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EasyFS Users Manual

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Table of Contents

I: Introduction **9**
1.1 Overview 9
1.2 EasyFS Process 13
1.3 Purpose of this User Manual 16
1.4 Who Should Use This Manual 17
1.4 Best Practices and System Limitations 17
1.4.1 Setting up the Master Files 17
1.4.2 Internet Connection 21
1.4.3 Device Shutdown 21
II. Version History **23**
2.1 Overview 23
2.2 Gamma.003.001 23
2.3 Gamma.004.003 23
2.4 Gamma.004.004 23
2.5 Gamma.004.004 24
2.6 Gamma.004.004 24
2.7 Gamma.004.005 25
III: Getting Started **26**
3.1 Introduction 26
3.2 Accessing EasyFS 26
3.2.1 Logging In 26
3.2.2 Forgot Password 27
3.2.3 The Dashboard Page 28
3.2.4 Navigating EasyFS 32
IV: Master Files **39**
4.0 Overview 39
4.1 Setup Master Files 42
4.1.1 Item 42
4.1.1.1 How to Add an Item Manually 43
Unit Conversion 53
Price 54

General Ledger Accounts 56
Save and Lock 58
4.1.1.2 Add Item Via Import Function 58
4.1.2 Customer 77
4.1.2.1 Add Customer Manually 77
4.1.2.2 Add Customer Via Import Function 80
4.1.3 Supplier 93
4.1.3.1 Add Supplier Manually 93
4.1.3.2 Add Supplier Via Import Function 95
4.1.4 Company 106
Company List 107
Company Detail 107
4.1.5 Users 109
Users List 109
Users Detail 110
4.1.6 Chart of Accounts 112
4.1.6.1 Chart of Accounts Lists 112
4.1.6.2 Manual Add Chart of Accounts 113
4.1.6.2 Add Chart of Accounts via Upload Account 115
4.2 Update Master Files 121
4.2.1 Item 121
4.2.1.1 Manual Update Item Detail 121
4.2.1.2 Update Item Detail in Bulk 124
4.2.2 Supplier 130
4.2.2.1 Manual Update Supplier Detail 130
4.2.2.1 Update Supplier Detail in Bulk 134
4.2.3 Customer 141
4.2.3.1 Manual Update Customer Detail 141
4.2.3.1 Update Customer Detail in Bulk 144
V: Transactions 152
5.1 Overview 152
5.2 Purchases Transaction Module 154
5.2.1 Purchase Request 156
Overview 156
Purchase Request List 157
Purchase Request Detail 157
5.2.2 Purchase Order 162
Overview 162

Purchase Order List 162
Purchase Order Detail 163
Purchase Order Transaction via Upload Template 171
5.2.3 Receiving Receipt 175
Overview 175
Receiving Receipt Detail 175
Receiving Receipt List 176
5.2.4 Disbursement 184
Overview 184
Disbursement List 184
Disbursement Detail 185
5.2.5 Debit Memo 190
Debit Memo List 190
Debit Memo Detail 191
Debit Memo Transaction via Upload Template 195
5.3 Sales Transaction Module 199
5.3.1 Sales Order 202
Overview 202
Sales Order List 202
Sales Order Detail 203
Sales Order Transaction via Upload Template 208
5.3.2 Sales Invoice 213
Overview 213
Sales Invoice List 213
Sales Invoice Detail 214
Sales Invoice Transaction via Upload Template 222
5.3.3 Collection 227
Overview 227
Collection List 227
Collection Detail 228
Collection Transaction via Upload Template 232
Overview 238
Scenario 1: Single Branch 239
Item Creation/Management 240
Purchase Order 240
Receiving Receipt 240
Sales Invoice 240
Inventory Report 241

Scenario 2: Multi-Branch 241
Item Creation/Management 241
Stock Transfer Request 241
Stock Transfer 242
Sales Invoice 242
Inventory Report 242
Scenario 3: Extra-Ordinary Activities 243
Extraordinary Stock In 243
Extraordinary Stock Out 243
Scenario 4: Multi-Branch with EasyPOS Integration 244
Item Creation/Management 245
Supplier Creation/Management 245
Customer Creation/Management 245
Purchase Order 245
Receiving Receipt 246
Sales (easyPOS) 246
Official Receipt (easyPOS) 246
POS Apps (easyFS) 246
Sales Invoice 247
Collection/ Payment 247
Inventory Report 247
5.4.1 Stock In 247
Overview 247
Stock In List 248
Stock In Detail 248
Customer Return via Stock In 256
5.4 Stock Out 268
Overview 268
Stock Out List 268
Stock Out Detail 269
Supplier Return via Stock Out 276
5.5 Stock Transfer Request 291
Overview 291
Stock Transfer Request List 291
Stock Transfer Request Detail 291
5.6 Stock Transfer 296
Overview 296
Stock Transfer List 296

Stock Transfer Detail 297
5.7 Stock Withdrawal 305
Overview 305
Stock Withdrawal List 306
Stock Withdrawal Detail 306
5.8 Stock Count 306
Stock Count List 306
Stock Count Detail 307
5.9 Inventory Ledger 307
Inventory Ledger List 307
Inventory Ledger Detail 308
5.5: Financials Transactions 309
7.2 Bank Reconciliation 309
Bank Reconciliation Detail 309
7.3 Journal Voucher 310
Overview 310
Journal Voucher List 310
Journal Voucher Detail 312
Reports 313
Accounts Payable Reports 313
Accounts Payable Report 313
Accounts Payable Voucher Report 317
Accounts Payable By Currency Report 320
Purchase Request Summary Report 322
Purchase Request Detail Report 323
Purchase Order Summary Report 324
Purchase Order Detail Report 326
Receiving Receipt Summary Report 327
Receiving Receipt Detail Report 328
Disbursement Summary 329
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. 331

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

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

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. 333

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 333

Top Purchased Item Report 333

Top Supplier Report 334

Cancelled Purchase Request Report 336

Cancelled Purchase Order Report 337

Cancelled Receiving Receipt Report 338

5. Select branch you want to generate
6. Click Functions to Download Data
7. XLS File will be downloaded 340

Accounts Receivable Reports 340

Accounts Receivable Report 340

Accounts Receivable Summary Report 343

Accounts Receivable by Term Report 345

Accounts Receivable by Currency Report 346

Statement of Account 346

Statement of Account (By Date Range) 347

Financial Reports 348

General Journal 350

General Ledger 352

Trial Balance 353

Balance Sheet 354
Account Ledger 357
Disbalance Journal Entries 360
Income Statement 362
Cash Flow Statement 365
VIII : Check Warehousing 369
8.1 Check Warehousing 369
Check Warehousing List 369
Check Warehousing Detail 370
8.2 Check Writer 370
Check Writer Detail 371
IX : Budget 372
9.0 Overview 372
9.1 Budget Manager 372
Budget Manager List 372
Budget Manager Detail 373
9.2 Cash Flow Projection 374
Cash Flow Projection List 374
Cash Flow Projection Detail 375
X : Fixed Asset 376
10.0 Overview 376
Fixed Asset List 378
10.2 Asset Disposal 379
Asset Disposal List 379
Asset Disposal Detail 380
XI : Apps 381
11.0 Overview 381
11.1 Price 381
11.1.1 Overview 381
11.1.2 How to Setup a Price 381
XII : System 388
12.0 Overview 388
XIII: Integration 388
13.1 Overview 388
13.1.1 Benefits of Integration 391
13.2 Types of Integration 393
13.2.1 EasyPOS Integration Overview 393
Benefits: 393

13.3 How to Set Up Integrations 393
13.3.1 EasyPOS Integration 393
13.4 Managing Integrations 394
13.4.1 EasyPOS Integration 394
13.5 Guidelines for Integrations: Do’s and Don'ts 400
13.5.1 EasyPOS Integration 400
IX: Definition of Terms 405
X: FAQ 405

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.

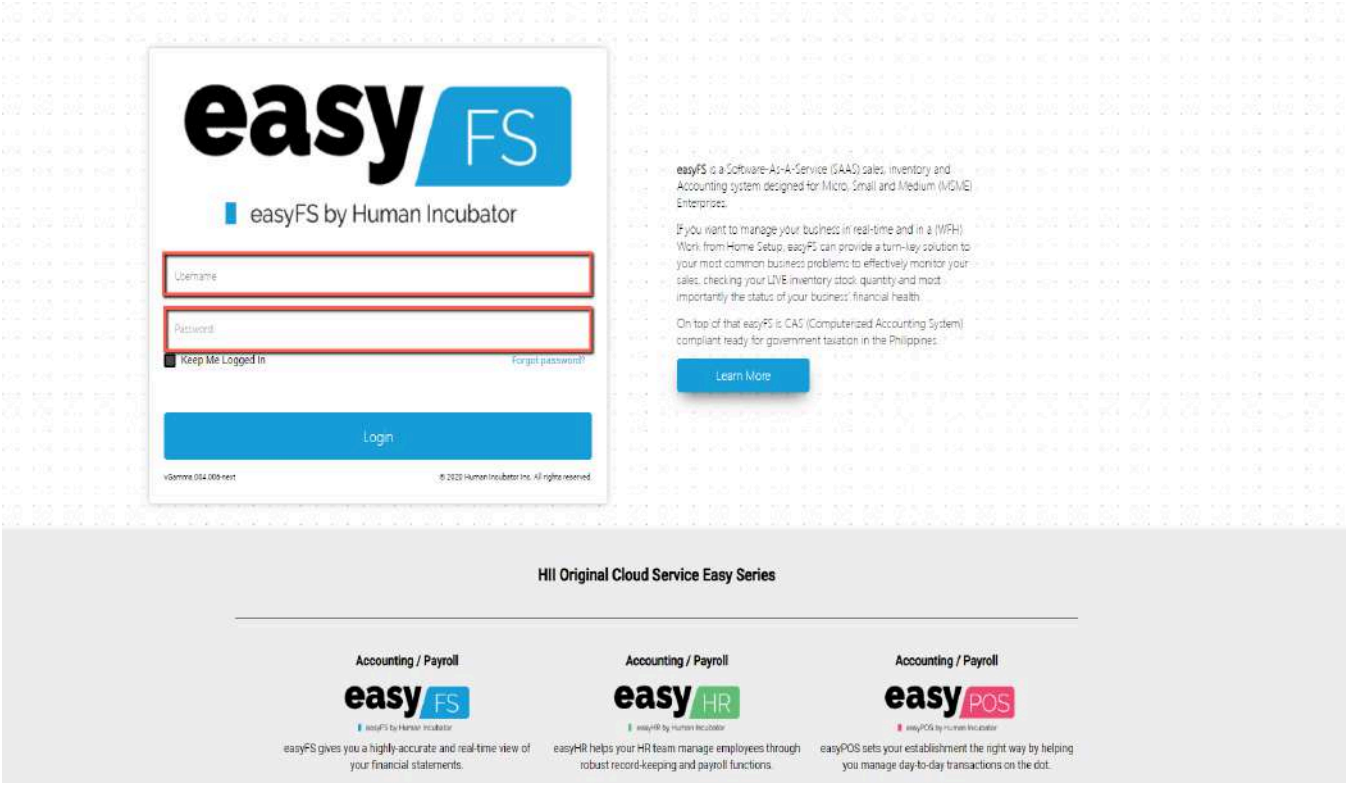
3.2 Accessing EasyFS

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/”.

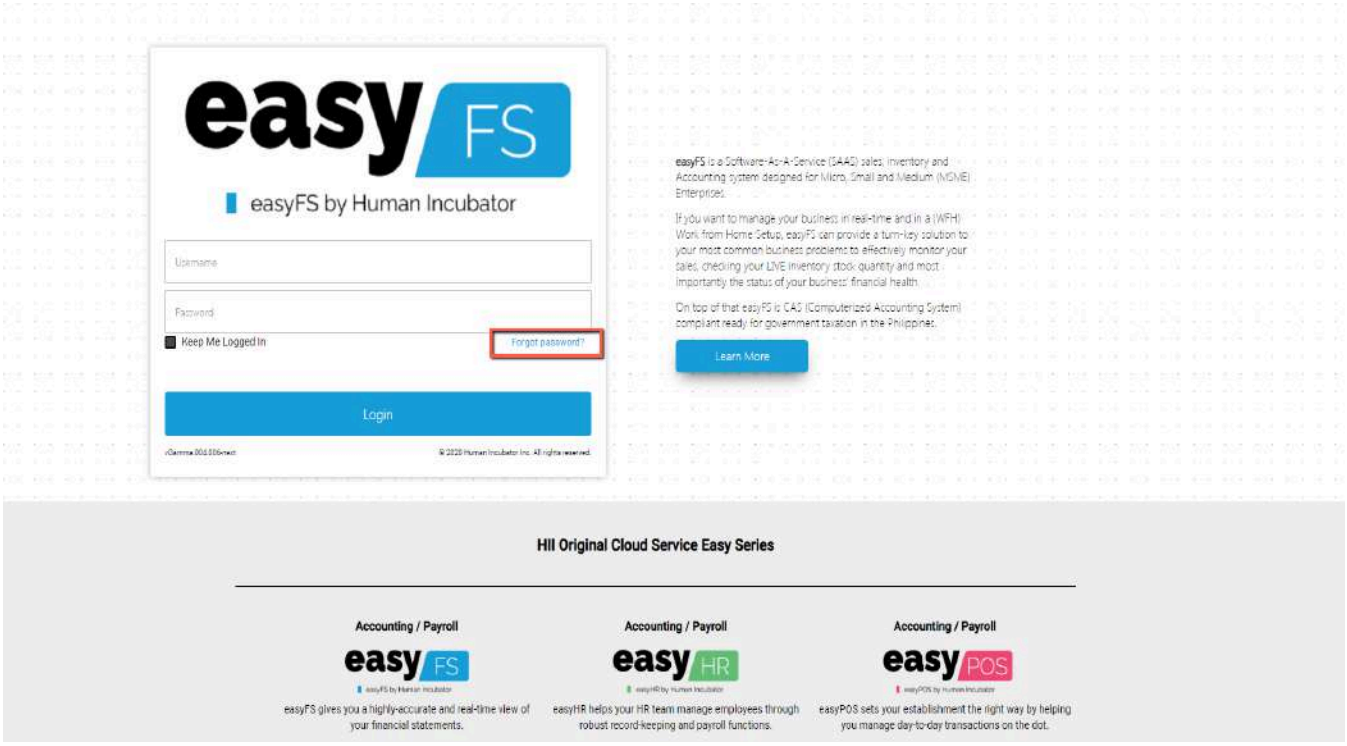
3. **Enter your credentials**: You will be redirected to the login page. Here, enter your username and password. Make sure to use the correct credentials associated with your EasyFS account. If you have no account yet, better inform the System’s Administrator to create you an account.



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

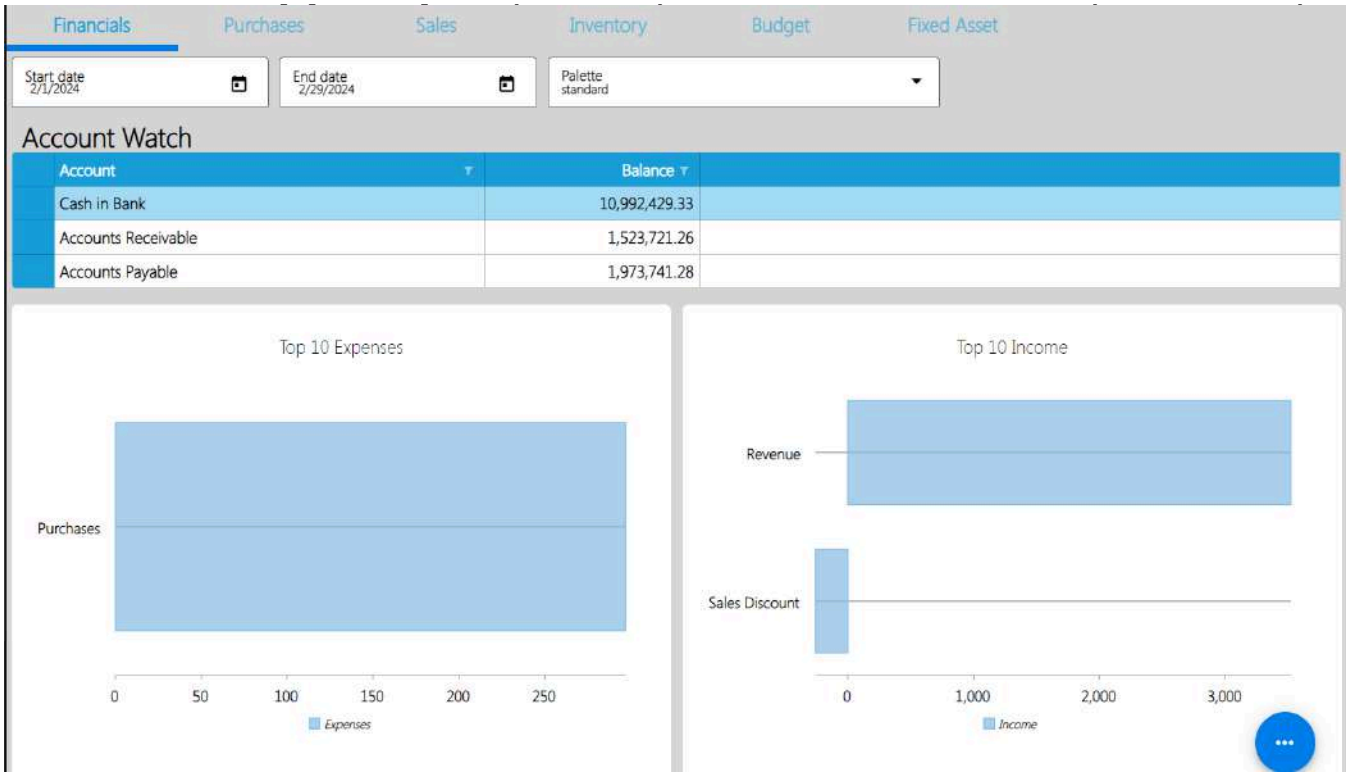
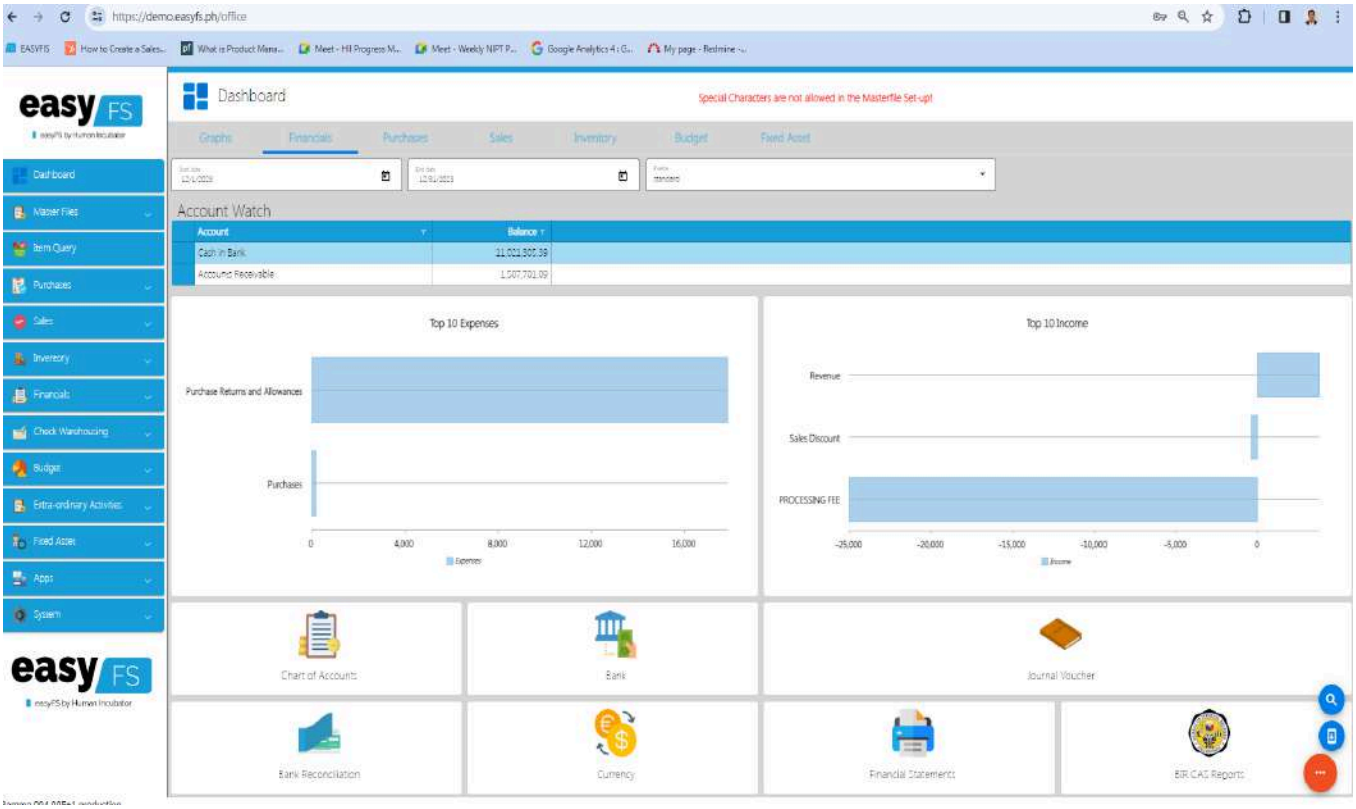
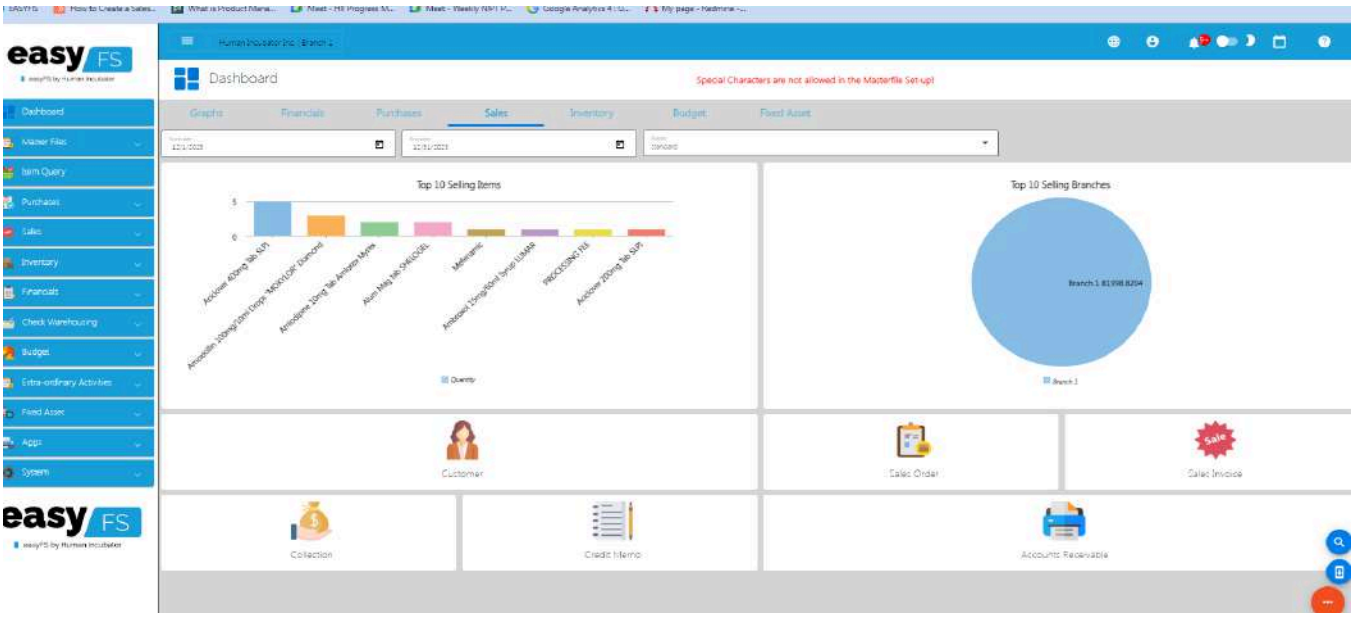

Financials
Purchases
Sales
Inventory
Budget
Fixed Asset
Start date 2/1/2024
End date 2/29/2024
Palette standard
Account Watch
Account
Balance
Cash in Bank 10,992,429.33
Accounts Receivable 1,523,721.26
Accounts Payable 1,973,741.28
Top 10 Expenses
Purchases
0 50 100 150 200 250
Expenses
Top 10 Income
Revenue
Sales Discount
0 1,000 2,000 3,000
Income

Chart of Accounts
Bank
Journal Voucher
Bank Reconciliation
Currency
Financial Statements
BIR CAS Reports

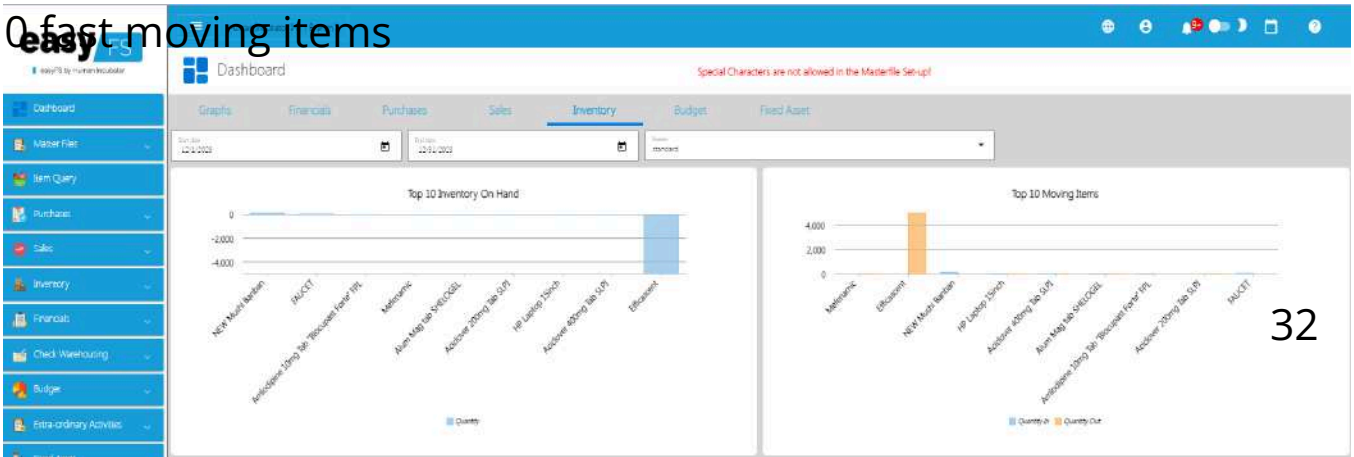


Purchases Dashboard - shows the top 10 Purchased Items and top 10 Suppliers in graphical representation.

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



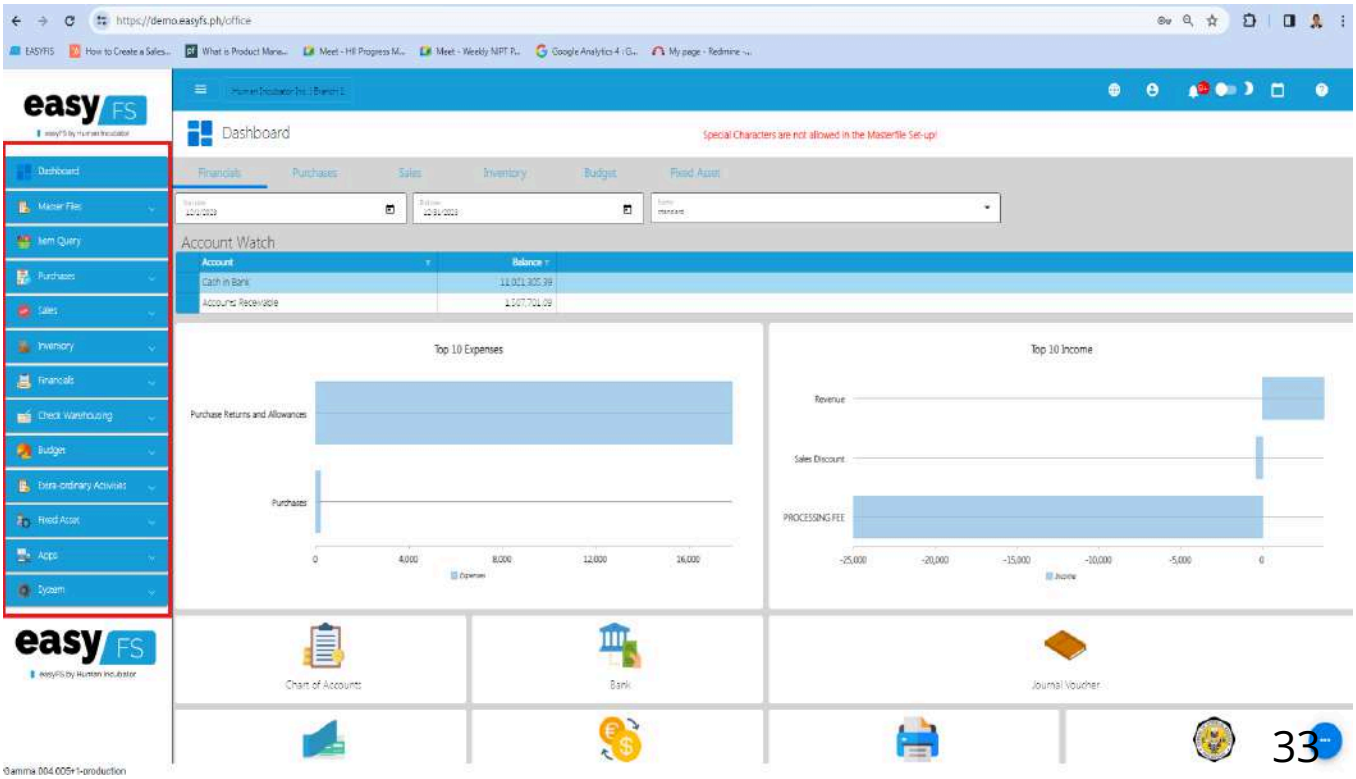
Inventory Dashboard - Displays the top 10 Inventory on Hand Quantity and top 10 fast moving items



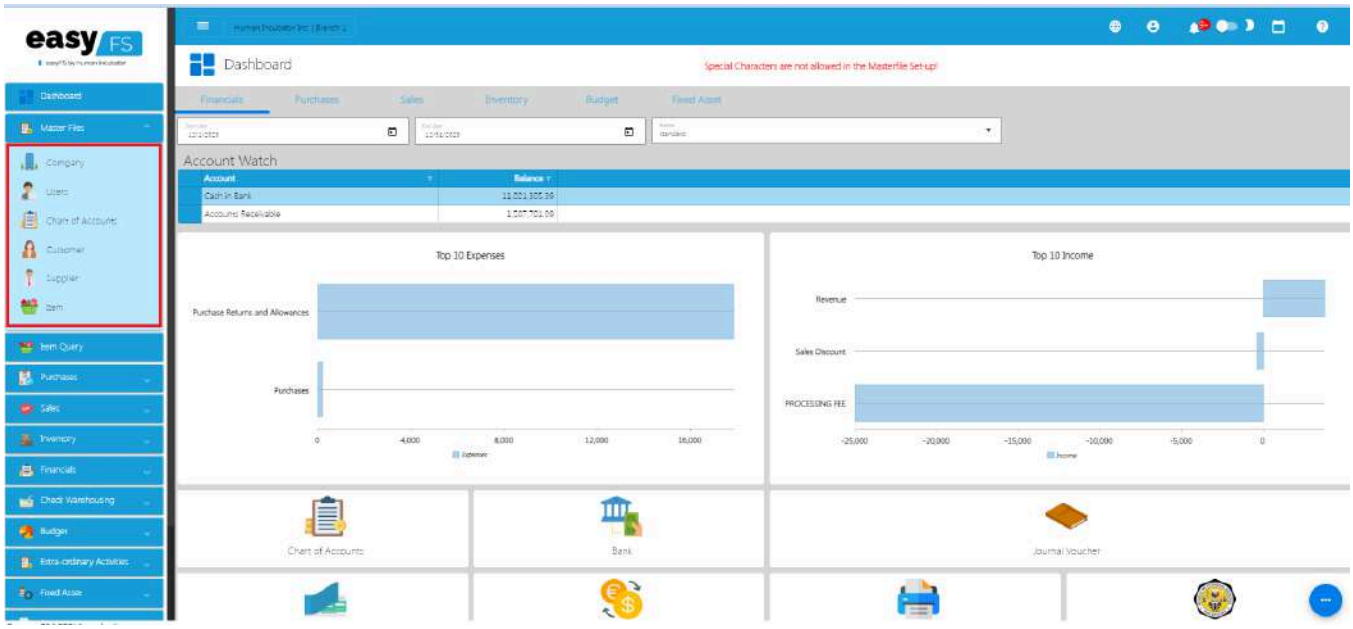
3.2.4 Navigating EasyFS

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.

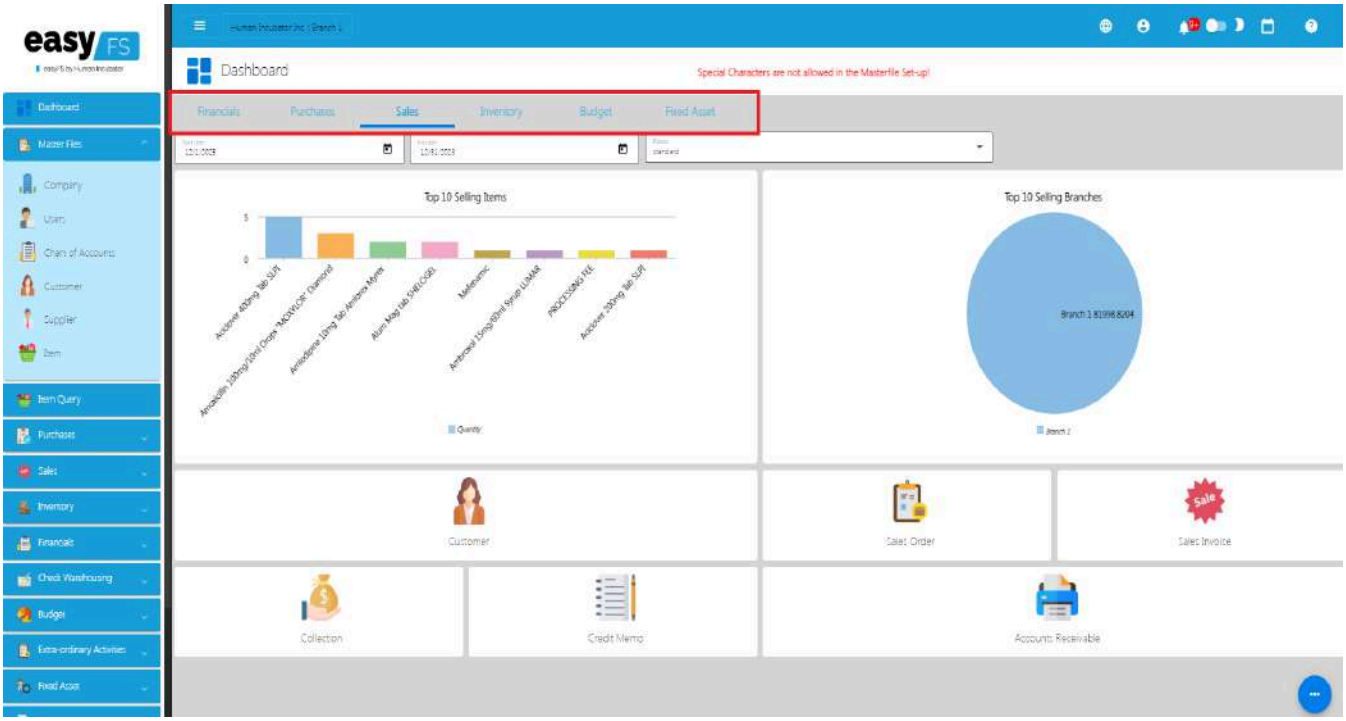


2. **Sub-Menus** - Appears when a user selects an option from the main menu. Contains more specific options related to the selected main menu item

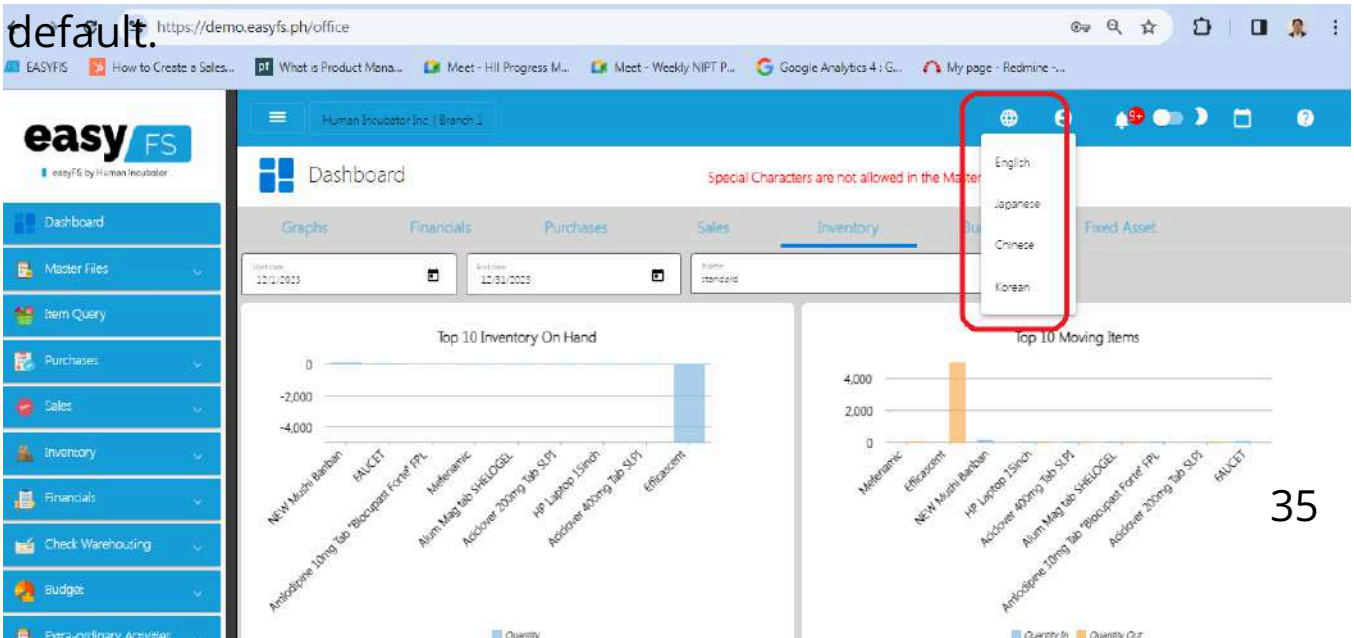


3. **Tabs** - refers to a graphical control element that allows users to navigate between different sections or content within the same window or view . Tabs are often used to organize and present

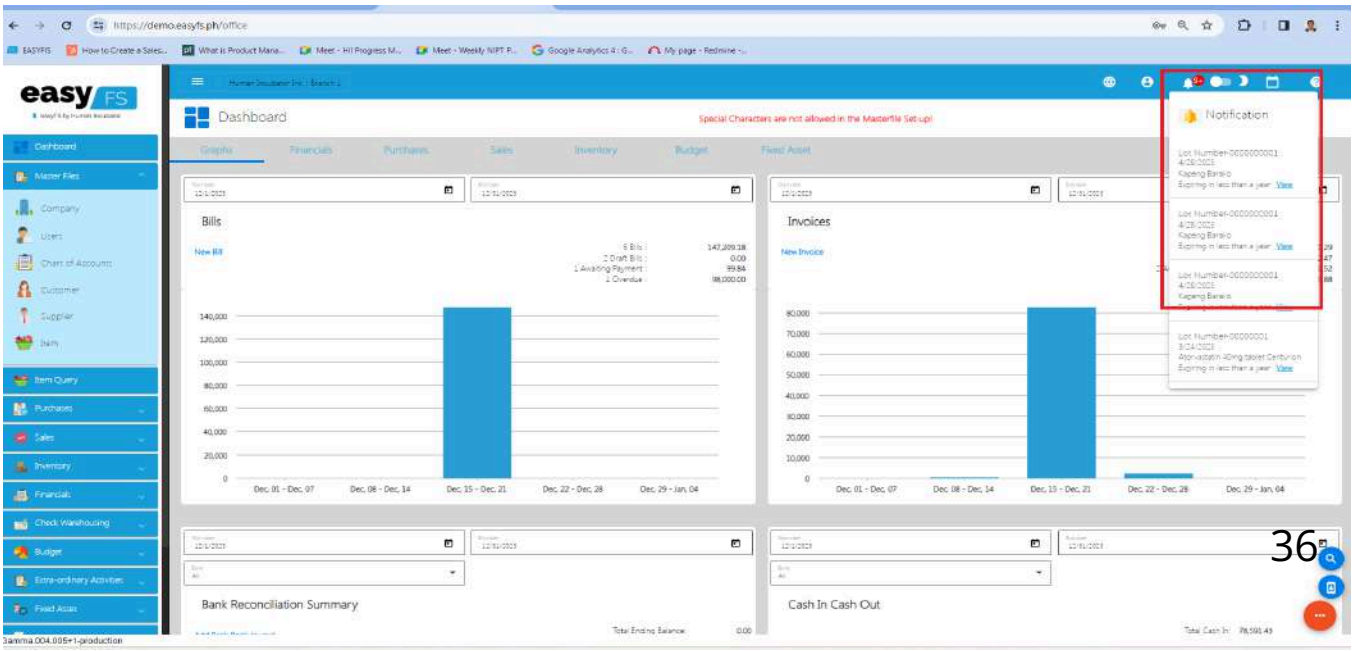
information in a way that is both visually and functionally clear.



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.



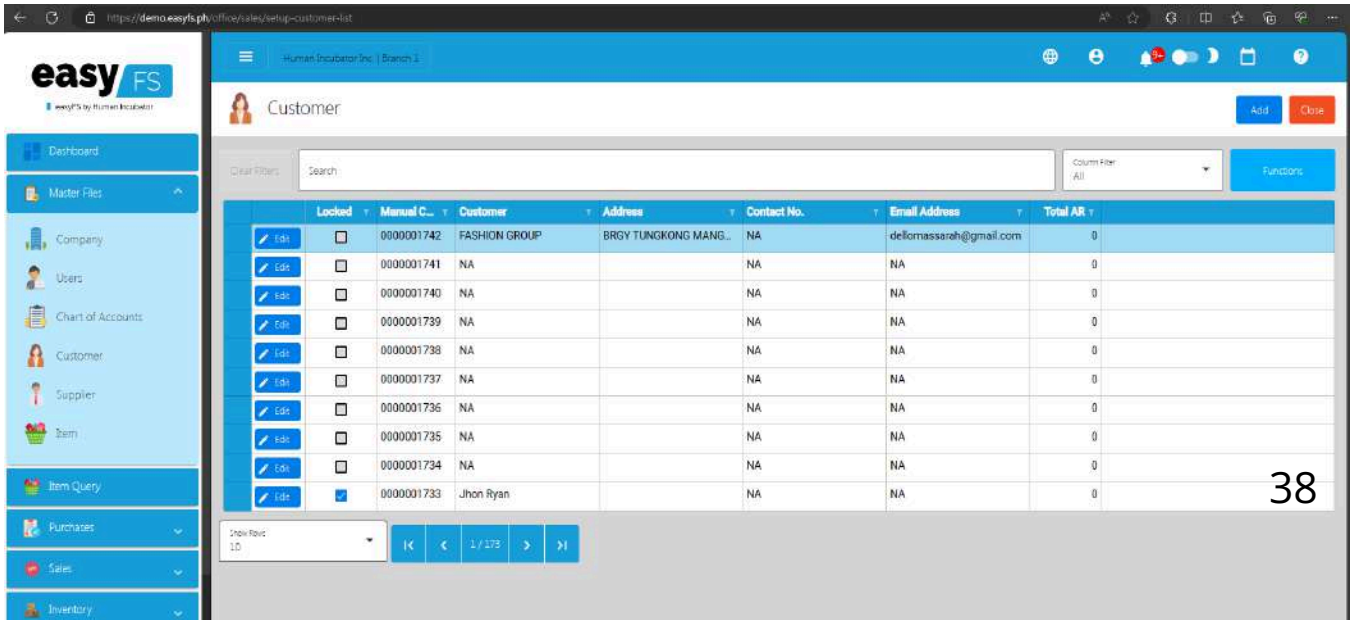
5. **Notifications** - refer to messages or alerts that inform users about specific events, updates, or actions that require their attention. Notifications play a crucial role in keeping users informed, engaged, and aware of relevant information.



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.

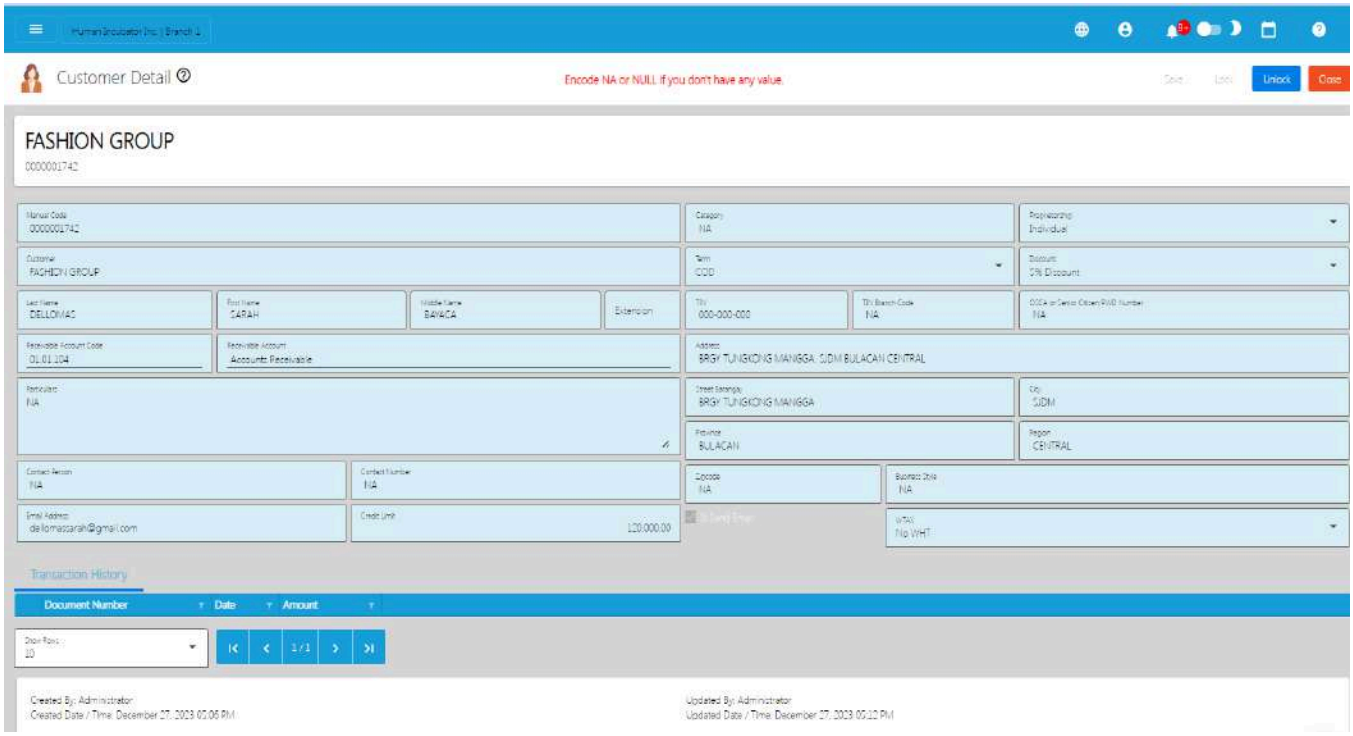
7. **Forms** - or data entry user interfaces, allowing users to input, submit, and interact with data. These data inputs will then become the source for generating reports and outputs in EasyFS. EasyFS has a standard Data Entry Form based on the List Detail form User Pattern.
    a. **List** - The list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

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.



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

9. **Reports**



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.

Master File Type	Purpose	Key Data / Information
Item	Detailed information about products/items	• Manual Code • SKU Code • Barcode • Description and specifications • Unit of measure • Cost and pricing details • Stock levels and locations • Supplier information • Historical data and lifecycle information
Customer	Manage customer relationships and transactions	• Customer Manual Code • Name and contact details • Customer addresses • TIN (Tax Identification Number) • Payment terms and credit limits • Purchase history and transaction details

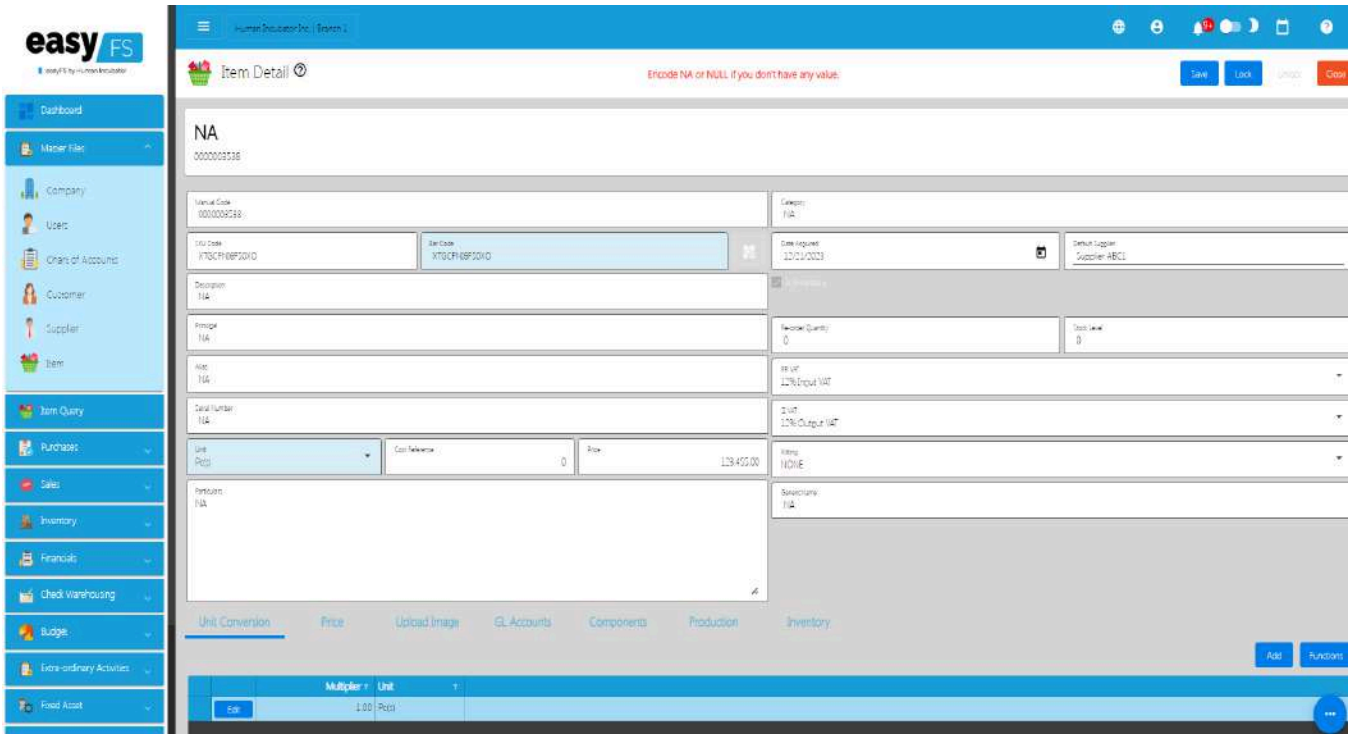
		• Customer-specific preferences or special agreements
Supplier	Information about suppliers or vendors	• Supplier Manual Code • Name and contact details • TIN (Tax Identification Number) • Payment terms and credit terms • Delivery terms • Product or service offerings • Performance metrics and ratings
Bank	Crucial for financial transactions and management	• Bank name and contact details • Account numbers • Account types (e.g., checking, savings) • Signatories and authorized personnel • Transaction history • Credit facilities and loans
Employee	Details about individuals employed by the organization	• Employee ID or code • Personal information (name, address, contact details) • Job title and department • Salary and benefits information • Employment history • Performance evaluations and training records

Chart of Accounts	Foundation of the organization's accounting system	• Account codes and numbers • Account names and descriptions • Classification of accounts (e.g., assets, liabilities, revenue, expenses) • Opening balances and current balances • Hierarchical structure for easy navigation • Relationship to financial statements
Company	Includes the Company Details, Branch Details and default settings	• Company Manual Code • Company Name • Company Address • Company TIN • Company TIN Branch Code • Business Style • Proprietorship • Cost Method (Last Purchase Cost, Moving Average) • Default Settings • BIR CAS Settings
Users	List of Users to Access the System	• Username • Full Name • Email Address • Company (which the user

		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.

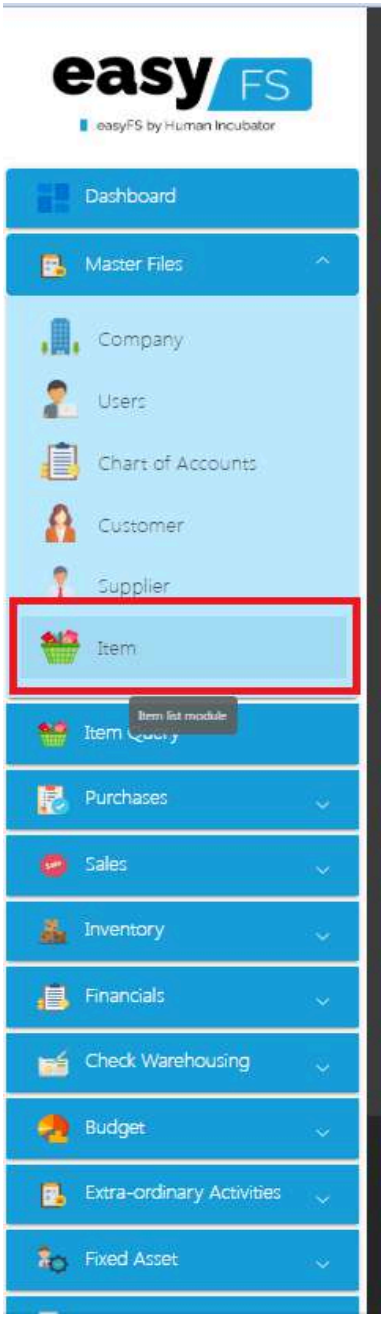


4.1.1 Item

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
SKU Code	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. The SKU code allows for quick and precise identification of products, making it easier to monitor inventory movements and conduct accurate	255 Alphanumeric Characters **Restricted:** Comma(,) Tilde(~)

	stock counts 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.	
Barcode	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.	255 Alphanumeric Characters **Restricted:** Comma(,) Tilde(~)

	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	

	the easyFS and easyPOS integration. It is strongly advised not to change the barcode once it is already encoded, saved and locked the item	
Description	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	255 Alphanumeric Characters **Restricted:** Comma(,) Tilde(~)
Category	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. Depending on how the organization categorizes its products. The following is a guide on various	255 Alphanumeric Characters **Restricted:** Comma(,) Tilde(~)

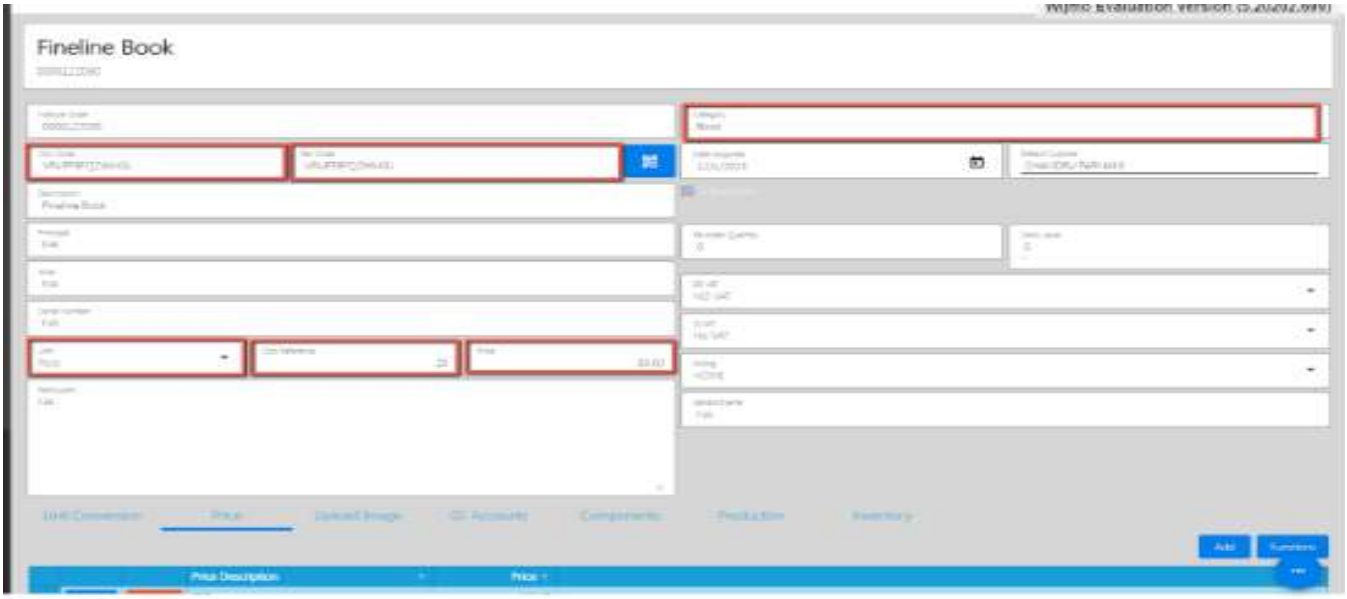
	Criteria for Product Categorization **Product Type** Categorizing items based on their general type or nature. For example, grouping products into categories like electronics, clothing, or office supplies. **Function or Use** Classifying items based on their intended use or function. This might include 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.	

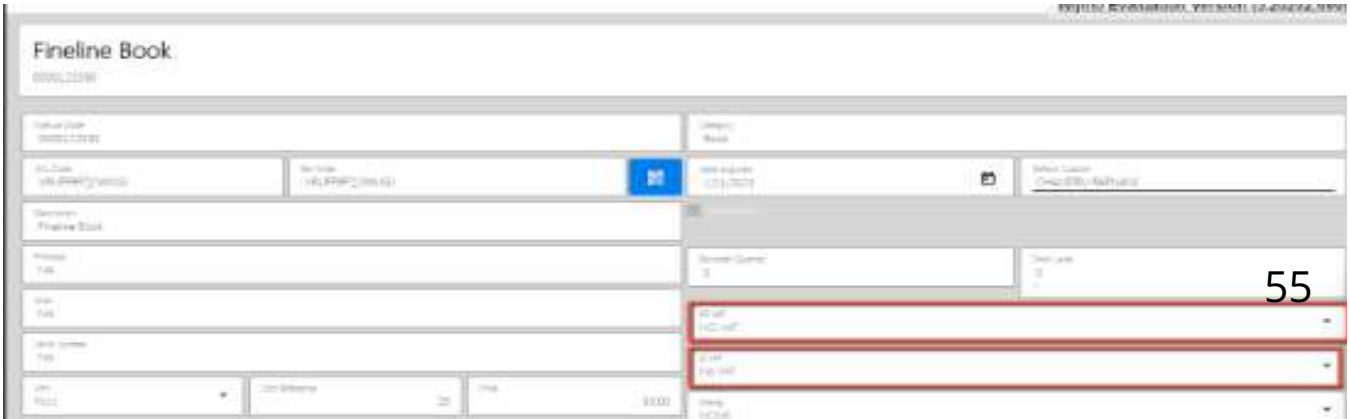
Unit	Refers to the basic counting or measurement unit assigned to individual items or products within the inventory. The "unit" is the standard quantity in which items are counted, tracked, bought, and sold. It serves several important purposes in inventory management WARNING: Changing the Unit will 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.	255 Alphanumeric Characters **Restricted:** Comma(,) Tilde(~)
Cost Reference	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. This is the amount paid to acquire products from suppliers. It includes	Numeric up to (-) 999,999,999.99 up (+)

	the purchase price of goods, transportation costs, import duties, and any other costs directly attributable to obtaining the items. Cost Reference will be automatically updated	
Price	"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. 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. Prices are integrated into sales transactions and invoices, ensuring accurate financial records and reflecting the revenue generated from sales	Numeric up to (-) 999,999,999.99 up (+)

4. For the fields that are optional, default it to “NA” if there’s nothing to provide:
    - **Principal**
    - **Alias**
    - **Serial Number**
    - **Particulars**

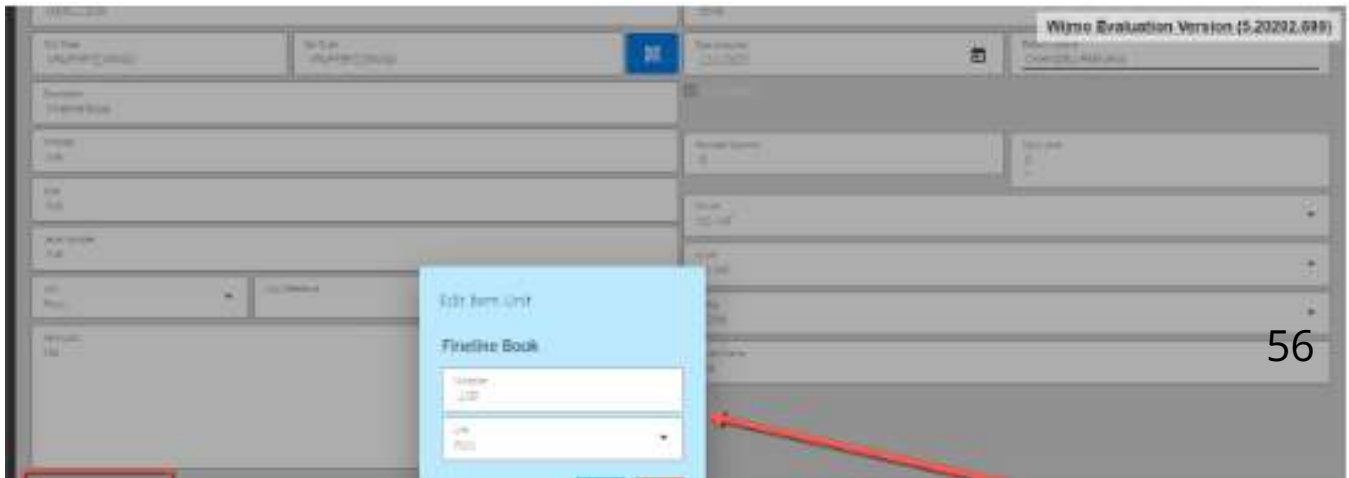


5. In the taxes fields, select a correct Tax value:
    - **RR (Receiving Receipt) VAT (*INPUT VAT or NON-VAT*)**
    - **SI (Sales Invoice) VAT (*OUTPUT VAT or NON-VAT*)**



Unit Conversion

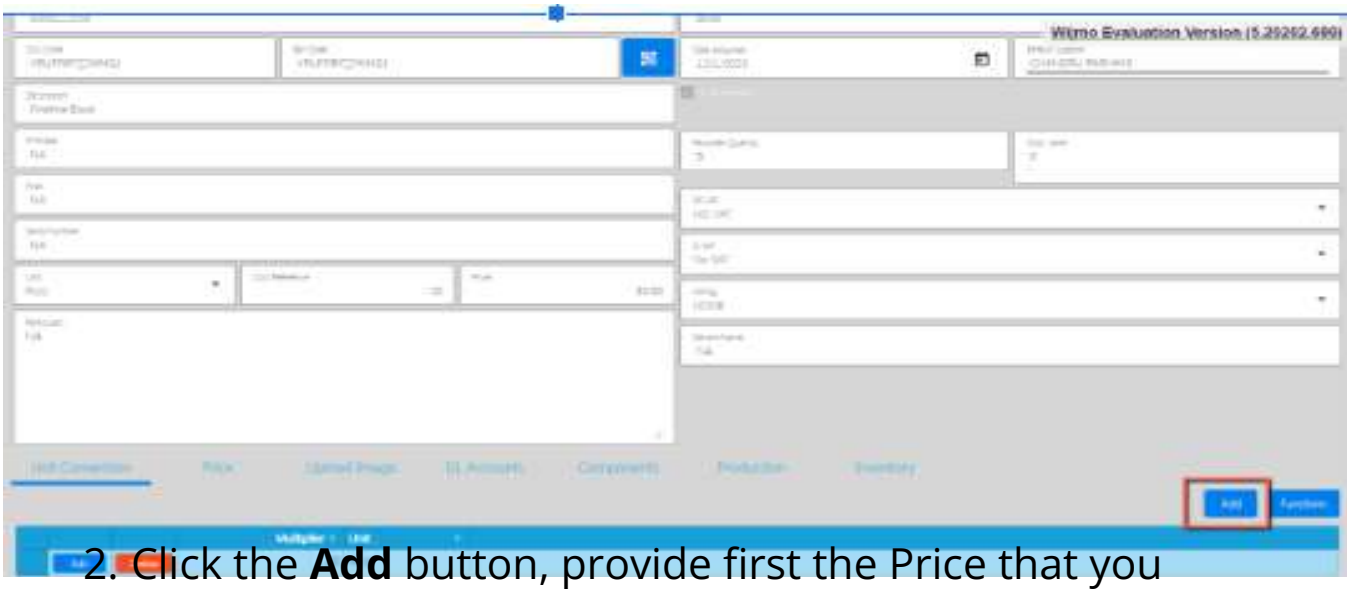
1. **Assumption:** Item detail is filled with necessary information.
2. Unit Conversion allows you to include multiple units for an item, eliminating the need to create a new item record with the same description.
3. Click the Add button, select first the unit that you selected on the Item detail and 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.

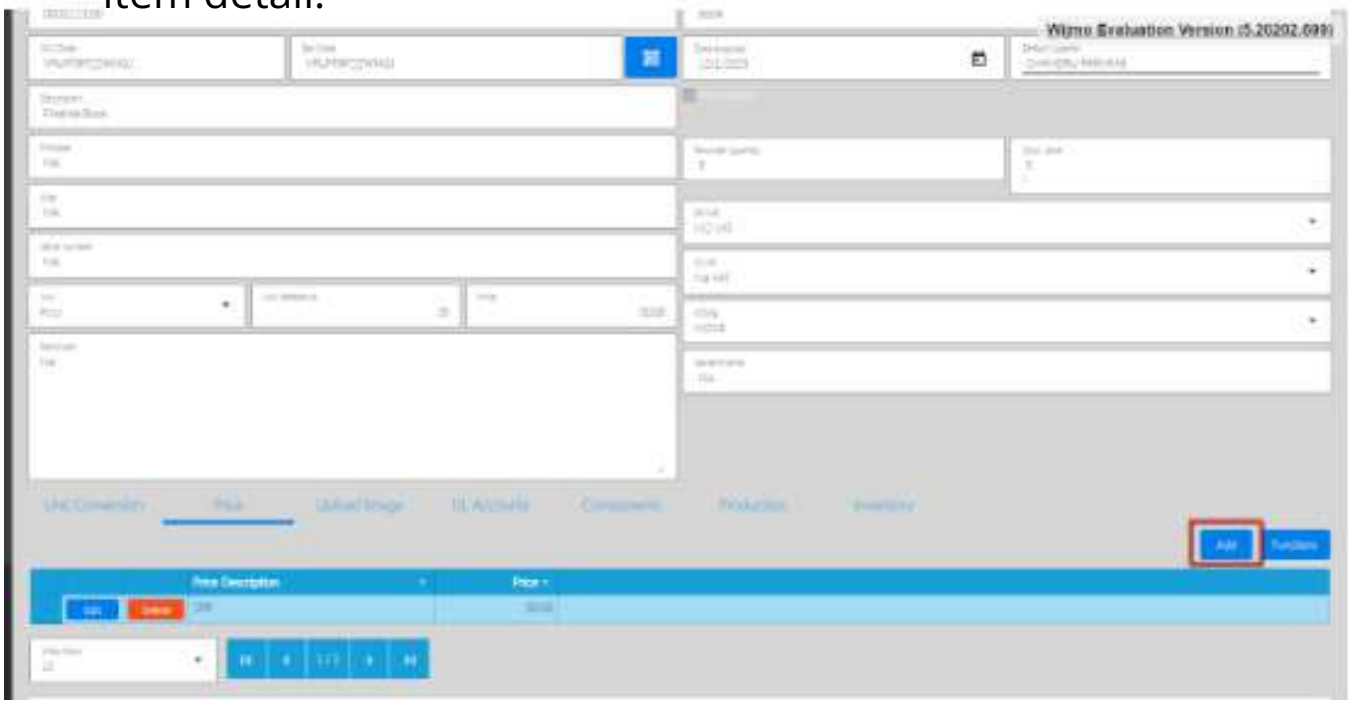
Price

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



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

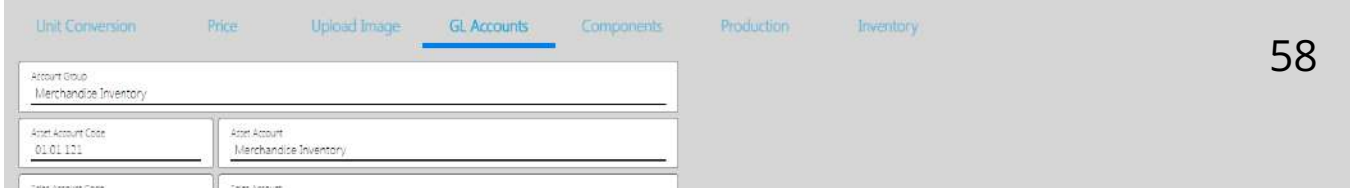
Item detail.



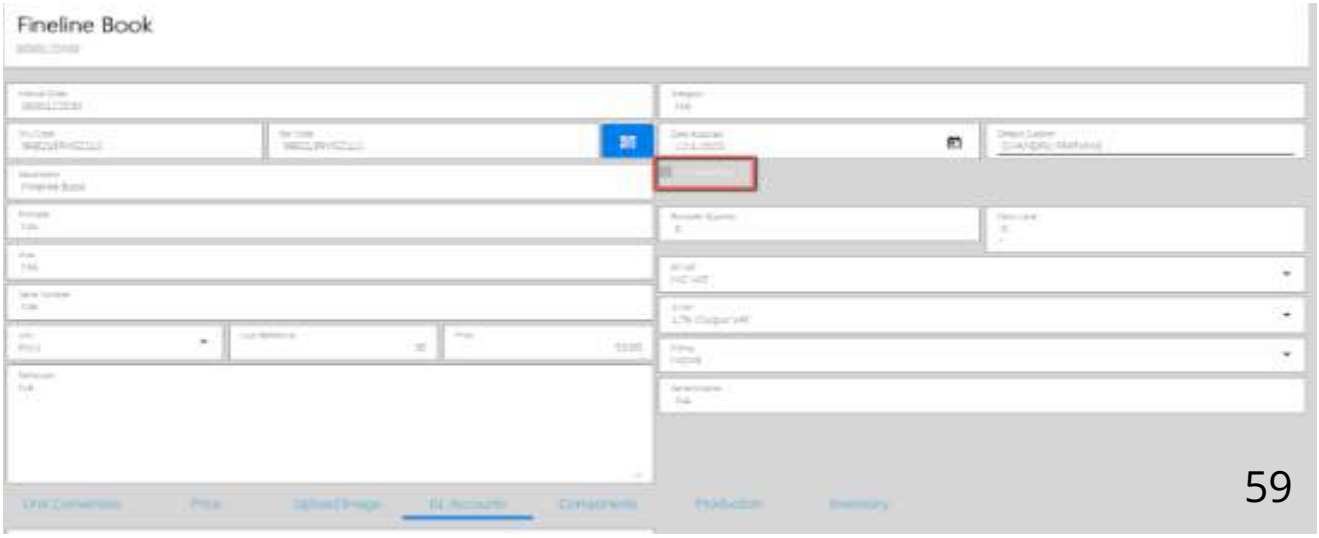
3. After that, click the Save button.
4. If you wish to add a new Item Price record, repeat Steps 2 and 3.

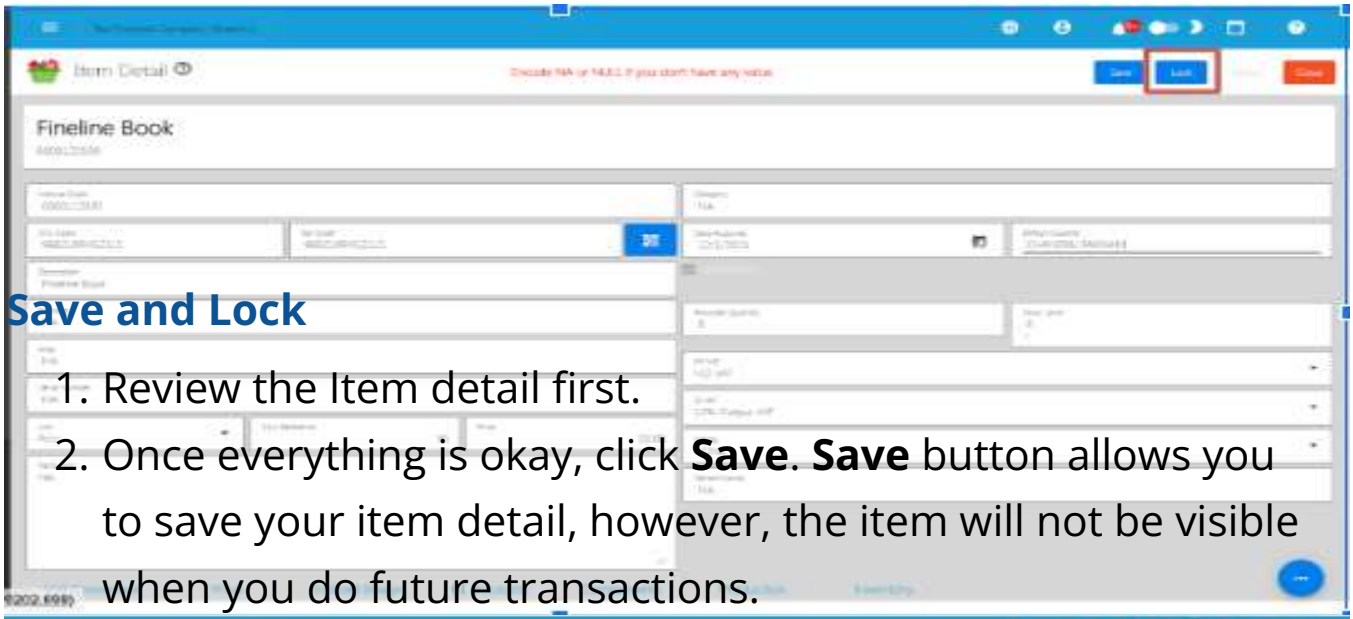
General Ledger Accounts

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.



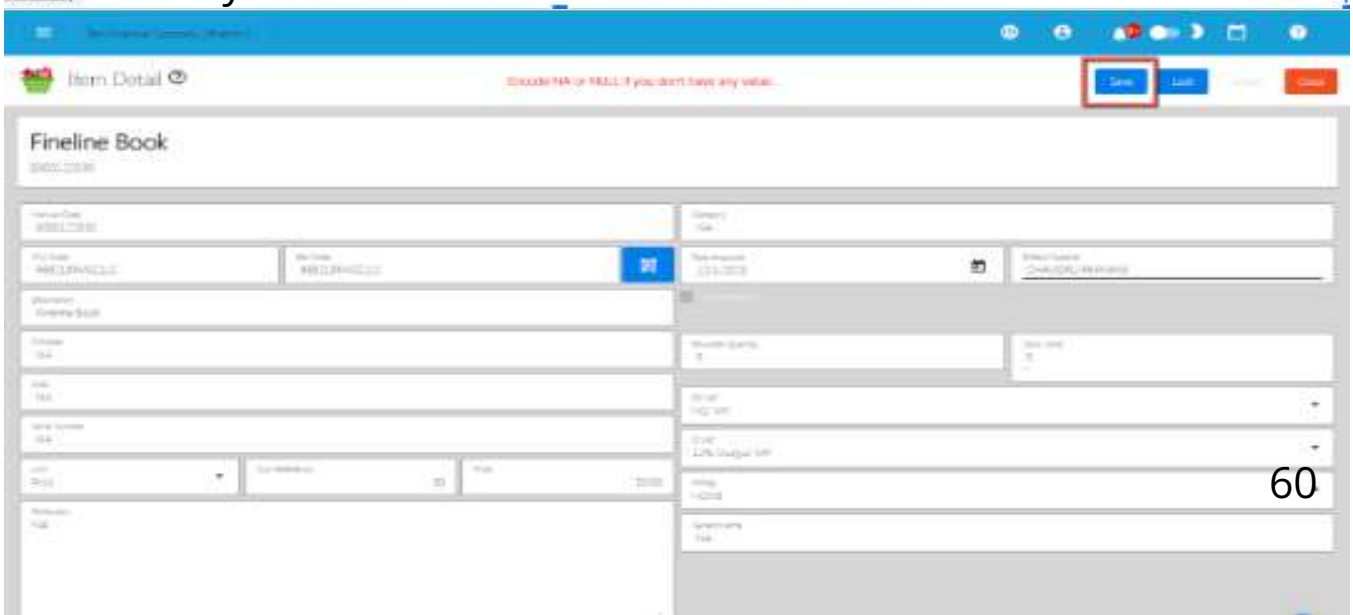
- We have a default set up for this but if you have a specific account you want to use, you can do so.
- If your Item is an **Inventory**, select an Account for **Inventory**. By this, the **isInventory** checkbox on the Item detail will automatically be checked.
- If your Item is a **Non-Inventory**, 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.



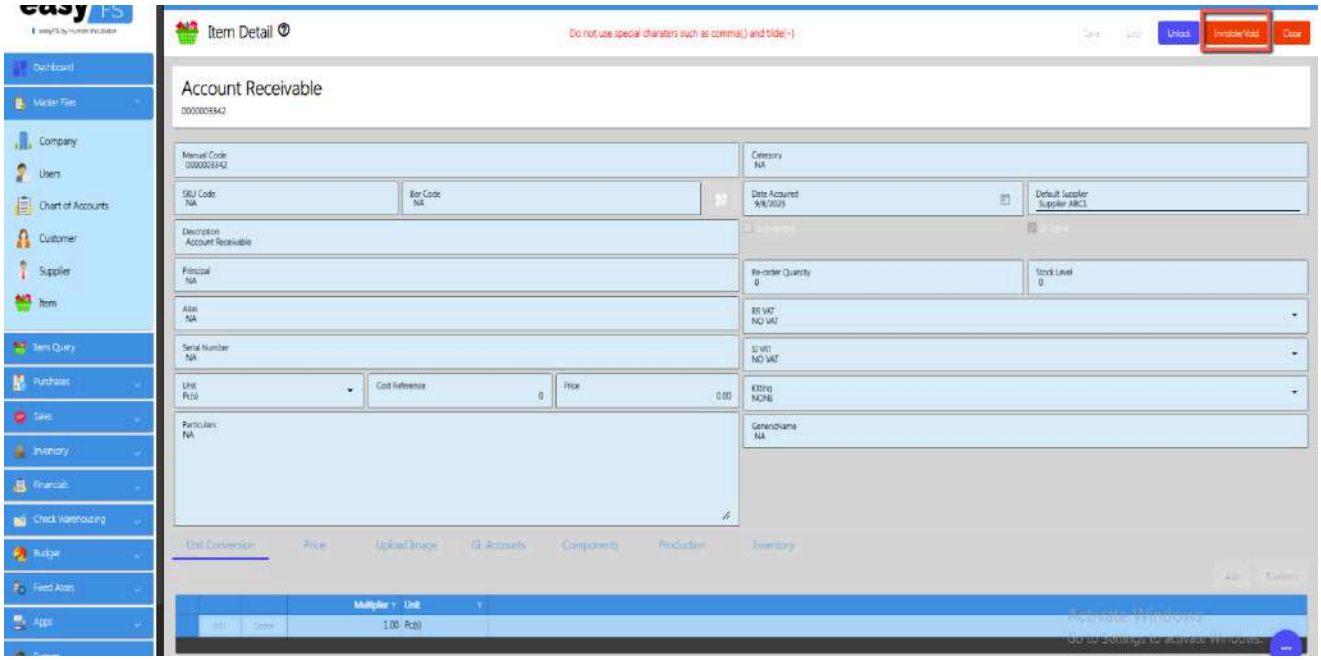


Save and Lock

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

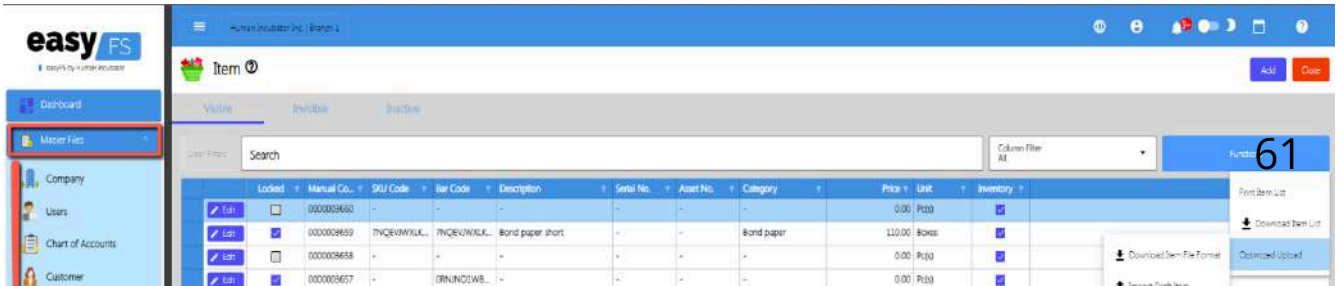


3. Inorder for your Item to be visible when doing future transactions, click the **Lock** button.
4. If you want to delete items , you can’t delete that one even if there's no transaction because we don’t have a **delete** button but instead you can use Invisible/void for those unused items.

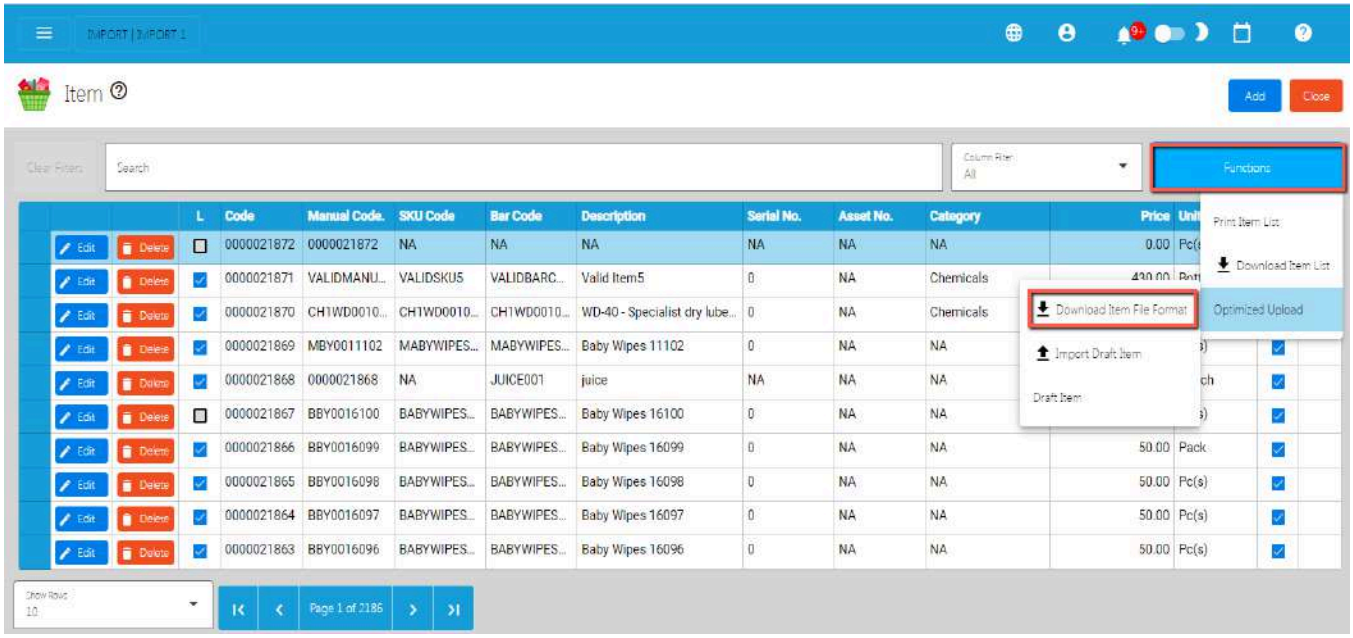


4.1.1.2 Add Item Via Import Function

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



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



- 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.

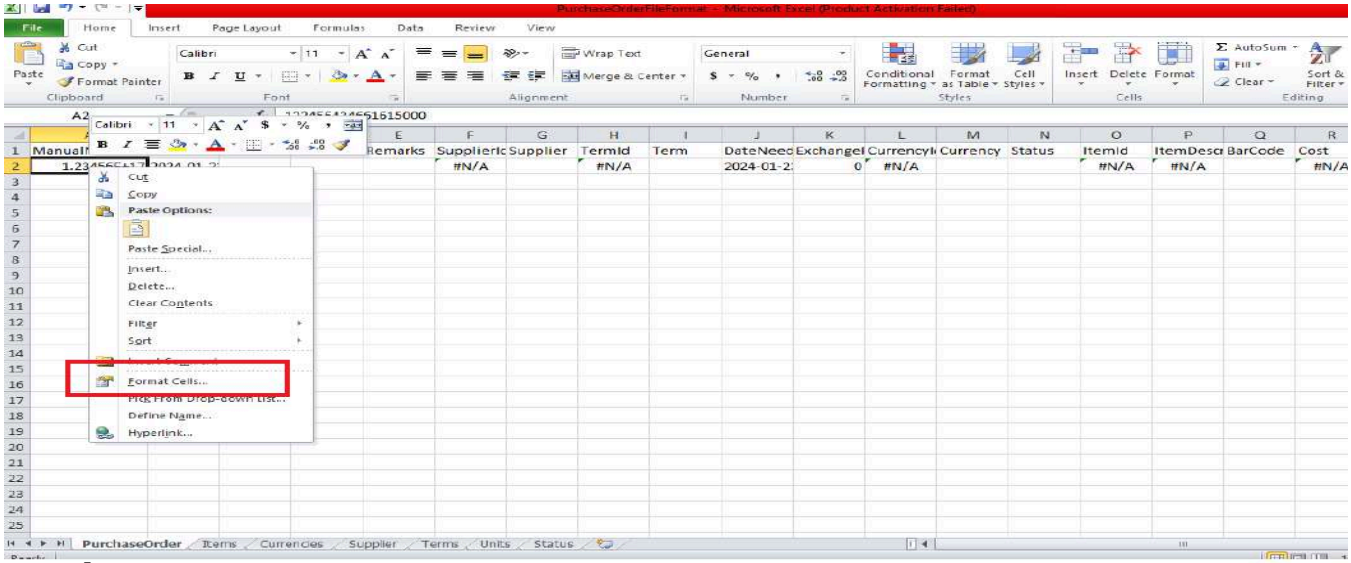
      Example: '00000111231414

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

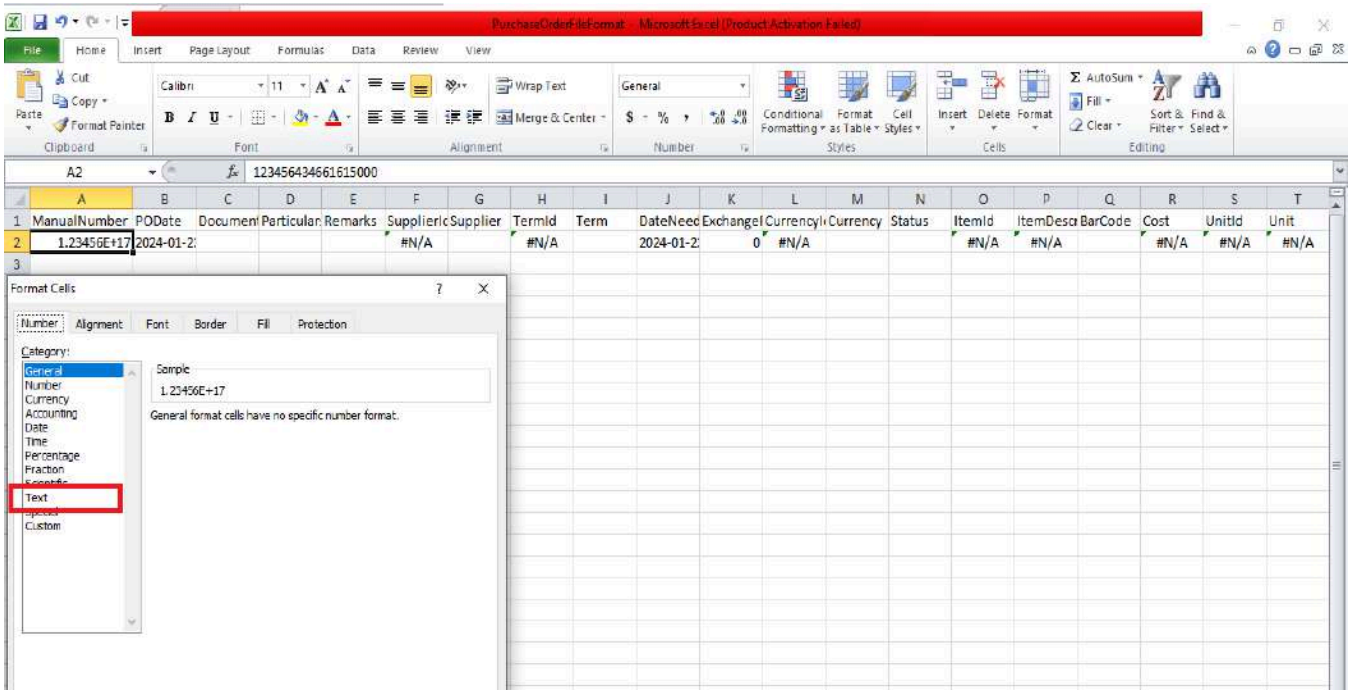
Steps on how to change the format to ***Text:***

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*

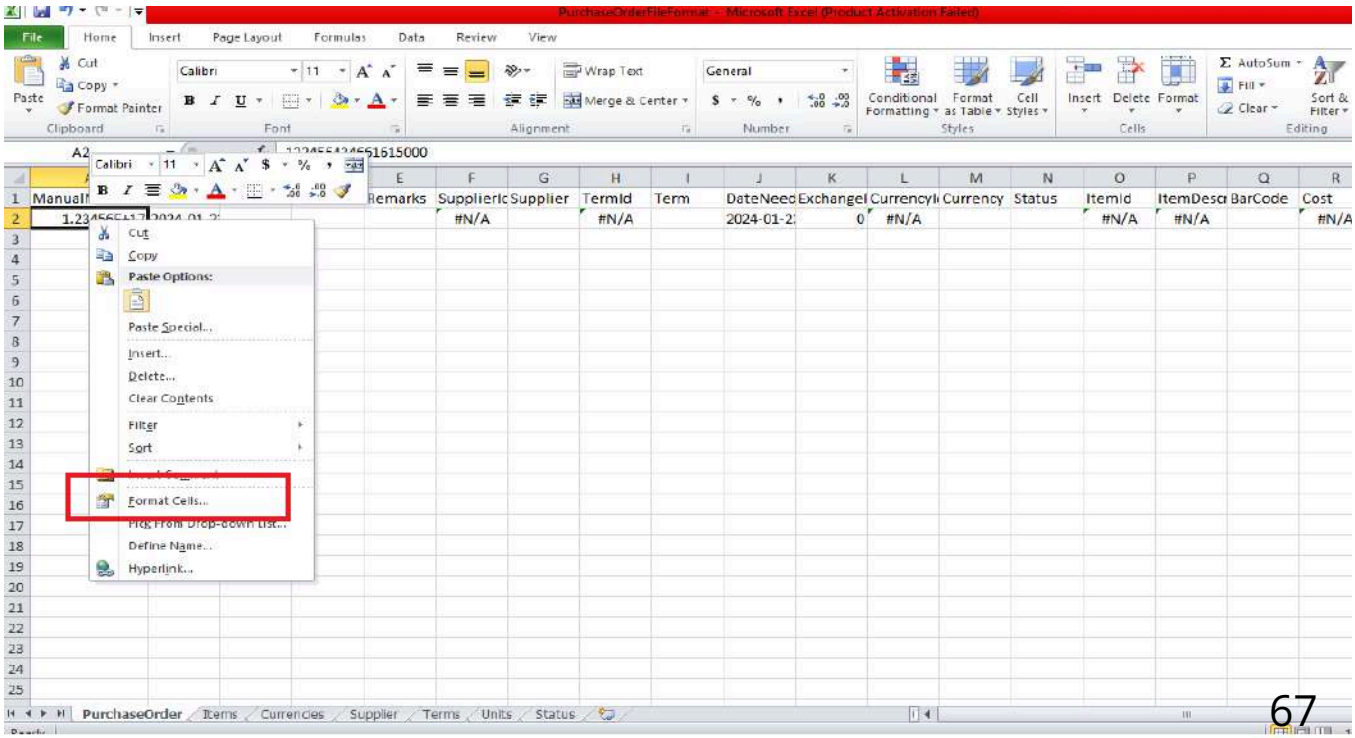
  - if the SKU Code starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code. ***Example: '00000111231414***

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

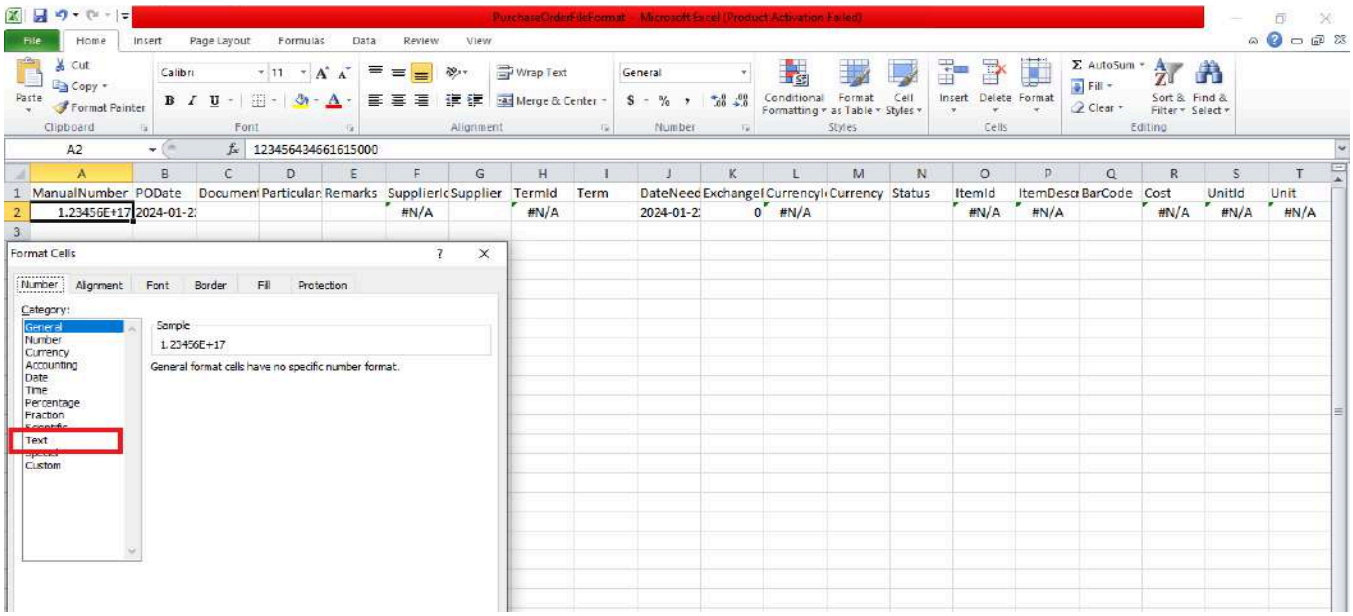
Steps on how to change the format to ***Text:***

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.

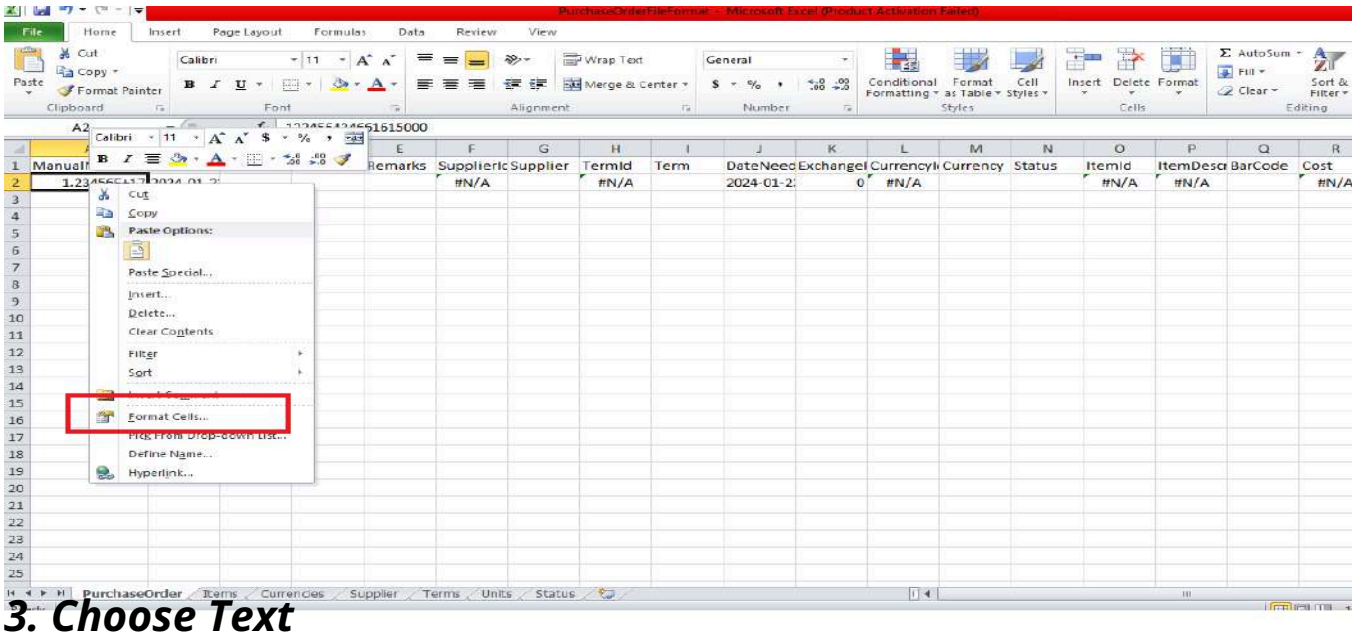
  Example: '00000111231414

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

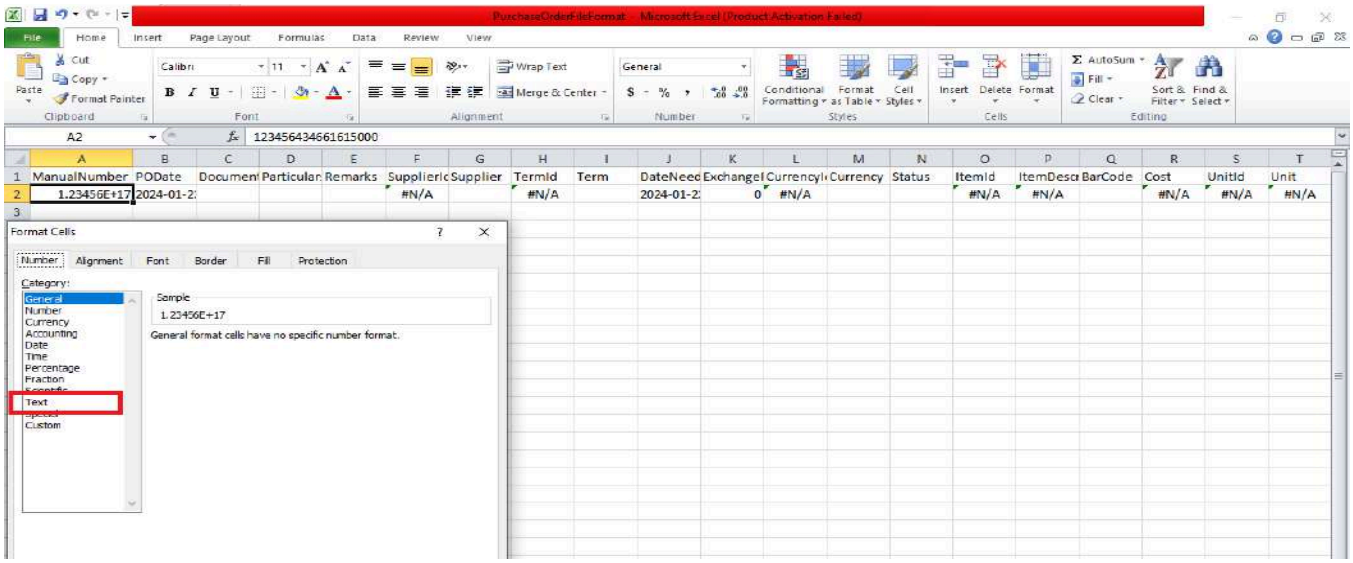
Steps on how to change the format to ***Text:***

1. Right Click the Cell

2. Click Format Cell



3. Choose Text



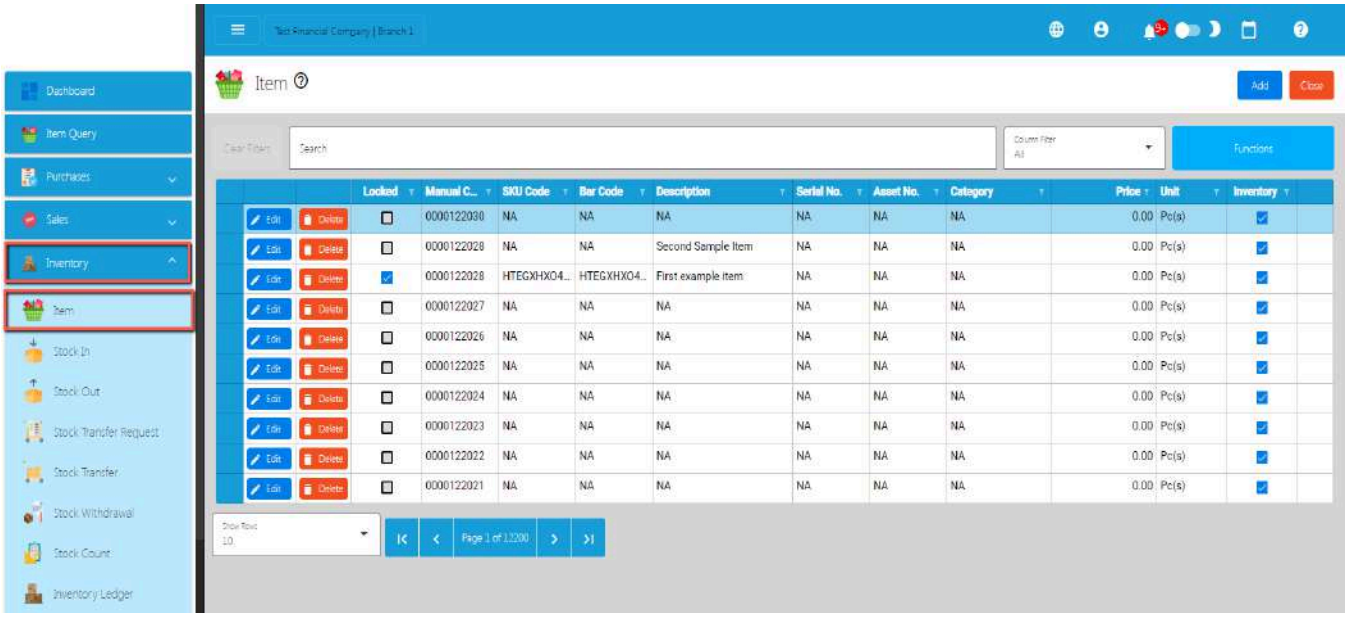
4. Click OK

5. Then reselect the field

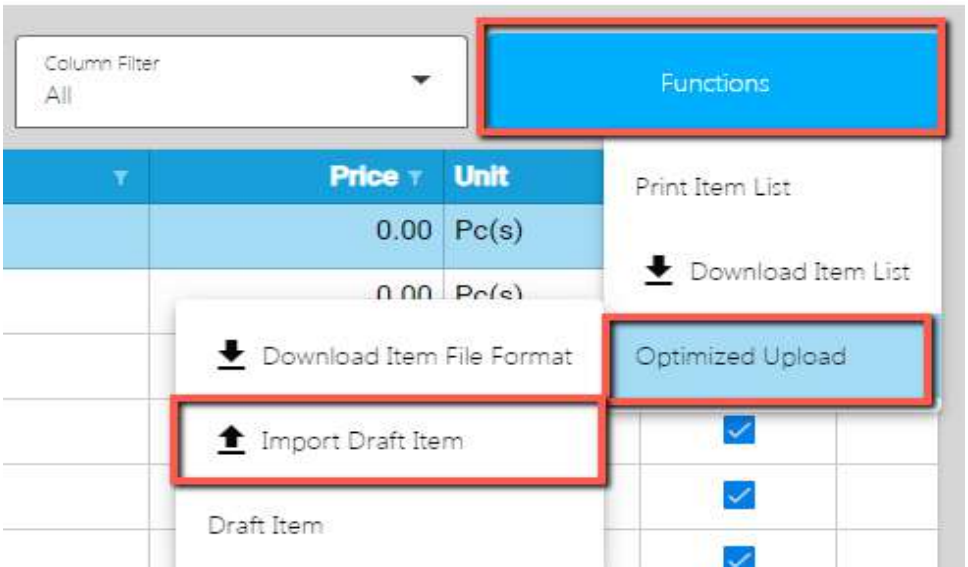
- **ItemDescription** → *should be unique, has no special characters and should not exceed 255 characters.*
- **Unit** → *you can select a unit value from the dropdown. Do not edit the UnitId column.*
- **Cost** → *should be numeric*
- **Price** → *should be numeric*
- **Category** → *should have no special characters, (if none, default to NA)*
- **IsInventory** → *true or false*
- **Asset Number** → *alphanumeric, should have no special characters (if none, default to O 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**.

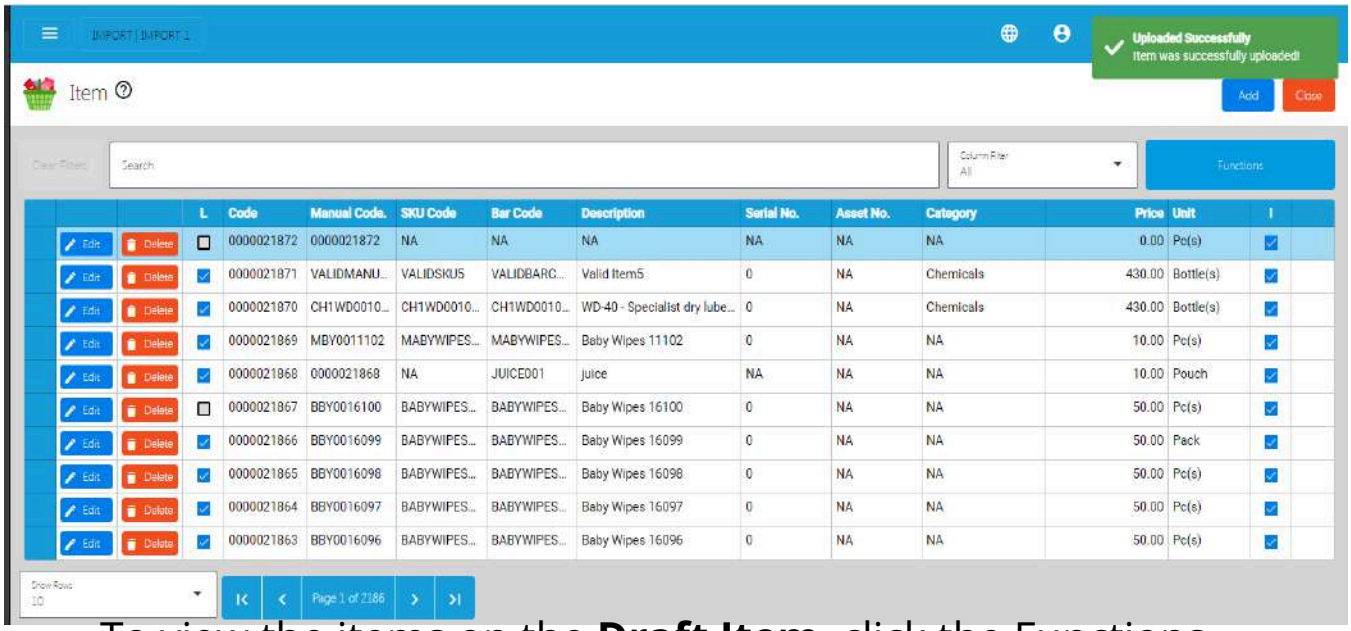
- Once okay, save the file.
- Go back to the system, then go to **Inventory**, then select **Items**.



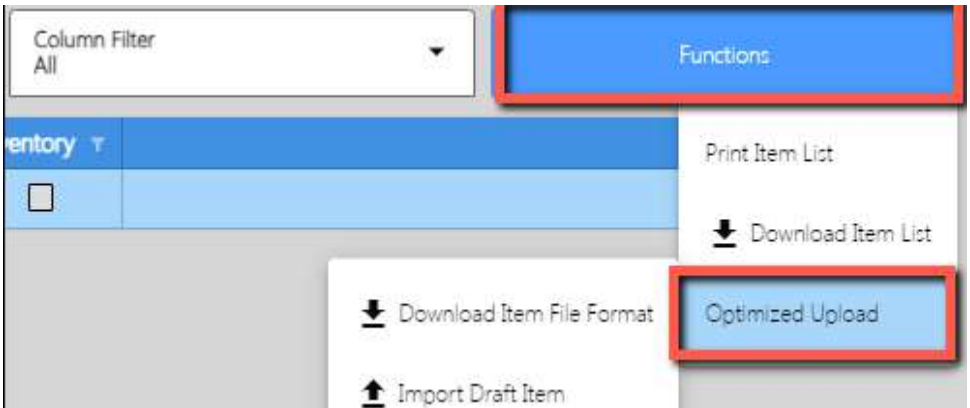
- Click again the **Functions** button, then click **Import Draft Item**.



- 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.



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



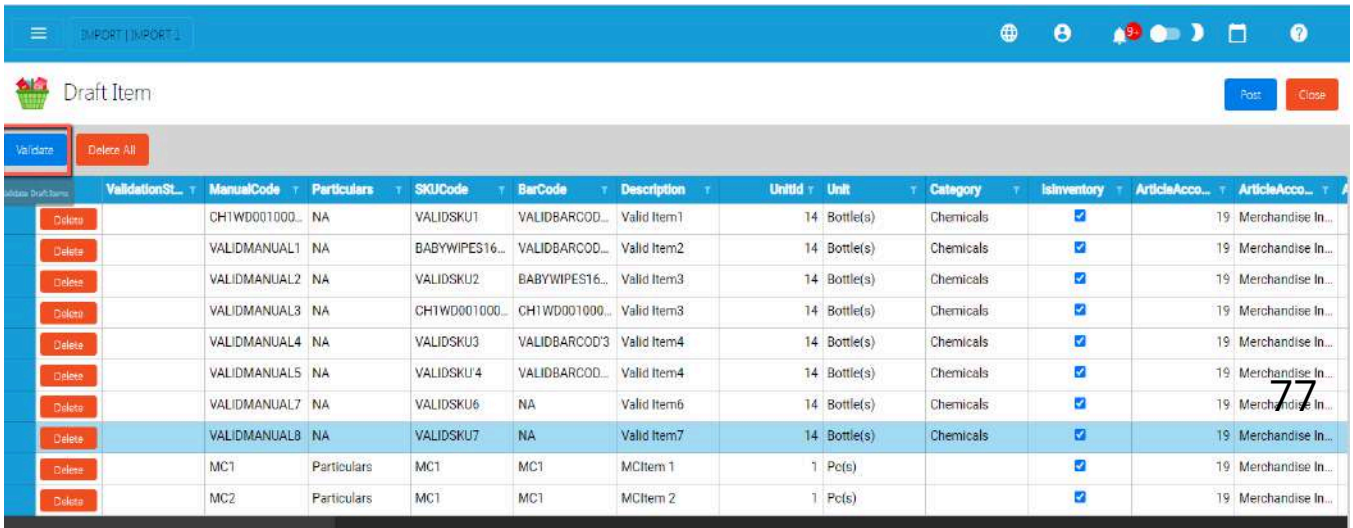
- Review if the item(s) being imported are added on the Draft Item list.
- Once okay, click the **Validate** button. This is to validate the Item details first if everything is correct before it can be posted. Please refer to the following validation status:
    - No ManualCode provided → means that 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.

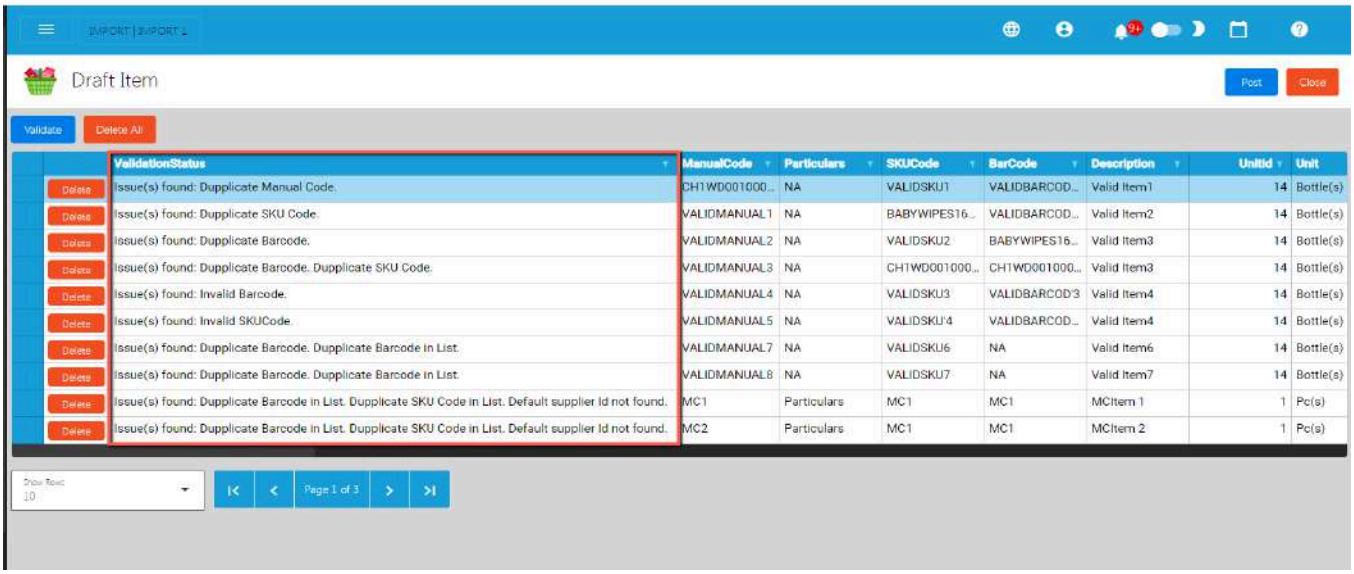
- ExpenseAccountId not found → means that the ExpenseAccountId column value does not exist on the database.
- No Price provided → means that the Price column has no value.
- Price should be numeric→ means that the Price should be in number format.
- RRVATId not found → means that the RRVATId column value 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.

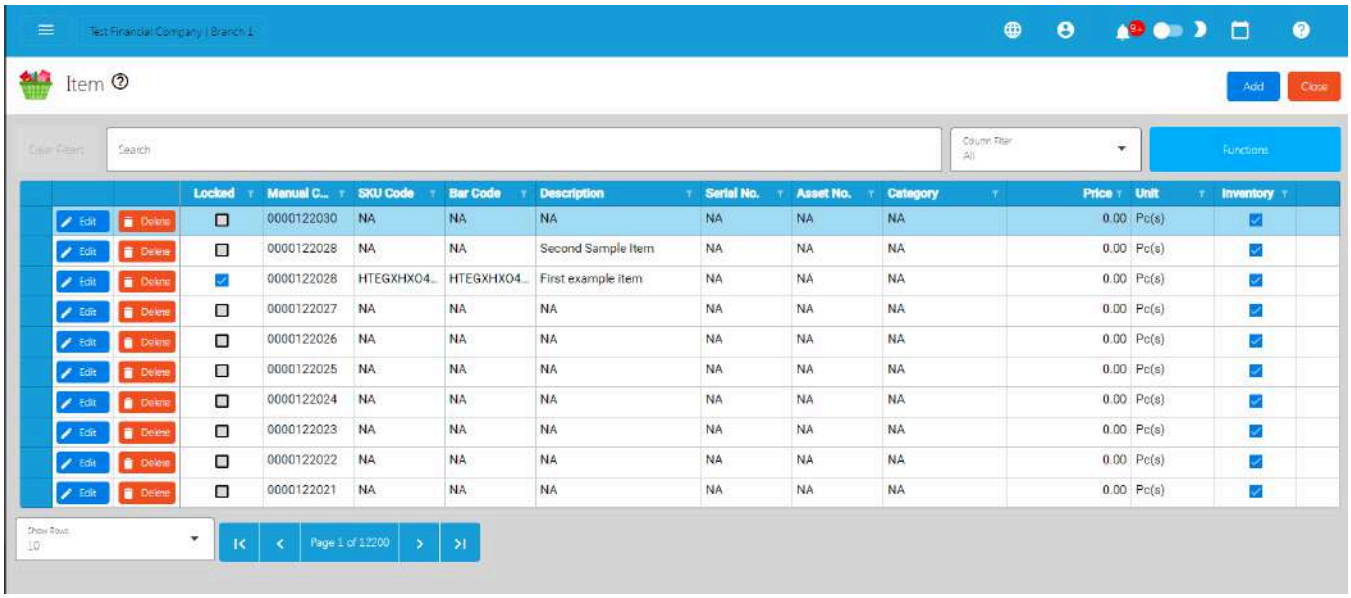


- Once validation is okay, it will update the ValidationStatus. Read the validationStatus on what issues are being found. To correct the item detail, double click on the column where it has an issue then enter a valid value, then press Enter. After that, validate again by clicking the **Validate** button.



- 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.



Warning:

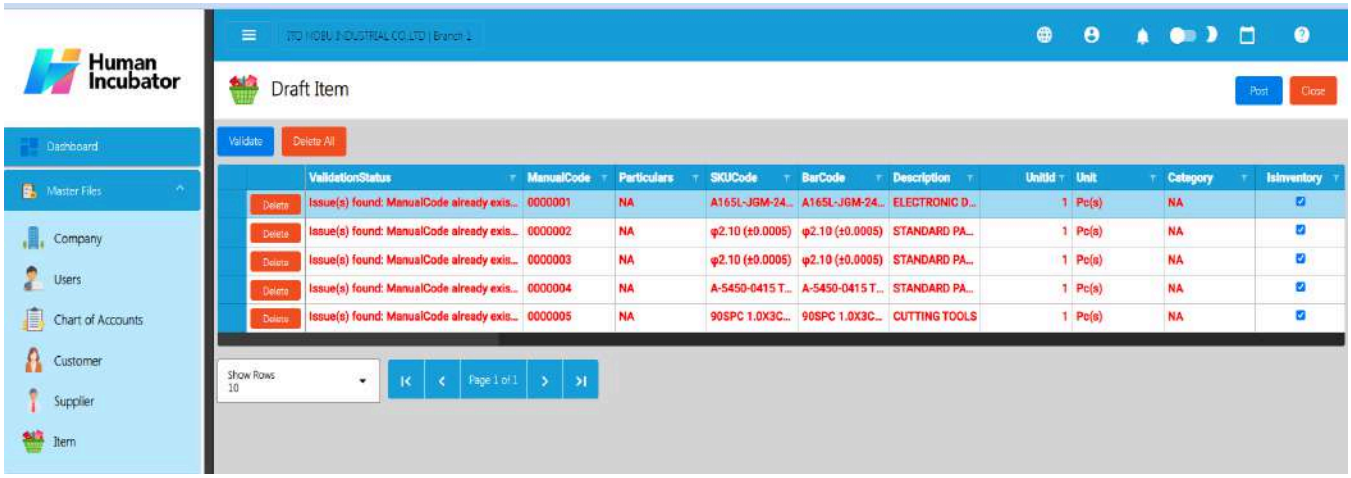
You cannot proceed with the posting after validation if there are errors encountered. Among the Errors you might encounter are:

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.

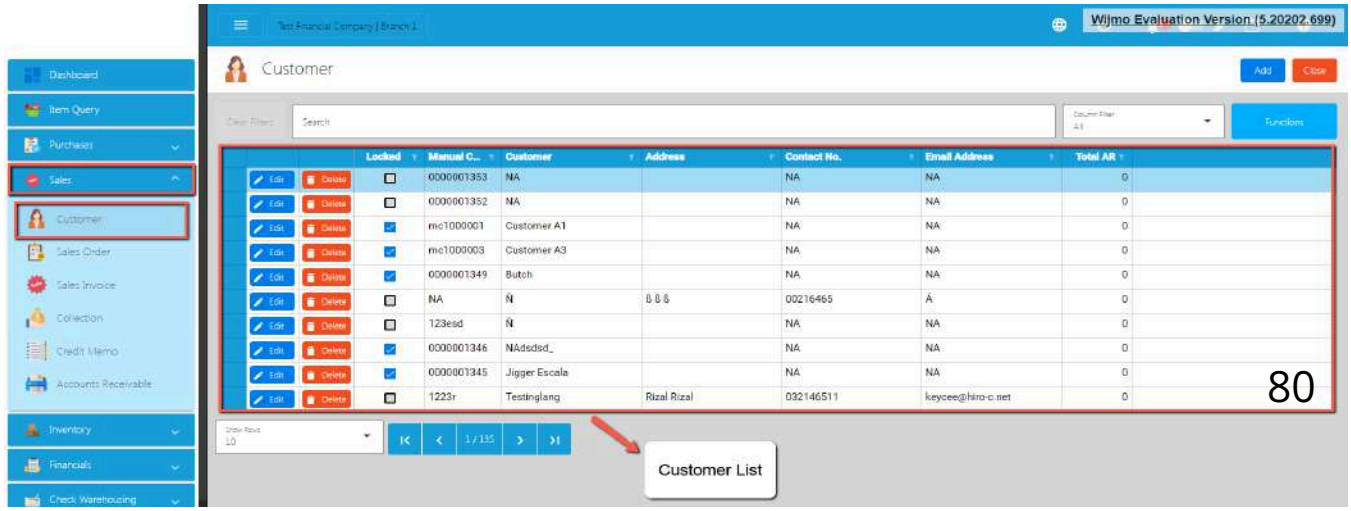


4.1.2 Customer

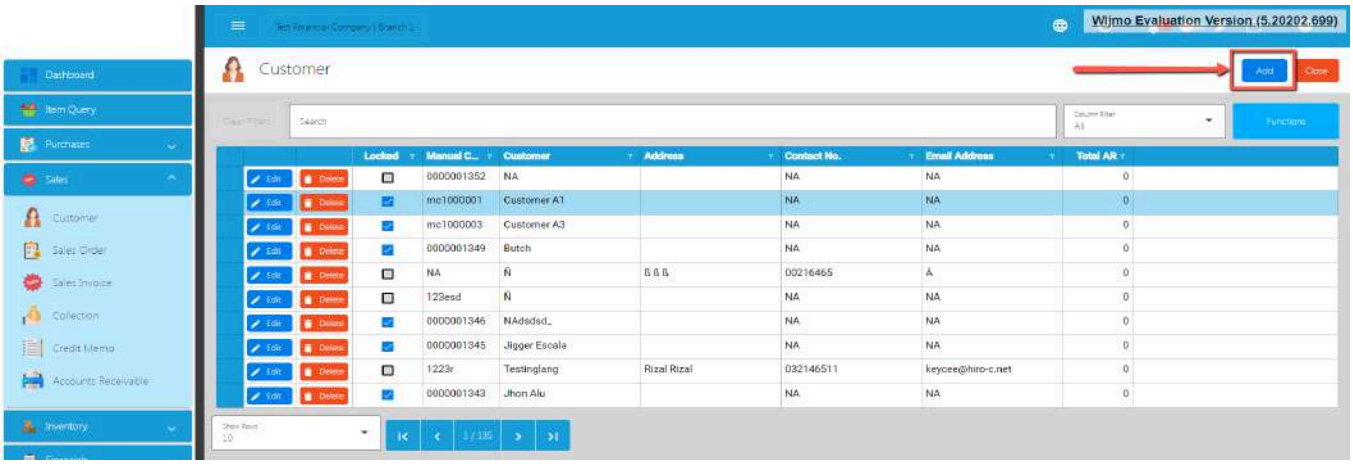
A "customer" is a person or entity that buys goods or services from a business. The customer is the party making a purchase, and their transactions are recorded in the accounting system. These records help track sales, revenue, and customer-related information. Understanding customer transactions is 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**.

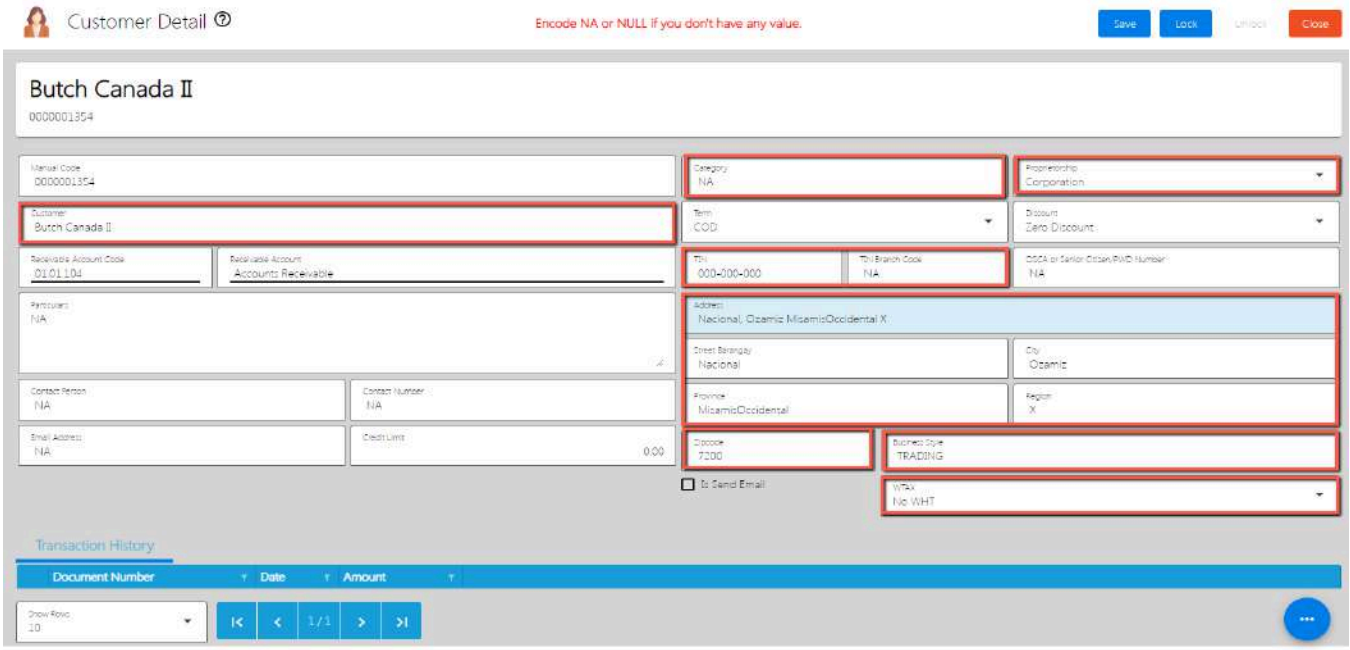


2. To add a new Customer, click the **Add** button that can be seen on the Customer List.

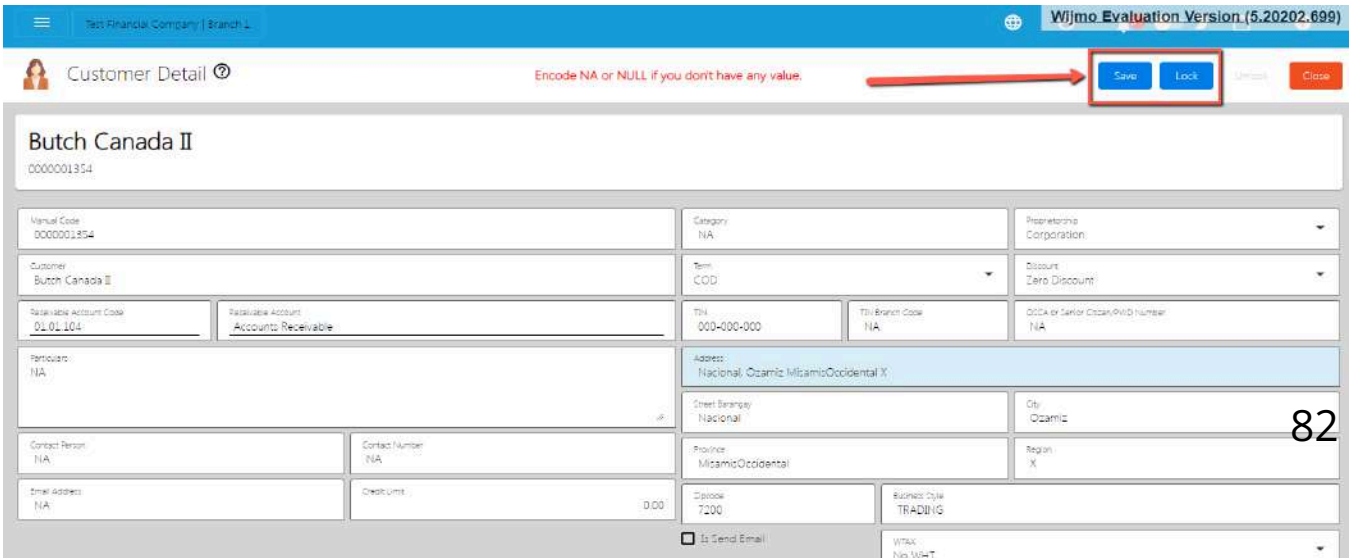


3. Fill all the important fields for Customer Detail like:
   a. **Note**: *Highlighted with Orange are required fields. If there is no value, just put NA. In addition, do not provide special characters like* **` ! @ # $ % ^ & * ( ) - _ + = { } [ ] | \ / : ; " ' < > . ? .**
      - **Customer** (Name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

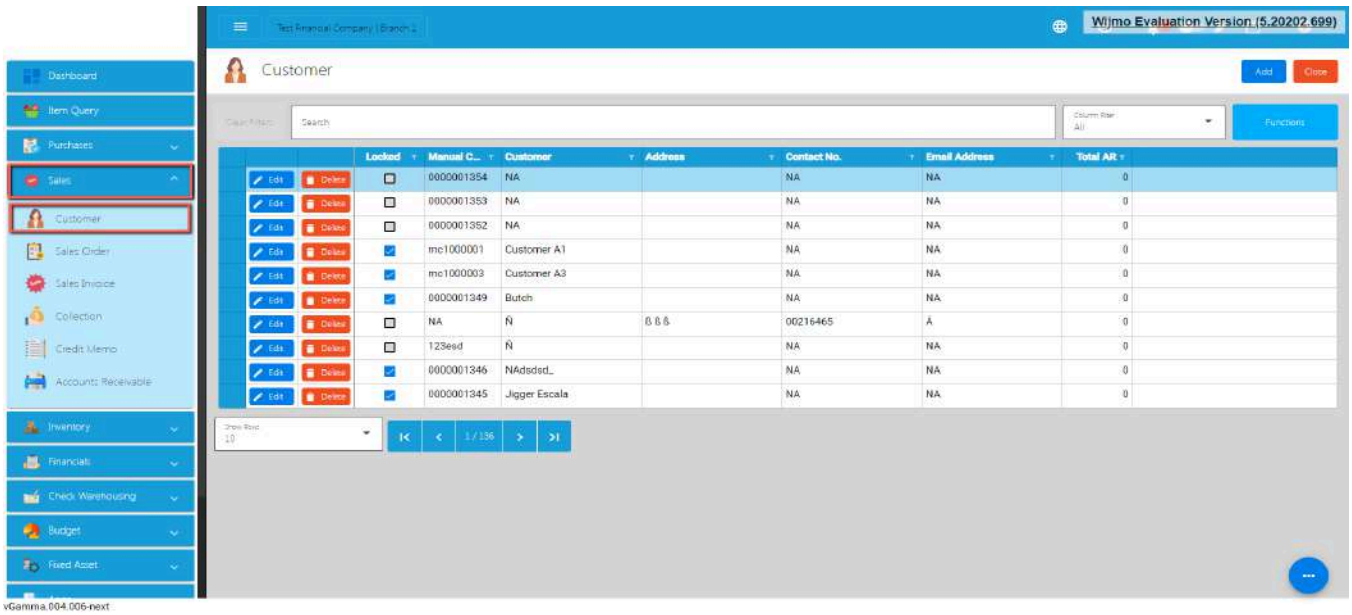


4. After filling up the important fields, click **Save** then **Lock** buttons.

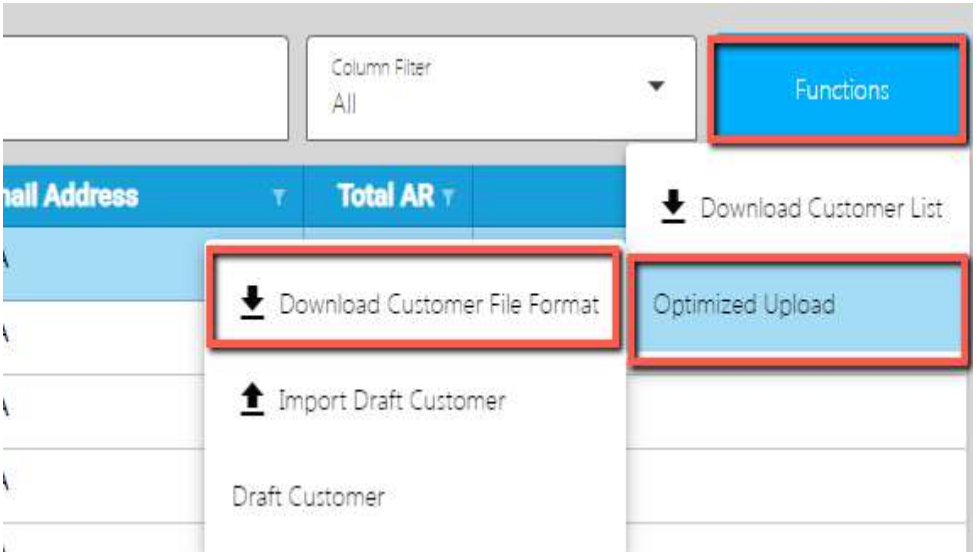


4.1.2.2 Add Customer Via Import Function

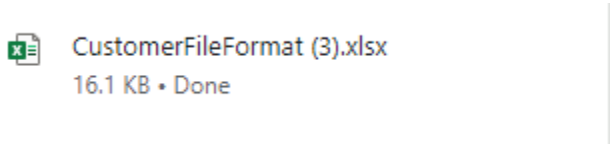
5. Go to **Sales**, then select **Customer**.



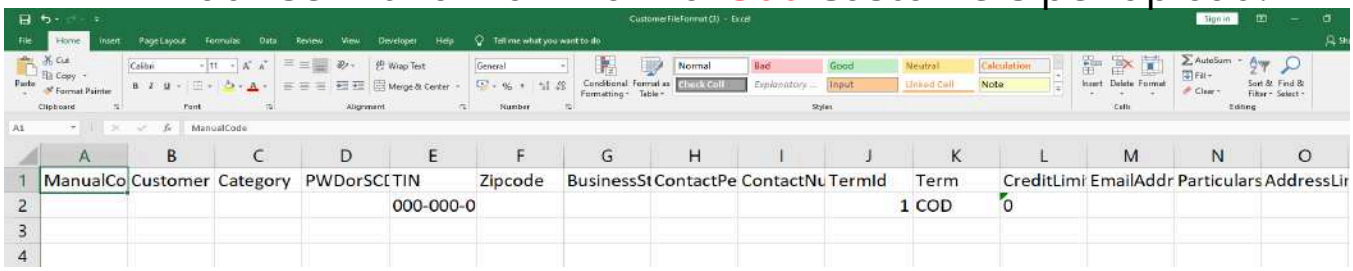
6. Click the **Functions** button, then click **Optimized Upload**, and click **Download Customer File Format**.



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	PWDorSC	TIN	Zipcode	BusinessSt	ContactPe	ContactNu	TermId	Term	CreditLimi	EmailAddr	Particulars	AddressLir
2					000-000-0					1	COD	0			
3															
4															

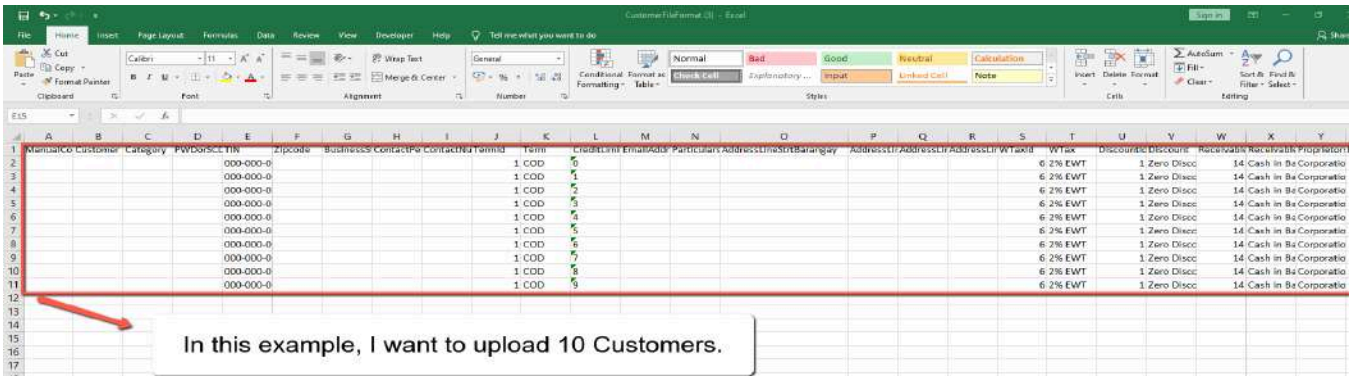
9. As you can see on the file, it has sample data where you can see the following columns (all in all, there are 29 columns):
    a. ManualCode
    b. Customer
    c. Category

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:

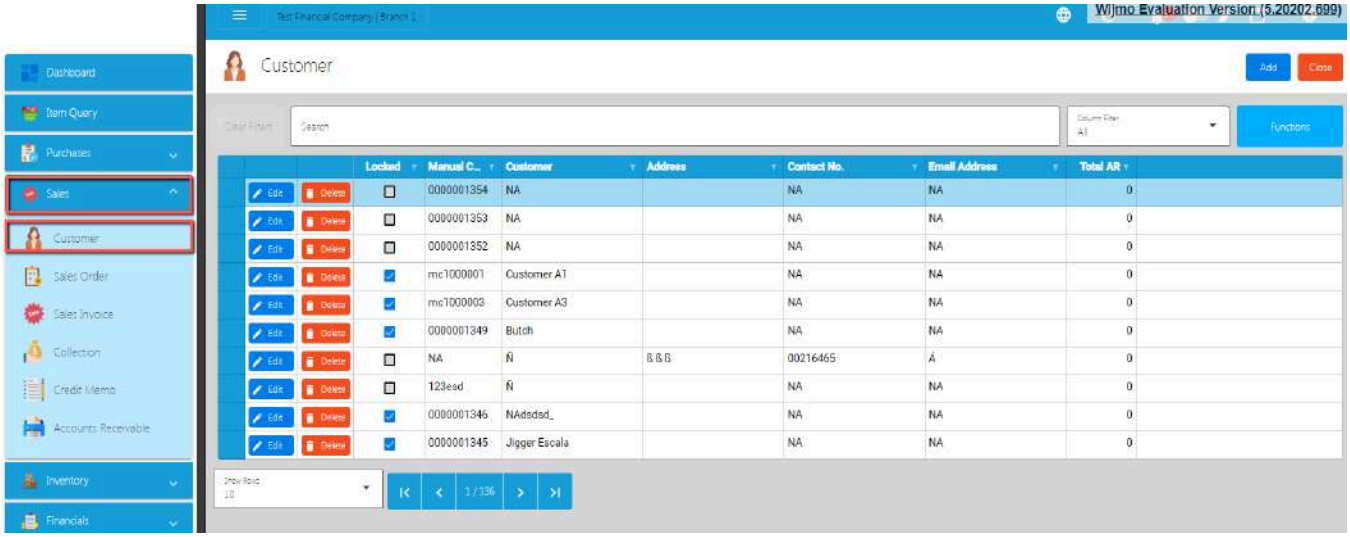
- **Manual Code** → *should be unique, alphanumeric and should not exceed 255 characters.* ***Example****: ABC0000001*

- **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)*

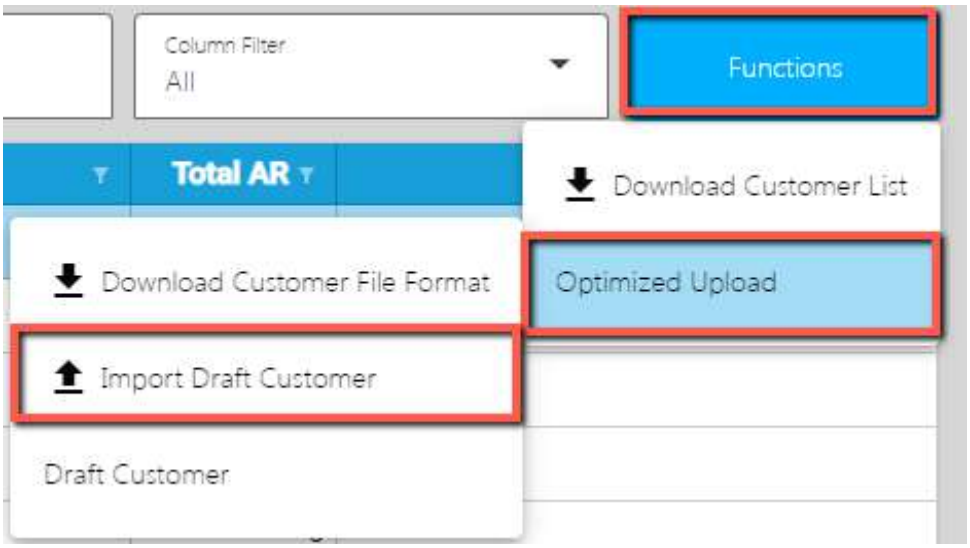
- **AddressLineCity** → *should have no special characters (if none, default to NA)*
- **AddressLineProvince** → *should have no special characters (if none, default to NA)*
- **AddressLineRegion** → *should have no special characters (if none, default to NA)*
- **WTax** → *you can select a WTAX value 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.

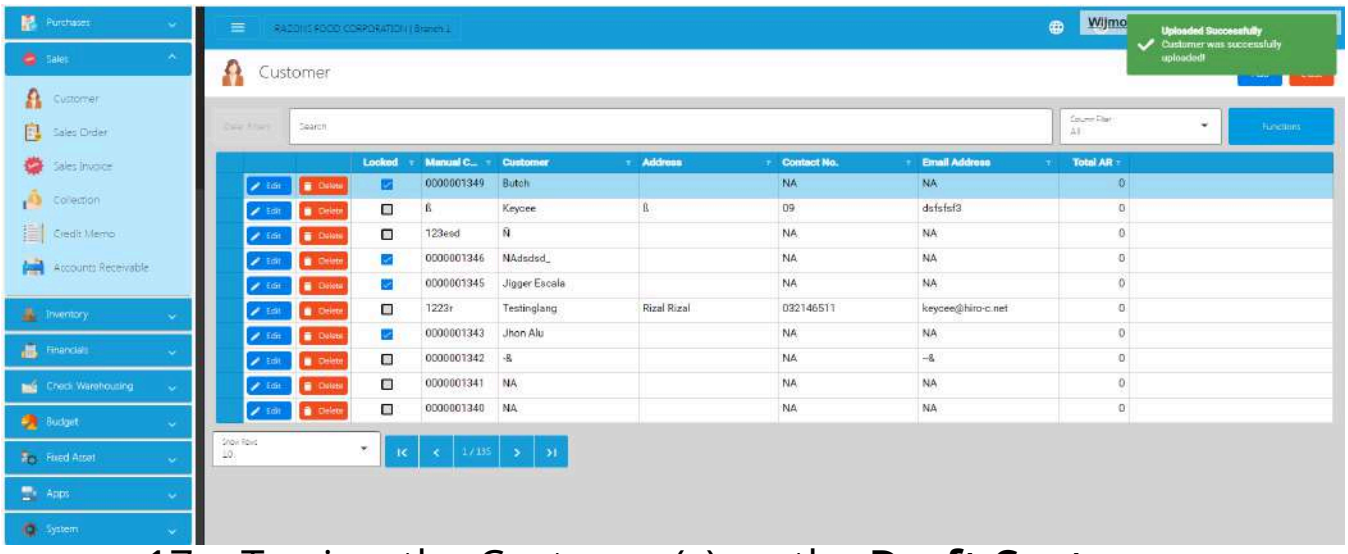
13. Go back to the system, then go to **Sales**, then select **Customer**.



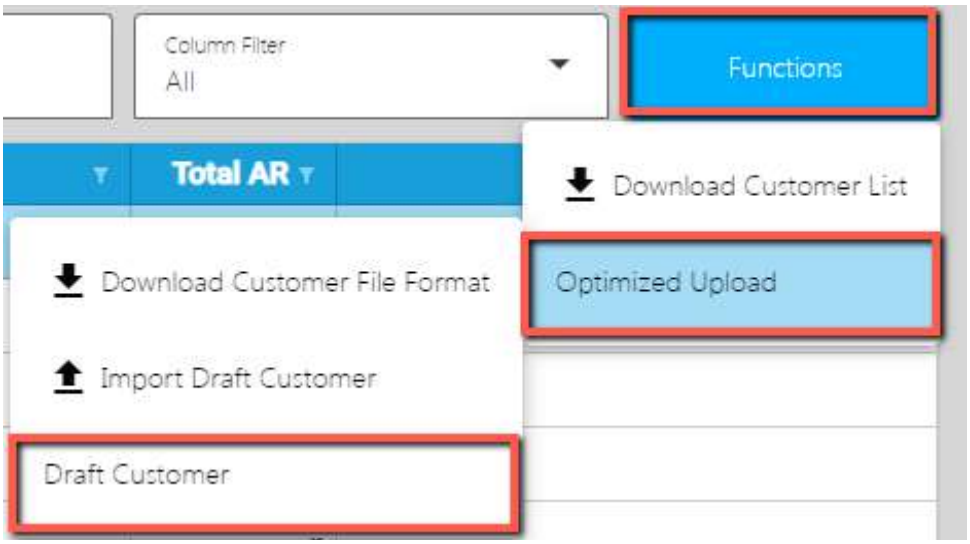
14. Click again the **Functions** button, then hover to **Optimized Upload**, then click **Import Draft Customer**.



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
No Manual Code Provided	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. Invalid EmailAddress → means that the provided email address is not in the format of email.
p. No AdddressLineStrtBarangay provided → means that the AdddressLineStrtBarangay column has no value.
q. No AdddressLineCity provided → means that the AdddressLineCity column has no value.
r. No AdddressLineProvince provided → means that the AdddressLineProvince column has no value.
s. No AdddressLineRegion provided → means that the AdddressLineRegion 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.

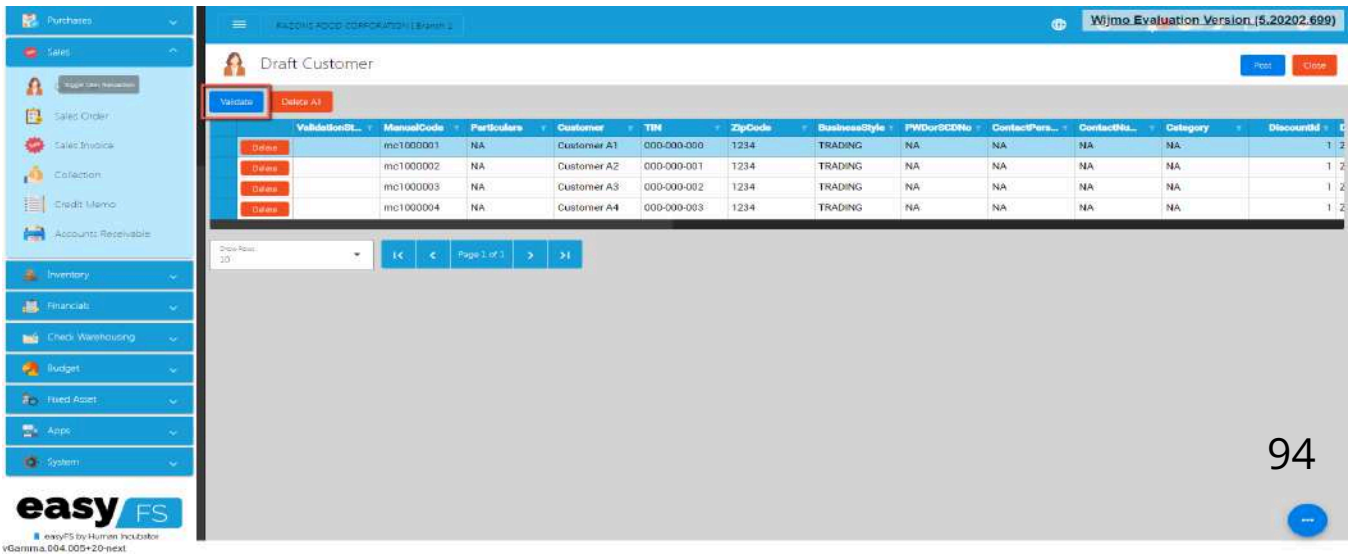
aa. ReceivableAccountId not found → means that the ReceivableAccountId column value does not exist on the database.

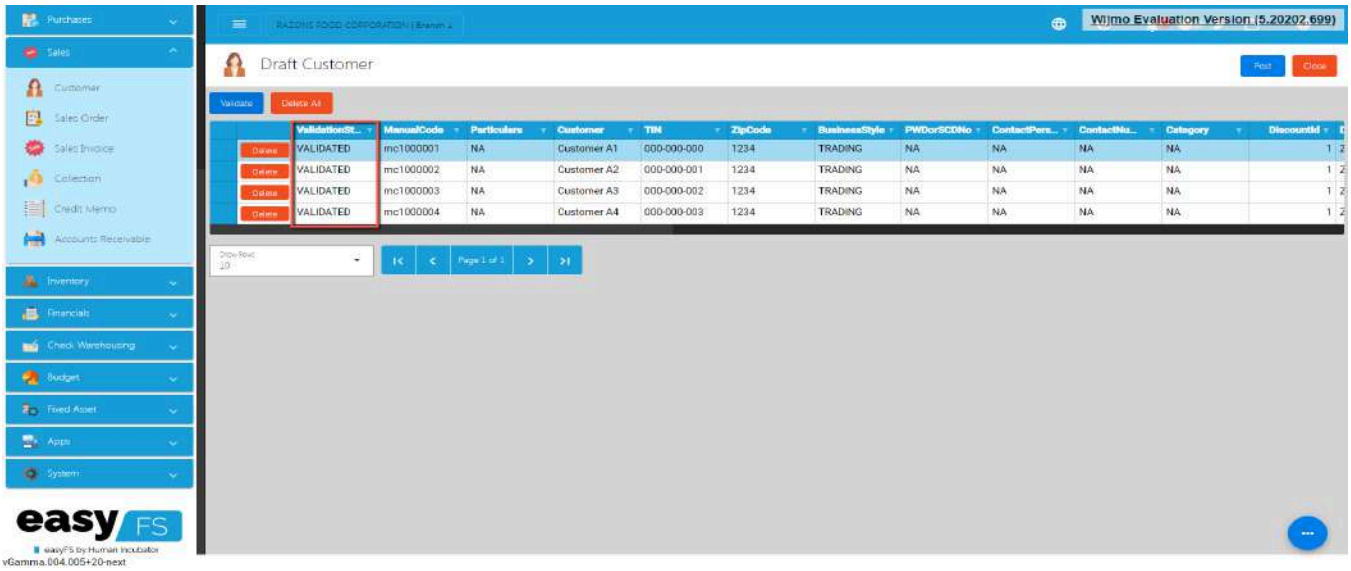
bb. DiscountId not found → means that the DiscountId column value does not exist on the database.

cc. TermId not found → means that the TermId column value does not exist on the database.

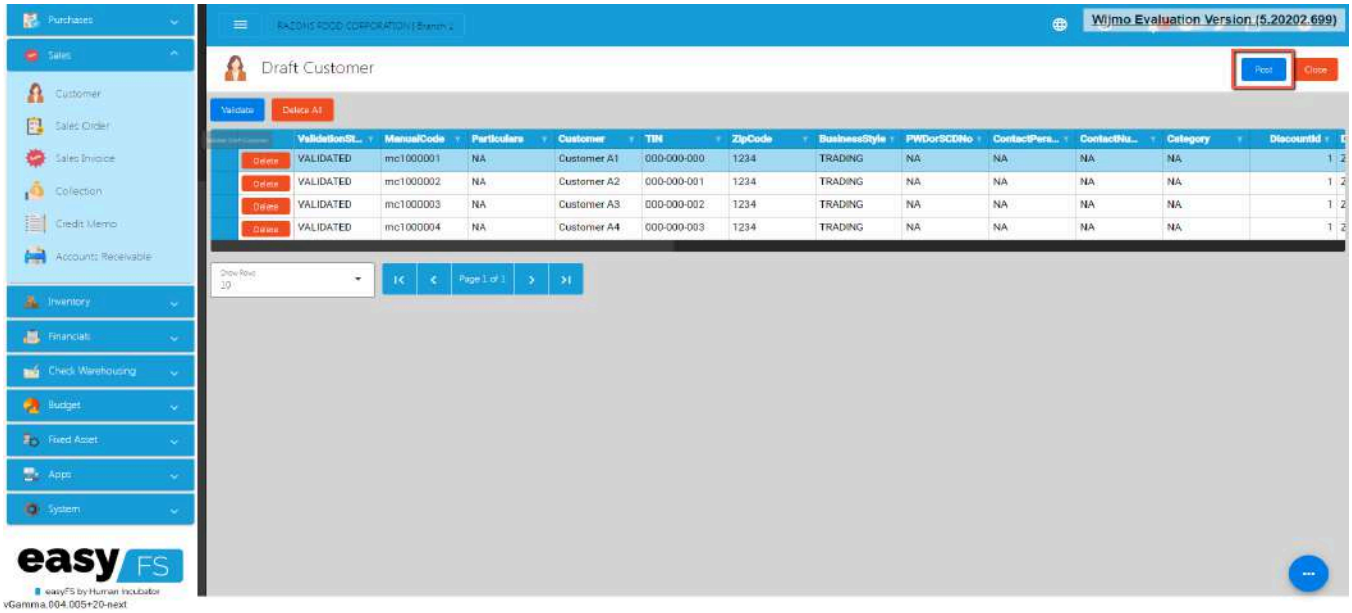
dd. WTAXId not found → means that the WTAXId column value does not exist on the database.

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.

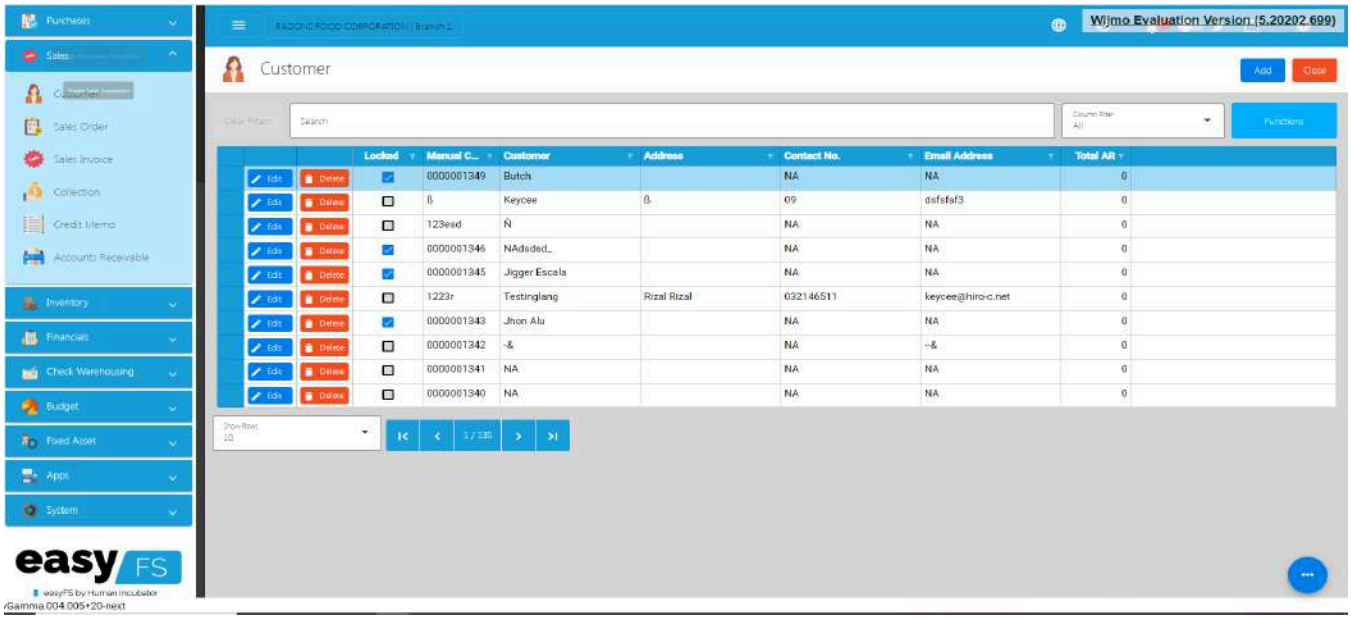




- Once everything is okay (**ValidationStatus** is equal to ***Validated***), click the Post button. A confirmation message will display, click the **Confirm** button. This will now add the validated Customer(s) on the Customer list.



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

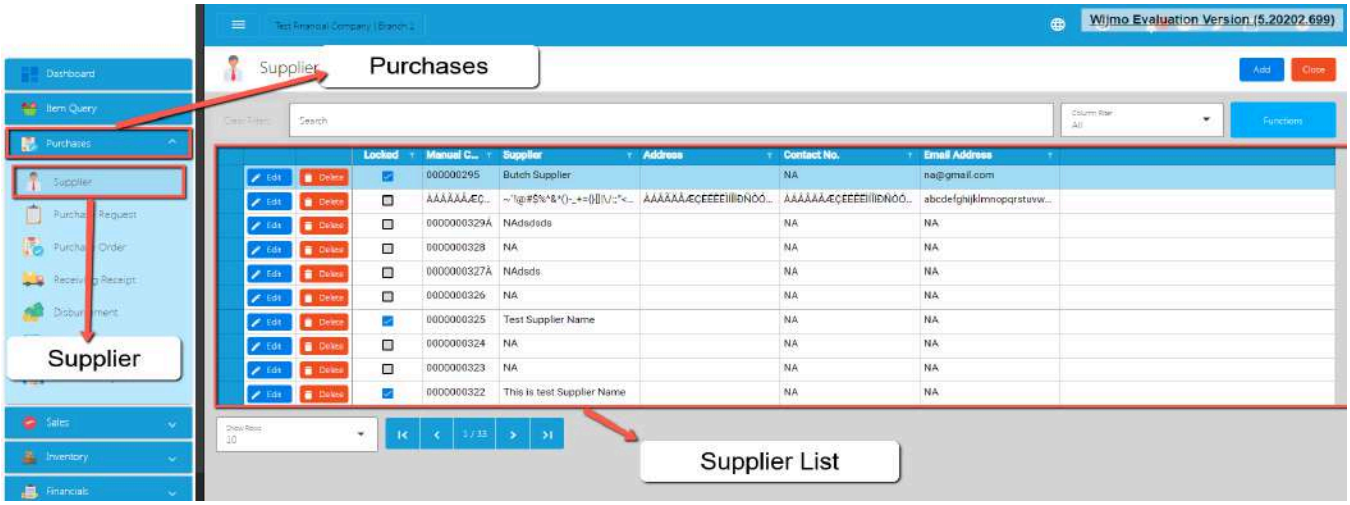


4.1.3 Supplier

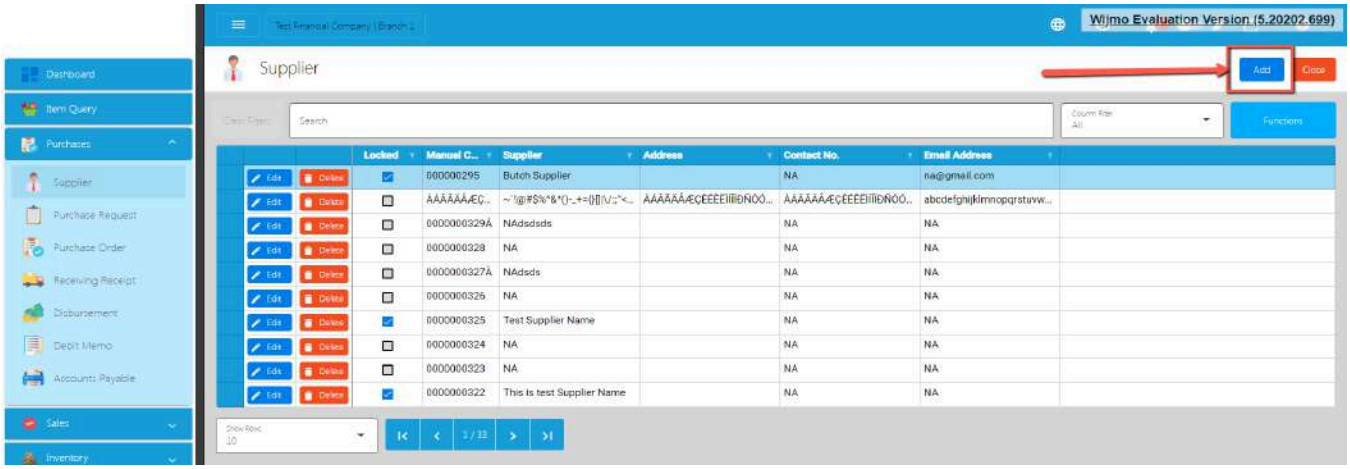
A "supplier" refers to an entity or individual that provides goods or services to a business. This could include companies from which a business purchases inventory, materials, or services necessary for its operations. The supplier is essentially the counterpart to the customer in the context of buying 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

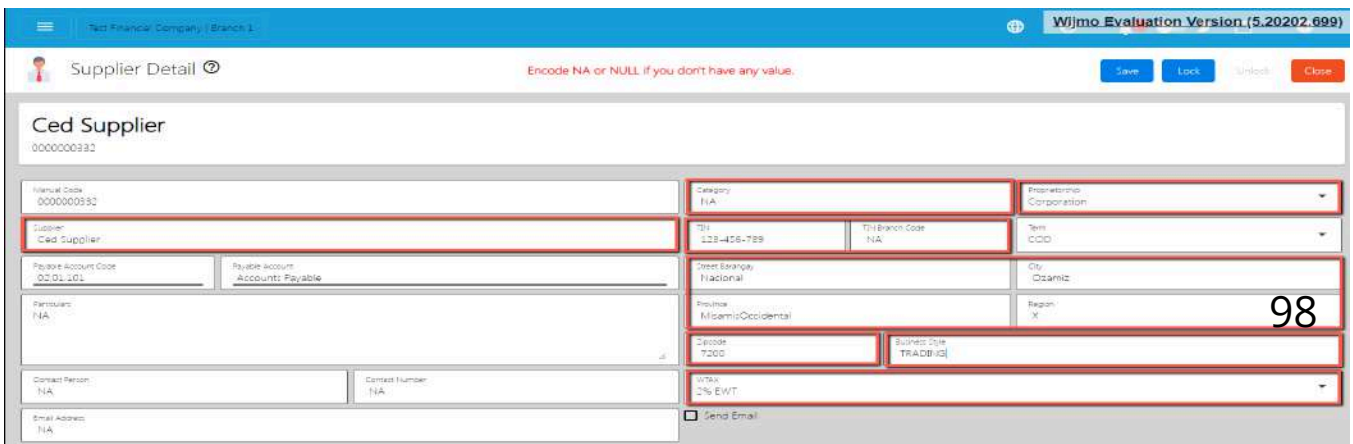
1. Go to **Purchases** then click **Supplier**.



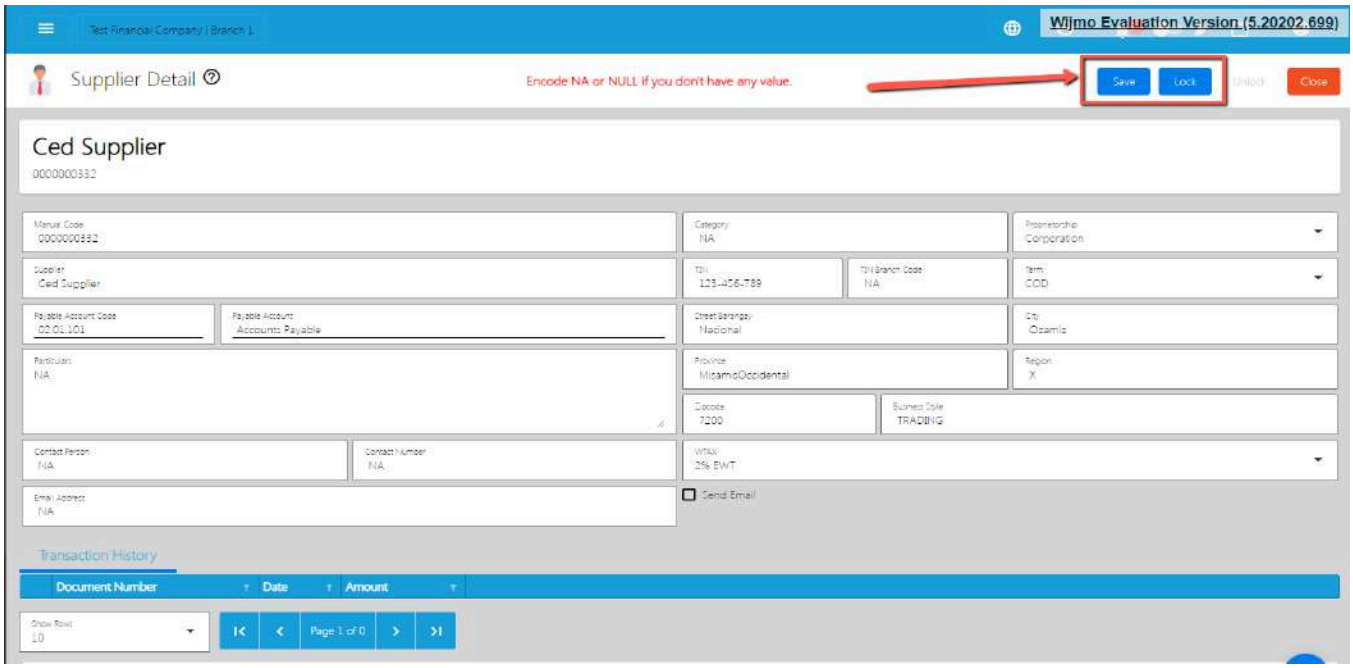
2. To add a new Supplier, click the **Add** button that can be seen on the Supplier List.



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**

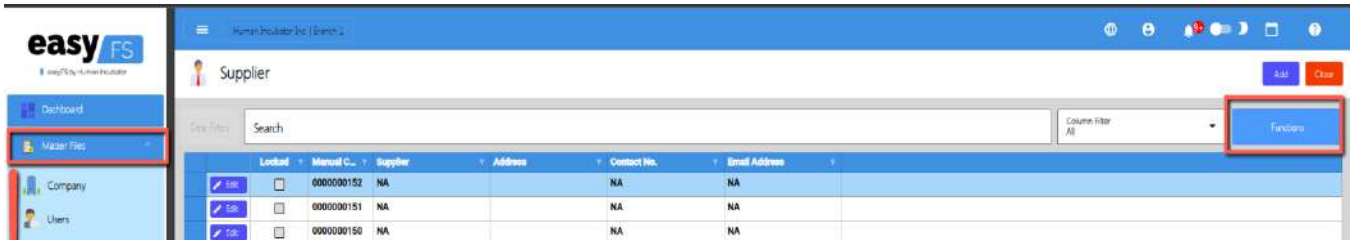


4. After filling up the important fields, click **Save** then **Lock** buttons.

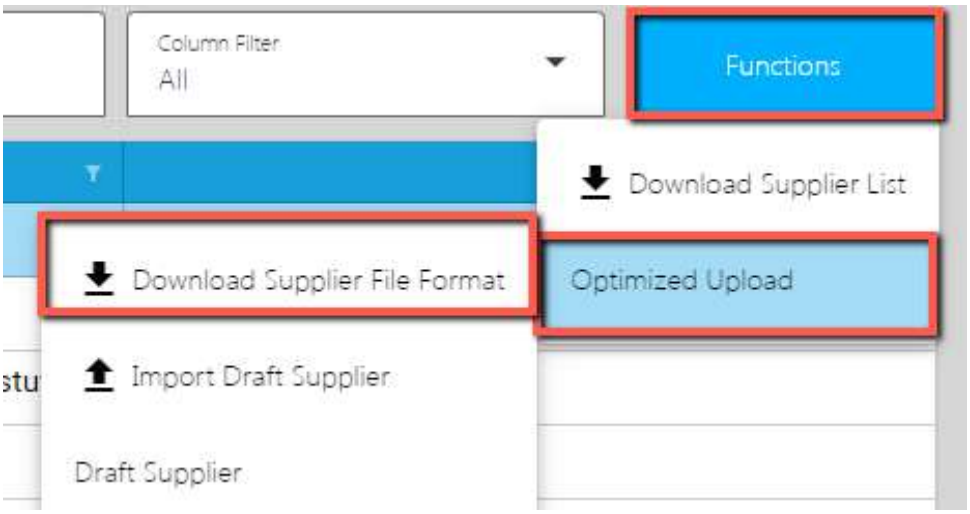


4.1.3.2 Add Supplier Via Import Function

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

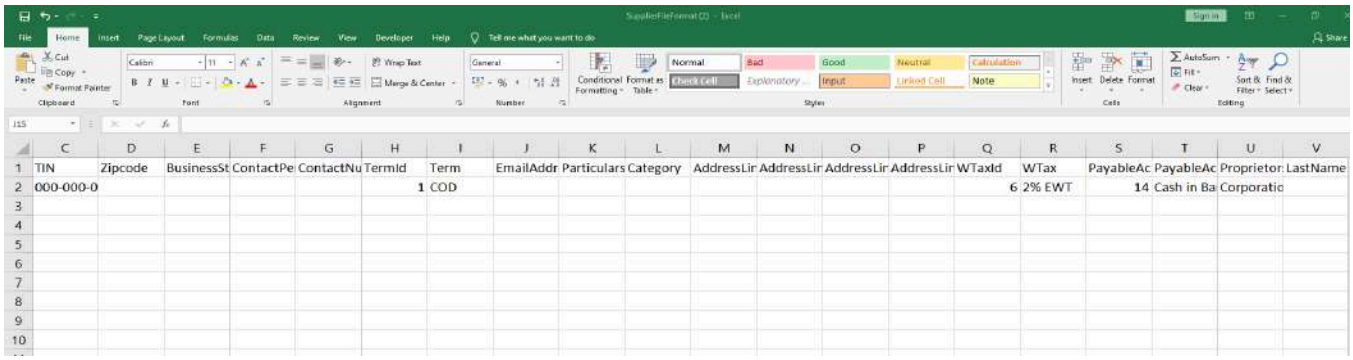


2. Click the **Functions** button, then click **Optimized Upload**, and click **Download Supplier File Format**.



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.

