



EasyFS Users Manual

Author: Jhon Cedrick Madula
Collaborators: Jerico Canete
Keycee Raffles

EasyFS Version: Gamma.004.005.003
Date Created: 10/16/2023
Date Updated: 01/23/2024
Date Released: 1/1/2024

Table of Contents

I: Introduction.....	9
1.1 Overview.....	9
1.2 EasyFS Process.....	14
1.3 Purpose of this User Manual.....	17
1.4 Who Should Use This Manual.....	17
1.4 Best Practices and System Limitations.....	18
1.4.1 Setting up the Master Files.....	18
1.4.2 Internet Connection.....	21
1.4.3 Device Shutdown.....	22
II. Version History.....	23
2.1 Overview.....	23
2.2 Gamma.003.001.....	23
2.3 Gamma.004.003.....	24
2.4 Gamma.004.004.....	24
2.5 Gamma.004.004.....	25
2.6 Gamma.004.004.....	25
2.7 Gamma.004.005.....	26
III: Getting Started.....	27
3.1 Introduction.....	27
3.2 Accessing EasyFS.....	27
3.2.1 Logging In.....	27
3.2.2 Forgot Password.....	28
3.2.3 The Dashboard Page.....	29
3.2.4 Navigating EasyFS.....	33
IV: Master Files.....	41
4.0 Overview.....	41
4.1 Setup Master Files.....	44
4.1.1 Item.....	45
4.1.1.1 How to Add an Item Manually.....	45
Unit Conversion.....	57
Price.....	58

General Ledger Accounts.....	60
Save and Lock.....	61
4.1.1.2 Add Item Via Import Function.....	63
4.1.2 Customer.....	82
4.1.2.1 Add Customer Manually.....	82
4.1.2.2 Add Customer Via Import Function.....	85
4.1.3 Supplier.....	98
4.1.3.1 Add Supplier Manually.....	99
4.1.3.2 Add Supplier Via Import Function.....	102
4.1.4 Company.....	113
Company List.....	114
Company Detail.....	114
4.1.5 Users.....	115
Users List.....	116
Users Detail.....	116
4.1.6 Chart of Accounts.....	118
4.1.6.1 Chart of Accounts Lists.....	118
4.1.6.2 Manual Add Chart of Accounts.....	119
4.1.6.2 Add Chart of Accounts via Upload Account.....	121
4.2 Update Master Files.....	128
4.2.1 Item.....	128
4.2.1.1 Manual Update Item Detail.....	128
4.2.1.2 Update Item Detail in Bulk.....	131
4.2.2 Supplier.....	137
4.2.2.1 Manual Update Supplier Detail.....	137
4.2.2.1 Update Supplier Detail in Bulk.....	141
4.2.3 Customer.....	149
4.2.3.1 Manual Update Customer Detail.....	149
4.2.3.1 Update Customer Detail in Bulk.....	152
V: Transactions.....	161
5.1 Overview.....	161
5.2 Purchases Transaction Module.....	163
5.2.1 Purchase Request.....	166
Overview.....	166
Purchase Request List.....	166
Purchase Request Detail.....	166
Cancel Purchase Request Transaction.....	172
5.2.2 Purchase Order.....	177

Overview.....	177
Purchase Order List.....	177
Purchase Order Detail.....	178
Purchase Order Transaction via Upload Template.....	187
Cancel Purchase Order Transaction.....	193
5.2.3 Receiving Receipt.....	197
Overview.....	197
Receiving Receipt Detail.....	197
Receiving Receipt List.....	198
Cancel Receiving Receipt Transaction.....	207
5.2.4 Disbursement.....	210
Overview.....	210
Disbursement List.....	210
Disbursement Detail.....	211
Cancel Disbursement Transaction.....	217
5.2.5 Debit Memo.....	222
Debit Memo List.....	222
Debit Memo Detail.....	222
Debit Memo Transaction via Upload Template.....	227
Cancel Debit Memo Transaction.....	231
5.3 Sales Transaction Module.....	235
5.3.1 Sales Order.....	237
Overview.....	237
Sales Order List.....	237
Sales Order Detail.....	238
Sales Order Transaction via Upload Template.....	244
Cancel Sales Order Transaction.....	249
5.3.2 Sales Invoice.....	253
Overview.....	253
Sales Invoice List.....	253
Sales Invoice Detail.....	254
Sales Invoice Transaction via Upload Template.....	263
Cancel Sales Invoice Transaction.....	268
5.3.3 Collection.....	273
Overview.....	273
Collection List.....	273
Collection Detail.....	274
Collection Transaction via Upload Template.....	279

Cancel Collection Transaction.....	285
Overview.....	290
Scenario 1: Single Branch.....	290
Item Creation/Management.....	291
Purchase Order.....	291
Receiving Receipt.....	292
Sales Invoice.....	292
Inventory Report.....	292
Scenario 2: Multi-Branch.....	293
Item Creation/Management.....	293
Stock Transfer Request.....	293
Stock Transfer.....	293
Sales Invoice.....	294
Inventory Report.....	294
Scenario 3: Extra-Ordinary Activities.....	294
Extraordinary Stock In.....	295
Extraordinary Stock Out.....	295
Scenario 4: Multi-Branch with EasyPOS Integration.....	295
Item Creation/Management.....	296
Supplier Creation/Management.....	297
Customer Creation/Management.....	297
Purchase Order.....	297
Receiving Receipt.....	298
Sales (easyPOS).....	298
Official Receipt (easyPOS).....	298
POS Apps (easyFS).....	298
Sales Invoice.....	299
Collection/ Payment.....	299
Inventory Report.....	299
5.4.1 Stock In.....	299
Overview.....	299
Stock In List.....	300
Stock In Detail.....	300
Customer Return via Stock In.....	309
5.4 Stock Out.....	325
Overview.....	325
Stock Out List.....	326
Stock Out Detail.....	326

Supplier Return via Stock Out.....	334
5.5 Stock Transfer Request.....	354
Overview.....	354
Stock Transfer Request List.....	354
Stock Transfer Request Detail.....	355
5.6 Stock Transfer.....	359
Overview.....	359
Stock Transfer List.....	360
Stock Transfer Detail.....	360
5.7 Stock Withdrawal.....	372
Overview.....	372
Stock Withdrawal List.....	372
Stock Withdrawal Detail.....	372
5.8 Stock Count.....	373
Stock Count List.....	373
Stock Count Detail.....	373
5.9 Inventory Ledger.....	374
Inventory Ledger List.....	374
Inventory Ledger Detail.....	374
5.5: Financials Transactions.....	375
7.2 Bank Reconciliation.....	375
Bank Reconciliation Detail.....	375
7.3 Journal Voucher.....	376
Overview.....	376
Journal Voucher List.....	376
Journal Voucher Detail.....	378
Reports.....	379
Accounts Payable Reports.....	379
Accounts Payable Report.....	380
Accounts Payable Voucher Report.....	384
Accounts Payable By Currency Report.....	388
Purchase Request Summary Report.....	390
Purchase Request Detail Report.....	391
Purchase Order Summary Report.....	392
Purchase Order Detail Report.....	394
Receiving Receipt Summary Report.....	396
Receiving Receipt Detail Report.....	397
Disbursement Summary.....	399

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..... 400

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..... 400

Debit Memo Summary Report

Debit Memo Summary Report is a Report wherein you can generate All Debit Memo Transaction within the specified dates..... 401

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..... 401

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..... 402

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..... 402

Top Purchased Item Report..... 403

Top Supplier Report..... 404

Cancelled Purchase Request Report..... 405

Cancelled Purchase Order Report..... 406

Cancelled Receiving Receipt Report..... 407

5. Select branch you want to generate
6. Click Functions to Download Data
7. XLS File will be downloaded..... 409

Accounts Receivable Report..... 410

Accounts Receivable Summary Report..... 412

Accounts Receivable by Term Report..... 413

Accounts Receivable by Currency Report..... 414

Accounts Receivable Report (One Month).....	414
Statement of Account.....	418
Statement of Account (By Date Range).....	419
Statement of Account By Term.....	420
Counter Receipt.....	424
Customer Advances.....	428
Sales Order Summary Report.....	432
Sales Order Detail Report.....	436
Sales Invoice Summary Report.....	439
Sales Invoice Detail Report.....	444
Collection Summary Report.....	448
Collection Summary by PayType Report.....	452
Collection Detail Report.....	456
Financial Reports.....	460
General Ledger.....	464
Trial Balance.....	464
Balance Sheet.....	465
Account Ledger.....	468
Disbalance Journal Entries.....	470
Income Statement.....	472
Cash Flow Statement.....	476
VIII : Check Warehousing.....	480
8.1 Check Warehousing.....	480
Check Warehousing List.....	480
Check Warehousing Detail.....	482
8.2 Check Writer.....	482
Check Writer Detail.....	483
IX : Budget.....	485
9.0 Overview.....	485
9.1 Budget Manager.....	485
Budget Manager List.....	485
Budget Manager Detail.....	486
9.2 Cash Flow Projection.....	487
Cash Flow Projection List.....	487
Cash Flow Projection Detail.....	488
X : Fixed Asset.....	489
10.0 Overview.....	489
Fixed Asset List.....	491

10.2 Asset Disposal.....	492
Asset Disposal List.....	492
Asset Disposal Detail.....	493
XI : Apps.....	494
11.0 Overview.....	494
11.1 Price.....	494
11.1.1 Overview.....	494
11.1.2 How to Setup a Price.....	494
XII : System.....	501
12.0 Overview.....	501
XIII: Integration.....	501
13.1 Overview.....	501
13.1.1 Benefits of Integration.....	504
13.2 Types of Integration.....	506
13.2.1 EasyPOS Integration Overview.....	506
Benefits:.....	506
13.3 How to Set Up Integrations.....	507
13.3.1 EasyPOS Integration.....	507
13.4 Managing Integrations.....	507
13.4.1 EasyPOS Integration.....	507
13.5 Guidelines for Integrations: Do's and Don'ts.....	516
13.5.1 EasyPOS Integration.....	516
IX: Definition of Terms.....	521
X: FAQ.....	521

I: Introduction

1.1 Overview

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

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

Low cost of deployment

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

You will always get the latest updated version

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

Improved team efficiency and collaboration

With easyFS, you can streamline your accounting processes and automate routine tasks, which can save your team a lot of time and effort. Different teams in different locations can collaborate seamlessly because they work with the same set of data accessed in real time. This can free up your team to focus on other important areas of your business and improve their overall efficiency.

Anytime, anywhere convenience

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

At easyFS, we pride ourselves on offering a range of cutting-edge features that help small and medium-sized enterprises (SMEs) in the

Philippines manage their finances with ease. Here's a closer look at each of our seven features:

BIR CAS-ready

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

Sales and Inventory Management

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

Tracking business expenses and purchases

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

On-the-spot invoicing

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

Generate financial reports

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

Capable of handling multi-branch and multi-company operations

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

Cloud-based accounting software

easyFS is a cloud-based accounting software that makes it easy for your teams to collaborate no matter where they are. That's because

your teams have access to the same data that is stored remotely in the cloud.

1.2 EasyFS Process



EasyFS has the following modules that ultimately generates the Financial Statements that are needed in every business to monitor and control. Whether you are into retail or service business, easyFS can

cater to your Accounting Software needs. These are the Modules of EasyFS.

Module 1: Sales

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

Module 2: Purchases

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

Module 3: Inventory

The Inventory module plays a crucial role in tracking the movement of goods. When items are received from purchases, the inventory is

updated to reflect the new stock. Similarly, when products are sold, the inventory is adjusted accordingly. This module also facilitates inventory reconciliation, helping to identify discrepancies between physical stock and recorded quantities.

Module 4: Fixed Assets

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

Module 5: Check Warehousing

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

Module 6: Budgeting

The Budgeting module plays a crucial role in financial planning. Budgets are created based on historical data and future business projections. The module monitors actual financial performance against

the budget, providing insights into variances. This information aids management in making informed decisions and adjusting strategies to meet financial goals.

1.3 Purpose of this User Manual

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

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

1. To help users become familiar with the EasyFS system, its interface, and the overall layout.
2. To empower users to navigate the system confidently and understand the features it offers.
3. To enhance awareness of best practices related to data problems.

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

1.4 Who Should Use This Manual

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

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

1.4 Best Practices and System Limitations

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

1.4.1 Setting up the Master Files

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

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

a. Item

1. Among the Item detail fields listed below,
 - a. We've set a character limit of **255** and added validation to prevent the use of special characters (**comma(,)** and **tilde(~)** are restricted):
 - i. **Manual Code**
 - ii. **SKU Code**

- iii. **Barcode**
- iv. **Serial Number**
- v. **Principal**
- vi. **Generic Name**

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

b. **Customer**

1. Among the Customer detail fields listed below, we've set a character limit of **255** and added validation to prevent the use of special characters (**comma(,)** and **tilde(~)** are **restricted**):
 - a. **Manual Code**
 - b. **Contact Person**
 - c. **Contact Number**

- d. **Street Barangay**
- e. **City**
- f. **Province**
- g. **Region**
- h. **Zip Code**
- i. **Business Style**
- j. **Extension**
- k. **TIN**
- l. **TIN Branch Code**
- m. **Senior Citizen Code**

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

c. **Supplier**

1. Among the Supplier detail fields listed below, we've set a character limit of **255** and added validation to prevent the

use of special characters (**comma(,)** and **tilde(~)** are **restricted**):

- a. **Manual Code**
 - b. **Contact Person**
 - c. **Contact Number**
 - d. **Street Barangay**
 - e. **City**
 - f. **Province**
 - g. **Region**
 - h. **Zip Code**
 - i. **Business Style**
 - j. **Extension**
2. Avoid the issuance of duplicate **Manual Code**, so please ensure that each Supplier is assigned with a **unique** Manual Code.
 3. Avoid the issuance of duplicate **Supplier names**, so please ensure that each Supplier is assigned with a **unique** Supplier name.
 4. When using the new feature for uploading new Suppliers, we strongly advise a maximum of **300** Suppliers per upload.
 5. When bulk updating the Suppliers, we strongly advise a maximum of **300** Suppliers per bulk update.

1.4.2 Internet Connection

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

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

1.4.3 Device Shutdown

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

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

ensures that any ongoing tasks are saved and that EasyFS is in a stable state.

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

II. Version History

2.1 Overview

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

2.2 Gamma.003.001

- **Release Date:** March 18, 2023
- **Description of Updates**

- Basic master files setup
- The overview and basic creation of different EasyFS transactions.

2.3 Gamma.004.003

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

2.4 Gamma.004.004

- **Release Date:** November 24, 2023
- **Description of Updates**
 - Updated EasyFS User Manual format.
 - Added an Introduction section for an EasyFS overview, purpose of the manual, persons who should use the manual, and best practices.
 - Added a Version History section so users could keep track of the user manual updates.

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

2.5 Gamma.004.004

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

2.6 Gamma.004.004

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

- Added Reports Screenshots

2.7 Gamma.004.005

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

III: Getting Started

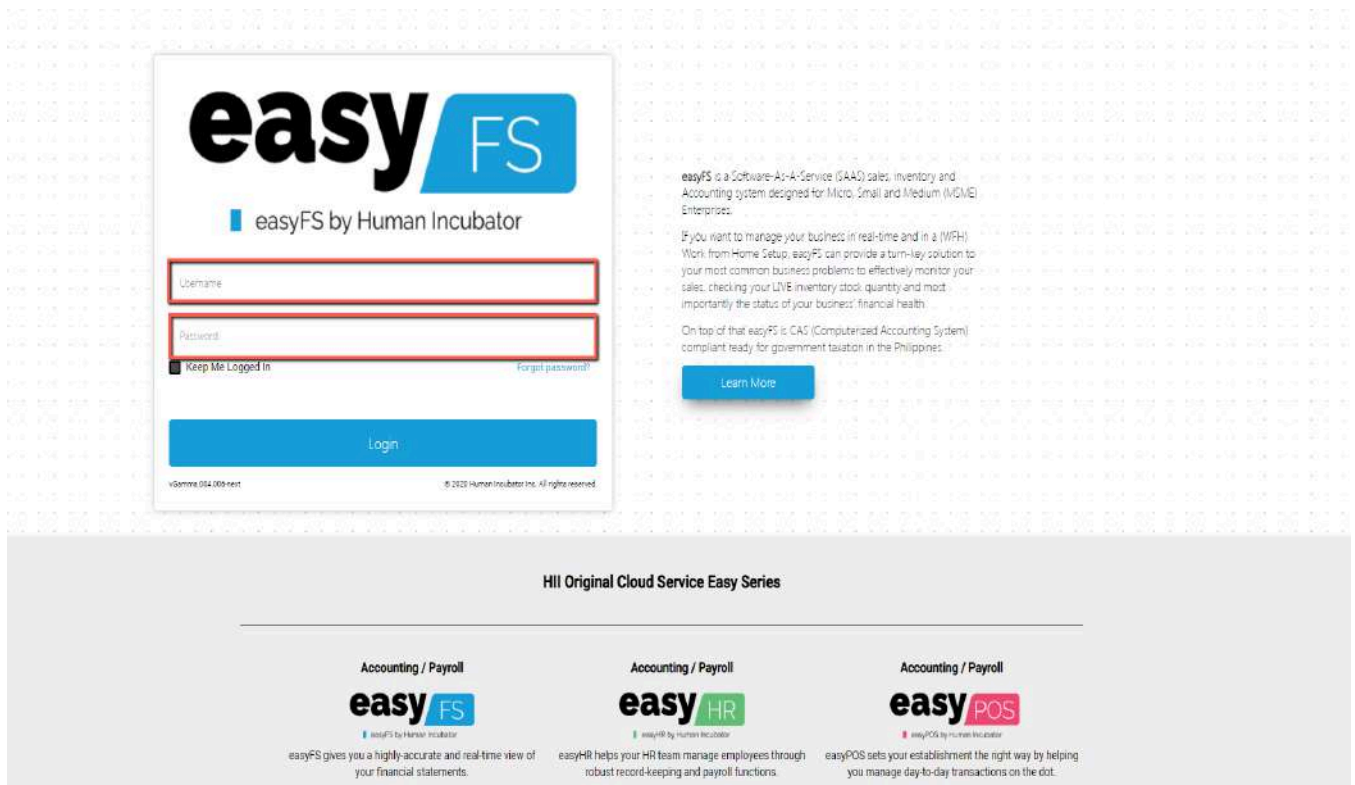
3.1 Introduction

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

3.2 Accessing EasyFS

3.2.1 Logging In

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



easyFS
easyFS by Human Incubator

Username

Password

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

Login

© 2020 Human Incubator Inc. All rights reserved.

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

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

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

[Learn More](#)

HII Original Cloud Service Easy Series

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

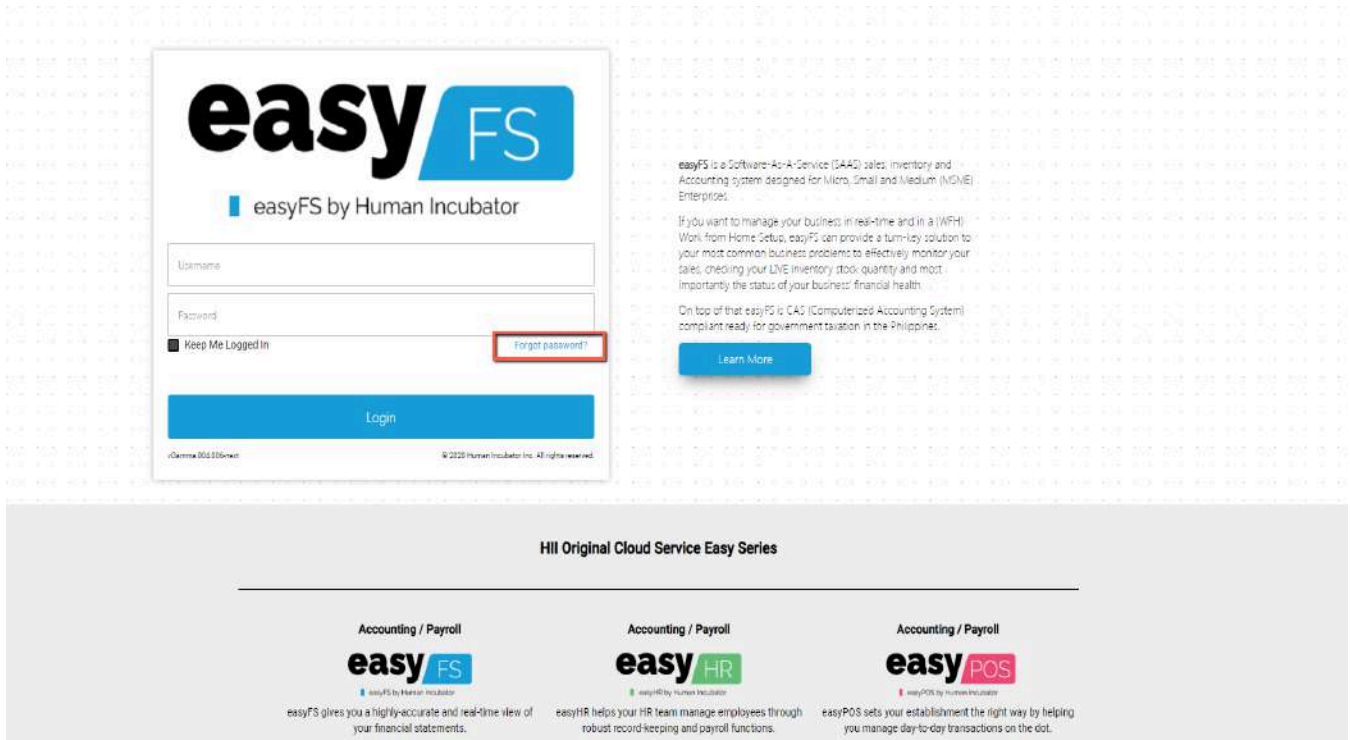
Accounting / Payroll
easyHR
easyHR helps your HR team manage employees through robust record-keeping and payroll functions.

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

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

3.2.2 Forgot Password

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

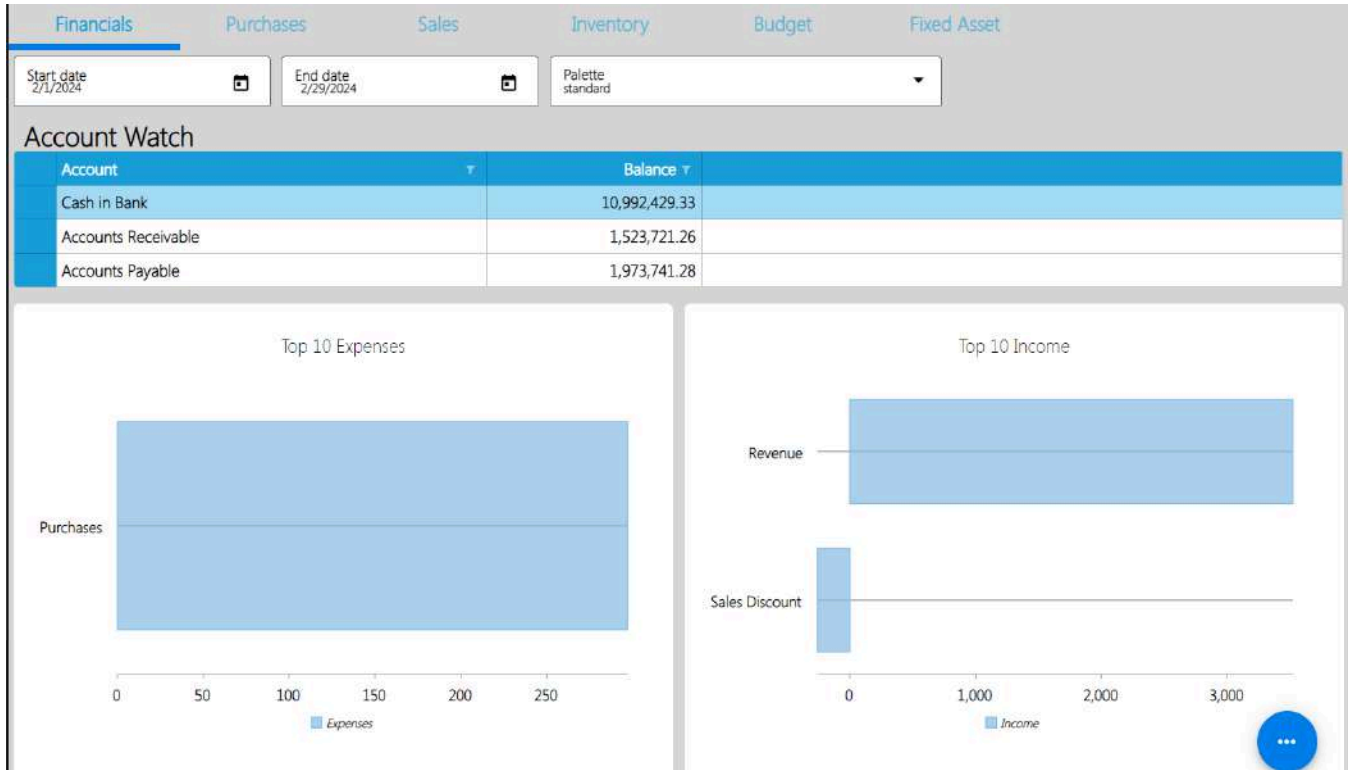


3.2.3 The Dashboard Page

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

EasyFS Dashboard - shows the most important things in the system such as the Graphs, Financials, Purchases Sales, Inventory, Budget, and Fixed Asset.

✉ hiisales@human-incubator.com









Chart of Accounts




Bank




Journal Voucher




Bank Reconciliation



Currency



Financial Statements



BIR CAS Reports

Browser: https://demo.easysfs.ph/office

Navigation: Dashboard, Master Files, Item Query, Purchases, Sales, Inventory, Financials


Special Characters are not allowed in the Masterfile Set-up!

Start Date: 12/1/2023 End Date: 12/31/2023 Palette: standard

Account Watch


Account	Balance
Cash in Bank	11,024,305.39
Accounts Receivable	1,507,701.09

Top 10 Expenses



Purchase Returns and Allowances

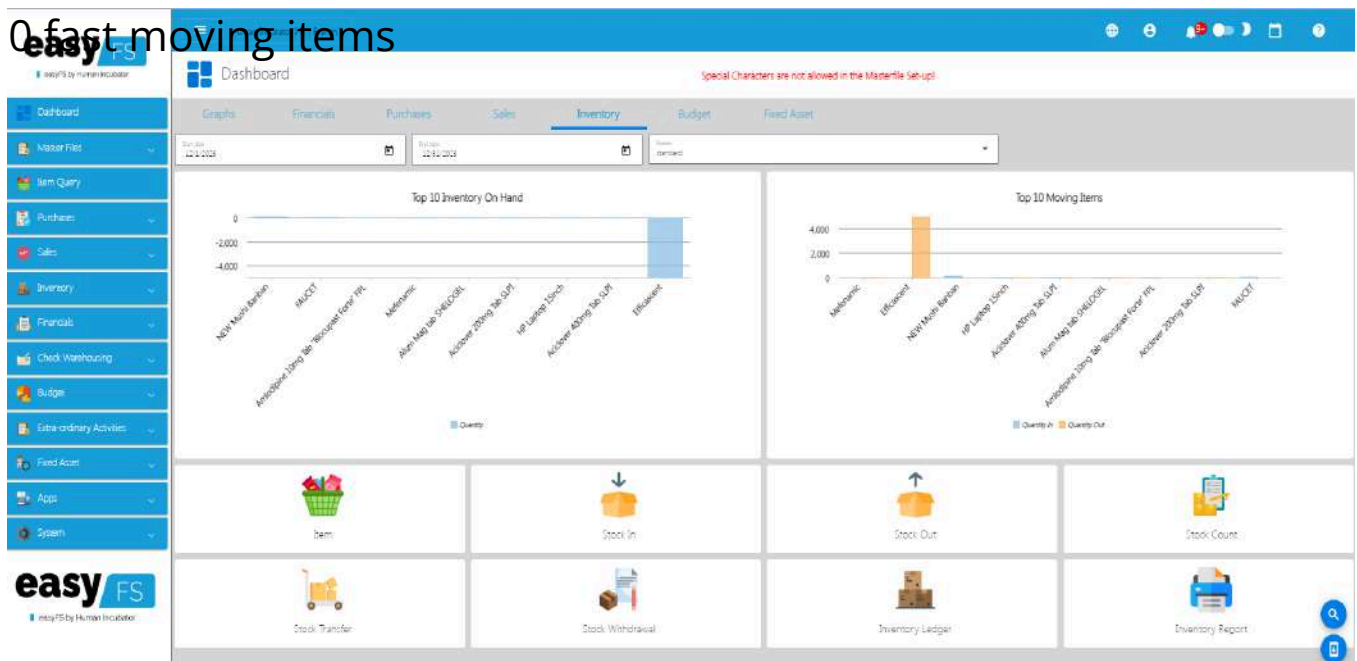
Top 10 Income



Revenue

30

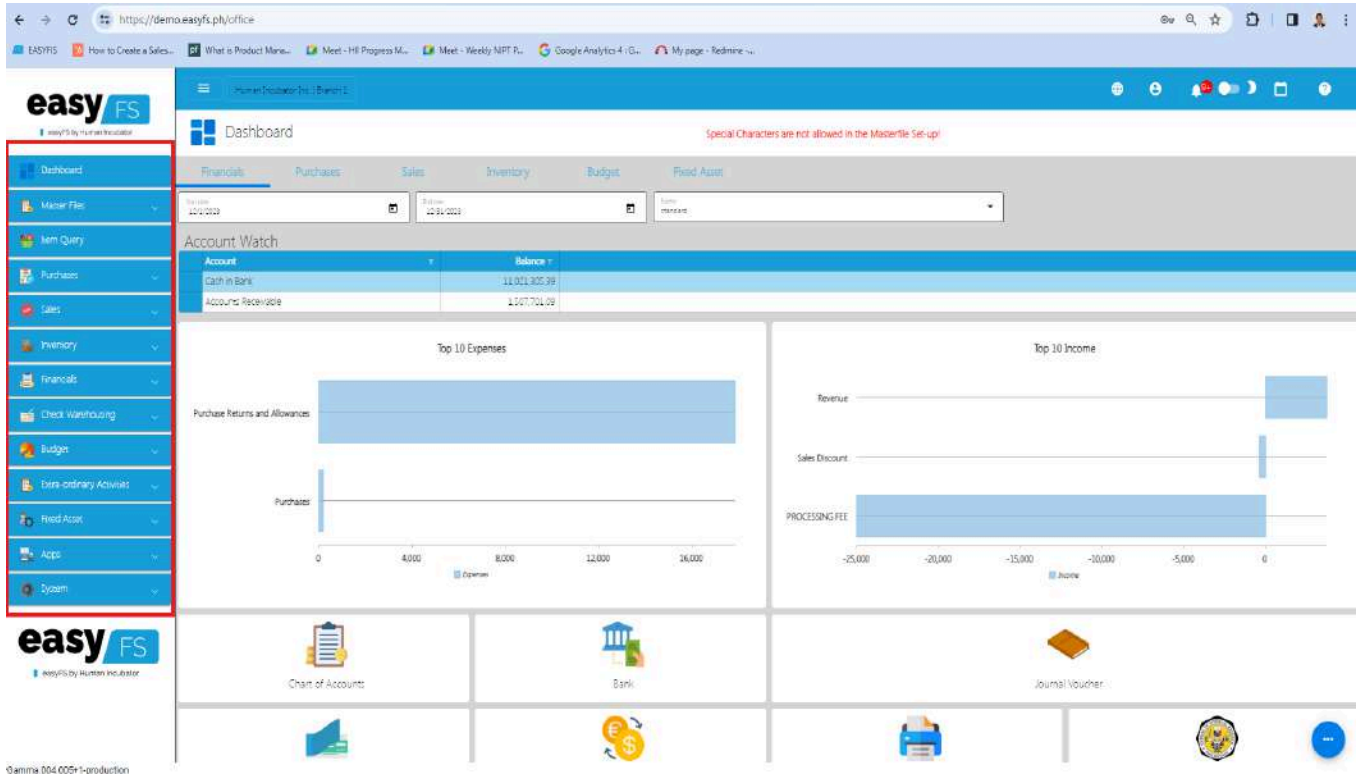
Inventory Dashboard - Displays the top 10 Inventory on Hand Quantity and top 10 fast moving items



3.2.4 Navigating EasyFS

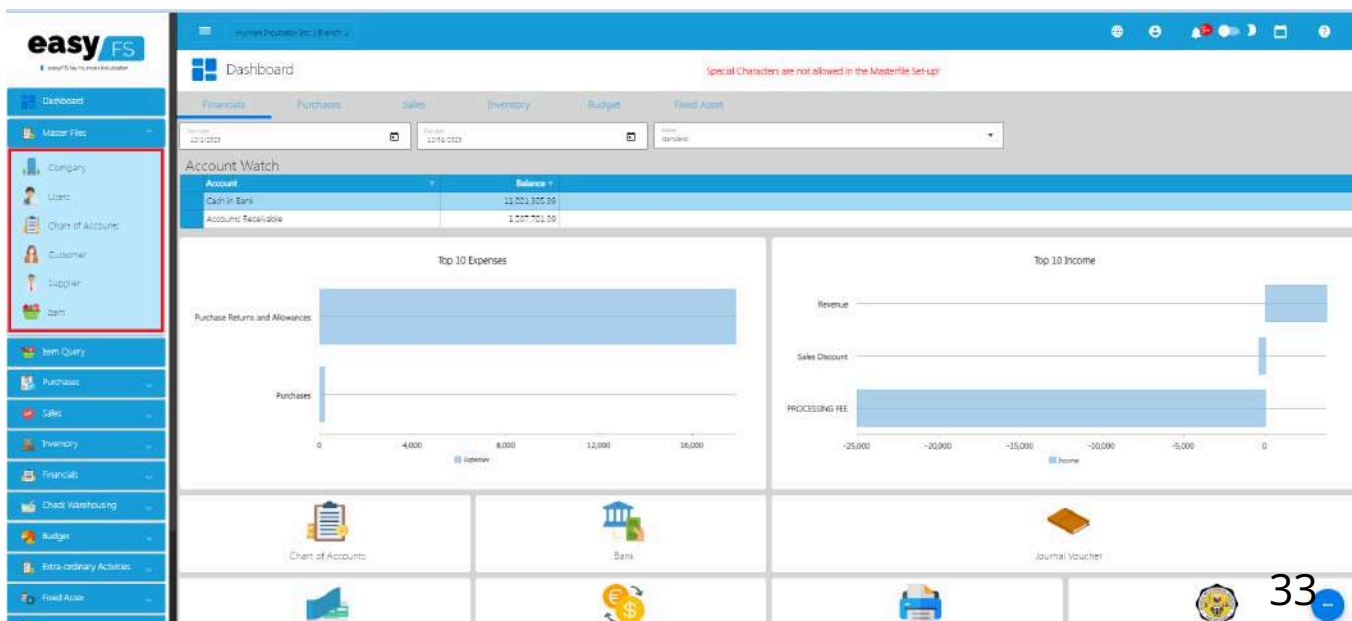
To assist users in navigating through EasyFS these are the most common terms used in this manual and in the EasyFS system for you to understand easily the User Interface (UI)

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



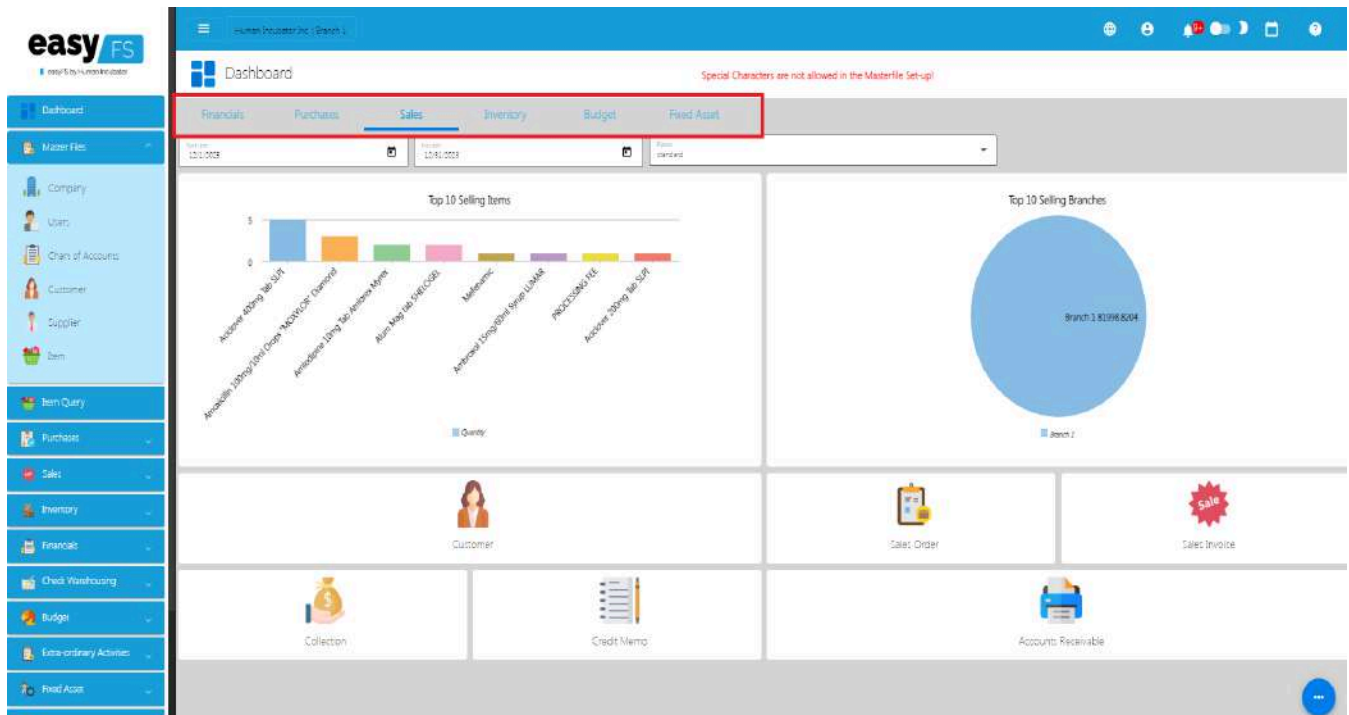
The screenshot shows the 'easy FS' software interface. On the left, a vertical sidebar contains a main menu with items like Dashboard, Master File, Item Query, Purchases, Sales, Inventory, Financials, Check Warehousing, Budget, Extra-ordinary Activities, Fixed Asset, Apps, and Dyanm. A red box highlights this sidebar. The main content area displays a 'Dashboard' with a 'Special Characters are not allowed in the Masterfile Set-up!' warning. Below this is an 'Account Watch' table showing 'Cash in Bank' with a balance of 11,021,300.39 and 'Accounts Receivable' with a balance of 1,007,701.09. Two bar charts are visible: 'Top 10 Expenses' showing 'Purchase Returns and Allowances' as the largest expense, and 'Top 10 Income' showing 'PROCESSING FEE' as a significant income item. At the bottom, there are icons for 'Chart of Accounts', 'Bank', and 'Journal Voucher'.

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



This screenshot shows the same 'easy FS' dashboard as above, but with a sub-menu expanded for the 'Company' option in the sidebar. The sub-menu items include Users, Chart of Accounts, Customer, Supplier, and Item. A red box highlights this sub-menu. The rest of the dashboard, including the 'Account Watch' table and charts, remains the same as in the previous screenshot.

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.

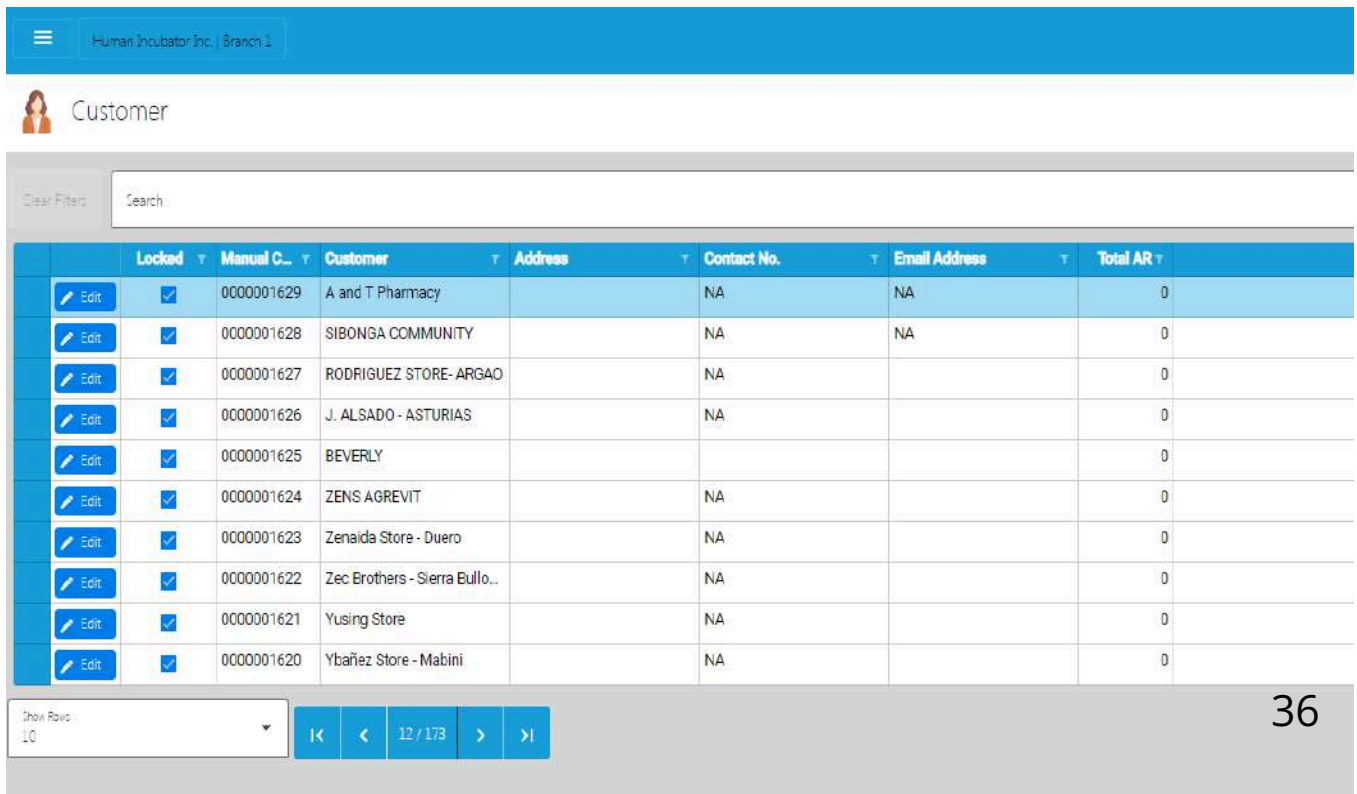
Dark and Light Mode Toggle - refers to easyFS feature that allows users to switch between different color schemes or visual themes for an application or website. The two primary modes are typically a "dark mode" with dark backgrounds and light text, and a "light mode" with light backgrounds and

dark text. Users can choose their preferred mode based on personal preference, situational needs, or simply for aesthetic reasons.

6. **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.



	Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
	<input checked="" type="checkbox"/>	0000001629	A and T Pharmacy		NA	NA	0
	<input checked="" type="checkbox"/>	0000001628	SIBONGA COMMUNITY		NA	NA	0
	<input checked="" type="checkbox"/>	0000001627	RODRIGUEZ STORE- ARGAO		NA		0
	<input checked="" type="checkbox"/>	0000001626	J. ALSADO - ASTURIAS		NA		0
	<input checked="" type="checkbox"/>	0000001625	BEVERLY				0
	<input checked="" type="checkbox"/>	0000001624	ZENS AGREVIT		NA		0
	<input checked="" type="checkbox"/>	0000001623	Zenaida Store - Duero		NA		0
	<input checked="" type="checkbox"/>	0000001622	Zec Brothers - Sierra Bullo..		NA		0
	<input checked="" type="checkbox"/>	0000001621	Yusing Store		NA		0
	<input checked="" type="checkbox"/>	0000001620	Ybañez Store - Mabini		NA		0

Footer: Show Rows: 10 | 12 / 173

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.

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

8. **Reports**



The screenshot shows a web application interface for 'Customer Detail'. The header includes the Human Incubator logo and navigation icons. The main content area displays the following information:

FASHION GROUP 000001742							
Manual Code 000001742		Category NA		Membership Individual			
Customer FASHION GROUP		Term COD		Discount 2% Discount			
Last Name DELOMAG	First Name CARAH	Middle Name BARACA	Extension	TI 000-000-000	TI Branch Code NA	OIC or Senior Officer/ID Number NA	

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	<ul style="list-style-type: none"> ● Manual Code ● SKU Code ● Barcode ● Description and specifications ● Unit of measure ● Cost and pricing details ● Stock levels and locations ● Supplier information ● Historical data and lifecycle information
Customer	Manage customer relationships and transactions	<ul style="list-style-type: none"> ● Customer Manual Code ● Name and contact details ● Customer addresses ● TIN (Tax Identification Number) ● Payment terms and credit limits ● Purchase history and transaction details

		<ul style="list-style-type: none"> ● Customer-specific preferences or special agreements
Supplier	Information about suppliers or vendors	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Bank name and contact details ● Account numbers ● Account types (e.g., checking, savings) ● Signatories and authorized personnel ● Transaction history ● Credit facilities and loans
Employee	Details about individuals employed by the organization	<ul style="list-style-type: none"> ● Employee ID or code ● Personal information (name, address, contact details) ● Job title and department ● Salary and benefits information ● Employment history ● Performance evaluations and training records

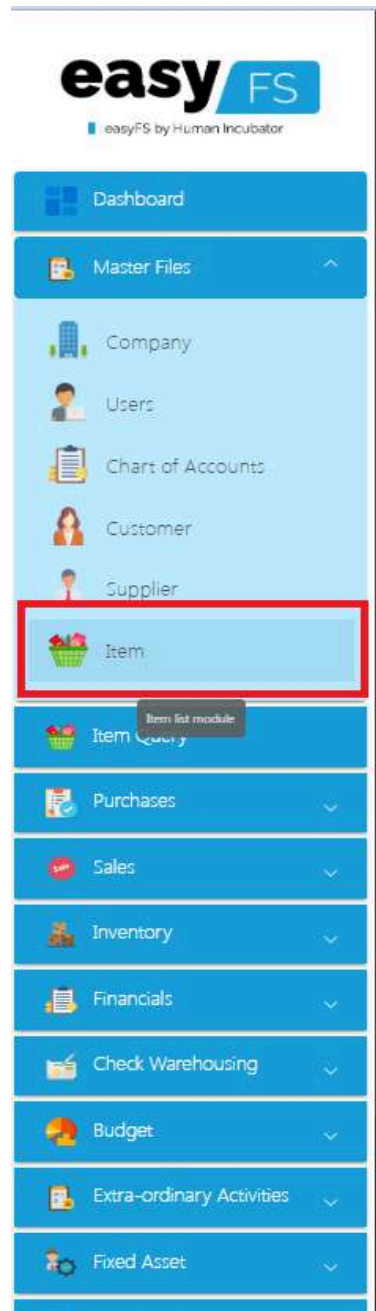
<p>Chart of Accounts</p>	<p>Foundation of the organization's accounting system</p>	<ul style="list-style-type: none"> ● Account codes and numbers ● Account names and descriptions ● Classification of accounts (e.g., assets, liabilities, revenue, expenses) ● Opening balances and current balances ● Hierarchical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

4.1.1 Item

Item refers to a specific product, part, or unit that is tracked within a company's inventory system. The item's info includes a short description, how it's measured (like pieces or pounds), how much it costs to buy or make, how much it's sold for, how many are currently in stock, when it's time to order more, how long it takes to get more, where it's stored, and who the supplier is. All this info helps a business manage its stock better, making sure they have enough products at the right time and avoiding running out. Moreover, we've improved the way you see item details so that you don't have to wait too long to view them.

4.1.1.1 How to Add an Item Manually

1. Goto the Menus → Master Files → Item



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

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

Name	Description	Acceptable Values
<p>SKU Code</p>	<p>An SKU (Stock Keeping Unit) code is a unique identifier assigned to each distinct product or item in a retailer's inventory or stock. It is used for tracking and managing inventory, facilitating accurate and efficient management of stock levels, sales, and restocking.</p> <p>The SKU code allows for quick and precise identification of products, making it easier to monitor inventory movements and conduct accurate stock counts</p> <p>The SKU code often includes information about the product, such as its color, size, style, and other relevant attributes. This helps in quickly identifying and locating the exact variant of a product in the inventory system. Overall, the use of</p>	<p>255 Alphanumeric Characters</p> <p>Restricted: Comma(,) Tilde(~)</p>

	<p>SKU codes is crucial for efficient inventory management in retail and other industries.</p>	
<p>Barcode</p>	<p>A barcode is a machine-readable representation of data in a visual, linear, or two-dimensional format. It consists of a series of parallel lines, dots, or rectangles that can be scanned and interpreted by a barcode scanner or camera-equipped device. Barcodes are used to uniquely identify products, assets, or entities and are commonly employed in various industries for purposes such as inventory management, retail, logistics, and more.</p> <p>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</p>	<p>255 Alphanumeric Characters</p> <p>Restricted: Comma(,) Tilde(~)</p>

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.

	<ul style="list-style-type: none"> • Supports alphanumeric characters. • Used in various industries, including shipping and logistics. <p>QR Code (Quick Response Code)</p> <ul style="list-style-type: none"> • Two-dimensional matrix barcode. • Can store a significant amount of data, including alphanumeric characters, binary, and kanji characters. • Commonly used for marketing, mobile payments, and inventory tracking. <p>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</p>	
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	255 Alphanumeric Characters Restricted:

	characteristics, features, or other relevant details	Comma(,) Tilde(~)
Category	<p>An "Item Category" in the context of inventory and product management refers to a classification or grouping assigned to a specific type of product or item based on common characteristics or attributes. Item categories help organize and streamline inventory management by grouping similar items together, simplifying the tracking, analysis, and reporting of products within a system.</p> <p>Depending on how the organization categorizes its products. The following is a guide on various Criteria for Product Categorization</p> <p>Product Type Categorizing items based on their general type or nature. For example, grouping products into categories like electronics, clothing, or office supplies.</p>	<p>255 Alphanumeric Characters</p> <p>Restricted: Comma(,) Tilde(~)</p>

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.

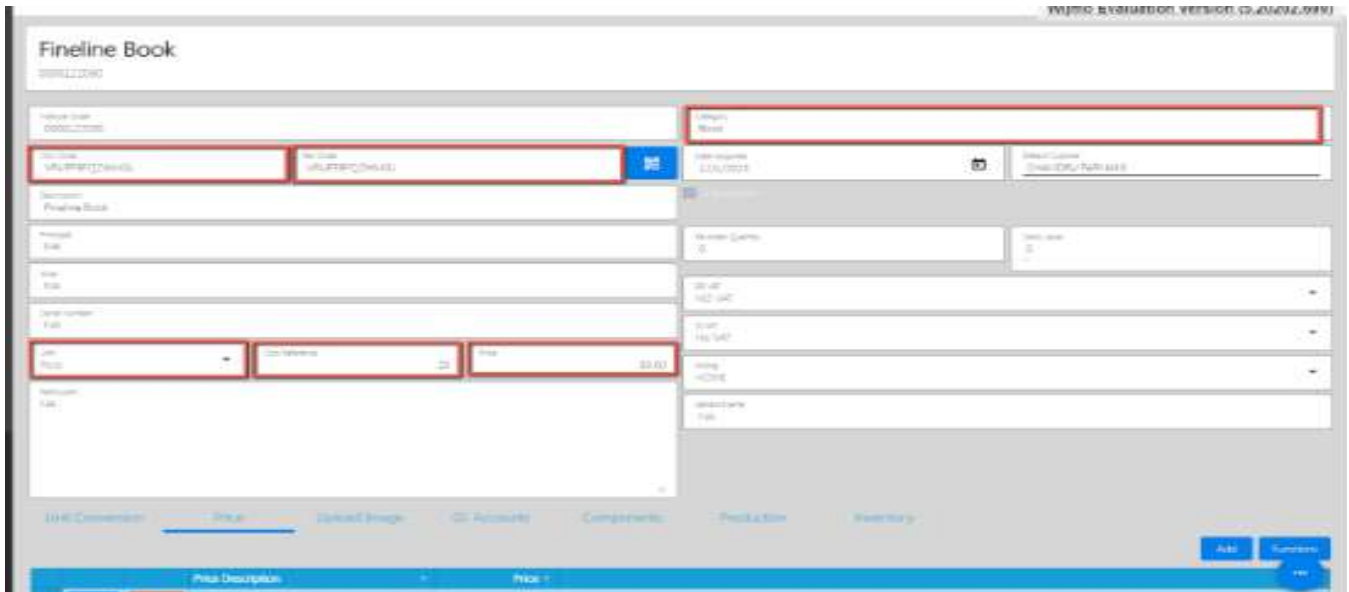
	<p>Supplier or Brand Categorizing items by their supplier or brand, especially if there are specific agreements or considerations associated with different suppliers.</p> <p>Profitability Grouping items based on their contribution to profitability, allowing businesses to prioritize or analyze products accordingly.</p> <p>Location Categorizing items based on their physical location within a warehouse or facility. This helps in efficient inventory management and retrieval.</p>	
<p>Unit</p>	<p>Refers to the basic counting or measurement unit assigned to individual items or products within the inventory. The "unit" is the standard quantity in which items are counted, tracked, bought, and sold. It</p>	<p>255 Alphanumeric Characters</p> <p>Restricted: Comma(,) Tilde(~)</p>

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

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

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

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



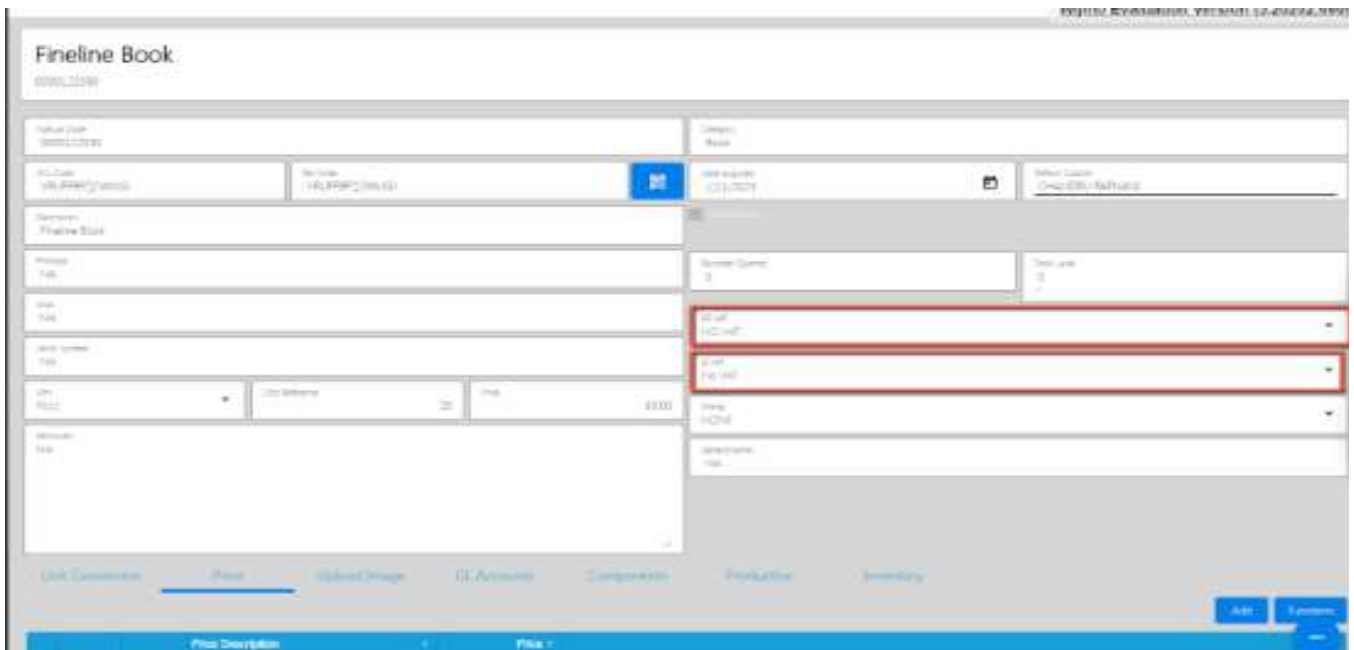
Fineline Book
000022000

Invoice Date: 0000-00-00
Invoice No: 0000000000
Company: Manila
Bill To: 0000000000
Bill To Name: 0000000000
Bill To Address: 0000000000
Bill To City: 0000000000
Bill To Country: 0000000000
Bill To Zip: 0000000000
Bill To Phone: 0000000000
Bill To Email: 0000000000
Bill To Website: 0000000000
Bill To Fax: 0000000000
Bill To Mobile: 0000000000
Bill To Notes: 0000000000
Bill To Tags: 0000000000
Bill To User: 0000000000
Bill To Password: 0000000000
Bill To Language: 0000000000
Bill To Currency: 0000000000
Bill To Timezone: 0000000000
Bill To Calendar: 0000000000
Bill To DateFormat: 0000000000
Bill To TimeFormat: 0000000000
Bill To Units: 0000000000
Bill To Weight: 0000000000
Bill To Length: 0000000000
Bill To Area: 0000000000
Bill To Volume: 0000000000
Bill To Temperature: 0000000000
Bill To Humidity: 0000000000
Bill To Pressure: 0000000000
Bill To Speed: 0000000000
Bill To Acceleration: 0000000000
Bill To Rotation: 0000000000
Bill To Vibration: 0000000000
Bill To Sound: 0000000000
Bill To Light: 0000000000
Bill To Humidity: 0000000000
Bill To Pressure: 0000000000
Bill To Speed: 0000000000
Bill To Acceleration: 0000000000
Bill To Rotation: 0000000000
Bill To Vibration: 0000000000
Bill To Sound: 0000000000
Bill To Light: 0000000000

RR VAT: RR
SI VAT: SI

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)**



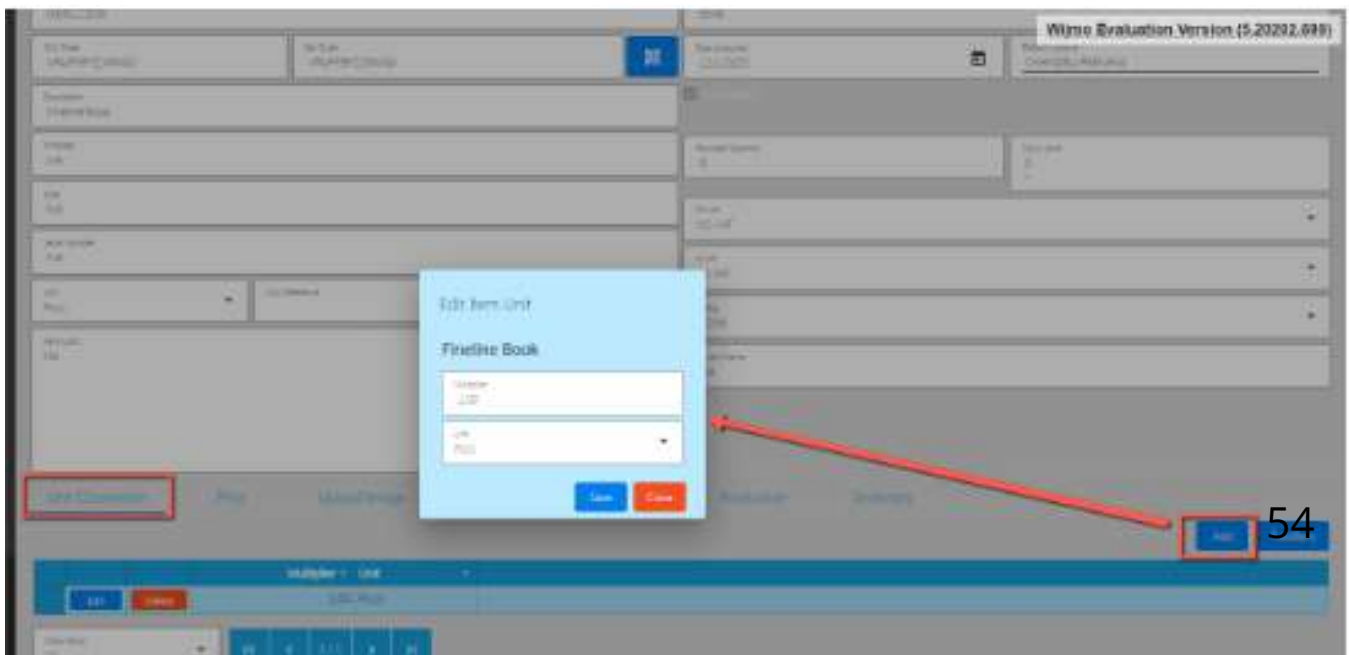
Fineline Book
000022000

Invoice Date: 0000-00-00
Invoice No: 0000000000
Company: Manila
Bill To: 0000000000
Bill To Name: 0000000000
Bill To Address: 0000000000
Bill To City: 0000000000
Bill To Country: 0000000000
Bill To Zip: 0000000000
Bill To Phone: 0000000000
Bill To Email: 0000000000
Bill To Website: 0000000000
Bill To Fax: 0000000000
Bill To Mobile: 0000000000
Bill To Notes: 0000000000
Bill To Tags: 0000000000
Bill To User: 0000000000
Bill To Password: 0000000000
Bill To Language: 0000000000
Bill To Currency: 0000000000
Bill To Timezone: 0000000000
Bill To Calendar: 0000000000
Bill To DateFormat: 0000000000
Bill To TimeFormat: 0000000000
Bill To Units: 0000000000
Bill To Weight: 0000000000
Bill To Length: 0000000000
Bill To Area: 0000000000
Bill To Volume: 0000000000
Bill To Temperature: 0000000000
Bill To Humidity: 0000000000
Bill To Pressure: 0000000000
Bill To Speed: 0000000000
Bill To Acceleration: 0000000000
Bill To Rotation: 0000000000
Bill To Vibration: 0000000000
Bill To Sound: 0000000000
Bill To Light: 0000000000
Bill To Humidity: 0000000000
Bill To Pressure: 0000000000
Bill To Speed: 0000000000
Bill To Acceleration: 0000000000
Bill To Rotation: 0000000000
Bill To Vibration: 0000000000
Bill To Sound: 0000000000
Bill To Light: 0000000000

RR VAT: RR
SI VAT: SI

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.



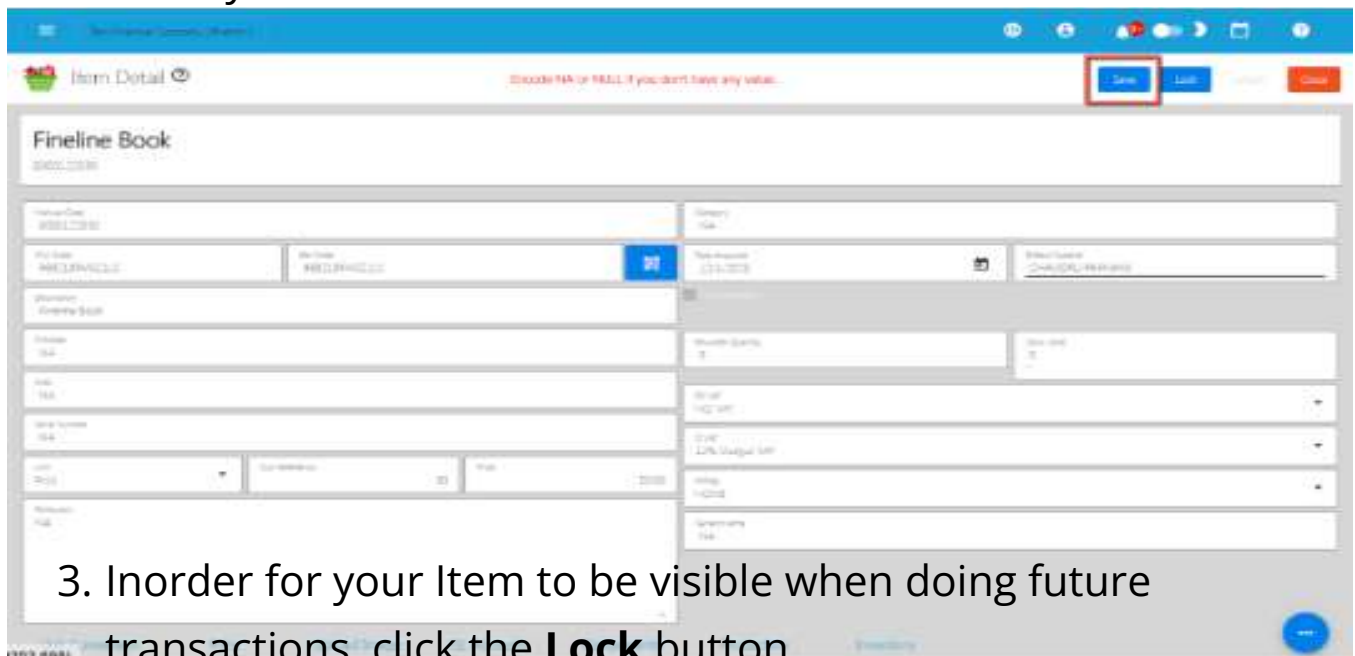
3. After that, click the Save button.
4. If you wish to add a new Item Price record, repeat Steps 2 and 3.

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.

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.



Item Detail

Do not use special characters such as comma(,) and slash(/)

Save **Lock** **Unlink** **Clear**

Fineline Book

Manual Code: 0000000000

SKU Code: 0000000000 | Bar Code: 0000000000

Description: 0000000000

Category: NA

Date Acquired: 00/00/00

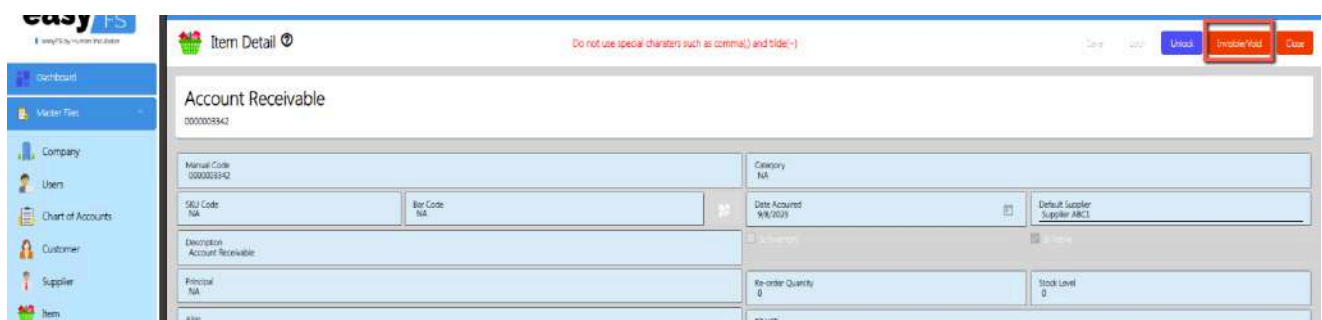
Default Supplier: Superior ABC1

Re-order Quantity: 0

Stock Level: 0

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

4. If you want to delete items, you can't delete that one even if there's no transaction because we don't have a **delete** button but instead you can use Invisible/Void for those unused items.



easy FS

Item Detail

Do not use special characters such as comma(,) and slash(/)

Invisible/Void **Clear**

Account Receivable

Manual Code: 0000000000

SKU Code: NA | Bar Code: NA

Description: Account Receivable

Category: NA

Date Acquired: 9/9/00/00

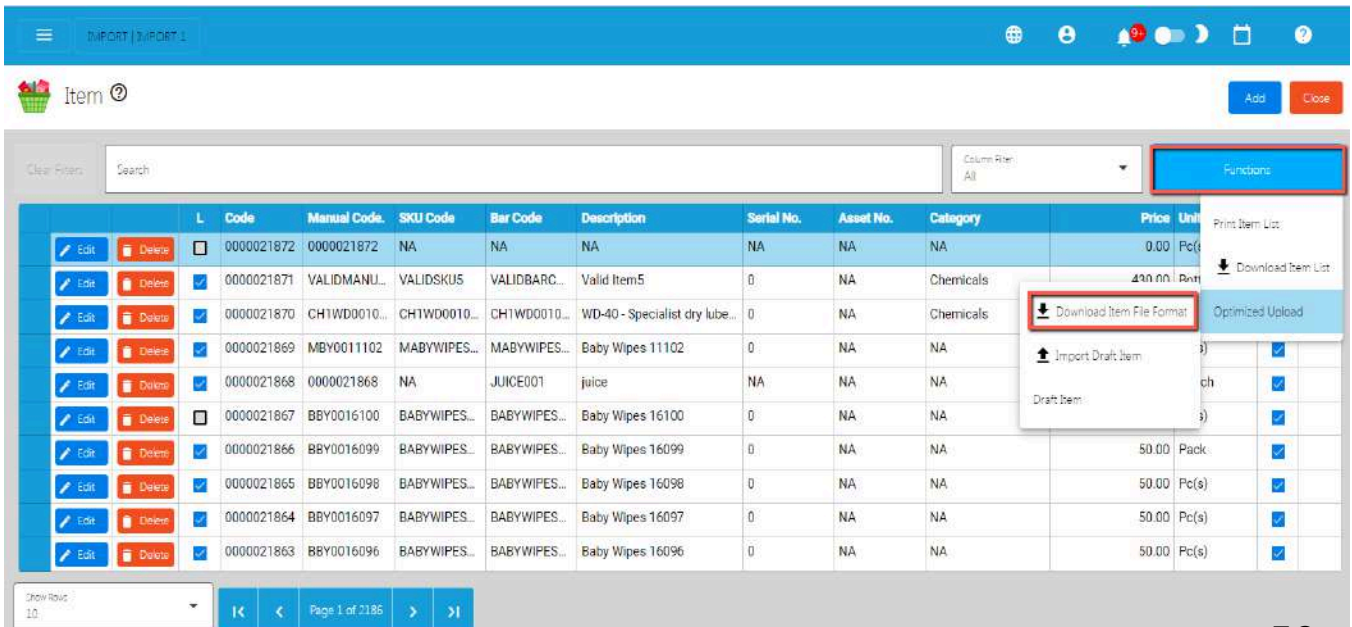
Default Supplier: Superior ABC1

Re-order Quantity: 0

Stock Level: 0

4.1.1.2 Add Item Via Import Function

- Go to **Masterfiles**, then select **Items**.
- Click the **Functions** button, then click **Download Item File Format**.



The screenshot shows the 'Item' management interface. At the top, there is a search bar and a 'Functions' button. Below the search bar is a table with columns: L, Code, Manual Code, SKU Code, Bar Code, Description, Serial No., Asset No., Category, Price, and Unit. The table contains several rows of item data. A dropdown menu is open from the 'Functions' button, showing options: 'Print Item List', 'Download Item List', 'Download Item File Format' (highlighted with a red box), 'Import Draft Item', and 'Draft Item'.

L	Code	Manual Code	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit
	0000021872	0000021872	NA	NA	NA	NA	NA	NA	0.00	Pc(s)
	0000021871	VALIDMANU...	VALIDSKU5	VALIDBARC...	Valid Item5	0	NA	Chemicals	490.00	Pc(s)
	0000021870	CH1WD0010...	CH1WD0010...	CH1WD0010...	WD-40 - Specialist dry lube...	0	NA	Chemicals		Pc(s)
	0000021869	MBY0011102	MABYWIPES...	MABYWIPES...	Baby Wipes 11102	0	NA	NA		Pc(s)
	0000021868	0000021868	NA	JUICE001	juice	NA	NA	NA		Pc(s)
	0000021867	BBY0016100	BABYWIPES...	BABYWIPES...	Baby Wipes 16100	0	NA	NA		Pc(s)
	0000021866	BBY0016099	BABYWIPES...	BABYWIPES...	Baby Wipes 16099	0	NA	NA	50.00	Pack(s)
	0000021865	BBY0016098	BABYWIPES...	BABYWIPES...	Baby Wipes 16098	0	NA	NA	50.00	Pc(s)
	0000021864	BBY0016097	BABYWIPES...	BABYWIPES...	Baby Wipes 16097	0	NA	NA	50.00	Pc(s)
	0000021863	BBY0016096	BABYWIPES...	BABYWIPES...	Baby Wipes 16096	0	NA	NA	50.00	Pc(s)

- 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):

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

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:

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

ABC0000001

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

Example: '0000111231414

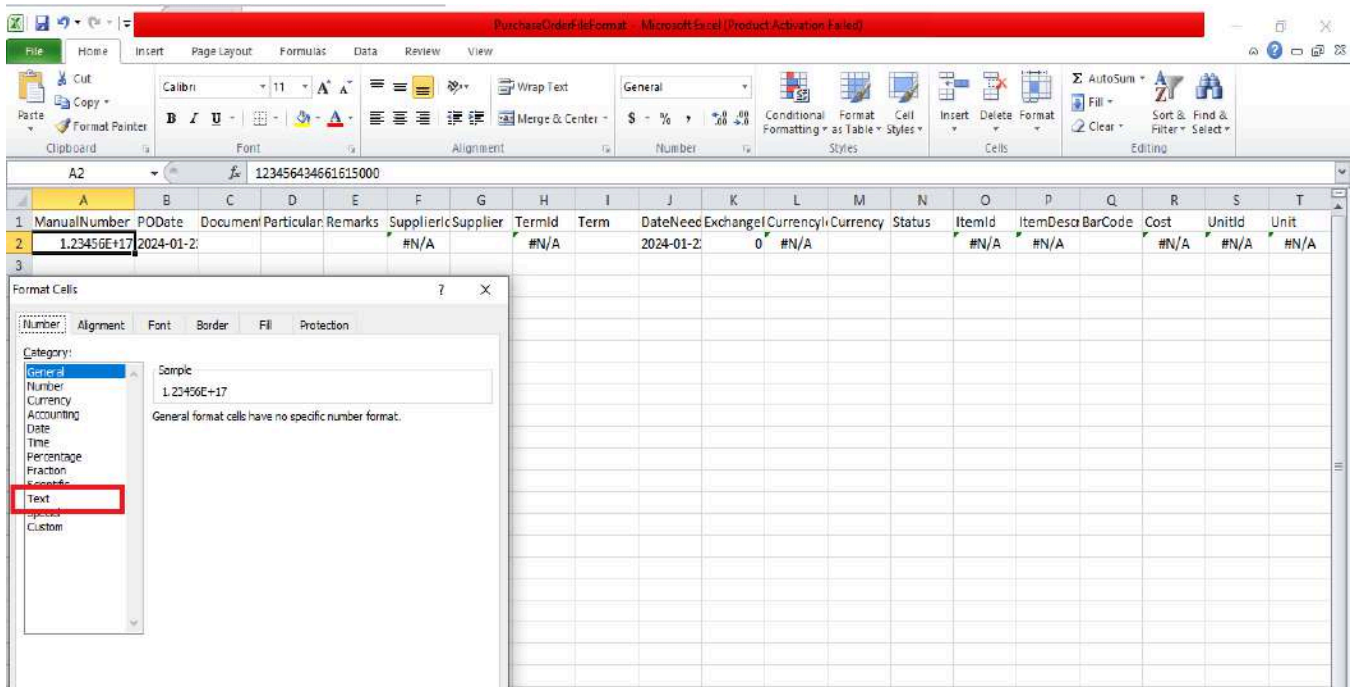
- if the Manual Code starts with a number but exceeds

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**

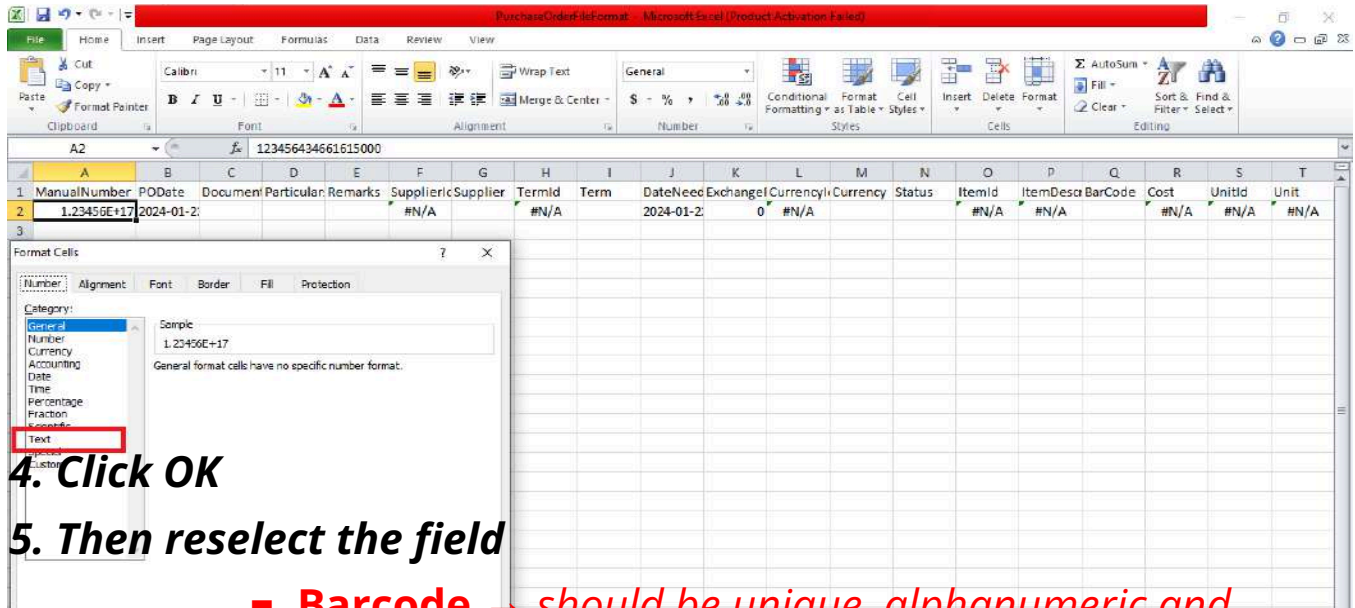
3. Choose Text



4. **Click OK**

5. **Then reselect the field**

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: '000011231414

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

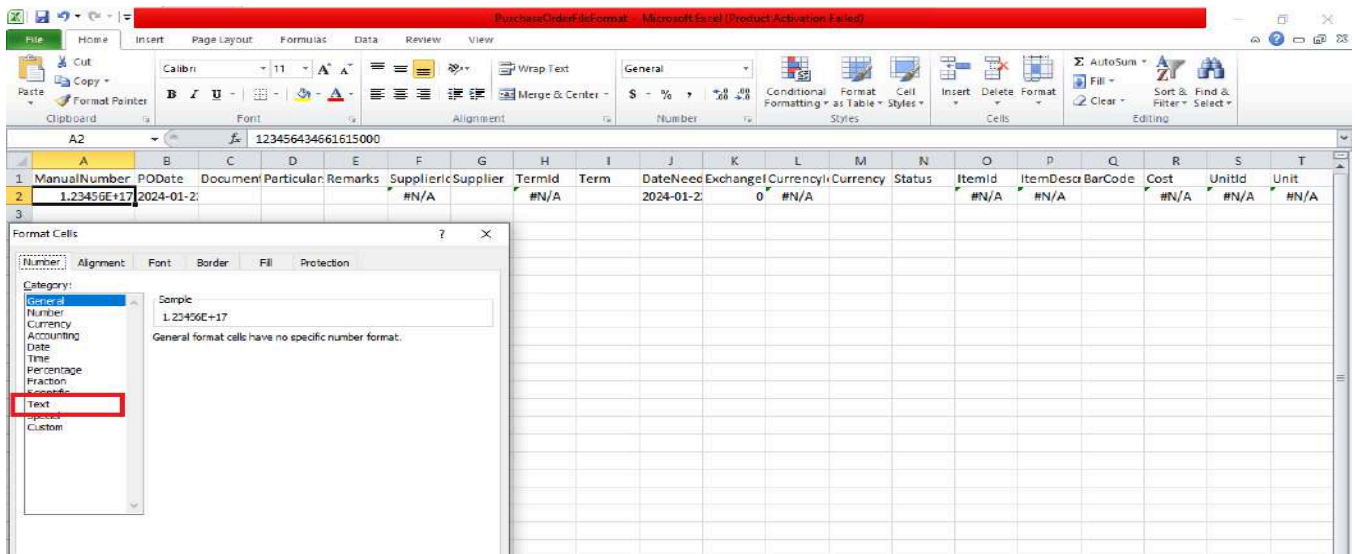
Steps on how to change the format to **Text**:

1. Right Click the Cell

2. Click Format Cell



3. Choose Text



4. Click OK

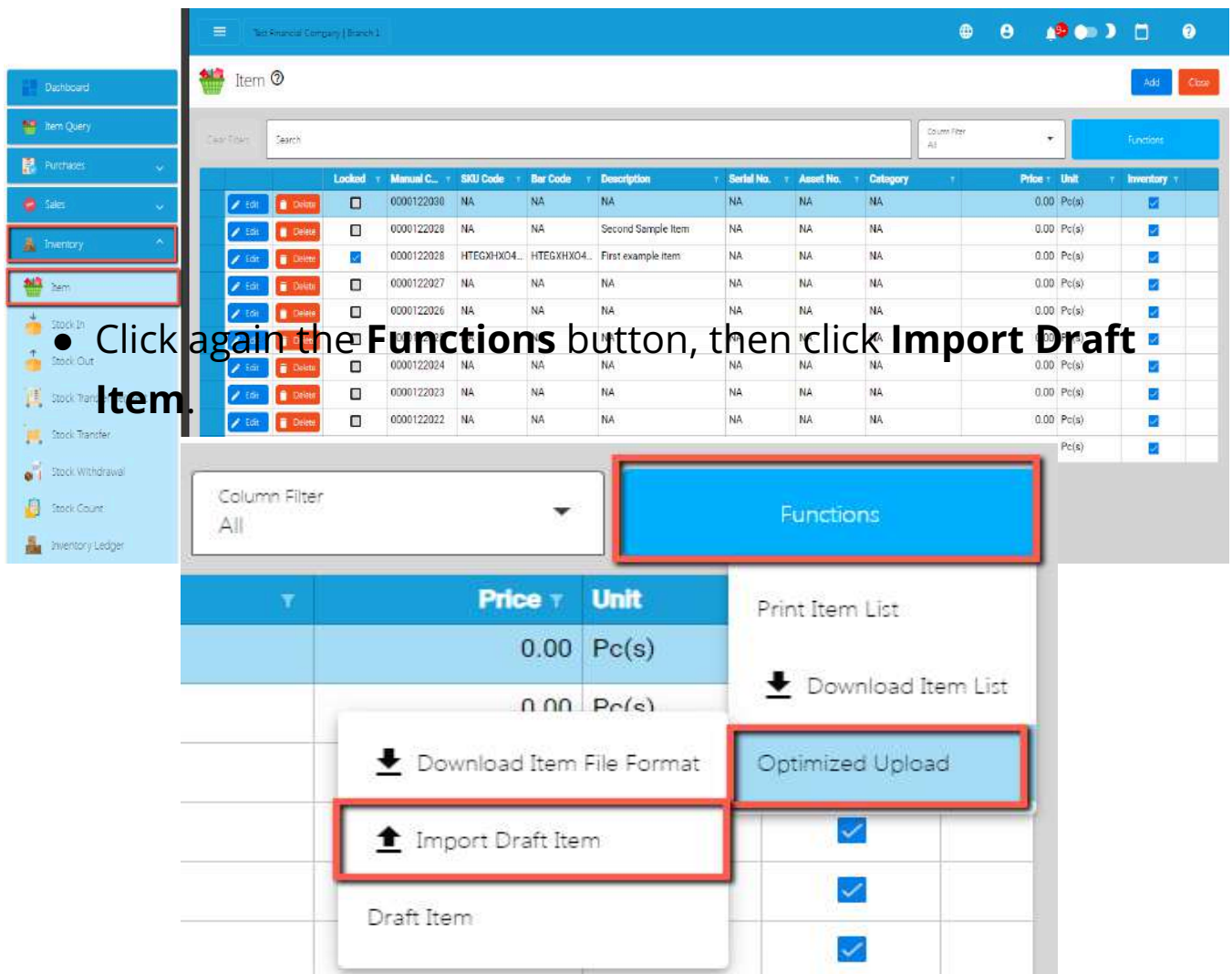
5. Then reselect the field

- **ItemDescription** → should be unique, has no special characters and should not exceed 255 characters.

- **Unit** → *you can select a unit value from the dropdown. Do not edit the UnitId column.*
- **Cost** → *should be numeric*
- **Price** → *should be numeric*
- **Category** → *should have no special characters, (if none, default to NA)*
- **IsInventory** → *true or false*
- **Asset Number** → *alphanumeric, should have no special characters (if none, default to 0 or NA)*
- **Custodian** → *alphanumeric, should have no special characters (if none, default to NA)*
- **Particulars** → *alphanumeric, should have no special characters (if none, default to NA)*
- **Alias** → *alphanumeric, should have no special characters (if none, default to NA)*
- **Principal** → *alphanumeric, should have no special characters (if none, default to NA)*
- **RRVAT** → *you can select a RRVAT value from the dropdown. Do not edit the RRVATId column.*
- **SIVAT** → *you can select a SIVAT value from the dropdown. Do not edit the SIVATId column.*
- For the **General Ledger Accounts**, make sure to select correct accounts. If confused, you may check

the GL of Account list on the **System>System Tables>Article Account Groups.**

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

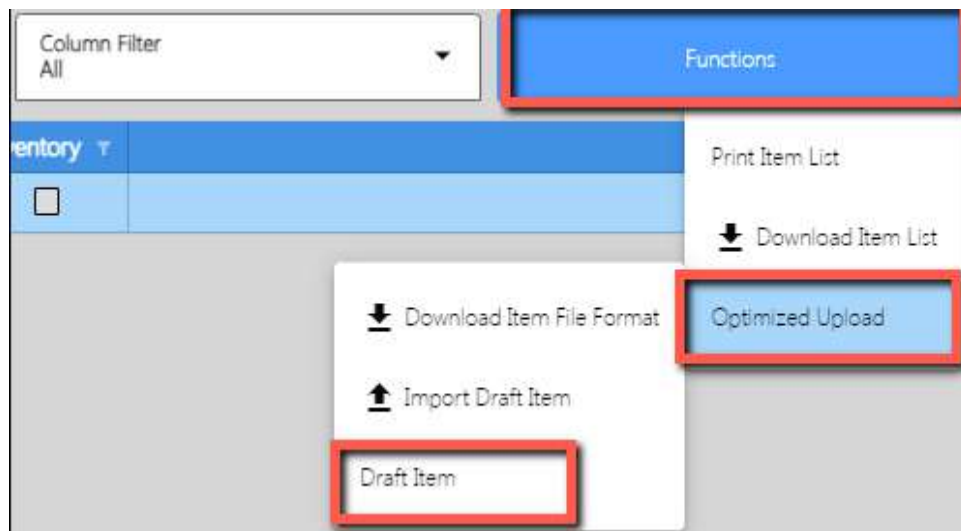


Click again the **Functions** button, then click **Import Draft Item.**

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

- 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.

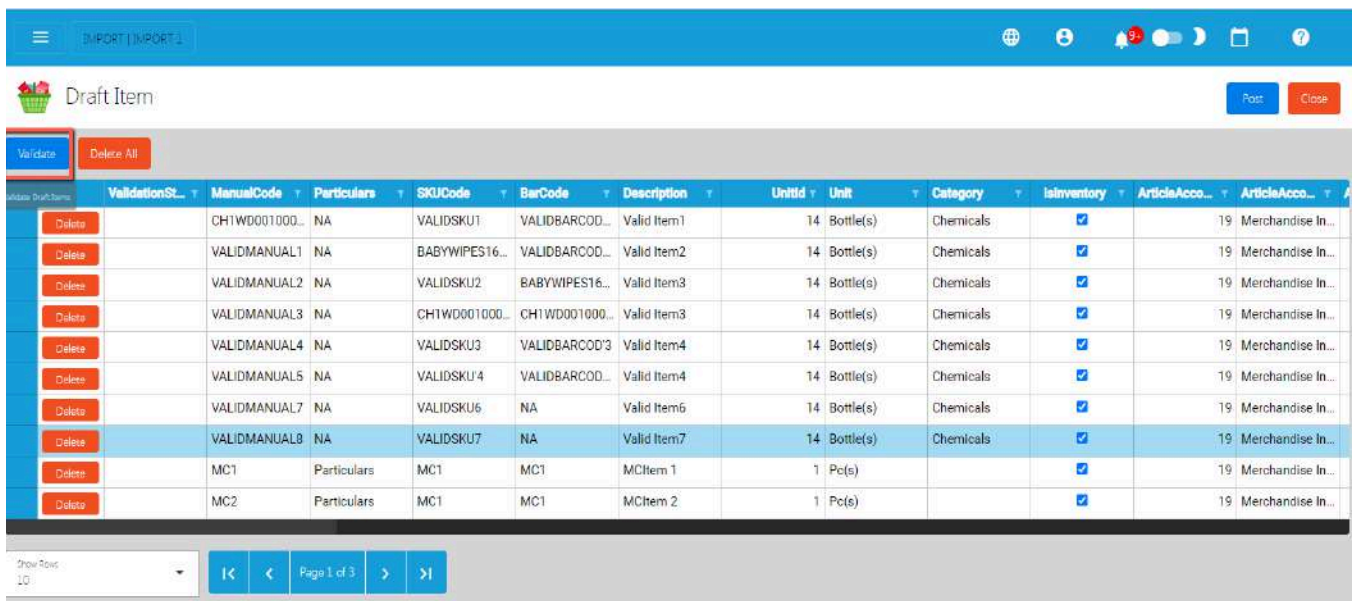
- Once okay, click the **Validate** button. This is to validate the Item details first if everything is correct before it can be posted. Please refer to the following validation status:
 - **No ManualCode provided** → means that ManualCode column has no value.
 - **Duplicate ManualCode in list** → means 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.

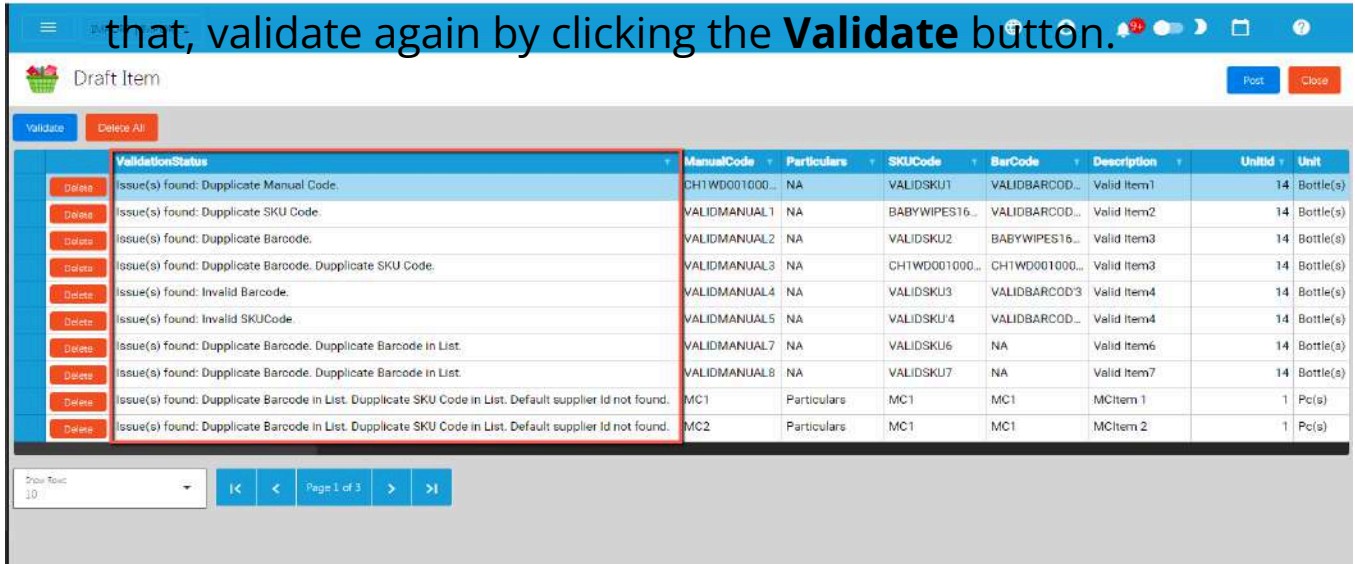
- **No Principal provided** → means that the **Principal** column has no value.
- **DefaultSupplierId not found** → means that the **DefaultSupplierId** column value does not exist on the database.



ValidationSt...	ManualCode	Particulars	SKUCode	BarCode	Description	UnitId	Unit	Category	IsInventory	ArticleAcco...	ArticleAcco...
Delete	CH1WD001000...	NA	VALIDSKU1	VALIDBARCOD...	Valid Item1	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Delete	VALIDMANUAL1	NA	BABYWIPES16...	VALIDBARCOD...	Valid Item2	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Delete	VALIDMANUAL2	NA	VALIDSKU2	BABYWIPES16...	Valid Item3	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Delete	VALIDMANUAL3	NA	CH1WD001000...	CH1WD001000...	Valid Item3	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Delete	VALIDMANUAL4	NA	VALIDSKU3	VALIDBARCOD'3	Valid Item4	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Delete	VALIDMANUAL5	NA	VALIDSKU'4	VALIDBARCOD...	Valid Item4	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Delete	VALIDMANUAL7	NA	VALIDSKU6	NA	Valid Item6	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Delete	VALIDMANUAL8	NA	VALIDSKU7	NA	Valid Item7	14	Bottle(s)	Chemicals	<input checked="" type="checkbox"/>	19	Merchandise In...
Delete	MC1	Particulars	MC1	MC1	MCItem 1	1	Pc(s)		<input checked="" type="checkbox"/>	19	Merchandise In...
Delete	MC2	Particulars	MC1	MC1	MCItem 2	1	Pc(s)		<input checked="" type="checkbox"/>	19	Merchandise In...

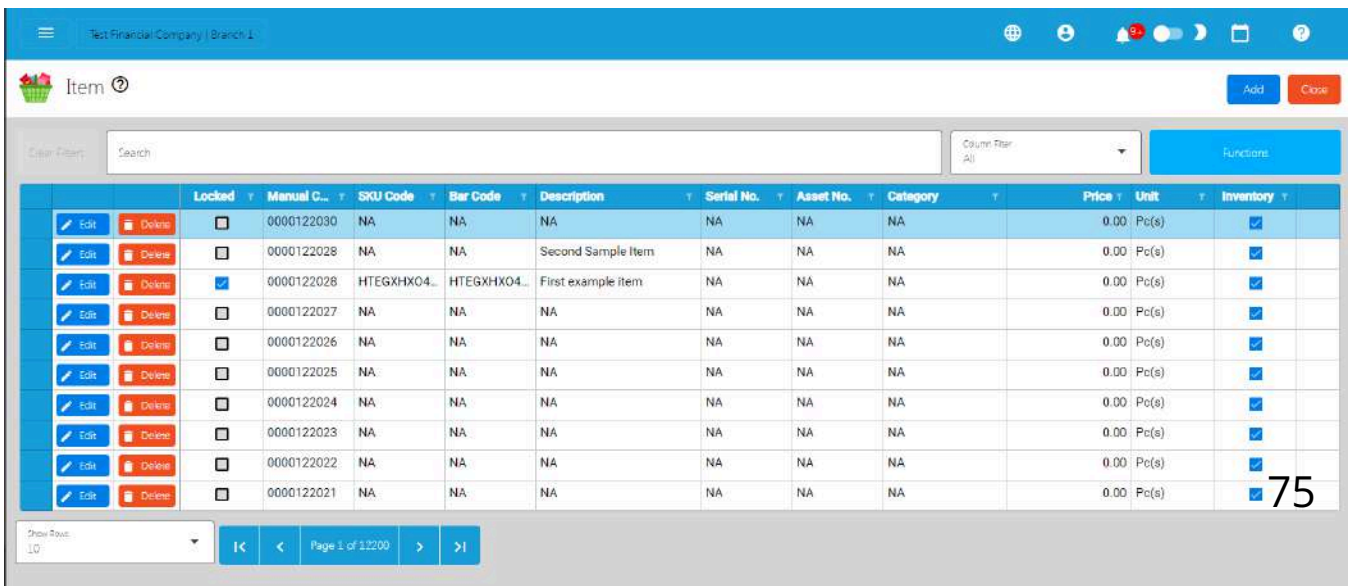
- Once validation is okay, it will update the ValidationStatus. Read the validationStatus on what issues are being found. To correct the item detail, double click on the column where it

has an issue then enter a valid value, then press Enter. After that, validate again by clicking the **Validate** button.



ValidationStatus	ManualCode	Particulars	SKUCode	BarCode	Description	UnitId	Unit
Issue(s) found: Duplicate Manual Code.	CH1WD001000...	NA	VALIDSKU1	VALIDBARCOD...	Valid Item1	14	Bottle(s)
Issue(s) found: Duplicate SKU Code.	VALIDMANUAL1	NA	BABYWIPES16...	VALIDBARCOD...	Valid Item2	14	Bottle(s)
Issue(s) found: Duplicate Barocode.	VALIDMANUAL2	NA	VALIDSKU2	BABYWIPES16...	Valid Item3	14	Bottle(s)
Issue(s) found: Duplicate Barocode. Duplicate SKU Code.	VALIDMANUAL3	NA	CH1WD001000...	CH1WD001000...	Valid Item3	14	Bottle(s)
Issue(s) found: Invalid Barcode.	VALIDMANUAL4	NA	VALIDSKU3	VALIDBARCOD'3	Valid Item4	14	Bottle(s)
Issue(s) found: Invalid SKUCode.	VALIDMANUAL5	NA	VALIDSKU'4	VALIDBARCOD...	Valid Item4	14	Bottle(s)
Issue(s) found: Duplicate Barocode. Duplicate Barcode in List.	VALIDMANUAL7	NA	VALIDSKU6	NA	Valid Item6	14	Bottle(s)
Issue(s) found: Duplicate Barocode. Duplicate Barcode in List.	VALIDMANUAL8	NA	VALIDSKU7	NA	Valid Item7	14	Bottle(s)
Issue(s) found: Duplicate Barocode in List. Duplicate SKU Code in List. Default supplier Id not found.	MC1	Particulars	MC1	MC1	MCItem 1	1	Pc(s)
Issue(s) found: Duplicate Barocode in List. Duplicate SKU Code in List. Default supplier Id not found.	MC2	Particulars	MC1	MC1	MCItem 2	1	Pc(s)

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



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

Warning:

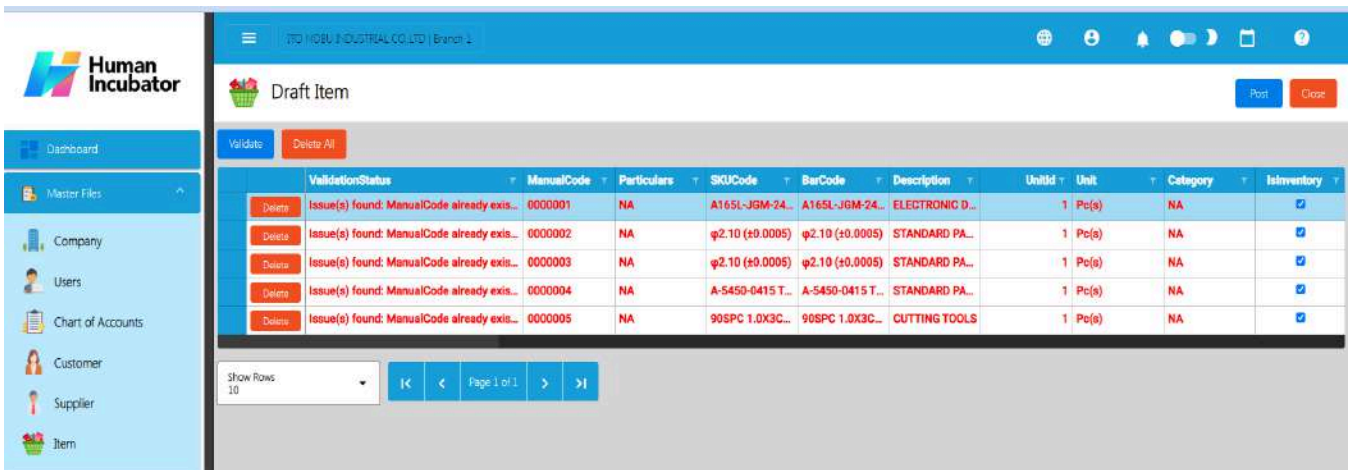
You cannot proceed with the posting after validation if there are errors encountered. Among the Errors you might encounter are:

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

Solution:

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

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



The screenshot shows the 'Draft Item' screen in the Human Incubator system. The table displays five rows of draft items, each with a 'Delete' button and a validation error message: 'Issue(s) found: ManualCode already exists...'. The table columns are: ValidationStatus, ManualCode, Particulars, SKUCode, BarCode, Description, UoM, Unit, Category, and Inventory.

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

At the bottom of the table, there is a 'Show Rows' dropdown set to 10 and navigation buttons for 'Page 1 of 1'.

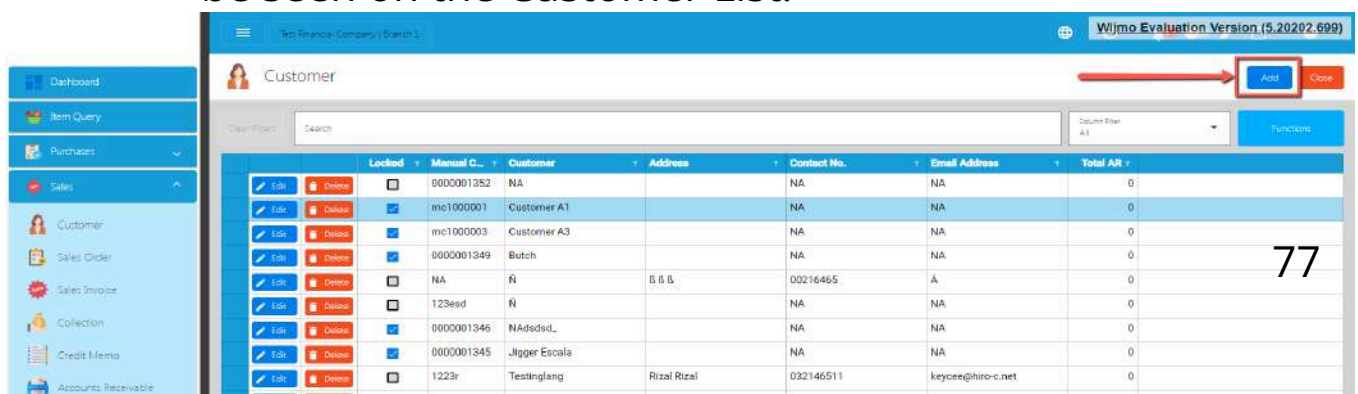
4.1.2 Customer

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.



77

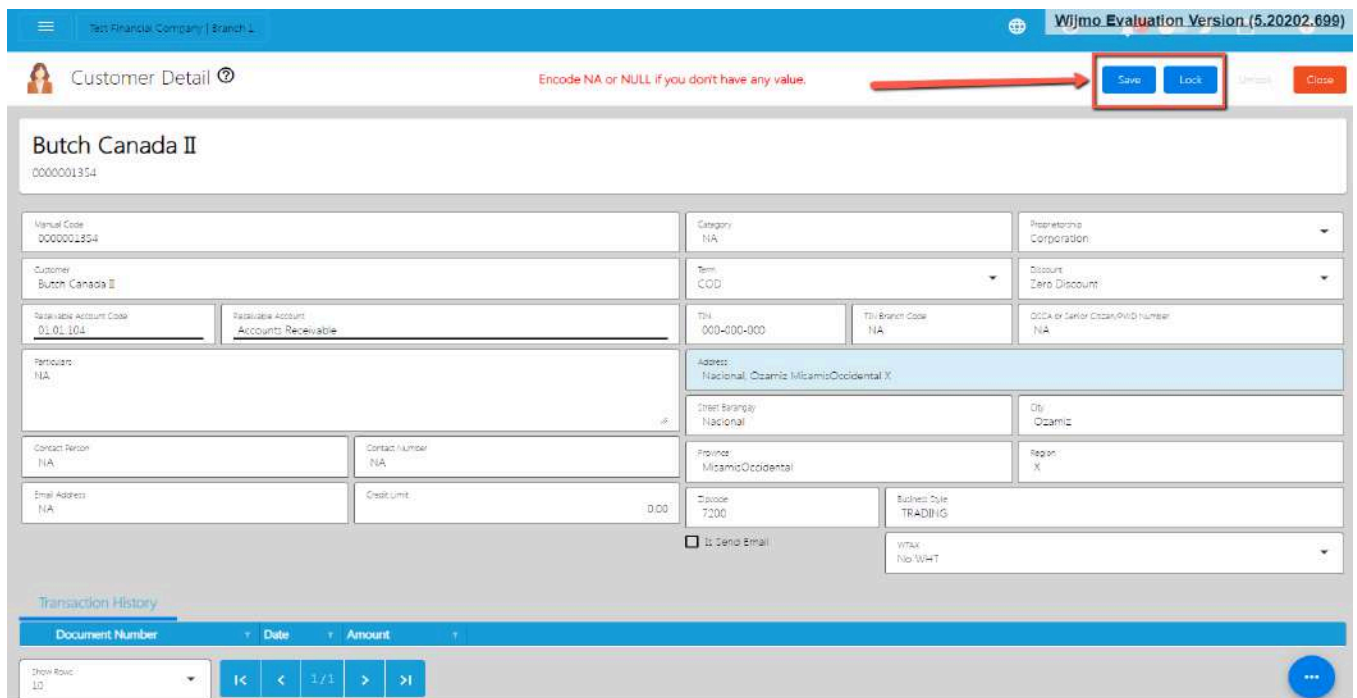
Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input type="checkbox"/>	000001352	NA		NA	NA	0
<input type="checkbox"/>	me1000001	Customer A1		NA	NA	0
<input type="checkbox"/>	me1000003	Customer A3		NA	NA	0
<input type="checkbox"/>	0000001349	Butch		NA	NA	0
<input type="checkbox"/>	NA	ñ	B. G. B.	00216465	ñ	0
<input type="checkbox"/>	123esd	ñ		NA	NA	0
<input type="checkbox"/>	0000001346	NAdeedL		NA	NA	0
<input type="checkbox"/>	0000001345	Jigger Escala		NA	NA	0
<input type="checkbox"/>	1223r	Testinglang	Rizal Rizal	032146511	keycee@hiro-c.net	0

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

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

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

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



Test Financial Company | Branch 1

Wijmo Evaluation Version (5.20202.699)

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

Butch Canada II
0000001354

Manual Code 0000001354	Category NA	Proprietorship Corporation
Customer Butch Canada II	Term COD	Discount Zero Discount
Debitable Account Code 01.01.104	Retainable Account Accounts Receivable	TIN 000-000-000
Particulars NA		TIN Branch Code NA
Address Nacional, Ozamiz, MisamisOccidental X		COA or Senior Officer (OID) Number NA
Contact Person NA	Contact Number NA	Street Barangay Nacional
Province MisamisOccidental		City Ozamiz
Email Address NA	Credit Limit 0.00	Region X
Zipcode 7200		Business Type TRADING
<input type="checkbox"/> Send Email		WTAX No/WHY

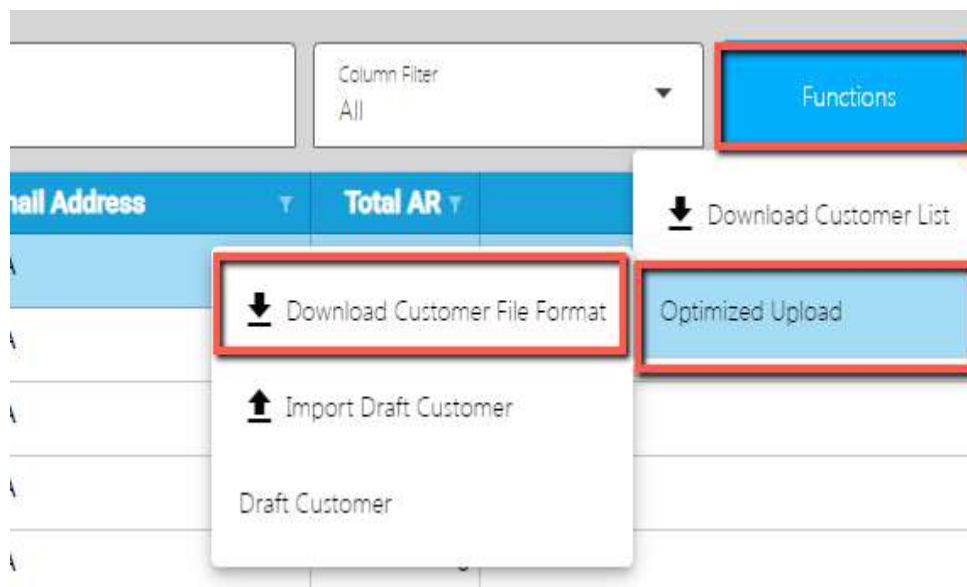
Transaction History

Document Number	Date	Amount
Sheet Row: 10		

4.1.2.2 Add Customer Via Import Function

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

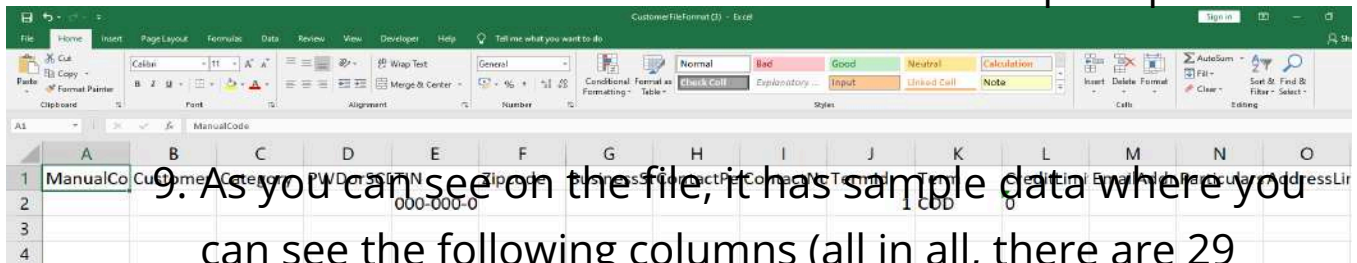
6. Click the **Functions** button, then click **Optimized Upload**, and click **Download Customer File Format**.



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.

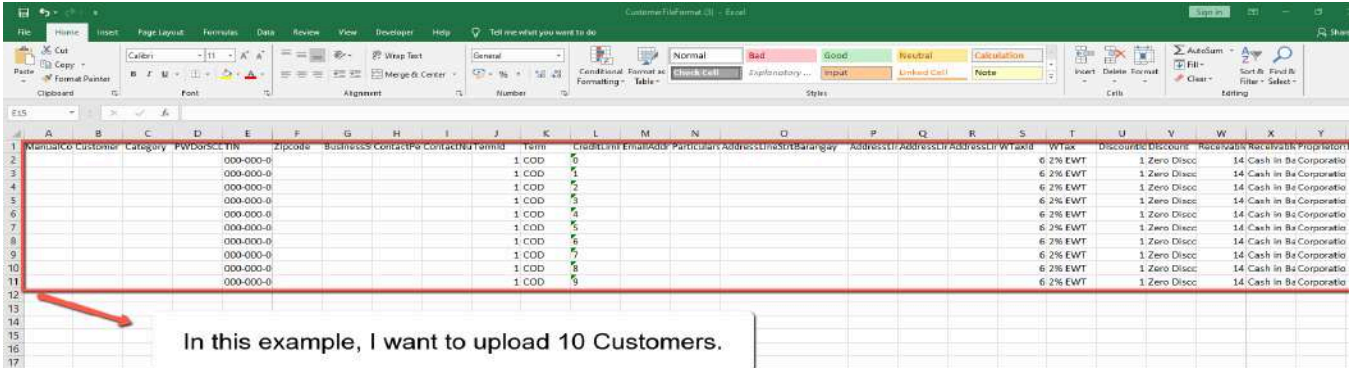


9. As you can see on the file, it has sample data where you can see the following columns (all in all, there are 29 columns):

- 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.



Manual Code	Customer	Category	PWDorSCDNo	TIN	Zipcode	Business	Contact Person	Contact No	Term	Channel	Email	Address Particulars	Address Street	Address Barangay	Address City	Address State	Address Zipcode	WTax	WTax	Discount	Discount	Receivable	Receivable	Property	Property
000-000-0									1 COD	0								6.2% EWT	1 Zero Disc	14	Cash in Ba Corporatio				
000-000-0									1 COD	1								6.2% EWT	1 Zero Disc	14	Cash in Ba Corporatio				
000-000-0									1 COD	2								6.2% EWT	1 Zero Disc	14	Cash in Ba Corporatio				
000-000-0									1 COD	3								6.2% EWT	1 Zero Disc	14	Cash in Ba Corporatio				
000-000-0									1 COD	4								6.2% EWT	1 Zero Disc	14	Cash in Ba Corporatio				
000-000-0									1 COD	5								6.2% EWT	1 Zero Disc	14	Cash in Ba Corporatio				
000-000-0									1 COD	6								6.2% EWT	1 Zero Disc	14	Cash in Ba Corporatio				
000-000-0									1 COD	7								6.2% EWT	1 Zero Disc	14	Cash in Ba Corporatio				
000-000-0									1 COD	8								6.2% EWT	1 Zero Disc	14	Cash in Ba Corporatio				
000-000-0									1 COD	9								6.2% EWT	1 Zero Disc	14	Cash in Ba Corporatio				

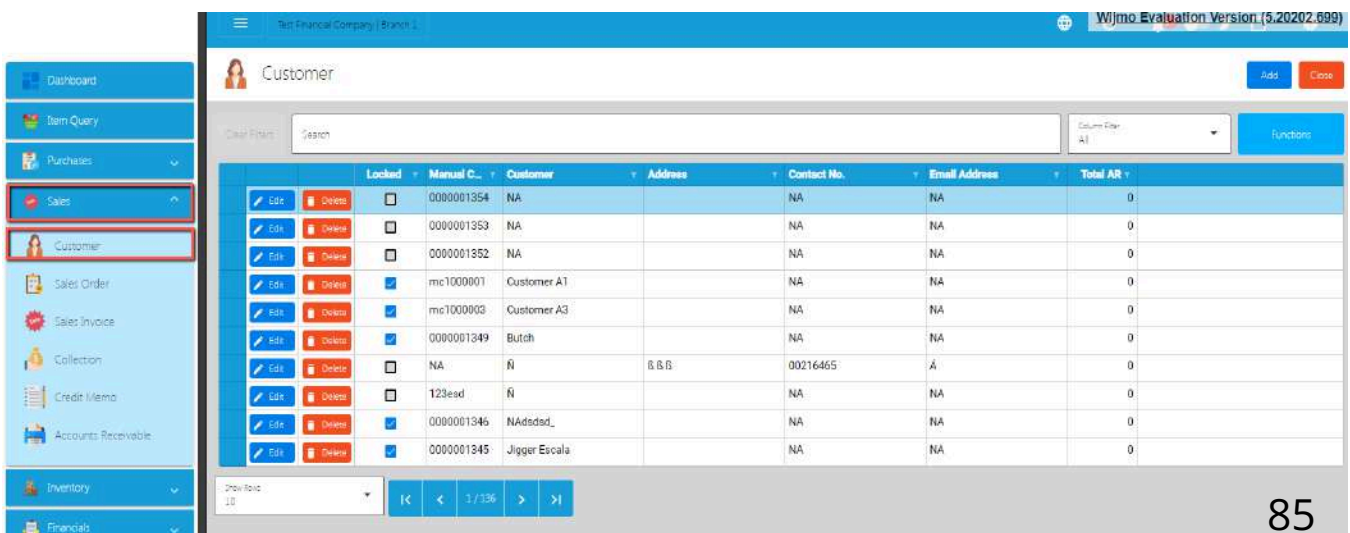
11. Next, provide a correct value for each column especially on the following column(s):

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**.



WJmo Evaluation Version (5.20202.699)

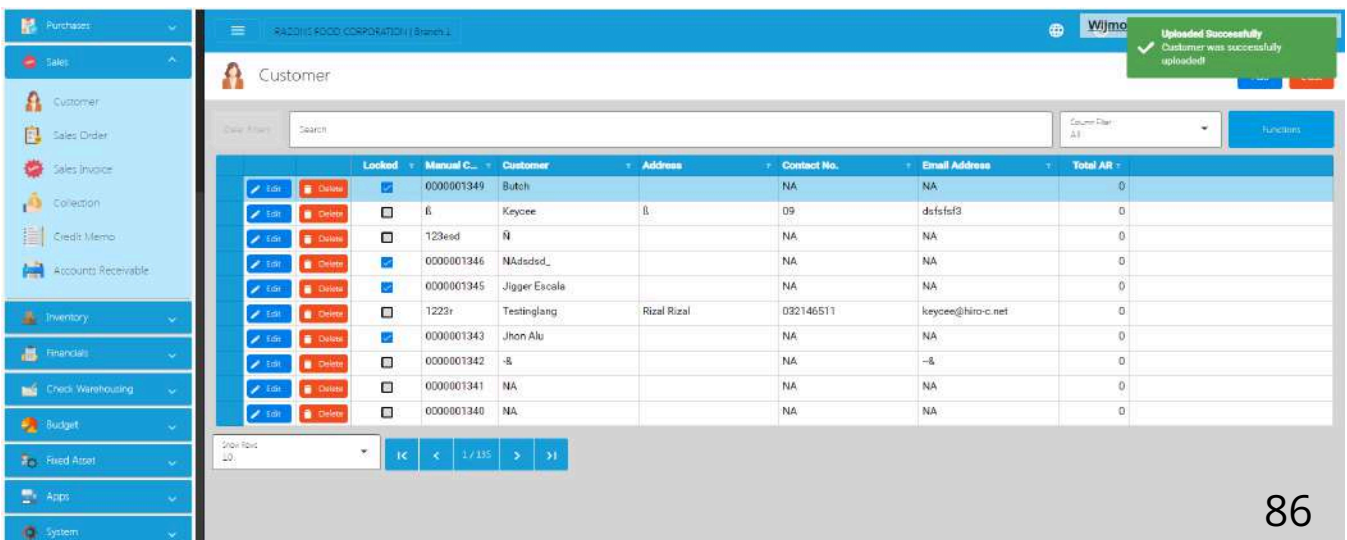
Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input type="checkbox"/>	000001354	NA		NA	NA	0
<input type="checkbox"/>	000001353	NA		NA	NA	0
<input type="checkbox"/>	000001352	NA		NA	NA	0
<input checked="" type="checkbox"/>	mc1000001	Customer A1		NA	NA	0
<input checked="" type="checkbox"/>	mc1000002	Customer A3		NA	NA	0
<input checked="" type="checkbox"/>	000001349	Butch		NA	NA	0
<input type="checkbox"/>	NA	N	B.B.B	00216465	A	0
<input type="checkbox"/>	123esd	N		NA	NA	0
<input checked="" type="checkbox"/>	000001346	NAdsdad_		NA	NA	0
<input checked="" type="checkbox"/>	000001345	Jigger Escala		NA	NA	0

85

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

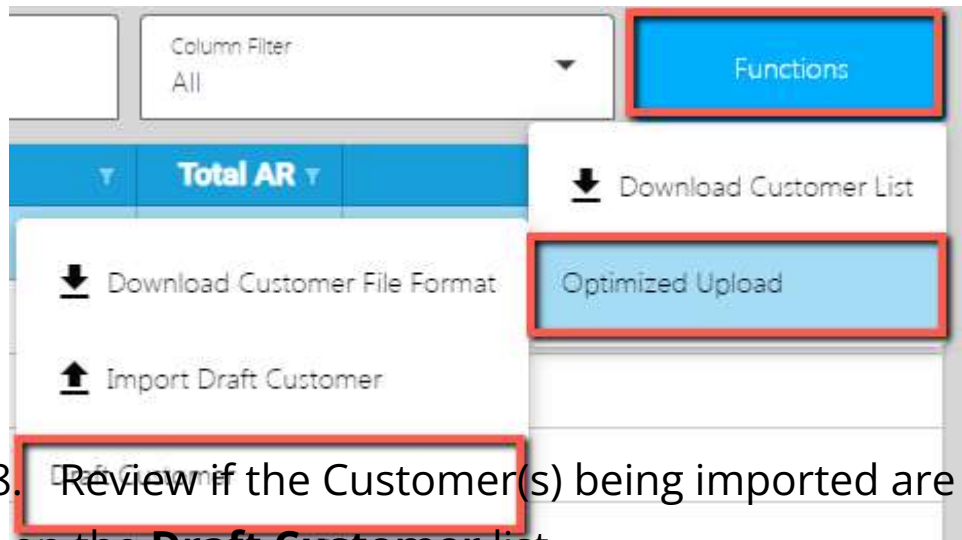
15. Look for the Customer file format, then double click.

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.



Locked	Manual C.	Customer	Address	Contact No.	Email Address	Total AR
<input checked="" type="checkbox"/>	000001349	Butch		NA	NA	0
<input type="checkbox"/>	li	Keycee	li	09	dsfsfsf2	0
<input type="checkbox"/>	123eod	li		NA	NA	0
<input checked="" type="checkbox"/>	000001346	NAdsdsd_		NA	NA	0
<input checked="" type="checkbox"/>	000001345	Jigger Escala		NA	NA	0
<input type="checkbox"/>	1223r	Testinglang	Rizal Rizal	092146511	keycee@hiro-c.net	0
<input checked="" type="checkbox"/>	000001343	Jhon Alu		NA	NA	0
<input type="checkbox"/>	000001342	-s		NA	-s	0
<input type="checkbox"/>	000001341	NA		NA	NA	0
<input type="checkbox"/>	000001340	NA		NA	NA	0

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	Provide a unique Value on the Manual Code for Customer


	by the customer for easy reference and searching	
--	--	--

- 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 AddressLineStrtBarangay provided** → means that the AddressLineStrtBarangay column has no value.
- q. **No AddressLineCity provided** → means that the AddressLineCity column has no value.
- r. **No AddressLineProvince provided** → means that the AddressLineProvince column has no value.
- s. **No AddressLineRegion provided** → means that the AddressLineRegion column has no value.
- t. **No Proprietorship provided** → means that the Proprietorship column has no value.
- u. **InvalidProprietorship** → means that the Proprietorship is not equal to Individual OR Corporation.

- v. **No LastName provided** → means that the LastName column has no value.
 - w. **No FirstName provided** → means that the FirstName column has no value.
 - x. **No MiddleName provided** → means that the MiddleName column has no value.
 - y. **No TINBranchCode provided** → means that the TINBranchCode column has no value.
 - z. **Customer already exists** → means that Customer column value exists on the Customer list.
 - aa. **ReceivableAccountId not found** → means that the ReceivableAccountId column value does not exist on the database.
 - bb. **DiscountId not found** → means that the DiscountId column value does not exist on the database.
 - cc. **TermId not found** → means that the TermId column value does not exist on the database.
 - dd. **WTAXId not found** → means that the WTAXId column value does not exist on the database.
20. Once validation is okay, it will update the ValidationStatus. Read the validationStatus on what issues are being found. To correct the Customer detail, double click on the column where it has an issue then

enter a valid value, then press Enter. After that, validate again by clicking the **Validate** button.



Wjmo Evaluation Version (5.20202.699)

Draft Customer

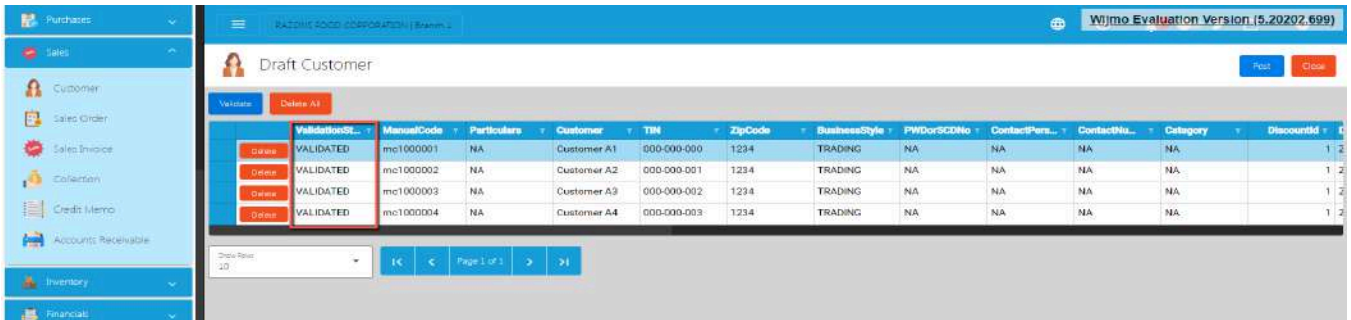
Validate Delete All

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

Show Rows: 10

Page 1 of 1

easy FS
easyFS by Human Incubator
vGamma.094.009+20next



Wjmo Evaluation Version (5.20202.699)

Draft Customer

Validate Delete All

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

Show Rows: 10

Page 1 of 1

- 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.

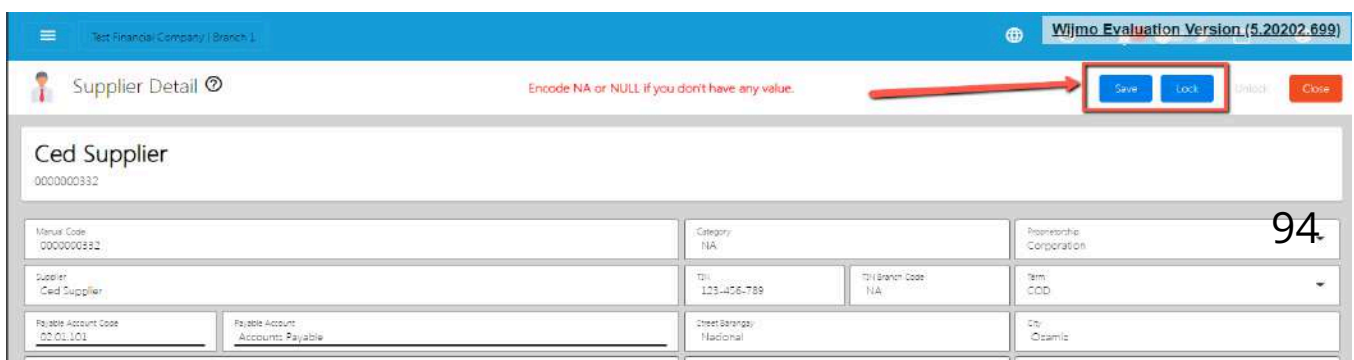
3. Fill all the important fields for Supplier Detail like:

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.



Wjimo Evaluation Version (5.20202.699)

Supplier Detail

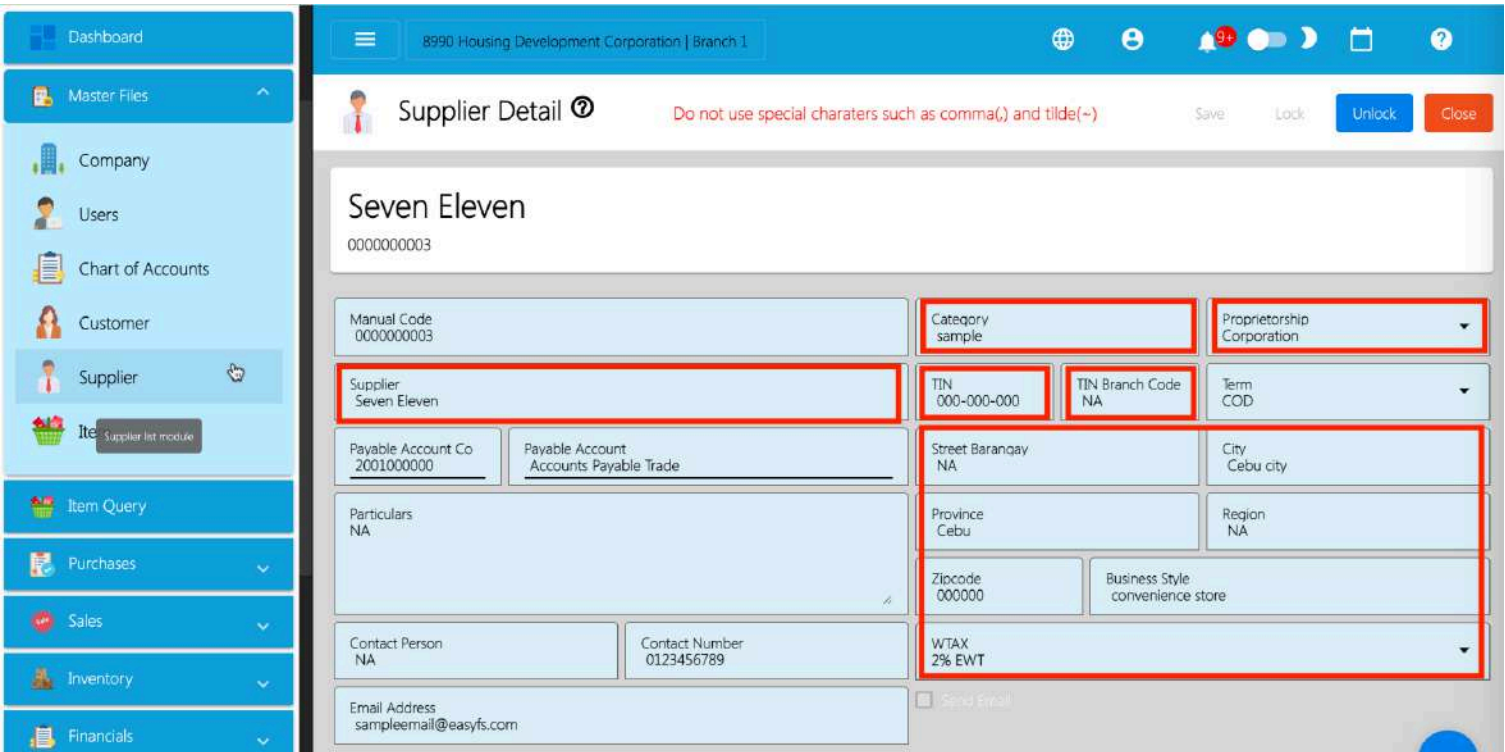
Encode NA or NULL if you don't have any value.

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

Ced Supplier
0000000332

Manual Code 0000000332	Category NA	Proprietorship Corporation
Supplier Ced Supplier	TIN 123-456-789	TIN Branch Code NA
Item COD	Street/Barangay National	City Cebu
Payable Account Code 00.01.101	Payable Account Accounts Payable	

94



8990 Housing Development Corporation | Branch 1

Supplier Detail ⓘ Do not use special characters such as comma(,) and tilde(~) Save Lock **Unlock** **Close**

Seven Eleven
000000003

Manual Code: 000000003 Category: sample Proprietorship: Corporation

Supplier: Seven Eleven TIN: 000-000-000 TIN Branch Code: NA Term: COD

Payable Account Co: 2001000000 Payable Account: Accounts Payable Trade Street: Barangay NA City: Cebu city

Particulars: NA Province: Cebu Region: NA

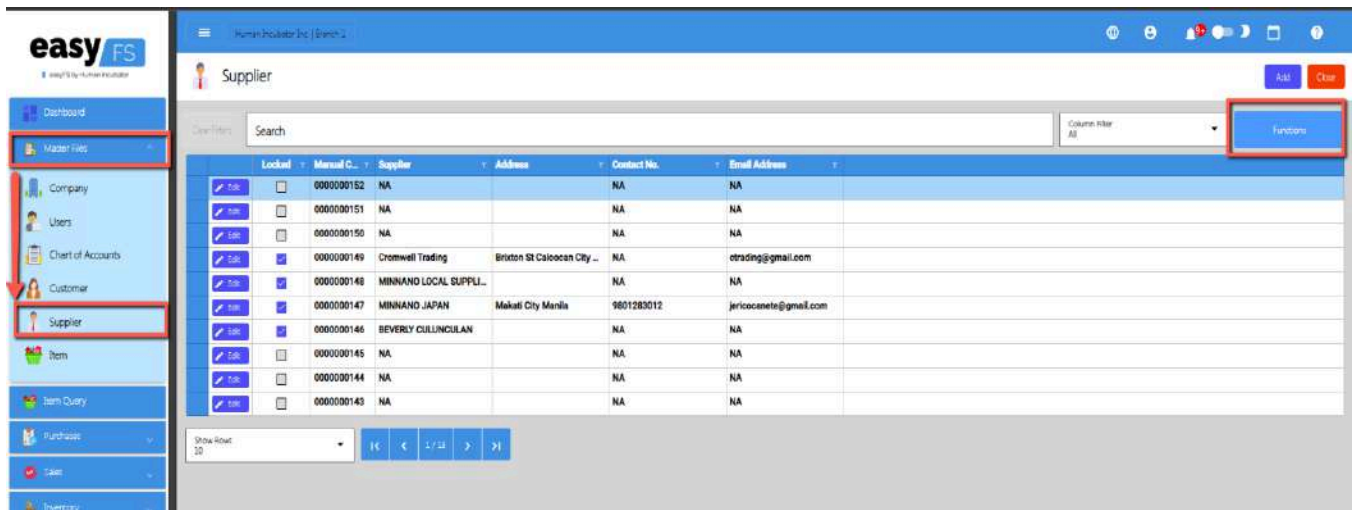
Zipcode: 000000 Business Style: convenience store

Contact Person: NA Contact Number: 0123456789 WTAX: 2% EWT

Email Address: samplemail@easyfs.com Send Email

4.1.3.2 Add Supplier Via Import Function

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



easy FS

Human Incubator Inc | Branch 1

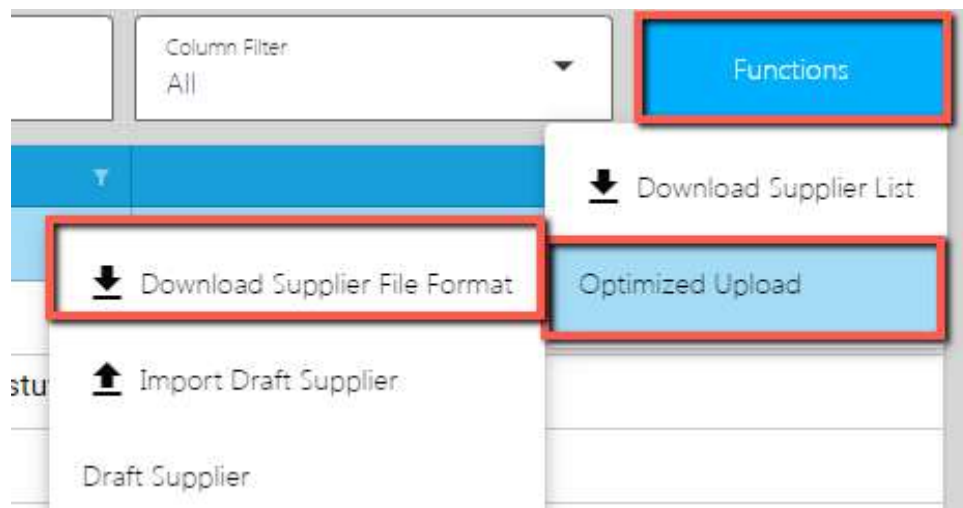
Supplier Add **Close**

Search Column Filter: All **Functions**

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

Show Row: 10

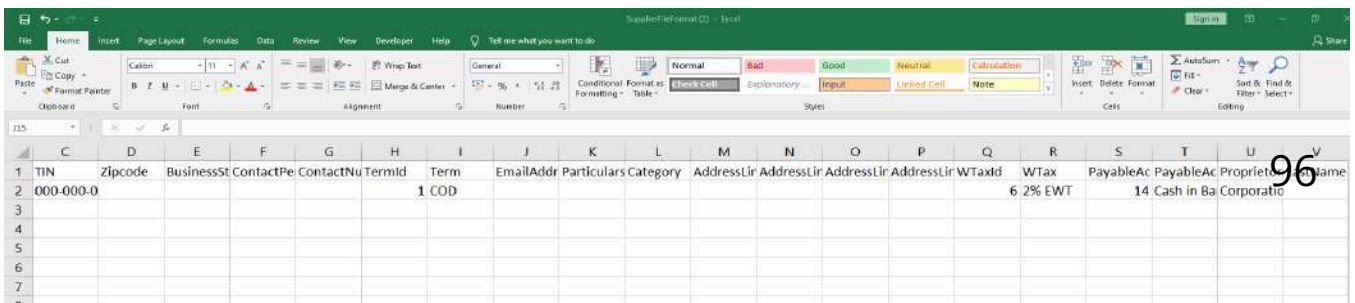
- Click the **Functions** button, then click **Optimized Upload**, and click **Download Supplier File Format**.



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



- 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.



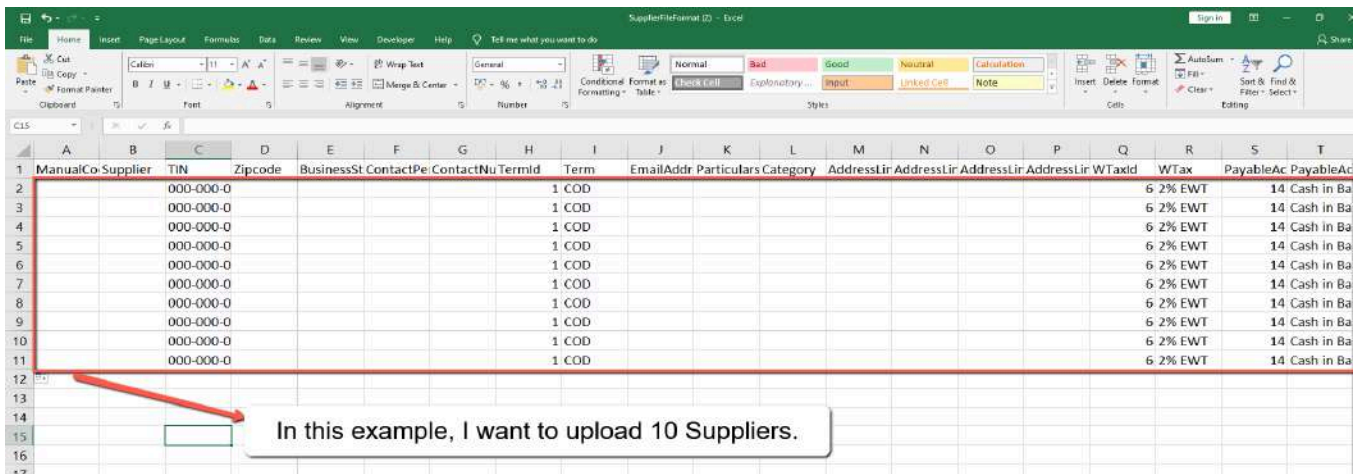
1	TIN	Zipcode	BusinessSt	ContactPe	ContactNu	TermId	Term	EmailAddr	Particulars	Category	AddressLir	AddressLir	AddressLir	AddressLir	WTaxd	WTax	PayableAc	PayableAc	Proprietor	Name
2		000-000-0				1	COD								6.2%	EWT	14	Cash in Ba	Corporatio	
3																				
4																				
5																				
6																				
7																				

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.



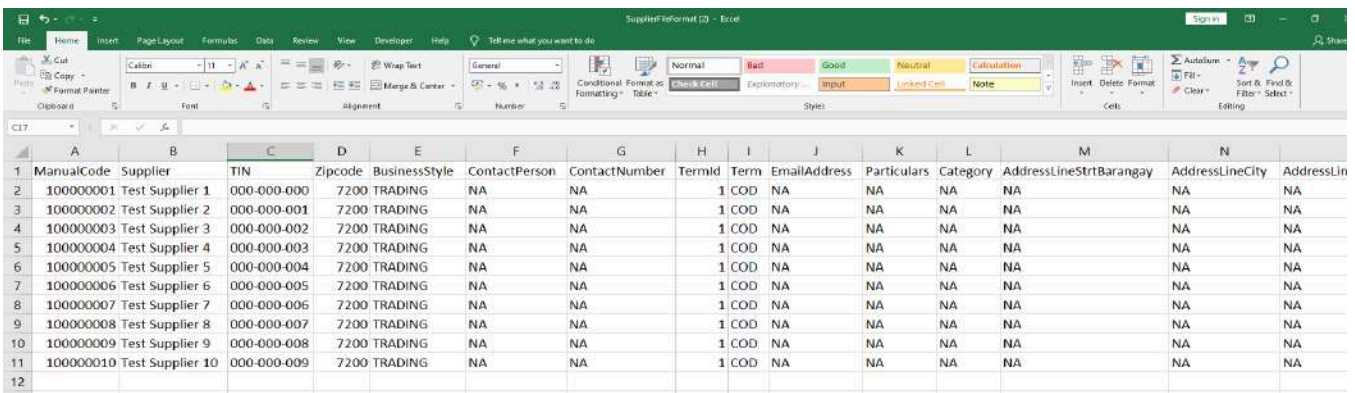
1	ManualCo	Supplier	TIN	Zipcode	BusinessSt	ContactPe	ContactNu	Termid	Term	EmailAddr	Particulars	Category	AddressLir	AddressLir	AddressLir	AddressLir	AddressLir	WTaxid	WTax	PayableAc	PayableAc
2			000-000-0					1	COD									6 2%	EWT	14	Cash in Ba
3			000-000-0					1	COD									6 2%	EWT	14	Cash in Ba
4			000-000-0					1	COD									6 2%	EWT	14	Cash in Ba
5			000-000-0					1	COD									6 2%	EWT	14	Cash in Ba
6			000-000-0					1	COD									6 2%	EWT	14	Cash in Ba
7			000-000-0					1	COD									6 2%	EWT	14	Cash in Ba
8			000-000-0					1	COD									6 2%	EWT	14	Cash in Ba
9			000-000-0					1	COD									6 2%	EWT	14	Cash in Ba
10			000-000-0					1	COD									6 2%	EWT	14	Cash in Ba
11			000-000-0					1	COD									6 2%	EWT	14	Cash in Ba

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

- **Take note:** Highlighted with ORANGE are the required column, otherwise put NA as value:

- **Manual Code** → *should be unique and has no special characters*
- **Supplier**
- **Category**
- **TIN** → *format should be 000-000-000*
- **Zipcode** → *should be numeric*
- **BusinessStyle** → *should have no special characters (if none, default to NA)*
- **ContactPerson** → *should have no special characters (if none, default to NA)*
- **ContactNumber** → *should have no special characters (if none, default to NA)*
- **Term** → *you can select a Term value from the dropdown. Do not edit the TermId.*
- **EmailAddress** → *should be valid email address, (if none, default to NA)*
- **Particulars** → *if none, default to NA*
- **AddressLineStrtBarangay** → *should have no special characters (if none, default to NA)*
- **AddressLineCity** → *should have no special characters (if none, default to NA)*
- **AddressLineProvince** → *should have no special characters (if none, default to NA)*

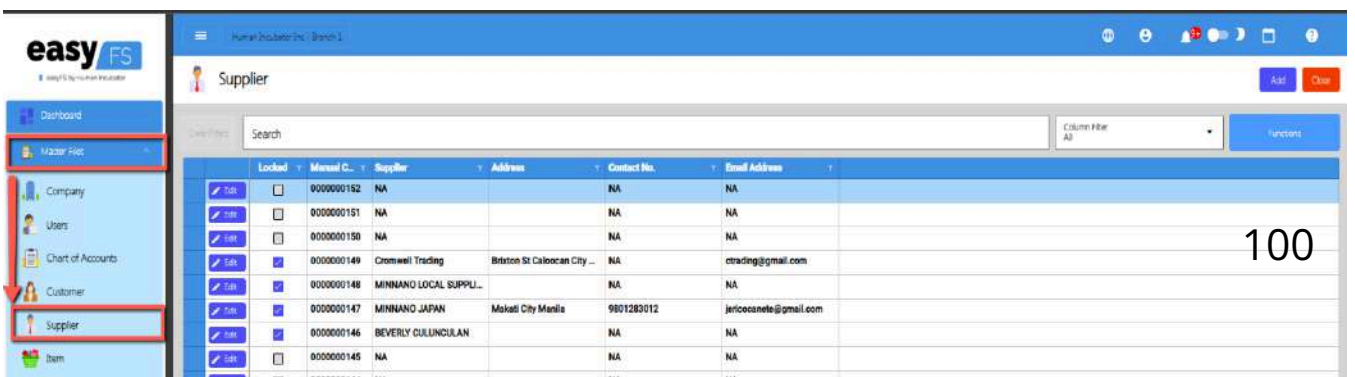
- **AddressLineRegion** → should have no special characters (if none, default to NA)
- **WTax** → you can select a WTAX value from the dropdown. *Do not edit the WTaxId.*
- **PayableAccount** → you can select an Account Receivable value from the dropdown. *Do not edit the PayableAccountId.*
- **Proprietorship**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



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

8. Once okay, save the file.

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



easy FS
Human Incubator Inc. Branch 3

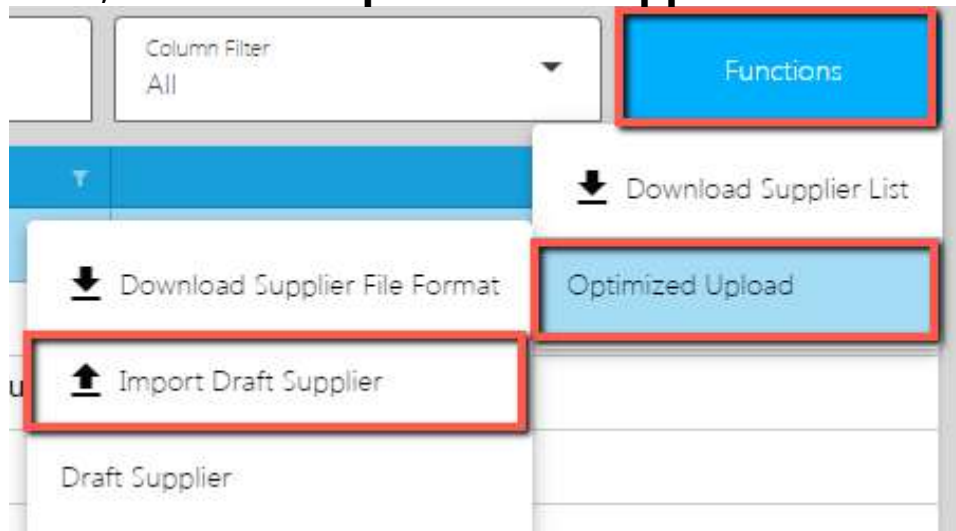
Supplier

Search

Locked	Manual C.	Supplier	Address	Contact No.	Email Address
<input type="checkbox"/>	000000152	NA		NA	NA
<input type="checkbox"/>	000000151	NA		NA	NA
<input type="checkbox"/>	000000150	NA		NA	NA
<input checked="" type="checkbox"/>	000000149	Cromwell Trading	Batston St Calocan City...	NA	ctrading@gmail.com
<input checked="" type="checkbox"/>	000000148	MINNANO LOCAL SUPPL...		NA	NA
<input checked="" type="checkbox"/>	000000147	MINNANO JAPAN	Makati City Manila	9801283012	jericeanete@gmail.com
<input checked="" type="checkbox"/>	000000146	BEVERLY CULINGULAN		NA	NA
<input checked="" type="checkbox"/>	000000145	NA		NA	NA

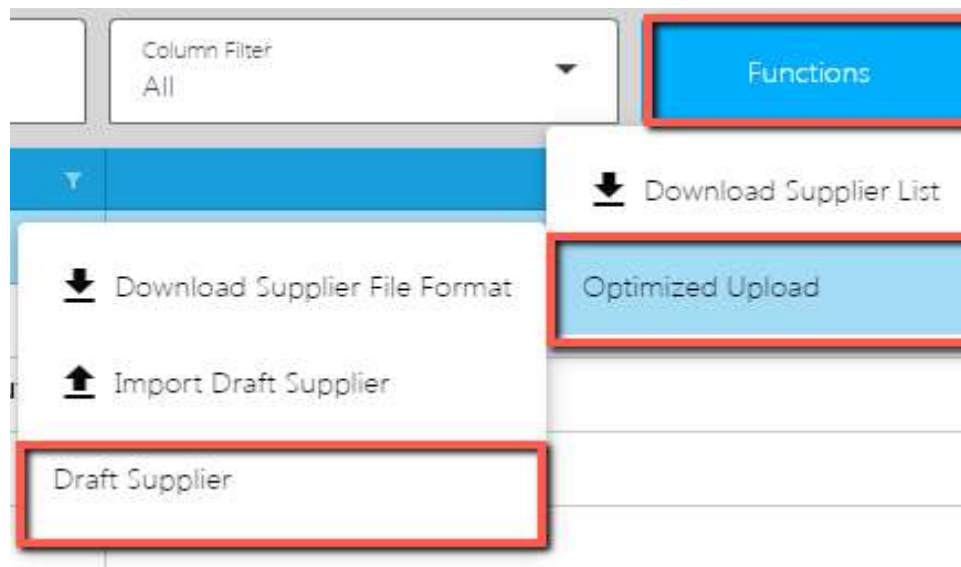
100

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**.



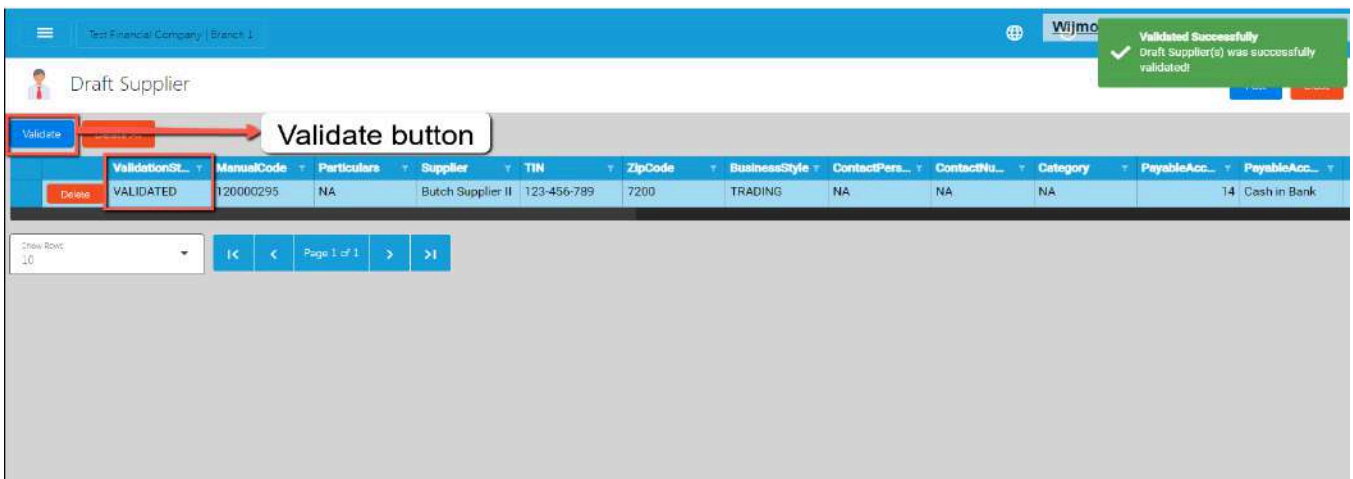
14. Review if the Supplier(s) being imported are added on the **Draft Supplier** list.
15. Once okay, click the **Validate** button. This is to validate first the Supplier detail if everything is correct before it can be posted. Please refer to the following validation status:
- **No ManualCode provided** → 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 AddressLineStrtBarangay provided** → means that the AddressLineStrtBarangay column has no value.

- **No AddressLineCity provided** → means that the AddressLineCity column has no value.
- **No AddressLineProvince provided** → means that the AddressLineProvince column has no value.
- **No AddressLineRegion provided** → means that the AddressLineRegion column has no value.
- **No Proprietorship provided** → means that the Proprietorship column has no value.
- **InvalidProprietorship** → means that the Proprietorship is not equal to Individual OR Corporation.
- **No LastName provided** → means that the LastName column has no value.
- **No FirstName provided** → means that the FirstName column has no value.
- **No MiddleName provided** → means that the MiddleName column has no value.
- **No TINBranchCode provided** → means that the TINBranchCode column has no value.
- **Supplier already exists** → means that Supplier column value exists on the Supplier list.
- **PayableAccountId not found** → means that the PayableAccountId column value does not exist on the database.
- **TermId not found** → means that the TermId column value does not exist on the database.

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

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



Wijmo

Validated Successfully
Draft Supplier(s) was successfully validated!

Draft Supplier

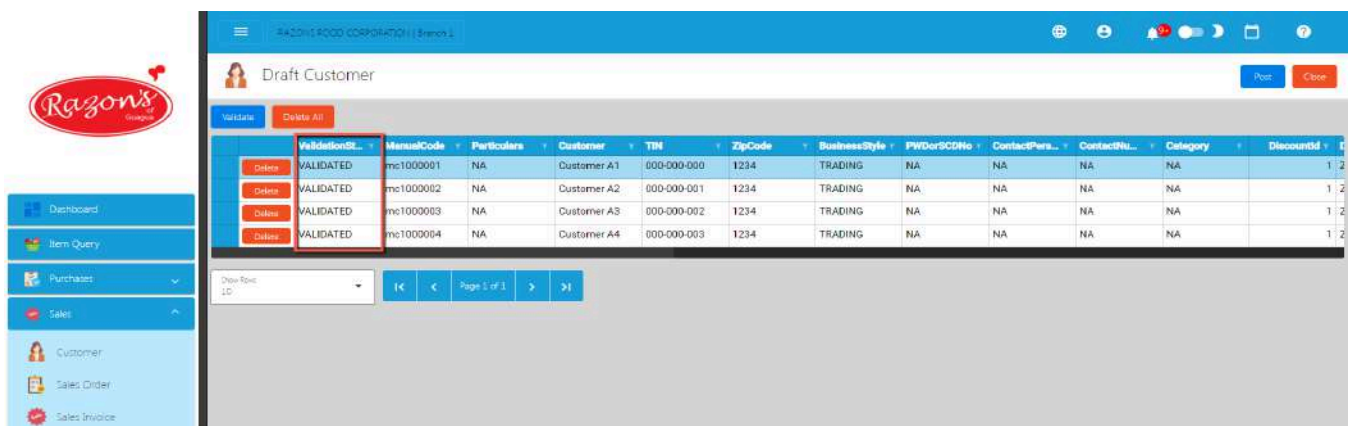
Validate button

ValidationSt...	ManualCode	Particulars	Supplier	TIN	ZipCode	BusinessStyle	ContactPers...	ContactNu...	Category	PayableAcc...	PayableAcc...
VALIDATED	120000295	NA	Butch Supplier II	123-456-789	7200	TRADING	NA	NA	NA	14	Cash in Bank

Show Rows: 10

Page 1 of 1

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



Razon's

Draft Customer

Post

ValidationStatus

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

Show Rows: 10

Page 1 of 1

Dashboard

Item Query

Purchases

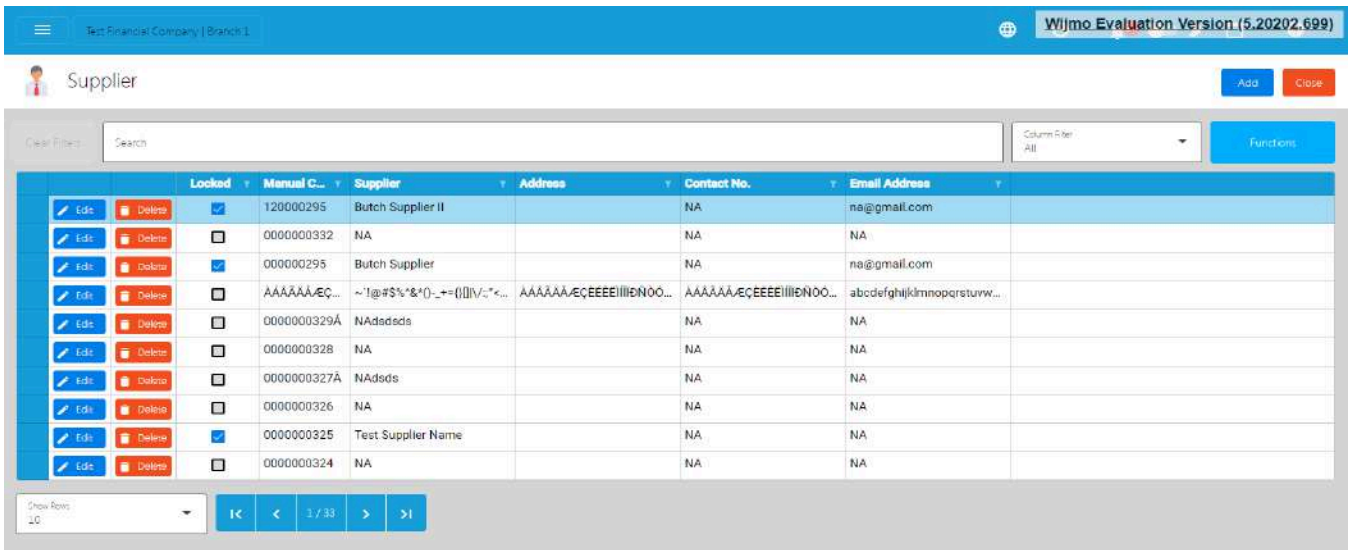
Sales

Customer

Sales Order

Sales Invoice

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.



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

4.1.4 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

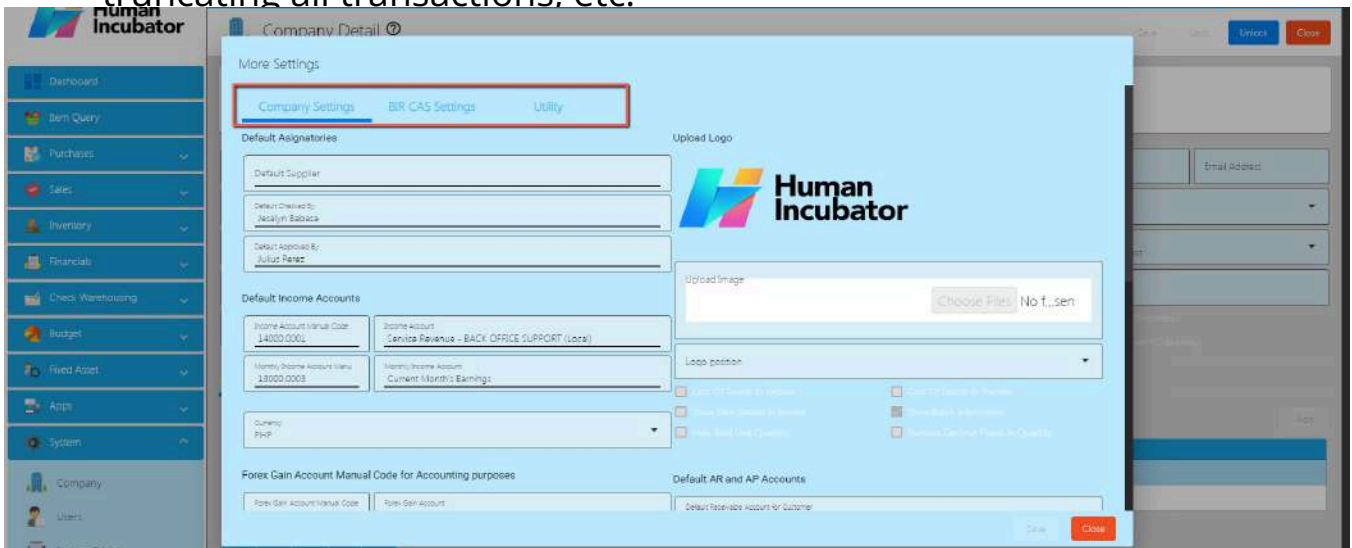
- To add a new Company detail, click on the **Add** button that can be seen on the Company list page.

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.



The screenshot displays the 'Company Detail' page in the Human Incubator system. A 'More Settings' modal window is open, featuring three tabs: 'Company Settings', 'BIR CAS Settings', and 'Utility'. The 'BIR CAS Settings' tab is currently selected and highlighted with a red box. The modal contains several sections for configuration:

- Default Assignatories:** Includes fields for 'Default Supplier', 'Default Checked By' (Jocelyn Babaca), and 'Default Approved By' (Julius Perez).
- Default Income Accounts:** Contains two columns of account codes and descriptions, such as 'Income Account Manual Code: 14000.0001' and 'Income Account: Service Revenue - BACK OFFICE SUPPORT (Local)'.
- Upload Logo:** Features a logo upload area with a 'Choose Files' button and a 'No files selected' message.
- Upload Image:** Includes a 'Choose Files' button and a 'No files selected' message.
- Loop position:** A dropdown menu.
- Checkboxes:** Several options are listed, such as 'Use QR Invoice by default', 'Use QR Invoice by Purchase', 'Show Date/Invoice by Invoice', 'Show Batch Information', 'Hide Batch Info (Invoice)', and 'Invoice Generate Based on Quantity'.
- Forex Gain Account Manual Code for Accounting purposes:** Includes fields for 'Forex Gain Account Manual Code' and 'Forex Gain Account'.
- Default AR and AP Accounts:** Includes a field for 'Default Receivable Account for Customer'.

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.

