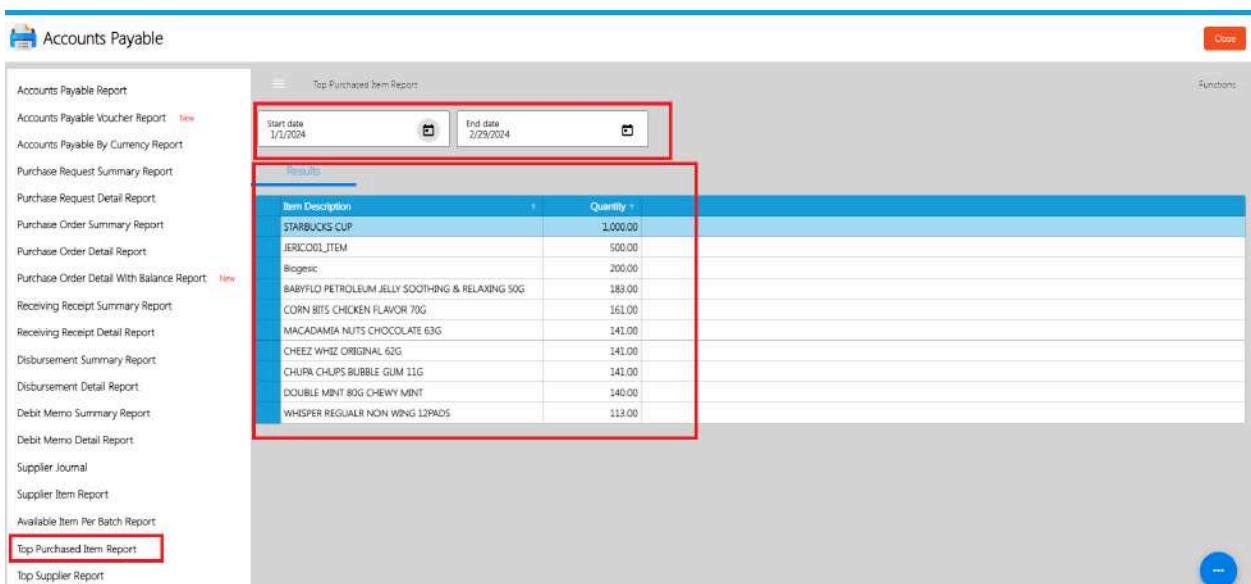
Below the table, there is a 'Total Amount' field showing 21,000.00. The interface also includes navigation buttons and a 'Functions' menu in the top right corner.

## Top Purchased Item Report

The Top Purchased Item Report is a report where users or management can generate the top purchased items within a specified date range. This report only displays or generates the top 10 items that were most frequently purchased during the specified period.

To open or generate Purchase Order Detail Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Top Purchase Item Report
4. Enter Start Date and End Date
5. Click Functions to Download Data
6. XLS File will be downloaded



The screenshot displays the 'Accounts Payable' system interface. On the left is a sidebar menu with various report options. The main area shows the 'Top Purchased Item Report' with date filters for 'Start date' (1/1/2024) and 'End date' (2/29/2024). Below the filters is a table of results.

Item Description	Quantity
STARBUCKS CUP	1,000.00
ERICODI_ITEM	500.00
Biogenic	200.00
BABYFLO PETROLEUM JELLY SOOTHING & RELAXING 50G	183.00
CORIN BITS CHICKEN FLAVOR 70G	161.00
MACADAMIA NUTS CHOCOLATE 63G	141.00
CHEEZ WHIZ ORIGINAL 62G	141.00
CHUPA CHUPS BUBBLE GUM 11G	141.00
DOUBLE MINT 80G CHEWY MINT	140.00
WHISPER REGULAR NON WING 12PADS	113.00



## Top Supplier Report

The Top Supplier Report is a report where users or management can generate the top suppliers based on the amount purchased within a specified date range. This report displays or generates the top 10 suppliers that were most frequently purchased from during the specified period.

To open or generate Purchase Order Detail Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Top Supplier Report
4. Enter Start Date and End Date
5. Click Functions to Download Data
6. XLS File will be downloaded

Report Name	Amount
Purchase Order Summary Report	800,000.00
Purchase Order Detail Report	365,621.27
Purchase Order Detail With Balance Report <span style="color: red;">New</span>	190,118.75
Receiving Receipt Summary Report	181,866.64
Receiving Receipt Detail Report	148,571.43
Receiving Receipt Summary Report	29,464.29
Disbursement Summary Report	5,500.00
Disbursement Detail Report	5,000.00
Debit Memo Summary Report	2,500.00
Debit Memo Detail Report	1,960.00
Supplier Journal	
Supplier Item Report	
Available Item Per Batch Report	
Top Purchased Item Report	

Accounts Payable Close

Top Supplier Report Functions

Start date: 8/1/2023 End date: 1/31/2024

→ Start and End Date

Results

Supplier Name	Amount
MINNANO LOCAL SUPPLIER A	800,000.00
Supplier ABC1	365,621.27
Papertech Inc.	190,118.75
Sample Supplier A	181,866.64
Jolli Traders International, Inc.	148,571.43
LSL Construction and Supply	29,464.29
New Supplier for Demo	5,500.00
Supplier ABC3	5,000.00
Supplier ABC4	2,500.00
Return to Supplier	1,960.00

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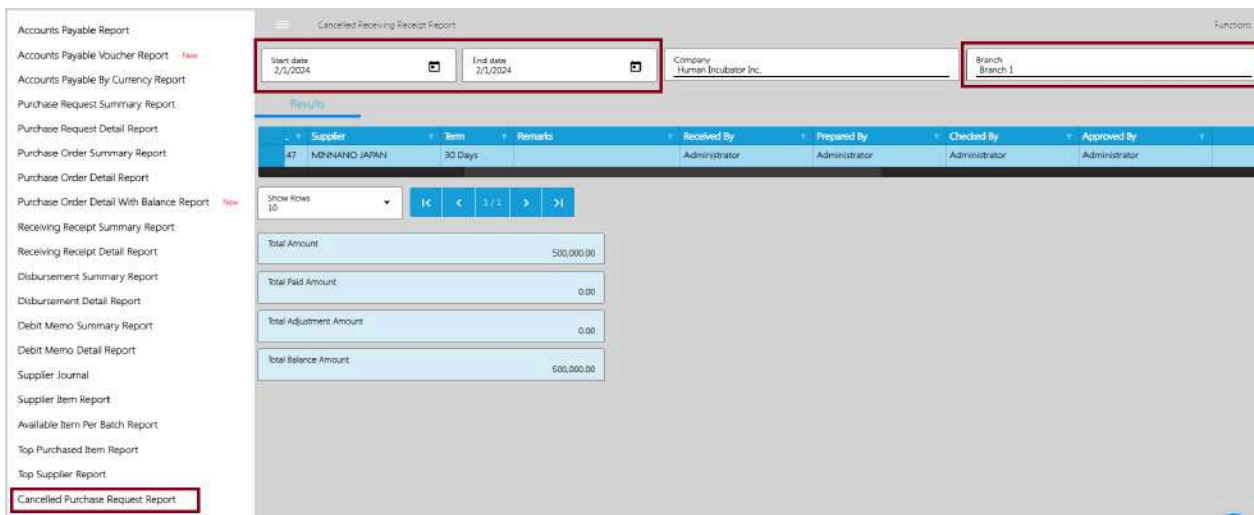
## Cancelled Purchase Request Report

Cancelled Purchase Request Report is a report where users or management can generate the report of All Cancelled Purchase Request Transactions.

To open or generate Cancelled Purchase Request Report here are the steps to follow:

1. Go to Purchases

2. Select Accounts Payable
3. Click Cancelled Purchase Request
4. Enter Start Date and End Date
5. Select branch you want to generate
5. Click Functions to Download Data
6. XLS File will be downloaded



Supplier	Term	Remarks	Received By	Prepared By	Checked By	Approved By
47 MINIFANO JAPAN	30 Days		Administrator	Administrator	Administrator	Administrator

Summary:

Total Amount	500,000.00
Total Paid Amount	0.00
Total Adjustment Amount	0.00
Total Balance Amount	500,000.00

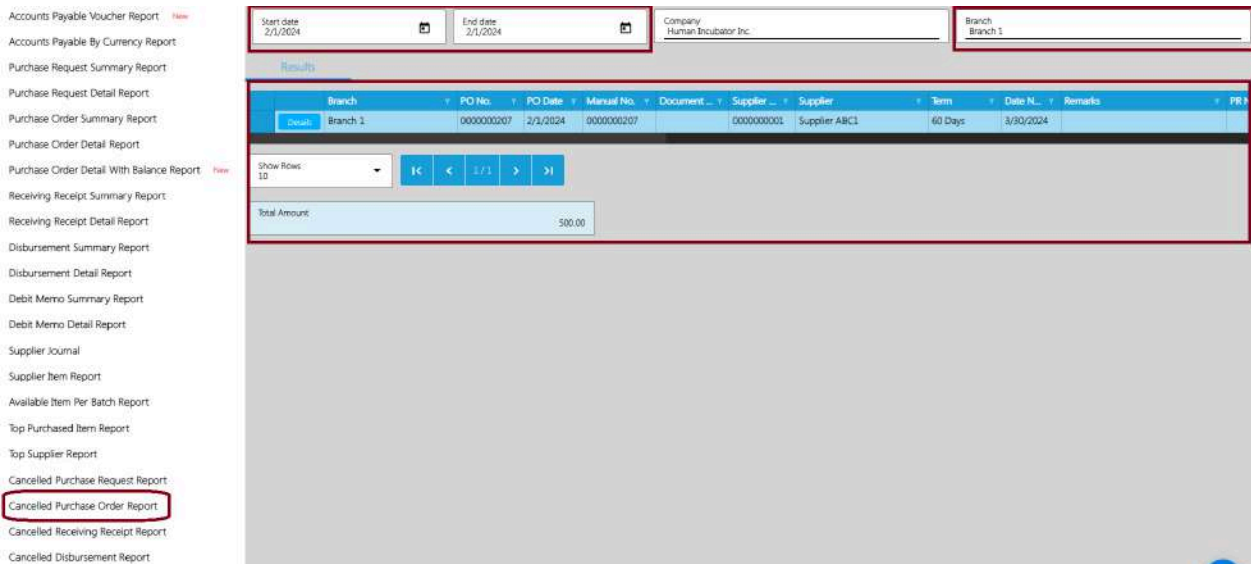
## Cancelled Purchase Order Report

Cancelled Purchase Order Report is a report where users or management can generate the report of All Cancelled Purchase Order Transactions.

To open or generate Cancelled Purchase Order Report here are the steps to follow:

1. Go to Purchases

2. Select Accounts Payable
3. Click Cancelled Purchase Order
4. Enter Start Date and End Date
5. Select branch you want to generate
5. Click Functions to Download Data
6. XLS File will be downloaded



## Cancelled Receiving Receipt Report

Cancelled Receiving Receipt Report is a report where users or management can generate the report of All Cancelled Receiving Receipt Transactions.

To open or generate Cancelled Receiving Receipt Report here are the

steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Cancelled Receiving Receipt
4. Enter Start Date and End Date
5. Select branch you want to generate
6. Click Functions to Download Data
7. XLS File will be downloaded

- Accounts Payable Voucher Report New
- Accounts Payable By Currency Report
- Purchase Request Summary Report
- Purchase Request Detail Report
- Purchase Order Summary Report
- Purchase Order Detail Report
- Purchase Order Detail With Balance Report New
- Receiving Receipt Summary Report
- Receiving Receipt Detail Report
- Disbursement Summary Report
- Disbursement Detail Report
- Debit Memo Summary Report
- Debit Memo Detail Report
- Supplier Journal
- Supplier Item Report
- Available Item Per Batch Report
- Top Purchased Item Report
- Top Supplier Report
- Cancelled Purchase Request Report
- Cancelled Purchase Order Report
- Cancelled Receiving Receipt Report**
- Cancelled Disbursement Report

Start date	End date	Company	Branch
2/1/2024	2/1/2024	Human Incubator Inc.	Branch 1

Branch	RR No	RR Date	Manual No	Document No	Supplier	Supplier	Term	Remarks	Received By
Branch 1	000000098	2/1/2024	000000098		000000147	MINNANO JAPAN	30 Days		Administrator

Show Rows	10	1/1
-----------	----	-----

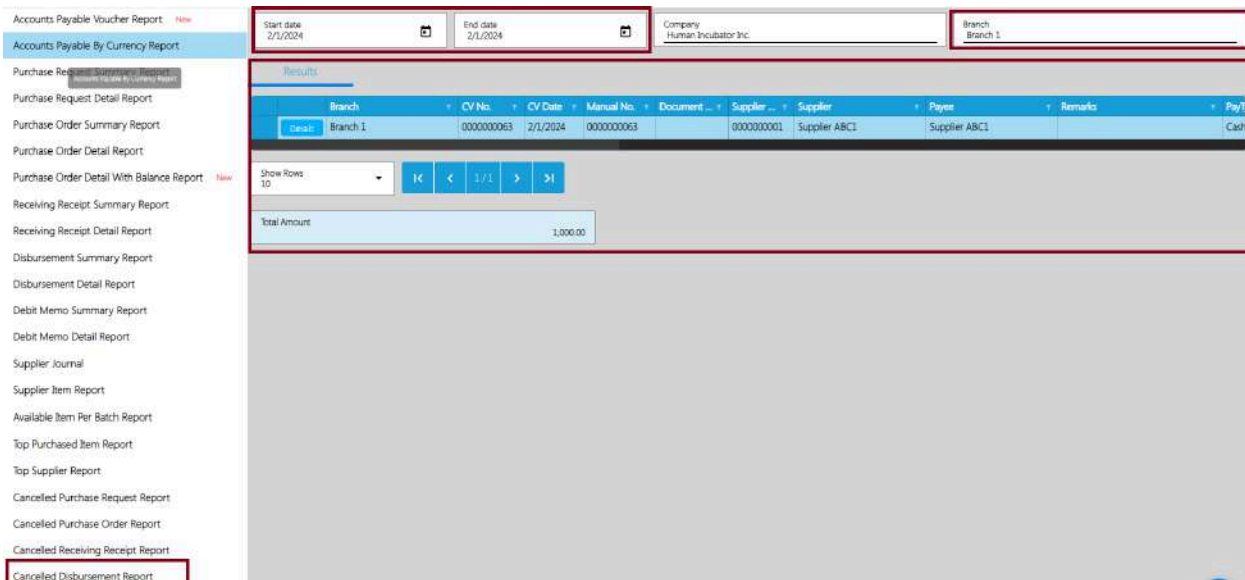
Total Amount	500,000.00
Total Paid Amount	0.00
Total Adjustment Amount	0.00
Total Balance Amount	500,000.00

## Cancelled Disbursement Report

Cancelled Disbursement Report is a report where users or management can generate the report of All Cancelled Disbursement Receipt Transactions.

To open or generate Cancelled Disbursement Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Cancelled Disbursement
4. Enter Start Date and End Date
5. Select branch you want to generate
6. Click Functions to Download Data
7. XLS File will be downloaded



The screenshot shows the 'Cancelled Disbursement Report' interface. The sidebar menu on the left lists various reports, with 'Cancelled Disbursement Report' highlighted at the bottom. The top navigation bar contains filters for 'Start date' (2/1/2024), 'End date' (2/1/2024), 'Company' (Human Incubator Inc.), and 'Branch' (Branch 1). The main area displays a table with the following data:

Branch	CV No.	CV Date	Manual No.	Document No.	Supplier	Supplier	Payment	Remarks	Payment Method
Cash	Branch 1	0000000063	2/1/2024	0000000063	0000000001	Supplier ABC1	Supplier ABC1		Cash

Below the table, there is a 'Total Amount' of 1,000.00. The interface also includes a 'Show Rows' dropdown set to 10 and navigation buttons for the table.

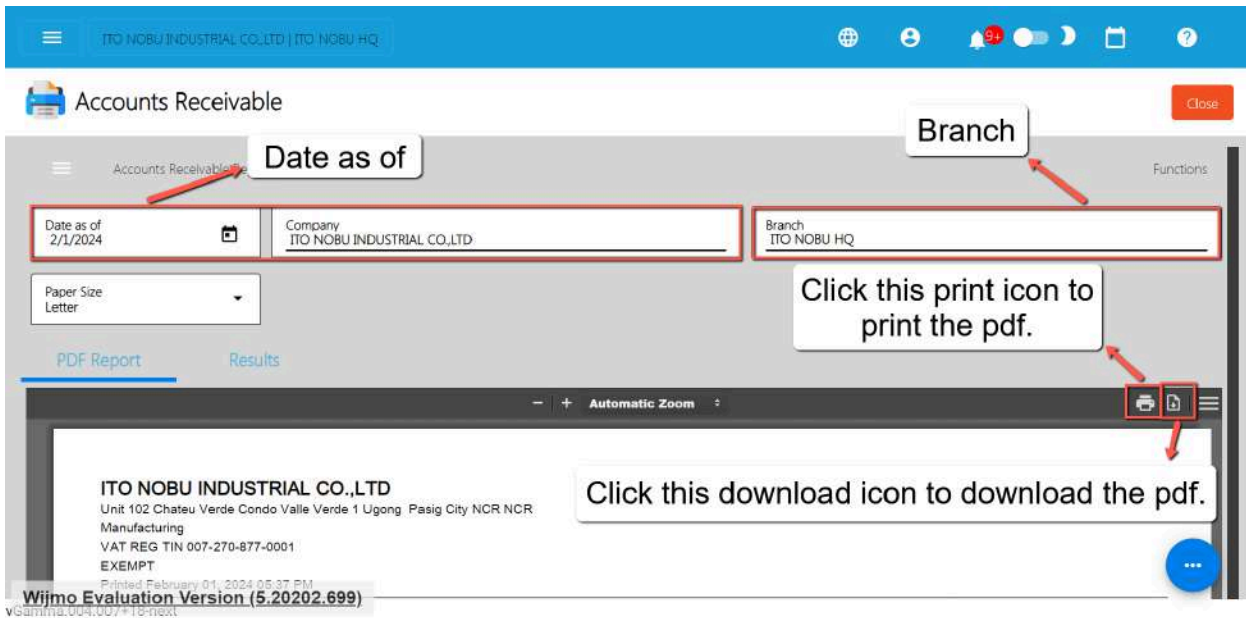
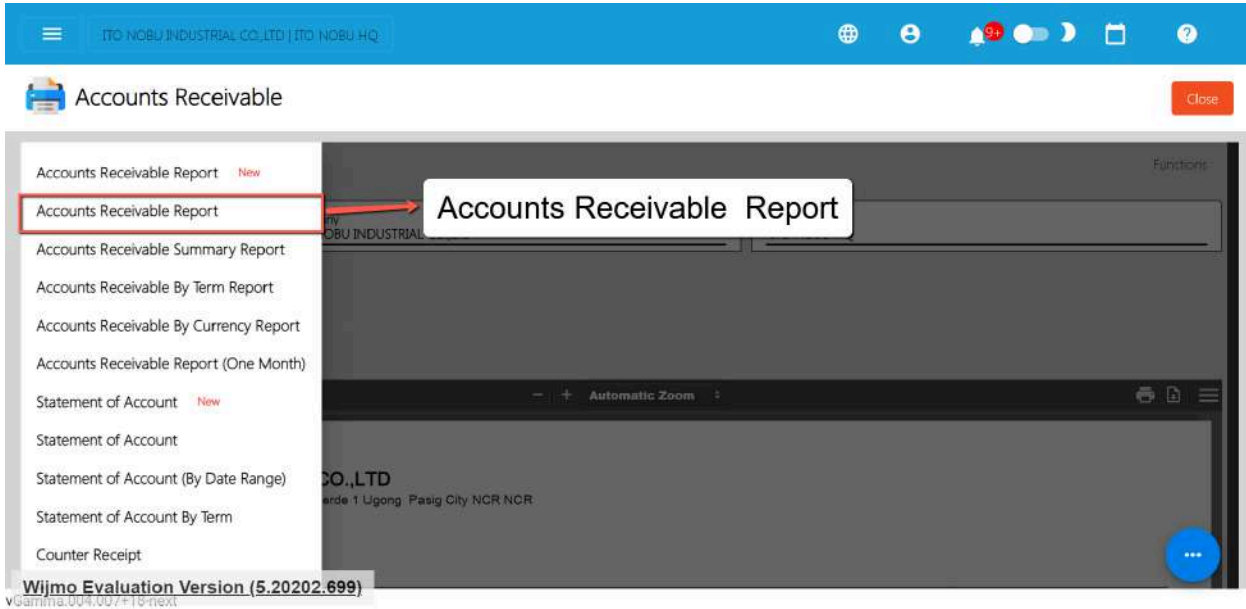
## Accounts Receivable Report

Accounts Receivable is an aging report in which the total amount per Sales Invoice transaction is reflected. It shows outstanding receivables or collectibles from a customer within specified terms, such as 30 days, 60 days, 90 days, and over 120 days.

Accounts Receivable are recorded as part of the assets on the Balance Sheet. These receivables are typically settled through the collection of money or credit memos (adjustments) from customers according to the agreed-upon terms.

To open or generate Accounts Receivable Report here are the steps to follow:

1. Go to Sales
2. Select Accounts Receivable
3. Click Accounts Receivable Report
4. Enter Date as of
5. Select branch you want to generate
6. You can have the option to Print or Download the PDF Report.



**ITO NOBU INDUSTRIAL CO.,LTD**  
Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR  
Manufacturing  
VAT REG TIN 007-270-877-0001  
EXEMPT  
Printed February 01, 2024 05:37 PM

ACCOUNTS RECEIVABLE												
Date as Of 02/01/2024												
Branch	SI Number	SI Date	Document Reference	Sold by Name	Due Date	Balance	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
<b>A RISHIA GENERAL MERCHANDISE</b>												
ITO NOBU HQ	0000000031	01/31/2024		Administrator	03/31/2024	1,250.00	1,250.00	0.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL:</b>						<b>1,250.00</b>	<b>1,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOKIWA SUBIC CORPORATION</b>												
ITO NOBU HQ	0000000015	01/28/2024		Administrator	03/28/2024	6,517.00	6,517.00	0.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL:</b>						<b>6,517.00</b>	<b>6,517.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>VERGILIO TUBAL</b>												
ITO NOBU HQ	0000000032	01/31/2024		Administrator	01/31/2024	1,250.00	0.00	1,250.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL:</b>						<b>1,250.00</b>	<b>0.00</b>	<b>1,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

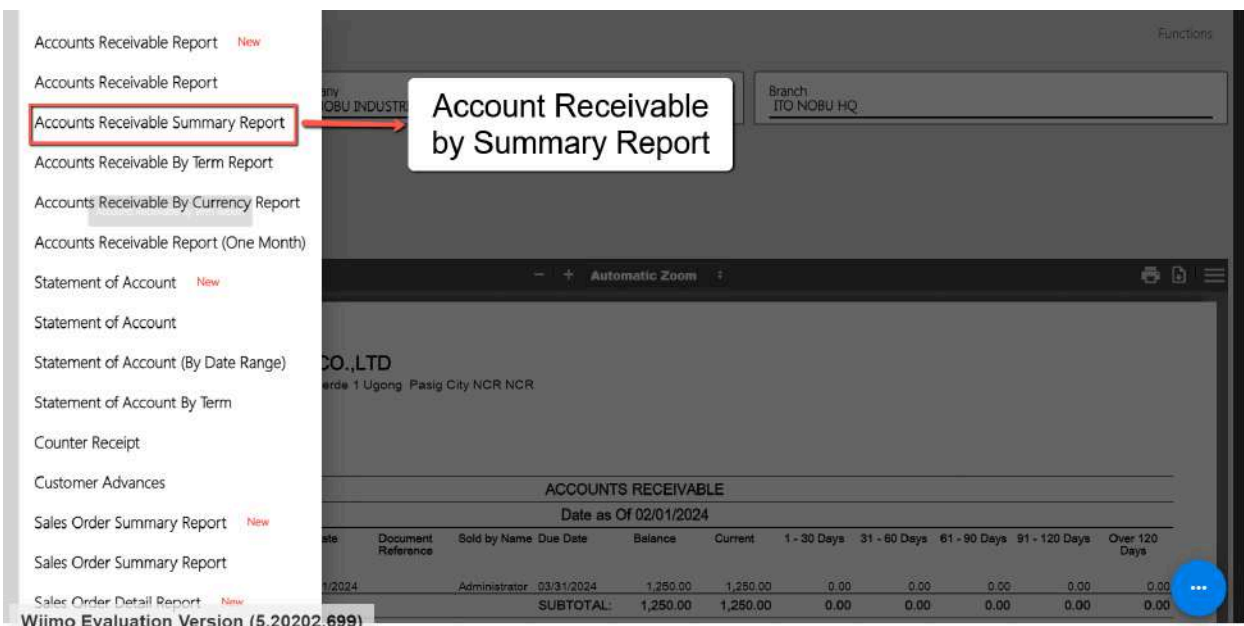


## Accounts Receivable Summary Report

Accounts Receivable is a summary report which generates the total accounts receivable per customer.

To open or generate Accounts Receivable Report here are the steps to follow:

1. Go to Sales
2. Select Accounts Receivable
3. Click Accounts Receivable Summary Report
4. Enter Date as of
5. Select branch you want to generate
6. You can have the option to Print or Download the PDF Report



Accounts Receivable Report New

Accounts Receivable Report

**Accounts Receivable Summary Report**

Accounts Receivable By Term Report

Accounts Receivable By Currency Report

Accounts Receivable Report (One Month)

Statement of Account New

Statement of Account

Statement of Account (By Date Range)

Statement of Account By Term

Counter Receipt

Customer Advances

Sales Order Summary Report New

Sales Order Summary Report

Sales Order Detail Report New

Wimo Evaluation Version (5.20202.699)

Account Receivable by Summary Report

Branch: ITO NOBU HQ

ACCOUNTS RECEIVABLE  
Date as Of 02/01/2024

Date	Document Reference	Sold by Name	Due Date	Balance	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
1/2024		Administrator	03/31/2024	1,250.00	1,250.00	0.00	0.00	0.00	0.00	0.00
<b>SUBTOTAL:</b>				<b>1,250.00</b>	<b>1,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**ITO NOBU INDUSTRIAL CO.,LTD**

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR

Manufacturing

VAT REG TIN 007-270-877-0001

EXEMPT

Printed February 01, 2024 05:46 PM

**ACCOUNTS RECEIVABLE SUMMARY**

Date as Of 02/01/2024

Branch	Customer Name	Term	Balance Amount	Current Amount	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
ITO NOBU HQ	A RISHIA GENERAL MERCHANDISE	60 Days	1,250.00	1,250.00	0.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	TOKIWA SUBIC CORPORATION	60 Days	6,517.00	6,517.00	0.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	VERGILIO TUBAL	COD	1,250.00	0.00	1,250.00	0.00	0.00	0.00	0.00
ITO NOBU HQ	Walk-in	COD	102,750.07	65,944.64	36,805.43	0.00	0.00	0.00	0.00

## Accounts Receivable by Term Report

Accounts Receivable by Term Report is a summary report which generates the total accounts receivable per customer with Aging Days.

To open or generate Accounts Receivable by Term Report here are the steps to follow:

1. Go to Sales
2. Select Accounts Receivable
3. Click Accounts Receivable by Term Report
4. Enter Date as of

5. Select branch you want to generate
6. You can have the option to Print or Download the PDF Report

## **Accounts Receivable by Currency Report**

Accounts Receivable by Currency Report is a summary report which generates the total accounts receivable per customer with Currency.

To open or generate Accounts Receivable by Currency Report here are the steps to follow:

45. Go to Sales
46. Select Accounts Receivable
47. Click Accounts Receivable by Currency Report
48. Enter Date as of
49. Select branch you want to generate
50. Select Currency you want to generate
51. You can have the option to Print or Download the PDF Report

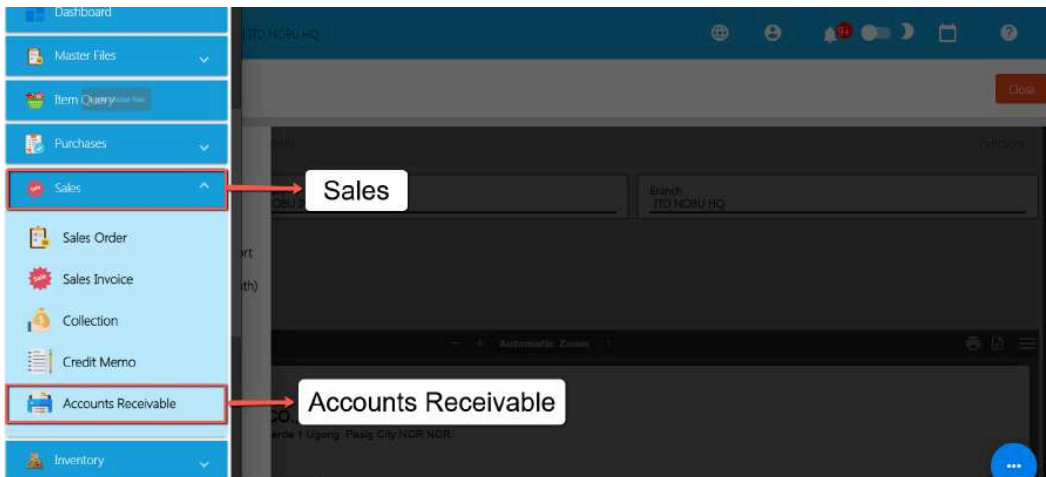
## **Accounts Receivable Report (One Month)**

The Accounts Receivable Report (One Month) is a comprehensive summary of outstanding receivables from customers within a specified time frame, typically one month. This report categorizes the receivables based on the age of the

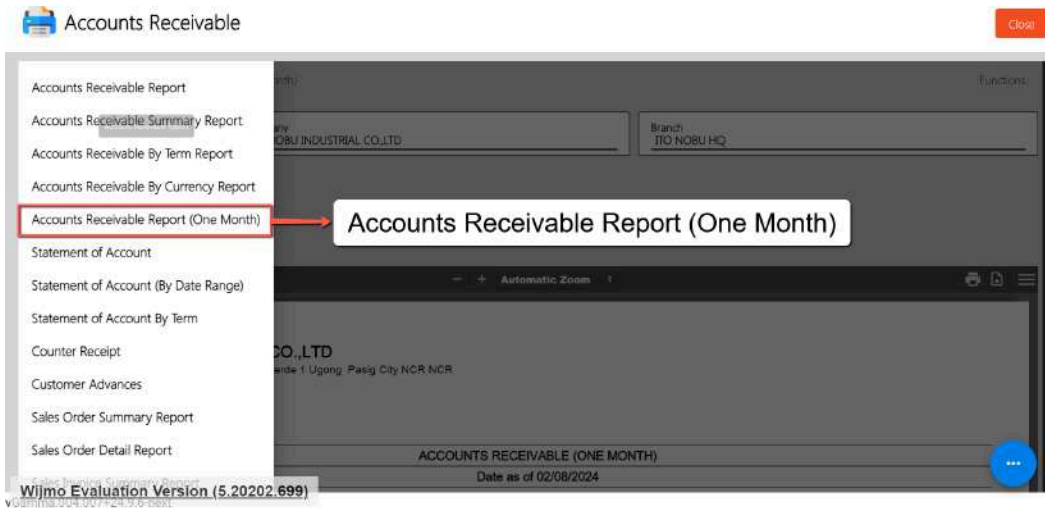
invoices, including segments such as 7 days, 10 days, 15 days, 30 days, and over 30 days. By organizing receivables in this manner, businesses can efficiently track and manage their outstanding invoices, aiding in timely collections and financial decision-making.

To generate Account Receivables Report (One Month), here are the steps for you to follow:

1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



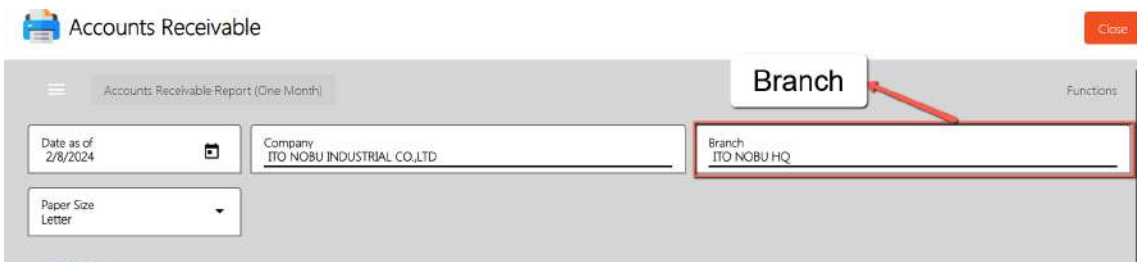
2. **Click Account Receivables Report (One Month):** Under the menus from Accounts Receivable, look for Account Receivables Report (One Month) then click the menu to navigate.



3. **Provide Date as of:** Provide an exact date you want to generate a report by clicking on the Date as of field, then select an exact date.



4. **Provide Branch (if needed):** By default, the value of the Branch field is based on your login branch.



## 5. PDF Report is automatically generated: After providing the Date as of and the Branch, the PDF Report will automatically generated.

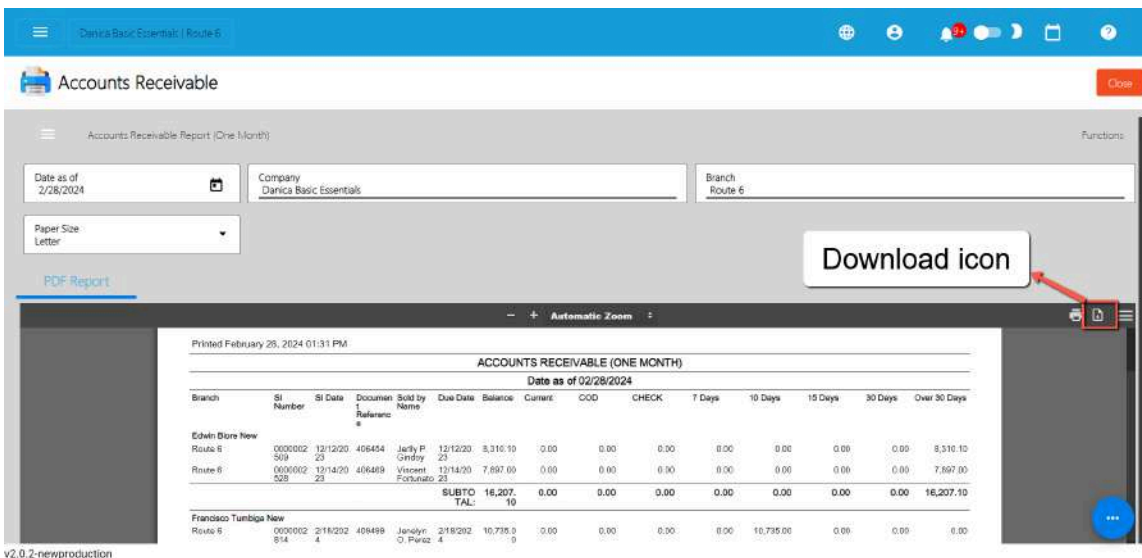
Printed February 28, 2024 01:23 PM

ACCOUNTS RECEIVABLE (ONE MONTH)														
Date as of 02/28/2024														
Branch	SI Number	SI Date	Document Reference	Sold by Name	Due Date	Balance	Current	COD	CHECK	7 Days	10 Days	15 Days	30 Days	Over 30 Days
<b>Edwin Biore New</b>														
Route 6	0000002508	12/12/2023	406454	Jerly P. Gindoy	12/12/2023	8,310.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,310.10
Route 6	0000002528	12/14/2023	406469	Vincent Fortunato	12/14/2023	7,897.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,897.00
						<b>SUBTOTAL:</b>	<b>16,207.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,207.10</b>
<b>Francisco Tumbiga New</b>														
Route 6	0000002814	2/18/2024	409499	Jenelyn O. Perez	2/18/2024	10,735.00	0.00	0.00	0.00	0.00	10,735.00	0.00	0.00	0.00
						<b>SUBTOTAL:</b>	<b>10,735.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,735.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Janine Igpaz</b>														
Route 6	0000002207	9/29/2023	47955	DANICA	9/29/2023	364.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	364.00
Route 6	0000002830	2/21/2024	410665	Jenelyn O. Perez	2/21/2024	5,006.00	0.00	0.00	0.00	5,006.00	0.00	0.00	0.00	0.00
						<b>SUBTOTAL:</b>	<b>5,370.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,006.00</b>	<b>0.00</b>	<b>0.00</b>	<b>364.00</b>
<b>Justine 4MR</b>														
Route 6	0000002270	10/18/2023	48960	DANICA	10/18/2023	6,160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,160.00
						<b>SUBTOTAL:</b>	<b>6,160.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,160.00</b>

Justine Diasalo

Sample Printout

## 6. Download PDF (if needed): If you want to download the pdf, look for the download icon then click.

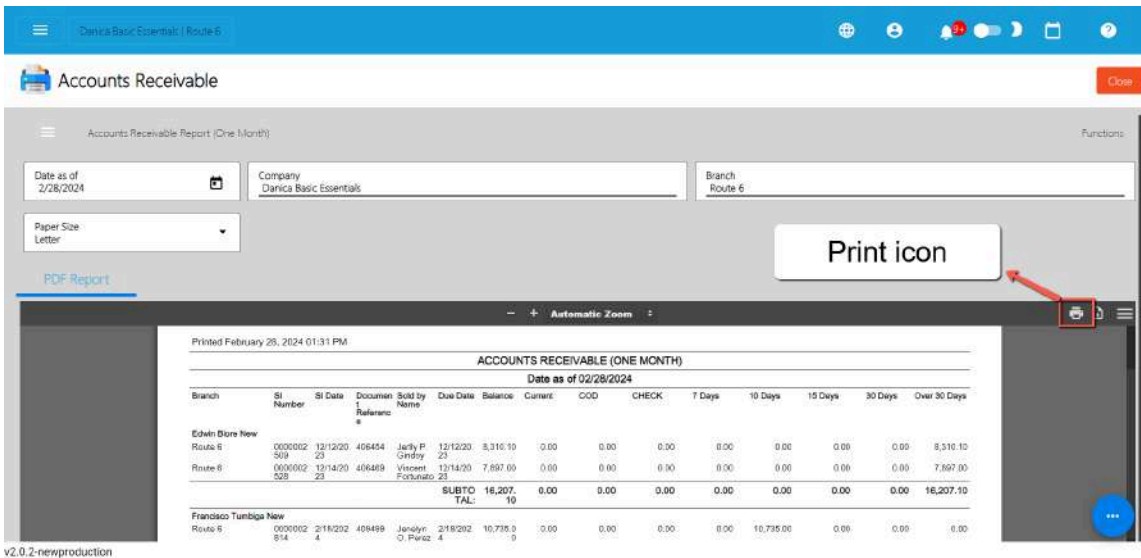


The screenshot shows the 'Accounts Receivable' report interface. At the top, there are filters for 'Date as of' (2/28/2024), 'Company' (Danica Basic Essentials), and 'Branch' (Route 6). Below these filters, there is a 'PDF Report' section. A preview of the report is shown, including the same table as in the previous block. A red arrow points to a 'Download icon' (a document with a download arrow) located in the top right corner of the report preview area.

v2.0.2-newproduction

## 7. Print PDF (if needed):

If you want to print the pdf, look for the print icon then click.