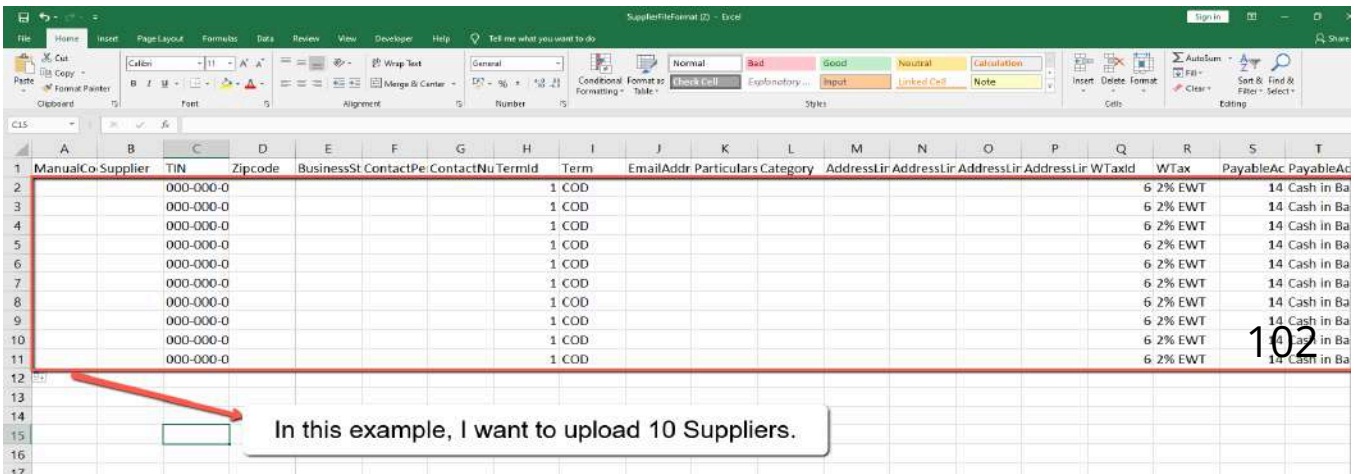


	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	TIN	Zipcode	BusinessSt	ContactPe	ContactNu	TermId	Term	EmailAddr	Particulars	Category	AddressLir	AddressLir	AddressLir	AddressLir	WTaxId	WTax	PayableAc	PayableAc	Proprietor	LastName
2	000-000-0					1	COD								6	2% EWT	14	Cash in Ba	Corporatio	
3																				
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

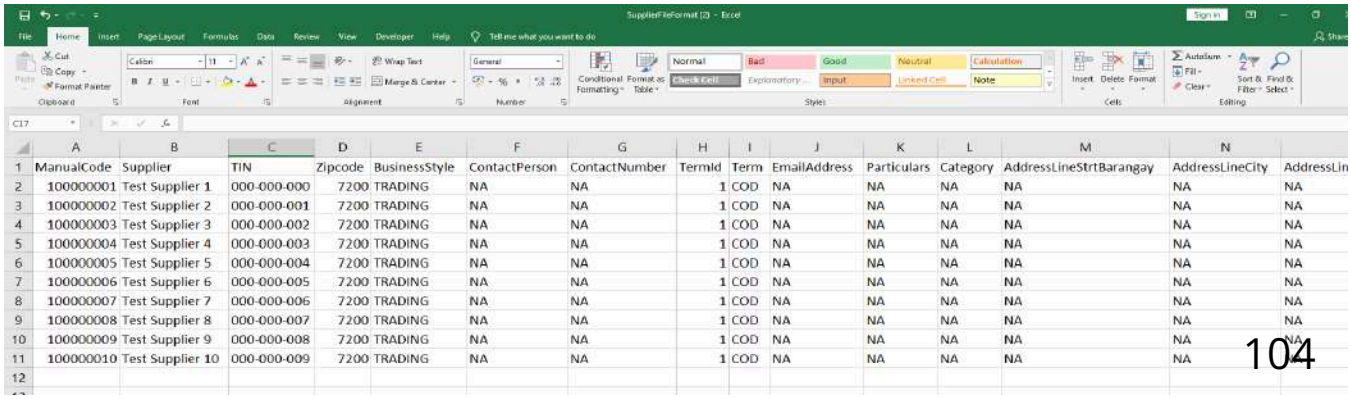
- Category
- AddressLineStrtBarangay
- AddressLineCity
- AddressLineProvince
- AddressLineRegion
- WTaxId
- WTax
- PayableAccountId
- PayableAccount
- Proprietorship
- LastName
- FirstName
- MiddleName
- TINBranchCode

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.



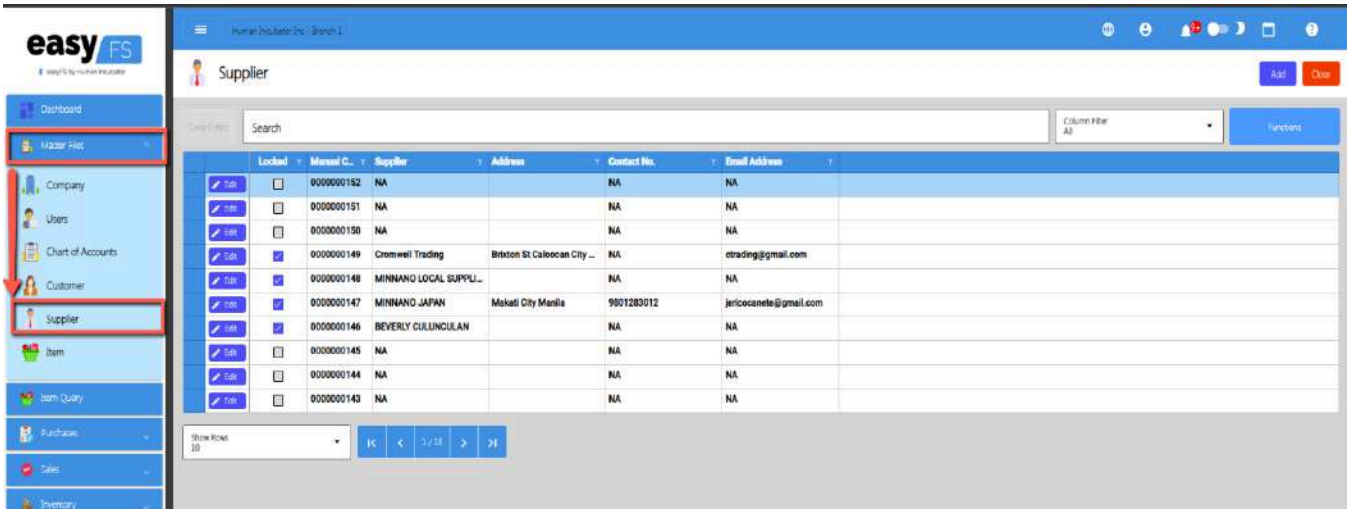
7. Next, provide a correct value for each column especially on the following column(s):
    - **Take note:** Highlighted with ORANGE are the required column, otherwise put NA as value:
        - **Manual Code** → *should be unique and has no special characters*
        - **Supplier**
        - **Category**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

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

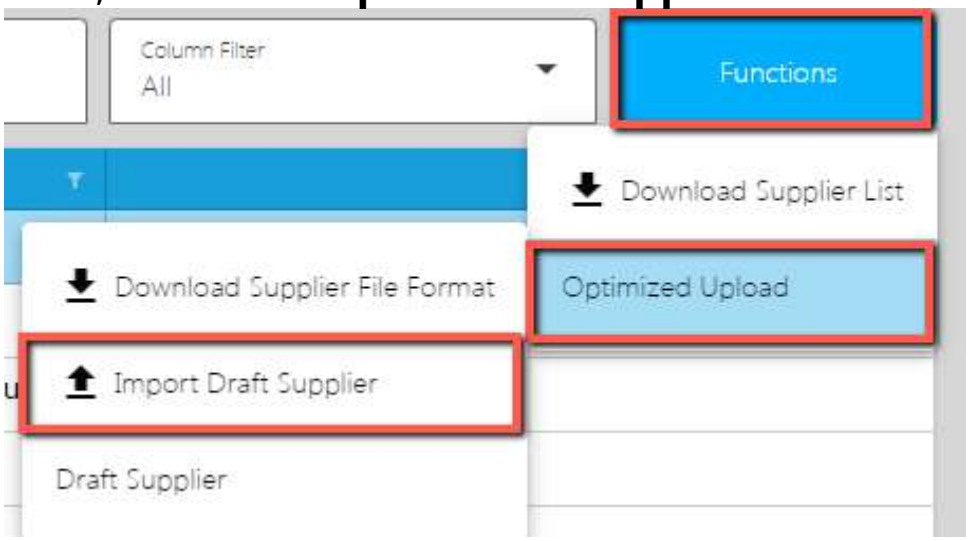


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	ManualCode	Supplier	TIN	Zipcode	BusinessStyle	ContactPerson	ContactNumber	TermId	Term	EmailAddress	Particulars	Category	AddressLineStrtBarangay	AddressLineCity	AddressLin
2	100000001	Test Supplier 1	000-000-000	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
3	100000002	Test Supplier 2	000-000-001	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
4	100000003	Test Supplier 3	000-000-002	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
5	100000004	Test Supplier 4	000-000-003	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
6	100000005	Test Supplier 5	000-000-004	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
7	100000006	Test Supplier 6	000-000-005	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
8	100000007	Test Supplier 7	000-000-006	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
9	100000008	Test Supplier 8	000-000-007	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
10	100000009	Test Supplier 9	000-000-008	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
11	100000010	Test Supplier 10	000-000-009	7200	TRADING	NA	NA	1	COD	NA	NA	NA	NA	NA	NA
12															

8. Once okay, save the file.
9. Go back to the Master Files, then select **Supplier**.

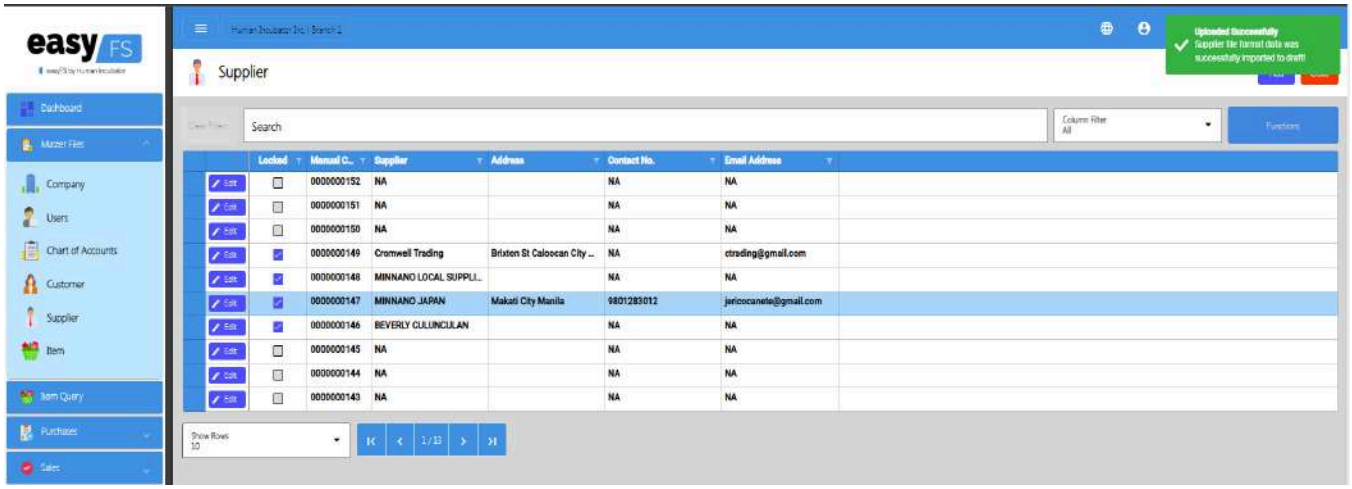


10. Click again the **Functions** button,then click **Optimized Upload**, and click **Import Draft Supplier**.

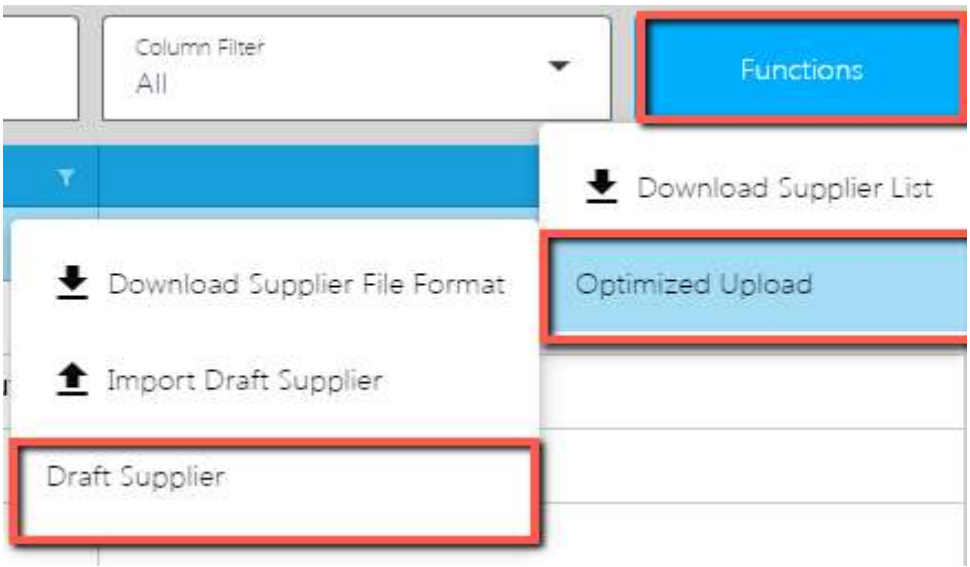


11. Look for the Supplier file format, then double click.
12. Wait until it will successfully be imported. At this stage, the Supplier(s) is not yet added to the Supplier list. Instead, it

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



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



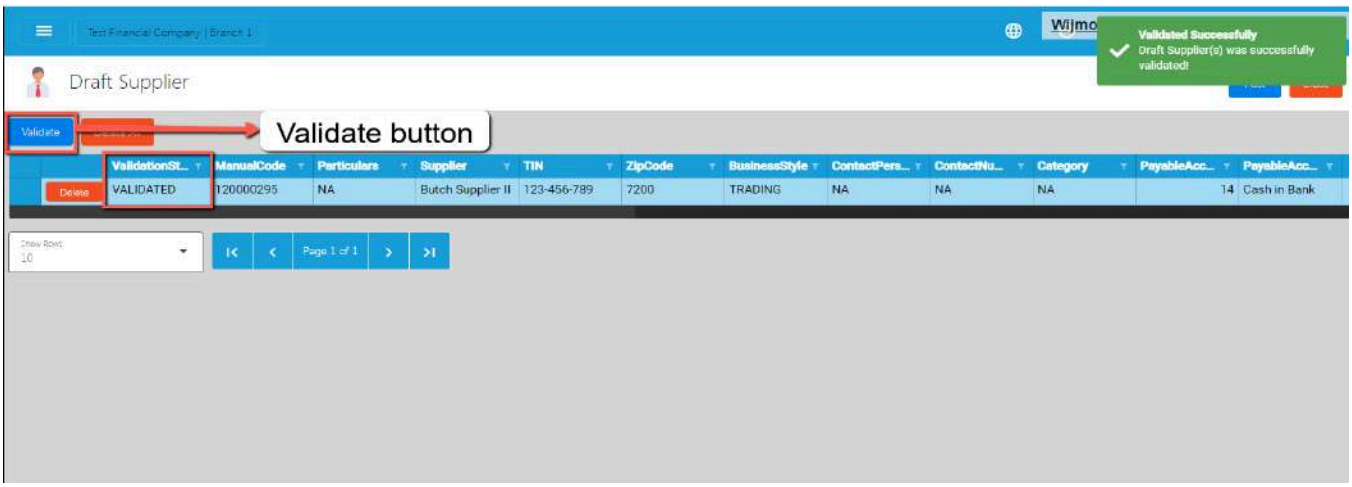
14. Review if the Supplier(s) being imported are added on the **Draft Supplier** list.

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.

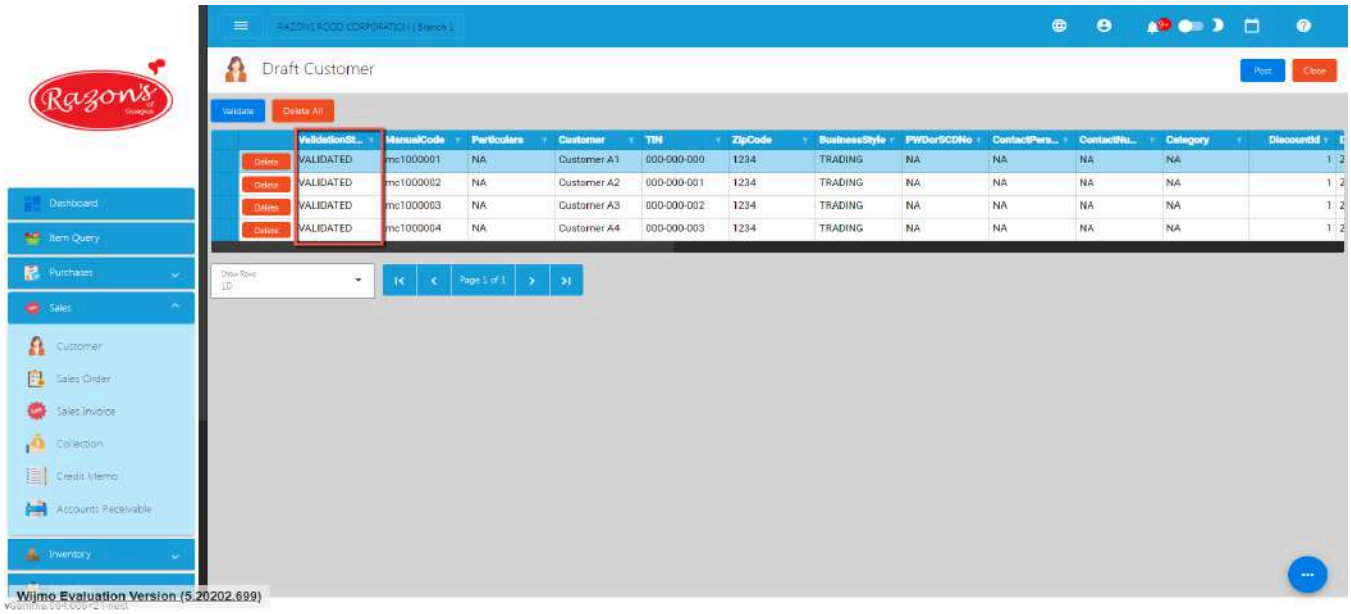
- No CreditLimit provided → means that the CreditLimit column has no value.
- No EmailAddress provided → means that the EmailAddress column has no value.
- Invalid EmailAddress → means that the provided email address is not in the format of email.
- No AdddressLineStrtBarangay provided → means that the AdddressLineStrtBarangay column has no value.
- No AdddressLineCity provided → means that the AdddressLineCity column has no value.
- No AdddressLineProvince provided → means that the AdddressLineProvince column has no value.
- No AdddressLineRegion provided → means that the AdddressLineRegion column has no value.
- No Proprietorship provided → means that the Proprietorship column has no value.
- InvalidProprietorship → means that the Proprietorship is not equal to Individual OR Corporation.
- No LastName provided → means that the LastName column has no value.
- No FirstName provided → means that the FirstName column has no value.
- No MiddleName provided → means that the MiddleName column has no value.
- No TINBranchCode provided → means that the TINBranchCode column has no value.

- Supplier already exists → means that Supplier column value exists on the Supplier list.
- PayableAccountId not found → means that the PayableAccountId column value does not exist on the database.
- TermId not found → means that the TermId column value does not exist on the database.
- WTAXId not found → means that the WTAXId column value does not exist on the database.

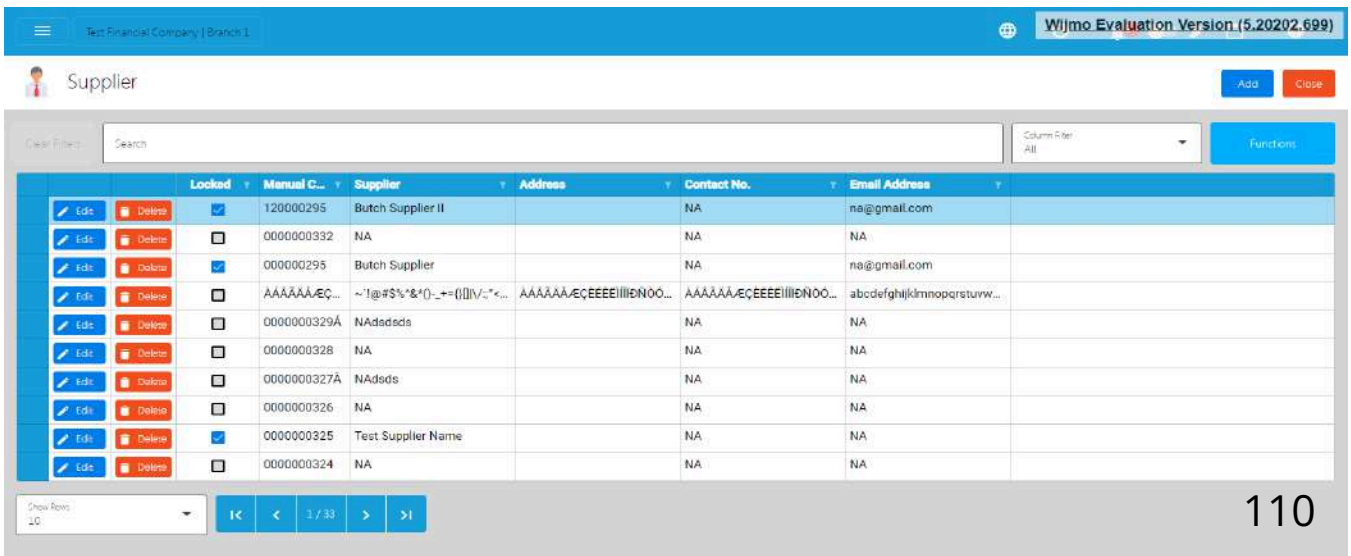
16. Once validation is okay, it will update the **ValidationStatus**. Read the **validationStatus** on what issues are being found. To correct the Supplier detail, double click on the column where it has an issue then enter a valid value, then press Enter. After that, validate again by clicking the **Validate**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



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



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



4.1.4 Company

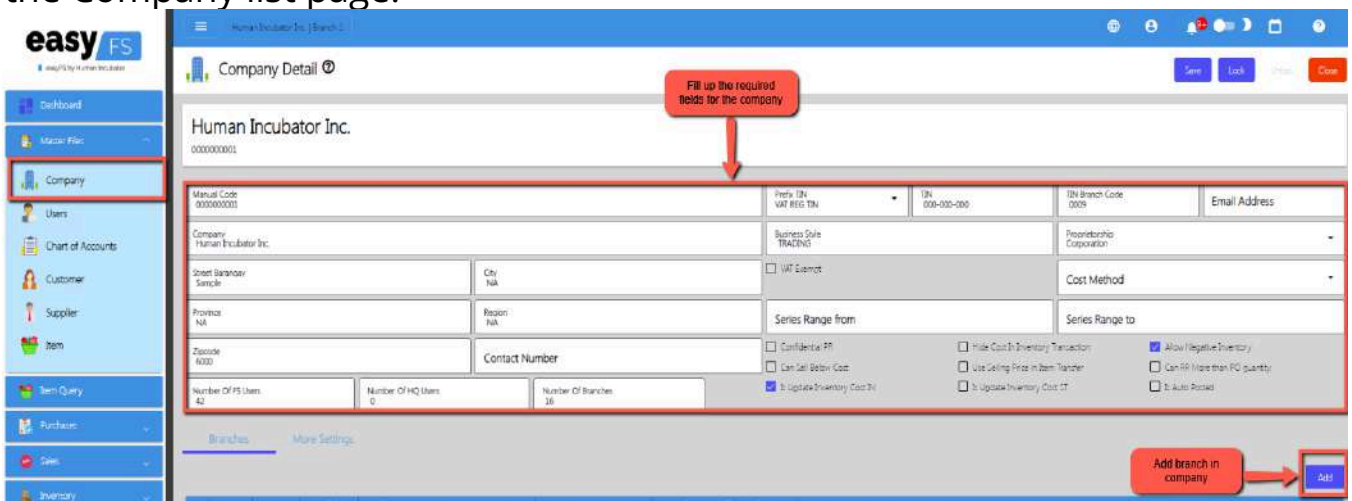
Company refers to the name of the organization using EasyFS. Each company can have multiple branches. Depending on how the organization will configure their branches, they could use it as a profit center, a cost center or a warehouse. Each Company has its own consolidated Financial Reports.

Company List

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

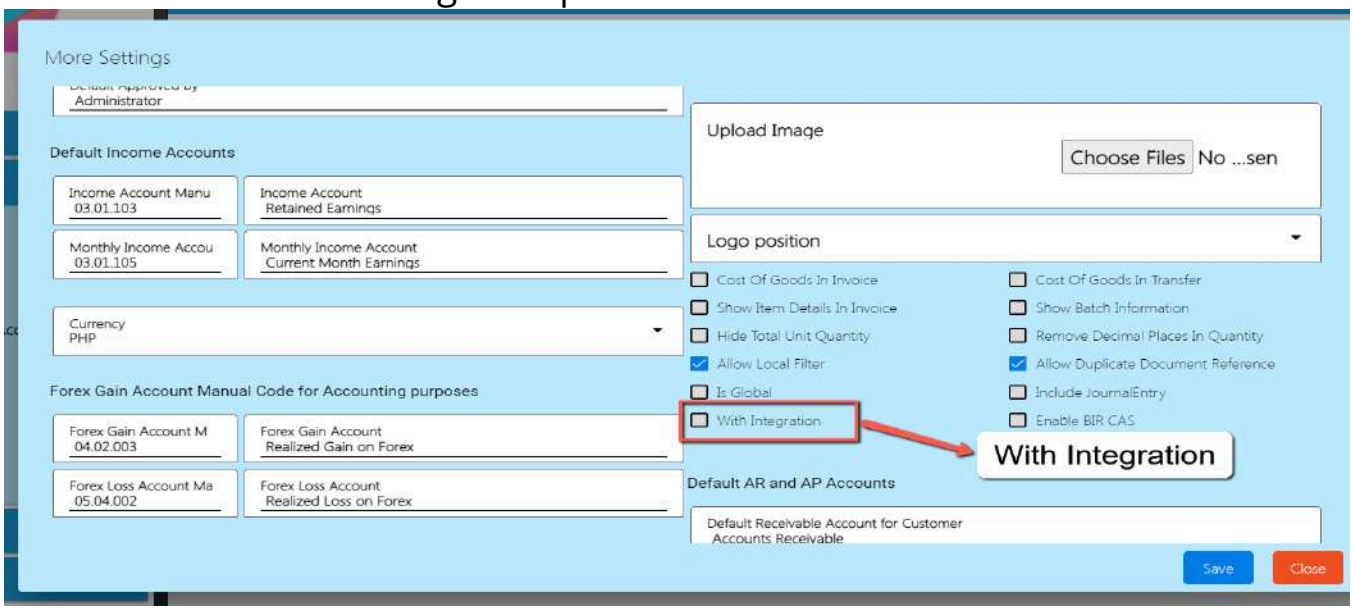
Company Detail

- To add a new Company detail, click on the **Add** button that can be seen on the Company list page.

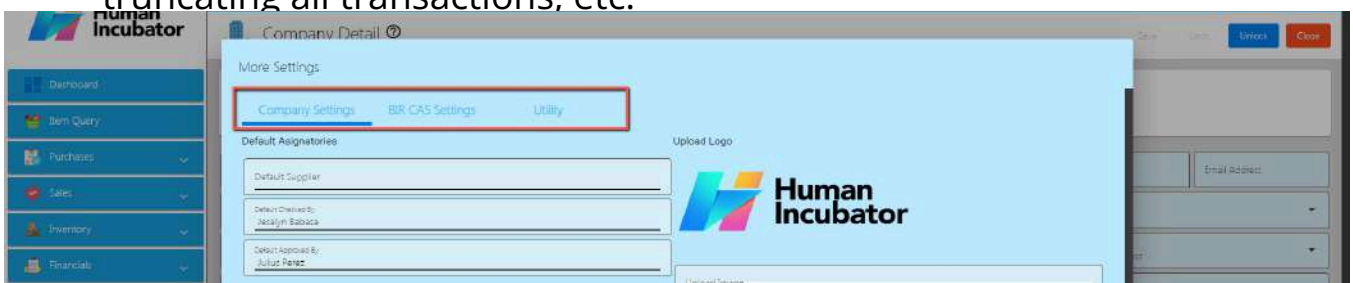


Provide all the necessary information for the **More Settings** for the company the tabs shown here are:

- **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



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



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.

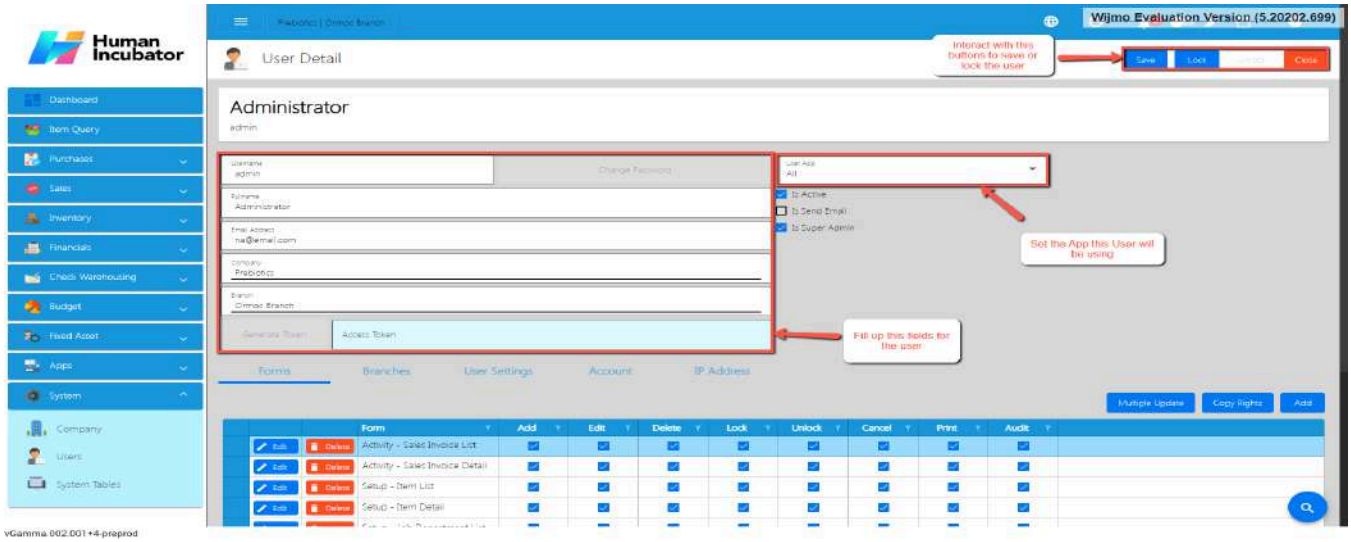
Note: A user license is part of the contract of EasyFS and it should be coordinated with HII Sales for proper accounting and to avoid unnecessary disruption in the organization's operations. For more additional inquiry on the User License you can contact Hiisales@human-incubator.com

Users List

List of All Users that were added to the System.

Users Detail

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



  - **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.

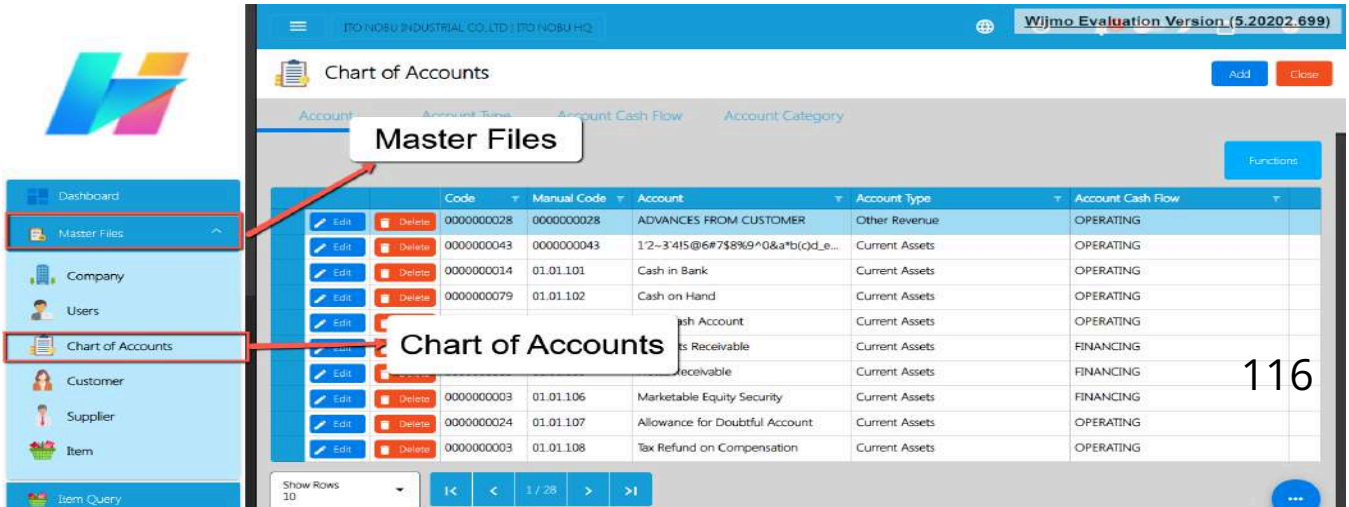
Note: An Accountant can advise what will be the best suited Chart of Accounts for your type of business.

4.1.6.1 Chart of Accounts Lists

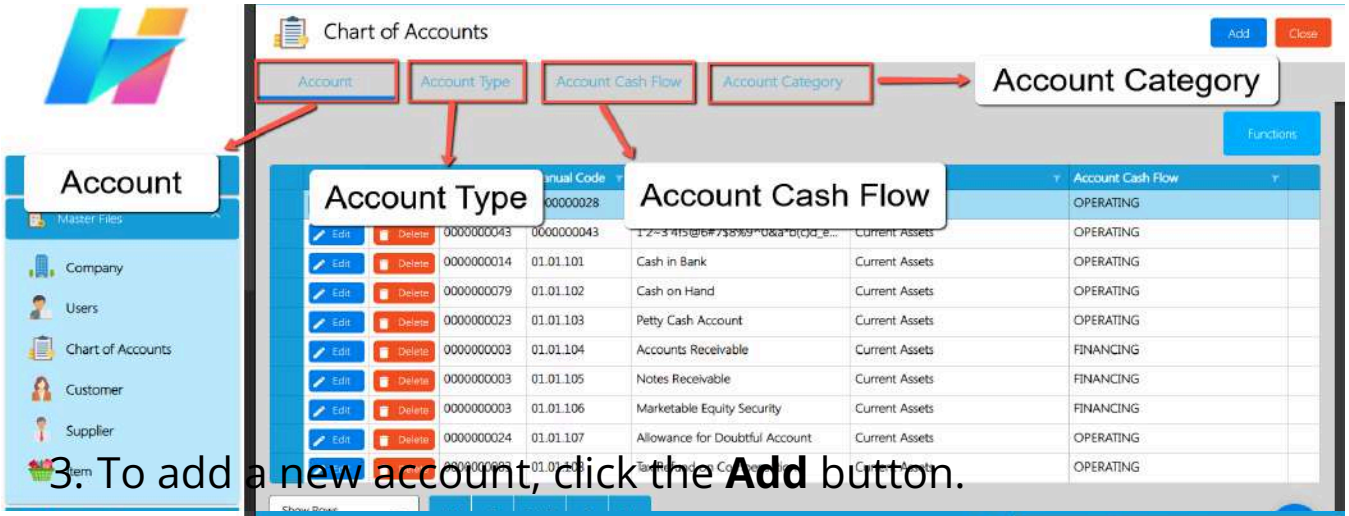
- List of All Accounts that were added to the System
- Here the user can choose what Account they want to set up for them to use in their transactions, there are the tabs:
    - **Account** - This is the name of the account used to record financial transactions.
    - **Account Type** - This refers to 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

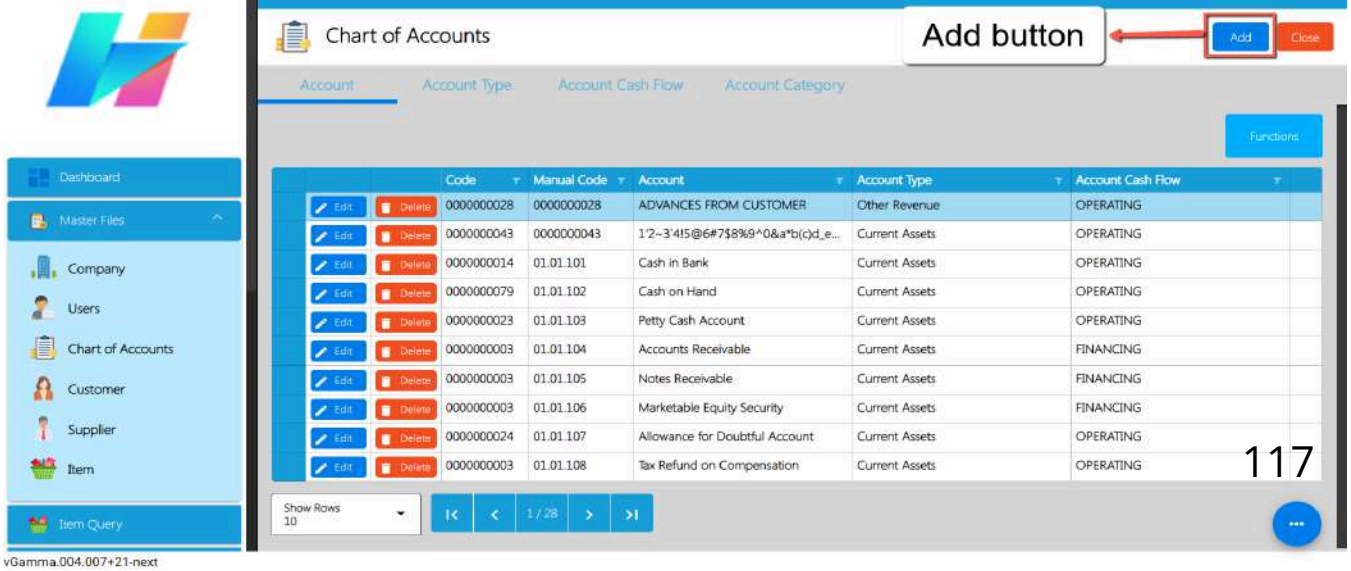
1. Go to **Master Files**, then select **Chart of Accounts**.



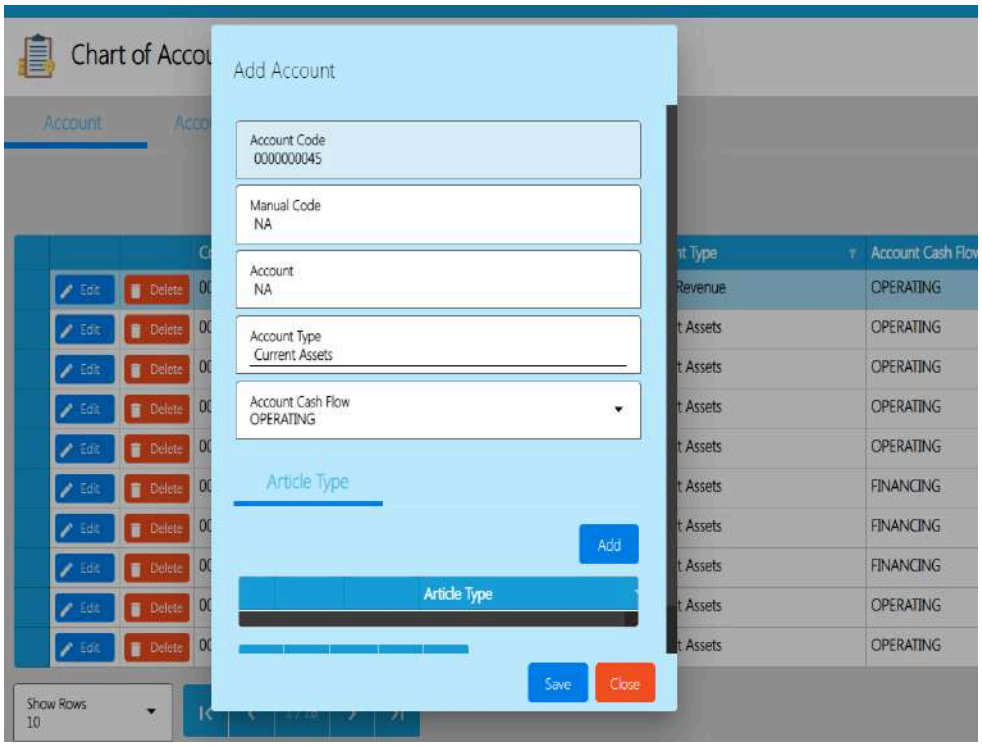
2. You will be redirected to the Chart of Accounts list where you can see the following tabs:
    a. **Account** → list of accounts.
    b. **Account Type** → list of account types.
    c. **Account Cash Flow** → list of account flows.
    d. **Account Category** → list of account categories.



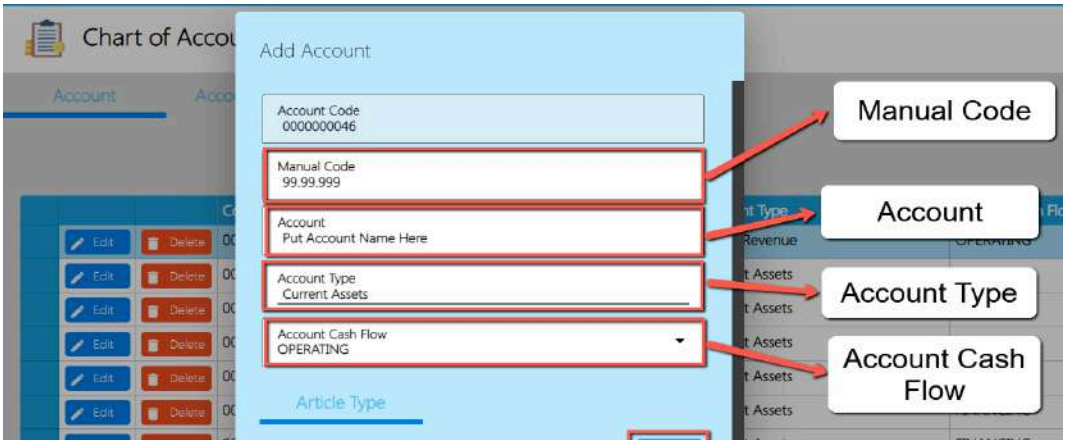
3. To add a new account, click the **Add** button.



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



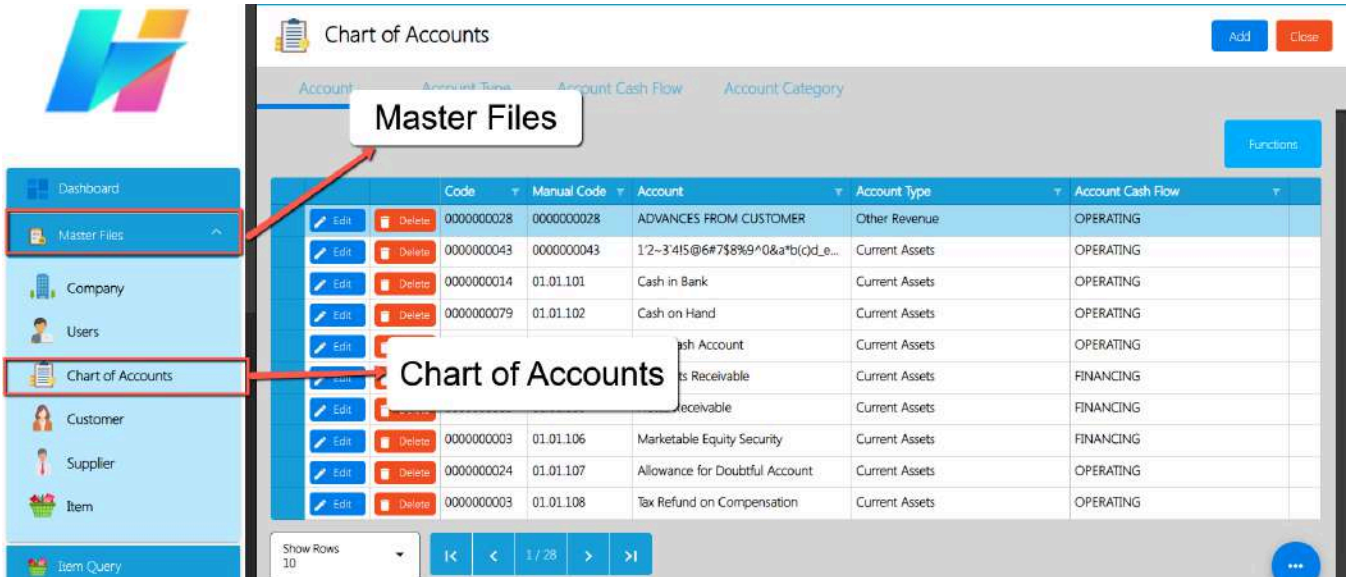
5. Fill in the important fields with correct information like:
   a. Manual Code
   b. Account
   c. Account Type
   d. Account Cash Flow
   e. Article Type



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

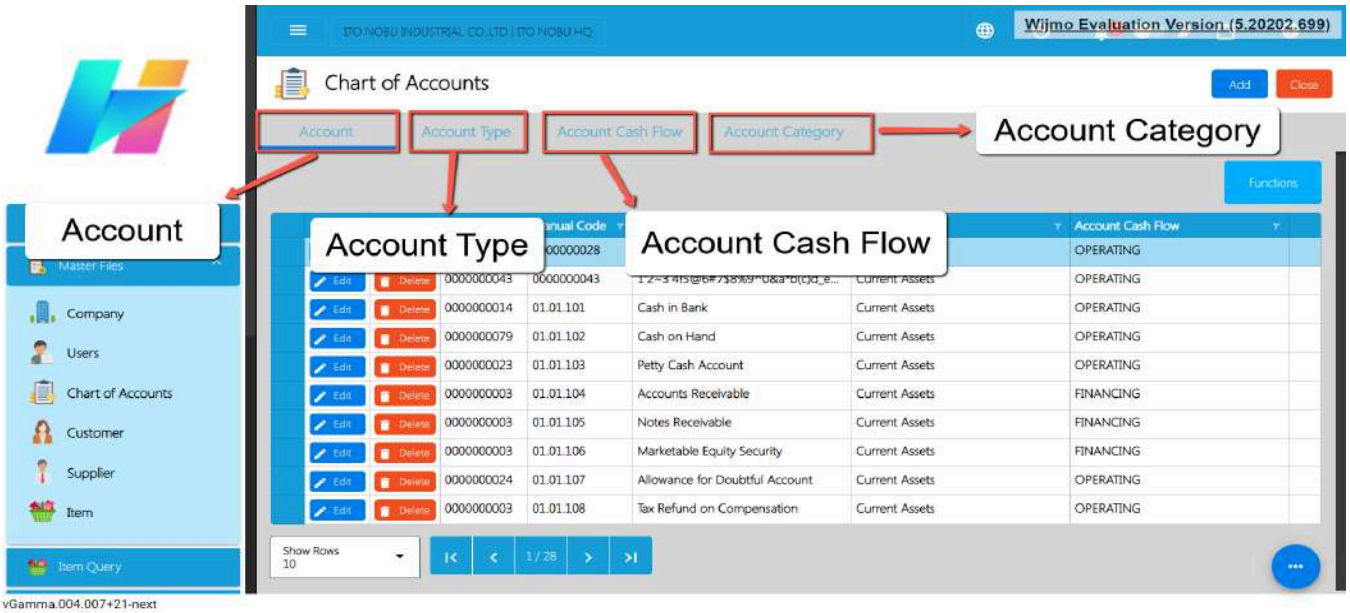
4.1.6.2 Add Chart of Accounts via Upload Account

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

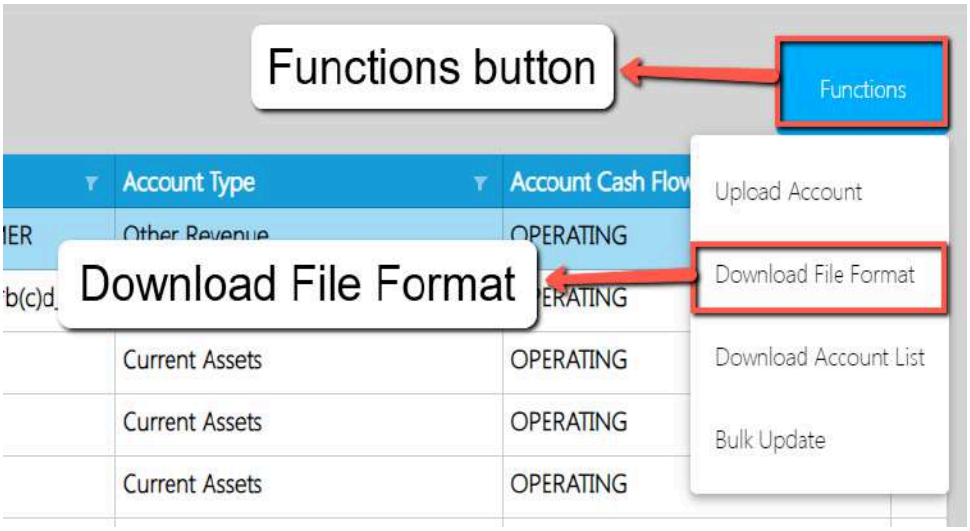


2. You will be redirected to the Chart of Accounts list where you can see the following tabs:
   a. **Account** → list of accounts.
   b. **Account Type** → list of account types.
   c. **Account Cash Flow** → list of account flows.

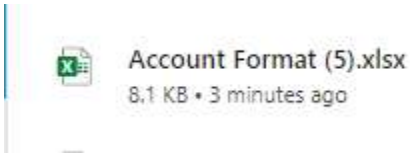
d. **Account Category** → list of account categories.



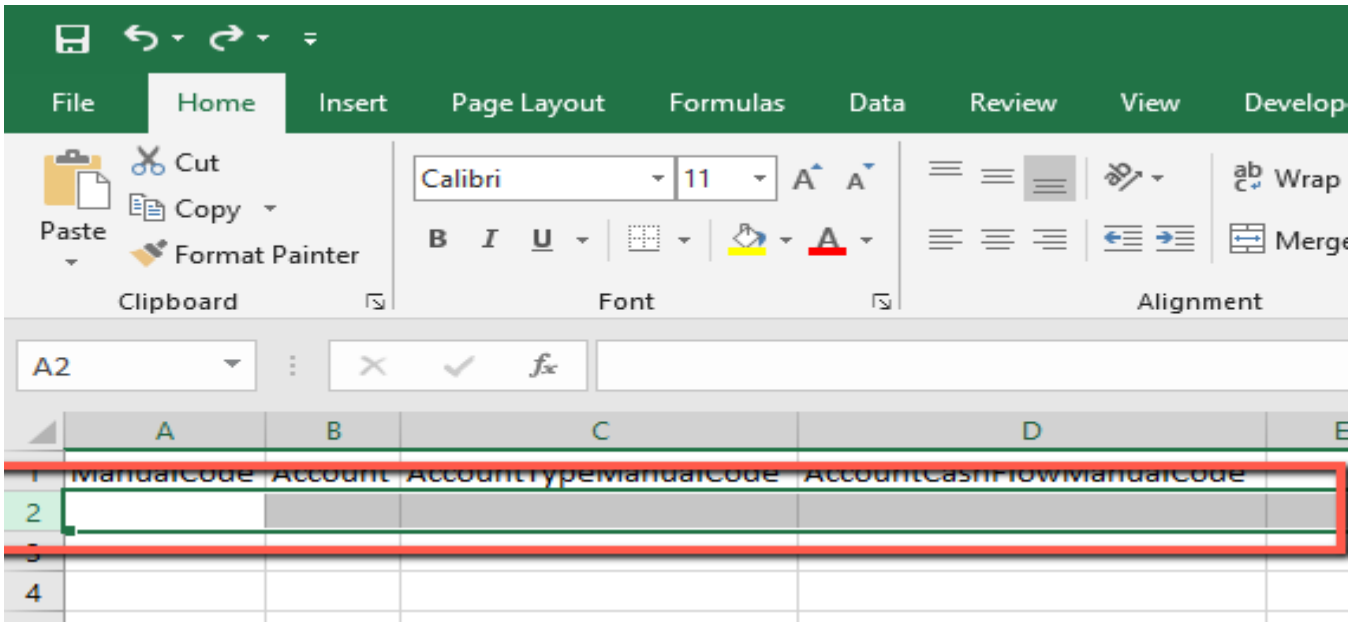
3. To add new accounts via Upload Account, click the **Functions** button, then click the **Download File Format** for the Account template.



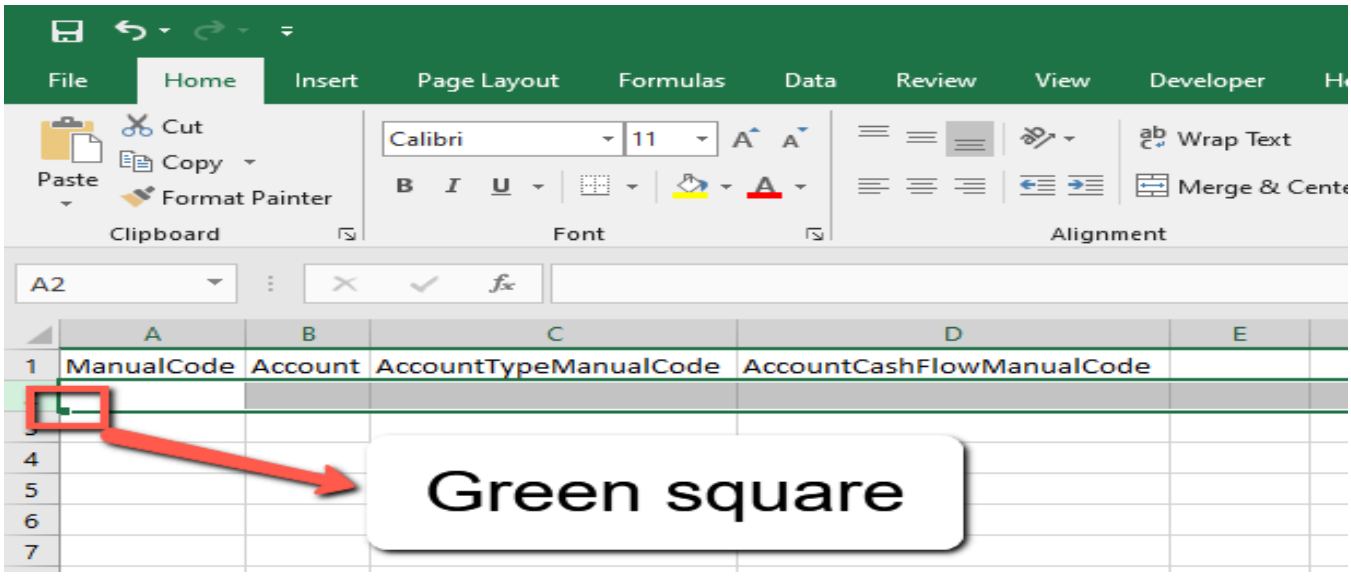
4. An excel file will be downloaded with a file name of **Account Format.**

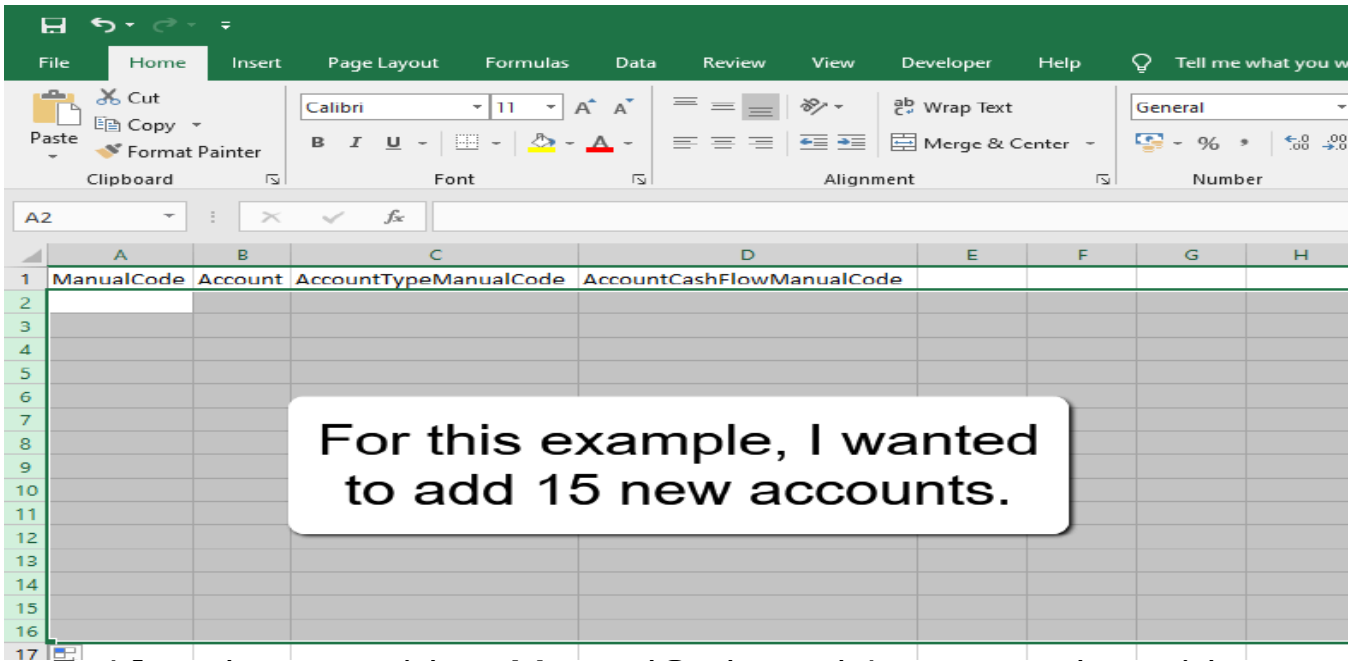


5. Open the excel file and you will see the following columns:
    a. ManualCode
    b. Account
    c. AccountTypeManualCode
    d. AccountCashFlowManualCode
6. If you wish to add bulk accounts, we highly recommend you to copy first the first data (cell 2) as it has dropdown values for the AccountTypeManualCode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



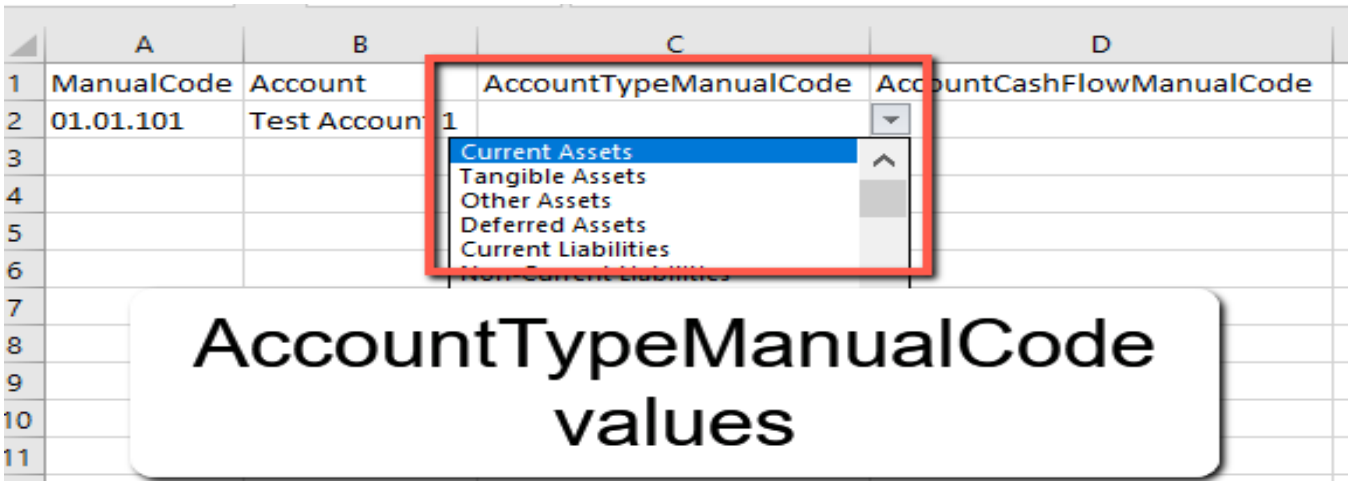
b. Look for the square colored with green then drag lower until you reach the number of accounts you wanted to add.

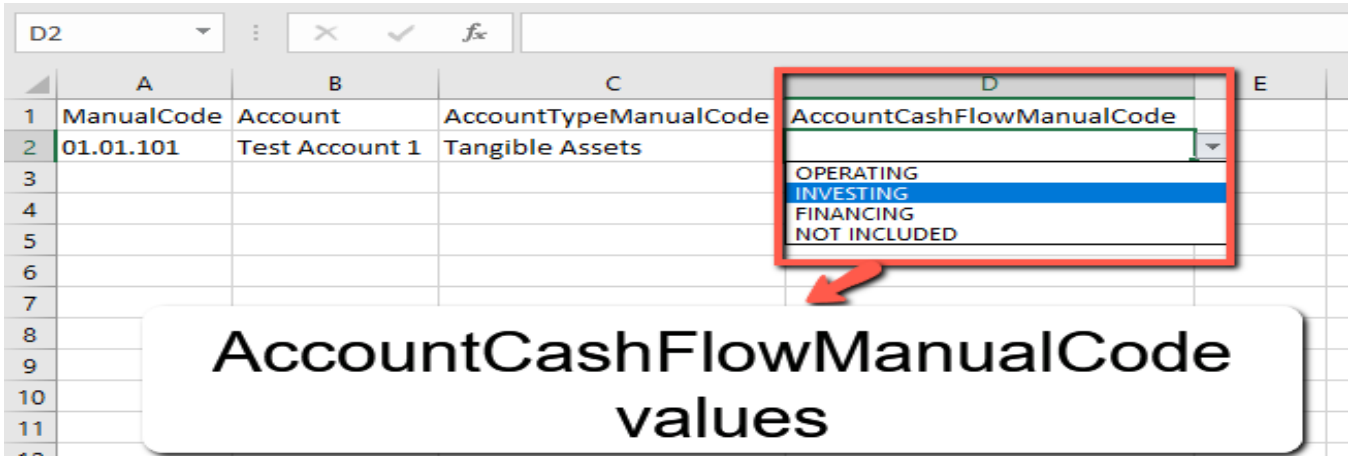




7. After that, provide a ManualCode and Account value with correct details.

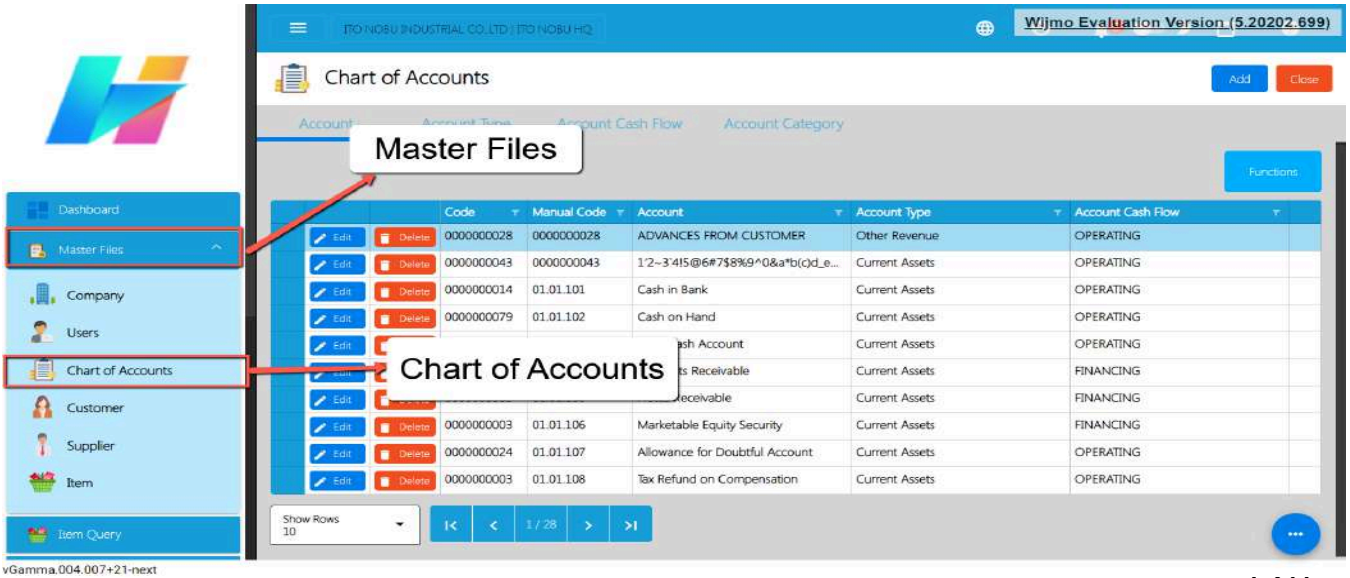
8. For the AccountTypeManualCode and
9. AccountCashFlowManualCode, click the cell. You will see a dropdown icon, click the dropdown icon, and select the correct value.



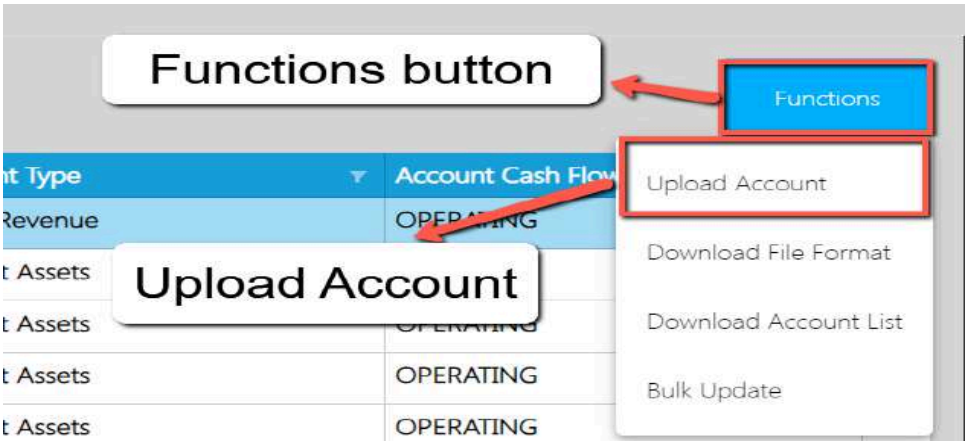


	A	B	C	D
1	ManualCode	Account	AccountTypeManualCode	AccountCashFlowManualCode
2	01.01.101	Test Account 1	Current Assets	OPERATING
3	01.01.102	Test Account 2	Current Assets	OPERATING
4	01.01.103	Test Account 3	Current Assets	OPERATING
5	01.01.104	Test Account 4	Current Assets	OPERATING
6	01.01.105	Test 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**.



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.

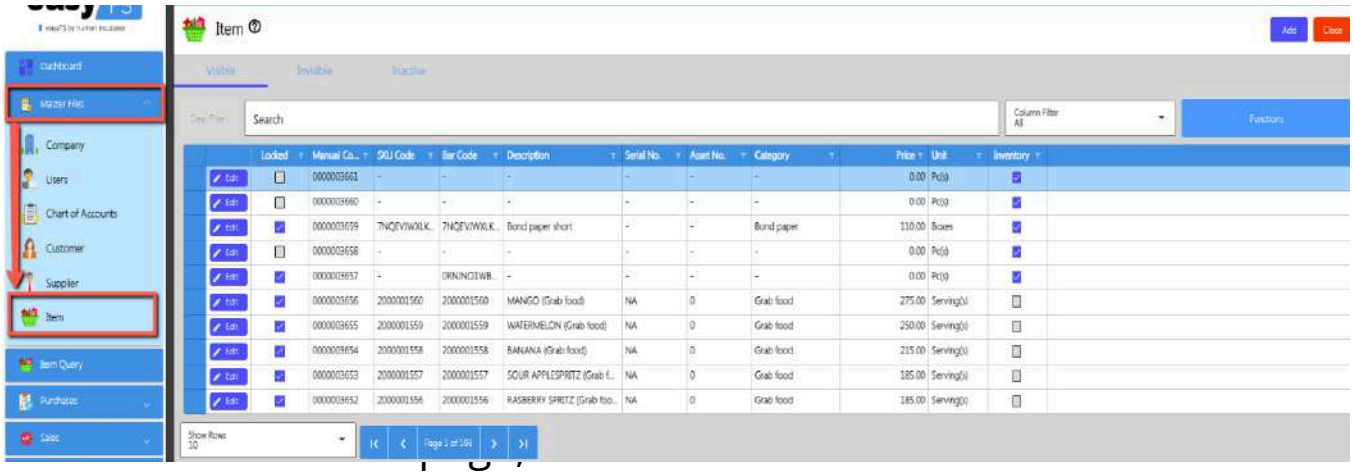
4.2 Update Master Files

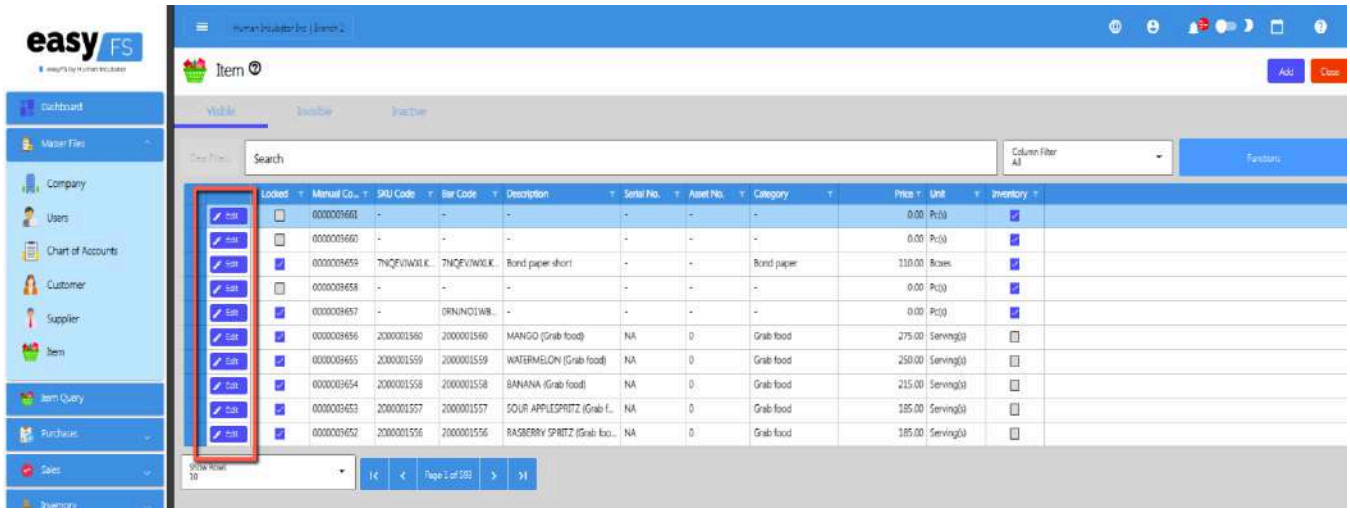
I'll walk you through the process of bulk updating master files, including Items, Suppliers, and Customers. There are two methods for bulk updates: performing updates in bulk or opting for manual updates.

4.2.1 Item

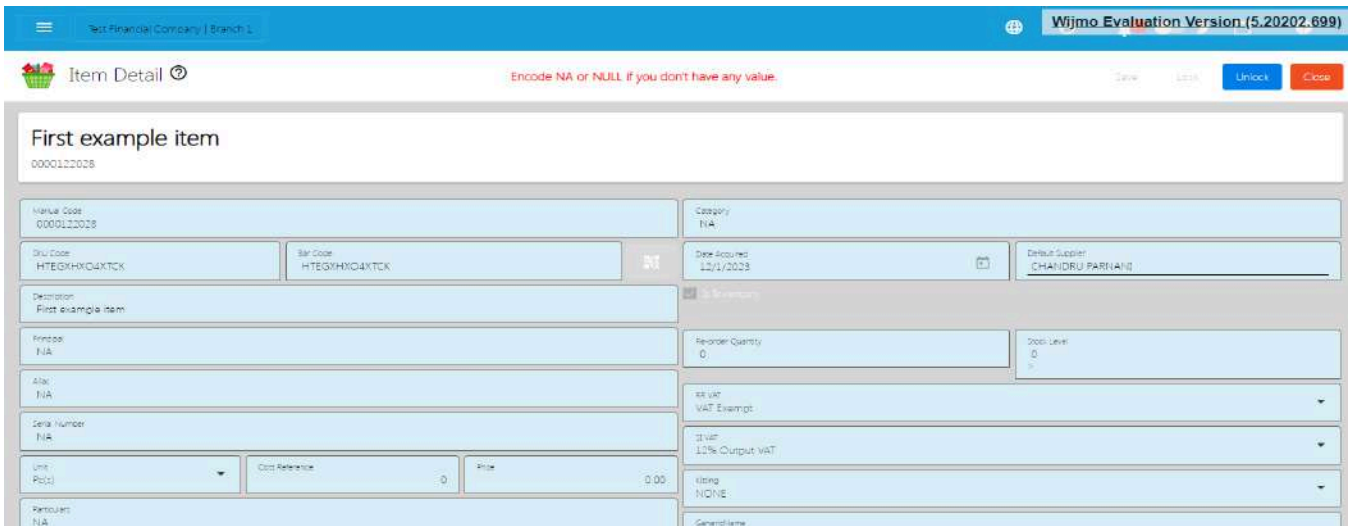
4.2.1.1 Manual Update Item Detail

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

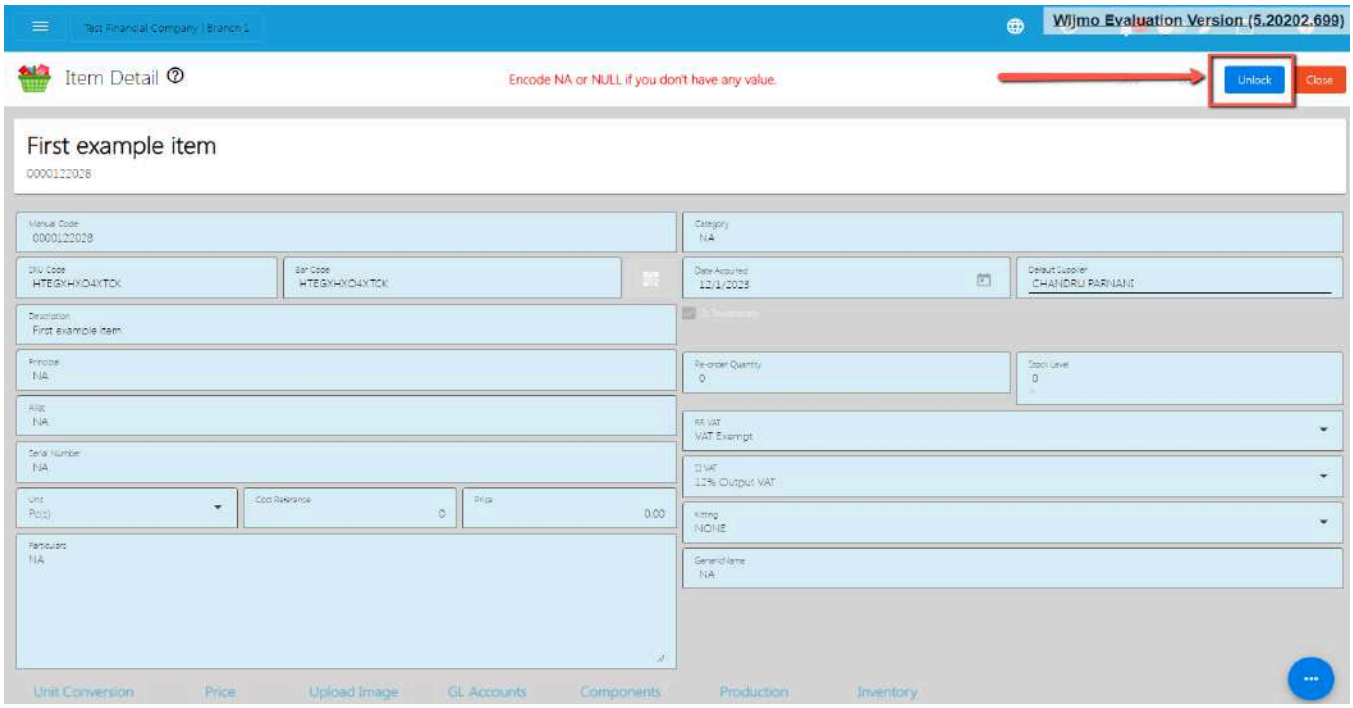




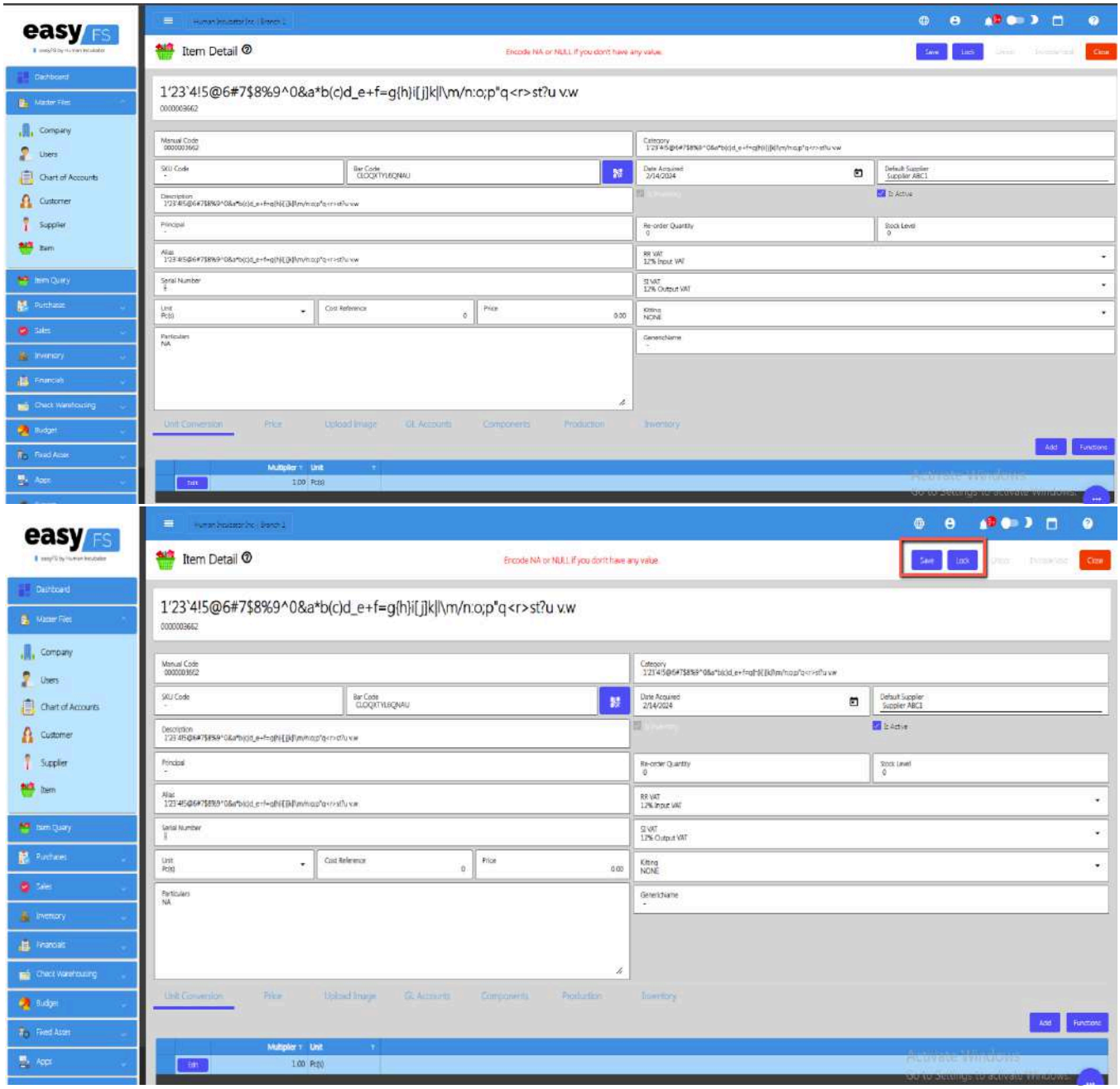
3. You will be routed to the Item Detail page.



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

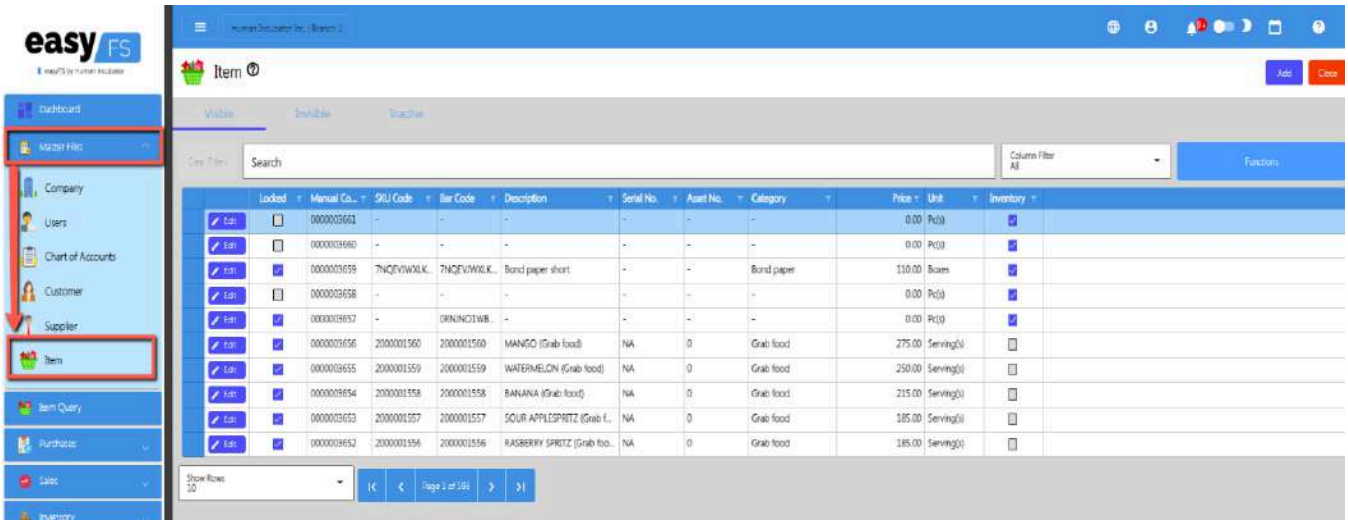


5. Once unlocked, you can now change the Item field values that you want to except for the **BARCODE and UNIT**. Just make sure not to provide special characters like: **~ ` ! @ # $ % ^ & * ( ) - _ + = { } [ ] | \ / : ; " ' < > , . ?** and should not exceed the character limit of 255 to prevent errors.

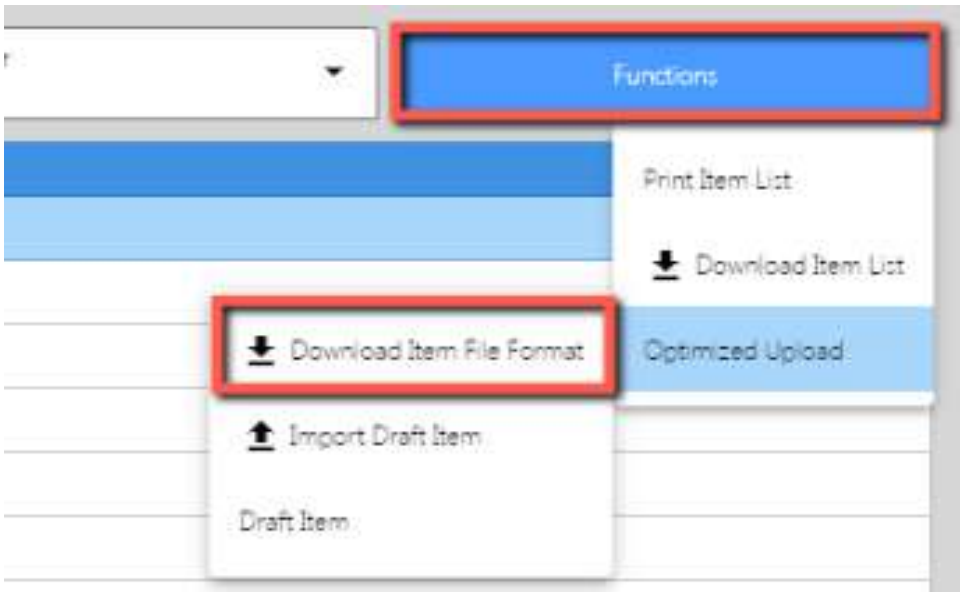


4.2.1.2 Update Item Detail in Bulk

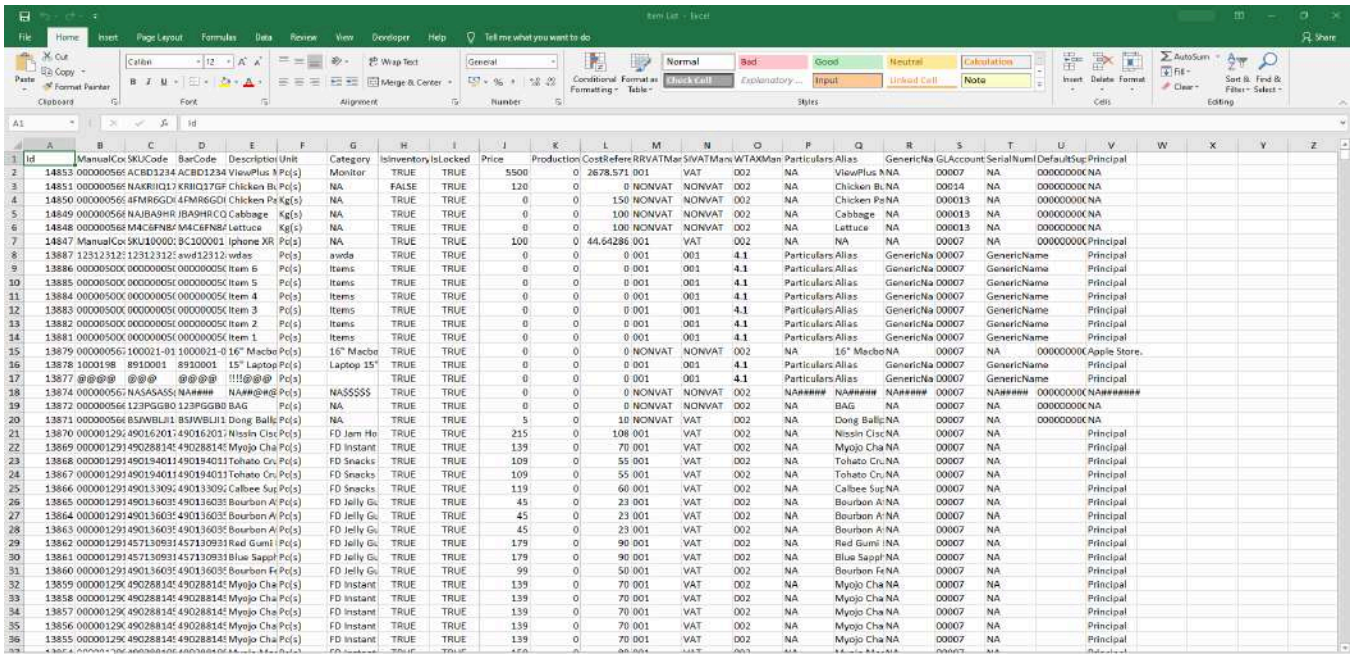
1. Go to **Master Files**, then click **Item**.



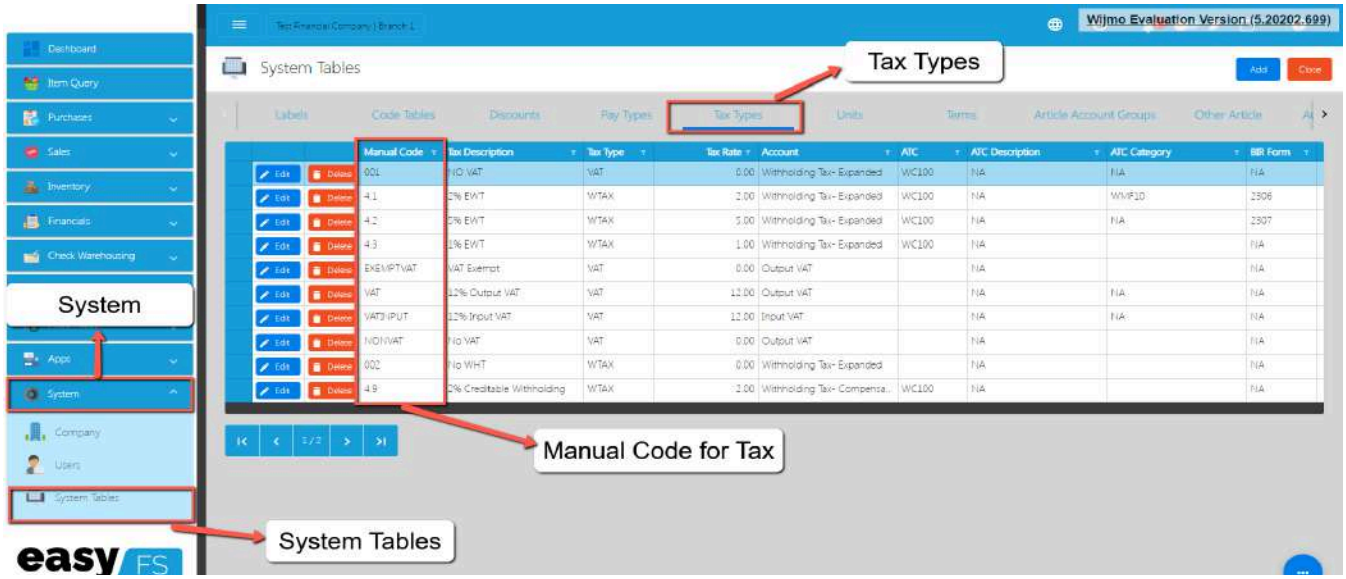
2. On the Item list page, click the **Functions** button, then click **Optimized Upload** and **Download Item List**. Item List will be used as a template for bulk updating Item detail.



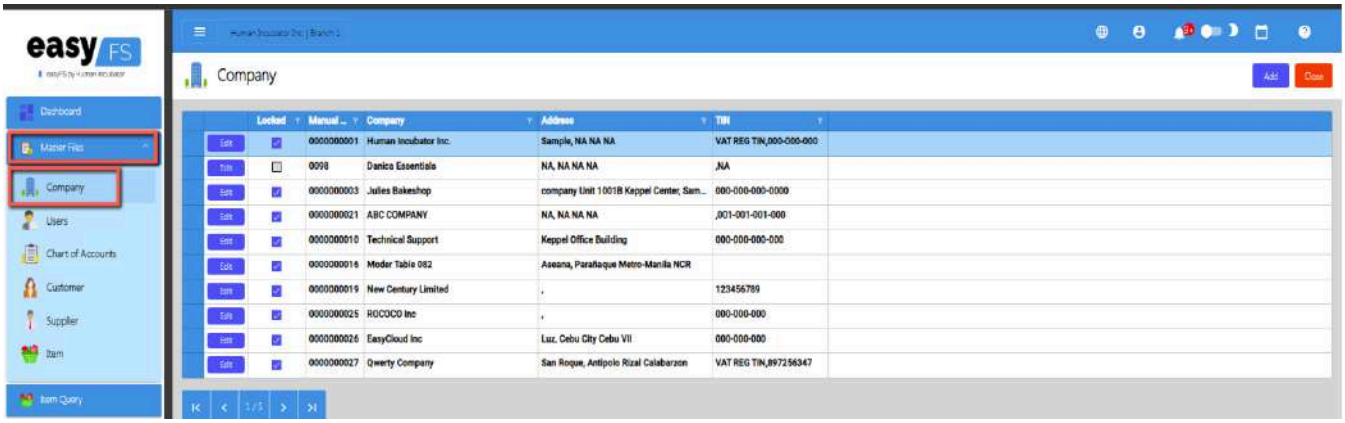
3. Once the download is complete, open the file. File name of the downloaded file is **File List**.



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



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



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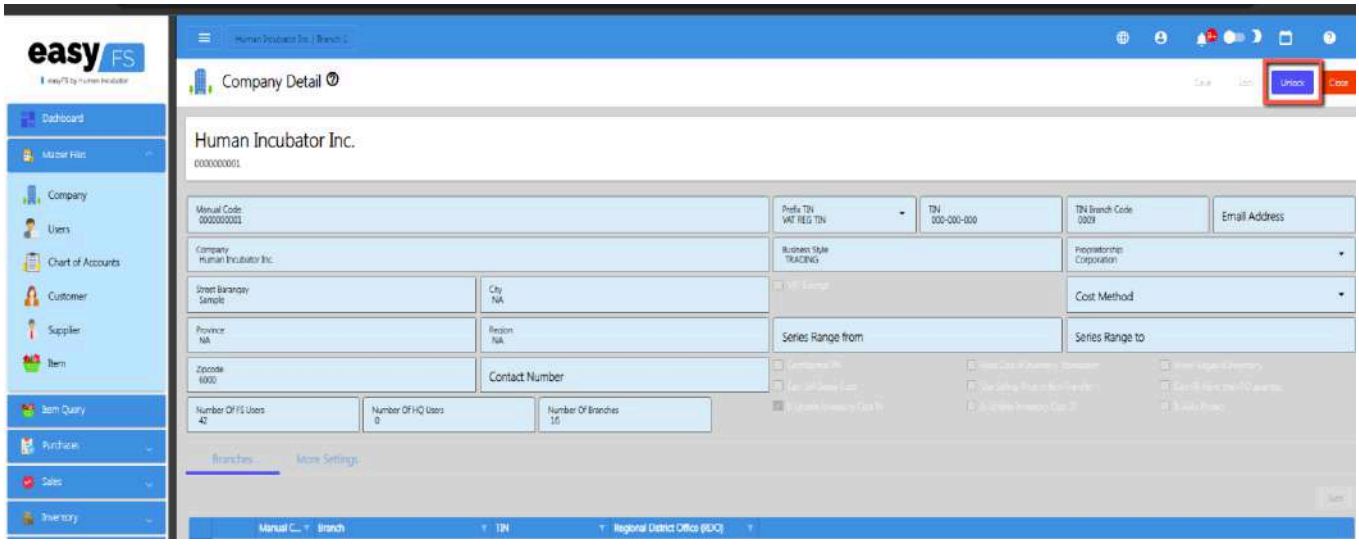
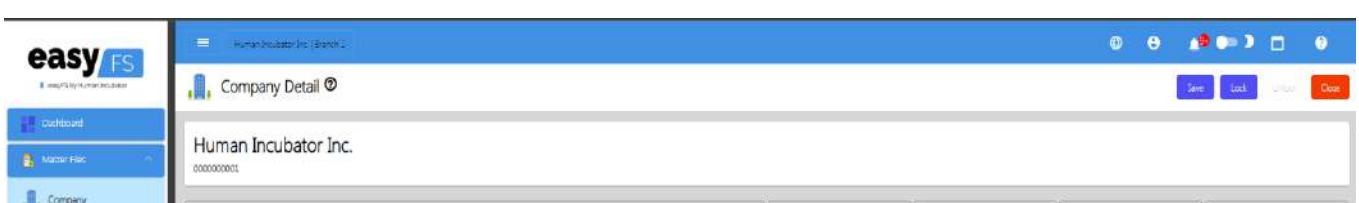
Samar Loop cor.Cardinal Ave.,
Cebu Business Park,
Cebu City, 6000 Philippines
09176240208 or 09171137633

hiisales@human-incubator.com

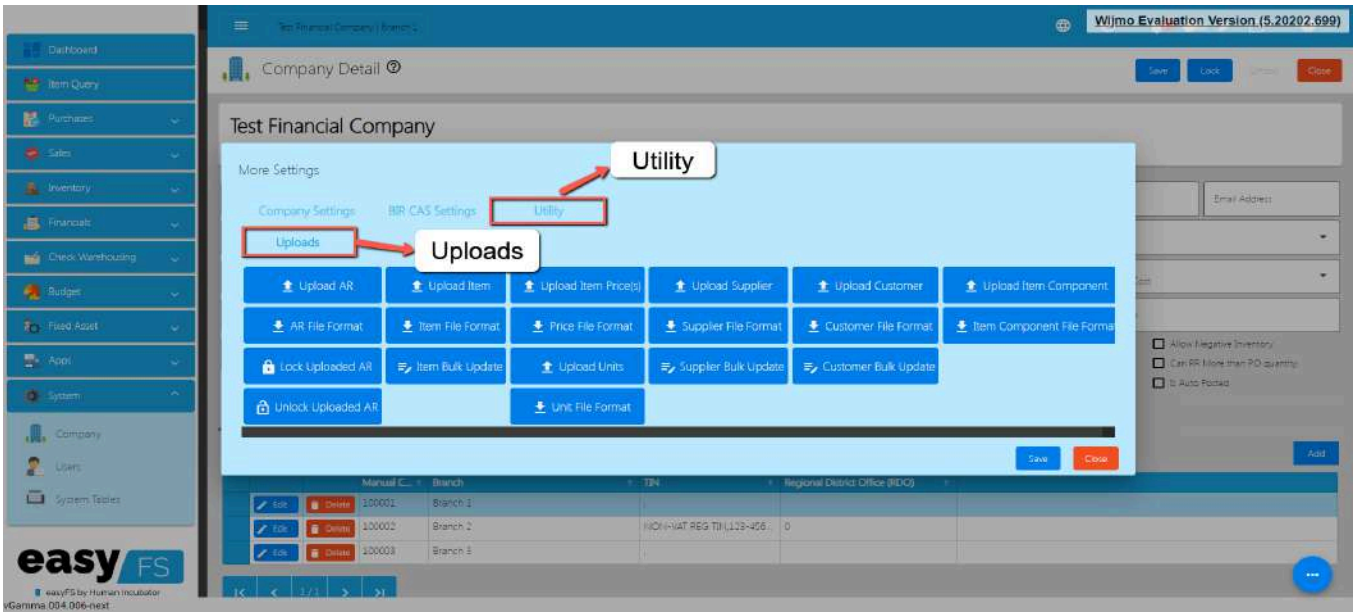
9. Click the Edit button, beside your Company name.

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

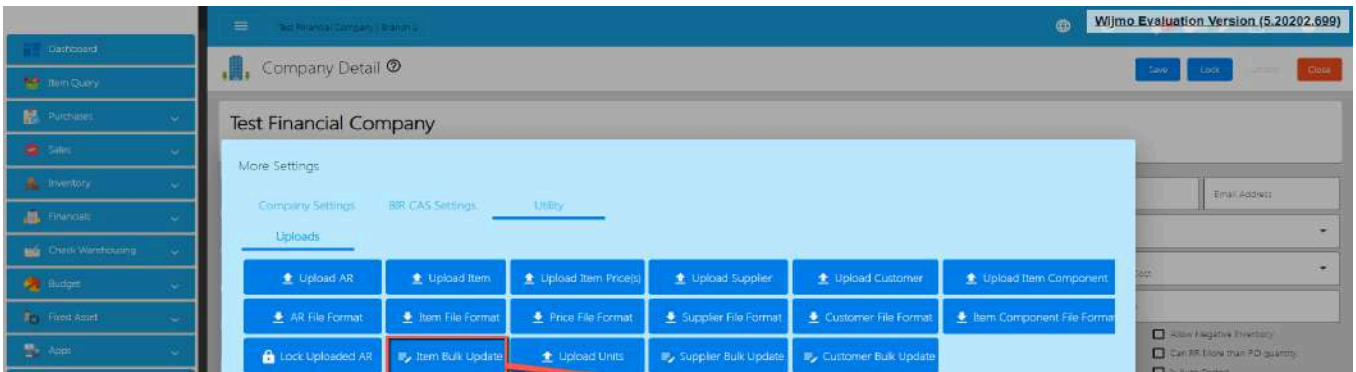




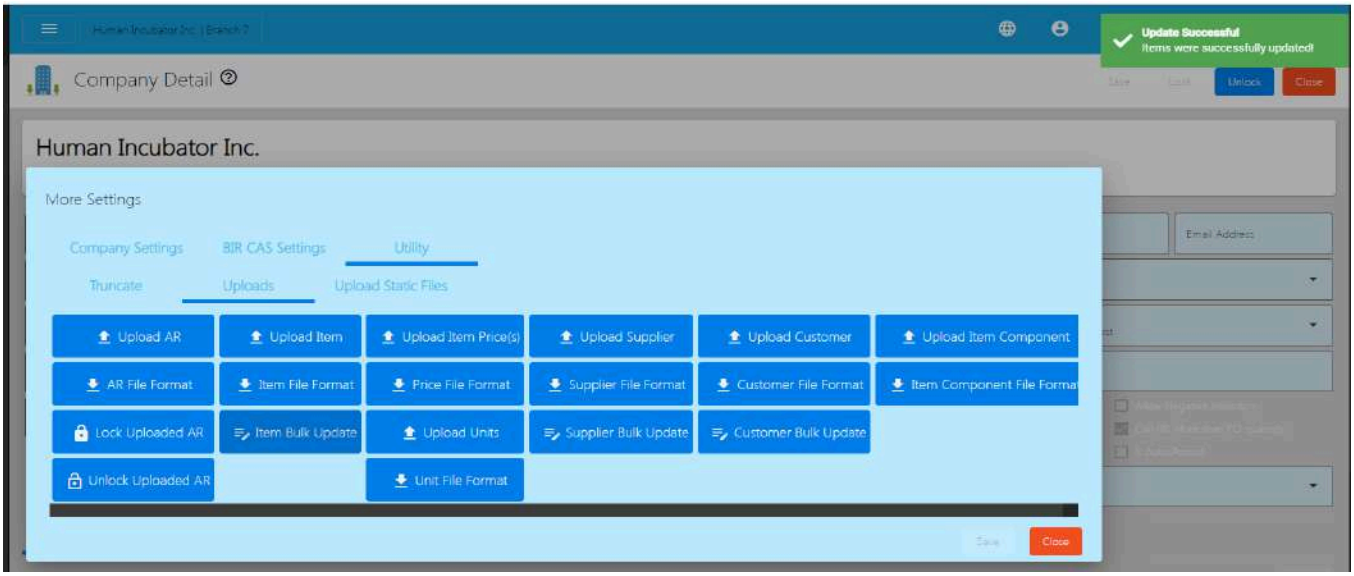
11. Click the **More Settings** tab found below the page, then click **Utility** then **Uploads**.



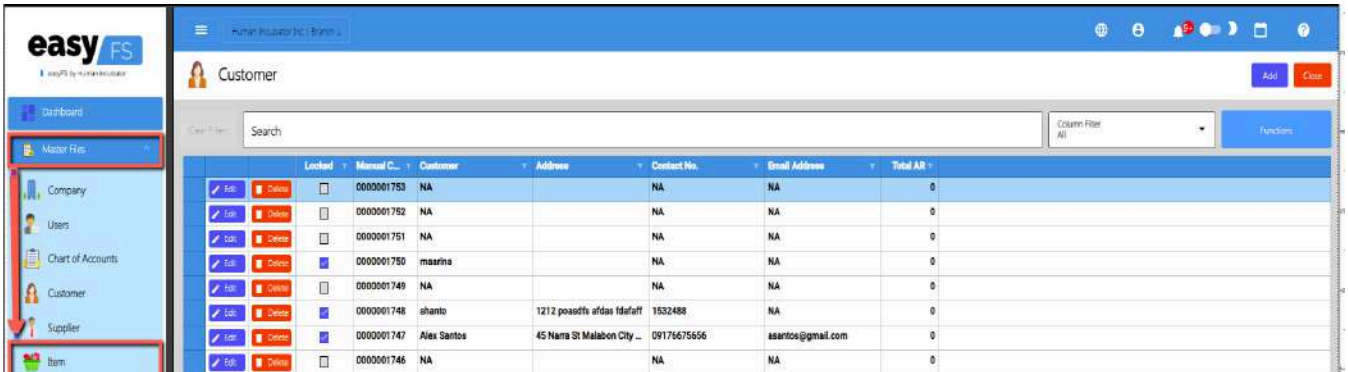
12. To bulk update the item detail, click the **Item Bulk Update** button.



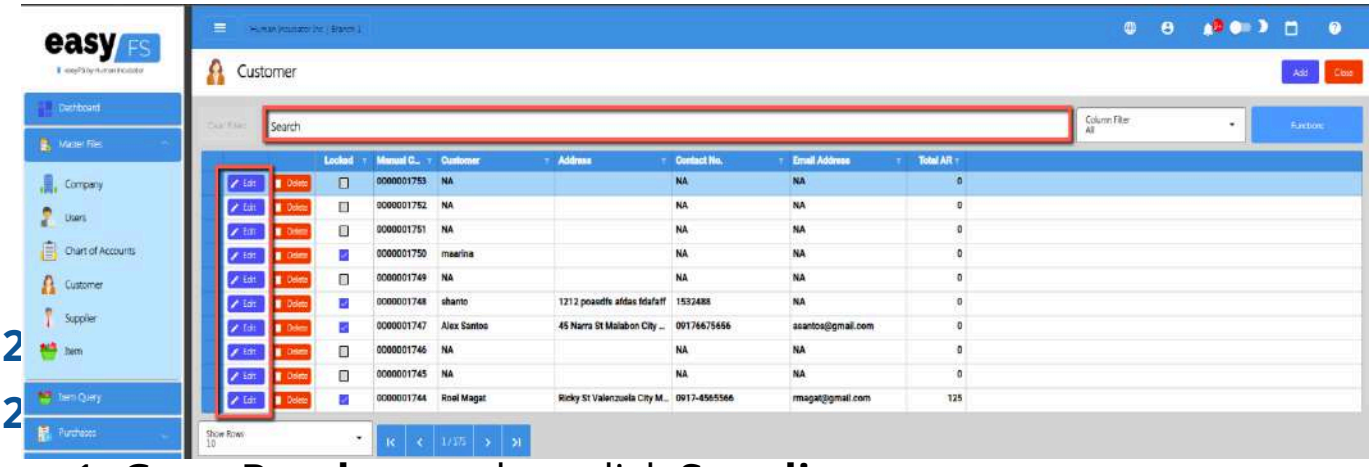
13. Look for the Item List file, then double click to upload.
14. Wait until it will successfully update the Item detail.



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



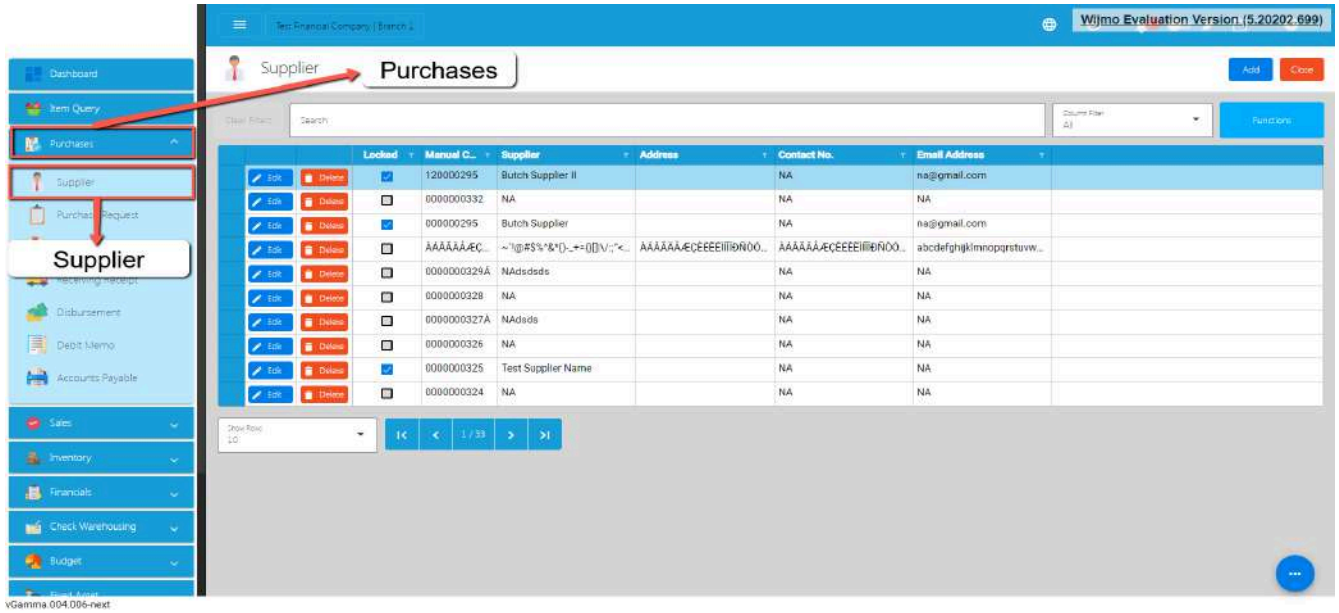
16. You may use the **Search** bar to search the item you
17. updated, then click the **Edit** button to see the changes.



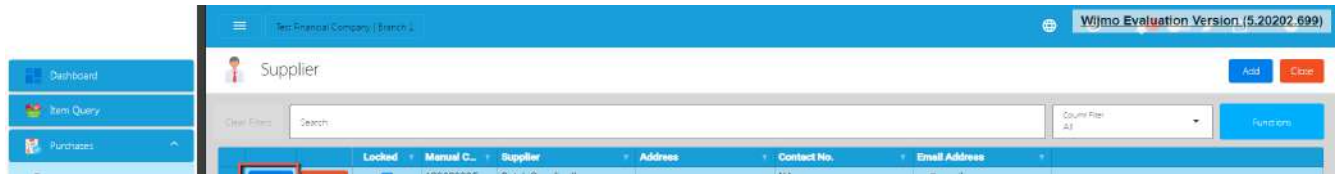
4.2.2

4.2.2

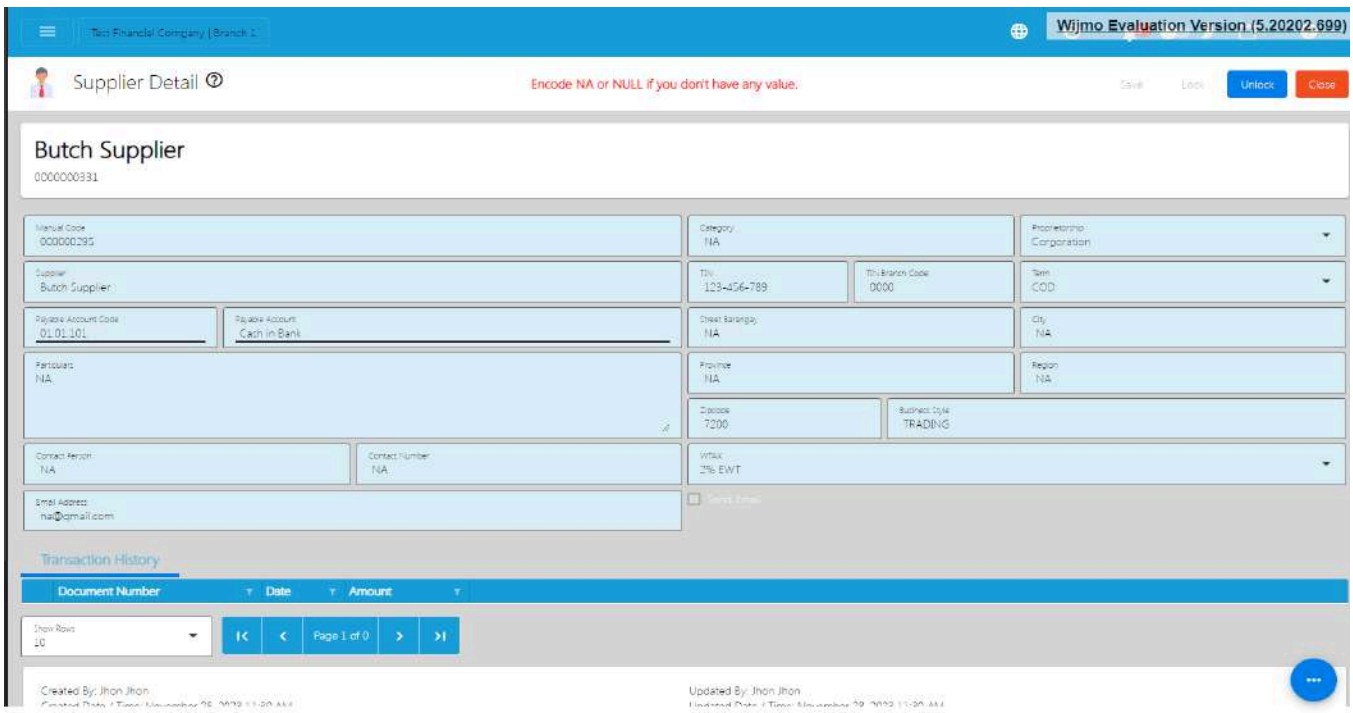
1. Go to **Purchases**, then click **Supplier**.



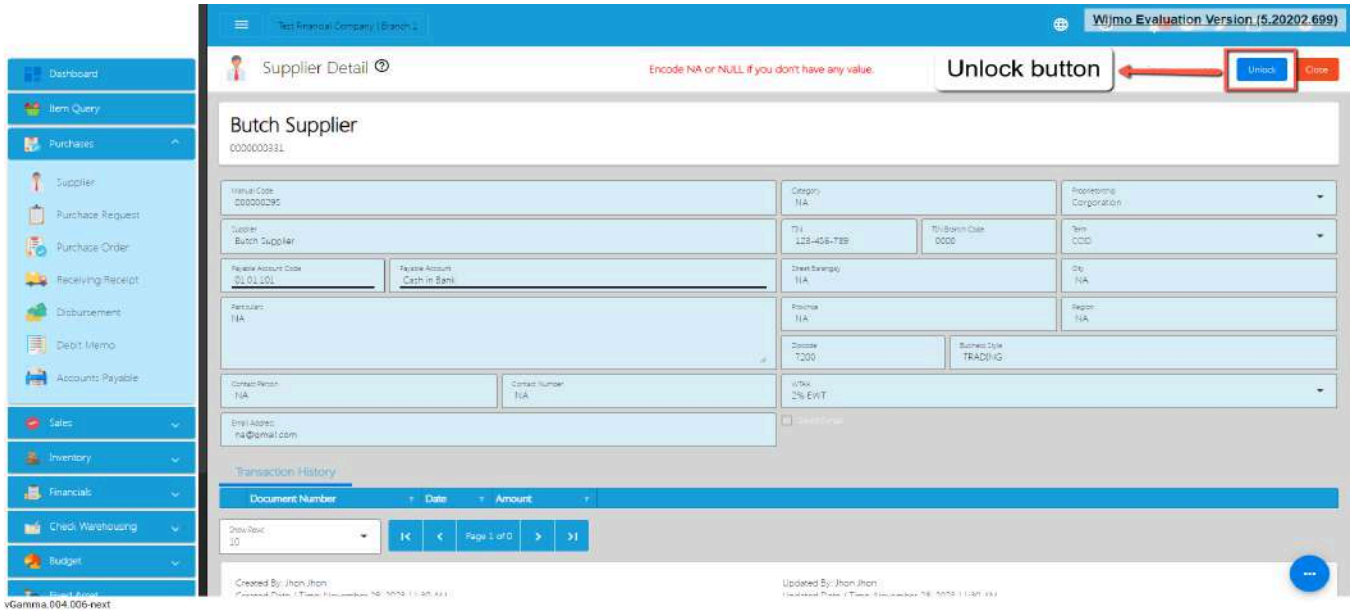
2. On the Supplier list page, click the **Edit** button.



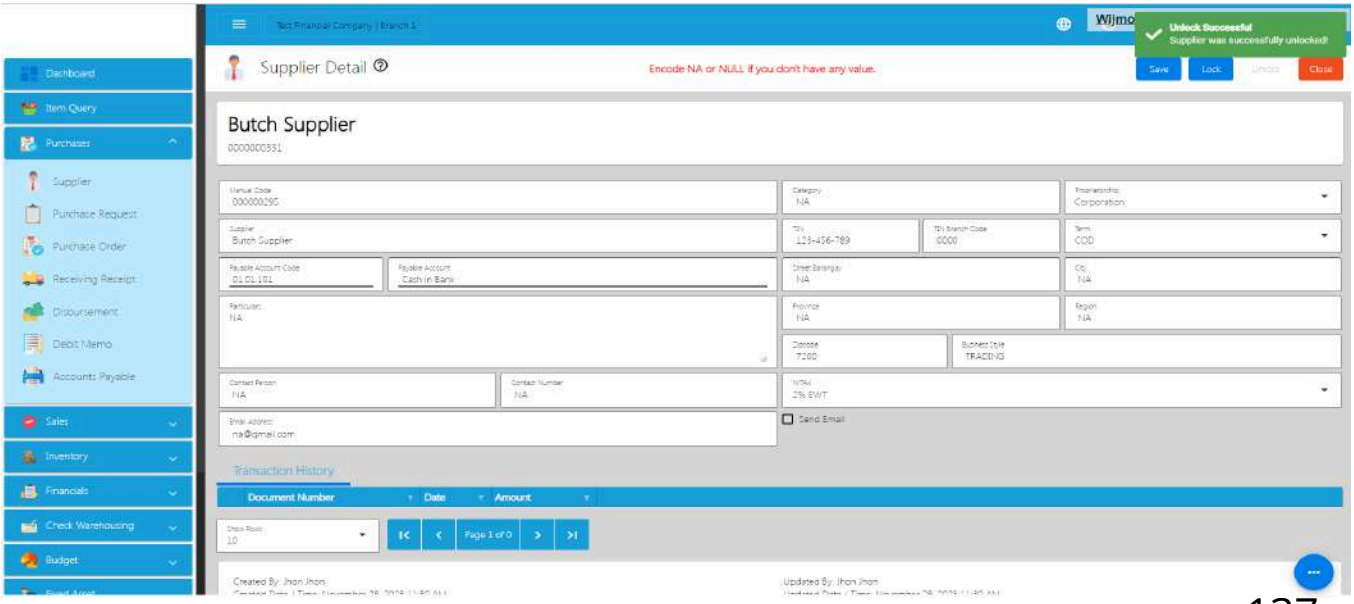
3. You will be routed to the Supplier Detail page.



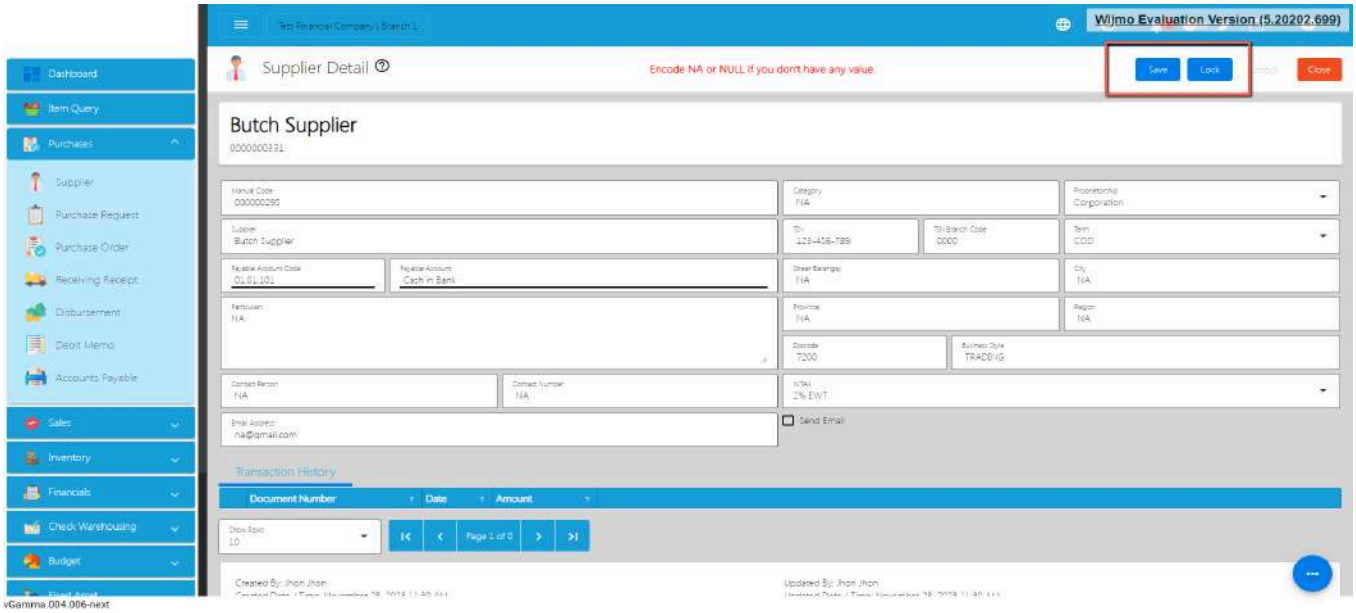
4. If your Supplier is locked, click the **Unlock** button found on the top right part of the Supplier Detail page.



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

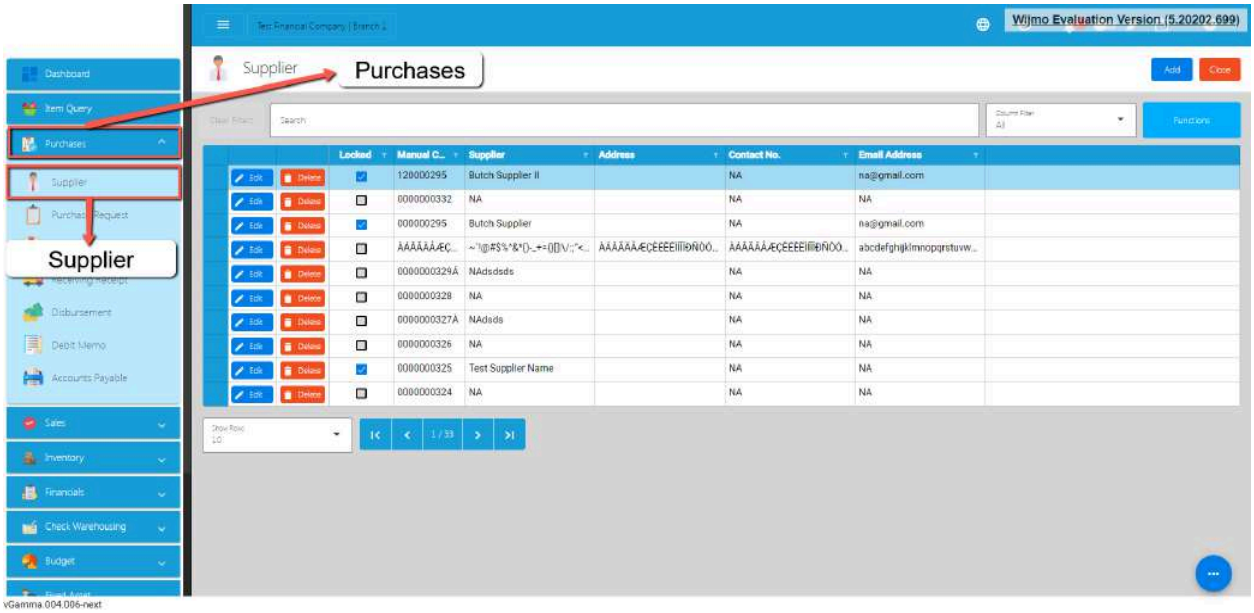


6. If everything is okay, just click **Save** then **Lock**.

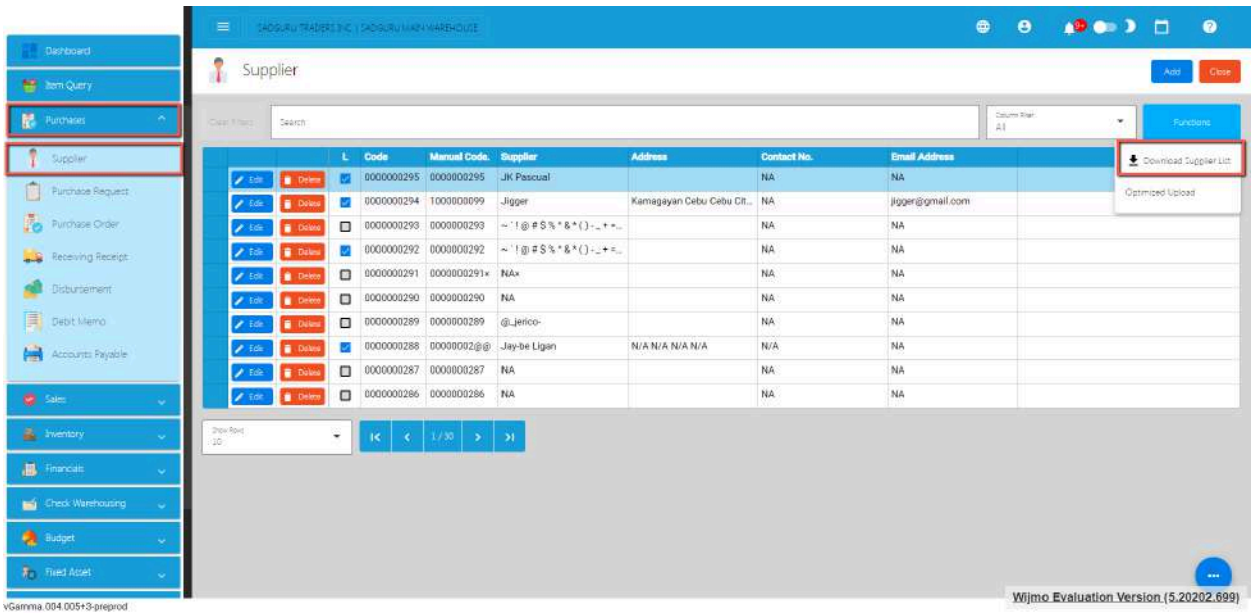


4.2.2.1 Update Supplier Detail in Bulk

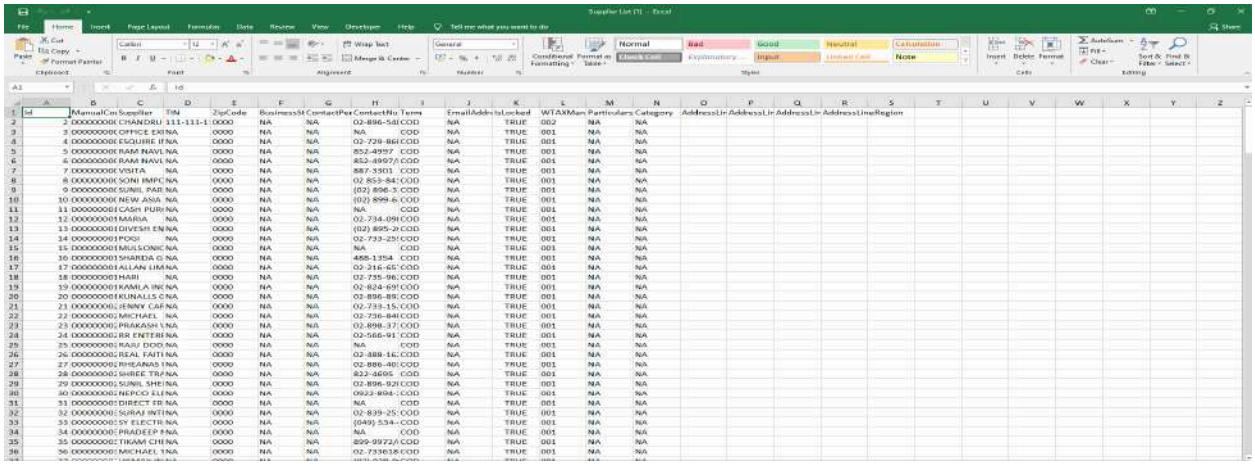
1. Go to **Purchases**, then click **Supplier**.



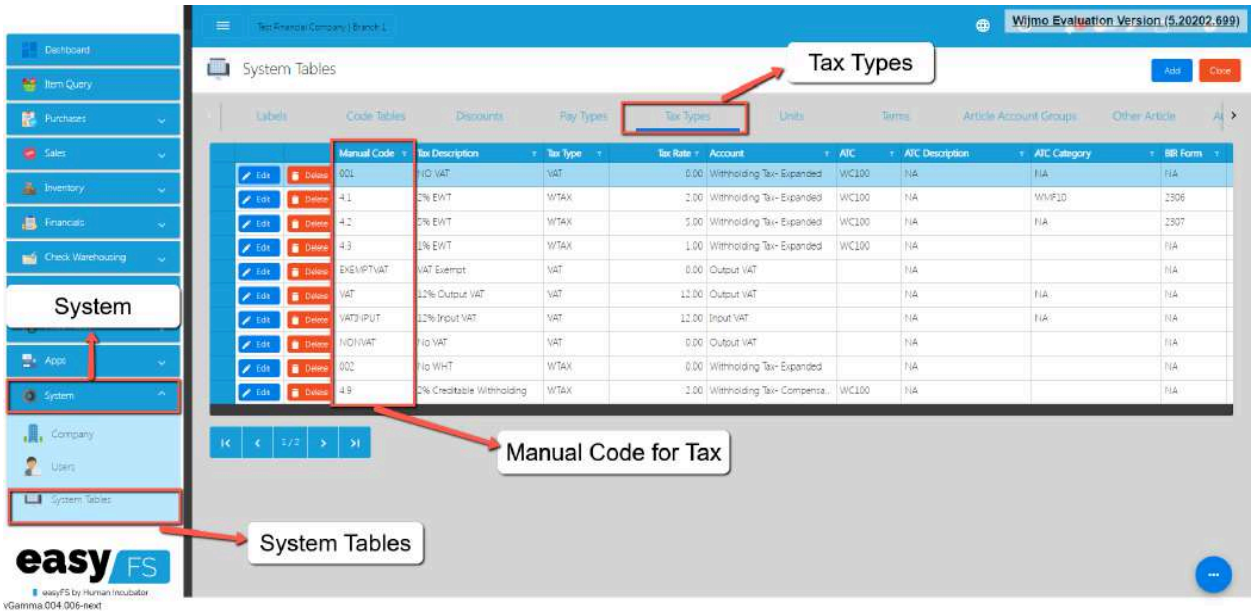
2. On the Supplier list page, click the **Functions** button, then click **Download Supplier List**. Supplier List will be used as a template for bulk updating Supplier detail.



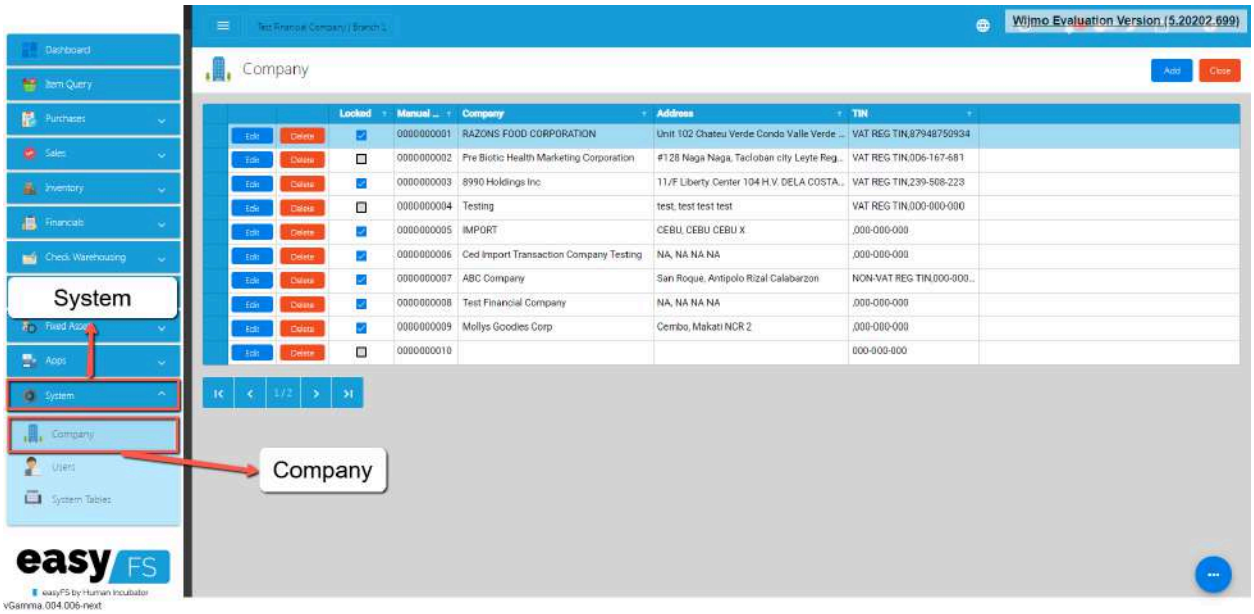
3. Once the download is complete, open the file. File name of the downloaded file is **Supplier List**.



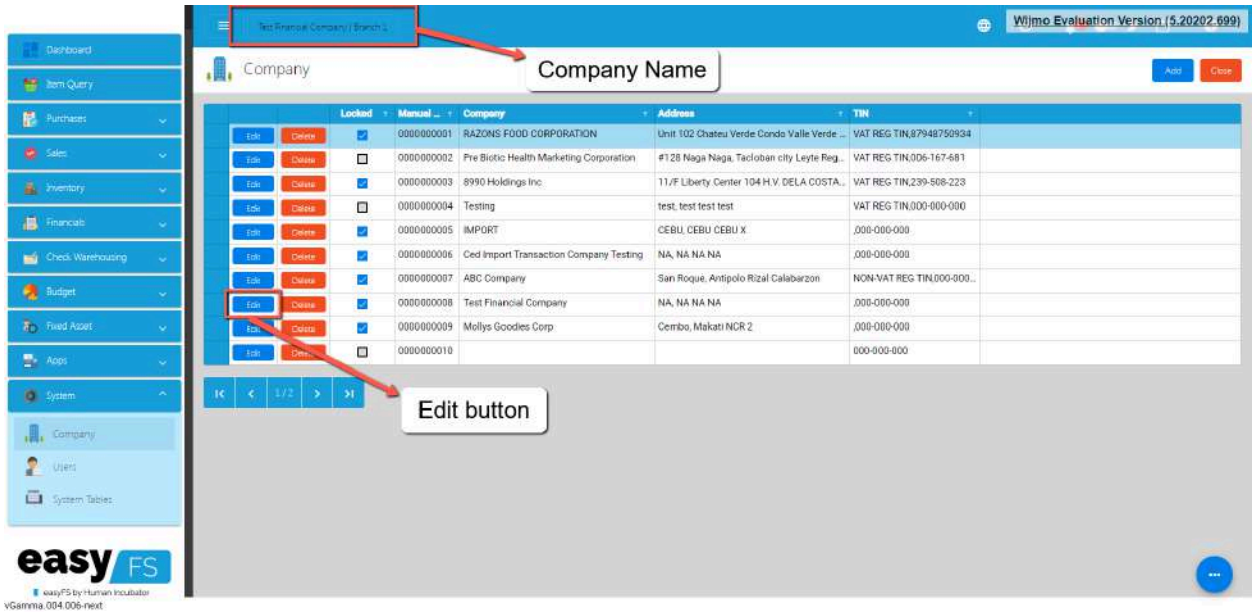
4. Update the column value that you want to change. Take note, *do not touch the Id column as it is needed for the update functionality.*
5. If you want to update the WTAXManualCode column, just make sure you provide the correct Manual Code for the WTAX. There's no need to worry about the Manual Code,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



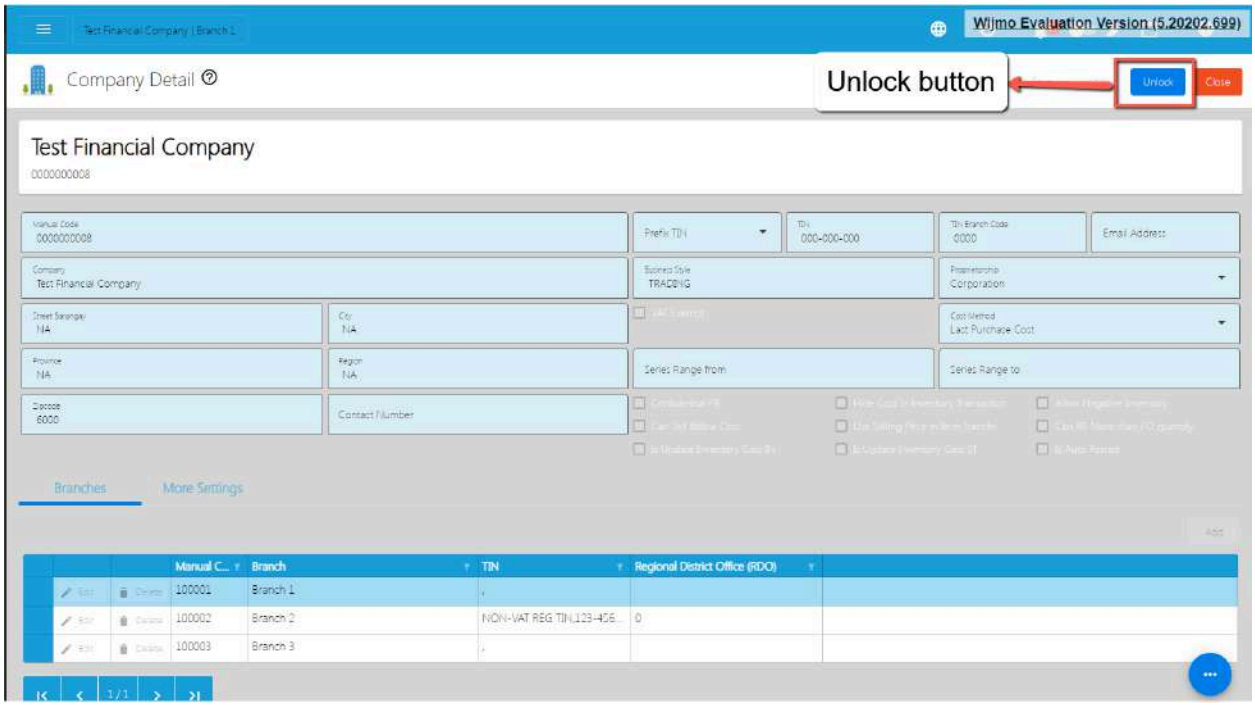
6. Once everything is okay, just Save the file.
7. Go back to the EasyFS system.
8. Go to **System**, then click **Company**.

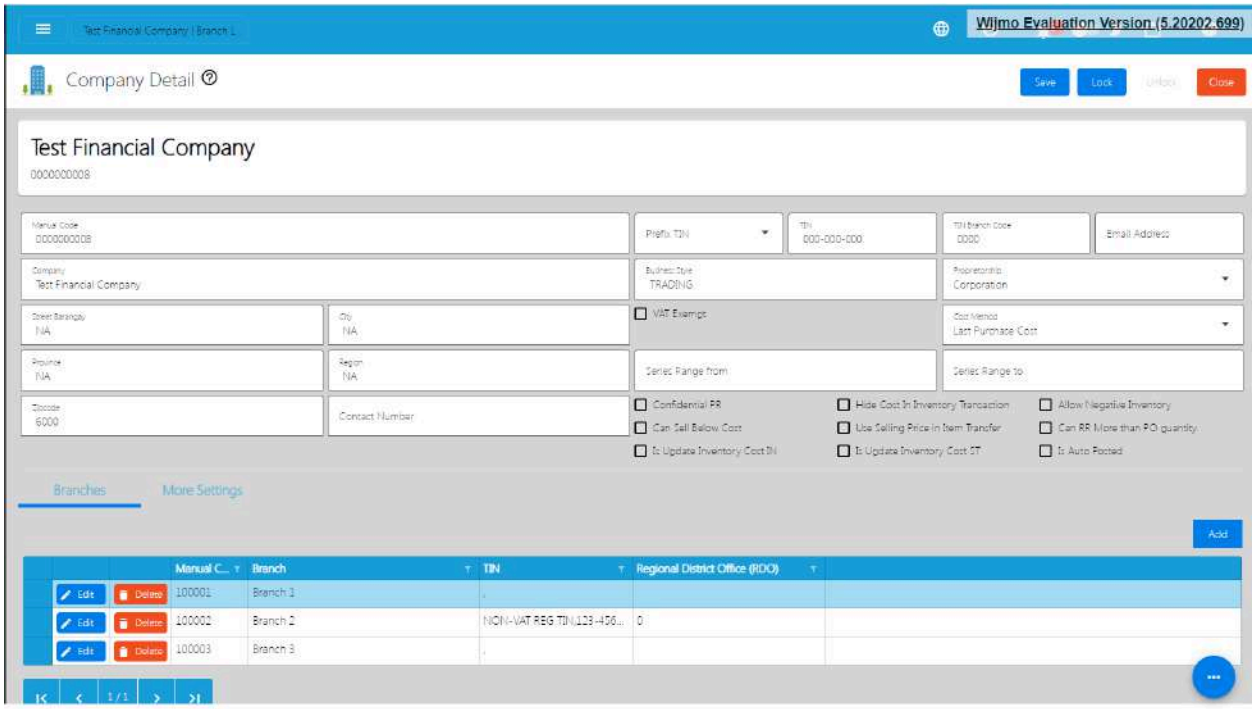


9. Click the Edit button, beside your Company name.

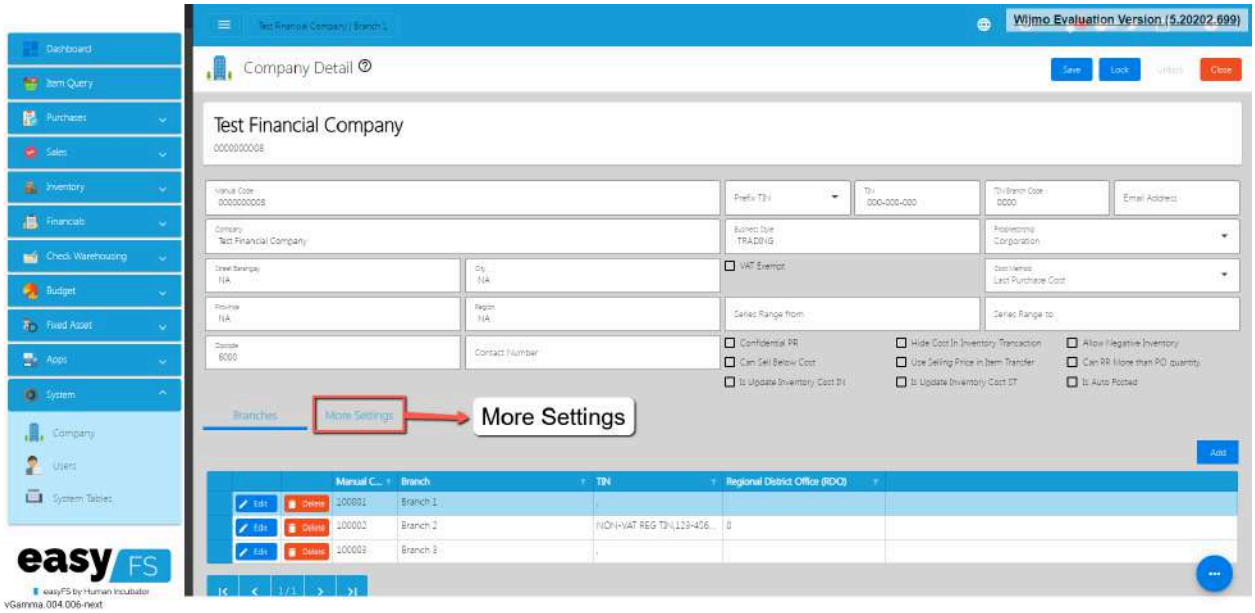


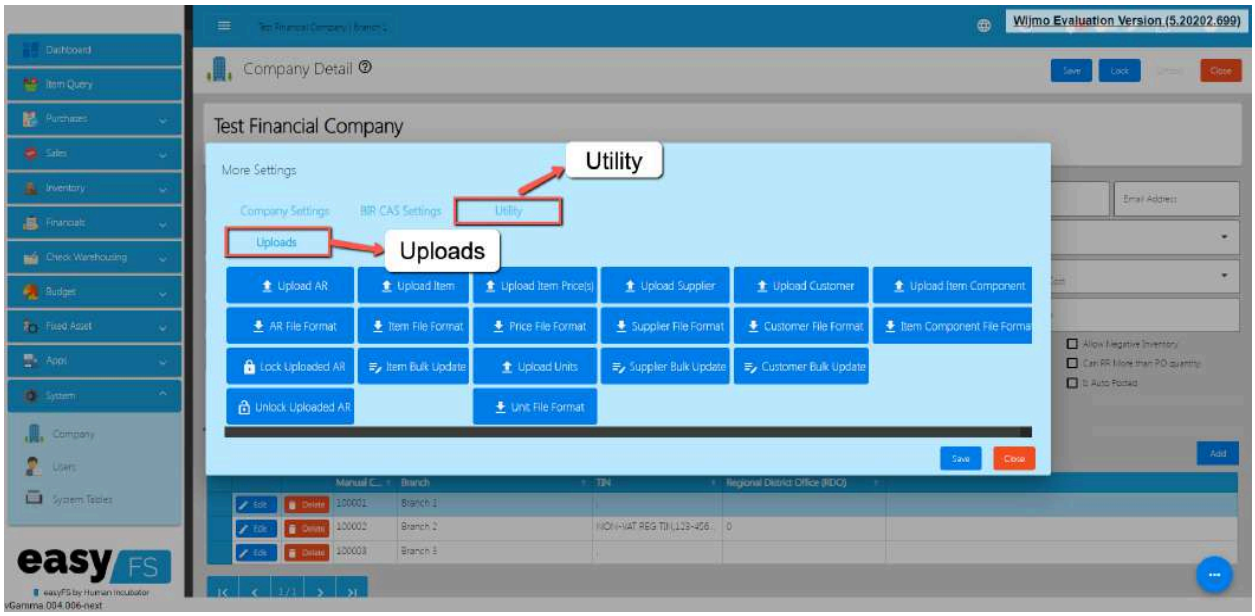
10. You will be routed to the Company Detail page.



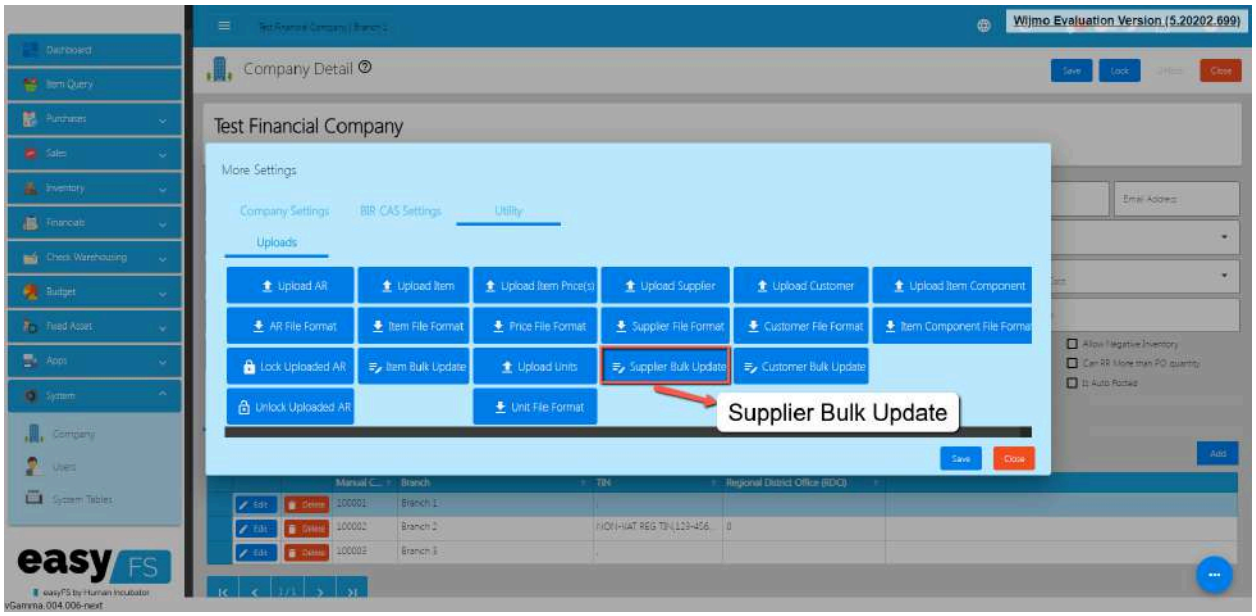


11. Click the **More Settings** tab found below the page, then click **Utility** then **Uploads**.

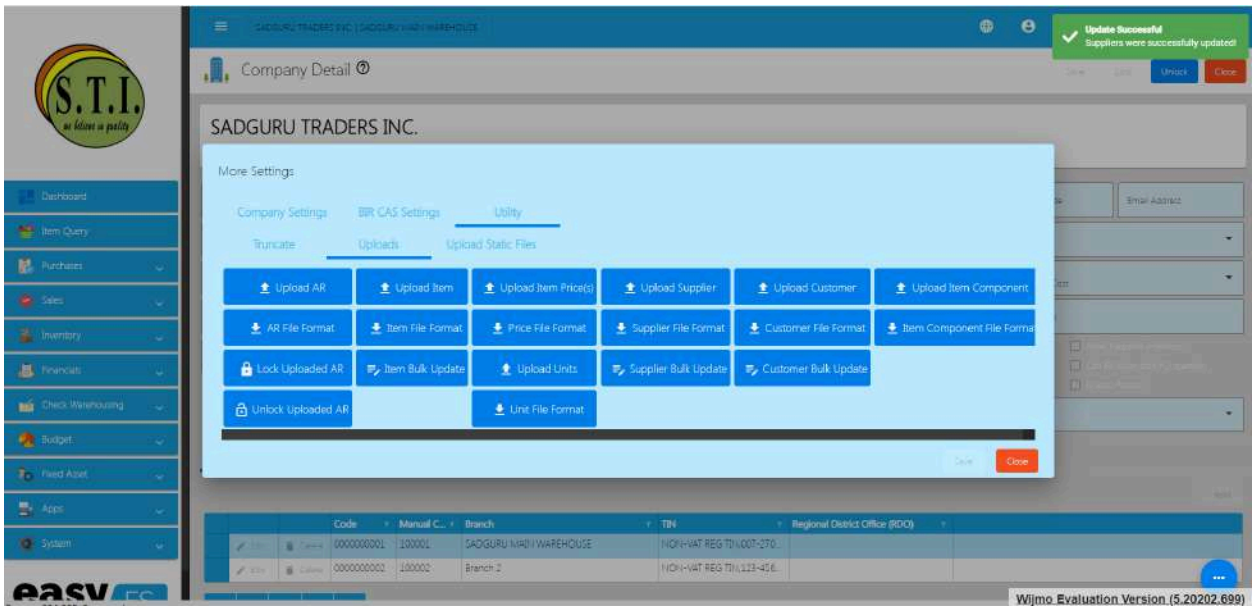




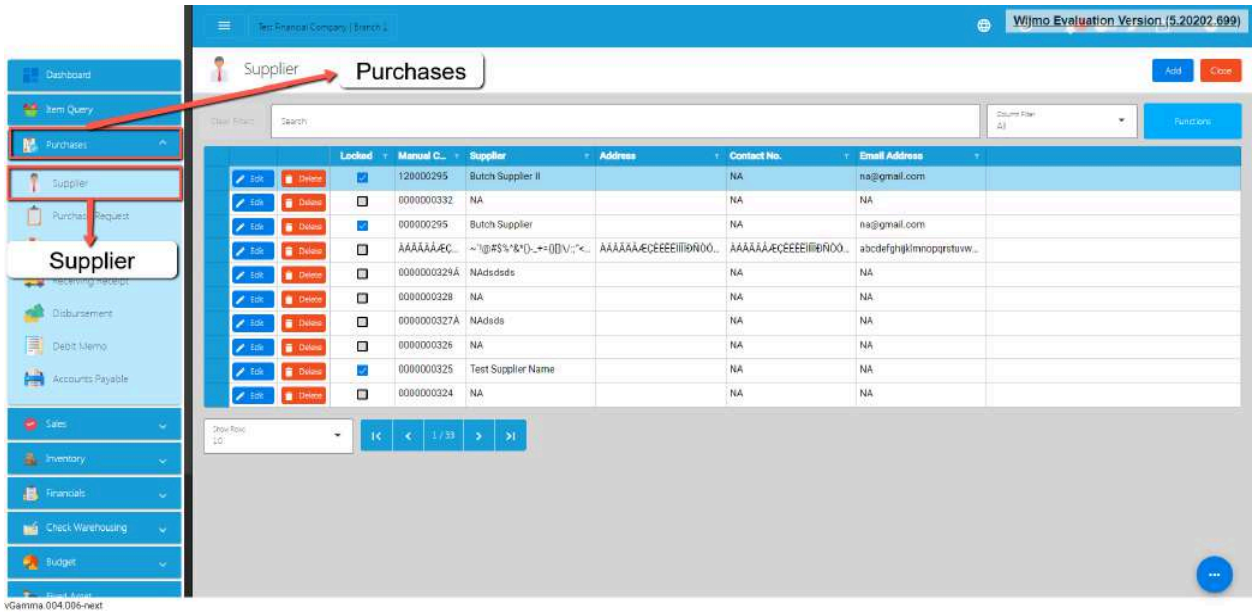
12. To bulk update the Supplier detail, click the **Supplier Bulk Update** button.



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**.

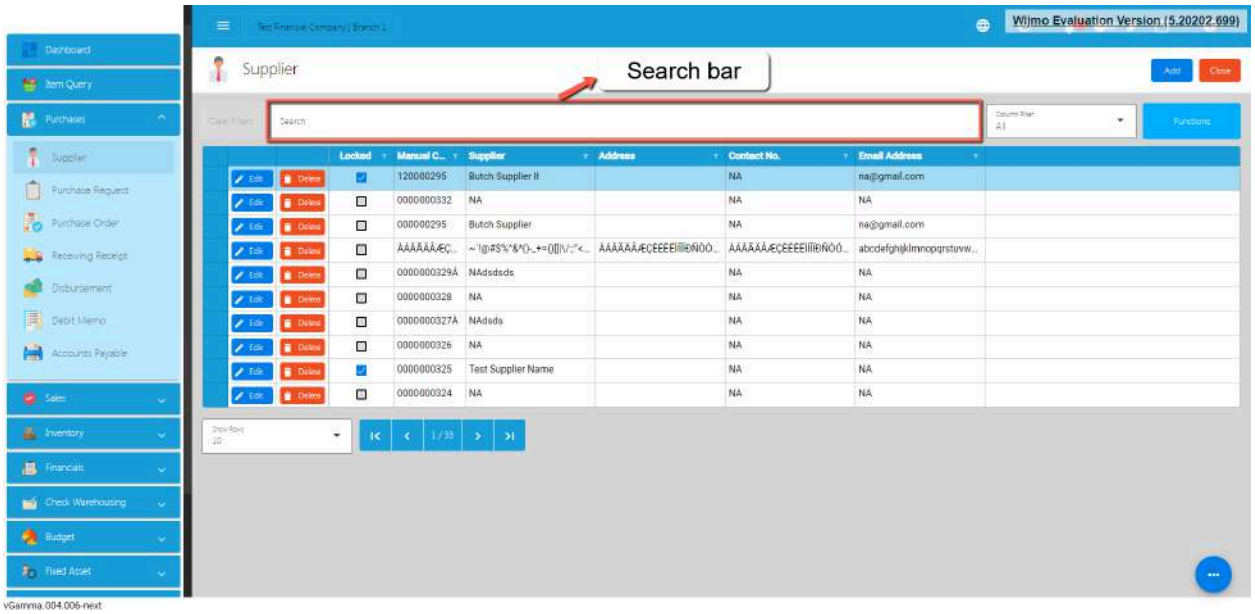


16. You may use the **Search** bar to search the Supplier you updated, then click the **Edit** button to see the changes.

MANILA OFFICE
Unit 1103 Jollibee Center,
San Miguel Avenue, Ortigas Center,
San Antonio, Pasig, 1605
Metro Manila, Philippines
+63-28-292-6978 or 09176280355

CEBU OFFICE
Unit 1003A 10/F Keppel Center
Samar Loop cor.Cardinal Ave.,
Cebu Business Park,
Cebu City, 6000 Philippines
09176240208 or 09171137633

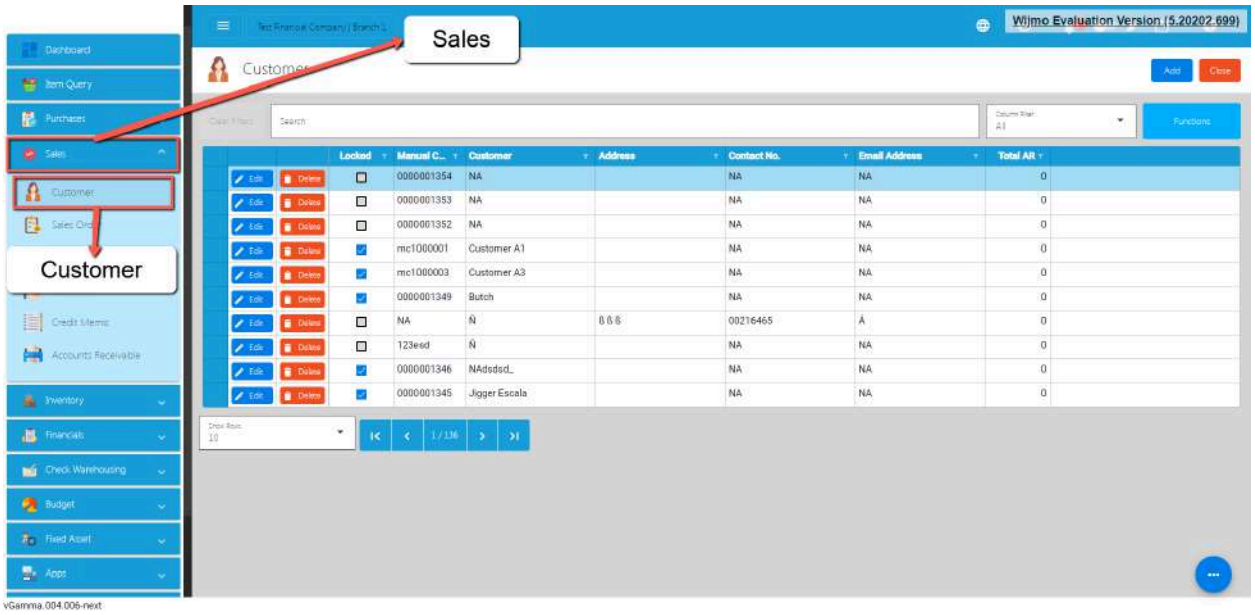
hiisales@human-incubator.com



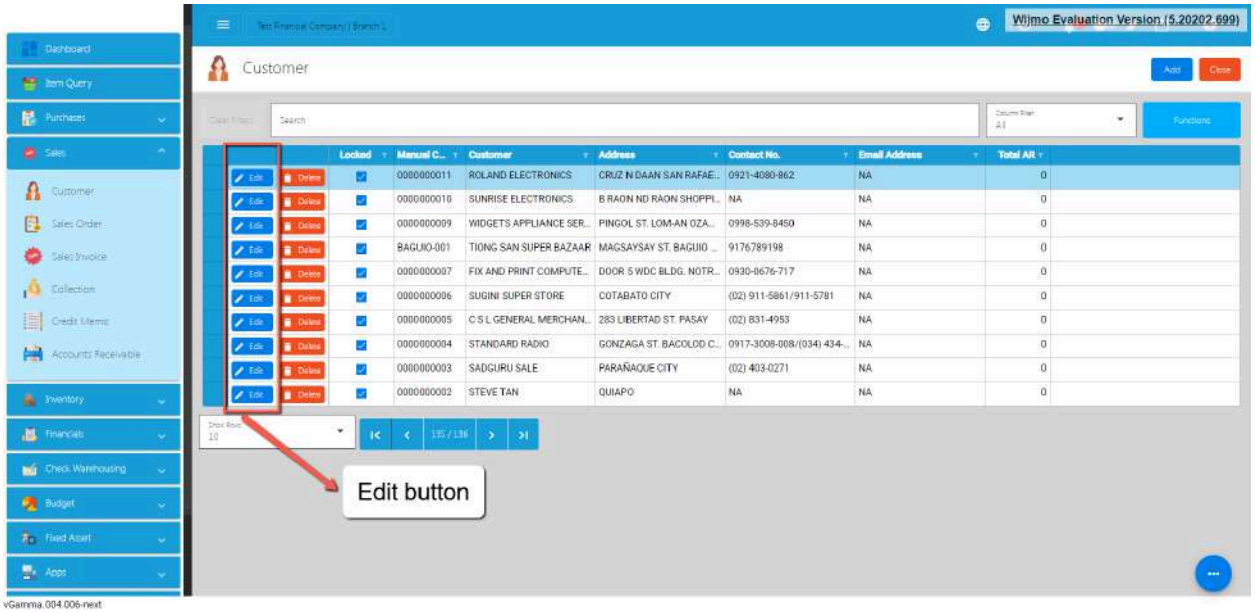
4.2.3 Customer

4.2.3.1 Manual Update Customer Detail

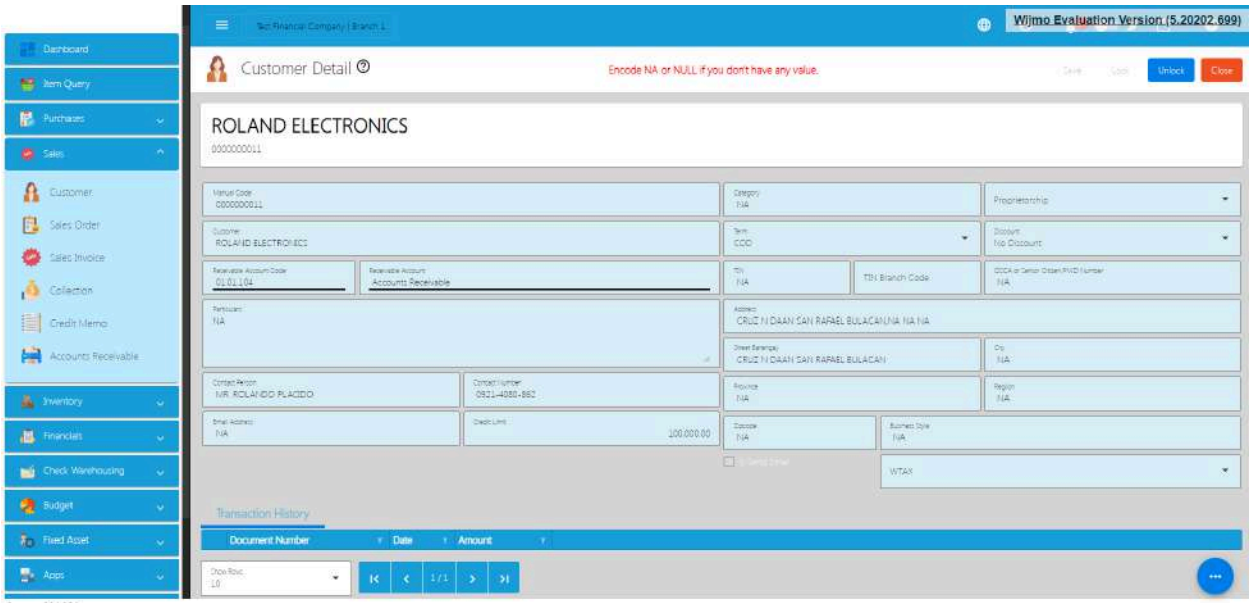
1. Go to **Sales**, then click **Customer**.



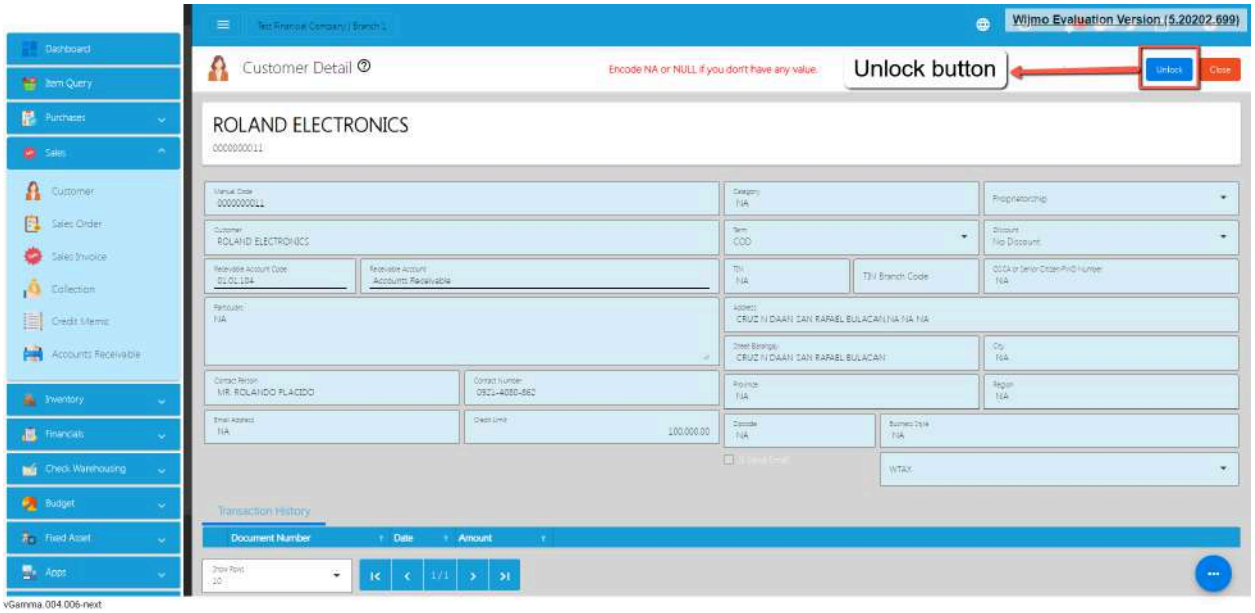
2. On the Customer list page, click the **Edit** button.



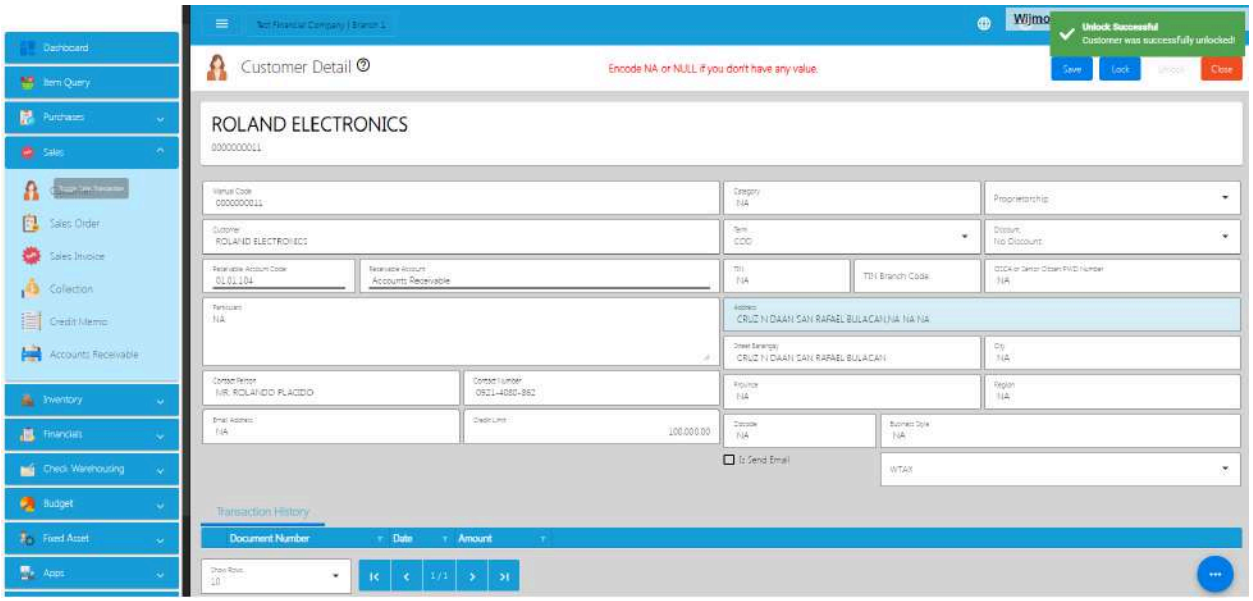
3. You will be routed to the Customer Detail page.



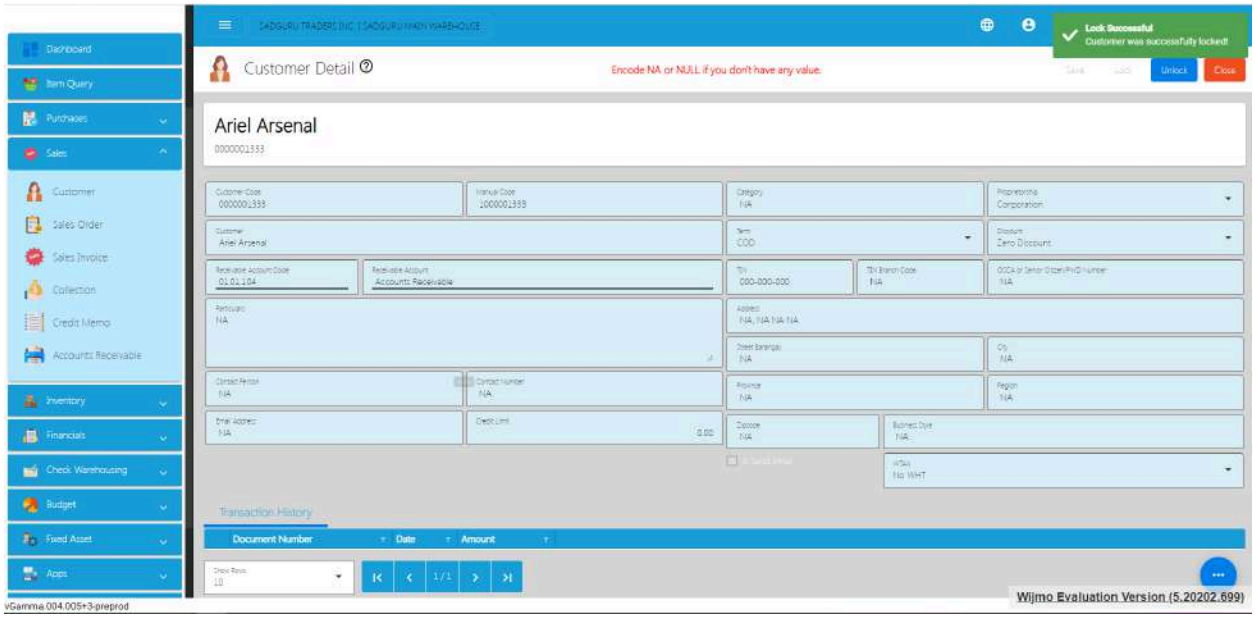
4. If your Customer is locked, click the **Unlock** button found on the top right part of the Customer Detail page.