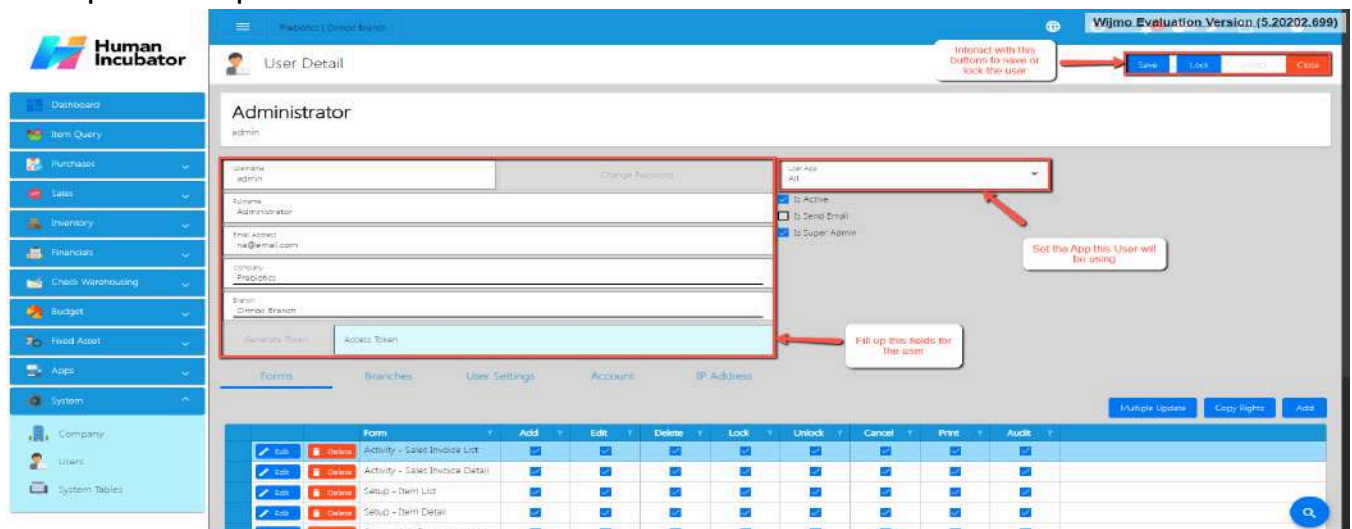
Note: A user license is part of the contract of EasyFS and it should be coordinated with HII Sales for proper accounting and to avoid unnecessary disruption in the organization's operations. For more additional inquiry on the User License you can contact Hiisales@human-incubator.com

Users List

List of All Users that were added to the System.

Users Detail

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



Human Incubator

Wijmo Evaluation Version (5.20202.699)

User Detail

Administrator
admin

Interact with this buttons to save or lock the user

Save Lock Cancel Close

Username: admin Change Password

Fullname: Administrator

Email Address: me@gmail.com

Password: admin@123456

Is Active: Is Send Email: Is Super-Admin:

User App: All

Set the App this User will be using

Fill up this fields for the user

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

Multiple Update Copy Rights Add

vGamma 002.001+4-praprod

- Username** - username that will be used in logging into the system
 - Fullname** - Full Name of the user, it will be reflected in the reports and in the transactions.

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

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

- Set-up also the Apps for the user to access, either **All** (Both **EasyFIS** and **EasyHQ**), **EasyFIS**, **EasyHQ**.
- **Forms** - set the forms that a **USER** can only access. Select or Check the Necessary fields like **ADD, EDIT, DELETE, LOCK, UNLOCK, CANCEL, PRINT, AUDIT**.
- **Branches** - set the branch this user can use, there should be a button there that says **Copy Branch** that will copy another user's set of branches.
- **User Settings** - set the users preferences on what charts to be seen on the **Dashboard**. Upload electronic signature on this tab also.
- **Account** - set the Account for you to watch the balance of, this can be found in the **Dashboard**, which is called **Account Watch**

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

4.1.6 Chart of Accounts

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

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

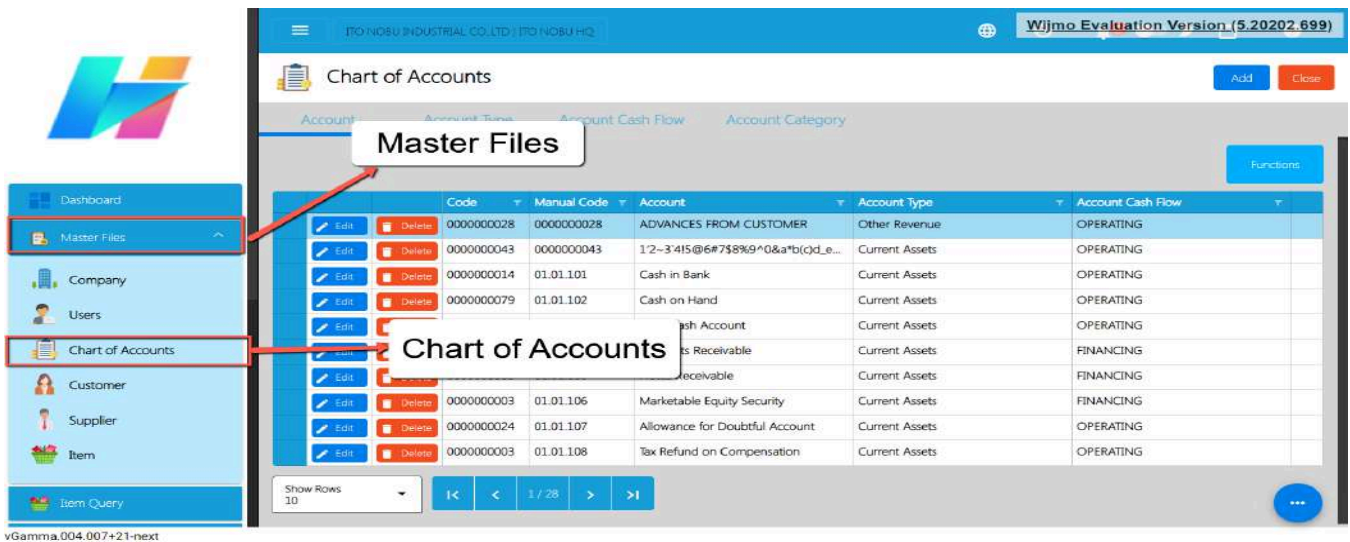
4.1.6.1 Chart of Accounts Lists

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

- **Account Category** - This refers to the grouping of accounts based on their function within the business. Common account categories include current assets, fixed assets, current liabilities, long-term liabilities, income, and expenses.

4.1.6.2 Manual Add Chart of Accounts

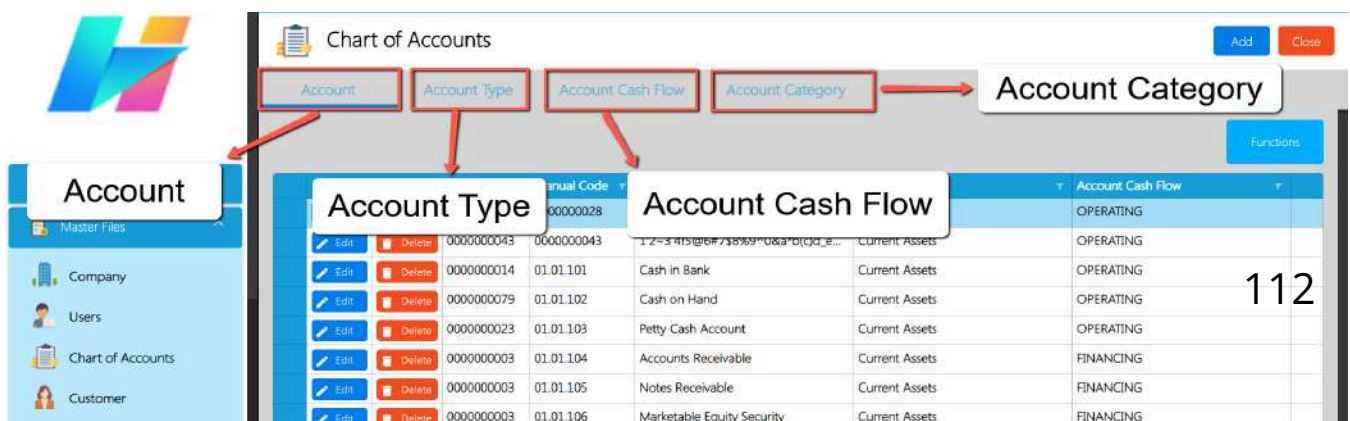
1. Go to **Master Files**, then select **Chart of Accounts**.



vGamma.004.007+21-next

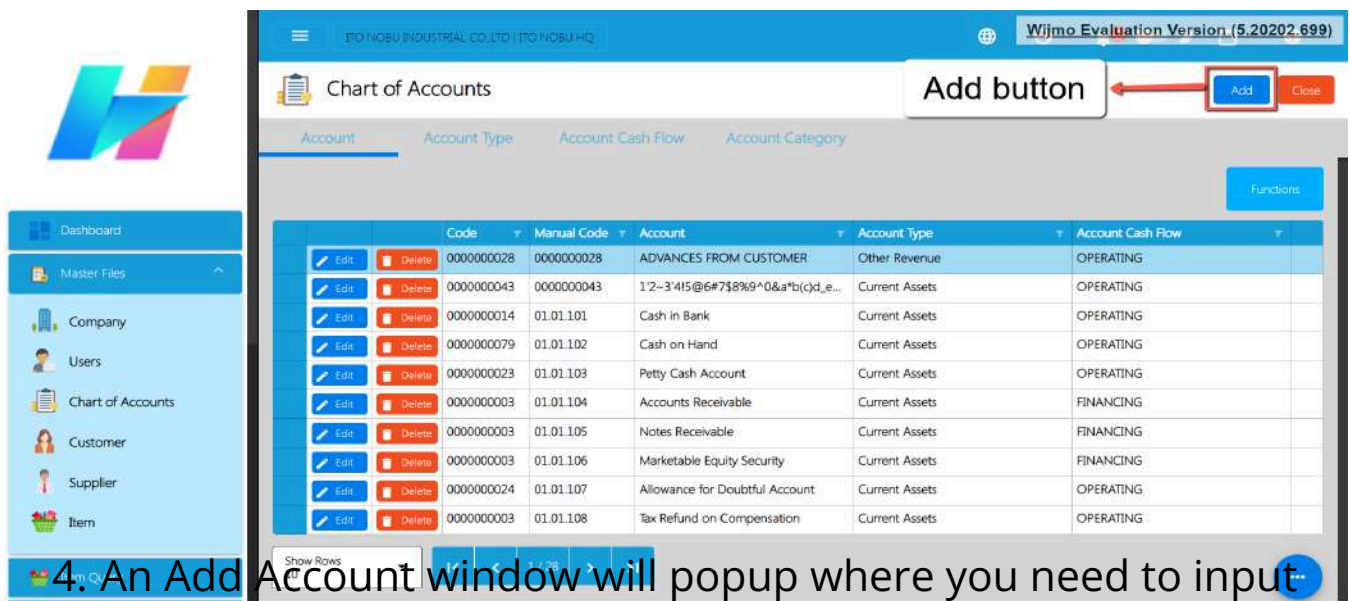
2. You will be redirected to the Chart of Accounts list where you can see the following tabs:

- 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.



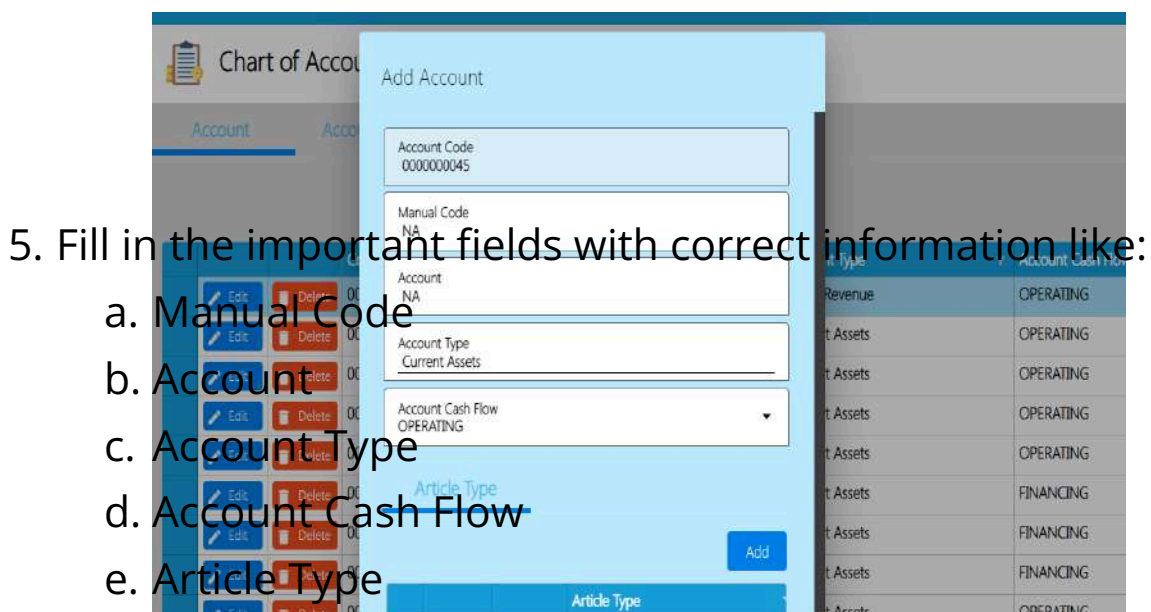
112

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



Code	Manual Code	Account	Account Type	Account Cash Flow
000000028	000000028	ADVANCES FROM CUSTOMER	Other Revenue	OPERATING
000000043	000000043	1'2-3'415@6#7\$8%9^0&a*b(c)d_e...	Current Assets	OPERATING
000000014	01.01.101	Cash in Bank	Current Assets	OPERATING
000000079	01.01.102	Cash on Hand	Current Assets	OPERATING
000000023	01.01.103	Petty Cash Account	Current Assets	OPERATING
000000003	01.01.104	Accounts Receivable	Current Assets	FINANCING
000000003	01.01.105	Notes Receivable	Current Assets	FINANCING
000000003	01.01.106	Marketable Equity Security	Current Assets	FINANCING
000000024	01.01.107	Allowance for Doubtful Account	Current Assets	OPERATING
000000003	01.01.108	Tax Refund on Compensation	Current Assets	OPERATING

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:

- Manual Code
- Account
- Account Type
- Account Cash Flow
- 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**.

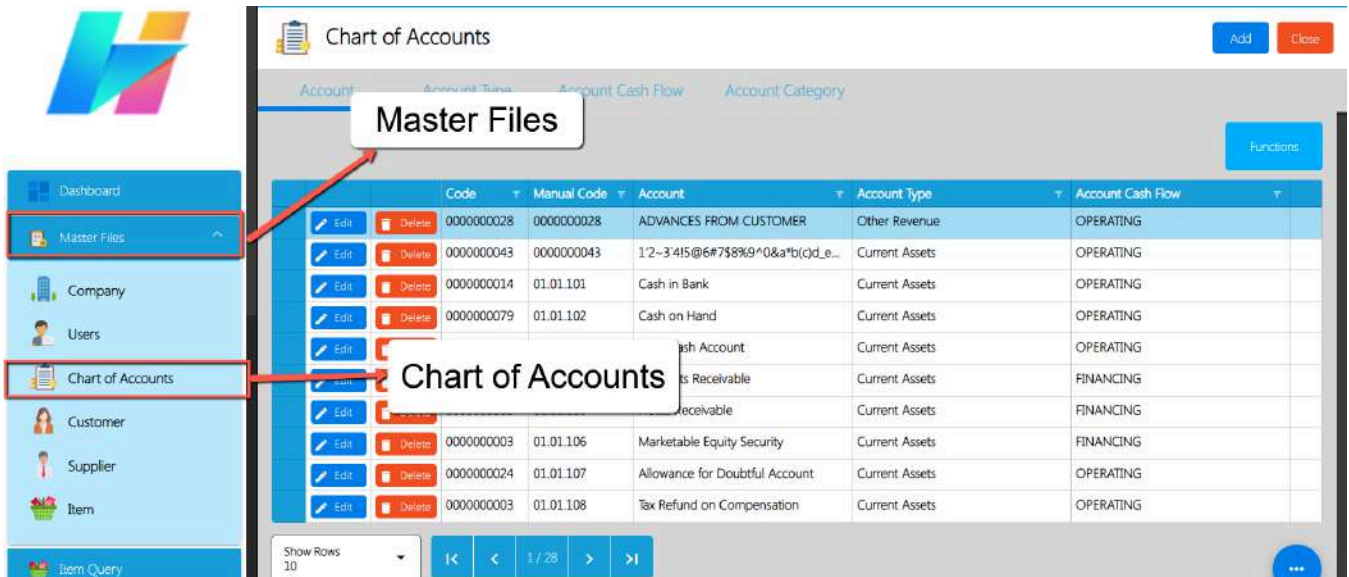


Chart of Accounts

Code	Manual Code	Account	Account Type	Account Cash Flow
000000028	000000028	ADVANCES FROM CUSTDMER	Other Revenue	OPERATING
000000043	000000043	1'2~3'4I5@6#7\$8%9^0&a*b(c)d_e...	Current Assets	OPERATING
000000014	01.01.101	Cash in Bank	Current Assets	OPERATING
000000079	01.01.102	Cash on Hand	Current Assets	OPERATING
		Cash Account	Current Assets	OPERATING
		Accounts Receivable	Current Assets	FINANCING
		Accounts Receivable	Current Assets	FINANCING
000000003	01.01.106	Marketable Equity Security	Current Assets	FINANCING
000000024	01.01.107	Allowance for Doubtful Account	Current Assets	OPERATING
000000003	01.01.108	Tax Refund on Compensation	Current Assets	OPERATING

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

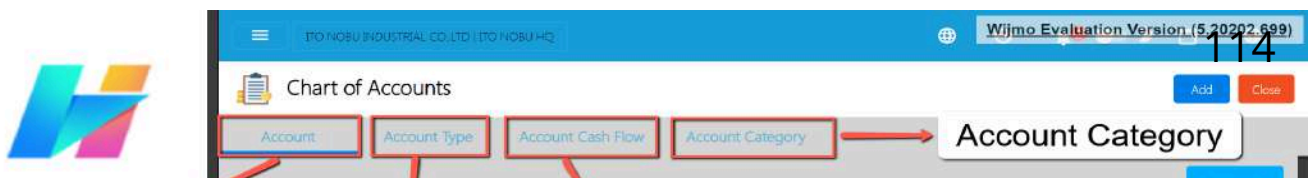
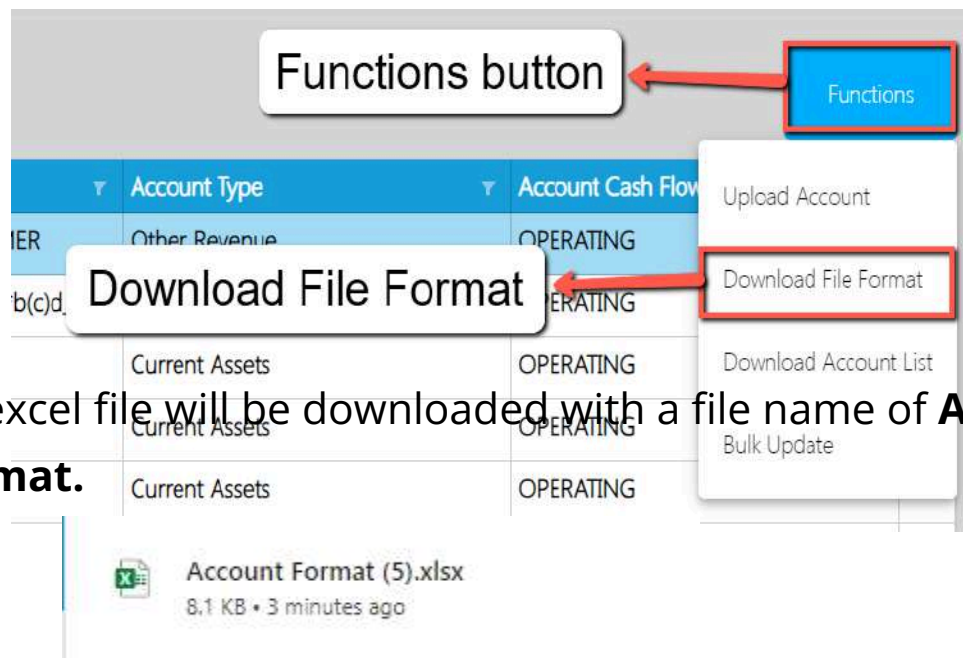


Chart of Accounts

Account	Account Type	Account Cash Flow	Account Category
			Account Category

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

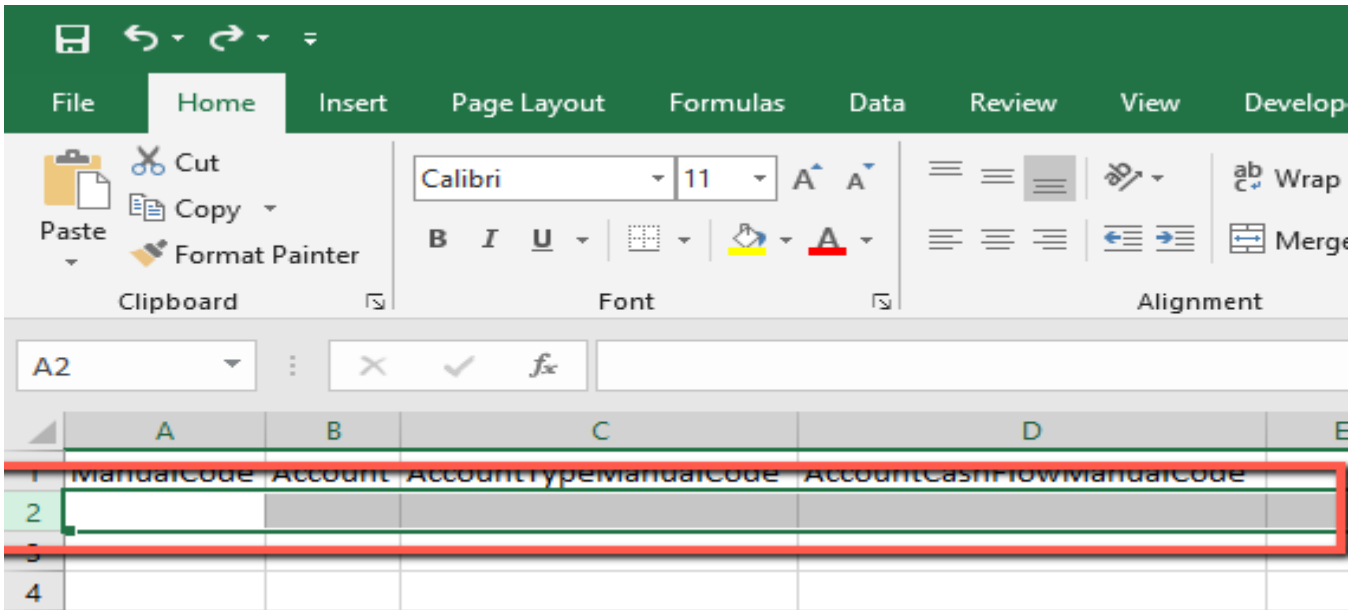


The screenshot shows a software interface with a table of account types. The table has columns for 'Account Type' and 'Account Cash Flow'. A dropdown menu is open, showing options: 'Upload Account', 'Download File Format', 'Download Account List', and 'Bulk Update'. The 'Download File Format' option is highlighted with a red box. A callout box labeled 'Functions button' points to the 'Functions' button in the top right. Another callout box labeled 'Download File Format' points to the highlighted option in the dropdown menu. Below the table, a file download notification is visible: 'Account Format (5).xlsx', 8.1 KB, 3 minutes ago.

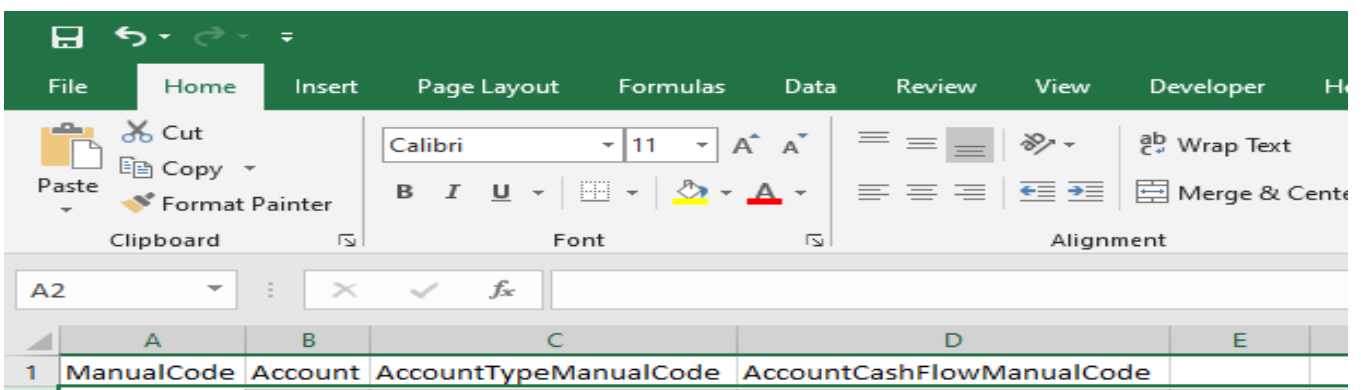
- An excel file will be downloaded with a file name of **Account Format**.

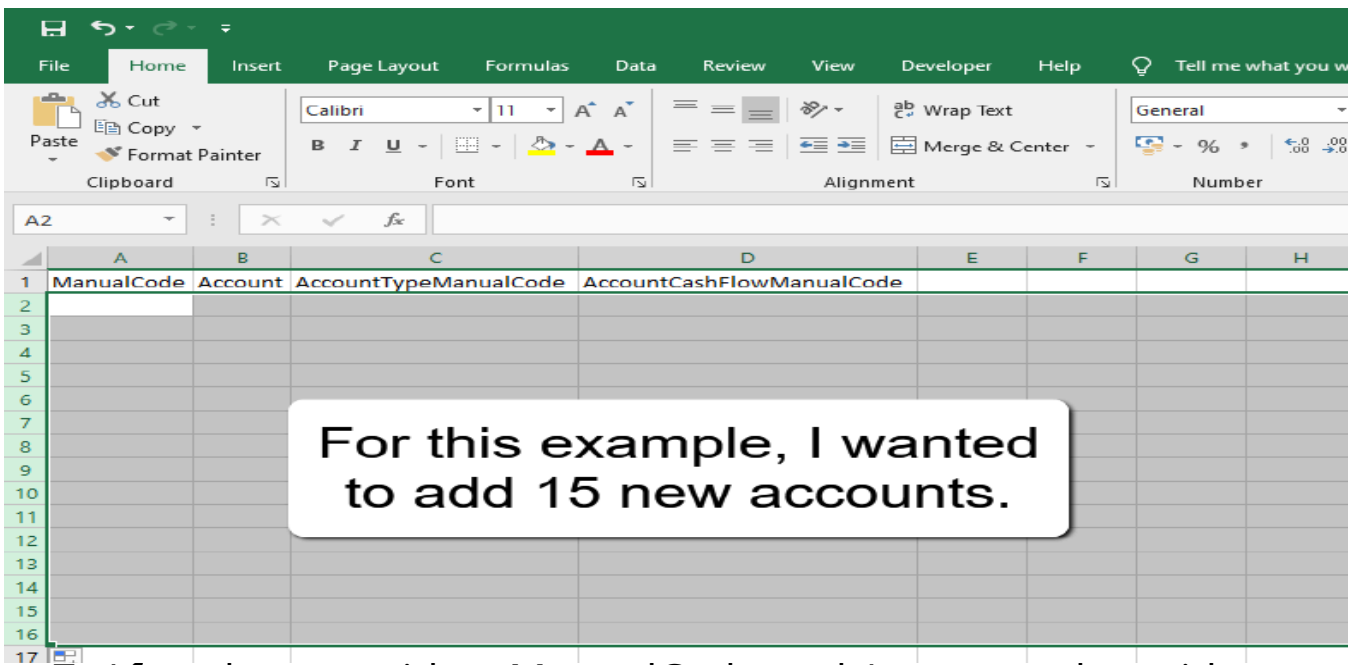
- Open the excel file and you will see the following columns:

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

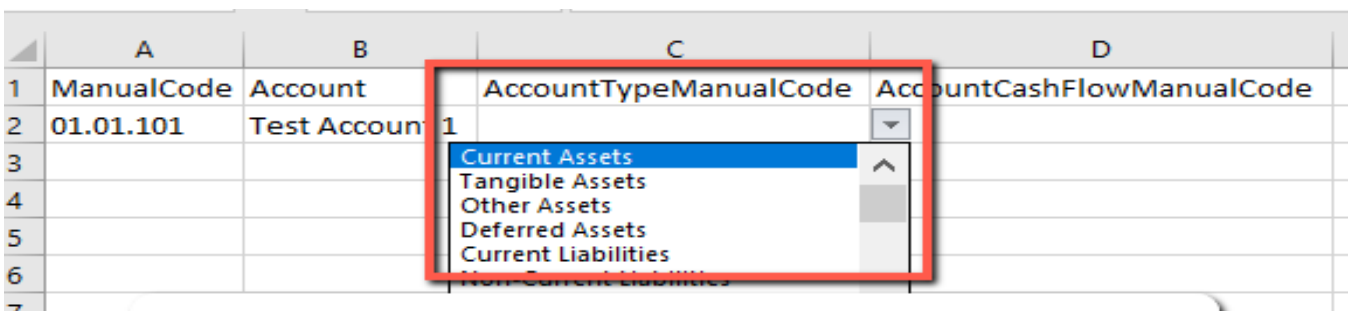


until you reach the number of accounts you wanted to add.





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.

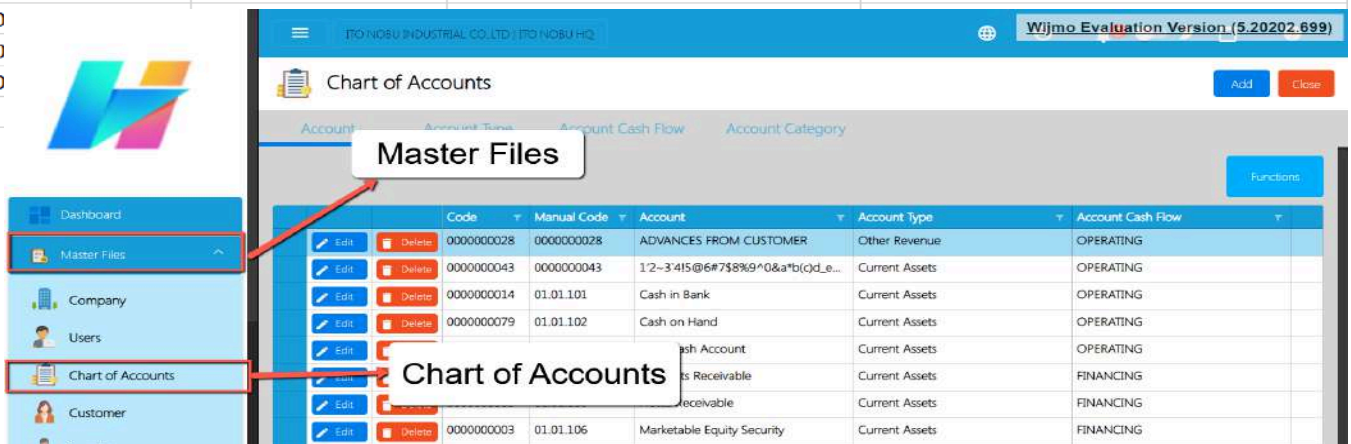


	A	B	C	D	E
1	ManualCode	Account	AccountTypeManualCode	AccountCashFlowManualCode	
2	01.01.101	Test Account 1	Tangible Assets		
3					
4					
5					
6					
7					
8					
9					
10					
11					

OPERATING
INVESTING
FINANCING
NOT INCLUDED

AccountCashFlowManualCode values

	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	0			
15	0			
16	0			
17				



Master Files

Chart of Accounts

Code	Manual Code	Account	Account Type	Account Cash Flow
0000000028	0000000028	ADVANCES FROM CUSTOMER	Other Revenue	OPERATING
0000000043	0000000043	1'2-3'4'5@6#7\$8%9^0&a*b(c)d_e...	Current Assets	OPERATING
0000000014	01.01.101	Cash in Bank	Current Assets	OPERATING
0000000079	01.01.102	Cash on Hand	Current Assets	OPERATING
		Cash Account	Current Assets	OPERATING
		Accounts Receivable	Current Assets	FINANCING
		Accounts Receivable	Current Assets	FINANCING
0000000003	01.01.106	Marketable Equity Security	Current Assets	FINANCING

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.

4.1.7 Bank

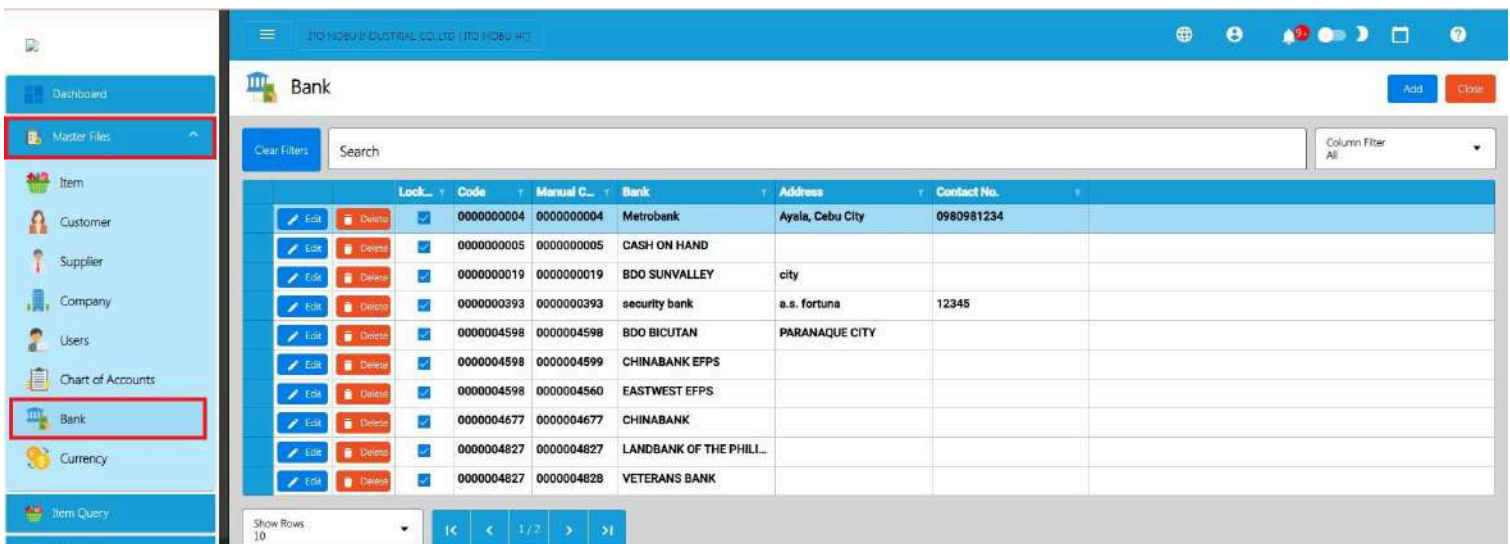
- Establish a Bank, which is a structured list of all Bank accounts used by the organization.

4.1.7.1 Bank List

- List of All Bank Accounts that were added to the System
- Here the user can choose what Bank account they want to set up for them to use in their transactions, bank details are:
 - **Code** - This is auto incremented by the system
 - **Manual Code** - this is used to assign specific code for a specific bank
 - **Bank** - It is where you put the name identifier of the bank
 - **Address** - It is where you put the address of the bank
 - **Contact No.** - It is where you enter the contact number of the bank

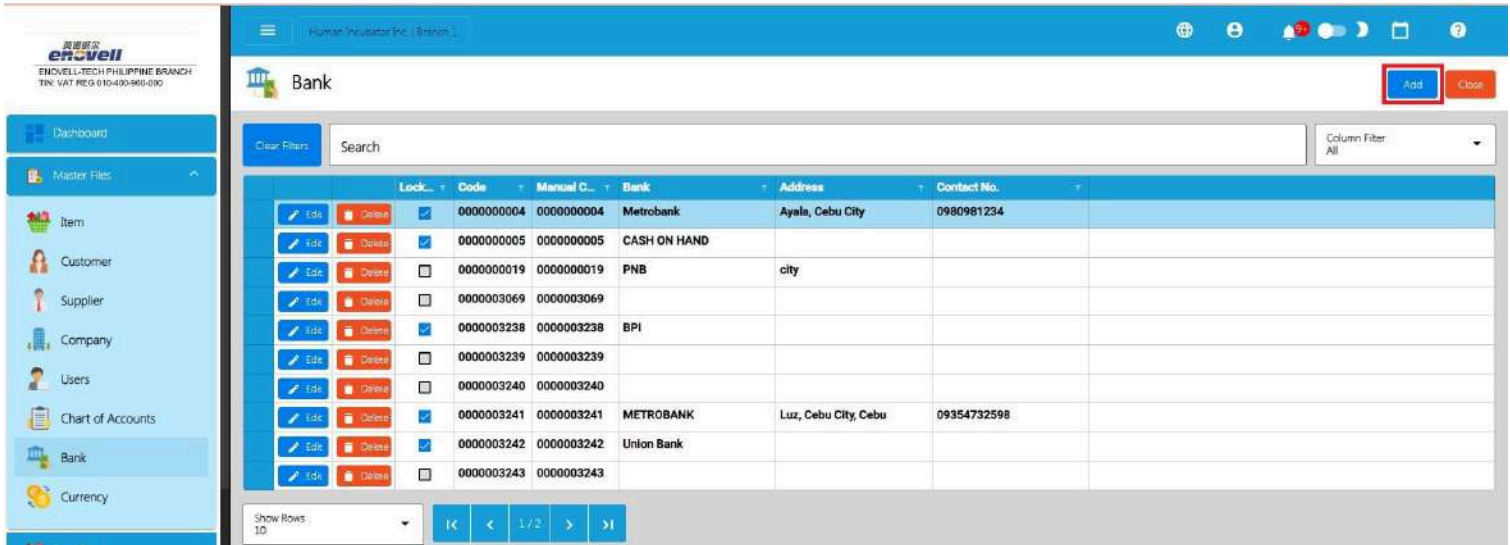
4.1.7.2 Manual Add of Bank

1. Go to **Master Files**, Select **Bank**



Lock	Code	Manual C.	Bank	Address	Contact No.
<input checked="" type="checkbox"/>	000000004	000000004	Metrobank	Ayala, Cebu City	0980981234
<input checked="" type="checkbox"/>	000000005	000000005	CASH ON HAND		
<input checked="" type="checkbox"/>	000000019	000000019	BDO SUNVALLEY	city	
<input checked="" type="checkbox"/>	000000393	000000393	security bank	a.s. fortuna	12345
<input checked="" type="checkbox"/>	000004598	000004598	BDO BICUTAN	PARANAQUE CITY	
<input checked="" type="checkbox"/>	000004598	000004599	CHINABANK EFPS		
<input checked="" type="checkbox"/>	000004598	000004560	EASTWEST EFPS		
<input checked="" type="checkbox"/>	000004677	000004677	CHINABANK		
<input checked="" type="checkbox"/>	000004827	000004827	LANDBANK OF THE PHILL...		
<input checked="" type="checkbox"/>	000004827	000004828	VETERANS BANK		

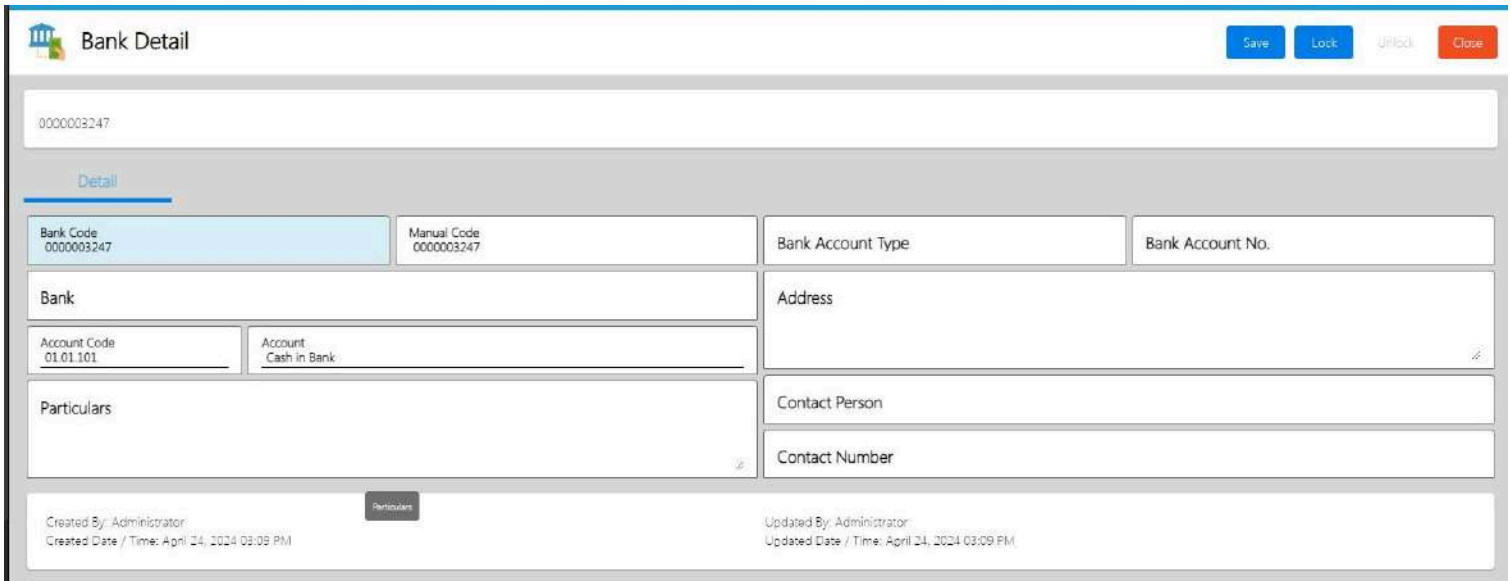
2. To add a new Bank, click the **Add** button.



Lock	Code	Manual C.	Bank	Address	Contact No.
<input checked="" type="checkbox"/>	000000004	000000004	Metrobank	Ayala, Cebu City	0980981234
<input checked="" type="checkbox"/>	000000005	000000005	CASH ON HAND		
<input type="checkbox"/>	000000019	000000019	PNB	city	
<input type="checkbox"/>	000000369	000000369			
<input checked="" type="checkbox"/>	000000328	000000328	BPI		
<input type="checkbox"/>	000000329	000000329			
<input type="checkbox"/>	0000003240	0000003240			
<input checked="" type="checkbox"/>	0000003241	0000003241	METROBANK	Luz, Cebu City, Cebu	09354732598
<input checked="" type="checkbox"/>	0000003242	0000003242	Union Bank		
<input type="checkbox"/>	0000003243	0000003243			

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

- Manual Code
- Bank Account Type
- Bank Account No.
- Bank (Name)
- Address. etc.



Bank Detail [Save] [Lock] [Print] [Close]

0000003247

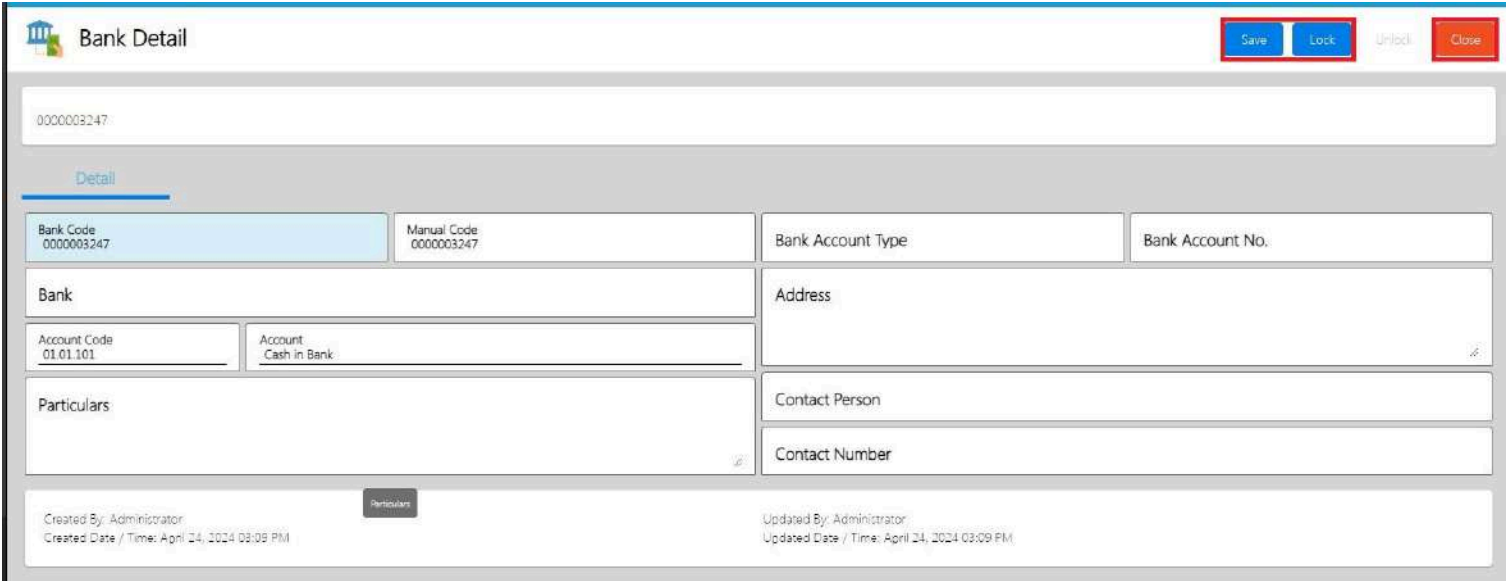
Detail

Bank Code 0000003247	Manual Code 0000003247	Bank Account Type	Bank Account No.
Bank		Address	
Account Code 01.01.101	Account Cash in Bank		
Particulars		Contact Person	Contact Number

Created By: Administrator
Created Date / Time: April 24, 2024 03:09 PM

Updated By: Administrator
Updated Date / Time: April 24, 2024 03:09 PM

4. Click **Save** and **Lock** and **Close** to go back to the Bank List



4.1.8 Currency

- Establish a Currency, which is a structured list of all Currency used by the organization.

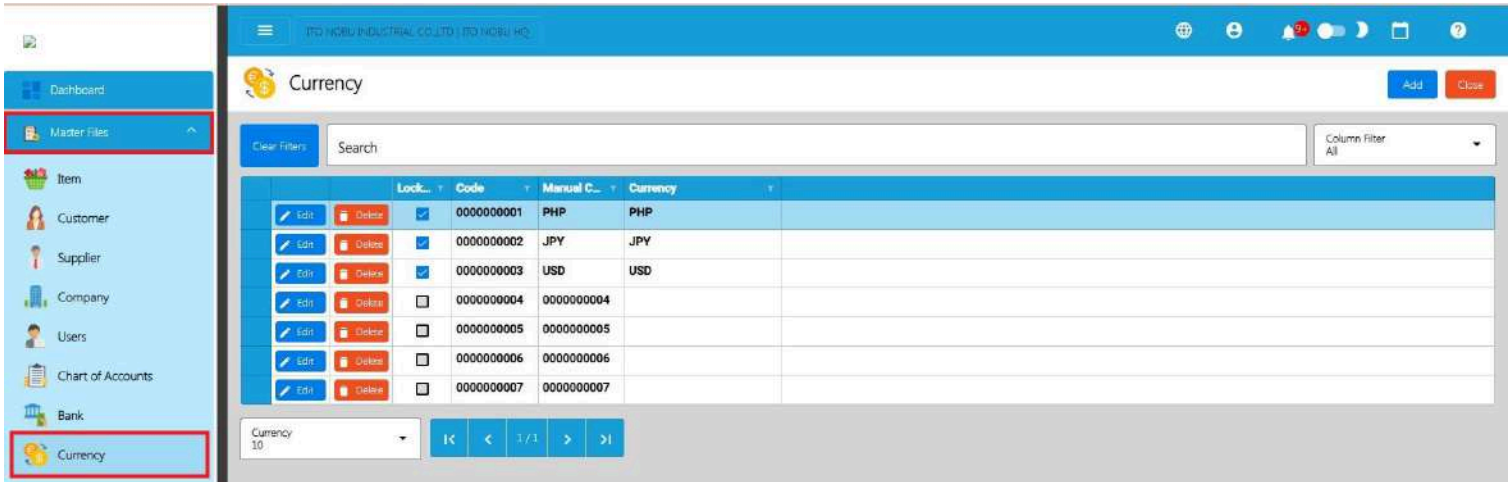
4.1.8.1 Currency List

- List of All Currency that were added to the System
- Here the user can choose what currency they want to set up for them to use in their transactions. Currency details are:

- **Code**
- **Manual Code**
- **Currency Name**

4.1.8.2 Manual Add of Currency

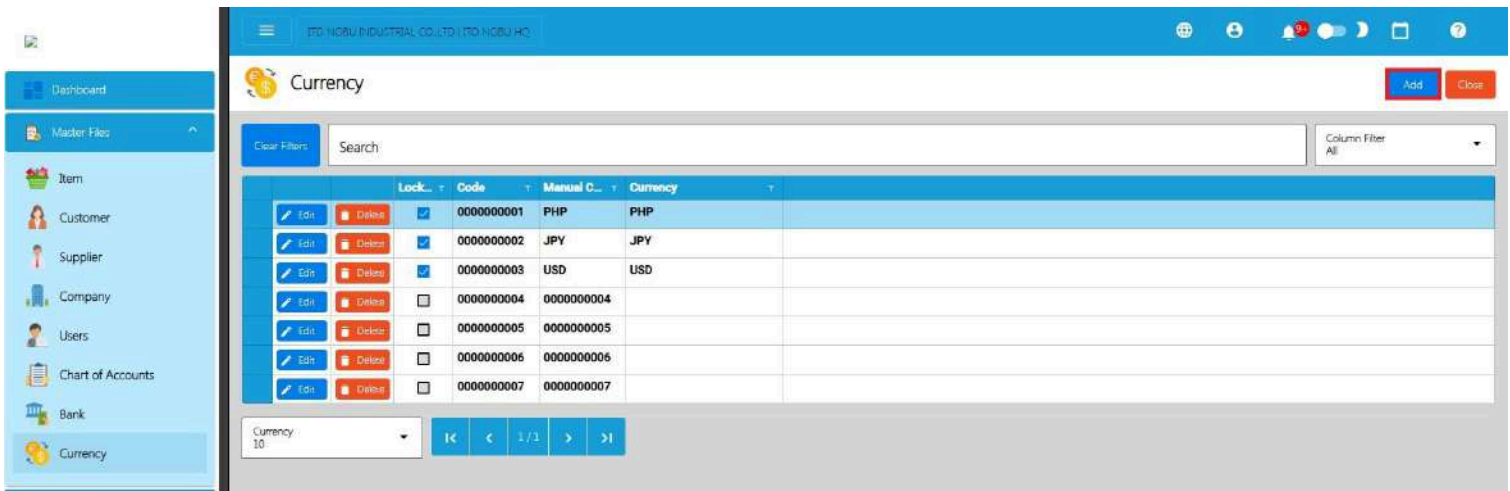
1. Go to **Masterfile**, Select **Currency**.



The screenshot shows the 'Currency' management page in a web application. The left sidebar contains navigation options: Dashboard, Master Files, Item, Customer, Supplier, Company, Users, Chart of Accounts, Bank, and Currency. The main area displays a table with columns: Lock, Code, Manual C., and Currency. The table lists several currencies including PHP, JPY, and USD. An 'Add' button is visible in the top right corner.

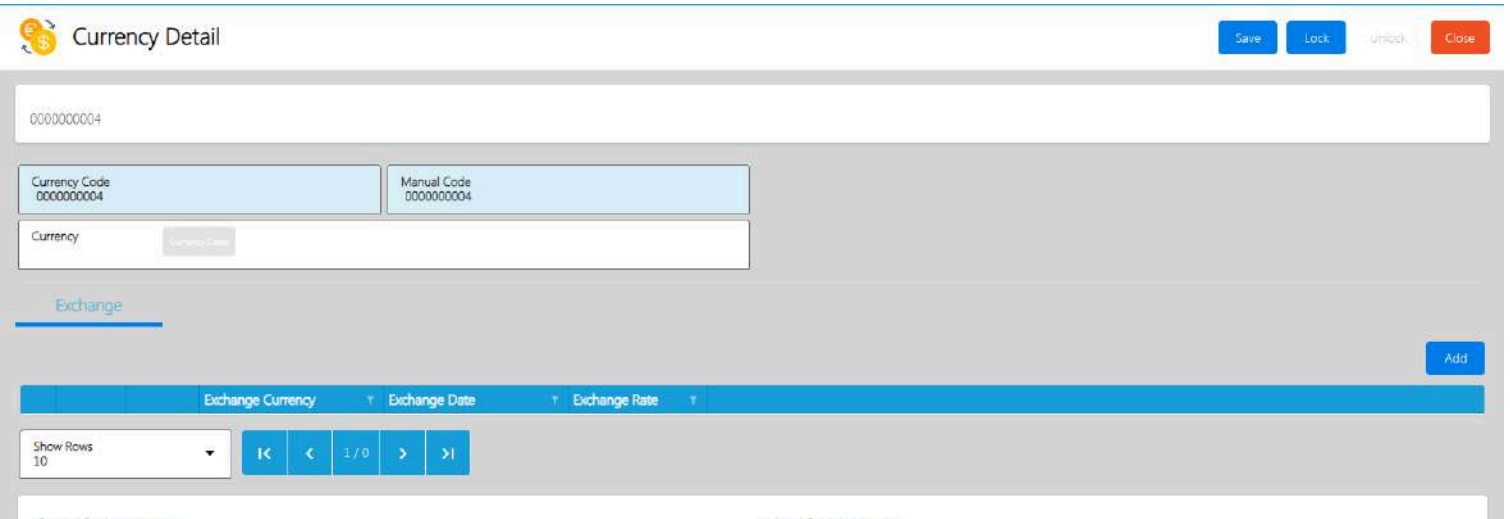
Lock	Code	Manual C.	Currency
<input checked="" type="checkbox"/>	000000001	PHP	PHP
<input checked="" type="checkbox"/>	000000002	JPY	JPY
<input checked="" type="checkbox"/>	000000003	USD	USD
<input type="checkbox"/>	000000004	000000004	
<input type="checkbox"/>	000000005	000000005	
<input type="checkbox"/>	000000006	000000006	
<input type="checkbox"/>	000000007	000000007	

2. To add a new Currency, click the **Add** button.



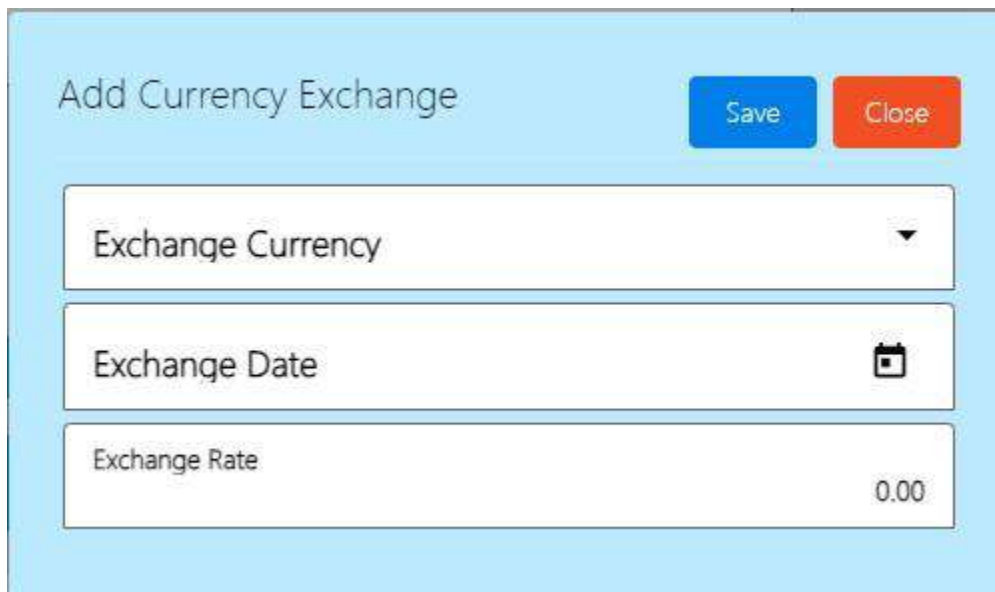
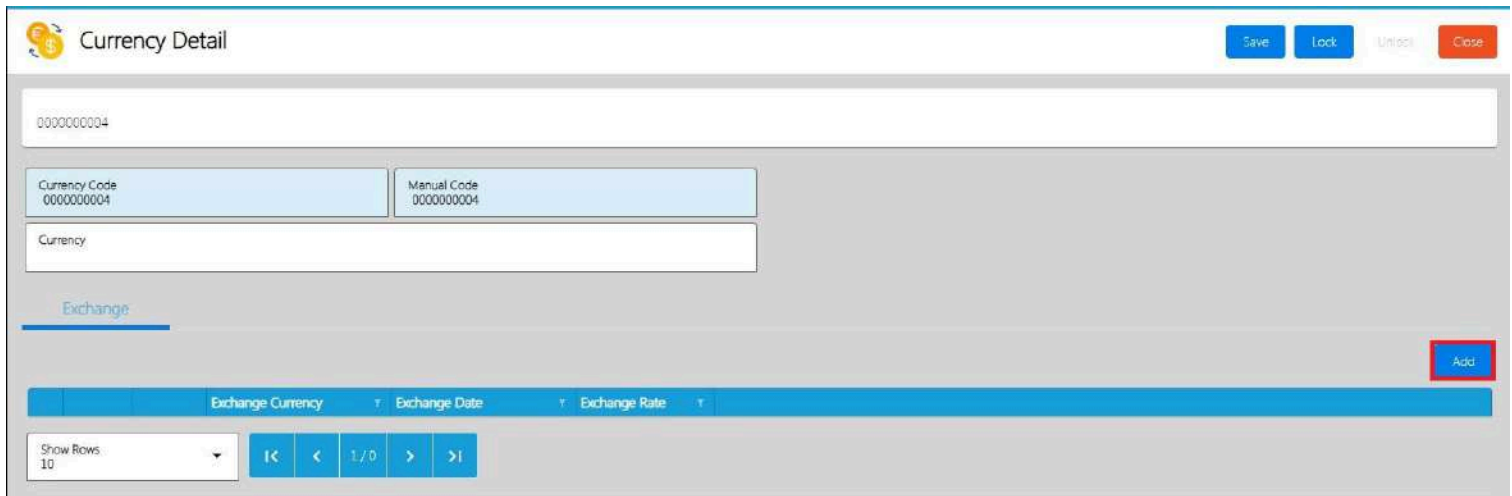
This screenshot is identical to the previous one, but the 'Add' button in the top right corner is highlighted with a red box, indicating the next step in the process.

3. Fill in the important fields with correct information like:
a. Currency Name



The screenshot shows the 'Currency Detail' form. It includes fields for 'Currency Code' (000000004) and 'Manual Code' (000000004). Below these is a text input field for the 'Currency' name. At the bottom, there is an 'Exchange' section with a table header: Exchange Currency, Exchange Date, and Exchange Rate. An 'Add' button is located at the bottom right of the form.

4. Click **Add**, Under exchange tab.

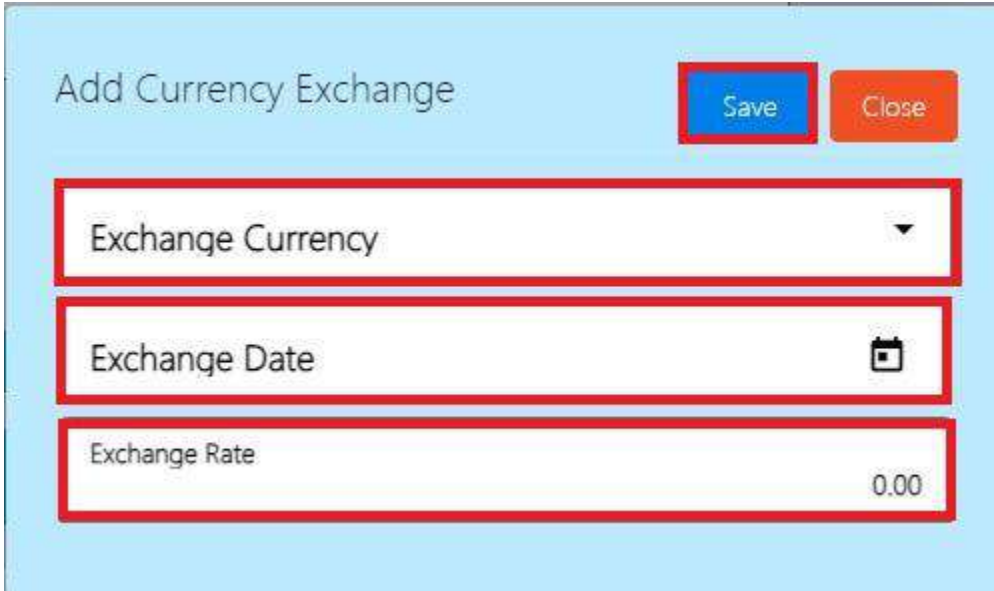


5. An Add Currency Exchange window will appear

6. Fill in the important fields with correct information like and click **Save**:

a. Exchange Currency

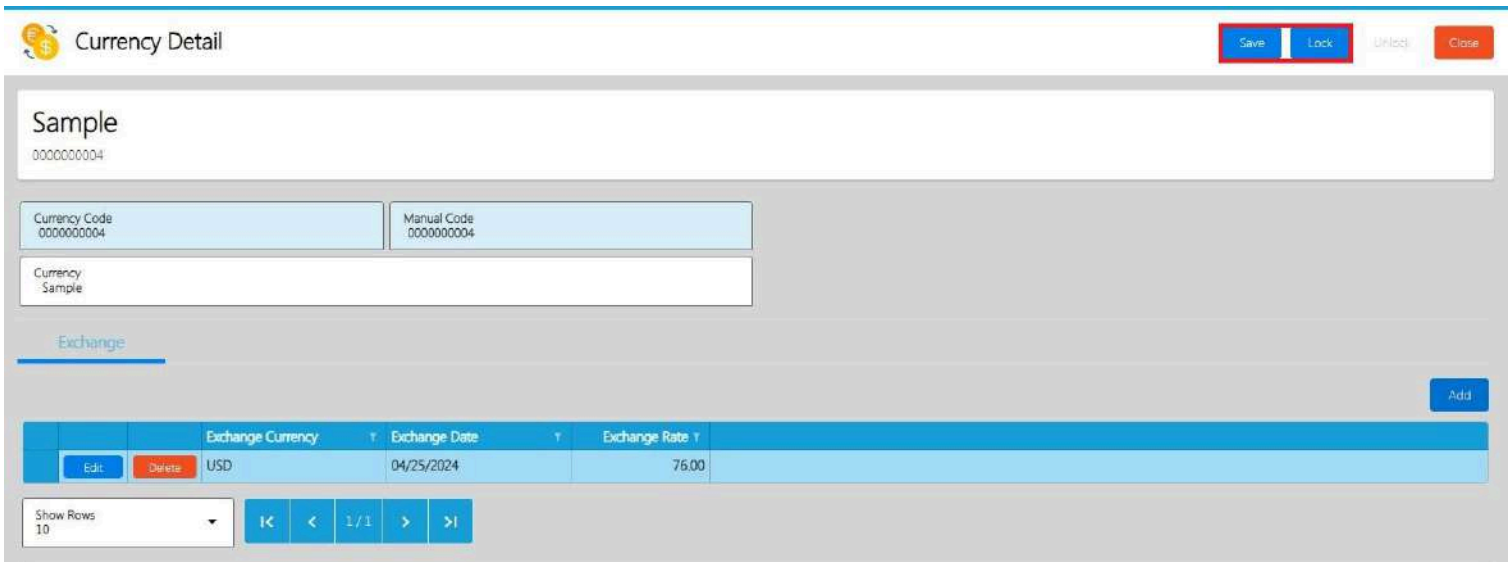
- b. Exchange Date
- c. Exchange Rate



The screenshot shows a light blue form titled "Add Currency Exchange". At the top right are "Save" and "Close" buttons. Below are three input fields, each highlighted with a red border:

- Exchange Currency:** A dropdown menu.
- Exchange Date:** A date picker with a calendar icon.
- Exchange Rate:** A text input field containing the value "0.00".

7. Click **Save** and **Lock** and **Close** to go back to the Currency List



The screenshot shows the "Currency Detail" page. At the top right are "Save", "Lock", "Unlock", and "Close" buttons. The main content area includes:

- Sample:** 000000004
- Currency Code:** 000000004
- Manual Code:** 000000004
- Currency:** Sample

Below is the "Exchange" section with a table:

	Exchange Currency	Exchange Date	Exchange Rate
Edit Delete	USD	04/25/2024	76.00

At the bottom, there is a "Show Rows" dropdown set to "10" and navigation buttons: "Previous", "First", "1/1", "Next", "Last".

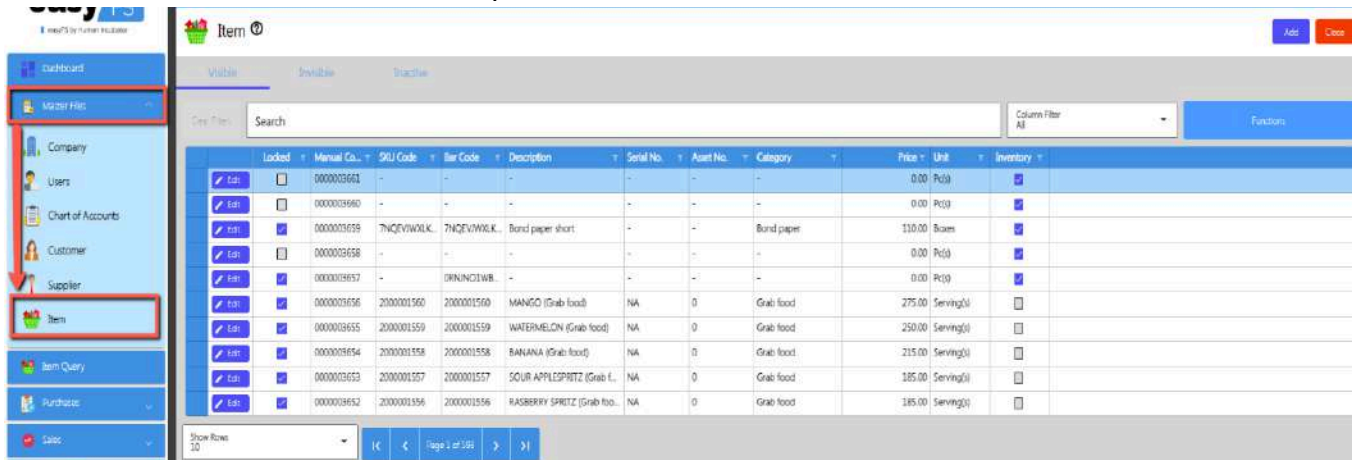
4.2 Update Master Files

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

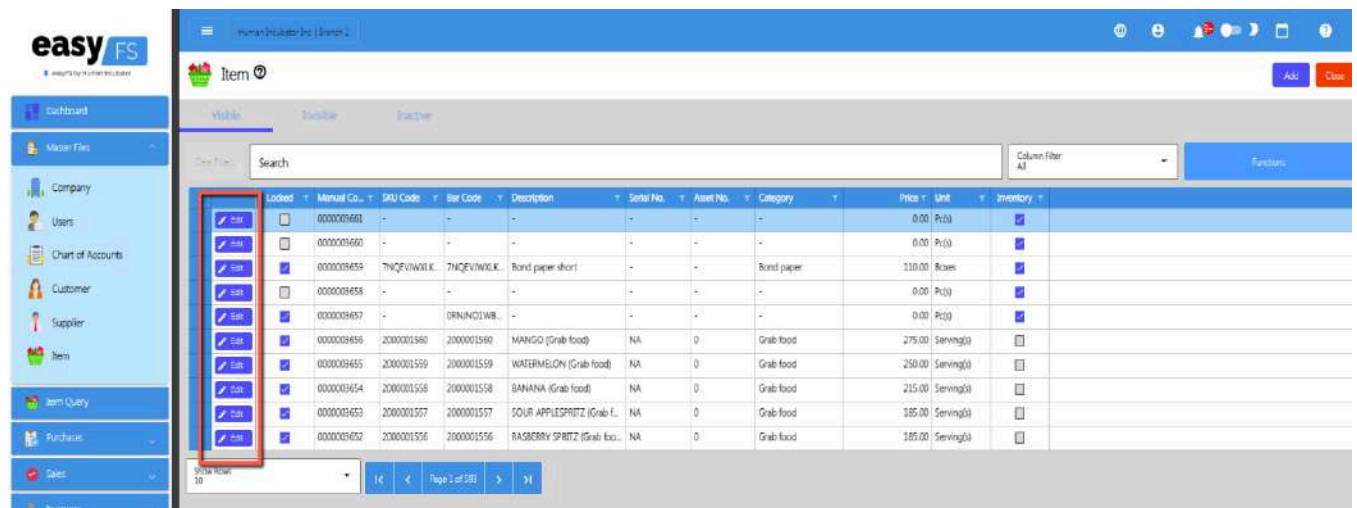
4.2.1 Item

4.2.1.1 Manual Update Item Detail

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



Locked	Manual Co.	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
<input type="checkbox"/>	0000003661	-	-	-	-	-	-	0.00	Pcs	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000003660	-	-	-	-	-	-	0.00	Pcs	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000003659	7NQEVWXLK	7NQEVWXLK	Bond paper short	-	-	Bond paper	110.00	Boxes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000003658	-	-	-	-	-	-	0.00	Pcs	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000003657	-	-	ORANGE WBL	-	-	-	0.00	Pcs	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000003656	2000001560	2000001560	MANGO (Grab food)	NA	0	Grab food	275.00	Serving(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000003655	2000001559	2000001559	WATERMELON (Grab food)	NA	0	Grab food	250.00	Serving(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000003654	2000001558	2000001558	BANANA (Grab food)	NA	0	Grab food	215.00	Serving(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000003653	2000001557	2000001557	SOUR APPLE SPRITZ (Grab f..	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000003652	2000001556	2000001556	RASBERRY SPRITZ (Grab foo..	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>



Locked	Manual Co.	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
<input type="checkbox"/>	0000003661	-	-	-	-	-	-	0.00	Pcs	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000003660	-	-	-	-	-	-	0.00	Pcs	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000003659	7NQEVWXLK	7NQEVWXLK	Bond paper short	-	-	Bond paper	110.00	Boxes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000003658	-	-	-	-	-	-	0.00	Pcs	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0000003657	-	-	ORANGE WBL	-	-	-	0.00	Pcs	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000003656	2000001560	2000001560	MANGO (Grab food)	NA	0	Grab food	275.00	Serving(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000003655	2000001559	2000001559	WATERMELON (Grab food)	NA	0	Grab food	250.00	Serving(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000003654	2000001558	2000001558	BANANA (Grab food)	NA	0	Grab food	215.00	Serving(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000003653	2000001557	2000001557	SOUR APPLE SPRITZ (Grab f..	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000003652	2000001556	2000001556	RASBERRY SPRITZ (Grab foo..	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>

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



Item Detail

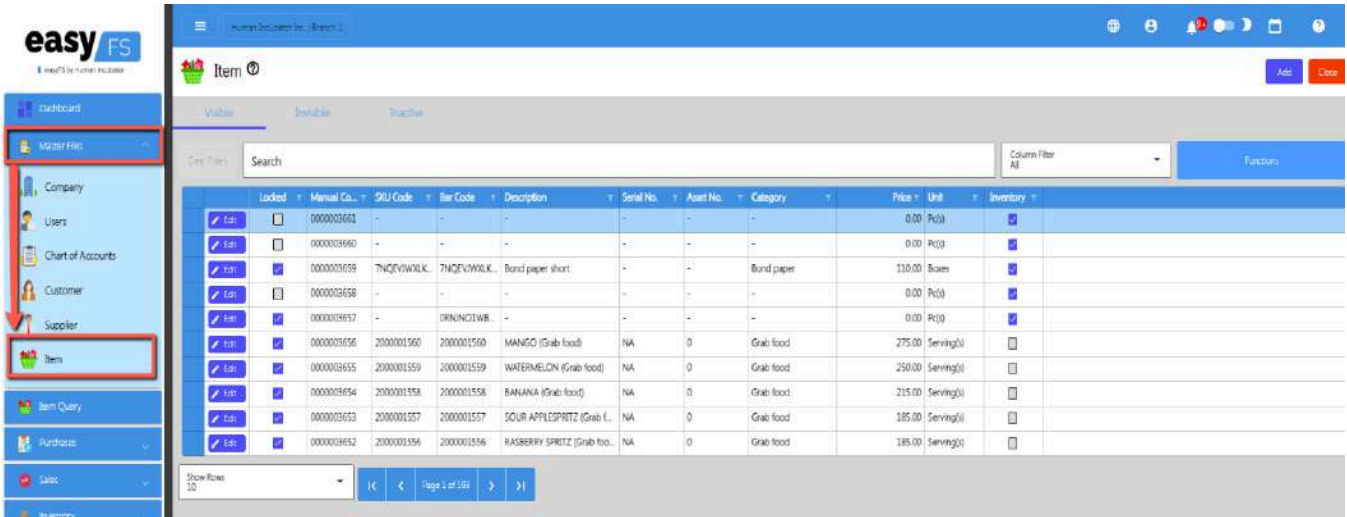
Encode NA or NULL if you don't have any value.

First example item
0000122028

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

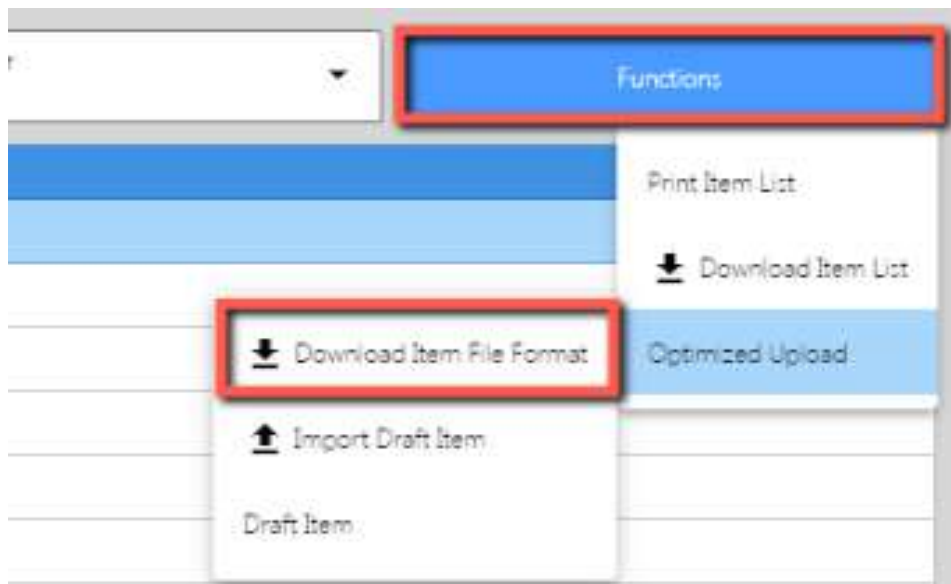
4.2.1.2 Update Item Detail in Bulk

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

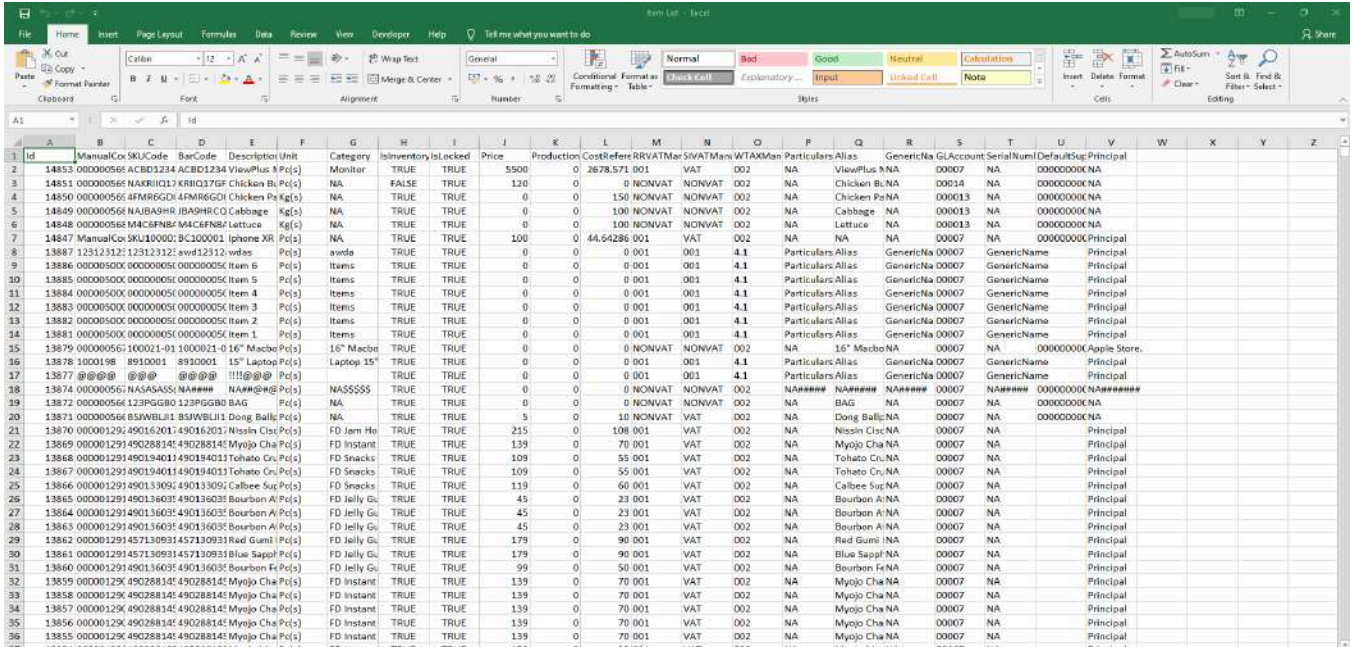


Locked	Manual Co.	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
<input type="checkbox"/>	000003663	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003660	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003659	7NQEVIWXLK	7NQEVIWXLK	Bond paper short	-	-	Bond paper	110.00	Boxes	<input type="checkbox"/>
<input type="checkbox"/>	000003658	-	-	-	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003657	-	-	DRINKING WB.	-	-	-	0.00	Pcs	<input type="checkbox"/>
<input type="checkbox"/>	000003656	2000001560	2000001560	MANGO (Grab food)	NA	0	Grab food	275.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003655	2000001559	2000001559	WATERMELON (Grab food)	NA	0	Grab food	250.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003654	2000001558	2000001558	BANANA (Grab food)	NA	0	Grab food	215.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003653	2000001557	2000001557	SOUR APPLESPRITZ (Grab f.	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>
<input type="checkbox"/>	000003652	2000001556	2000001556	RASBERRY SPRTZ (Grab foo.	NA	0	Grab food	185.00	Serving(s)	<input type="checkbox"/>

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



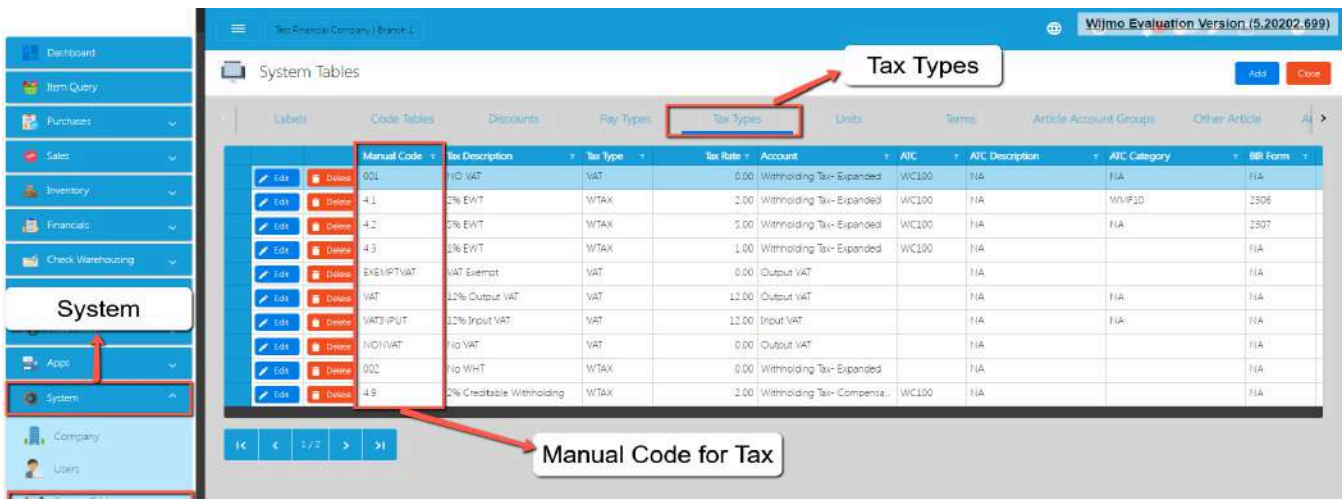
3. Once the download is complete, open the file. File name of the downloaded file is **File List**.



1	Id	Manual Code	SKU Code	Bar Code	Description	Unit	Category	Inventory	Locked	Price	Production	Cost	Refere	RR	VAT	Mar	SV	AT	Man	Particulars	Alias	Generic	Na	GL	Account	Serial	Num	Default	Sup	Principal
2	14853	00000056	ACR32324	ACR32324	ViewPlus 3	Pc(s)	Monitor	TRUE	TRUE	5500	0	2678.571	001	VAT	002	NA	ViewPlus	NA	000007	NA	00000000	NA	00000000	NA	00000000	NA	00000000	NA	Principal	
3	14851	00000056	NAKRI011	KRI0127F	Chicken B	Pc(s)	NA	FALSE	TRUE	120	0	0	NONVAT	NONVAT	002	NA	Chicken B	NA	000014	NA	00000000	NA	00000000	NA	00000000	NA	00000000	NA	Principal	
4	14850	00000056	AFMRGGDI	AFMRGGDI	Chicken P	Kg(s)	NA	TRUE	TRUE	0	0	150	NONVAT	NONVAT	002	NA	Chicken P	NA	000013	NA	00000000	NA	00000000	NA	00000000	NA	00000000	NA	Principal	
5	14849	00000056	NAJBAHR	JBASHR	Cabbage	Kg(s)	NA	TRUE	TRUE	0	0	100	NONVAT	NONVAT	002	NA	Cabbage	NA	000013	NA	00000000	NA	00000000	NA	00000000	NA	00000000	NA	Principal	
6	14848	00000056	MACFNF8	MACFNF8	Lettuce	Kg(s)	NA	TRUE	TRUE	0	0	100	NONVAT	NONVAT	002	NA	Lettuce	NA	000013	NA	00000000	NA	00000000	NA	00000000	NA	00000000	NA	Principal	
7	14847	Manual Code	SKU10000	SKU10000	iphone XR	Pc(s)	NA	TRUE	TRUE	100	0	44.64286	001	VAT	002	NA	iphone XR	NA	000007	NA	00000000	NA	00000000	NA	00000000	NA	00000000	NA	Principal	

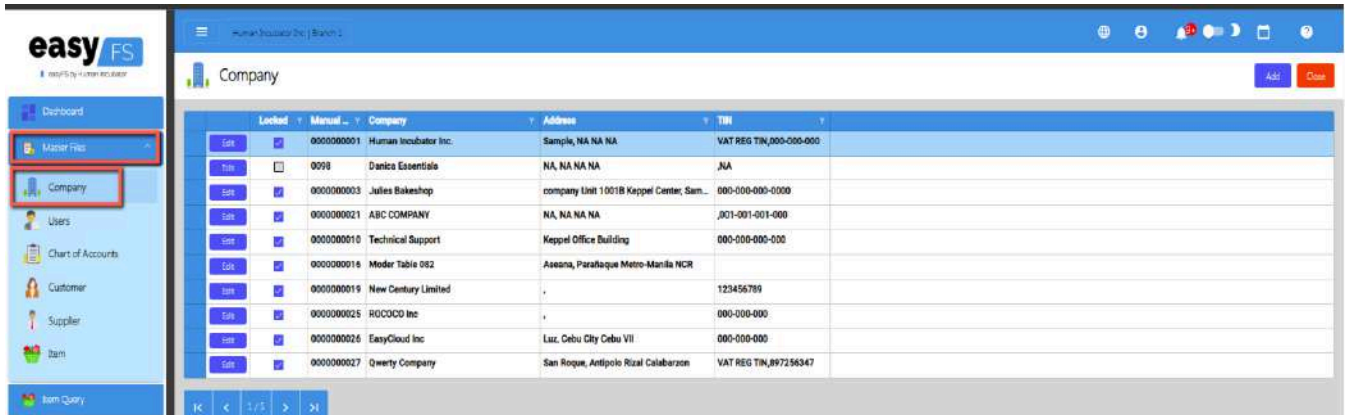
4. Update the column value that you want to change. Take note, *do not touch the Id column as it is needed for the update functionality.*

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



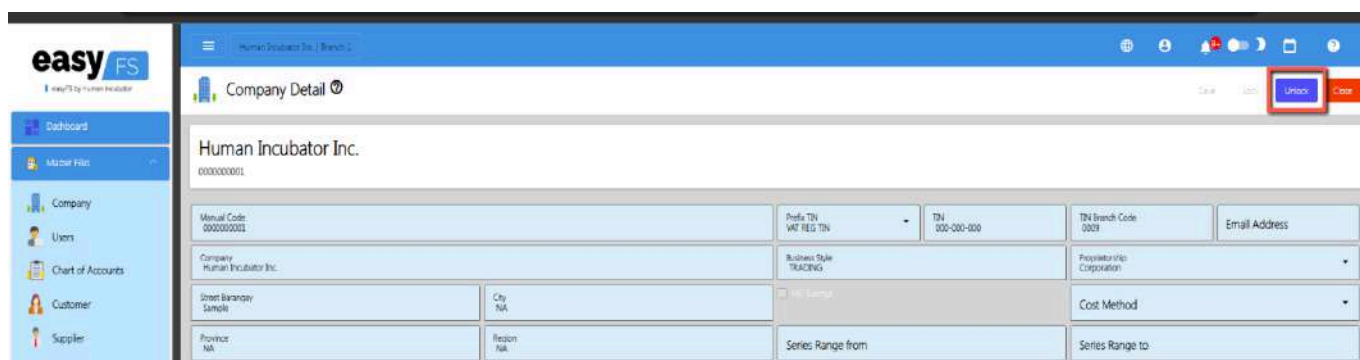
Manual Code	Tax Description	Tax Type	Tax Rate	Account	A/C	A/C Description	A/C Category	B/R Form
00L	0% VAT	VAT	0.00	Withholding Tax- Expanded	WC100	NA	NA	NA
4.1	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	NA	W/P10 2306
4.2	2% EWT	WTAX	5.00	Withholding Tax- Expanded	WC100	NA	NA	2307
4.3	2% EWT	WTAX	1.00	Withholding Tax- Expanded	WC100	NA	NA	NA
EXEMPTVAT	VAT Exempt	VAT	0.00	Output VAT	NA	NA	NA	NA
VAT	12% Output VAT	VAT	12.00	Output VAT	NA	NA	NA	NA
VATINPUT	12% Input VAT	VAT	12.00	Input VAT	NA	NA	NA	NA
INDIVAT	0% VAT	VAT	0.00	Output VAT	NA	NA	NA	NA
00C	0% WHT	WTAX	0.00	Withholding Tax- Expanded	WC100	NA	NA	NA
4.9	2% Creditable Withholding	WTAX	2.00	Withholding Tax- Compensa.	WC100	NA	NA	NA

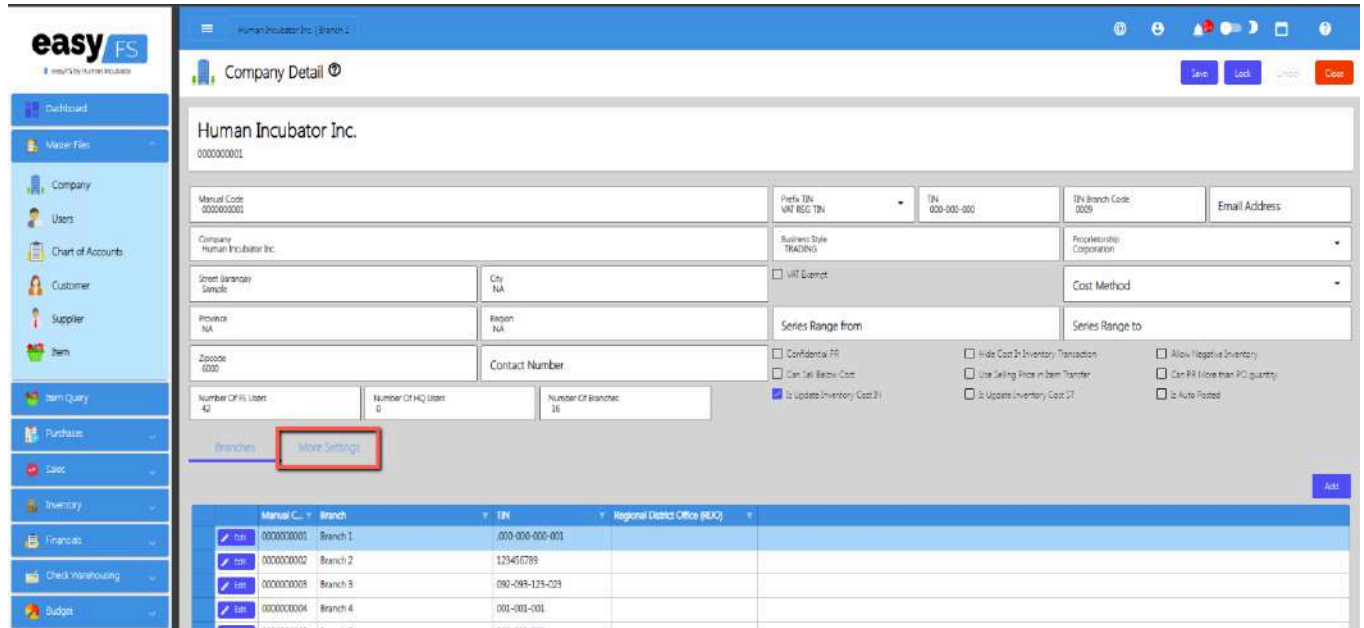
6. Once everything is okay, just Save the file.
7. Go back to the EasyFS system.
8. Go to **Master Files**, then click **Company**.



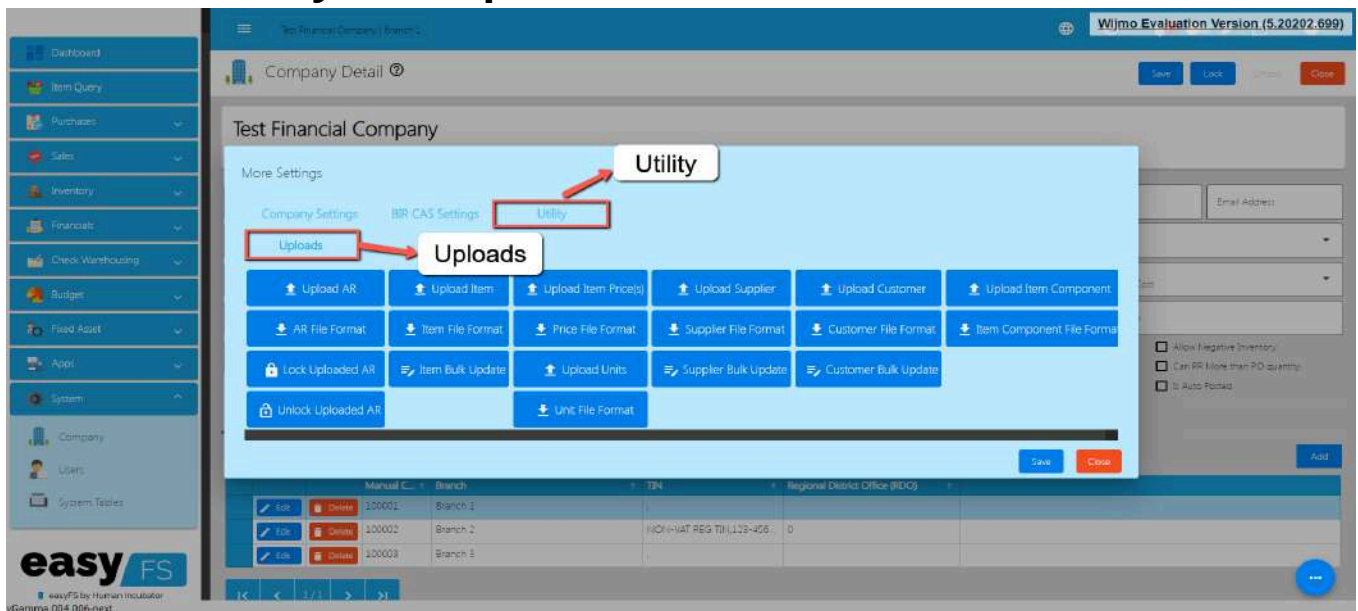
9. Click the Edit button, beside your Company name.

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

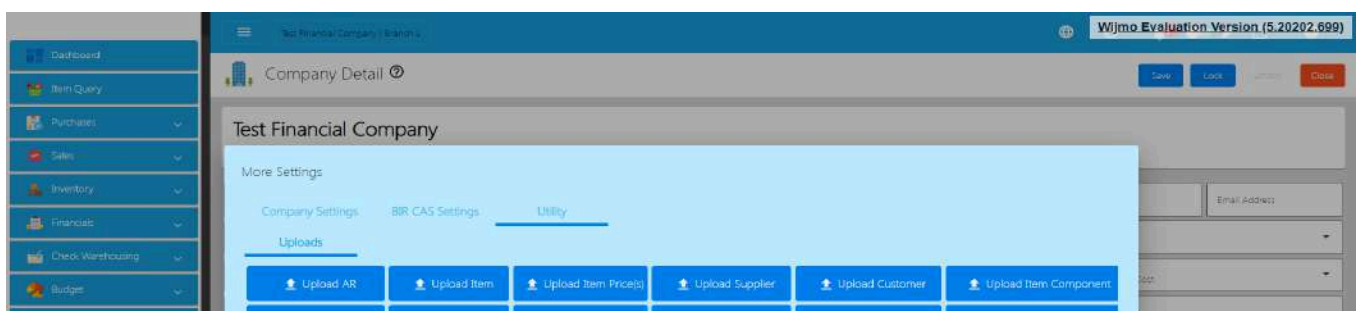




click **Utility** then **Uploads**.



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



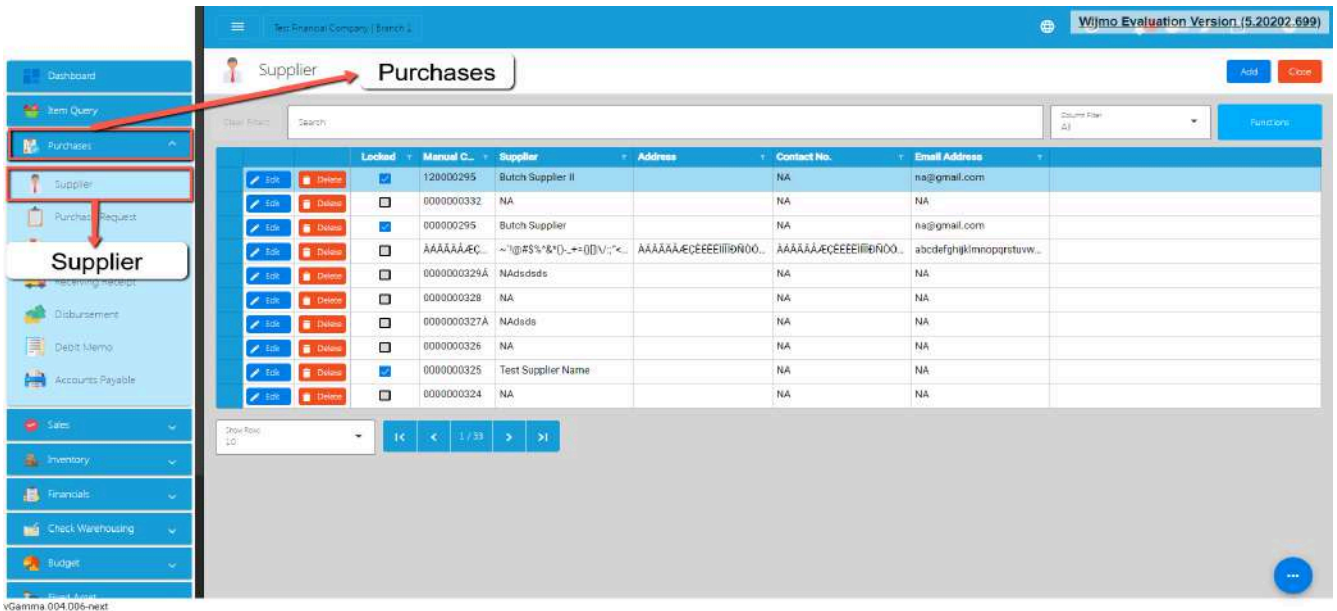
13. Look for the Item List file, then double click to upload.
14. Wait until it will successfully update the Item detail.
15. Once okay, you may now review the item you updated by clicking again the **MasterFiles**, then **Item**.
16. You may use the **Search** bar to search the item you
17. updated, then click the **Edit** button to see the changes.



4.2.2 Supplier

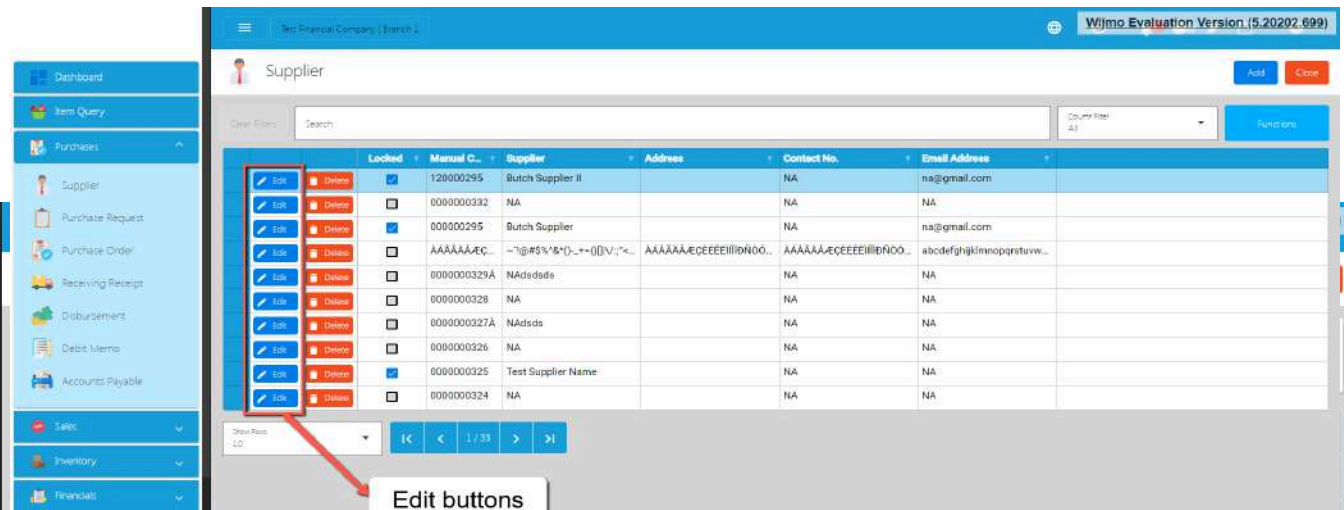
4.2.2.1 Manual Update Supplier Detail

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



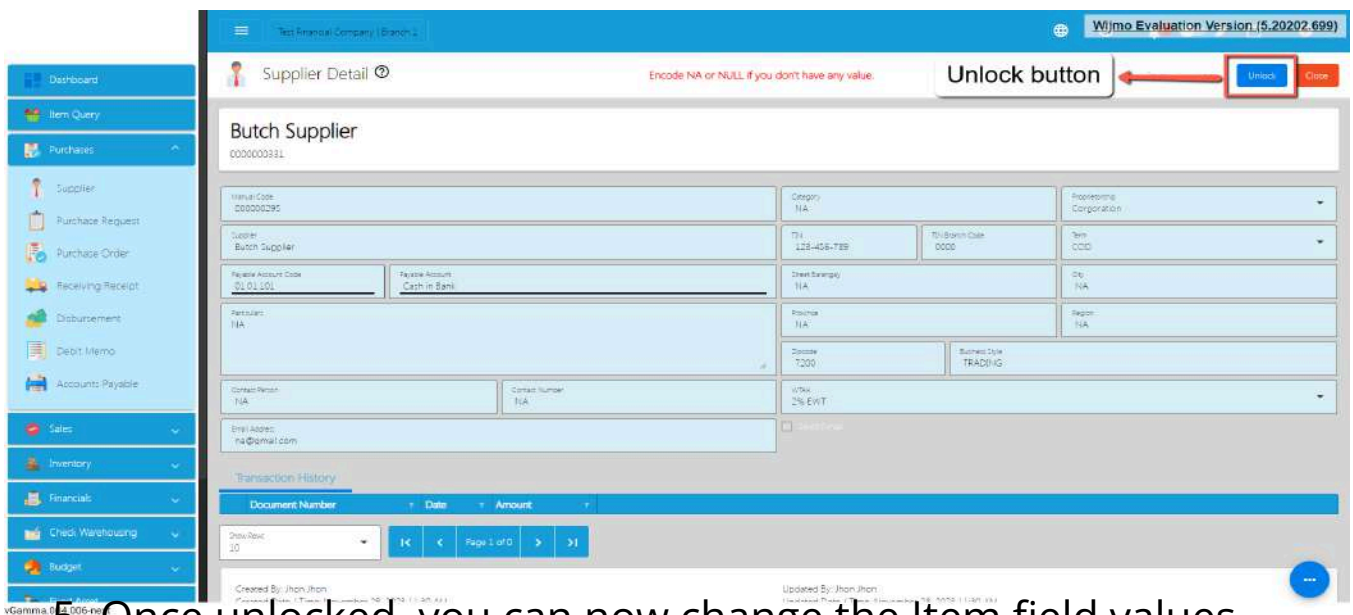
The screenshot shows the software interface with a sidebar on the left and a main content area. The sidebar has a menu with 'Purchases' selected, and a sub-menu where 'Supplier' is highlighted. A red arrow points from the 'Supplier' menu item to the 'Supplier' tab in the main content area. The main content area shows a table of suppliers with columns for 'Locked', 'Manual C.', 'Supplier', 'Address', 'Contact No.', and 'Email Address'. The table contains several rows of supplier data.

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

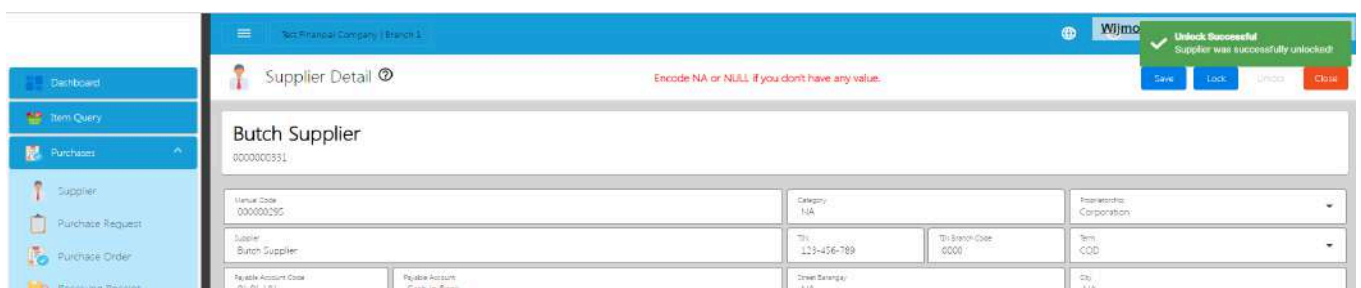


The screenshot shows the software interface with the 'Supplier' tab selected in the main content area. A red box highlights the 'Edit' buttons for each row in the supplier table. A red arrow points from the 'Edit' buttons to a label 'Edit buttons' at the bottom of the page.

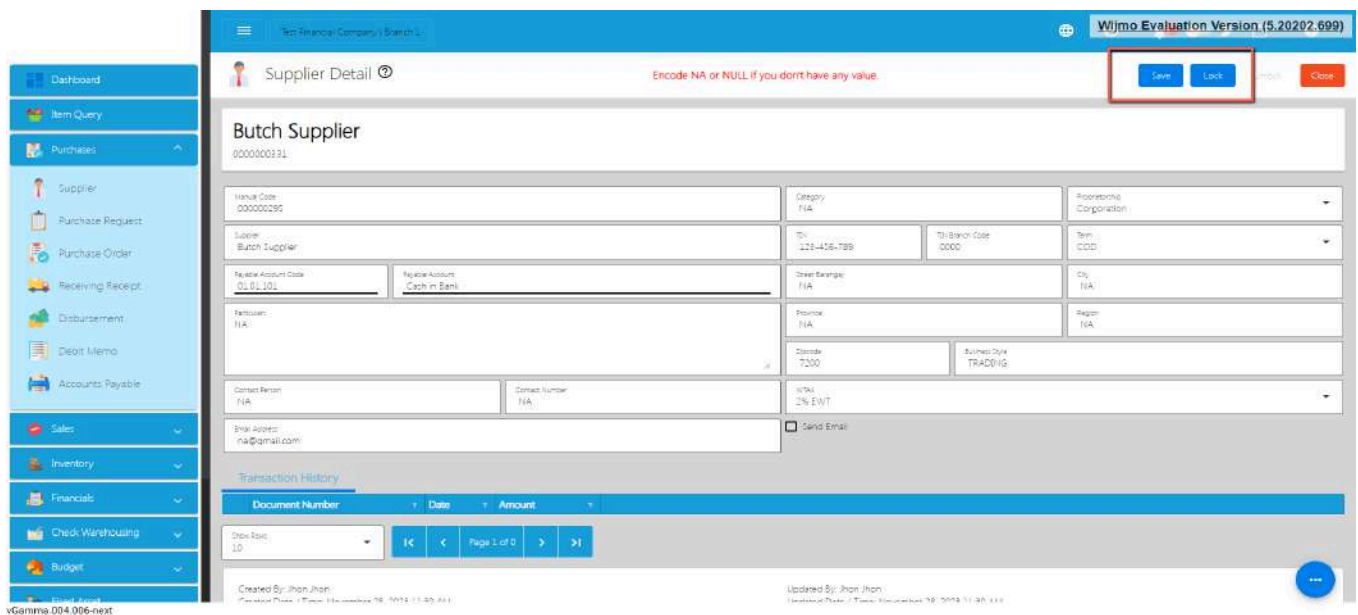
4. If your Supplier is locked, click the **Unlock** button found on the top right part of the Supplier Detail page.



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**.



W/imo Evaluation Version (5.20202.699)

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

Butch Supplier
0000000331

Vendor Code 000000295	Category N/A	Accounting Corporation -
Supplier Butch Supplier	TIN 123-456-789	TU-Branch Code 0000
Supplier Account Code 01-01-101	Supplier Account Cash in Bank	Order Range N/A
Particular N/A	Province N/A	City N/A
Contact Person N/A	Contact Number N/A	Region N/A
Bank Account N/A	Bank Name N/A	Business Type TRADING
Bank Address na@gmail.com	WTA 2% EWT	<input type="checkbox"/> Send Email

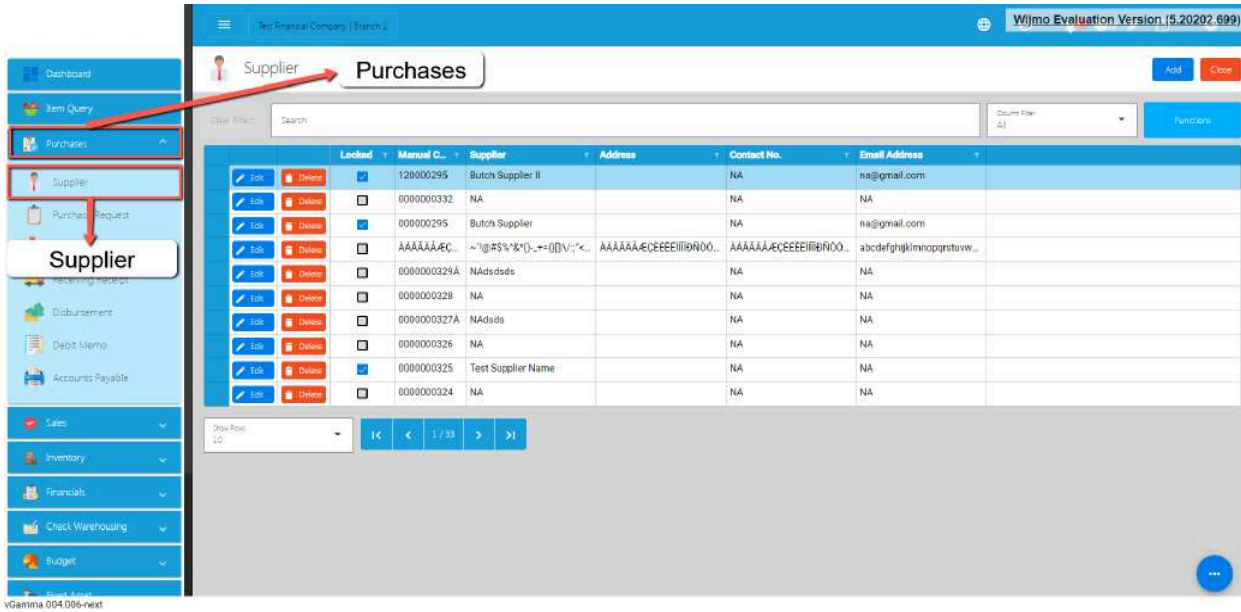
Transaction History

Document Number	Date	Amount
Show Date 10		

Created By: John John
Updated By: John John

4.2.2.1 Update Supplier Detail in Bulk

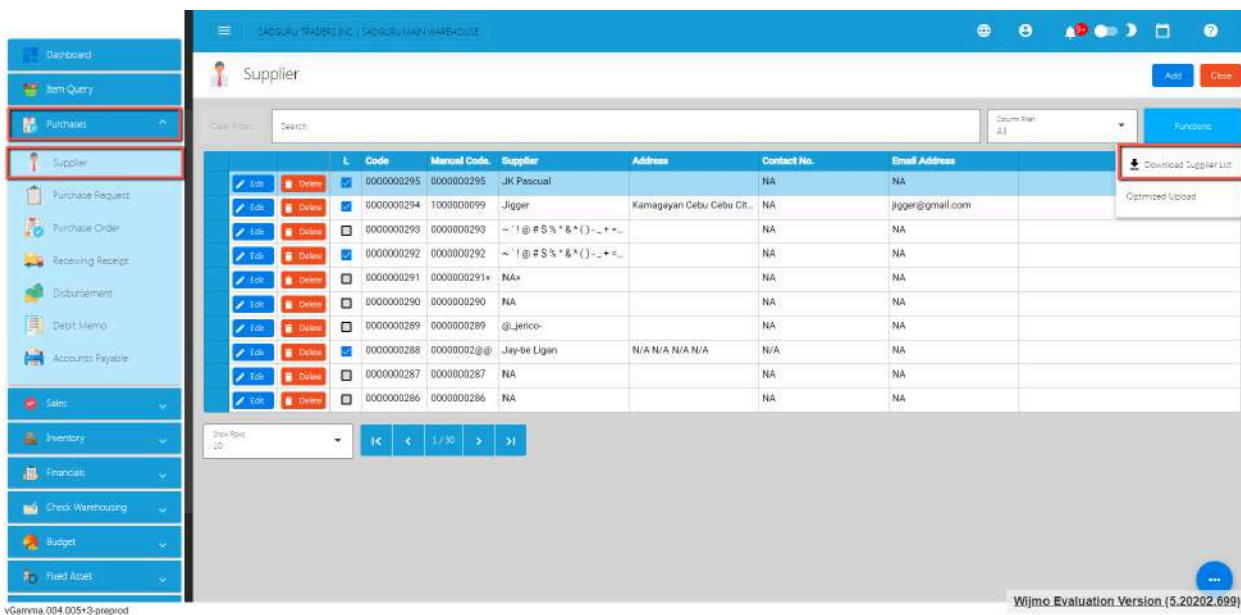
1. Go to **Purchases**, then click **Supplier**.



The screenshot shows the 'Supplier' list page in the software. The left sidebar has 'Purchases' and 'Supplier' highlighted. The main table displays the following data:

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

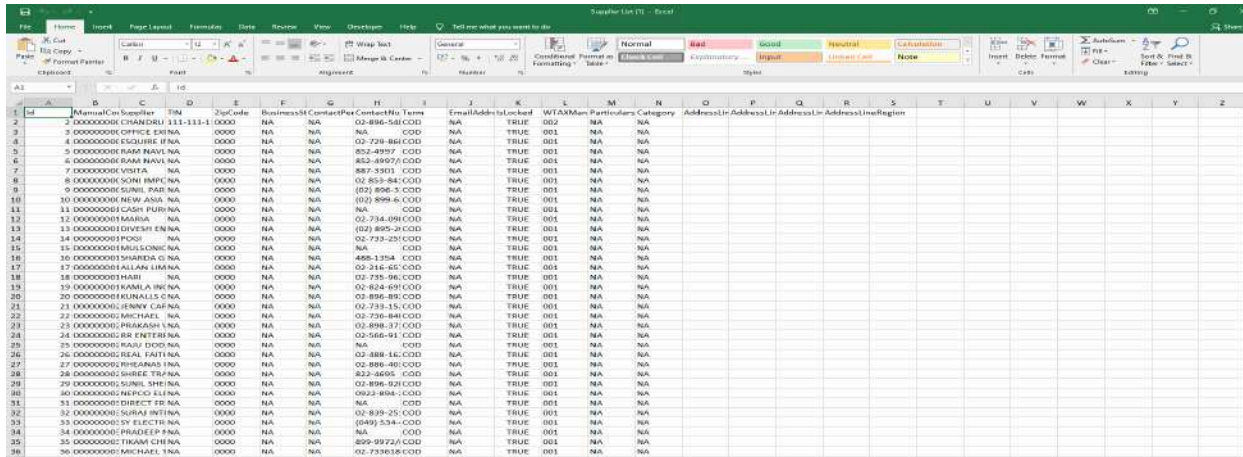
2. On the Supplier list page, click the **Functions** button, then click **Download Supplier List**. Supplier List will be used as a template for bulk updating Supplier detail.



The screenshot shows the 'Supplier' list page with the 'Functions' button highlighted. The dropdown menu is open, showing the 'Download Supplier List' option. The main table displays the following data:

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

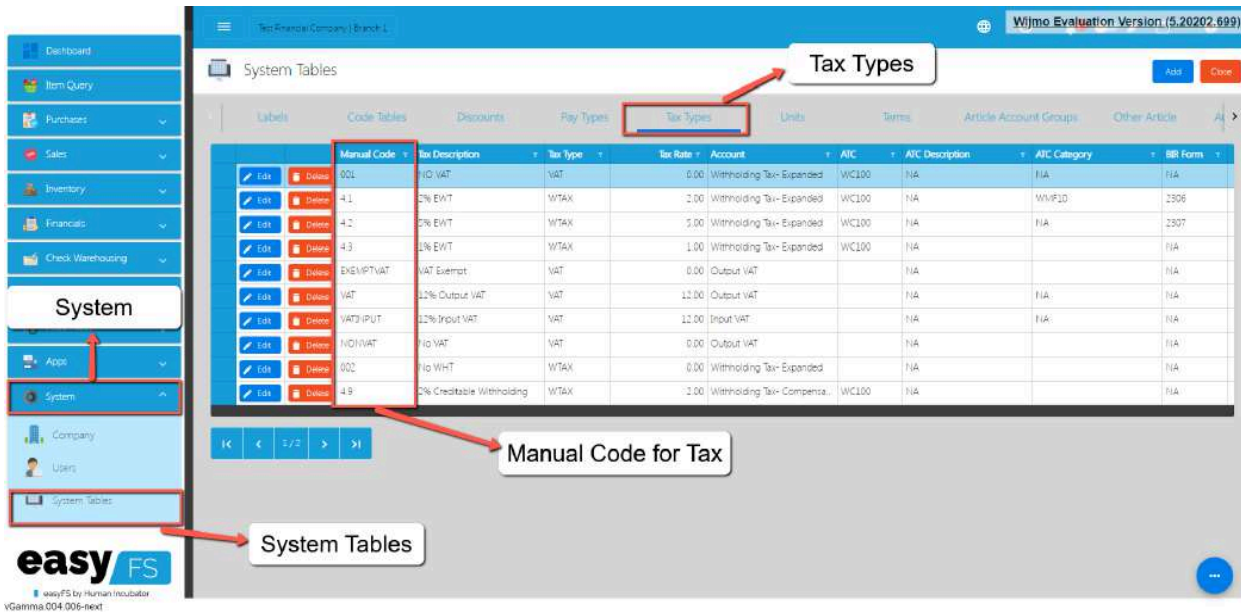
3. Once the download is complete, open the file. File name of the downloaded file is **Supplier List**.



Id	Name	Code	Business	Contact	Terms	Email	Address	Particulars	Category	Address	Address	Address	Address	Address	Address
1	MANILA	111-111-1	0000	NA	NA	02-896-5810	NA	TRUE	001	NA	NA	NA	NA	NA	NA
2	00000000000000000000	0000	NA	NA	NA	02-896-5810	NA	TRUE	001	NA	NA	NA	NA	NA	NA
3	00000000000000000000	0000	NA	NA	NA	02-729-8640	NA	TRUE	001	NA	NA	NA	NA	NA	NA
4	00000000000000000000	0000	NA	NA	NA	852-8997	NA	TRUE	001	NA	NA	NA	NA	NA	NA
5	00000000000000000000	0000	NA	NA	NA	852-8997	NA	TRUE	001	NA	NA	NA	NA	NA	NA
6	00000000000000000000	0000	NA	NA	NA	02-853-84	NA	TRUE	001	NA	NA	NA	NA	NA	NA
7	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
8	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
9	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
10	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
11	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
12	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
13	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
14	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
15	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
16	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
17	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
18	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
19	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
20	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
21	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
22	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
23	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
24	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
25	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
26	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
27	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
28	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
29	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
30	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
31	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
32	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
33	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
34	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA
35	00000000000000000000	0000	NA	NA	NA	021 896-5	NA	TRUE	001	NA	NA	NA	NA	NA	NA
36	00000000000000000000	0000	NA	NA	NA	021 896-6	NA	TRUE	001	NA	NA	NA	NA	NA	NA

4. Update the column value that you want to change. Take note, *do not touch the Id column as it is needed for the update functionality.*

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



System Tables

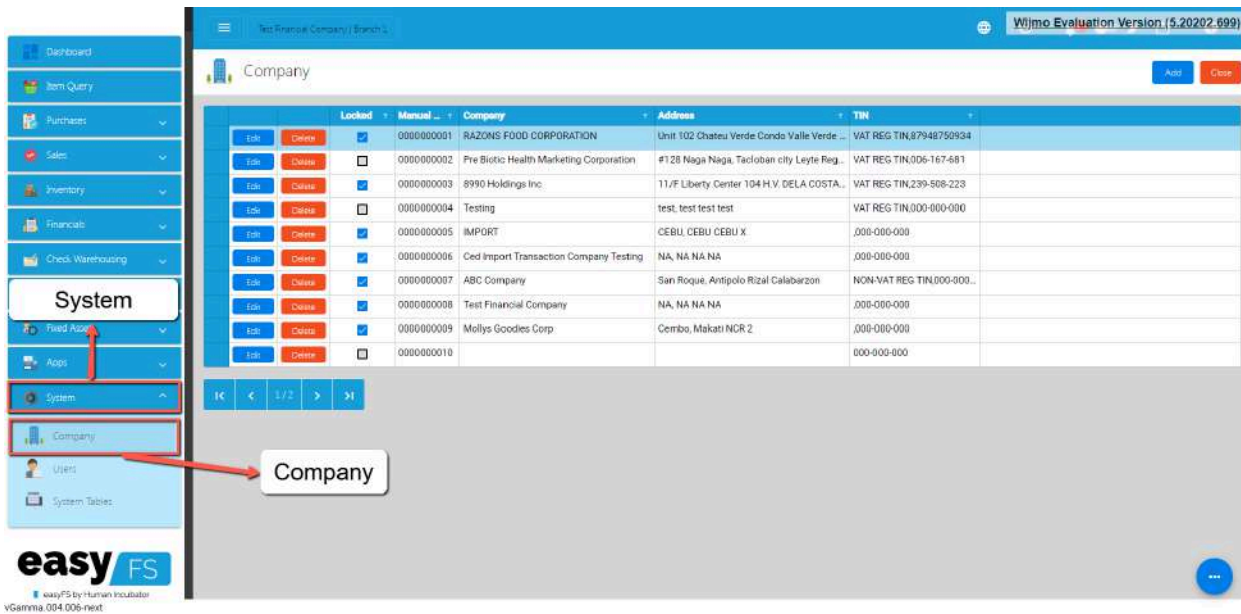
Tax Types

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

Manual Code for Tax

System Tables

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

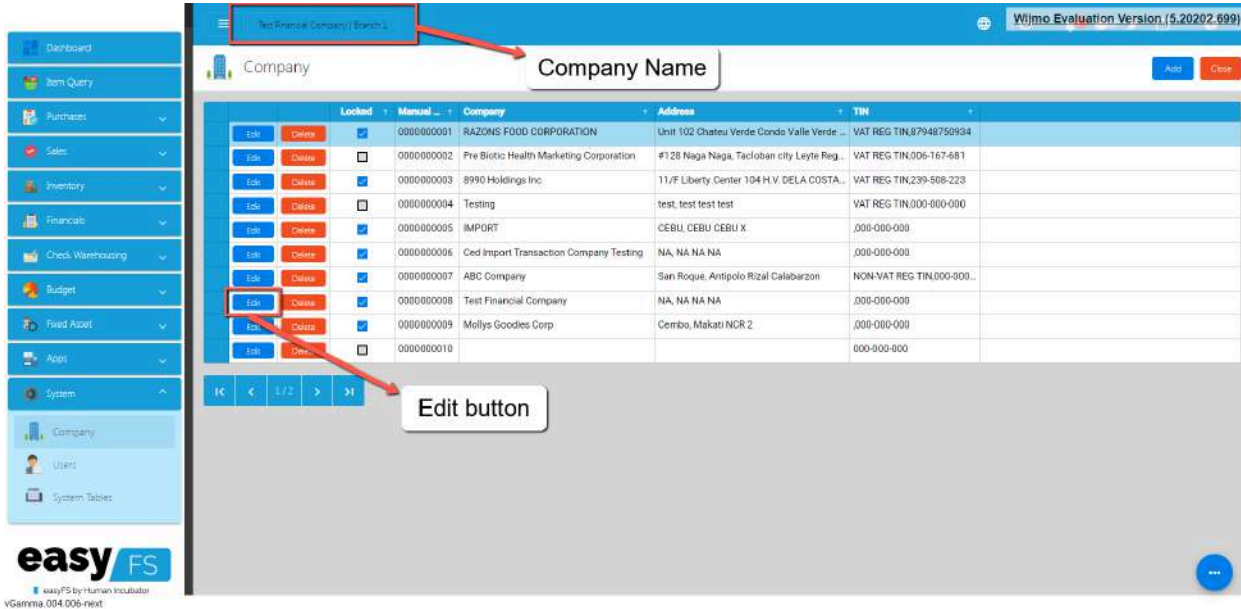


Company

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

Company

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



Test Financial Company (Search)

Wijmo Evaluation Version (5.20202.699)

Company Add Close

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

10 < 1/2 >

Edit button

easyFS
easyFS by Human Incubator
vGamma.004.006-next

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.

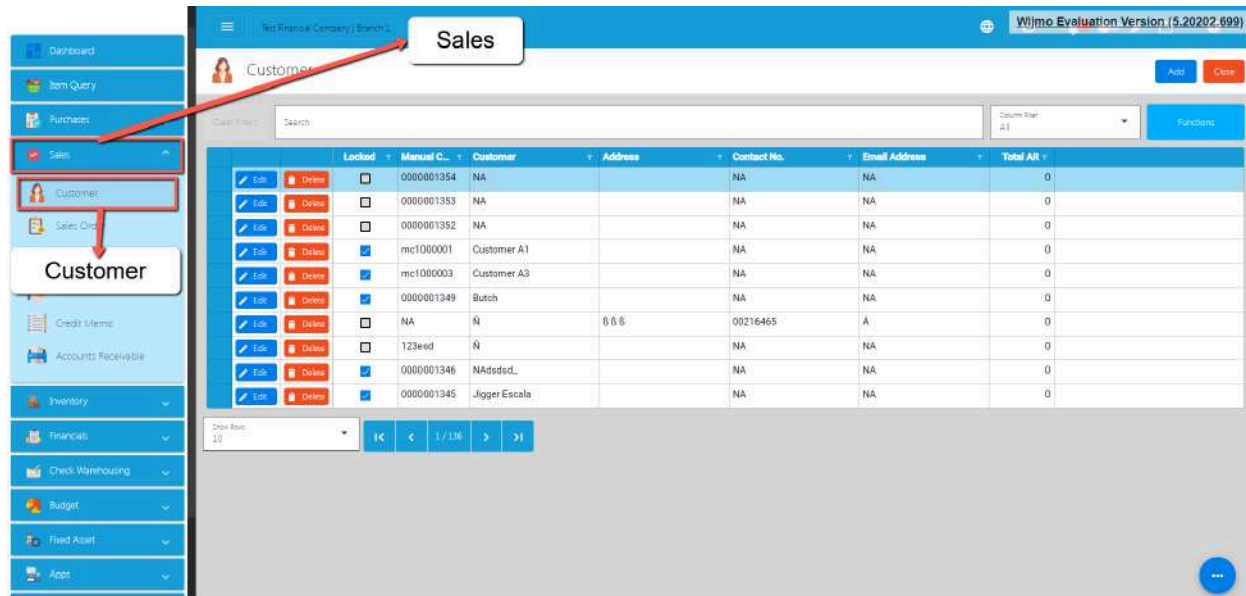
15. Once okay, you may now review the item you updated by clicking again the **Purchases**, then **Supplier**.

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

4.2.3 Customer

4.2.3.1 Manual Update Customer Detail

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



The screenshot shows the Human Incubator system interface. On the left is a navigation menu with options: Dashboard, Item Query, Purchases, Sales, Customer, Sales Circle, Credit Memo, Accounts Receivable, Inventory, Financials, Check Warehousing, Budget, Filed Asset, and Apps. The 'Sales' menu item is highlighted, and a red arrow points from it to the 'Customer' sub-menu item. The main area displays the 'Customer' list page with a table of customer records. The table has columns for 'Locked', 'Manual C...', 'Customer', 'Address', 'Contact No.', 'Email Address', and 'Total AR'. The table contains several rows of customer data, including 'Customer A1', 'Customer A3', and 'Jigger Escala'. At the bottom of the table, there are navigation controls for 'Show Row: 10' and page navigation buttons.

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**.
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.

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

V: Transactions

5.1 Overview

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

Our EasyFS system has the following transactions:

1. Purchases

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

2. Sales

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

3. Inventory

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

4. Financials

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

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

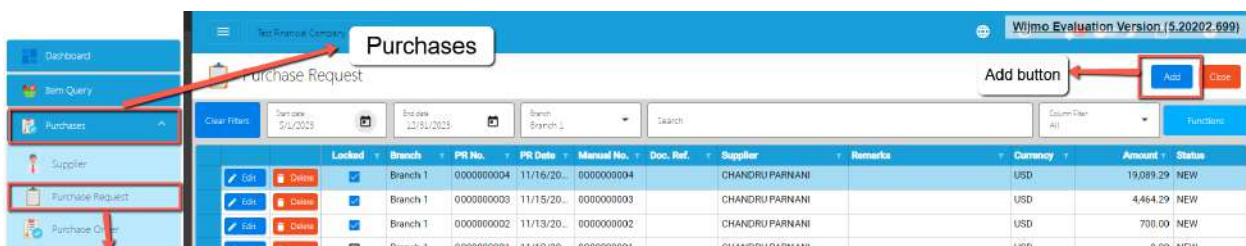
This is where you input the entire purchase request needed.

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

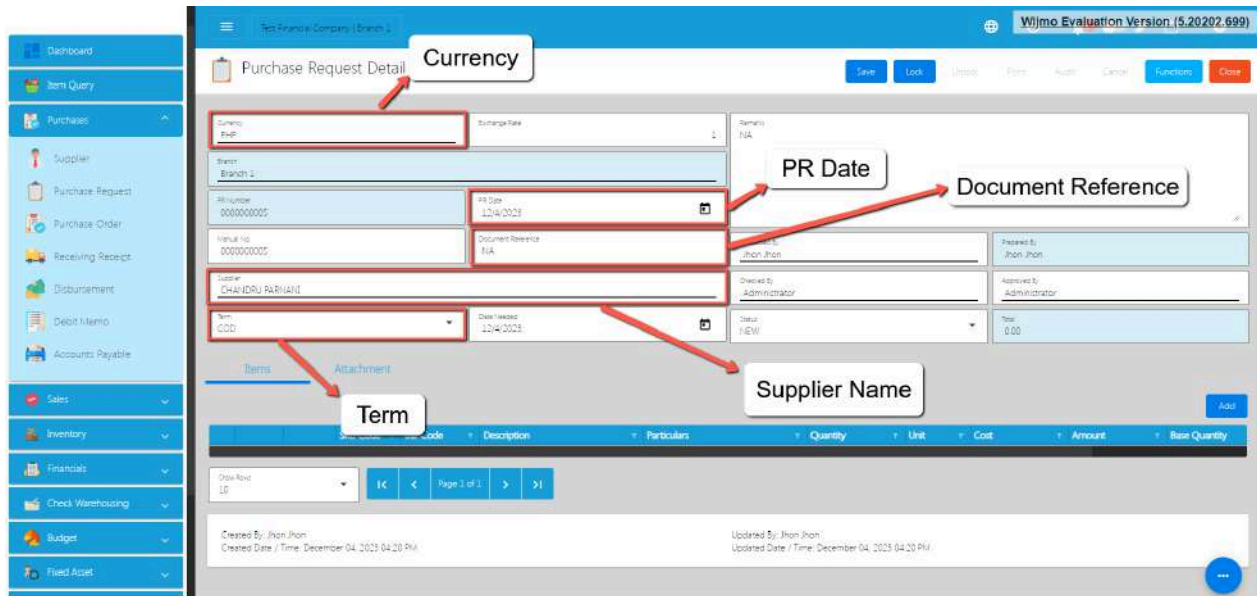
- To add a new Purchase Request, go to Purchases then click Purchase Request. After that, click the **Add** that can be seen in the Purchase Request list.



The screenshot shows the 'Purchases' section of the Wjimo system. The left sidebar contains navigation items: Dashboard, Item Query, Purchases (selected), Supplier, Purchase Request, and Purchase Order. The main content area is titled 'Purchase Request' and features a table with the following columns: Locked, Branch, PR No., PR Date, Manual No., Doc. Ref., Supplier, Remarks, Currency, Amount, and Status. The table contains three rows of data, all with a status of 'NEW'. In the top right corner of the table area, there is an 'Add button' (a blue button with a plus sign) and a 'Close' button (a red button). A red arrow points from the 'Add button' to the 'Purchase Request' item in the sidebar.

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

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

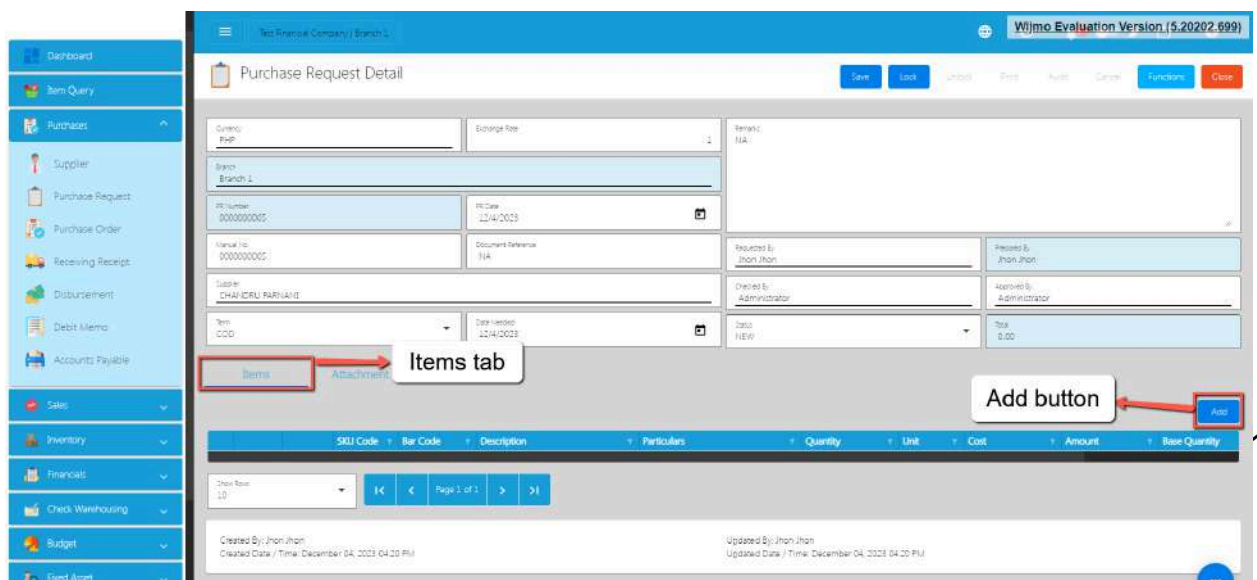


The screenshot shows the 'Purchase Request Detail' form in the Wjmo system. The form is titled 'Purchase Request Detail' and includes the following fields:

- Currency:** PHP
- Supplier Name:** CHAI IDRU PARHAI
- PR Date:** 12/4/2023
- Document Reference:** N/A
- Term:** COD

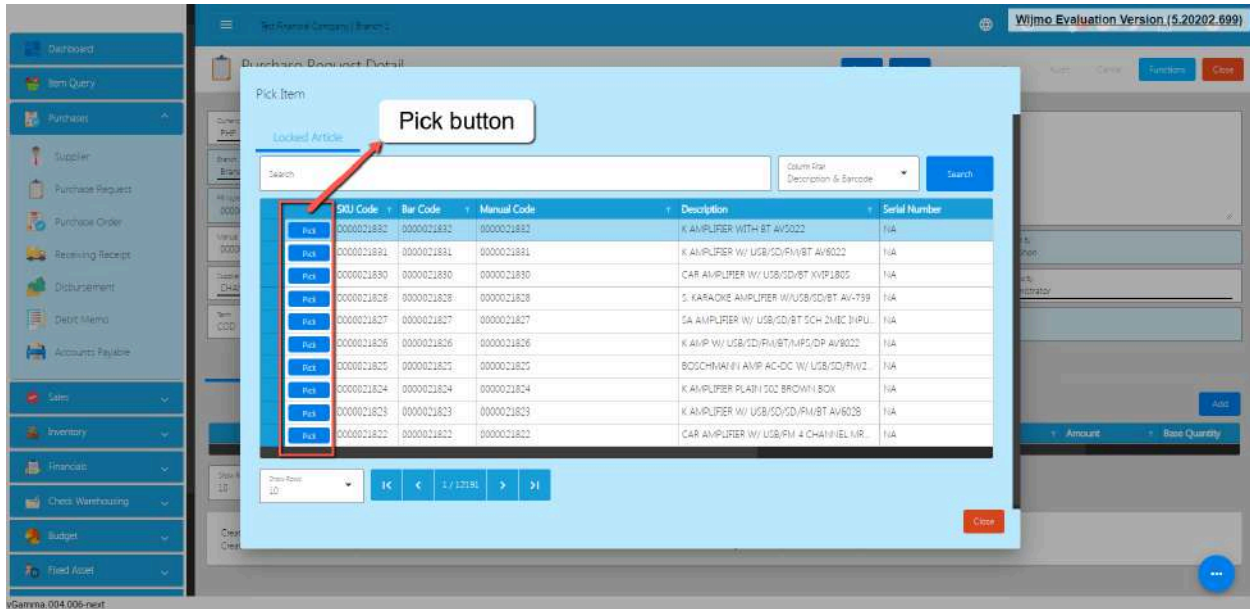
Red boxes and arrows highlight these fields. The form also shows a table for 'Items' and 'Attachments'.

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

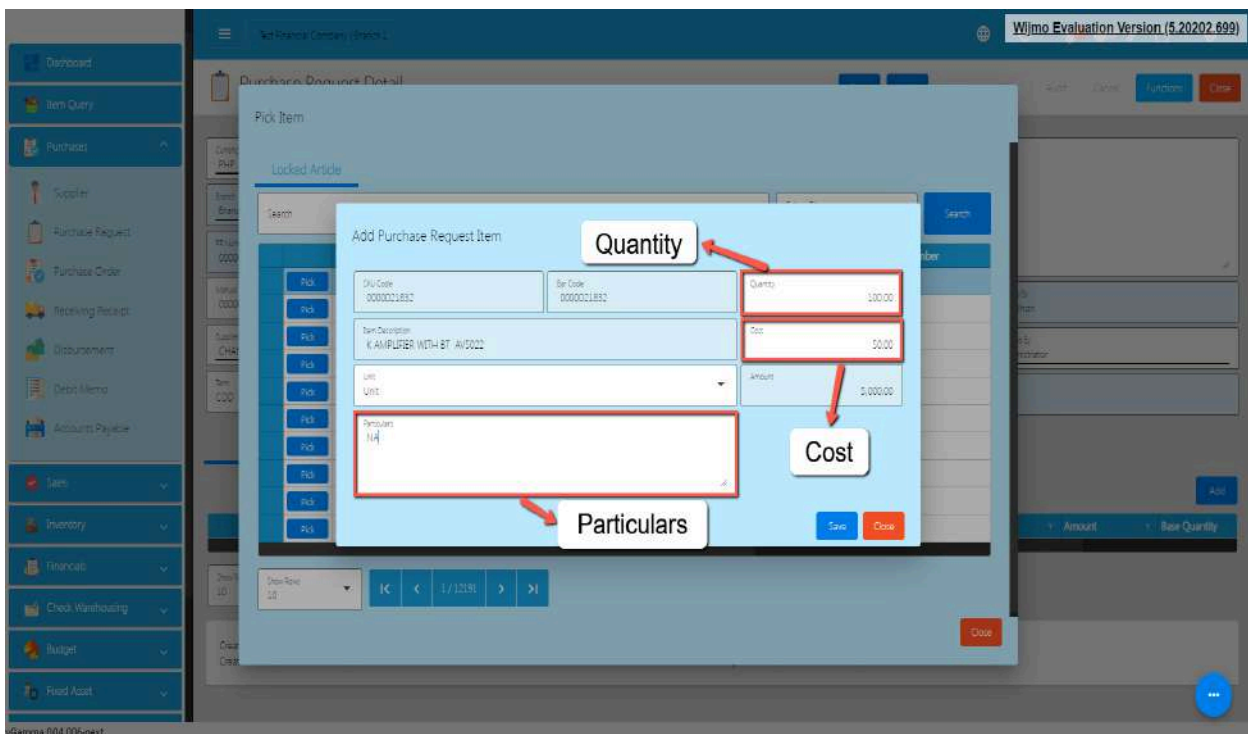


The screenshot shows the 'Purchase Request Detail' form in the Wjmo system, with the 'Items' tab selected. The 'Add' button is highlighted with a red box and an arrow.

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



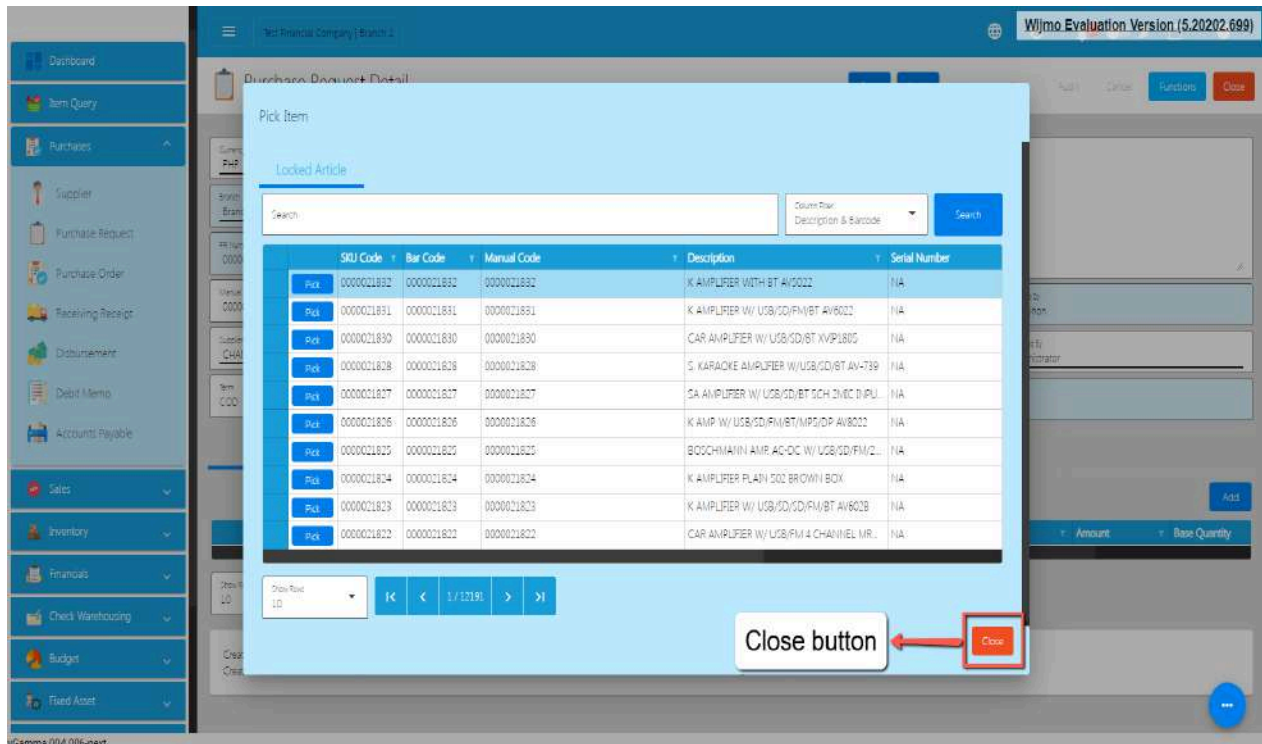
5. Once the Pick button is clicked, fill out the quantity and the cost. For Particulars, put NA if nothing to provide.



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.



Wijmo Evaluation Version (5.20202.699)

Pick Item

Locked Article

Search

Column Filter: Description & Barcode

	SKU Code	Bar Code	Manual Code	Description	Serial Number
Pick	0000021892	0000021892	0000021892	K AMPLIFIER WITH BT AV5022	NA
Pick	0000021891	0000021891	0000021891	K AMPLIFIER W/ USB/CD/FM/BT AV6021	NA
Pick	0000021890	0000021890	0000021890	CAR AMPLIFIER W/ USB/SD/ST XVP1805	NA
Pick	0000021828	0000021828	0000021828	S KARAOKE AMPLIFIER W/USB/CD/BT AV-739	NA
Pick	0000021827	0000021827	0000021827	SA AMPLIFIER W/ USB/CD/BT TOSH DMC D1 PLU	NA
Pick	0000021826	0000021826	0000021826	K AMP W/ USB/SD/FM/BT/MP3/DP AV8002	NA
Pick	0000021825	0000021825	0000021825	BOSCHMANN AMP AC-DC W/ USB/SD/FM/2	NA
Pick	0000021824	0000021824	0000021824	K AMPLIFIER PLAIN 502 BROWN BOX	NA
Pick	0000021823	0000021823	0000021823	K AMPLIFIER W/ USB/SD/CD/FM/BT AV6029	NA
Pick	0000021822	0000021822	0000021822	CAR AMPLIFIER W/ USB/FM/4 CHANNEL MR.	NA

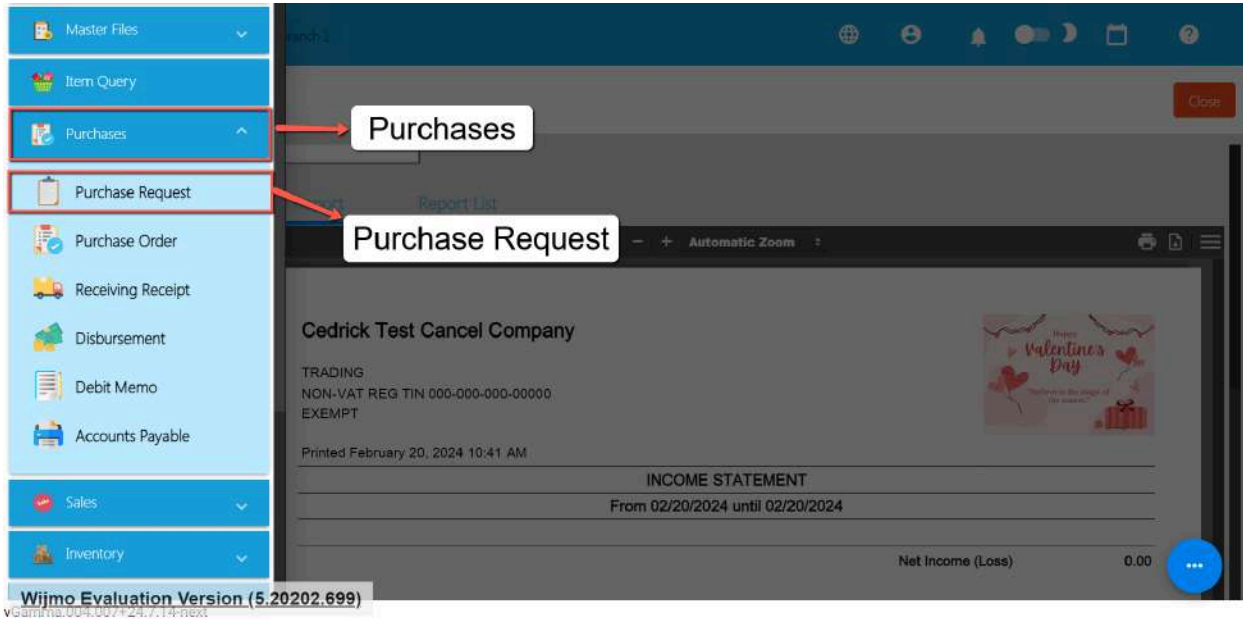
Close button

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

Cancel Purchase Request Transaction

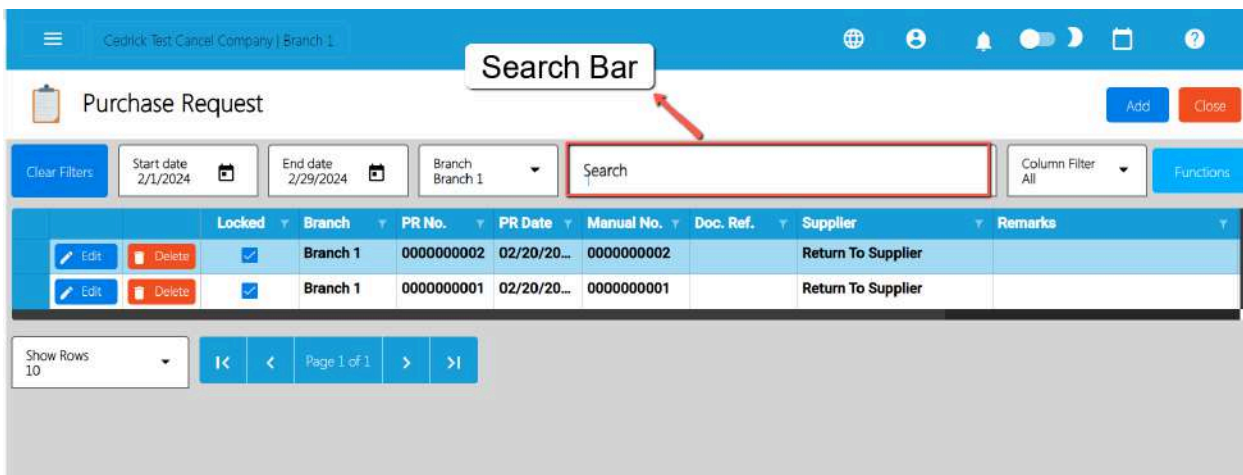
When you need to cancel a purchase request, it's important to follow these simple steps:

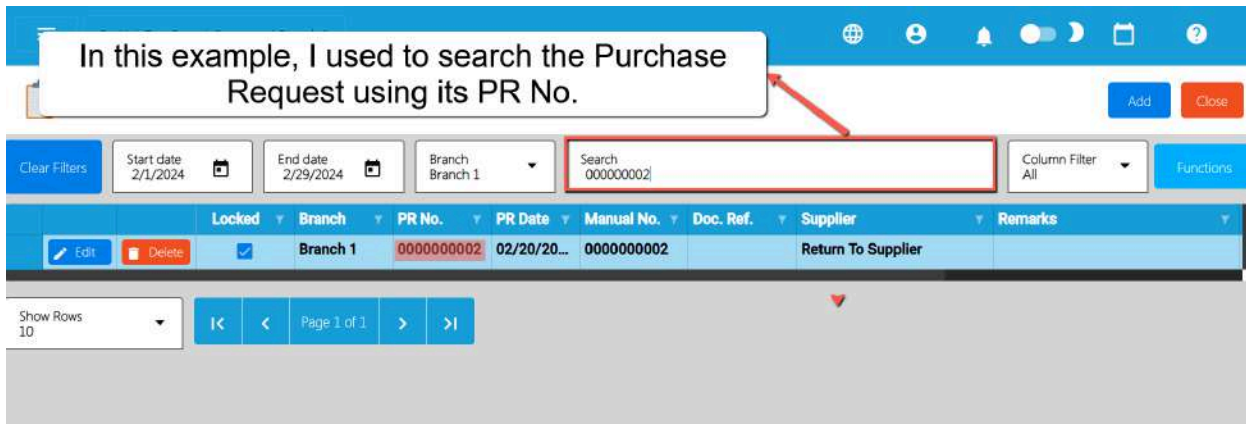
1. **Log In:** Visit your easyFS domain and login with your username and password.
2. **Find your Purchase Request:** Navigate to the Purchases, then Purchase Request. You will be redirected to the Purchase Request lists.



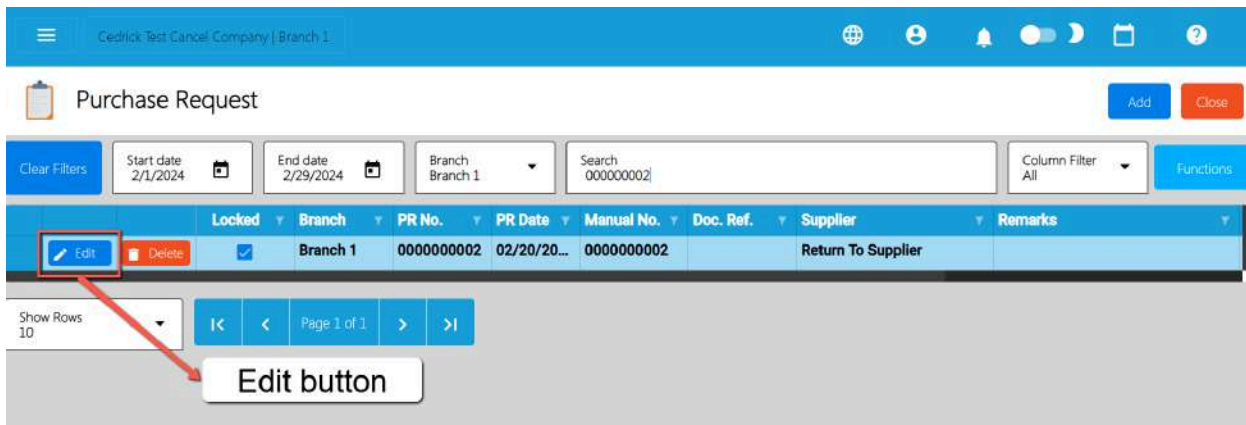
3. Locate the Right One: From the Purchase Request list, you may use the search bar to look for the right Purchase Request you want to cancel. You can search using the Purchase Request's RR Number, Manual Number, Document Reference, etc.

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.

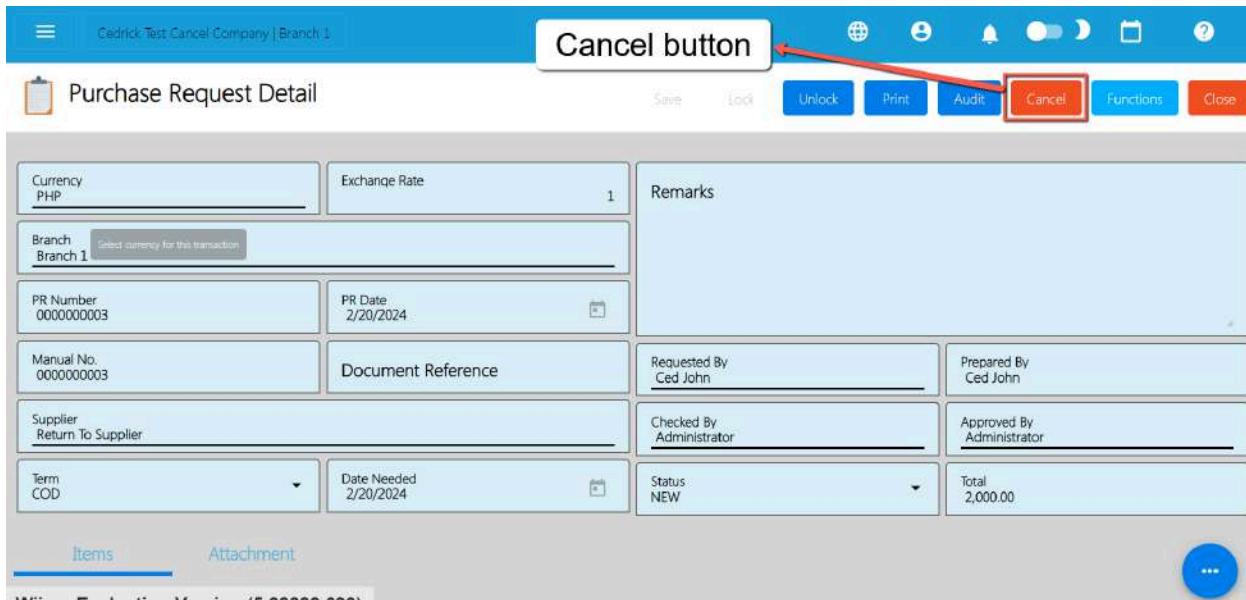




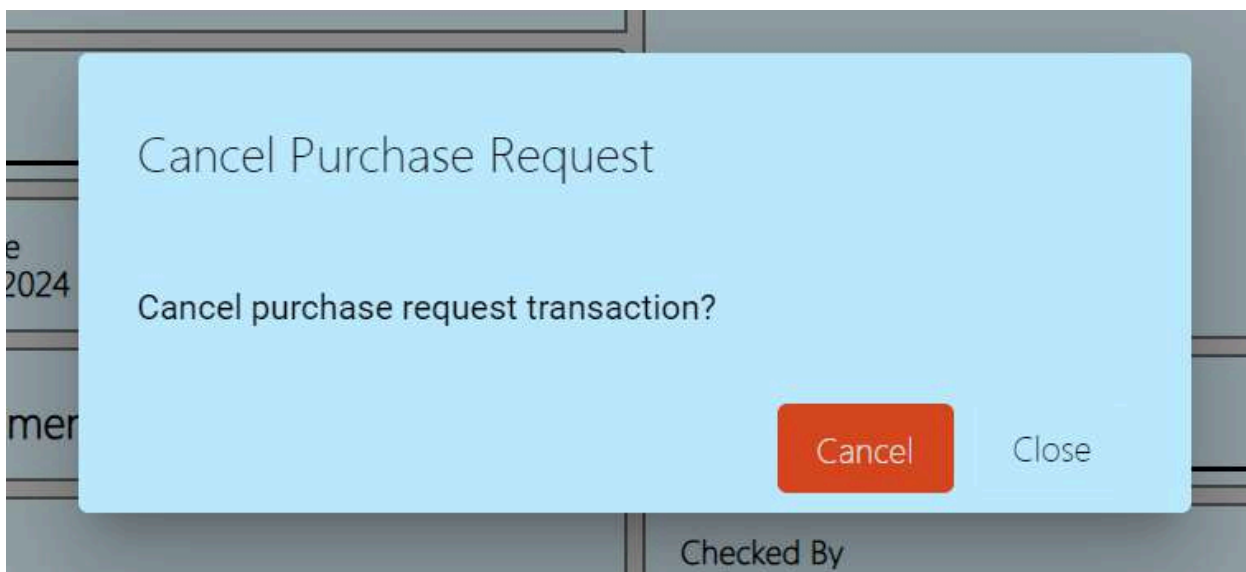
4. **Open the Purchase Request Detail:** Click the Edit button to open the Purchase Request detail page.



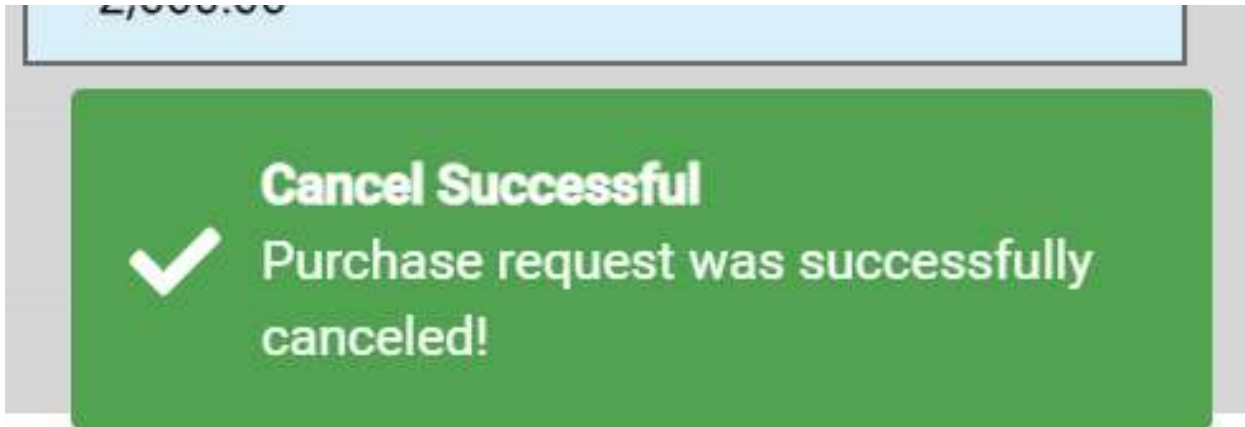
5. **Cancel the Purchase Request:** To cancel your Purchase Request transaction, look for the Cancel found on the upper-right part of the page, then click.



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.



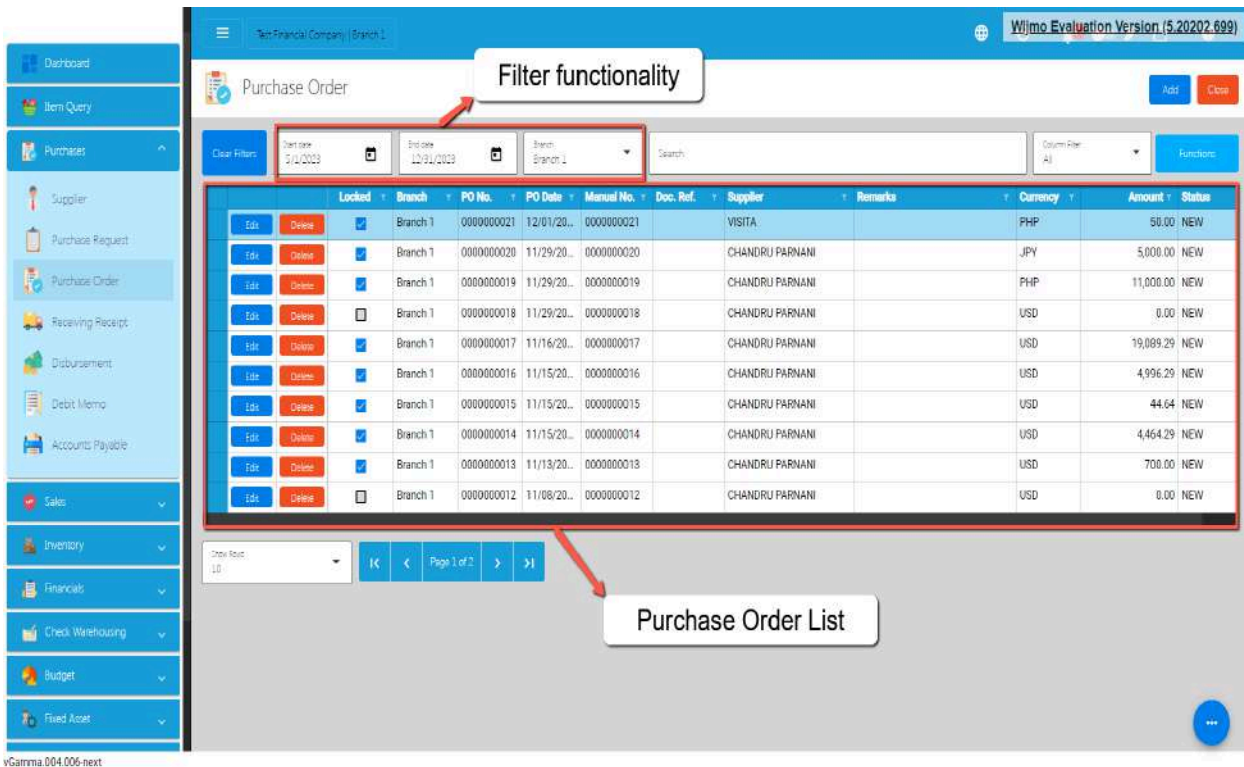
- 8. Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
- 9. Keep Track:** Remember to make a note somewhere that you canceled the Purchase Request, just in case it is needed later.

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.