The screenshot shows the 'Accounts Receivable Report (One Month)' interface. At the top, there are fields for 'Date as of' (2/28/2024), 'Company' (Danica Basic Essentials), and 'Branch' (Route 6). Below these is a 'Paper Size' dropdown set to 'Letter'. A 'Print icon' is highlighted with a red arrow and a white box. The main content area displays a table titled 'ACCOUNTS RECEIVABLE (ONE MONTH)' with columns for Branch, SI Number, SI Date, Document Reference, Sold by Name, Due Date, Balance, Current, COD, CHECK, and columns for 7, 10, 15, 30, and Over 30 Days. The table includes data for 'Edwin Dore New' and 'Francisco Tumbiga New' branches. A 'Printed February 28, 2024 01:31 PM' timestamp is visible at the top of the report area.

## Statement of Account

Statement of Account is a financial document that provides a summary of transactions between a business and its customers over a specific period. It typically includes details such as invoice numbers, dates, document references, due dates, total amount owed, payments made, adjustments, and outstanding balances.

This statement helps both parties keep track of their financial obligations and activities, providing a clear record of what has been billed, paid, and is still outstanding. It serves as a

crucial tool for reconciling accounts, resolving discrepancies, and ensuring accurate financial records.

To open or generate Statement of Account here are the steps to follow:

1. Go to Sales
2. Select Accounts Receivable
3. Click Statement of Account
4. Enter Date as of
5. Select branch you want to generate
6. Select Specific customer
7. You can have the option to Print or Download the PDF Report

## **Statement of Account (By Date Range)**

The Statement of Account by Date Range is a report similar to the Statement of Account, allowing you to generate the total Accounts Receivable for a specific customer on a specified date.

To open or generate Statement of Account by Date Range here are the steps to follow:

1. Go to Sales
2. Select Accounts Receivable



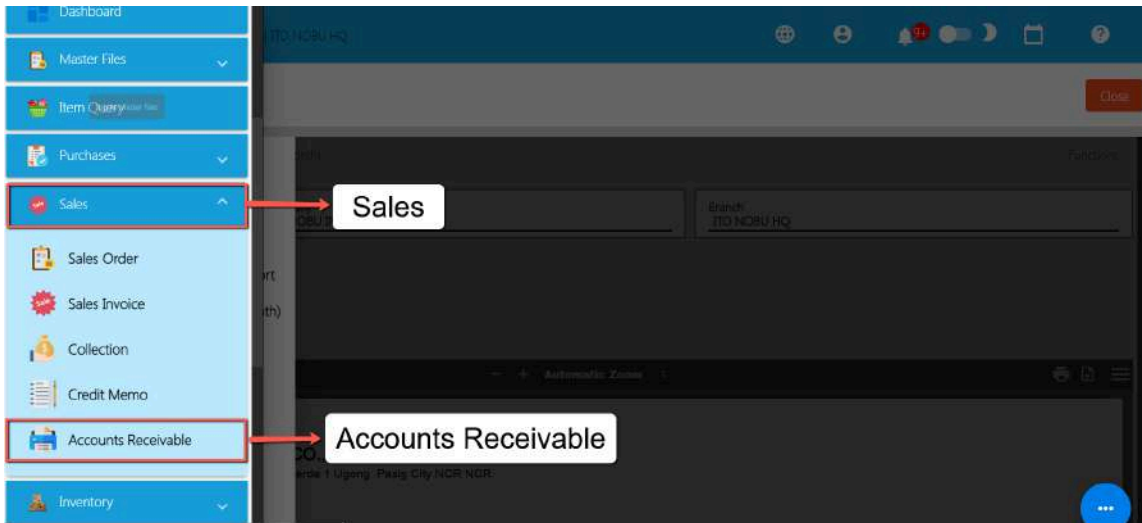
3. Click Statement of Account by Date Range
4. Enter Start Date and End Date
5. Select branch you want to generate
6. Select Specific customer
7. You can have the option to Print or Download the PDF Report

## Statement of Account By Term

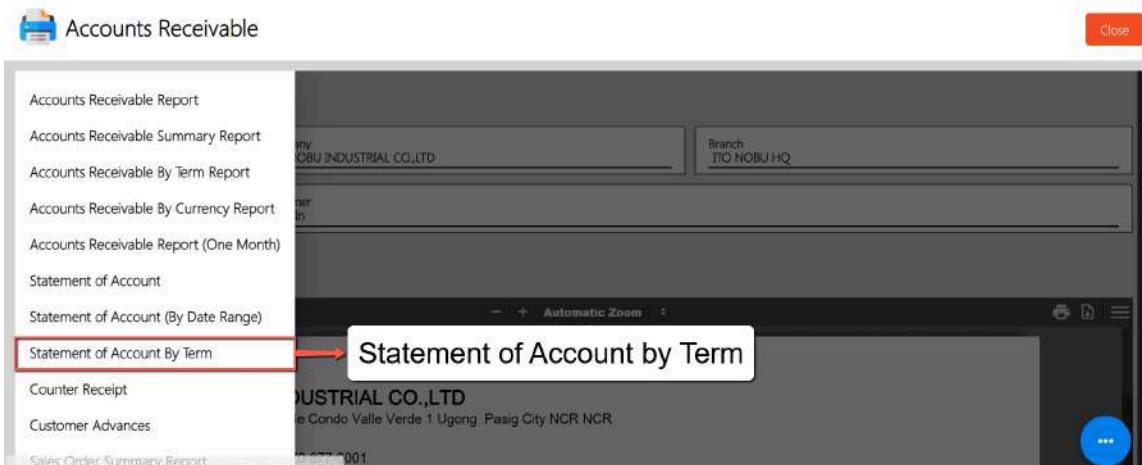
The Statement of Account by Term is a specialized report designed to provide a comprehensive overview of a customer's accounts receivable based on specific payment terms. Similar to the Statement of Account by Date Range, this report allows you to view the total amount owed by the customer, but it categorizes this information according to the agreed-upon payment terms, such as 7 days, 15 days, 30 days, etc. By specifying a date, you can generate this report for a particular period, enabling you to track and manage receivables efficiently.

To generate Statement of Account by Term report, here are the steps for you to follow:

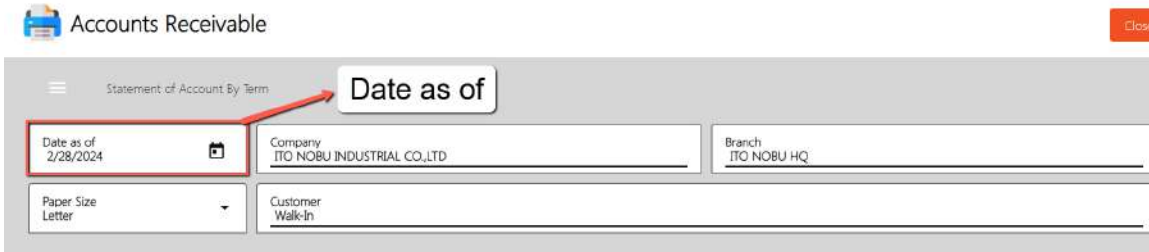
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



2. **Click Statement of Account by Term:** Under the menus from Accounts Receivable, look for **Statement of Account by Term** then click the menu to navigate.



3. **Select Date as of:** Provide an exact date you want to generate a report by clicking on the Date as of field, then select an exact date.



Accounts Receivable Close

Statement of Account By Term

Date as of 2/28/2024 Calendar icon **Date as of**

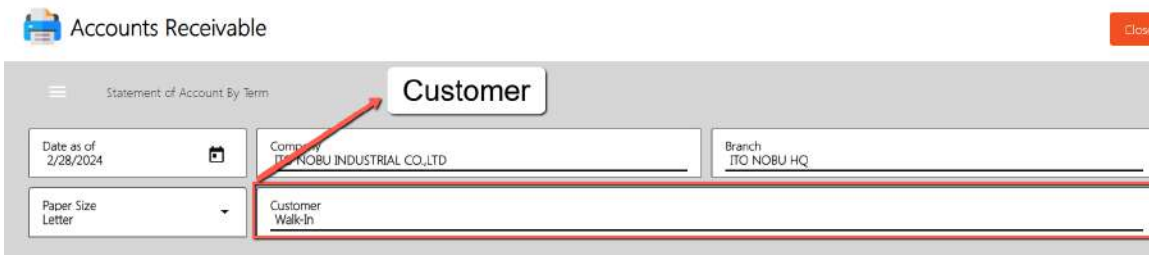
Company ITO NOBU INDUSTRIAL CO.,LTD

Branch ITO NOBU HQ

Paper Size Letter

Customer Walk-In

4. **Select a Customer:** To display data on the pdf, select a Customer you want to generate a Statement of Account by Term report.



Accounts Receivable Close

Statement of Account By Term

Date as of 2/28/2024 Calendar icon **Customer**

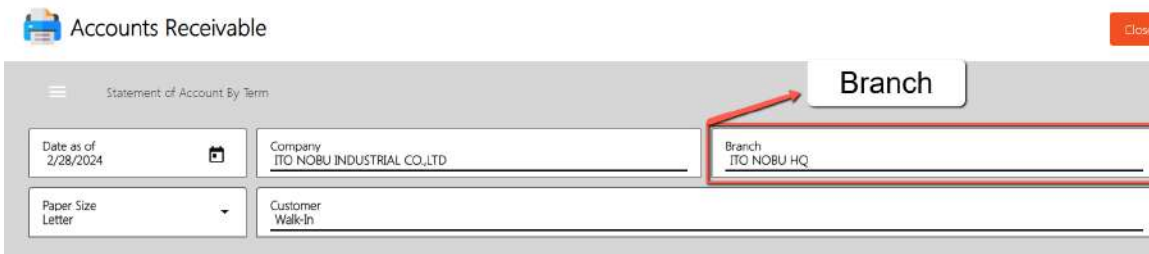
Company ITO NOBU INDUSTRIAL CO.,LTD

Branch ITO NOBU HQ

Paper Size Letter

Customer Walk-In

5. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.



Accounts Receivable Close

Statement of Account By Term

Date as of 2/28/2024 Calendar icon **Branch**

Company ITO NOBU INDUSTRIAL CO.,LTD

Branch ITO NOBU HQ

Paper Size Letter

Customer Walk-In

6. **PDF Report is automatically generated:** After providing the Date as of and the Branch, the PDF Report will automatically generated.

**ITO NOBU INDUSTRIAL CO.,LTD**

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR  
Manufacturing  
VAT REG TIN 007-270-877-0001  
EXEMPT  
Printed February 28, 2024 02:15 PM

STATEMENT OF ACCOUNT BY TERM

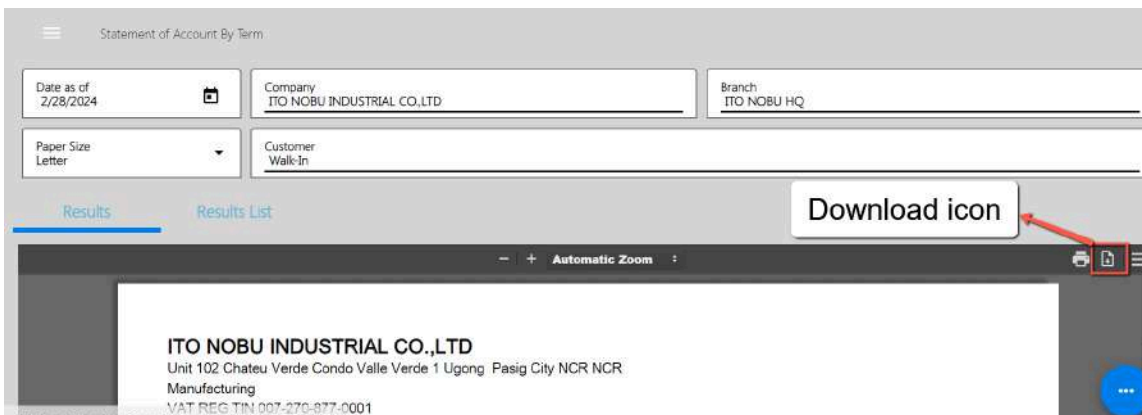
Date as of 02/28/2024

Customer: Walk-In  
Address: NA, NA NA NA  
Contact No: NA  
Business Style: NA  
Remarks: NA

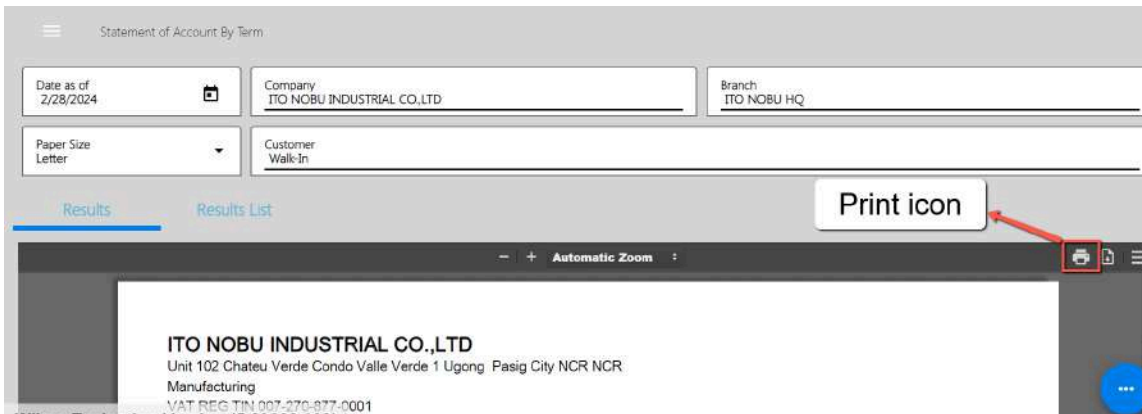
SI No.	SI Date	Doc. Ref.	Due Date	Amount	Paid	Adjusted	Balance	Term	Aging (days)
0000022156	09/16/2023 00:00:00	002 - 0000000688	09/16/2023	254.00	0.00	0.00	254.00	COD	165
0000022157	09/16/2023 00:00:00	002 - 0000000689	09/16/2023	200.00	0.00	0.00	200.00	COD	165
0000022158	09/16/2023 00:00:00	002 - 0000000690	09/16/2023	2,166.50	0.00	0.00	2,166.50	COD	165
0000022159	09/16/2023 00:00:00	002 - 0000000691	09/16/2023	883.00	0.00	0.00	883.00	COD	165
0000022160	09/16/2023 00:00:00	002 - 0000000693	09/16/2023	358.20	0.00	0.00	358.20	COD	165
0000022161	09/16/2023 00:00:00	002 - 0000000694	09/16/2023	628.00	0.00	0.00	628.00	COD	165

Sample Printout

**7. Download PDF (if needed):** If you want to download the pdf, look for the download icon then click.



**8. Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.

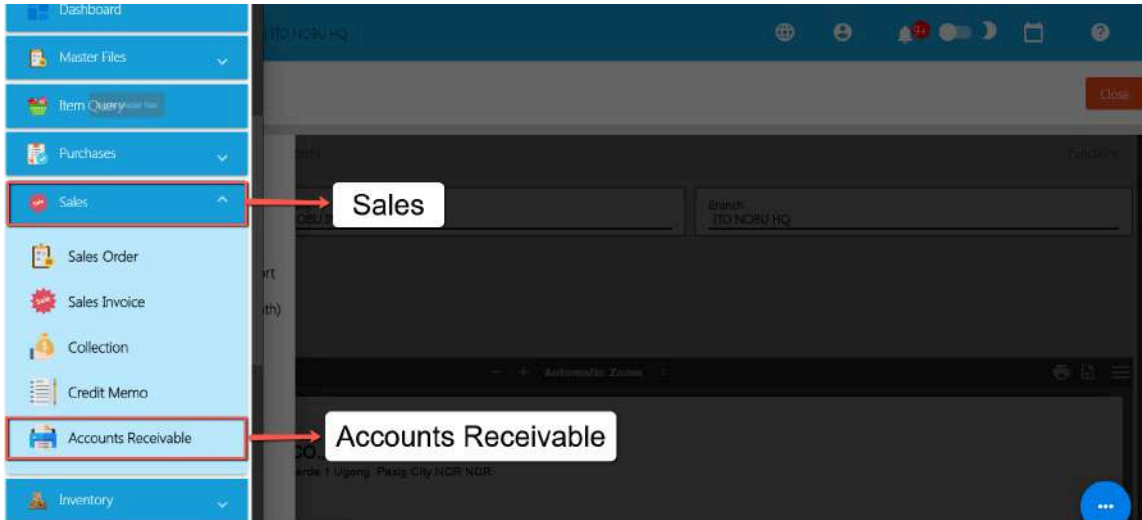


## Counter Receipt

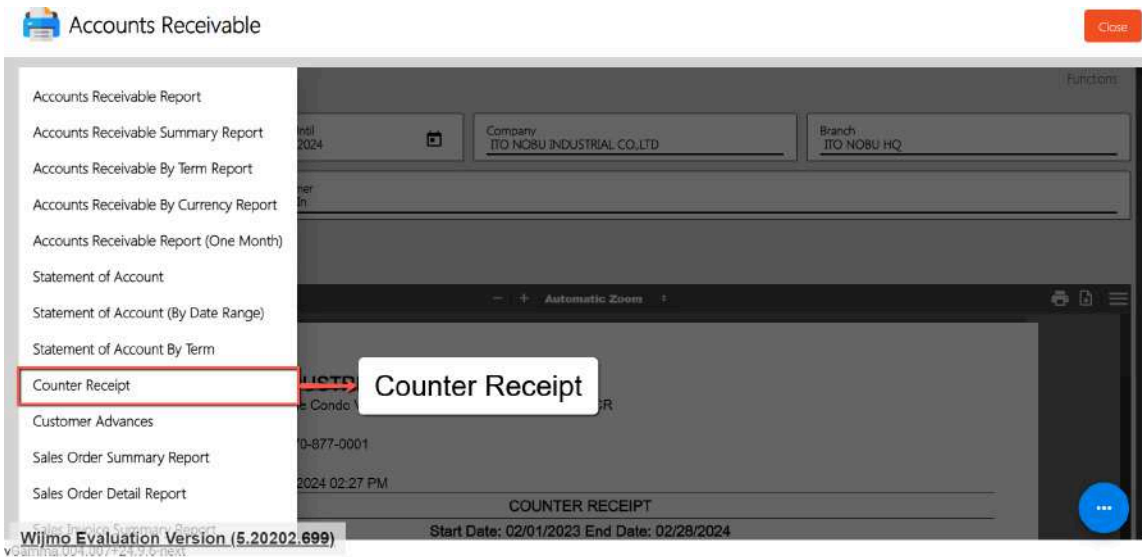
A Counter Receipt is a document issued by a company to acknowledge the payment received from a customer or client at the company's physical location, such as a storefront or office counter. This receipt serves as proof of payment and typically includes details such as the payment amount, date, customer name, invoice number (if applicable), and any other relevant transaction information. It provides both the company and the customer with a record of the payment made, aiding in accurate accounting and reconciliation of accounts receivable.

To generate Counter Receipt report, here are the steps for you to follow:

1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



2. **Click Counter Receipt :** Under the menus from Accounts Receivable, look for **Counter Receipt** then click the menu to navigate.



3. **Select Date From and Date Until:** Provide an exact date you want to generate a report by clicking on the Date From and Date Until.



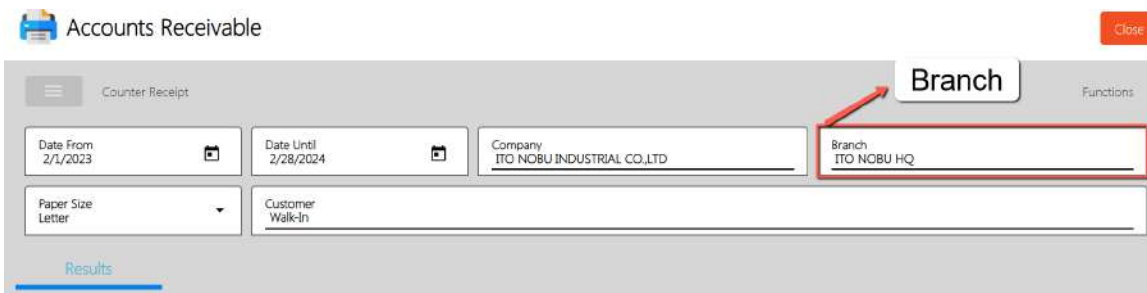
The screenshot shows the 'Accounts Receivable' interface for generating a 'Counter Receipt'. The 'Date From' field is set to 2/1/2023 and the 'Date Until' field is set to 2/28/2024. Both date fields are highlighted with a red box and have a red arrow pointing to them from a label above. Other fields include 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), 'Branch' (ITO NOBU HQ), 'Paper Size' (Letter), and 'Customer' (Walk-In). A 'Results' button is visible at the bottom left.

4. **Select a Customer:** To display data on the pdf, select a Customer you want to generate a Counter Receipt report.



The screenshot shows the 'Accounts Receivable' interface for generating a 'Counter Receipt'. The 'Customer' field is highlighted with a red box and has a red arrow pointing to it from a label above. The 'Date From' field is 2/1/2023 and the 'Date Until' field is 2/28/2024. Other fields include 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), 'Branch' (ITO NOBU HQ), 'Paper Size' (Letter), and 'Customer' (Walk-In). A 'Results' button is visible at the bottom left.

5. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.



The screenshot shows the 'Accounts Receivable' interface for generating a 'Counter Receipt'. The 'Branch' field is highlighted with a red box and has a red arrow pointing to it from a label above. The 'Date From' field is 2/1/2023 and the 'Date Until' field is 2/28/2024. Other fields include 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), 'Branch' (ITO NOBU HQ), 'Paper Size' (Letter), and 'Customer' (Walk-In). A 'Results' button is visible at the bottom left.

**6. PDF Report is automatically generated:** After providing the Date as of and the Branch, the PDF Report will automatically generated.

COUNTER RECEIPT							
Start Date: 02/01/2023 End Date: 02/28/2024							
Customer:	Walk-In						
Address:	NA, NA NA NA						
Contact No:	NA						
Business Style:							
Remarks:	NA						
SI No.	SI Date	Doc. Ref.	Due Date	Amount	Paid	Adjusted	Balance
0000022156	09/16/2023	002 - 0000000688	09/16/2023	254.00	0.00	0.00	254.00
0000022157	09/16/2023	002 - 0000000689	09/16/2023	200.00	0.00	0.00	200.00
0000022158	09/16/2023	002 - 0000000690	09/16/2023	2,166.50	0.00	0.00	2,166.50
0000022159	09/16/2023	002 - 0000000691	09/16/2023	883.00	0.00	0.00	883.00
0000022160	09/16/2023	002 - 0000000693	09/16/2023	358.20	0.00	0.00	358.20
0000022161	09/16/2023	002 - 0000000694	09/16/2023	628.00	0.00	0.00	628.00
0000022162	09/16/2023	002 - 0000000695	09/16/2023	430.00	0.00	0.00	430.00

*Sample Printout*

**7. Download PDF (if needed):** If you want to download the pdf, look for the download icon then click.



The screenshot shows the 'Accounts Receivable' software interface. At the top, there are filters for 'Date From' (2/1/2023), 'Date Until' (2/28/2024), 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), and 'Branch' (ITO NOBU HQ). Below these are 'Paper Size' (Letter) and 'Customer' (Walk-In). A 'Results' section shows a preview of a PDF report. The report header includes 'ITO NOBU INDUSTRIAL CO.,LTD', address, VAT information, and a date stamp. The main content of the report is a 'COUNTER RECEIPT' table, identical to the one shown in the previous block. A red arrow points to a 'Download icon' (a document with a download arrow) in the top right corner of the report preview area.



## 8. **Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.

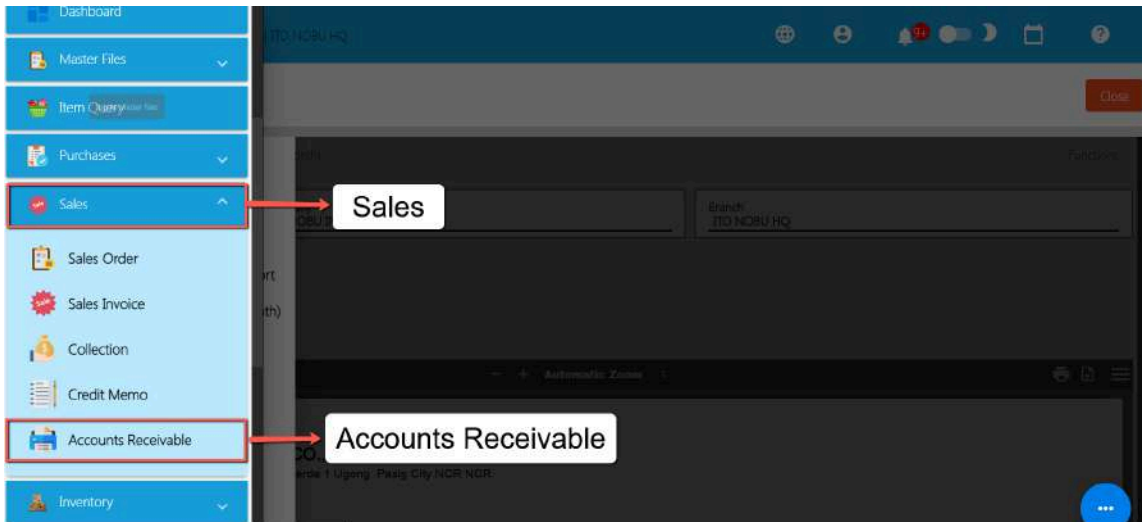


## Customer Advances

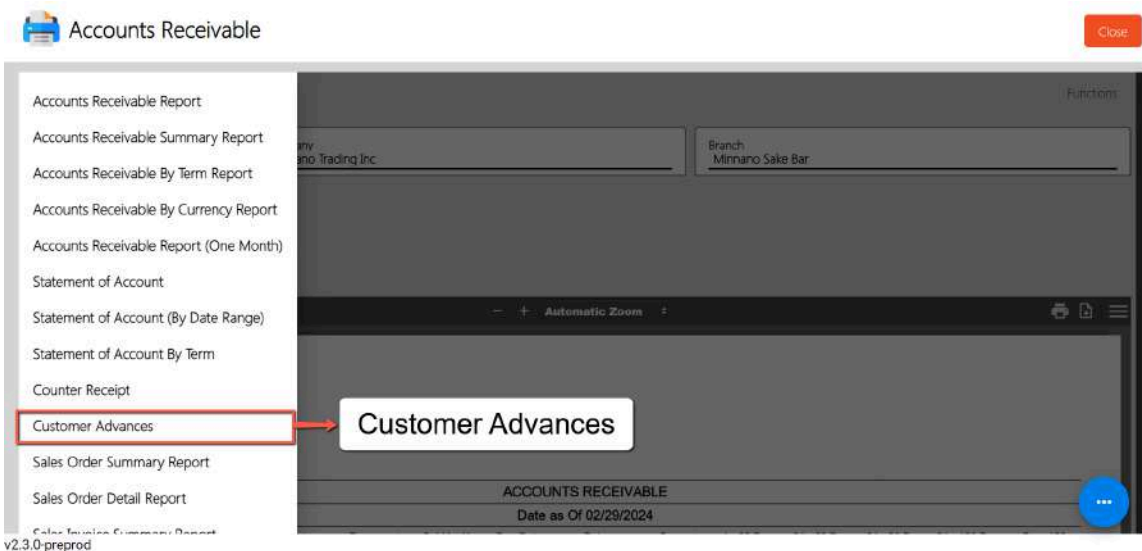
The Customer Advances Report provides a comprehensive overview of all customer advance transactions within a specified period. It allows businesses to track the status of customer advances, identify outstanding balances, and monitor trends over time. Additionally, by leveraging this report, businesses can effectively manage their customer advance transactions and optimize their cash flow management strategies.

To generate Counter Receipt report, here are the steps for you to follow:

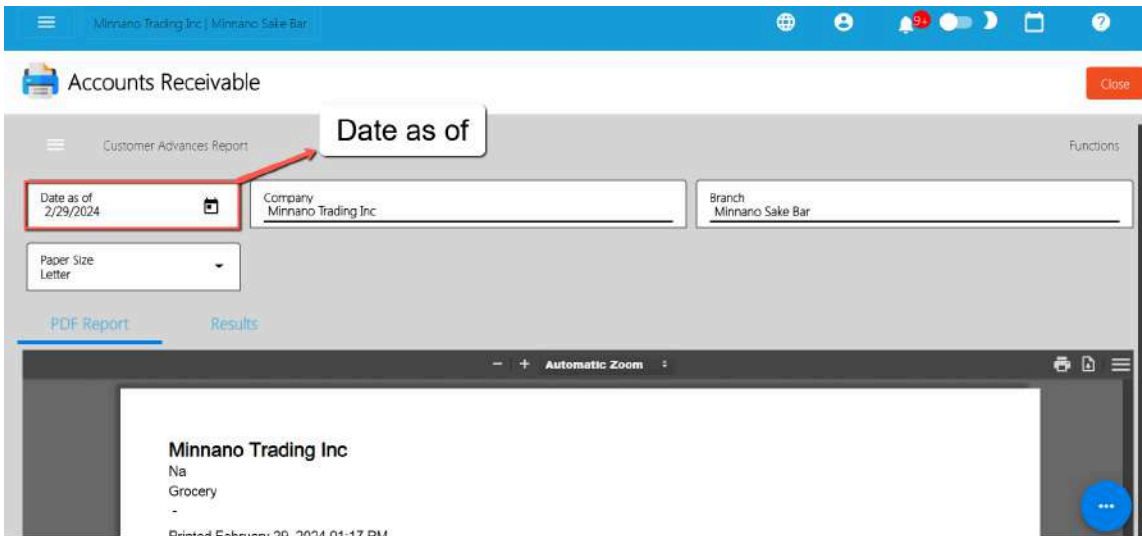
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



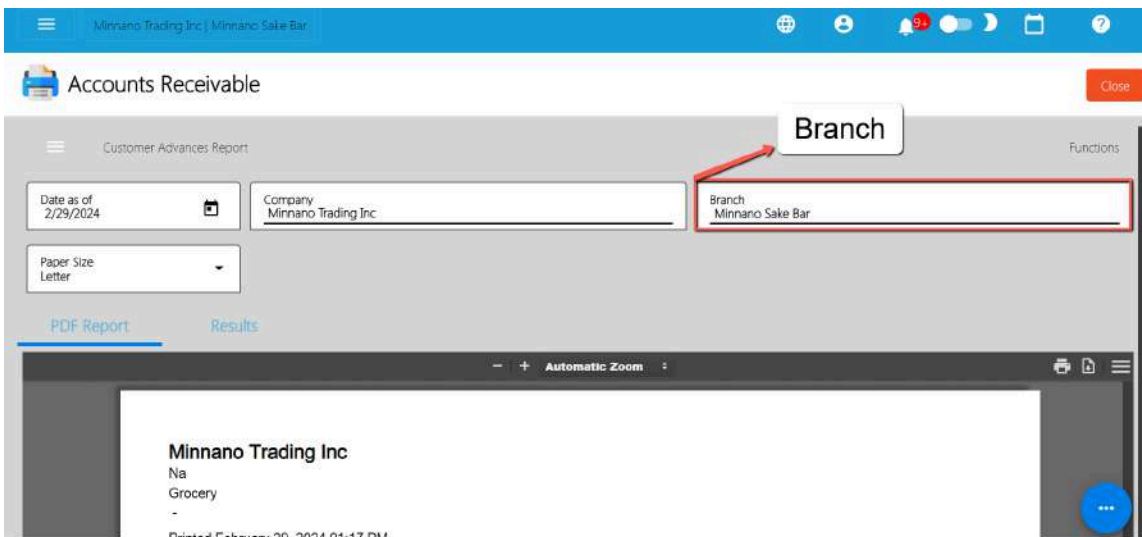
2. **Click Customer Advances:** Under the menus from Accounts Receivable, look for **Customer Advances** then click the menu to navigate.



3. **Select Date as of:** Provide an exact date you want to generate a report by clicking on the Date as of.



**4. Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.

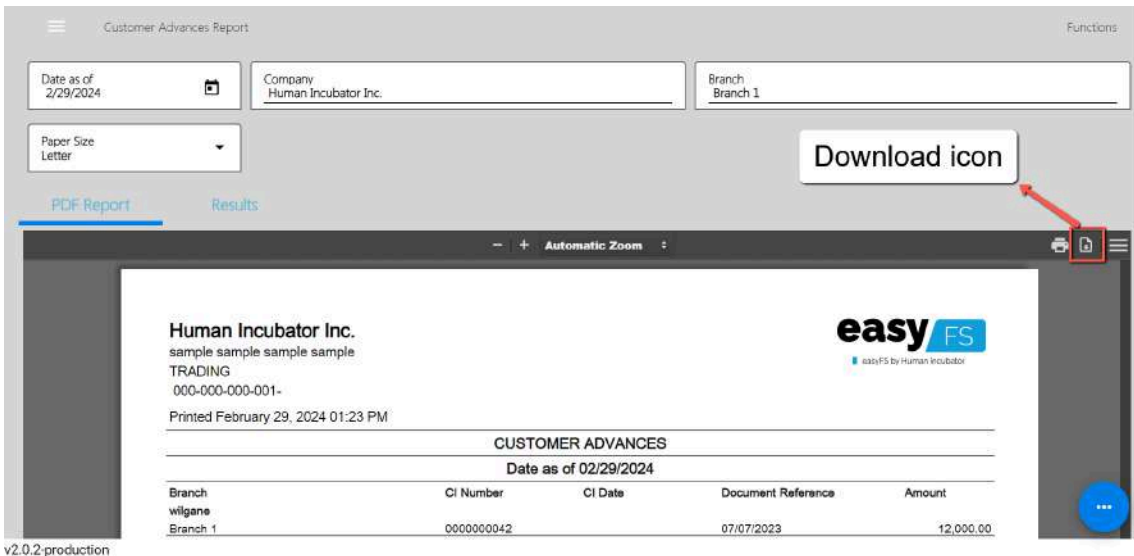


**5. PDF Report is automatically generated:** After providing the Date as of and the Branch, the PDF Report will automatically generated.