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

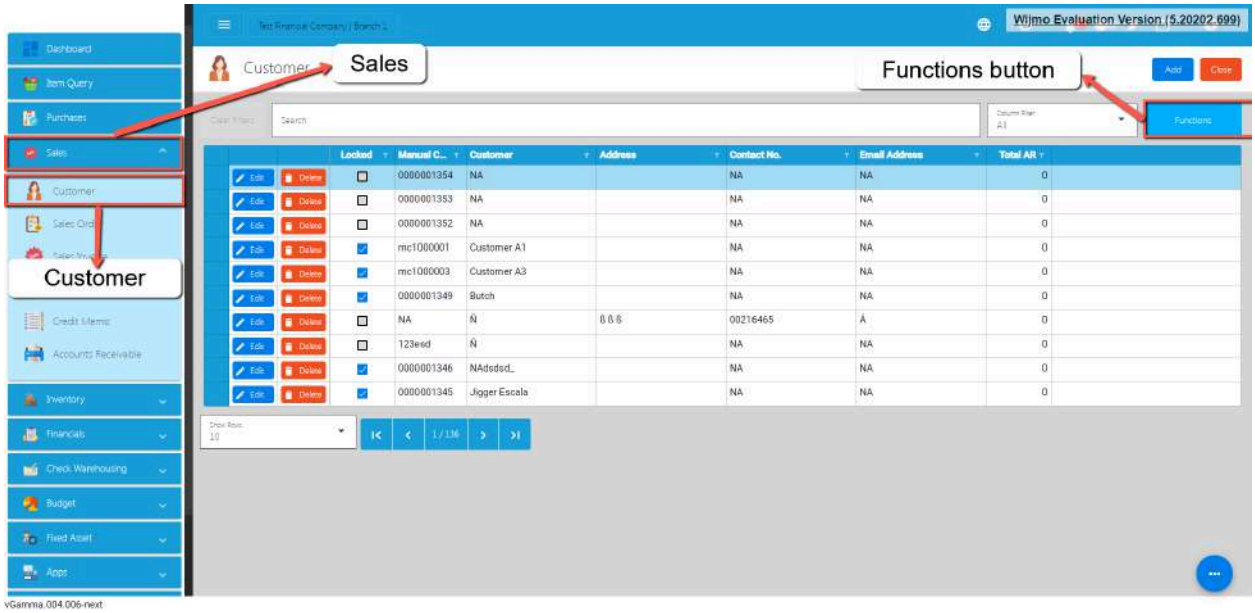


6. If everything is okay, just click **Save** then **Lock**.

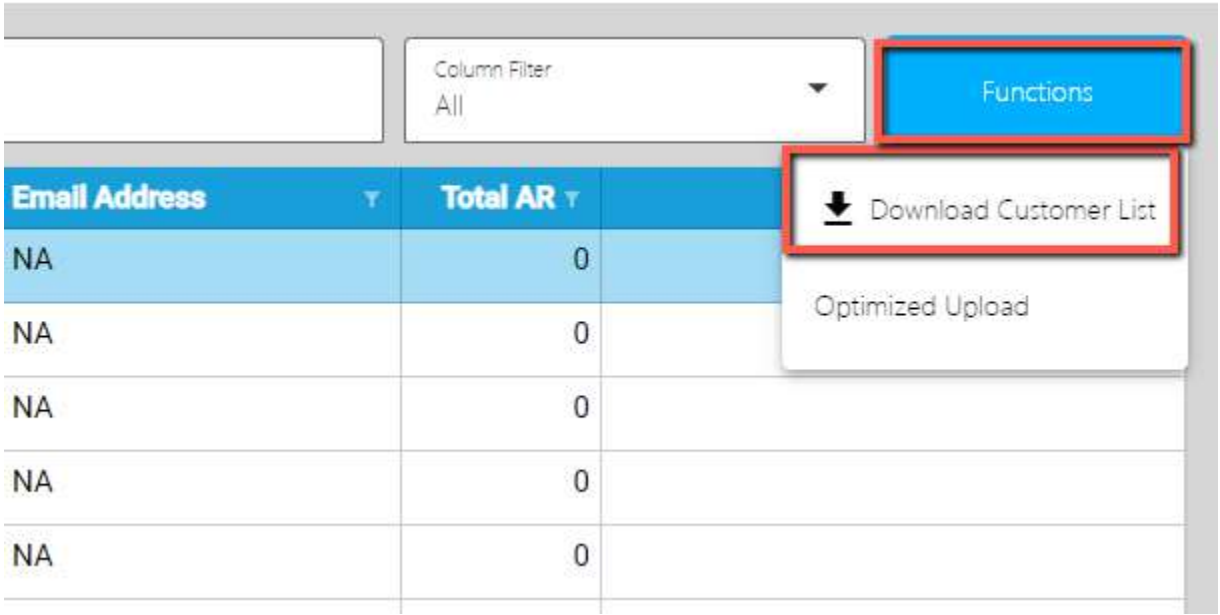


4.2.3.1 Update Customer Detail in Bulk

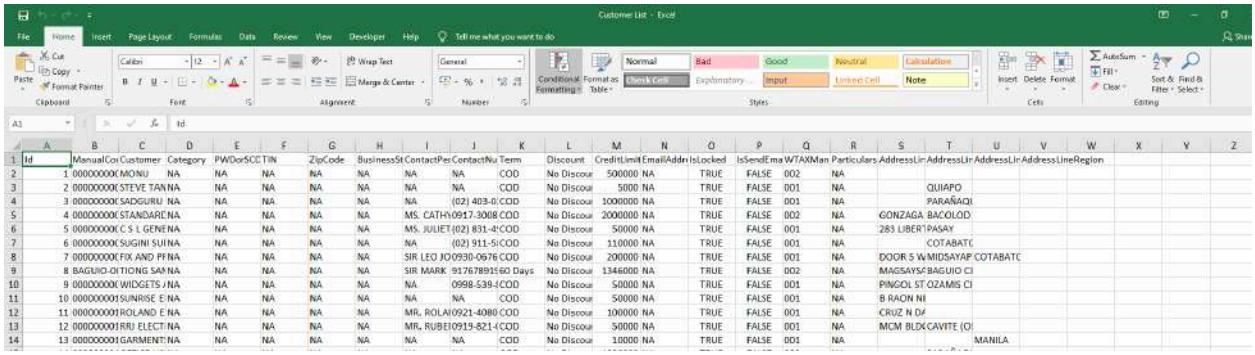
1. Go to **Sales**, then click **Customer.**



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

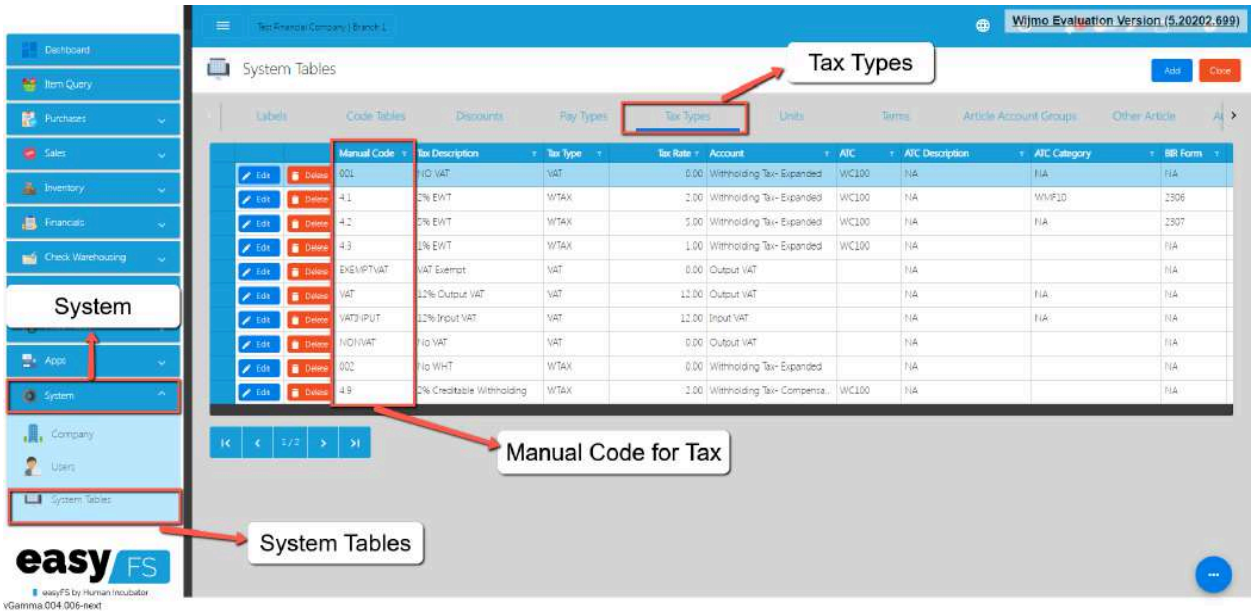


3. Once the download is complete, open the file. File name of the downloaded file is **Customer List**.

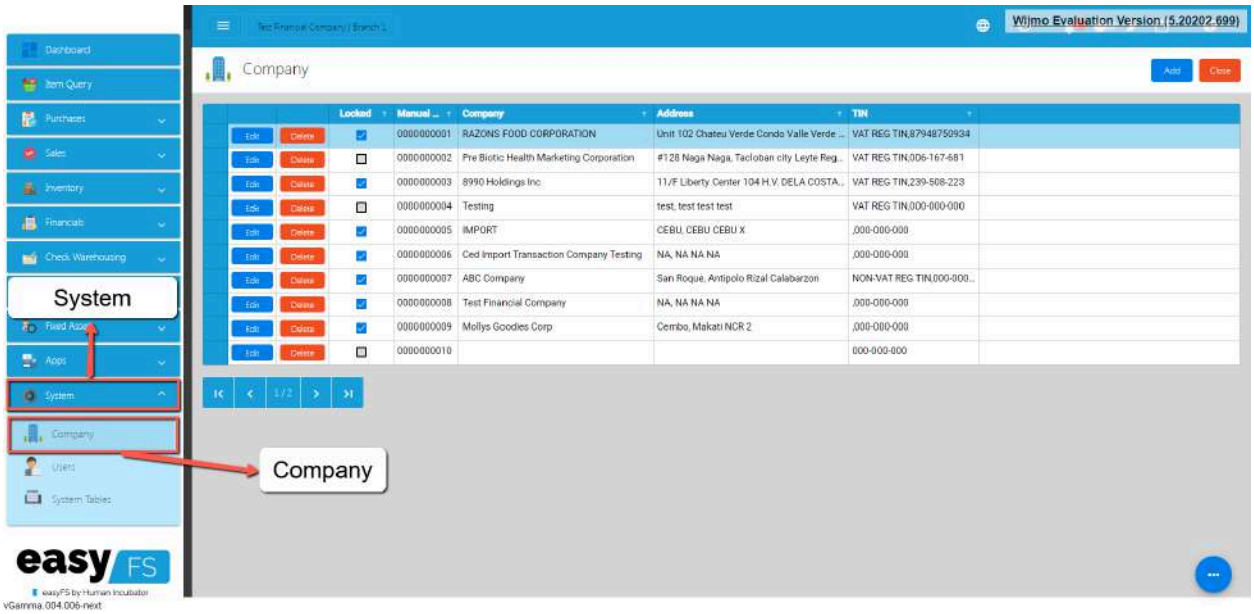


Id	ManualCo	Customer	Category	PWDorSCD	TIN	ZipCode	BusinessSt	ContactPer	ContactNu	Term	Discount	CreditLimit	Email	Addr	IsLocked	IsSendEma	WTAXMan	Particulars	AddressLir	AddressLir	AddressLir	AddressLine	Region
1	000000000	MONU	NA	NA	NA	NA	NA	NA	NA	COD	No Discou	500000	NA		TRUE	FALSE	002	NA					
2	000000000	STEVE TAN	NA	NA	NA	NA	NA	NA	NA	COD	No Discou	5000	NA		TRUE	FALSE	001	NA		QUIAPO				
3	000000000	SADGURU	NA	NA	NA	NA	NA	NA	(02) 403-0	COD	No Discou	1000000	NA		TRUE	FALSE	001	NA		PARAÑAQU				
4	000000000	STANDARD	NA	NA	NA	NA	NA	MS. CATHY	0917-3008	COD	No Discou	2000000	NA		TRUE	FALSE	002	NA	GONZAGA	BACOLOD				
5	000000000	C S L GENE	NA	NA	NA	NA	NA	MS. JULIET	(02) 831-4	COD	No Discou	50000	NA		TRUE	FALSE	001	NA	283 LIBER	PASAY				
6	000000000	SUGINI SUI	NA	NA	NA	NA	NA	NA	(02) 911-5	COD	No Discou	110000	NA		TRUE	FALSE	001	NA		COTABATO				
7	000000000	FIX AND PE	NA	NA	NA	NA	NA	SIR LEO JO	0930-0676	COD	No Discou	200000	NA		TRUE	FALSE	001	NA	DOOR 5 W	MIDSAYAP	COTABATO			
8	BAGUIO-OT	TONG SAN	NA	NA	NA	NA	NA	SIR MARK	9176789115	60 Days	No Discou	1346000	NA		TRUE	FALSE	002	NA	MAGSAYSA	BAGUIO CI				
9	000000000	WIDGETS J	NA	NA	NA	NA	NA	NA	0998-539-(	COD	No Discou	50000	NA		TRUE	FALSE	001	NA	PINGOL ST	OZAMIS CI				
10	000000001	SUNRISE E	NA	NA	NA	NA	NA	NA	NA	COD	No Discou	50000	NA		TRUE	FALSE	001	NA	B RAON NI					
11	000000001	ROLAND E	NA	NA	NA	NA	NA	MR. ROLA	0921-4080	COD	No Discou	100000	NA		TRUE	FALSE	001	NA	CRUZ N DA					
12	000000001	RRJ ELECT	NA	NA	NA	NA	NA	MR. RUBE	0919-821-(	COD	No Discou	50000	NA		TRUE	FALSE	001	NA	MCM BLDG	CAVITE (O				
13	000000001	GARMENT	NA	NA	NA	NA	NA	NA	NA	COD	No Discou	10000	NA		TRUE	FALSE	001	NA			MANILA			

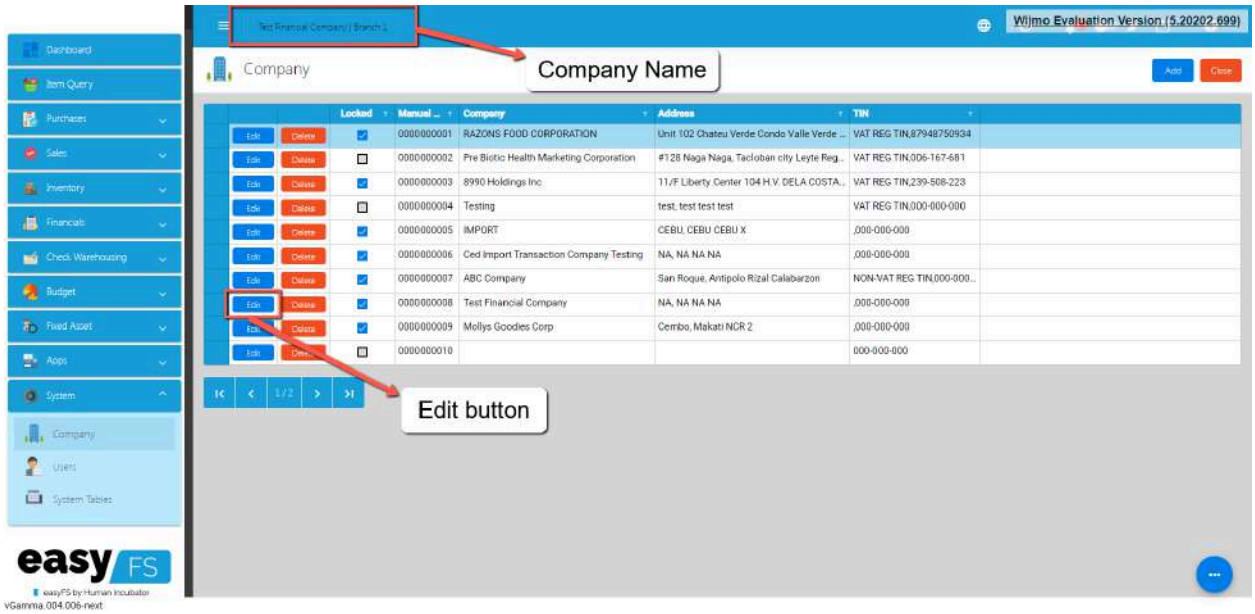
4. Update the column value that you want to change. Take note, *do not touch the Id column as it is needed for the update functionality.*
5. If you want to update the WTAXManualCode column, just make sure you provide the correct Manual Code for the WTAX. There's no need to worry about the Manual Code,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



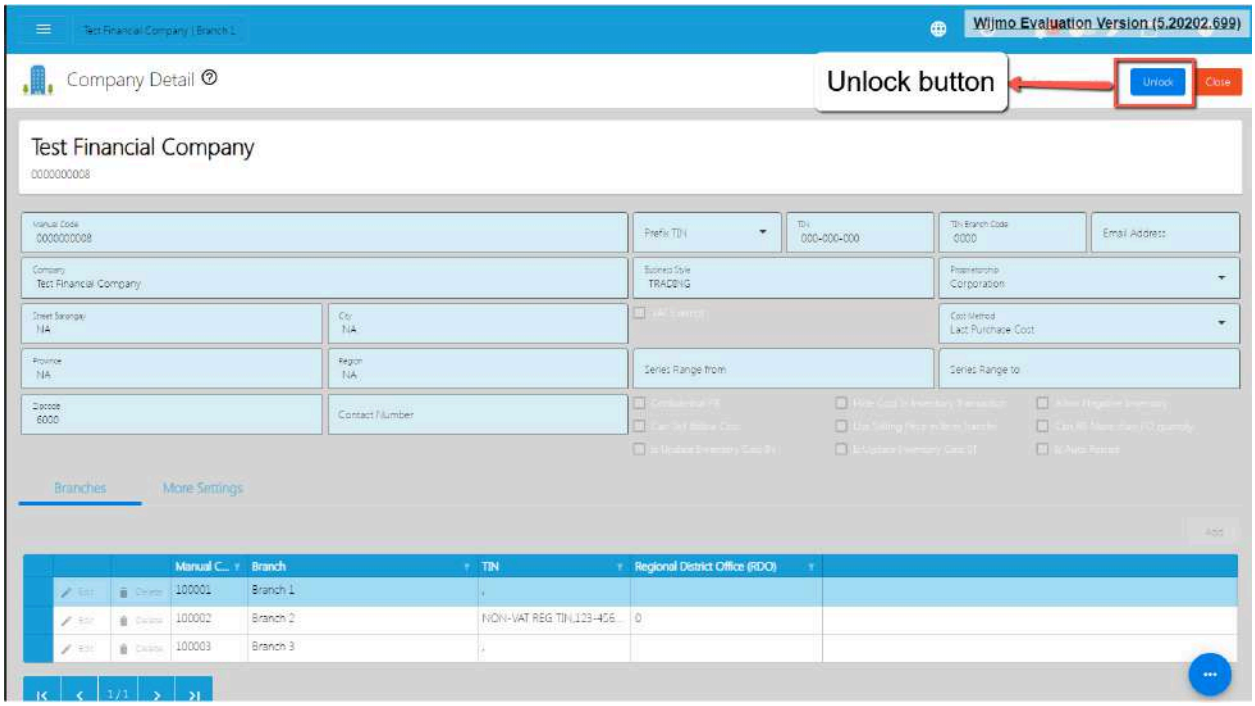
6. Once everything is okay, just Save the file.
7. Go back to the EasyFS system.
8. Go to **System**, then click **Company**.

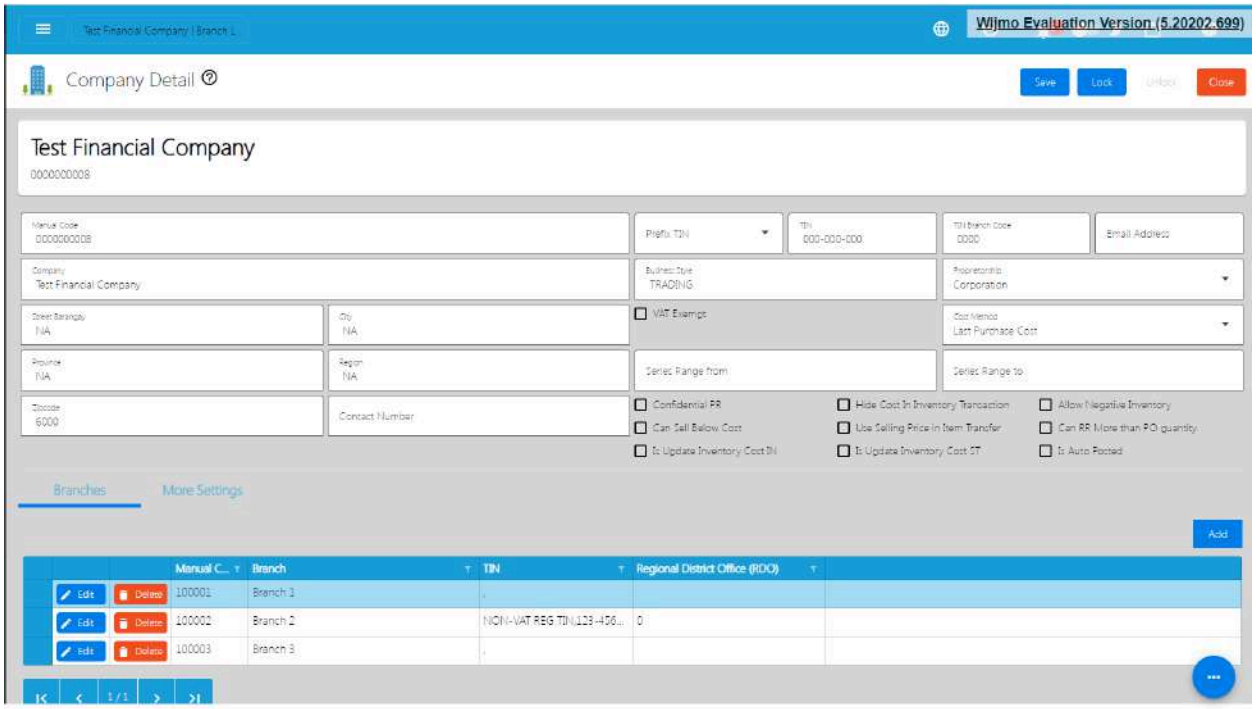


9. Click the Edit button, beside your Company name.

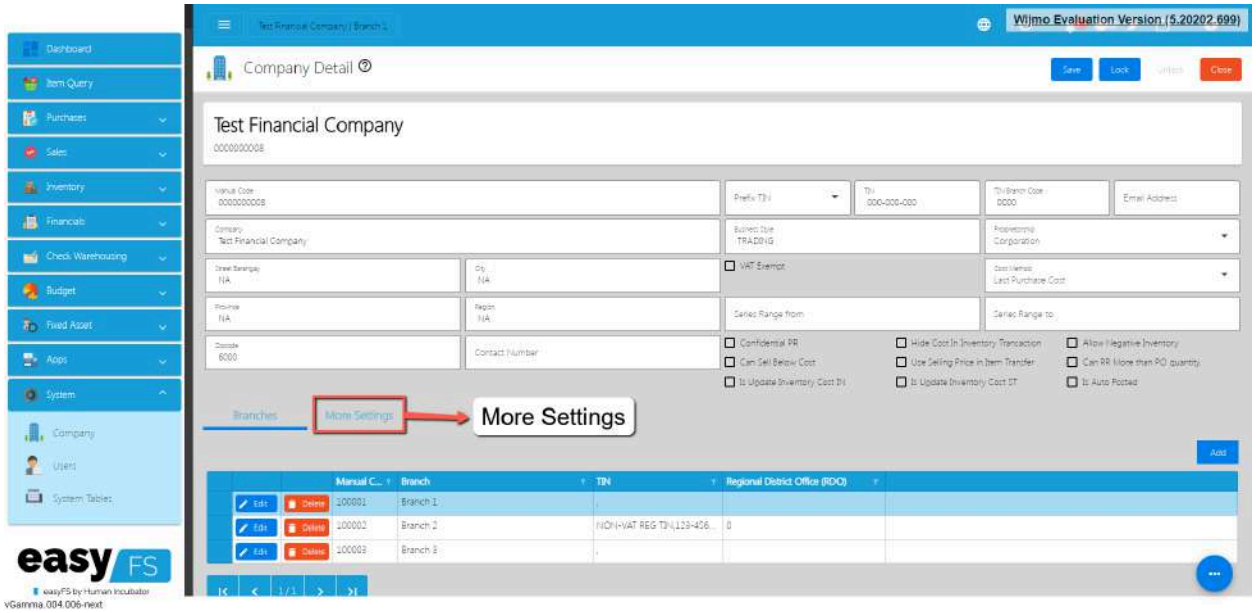


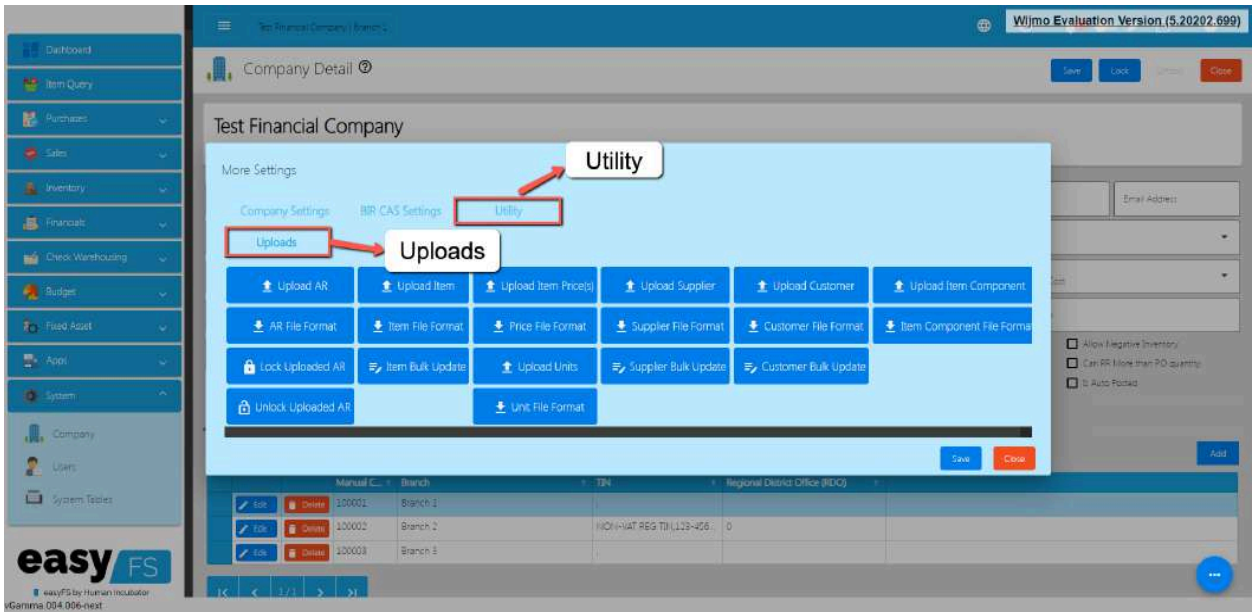
10. You will be routed to the Company Detail page.



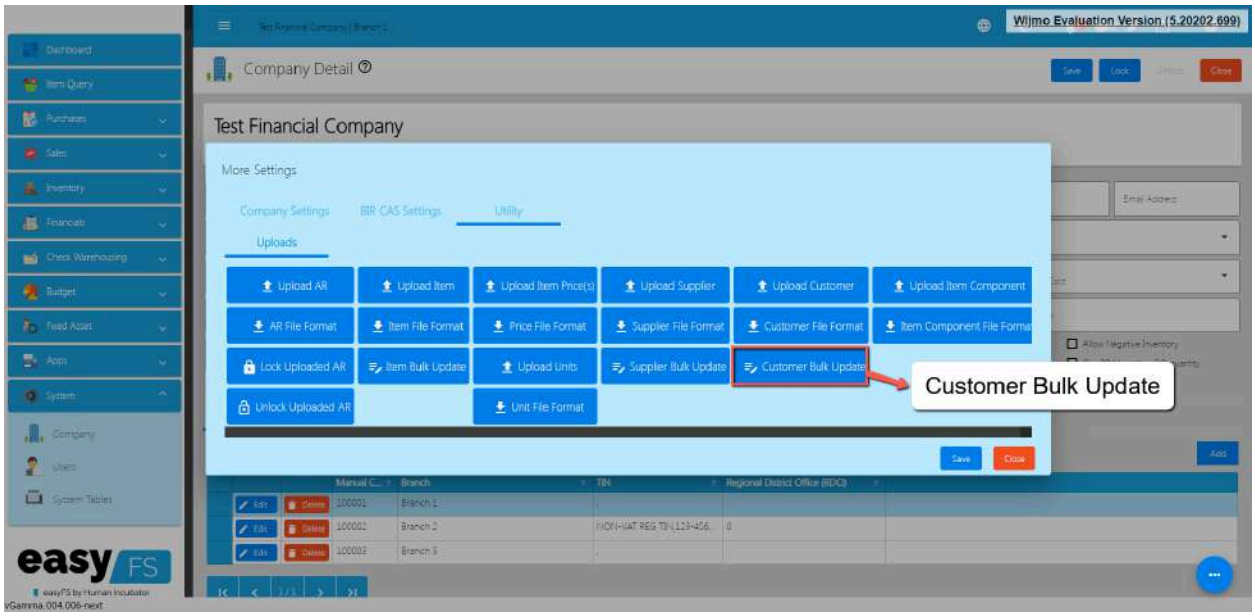


11. Click the **More Settings** tab found below the page, then click **Utility** then **Uploads**.



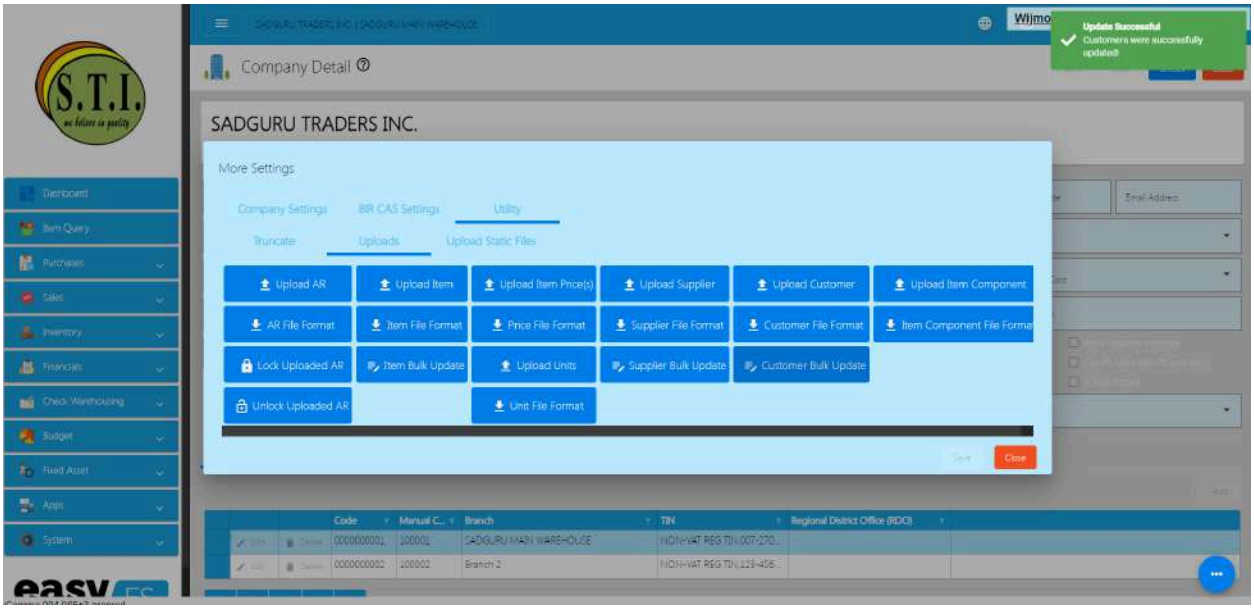


12. To bulk update the Customer detail, click the **Customer Bulk Update** button.

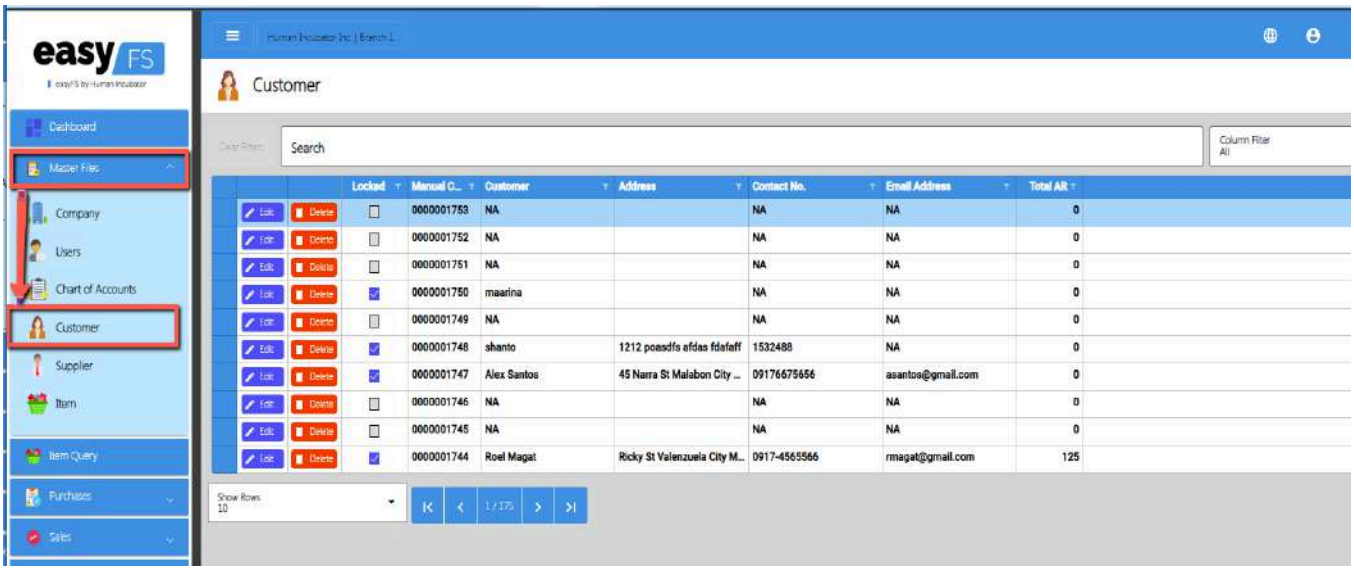


13. Look for the Customer List file, then double click to upload.

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



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



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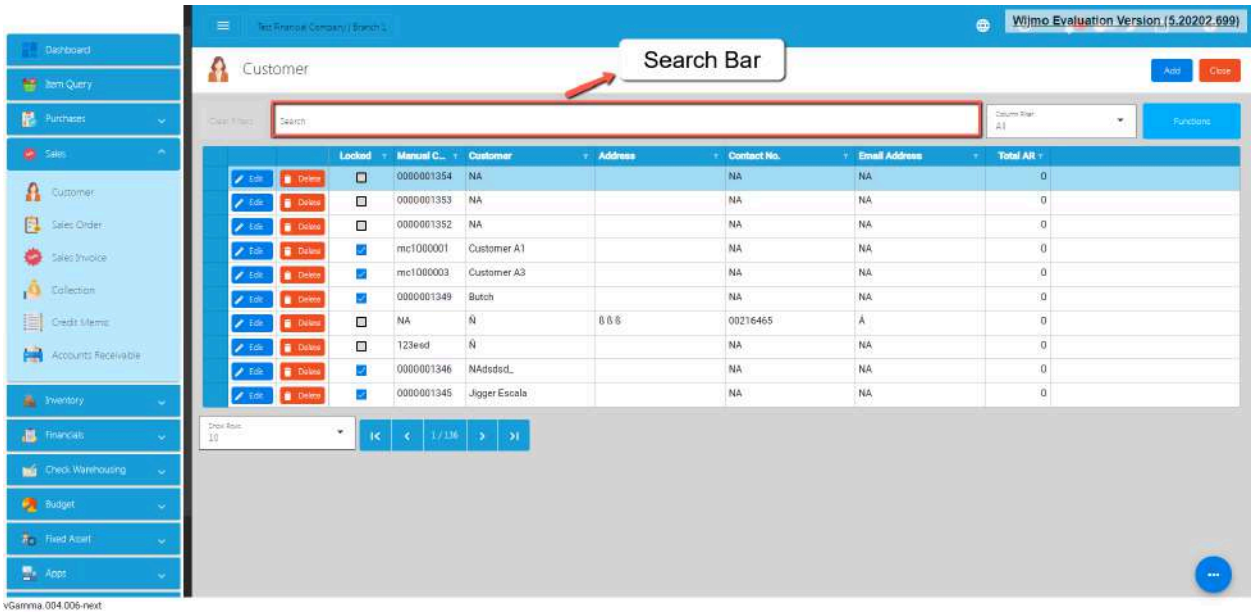
23.
24. You may use the **Search** bar to search the Customer you updated, then click the **Edit** button to see the changes.


Search Bar
Customer
Wijmo Evaluation Version (5.20202.699)
Add
Close
Functions
Dashboard
Item Query
Purchases
Sales
Customer
Sales Order
Sales Invoice
Collection
Credit Memo
Accounts Receivable
Inventory
Financials
Check Warehousing
Budget
Fixed Asset
Apps
Locked
Manual C...
Customer
Address
Contact No.
Email Address
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0000001354 NA NA NA 0
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mc1000003 Customer A3 NA NA 0
0000001349 Butch NA NA 0
NA Ñ 8 8 8 00216465 Á 0
123esd Ñ NA NA 0
0000001346 NAdsdsd_ NA NA 0
0000001345 Jigger Escala NA NA 0
vGamma.004.006-next

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.

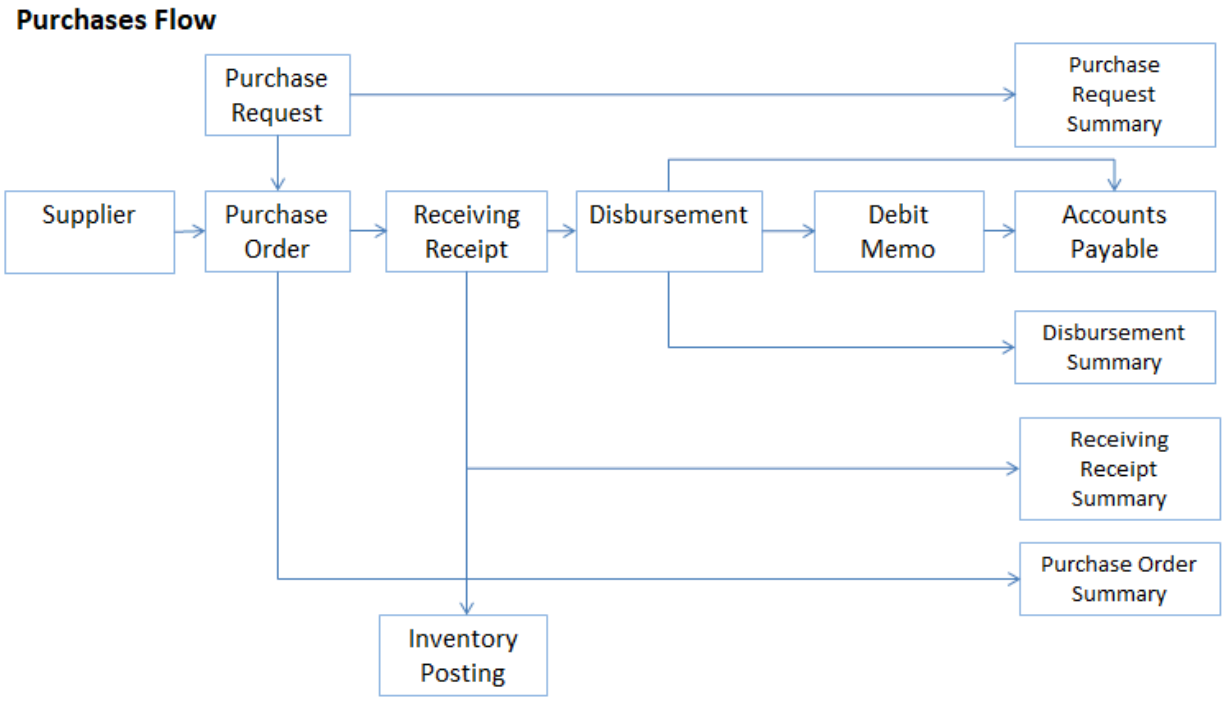
Our EasyFS system has the following transactions:

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.



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

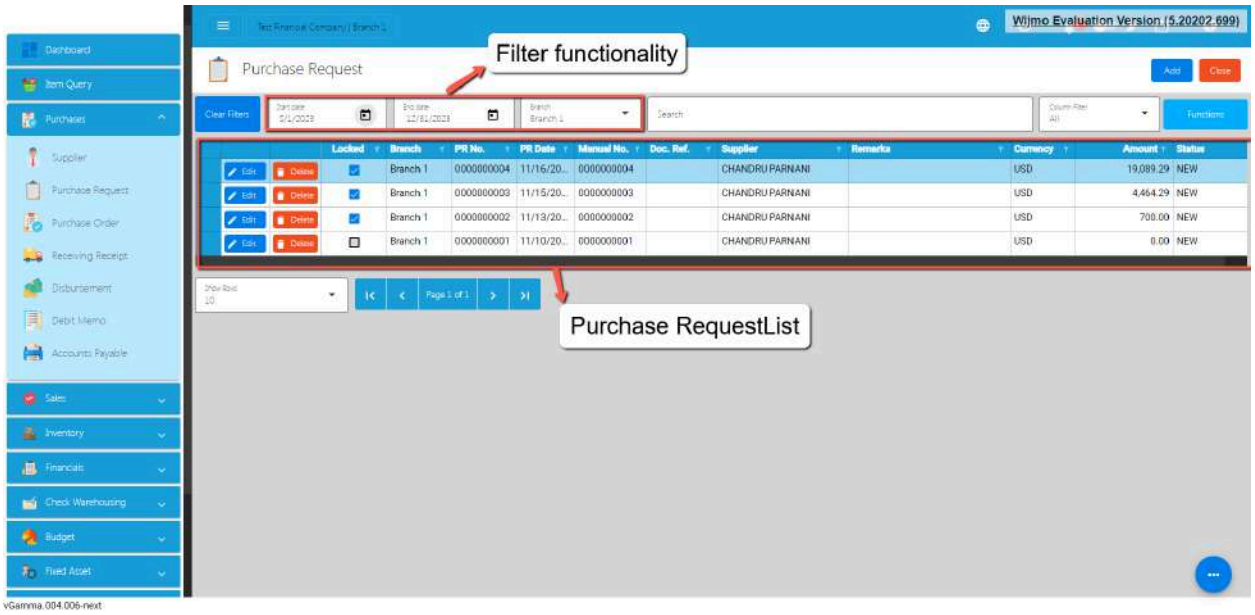
5.2.1 Purchase Request

Overview

This is where you input the entire purchase request needed.

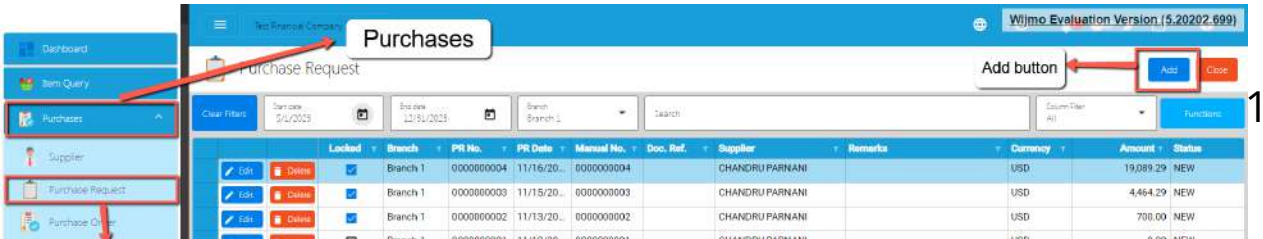
Purchase Request List

- 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.

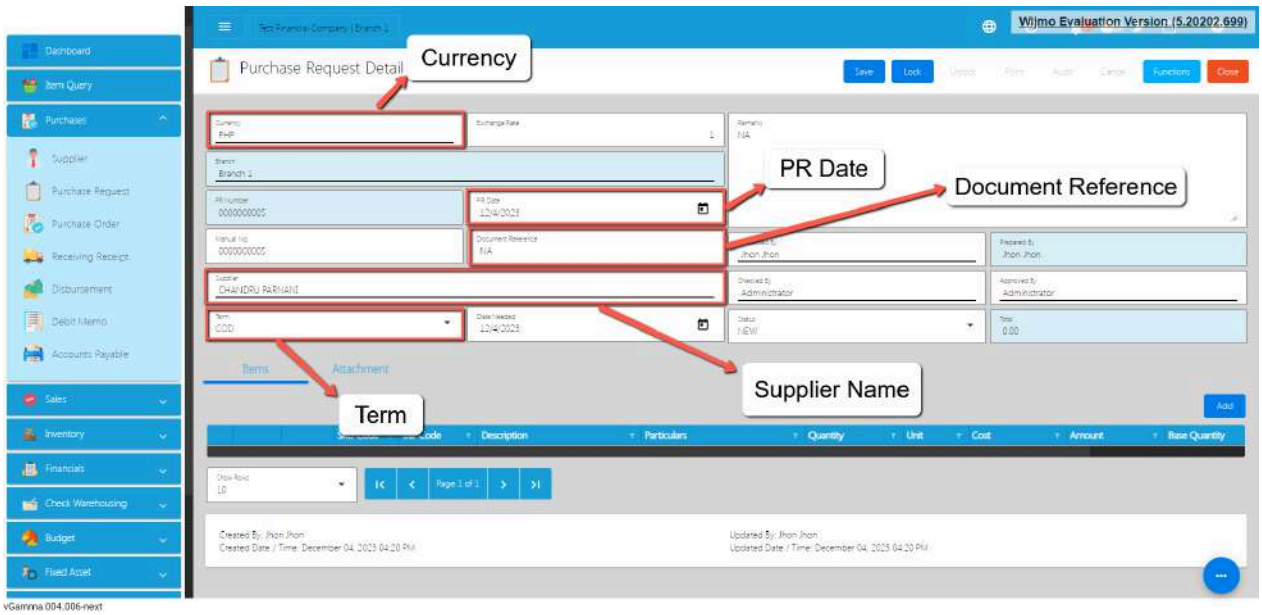


Purchase Request Detail

5. 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.

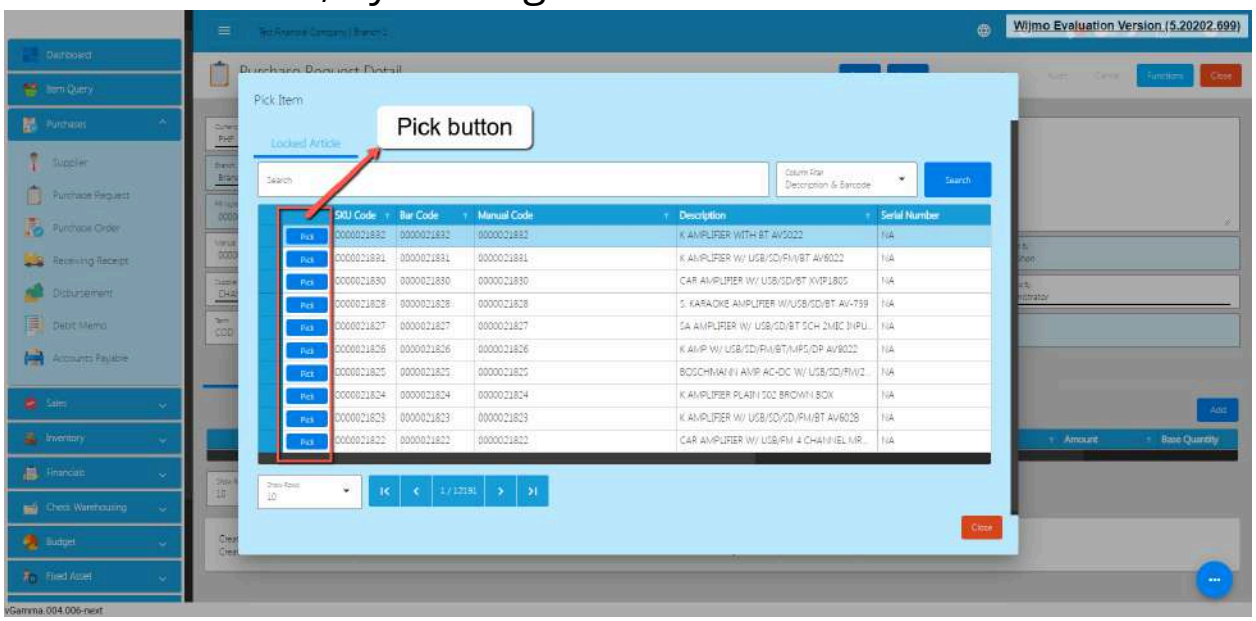


6. Fill out all the needed information for the **Purchase Request Detail** like,
    - Currency
    - Supplier Name
    - PR Date
    - Term
    - Document Reference

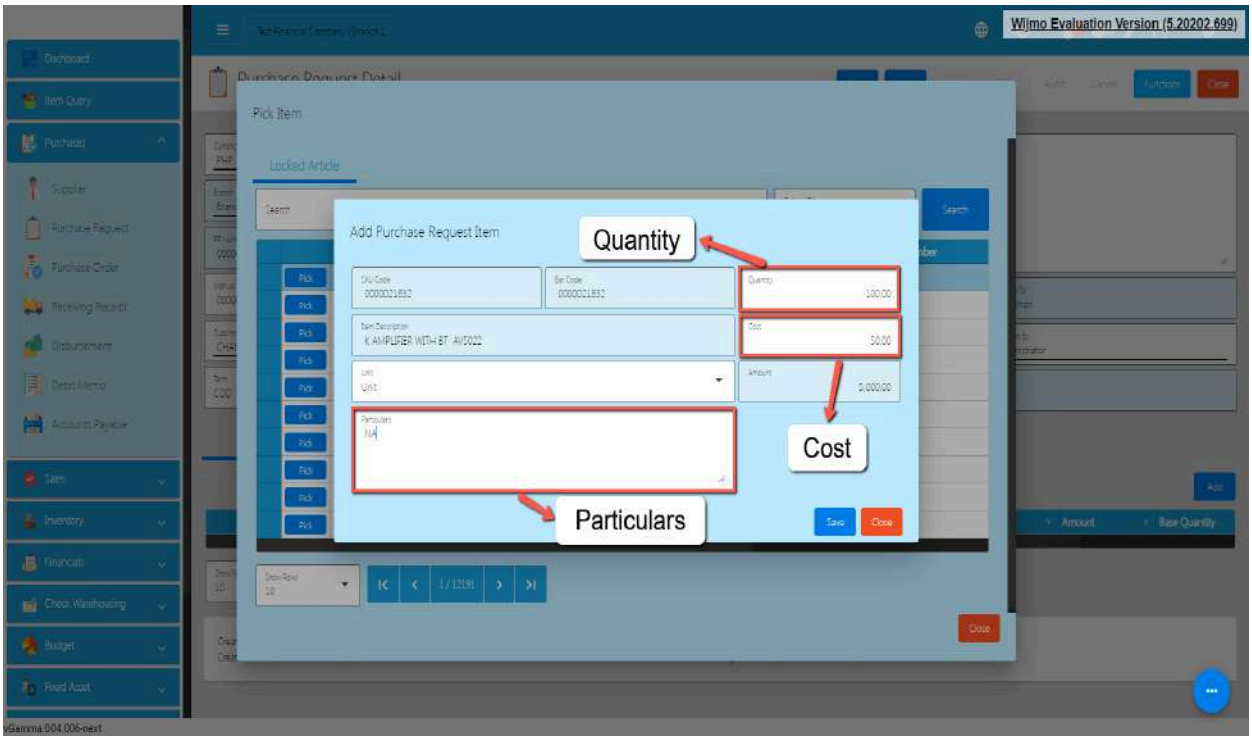


7. To add line Item(s), click the **Add** button on the right part of the page under the Items tab.

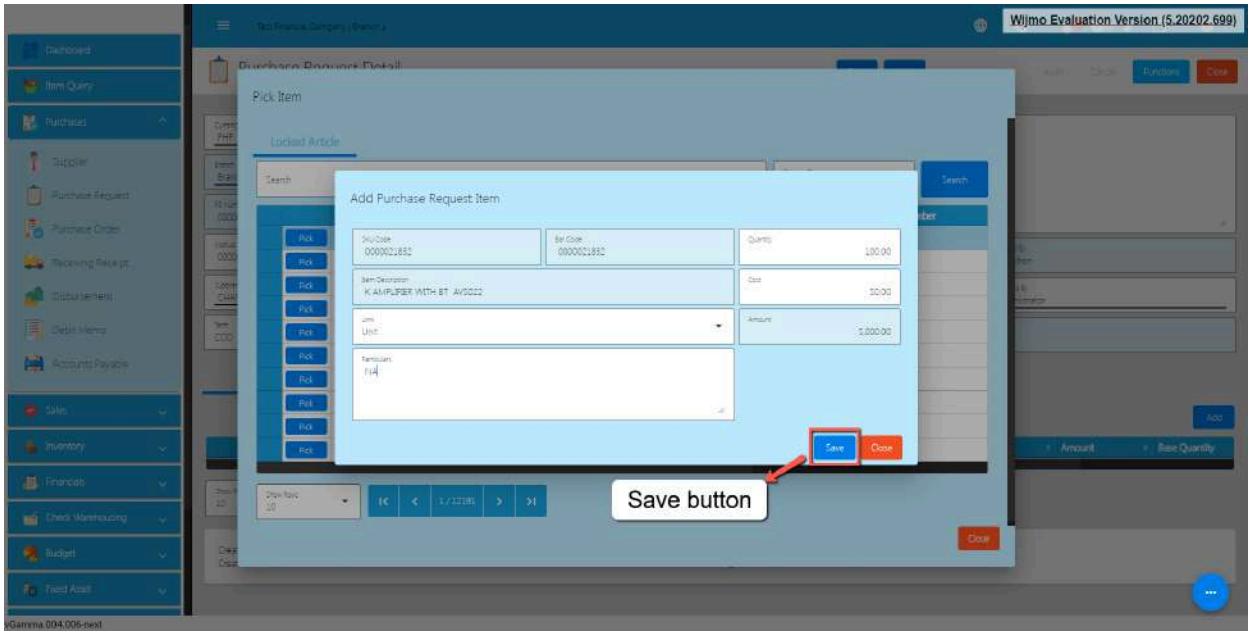
8. Select the items, by clicking the Pick button.



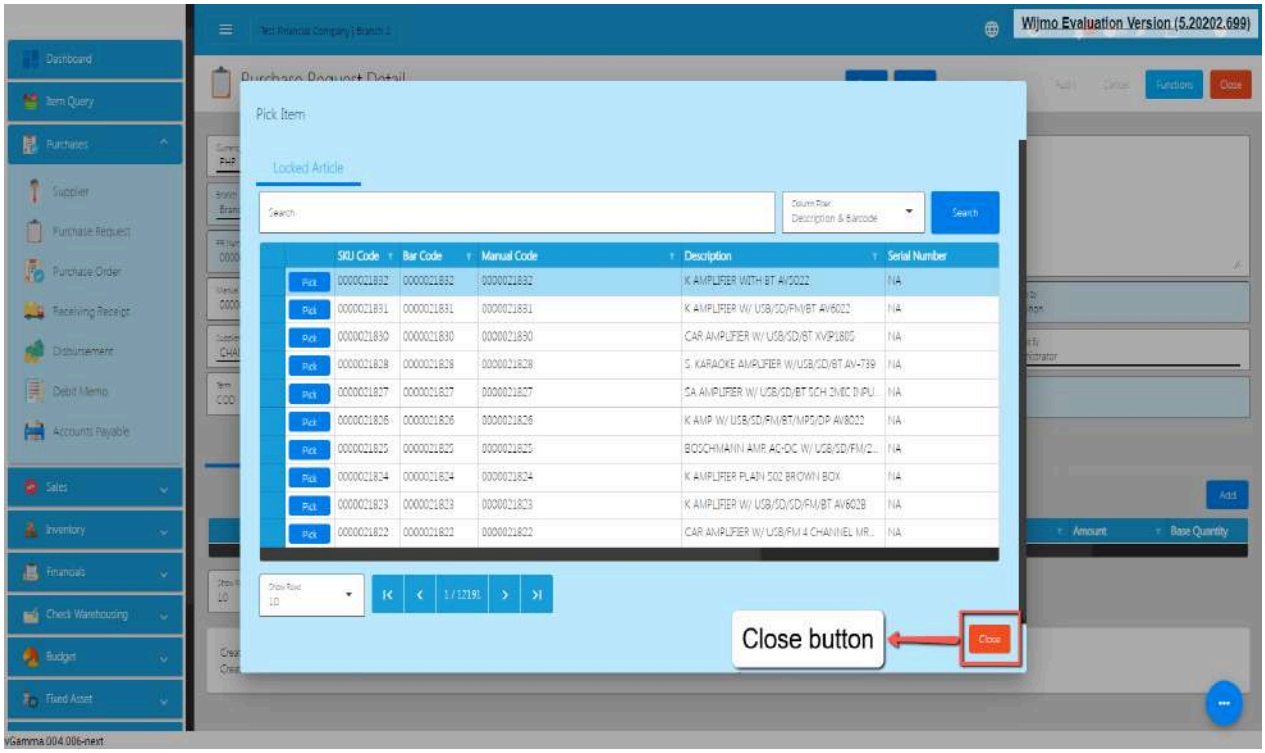
5. Once the Pick button is clicked, fill out the quantity and the cost. For Particulars, put NA if nothing to provide.



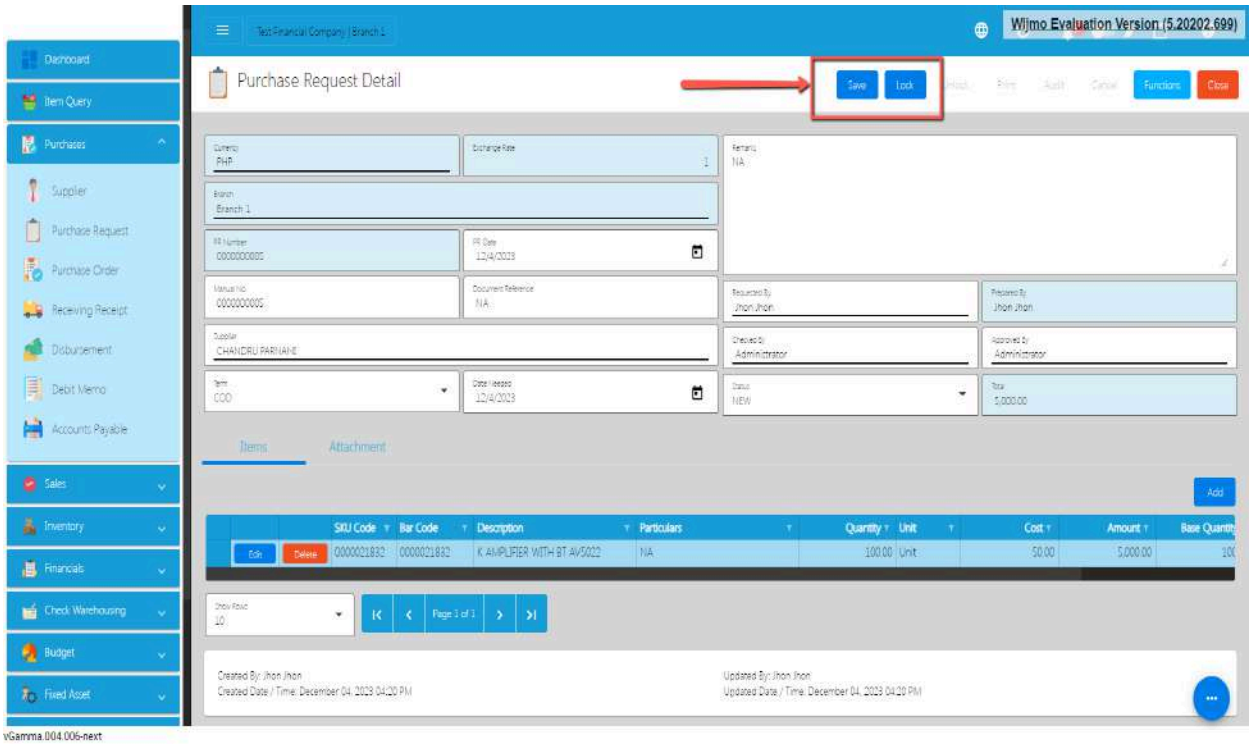
9. After providing the Quantity, Cost and Particulars, click the **Save button.**



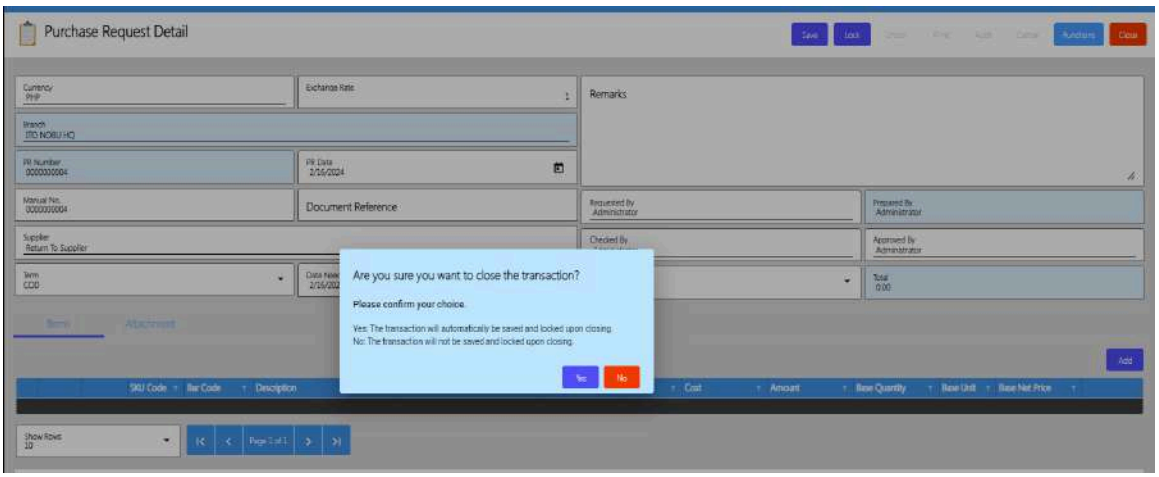
10. If you wish to add additional items, repeat Steps 4 up to 6.
11. If you're done adding line items, just click the **Close** button to hide the popup.



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



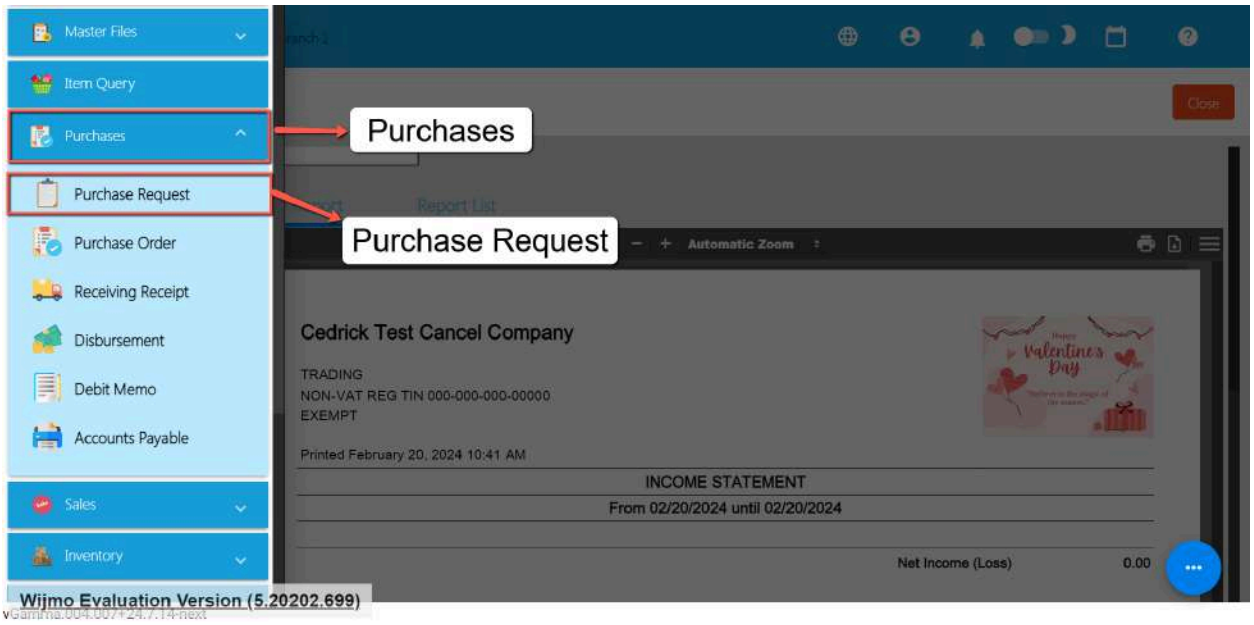
10. Pop Warning on Closing the Purchase Request Transaction will display, when the Transaction Detail is not Locked.



Cancel Purchase Request Transaction

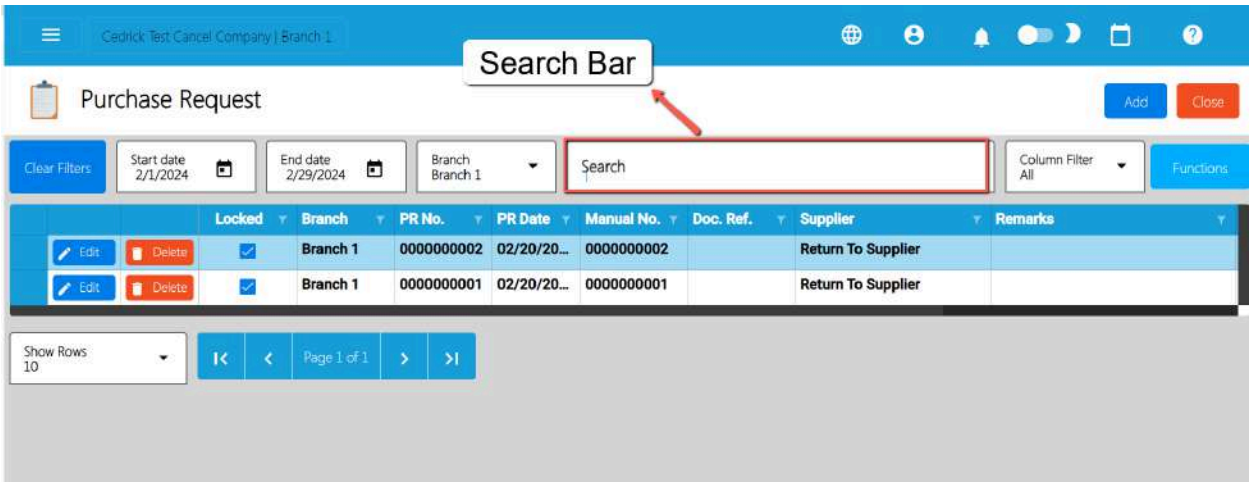
When you need to cancel a purchase request, it's important to follow these simple steps:

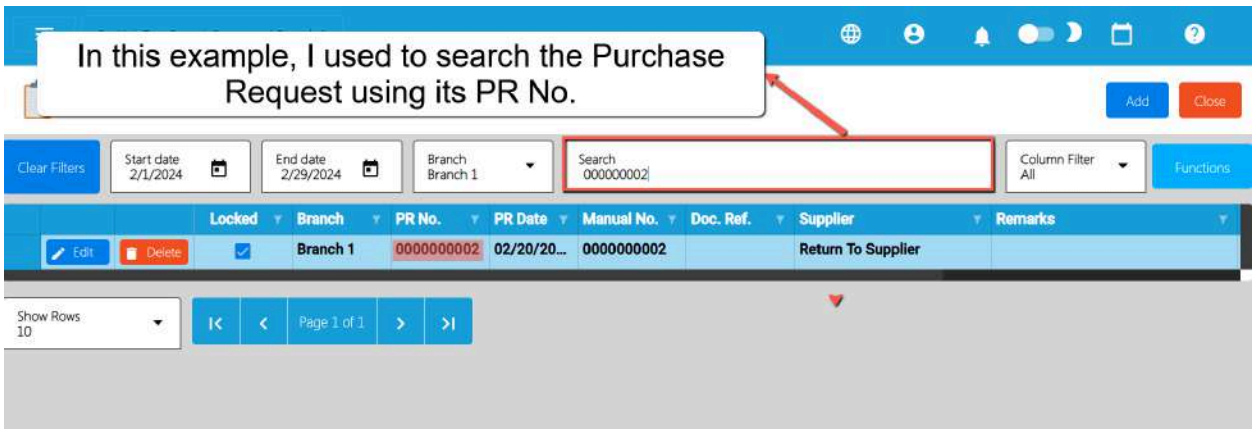
1. **Log In**: Visit your easyFS domain and login with your username and password.
2. **Find your Purchase Request:** Navigate to the Purchases, then Purchase Request. You will be redirected to the Purchase Request lists.



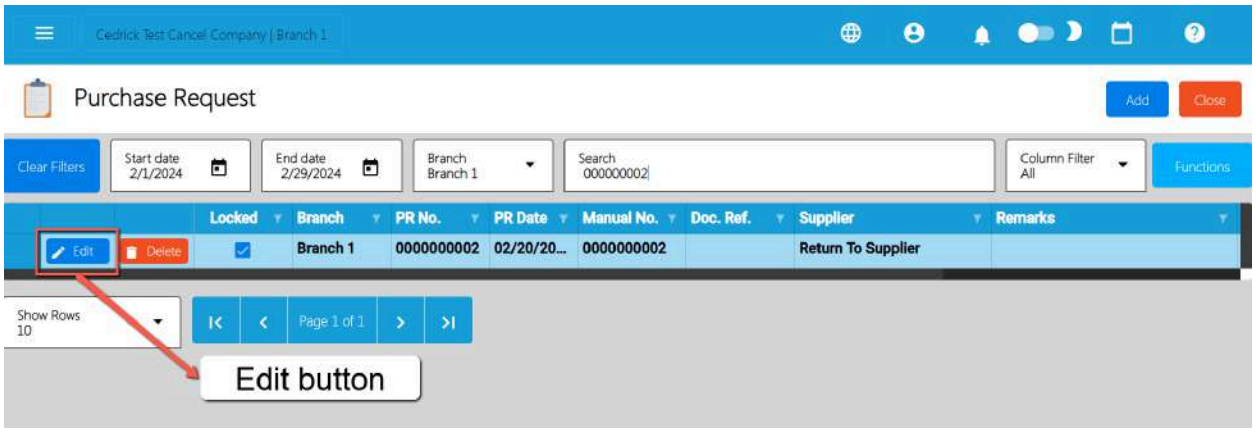
3. **Locate the Right One:** From the Purchase Request list, you may use the search bar to look for the right Purchase Request you want to cancel. You can search using the Purchase Request's RR NUmber, Manual Number, Document Reference, etc.

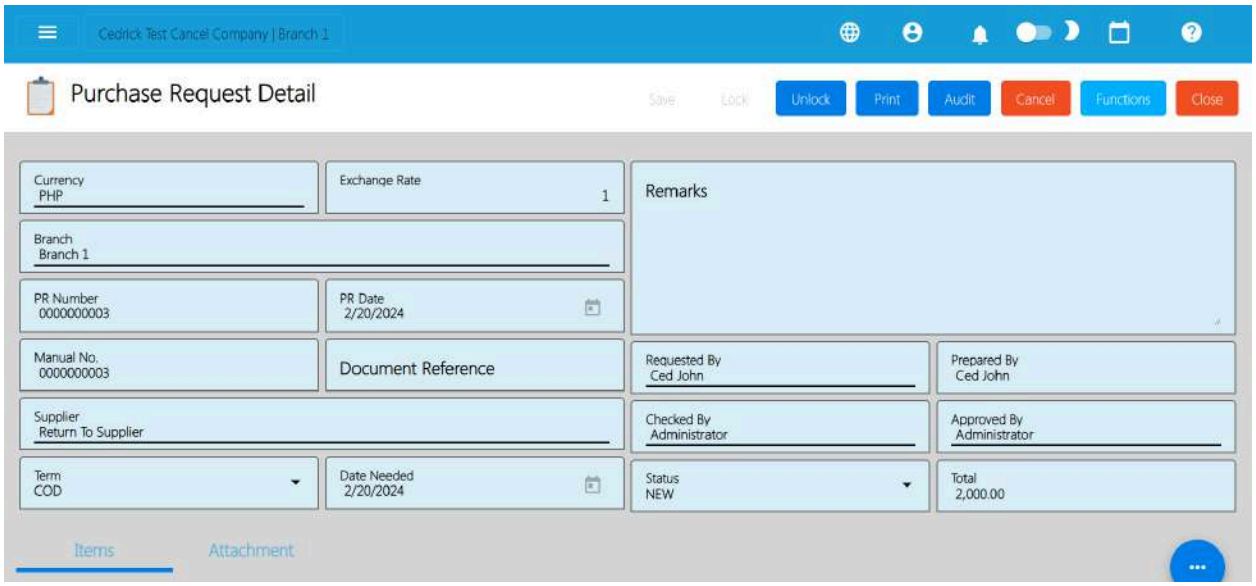
Take note: Don't forget to change the Start Date and End Date to your Purchase Request's transaction date to display the correct result.



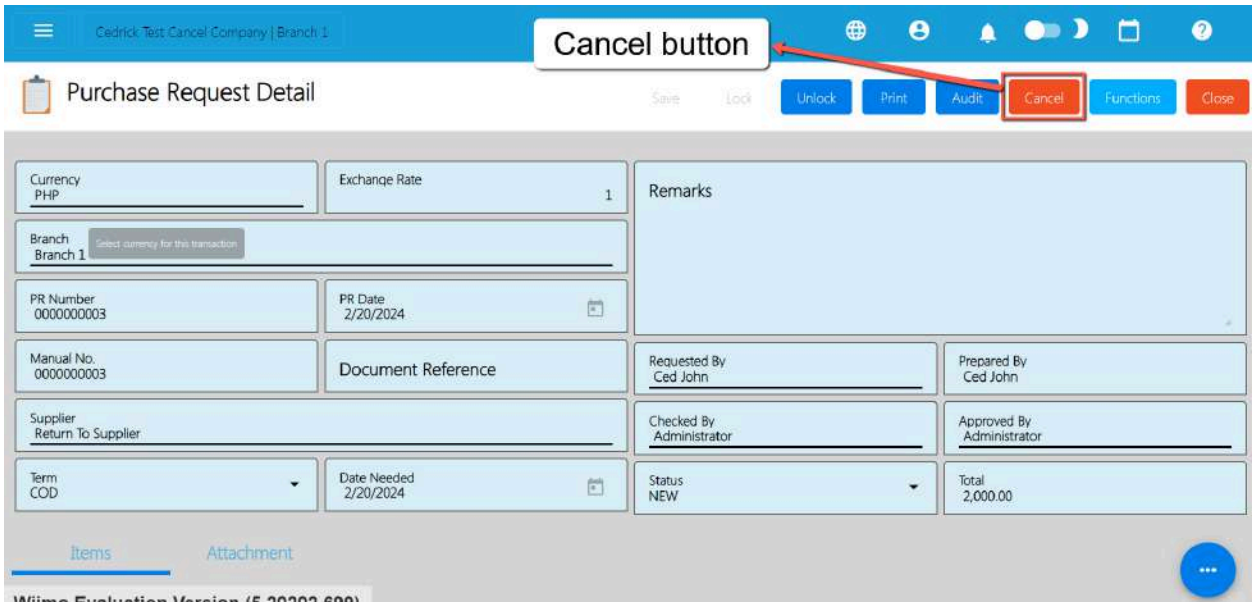


4. **Open the Purchase Request Detail:** Click the Edit button to open the Purchase Request detail page.

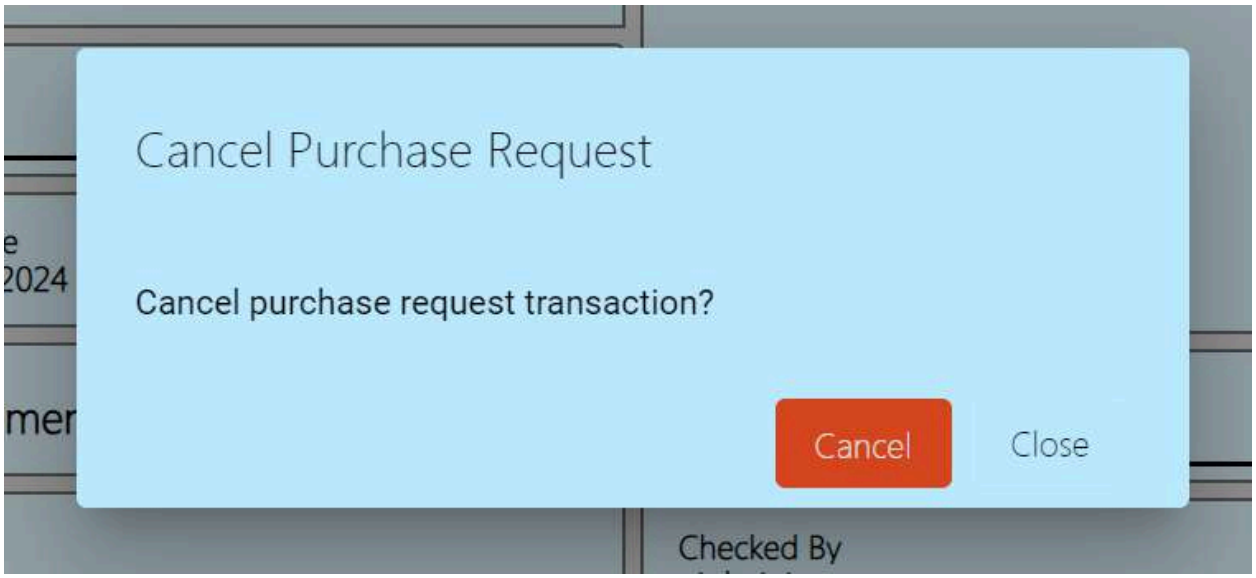




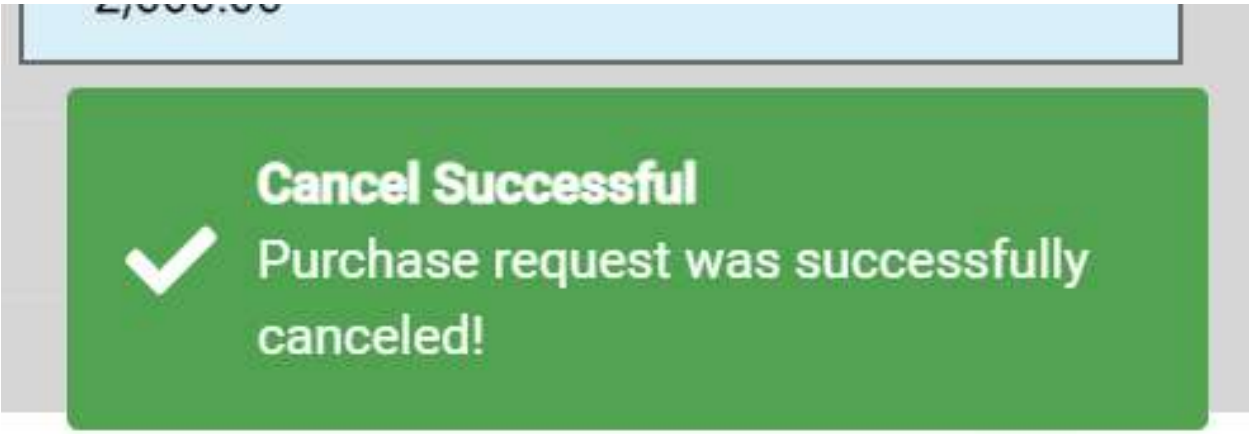
5. **Cancel the Purchase Request:** To cancel your Purchase Request transaction, look for the Cancel found on the upper-right part of the page, then click.



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.

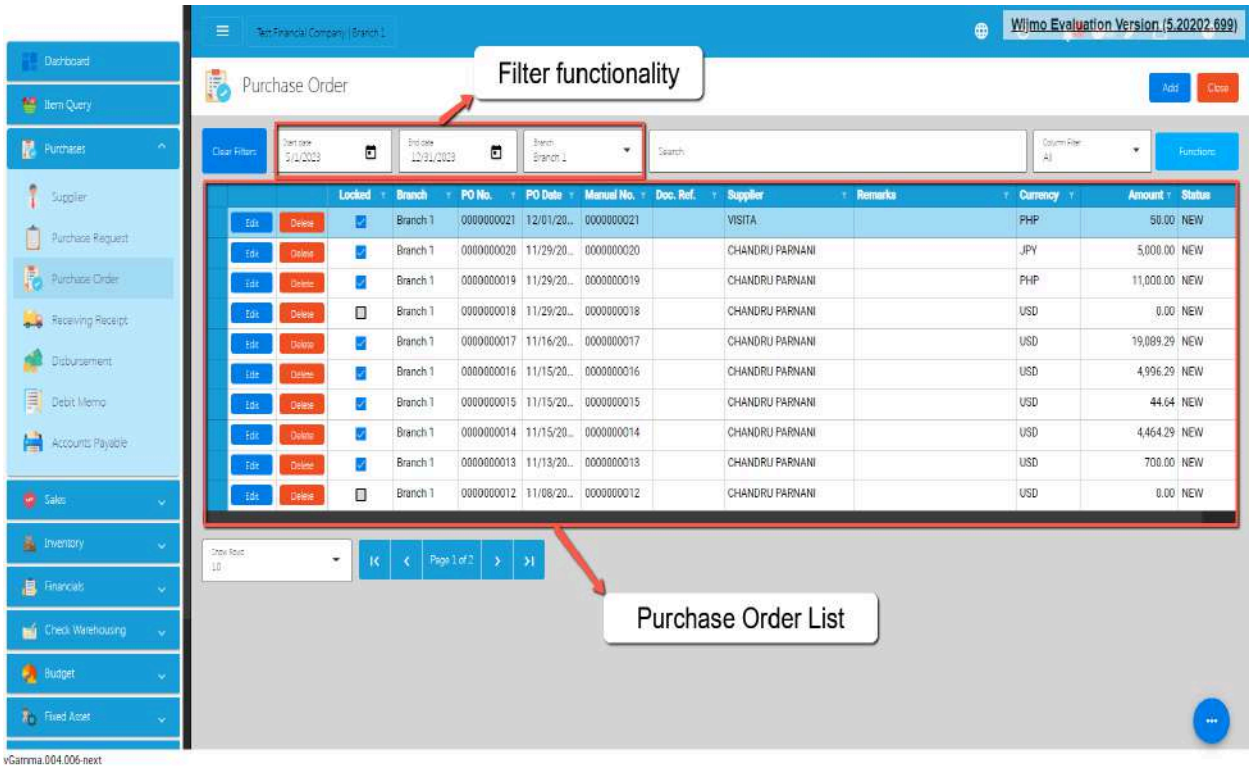
5.2.2 Purchase Order

Overview

This is to finalize the purchases for the company.

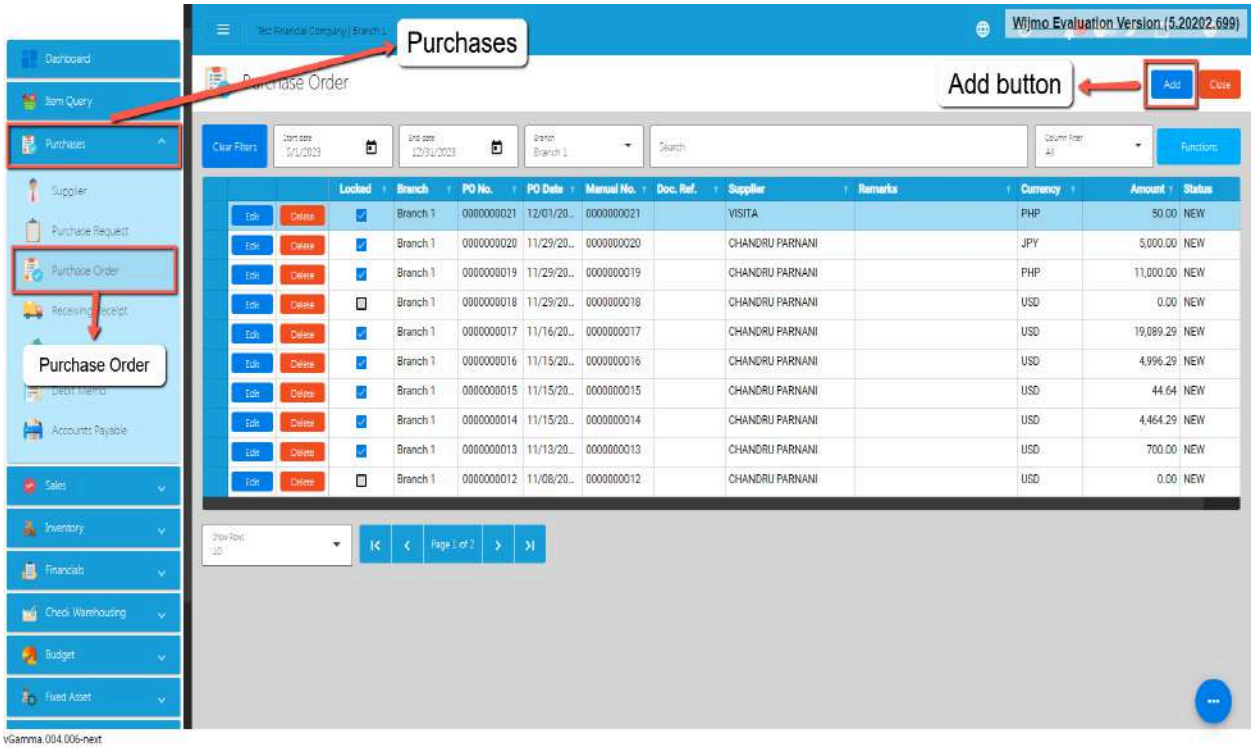
Purchase Order List

- 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.

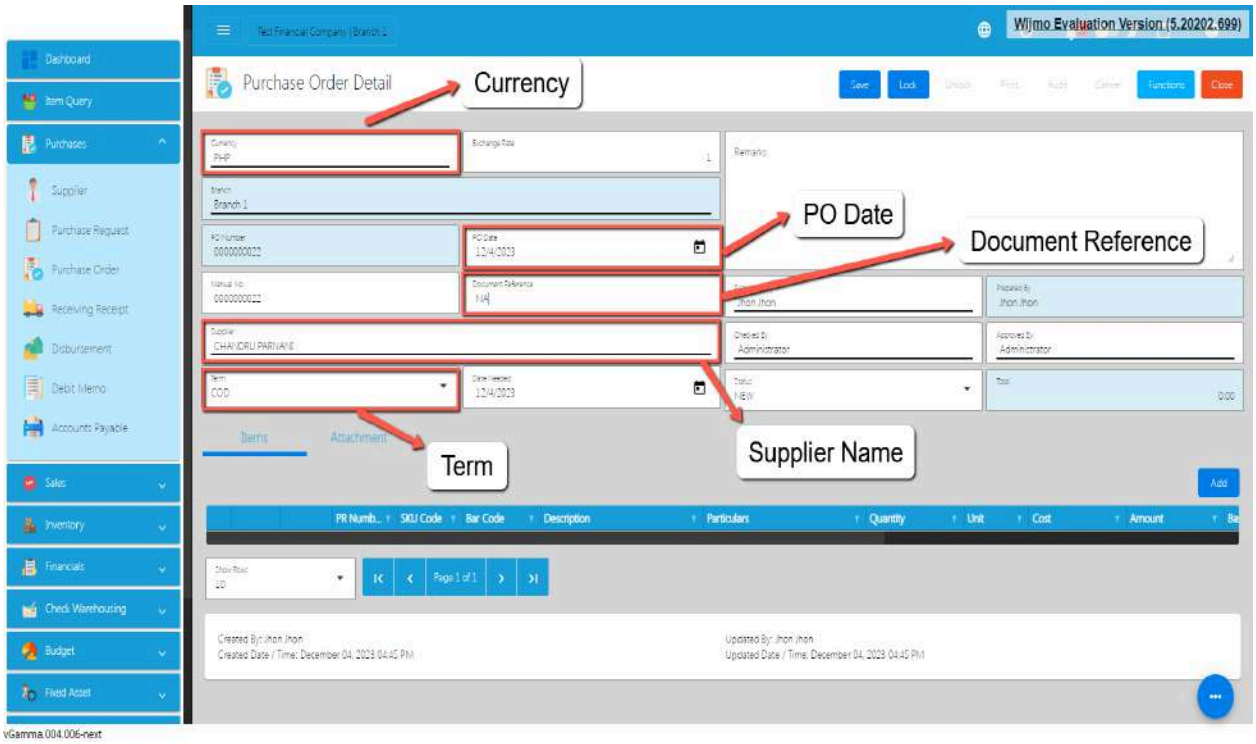


Purchase Order Detail

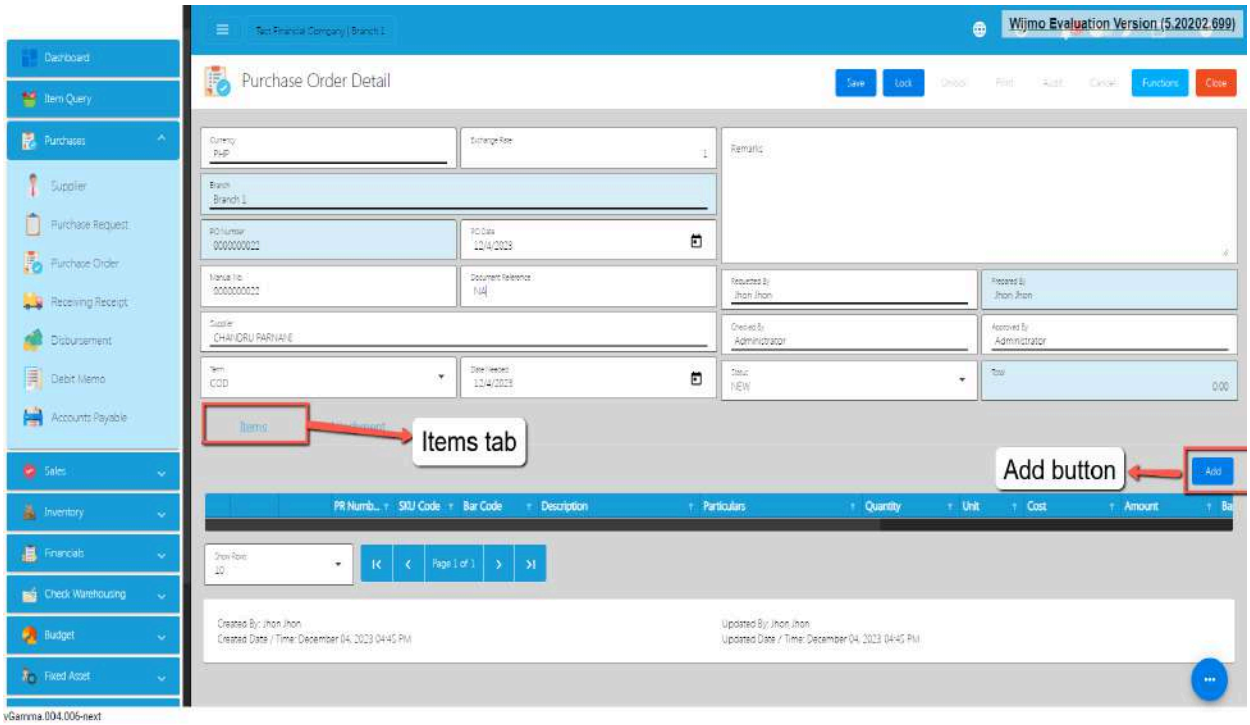
1. To add a new Purchase Order, go to **Purchases** then click **Purchase Request**. After that, click the **Add** that can be seen in the Purchase Order list.



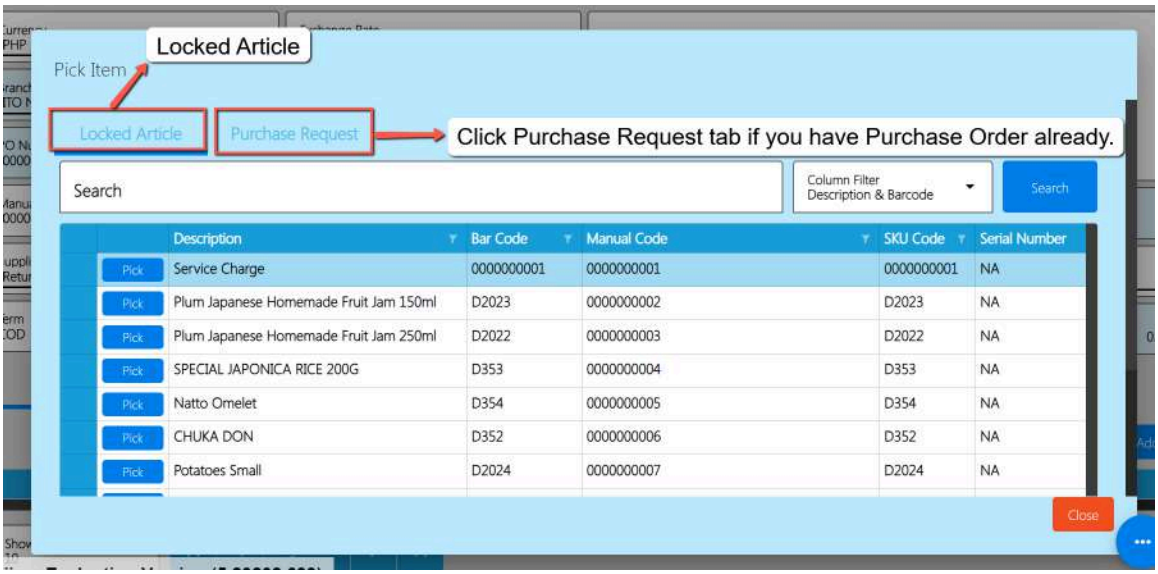
2. Fill out all the needed information for the **Purchase Order Detail** like,
    - Currency
    - Supplier Name
    - PO Date
    - Term
    - Document Reference



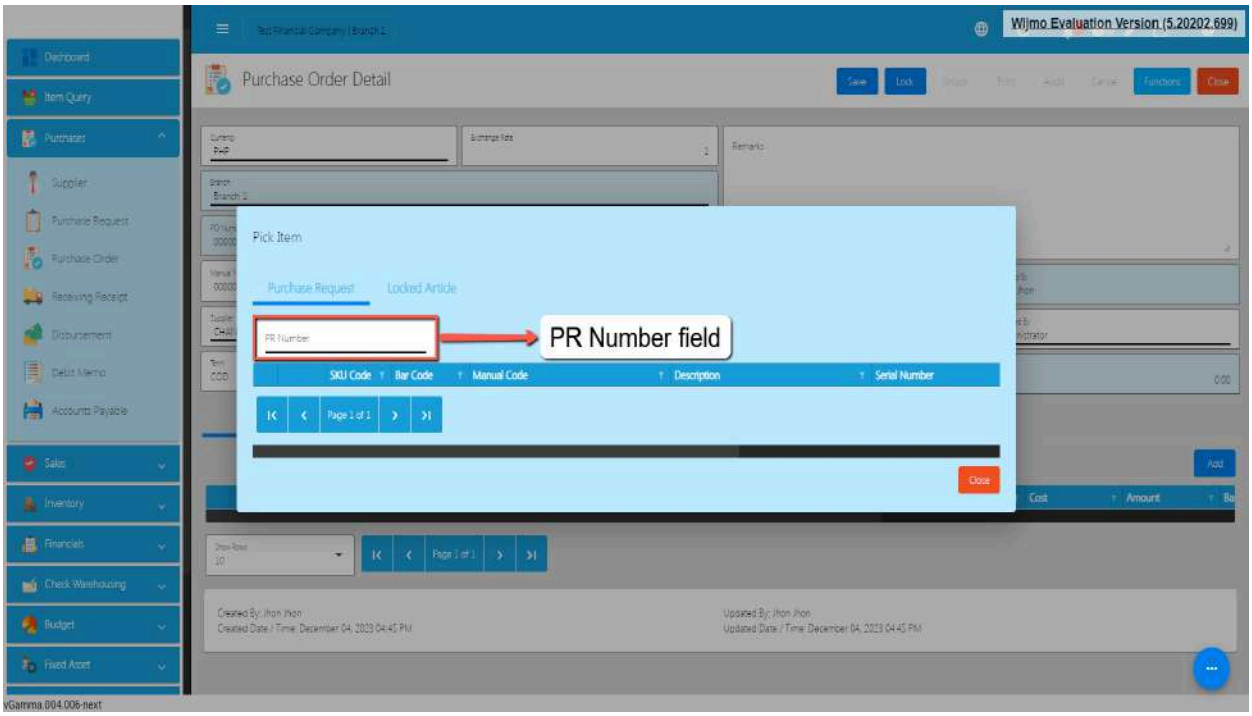
3. To add line Item(s), click the **Add** button on the right part of the page under the Items tab.

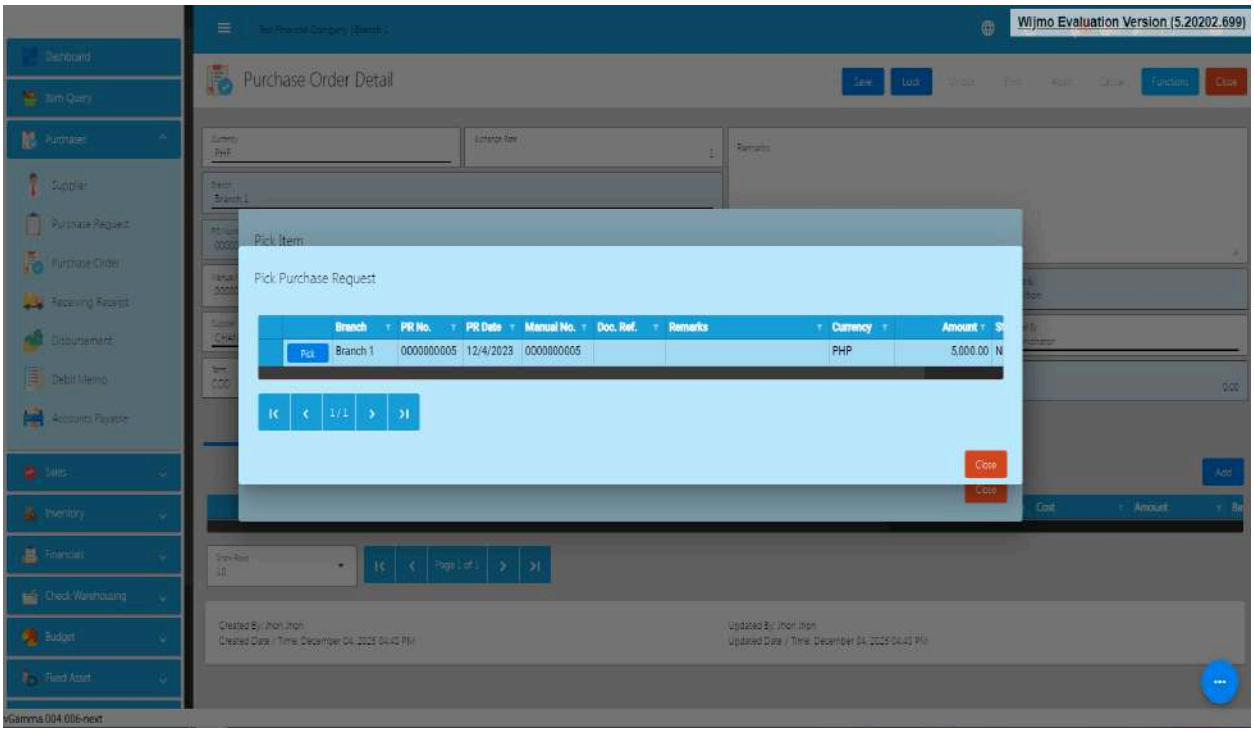


4. Choose either Locked Article (Items) or Purchase Request tab.

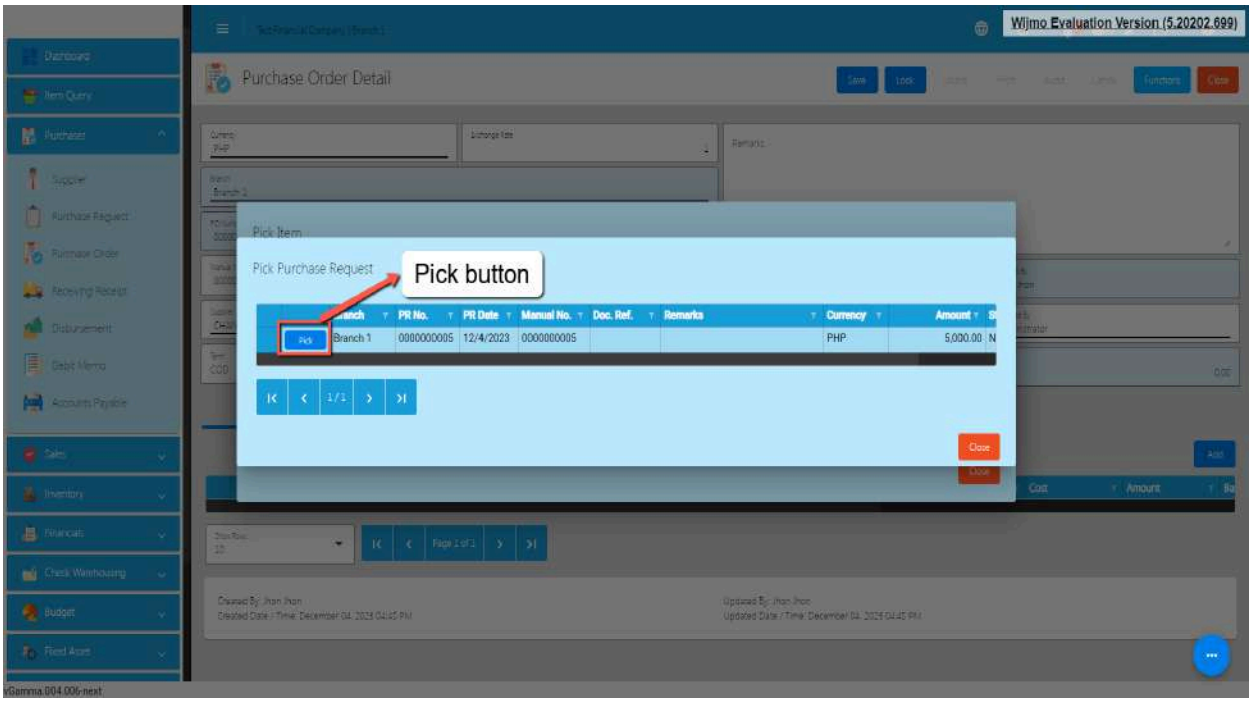


5. If you already have a Purchase Request, you can select that PR by clicking on the **PR Number.** Once clicked it will pop up all the PR that was not yet created as PO.

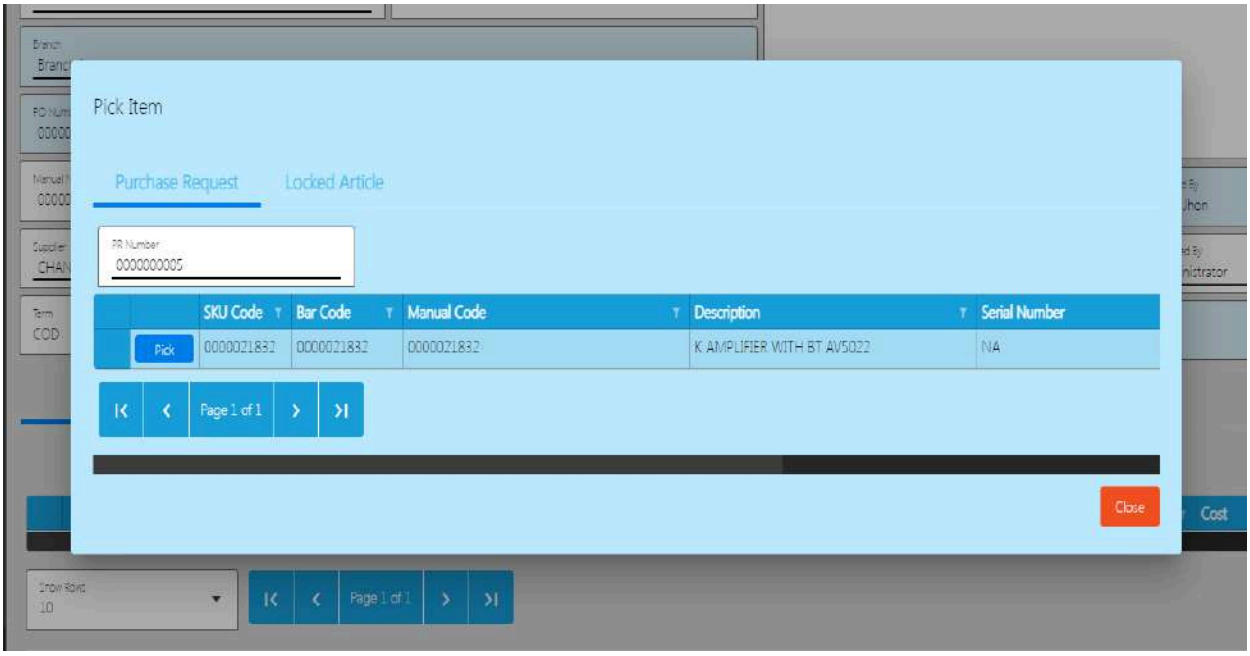




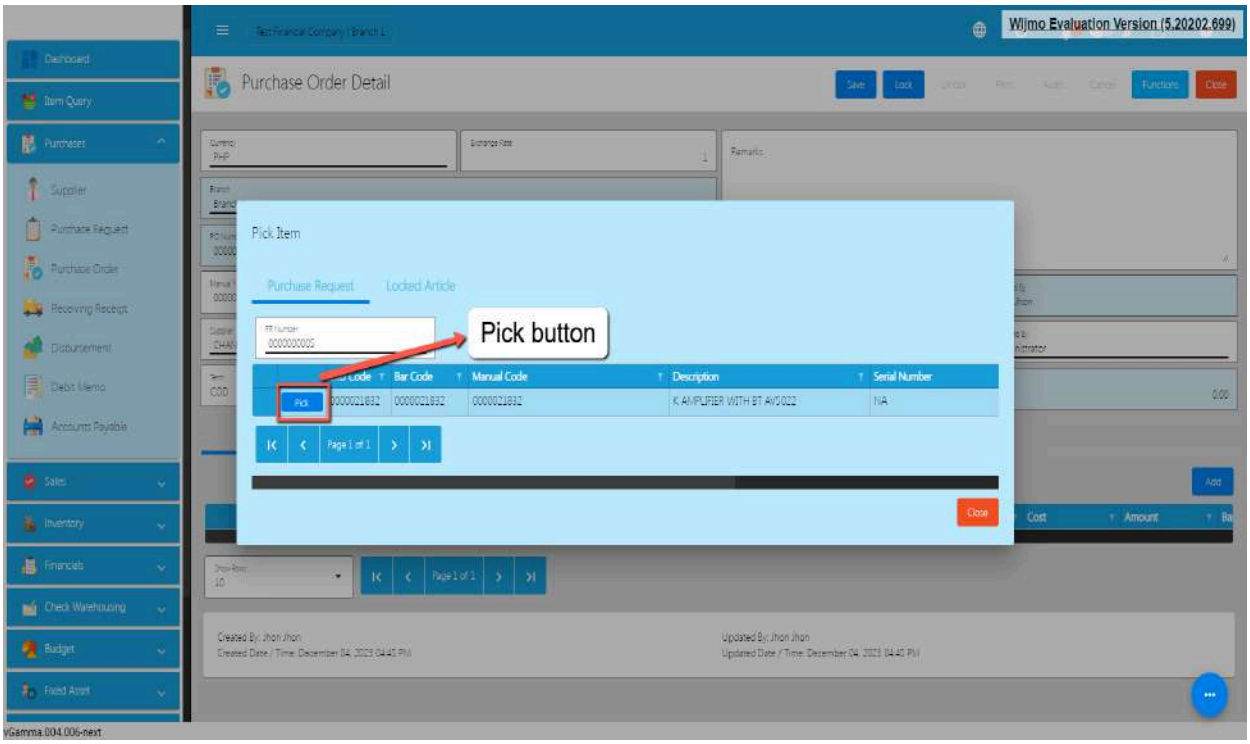
6. Then to add that Purchase to the Purchase Request, click the Pick button beside the Branch column.



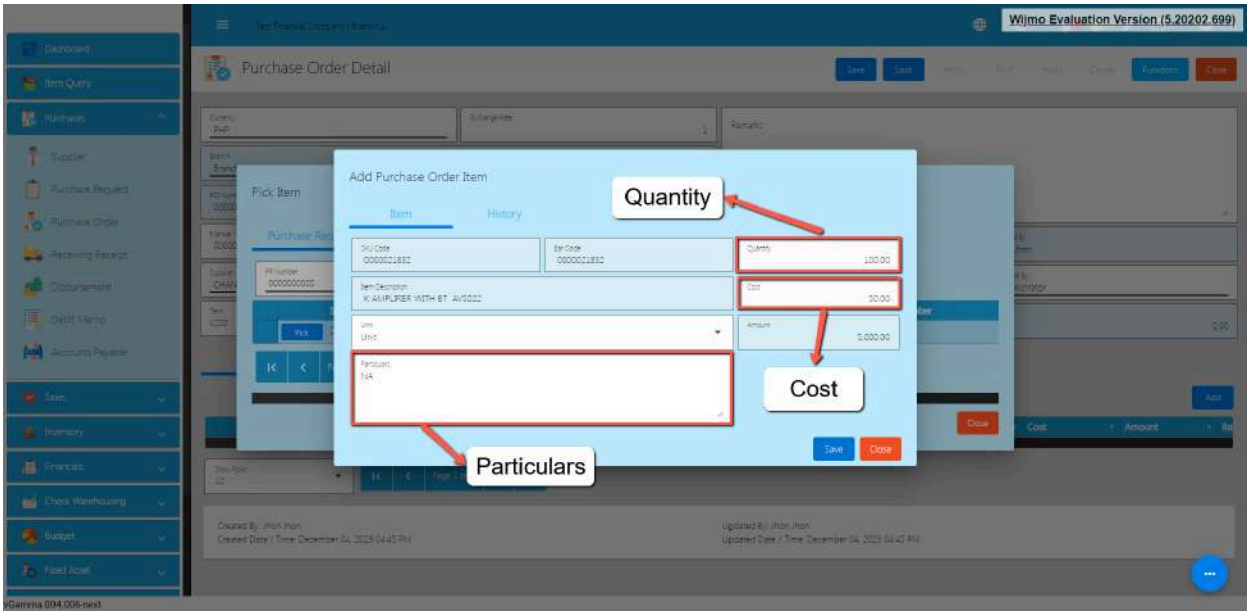
7. After clicking the **Pick** button**,** it will automatically display the list of items based on your chosen Purchase Order.



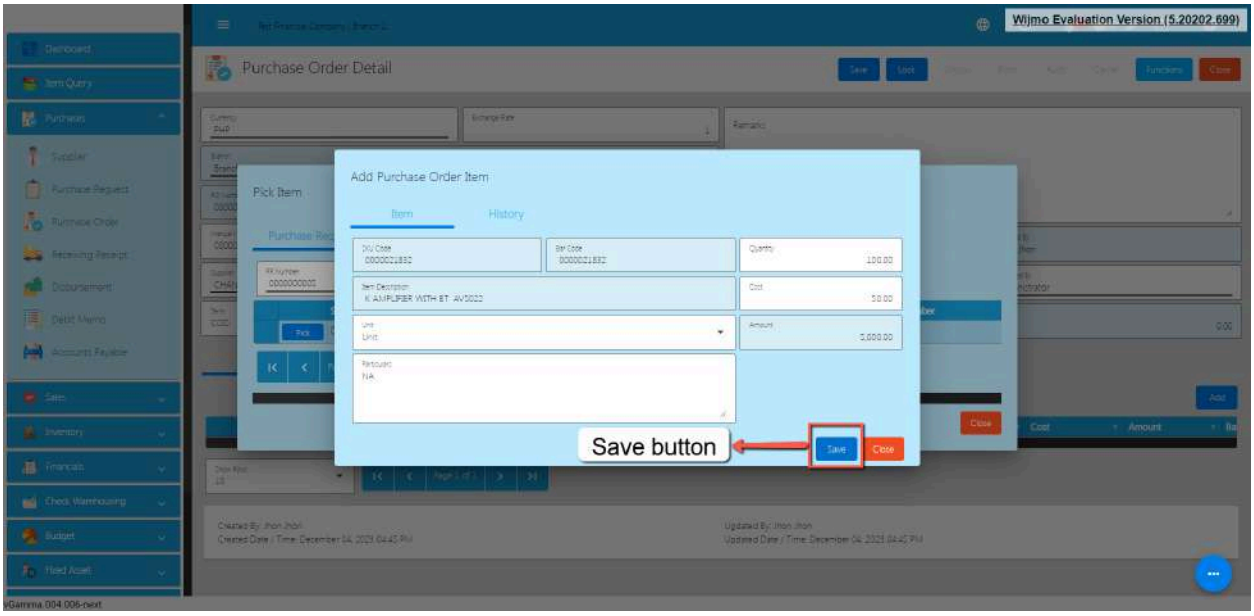
8. Select the items, by clicking the Pick button.



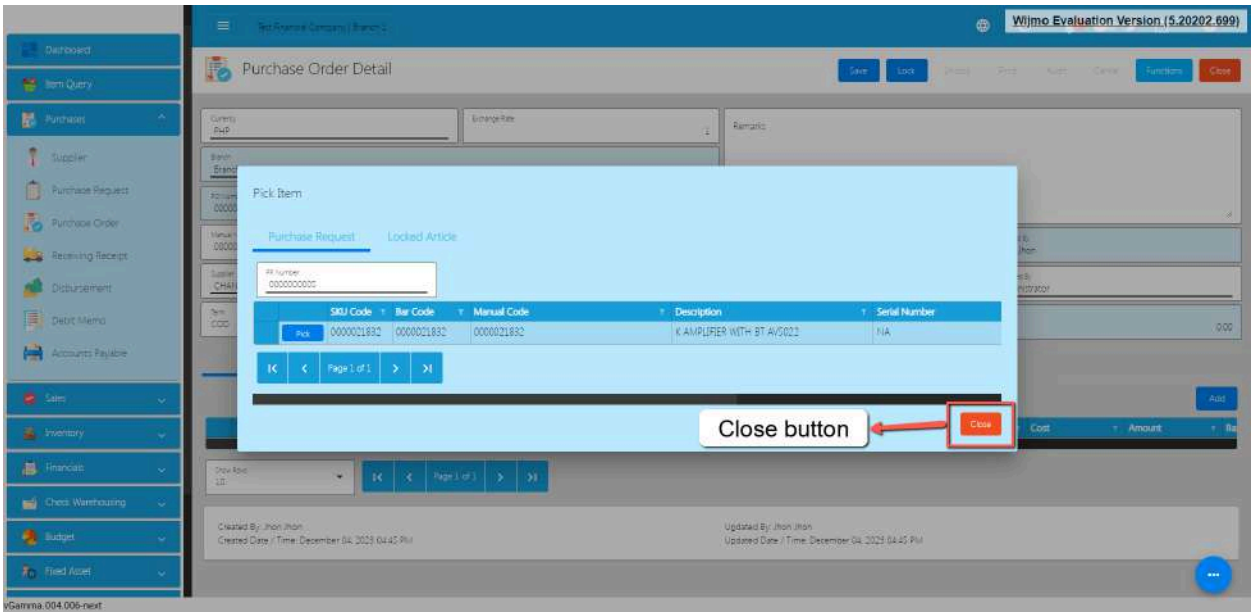
9. Once the Pick button is clicked, fill out the quantity and the cost. For Particulars, put NA if nothing to provide.



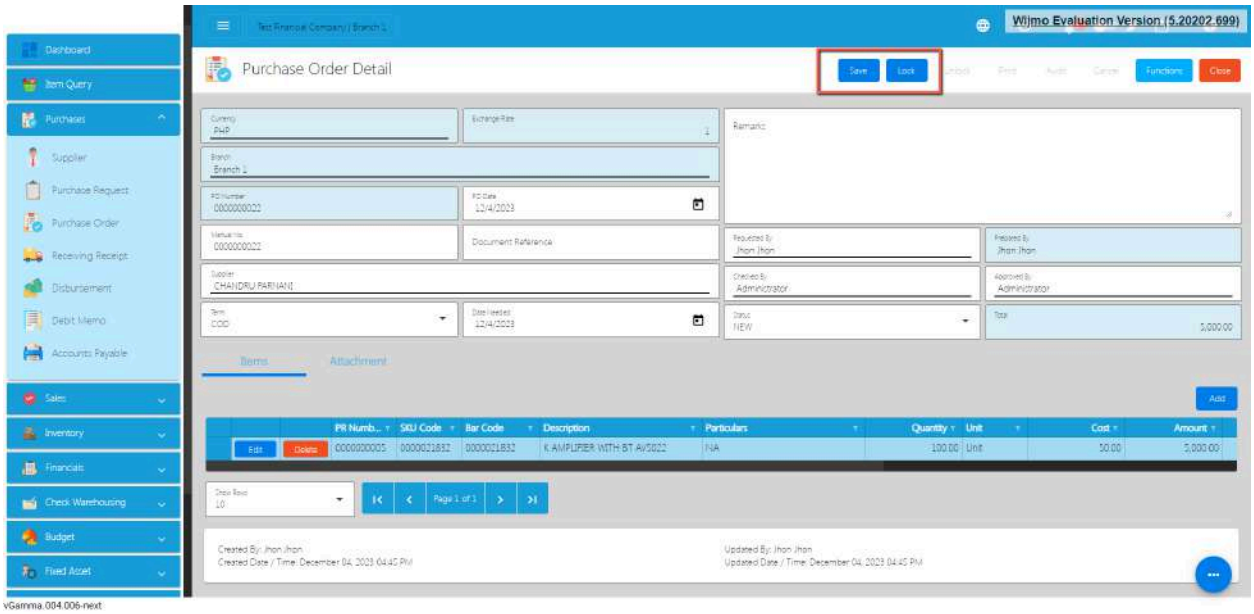
10. After providing the Quantity, Cost and Particulars, click the **Save button.**

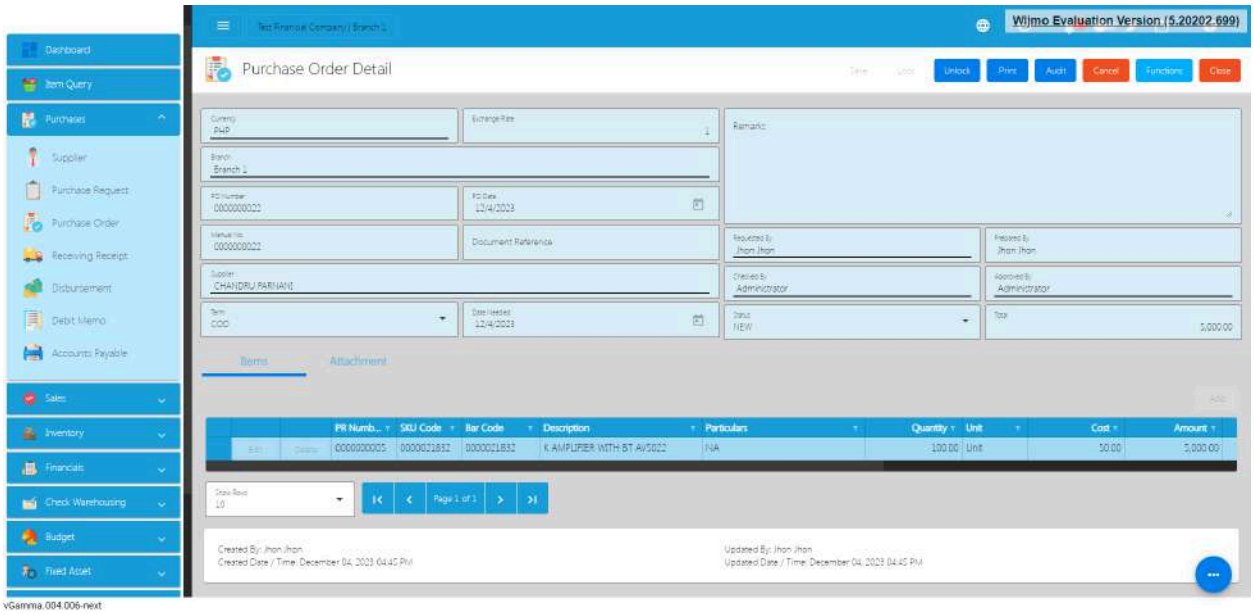


11. If you wish to add additional items, repeat Steps 8 to 10.
12. There's no need to worry if you don't have a Purchase Order since you can automatically select the items. Just go directly from steps 8 to 10 after clicking the **Locked Article** tab that is mentioned on Step 4.
13. If you're done adding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

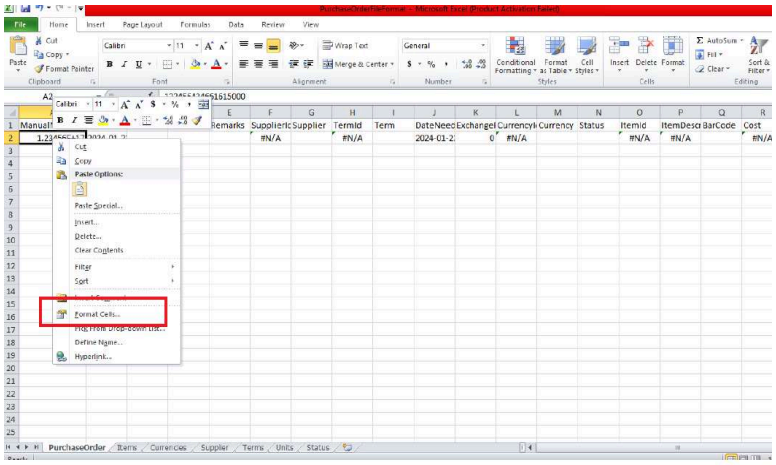
***Example:** ‘00000111231414*

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

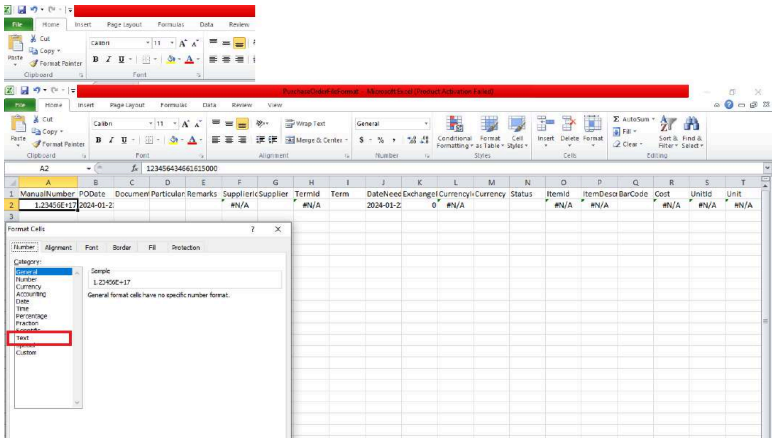
*Steps on how to change the format to **Text:***

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|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.

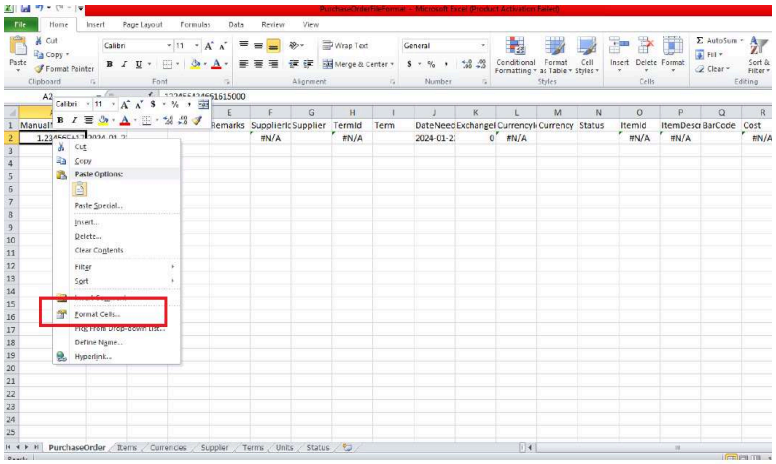
***Example:** '00000111231414*

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

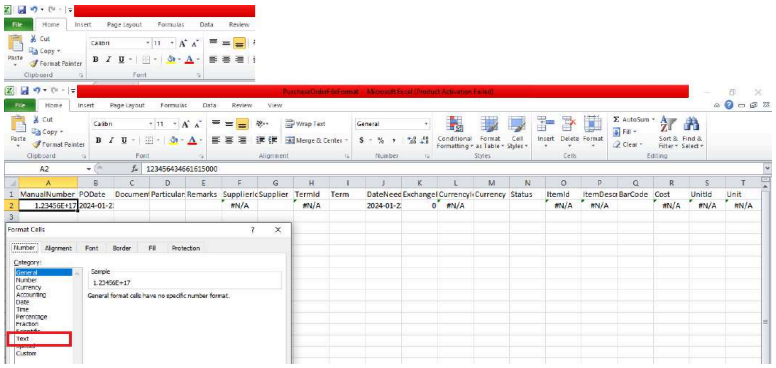
*Steps on how to change the format to **Text:***

1. Right Click the Cell

2. Click Format Cell



3. Choose Text



4. Click OK

5. Then reselect the field

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.*

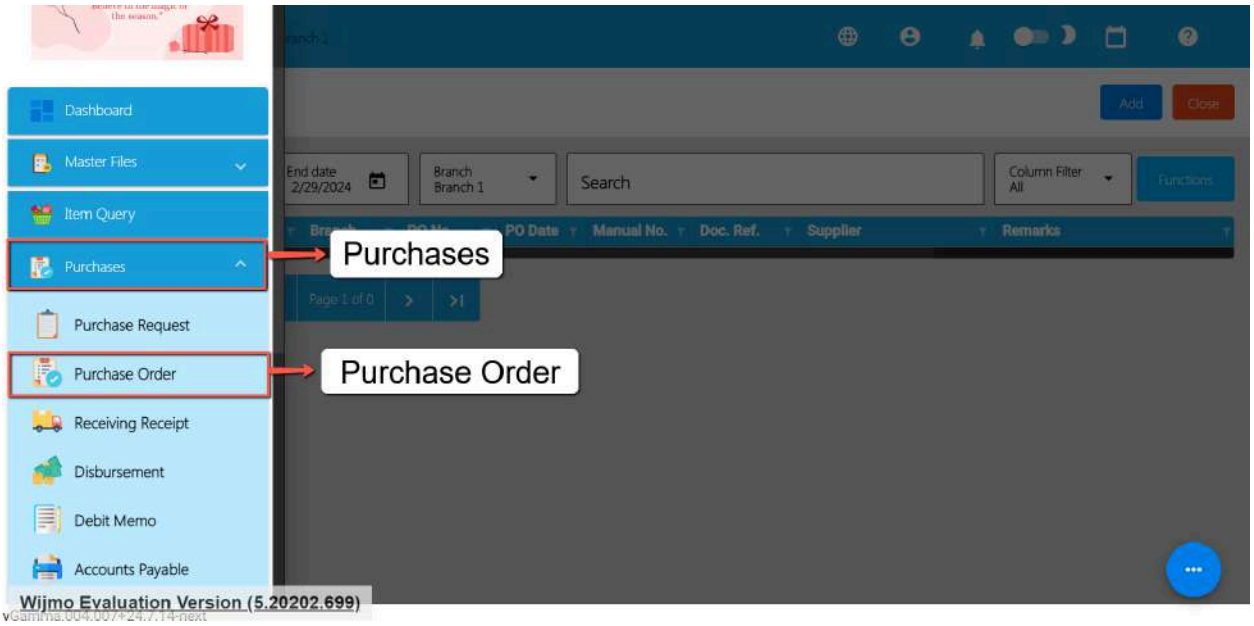
K. Quantity - *Input the quantity that needed to be ordered from the supplier.*

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

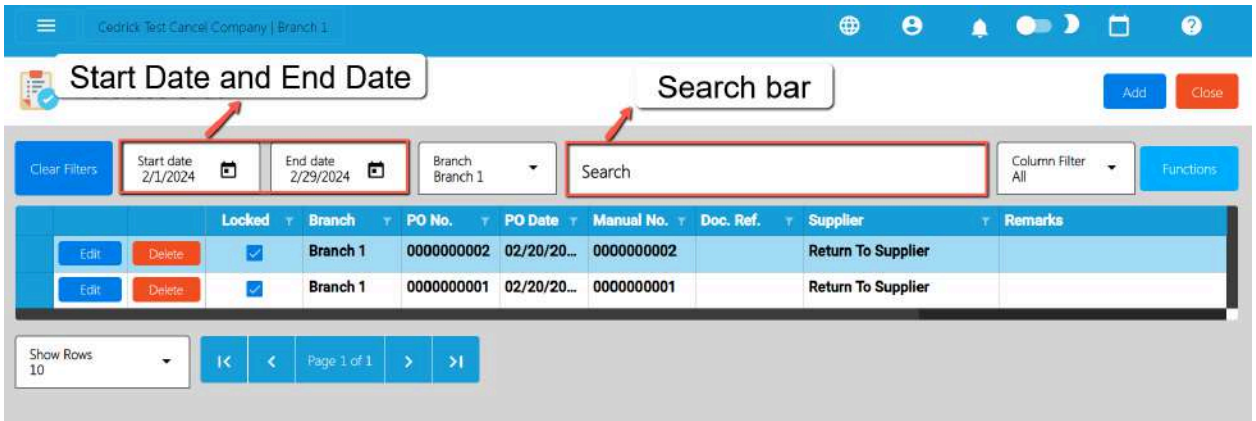
When you need to cancel a purchase order, it's important to follow these simple steps:

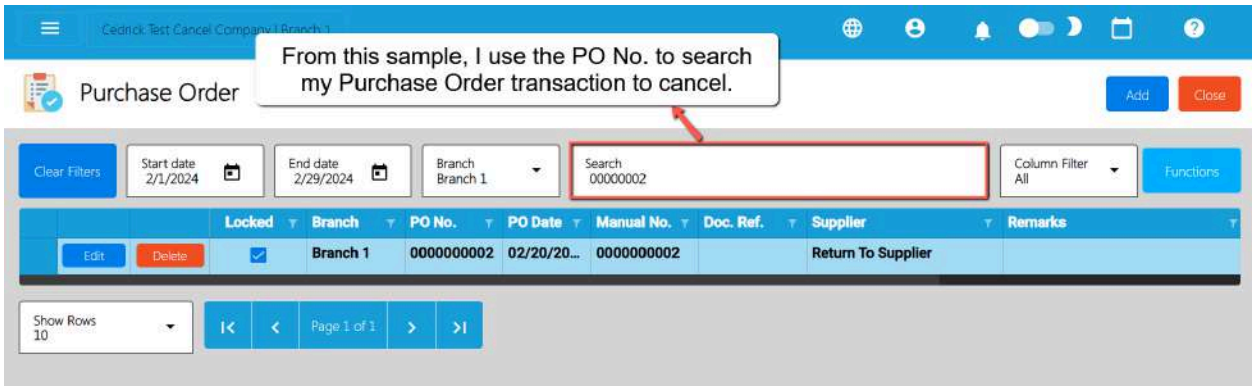
1. **Log In**: Visit your easyFS domain and login with your username and password.
2. **Find your Purchase Order:** Navigate to the Purchases, then Purchase Order. You will be redirected to the Purchase Order lists.



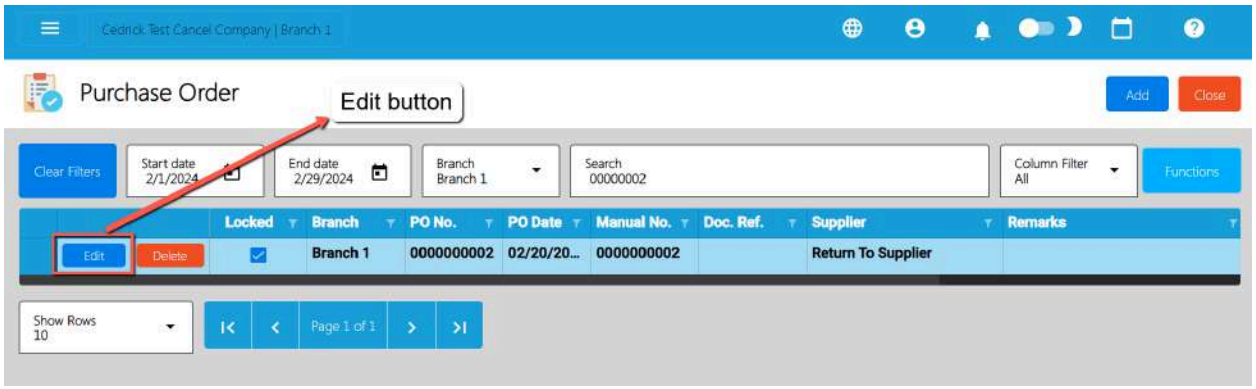
3. **Locate the Right One:** From the Purchase Order list, you may use the search bar to look for the right Purchase Order you want to cancel. You can search using the Purchase Order PO NUmber, Manual Number, Document Reference, etc.

   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.

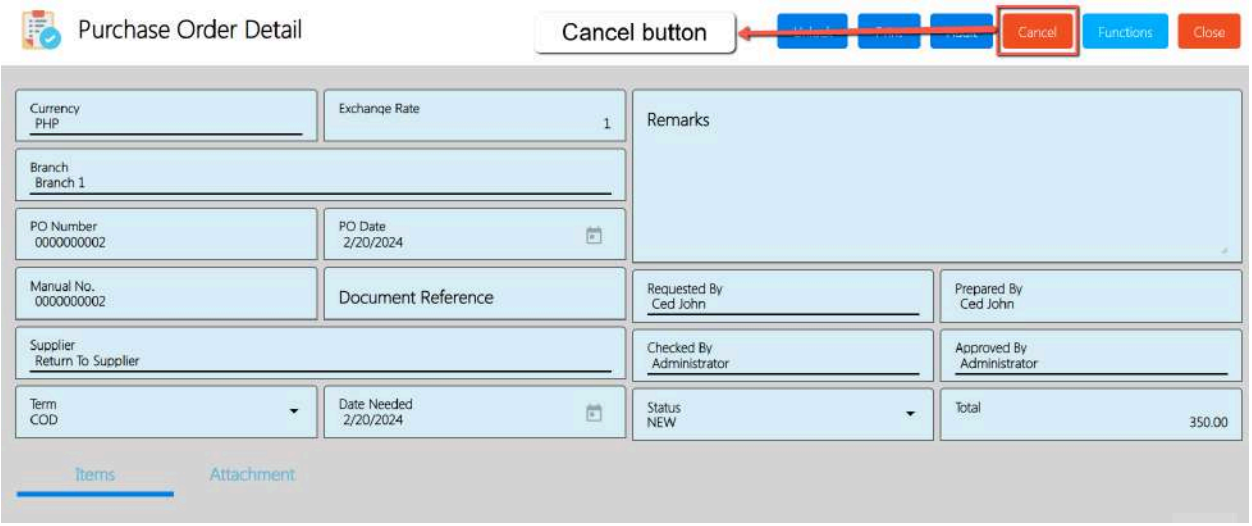




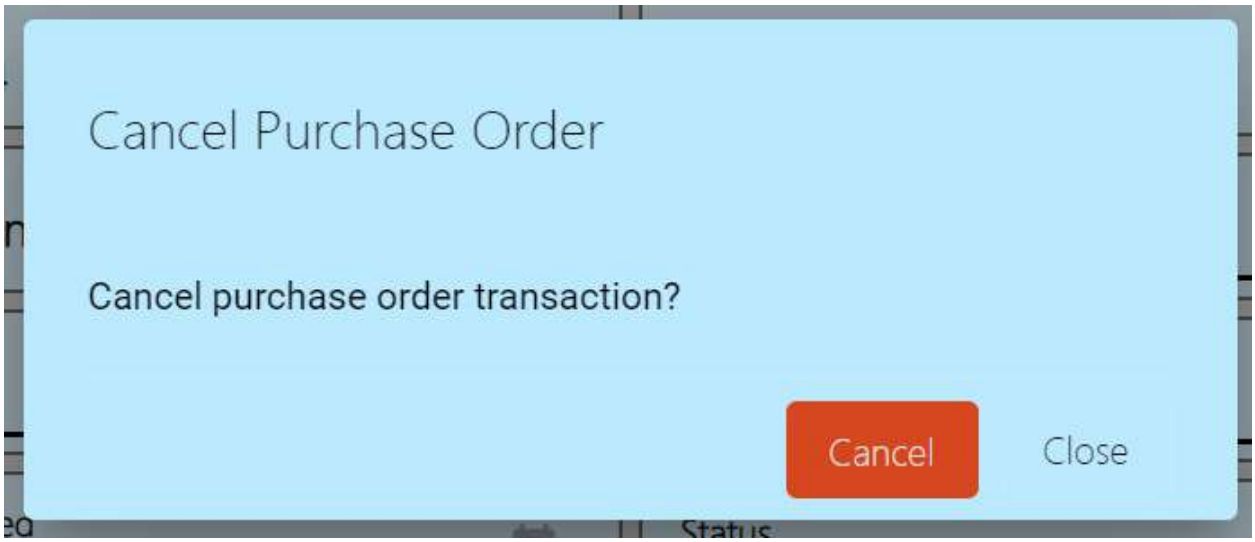
4. **Open the Purchase Order Detail:** Click the Edit button to open the Purchase Order detail page.



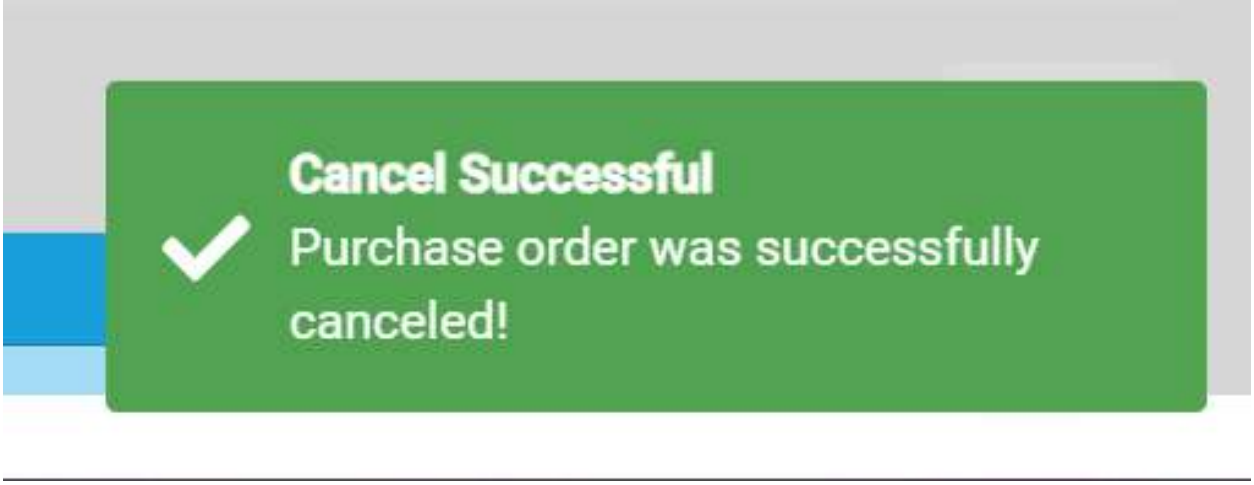
5. **Cancel the Request:** To cancel your Purchase Order transaction, look for the Cancel found on the upper-right part of the page, then click.



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.



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 Order , just in case it is needed later.

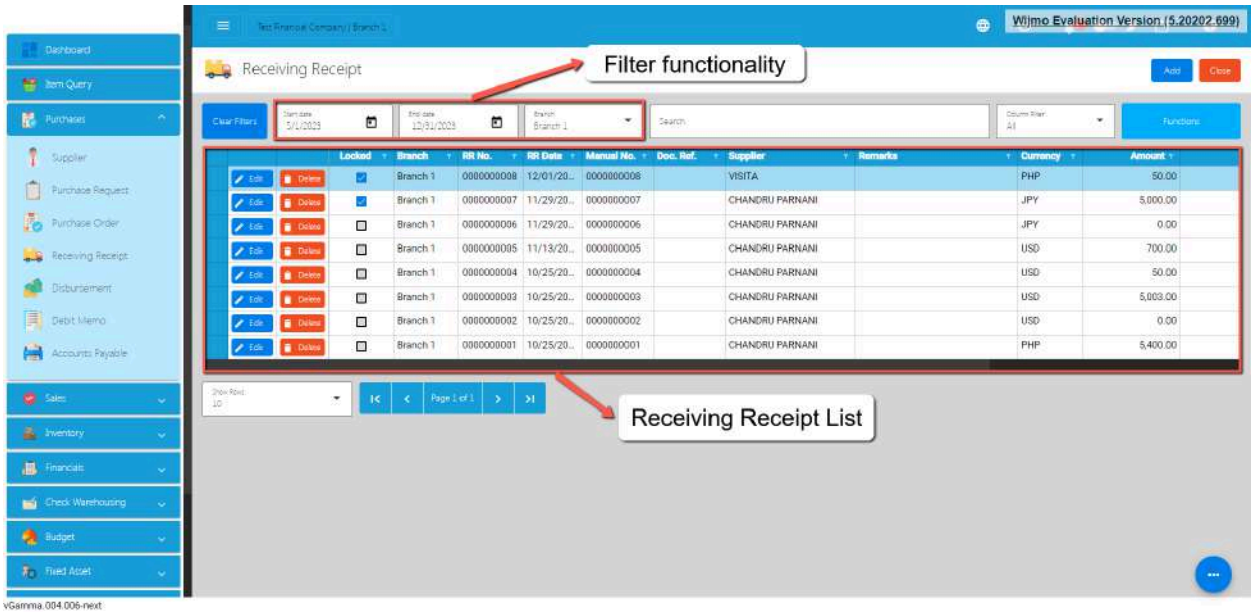
5.2.3 Receiving Receipt

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.

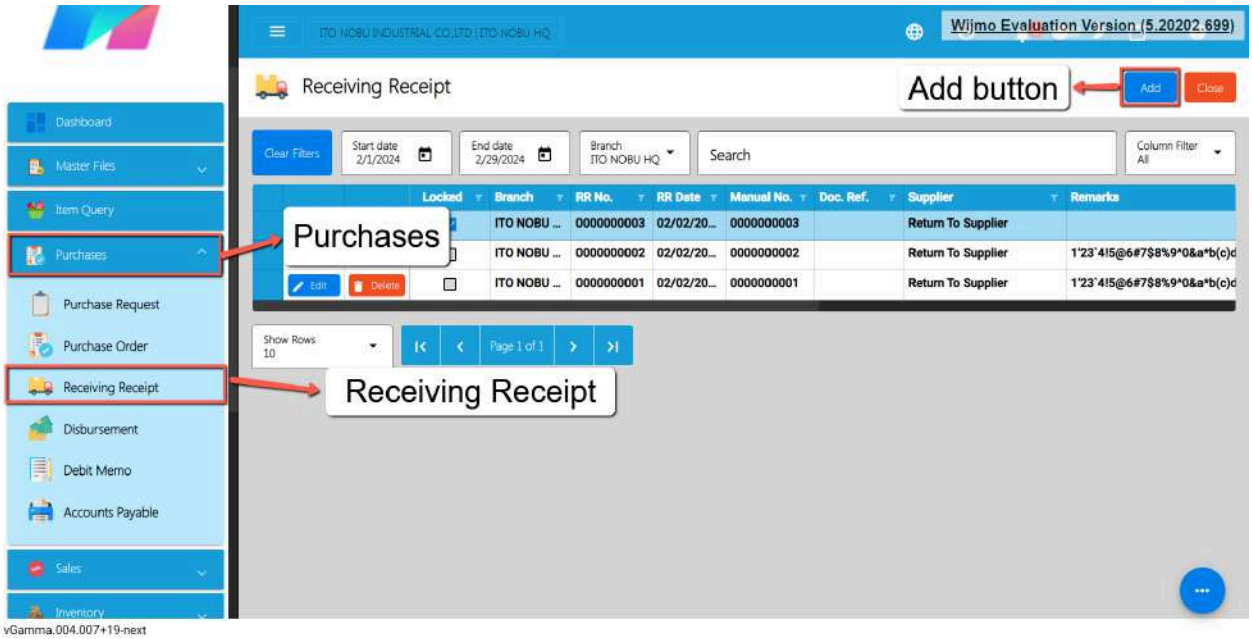
Receiving Receipt Detail

- 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.

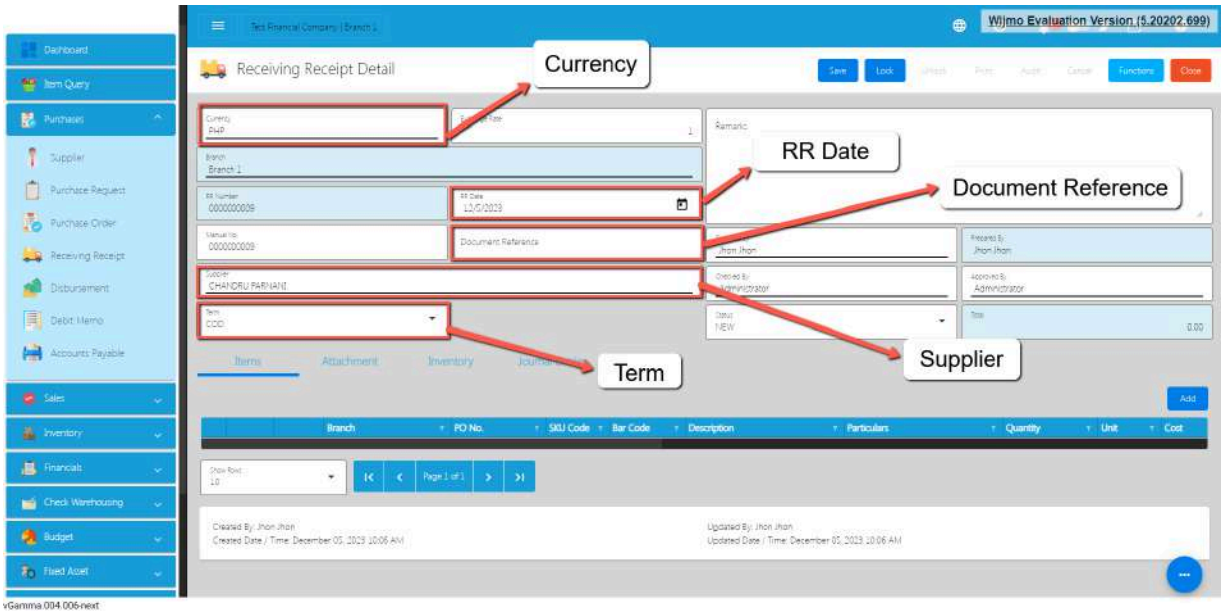


Receiving Receipt List

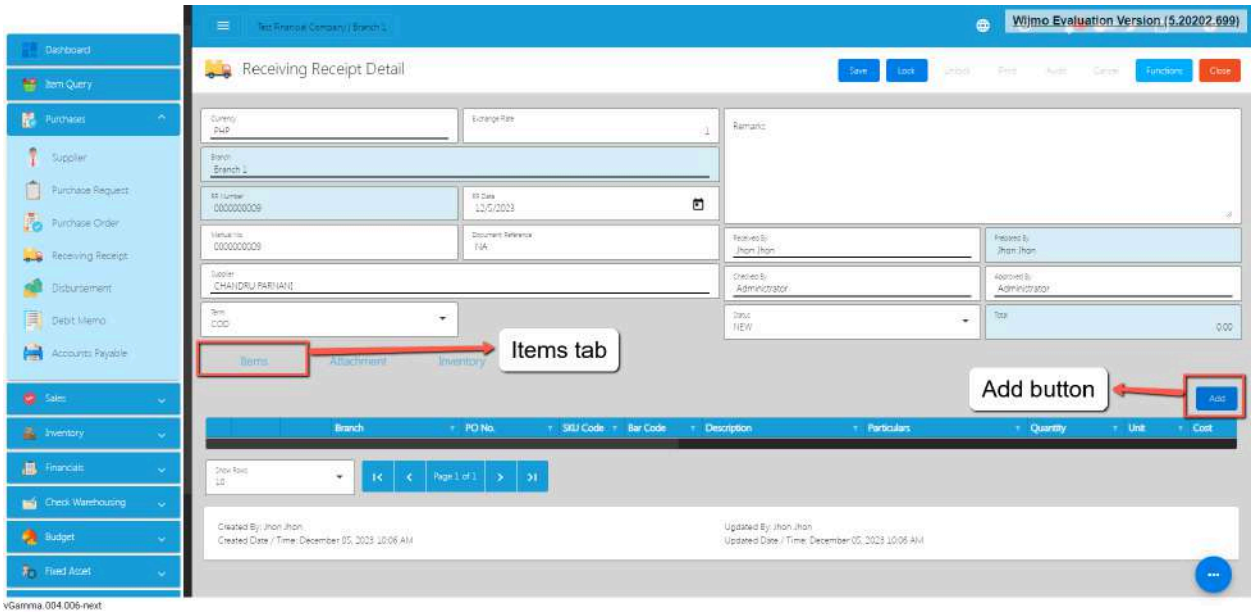
10. To add a new Receiving Receipt, go to **Purchases** then click **Receiving Receipt**. After that, click the **Add** button that can be seen in the Receiving Receipt list.



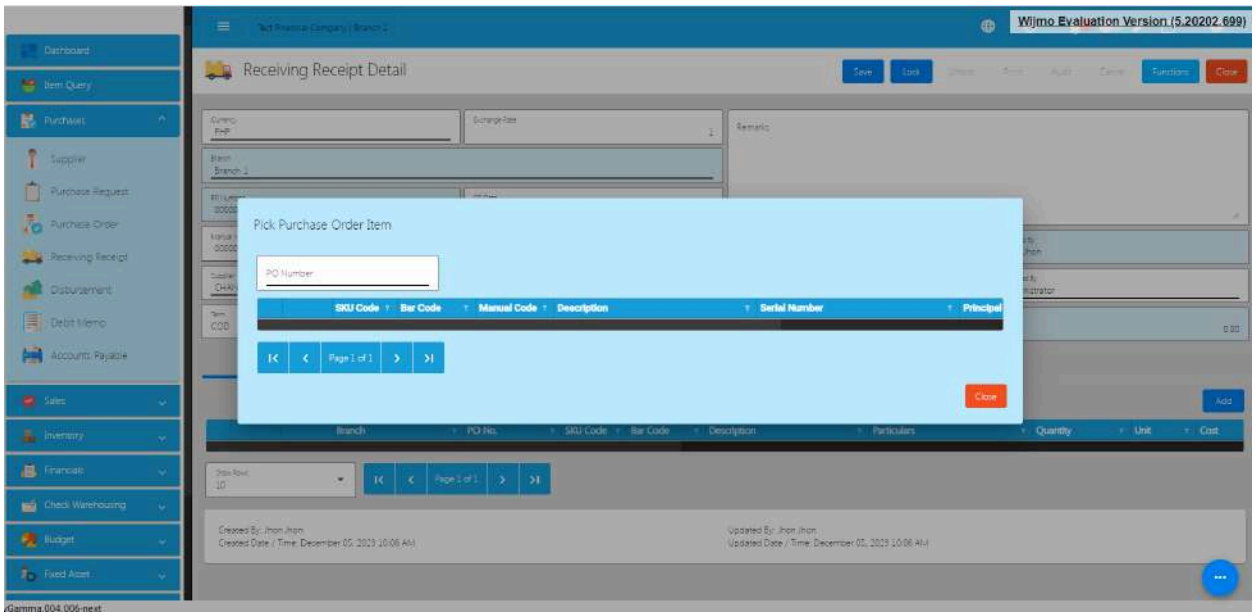
11. Fill out all the needed information for the **Receiving Receipt Detail** like,
    a. Currency
    b. Supplier Name
    c. RR Date
    d. Term
    e. Document Reference



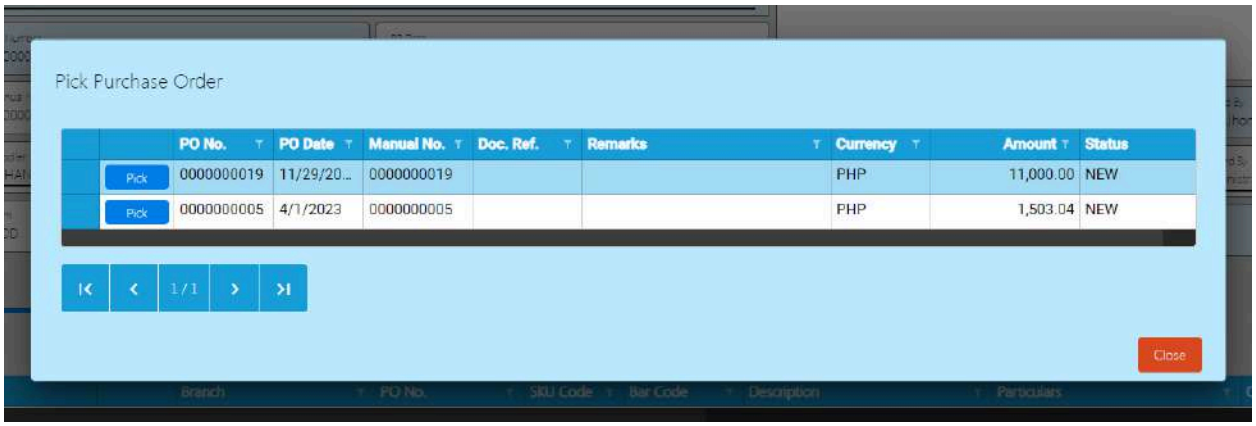
12. To add line Item, click the **Add** button on the right part of the page under the Items tab.



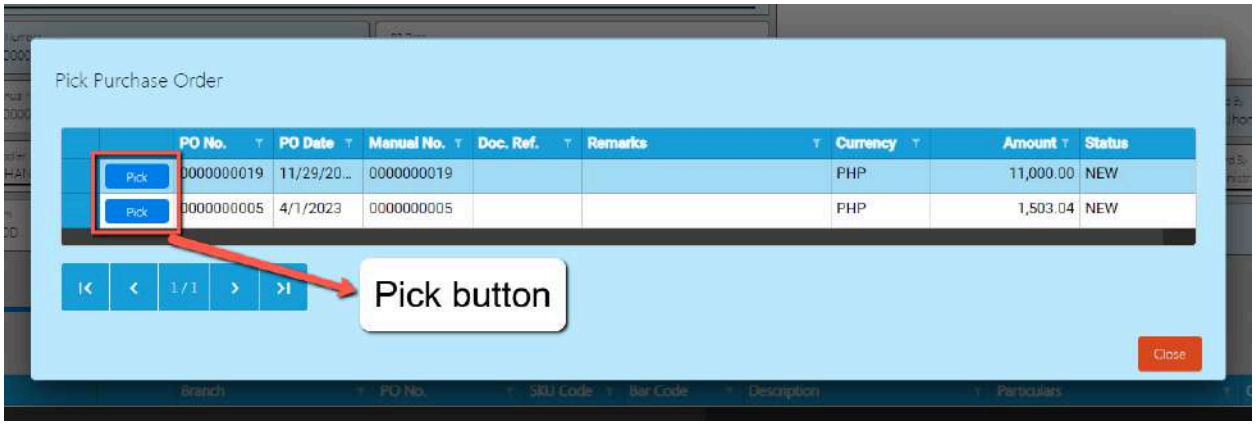
13. You need a Purchase Order before you can proceed on adding line items**.** From the popup, click the **PO Number** field.



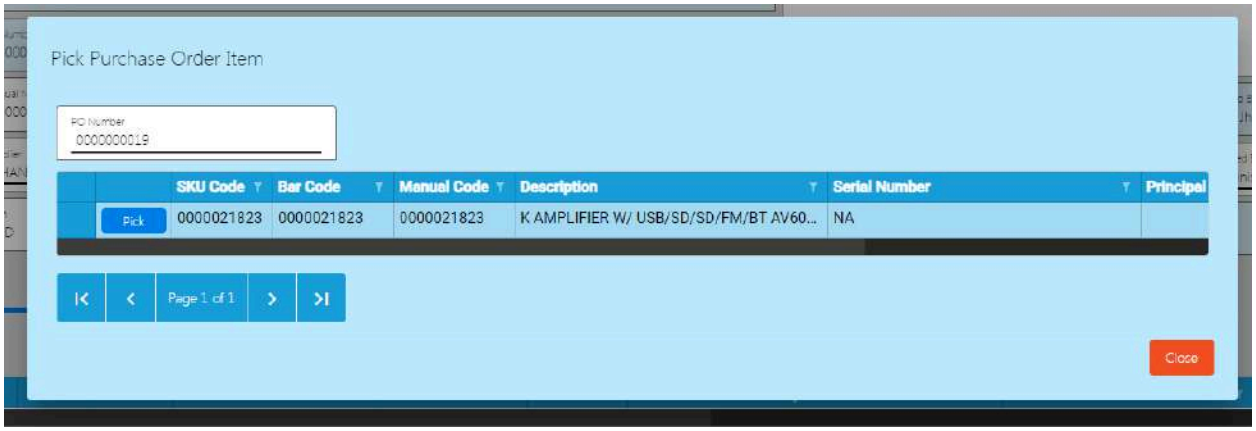
14. Once clicked it will pop up all the PO that has not yet created an RR.



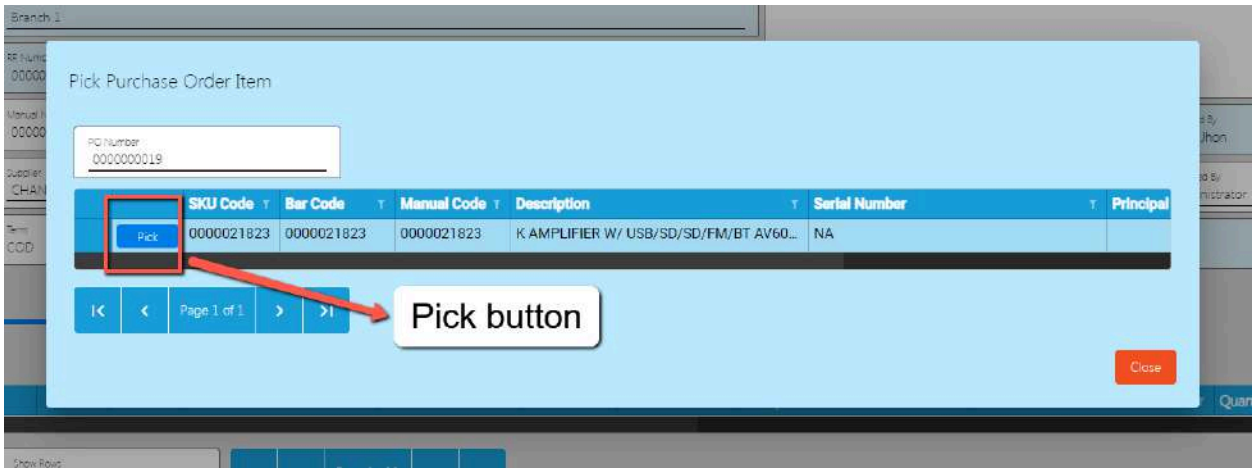
15. To add that PO , click the Pick button.



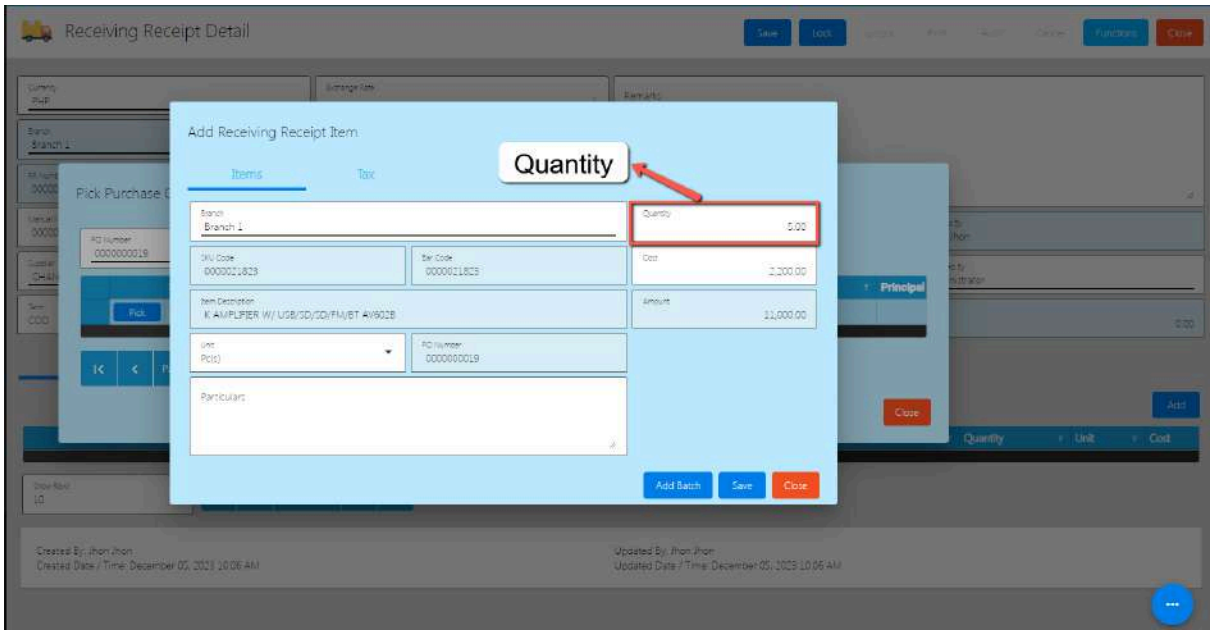
16. After clicking the **PICK Button,** it will automatically display the list of items based on your chosen Purchase Order.



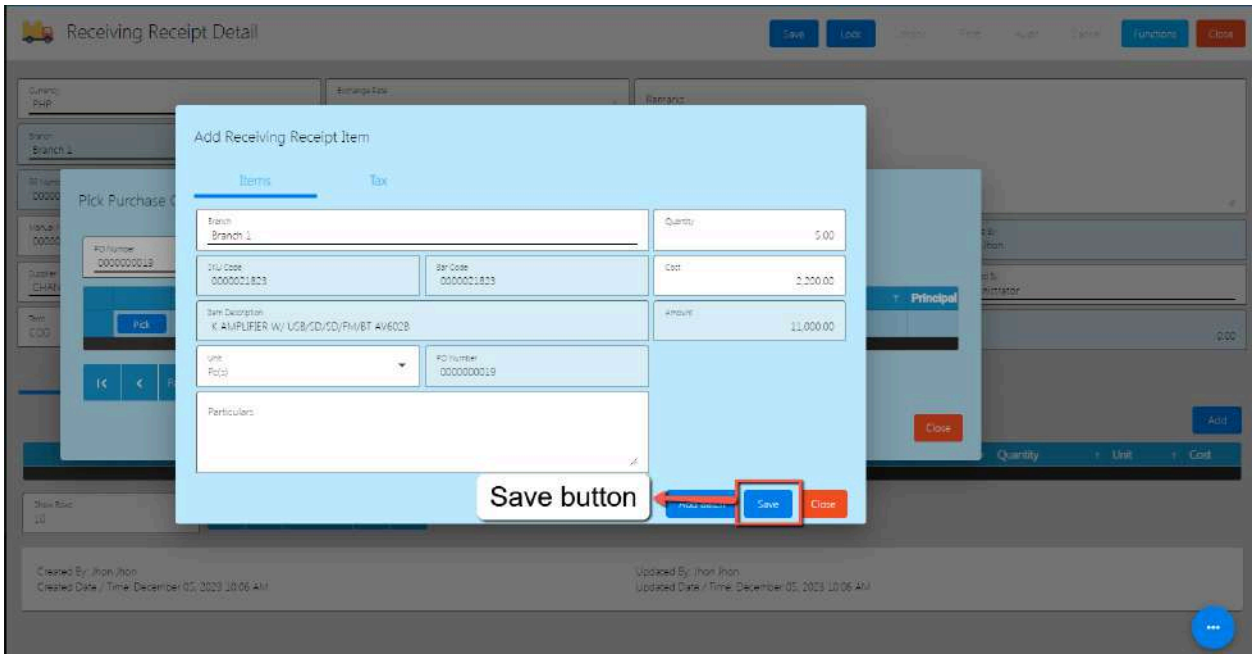
17. Select the items, by clicking the Pick button.

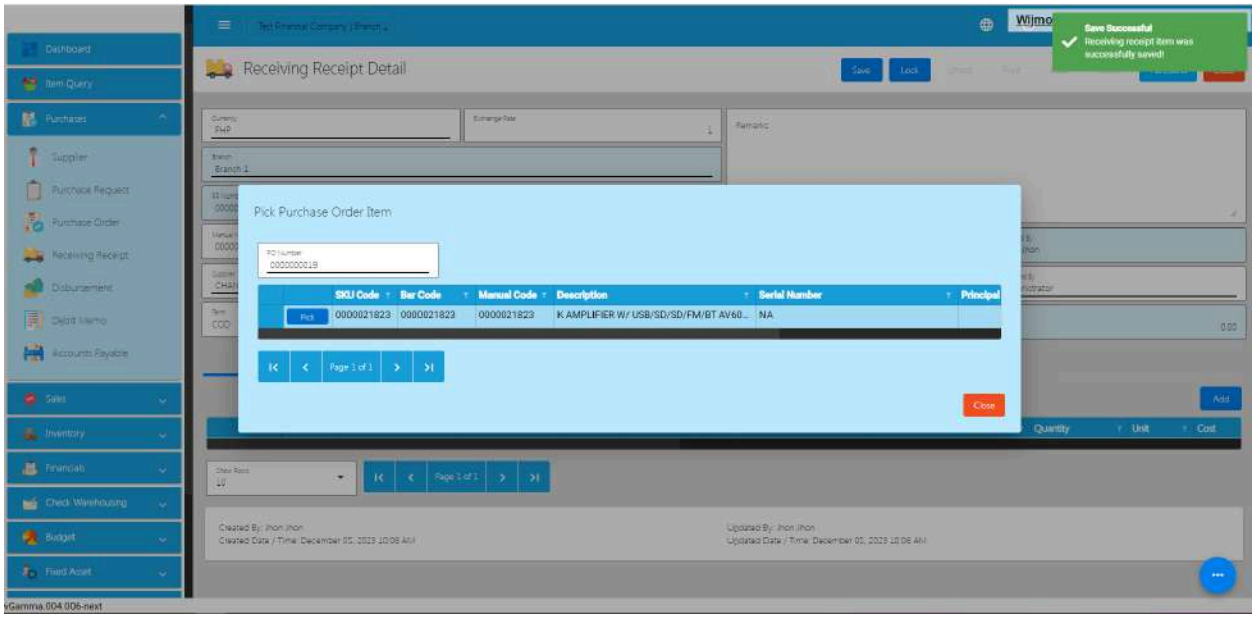


18. Once the Pick button is clicked, fill out the quantity you receive for that item.

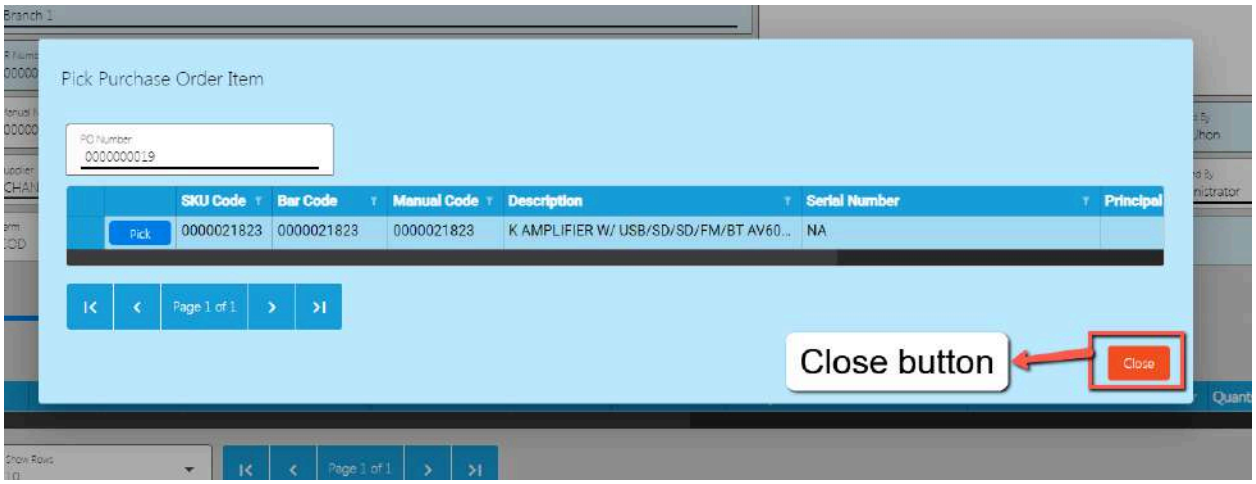


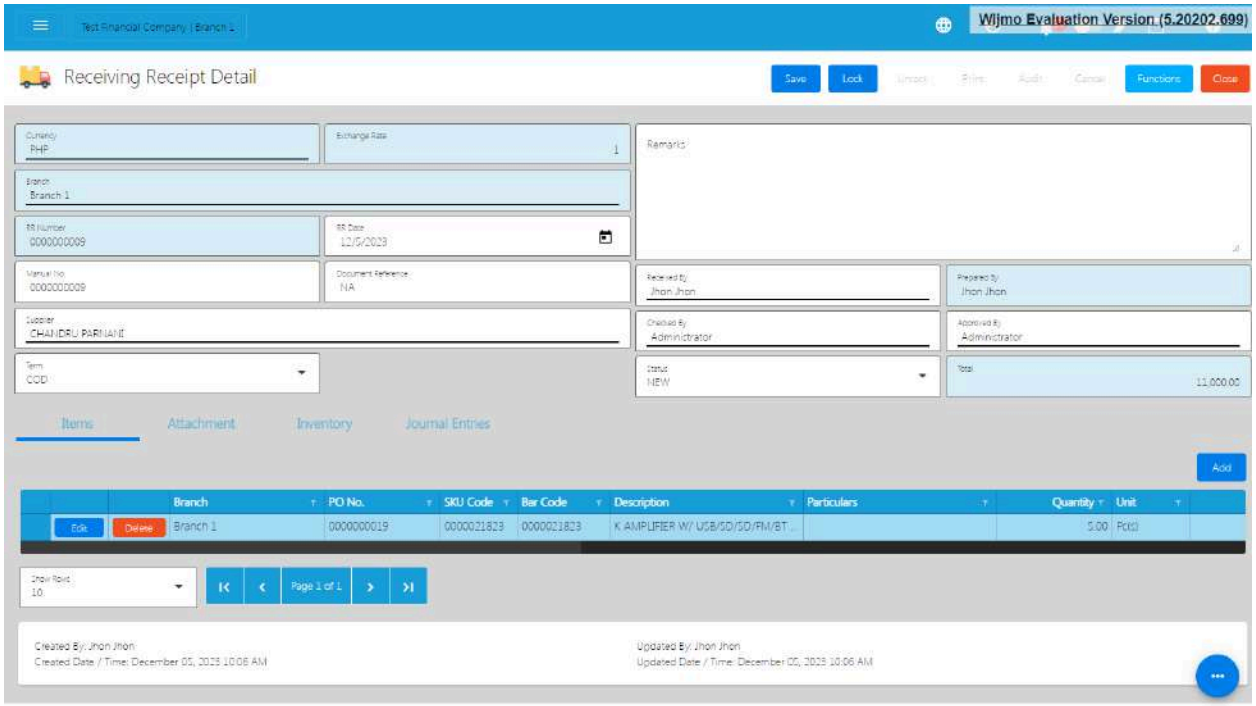
19. After providing the Quantity, Cost and Particulars, click the **Save button.**



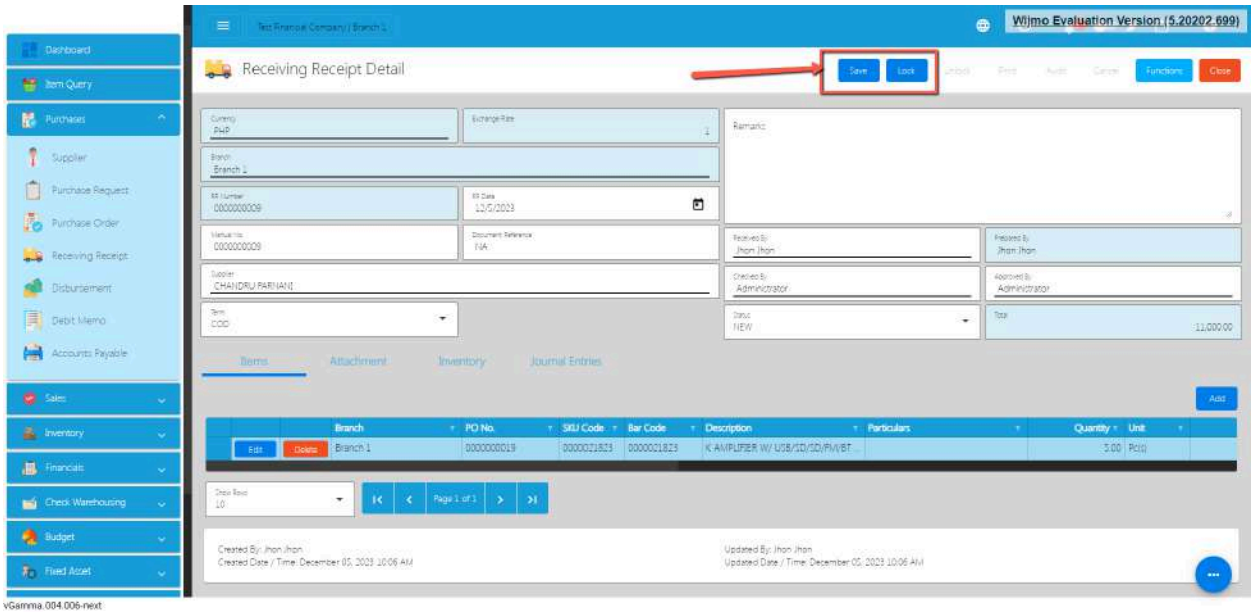


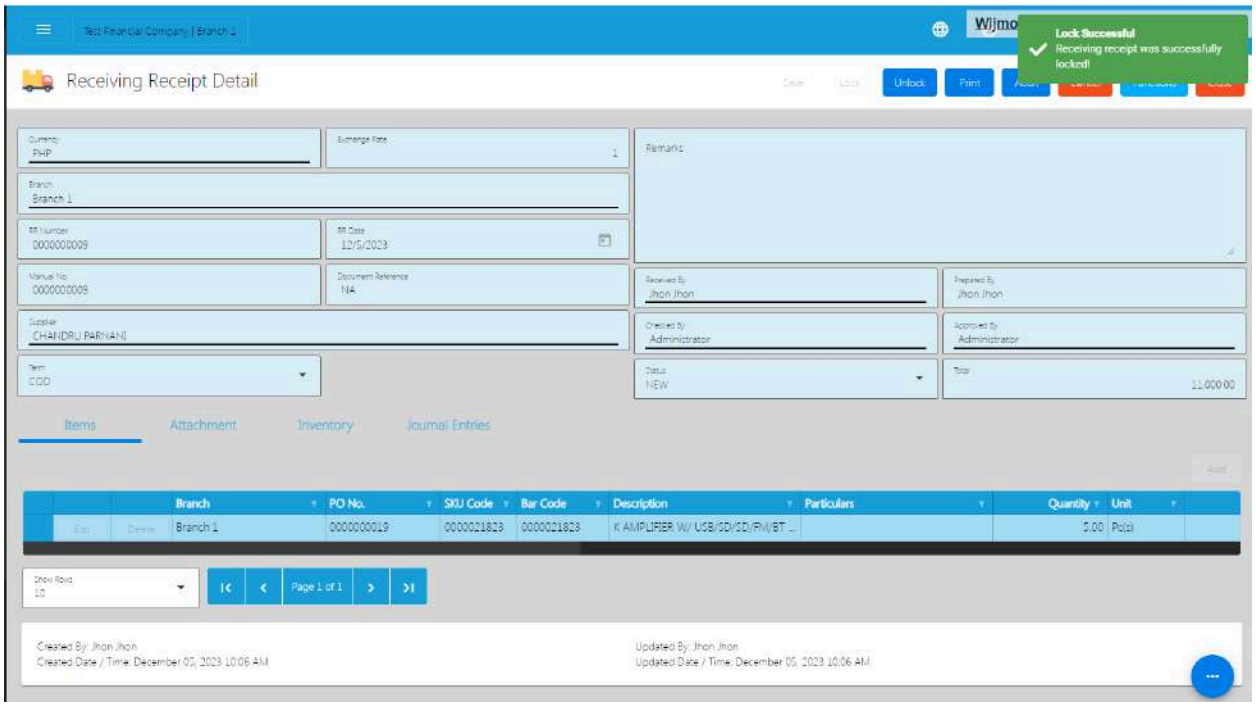
20. If you wish to add additional items, repeat Steps 8 to 10.
21. If you're done adding line items, just click the **Close** button to hide the popup.