Filter functionality

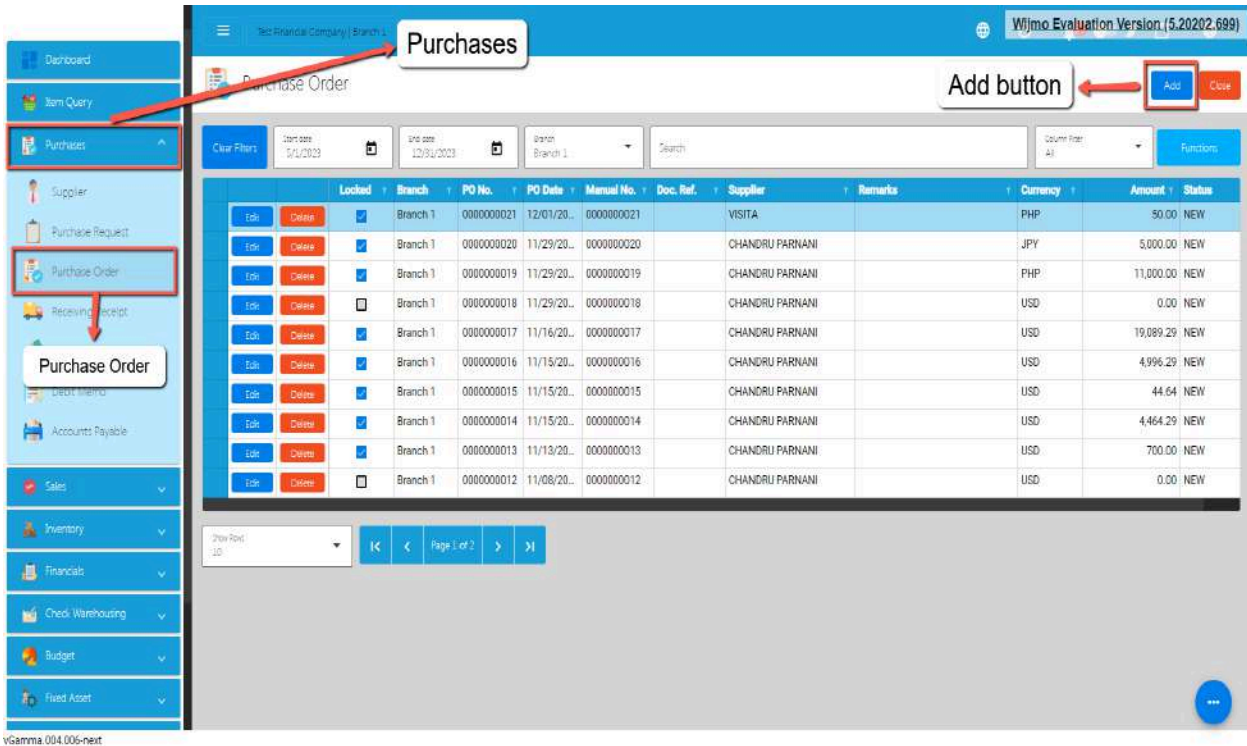
Locked	Branch	PO No.	PO Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
<input checked="" type="checkbox"/>	Branch 1	0000000021	12/01/20...	0000000021		VISITA		PHP	50.00	NEW
<input checked="" type="checkbox"/>	Branch 1	0000000020	11/29/20...	0000000020		CHANDRU PARNANI		JPY	5,000.00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

Purchase Order List

vGamma.004.006-next

Purchase Order Detail

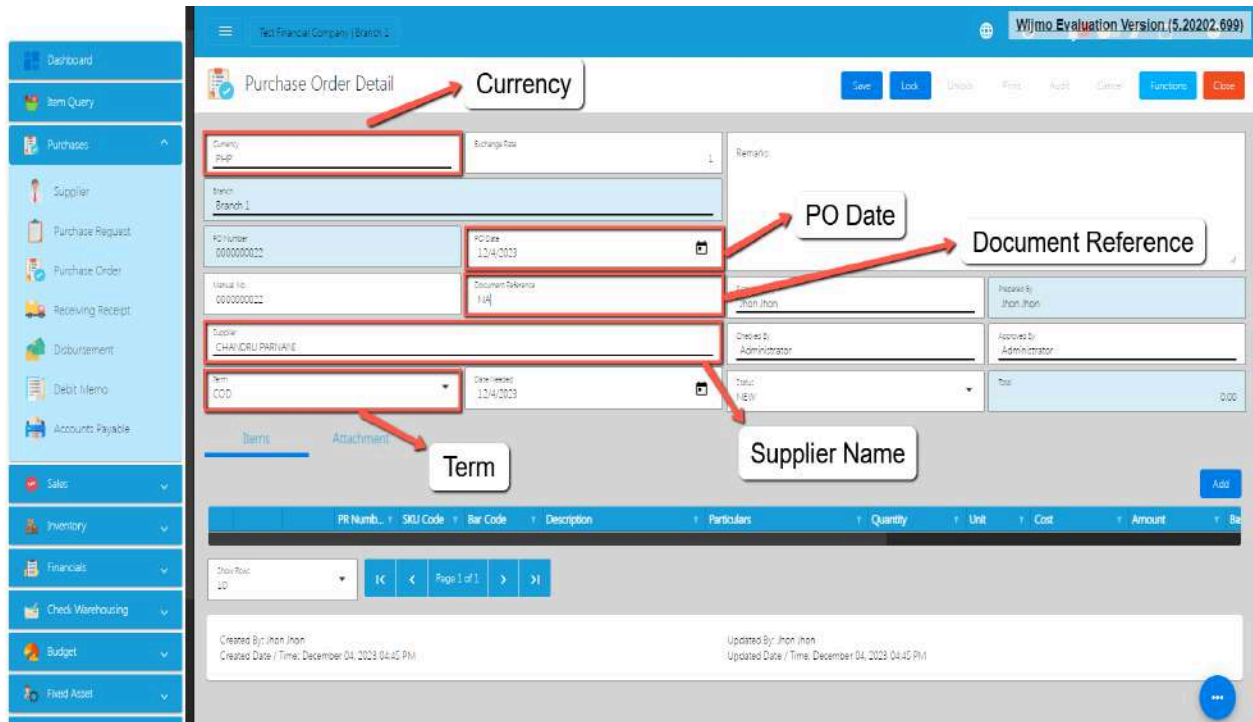
- To add a new Purchase Order, go to **Purchases** then click **Purchase Request**. After that, click the **Add** that can be seen in the Purchase Order list.



The screenshot shows the 'Purchases' section of the software. The 'Purchase Order' option is highlighted in the sidebar. The main table lists several purchase orders with the following data:

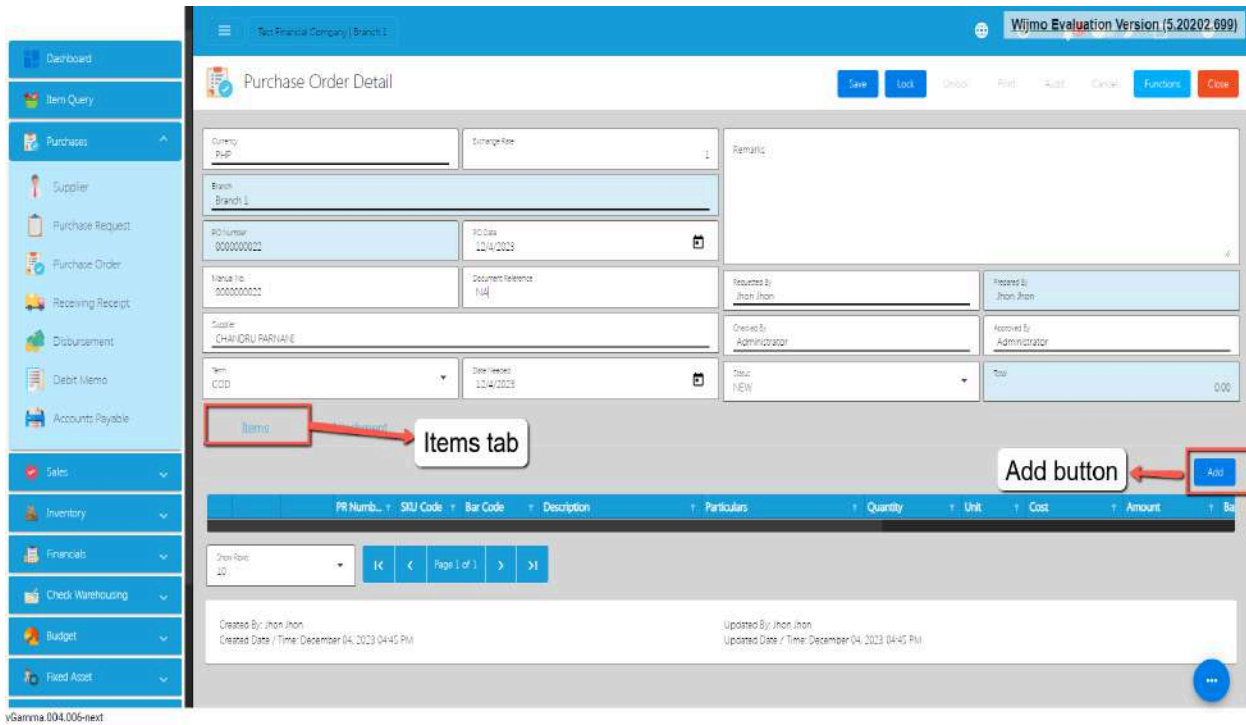
Edit	Delete	Locked	Branch	PO No.	PO Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Branch 1	000000021	12/01/20...	000000021		VISITA		PHP	50.00	NEW
<input type="checkbox"/>	<input type="checkbox"/>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

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

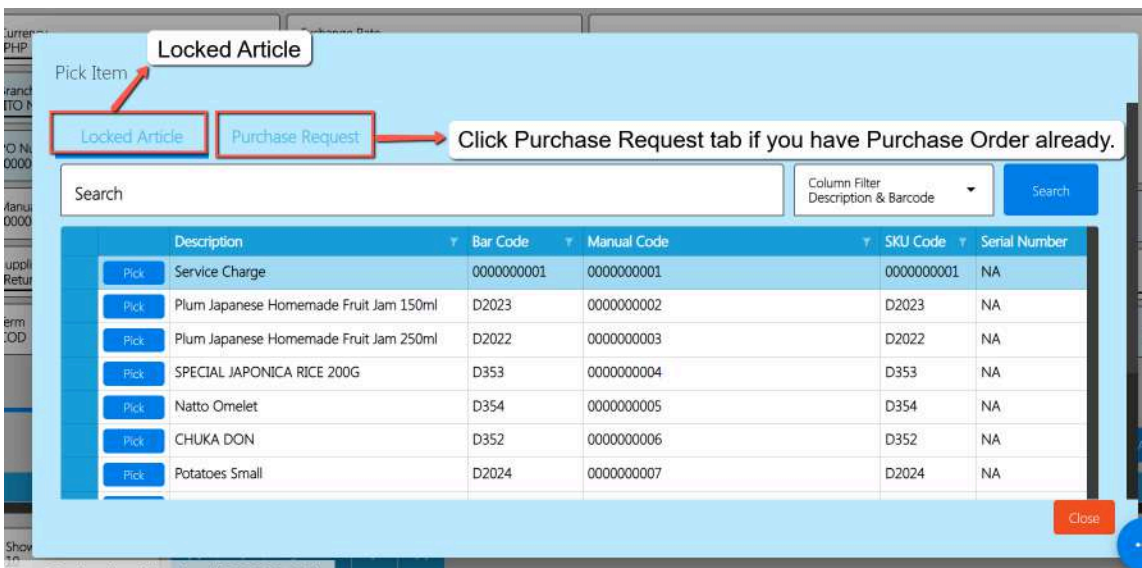


VGamma.004.006-next

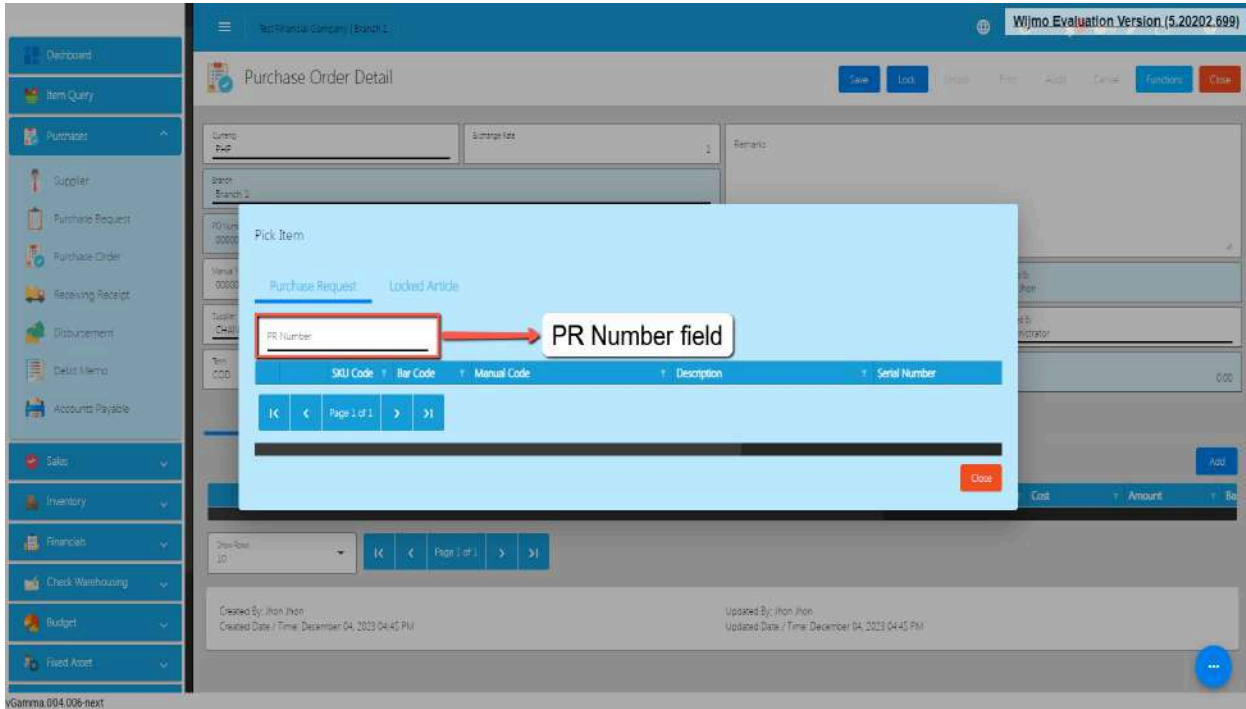
3. To add line Item(s), click the **Add** button on the right part of the page under the Items tab.

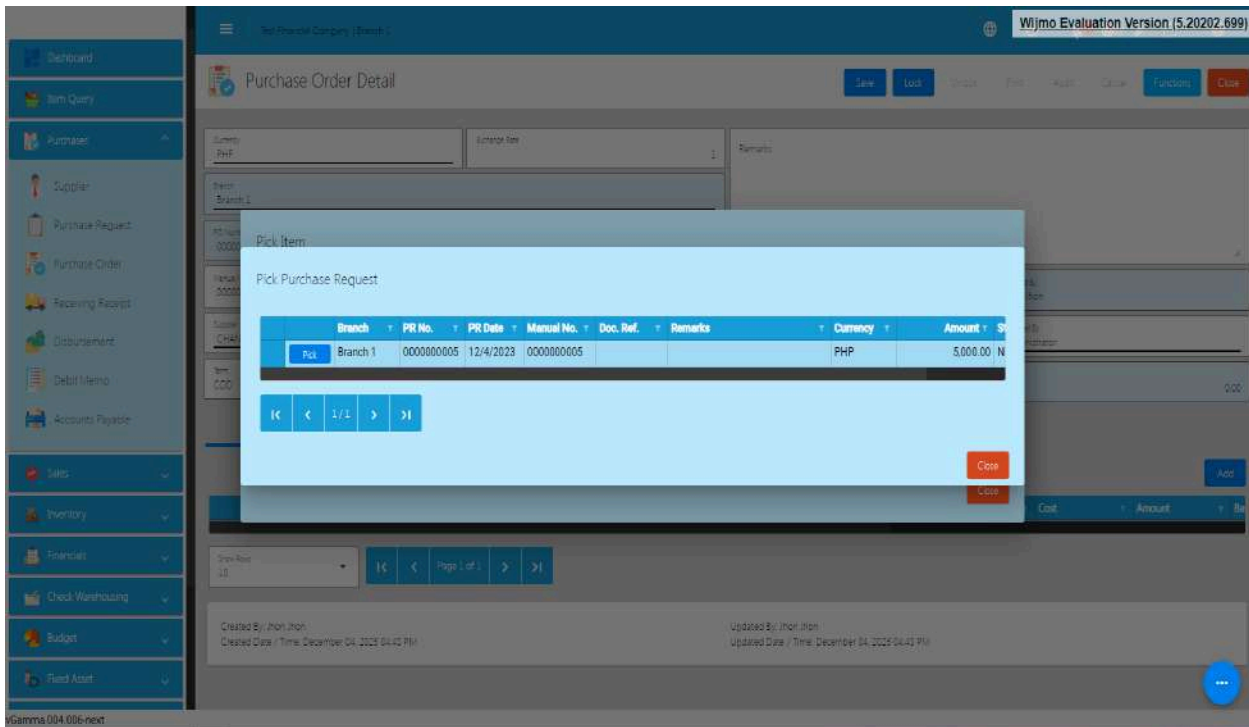


4. Choose either Locked Article (Items) or Purchase Request tab.

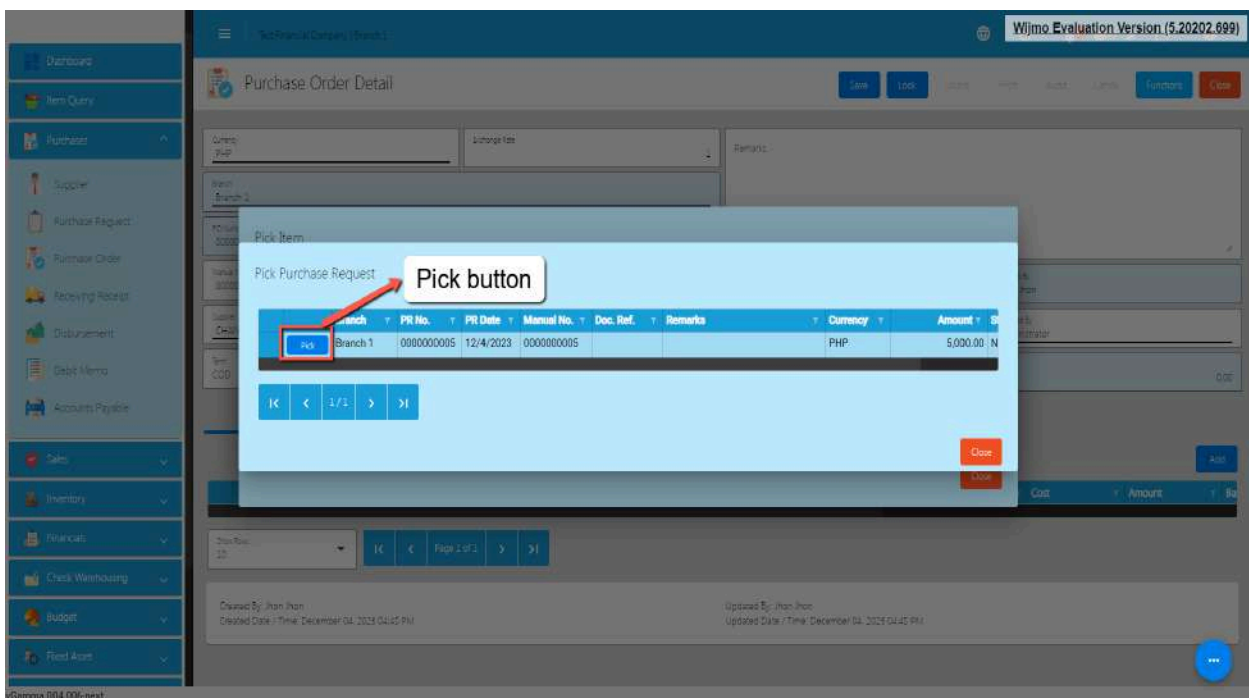


5. If you already have a Purchase Request, you can select that PR by clicking on the **PR Number**. Once clicked it will pop up all the PR that was not yet created as PO.

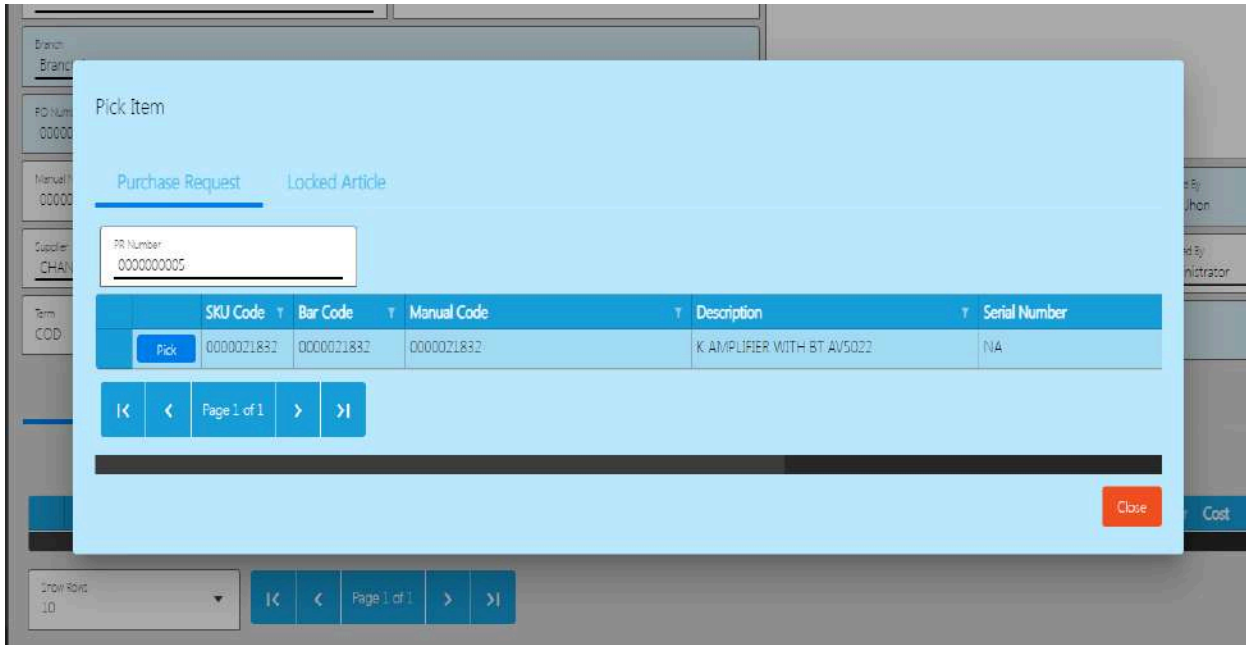




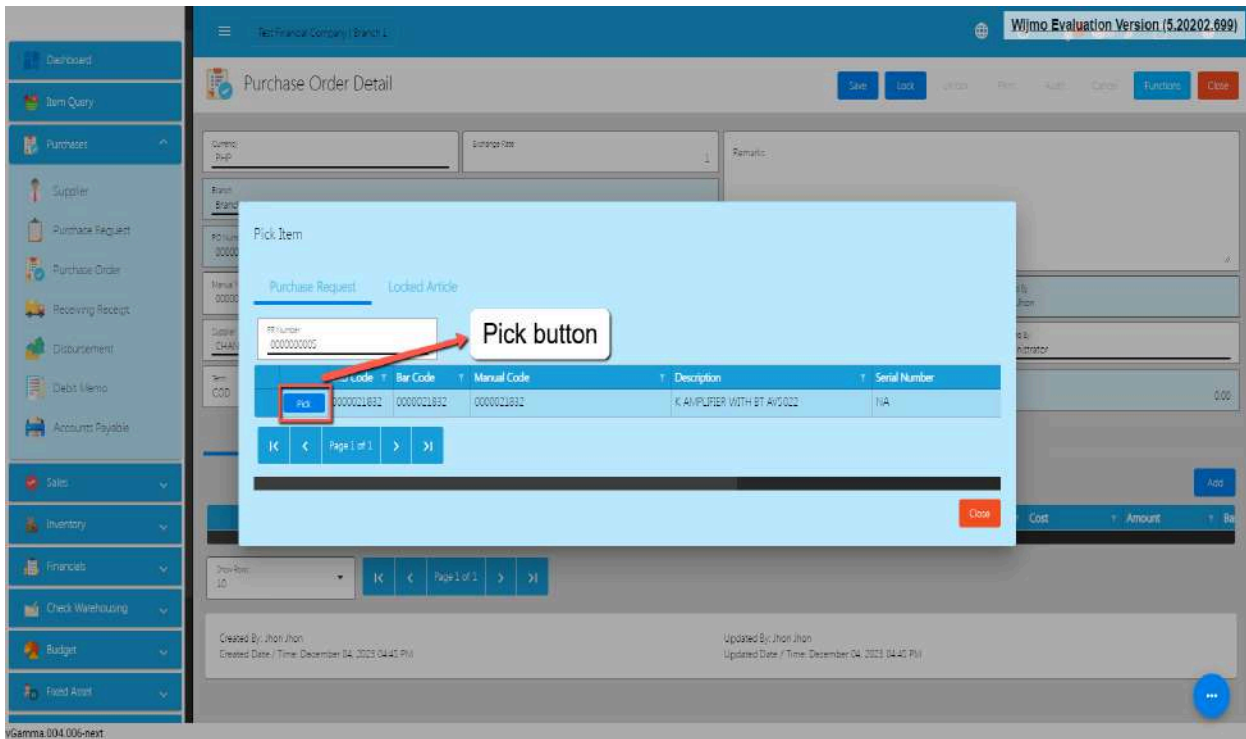
6. Then to add that Purchase to the Purchase Request, click the Pick button beside the Branch column.



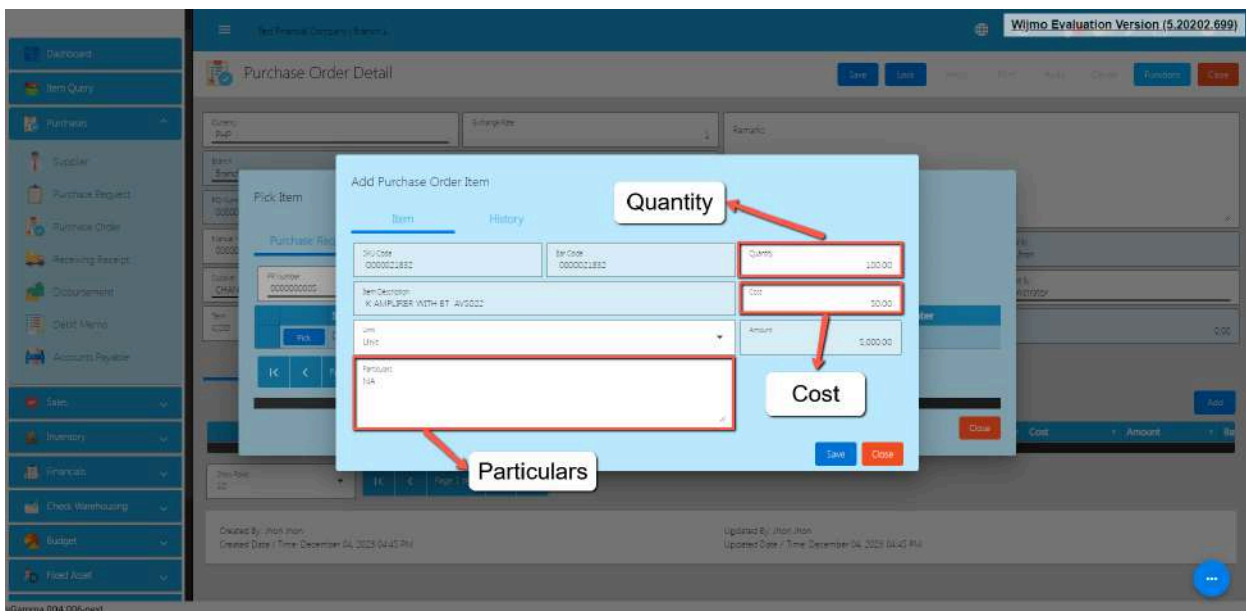
7. After clicking the **Pick** button, it will automatically display the list of items based on your chosen Purchase Order.



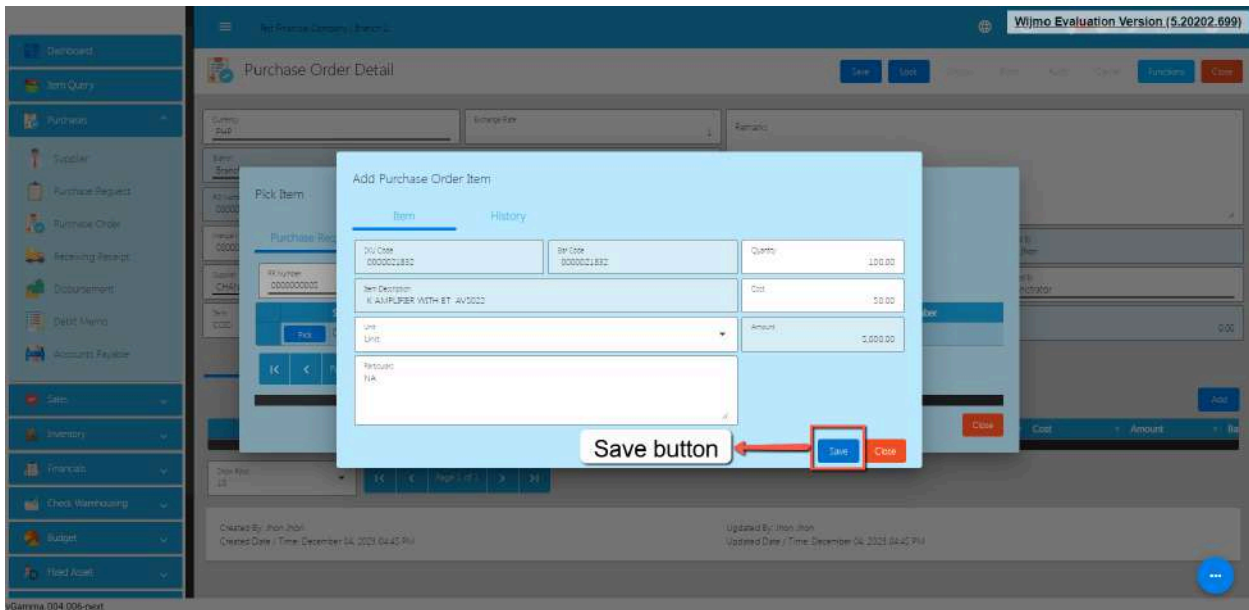
8. Select the items, by clicking the Pick button.



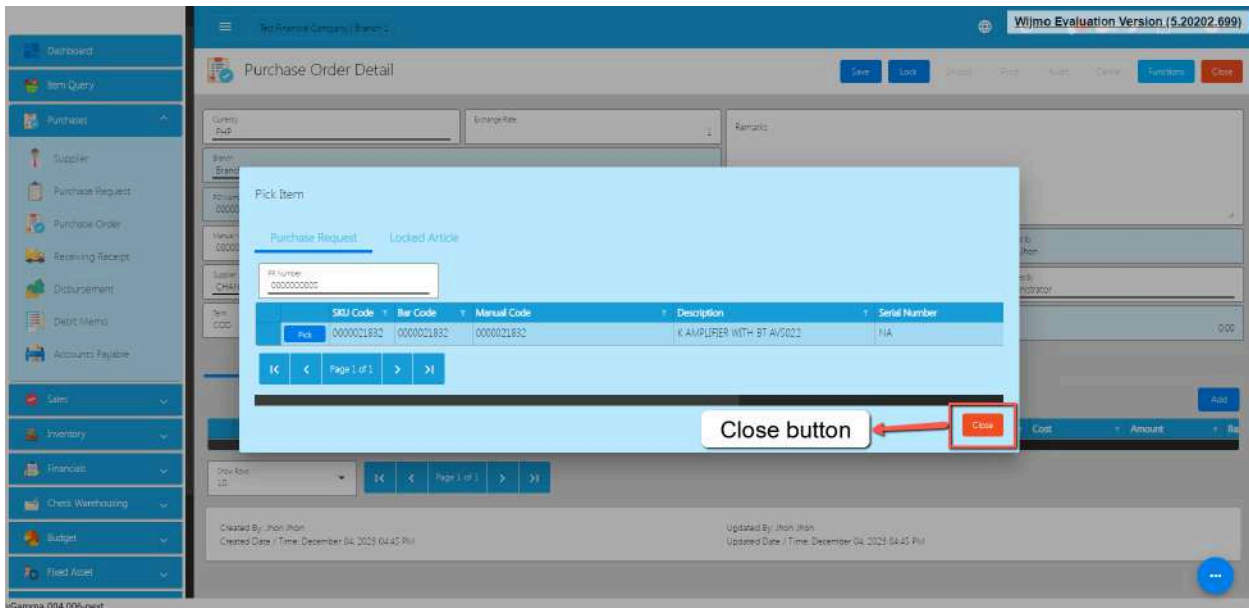
9. Once the Pick button is clicked, fill out the quantity and the cost. For Particulars, put NA if nothing to provide.



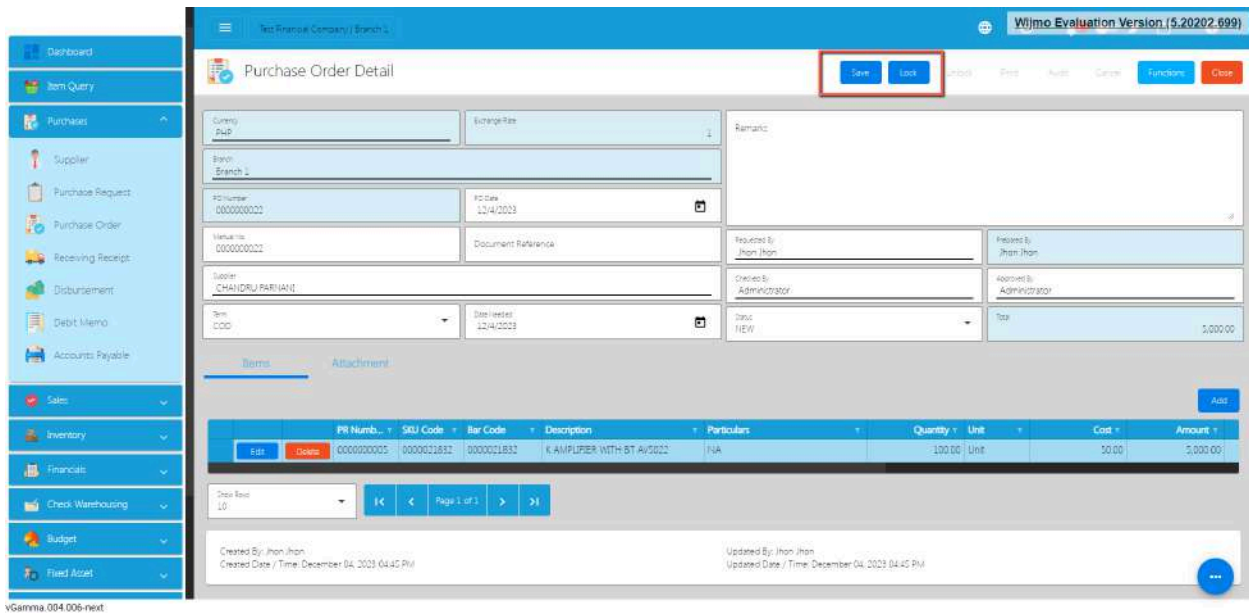
10. After providing the Quantity, Cost and Particulars, click the **Save button**.

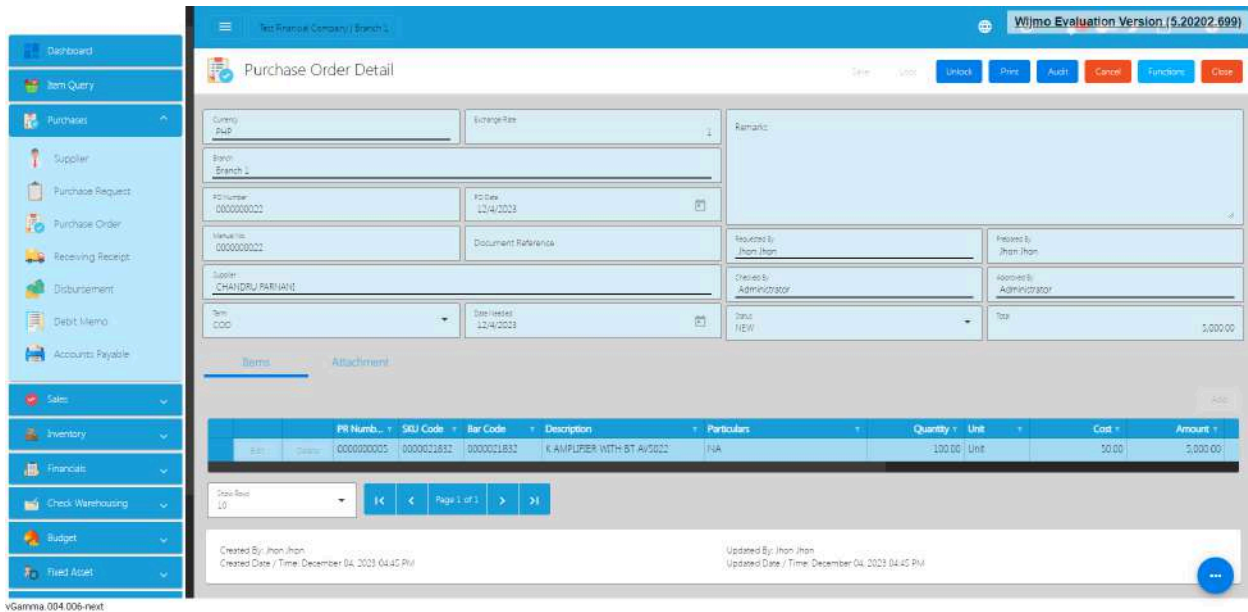


11. If you wish to add additional items, repeat Steps 8 to 10.
12. There's no need to worry if you don't have a Purchase Order since you can automatically select the items. Just go directly from steps 8 to 10 after clicking the **Locked Article** tab that is mentioned on Step 4.
13. If you're done adding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



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





Purchase Order Transaction via Upload Template

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

3.1 In the Excel file:

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

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.*

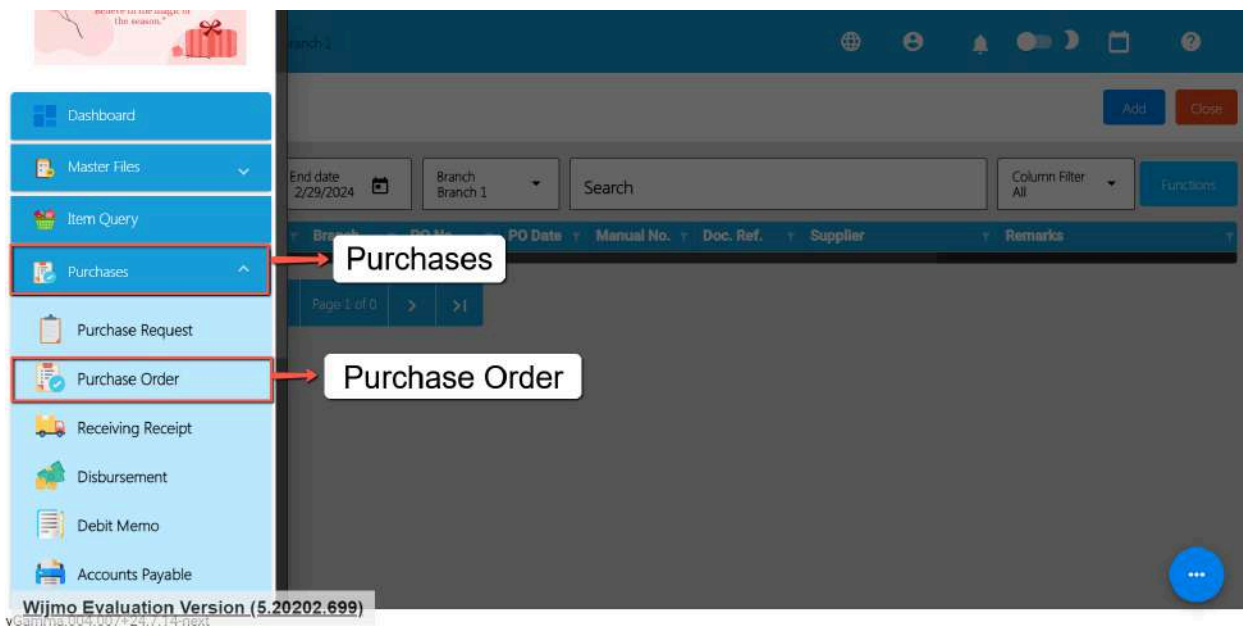
K. Quantity - *Input the quantity that needed to be ordered from the supplier.*

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

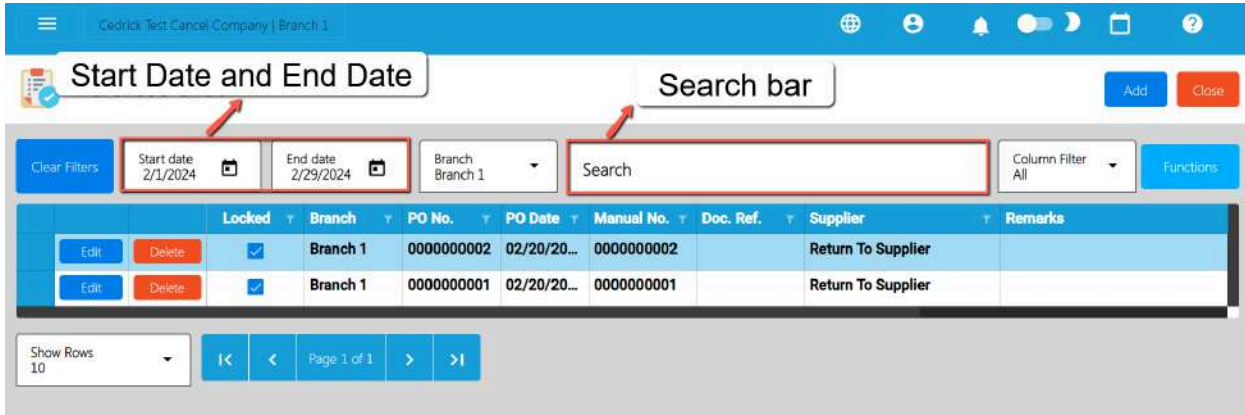
When you need to cancel a purchase order, it's important to follow these simple steps:

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.



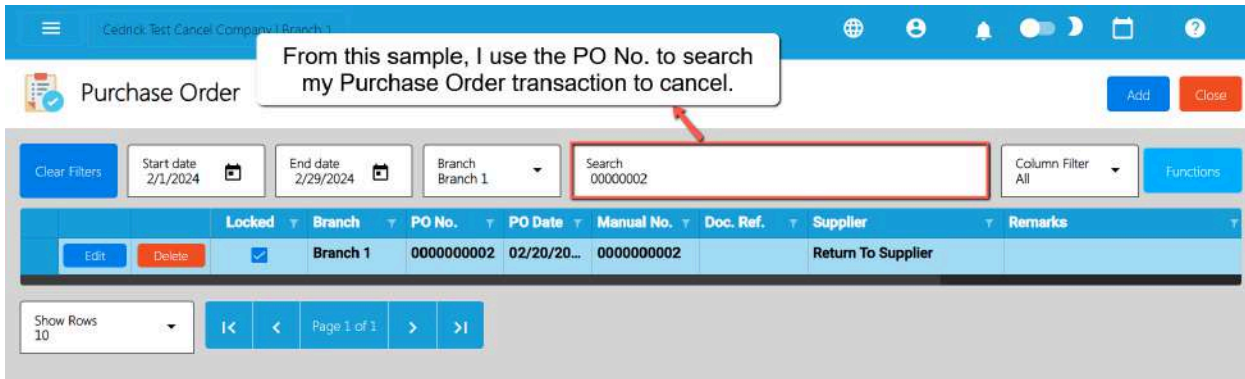
Start Date and End Date

Search bar

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

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

Show Rows 10



Purchase Order

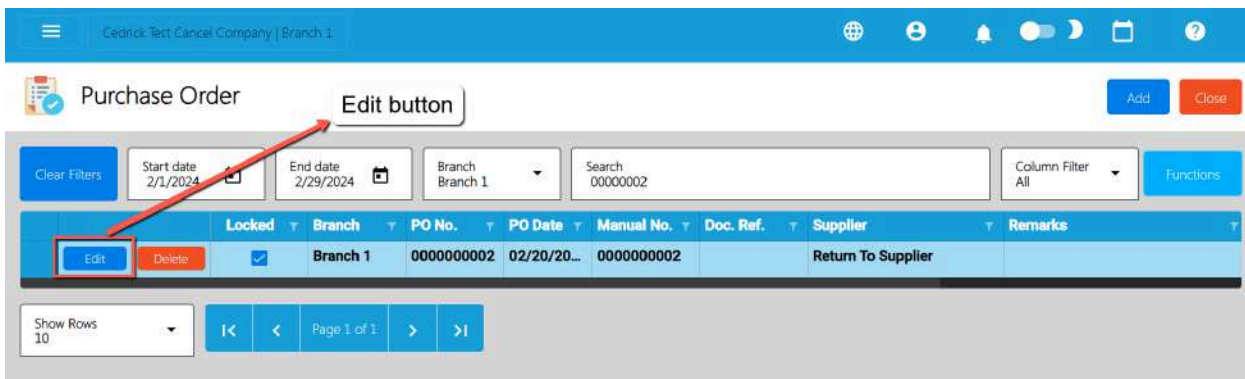
From this sample, I use the PO No. to search my Purchase Order transaction to cancel.

Clear Filters Start date 2/1/2024 End date 2/29/2024 Branch Branch 1 Search 000000002 Column Filter All Functions

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

Show Rows 10

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



Purchase Order

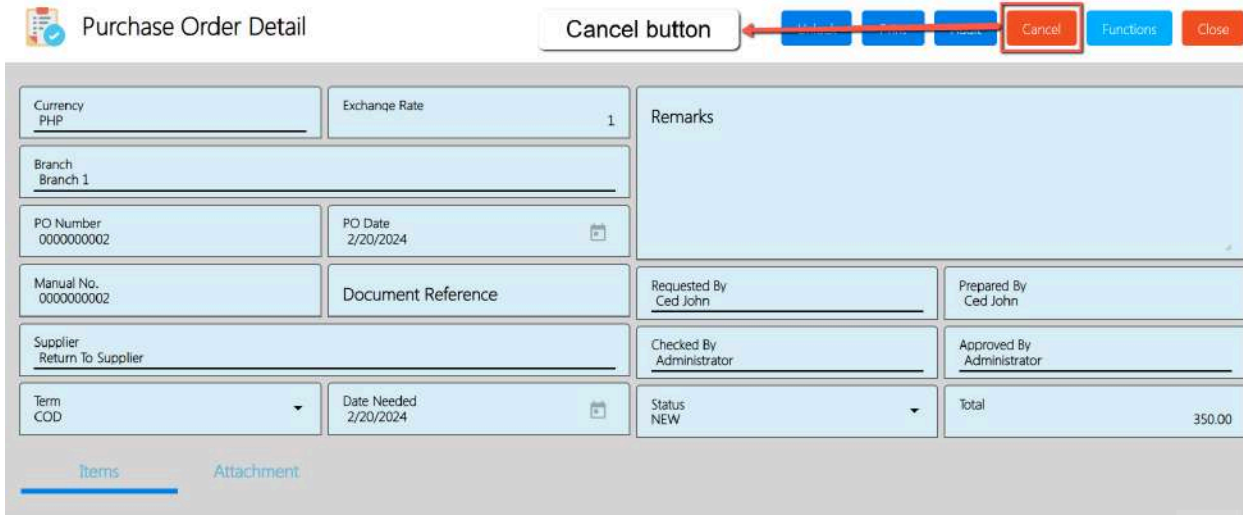
Edit button

Clear Filters Start date 2/1/2024 End date 2/29/2024 Branch Branch 1 Search 000000002 Column Filter All Functions

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

Show Rows 10

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



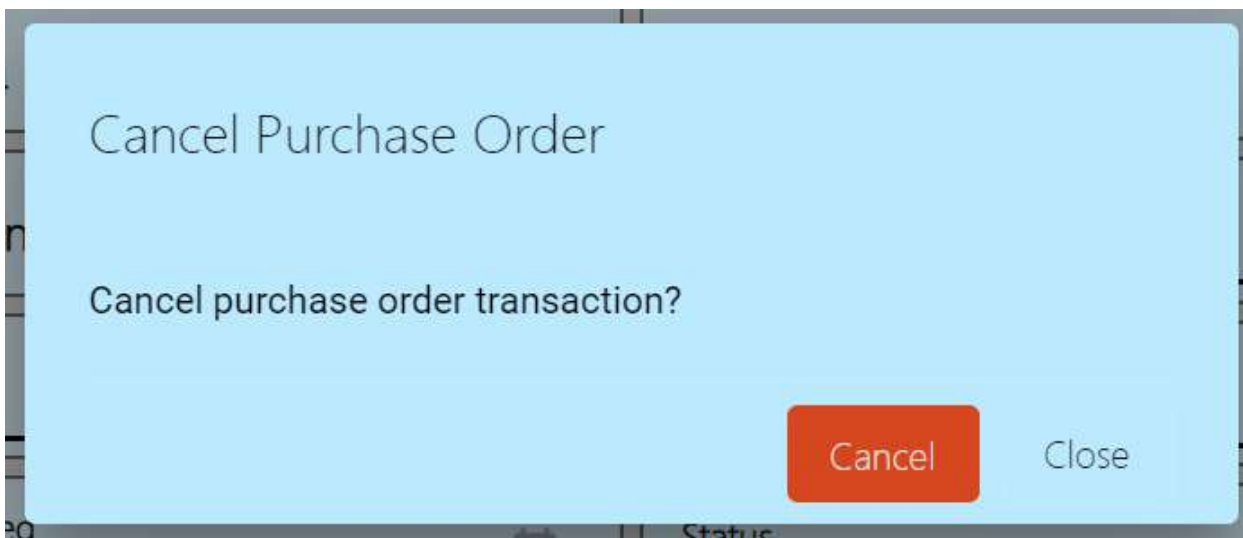
Purchase Order Detail

Cancel button

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

Items Attachment

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

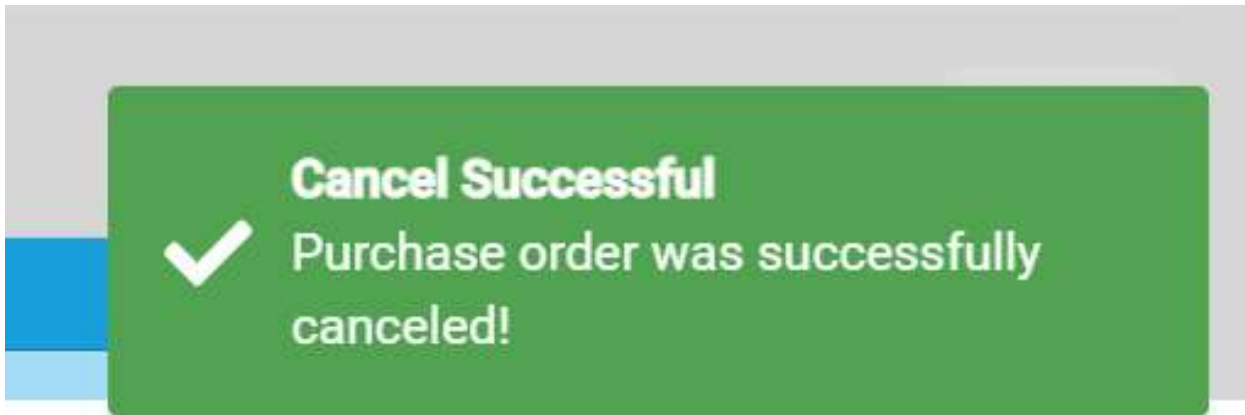


Cancel Purchase Order

Cancel purchase order transaction?

Cancel Close

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



- 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

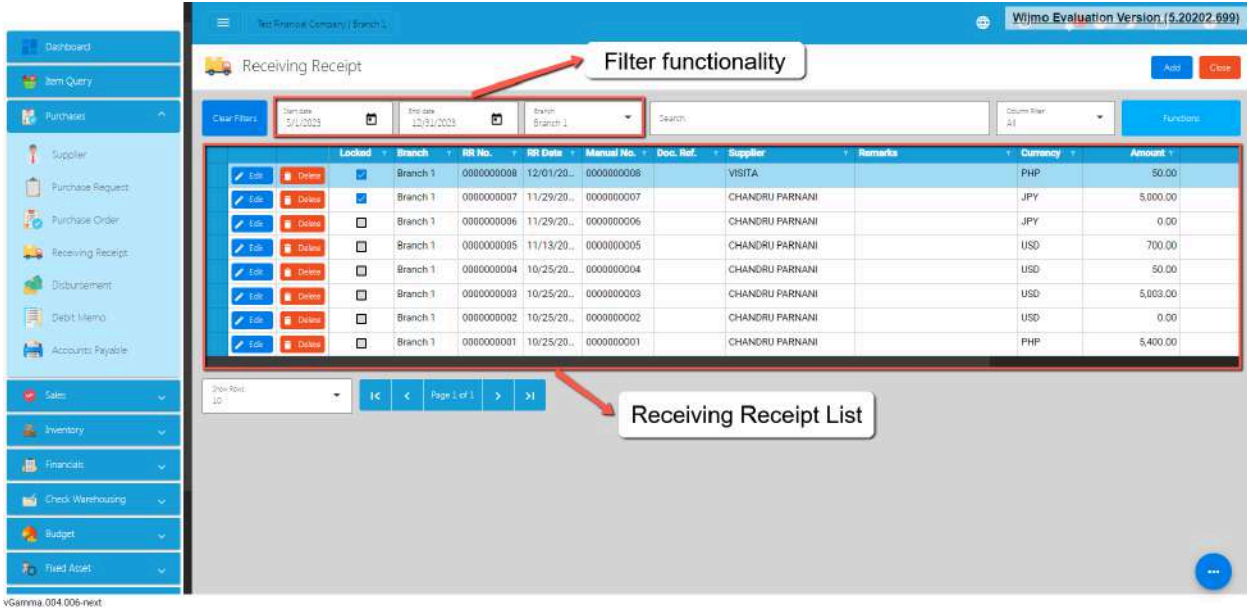
Overview

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

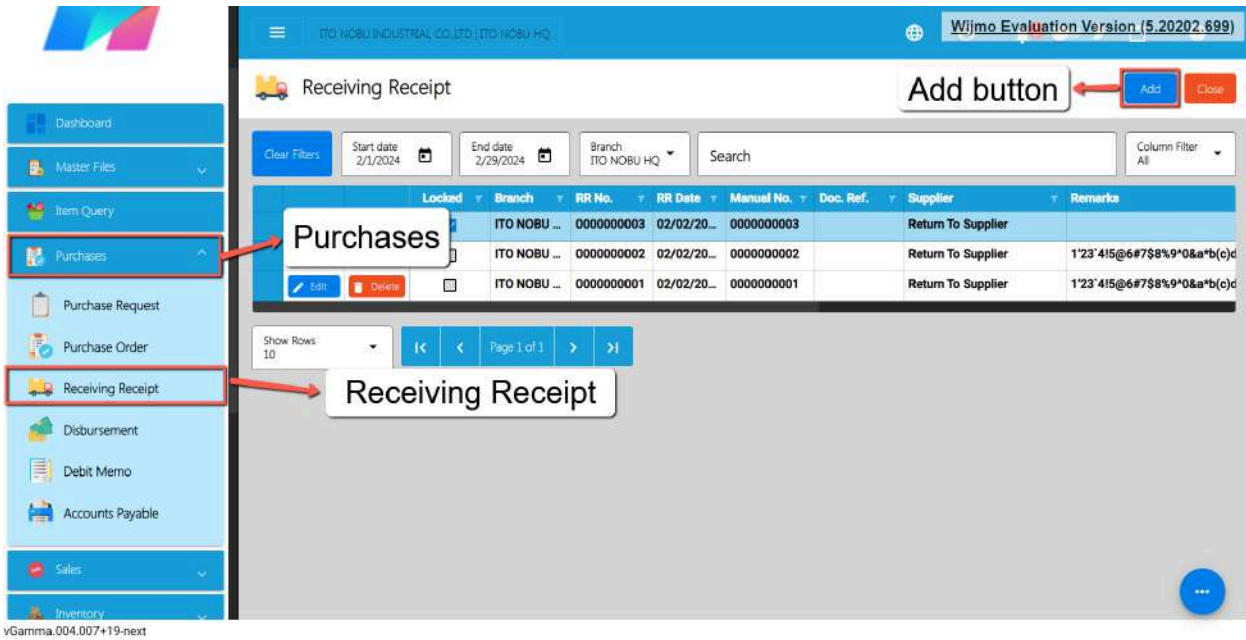
functionality where you can select the Start and End Date of the transaction.



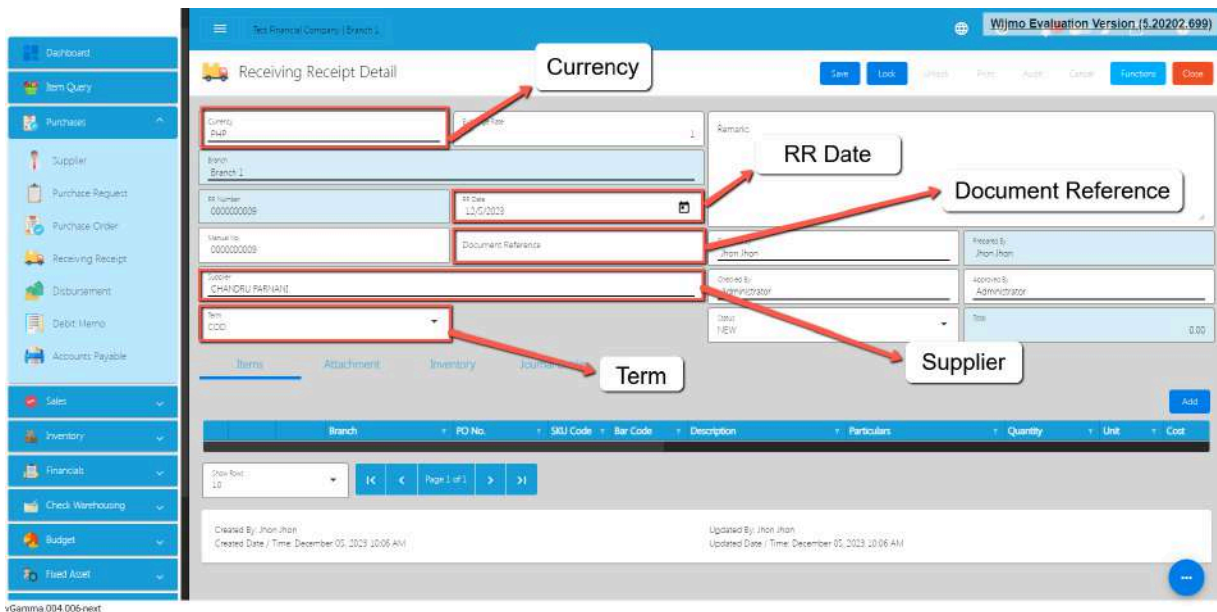
Locked	Branch	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount
<input checked="" type="checkbox"/>	Branch 1	000000008	12/01/20...	000000006		VISITA		PHP	50.00
<input checked="" type="checkbox"/>	Branch 1	000000007	11/29/20...	000000007		CHANDRU PARNANI		JPY	5,000.00
<input type="checkbox"/>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

Receiving Receipt List

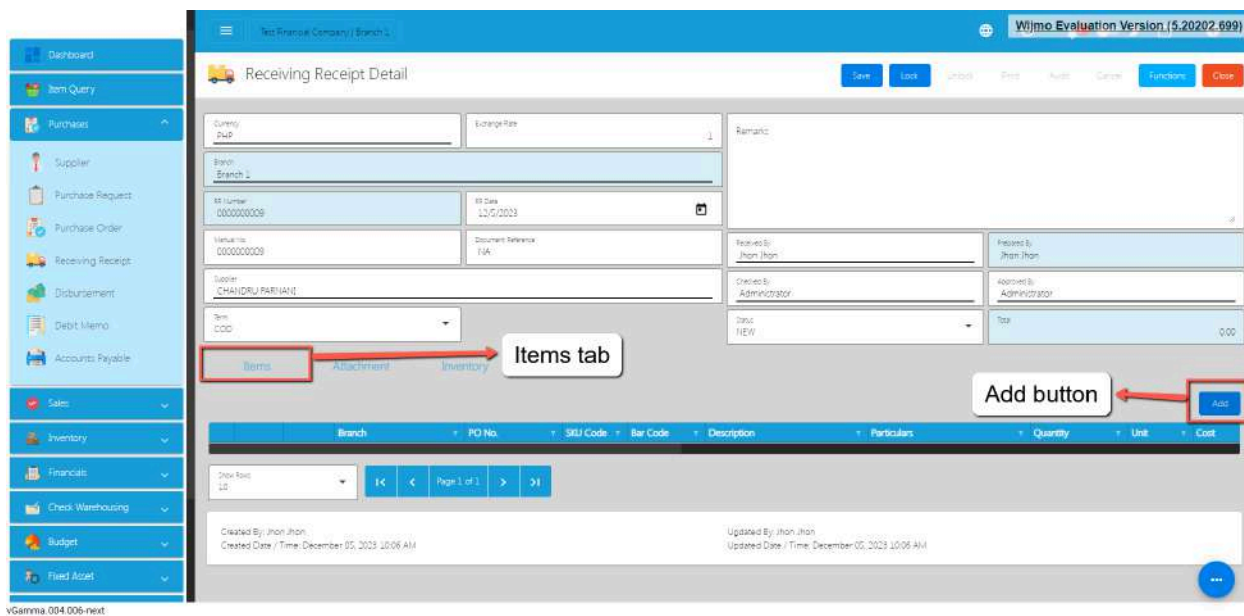
- To add a new Receiving Receipt, go to **Purchases** then click **Receiving Receipt**. After that, click the **Add** button that can be seen in the Receiving Receipt list.



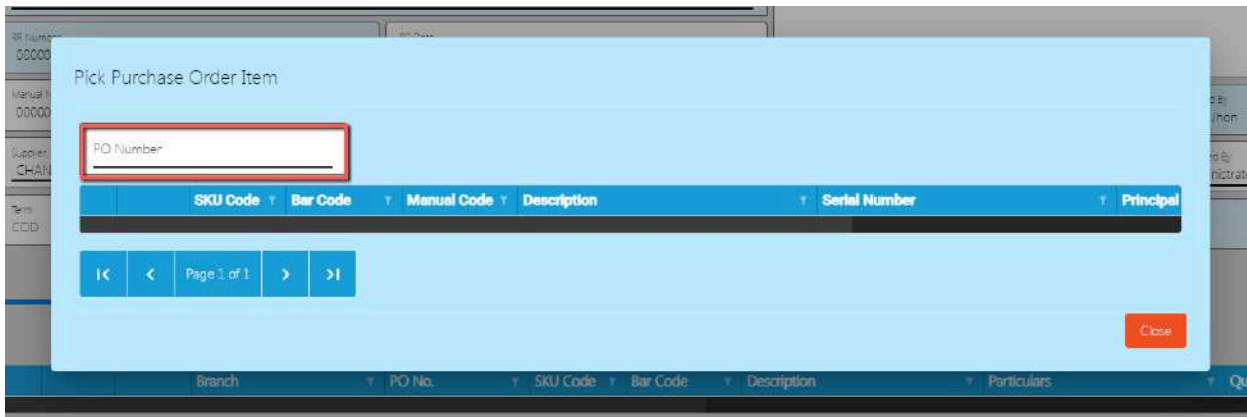
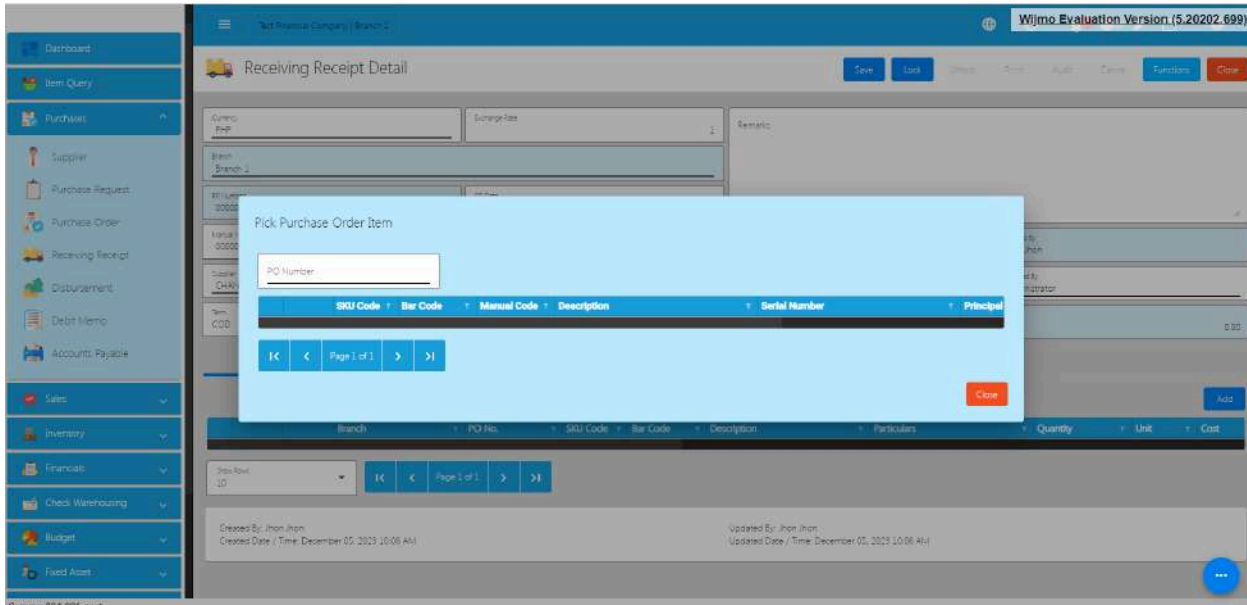
11. Fill out all the needed information for the **Receiving Receipt Detail** like,
 - a. Currency
 - b. Supplier Name
 - c. RR Date
 - d. Term
 - e. Document Reference



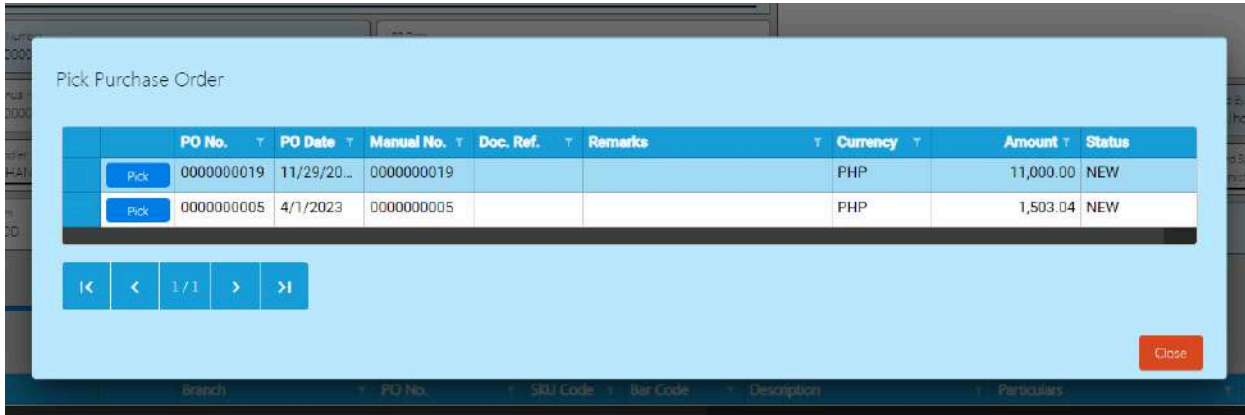
12. To add line Item, click the **Add** button on the right part of the page under the Items tab.



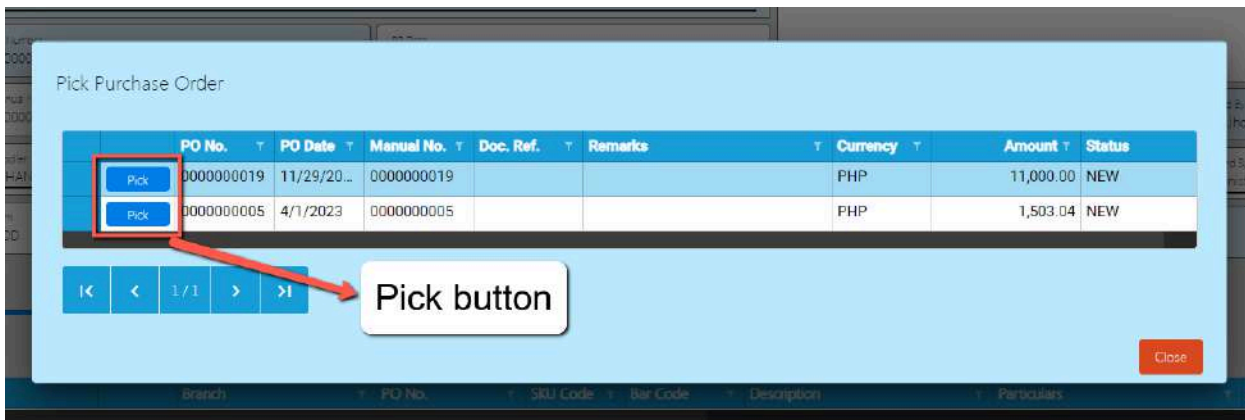
13. You need a Purchase Order before you can proceed on adding line items. From the popup, click the **PO Number** field.



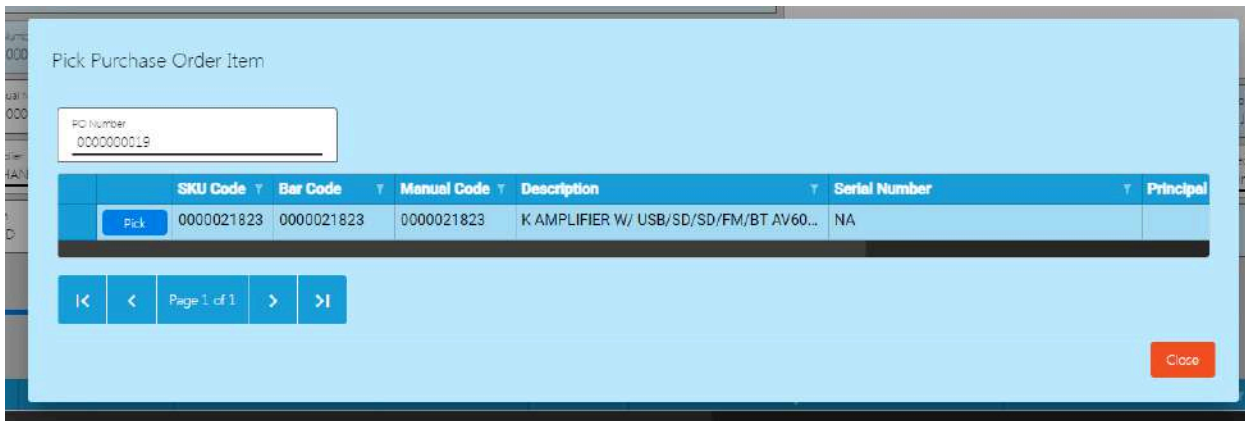
14. Once clicked it will pop up all the PO that has not yet created an RR.



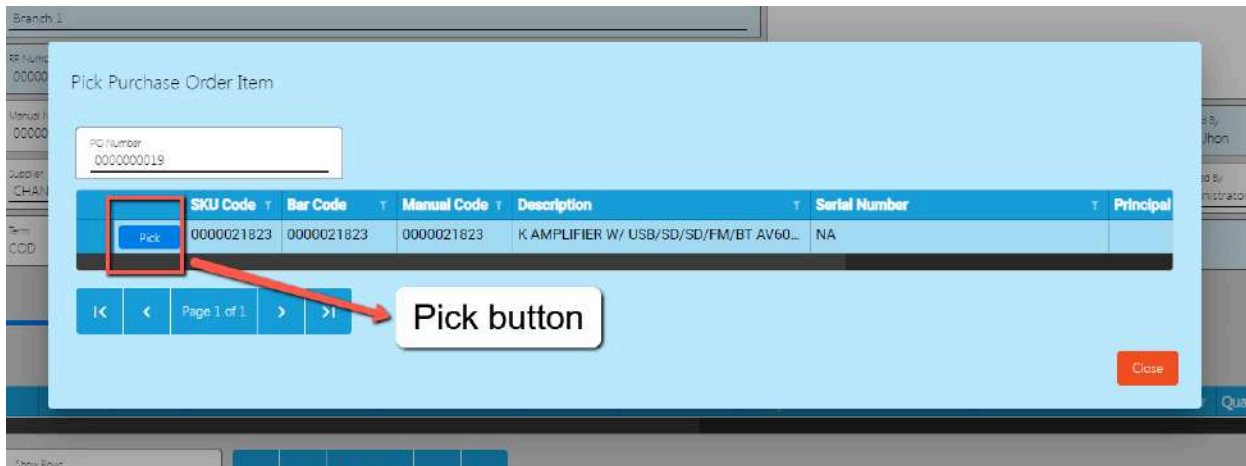
15. To add that PO , click the Pick button.



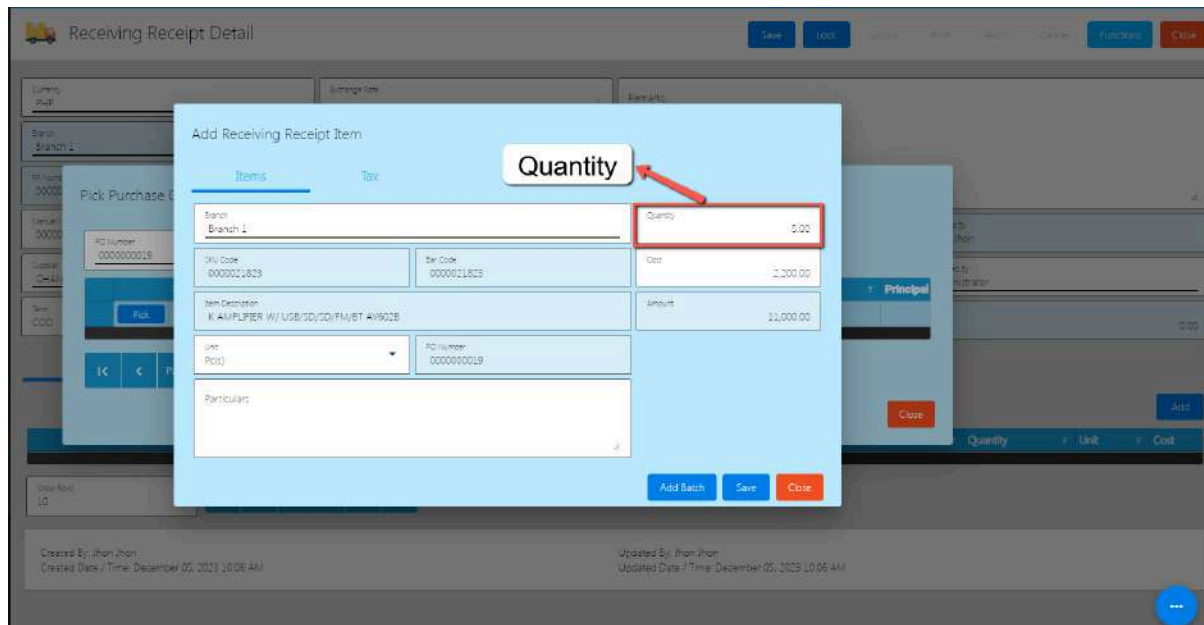
16. After clicking the **PICK Button**, it will automatically display the list of items based on your chosen Purchase Order.



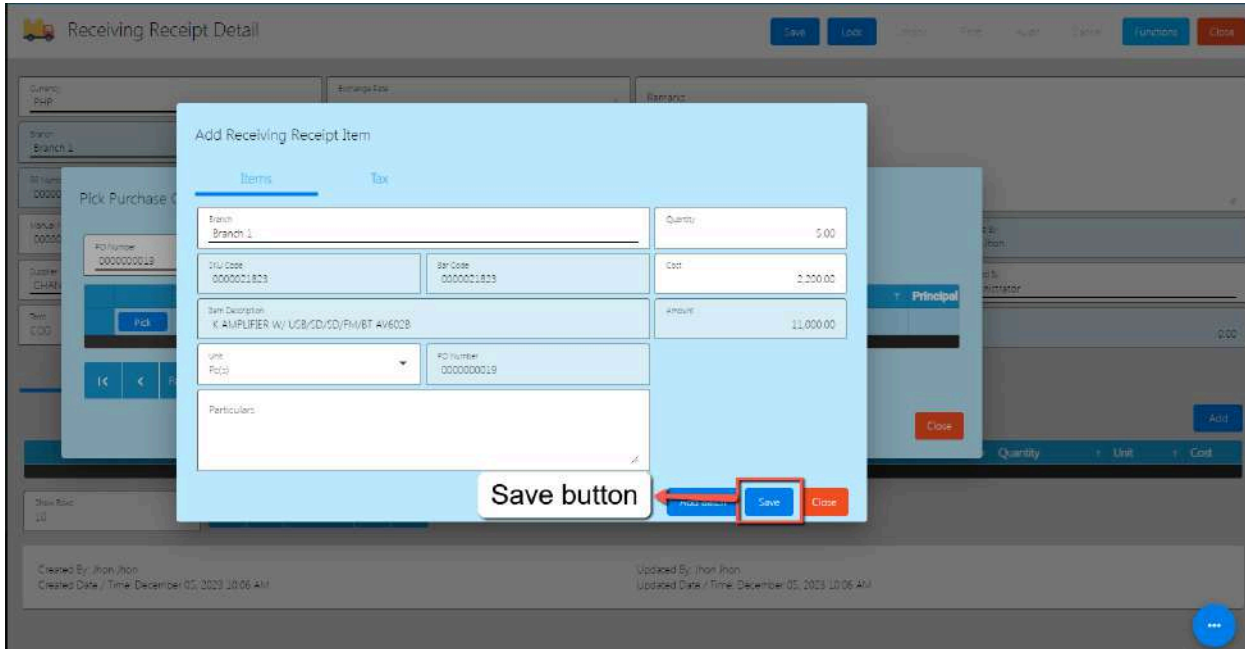
17. Select the items, by clicking the Pick button.



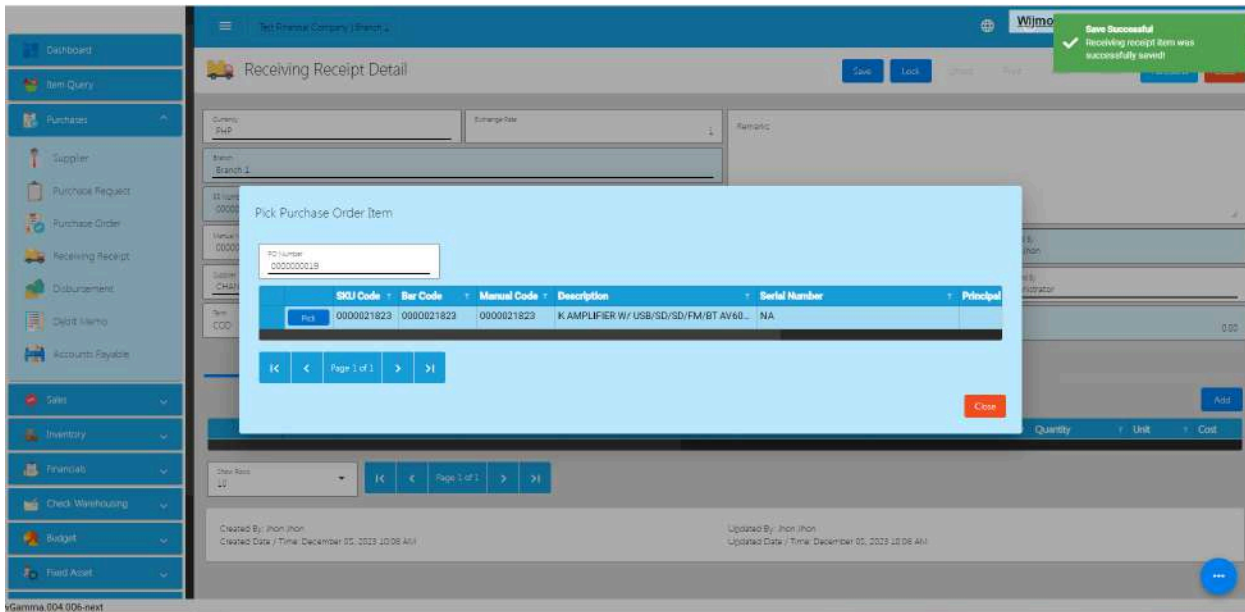
18. Once the Pick button is clicked, fill out the quantity you receive for that item.



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



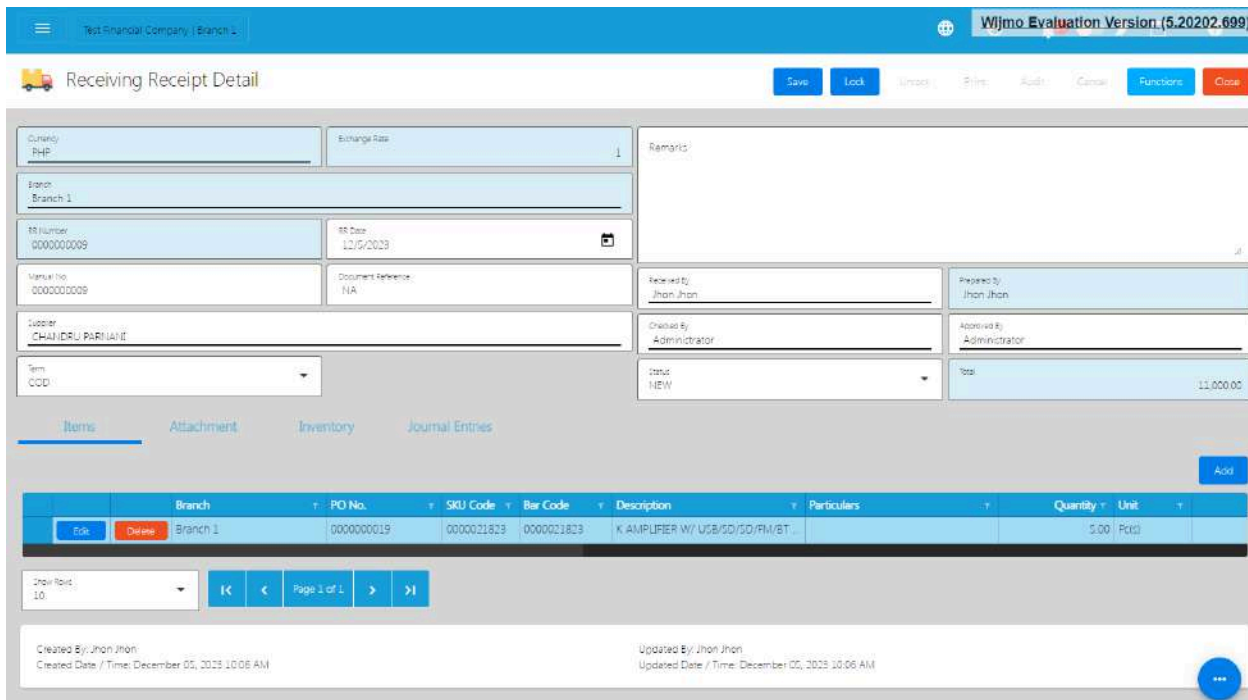
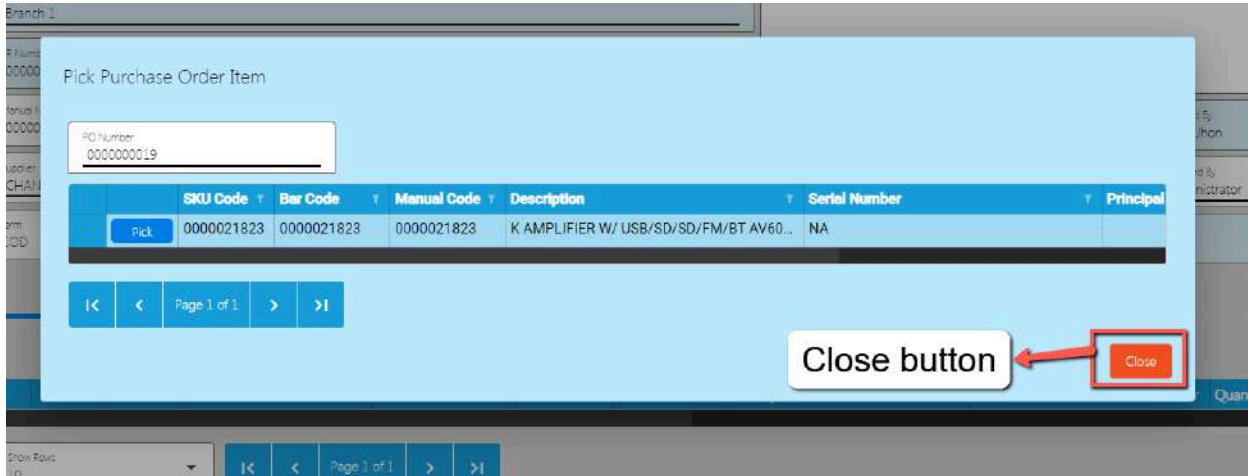
The screenshot shows the 'Receiving Receipt Detail' form with a modal window titled 'Add Receiving Receipt Item'. The modal has two tabs: 'Items' and 'Tax'. Under the 'Items' tab, there are input fields for 'Branch' (Branch 1), 'SKU Code' (0000021823), 'Bar Code' (0000021823), 'Unit' (Pcs), and 'PO Number' (0000000019). The 'Particulars' field contains 'K AMPLIFIER W/ USB/SD/SD/FM/BT AV602B'. The 'Quantity' is 5.00, 'Cost' is 2,200.00, and 'Amount' is 11,000.00. At the bottom of the modal, there are 'Save', 'Close', and 'Pick Purchase Order' buttons. A red arrow points to the 'Save' button with the text 'Save button'.



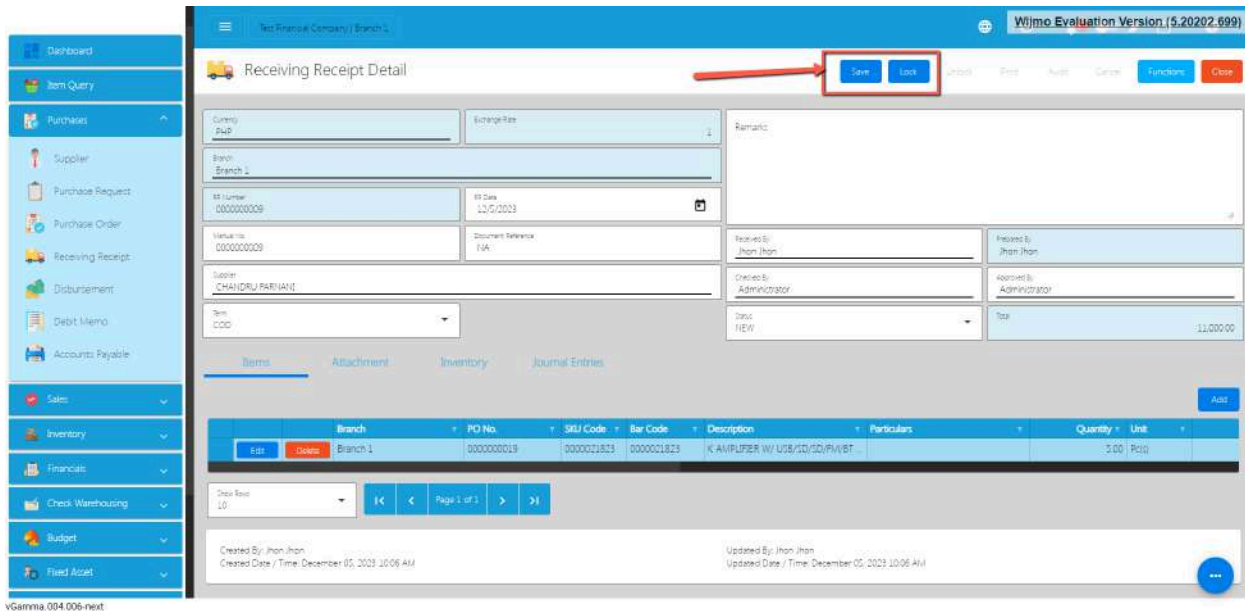
The screenshot shows the 'Receiving Receipt Detail' form with a modal window titled 'Pick Purchase Order Item'. The modal has a search field for 'PO Number' (0000000019) and a table of results. The table has columns: 'SKU Code', 'Bar Code', 'Manual Code', 'Description', 'Serial Number', and 'Principal'. The first row shows: '0000021823', '0000021823', '0900021823', 'K AMPLIFIER W/ USB/SD/SD/FM/BT AV60...', and 'NA'. The modal also has navigation buttons and a 'Close' button. A green notification banner at the top right says 'Save Successful Receiving receipt item was successfully saved!'.

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**.



Wjimo Evaluation Version (5.20202.699)

Receiving Receipt Detail

Save Lock Unlock Print Audit Cancel Functions Close

Currency: PHP Exchange Rate: 1 Remark:

Branch: Branch 1

RF Number: 000000009 RF Date: 12/5/2023

Manual No: 000000009 Document Reference: NA Received By: Jhon Jhon Prepared By: Jhon Jhon

Supplier: CHANDRU PARIANI Created By: Administrator Approved By: Administrator

Term: COD Status: NEW Total: 11,000.00

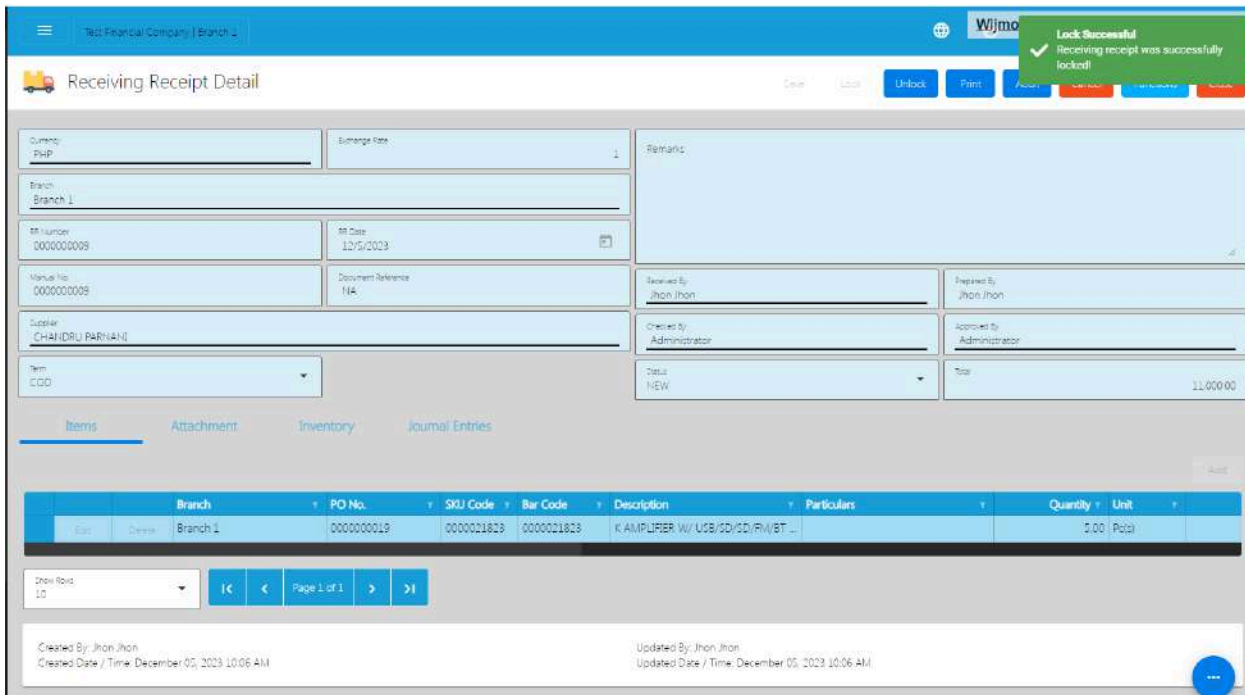
Items Attachment Inventory Journal Entries

Branch	PO No.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit
Branch 1	000000009	0000021823	0000021823	K AMPLIFER W/ USB/GD/CD/RM/BT		5.00	Pcs

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



Wjimo

Lock Successful
Receiving receipt was successfully locked!

Receiving Receipt Detail

Unlock Print Audit Cancel Functions Close

Currency: PHP Exchange Rate: 1 Remark:

Branch: Branch 1

RF Number: 000000009 RF Date: 12/5/2023

Manual No: 000000009 Document Reference: NA Received By: Jhon Jhon Prepared By: Jhon Jhon

Supplier: CHANDRU PARIANI Created By: Administrator Approved By: Administrator

Term: COD Status: NEW Total: 11,000.00

Items Attachment Inventory Journal Entries

Branch	PO No.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit
Branch 1	000000009	0000021823	0000021823	K AMPLIFER W/ USB/GD/CD/RM/BT		5.00	Pcs

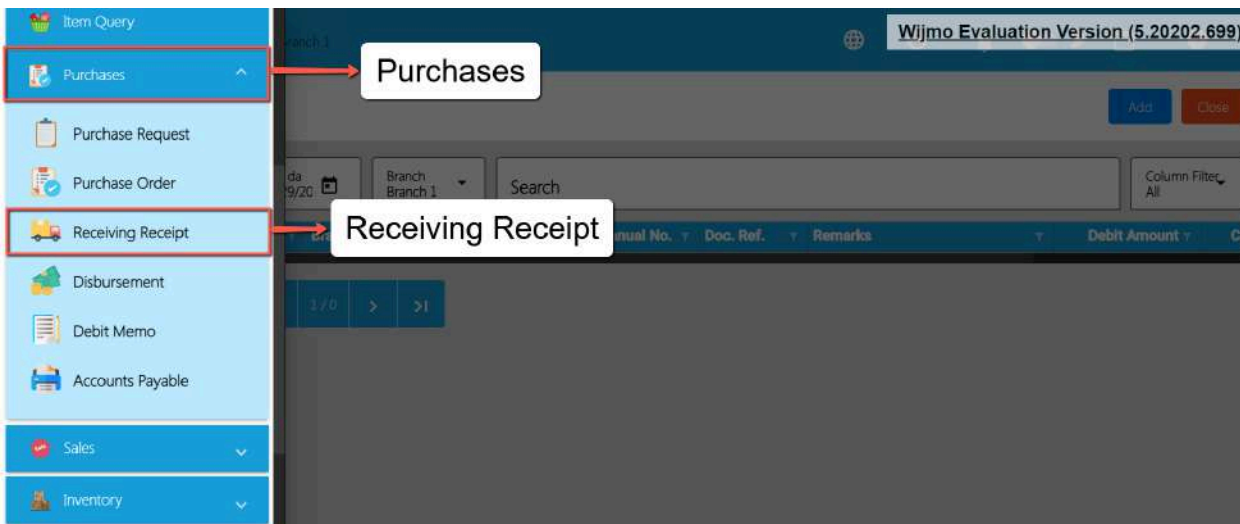
Created By: Jhon Jhon
Created Date / Time: December 05, 2023 10:06 AM

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

Cancel Receiving Receipt Transaction

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

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



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

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

Wijmo Evaluation Version (5.20202.699)

Start and End Date Search bar

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

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

vGamma.004.007+24.7.14-next

Wijmo Evaluation Version (5.20202.699)

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

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

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

Show Rows 10 Page 1 of 1

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

Wijmo Evaluation Version (5.20202.699)

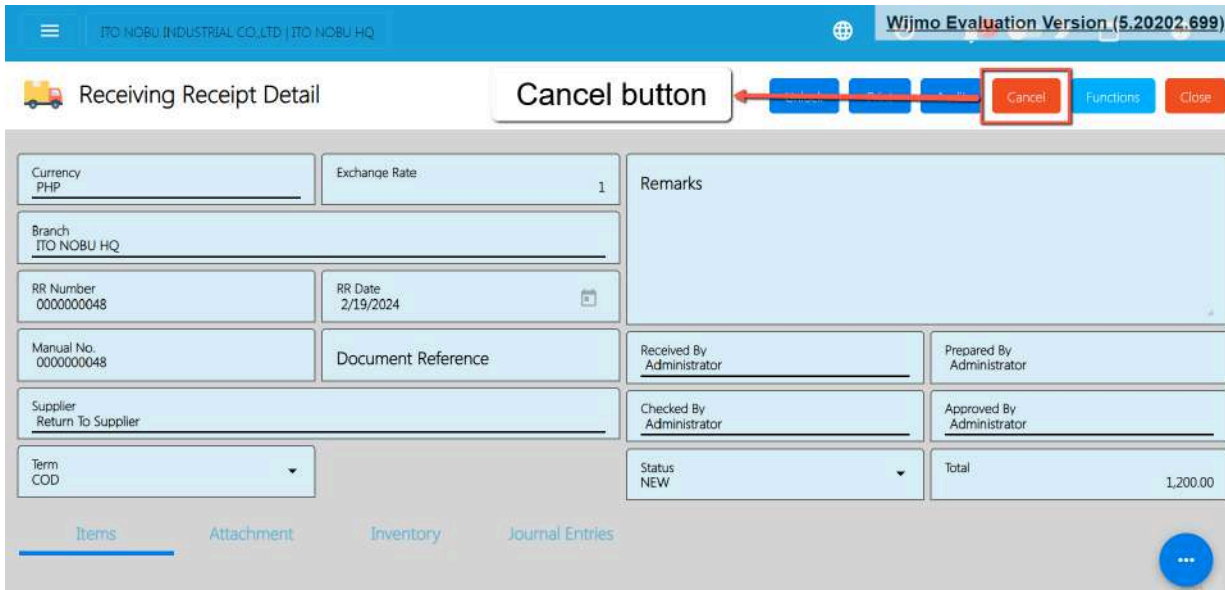
Receiving Receipt

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

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

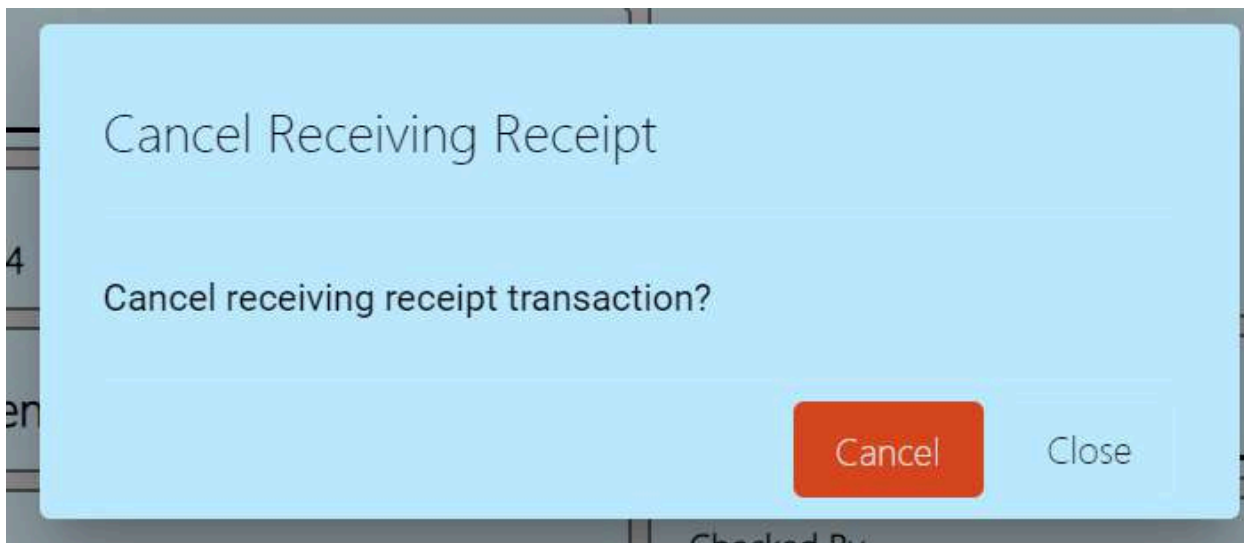
Show Rows 10 Edit button

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



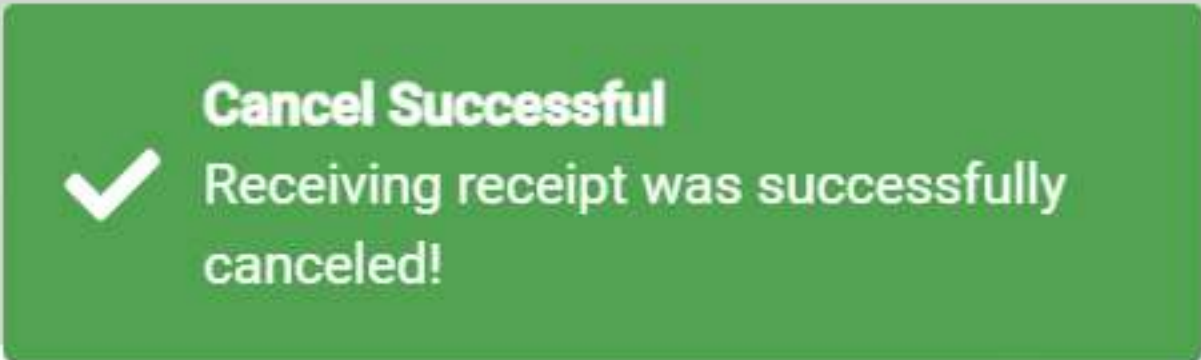
The screenshot shows the 'Receiving Receipt Detail' form in the Wjimo system. The form includes fields for Currency (PHP), Exchange Rate (1), Branch (ITO NOBU HQ), RR Number (000000048), RR Date (2/19/2024), Manual No. (000000048), Document Reference, Received By (Administrator), Prepared By (Administrator), Supplier (Return To Supplier), Checked By (Administrator), Approved By (Administrator), Term (COD), Status (NEW), and Total (1,200.00). The 'Cancel' button is highlighted with a red box and a red arrow pointing to it from the text 'Cancel button'.

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.



The screenshot shows a dialog box titled 'Cancel Receiving Receipt'. The dialog box contains the text 'Cancel receiving receipt transaction?' and two buttons: 'Cancel' and 'Close'.

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



Cancel Successful
Receiving receipt was successfully canceled!

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

5.2.4 Disbursement

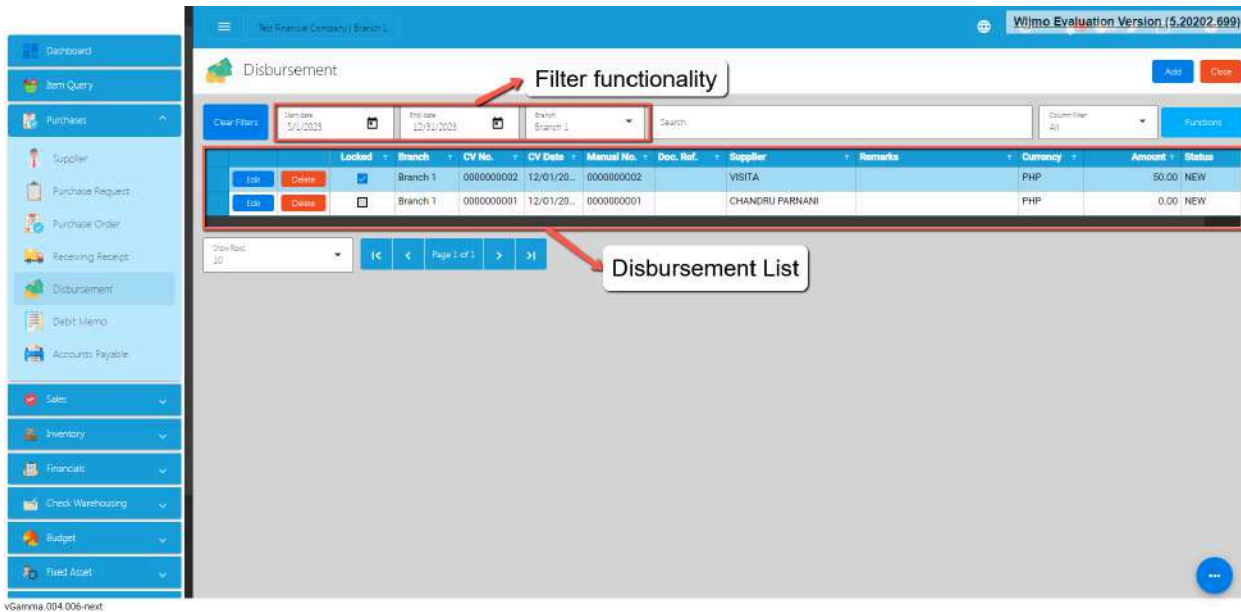
Overview

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

Disbursement List

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

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



Wjimo Evaluation Version (5.20202.699)

Disbursement

Filter functionality

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

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

Disbursement List

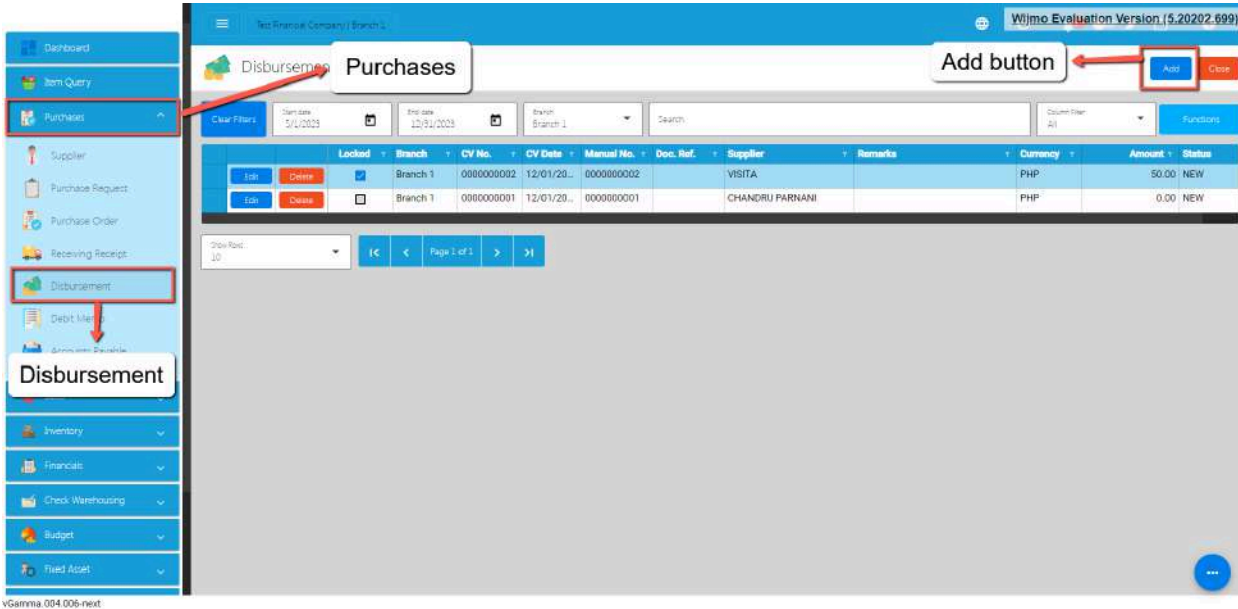
2000 Row 10

Page 1 of 1

VGamma 004.006-next

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.



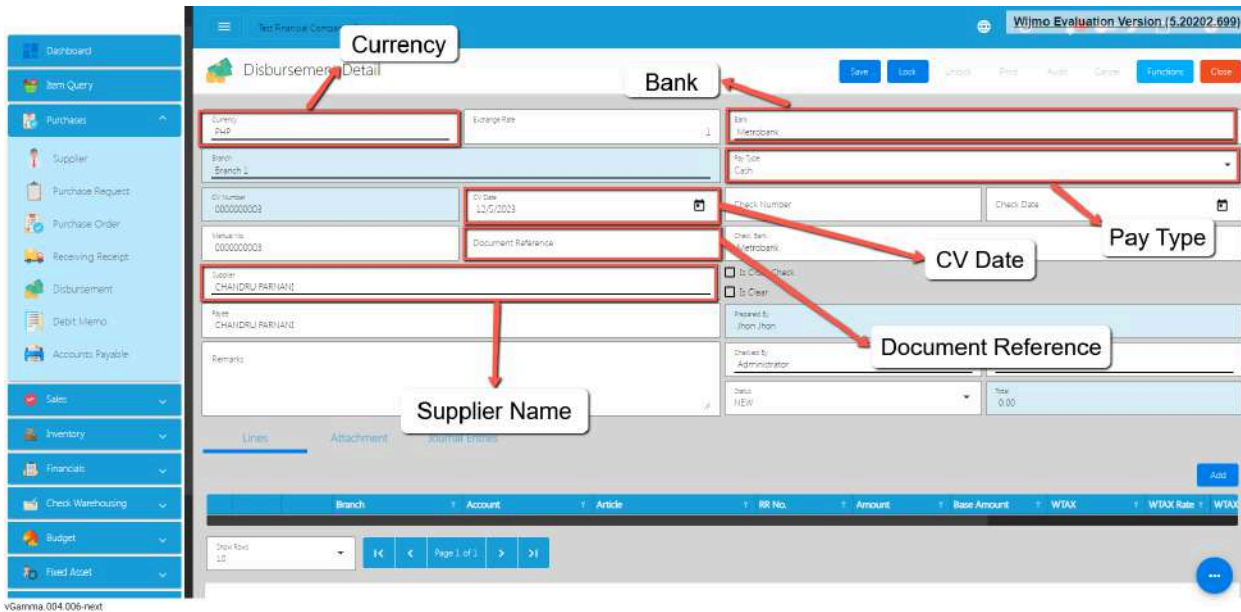
Wjmo Evaluation Version (5.20202.699)

Disbursement Purchases Add button

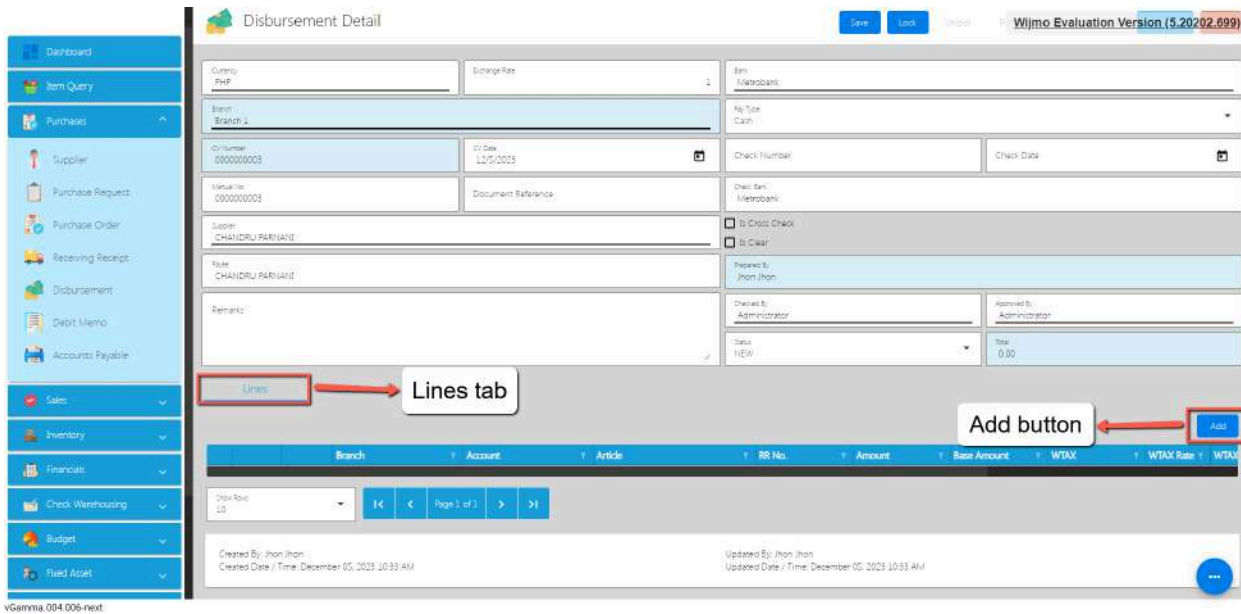
Locked	Branch	CV No.	CV Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
<input checked="" type="checkbox"/>	Branch 1	000000002	12/01/20...	000000002		VISITA		PHP	50.00	NEW
<input type="checkbox"/>	Branch 1	000000001	12/01/20...	000000001		CHANDRU PARNANI		PHP	0.00	NEW

VGamma.004.006-next

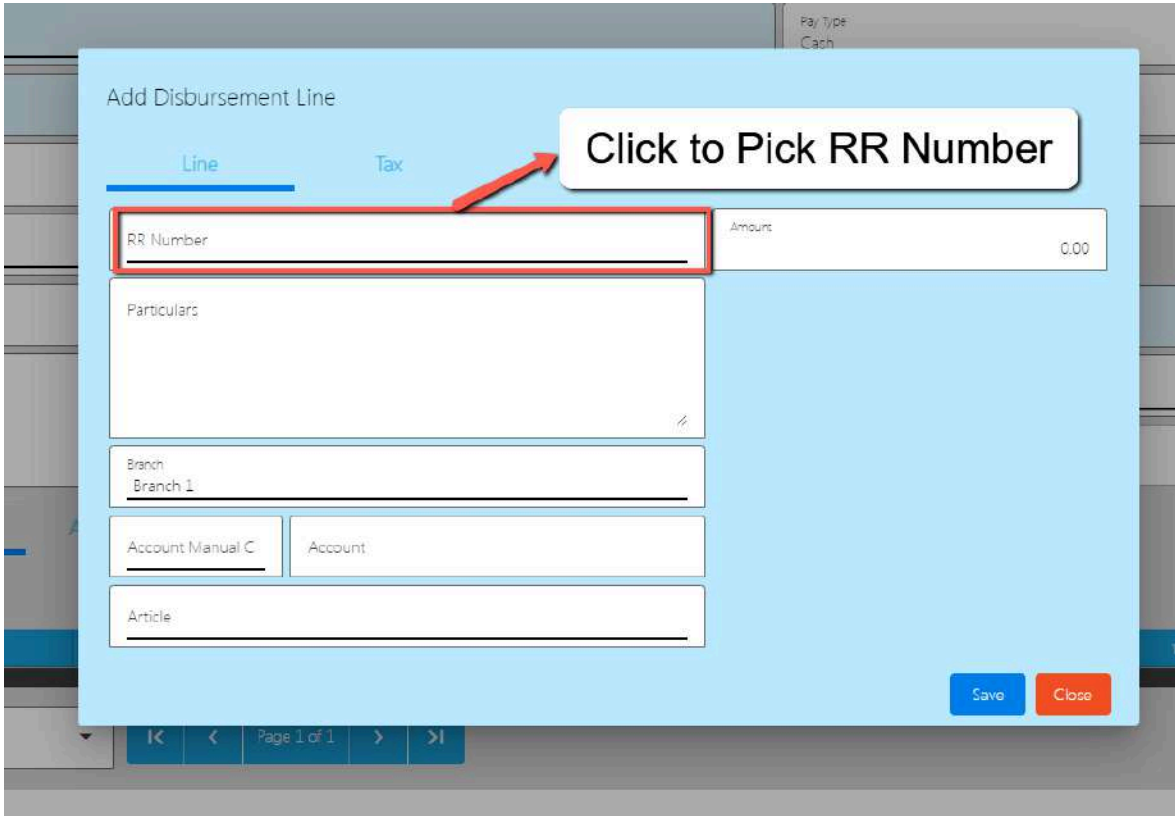
11. Fill out all the needed information for the **Disbursement Detail** like,
- Currency
 - Supplier Name
 - CV Date
 - Document Reference
 - Pay Type
 - Bank



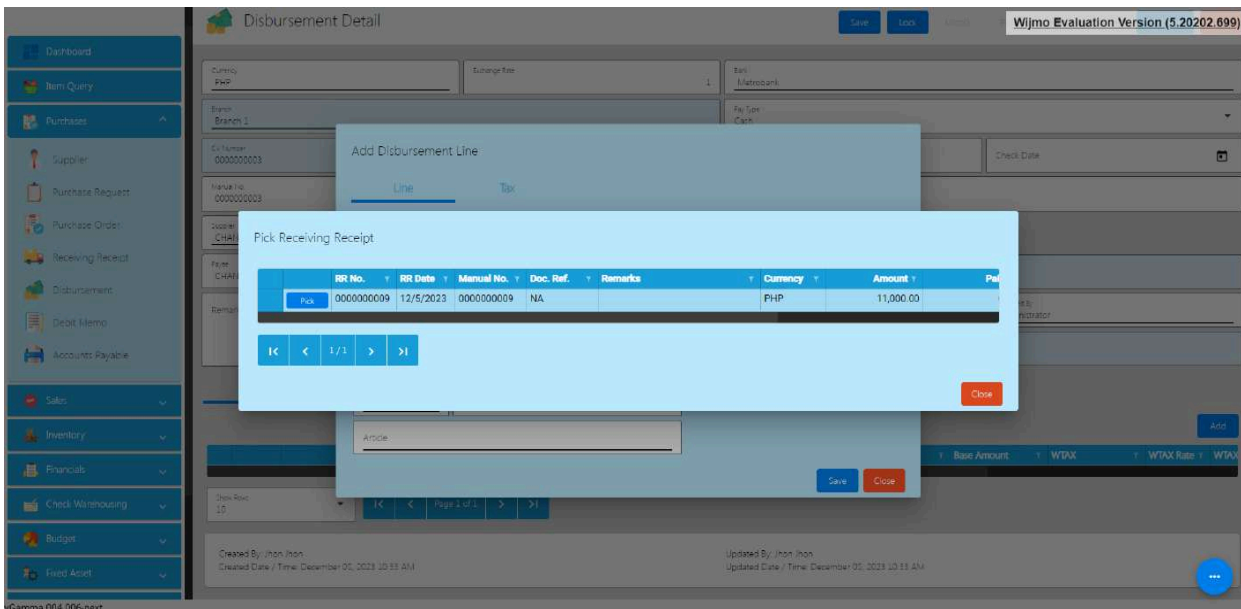
12. To add the Disbursement line, click the **Add** button on the right part of the page under the Lines tab. Choose either RR number or a Disbursement for other expenses.



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

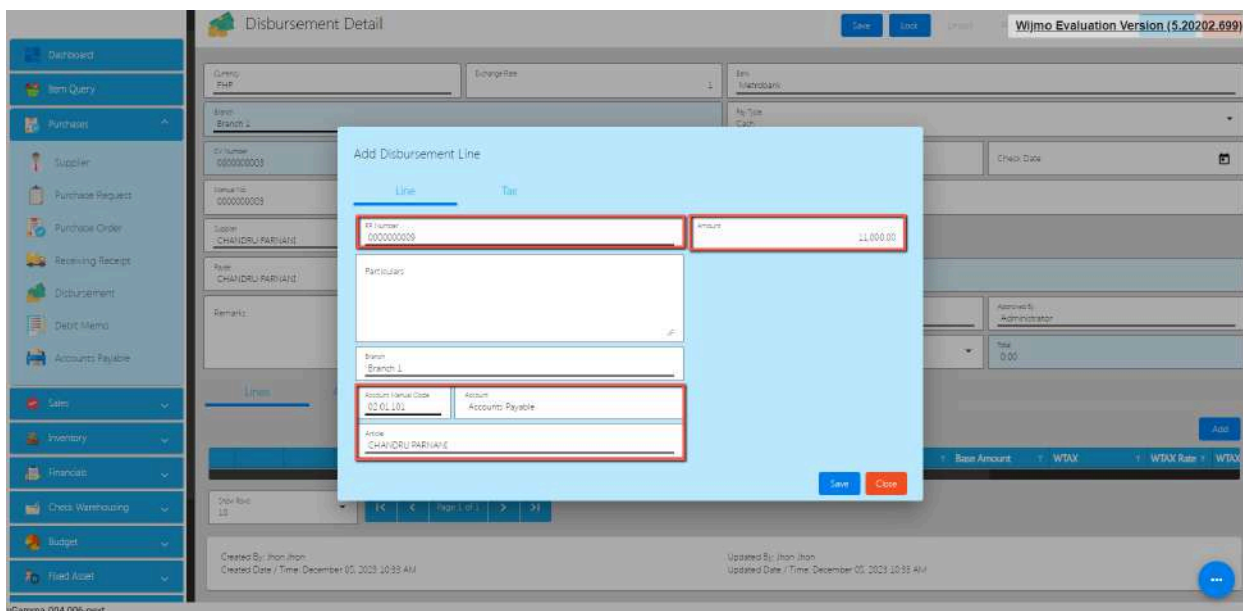
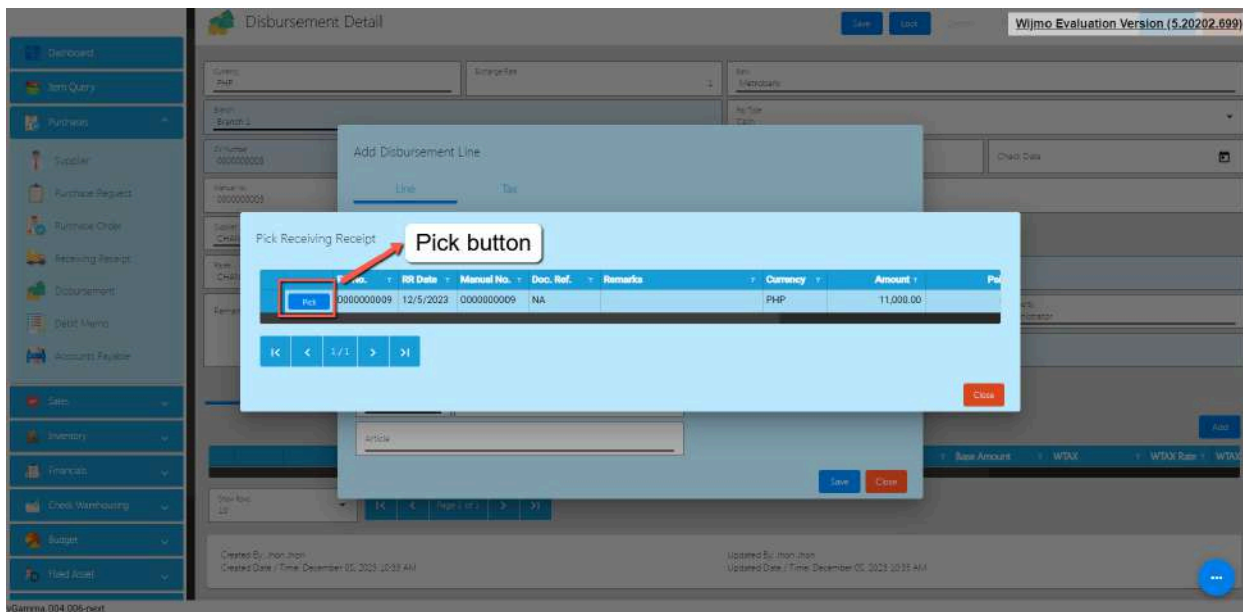


14. Once clicked it will pop up all the RR that has not yet Disburse.

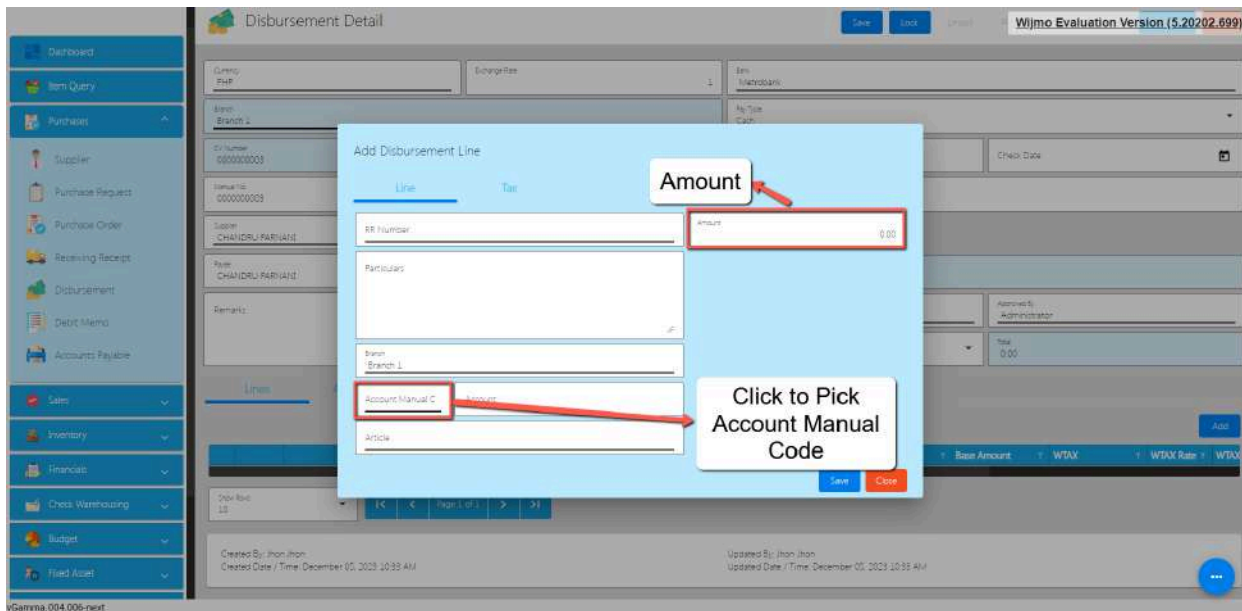


15. To add that RR, click the pick button. Once picked, the following fields will automatically populated :

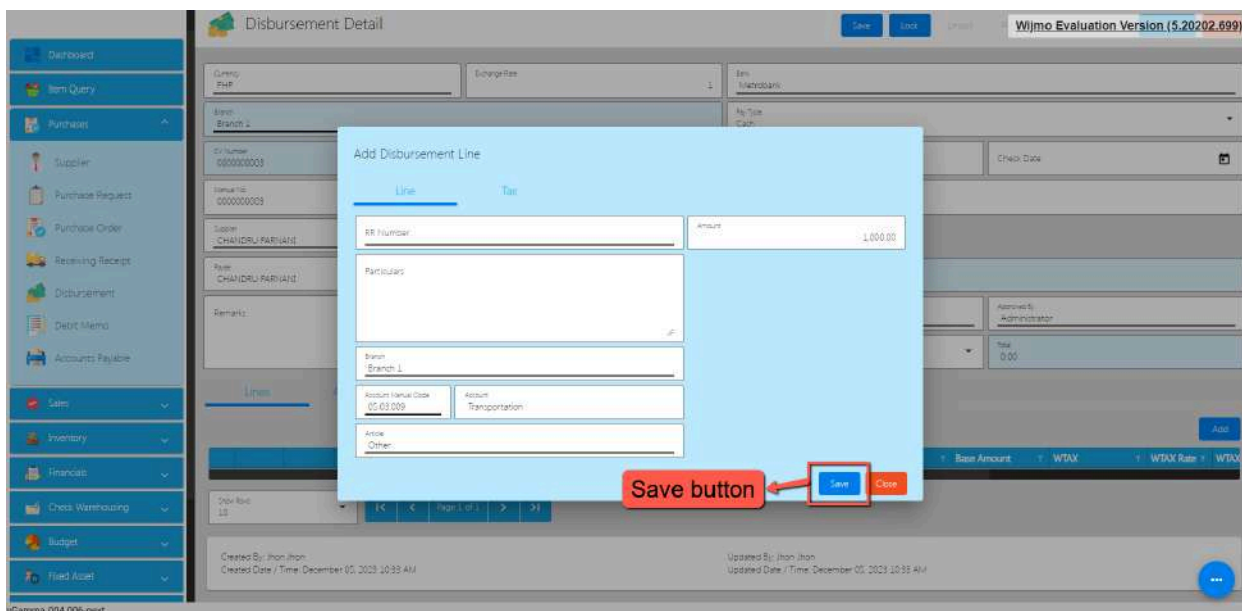
- i. Account
- ii. Article
- iii. Amount



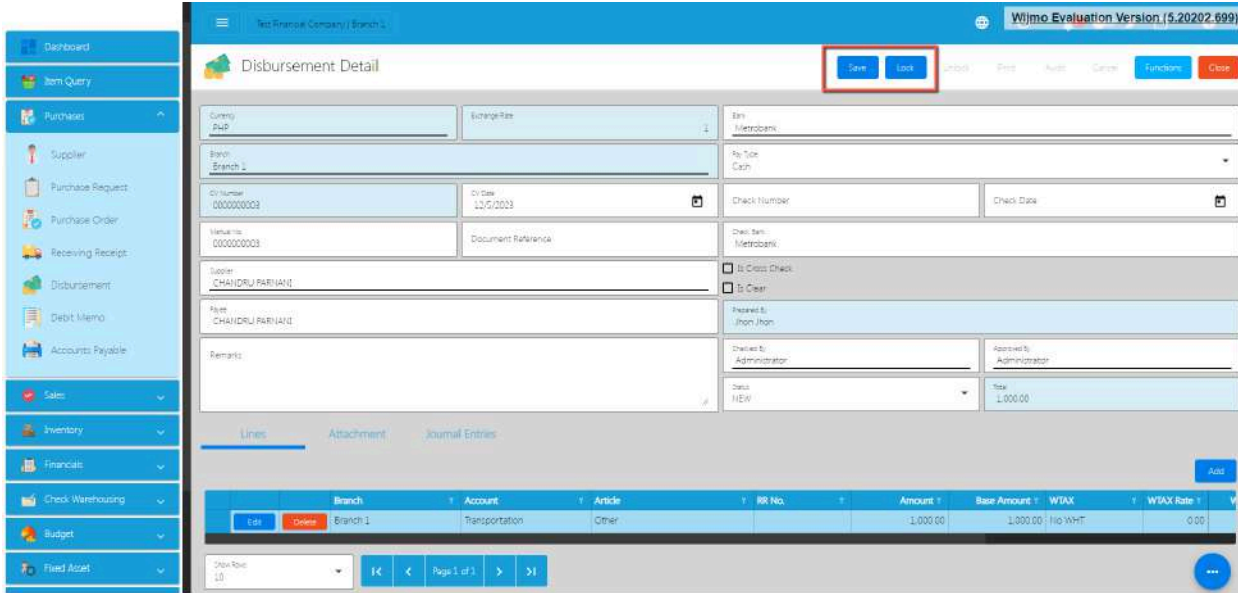
16. If you will Disburse for other expenses, just directly click the Account Manual Code then input an amount.



17. Click the **Save** button.



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

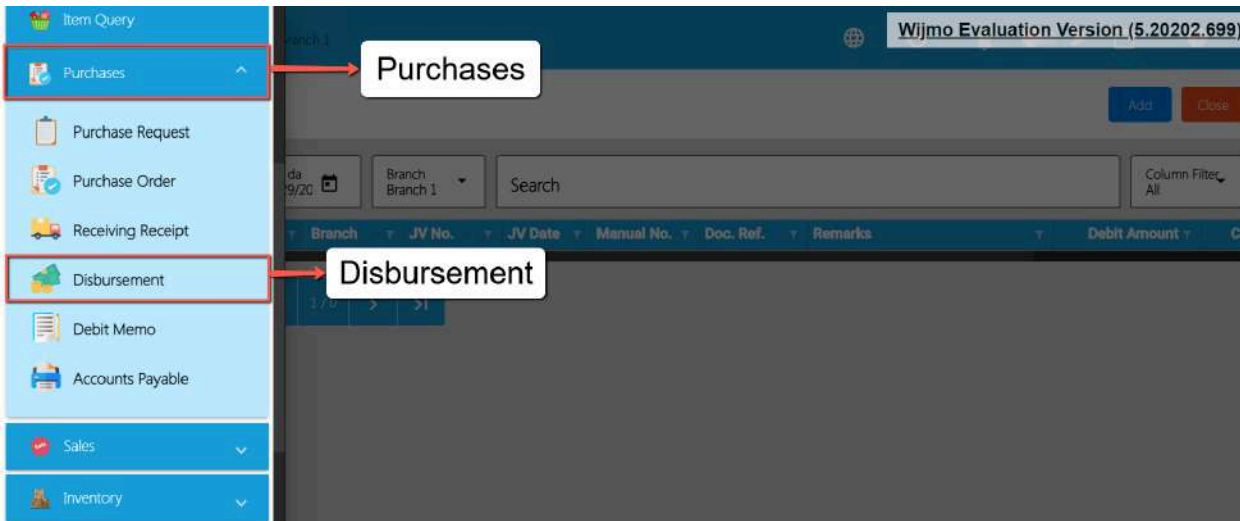


The screenshot shows the 'Disbursement Detail' form in a web application. The form is titled 'Disbursement Detail' and has a 'Wjmo Evaluation Version (5.20202.699)' in the top right corner. The form contains several input fields and buttons. The 'Save' and 'Lock' buttons are highlighted with a red box. The form includes fields for Currency (PHP), Exchange Rate, Branch (Branch 1), CI Number (000000003), CI Date (12/5/2023), Check Number, Check Date, Supplier (CHANDRU PARIKAT), and Amount (1,000.00). The 'Save' and 'Lock' buttons are highlighted with a red box.

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.

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

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

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

Show Rows 10 Page 1 of 2

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

Wijmo Evaluation Version (5.20202.699)

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

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

Show Rows 10 Page 1 of 1

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



ITC NOBU INDUSTRIAL CO.,LTD | ITC NOBU HQ

Wijmo Evaluation Version (5.20202.699)

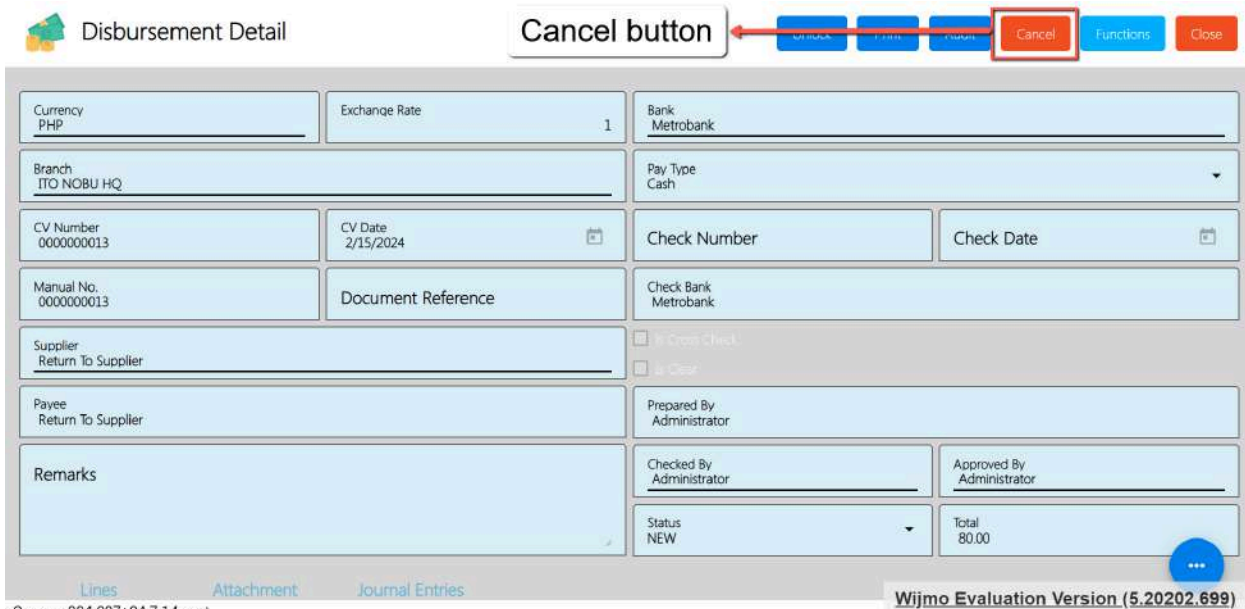
Disbursement

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

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

Show Rows 10 Page 1 of 1

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



Disbursement Detail

Cancel button

Currency PHP Exchange Rate 1 Bank Metrobank

Branch ITC NOBU HQ Pay Type Cash

CV Number 0000000013 CV Date 2/15/2024 Check Number Check Date

Manual No. 0000000013 Document Reference Check Bank Metrobank

Supplier Return To Supplier Cross Check Clear

Payee Return To Supplier Prepared By Administrator

Remarks Checked By Administrator Approved By Administrator

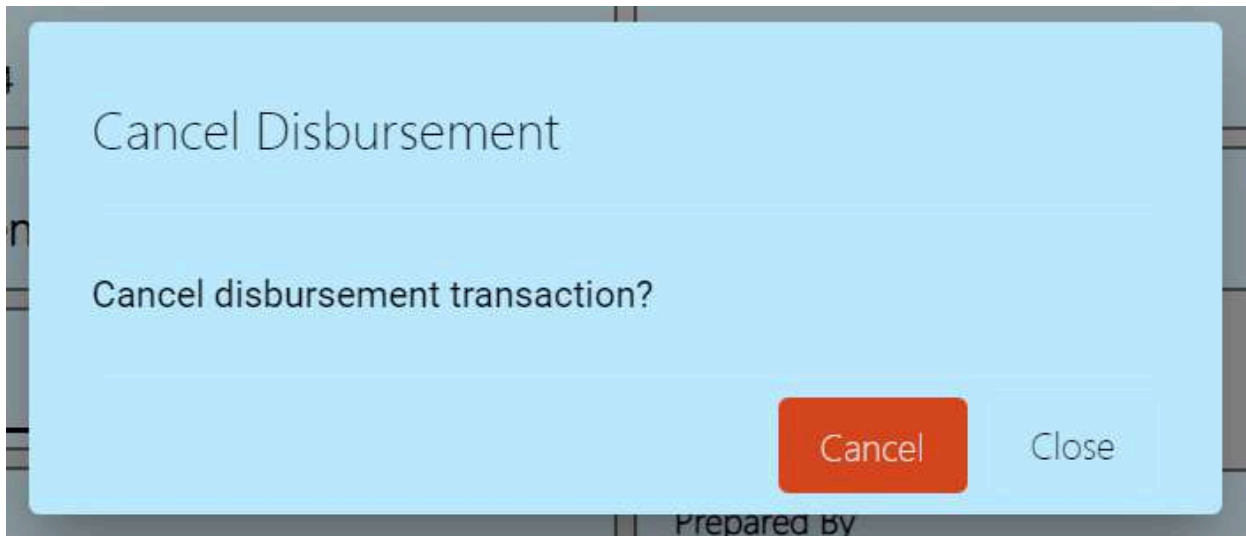
Status NEW Total 80.00

Lines Attachment Journal Entries

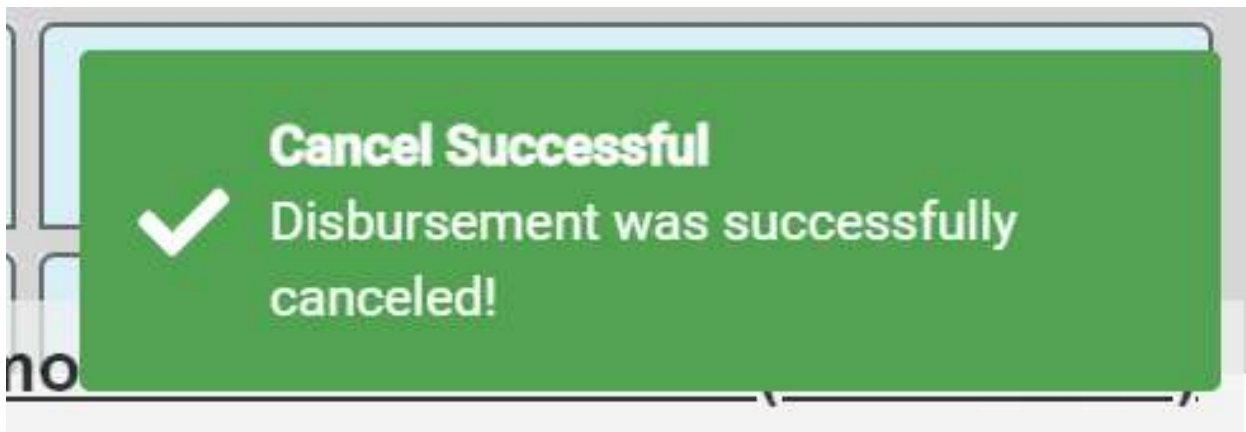
Wijmo Evaluation Version (5.20202.699)

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.



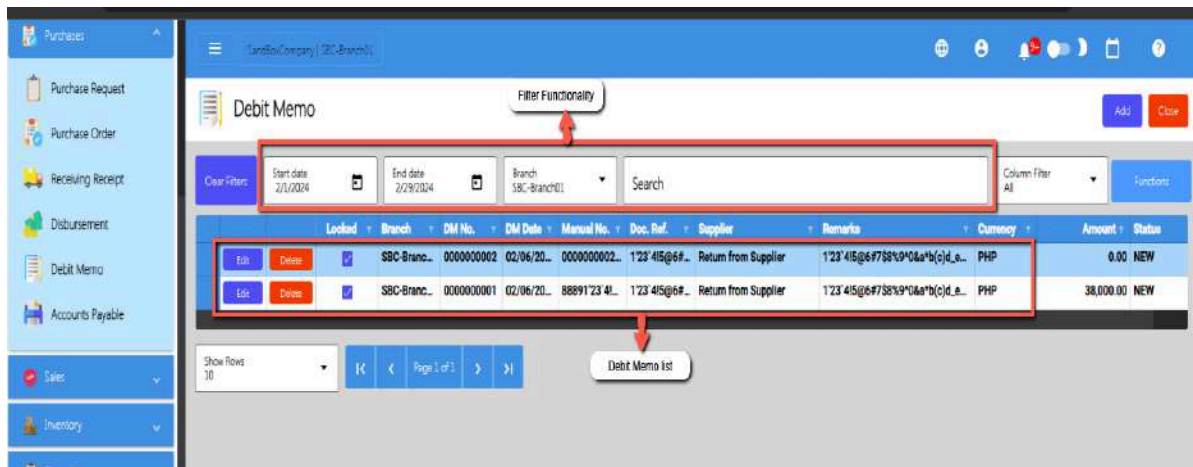
- 8. Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
- 9. Keep Track:** Remember to make a note somewhere that you canceled the Disbursement, just in case it is needed later.

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.

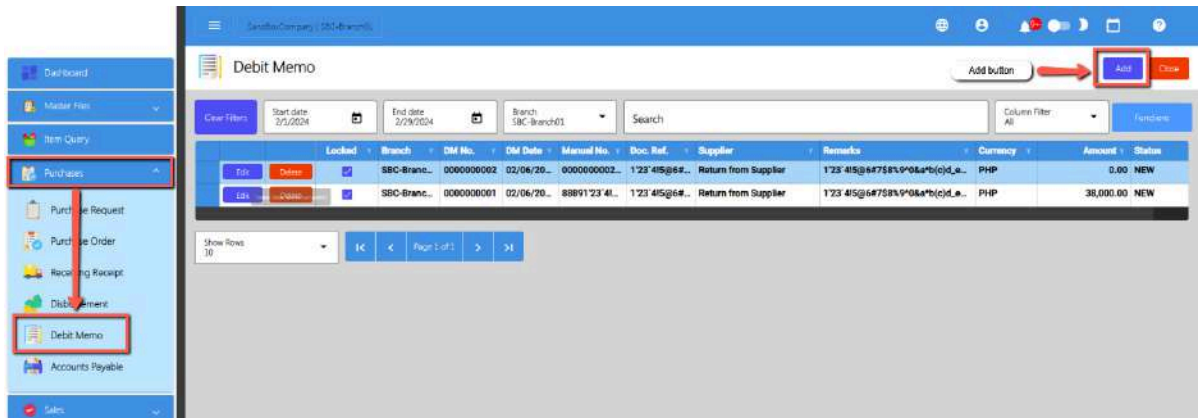
Debit Memo List

- 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.



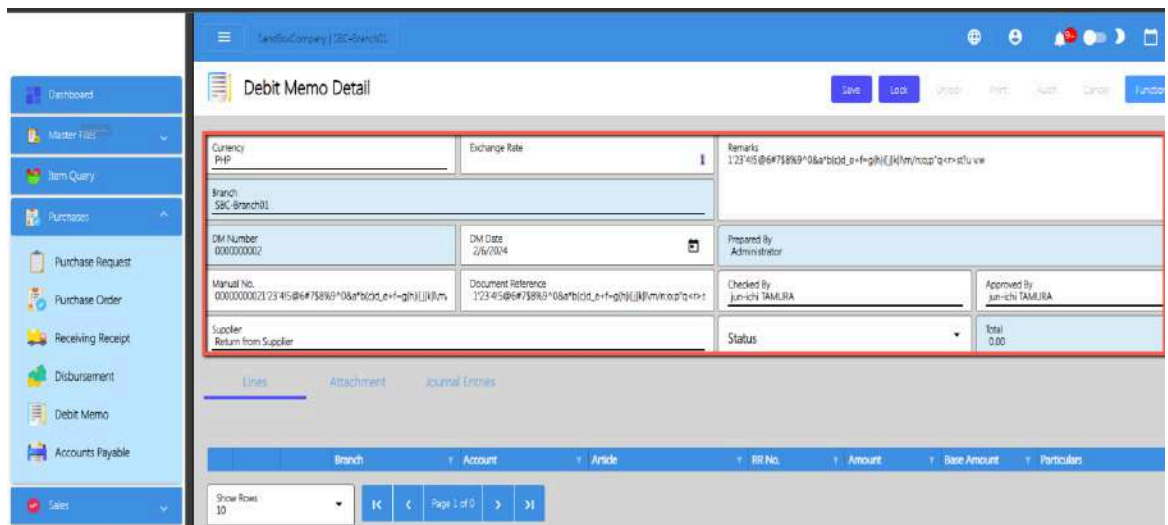
Debit Memo Detail

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.

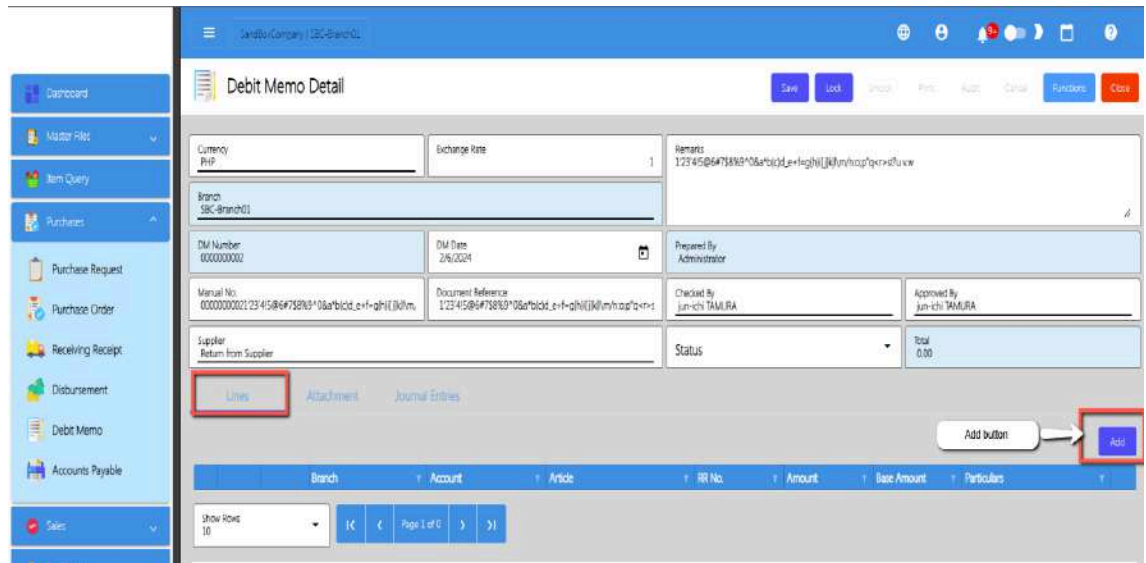


2. Fill out all the needed information for the **Debit Memo Detail** like,

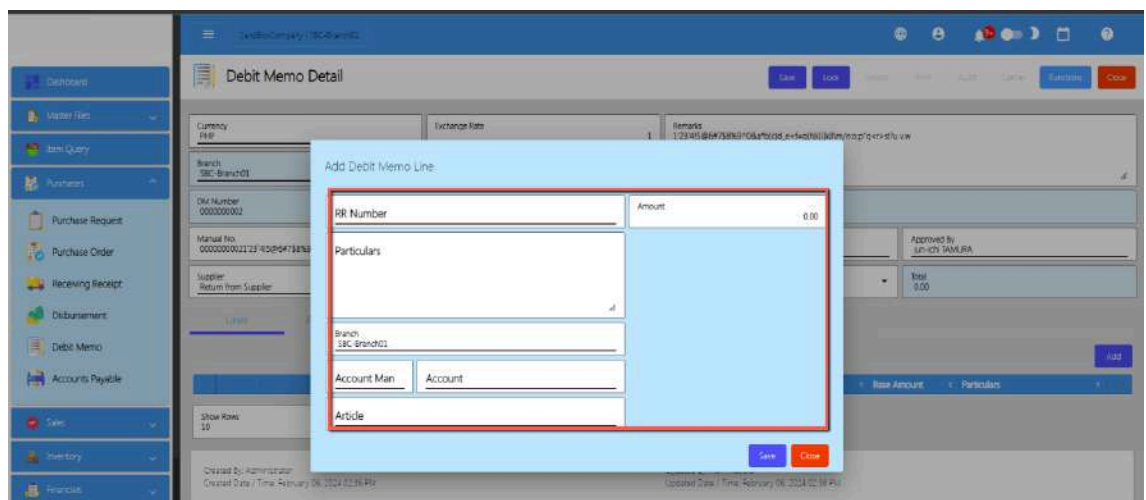
- Currency
- Exchange Rate
- Manual No.
- Document reference
- Remarks



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



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

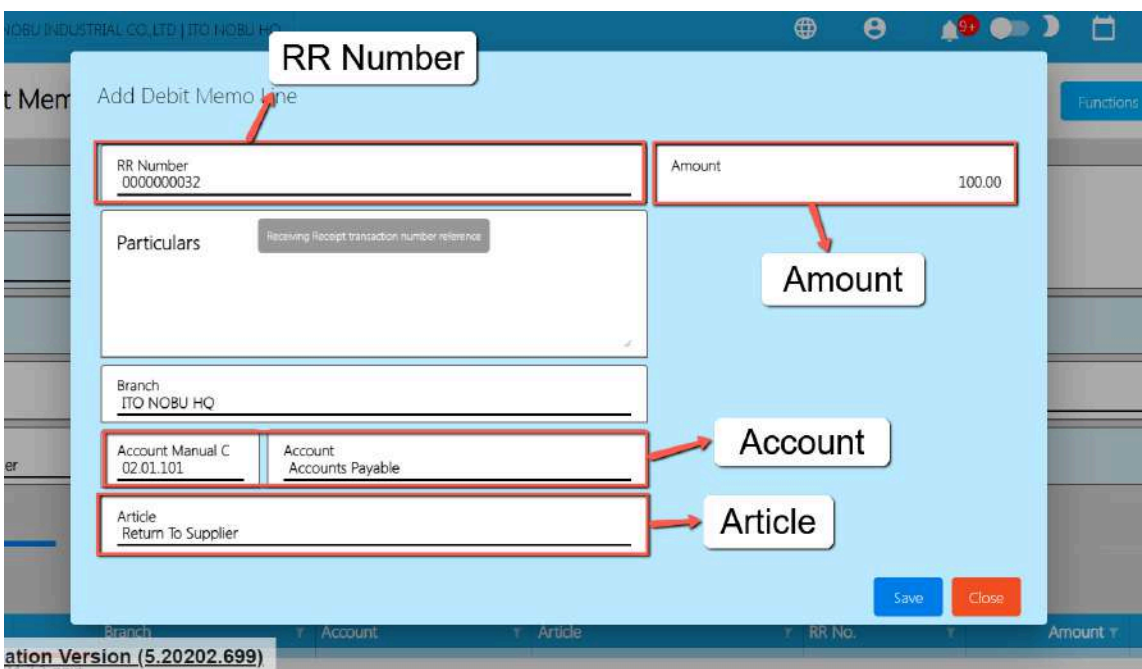


5. Once clicked it will pop up all the RR that has not yet Disburse.



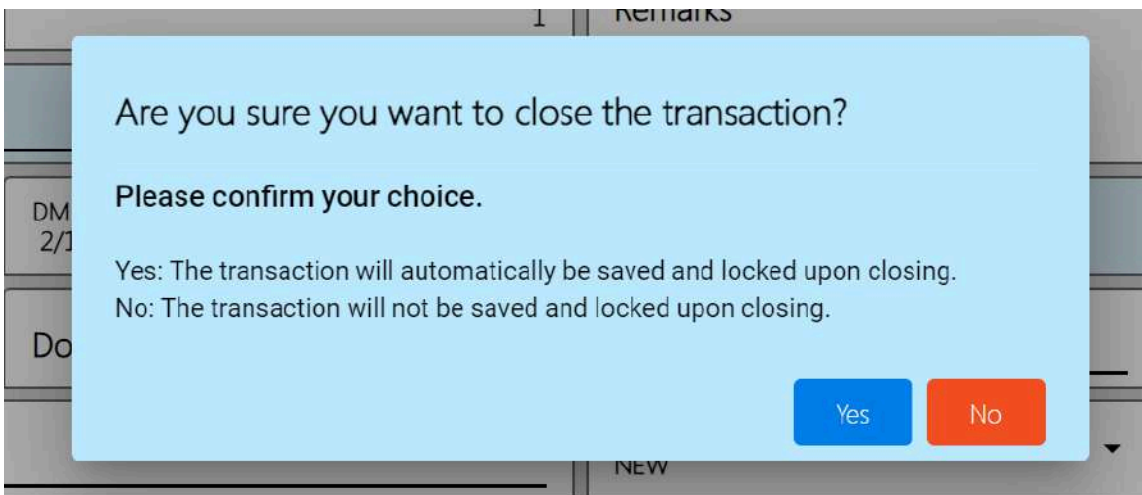
6. To add that RR, click the pick button. Once picked, the following fields will automatically populated :

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



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

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



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

Debit Memo Transaction via Upload Template

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

3.1 In the Excel file:

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

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

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

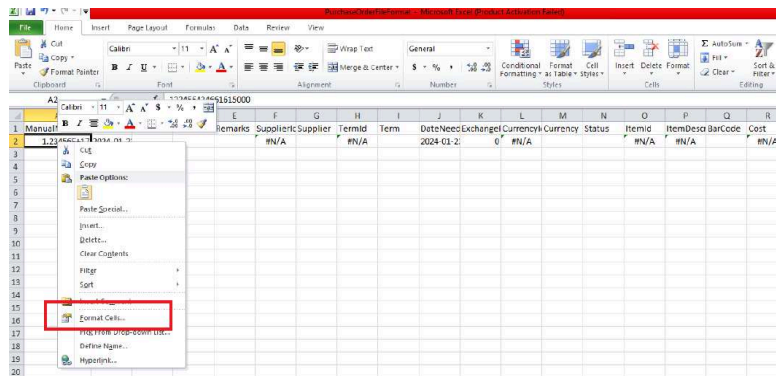
Example: '00000111231414

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

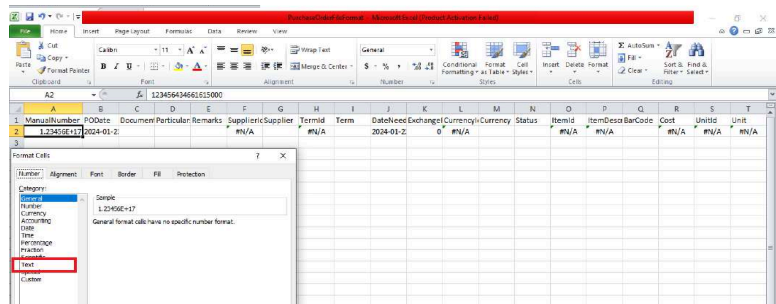
*Steps on how to change the format to **Text**:*

1. Right Click the Cell

2. Click Format Cell



3. Choose Text



4. Click OK

5. Then reselect the field

B. 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@#7\$8%9^0&a*b(c)d_e+f=g{h}i|j|k|l|m/n:o;p"q<r>st?u v.w

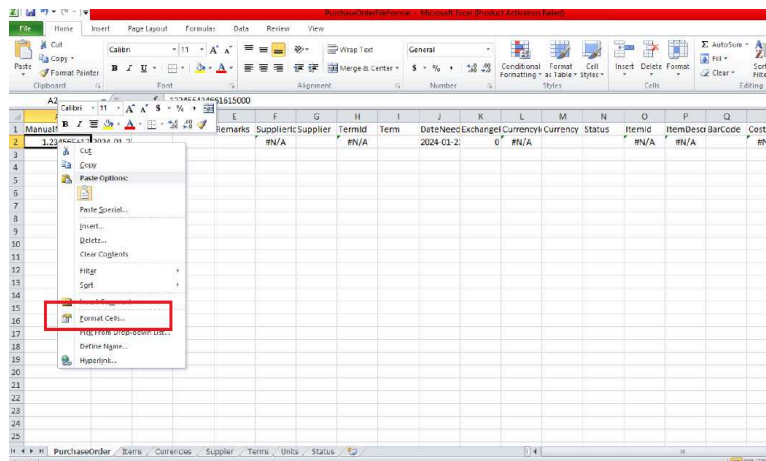
- if the Document Reference starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

Example: '00000111231414

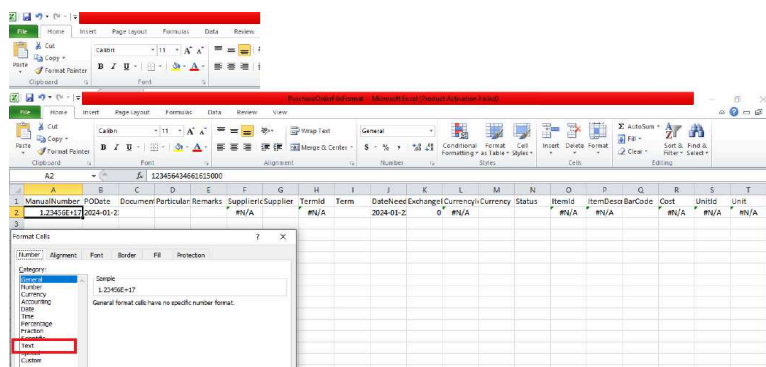
- if the Document Reference starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

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

1. Right Click the Cell
2. Click Format Cell



3. Choose Text



4. Click OK

5. Then reselect the field

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

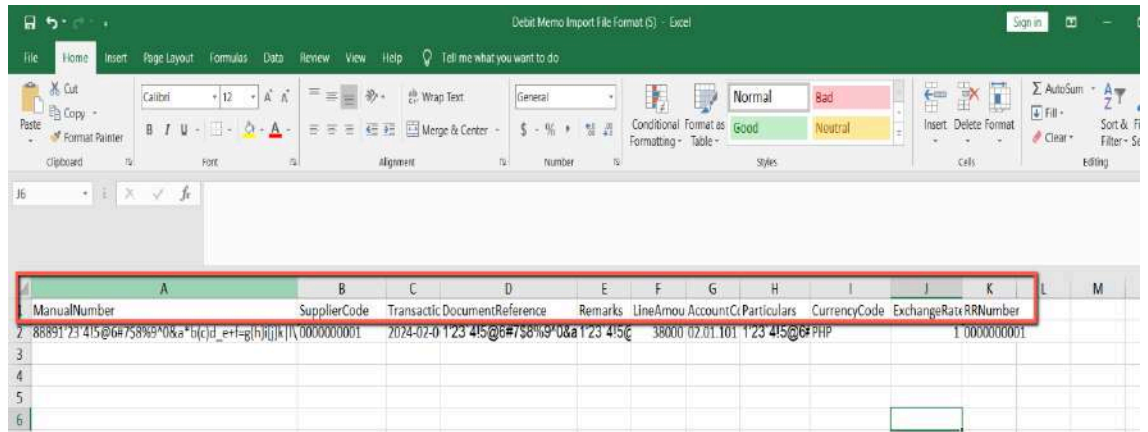
E. Particulars - *in this column this is basically the remarks for each item line, it should be alphanumeric and Special characters should not exceed 255 characters.*

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

G. Account - Input Account Code in column

H. Currency - Input specific Currency in column

I. RR Number - Add RRNumber



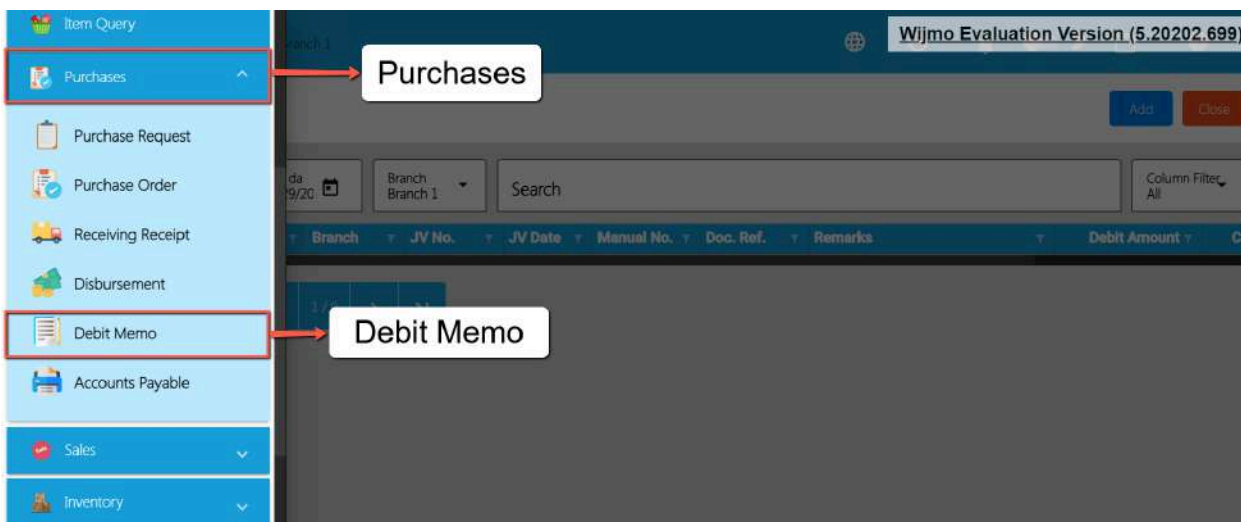
ManualNumber	SupplierCode	Transactio	DocumentReference	Remarks	LineAmou	AccountCo	Particulars	CurrencyCode	ExchangeRate	RRNumber
8889123415@6#7589#0%*b(c)d_e+f(g h)i k\ 0000000001		2024-02-01	23415@6#7589#0%*a123415@6		38000	02.01.101	123415@6 PHP			1.0000000001

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

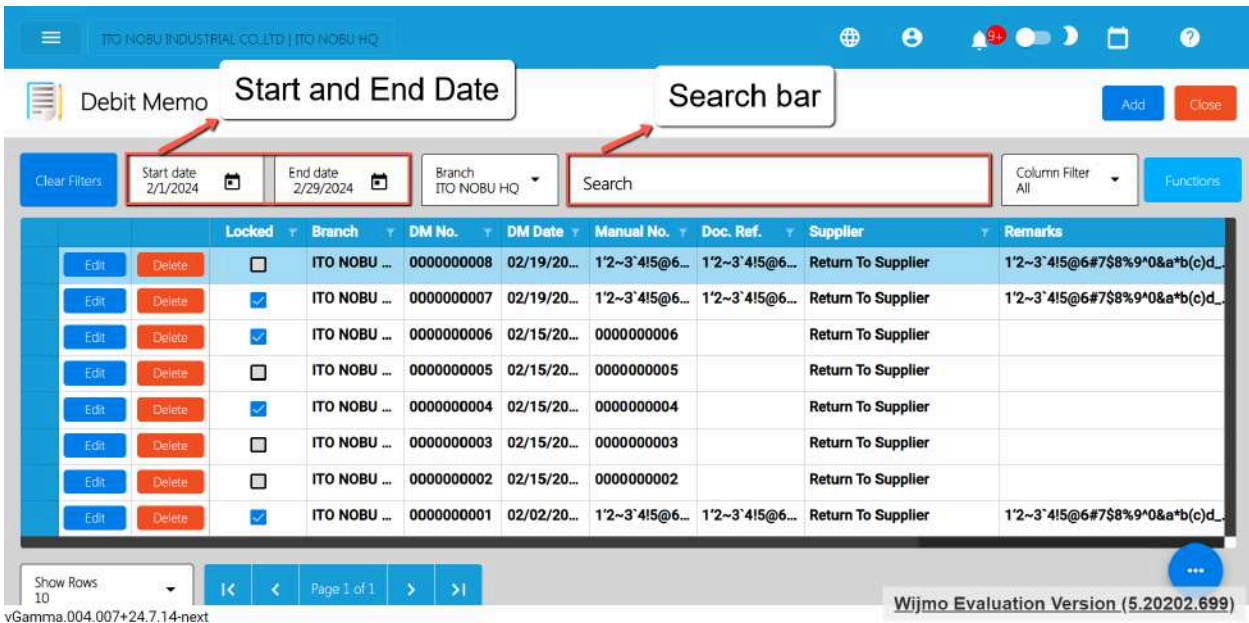
Cancel Debit Memo Transaction

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.