CUSTOMER ADVANCES				
Date as of 02/29/2024				
Branch	CI Number	CI Date	Document Reference	Amount
wilgane				
Branch 1	0000000042		07/07/2023	12,000.00
SUBTOTAL:				12,000.00
Walk-In				
Branch 1	0000000044		07/07/2023	10,000.00
Branch 1	0000000046		07/07/2023	-292.50
SUBTOTAL:				9,707.50
TOTAL:				21,707.50

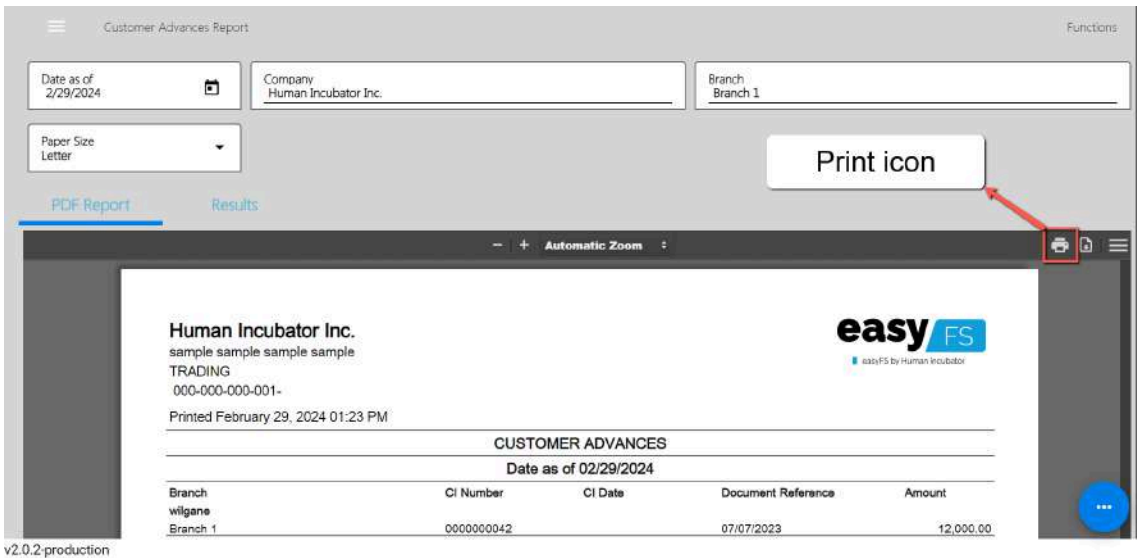
Sample Printout

**6. Download PDF (if needed):** If you want to download the pdf, look for the download icon then click.



The screenshot shows the 'Customer Advances Report' interface. At the top, there are input fields for 'Date as of' (2/29/2024), 'Company' (Human Incubator Inc.), and 'Branch' (Branch 1). Below these are 'Paper Size' (Letter) and 'PDF Report' / 'Results' tabs. A 'Download icon' callout with a red arrow points to a download icon in the top right corner of the report preview area. The report preview area contains the same table as shown in the sample printout above. A blue circular menu icon is visible in the bottom right corner of the report preview area.

**7. Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.



Customer Advances Report

Date as of: 2/29/2024  
Company: Human Incubator Inc.  
Branch: Branch 1  
Paper Size: Letter

Print icon

PDF Report Results

Human Incubator Inc.  
sample sample sample sample  
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Printed February 29, 2024 01:23 PM

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**CUSTOMER ADVANCES**  
Date as of 02/29/2024

Branch	CI Number	CI Date	Document Reference	Amount
wilgane				
Branch 1	0000000042		07/07/2023	12,000.00

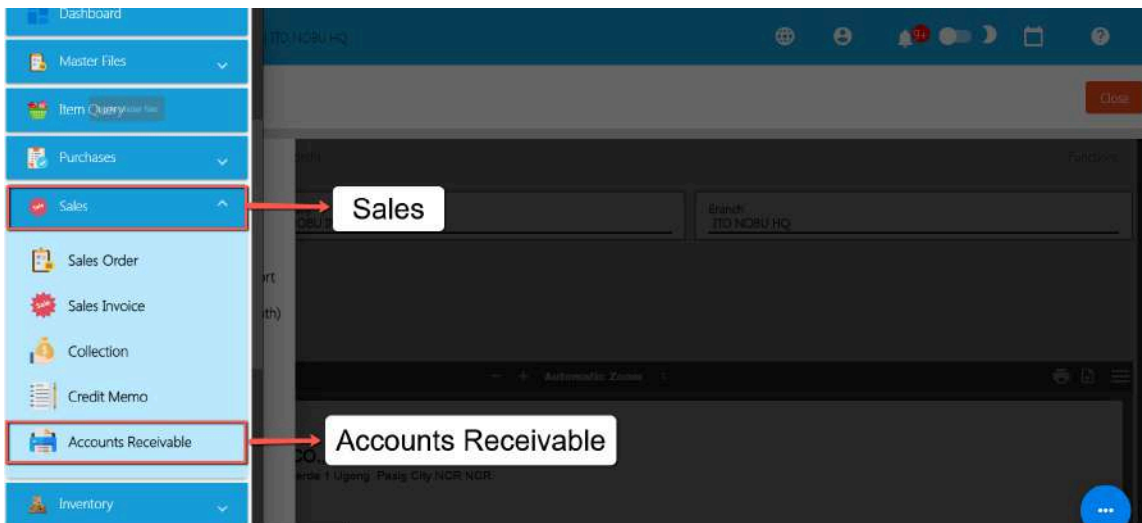
v2.0.2-production

## Sales Order Summary Report

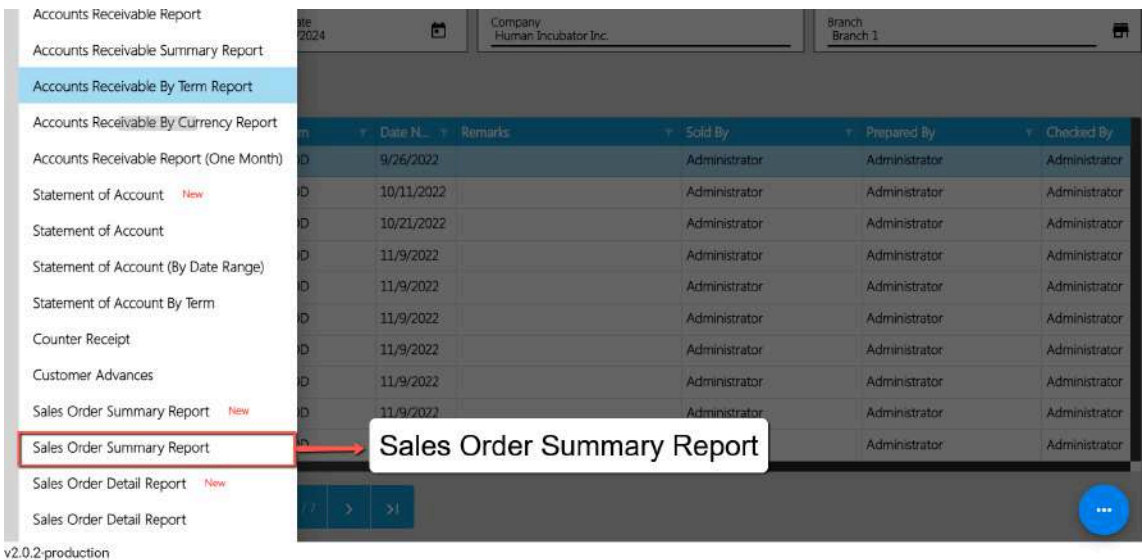
Sales Order Summary Report provides an overview or summary of sales orders within a specific period.

To generate Sales Order Summary report, here are the steps for you follow:

1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



2. **Click Customer Advances:** Under the menus from Accounts Receivable, look for **Sales Order Summary Report** then click the menu to navigate.



3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.

Accounts Receivable Close

Sales Order Summary Report Functions

**Start and End Date**

Start date: 2/29/2024 End date: 2/29/2024 Company: Human Incubator Inc. Branch: Branch 1

Results

	Branch	SO No.	SO Date	Manual Nu.	Document	Customer	Customer	Term	Date N.L.
Details	Branch 1	000000001	9/26/2022	000000001		000000001	Walk-In	COD	9/26/2022
Details	Branch 1	000000002	10/11/2022	000000002		000001672	Sanderey Romales	COD	10/11/2022
Details	Branch 10	000000001	10/21/2022	000000001		000000001	Walk-In	COD	10/21/2022
Details	Branch 2	000000002	11/9/2022	000000002		000001675	Cris	COD	11/9/2022
Details	Branch 2	000000003	11/9/2022	000000003		000001675	Cris	COD	11/9/2022
Details	Branch 1	000000003	11/9/2022	000000003		000001676	Nash	COD	11/9/2022
Details	Branch 1	000000004	11/9/2022	000000004		000001677	Rain	COD	11/9/2022
Details	Branch 1	000000006	11/9/2022	000000006		000001676	Nash	COD	11/9/2022

v2.0.2-production

**4. Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.

Accounts Receivable Close

Sales Order Summary Report Functions

**Branch**

Start date: 2/29/2024 End date: 2/29/2024 Company: Human Incubator Inc. Branch: Branch 1

Results

	Branch	SO No.	SO Date	Manual Nu.	Document	Customer	Customer	Term	Date N.L.
Details	Branch 1	000000001	9/26/2022	000000001		000000001	Walk-In	COD	9/26/2022
Details	Branch 1	000000002	10/11/2022	000000002		000001672	Sanderey Romales	COD	10/11/2022
Details	Branch 10	000000001	10/21/2022	000000001		000000001	Walk-In	COD	10/21/2022
Details	Branch 2	000000002	11/9/2022	000000002		000001675	Cris	COD	11/9/2022
Details	Branch 2	000000003	11/9/2022	000000003		000001675	Cris	COD	11/9/2022
Details	Branch 1	000000003	11/9/2022	000000003		000001676	Nash	COD	11/9/2022
Details	Branch 1	000000004	11/9/2022	000000004		000001677	Rain	COD	11/9/2022
Details	Branch 1	000000006	11/9/2022	000000006		000001676	Nash	COD	11/9/2022

v2.0.2-production

**5. Report is automatically generated in list:** After providing the Date as of and the Branch, the report will automatically generated on list.

Results

	Branch	SO No.	SO Date	Manual Nu...	Document ...	Customer...	Customer	Term	Date N.L.
Details	Branch 1	000000001	9/26/2022	000000001		000000001	Walk-In	COD	9/26/2022
Details	Branch 1	000000002	10/11/2022	000000002		000001672	Sanderey Romales	COD	10/11/2022
Details	Branch 10	000000001	10/21/2022	000000001		000000001	Walk-In	COD	10/21/2022
Details	Branch 2	000000002	11/9/2022	000000002		000001675	Cris	COD	11/9/2022
Details	Branch 2	000000003	11/9/2022	000000003		000001675	Cris	COD	11/9/2022
Details	Branch 1	000000003	11/9/2022	000000003		000001676	Nash	COD	11/9/2022
Details	Branch 1	000000004	11/9/2022	000000004		000001677	Rain	COD	11/9/2022
Details	Branch 1	000000006	11/9/2022	000000006		000001676	Nash	COD	11/9/2022
Details	Branch 1	000000007	11/9/2022	000000007		000001677	Rain	COD	11/9/2022
Details	Branch 1	000000008	11/11/2022	000000008		000001680	Kim Lopez	COD	11/11/2022

Sample Data

6. **Download report in excel file(if needed):** If you want to download the report in excel file, look for the **Functions** button then click the **Download Data** menu. An excel file will automatically download.

Accounts Receivable

Sales Order Summary Report

Start date: 2/29/2024 | End date: 2/29/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Functions button

Download Data

Functions

Download Data

Refresh

Results

	Branch	SO No.	SO Date	Manual Nu...	Document ...	Customer...	Customer	Term	Date N.L.
Details	Branch 1	000000001	9/26/2022	000000001		000000001	Walk-In	COD	9/26/2022
Details	Branch 1	000000002	10/11/2022	000000002		000001672	Sanderey Romales	COD	10/11/2022
Details	Branch 10	000000001	10/21/2022	000000001		000000001	Walk-In	COD	10/21/2022
Details	Branch 2	000000002	11/9/2022	000000002		000001675	Cris	COD	11/9/2022
Details	Branch 2	000000003	11/9/2022	000000003		000001675	Cris	COD	11/9/2022
Details	Branch 1	000000003	11/9/2022	000000003		000001676	Nash	COD	11/9/2022
Details	Branch 1	000000004	11/9/2022	000000004		000001677	Rain	COD	11/9/2022
Details	Branch 1	000000006	11/9/2022	000000006		000001676	Nash	COD	11/9/2022

v2.0.2-production

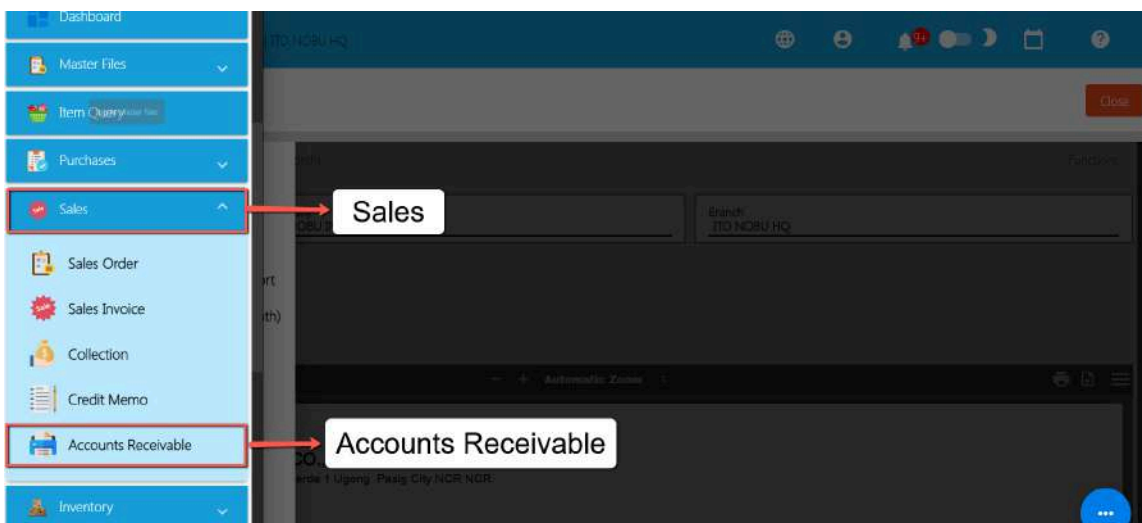


## Sales Order Detail Report

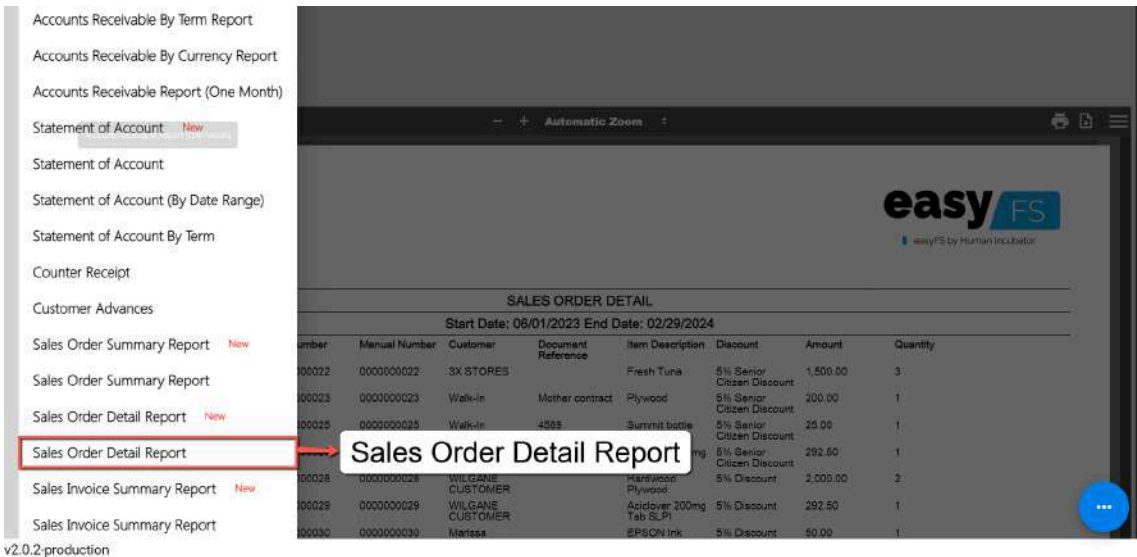
Sales Order Detail Report provides individual Sales Orders, typically listing each other separately along with detailed information. These include specifics such as Sales Order number, Customer Name, Sales Order Date, and Sales Order Line Items, Discount, Quantity and Total Amounts.

To generate Sales Order Detail report, here are the steps for you follow:

1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



2. **Click Sales Order Detail Report:** Under the menus from Accounts Receivable, look for **Sales Order Detail Report** then click the menu to navigate.



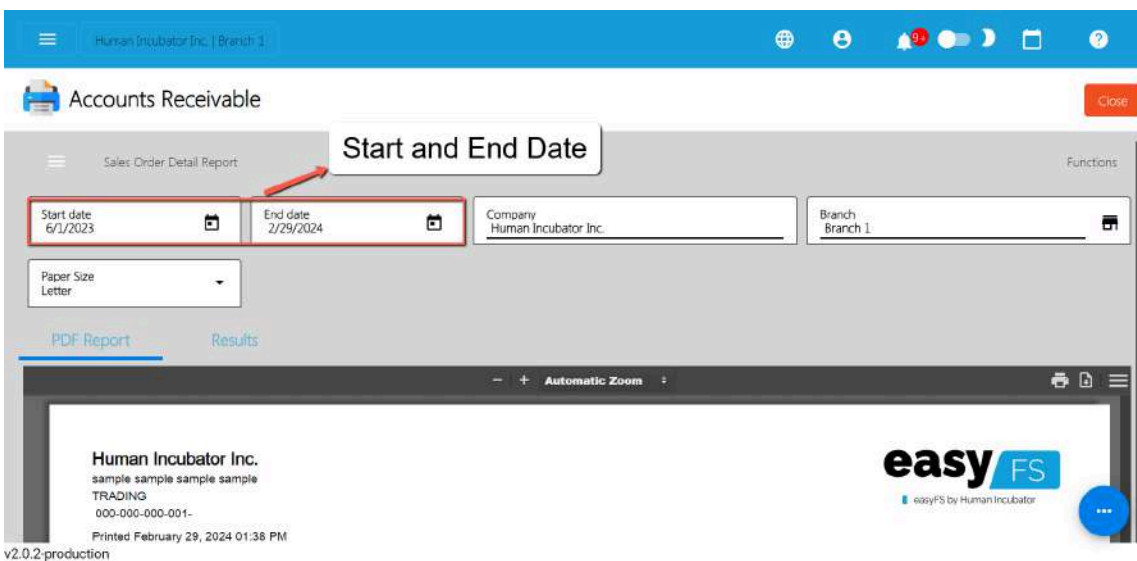
Accounts Receivable By Term Report  
Accounts Receivable By Currency Report  
Accounts Receivable Report (One Month)  
Statement of Account **New**  
Statement of Account  
Statement of Account (By Date Range)  
Statement of Account By Term  
Counter Receipt  
Customer Advances  
Sales Order Summary Report **New**  
Sales Order Summary Report  
Sales Order Detail Report **New**  
**Sales Order Detail Report**  
Sales Invoice Summary Report **New**  
Sales Invoice Summary Report

**SALES ORDER DETAIL**  
Start Date: 06/01/2023 End Date: 02/29/2024

Number	Manual Number	Customer	Document Reference	Item Description	Discount	Amount	Quantity
00022	000000022	3X STORES		Fresh Tuna	5% Senior Citizen Discount	1,500.00	3
00023	000000023	Walk-in	Mother contract	Plywood	5% Senior Citizen Discount	200.00	1
00025	000000025	Walk-in	4585	Sunmist bottle	5% Senior Citizen Discount	25.00	1
00028	000000028	WILGANE CUSTOMER		Hardwood Plywood	5% Senior Citizen Discount	292.50	1
00029	000000029	WILGANE CUSTOMER		Acidlover 200mg Tab SLP	5% Discount	2,000.00	2
00030	000000030	Marissa		EPSON Ink	5% Discount	292.50	1
						50.00	1

v2.0.2 production

3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



Human Incubator Inc. | Branch 1

Accounts Receivable Close

Sales Order Detail Report Start and End Date Functions

Start date: 6/1/2023 End date: 2/29/2024 Company: Human Incubator Inc. Branch: Branch 1

Paper Size: Letter

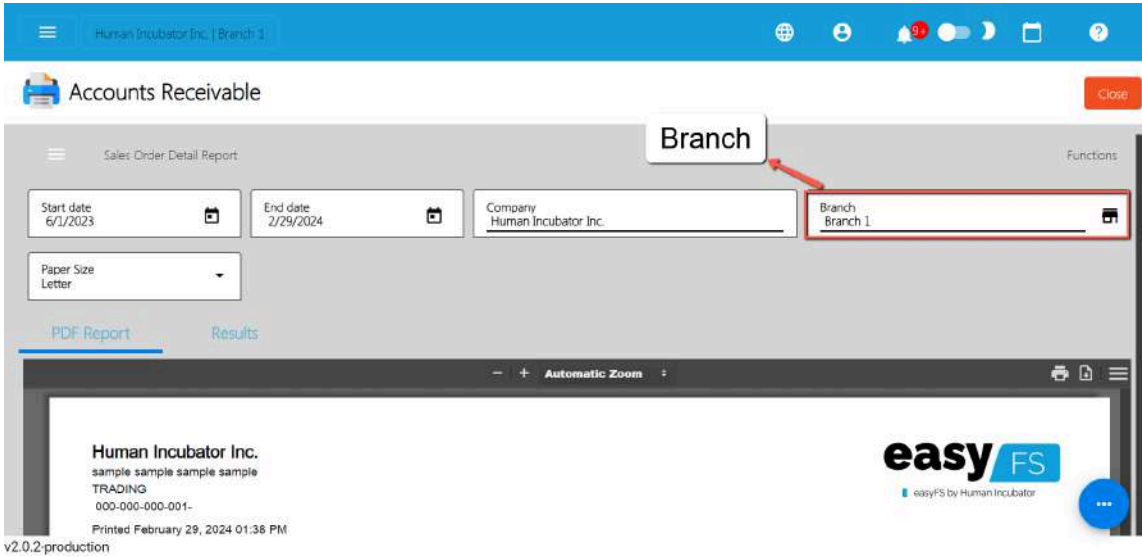
PDF Report Results

Human Incubator Inc.  
sample sample sample sample  
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Printed February 29, 2024 01:38 PM

**easyFS**  
easyFS by Human Incubator

v2.0.2 production

4. **Select a Branch (if needed):** By default, the value of the Branch Report field is based on your login branch.



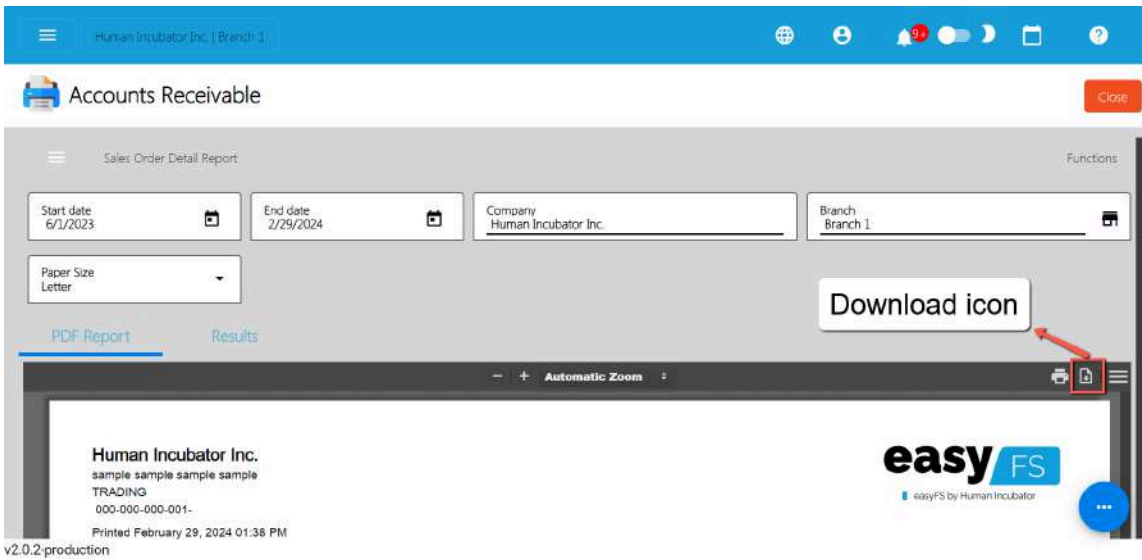
**5. PDF Report is automatically generated:** After providing the Date as of and the Branch, the PDF Report will automatically generated.



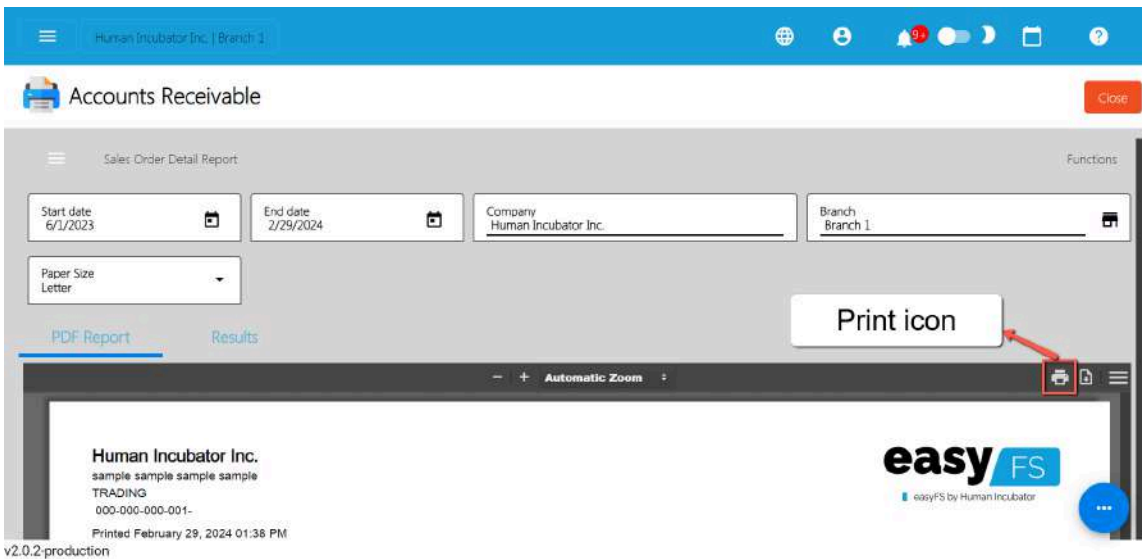
SALES ORDER DETAIL									
Start Date: 06/01/2023 End Date: 02/29/2024									
Branch	SO Date	SO Number	Manual Number	Customer	Document Reference	Item Description	Discount	Amount	Quantity
Branch 1	6/28/2023	000000022	000000022	3X STORES		Fresh Tuna	5% Senior Citizen Discount	1,500.00	3
Branch 1	7/8/2023	000000023	000000023	Walk-In	Mother contract	Plywood	5% Senior Citizen Discount	200.00	1
Branch 1	7/21/2023	000000025	000000025	Walk-In	4589	Summit bottle water	5% Senior Citizen Discount	25.00	1
Branch 1	7/25/2023	000000026	000000026	Walk-In		Acidover 200mg Tab SLPI	5% Senior Citizen Discount	292.50	1
Branch 1	7/26/2023	000000028	000000028	WILGANE CUSTOMER		Hardwood Plywood	5% Discount	2,000.00	2
Branch 1	7/28/2023	000000029	000000029	WILGANE CUSTOMER		Acidover 200mg Tab SLPI	5% Discount	292.50	1
Branch 1	8/4/2023	000000030	000000030	Marissa		EPSON Ink	5% Discount	50.00	1
Branch 3	8/15/2023	000000001	000000001	Walk-In		Round Neck Single Jersey shirt	5% Senior Citizen Discount	500.00	1
Branch 1	9/11/2023	000000032	000000032	Walk-In		Chocolitos	5% Senior Citizen Discount	2,250.00	5
Branch 1	9/11/2023	000000032	000000032	Walk-In		Daily Scent	5% Senior Citizen Discount	2,250.00	5

*Sample Printout*

**6. Download PDF (if needed):** If you want to download the pdf, look for the download icon then click.



**7. Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.

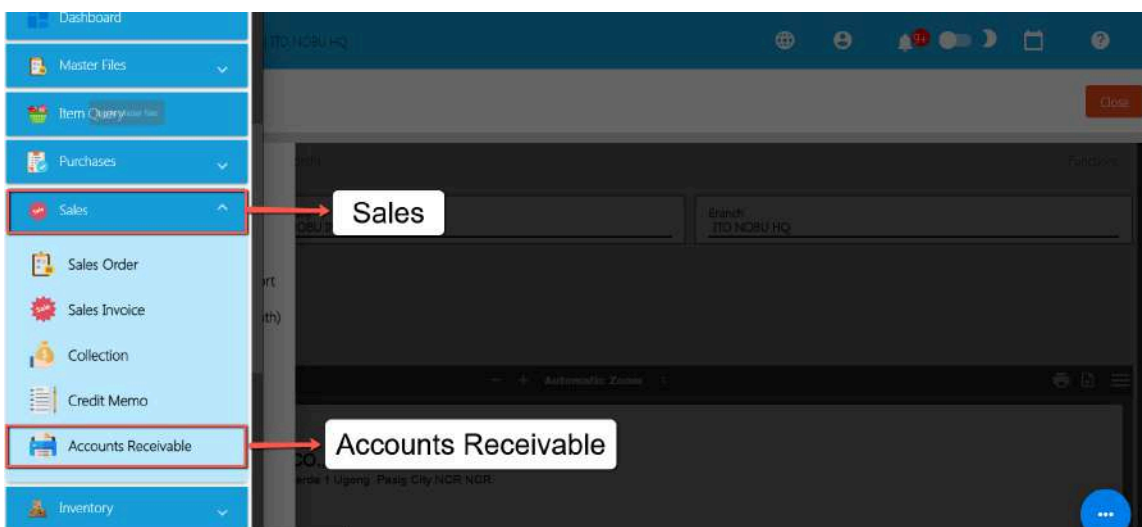


## Sales Invoice Summary Report

Sales Order Summary Report provides an overview or summary of sales invoice within a specific period.

To generate Sales Invoice Summary report, here are the steps for you follow:

1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



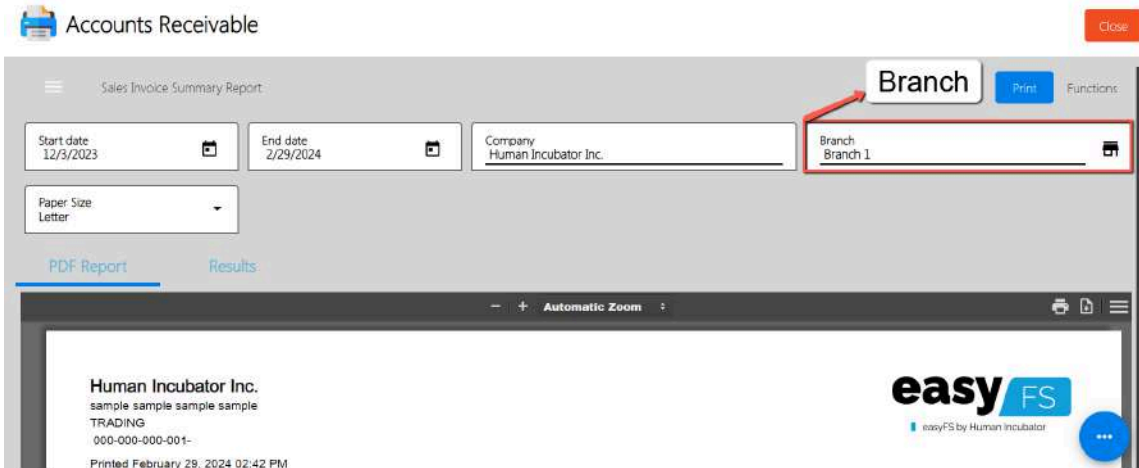
2. **Click Sales Invoice Summary Report:** Under the menus from Accounts Receivable, look for **Sales Invoice Summary Report** then click the menu to navigate.



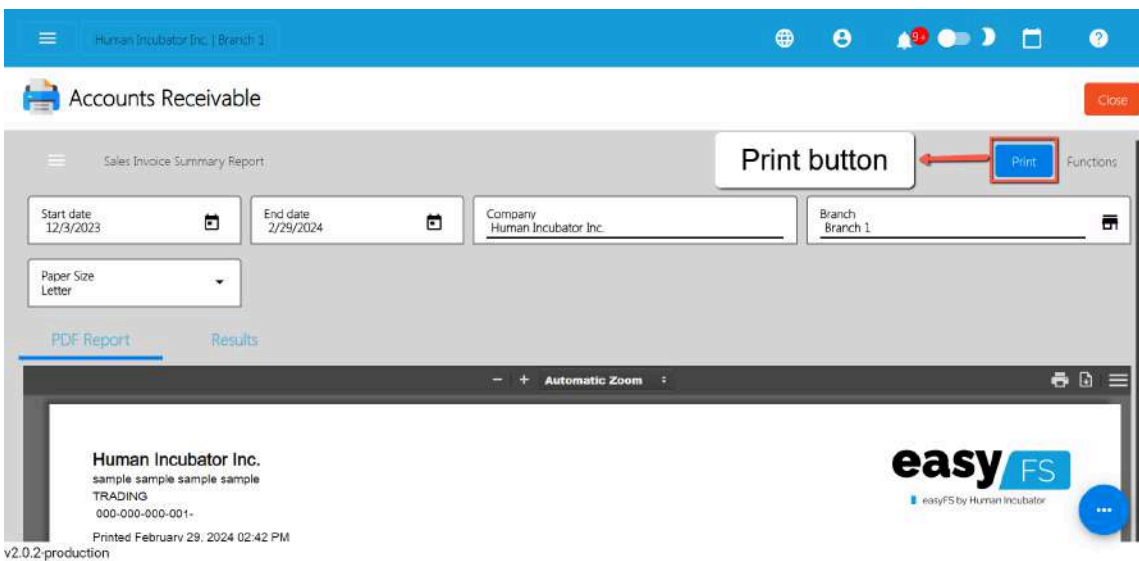
3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



4. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.