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.**

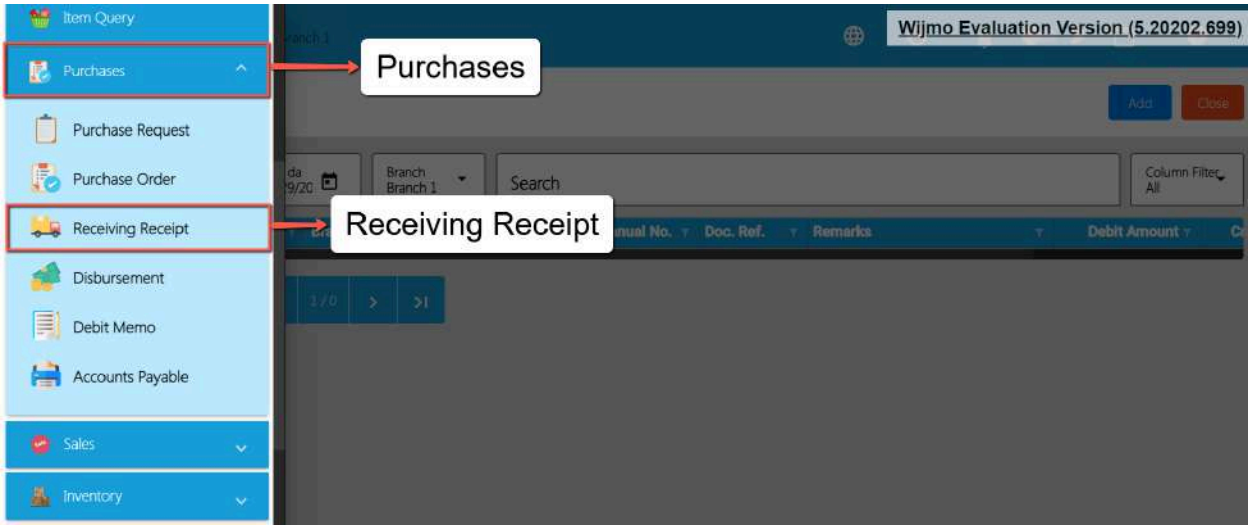

Wijmo Evaluation Version (5.20202.699)
Receiving Receipt Detail
Save
Lock
Functions
Close
Dashboard
Item Query
Purchases
Supplier
Purchase Request
Purchase Order
Receiving Receipt
Disbursement
Debit Memo
Accounts Payable
Sales
Inventory
Financials
Check Warehousing
Budget
Fixed Asset
Items
Attachment
Inventory
Journal Entries
Add
Branch
PO No.
SKU Code
Bar Code
Description
Particulars
Quantity
Unit
Edit
Delete
Branch 1
0000000019
0000021823
0000021823
K AMPLIFIER W/ USB/SD/SD/FM/BT
5.00
Po(s)
Page 1 of 1
Created By: Jhon Jhon
Created Date / Time: December 05, 2023 10:06 AM
Updated By: Jhon Jhon
Updated Date / Time: December 05, 2023 10:06 AM
vGamma.004.006-next


Lock Successful
Receiving receipt was successfully locked!
Receiving Receipt Detail
Unlock
Print
PHP
Branch 1
0000000009
12/5/2023
0000000009
NA
CHANDRU PARNANI
COD
Jhon Jhon
Administrator
NEW
11,000.00
Items
Attachment
Inventory
Journal Entries
Branch
PO No.
SKU Code
Bar Code
Description
Particulars
Quantity
Unit
Branch 1
0000000019
0000021823
0000021823
5.00
Po(s)
Page 1 of 1
Created By: Jhon Jhon
Created Date / Time: December 05, 2023 10:06 AM
Updated By: Jhon Jhon
Updated Date / Time: December 05, 2023 10:06 AM

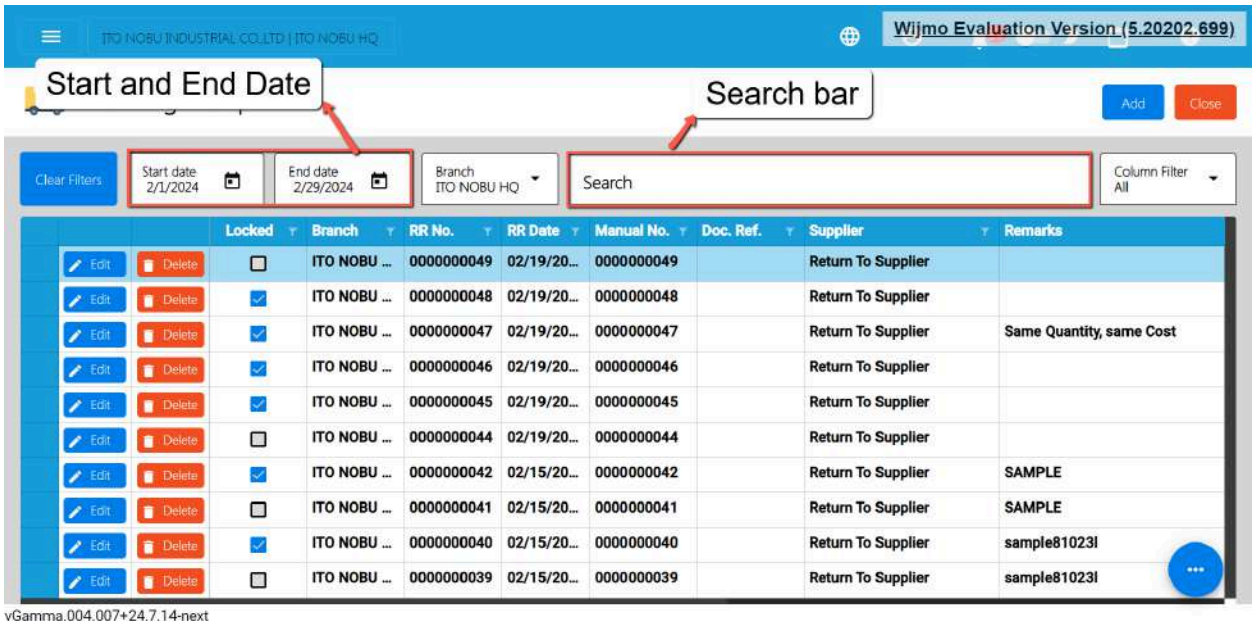
Cancel Receiving Receipt Transaction

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

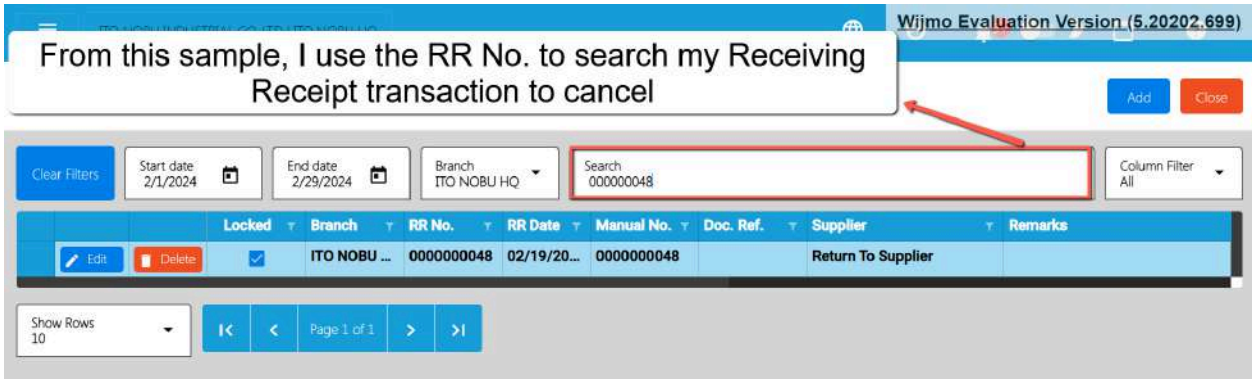
1. **Log In**: Visit your easyFS domain and login with your username and password.
2. **Find your Receiving Receipt:** Navigate to the Purchases, then Receiving Receipt. You will be redirected to the Receiving Receipt lists.



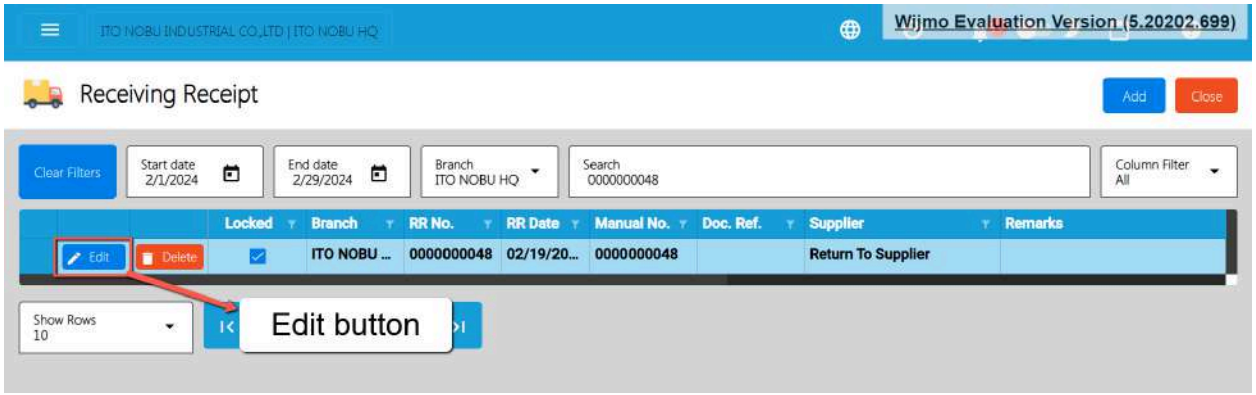
3. **Locate the Right One:** From the Receiving Receipt list, you may use the search bar to look for the right Receiving Receipt you want to cancel. You can search using the Receiving Receipt's RR NUmber, Manual Number, Document Reference, etc.
   Take note: Don't forget to change the Start Date and End Date to your Receiving Receipt's transaction date to display the correct result.



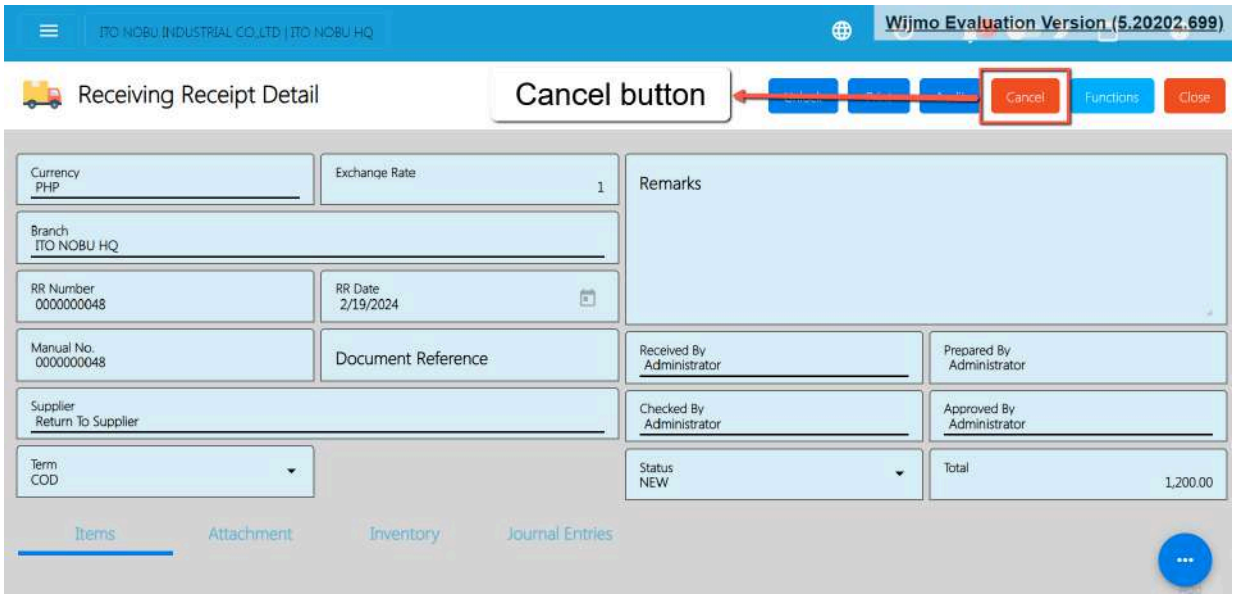
vGamma.004.007+24.7.14-next



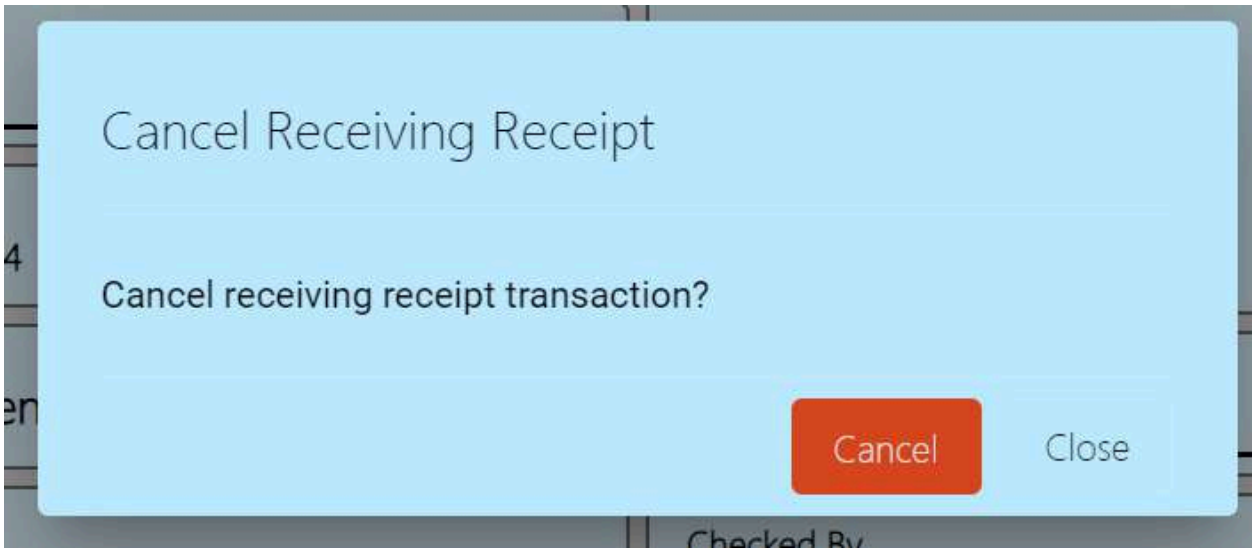
4. **Open the Receiving Receipt Detail:** Click the Edit button to open the Receiving Receipt detail page.



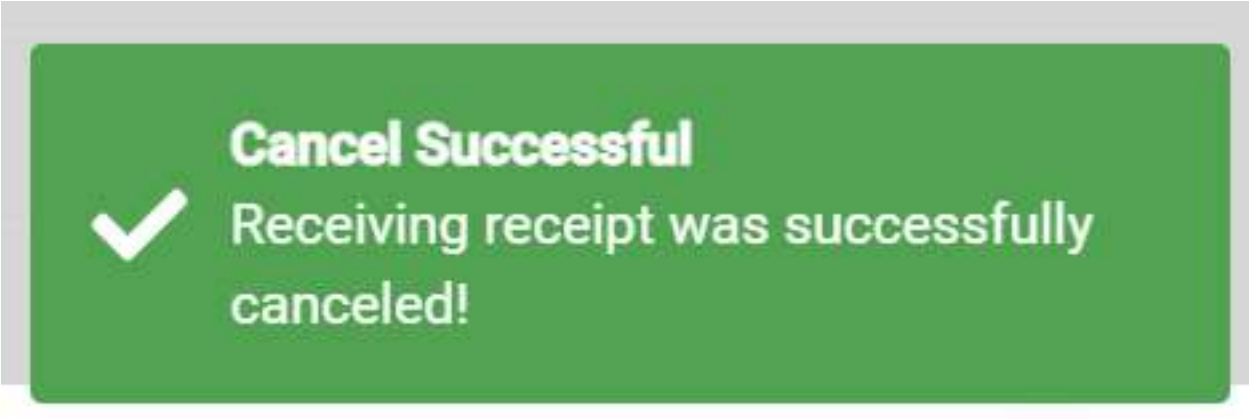
5. **Cancel the Receiving Receipt:** To cancel your Receiving Receipt transaction, look for the Cancel found on the upper-right part of the page, then click.



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.



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

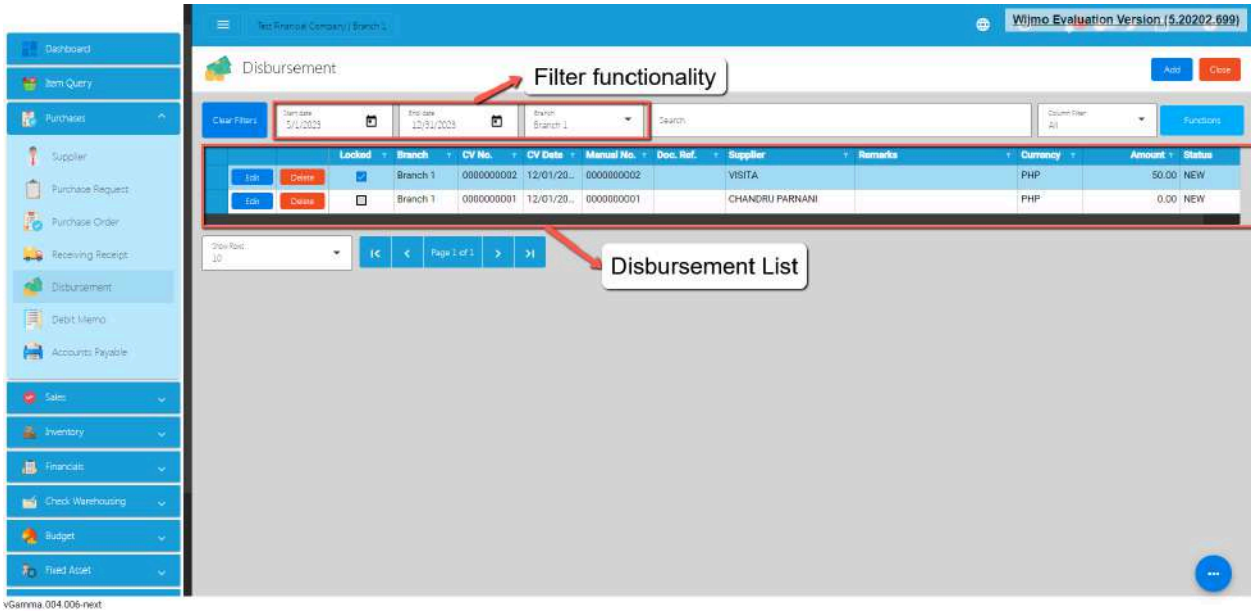
Overview

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

Disbursement List

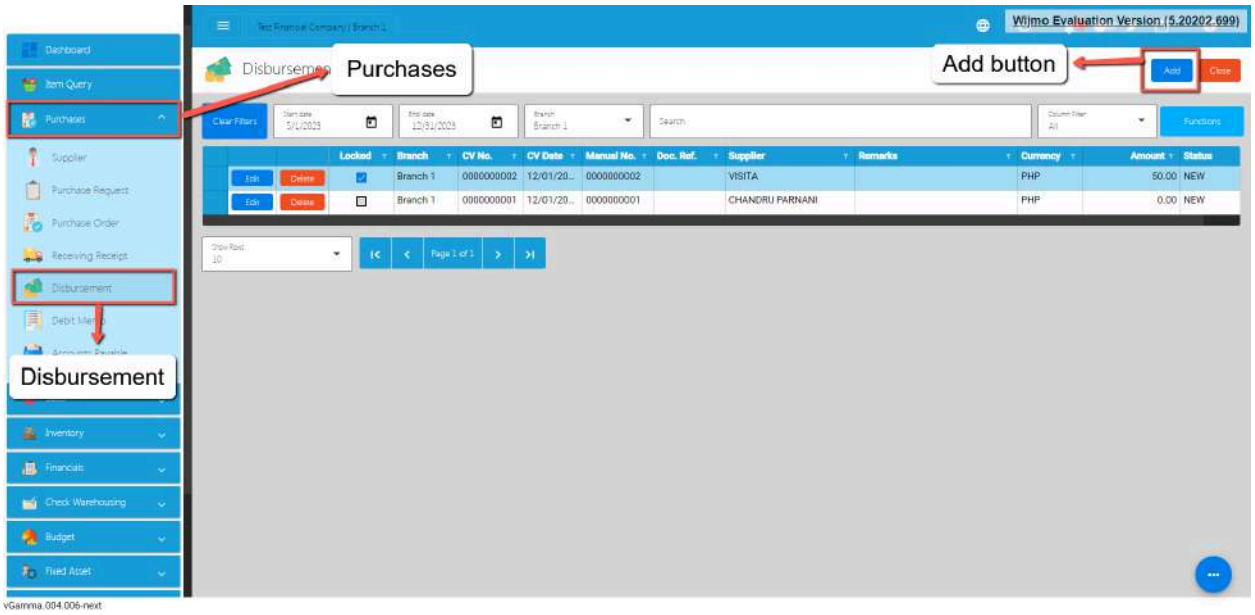
- List of all the Disbursements and will also show the overview of the transaction.

- Here, you can also filter the Start and End Date of the transaction and the button to add new Disbursement.

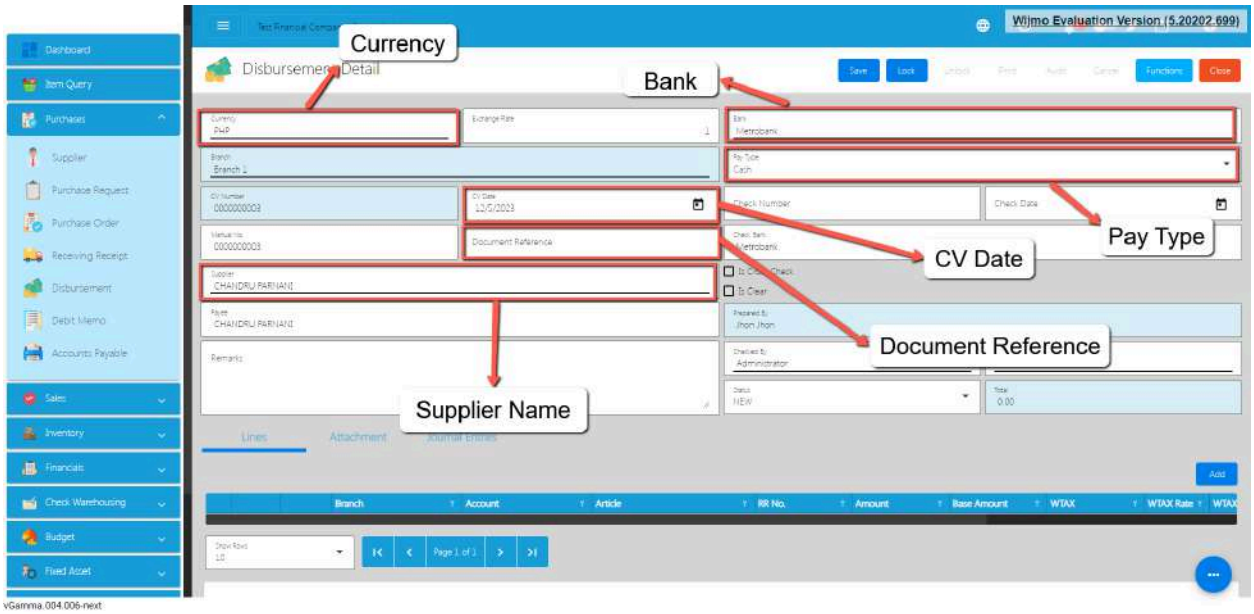


Disbursement Detail

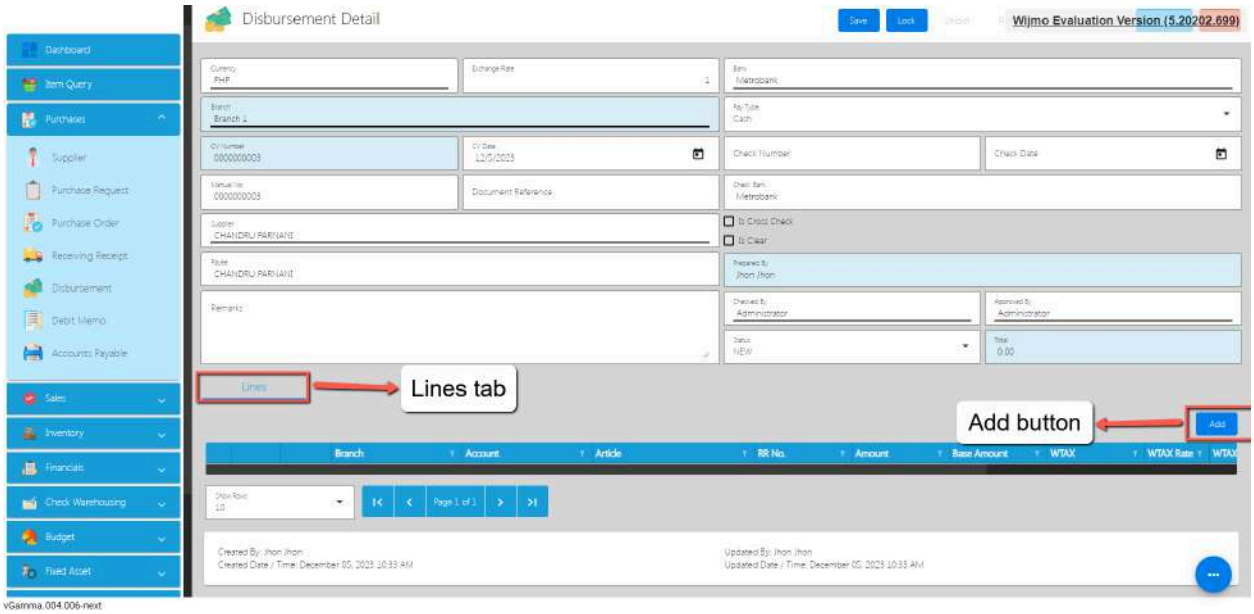
10. To add a new Disbursement, go to **Purchases** then click **Disbursement**. After that, click the **Add** that can be seen in the Disbursement list.



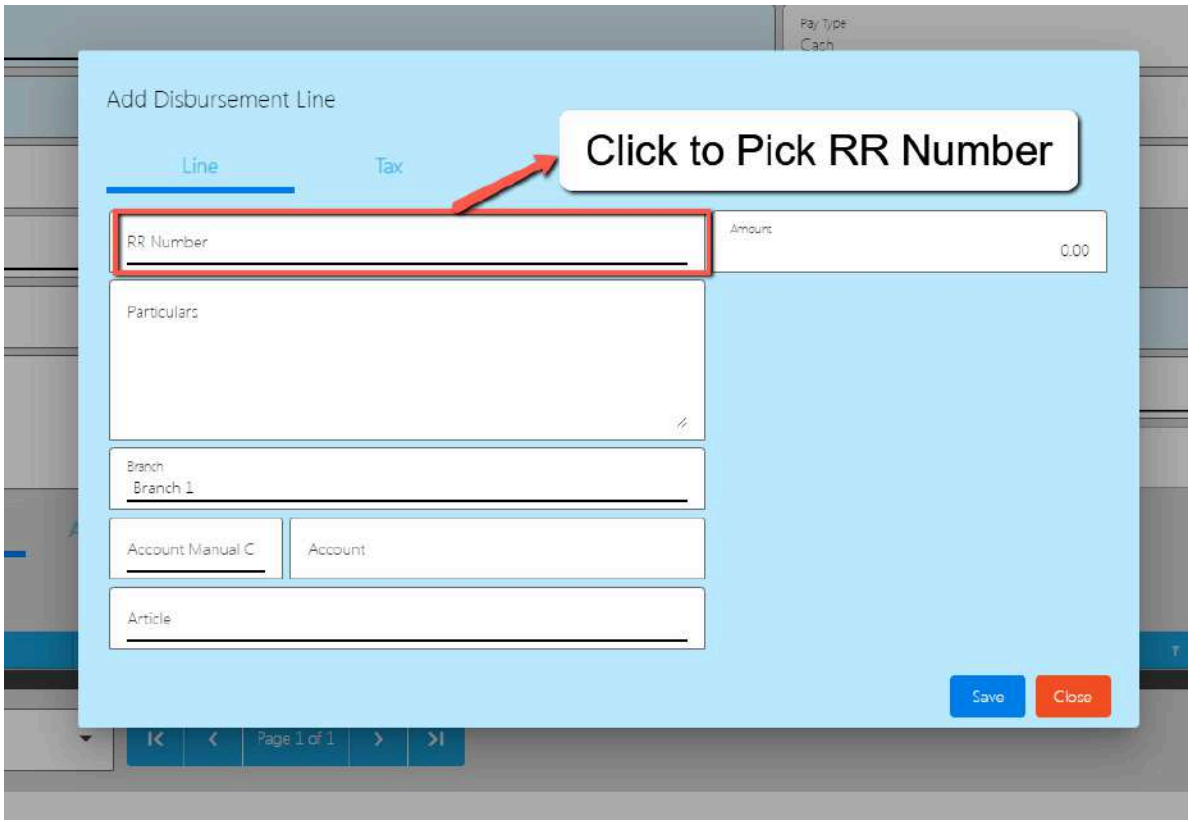
11. Fill out all the needed information for the **Disbursement Detail** like,
    a. Currency
    b. Supplier Name
    c. CV Date
    d. Document Reference
    e. Pay Type
    f. Bank



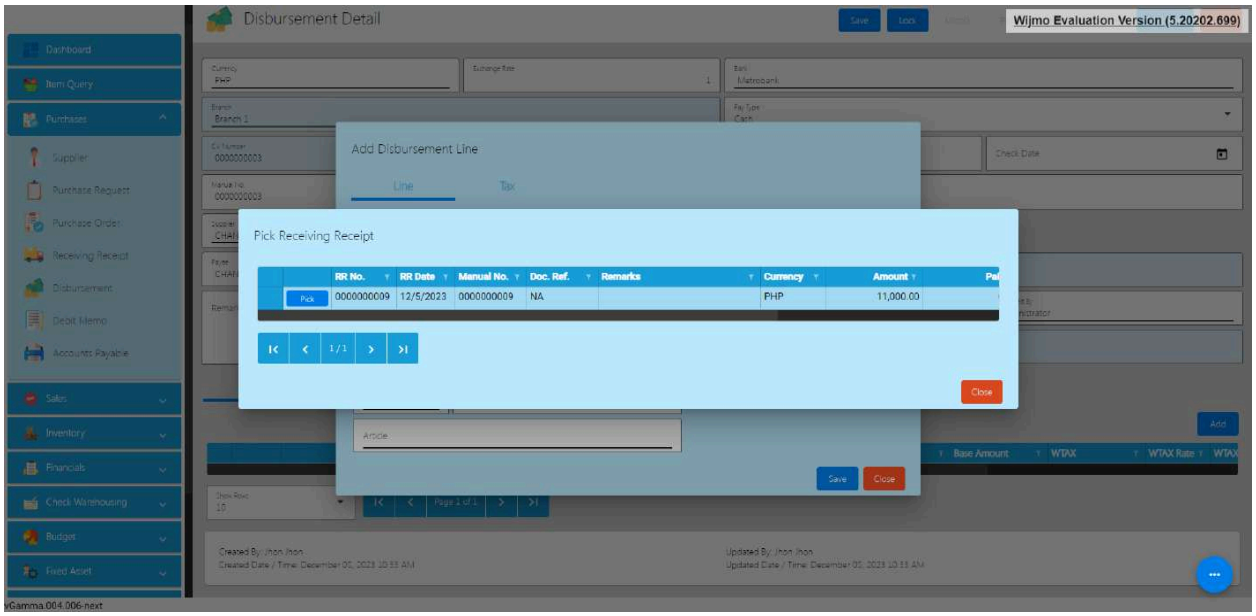
12. To add the Disbursement line, click the **Add** button on the right part of the page under the Lines tab. Choose either RR number or a Disbursement for other expenses.



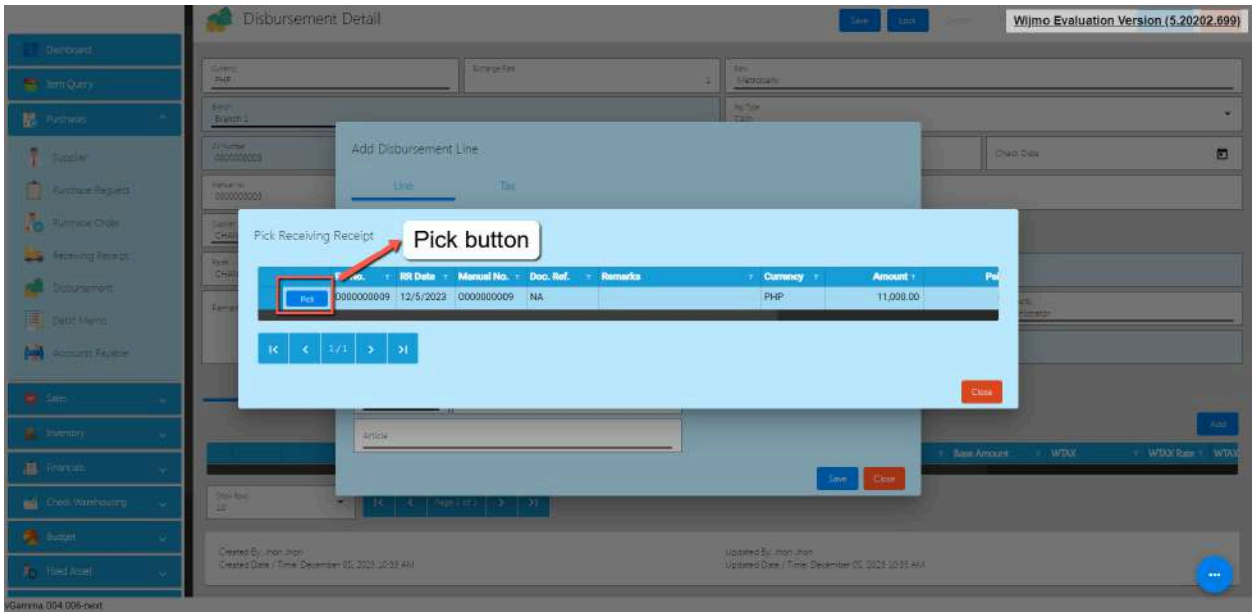
13. If the user will Disburse the RR, the user can select that RR by clicking on the **RR Number.**

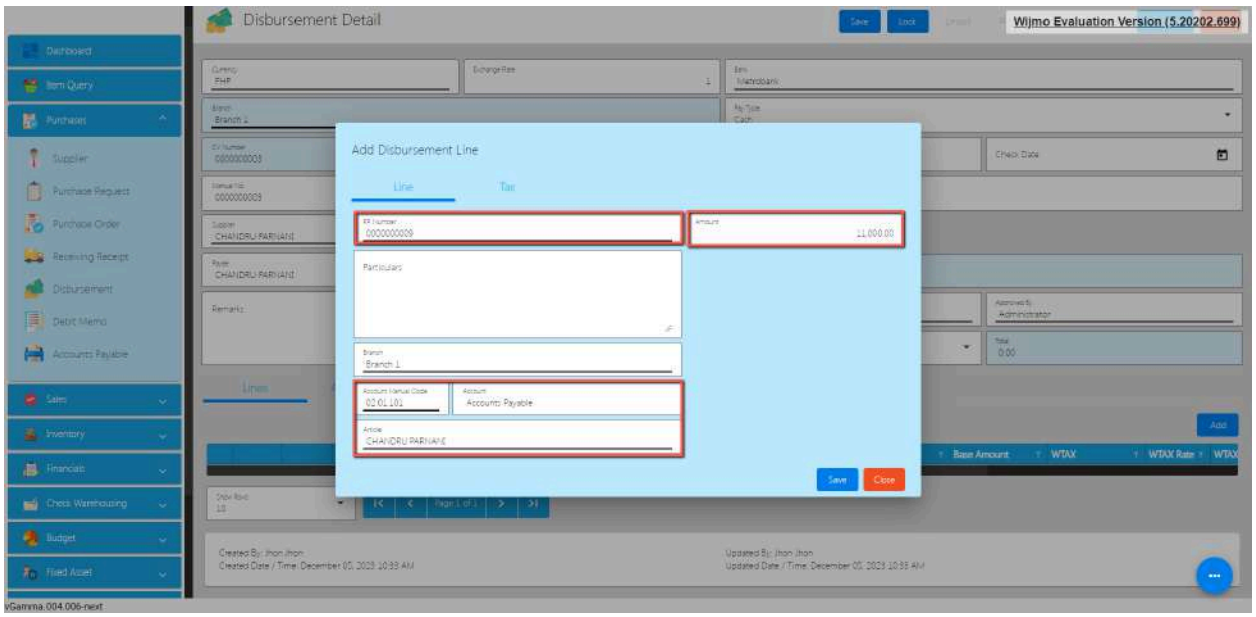


14. Once clicked it will pop up all the RR that has not yet Disburse.

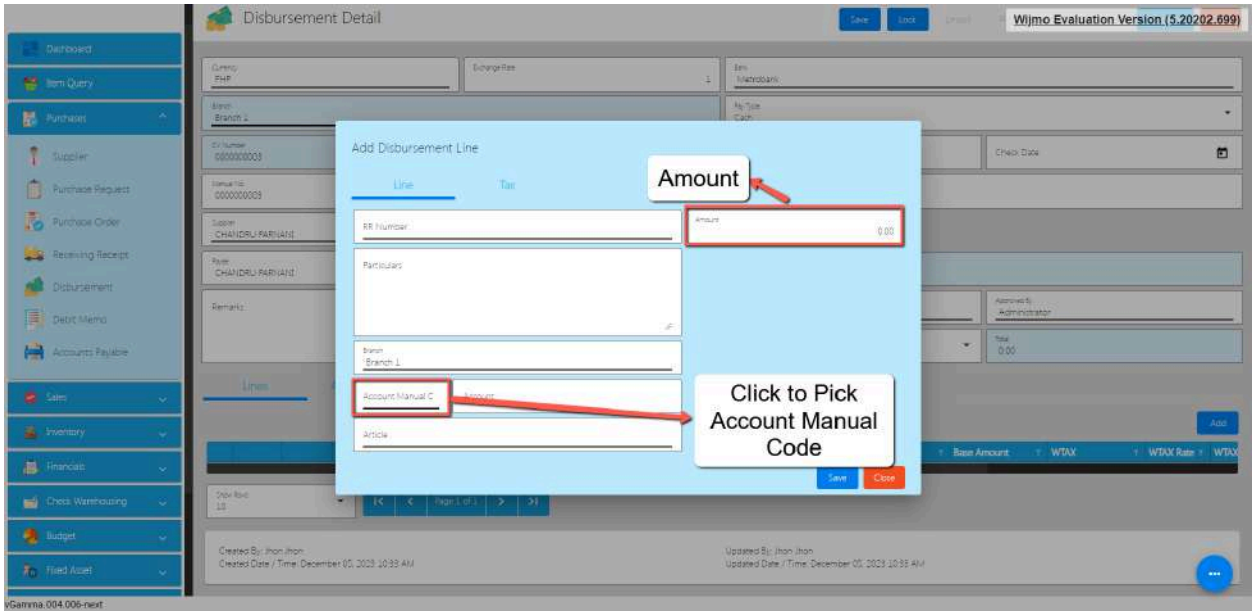


15. To add that RR, click the pick button. Once picked, the following fields will automatically populated :
    i. Account
    ii. Article
    iii. Amount

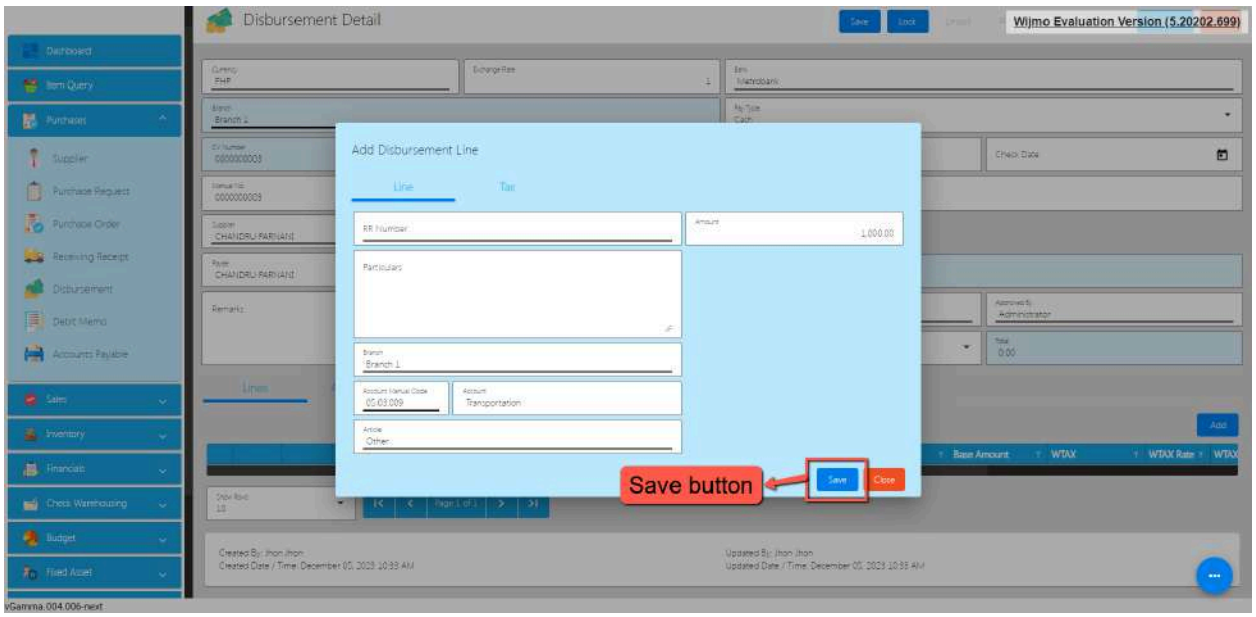




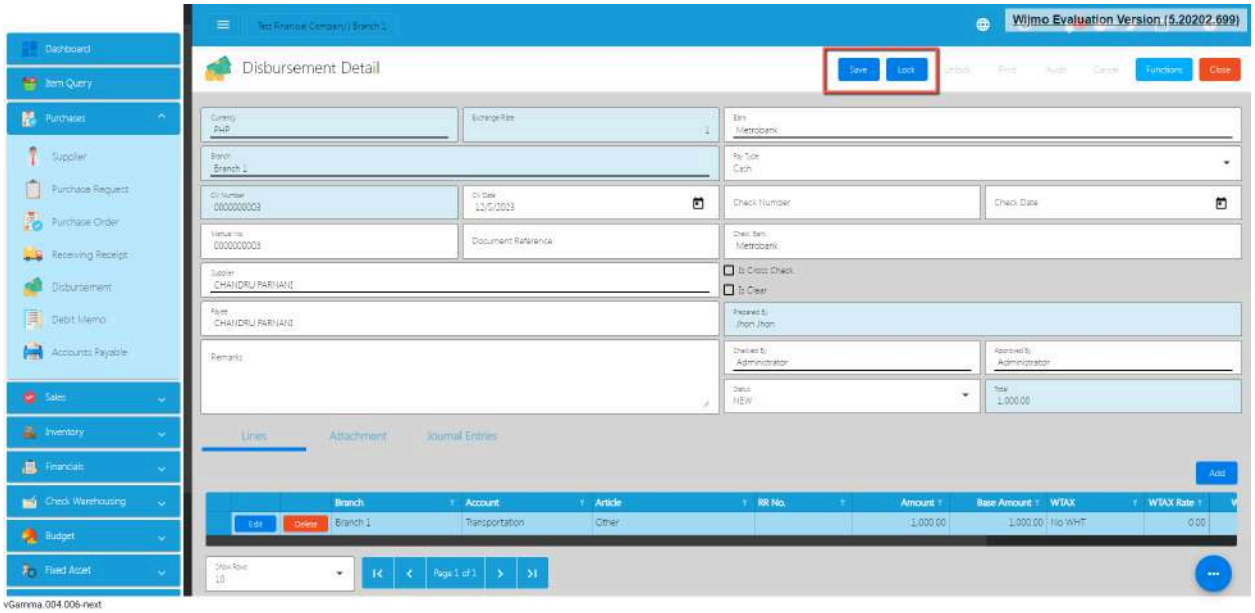
16. If you will Disburse for other expenses, just directly click the Account Manual Code then input an amount.



17. Click the **Save** button.



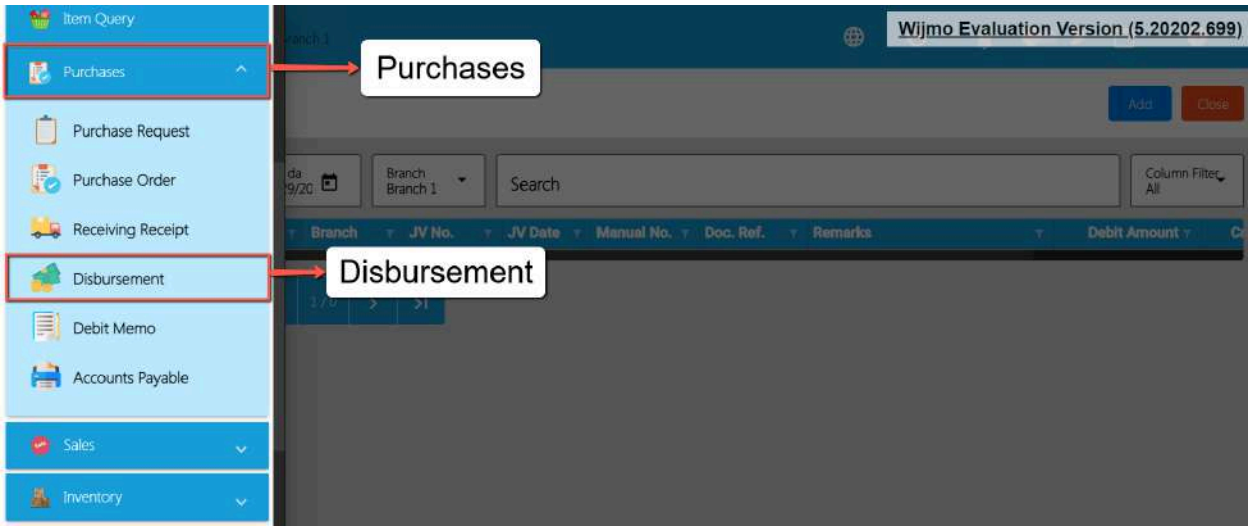
18. If the disbursement is all good, make sure to click **Save** and **Lock.**



Cancel Disbursement Transaction

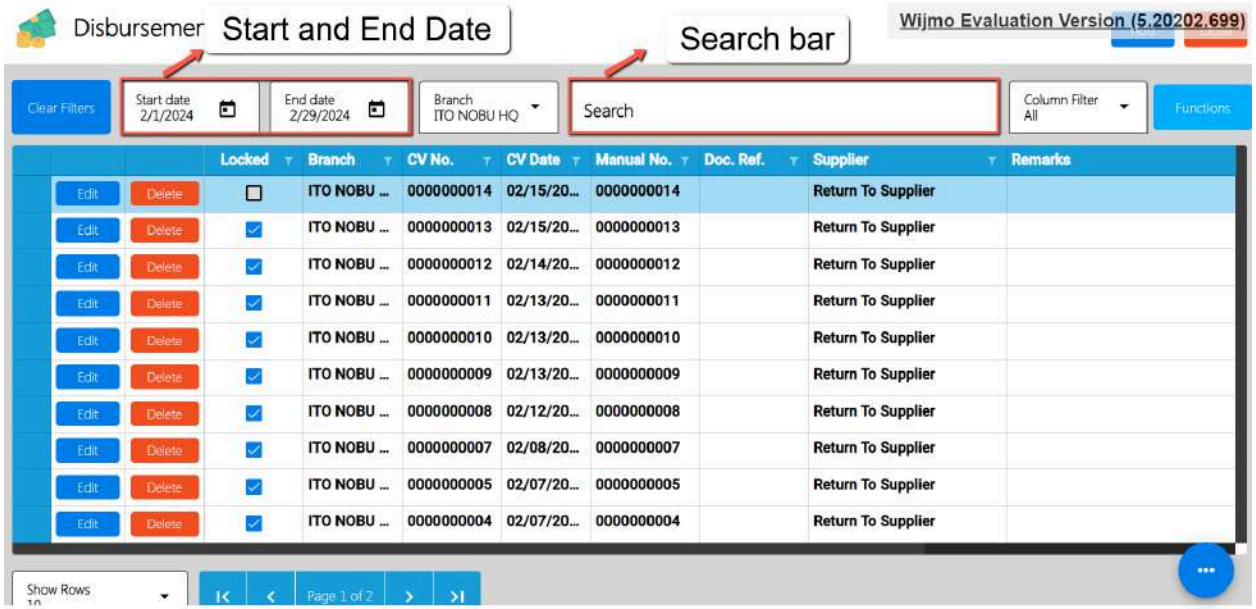
When you need to cancel a Disbursement, it's important to follow these simple steps:

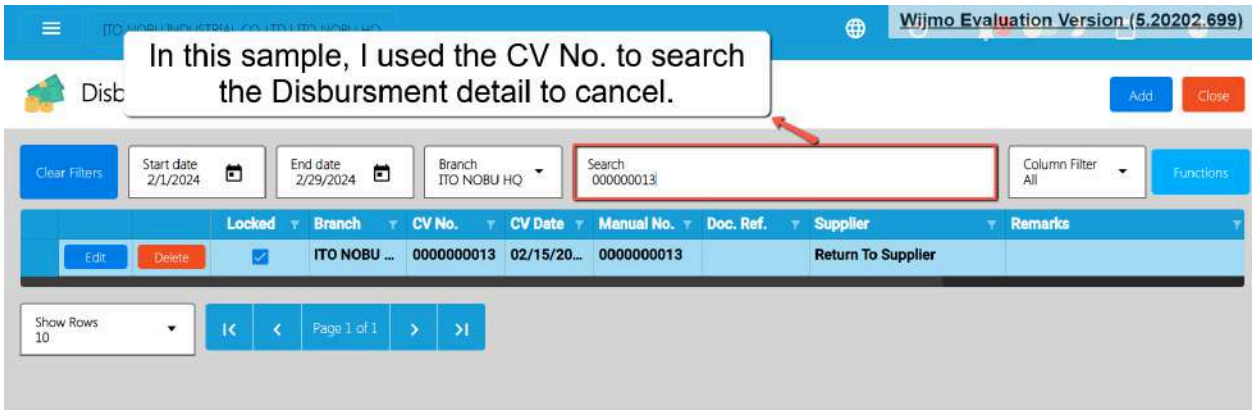
1. **Log In**: Visit your easyFS domain and login with your username and password.
2. **Find your Disbursement:** Navigate to the Purchases, then Disbursement. You will be redirected to the Disbursement lists.



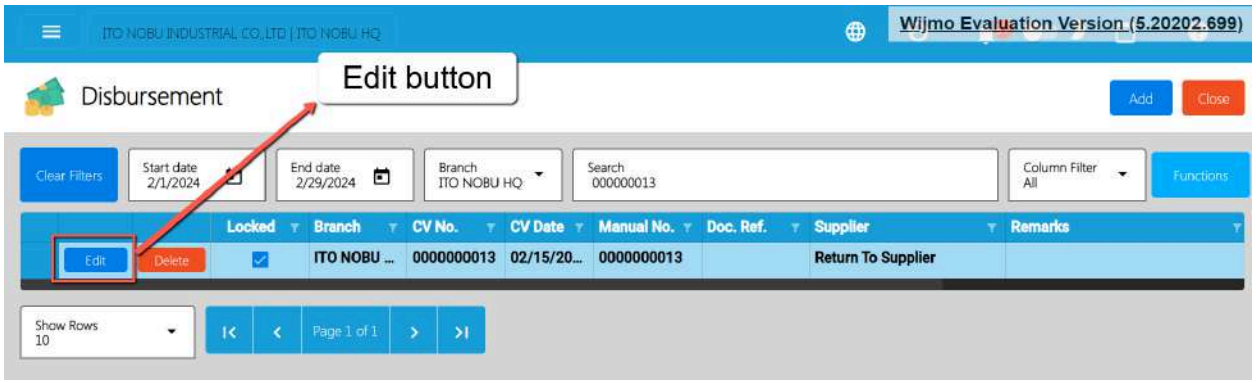
3. **Locate the Right One:** From the Disbursement list, you may use the search bar to look for the right Disbursement you want to cancel. You can search using the Disbursement's CV NUmber, Manual Number, Document Reference, etc.

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

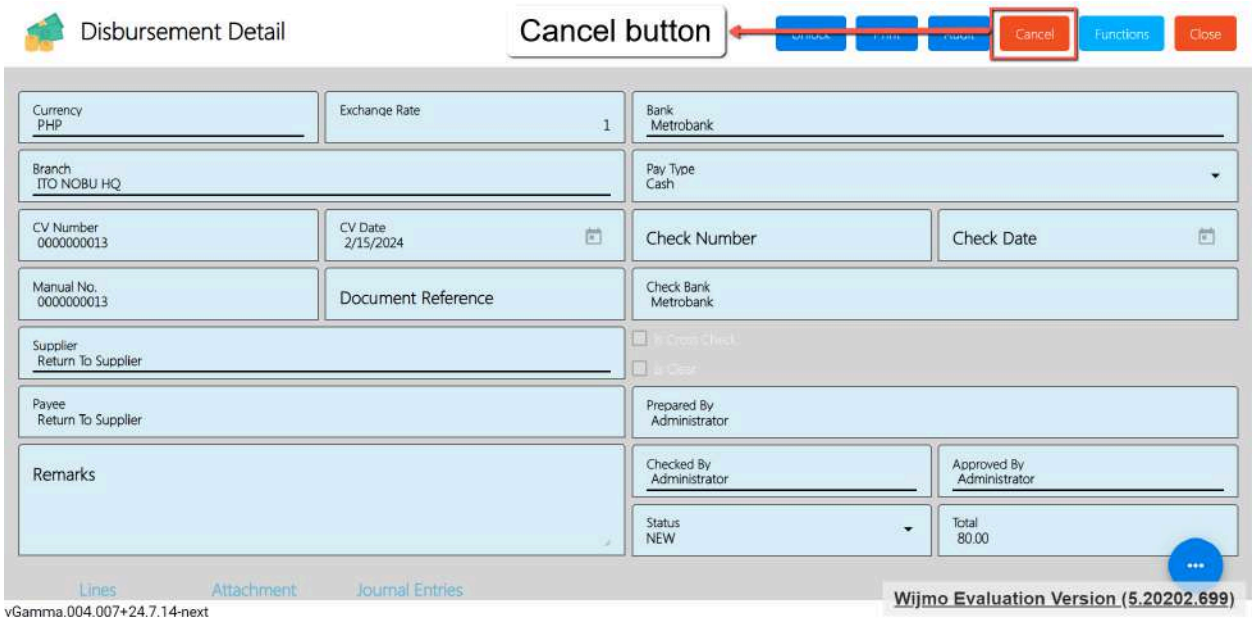




4. **Open the Disbursement Detail:** Click the Edit button to open the Disbursement detail page.

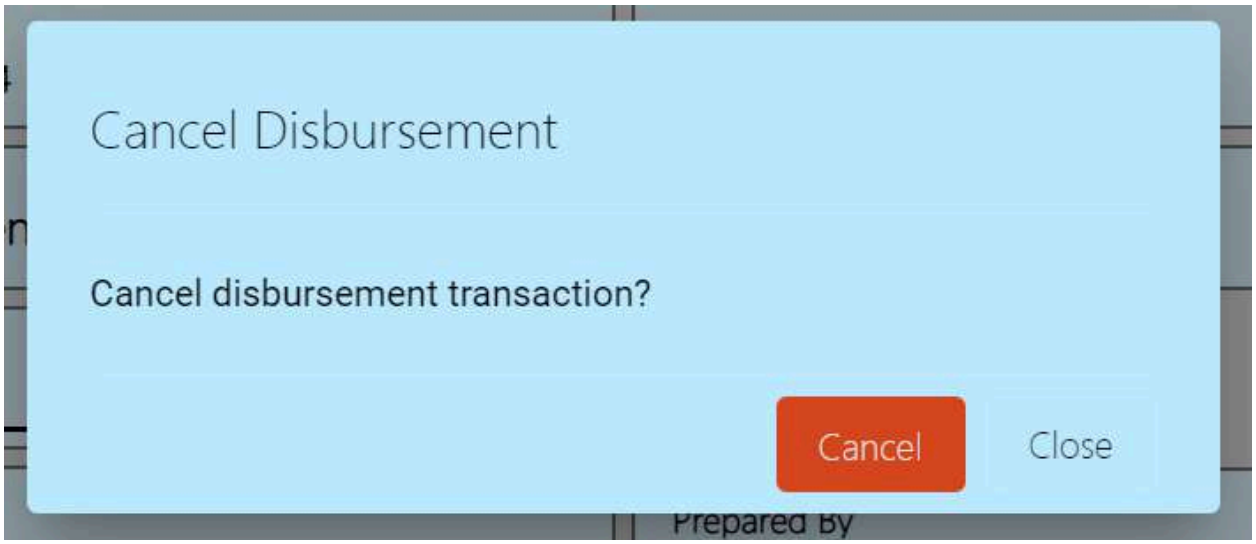


5. **Cancel the Disbursement:** To cancel your Disbursement transaction, look for the Cancel found on the upper-right part of the page, then click.



vGamma.004.007+24.7.14-next

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.

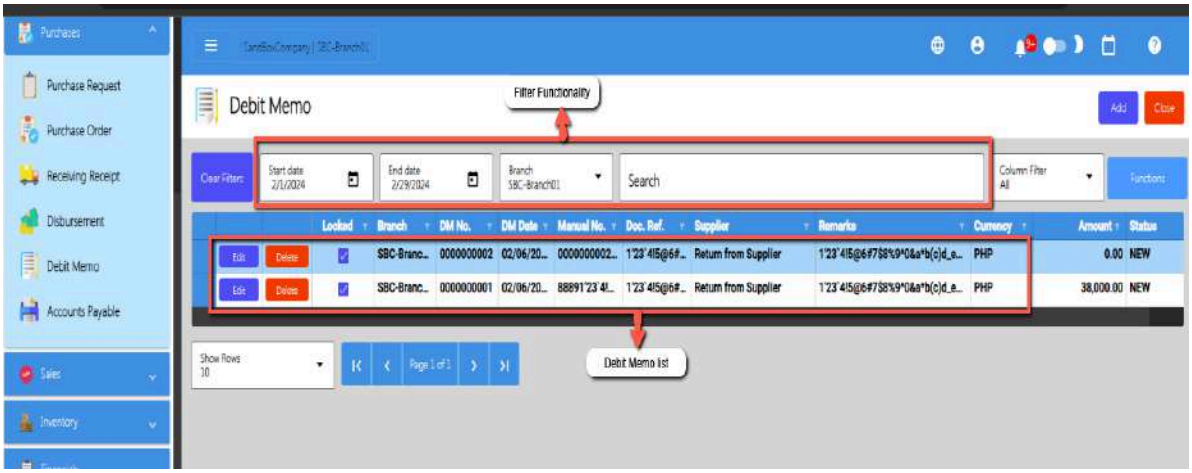
5.2.5 Debit Memo

Overview

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

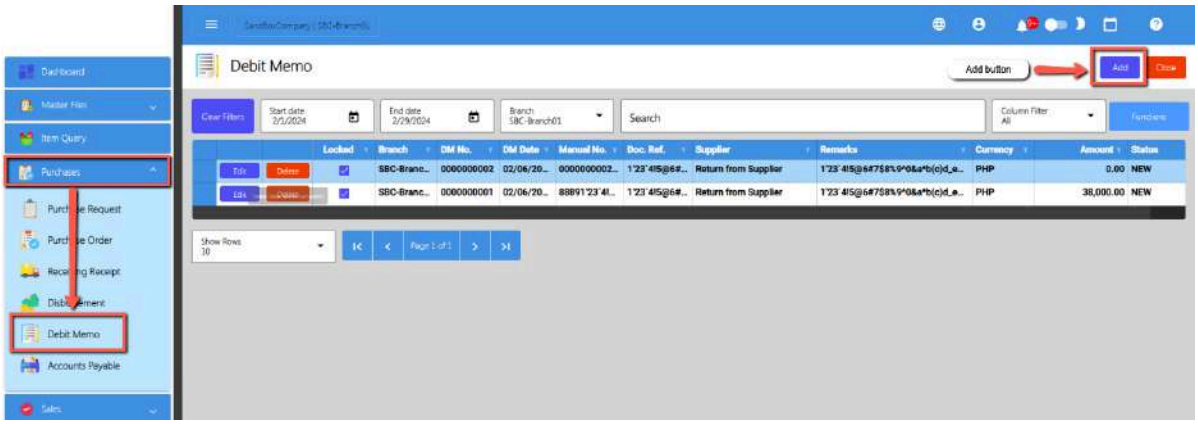
Debit Memo List

- 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.

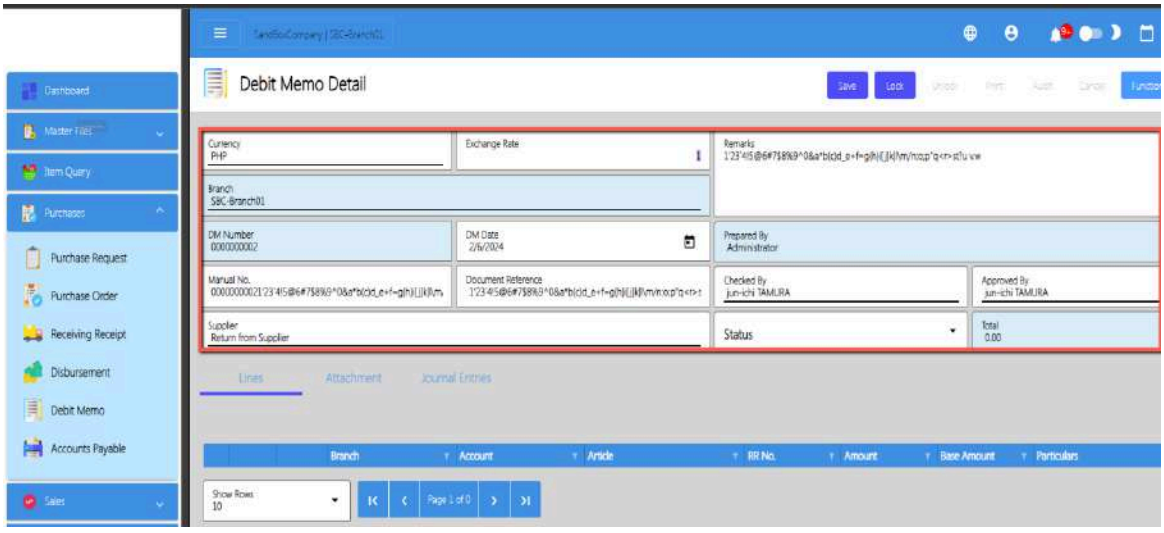


Debit Memo Detail

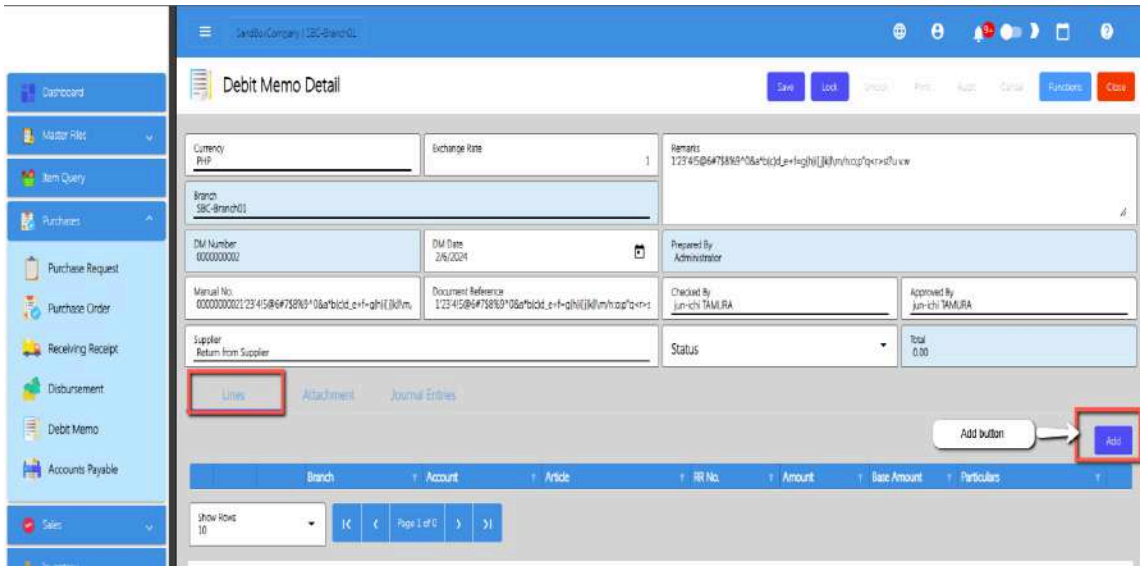
1. To add a new Debit Memo, Go to **Purchases** then click **Debit Memo**. After that, click **Add** that can be seen in the Debit Memo List.



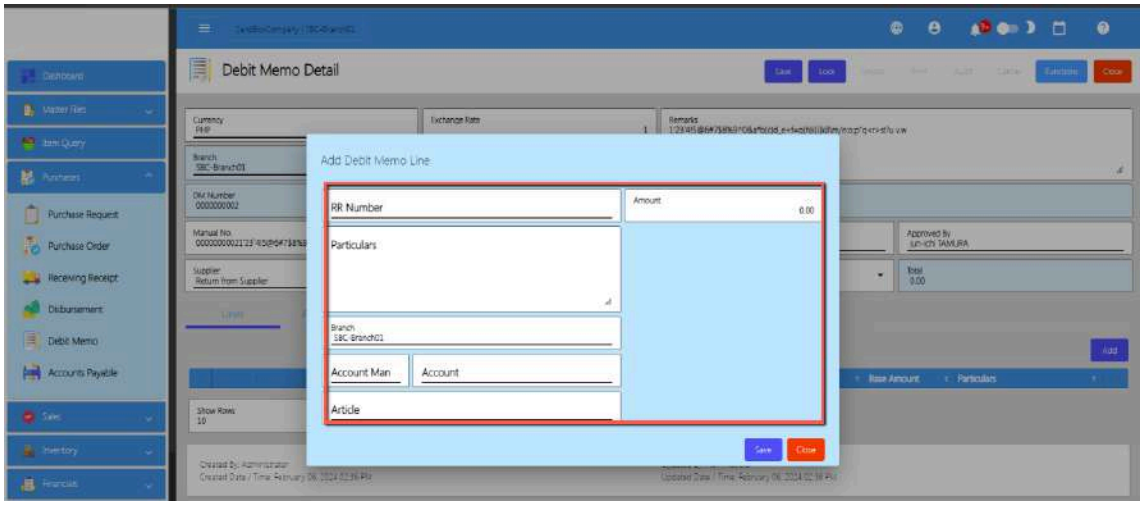
2. Fill out all the needed information for the **Debit Memo Detail** like,
    - Currency
    - Exchange Rate
    - Manual No.
    - Document reference
    - Remarks



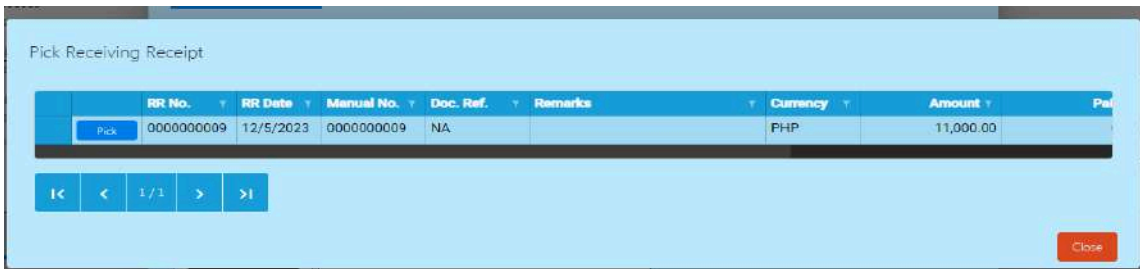
3. To add the **Debit Memo Line** , Click Add button on the right part of the page under the lines tab. Choose **RRNumber** for accounts payable processes or correcting billing errors.



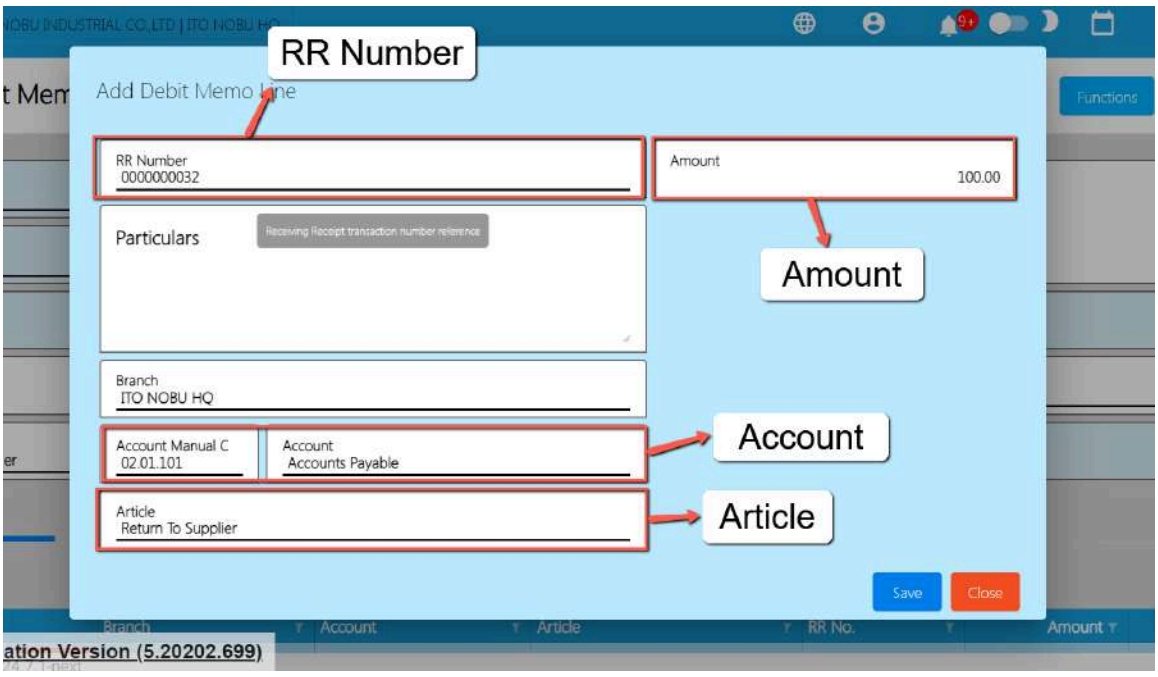
4. If the user will Adjust the RR, the user can select that RR by clicking on the **RR Number.**



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

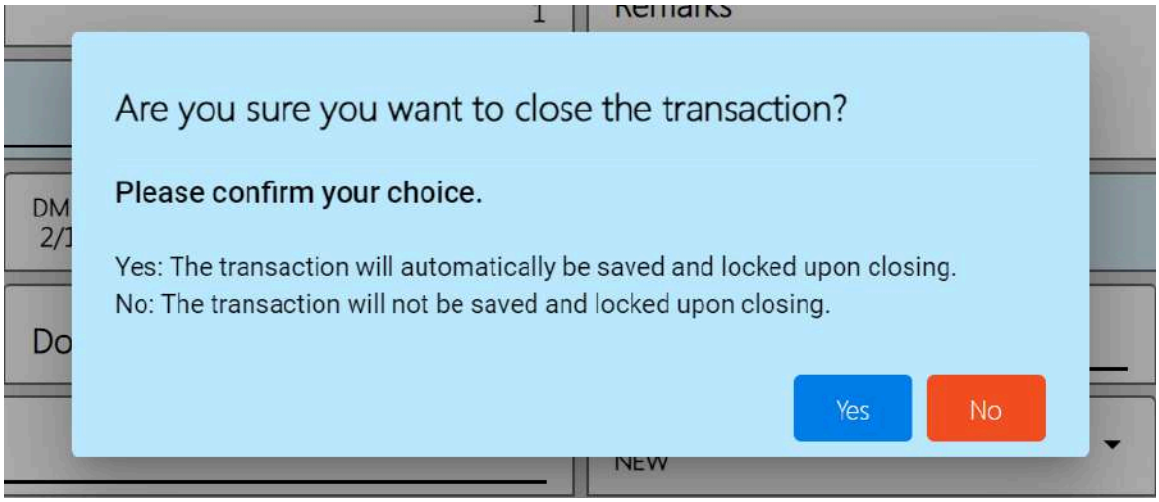


6. To add that RR, click the pick button. Once picked, the following fields will automatically populated :
   - Account
   - Article
   - Amount → *you can change the amount based on the adjustment of the Receiving Receipt.*



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}i[j]k|l\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.

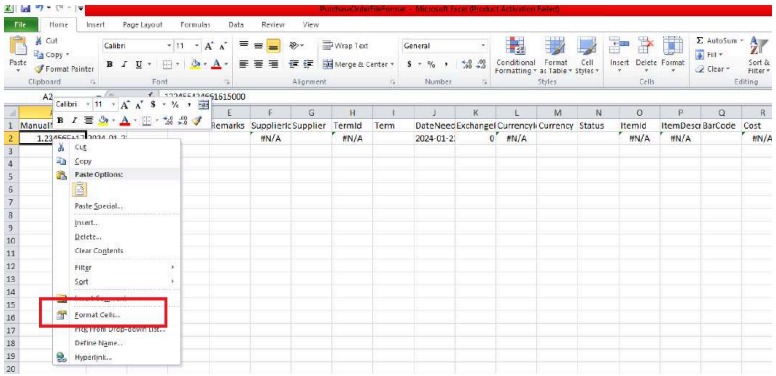
   ***Example:** ‘00000111231414*

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

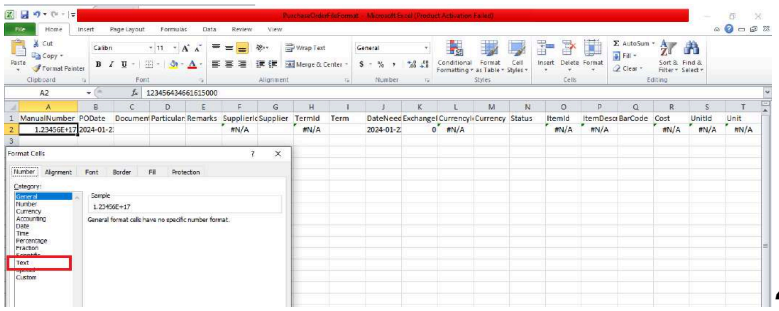
Steps on how to change the format to ***Text:***

1. Right Click the Cell

2. Click Format Cell



3. Choose Text



4. Click OK

5. Then reselect the field

B. 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.

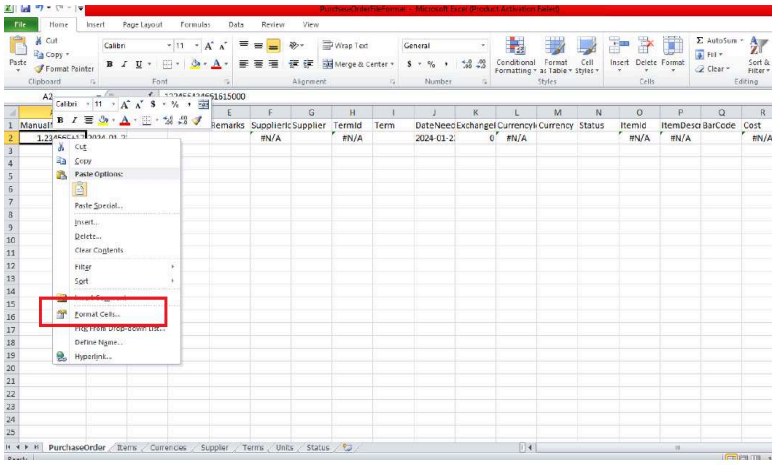
Example: *'00000111231414*

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

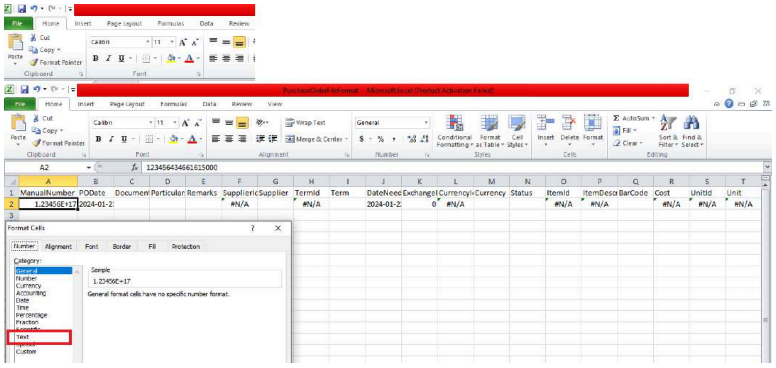
Steps on how to change the format to ***Text:***

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.*

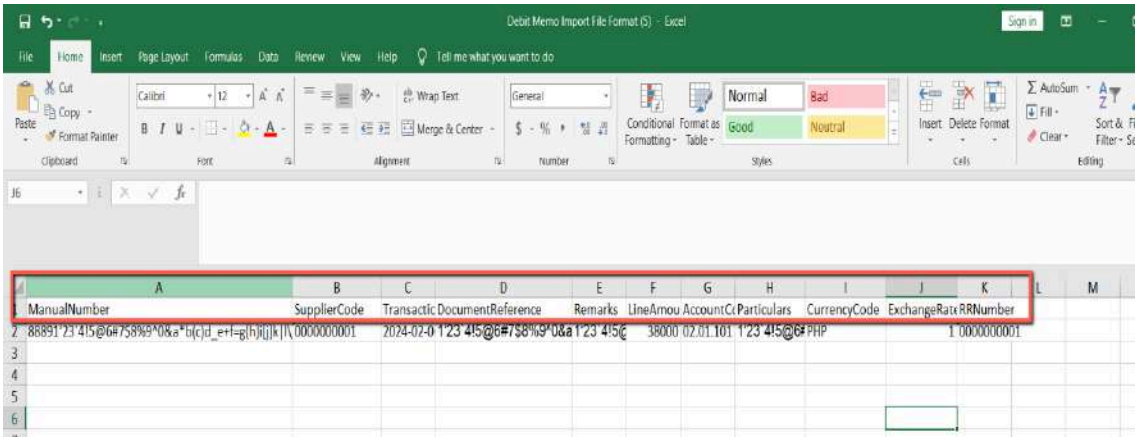
E. Particulars - *in this column this is basically the remarks for each item line, it should be alphanumeric and Special characters should not exceed 255 characters.*

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

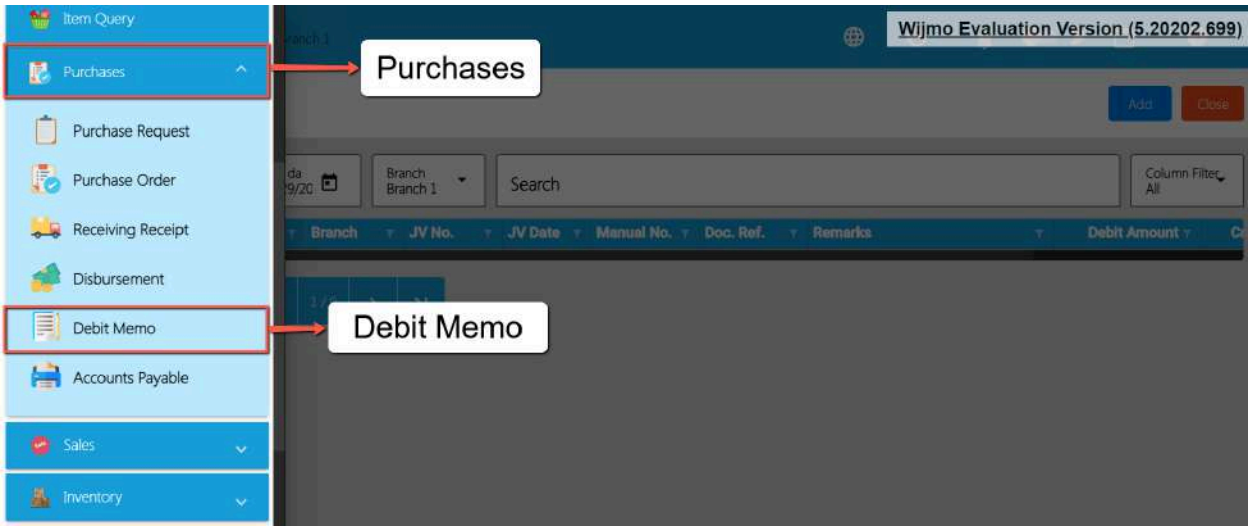


4. Go back to Debit Memo list
   a. Click Functions
   b. Click Import Debit Memo
   c. After Importing, Check Debit Memo list
   d. Lock Transactions

Cancel Debit Memo Transaction

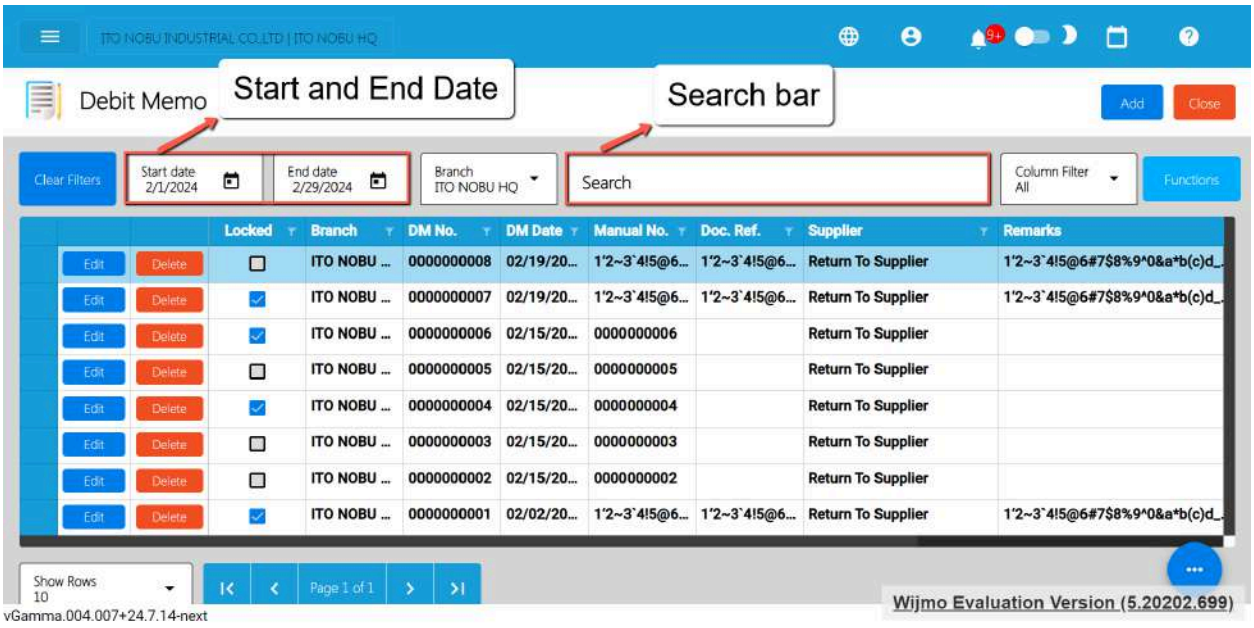
When you need to cancel a Debit Memo, it's important to follow these simple steps:

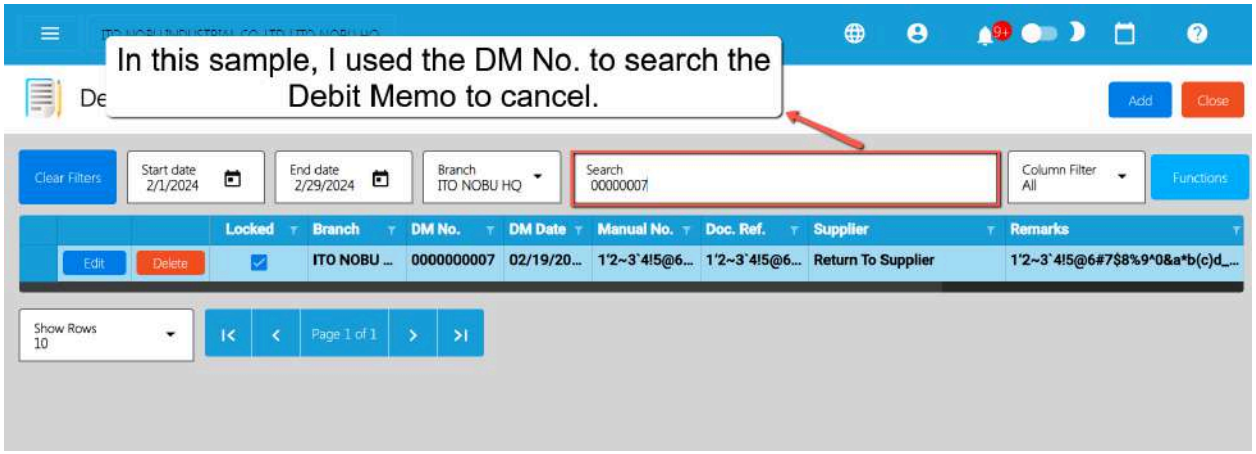
1. **Log In**: Visit your easyFS domain and login with your username and password.
2. **Find your Debit Memo:** Navigate to the Purchases, then Debit Memo. You will be redirected to the Debit Memo lists.



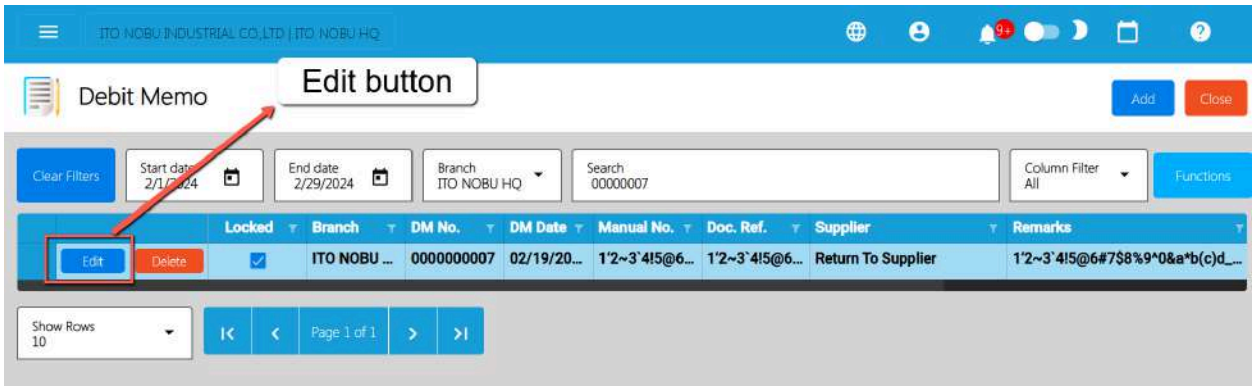
3. **Locate the Right One:** From the Debit Memo list, you may use the search bar to look for the right Debit Memo you want to cancel. You can search using the Debit Memos DM NUmber, Manual Number, Document Reference, etc.

   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.

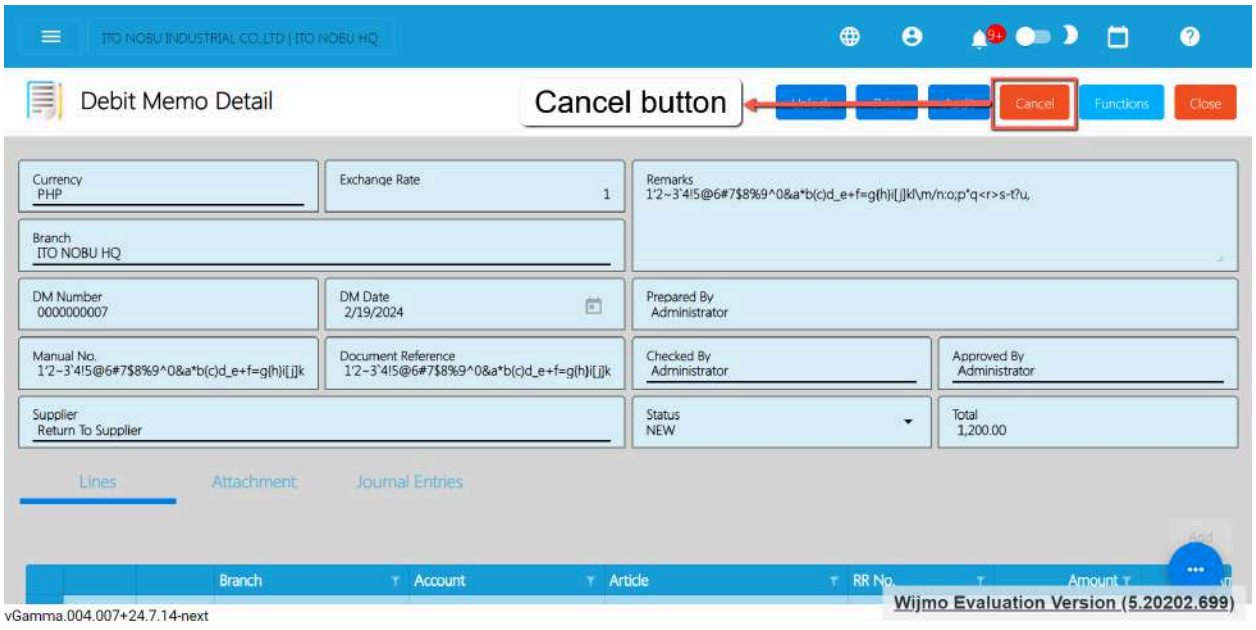




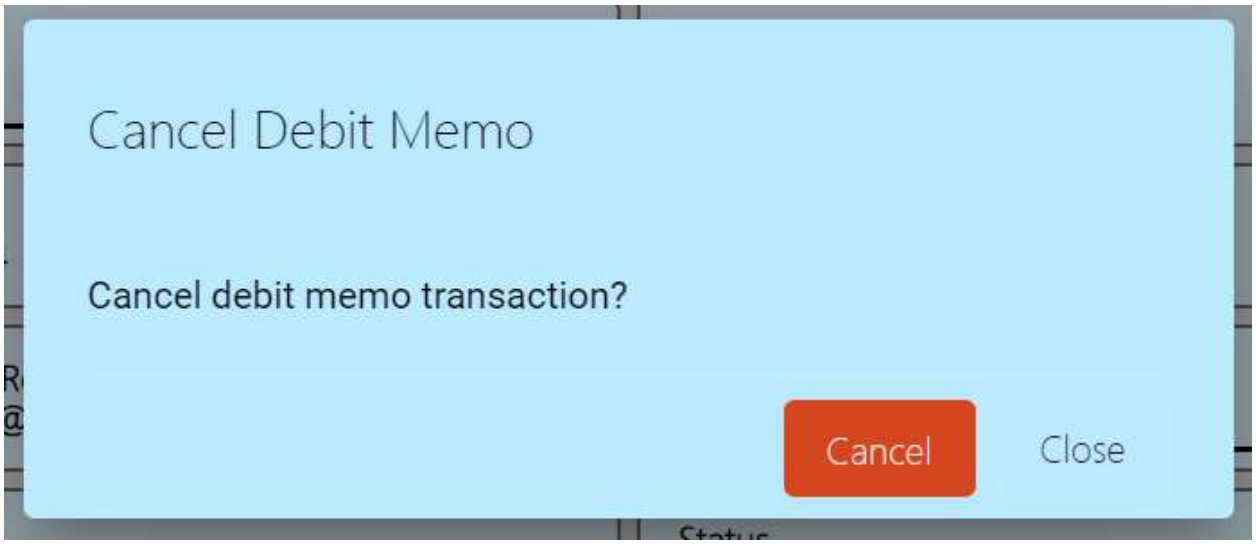
4. **Open the Debit Memo Detail:** Click the Edit button to open the Debit Memo detail page.



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

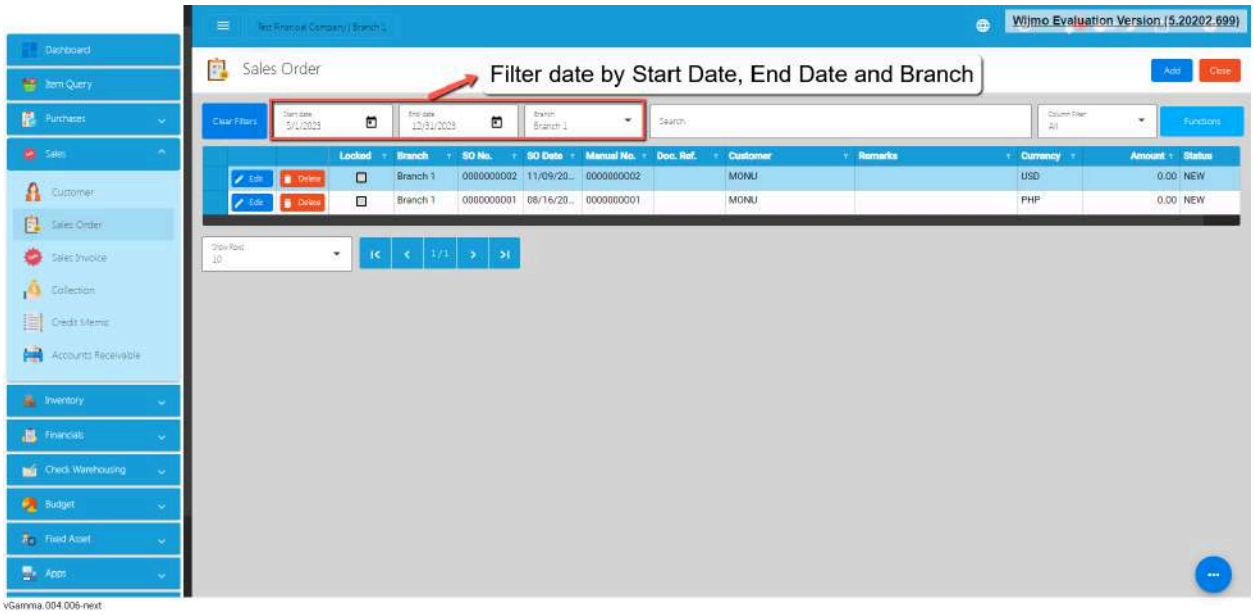
Overview

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

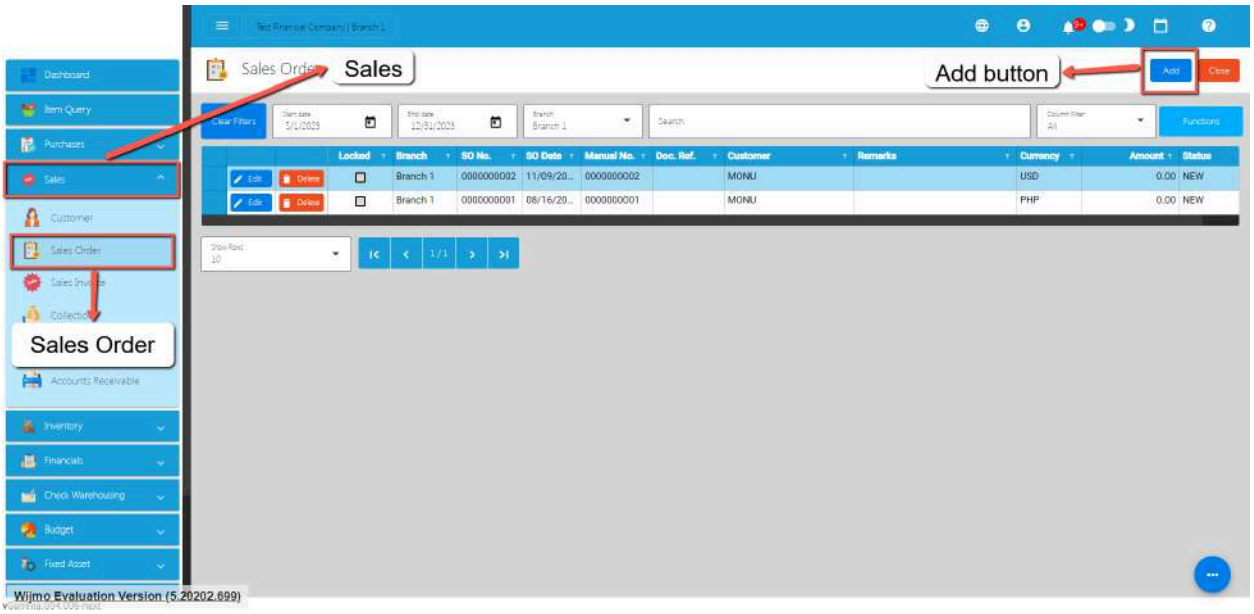
- List of all the SO (Sales Order) and will also show the overview of the transaction.

- 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.

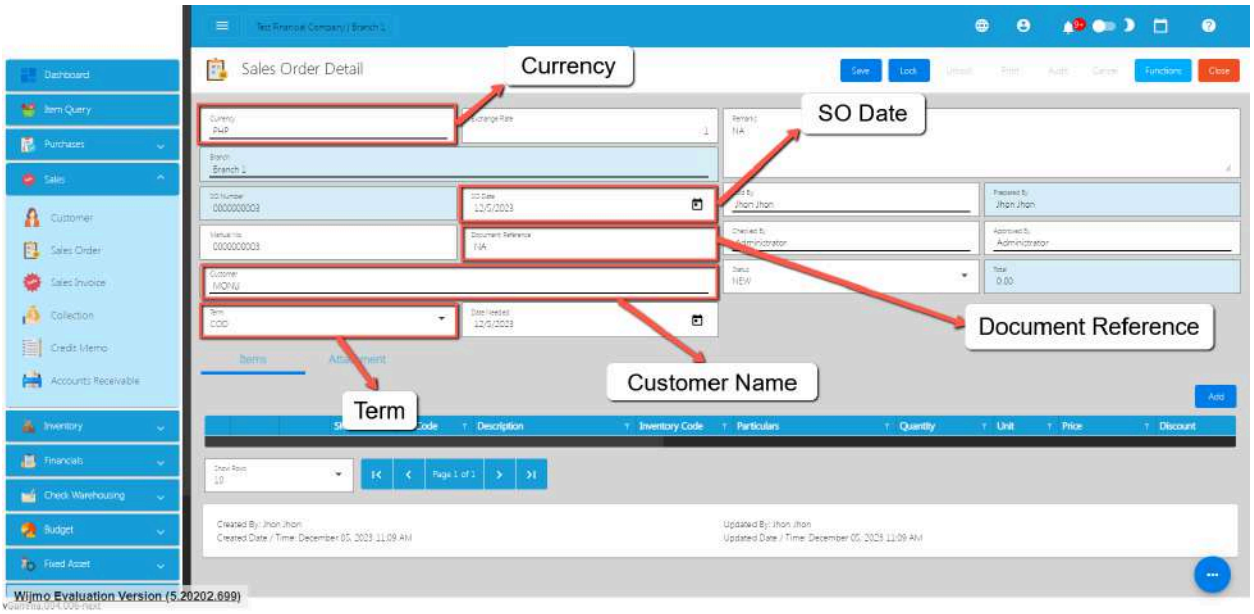


Sales Order Detail

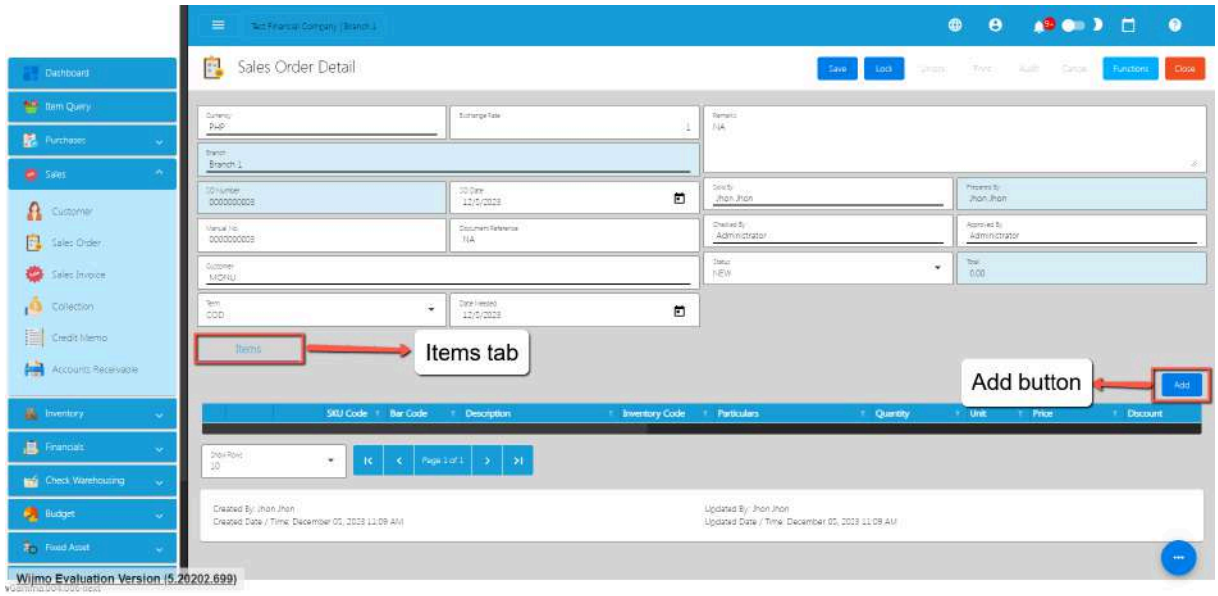
1. To add a new Sales Order, go to **Sales** then click **Sales Order**. After that, click the **Add** button that can be seen in the Sales Order list.



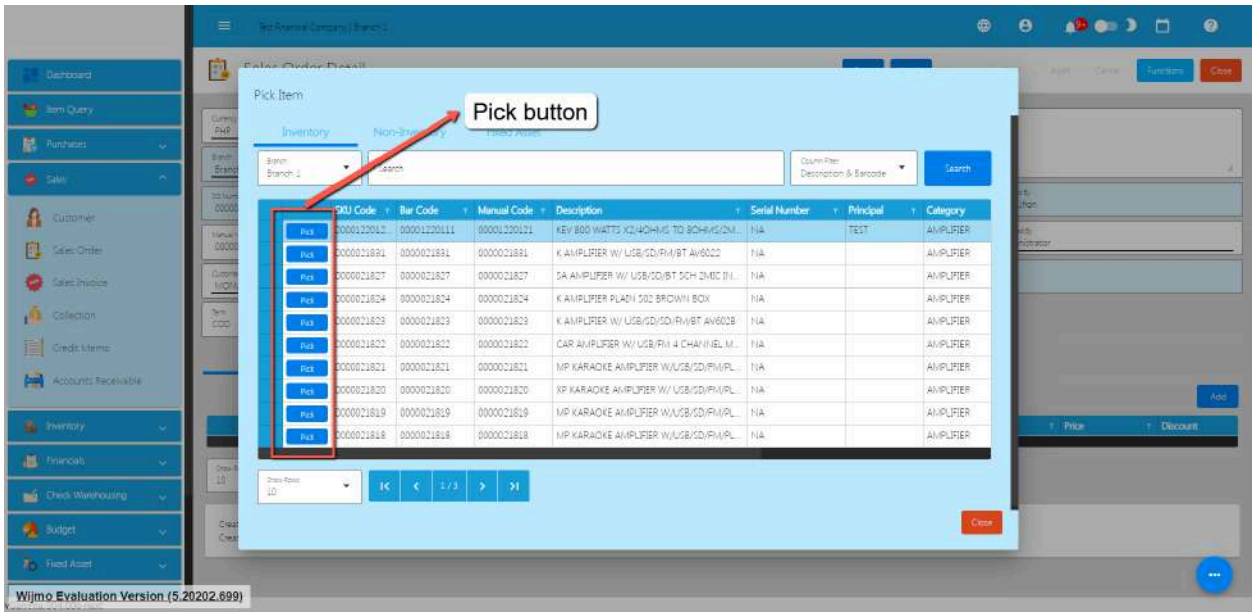
2. Fill out all the needed information for the **Sales Order Detail** like,
    - Currency
    - Customer Name
    - SO Date
    - Term
    - Document Reference



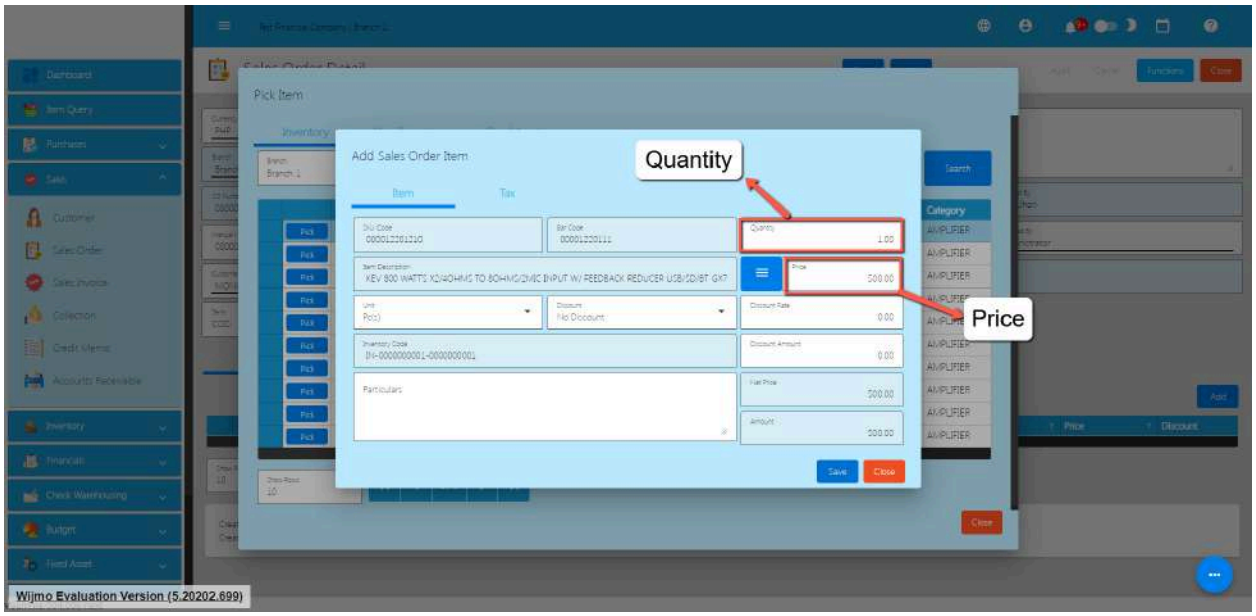
3. To add a Sales Order Line Item, click the **Add** button on the right part of the page under the Items tab.



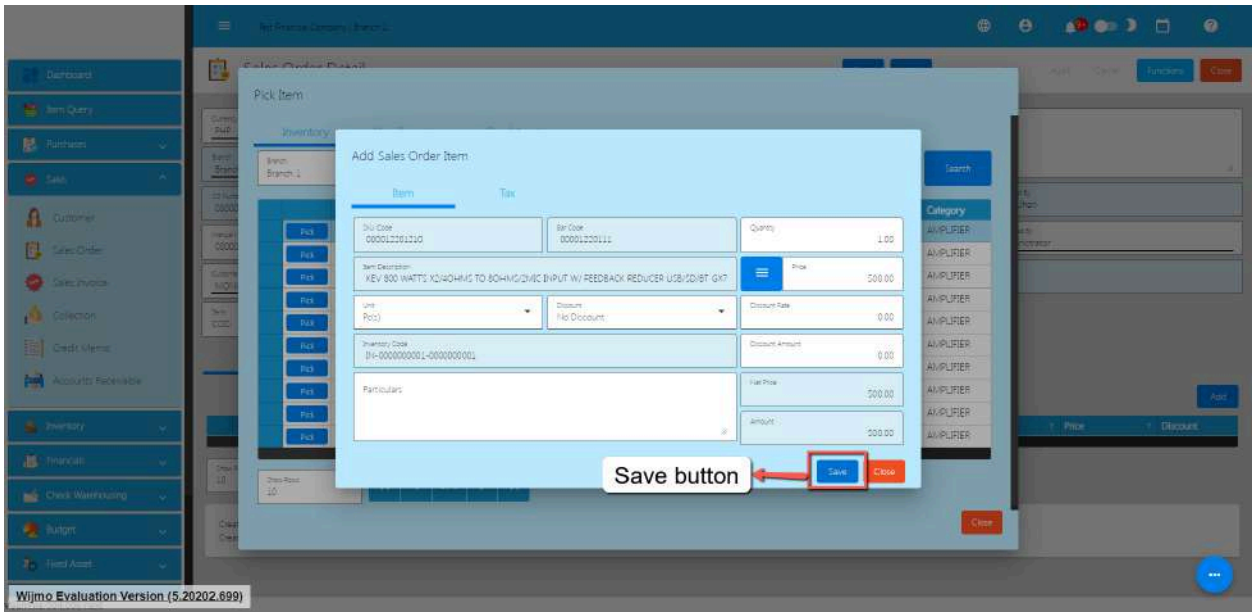
4. Select the items, by clicking the Pick button.



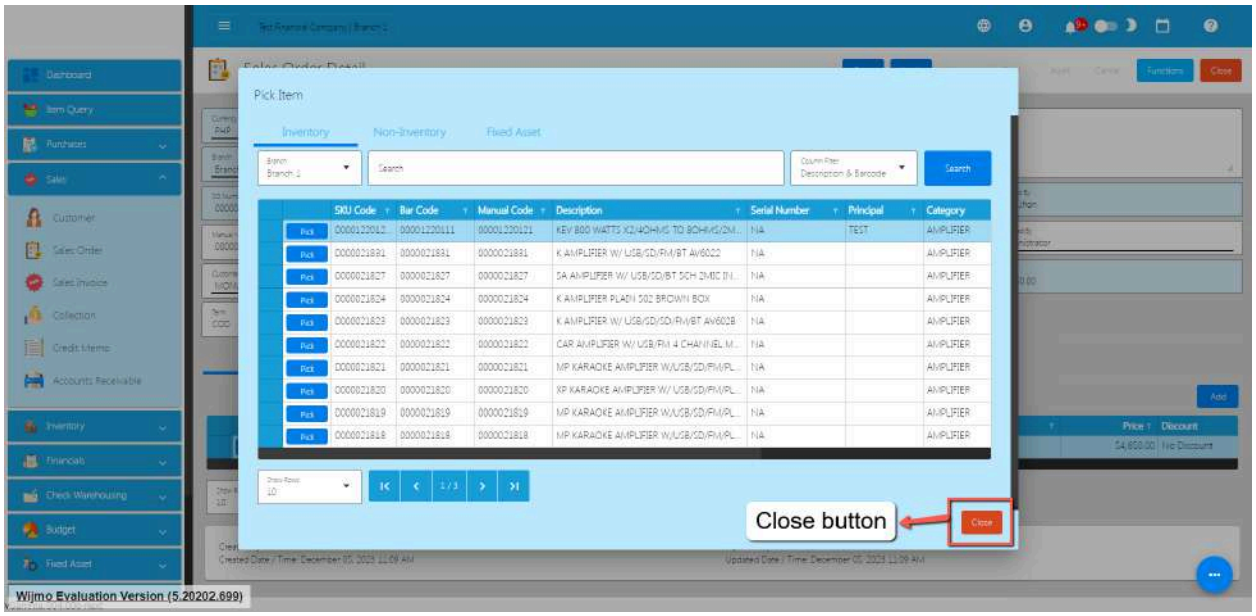
5. Once the Pick button is clicked, fill out the **Quantity** and **Price.**



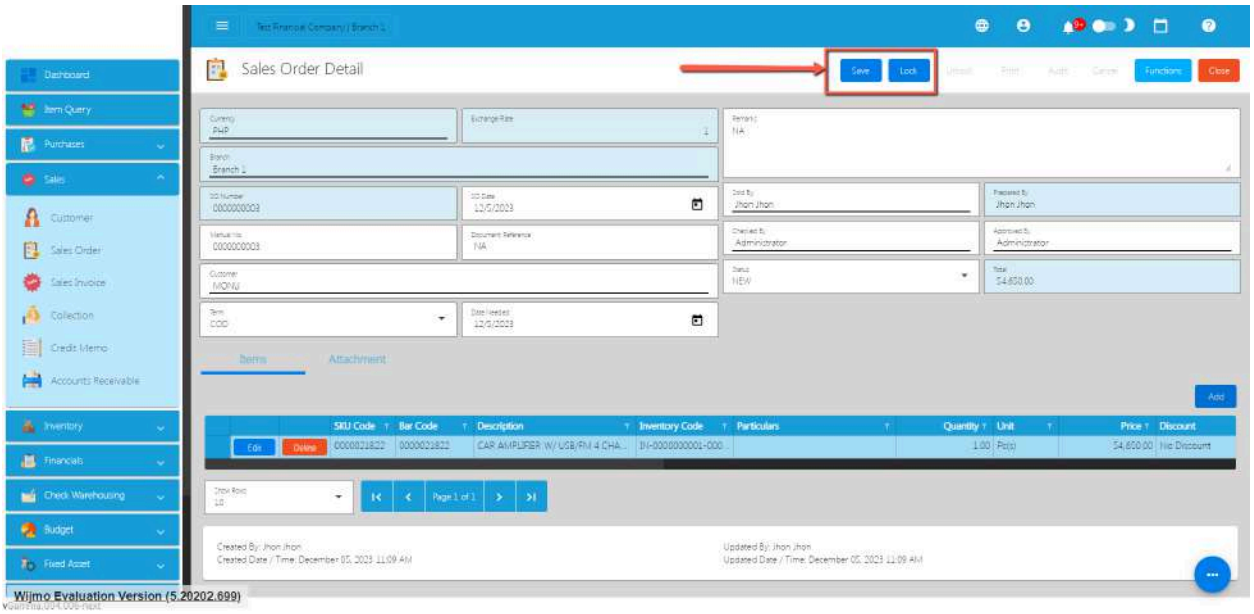
6. After that, click the Save button.

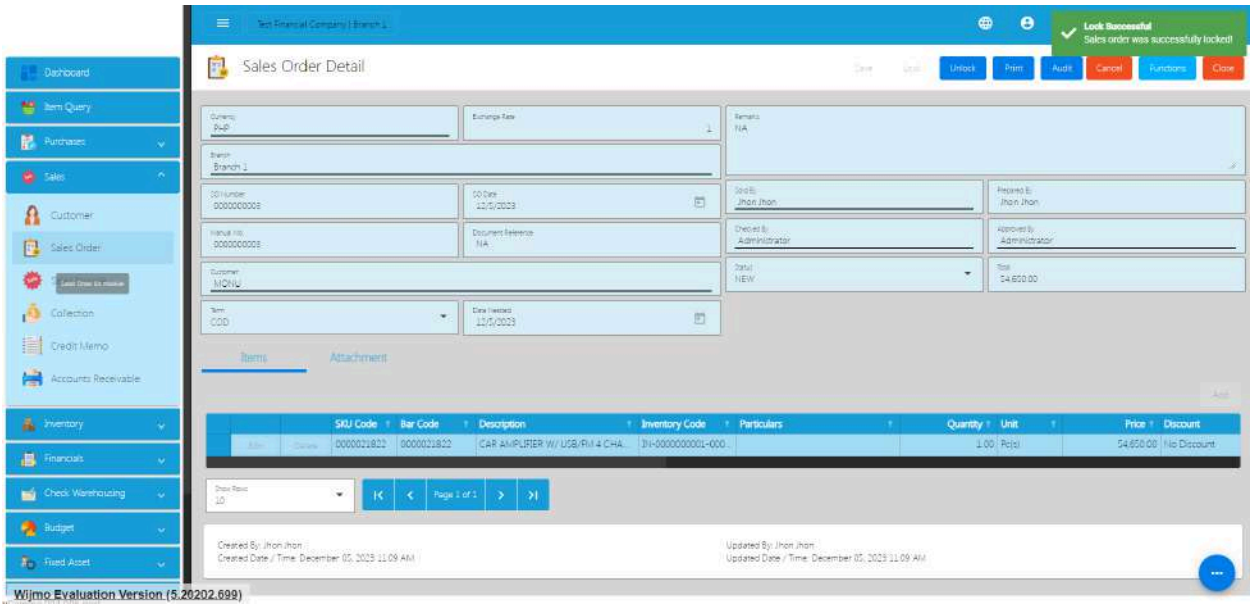


7. If you wish to add additional items, repeat Steps 4 to 6.
8. If you're done adding line items, just click the **Close** button to hide the popup.



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


Sales Order Detail
Save
Lock
Functions
Close
Items
Attachment
Add
SKU Code
Bar Code
Description
Inventory Code
Particulars
Quantity
Unit
Price
Discount
Wijmo Evaluation Version (5.20202.699)


Lock Successful
Sales order was successfully locked!
Sales Order Detail
Unlock
Print
Audit
Cancel
Functions
Close
Items
Attachment
SKU Code
Bar Code
Description
Inventory Code
Particulars
Quantity
Unit
Price
Discount
Wijmo Evaluation Version (5.20202.699)

Sales Order Transaction via Upload Template

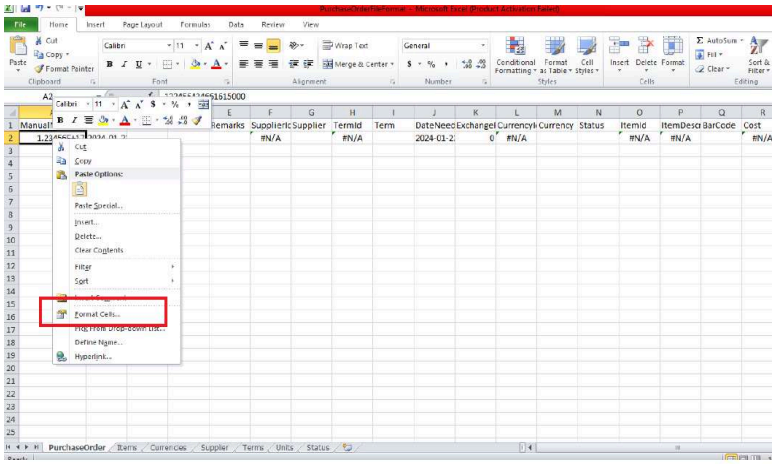
10. To add a Sales Order Transaction via Upload Template, go to the Sales Order List then Click Functions.
11. Click Optimized Upload.
12. Select Download Sales Order File Format - an excel file will be downloaded. This is the file format where you will edit or encode the Items that you need to Sales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

    3.1 In the Excel file:

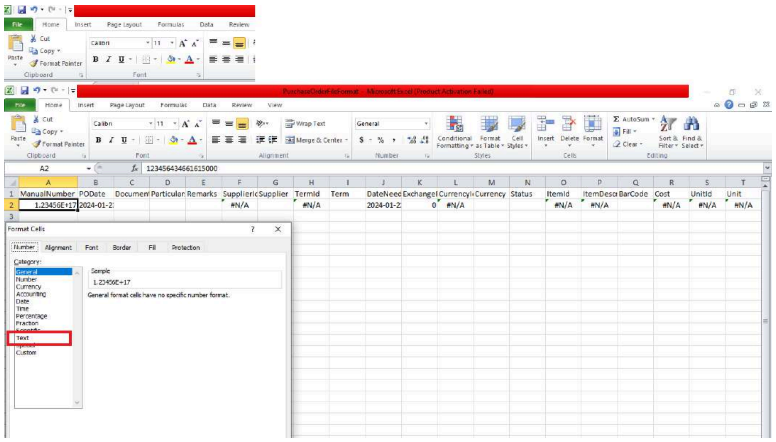
    - **Manual Code** *should be unique per transaction, alphanumeric and should not exceed 255 characters.*
      ***Example**: ABC0000001*
      - if the Manual Code starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.
      Example: '00000111231414
      ***-** if 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

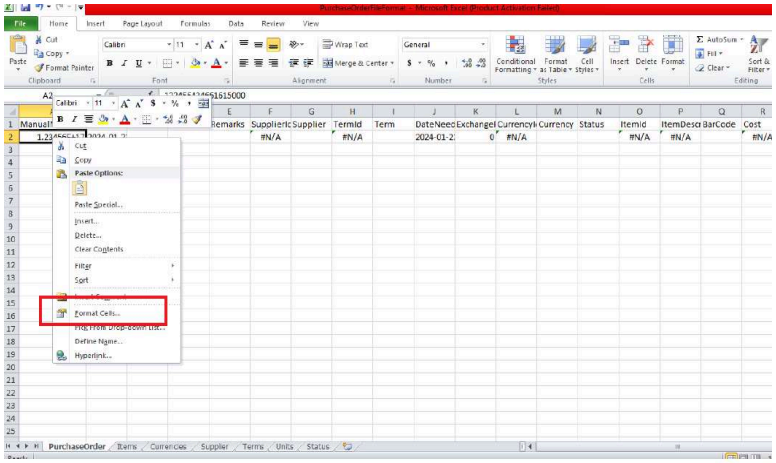
5. Then reselect the field

- ***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*

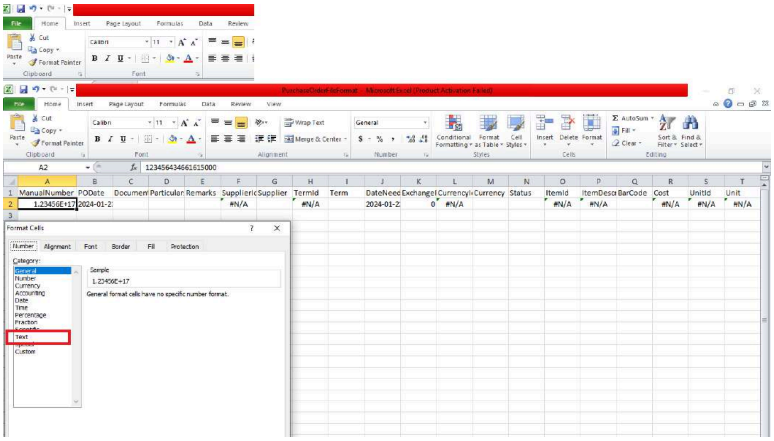
- if the Document Reference starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.
Example: '00000111231414
***-** if the Document Reference starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.*

*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

- **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.

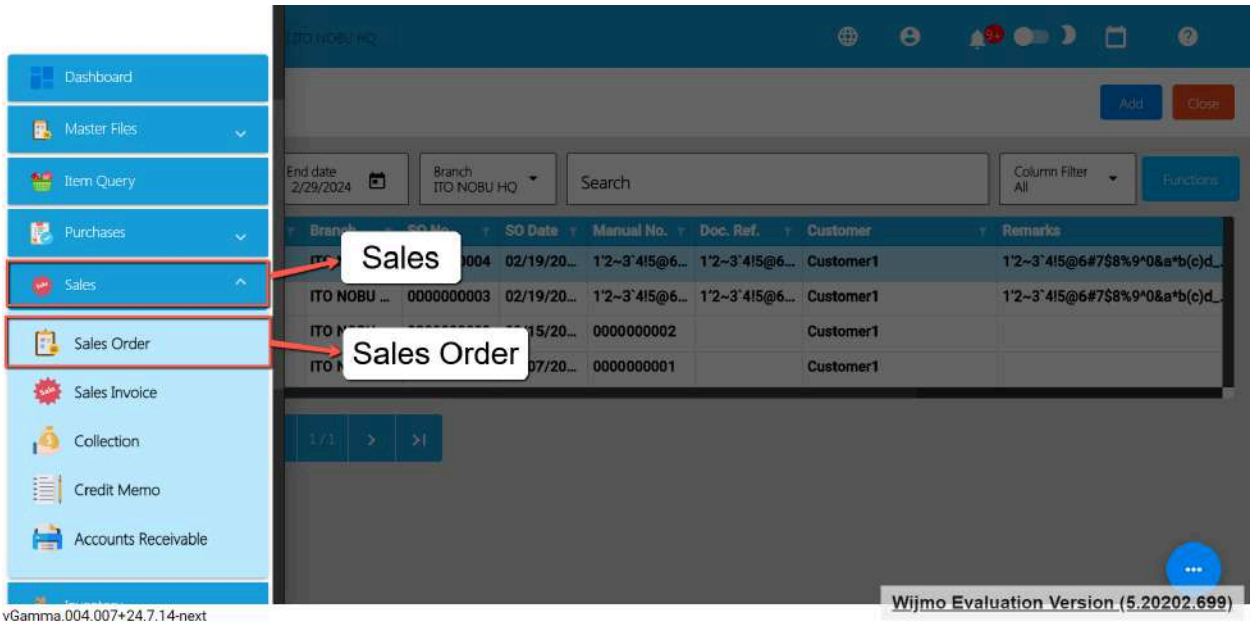
- **Currency and CurrencyID -** *Select the **Currency** from the dropdown and choose the correct Currency, **CurrencyID** will correspond to the selected currency. Never edit the CurrencyID since it will automatically change after selecting the currency.*
- **Exchange Rate -** *exchange rate is the 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

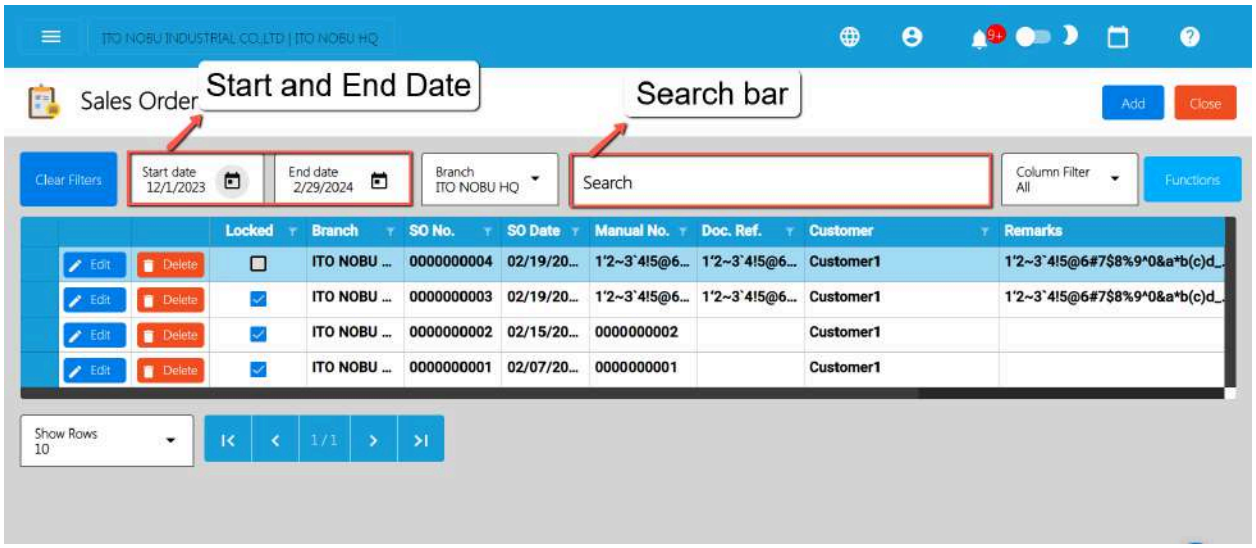
When you need to cancel a Sales Order, it's important to follow these simple steps:

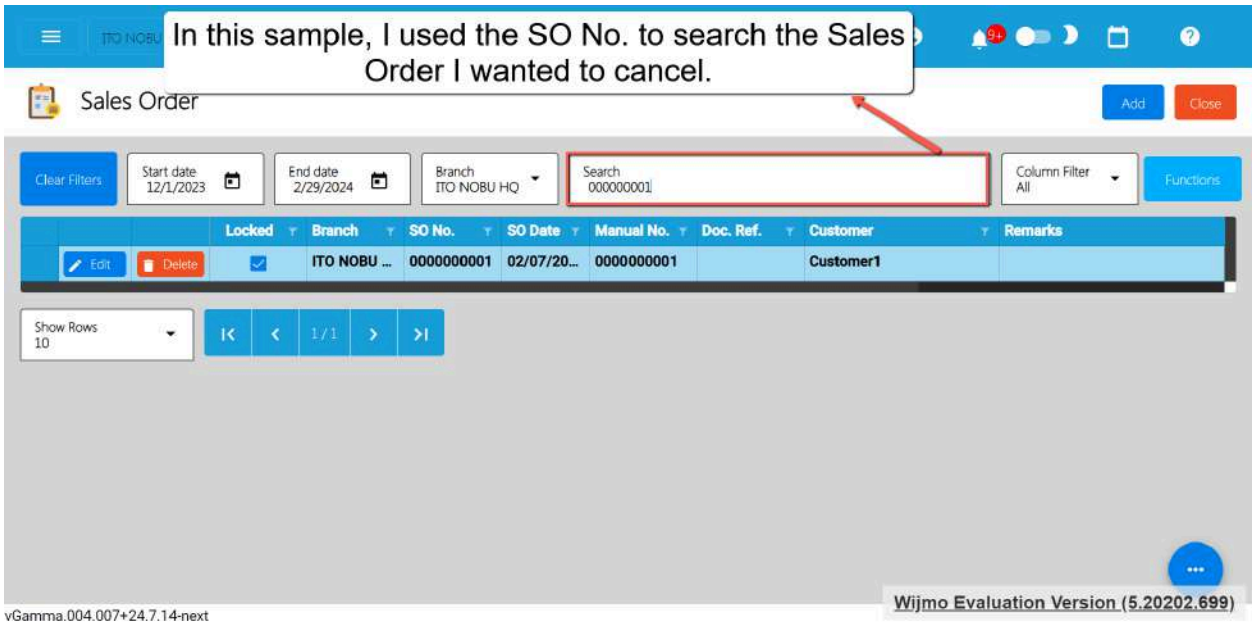
1. **Log In**: Visit your easyFS domain and login with your username and password.
2. **Find your Sales Order:** Navigate to the Sales, then Sales Order. You will be redirected to the Sales Order lists.



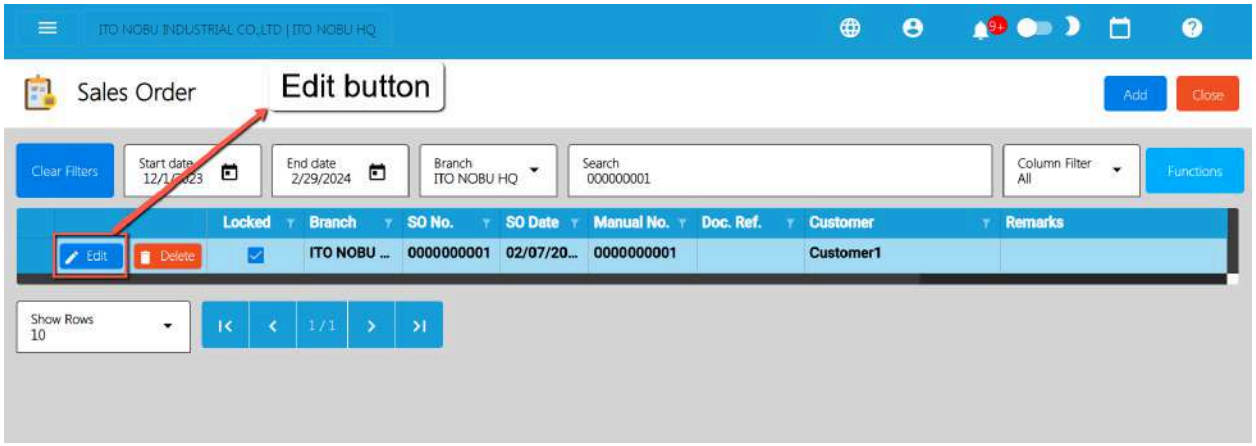
3. **Locate the Right One:** From the Sales Order list, you may use the search bar to look for the right Sales Order you want to cancel. You can search using the Sales Order's SONUmber, Manual Number, Document Reference, etc.

   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.

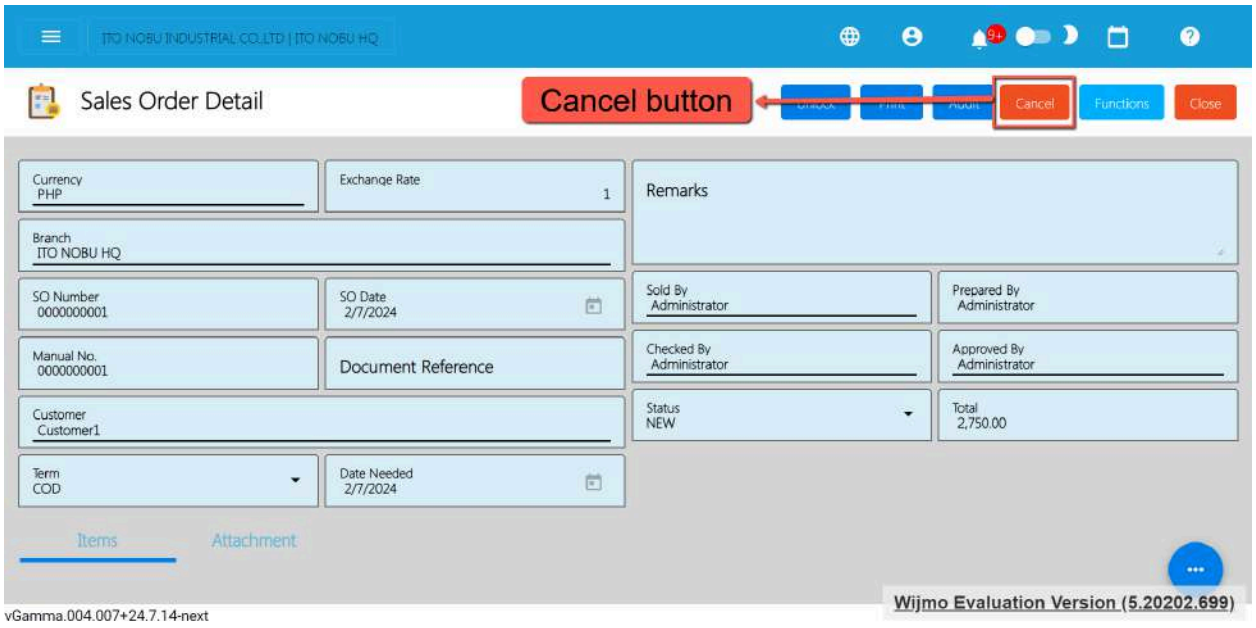




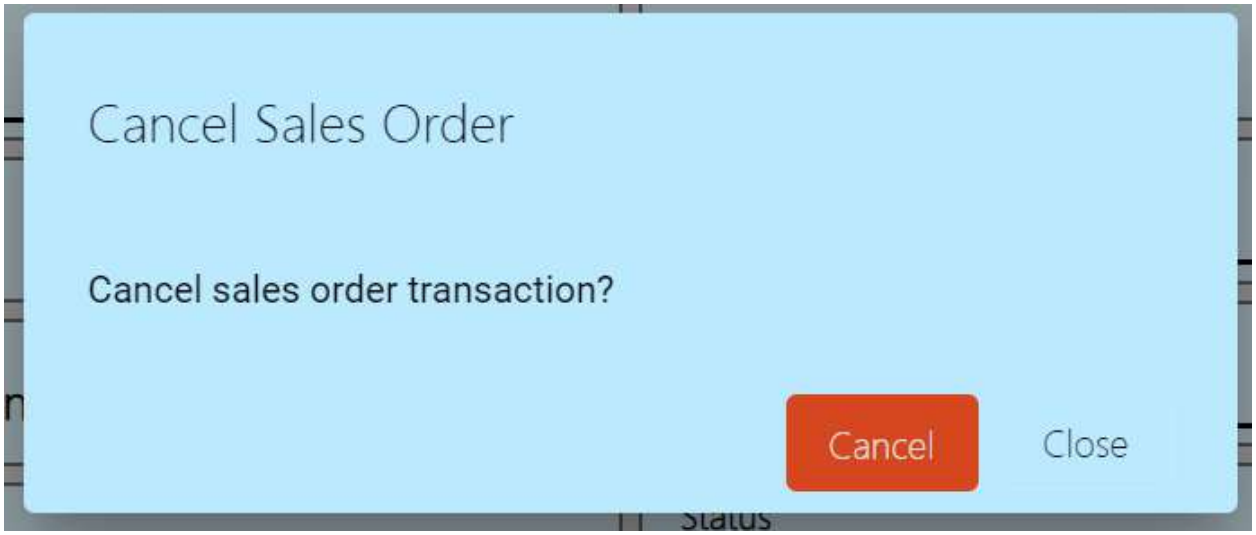
4. **Open the Sales Order Detail:** Click the Edit button to open the Sales Order detail page.



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

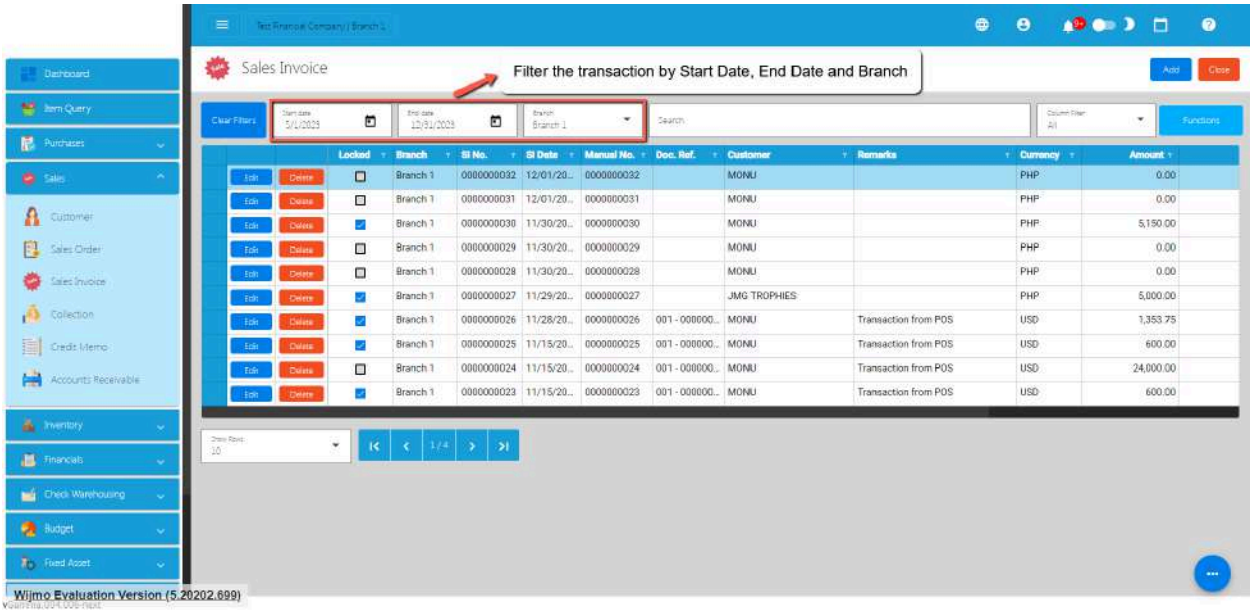
Once the Customer responds/says that the Sales Order is all good, we can now proceed to creating a Sales Invoice.

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**

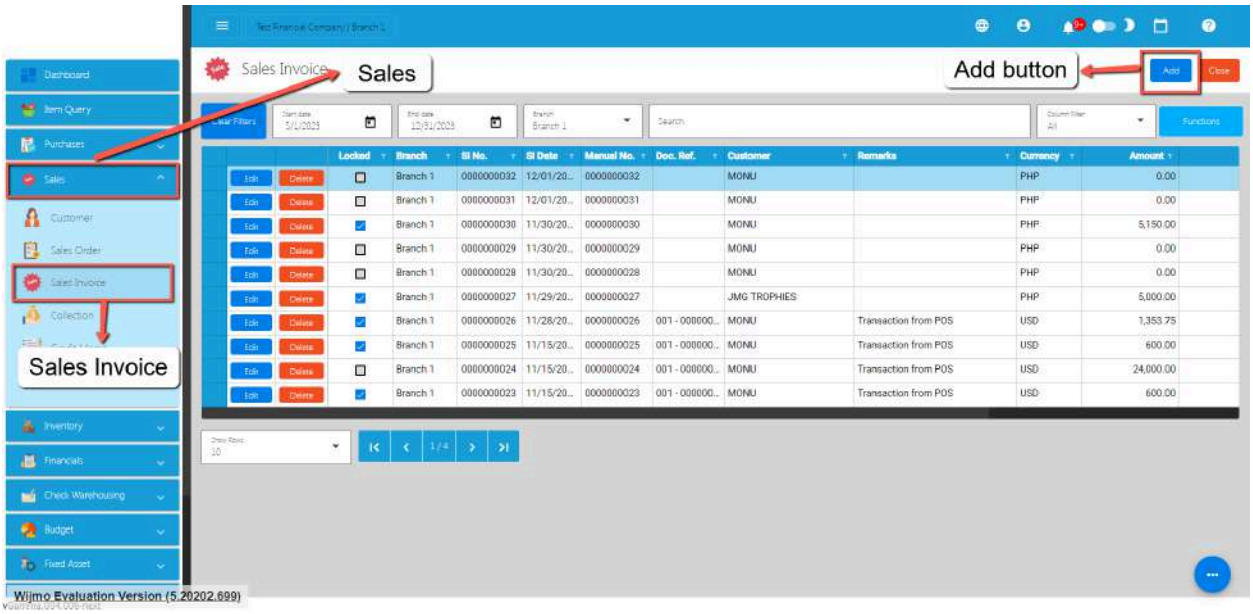
- **Branch**

- Also, you can search data by providing a value on the Search Bar and select the Column Filter on where to search the data.

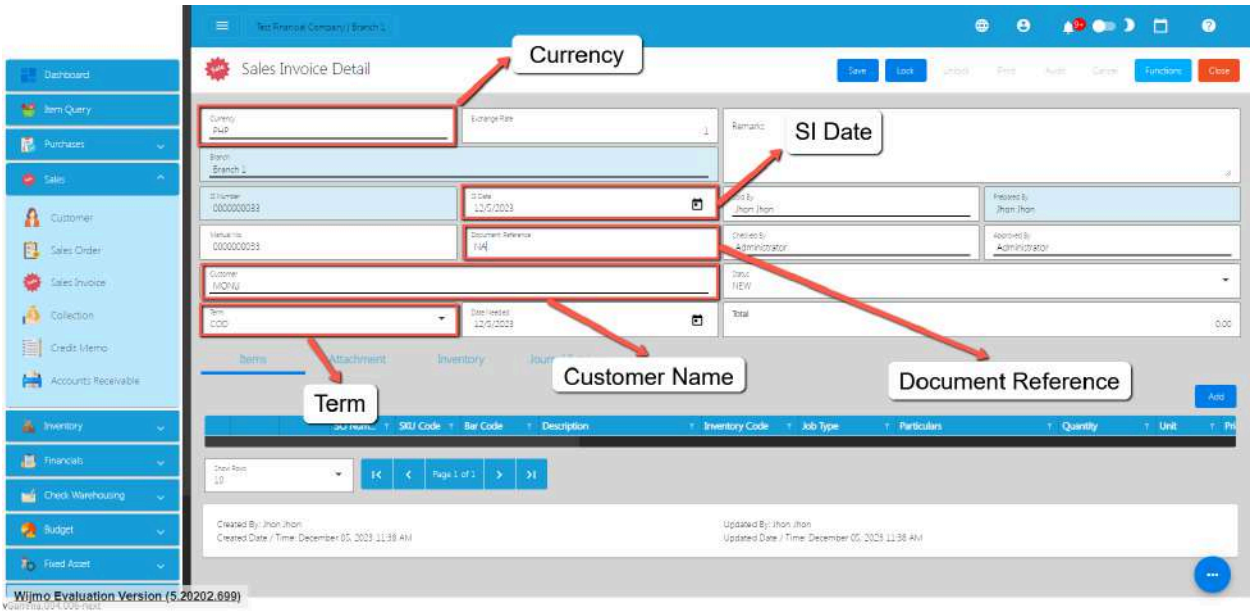


Sales Invoice Detail

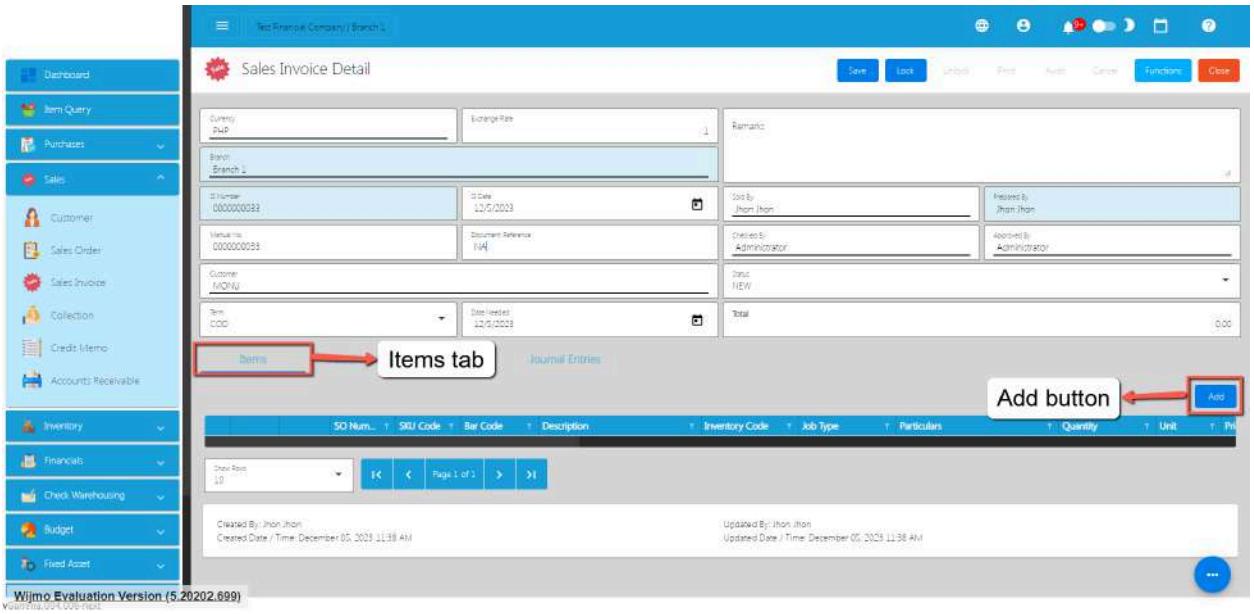
1. To add a new Sales Invoice, go to **Sales** then click **Sales Invoice**. After that, click the **Add** button that can be seen in the Sales Invoice list.



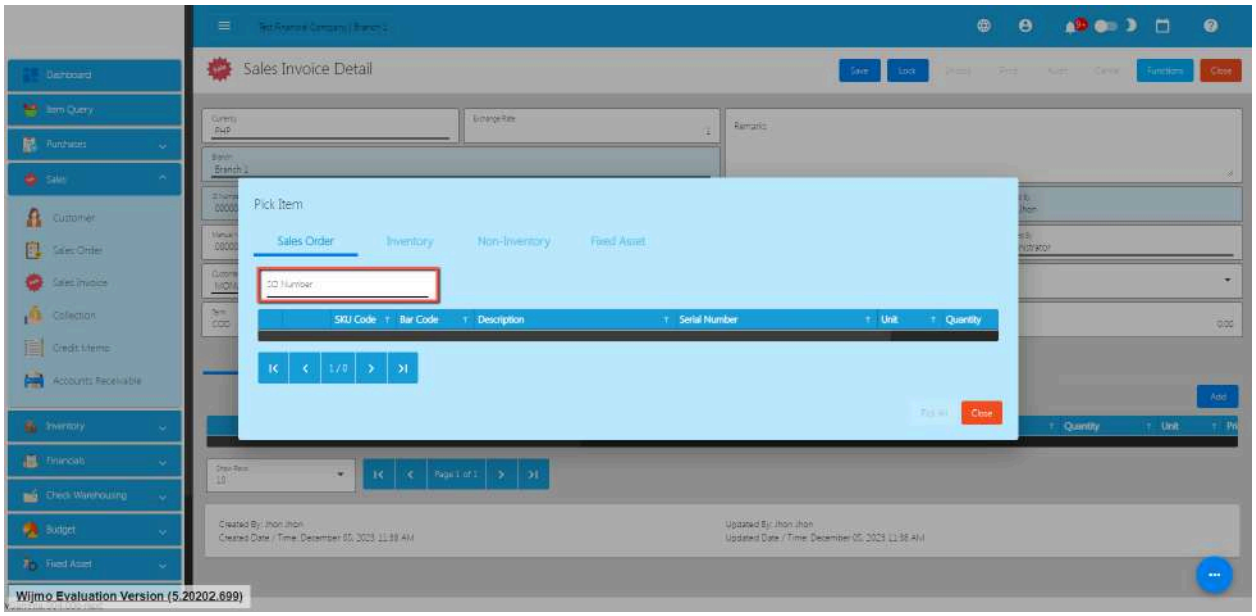
2. Fill out all the needed information for the **Sales Invoice Detail** like,
    - Currency
    - Customer Name
    - SI Date
    - Term
    - Document Reference



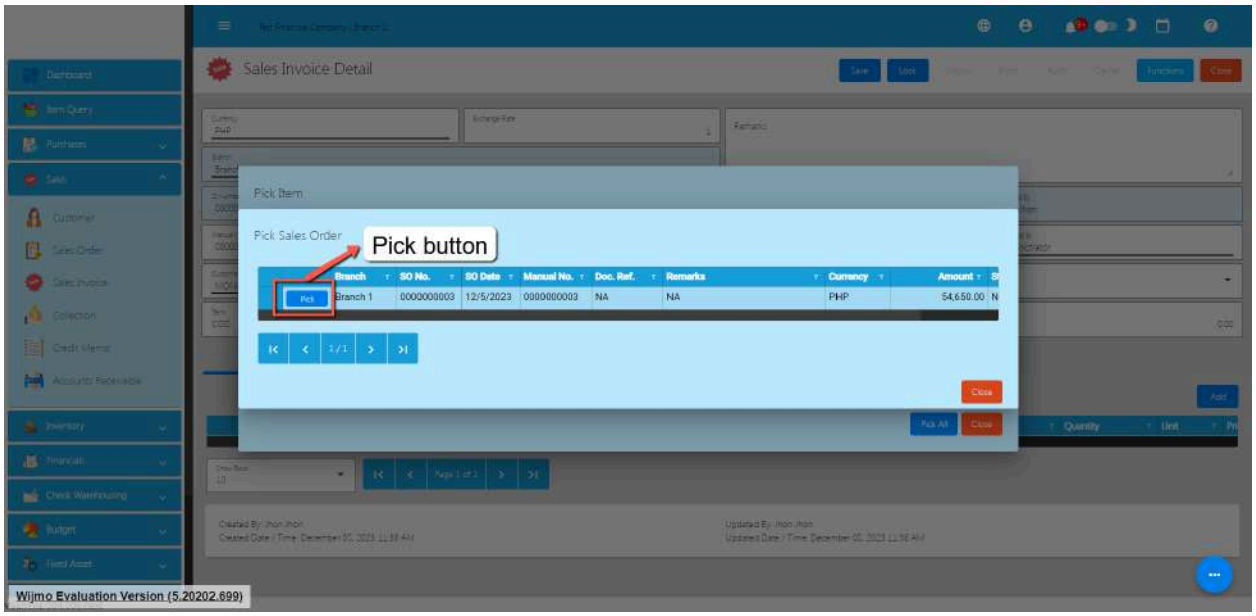
3. To add a Sales Invoice Line Item, click the **Add** button on the right part of the page under Items tab.



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

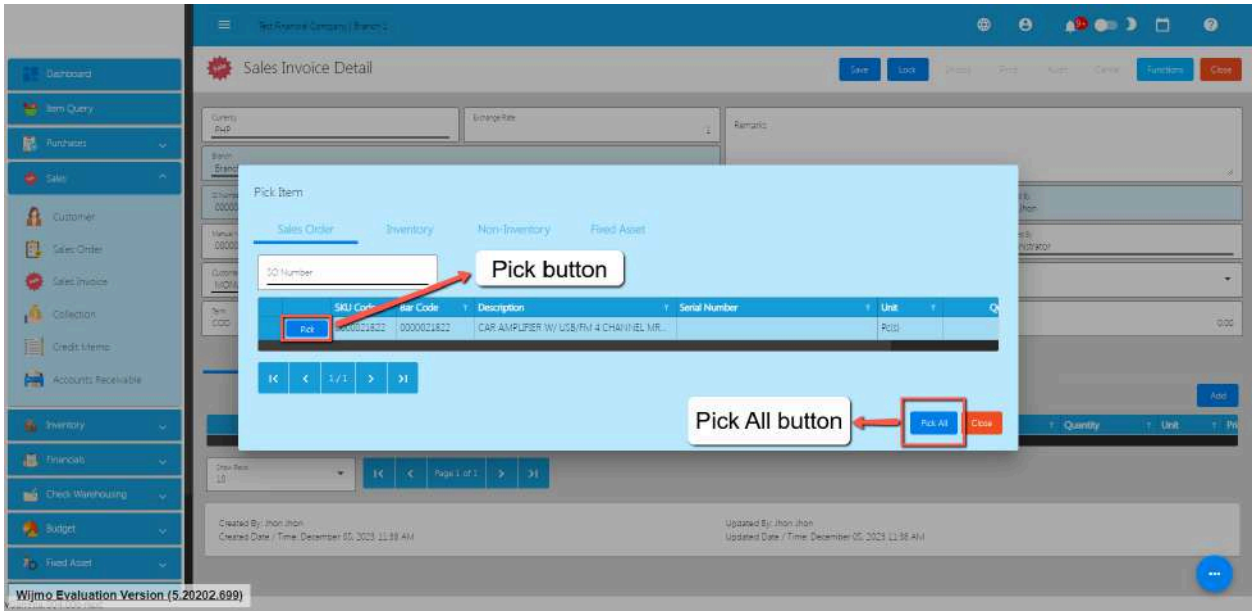


5. Once clicked, it will pop up all the Sales Order line items. Click the Pick button.

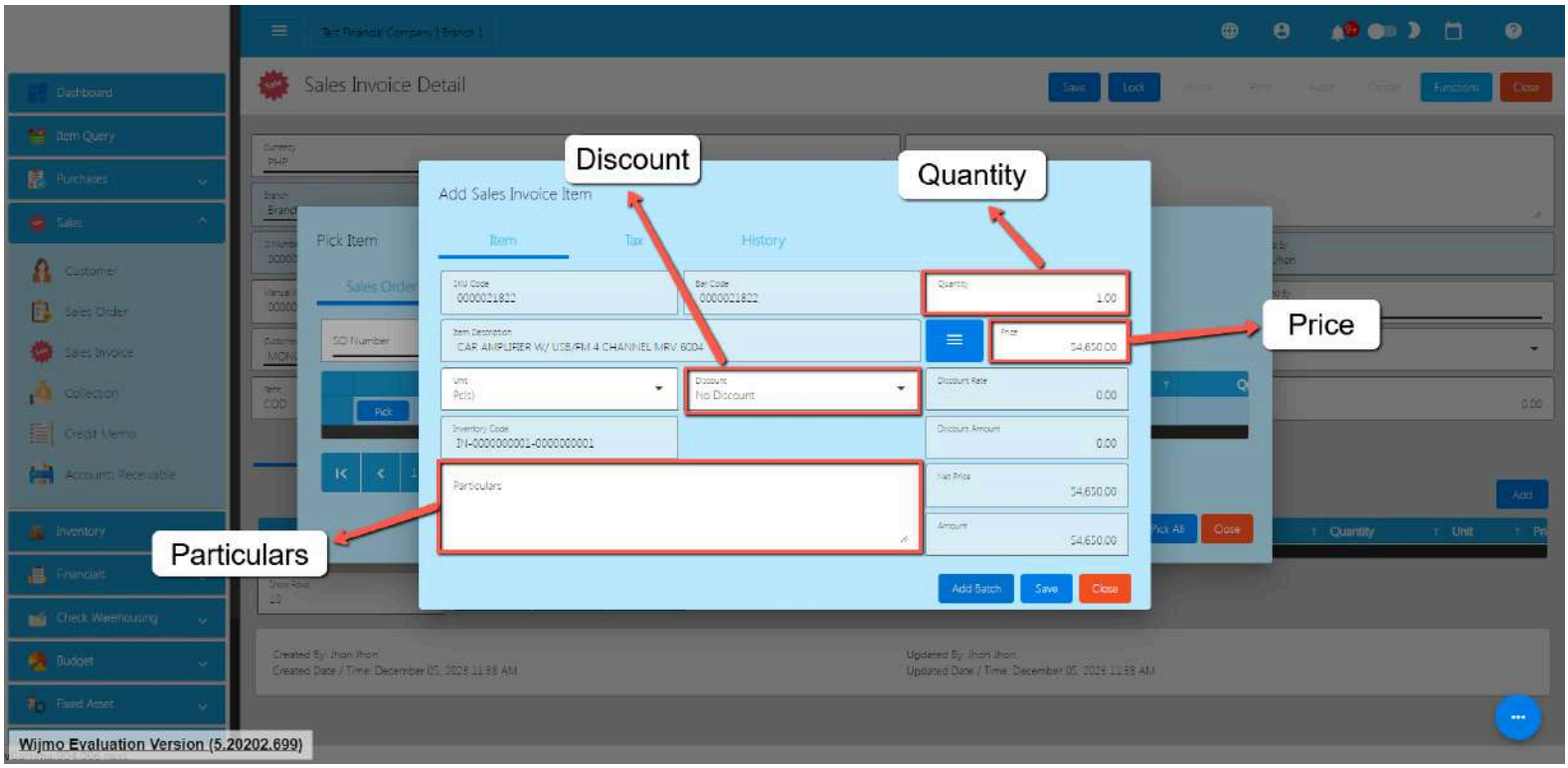


6. There are two ways to add the Sales Order's line items to the Sales Invoice line items: (1) Click the **Pick All** button to

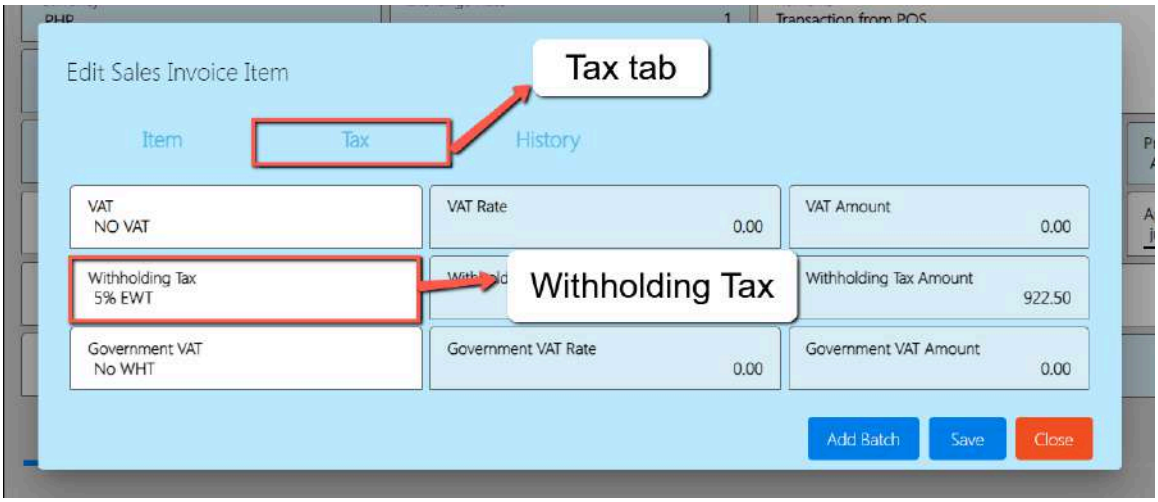
automatically add the SO line items to the Sales Invoice line items; (2) You need to click the **Pick** button.

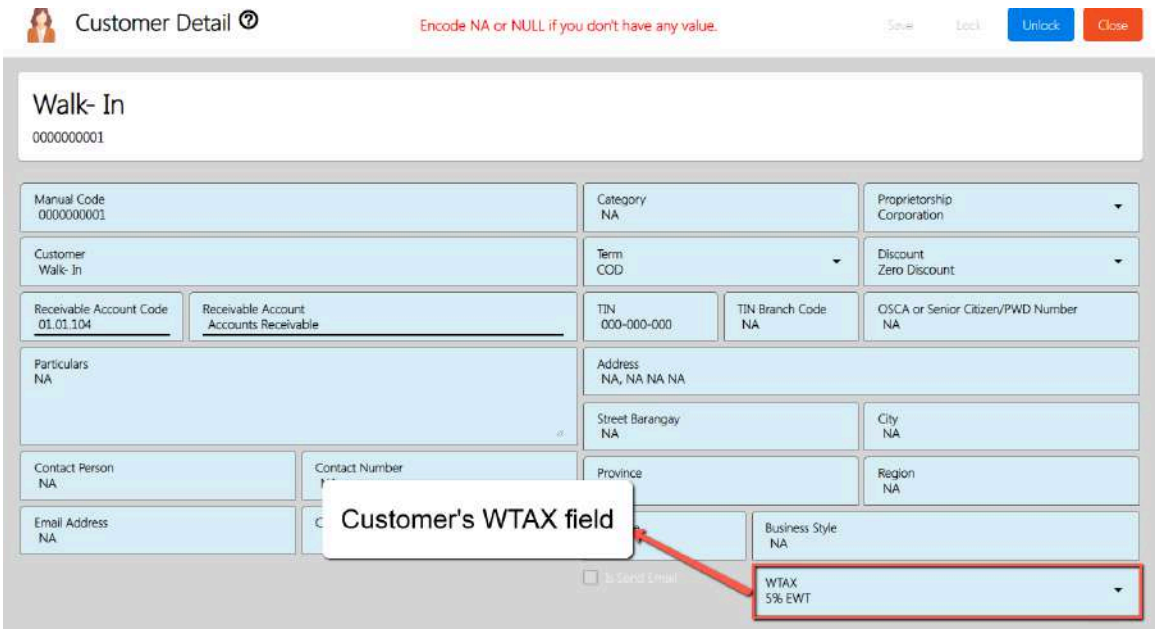


7. Once the **Pick** button is clicked, fill out the **Quantity** and **Price.**
    - If your sales transaction has a discount, you may select the correct discount by clicking on the Discount dropdown. If discount does not exist on the dropdown, you may add a new discount detail by navigating to the **System>System Tables>Discounts>Add** button.

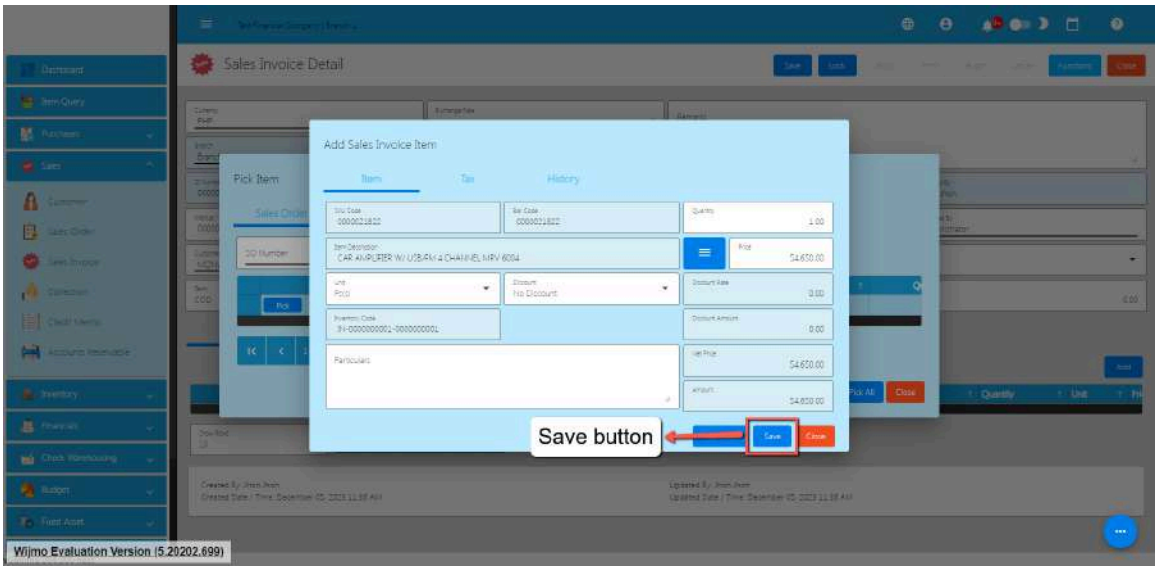


- If your Customer for the sales transaction has a withholding tax, you may set that up by clicking the Tax tab first and look for the Withholding Tax dropdown. By its default value, it is based on the Customer's WTAX field which you can update by navigating to Master Files>Customer.

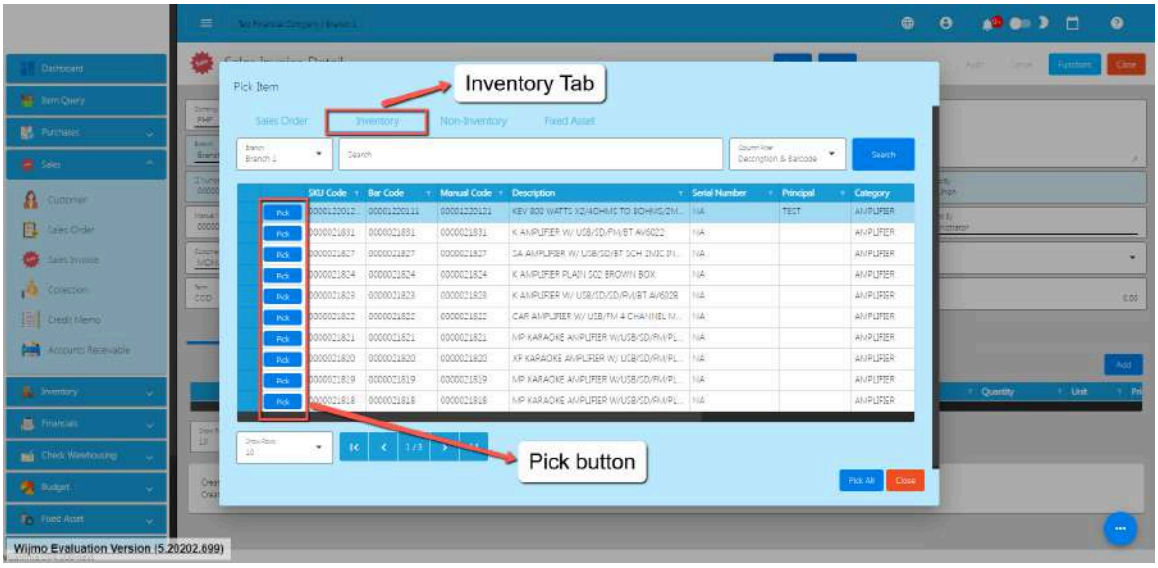


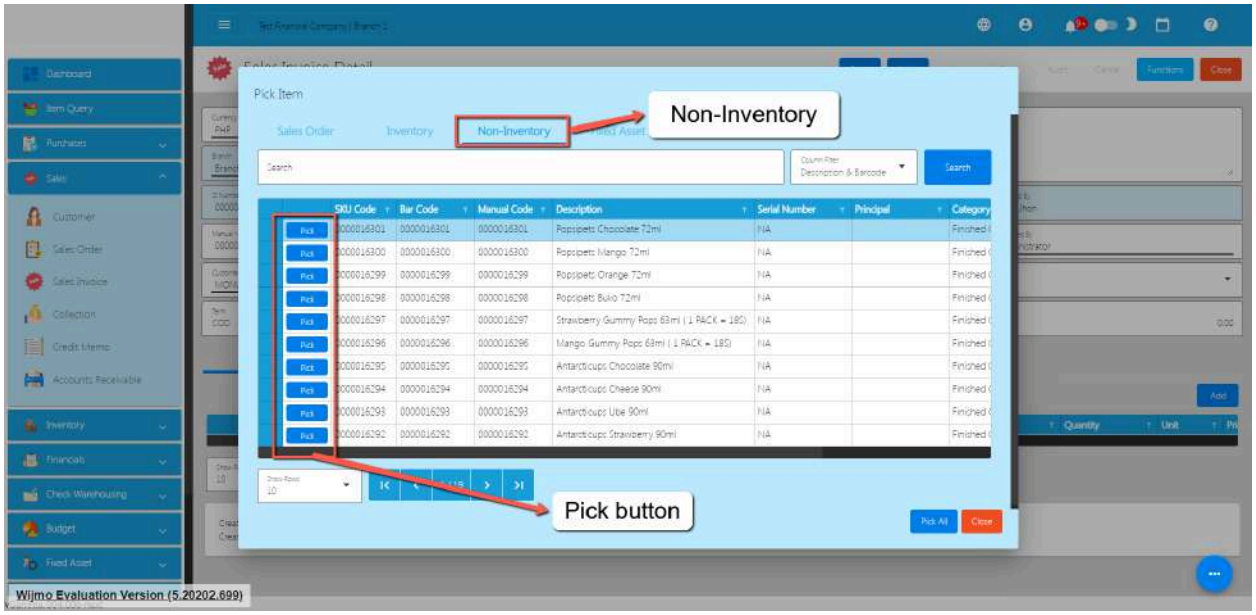


8. After that, click the Save button.

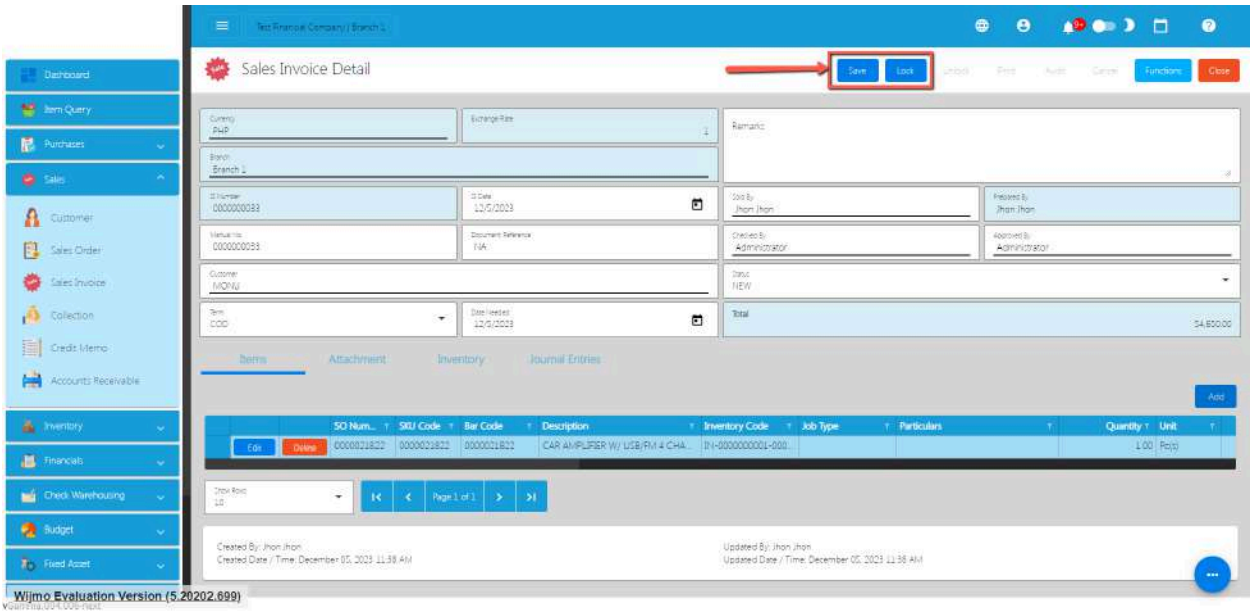


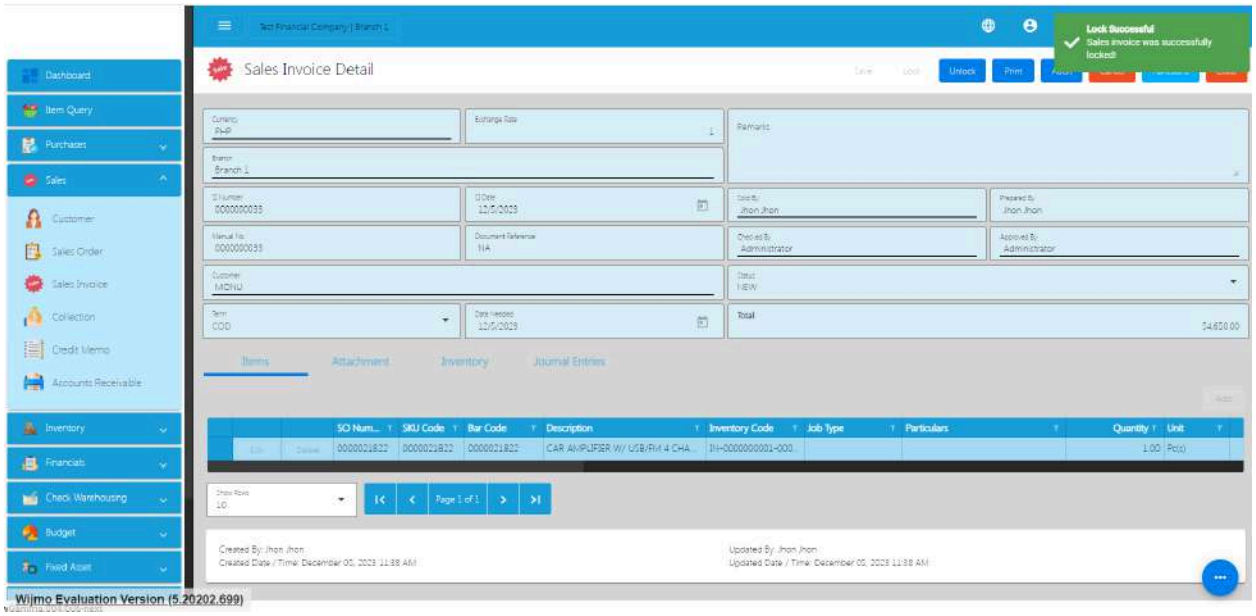
9. If you wish to add more items, repeat Steps 6 to 8.
10. There's no need to worry if you don't have a Sales Order since you can go directly to the Inventory or Non-inventory tab and follow the steps from 6 to 8.