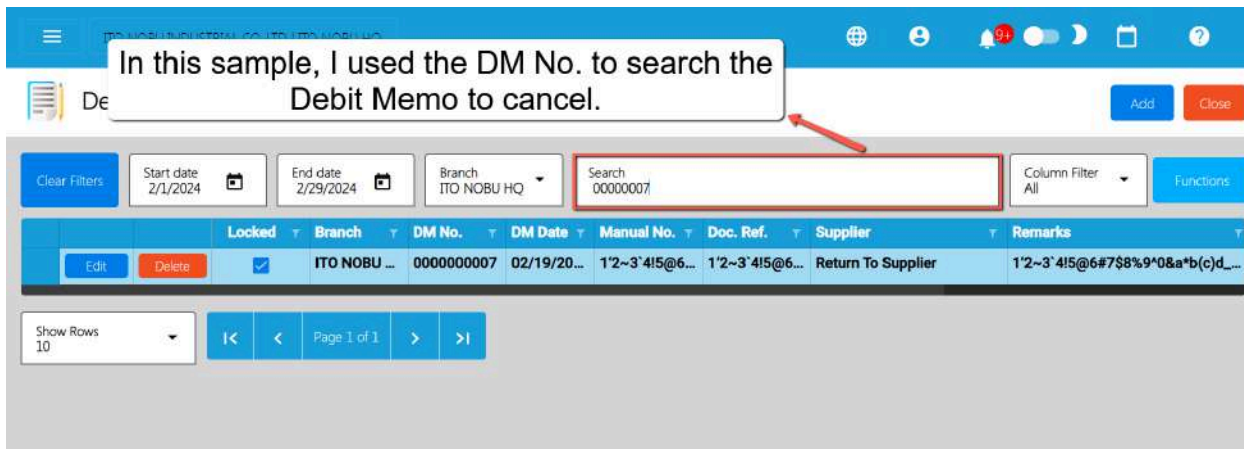
3. **Locate the Right One:** From the Debit Memo list, you may use the search bar to look for the right Debit Memo you want to cancel. You can search using the Debit Memos DM Number, Manual Number, Document Reference, etc.
Take note: Don't forget to change the Start Date and End Date to your Debit Memo's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



Debit Memo Start and End Date Search bar

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

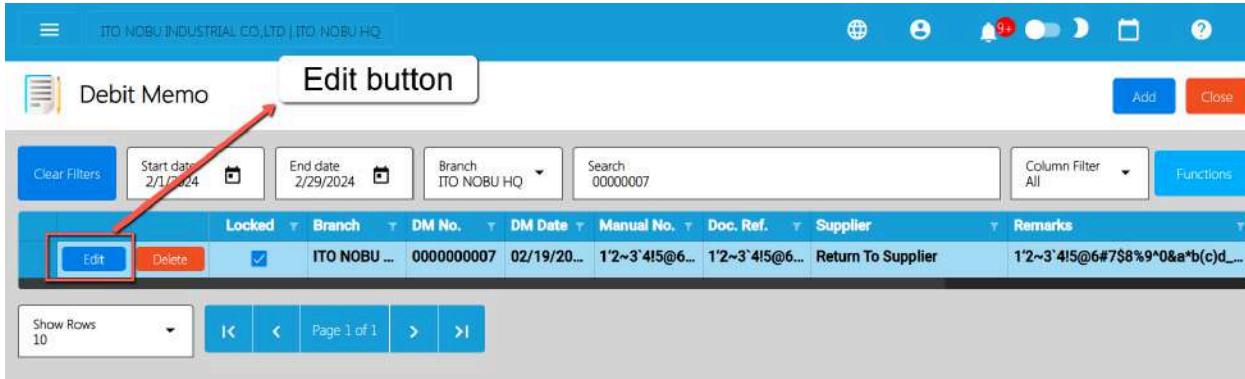
vGamma.004.007+24.7.14-next Wijmo Evaluation Version (5.20202.699)



In this sample, I used the DM No. to search the Debit Memo to cancel.

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

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



ITD NOBU INDUSTRIAL CO.,LTD | ITD NOBU HQ

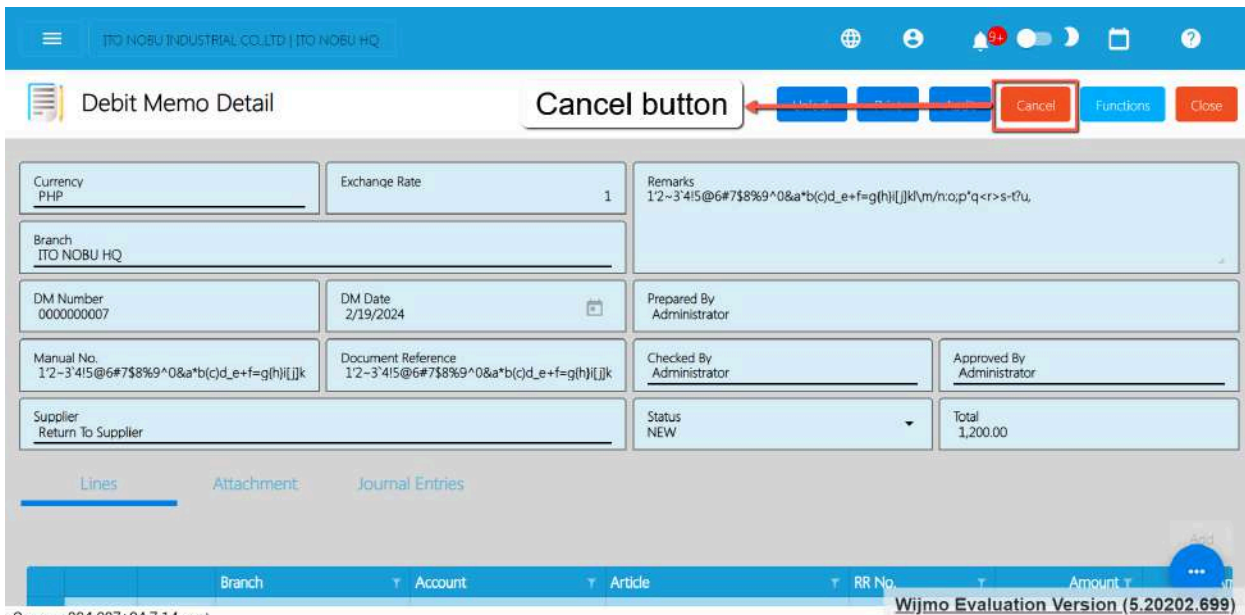
Debit Memo Add Close

Clear Filters Start date: 2/17/2024 End date: 2/29/2024 Branch: ITD NOBU HQ Search: 00000007 Column Filter: All Functions

Locked	Branch	DM No.	DM Date	Manual No.	Doc. Ref.	Supplier	Remarks
<input checked="" type="checkbox"/>	ITD NOBU HQ	000000007	02/19/20...	1'2~3'4I5@6...	1'2~3'4I5@6...	Return To Supplier	1'2~3'4I5@6#7\$8%9*0&a*b(c)d...

Show Rows: 10 Page 1 of 1

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.



ITD NOBU INDUSTRIAL CO.,LTD | ITD NOBU HQ

Debit Memo Detail Cancel Functions Close

Currency: PHP Exchange Rate: 1 Remarks: 1'2~3'4I5@6#7\$8%9*0&a*b(c)d_e+f=g(h)[i]jklm/n.o:p*qr<s-tu.

Branch: ITD NOBU HQ

DM Number: 000000007 DM Date: 2/19/2024 Prepared By: Administrator

Manual No.: 1'2~3'4I5@6#7\$8%9*0&a*b(c)d_e+f=g(h)[i]jk Document Reference: 1'2~3'4I5@6#7\$8%9*0&a*b(c)d_e+f=g(h)[i]jk Checked By: Administrator Approved By: Administrator

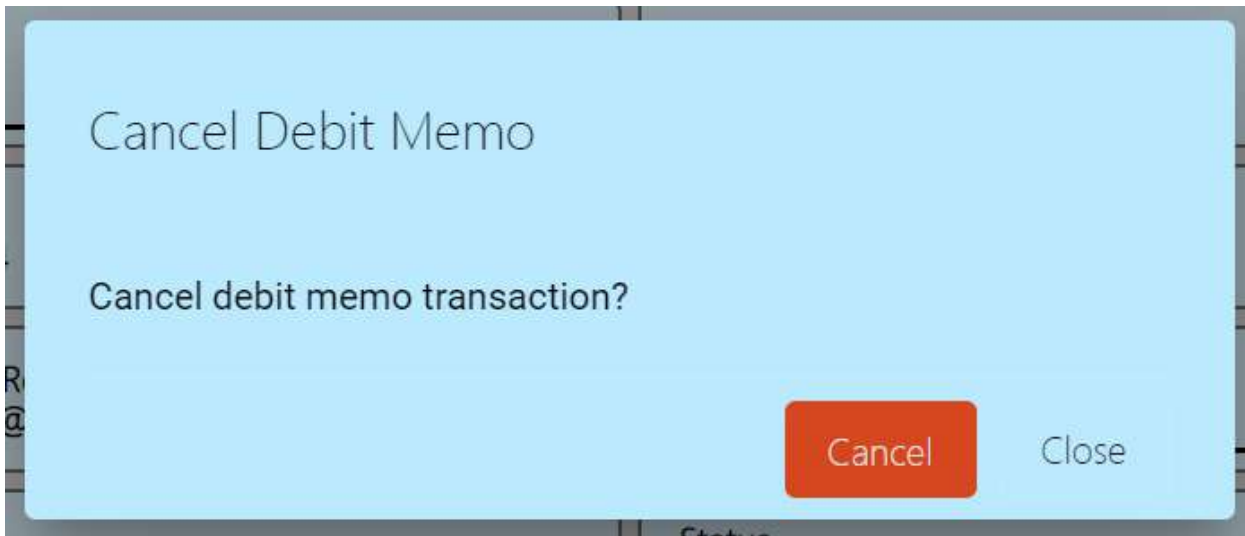
Supplier: Return To Supplier Status: NEW Total: 1,200.00

Lines Attachment Journal Entries

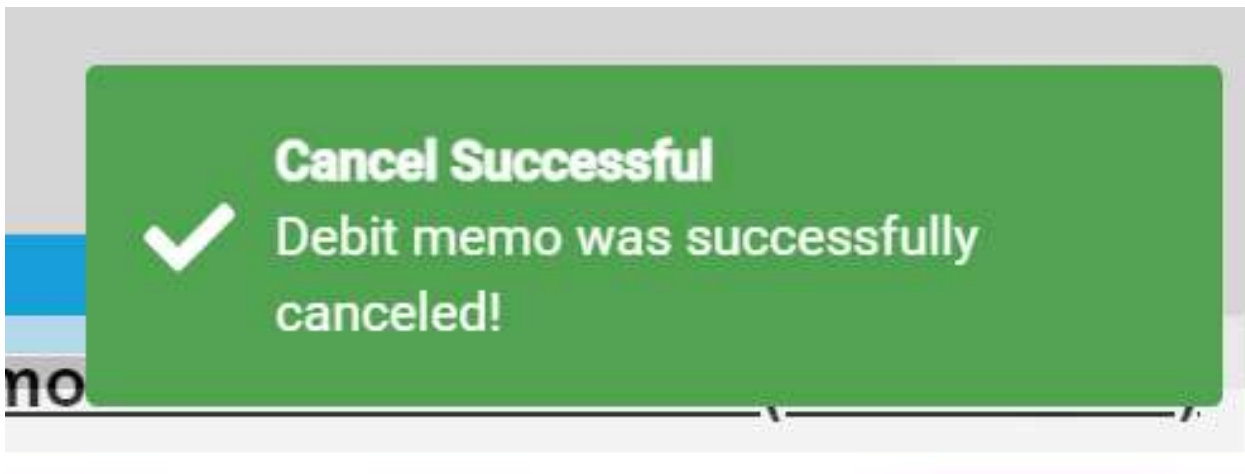
Branch Account Article RR No. Amount

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

6. **Confirm Canceling:** After you click the Cancel button, there's a Cancel 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.

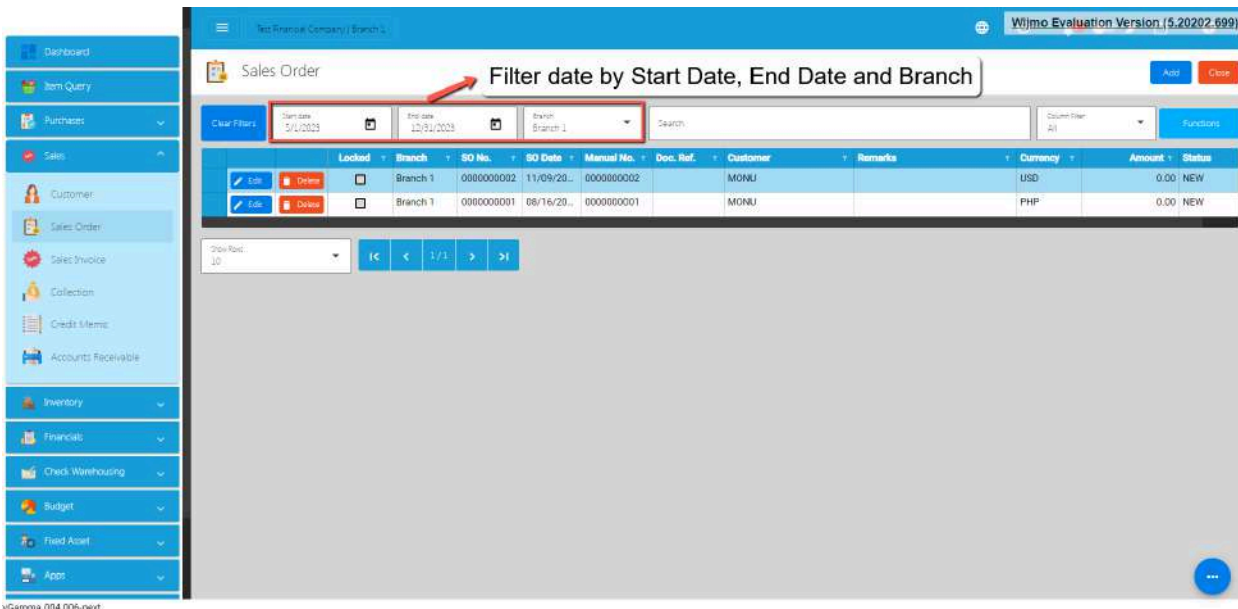
5.3.1 Sales Order Overview

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.



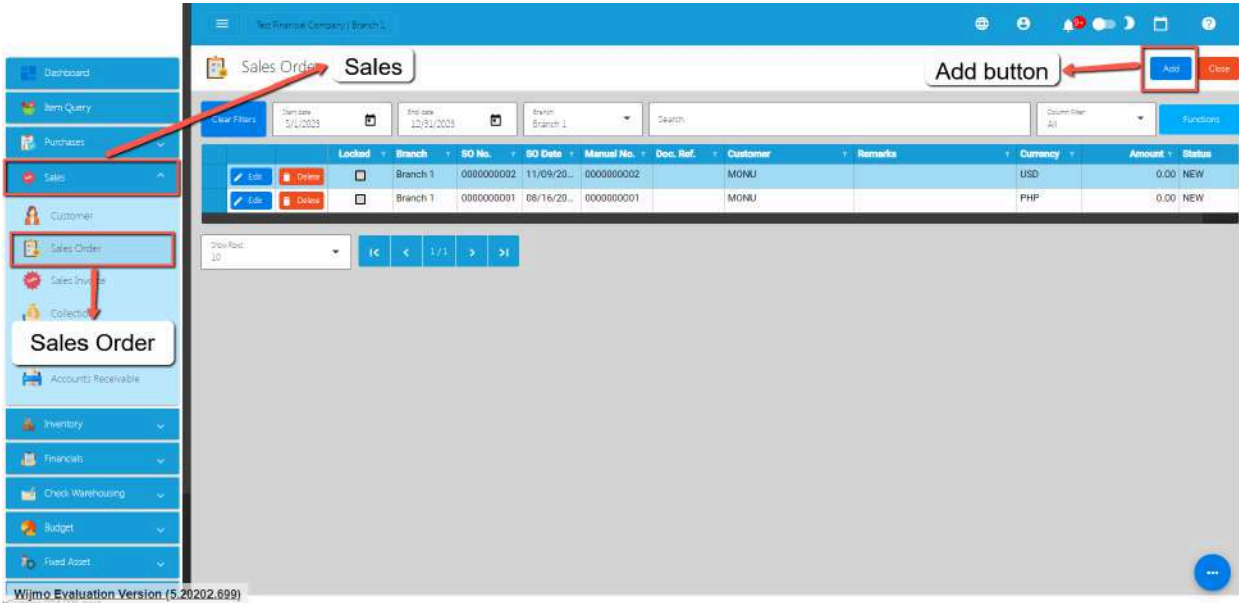
Wjmo Evaluation Version (5.20202.699)

Filter date by Start Date, End Date and Branch

Lockout	Branch	SO No.	SO Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount	Status
<input type="checkbox"/>	Branch 1	0000000002	11/09/20...	0000000002		MONU		USD	0.00	NEW
<input type="checkbox"/>	Branch 1	0000000001	08/16/20...	0000000001		MONU		PHP	0.00	NEW

Sales Order Detail

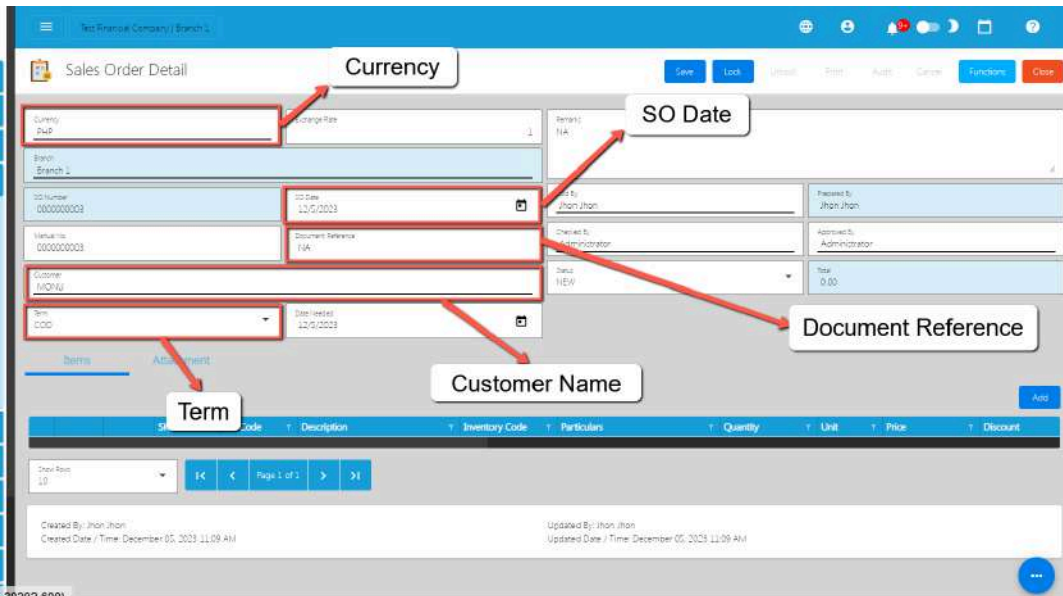
1. To add a new Sales Order, go to **Sales** then click **Sales Order**. After that, click the **Add** button that can be seen in the Sales Order list.



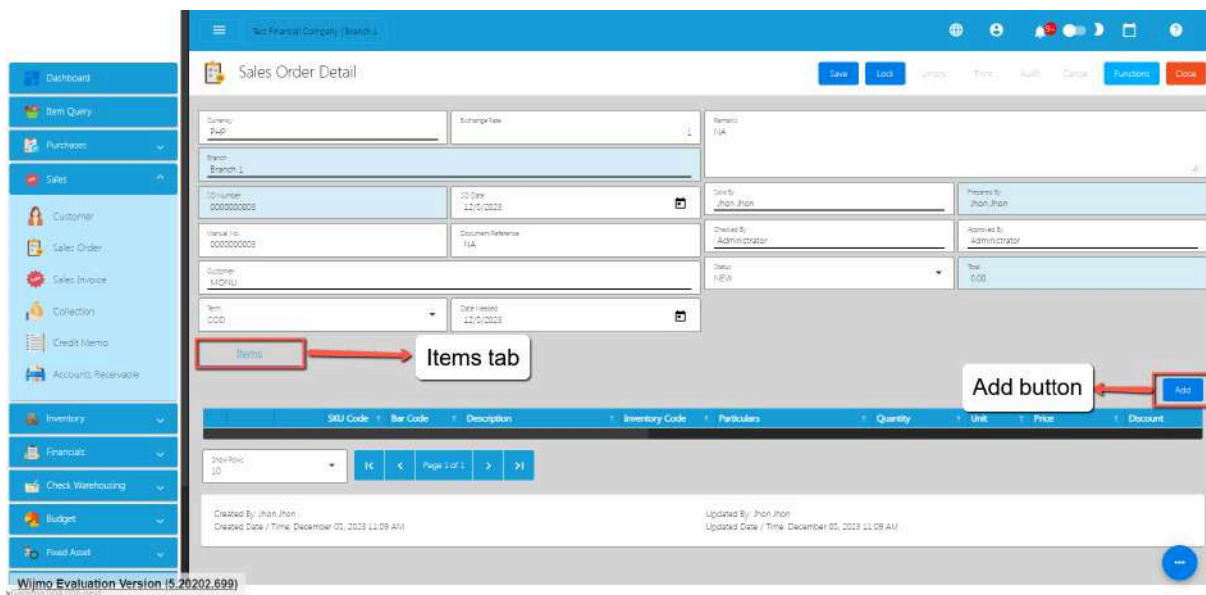
Wijimo Evaluation Version (5.20202.699)

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

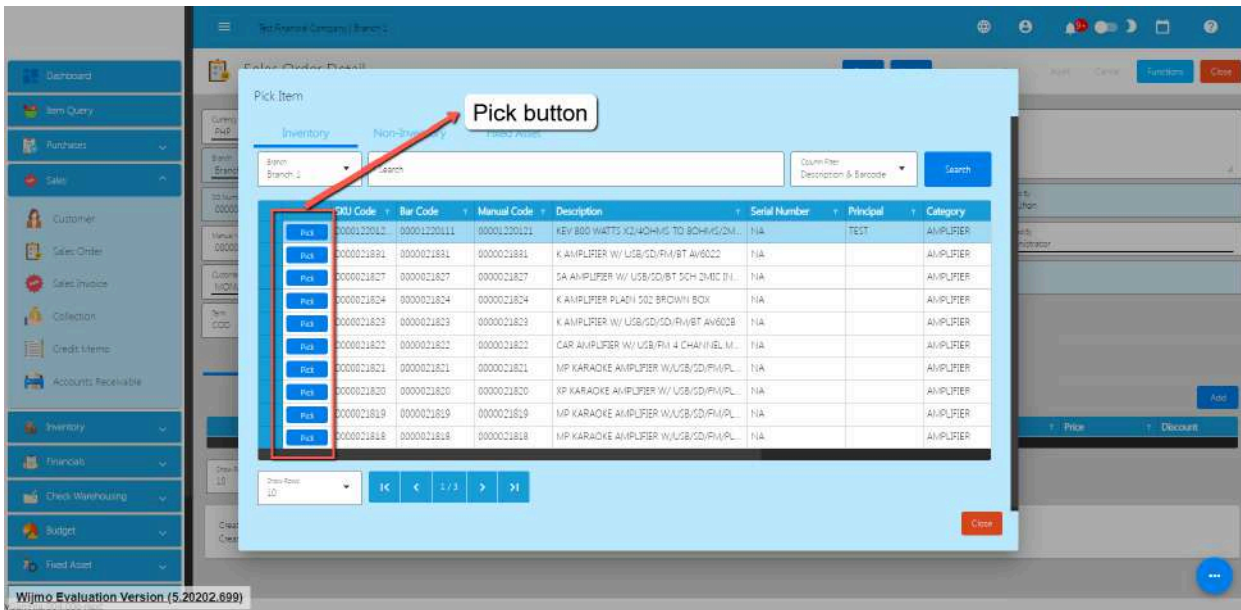
- Currency
- Customer Name
- SO Date
- Term
- Document Reference



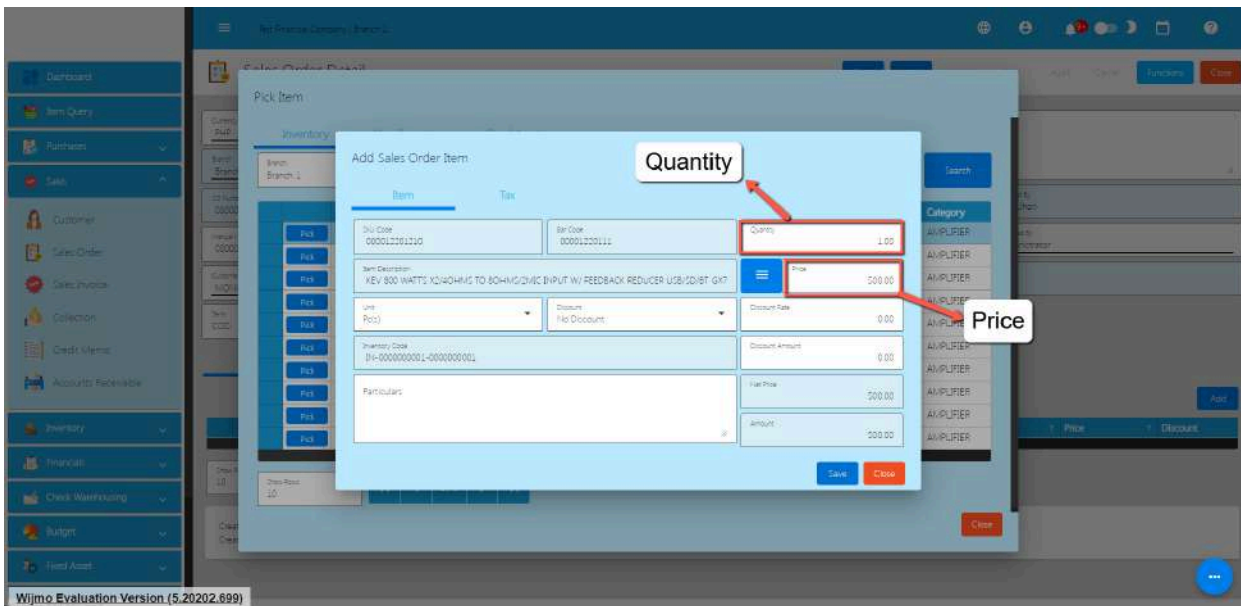
3. To add a Sales Order Line Item, click the **Add** button on the right part of the page under the Items tab.



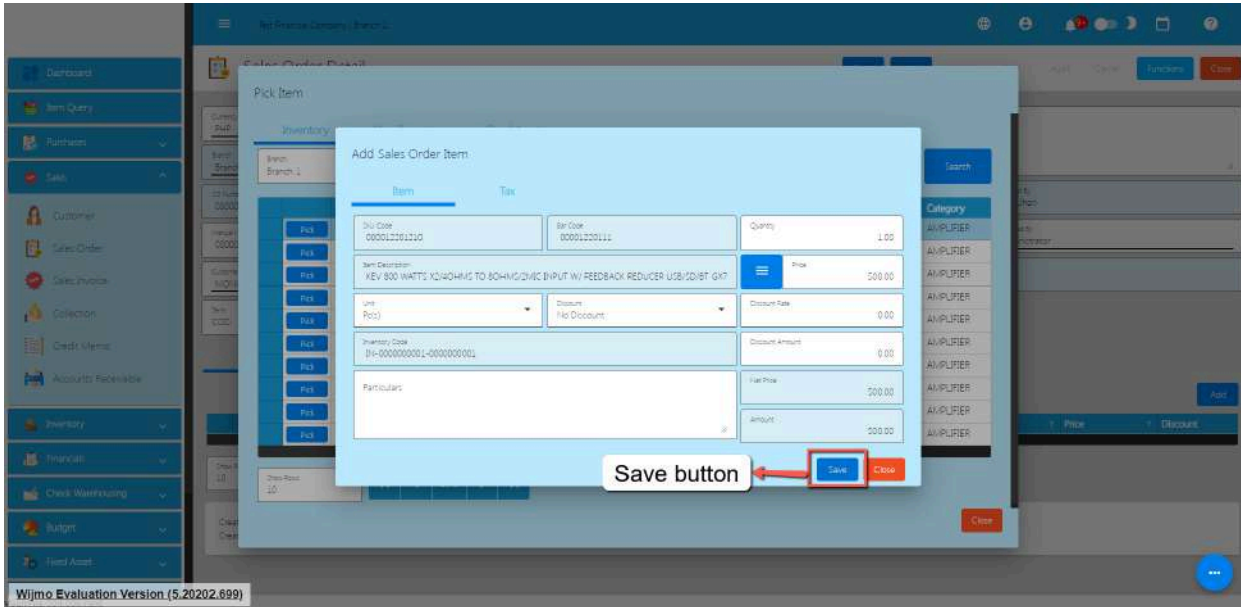
4. Select the items, by clicking the Pick button.



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

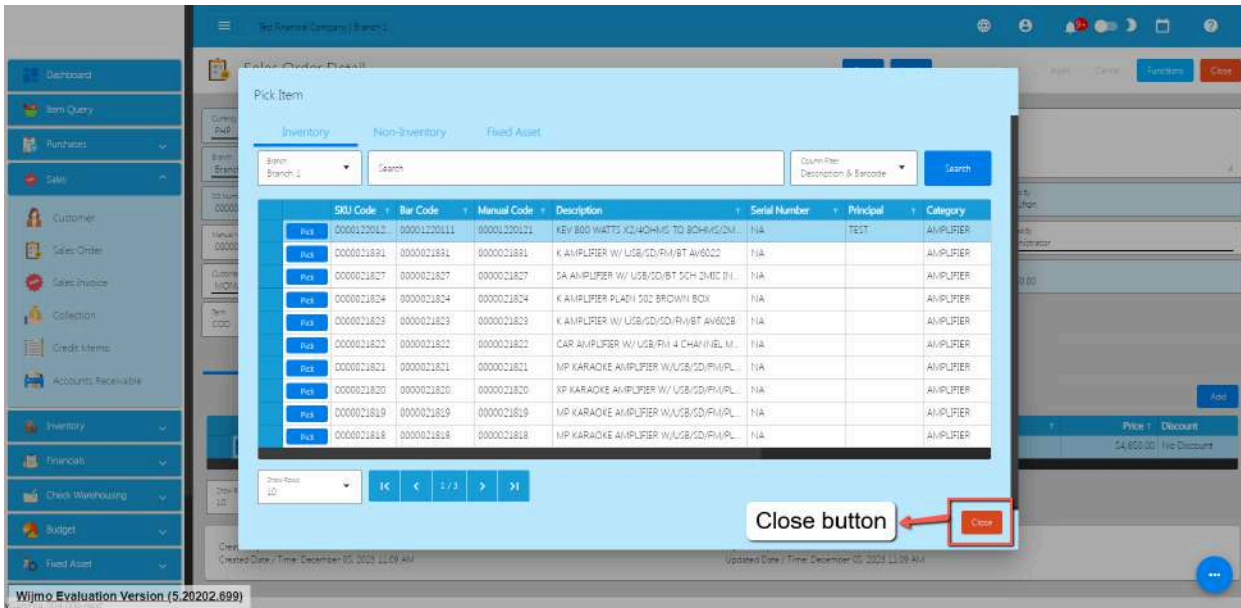


6. After that, click the Save button.



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

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



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

✉ hiisales@human-incubator.com

Test Financial Company | Branch 1

Sales Order Detail

Save Lock Unlink Print Audit Cancel Functions Close

Currency: PHP Exchange Rate: [Dropdown] Remarks: N/A
 Branch: Branch 1
 SO Number: 0000000003 SO Date: 12/5/2023
 Created By: Jhon Jhon Prepared By: Jhon Jhon
 Manual No: 0000000003 Document Reference: N/A
 Checked By: Administrator Approved By: Administrator
 Customer: MONU Status: NEW Total: \$4,650.00
 Item: COD Date Issued: 12/5/2023

Items Attachment

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Price	Discount
0000021822	0000021822	CAR AMPLIFIER W/ USB/PM 4 CHA.	01-0000000001-000		1.00	Pcs	\$4,650.00	No Discount

Show Row ID: [Dropdown] [Page 1 of 1]

Created By: Jhon Jhon Updated By: Jhon Jhon
 Created Date / Time: December 05, 2023 11:09 AM Updated Date / Time: December 05, 2023 11:09 AM

Wijmo Evaluation Version (5.20202.699)

Test Financial Company | Branch 1

Sales Order Detail

Save Lock Unlink Print Audit Cancel Functions Close

Lock Successful
Sales order was successfully locked!

Currency: PHP Exchange Rate: [Dropdown] Remarks: N/A
 Branch: Branch 1
 SO Number: 0000000003 SO Date: 12/5/2023
 Created By: Jhon Jhon Prepared By: Jhon Jhon
 Manual No: 0000000003 Document Reference: N/A
 Checked By: Administrator Approved By: Administrator
 Customer: MONU Status: NEW Total: \$4,650.00
 Item: COD Date Issued: 12/5/2023

Items Attachment

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Price	Discount
0000021822	0000021822	CAR AMPLIFIER W/ USB/PM 4 CHA.	01-0000000001-000		1.00	Pcs	\$4,650.00	No Discount

Show Row ID: [Dropdown] [Page 1 of 1]

Created By: Jhon Jhon Updated By: Jhon Jhon
 Created Date / Time: December 05, 2023 11:09 AM Updated Date / Time: December 05, 2023 11:09 AM

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

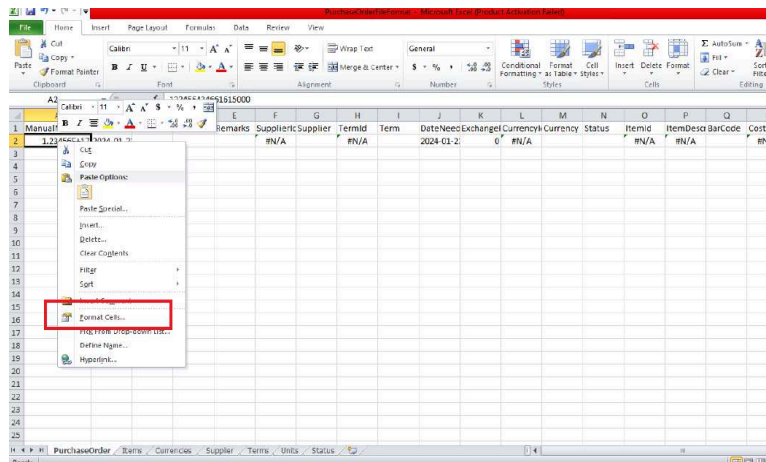
- if the Manual Code starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

Example: '00000111231414

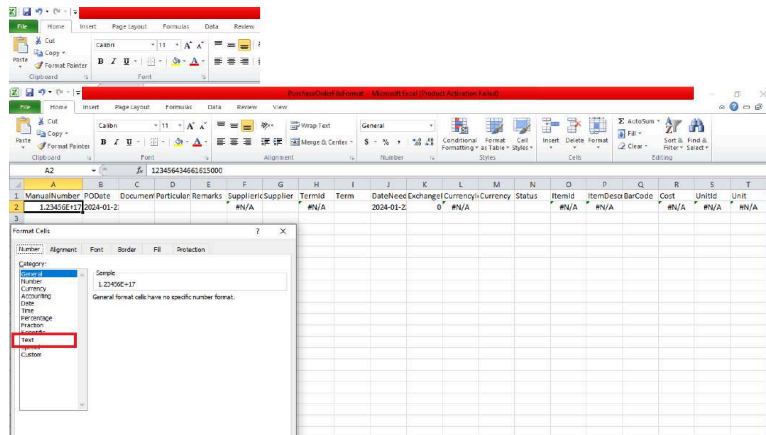
- if the Manual Code starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.

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.

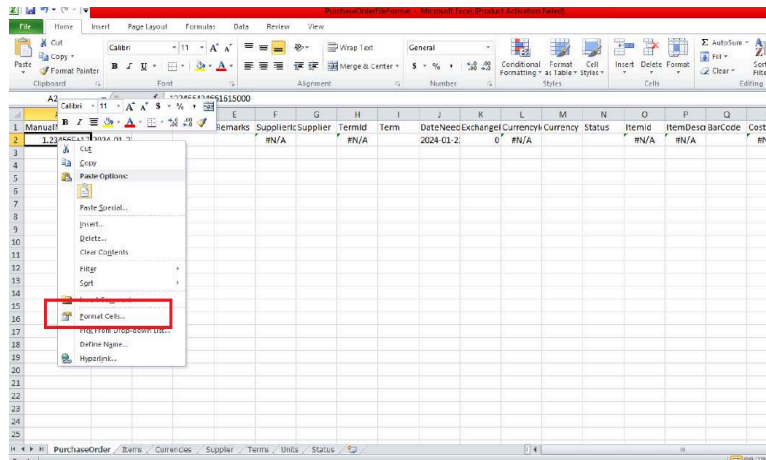
Example: '0000111231414

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

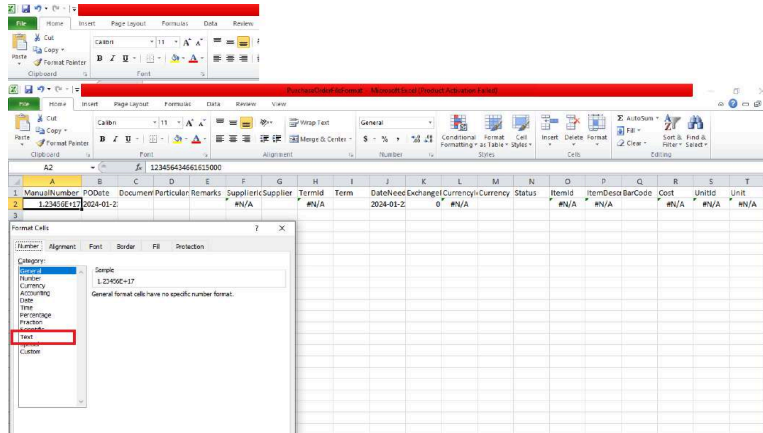
Steps on how to change the format to **Text**:

1. Right Click the Cell

2. Click Format Cell



3. Choose Text



4. Click OK

5. Then reselect the field

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

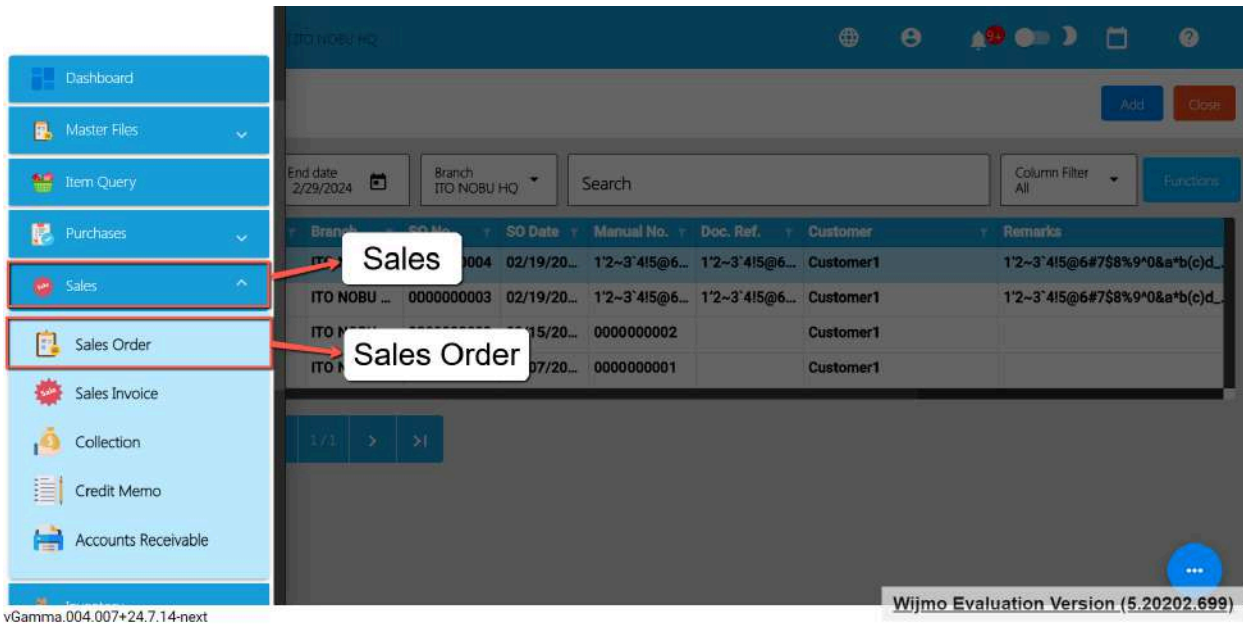
- Term. Never edit the termID since it will automatically change after selecting the Term.*
- **Currency and CurrencyID** - Select the **Currency** from the dropdown and choose the correct Currency, **CurrencyID** will correspond to the selected currency. *Never edit the CurrencyID since it will automatically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

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

Cancel Sales Order Transaction

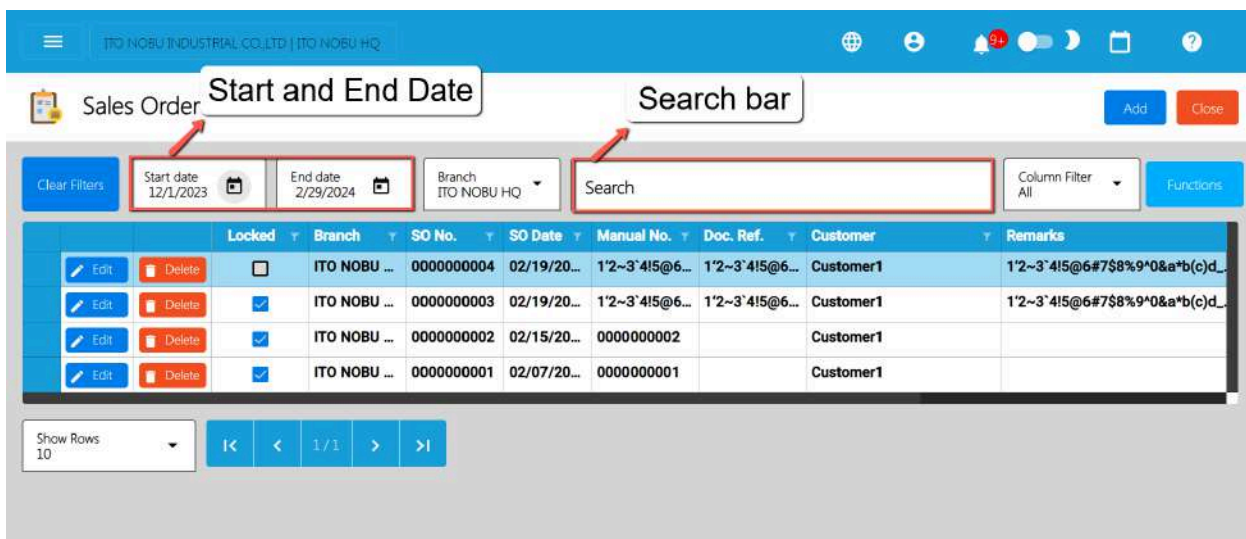
When you need to cancel a Sales Order, it's important to follow these simple steps:

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

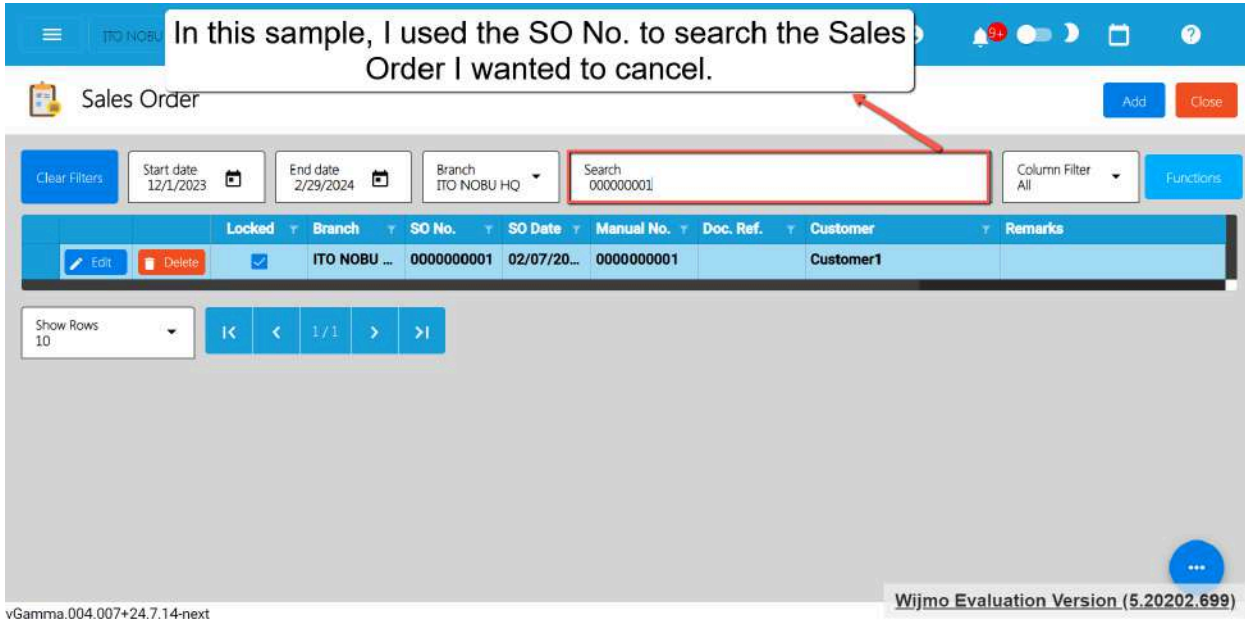


3. Locate the Right One: From the Sales Order list, you may use the search bar to look for the right Sales Order you want to cancel. You can search using the Sales Order's SONumber, Manual Number, Document Reference, etc.

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

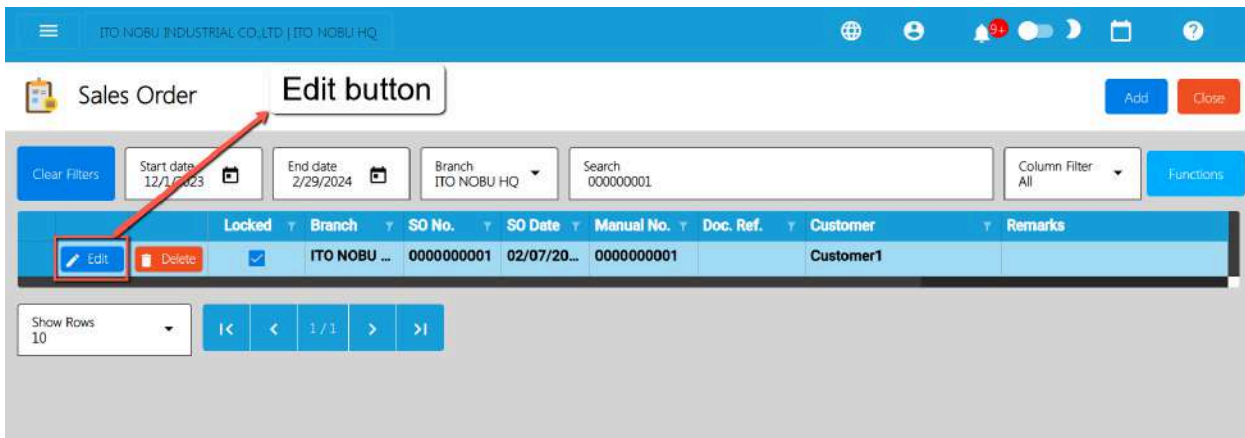


In this sample, I used the SO No. to search the Sales Order I wanted to cancel.

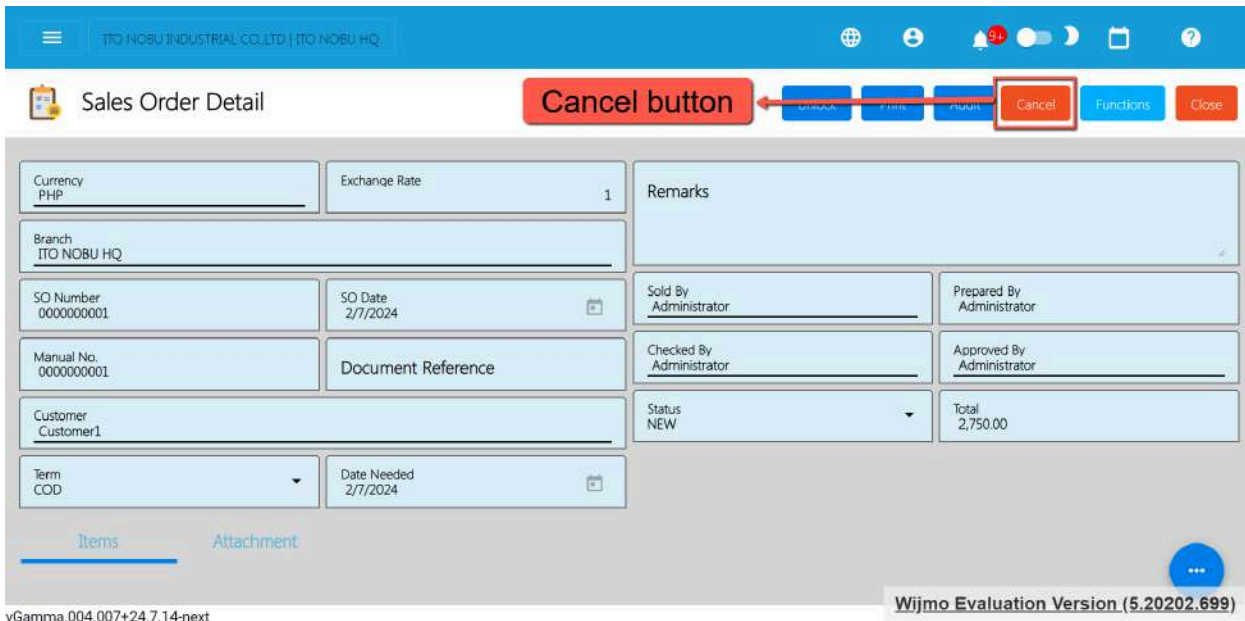


Wijmo Evaluation Version (5.20202.699)

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.



ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Sales Order Detail

Cancel button

Currency: PHP, Exchange Rate: 1, Remarks: [Empty]

Branch: ITO NOBU HQ

SO Number: 000000001, SO Date: 2/7/2024, Sold By: Administrator, Prepared By: Administrator

Manual No.: 000000001, Document Reference: [Empty], Checked By: Administrator, Approved By: Administrator

Customer: Customer1, Status: NEW, Total: 2,750.00

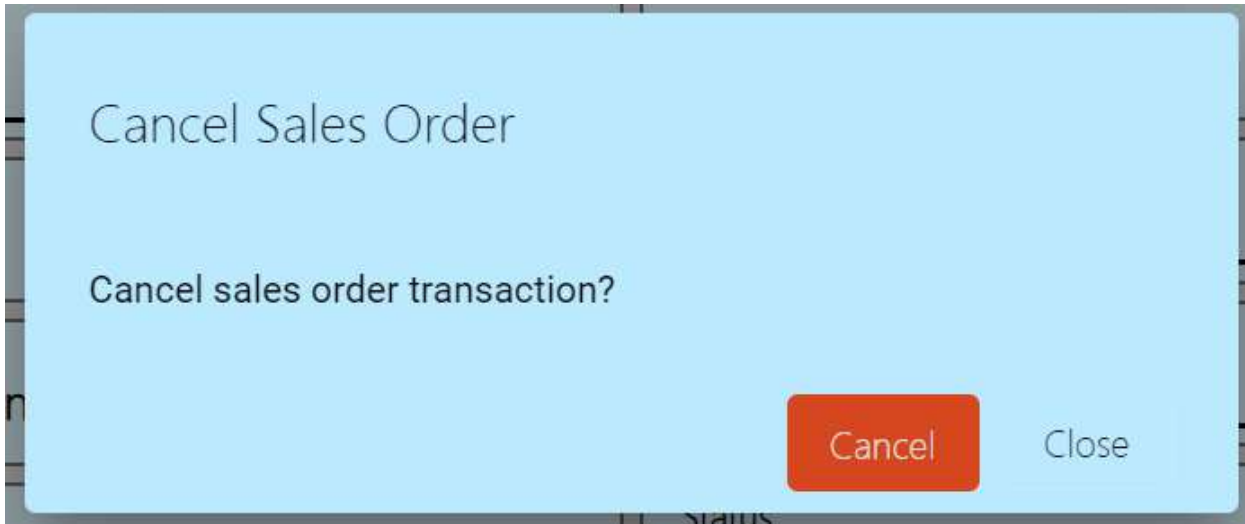
Term: COD, Date Needed: 2/7/2024

Items | Attachment

vGamma.004.007+24.7.14-next

Wijmo Evaluation Version (5.20202.699)

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



Cancel Sales Order

Cancel sales order transaction?

Cancel Close

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



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

5.3.2 Sales Invoice

Overview

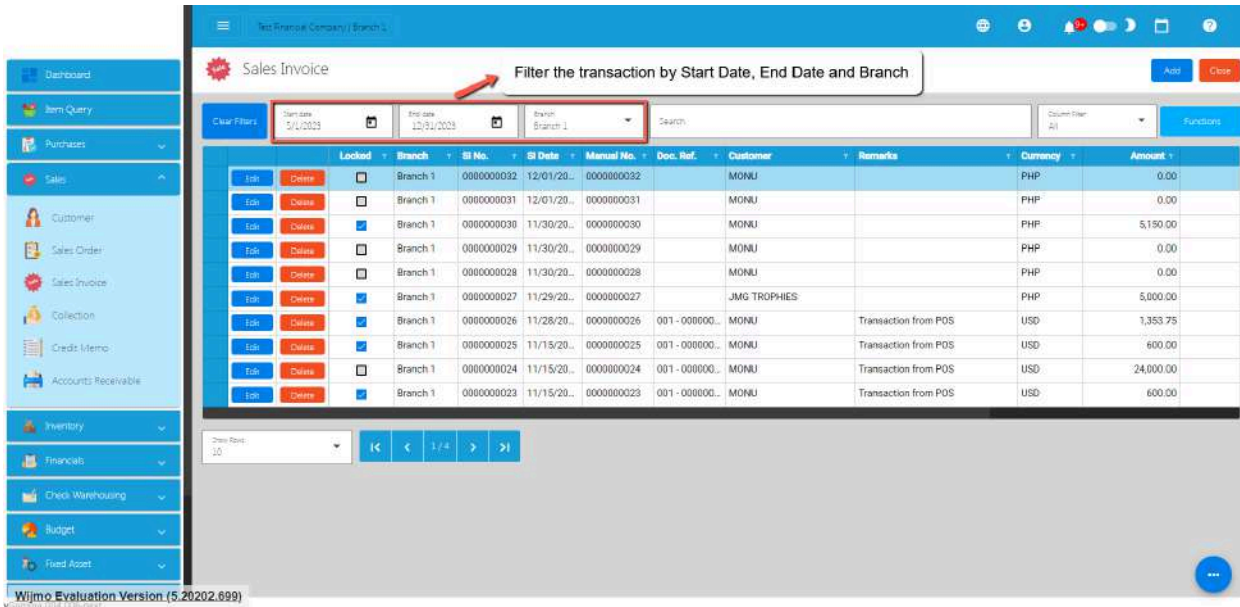
Once the Customer responds/says that the Sales Order is all good, we can now proceed to creating a Sales Invoice.

Sales Invoice List

- List of all the SI(Sales Invoice) and will also show the overview of the transaction.
- You can filter the data to be displayed by providing the following:
 - **Start Date**
 - **End Date**

○ **Branch**

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

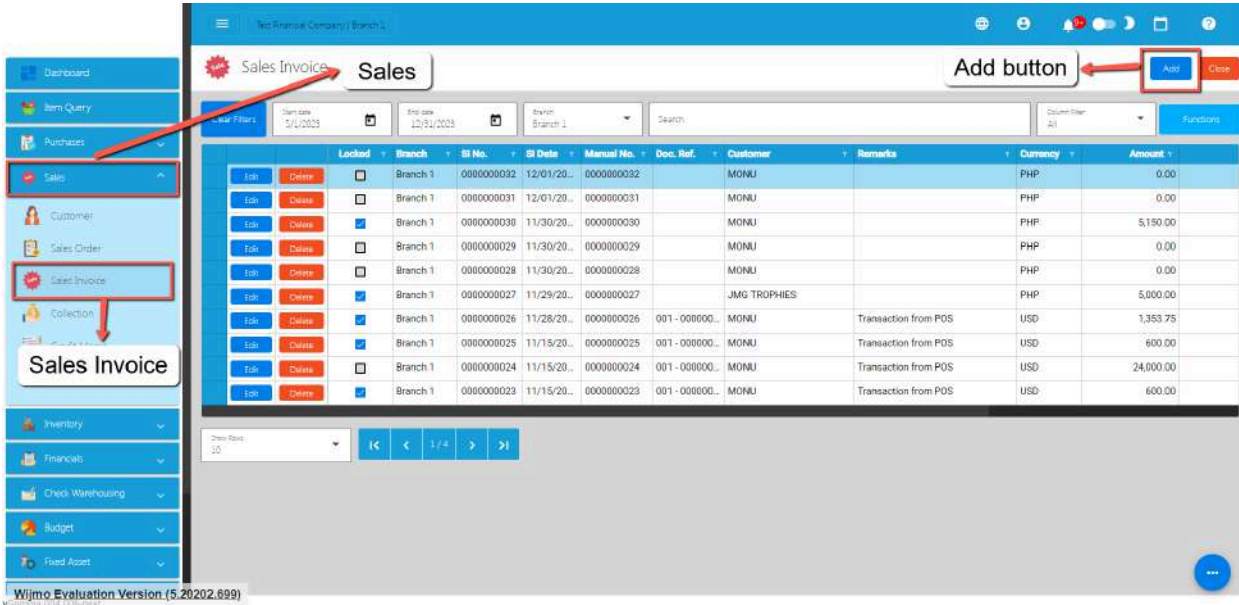


The screenshot shows the 'Sales Invoice' application interface. At the top, there is a search bar with the text 'Filter the transaction by Start Date, End Date and Branch'. Below the search bar, there are filter options for 'Start Date' (5/1/2023), 'End Date' (12/31/2023), and 'Branch' (Branch 1). A table of sales invoices is displayed below the filters. The table has columns for 'Job', 'Locked', 'Branch', 'SI No.', 'SI Date', 'Manual No.', 'Doc. Ref.', 'Customer', 'Remarks', 'Currency', and 'Amount'. The table contains several rows of data, including transactions from POS and JMG TROPHIES.

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

Sales Invoice Detail

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

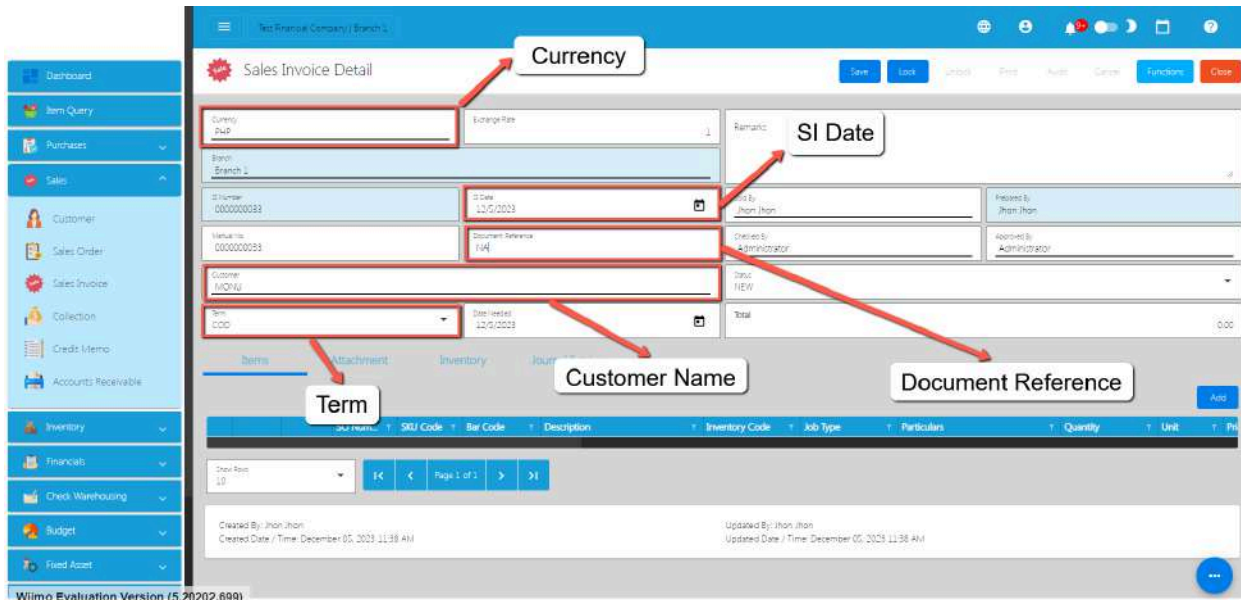


The screenshot displays the 'Sales Invoice' management interface. The sidebar on the left includes options like Dashboard, Item Query, Purchases, Sales, Customer, Sales Order, Sales Invoice (highlighted), Collection, Inventory, Finance, Check Warehousing, Budget, and Fixed Asset. The main area shows a 'Sales Invoice' table with columns for Lock, Branch, SI No., SI Date, Manual No., Doc. Ref., Customer, Remarks, Currency, and Amount. An 'Add' button is visible in the top right corner of the main area.

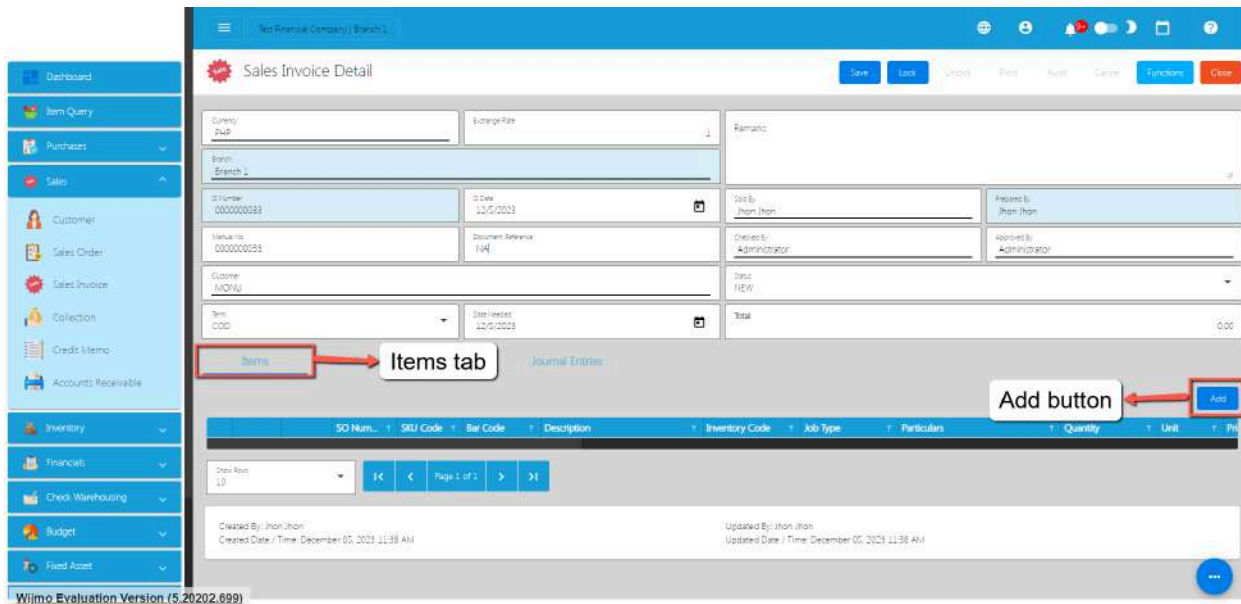
Lock	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount
<input type="checkbox"/>	Branch 1	000000032	12/01/20...	000000032		MONU		PHP	0.00
<input type="checkbox"/>	Branch 1	000000031	12/01/20...	000000031		MONU		PHP	0.00
<input checked="" type="checkbox"/>	Branch 1	000000030	11/30/20...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

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

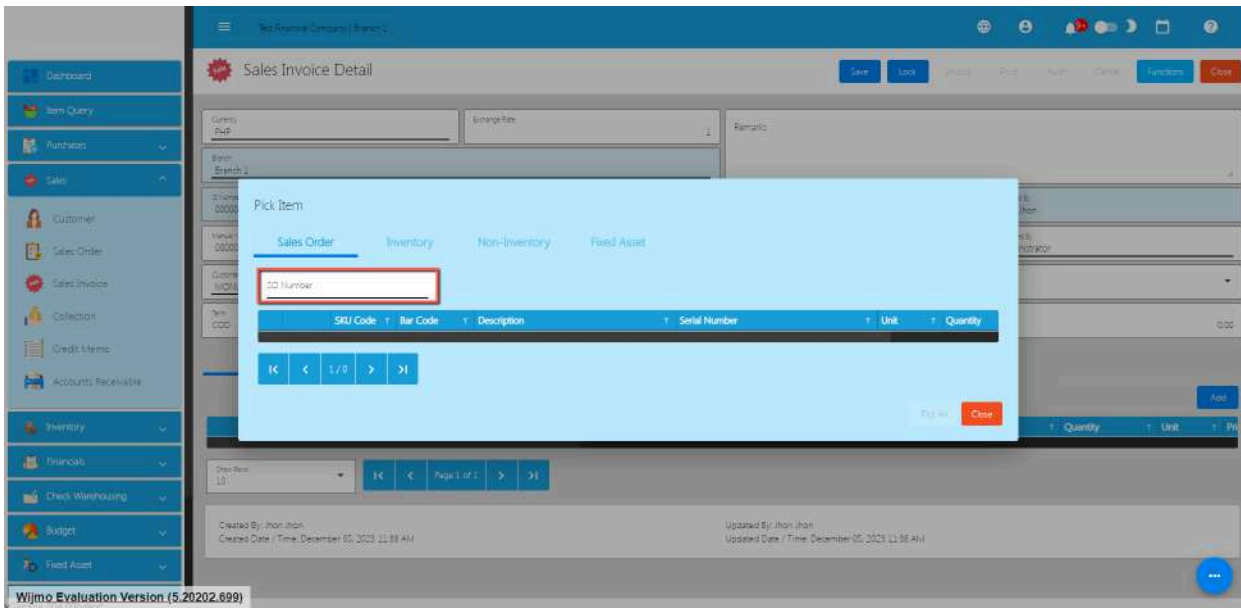
- Currency
- Customer Name
- SI Date
- Term
- Document Reference



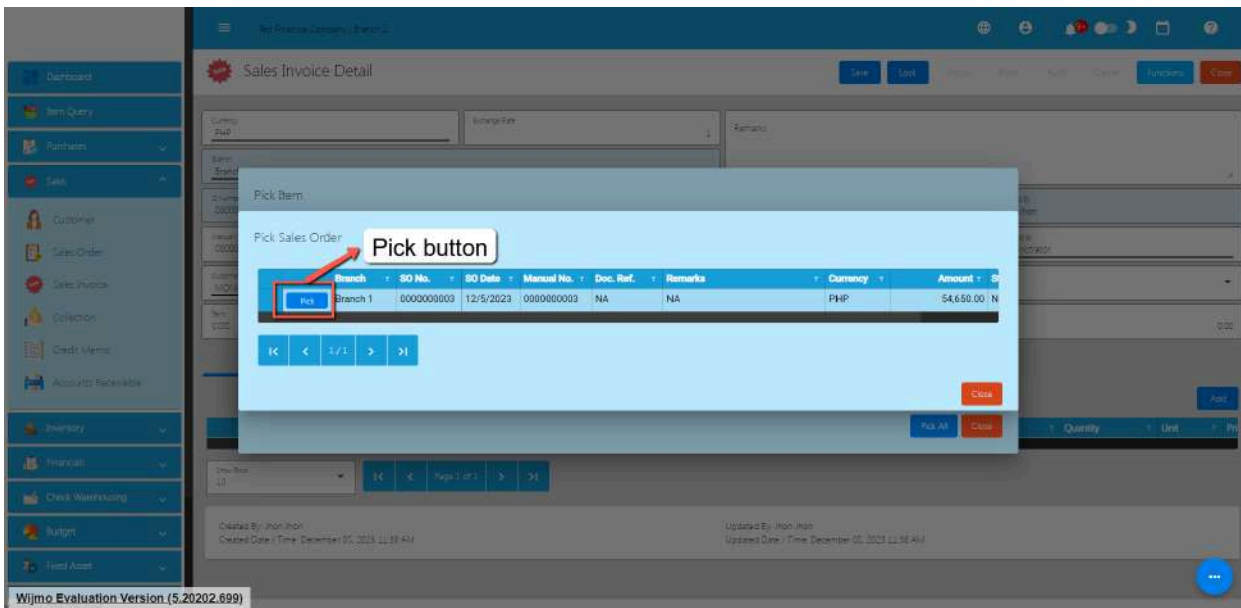
3. To add a Sales Invoice Line Item, click the **Add** button on the right part of the page under Items tab.



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

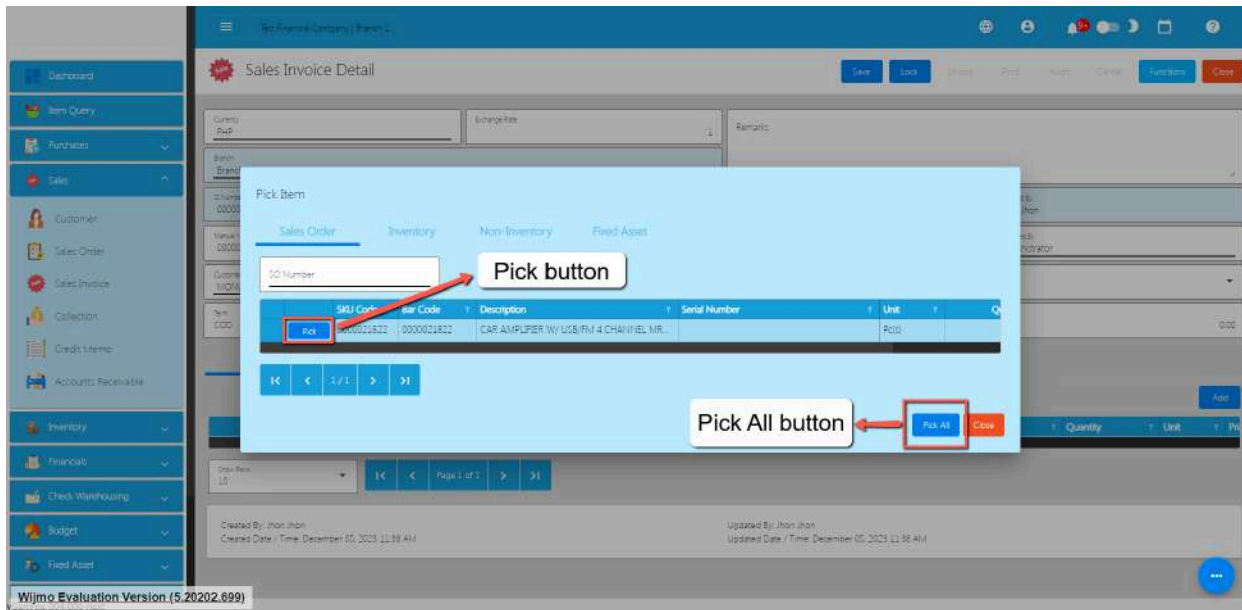


5. Once clicked, it will pop up all the Sales Order line items.
Click the Pick button.



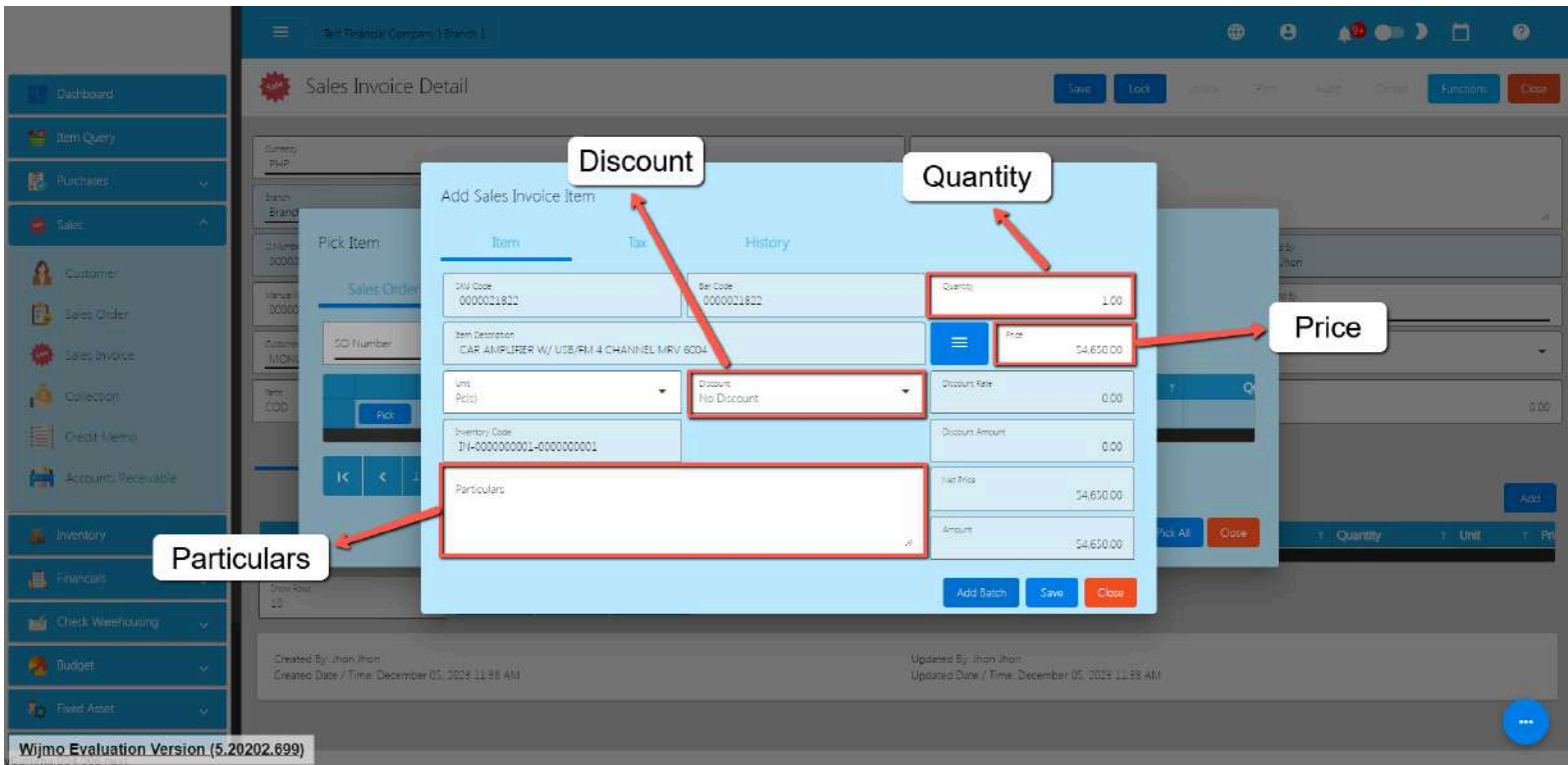
6. There are two ways to add the Sales Order's line items to the Sales Invoice line items: (1) Click the **Pick All** button to

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



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

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



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

PHD 1 Transaction from POS

Edit Sales Invoice Item

Item **Tax** History

VAT NO VAT	VAT Rate 0.00	VAT Amount 0.00
Withholding Tax 5% EWT	Withholding Tax Rate 5.00	Withholding Tax Amount 922.50
Government VAT No WHT	Government VAT Rate 0.00	Government VAT Amount 0.00

Add Batch Save Close

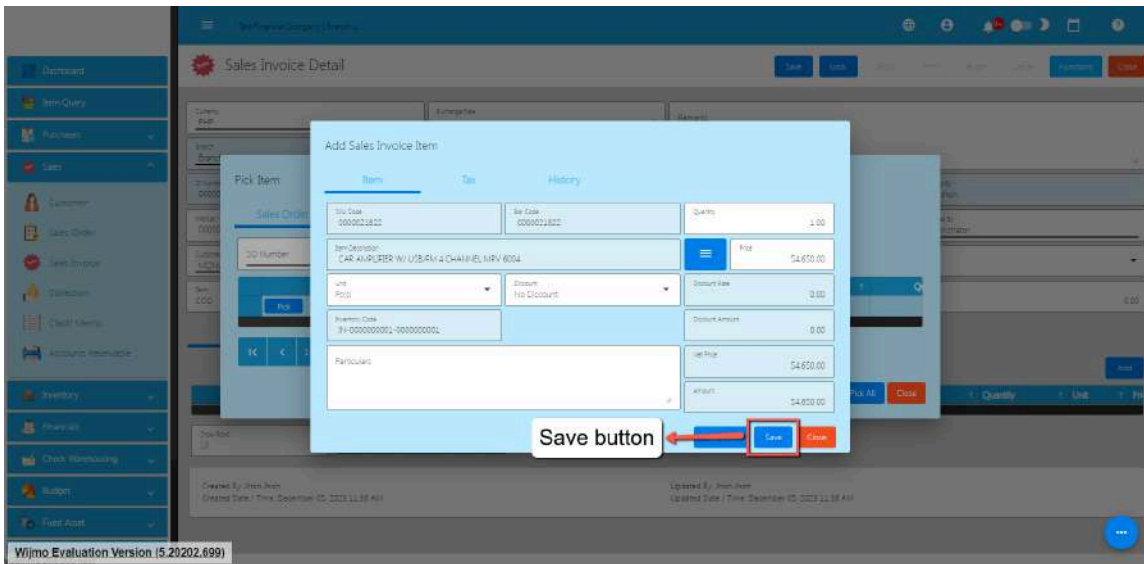
Customer Detail Encode NA or NULL if you don't have any value. Save Lock Unlock Close

Walk- In
000000001

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

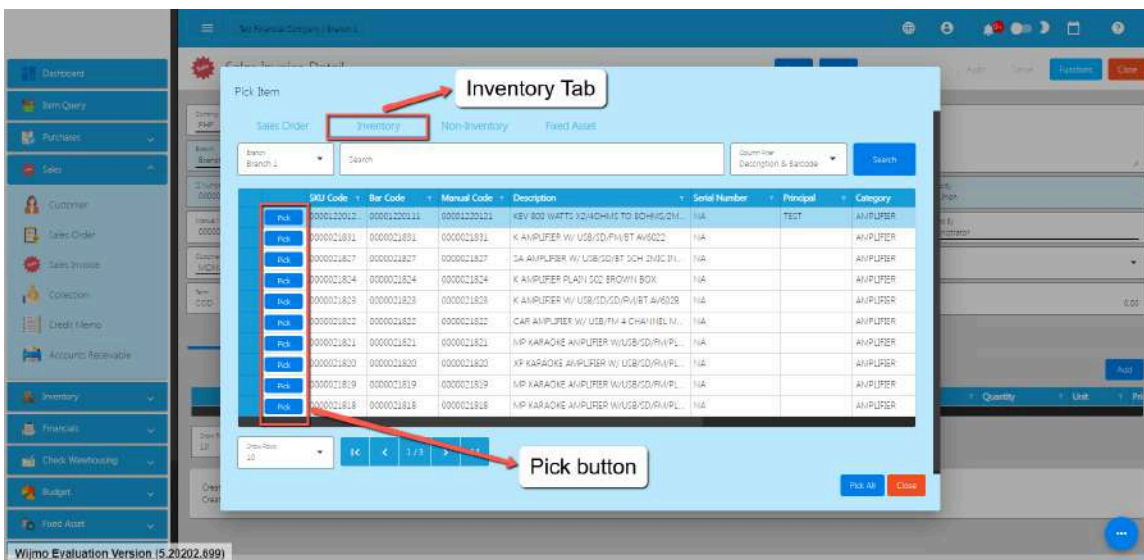
Send Email

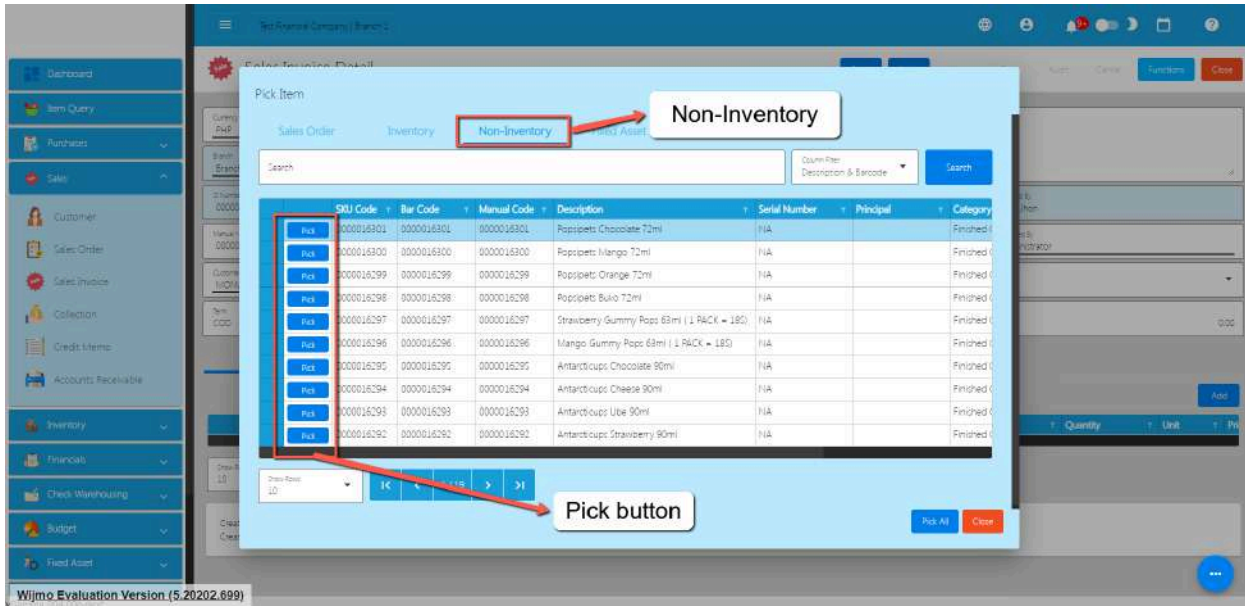
8. After that, click the Save button.



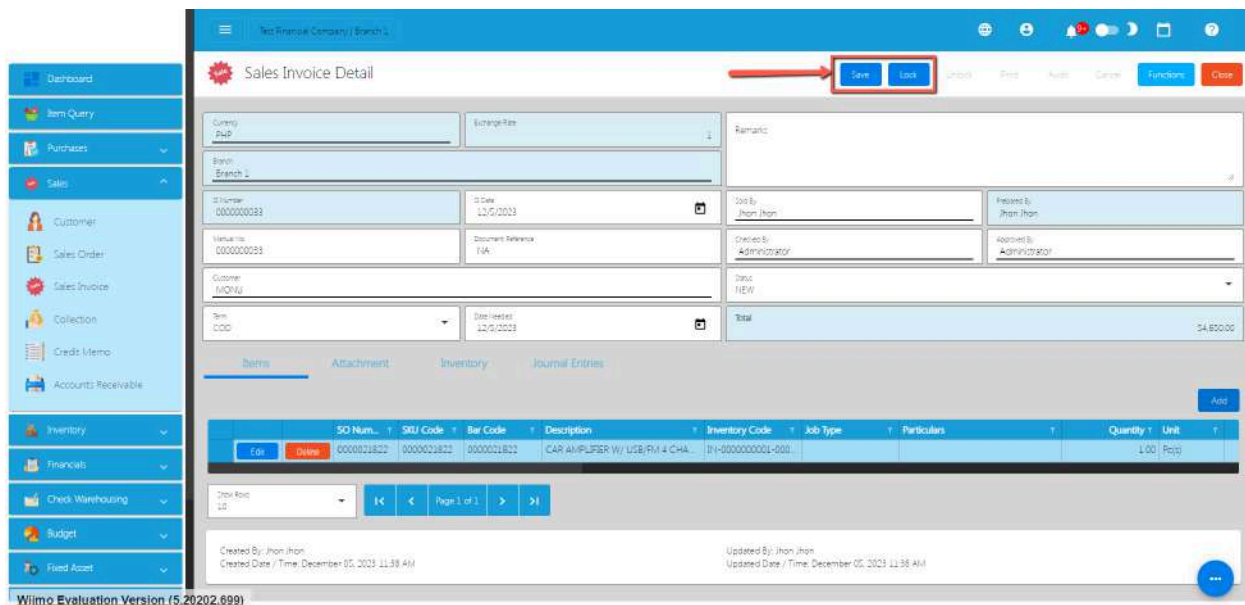
9. If you wish to add more items, repeat Steps 6 to 8.

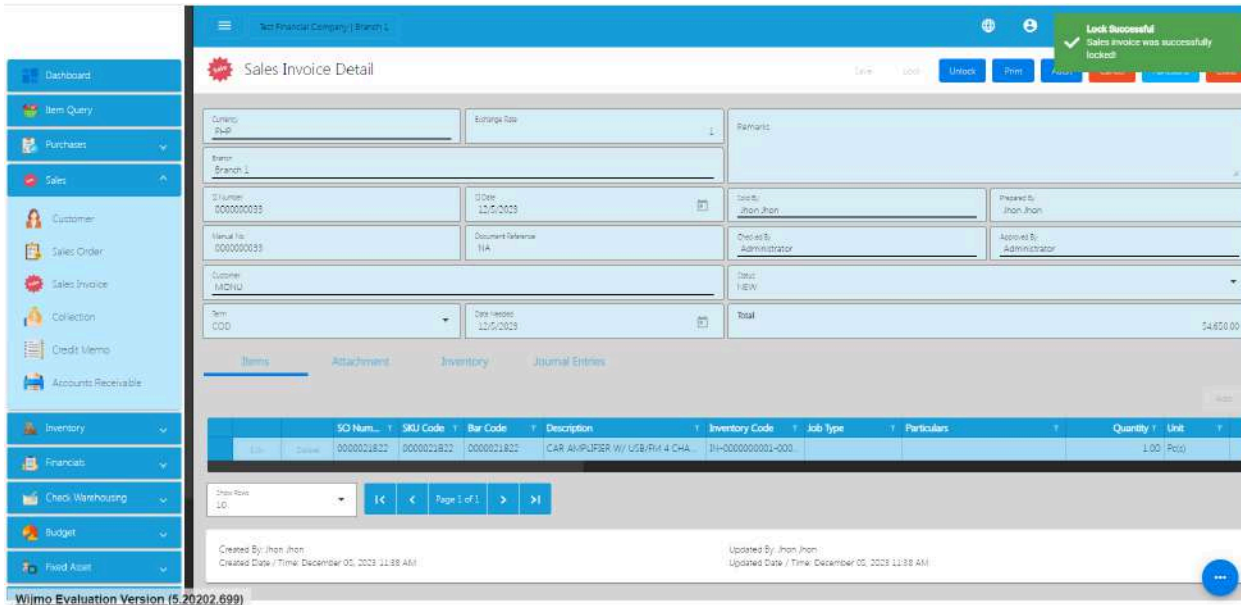
10. There's no need to worry if you don't have a Sales Order since you can go directly to the Inventory or Non-inventory tab and follow the steps from 6 to 8.





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





Wijmo Evaluation Version (5.20202.699)

Sales Invoice Transaction via Upload Template

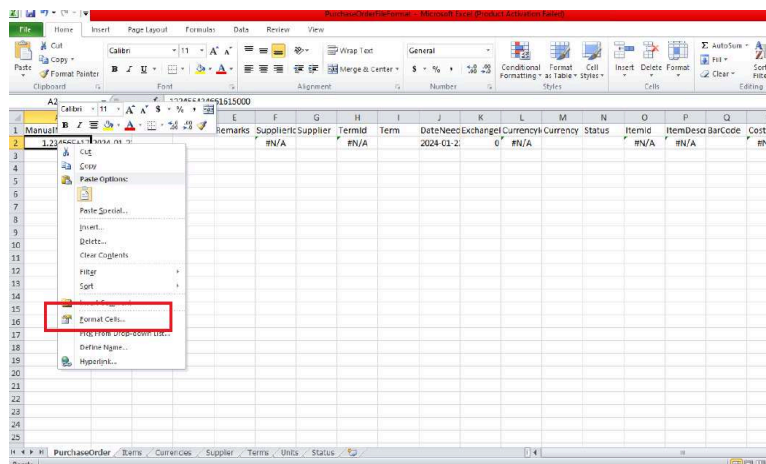
1. To add a Sales Invoice Transaction via Upload Template, go to the Sales Invoice List then Click Functions
 2. Click Optimized Upload.
 3. Select Download Sales Invoice File Format - an excel file will be downloaded. This is the file format where you will edit or encode the Items that you need to Sales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

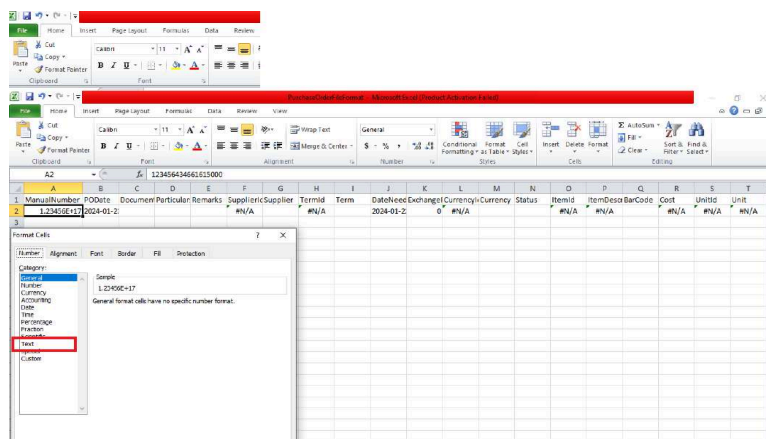
- if the Manual Code starts with a number but exceeds more than 10 digits, format the cell to **Text** to show all the numbers.
Steps on how to change the format to **Text**:

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

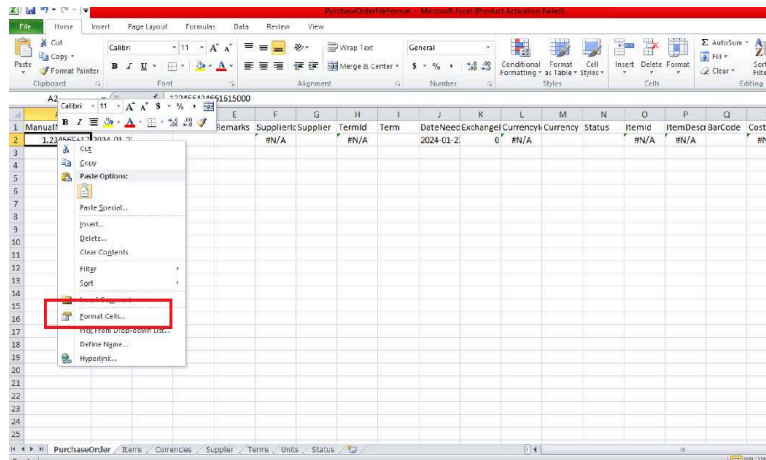
- if the Document Reference starts with 000, don't forget to put an apostrophe (') at the beginning of the Manual Code.

Example: '0000011231414

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

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

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



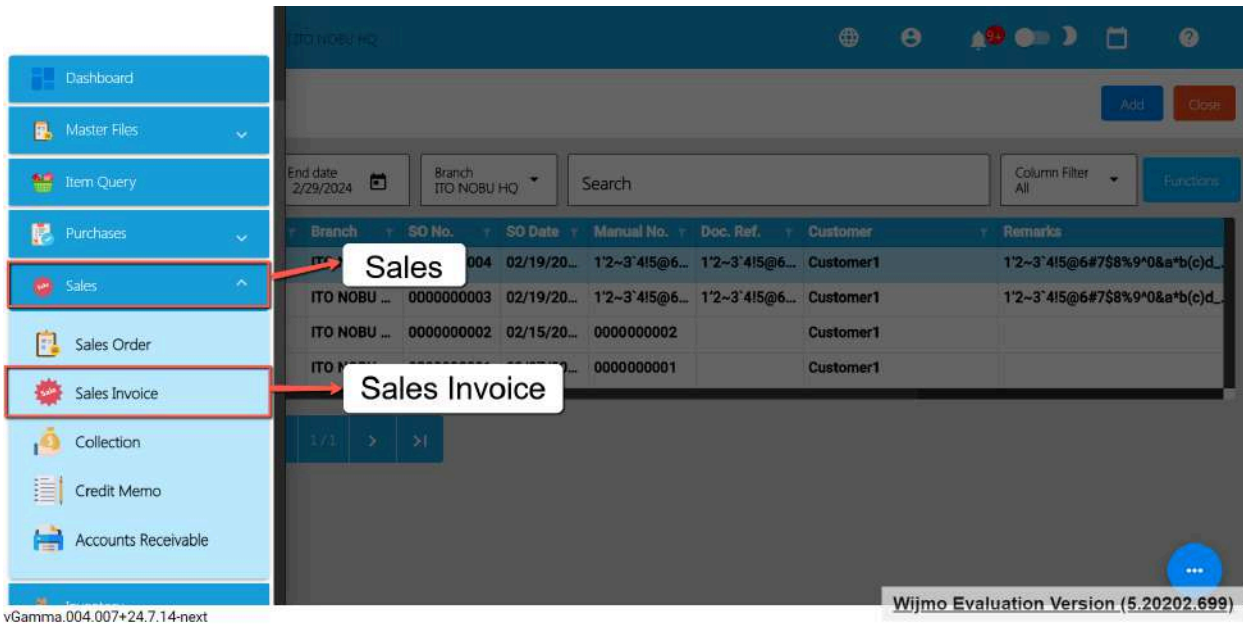
- Never edit the termID since it will automatically change after selecting the Term.*
- h. **Currency and CurrencyID** - Select the **Currency** from the dropdown and choose the correct Currency, **CurrencyID** will correspond to the selected currency. *Never edit the CurrencyID since it will automatically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



Dashboard
Master Files
Item Query
Purchases
Sales
Sales Order
Sales Invoice
Collection
Credit Memo
Accounts Receivable

ITO NOBU HQ

End date: 2/29/2024 | Branch: ITO NOBU HQ | Search | Column Filter: All | Functions

Branch	SO No.	SO Date	Manual No.	Doc. Ref.	Customer	Remarks
ITO NOBU HQ	004	02/19/20...	1'2~3'415@6...	1'2~3'415@6...	Customer1	1'2~3'415@6#7\$8%9*0&a*b(c)d...
ITO NOBU ...	0000000003	02/19/20...	1'2~3'415@6...	1'2~3'415@6...	Customer1	1'2~3'415@6#7\$8%9*0&a*b(c)d...
ITO NOBU ...	0000000002	02/15/20...	0000000002		Customer1	
ITO NOBU ...			0000000001		Customer1	

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

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

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

Sales Invoice Start and End Date Search Bar Add Close

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

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

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

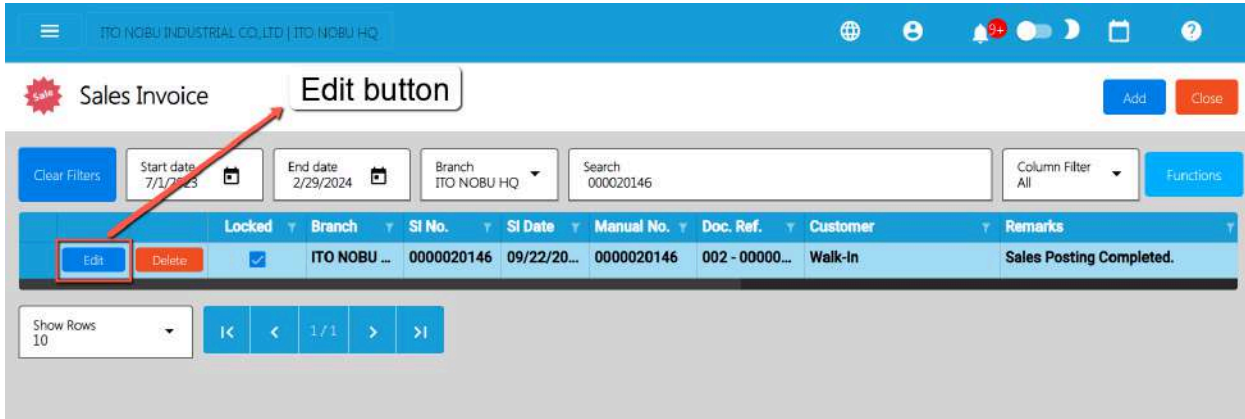
In this sample, I used the SI No. to search a Sales Invoice to cancel. Add Close

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

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

Show Rows 10

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



ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

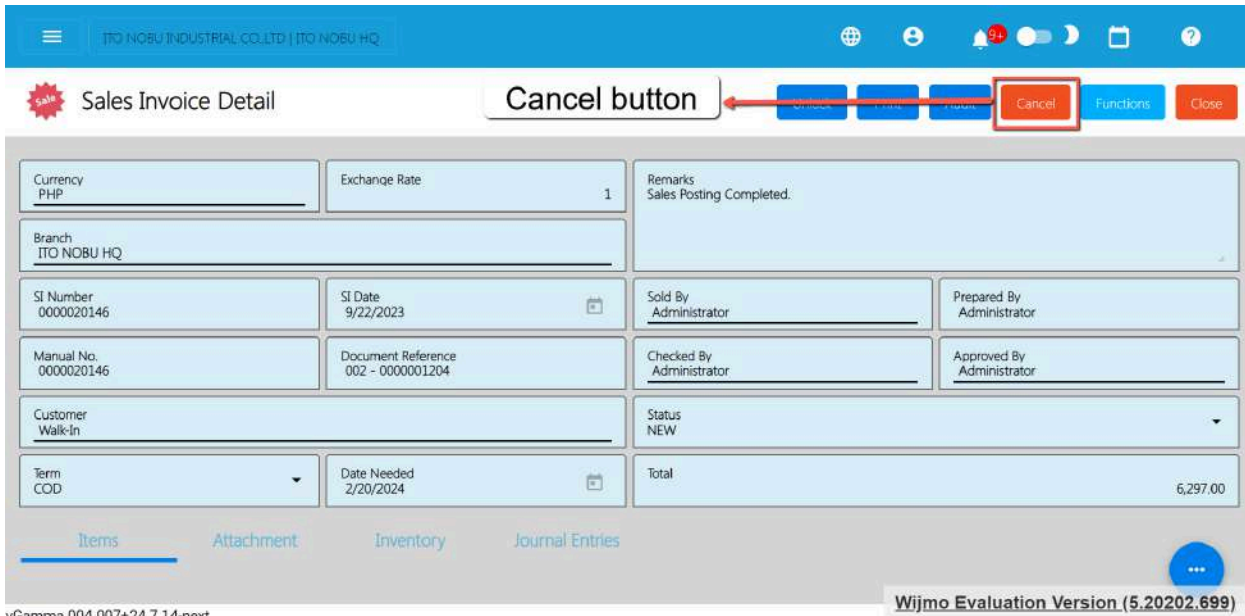
Sales Invoice Add Close

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

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

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

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



ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

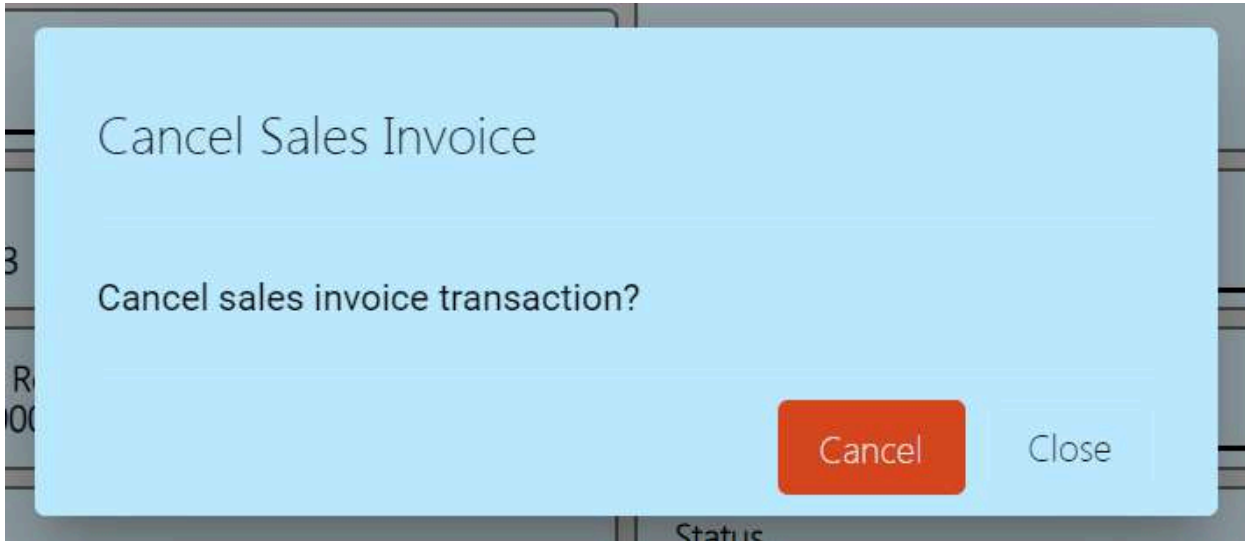
Sales Invoice Detail Cancel Functions Close

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

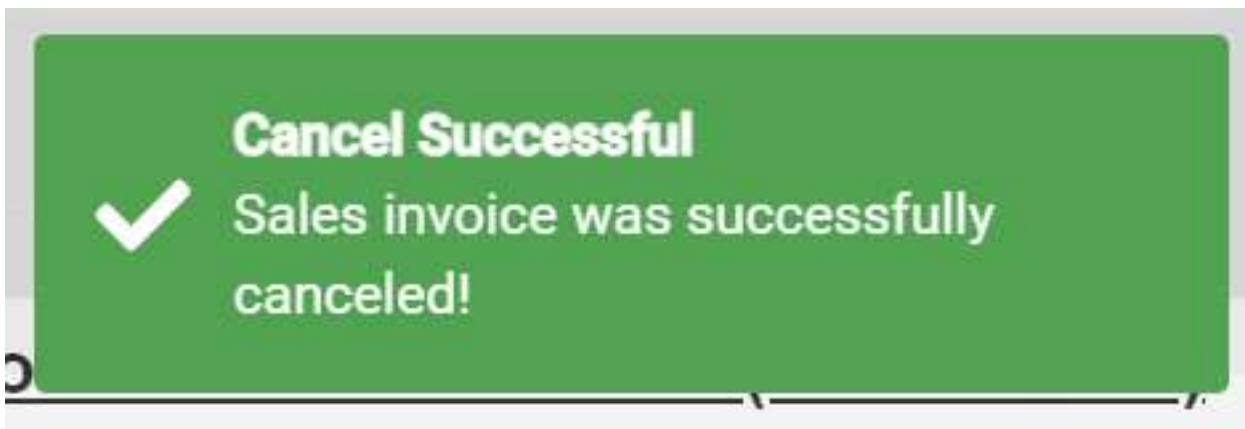
Items | Attachment | Inventory | Journal Entries

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

6. **Confirm Canceling:** After you click the Cancel button, there's a Cancel 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.



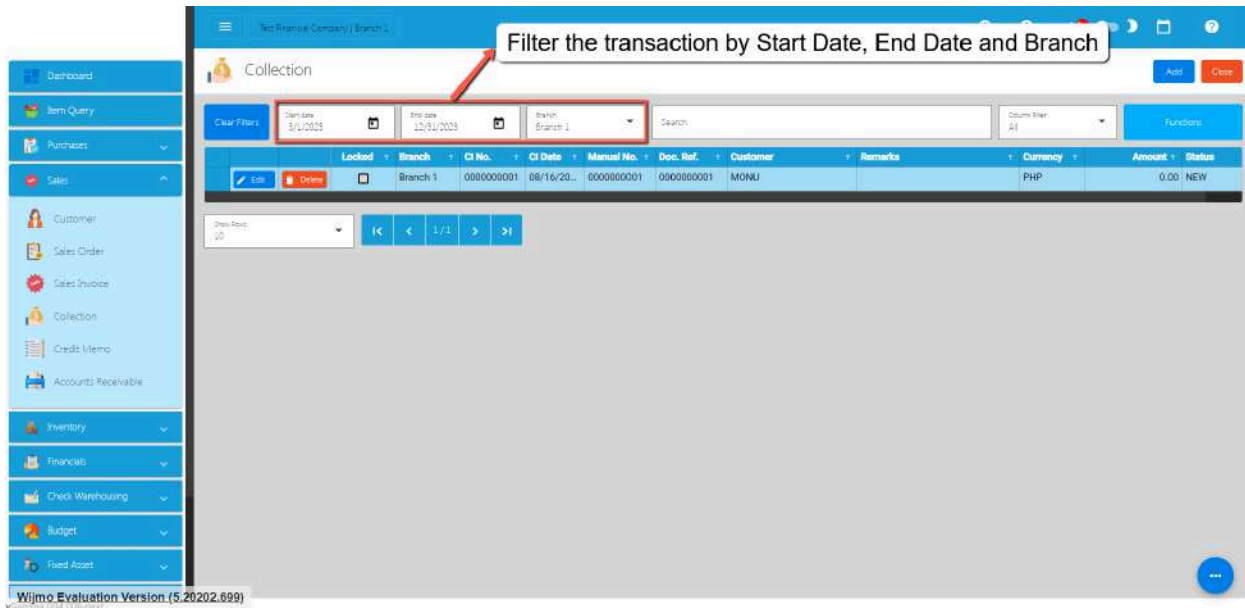
8. **Let Others Know(if needed):** If you believe canceling affects other people, it's a good idea to inform them.
9. **Keep Track:** Remember to make a note somewhere that you canceled the Sales Invoice, just in case it is needed later.

5.3.3 Collection Overview

Collection is created when Sales Invoice payment is already collected.

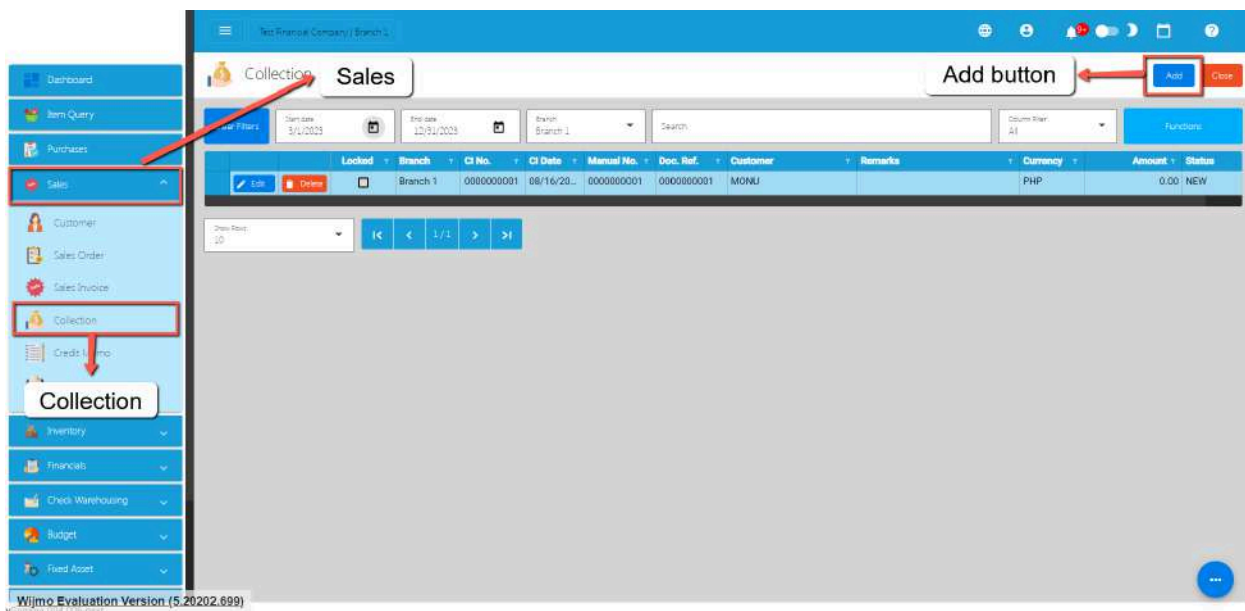
Collection List

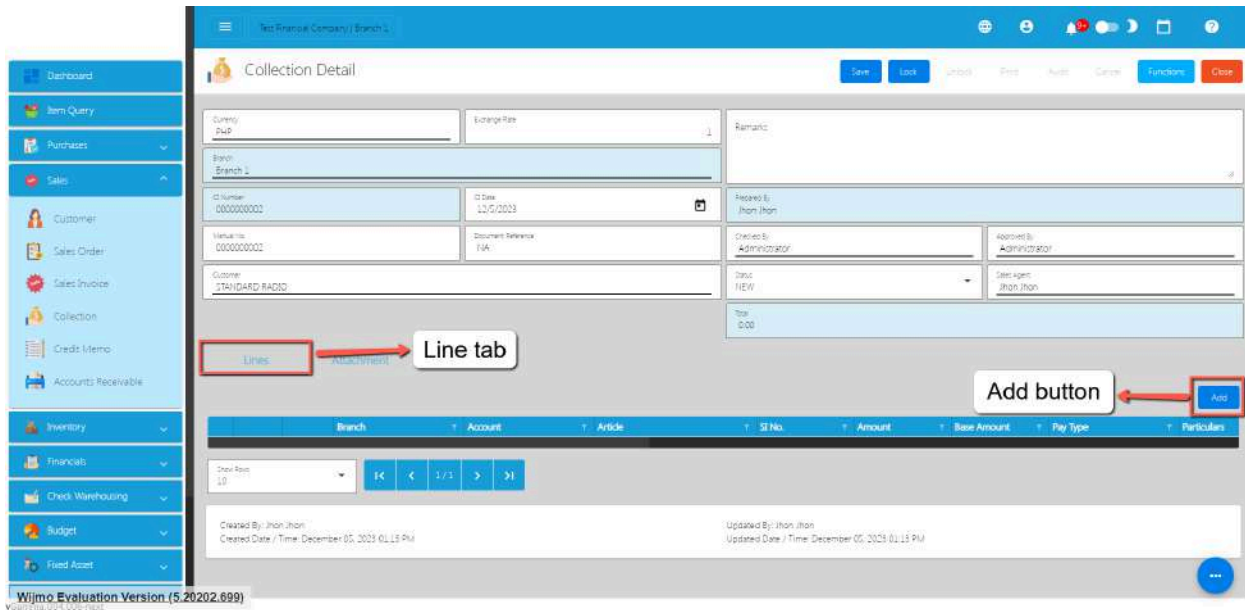
- List of all the Collection and will also show the overview of the transaction.
- You can filter the data to be displayed by providing the following:
 - **Start Date**
 - **End Date**
 - **Branch**
- Also, you can search data by providing a value on the Search Bar and select the Column Filter on where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



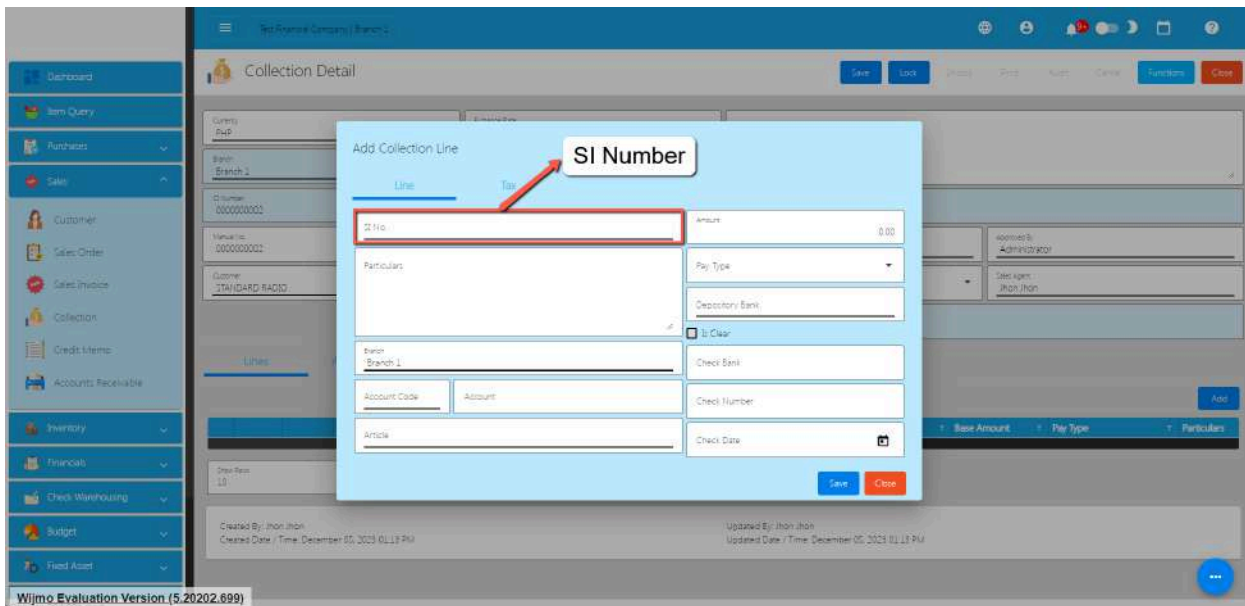
Collection Detail

- 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.

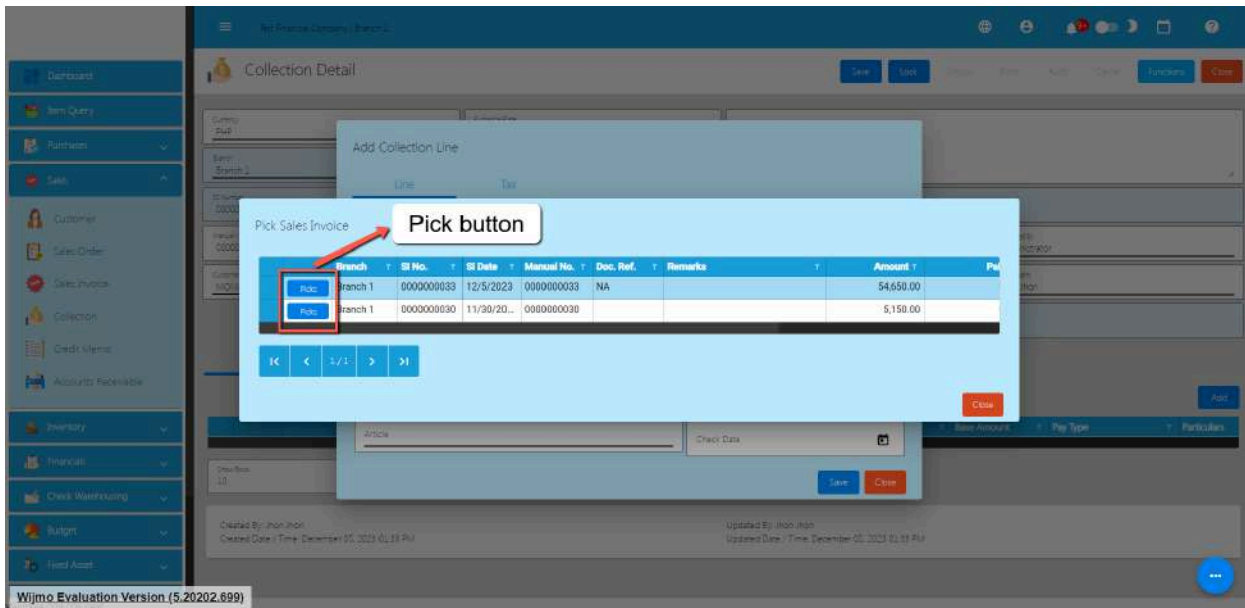




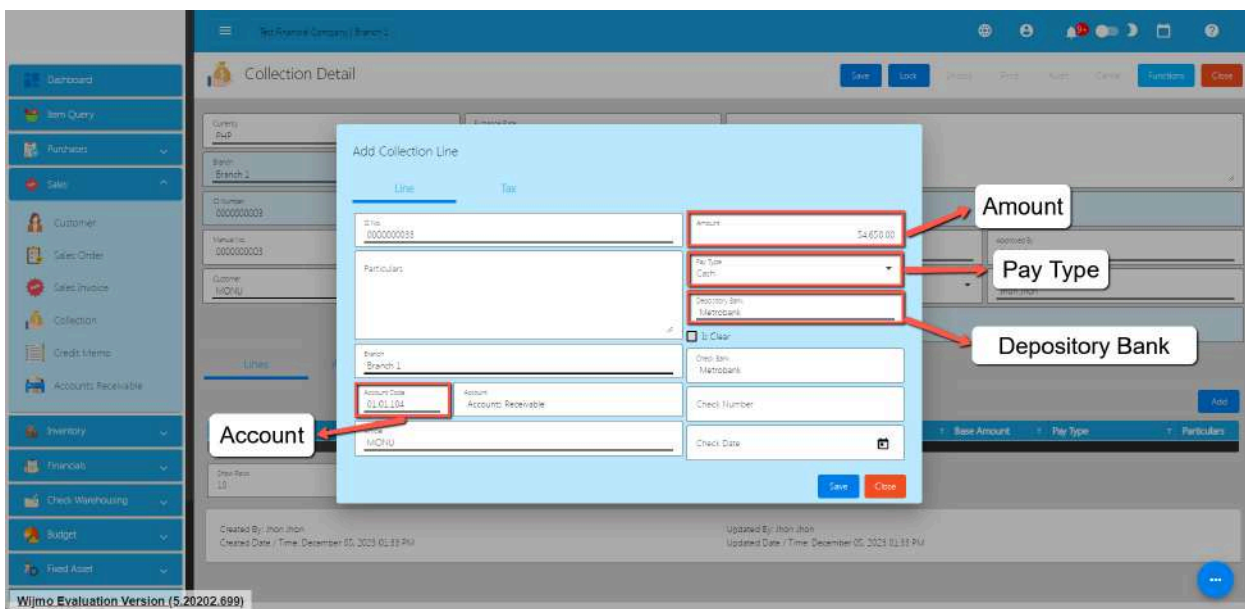
- If you already have a Sales Invoice for the Collection, the user can select the Sales Invoice by clicking on the **SI Number**.



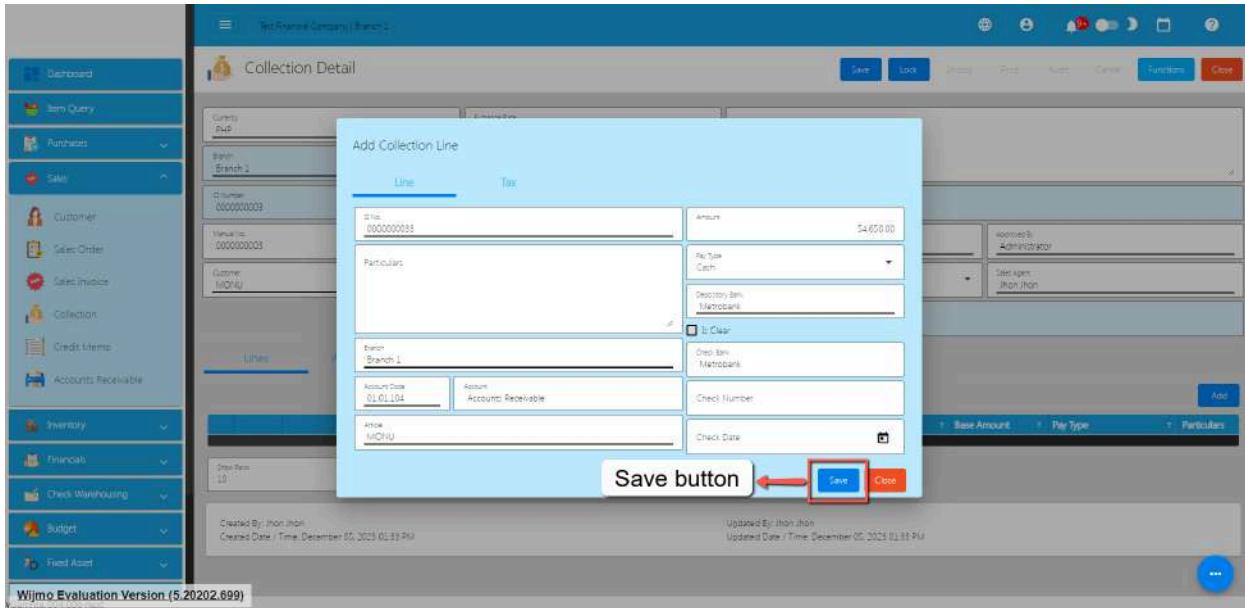
- To select a Sales Invoice Number, click the Pick button.



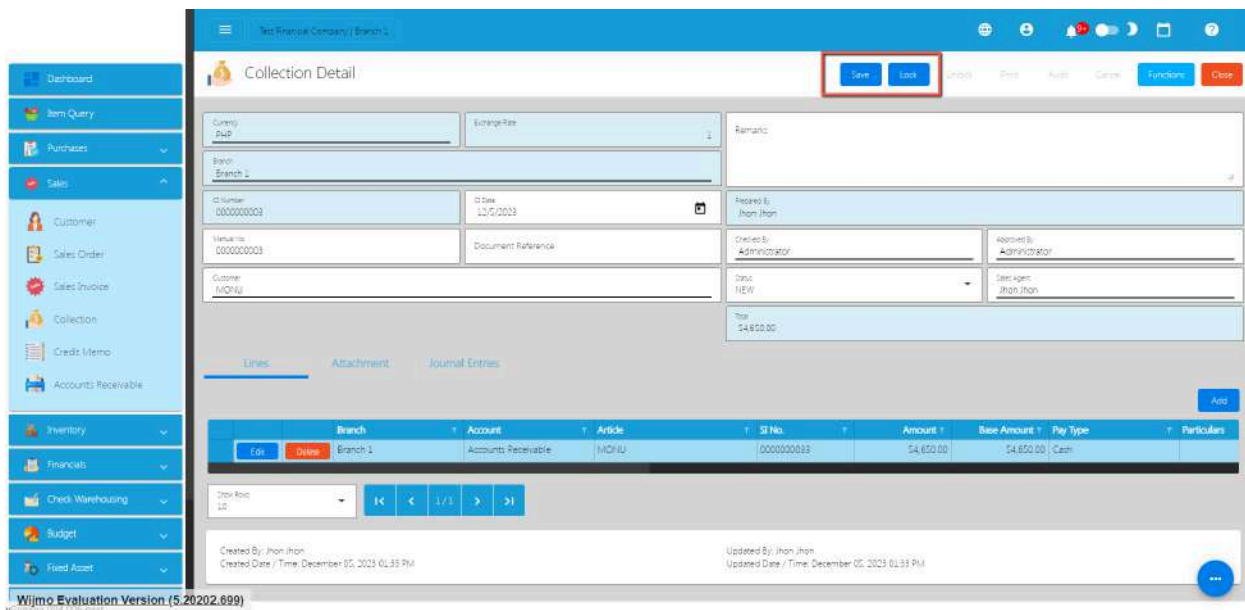
- Once selected, provide all the necessary information such as:
 - Amount
 - Pay Type
 - Depository Bank
 - Account

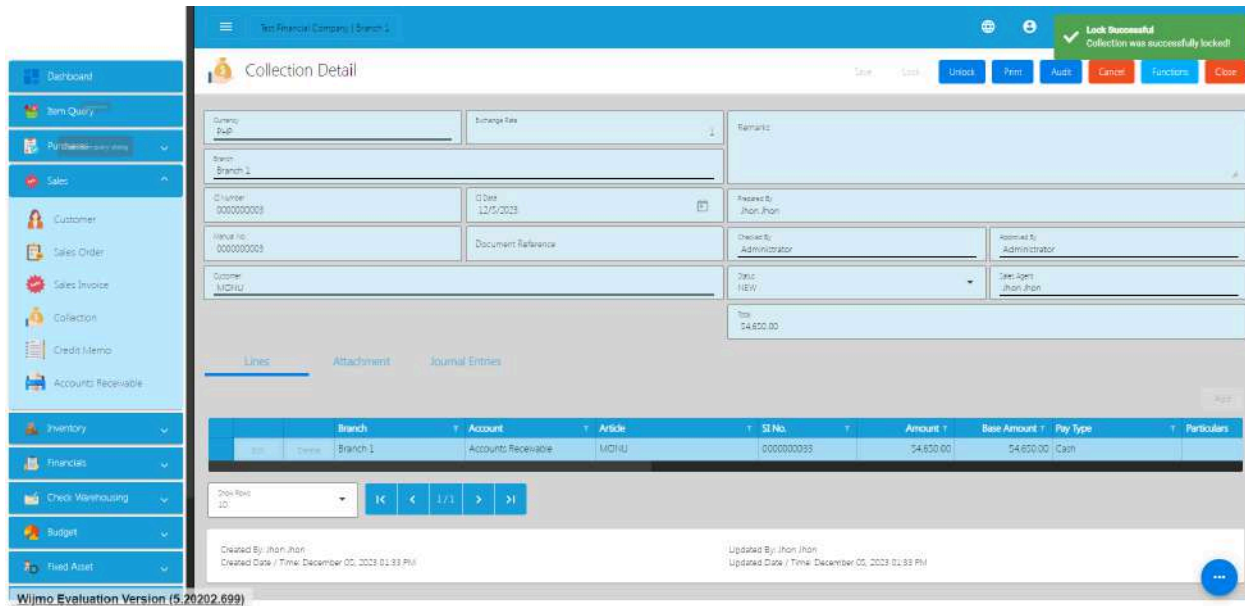


- Once done, save the Collection line item by clicking on the **Save** button.



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





If you want to cancel / void the transaction

Collection Transaction via Upload Template

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

3.1 In the Excel File

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

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

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

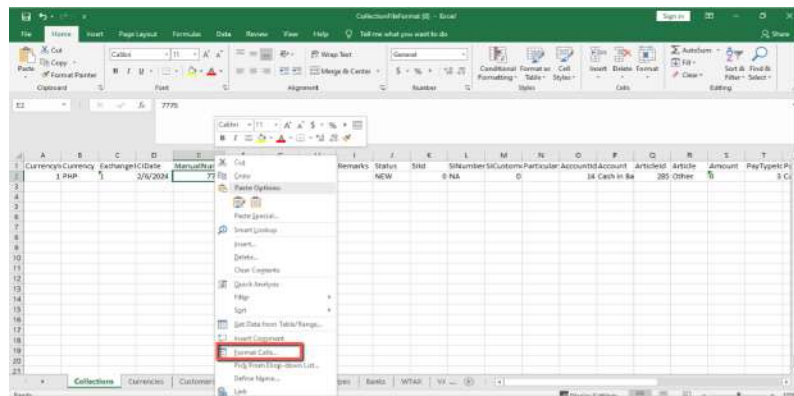
Example: '00000111231414

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

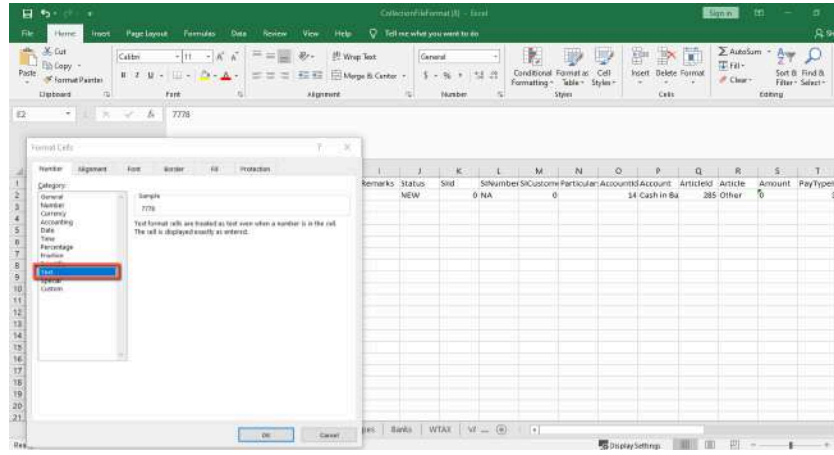
Steps on how to change the format to **Text**:

1. Right Click the Cell

2. Click Format Cell



3. Choose Text



4. Click OK

5. Then reselect the field

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

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

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

forget

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

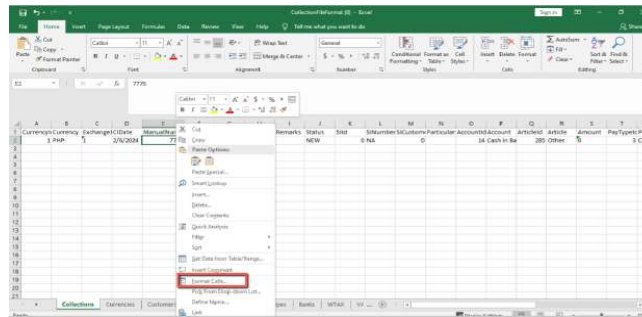
Example: '00000111231414

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

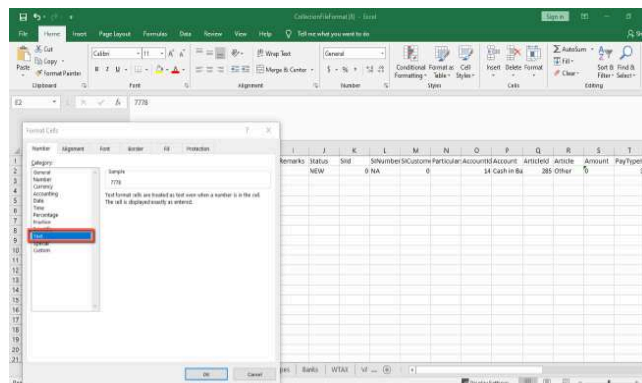
Steps on how to change the format to **Text**:

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** , **AccountId** will correspond to the account.

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

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

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

L. CheckNumber - used to add check number

M. CheckBank - Add check bank

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

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

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

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

WTAXId since it will automatically change after selecting the WTAX.

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

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

4. Go Back to the Collection List Transaction

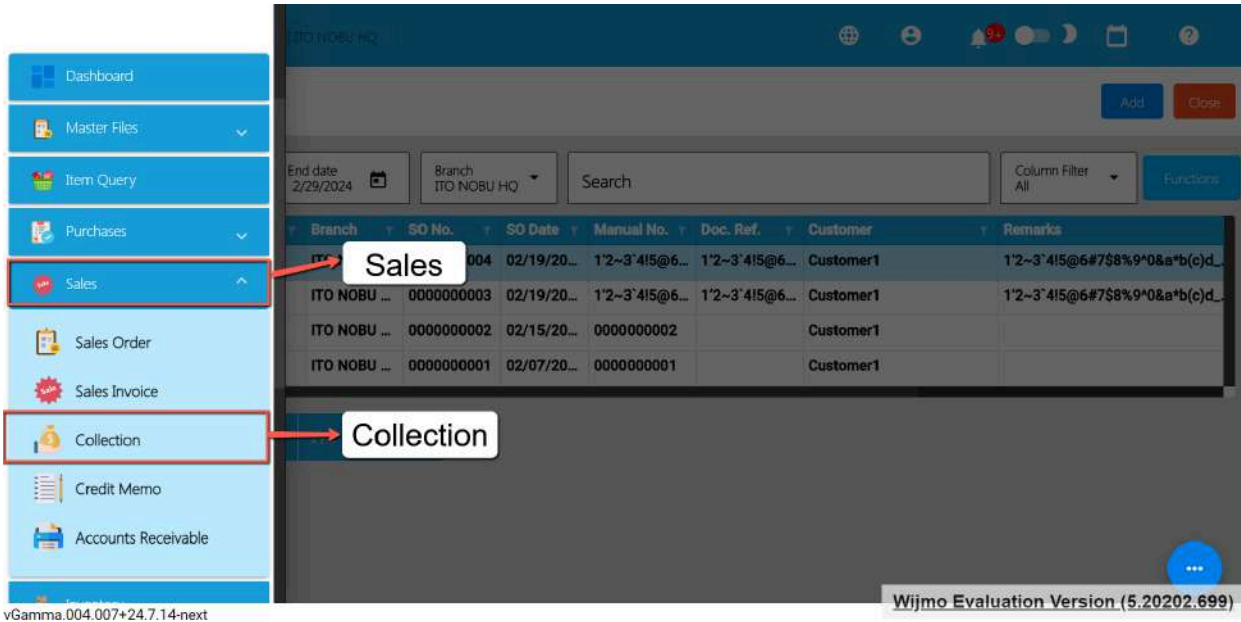
- a. Click Function
- b. Click Optimize Upload
- c. Click Import Collection
- d. After Importing, Go to Draft of Optimize Upload
In Collection
 - i. Click Validate
 - ii. Click Post
- e. Lock the Transaction

Cancel Collection Transaction

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

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

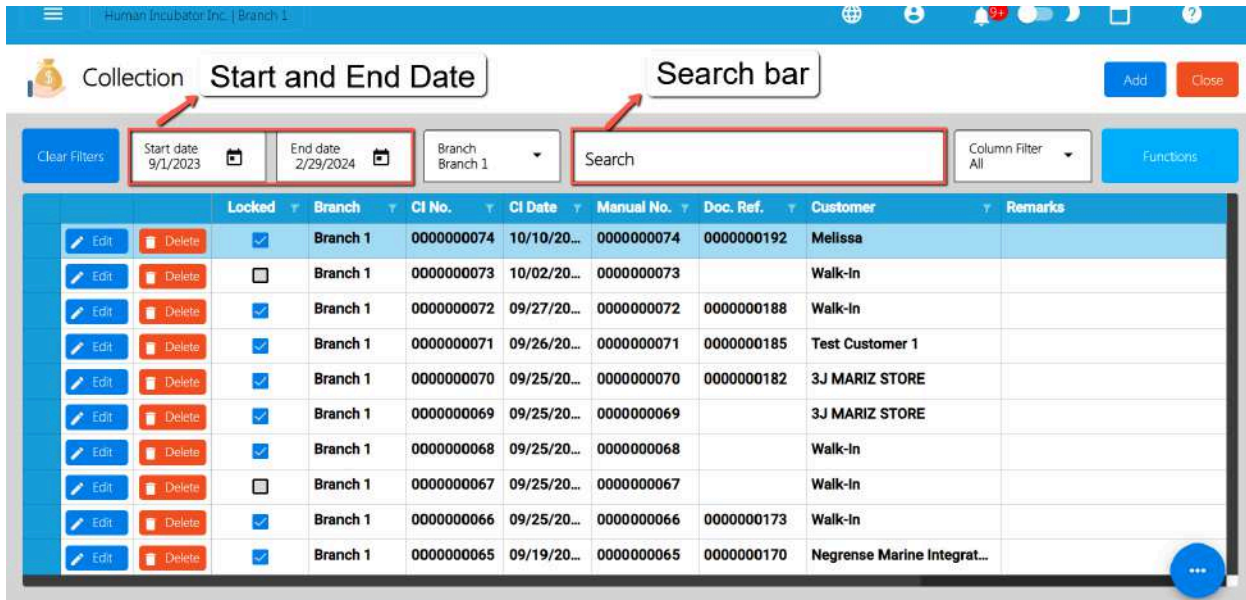
2. **Find your Collection:** Navigate to the Sales, then Collection. You will be redirected to the Collection lists.



The screenshot shows the software interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like Dashboard, Master Files, Item Query, Purchases, Sales, Sales Order, Sales Invoice, Collection, Credit Memo, and Accounts Receivable. The 'Sales' and 'Collection' items are highlighted with red boxes and arrows pointing to the main content area. The main content area displays a table of sales transactions with columns for Branch, SO No., SO Date, Manual No., Doc. Ref., Customer, and Remarks. The table shows several rows of data for 'ITO NOBU' transactions. At the bottom of the interface, it says 'Wijmo Evaluation Version (5.20202.699)'. The version number 'vGamma.004.007+24.7.14-next' is visible in the bottom left corner.

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

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



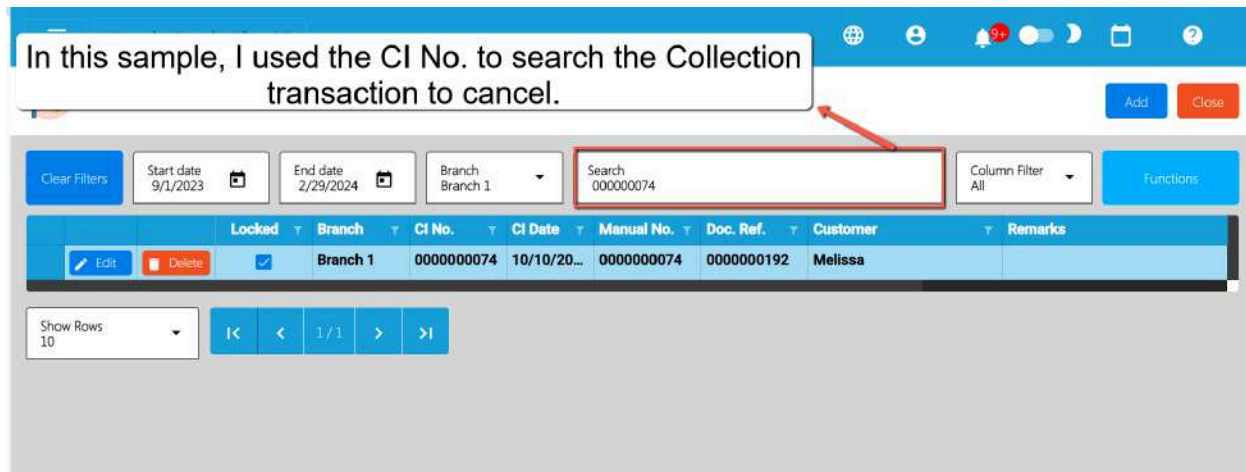
Collection **Start and End Date** Search bar

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

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

vGamma.004.006.10.4.0-production

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

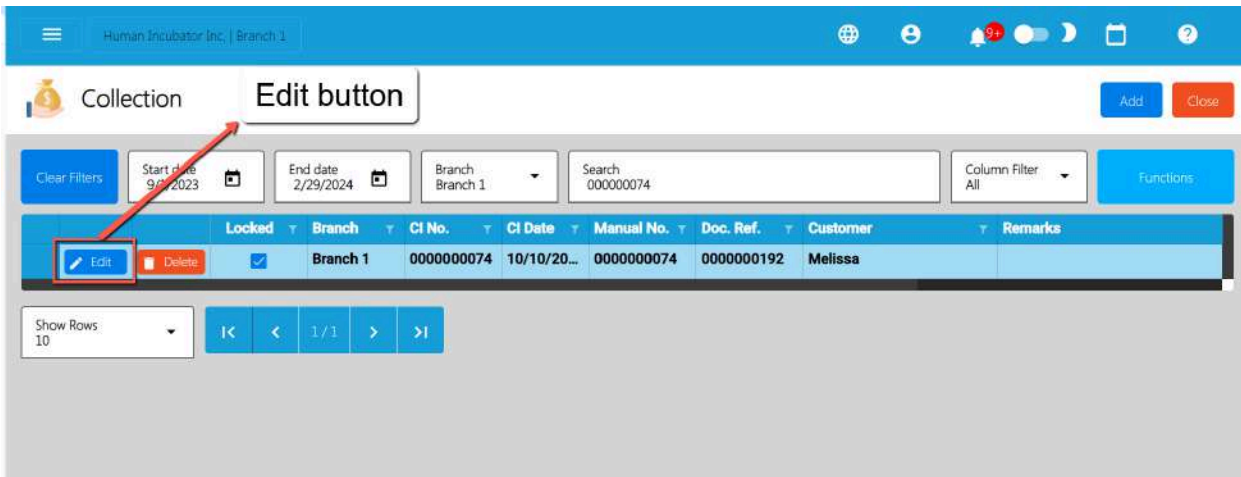


Clear Filters Start date 9/1/2023 End date 2/29/2024 Branch Branch 1 Search 0000000074 Column Filter All Functions

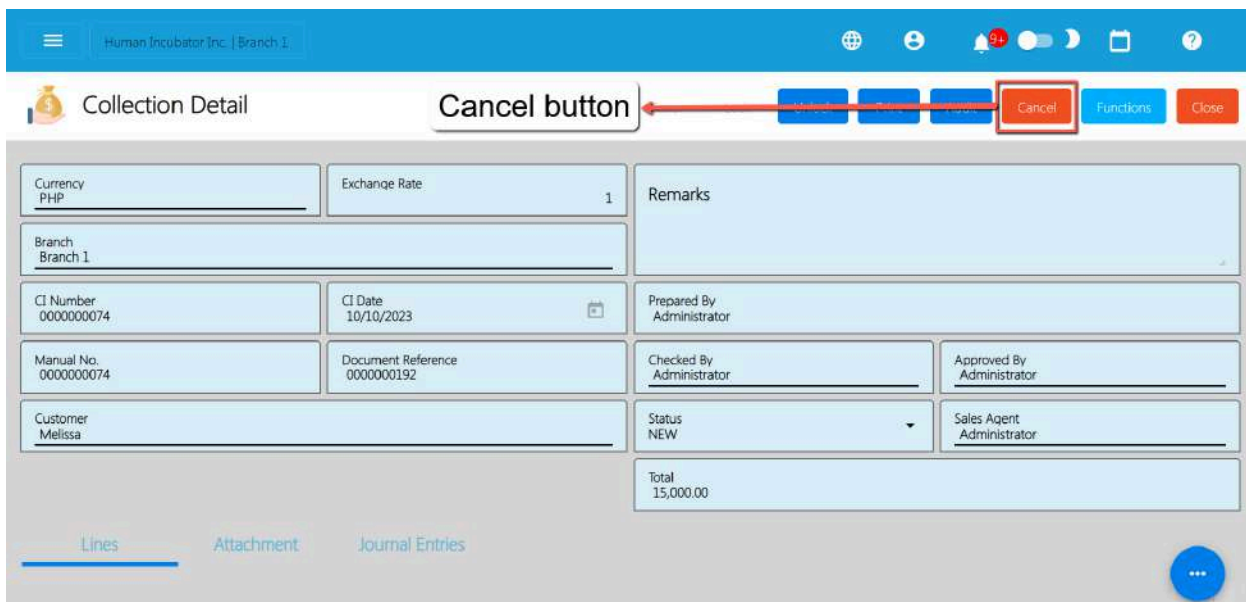
	Locked	Branch	CI No.	CI Date	Manual No.	Doc. Ref.	Customer	Remarks
	<input checked="" type="checkbox"/>	Branch 1	0000000074	10/10/20...	0000000074	0000000192	Melissa	

Show Rows 10

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

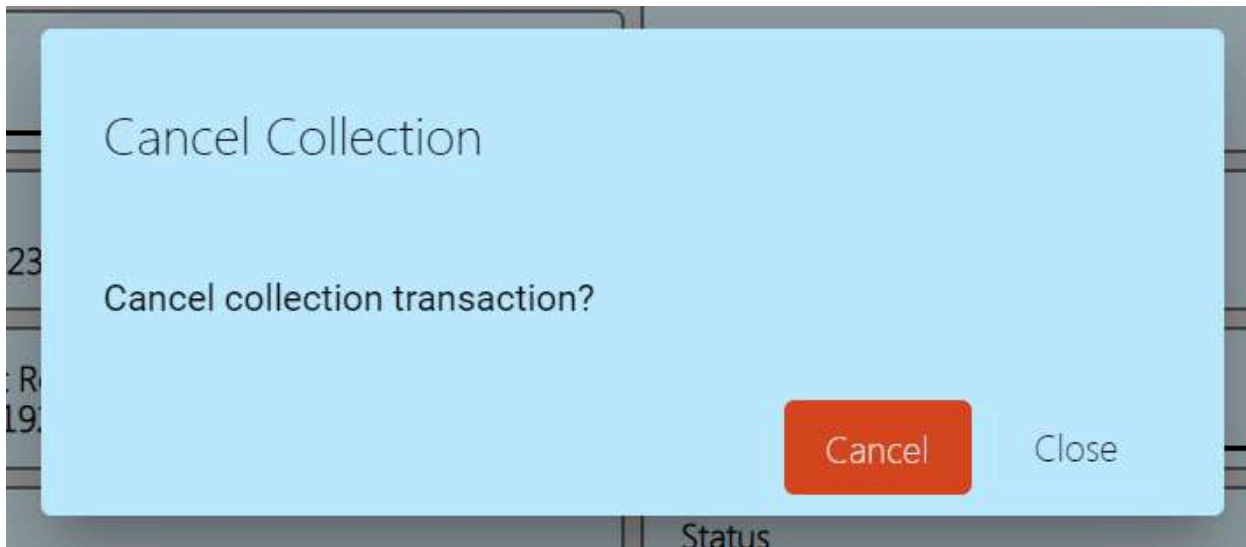


5. **Cancel the Collection:** To cancel your Collection transaction, look for the Cancel found on the upper-right part of the page, then click.

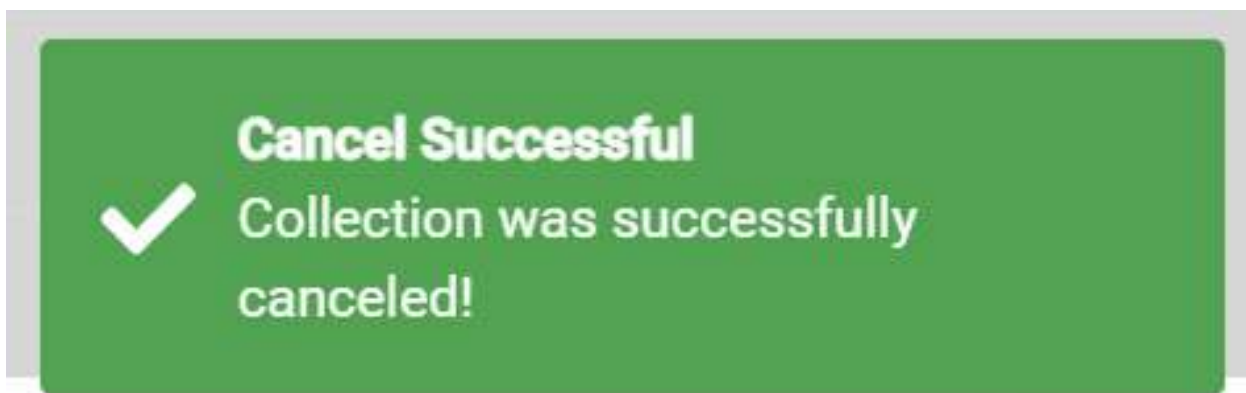


vGamma.004.006.10.4.0-production

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



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



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

5.4: Inventory Transactions

Overview

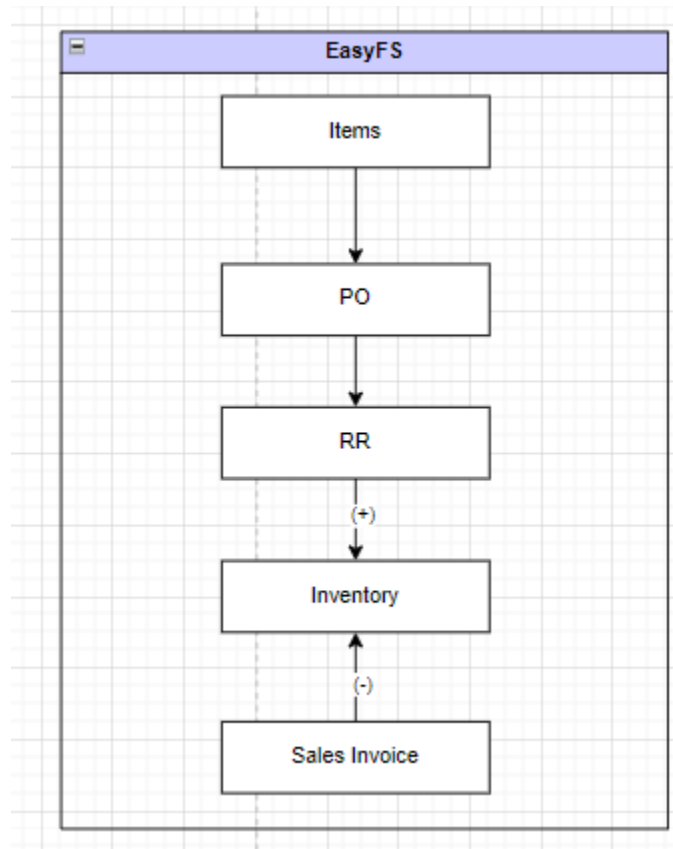
The Inventory module is a powerful tool designed to help you manage your item inventory efficiently. Whether you're running a retail business, a warehouse, or any operation that involves tracking and handling physical goods, this module provides essential features to streamline your inventory management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

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

Here are the most common scenarios in EasyFS Inventory Flow

Scenario 1: Single Branch

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



Item Creation/Management

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

Purchase Order

- Based on the approved purchase request, a purchase order is created and sent to the supplier.

- The purchase order includes details like the quantity, price, and description of the items or services.

Receiving Receipt

- Upon receiving the goods or services, a receiving receipt is generated to confirm that the items have been received in the quantity and condition specified in the purchase order.
 - Inventory Code is generated upon making the Receiving Receipt. This will monitor the Inventory of the Item being encoded
 - Update inventory levels if applicable.

Sales Invoice

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

Inventory Report

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

Scenario 2: Multi-Branch

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

Item Creation/Management

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

Stock Transfer Request

- When there is a need to move inventory from **one branch** or **warehouse** to another, initiate a stock transfer request.
- Specify the items, quantities, and the destination branch or warehouse.
- Stock Transfer Requests can be made by users who have the corresponding rights based on the company's organization.

Stock Transfer

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

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

Sales Invoice

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

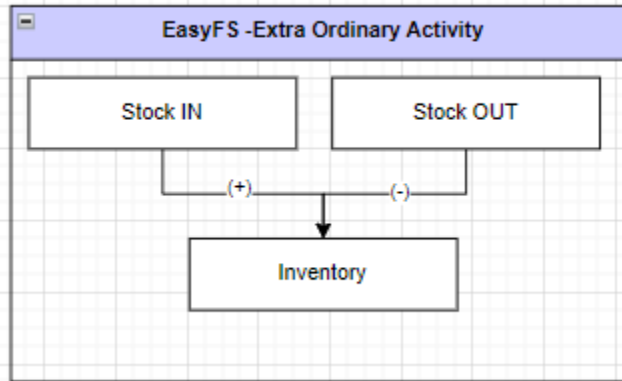
Inventory Report

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

Scenario 3: Extra-Ordinary Activities

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

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



Extraordinary Stock In

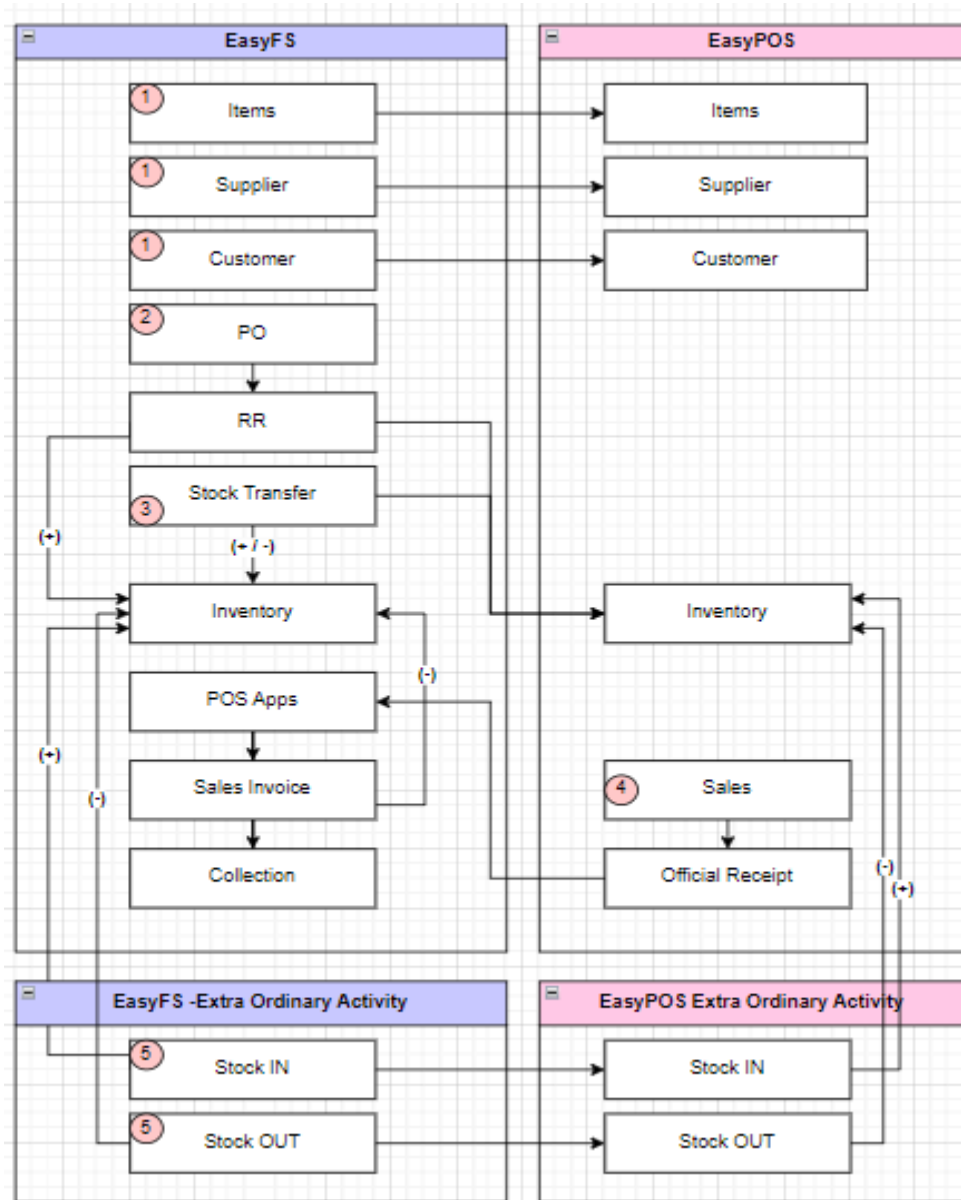
- Record the addition of new inventory into the system.
- Used for Stocking In Items as a Beginning Balance
- Also used for Stock Adjustments
- Also used for Stock Returns from Customers
- Update the inventory levels for the corresponding items.

Extraordinary Stock Out

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

Scenario 4: Multi-Branch with EasyPOS Integration

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



Item Creation/Management

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

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

Supplier Creation/Management

- Create and manage supplier records within the system, including contact information, Email, TIN (Tax Identification Number), and payment terms.
 - Assign unique Supplier Code for easy tracking.
 - Upon Creation of the Supplier in EasyFS it will integrate to EasyPOS

Customer Creation/Management

- Create and manage customer records within the system, including contact information, credit limit, credit terms, TIN (Tax Identification Number), Type of Business
 - Assigning of Manual Code unique to customer for easy tracking.
 - Upon Creation of the Customer in EasyFS it will integrate to EasyPOS

Purchase Order

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

Receiving Receipt

- Upon receiving the goods or services, a receiving receipt is generated to confirm that the items have been received in the quantity and condition specified in the purchase order.
- Inventory Code is generated upon making the Receiving Receipt. This will monitor the Inventory of the Item being encoded
- Update inventory levels if applicable.

Sales (easyPOS)

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

Official Receipt (easyPOS)

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

POS Apps (easyFS)

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

Sales Invoice

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

Collection/ Payment

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

Inventory Report

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

5.4.1 Stock In

Overview

This module is used if you want to set up

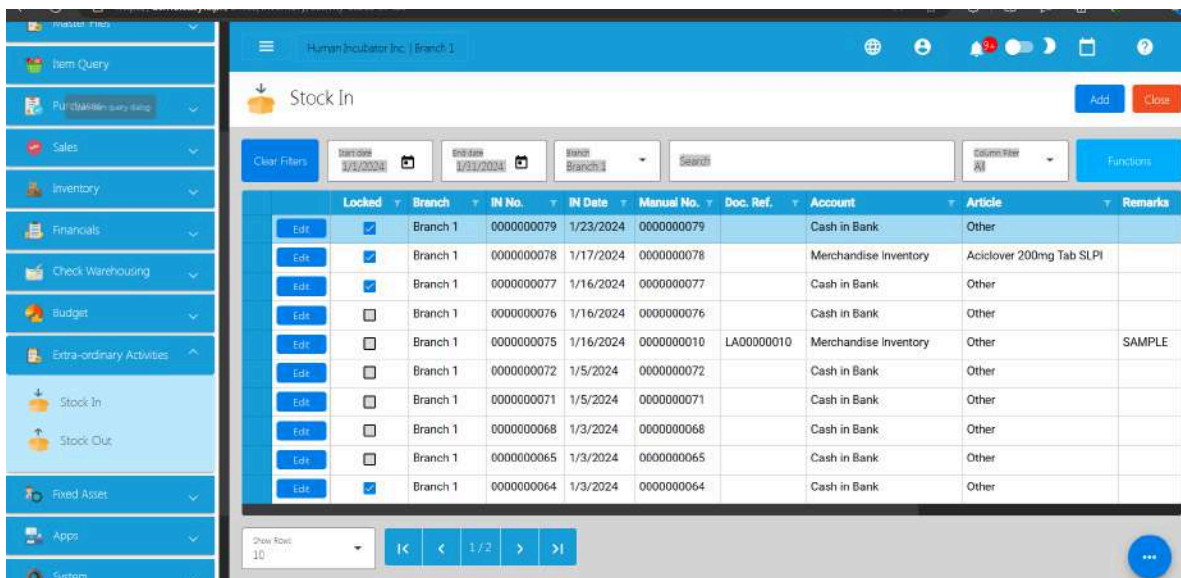
1. Beginning balances of your item(s).
2. if a Customer wants to return an item he/she purchased e.g., an item is damaged, this module helps manage those Customer Returns as well.
3. Make Adjustments in the Inventory

Stock In List

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

Stock In Detail

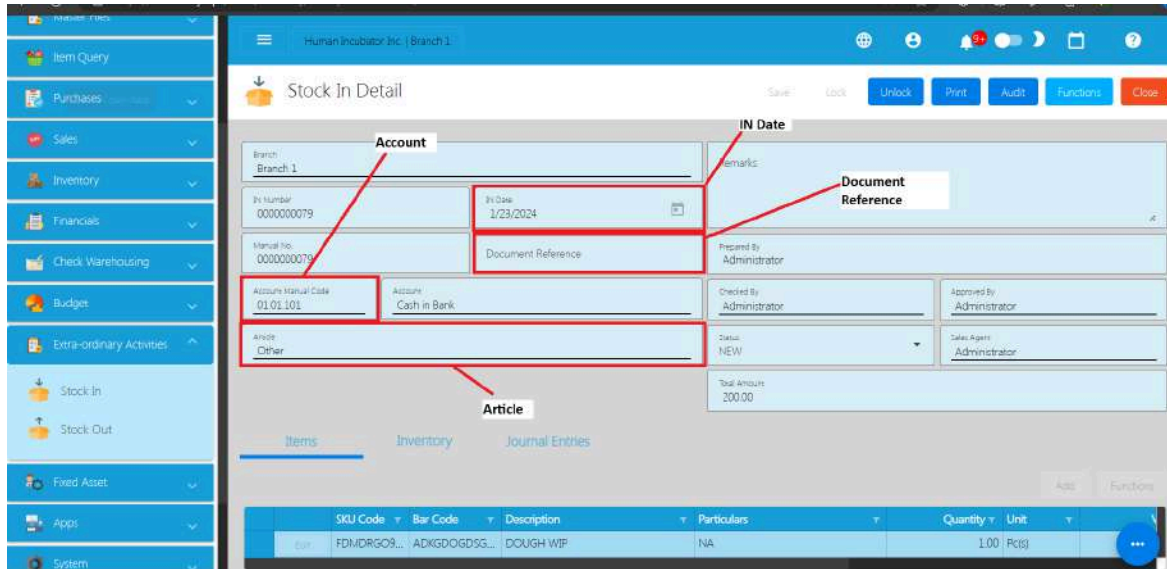
1. To add new Stock In detail, go to **Extra-ordinary Activities** then click **Stock In**. After that, click the **Add** that can be seen in the Stock In list.