**5. Click Print button to generate PDF Report:** Look for the Print button then click to generate the pdf report.



v2.0.2-production

Human Incubator Inc.  
sample sample sample  
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Printed February 29, 2024 02:42 PM

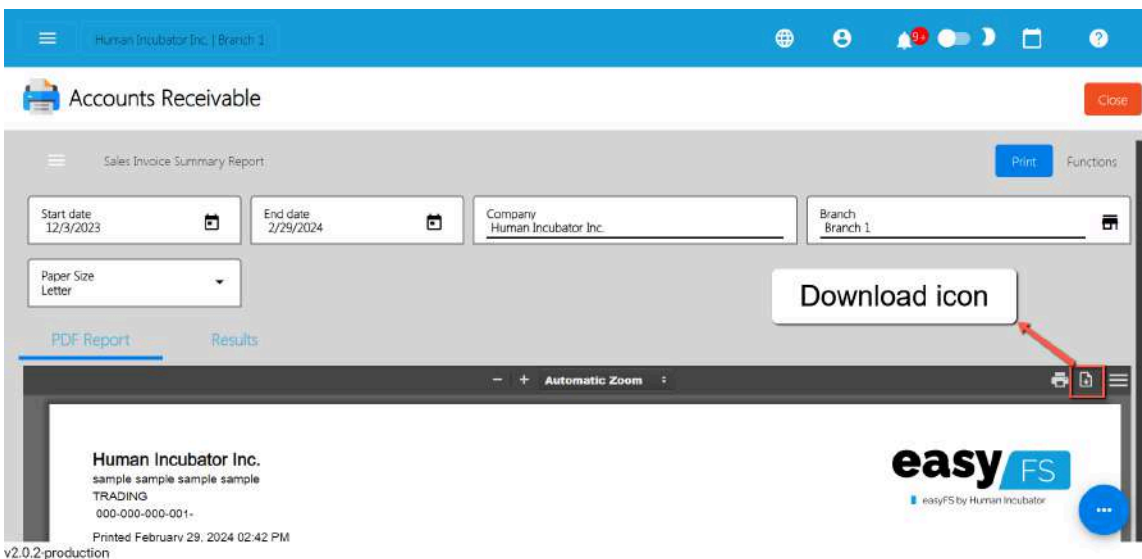
**easyFS**  
easyFS by Human Incubator

**SALES INVOICE SUMMARY**  
Start Date: 12/03/2023 End Date: 02/29/2024

Branch	Date	SI Number	Manual Number	Customer	Term	Remarks	Status	Amount
Branch 1	12/8/2023	0000000211	0000000211	Walk-In	COD		Posted	250.00
Branch 1	12/18/2023	0000000219	0000000001	Walk-In	COD	Remarks	Posted	0.00
Branch 1	12/18/2023	0000000220	0000000012	Walk-In	COD	Remarks	Posted	1,266.00
Branch 1	12/19/2023	0000000221	0000000221	3 SISTER STORE -SAMBOAN	60 Days		Posted	78,400.00
Branch 1	12/20/2023	0000000222	0000000222	Walk-In	COD		Posted	277.88
Branch 1	12/21/2023	0000000223	0000000223	Walk-In	COD		Posted	191.43
Branch 1	12/21/2023	0000000225	0000000225	3 SISTER STORE -SAMBOAN	60 Days		Posted	806.76
Branch 1	12/21/2023	0000000227	0000000227	3 SISTER STORE -SAMBOAN	60 Days		Posted	806.76
Branch 1	1/2/2024	0000000229	0000000229	Walk-In	COD		Posted	277.87
Branch 1	1/2/2024	0000000231	0000000231	Walk-In	COD		Posted	5.95
Branch 1	1/3/2024	0000000232	0000000232	Walk-In	COD		Posted	40.00
Branch 1	1/8/2024	0000000237	0000000237	Walk-In	COD		Posted	11,850.00

Sample Printout

**6. Download PDF (if needed):** If you want to download the pdf, look for the download icon then click.



Human Incubator Inc. | Branch 1

Accounts Receivable

Sales Invoice Summary Report

Start date: 12/3/2023 | End date: 2/29/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Paper Size: Letter

PDF Report | Results

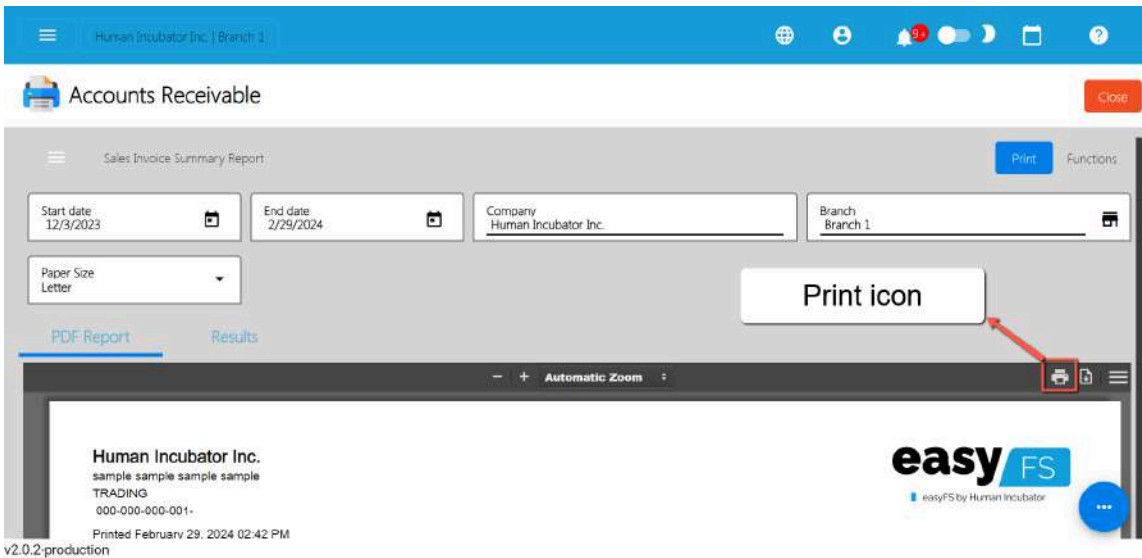
Download icon

Human Incubator Inc.  
sample sample sample  
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Printed February 29, 2024 02:42 PM

v2.0.2-production

**7. Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.



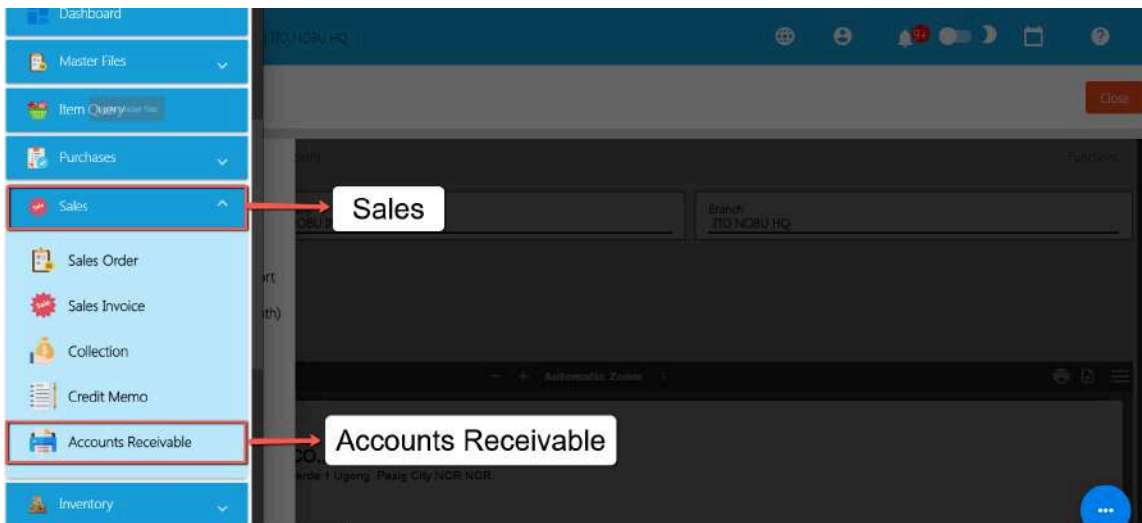


## Sales Invoice Detail Report

Sales Invoice Detail Report provides individual Sales Invoices, typically listing each other separately along with detailed information. These include specifics such as Sales Invoice number, Customer Name, Sales Invoice Date, Sales Invoice Line Items, Discount, Price, Quantity and Total Amounts.

To generate Sales Invoice Detail report, here are the steps for you follow:

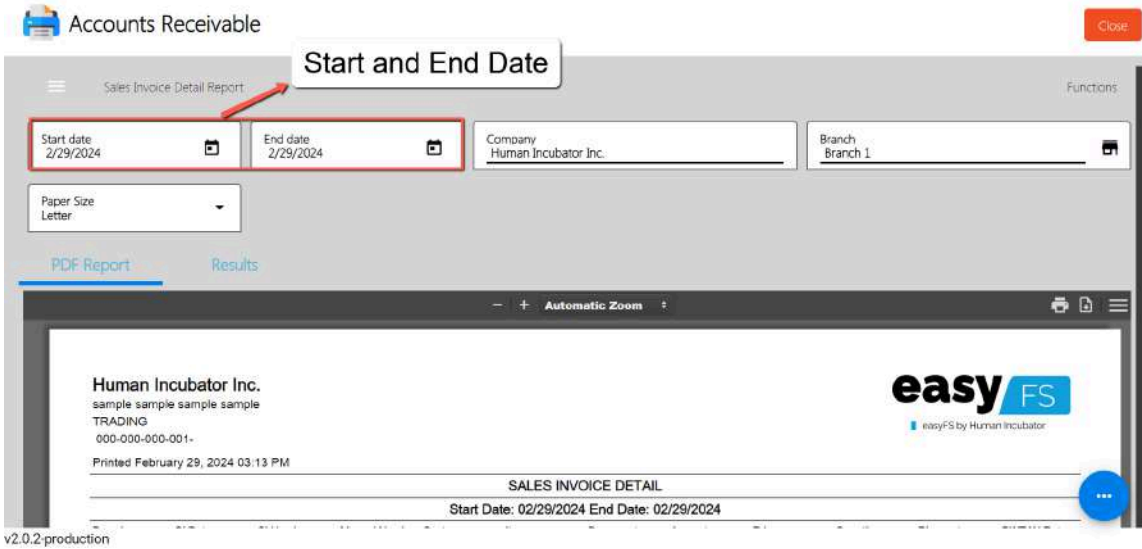
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



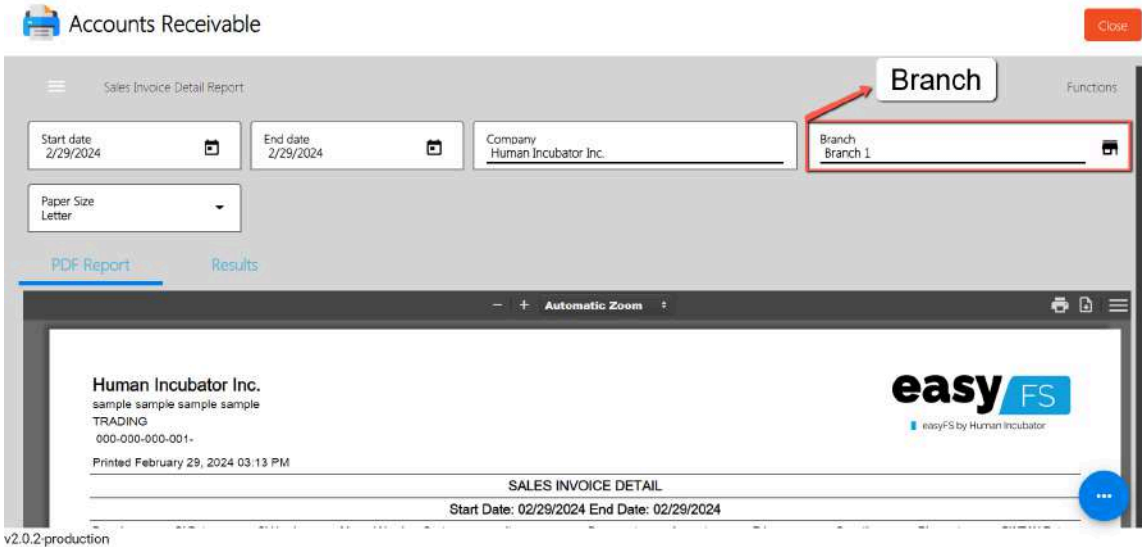
2. **Click Sales Invoice Detail Report:** Under the menus from Accounts Receivable, look for **Sales Invoice Detail Report** then click the menu to navigate.



3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



4. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.



5. **PDF Report is automatically generated:** After providing the Start and End Date and the Branch, the PDF Report will automatically generated.

Human Incubator Inc.  
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Printed February 29, 2024 03:22 PM

**easy FS**  
easyFS by Human Incubator

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**SALES INVOICE DETAIL**

Start Date: 02/01/2024 End Date: 02/29/2024

Branch	SI Date	SI Number	Manual Number	Customer	Item Description	Document Reference	Amount	Price	Quantity	Discount	GW TAX Rate
Branch 1	2/5/2024	0000000266	0000000266	Walk-In	Aciclover 200mg Tab SLP1		539.00	539.00	1	Zero Discount	0.00
Branch 1	2/5/2024	0000000266	0000000266	Walk-In	Ambroxol 15mg/50ml Syrup LUMAR		138.00	138.00	1	Zero Discount	0.00
Branch 1	2/5/2024	0000000267	0000000267	Walk-In	Aciclover 200mg Tab SLP1		2,481.03	292.50	10	5% Senior Citizen Discount	0.00
Branch 1	2/5/2024	0000000268	0000000268	Reel Magat	Lozartan		125.00	25.00	10	5% Discount	0.00
Branch 1	2/13/2024	0000000274	0000000274	Walk-In	Bond paper sheet		110.00	110.00	1	Zero Discount	0.00
Branch 1	2/13/2024	0000000275	0000000275	Walk-In	Jewelry Box		126.43	150.00	1	5% Senior Citizen Discount	0.00
Branch 1	2/19/2024	0000000277	0000000277	Walk-In	Aciclover 200mg Tab SLP1		1,240.51	292.50	5	5% Senior Citizen Discount	0.00
Branch 1	2/19/2024	0000000277	0000000277	Walk-In	Ambroxol 30mg Tab Lumar		148.86	35.10	5	5% Senior Citizen Discount	0.00
Branch 1	2/21/2024	0000000282	0000000282	Walk-In	Aciclover 200mg Tab SLP1		157.14	220.00	1	Senior Citizen Discounts	0.00
Branch 1	2/21/2024	0000000282	0000000282	Walk-In	Alum Mag tab SHELOGEL		128.57	180.00	1	Senior Citizen Discounts	0.00

Sample Printout

**6. Download PDF (if needed):** If you want to download the pdf, look for the download icon then click.

Accounts Receivable Close

Sales Invoice Detail Report Functions

Start date: 2/29/2024 | End date: 2/29/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Paper Size: Letter

Print icon

PDF Report | Results

Automatic Zoom

Human Incubator Inc.  
sample sample sample sample  
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easyFS by Human Incubator

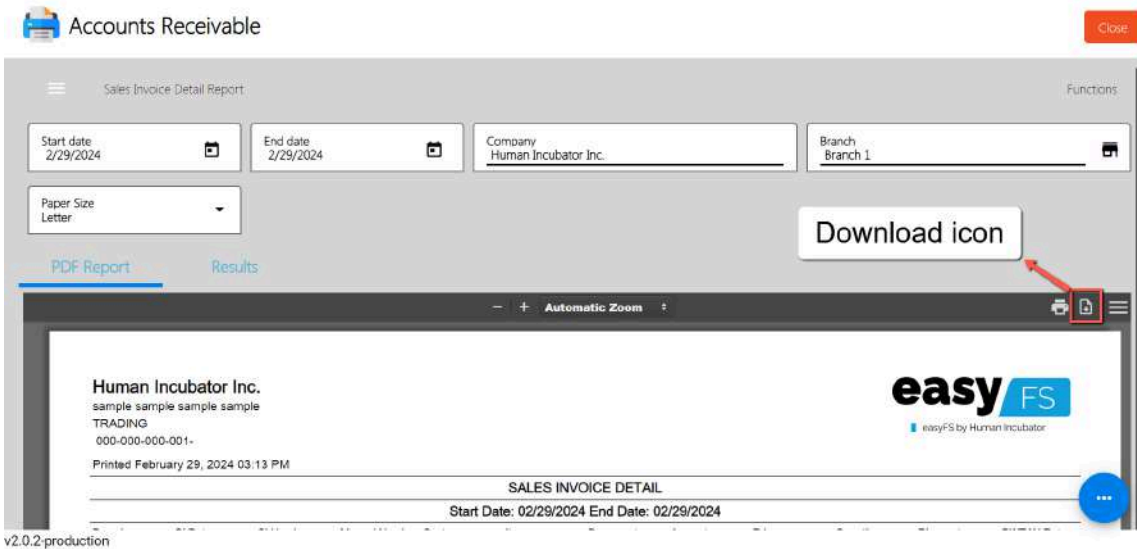
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**SALES INVOICE DETAIL**

Start Date: 02/29/2024 End Date: 02/29/2024

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**7. Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.

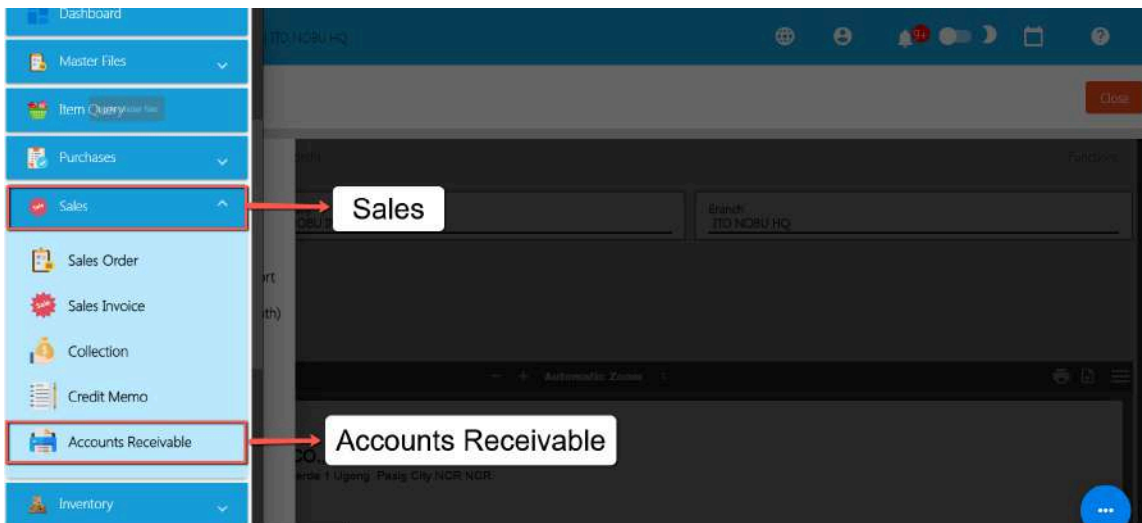


## Collection Summary Report

Collection Summary Report provides an overview of the collections from customers made within a specific period. It includes a total amount collected and the collection number. It offers a general summary of overall collection activity without detailed breakdowns.

To generate Collection Summary report, here are the steps for you follow:

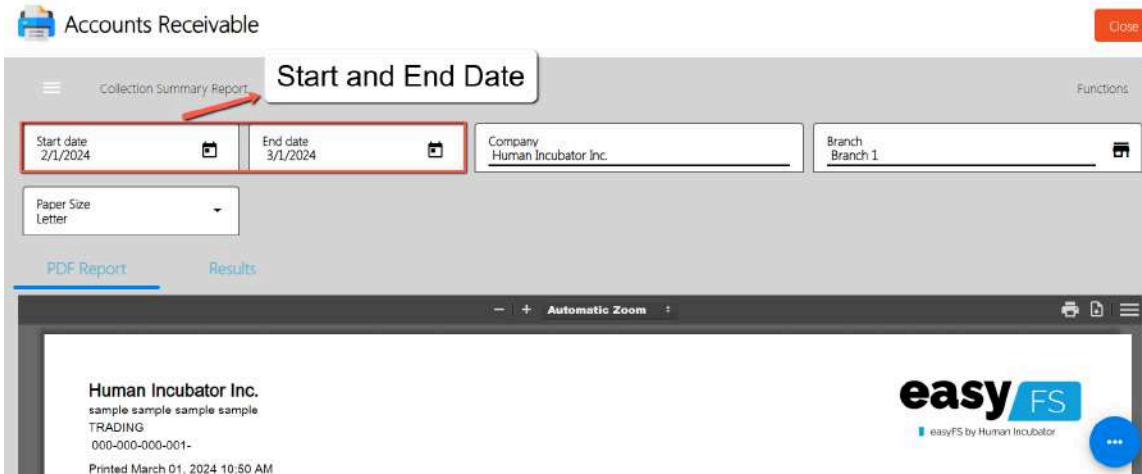
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



2. **Click Collection Summary Report** : Under the menus from Accounts Receivable, look for **Collection Summary Report** then click the menu to navigate.



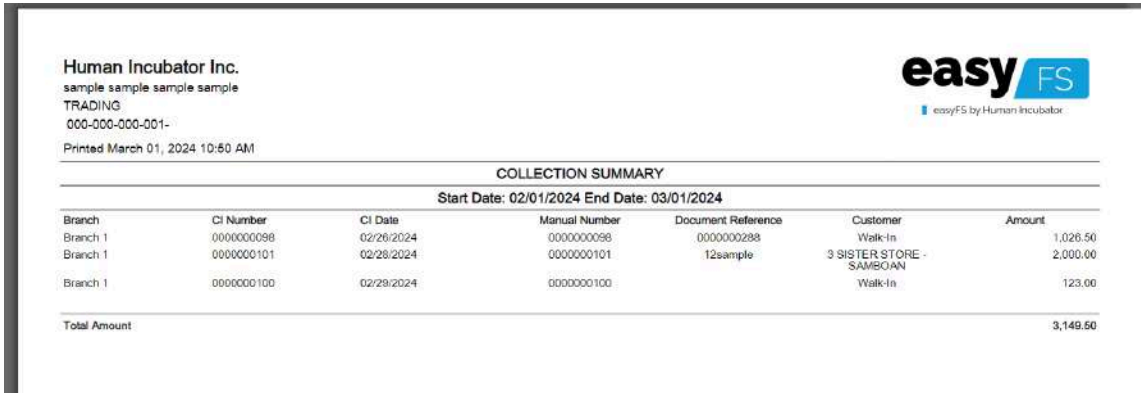
3. **Select Start and End Date**: Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



4. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.



5. **PDF Report is automatically generated:** After providing the Date as of and the Branch, the PDF Report will automatically generated.



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**COLLECTION SUMMARY**  
Start Date: 02/01/2024 End Date: 03/01/2024

Branch	CI Number	CI Date	Manual Number	Document Reference	Customer	Amount
Branch 1	000000098	02/28/2024	000000098	000000298	Walk-In	1,026.50
Branch 1	000000101	02/28/2024	000000101	12sample	3 SISTER STORE - SAMBOAN	2,000.00
Branch 1	000000100	02/28/2024	000000100		Walk-In	123.00
<b>Total Amount</b>						<b>3,149.50</b>

Sample Printout

**6. Download PDF (if needed):** If you want to download the pdf, look for the download icon then click.



Accounts Receivable Close

Collection Summary Report Functions

Start date: 2/1/2024 | End date: 3/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Paper Size: Letter

**Print icon** (highlighted with a red arrow)

PDF Report | Results

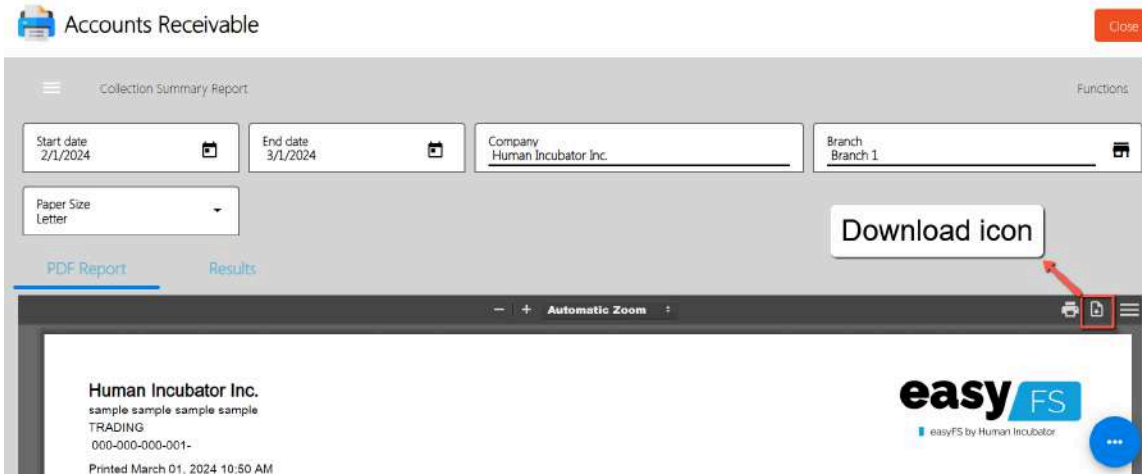
Automatic Zoom

Human Incubator Inc.  
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**easyFS**  
easyFS by Human Incubator

**7. Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.



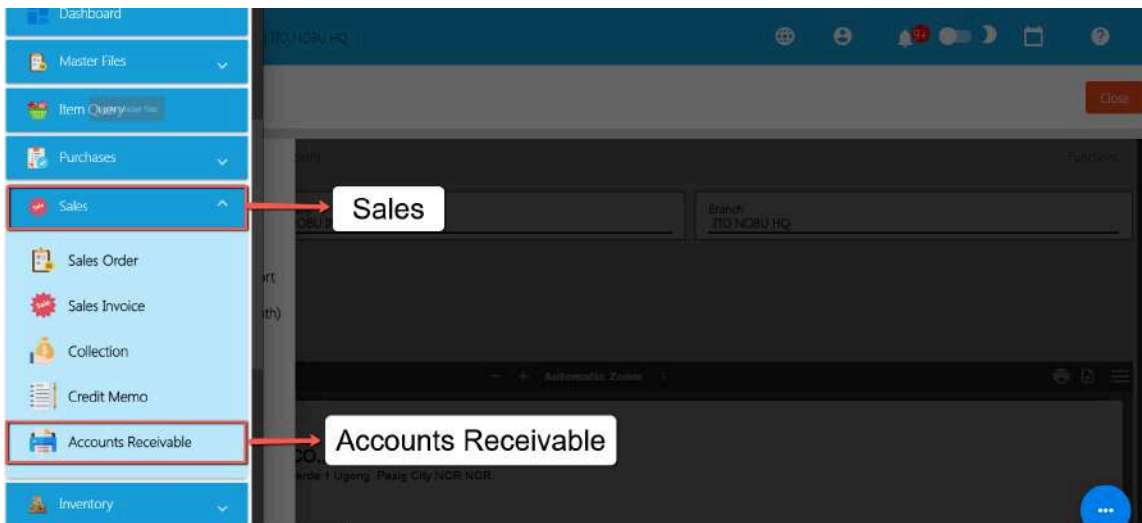


## Collection Summary by PayType Report

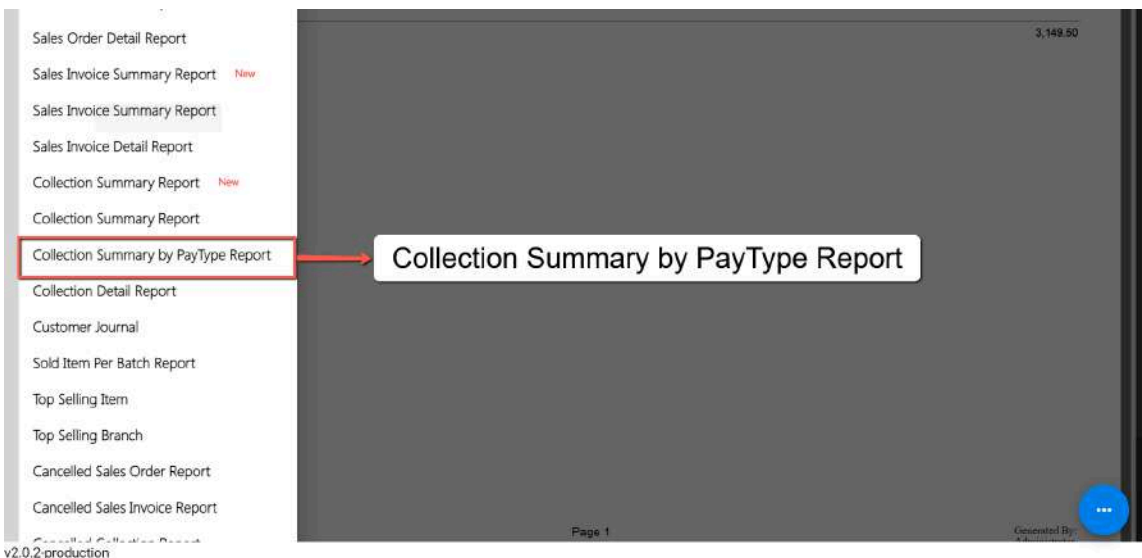
Collection Summary by PayType Report focuses on categorizing collections based on different payment methods or types. It provides breakdown of collections by payment type such as cash, credit card, check, etc.

To generate Collection Summary by PayType report, here are the steps for you follow:

1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



2. **Click Collection Summary by PayType Report:** Under the menus from Accounts Receivable, look for **Collection Summary by PayType Report** then click the menu to navigate.



3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.

Accounts Receivable Close

Collection Summary by Paytype Report Functions

Start date: 2/1/2024 End date: 3/1/2024 Company: Human Incubator Inc. Branch: Branch 1 Pay Type: All

**Start and End Date**

Results

	Branch	CI No	CI Date	Pay Type	Manual No.	Document ...	Customer...	Customer	Remarks
Details	Branch 1	000000098	2/26/2024	Cash	000000098	000000288	000000001	Walk-In	
Details	Branch 1	000000101	2/28/2024	Cash	000000101	12sample	000000002	3 SISTER STORE -SAMBOAN	
Details	Branch 1	000000100	2/29/2024	Customer adv...	000000100		000000001	Walk-In	

Show Rows: 10 << < 1/1 > >>

Total Amount: 3,149.50

**4. Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.

Accounts Receivable Close

Collection Summary by Paytype Report Functions

Start date: 2/1/2024 End date: 3/1/2024 Company: Human Incubator Inc. Branch: Branch 1 Pay Type: All

**Branch**

Results

	Branch	CI No	CI Date	Pay Type	Manual No.	Document ...	Customer...	Customer	Remarks
Details	Branch 1	000000098	2/26/2024	Cash	000000098	000000288	000000001	Walk-In	
Details	Branch 1	000000101	2/28/2024	Cash	000000101	12sample	000000002	3 SISTER STORE -SAMBOAN	
Details	Branch 1	000000100	2/29/2024	Customer adv...	000000100		000000001	Walk-In	

Show Rows: 10 << < 1/1 > >>

Total Amount: 3,149.50

**5. Select a PayType:** By default, the value of the Pay Type is ALL which means the report will display based on all pay types available. If you want to view a report per pay type, select the correct pay type on the Pay Type field.

Accounts Receivable

Collection Summary by Paytype Report

Start date: 2/1/2024 | End date: 3/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1 | Pay Type: All

Branch	CI No	CI Date	Pay Type	Manual No.	Document ...	Customer...	Customer	Remarks
Branch 1	000000098	2/26/2024	Cash	000000098	000000288	000000001	Walk-In	
Branch 1	000000101	2/28/2024	Cash	000000101	12sample	000000002	3 SISTER STORE -SAMBOAN	
Branch 1	000000100	2/29/2024	Customer adv...	000000100		000000001	Walk-In	

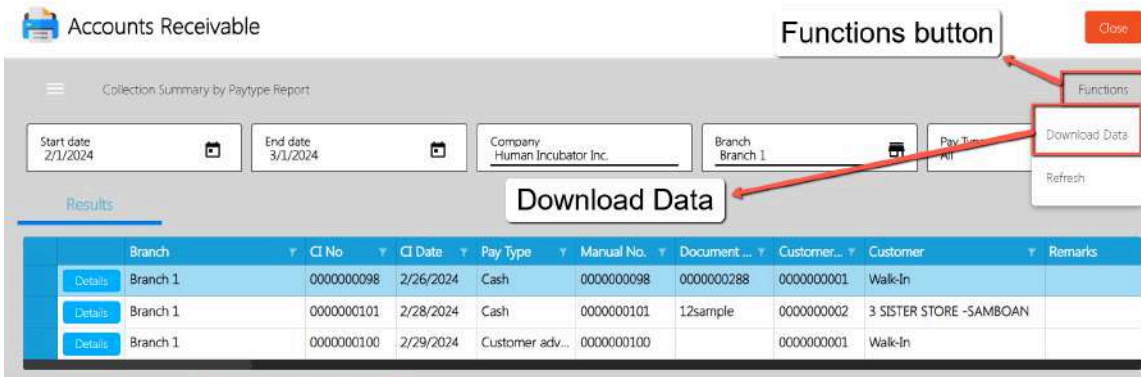
Show Rows: 10 | Total Amount: 3,149.50

6. **Report is automatically generated in list:** After providing the start and end date, the report will automatically be generated on list.

Branch	CI No	CI Date	Pay Type	Manual No.	Document ...	Customer...	Customer	Remarks
Branch 1	000000098	2/26/2024	Cash	000000098	000000288	000000001	Walk-In	
Branch 1	000000101	2/28/2024	Cash	000000101	12sample	000000002	3 SISTER STORE -SAMBOAN	
Branch 1	000000100	2/29/2024	Customer adv...	000000100		000000001	Walk-In	

Sample Report

7. **Download report in excel file(if needed):** If you want to download the report in excel file, look for the **Functions** button then click the **Download Data** menu. An excel file will automatically download.



The screenshot shows the 'Accounts Receivable' module interface. At the top, there is a 'Functions button' and a 'Close' button. Below this is a 'Collection Summary by Paytype Report' section with filters for 'Start date' (2/1/2024), 'End date' (3/1/2024), 'Company' (Human Incubator Inc.), and 'Branch' (Branch 1). A 'Download Data' button is highlighted with a red box and an arrow. Below the filters is a table with columns: Branch, CI No, CI Date, Pay Type, Manual No., Document..., Customer..., Customer, and Remarks. The table contains three rows of data.

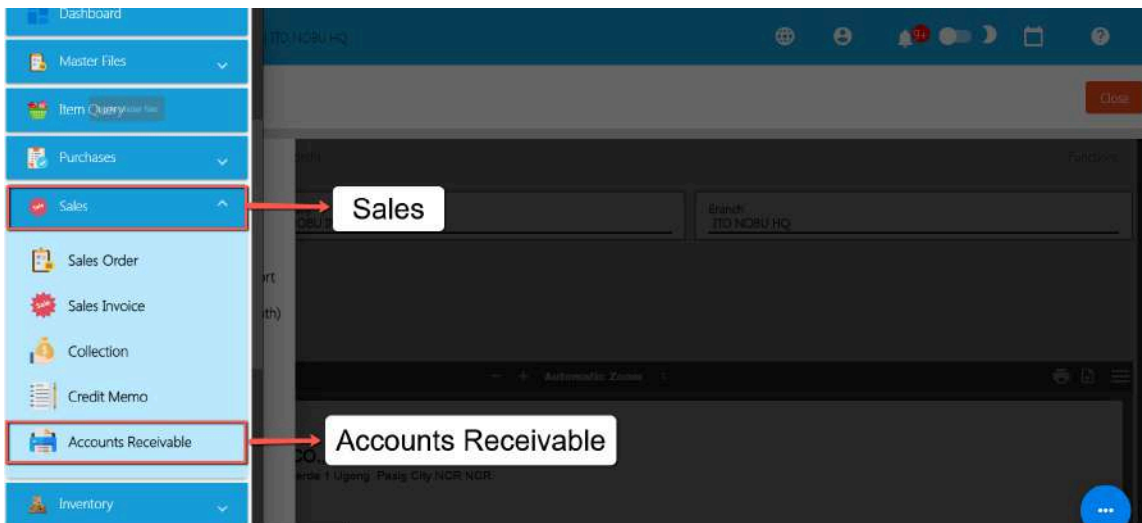
	Branch	CI No	CI Date	Pay Type	Manual No.	Document...	Customer...	Customer	Remarks
Details	Branch 1	000000098	2/26/2024	Cash	000000098	000000288	000000001	Walk-In	
Details	Branch 1	000000101	2/28/2024	Cash	000000101	12sample	000000002	3 SISTER STORE -SAMBOAN	
Details	Branch 1	000000100	2/29/2024	Customer adv...	000000100		000000001	Walk-In	

## Collection Detail Report

Collection Detail Report offers a detailed view of individual collection transactions. It includes specifics such as collection date, customer name, payment amount, collection number, etc.

To generate Collection Detail report, here are the steps for you follow:

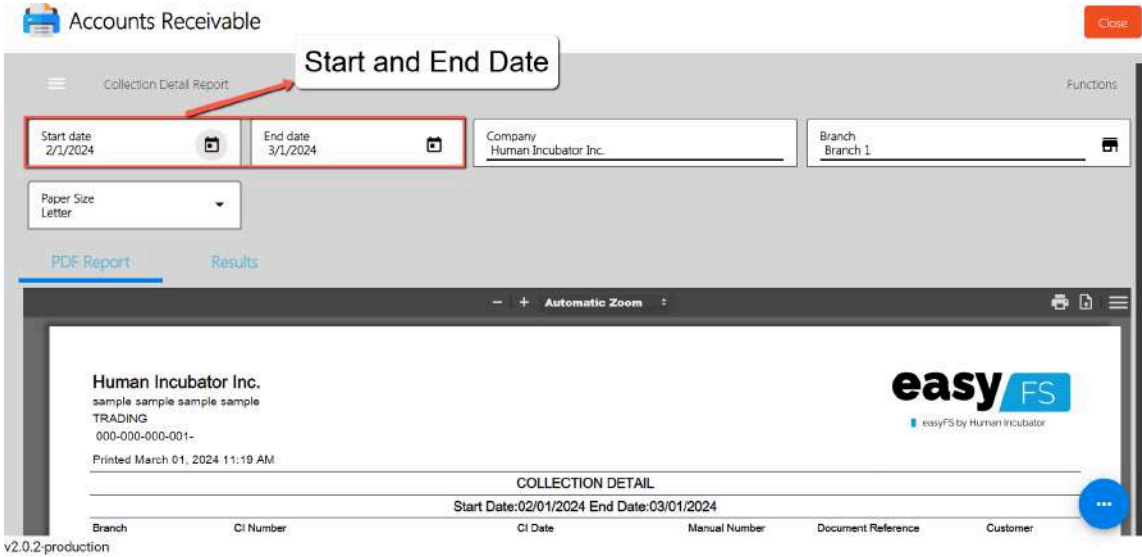
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



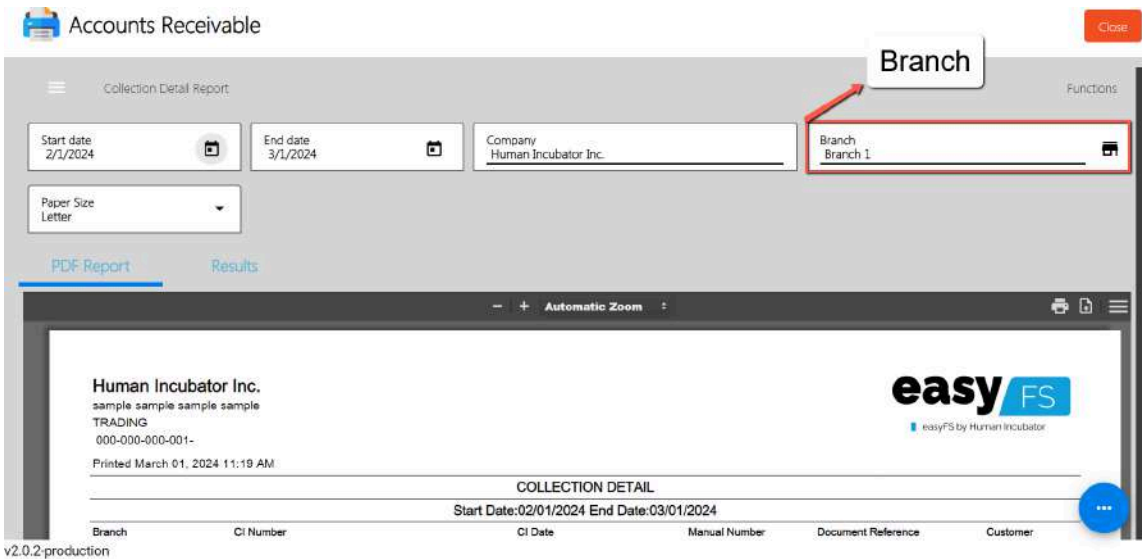
2. **Click Collection Detail Report:** Under the menus from Accounts Receivable, look for **Collection Detail Report** then click the menu to navigate.