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





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*

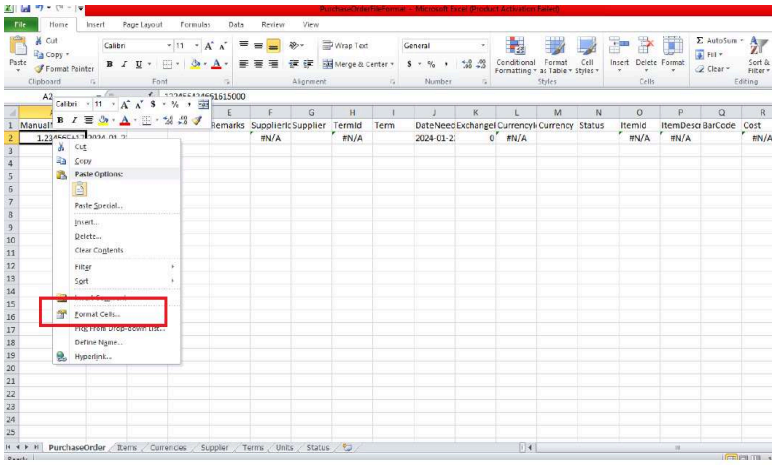
   - if the Manual Code starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

   Example: '00000111231414

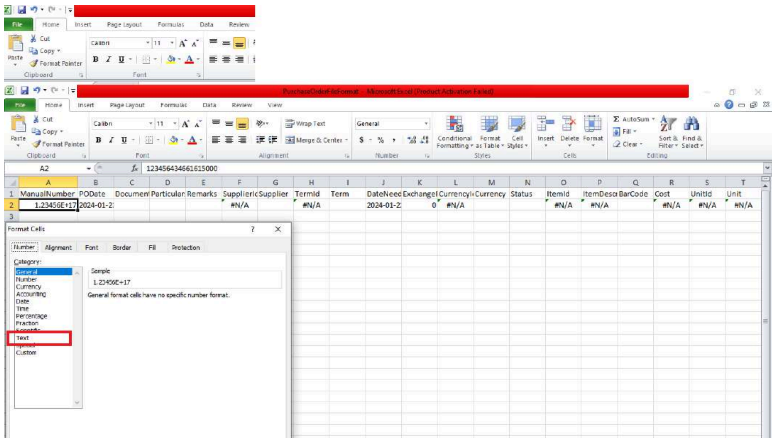
   - *if the Manual Code starts with a number but exceeds more than 10 digits, format the cell to* ***Text*** *to show all the numbers.*

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

   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.

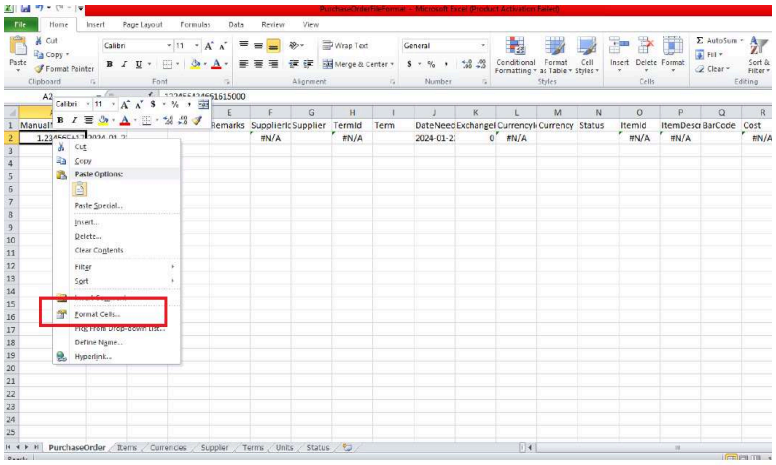
Example: '00000111231414

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

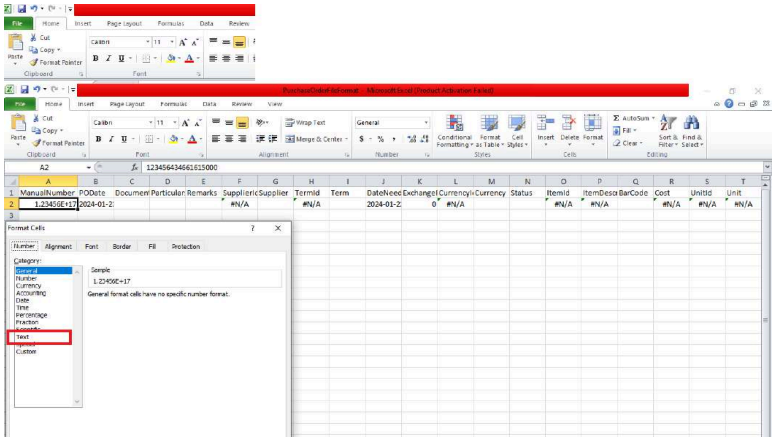
Steps on how to change the format to ***Text:***

1. Right Click the Cell

2. Click Format Cell



3. Choose Text



4. Click OK

5. Then reselect the field

d. **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.*

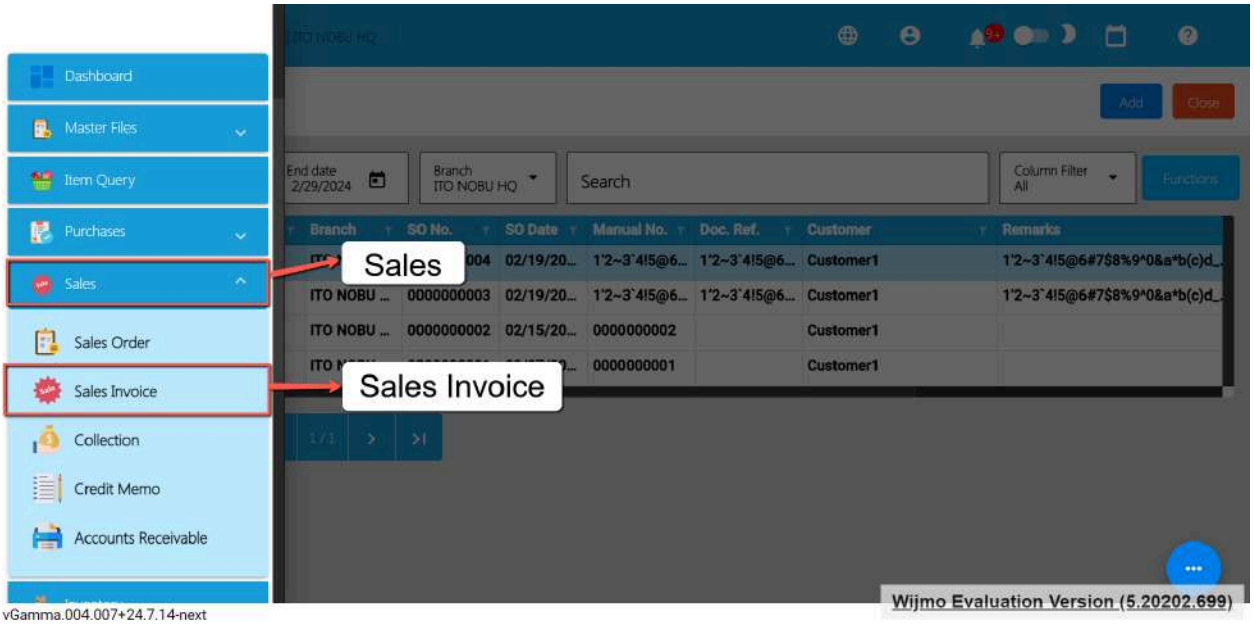
p. **GVATand GVATId** - *Select the **GVAT** from the dropdown and choose the correct GVAT, **GVATId** will correspond to the selected GVAT. Never edit the GVATId since it will automatically change after selecting the GVAT.*

q. **PaidAmount -** input the amount paid by the Customer.

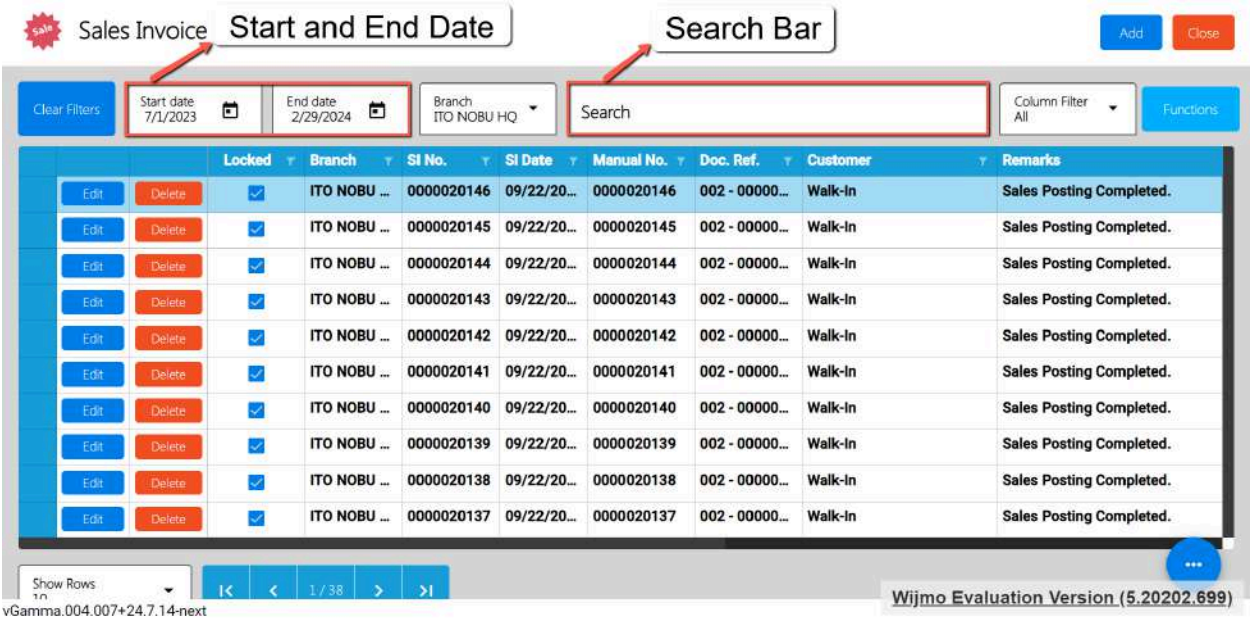
Cancel Sales Invoice Transaction

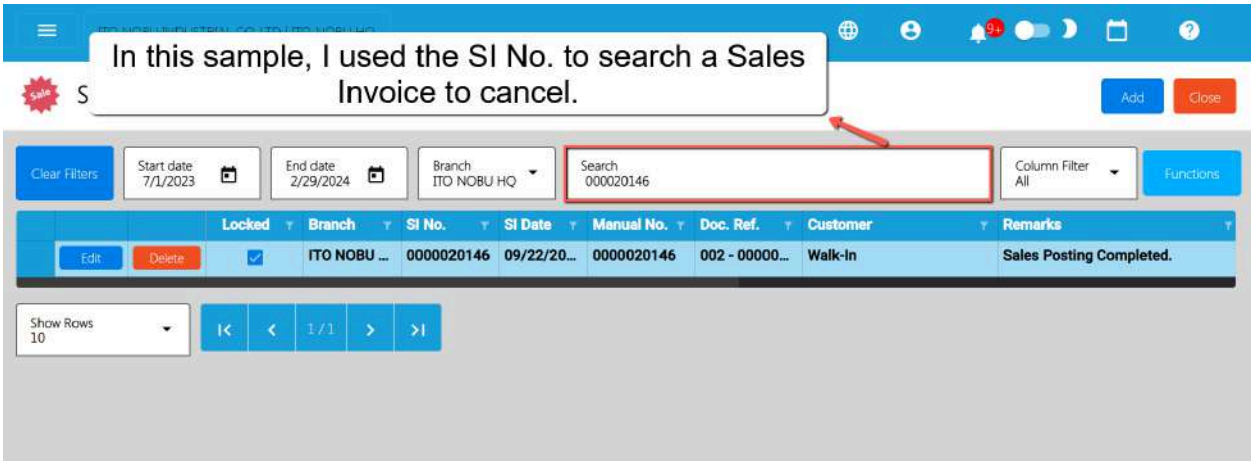
When you need to cancel a Sales Invoice, it's important to follow these simple steps:

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.

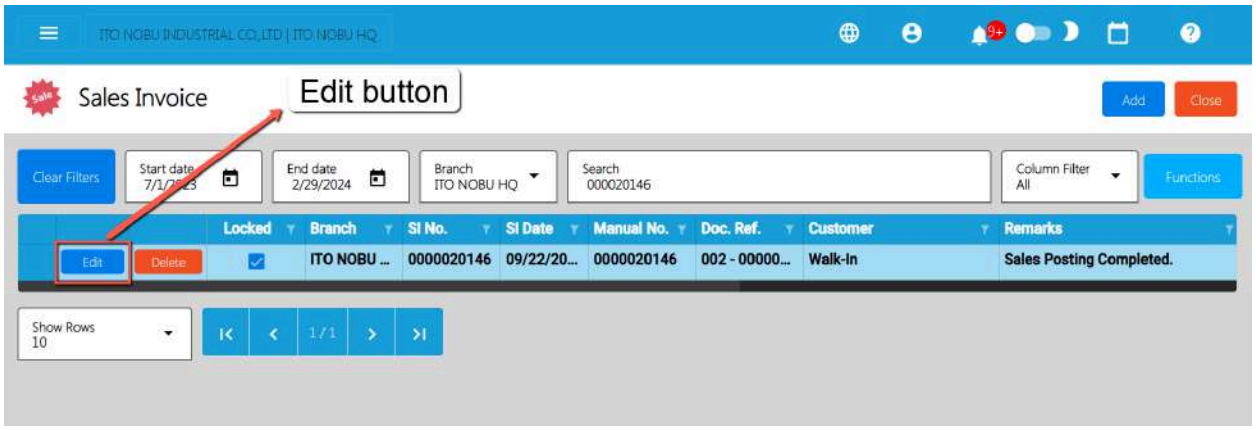


3. **Locate the Right One:** From the Sales Invoice list, you may use the search bar to look for the right Sales Invoice you want to cancel. You can search using the Sales Invoice's SI NUmber, Manual Number, Document Reference, etc.
   Take note: Don't forget to change the Start Date and End Date to your Sales Invoice's transaction date to display the correct result.

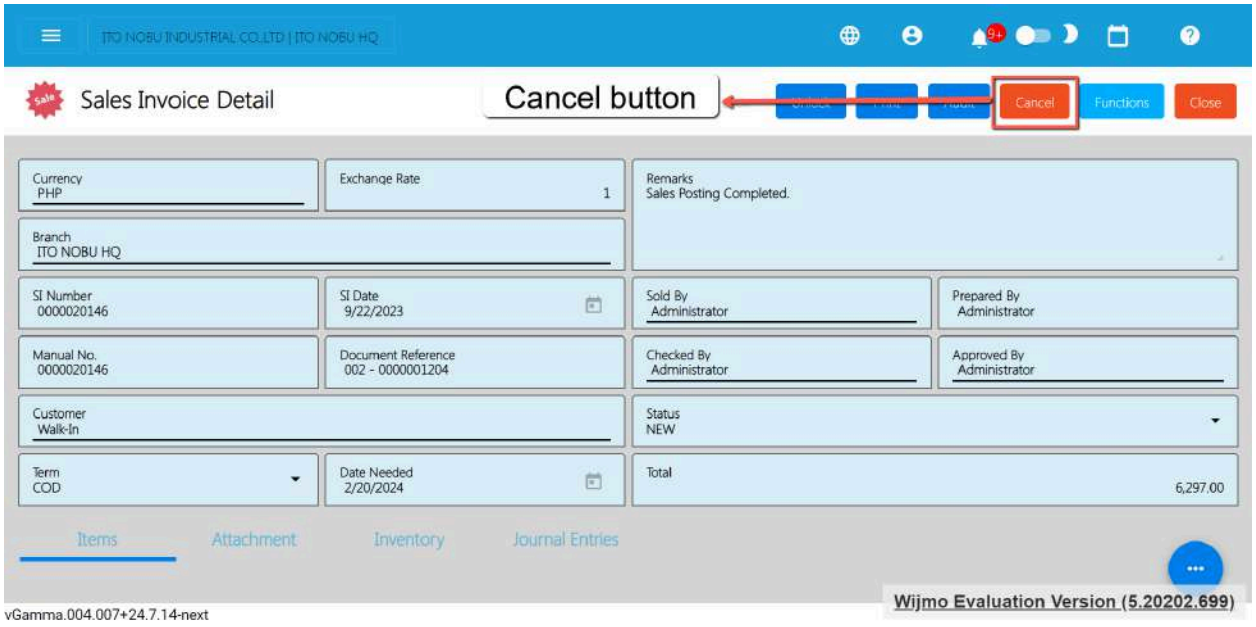




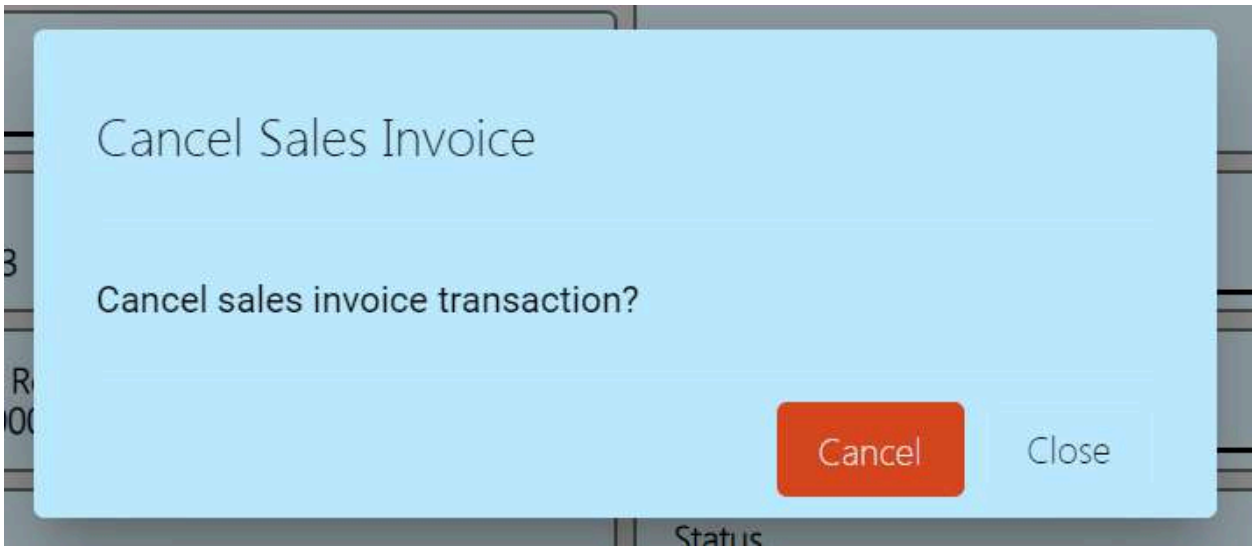
4. **Open the Sales Invoice Detail:** Click the Edit button to open the Sales Invoice detail page.



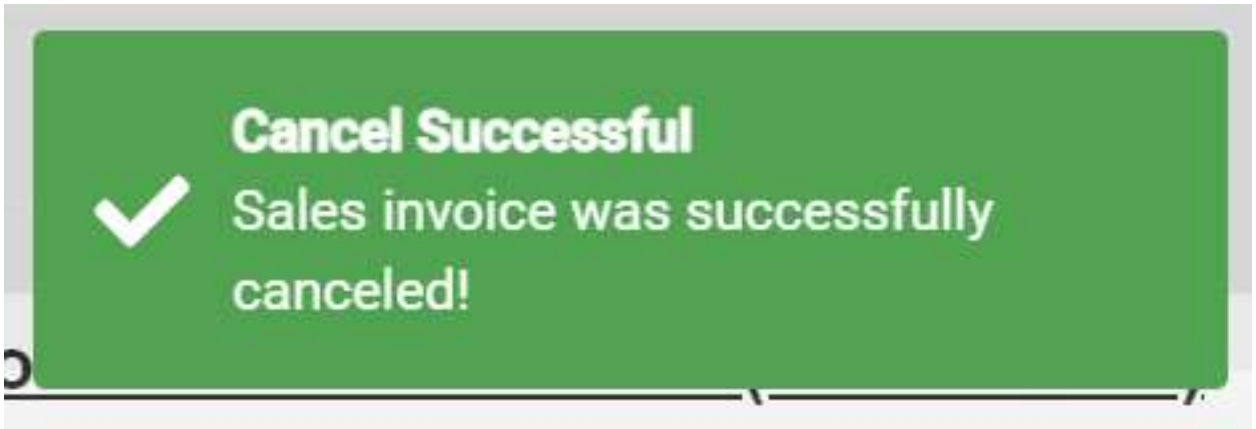
5. **Cancel the Sales Invoice:** To cancel your Sales Invoice transaction, look for the Cancel button found on the upper-right part of the page, then click.



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.

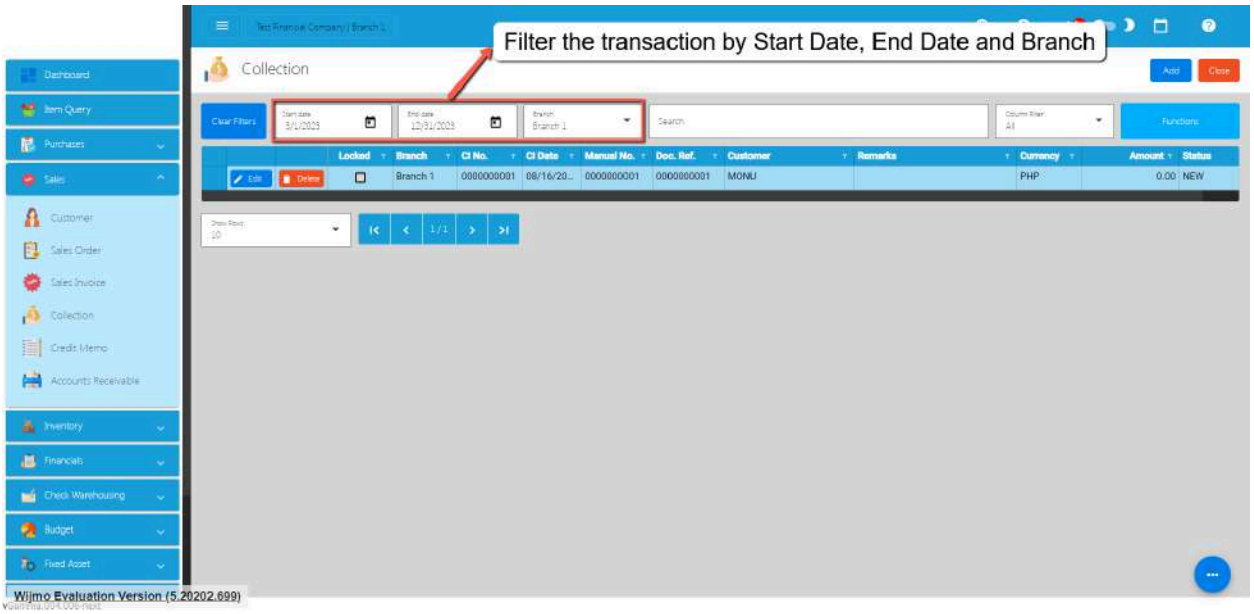
5.3.3 Collection

Overview

Collection is created when Sales Invoice payment is already collected.

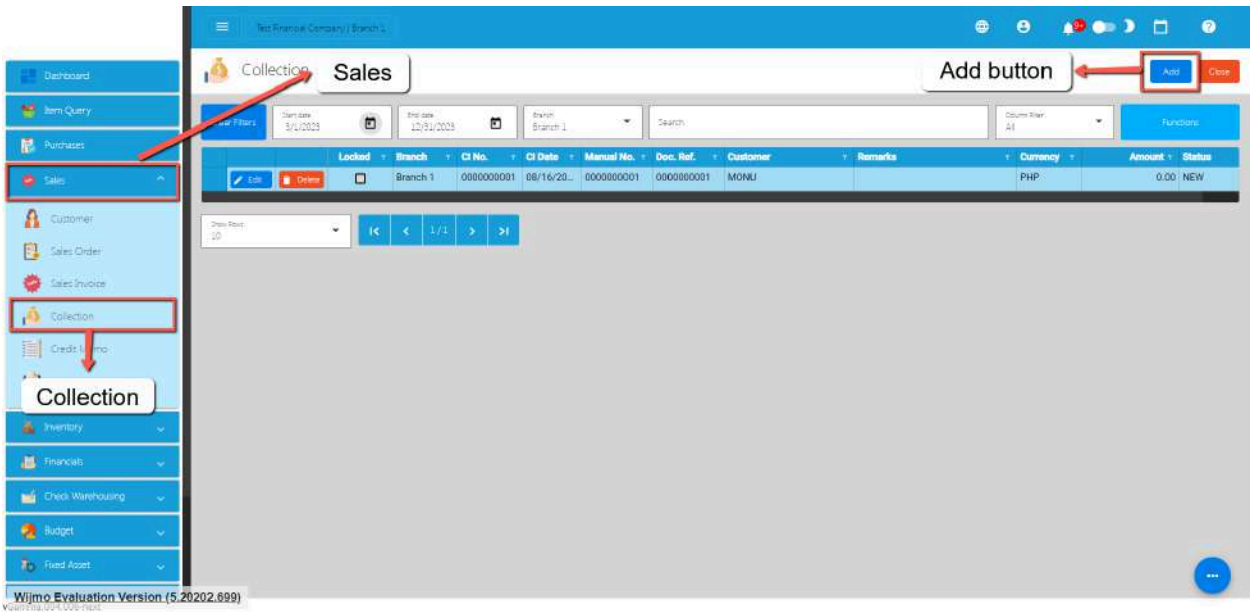
Collection List

- 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.

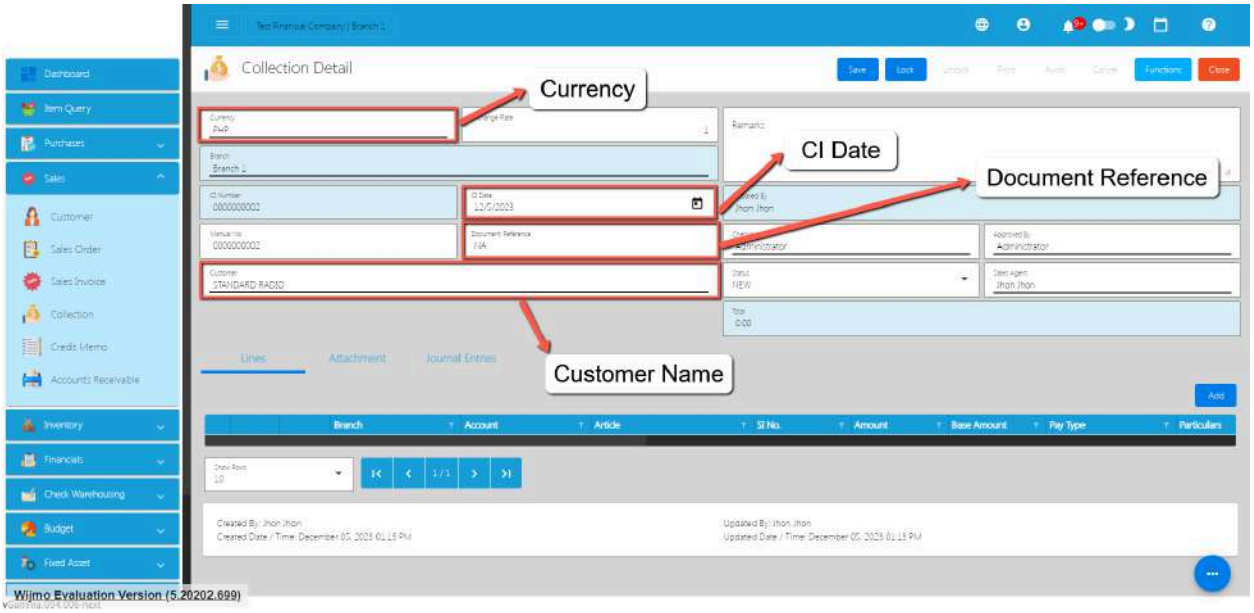


Collection Detail

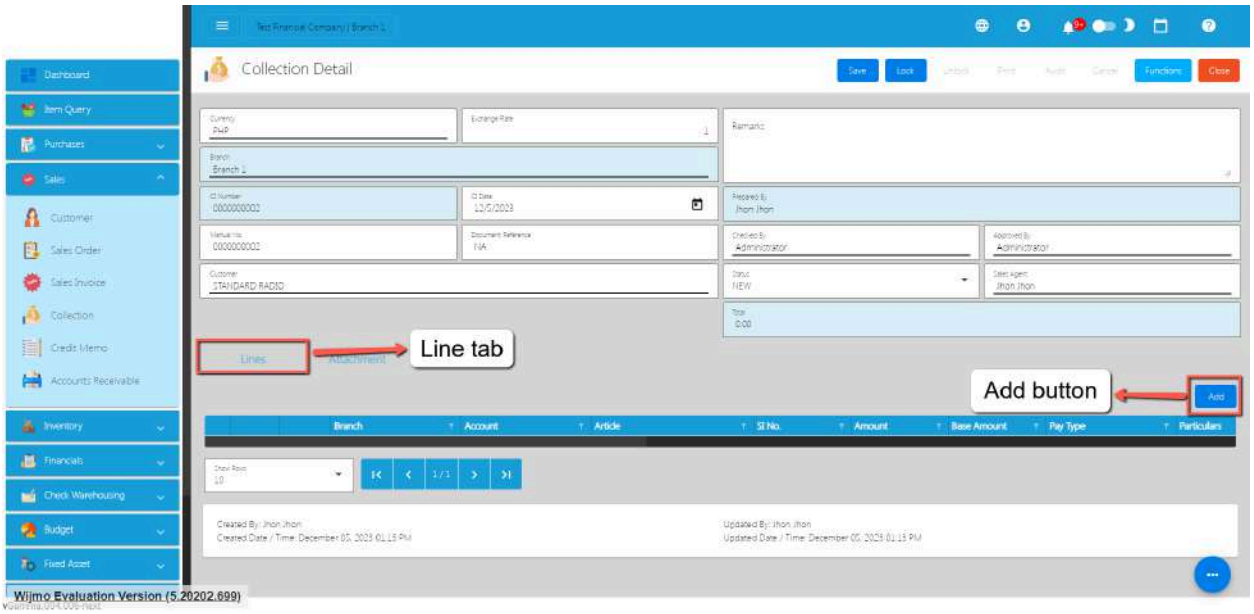
- To add a new Collection, go to **Sales** then click **Collection**. After that, click the **Add** button that can be seen in the Collection list.



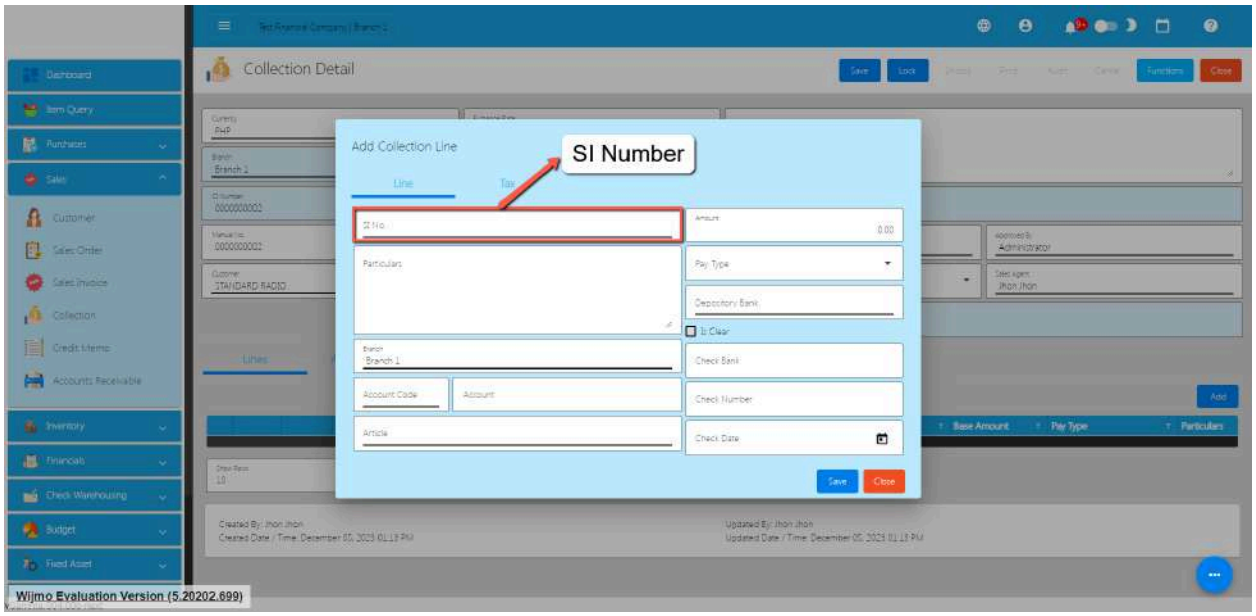
- Fill out all the needed information for the **Collection Detail** like,
    - Currency
    - Customer Name
    - CI Date
    - Document Reference



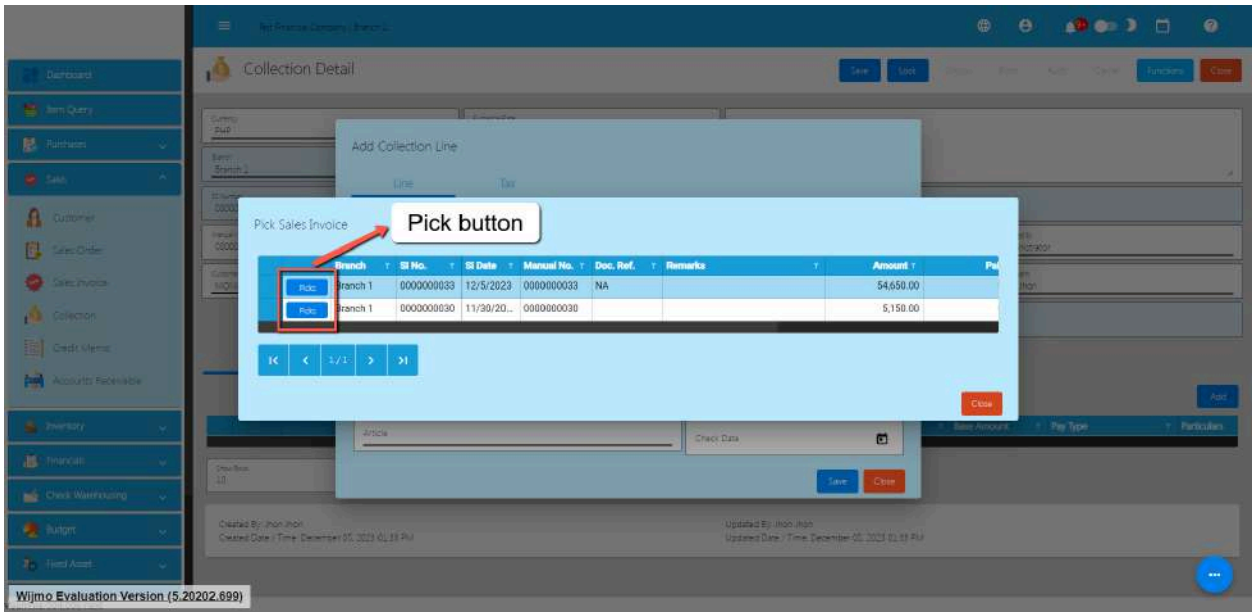
- To add a Collection Line Item, click the **Add** button on the right part of the page under the **Lines** tab.



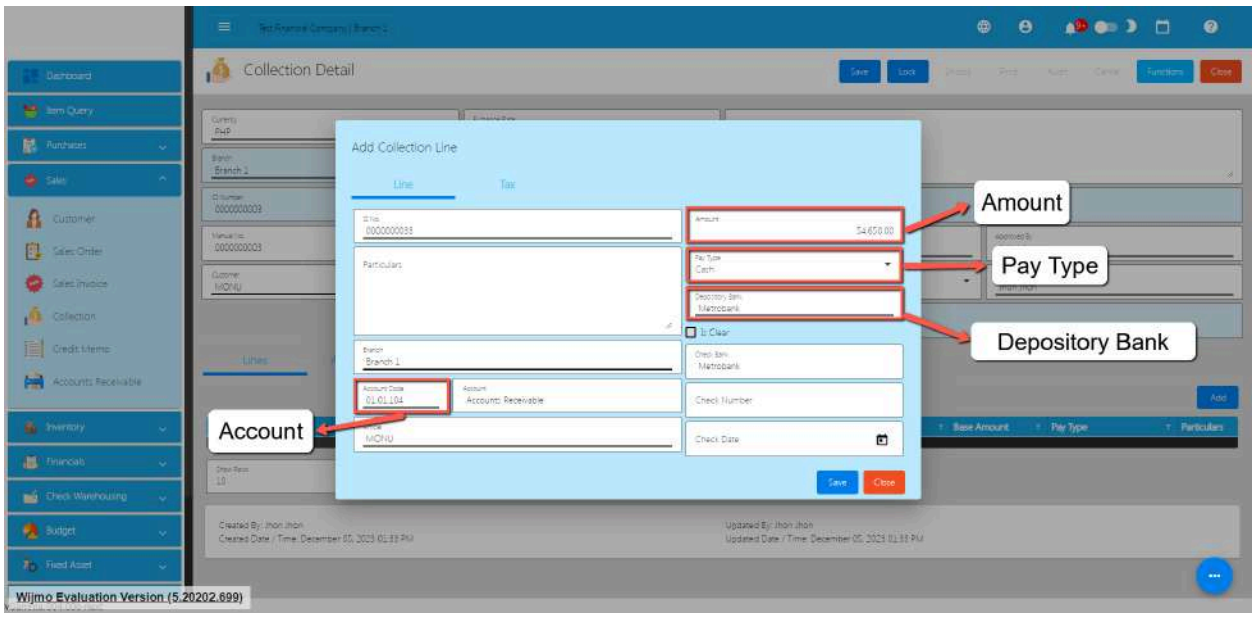
- If you already have a Sales Invoice for the Collection, the user can select the Sales Invoice by clicking on the **SI Number.**



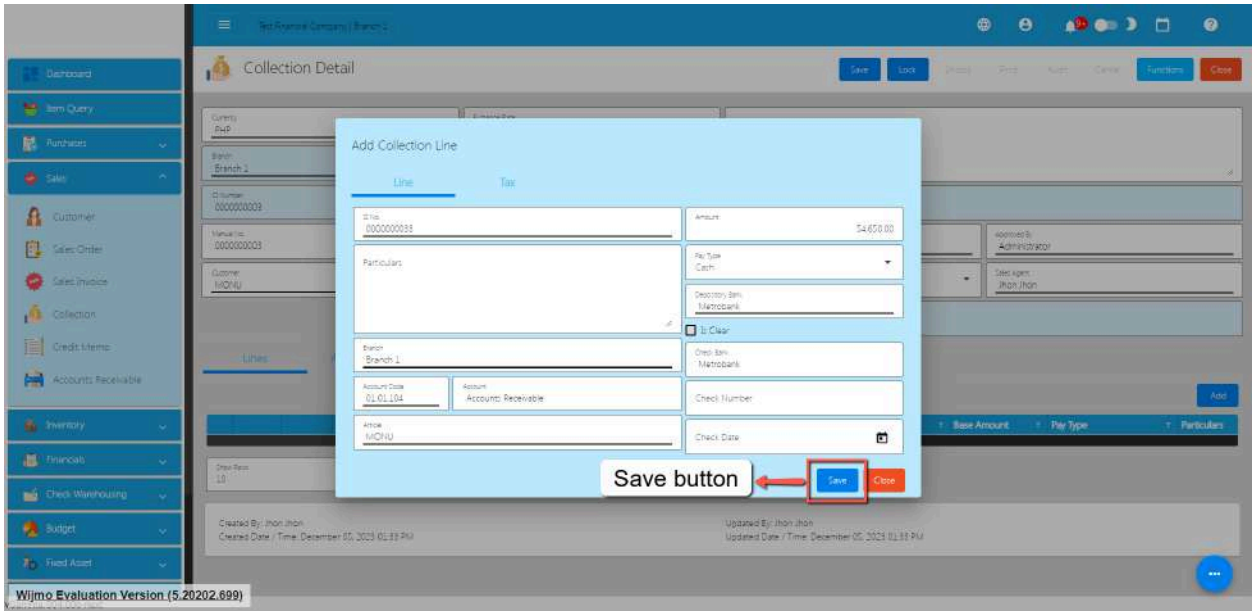
- To select a Sales Invoice Number, click the Pick button.



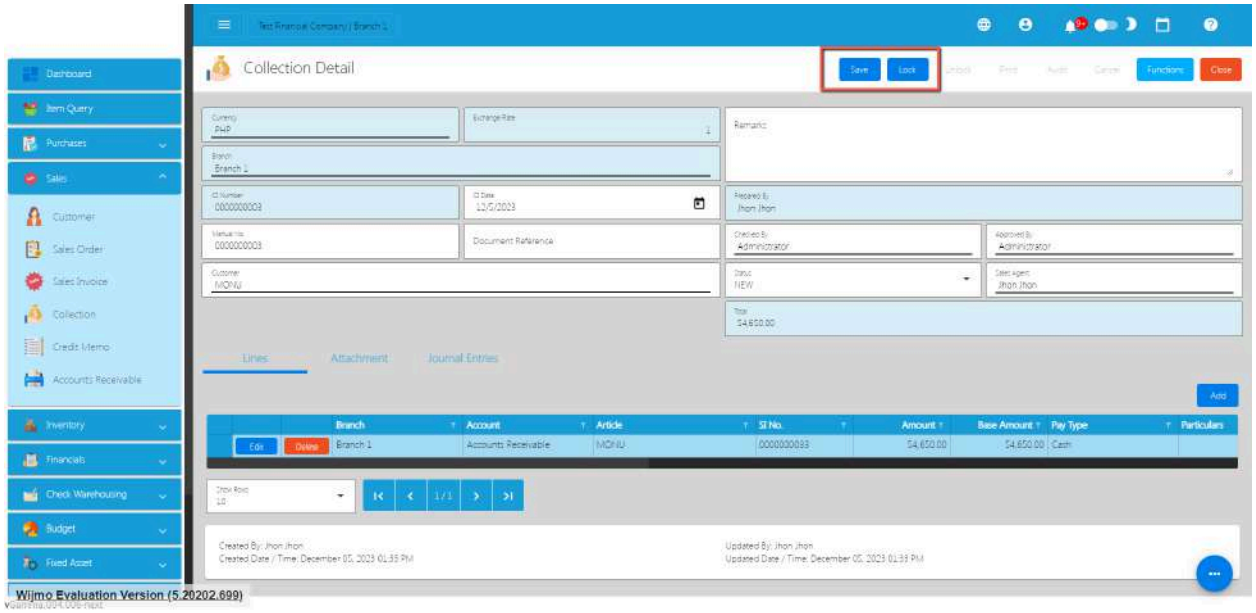
- Once selected, provide all the necessary information such as:
  - Amount
  - Pay Type
  - Depository Bank
  - Account

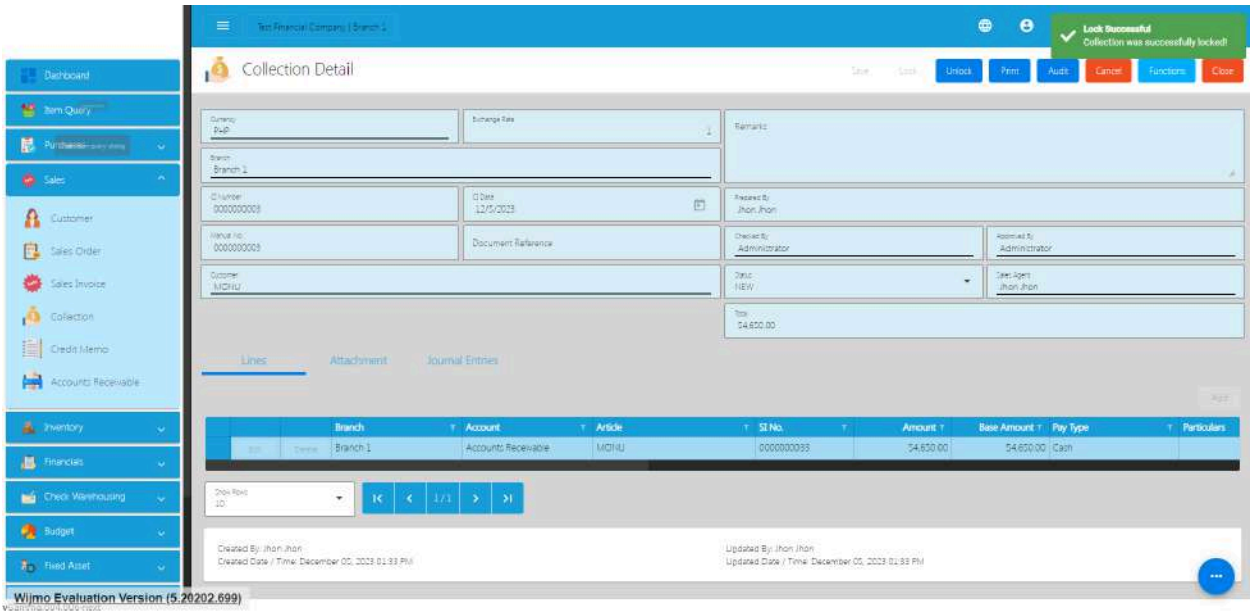


- Once done, save the Collection line item by clicking on the **Save** button.



- 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|l\m/n:o;p"q<r>st?u v.w***

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

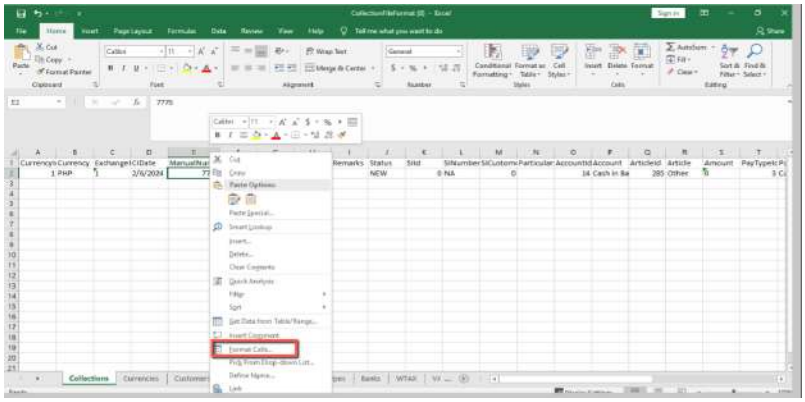
Example: *'00000111231414*

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

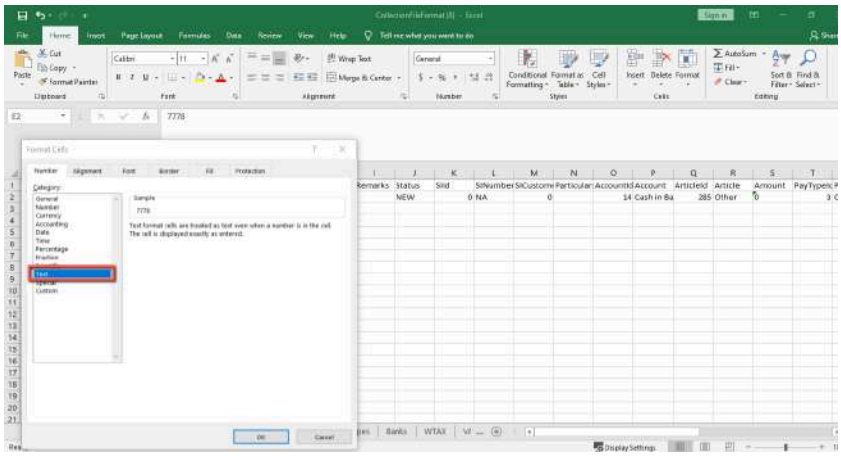
Steps on how to change the format to ***Text:***

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|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.

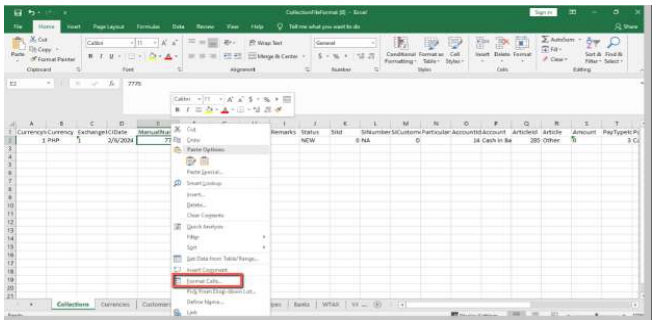
***Example:** '00000111231414*

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

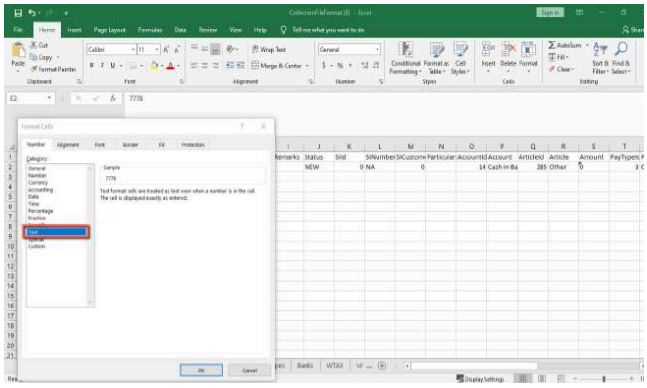
*Steps on how to change the format to **Text:***

1. Right Click the Cell

2. Click Format Cell



3. Choose Text



4. Click OK

5. Then reselect the field

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 , Account Id*** *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.

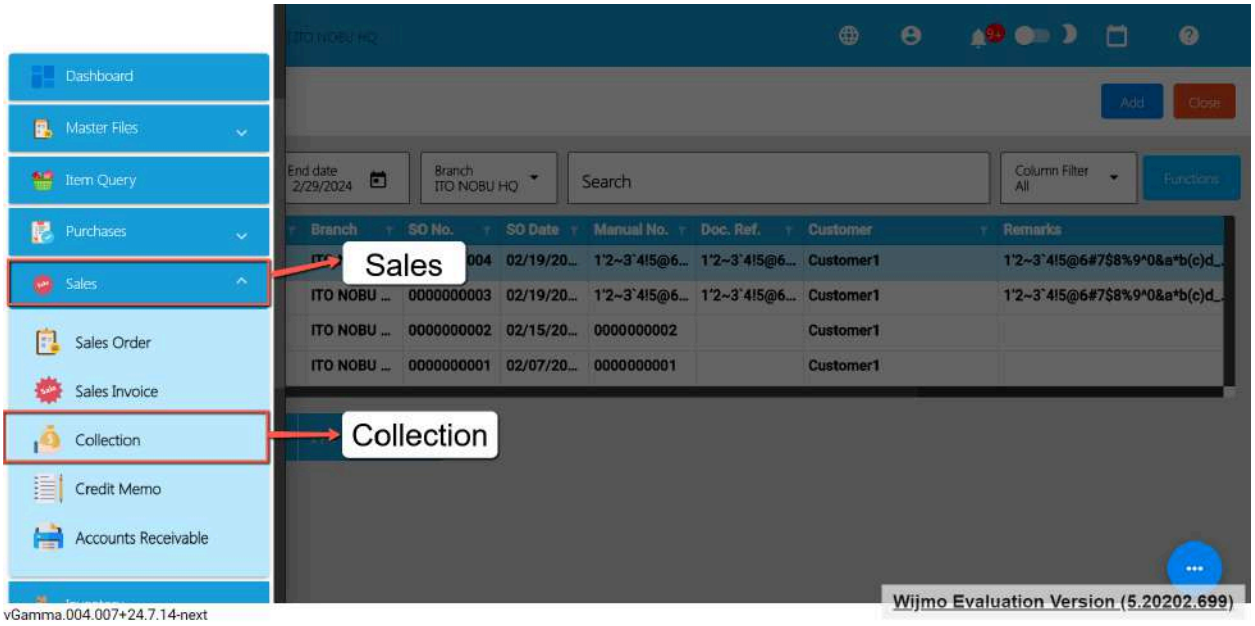
4. Go Back to the Collection List Transaction
    a. Click Function
    b. Click Optimize Upload
    c. Click Import Collection
    d. After Importing, Go to Draft of Optimize Upload In Collection
        i. Click Validate
        ii. Click Post
    e. Lock the Transaction

Cancel Collection Transaction

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

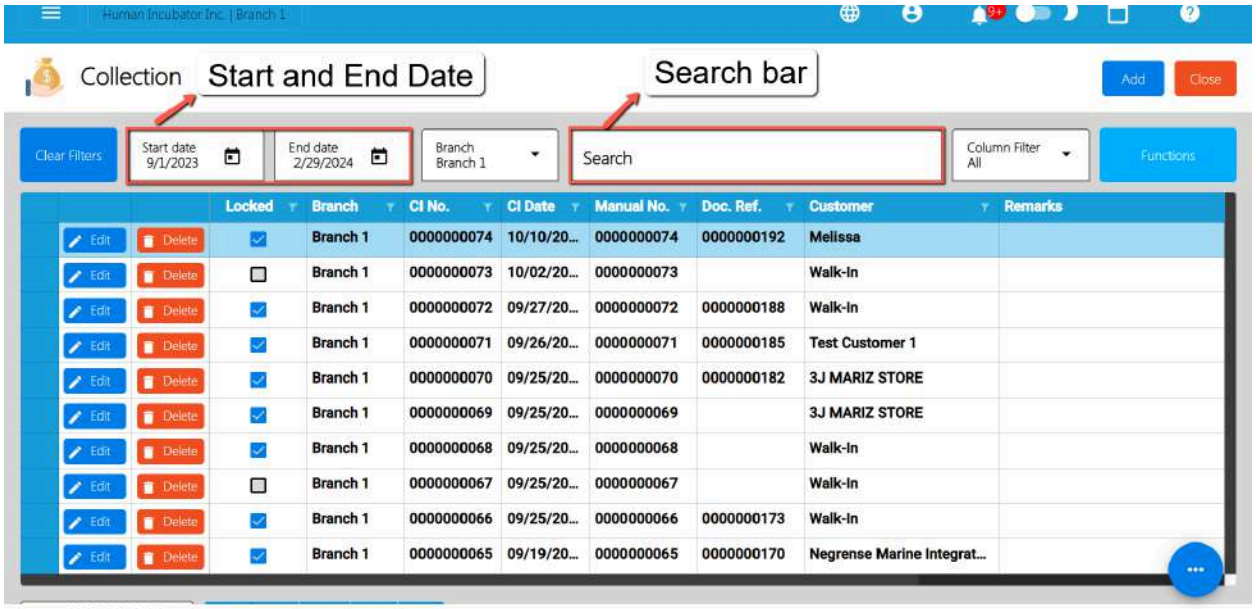
1. **Log In**: Visit your easyFS domain and login with your username and password.

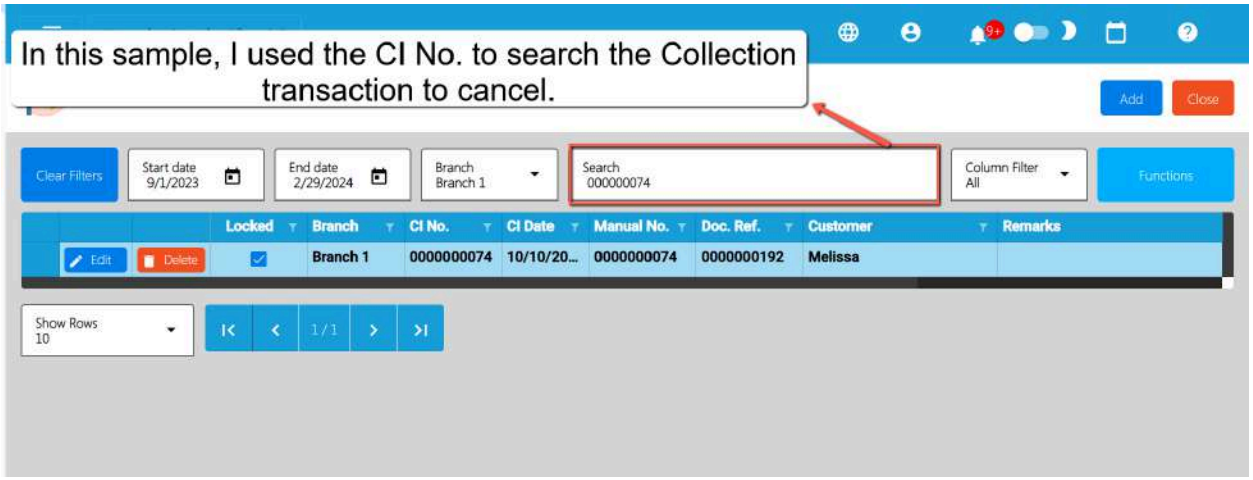
2. **Find your Collection:** Navigate to the Sales, then Collection. You will be redirected to the Collection lists.



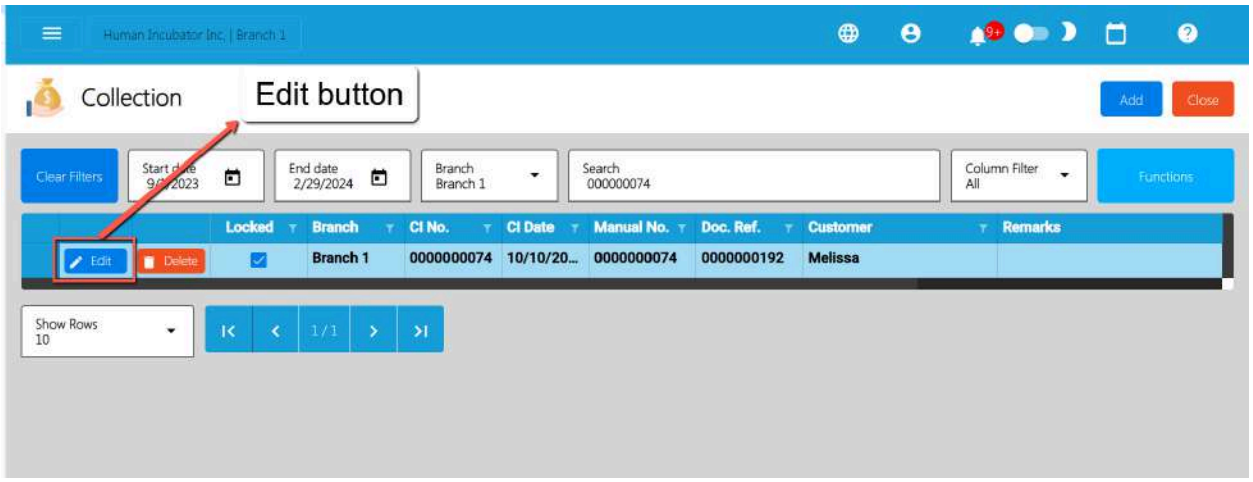
3. **Locate the Right One:** From the Collection list, you may use the search bar to look for the right Collection you want to cancel. You can search using the Collection's CI NUmber, Manual Number, Document Reference, etc.

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

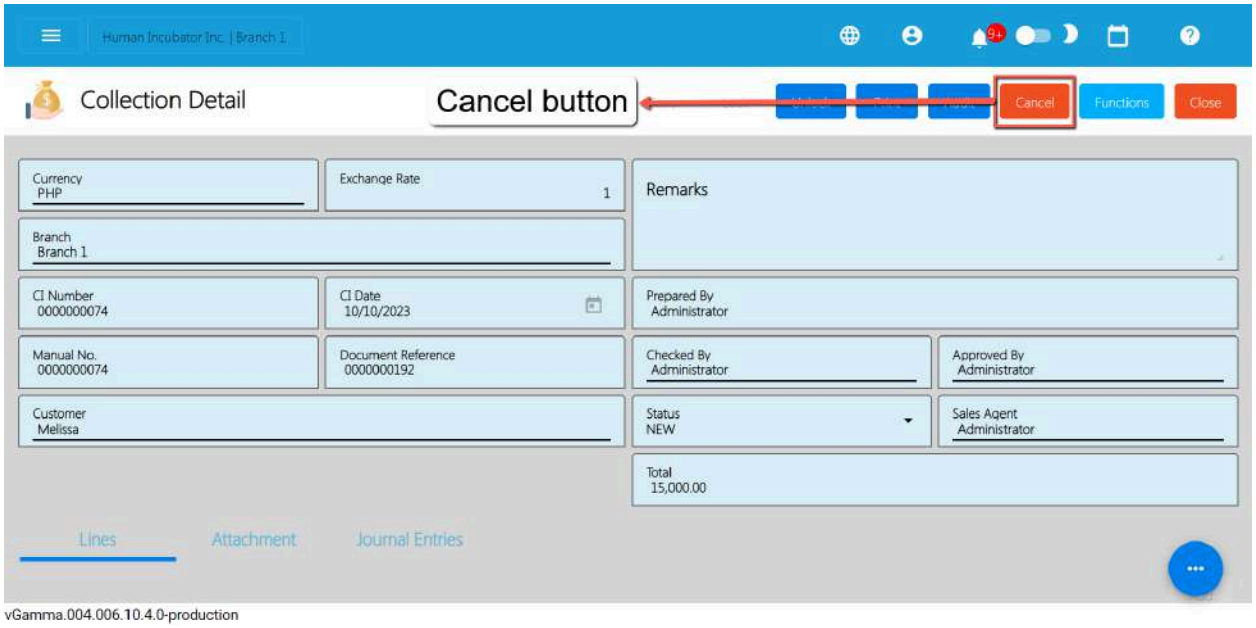




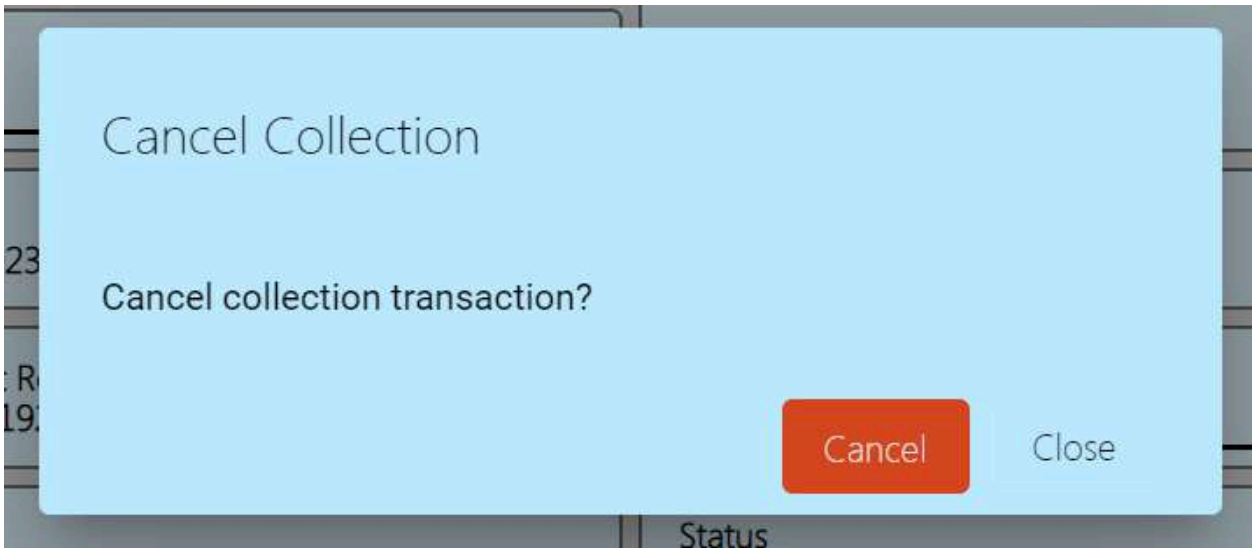
4. **Open the Collection Detail:** Click the Edit button to open the Collection detail page.



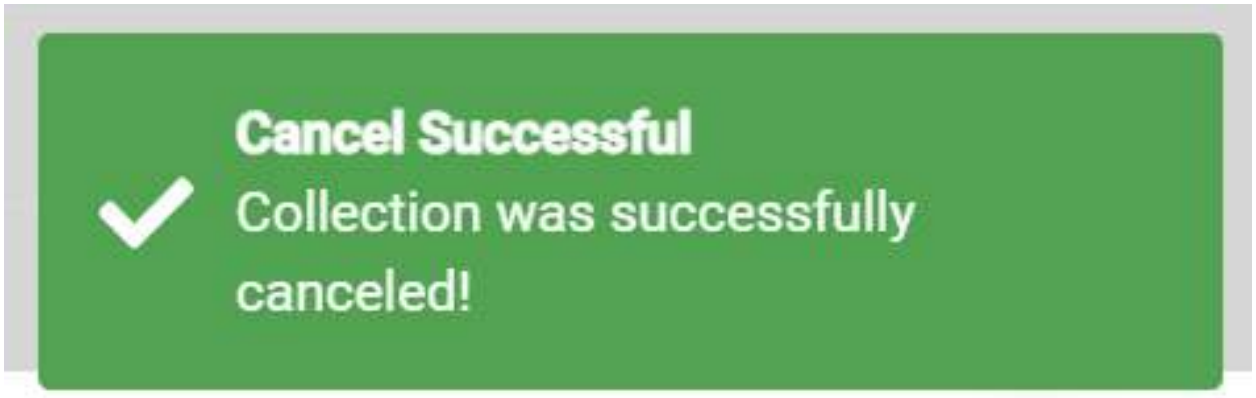
5. **Cancel the Collection:** To cancel your Collection transaction, look for the Cancel found on the upper-right part of the page, then click.



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.

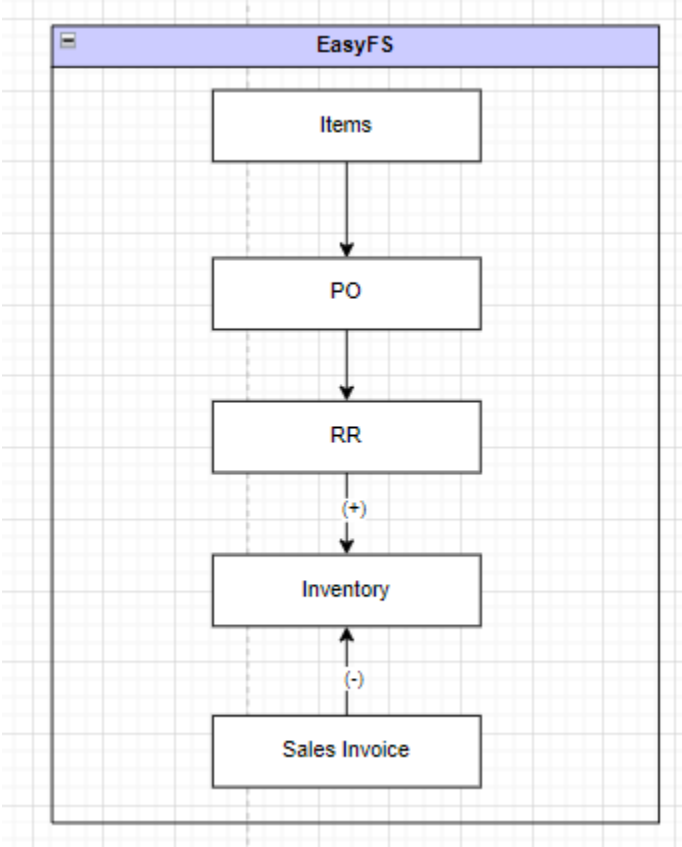
Waiver: Please be advised that our support does not extend to the management of raw material inventory. Additionally, while we strive for efficient service, we cannot guarantee perfect inventory management for finished products.

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

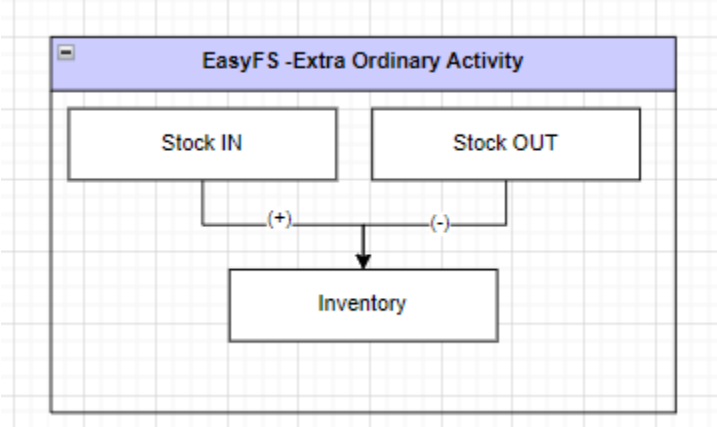
Inventory Report

- 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

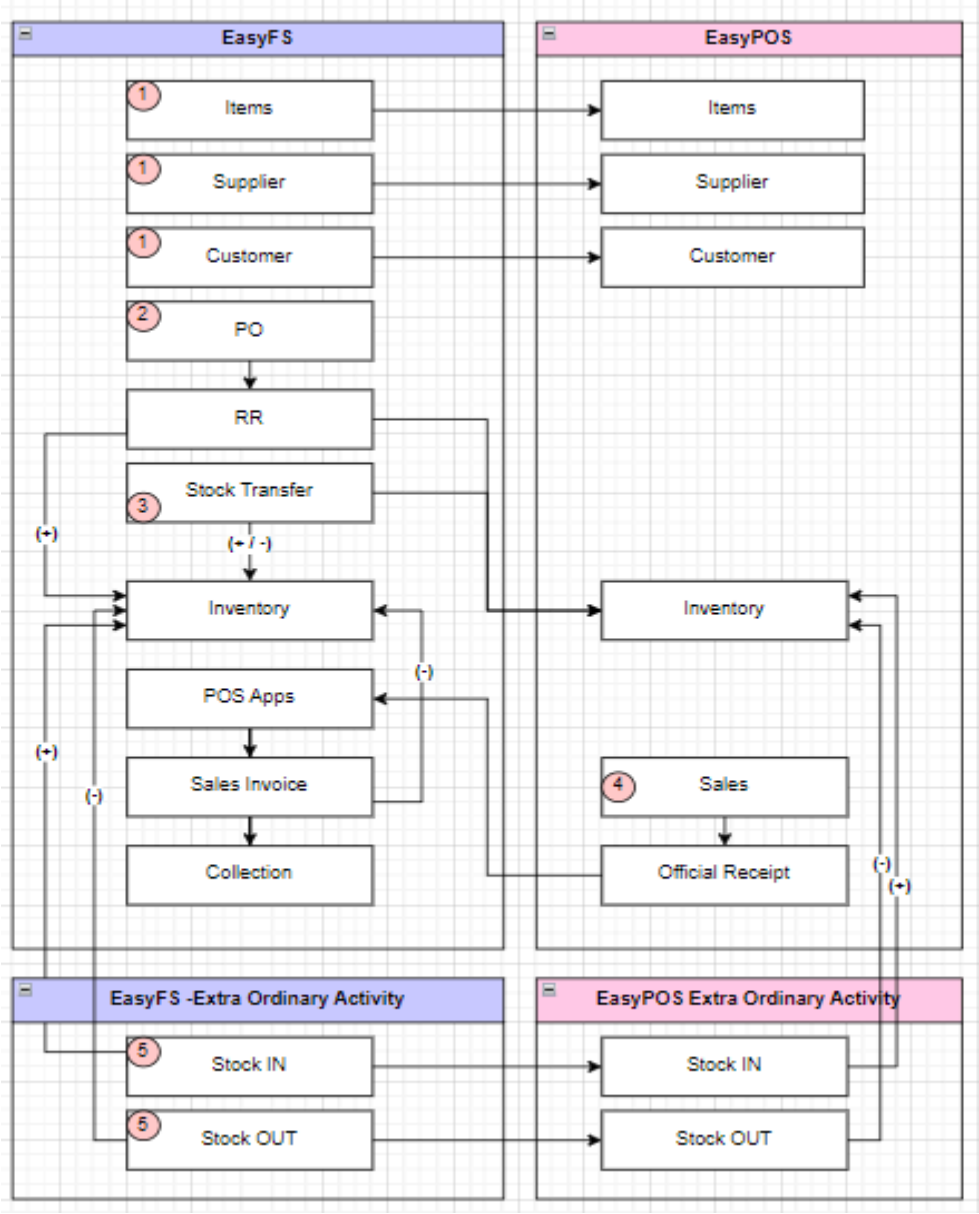
- Record the addition of new inventory into the system.
- Used for Stocking In Items as a Beginning Balance
- Also used for Stock Adjustments
- Also used for Stock Returns from Customers
- Update the inventory levels for the corresponding items.

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

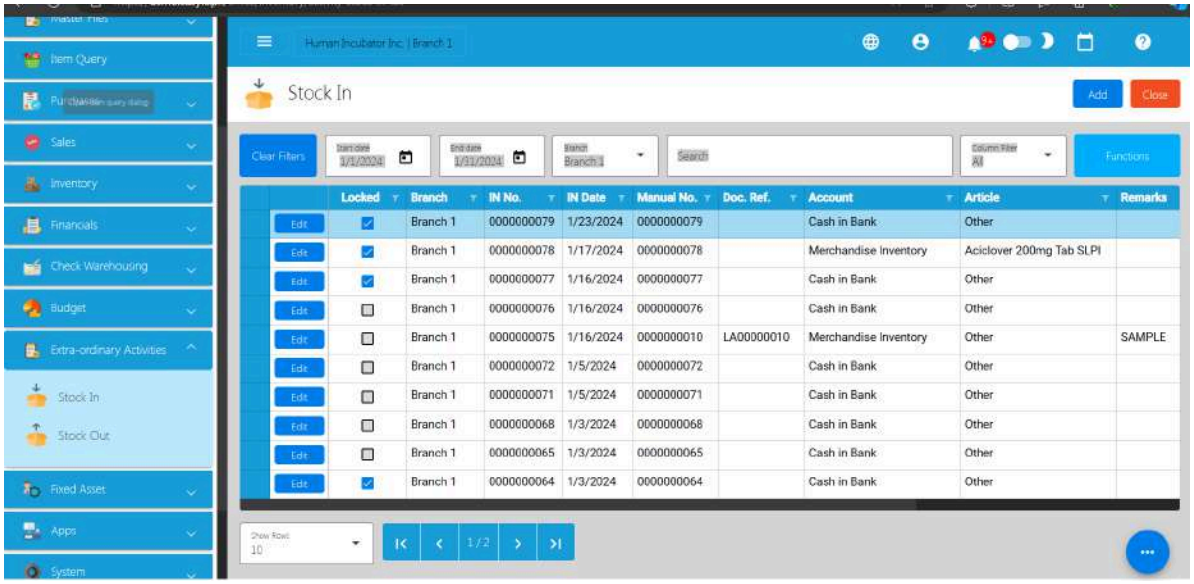
1. Beginning balances of your item(s).
2. if a Customer wants to return an item he/she purchased e.g., an item is damaged, this module helps manage those Customer Returns as well.
3. Make Adjustments in the Inventory

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.

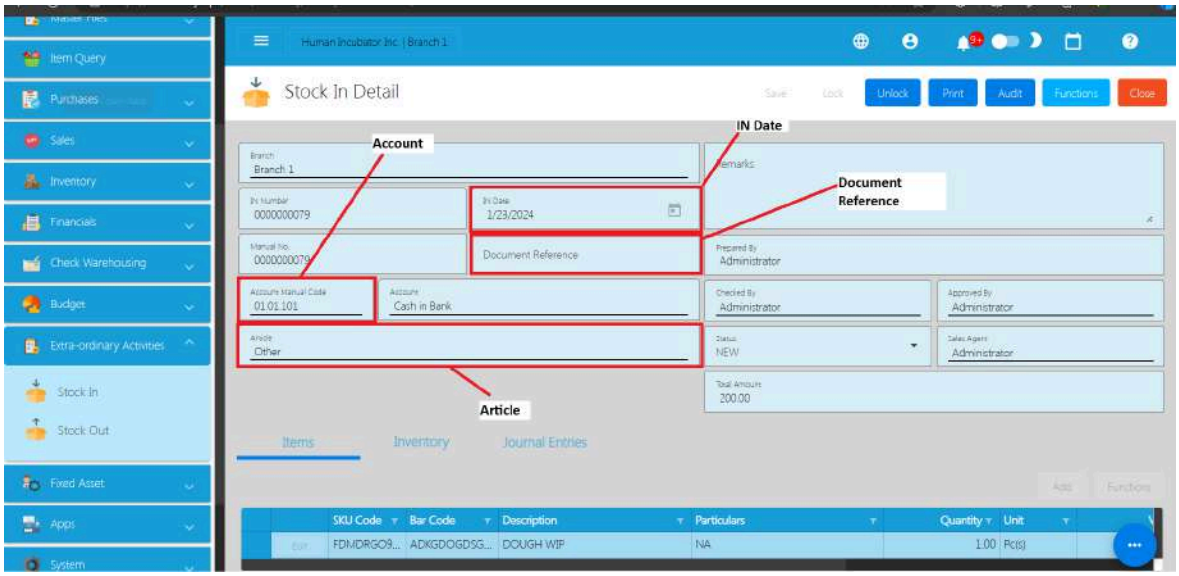
Stock In Detail

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.

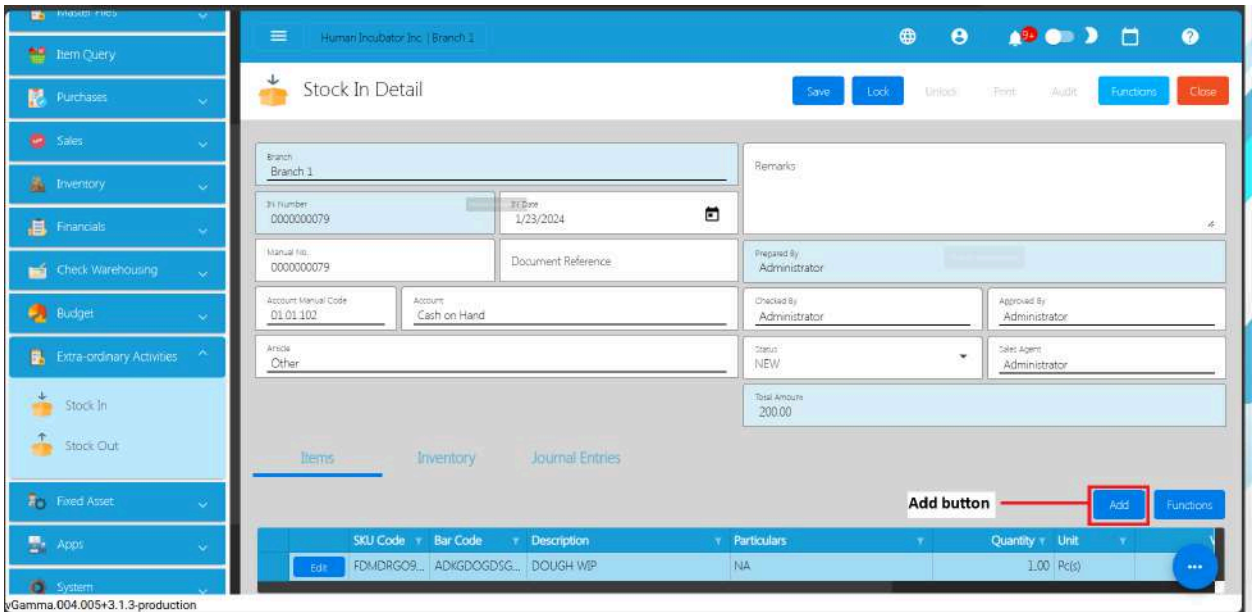


2. Fill out all the needed information for the **Stock In Detail** like,
    - IN Date

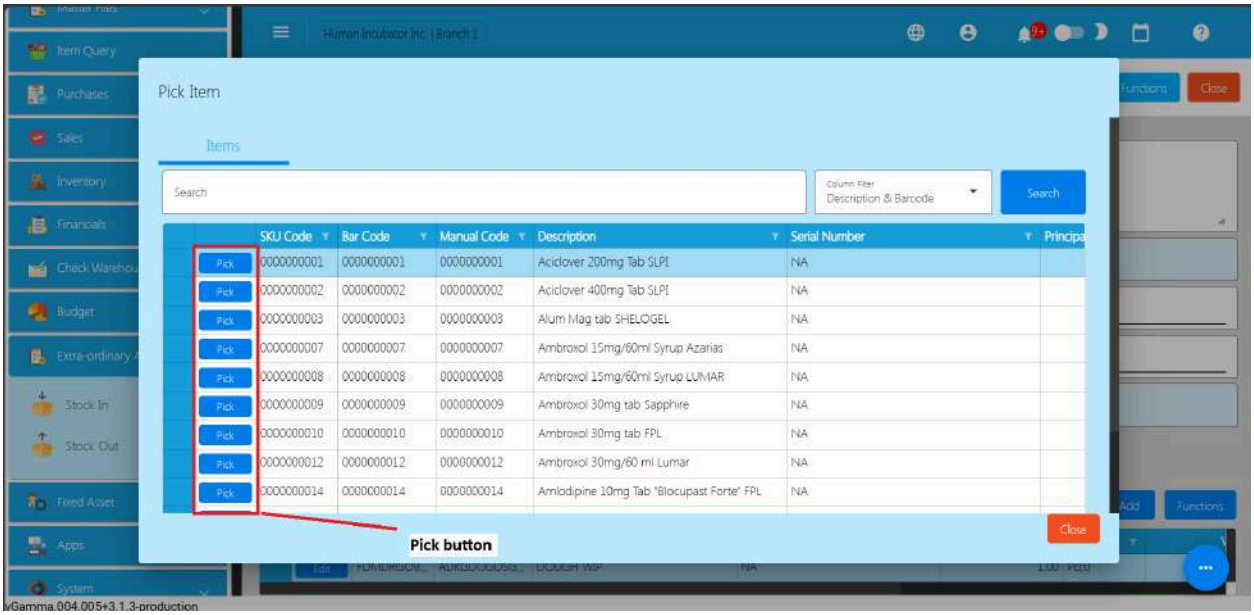
- Document Reference
- Account
- Article



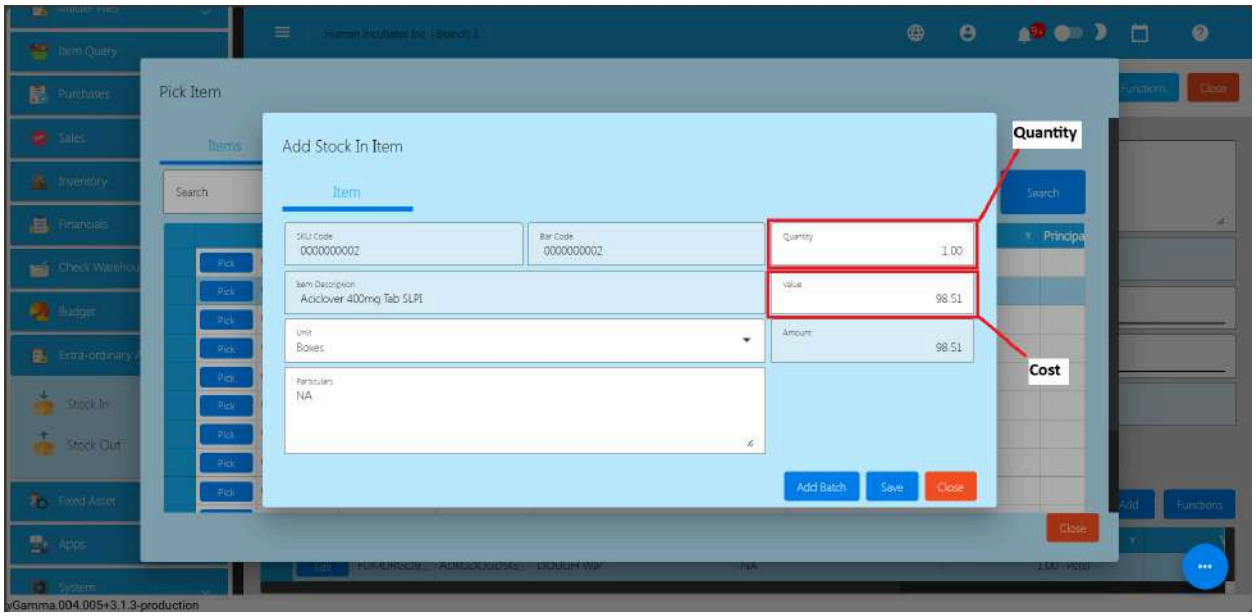
3. To add Stock In line item(s), you can:
   - **Manual** add a line item
     1. Click the **Add** button under the Items tab.



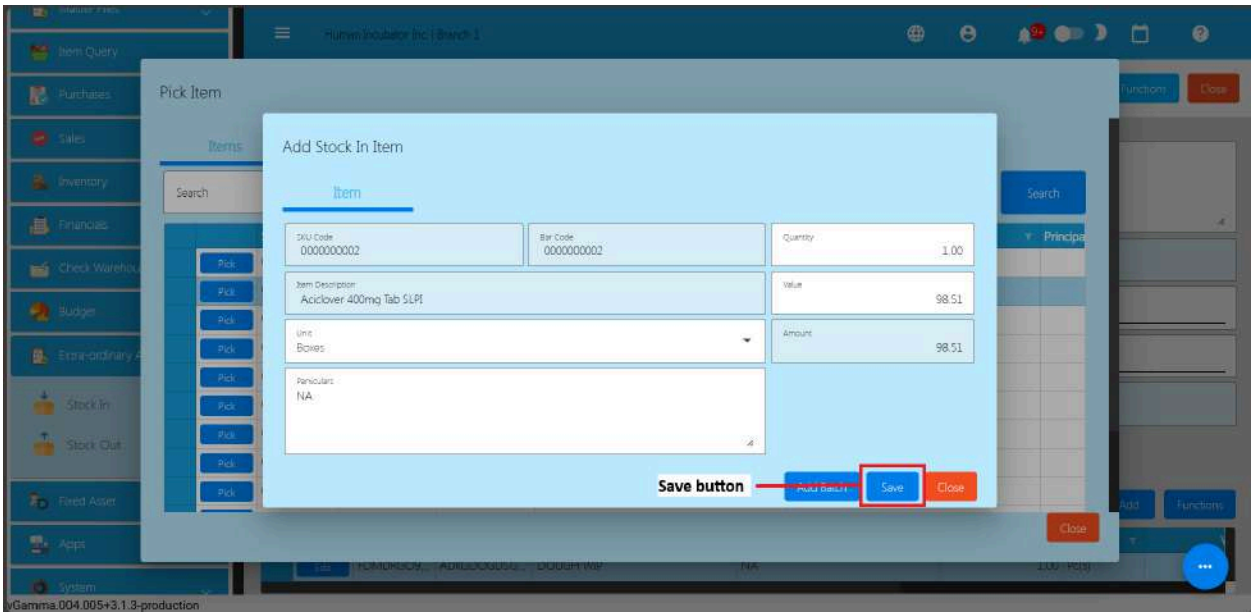
2. Click the Pick button that you want to add.



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

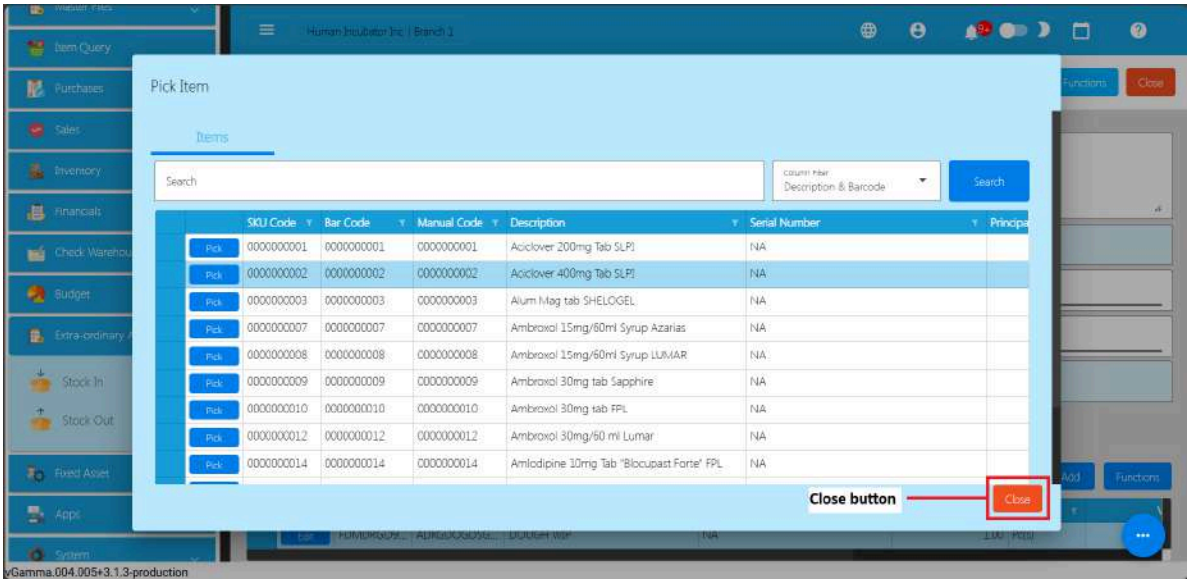


4. Click Save button to Save the item as a Stock In line item.



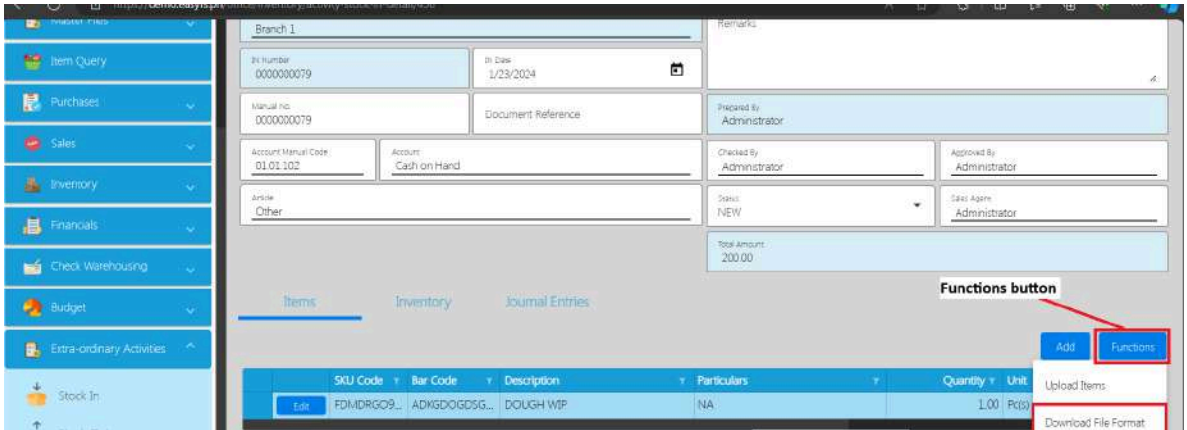
5. If you wish to add another item, just repeat Steps 2 to 4.

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

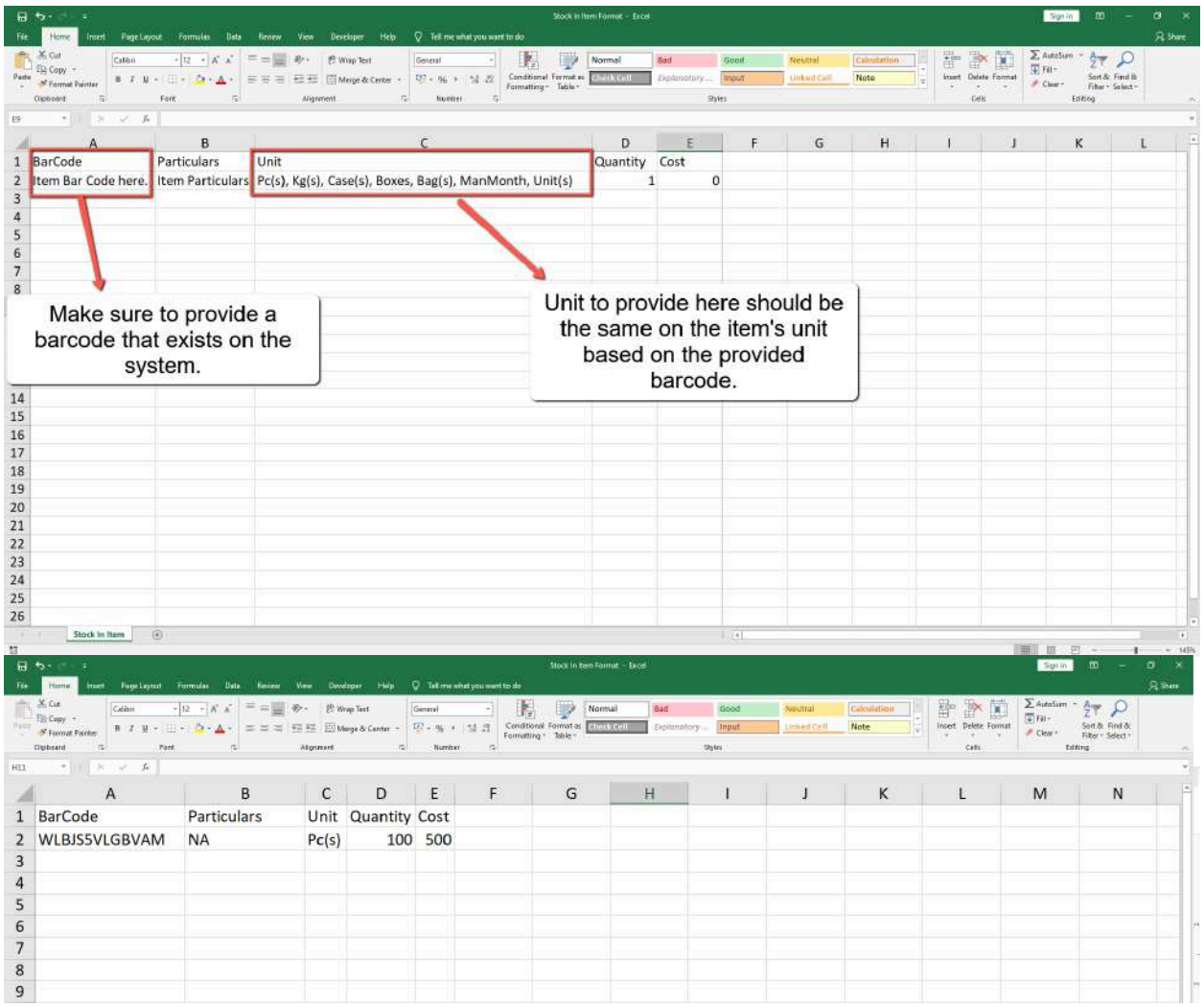


7. After filling up the important fields, Save and lock the record. The **Save** button allows you to save the Stock In detail you created and it does not affect the inventory yet. If you want to have an effect in your inventory (increase the item's quantity), click the **Lock** button.

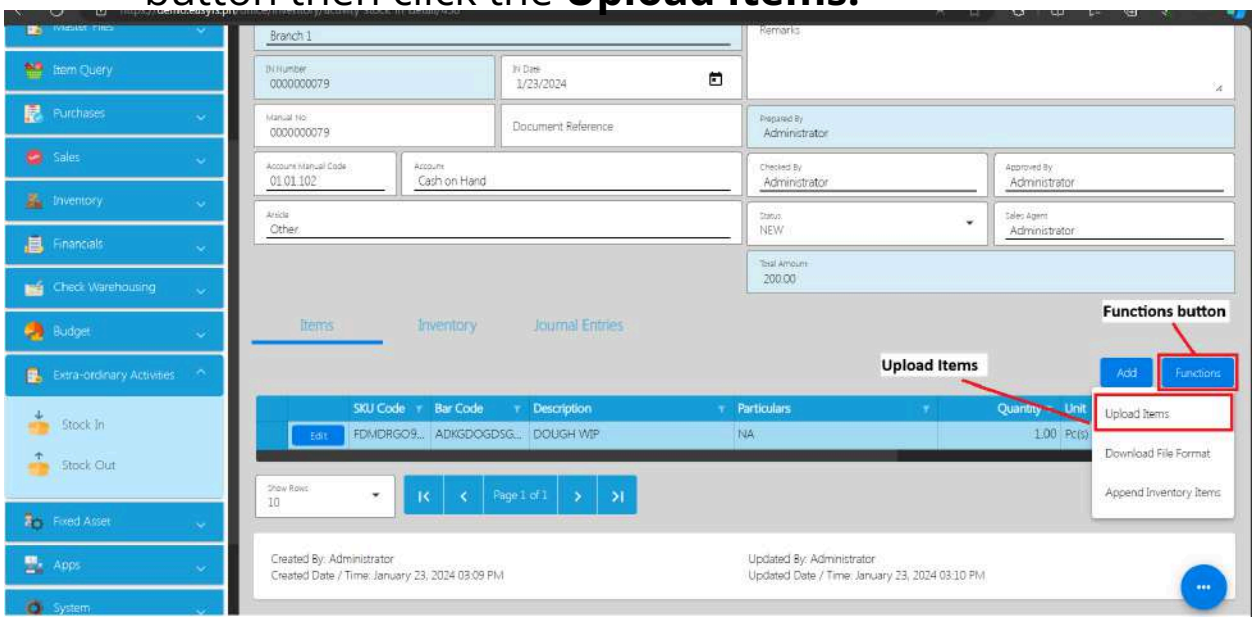
- **Bulk Upload** Line item(s)
  1. Click on the **Functions** button then click on the **Download File Format** to download the template for bulk uploading Stock In line item(s).



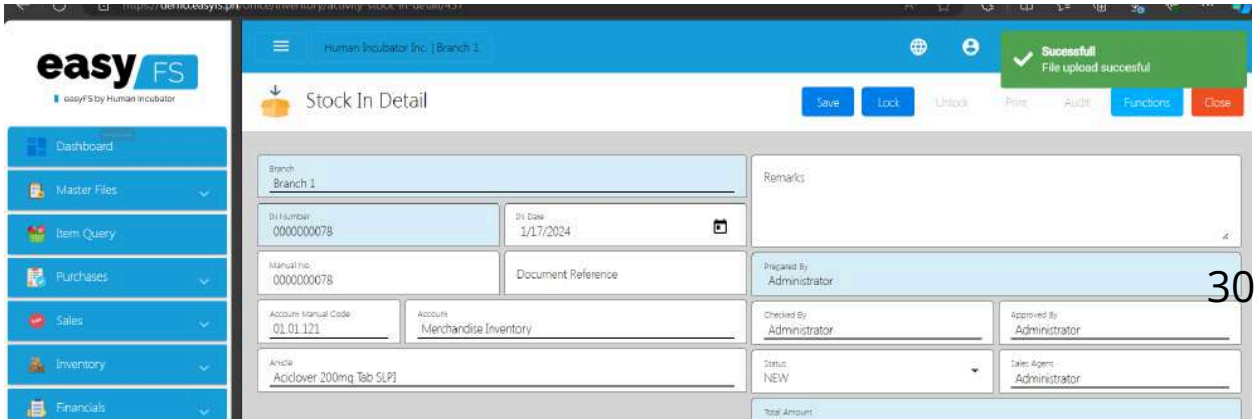
2. Open the downloaded file then provide correct data. File name of the downloaded file is **Stock in Item Format.** Please see sample:

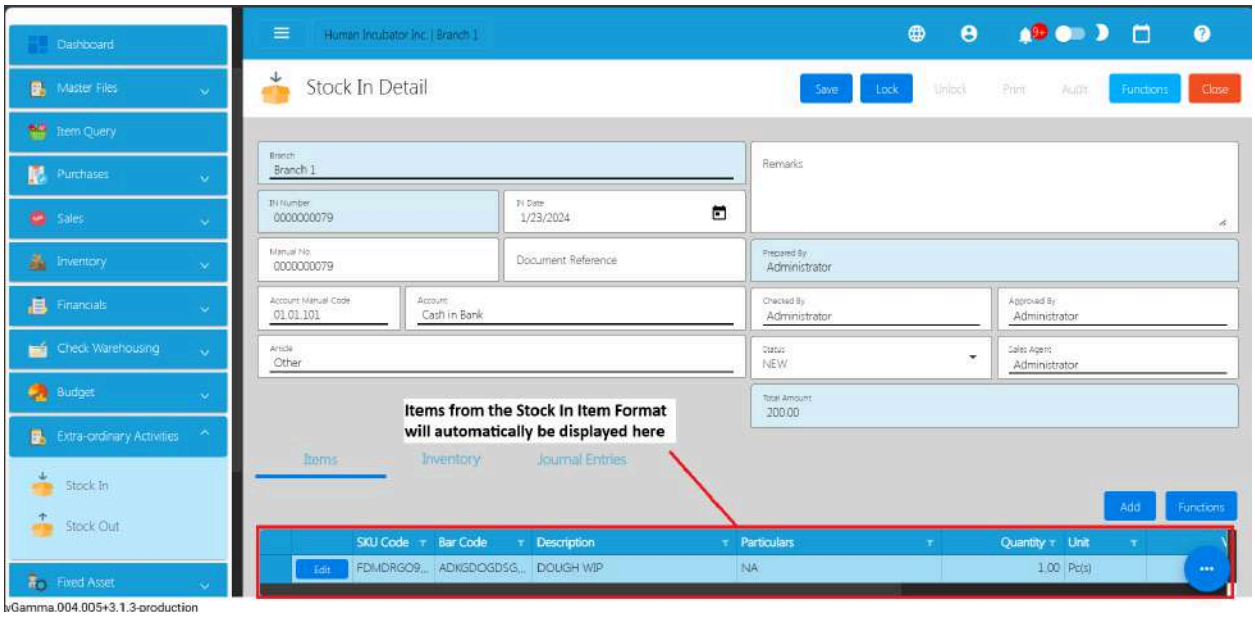


3. Save the file.
4. Go back to the system, then click again the **Functions** button then click the **Upload Items.**

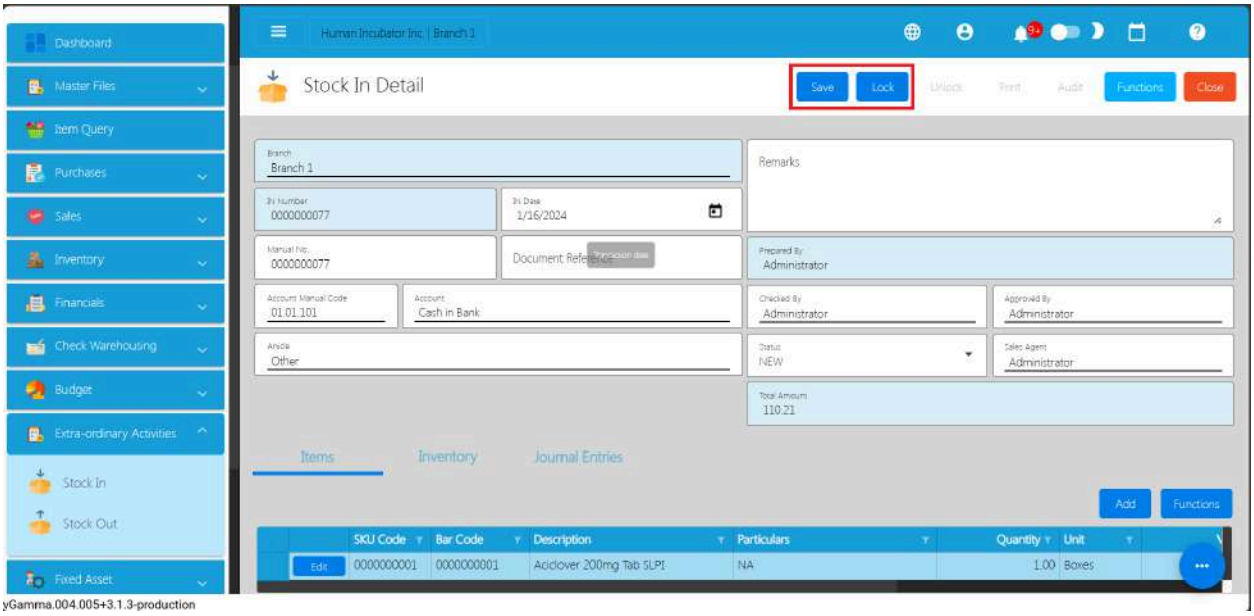


5. Locate the file then you can double click the file to upload.
6. Once bulk uploading is successful, you will see a success toast message and the Stock In line item will automatically be supplied with data from the template.





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



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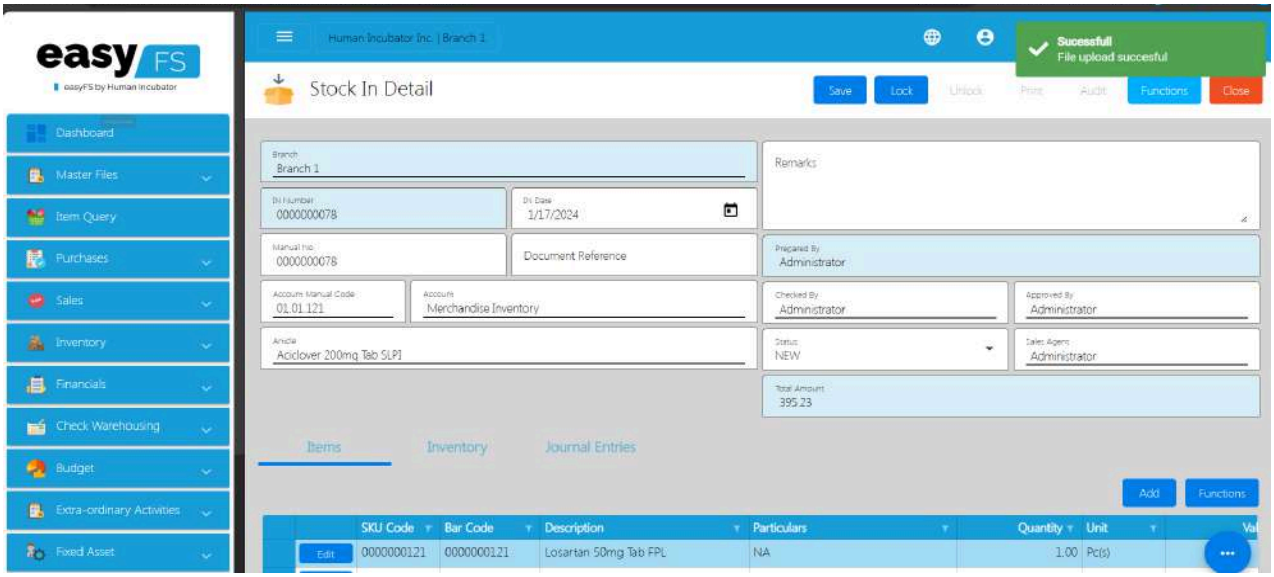
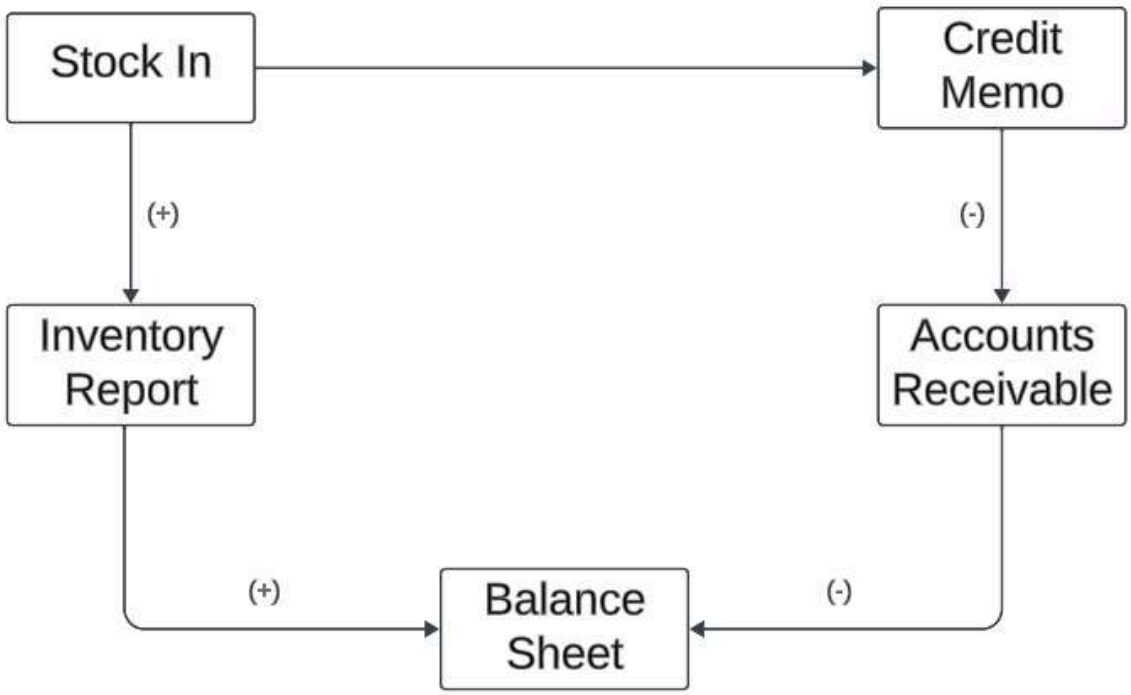


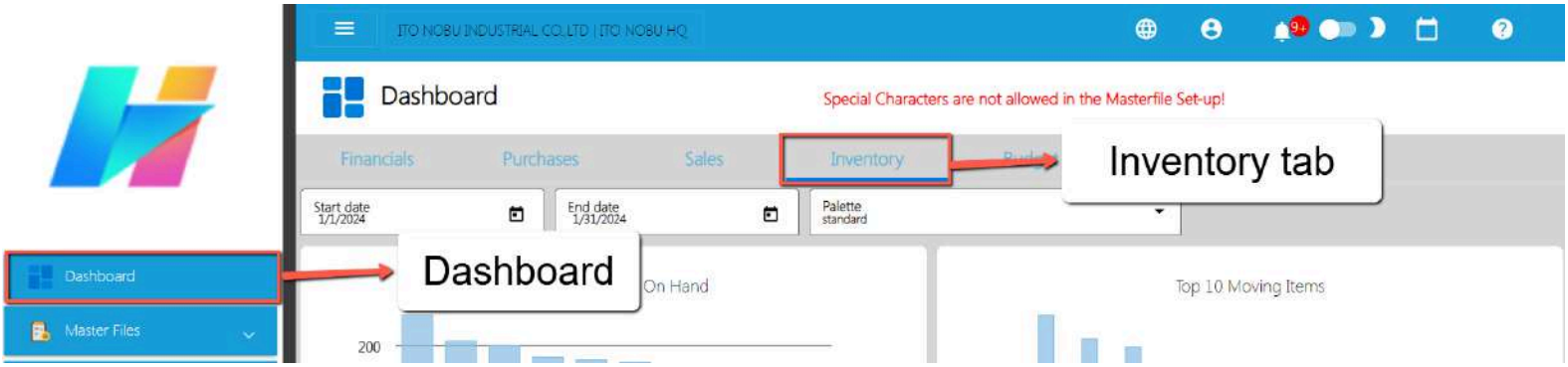
Customer Return via Stock In

Diagram:

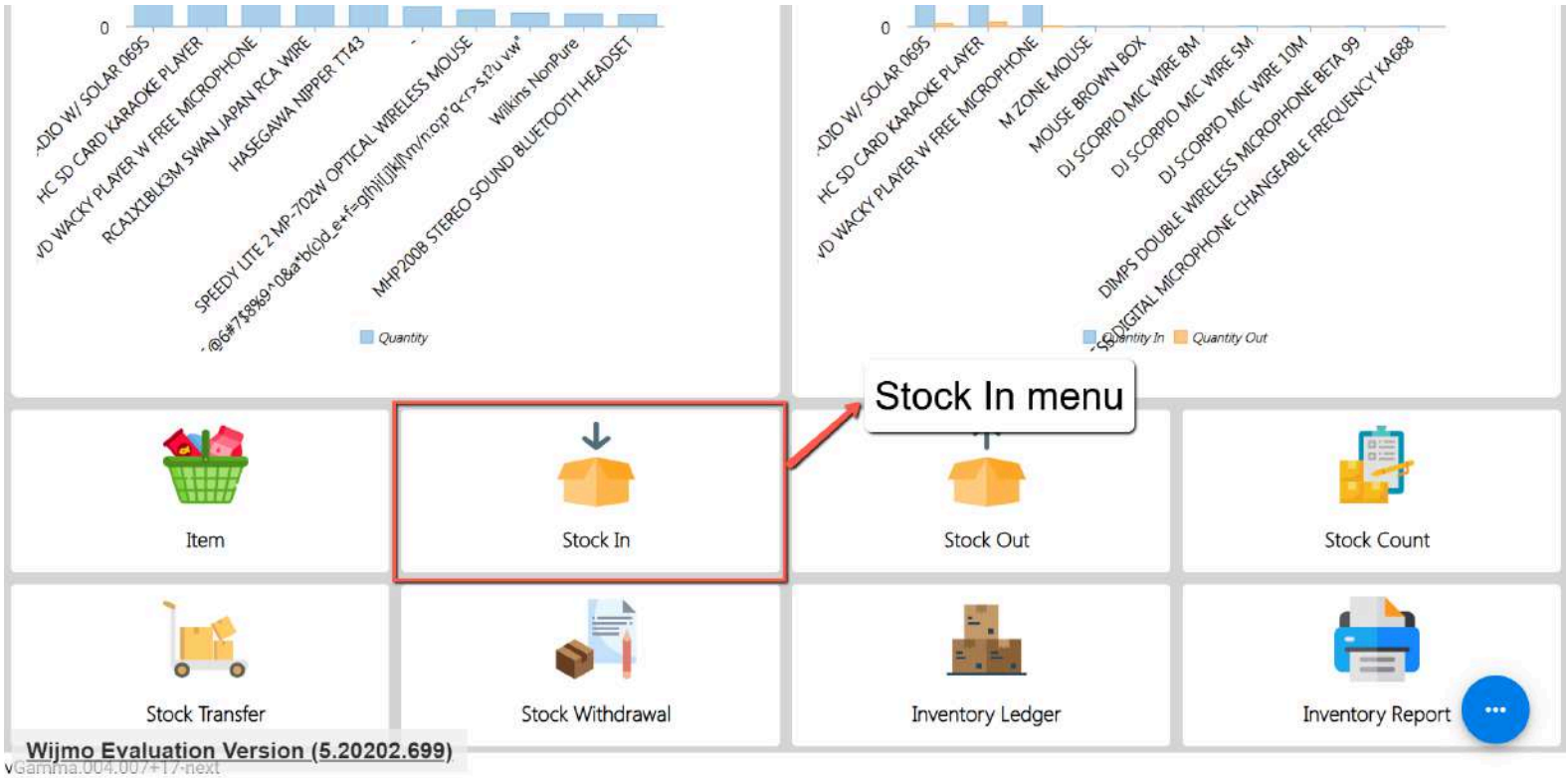


Steps on how to do Customer Return via Stock In:

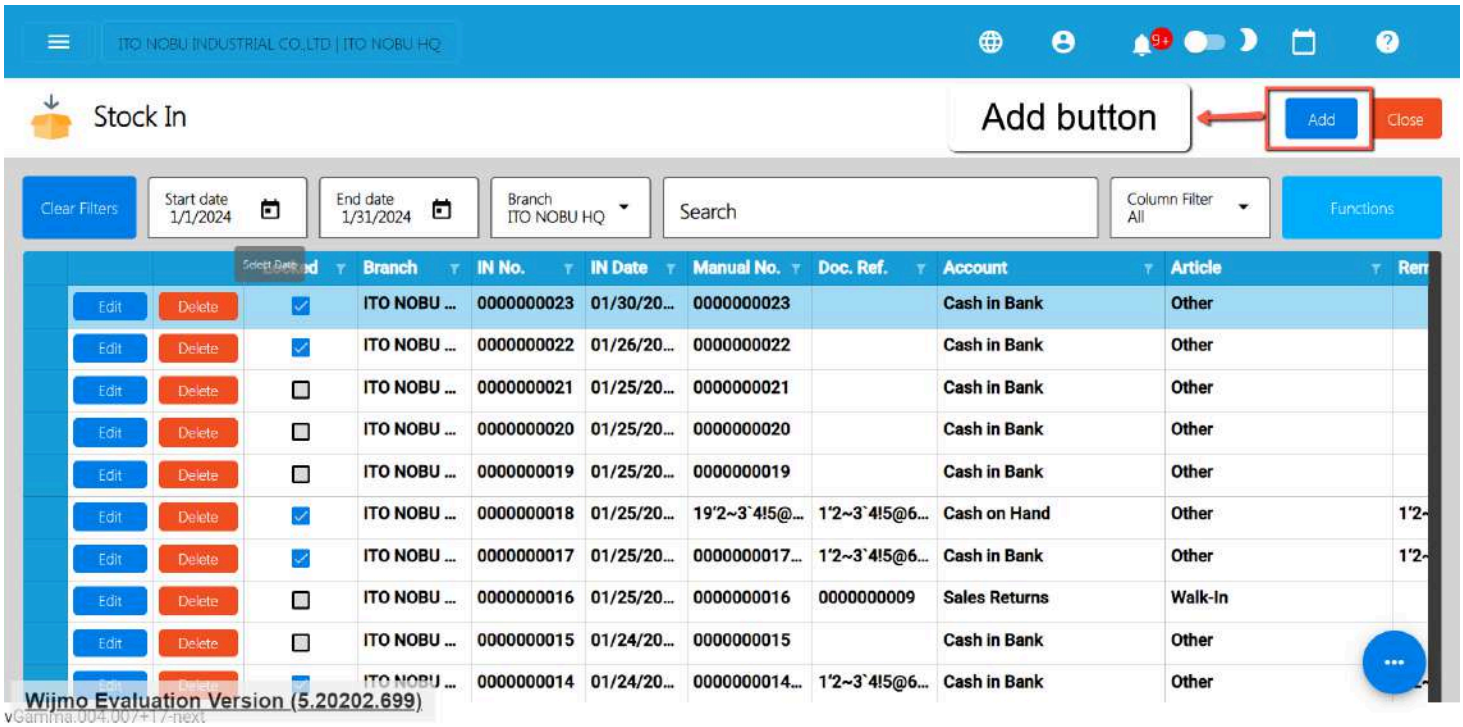
1. Go to Dashboard, then select the Inventory tab.



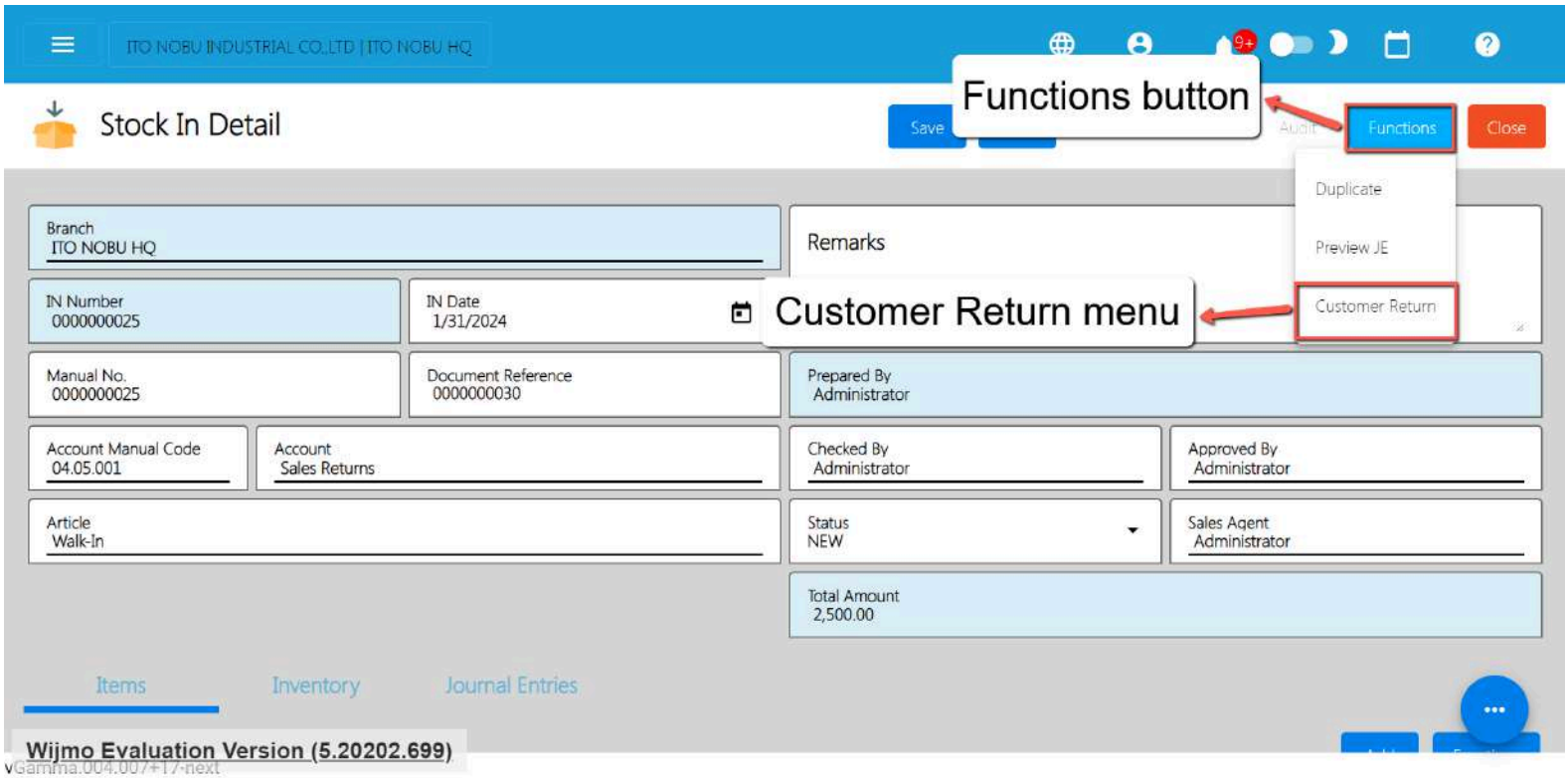
2. Scroll down and look for the Stock In menu.



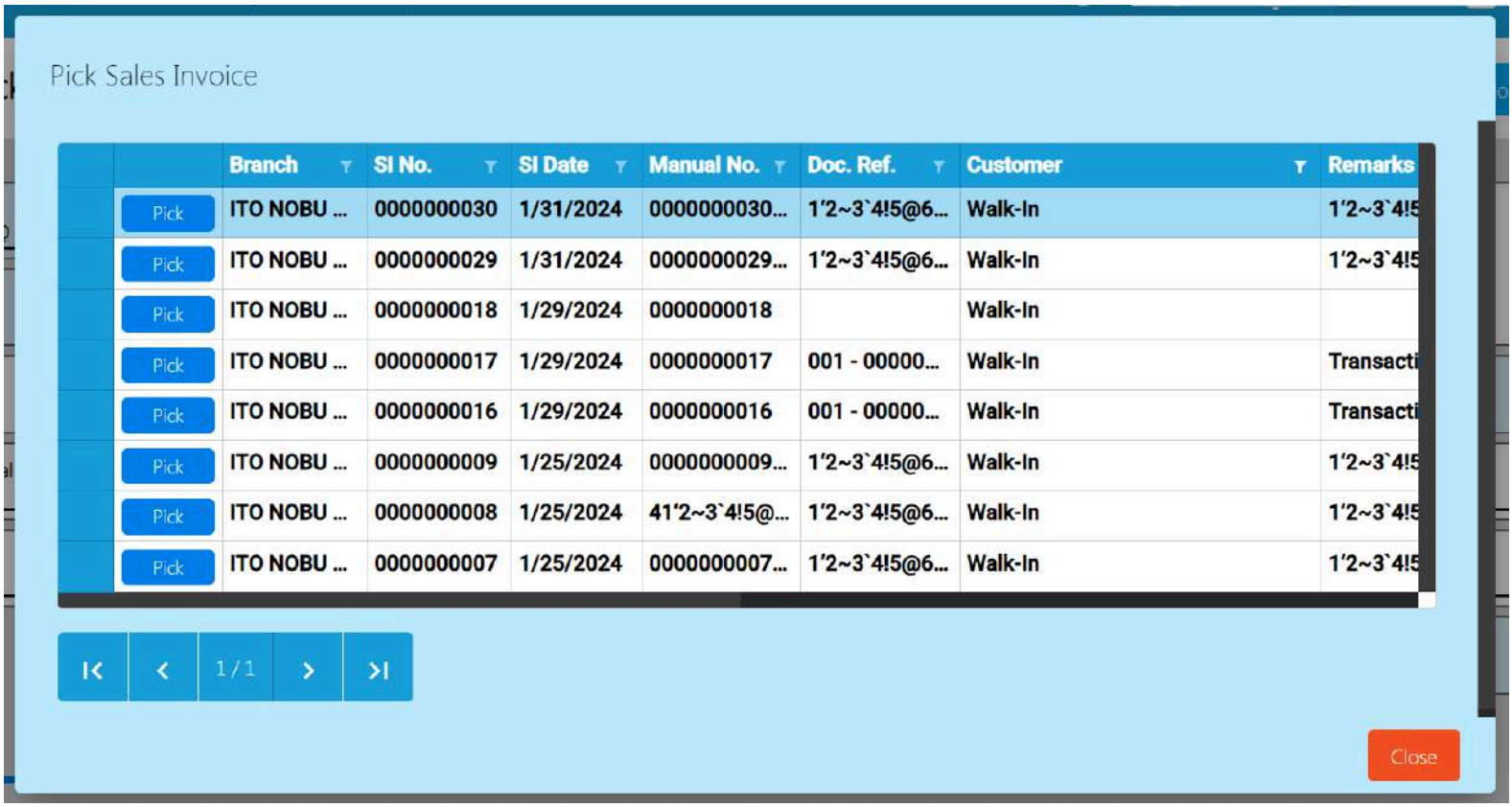
3. Click the menu, you will be redirected to the Stock In list.
4. From the Stock In list, click the Add button to add new Stock In detail to be used for Customer Return.



5. 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.



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

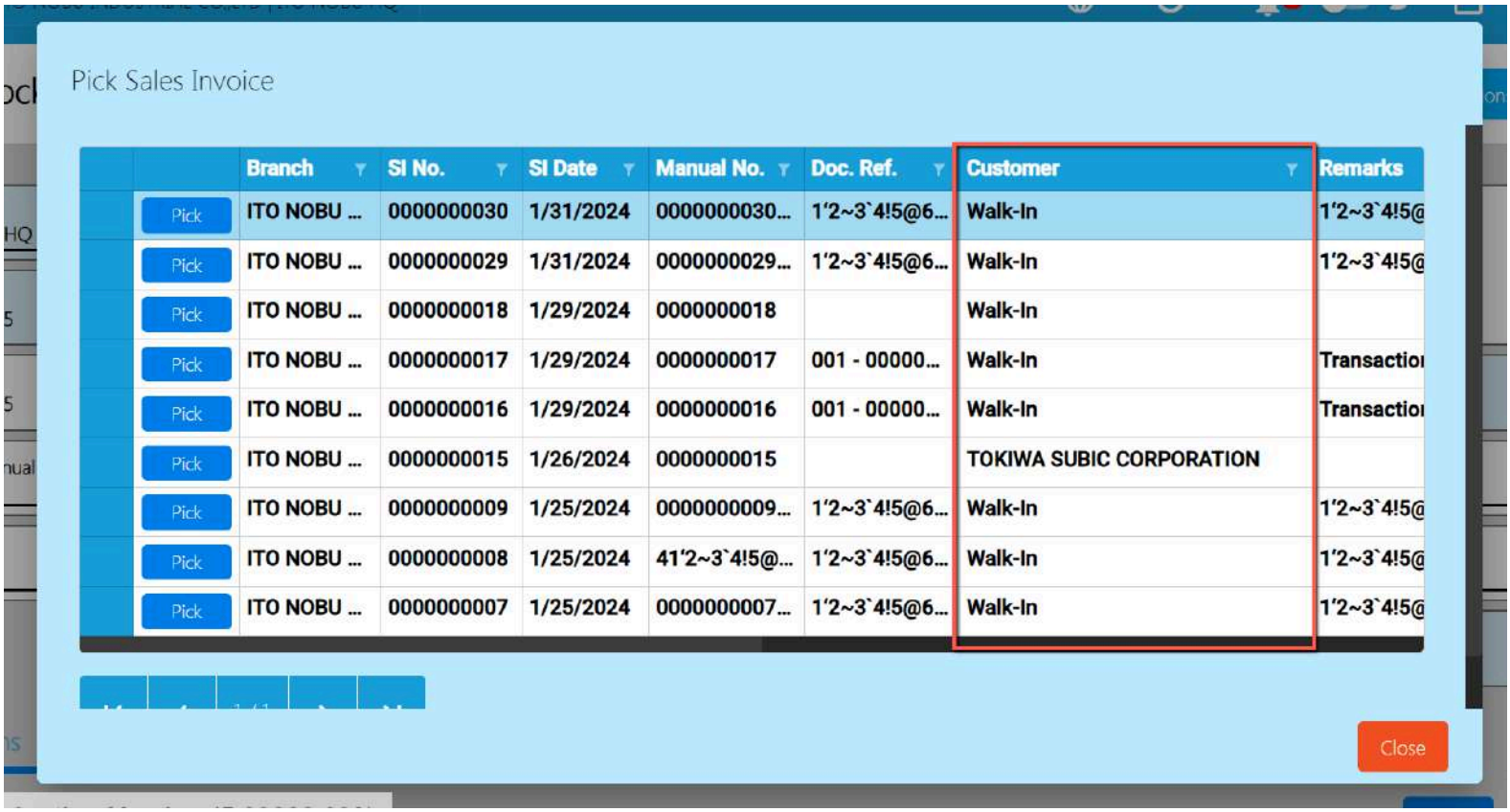


7. To quickly find the Sales Invoice number based on the Customer, look for the Customer column.

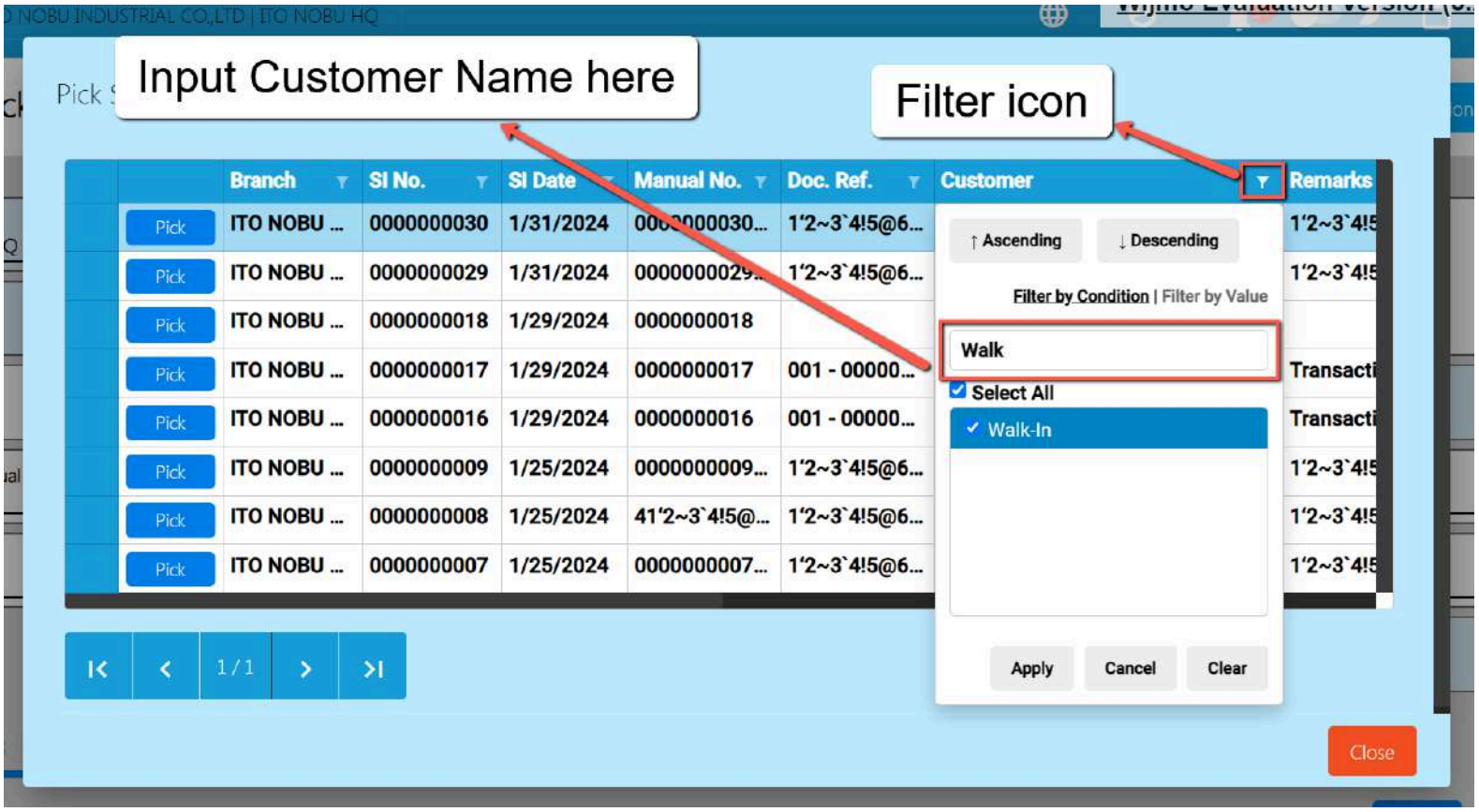
MANILA OFFICE
Unit 1103 Jollibee Center,
San Miguel Avenue, Ortigas Center,
San Antonio, Pasig, 1605
Metro Manila, Philippines
+63-28-292-6978 or 09176280355

CEBU OFFICE
Unit 1003A 10/F Keppel Center
Samar Loop cor.Cardinal Ave.,
Cebu Business Park,
Cebu City, 6000 Philippines
09176240208 or 09171137633

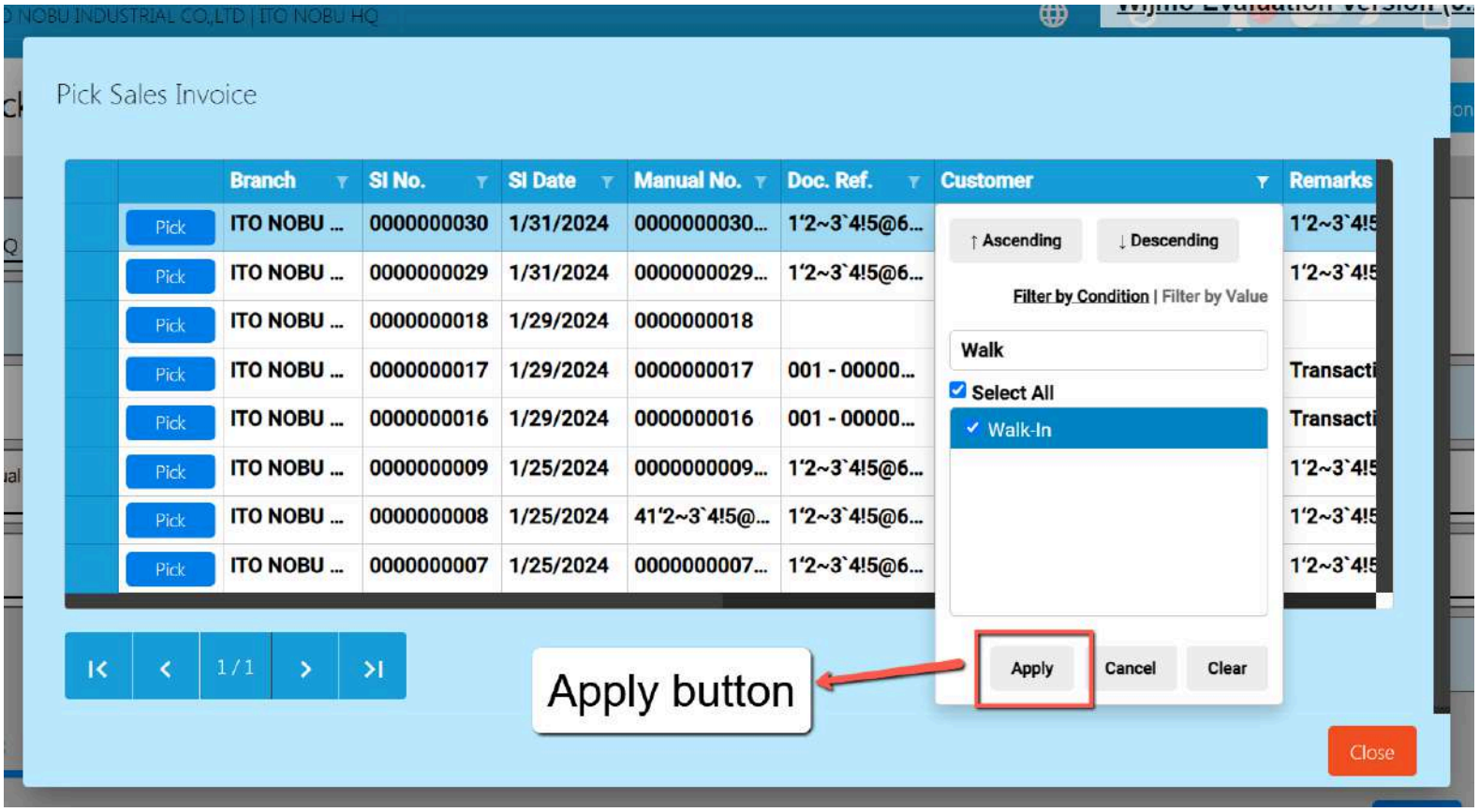
hiisales@human-incubator.com



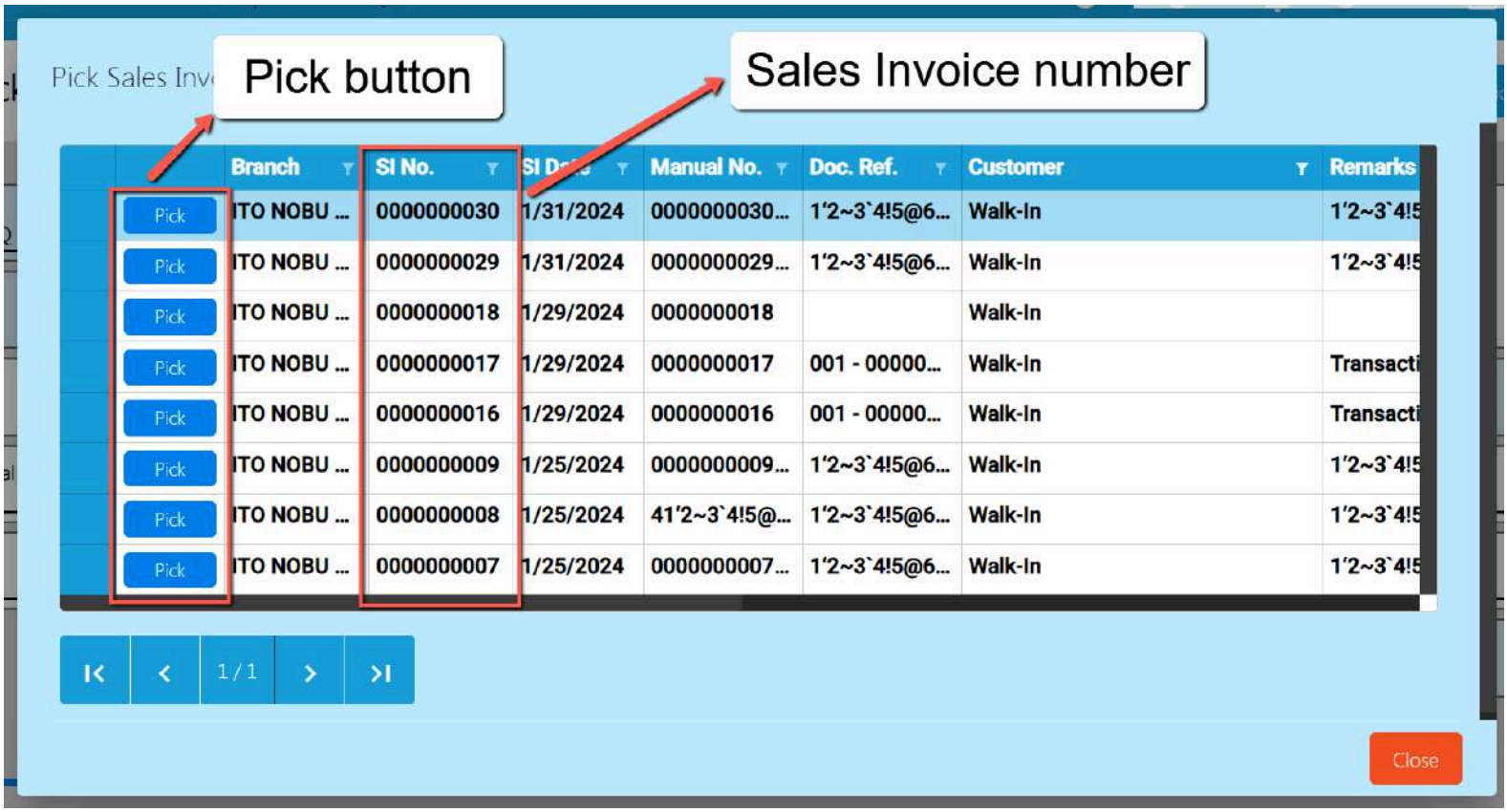
8. Select the filter icon, and input the Customer name.



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

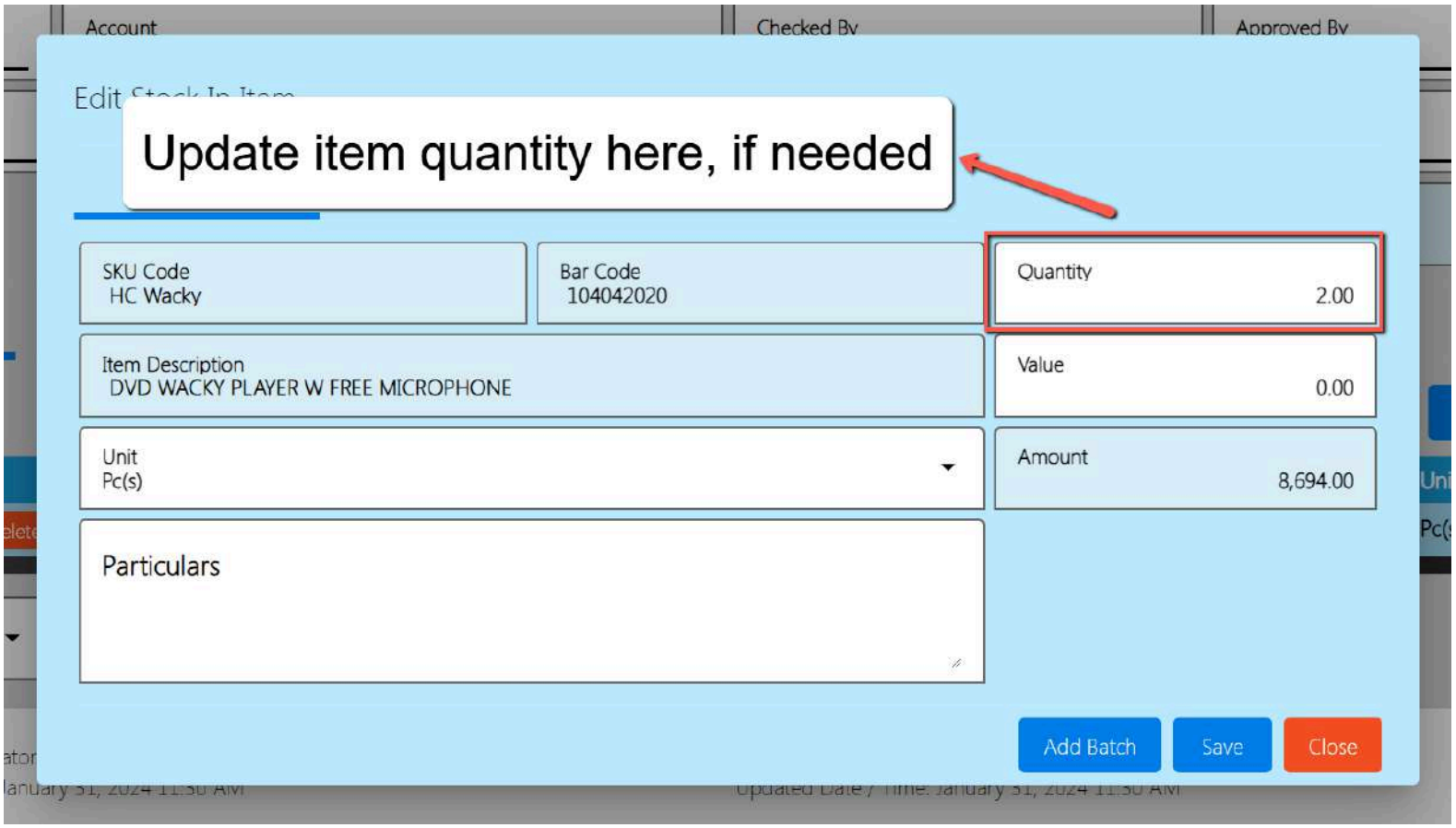


10. It will now display the list of Sales Invoice based on the selected Customer.
11. Now, look for the Sales Invoice number then click the **Pick** button. Take note: Once you've already picked a Sales Invoice, you can't do another Customer Return for that same Stock In. If you need to do another Customer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

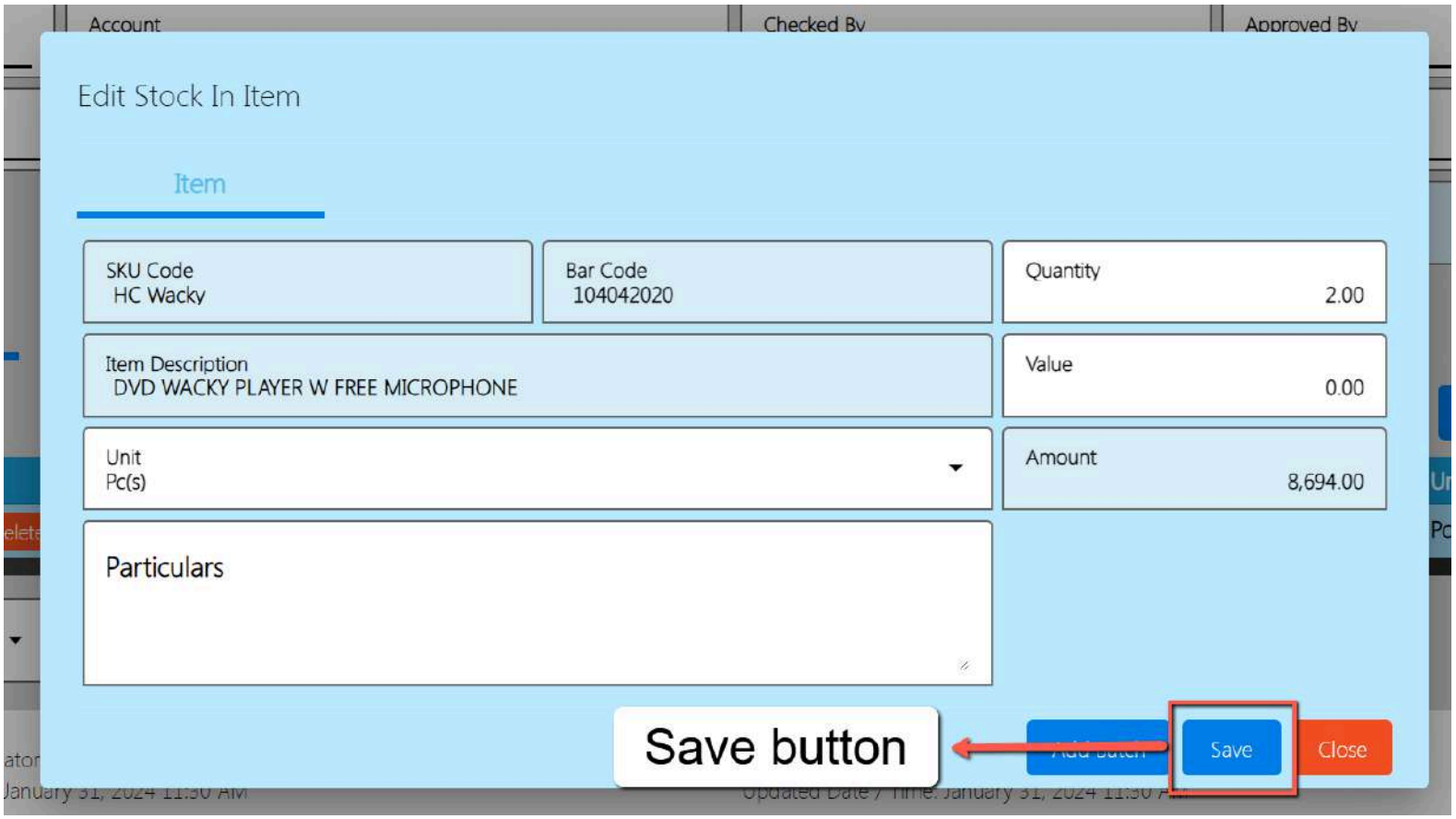


12. Once picked, the Stock In header is automatically populated like:
    a. Document Reference → *Sales Invoice's Number*
    b. Account → *default Account for Customer Return (Sales Returns)*
    c. Article → *Customer Name*
13. Under the Stock In line items, delete the item that is not included on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

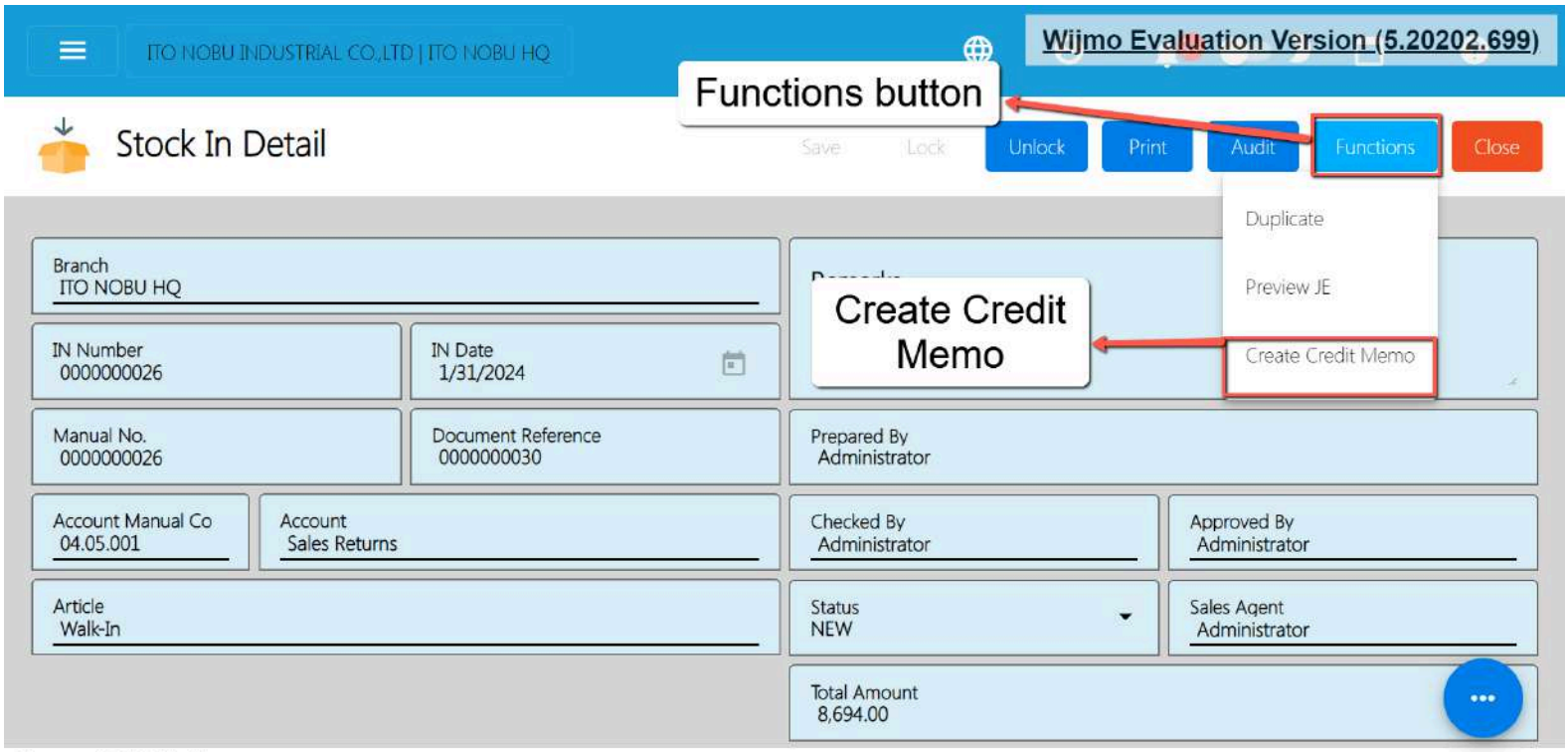
14. For the remaining item (item that is returned by the Customer), click the Edit button to edit the quantity being returned. Make sure, it will not exceed the quantity being purchased by the Customer.



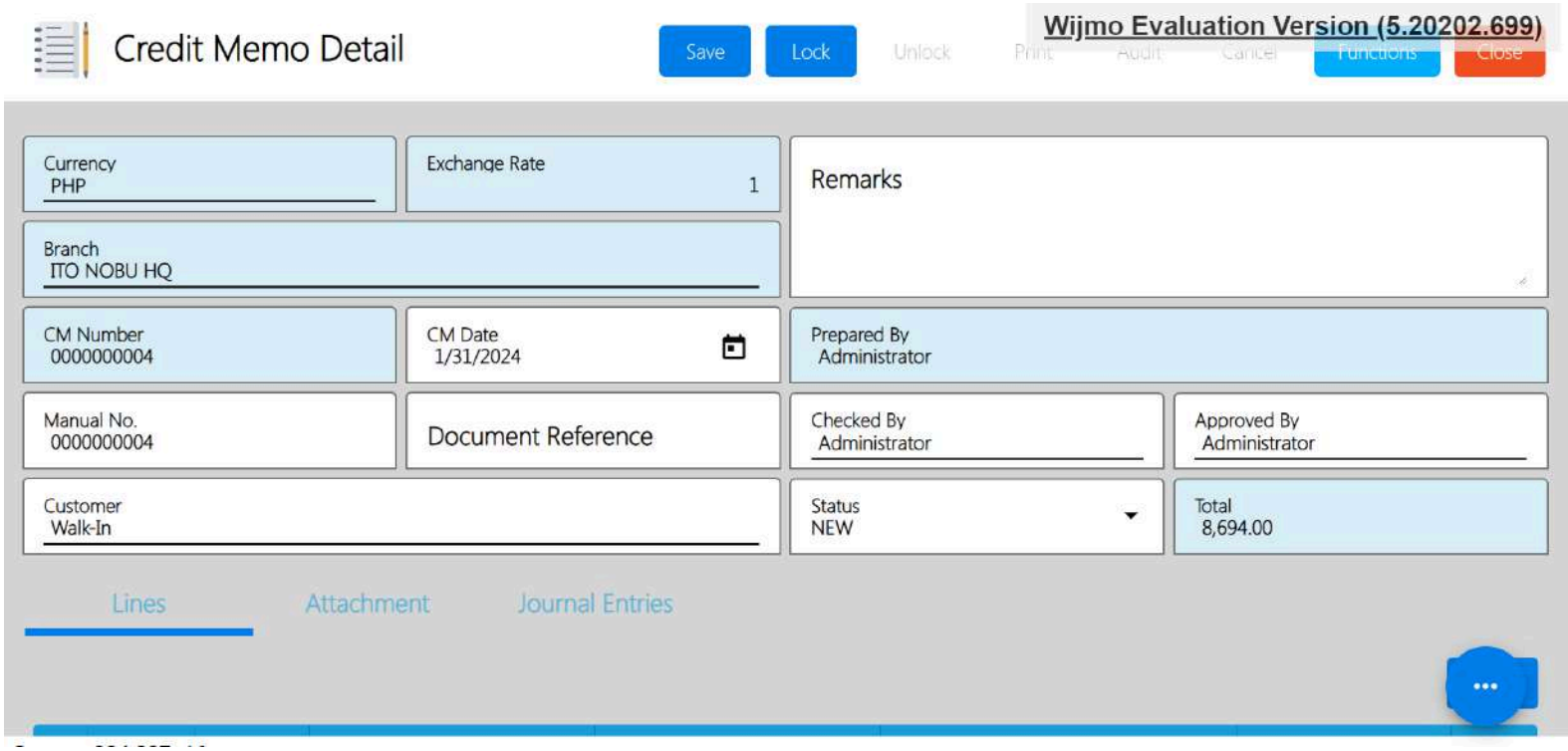
15. Once okay, click the Save button to save the changes for the quantity.



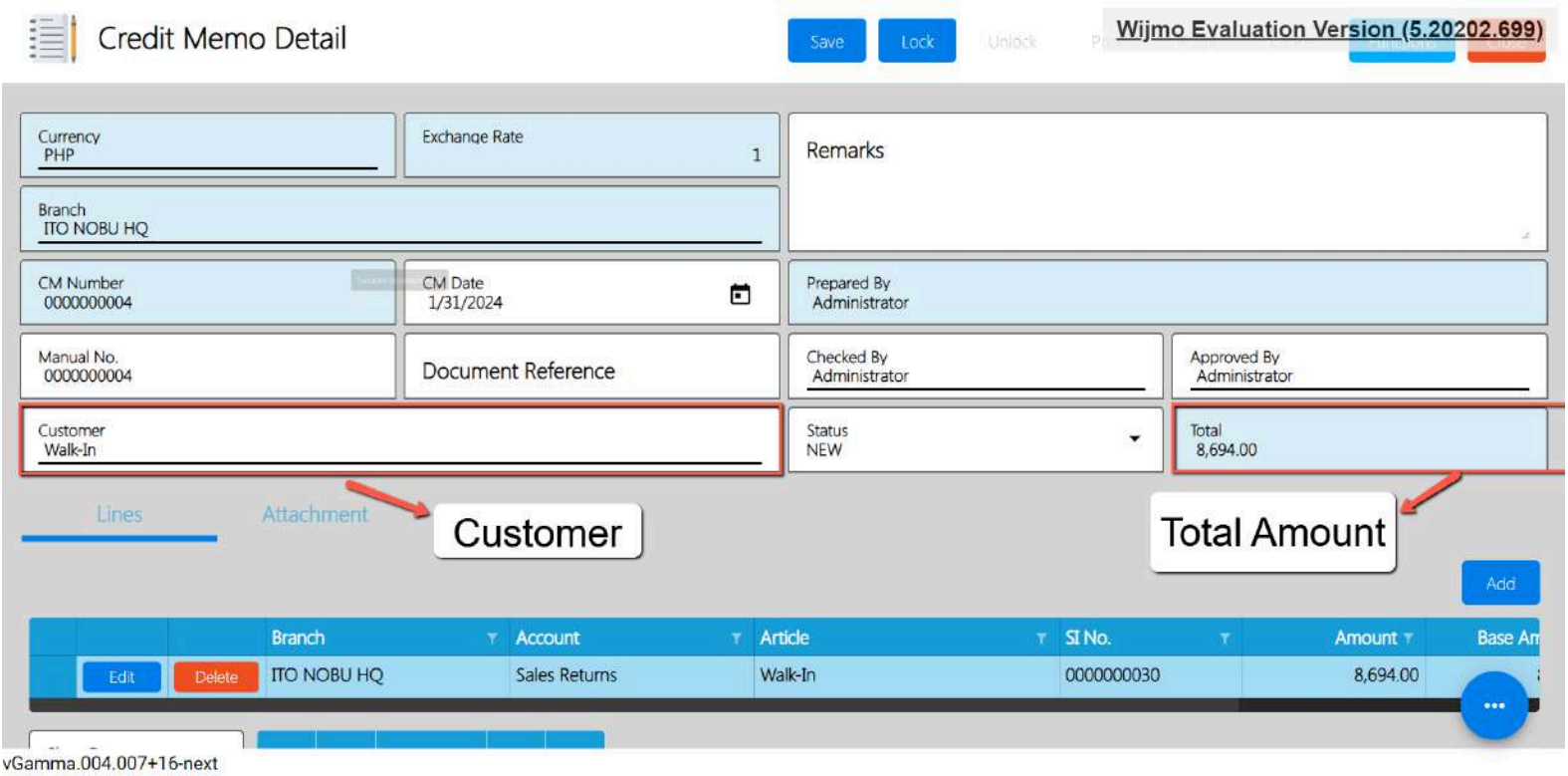
16. Once everything is okay, click the Save and Lock button to save and lock the Stock In detail.
17. After that, click again the Functions button, then select the **Create Credit Memo.**



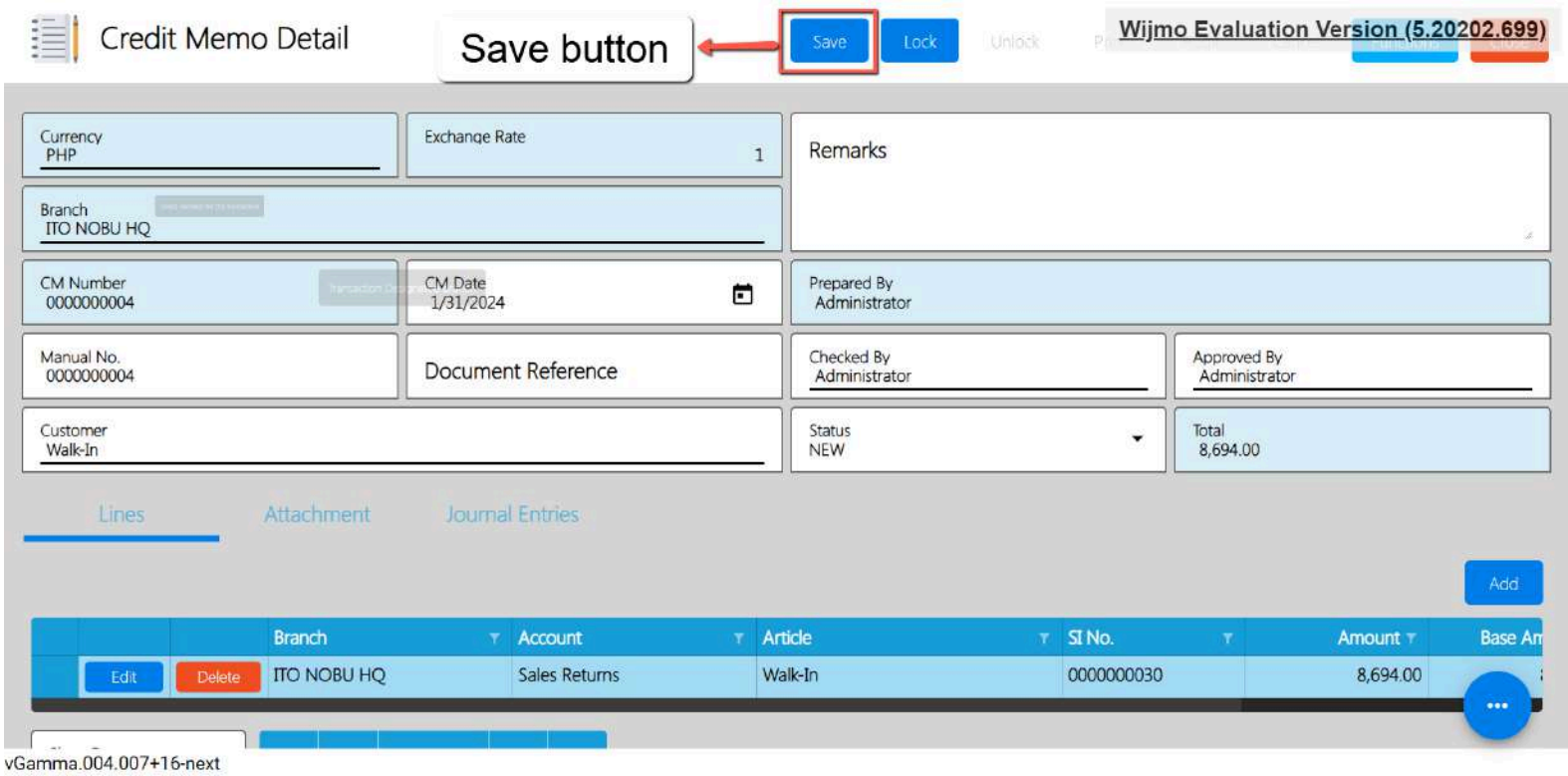
18. You will be redirected to the Credit Memo Detail page.



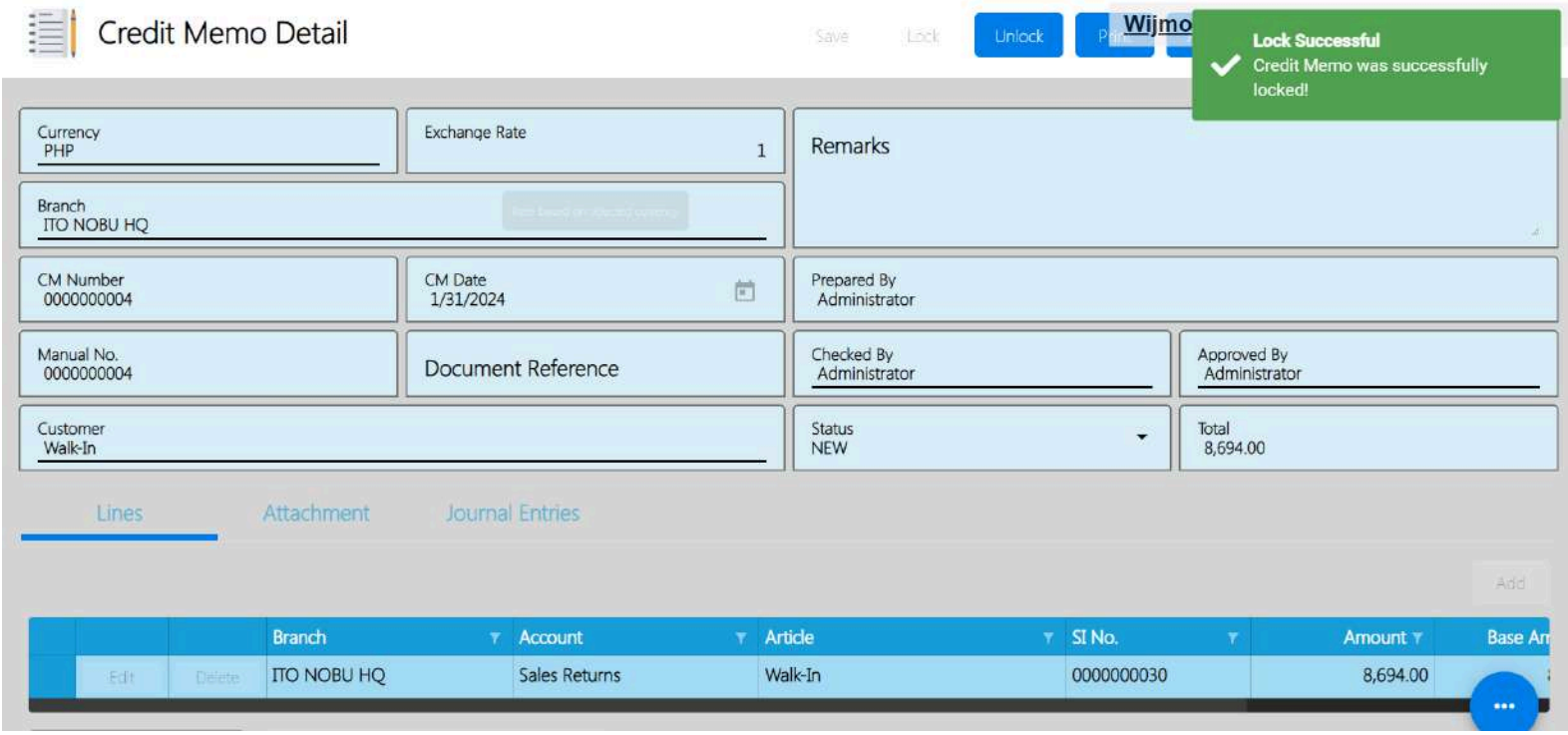
19. Review everything especially the Customer tagged and the Total Amount.



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.



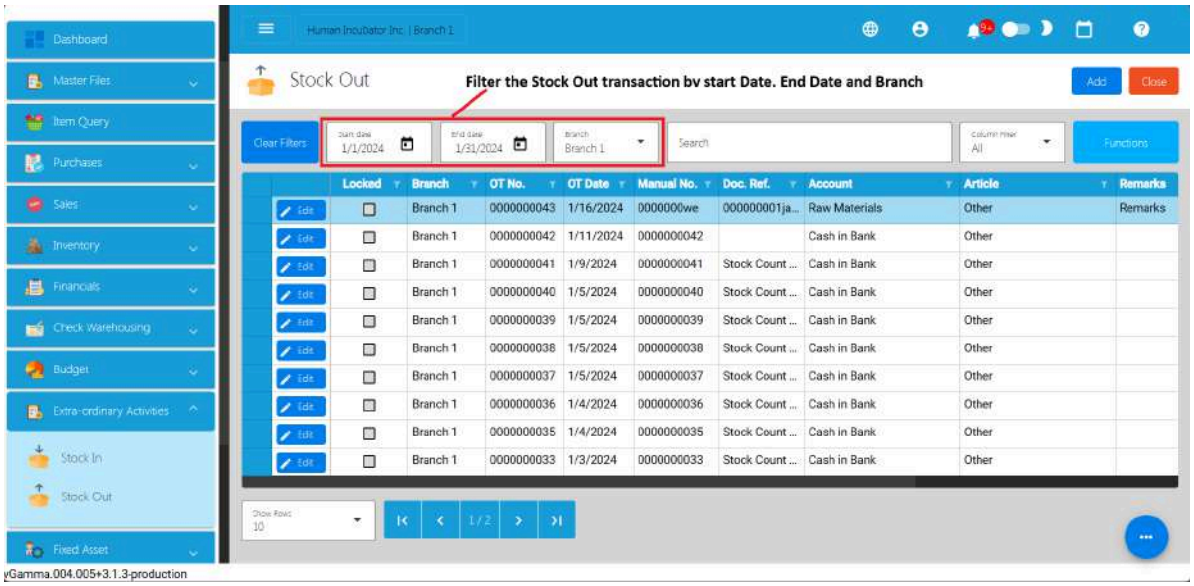
5.4 Stock Out

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.

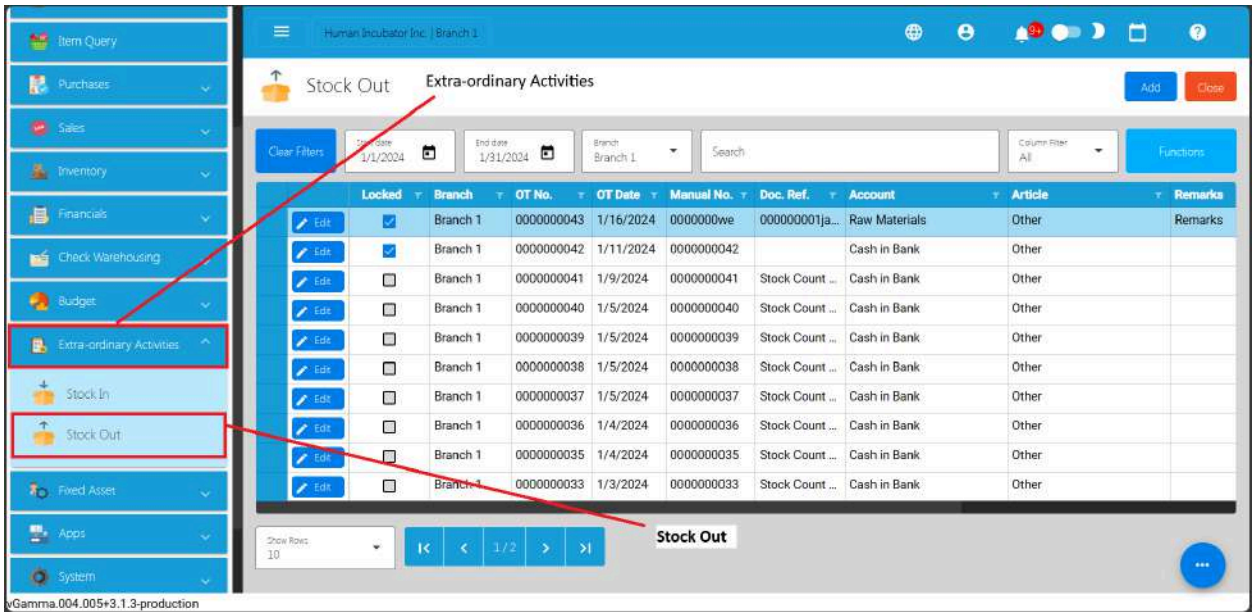
Stock Out List

- 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.