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

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

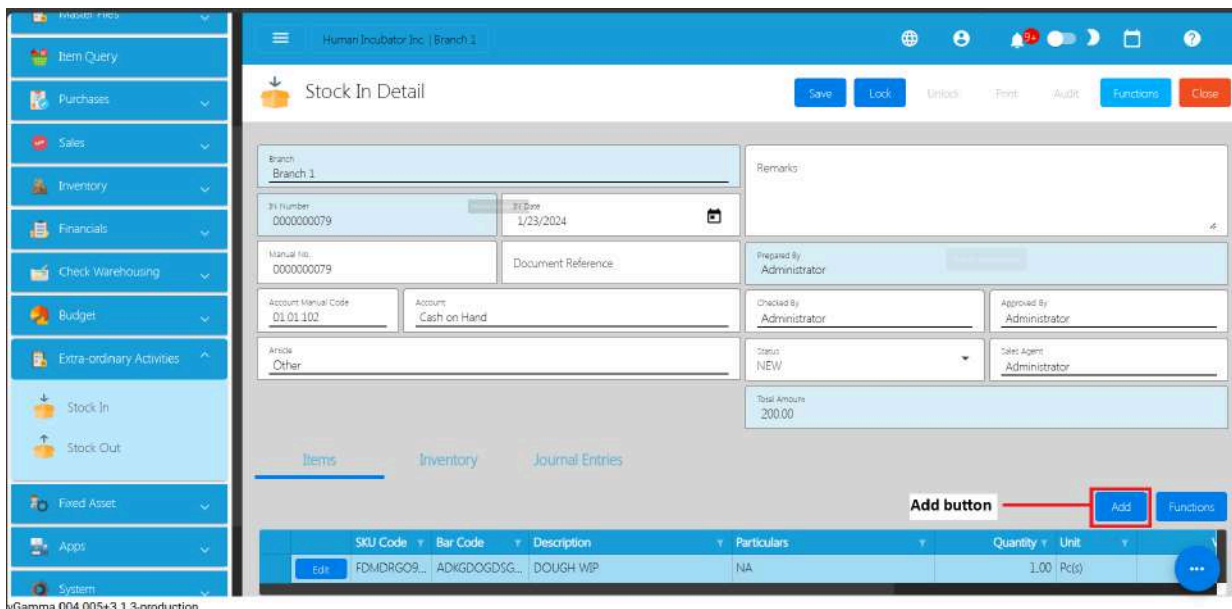
- Account
- Article



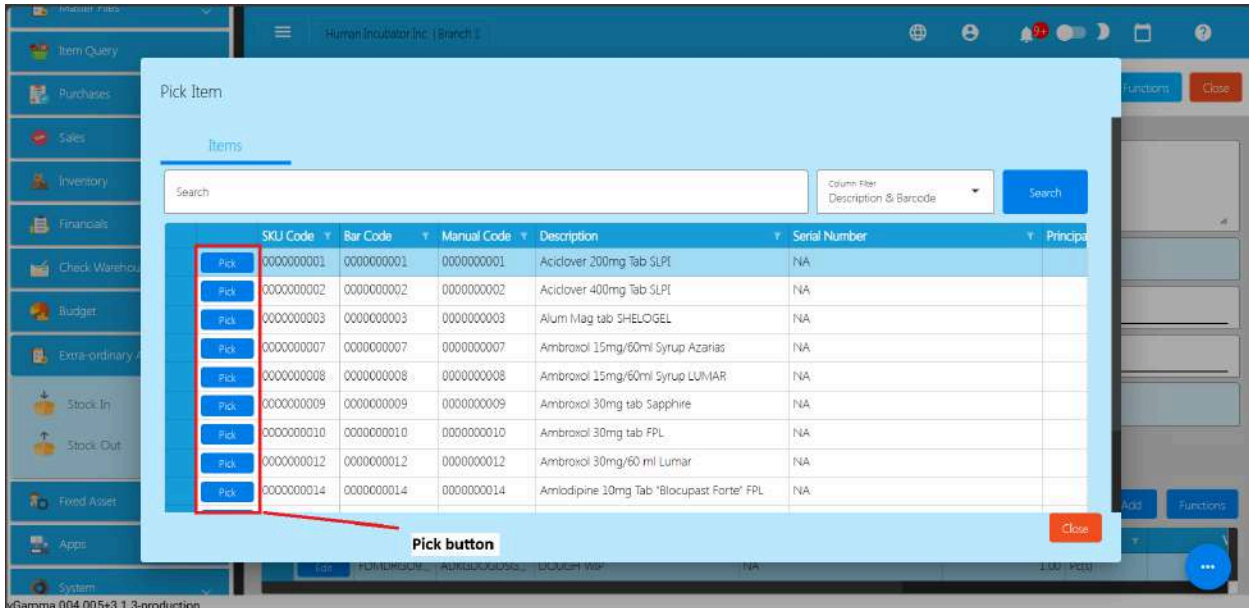
3. To add Stock In line item(s), you can:

- **Manual** add a line item

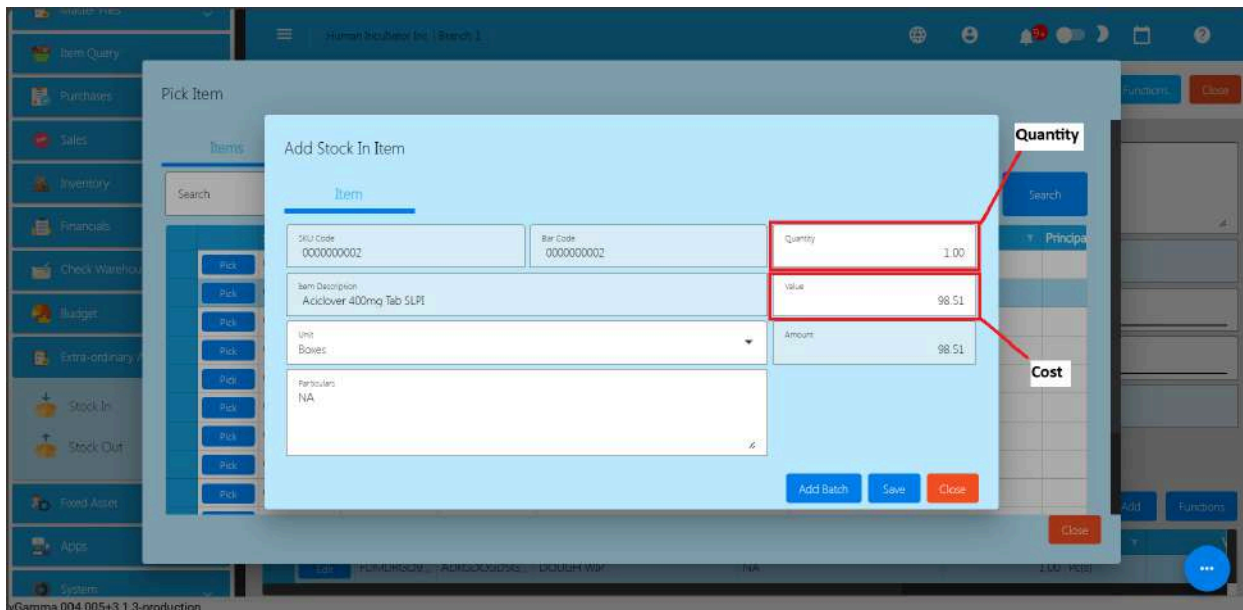
1. Click the **Add** button under the Items tab.



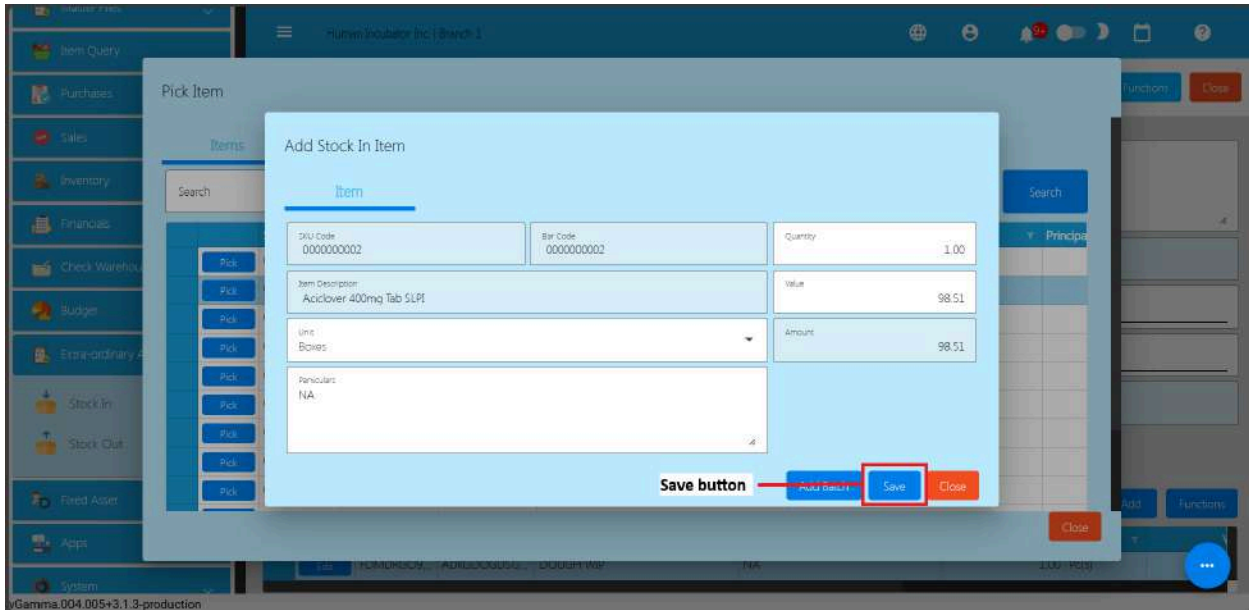
2. Click the Pick button that you want to add.



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

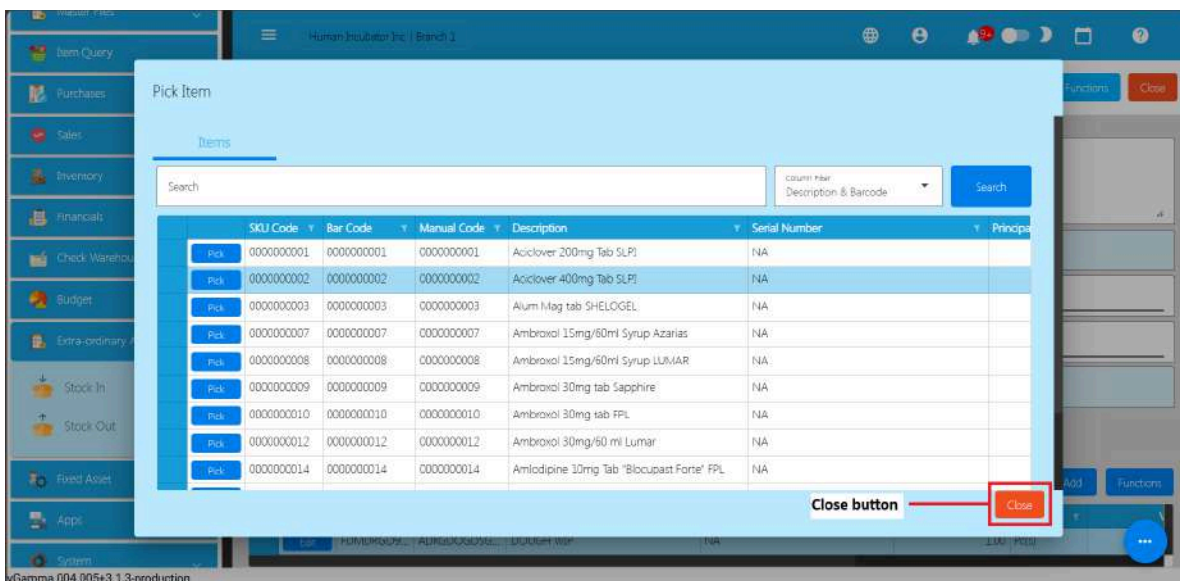


4. Click Save button to Save the item as a Stock In line item.



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

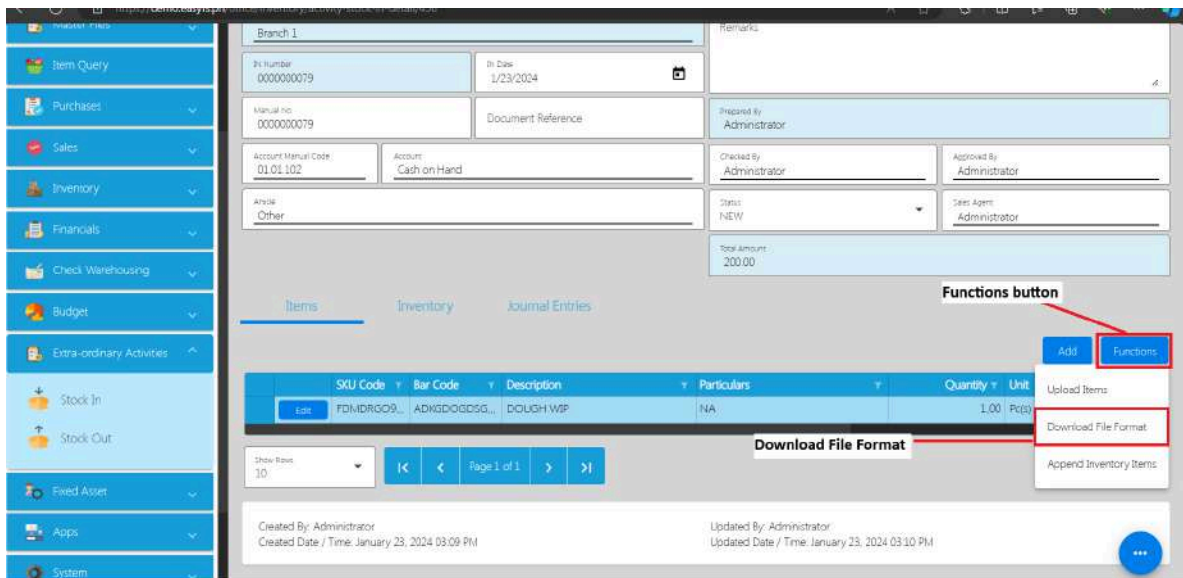
6. Click the Close button to close the popup and review your Stock In detail.



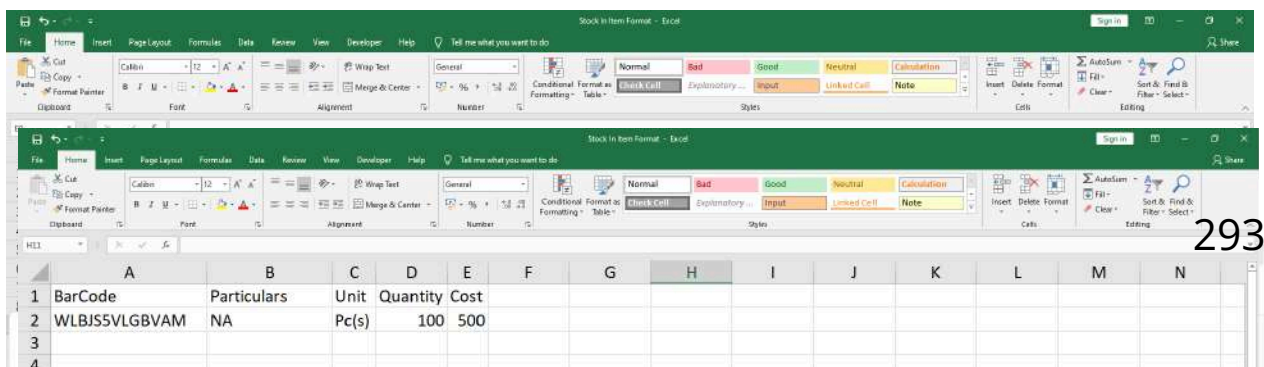
7. After filling up the important fields, Save and lock the record. The **Save** button allows you to save the Stock In detail you created and it does not affect the inventory yet. If you want to have an effect in your inventory (increase the item's quantity), click the **Lock** button.

○ **Bulk Upload** Line item(s)

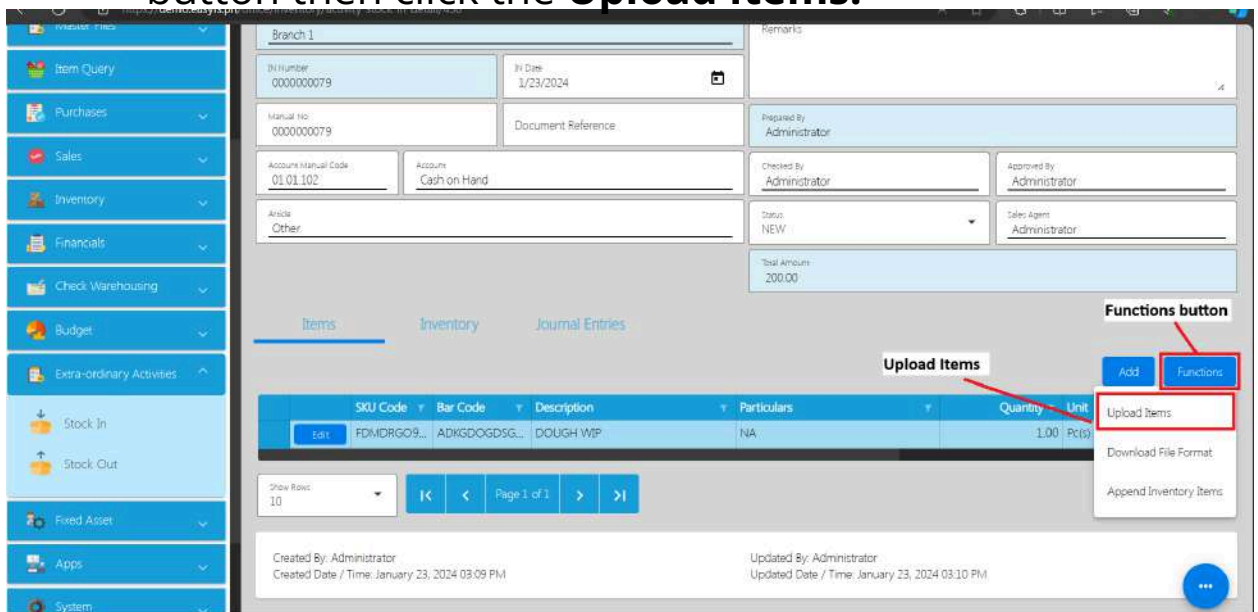
1. Click on the **Functions** button then click on the **Download File Format** to download the template for bulk uploading Stock In line item(s).



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

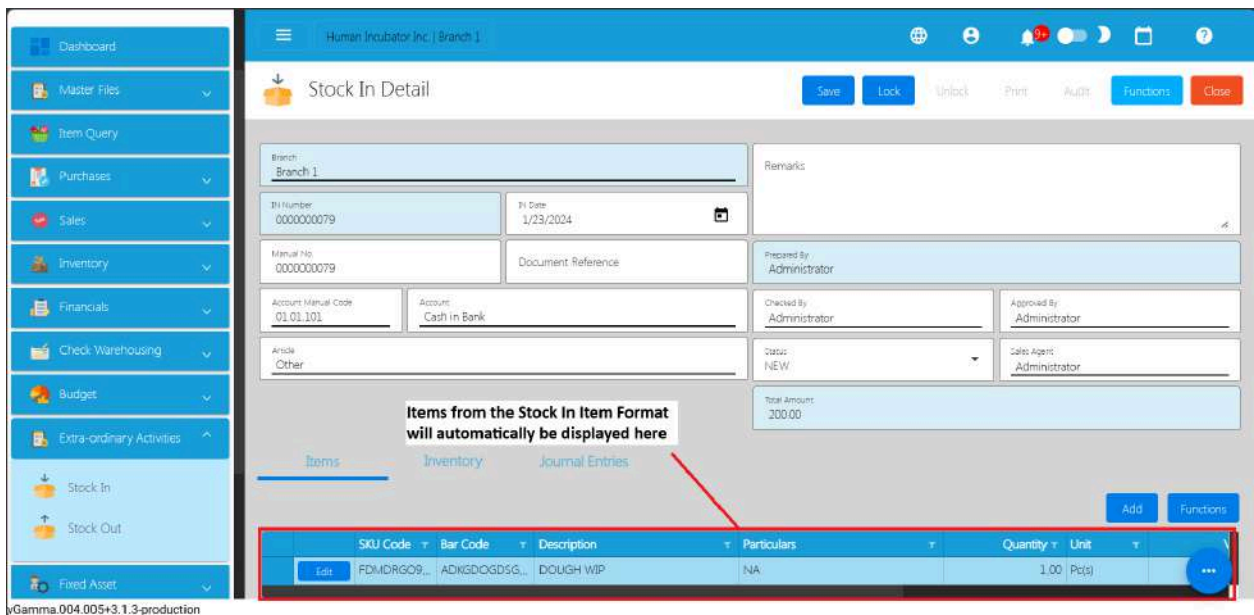


3. Save the file.
4. Go back to the system, then click again the **Functions** button then click the **Upload Items**.



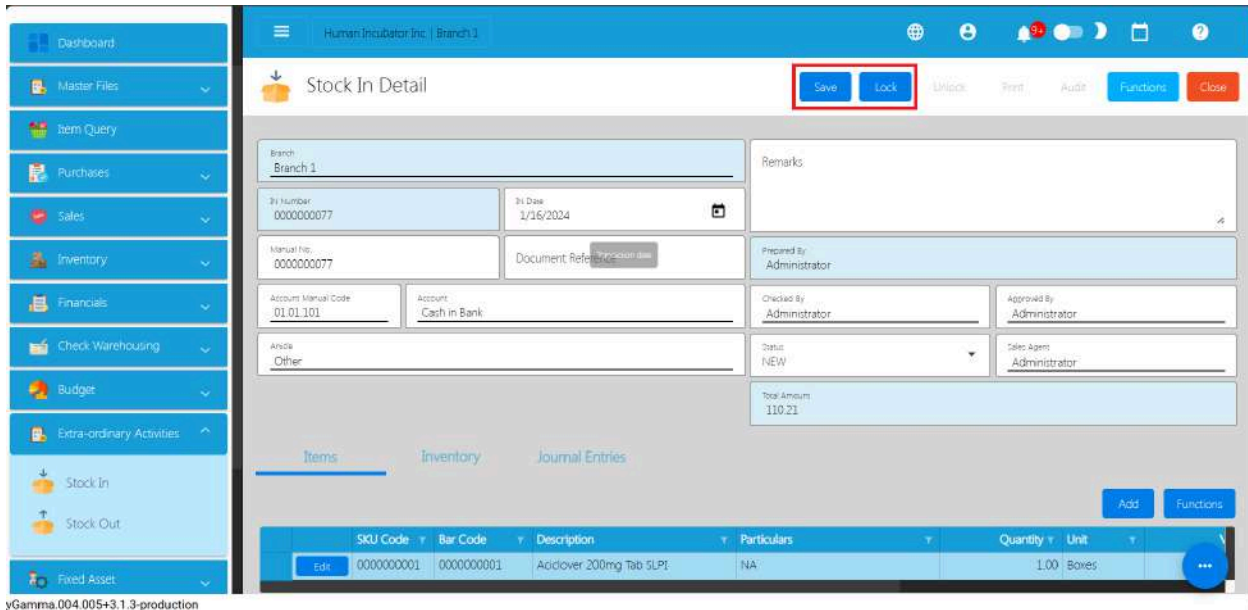
5. Locate the file then you can double click the file to upload.
6. Once bulk uploading is successful, you will see a success toast message and the Stock In line item will automatically be supplied with data from the template.





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.



Human Incubator Inc. | Branch 1

Stock In Detail [Save] [Lock] [Unlock] [Print] [Audit] [Functions] [Close]

Branch: Branch 1

Remarks

BI Number: 0000000077 BI Date: 1/16/2024

Manual No.: 0000000077 Document Reference: [icon]

Prepared By: Administrator

Account Manual Code: 01.01.101 Account: Cash in Bank

Checked By: Administrator Approved By: Administrator

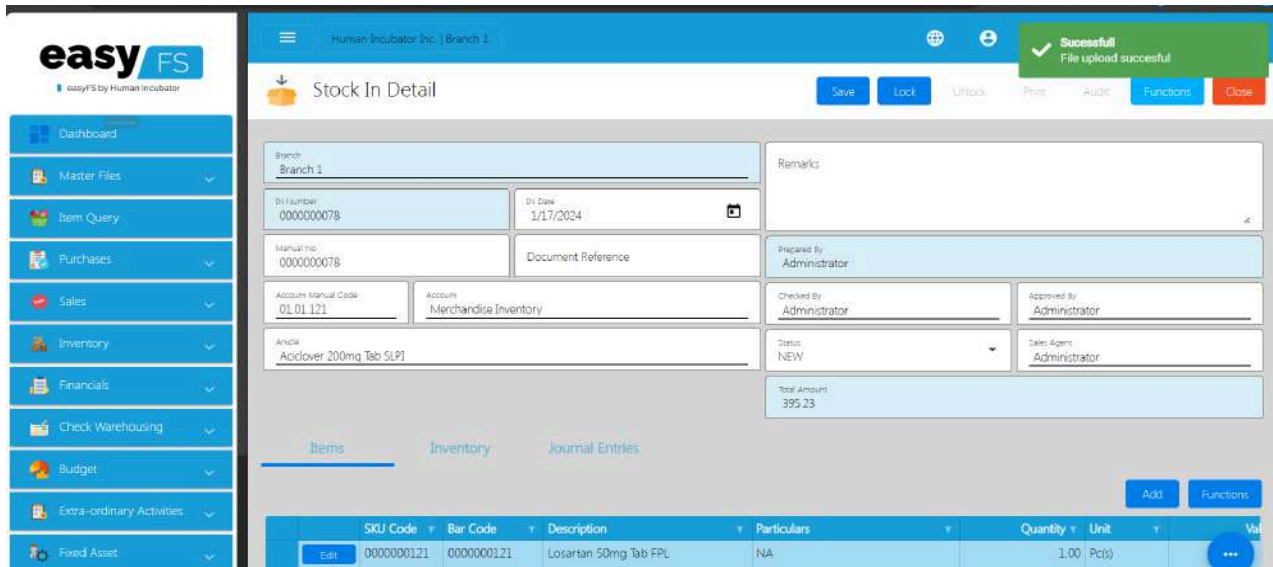
Article: Other Status: NEW Sales Agent: Administrator

Total Amount: 110.21

Items Inventory Journal Entries

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

Gamma.004.005+3.1.3-production



Human Incubator Inc. | Branch 1

Stock In Detail [Save] [Lock] [Unlock] [Print] [Audit] [Functions] [Close]

Branch: Branch 1

Remarks

BI Number: 0000000078 BI Date: 1/17/2024

Manual No.: 0000000078 Document Reference

Prepared By: Administrator

Account Manual Code: 01.01.121 Account: Merchandise Inventory

Checked By: Administrator Approved By: Administrator

Article: Acidover 200mg Tab SLP Status: NEW Sales Agent: Administrator

Total Amount: 395.23

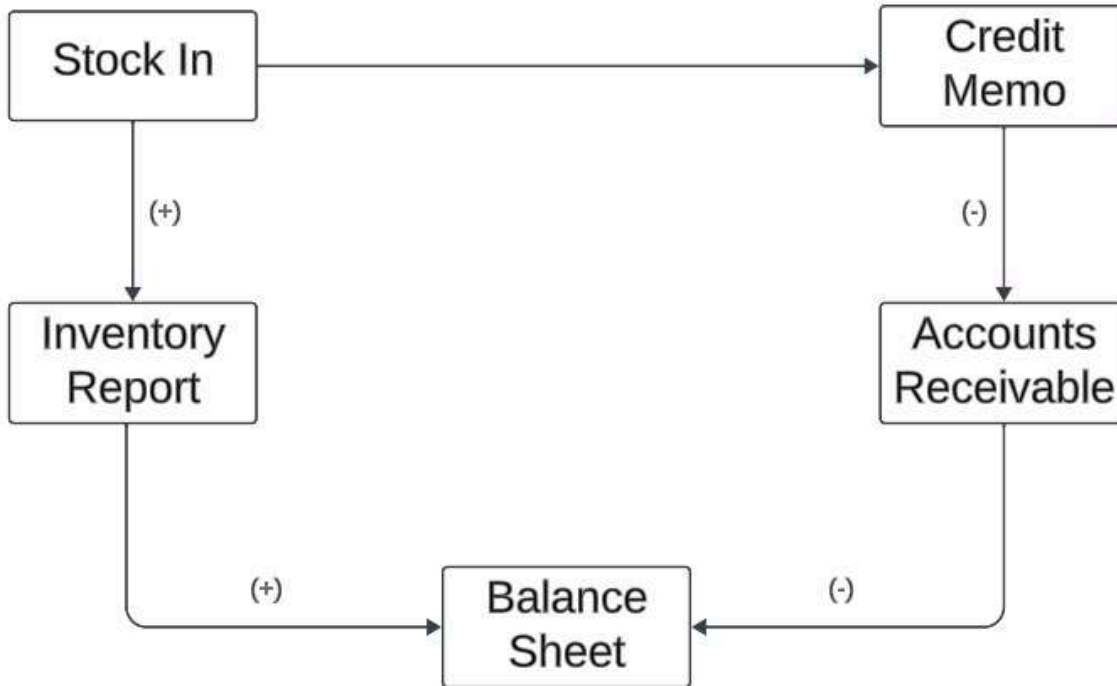
Items Inventory Journal Entries

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

Successful File upload successful

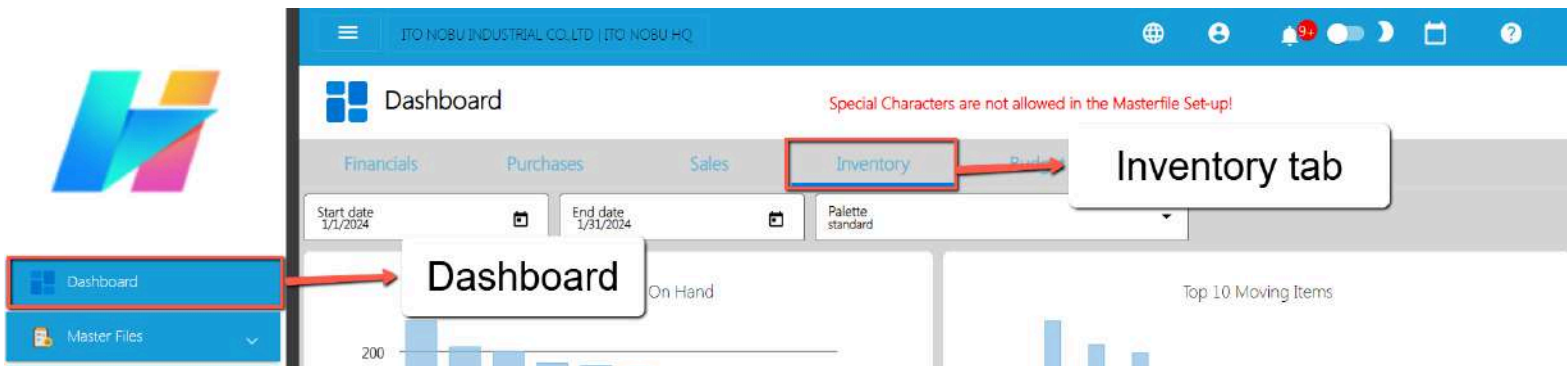
Customer Return via Stock In

Diagram:

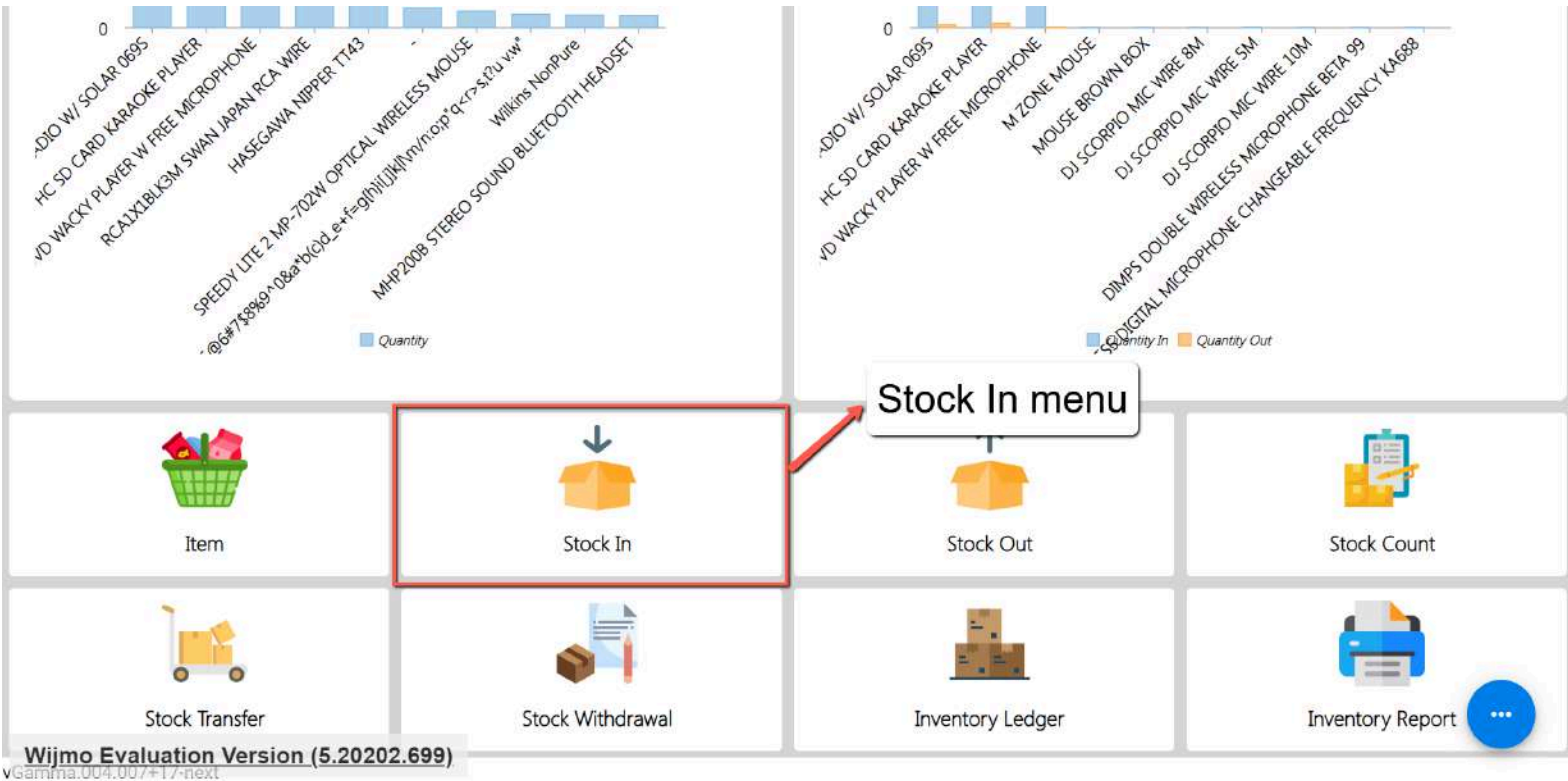


Steps on how to do Customer Return via Stock In:

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

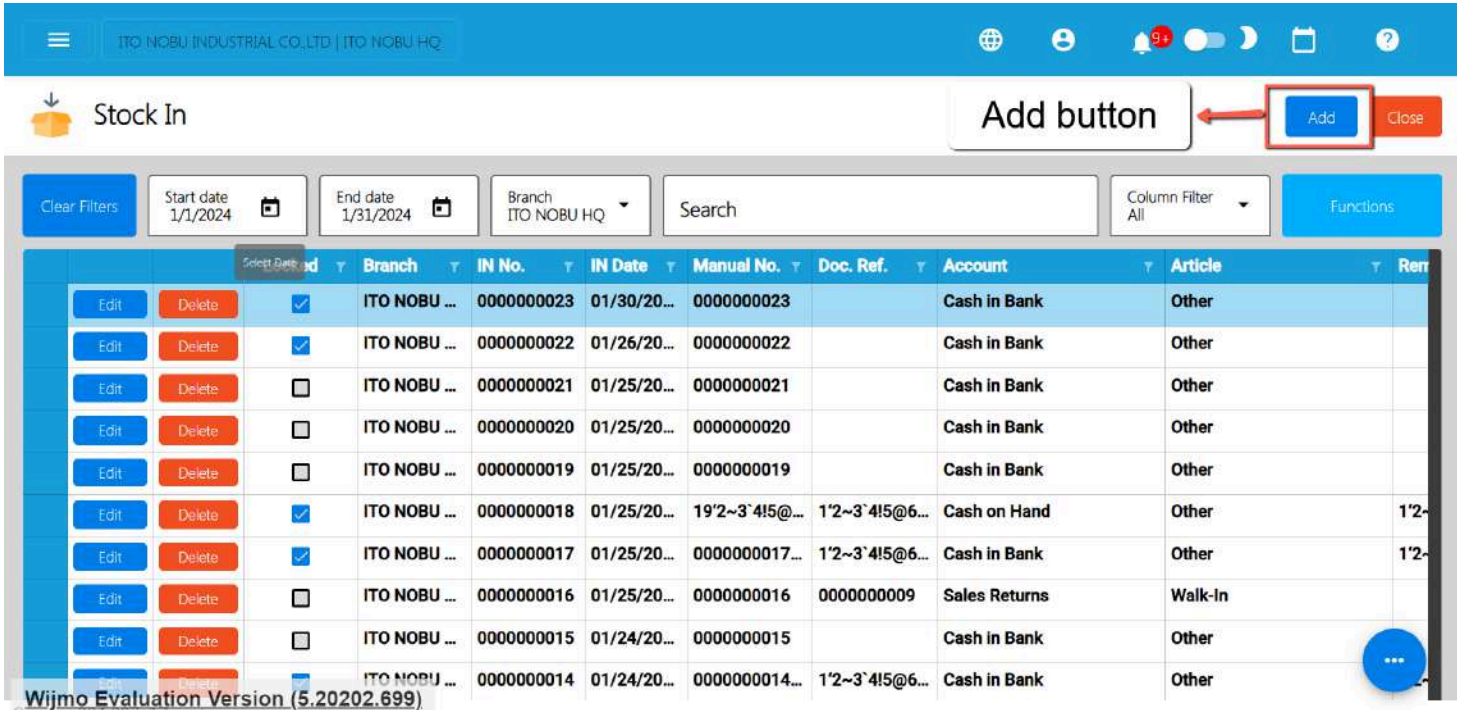


2. Scroll down and look for the Stock In menu.



Wijmo Evaluation Version (5.20202.699)

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



ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Stock In

Add button

Add Close

Clear Filters

Start date 1/1/2024

End date 1/31/2024

Branch ITO NOBU HQ

Search

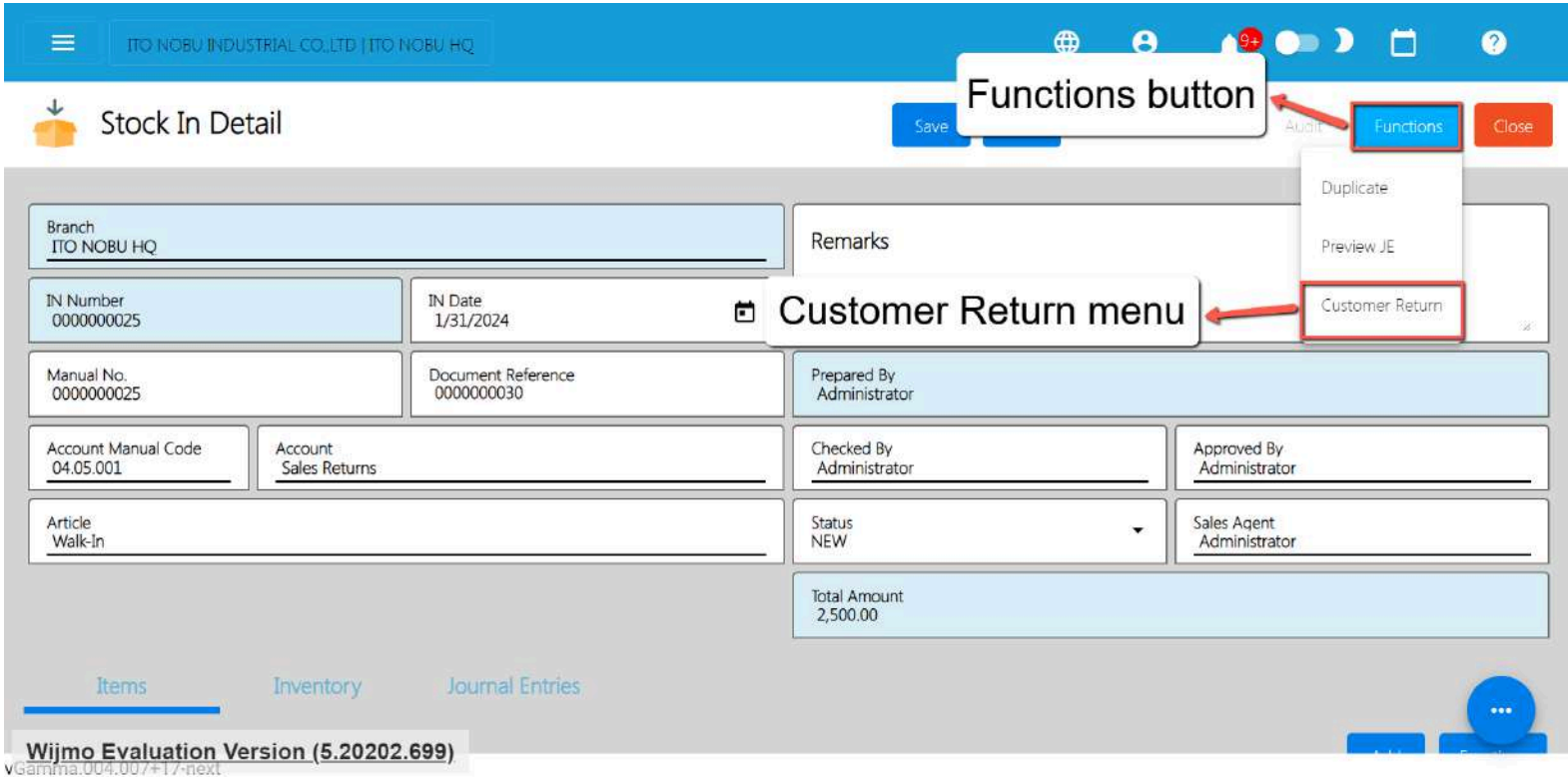
Column Filter All

Functions

Select	Edit	Delete	Branch	IN No.	IN Date	Manual No.	Doc. Ref.	Account	Article	Return
<input checked="" type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000023	01/30/20...	0000000023		Cash in Bank	Other	
<input checked="" type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000022	01/26/20...	0000000022		Cash in Bank	Other	
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000021	01/25/20...	0000000021		Cash in Bank	Other	
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000020	01/25/20...	0000000020		Cash in Bank	Other	
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000019	01/25/20...	0000000019		Cash in Bank	Other	
<input checked="" type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000018	01/25/20...	19'2~3'4!5@...	1'2~3'4!5@6...	Cash on Hand	Other	1'2~
<input checked="" type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000017	01/25/20...	0000000017...	1'2~3'4!5@6...	Cash in Bank	Other	1'2~
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000016	01/25/20...	0000000016	0000000009	Sales Returns	Walk-In	
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000015	01/24/20...	0000000015		Cash in Bank	Other	
<input type="checkbox"/>	Edit	Delete	ITO NOBU ...	0000000014	01/24/20...	0000000014...	1'2~3'4!5@6...	Cash in Bank	Other	

Wijmo Evaluation Version (5.20202.699)

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



ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Stock In Detail

Save Audit Functions Close

Branch: ITO NOBU HQ

Remarks

IN Number: 000000025 | IN Date: 1/31/2024

Manual No.: 000000025 | Document Reference: 000000030

Prepared By: Administrator

Account Manual Code: 04.05.001 | Account: Sales Returns

Checked By: Administrator | Approved By: Administrator

Article: Walk-in | Status: NEW | Sales Agent: Administrator

Total Amount: 2,500.00

Items Inventory Journal Entries

Wijmo Evaluation Version (5.20202.699)

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

Pick Sales Invoice

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

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

Pick Sales Invoice

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

Close

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

NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Input Customer Name here

Filter icon

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

Filter by Condition | Filter by Value

Walk

Select All

Walk-In

Apply Cancel Clear

Close

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

NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Pick Sales Invoice

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

Navigation: < 1/1 >

Apply button

Apply button (highlighted in red box)

Apply Cancel Clear

Close

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

Pick Sales Invoice

Pick button

Sales Invoice number

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

⏪ ⏴ 1 / 1 ⏵ ⏩

Close

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



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.



Account _____ Checked By _____ Approved By _____

Edit Stock In Item

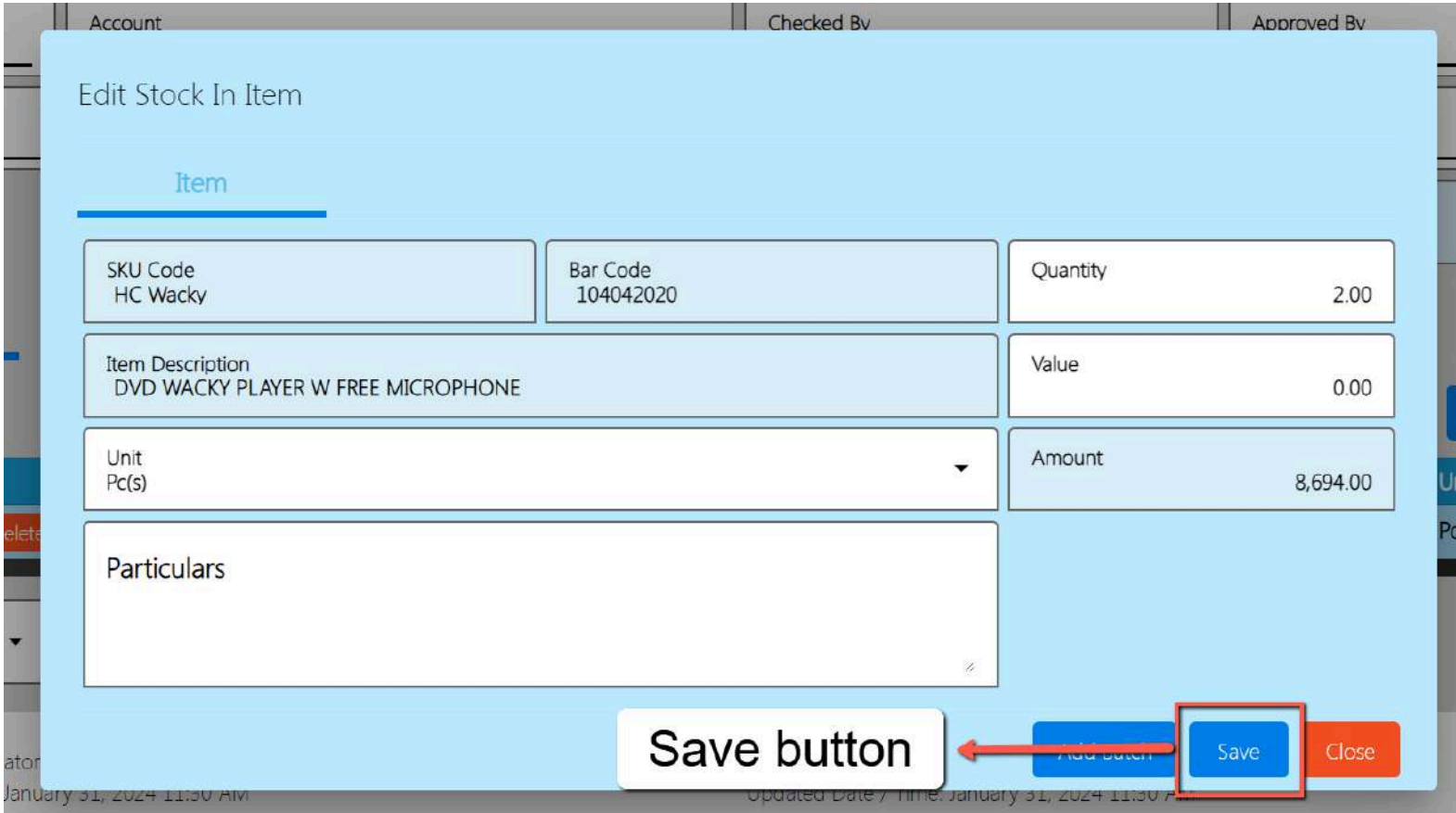
Update item quantity here, if needed ←

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

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

Add Batch Save Close

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



Account _____ Checked By _____ Approved By _____

Edit Stock In Item

Item

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

Save button ← Add Button Save Close

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

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

Wijmo Evaluation Version (5.20202.699)

ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Stock In Detail

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

Functions button

- Duplicate
- Preview JE
- Create Credit Memo**

Branch ITO NOBU HQ	Description		
IN Number 0000000026	IN Date 1/31/2024	Create Credit Memo	
Manual No. 0000000026	Document Reference 0000000030	Prepared By Administrator	
Account Manual Co 04.05.001	Account Sales Returns	Checked By Administrator	Approved By Administrator
Article Walk-In	Status NEW	Sales Agent Administrator	
Total Amount 8,694.00			⋮

vGamma.004.007+16-next

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

✉ hiisales@human-incubator.com

 Credit Memo Detail

Save Lock Unlock Print Audit Cancel **Wijmo Evaluation Version (5.20202.699)** Functions Close

Currency PHP	Exchange Rate 1	Remarks	
Branch ITO NOBU HQ			
CM Number 0000000004	CM Date 1/31/2024	Prepared By Administrator	
Manual No. 0000000004	Document Reference	Checked By Administrator	Approved By Administrator
Customer Walk-In	Status NEW	Total 8,694.00	

Lines Attachment Journal Entries



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

Credit Memo Detail

Save Lock Unlock

Wijmo Evaluation Version (5.20202.699)

Currency PHP	Exchange Rate 1	Remarks	
Branch ITO NOBU HQ			
CM Number 000000004	CM Date 1/31/2024	Prepared By Administrator	
Manual No. 000000004	Document Reference	Checked By Administrator	Approved By Administrator
Customer Walk-In	Status NEW	Total 8,694.00	

Lines Attachment **Customer** **Total Amount** Add

	Branch	Account	Article	SI No.	Amount	Base Am
Edit Delete	ITO NOBU HQ	Sales Returns	Walk-In	0000000030	8,694.00	

vGamma.004.007+16-next

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

Credit Memo Detail

Save button

Save

Lock

Unlock

Wijmo Evaluation Version (5.20202.699)

Currency PHP	Exchange Rate 1	Remarks	
Branch ITO NOBU HQ			
CM Number 000000004	CM Date 1/31/2024	Prepared By Administrator	
Manual No. 000000004	Document Reference	Checked By Administrator	Approved By Administrator
Customer Walk-In	Status NEW	Total 8,694.00	

Lines Attachment Journal Entries

	Branch	Account	Article	SI No.	Amount	Base Am
Edit	ITO NOBU HQ	Sales Returns	Walk-In	0000000030	8,694.00	

Add

vGamma.004.007+16-next

21. After clicking the Save button, click the Lock button to make some changes on the system.

Credit Memo Detail

Save

Lock

Unlock

Wijmo

Lock Successful
✓ Credit Memo was successfully locked!

Currency PHP	Exchange Rate 1	Remarks	
Branch ITO NOBU HQ			
CM Number 000000004	CM Date 1/31/2024	Prepared By Administrator	
Manual No. 000000004	Document Reference	Checked By Administrator	Approved By Administrator
Customer Walk-In	Status NEW	Total 8,694.00	

Lines

Attachment

Journal Entries

		Branch	Account	Article	SI No.	Amount	Base Ar
Edit	Delete	ITO NOBU HQ	Sales Returns	Walk-In	0000000030	8,694.00	

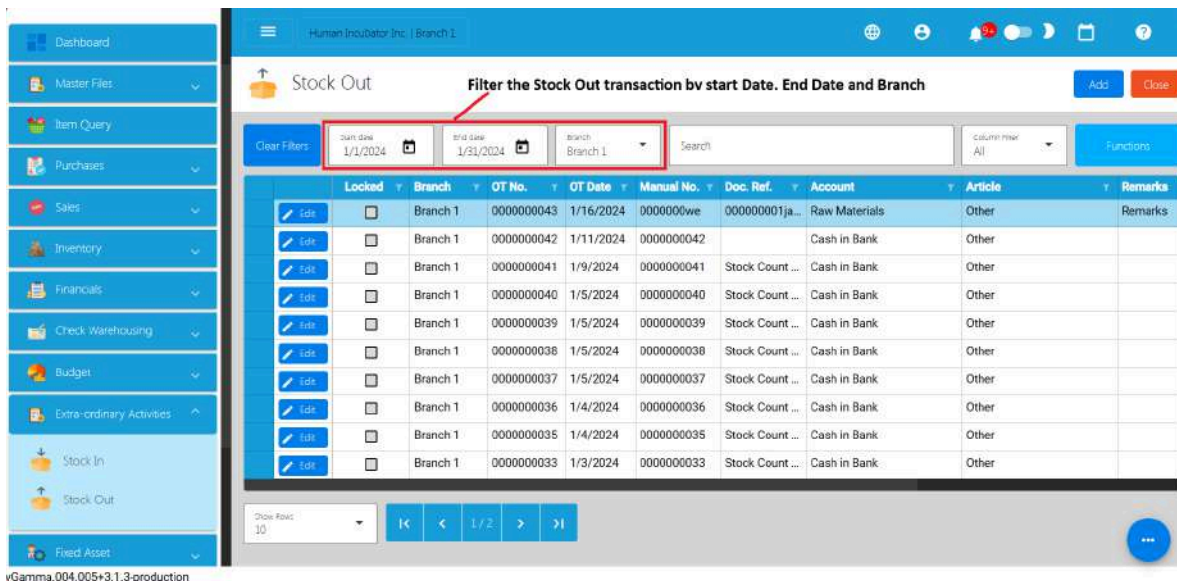
5.4 Stock Out

Overview

This module is used if you want to remove a quantity of an item e.g., damaged or expired item(s). In addition, if you want to return an item purchased to your Supplier e.g., an item is damaged, this module also helps manage those Supplier Returns as well. Moreover, we've improved the way you see Stock Out details so that you don't have to wait too long to view them.

Stock Out List

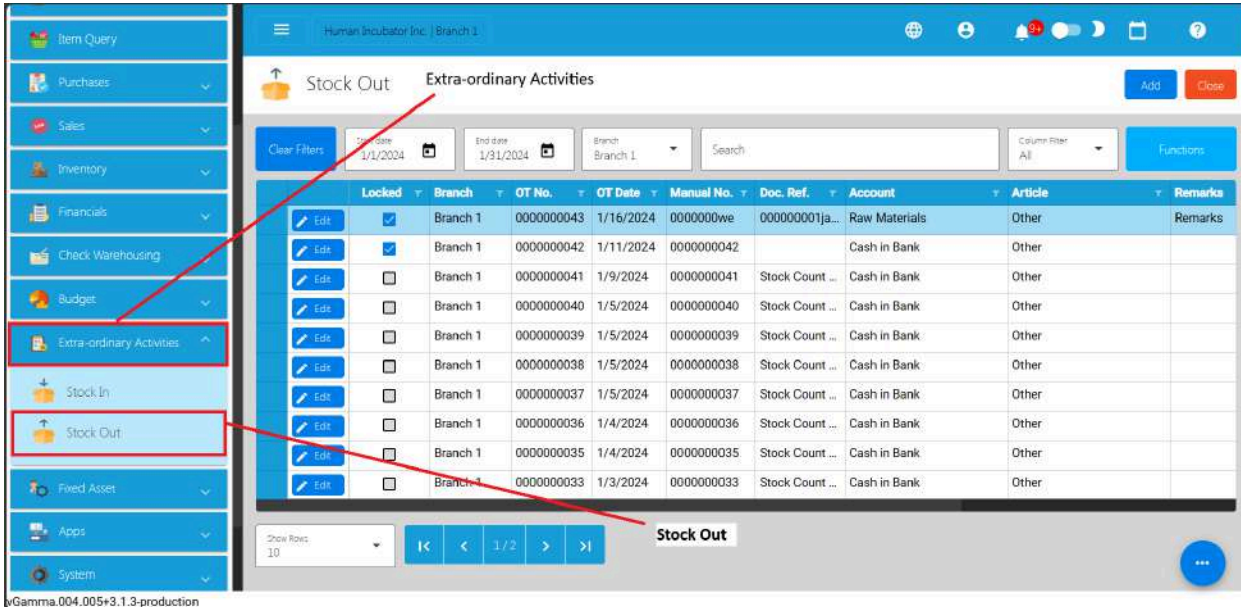
- List of all the OT(Stock Out) and will also show the overview of the transaction.
- Here, the user also has the filter functionality and the button to add a new OT.



Locked	Branch	OT No.	OT Date	Manual No.	Doc. Ref.	Account	Article	Remarks
<input type="checkbox"/>	Branch 1	000000043	1/16/2024	0000000we	00000001ja...	Raw Materials	Other	Remarks
<input type="checkbox"/>	Branch 1	000000042	1/11/2024	000000042		Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000041	1/9/2024	000000041	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000040	1/5/2024	000000040	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000039	1/5/2024	000000039	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000038	1/5/2024	000000038	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000037	1/5/2024	000000037	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000036	1/4/2024	000000036	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000035	1/4/2024	000000035	Stock Count ...	Cash in Bank	Other	
<input type="checkbox"/>	Branch 1	000000033	1/3/2024	000000033	Stock Count ...	Cash in Bank	Other	

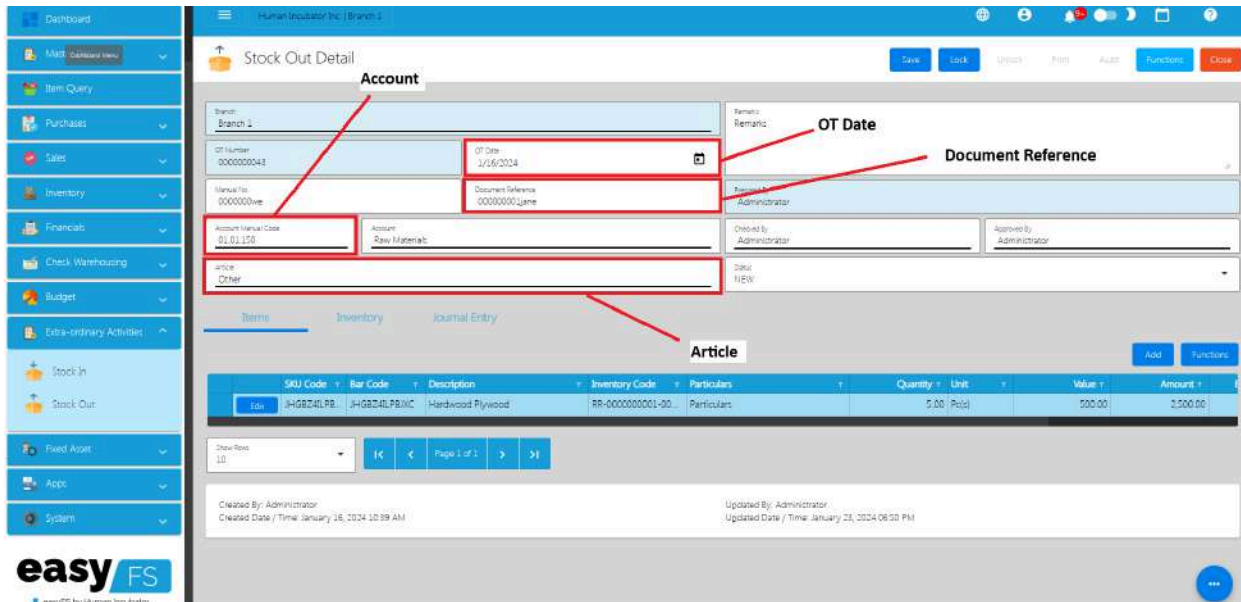
Stock Out Detail

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



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

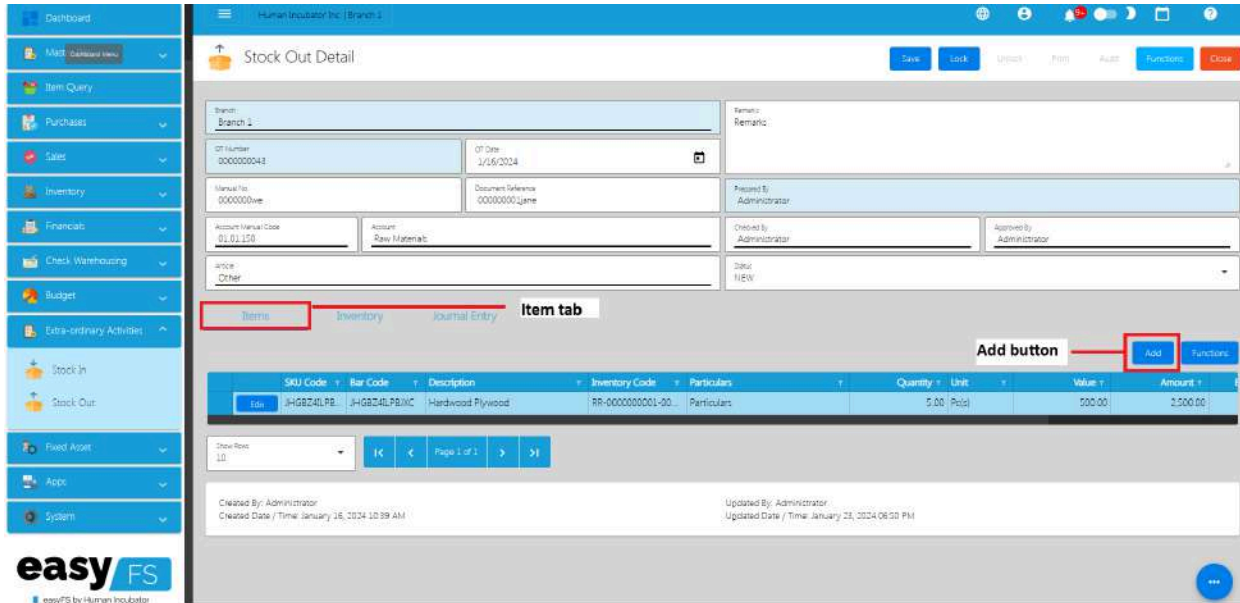
- OT Date
- Document Reference
- Account



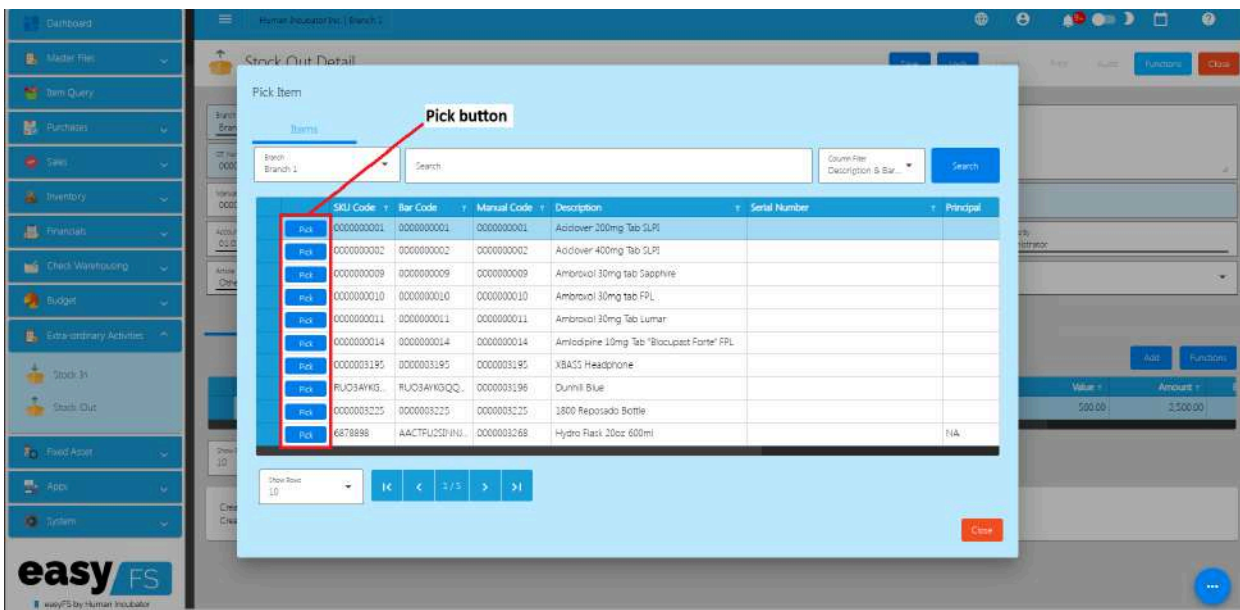
3. To add Stock Out line item(s), you can:

○ **Manual** add a line item

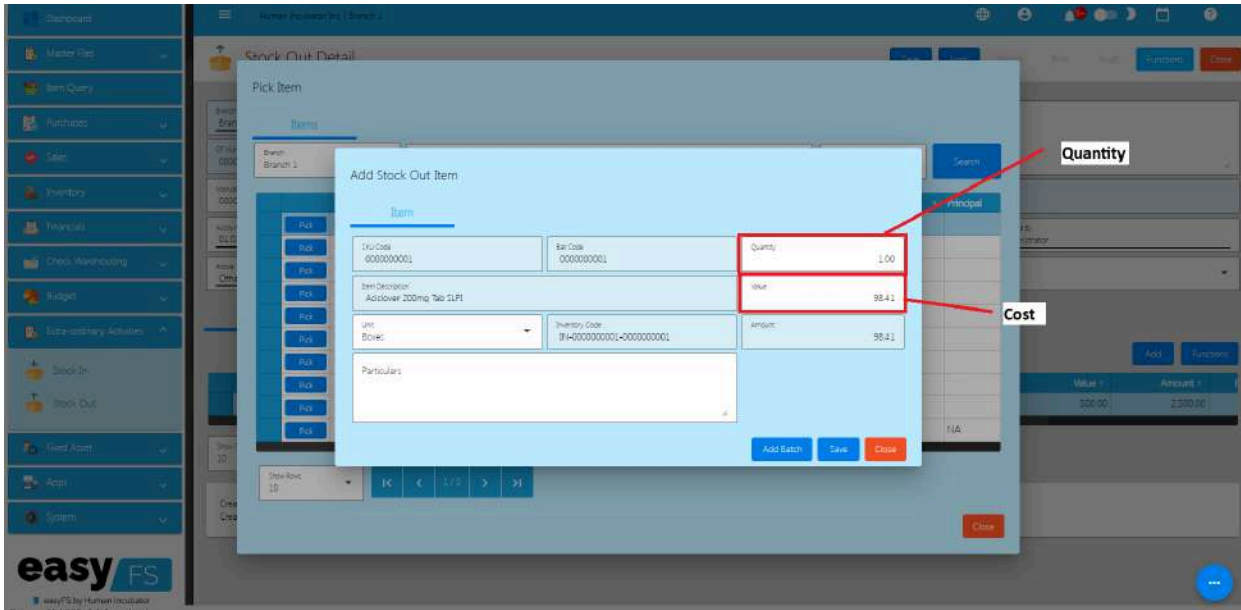
1. Click the **Add** button under the Items tab.



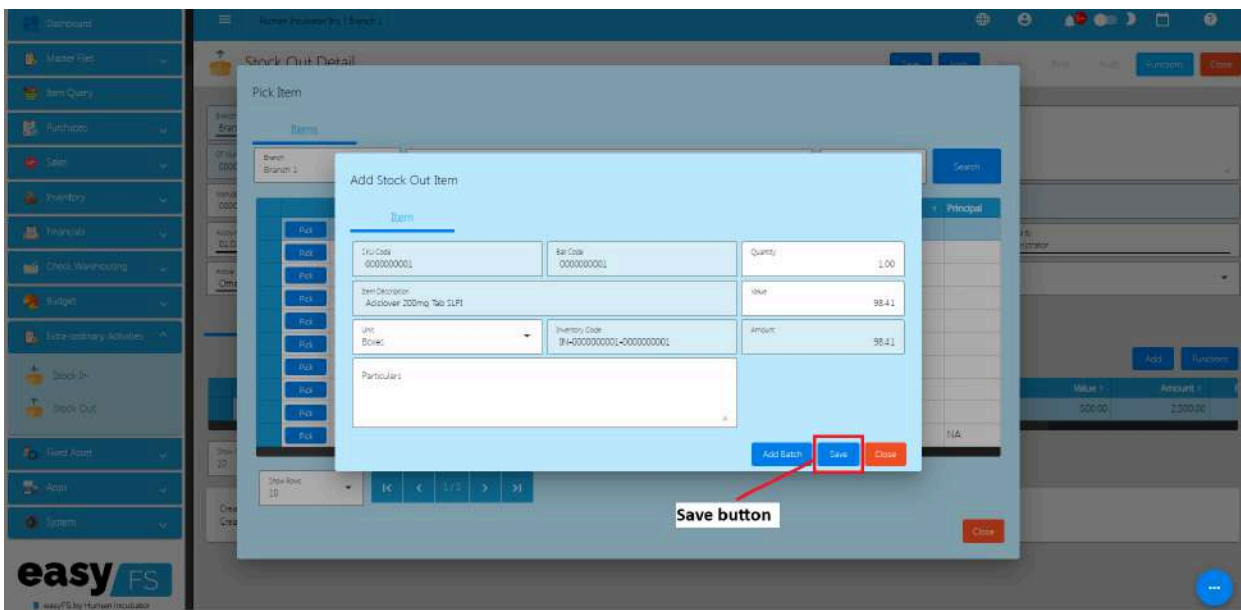
2. Click the Pick button that you want to add an Item for Stock Out.



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

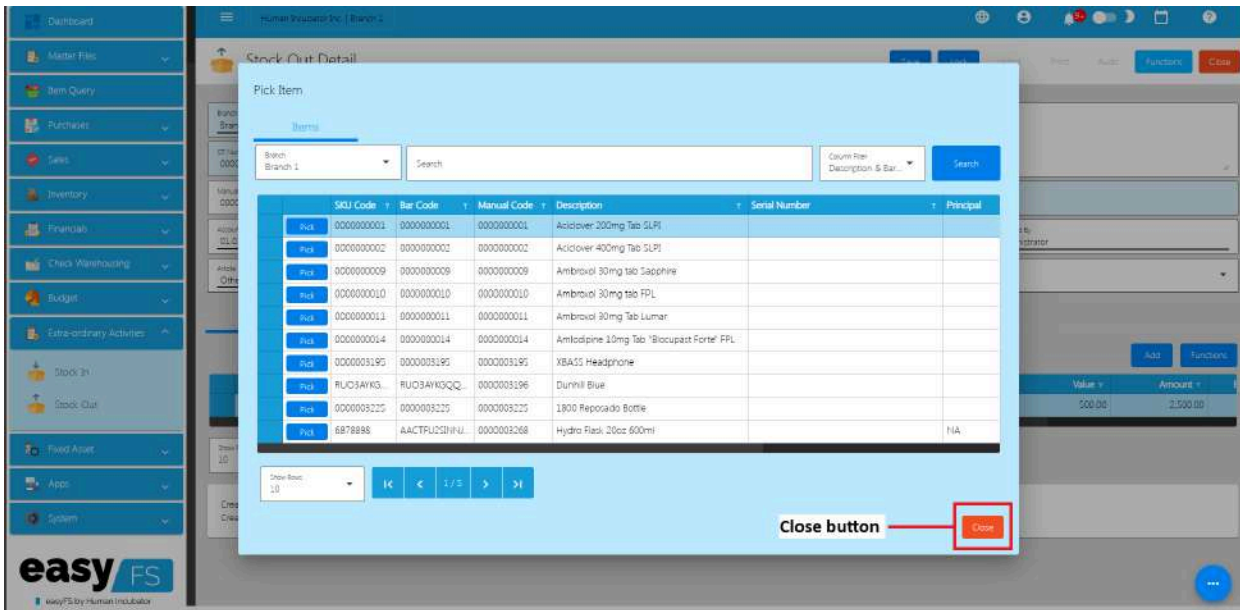


4. Click Save button to Save the item as a Stock Out line item.



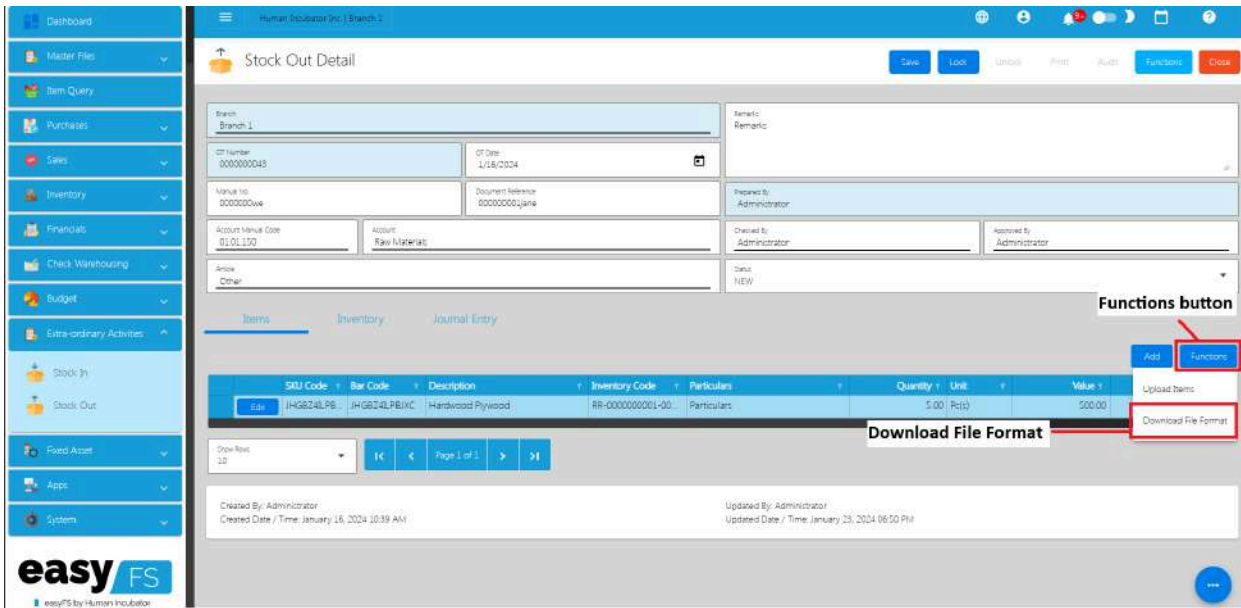
5. If you wish to add another item, just repeat Steps 2 to 4.

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

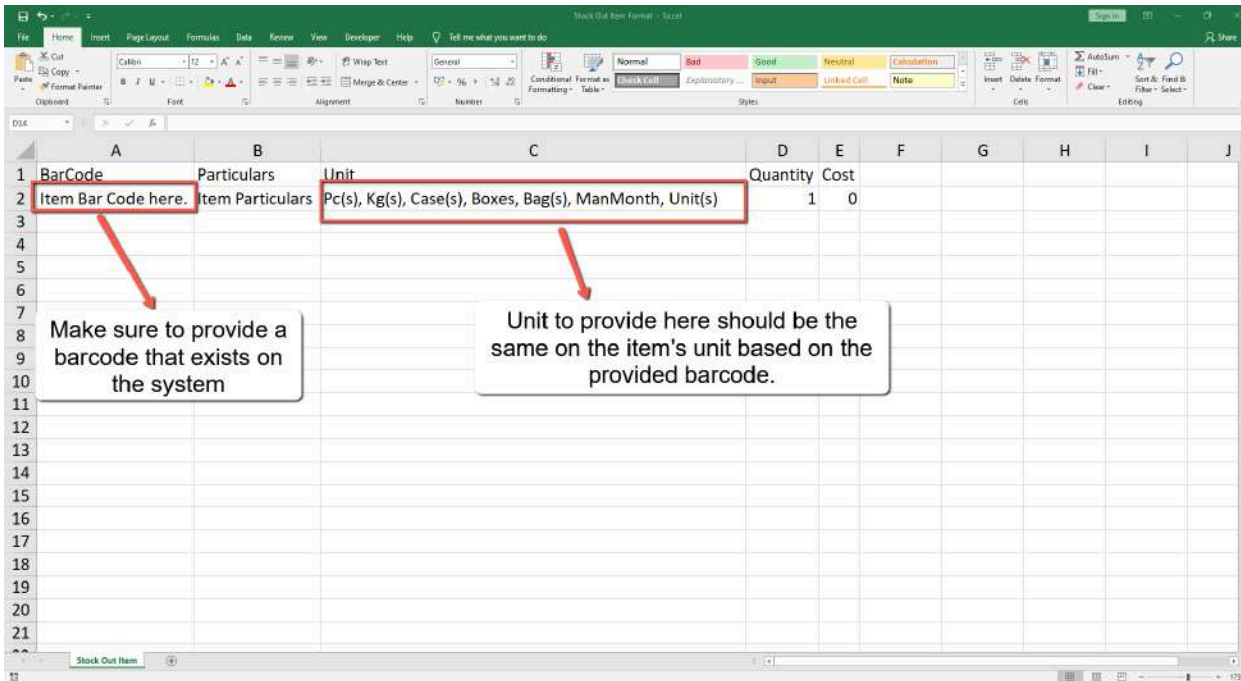


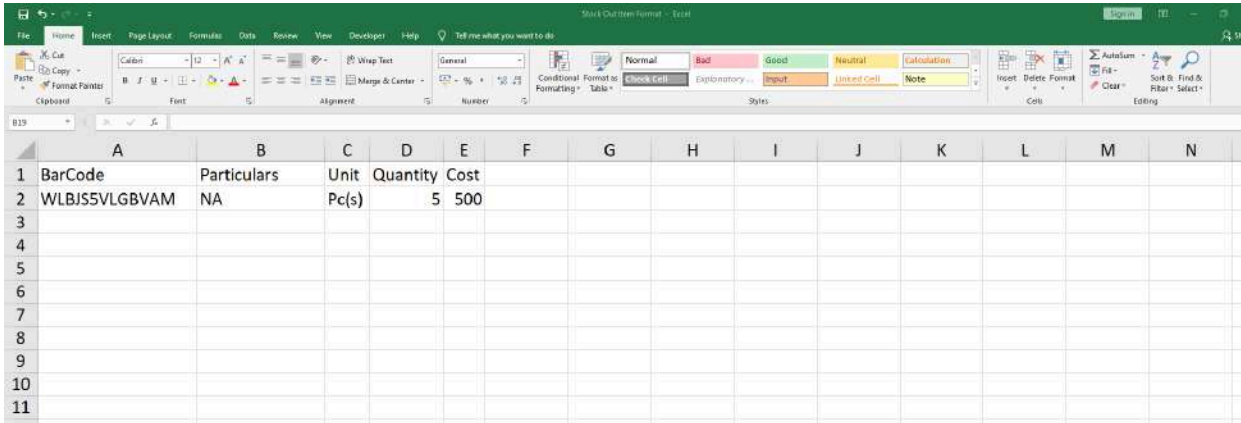
Bulk Upload Line item(s)

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



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

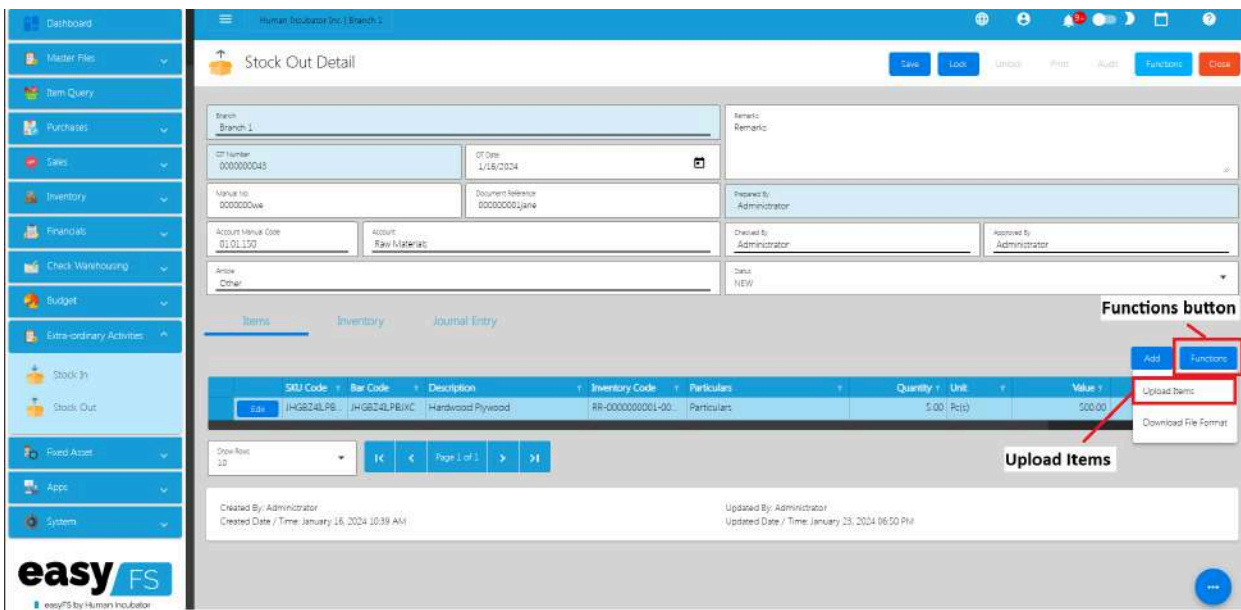




1	BarCode	Particulars	Unit	Quantity	Cost
2	WLBJS5VLGBVAM	NA	Pc(s)	5	500
3					
4					
5					
6					
7					
8					
9					
10					
11					

3. Save the file.

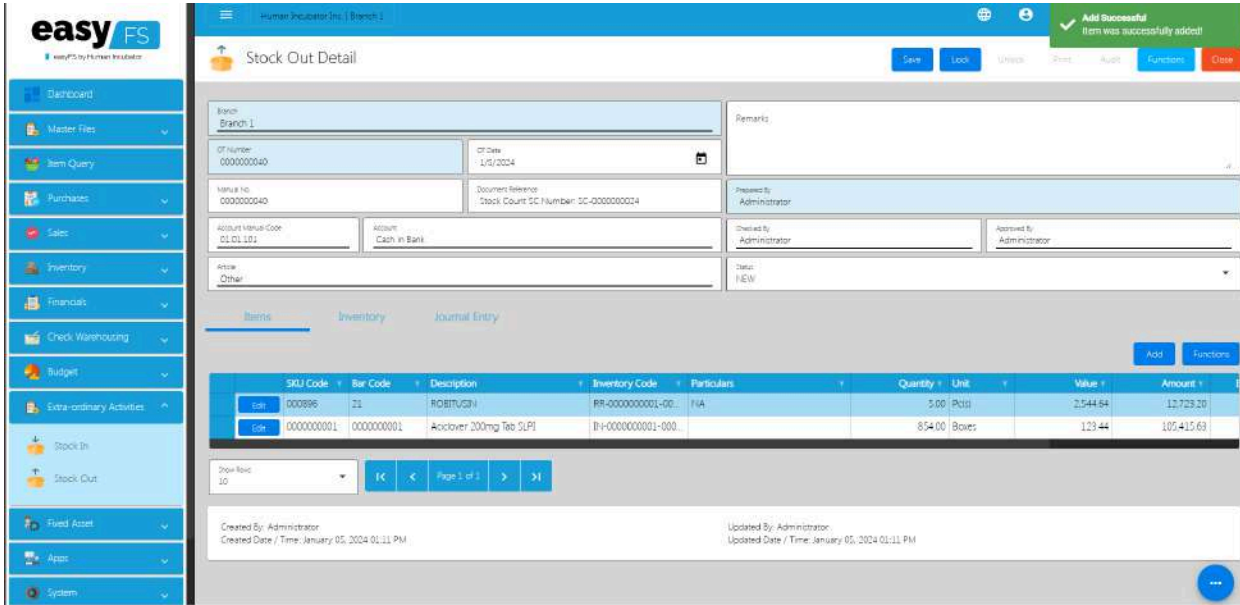
4. Go back to the system, then click again the **Functions** button then click the **Upload Items**.



The screenshot shows the 'Stock Out Detail' form in the Human Incubator system. The form includes fields for Branch, Number, Date, Manual No., Document Release, Account Manual Code, Account, and Status. Below the form is a table with columns for SMU Code, Bar Code, Description, Inventory Code, Particulars, Quantity, Unit, and Value. A red box highlights the 'Functions' button in the top right corner of the table area. A dropdown menu is open under 'Functions', showing 'Upload Items' and 'Download File Format' options. A red arrow points from the 'Upload Items' option to the 'Upload Items' button located below the table. The 'easy FS' logo is visible in the bottom left corner.

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

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



easy FS | Human Incubator (Inc.) | Branch 1

Stock Out Detail

Branch: Branch 1

OT Number: 0000000040 | OT Date: 1/5/2024

Manu No: 0000000040 | Document Reference: Stock Count SC Number: SC-0000000024

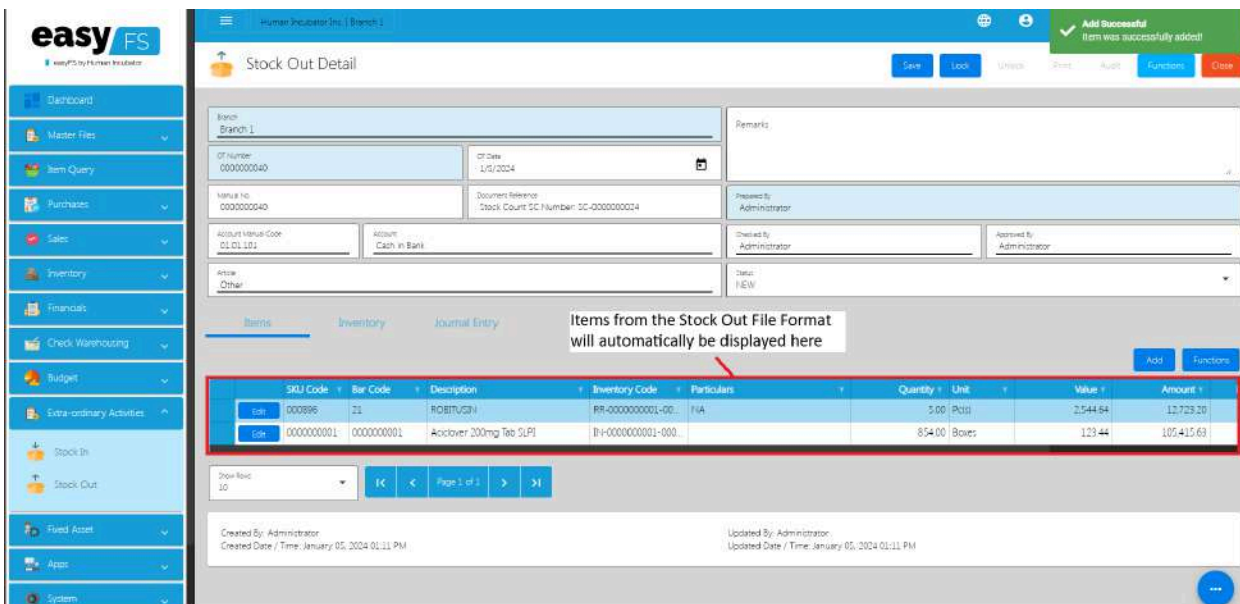
Account Name Code: 01.01.101 | Account: Cash in Bank

Prepared By: Administrator | Checked By: Administrator | Approved By: Administrator

Other: Other | Status: NEW

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Value	Amount
000096	Z1	ROBITUGH	RR-0000000001-00	RIA	5.00	Pkts	2,544.64	12,723.20
0000000001	0000000001	Acicover 200mg Tab SLP1	BI-0000000001-000		854.00	Boxes	123.44	105,415.63

Created By: Administrator | Created Date / Time: January 05, 2024 01:11 PM | Updated By: Administrator | Updated Date / Time: January 05, 2024 01:11 PM



easy FS | Human Incubator (Inc.) | Branch 1

Stock Out Detail

Branch: Branch 1

OT Number: 0000000040 | OT Date: 1/5/2024

Manu No: 0000000040 | Document Reference: Stock Count SC Number: SC-0000000024

Account Name Code: 01.01.101 | Account: Cash in Bank

Prepared By: Administrator | Checked By: Administrator | Approved By: Administrator

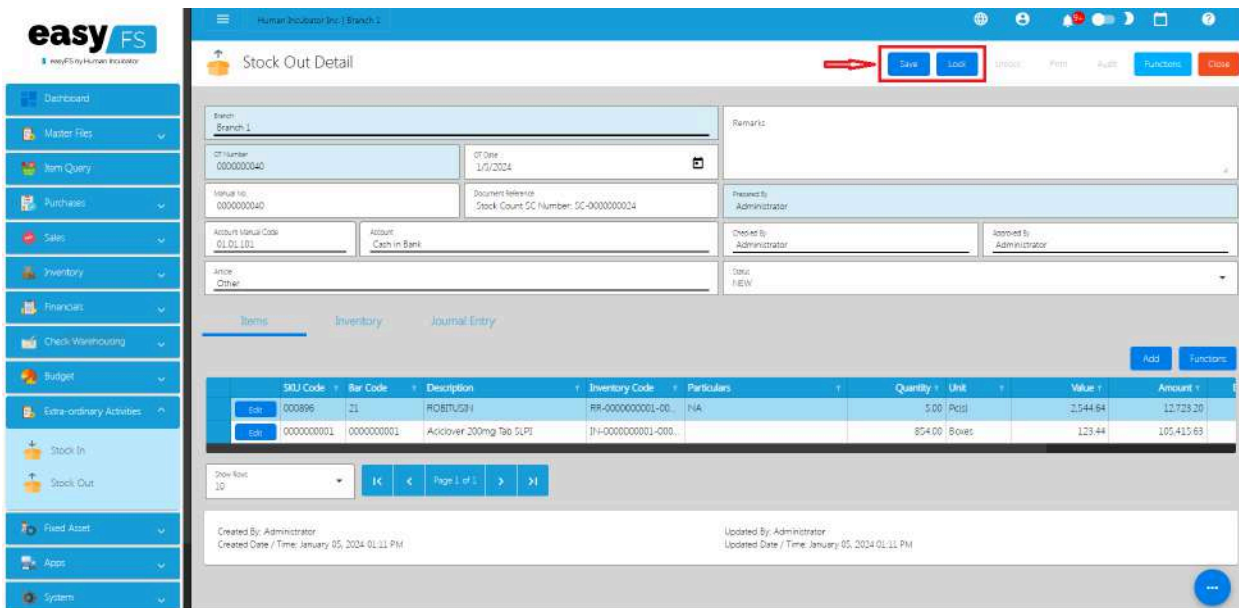
Other: Other | Status: NEW

Items from the Stock Out File Format will automatically be displayed here

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Value	Amount
000096	Z1	ROBITUGH	RR-0000000001-00	RIA	5.00	Pkts	2,544.64	12,723.20
0000000001	0000000001	Acicover 200mg Tab SLP1	BI-0000000001-000		854.00	Boxes	123.44	105,415.63

Created By: Administrator | Created Date / Time: January 05, 2024 01:11 PM | Updated By: Administrator | Updated Date / Time: January 05, 2024 01:11 PM

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



easy FS
Human Incubator (Inc.) Branch 1

Stock Out Detail

Branch: Branch 1

OT Number: 0000000040 | OT Date: 1/5/2024

Invoice No.: 0000000040 | Document Reference: Stock Count SC Number: SC-0000000024

Prescribed By: Administrator

Account Name/Code: 01.01.001 | Account: Cash in Bank

Checked By: Administrator | Approved By: Administrator

Invoice: Other | Status: NEW

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Value	Amount
000896	21	ROBETUSPH	RR-0000000001-00	N/A	5.00	Pcs	2,544.84	12,723.20
0000000001	0000000001	Acciver 200mg Tab 5LP	IR-0000000001-000		854.00	Boxes	123.44	105,415.63

Created By: Administrator | Created Date / Time: January 05, 2024 01:11 PM

Updated By: Administrator | Updated Date / Time: January 05, 2024 01:11 PM

Supplier Return via Stock Out

Diagram:

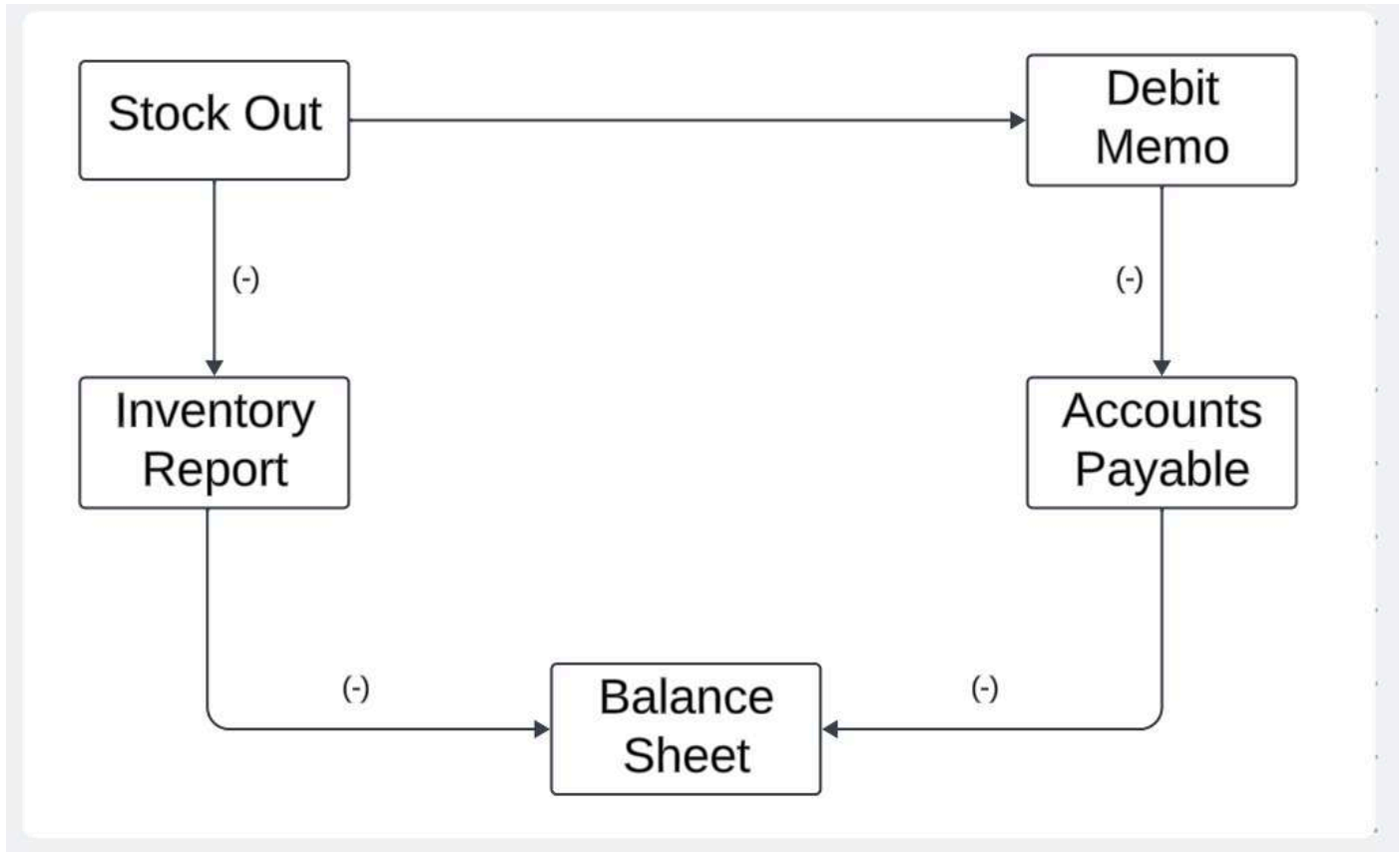
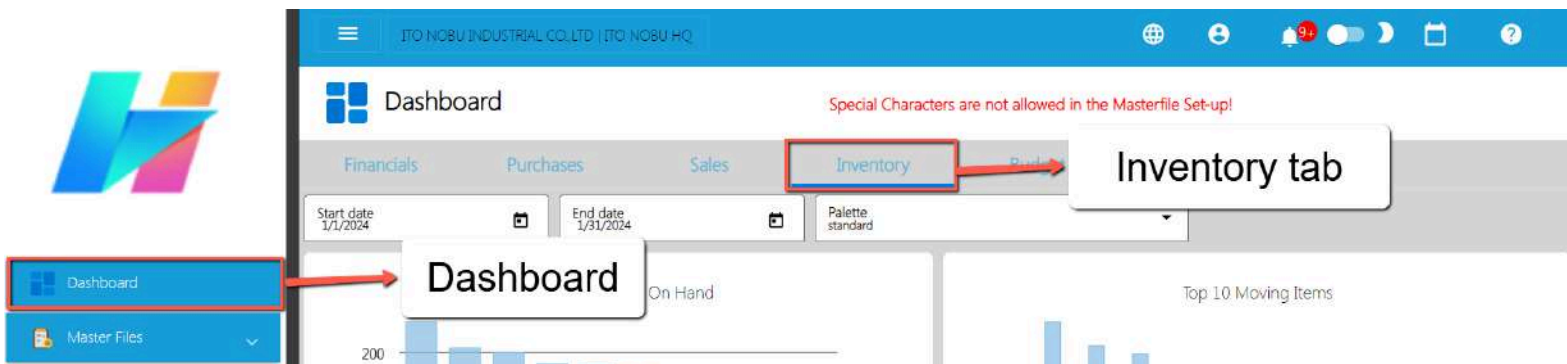


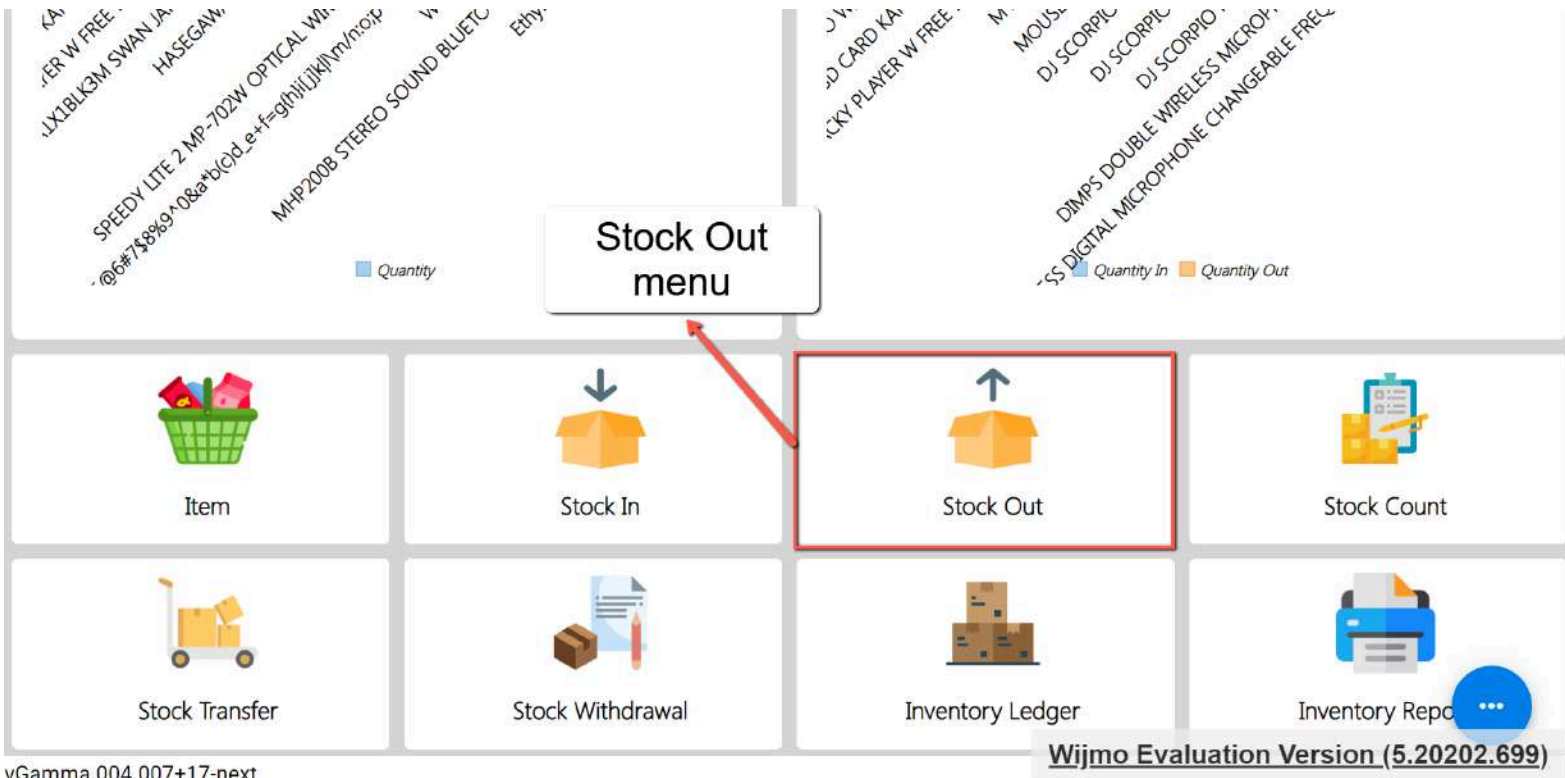
Diagram:

Steps on how to do Supplier Return via Stock Out:

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



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



The screenshot displays a software interface for inventory management. At the top, there is a list of various electronic items such as 'SPEEDY LITE 2 MP-702W OPTICAL WI...', 'MHP2008 STEREO SOUND BLUETO...', 'DIGITAL MICROPHONE CHANGEABLE FRE...', and 'DIMPS DOUBLE WIRELESS MICROPH...'. Below this list is a grid of eight menu options: 'Item', 'Stock In', 'Stock Out', 'Stock Count', 'Stock Transfer', 'Stock Withdrawal', 'Inventory Ledger', and 'Inventory Report'. The 'Stock Out' menu option is highlighted with a red border, and a red arrow points to it from a white box labeled 'Stock Out menu'. At the bottom of the interface, there is a watermark that reads 'Wijmo Evaluation Version (5.20202.699)'. The text 'vGamma.004.007+17-next' is visible in the bottom left corner.

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

📦 Stock Out

Add Close

Clear Filters

Start da 1/1/2020 📅

End date 1/31/2020 📅

Branch ITO NOBU...

Search

Column Filter All

Functions

			Locked	Branch	OT No.	OT Date	Manual No.	Doc. Ref.	Account	Article
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000017	01/31/20...	31'23`4!5@6...	1'23`4!5@6#...	Cash in Bank	Other
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000016	01/31/20...	0000000016...	1'23`4!5@6#...	Cash in Bank	Other
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000015	01/31/20...	0000000015	Stock Count ...	Cash in Bank	Other
		<input type="checkbox"/>		ITO NOBU ...	0000000014	01/25/20...	0000000014		Cash in Bank	Other
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000013	01/25/20...	0000000013	0000000006	Purchases	Return T
		<input type="checkbox"/>		ITO NOBU ...	0000000012	01/25/20...	1'2~3`4!5@6...	1'2~3`4!5@6...	FOOD EXPENSE	Other
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000011	01/25/20...	0000000011	0000000035	Purchases	Return T
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000010	01/25/20...	0000000010...	1'2~3`4!5@6...	Cash in Bank	Other
		<input checked="" type="checkbox"/>		ITO NOBU ...	0000000009	01/24/20...	0000000009...	1'2~3`4!5@6...	Cash in Bank	...

Wijmo Evaluation Version (5.20202.699)

Gamma.004.007+17-next

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

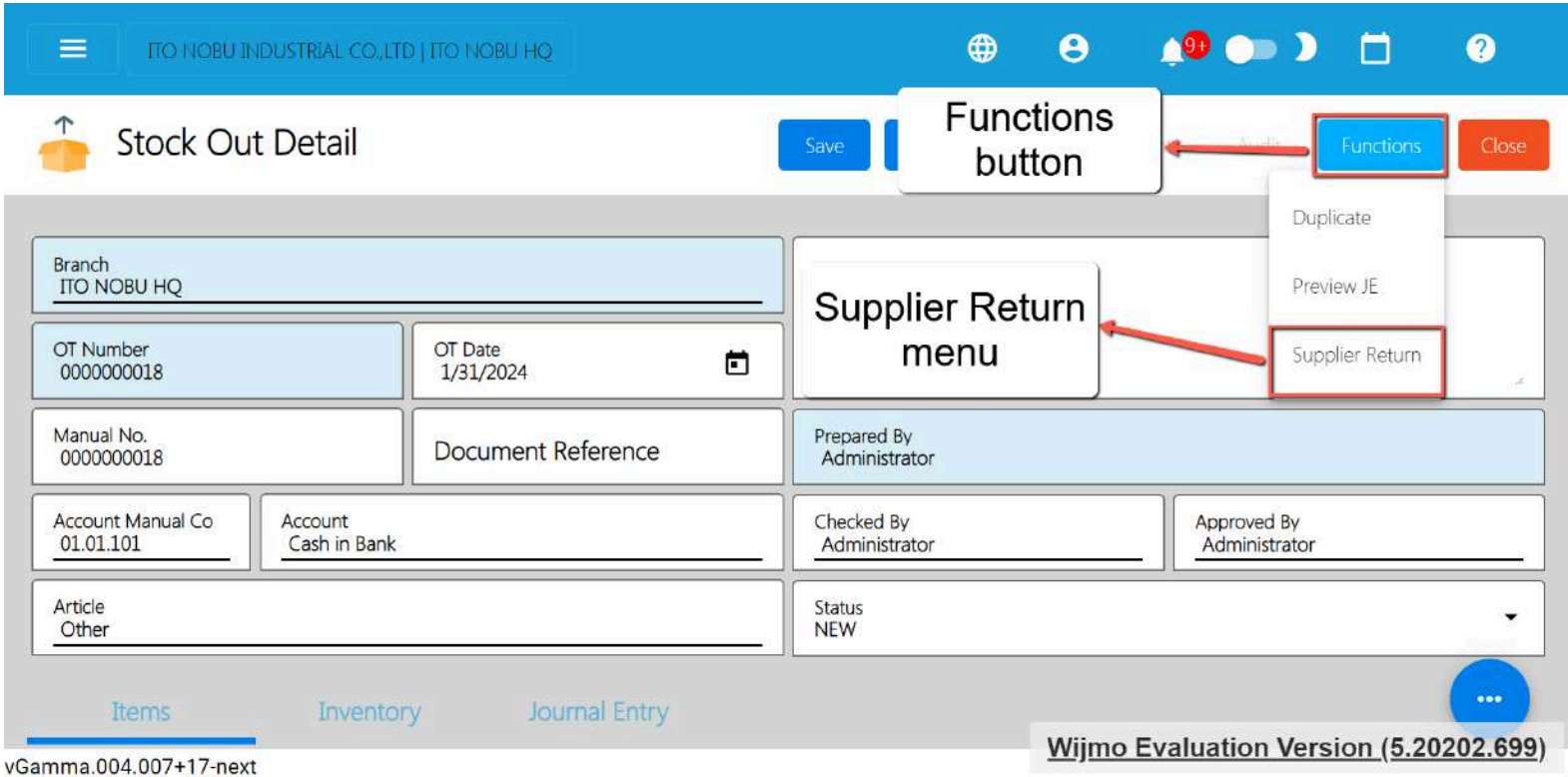
Stock Out Add button ← Add Close

Clear Filters
Start da 1/1/2021
End date 1/31/2021
Branch ITO NOBU...
Search
Column Filter All
Functions

		<small>Select Date</small> <input type="checkbox"/>	Branch	OT No.	OT Date	Manual No.	Doc. Ref.	Account	Article
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000017	01/31/20...	31'23'4!5@6...	1'23'4!5@6#...	Cash in Bank	Other
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000016	01/31/20...	0000000016...	1'23'4!5@6#...	Cash in Bank	Other
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000015	01/31/20...	0000000015	Stock Count ...	Cash in Bank	Other
		<input type="checkbox"/>	ITO NOBU ...	0000000014	01/25/20...	0000000014		Cash in Bank	Other
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000013	01/25/20...	0000000013	0000000006	Purchases	Return T
		<input type="checkbox"/>	ITO NOBU ...	0000000012	01/25/20...	1'2~3'4!5@6...	1'2~3'4!5@6...	FOOD EXPENSE	Other
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000011	01/25/20...	0000000011	0000000035	Purchases	Return T
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000010	01/25/20...	0000000010...	1'2~3'4!5@6...	Cash in Bank	Other
		<input checked="" type="checkbox"/>	ITO NOBU ...	0000000009	01/24/20...	0000000009...	1'2~3'4!5@6...	Cash in Bank	Other

Wijmo Evaluation Version (5.20202.699)

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



The screenshot shows the 'Stock Out Detail' form in Wajmo. The form contains the following fields:

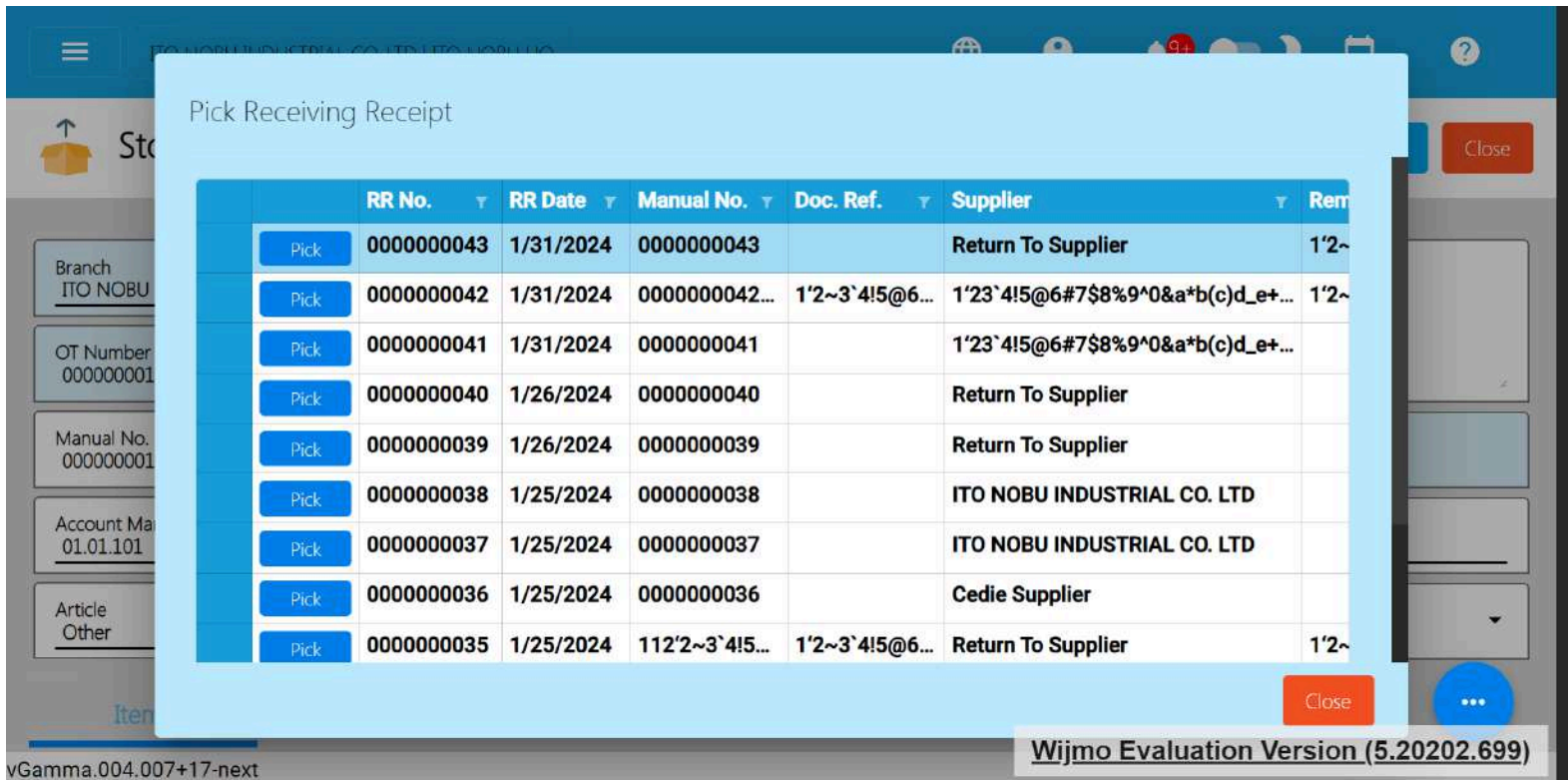
- Branch: ITO NOBU HQ
- OT Number: 0000000018
- OT Date: 1/31/2024
- Manual No.: 0000000018
- Document Reference
- Prepared By: Administrator
- Account Manual Co: 01.01.101
- Account: Cash in Bank
- Checked By: Administrator
- Approved By: Administrator
- Article: Other
- Status: NEW

Annotations in the image include:

- A 'Functions' button in the top right corner, which opens a dropdown menu with options: Duplicate, Preview JE, and Supplier Return.
- A 'Supplier Return menu' label pointing to the 'Supplier Return' option in the dropdown.
- A 'Functions button' label pointing to the 'Functions' button in the top right.

At the bottom of the form, there are tabs for 'Items', 'Inventory', and 'Journal Entry'. The version 'vGamma.004.007+17-next' is visible in the bottom left, and 'Wajmo Evaluation Version (5.20202.699)' is in the bottom right.

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



Pick Receiving Receipt

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

vGamma.004.007+17-next

Wijmo Evaluation Version (5.20202.699)

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

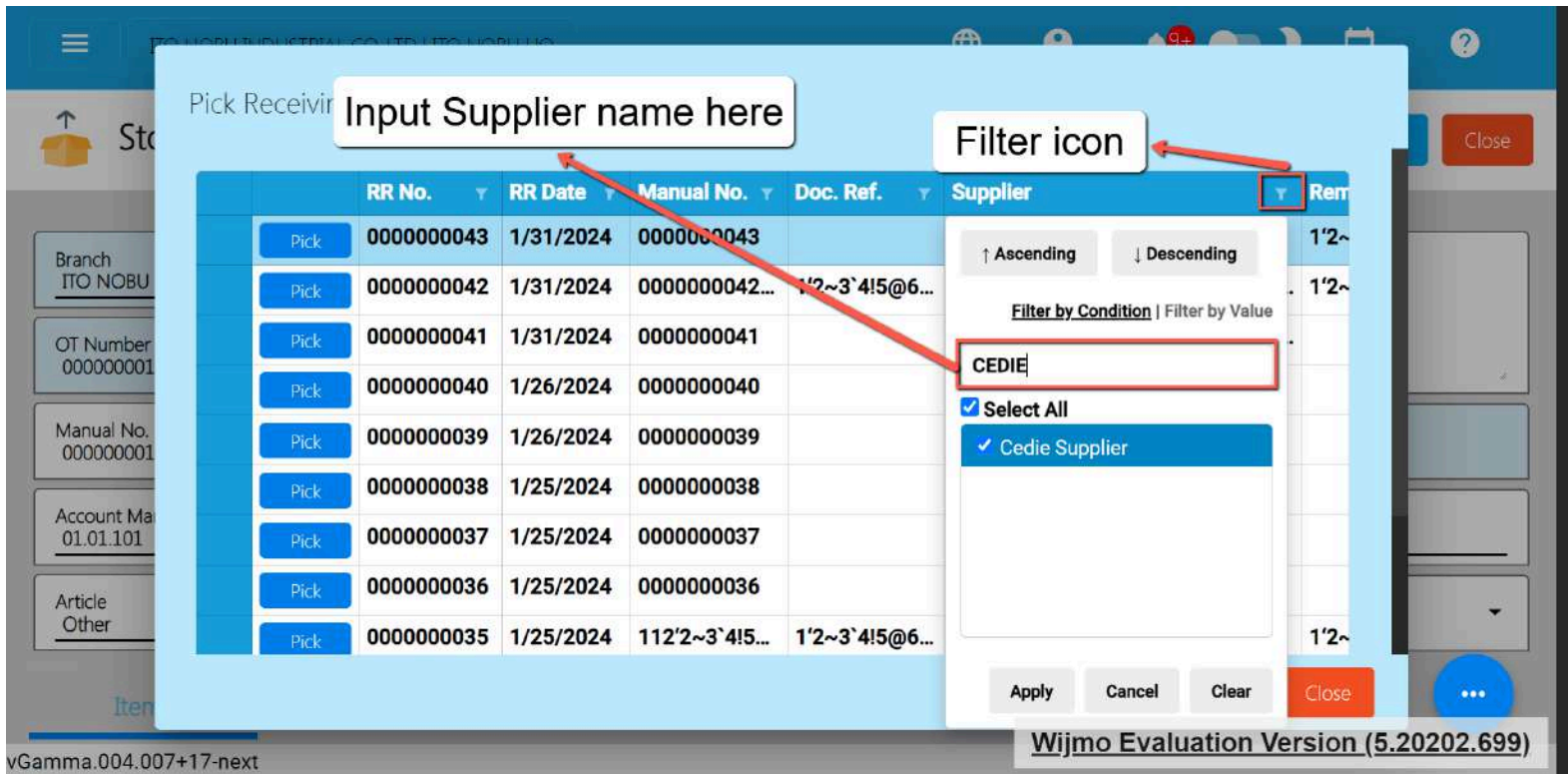
Pick Receiving Receipt

Supplier column

	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Rem
Pick	0000000043	1/31/2024	0000000043		Return To Supplier	1'2~
Pick	0000000042	1/31/2024	0000000042...	1'2~3'4!5@6...	1'23`4!5@6#7\$8%9*0&a*b(c)d_et...	1'2~
Pick	0000000041	1/31/2024	0000000041		1'23`4!5@6#7\$8%9*0&a*b(c)d_et...	
Pick	0000000040	1/26/2024	0000000040		Return To Supplier	
Pick	0000000039	1/26/2024	0000000039		Return To Supplier	
Pick	0000000038	1/25/2024	0000000038		ITO NOBU INDUSTRIAL CO. LTD	
Pick	0000000037	1/25/2024	0000000037		ITO NOBU INDUSTRIAL CO. LTD	
Pick	0000000036	1/25/2024	0000000036		Cedie Supplier	
Pick	0000000035	1/25/2024	112'2~3'4!5...	1'2~3'4!5@6...	Return To Supplier	1'2~

Wijmo Evaluation Version (5.20202.699)

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



Pick Receiver

Input Supplier name here

Filter icon

	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Rem
Pick	0000000043	1/31/2024	0000000043			1'2~
Pick	0000000042	1/31/2024	0000000042...	1'2~3'4!5@6...		1'2~
Pick	0000000041	1/31/2024	0000000041			
Pick	0000000040	1/26/2024	0000000040			
Pick	0000000039	1/26/2024	0000000039			
Pick	0000000038	1/25/2024	0000000038			
Pick	0000000037	1/25/2024	0000000037			
Pick	0000000036	1/25/2024	0000000036			
Pick	0000000035	1/25/2024	112'2~3'4!5...	1'2~3'4!5@6...		1'2~

Filter by Condition | Filter by Value

CEDIE

Select All

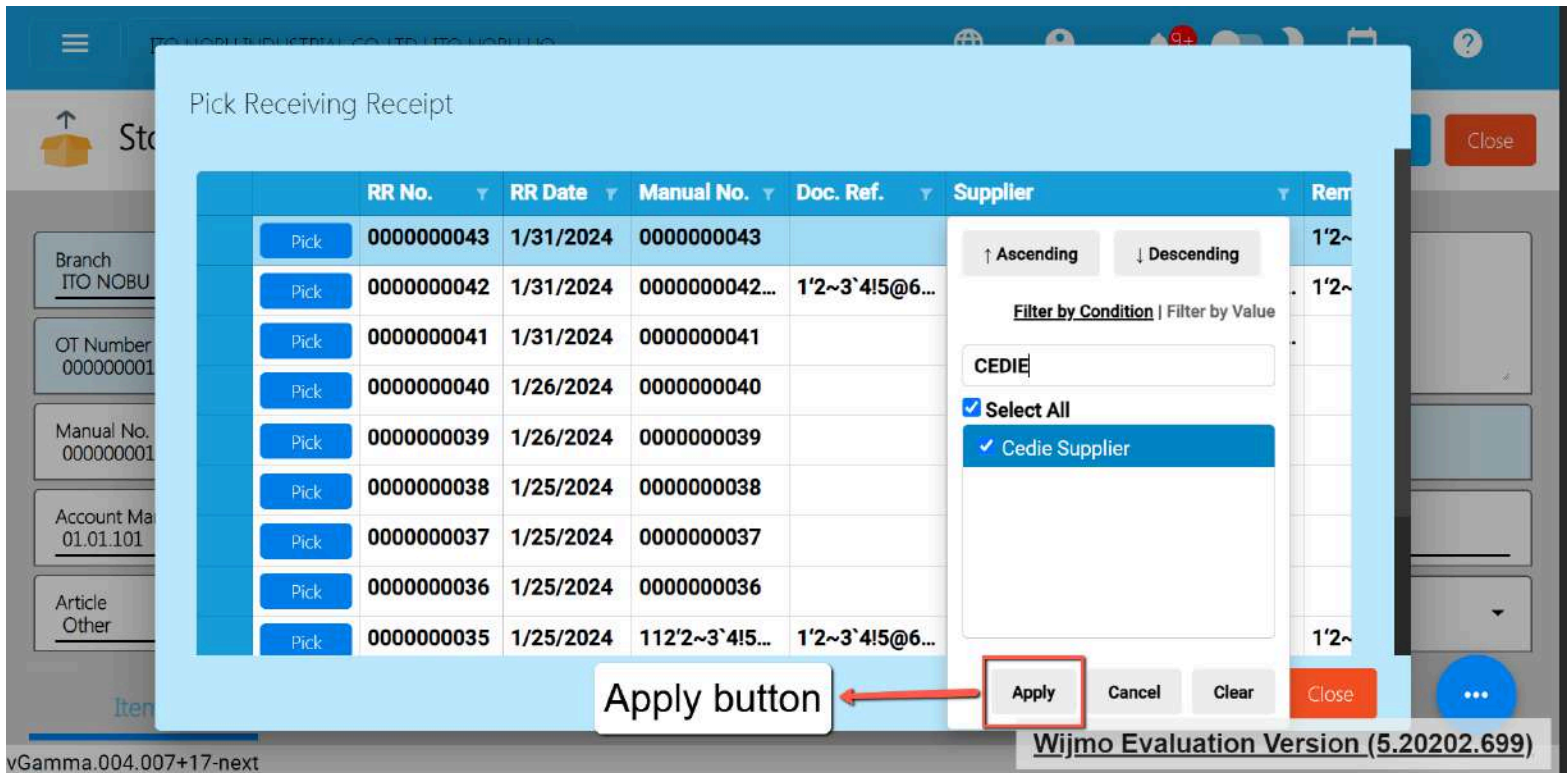
Cedie Supplier

Apply Cancel Clear Close

vGamma.004.007+17-next

Wijmo Evaluation Version (5.20202.699)

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



Pick Receiving Receipt

	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Rem
Pick	0000000043	1/31/2024	0000000043			1'2~
Pick	0000000042	1/31/2024	0000000042...	1'2~3'4!5@6...		1'2~
Pick	0000000041	1/31/2024	0000000041			
Pick	0000000040	1/26/2024	0000000040			
Pick	0000000039	1/26/2024	0000000039			
Pick	0000000038	1/25/2024	0000000038			
Pick	0000000037	1/25/2024	0000000037			
Pick	0000000036	1/25/2024	0000000036			
Pick	0000000035	1/25/2024	112'2~3'4!5...	1'2~3'4!5@6...		1'2~

Filter by Condition | Filter by Value

CEDIE

Select All

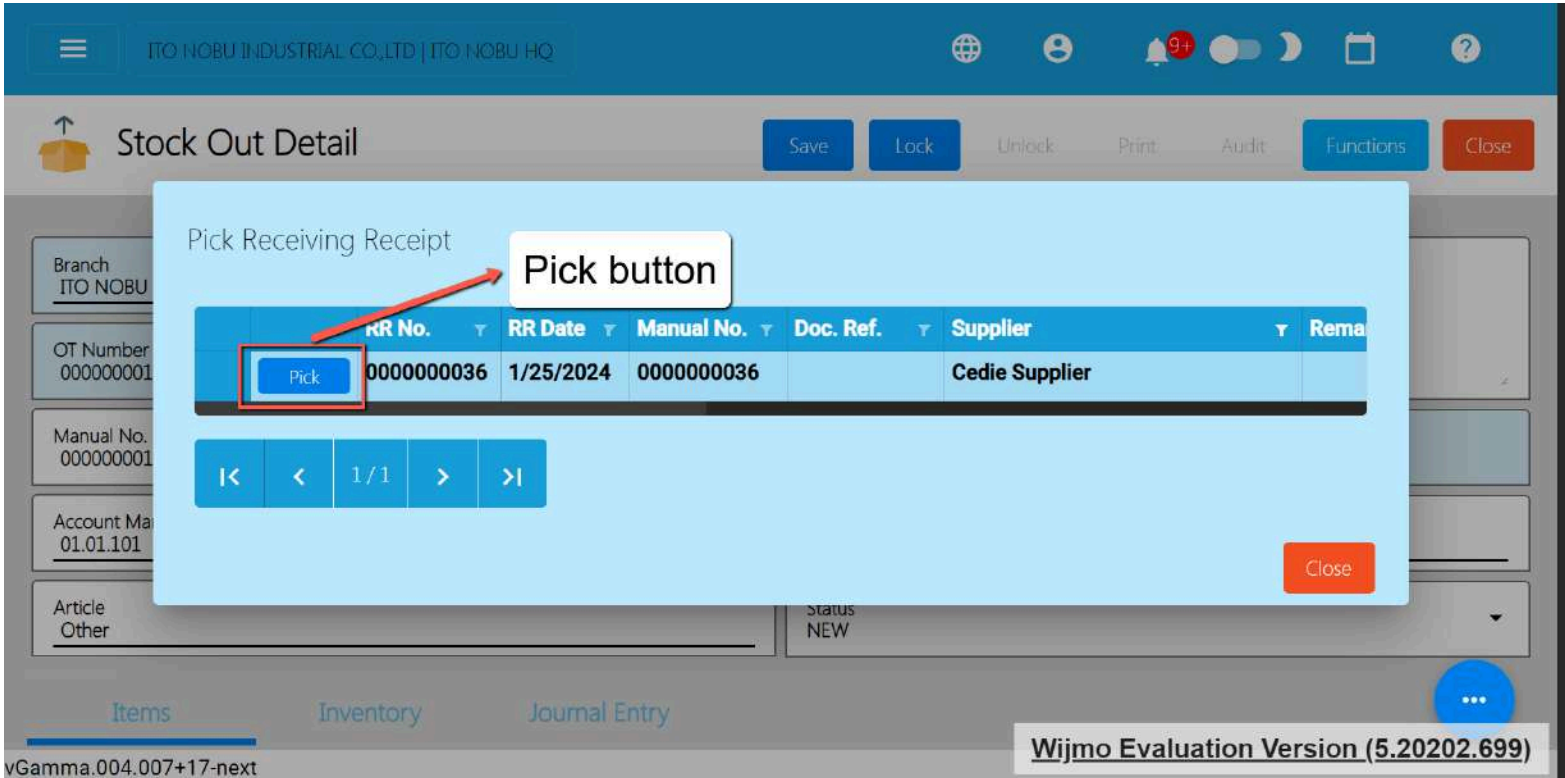
Cedie Supplier

Apply button → Apply Cancel Clear Close

vGamma.004.007+17-next

Wijmo Evaluation Version (5.20202.699)

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



Stock Out Detail

Pick Receiving Receipt

Pick button

RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Remarks
0000000036	1/25/2024	0000000036		Cedie Supplier	

1 < < 1/1 > > |

Close

Wijmo Evaluation Version (5.20202.699)

12. Once picked, the Stock Out header is automatically populated like:

- a. Document Reference → *Receiving Receipt's Number*
- b. Account → *default Account for Supplier Return (Example: Purchase Return)*
- c. Article → *Supplier Name*

Wijmo Evaluation Version (5.20202.699)

Stock Out Detail

Save Lock Unlock Print Audit Functions Close

Branch ITO NOBU HQ	Remark Document Reference	
OT Number 000000021	OT Date 1/31/2024	Prepared By Administrator
Manual No. 000000021	Document Reference 000000038	
Account Manual Code 05.06.010	Account Purchase Return	Checked By Administrator Account
Article ITO NOBU INDUSTRIAL CO. LTD		Approved By Administrator
		Status NEW

Items Inventory Journal Entry **Article**

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity
----------	----------	-------------	----------------	-------------	----------

vGamma.004.007+17-next

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

Wijmo Evaluation Version (5.20202.699)

OT Number 000000021	OT Date 1/31/2024		
Manual No. 000000021	Document Reference 000000038	Prepared By Administrator	
Account Manual Co 05.06.010	Account Purchase Return	Checked By Administrator	Approved By Administrator
Article ITO NOBU INDUSTRIAL CO. LTD		Status NEW	

Items Stock out line items Delete button

	SKU Code	Bar Code	Description	Inventory Code	Particulars
Edit Delete	A165L-JGM...	A165L-JGM-24...	ELECTRONIC DEVICE	RR-000000001-000...	
Edit Delete	A165L-JGM...	A165L-JGM-24...	ELECTRONIC DEVICE	RR-000000001-000...	

Show Rows vGamma.004.007+17-next

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

✉ hiisales@human-incubator.com

Wijmo Evaluation Version (5.20202.699)

OT Number 000000021	OT Date 1/31/2024		
Manual No. 000000021	Document Reference 000000038	Prepared By Administrator	
Account Manual Co 05.06.010	Account Purchase Return	Checked By Administrator	Approved By Administrator
Article ITO NOBU INDUSTRIAL CO. LTD		Status NEW	

Items

Inventory

Journal Entry

Edit button

Add

Functions

	SKU Code	Bar Code	Description	Inventory Code	Particulars
<input type="button" value="Edit"/>	A165L-JGM-...	A165L-JGM-24...	ELECTRONIC DEVICE	RR-000000001-000...	
<input type="button" value="Delete"/>	A165L-JGM-...	A165L-JGM-24...	ELECTRONIC DEVICE	RR-000000001-000...	

Show Rows

vGamma.004.007+17-next

Wijmo Evaluation Version (5.20202.699)

Edit Stock Out Item

Input the quantity here that is being returned

Item

SKU Code A165L-JGM-24D-1	Bar Code A165L-JGM-24D-1	Quantity 9.00
Item Description ELECTRONIC DEVICE		Value 6.35
Unit Pc(s)	Inventory Code RR-000000001-000000037	Amount 57.15

Particulars

Add Batch

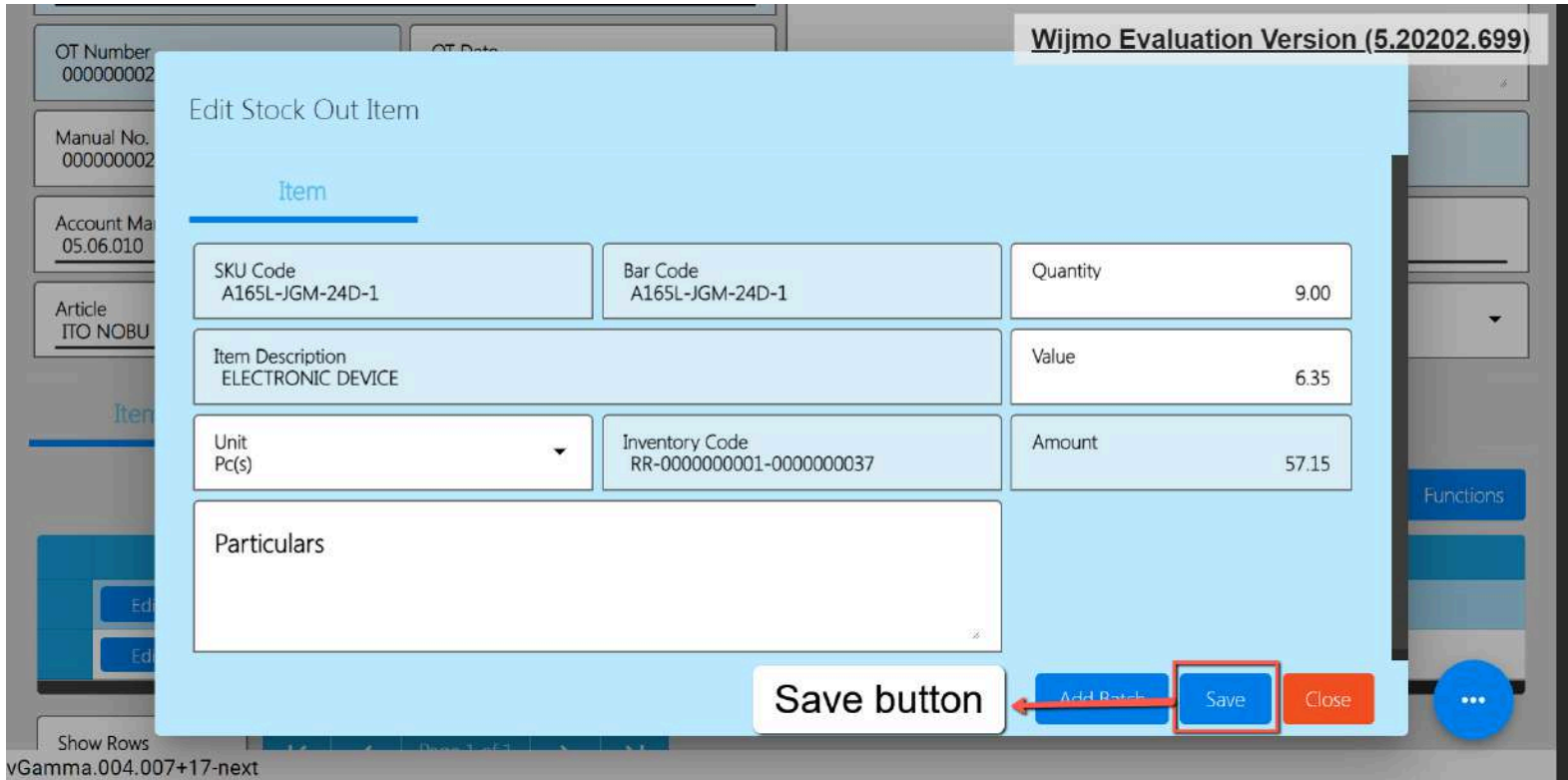
Save

Close

Show Rows

vGamma.004.007+17-next

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



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

ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Wijmo

✓ Lock Successful
Stock out was successfully locked!

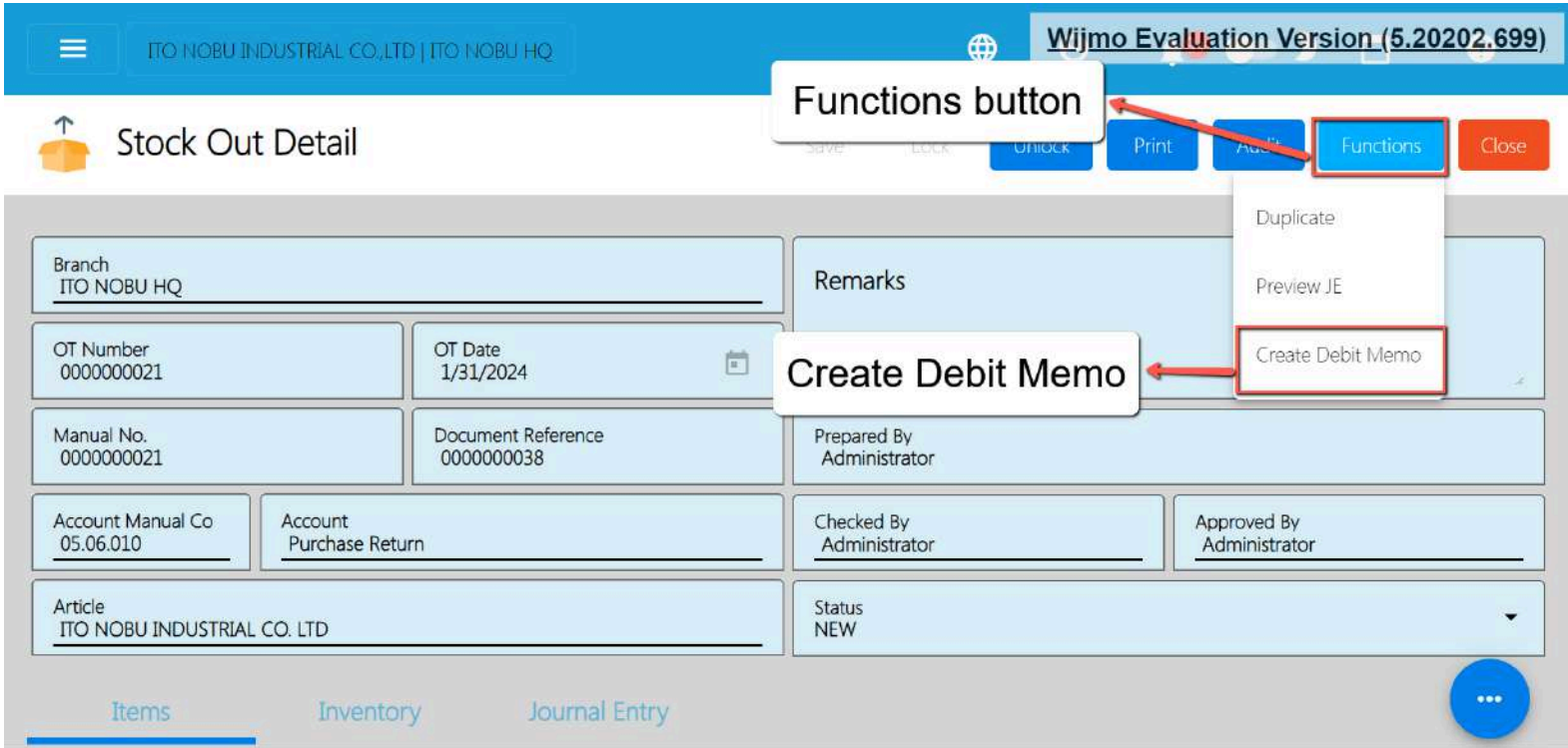
Stock Out Detail

Save Lock Unlock Print Audit Functions Close

Branch ITO NOBU HQ		Remarks	
OT Number 000000021	OT Date 1/31/2024		
Manual No. 000000021	Document Reference 000000038	Prepared By Administrator	
Account Manual Co 05.06.010	Account Purchase Return	Checked By Administrator	Approved By Administrator
Article ITO NOBU INDUSTRIAL CO. LTD		Status NEW	

Items Inventory Journal Entry

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



ITO NOBU INDUSTRIAL CO.,LTD | ITO NOBU HQ

Wijmo Evaluation Version (5.20202.699)

Stock Out Detail

Print Functions Close

Functions button

Create Debit Memo

Branch ITO NOBU HQ

Remarks

OT Number 000000021 OT Date 1/31/2024

Manual No. 000000021 Document Reference 000000038 Prepared By Administrator

Account Manual Co 05.06.010 Account Purchase Return Checked By Administrator Approved By Administrator

Article ITO NOBU INDUSTRIAL CO. LTD Status NEW

Items Inventory Journal Entry

vGamma.004.007+17-next

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

Debit Memo Detail

Save Lock Unlock **Wijmo Evaluation Version (5.20202.699)**

Currency PHP	Exchange Rate 1	Remarks	
Branch ITO NOBU HQ			
DM Number 000000009	DM Date 1/31/2024	Prepared By Administrator	
Manual No. 000000009	Document Reference	Checked By Administrator	Approved By Administrator
Supplier ITO NOBU INDUSTRIAL CO. LTD		Status NEW	Total 63.50

Lines Attachment Journal Entries

Add

		Branch	Account	Article	RR No.	Amount	Base
Edit	Delete	ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	57.15	
Edit	Delete	ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	6.35	

19. Review everything especially the **Supplier** tagged and the **Total Amount**.

Take note: If you have a currency that is not equal to Php, please double check the Base Amount if the conversion is correct.

✉ hiisales@human-incubator.com

Debit Memo Detail Save Lock Unlock Print Audit Cancel Functions Close **Wijmo Evaluation Version (5.20202.699)**

Currency: PHP Exchange Rate: 1 Remarks:
 Branch: ITO NOBU HQ
 DM Number: 000000009 DM Date: 1/31/2024 Prepared By: Administrator
 Manual No.: 000000009 Document Reference: Checked By: Administrator Approved By: Administrator
 Supplier: ITO NOBU INDUSTRIAL CO. LTD Status: NEW Total: 63.50

Supplier **Total Amount**

Branch	Account	Article	RR No.	Amount	Base A
ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	57.15	
ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	6.35	

vGamma.004.007+17-next

Debit Memo Detail Save Lock Unlock Print Audit Cancel Functions Close **Wijmo Evaluation Version (5.20202.699)**

Currency: PHP Exchange Rate: 1 **Currency and Exchange Rate**
 Branch: ITO NOBU HQ
 DM Number: 000000009 DM Date: 1/31/2024 Prepared By: Administrator
 Manual No.: 000000009 Document Reference: Checked By: Administrator Approved By: Administrator
 Supplier: ITO NOBU INDUSTRIAL CO. LTD Status: NEW Total: 63.50

Base Amount
Conversion: Amount * Exchange Rate

Account	Article	RR No.	Amount	Base Amount	Particulars
Purchase Return	ELECTRONIC D		7.15	57.15	
Purchase Return	ELECTRONIC DEVICE	0000000038	6.35	6.35	

Wijmo Evaluation Version (5.20202.699)

vGamma.004.007+17-next

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

Debit Memo Detail Wijmo Evaluation Version (5.20202.699)

Save Lock Unlock

Save button

Currency: PHP

Branch: ITO NOBU HQ

DM Number: 000000009 Transaction Designated branch

DM Date: 1/31/2024

Manual No.: 000000009

Supplier: ITO NOBU INDUSTRIAL CO. LTD

Lock button

Remarks

Prepared By: Administrator

Checked By: Administrator

Approved By: Administrator

Status: NEW

Total: 63.50

Lines Attachment Journal Entries

		Branch	Account	Article	RR No.	Amount	Base A
Edit	Delete	ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	57.15	
Edit	Delete	ITO NOBU HQ	Purchase Return	ELECTRONIC DEVICE	0000000038	6.35	

vGamma.004.007+17-next

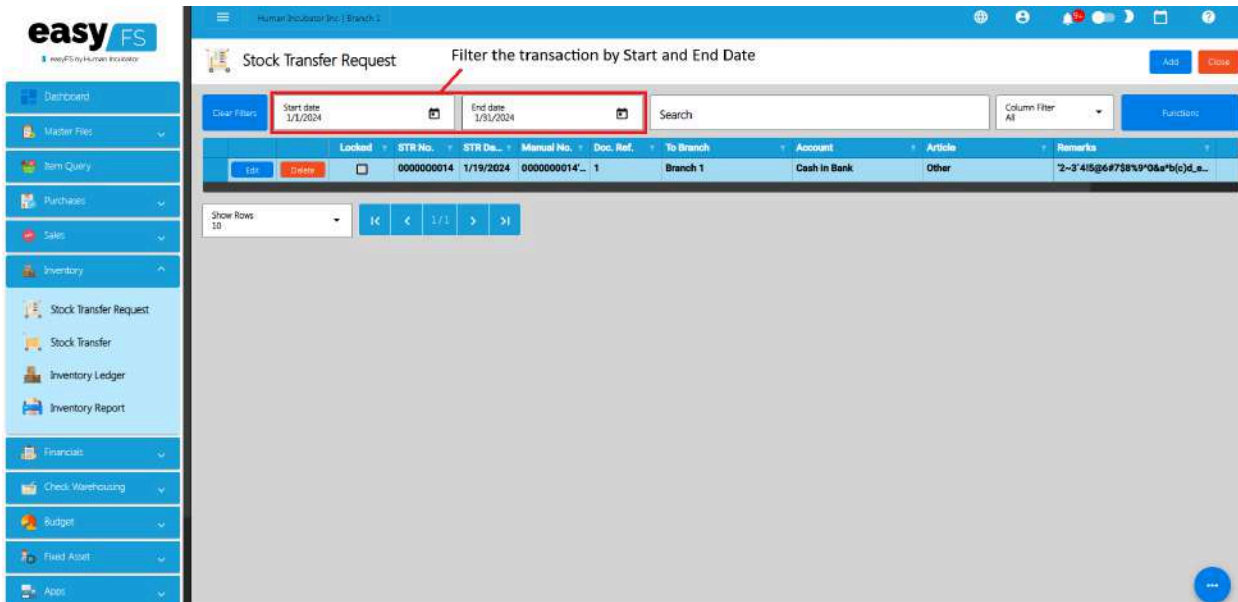
5.5 Stock Transfer Request

Overview

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

Stock Transfer Request List

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

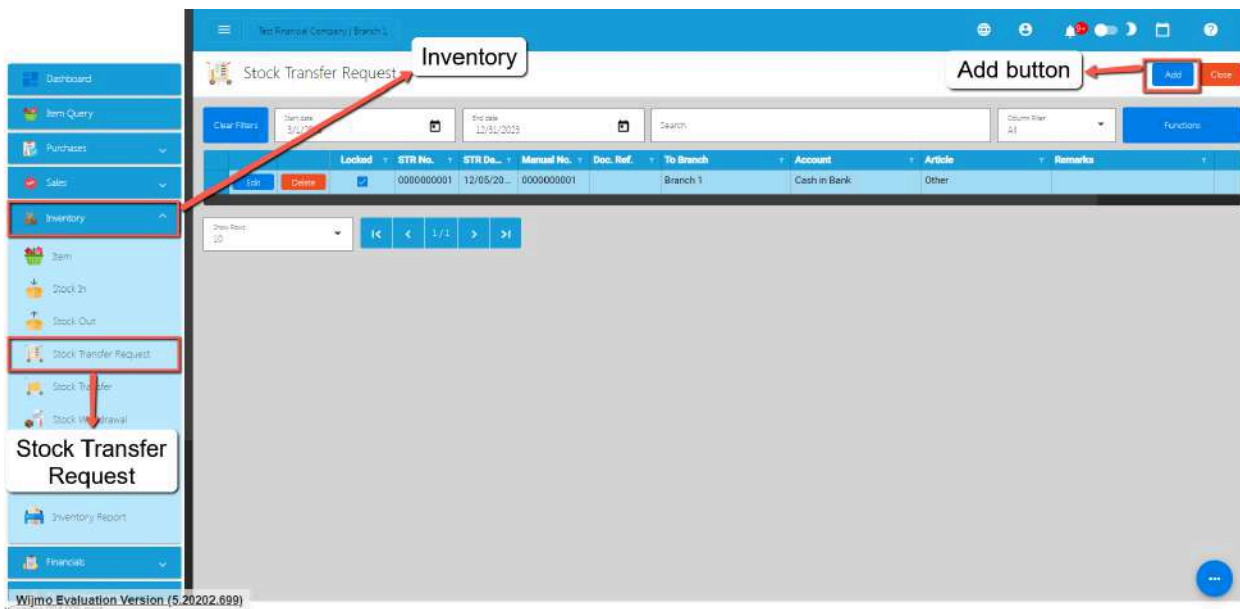


The screenshot shows the 'easy FS' interface for 'Stock Transfer Request'. The top navigation bar includes 'Dashboard', 'Master Files', 'Item Query', 'Purchases', 'Sales', 'Inventory', 'Stock Transfer Request', 'Stock Transfer', 'Inventory Ledger', and 'Inventory Report'. The main content area displays a table with the following columns: STR No., STR Date, Manual No., Doc. Ref., To Branch, Account, Article, and Remarks. A filter bar at the top allows filtering by Start and End Date, with 'Start date' set to 1/1/2024 and 'End date' set to 1/9/2024. A table with one row is visible below the filter.

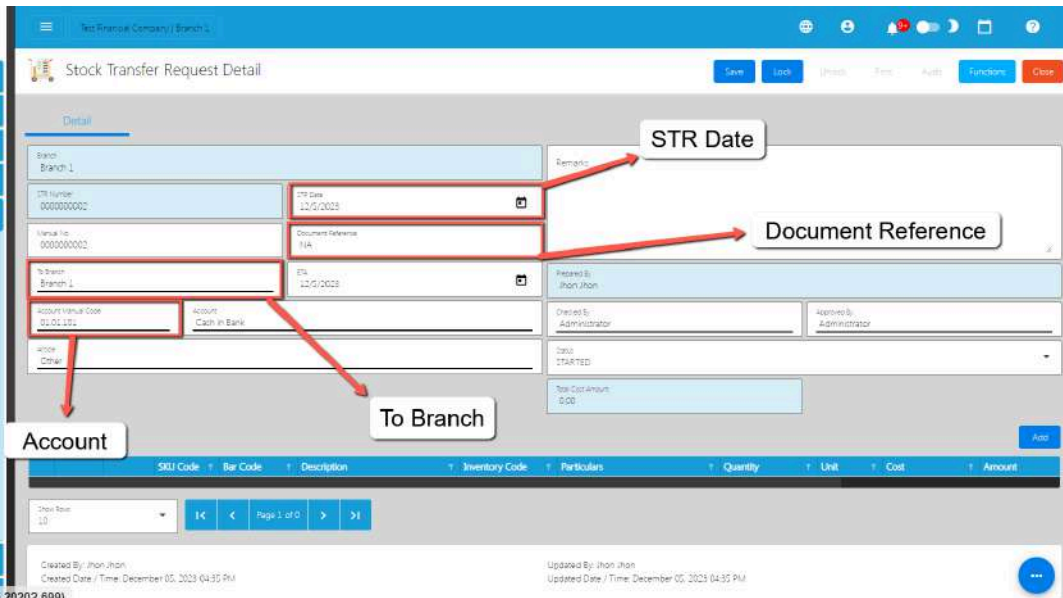
STR No.	STR Date	Manual No.	Doc. Ref.	To Branch	Account	Article	Remarks
0000000014	1/19/2024	0000000014...	1	Branch 1	Cash in Bank	Other	2-3'415@6#728%9'0&*(c)d_s...

Stock Transfer Request Detail

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

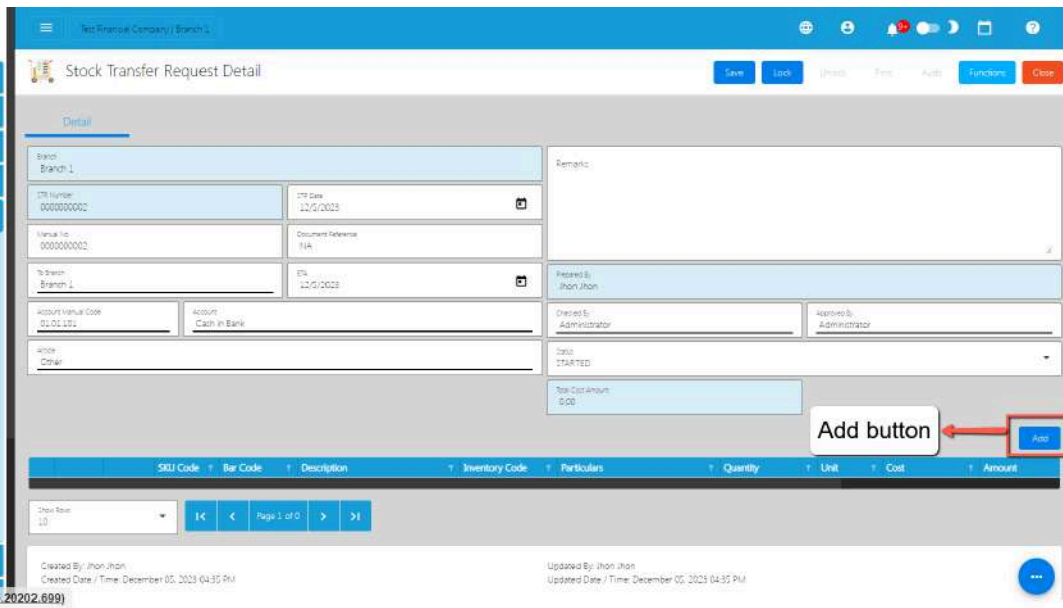


23. Fill out all the needed information for the **Stock Transfer Request Detail** like,
- STR Date
 - To Branch (where you want to request an Item)
 - Document Reference
 - Account



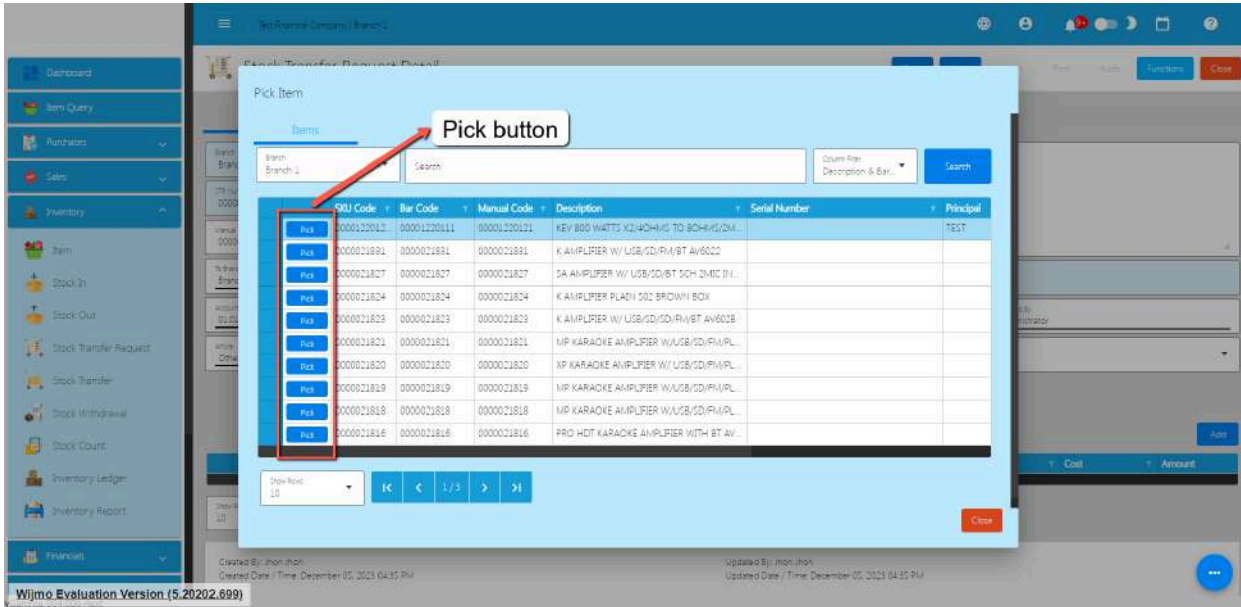
The screenshot shows the 'Stock Transfer Request Detail' form. Red boxes and arrows highlight specific fields: 'STR Date' (12/5/2023), 'Document Reference' (1/A), 'To Branch' (Branch 1), and 'Account' (Cash in Bank). The 'Add' button is also visible at the bottom right of the form.

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

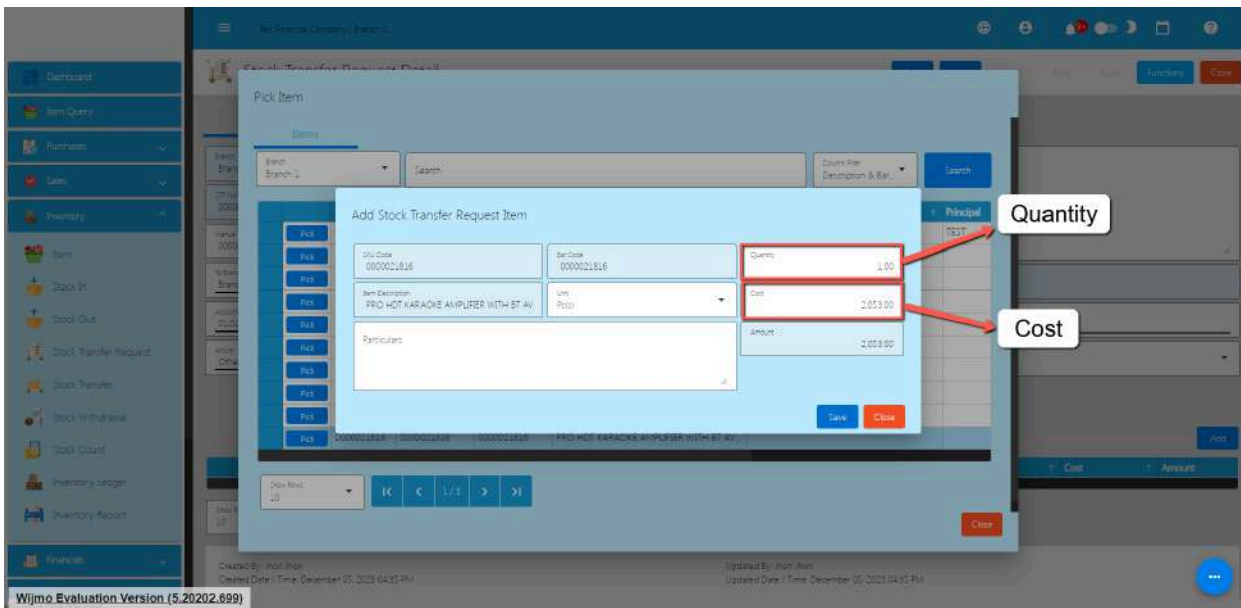


This screenshot is identical to the previous one, but with a red box around the 'Add' button and an arrow pointing to it, labeled 'Add button'.

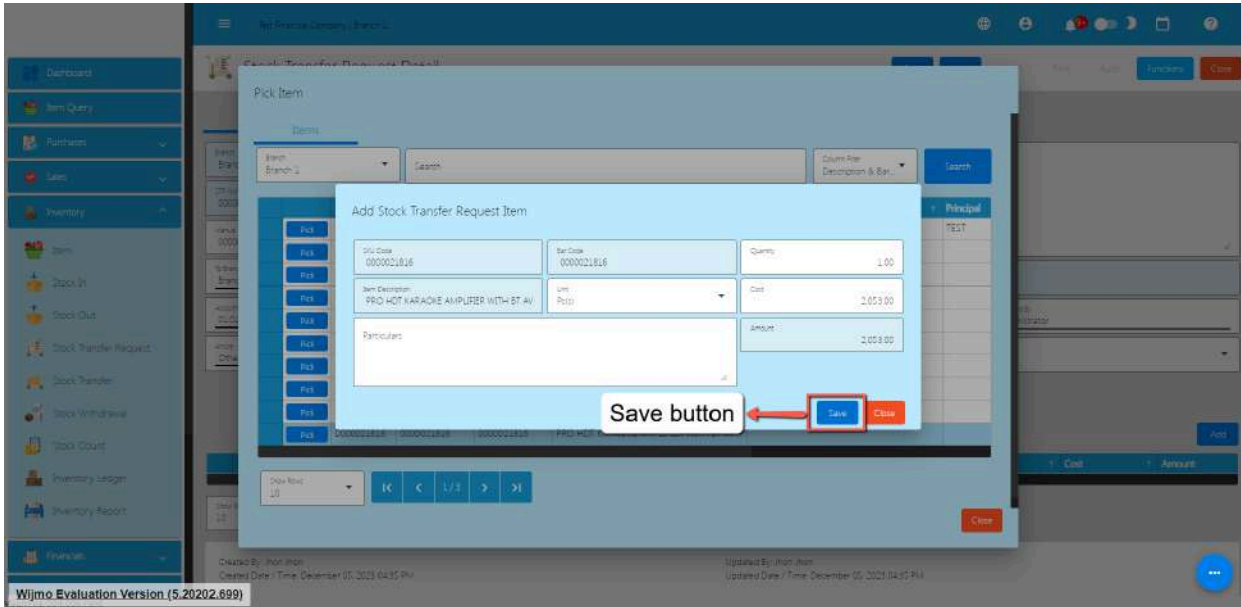
25. Click the Pick button that you want to add.