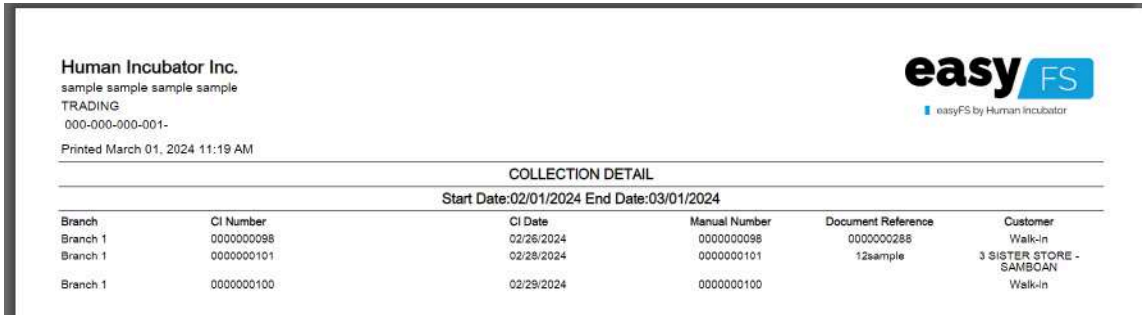
3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



4. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.



5. **PDF Report is automatically generated:** After providing the Date as of and the Branch, the PDF Report will automatically generated.



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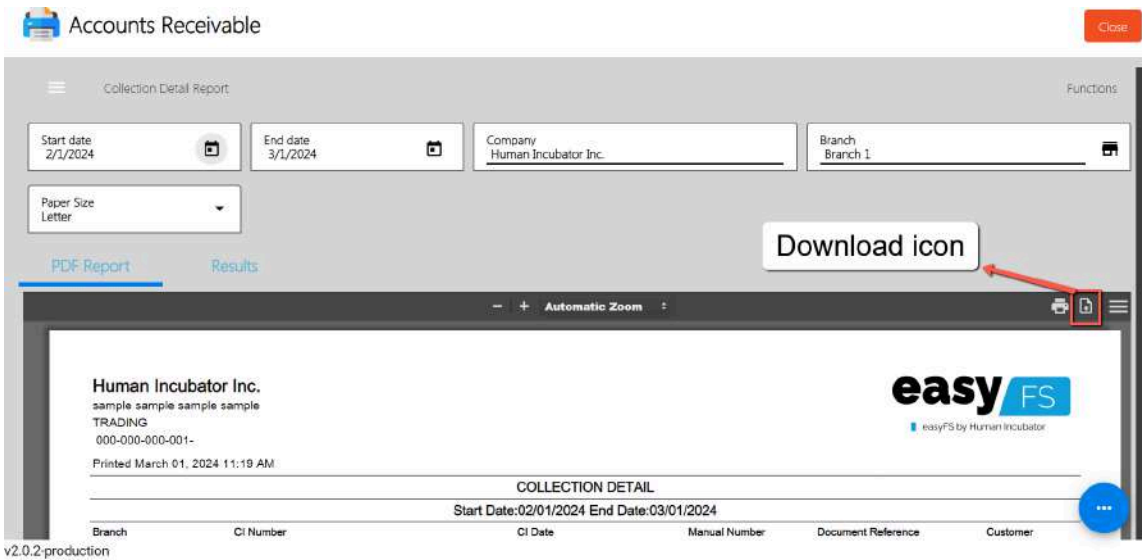
**COLLECTION DETAIL**

Start Date:02/01/2024 End Date:03/01/2024

Branch	CI Number	CI Date	Manual Number	Document Reference	Customer
Branch 1	000000098	02/26/2024	000000098	000000288	Walk-in
Branch 1	000000101	02/28/2024	000000101	12sample	3 SISTER STORE - SAMBOAN
Branch 1	000000100	02/29/2024	000000100		Walk-in

*Sample Printout*

**6. Download PDF (if needed):** If you want to download the pdf, look for the download icon then click.



Accounts Receivable Close

Collection Detail Report Functions

Start date: 2/1/2024 | End date: 3/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Paper Size: Letter

PDF Report | Results

Download icon

Automatic Zoom

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**COLLECTION DETAIL**

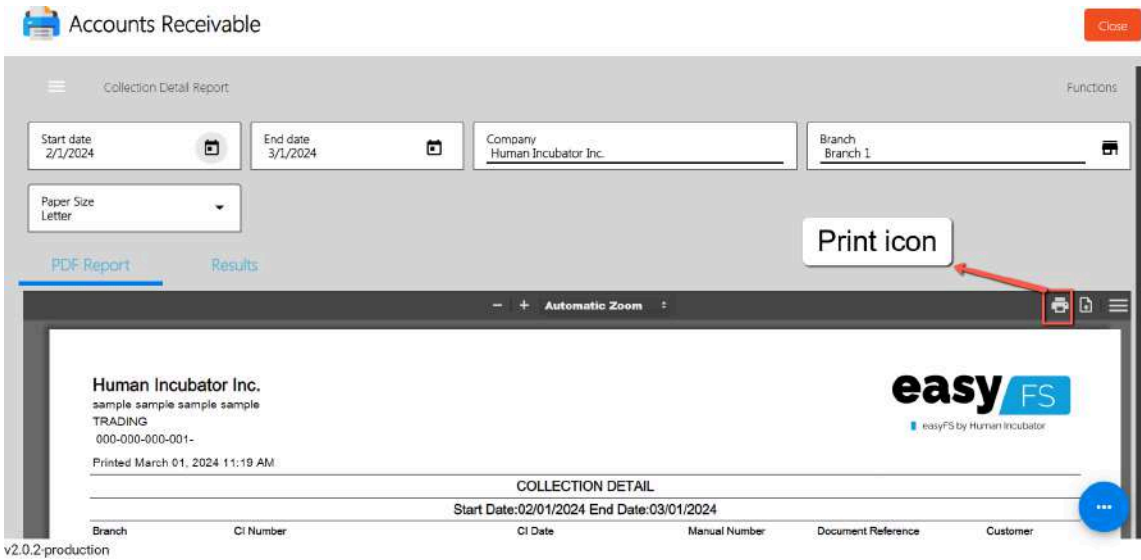
Start Date:02/01/2024 End Date:03/01/2024

Branch	CI Number	CI Date	Manual Number	Document Reference	Customer
Branch 1	000000098	02/26/2024	000000098	000000288	Walk-in
Branch 1	000000101	02/28/2024	000000101	12sample	3 SISTER STORE - SAMBOAN
Branch 1	000000100	02/29/2024	000000100		Walk-in

v2.0.2-production

**7. Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.





## Financial Reports

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.

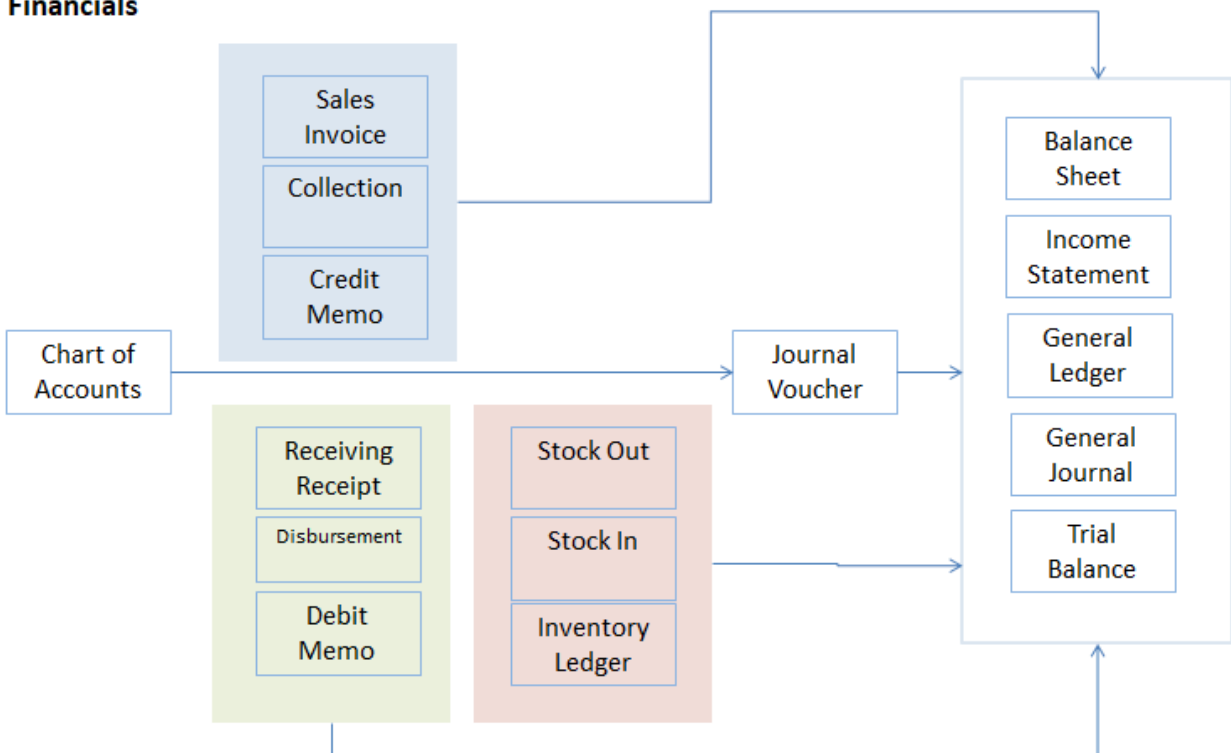
Aside from the Financial Statements that are generated by management, BIR mandates the following reports for CAS (Computerized Accounting System), which can be seen under this section of easyFS.

Among them are:

1. General Journal - is a chronological record of financial transactions of a business. It is a book where all accounting entries are initially recorded before they are transferred to the ledger accounts. The general journal is part of the double-entry accounting system, which means that for every transaction recorded in the journal, there are at least two accounts involved—one account is debited, and another account is credited.
2. General Ledger - is a core component of the accounting system in which a business maintains a complete record of all its financial transactions. It serves as a central repository for all accounts, organized by account type, and provides a comprehensive overview of the company's financial position. The general ledger is organized into various accounts, each representing a different aspect of the business, such as assets, liabilities, equity, revenue, and expenses.
3. Sales Journal - is a specialized accounting journal used to record all sales transactions of a business. It is part of the broader accounting system and is particularly helpful for businesses that have a high volume of sales transactions. The Sales Journal is one of the subsidiary journals, each designed for a specific type of transaction, which together with the general journal, form the complete accounting system.

4. Purchase Journal - also known as the Purchases Journal, is another specialized accounting journal used to record all purchases of goods on credit by a business. Similar to the Sales Journal, it is a subsidiary journal designed for a specific type of transaction. The Purchase Journal is particularly useful for businesses that engage in a significant volume of credit purchases.
5. Inventory Book / Inventory Ledger - The inventory ledger keeps detailed information about the quantity, cost, and value of inventory items.

**Financials**



**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.



The screenshot shows the 'Financial Statement' window with a sidebar menu on the left. The 'General Journal' option is highlighted with a red box and an arrow pointing to the main report area. The report title is 'General Journal' and it is for 'ITO NOBU INDUSTRIAL CO.,LTD'. The start date is 1/1/2024 and the end date is 2/1/2024. The company address is 'Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR'. The report is dated 'Printed February 01, 2024 05:08 PM'. The report content is as follows:

**ITO NOBU INDUSTRIAL CO.,LTD**

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR  
Manufacturing  
VAT REG TIN 007-270-877-0001  
EXEMPT  
Printed February 01, 2024 05:14 PM

**GENERAL JOURNAL**

From 02/01/2024 until 02/01/2024

Transaction Number: OT-0000000024

Transaction Date: : 02/01/2024

Remarks: :

Type	Name	Account Description	Debit Amount	Credit Amount
		Merchandise Inventory	0.00	5,000.00
		Purchase Return	5,000.00	0.00
		Totals	5,000.00	5,000.00

## 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

### ITO NOBU INDUSTRIAL CO.,LTD

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR  
Manufacturing  
VAT REG TIN 007-270-877-0001  
EXEMPT  
Printed February 01, 2024 05:25 PM

#### GENERAL LEDGER

From 02/01/2024 until 02/01/2024

#### Accounts Payable

Date	Reference	Particulars	Payee / Payor	Debit Amount	Credit Amount	Balance Amount
02/01/2024	RR-0000000044			0.00	2,471.50	1,760,381.50
02/01/2024	PM-0000000012			2,471.50	0.00	1,757,910.00
02/01/2024	PM-0000000012			0.00	2,471.50	1,760,381.50
				2,471.50	4,943.00	1,760,381.50

#### Accounts Receivable

Date	Reference	Particulars	Payee / Payor	Debit Amount	Credit Amount	Balance Amount
02/01/2024	SI-0000000040			9,580.00	0.00	75,164.16
02/01/2024	SI-0000000041			8,310.71	0.00	83,474.87
02/01/2024	SI-0000000042			2,144.35	0.00	85,619.22
02/01/2024	SI-0000000043			32,259.15	0.00	117,878.37
02/01/2024	SI-0000000044	Transaction from POS		4,464.00	0.00	122,342.37
02/01/2024	SI-0000000045	Transaction from POS		4,455.00	0.00	126,797.37
02/01/2024	SI-0000000046	Transaction from POS		1,671.43	0.00	128,468.80
02/01/2024	SI-0000000047	Transaction from		3,060.00	0.00	131,528.80

## 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.

## 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.

BALANCE SHEET			
Date as of 02/01/2024			
ASSET		LIABILITY	
<b>Current Assets</b>	<b>-15,226.30</b>	<b>Other Current Liabilities</b>	<b>-1,026.70</b>
Cash in Bank	-399,396.64	Withholding Tax Payable - Expanded	-1,026.70
Cash on Hand	25,822.00	<b>Current Liabilities</b>	<b>1,763,754.54</b>
Accounts Receivable	133,778.80	Accounts Payable	1,760,381.50
Prepaid Expense	-5,535.71	Accrued Bonuses	-460.00
Advance to Employees	9,714.29	Withholding Tax- Expanded	47.77
Advances to Parent Company	-5,000.00	Output VAT	3,785.27
Input VAT	5,729.89		
Merchandise Inventory	219,661.07		
<b>Tangible Assets</b>	<b>76,370.00</b>	<b>Total Liability</b>	<b>1,762,727.84</b>
Office Equipment	-2,487,371.43	<b>EQUITY</b>	
Accum. Depreciation- Office Equipment	2,541,000.00	<b>Shareholder's Equity</b>	<b>-1,701,584.14</b>
Computer Equipment and Parts	420.00	Current Month Earnings	-1,701,584.14
Buildings	22,321.43		
		<b>Total Equity</b>	<b>-1,701,584.14</b>
<b>Total Asset:</b>		<b>61,143.70</b>	<b>Total Liability and Equity:</b>
			<b>61,143.70</b>

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.

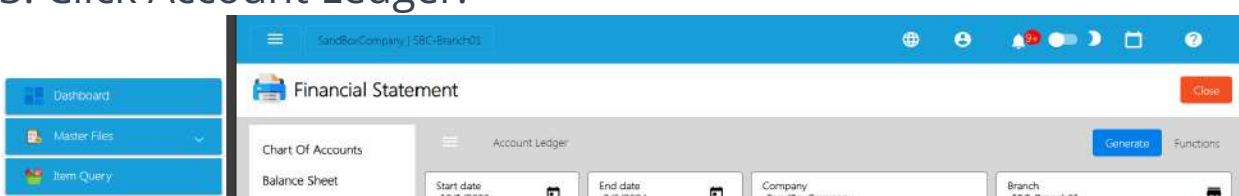
## Account Ledger

Account Ledger Report is a record or a book where financial transactions of a business or an individual are systematically and chronologically recorded. It serves as a detailed and organized account of all financial activities, including income, expenses, assets, and liabilities.

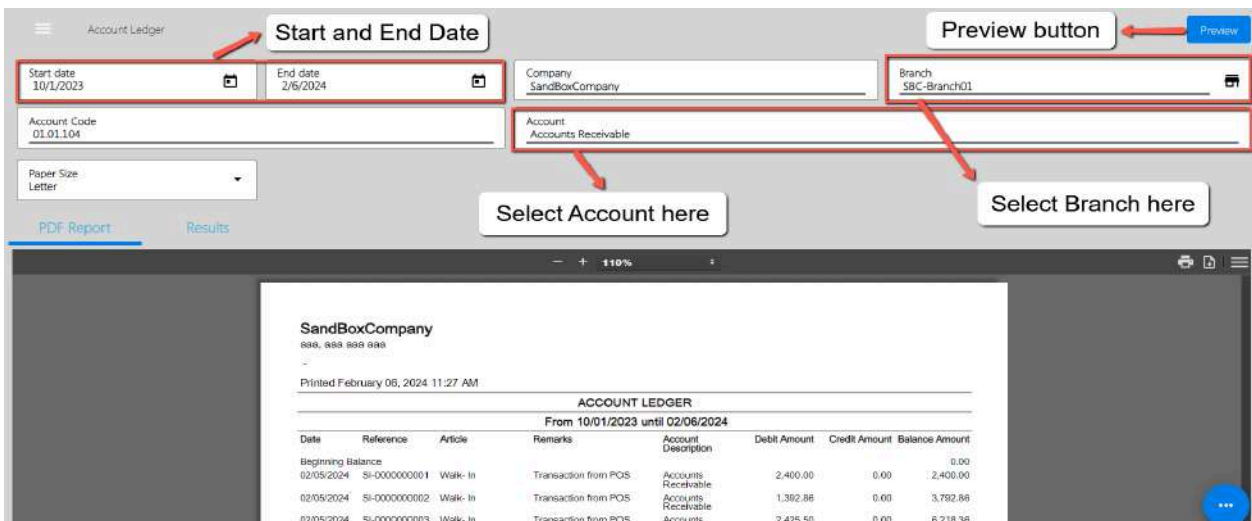
Think of an account ledger as a financial diary that helps track and manage money-related transactions. Each account (such as cash, bank, expenses, etc.) has its own ledger, and entries are made for every transaction, providing a clear overview of the financial health and history of an entity. Ledger entries typically include details like date, description of the transaction, and the corresponding amounts for debit and credit.

To generate Account Ledger Report here are the steps to follow:

1. Go to Financials.
2. Select Financial Statement.
3. Click Account Ledger.



4. Enter Start Date and End Date.
5. Select the branch you want to generate.
6. Select the correct Account.
7. Click the Preview button to generate the PDF.



Account Ledger

Start and End Date

Preview button

Start date: 10/1/2023

End date: 2/6/2024

Company: SandBoxCompany

Branch: SBC-branch01

Account Code: 01.01.104

Account: Accounts Receivable

Paper Size: Letter

PDF Report Results

Select Account here

Select Branch here

SandBoxCompany

Printed February 06, 2024 11:27 AM

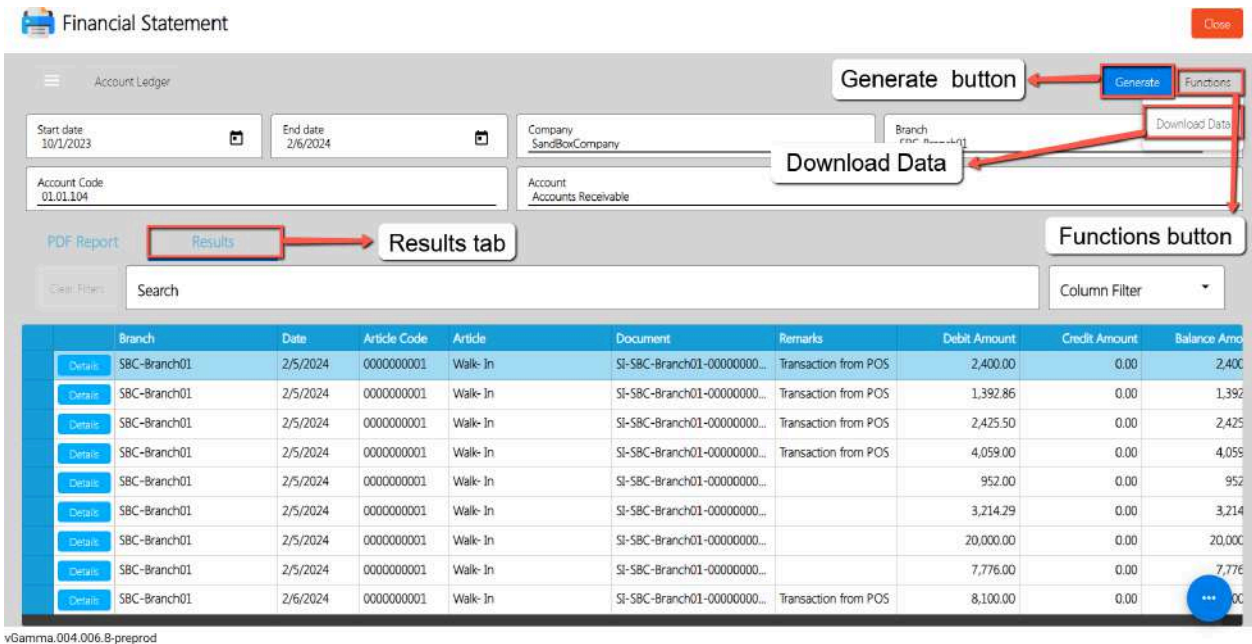
ACCOUNT LEDGER

From 10/01/2023 until 02/06/2024

Date	Reference	Article	Remarks	Account Description	Debit Amount	Credit Amount	Balance Amount
				Beginning Balance			0.00
02/05/2024	SI-0000000001	Walk-In	Transaction from POS	Accounts Receivable	2,400.00	0.00	2,400.00
02/05/2024	SI-0000000002	Walk-In	Transaction from POS	Accounts Receivable	1,392.86	0.00	3,792.86
02/05/2024	SI-0000000003	Walk-In	Transaction from POS	Accounts Receivable	2,425.50	0.00	6,218.36

### Sample Printout of Account Ledger

8. If you wish to export it in an excel file, click the results tab. Click the Generate button first to display the data on the list. Once okay, click the Functions button, then click Download Data to download.



The screenshot shows the 'Financial Statement' interface for an 'Account Ledger'. It includes fields for 'Start date' (10/1/2023), 'End date' (2/6/2024), 'Company' (SandBoxCompany), and 'Account Code' (01.01.104). The 'Account' is 'Accounts Receivable'. The interface has a 'PDF Report' section with a 'Results' tab highlighted. A 'Generate' button is located in the top right, and a 'Functions' button is below it. A 'Download Data' button is also present. Red arrows point from text labels to these buttons. A table of transactions is displayed below, with columns for Branch, Date, Article Code, Article, Document, Remarks, Debit Amount, Credit Amount, and Balance Amount.

	Branch	Date	Article Code	Article	Document	Remarks	Debit Amount	Credit Amount	Balance Amount
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...	Transaction from POS	2,400.00	0.00	2,400.00
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...	Transaction from POS	1,392.86	0.00	1,392.86
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...	Transaction from POS	2,425.50	0.00	2,425.50
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...	Transaction from POS	4,059.00	0.00	4,059.00
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...		952.00	0.00	952.00
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...		3,214.29	0.00	3,214.29
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...		20,000.00	0.00	20,000.00
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...		7,776.00	0.00	7,776.00
Details	SBC-Branch01	2/6/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...	Transaction from POS	8,100.00	0.00	8,100.00

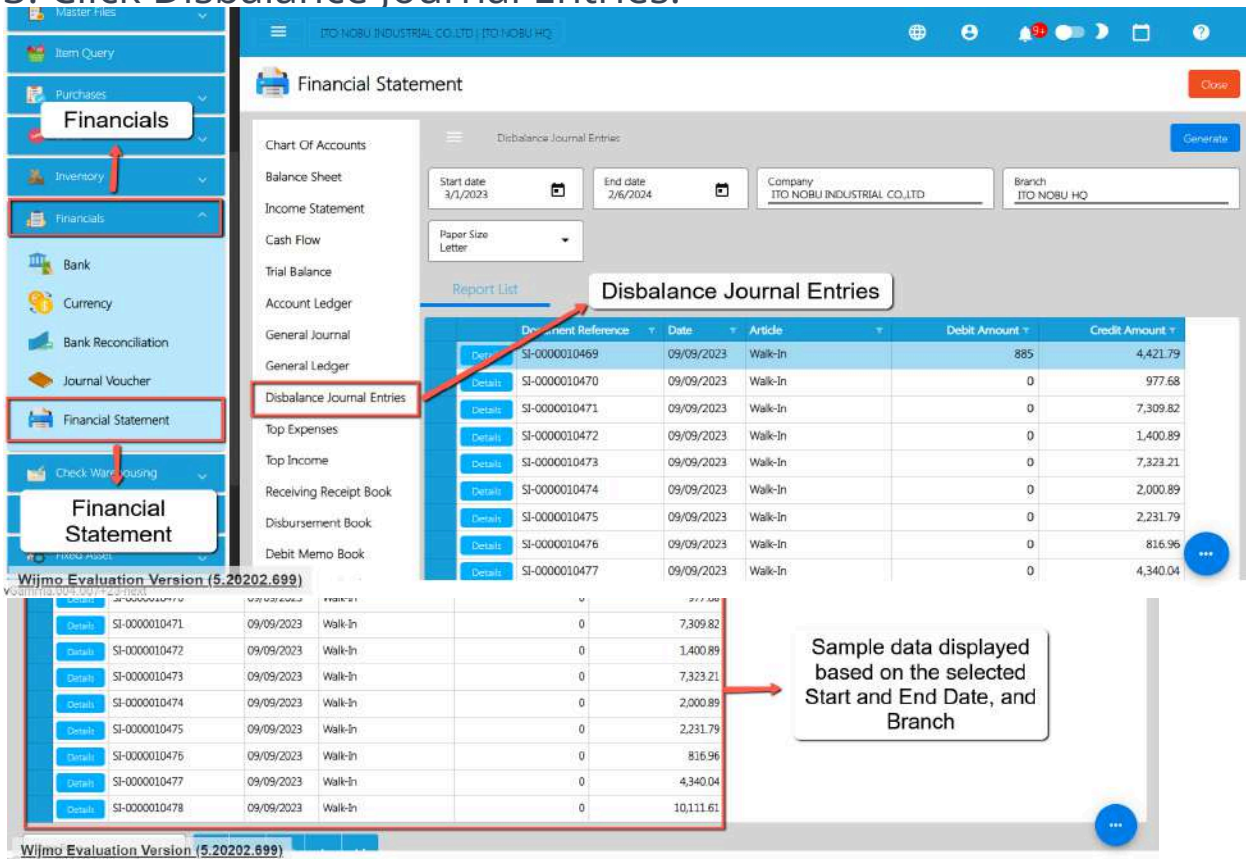
## Disbalance Journal Entries

Disbalance Journal Entries refer to transactions recorded in a company's books that result in an imbalance or discrepancy in the accounting equation. The accounting equation states that assets equal liabilities plus equity. When a disbalance occurs, it means that the total

debits don't equal the total credits in a transaction. This could happen due to errors, omissions, or incorrect recording of transactions. Identifying and correcting these disbalances is important to ensure accurate financial reporting.

To generate Disbalance Journal Entries Report here are the steps to follow:

1. Go to Financials.
2. Select Financial Statement.
3. Click Disbalance Journal Entries.



The screenshot displays the Wjimo Evaluation Version (5.20202.699) interface. The sidebar menu on the left shows 'Financials' and 'Financial Statement' highlighted. The main window shows the 'Disbalance Journal Entries' report with the following data:

Document Reference	Date	Article	Debit Amount	Credit Amount
SI-0000010469	09/09/2023	Walk-In	885	4,421.79
SI-0000010470	09/09/2023	Walk-In	0	977.68
SI-0000010471	09/09/2023	Walk-In	0	7,309.82
SI-0000010472	09/09/2023	Walk-In	0	1,400.89
SI-0000010473	09/09/2023	Walk-In	0	7,323.21
SI-0000010474	09/09/2023	Walk-In	0	2,000.89
SI-0000010475	09/09/2023	Walk-In	0	2,231.79
SI-0000010476	09/09/2023	Walk-In	0	816.96
SI-0000010477	09/09/2023	Walk-In	0	4,340.04
SI-0000010478	09/09/2023	Walk-In	0	10,111.61

A callout box points to the table with the text: "Sample data displayed based on the selected Start and End Date, and Branch".

## 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.

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**INCOME STATEMENT**

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From 02/01/2024 until 02/01/2024

**INCOME**

<b>Revenue</b>	<b>62,160.45</b>
Sales Discount	-37,740.04
Revenue	99,900.48

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**Total Income**                      **62,160.45**

**EXPENSES**

<b>General and Admin Expenses</b>	<b>7,471.50</b>
Purchases	2,471.50
Purchase Return	5,000.00

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**Total Expense**                      **7,471.50**

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**Net Income (Loss)**                      **54,688.95**



## 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.

**CASH FLOW**

From 02/01/2024 until 02/01/2024

**OPERATING**

NET INCOME (LOSS)	54,688.95
Changes in Current Assets	5,000.00
Merchandise Inventory	5,000.00
Changes in Current Liabilities	3,784.19
Output VAT	3,784.19

Total OPERATING 63,473.14

**FINANCING**

Changes in Current Liabilities	2,471.50
Accounts Payable	2,471.50
Changes in Current Assets	-65,944.64
Accounts Receivable	-65,944.64

Total FINANCING -63,473.14

Net Cash Movement	0.00
Beginning Cash	0.00
Ending Cash Balance	0.00

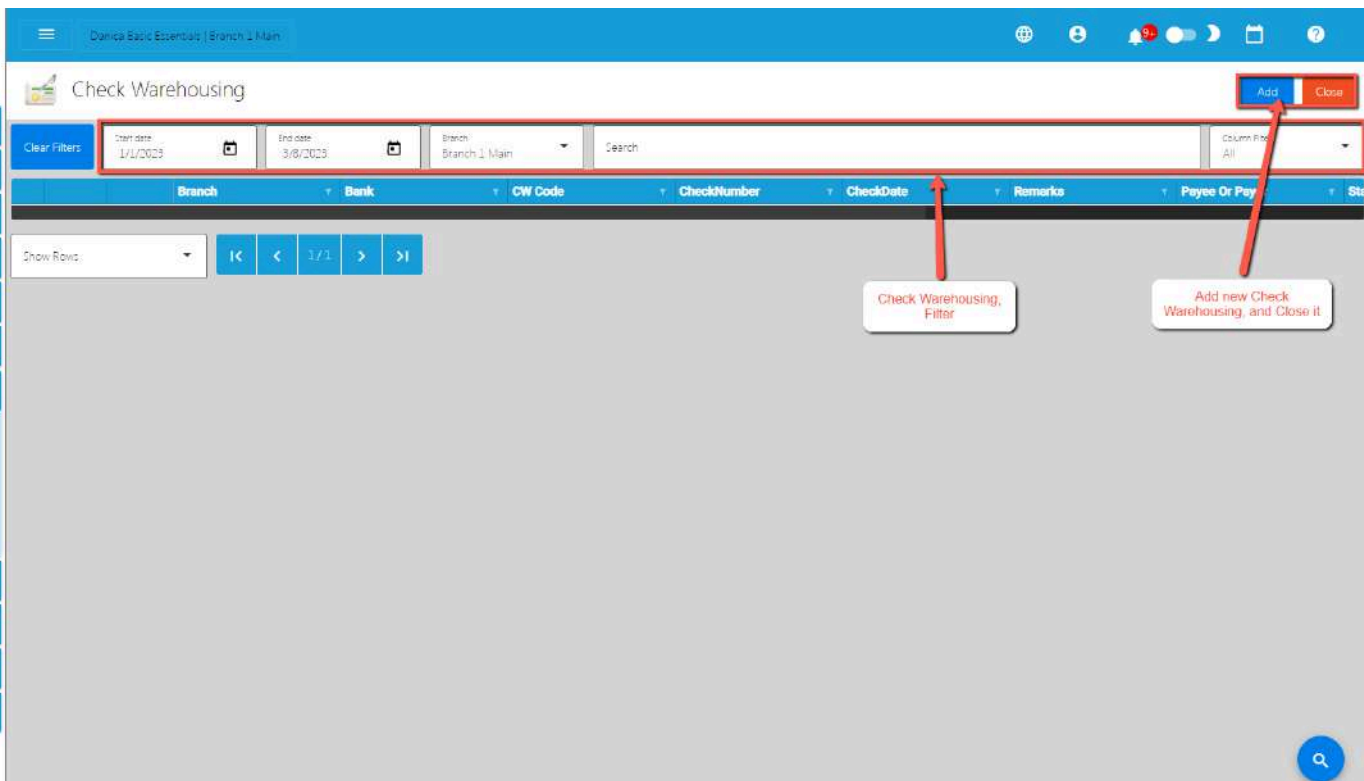
# VIII : Check Warehousing

## 8.1 Check Warehousing

EasyFS Check Warehousing involves the safekeeping of checks received from clients, mostly Post-Dated Checks (PDC)

### Check Warehousing List

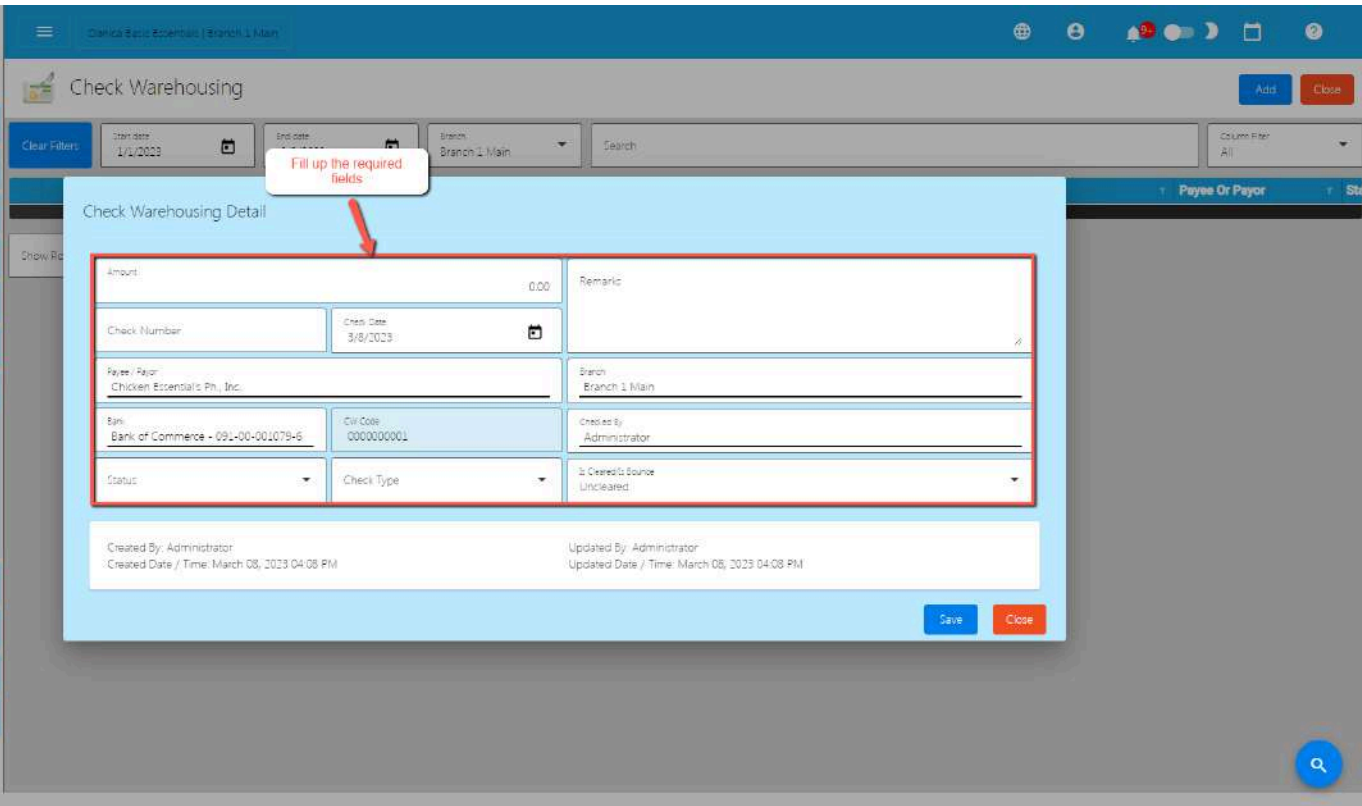
- List of All Check Warehousing that were added to the System
- Here the user can add Check Warehousing to set up for them to use in their transactions