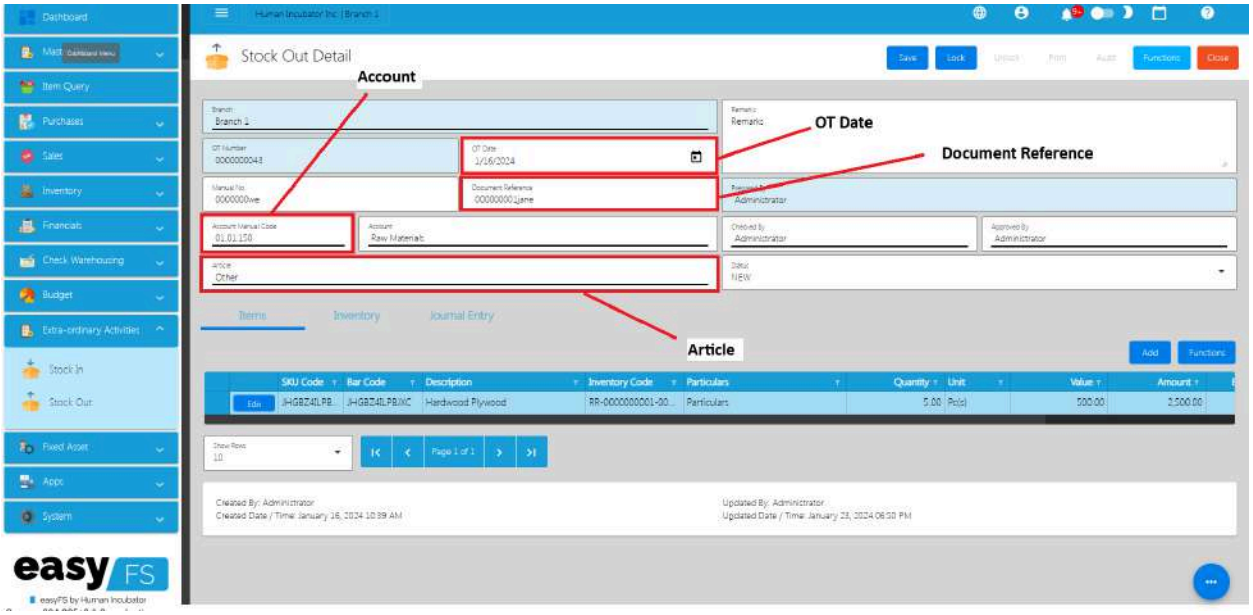


Stock Out Detail

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.

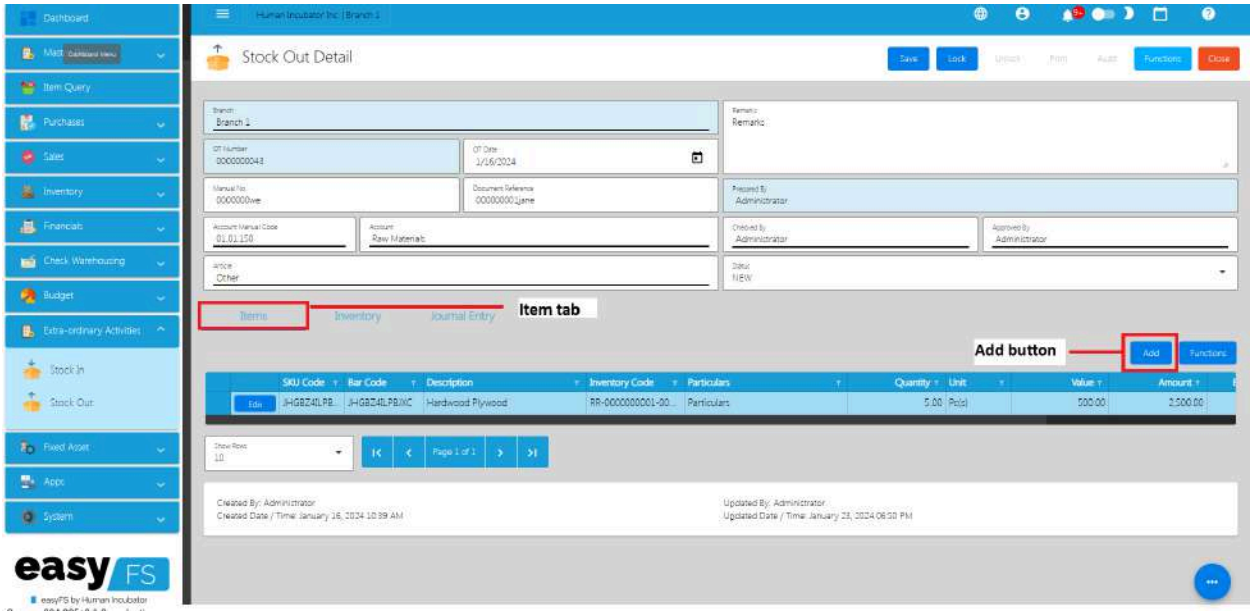


2. Fill out all the needed information for the **Stock Out Detail** like,
    - OT Date
    - Document Reference
    - Account

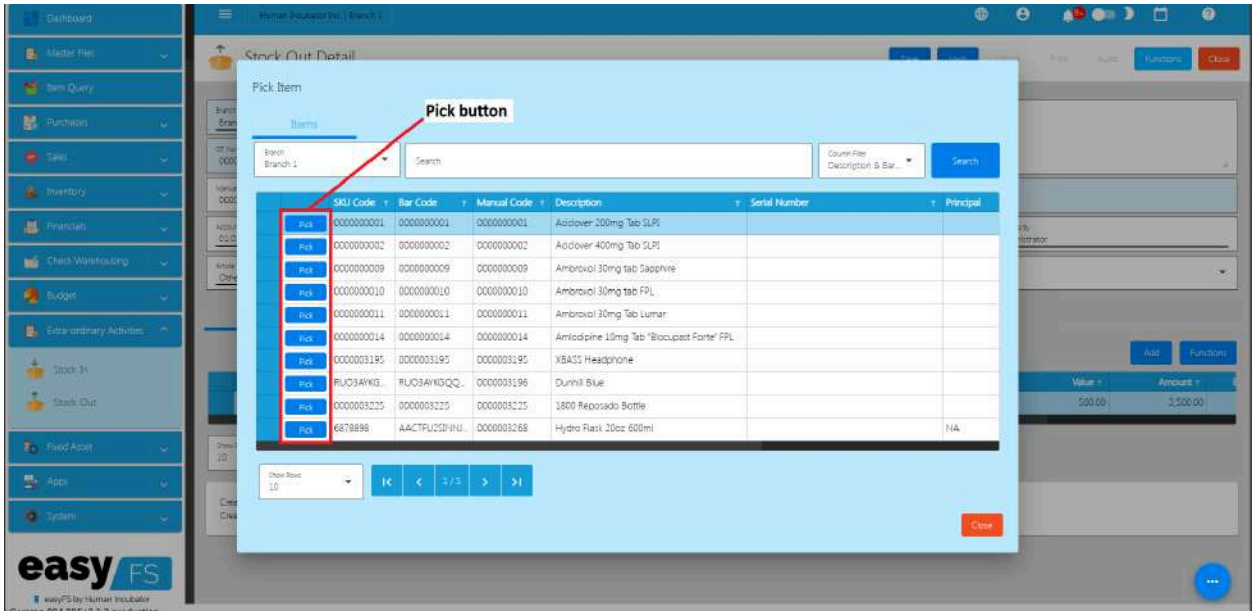


3. To add Stock Out line item(s), you can:

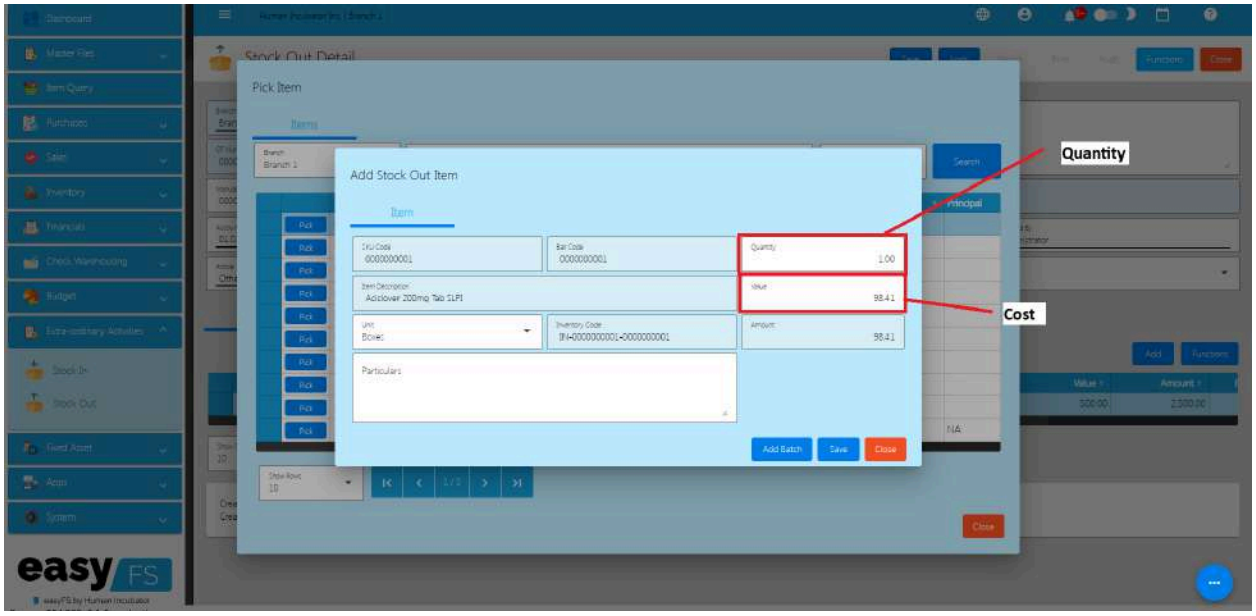
- **Manual** add a line item
    1. Click the **Add** button under the Items tab.



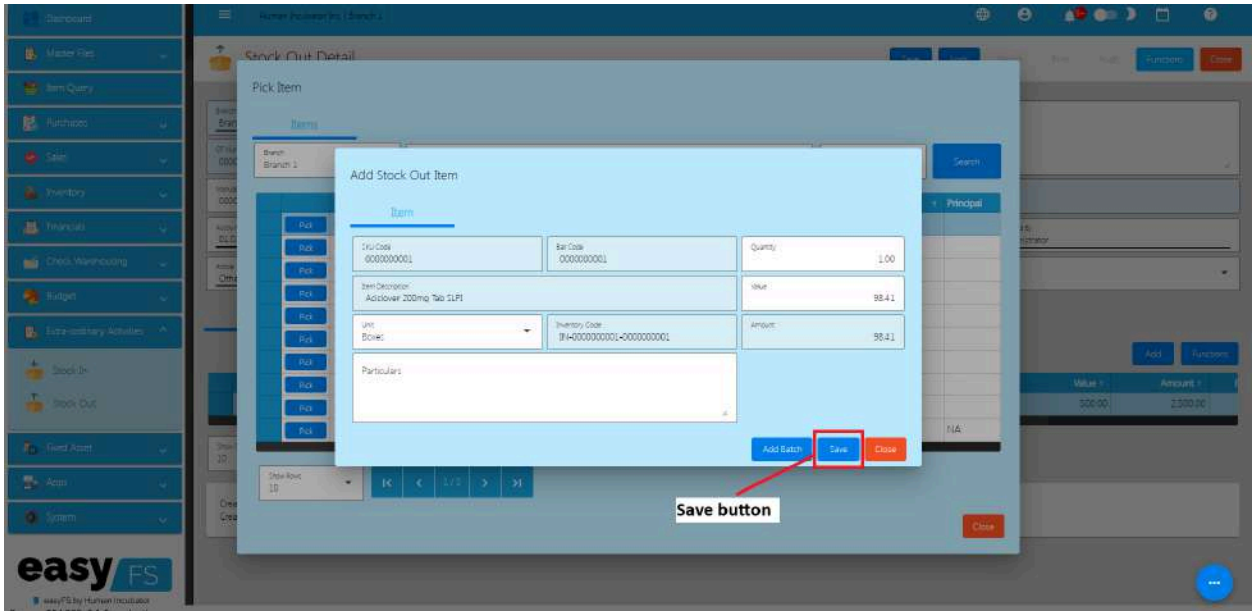
    2. Click the Pick button that you want to add an Item for Stock Out.



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

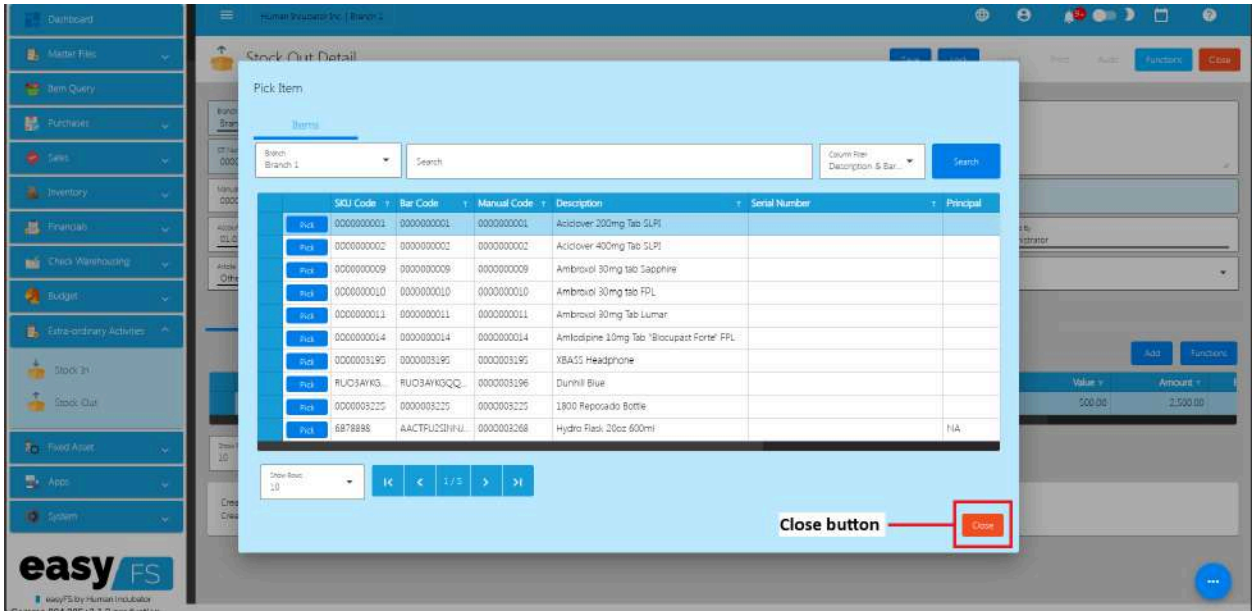


4. Click Save button to Save the item as a Stock Out line item.



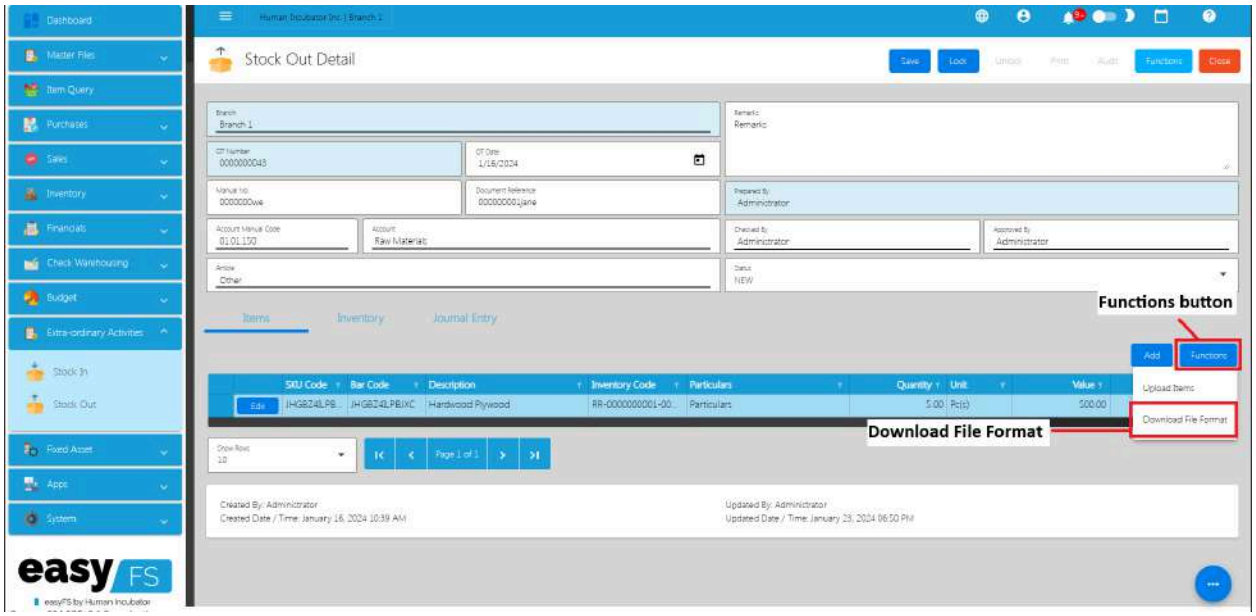
5. If you wish to add another item, just repeat Steps 2 to 4.

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

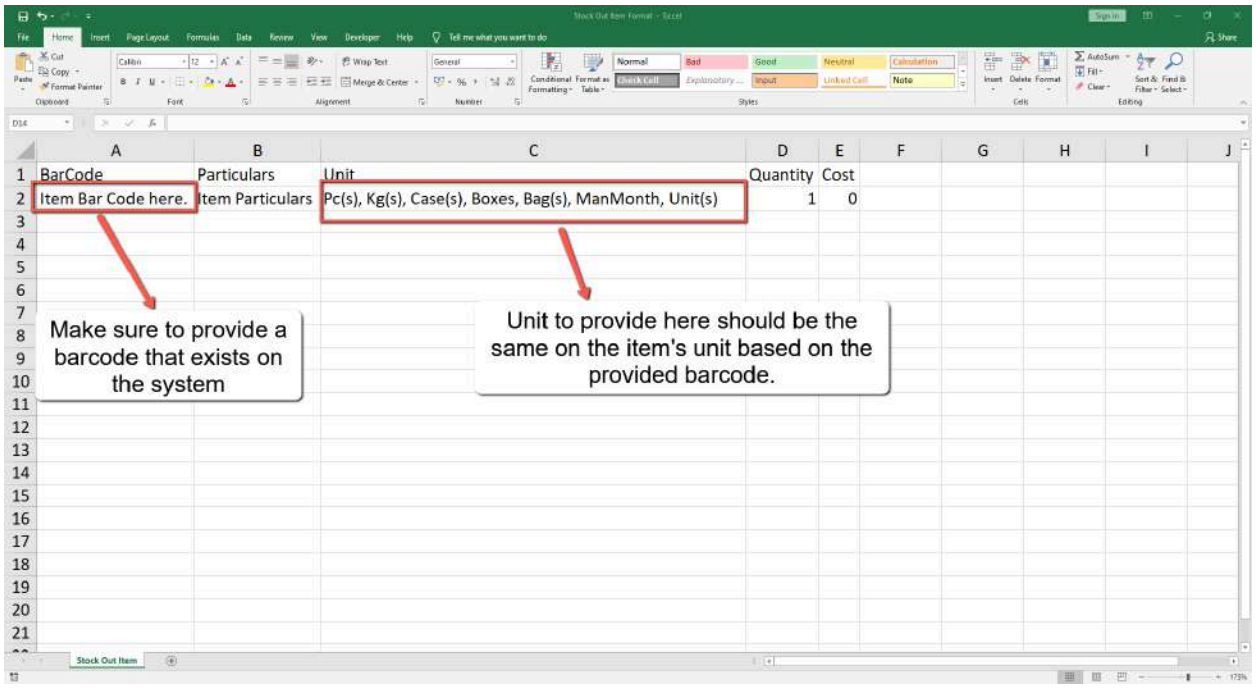


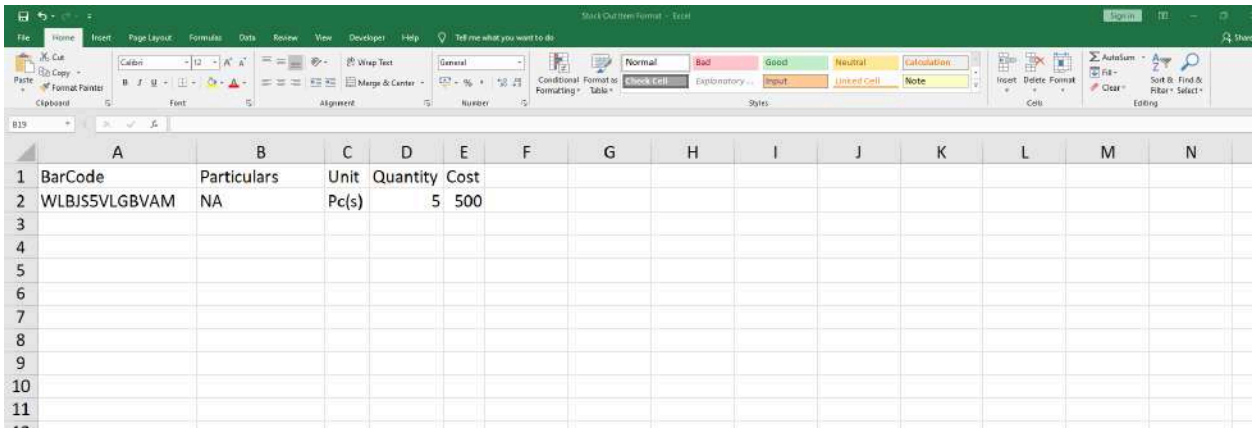
Bulk Upload Line item(s)

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



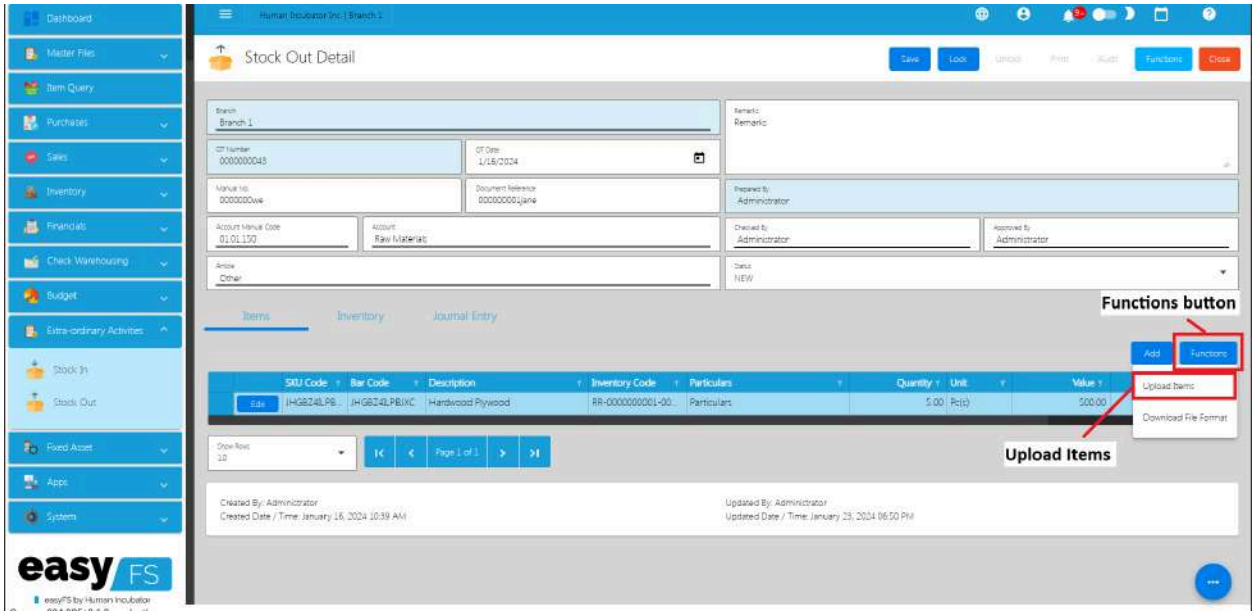
2. Open the downloaded file then provide correct data. File name of the downloaded file is **Stock Out Item Format.** Please see sample:





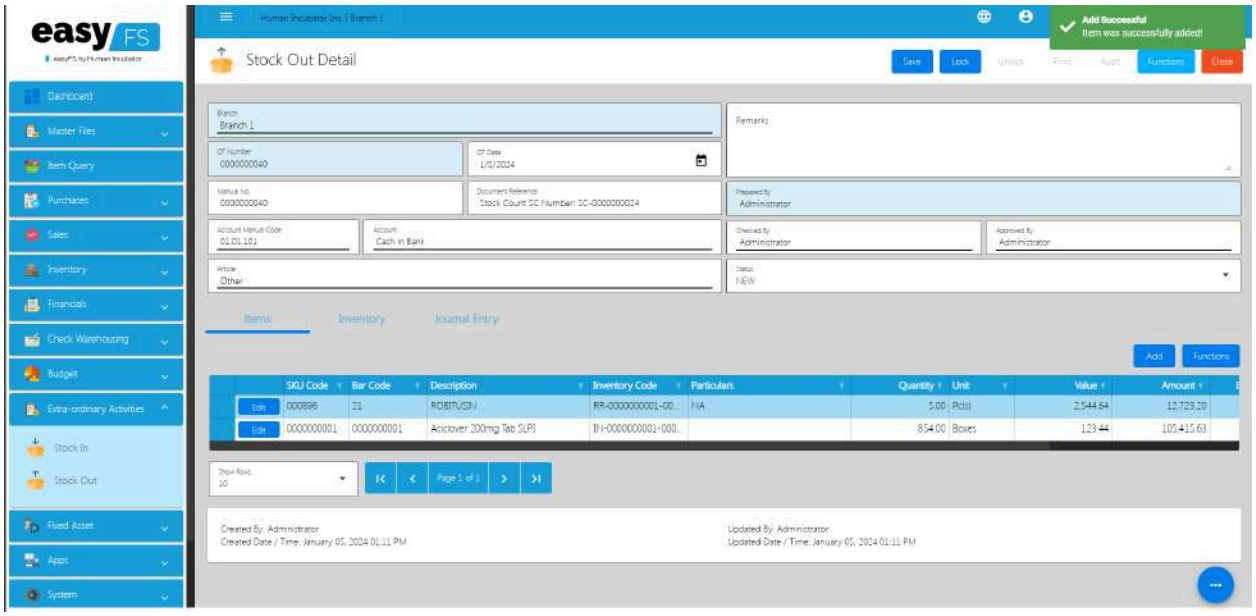
	A	B	C	D	E
1	BarCode	Particulars	Unit	Quantity	Cost
2	WLBJS5VLGBVAM	NA	Pc(s)	5	500

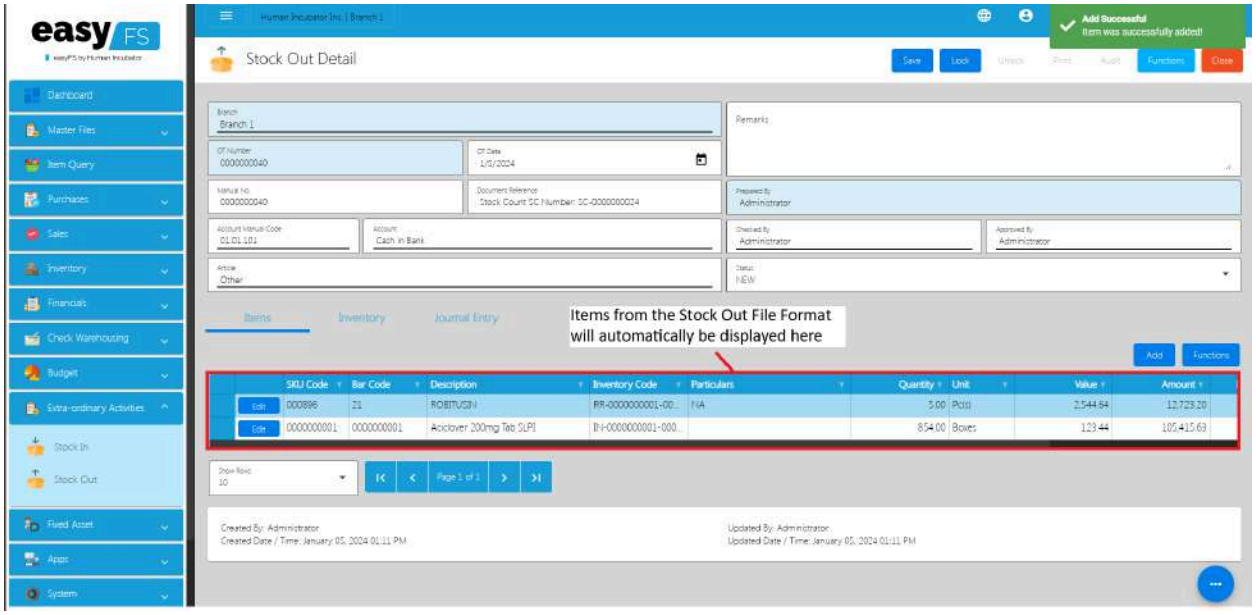
3. Save the file.
4. Go back to the system, then click again the **Functions** button then click the **Upload Items.**



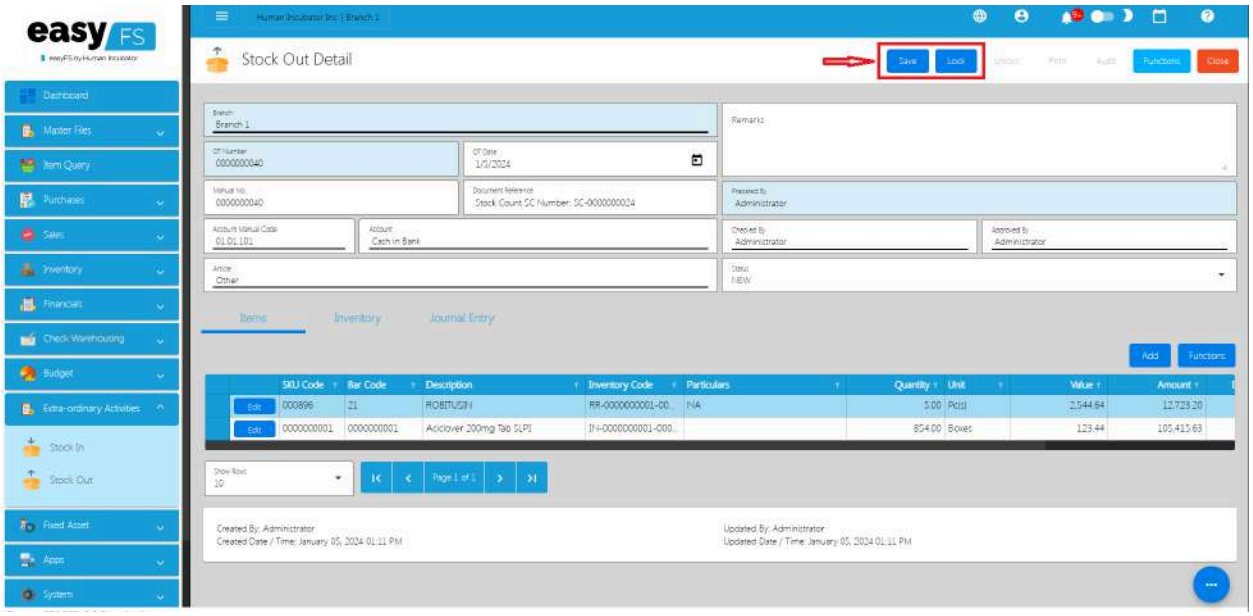
5. Locate the file then you can double click the file to upload.

6. Once bulk uploading is successful, you will see a success toast message and the Stock Out line item will automatically be supplied with data from the template.





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.



Supplier Return via Stock Out

Diagram:

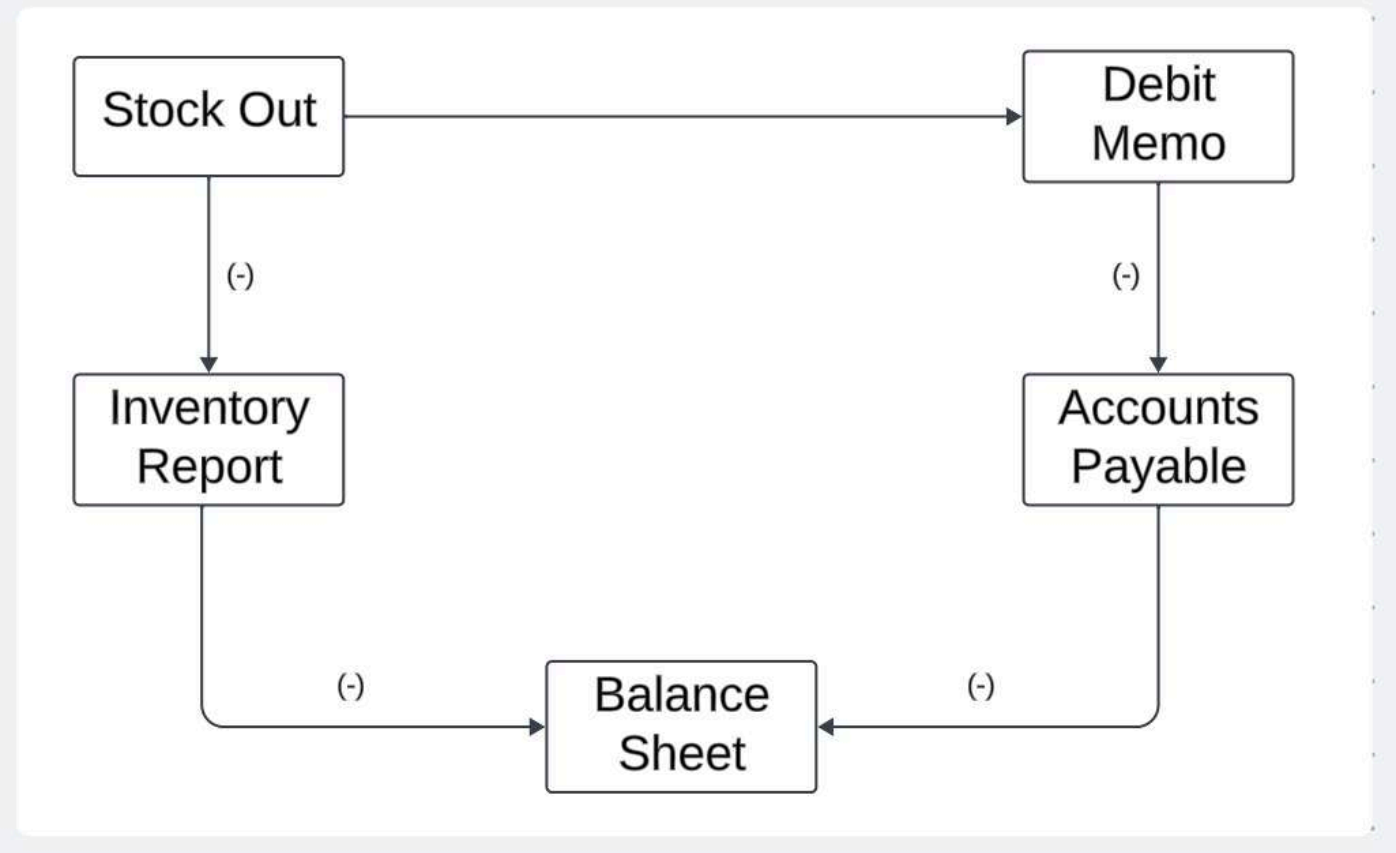
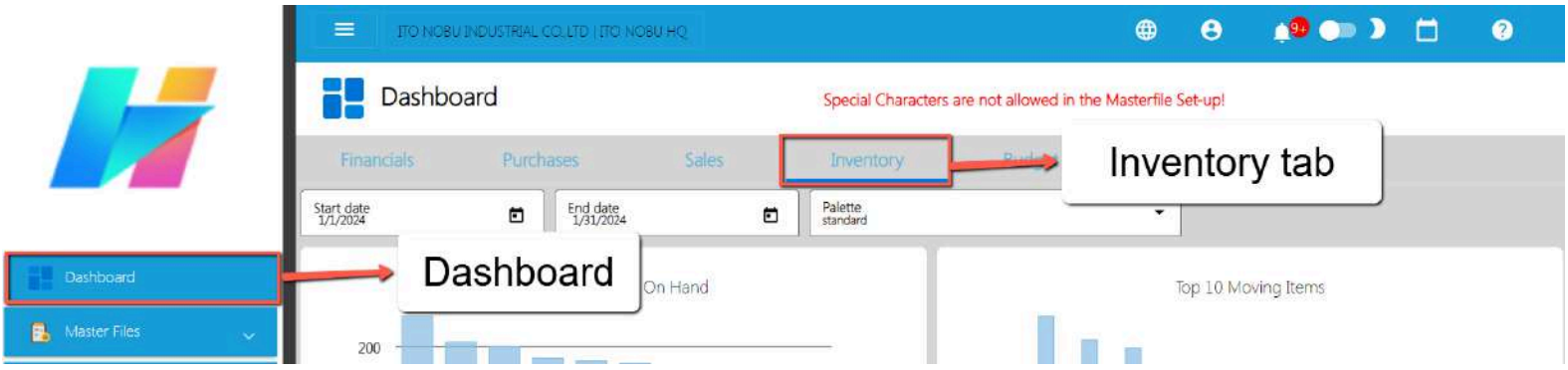


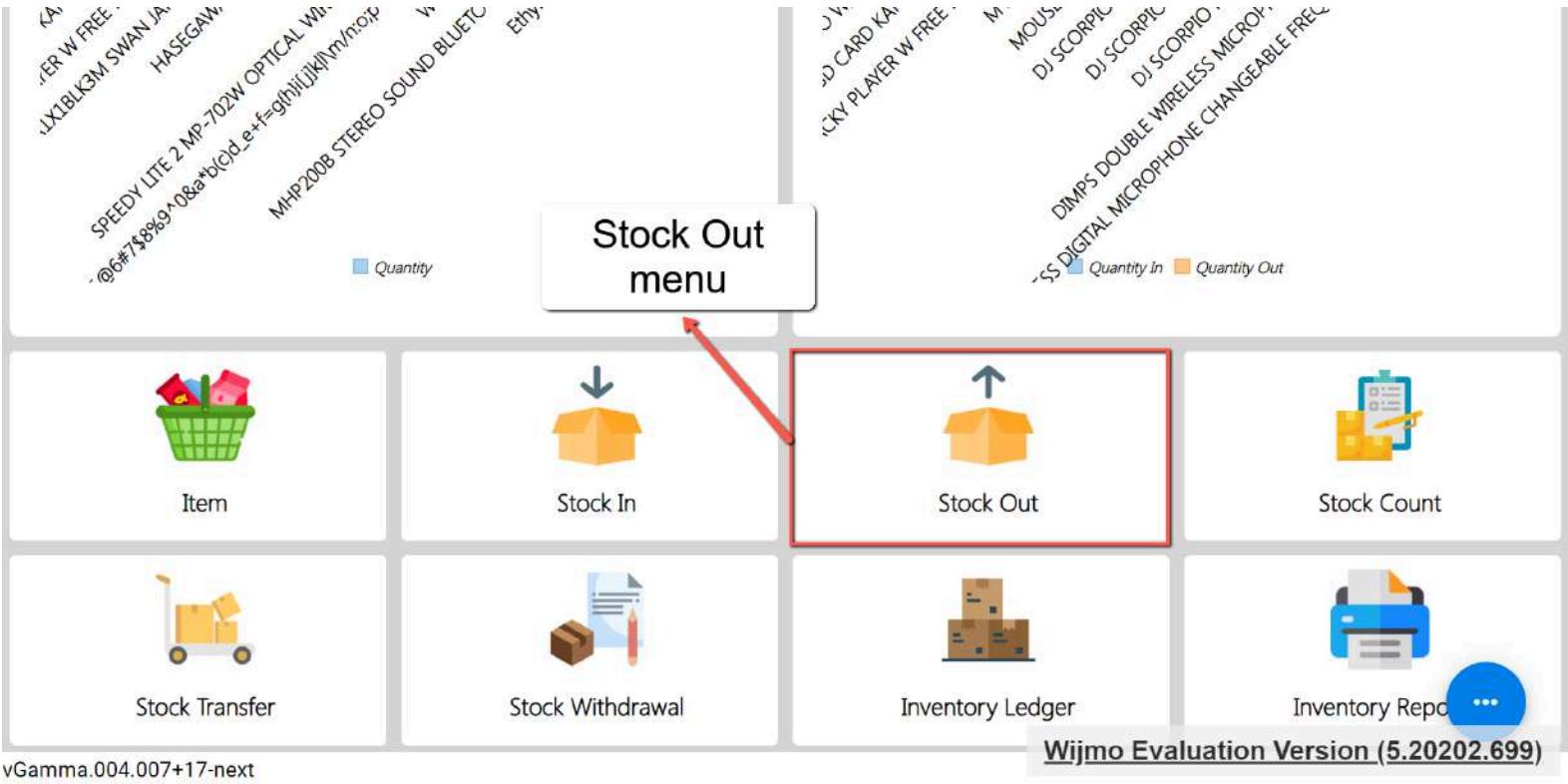
Diagram:

Steps on how to do Supplier Return via Stock Out:

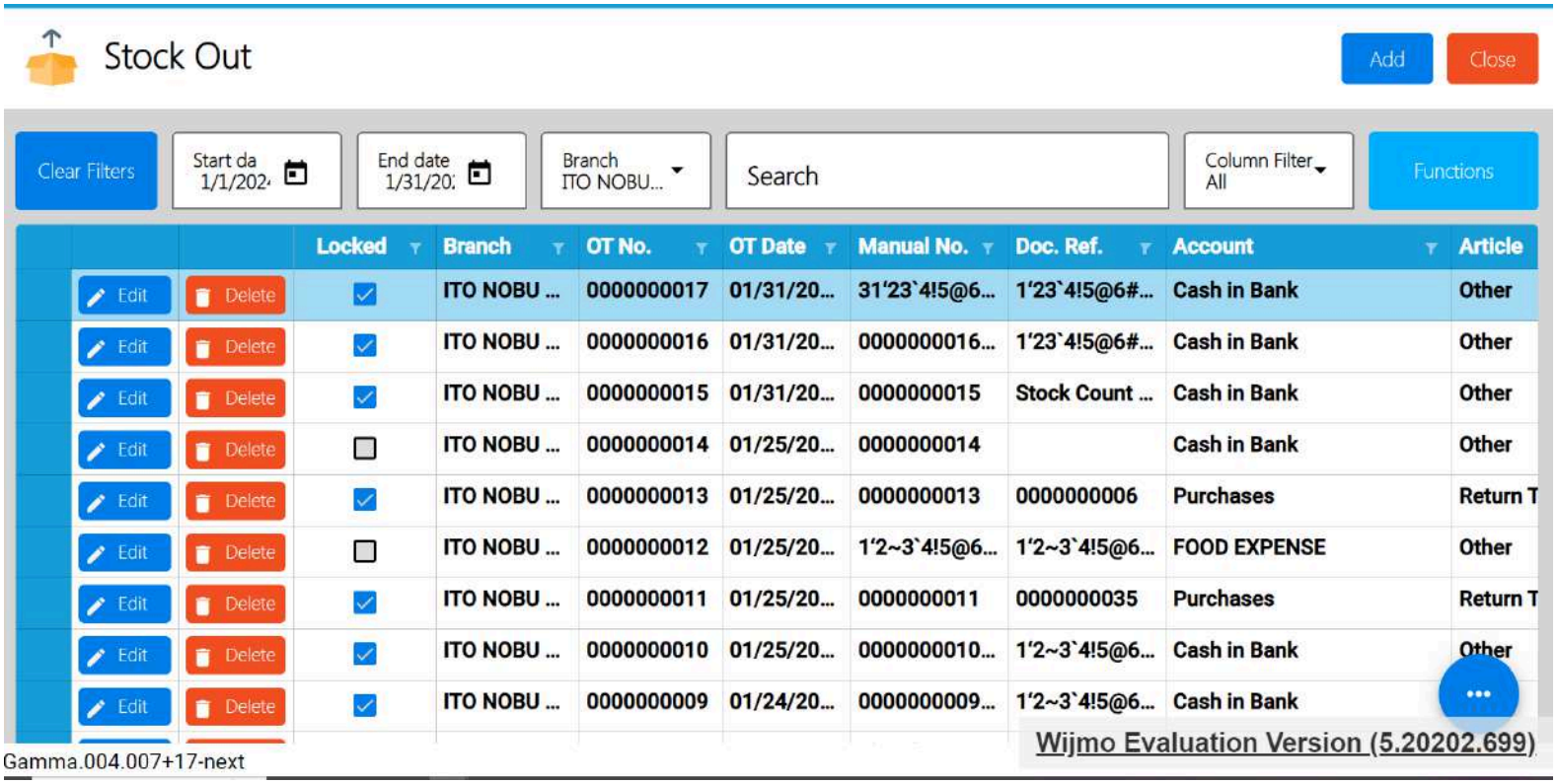
1. Go to Dashboard, then select the Inventory tab.



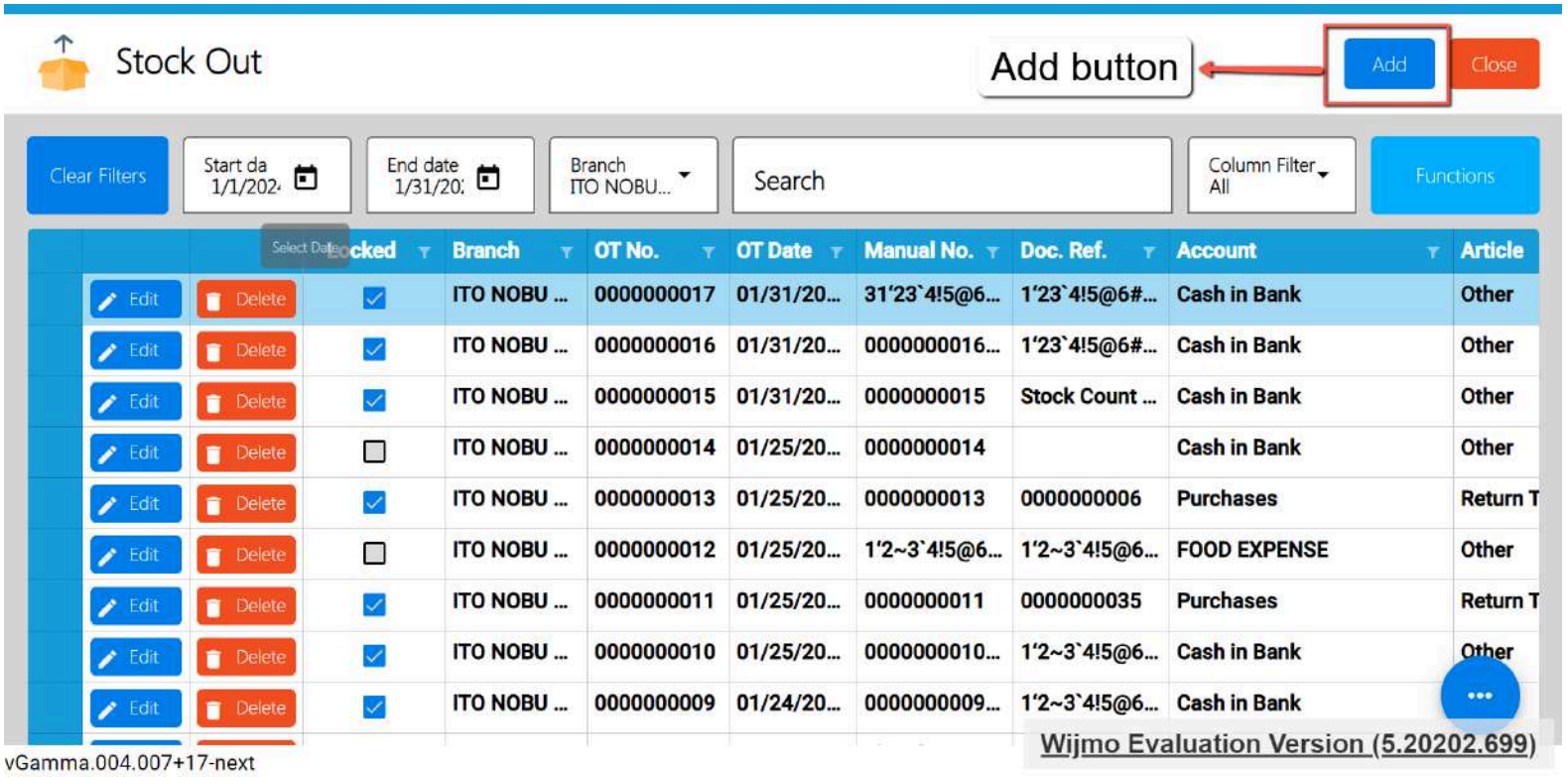
2. Scroll down and look for the Stock Out menu.



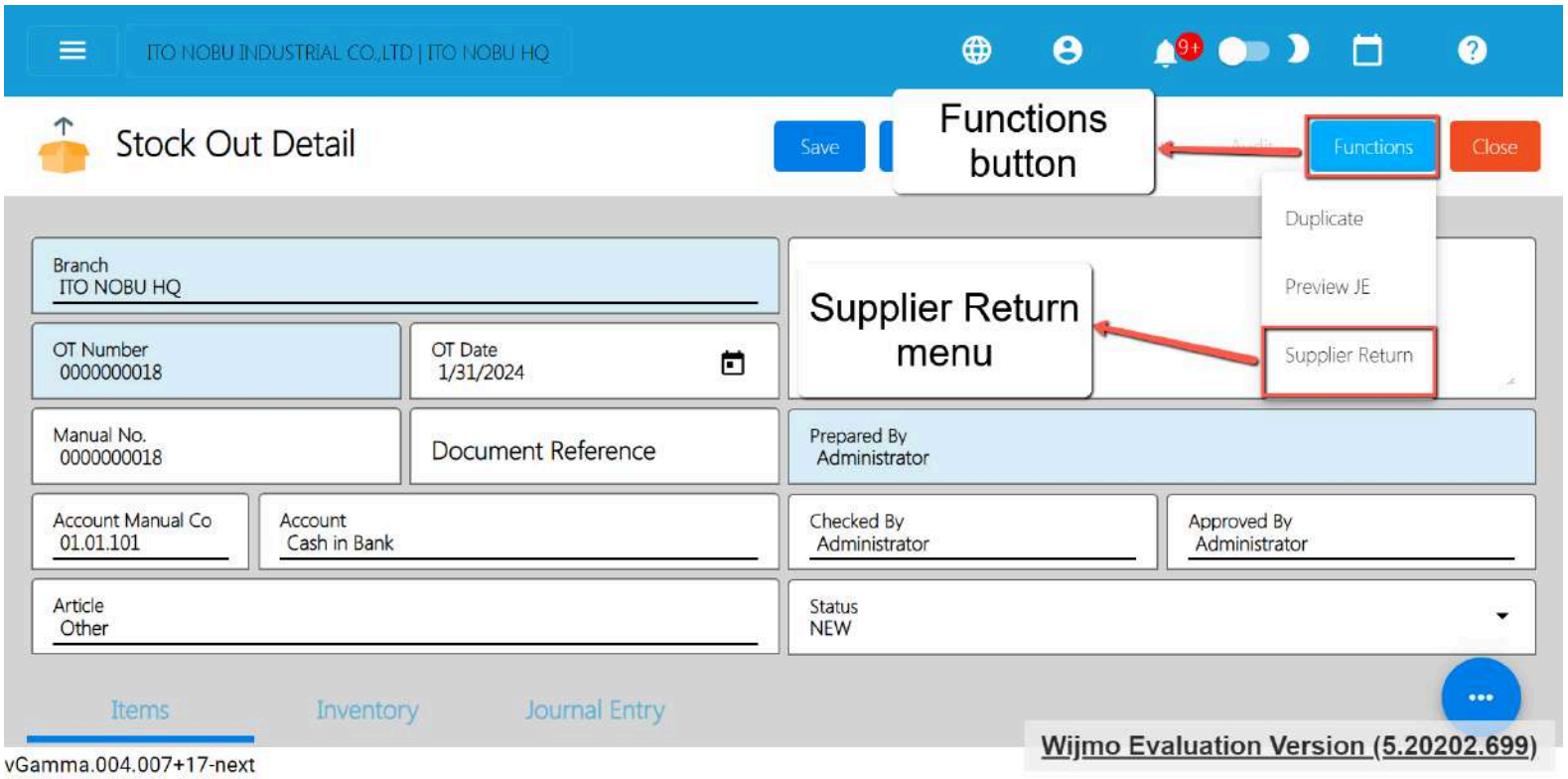
3. Click the menu, you will be redirected to the Stock Out list.



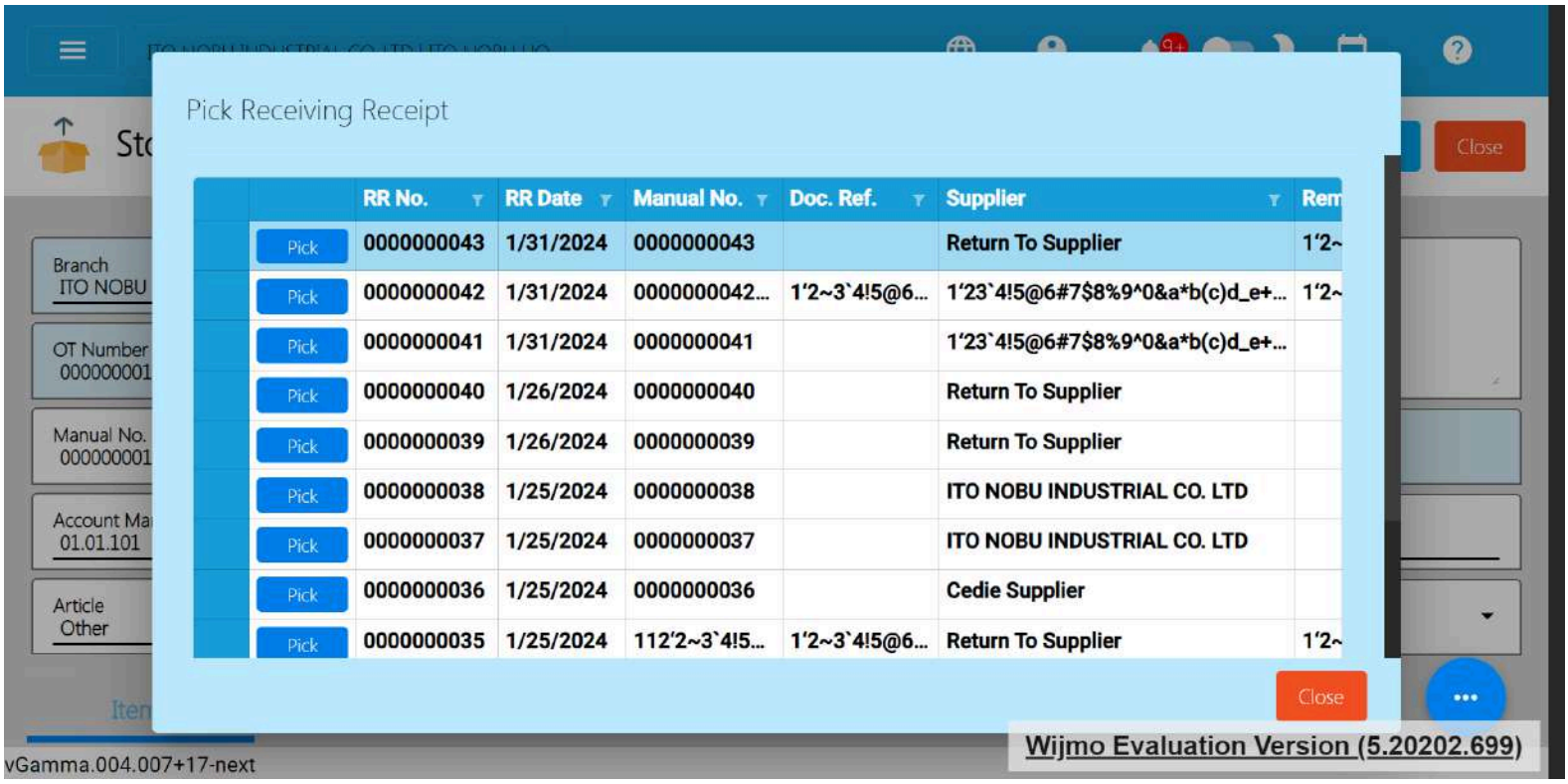
4. From the Stock Out list, click the Add button to add new Stock Out details to be used for Supplier Return.



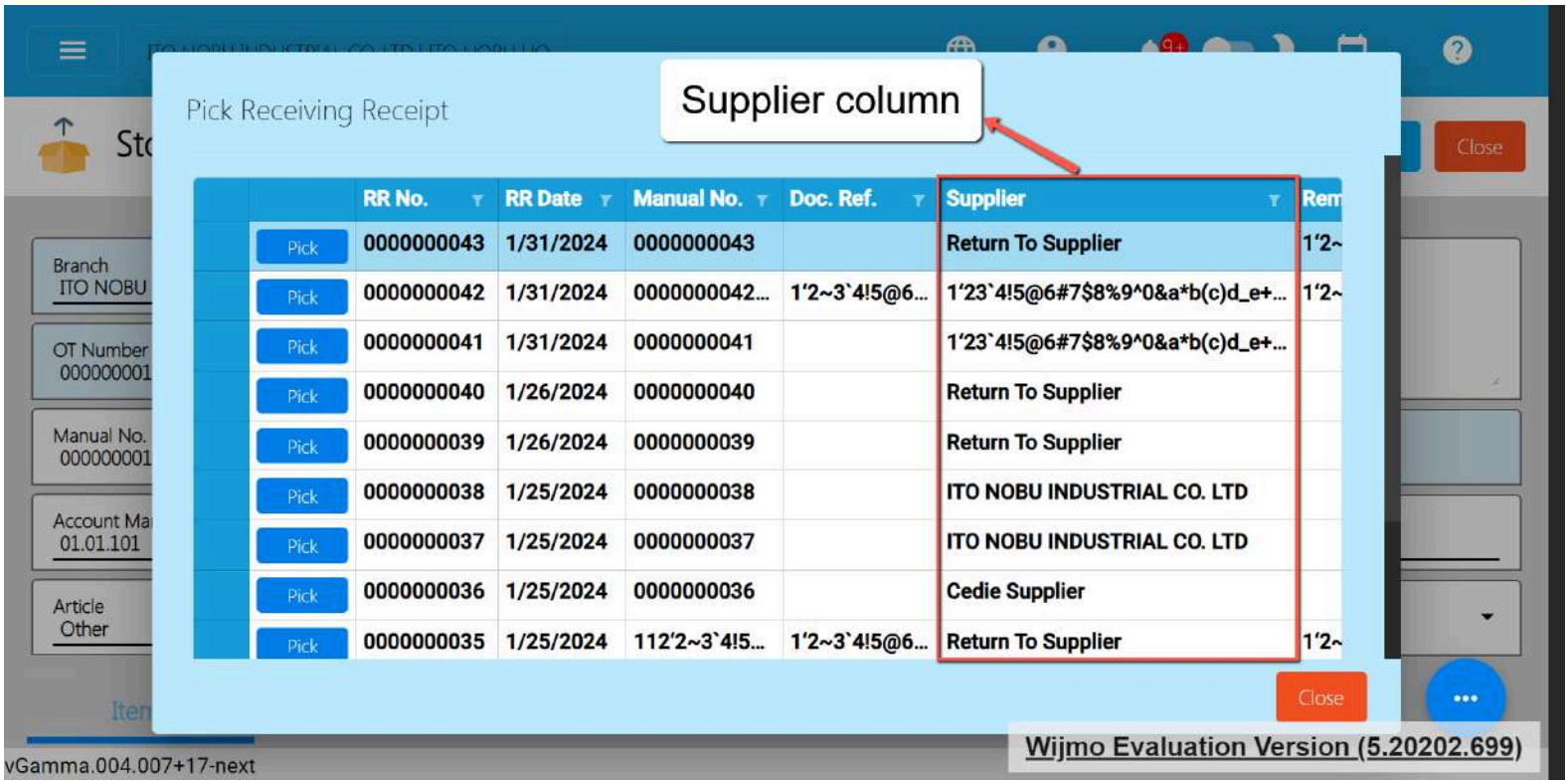
5. After clicking the Add button, you will be redirected to the Stock Out detail page. There's no need to input for the Stock Out headers, just simply click the **Functions** button, then select the **Supplier Return** menu.



6. After clicking the Supplier Return, a Pick Receiving Receipt popup will display.

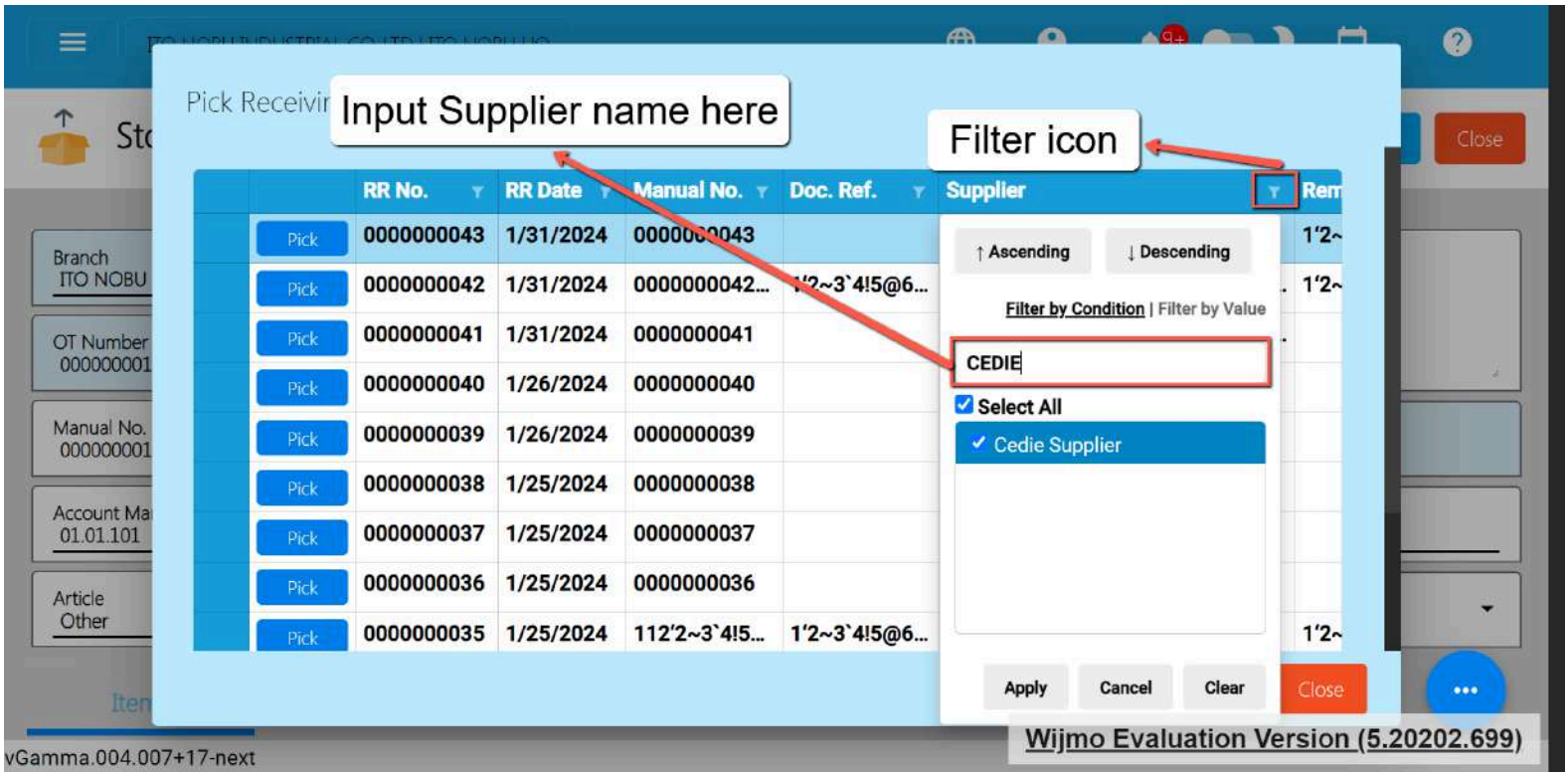


7. To quickly find the Receiving Receipt number based on the Supplier, look for the Supplier column.

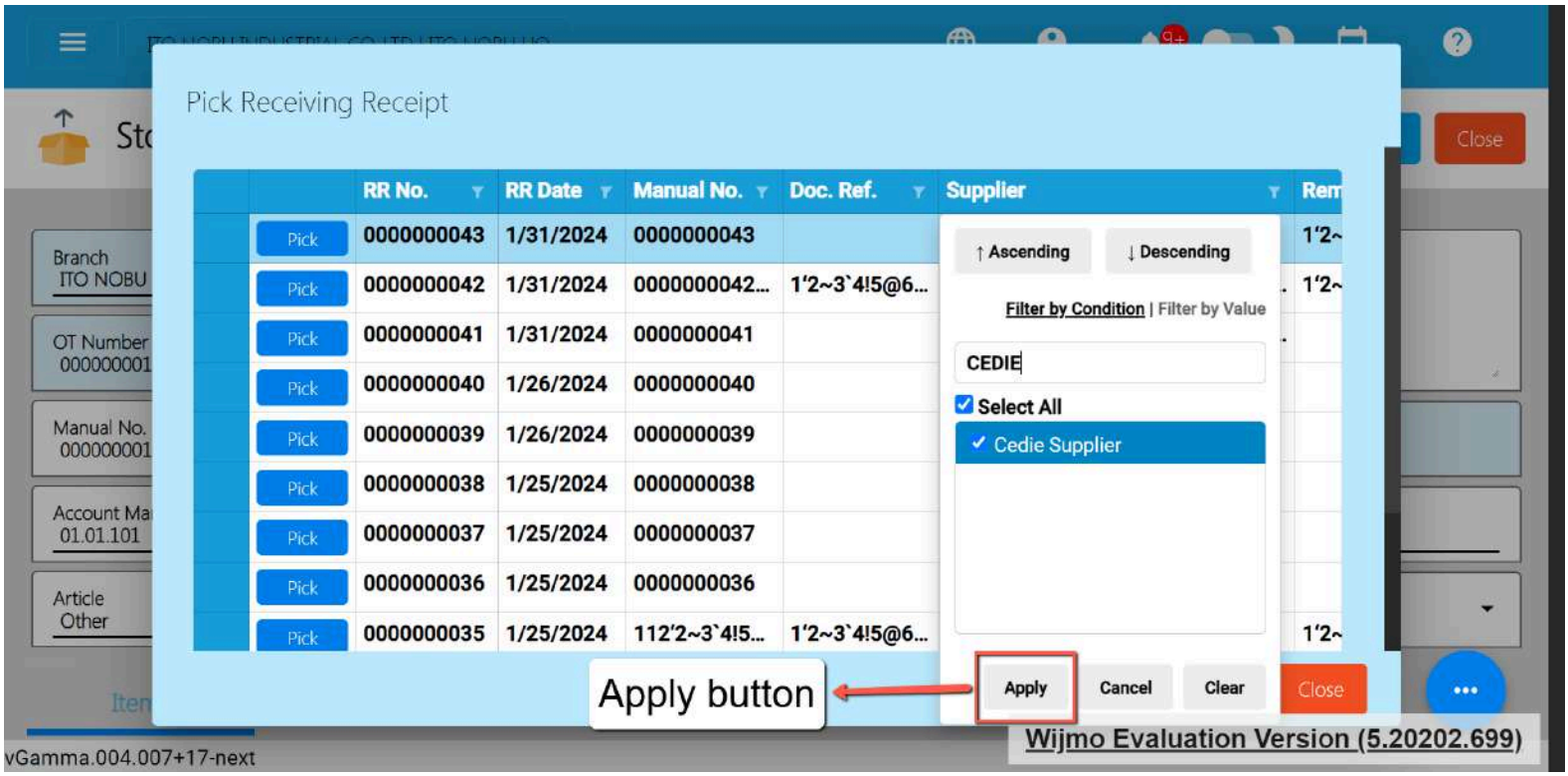


	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Rem
Pick	0000000043	1/31/2024	0000000043		Return To Supplier	1'2~
Pick	0000000042	1/31/2024	0000000042...	1'2~3`4!5@6...	1'23`4!5@6#7$8%9^0&a*b(c)d_e+...	1'2~
Pick	0000000041	1/31/2024	0000000041		1'23`4!5@6#7$8%9^0&a*b(c)d_e+...	
Pick	0000000040	1/26/2024	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~

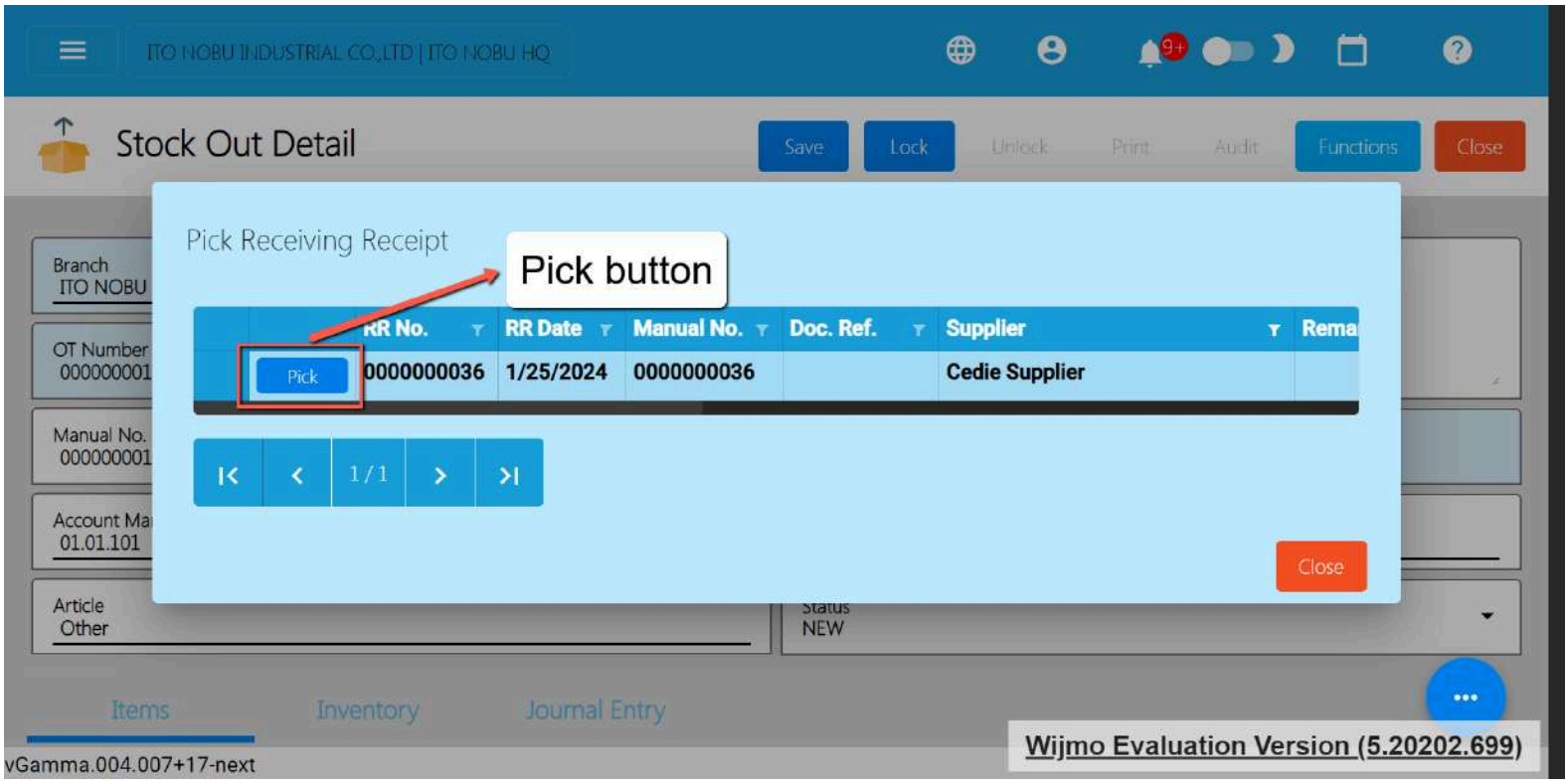
8. Select the filter icon, and input the Supplier name.



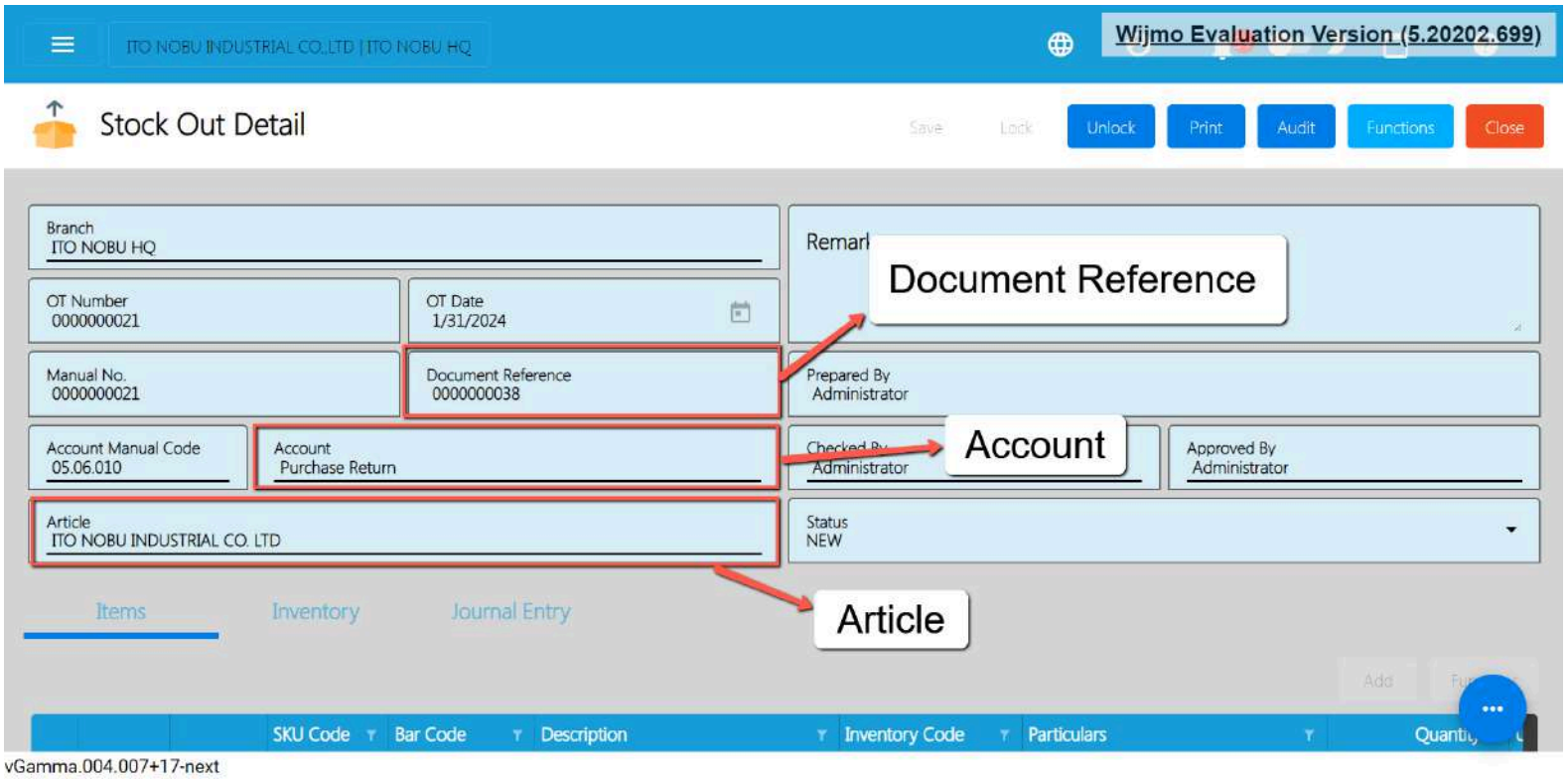
9. Once the Supplier name is found, click the Apply button.



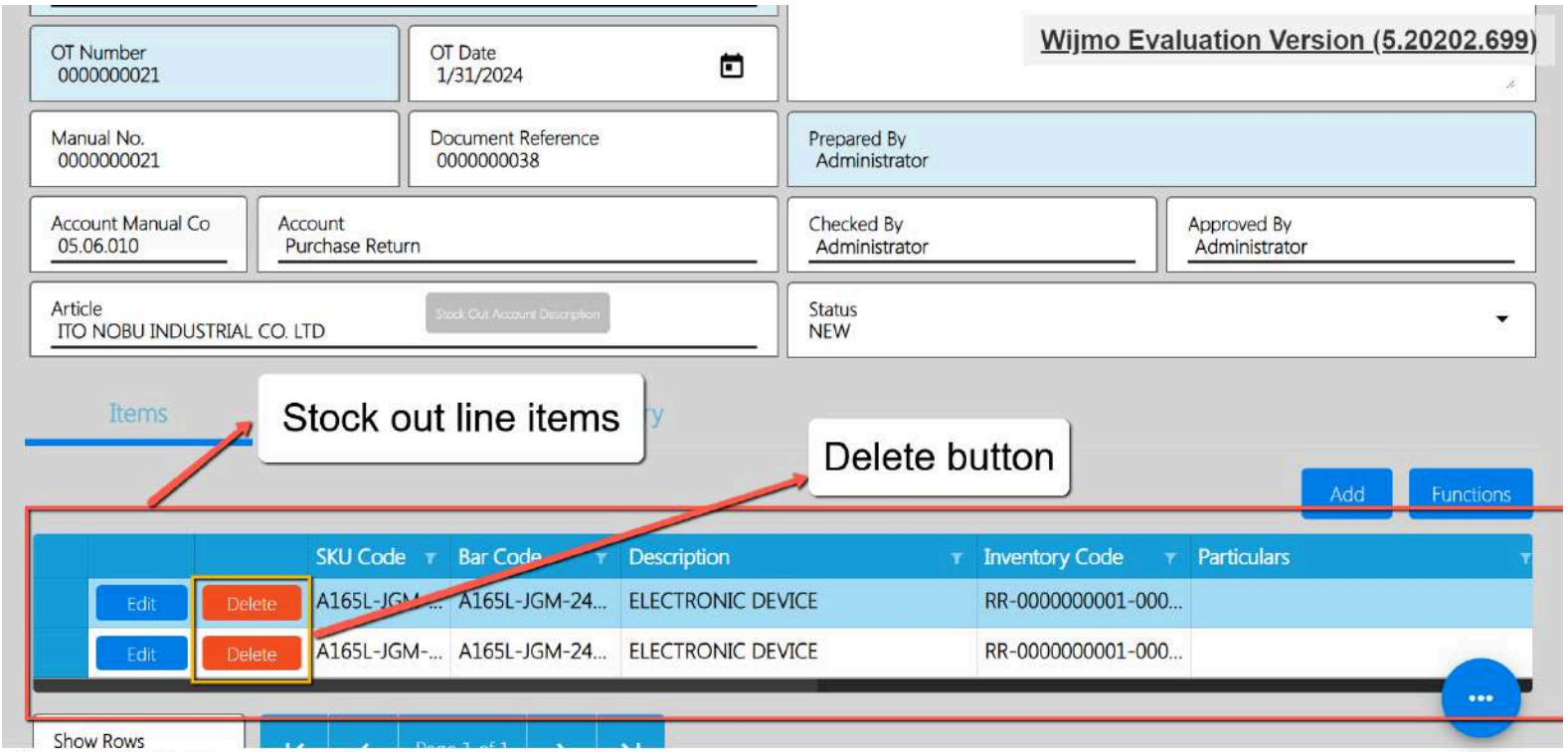
10. It will now display the list of Receiving Receipts based on the selected Supplier.
11. Now, look for the Receiving Receipt number then click the **Pick** button. Take note: Once Receiving Receipt is already picked, you already executed the Supplier Return. Meaning, you cannot do another Supplier return. If you wish to add another Supplier Return, add new Stock Out detail.



12. Once picked, the Stock Out header is automatically populated like:
    a. Document Reference → *Receiving Receipt's Number*
    b. Account → *default Account for Supplier Return (Example: Purchase Return)*
    c. Article → *Supplier Name*



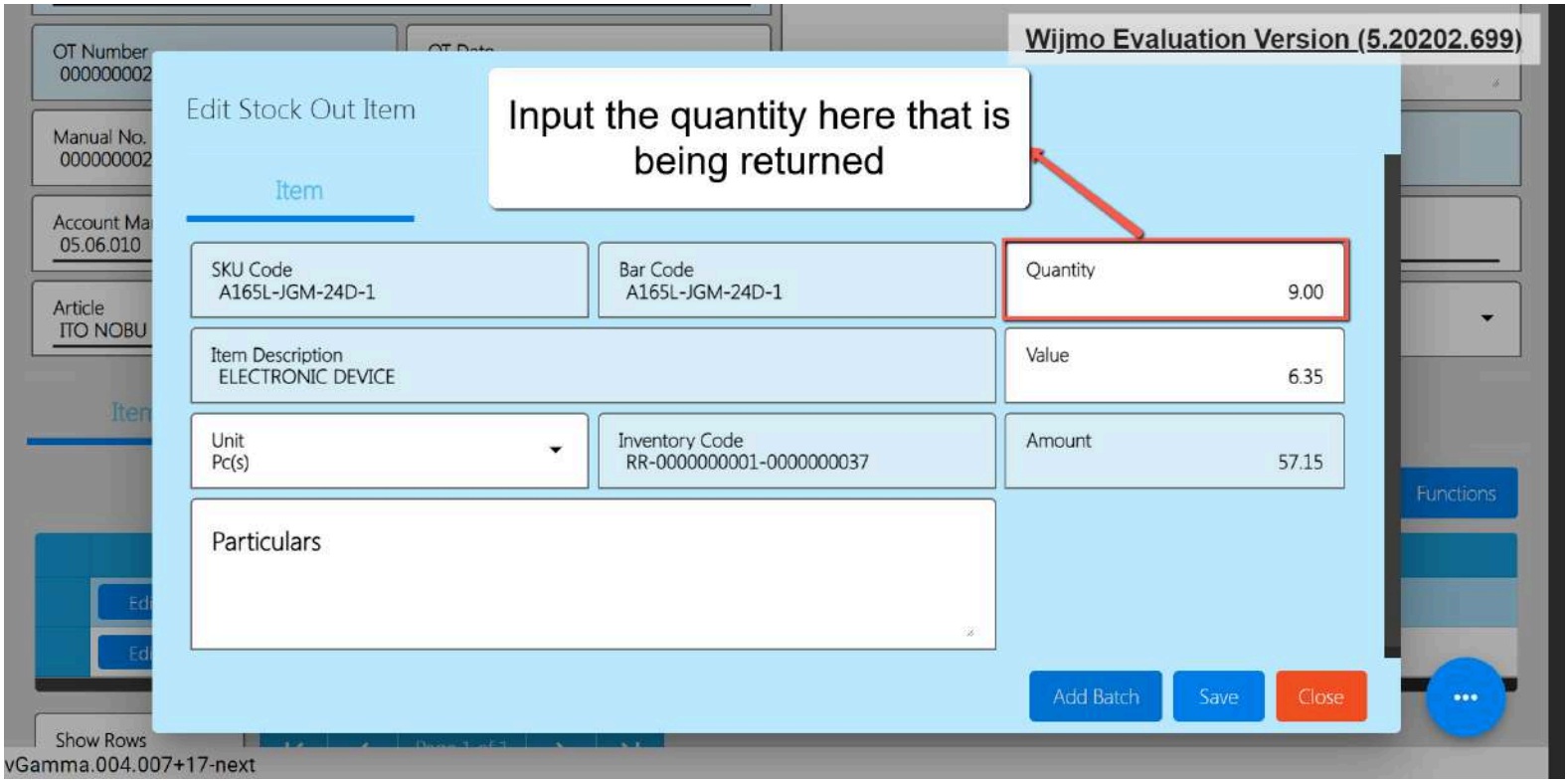
13. Under the Stock Out line items, delete the item that is not included on the return.



vGamma.004.007+17-next

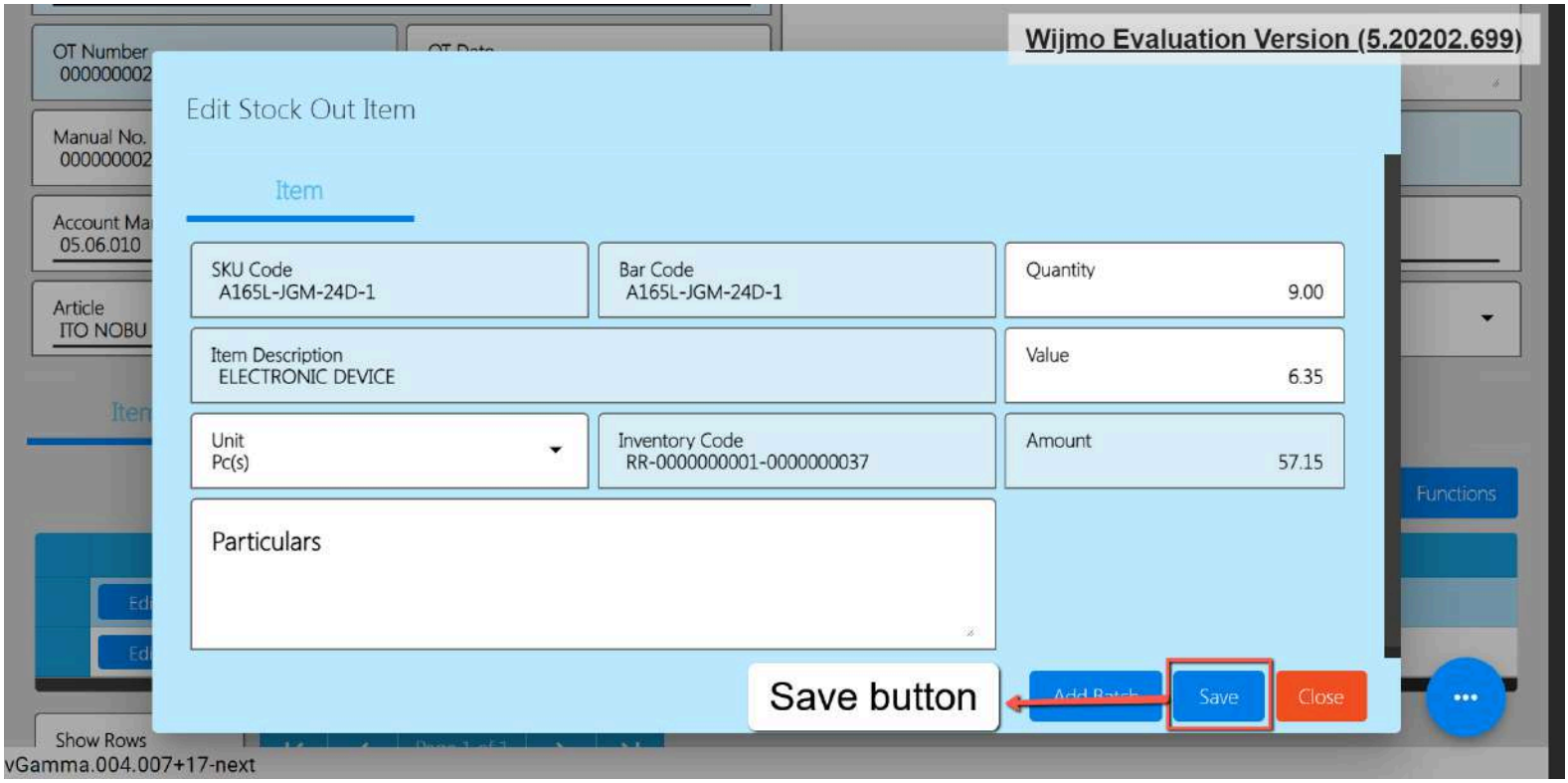
14. For the remaining item (item that is returned to the Supplier), click the Edit button to edit the quantity being returned. Make sure, it will not exceed the quantity being purchased from the Supplier.

vGamma.004.007+17-next

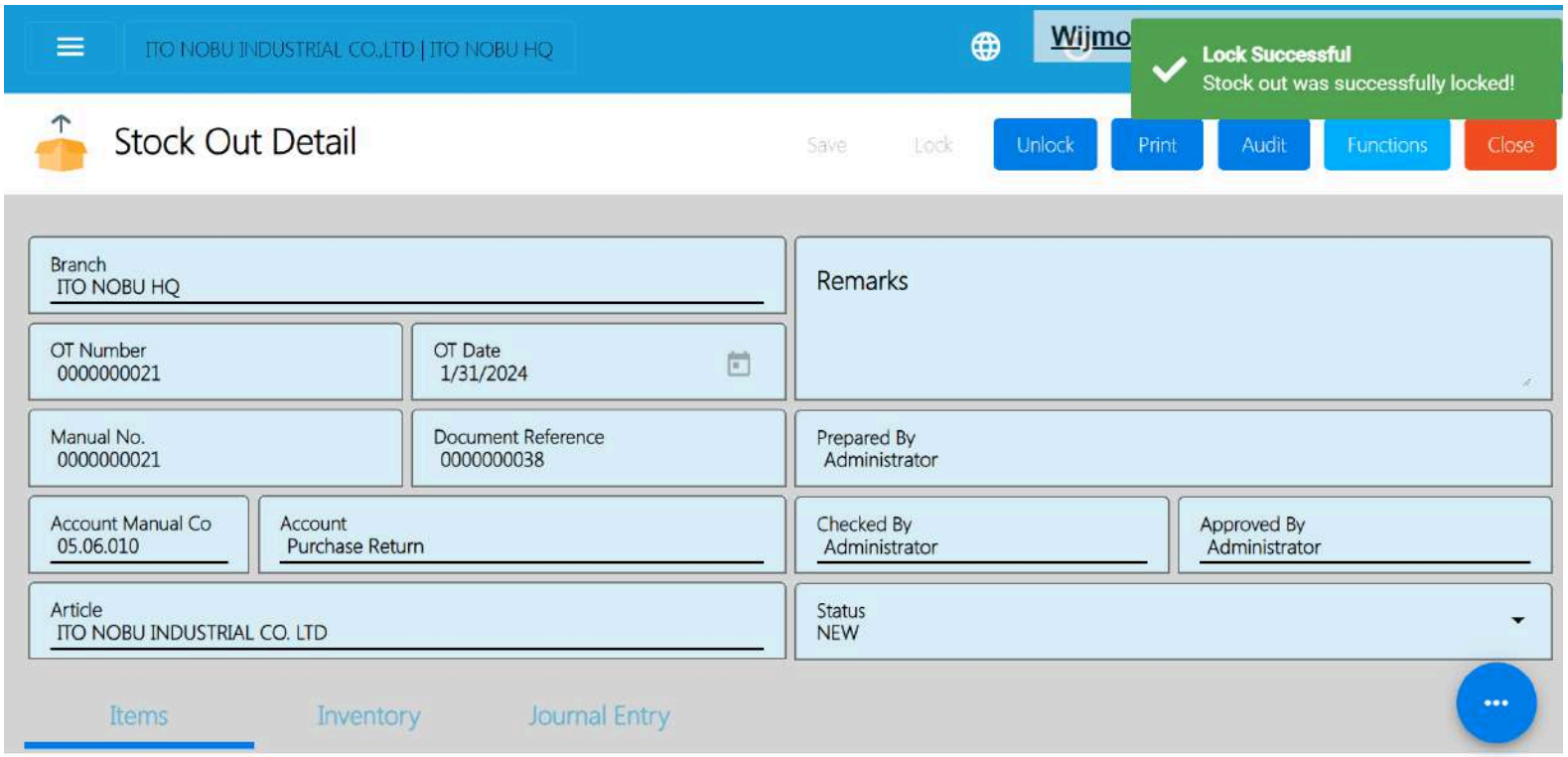


vGamma.004.007+17-next

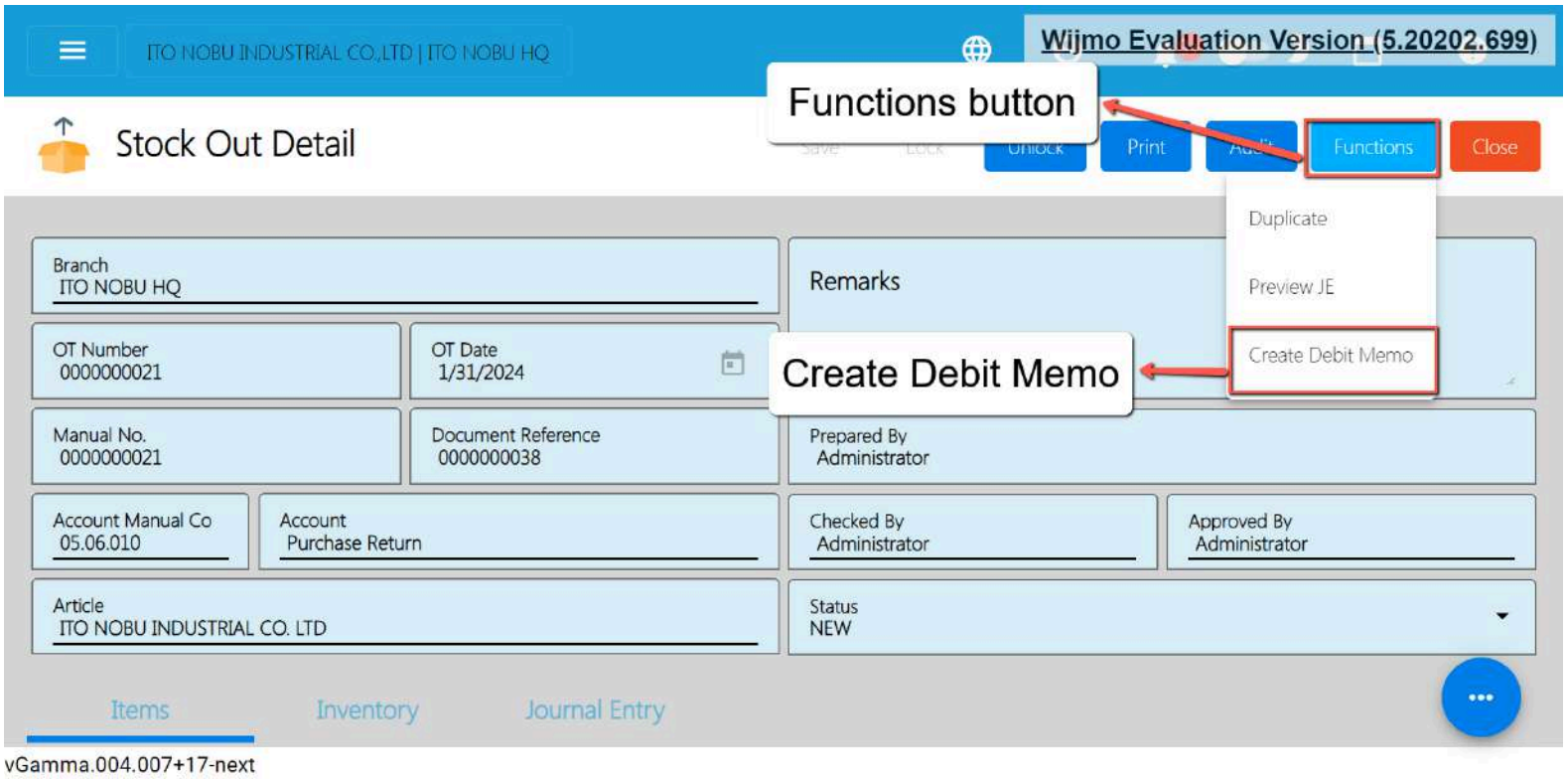
15. Once okay, click the Save button to save the changes for the quantity.



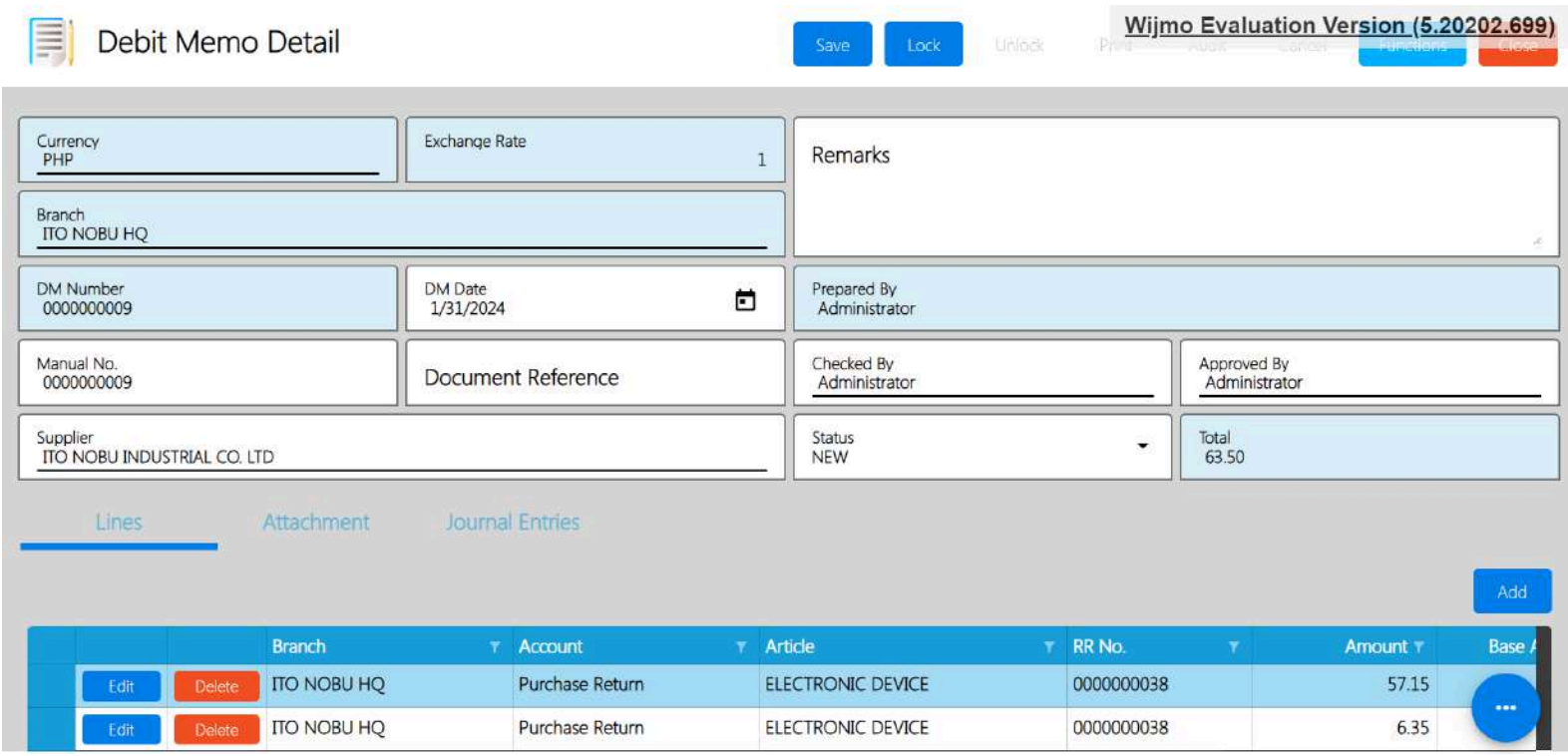
16. Once everything is okay, click the Save and Lock button to save and lock the Stock Out detail.



17. After that, click again the Functions button, then select the **Create Debit Memo.**

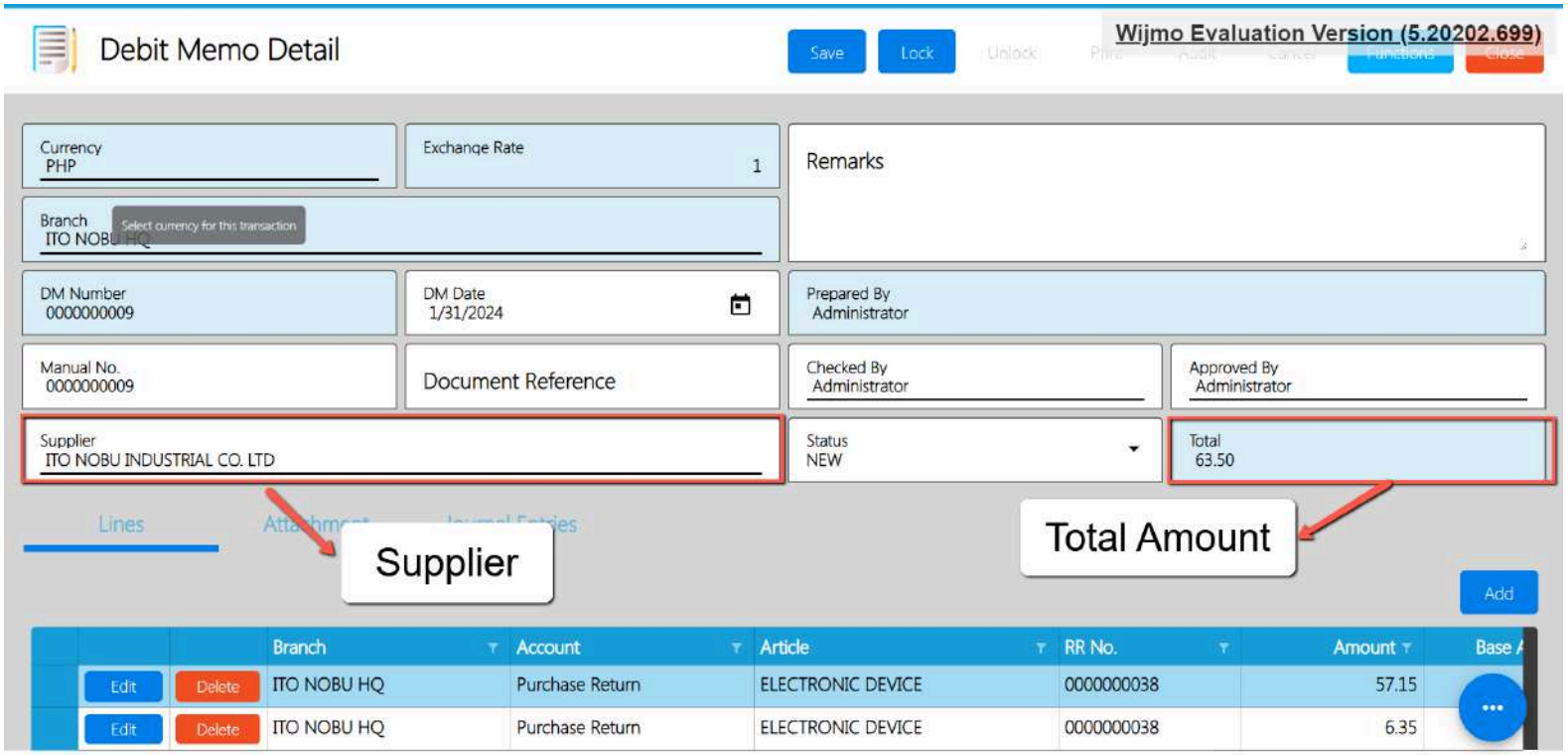


18. You will be redirected to the Debit Memo Detail page. This will make adjustments to the Accounts Payable.



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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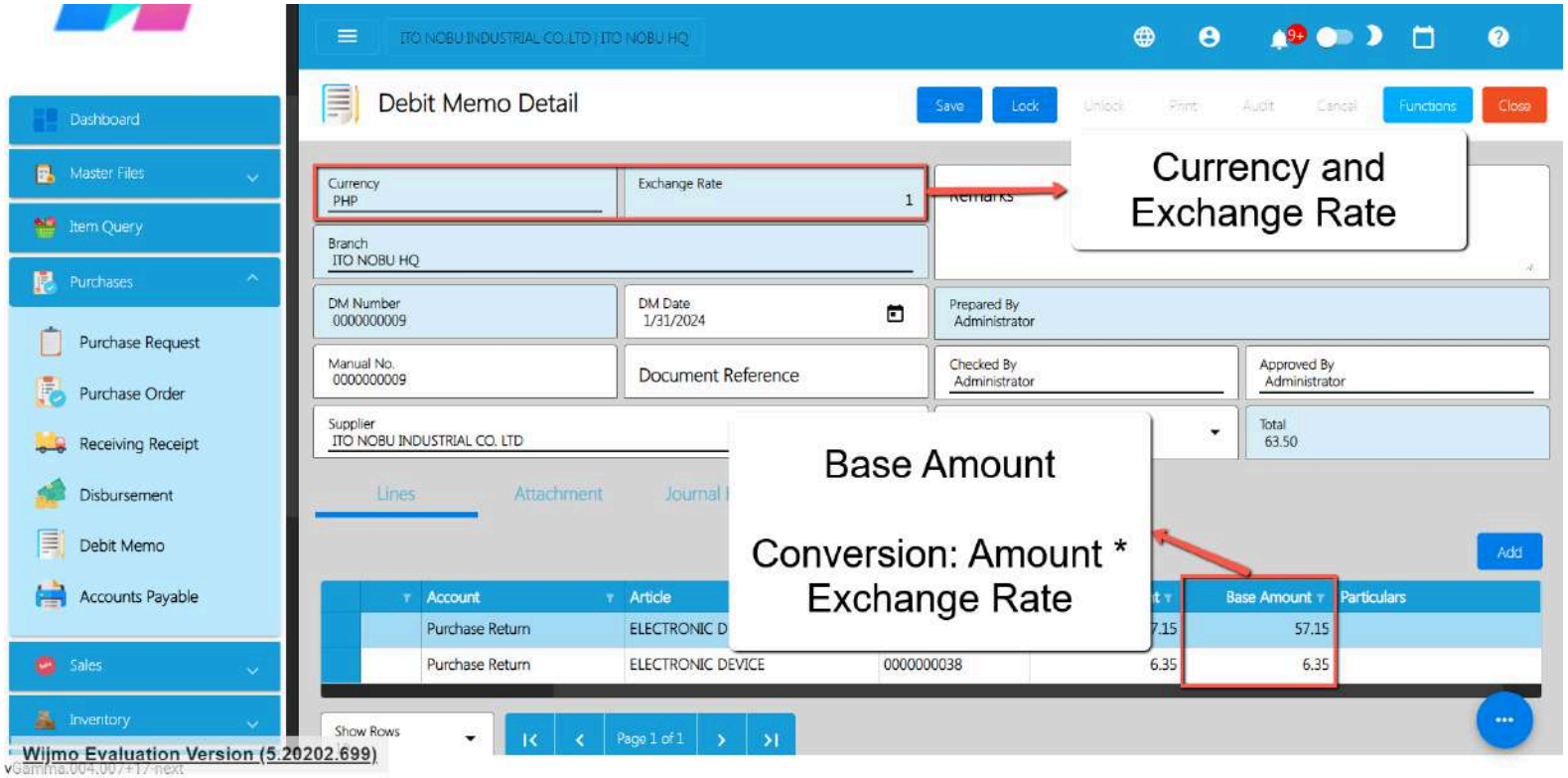
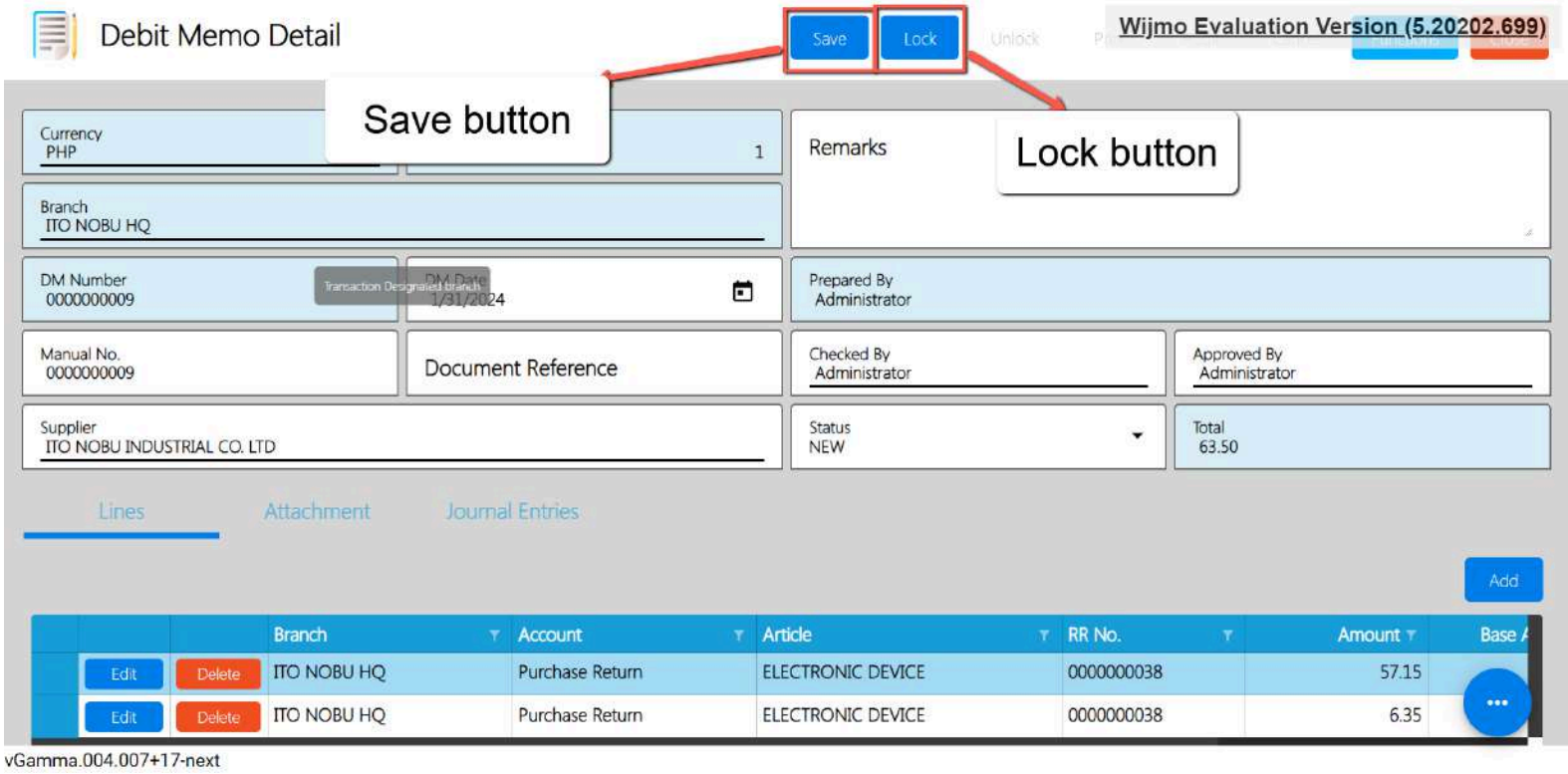


20. Once everything is okay, click the Save button.
21. After clicking the Save button, click the Lock button to make some changes on the system.



vGamma.004.007+17-next

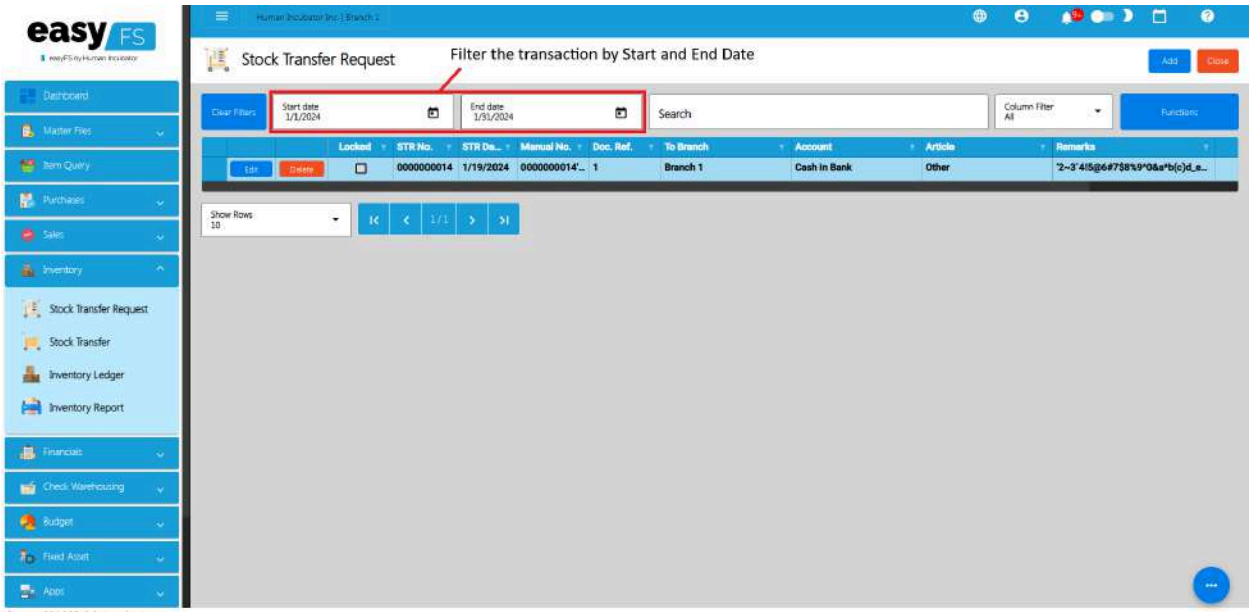
5.5 Stock Transfer Request

Overview

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

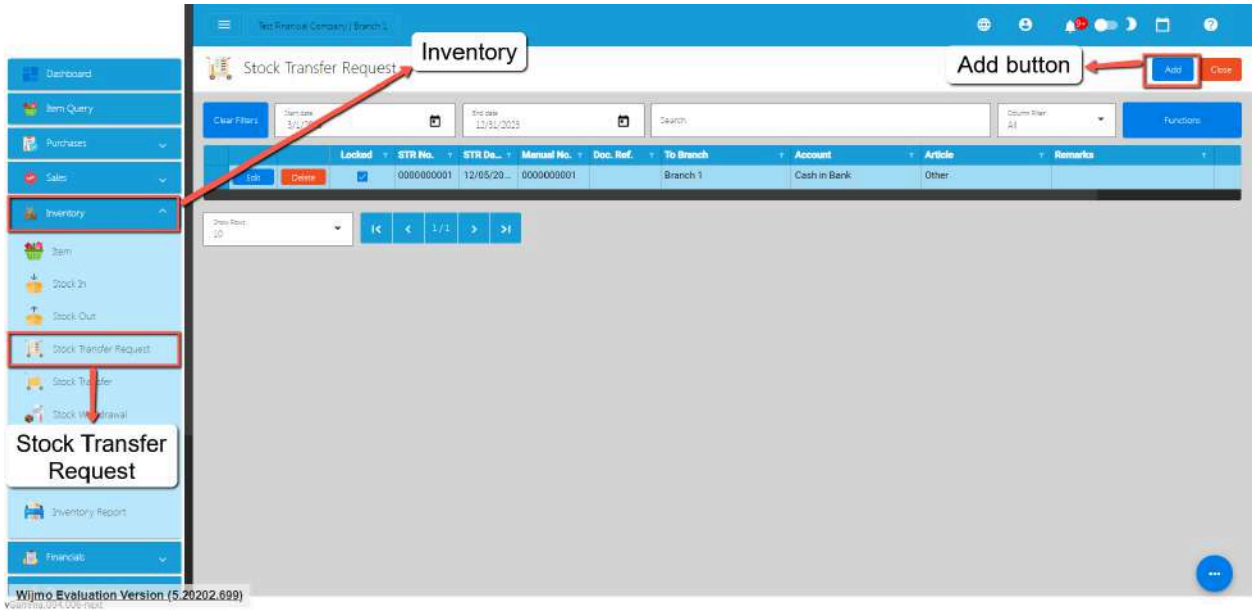
Stock Transfer Request List

- 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).

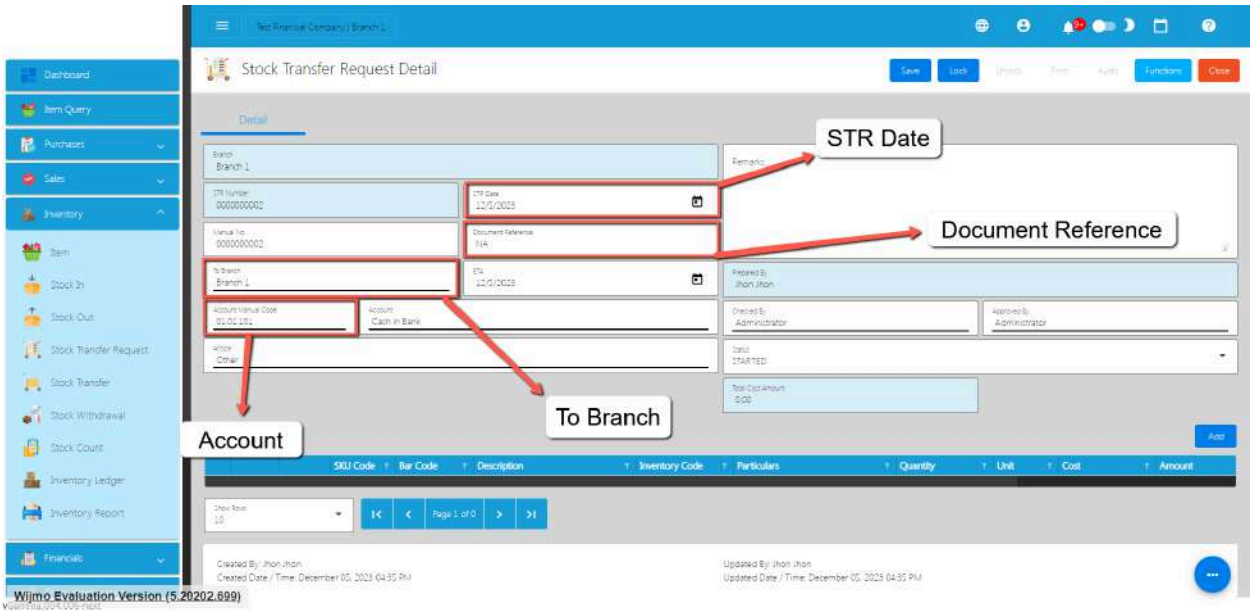


Stock Transfer Request Detail

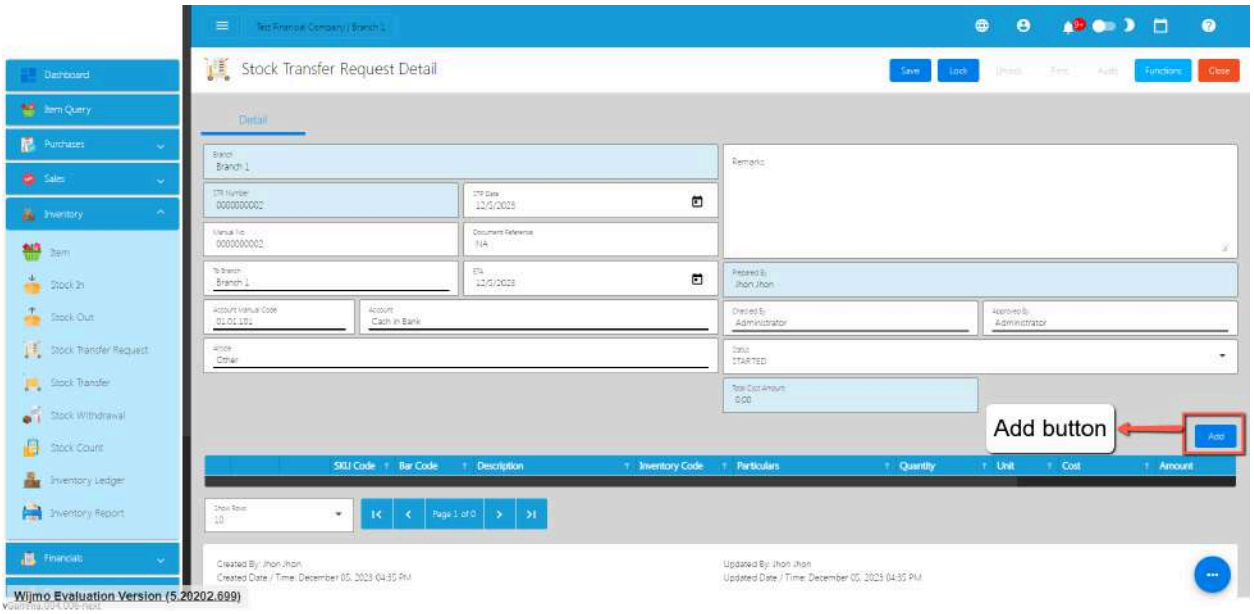
22. To add a new Stock Transfer Request, go to **Inventory** then click **Stock In**. After that, click the **Add** that can be seen in the Stock Transfer Request list.



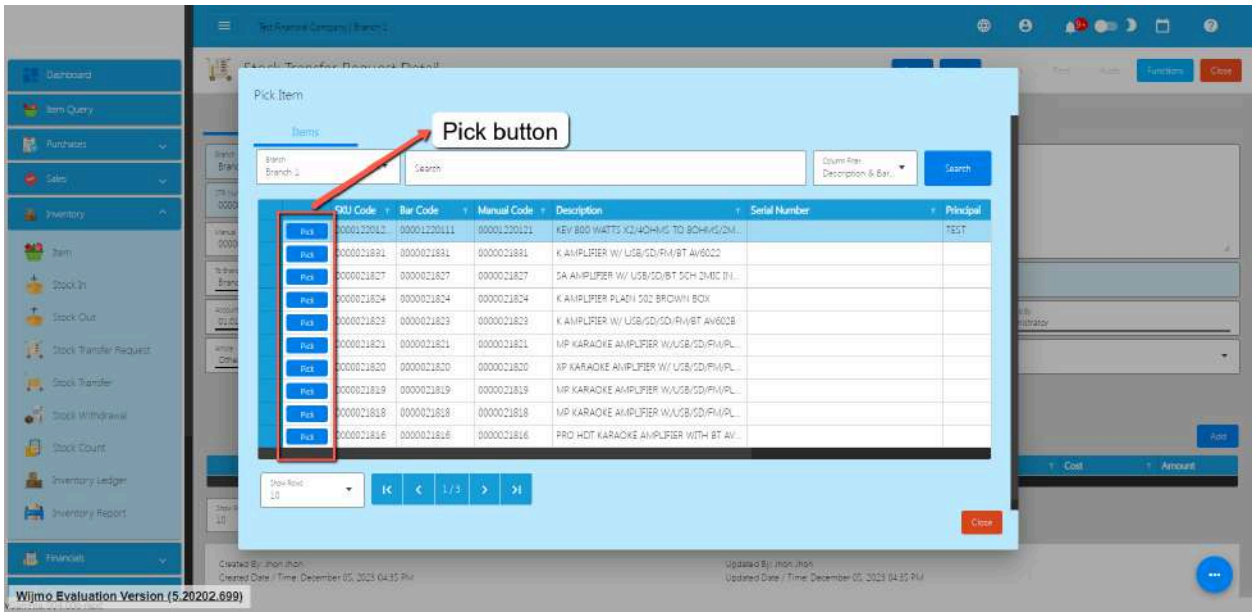
23. Fill out all the needed information for the **Stock Transfer Request Detail** like,
    a. STR Date
    b. To Branch (where you want to request an Item)
    c. Document Reference
    d. Account



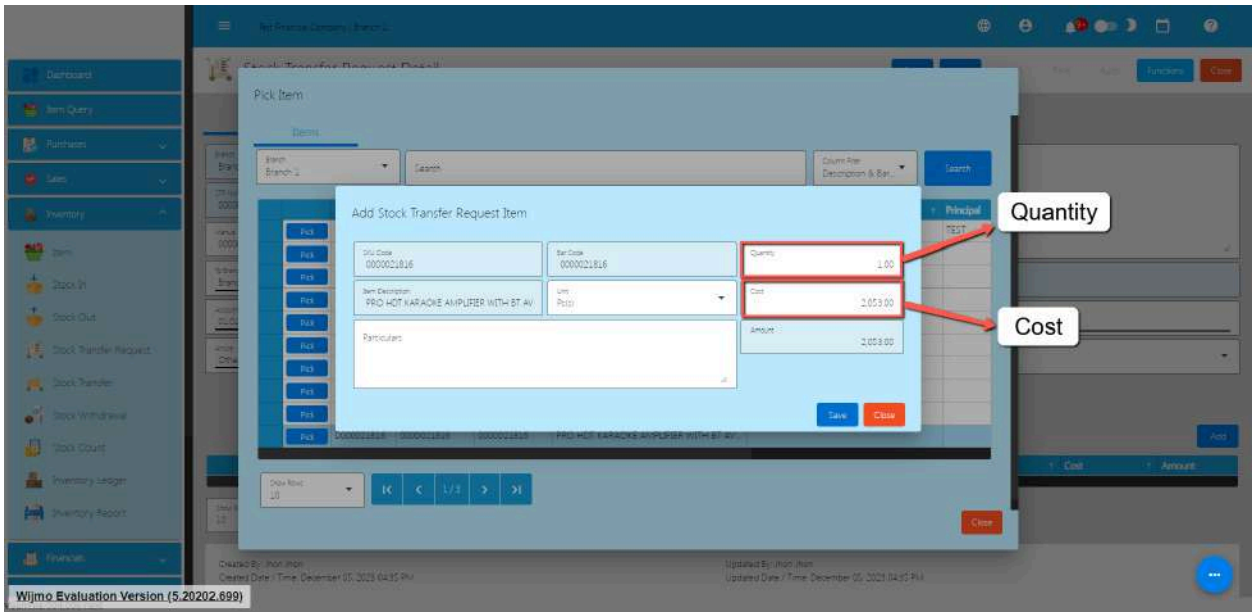
24. To add Stock Transfer Request line item(s), click the **Add** button.



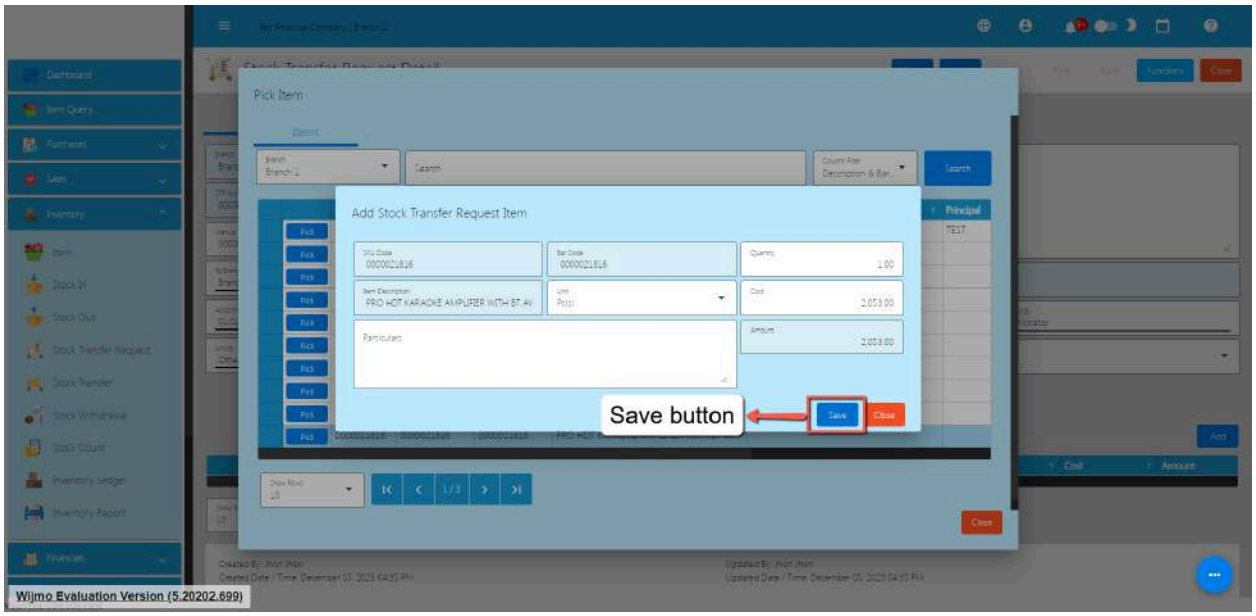
25. Click the Pick button that you want to add.



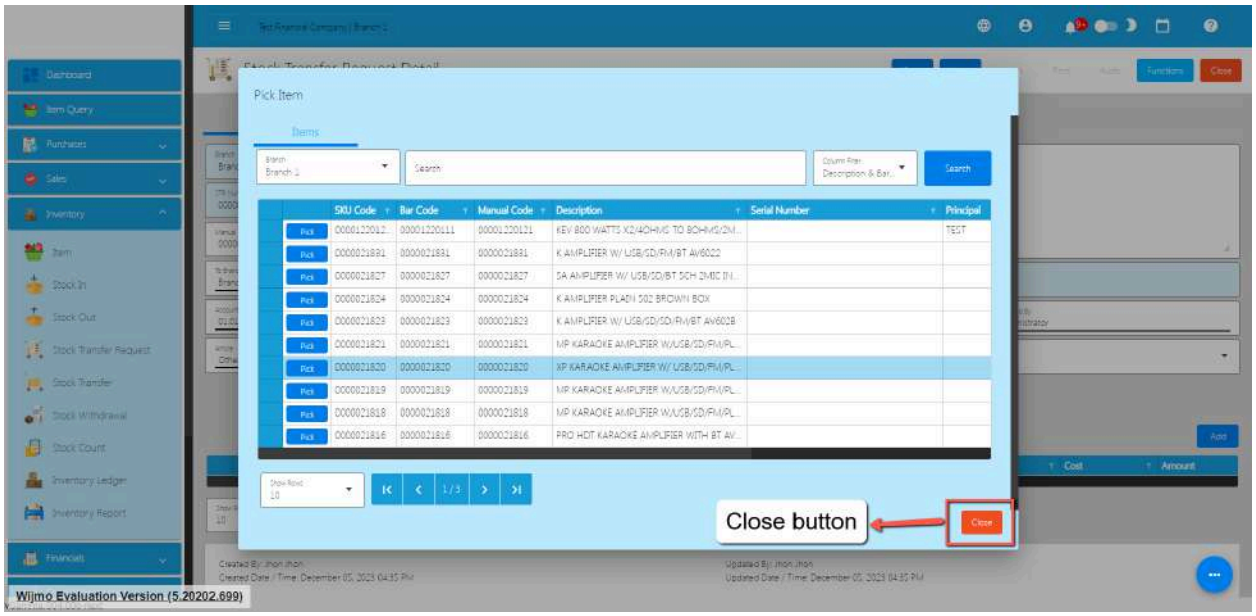
26. Fill up the necessary field for adding the item for **Stock Transfer Request** such as the Cost and the Quantity.



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

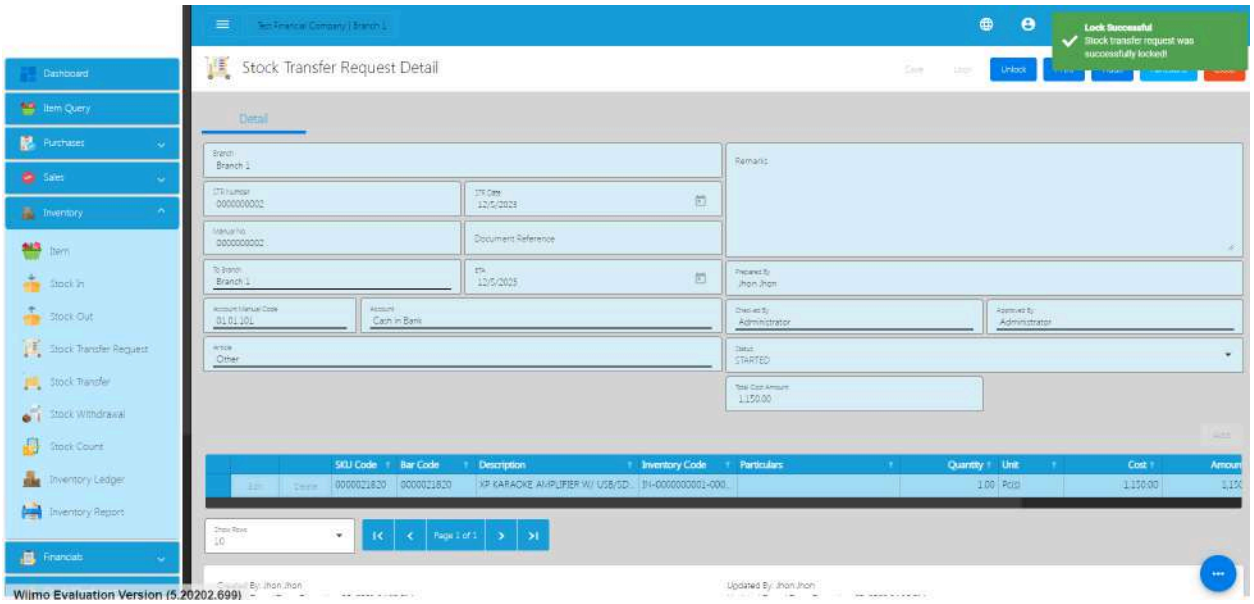


28. If you wish to add another item, just repeat Steps 4 to 6.
29. Click the Close button to close the popup and review your Stock Transfer Request detail.



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.



5.6 Stock Transfer

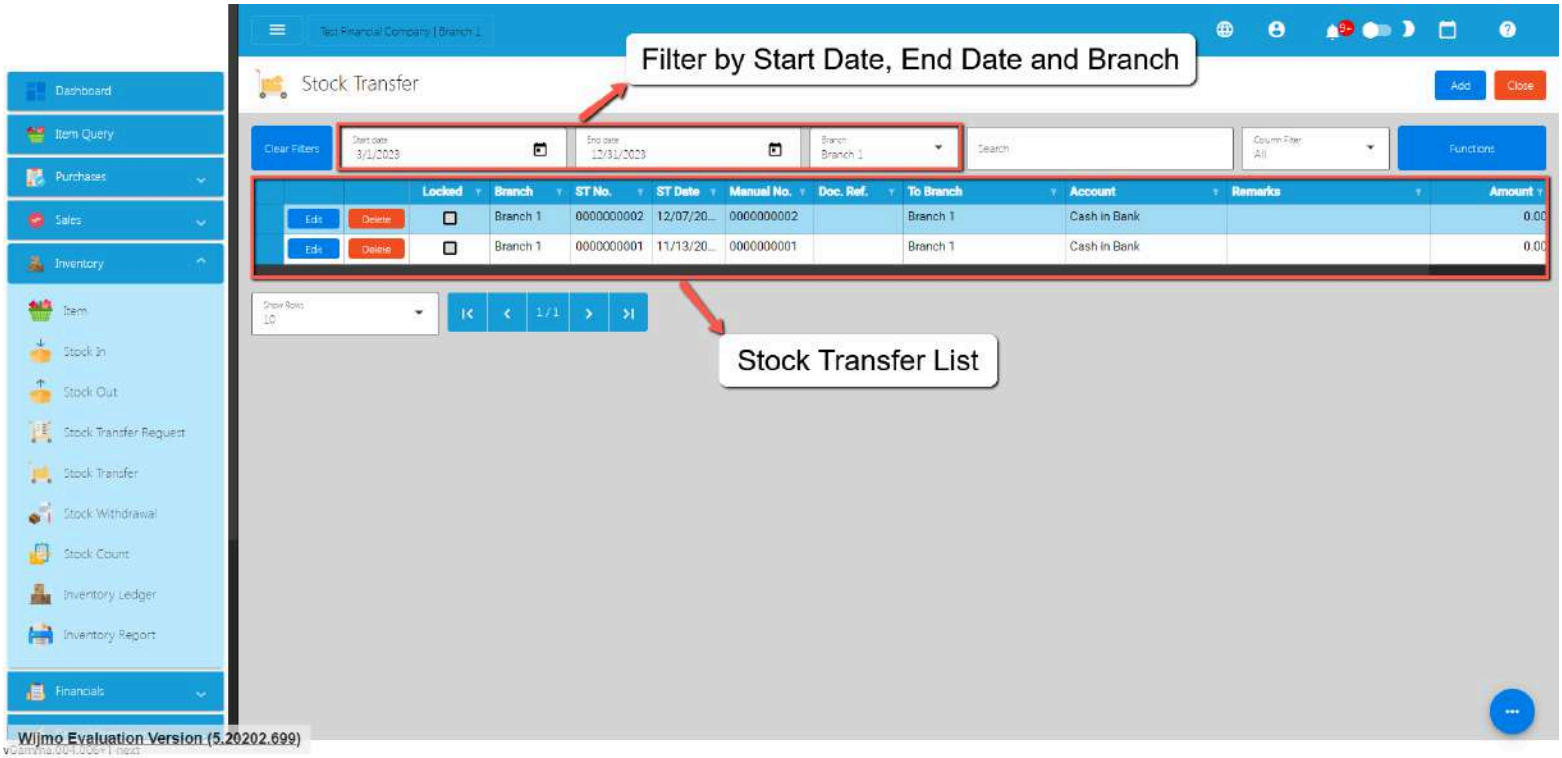
Overview

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

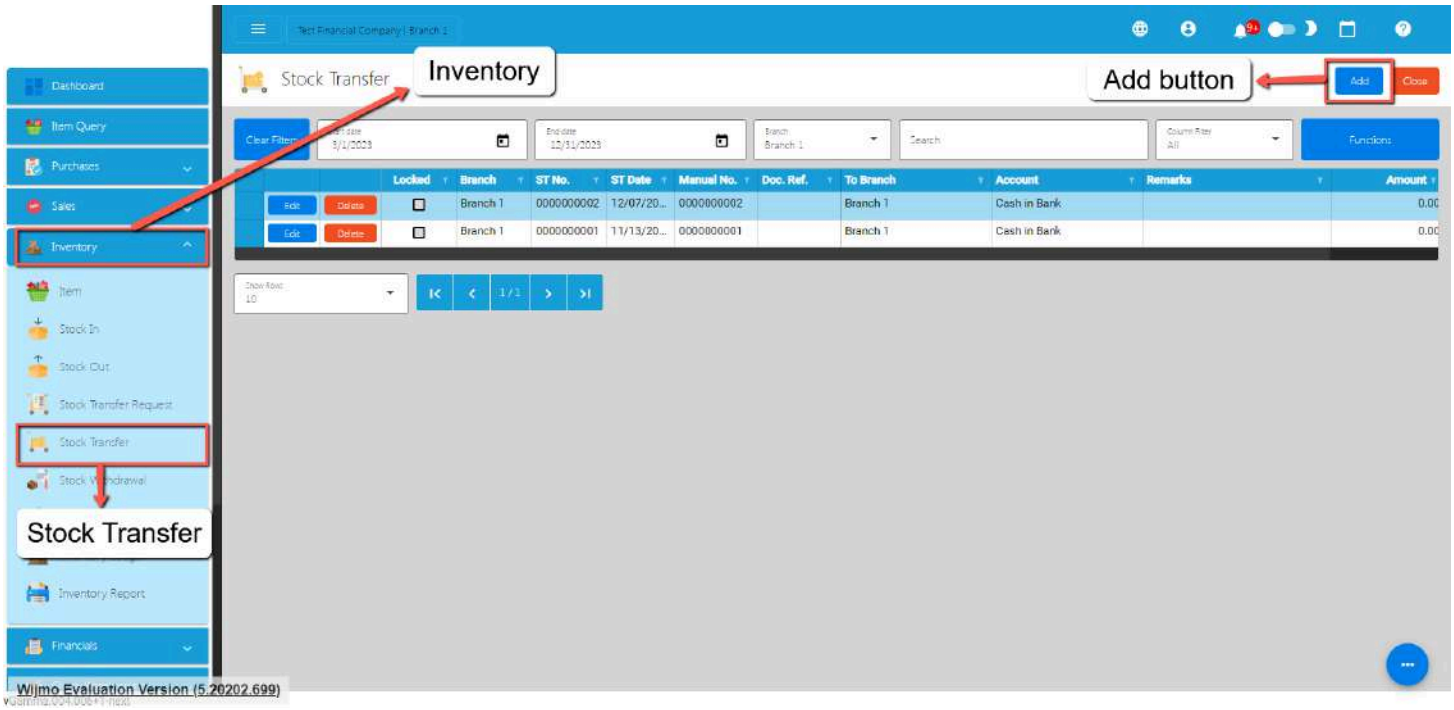
Stock Transfer List

- 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.

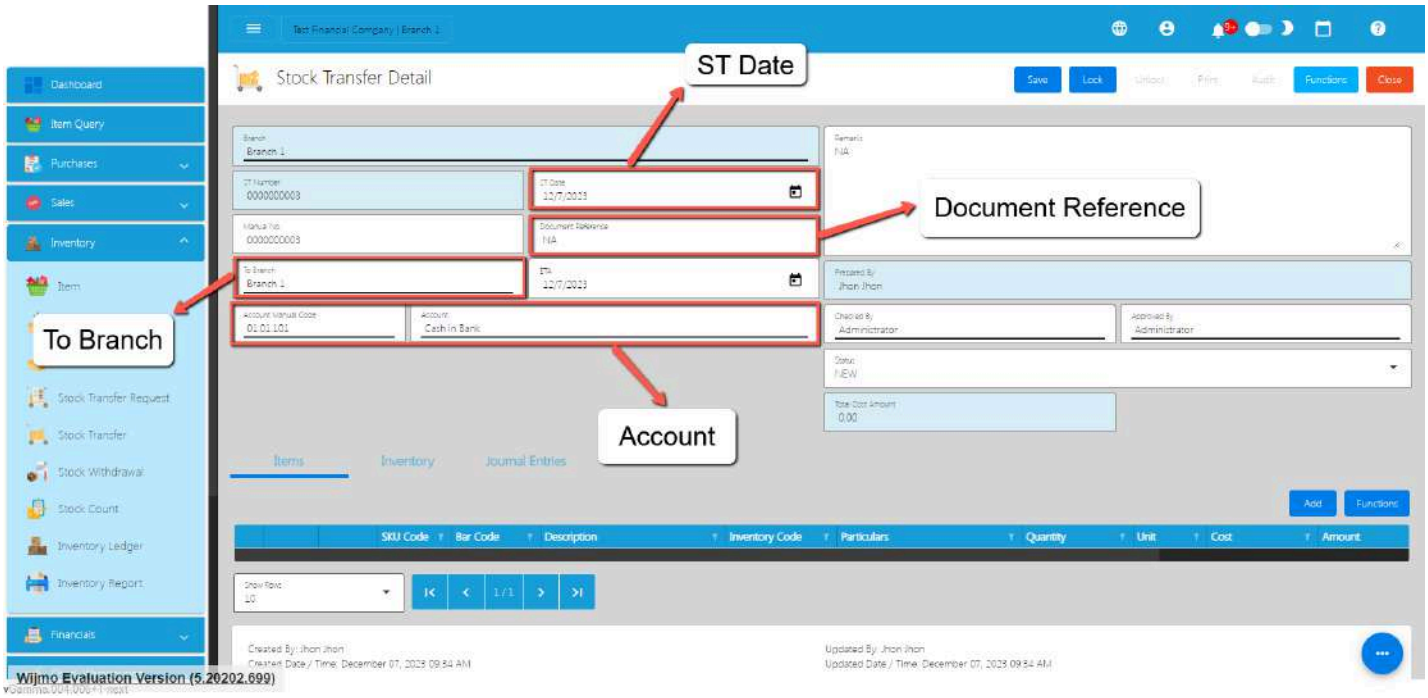


Stock Transfer Detail

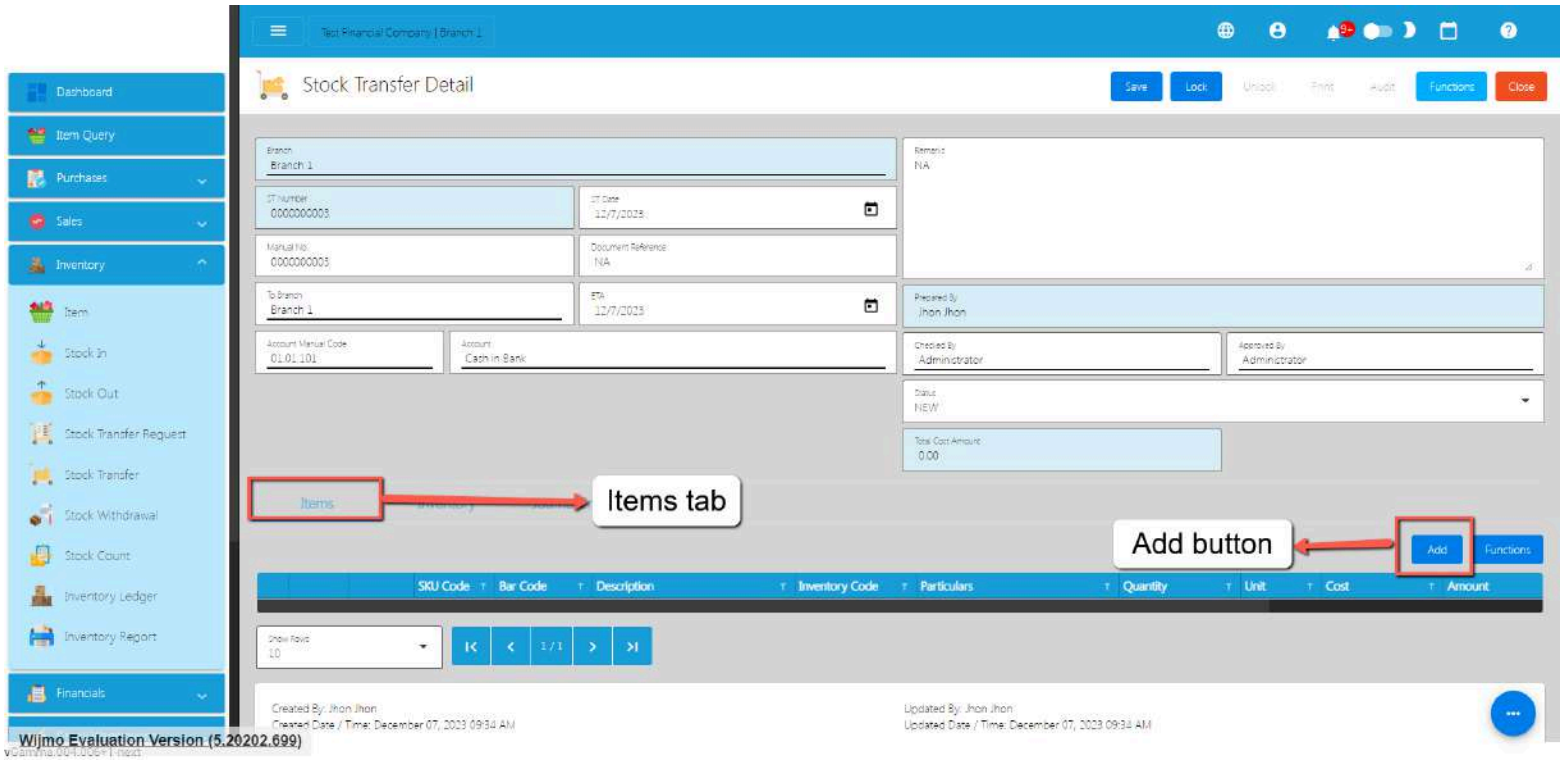
31. To add a new Stock Transfer, go to **Inventory** then click **Stock Transfer**. After that, click the **Add** that can be seen in the Stock Transfer list.



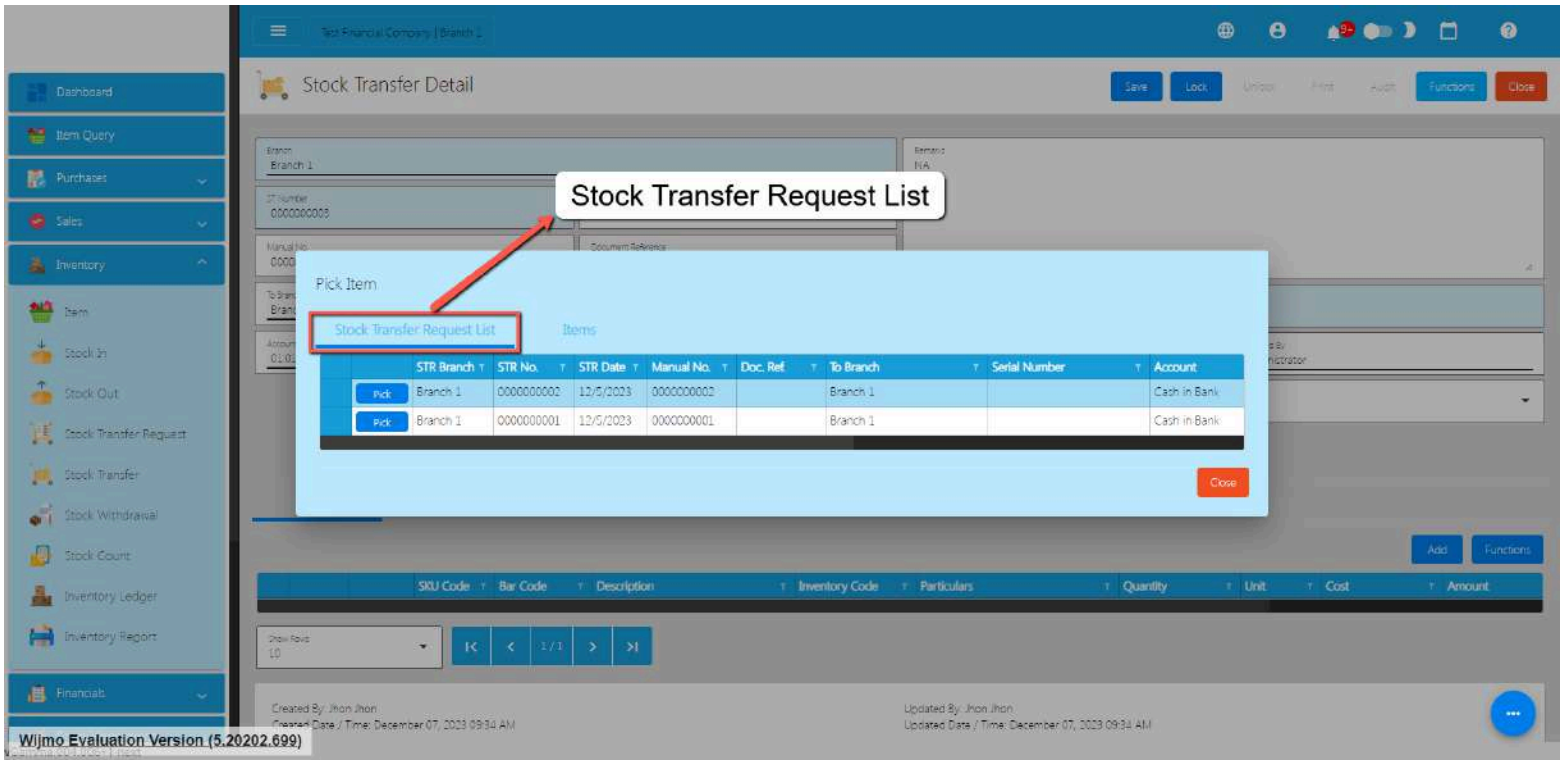
32. Fill out all the needed information for the **Stock Transfer Detail** like,
    a. ST Date
    b. Document Reference
    c. To Branch (where you want to transfer the items)
    d. Account



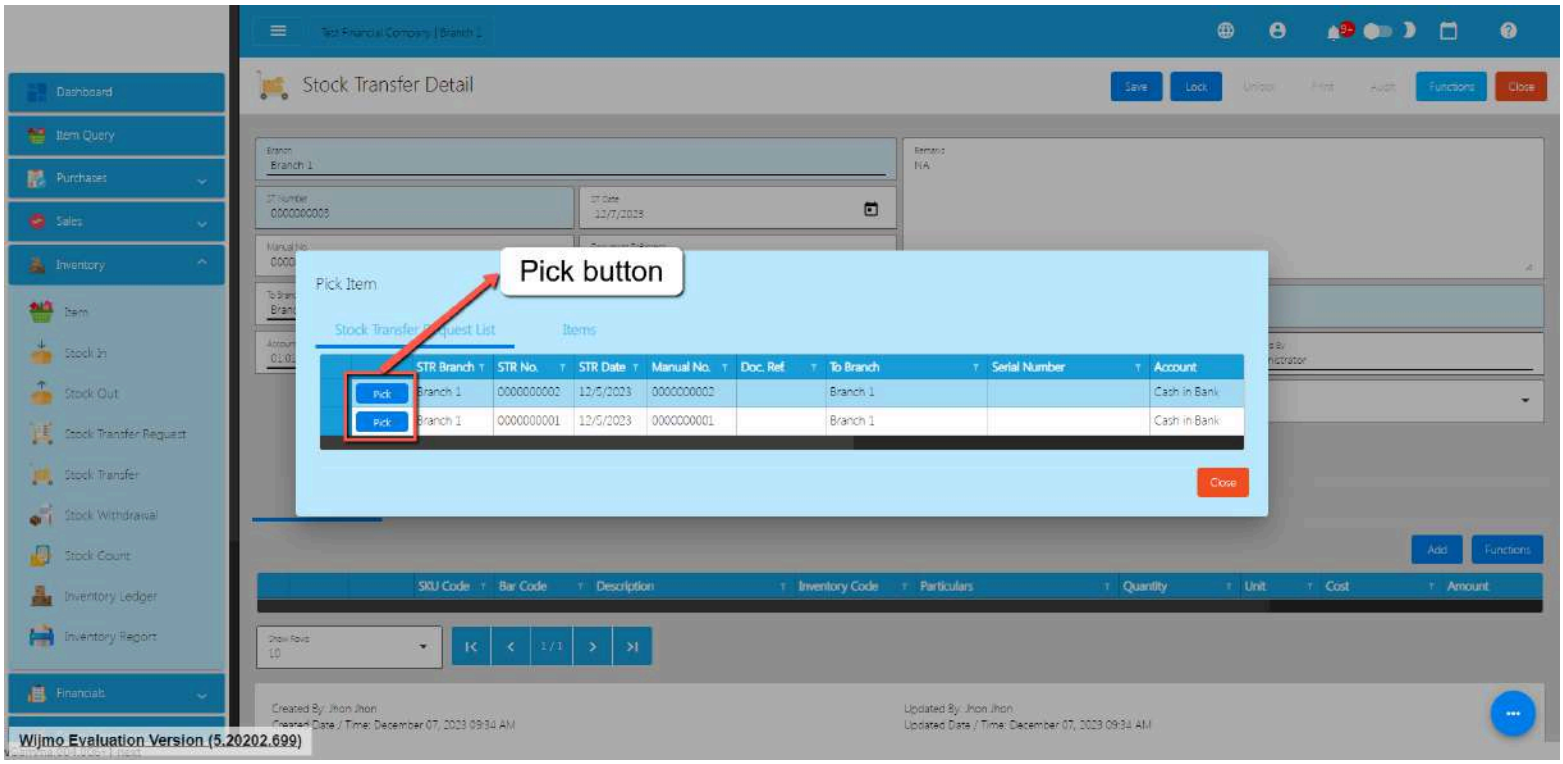
33. To add Stock Transfer line item(s), click the **Add** button under Items tab.



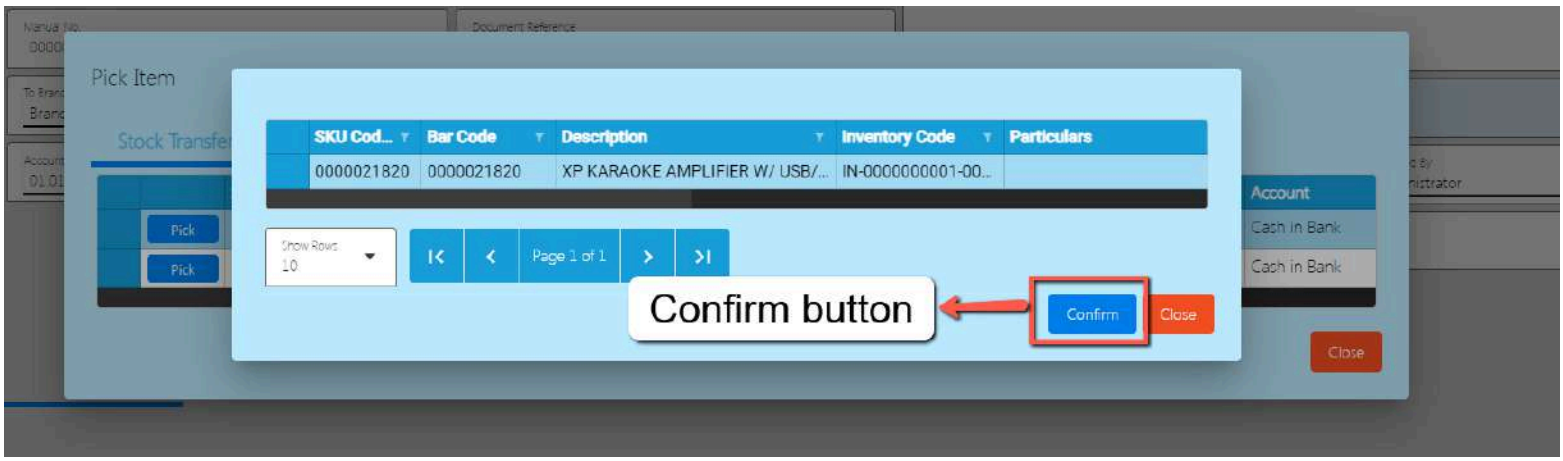
34. If there's a Stock Transfer Request, you can go with the Stock Transfer Request List.



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

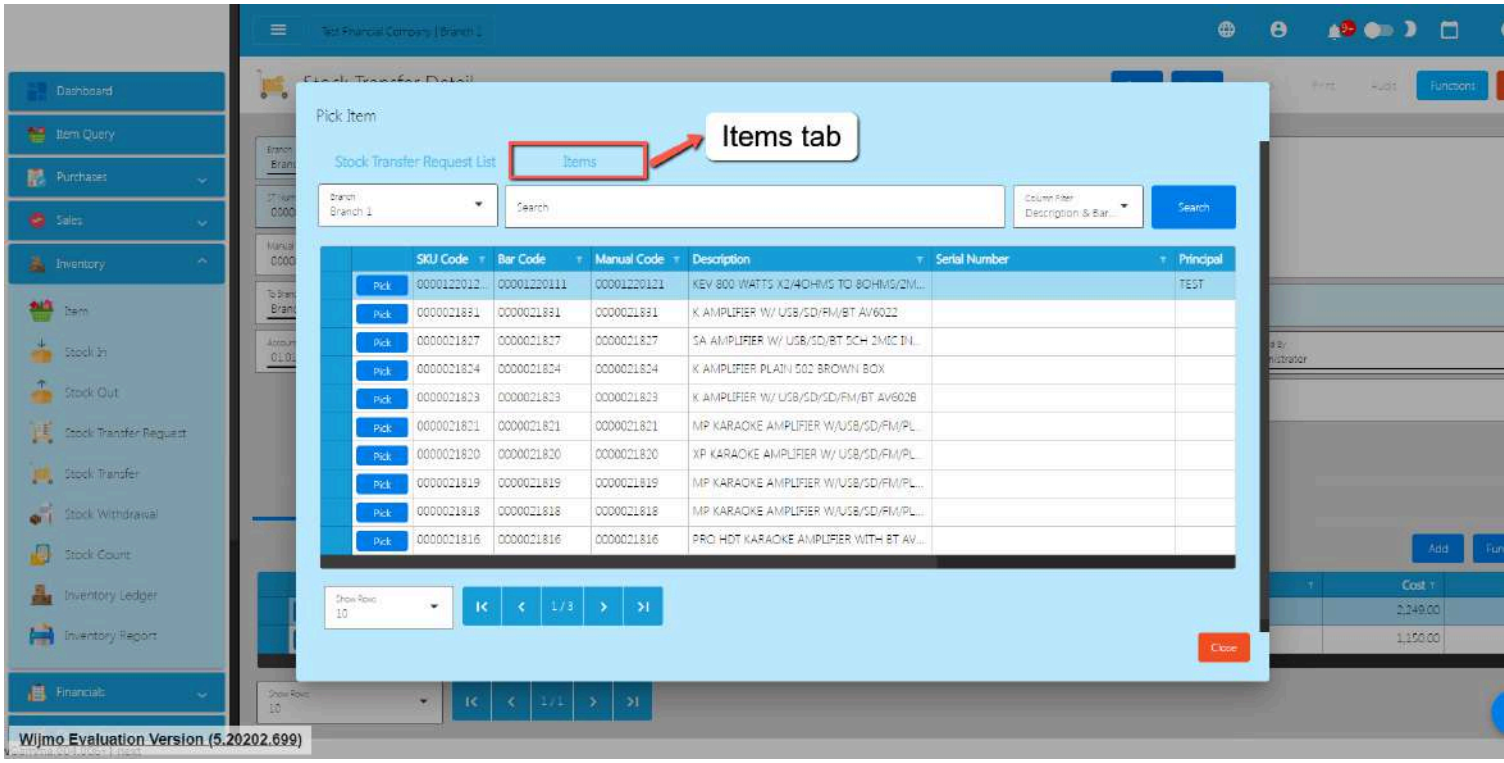


36. To confirm adding, click on the **Confirm** button.

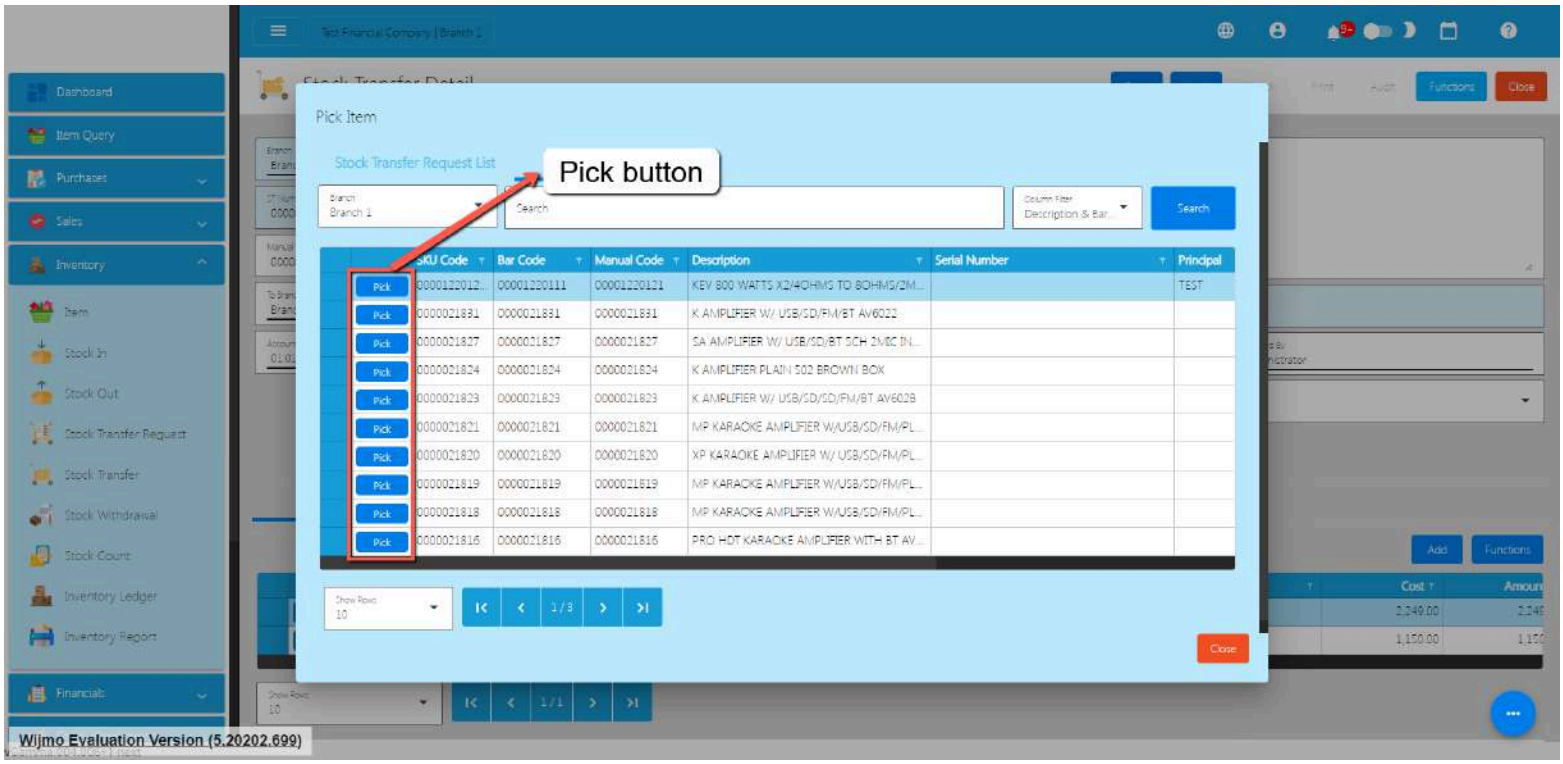


37. If you wish to add Stock Transfer line items based on the Stock Transfer Request, repeat steps 5 and 6.
38. There's no need to worry if you don't have a Stock Transfer Request, since that you can also transfer an item from your

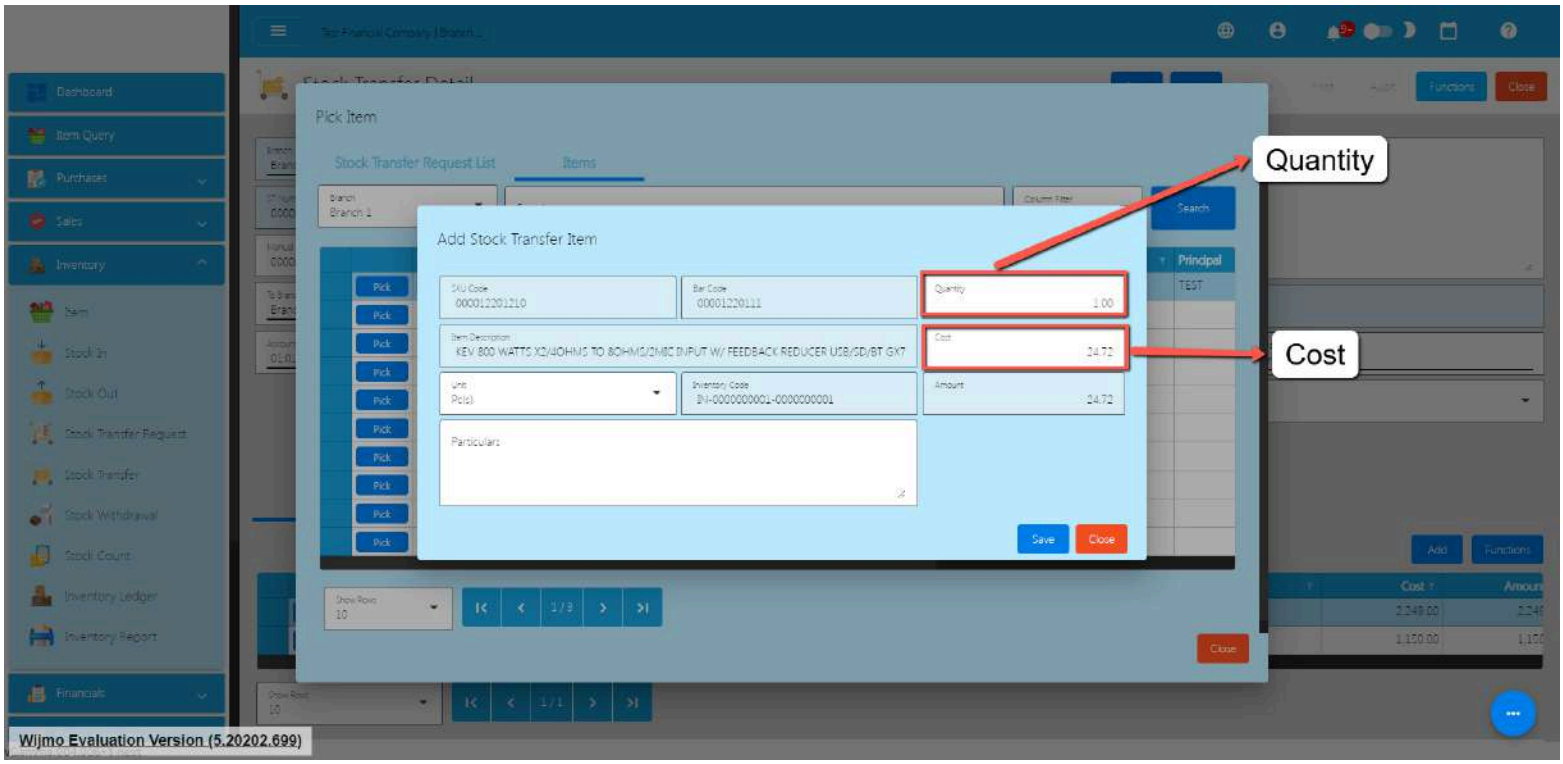
current branch to the other branch. Just go directly to the **Items** tab.



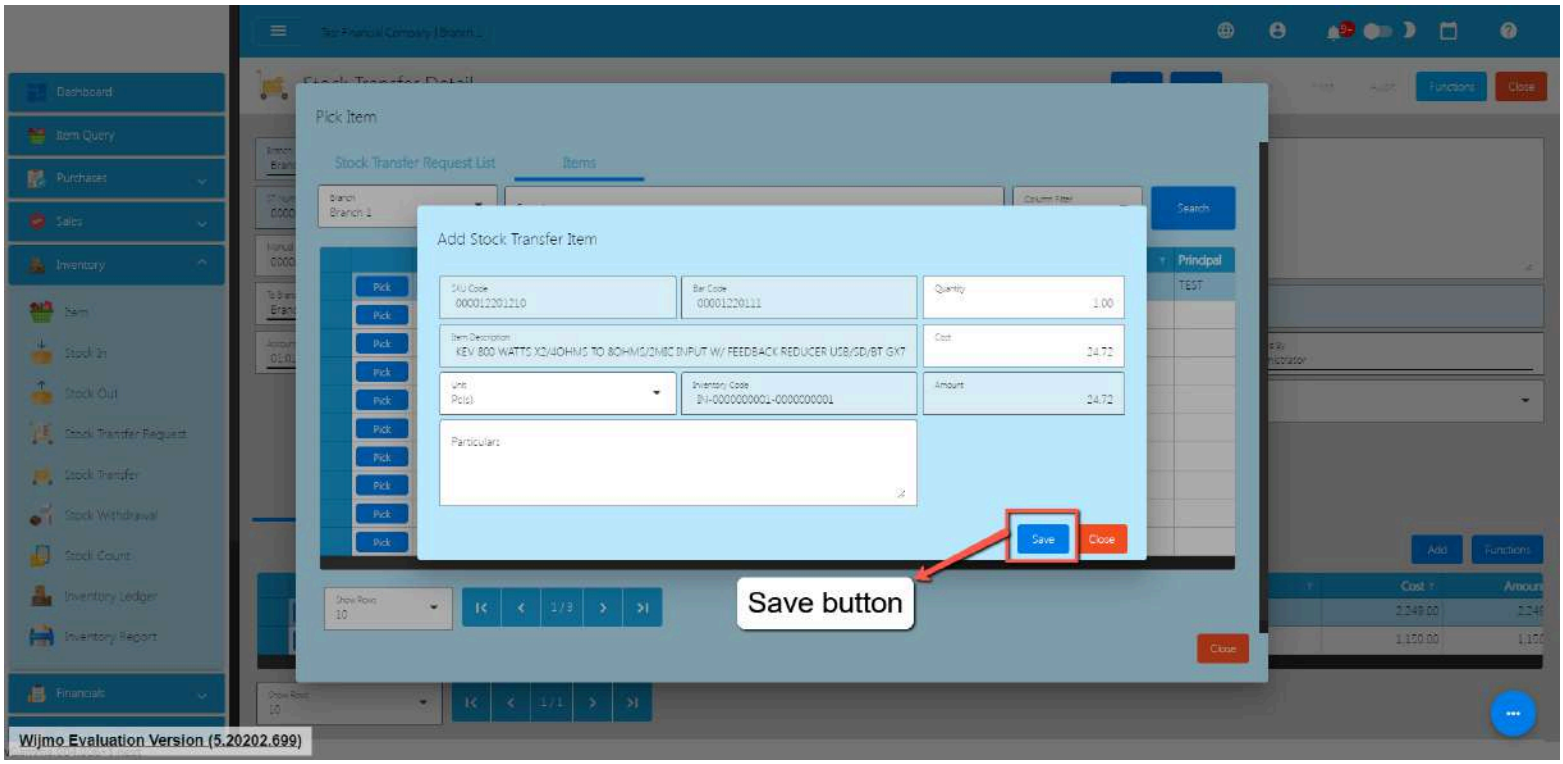
39. To pick an item that you want to transfer, click the **Pick** button.