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

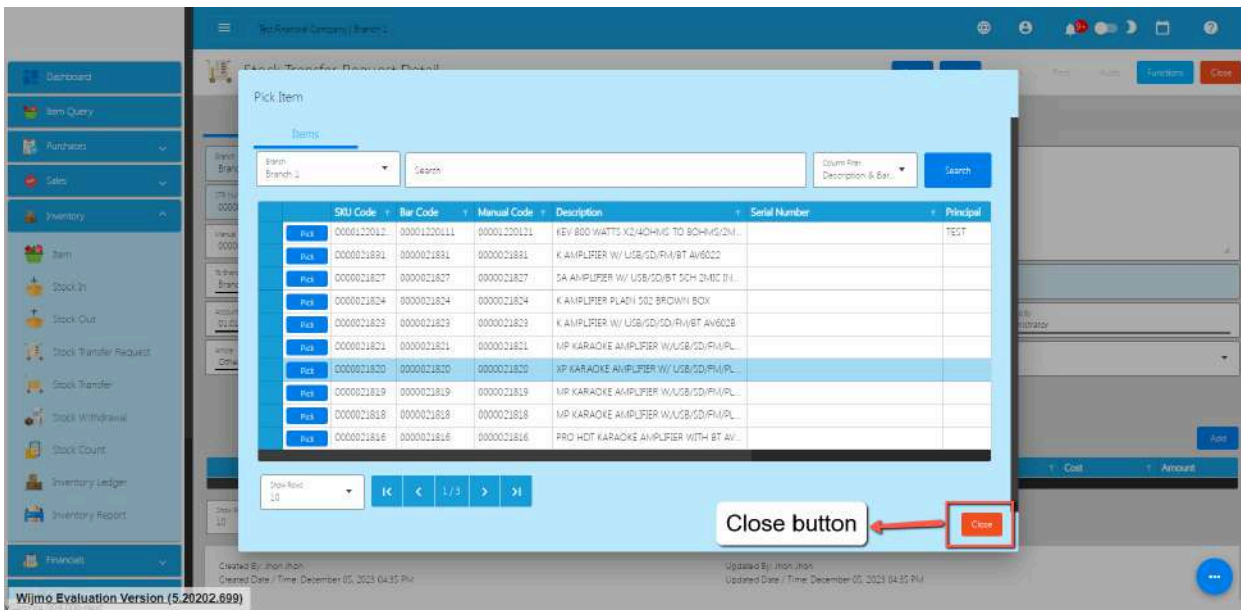


27. Click Save button to Save the item as a Stock In line item.



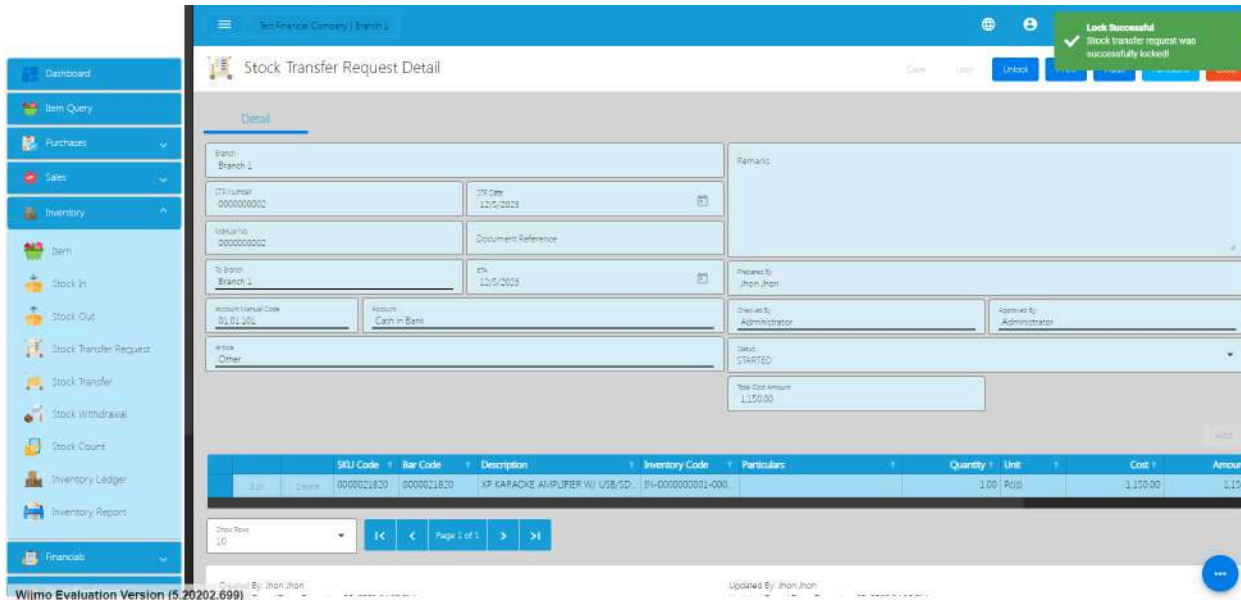
28. If you wish to add another item, just repeat Steps 4 to 6.

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



30. Review the details and if everything is okay, Save and lock the record. The **Save** button allows you to save the Stock Transfer

Request detail you created. If you want this to be seen on the branch you requested, click the **Lock** button.



Stock Transfer Request Detail

Lock Successful! Stock transfer request was successfully locked!

Branch: Branch 1

STS Number: 0000000002 | STS Date: 12/5/2023

Inventory No.: 0000000002 | Documents Reference:

To Branch: Branch 1 | STS Date: 12/5/2023 | Prepared By: Jhon Jhon

Account Name Code: 01.01.101 | Account: Cash in Bank | Checked By: Administrator | Admined By: Administrator

Price: Other | Status: STRAFCD | Total Cost Amount: 1,150.00

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
9000021830	0000021830	XP KARAOKE AMPUPPER W/ USB/CD	91-0000000001-000		1.00	Pcs	1,150.00	1,150.00

Wilmo Evaluation Version (5.20202.699) | Updated By: Jhon Jhon

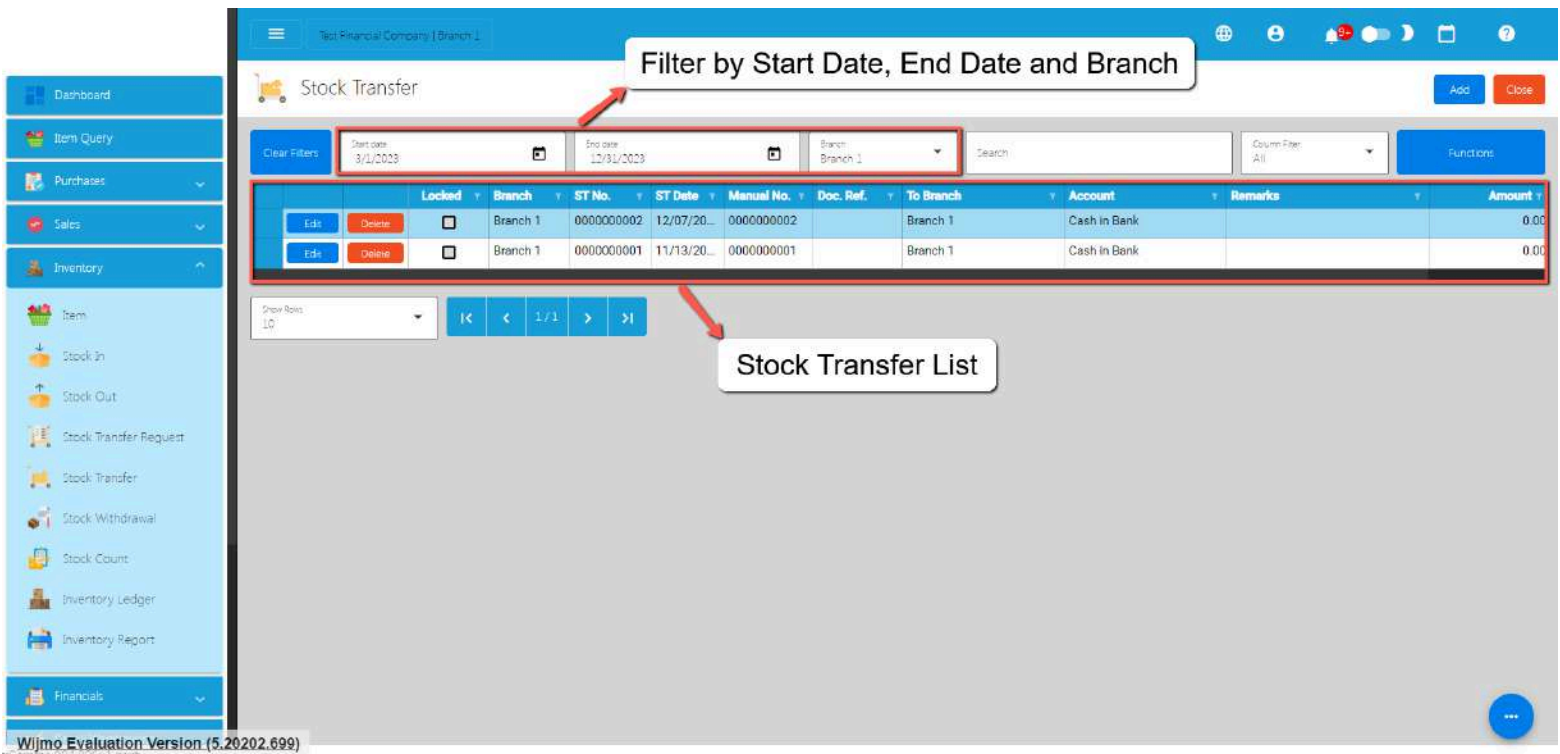
5.6 Stock Transfer

Overview

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

Stock Transfer List

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



Filter by Start Date, End Date and Branch

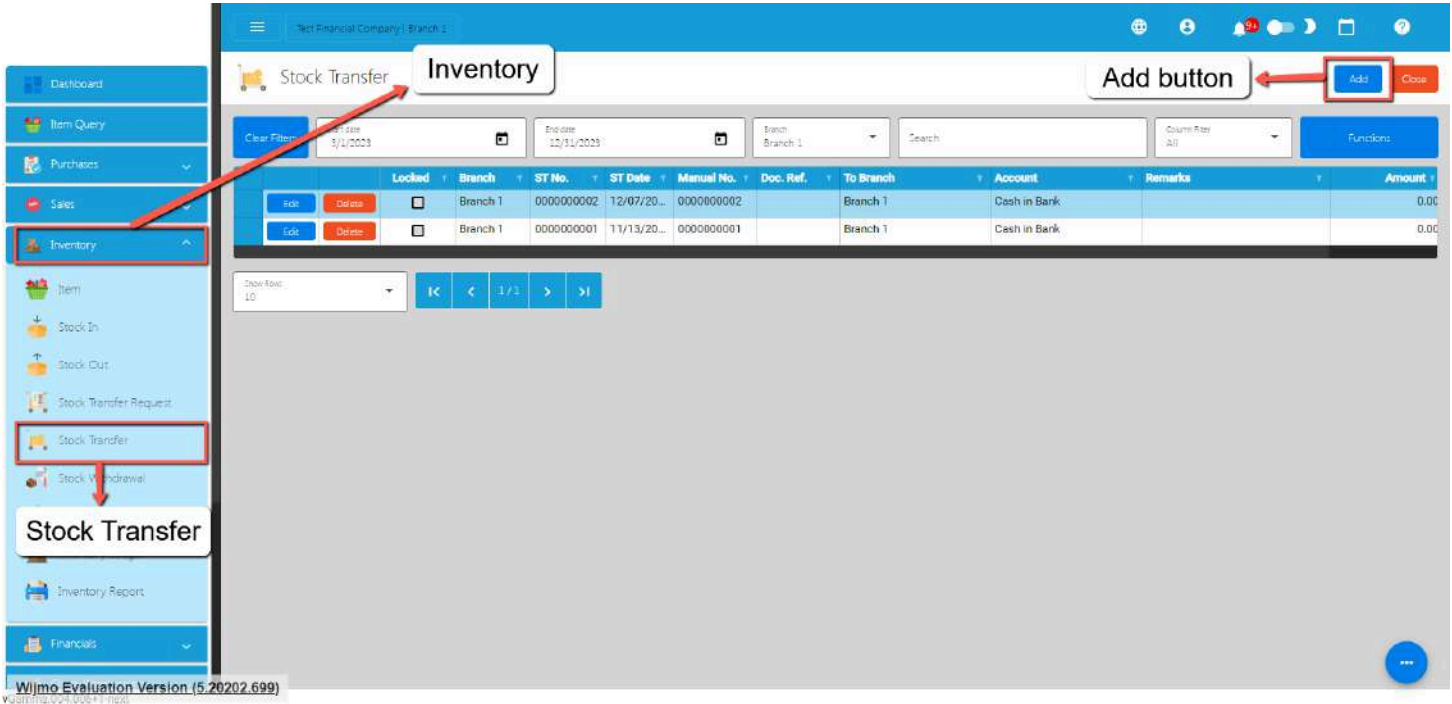
Edit	Delete	Locked	Branch	ST No.	ST Date	Manual No.	Doc. Ref.	To Branch	Account	Remarks	Amount
		<input type="checkbox"/>	Branch 1	0000000002	12/07/20...	0000000002		Branch 1	Cash in Bank		0.00
		<input type="checkbox"/>	Branch 1	0000000001	11/13/20...	0000000001		Branch 1	Cash in Bank		0.00

Stock Transfer List

Wjmo Evaluation Version (5.20202.699)

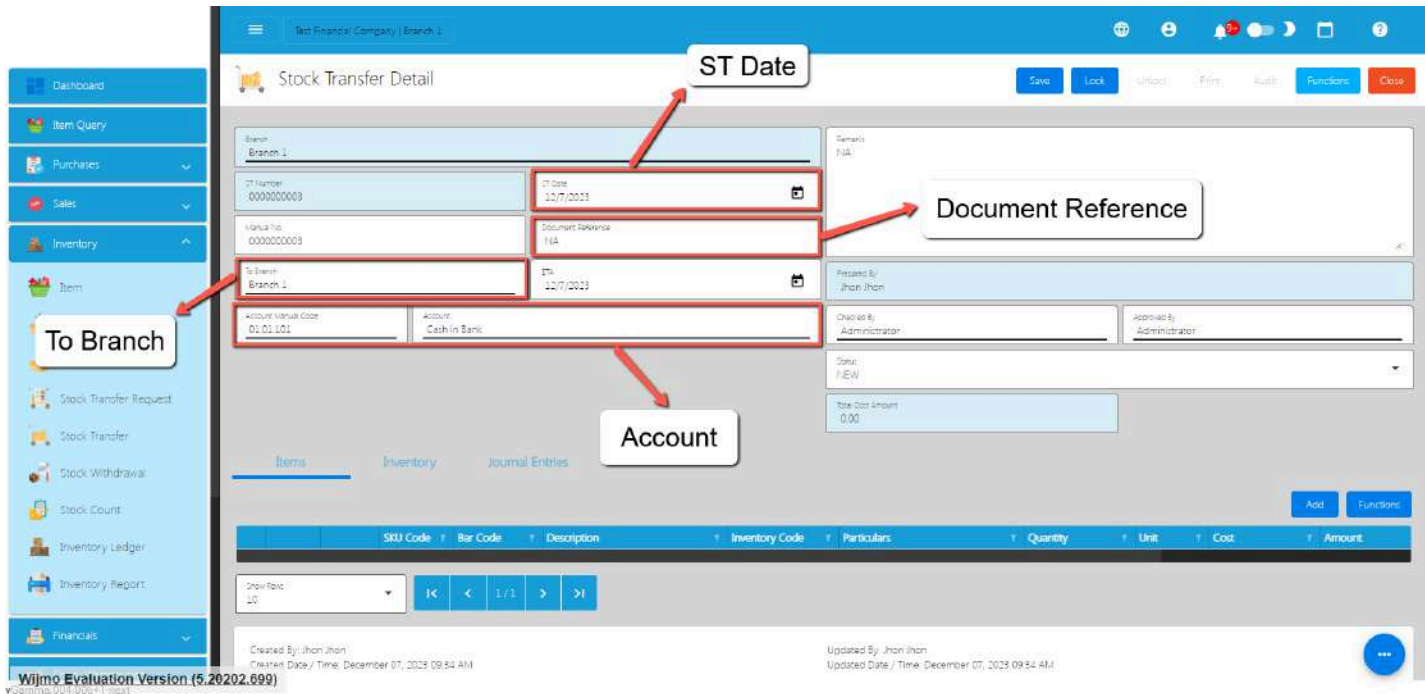
Stock Transfer Detail

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.



Wajimo Evaluation Version (5.20202.699)

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

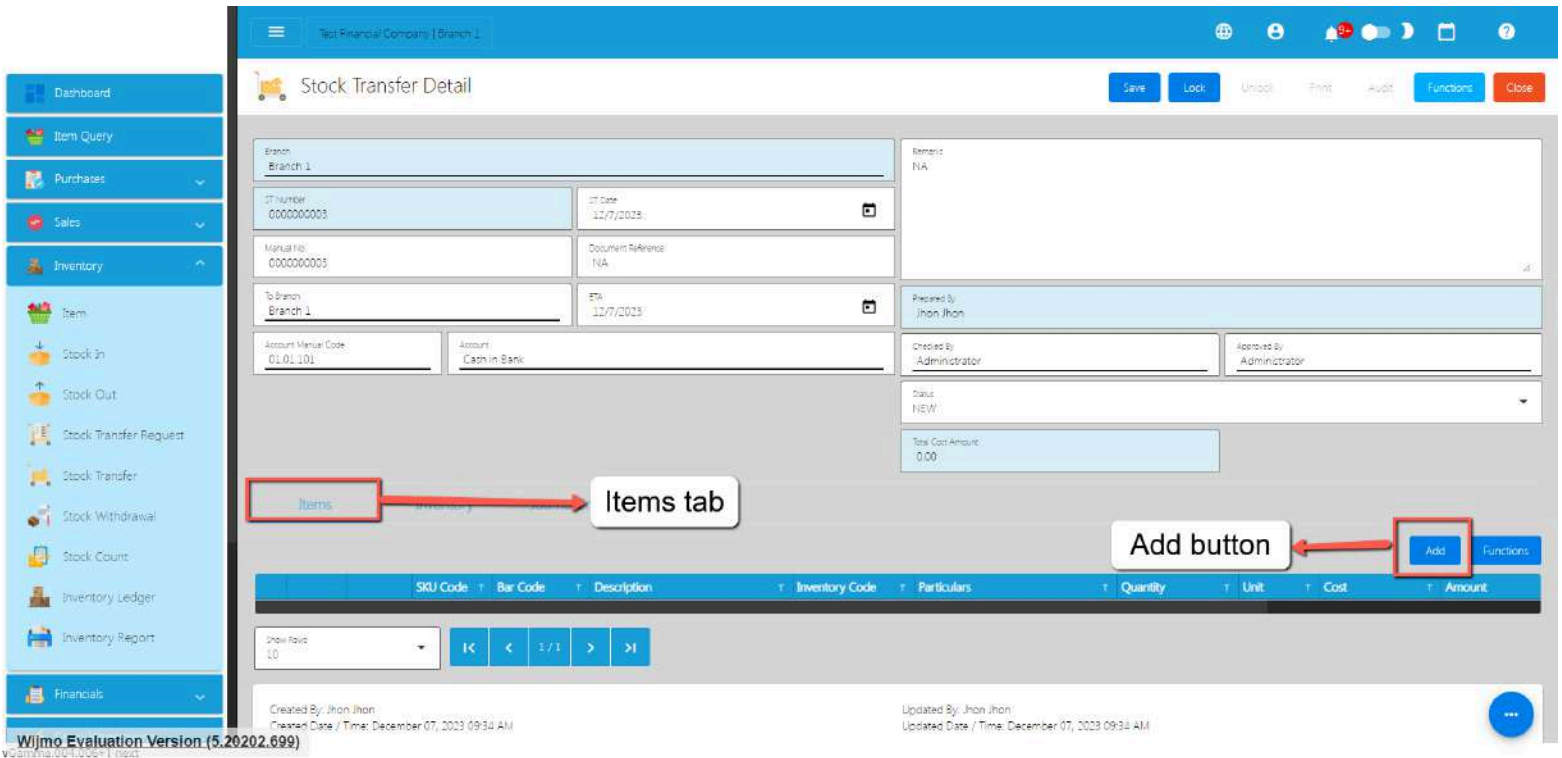


The screenshot shows the 'Stock Transfer Detail' form in the software. The form is divided into several sections. At the top, there are buttons for 'Save', 'Lock', 'Unlock', 'Print', 'Audit', 'Functions', and 'Close'. The main form area contains the following fields:

- Branch: Branch 1
- ST Number: 0000000003
- ST Date: 12/7/2023
- Document Reference: N/A
- To Branch: Branch 1
- Account Manual Code: 01.01.101
- Account: Cash in Bank
- Remarks: N/A
- Processed By: Jhon Jhon
- Checked By: Administrator
- Approved By: Administrator
- Status: NEW
- Total Cost Amount: 0.00

Below the form, there are tabs for 'Items', 'Inventory', and 'Journal Entries'. The 'Items' tab is active, showing a table with columns: SKU Code, Bar Code, Description, Inventory Code, Particulars, Quantity, Unit, Cost, and Amount. There is an 'Add' button and a 'Functions' button at the bottom right of the table. The bottom of the screen shows the user's name 'Jhon Jhon' and the creation/updated date and time: 'Created/Updated Date / Time: December 07, 2023 09:54 AM'. The version number 'Wijmo Evaluation Version (5.20202.699)' is also visible at the bottom left.

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



Stock Transfer Detail

Branch: Branch 1

ST Number: 0000000003 | ST Date: 12/7/2023

Manual No.: 0000000003 | Document Reference: INA

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

Account Manual Code: 01.01.101 | Account: Cash in Bank

Remarks: NA

Created By: Administrator | Approved By: Administrator

Status: NEW

Total Cost Amount: 0.00

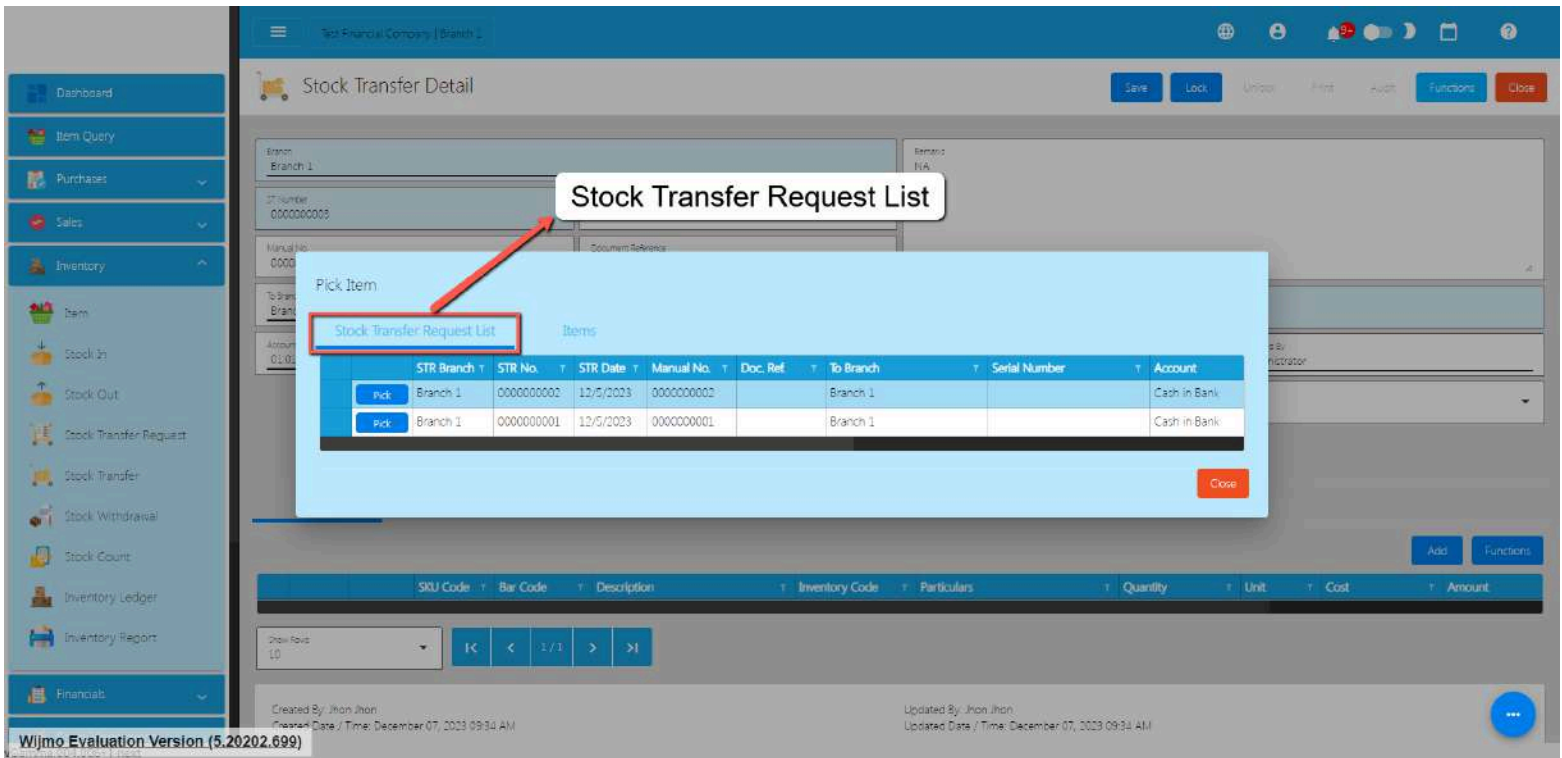
SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
----------	----------	-------------	----------------	-------------	----------	------	------	--------

Created By: Jhon Jhon | Created Date / Time: December 07, 2023 09:34 AM

Updated By: Jhon Jhon | Updated Date / Time: December 07, 2023 09:34 AM

Wjmo Evaluation Version (5.20202.699)

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

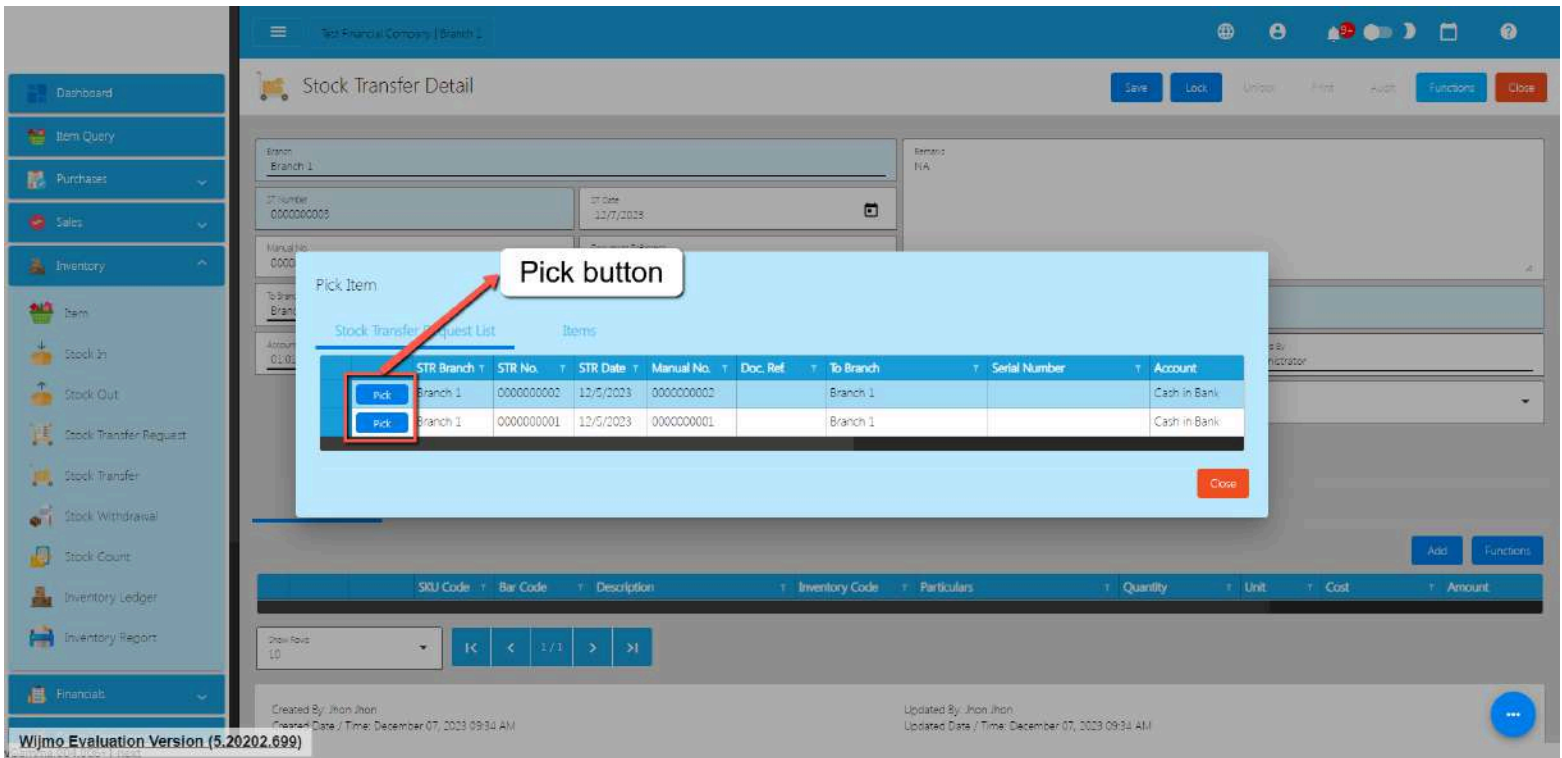


The screenshot shows a software interface for 'Stock Transfer Detail'. A 'Pick Item' dialog box is open, displaying a table of 'Stock Transfer Request List' items. The table has the following data:

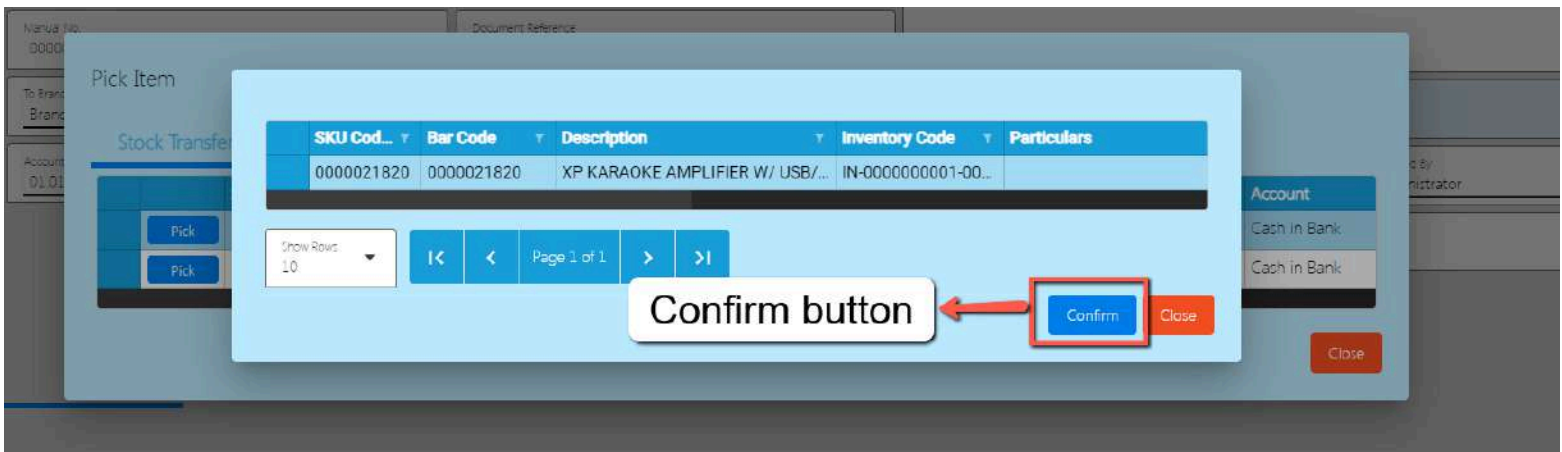
	STR Branch	STR No.	STR Date	Manual No.	Doc. Ref.	To Branch	Serial Number	Account
Pick	Branch 1	0000000002	12/5/2023	0000000002		Branch 1		Cash in Bank
Pick	Branch 1	0000000001	12/5/2023	0000000001		Branch 1		Cash in Bank

The dialog box also includes a 'Close' button. The background interface shows a 'Stock Transfer Detail' form with fields for Branch, Item Number, Manual No., To Branch, and Account. A 'Pick Item' button is visible in the background, which is highlighted by a red arrow pointing to the dialog box. The bottom of the interface shows a table with columns: SKU Code, Bar Code, Description, Inventory Code, Particulars, Quantity, Unit, Cost, and Amount. The footer of the interface includes 'Wjmo Evaluation Version (5.20202.699)', 'Created By: Jhon Jhon', 'Updated By: Jhon Jhon', and 'Updated Date / Time: December 07, 2023 09:34 AM'.

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



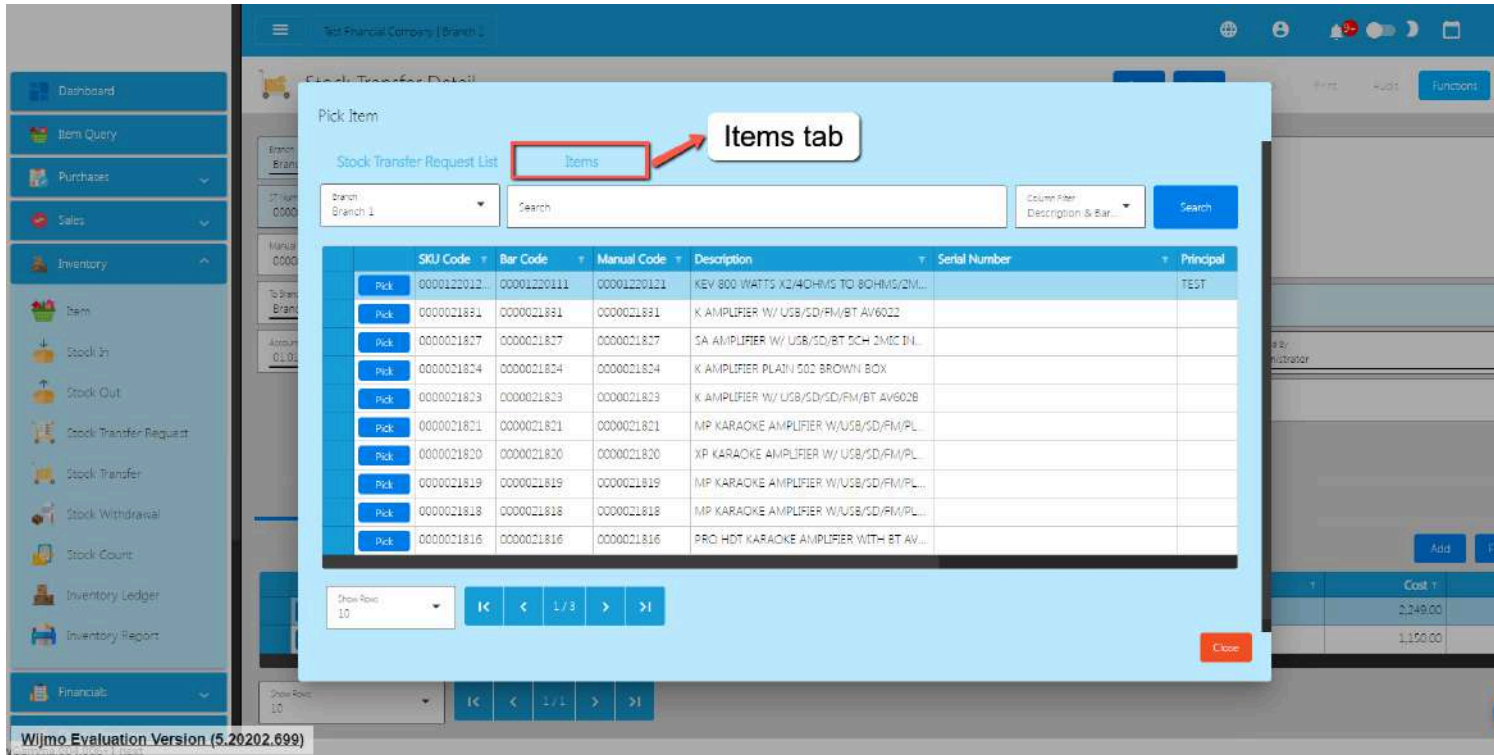
36. To confirm adding, click on the **Confirm** button.



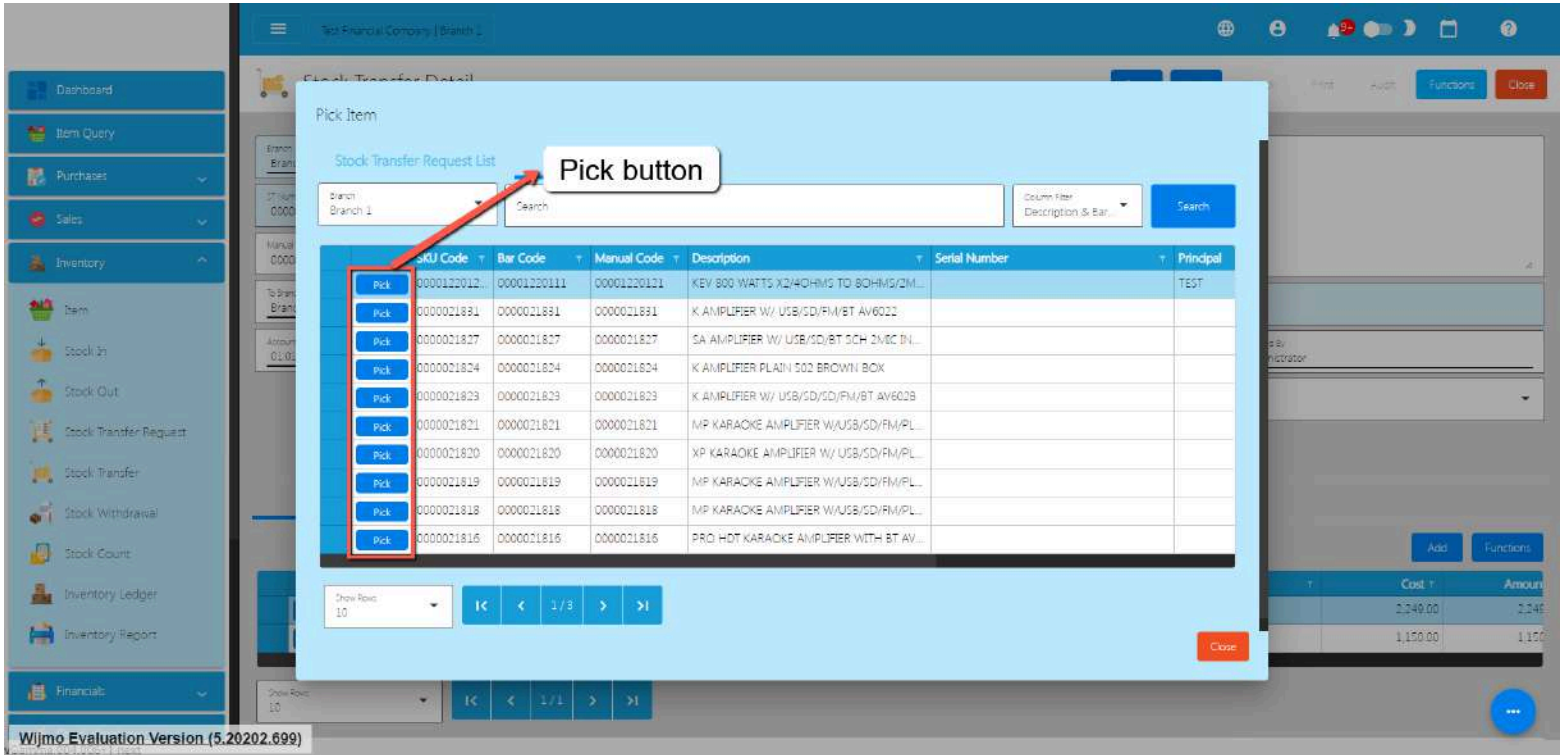
37. If you wish to add Stock Transfer line items based on the Stock Transfer Request, repeat steps 5 and 6.

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

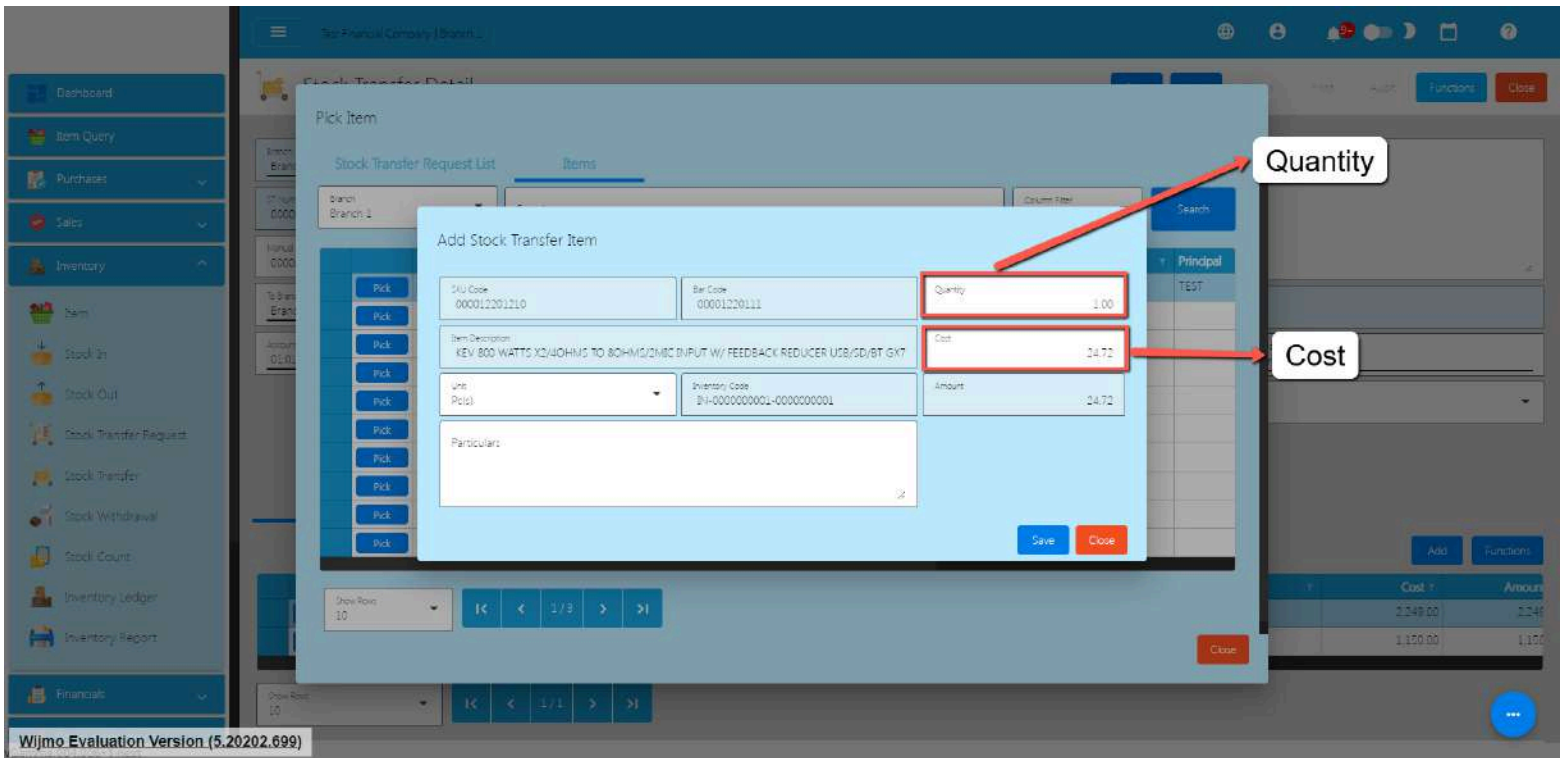
current branch to the other branch. Just go directly to the **Items** tab.



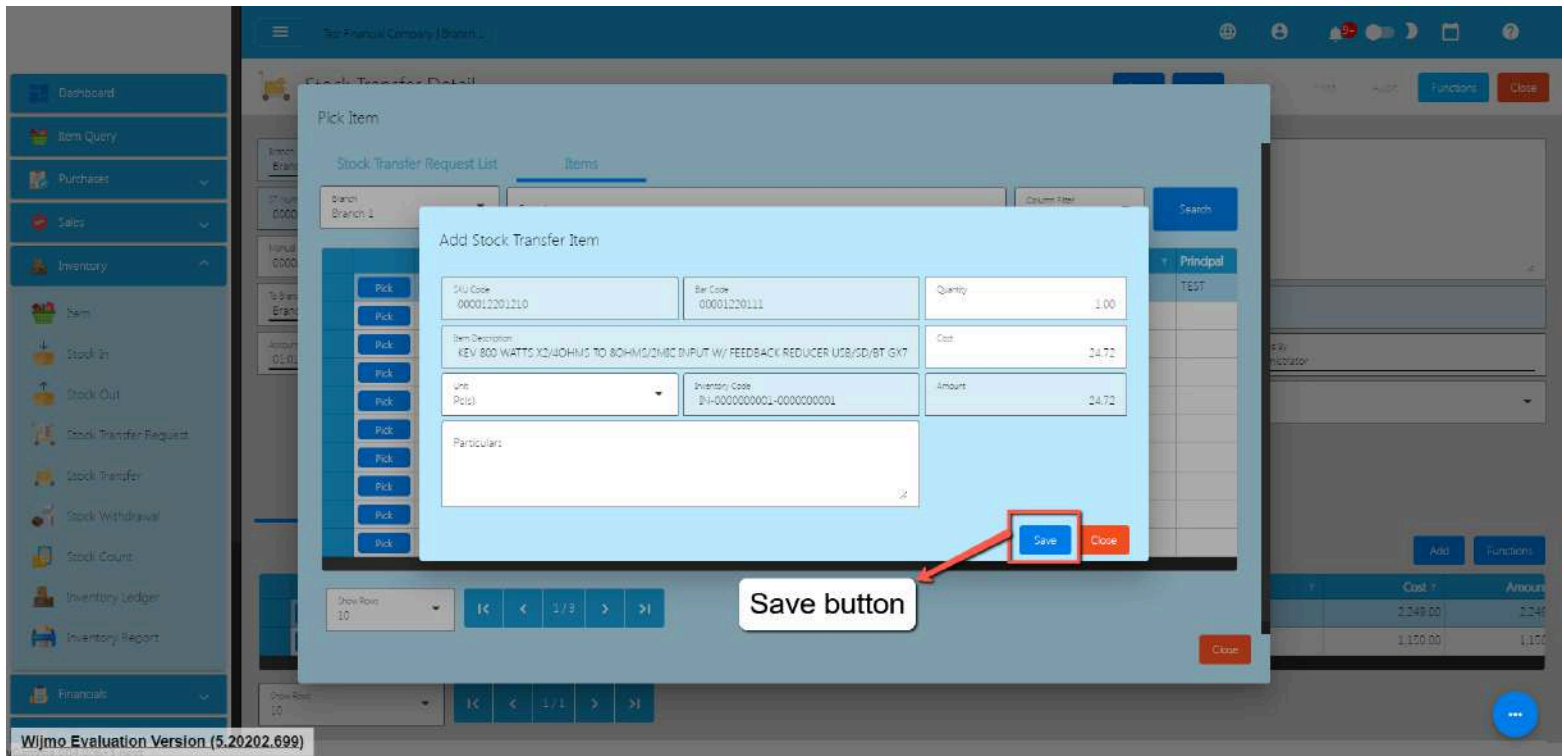
39. To pick an item that you want to transfer, click the **Pick** button.



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

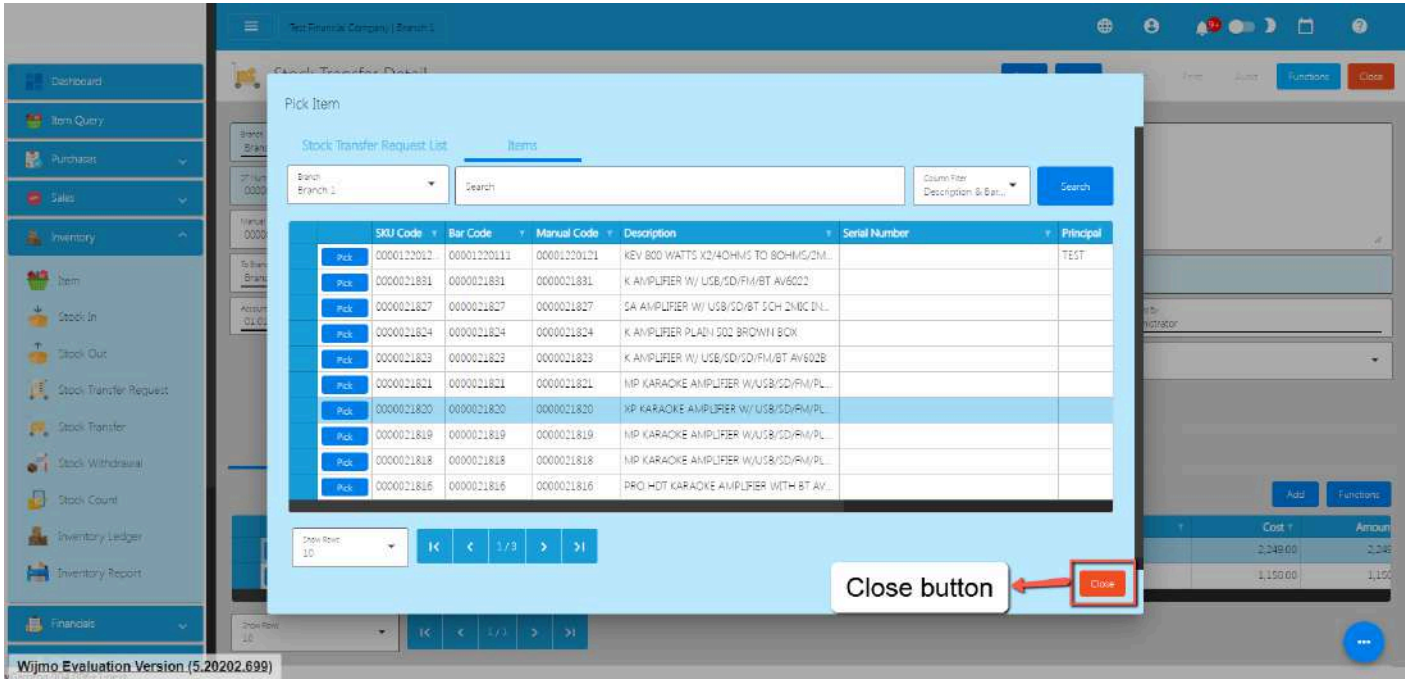


41. Click Save button to Save the item as a Stock Transfer line item.



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

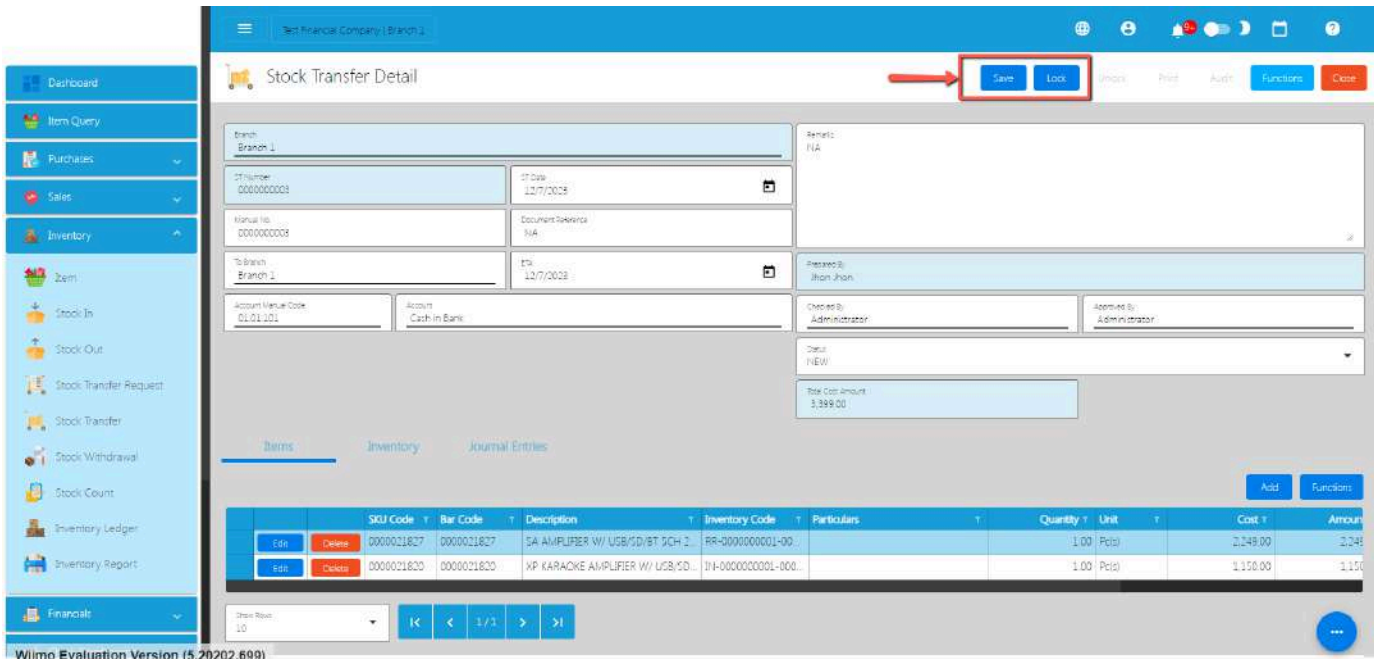
43. Click the Close button to close the popup and review your Stock Transfer detail.



The screenshot shows a 'Pick Item' dialog box within a software application. The dialog box has a 'Stock Transfer Request List' tab and a table of items. The table has columns for 'SKU Code', 'Bar Code', 'Manual Code', 'Description', 'Serial Number', and 'Principal'. Below the table, there are navigation buttons and a 'Close' button. A red box highlights the 'Close' button, and an arrow points to it with the text 'Close button'.

SKU Code	Bar Code	Manual Code	Description	Serial Number	Principal
000012002	00001220111	00001220121	KEV 800 WATTS X2/4OHMS TO BOHMS/2M...		TEST
0000021831	0000021831	0000021831	K AMPLIFIER W/ USB/SD/FM/BT AV6022		
0000021827	0000021827	0000021827	2A AMPLIFIER W/ USB/SD/BT 5CH 2MBC INL...		
0000021824	0000021824	0000021824	K AMPLIFIER PLAIN 502 BROWN BOX		
0000021823	0000021823	0000021823	K AMPLIFIER W/ USB/SD/SD/FM/BT AV602B		
0000021821	0000021821	0000021821	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021820	0000021820	0000021820	XP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021819	0000021819	0000021819	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021818	0000021818	0000021818	MP KARAOKE AMPLIFIER W/USB/SD/FM/PL...		
0000021816	0000021816	0000021816	PRO HOT KARAOKE AMPLIFIER WITH BT AV...		

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



Test Financial Company | Branch 1

Stock Transfer Detail

Branch: Branch 1 | Remarks: N/A

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

Manual No: 000000003 | Document Reference: N/A

To Branch: Branch 2 | Item Date: 12/7/2023

Account Manual Code: 01.01.101 | Account: Cash In Bank

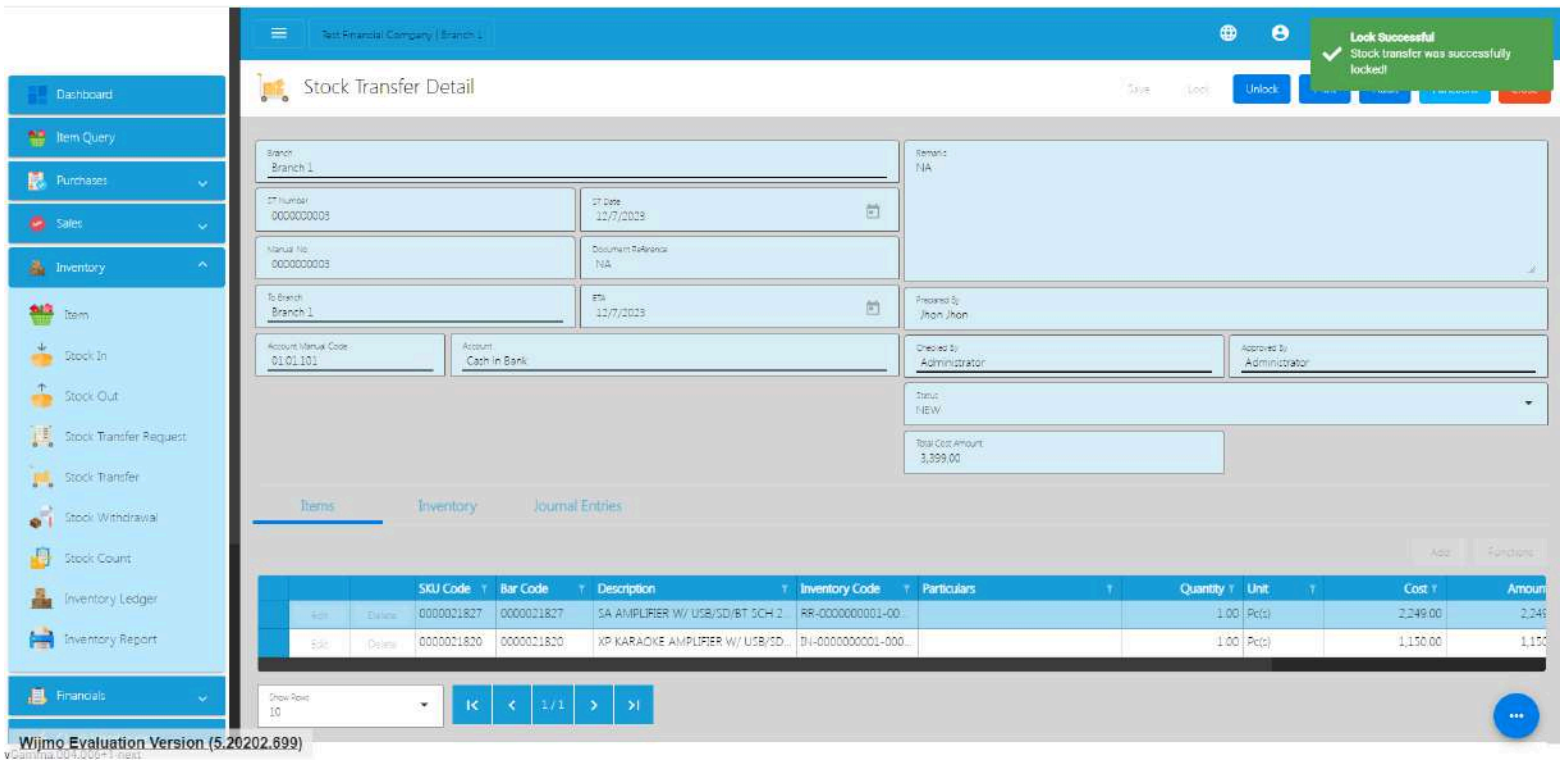
Prepared By: Jhon Jhon | Checked By: Administrator | Approved By: Administrator

Status: NEW

Total Cost Amount: 3,399.00

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
0000021827	0000021827	SA AMPLIFIER W/ USB/SD/BT SCH 1	RR-0000000001-00		1.00	Pcs(s)	2,249.00	2,249.00
0000021820	0000021820	XP KARAOKE AMPLIFIER W/ USB/SD	IN-0000000001-000		1.00	Pcs(s)	1,150.00	1,150.00

Wjimo Evaluation Version (5.20202.699)



Test Financial Company | Branch 1

Stock Transfer Detail

Branch: Branch 1 | Remarks: N/A

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

Manual No: 000000003 | Document Reference: N/A

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

Account Manual Code: 01.01.101 | Account: Cash In Bank

Prepared By: Jhon Jhon | Checked By: Administrator | Approved By: Administrator

Status: NEW

Total Cost Amount: 3,399.00

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
0000021827	0000021827	SA AMPLIFIER W/ USB/SD/BT SCH 1	RR-0000000001-00		1.00	Pcs(s)	2,249.00	2,249.00
0000021820	0000021820	XP KARAOKE AMPLIFIER W/ USB/SD	IN-0000000001-000		1.00	Pcs(s)	1,150.00	1,150.00

Wjimo Evaluation Version (5.20202.699)

5.7 Stock Withdrawal

Overview

Stock Withdrawal List

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

Stock Withdrawal Detail

- To add a new SW, click the **Add** that can be seen in the SW list.
- Fill out all the needed information for the **Stock Withdrawal Detail** like,
 - Branch
 - SW Date
 - SW Number
 - Document Reference
 - Account
- Pick the item you would like to add in your **Stock Withdrawal**
- Fill up the necessary field for adding the item for **Stock Withdrawal**, Changing the Unit for the Item, Particulars, Value, and the Quantity of the item.

5.8 Stock Count

Stock Count List

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

Stock Count Detail

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

5.9 Inventory Ledger

Inventory Ledger List

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

Inventory Ledger Detail

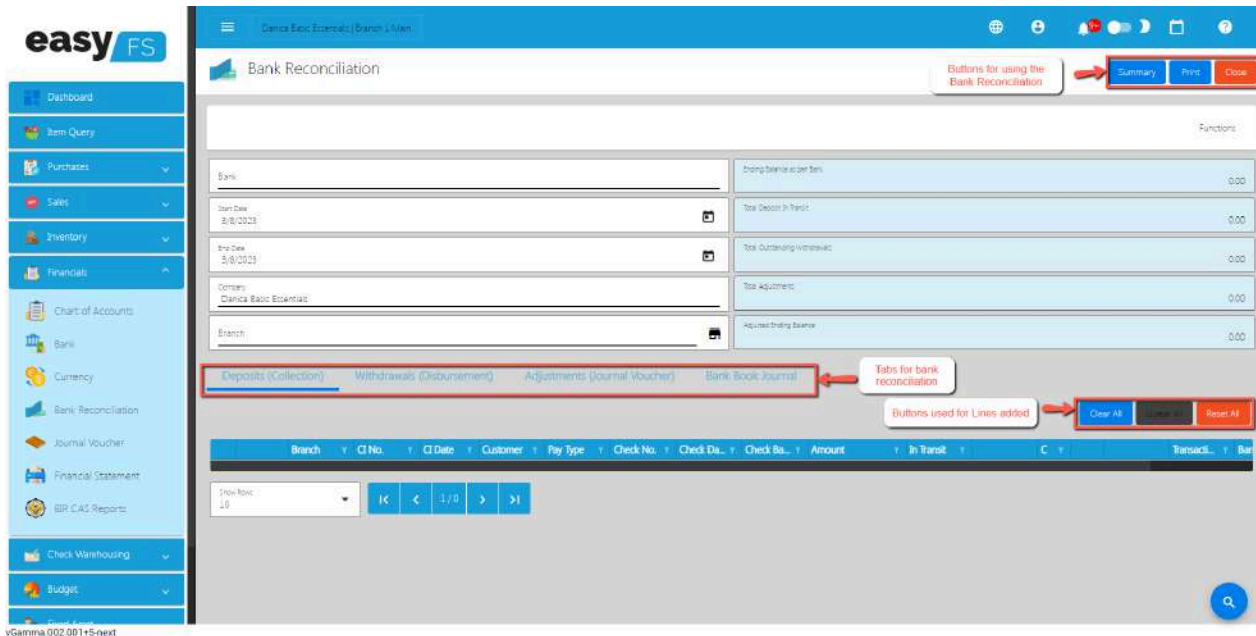
- To add a new SC, click the **Add** that can be seen in the IL list.
- Fill out all the needed information for the **Inventory Ledger Detail** like,
 - Branch
 - IL Date
 - IL Number
 - Document Reference
 - Account
- When **Generate IL** is clicked the items will generate the cost.

5.5: Financials Transactions

7.2 Bank Reconciliation

Bank Reconciliation Detail

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



7.3 Journal Voucher

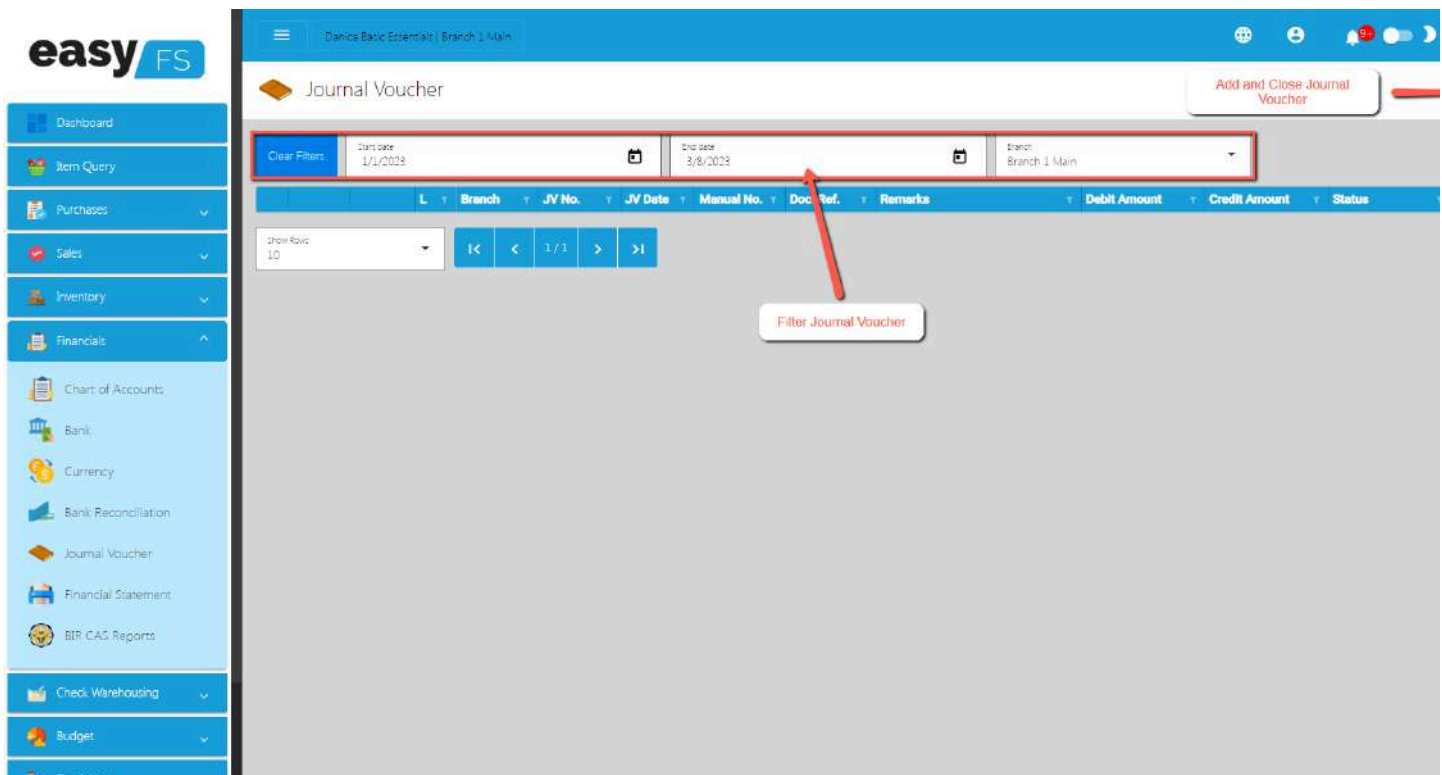
Overview

- A journal voucher is a document on which the essential information about an accounting transaction. This voucher contains a unique identifying number, the transaction date, transaction description, and transaction amount.
- When a financial transaction occurs, create a journal voucher to record the details of the transaction.
- The journal voucher includes information such as the accounts affected, amounts, and a brief description of the transaction.
- EasyFS has an automatic Journal Entry recording in its Sales, Purchasing and Inventory Management Module.

- The Journal Voucher form will only be for posting of Adjusting Entries such as accruals, depreciation and amortization. These can be explained further by your Accountant.

Journal Voucher List

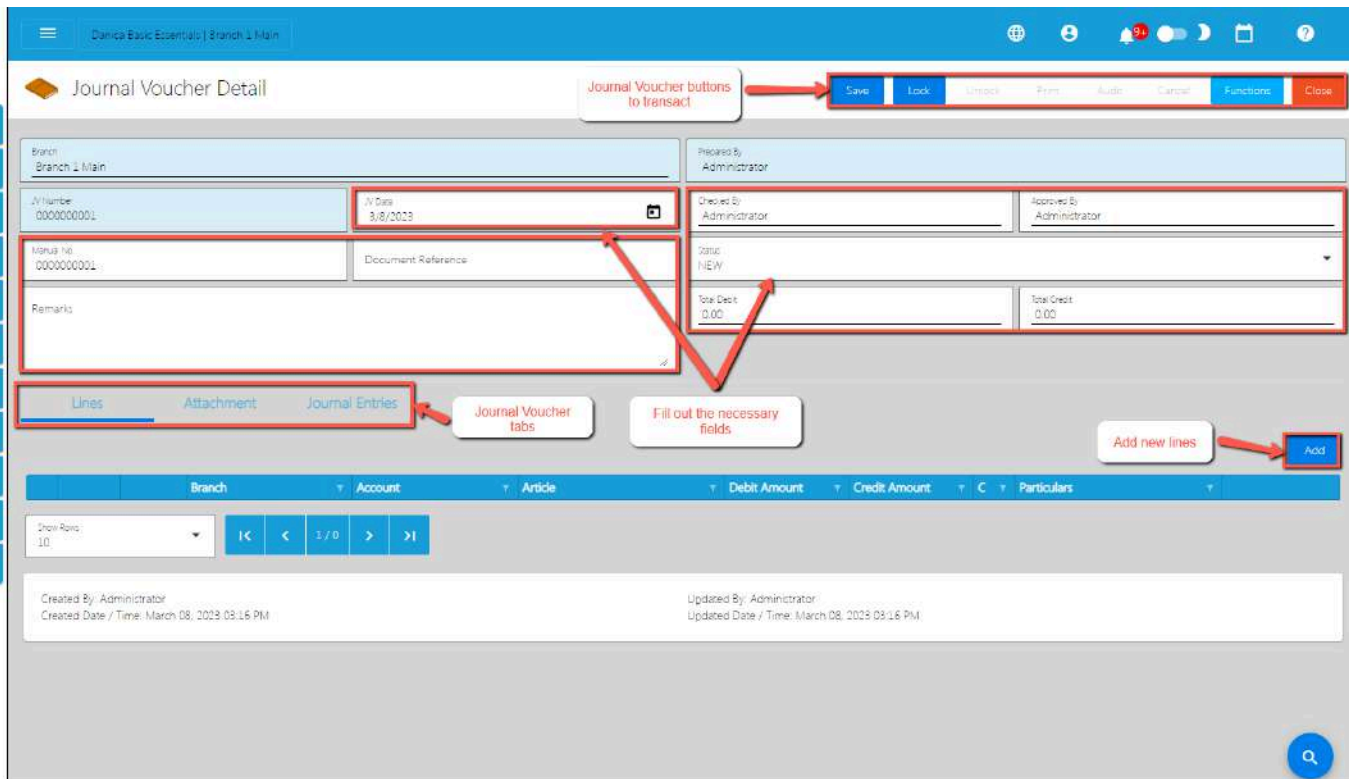
- List of All Journal Voucher that were added to the System
- Here the user can add Journal Voucher to set up for them to use in their transactions.



The screenshot shows the 'easyFS' software interface for 'Journal Voucher'. The left sidebar contains a navigation menu with items like Dashboard, Item Query, Purchases, Sales, Inventory, Financials, Chart of Accounts, Bank, Currency, Bank Reconciliation, Journal Voucher, Financial Statement, BIR CAS Reports, Check Warehousing, Budget, and Cash Flow. The main window title is 'Journal Voucher' and includes a button 'Add and Close Journal Voucher'. Below the title is a filter bar with 'Clear Filters', 'Start Date' (1/1/2023), 'End Date' (3/8/2023), and 'Branch' (Branch 1 Main). A table header lists columns: L, Branch, JV No., JV Date, Manual No., Doc. Ref., Remarks, Debit Amount, Credit Amount, and Status. A 'show Rows 10' dropdown and pagination controls are visible. A red arrow points to a 'Filter Journal Voucher' button.

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.



Journal Voucher Detail

Journal Voucher buttons to transact: Save, Lock, Unlock, Print, Audit, Cancel, Functions, Close

Branch: Branch 1/Main

Prepared By: Administrator

JV Number: 0000000001 | JV Date: 3/8/2023

Credited By: Administrator | Approved By: Administrator

Monop No: 0000000001 | Document Reference

Status: NEW

Total Debit: 0.00 | Total Credit: 0.00

Remarks

Journal Voucher tabs: Lines, Attachment, Journal Entries

Journal Voucher tabs | Fill out the necessary fields | Add new lines | Add

Branch	Account	Article	Debit Amount	Credit Amount	C	Particulars
Show Rows: 10 < << 1 / 0 >> >						

Created By: Administrator | Created Date / Time: March 08, 2023 03:16 PM

Updated By: Administrator | Updated Date / Time: March 08, 2023 03:16 PM

Reports

Accounts Payable Reports

The Accounts Payable Reports Module generates the different Reports such as

- Accounts Payable
- Accounts Payable Voucher Report
- Accounts Payable by Currency Report
- Purchase Request Detail Report
- Purchase Order Summary and Detail Reports
- Receiving Receipt Summary and Detail Reports
- Disbursement Summary and Detail Reports
- Debit Memo Detail and Summary Report
- Top Purchased Item Report
- Top Supplier Report
- Cancelled Reports
 - Cancelled Purchase Request
 - Cancelled Purchase Order
 - Cancelled Receiving Receipt
 - Cancelled Disbursement Report

Accounts Payable Report

Accounts Payable Report is an aging report wherein the total amount per receiving receipt transaction will be reflected. It reflects outstanding balances that a company must pay within specified terms such as 30 days, 60 days, 90 days, and over 120 days.

Accounts Payable Report is recorded as liabilities on the Balance Sheet. These liabilities are usually settled through the disbursement of money or debit memos (adjustments) to the suppliers according to the agreed terms.

What is this Report for?

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

- Branch - this is the indicator where the RR Transaction was made
- Supplier Name - Name of the Supplier where you purchase your goods or services
- RR Number - refers to the transaction number

- RR Date - date of transaction was made
- Document Reference - document reference or manual reference or delivery receipt reference
- Due Date - Date when the payments should be made
- Balance - Running Balance or Outstanding Balance
- Current - All Balances that are not yet due for payment
- 1-30 Days - All Balances that are overdue for 1 day to 30 days
- 31-60 Days - All Balances that are overdue for 31 day to 60 days
- 61-90 Days - All Balances that are overdue for 61 day to 90 days
- 91-120 Days - All Balances that are overdue for 91 day to 120 days
- Over 120 Days- All Balances that are overdue for over 120 Days

To open or generate Accounts Payable Report here are the steps to follow:

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

Accounts Payable

Close

Accounts Payable Report

Accounts Payable Report

- Accounts Payable Voucher Report New
- Accounts Payable By Currency Report
- Purchase Request Summary Report
- Purchase Request Detail Report
- Purchase Order Summary Report
- Purchase Order Detail Report
- Purchase Order Detail With Balance Report New
- Receiving Receipt Summary Report
- Receiving Receipt Detail Report
- Disbursement Summary Report

Branch: ITO NOBU HQ

Automatic Zoom

ACCOUNTS PAYABLE

Wijimo Evaluation Version (5.20202.699)

Accounts Payable

Close

Date as of

Branch

Date as of
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.

Click this download icon to download in pdf.

ITO NOBU INDUSTRIAL CO.,LTD
Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed February 01, 2024 04:56 PM

Wijimo Evaluation Version (5.20202.699)

vGamma.004.007+18-next

ITO NOBU INDUSTRIAL CO.,LTD

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed February 01, 2024 04:56 PM

ACCOUNTS PAYABLE

Date as of 02/01/2024

Branch	RR Number	RR Date	Document Reference	Due Date	Balance	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
1'2~3'4I5@6#7\$8%9^0&a*b(c)d_e+f=g(h)i[j]k lm/n:o;p"q<r>s,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
1'23'4I5@6#7\$8%9^0&a*b(c)d_e+f=g(h)i[j]k lm/n:o;p"q<r>s-t?u											
ITO NOBU HQ	0000000041	01/31/2024		01/31/2024	192.00	0.00	192.00	0.00	0.00	0.00	0.00
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:

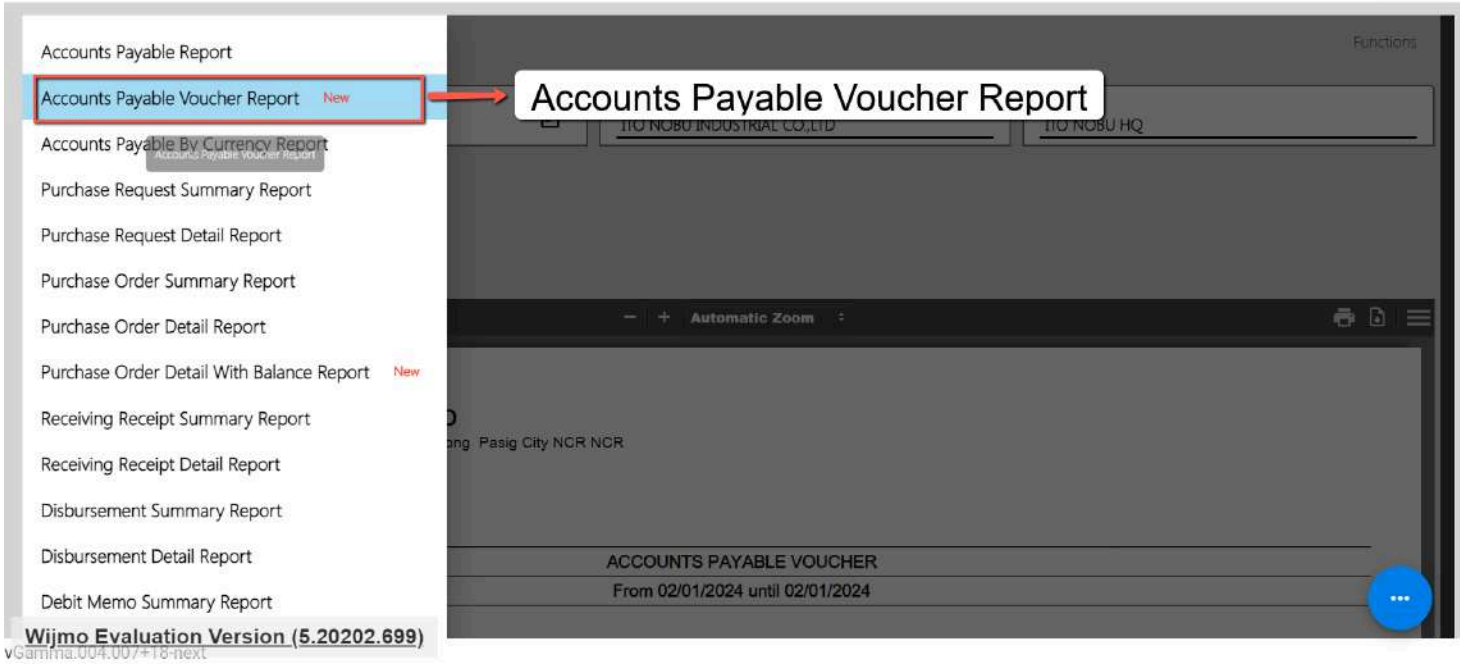
- Branch - this is the indicator where the RR Transaction was made
- Supplier Name - Name of the Supplier where you purchase your goods or services
- RR Number - refers to the transaction number
- RR Date - date of transaction was made
- Document Reference - document reference or manual reference or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

 Accounts Payable

Close

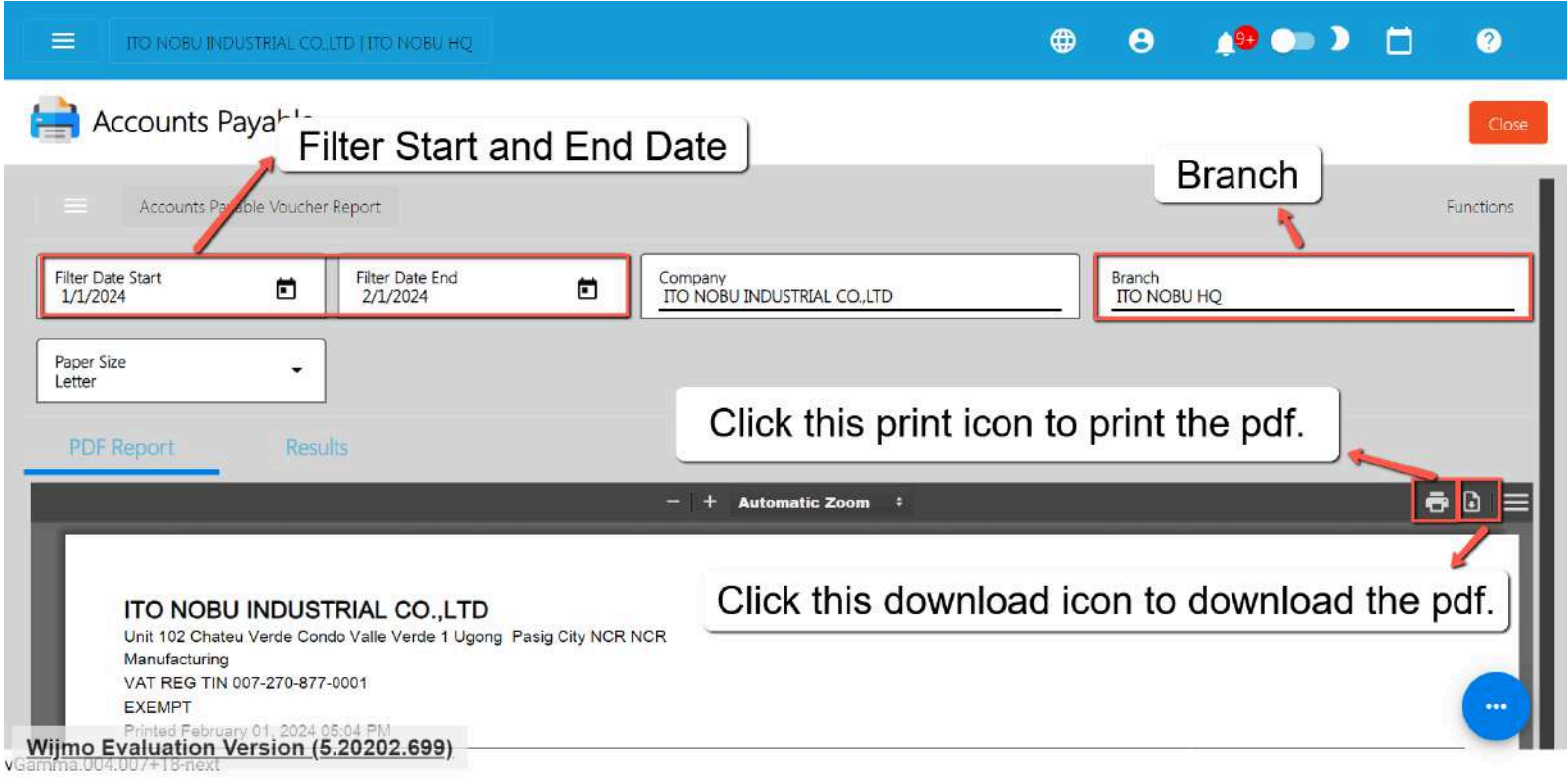


Accounts Payable Report

- 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
- Disbursement Detail Report
- Debit Memo Summary Report

Wijmo Evaluation Version (5.20202.699)

Accounts Payable Voucher Report



Accounts Payable Voucher Report

Filter Start and End Date

Branch

Filter Date Start: 1/1/2024

Filter Date End: 2/1/2024

Company: ITO NOBU INDUSTRIAL CO.,LTD

Branch: ITO NOBU HQ

Paper Size: Letter

PDF Report Results

Click this print icon to print the pdf.

Click this download icon to download the pdf.

ITO NOBU INDUSTRIAL CO.,LTD
Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed February 01, 2024 05:04 PM

Wijmo Evaluation Version (5.20202.699)

ITO NOBU INDUSTRIAL CO.,LTD

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed February 01, 2024 05:04 PM

ACCOUNTS PAYABLE VOUCHER								
From 01/01/2024 until 02/01/2024								
Branch	RR Number	RR Date	Document Reference	Due Date	Amount Due	Paid	Adjusted	Balance
1'2~3'4!5@6#7\$8%9^0&a*b(c)d_e+f=g(h)ijklm/n:o;p'q<r>s,t?u v.w'222								
ITO NOBU HQ	000000028	01/23/2024		01/23/2024	2,278.50	0.00	0.00	2,278.50
1'23'4!5@6#7\$8%9^0&a*b(c)d_e+f=g(h)ijklm/n:o;p'q<r>s-t?u								
ITO NOBU HQ	000000041	01/31/2024		01/31/2024	27,192.00	27,000.00	0.00	192.00
Return To Supplier								
ITO NOBU HQ	000000003	01/17/2024		01/17/2024	11,550.00	0.00	0.00	11,550.00
ITO NOBU HQ	000000006	01/17/2024		01/17/2024	66,800.00	0.00	0.00	66,800.00
ITO NOBU HQ	000000009	01/17/2024		01/17/2024	1,380.00	0.00	0.00	1,380.00
ITO NOBU HQ	000000010	01/17/2024		01/17/2024	77,380.00	0.00	0.00	77,380.00
ITO NOBU HQ	000000013	01/17/2024		01/17/2024	46,240.00	0.00	0.00	46,240.00
ITO NOBU HQ	000000014	01/17/2024		01/17/2024	46,240.00	0.00	0.00	46,240.00
ITO NOBU HQ	000000020	01/23/2024		01/23/2024	205,000.00	0.00	0.00	205,000.00
ITO NOBU HQ	000000021	01/23/2024		01/23/2024	209,600.00	0.00	0.00	209,600.00
ITO NOBU HQ	000000040	01/26/2024		01/26/2024	3,533.78	0.00	0.00	3,533.78
ITO NOBU HQ	000000043	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

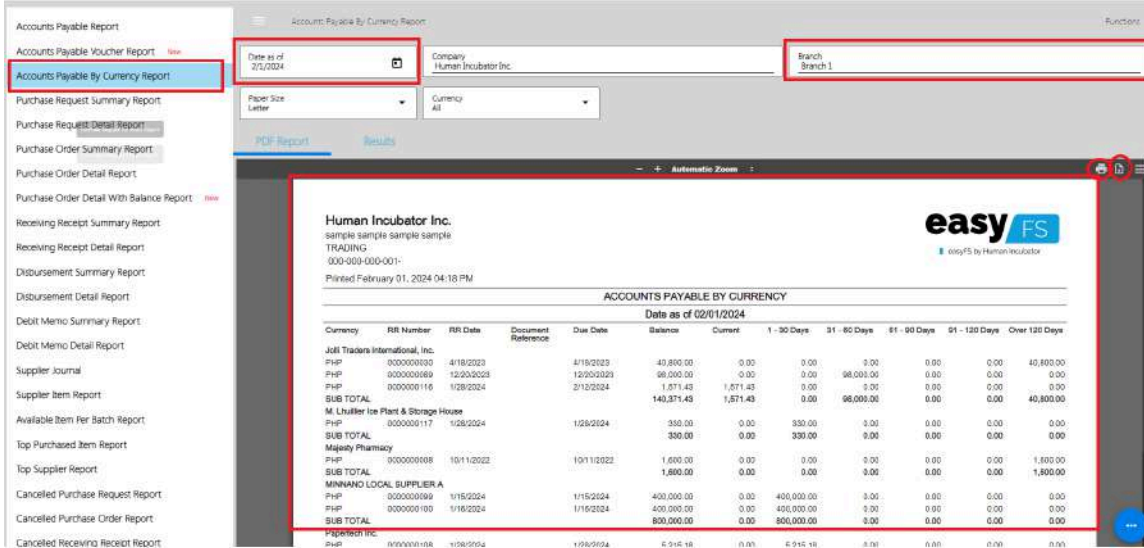
Receiving Receipts that are not yet paid on a per currency. The report has the following columns:

- 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



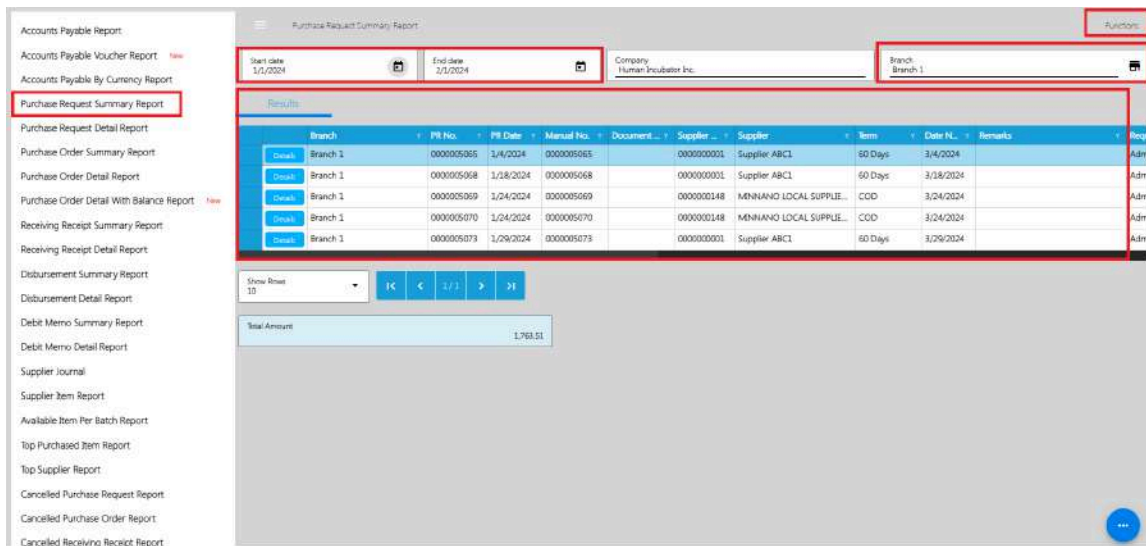
Purchase Request Summary Report

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 Summary Report

Start date: 1/1/2024 | End date: 3/31/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Branch	PI No.	PI Date	Manual No.	Document	Supplier	Supplier	Term	Date N.	Remarks	Reg
Branch 1	000005065	1/4/2024	000005065		000000001	Supplier ABC1	60 Days	3/4/2024		Adm
Branch 1	000005068	1/18/2024	000005068		000000001	Supplier ABC1	60 Days	3/18/2024		Adm
Branch 1	000005069	1/24/2024	000005069		000000148	MNNANO LOCAL SUPPLIE...	COD	3/24/2024		Adm
Branch 1	000005070	1/24/2024	000005070		000000148	MNNANO LOCAL SUPPLIE...	COD	3/24/2024		Adm
Branch 1	000005073	1/29/2024	000005073		000000001	Supplier ABC1	60 Days	3/29/2024		Adm

Total Amount: 1,769.01

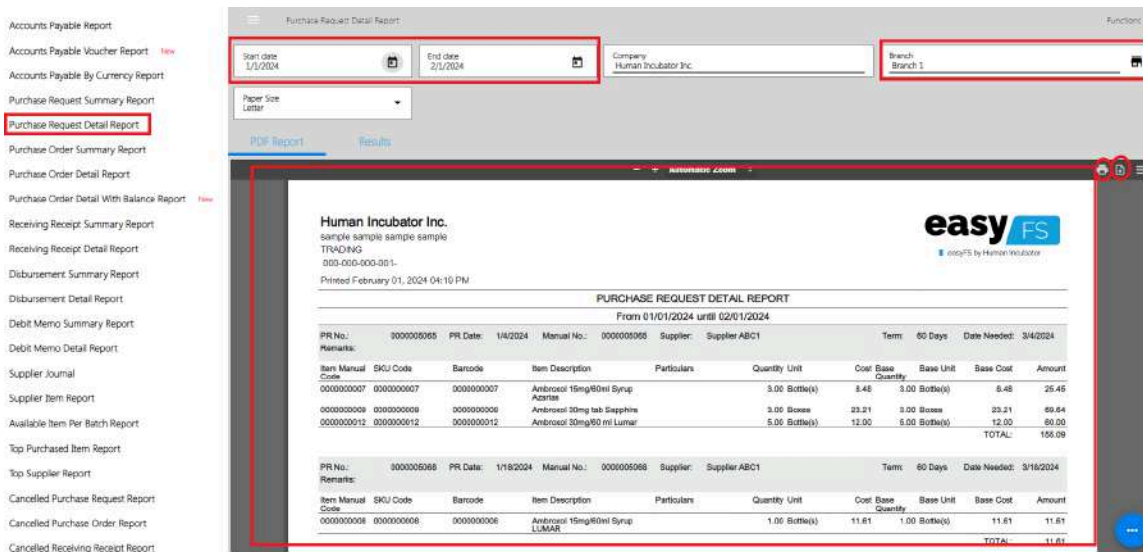
Purchase Request Detail Report

Purchase Request Detail Report is a Report wherein you can generate the All Purchase Request within the specified dates. It will show the details of each Transactions.

To open or generate Purchase Request Detail Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Purchase Request Detail Report

4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You need to click the **Functions** to download the data



Accounts Payable Report

Accounts Payable Voucher Report New

Accounts Payable By Currency Report

Purchase Request Summary Report

Purchase Request Detail Report

Purchase Order Summary Report

Purchase Order Detail Report

Purchase Order Detail With Balance Report New

Receiving Receipt Summary Report

Receiving Receipt Detail Report

Disbursement Summary Report

Disbursement Detail Report

Debit Memo Summary Report

Debit Memo Detail Report

Supplier Journal

Supplier Item Report

Available Item Per Batch Report

Top Purchased Item Report

Top Supplier Report

Cancelled Purchase Request Report

Cancelled Purchase Order Report

Cancelled Receiving Receipt Report

Purchase Request Detail Report

Start date: 1/1/2024

End date: 2/1/2024

Company: Human Incubator Inc.

Branch: Branch 1

Paper Size: Letter

PDF Report Results

Human Incubator Inc. **easy FS**
easyFS by Human Incubator

sample sample sample
TRADING
300-000-000-001
Printed February 01, 2024 04:10 PM

PURCHASE REQUEST DETAIL REPORT
From 01/01/2024 until 02/01/2024

PR No.	PR Date	Manual No.	Supplier	Term	Date Needed						
000000065	1/4/2024	000000068	Supplier ABC1	60 Days	3/4/2024						
Remarks:											
Item Manual Code	SKU Code	Barcode	Item Description	Particulars	Quantity	Unit	Cost	Base Quantity	Base Unit	Base Cost	Amount
000000007	000000007	000000007	Ambroxol 15mg/60ml Symp	Aspirin	3.00	Bottle(s)	8.48	3.00	Bottle(s)	8.48	25.45
000000009	000000009	000000009	Ambroxol 30mg tab Streptin		3.00	Box(es)	23.21	3.00	Box(es)	23.21	69.64
000000012	000000012	000000012	Ambroxol 30mg/60 ml Lumar		5.00	Bottle(s)	12.00	5.00	Bottle(s)	12.00	50.00
TOTAL:											155.09
PR No.: 000000068 PR Date: 1/18/2024 Manual No.: 000000068 Supplier: Supplier ABC1 Term: 60 Days Date Needed: 3/18/2024											
Remarks:											
Item Manual Code	SKU Code	Barcode	Item Description	Particulars	Quantity	Unit	Cost	Base Quantity	Base Unit	Base Cost	Amount
000000008	000000008	000000008	Ambroxol 15mg/60ml Symp	LUMAR	1.00	Bottle(s)	11.61	1.00	Bottle(s)	11.61	11.61
TOTAL:											11.61

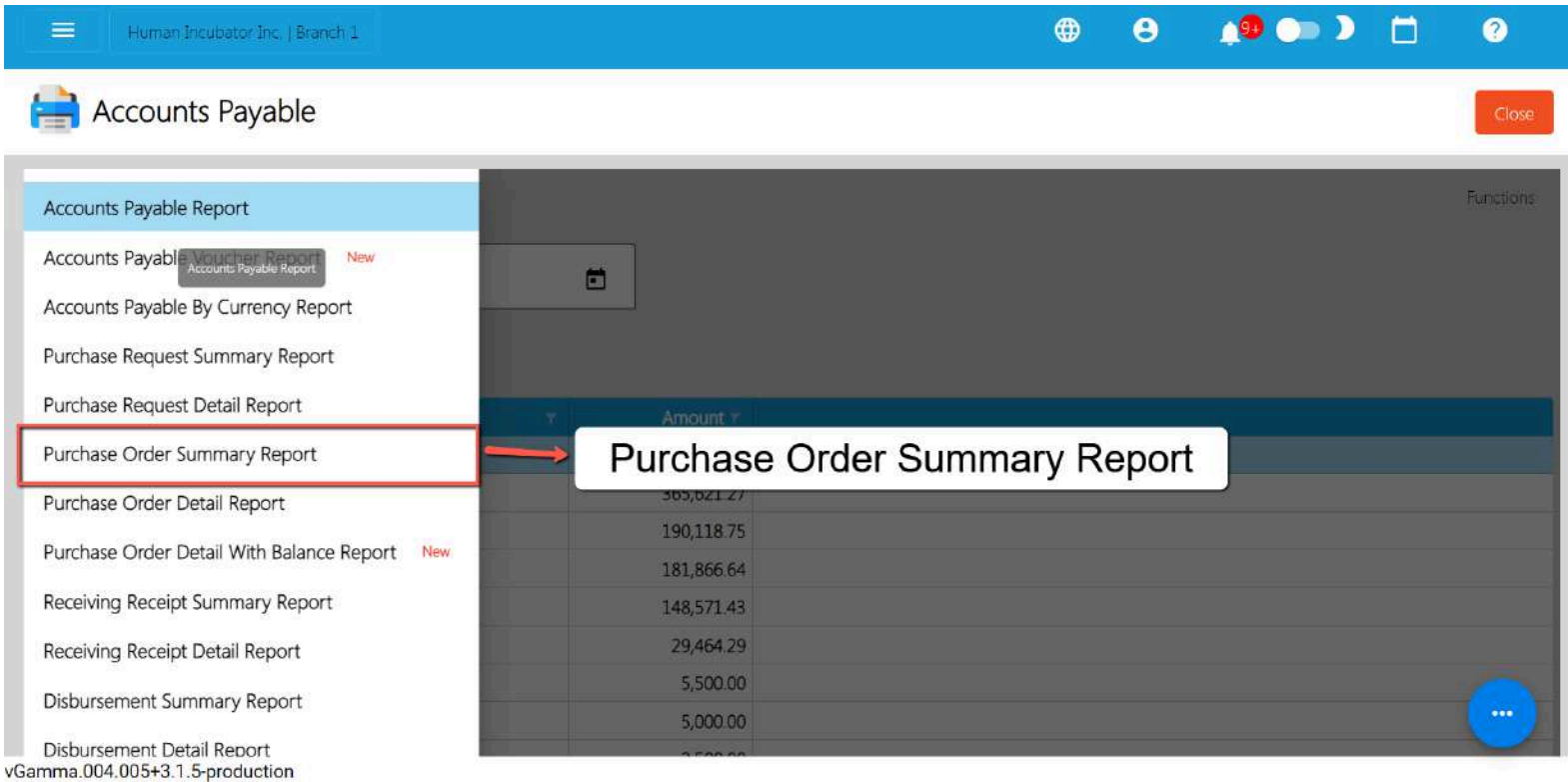
Purchase Order Summary Report

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

To open or generate Purchase Order Summary Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable

3. Click Accounts Purchase Order Summary Report
4. Enter Start Date and End Date
5. Select Branch you want to generate
6. You need to click the Functions to download the data.



The screenshot shows the 'Accounts Payable' section of the application. A sidebar menu on the left lists various reports, with 'Purchase Order Summary Report' highlighted by a red box and an arrow pointing to a callout box. The main area displays a table with columns for 'Amount' and a 'Functions' button in the top right corner.

Amount
369,021.27
190,118.75
181,866.64
148,571.43
29,464.29
5,500.00
5,000.00

Purchase Order Summary Report **Start and End Date** **Branch** Functions

Start date 11/1/2023 End date 2/1/2024 Company Human Incubator Inc. Branch Branch 1

Results

	Branch	PO No.	PO Date	Manual No.	Document ...	Supplier ...	Supplier	Term	Date N...
Details	Branch 1	0000000204	1/29/2024	0000000204		0000000001	Supplier ABC1	60 Days	3/29/2024
Details	Branch 1	0000000137	1/8/2024	0000000137		0000000001	Supplier ABC1	60 Days	3/8/2024
Details	Branch 1	0000000138	1/9/2024	0000000138		0000000001	Supplier ABC1	60 Days	3/9/2024
Details	Branch 1	0000000143	1/18/2024	0000000143		0000000001	Supplier ABC1	60 Days	3/18/2024
Details	Branch 1	0000000144	1/18/2024	0000000144		0000000001	Supplier ABC1	60 Days	3/18/2024
Details	Branch 1	0000000146	1/25/2024	0000000146		0000000001	Supplier ABC1	60 Days	3/25/2024
Details	Branch 1	0000000150	1/26/2024	0000000150		0000000001	Supplier ABC1	60 Days	3/26/2024
Details	Branch 1	0000000133	1/2/2024	0000000133		0000000001	Supplier ABC1	60 Days	3/2/2024
Details	Branch 1	0000000134	1/2/2024	0000000134		0000000001	Supplier ABC1	60 Days	3/2/2024
Details	Branch 1	0000000136	1/4/2024	0000000136		0000000001	Supplier ABC1	60 Days	3/4/2024

vGamma.004.005+3.1.5-production

Purchase Order Detail Report

Purchase Order Detail Report is a Report wherein you can generate All Purchase Order within the specified dates. It will show the details of each Transactions.

To open or generate Purchase Order Detail Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Purchase Order Detail Report
4. Enter Start Date and End Date

5. Select Branch you want to generate

6. You need to click the Functions to download the data.

The screenshot shows the 'Accounts Payable' section of the system. On the left, a menu lists various reports, with 'Purchase Order Detail Report' highlighted by a red box. The main area displays a data table with columns for PO Date, Manual No., Document No., Supplier, Supplier, Term, and Date N... The table shows a value of 0.00. A 'Functions' button is visible in the top right corner of the table area.

Human Incubator Inc. | Branch 1

Accounts Payable

Accounts Payable Report

Accounts Payable Voucher Report New

Accounts Payable By Currency Report

Purchase Request Summary Report

Purchase Request Detail Report

Purchase Order Summary Report

Purchase Order Detail Report

Purchase Order Detail With Balance Report New

Receiving Receipt Summary Report

Receiving Receipt Detail Report

Disbursement Summary Report

Disbursement Detail Report

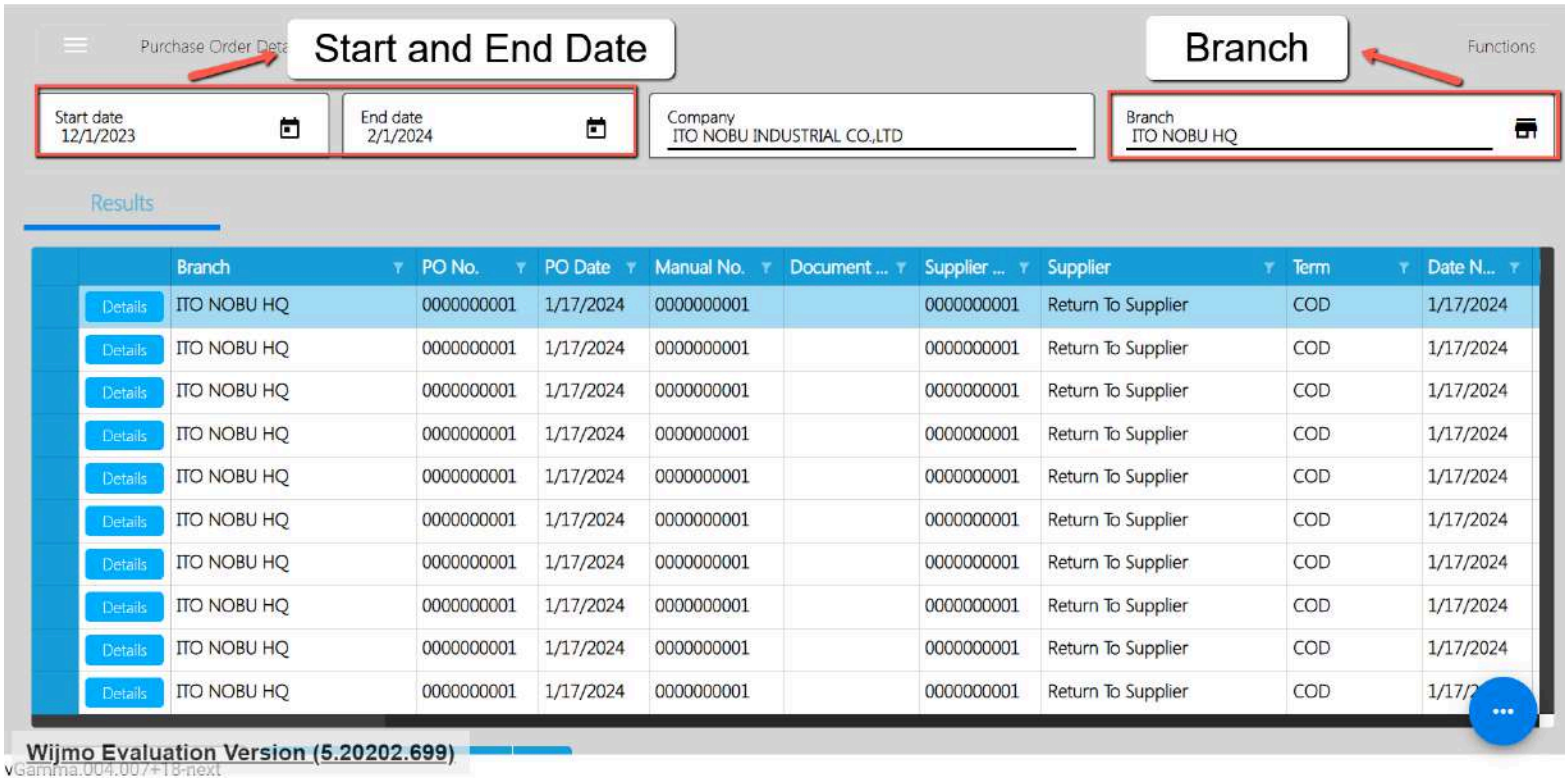
PO Date Manual No. Document No. Supplier Supplier Term Date N...

0.00

Functions

Close

vGamma.004.005+3.1.5-production



Purchase Order Detail **Start and End Date** **Branch** Functions

Start date: 12/1/2023 End date: 2/1/2024 Company: ITO NOBU INDUSTRIAL CO.,LTD Branch: ITO NOBU HQ

	Branch	PO No.	PO Date	Manual No.	Document ...	Supplier ...	Supplier	Term	Date N...
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024
Details	ITO NOBU HQ	0000000001	1/17/2024	0000000001		0000000001	Return To Supplier	COD	1/17/2024

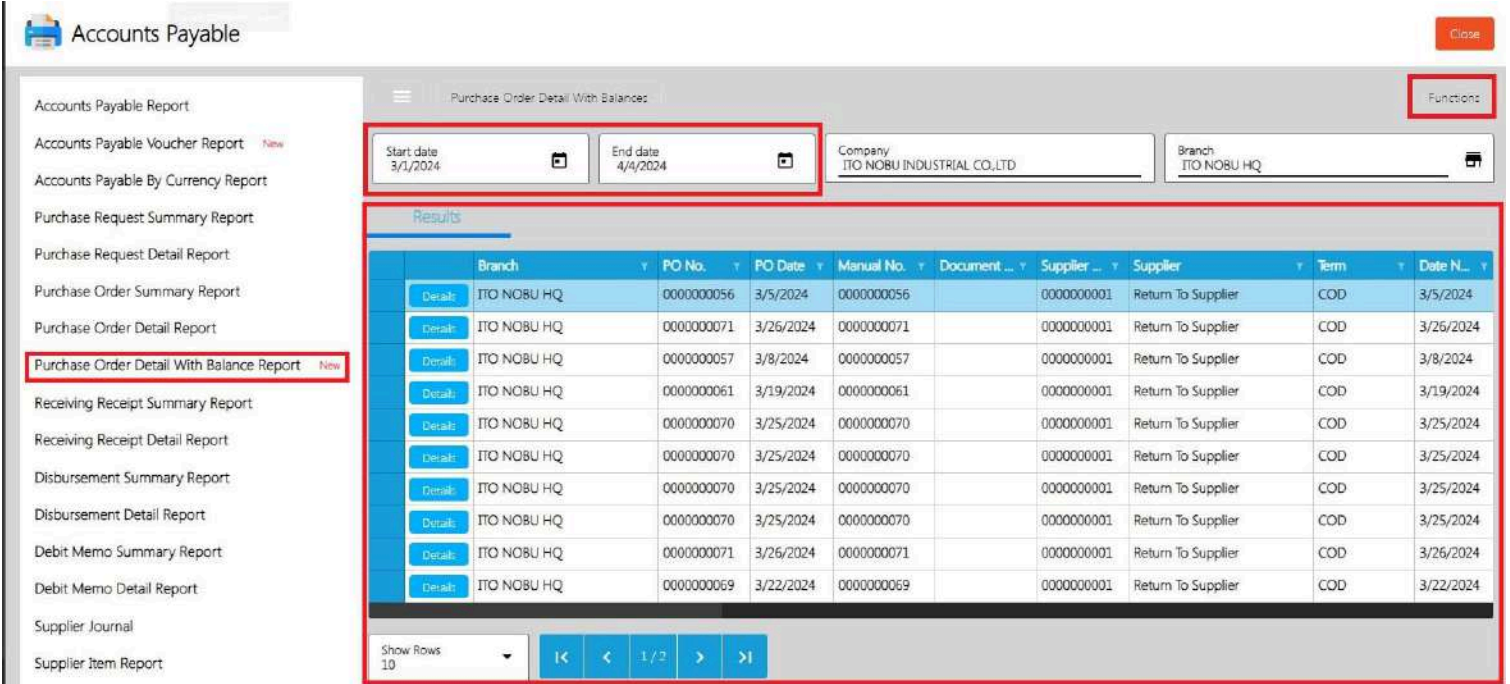
Wajmo Evaluation Version (5.20202.699)

Purchase Order Detail With Balance Report

Purchase Order Detail with Balance Report is a report where you can generate all purchase orders with balance within the specified dates.

To generate Purchase Order Detail with Balance Reports here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Purchase Order Detail with balance Report
4. Enter Start and End Date
5. Select the Branch
6. You need to click Functions to download the data



The screenshot shows the 'Accounts Payable' module with a sidebar menu on the left. The main area displays the 'Purchase Order Detail With Balance Report' for the company 'ITO NOBU INDUSTRIAL CO.,LTD' and branch 'ITO NOBU HQ'. The report filters are set for a start date of 3/1/2024 and an end date of 4/4/2024. The table below shows a list of purchase orders with columns for Branch, PO No., PO Date, Manual No., Document No., Supplier, Supplier Name, Term, and Date N... The 'Purchase Order Detail With Balance Report' is highlighted in the sidebar menu.

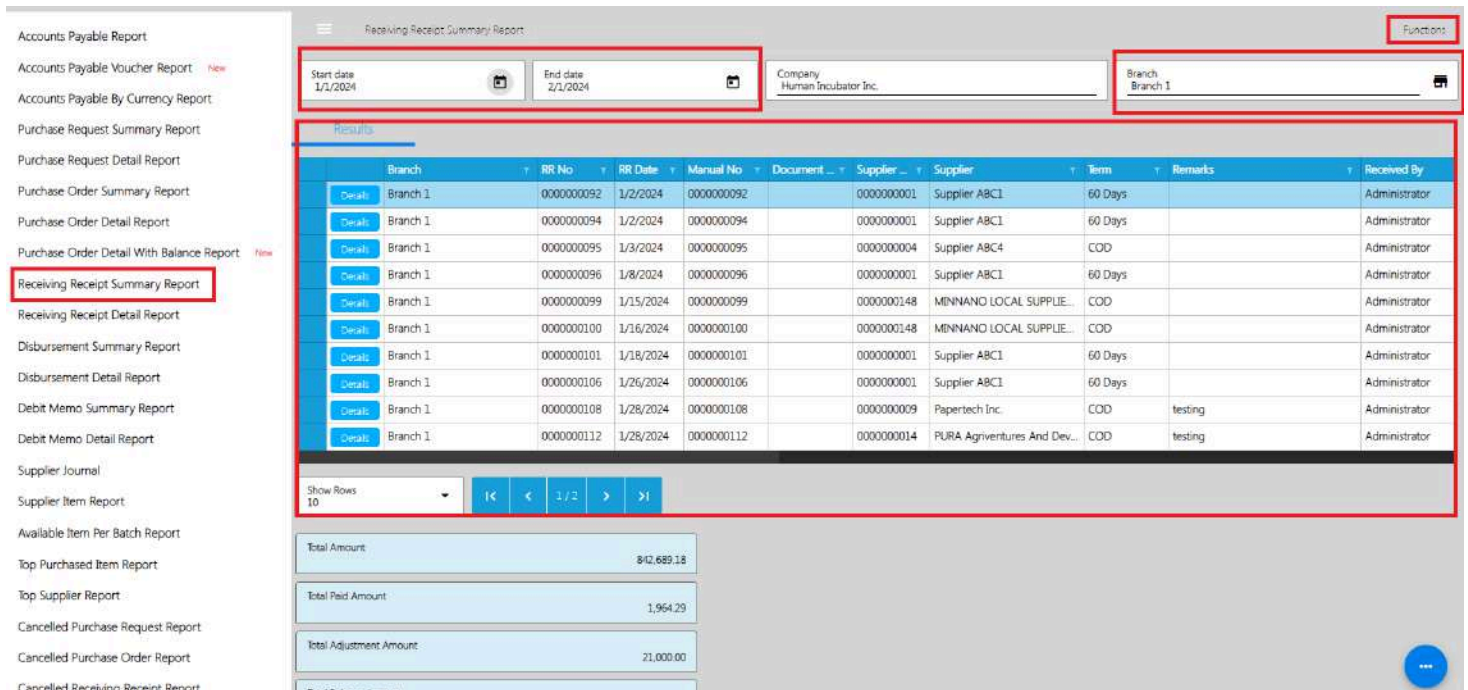
	Branch	PO No.	PO Date	Manual No.	Document ...	Supplier ...	Supplier	Term	Date N...
Details	ITO NOBU HQ	000000056	3/5/2024	000000056		000000001	Return To Supplier	COD	3/5/2024
Details	ITO NOBU HQ	000000071	3/26/2024	000000071		000000001	Return To Supplier	COD	3/26/2024
Details	ITO NOBU HQ	000000057	3/8/2024	000000057		000000001	Return To Supplier	COD	3/8/2024
Details	ITO NOBU HQ	000000061	3/19/2024	000000061		000000001	Return To Supplier	COD	3/19/2024
Details	ITO NOBU HQ	000000070	3/25/2024	000000070		000000001	Return To Supplier	COD	3/25/2024
Details	ITO NOBU HQ	000000070	3/25/2024	000000070		000000001	Return To Supplier	COD	3/25/2024
Details	ITO NOBU HQ	000000070	3/25/2024	000000070		000000001	Return To Supplier	COD	3/25/2024
Details	ITO NOBU HQ	000000070	3/25/2024	000000070		000000001	Return To Supplier	COD	3/25/2024
Details	ITO NOBU HQ	000000071	3/26/2024	000000071		000000001	Return To Supplier	COD	3/26/2024
Details	ITO NOBU HQ	000000069	3/22/2024	000000069		000000001	Return To Supplier	COD	3/22/2024

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 Summary Report

Start date: 1/1/2024 | End date: 2/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Branch	RR No	RR Date	Manual No	Document	Supplier	Supplier	Term	Remarks	Received By
Branch 1	000000092	1/2/2024	000000092		000000001	Supplier ABC1	60 Days		Administrator
Branch 1	000000094	1/2/2024	000000094		000000001	Supplier ABC1	60 Days		Administrator
Branch 1	000000095	1/3/2024	000000095		000000004	Supplier ABC4	COD		Administrator
Branch 1	000000096	1/8/2024	000000096		000000001	Supplier ABC1	60 Days		Administrator
Branch 1	000000099	1/15/2024	000000099		000000018	MINNANO LOCAL SUPPLIE...	COD		Administrator
Branch 1	000000100	1/16/2024	000000100		000000018	MINNANO LOCAL SUPPLIE...	COD		Administrator
Branch 1	000000101	1/18/2024	000000101		000000001	Supplier ABC1	60 Days		Administrator
Branch 1	000000106	1/26/2024	000000106		000000001	Supplier ABC1	60 Days		Administrator
Branch 1	000000108	1/28/2024	000000108		000000009	Papertech Inc.	COD	testing	Administrator
Branch 1	000000112	1/28/2024	000000112		000000014	PURA Agriventures And Dev...	COD	testing	Administrator

Summary:

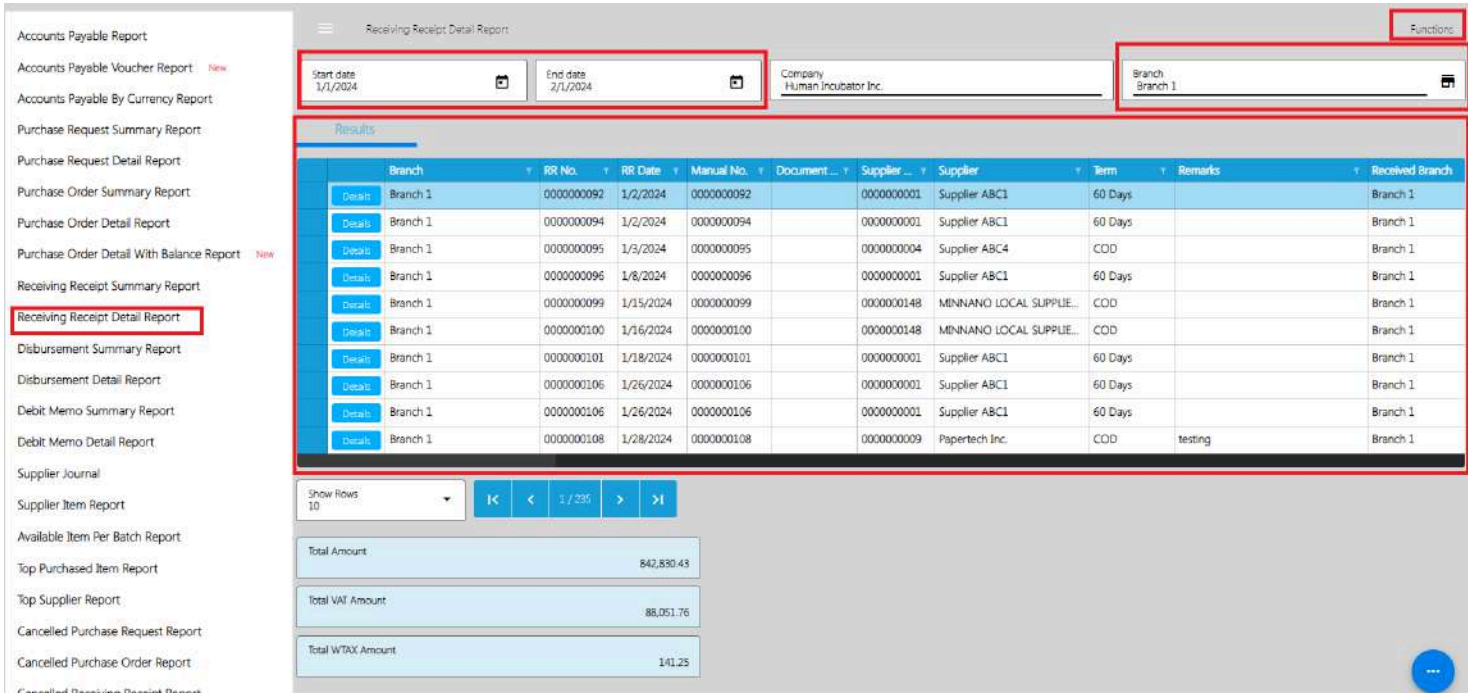
- Total Amount: ₱12,689.18
- Total Paid Amount: 1,964.29
- Total Adjustment Amount: 21,000.00

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 Functions to Download Data



Accounts Payable Report

Accounts Payable Voucher Report New

Accounts Payable By Currency Report

Purchase Request Summary Report

Purchase Request Detail Report

Purchase Order Summary Report

Purchase Order Detail Report

Purchase Order Detail With Balance Report New

Receiving Receipt Summary Report

Receiving Receipt Detail Report

Disbursement Summary Report

Disbursement Detail Report

Debit Memo Summary Report

Debit Memo Detail Report

Supplier Journal

Supplier Item Report

Available Item Per Batch Report

Top Purchased Item Report

Top Supplier Report

Cancelled Purchase Request Report

Cancelled Purchase Order Report

Cancelled Receiving Receipt Report

Receiving Receipt Detail Report

Start date 1/1/2024

End date 2/1/2024

Company Human Incubator Inc.

Branch Branch 1

	Branch	RR No.	RR Date	Manual No.	Document	Supplier	Supplier	Term	Remarks	Received Branch
Details	Branch 1	0000000092	1/2/2024	0000000092		0000000001	Supplier ABC1	60 Days		Branch 1
Details	Branch 1	0000000094	1/2/2024	0000000094		0000000001	Supplier ABC1	60 Days		Branch 1
Details	Branch 1	0000000095	1/3/2024	0000000095		0000000004	Supplier ABC4	COD		Branch 1
Details	Branch 1	0000000096	1/8/2024	0000000096		0000000001	Supplier ABC1	60 Days		Branch 1
Details	Branch 1	0000000099	1/15/2024	0000000099		0000000148	MINNANO LOCAL SUPPLIE...	COD		Branch 1
Details	Branch 1	0000000100	1/16/2024	0000000100		0000000148	MINNANO LOCAL SUPPLIE...	COD		Branch 1
Details	Branch 1	0000000101	1/18/2024	0000000101		0000000001	Supplier ABC1	60 Days		Branch 1
Details	Branch 1	0000000106	1/26/2024	0000000106		0000000001	Supplier ABC1	60 Days		Branch 1
Details	Branch 1	0000000106	1/26/2024	0000000106		0000000001	Supplier ABC1	60 Days		Branch 1
Details	Branch 1	0000000108	1/28/2024	0000000108		0000000009	Papertech Inc.	COD	testing	Branch 1

Show Rows 10

Total Amount 642,830.43

Total VAT Amount 88,051.76

Total WTAX Amount 141.25

Disbursement Summary

Disbursement Summary Report is a Report wherein you can generate All Disbursement Transaction within the specified dates.

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

1. Go to Purchases
2. Select Accounts Payable
3. Click Accounts Disbursement Summary Report
4. Enter Start Date and End Date
5. Select Branch you want to generate

6. Click **Functions** to Download Data

- Accounts Payable Report
- Accounts Payable Voucher Report New
- Accounts Payable By Currency Report
- Purchase Request Summary Report
- Purchase Request Detail Report
- Purchase Order Summary Report
- Purchase Order Detail Report
- Purchase Order Detail With Balance Report New
- Receiving Receipt Summary Report
- Receiving Receipt Detail Report
- Disbursement Summary Report
- Disbursement Detail Report
- Debit Memo Summary Report
- Debit Memo Detail Report
- Supplier Journal
- Supplier Item Report
- Available Item Per Batch Report
- Top Purchased Item Report
- Top Supplier Report
- Cancelled Purchase Request Report

Disbursement Summary Report Functions

Start date
1/1/2024

End date
2/1/2024

Company
Human Incubator Inc.

Branch
Branch 1

Results

	Branch	CV No.	CV Date	Manual No.	Document ...	Supplier ...	Supplier	Payee	Remarks	PayT
Details	Branch 1	0000000064	1/9/2024	0000000064		0000000001	Supplier ABC1	Supplier ABC1		Cash
Details	Branch 1	0000000066	1/29/2024	0000000066		0000000149	Cromwell Trading	Cromwell Trading		Cash
Details	Branch 1	0000000067	1/29/2024	0000000067		0000000149	Cromwell Trading	Cromwell Trading		Cash

Show Rows
10

⏪ ⏴ 1/1 ⏵ ⏩

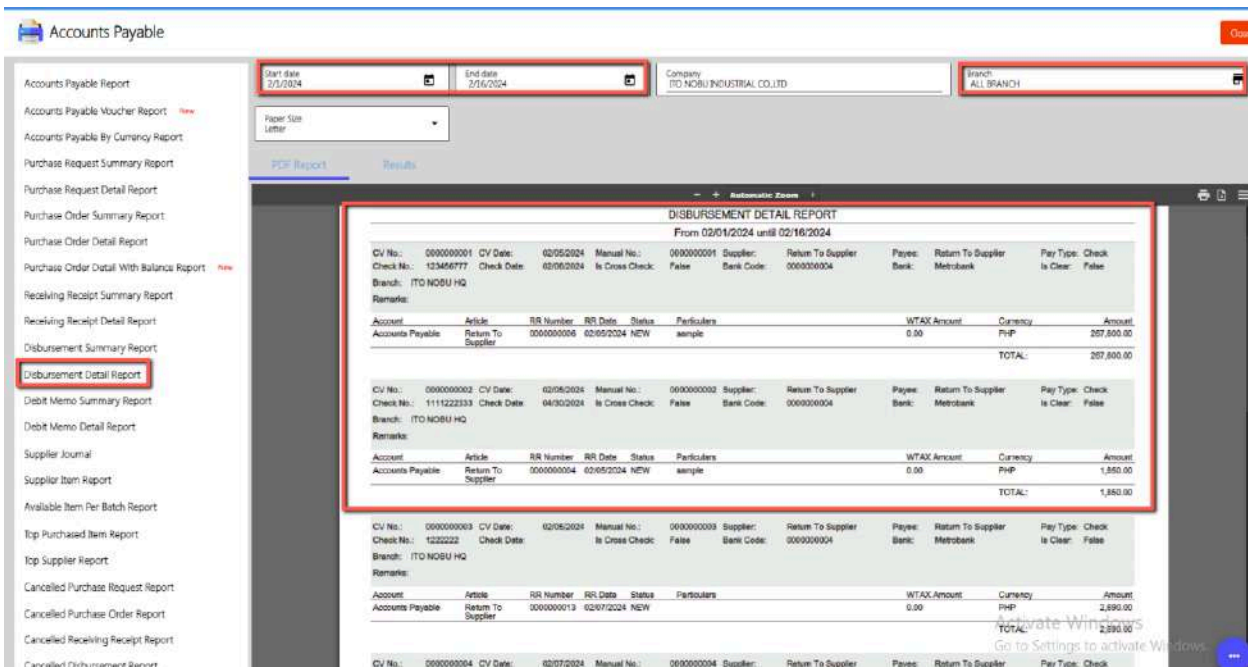
Total Amount: 1,964.29

Disbursement Detail Report

Disbursement Detail Report is a Report wherein you can generate All Disbursements within the specified dates. It will show the details of each Transactions.

To open or generate Disbursement Detail Report here are the steps to follow:

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



Accounts Payable

Start Date: 2/5/2024 | End Date: 2/16/2024 | Company: ITO NOBU INDUSTRIAL CO.,LTD | Branch: ALL BRANCH

Paper Size: Letter

PDF Report | Results

DISBURSEMENT DETAIL REPORT

From 02/01/2024 until 02/16/2024

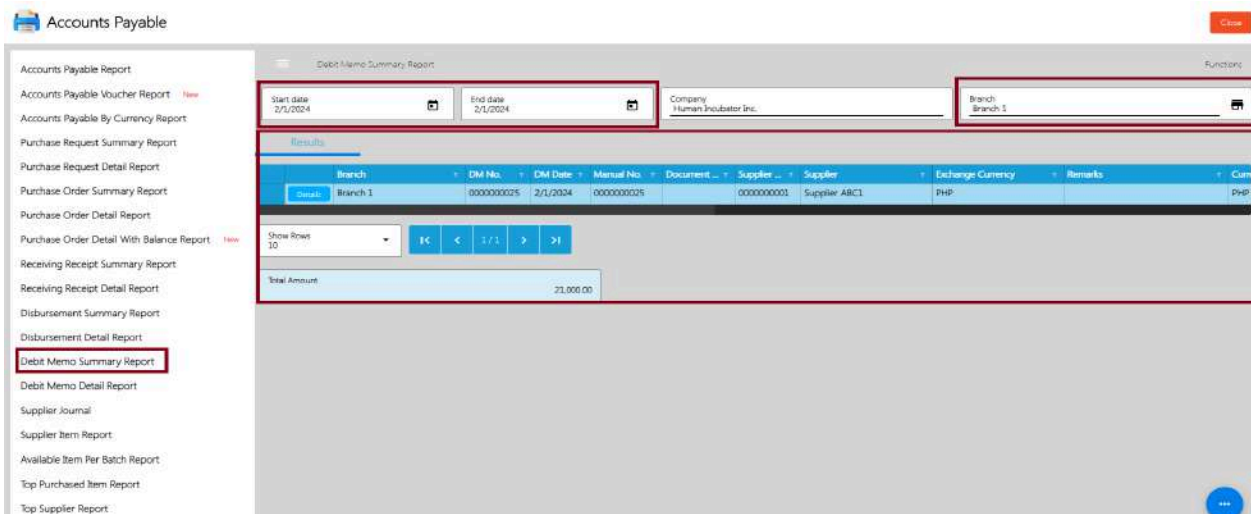
CV No.	CV Date	Manual No.	Supplier	Return To Supplier	Payee	Return To Supplier	Pay Type	Check	Is Clear
000000001	02/05/2024	000000001	000000001	000000004	Metobank	Metobank	Check		
133466777	02/05/2024								
Branch: ITO NOBU HQ									
Remarks:									
Account	Article	RR Number	RR Date	Status	Particulars	WTAX Amount	Currency	Amount	
Accounts Payable	Return To Supplier	000000004	02/05/2024	NEW	sample	0.00	PHP	207,800.00	
								TOTAL:	207,800.00
000000002	02/05/2024	000000002	000000004	000000004	Metobank	Metobank	Check		
111222333	04/30/2024								
Branch: ITO NOBU HQ									
Remarks:									
Account	Article	RR Number	RR Date	Status	Particulars	WTAX Amount	Currency	Amount	
Accounts Payable	Return To Supplier	000000004	02/05/2024	NEW	sample	0.00	PHP	1,850.00	
								TOTAL:	1,850.00
000000003	02/06/2024	000000003	000000004	000000004	Metobank	Metobank	Check		
1232222									
Branch: ITO NOBU HQ									
Remarks:									
Account	Article	RR Number	RR Date	Status	Particulars	WTAX Amount	Currency	Amount	
Accounts Payable	Return To Supplier	000000013	02/07/2024	NEW		0.00	PHP	2,890.00	
								TOTAL:	2,890.00
000000004	02/07/2024	000000004	000000004	000000004	Metobank	Metobank	Check		

Debit Memo Summary Report

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

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

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



The screenshot displays the 'Accounts Payable' section of a software application. On the left is a sidebar menu with various report options, where 'Debit Memo Summary Report' is highlighted. The main window is titled 'Debit Memo Summary Report' and features a search bar with the following filters: 'Start date' (2/1/2024), 'End date' (2/1/2024), 'Company' (Human Incubator Inc.), and 'Branch' (Branch 1). Below the search bar is a table with columns: Branch, DM No., DM Date, Manual No., Document No., Supplier, Supplier, Exchange Currency, Remarks, and Com. The table contains one row for 'Branch 1' with DM No. 000000025, DM Date 2/1/2024, Manual No. 000000025, Document No. 000000001, Supplier ABC1, and Exchange Currency PHP. Below the table is a 'Show Rows' dropdown set to 10 and a pagination control. At the bottom, a 'Total Amount' of 21,000.00 is displayed. A 'Functions' button is visible in the top right corner.

Debit Memo Detail Report

Debit Memo Detail Report is a Report wherein you can generate All Debit Memo Transactions within the specified dates. It will show the details of each Transactions.

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

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

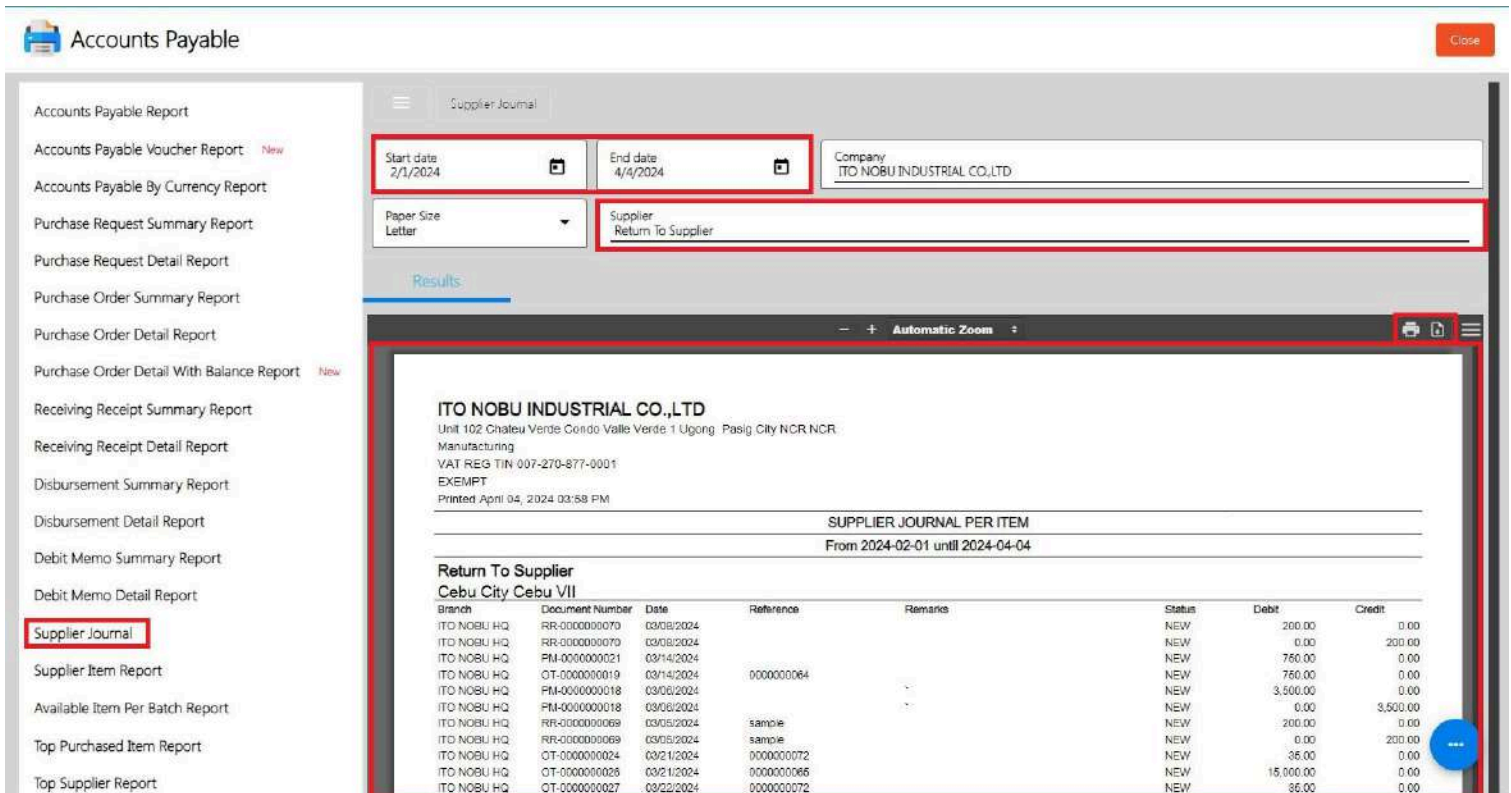
The screenshot displays the 'Accounts Payable' section of a software application. On the left is a sidebar menu with various report options, including 'Debit Memo Detail Report' which is highlighted with a red box. The main window shows the 'Debit Memo Detail Report' interface. At the top, there are search filters: 'Start date' (2/1/2024), 'End date' (2/1/2024), 'Company' (Human Incubator Inc.), and 'Branch' (Branch 1). Below these filters is a table of results with the following columns: Branch, DM No., DM Date, Manual No., Document No., Supplier, and Remarks. A single row is visible with the following data: Branch 1, 0000000025, 2/1/2024, 0000000025, 0000000001, Supplier ABC1, and Branch 1. Below the table, there is a 'Total Amount' field showing 21,000.00. The interface also includes a 'Functions' button in the top right corner and a 'Close' button in the top right corner of the sidebar.

Supplier Journal

Supplier Journal is a report where users can generate the list of Supplier journals per item within the specified date range.

To generate Supplier Journal Report, here are the following steps:

1. Go to Purchases
2. Select Accounts Payable
3. Click Supplier Journal
4. Enter Start and End Date
5. Select Supplier
6. Printing and PDF download are also available



Accounts Payable Close

Supplier Journal

Start date: 2/1/2024 End date: 4/4/2024 Company: ITO NOBU INDUSTRIAL CO.,LTD

Paper Size: Letter Supplier: Return To Supplier

Results:

ITO NOBU INDUSTRIAL CO.,LTD
Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed: April 04, 2024 03:58 PM

SUPPLIER JOURNAL PER ITEM
From 2024-02-01 until 2024-04-04

Return To Supplier
Cebu City Cebu VII

Branch	Document Number	Date	Reference	Remarks	Status	Debit	Credit
ITO NOBU HQ	RR-000000070	03/08/2024			NEW	200.00	0.00
ITO NOBU HQ	RR-000000070	03/08/2024			NEW	0.00	200.00
ITO NOBU HQ	FM-000000021	03/14/2024			NEW	750.00	0.00
ITO NOBU HQ	OT-000000019	03/14/2024	0000000064		NEW	750.00	0.00
ITO NOBU HQ	FM-000000018	03/01/2024			NEW	3,500.00	0.00
ITO NOBU HQ	FM-000000018	03/01/2024			NEW	0.00	3,500.00
ITO NOBU HQ	RR-000000069	03/05/2024	sample		NEW	200.00	0.00
ITO NOBU HQ	RR-000000069	03/05/2024	sample		NEW	0.00	200.00
ITO NOBU HQ	OT-000000024	03/21/2024	0000000072		NEW	35.00	0.00
ITO NOBU HQ	OT-000000026	03/21/2024	0000000066		NEW	15,000.00	0.00
ITO NOBU HQ	OT-000000027	03/22/2024	0000000072		NEW	35.00	0.00

Supplier Item Report

Supplier Item Report is a report where users can generate a list of Supplier Item Reports within the specified date range.

To generate Supplier Item Report, here are the following steps:

1. Go to Purchases
2. Select Accounts Payable
3. Click Supplier Item Report
4. Enter Start and End Date
5. Click Supplier
6. Select Branch
7. Printing and PDF download are also available

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

Disbursement Detail Report

Debit Memo Summary Report

Debit Memo Detail Report

Supplier Journal

Supplier Item Report

Available Item Per Batch Report

Top Purchased Item Report

Top Supplier Report

Supplier Item

Start date
1/1/2024

End date
4/4/2024

Company
ITO NOBU INDUSTRIAL CO.,LTD

Paper Size
Letter

Supplier
Return To Supplier

Branch
ITO NOBU HQ

Results

Automatic Zoom

ITO NOBU INDUSTRIAL CO.,LTD
Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed April 04, 2024 04:20 PM

SUPPLIER JOURNAL ITEM

From 2024-01-01 until 2024-04-04

Transaction Date	Document Number	Branch	Article Item	Cost	Amount
02/02/2024	RR-000000001	ITO NOBU HQ	1*23*4*5@6#789*0\$a*b(c)_e+f+g[h]i jklmno.p q<r~st %u.v.w	100.00	200.00
02/02/2024	RR-000000002	ITO NOBU HQ	1*23*4*5@6#789*0\$a*b(c)_e+f+g[h]i jklmno.p q<r~st %u.v.w	100.00	200.00
02/02/2024	RR-000000003	ITO NOBU HQ	1*23*4*5@6#789*0\$a*b(c)_e+f+g[h]i jklmno.p q<r~st %u.v.w	100.00	200.00
02/05/2024	RR-000000004	ITO NOBU HQ	Plum Japanese Homemade Fruit Jam 150ml	150.00	1,500.00
02/06/2024	RR-000000004	ITO NOBU HQ	SPECIAL JAPONICA RICE 200G	35.00	350.00
02/06/2024	RR-000000005	ITO NOBU HQ	99123*4*5@6#789*0\$a*b(c)_e+f+g[h]i jklmno.p q<r~st %u.v.w	200.00	4,000.00
02/06/2024	RR-000000006	ITO NOBU HQ	TOKYO Tulip rose 9 pcs	1,836.00	183,600.00
02/06/2024	RR-000000006	ITO NOBU HQ	Sato Shochu Luxurious Yuzu and Lemon Liquor Tenno Kokulin 720ml	840.00	84,000.00
02/07/2024	RR-000000007	ITO NOBU HQ	Potatoes Small	75.00	75.00
02/07/2024	RR-000000008	ITO NOBU HQ	CHUKA DON	120.00	120.00
02/07/2024	RR-000000009	ITO NOBU HQ	Hakkaian Snow Apple (normal) Dried 100g 8 ways	3,000.00	36,000.00

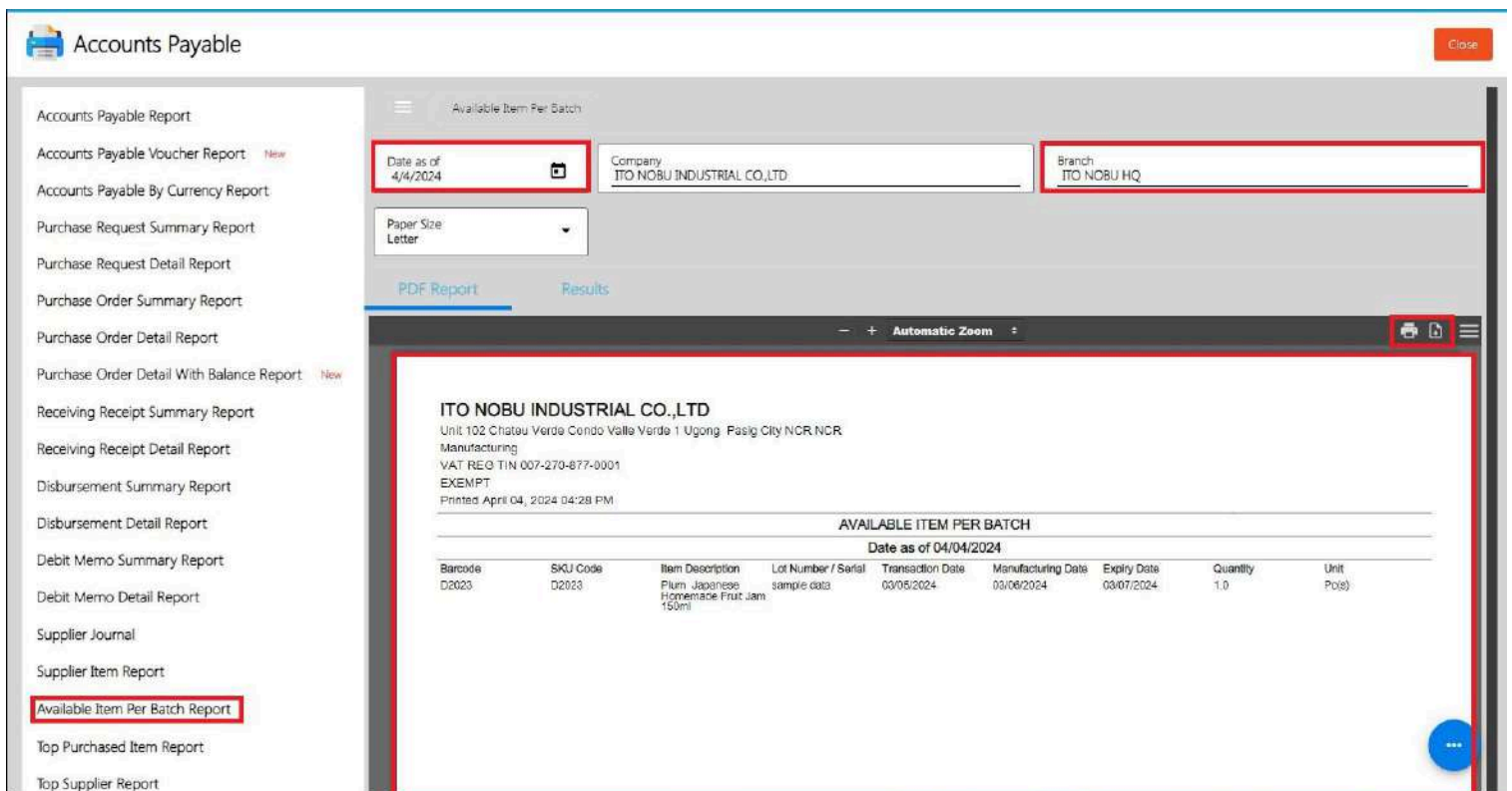
391

Available Item Per Batch Report

Available Item Per Batch Report is a report where users can generate the available item per batch report within the specified date range.

To generate Available Item Per Batch Report, here are the following steps:

1. Go to Purchases
2. Select Accounts Payable
3. Click Available Item Per Batch Report
4. Enter Date as of
5. Select the Branch
6. Printing and PDF download are also available



The screenshot shows the 'Accounts Payable' report generation interface. The left sidebar lists various reports, with 'Available Item Per Batch Report' highlighted. The main area shows the 'Available Item Per Batch' report configuration. The 'Date as of' field is set to 4/4/2024, and the 'Branch' is set to ITO NOBU HQ. The 'Paper Size' is set to Letter. The 'PDF Report' and 'Results' tabs are visible. The 'Results' tab shows the report details for ITO NOBU INDUSTRIAL CO., LTD, including the date as of 04/04/2024. The report table is as follows:

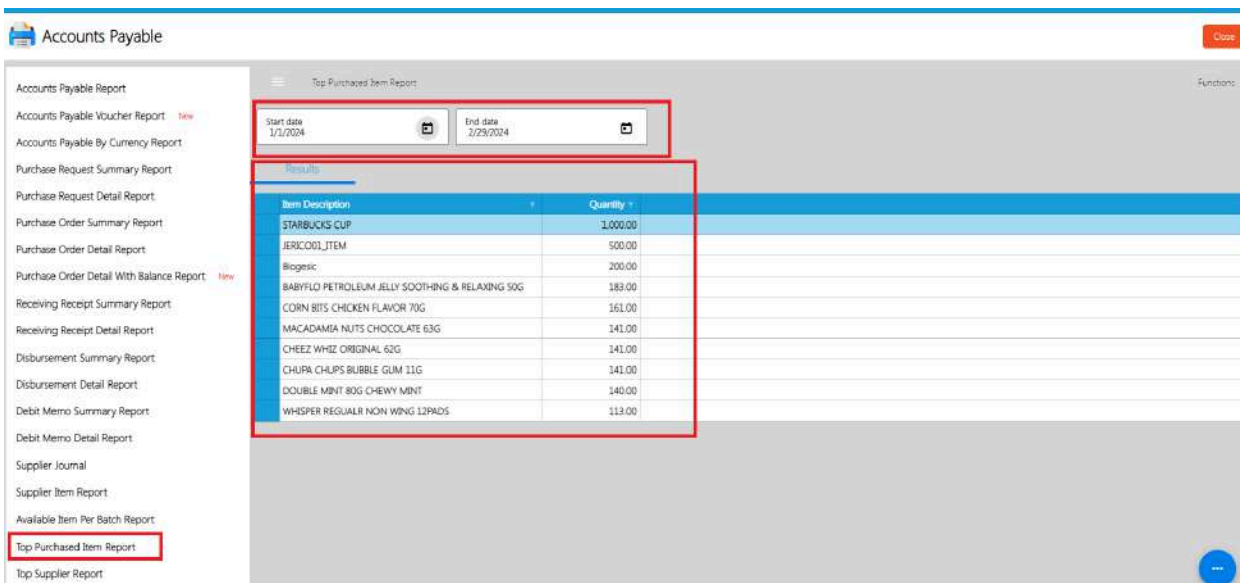
AVAILABLE ITEM PER BATCH								
Date as of 04/04/2024								
Barcode	SKU Code	Item Description	Lot Number / Serial	Transaction Date	Manufacturing Date	Expiry Date	Quantity	Unit
D2023	D2023	Plum Japanese Homemade Fruit Jam 150ml	sample data	03/05/2024	03/06/2024	03/07/2024	1.0	Pcs

Top Purchased Item Report

The Top Purchased Item Report is a report where users or management can generate the top purchased items within a specified date range. This report only displays or generates the top 10 items that were most frequently purchased during the specified period.

To open or generate Purchase Order Detail Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Top Purchase Item Report
4. Enter Start Date and End Date
5. Click **Functions** to Download Data
6. XLS File will be downloaded



The screenshot shows the 'Accounts Payable' system interface. On the left is a sidebar with various report options, including 'Top Purchased Item Report' which is highlighted with a red box. The main area displays the 'Top Purchased Item Report' for the period from 1/1/2024 to 2/29/2024. A table of results is shown below the date filters, listing the top 10 purchased items with their descriptions and quantities.

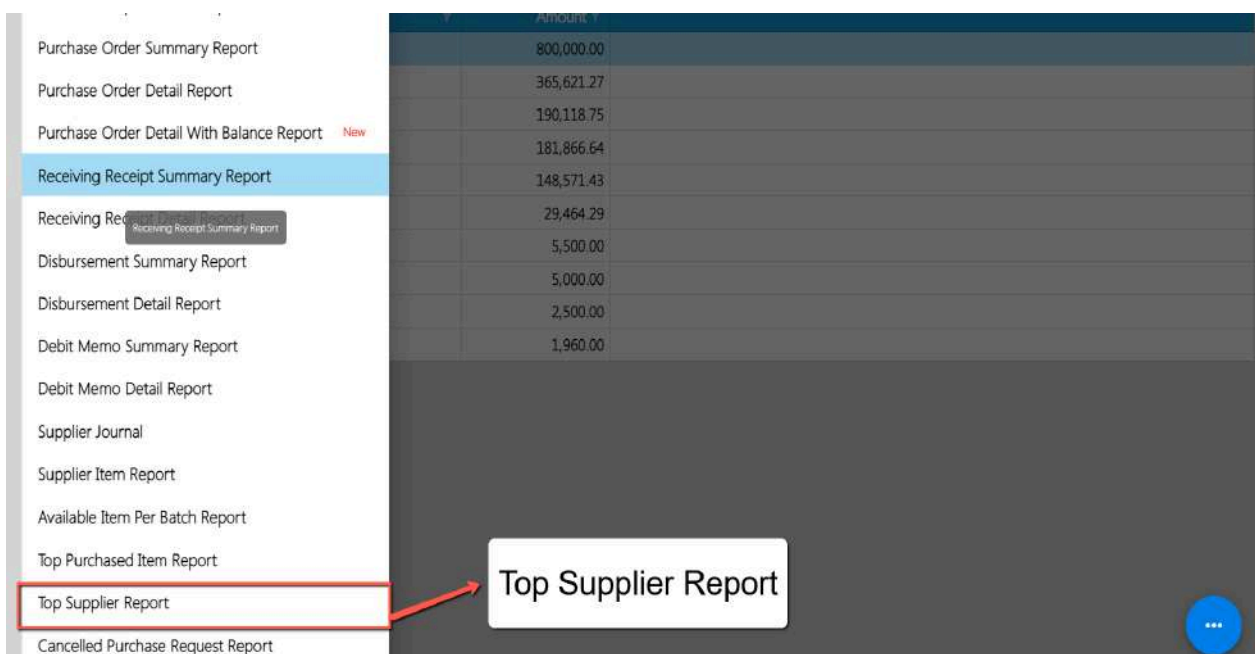
Item Description	Quantity
STARBUCKS CUP	1,000.00
JERICOOJ_ITEM	500.00
Biogestic	200.00
BABYFLO PETROLEUM JELLY SOOTHING & RELAXING 50G	183.00
CORN BITS CHICKEN FLAVOR 70G	161.00
MACADAMIA NUTS CHOCOLATE 63G	141.00
CHEEZ WHIZ ORIGINAL 62G	141.00
CHUPA CHUPS BUBBLE GUM 11G	141.00
DOUBLE MINT 80G CHEWY MINT	140.00
WHISPER REGULAR NON WING 12PADS	113.00

Top Supplier Report

The Top Supplier Report is a report where users or management can generate the top suppliers based on the amount purchased within a specified date range. This report displays or generates the top 10 suppliers that were most frequently purchased from during the specified period.

To open or generate Purchase Order Detail Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Top Supplier Report
4. Enter Start Date and End Date
5. Click **Functions** to Download Data
6. XLS File will be downloaded



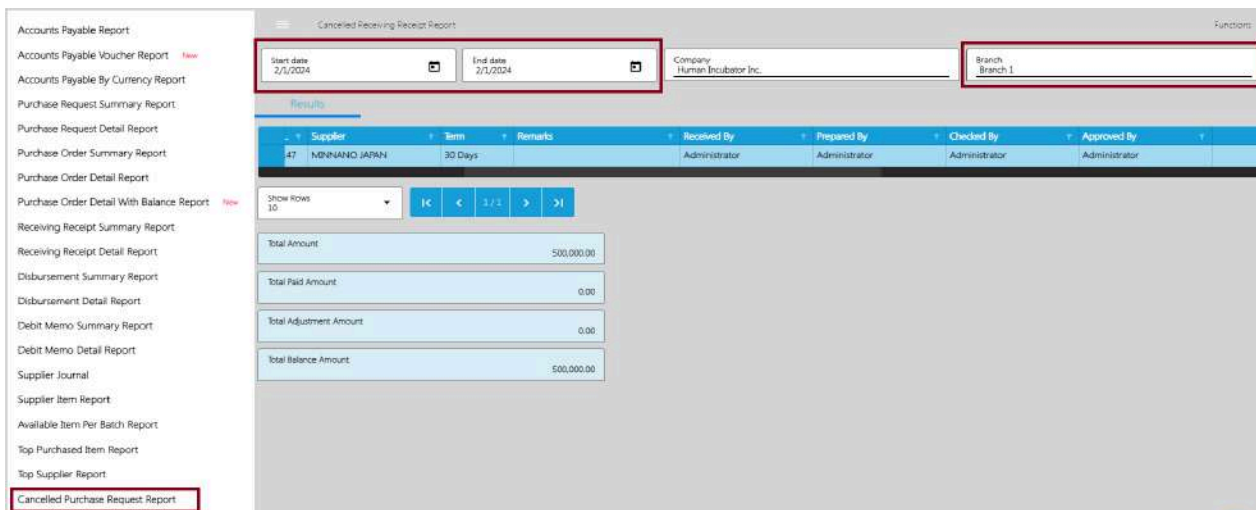
Amount
800,000.00
365,621.27
190,118.75
181,866.64
148,571.43
29,464.29
5,500.00
5,000.00
2,500.00
1,960.00

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



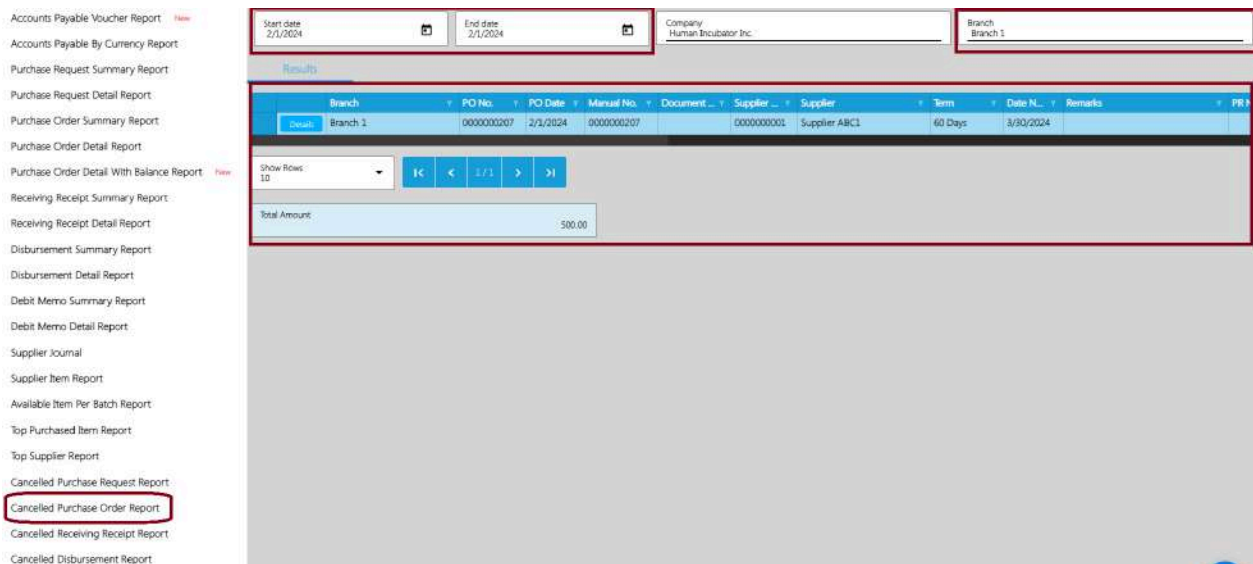
The screenshot displays the 'Cancelled Receiving Receipt Report' interface. On the left sidebar, the 'Cancelled Purchase Request Report' option is highlighted with a red box. The main interface shows search filters for 'Start date' (2/1/2024), 'End date' (2/1/2024), 'Company' (Human Incubator Inc.), and 'Branch' (Branch 1). Below the filters is a table with columns: Supplier, Term, Remarks, Received By, Prepared By, Checked By, and Approved By. The table contains one row for 'MINNANO JAPAN' with a term of '30 Days'. Below the table is a summary section with fields for 'Total Amount' (500,000.00), 'Total Paid Amount' (0.00), 'Total Adjustment Amount' (0.00), and 'Total Balance Amount' (500,000.00).

Cancelled Purchase Order Report

Cancelled Purchase Order Report is a report where users or management can generate the report of All Cancelled Purchase Order Transactions.

To open or generate Cancelled Purchase Order Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Cancelled Purchase Order
4. Enter Start Date and End Date
5. Select branch you want to generate
5. Click **Functions** to Download Data
6. XLS File will be downloaded



The screenshot shows the 'Cancelled Purchase Order Report' selected in the sidebar. The main interface displays search filters for Start date (2/1/2024), End date (2/1/2024), Company (Human Incubator Inc.), and Branch (Branch 1). Below the filters is a table with the following data:

Branch	PO No.	PO Date	Manual No.	Document No.	Supplier	Supplier	Term	Date NL	Remarks	PR
Branch 1	0000000207	2/1/2024	0000000207		0000000001	Supplier ABC1	60 Days	3/30/2024		

Below the table, there is a 'Show Rows' dropdown set to 10 and a 'Total Amount' of 500.00.

Cancelled Receiving Receipt Report

Cancelled Receiving Receipt Report is a report where users or management Voucher Report can generate the report of All Cancelled Receiving Receipt Transactions.

To open or generate Cancelled Receiving Receipt Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Cancelled Receiving Receipt
4. Enter Start Date and End Date
5. Select branch you want to generate
6. Click **Functions** to Download Data
7. XLS File will be downloaded

Accounts Payable Voucher Report new
Accounts Payable By Currency Report
Purchase Request Summary Report
Purchase Request Detail Report
Purchase Order Summary Report
Purchase Order Detail Report
Purchase Order Detail With Balance Report new
Receiving Receipt Summary Report
Receiving Receipt Detail Report
Disbursement Summary Report
Disbursement Detail Report
Debit Memo Summary Report
Debit Memo Detail Report
Supplier Journal
Supplier Item Report
Available Item Per Batch Report
Top Purchased Item Report
Top Supplier Report
Cancelled Purchase Request Report
Cancelled Purchase Order Report
Cancelled Receiving Receipt Report
Cancelled Disbursement Report

Branch	RR No	RR Date	Manual No	Document No	Supplier	Supplier	Terms	Remarks	Received By
Branch 1	0000000098	2/1/2024	0000000098		000000047	MINIAND JAPAN	30 Days		Administrator

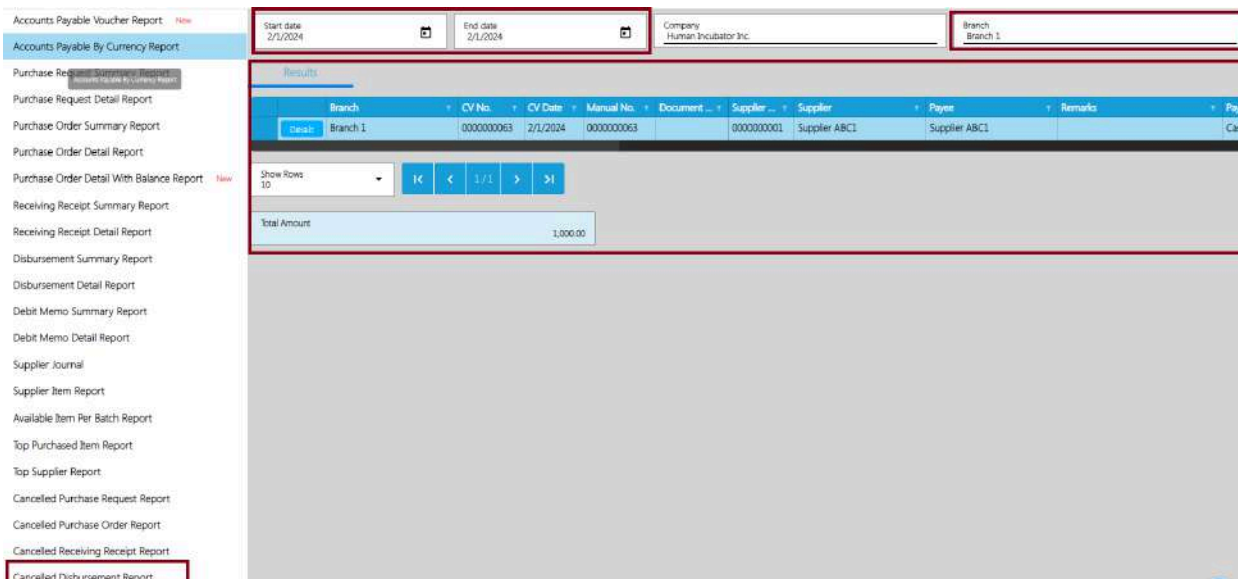
Total Amount	500,000.00
Total Paid Amount	0.00
Total Adjustment Amount	0.00
Total Balance Amount	500,000.00

Cancelled Disbursement Report

Cancelled Disbursement Report is a report where users or management can generate the report of All Cancelled Disbursement Receipt Transactions.