## 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

Amount: 0.00

Check Number: Check Date: 3/8/2023

Payee / Payor: Chicken Essentials Ph., Inc. Branch: Branch 1 Main

Bank: Bank of Commerce - 091-00-001079-6 Civ Code: 000000001 Created By: Administrator

Status: Check Type: Created's Source: Uncleared

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

Save Close

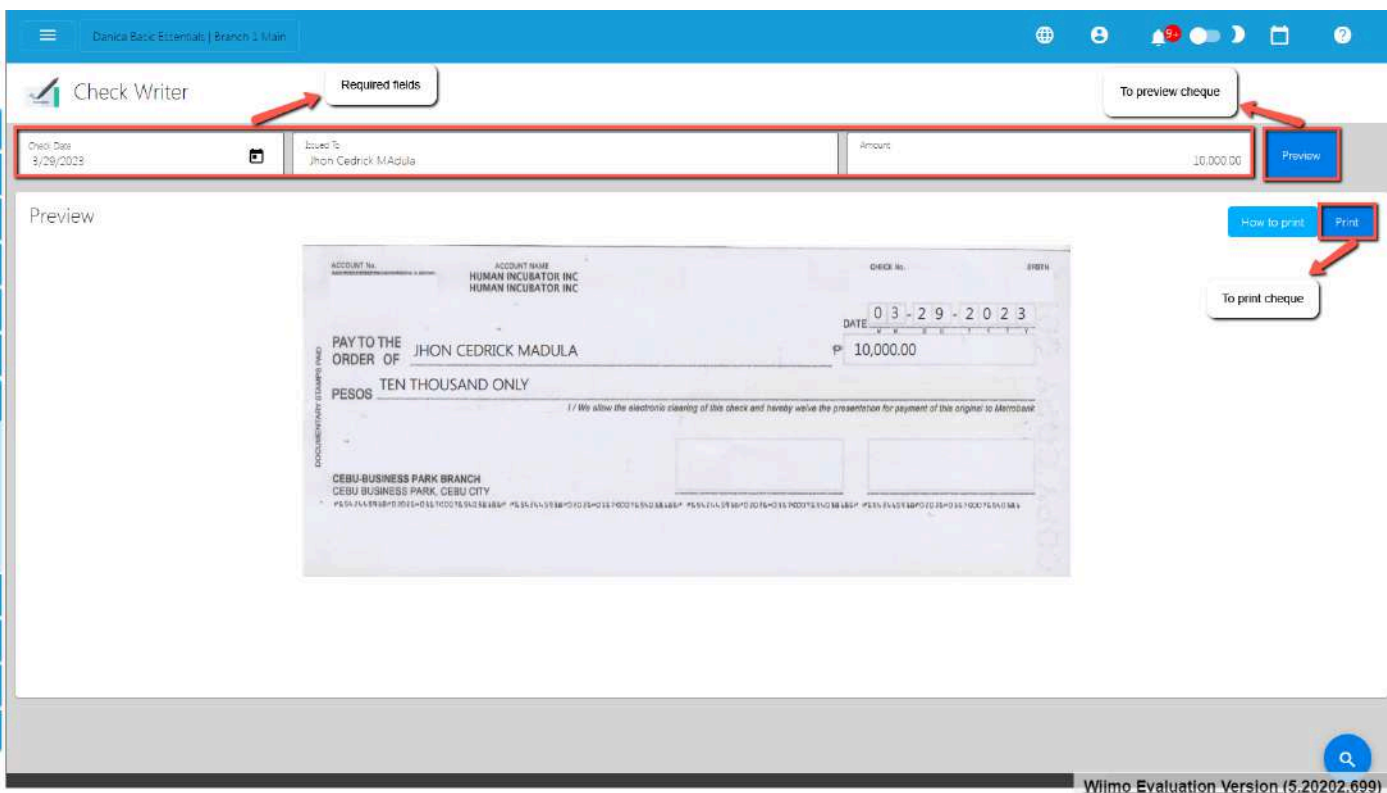
## 8.2 Check Writer

### 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' application interface. At the top, there is a navigation bar with the text 'Danica Basic Essentials | Branch 1 Main'. Below this, the 'Check Writer' title is visible, along with a 'Required fields' label and a 'To preview cheque' button. The main form contains three input fields: 'Check Date' (with a calendar icon) set to '3/29/2023', 'Issued To' (with a dropdown icon) set to 'Jhon Cedrick Madula', and 'Amount' set to '10,000.00'. A 'Preview' button is located to the right of the amount field. Below the form, a 'Preview' section shows a generated check image. The check includes the account name 'HUMAN INCUBATOR INC', the payee 'JHON CEDRICK MADULA', the amount 'P 10,000.00', and the date '03-29-2023'. A 'Print' button is located to the right of the preview image, with a 'How to print' tooltip. A 'To print cheque' button is also visible below the print button. The bottom right corner of the interface shows a search icon and the text 'Wijmo Evaluation Version (5.20202.699)'.

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





## IX : Budget

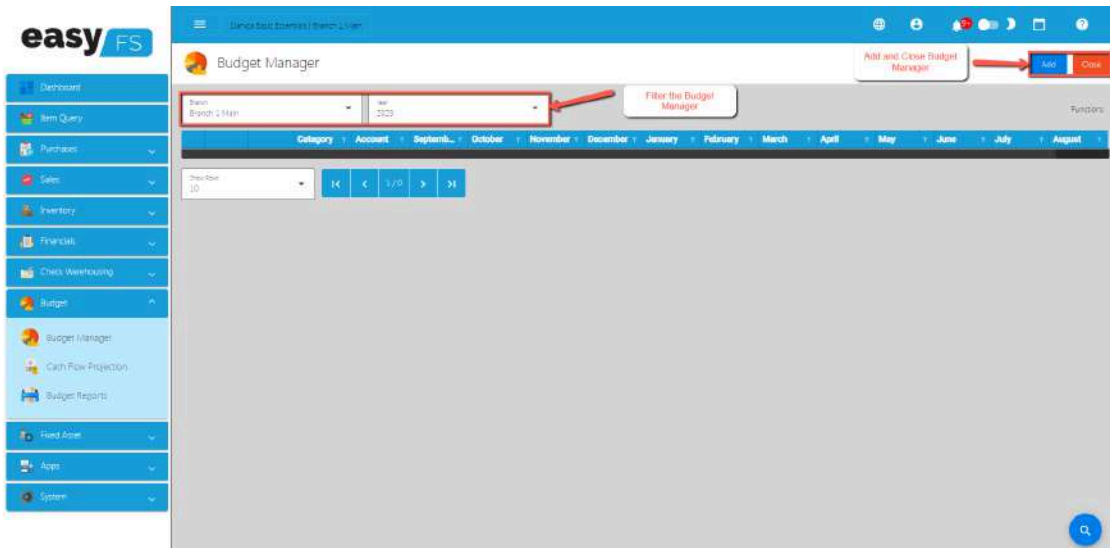
### 9.0 Overview

EasyFS budget manager is a financial plan that outlines the expected revenues and expenses over a specific period, typically a fiscal year or a quarter. It serves as a roadmap for managing and allocating financial resources to achieve specific goals and objectives. Budgets are used by individuals, businesses, nonprofits, and governments to plan and control their financial activities.

### 9.1 Budget Manager

#### Budget Manager List

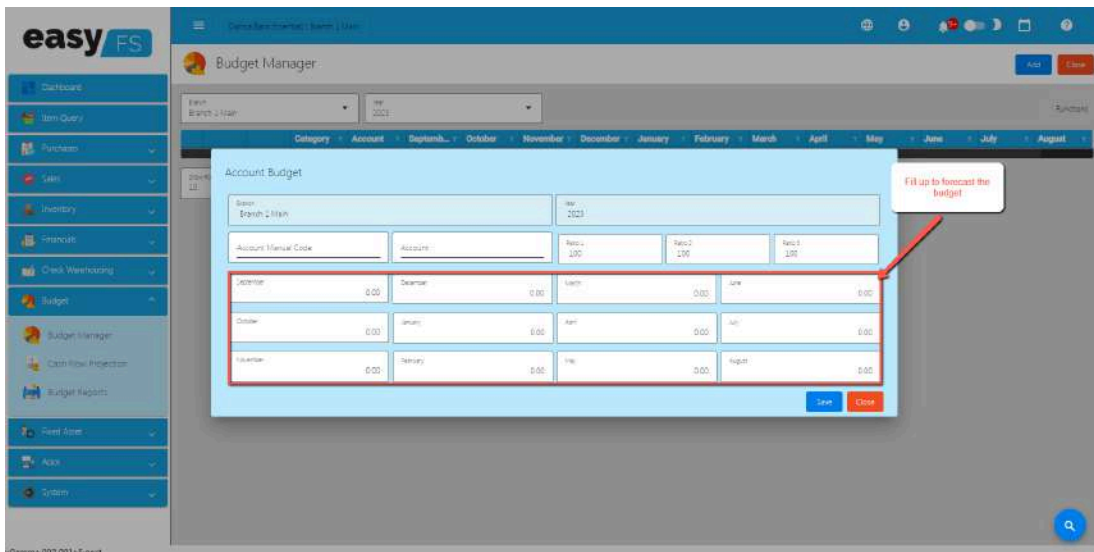
- List of All **Budgets** that were added to the System



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

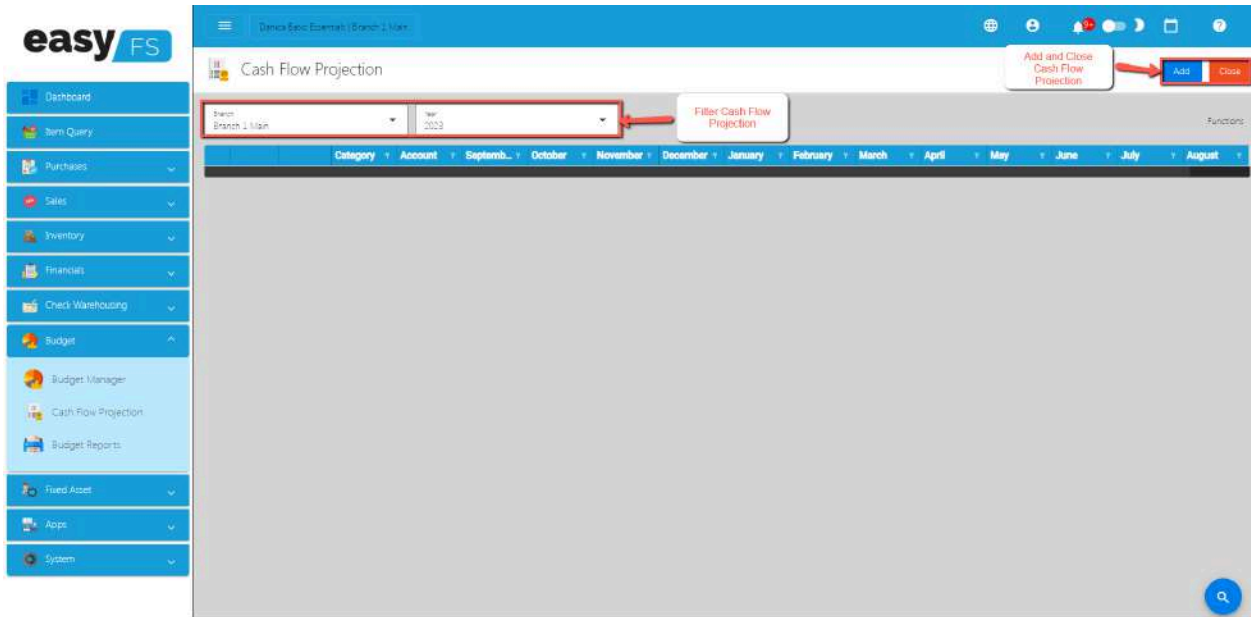
## Budget Manager Detail



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

## 9.2 Cash Flow Projection

### Cash Flow Projection List

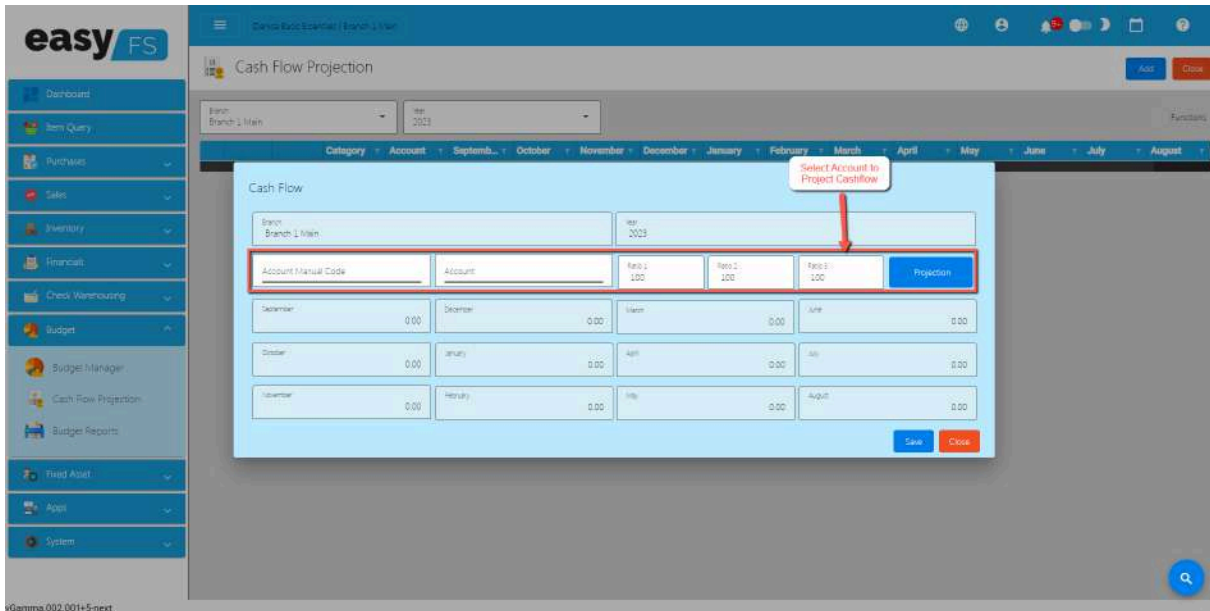


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- List of All **Cash Flow Projection** that were added to the System
- Here the user can add **Cash Flow Projection** to set up for them to use to their transaction

## Cash Flow Projection Detail

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



The screenshot displays the 'Cash Flow Projection' interface in the 'easy FS' system. A modal window titled 'Cash Flow' is open, showing a form for entering projection details. The form includes fields for 'Branch' (set to 'Branch 1 Main') and 'Year' (set to '2023'). Below these are fields for 'Account Manual Code', 'Account', 'Rate 1', 'Rate 2', and 'Rate 3', all currently set to '0.00'. A 'Projection' button is located to the right of these fields. A red box highlights the 'Account Manual Code', 'Account', 'Rate 1', 'Rate 2', and 'Rate 3' fields, with a red arrow pointing to them and the text 'Select Account to Project Cashflow'. Below the form is a table with columns for months from September to August, each with a value of '0.00'. At the bottom right of the modal are 'Save' and 'Close' buttons. The background shows the 'easy FS' dashboard with a sidebar menu and a top navigation bar.

## Flow Projection.

# X : Fixed Asset

## 10.0 Overview

EasyFS Fixed Asset, also known as a Fixed Asset Ledger or Fixed Asset Schedule, is a detailed record that systematically tracks and manages an organization's fixed assets. Fixed assets are long-term, tangible assets with a useful life of more than one accounting period. Examples include buildings, machinery, vehicles, furniture, and land.

### **The Fixed Asset Register serves several purposes:**

**Asset Registration:** It provides a unique identification for each fixed asset, typically through an asset tag or serial number. This helps in easy identification and tracking.

**Description and Details:** The register includes detailed information about each fixed asset, such as its description, location, acquisition date, purchase cost, depreciation method, salvage value, and useful life.

**Cost and Valuation:** The register records the original cost of acquiring the asset, any subsequent improvements or additions, and the current valuation. This information is crucial for financial reporting and tax purposes.

**Depreciation:** For assets subject to depreciation (the allocation of the asset's cost over its useful life), the register includes details on the depreciation method used, the rate of depreciation, and the accumulated depreciation to date.

**Maintenance and Repairs:** It may include records of maintenance activities, repairs, and any upgrades or improvements made to the fixed asset.

**Location Changes:** If a fixed asset is moved within the organization, the register is updated to reflect the new location.

**Disposal:** When a fixed asset is disposed of or sold, details of the disposal, including the date, selling price, and reason for disposal, are recorded in the register.

**Compliance:** The Fixed Asset Register helps in complying with accounting standards and regulatory requirements related to the reporting and management of fixed assets.

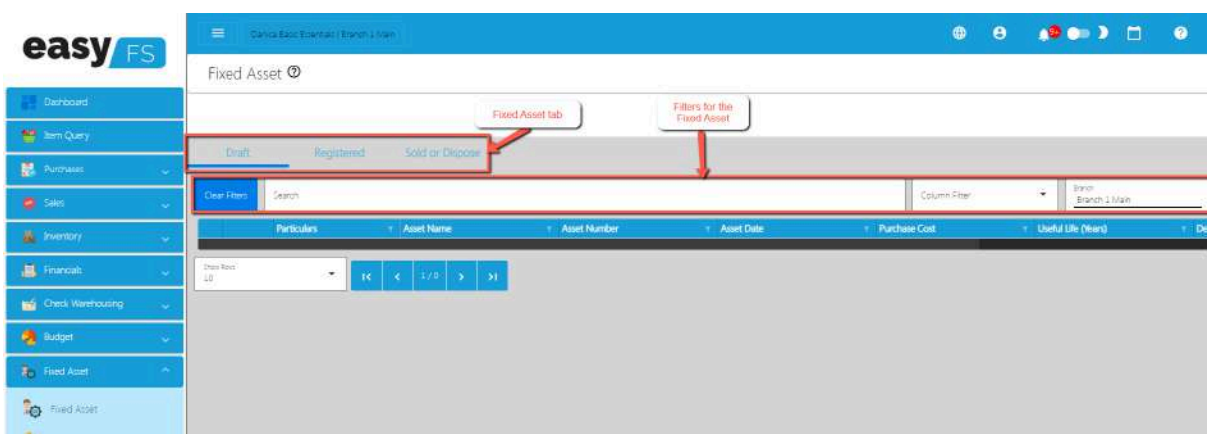
**Insurance:** It aids in managing insurance coverage by providing accurate information about the value and location of fixed assets.

The Fixed Asset Register is a critical tool for financial management, accounting, and asset tracking. It helps organizations make informed decisions about their asset portfolio, assess the financial impact of fixed asset transactions, and maintain accurate records for financial reporting and auditing purposes.

## 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

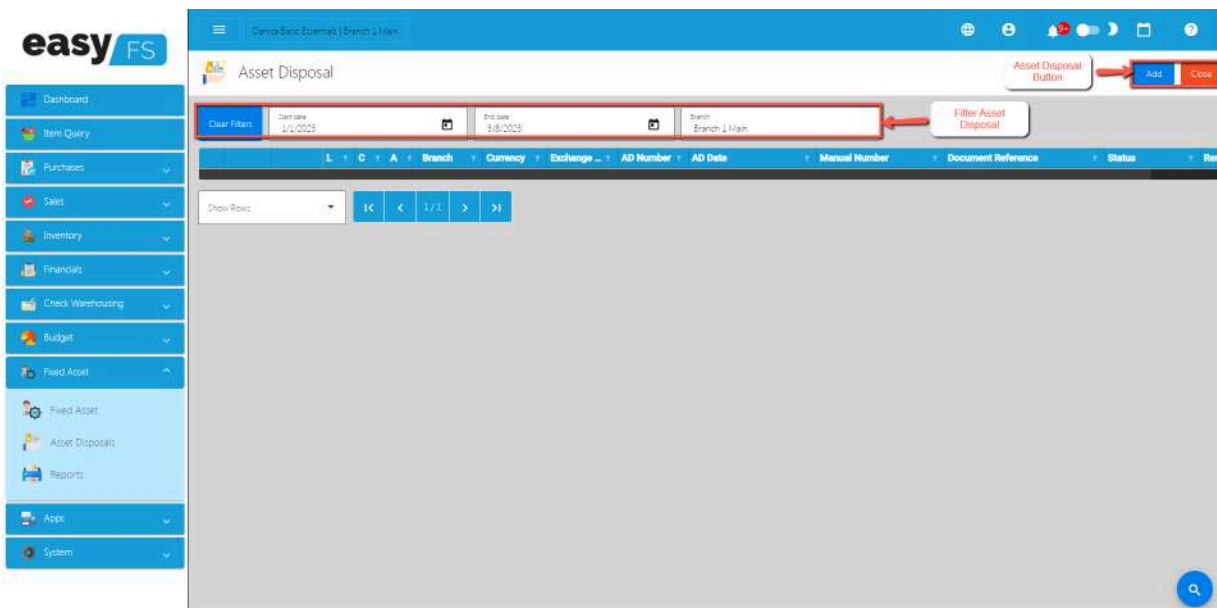




removing the asset from the company's balance sheet and accounting for any gains or losses that result from the sale or disposal.

## 10.2 Asset Disposal

### Asset Disposal List

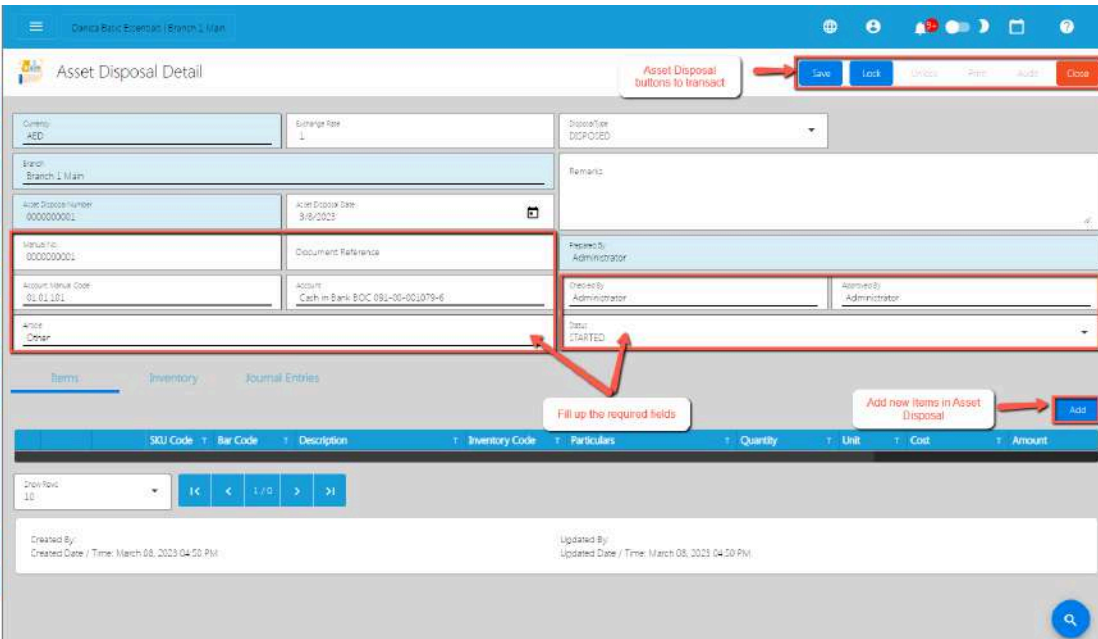


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- List of All **Asset Disposal** that were added to the System

## Asset Disposal Detail

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



**easy FS**

Company: AED | Branch: Branch 1 Main | Disposal Type: DISPOSED

Asset Disposal Number: 0000000001 | Asset Disposal Date: 3/8/2023

Value to Disposal: 0000000001 | Document Reference: | Prepared By: Administrator

Account: Cash in Bank: BOC 09J-00-001078-6 | Checked By: Administrator | Approved By: Administrator

Asset: Other | Status: STARTED

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
[Empty table body]								

Created By: | Updated By: | Created Date / Time: March 08, 2023 04:50 PM | Updated Date / Time: March 08, 2023 04:50 PM

Disposal detail

# XI : Apps

## 11.0 Overview

The Apps Module of EasyFS is where you can find the following functions:

1. POS Integrations and links to EasyCM
2. POS Pricing Updates on a scheduled time
3. POS Discount on a Scheduled time

## 11.1 Price

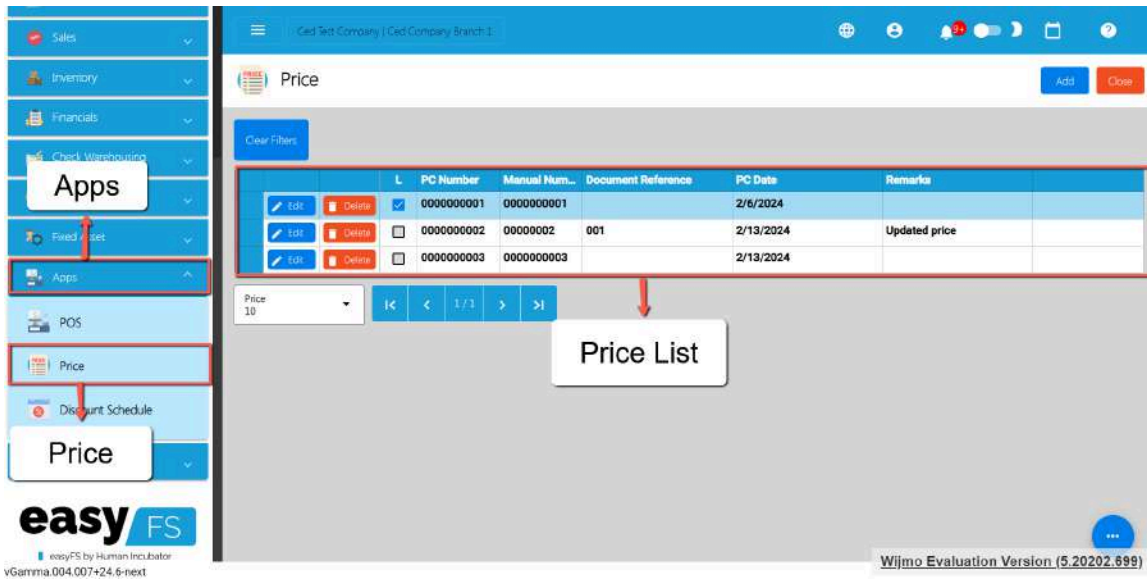
*Disclaimer: Price under Apps is not yet functional. Please refrain from using this feature or contact our support team.*

### 11.1.1 Overview

This feature on easyFS is designed for clients who have an integration with our EasyPOS. Its main purpose is to accommodate businesses with multiple branches by allowing them to set different prices for each item at each branch.

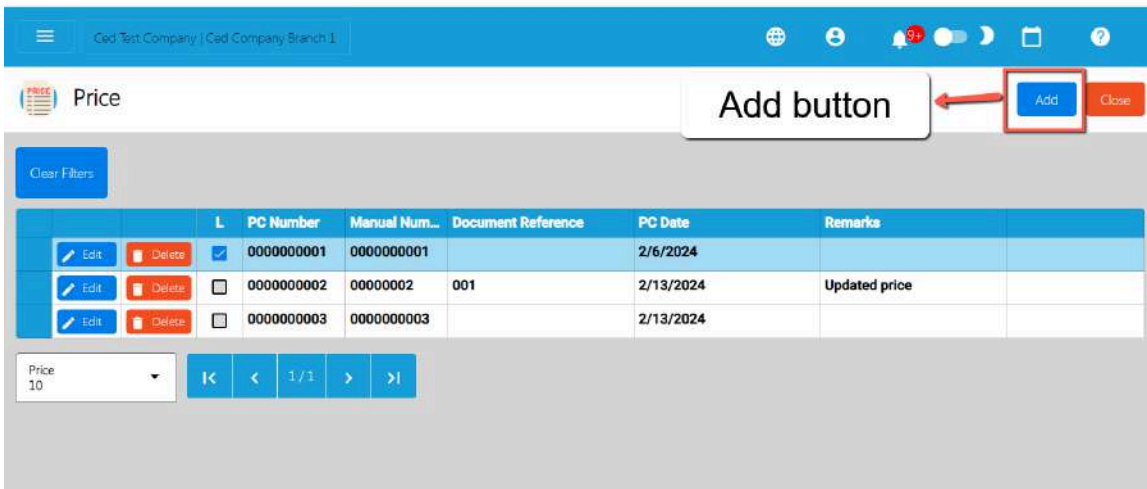
### 11.1.2 How to Setup a Price

1. Go to Apps>Price.
2. You will be redirected to the Price list.



L	PC Number	Manual Num...	Document Reference	PC Date	Remarks
<input checked="" type="checkbox"/>	000000001	000000001		2/6/2024	
<input type="checkbox"/>	000000002	00000002	001	2/13/2024	Updated price
<input type="checkbox"/>	000000003	000000003		2/13/2024	

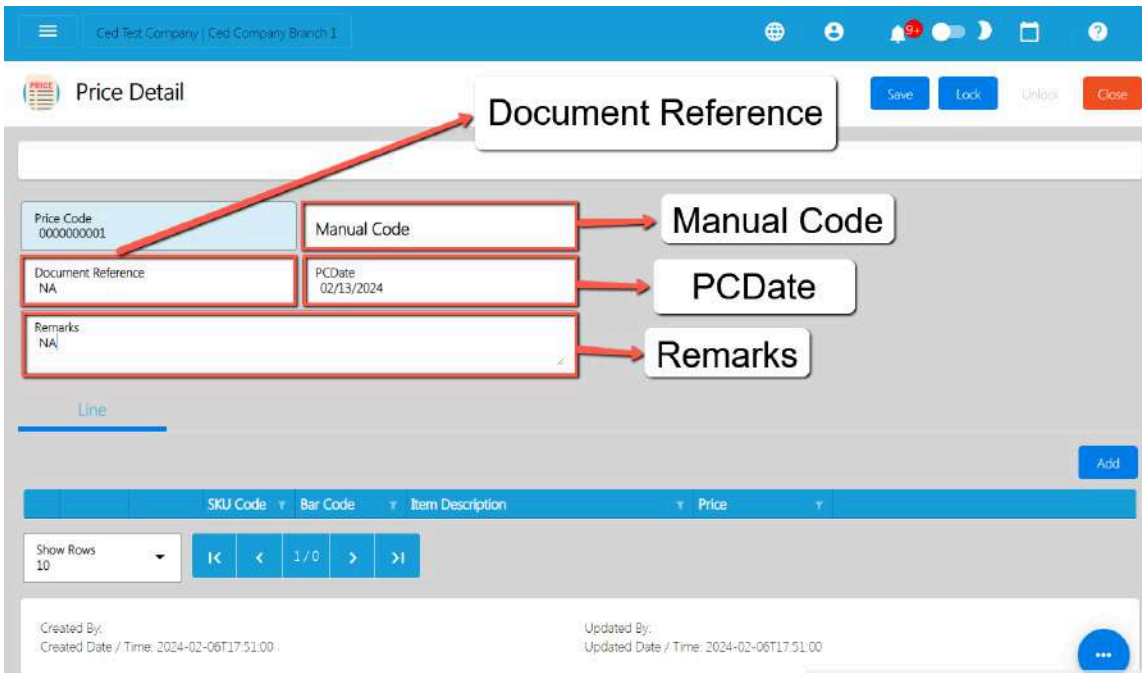
3. To add a new Price setup, click the Add button.



L	PC Number	Manual Num...	Document Reference	PC Date	Remarks
<input checked="" type="checkbox"/>	000000001	000000001		2/6/2024	
<input type="checkbox"/>	000000002	00000002	001	2/13/2024	Updated price
<input type="checkbox"/>	000000003	000000003		2/13/2024	

4. Provide correct Price Detail like:

- a. **Manual Code**
- b. **Document Reference**
- c. **Remarks**
- d. **PCDate**



Ced Test Company | Ced Company Branch 1

Price Detail Save Lock Unlock Close

Document Reference

Price Code: 0000000001 Manual Code

Document Reference: NA PCDate: 02/13/2024

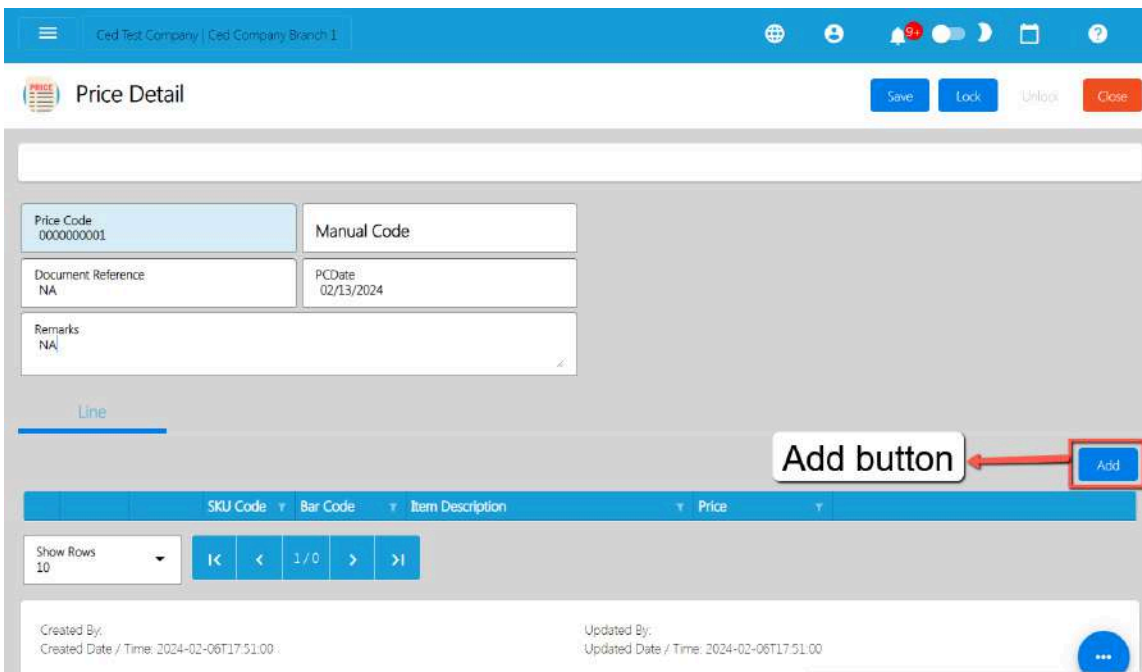
Remarks: NA

Line Add

SKU Code	Bar Code	Item Description	Price
Show Rows 10   < << 1/0 >> >			

Created By: Created Date / Time: 2024-02-06T17:51:00 Updated By: Updated Date / Time: 2024-02-06T17:51:00

5. To setup a different price per item, follows these steps:
  - a. Click the Add button under the Line tab.



Ced Test Company | Ced Company Branch 1

Price Detail Save Lock Unlock Close

Price Code: 0000000001 Manual Code

Document Reference: NA PCDate: 02/13/2024

Remarks: NA

Line Add

SKU Code	Bar Code	Item Description	Price
Show Rows 10   < << 1/0 >> >			

Created By: Created Date / Time: 2024-02-06T17:51:00 Updated By: Updated Date / Time: 2024-02-06T17:51:00

- b. A Pick Item window will display.