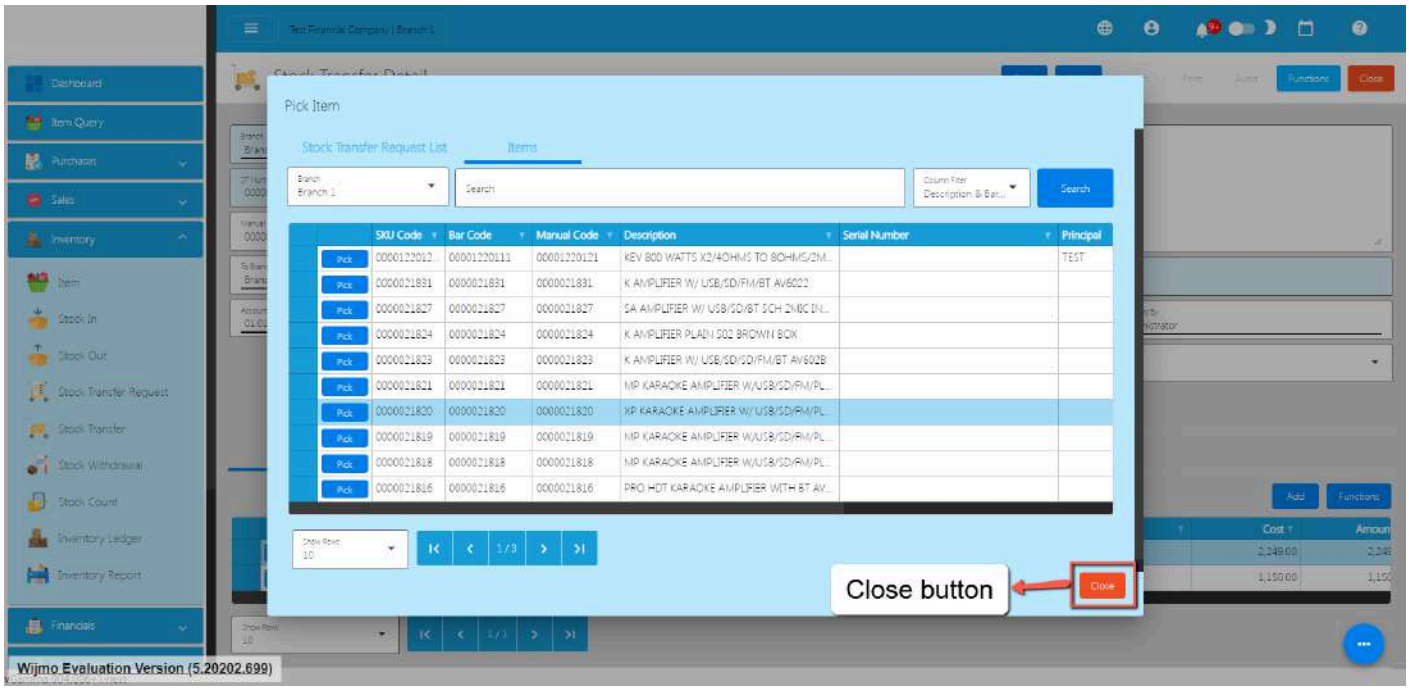
40. Fill up the necessary field for adding the item for Stock Transfer, changing the Quantity and the Cost of the item.



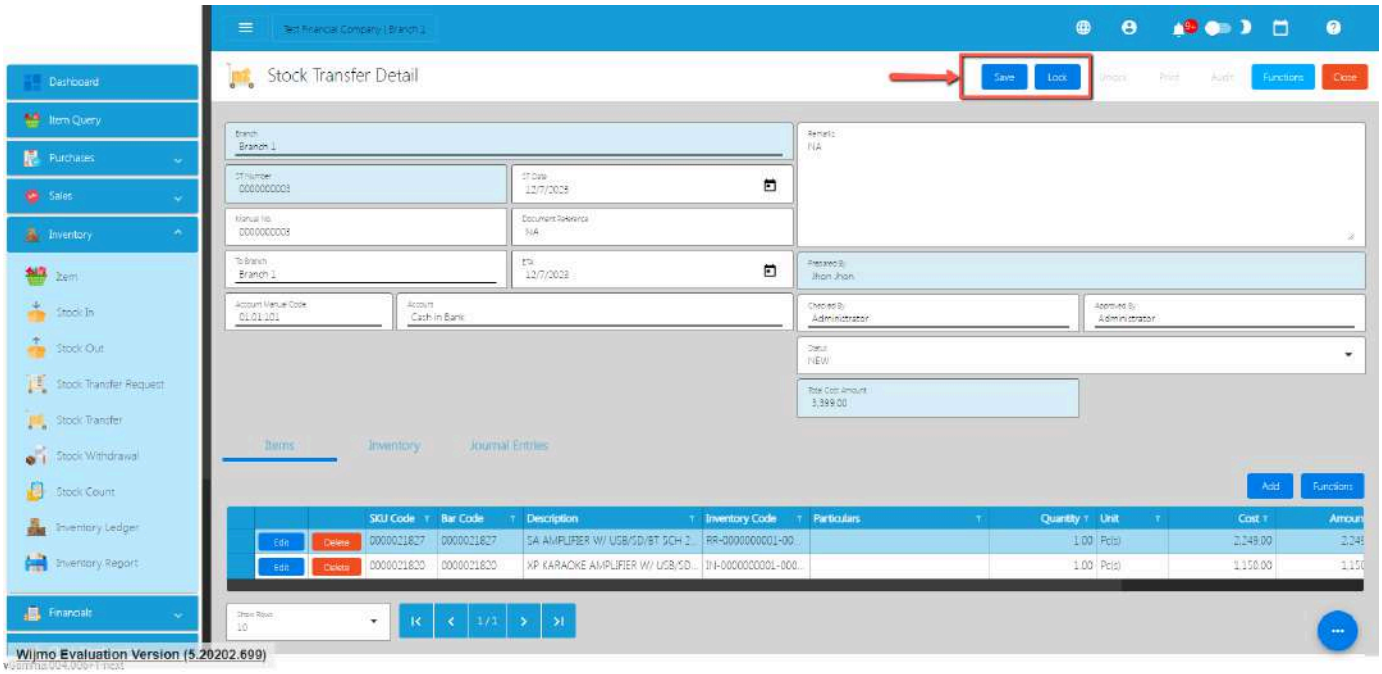
41. Click Save button to Save the item as a Stock Transfer line item.

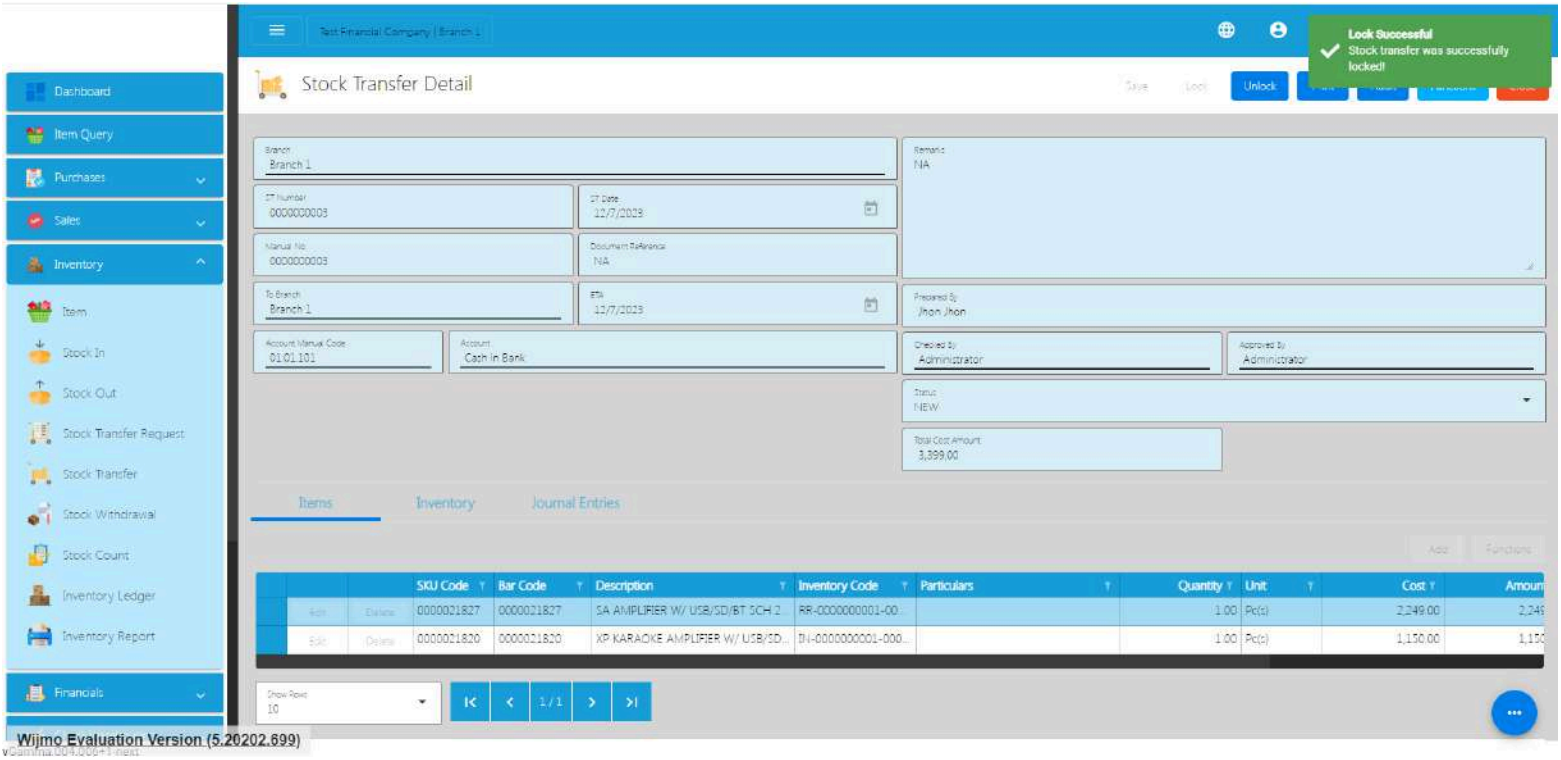


42. If you wish to add another item, just repeat Steps 9 to 11.
43. Click the Close button to close the popup and review your Stock Transfer detail.



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
Save
Lock
Functions
Close
Items
Inventory
Journal Entries
Add
Functions
Wijmo Evaluation Version (5.20202.699)


Lock Successful
Stock transfer was successfully locked!
Stock Transfer Detail
Unlock
Items
Inventory
Journal Entries
Wijmo 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

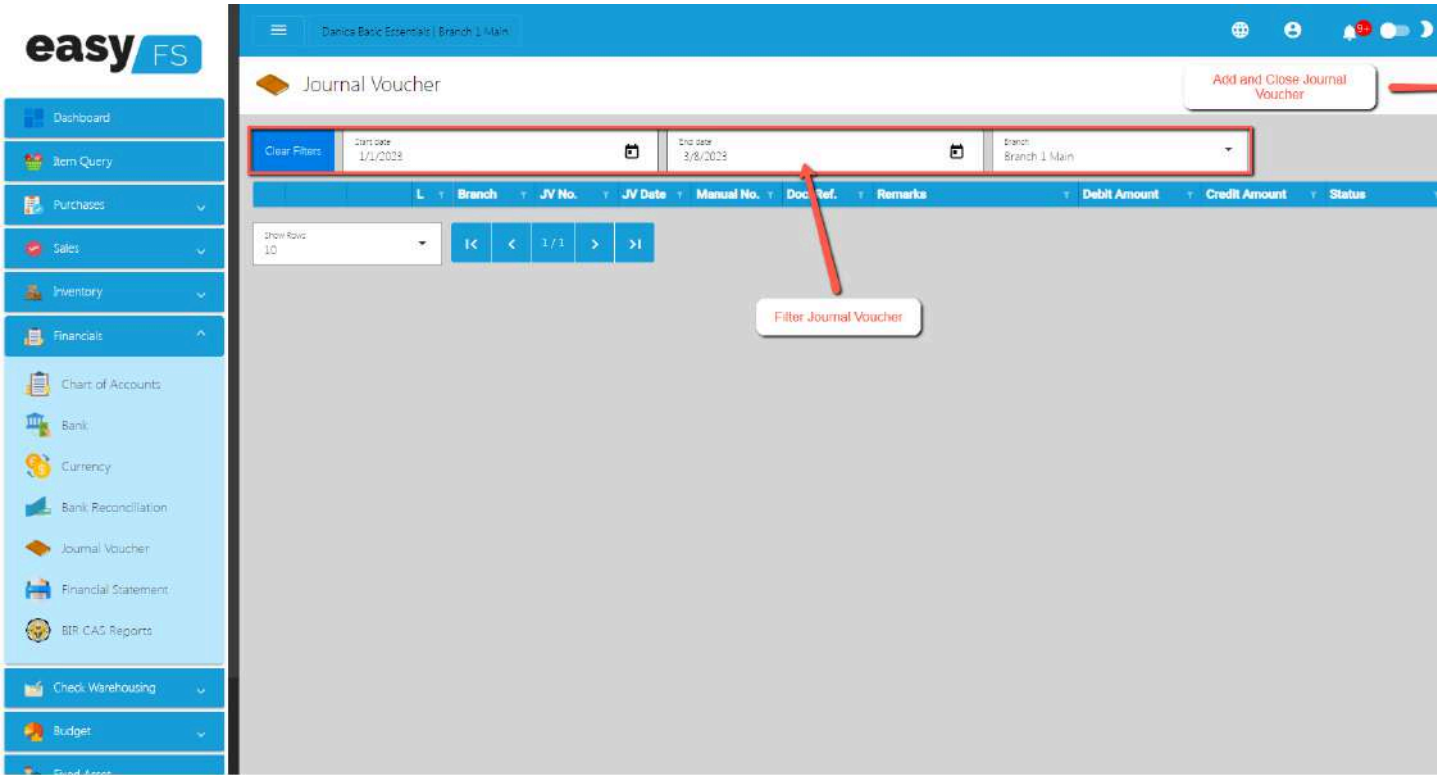
Overview

- 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

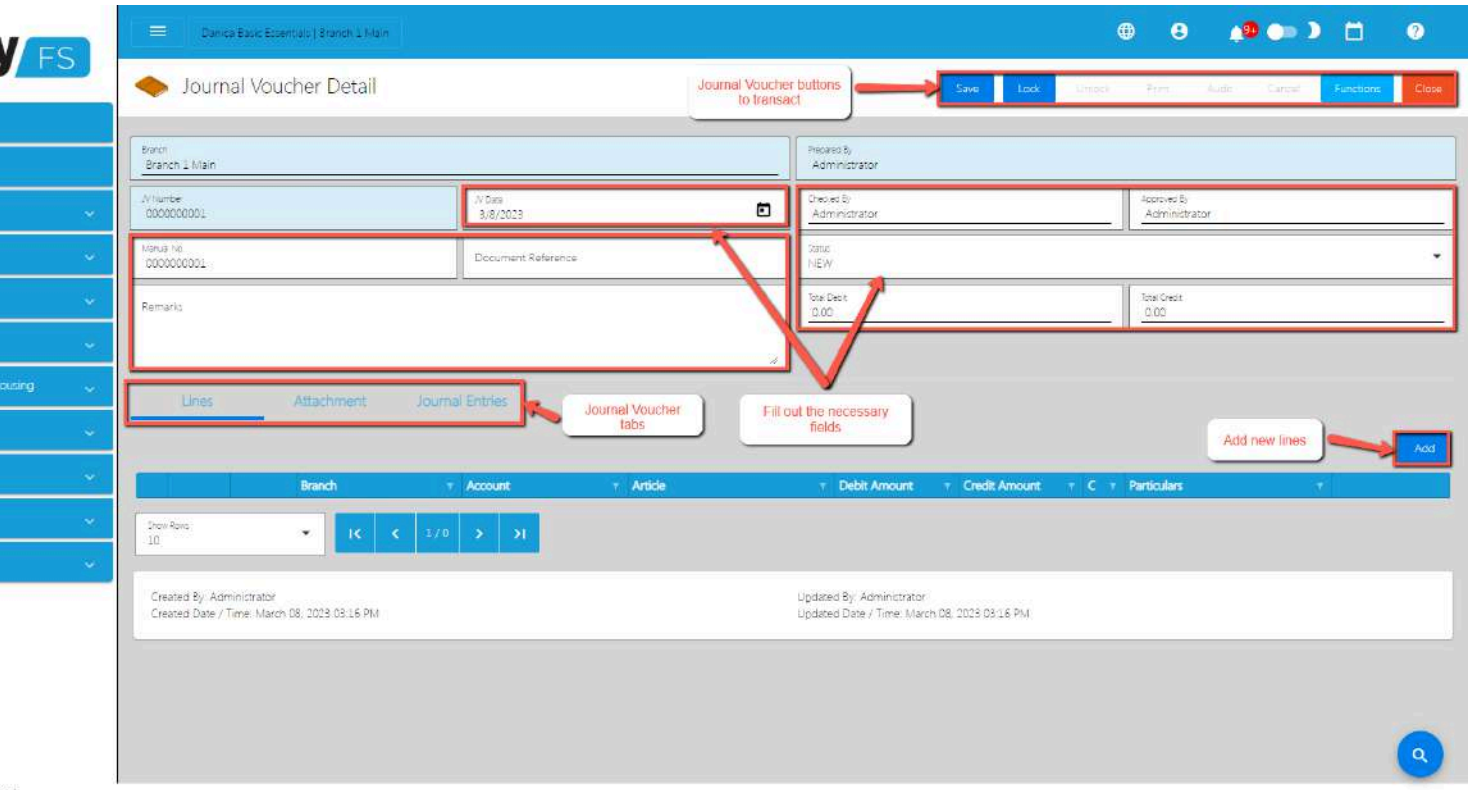
- Here the user can add Journal Voucher to set up for them to use



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.



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?

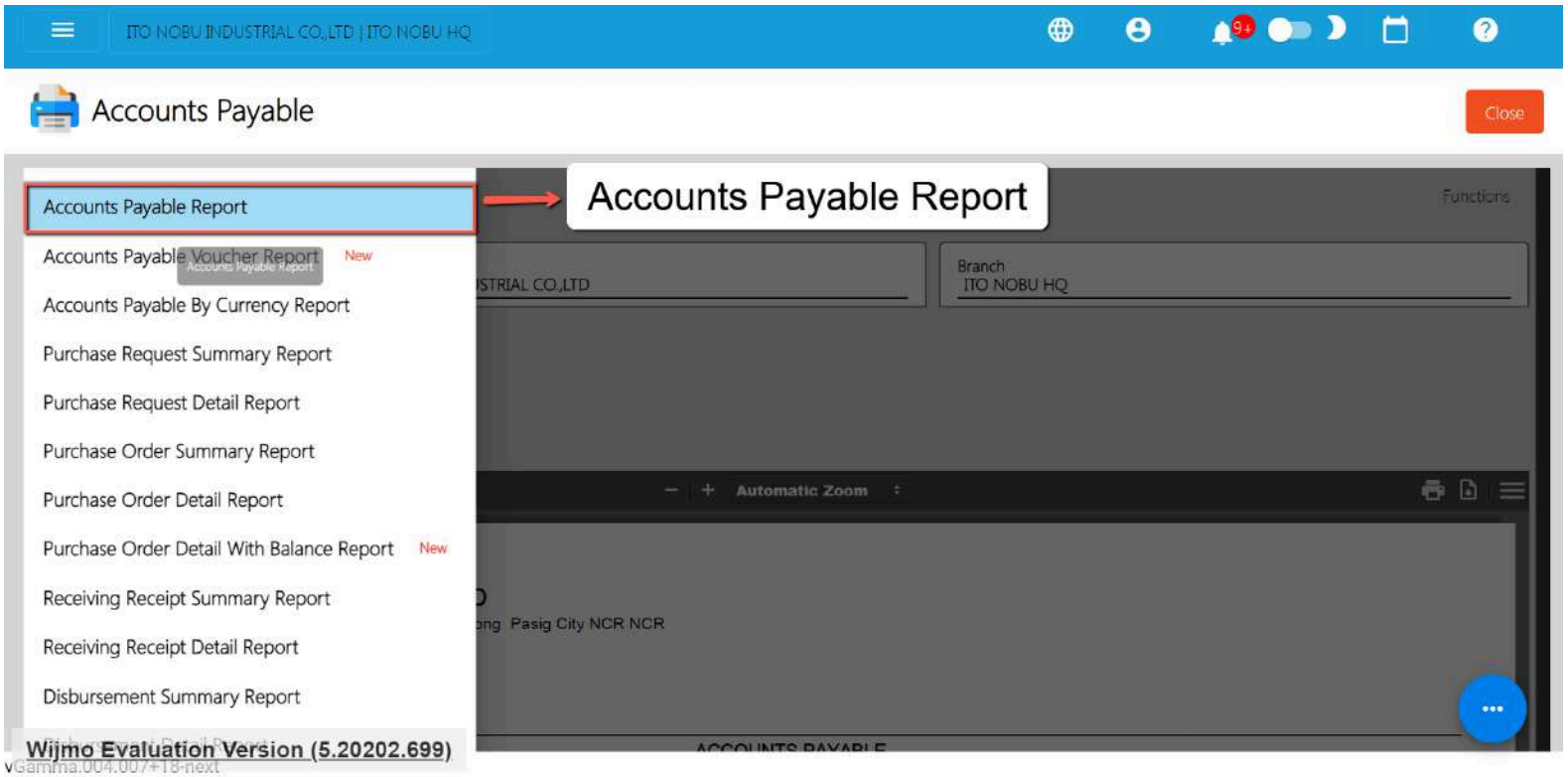
Accounts Payable Report is a report where the users, Accounts Payable incharge or the management can check the total Receiving Receipts that are not yet paid. The report has the following columns:

- 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


ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ
Accounts Payable
Close
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
Accounts Payable Report
Functions
Branch
ITO NOBU HQ
Automatic Zoom
Pasig City NCR NCR
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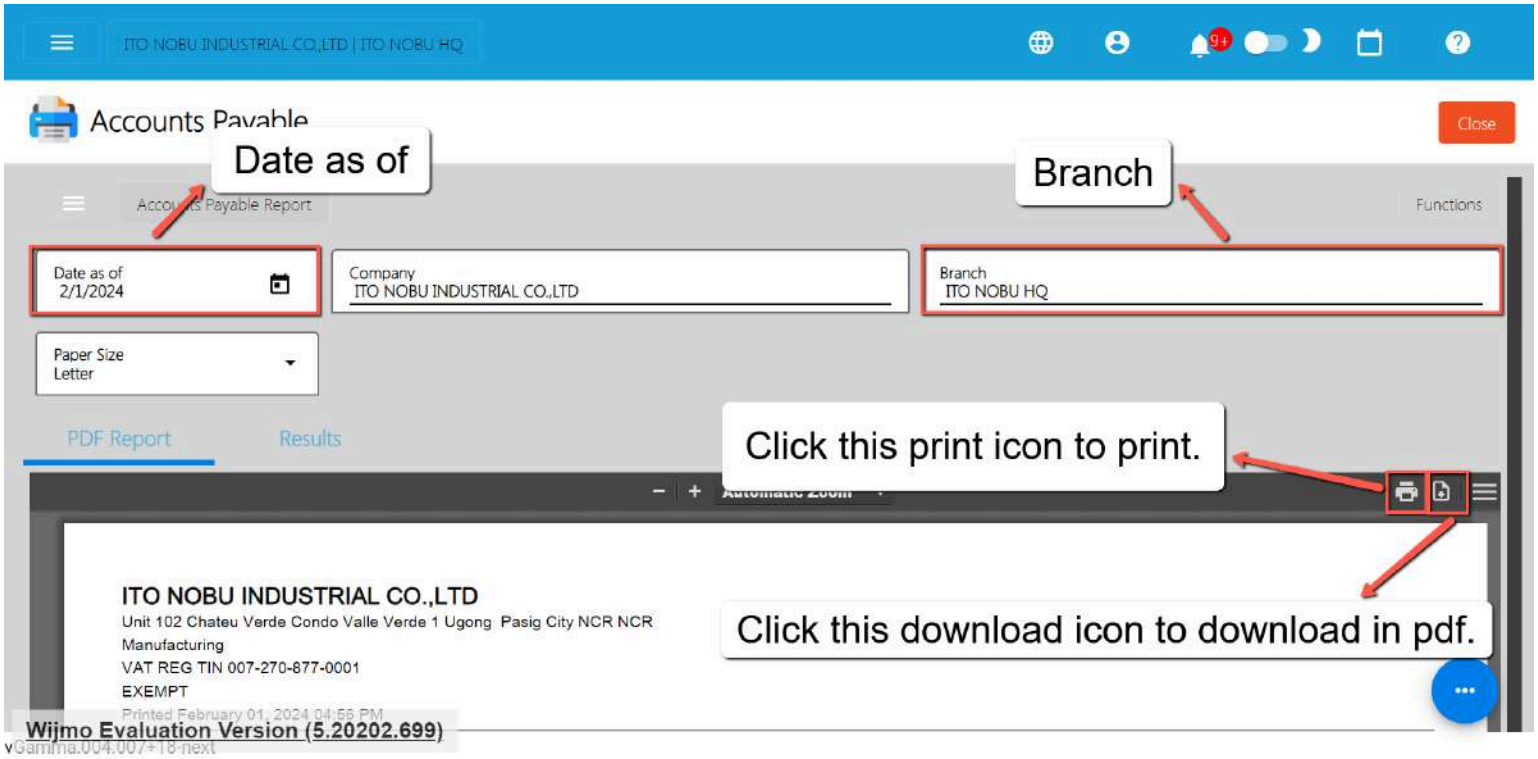
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Accounts Payable
Close
Date as of
Branch
Accounts Payable Report
Functions
Date as of
2/1/2024
Company
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Branch
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Printed February 01, 2024 04:56 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`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>s,t?u 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
SUB TOTAL					2,278.50	0.00	2,278.50	0.00	0.00	0.00	0.00
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>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
SUB TOTAL					192.00	0.00	192.00	0.00	0.00	0.00	0.00
Return To Supplier											
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
SUB TOTAL					667,734.78	0.00	667,734.78	0.00	0.00	0.00	0.00
TOTAL					670,205.28	0.00	670,205.28	0.00	0.00	0.00	0.00

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

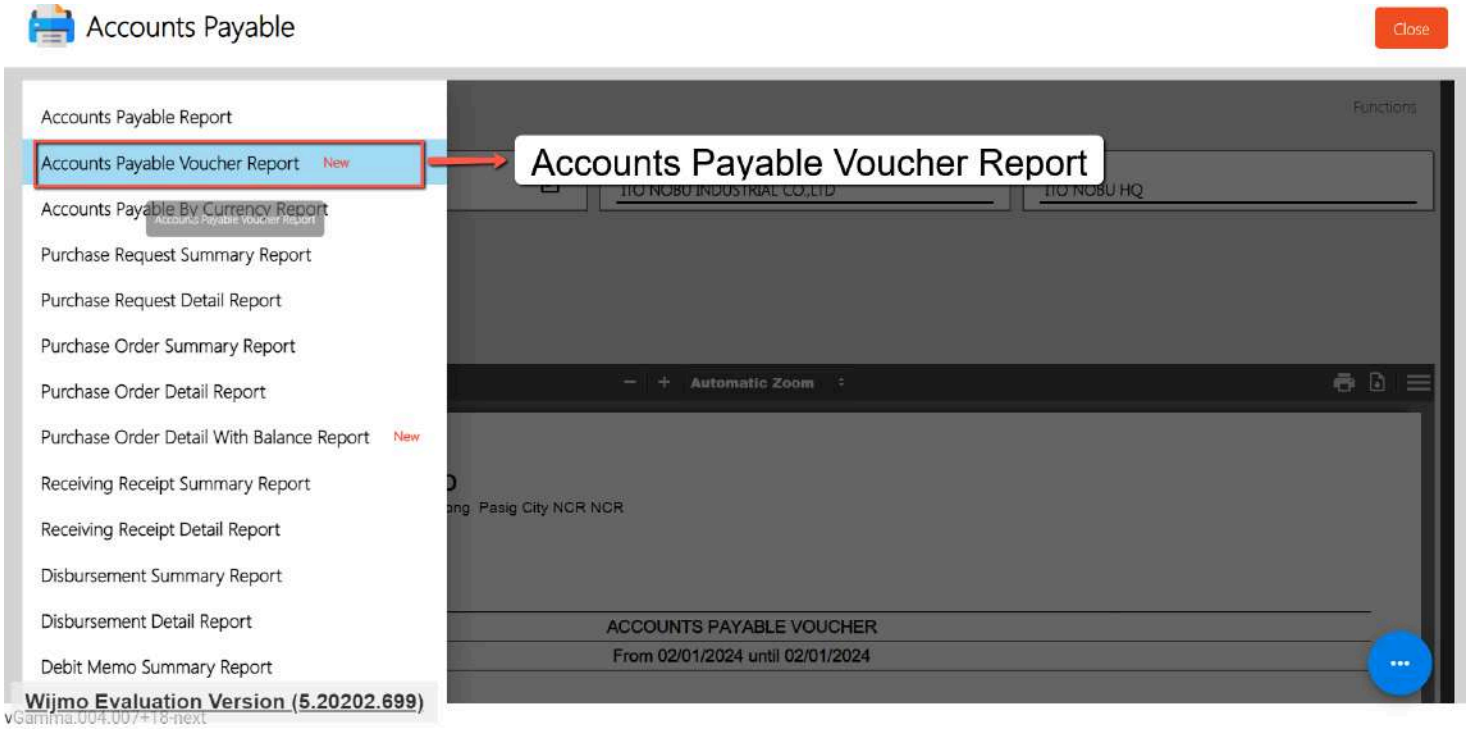
has the following columns:

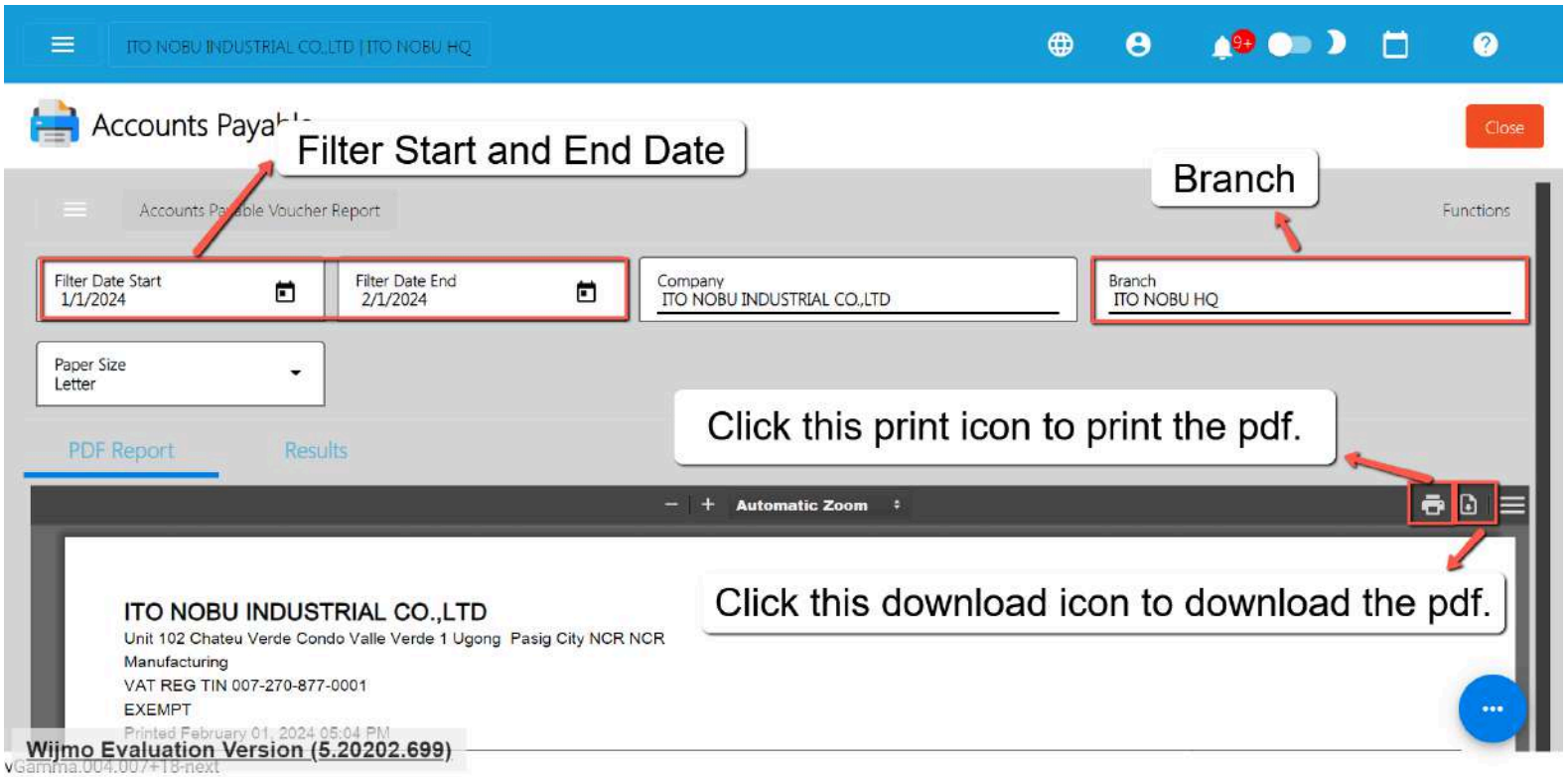
- Branch - this is the indicator where the RR Transaction was made
- Supplier Name - Name of the Supplier where you purchase your goods or services
- RR Number - refers to the transaction number
- RR Date - date of transaction was made
- Document Reference - document reference or manual reference or 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




ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ
Accounts Payable
Close
Filter Start and End Date
Branch
Accounts Payable Voucher Report
Functions
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
Click this print icon to print the pdf.
Automatic Zoom
Click this download icon to download the pdf.
ITO NOBU INDUSTRIAL CO.,LTD
Unit 102 Chateu 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 Chateu 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}i[j]k|l\m/n:o;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}i[j]k|l\m/n:o;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
Return To Supplier								
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

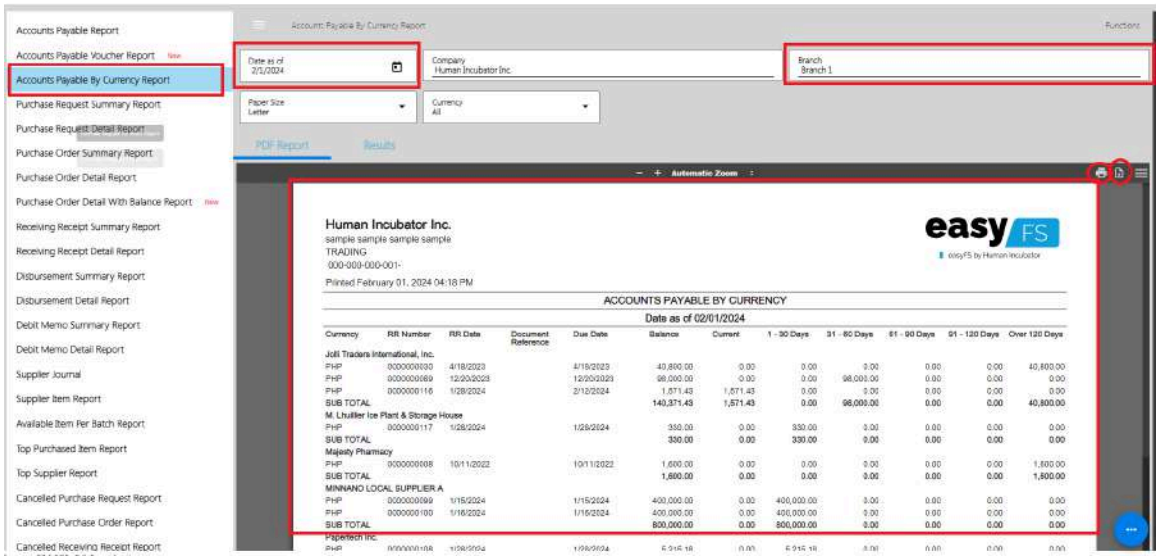
Receiving Receipts that are not yet paid on a per currency. The report has the following columns:

- 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



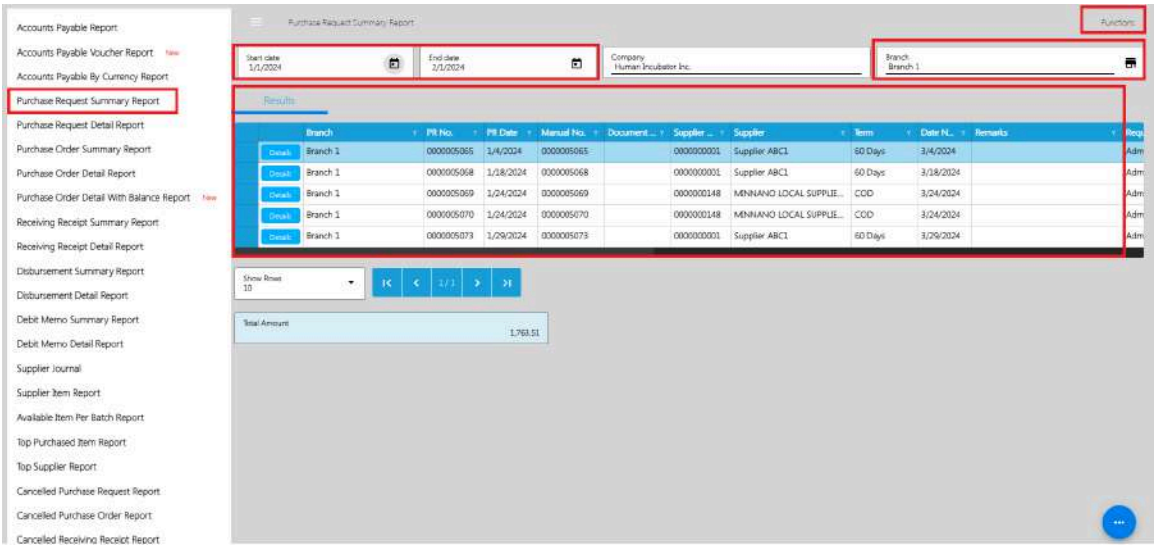
Purchase Request Summary Report

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



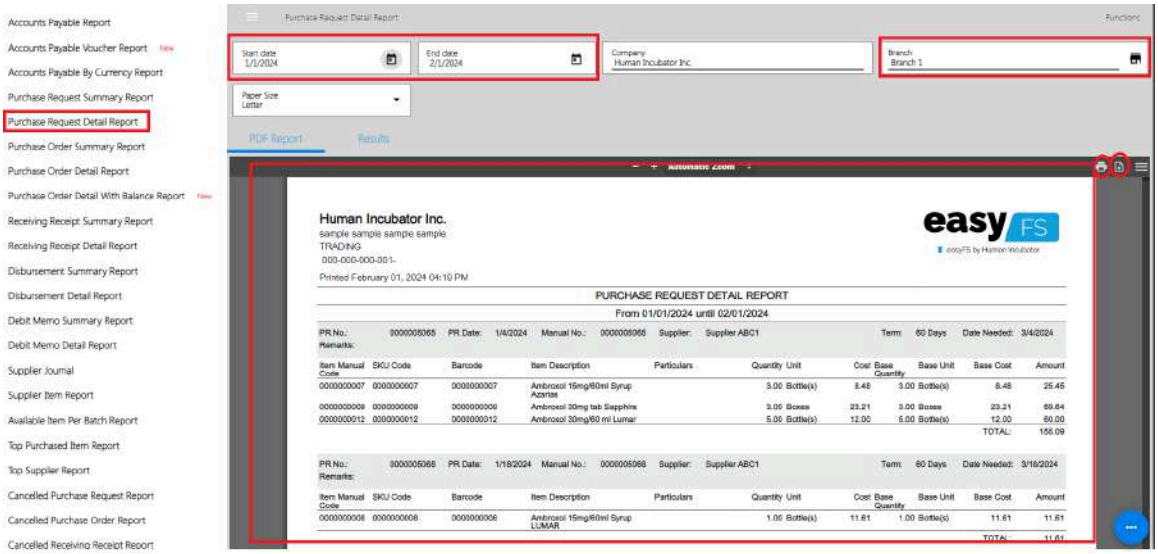
Purchase Request Detail Report

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



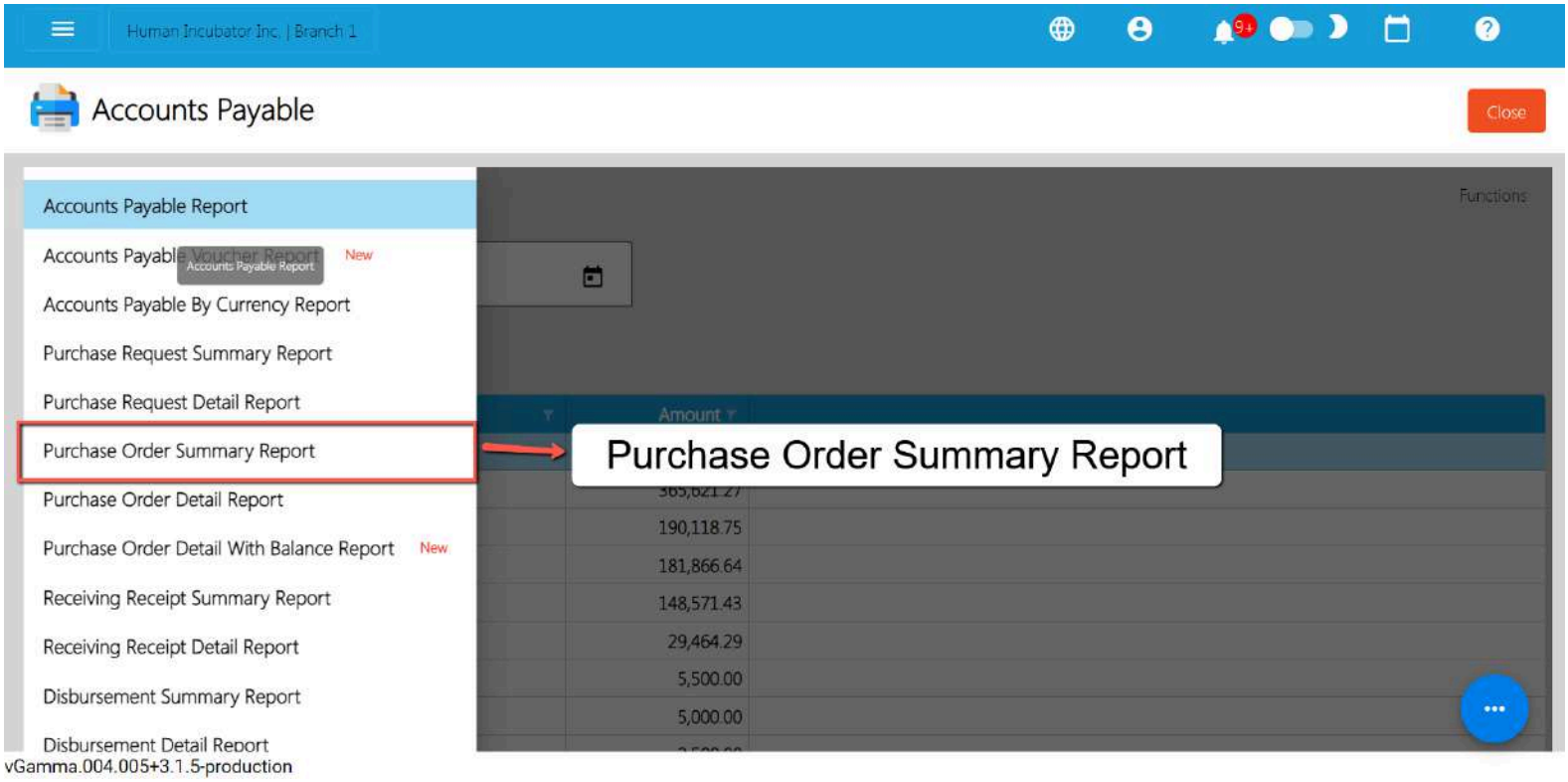
Purchase Order Summary Report

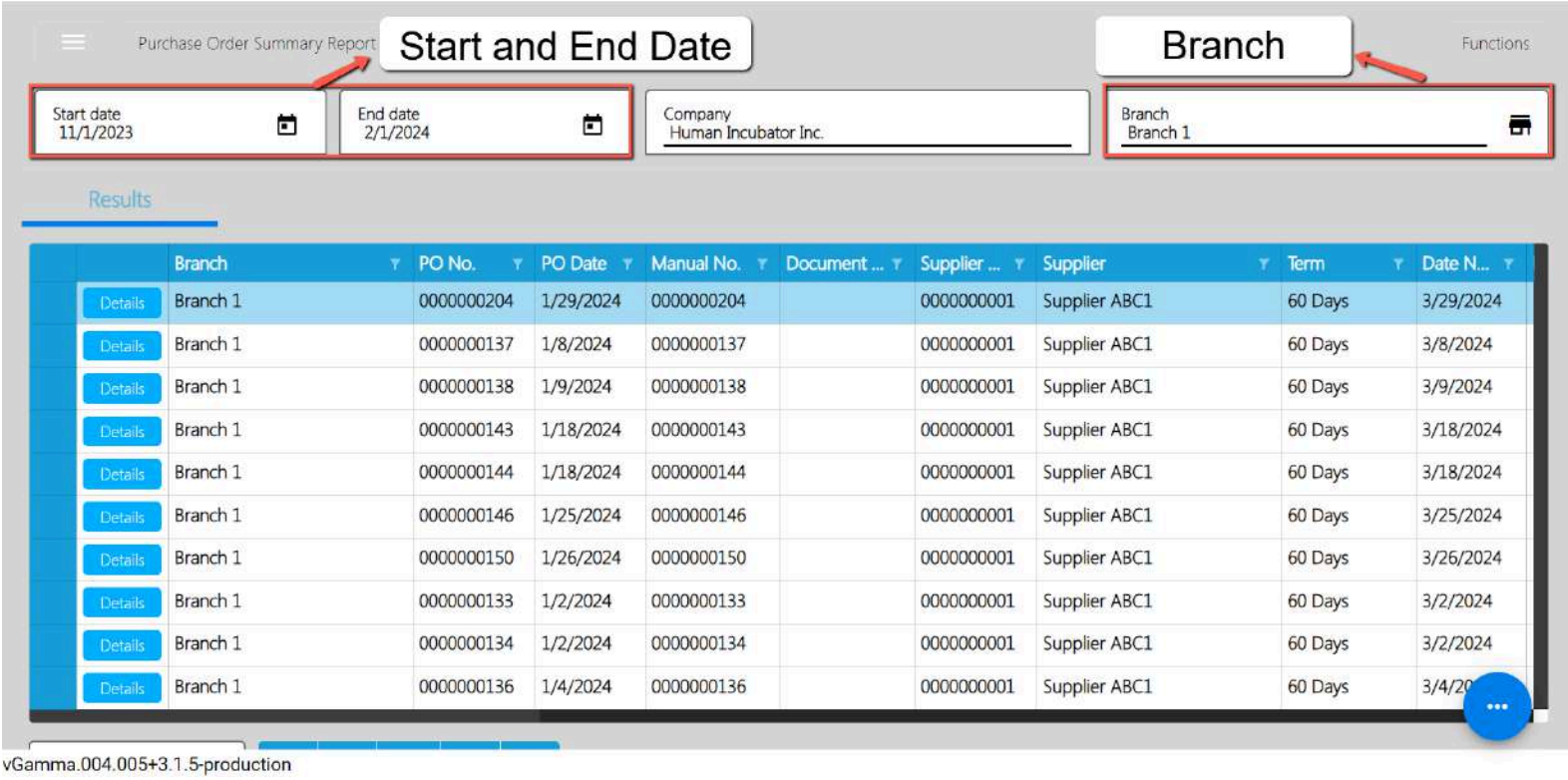
Purchase Order Summary Report is a Report wherein you can generate the summary of All Purchase Order within the specified dates.

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.





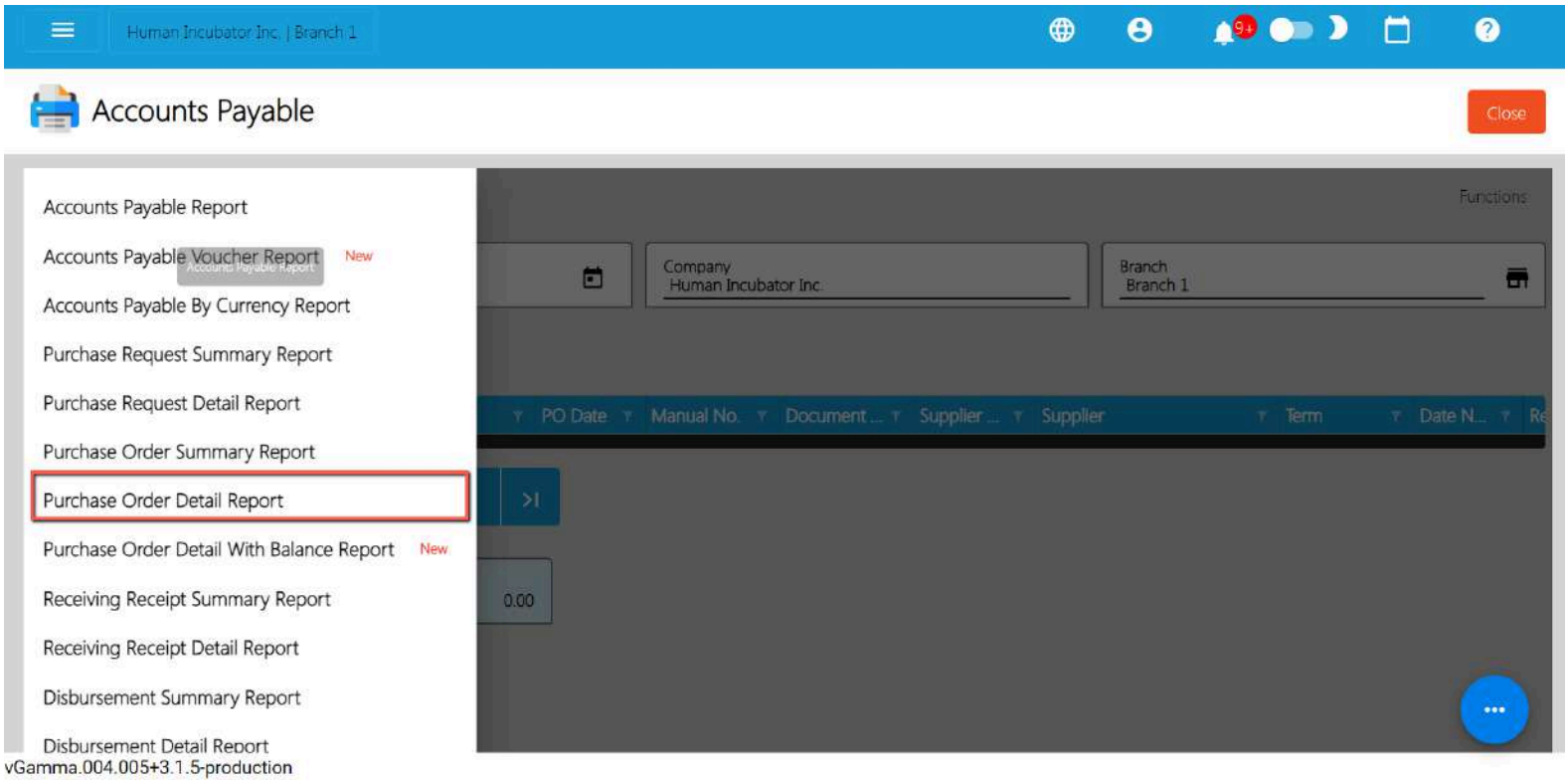
Purchase Order Detail Report

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.



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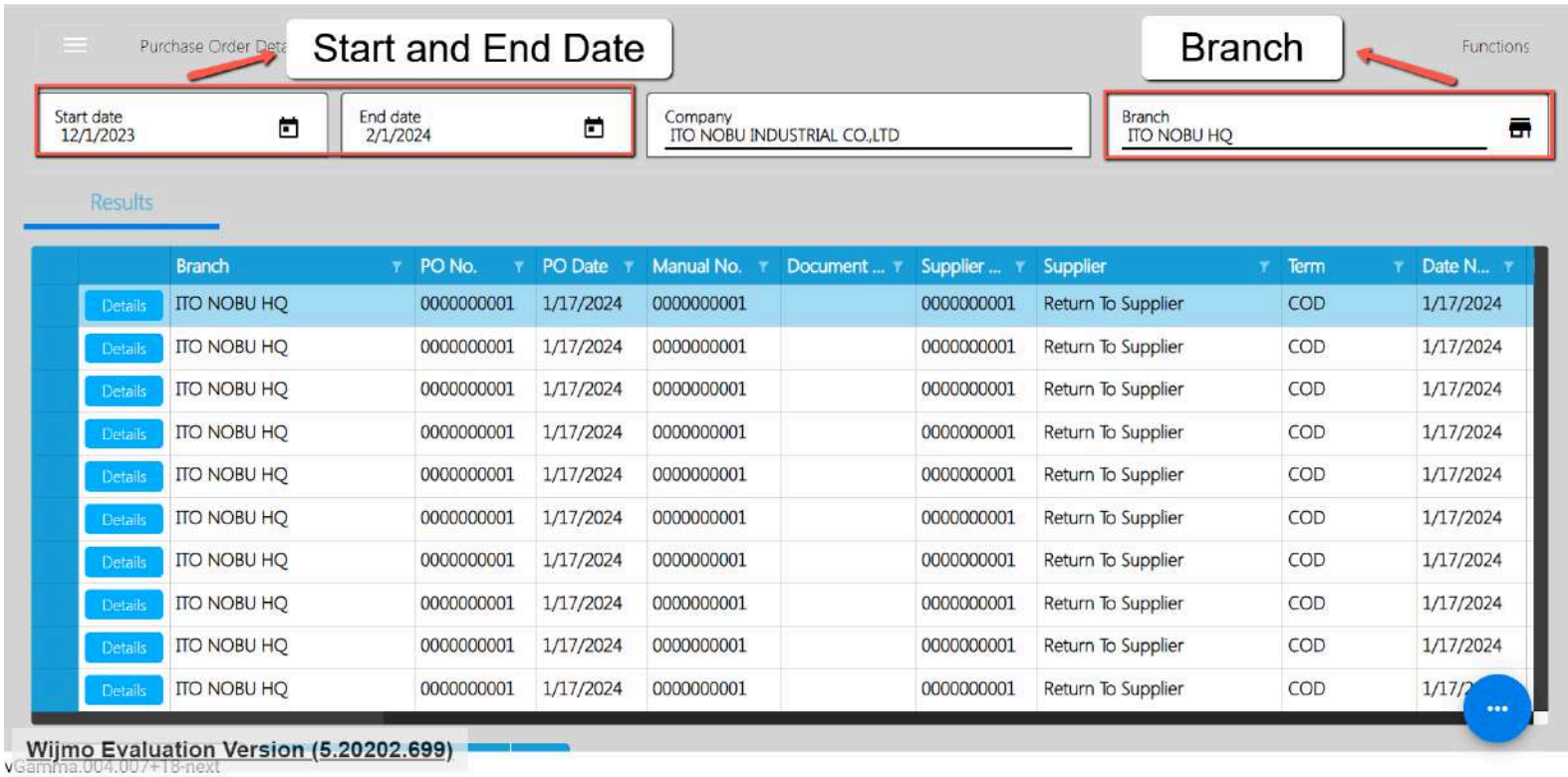


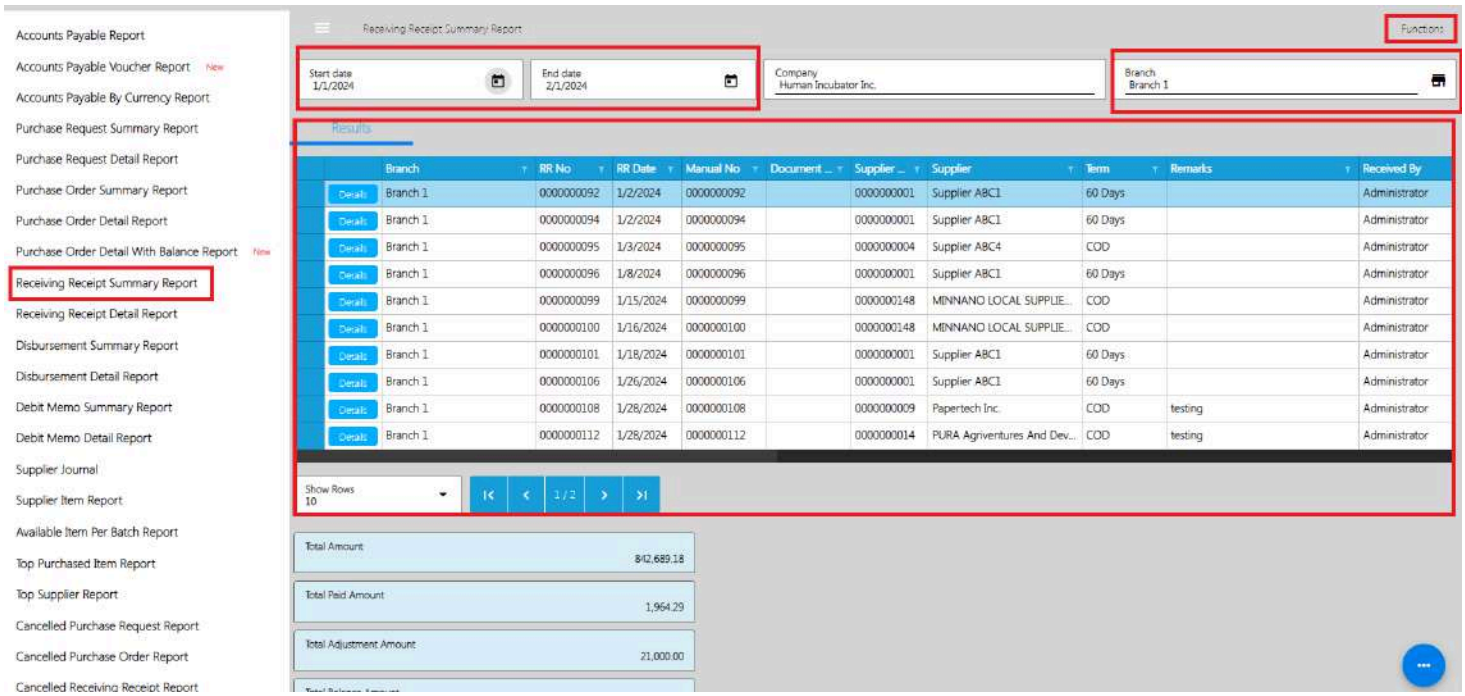
Receiving Receipt Summary Report

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.



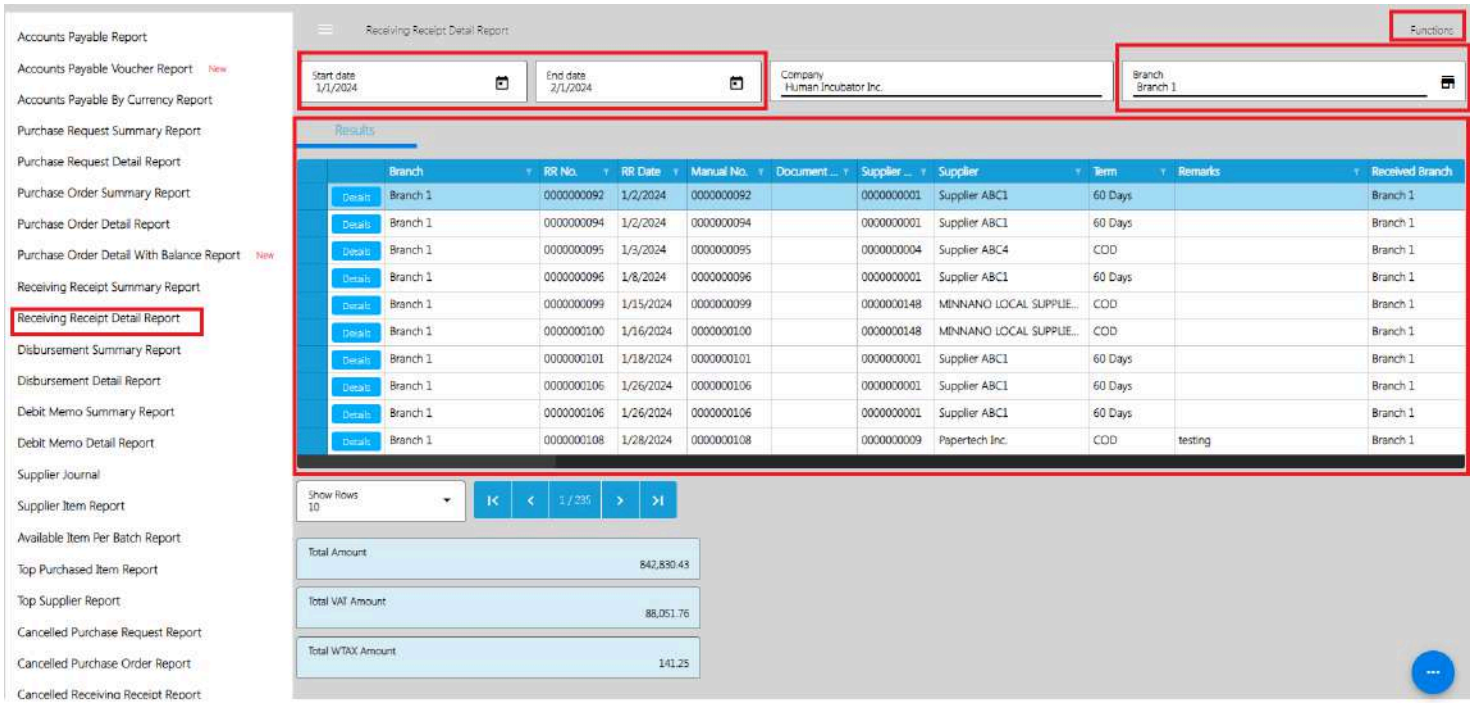
Receiving Receipt Detail Report

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

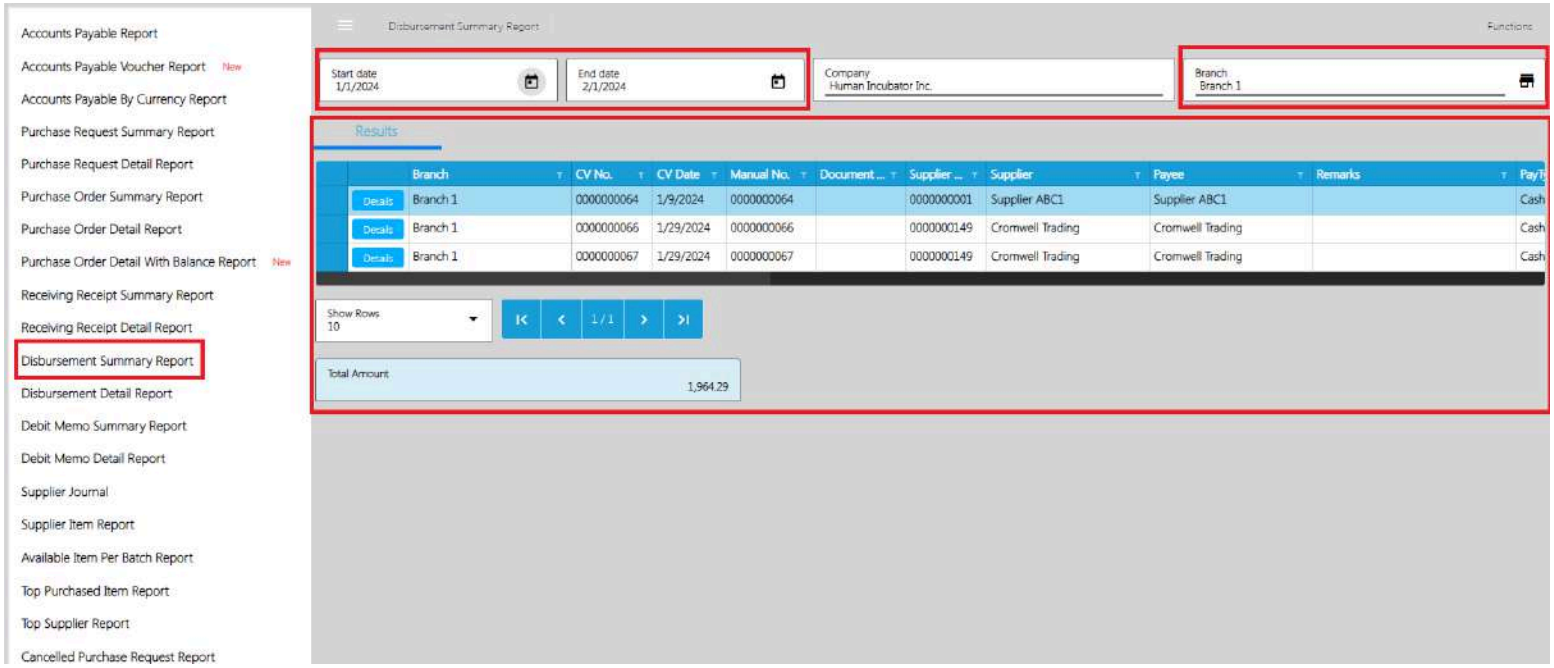


Disbursement Summary

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

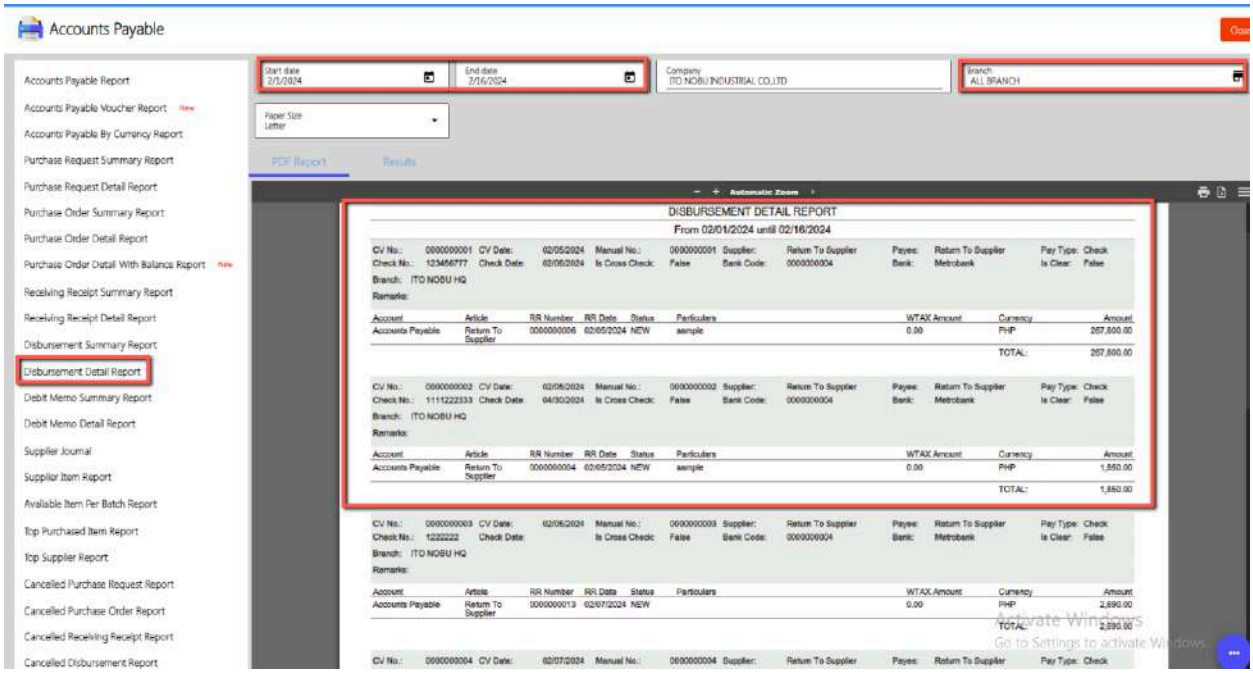


Disbursement Detail Report

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

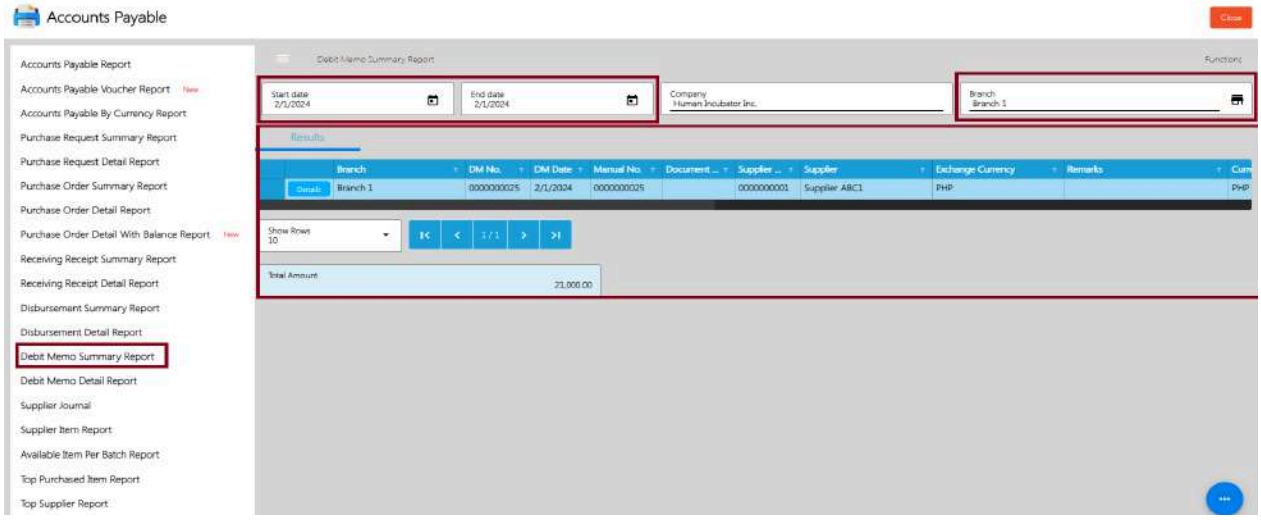


Debit Memo Summary Report

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

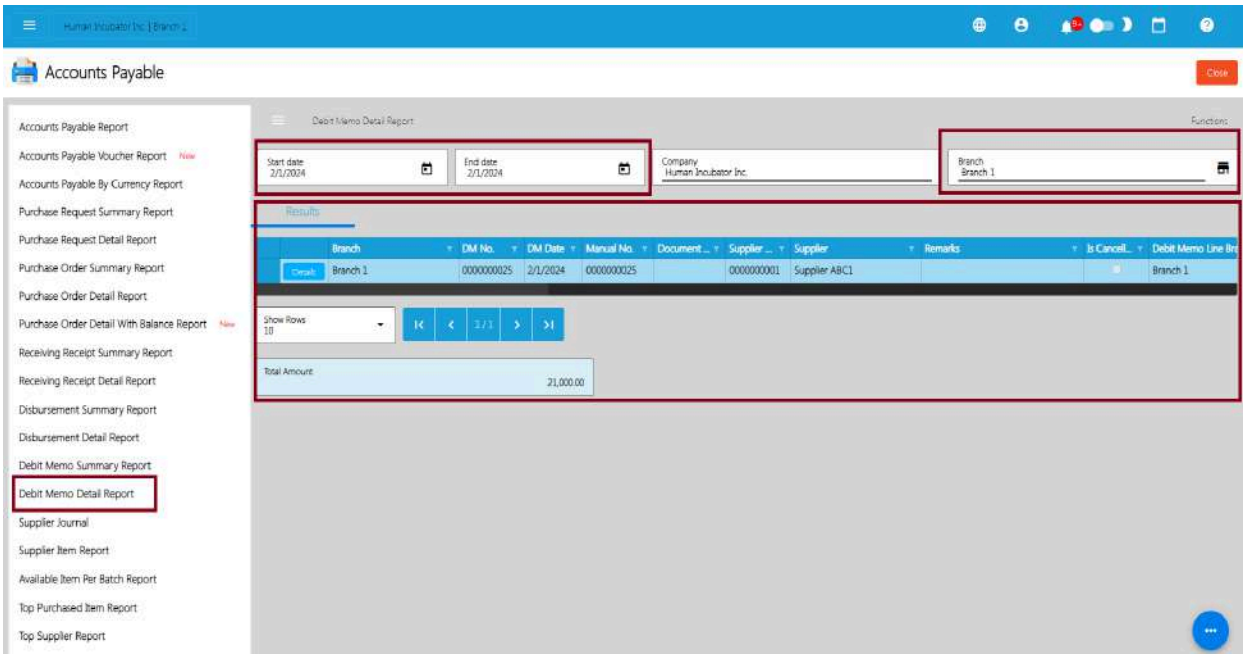


Debit Memo Detail Report

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

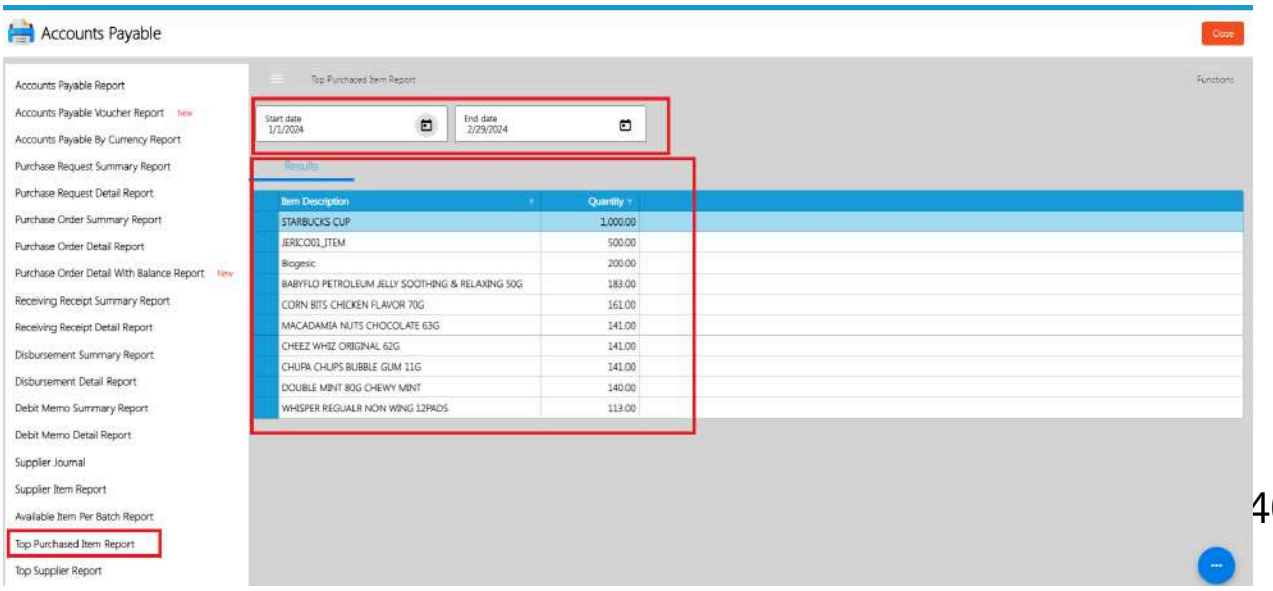


Top Purchased Item Report

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

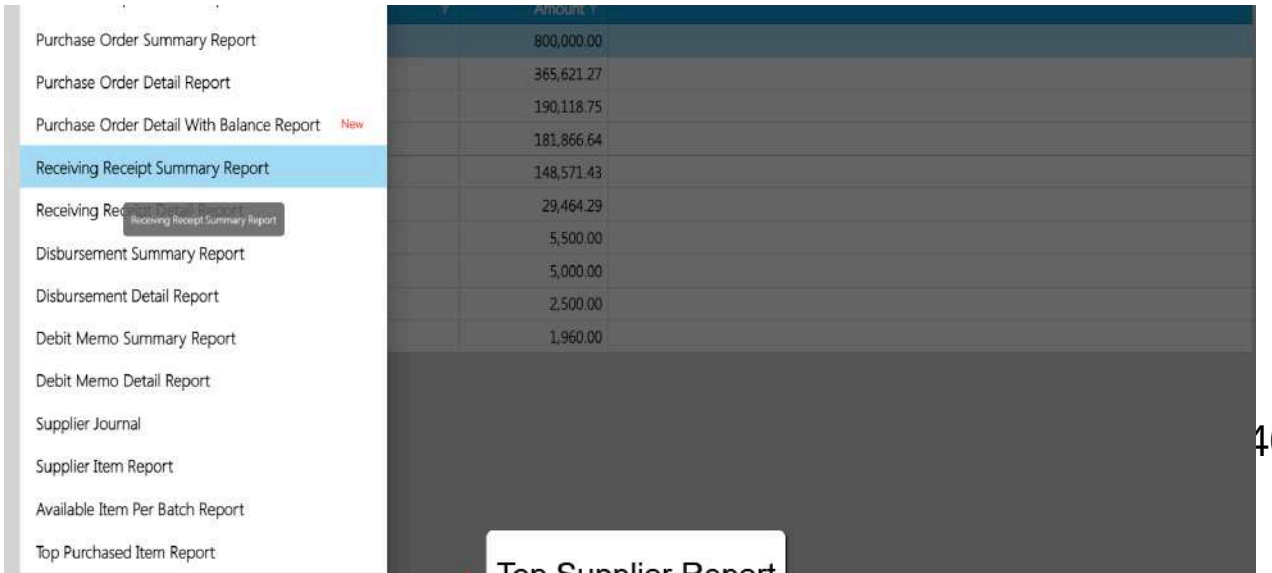


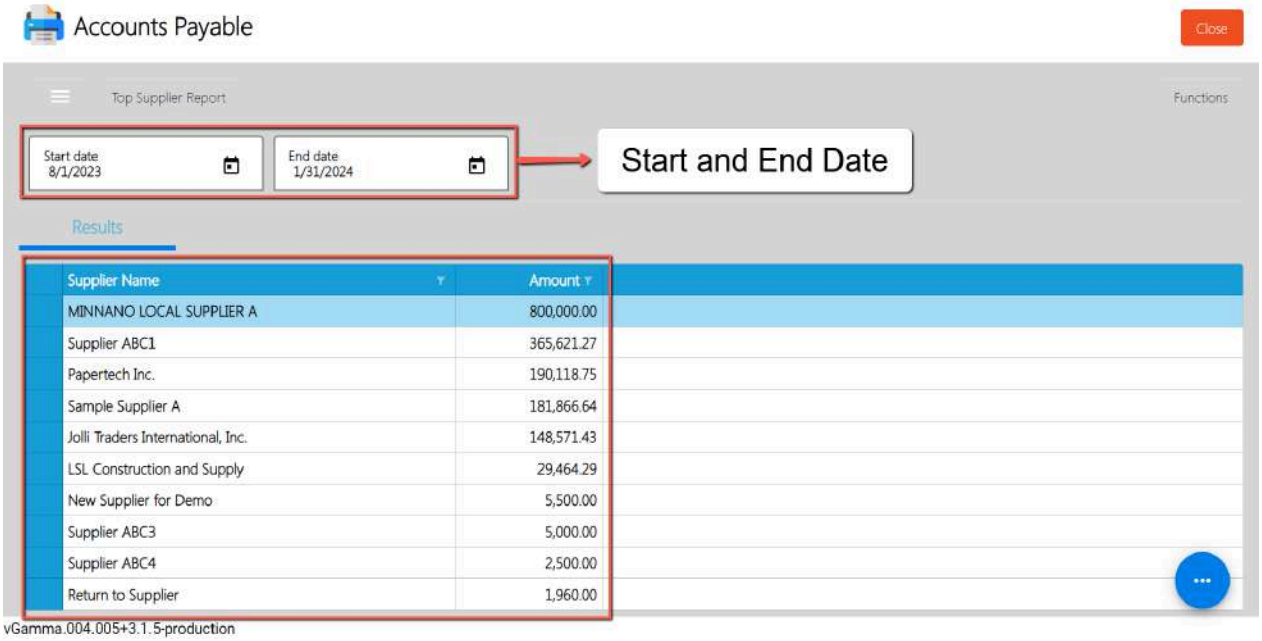
Top Supplier Report

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





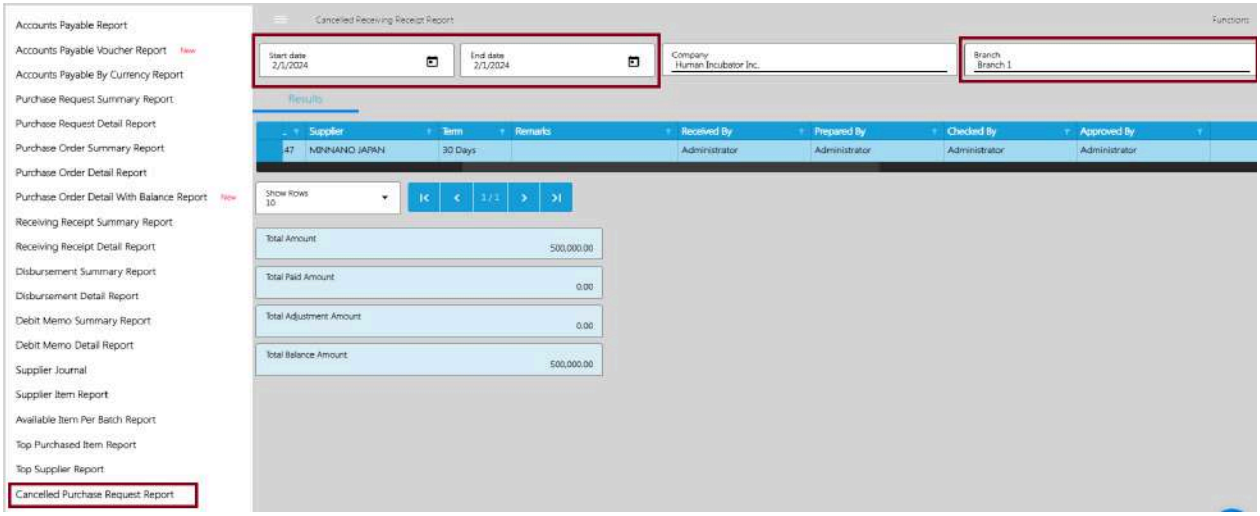
Cancelled Purchase Request Report

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



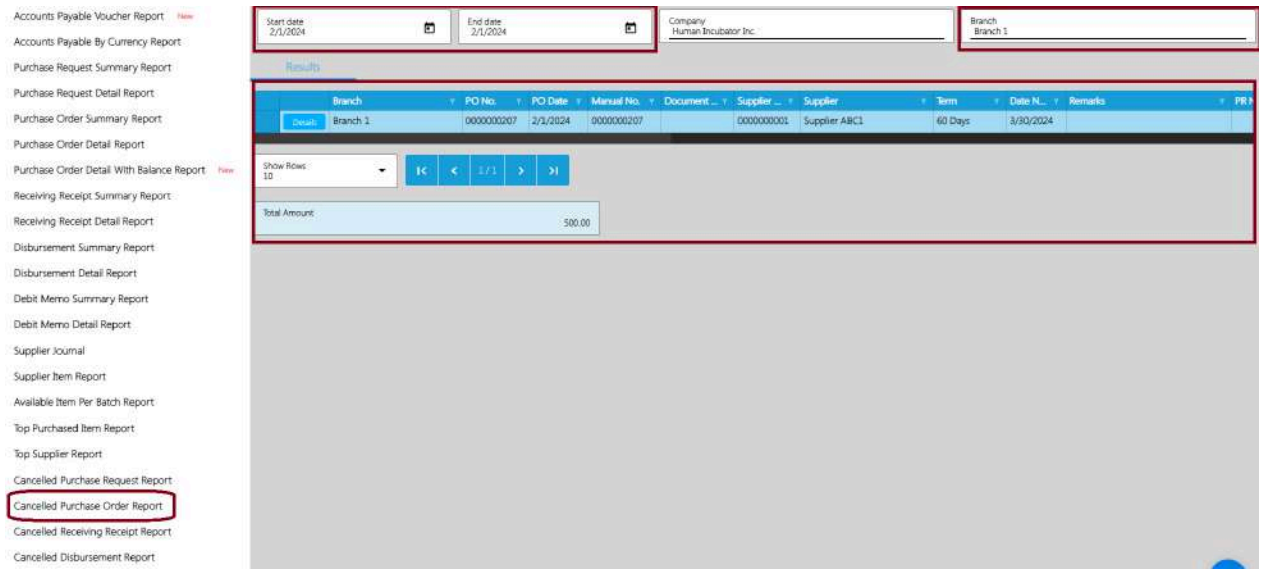
Cancelled Purchase Order Report

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



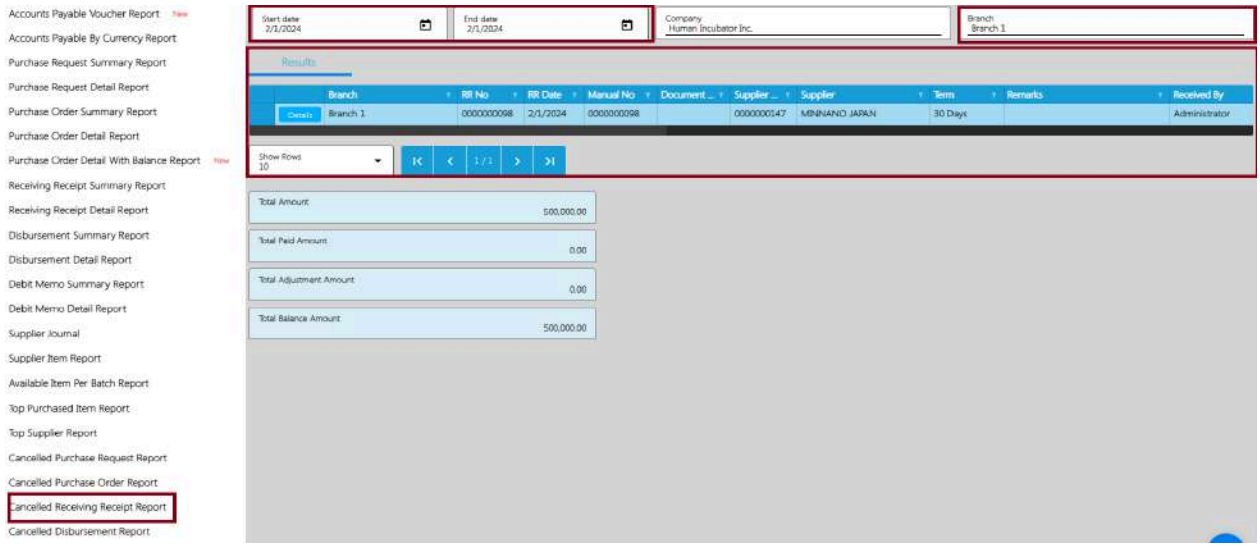
Cancelled Receiving Receipt Report

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

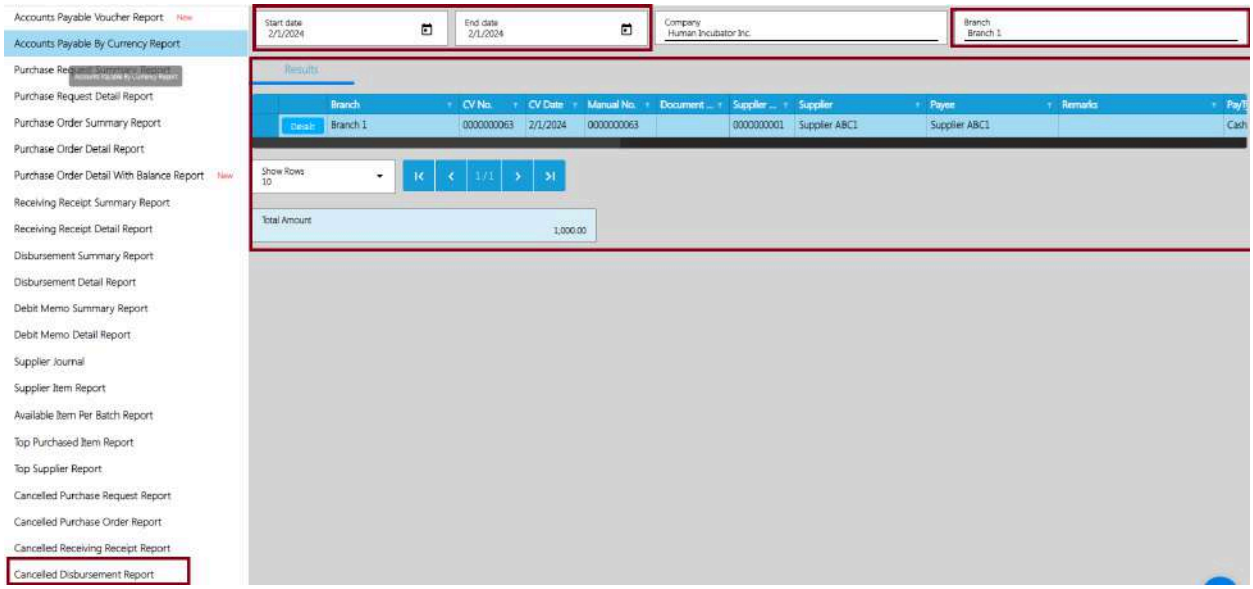


Cancelled Disbursement Report

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



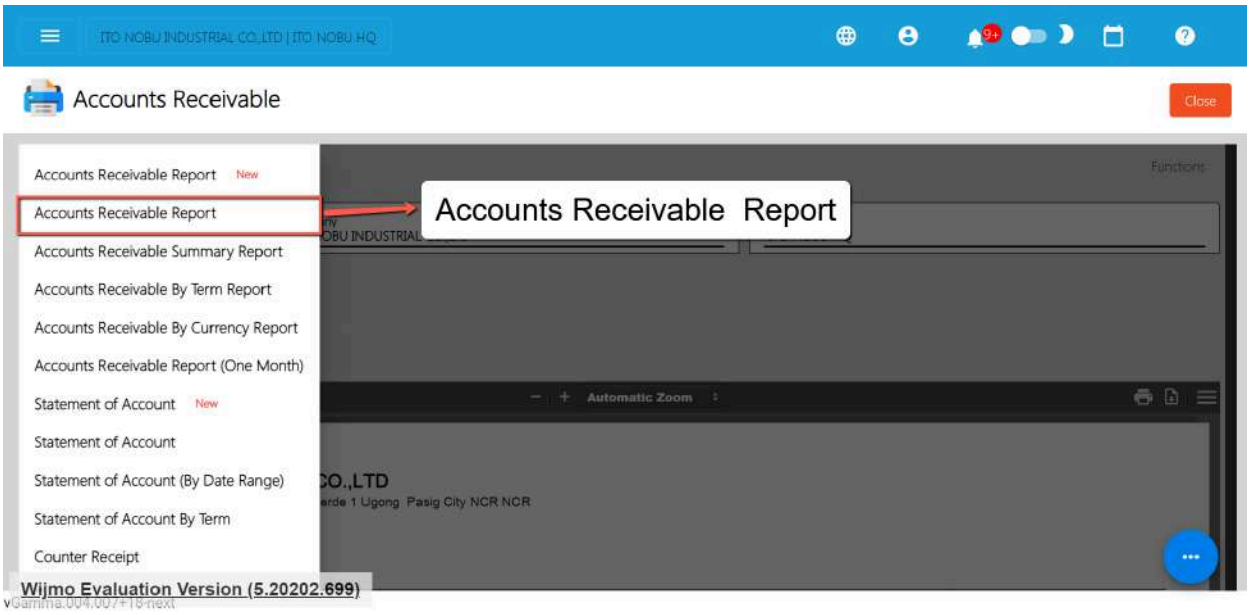
Accounts Receivable Report

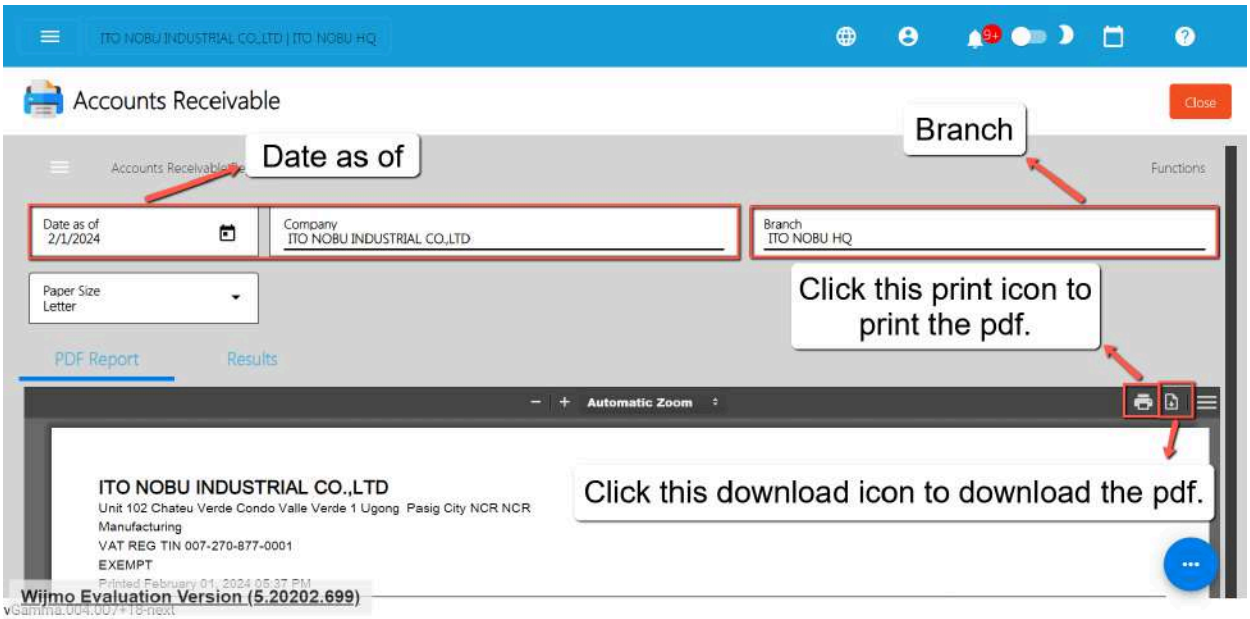
Accounts Receivable is an aging report in which the total amount per Sales Invoice transaction is reflected. It shows outstanding receivables or collectibles from a customer within specified terms, such as 30 days, 60 days, 90 days, and over 120 days.

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 Chateu Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
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ACCOUNTS RECEIVABLE

Date as Of 02/01/2024

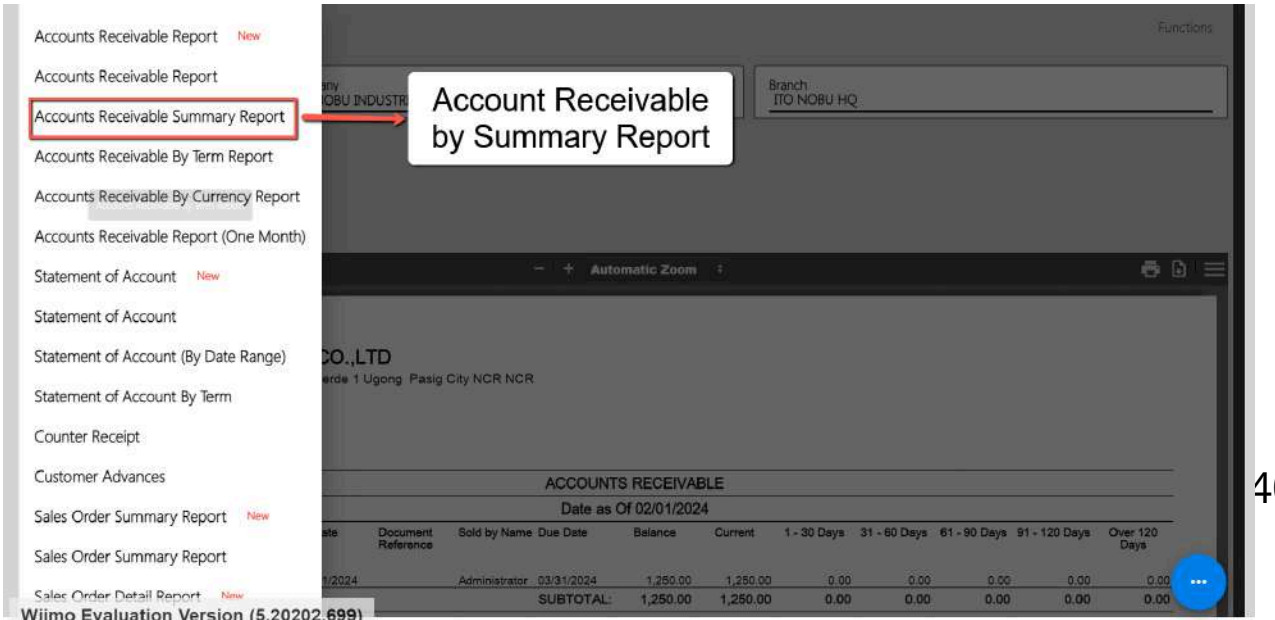
Branch	SI Number	SI Date	Document Reference	Sold by Name	Due Date	Balance	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
A RISHIA GENERAL MERCHANDISE												
ITO NOBU HQ	0000000031	01/31/2024		Administrator	03/31/2024	1,250.00	1,250.00	0.00	0.00	0.00	0.00	0.00
					SUBTOTAL:	1,250.00	1,250.00	0.00	0.00	0.00	0.00	0.00
TOKIWA SUBIC CORPORATION												
ITO NOBU HQ	0000000015	01/26/2024		Administrator	03/26/2024	6,517.00	6,517.00	0.00	0.00	0.00	0.00	0.00
					SUBTOTAL:	6,517.00	6,517.00	0.00	0.00	0.00	0.00	0.00
VERGILIO TUBAL												
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
					SUBTOTAL:	1,250.00	0.00	1,250.00	0.00	0.00	0.00	0.00

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



ITO NOBU INDUSTRIAL CO.,LTD
Unit 102 Chateu Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
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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

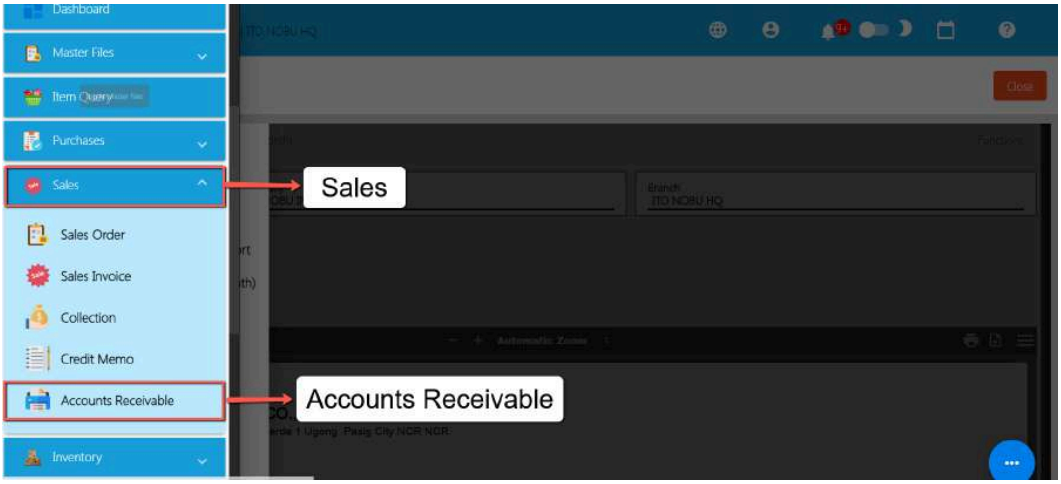
Accounts Receivable Report (One Month)

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

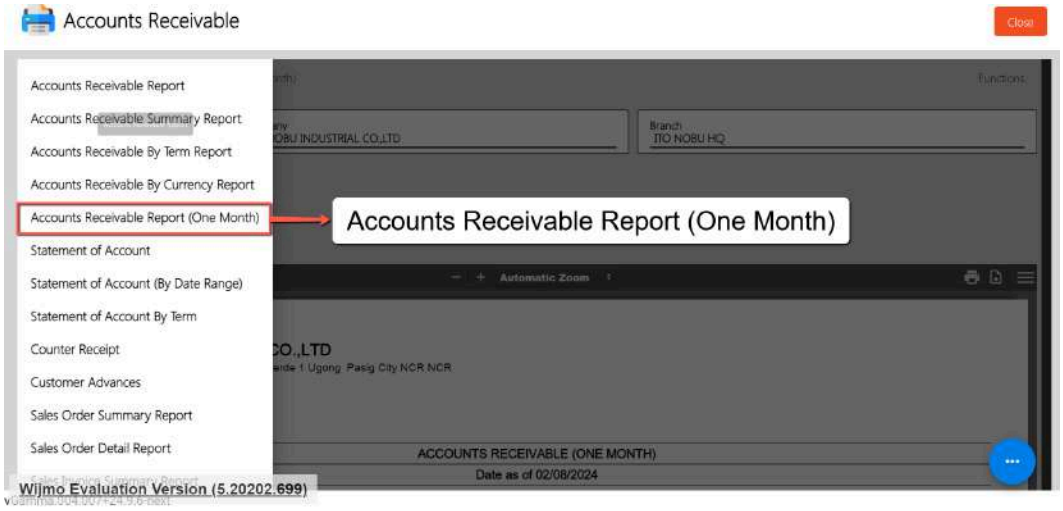
invoices, including segments such as 7 days, 10 days, 15 days, 30 days, and over 30 days. By organizing receivables in this manner, businesses can efficiently track and manage their outstanding invoices, aiding in timely collections and financial decision-making.

To generate Account Receivables Report (One Month), here are the steps for you to follow:

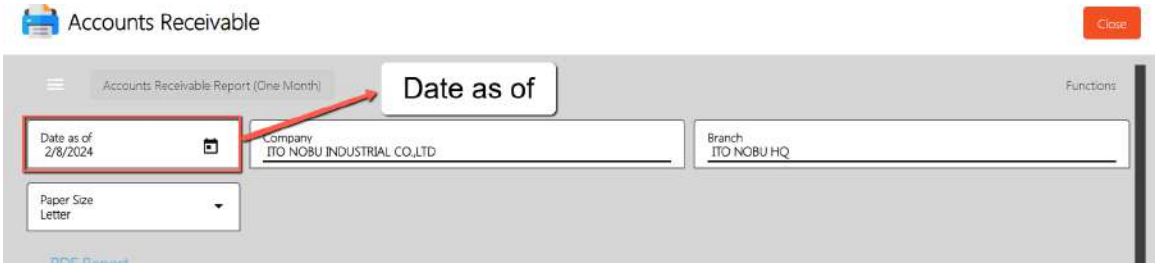
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



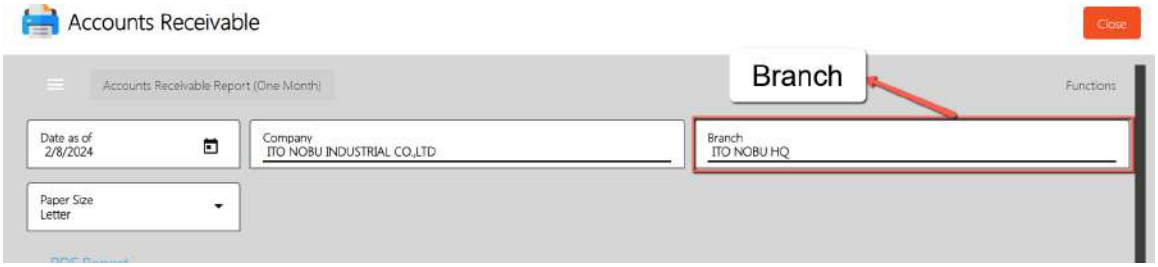
2. **Click Account Receivables Report (One Month):** Under the menus from Accounts Receivable, look for Account Receivables Report (One Month) then click the menu to navigate.



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.

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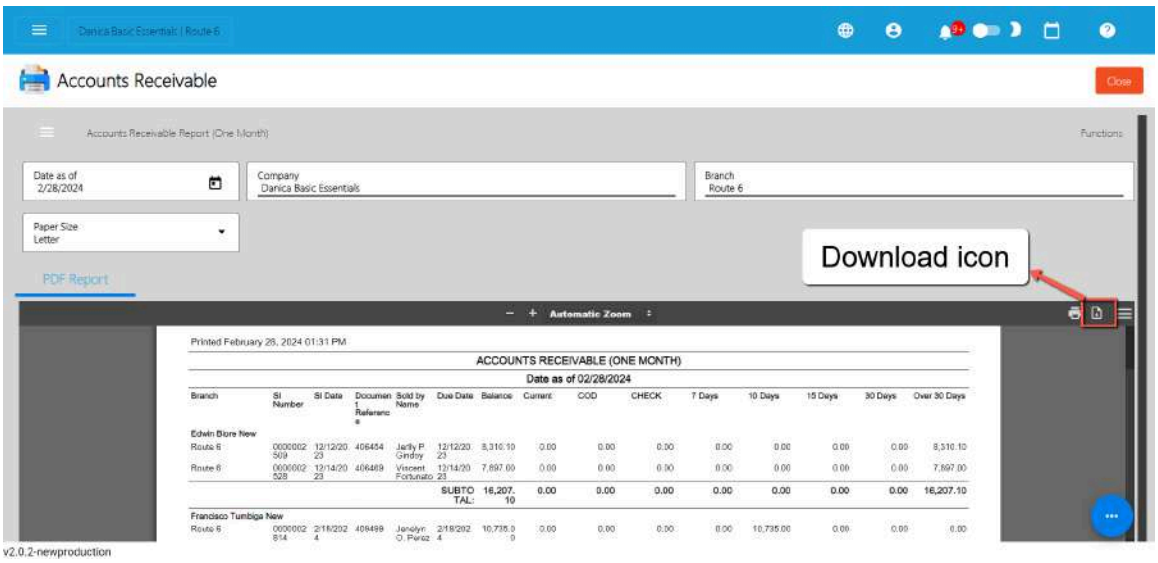
ACCOUNTS RECEIVABLE (ONE MONTH)

Date as of 02/28/2024

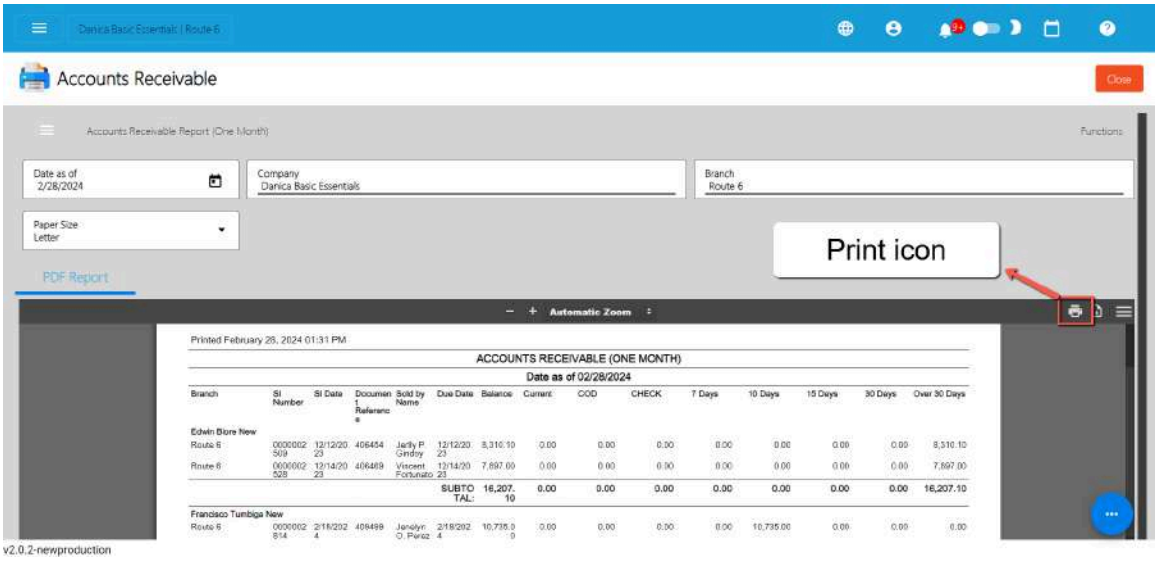
Branch	SI Number	SI Date	Document Reference	Sold by Name	Due Date	Balance	Current	COD	CHECK	7 Days	10 Days	15 Days	30 Days	Over 30 Days
Edwin Biore New														
Route 6	0000002509	12/12/2023	406454	Jerly P. Gindoy	12/12/2023	8,310.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,310.10
Route 6	0000002528	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
					SUBTOTAL:	**16,207.10**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**16,207.10**
Francisco Tumbiga New														
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
					SUBTOTAL:	**10,735.00**	**0.00**	**0.00**	**0.00**	**0.00**	**10,735.00**	**0.00**	**0.00**	**0.00**
Janine Igpaz														
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	410865	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
					SUBTOTAL:	**5,370.00**	**0.00**	**0.00**	**0.00**	**5,006.00**	**0.00**	**0.00**	**0.00**	**364.00**
Justine 4MR														
Route 6	0000002270	10/18/2023	48980	DANICA	10/18/2023	6,160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,160.00
					SUBTOTAL:	**6,160.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6,160.00**
Justine Diasalo														

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.



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

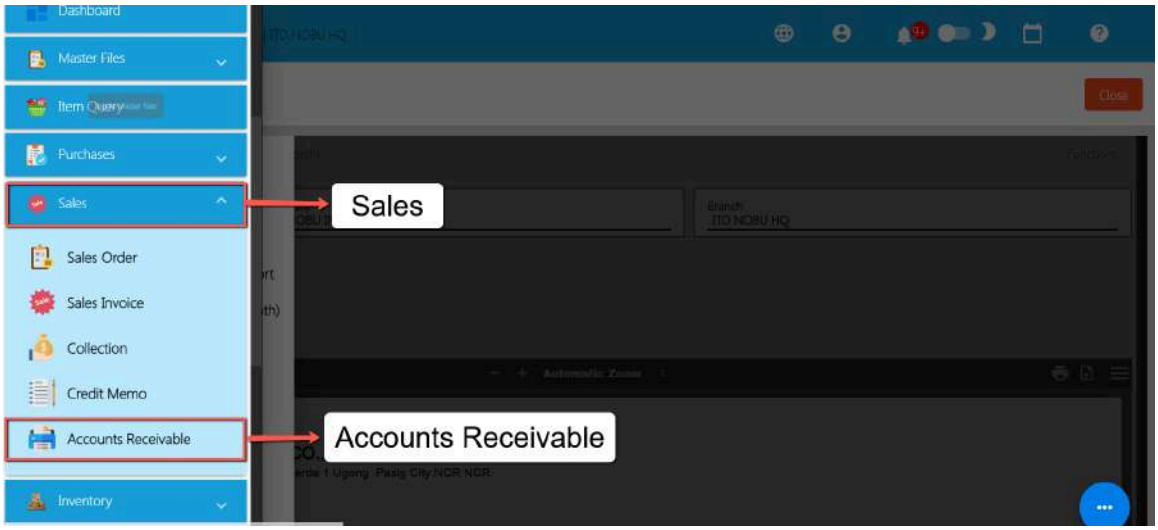
3. Click Statement of Account by Date Range
4. Enter Start Date and End Date
5. Select branch you want to generate
6. Select Specific customer
7. You can have the option to Print or Download the PDF Report

Statement of Account By Term

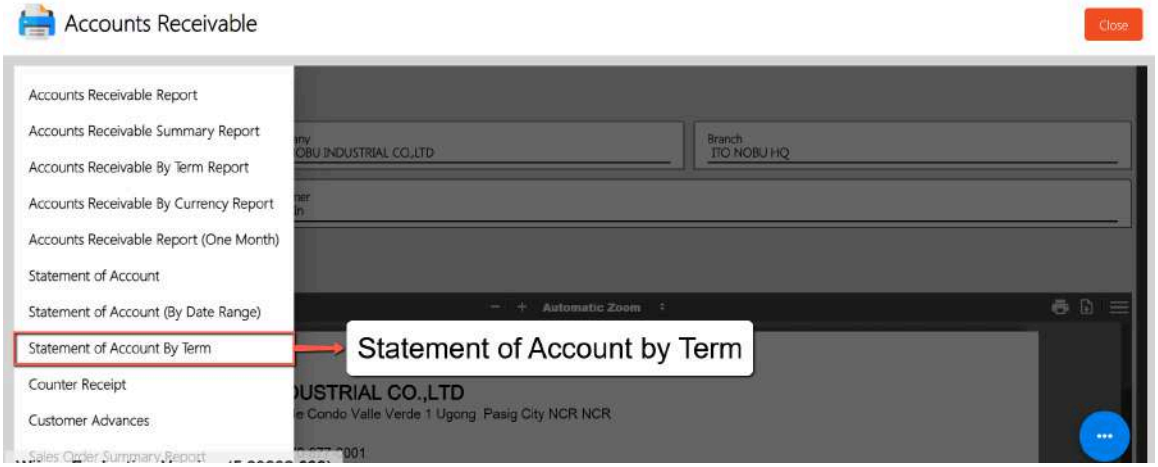
The Statement of Account by Term is a specialized report designed to provide a comprehensive overview of a customer's accounts receivable based on specific payment terms. Similar to the Statement of Account by Date Range, this report allows you to view the total amount owed by the customer, but it categorizes 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:

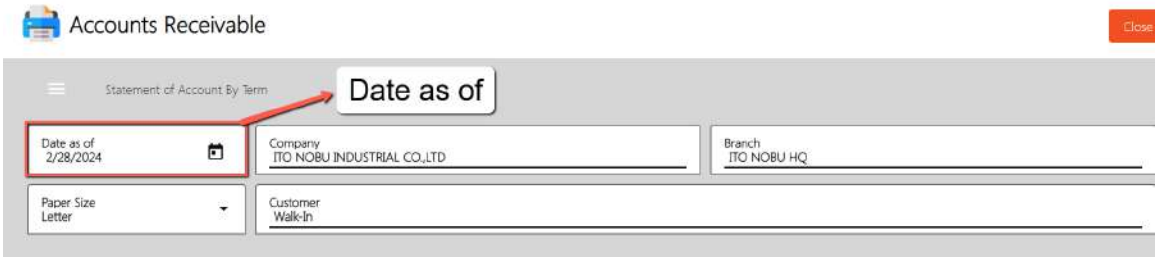
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



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.

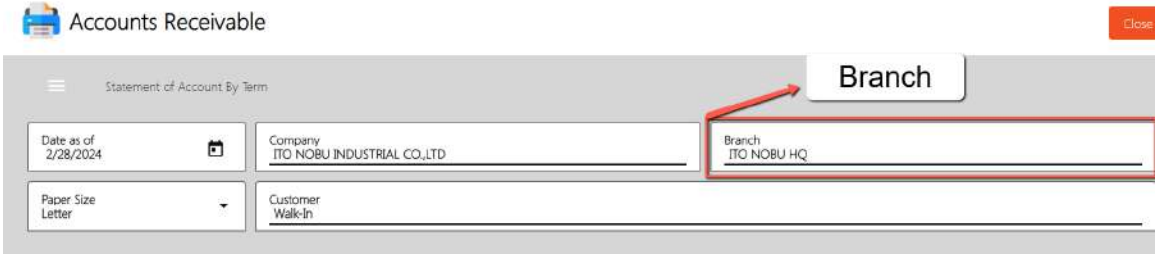


3. **Select Date as of:** Provide an exact date you want to generate a report by clicking on the Date as of field, then select an exact date.

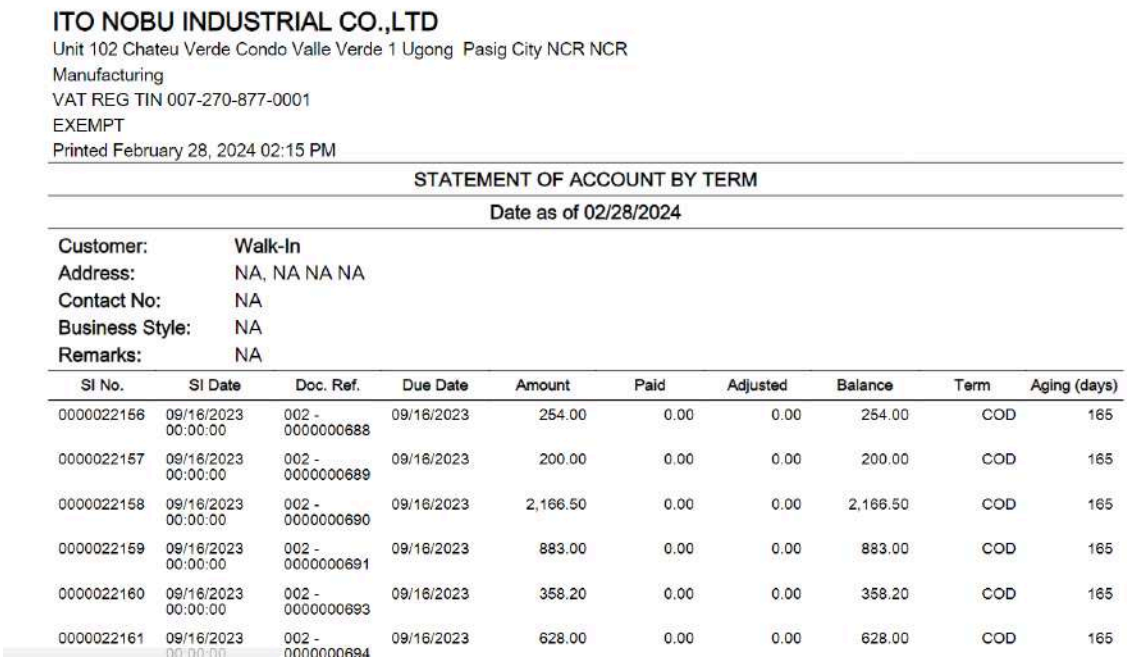


4. **Select a Customer:** To display data on the pdf, select a Customer you want to generate a Statement of Account by Term report.

5. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.



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 Chateu 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

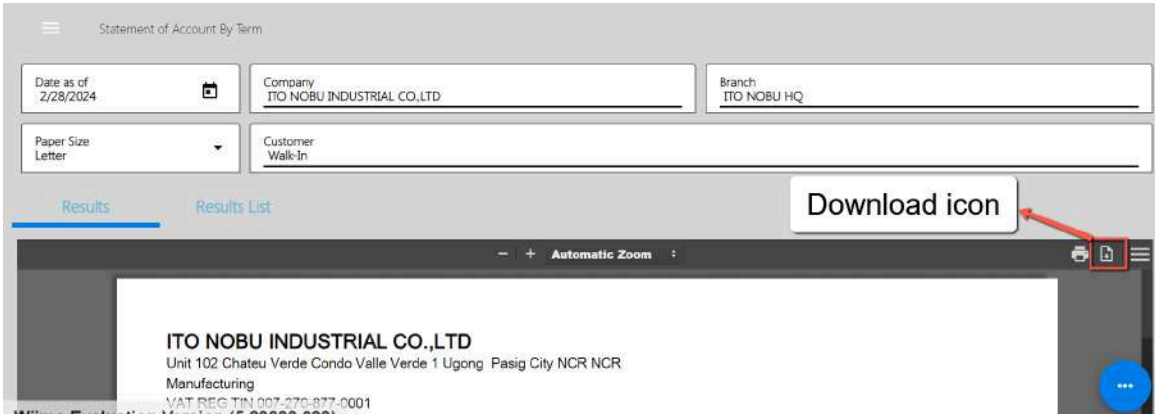
Date as of 02/28/2024

Customer: Walk-In
Address: NA, NA NA NA
Contact No: NA
Business Style: NA
Remarks: NA

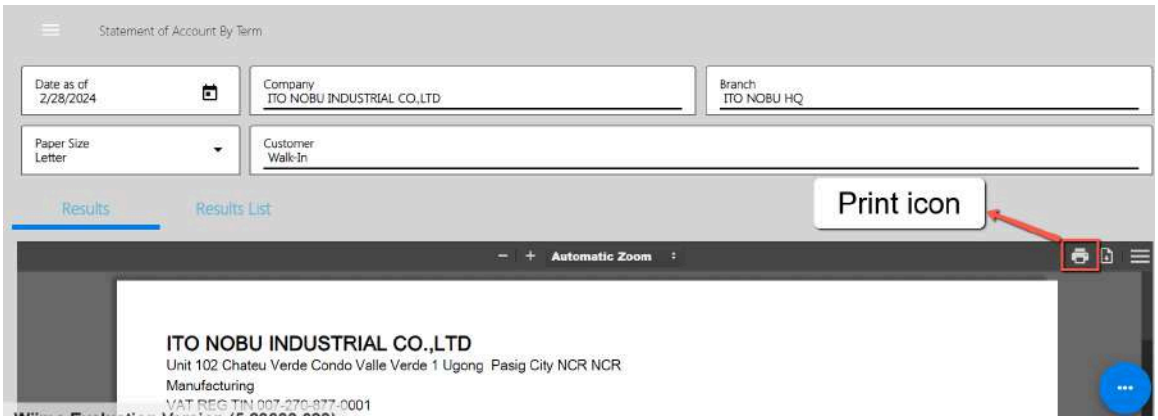
SI No.	SI Date	Doc. Ref.	Due Date	Amount	Paid	Adjusted	Balance	Term	Aging (days)
0000022156	09/16/2023 00:00:00	002 - 0000000688	09/16/2023	254.00	0.00	0.00	254.00	COD	165
0000022157	09/16/2023 00:00:00	002 - 0000000689	09/16/2023	200.00	0.00	0.00	200.00	COD	165
0000022158	09/16/2023 00:00:00	002 - 0000000690	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.

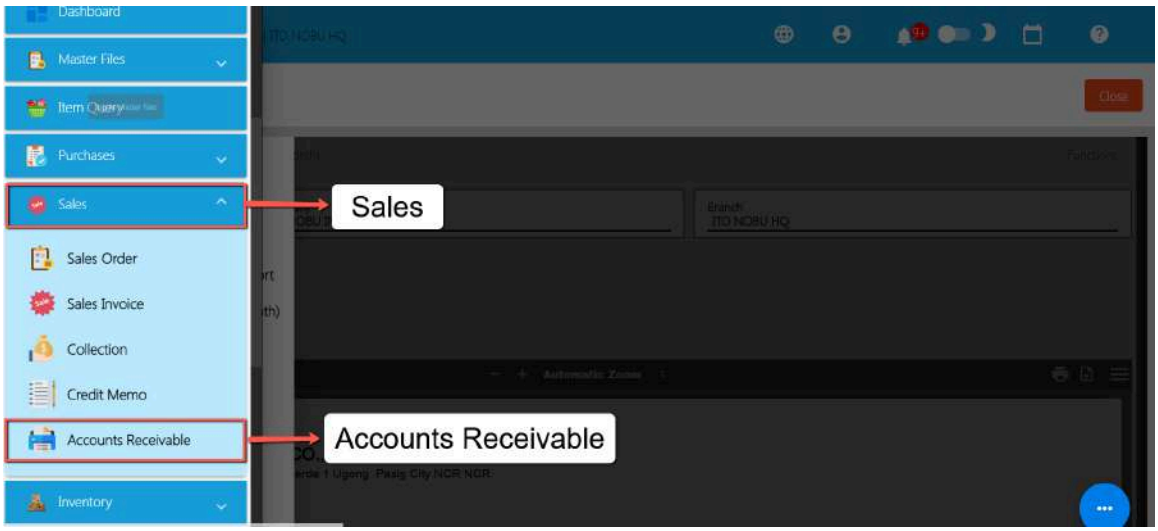


Counter Receipt

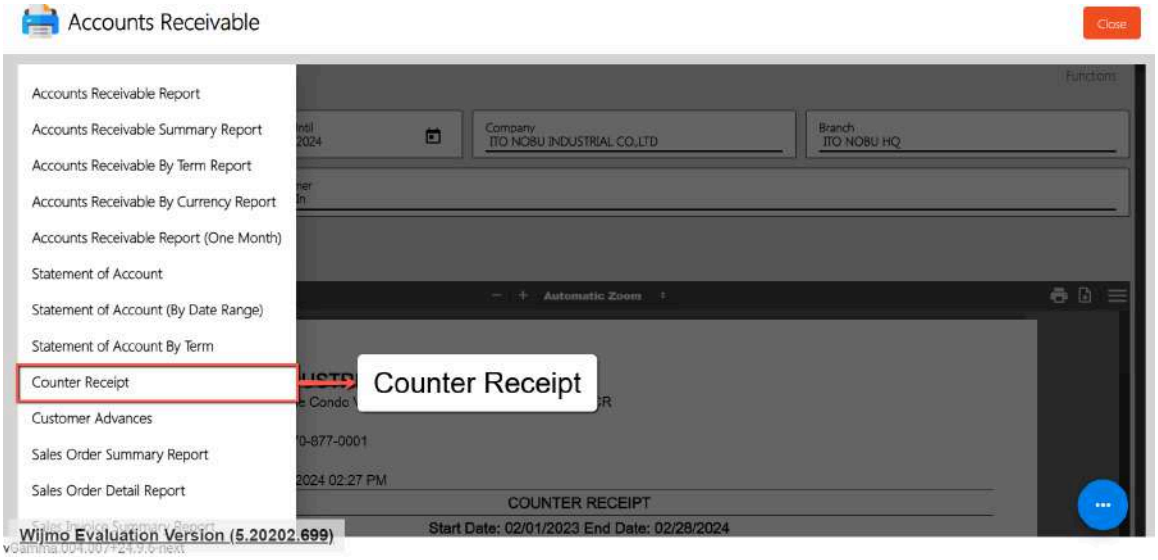
A Counter Receipt is a document issued by a company to acknowledge the payment received from a customer or client at the company's physical location, such as a storefront or office counter. This receipt serves as proof of payment and typically includes details such as the payment amount, date, customer 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.

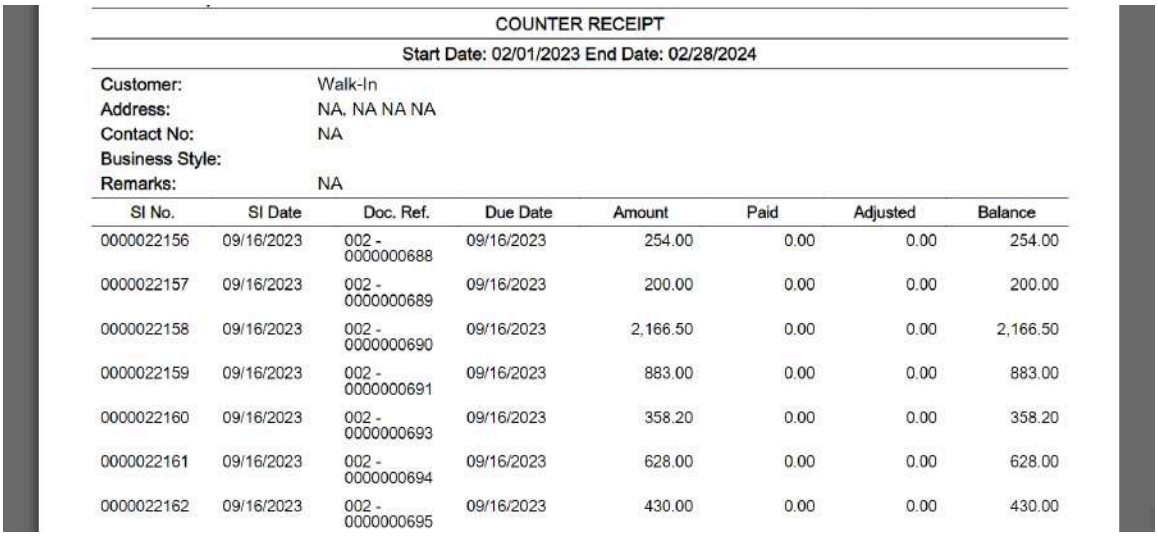


3. **Select Date From and Date Until:** Provide an exact date you want to generate a report by clicking on the Date From and Date Until.

4. **Select a Customer:** To display data on the pdf, select a Customer you want to generate a Counter Receipt report.

5. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.

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.

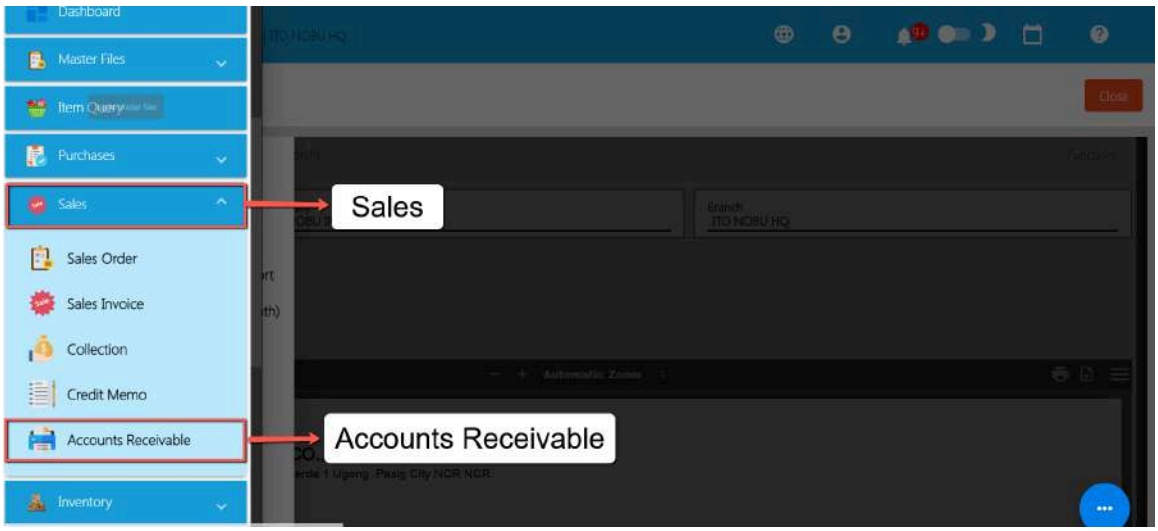
8. **Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.

Customer Advances

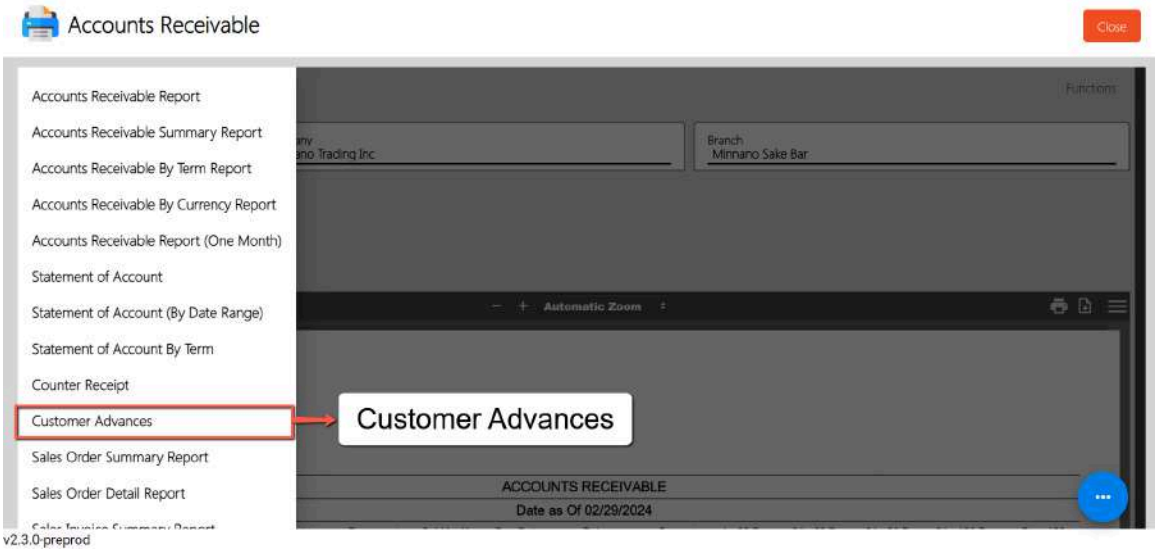
The Customer Advances Report provides a comprehensive overview of all customer advance transactions within a specified period. It allows businesses to track the status of customer advances, identify outstanding balances, and monitor trends over time. Additionally, by leveraging this report, businesses 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:

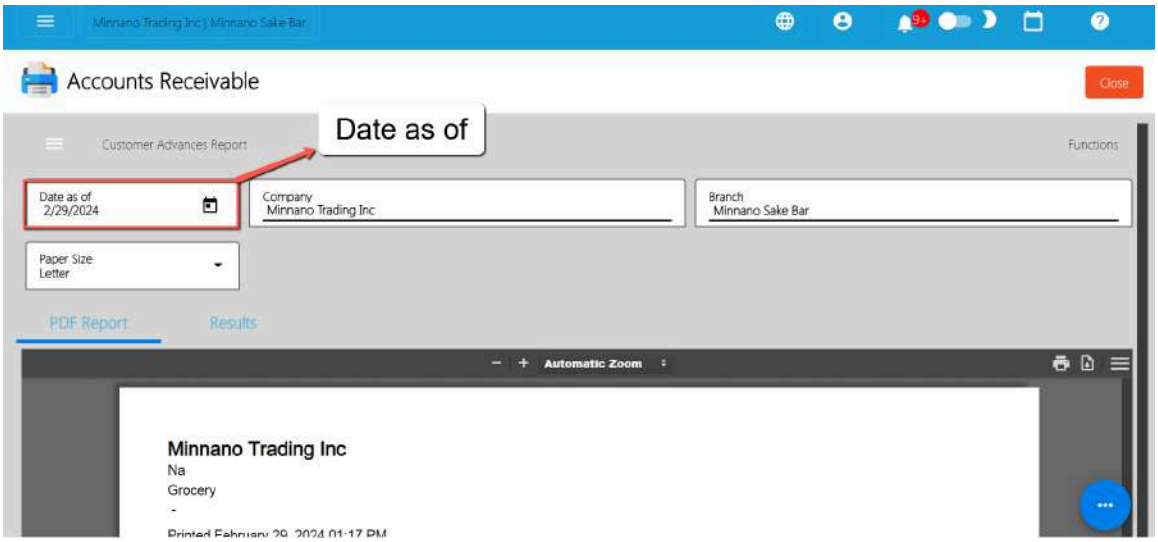
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



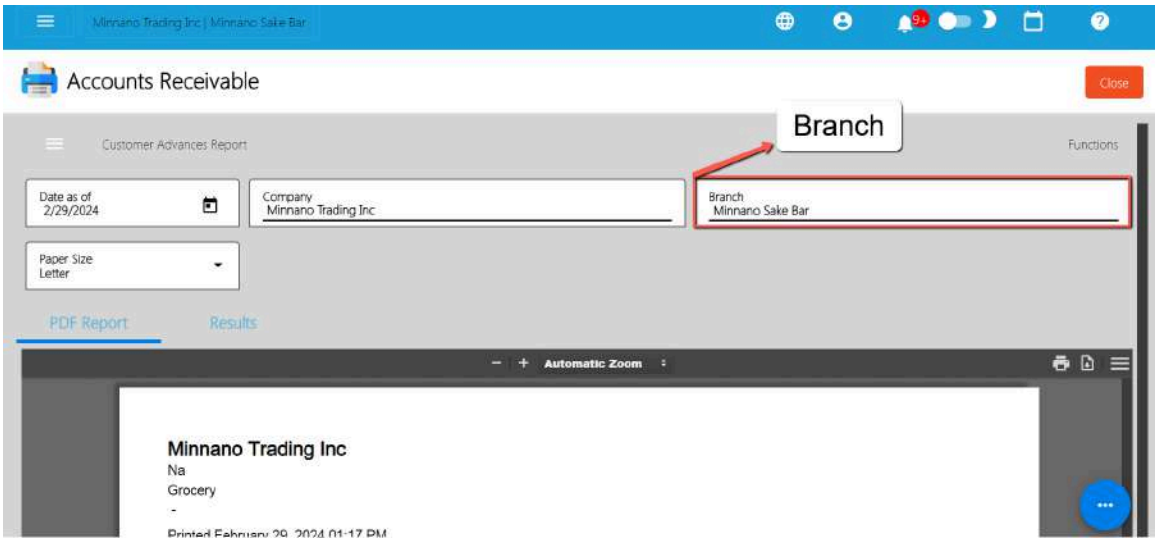
2. **Click Customer Advances:** Under the menus from Accounts Receivable, look for **Customer Advances** then click the menu to navigate.



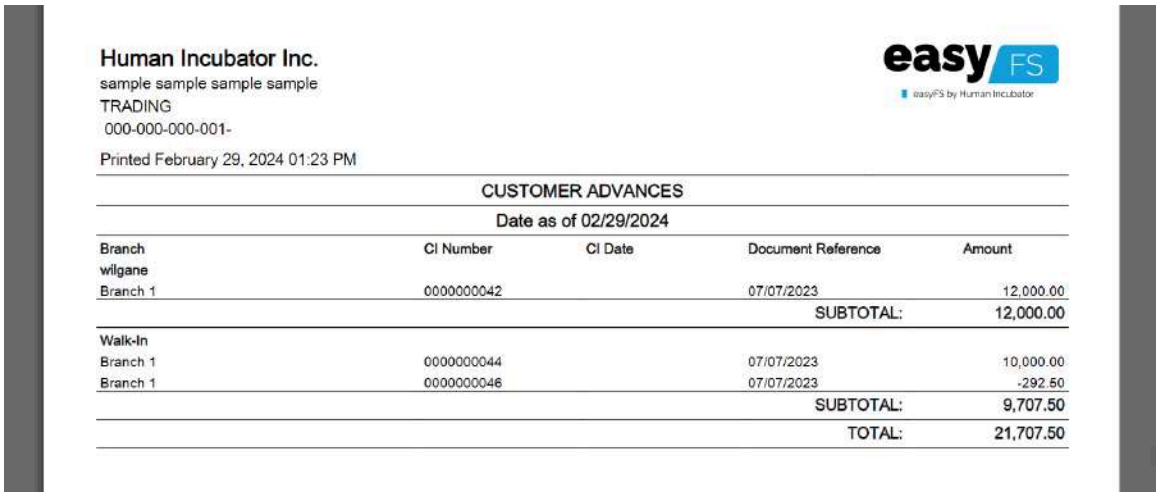
3. **Select Date as of:** Provide an exact date you want to generate a report by clicking on the Date as of.



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.



Human Incubator Inc.
sample sample sample sample
TRADING
000-000-000-001-

easyFS by Human Incubator

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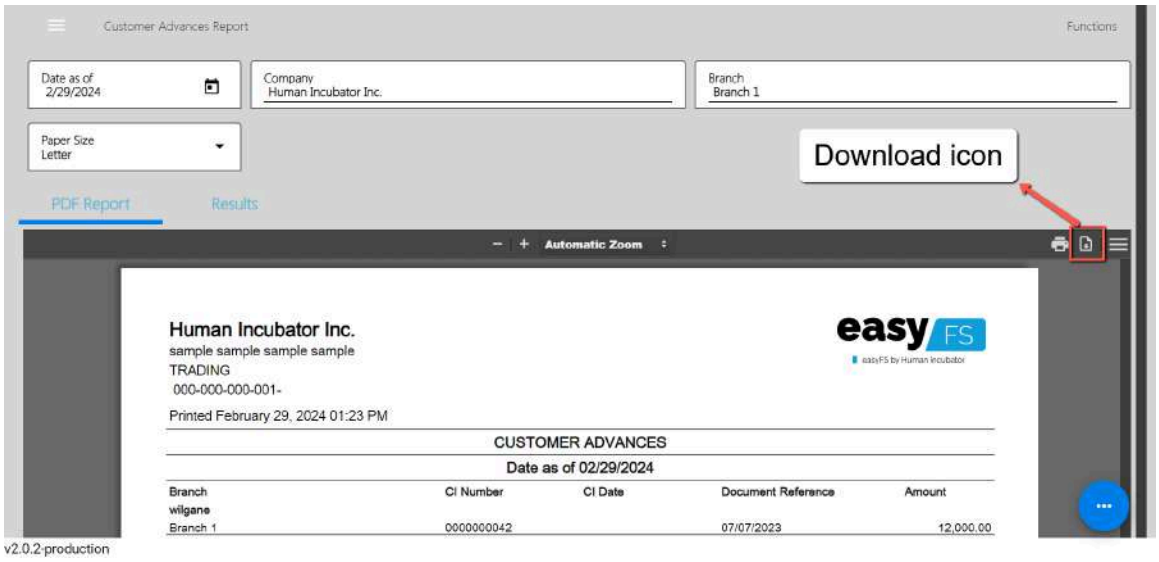
CUSTOMER ADVANCES

Date as of 02/29/2024

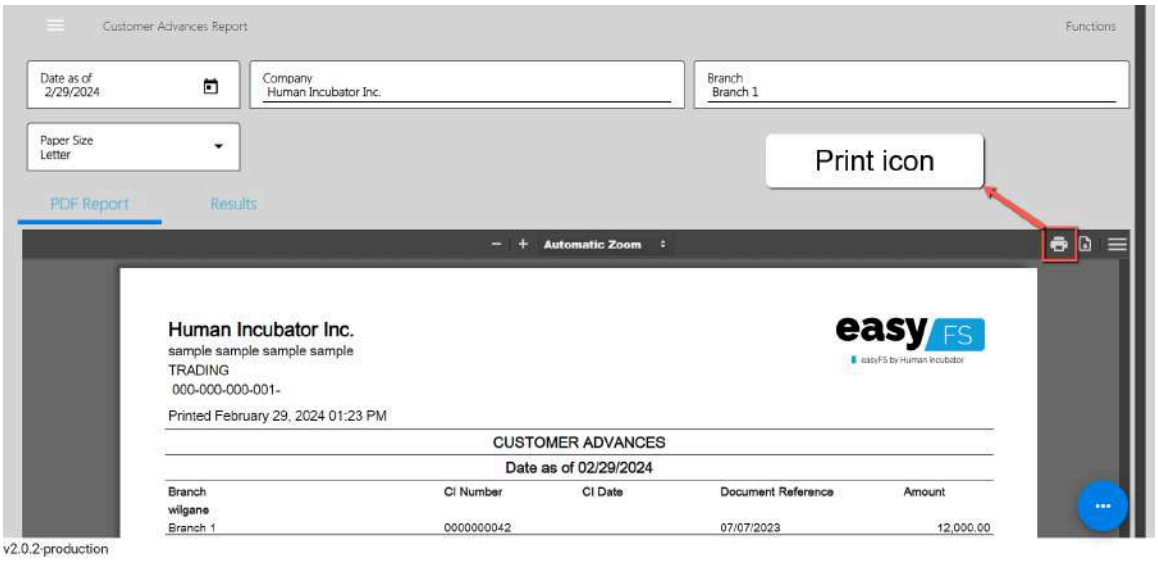
Branch	CI Number	CI Date	Document Reference	Amount
wilgane				
Branch 1	0000000042		07/07/2023	12,000.00
			SUBTOTAL:	12,000.00
Walk-In				
Branch 1	0000000044		07/07/2023	10,000.00
Branch 1	0000000046		07/07/2023	-292.50
			SUBTOTAL:	9,707.50
			TOTAL:	21,707.50

Sample Printout

6. **Download PDF (if needed):** If you want to download the pdf, look for the download icon then click.



7. **Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.

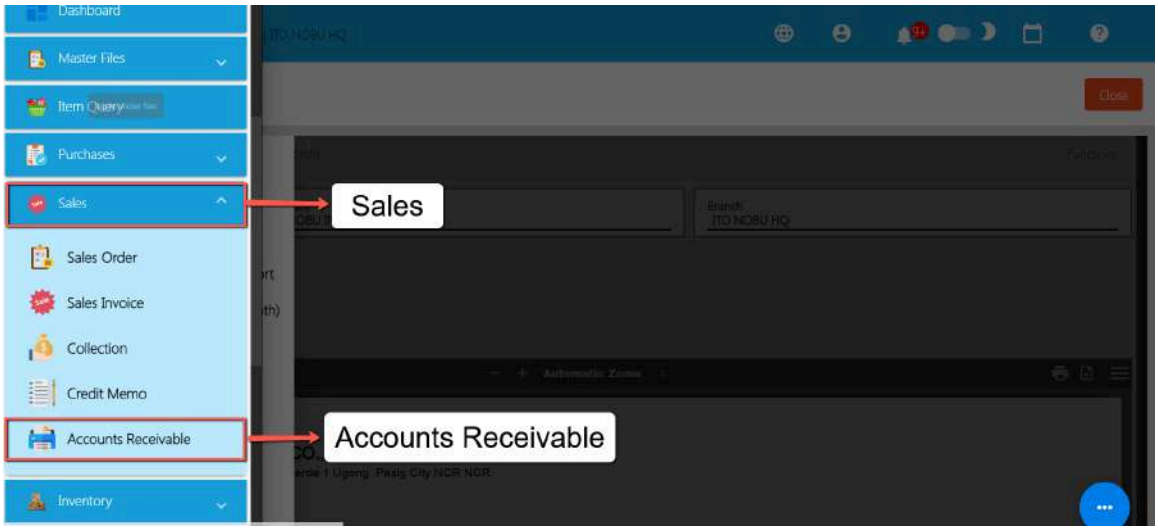


Sales Order Summary Report

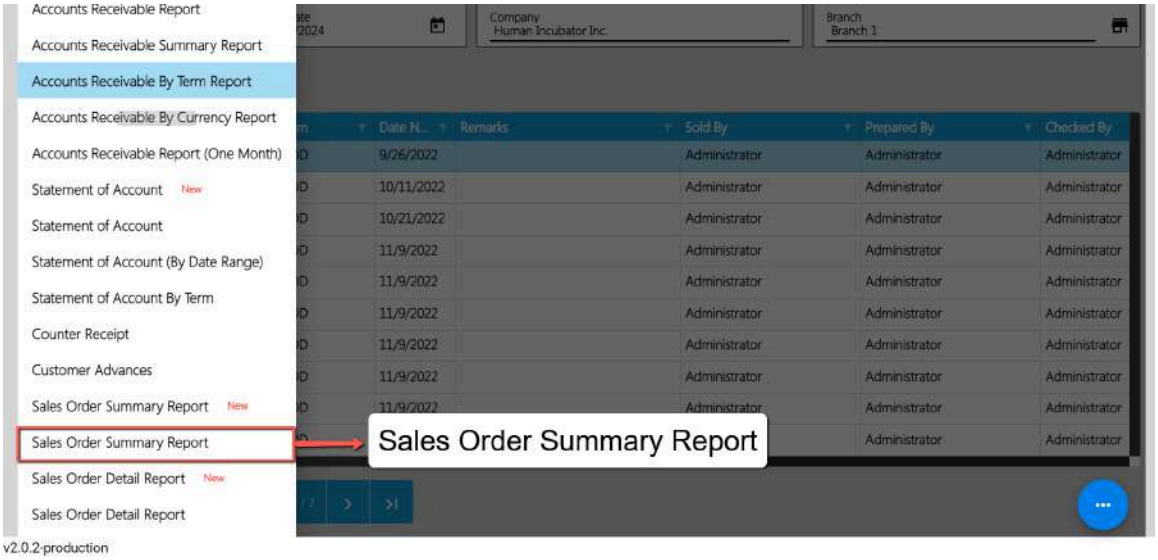
Sales Order Summary Report provides an overview or summary of sales orders within a specific period.

To generate Sales Order Summary report, here are the steps for you follow:

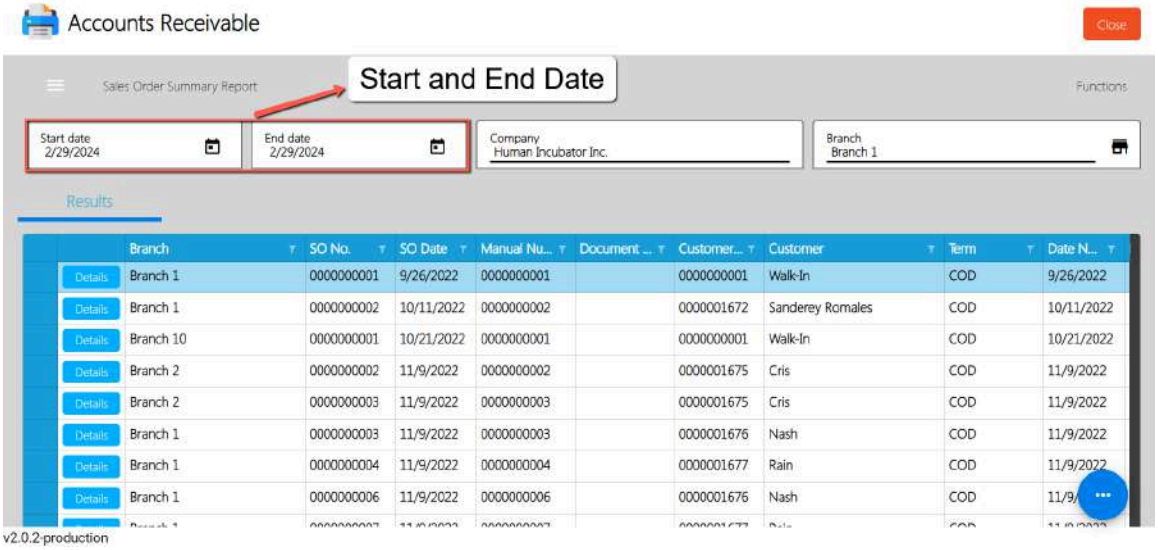
1. **Go to Sales modules**: Navigate to Sales modules, then select Accounts Receivable.



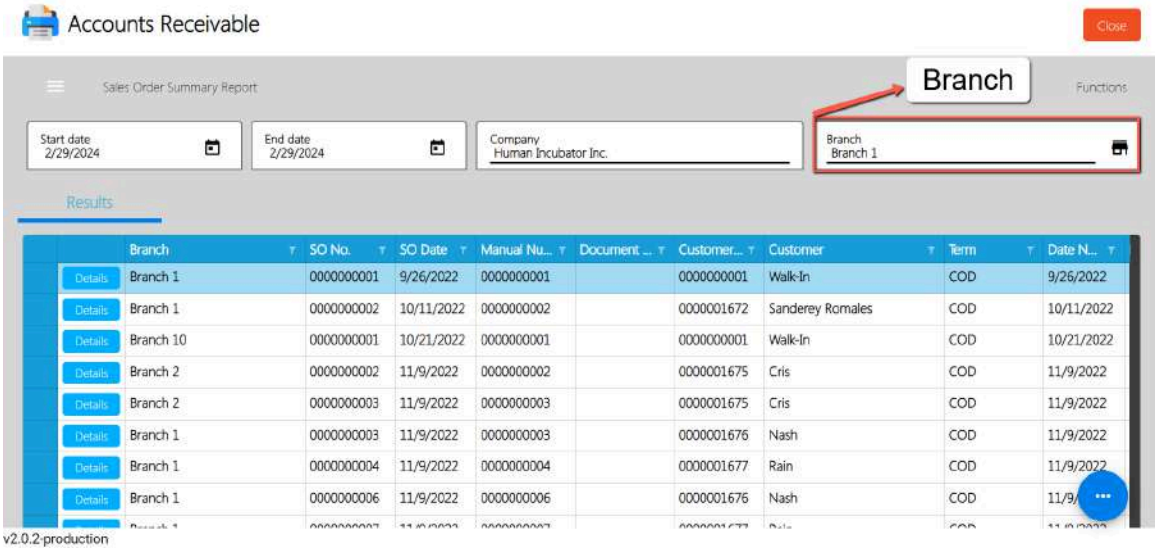
2. **Click Customer Advances**: Under the menus from Accounts Receivable, look for **Sales Order Summary Report** then click the menu to navigate.



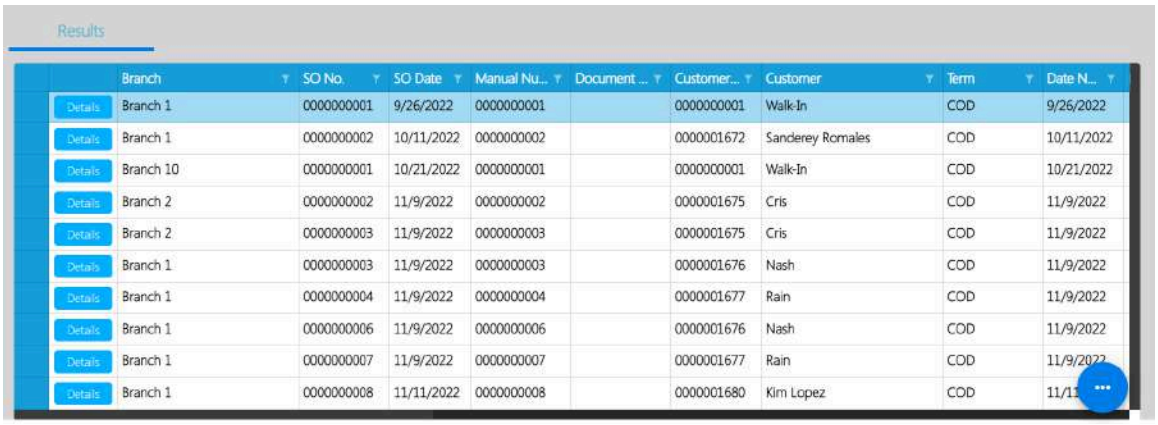
3. **Select Start and End Date**: Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



4. **Select a Branch (if needed)**: By default, the value of the Branch field is based on your login branch.

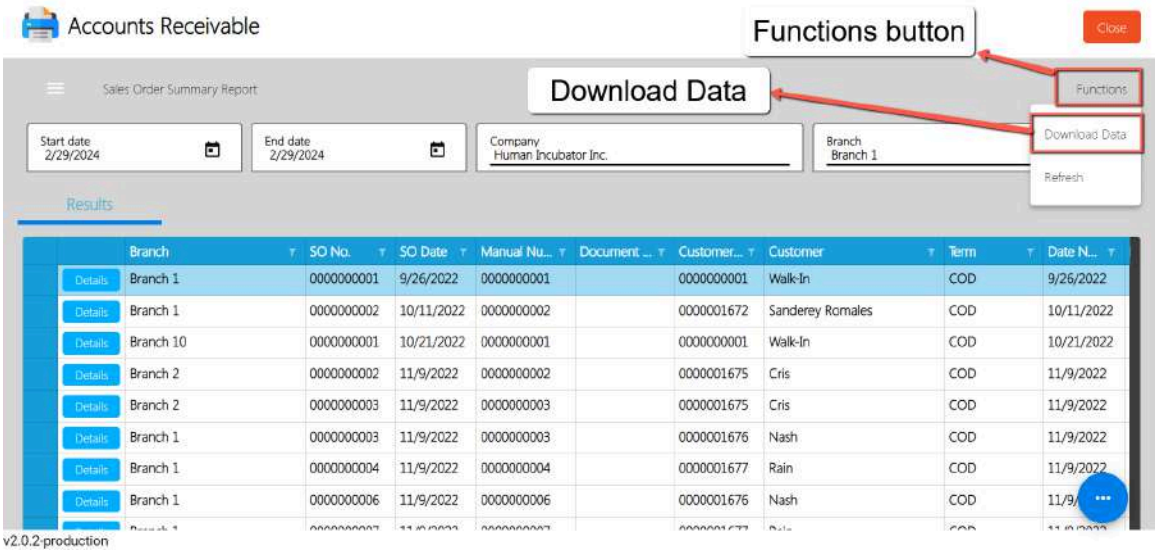


5. **Report is automatically generated in list:** After providing the Date as of and the Branch, the report will automatically generated on list.



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.

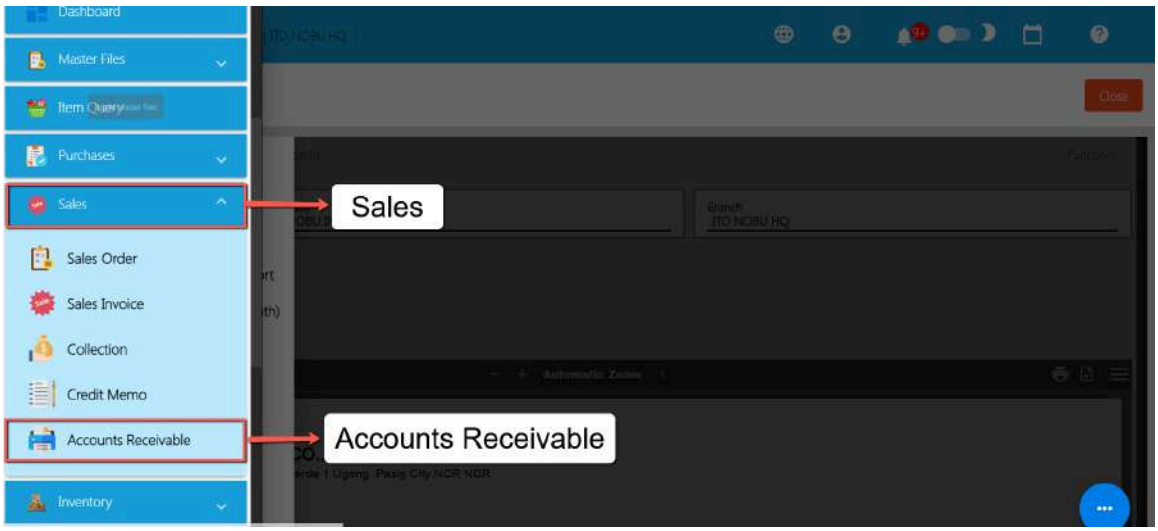


Sales Order Detail Report

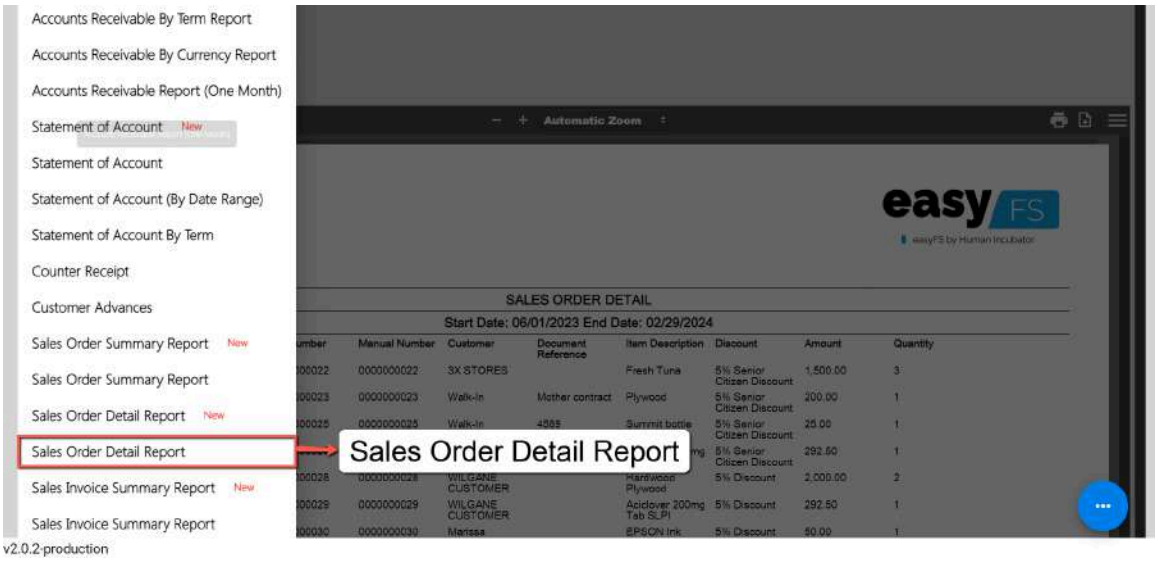
Sales Order Detail Report provides individual Sales Orders, typically listing each other separately along with detailed information. These include specifics such as Sales Order number, Customer Name, Sales Order Date, and Sales Order Line Items, Discount, Quantity and Total Amounts.

To generate Sales Order Detail report, here are the steps for you follow:

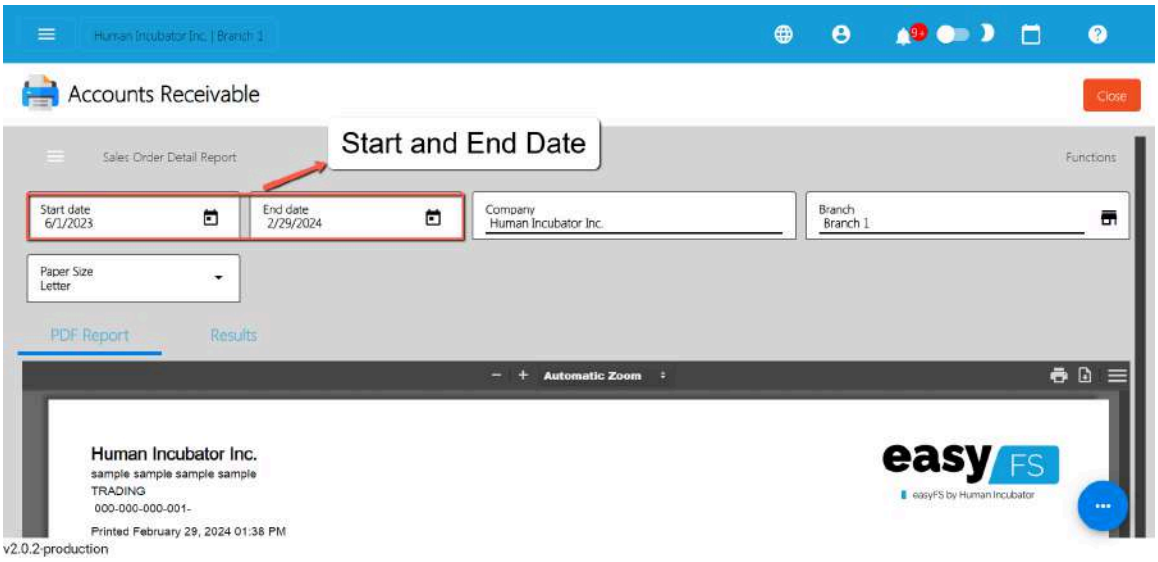
1. **Go to Sales modules**: Navigate to Sales modules, then select Accounts Receivable.



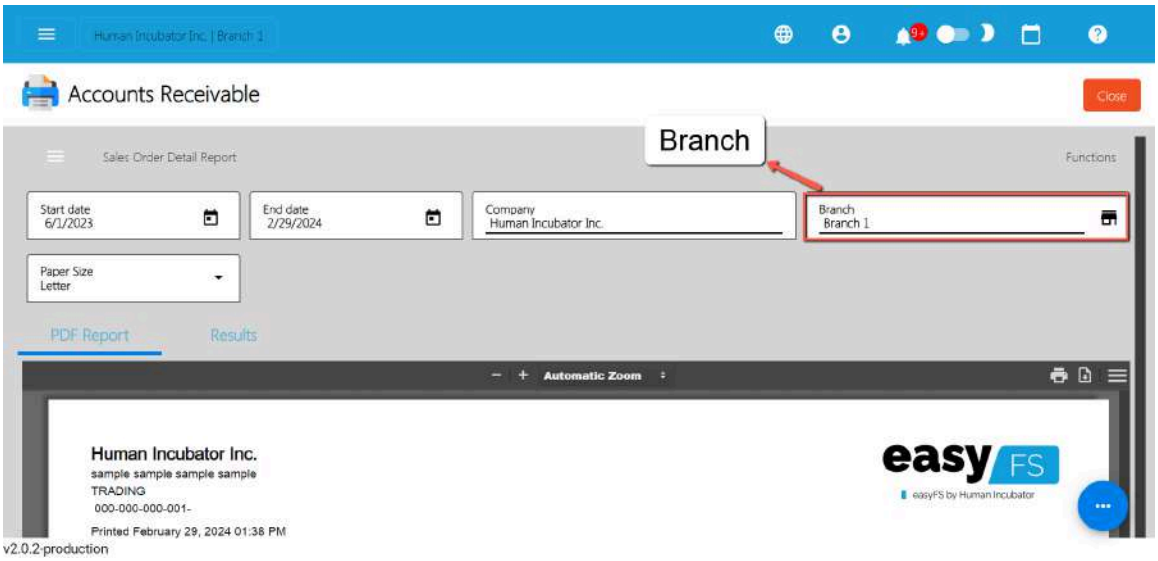
2. **Click Sales Order Detail Report**: Under the menus from Accounts Receivable, look for **Sales Order Detail Report** then click the menu to navigate.



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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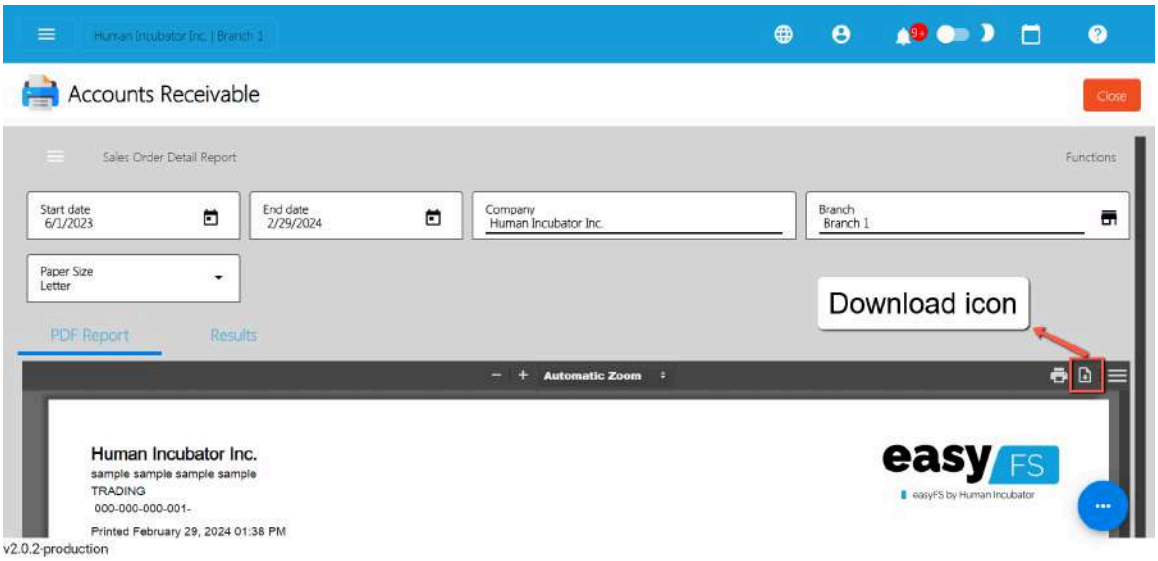
SALES ORDER DETAIL

Start Date: 06/01/2023 End Date: 02/29/2024

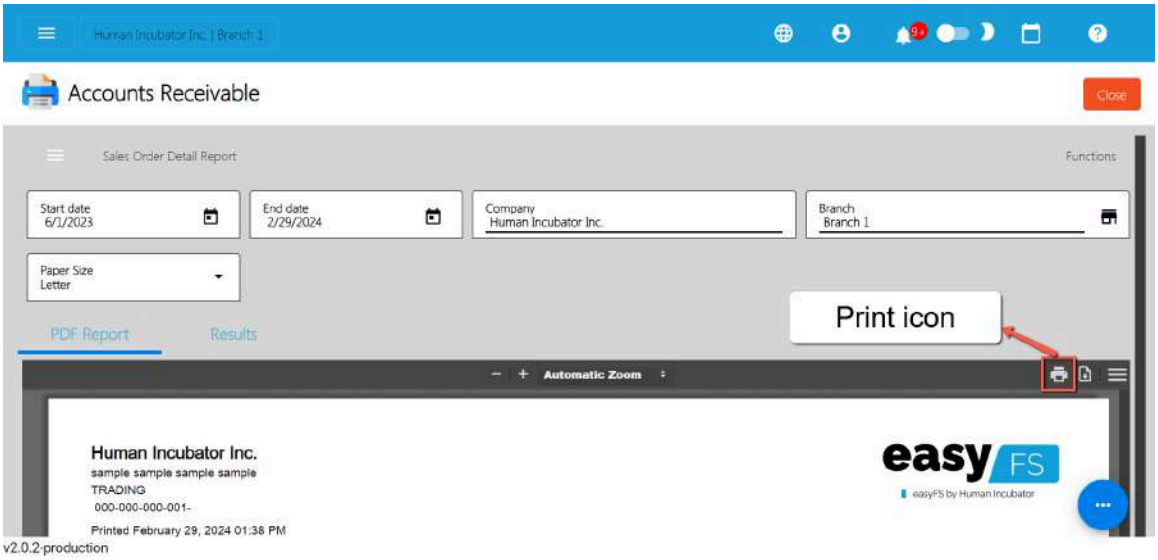
Branch	SO Date	SO Number	Manual Number	Customer	Document Reference	Item Description	Discount	Amount	Quantity
Branch 1	6/26/2023	0000000022	0000000022	3X STORES		Fresh Tuna	5% Senior Citizen Discount	1,500.00	3
Branch 1	7/8/2023	0000000023	0000000023	Walk-In	Mother contract	Plywood	5% Senior Citizen Discount	200.00	1
Branch 1	7/21/2023	0000000025	0000000025	Walk-In	4589	Summit bottle water	5% Senior Citizen Discount	25.00	1
Branch 1	7/25/2023	0000000026	0000000026	Walk-In		Acidclover 200mg Tab SLPI	5% Senior Citizen Discount	292.50	1
Branch 1	7/26/2023	0000000028	0000000028	WILGANE CUSTOMER		Hardwood Plywood	5% Discount	2,000.00	2
Branch 1	7/28/2023	0000000029	0000000029	WILGANE CUSTOMER		Acidclover 200mg Tab SLPI	5% Discount	292.50	1
Branch 1	8/4/2023	0000000030	0000000030	Marissa		EPSON Ink	5% Discount	50.00	1
Branch 3	8/15/2023	0000000001	0000000001	Walk-In		Round Neck Single Jersey shirt	5% Senior Citizen Discount	500.00	1
Branch 1	9/1/2023	0000000032	0000000032	Walk-In		Chocolitos	5% Senior Citizen Discount	2,250.00	5
Branch 1	9/1/2023	0000000032	0000000032	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.

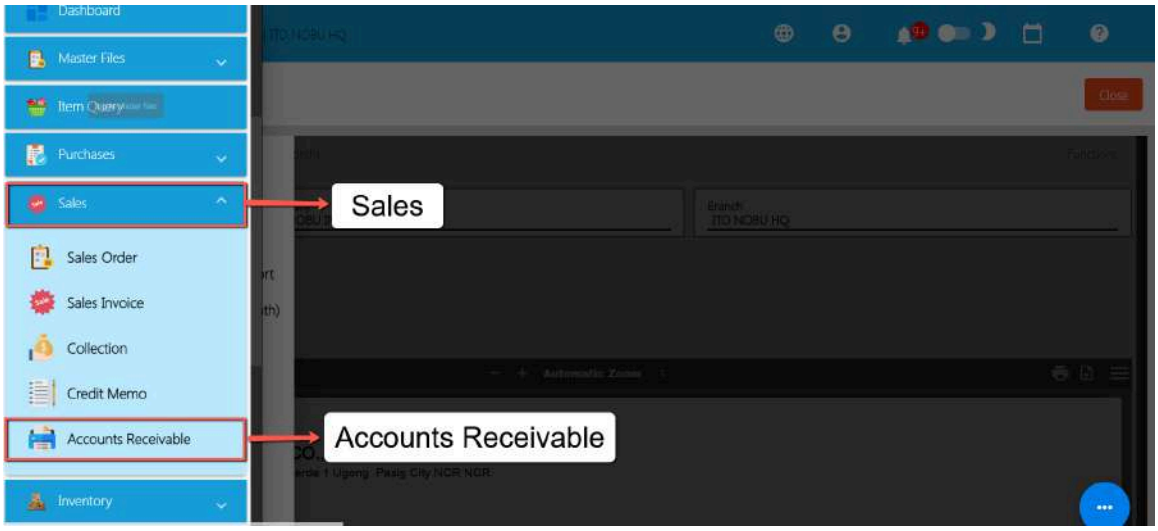


Sales Invoice Summary Report

Sales Order Summary Report provides an overview or summary of sales invoice within a specific period.

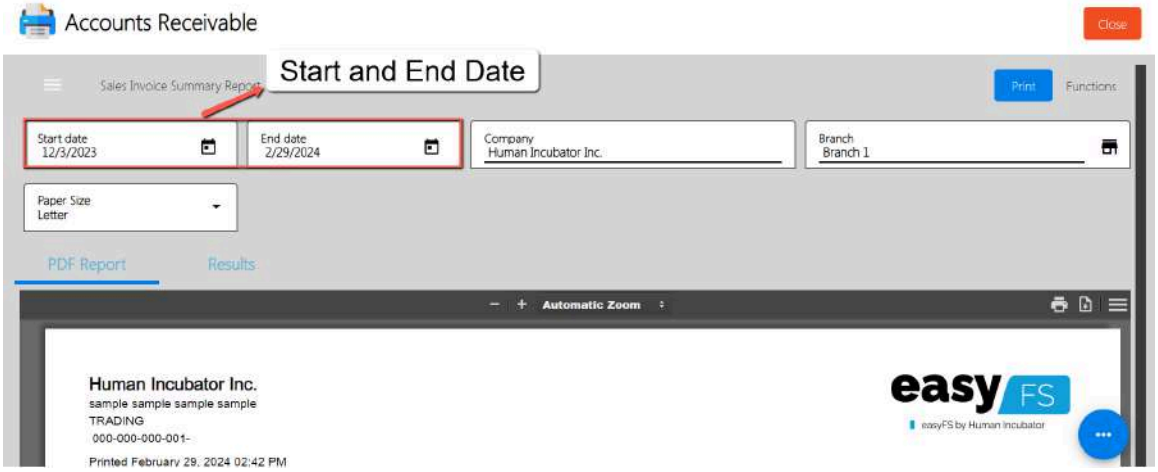
To generate Sales Invoice Summary report, here are the steps for you follow:

1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.