To open or generate Cancelled Disbursement Report here are the steps to follow:

1. Go to Purchases
2. Select Accounts Payable
3. Click Cancelled Disbursement
4. Enter Start Date and End Date
5. Select branch you want to generate
6. Click Functions to Download Data
7. XLS File will be downloaded



The screenshot shows the software interface for generating a report. On the left sidebar, the 'Cancelled Disbursement Report' menu item is highlighted with a red box. The main area displays a report titled 'Cancelled Disbursement Report' with the following details:

- Start date: 2/1/2024
- End date: 2/1/2024
- Company: Human Incubator Inc.
- Branch: Branch 1

The report results table is as follows:

Branch	CV No.	CV Date	Manual No.	Document No.	Supplier	Supplier	Payee	Remarks	Pay/To
Branch 1	0000000063	2/1/2024	0000000063		0000000001	Supplier ABC1	Supplier ABC1		Cash
Total Amount									1,000.00

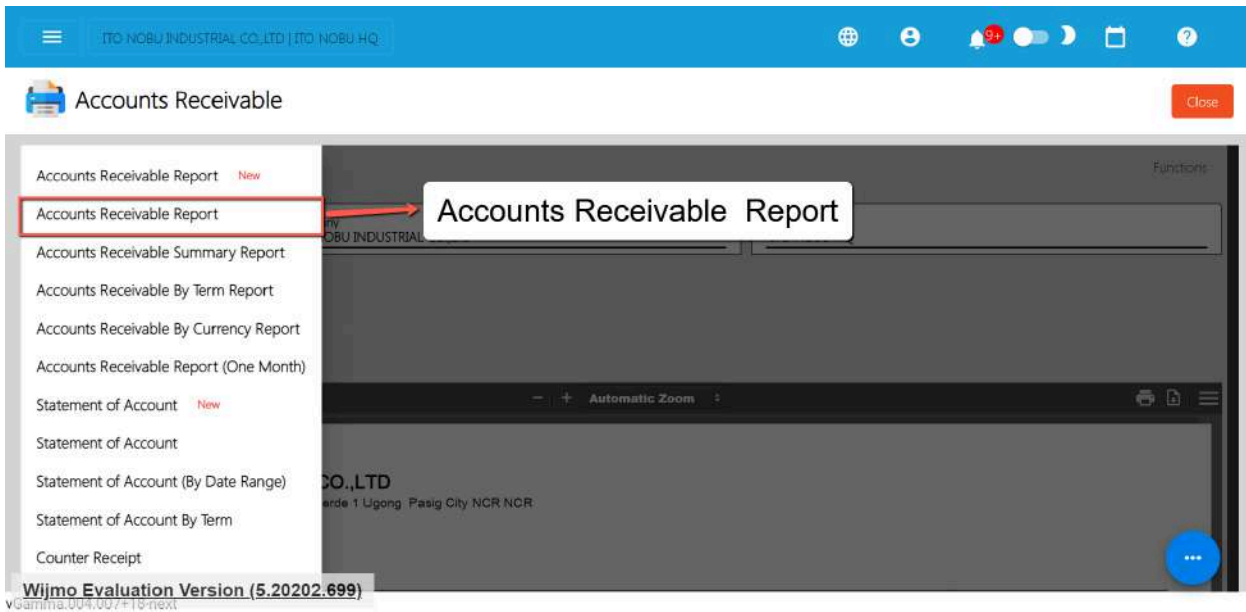
Accounts Receivable Report

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.

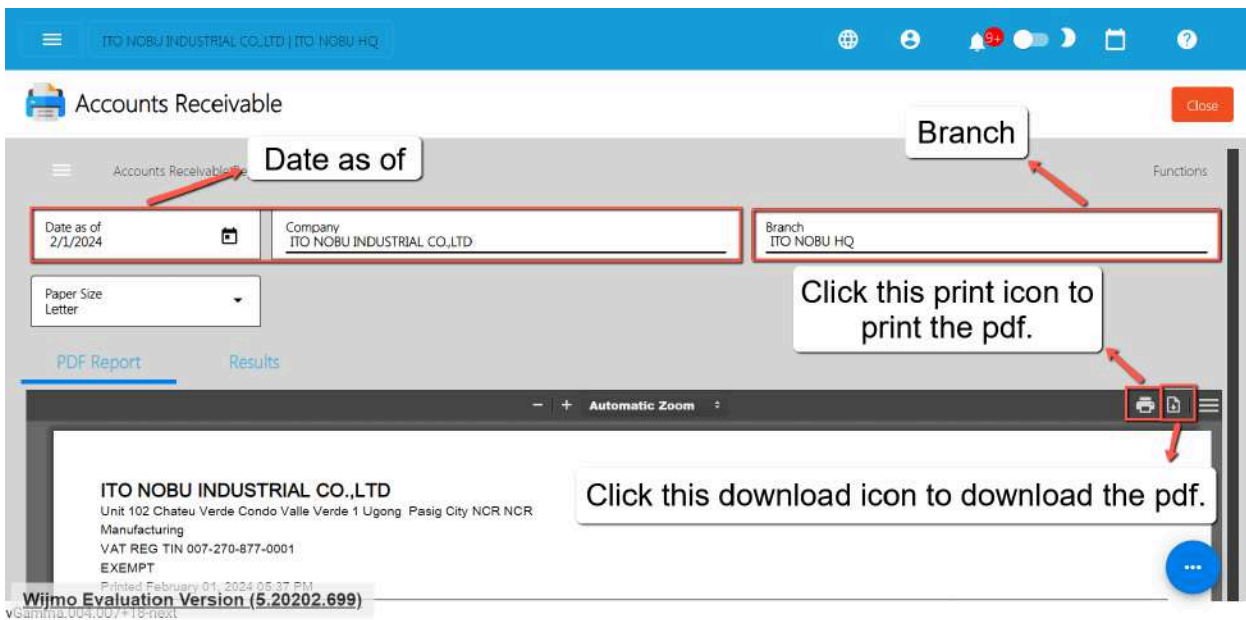


Accounts Receivable

- Accounts Receivable Report **New**
- Accounts Receivable Report
- Accounts Receivable Summary Report
- Accounts Receivable By Term Report
- Accounts Receivable By Currency Report
- Accounts Receivable Report (One Month)
- Statement of Account **New**
- Statement of Account
- Statement of Account (By Date Range)
- Statement of Account By Term
- Counter Receipt

Accounts Receivable Report

Wjimo Evaluation Version (5.20202.699)



Accounts Receivable

Date as of: 2/1/2024

Company: ITO NOBU INDUSTRIAL CO.,LTD

Branch: ITO NOBU HQ

Paper Size: Letter

Click this print icon to print the pdf.

Click this download icon to download the pdf.

Wjimo Evaluation Version (5.20202.699)

ITO NOBU INDUSTRIAL CO.,LTD
Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed February 01, 2024 05:37 PM

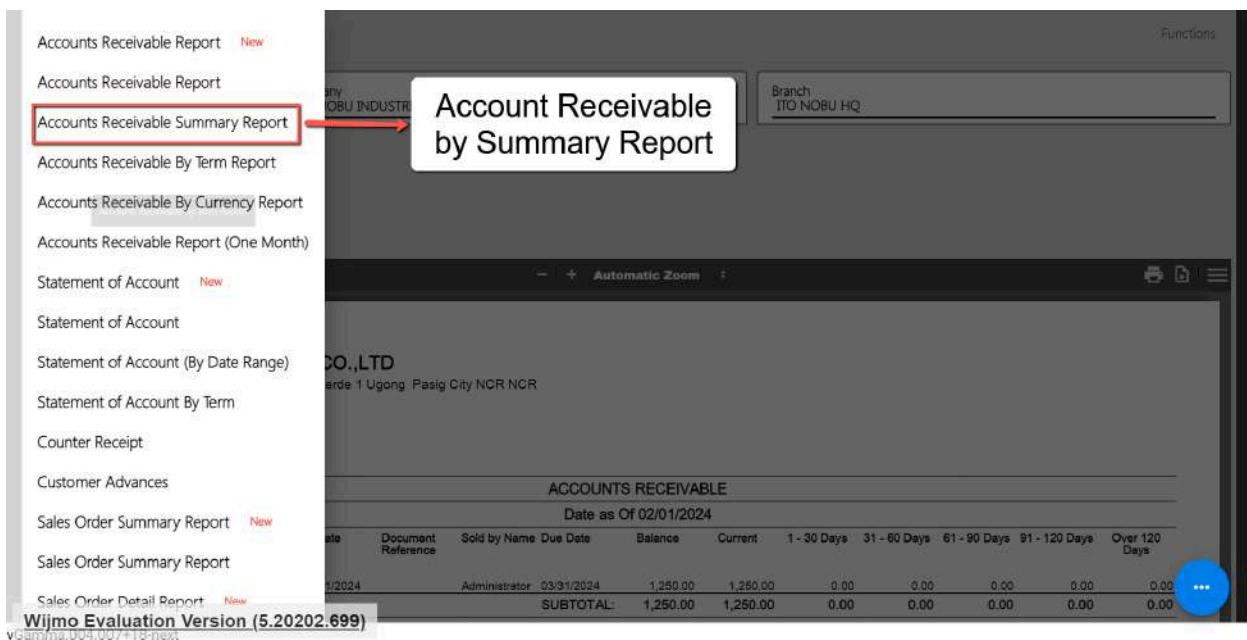
ACCOUNTS RECEIVABLE												
Date as Of 02/01/2024												
Branch	SI Number	SI Date	Document Reference	Sold by Name	Due Date	Balance	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
A RISHIA GENERAL MERCHANDISE												
ITO NOBU HQ	0000000031	01/31/2024		Administrator	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	01/28/2024		Administrator	03/28/2024	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



Accounts Receivable Report New

Accounts Receivable Report

Accounts Receivable Summary Report

Accounts Receivable By Term Report

Accounts Receivable By Currency Report

Accounts Receivable Report (One Month)

Statement of Account New

Statement of Account

Statement of Account (By Date Range)

Statement of Account By Term

Counter Receipt

Customer Advances

Sales Order Summary Report New

Sales Order Summary Report

Sales Order Detail Report New

Wijmo Evaluation Version (5.20202.699)

Branch: ITO NOBU HQ

ACCOUNTS RECEIVABLE
Date as of 02/01/2024

Document Reference	Sold by Name	Due Date	Balance	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
1/2024	Administrator	03/31/2024	1,250.00	1,250.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL:			1,250.00	1,250.00	0.00	0.00	0.00	0.00	0.00

ITO NOBU INDUSTRIAL CO.,LTD

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR

Manufacturing

VAT REG TIN 007-270-877-0001

EXEMPT

Printed February 01, 2024 05:46 PM

ACCOUNTS RECEIVABLE SUMMARY

Date as Of 02/01/2024

Branch	Customer Name	Term	Balance Amount	Current Amount	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
ITO NOBU HQ	ARISHIA 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:

1. Go to Sales
2. Select Accounts Receivable
3. Click Accounts Receivable by Currency Report
4. Enter Date as of
5. Select branch you want to generate
6. Select Currency you want to generate
7. You can have the option to Print or Download the PDF Report

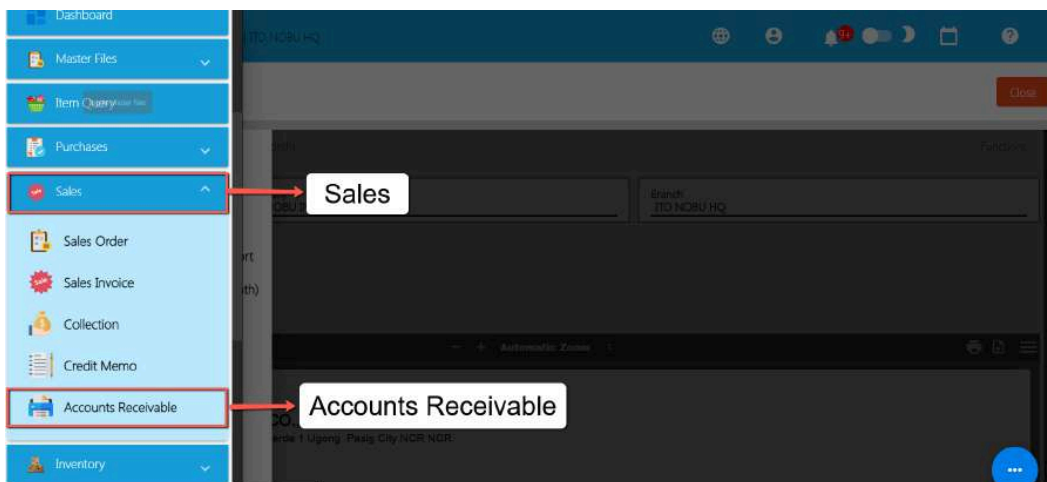
Accounts Receivable Report (One Month)

The Accounts Receivable Report (One Month) is a comprehensive summary of outstanding receivables from customers within a specified time frame, typically one month. This report categorizes the receivables based on the age of the invoices, including segments such as 7 days, 10 days, 15 days, 30 days, and over 30 days. By organizing receivables in this manner,

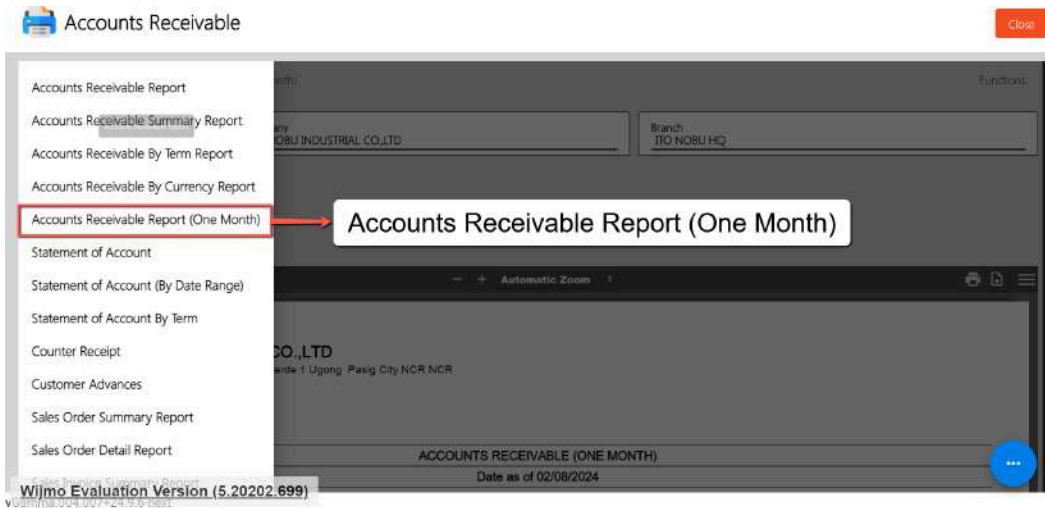
businesses can efficiently track and manage their outstanding invoices, aiding in timely collections and financial decision-making.

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

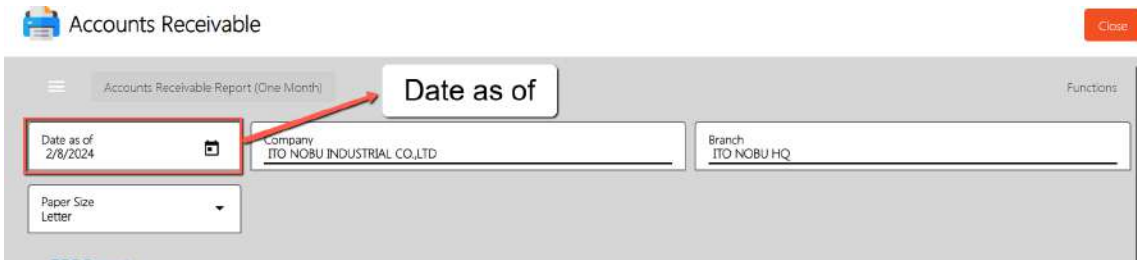
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



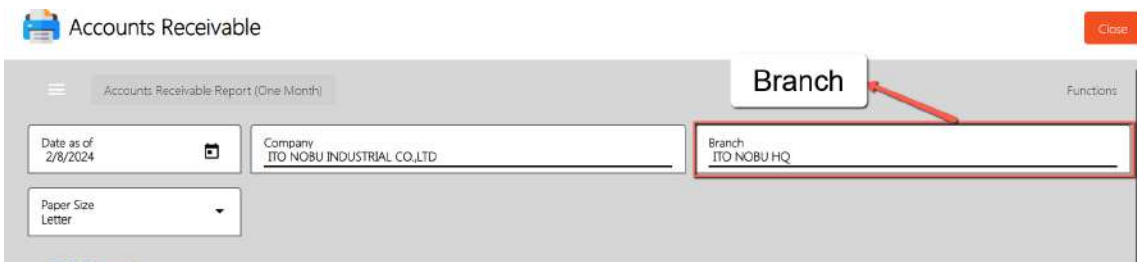
2. **Click Account Receivables Report (One Month):** Under the menus from Accounts Receivable, look for Account Receivables Report (One Month) then click the menu to navigate.



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



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



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

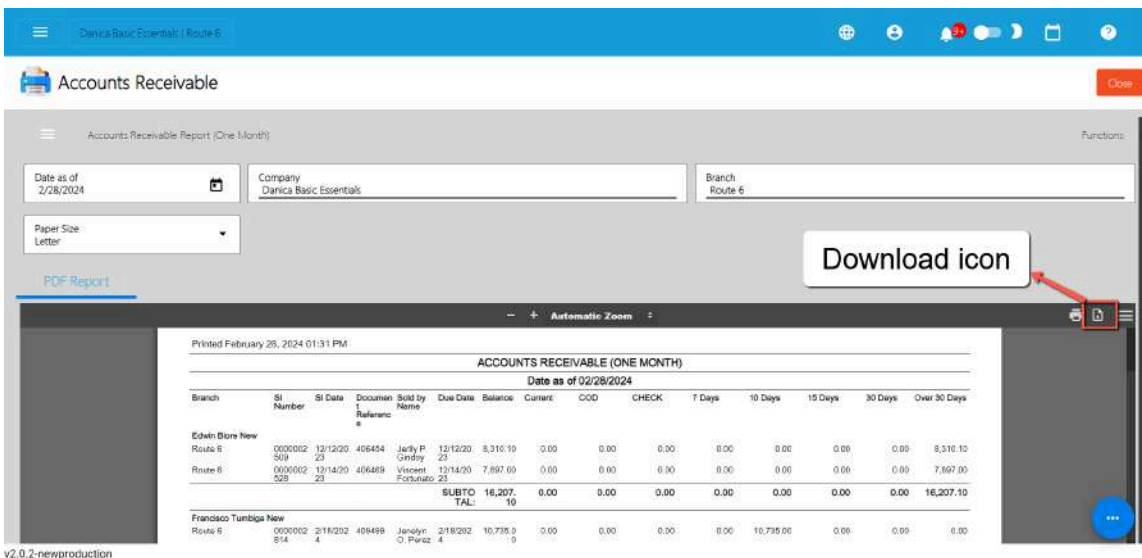
Printed February 28, 2024 01:23 PM

ACCOUNTS RECEIVABLE (ONE MONTH)														
Date as of 02/28/2024														
Branch	SI Number	SI Date	Document Reference	Sold by Name	Due Date	Balance	Current	COD	CHECK	7 Days	10 Days	15 Days	30 Days	Over 30 Days
Edwin Biore New														
Route 6	0000002508	12/12/2023	406454	Jerly P. Gindoy	12/12/2023	8,310.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,310.10
Route 6	0000002528	12/14/2023	406469	Vincent Fortunato	12/14/2023	7,897.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,897.00
						SUBTOTAL:	16,207.10	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	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	410665	Jenelyn O. Perez	2/21/2024	5,006.00	0.00	0.00	0.00	5,006.00	0.00	0.00	0.00	0.00
						SUBTOTAL:	5,370.00	0.00	0.00	0.00	5,006.00	0.00	0.00	364.00
Justine 4MR														
Route 6	0000002270	10/18/2023	48960	DANICA	10/18/2023	6,160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,160.00
						SUBTOTAL:	6,160.00	0.00	0.00	0.00	0.00	0.00	0.00	6,160.00

Justine Diasalo

Sample Printout

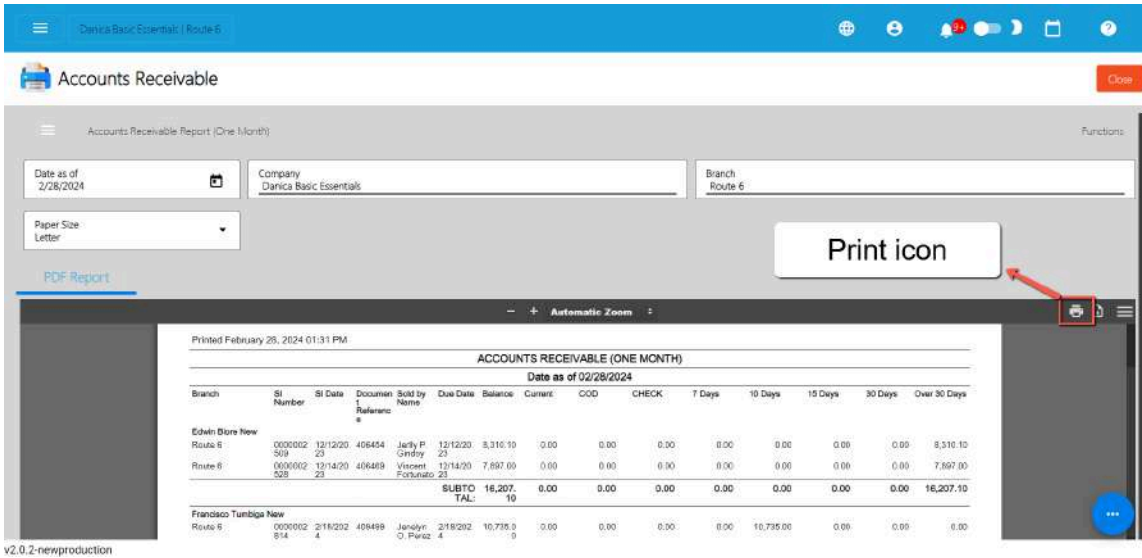
6. Download PDF (if needed): If you want to download the pdf, look for the download icon then click.



The screenshot shows the 'Accounts Receivable' report interface. At the top, there are filters for 'Date as of' (2/28/2024), 'Company' (Danica Basic Essentials), and 'Branch' (Route 6). Below these is a 'PDF Report' button. The main area displays a preview of the report, which includes the same table as shown in the previous block. In the top right corner of the report preview, there is a PDF icon with a red arrow pointing to it and a callout box labeled 'Download icon'. The interface also shows a 'Close' button in the top right and a 'Functions' menu in the bottom right.

v2.0.2.newproduction

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

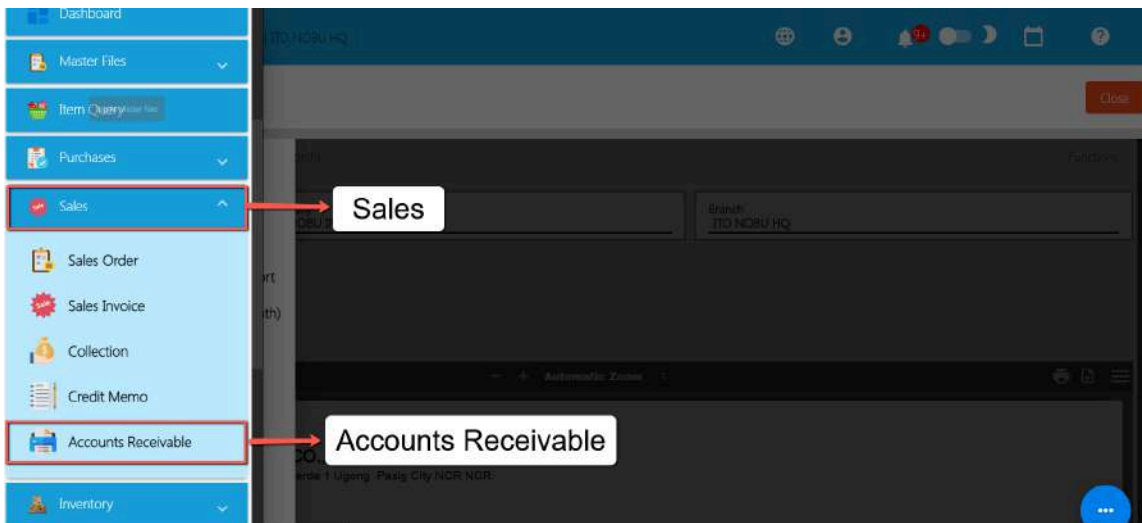
3. Click Statement of Account by Date Range
4. Enter Start Date and End Date
5. Select branch you want to generate
6. Select Specific customer
7. You can have the option to Print or Download the PDF Report

Statement of Account By Term

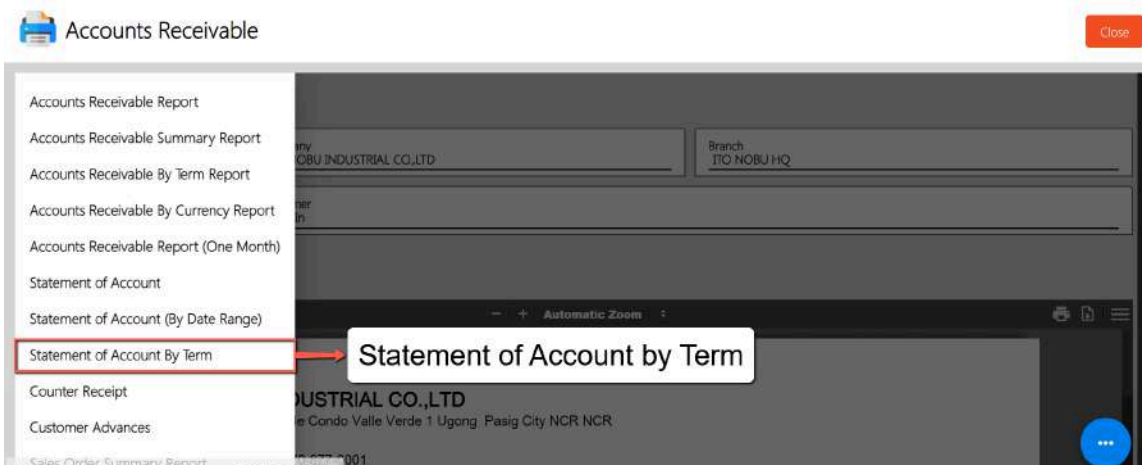
The Statement of Account by Term is a specialized report designed to provide a comprehensive overview of a customer's accounts receivable based on specific payment terms. Similar to the Statement of Account by Date Range, this report allows you to view the total amount owed by the customer, but it categorizes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

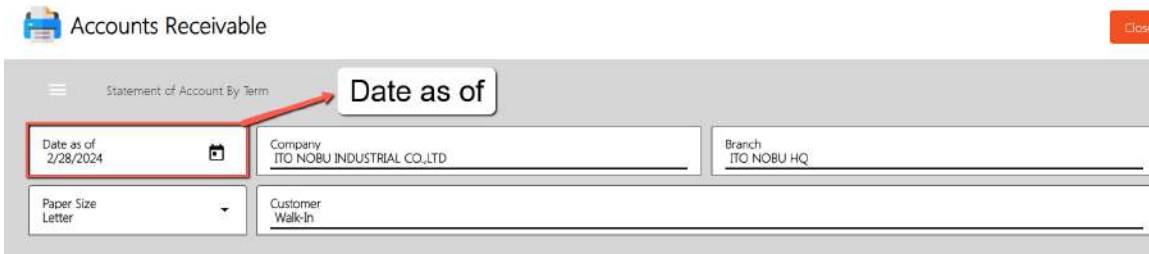
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



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.



Accounts Receivable Close

Statement of Account By Term

Date as of 2/28/2024 Calendar icon

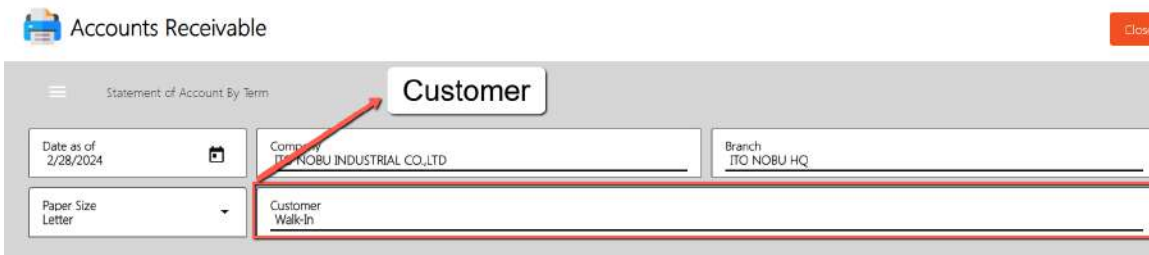
Company ITO NOBU INDUSTRIAL CO.,LTD

Branch ITO NOBU HQ

Paper Size Letter

Customer Walk-In

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



Accounts Receivable Close

Statement of Account By Term

Date as of 2/28/2024 Calendar icon

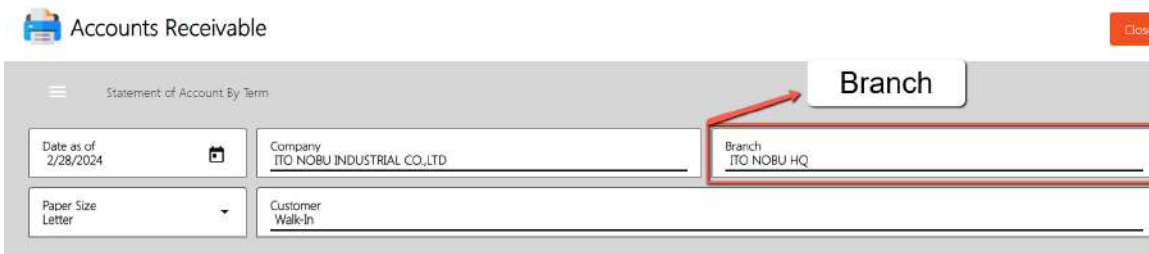
Company ITO NOBU INDUSTRIAL CO.,LTD

Branch ITO NOBU HQ

Paper Size Letter

Customer Walk-In

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



Accounts Receivable Close

Statement of Account By Term

Date as of 2/28/2024 Calendar icon

Company ITO NOBU INDUSTRIAL CO.,LTD

Branch ITO NOBU HQ

Paper Size Letter

Customer Walk-In

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

ITO NOBU INDUSTRIAL CO.,LTD

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed February 28, 2024 02:15 PM

STATEMENT OF ACCOUNT BY TERM

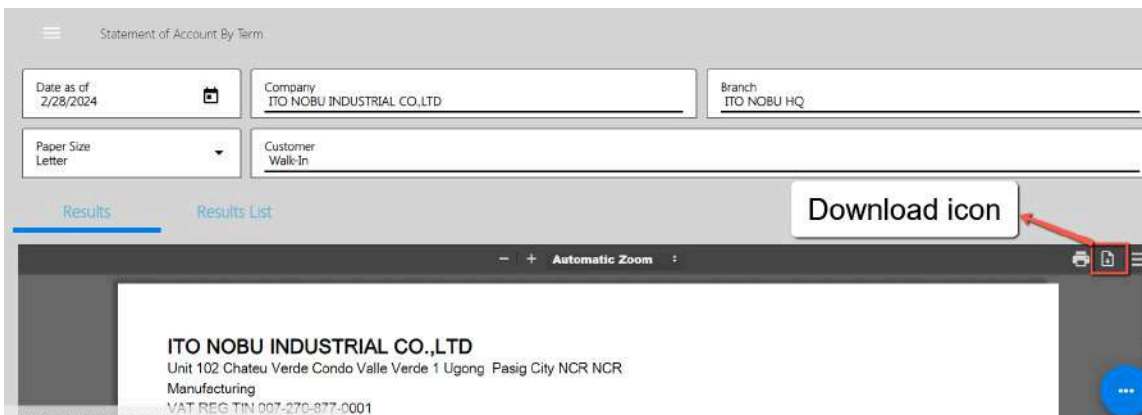
Date as of 02/28/2024

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

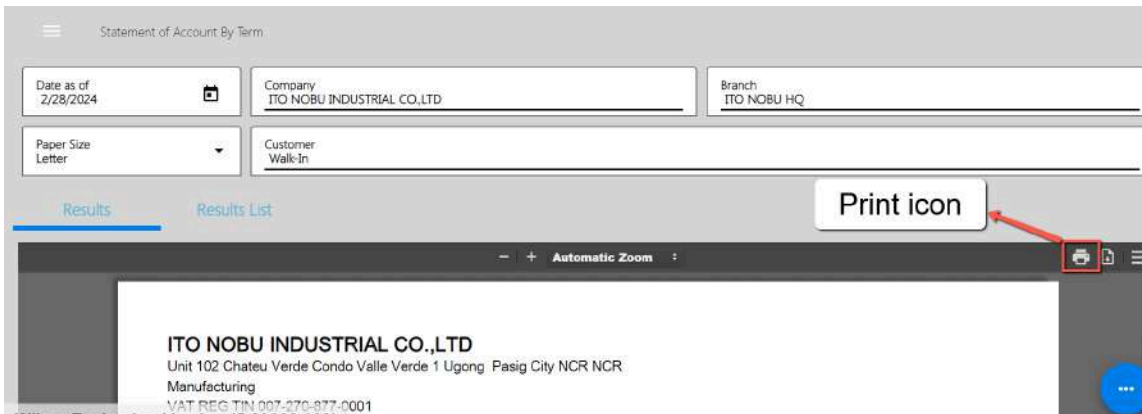
SI No.	SI Date	Doc. Ref.	Due Date	Amount	Paid	Adjusted	Balance	Term	Aging (days)
0000022156	09/16/2023 00:00:00	002 - 0000000688	09/16/2023	254.00	0.00	0.00	254.00	COD	165
0000022157	09/16/2023 00:00:00	002 - 0000000689	09/16/2023	200.00	0.00	0.00	200.00	COD	165
0000022158	09/16/2023 00:00:00	002 - 0000000690	09/16/2023	2,166.50	0.00	0.00	2,166.50	COD	165
0000022159	09/16/2023 00:00:00	002 - 0000000691	09/16/2023	883.00	0.00	0.00	883.00	COD	165
0000022160	09/16/2023 00:00:00	002 - 0000000693	09/16/2023	358.20	0.00	0.00	358.20	COD	165
0000022161	09/16/2023 00:00:00	002 - 0000000694	09/16/2023	628.00	0.00	0.00	628.00	COD	165

Sample Printout

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



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

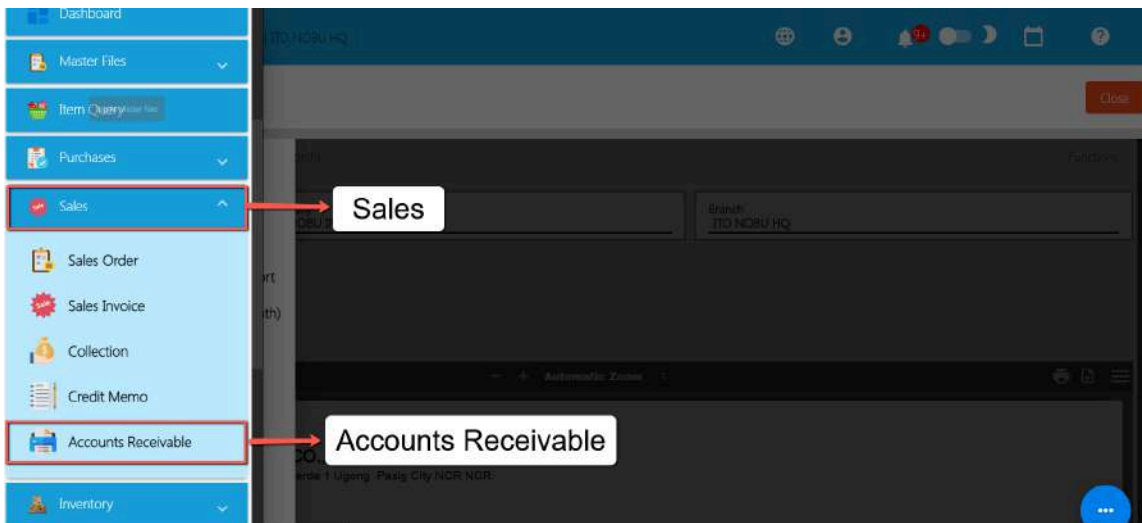


Counter Receipt

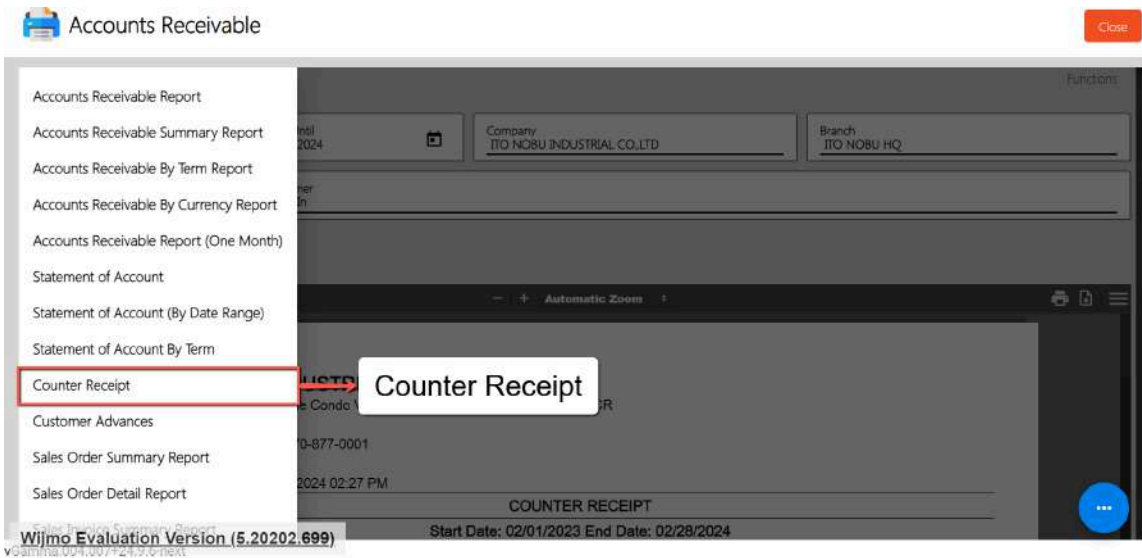
A Counter Receipt is a document issued by a company to acknowledge the payment received from a customer or client at the company's physical location, such as a storefront or office counter. This receipt serves as proof of payment and typically includes details such as the payment amount, date, customer name, invoice number (if applicable), and any other relevant transaction information. It provides both the company and the customer with a record of the payment made, aiding in accurate accounting and reconciliation of accounts receivable.

To generate Counter Receipt report, here are the steps for you to follow:

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



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



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



The screenshot shows the 'Accounts Receivable' interface with a 'Counter Receipt' form. The 'Date From' field is set to 2/1/2023 and the 'Date Until' field is set to 2/28/2024. Both date fields are highlighted with red boxes and labeled with callouts. Other fields include 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), 'Branch' (ITO NOBU HQ), 'Paper Size' (Letter), and 'Customer' (Walk-In). A 'Results' button is visible at the bottom left.

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



The screenshot shows the 'Accounts Receivable' interface with a 'Counter Receipt' form. The 'Customer' field is highlighted with a red box and labeled with a callout. The 'Date From' field is 2/1/2023 and the 'Date Until' field is 2/28/2024. Other fields include 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), 'Branch' (ITO NOBU HQ), 'Paper Size' (Letter), and 'Customer' (Walk-In). A 'Results' button is visible at the bottom left.

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



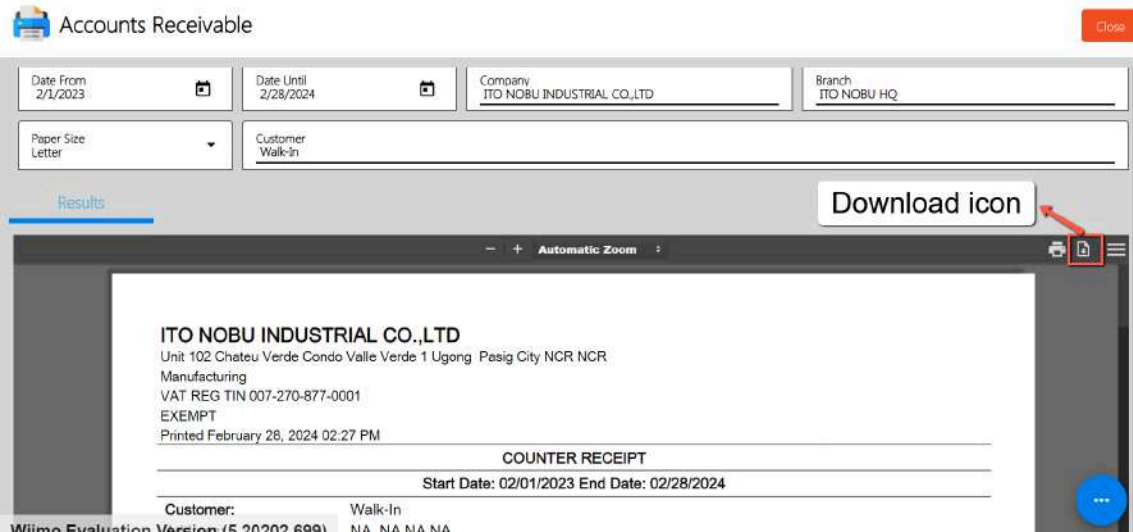
The screenshot shows the 'Accounts Receivable' interface with a 'Counter Receipt' form. The 'Branch' field is highlighted with a red box and labeled with a callout. The 'Date From' field is 2/1/2023 and the 'Date Until' field is 2/28/2024. Other fields include 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), 'Branch' (ITO NOBU HQ), 'Paper Size' (Letter), and 'Customer' (Walk-In). A 'Results' button is visible at the bottom left.

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

COUNTER RECEIPT							
Start Date: 02/01/2023 End Date: 02/28/2024							
Customer:	Walk-In						
Address:	NA, NA NA NA						
Contact No:	NA						
Business Style:							
Remarks:	NA						
SI No.	SI Date	Doc. Ref.	Due Date	Amount	Paid	Adjusted	Balance
0000022156	09/16/2023	002 - 0000000688	09/16/2023	254.00	0.00	0.00	254.00
0000022157	09/16/2023	002 - 0000000689	09/16/2023	200.00	0.00	0.00	200.00
0000022158	09/16/2023	002 - 0000000690	09/16/2023	2,166.50	0.00	0.00	2,166.50
0000022159	09/16/2023	002 - 0000000691	09/16/2023	883.00	0.00	0.00	883.00
0000022160	09/16/2023	002 - 0000000693	09/16/2023	358.20	0.00	0.00	358.20
0000022161	09/16/2023	002 - 0000000694	09/16/2023	628.00	0.00	0.00	628.00
0000022162	09/16/2023	002 - 0000000695	09/16/2023	430.00	0.00	0.00	430.00

Sample Printout

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



The screenshot shows the 'Accounts Receivable' interface. At the top, there are filters for 'Date From' (2/1/2023), 'Date Until' (2/28/2024), 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), and 'Branch' (ITO NOBU HQ). Below these are 'Paper Size' (Letter) and 'Customer' (Walk-in). The main area displays a 'Results' section with a 'Download icon' button highlighted by a red arrow. The printout itself shows the company name 'ITO NOBU INDUSTRIAL CO.,LTD', address 'Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR', 'Manufacturing', 'VAT REG TIN 007-270-877-0001', 'EXEMPT', and 'Printed February 28, 2024 02:27 PM'. Below this is the 'COUNTER RECEIPT' header and the same table as shown in the sample printout above.

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

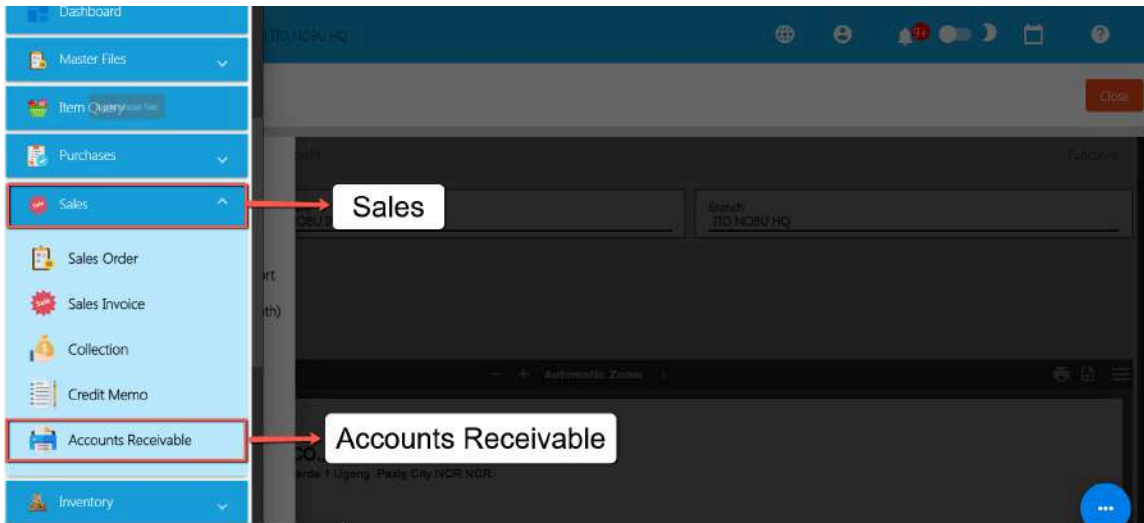


Customer Advances

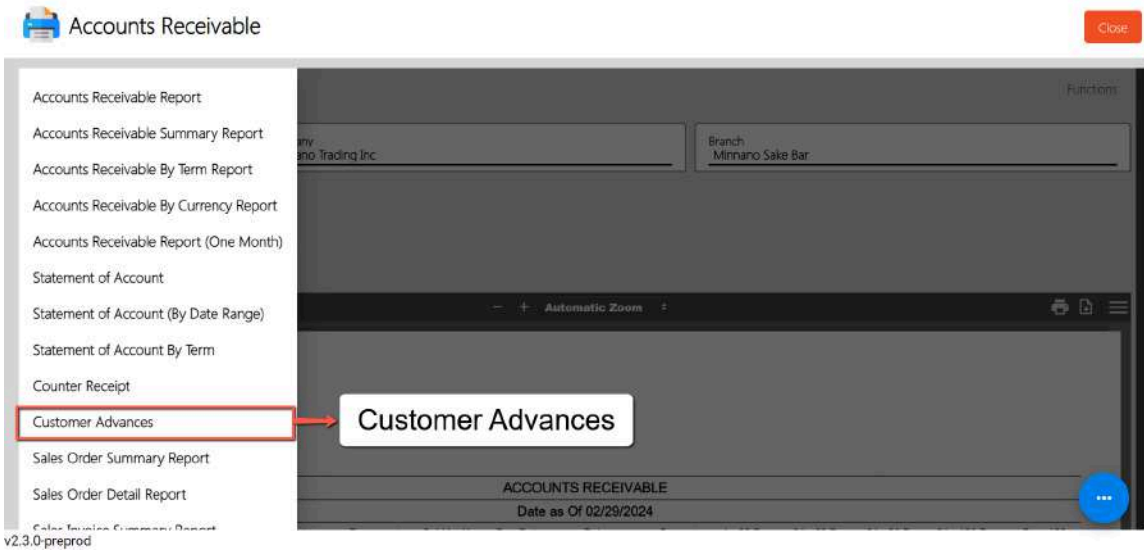
The Customer Advances Report provides a comprehensive overview of all customer advance transactions within a specified period. It allows businesses to track the status of customer advances, identify outstanding balances, and monitor trends over time. Additionally, by leveraging this report, businesses can effectively manage their customer advance transactions and optimize their cash flow management strategies.

To generate Counter Receipt report, here are the steps for you to follow:

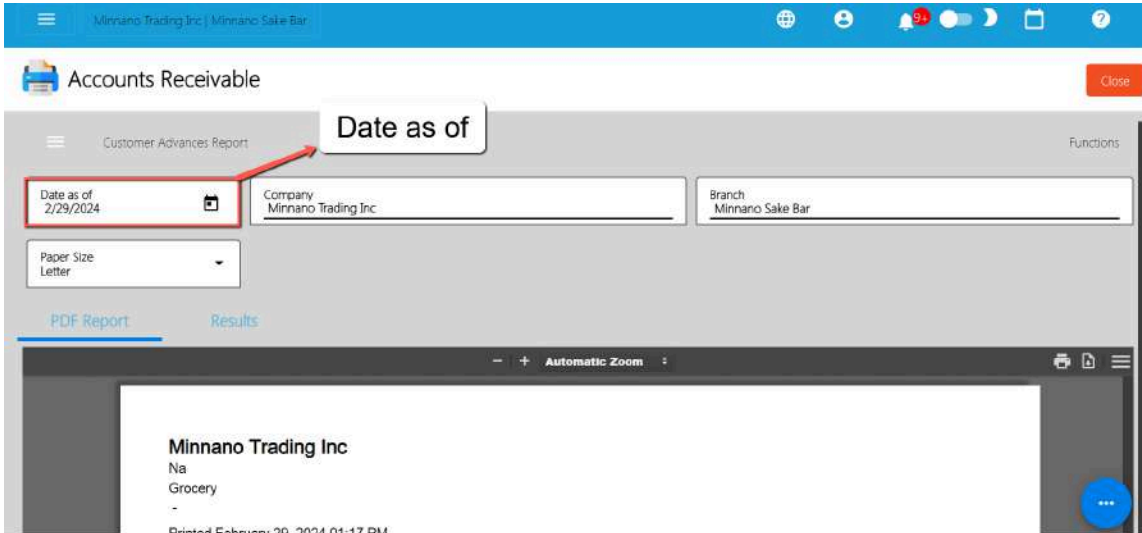
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



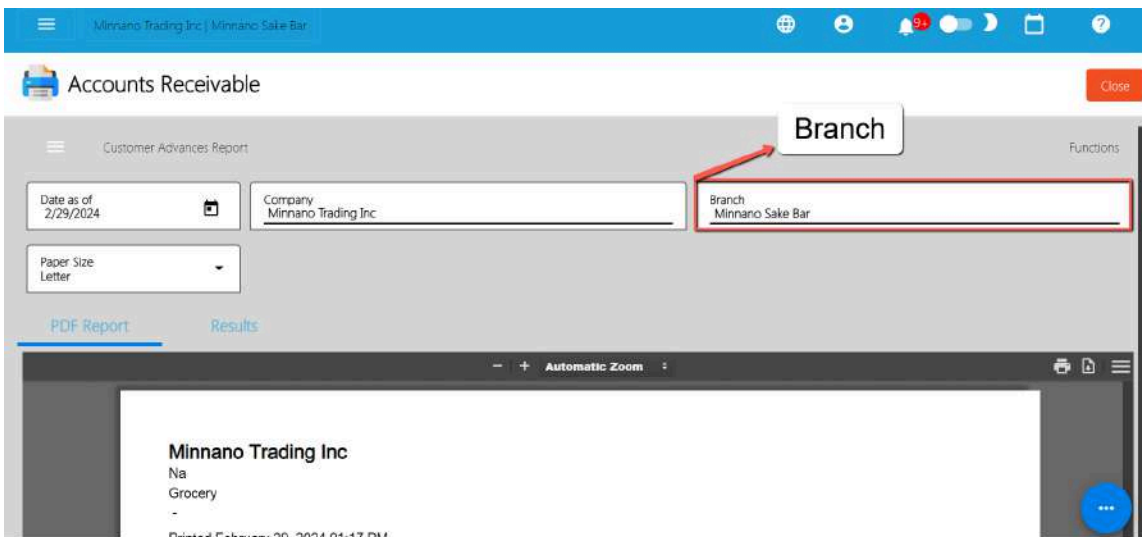
2. **Click Customer Advances:** Under the menus from Accounts Receivable, look for **Customer Advances** then click the menu to navigate.



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



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

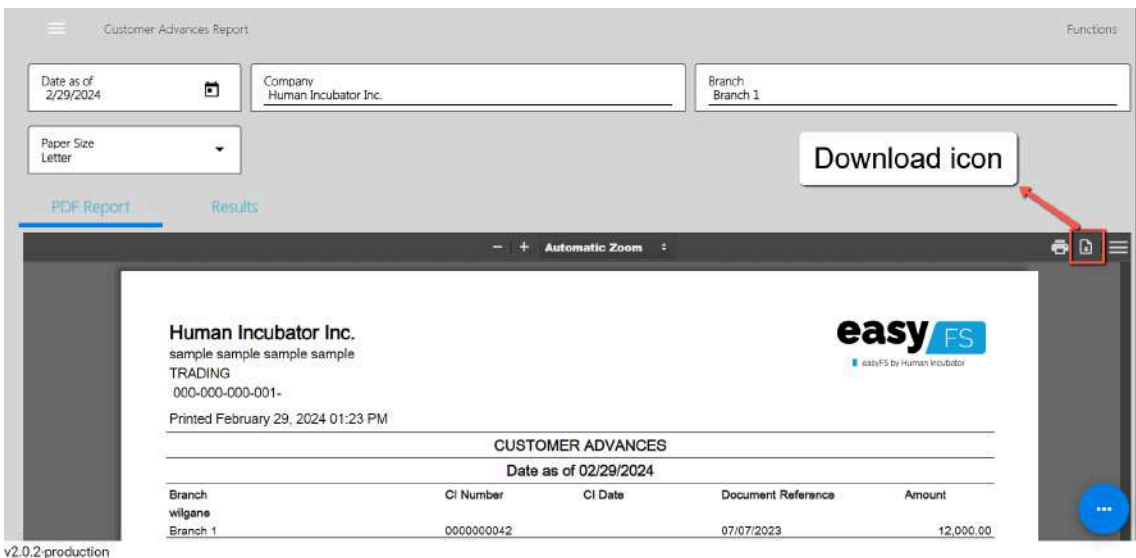


5. **PDF Report is automatically generated:** After providing the Date as of and the Branch, the PDF Report will automatically generated.

CUSTOMER ADVANCES				
Date as of 02/29/2024				
Branch	CI Number	CI Date	Document Reference	Amount
wilgane				
Branch 1	0000000042		07/07/2023	12,000.00
SUBTOTAL:				12,000.00
Walk-In				
Branch 1	0000000044		07/07/2023	10,000.00
Branch 1	0000000046		07/07/2023	-292.50
SUBTOTAL:				9,707.50
TOTAL:				21,707.50

Sample Printout

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



Customer Advances Report

Date as of: 2/29/2024
Company: Human Incubator Inc.
Branch: Branch 1
Paper Size: Letter

PDF Report Results

Human Incubator Inc.
sample sample sample sample
TRADING
000-000-000-001-
Printed February 29, 2024 01:23 PM

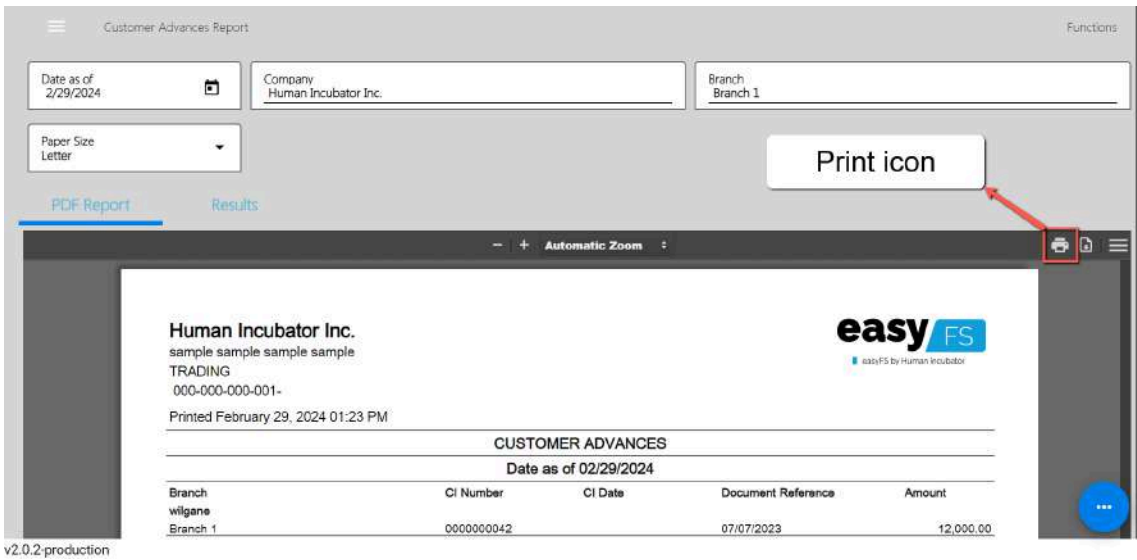
easyFS
easyFS by Human Incubator

CUSTOMER ADVANCES
Date as of 02/29/2024

Branch	CI Number	CI Date	Document Reference	Amount
wilgane				
Branch 1	0000000042		07/07/2023	12,000.00

v2.0.2 production

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

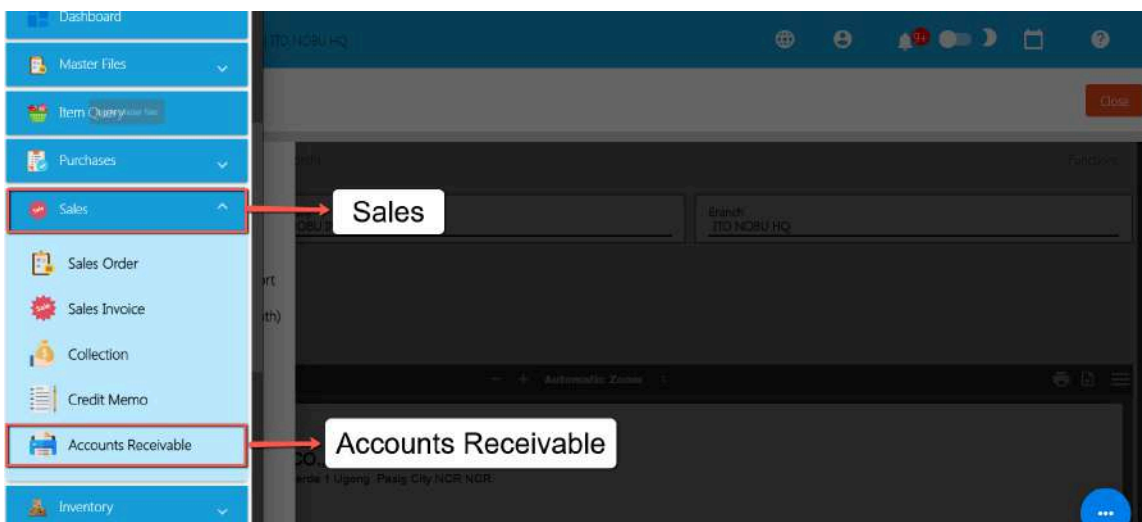


Sales Order Summary Report

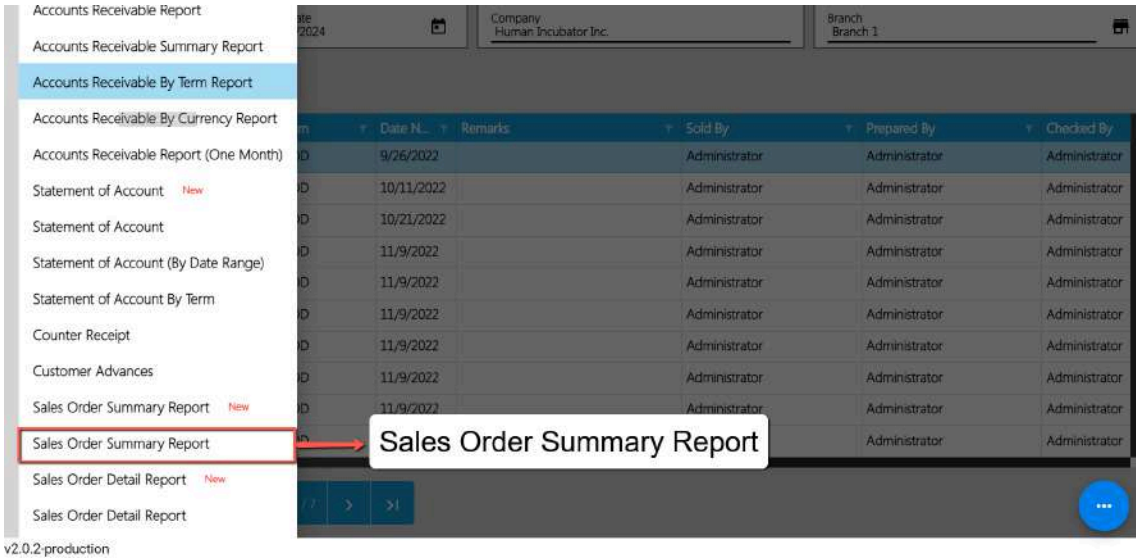
Sales Order Summary Report provides an overview or summary of sales orders within a specific period.

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

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

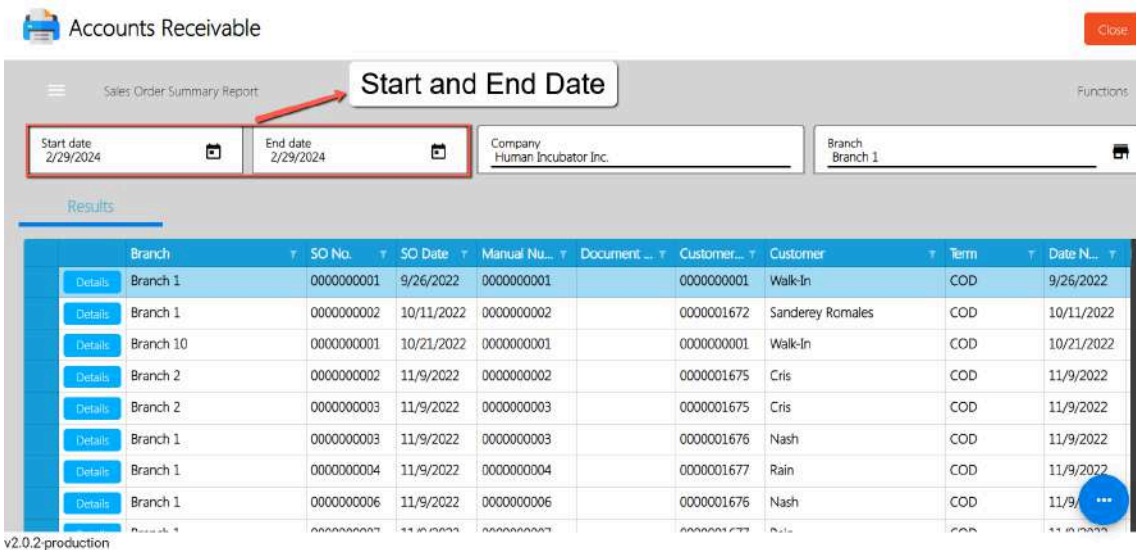


2. **Click Customer Advances:** Under the menus from Accounts Receivable, look for **Sales Order Summary Report** then click the menu to navigate.



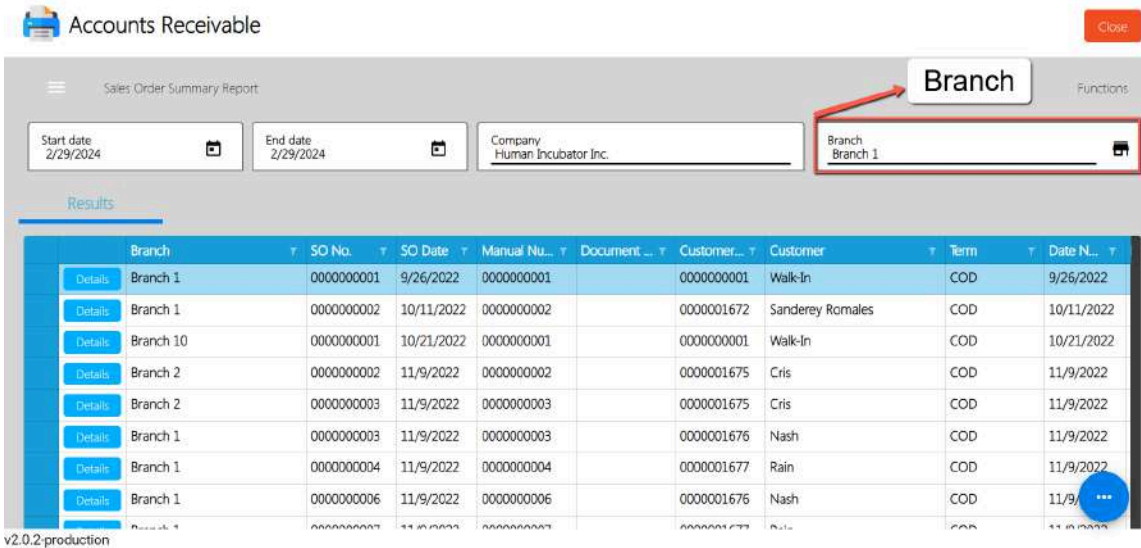
v2.0.2-production

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



v2.0.2-production

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



Accounts Receivable Close

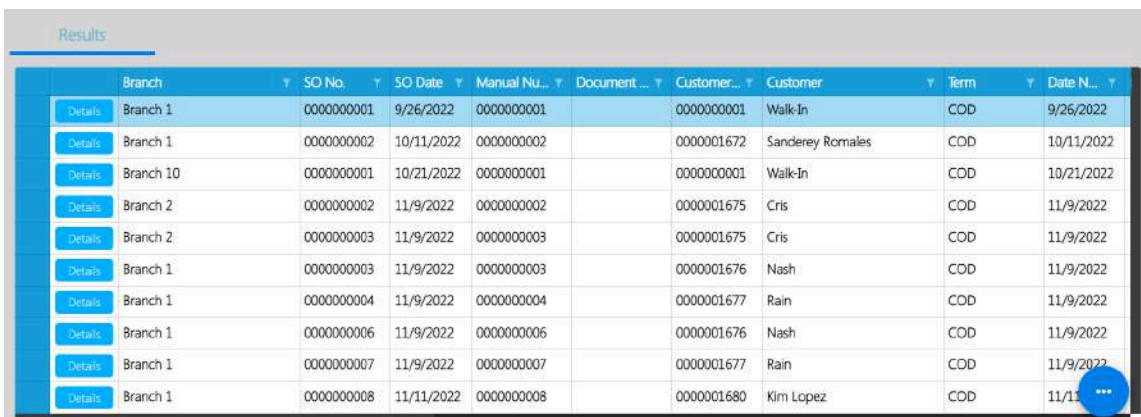
Sales Order Summary Report

Start date: 2/29/2024 | End date: 2/29/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Branch	SO No.	SO Date	Manual Nu.	Document ...	Customer...	Customer	Term	Date N.L.
Branch 1	000000001	9/26/2022	000000001		000000001	Walk-In	COD	9/26/2022
Branch 1	000000002	10/11/2022	000000002		000001672	Sanderey Romales	COD	10/11/2022
Branch 10	000000001	10/21/2022	000000001		000000001	Walk-In	COD	10/21/2022
Branch 2	000000002	11/9/2022	000000002		000001675	Cris	COD	11/9/2022
Branch 2	000000003	11/9/2022	000000003		000001675	Cris	COD	11/9/2022
Branch 1	000000003	11/9/2022	000000003		000001676	Nash	COD	11/9/2022
Branch 1	000000004	11/9/2022	000000004		000001677	Rain	COD	11/9/2022
Branch 1	000000006	11/9/2022	000000006		000001676	Nash	COD	11/9/2022

v2.0.2-production

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

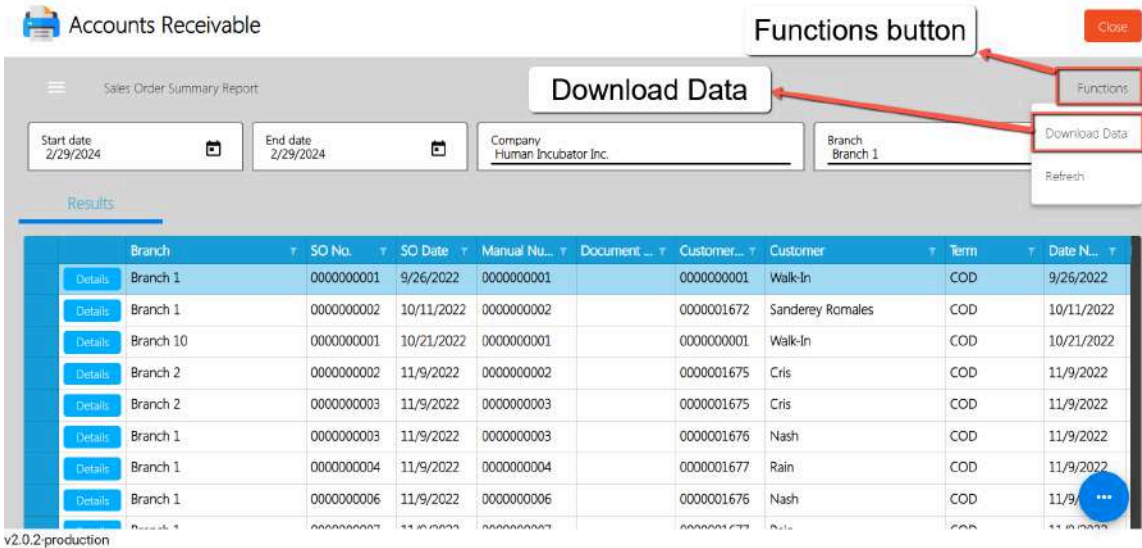


Branch	SO No.	SO Date	Manual Nu.	Document ...	Customer...	Customer	Term	Date N.L.
Branch 1	000000001	9/26/2022	000000001		000000001	Walk-In	COD	9/26/2022
Branch 1	000000002	10/11/2022	000000002		000001672	Sanderey Romales	COD	10/11/2022
Branch 10	000000001	10/21/2022	000000001		000000001	Walk-In	COD	10/21/2022
Branch 2	000000002	11/9/2022	000000002		000001675	Cris	COD	11/9/2022
Branch 2	000000003	11/9/2022	000000003		000001675	Cris	COD	11/9/2022
Branch 1	000000003	11/9/2022	000000003		000001676	Nash	COD	11/9/2022
Branch 1	000000004	11/9/2022	000000004		000001677	Rain	COD	11/9/2022
Branch 1	000000006	11/9/2022	000000006		000001676	Nash	COD	11/9/2022
Branch 1	000000007	11/9/2022	000000007		000001677	Rain	COD	11/9/2022
Branch 1	000000008	11/11/2022	000000008		000001680	Kim Lopez	COD	11/11/2022

Sample Data

6. Download report in excel file(if needed): If you want to download the report in excel file, look for the **Functions**

button then click the **Download Data** menu. An excel file will automatically download.



Accounts Receivable

Functions button

Download Data

Close

Functions

Download Data

Refresh

Start date 2/29/2024

End date 2/29/2024

Company Human Incubator Inc.

Branch Branch 1

Results

	Branch	SO No.	SO Date	Manual Nu.	Document	Customer	Customer	Term	Date NL
Details	Branch 1	000000001	9/26/2022	000000001		000000001	Walk-In	COD	9/26/2022
Details	Branch 1	000000002	10/11/2022	000000002		000001672	Sanderey Romales	COD	10/11/2022
Details	Branch 10	000000001	10/21/2022	000000001		000000001	Walk-In	COD	10/21/2022
Details	Branch 2	000000002	11/9/2022	000000002		000001675	Cris	COD	11/9/2022
Details	Branch 2	000000003	11/9/2022	000000003		000001675	Cris	COD	11/9/2022
Details	Branch 1	000000003	11/9/2022	000000003		000001676	Nash	COD	11/9/2022
Details	Branch 1	000000004	11/9/2022	000000004		000001677	Rain	COD	11/9/2022
Details	Branch 1	000000006	11/9/2022	000000006		000001676	Nash	COD	11/9/2022

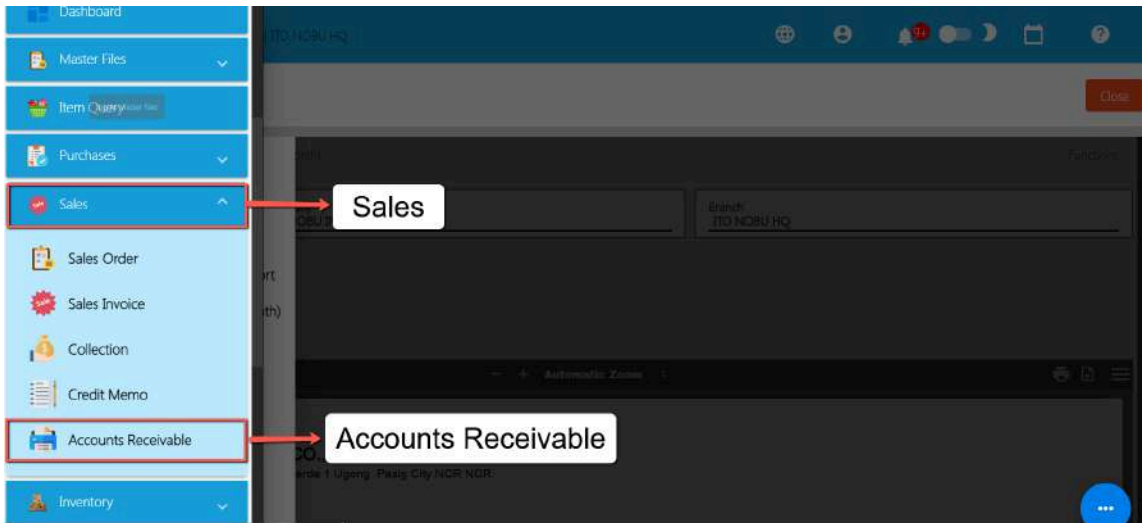
v2.0.2-production

Sales Order Detail Report

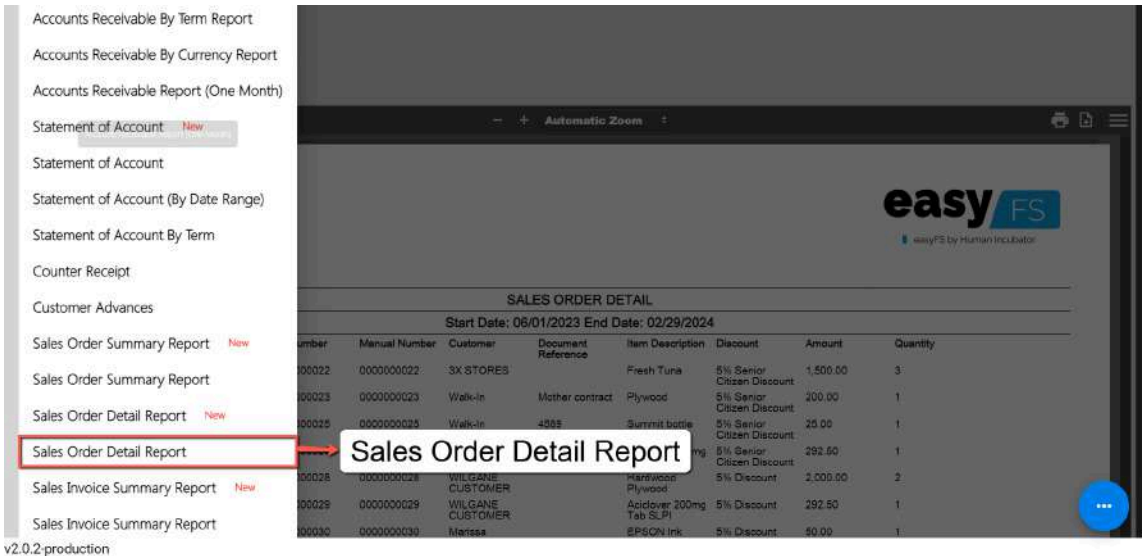
Sales Order Detail Report provides individual Sales Orders, typically listing each other separately along with detailed information. These include specifics such as Sales Order number, Customer Name, Sales Order Date, and Sales Order Line Items, Discount, Quantity and Total Amounts.

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

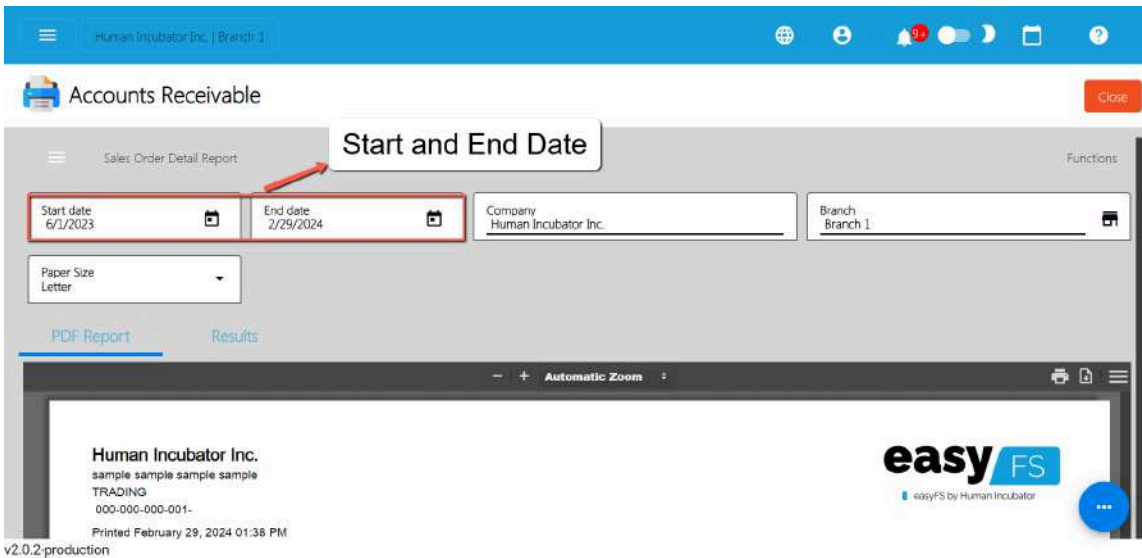
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



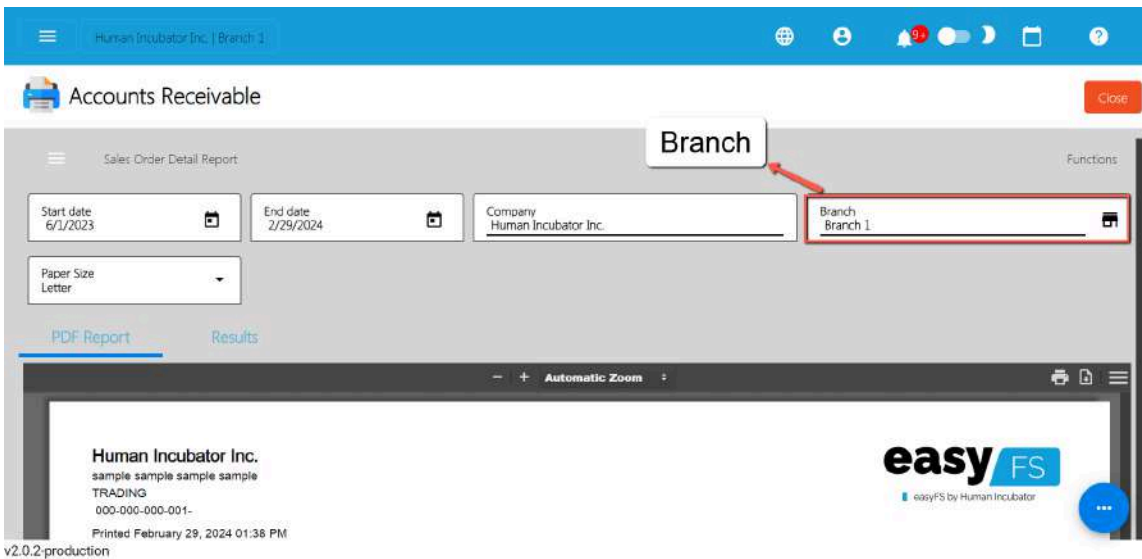
2. **Click Sales Order Detail Report:** Under the menus from Accounts Receivable, look for **Sales Order Detail Report** then click the menu to navigate.



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.

Human Incubator Inc.
sample sample sample
TRADING
000-000-000-001-
Printed February 29, 2024 01:38 PM

easy FS
easyFS by Human Incubator

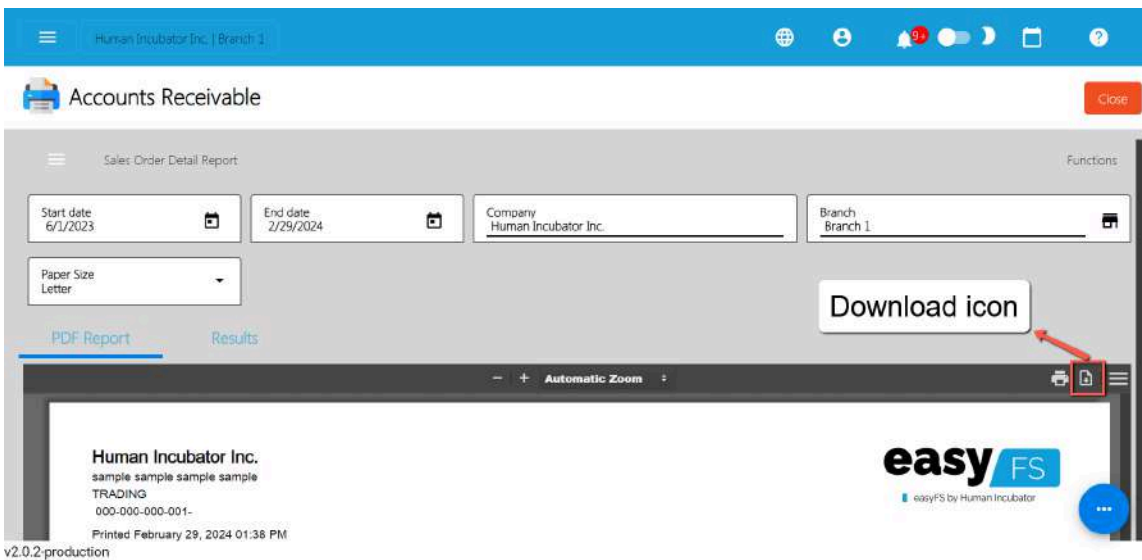
SALES ORDER DETAIL

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

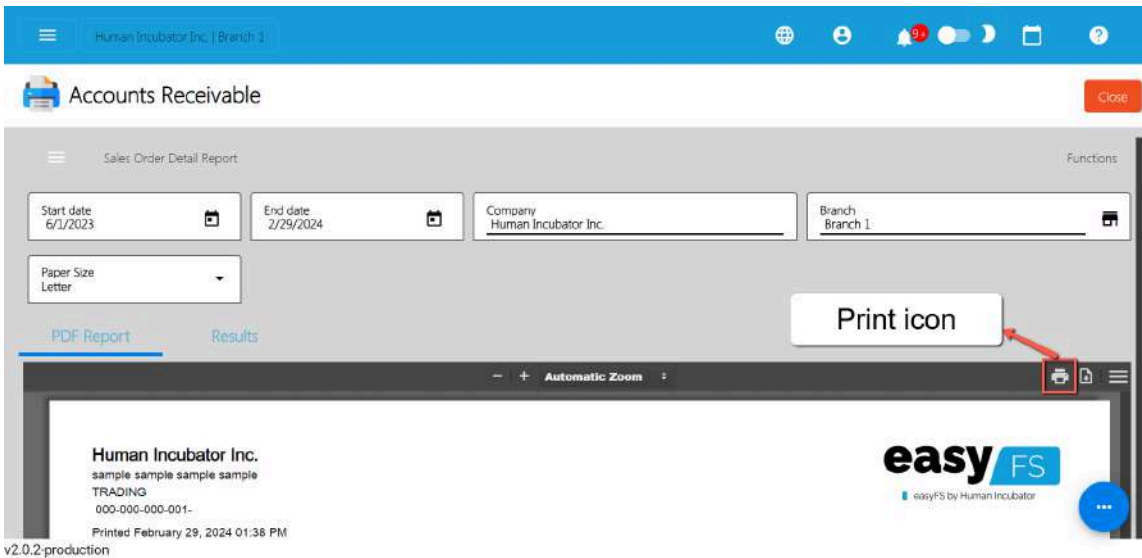
Branch	SO Date	SO Number	Manual Number	Customer	Document Reference	Item Description	Discount	Amount	Quantity
Branch 1	6/26/2023	000000022	000000022	3X STORES		Fresh Tuna	5% Senior Citizen Discount	1,500.00	3
Branch 1	7/8/2023	000000023	000000023	Walk-In	Mother contract	Plywood	5% Senior Citizen Discount	200.00	1
Branch 1	7/21/2023	000000025	000000025	Walk-In	4589	Summit bottle water	5% Senior Citizen Discount	25.00	1
Branch 1	7/25/2023	000000026	000000026	Walk-In		Acidlover 200mg Tab-SLPI	5% Senior Citizen Discount	292.50	1
Branch 1	7/26/2023	000000028	000000028	WILGANE CUSTOMER		Hardwood Plywood	5% Discount	2,000.00	2
Branch 1	7/28/2023	000000029	000000029	WILGANE CUSTOMER		Acidlover 200mg Tab SLPI	5% Discount	292.50	1
Branch 1	8/4/2023	000000030	000000030	Marissa		EPSON Ink	5% Discount	50.00	1
Branch 3	8/15/2023	000000001	000000001	Walk-In		Round Neck Single Jersey shirt	5% Senior Citizen Discount	500.00	1
Branch 1	9/1/2023	000000032	000000032	Walk-In		Chocolitas	5% Senior Citizen Discount	2,250.00	5
Branch 1	9/1/2023	000000032	000000032	Walk-In		Daily Scent	5% Senior Citizen Discount	2,250.00	5

Sample Printout

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



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

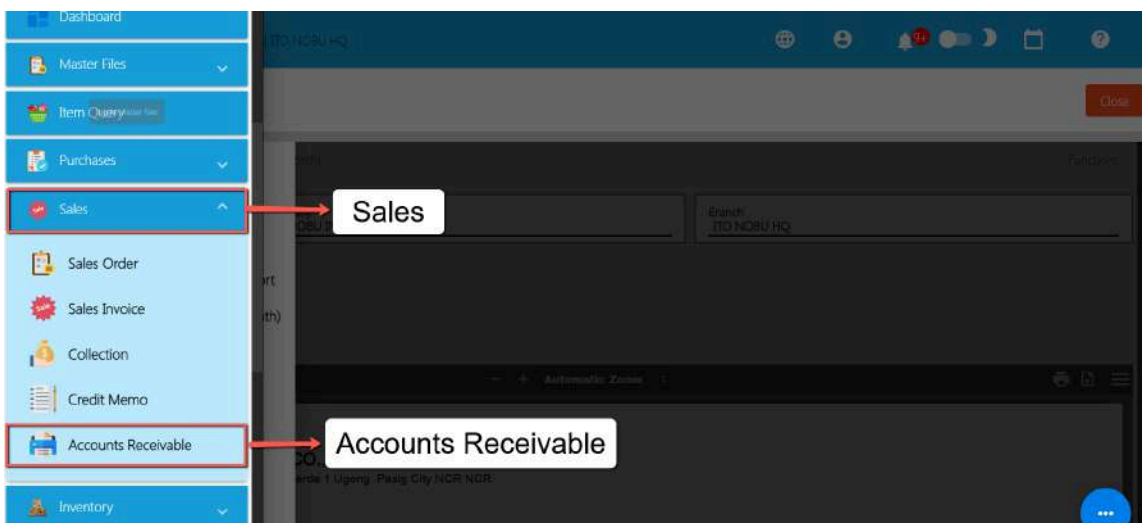


Sales Invoice Summary Report

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

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

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



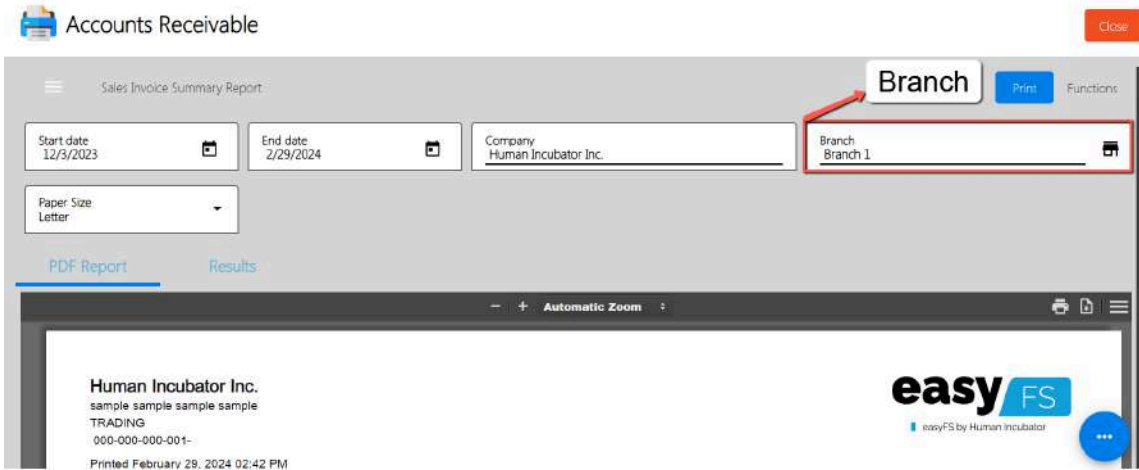
2. **Click Sales Invoice Summary Report:** Under the menus from Accounts Receivable, look for **Sales Invoice Summary Report** then click the menu to navigate.



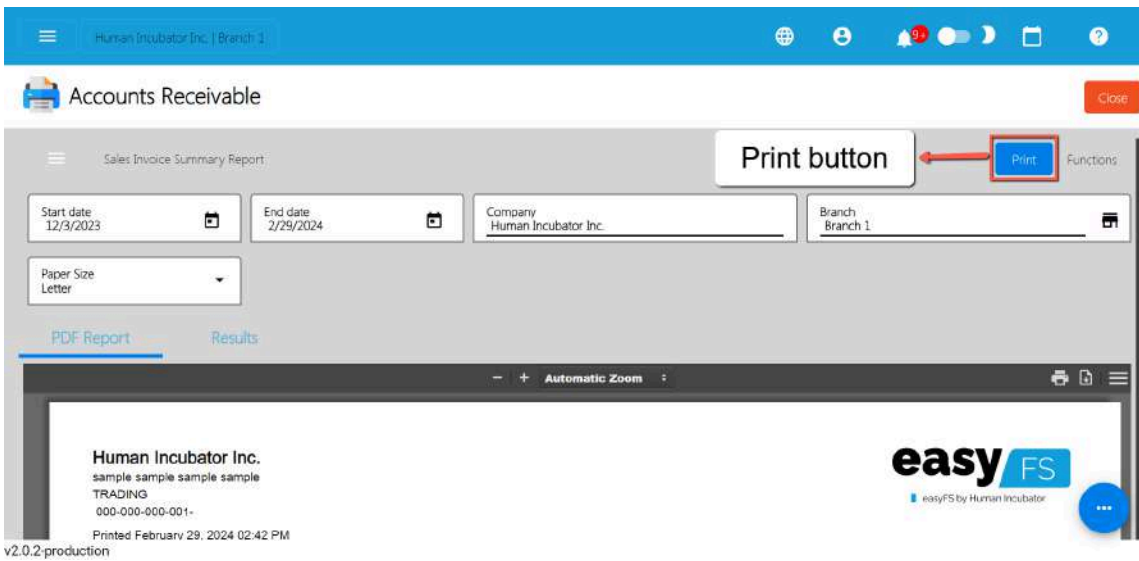
3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



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



5. Click Print button to generate PDF Report: Look for the Print button then click to generate the pdf report.



Human Incubator Inc.
sample sample sample
TRADING
000-000-000-001-
Printed February 29, 2024 02:42 PM

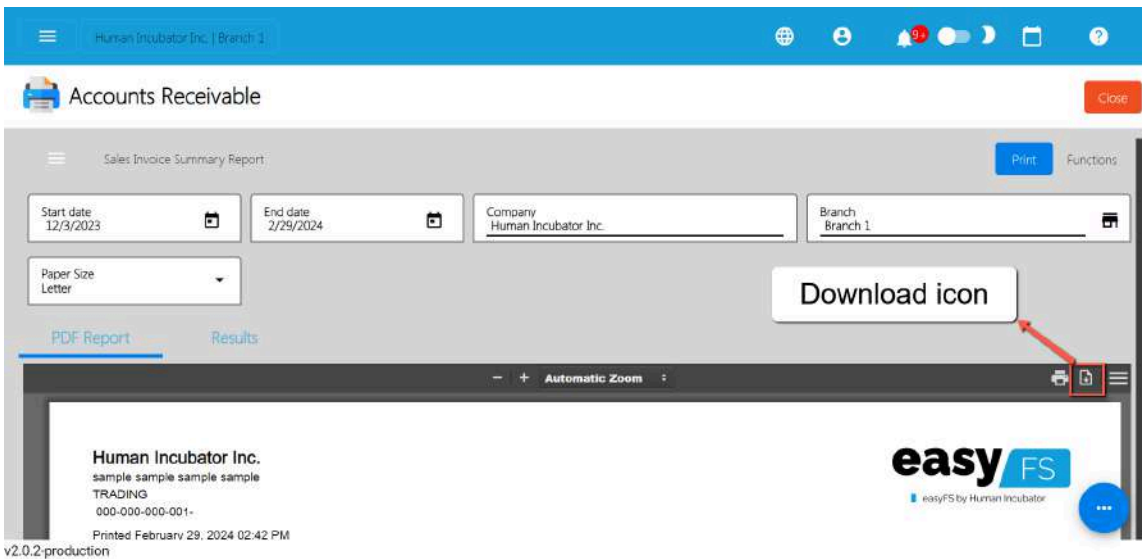
easyFS
easyFS by Human Incubator

SALES INVOICE SUMMARY
Start Date: 12/03/2023 End Date: 02/29/2024

Branch	Date	SI Number	Manual Number	Customer	Term	Remarks	Status	Amount
Branch 1	12/8/2023	0000000211	0000000211	Walk-In	COD		Posted	250.00
Branch 1	12/18/2023	0000000219	0000000001	Walk-In	COD	Remarks	Posted	0.00
Branch 1	12/18/2023	0000000220	0000000012	Walk-In	COD	Remarks	Posted	1,266.00
Branch 1	12/19/2023	0000000221	0000000221	3 SISTER STORE -SAMBONAN	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 -SAMBONAN	60 Days		Posted	806.76
Branch 1	12/21/2023	0000000227	0000000227	3 SISTER STORE -SAMBONAN	60 Days		Posted	806.76
Branch 1	1/2/2024	0000000229	0000000229	Walk-In	COD		Posted	277.87
Branch 1	1/2/2024	0000000231	0000000231	Walk-In	COD		Posted	5.95
Branch 1	1/3/2024	0000000232	0000000232	Walk-In	COD		Posted	40.00
Branch 1	1/8/2024	0000000237	0000000237	Walk-In	COD		Posted	11,850.00

Sample Printout

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



Human Incubator Inc. | Branch 1

Accounts Receivable

Sales Invoice Summary Report

Start date: 12/3/2023 | End date: 2/29/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Paper Size: Letter

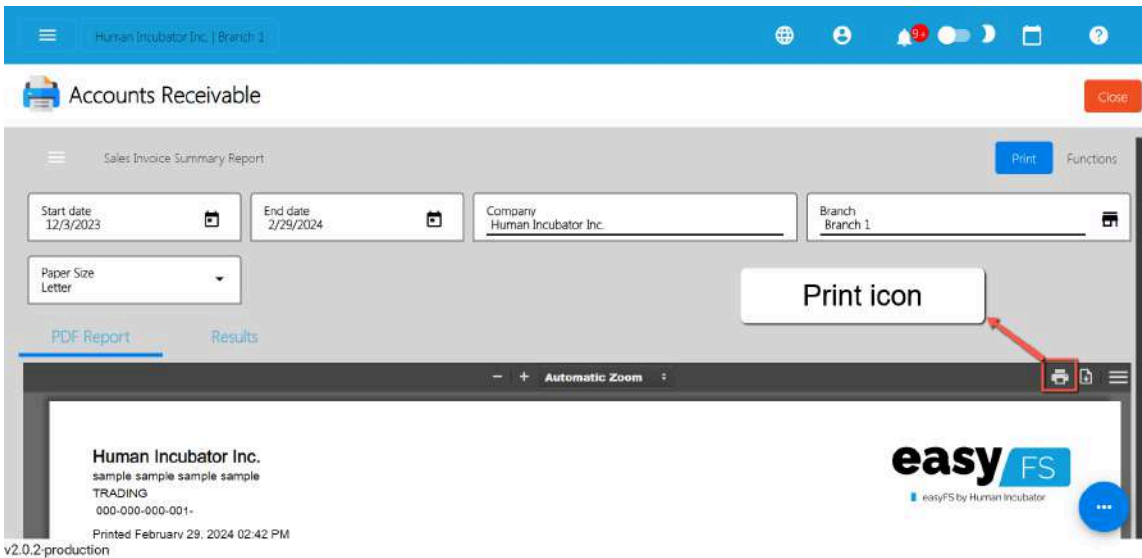
PDF Report | Results

Download icon

Human Incubator Inc.
sample sample sample
TRADING
000-000-000-001-
Printed February 29, 2024 02:42 PM

v2.0.2-production

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

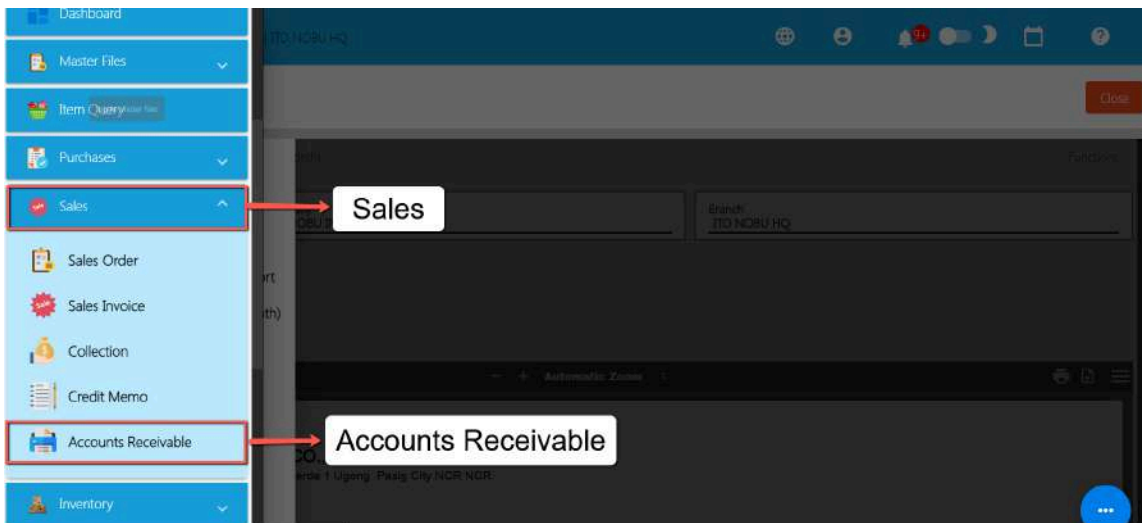


Sales Invoice Detail Report

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

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

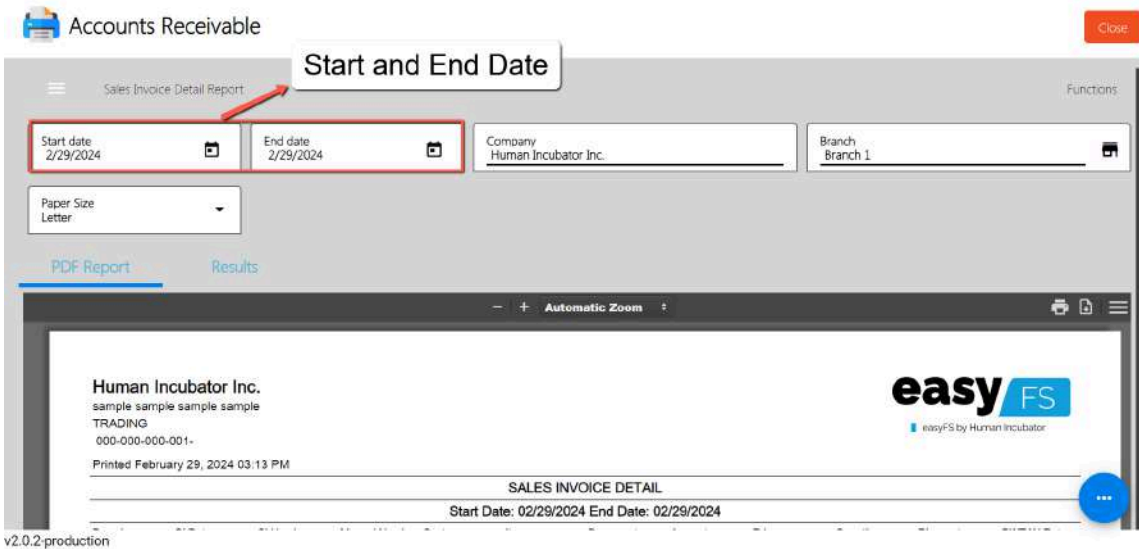
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



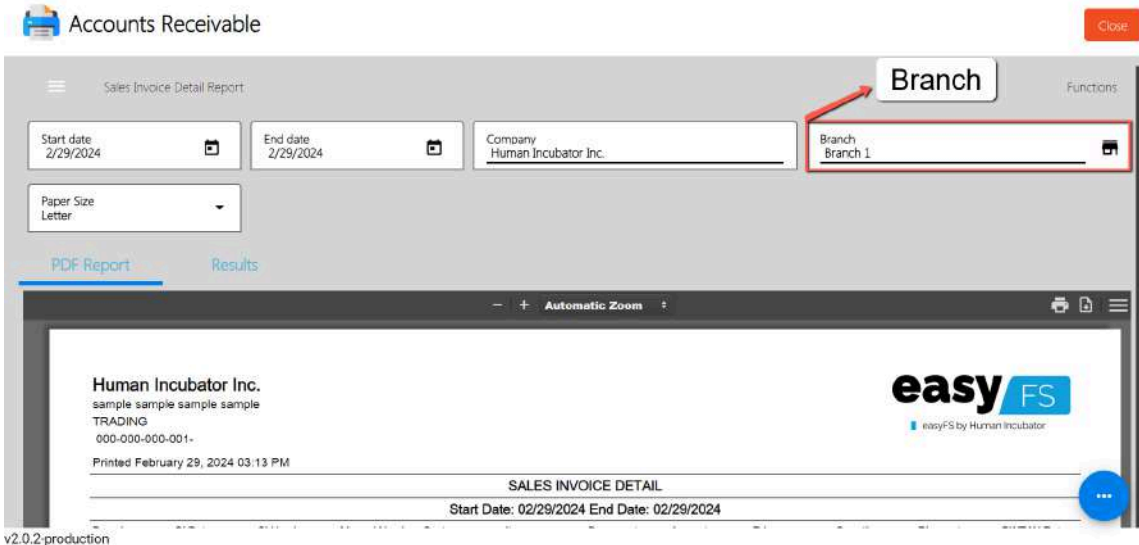
2. **Click Sales Invoice Detail Report:** Under the menus from Accounts Receivable, look for **Sales Invoice Detail Report** then click the menu to navigate.



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



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



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

Human Incubator Inc.
sample sample sample sample
TRADING
000-000-000-001-
Printed February 29, 2024 03:22 PM

easy FS
easyFS by Human Incubator

SALES INVOICE DETAIL

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

Branch	SI Date	SI Number	Manual Number	Customer	Item Description	Document Reference	Amount	Price	Quantity	Discount	GW TAX Rate
Branch 1	2/5/2024	0000000266	0000000266	Walk-In	Aciclover 200mg Tab SLP1		539.00	539.00	1	Zero Discount	0.00
Branch 1	2/5/2024	0000000266	0000000266	Walk-In	Ambroxol 15mg/50ml Syrup LUMAR		138.00	138.00	1	Zero Discount	0.00
Branch 1	2/5/2024	0000000267	0000000267	Walk-In	Aciclover 200mg Tab SLP1		2,481.03	282.50	10	5% Senior Citizen Discount	0.00
Branch 1	2/5/2024	0000000268	0000000268	Reel Magat	Lozartan		125.00	25.00	10	5% Discount	0.00
Branch 1	2/13/2024	0000000274	0000000274	Walk-In	Bond paper sheet		110.00	110.00	1	Zero Discount	0.00
Branch 1	2/13/2024	0000000275	0000000275	Walk-In	Jewelry Box		126.43	150.00	1	5% Senior Citizen Discount	0.00
Branch 1	2/19/2024	0000000277	0000000277	Walk-In	Aciclover 200mg Tab SLP1		1,240.51	282.50	5	5% Senior Citizen Discount	0.00
Branch 1	2/19/2024	0000000277	0000000277	Walk-In	Ambroxol 30mg Tab Lumar		148.86	35.10	5	5% Senior Citizen Discount	0.00
Branch 1	2/21/2024	0000000282	0000000282	Walk-In	Aciclover 200mg Tab SLP1		157.14	220.00	1	Senior Citizen Discounts	0.00
Branch 1	2/21/2024	0000000282	0000000282	Walk-In	Alum Mag tab SHELOGEL		128.57	180.00	1	Senior Citizen Discounts	0.00

Sample Printout

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

Accounts Receivable Close

Sales Invoice Detail Report Functions

Start date: 2/29/2024 End date: 2/29/2024 Company: Human Incubator Inc. Branch: Branch 1

Paper Size: Letter

Print icon

PDF Report Results

Automatic Zoom

Human Incubator Inc.
sample sample sample sample
TRADING
000-000-000-001-
Printed February 29, 2024 03:13 PM

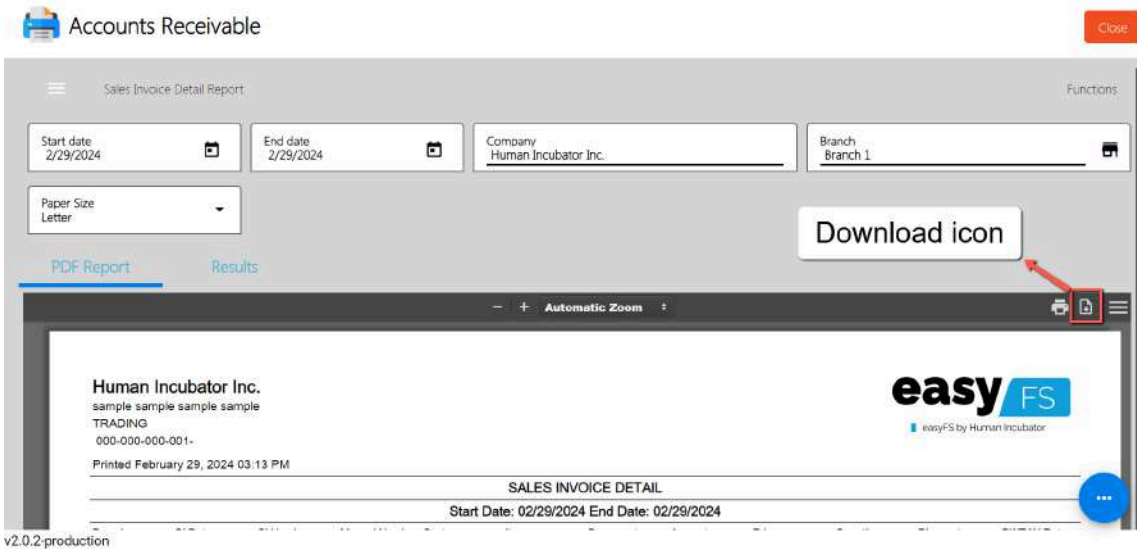
easy FS
easyFS by Human Incubator

SALES INVOICE DETAIL

Start Date: 02/29/2024 End Date: 02/29/2024

v2.0.2 production

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

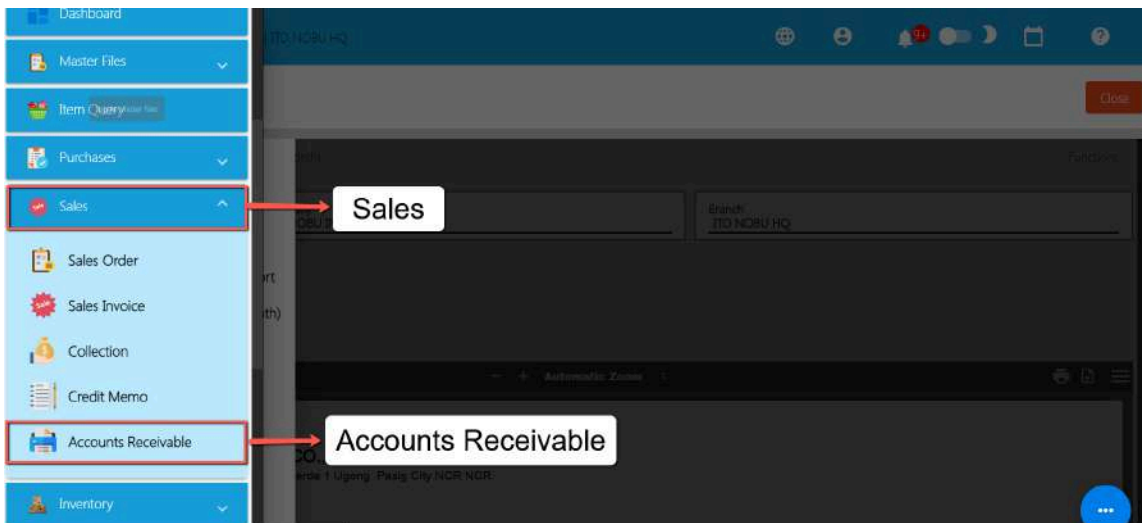


Collection Summary Report

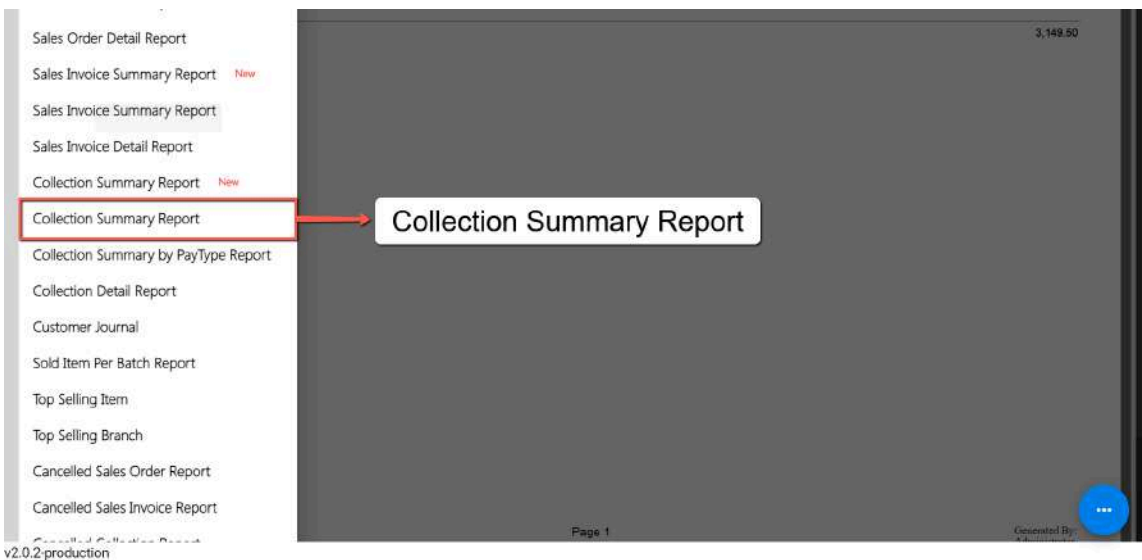
Collection Summary Report provides an overview of the collections from customers made within a specific period. It includes a total amount collected and the collection number. It offers a general summary of overall collection activity without detailed breakdowns.

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

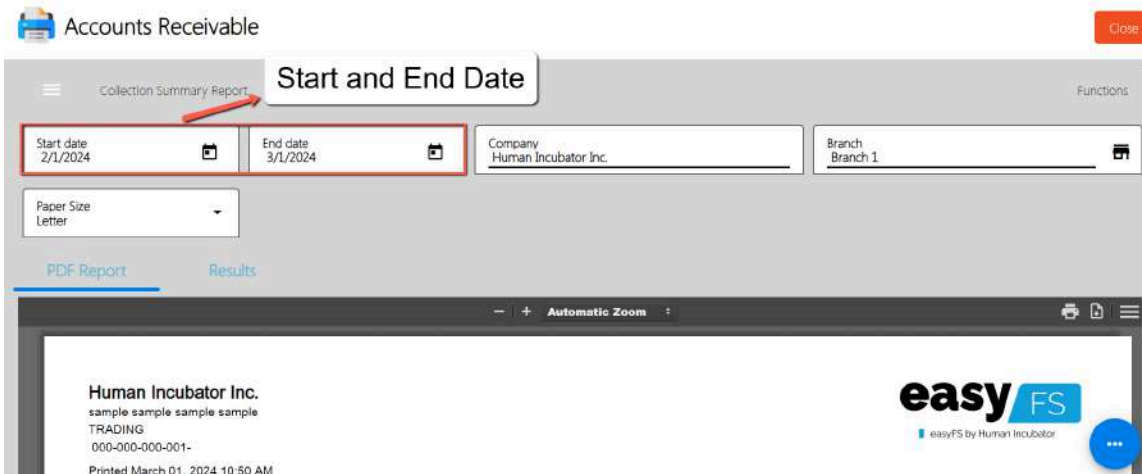
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



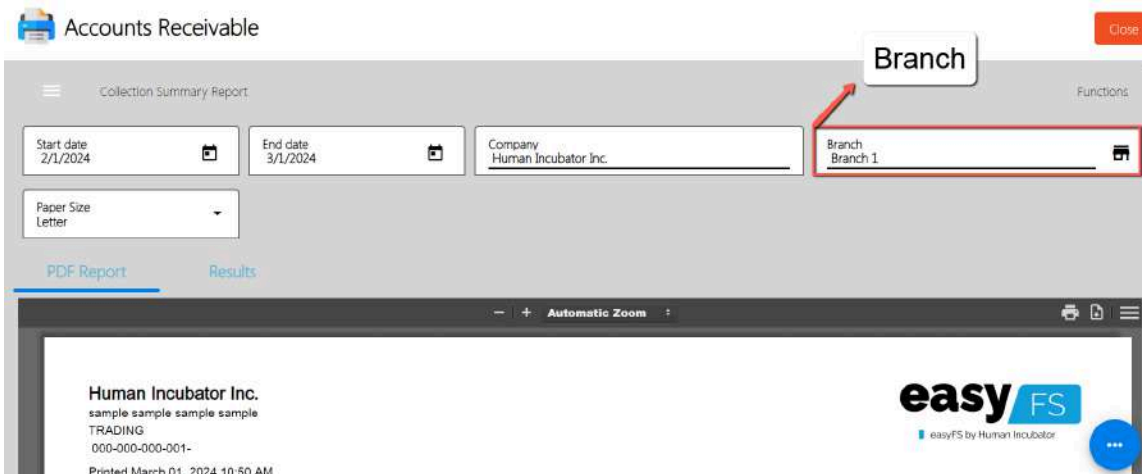
2. **Click Collection Summary Report** : Under the menus from Accounts Receivable, look for **Collection Summary Report** then click the menu to navigate.



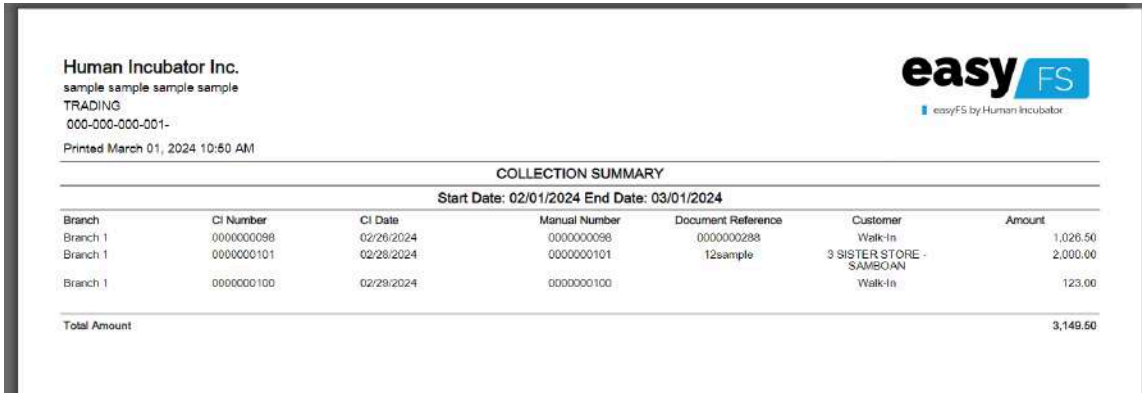
3. **Select Start and End Date**: Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



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.



Human Incubator Inc.
sample sample sample sample
TRADING
000-000-000-001-
Printed March 01, 2024 10:50 AM

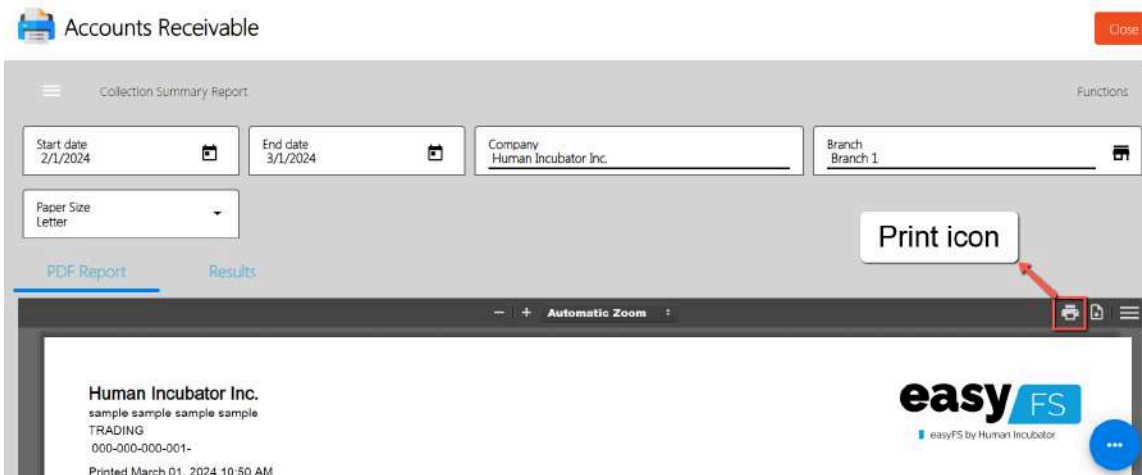
easyFS
easyFS by Human Incubator

COLLECTION SUMMARY
Start Date: 02/01/2024 End Date: 03/01/2024

Branch	CI Number	CI Date	Manual Number	Document Reference	Customer	Amount
Branch 1	000000098	02/28/2024	000000098	000000298	Walk-In	1,026.50
Branch 1	000000101	02/28/2024	000000101	12sample	3 SISTER STORE - SAMBOAN	2,000.00
Branch 1	000000100	02/28/2024	000000100		Walk-In	123.00
Total Amount						3,149.50

Sample Printout

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



Accounts Receivable Close

Collection Summary Report Functions

Start date: 2/1/2024 | End date: 3/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1

Paper Size: Letter

Print icon (highlighted with a red arrow)

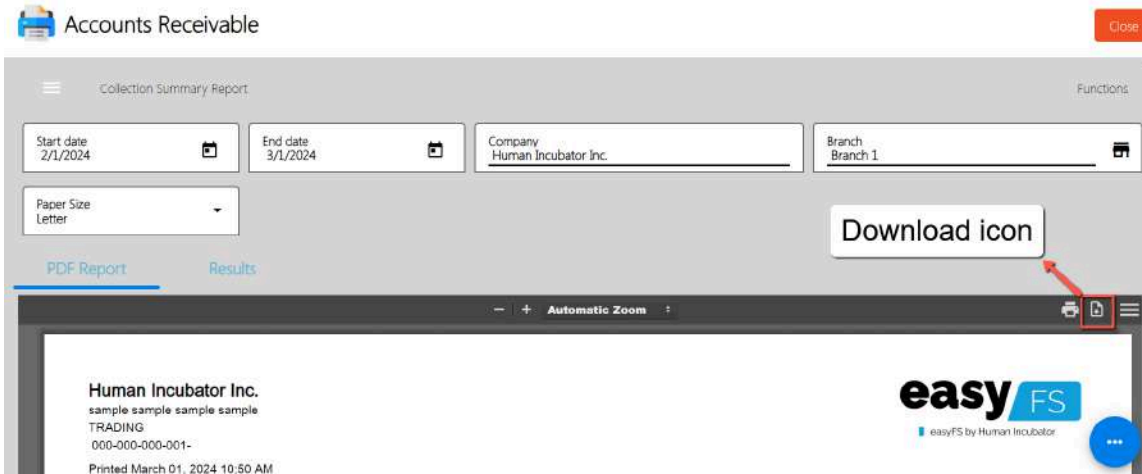
PDF Report | Results

Automatic Zoom

Human Incubator Inc.
sample sample sample sample
TRADING
000-000-000-001-
Printed March 01, 2024 10:50 AM

easyFS
easyFS by Human Incubator

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

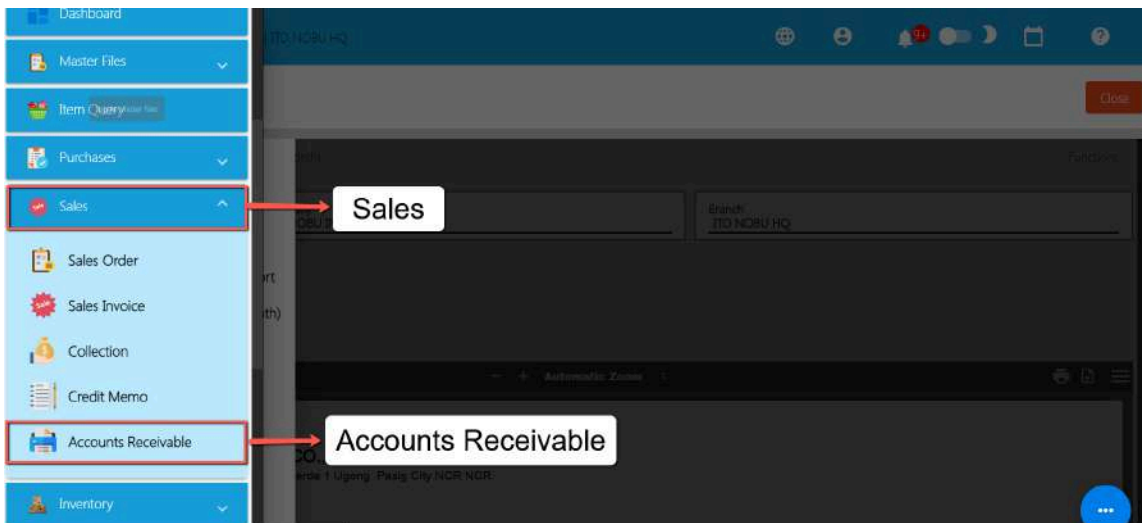


Collection Summary by PayType Report

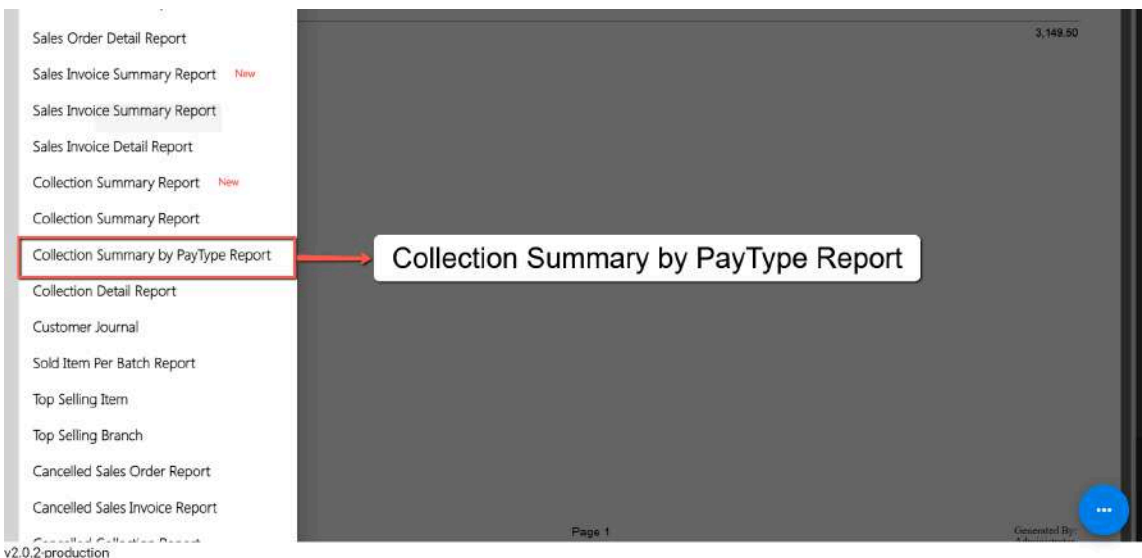
Collection Summary by PayType Report focuses on categorizing collections based on different payment methods or types. It provides breakdown of collections by payment type such as cash, credit card, check, etc.

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

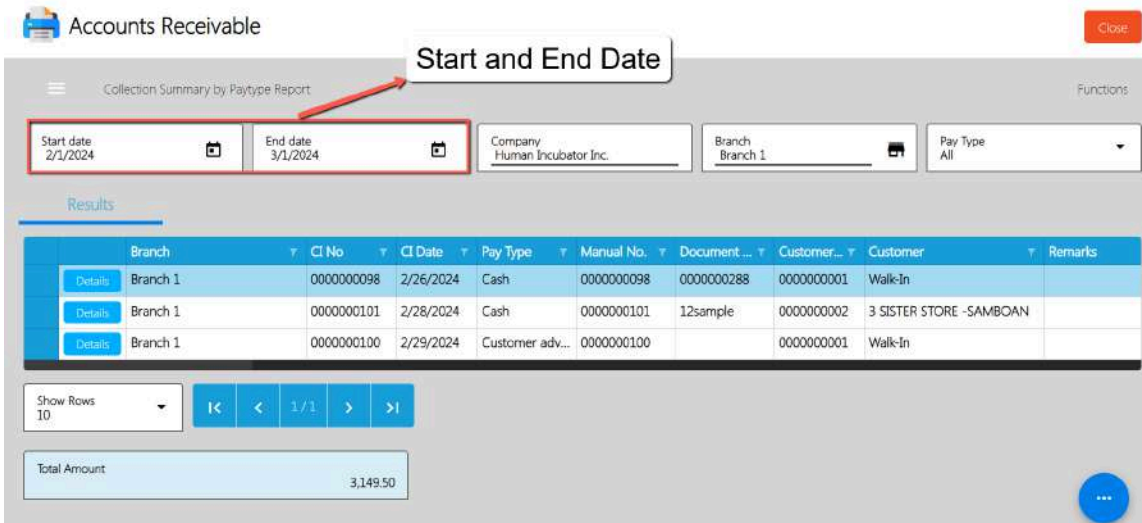
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



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



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



Accounts Receivable

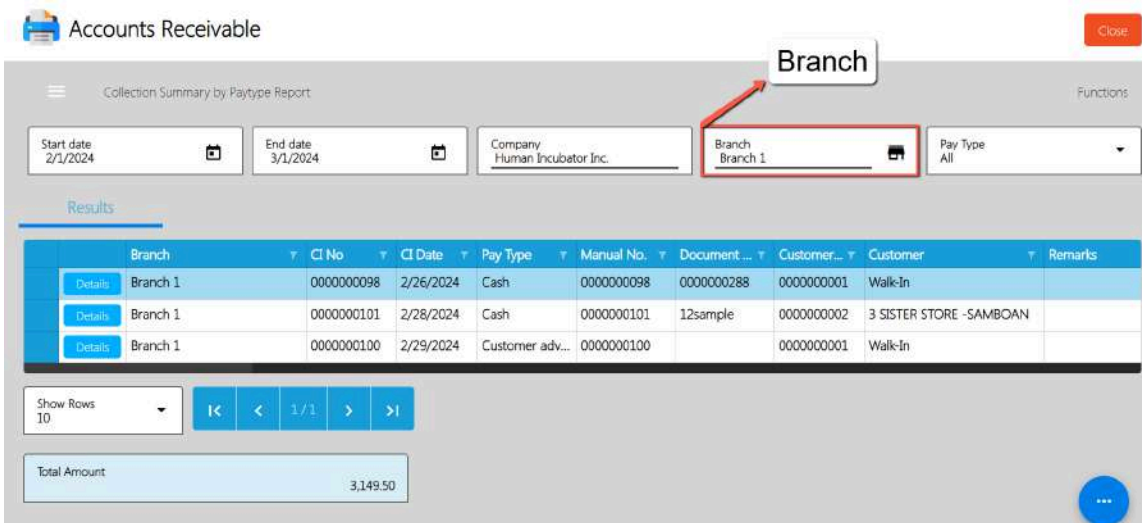
Collection Summary by Paytype Report

Start date: 2/1/2024 | End date: 3/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1 | Pay Type: All

Branch	CI No	CI Date	Pay Type	Manual No.	Document ...	Customer...	Customer	Remarks
Branch 1	000000098	2/26/2024	Cash	000000098	000000288	000000001	Walk-In	
Branch 1	000000101	2/28/2024	Cash	000000101	12sample	000000002	3 SISTER STORE -SAMBOAN	
Branch 1	000000100	2/29/2024	Customer adv...	000000100		000000001	Walk-In	

Total Amount: 3,149.50

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



Accounts Receivable

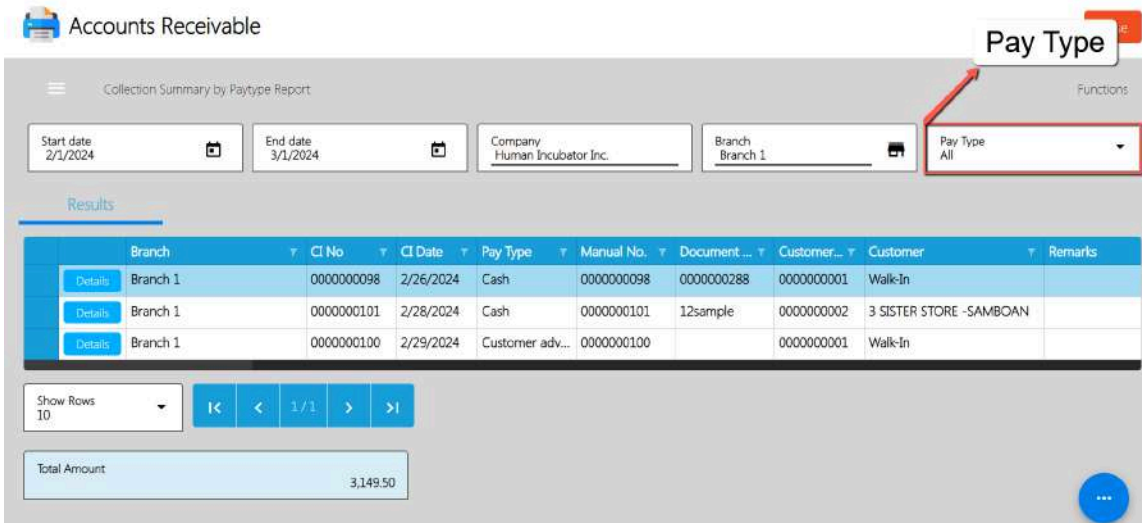
Collection Summary by Paytype Report

Start date: 2/1/2024 | End date: 3/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1 | Pay Type: All

Branch	CI No	CI Date	Pay Type	Manual No.	Document ...	Customer...	Customer	Remarks
Branch 1	000000098	2/26/2024	Cash	000000098	000000288	000000001	Walk-In	
Branch 1	000000101	2/28/2024	Cash	000000101	12sample	000000002	3 SISTER STORE -SAMBOAN	
Branch 1	000000100	2/29/2024	Customer adv...	000000100		000000001	Walk-In	

Total Amount: 3,149.50

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



Accounts Receivable

Collection Summary by Paytype Report

Start date: 2/1/2024 | End date: 3/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1 | Pay Type: All

Branch	CI No	CI Date	Pay Type	Manual No.	Document ...	Customer...	Customer	Remarks
Branch 1	000000098	2/26/2024	Cash	000000098	000000288	000000001	Walk-In	
Branch 1	000000101	2/28/2024	Cash	000000101	12sample	000000002	3 SISTER STORE -SAMBOAN	
Branch 1	000000100	2/29/2024	Customer adv...	000000100		000000001	Walk-In	

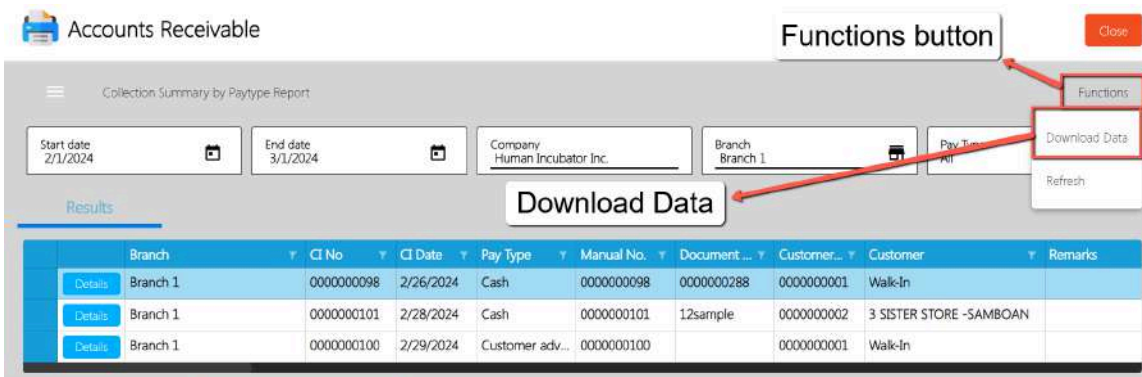
Total Amount: 3,149.50

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

Branch	CI No	CI Date	Pay Type	Manual No.	Document ...	Customer...	Customer	Remarks
Branch 1	000000098	2/26/2024	Cash	000000098	000000288	000000001	Walk-In	
Branch 1	000000101	2/28/2024	Cash	000000101	12sample	000000002	3 SISTER STORE -SAMBOAN	
Branch 1	000000100	2/29/2024	Customer adv...	000000100		000000001	Walk-In	

Sample Report

7. Download report in excel file(if needed): If you want to download the report in excel file, look for the **Functions** button then click the **Download Data** menu. An excel file will automatically download.



Accounts Receivable

Collection Summary by Paytype Report

Start date: 2/1/2024 | End date: 3/1/2024 | Company: Human Incubator Inc. | Branch: Branch 1 | Pay Type: All

Functions button

Download Data

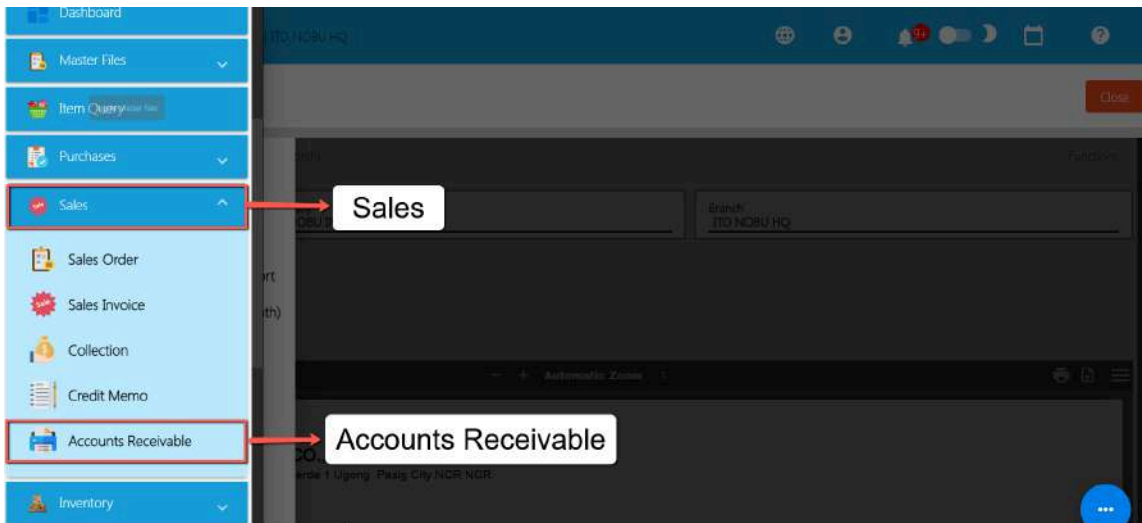
Branch	CI No	CI Date	Pay Type	Manual No.	Document ...	Customer...	Customer	Remarks
Branch 1	000000098	2/26/2024	Cash	000000098	000000288	000000001	Walk-In	
Branch 1	000000101	2/28/2024	Cash	000000101	12sample	000000002	3 SISTER STORE -SAMBOAN	
Branch 1	000000100	2/29/2024	Customer adv...	000000100		000000001	Walk-In	

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:

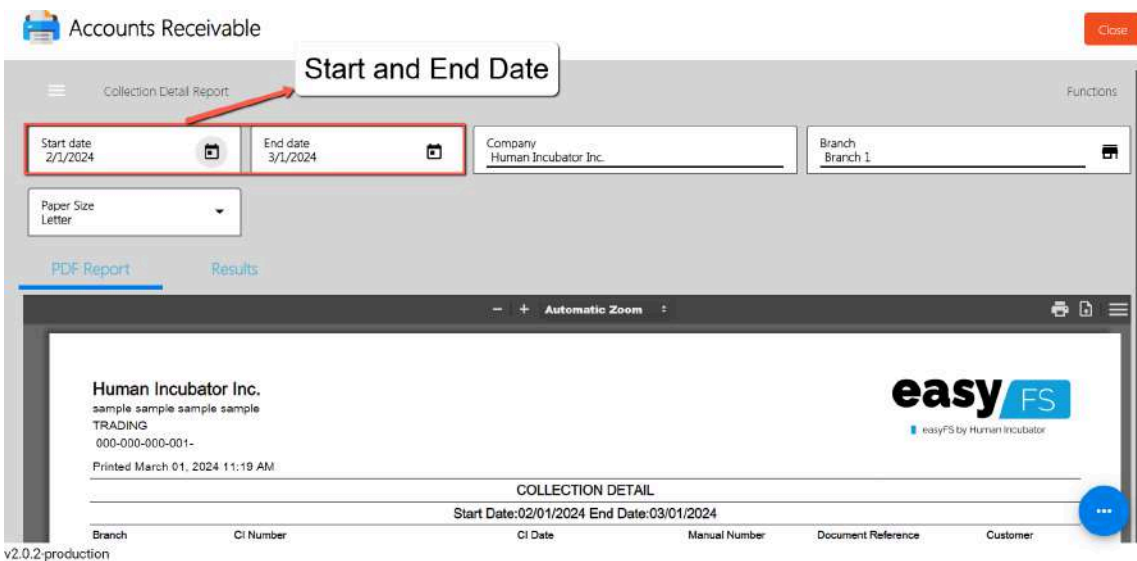
1. **Go to Sales modules:** Navigate to Sales modules, then select Accounts Receivable.



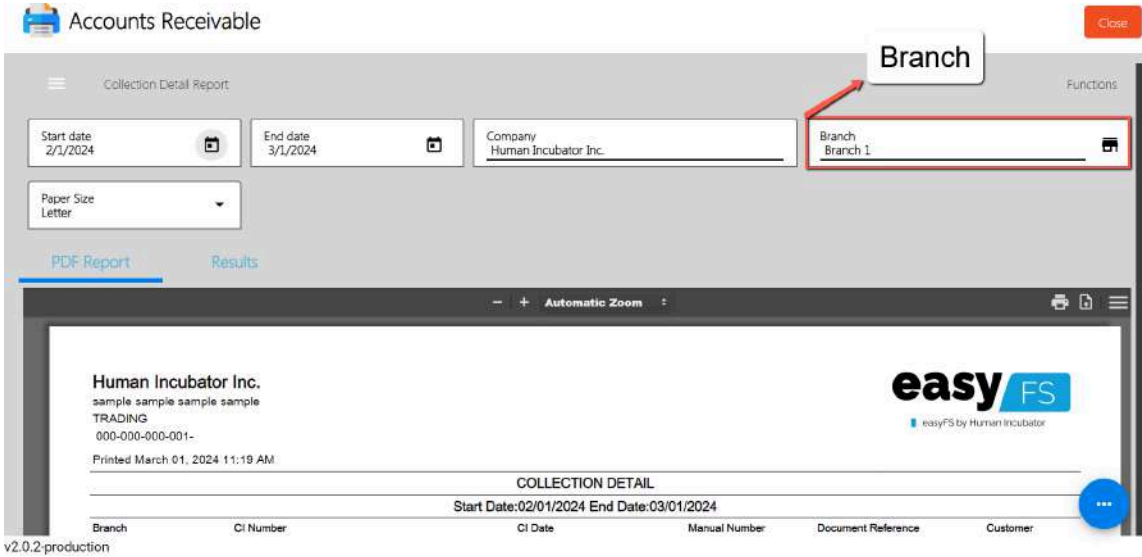
2. **Click Collection Detail Report:** Under the menus from Accounts Receivable, look for **Collection Detail Report** then click the menu to navigate.



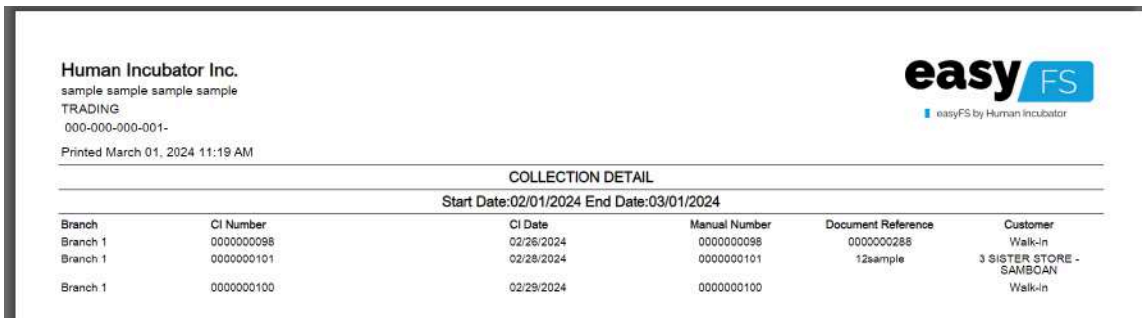
3. **Select Start and End Date:** Provide an exact date you want to generate a report by clicking on the Start Date and End Date.



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.



Human Incubator Inc. sample sample sample sample TRADING 000-000-000-001- Printed March 01, 2024 11:19 AM

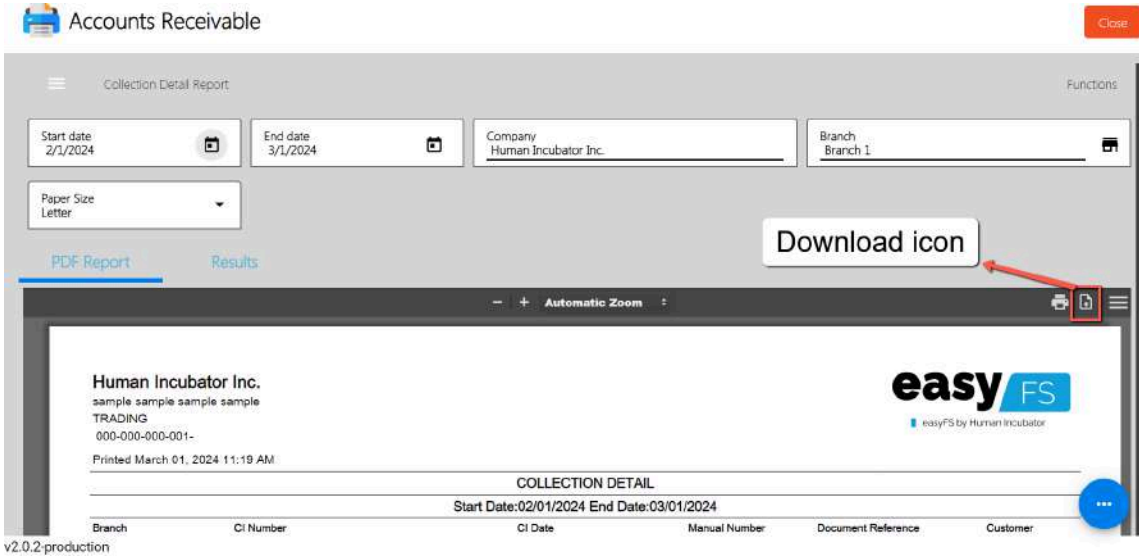
easyFS by Human Incubator

COLLECTION DETAIL
Start Date:02/01/2024 End Date:03/01/2024

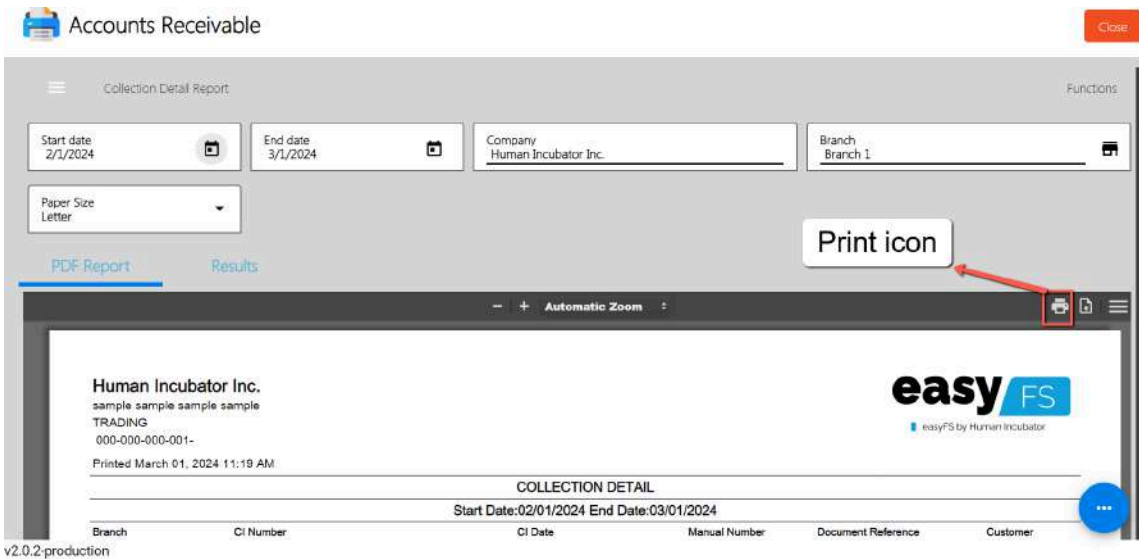
Branch	CI Number	CI Date	Manual Number	Document Reference	Customer
Branch 1	000000098	02/26/2024	000000098	000000288	Walk-in
Branch 1	000000101	02/28/2024	000000101	12sample	3 SISTER STORE - SAMBOAN
Branch 1	000000100	02/29/2024	000000100		Walk-in

Sample Printout

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



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

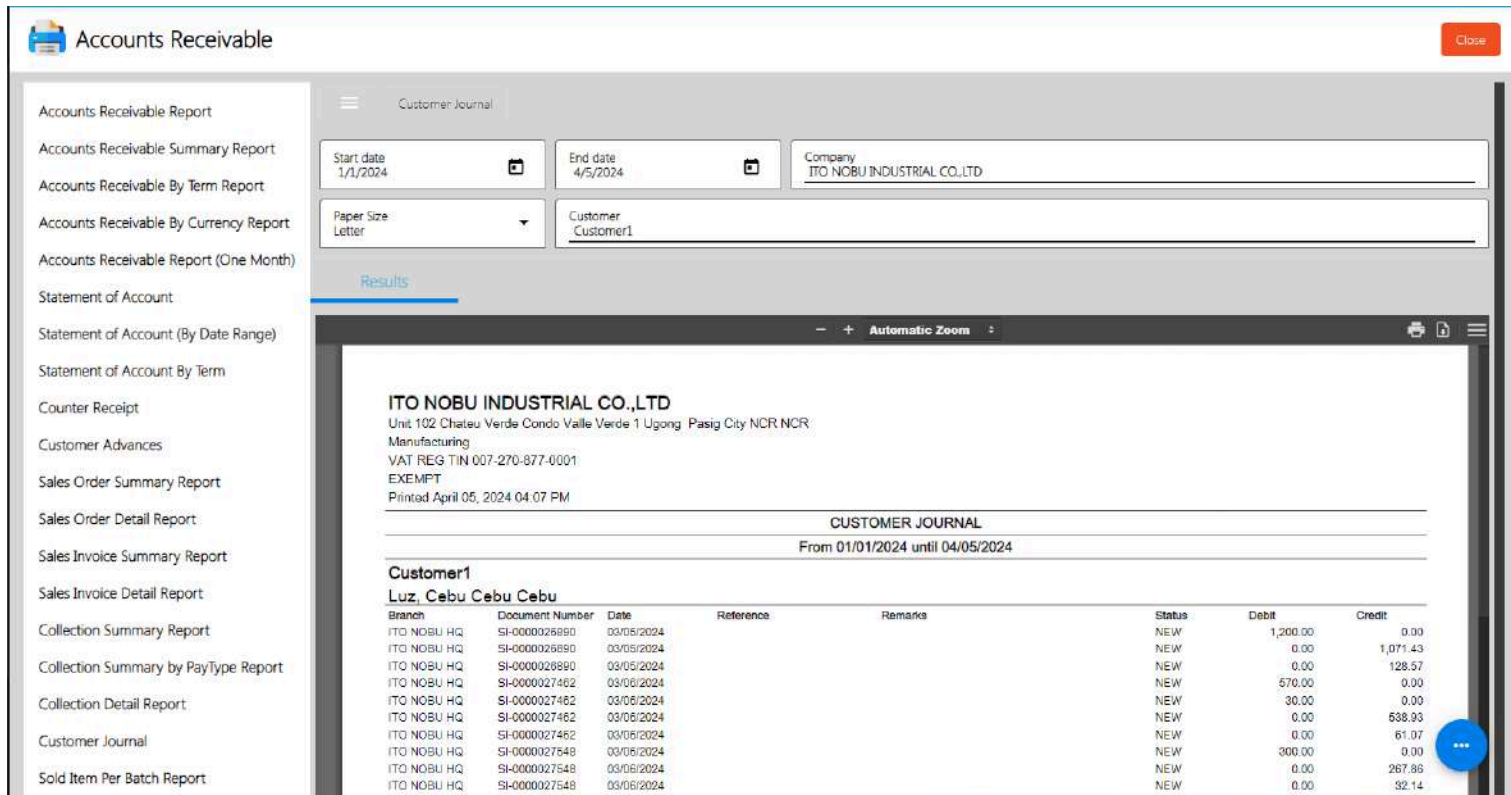


Customer Journal

Customer Journal report is a report wherein the user can see the Customer's Journal which includes the Branch, the Document number, the debit, the credit etc. within specified date range.

To generate Customer Journal, here are the steps to follow:

1. Go to Sales
2. Select Accounts Receivable
3. Click Customer Journal
4. Enter Start and End Date
5. Select the Customer
6. Printing and PDF download are also available



The screenshot shows the 'Accounts Receivable' module interface. On the left is a sidebar with various reports, including 'Customer Journal'. The main area displays the 'Customer Journal' report for 'ITO NOBU INDUSTRIAL CO.,LTD' from 01/01/2024 to 04/05/2024. The report includes a header with company details and a table of transactions.

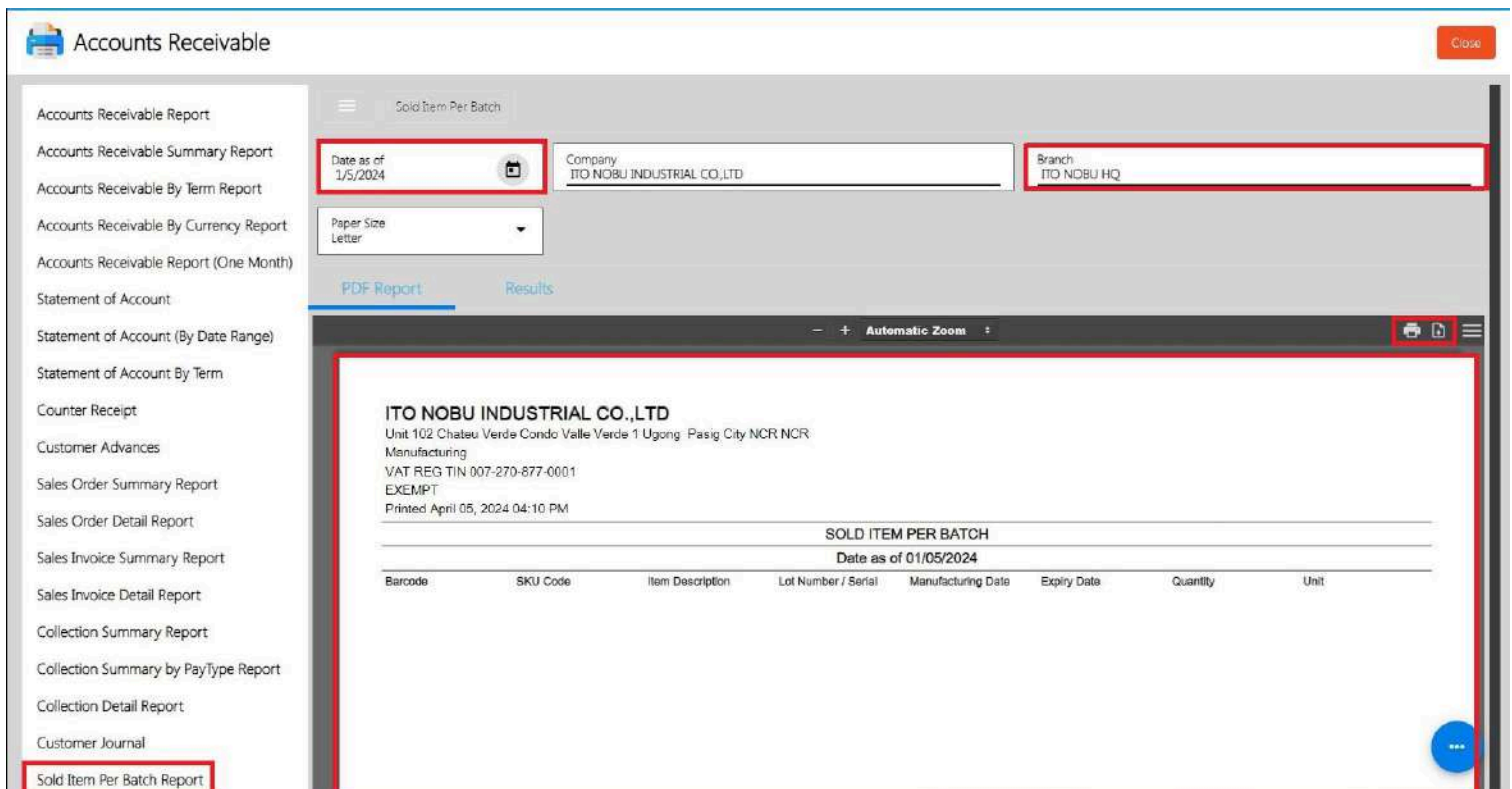
Branch	Document Number	Date	Reference	Remarks	Status	Debit	Credit
ITO NOBU HQ	SI-000026890	03/05/2024			NEW	1,200.00	0.00
ITO NOBU HQ	SI-000026890	03/05/2024			NEW	0.00	1,071.43
ITO NOBU HQ	SI-000026890	03/05/2024			NEW	0.00	128.57
ITO NOBU HQ	SI-000027462	03/06/2024			NEW	570.00	0.00
ITO NOBU HQ	SI-000027462	03/06/2024			NEW	30.00	0.00
ITO NOBU HQ	SI-000027462	03/06/2024			NEW	0.00	638.93
ITO NOBU HQ	SI-000027462	03/06/2024			NEW	0.00	61.07
ITO NOBU HQ	SI-000027548	03/06/2024			NEW	300.00	0.00
ITO NOBU HQ	SI-000027548	03/06/2024			NEW	0.00	267.96
ITO NOBU HQ	SI-000027548	03/06/2024			NEW	0.00	92.14

Sold Item Per Batch Report

Sold Item per Batch Report is a report wherein the user can view, download in PDF or even print the report which shows the Sold SKU, Barcode, Item Description etc. per Batch up to date.

To generate Sold Item per Batch Report, here are the steps to follow:

1. Go to Sales
2. Select Accounts Receivable
3. Click Sold Item per Batch Report
4. Select Date as of
5. Select the Branch
6. Printing and PDF download are also available



The screenshot shows the 'Accounts Receivable' report generation interface. The left sidebar lists various reports, with 'Sold Item Per Batch Report' highlighted. The main area shows the report configuration for 'ITO NOBU INDUSTRIAL CO.,LTD' with a date of '1/5/2024' and branch 'ITO NOBU HQ'. The report preview shows the company details and a table header for 'SOLD ITEM PER BATCH' dated '01/05/2024'. The table columns are Barcode, SKU Code, Item Description, Lot Number / Serial, Manufacturing Date, Expiry Date, Quantity, and Unit.