Pick Item

	Description	Bar Code	Manual Code	SKU Code	Serial Number
Pick	Service Charge	0000000001	0000000001	0000000001	NA
Pick	Plum Japanese Homemade Fruit Jam 150ml	D2023	0000000002	D2023	NA
Pick	Plum Japanese Homemade Fruit Jam 250ml	D2022	0000000003	D2022	NA
Pick	SPECIAL JAPONICA RICE 200G	D353	0000000004	D353	NA
Pick	Natto Omelet	D354	0000000005	D354	NA
Pick	CHUKA DON	D352	0000000006	D352	NA
Pick	Potatoes Small	D2024	0000000007	D2024	NA
Pick	Omurice	D409	0000000008	D409	NA
Pick	Japanese Tomoto Pasta	D408	0000000009	D408	NA
Pick	Potatoes Medium	D246	0000000010	D246	NA

Show Rows 10 | < << 1 / 1456 >> >

Close

c. Look for the item you wanted to set up a Price, then click the Pick button.

Pick Item

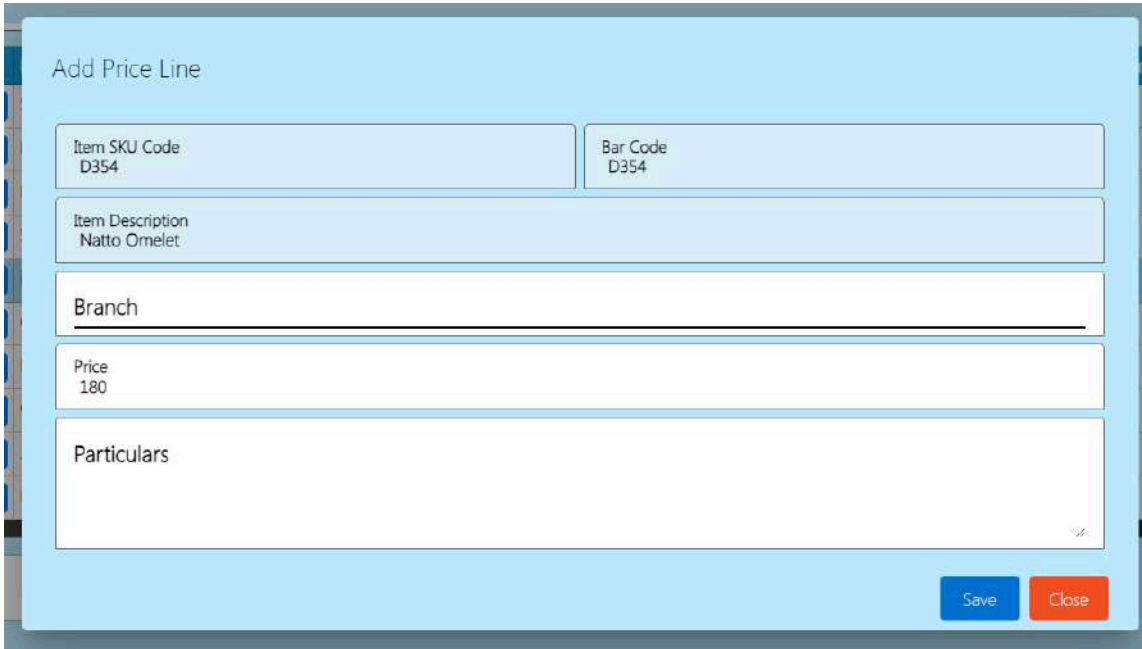
	Description	Bar Code	Manual Code	SKU Code	Serial Number
Pick	Service Charge	0000000001	0000000001	0000000001	NA
Pick	Plum Japanese Homemade Fruit Jam 150ml	D2023	0000000002	D2023	NA
Pick	Plum Japanese Homemade Fruit Jam 250ml	D2022	0000000003	D2022	NA
Pick	SPECIAL JAPONICA RICE 200G	D353	0000000004	D353	NA
Pick	Natto Omelet	D354	0000000005	D354	NA
Pick	CHUKA DON	D352	0000000006	D352	NA
Pick	Potatoes Small	D2024	0000000007	D2024	NA
Pick	Omurice	D409	0000000008	D409	NA
Pick	Japanese Tomoto Pasta	D408	0000000009	D408	NA
Pick	Potatoes Medium	D246	0000000010	D246	NA

Show Rows 10 | < << 1 / 1456 >> >

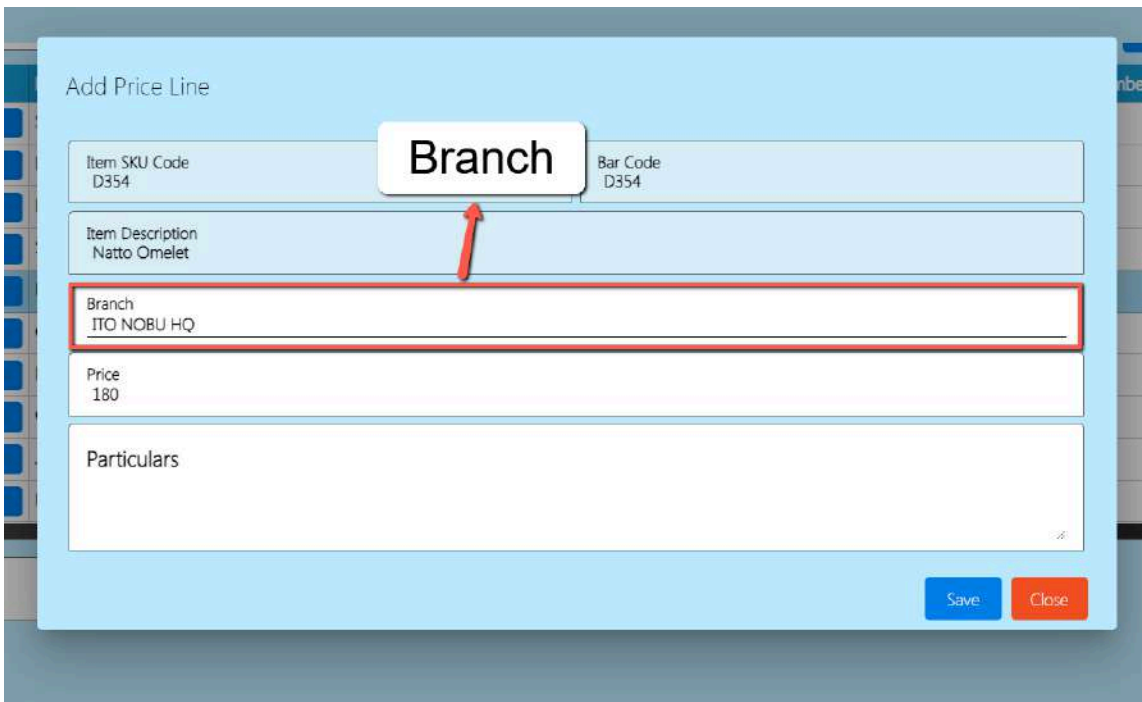
Close

Pick buttons

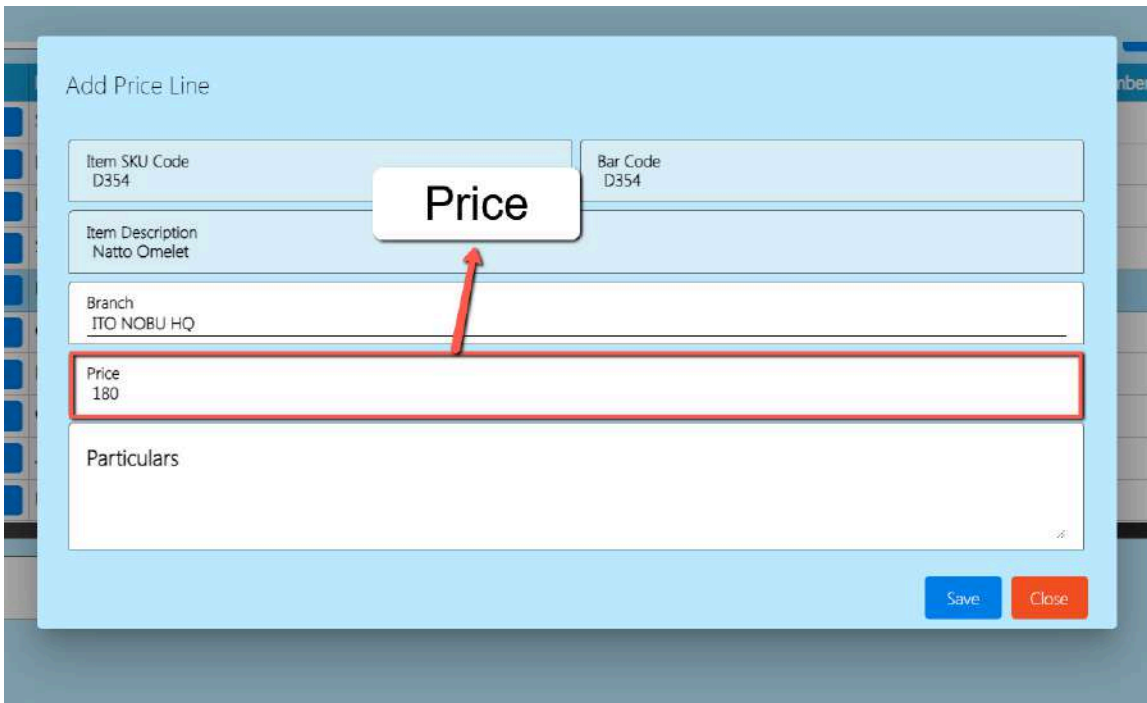
d. After clicking the Pick button, a new Add Price Line window will display.



- e. Select the correct branch where you want to set up an item's price.

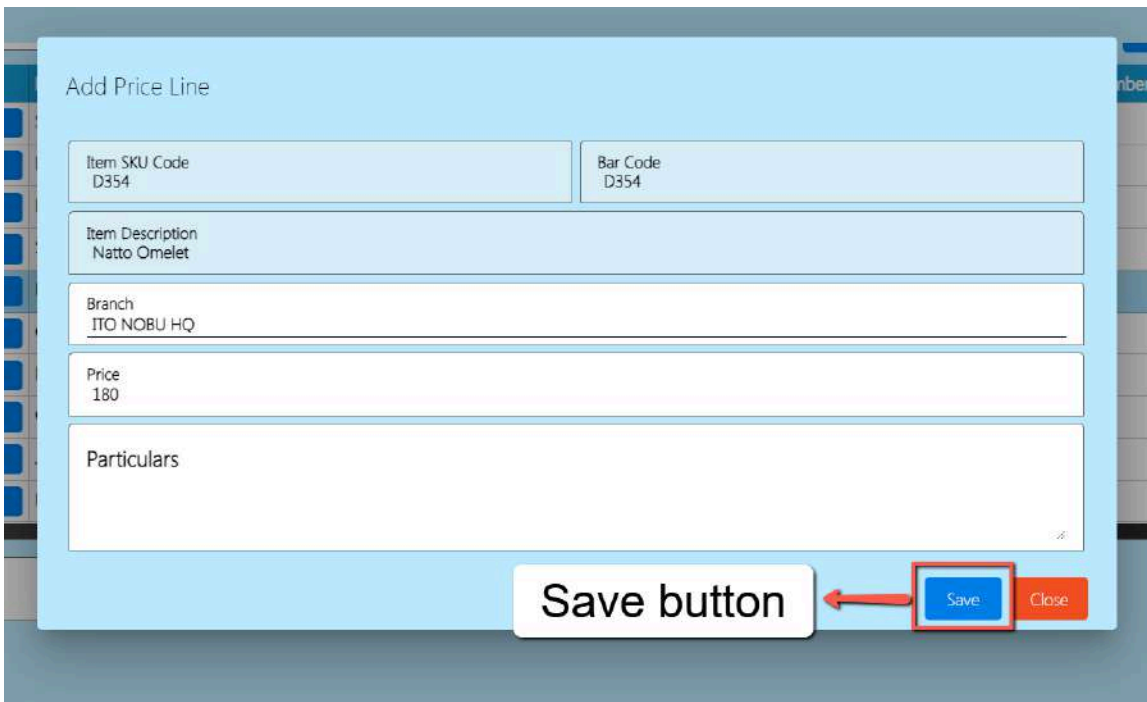


- f. Provide a correct Price value under the Price field.



The screenshot shows a light blue 'Add Price Line' form. It contains several input fields: 'Item SKU Code' (D354), 'Bar Code' (D354), 'Item Description' (Natto Omelet), and 'Branch' (ITO NOBU HQ). The 'Price' field is highlighted with a red border and contains the value '180'. A white box with the text 'Price' and a red arrow points to the 'Price' field. At the bottom right, there are 'Save' and 'Close' buttons.

g. Click the Save button.

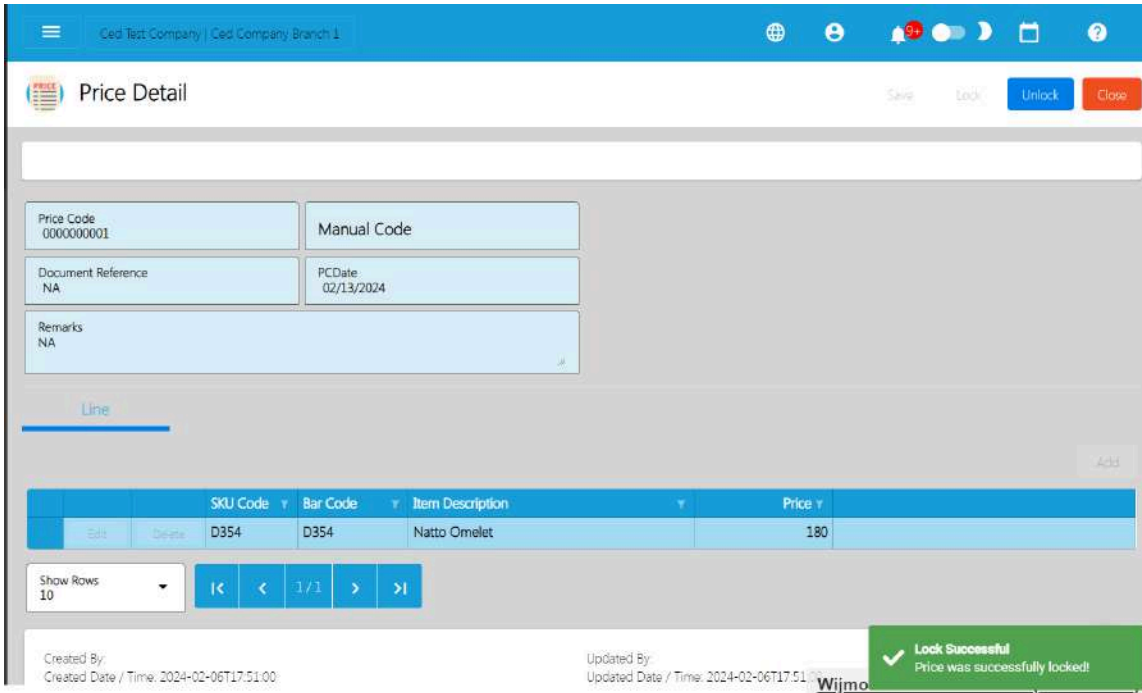


This screenshot is identical to the previous one, but with a white box containing the text 'Save button' and a red arrow pointing to the 'Save' button at the bottom right of the form.

h. If you wish to add more, please follow steps a-g.



## 6. Once everything is okay, click Save and Lock buttons.



The screenshot shows a web application interface for 'Price Detail'. The top navigation bar includes a menu icon, the text 'Ced Test Company | Ced Company Branch 1', and several utility icons. The main header area contains the title 'Price Detail' and action buttons: 'Save', 'Lock', 'Unlock', and 'Close'. Below the header is a form with several input fields: 'Price Code' (000000001), 'Manual Code', 'Document Reference' (NA), 'PCDate' (02/13/2024), and 'Remarks' (NA). A 'Line' section contains a table with one row: 'Natto Omelet' with a price of 180. The table has columns for 'SKU Code', 'Bar Code', 'Item Description', and 'Price'. Below the table is a pagination control showing 'Show Rows 10' and navigation arrows. At the bottom, there is a 'Created By' and 'Updated By' section, and a green notification box that says 'Lock Successful Price was successfully locked!' with a checkmark icon. The 'Wijmo' logo is visible in the bottom right corner.

SKU Code	Bar Code	Item Description	Price
D354	D354	Natto Omelet	180

## XII : System

### 12.0 Overview

The system module shows the following features of EasyFS. This module is rarely used and is part of the system setup when configuring the EasyFS for the first time.

Included in these modules are:

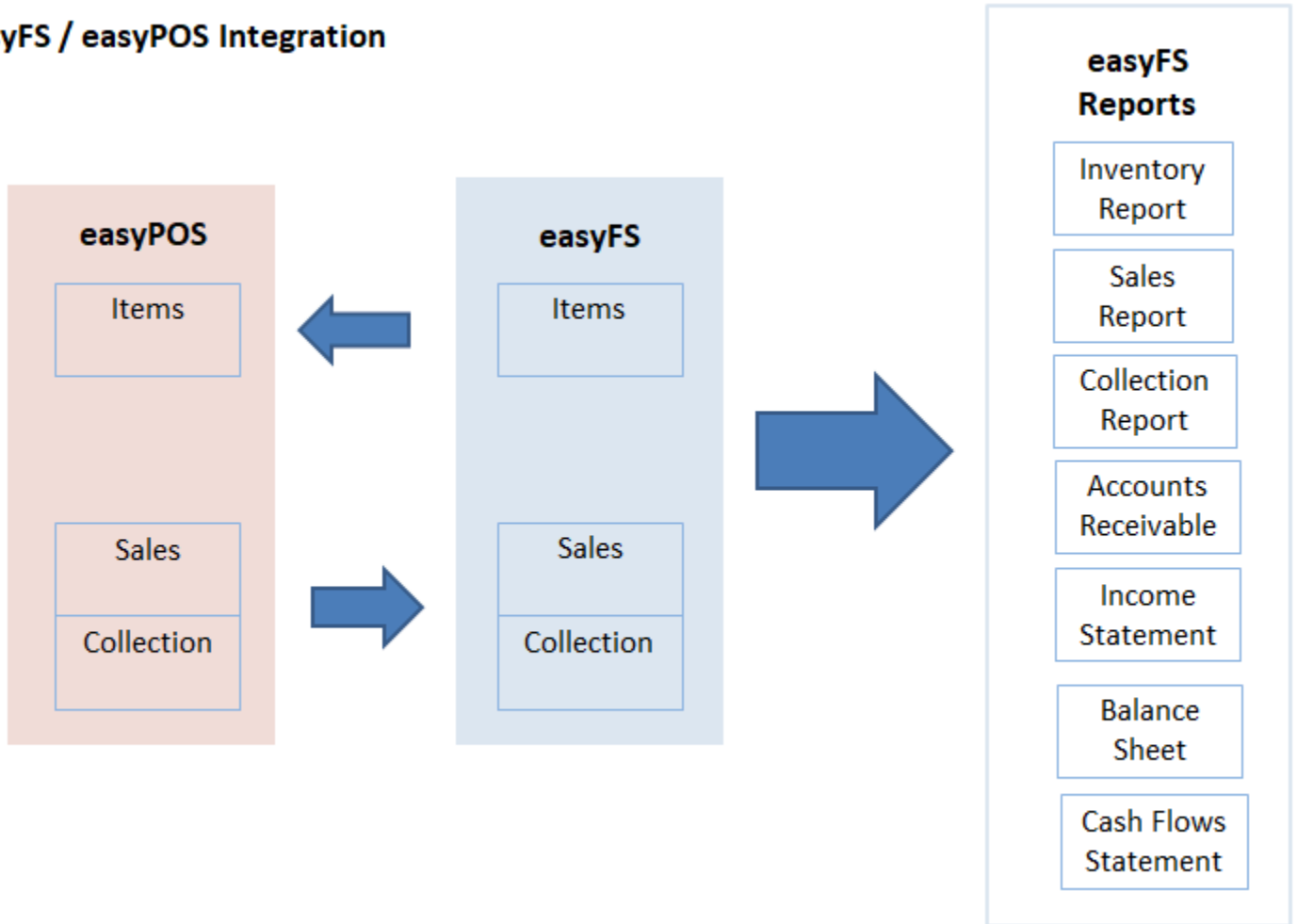
1. System Tables - includes the other masterfiles aside from the Major masterfiles such as Customer, Supplier, Items. This is where the user can add Discount Codes, Pay Types, Unit, Terms, Article Groups and Other Articles.

## 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:

## easyFS / easyPOS Integration



Modules	Integration	easyPOS	easyFS	Remarks
Items	easyFS --> easyPOS	View Only	Can Add, View, No Edit and Delete, Can Invisible	

Unit	easyFS --> easyPOS	View Only	Can Add, View, No Edit and Delete, Can Invisible	PCS, Bottle, Dozen, Grams
Supplier	easyFS --> easyPOS	-	Can Add, View, No Edit and Delete, Can Invisible	
Customer	easyFS --> easyPOS	Can Vew, No ADD, Edit and Delete	Can Add, View, No Edit and Delete, Can Invisible	
PO	No Integration	-	Can Add, View, No Edit and Delete, Can Invisible	
RR	easyFS --> easyPOS	Can Vew, No ADD, Edit and Delete	Can Add, View, No Edit and Delete, Can Invisible	
Stock IN	easyFS --> easyPOS	Can Vew, No ADD, Edit and Delete	Can Add, View, No Edit and Delete, Can Invisible	
Stock OUT	easyFS --> easyPOS	Can Vew, No ADD, Edit and Delete	Can Add, View, No Edit and Delete, Can Invisible	
Transfer	easyFS --> easyPOS	-	Can Add, View, No Edit and Delete, Can Invisible	
Sales	easyPOS --> easyFS	All Rights	Cannot Edit, Delete, View Only	Booking / Invoicing
Collection	easyPOS --> easyFS	All Rights	Cannot Edit, Delete, View Only	Cash, Credit, Other Payments
<b>Reports</b>	<b>Integration</b>	<b>easyPOS</b>	<b>easyFS</b>	<b>Remarks</b>

Inventory		XXX	View Only	
Sales	easyPOS --> easyFS	View Only	View Only	
Collection	easyPOS --> easyFS	View Only	View Only	

### 13.1.1 Benefits of Integration

Integration between easyPOS and easyFS can offer various benefits for businesses, streamlining operations and improving overall efficiency. Here are some key advantages of integrating POS and accounting systems:

#### Real-Time Data Accuracy

Integration ensures that sales transactions are automatically recorded in the accounting system in real-time. This reduces the risk of errors and provides accurate and up-to-date financial information.

#### Efficient Financial Management

By automating the transfer of sales data to the accounting system, businesses can efficiently manage financial processes, including invoicing, expense tracking, and reconciliation.

#### Time Savings

Integration eliminates the need for manual data entry, reducing the time and effort spent on reconciling sales and financial data. This allows employees to focus on more value-added tasks.

#### Inventory Management

easyPOS and easyFS integration helps synchronize inventory data. When a sale is made, inventory levels are automatically updated in both systems, preventing discrepancies and ensuring accurate stock information.

### **Improved Decision-Making**

Access to real-time, accurate financial data allows business owners and managers to make informed decisions promptly. They can analyze sales trends, track expenses, and identify opportunities for growth.

### **Financial Reporting**

Generate comprehensive financial reports that include sales data, expenses, and other relevant metrics. This allows for a better understanding of overall business performance.

### **Compliance and Accuracy**

Integration helps ensure compliance with accounting standards and government regulations (Ex. BIR and SEC). Accurate financial records are crucial for regulatory compliance and can contribute to the smooth auditing process.

### **Cash Flow Management**

Real-time tracking of sales and expenses facilitates better cash flow management. Business owners can monitor cash flow trends, identify potential issues, and plan for future financial needs.

### **Scalability**

As businesses grow, integrated systems can easily scale to accommodate increased transaction volumes and additional functionalities. This scalability supports the evolving needs of the business.

### **Reduced Manual Errors**

Automation reduces the likelihood of errors associated with manual data entry. This improves data accuracy and minimizes the risk of discrepancies between sales and financial records.

### **Streamlined End-of-Day Processes**

Integration simplifies end-of-day processes by automatically updating the accounting system with the day's sales data. This streamlines the closing procedures for each business day.

## **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**.



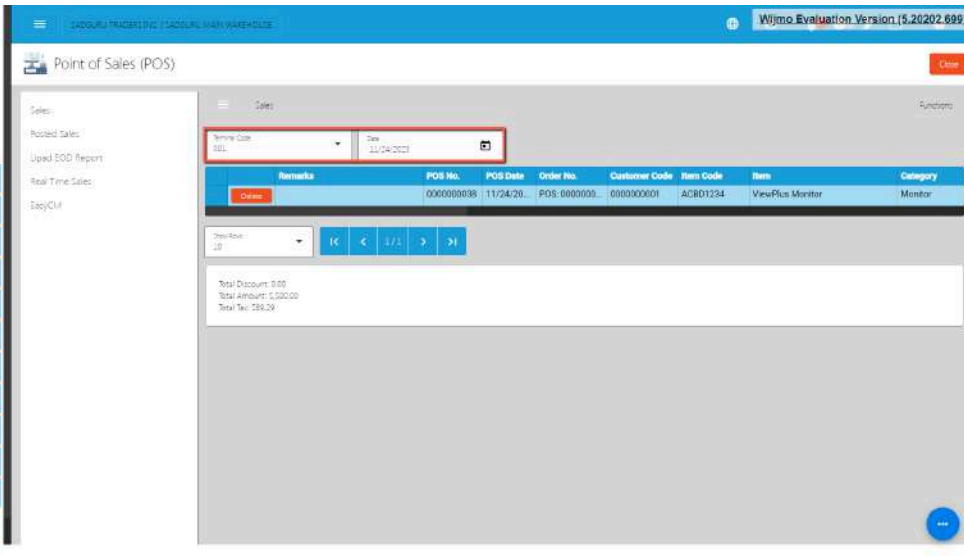
2. Under the Sales menu, this is where you will monitor the sales transactions from the easyPOS:

a. Select a correct Terminal Code and Date:

- **Terminal Code** → based on the easyPOS settings

- **Date** → easyPOS sales transaction

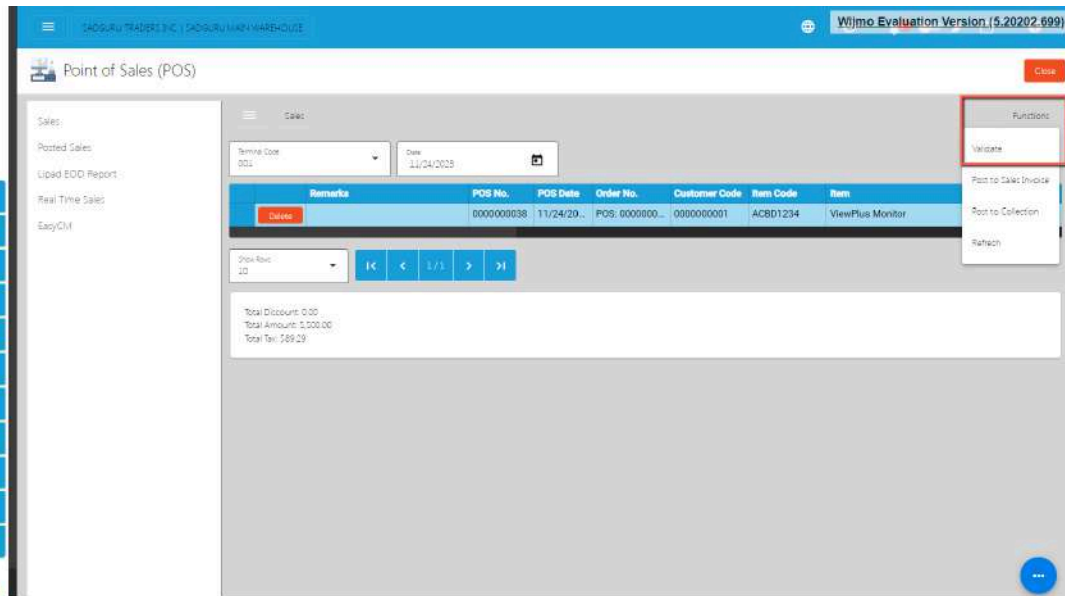
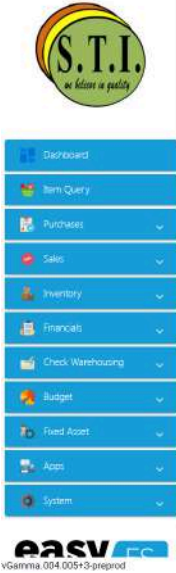
b. After that, Sales transactions from easyPOS will be displayed based on the provided **Terminal Code** and **Date**.



The screenshot shows the 'Point of Sales (POS)' interface. On the left is a navigation menu with options like Dashboard, Item Query, Purchase, Sales, Inventory, Financials, Check Warehousing, Budget, Ticket Asset, App, and System. The main area displays a 'Sales' table with columns: Remarks, POS No., POS Date, Order No., Customer Code, Item Code, Item, and Category. A single transaction is listed with a 'Monitor' category. Below the table is a summary box showing 'Total Discount: 0.00', 'Total Amount: 5,000.00', and 'Total Tax: 286.29'. A 'Functions' button is visible in the top right corner.

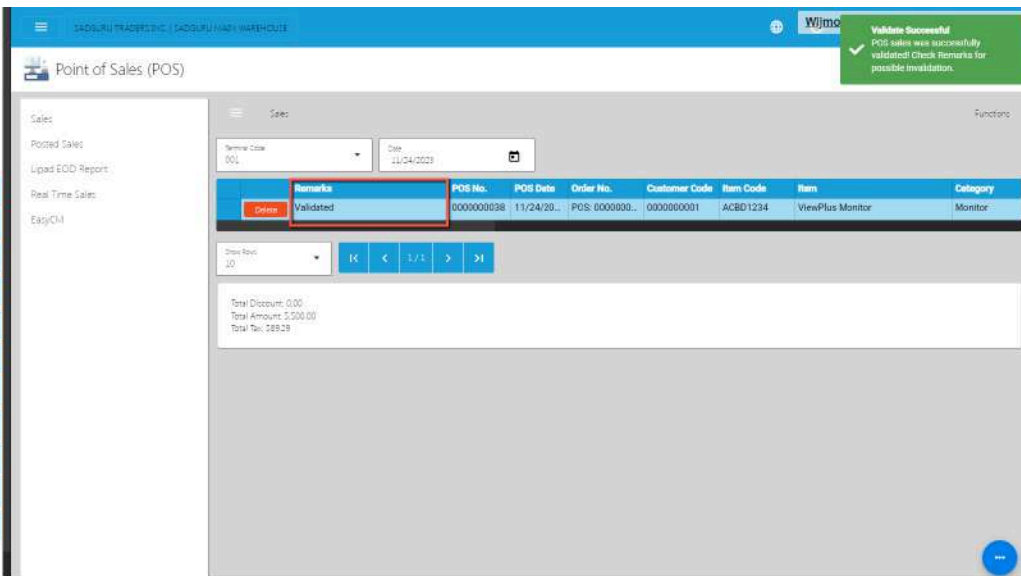
c. Before posting it to the easyFS Sales Invoice, you need to validate it first.

d. To validate the sales transactions, click the **Functions** button then click **Validate** button.



e. Once validation is complete, check the Remarks column value:

- **Remarks** is equal to **VALIDATED**, this means that you can now post this to the Sales Invoice.



- **Remarks** is not equal to **VALIDATED**. Below are the listed errors along with their explanations and recommended actions for resolution:

## 1. Item is Unlock

- **Explanation:** This error indicates that the Item is currently in an unlock. Leaving an item in an unlocked state will result in it being excluded from sales transactions and will not be deducted from inventory. This situation can lead to discrepancies in both sales records and inventory levels between the easyPOS system and the easyFS.
- **Resolution:** To solve this issue, follow these simple steps:
  1. Go to the Master Files, then select Item.
  2. Search the item using the item barcode. The barcode should be found where it says the item is unlocked. Check the screenshot below to see where to find the barcode with the error.
  3. Click the Edit button.
  4. Look for the Lock button, then click.

## 2. Customer not Found

- **Explanation:** This error indicates that the Customer is currently unlocked or not added on the easyFS system.
- **Resolution:** To solve this issue, follow these simple steps:
  - 1.

## 3. Discount not Found

- **Explanation:** This error indicates that the Discount is not added on the easyFS system or its Manual Code from easyFS does not match to the easyPOS.

- **Resolution:**

#### 4. Item Barcode not Found

- **Explanation:** This error indicates that the Item Barcode is not added on the easyFS system.

- **Resolution:**

#### 5. Tax Mismatch

- **Explanation:** This error indicates that the Taxes Manual Code from the easyFS system does not match to the easyPOS.

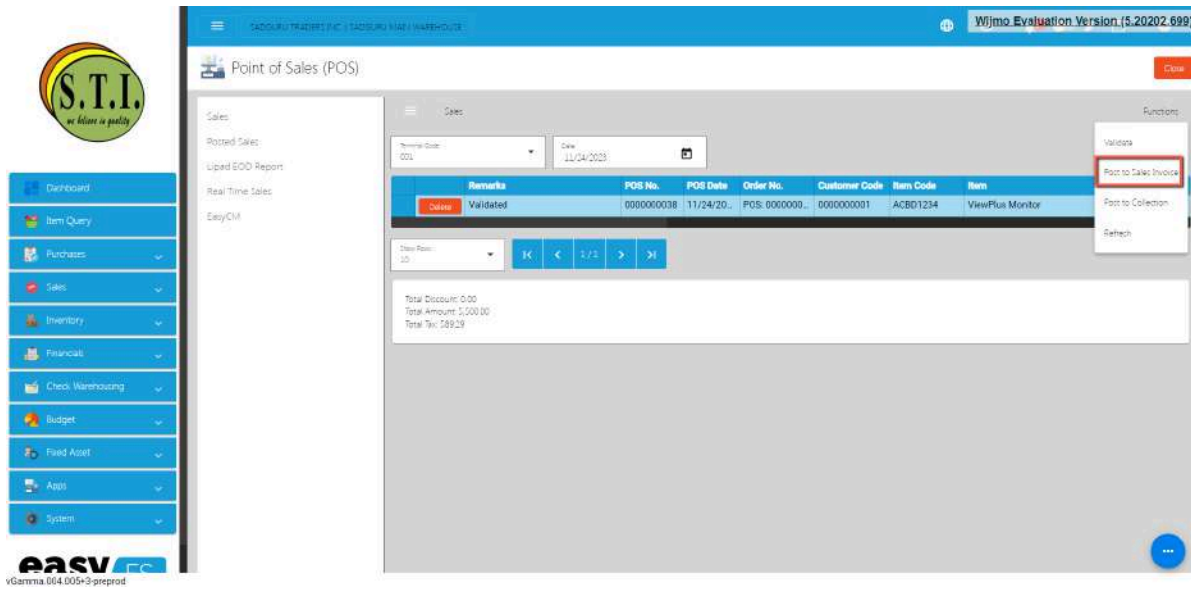
- **Resolution:**

#### 6. Service Item not Found

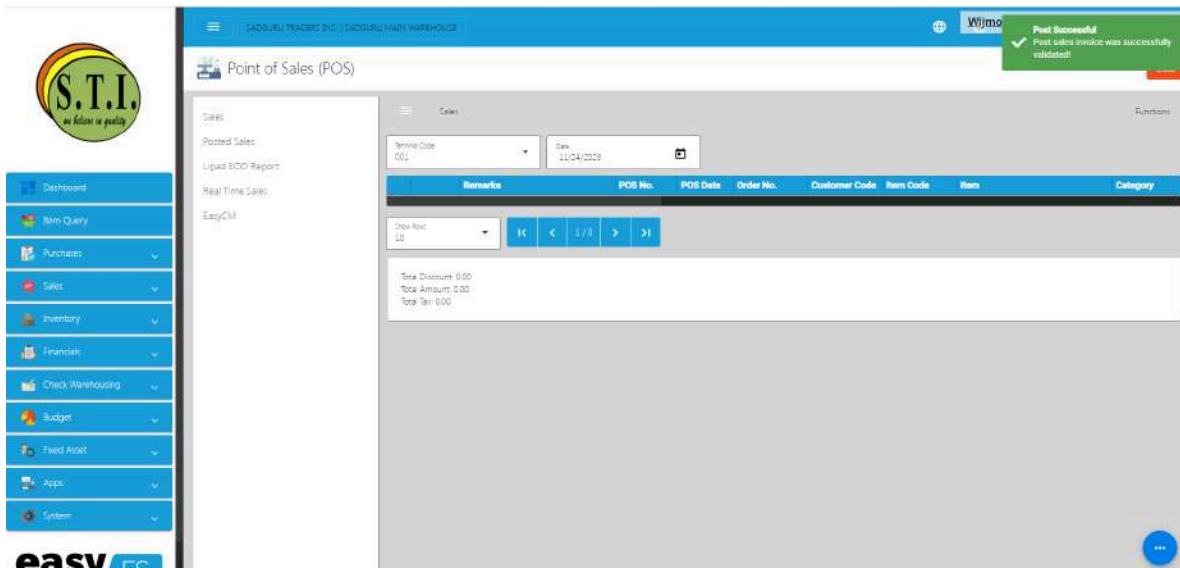
- **Explanation:** This error indicates that the Service Charge item is unlocked or not added on the easyFS system.