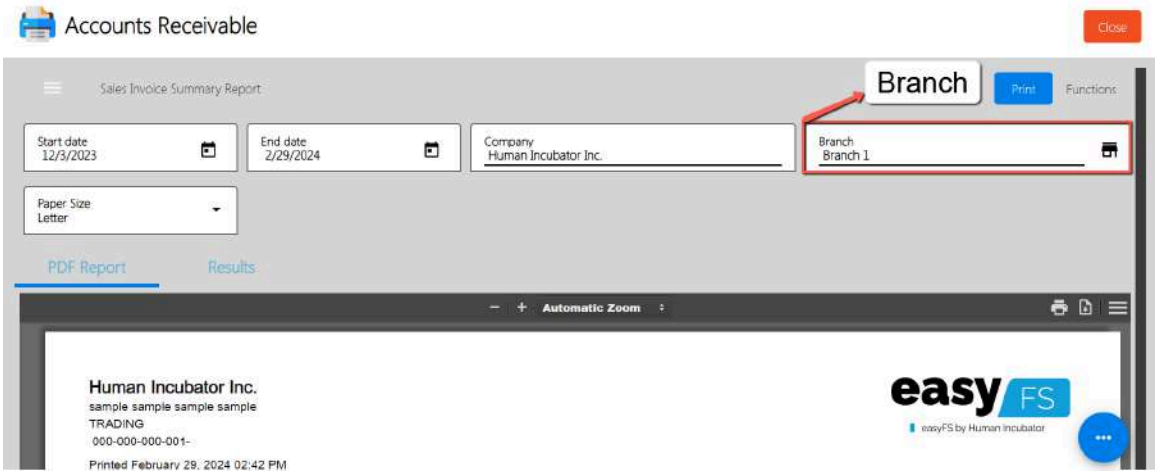


2. **Click Sales Invoice Summary Report**: Under the menus from Accounts Receivable, look for **Sales Invoice Summary Report** then click the menu to navigate.

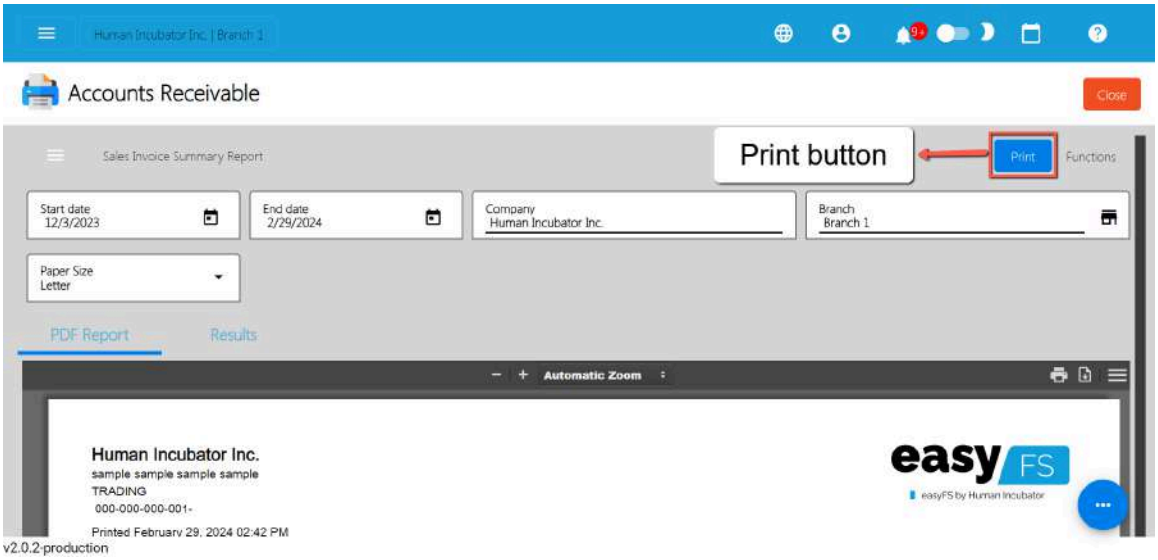
3. **Select Start and End Date**: Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



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.



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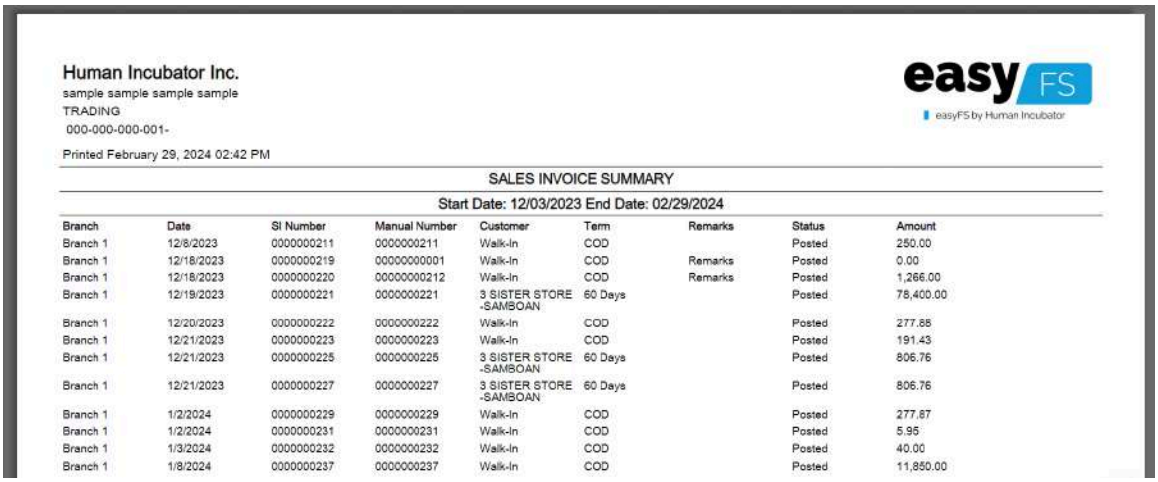

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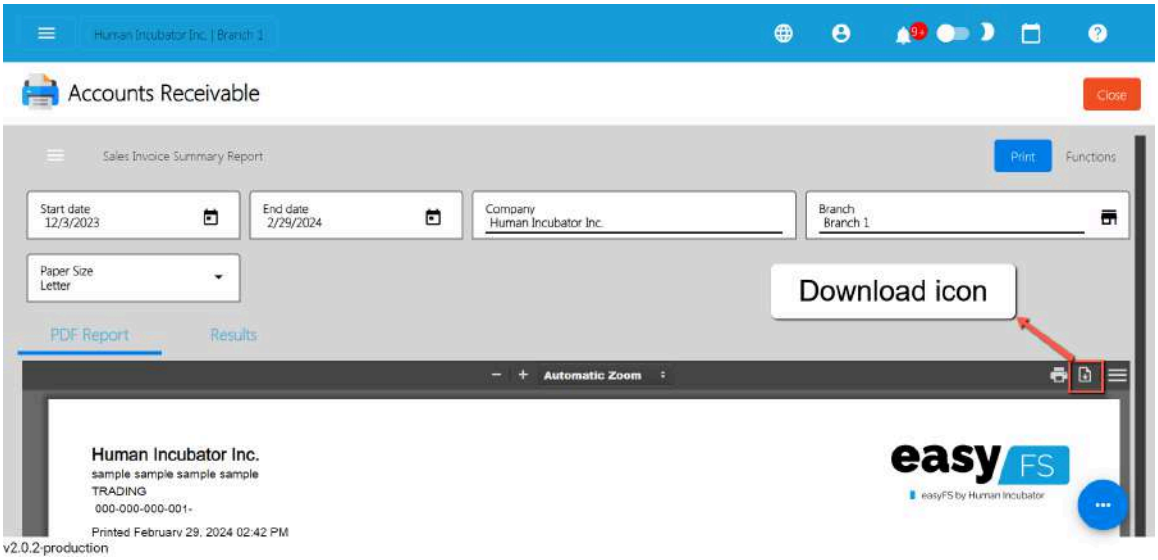
SALES INVOICE SUMMARY

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	00000000001	Walk-In	COD	Remarks	Posted	0.00
Branch 1	12/18/2023	0000000220	00000000212	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.



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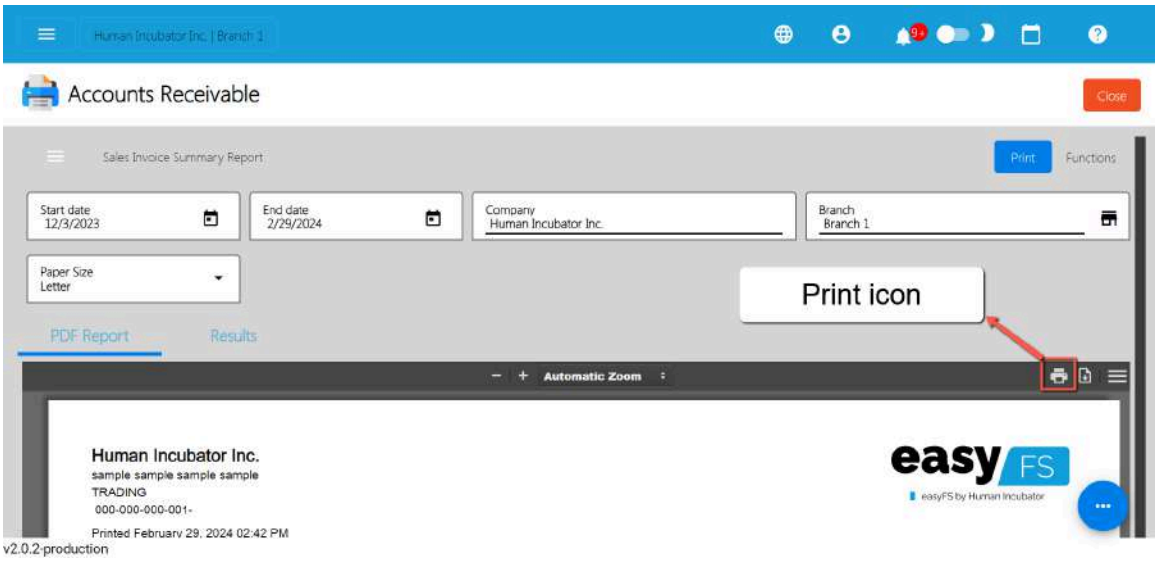
7. **Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.

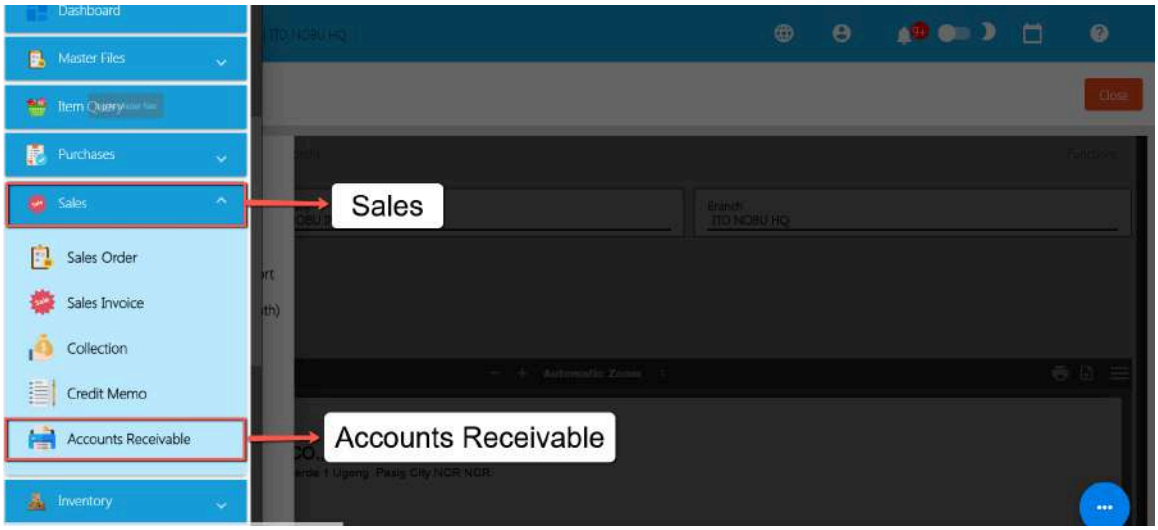


Sales Invoice Detail Report

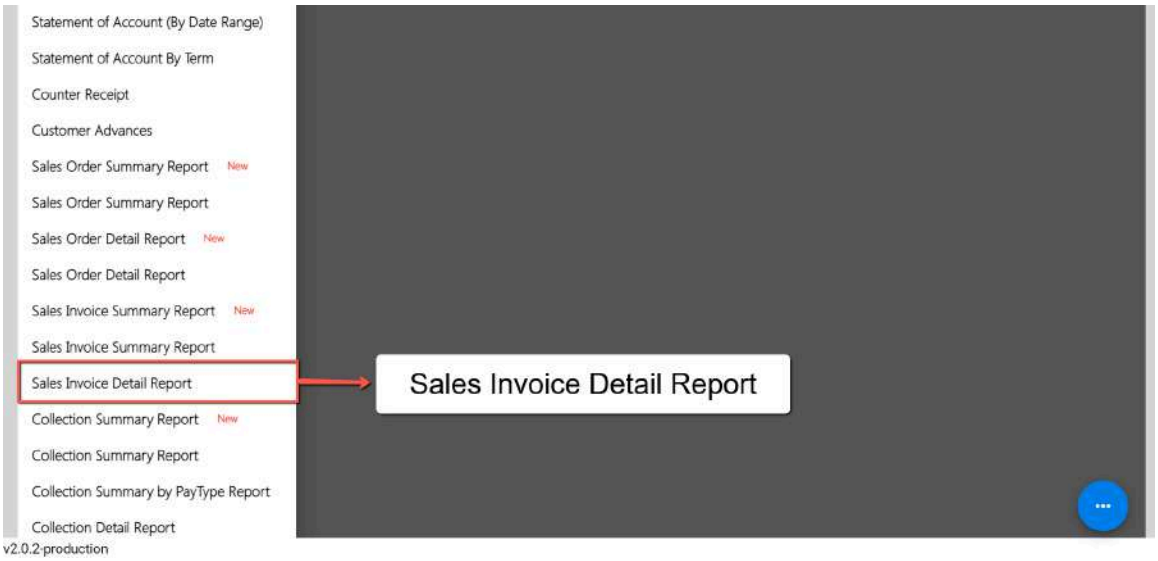
Sales Invoice Detail Report provides individual Sales Invoices, typically listing each other separately along with detailed information. These include specifics such as Sales Invoice number, Customer Name, Sales Invoice Date, Sales Invoice Line Items, Discount, Price ,Quantity and Total Amounts.

To generate Sales Invoice Detail report, here are the steps for you follow:

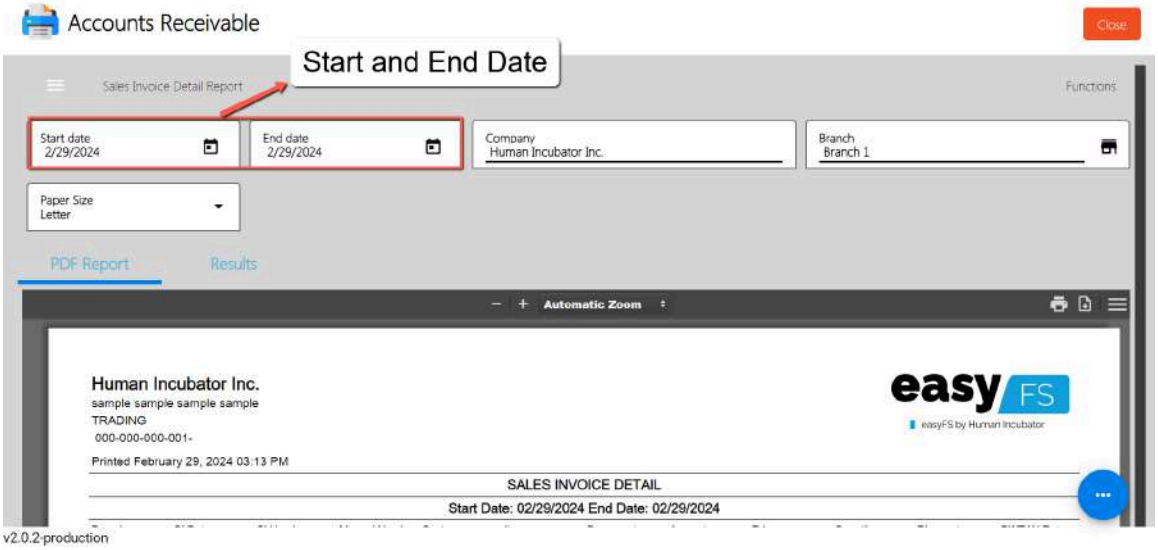
1. **Go to Sales modules**: Navigate to Sales modules, then select Accounts Receivable.



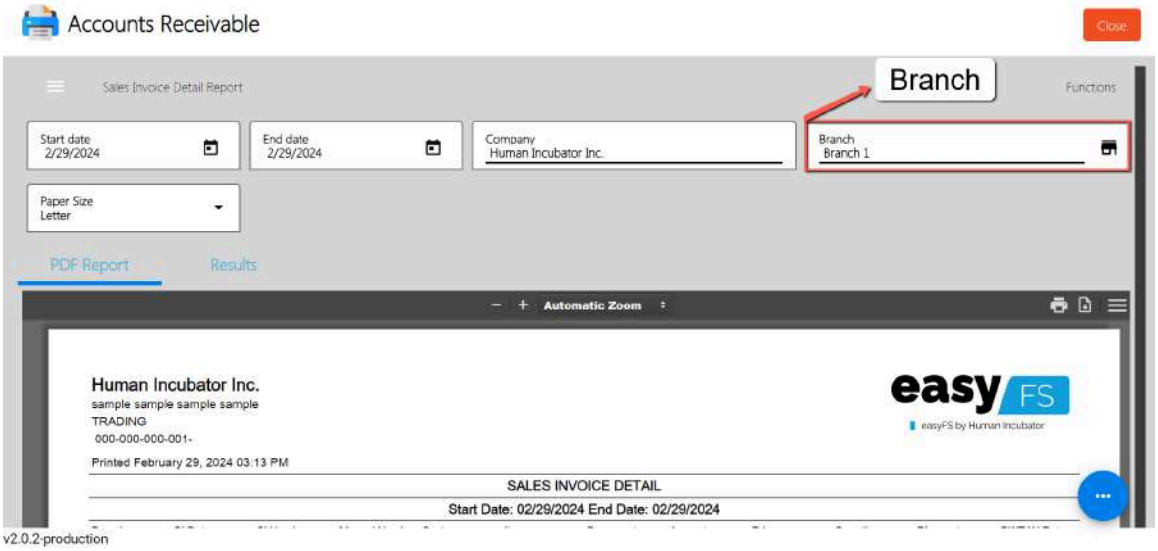
2. **Click Sales Invoice Detail Report:** Under the menus from Accounts Receivable, look for **Sales Invoice Detail Report** then click the menu to navigate.



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.

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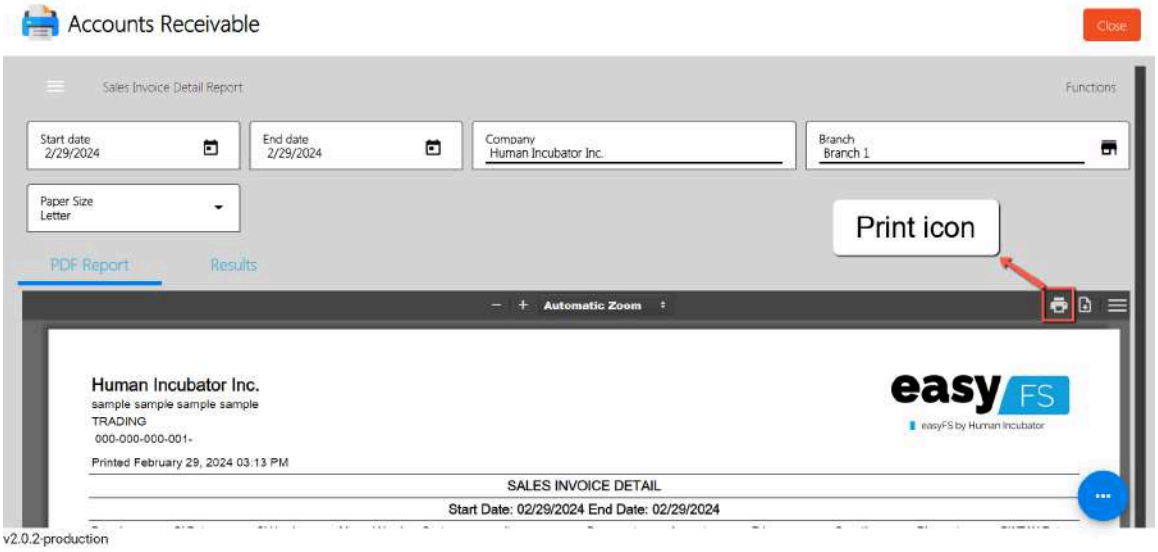
SALES INVOICE DETAIL
Start Date: 02/01/2024 End Date: 02/29/2024

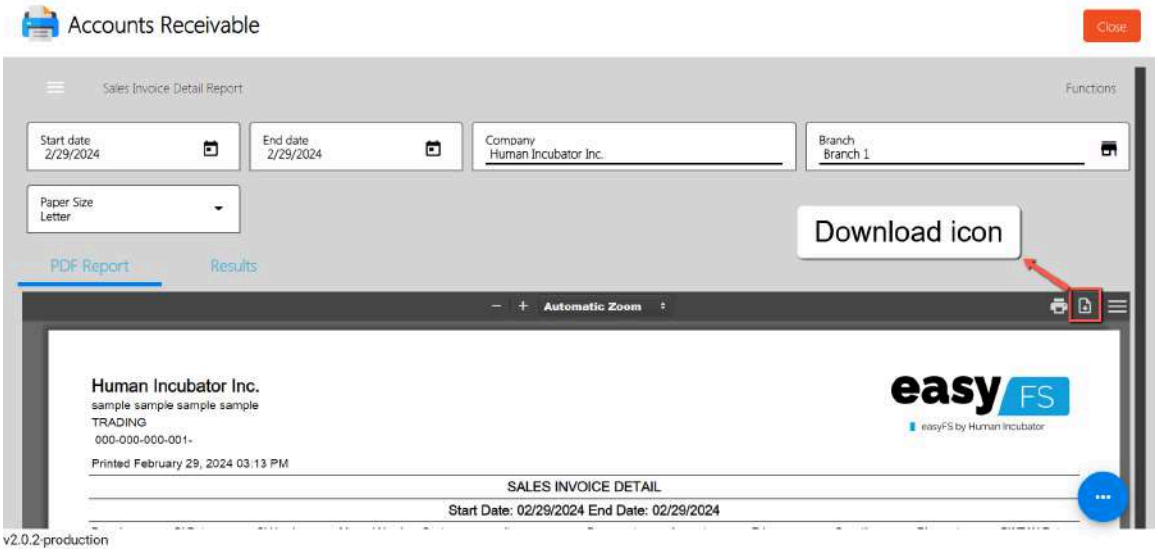
Branch	SI Date	SI Number	Manual Number	Customer	Item Description	Document Reference	Amount	Price	Quantity	Discount	GWTAX Rate
Branch 1	2/5/2024	0000000266	0000000266	Walk-In	Aciclover 200mg Tab SLPI		539.00	539.00	1	Zero Discount	0.00
Branch 1	2/5/2024	0000000266	0000000266	Walk-In	Ambroxol 15mg/60ml Syrup LUMAR		138.00	138.00	1	Zero Discount	0.00
Branch 1	2/5/2024	0000000267	0000000267	Walk-In	Aciclover 200mg Tab SLPI		2,481.03	292.50	10	5% Senior Citizen Discount	0.00
Branch 1	2/5/2024	0000000268	0000000268	Roel Magat	Lozartan		125.00	25.00	10	5% Discount	0.00
Branch 1	2/13/2024	0000000274	0000000274	Walk-In	Bond paper short		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 SLPI		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 SLPI		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.



7. **Print PDF (if needed):** If you want to print the pdf, look for the print icon then click.

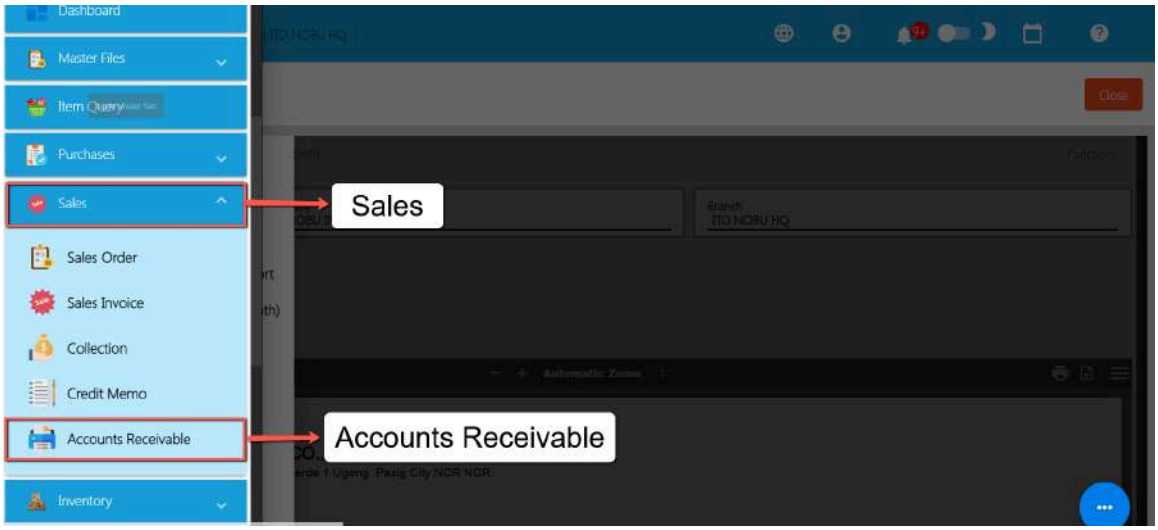


Collection Summary Report

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.

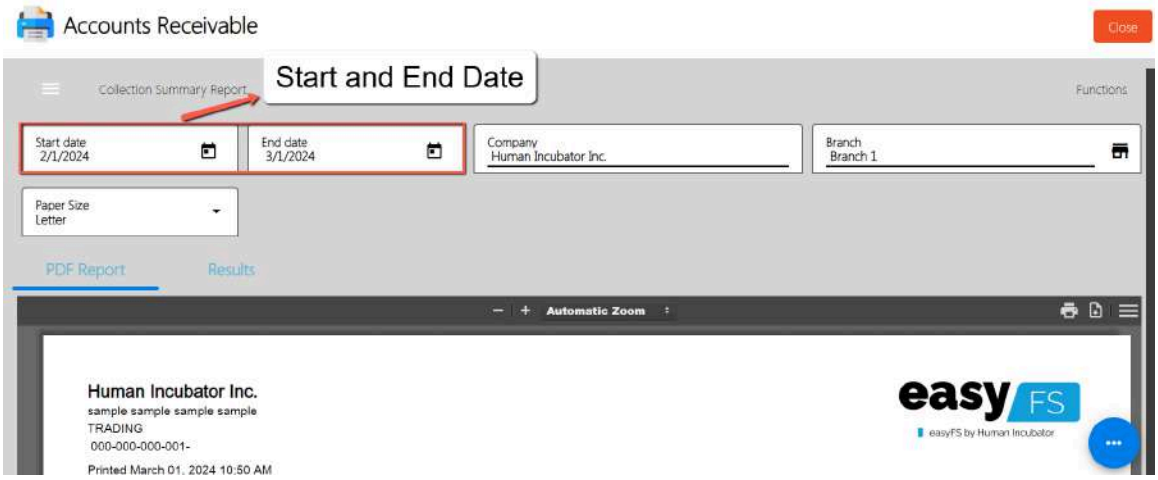
To generate Collection Summary report, here are the steps for you follow:

1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.

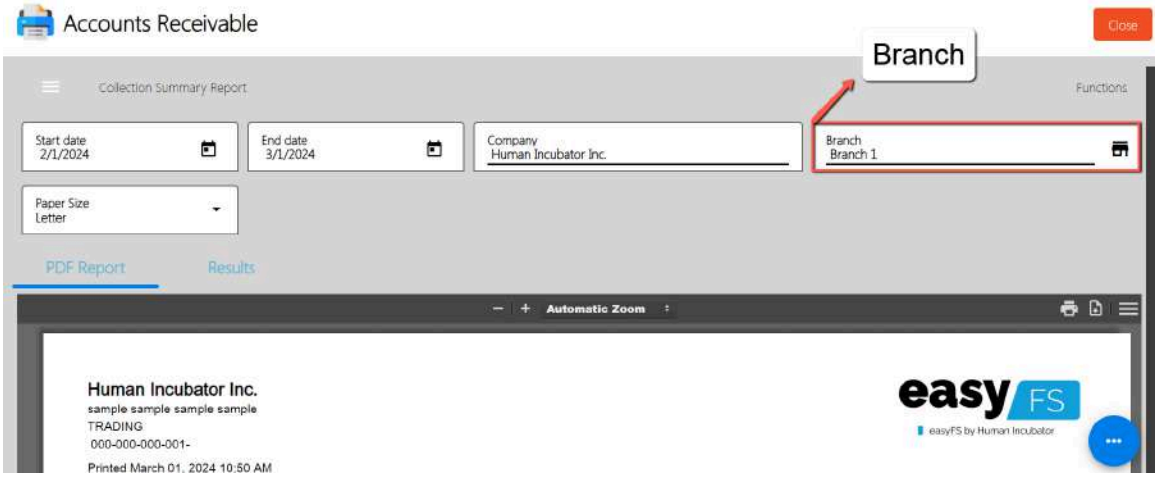


2. **Click Collection Summary Report :** Under the menus from Accounts Receivable, look for **Collection Summary Report** then click the menu to navigate.

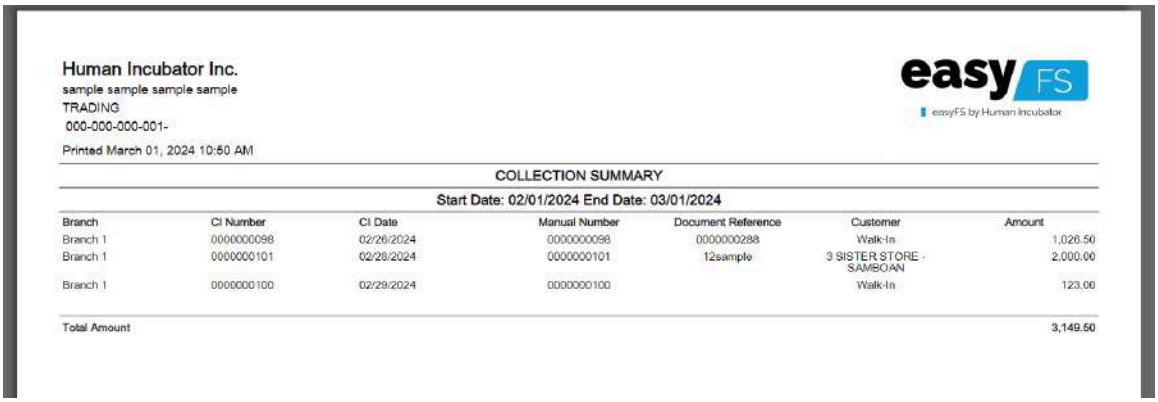
3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



4. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.

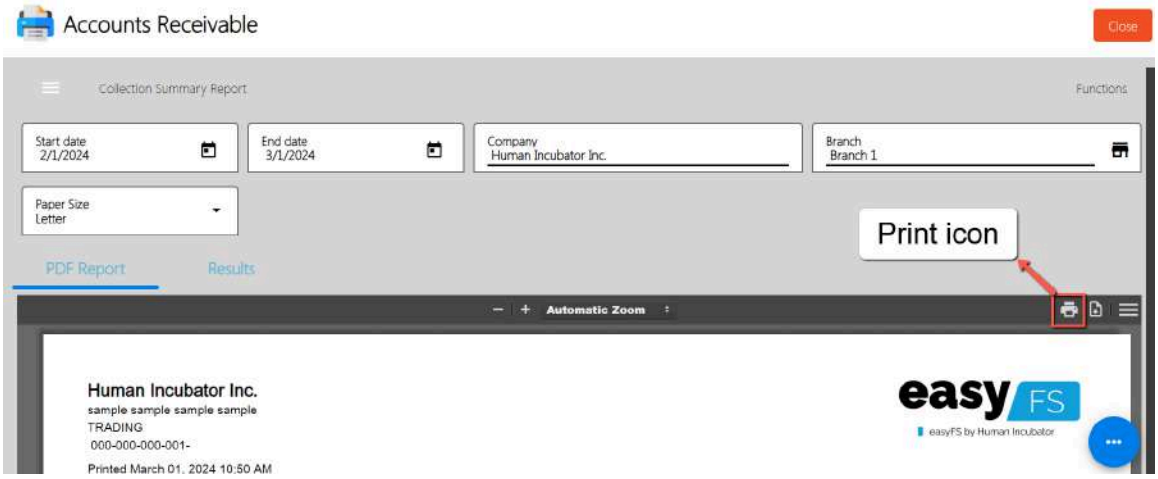


5. **PDF Report is automatically generated:** After providing the Date as of and the Branch, the PDF Report will automatically generated.

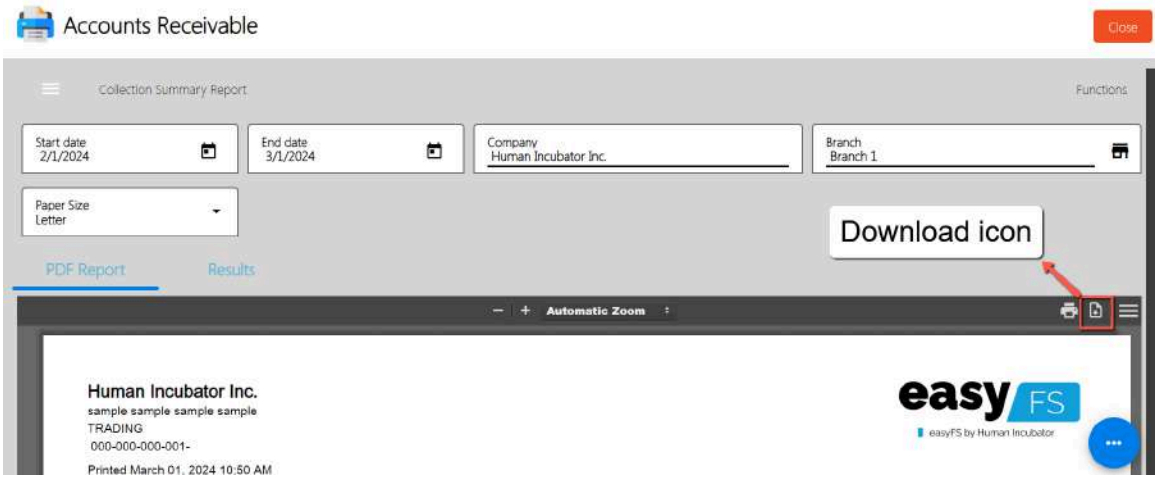


Sample Printout

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.

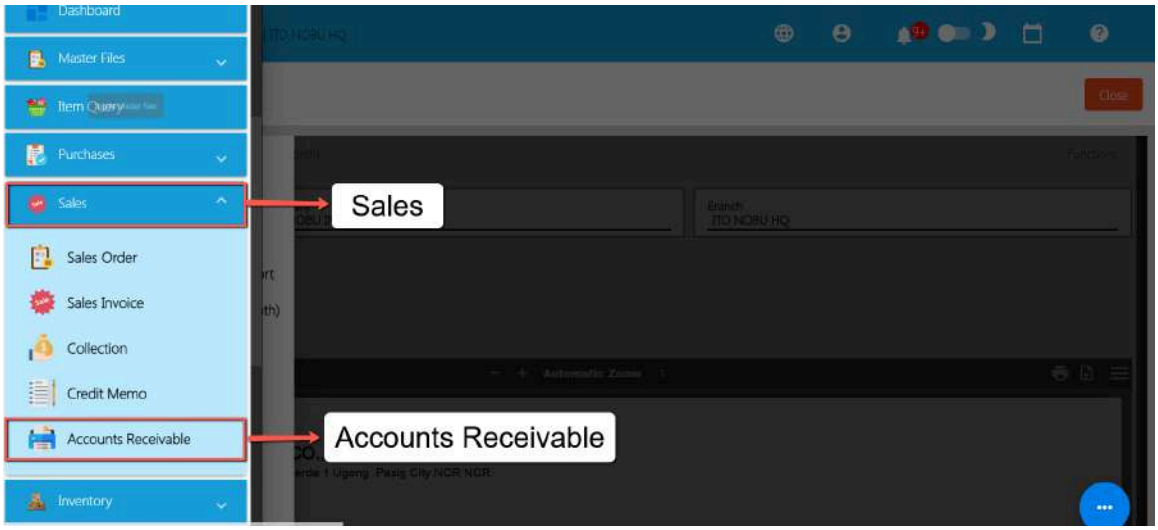


Collection Summary by PayType Report

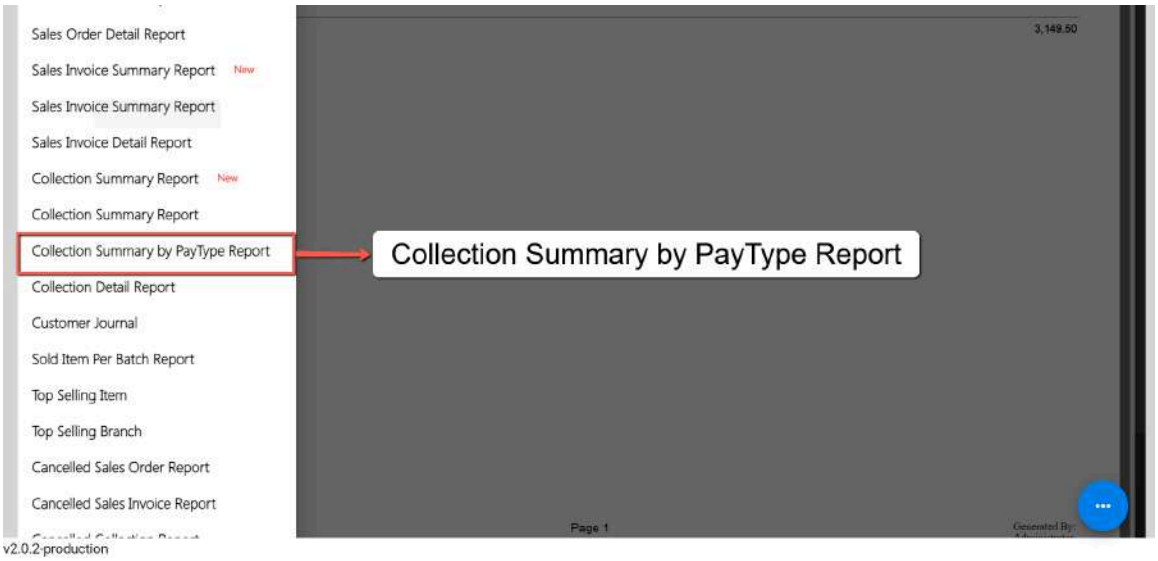
Collection Summary by PayType Report focuses on categorizing collections based on different payment methods or types. It provides breakdown of collections by payment type such as cash, credit card, check, etc.

To generate Collection Summary by PayType report, here are the steps for you follow:

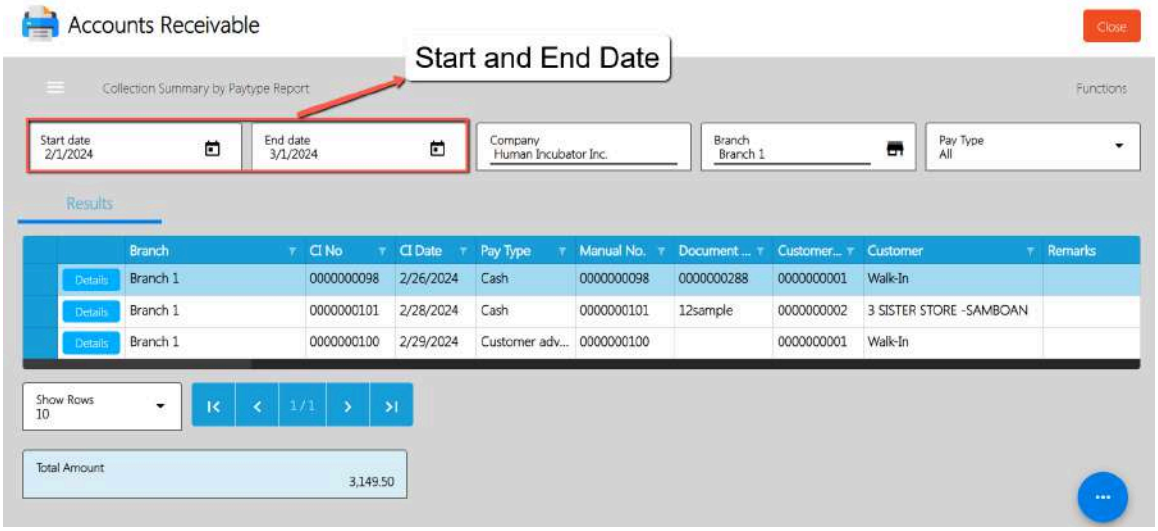
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



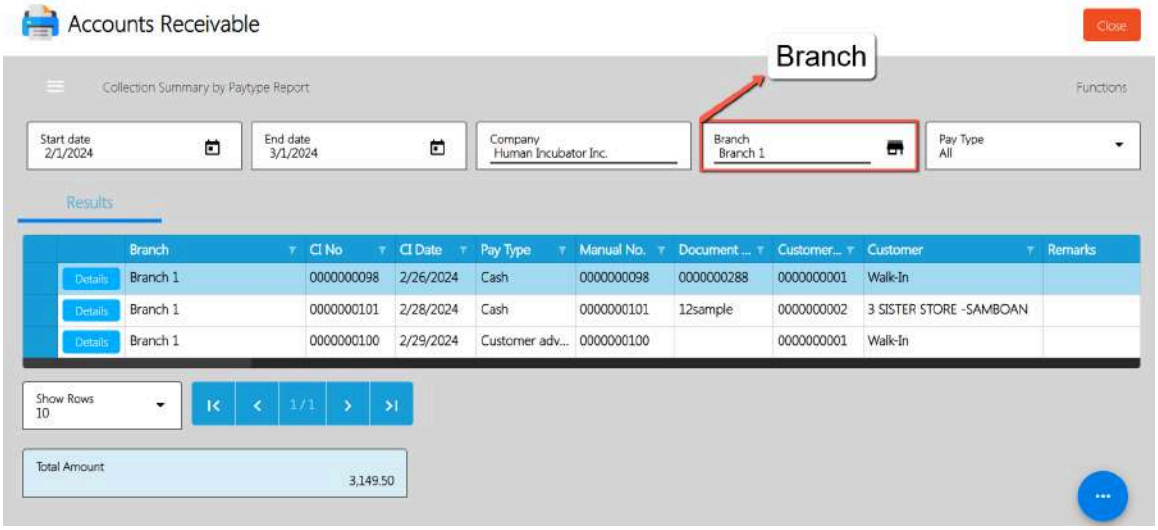
2. **Click Collection Summary by PayType Report:** Under the menus from Accounts Receivable, look for **Collection Summary by PayType Report** then click the menu to navigate.



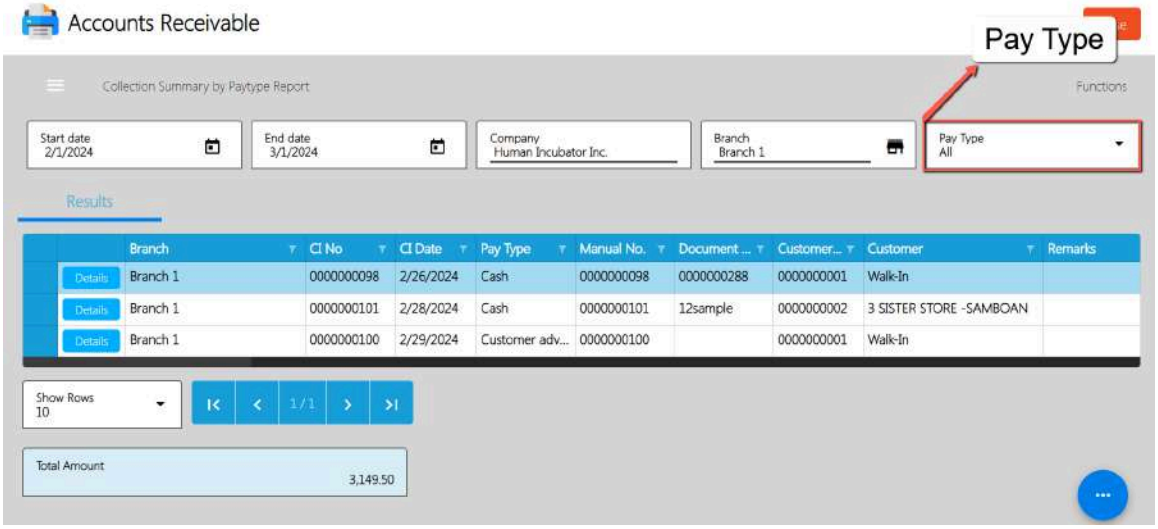
3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



4. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.



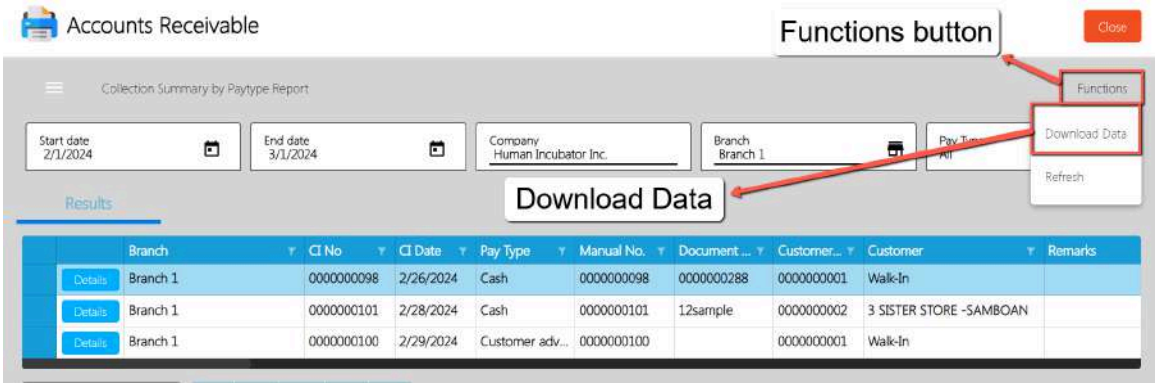
5. **Select a PayType:** By default, the value of the Pay Type is ALL which means the report will display based on all pay types available. If you want to view a report per pay type, select the correct pay type on the Pay Type field.



6. **Report is automatically generated in list:** After providing the start and end date, the report will automatically be generated on list.

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.

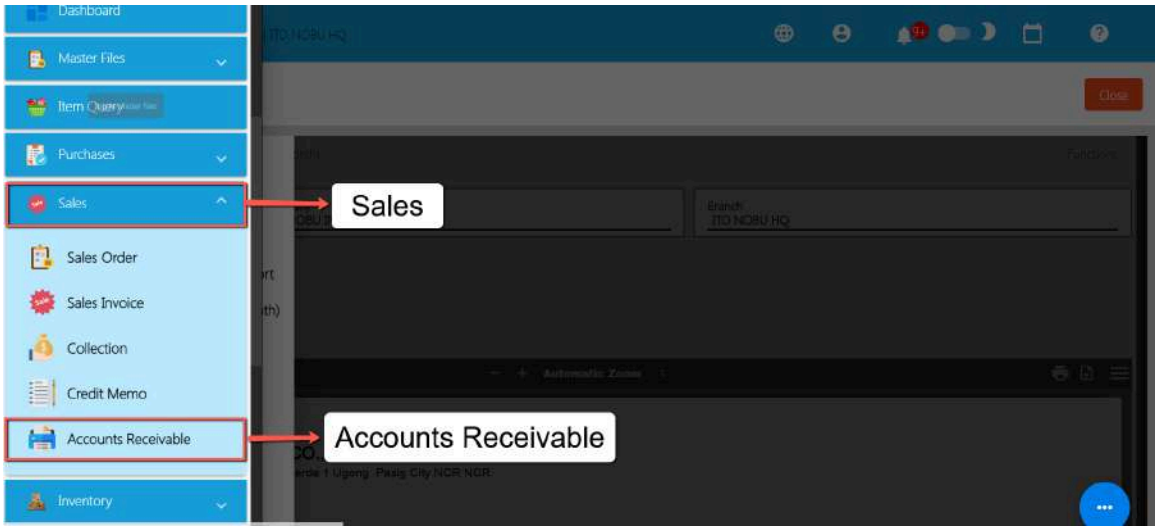


Collection Detail Report

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.

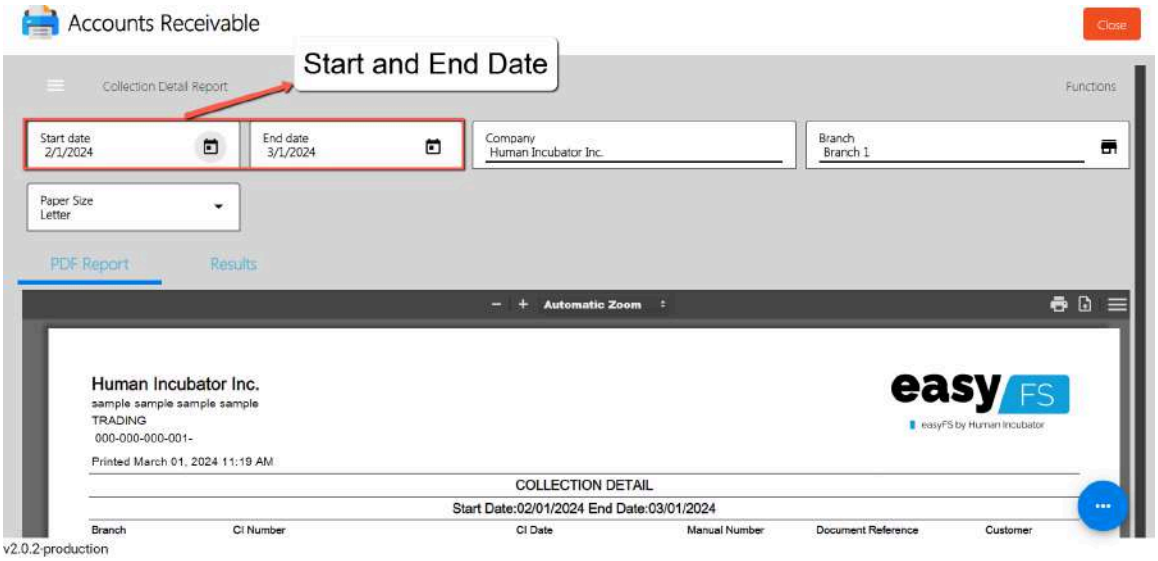
To generate Collection Detail report, here are the steps for you follow:

1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.

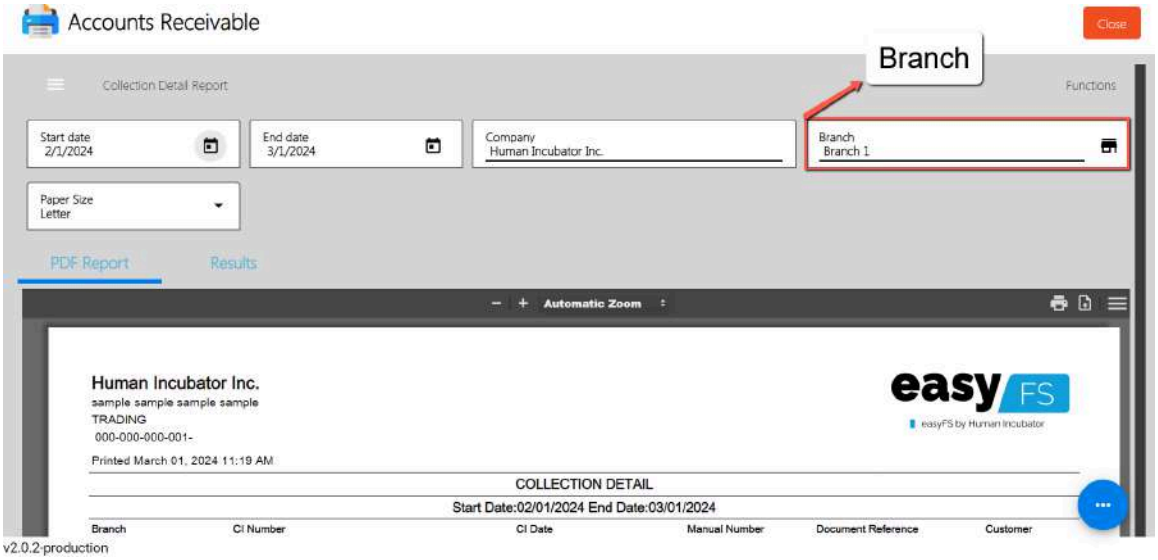


2. **Click Collection Detail Report:** Under the menus from Accounts Receivable, look for **Collection Detail Report** then click the menu to navigate.

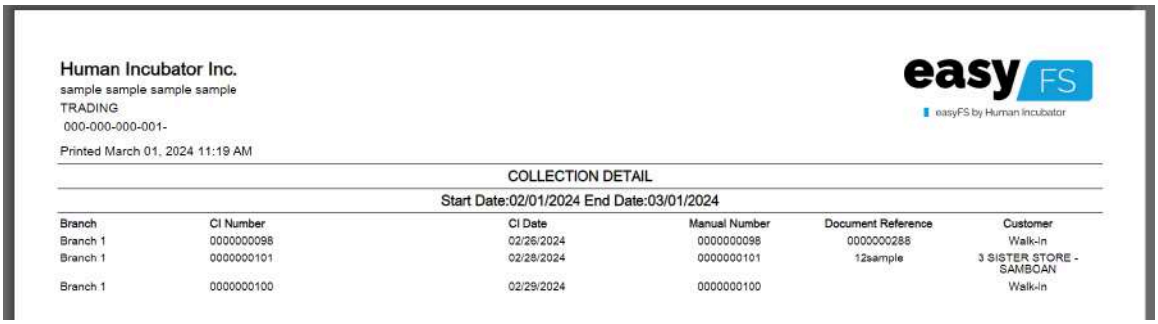
3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



4. **Select a Branch (if needed):** By default, the value of the Branch field is based on your login branch.



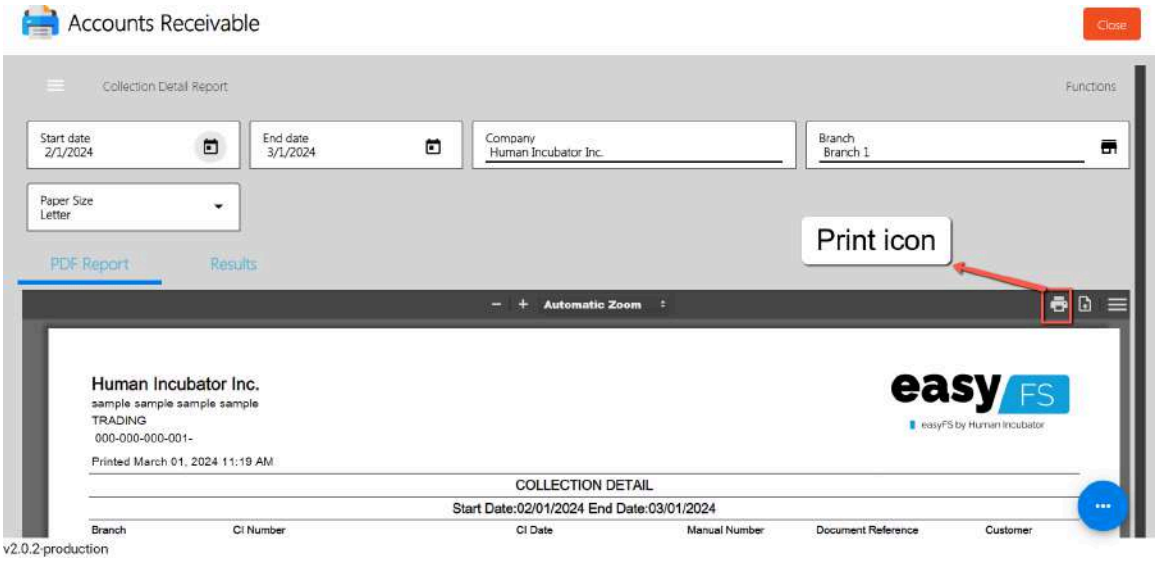
5. **PDF Report is automatically generated:** After providing the Date as of and the Branch, the PDF Report will automatically generated.



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.



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.

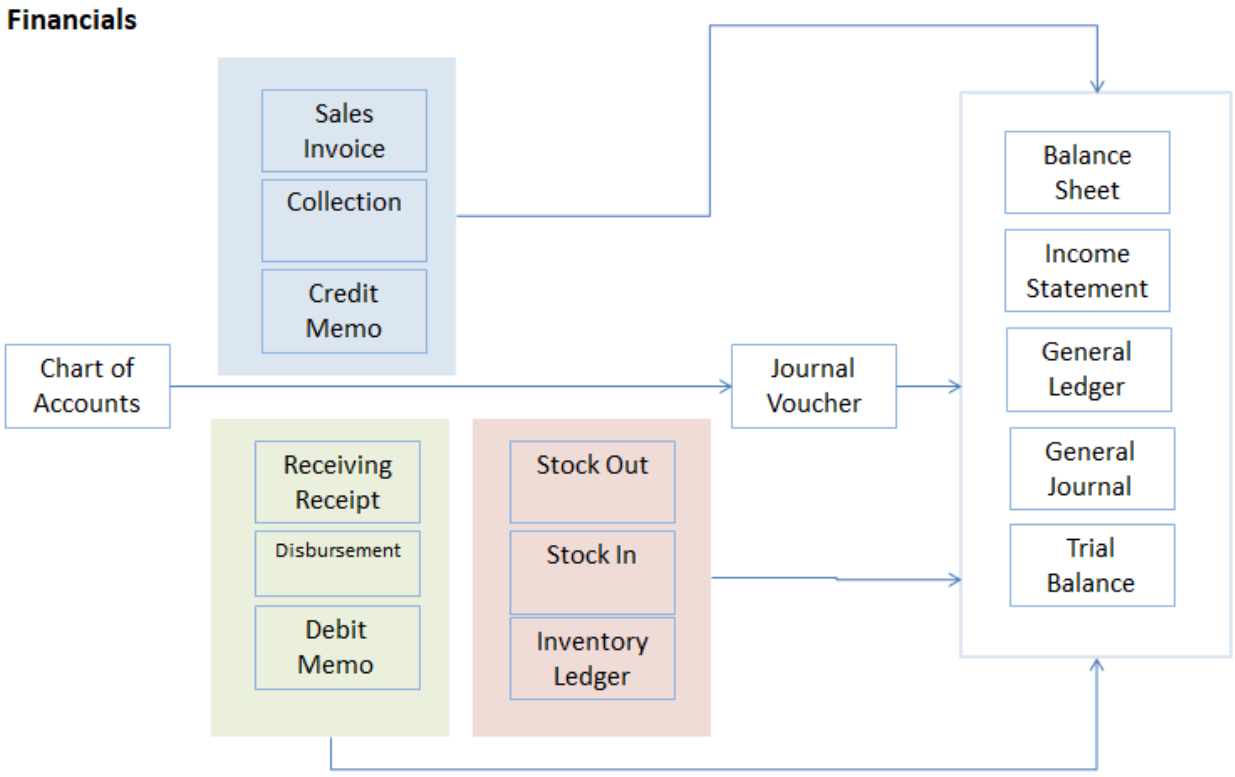
Aside from the Financial Statements that are generated by management, BIR mandates the following reports for CAS (Computerized Accounting System), which can be seen under this section of easyFS.

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.



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.

ITO NOBU INDUSTRIAL CO.,LTD
Unit 102 Chateu 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

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Manufacturing
VAT REG TIN 007-270-877-0001
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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	
Current Assets	**-15,226.30**	**Other Current Liabilities**	**-1,026.70**
Cash in Bank	-399,396.64	Withholding Tax Payable - Expanded	-1,026.70
Cash on Hand	25,822.00		
Accounts Receivable	133,778.80	**Current Liabilities**	**1,763,754.54**
Prepaid Expense	-5,535.71	Accounts Payable	1,760,381.50
Advance to Employees	9,714.29	Accrued Bonuses	-460.00
Advances to Parent Company	-5,000.00	Withholding Tax- Expanded	47.77
Input VAT	5,729.89	Output VAT	3,785.27
Merchandise Inventory	219,661.07		
		Total Liability	**1,762,727.84**
Tangible Assets	**76,370.00**	**EQUITY**	
Office Equipment	-2,487,371.43		
Accum. Depreciation- Office Equipment	2,541,000.00	**Shareholder's Equity**	**-1,701,584.14**
Computer Equipment and Parts	420.00	Current Month Earnings	-1,701,584.14
Buildings	22,321.43		
		Total Equity	**-1,701,584.14**
Total Asset:	**61,143.70**	**Total Liability and Equity:**	**61,143.70**

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: Assets = Liabilities + 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.

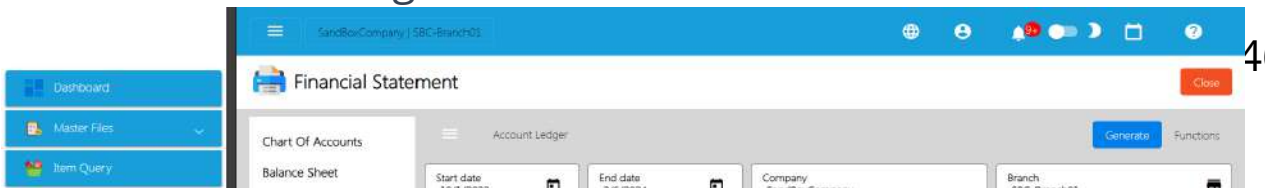
Account Ledger

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.

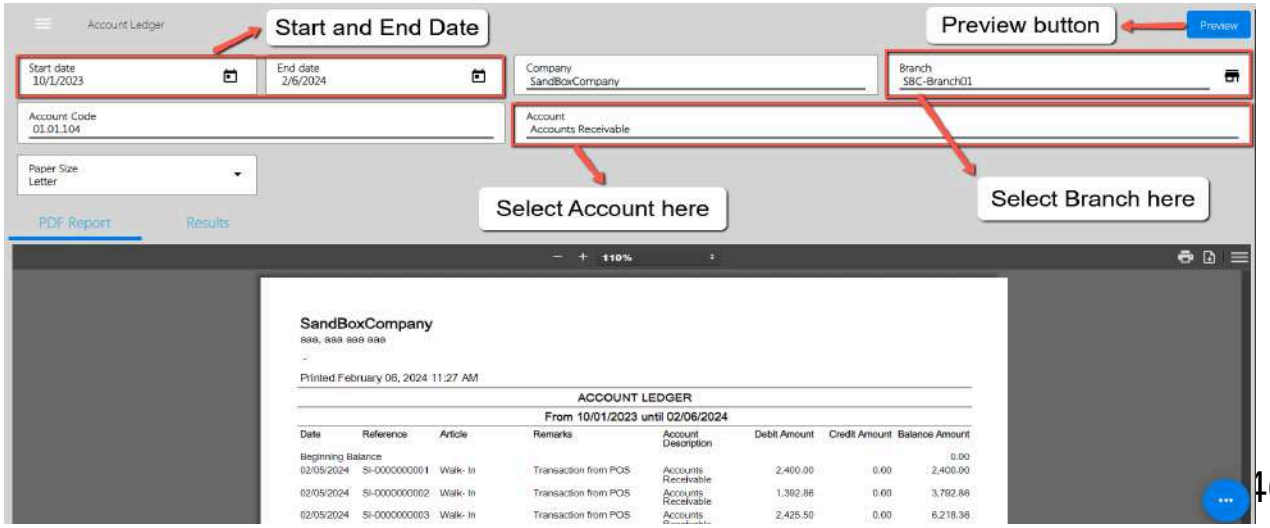
Think of an account ledger as a financial diary that helps track and manage money-related transactions. Each account (such as cash, bank, expenses, etc.) has its own ledger, and entries are made for every transaction, providing a clear overview of the financial health and history of an entity. Ledger 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.

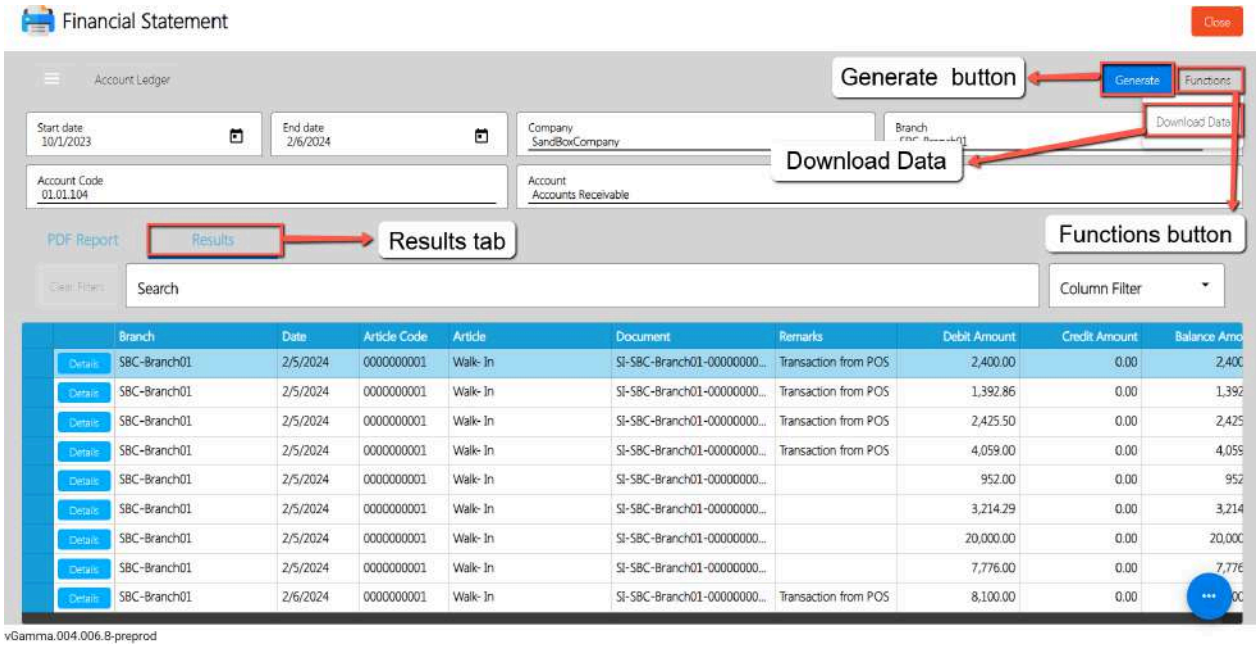


4. Enter Start Date and End Date.
5. Select the branch you want to generate.
6. Select the correct Account.
7. Click the Preview button to generate the PDF.



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.



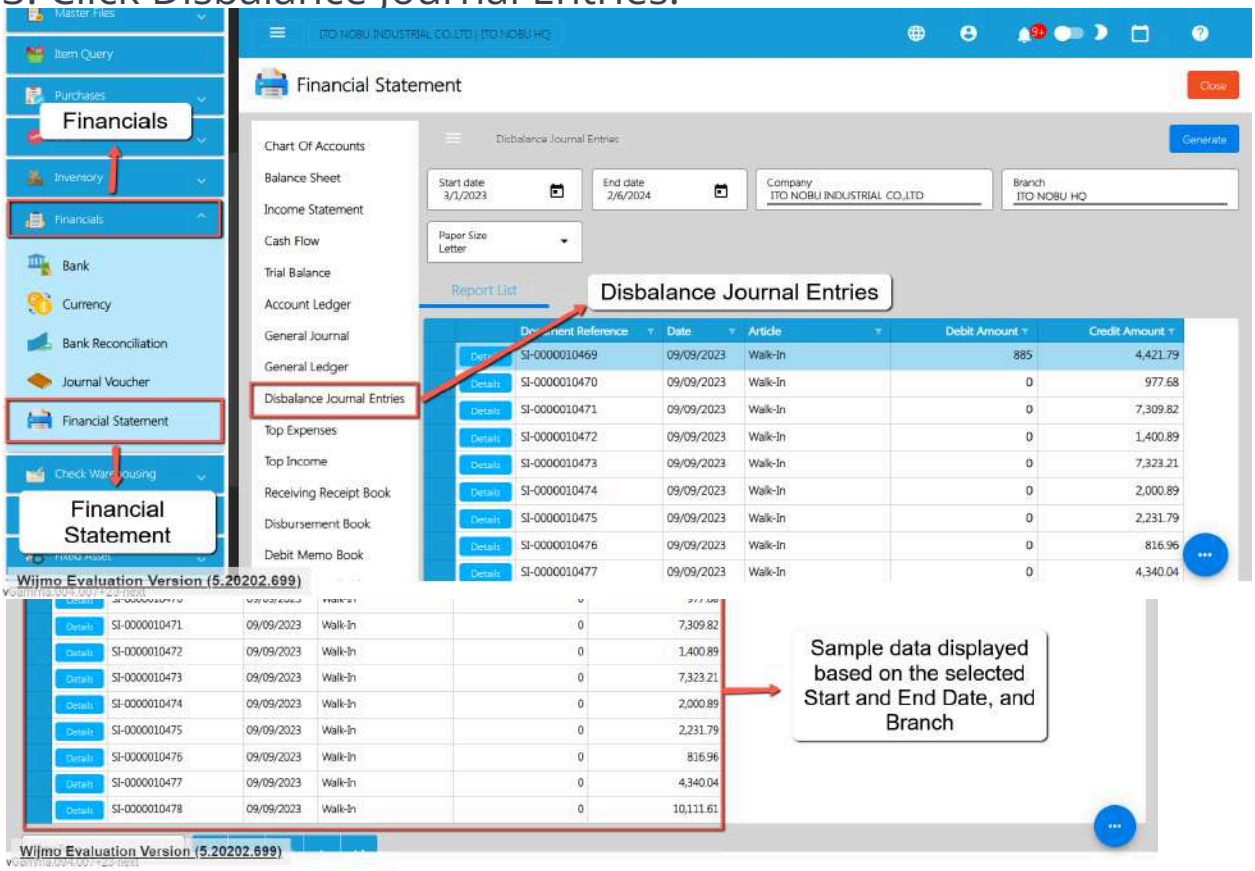
Disbalance Journal Entries

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.



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.

INCOME STATEMENT

From 02/01/2024 until 02/01/2024

INCOME		
Revenue		**62,160.45**
Sales Discount		-37,740.04
Revenue		99,900.48
	Total Income	**62,160.45**
EXPENSES		
General and Admin Expenses		**7,471.50**
Purchases		2,471.50
Purchase Return		5,000.00
	Total Expense	**7,471.50**
	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**

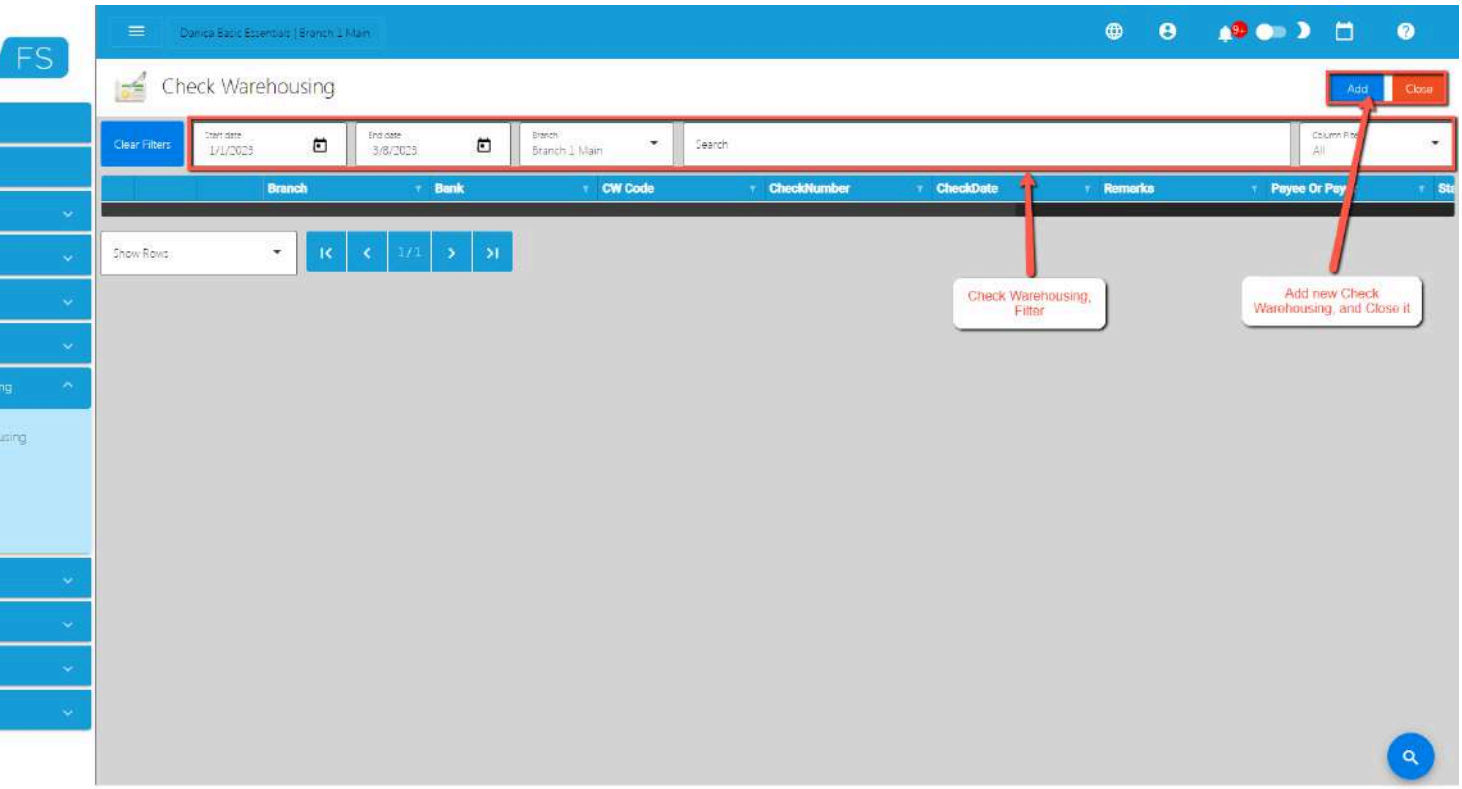
VIII : Check Warehousing

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



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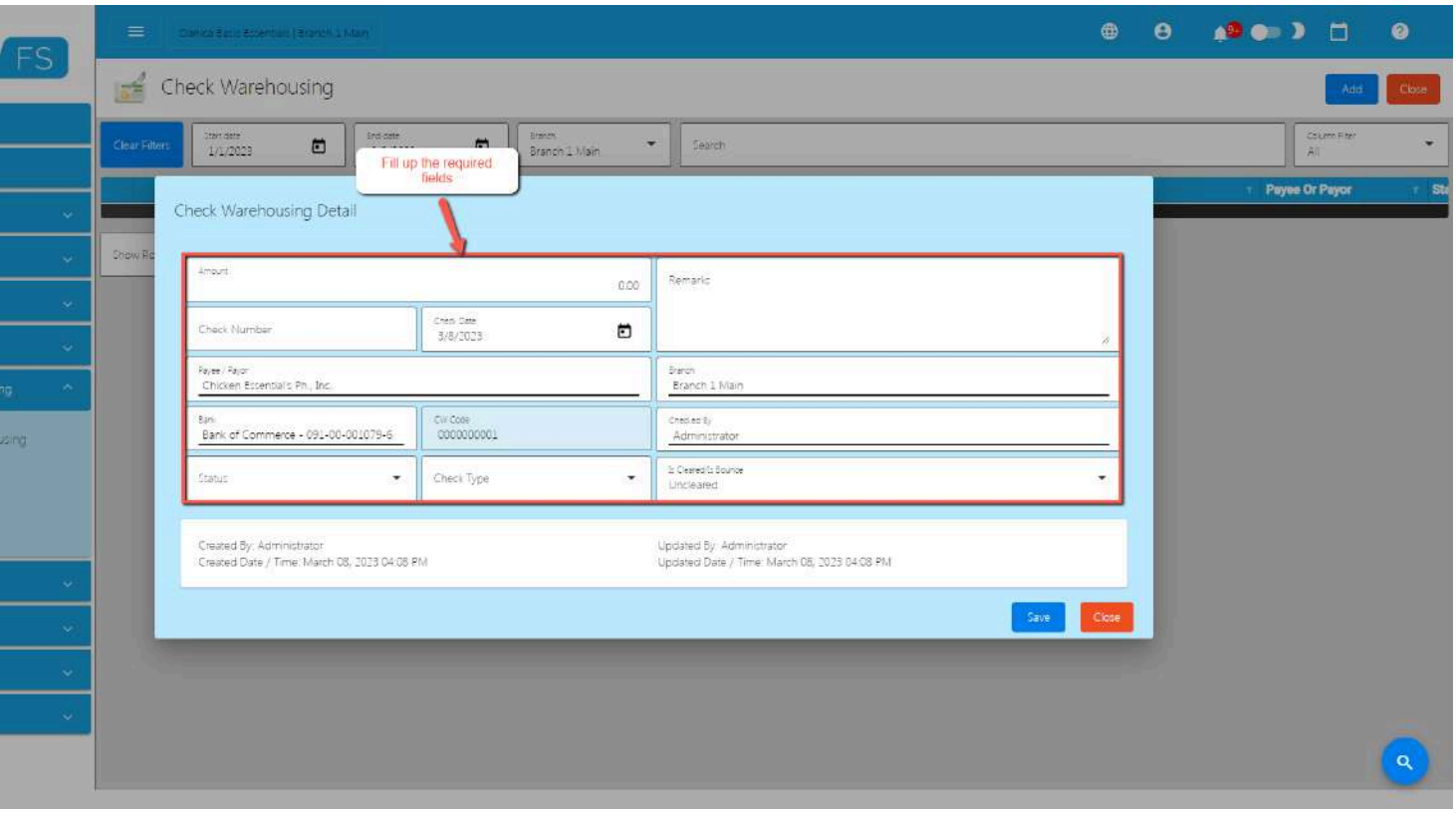
Samar Loop cor.Cardinal Ave.,
Cebu Business Park,
Cebu City, 6000 Philippines
09176240208 or 09171137633

hiisales@human-incubator.com

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**.



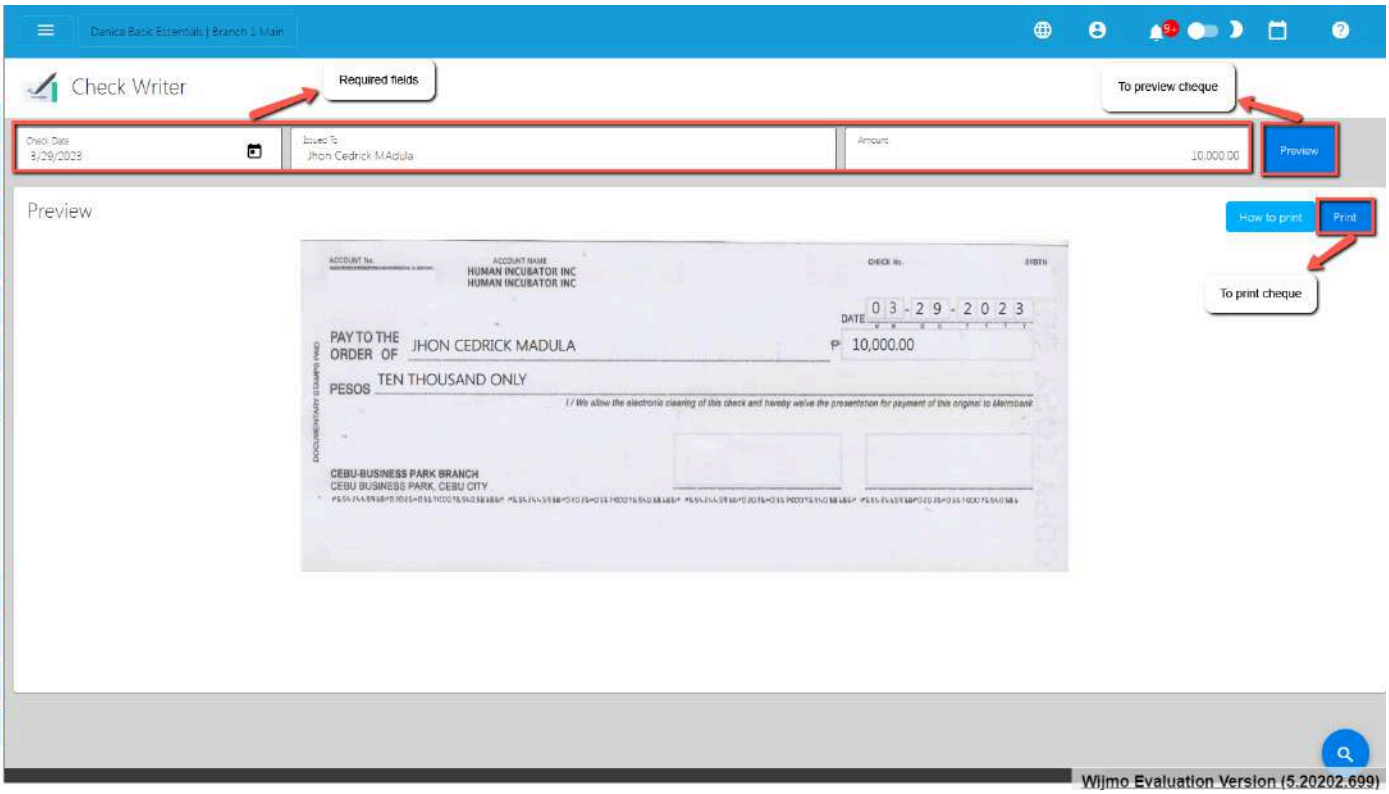
8.2 Check Writer

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



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

MANILA OFFICE
Unit 1103 Jollibee Center,
San Miguel Avenue, Ortigas Center,
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09176240208 or 09171137633

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IX : Budget

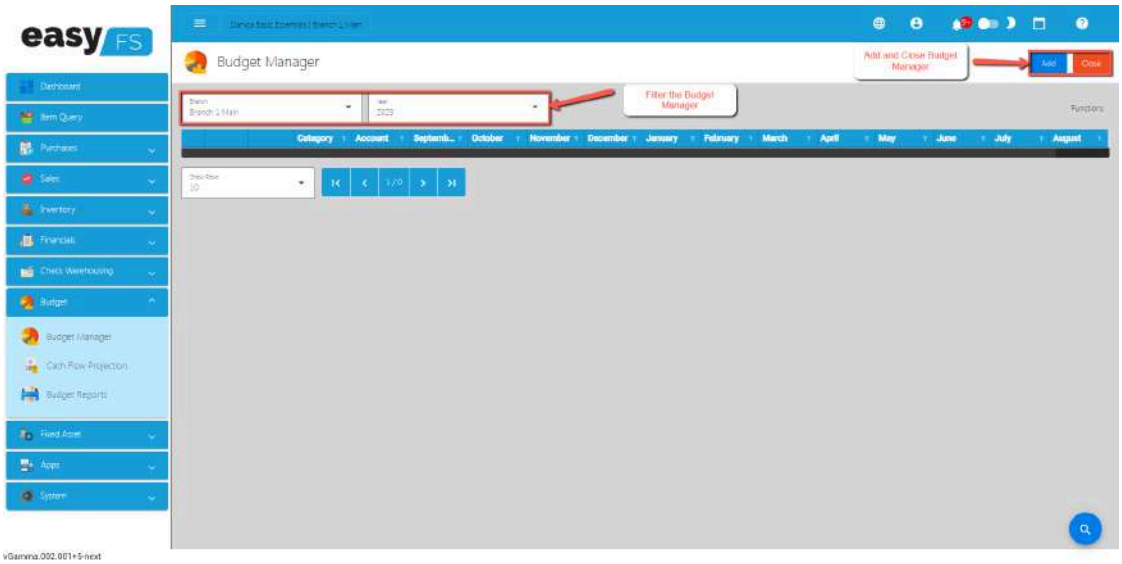
9.0 Overview

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

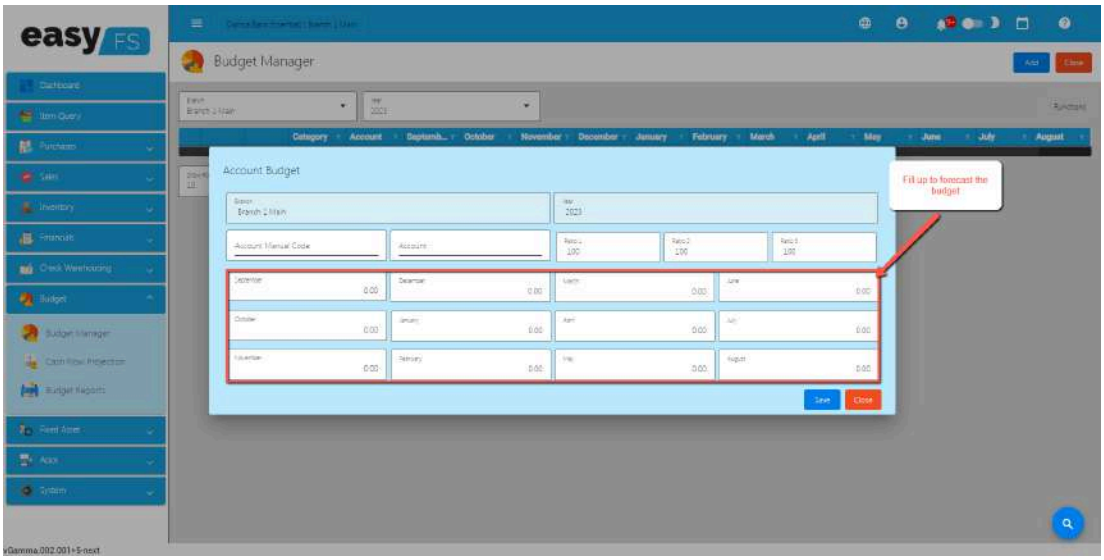
Budget Manager List

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



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

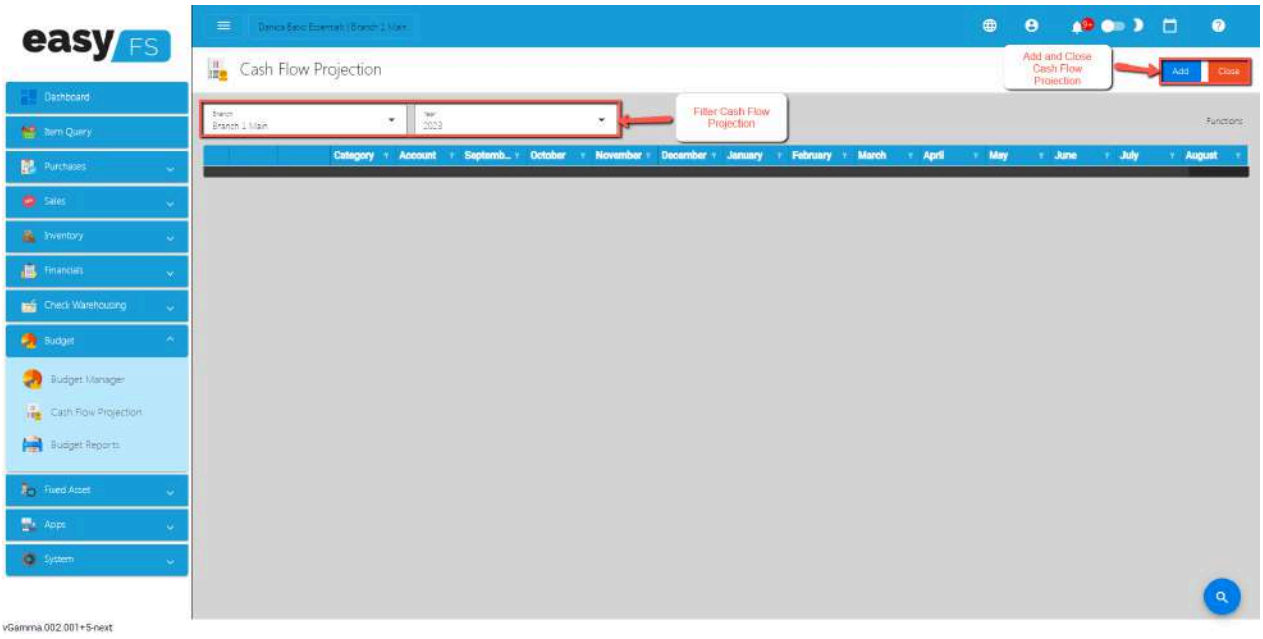
  Budget Manager Detail



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

9.2 Cash Flow Projection

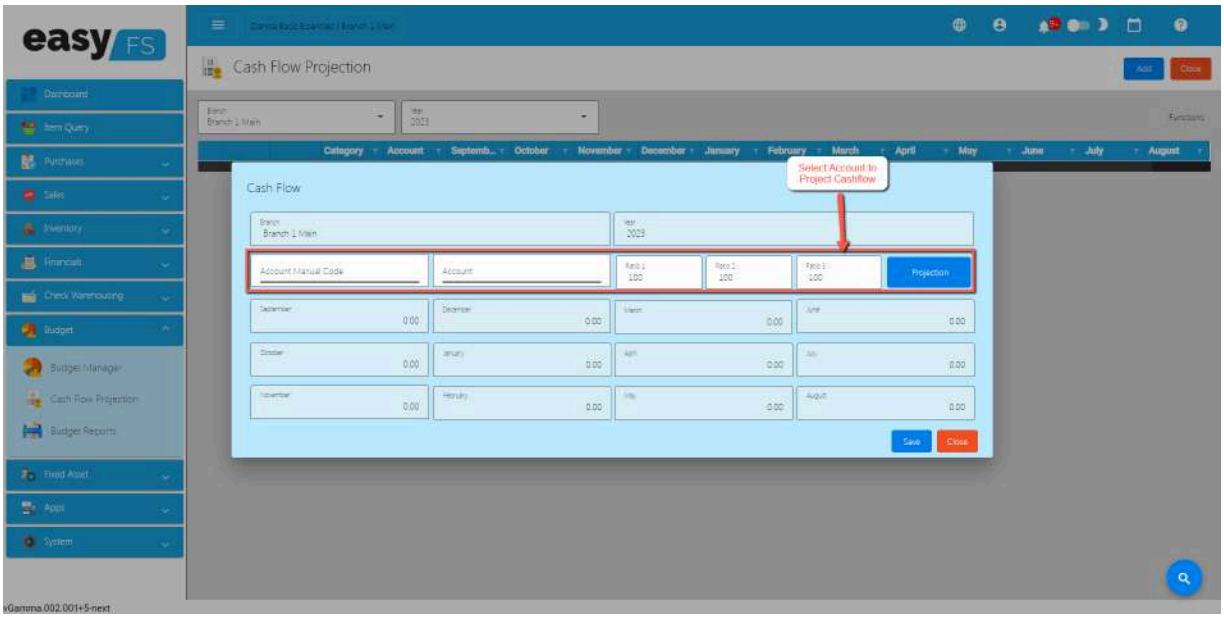
Cash Flow Projection List



- List of All **Cash Flow Projection** that were added to the System
- Here the user can add **Cash Flow Projection** to set up for them to use to their transaction

Cash Flow Projection Detail

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



Flow Projection.

X : Fixed Asset

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.

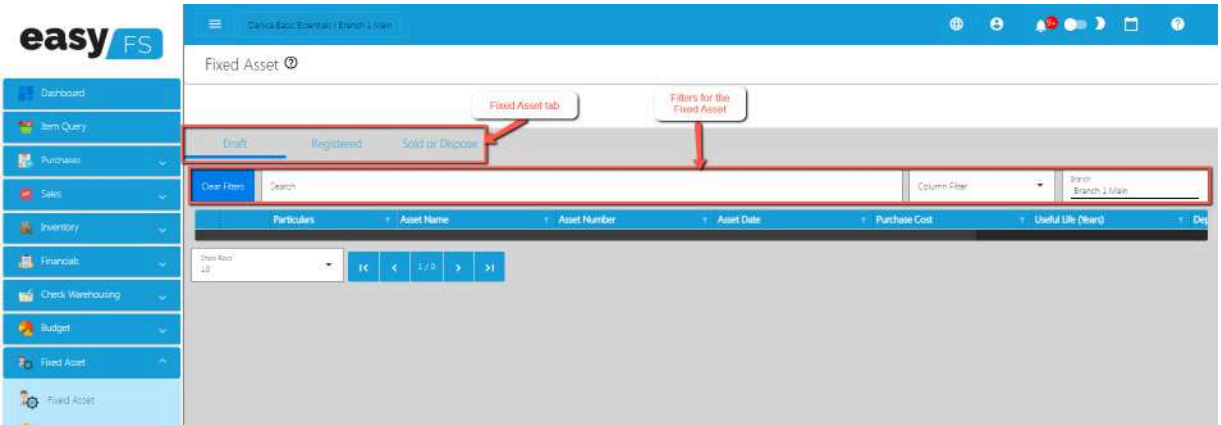
Insurance: It aids in managing insurance coverage by providing accurate information about the value and location of fixed assets.

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

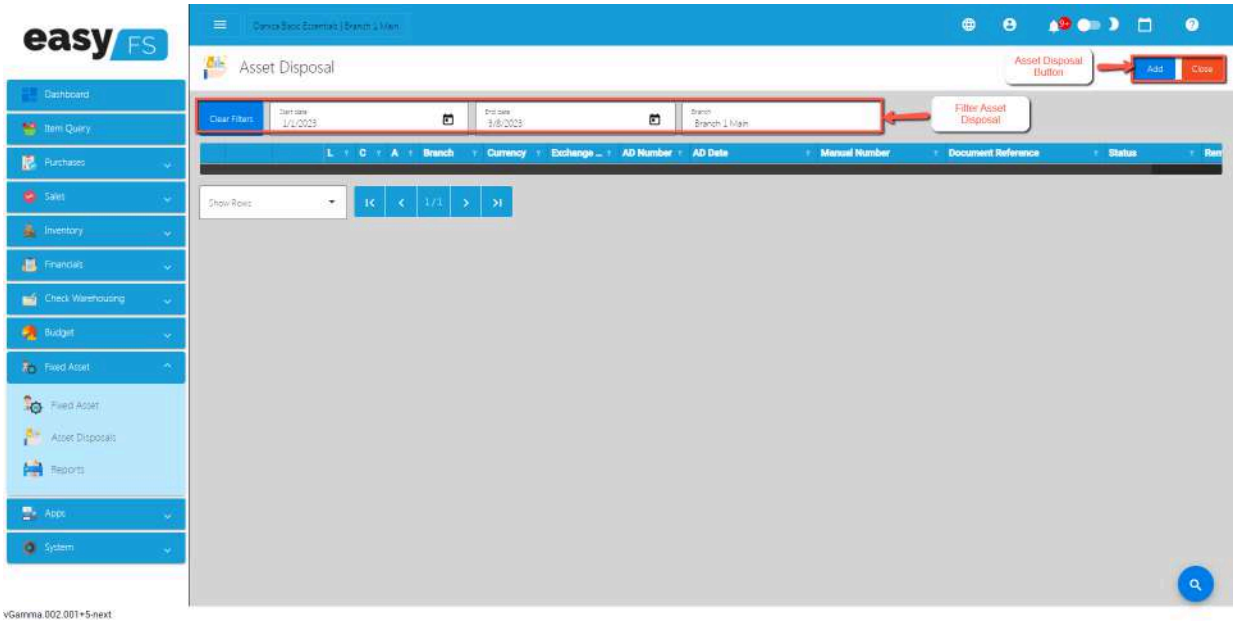
- List of All **Fixed Asset** that were added to the System
- Here the user can add **Fixed Asset** to set up for them to use to their transaction, these are the tabs that can found in the **Fixed Asset**:
    - **Draft** - A draft refers to a preliminary or provisional version of a document or agreement 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

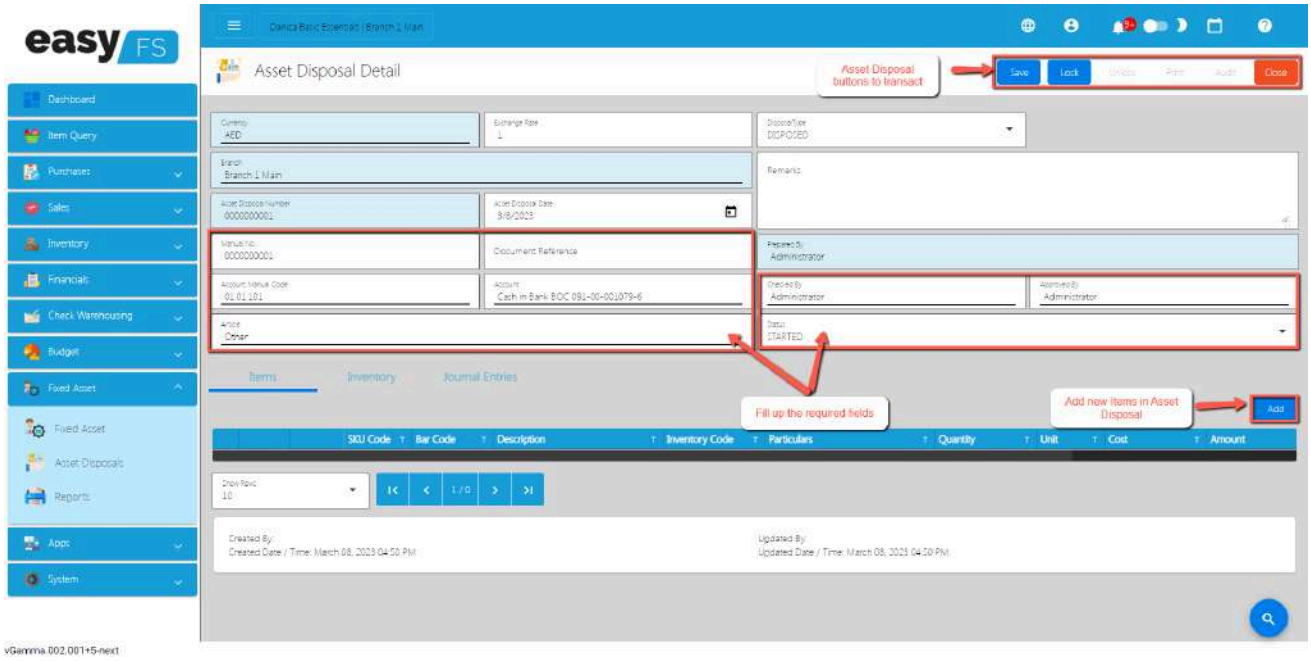
Asset Disposal List



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

Asset Disposal Detail

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



Disposal detail

XI : Apps

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

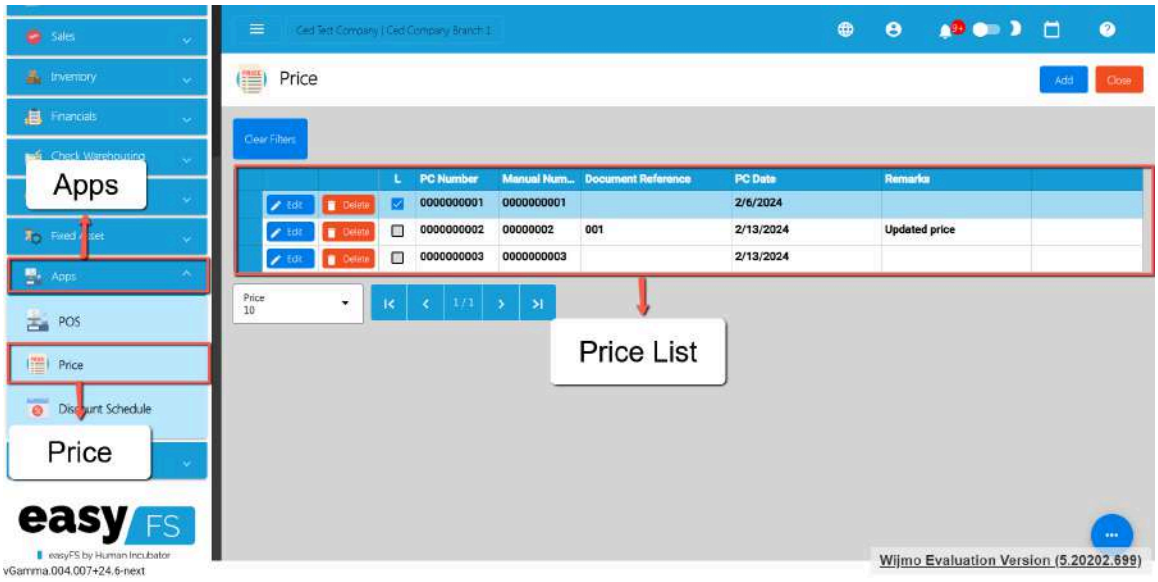
Disclaimer: Price under Apps is not yet functional. Please refrain from using this feature or contact our support team.

11.1.1 Overview

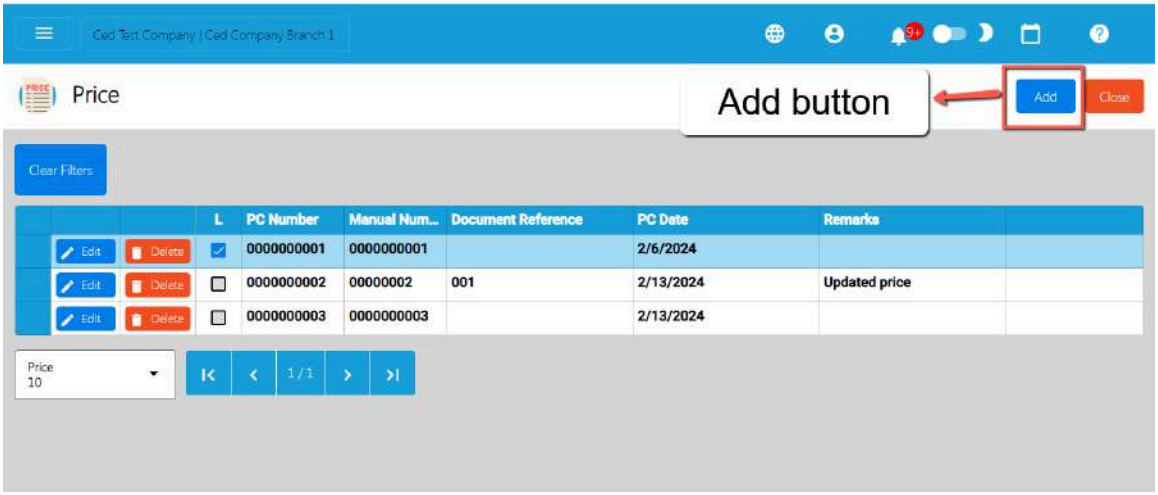
This feature on easyFS is designed for clients who have an integration with our EasyPOS. Its main purpose is to accommodate businesses with multiple branches by allowing them to set different prices for each item at each branch.

11.1.2 How to Setup a Price

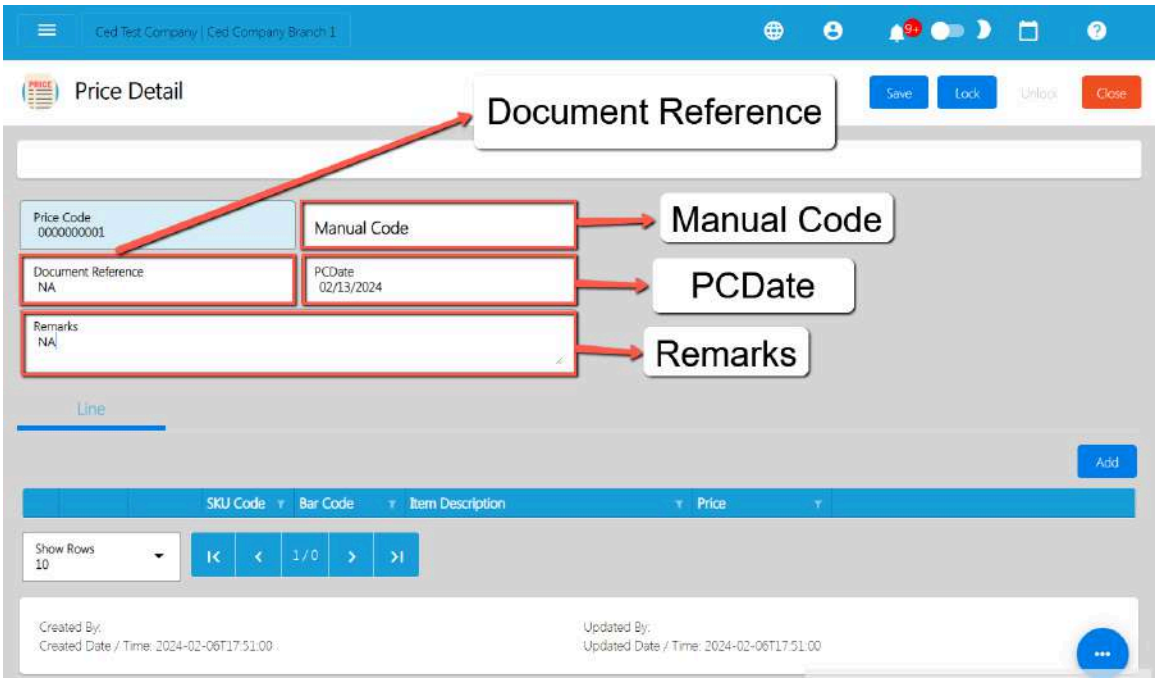
1. Go to Apps>Price.
2. You will be redirected to the Price list.



3. To add a new Price setup, click the Add button.

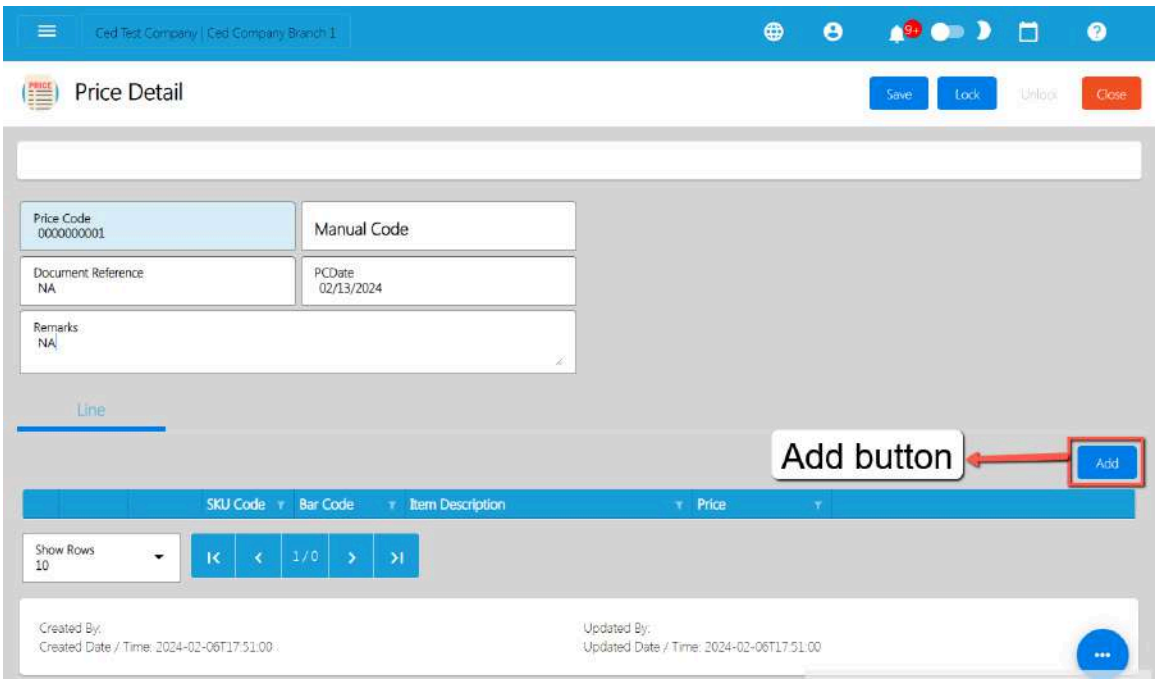


4. Provide correct Price Detail like:
    a. **Manual Code**
    b. **Document Reference**
    c. **Remarks**
    d. **PCDate**

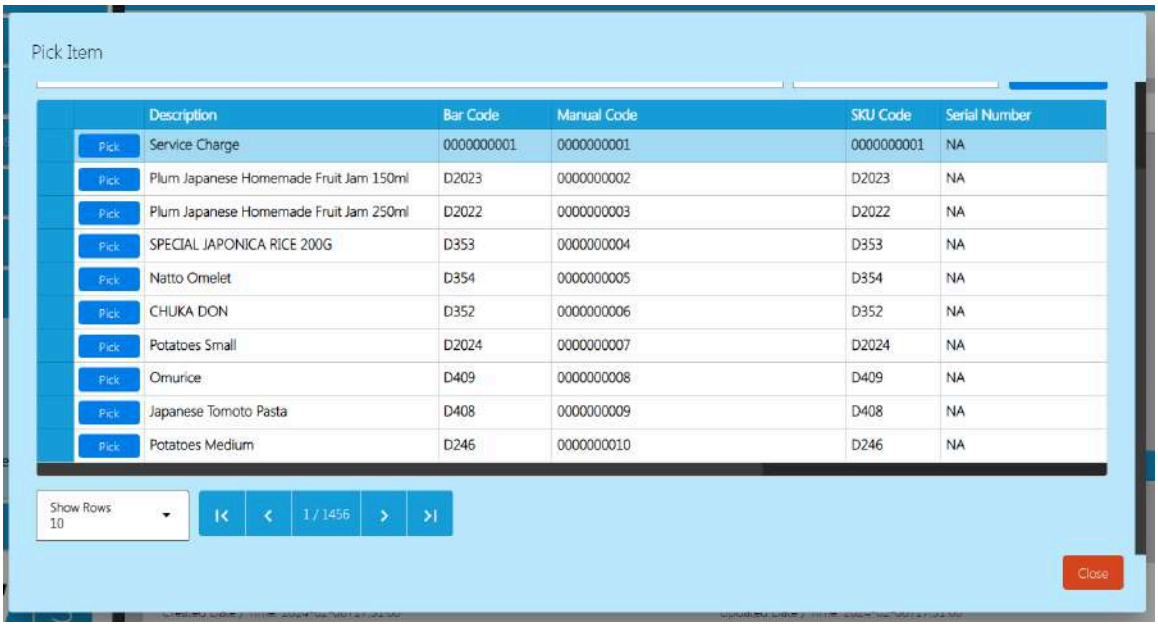


5. To setup a different price per item, follows these steps:

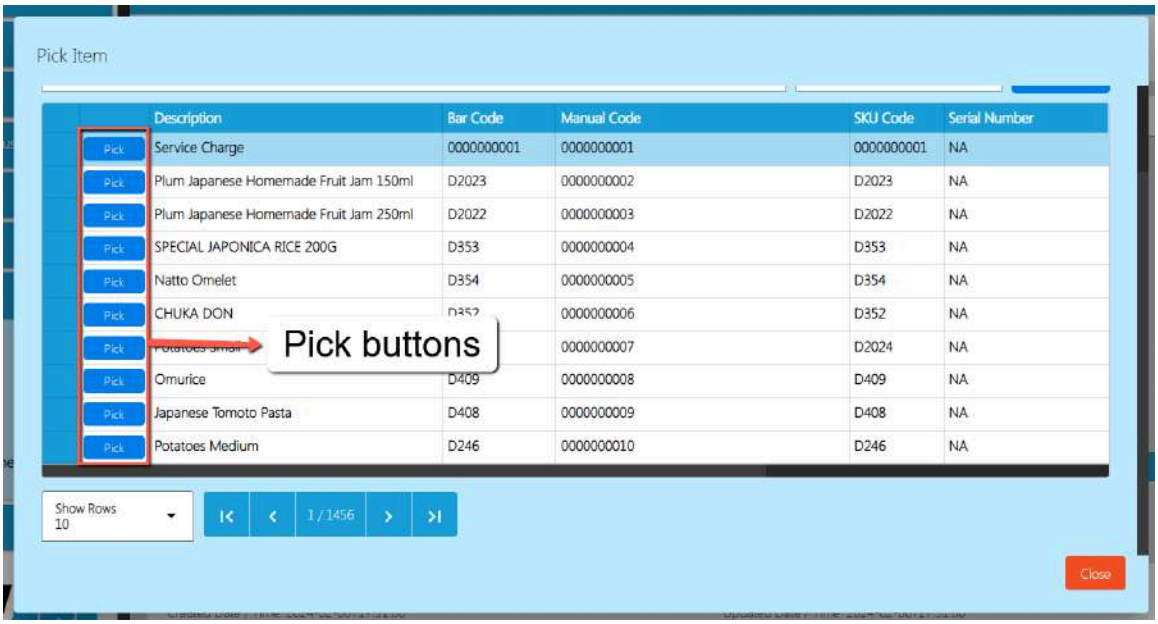
a. Click the Add button under the Line tab.



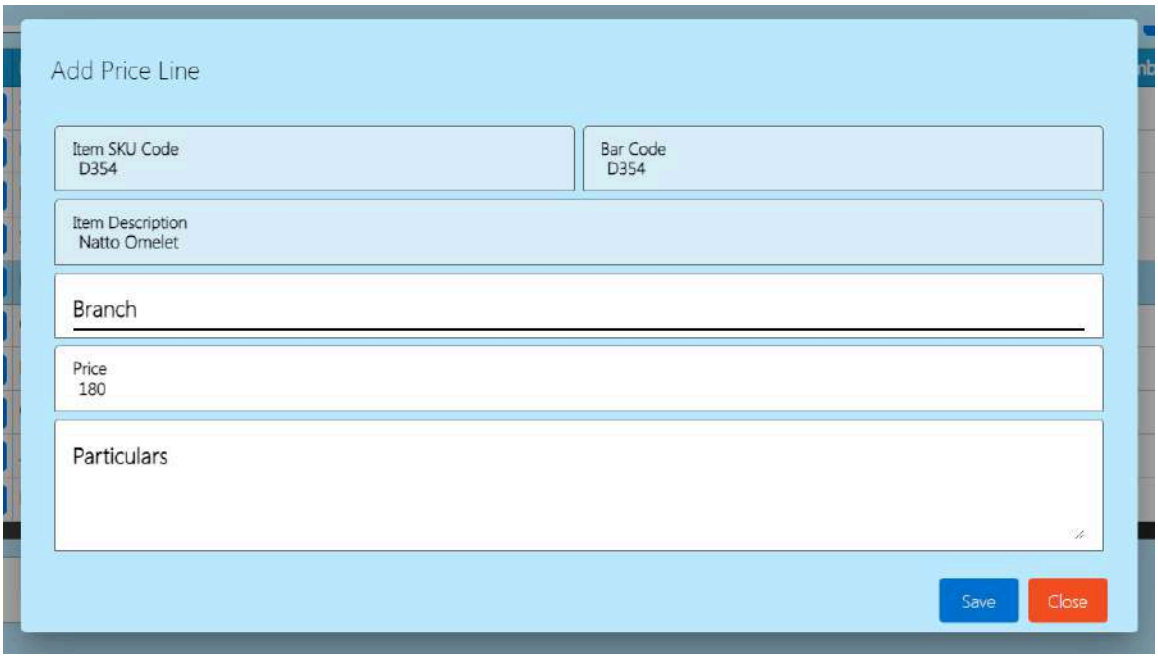
b. A Pick Item window will display.



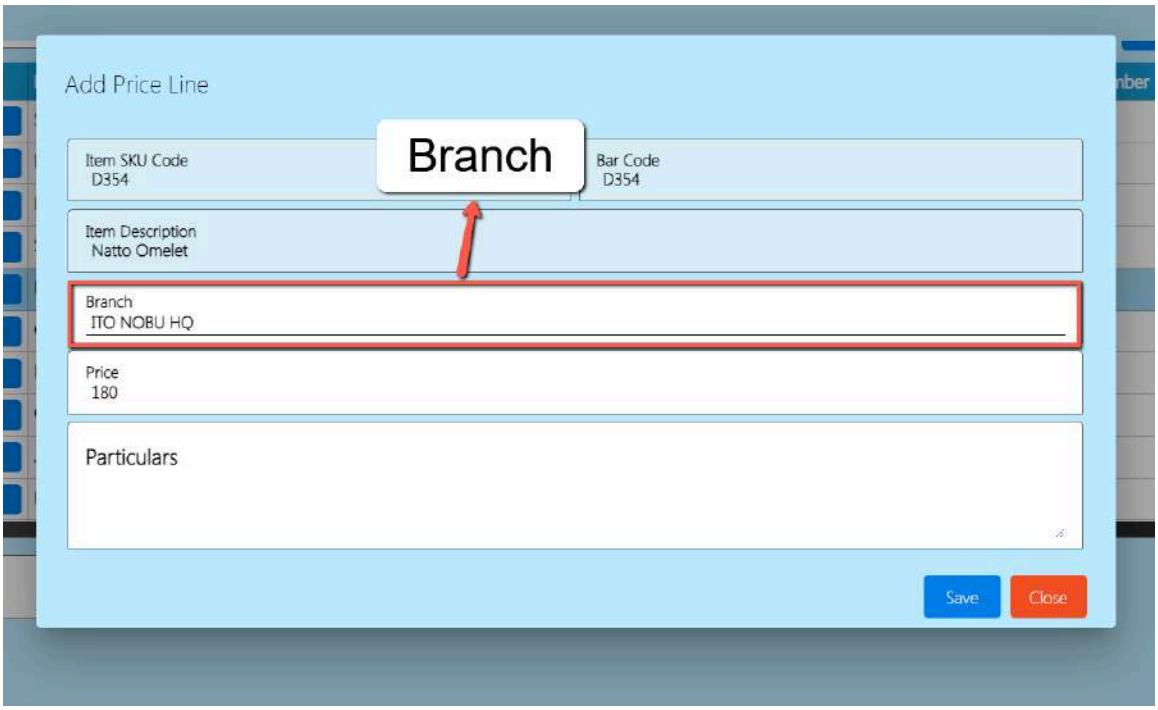
c. Look for the item you wanted to set up a Price, then click the Pick button.



d. After clicking the Pick button, a new Add Price Line window will display.

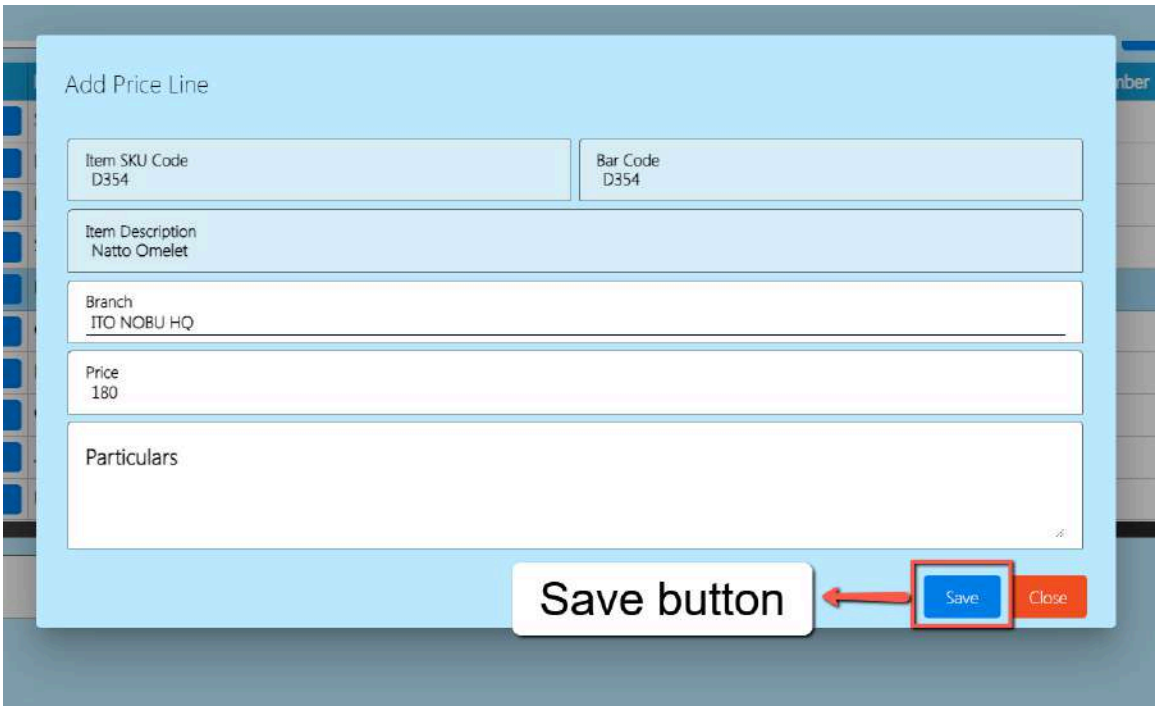


e. Select the correct branch where you want to set up an item's price.



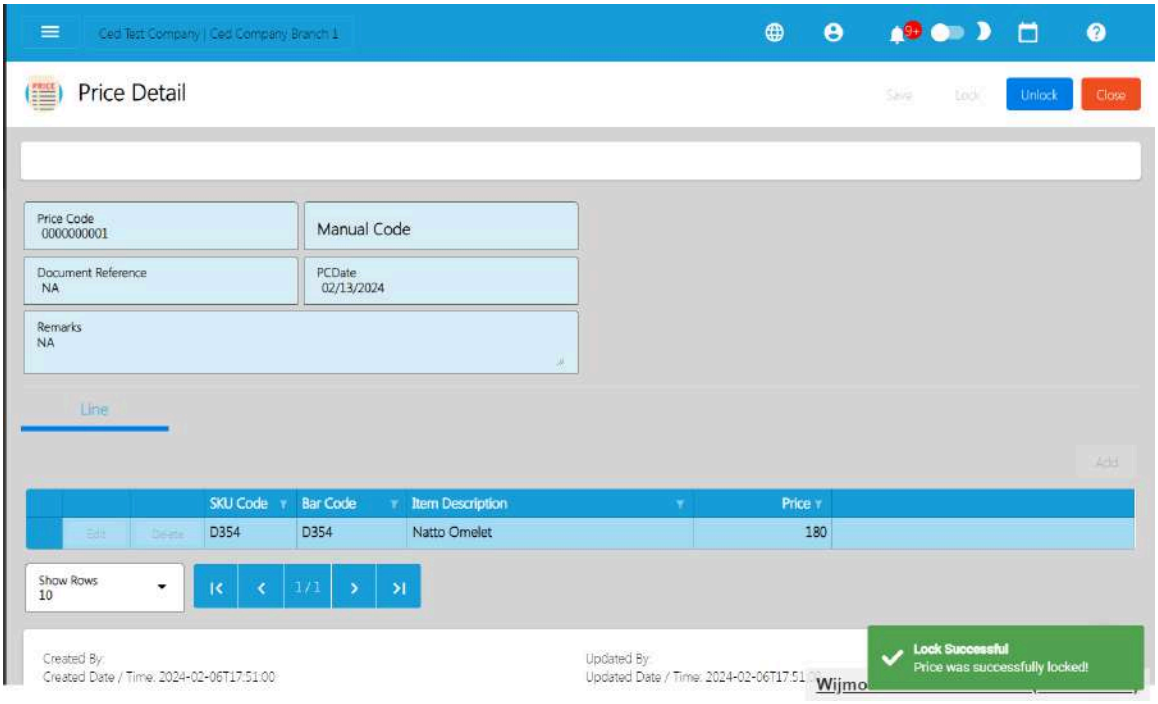
f. Provide a correct Price value under the Price field.

g. Click the Save button.



h. If you wish to add more, please follow steps a-g.

6. Once everything is okay, click Save and Lock buttons.



XII : System

12.0 Overview

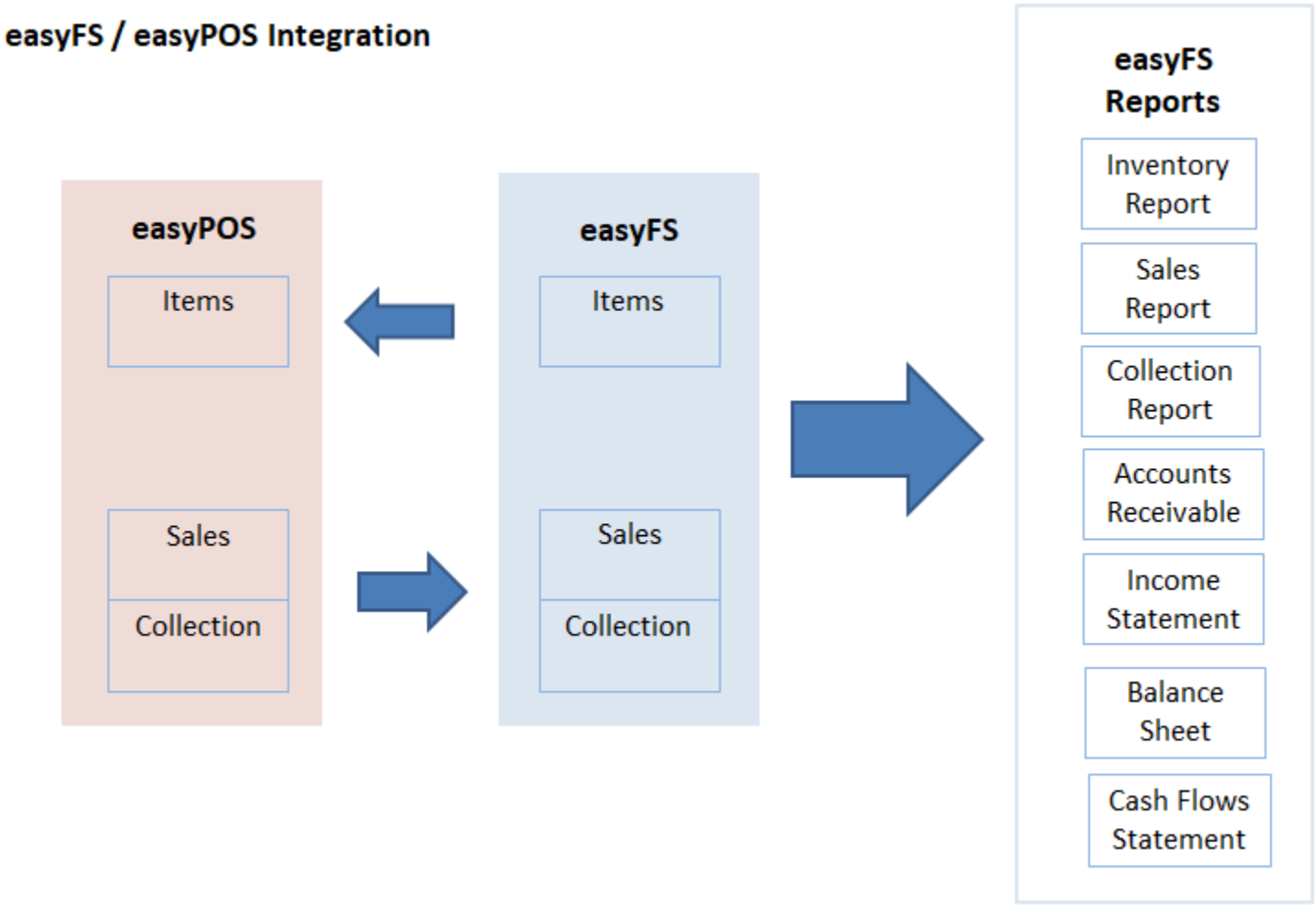
The system module shows the following features of EasyFS. This module is rarely used and is part of the system setup when configuring the EasyFS for the first time.
Included in these modules are:

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:



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
Reports	**Integration**	**easyPOS**	**easyFS**	**Remarks**

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

Inorder 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)

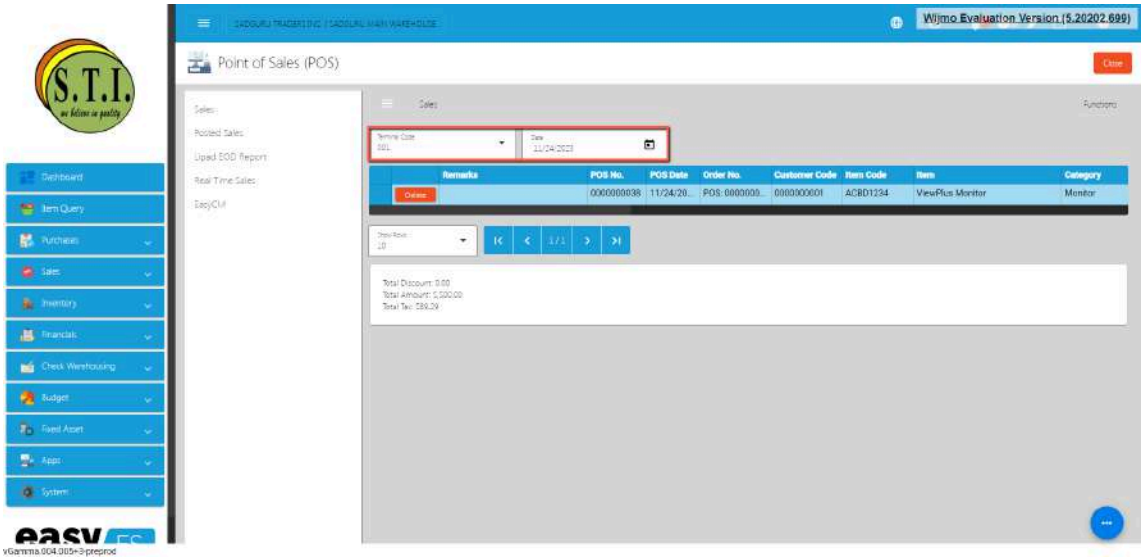
13.4 Managing Integrations

13.4.1 EasyPOS Integration

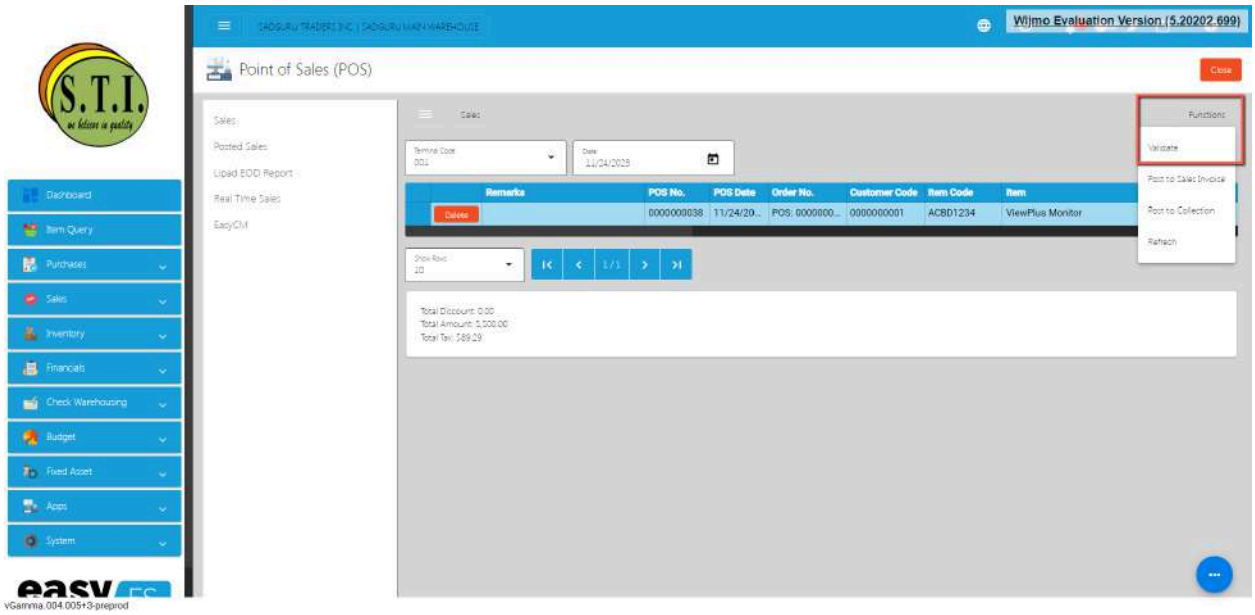
In this section, I will walk through the process of managing easyPOS transactions using our easyFS:

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.**

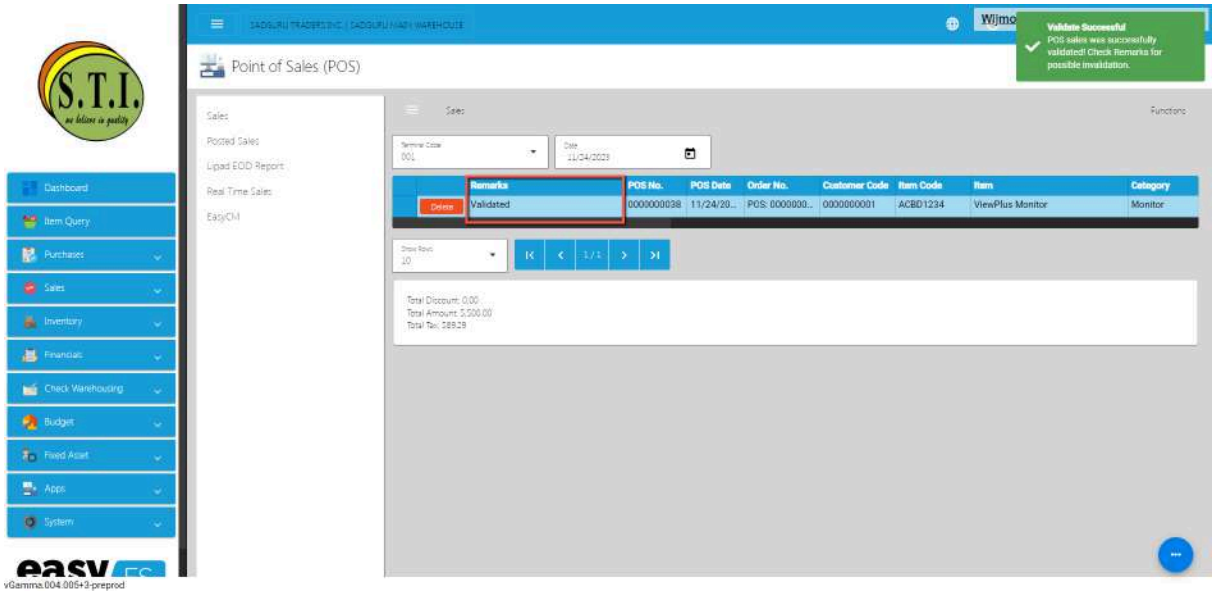


    c. Before posting it to the easyFS Sales Invoice, you need to validate it first.
    d. To validate the sales transactions, click the **Functions** button then click **Validate** button.



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.



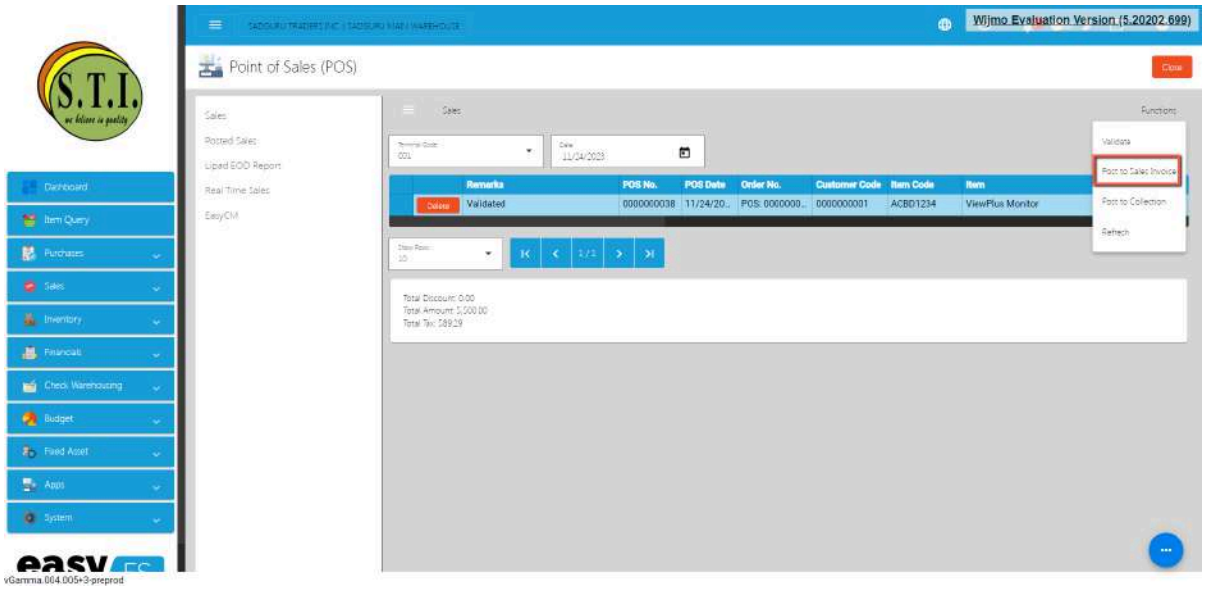
- **Remarks** is not equal to VALIDATED. Below are the listed errors along with their explanations and recommended actions for resolution:

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**

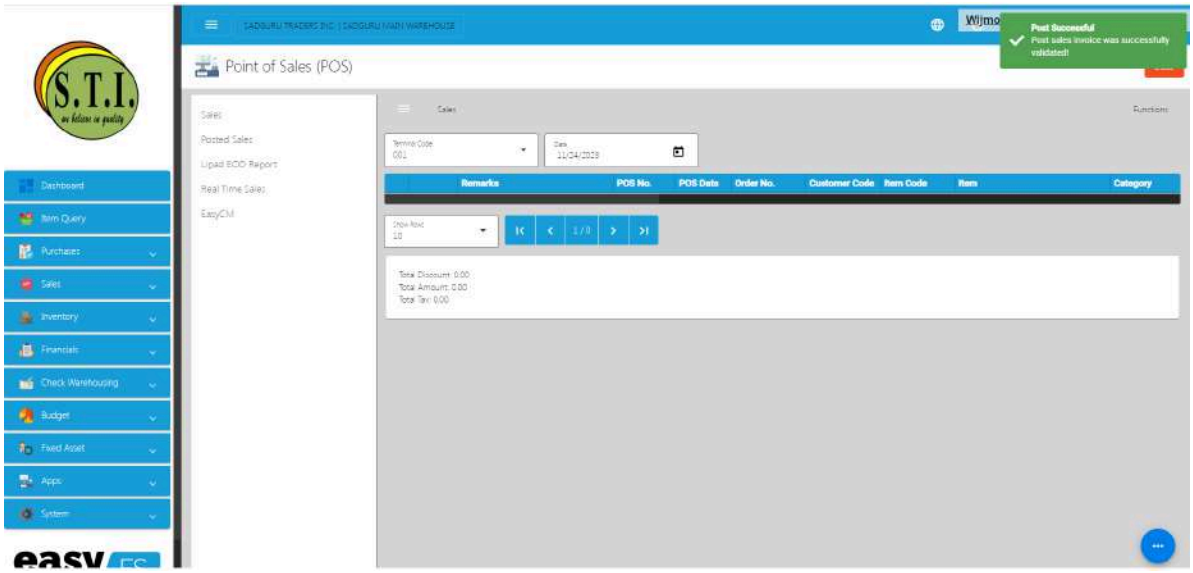
- **Explanation:** This error indicates that the Discount is not added on the easyFS system or its Manual Code from easyFS does not match to the easyPOS.
- **Resolution:**

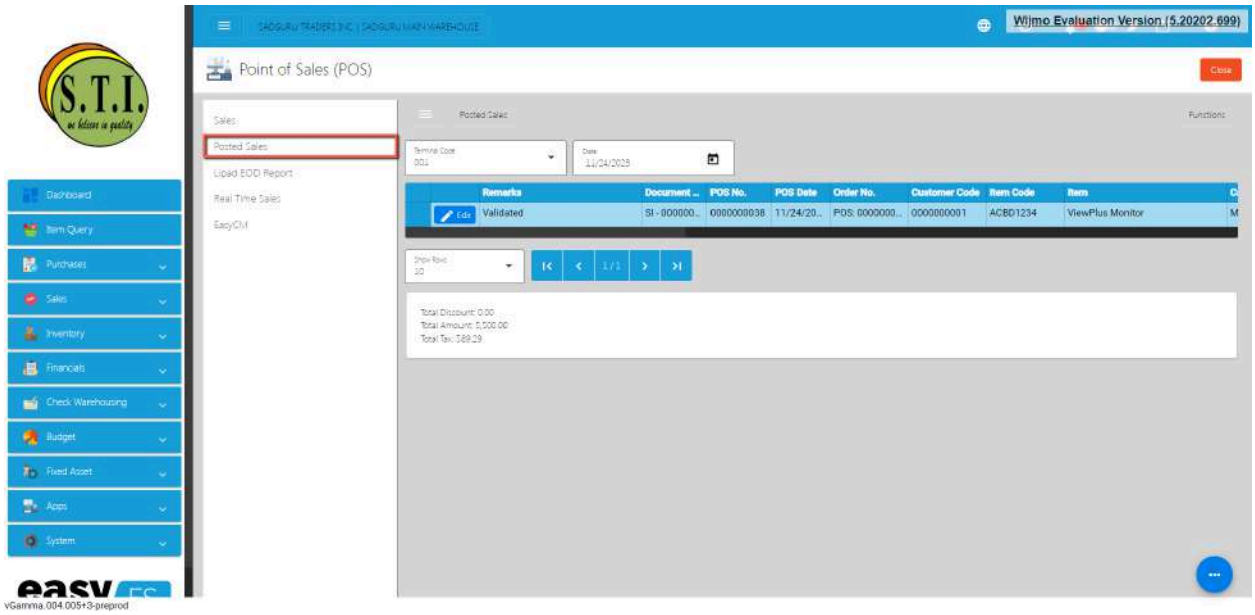
4. **Item Barcode not Found**
   - **Explanation:** This error indicates that the Item Barcode is not added on the easyFS system.
   - **Resolution:**
5. **Tax Mismatch**
   - **Explanation:** This error indicates that the Taxes Manual Code from the easyFS system does not match to the easyPOS.
   - **Resolution:**
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.

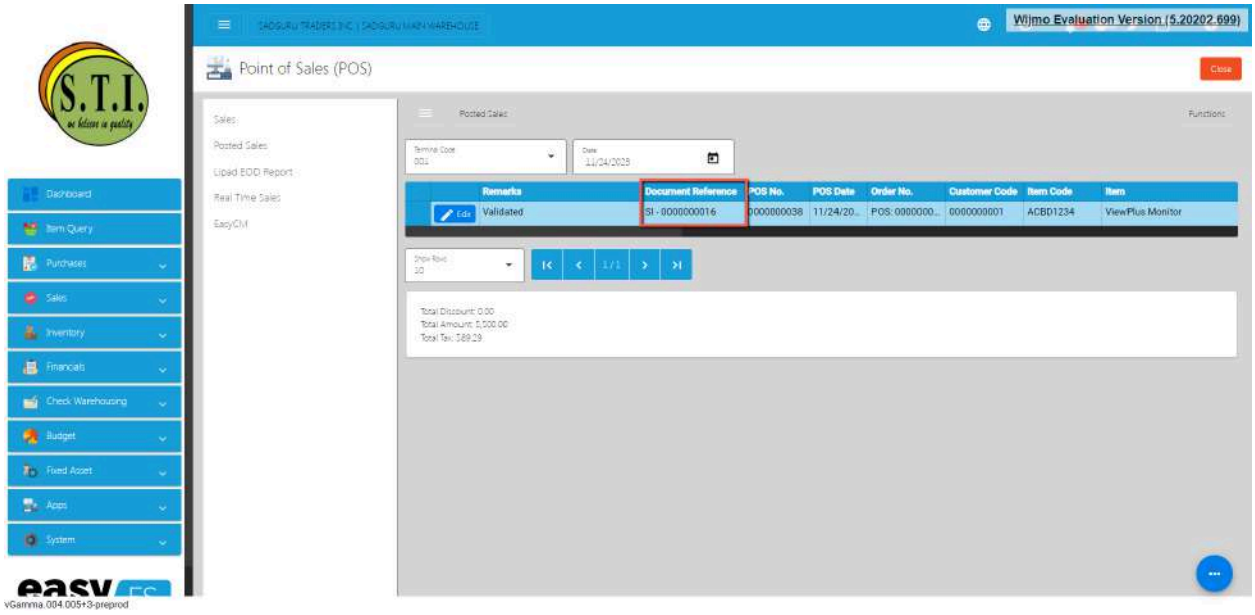


g. This time, validated sales transactions are removed from the Sales module, and are moved to the **Posted Sales** module.

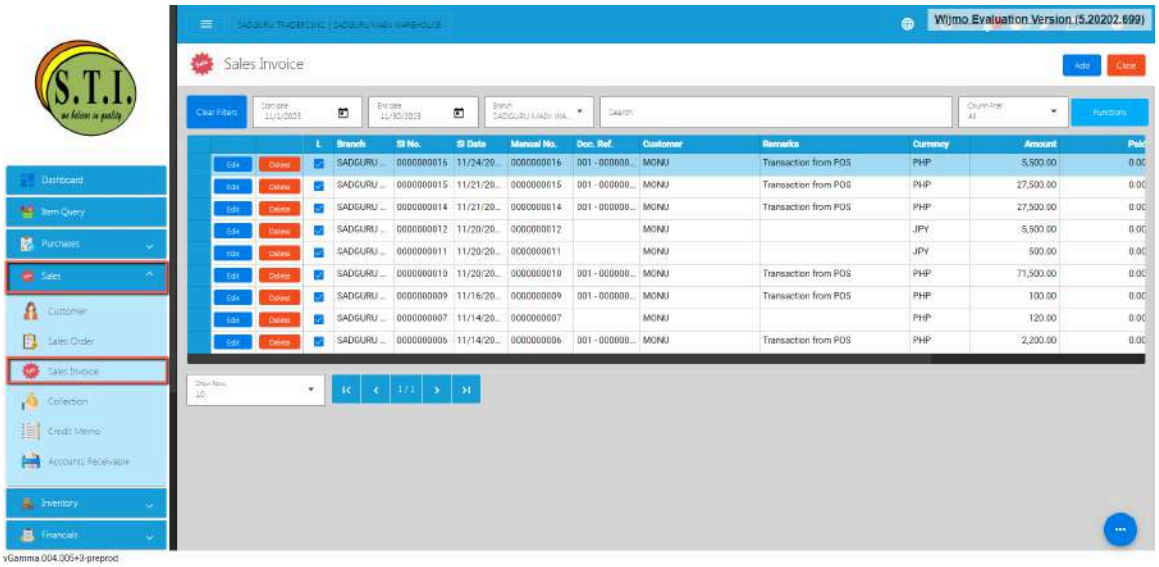




h. Inorder to check if it is successfully posted to the Sales Invoice, check first the Document Reference column under the **Posted Sales** to get the Sales Invoice No.



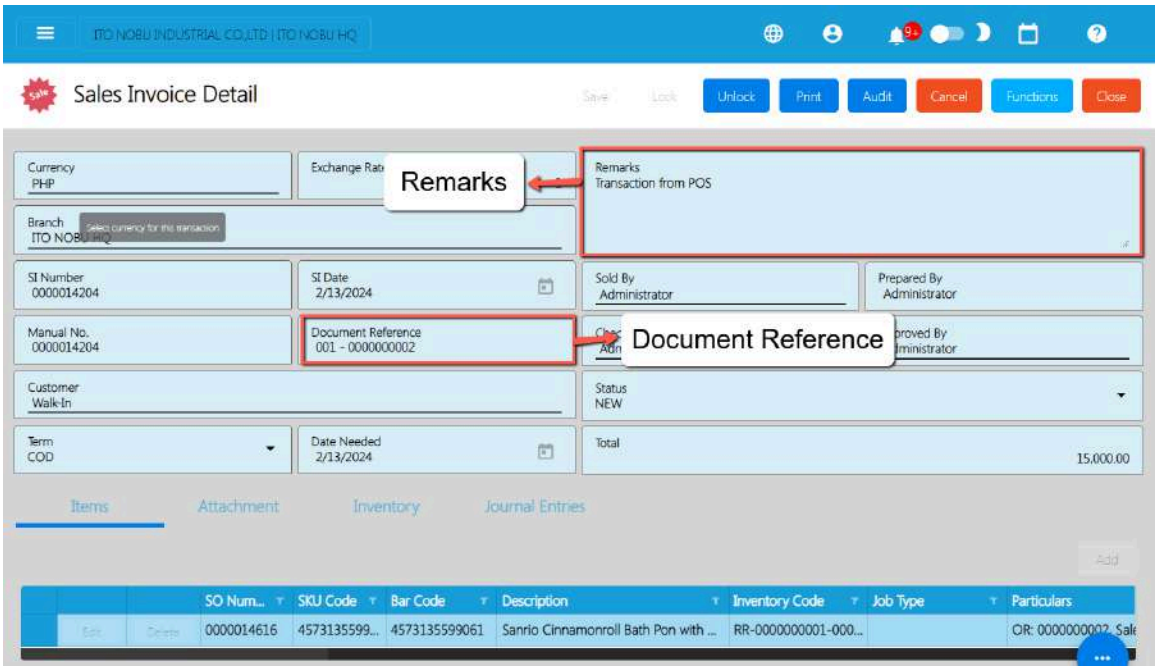
i. Since you now know the Sales Invoice Number for the easyPOS sales transaction, you may go to the Sales Invoice module by clicking on the **Sales**, then **Sales Invoice.**



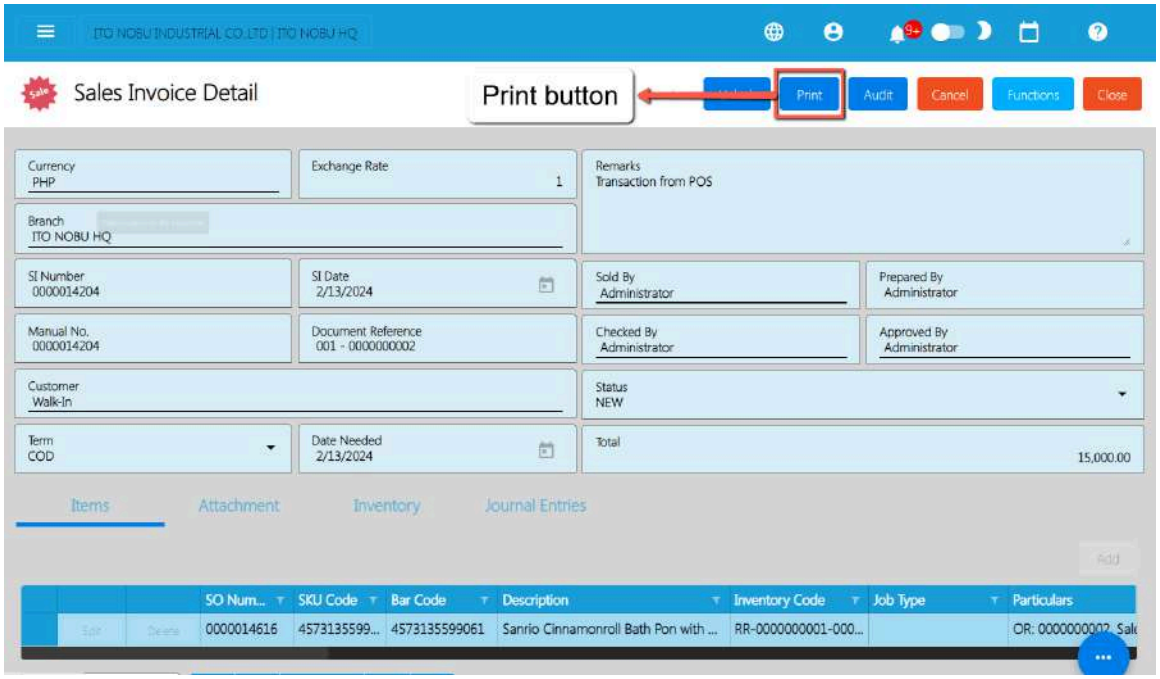
j. Look for the Sales Invoice Number or you may use the Search bar to look for the Sales Invoice Number.

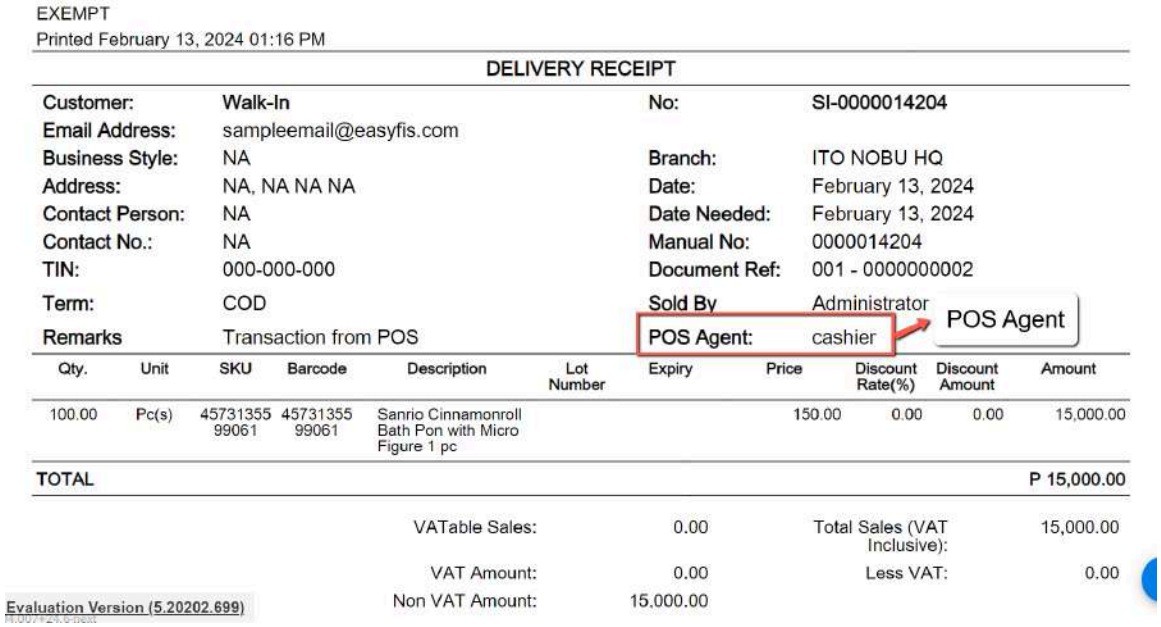
k. Click the Edit button to review the details. To give you a hint that it is coming from the easyPOS:

- 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**}.



l. 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.





EXEMPT
Printed February 13, 2024 01:16 PM

DELIVERY RECEIPT

Customer:	Walk-In	No:	SI-0000014204
Email Address:	sampleemail@easyfis.com		
Business Style:	NA	Branch:	ITO NOBU HQ
Address:	NA, NA NA NA	Date:	February 13, 2024
Contact Person:	NA	Date Needed:	February 13, 2024
Contact No.:	NA	Manual No:	0000014204
TIN:	000-000-000	Document Ref:	001 - 0000000002
Term:	COD	Sold By	Administrator
Remarks	Transaction from POS	POS Agent:	cashier

POS Agent

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
TOTAL										P 15,000.00

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		

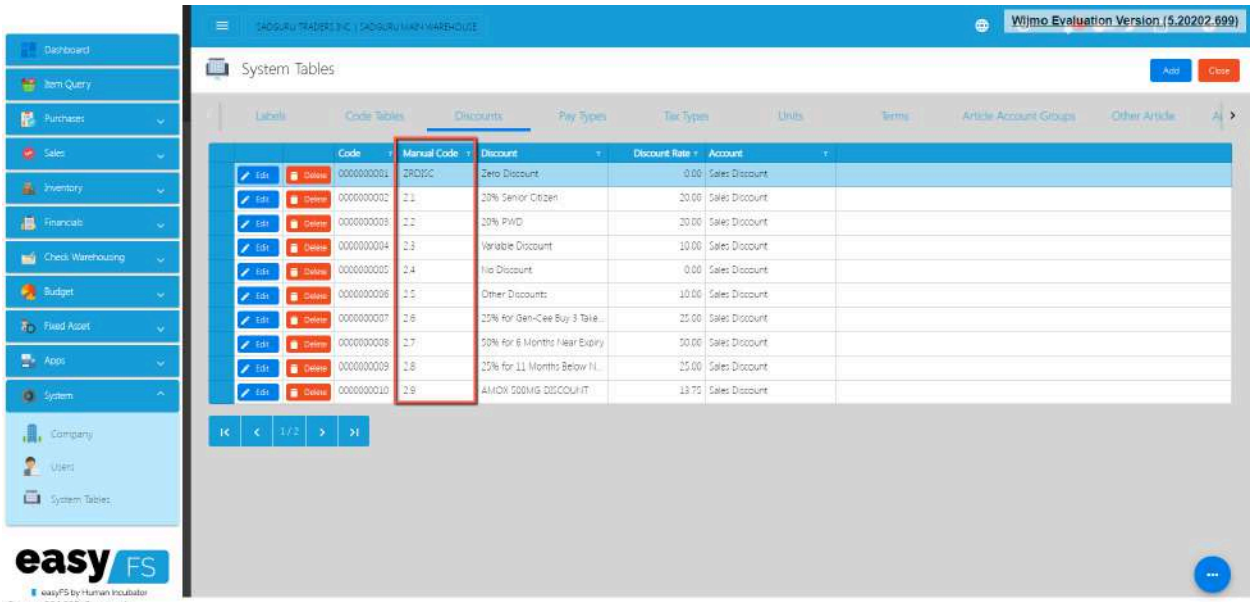
Evaluation Version (5.20202.699)

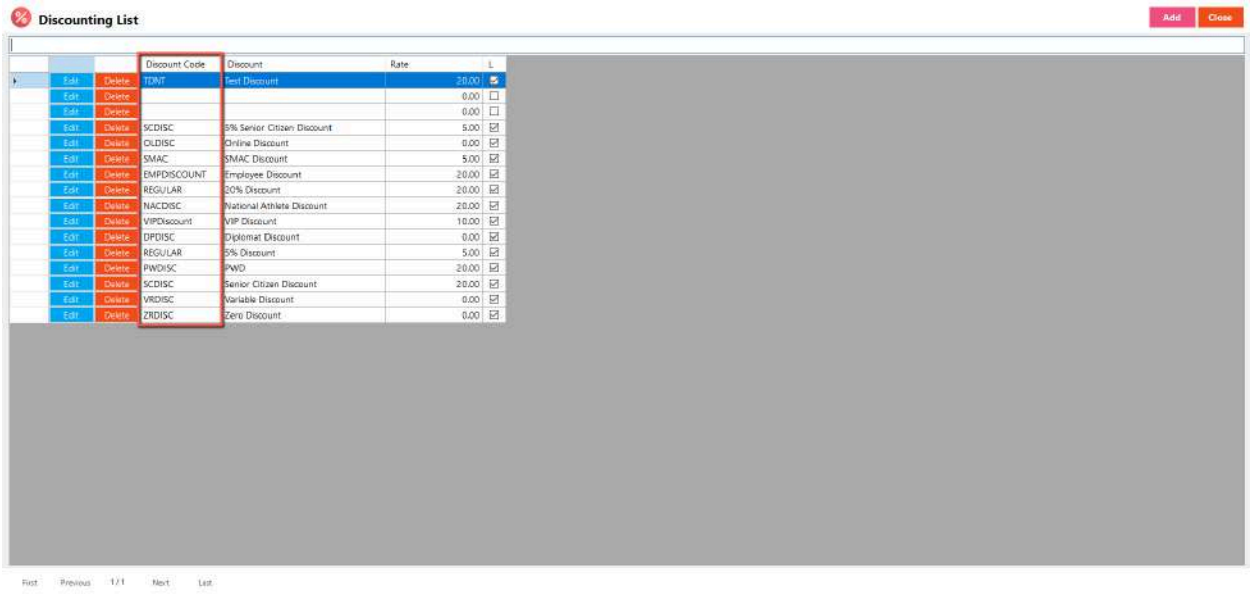
13.5 Guidelines for Integrations: Do's and Don'ts

13.5.1 EasyPOS Integration

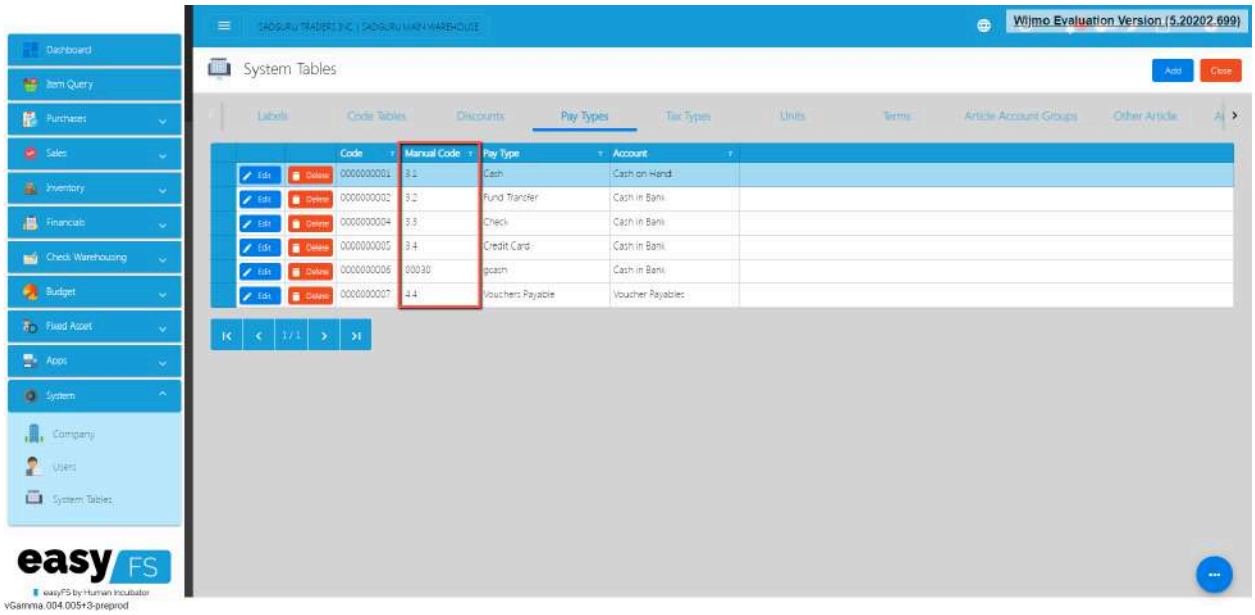
To prevent errors during integration with easyPOS, adhere to the following steps:

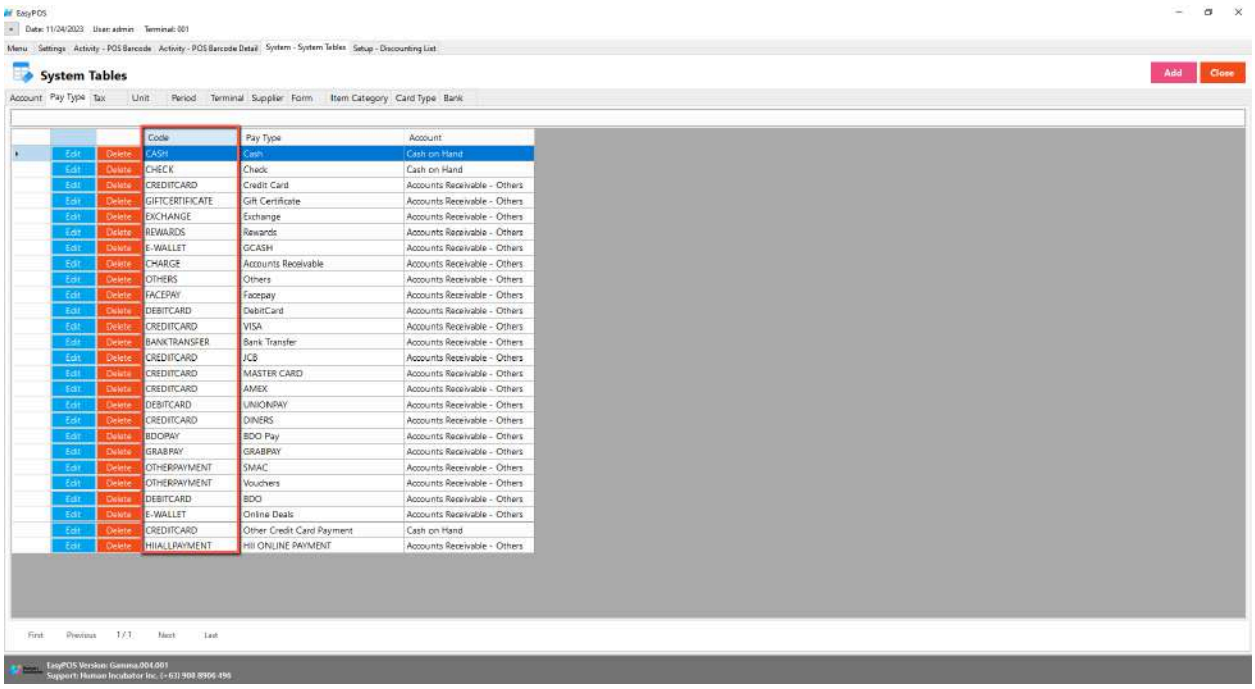
1. Make sure that the Manual Code for **Discounts** should be the same on the easyPOS' **Discount** Code.



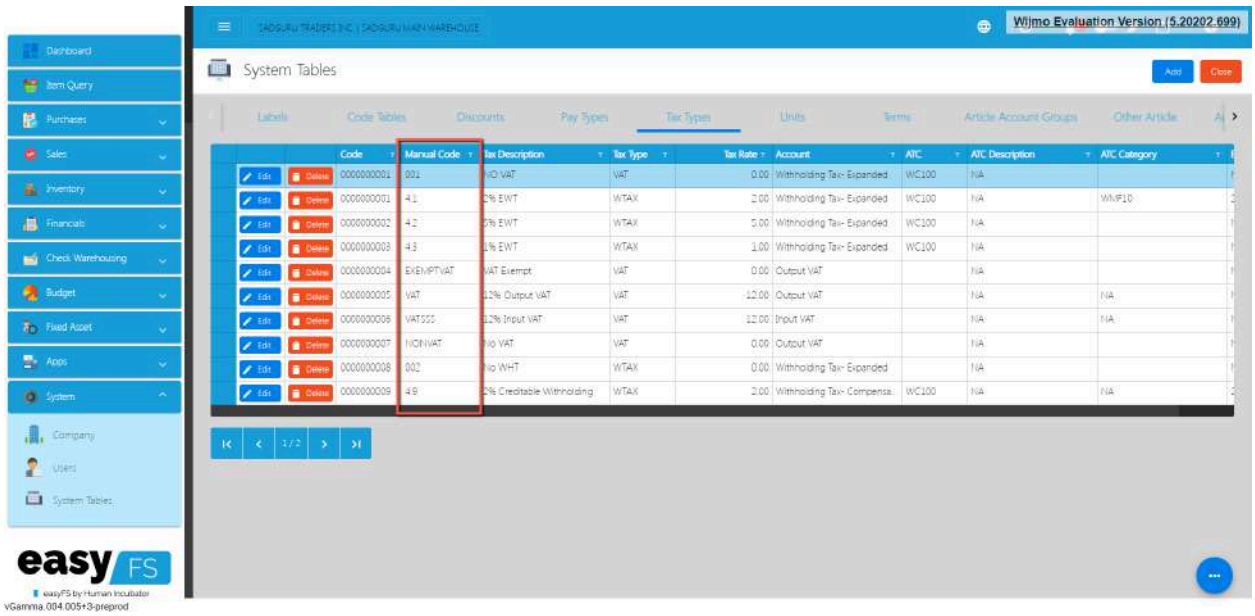


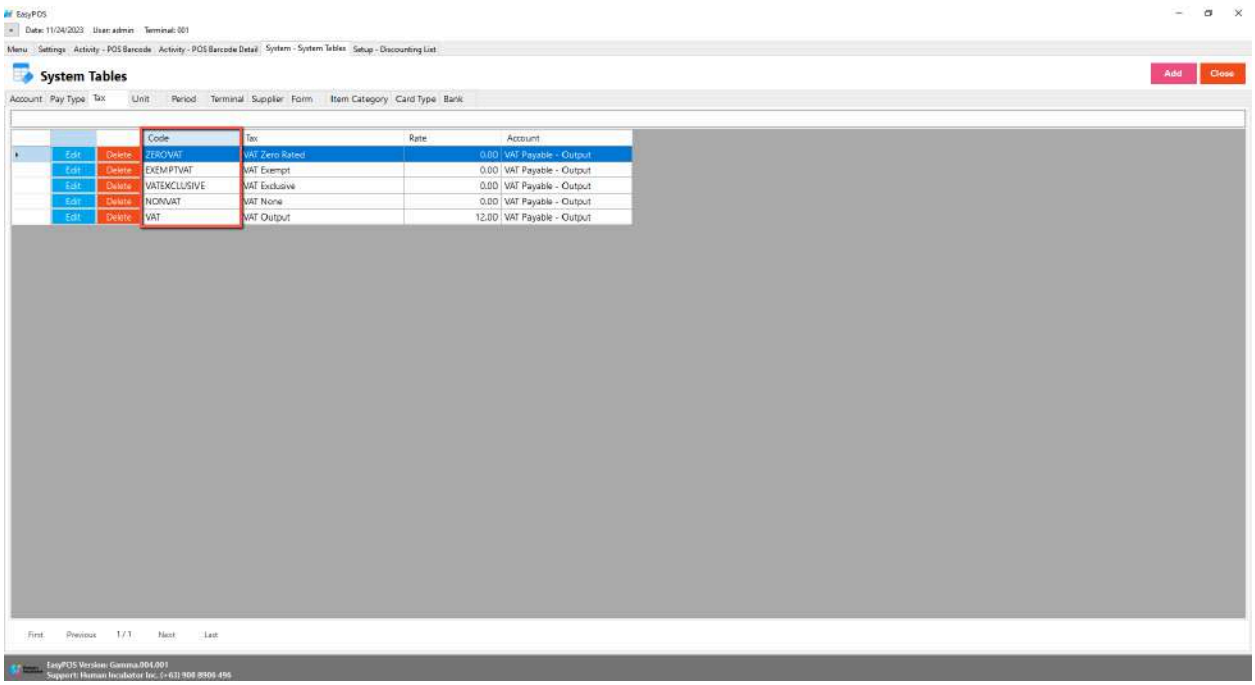
2. Make sure that the Manual Code for **Pay Types** should be the same on the easyPOS' **Pay Type** Code.


Wijmo Evaluation Version (5.20202.699)
System Tables
Add
Close
Labels
Code Tables
Discounts
Pay Types
Tax Types
Units
Terms
Article Account Groups
Other Article
Code
Manual Code
Pay Type
Account
0000000001 3.1 Cash Cash on Hand
0000000002 3.2 Fund Transfer Cash in Bank
0000000004 3.3 Check Cash in Bank
0000000005 3.4 Credit Card Cash in Bank
0000000006 00030 gcash Cash in Bank
0000000007 4.4 Vouchers Payable Voucher Payables
Dashboard
Item Query
Purchases
Sales
Inventory
Financials
Check Warehousing
Budget
Fixed Asset
Apps
System
Company
Users
System Tables
easy FS
easyFS by Human Incubator
vGamma.004.005+3-preprod


System Tables
Add
Close
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
BDOPAY 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 Deals Accounts Receivable - Others
CREDITCARD Other Credit Card Payment Cash on Hand
HIIALLPAYMENT HII ONLINE PAYMENT Accounts Receivable - Others

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





4. The Item detail that you should be attentive to is the "Tax Code" for each "Tax Type" saved in each system. In EasyFS it is *"SI VAT"* and in

EasyPOS it is *"Sales VAT".* Otherwise you will be getting an error in integration that says *"Output Tax Mismatch".*

5. Once the Items have been integrated to easyPOS, you can ONLY change or update the **Price**. If you want to change the **Unit of Measure** or **Barcode**, what you should do is to create a new entry or should I say add a new item with the updated item UOM/Barcode and then unlock the old entry of that item. If you insist on changing the Item detail directly, ***issues in the EasyPOS will start to show up like duplicated barcodes with the same item description which will cause system error as well as user confusion In making transactions in the EasyPOS.*** To avoid problems please follow what we have stated above.
6. For the inventory transaction, all "**Stock In**", "**Stock Out**" and "**Stock Transfer**" should be made in the EasyFS.
7. As for the sales transaction, as much as possible no "sales transaction" should be manually made in EasyFS "Sales Invoice". All sales transactions should be made in EasyPOS. Because if you don't inventory discrepancies between the two systems will occur which takes time fixing it. To avoid conflicts or problems that will affect your business's operation. Be attentive to the process that was instructed in this document.

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.