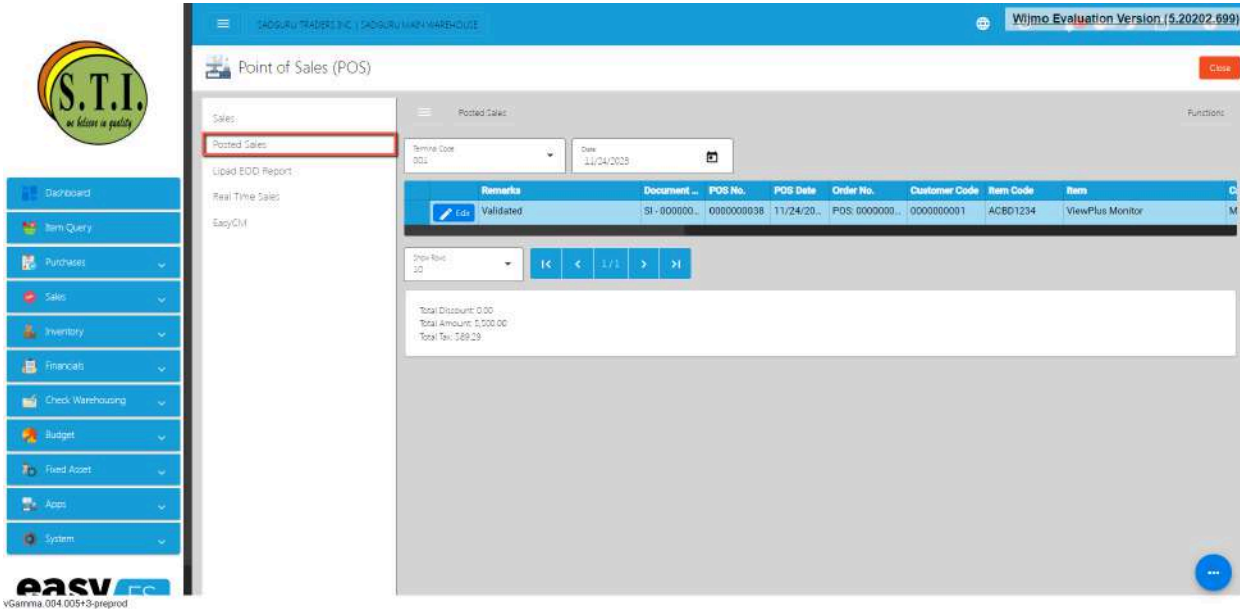
- **Resolution:**

- f. To post the validated sales to the Sales Invoice, click again the **Functions** button, then click the **Post to Sales Invoice** button.



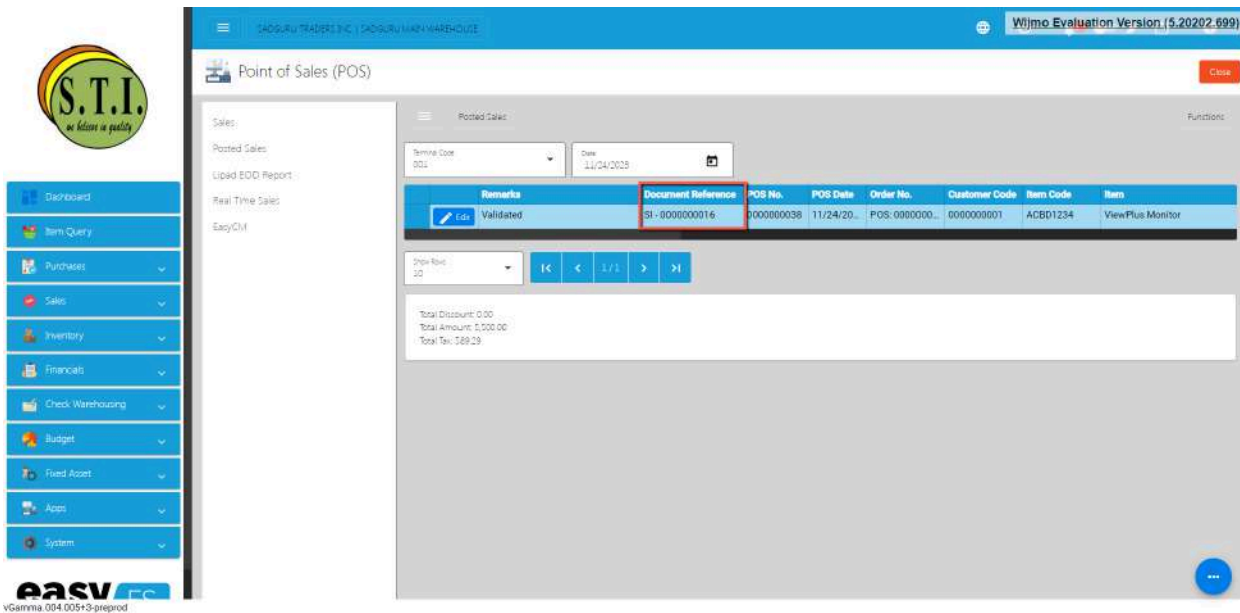
g. This time, validated sales transactions are removed from the Sales module, and are moved to the **Posted Sales** module.





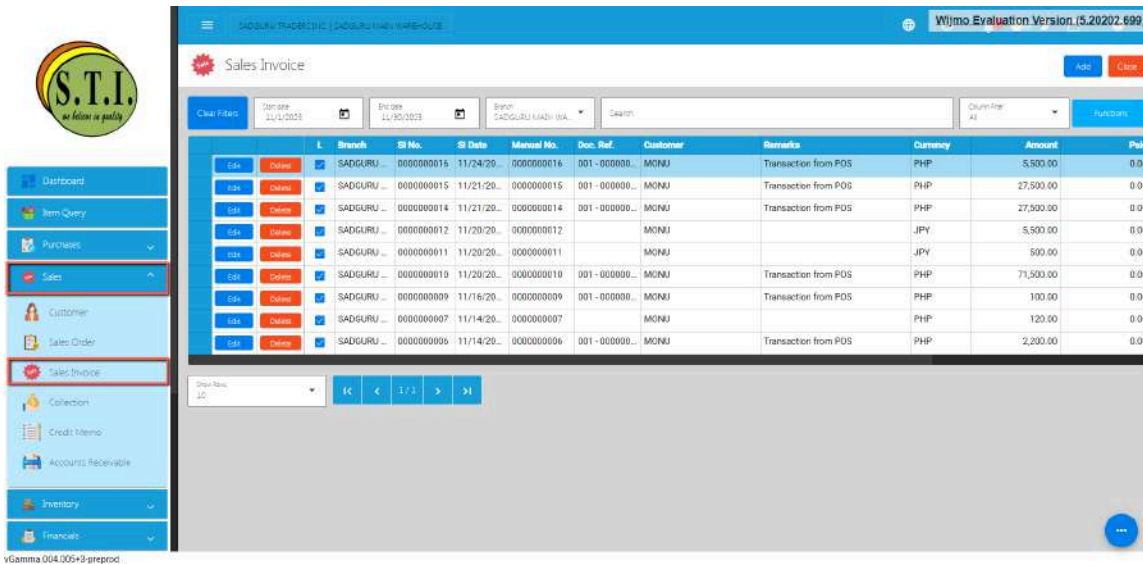
The screenshot shows the 'Point of Sales (POS)' interface. On the left is a navigation menu with items like Dashboard, Item Query, Purchases, Sales, Inventory, Financials, Check Warehousing, Budget, Fixed Asset, Apps, and System. The main area displays a 'Posted Sales' table with columns: Remarks, Document Reference, POS No., POS Date, Order No., Customer Code, Item Code, and Item. A single row is visible with 'Validated' in the Remarks column and 'SI-000000016' in the Document Reference column. Below the table, summary statistics are shown: Total Discount: 0.00, Total Amount: 1,000.00, and Total Tax: 59.29.

- 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.



This screenshot is similar to the previous one but highlights the 'Document Reference' column in the 'Posted Sales' table with a red box. The value 'SI-000000016' is clearly visible in this column, which is the Sales Invoice Number.

- 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**.



**S.T.I.**  
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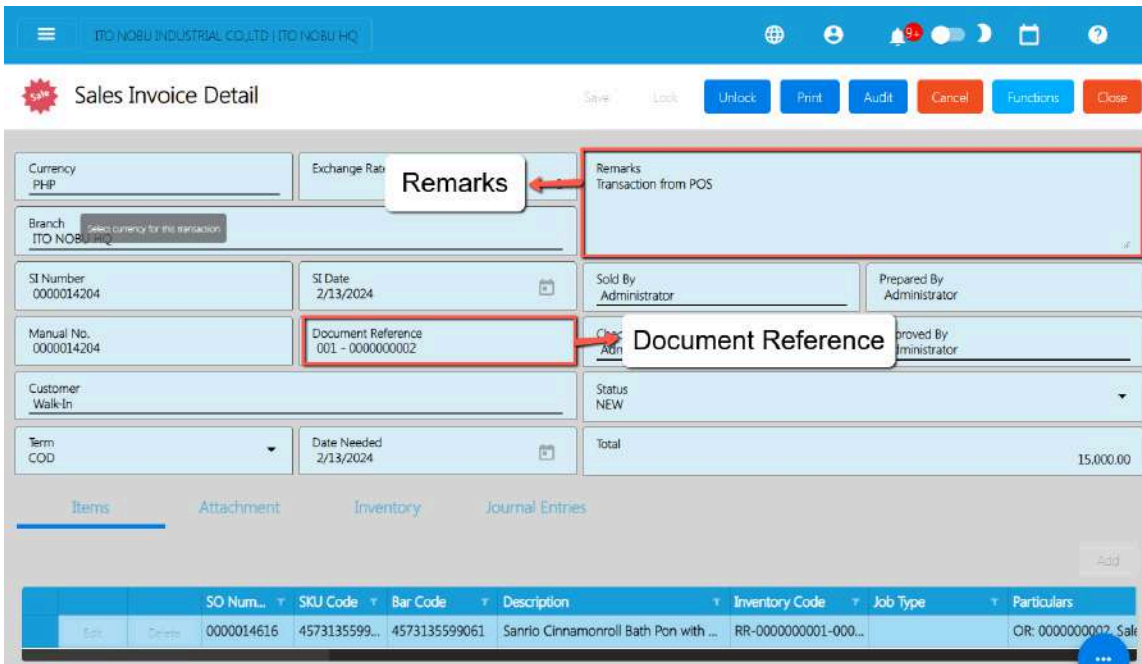
WJmo Evaluation Version (5.20202.699)

Sales Invoice

Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount	Pak.
SADGURU...	000000016	11/24/20...	000000016	001-000000...	MCNU	Transaction from POS	PHP	5,500.00	0.00
SADGURU...	000000015	11/21/20...	000000015	001-000000...	MCNU	Transaction from POS	PHP	27,500.00	0.00
SADGURU...	000000014	11/21/20...	000000014	001-000000...	MCNU	Transaction from POS	PHP	27,500.00	0.00
SADGURU...	000000012	11/20/20...	000000012	001-000000...	MCNU	Transaction from POS	JPY	5,500.00	0.00
SADGURU...	000000011	11/20/20...	000000011	001-000000...	MCNU	Transaction from POS	JPY	500.00	0.00
SADGURU...	000000010	11/20/20...	000000010	001-000000...	MCNU	Transaction from POS	PHP	71,500.00	0.00
SADGURU...	000000009	11/16/20...	000000009	001-000000...	MCNU	Transaction from POS	PHP	100.00	0.00
SADGURU...	000000007	11/14/20...	000000007	001-000000...	MCNU	Transaction from POS	PHP	120.00	0.00
SADGURU...	000000006	11/14/20...	000000006	001-000000...	MCNU	Transaction from POS	PHP	2,200.00	0.00

vGamma 004\_005+3-preprod

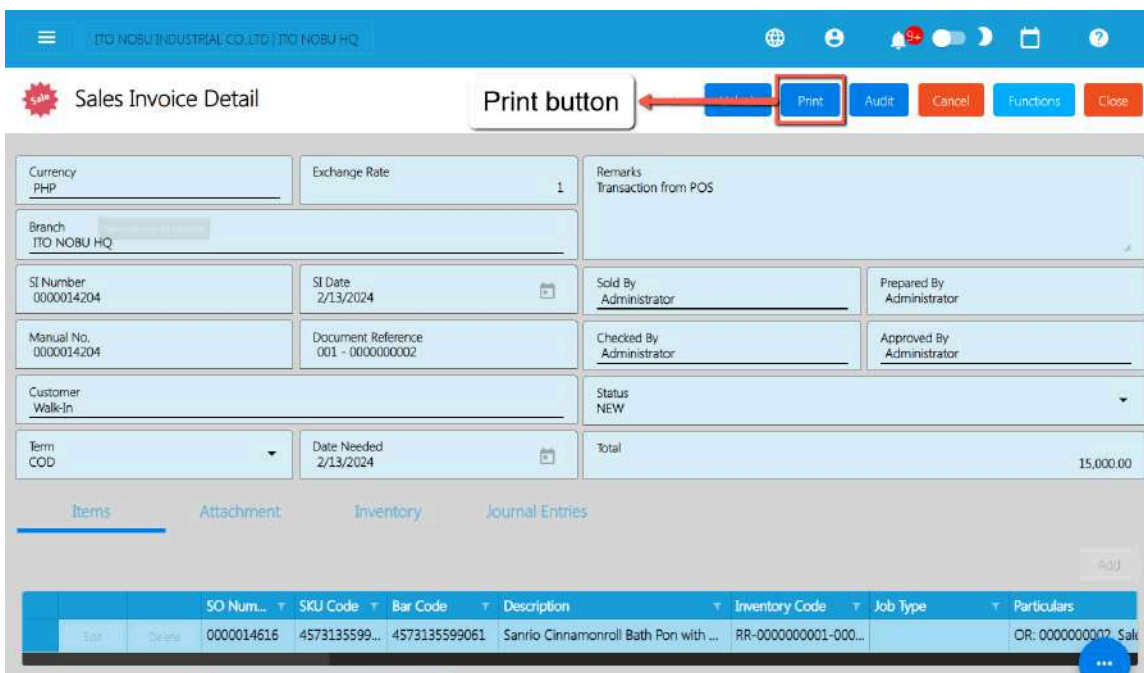
- j. Look for the Sales Invoice Number or you may use the Search bar to look for the Sales Invoice Number.
- k. Click the Edit button to review the details. To give you a hint that it is coming from the easyPOS:
  - Sales Invoice's **Remarks** field is automatically provided with "**Transaction from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



The screenshot shows the 'Sales Invoice Detail' form in a web application. The form includes fields for Currency (PHP), Exchange Rate, Branch (ITO NOBU HQ), SI Number (000014204), SI Date (2/13/2024), Manual No. (000014204), Customer (Walk-In), Term (COD), and Date Needed (2/13/2024). A 'Remarks' field contains 'Transaction from POS'. A 'Document Reference' field contains '001 - 0000000002'. The 'Total' is 15,000.00. The form has buttons for 'Save', 'Lock', 'Unlock', 'Print', 'Audit', 'Cancel', 'Functions', and 'Close'. A red box highlights the 'Document Reference' field, and a red arrow points to it from the label 'Document Reference'. Another red box highlights the 'Remarks' field, and a red arrow points to it from the label 'Remarks'.

SO Num...	SKU Code	Bar Code	Description	Inventory Code	Job Type	Particulars
0000014616	4573135599...	4573135599061	Sanrio Cinnamonroll Bath Pon with ...	RR-0000000001-000...		OR: 0000000002 Sale

- If you want to see who is the POS Agent doing that sales, just click the Print button to print the sales invoice and look for the POS Agent.



This screenshot is similar to the previous one, but with a red box around the 'Print' button and a red arrow pointing to it from the label 'Print button'. The form content is identical to the previous screenshot.



EXEMPT

Printed February 13, 2024 01:16 PM

**DELIVERY RECEIPT**

<b>Customer:</b>	Walk-In	<b>No:</b>	SI-0000014204
<b>Email Address:</b>	sampleemail@easyfis.com	<b>Branch:</b>	ITO NOBU HQ
<b>Business Style:</b>	NA	<b>Date:</b>	February 13, 2024
<b>Address:</b>	NA, NA NA NA	<b>Date Needed:</b>	February 13, 2024
<b>Contact Person:</b>	NA	<b>Manual No:</b>	0000014204
<b>Contact No.:</b>	NA	<b>Document Ref:</b>	001 - 0000000002
<b>TIN:</b>	000-000-000	<b>Sold By</b>	Administrator
<b>Term:</b>	COD	<b>POS Agent:</b>	cashier → POS Agent
<b>Remarks</b>	Transaction from POS		

Qty.	Unit	SKU	Barcode	Description	Lot Number	Expiry	Price	Discount Rate(%)	Discount Amount	Amount
100.00	Pc(s)	45731355 99061	45731355 99061	Sanrio Cinnamonroll Bath Pon with Micro Figure 1 pc			150.00	0.00	0.00	15,000.00
<b>TOTAL</b>										<b>P 15,000.00</b>

VATable Sales:	0.00	Total Sales (VAT Inclusive):	15,000.00
VAT Amount:	0.00	Less VAT:	0.00
Non VAT Amount:	15,000.00		

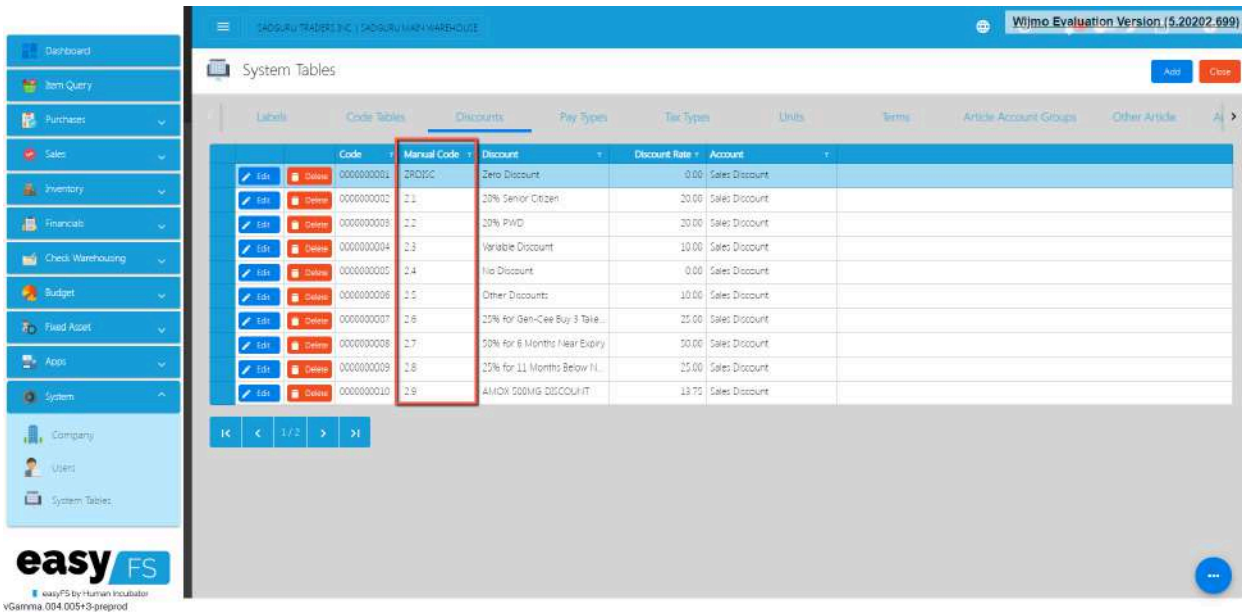
Evaluation Version (5.20202.699)

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

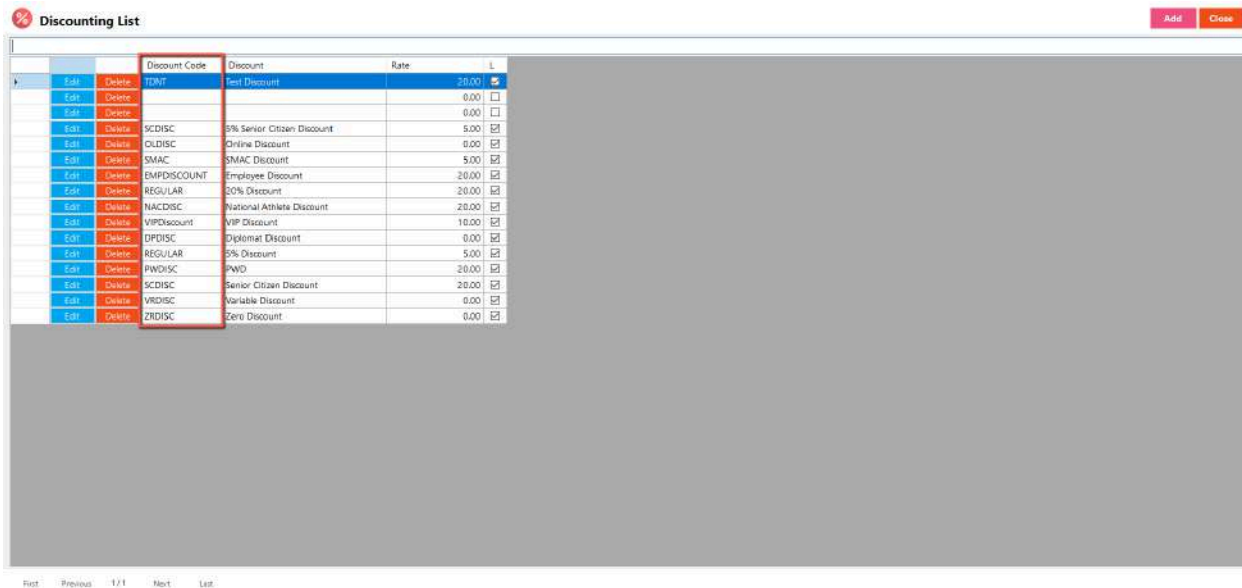
### 13.5.1 EasyPOS Integration

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**.

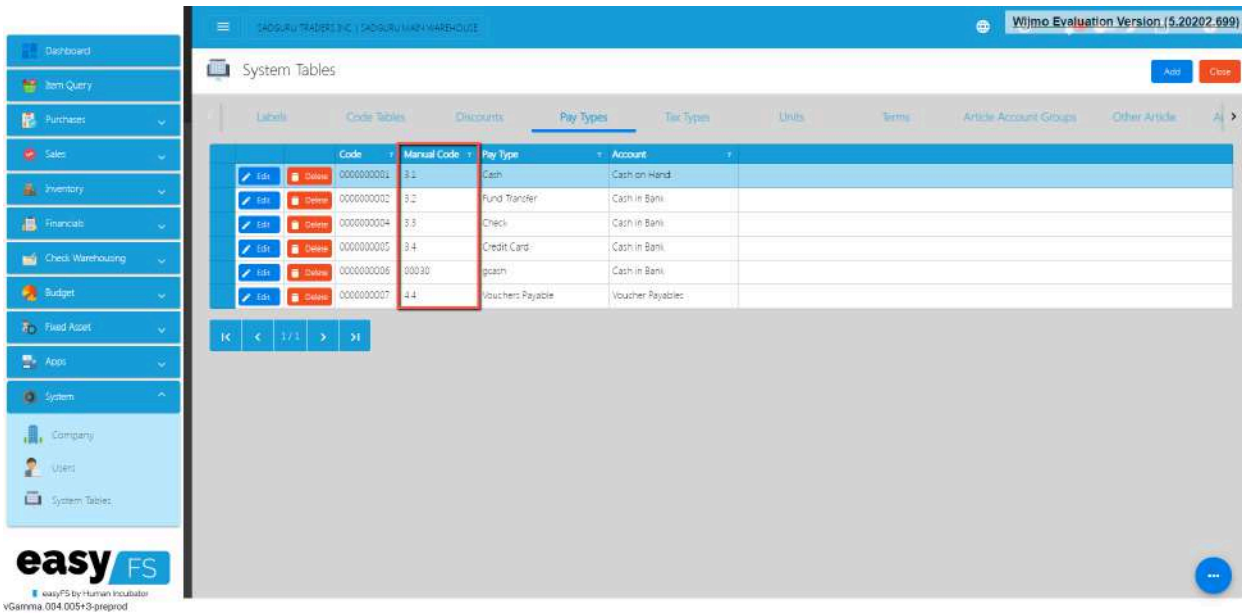


Code	Manual Code	Discount	Discount Rate	Account
0000000001	ZRDISC	Zero Discount	0.00	Sales Discount
0000000002	2.1	20% Senior Citizen	20.00	Sales Discount
0000000003	2.2	20% PWD	20.00	Sales Discount
0000000004	2.3	Variable Discount	10.00	Sales Discount
0000000005	2.4	No Discount	0.00	Sales Discount
0000000006	2.5	Other Discounts	10.00	Sales Discount
0000000007	2.6	25% For Gen-Cee Buy 3 Take...	25.00	Sales Discount
0000000008	2.7	50% for 6 Months Near Expiry	50.00	Sales Discount
0000000009	2.8	25% for 11 Months Below H...	25.00	Sales Discount
0000000010	2.9	AMDX 500MG DISCOUNT	18.75	Sales Discount

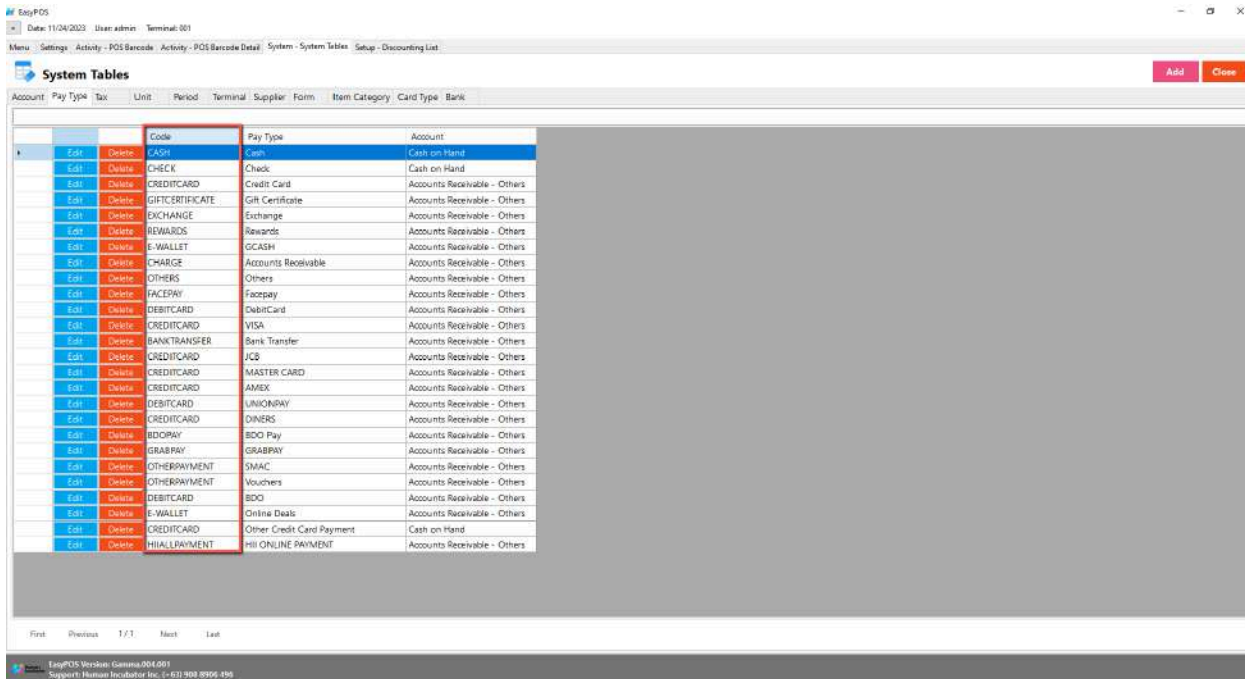


Discount Code	Discount	Rate
TDINT	Test Discount	20.00
		0.00
		0.00
SCDISC	9% Senior Citizen Discount	5.00
OLDISC	Online Discount	0.00
SMAC	SMAC Discount	5.00
EMPDISCOUNT	Employee Discount	20.00
REGULAR	20% Discount	20.00
NACDISC	National Athlete Discount	20.00
VIPDISCOUNT	VIP Discount	10.00
DPDISC	Diplomat Discount	0.00
REGULAR	5% Discount	5.00
PWDISC	PWD	20.00
SCDISC	Senior Citizen Discount	20.00
VRDISC	Variable Discount	0.00
ZRDISC	Zero Discount	0.00

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

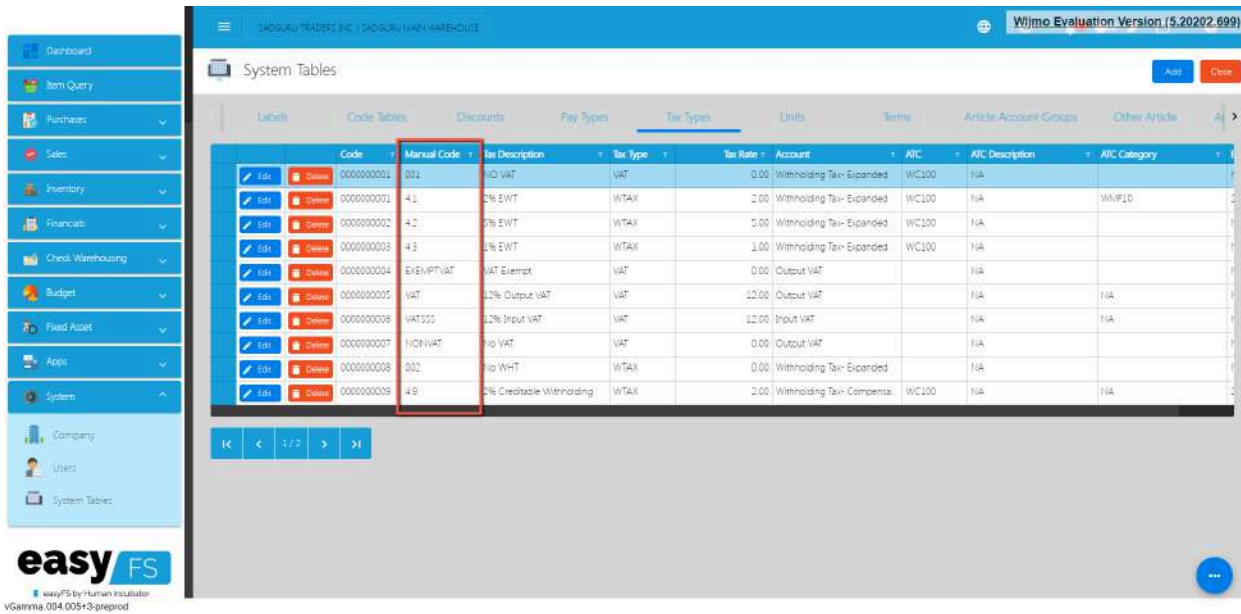


Code	Manual Code	Pay Type	Account
0000000001	3.1	Cash	Cash on Hand
0000000002	3.2	Fund Transfer	Cash in Bank
0000000004	3.3	Check	Cash in Bank
0000000005	3.4	Credit Card	Cash in Bank
0000000006	00030	GCASH	Cash in Bank
0000000007	4.4	Vouchers Payable	Voucher Payables



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	UNIONPAY	Accounts Receivable - Others
CREDITCARD	DINERS	Accounts Receivable - Others
BDO PAY	BDO Pay	Accounts Receivable - Others
GRABPAY	GRABPAY	Accounts Receivable - Others
OTHERPAYMENT	SMAC	Accounts Receivable - Others
OTHERPAYMENT	Vouchers	Accounts Receivable - Others
DEBITCARD	BDO	Accounts Receivable - Others
E-WALLET	Online Debit	Accounts Receivable - Others
CREDITCARD	Other Credit Card Payment	Cash on Hand
HILLPAYMENT	Hill ONLINE PAYMENT	Accounts Receivable - Others

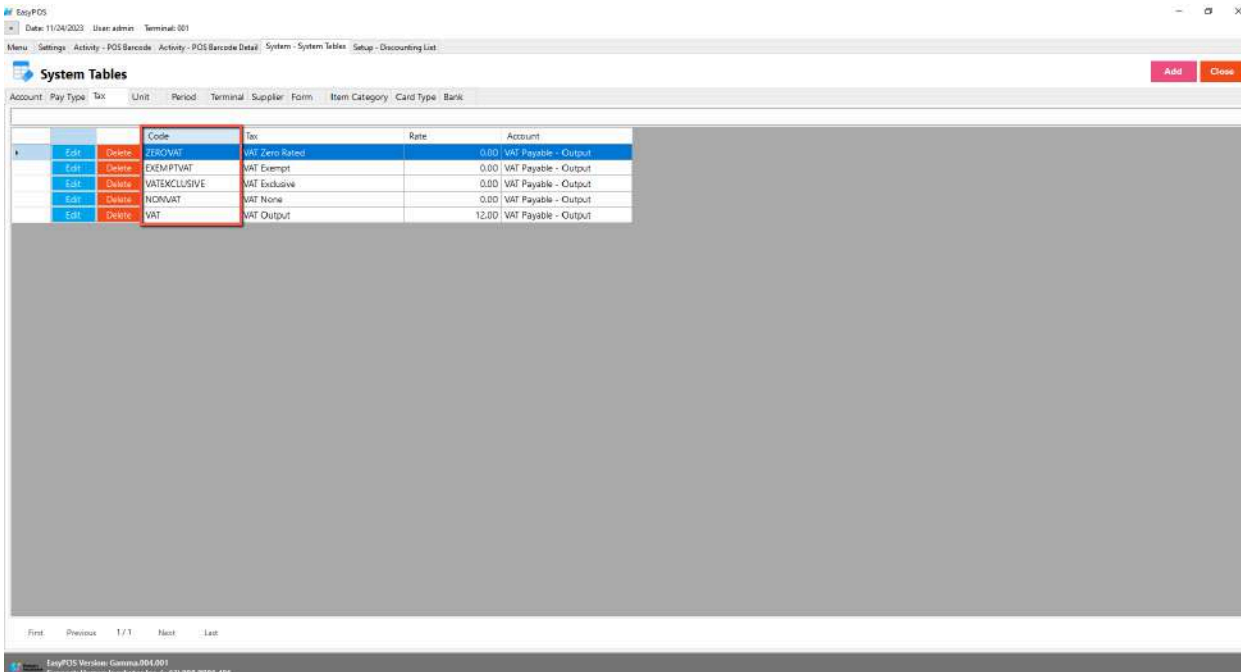
3. Make sure that the Manual Code for **Tax Types** should be the same on the easyPOS' **Tax Code**.



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System Tables

Code	Manual Code	Tax Description	Tax Type	Tax Rate	Account	A/C	A/C Description	A/C Category
000000001	001	NO VAT	VAT	0.00	Withholding Tax- Expanded	WC100	NA	
000000001	4.1	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	WVFD
000000002	4.2	3% EWT	WTAX	3.00	Withholding Tax- Expanded	WC100	NA	
000000003	4.3	1% EWT	WTAX	1.00	Withholding Tax- Expanded	WC100	NA	
000000004	EXEMPTVAT	VAT Exempt	VAT	0.00	Output VAT		NA	
000000005	VAT	12% Output VAT	VAT	12.00	Output VAT		NA	NA
000000006	VAT55	12% Input VAT	VAT	12.00	Input VAT		NA	NA
000000007	NONVAT	NO VAT	VAT	0.00	Output VAT		NA	NA
000000008	002	NO WHT	WTAX	0.00	Withholding Tax- Expanded		NA	
000000009	4.9	2% Creditable Withholding	WTAX	2.00	Withholding Tax- Compena	WC100	NA	NA



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

Code	Tax	Rate	Account
ZEROVAT	VAT Zero Rated	0.00	VAT Payable - Output
EXEMPTVAT	VAT Exempt	0.00	VAT Payable - Output
VATEXCLUSIVE	VAT Exclusive	0.00	VAT Payable - Output
NONVAT	VAT None	0.00	VAT Payable - Output
VAT	VAT Output	12.00	VAT Payable - Output

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”.
- 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 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.
  - For the inventory transaction, all “**Stock In**”, “**Stock Out**” and “**Stock Transfer**” should be made in the EasyFS.
  - 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.

## IX: Definition of Terms

## X: FAQ

1. Question: What is the relationship between Inventory report, stock count and inventory ledger posting. Which one is the parent feature among three?

*Answer: The relationship between Inventory Report, Stock Count and Inventory Ledger is this. Inventory Report is the Final Output of the Two. Stock Count and Inventory Ledger are transaction forms to finally Generate an Accurate Inventory Report.*

2.