Accounts Receivable

Accounts Receivable Report

Accounts Receivable Summary Report

Accounts Receivable By Term Report

Accounts Receivable By Currency Report

Accounts Receivable Report (One Month)

Statement of Account

Statement of Account (By Date Range)

Statement of Account By Term

Counter Receipt

Customer Advances

Sales Order Summary Report

Sales Order Detail Report

Sales Invoice Summary Report

Sales Invoice Detail Report

Collection Summary Report

Collection Summary by PayType Report

Collection Detail Report

Customer Journal

Sold Item Per Batch Report

Sold Item Per Batch

Date as of 1/5/2024

Company ITO NOBU INDUSTRIAL CO.,LTD

Branch ITO NOBU HQ

Paper Size Letter

PDF Report Results

Automatic Zoom

ITO NOBU INDUSTRIAL CO.,LTD

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR

Manufacturing

VAT REG TIN 007-270-877-0001

EXEMPT

Printed April 05, 2024 04:10 PM

SOLD ITEM PER BATCH

Date as of 01/05/2024

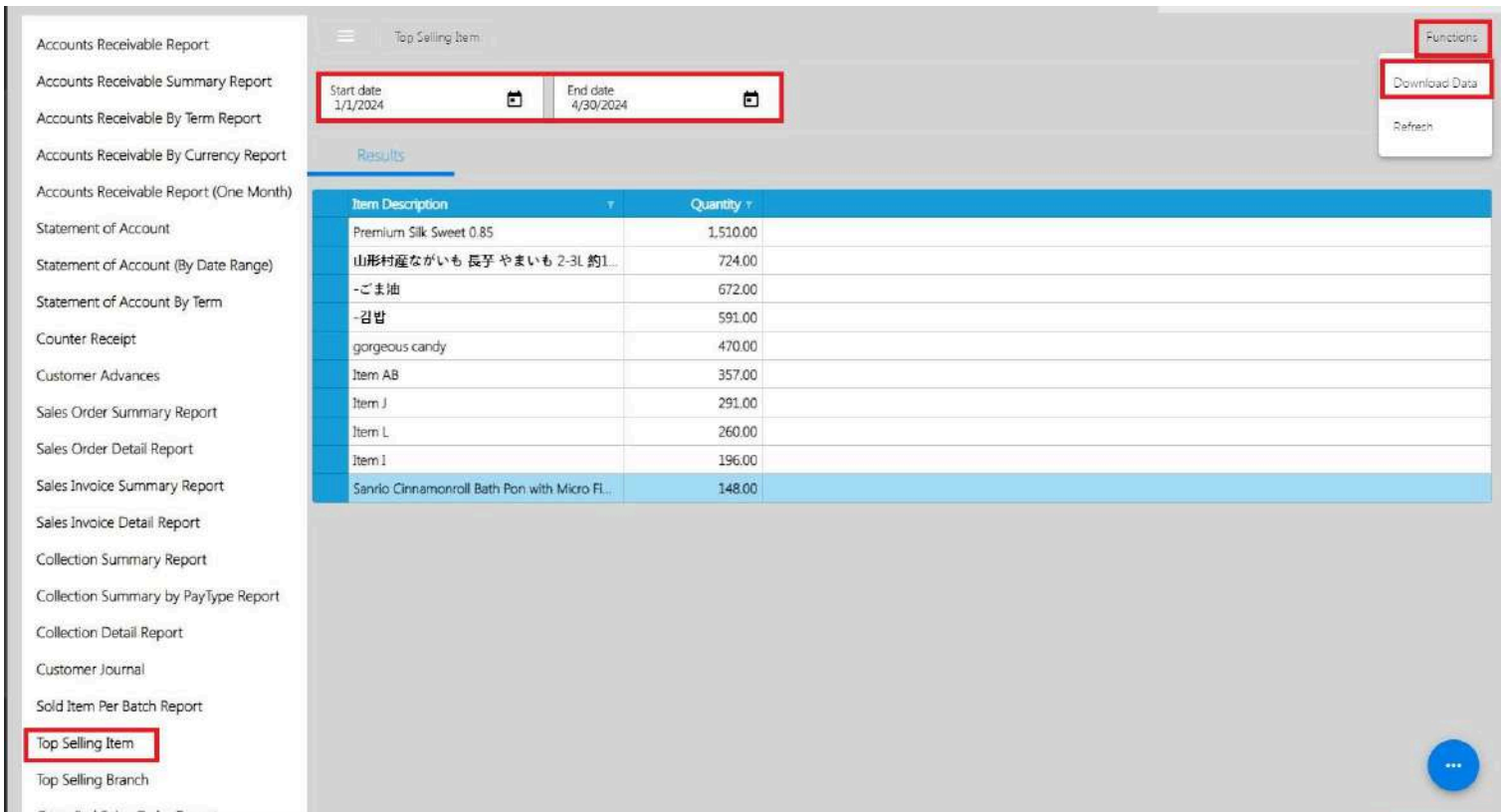
Barcode	SKU Code	Item Description	Lot Number / Serial	Manufacturing Date	Expiry Date	Quantity	Unit
---------	----------	------------------	---------------------	--------------------	-------------	----------	------

Top Selling Item

Top Selling Item is a report wherein the user can check the top selling item they have, the report shows 10 top selling items based on the date range the user enters

To generate Top Selling Item, here are the steps to follow:

1. Go to Sales
2. Select Accounts Receivable
3. Click Top Selling Item
4. Enter Start and End Date
5. Download the report (optional)



The screenshot displays the 'Top Selling Item' report interface. On the left is a sidebar menu with various report options. The main area shows the report title 'Top Selling Item' and two date filter boxes: 'Start date' (1/1/2024) and 'End date' (4/30/2024). Below the filters is a 'Results' section containing a table with the following data:

Item Description	Quantity
Premium Silk Sweet 0.85	1,510.00
山形村産ながいも 長芋 やまいも 2-3L 約1...	724.00
-ごま油	672.00
-김밥	591.00
gorgeous candy	470.00
Item AB	357.00
Item J	291.00
Item L	260.00
Item I	196.00
Sanrio Cinnamonroll Bath Pon with Micro FL...	148.00

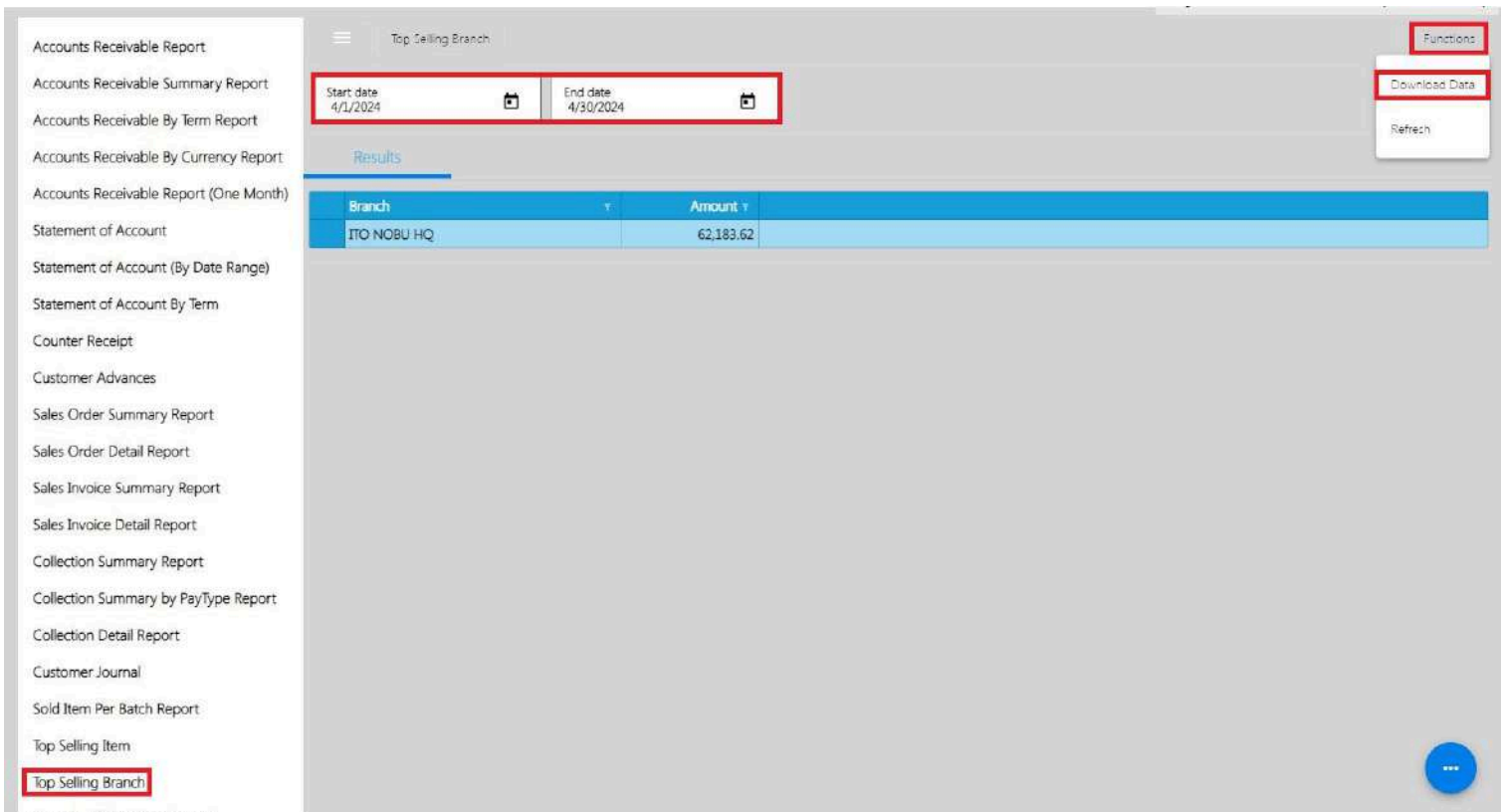
On the right side of the interface, there is a 'Functions' menu with 'Download Data' and 'Refresh' options. The 'Top Selling Item' option in the sidebar is highlighted with a red box.

Top Selling Branch

Top Selling Branch is a report wherein the user can check the top selling branch they have, the report shows 1 top selling branch based on the date range the user enters.

To generate Top Selling Branch, here are the steps to follow:

1. Go to Sales
2. Select Accounts Receivable
3. Click Top Selling Item
4. Enter Start and End Date
5. Download the report (optional)



The screenshot shows the 'Top Selling Branch' report interface. On the left is a navigation menu with various report options. The main area displays the report title 'Top Selling Branch' and a date range filter set to 'Start date: 4/1/2024' and 'End date: 4/30/2024'. Below the filter is a 'Results' section with a table showing one entry: 'ITO NOBU HQ' with an amount of '62,183.62'. On the right side, there is a 'Functions' menu with options for 'Download Data' and 'Refresh'. The 'Top Selling Branch' option in the left menu is highlighted with a red box.

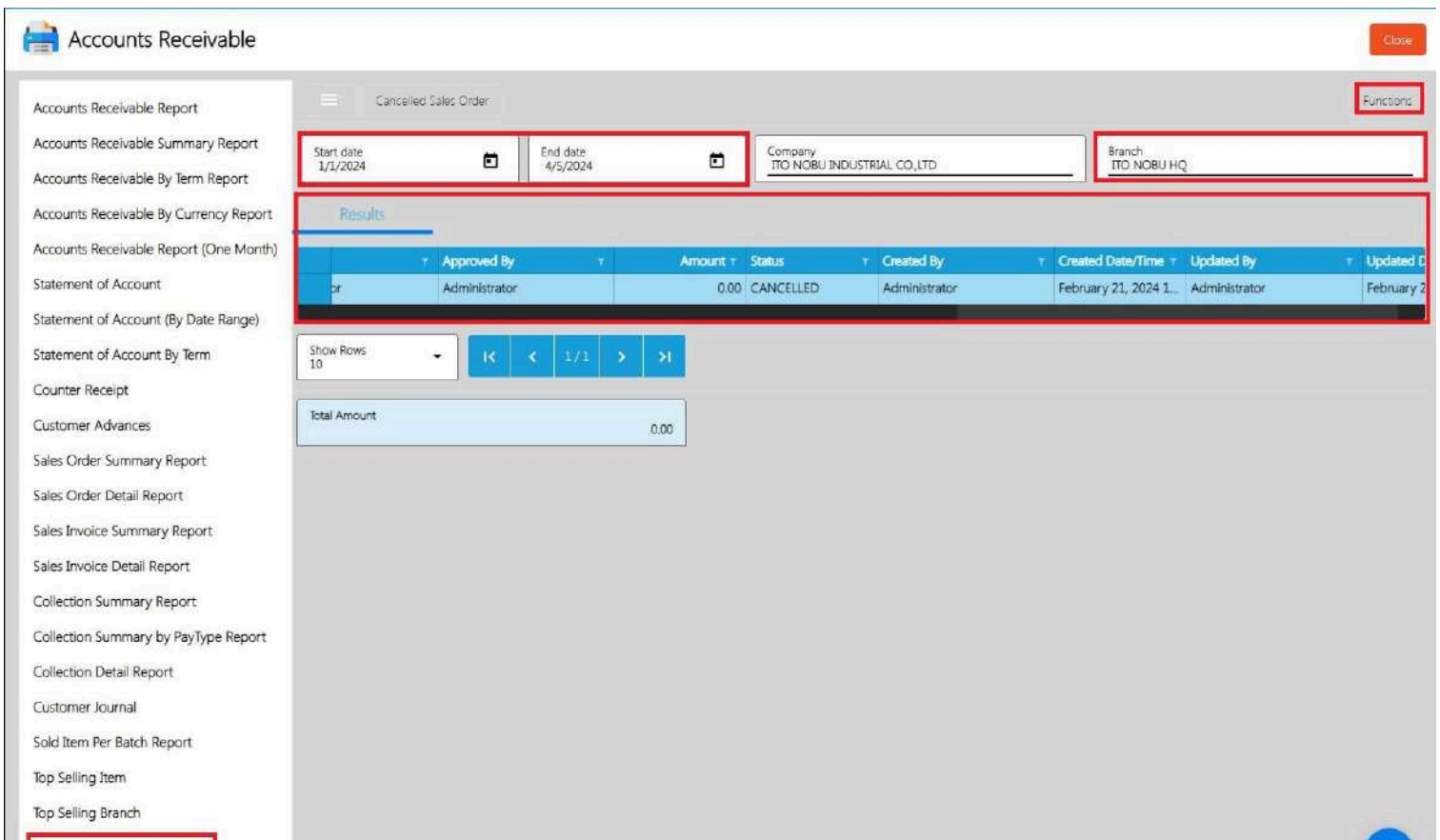
Branch	Amount
ITO NOBU HQ	62,183.62

Cancelled Sales Order Report

Cancelled Sales Order Report is a report wherein the user can see all of the canceled orders based on the date range provided, in line with that the report shows the branch, the Sales order date, the created date, the status of canceled etc.

To generate Cancelled Sales Order Report, here are the steps to follow:

1. Go to Sales
2. Select Account Receivable
3. Click Cancelled Sales Order Report
4. Enter Start and End Date
5. Select the Branch
6. Download the report (optional)



The screenshot displays the 'Accounts Receivable' module in a software application. The main area is titled 'Cancelled Sales Order' and features a search filter with the following fields: 'Start date' (1/1/2024), 'End date' (4/5/2024), 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), and 'Branch' (ITO NOBU HQ). Below the search fields, a 'Results' table is shown with the following data:

Approved By	Amount	Status	Created By	Created Date/Time	Updated By	Updated Date
Administrator	0.00	CANCELLED	Administrator	February 21, 2024 1...	Administrator	February 2...

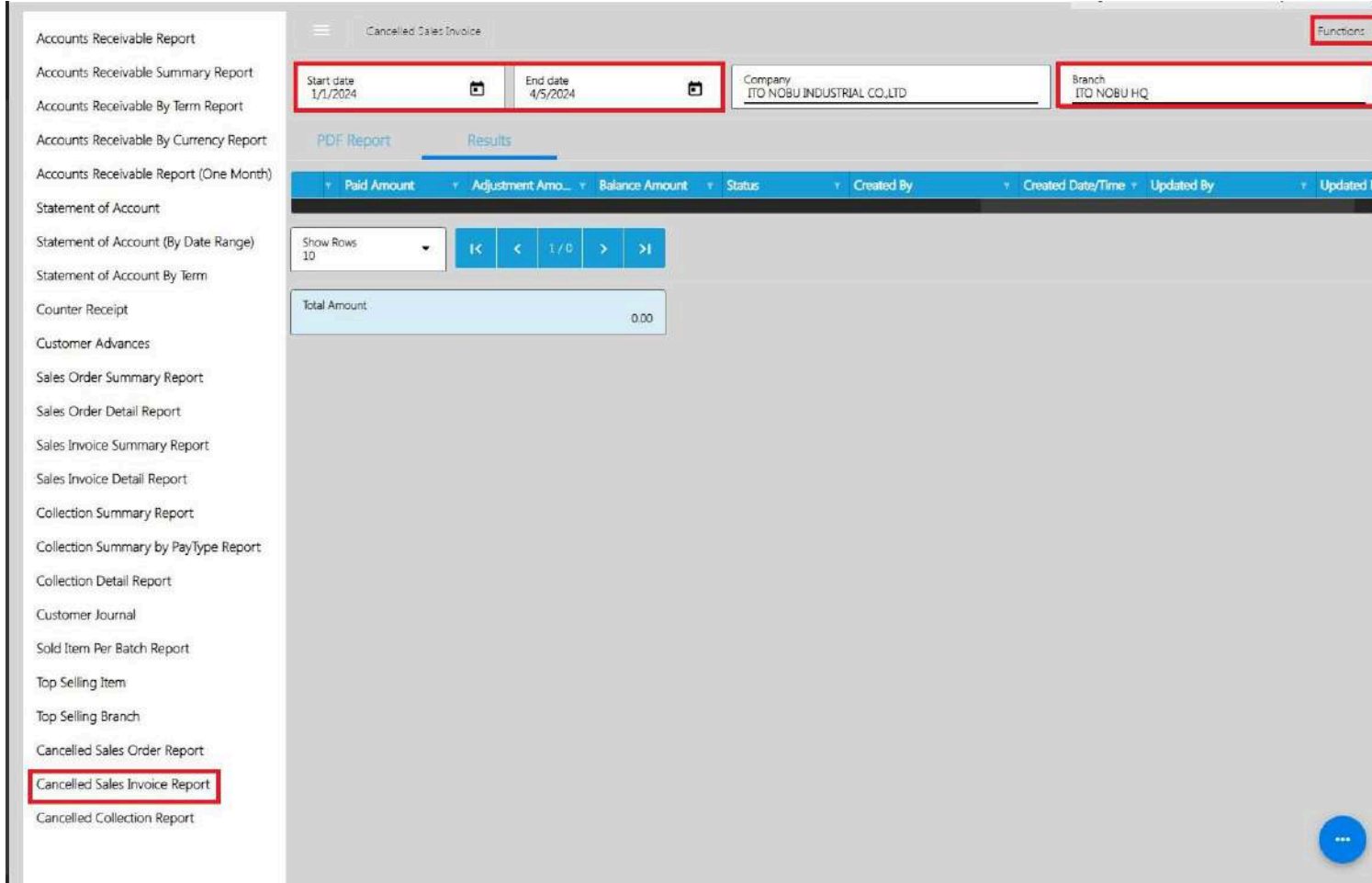
Below the table, there is a 'Total Amount' field showing 0.00. The interface also includes a 'Functions' button in the top right corner and a 'Close' button in the top right corner of the main area.

Cancelled Sales Invoice Report

Cancelled Sales Invoice Report is a report wherein the user can see all of the canceled Sales Invoices based on the date range provided, in line with that the report shows the branch, the Sales Invoice date, the created date, the status of canceled etc.

To generate Cancelled Sales Invoice Report, here are the steps to follow:

1. Go to Sales
2. Select Account Receivable
3. Click Cancelled Sales Invoice Report
4. Enter Start and End Date
5. Select the Branch
6. Download the report (optional)



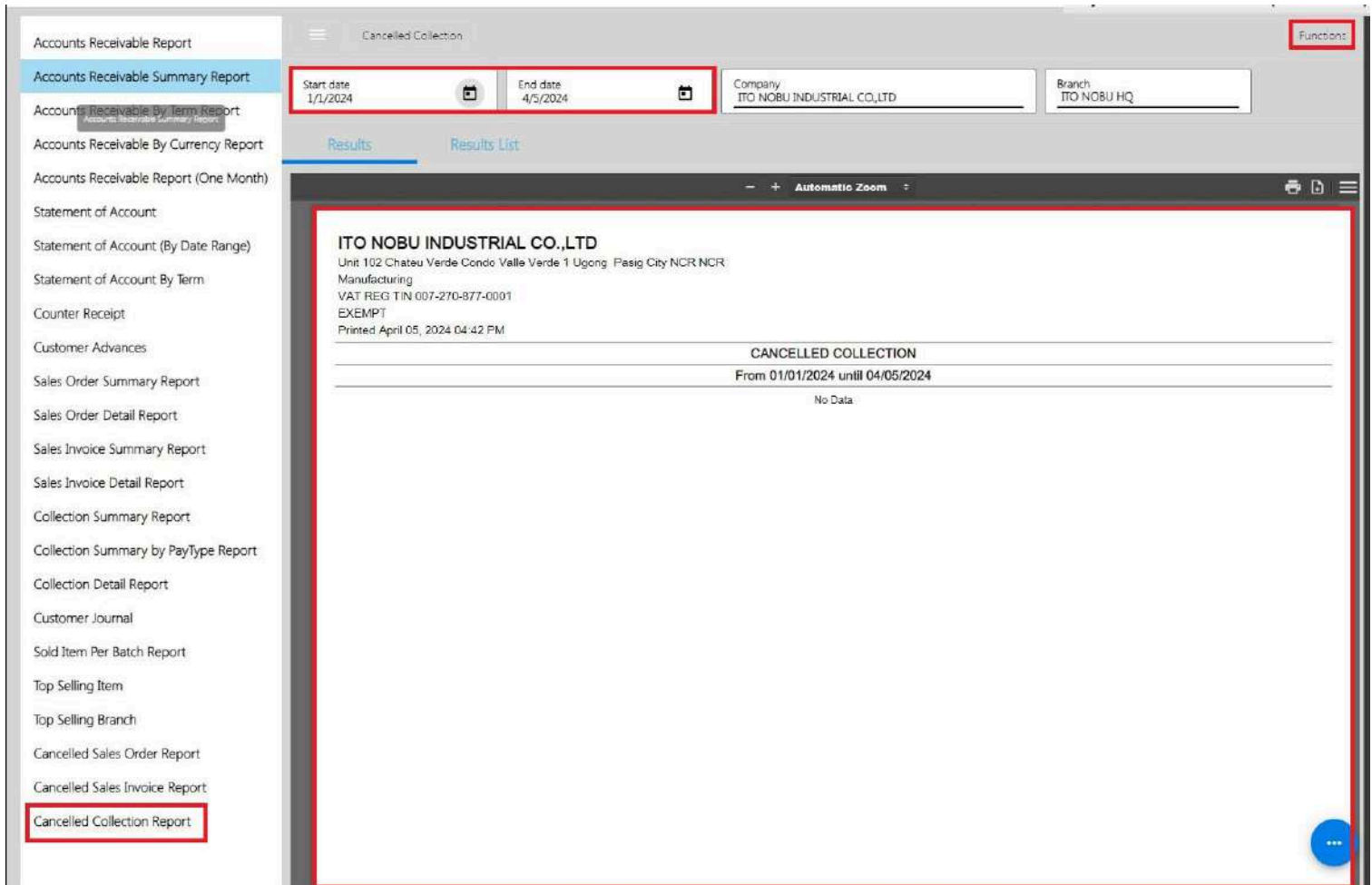
The screenshot shows the 'Cancelled Sales Invoice Report' interface. On the left is a sidebar menu with various report options, including 'Cancelled Sales Invoice Report' which is highlighted with a red box. The main area is titled 'Cancelled Sales Invoice' and features a 'Functions' button in the top right. Below the title are search filters: 'Start date' (1/1/2024), 'End date' (4/5/2024), 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), and 'Branch' (ITO NOBU HQ), all highlighted with red boxes. The main content area has a 'PDF Report' button and a 'Results' tab. Below this is a table header with columns: 'Paid Amount', 'Adjustment Amo...', 'Balance Amount', 'Status', 'Created By', 'Created Date/Time', 'Updated By', and 'Updated D'. Below the header is a 'Show Rows' dropdown set to '10', navigation buttons, and a 'Total Amount' row showing '0.00'.

Cancelled Collection Report

Cancelled Collection Report is a report wherein the user can see all of the canceled Collection based on the date range provided, in line with that the report shows the branch, the Collection date, the created date, the status of canceled etc.

To generate Cancelled Collection Report, here are the steps to follow:

1. Go to Sales
2. Select Account Receivable
3. Click Cancelled Sales Invoice Report
4. Enter Start and End Date
5. Select the Branch
6. Download the report (optional)



The screenshot displays the 'Accounts Receivable Report' interface. The left sidebar lists various reports, with 'Cancelled Collection Report' highlighted. The main area shows the 'Cancelled Collection' report for 'ITO NOBU INDUSTRIAL CO.,LTD'. The report parameters are: Start date: 1/1/2024, End date: 4/5/2024, Company: ITO NOBU INDUSTRIAL CO.,LTD, and Branch: ITO NOBU HQ. The report content shows the company name, address, and VAT information, followed by a section titled 'CANCELLED COLLECTION' with the date range 'From 01/01/2024 until 04/05/2024'. The result is 'No Data'. A red box highlights the 'Cancelled Collection Report' in the sidebar and the date selection fields in the report header.

Financial Reports

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

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

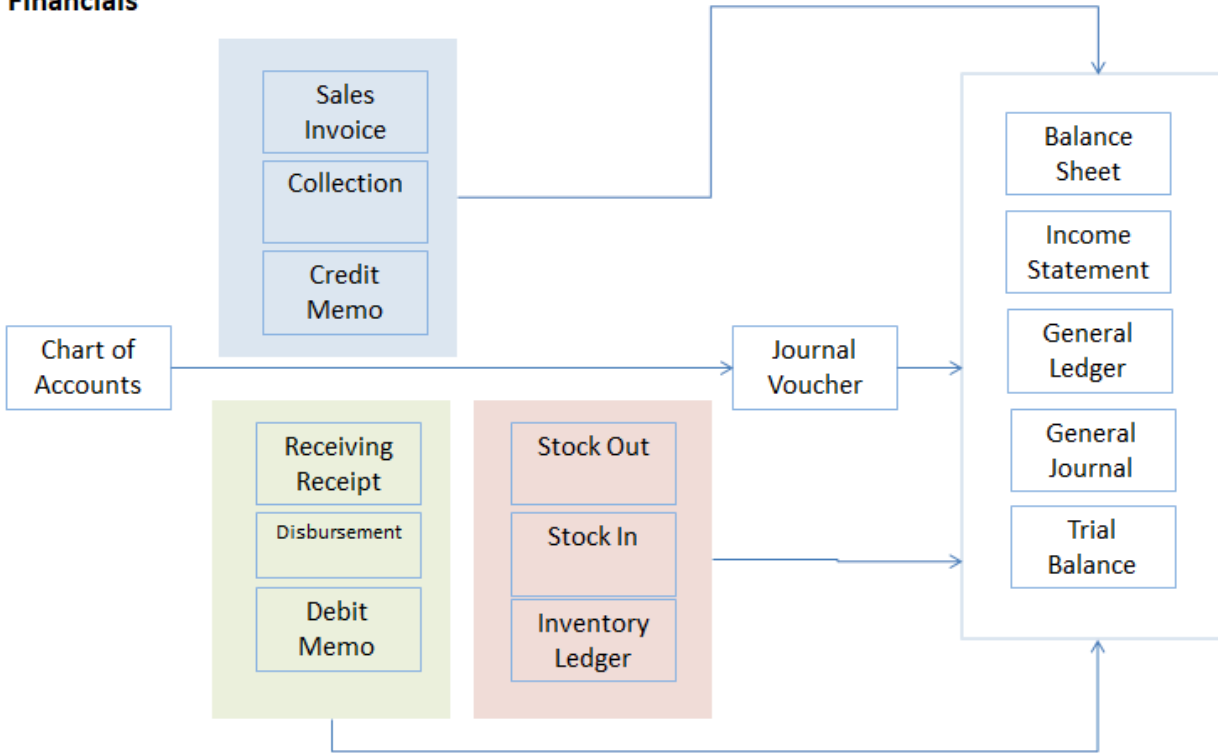
Among them are:

1. General Journal - is a chronological record of financial transactions of a business. It is a book where all accounting entries are initially recorded before they are transferred to the ledger accounts. The general journal is part of the double-entry accounting system, which means that for every transaction recorded in the journal, there are at least two accounts involved—one account is debited, and another account is credited.
2. General Ledger - is a core component of the accounting system in which a business maintains a complete record of all its financial transactions. It serves as a central repository for all accounts, organized by account type, and provides a comprehensive overview of the company's financial position. The general ledger

is organized into various accounts, each representing a different aspect of the business, such as assets, liabilities, equity, revenue, and expenses.

3. Sales Journal - is a specialized accounting journal used to record all sales transactions of a business. It is part of the broader accounting system and is particularly helpful for businesses that have a high volume of sales transactions. The Sales Journal is one of the subsidiary journals, each designed for a specific type of transaction, which together with the general journal, form the complete accounting system.
4. Purchase Journal - also known as the Purchases Journal, is another specialized accounting journal used to record all purchases of goods on credit by a business. Similar to the Sales Journal, it is a subsidiary journal designed for a specific type of transaction. The Purchase Journal is particularly useful for businesses that engage in a significant volume of credit purchases.
5. Inventory Book / Inventory Ledger - The inventory ledger keeps detailed information about the quantity, cost, and value of inventory items.

Financials



General Journal

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



Financial Statement

General Journal

Start date: 1/1/2024 | End date: 2/1/2024 | Company: ITO NOBU INDUSTRIAL CO.,LTD | Branch: ITO NOBU HQ

Paper Size: Letter

PDF Report

General Journal

ITO NOBU INDUSTRIAL CO.,LTD

ITO NOBU INDUSTRIAL CO.,LTD

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed February 01, 2024 05:14 PM

GENERAL JOURNAL

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

Transaction Number: OT-0000000024

Transaction Date: : 02/01/2024

Remarks: :

Type	Name	Account Description	Debit Amount	Credit Amount
		Merchandise Inventory	0.00	5,000.00
		Purchase Return	5,000.00	0.00
		Totals	5,000.00	5,000.00

General Ledger

- The general ledger is a complete record of all financial transactions organized by account. It shows the account balances over time.
- This is automatically updated each time there is a posting of transactions in the Sales, Purchasing and Inventory

ITO NOBU INDUSTRIAL CO.,LTD

Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed February 01, 2024 05:25 PM

GENERAL LEDGER

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

Accounts Payable

Date	Reference	Particulars	Payee / Payor	Debit Amount	Credit Amount	Balance Amount
02/01/2024	RR-0000000044			0.00	2,471.50	1,760,381.50
02/01/2024	PM-0000000012			2,471.50	0.00	1,757,910.00
02/01/2024	PM-0000000012			0.00	2,471.50	1,760,381.50
				2,471.50	4,943.00	1,760,381.50

Accounts Receivable

Date	Reference	Particulars	Payee / Payor	Debit Amount	Credit Amount	Balance Amount
02/01/2024	SI-0000000040			9,580.00	0.00	75,164.16
02/01/2024	SI-0000000041			8,310.71	0.00	83,474.87
02/01/2024	SI-0000000042			2,144.35	0.00	85,619.22
02/01/2024	SI-0000000043			32,259.15	0.00	117,878.37
02/01/2024	SI-0000000044	Transaction from POS		4,464.00	0.00	122,342.37
02/01/2024	SI-0000000045	Transaction from POS		4,455.00	0.00	126,797.37
02/01/2024	SI-0000000046	Transaction from POS		1,671.43	0.00	128,468.80
02/01/2024	SI-0000000047	Transaction from		3,060.00	0.00	131,528.80

Trial Balance

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

Balance Sheet

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

Printed on: 02/01/2024 11:11 AM

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	Current Liabilities	1,763,754.54
Accounts Receivable	133,778.80	Accounts Payable	1,760,381.50
Prepaid Expense	-5,535.71	Accrued Bonuses	-460.00
Advance to Employees	9,714.29	Withholding Tax- Expanded	47.77
Advances to Parent Company	-5,000.00	Output VAT	3,785.27
Input VAT	5,729.89		
Merchandise Inventory	219,661.07		
		Total Liability	1,762,727.84
Tangible Assets	76,370.00		
Office Equipment	-2,487,371.43	EQUITY	
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		

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

Assets:

- **Current Assets:** These are assets that are expected to be converted into cash or used up within one year. Examples include cash, accounts receivable, and inventory.
- **Non-current Assets:** Also known as long-term assets, these are resources that are expected to provide value for more than one year. Examples include property, equipment, and intangible assets like patents or trademarks.

Liabilities:

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

Equity:

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

Equation:

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

What the balance sheet does:

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

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

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

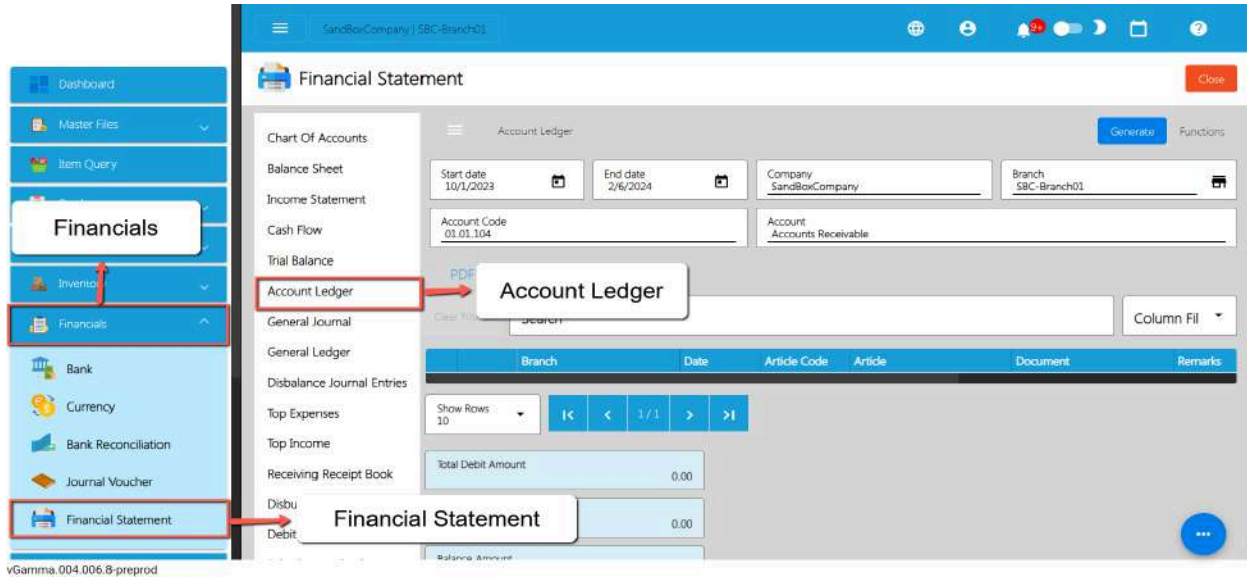
Account Ledger

Account Ledger Report is a record or a book where financial transactions of a business or an individual are systematically and chronologically recorded. It serves as a detailed and organized account of all financial activities, including income, expenses, assets, and liabilities.

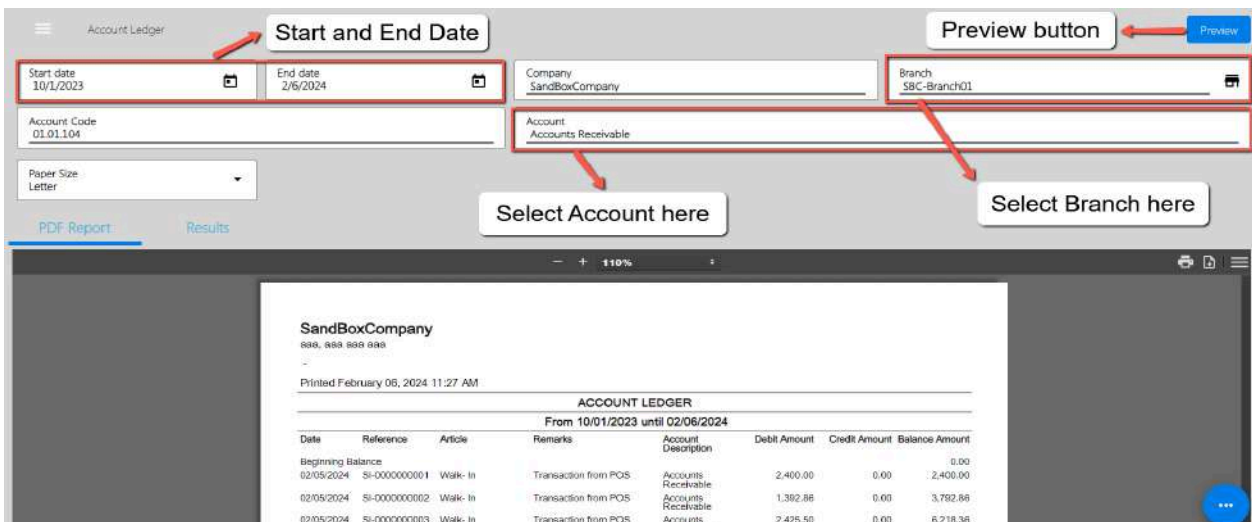
Think of an account ledger as a financial diary that helps track and manage money-related transactions. Each account (such as cash, bank, expenses, etc.) has its own ledger, and entries are made for every transaction, providing a clear overview of the financial health and history of an entity. Ledger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

To generate Account Ledger Report here are the steps to follow:

1. Go to Financials.
2. Select Financial Statement.
3. Click **Account Ledger**.

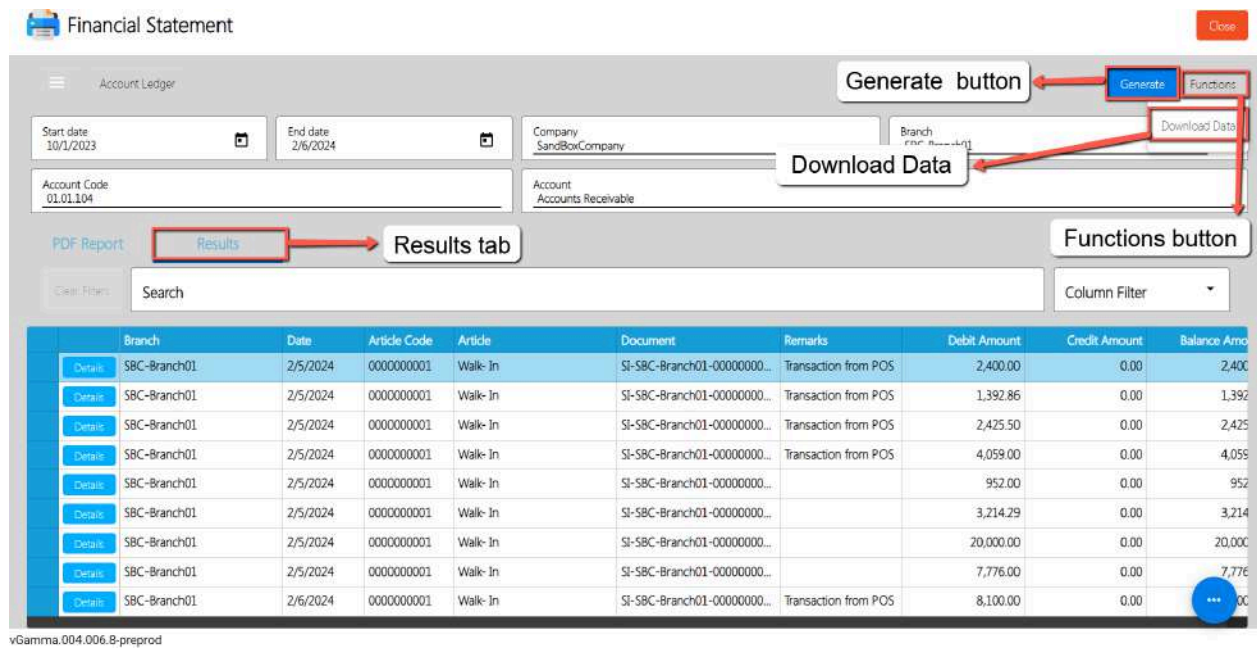


4. Enter Start Date and End Date.
5. Select the branch you want to generate.
6. Select the correct Account.
7. Click the **Preview** button to generate the PDF.



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.



Financial Statement Close

Account Ledger

Start date: 10/1/2023 | End date: 2/6/2024 | Company: SandBoxCompany | Branch: SBC-Branch01

Account Code: 01.01.104 | Account: Accounts Receivable

PDF Report | **Results** | Results tab | Functions button

Clear Filter: Search | Column Filter

	Branch	Date	Article Code	Article	Document	Remarks	Debit Amount	Credit Amount	Balance Amo
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...	Transaction from POS	2,400.00	0.00	2,400.00
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...	Transaction from POS	1,392.86	0.00	1,392.86
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...	Transaction from POS	2,425.50	0.00	2,425.50
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...	Transaction from POS	4,059.00	0.00	4,059.00
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...		952.00	0.00	952.00
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...		3,214.29	0.00	3,214.29
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...		20,000.00	0.00	20,000.00
Details	SBC-Branch01	2/5/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...		7,776.00	0.00	7,776.00
Details	SBC-Branch01	2/6/2024	000000001	Walk-In	SI-SBC-Branch01-00000000...	Transaction from POS	8,100.00	0.00	8,100.00

vGamma.004.006.8-preprod

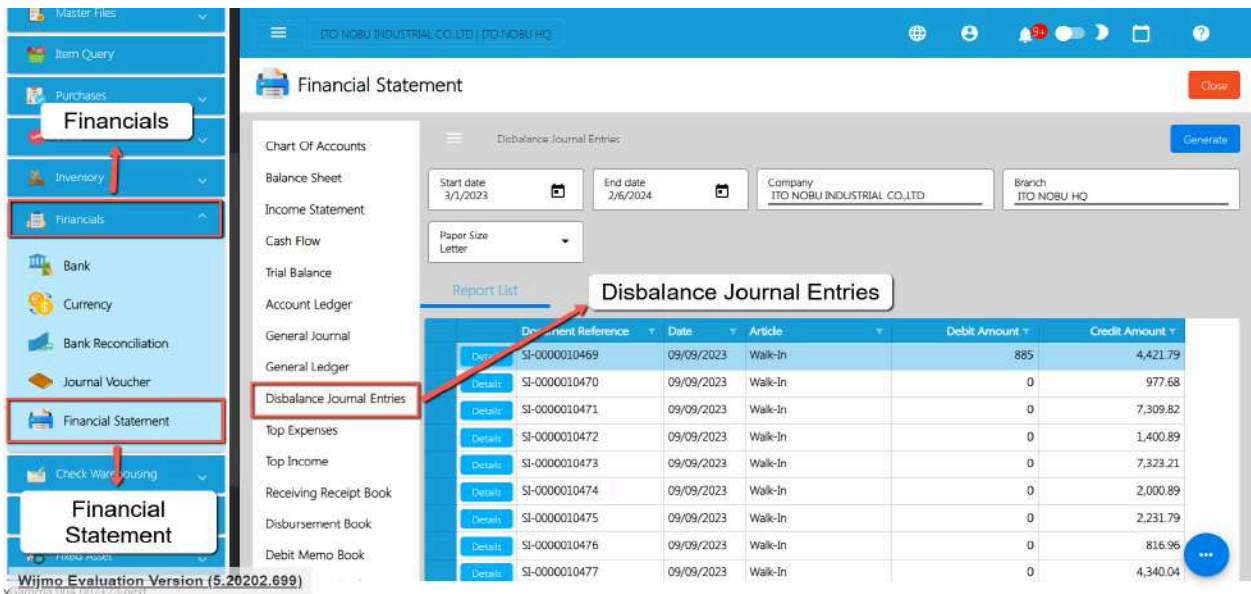
Disbalance Journal Entries

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

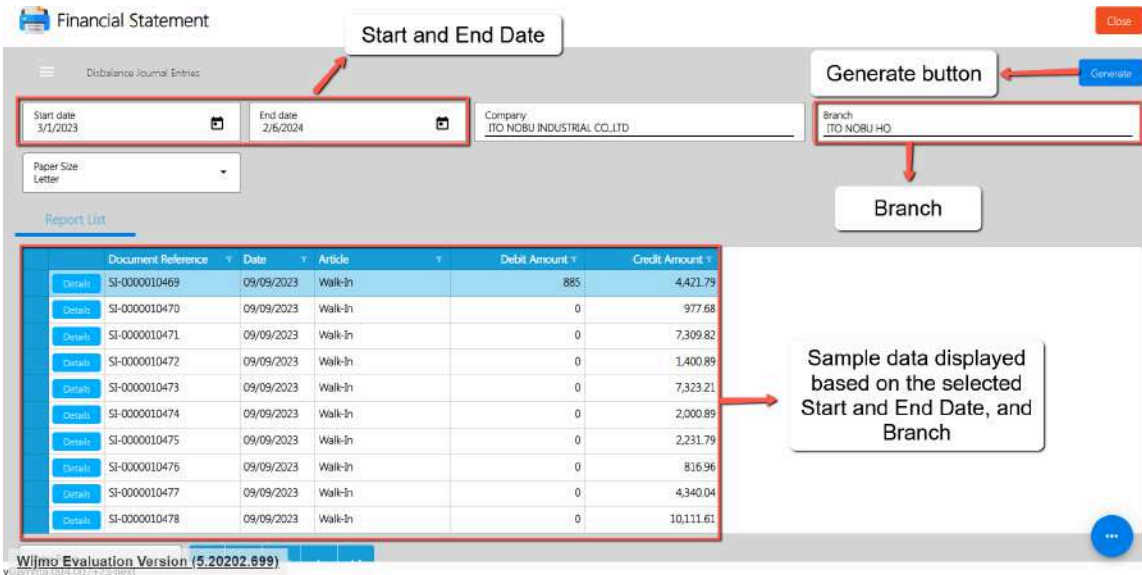
accurate financial reporting.

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**.



4. Enter Start Date and End Date.
5. Select the branch you want to generate.
6. Click the Generate button to display the data on the list.



Financial Statement

Start and End Date

Generate button

Start date: 3/1/2023, End date: 2/6/2024

Company: ITO NOBU INDUSTRIAL CO.,LTD

Branch: ITO NOBU HO

Report List

Document Reference	Date	Article	Debit Amount	Credit Amount
SI-0000010469	09/09/2023	Walk-in	885	4,421.79
SI-0000010470	09/09/2023	Walk-in	0	977.68
SI-0000010471	09/09/2023	Walk-in	0	7,309.82
SI-0000010472	09/09/2023	Walk-in	0	1,400.89
SI-0000010473	09/09/2023	Walk-in	0	7,323.21
SI-0000010474	09/09/2023	Walk-in	0	2,000.89
SI-0000010475	09/09/2023	Walk-in	0	2,231.79
SI-0000010476	09/09/2023	Walk-in	0	816.96
SI-0000010477	09/09/2023	Walk-in	0	4,340.04
SI-0000010478	09/09/2023	Walk-in	0	10,111.61

Sample data displayed based on the selected Start and End Date, and Branch

Income Statement

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

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

Revenue:

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

Cost of Goods Sold (COGS):

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

Gross Profit:

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

Operating Expenses:

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

Operating Profit (Operating Income):

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

Other Income and Expenses:

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

Profit Before Tax (PBT):

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

Income Tax Expense:

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

Net Profit (Net Income):

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

What the income statement does:

- **Performance Measurement:** It provides a summary of the company's financial performance over a specific period, indicating whether the business is generating a profit or incurring a loss.
- **Profitability Analysis:** Investors, creditors, and management use the income statement to assess the company's ability to generate profit, control costs, and manage its operations efficiently.

- **Decision-Making:** The income statement helps management make informed decisions regarding pricing strategies, cost management, and overall business operations.
- **Financial Planning:** It serves as a basis for financial planning and forecasting, helping businesses set realistic goals and allocate resources effectively.

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

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.

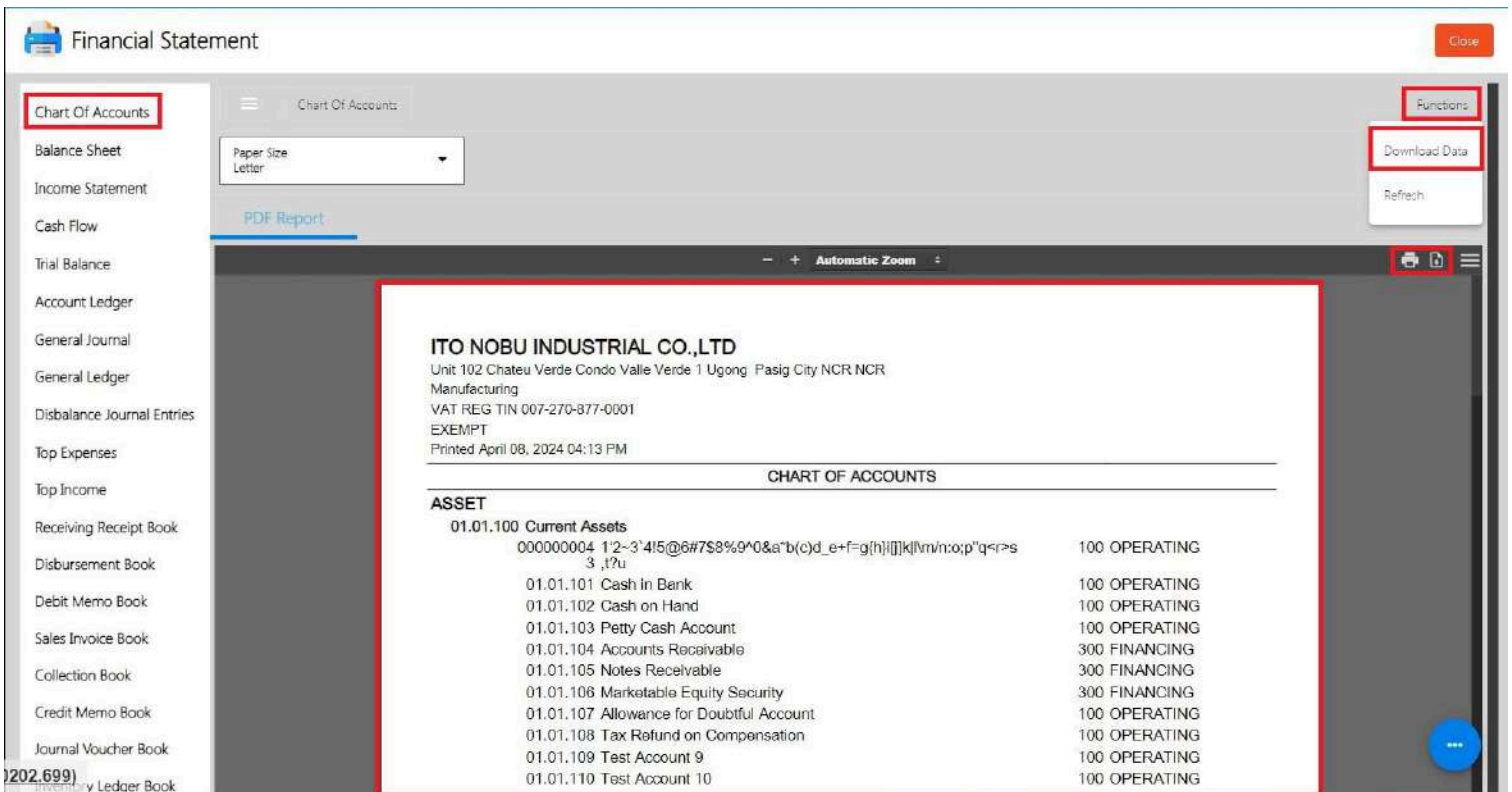
CASH FLOW	
From 02/01/2024 until 02/01/2024	
OPERATING	
NET INCOME (LOSS)	54,688.95
Changes in Current Assets	5,000.00
Merchandise Inventory	5,000.00
Changes in Current Liabilities	3,784.19
Output VAT	3,784.19
Total OPERATING	63,473.14
FINANCING	
Changes in Current Liabilities	2,471.50
Accounts Payable	2,471.50
Changes in Current Assets	-65,944.64
Accounts Receivable	-65,944.64
Total FINANCING	-63,473.14

Chart of Accounts

Chart of Accounts is a report wherein the user can generate the index of all of the financial accounts in a company's general ledger. In short, it is an organizational tool that lists by category and line item all of the financial transactions that a company conducted during a specific accounting period.

To generate Chart of Accounts, here are the steps to follow:

1. Go to Financials
2. Select Financial Statements
3. Select Chart of Accounts
4. click Functions to download the data
5. Printing and PDF download are also available



The screenshot shows the 'Financial Statement' application interface. On the left is a navigation menu with 'Chart Of Accounts' selected. The main area displays a report for 'ITO NOBU INDUSTRIAL CO.,LTD' with the following details:

- Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
- Manufacturing
- VAT REG TIN 007-270-877-0001
- EXEMPT
- Printed April 08, 2024 04:13 PM

The report title is 'CHART OF ACCOUNTS' and it is categorized under 'ASSET'. The data is as follows:


ASSET		
01.01.100	Current Assets	
00000004	1'2~3'415@6#7\$8%9*0&a'b(c)d_e+f=g(h)ijklmno:p;q<r=s	100 OPERATING
3	,!?"	
01.01.101	Cash in Bank	100 OPERATING
01.01.102	Cash on Hand	100 OPERATING
01.01.103	Petty Cash Account	100 OPERATING
01.01.104	Accounts Receivable	300 FINANCING
01.01.105	Notes Receivable	300 FINANCING
01.01.106	Marketable Equity Security	300 FINANCING
01.01.107	Allowance for Doubtful Account	100 OPERATING
01.01.108	Tax Refund on Compensation	100 OPERATING
01.01.109	Test Account 9	100 OPERATING
01.01.110	Test Account 10	100 OPERATING

Top Expenses

Top expenses is a report wherein the user can generate all top expenses accounts and its amount base from the given date range.

To generate Top Expenses, here are the steps to follow:

1. Go to Financials
2. Select Financial Statements
3. Select Top Expenses
4. Enter the Start and End Date
5. Click Functions to Download Data



The screenshot shows the 'Financial Statement' interface. On the left is a navigation menu with 'Top Expenses' selected. The main area displays the 'Top Expenses' report for the period 4/8/2024 to 4/8/2024. The report shows a table with two rows: 'Purchase Return' and 'Purchases', both with an amount of 100,000.00. A 'Functions' button is visible in the top right corner, which is used to download the data.

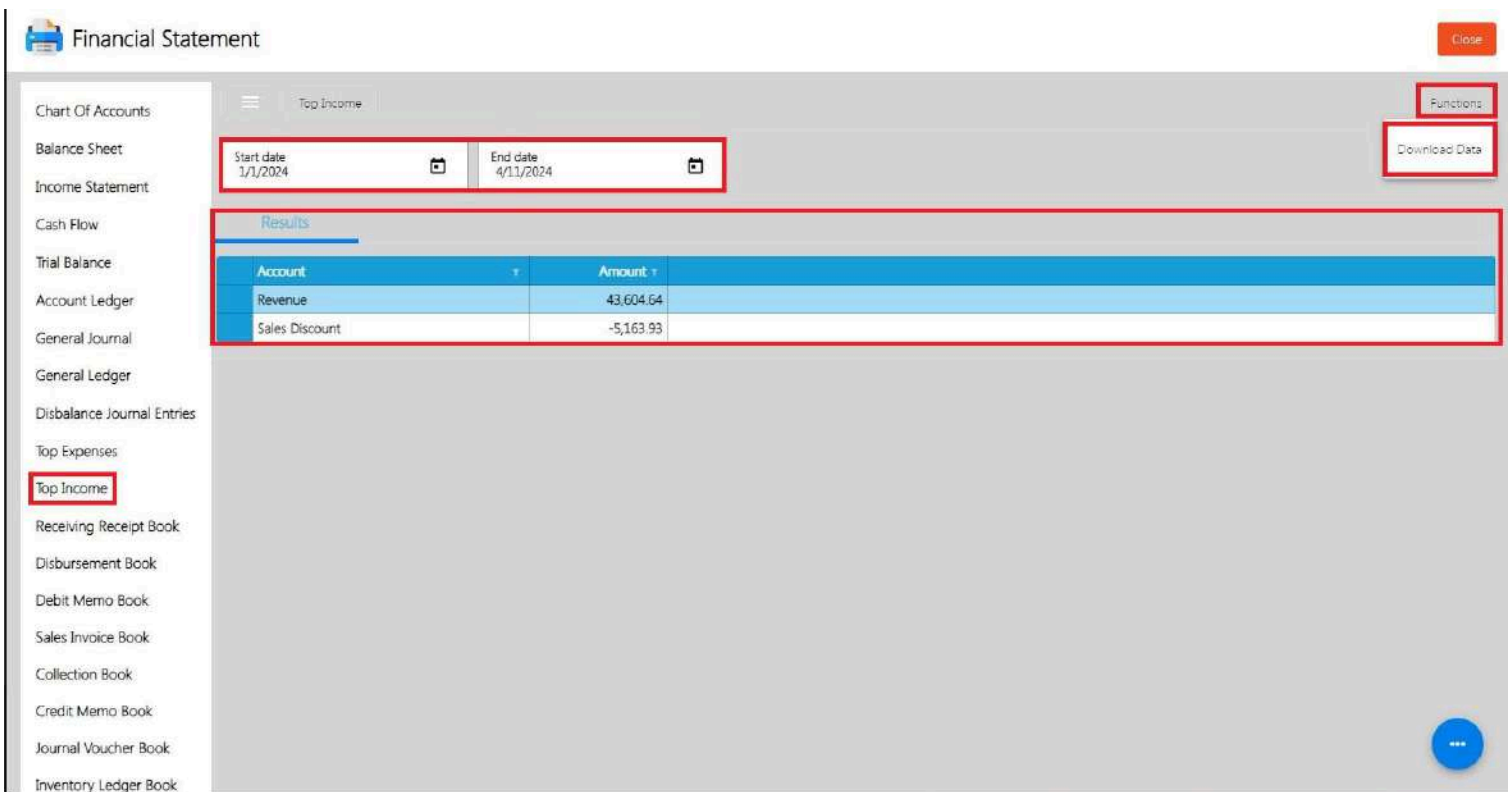
Account	Amount
Purchase Return	100,000.00
Purchases	100,000.00

Top Income

Top Income is a report wherein the user can generate all top expenses accounts and its amount base from the given date range.

To generate Top Expenses, here are the steps to follow:

1. Go to Financials
2. Select Financial Statements
3. Select Top Income
4. Enter the Start and End Date
5. Click Functions to Download Data



The screenshot shows the 'Financial Statement' interface. On the left is a navigation menu with 'Top Income' selected. The main area displays the 'Top Income' report for the period from 1/1/2024 to 4/11/2024. The report shows a table with two columns: 'Account' and 'Amount'. The data is as follows:

Account	Amount
Revenue	43,604.64
Sales Discount	-5,163.93

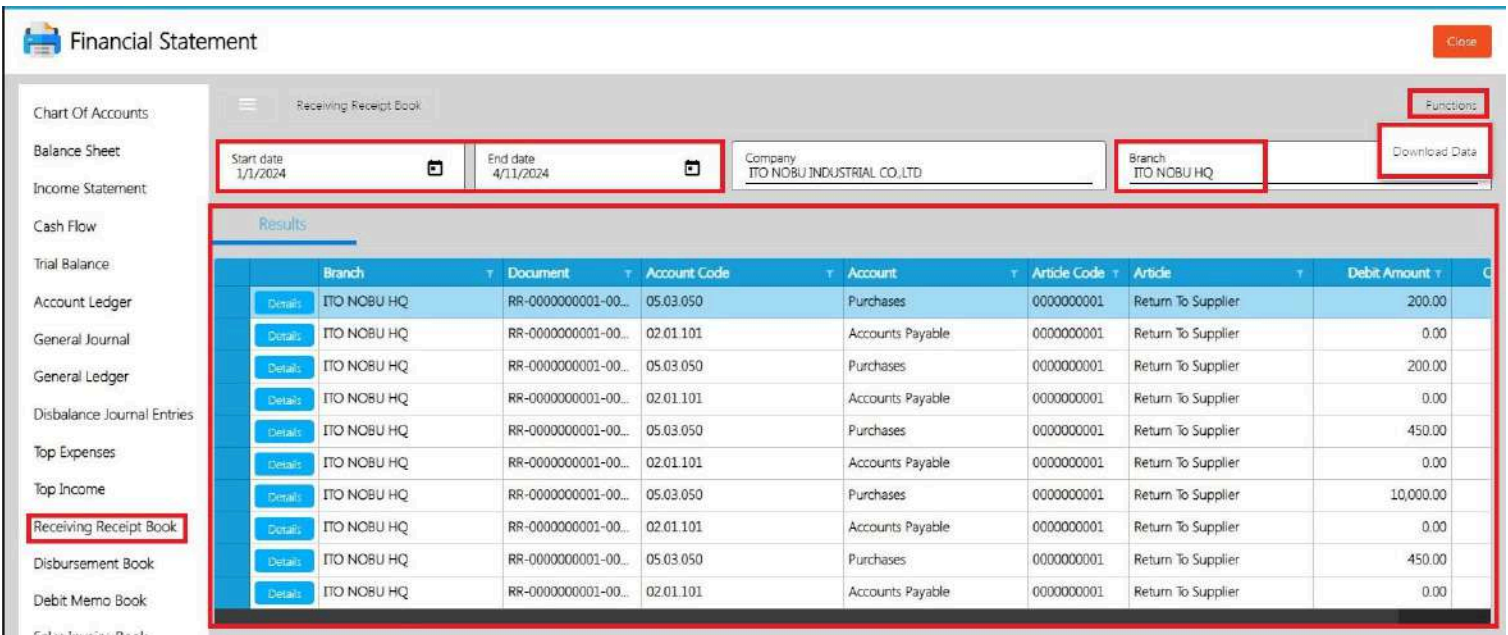
Additional interface elements include a 'Close' button in the top right, a 'Functions' button, and a 'Download Data' button. The 'Top Income' option in the left menu is also highlighted with a red box.

Receiving Receipt Book

Receiving Receipt Book is a document report used to record the receipt of goods or services. This book serves as a record of received goods or services, helping businesses track their inventory and expenses accurately.

To generate Receiving Receipt Book, here are the steps to follow:

1. Go to Financials
2. Select Financial Statements
3. Click Receiving Receipt Book
4. Enter Start and End Date
5. Select Branch
6. Click Functions to Download Data



The screenshot shows the 'Financial Statement' interface. On the left is a 'Chart Of Accounts' sidebar with 'Receiving Receipt Book' selected. The main area displays the 'Receiving Receipt Book' report for 'ITO NOBU INDUSTRIAL CO.,LTD' with a start date of 1/1/2024 and an end date of 4/11/2024. The report shows a table of transactions with columns for Branch, Document, Account Code, Account, Article Code, Article, and Debit Amount. The 'Receiving Receipt Book' option in the sidebar is highlighted with a red box.

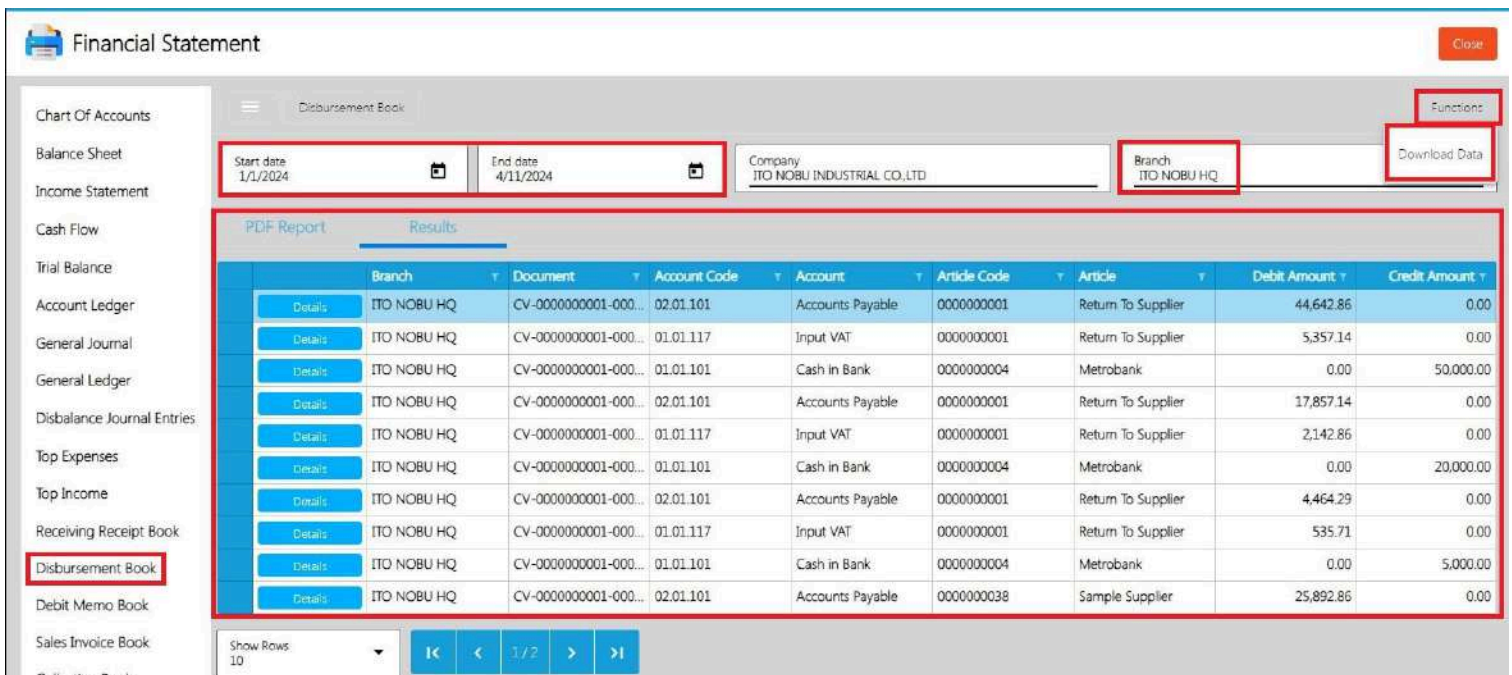
Branch	Document	Account Code	Account	Article Code	Article	Debit Amount
ITO NOBU HQ	RR-000000001-00...	05.03.050	Purchases	000000001	Return To Supplier	200.00
ITO NOBU HQ	RR-000000001-00...	02.01.101	Accounts Payable	000000001	Return To Supplier	0.00
ITO NOBU HQ	RR-000000001-00...	05.03.050	Purchases	000000001	Return To Supplier	200.00
ITO NOBU HQ	RR-000000001-00...	02.01.101	Accounts Payable	000000001	Return To Supplier	0.00
ITO NOBU HQ	RR-000000001-00...	05.03.050	Purchases	000000001	Return To Supplier	450.00
ITO NOBU HQ	RR-000000001-00...	02.01.101	Accounts Payable	000000001	Return To Supplier	0.00
ITO NOBU HQ	RR-000000001-00...	05.03.050	Purchases	000000001	Return To Supplier	10,000.00
ITO NOBU HQ	RR-000000001-00...	02.01.101	Accounts Payable	000000001	Return To Supplier	0.00
ITO NOBU HQ	RR-000000001-00...	05.03.050	Purchases	000000001	Return To Supplier	450.00
ITO NOBU HQ	RR-000000001-00...	02.01.101	Accounts Payable	000000001	Return To Supplier	0.00

Disbursement Book

A Disbursement book, also known as a Cash Disbursement Journal, is a record of all payments made by a business. This book helps businesses track their expenses, manage cash flow, and maintain accurate financial records for accounting and auditing purposes.

To generate Disbursement Book, here are the steps to follow:

1. Go to Financials
2. Select Financial Statements
3. Click Disbursement Book
4. Enter Start and End Date
5. Select Branch
6. Click Functions to Download Data



The screenshot shows the 'Financial Statement' interface with the 'Disbursement Book' report generated. The interface includes a sidebar with navigation options, a main report area with filters, and a table of results.

Financial Statement [Close]

Disbursement Book [Functions]

Start date: 1/1/2024 [Calendar] End date: 4/11/2024 [Calendar] Company: ITO NOBU INDUSTRIAL CO.,LTD Branch: ITO NOBU HQ [Dropdown] [Download Data]

PDF Report Results

	Branch	Document	Account Code	Account	Article Code	Article	Debit Amount	Credit Amount
[Details]	ITO NOBU HQ	CV-000000001-000...	02.01.101	Accounts Payable	000000001	Return To Supplier	44,642.86	0.00
[Details]	ITO NOBU HQ	CV-000000001-000...	01.01.117	Input VAT	000000001	Return To Supplier	5,357.14	0.00
[Details]	ITO NOBU HQ	CV-000000001-000...	01.01.101	Cash in Bank	000000004	Metrobank	0.00	50,000.00
[Details]	ITO NOBU HQ	CV-000000001-000...	02.01.101	Accounts Payable	000000001	Return To Supplier	17,857.14	0.00
[Details]	ITO NOBU HQ	CV-000000001-000...	01.01.117	Input VAT	000000001	Return To Supplier	2,142.86	0.00
[Details]	ITO NOBU HQ	CV-000000001-000...	01.01.101	Cash in Bank	000000004	Metrobank	0.00	20,000.00
[Details]	ITO NOBU HQ	CV-000000001-000...	02.01.101	Accounts Payable	000000001	Return To Supplier	4,464.29	0.00
[Details]	ITO NOBU HQ	CV-000000001-000...	01.01.117	Input VAT	000000001	Return To Supplier	535.71	0.00
[Details]	ITO NOBU HQ	CV-000000001-000...	01.01.101	Cash in Bank	000000004	Metrobank	0.00	5,000.00
[Details]	ITO NOBU HQ	CV-000000001-000...	02.01.101	Accounts Payable	0000000038	Sample Supplier	25,892.86	0.00

Show Rows: 10 [Navigation icons]

Debit Memo Book

A Debit Memo Book is a record used to document transactions where a company debits or reduces the amount owed by a customer or supplier. Debit memos are often used to correct errors in billing, adjust for returns or allowances, or resolve disputes with customers or suppliers. This book helps maintain accurate records of adjustments to accounts receivable or accounts payable.

To generate Debit Memo Book, here are the steps to follow:

1. Go to Financials
2. Select Financial Statements
3. Click Debit Memo Book
4. Enter Start and End Date
5. Select Branch
6. Click Functions to Download Data


 Financial Statement Close

Chart Of Accounts

- Balance Sheet
- Income Statement
- Cash Flow
- Trial Balance
- Account Ledger
- General Journal
- General Ledger
- Disbalance Journal Entries
- Top Expenses
- Top Income
- Receiving Receipt Book
- Disbursement Book
- Debit Memo Book**

Debit Memo Book Functions

Start date
1/1/2024

End date
4/11/2024

Company
ITO NOBU INDUSTRIAL CO.,LTD

Branch
ITO NOBU HQ

Download Data

Results

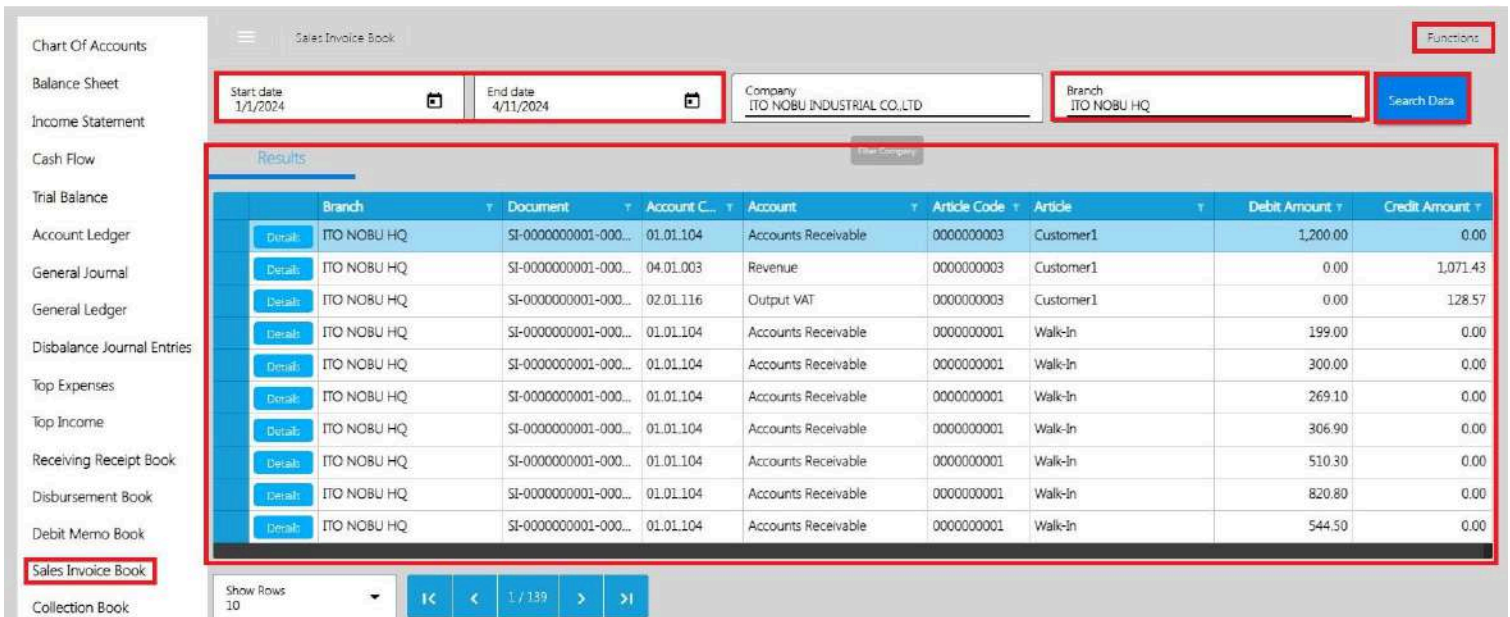
	Branch	Document	Account C...	Account	Article Code	Article	Debit Amount	Credit Amount
Debit	ITO NOBU HQ	DM-0000000001-00...	02.01.101	Accounts Payable	0000000001	Return To Supplier	750.00	0.00
Debit	ITO NOBU HQ	DM-0000000001-00...	05.06.010	Purchase Return	0000000007	Potatoes Small	0.00	750.00
Debit	ITO NOBU HQ	DM-0000000001-00...	02.01.101	Accounts Payable	0000000001	Return To Supplier	3,500.00	0.00
Debit	ITO NOBU HQ	DM-0000000001-00...	02.01.101	Accounts Payable	0000000001	Return To Supplier	0.00	3,500.00
Debit	ITO NOBU HQ	DM-0000000001-00...	02.01.101	Accounts Payable	0000000001	Return To Supplier	450.00	0.00
Debit	ITO NOBU HQ	DM-0000000001-00...	05.06.010	Purchase Return	000064723	SAMPLE	0.00	450.00
Debit	ITO NOBU HQ	DM-0000000001-00...	02.01.101	Accounts Payable	0000000001	Return To Supplier	5,000.00	0.00
Debit	ITO NOBU HQ	DM-0000000001-00...	05.06.010	Purchase Return	0000014657	BEROCCA 3	0.00	5,000.00
Debit	ITO NOBU HQ	DM-0000000001-00...	02.01.101	Accounts Payable	0000000001	Return To Supplier	270.00	0.00
Debit	ITO NOBU HQ	DM-0000000001-00...	05.06.010	Purchase Return	000064723	SAMPLE	0.00	270.00

Sales Invoice Book

A Sales Invoice Book is a report used to record all sales transactions made by a business. Sales invoice books help businesses keep track of their sales revenue, monitor inventory levels, and provide customers with documentation of their purchases. Additionally, they serve as essential records for accounting, tax compliance, and financial analysis purposes.

To generate Sales Invoice Book, here are the steps to follow:

1. Go to Financials
2. Select Financial Statements
3. Click Sales Invoice Book
4. Enter Start and End Date
5. Select Branch
6. Click Search Button
7. Click Functions to Download Data



The screenshot displays the 'Sales Invoice Book' report interface. On the left is a sidebar with navigation options: Chart Of Accounts, Balance Sheet, Income Statement, Cash Flow, Trial Balance, Account Ledger, General Journal, General Ledger, Disbalance Journal Entries, Top Expenses, Top Income, Receiving Receipt Book, Disbursement Book, Debit Memo Book, Sales Invoice Book (highlighted), and Collection Book. The main area shows search filters: Start date (1/1/2024), End date (4/11/2024), Company (ITO NOBU INDUSTRIAL CO.LTD), and Branch (ITO NOBU HQ). A 'Search Data' button is visible. Below the filters is a table of results with columns: Branch, Document, Account C..., Account, Article Code, Article, Debit Amount, and Credit Amount. The table contains 10 rows of data, all for the branch 'ITO NOBU HQ'.

Branch	Document	Account C...	Account	Article Code	Article	Debit Amount	Credit Amount
ITO NOBU HQ	SI-0000000001-000...	01.01.104	Accounts Receivable	0000000003	Customer1	1,200.00	0.00
ITO NOBU HQ	SI-0000000001-000...	04.01.003	Revenue	0000000003	Customer1	0.00	1,071.43
ITO NOBU HQ	SI-0000000001-000...	02.01.116	Output VAT	0000000003	Customer1	0.00	128.57
ITO NOBU HQ	SI-0000000001-000...	01.01.104	Accounts Receivable	0000000001	Walk-in	199.00	0.00
ITO NOBU HQ	SI-0000000001-000...	01.01.104	Accounts Receivable	0000000001	Walk-in	300.00	0.00
ITO NOBU HQ	SI-0000000001-000...	01.01.104	Accounts Receivable	0000000001	Walk-in	269.10	0.00
ITO NOBU HQ	SI-0000000001-000...	01.01.104	Accounts Receivable	0000000001	Walk-in	306.90	0.00
ITO NOBU HQ	SI-0000000001-000...	01.01.104	Accounts Receivable	0000000001	Walk-in	510.30	0.00
ITO NOBU HQ	SI-0000000001-000...	01.01.104	Accounts Receivable	0000000001	Walk-in	820.80	0.00
ITO NOBU HQ	SI-0000000001-000...	01.01.104	Accounts Receivable	0000000001	Walk-in	544.50	0.00

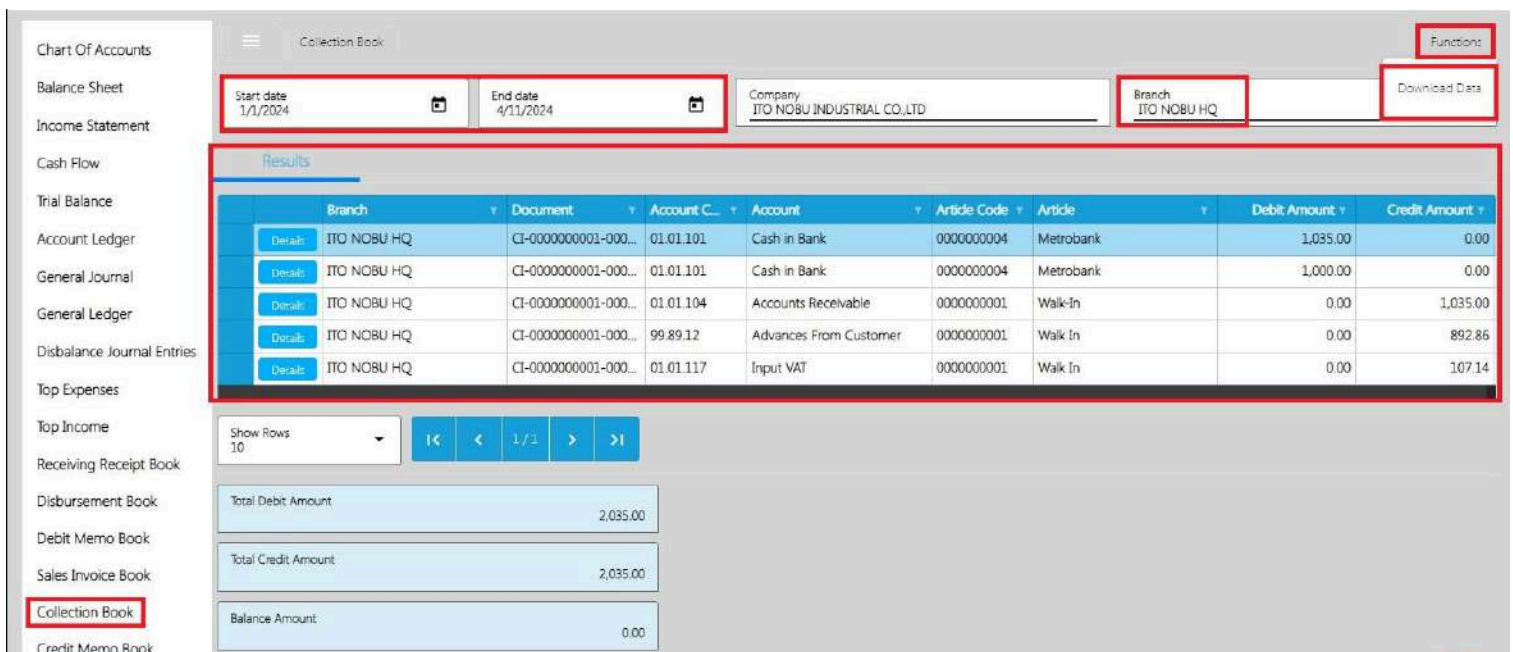
At the bottom, there is a 'Show Rows' dropdown set to 10 and navigation buttons for page 1 of 139.

Collection Book

A Collection Book, also known as a Cash Receipts Journal or Cash Collection Register, is used to record all incoming payments or collections received by a business. Collection books help businesses track their cash inflows, monitor accounts receivable, reconcile payments with invoices, and maintain accurate financial records for accounting and auditing purposes.

To generate Collection Book, here are the steps to follow:

1. Go to Financials
2. Select Financial Statements
3. Click Collection Book
4. Enter Start and End Date
5. Select Branch
6. Click Functions to Download Data



The screenshot displays the 'Collection Book' interface. On the left is a sidebar with navigation options: Chart Of Accounts, Balance Sheet, Income Statement, Cash Flow, Trial Balance, Account Ledger, General Journal, General Ledger, Disbalance Journal Entries, Top Expenses, Top Income, Receiving Receipt Book, Disbursement Book, Debit Memo Book, Sales Invoice Book, **Collection Book**, and Credit Memo Book. The main area is titled 'Collection Book' and includes a 'Functions' button. Below the title are filter fields: 'Start date' (1/1/2024), 'End date' (4/11/2024), 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), and 'Branch' (ITO NOBU HQ). A 'Download Data' button is also present. The 'Results' section contains a table with the following data:

Branch	Document	Account C...	Account	Article Code	Article	Debit Amount	Credit Amount
Detail: ITO NOBU HQ	CI-0000000001-000...	01.01.101	Cash in Bank	0000000004	Metrobank	1,035.00	0.00
Detail: ITO NOBU HQ	CI-0000000001-000...	01.01.101	Cash in Bank	0000000004	Metrobank	1,000.00	0.00
Detail: ITO NOBU HQ	CI-0000000001-000...	01.01.104	Accounts Receivable	0000000001	Walk-In	0.00	1,035.00
Detail: ITO NOBU HQ	CI-0000000001-000...	99.89.12	Advances From Customer	0000000001	Walk In	0.00	892.86
Detail: ITO NOBU HQ	CI-0000000001-000...	01.01.117	Input VAT	0000000001	Walk In	0.00	107.14

Below the table, there is a 'Show Rows' dropdown set to 10 and navigation buttons. The summary section shows:

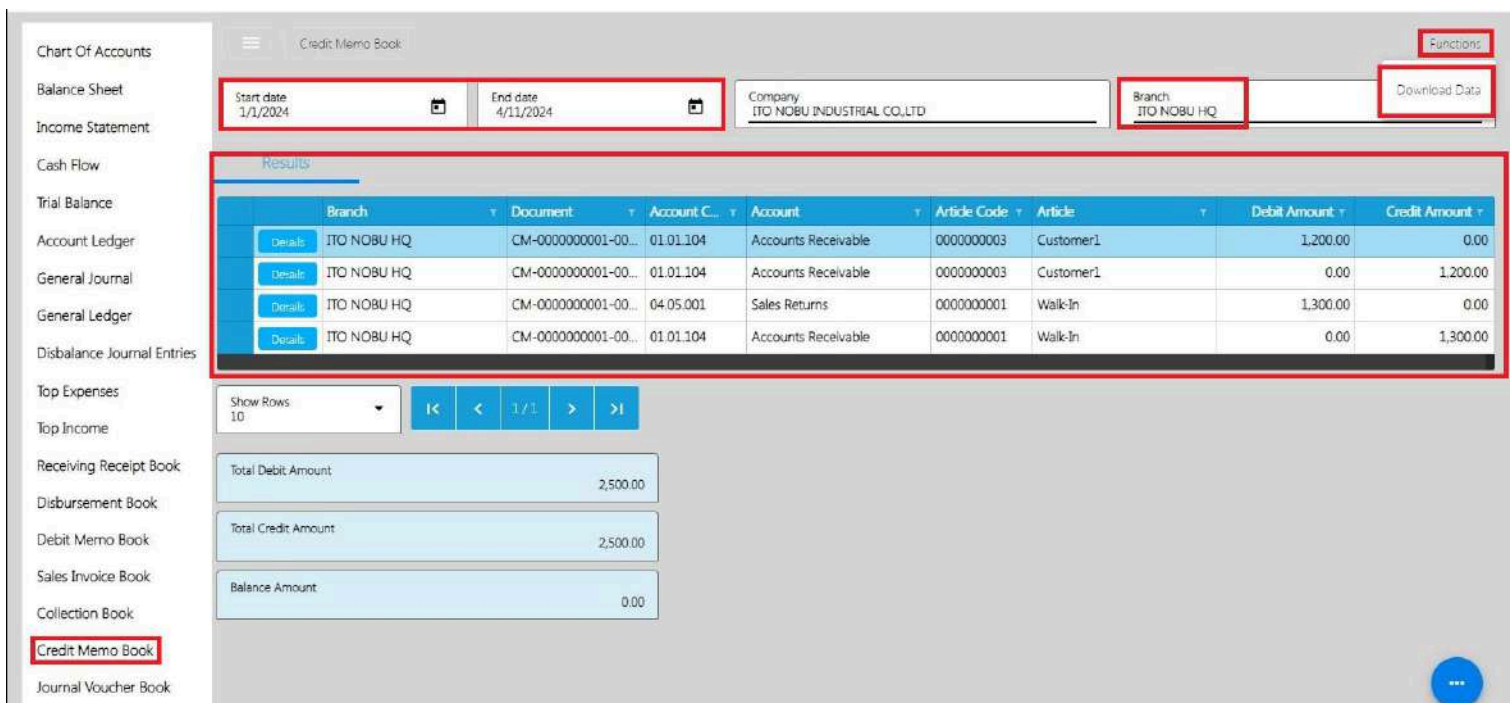
- Total Debit Amount: 2,035.00
- Total Credit Amount: 2,035.00
- Balance Amount: 0.00

Credit Memo Book

A Credit Memo Book is a record used to document transactions where a company credits or reduces the amount owed by a customer or supplier. Credit memos are often issued to correct billing errors, adjust for returns or allowances, or resolve disputes with customers or suppliers. This book helps maintain accurate records of adjustments to accounts receivable or accounts payable.

To generate Credit Memo Book, here are the steps to follow:

1. Go to Financials
2. Select Financial Statements
3. Click Credit Memo Book
4. Enter Start and End Date
5. Select Branch
6. Click Functions to Download Data



The screenshot shows the 'Credit Memo Book' interface. At the top, there are fields for 'Start date' (1/1/2024), 'End date' (4/11/2024), 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), and 'Branch' (ITO NOBU HQ). A 'Functions' button and a 'Download Data' button are also visible. Below these fields is a table with the following data:

Branch	Document	Account C.	Account	Article Code	Article	Debit Amount	Credit Amount
ITO NOBU HQ	CM-000000001-00...	01.01.104	Accounts Receivable	000000003	Customer1	1,200.00	0.00
ITO NOBU HQ	CM-000000001-00...	01.01.104	Accounts Receivable	000000003	Customer1	0.00	1,200.00
ITO NOBU HQ	CM-000000001-00...	04.05.001	Sales Returns	000000001	Walk-In	1,300.00	0.00
ITO NOBU HQ	CM-000000001-00...	01.01.104	Accounts Receivable	000000001	Walk-In	0.00	1,300.00

Below the table, there are summary statistics:

- Total Debit Amount: 2,500.00
- Total Credit Amount: 2,500.00
- Balance Amount: 0.00

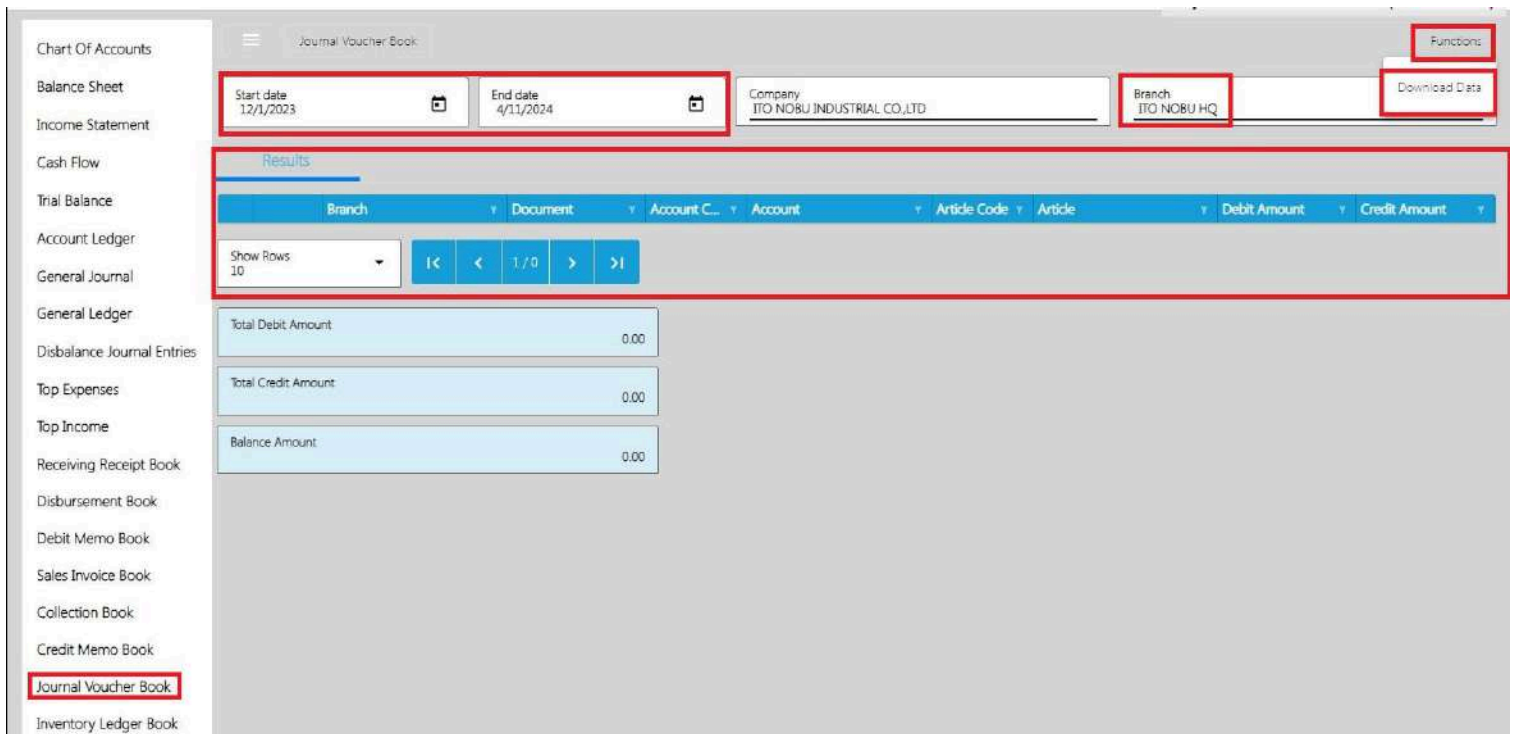
The 'Credit Memo Book' option is highlighted in the left sidebar.

Journal Voucher Book

A Journal Voucher Book is a report used to record manual adjustments or transfers between different accounts within a business's accounting system. Journal vouchers are used to make corrections, adjustments, or transfers that cannot be handled through regular transaction processing.

To generate Journal Voucher Book, here are the steps to follow:

1. Go to Financial
2. Select Financial statements
3. Click Journal Voucher
4. Enter Start and End Date
5. Select Branch
6. Click Functions to Download Data



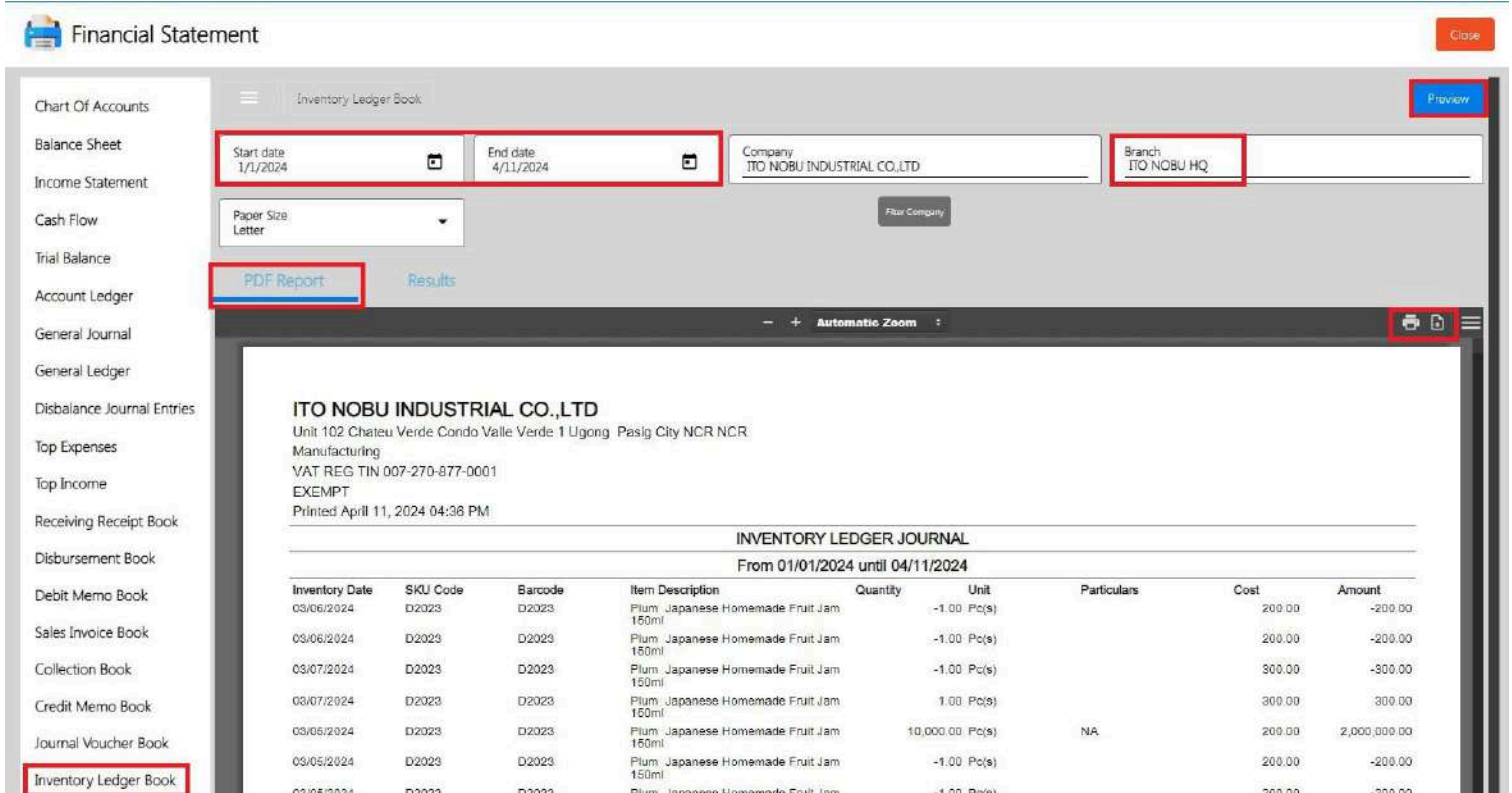
The screenshot displays the 'Journal Voucher Book' report interface. On the left sidebar, 'Journal Voucher Book' is highlighted. The main area shows filters for 'Start date' (12/1/2023), 'End date' (4/11/2024), 'Company' (ITO NOBU INDUSTRIAL CO.,LTD), and 'Branch' (ITO NOBU HQ). A 'Functions' button and 'Download Data' link are visible. The 'Results' section shows a table with columns: Branch, Document, Account C..., Account, Article Code, Article, Debit Amount, and Credit Amount. Below the table, summary rows are shown: Total Debit Amount (0.00), Total Credit Amount (0.00), and Balance Amount (0.00).

Inventory Ledger Book

An Inventory Ledger Book is a record used to track the quantities and values of inventory items held by a business over time. This ledger serves as a central repository for inventory-related information, allowing businesses to monitor stock levels, track inventory movements, reconcile physical inventory counts with book balances, and analyze inventory-related costs and trends.

To generate Inventory Ledger Book, here are the steps to follow:

1. Go to Financials
2. Select Financial Statements
3. Click Inventory ledger
4. Enter Start Date and End Date
5. Select Branch
6. Click Preview (PDF REPORT TAB)



The screenshot shows the 'Financial Statement' interface. On the left is a navigation menu with 'Inventory Ledger Book' highlighted. The main area contains a form for generating the report. The 'Start date' is set to 1/1/2024 and the 'End date' is 4/11/2024. The 'Company' is 'ITO NOBU INDUSTRIAL CO.,LTD' and the 'Branch' is 'ITO NOBU HQ'. The 'Paper Size' is set to 'Letter'. Below the form, there are 'PDF Report' and 'Results' buttons. The 'PDF Report' button is highlighted. The 'Results' section shows a preview of the 'INVENTORY LEDGER JOURNAL' for the period from 01/01/2024 to 04/11/2024. The journal table is as follows:

Inventory Date	SKU Code	Barcode	Item Description	Quantity	Unit	Particulars	Cost	Amount
03/06/2024	D2023	D2023	Plum Japanese Homemade Fruit Jam 150ml	-1.00	Pc(s)		200.00	-200.00
03/06/2024	D2023	D2023	Plum Japanese Homemade Fruit Jam 150ml	-1.00	Pc(s)		200.00	-200.00
03/07/2024	D2023	D2023	Plum Japanese Homemade Fruit Jam 150ml	-1.00	Pc(s)		300.00	-300.00
03/07/2024	D2023	D2023	Plum Japanese Homemade Fruit Jam 150ml	1.00	Pc(s)		300.00	300.00
03/05/2024	D2023	D2023	Plum Japanese Homemade Fruit Jam 150ml	10,000.00	Pc(s)	NA	200.00	2,000,000.00
03/05/2024	D2023	D2023	Plum Japanese Homemade Fruit Jam 150ml	-1.00	Pc(s)		200.00	-200.00
03/05/2024	D2023	D2023	Plum Japanese Homemade Fruit Jam 150ml	-1.00	Pc(s)		200.00	-200.00

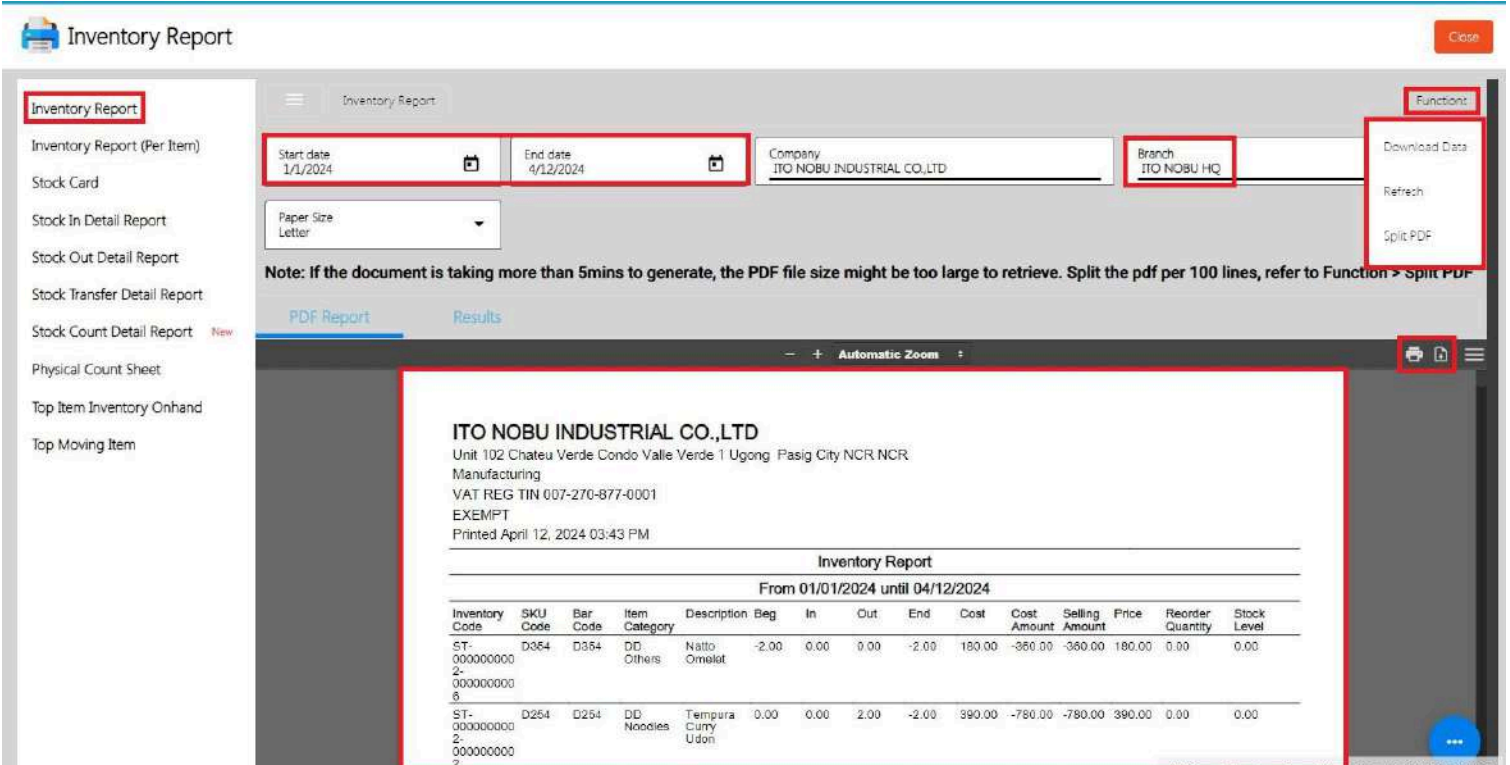
Inventory Report

An inventory report is a document that provides detailed information about the items, products, or materials a business holds in stock. It typically includes data such as the quantity of each item, its description, unit cost, total value, and any relevant notes about its condition or status.

Inventory reports are crucial for businesses to monitor and manage their stock levels effectively. They help in identifying which items are in abundance and which ones are running low, allowing businesses to make informed decisions about purchasing, production, and sales strategies. Additionally, inventory reports are often used for financial reporting purposes to assess the value of the inventory on hand and to track changes in inventory levels over time.

To generate Inventory Report, here are the steps to follow:

1. Go to Inventory
2. Click Inventory Report
3. Select Inventory Report
4. Enter Start and End Date
5. Select Branch
6. Click Functions for (Download Data, Split PDF, and Refresh)
7. Printing is Available too



Inventory Report

Start date: 1/1/2024 | End date: 4/12/2024 | Company: ITO NOBU INDUSTRIAL CO.,LTD | Branch: ITO NOBU HQ

Paper Size: Letter

Note: If the document is taking more than 5mins to generate, the PDF file size might be too large to retrieve. Split the pdf per 100 lines, refer to Function > Split PDF

Function: Download Data, Refresh, Split PDF

Automatic Zooms

ITO NOBU INDUSTRIAL CO.,LTD
Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed April 12, 2024 03:43 PM

Inventory Report														
From 01/01/2024 until 04/12/2024														
Inventory Code	SKU Code	Bar Code	Item Category	Description	Beg	In	Out	End	Cost	Cost Amount	Selling Amount	Price	Reorder Quantity	Stock Level
ST-0000000002-0000000006	D354	D354	DD Others	Natto Omelot	-2.00	0.00	0.00	-2.00	180.00	-360.00	-360.00	180.00	0.00	0.00
ST-0000000002-0000000006	D254	D254	DD Noodles	Tempura Curry Udon	0.00	0.00	2.00	-2.00	390.00	-780.00	-780.00	390.00	0.00	0.00

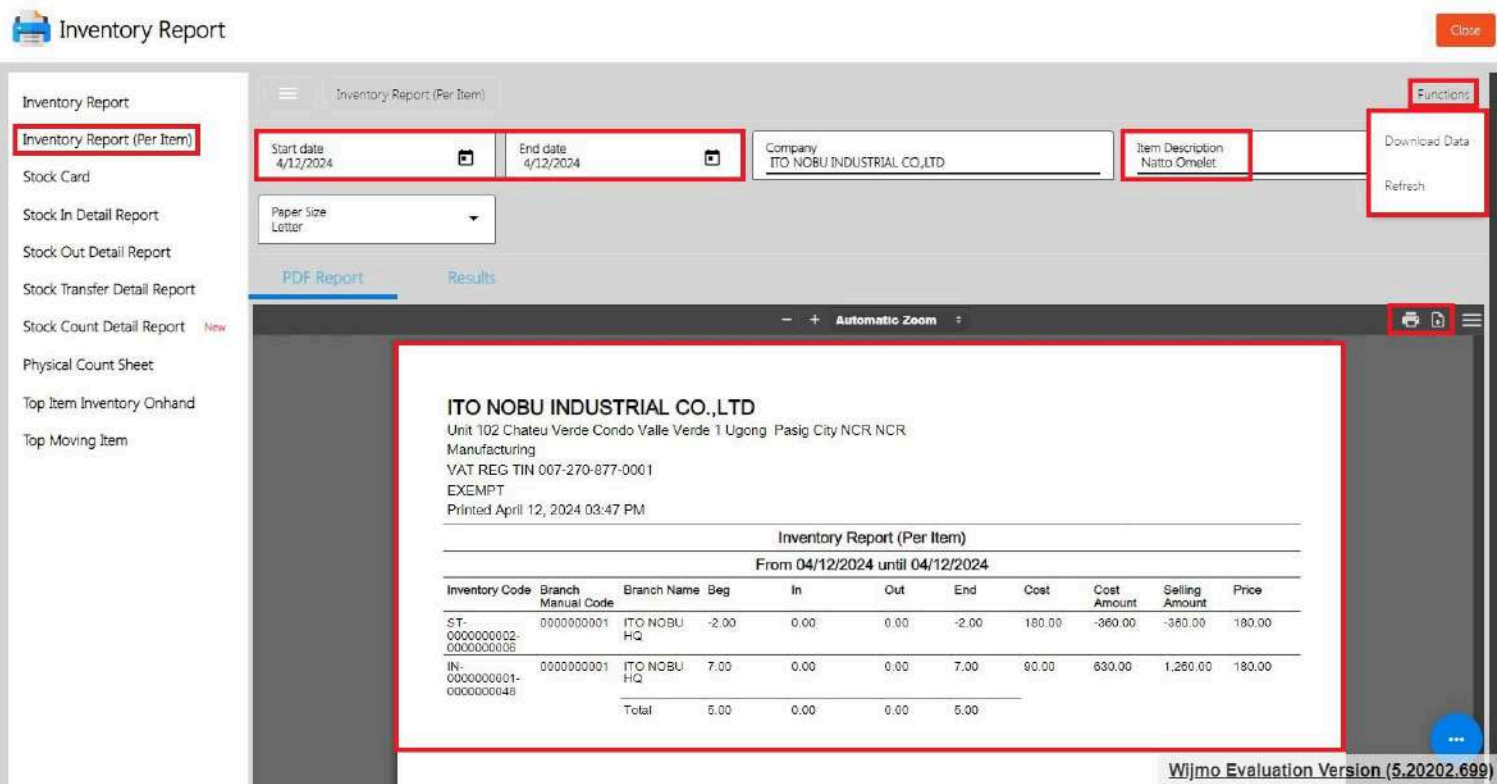
Inventory Report Per Item

An inventory report per item provides detailed information about each individual item in stock. This type of report typically includes specific details about each item, such as the Beginning Balance, In, Out, Ending Balance, as well as the Cost Amount, Selling Price Etc.

To generate Inventory Report Per Item, here are the steps to follow:

1. Go to Inventory
2. Select Inventory Report
3. Click Inventory Report Per Item

4. Enter Start and End Date
5. Select Item description
6. Click Functions for (Download Data and Refresh)
7. Printing is Available too



Inventory Report

Inventory Report (Per Item)

Start date: 4/12/2024 | End date: 4/12/2024 | Company: ITO NOBU INDUSTRIAL CO.,LTD | Item Description: Natto Omelet

Paper Size: Letter

PDF Report | Results

Functions: Download Data, Refresh

ITO NOBU INDUSTRIAL CO.,LTD
Unit 102 Chateau Verde Condo Valle Verde 1 Ugong Pasig City NCR NCR
Manufacturing
VAT REG TIN 007-270-877-0001
EXEMPT
Printed April 12, 2024 03:47 PM

Inventory Report (Per Item)										
From 04/12/2024 until 04/12/2024										
Inventory Code	Branch Manual Code	Branch Name	Beg	In	Out	End	Cost	Cost Amount	Selling Amount	Price
ST-0000000002-0000000006	0000000001	ITO NOBU HQ	-2.00	0.00	0.00	-2.00	180.00	-360.00	-360.00	180.00
IN-0000000001-0000000048	0000000001	ITO NOBU HQ	7.00	0.00	0.00	7.00	90.00	630.00	1,260.00	180.00
Total			5.00	0.00	0.00	5.00				

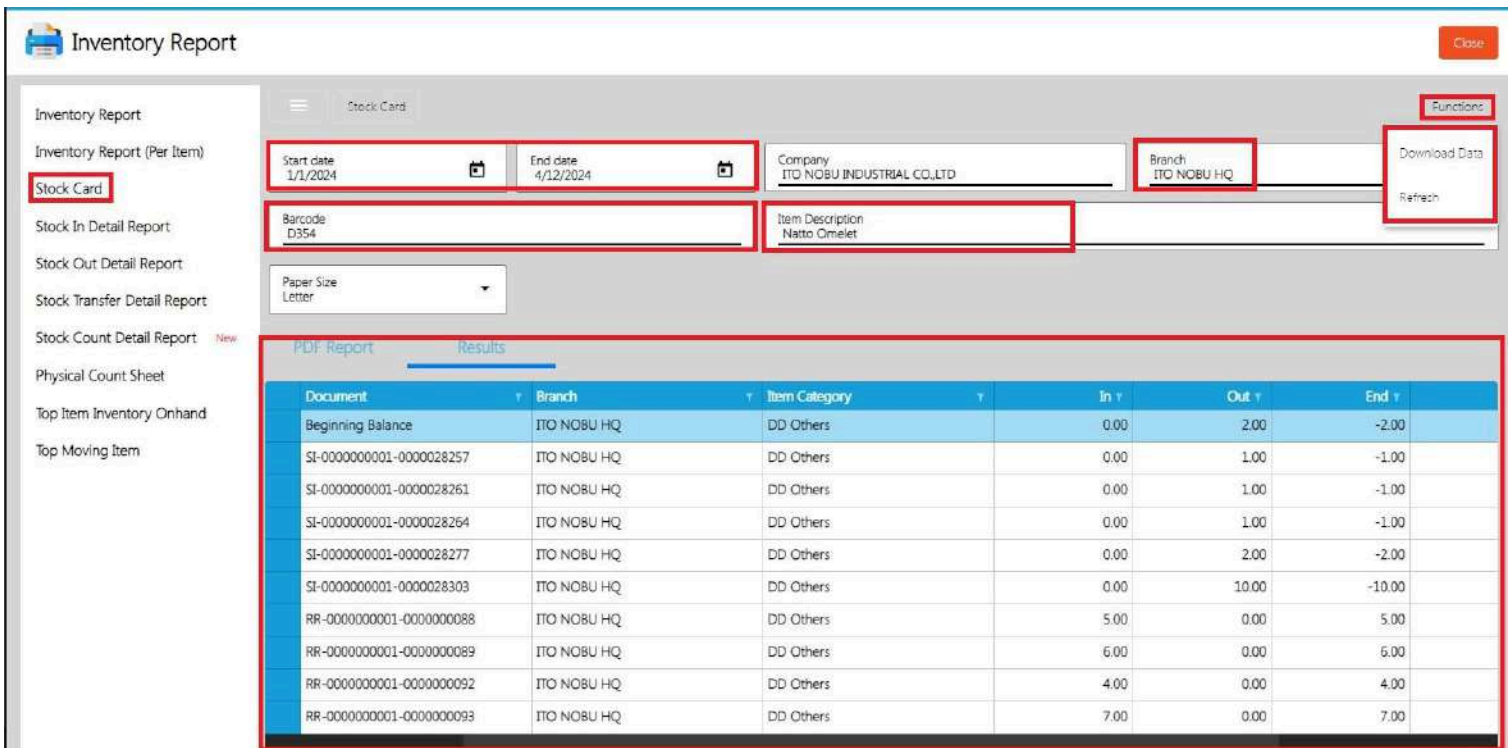
Wijmo Evaluation Version (5.20202.699)

Stock Card

A stock card, also known as a stock ledger card or inventory card, is a physical or digital record used to track the movement of inventory items on a per-item basis. It serves as a detailed history of each item in stock, providing a chronological record of transactions such as receipts, issues, transfers, and adjustments.

To generate Stock Card, here are the steps to follow:

1. Go to Inventory
2. Select Inventory Report
3. Click Stock Card
4. Enter Start and End Date
5. Select Branch
6. Select Barcode
7. Select Item Description
8. Click Functions for (Download Data and Refresh)



The screenshot shows the 'Inventory Report' window with the 'Stock Card' option selected. The interface includes a sidebar with various report options, a main form for inputting search criteria, and a table of results. Red boxes highlight the 'Stock Card' menu item, the date and branch input fields, the barcode and item description fields, and the 'Download Data' and 'Refresh' buttons in the 'Functions' menu.

Inventory Report Close

Inventory Report

Inventory Report (Per Item)

Stock Card

Stock In Detail Report

Stock Out Detail Report

Stock Transfer Detail Report

Stock Count Detail Report New

Physical Count Sheet

Top Item Inventory Onhand

Top Moving Item

Stock Card

Start date: 1/1/2024

End date: 4/12/2024

Company: ITO NOBU INDUSTRIAL CO.,LTD

Branch: ITO NOBU HQ

Barcode: D354

Item Description: Natto Omelet

Paper Size: Letter

Functions: Download Data, Refresh

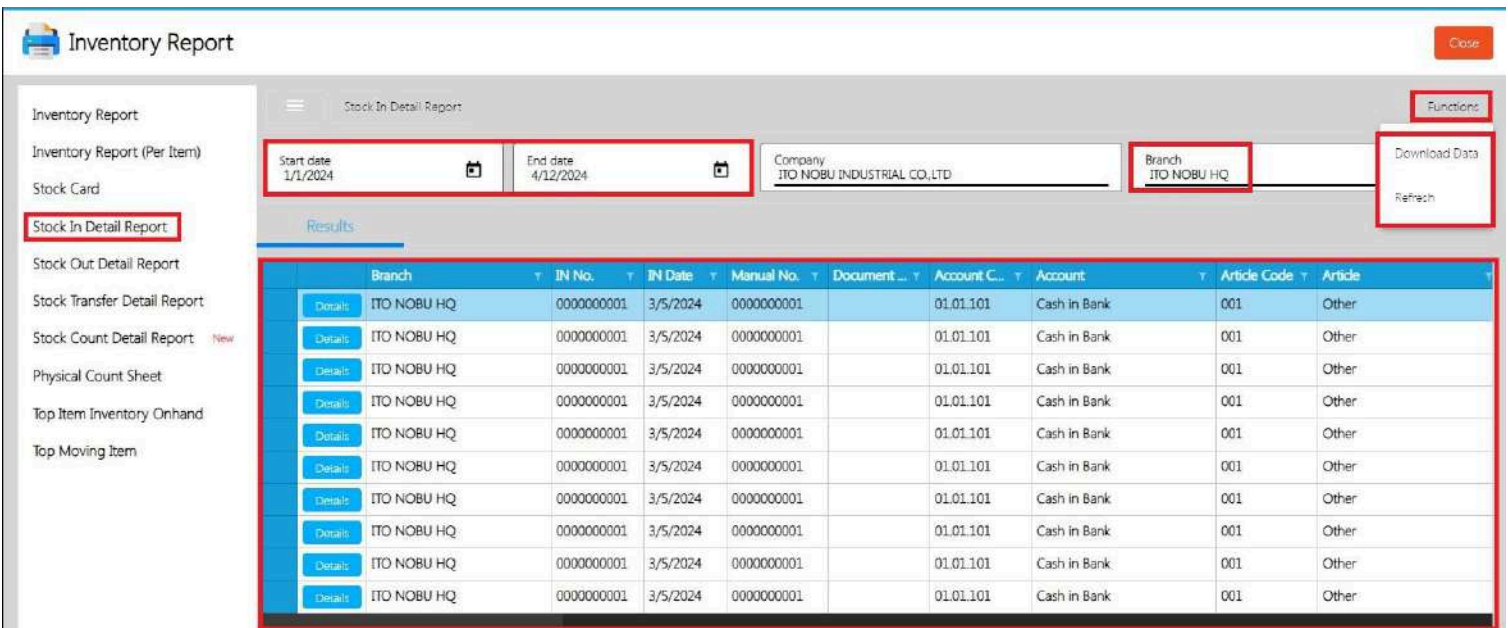
Document	Branch	Item Category	In	Out	End
Beginning Balance	ITO NOBU HQ	DD Others	0.00	2.00	-2.00
SI-000000001-0000028257	ITO NOBU HQ	DD Others	0.00	1.00	-1.00
SI-000000001-0000028261	ITO NOBU HQ	DD Others	0.00	1.00	-1.00
SI-000000001-0000028264	ITO NOBU HQ	DD Others	0.00	1.00	-1.00
SI-000000001-0000028277	ITO NOBU HQ	DD Others	0.00	2.00	-2.00
SI-000000001-0000028303	ITO NOBU HQ	DD Others	0.00	10.00	-10.00
RR-000000001-0000000088	ITO NOBU HQ	DD Others	5.00	0.00	5.00
RR-000000001-0000000089	ITO NOBU HQ	DD Others	6.00	0.00	6.00
RR-000000001-0000000092	ITO NOBU HQ	DD Others	4.00	0.00	4.00
RR-000000001-0000000093	ITO NOBU HQ	DD Others	7.00	0.00	7.00

Stock In Detailed Report

A stock in detail report provides a comprehensive overview of the inventory holdings of a business in a detailed format. This report typically includes detailed information about each item in stock, similar to an inventory report per item, but with additional details and analysis.

To generate Stock In Detail Report, here are the steps to follow:

1. Go to Inventory
2. Select Inventory Report
3. Click Stock In Detailed Report
4. Enter Start and End Date
5. Select Branch
6. Click Functions for (Download Data and Refresh)



Inventory Report Close

Inventory Report

Inventory Report (Per Item)

Stock Card

Stock In Detail Report

Stock Out Detail Report

Stock Transfer Detail Report

Stock Count Detail Report New

Physical Count Sheet

Top Item Inventory Onhand

Top Moving Item

Stock In Detail Report

Start date: 1/1/2024 📅 End date: 4/12/2024 📅 Company: ITO NOBU INDUSTRIAL CO.,LTD. Branch: ITO NOBU HQ

Functions

Download Data

Refresh

Results:

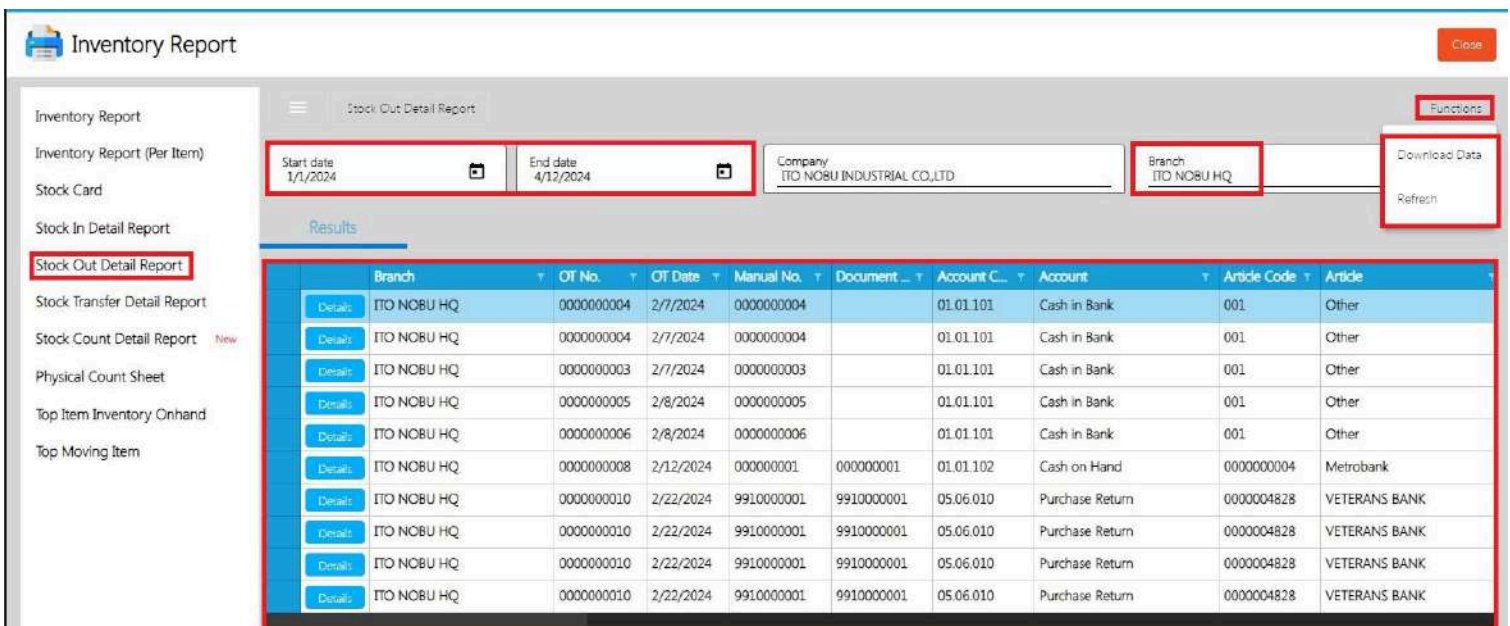
	Branch	IN No.	IN Date	Manual No.	Document	Account C.	Account	Article Code	Article
Details	ITO NOBU HQ	000000001	3/5/2024	000000001		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	000000001	3/5/2024	000000001		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	000000001	3/5/2024	000000001		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	000000001	3/5/2024	000000001		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	000000001	3/5/2024	000000001		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	000000001	3/5/2024	000000001		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	000000001	3/5/2024	000000001		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	000000001	3/5/2024	000000001		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	000000001	3/5/2024	000000001		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	000000001	3/5/2024	000000001		01.01.101	Cash in Bank	001	Other

Stock Out Detailed Report

A stock-out detail report provides information about instances when a business runs out of stock of a particular item. This report is crucial for inventory management as it helps identify instances of stock-outs, analyze the causes, and take appropriate actions to prevent future occurrences.

To generate Stock Out Detail Report, here are the steps to follow:

1. Go to Inventory
2. Select Inventory Report
3. Click Stock In Detailed Report
4. Enter Start and End Date
5. Select Branch
6. Click Functions for (Download Data and Refresh)



Inventory Report Close

Inventory Report

Inventory Report (Per Item)

Stock Card

Stock In Detail Report

Stock Out Detail Report

Stock Transfer Detail Report

Stock Count Detail Report New

Physical Count Sheet

Top Item Inventory Onhand

Top Moving Item

Stock Out Detail Report

Start date: 1/1/2024 | End date: 4/12/2024 | Company: ITO NOBU INDUSTRIAL CO.,LTD | Branch: ITO NOBU HQ

Functions: Download Data, Refresh

	Branch	OT No.	OT Date	Manual No.	Document No.	Account C.	Account	Article Code	Article
Details	ITO NOBU HQ	0000000004	2/7/2024	0000000004		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	0000000004	2/7/2024	0000000004		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	0000000003	2/7/2024	0000000003		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	0000000005	2/8/2024	0000000005		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	0000000006	2/8/2024	0000000006		01.01.101	Cash in Bank	001	Other
Details	ITO NOBU HQ	0000000008	2/12/2024	0000000001	0000000001	01.01.102	Cash on Hand	0000000004	Metrobank
Details	ITO NOBU HQ	0000000010	2/22/2024	9910000001	9910000001	05.06.010	Purchase Return	0000004828	VETERANS BANK
Details	ITO NOBU HQ	0000000010	2/22/2024	9910000001	9910000001	05.06.010	Purchase Return	0000004828	VETERANS BANK
Details	ITO NOBU HQ	0000000010	2/22/2024	9910000001	9910000001	05.06.010	Purchase Return	0000004828	VETERANS BANK
Details	ITO NOBU HQ	0000000010	2/22/2024	9910000001	9910000001	05.06.010	Purchase Return	0000004828	VETERANS BANK

Stock Transfer Detailed Report

A Stock Transfer Detail Report is a document report that provides a comprehensive breakdown of the transfer of stock or inventory items between different locations or branches within a company.

To generate Stock Transfer Detail Report, here are the steps to follow:

1. Go to Inventory
2. Select Inventory Report
3. Click Stock Transfer Detail Report
4. Enter Start and End Date
5. Select Branch
6. Click Functions for (Download Data and Refresh)

Stock Count Detailed Report

A Stock Count Detail Report is a document report that provides a detailed summary of a system inventory count based on the movements of the items within the system.

To generate Stock Count Detail Report, here are the steps to follow:

1. Go to Inventory
2. Select Inventory Report
3. Click Stock Count Detail Report
4. Enter Start and End Date
5. Select Branch

6. Click Functions for (Download Data and Refresh)

Physical Count Sheet

A Physical Count Sheet, also known as an Inventory Count Sheet or Stock Count Sheet, is a document used during a physical inventory count or stocktaking process to record the actual quantities of items on hand in a warehouse, storeroom, or retail space. It serves as a tool for manually tallying the inventory levels of various items to compare against the records maintained in the EasyFS.

To generate Physical Count Sheet, here are the steps to follow:

1. Go to Inventory
2. Select Inventory Report
3. Click Physical Count Sheet
4. Click Functions for (Download Data and Refresh)

Top Item Inventory Onhand

Top Item Inventory Onhand typically refers to a list or report displaying top 10 items with the highest quantities currently in stock or on hand in easyFS. This report helps businesses identify which items they have the most of in their inventory at a given time.

To generate Top Item Inventory Onhand, here are the steps to follow:

1. Go to Inventory

2. Select Inventory Report
3. Click Top Item Inventory Onhand
4. Enter Start and End Date
5. Click Functions for (Download Data and Refresh)

Top Moving Item

Top Moving Item typically refers to an inventory item that experiences the highest rate of sales, turnover, or movement within a given period. This term is often used in inventory management and retail contexts to identify the top 10 products that are most popular or in-demand among customers.

To generate Top Moving Item, here are the steps to follow:

1. Go to Inventory
2. Select Inventory Report
3. Click Top Moving Item
4. Enter Start and End Date
5. Click Functions for (Download Data and Refresh)

Check Warehousing Report

A Check Warehousing Report is a module that provides detailed information about cheques issued, received, deposited, or cleared within a specific period. Inside this module are 4 reports such as PDC

Summary Report, Bounced Check Report, PDC Cleared Report, and PDC Incleared Report

PDC Summary Report

A PDC Summary Report typically refers to a document report summarizing the status and details of Post-Dated Checks (PDCs) received or issued by an organization. Post-dated checks are checks with future dates written on them, indicating that they should not be cashed or deposited until the specified date.

To generate PDC Summary Report, here are the steps to follow:

1. Go to Check Warehousing
2. Select CW Reports
3. Click PDC Summary Report
4. Enter Date as of
5. Select Branch
6. Select Bank
7. Select Check Type
8. Download and Printing Data is available

Bounced Check Report

A Bounced Check Report is a document report that provides a record of checks that have been returned unpaid by the bank due to insufficient funds or other reasons. When a check is presented for

payment but cannot be honored by the payer's bank, it is said to "bounce".

To generate Bounced Check Report, here are the steps to follow:

1. Go to Check Warehousing
2. Select CW Reports
3. Click Bounce Checked Report
4. Enter Date as of
5. Select Branch
6. Select Bank
7. Select Check Type
8. Download and Printing Data is available

PDC Cleared Report

A PDC Cleared Report refers to a document report that provides a summary or detailed record of Post-Dated Checks (PDCs) that have been successfully cleared by the bank. Post-dated checks are checks with future dates written on them, indicating that they should not be cashed or deposited until the specified date.

To generate PDC Cleared Report, here are the steps to follow:

1. Go to Check Warehousing
2. Select CW Reports
3. Click PDC Cleared Report

4. Enter Date as of
5. Select Branch
6. Select Bank
7. Select Check Type
8. Download and Printing Data is available

PDC Uncleared Report

A PDC Uncleared Report is a document that provides a summary or detailed record of Post-Dated Checks (PDCs) that have not yet been successfully cleared by the bank. Post-dated checks are checks with future dates written on them, indicating that they should not be cashed or deposited until the specified date.

To generate PDC Uncleared Report, here are the steps to follow:

1. Go to Check Warehousing
2. Select CW Reports
3. Click PDC Uncleared Report
4. Enter Date as of
5. Select Branch
6. Select Bank
7. Select Check Type
8. Download and Printing Data is available

Budget Reports

A budget report is a financial document that outlines the expected income and expenditures of an individual, company, organization, or government entity over a specified period, typically a month, quarter, or year. It serves as a tool for planning and controlling finances, providing a detailed breakdown of projected revenues, expenses, and any discrepancies between the two. Budget reports often include comparisons between planned and actual figures, helping to assess financial performance and make informed decisions about resource allocation and financial management.

Report Budget

A budget report is a summary of expected income and expenses over a specific period, helping track financial plans and performance.

To generate Report Budget, here are the steps to follow:

1. Go to Budget
2. Select Budget Reports
3. Click Report Budget
4. Select Month from and Month To
5. Select Year
6. Select Branch
7. Click Export to Download Template

Report CashFlow Projection

A report cash flow projection is a financial forecast outlining the expected inflows and outflows of cash for a future period, typically used for planning and decision-making.

To generate Report CashFlow Projection, here are the steps to follow:

1. Go to Budget
2. Select Budget Reports
3. Click Report Budget
4. Select Month from and Month To
5. Select Year
6. Select Branch
7. Click Export to Download Template

Fixed Asset Reports

A fixed asset report is a document that provides detailed information about the tangible assets owned by an organization, such as land, buildings, machinery, equipment, and vehicles. It typically includes details like the asset's description, acquisition cost, depreciation, current value, and location. This report helps in tracking, managing, and accounting for fixed assets within an organization.

Fixed Asset Report

A fixed asset report is a summary of the organization's tangible properties, detailing their descriptions, costs, depreciation, and current values.

To generate Report CashFlow Projection, here are the steps to follow:

1. Go to Fixed Asset
2. Select Reports
3. Click Fixed Asset Report
4. Select Branch
5. Click Functions for (Download Data and Refresh)

Fixed Asset Detail Report

A Fixed Asset Detail Report provides a comprehensive overview of individual tangible assets owned by an organization, including descriptions, acquisition details, depreciation, and current values.

To generate Fixed Asset Detail Report, here are the steps to follow:

1. Go to Fixed Asset
2. Select Reports
3. Click Fixed Asset Detail Report
4. Select Asset
5. Click Functions for (Download Data and Refresh)

Asset Disposal Summary Report

An Asset Disposal Summary Report is a document that provides a concise overview of assets that have been sold or disposed of by an organization.

To generate Asset Disposal Summary Report, here are the steps to follow:

1. Go to Fixed Asset
2. Select Reports
3. Click Asset Disposal Summary Report
4. Enter Start and End Date
5. Select branch
6. Click Functions for (Download Data and Refresh)

Asset Disposal Detail Report

An Asset Disposal Detail Report has a thorough breakdown of individual assets that have been sold or disposed of by an organization. It typically includes specific details like asset descriptions, sale prices, dates, and any associated financial transactions. This report provides a granular view of the organization's asset disposal activities for detailed analysis and record-keeping purposes.

To generate Asset Disposal Detail Report, here are the steps to follow:

1. Go to Fixed Asset

2. Select Reports
3. Click Asset Disposal Detail Report
4. Enter Start and End Date
5. Select branch
6. Click Functions for (Download Data and Refresh)

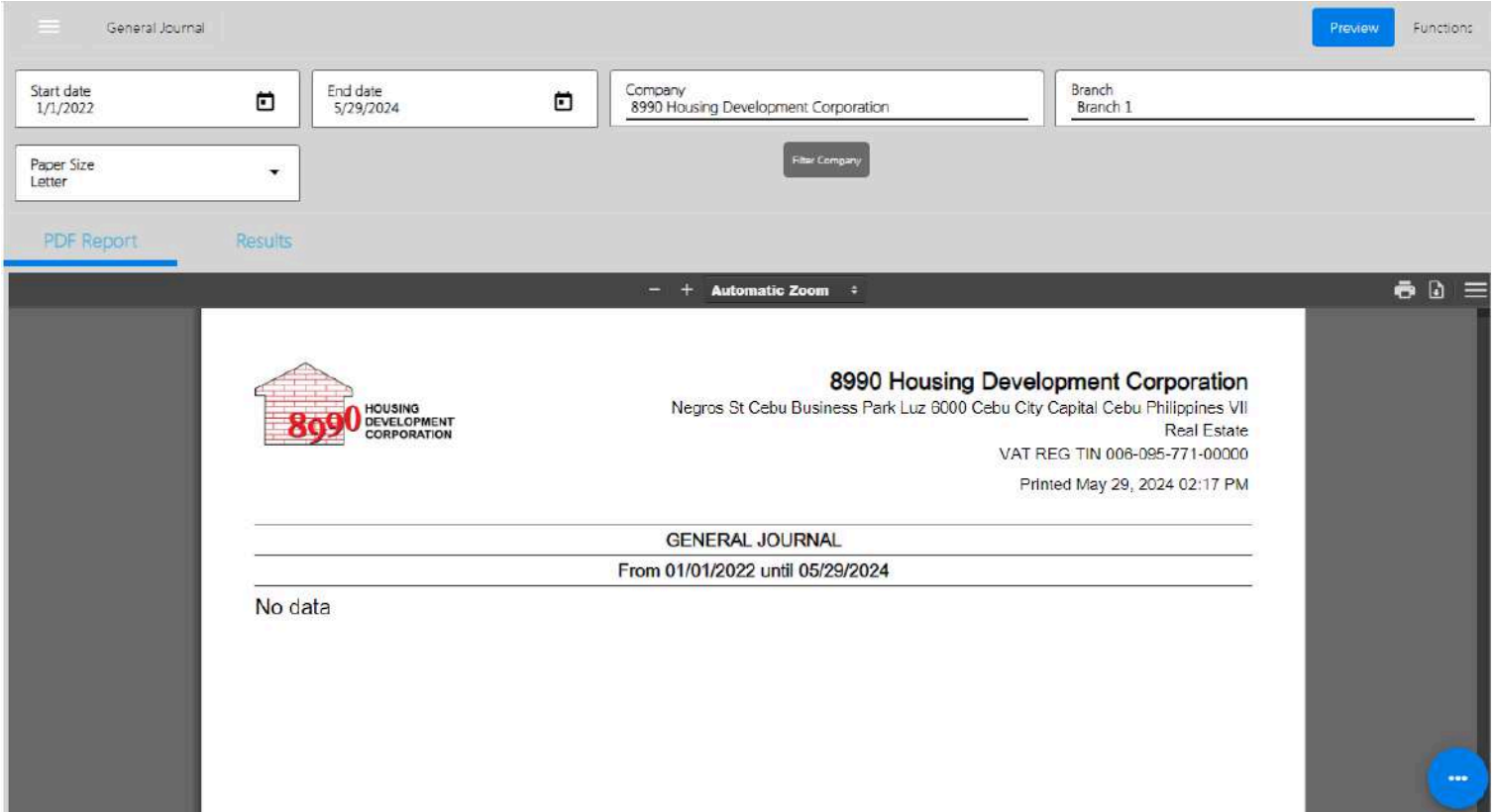
BIR CAS Reports

General Journal

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.

To generate General Journal, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click General Journal
5. Enter Start and End Date
6. Select the Branch
7. Click Preview
8. Click Functions Button to Download or Refresh the report




General Journal Preview Functions

Start date: 1/1/2022 | End date: 5/29/2024 | Company: 8990 Housing Development Corporation | Branch: Branch 1

Paper Size: Letter | Filter: Company

PDF Report | Results

Automatic Zoom



8990 Housing Development Corporation
Negros St Cebu Business Park Luz 6000 Cebu City Capital Cebu Philippines VII
Real Estate
VAT REG TIN 006-095-771-00000
Printed May 29, 2024 02:17 PM

GENERAL JOURNAL

From 01/01/2022 until 05/29/2024

No data

General Ledger

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.

To generate General Ledger, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click General Ledger
5. Enter Start and End Date
6. Select Branch
7. Click Preview Button
8. Click Function Button to Refresh the report

BIR CAS Reports Close

General Journal

General Ledger

Sales Journal

Cash Receipt Journal

Purchase Journal

Cash Disbursement Journal

Inventory Ledger Journal

Form 2306

Form 2307

Form 0619-E

Form 0619-F

Form 1601-FQ

Form 1601-EQ

Form 1604-E

Form 1604-F

Form 1702-Q

Form 1702-RT

Form 2550-M

General Ledger

Start date
1/1/2023

End date
5/29/2024


Company
8990 Housing Development Corporation

Branch
Branch 1

Paper Size
Letter

[PDF Report](#) [Results](#)

Automatic Zoom



8990 Housing Development Corporation
Negros St Cebu Business Park Luz 6000 Cebu City Capital Cebu Philippines VII
Real Estate
VAT REG TIN 006-095-771-00000
Printed May 29, 2024 02:34 PM

GENERAL LEDGER
From 01/01/2023 until 05/29/2024

Account Receivable Non-Trade						
Date	Reference	Particulars	Payee / Payor	Debit Amount	Credit Amount	Balance Amount
05/27/2024	SI-0000000001	Transaction from POS		54,497.00	0.00	54,497.00
05/27/2024	SI-0000000002	Transaction from POS		52,097.00	0.00	106,594.00
				106,594.00	0.00	106,594.00

Accounts Payable Trade						
Date	Reference	Particulars	Payee / Payor	Debit Amount	Credit Amount	Balance Amount

503

Sales Journal

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.

To generate Sales Journal, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Sales Journal
5. Enter Start and End Date
6. Select Branch
7. Click Preview Button
8. Click Function Button to Refresh the report

BIR CAS Reports

Close

General Journal

Sales Journal

Preview

Functions

General Ledger

Start date
1/1/2023

End date
5/29/2024

Company
8990 Housing Development Corporation

Branch
Branch 1

Sales Journal

Paper Size
Letter

Cash Receipt Journal

PDF Report

Results

Purchase Journal

Cash Disbursement Journal

Inventory Ledger Journal

Form 2306

Form 2307

Form 0619-E

Form 0619-F

Form 1601-FQ

Form 1601-EQ

Form 1604-E

Form 1604-F

Form 1702-Q

Form 1702-BT



8990 Housing Development Corporation

Negros St Cebu Business Park Luz 6000 Cebu City Capital Cebu Philippines VII

Real Estate

VAT REG TIN 008-095-771-00000

Printed May 29, 2024 02:39 PM

SALES JOURNAL

From 01/01/2023 until 05/29/2024

Date	Customer TIN	Customer Name	Customer Address	Reference	Remarks	Gross Sales	WTAX	GWTAX	Discount	VAT Amount	Net Sales
05/27/2024	000-000-000	Walk-In	NA, NA, NA, NA	SI-0000000001	Transaction from PCS	64,497.00	0.00	0.00	0.00	6,838.96	48,668.04
05/27/2024	000-000-000	Walk-In	NA, NA, NA, NA	SI-0000000002	Transaction from PCS	62,097.00	0.00	0.00	0.00	6,681.82	46,515.18
Total:						106,594.00	0.00	0.00	0.00	11,420.79	95,173.21


Cash Receipt Journal

A Cash Receipt Journal is a specialized accounting ledger used to record all cash inflows to a business. This journal is part of the subsidiary ledger system and is specifically designed to keep track of all transactions involving incoming cash. It typically includes detailed information about each transaction, such as the date, the amount received, the source of the cash, and the account affected by the transaction.

To generate Cash Receipt Journal, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report

3. Click BIR CAS Report
4. Click Cash Receipt Journal
5. Enter Start and End Date
6. Select Branch
7. Click Preview Button
8. Click Function Button to refresh the report

 BIR CAS Reports Close

General Journal
Cash Receipt Journal
Preview Functions

Start date
1/1/2023


End date
5/29/2024

Paper Size
Letter

Company
8990 Housing Development Corporation

Branch
Branch 1

PDF Report
Results



8990 Housing Development Corporation
Negros St Cebu Business Park Luz 6000 Cebu City Capital Cebu Philippines VII
Real Estate
VAT REG TIN 006-095-771-00000
Printed May 29, 2024 02:50 PM

CASH RECEIPT JOURNAL
From 01/01/2023 until 05/29/2024

Date	Customer TIN	Customer Name	Customer Address	Reference	Remarks	Amount	VAT Amount	Discount	GWTAX	WTAX	Collected
No data											

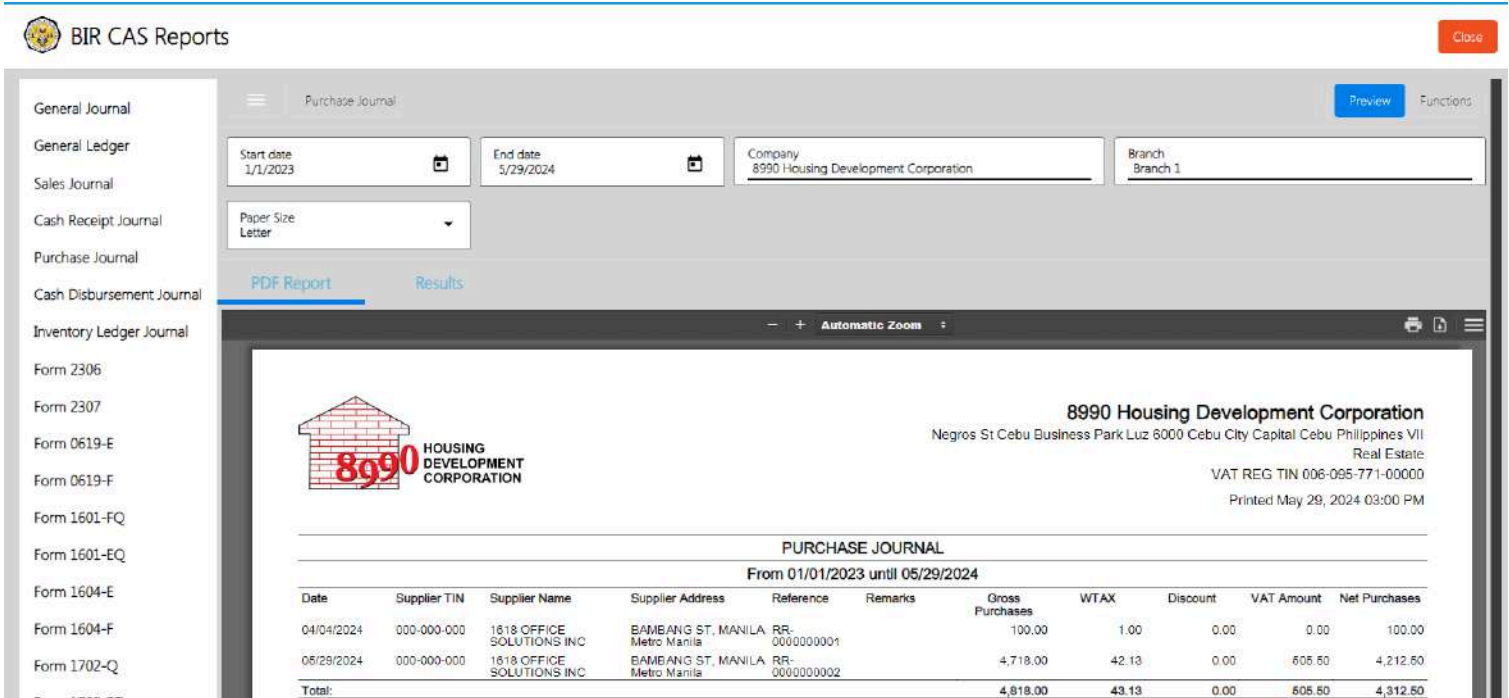
Purchase Journal

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.

To generate Purchase Journal, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Purchase Journal
5. Enter Start and End Date
6. Select Branch
7. Click Preview Button
8. Click Function Button to refresh report



BIR CAS Reports Close

General Journal
General Ledger
Sales Journal
Cash Receipt Journal
Purchase Journal
Cash Disbursement Journal
Inventory Ledger Journal
Form 2306
Form 2307
Form 0619-E
Form 0619-F
Form 1601-FQ
Form 1601-EQ
Form 1604-E
Form 1604-F
Form 1702-Q


Purchase Journal Preview Functions

Start date: 1/1/2023 End date: 5/29/2024 Company: 8990 Housing Development Corporation Branch: Branch 1

Paper Size: Letter

PDF Report Results

Automatic Zoom



8990 Housing Development Corporation
Negros St Cebu Business Park Luz 8000 Cebu City Capital Cebu Philippines VII
Real Estate
VAT REG TIN 006-095-771-00000
Printed May 29, 2024 03:00 PM

PURCHASE JOURNAL										
From 01/01/2023 until 05/29/2024										
Date	Supplier TIN	Supplier Name	Supplier Address	Reference	Remarks	Gross Purchases	WTAX	Discount	VAT Amount	Net Purchases
04/04/2024	000-000-000	1818 OFFICE SOLUTIONS INC	BAMBANG ST, MANILA Metro Manila	RR-0000000001		100.00	1.00	0.00	0.00	100.00
05/29/2024	000-000-000	1818 OFFICE SOLUTIONS INC	BAMBANG ST, MANILA Metro Manila	RR-0000000002		4,718.00	42.13	0.00	605.50	4,212.50
Total:						4,818.00	43.13	0.00	605.50	4,312.50

Cash Disbursement Journal

A Disbursement book, also known as a Cash Disbursement Journal, is a record of all payments made by a business. This book helps businesses track their expenses, manage cash flow, and maintain accurate financial records for accounting and auditing purposes.

To generate Cash Disbursement Journal, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Cash Disbursement Journal
5. Enter Start and End Date
6. Select Branch
7. Click Preview Button
8. Click Function Button to refresh the report

BIR CAS Reports

Close

☰

Cash Disbursement Journal

Preview
Functions

Start date
1/1/2024

End date
5/30/2024

Paper Size
Letter

Company
8990 Housing Development Corporation


Branch
Branch 1

PDF Report
Results

+

Automatic Zoom

-



8990 Housing Development Corporation
Negros St Cebu Business Park Luz 8000 Cebu City Capital Cebu Philippines VII
Real Estate
VAT REG TIN 006-095-771-00000
Printed May 30, 2024 03:43 PM

CASH DISBURSEMENT JOURNAL
From 01/01/2024 until 05/30/2024

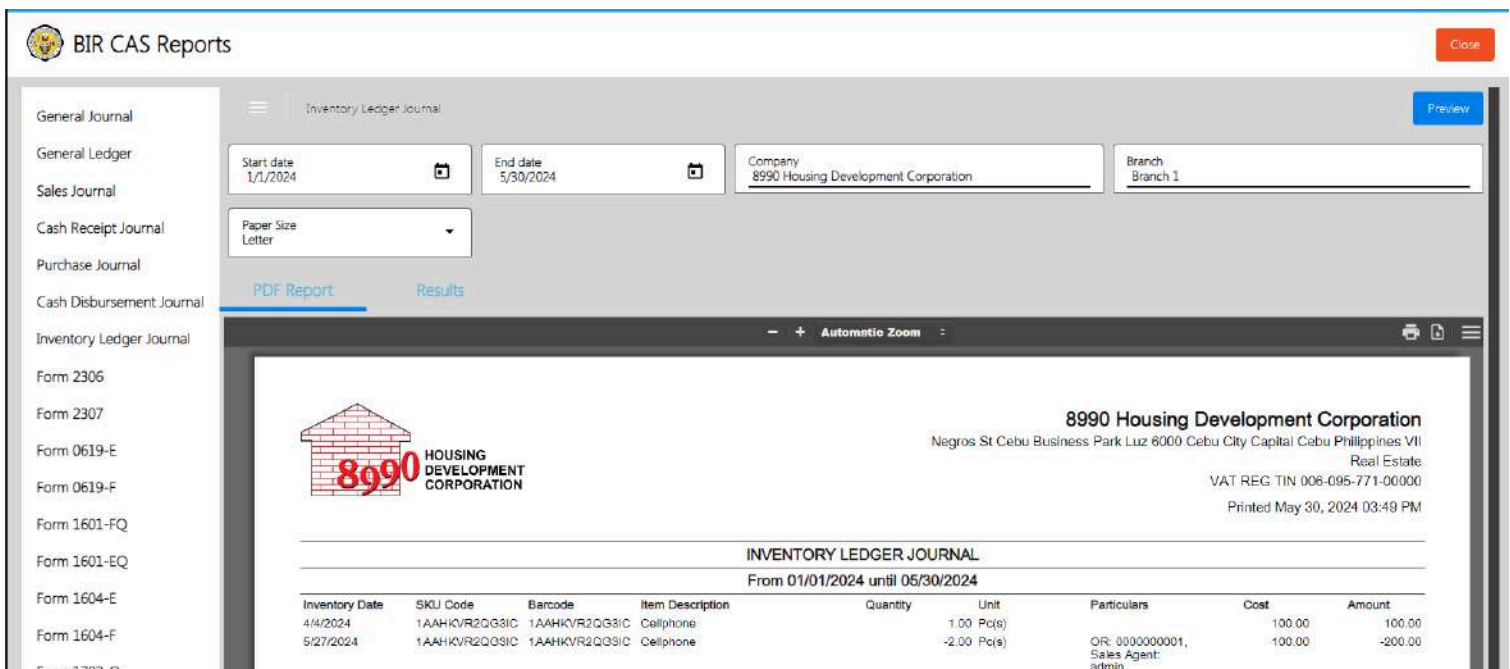
Date	Supplier TIN	Supplier Name	Supplier Address	Reference	Remarks	Amount	WTAX	Discount	VAT Amount	Paid
04/04/2024	000-000-000	1618 OFFICE SOLUTIONS INC	BAMBANG ST, MANILA Metro Manila	CV-0000000001		13,454,167.18	108,501.35	0.00	1,302,016.18	12,043,649.85
Total:						13,454,167.18	108,501.35	0.00	1,302,016.18	12,043,649.85

Inventory Ledger Journal

An Inventory Ledger Journal is an accounting record used to track and manage the inventory transactions of a business. It is a detailed record that captures all inventory-related movements and adjustments, providing a comprehensive view of inventory levels and values over time.

To generate Inventory Ledger Journal, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Inventory Ledger Journal
5. Enter Start and Ending Date
6. Select Branch
7. Click Preview Button



BIR CAS Reports Close

General Journal
General Ledger
Sales Journal
Cash Receipt Journal
Purchase Journal
Cash Disbursement Journal
Inventory Ledger Journal
Form 2306
Form 2307
Form 0619-E
Form 0619-F
Form 1601-FQ
Form 1601-EQ
Form 1604-E
Form 1604-F
Form 1702-D


Inventory Ledger Journal Preview

Start date: 1/1/2024 End date: 5/30/2024 Company: 8990 Housing Development Corporation Branch: Branch 1

Paper Size: Letter

[PDF Report](#) [Results](#)

Automatic Zoom



8990 Housing Development Corporation
Negros St Cebu Business Park Luz 6000 Cebu City Capital Cebu Philippines VII
Real Estate
VAT REG TIN 008-095-771-00000
Printed May 30, 2024 03:49 PM

INVENTORY LEDGER JOURNAL
From 01/01/2024 until 05/30/2024

Inventory Date	SKU Code	Barcode	Item Description	Quantity	Unit	Particulars	Cost	Amount
4/4/2024	1AAHKV/R2QG3/C	1AAHKV/R2QG3/C	Cellphone	1.00	Pc(s)		100.00	100.00
5/27/2024	1AAHKV/R2QG3/C	1AAHKV/R2QG3/C	Cellphone	-2.00	Pc(s)	OR: 0000000001, Sales Agent: admin	-100.00	-200.00

Form 2306

Form 2306 is a tax document issued by the Bureau of Internal Revenue (BIR) in the Philippines, certifying the amount of final tax withheld on certain income payments. It applies to specific types of income subject to final withholding tax, such as dividends, royalties, and interest. The form contains details about the withholding agent and the income recipient, as well as information on the nature and amount of income paid, the tax rate applied, and the amount of tax withheld. It serves as proof of tax compliance for the income recipient, ensuring accurate tax reporting and aiding in personal or corporate tax filings.

To generate Form 2306, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 2306
5. Enter Date from and Date to
6. Click and Select Document Number
7. Enter the Authorized Representative Field
8. Enter the Date Signed
9. Click Preview Button
10. Click Function Button to refresh the report

NOTE: Shall be issued to payee on or before January 31 of the year following the year in which income payment was made. However upon request of the payee the payor must furnish such statement to the payee simultaneously with the income payment.

Source: <https://www.bir.gov.ph/index.php/bir-forms/certificates.html>

Form 2307

Form 2307 is a tax document issued by the Bureau of Internal Revenue (BIR) in the Philippines, certifying the amount of creditable tax withheld at source on certain income payments. It applies to various types of income subject to withholding tax, such as professional fees, commissions, and rental payments. The form includes details about the withholding agent and the income recipient, along with information on the nature and amount of income paid, the tax rate applied, and the amount of tax withheld. This certificate is used by the income recipient to claim the withheld tax as a credit against their tax liability, ensuring accurate tax reporting and compliance during the filing of tax returns.

To generate Form 2307, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 2307

5. Enter Date from and Date to
6. Click and Select Document Number
7. Enter the Authorized Representative Field
8. Enter the Date Signed
9. Click Preview Button
10. Click Function Button to refresh the report

Note: For EWT - Shall be issued to payee on or before the 20th day of the month following the close of the taxable quarter. Upon request of the payee, however, the payor must furnish such statement to the payee simultaneously with the income payment.

For Percentage Tax On Government Money Payments - Shall be issued to the payee on or before the 10th day of the month following the month in which withholding was made. Upon request of the payee, however, the payor must furnish such statement to the payee simultaneously with the income payment.

For VAT Withholding - Shall be issued to the payee on or before the 10th day of the month following the month in which withholding was made. Upon request of the payee, however, the payor must furnish such statement to the payee simultaneously with the income payment.

Source: <https://www.bir.gov.ph/index.php/bir-forms/certificates.html>

Form 0619 - E

Form 0619-E is a tax document issued by the Bureau of Internal Revenue (BIR) in the Philippines, used for remitting creditable withholding taxes expanded (EWT) on specific income payments for a particular month. It applies to various payments such as professional fees, rentals, and commissions. The form includes details about the withholding agent, such as name, Taxpayer Identification Number (TIN), and address, and summarizes the income payments and taxes withheld. It ensures that withholding agents report and remit the correct amount of creditable withholding tax, aiding in accurate tax reporting and compliance for both the withholding agent and the income recipients.

To generate Form 0619 - E, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 0619 - E
5. Click The Calendar Icon in "From the Month" Field and select the Month
6. Enter the Authorized Representative
7. Select Branch
8. Click Preview Button
9. Click Function Button to refresh the report

BIR CAS Reports

Form 0619E

From the month: 5/31/2024 | Authorized Representative | Branch: All

Results

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No. 0619-E	Monthly Remittance Form of Creditable Income Taxes Withheld (Expanded)	0619-E 01/18 P1
January 2018 Page 1	Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Taxpayer.	
1 For the Month of (MM/YYYY): 05 20 24	2 Due Date (MM/DD/YYYY):	3 Amended Form? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		4 Any Taxes Withheld? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		5 ATC: WME10
		6 Tax Type Code: WE
Part I - Background Information		
7 Taxpayer Identification Number (TIN): 006 - 095 - 771 - 0000	8 RDO Code: 126	
9 Withholding Agent's Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual): 8990 Housing Development Corporation		
10 Registered Address (Indicate complete address. If branched, indicate the branch address. If the regional address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1109): Negros St Cebu Business Park Luz, Cebu City Capital Cebu Philippines VII		

Note: Deadline - Every 10th day of after the end of each month

Requirement - Monthly Remittance Form for Creditable Income Taxes Withheld (Expanded)

Source: <http://www.cleodu-cpas.com/index.php/bir-tax-deadlines>

Form 0619 - F

Form 0619-F is a tax document issued by the Bureau of Internal Revenue (BIR) in the Philippines, used for remitting final withholding taxes on certain income payments for a specific month. This form is utilized by withholding agents who deduct and remit taxes on income subject to final withholding tax, such as interest, dividends, and other specified payments. It includes details about the withholding agent,

such as name, Taxpayer Identification Number (TIN), and address, and provides a summary of the income payments and the final taxes withheld. BIR Form 0619-F ensures that withholding agents correctly report and remit the final withholding taxes, facilitating accurate tax reporting and compliance for both the withholding agent and the income recipients.

To generate Form 0619 - F, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 0619 - F
5. Click The Calendar Icon in "From the Month" Field and select the Month
6. Enter the Authorized Representative
7. Select Branch
8. Click Preview Button
9. Click Function Button to refresh the report

 BIR CAS Reports

Close

General Journal
General Ledger
Sales Journal
Cash Receipt Journal
Purchase Journal
Cash Disbursement Journal
Inventory Ledger Journal
Form 2306
Form 2307
Form 0619-E
Form 0619-F
Form 1601-FQ

Form 0619F

Preview

Functions

From the month
5/31/2024

Authorized Representative

Branch
All

Results

Automatic Zoom

For BIR Use Only

BCS/
Item:
0619-F



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

**Monthly Remittance Form
of Final Income Taxes Withheld**



January 2018
Page 1

Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X".
Two copies MUST be filed with the BIR and one held by the Taxpayer.

0619-F 01/18 P1

1 For the month of (MM/YYYY) 2 Due Date (MM/DD/YYYY) 3 Amended Form? 4 Any Taxes Withheld? 5 Tax Type Code**

Note: Deadline - Every 10th day of after the end of each month

Requirement - Monthly Remittance Form for Final Income Taxes Withheld

Source: <http://www.cleodu-cpas.com/index.php/bir-tax-deadlines>

Form 1601 - FQ

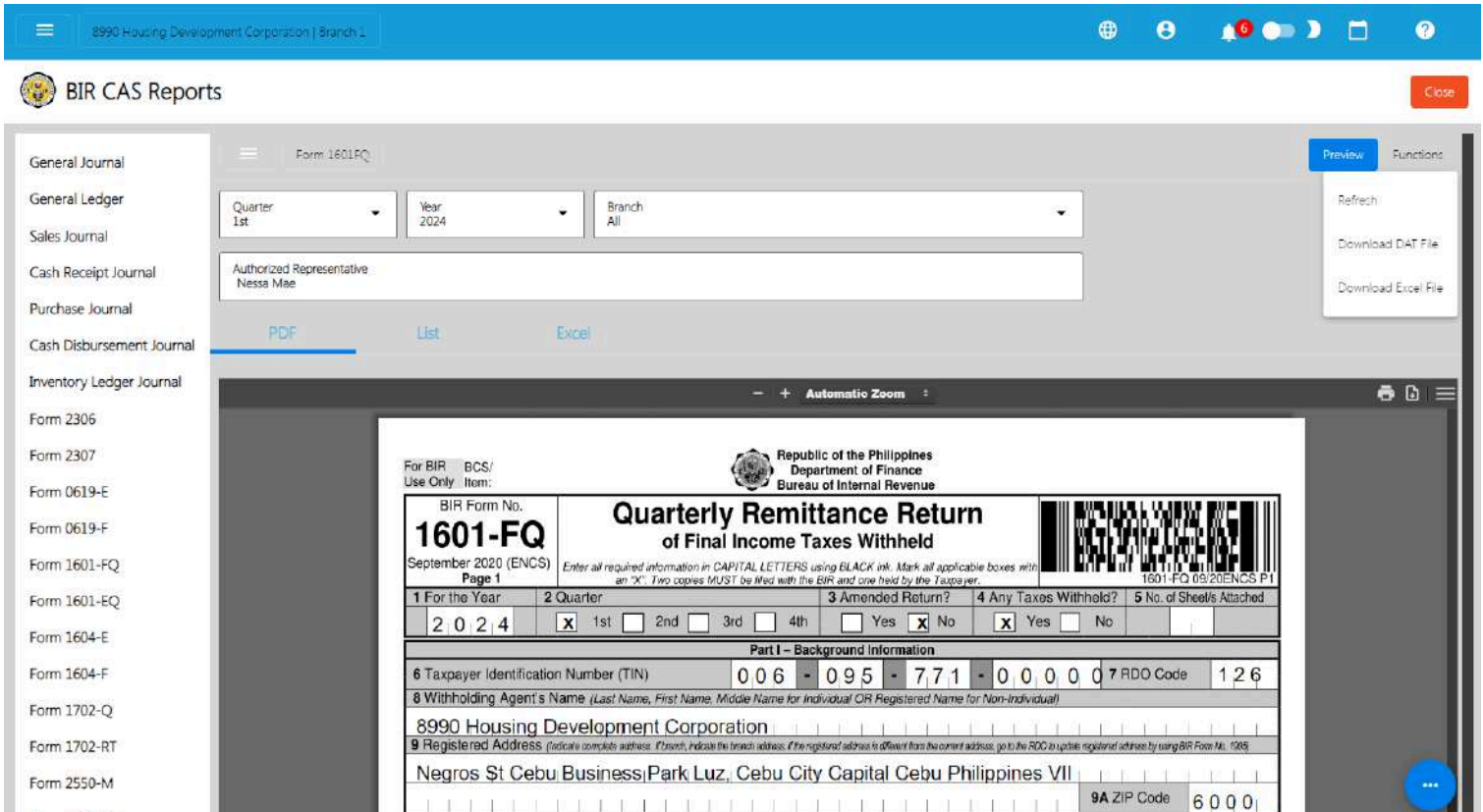
Form 1601-FQ is a tax document issued by the Bureau of Internal Revenue (BIR) in the Philippines, used for the quarterly remittance of final withholding taxes. This form is used by withholding agents to report and remit taxes withheld on income payments subject to final withholding tax, such as interest, royalties, dividends, and other specified payments, for each quarter. It includes details about the withholding agent, such as name, Taxpayer Identification Number (TIN), and address, and provides a summary of the income payments and final taxes withheld for the quarter. BIR Form 1601-FQ ensures that withholding agents accurately report and remit the final withholding taxes on a quarterly basis, aiding in tax compliance and accurate reporting for both the withholding agent and the income recipients.

To generate Form 1601 - FQ, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 0601 - FQ

✉ hiisales@human-incubator.com

5. Select Quarter
6. Select Year
7. Select Branch
8. Enter the Authorized Representative
9. Click Preview Button
10. Click Function Button to refresh, Download DAT File, and/or Download Excel File.



The screenshot shows the BIR CAS Reports interface. The main content area displays the Form 1601-FQ, which is a Quarterly Remittance Return of Final Income Taxes Withheld. The form is for the year 2024, Quarter 1st, and is for the taxpayer 8990 Housing Development Corporation. The authorized representative is Nessa Mae. The form includes a QR code and a table for reporting quarterly data. The background information section shows the TIN 006-095-771-000007, RDO Code 126, and the registered address: Negros St Cebu Business Park Luz, Cebu City Capital Cebu Philippines VII, with ZIP Code 6000.

1 For the Year	2 Quarter	3 Amended Return?	4 Any Taxes Withheld?	5 No. of Sheets Attached
2024	<input checked="" type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Part I - Background Information

6 Taxpayer Identification Number (TIN)	006 - 095 - 771 - 000007	7 RDO Code	126
8 Withholding Agent's Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual)	8990 Housing Development Corporation		
9 Registered Address (Indicate complete address. If month, indicate the branch address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1305)	Negros St Cebu Business Park Luz, Cebu City Capital Cebu Philippines VII		
9A ZIP Code	6000		

Note: Deadline - Every Last Day of the month after the end of each quarter
Requirement - Quarterly Remittance Return of Final Income Taxes Withheld
Source: <http://www.cleodu-cpas.com/index.php/bir-tax-deadlines>

Form 1601 - EQ

Form 1601-EQ is a tax form used in the Philippines for the quarterly filing of creditable withholding taxes. This form is designed to report and remit taxes withheld by a payor (withholding agent) from various income payments made to individuals and businesses. The EQ in the form's name stands for "Expanded Quarterly," indicating its use for expanded withholding tax purposes. The form ensures compliance with the Bureau of Internal Revenue (BIR) regulations, helping to accurately document and pay the taxes withheld on payments such as professional fees, commissions, and rental income, among others.

To generate Form 1601 - EQ, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 0601 - EQ
5. Select Quarter
6. Select Year
7. Enter Over Remittance
8. Select Branch
9. Enter Authorized Representative
10. Click Preview Button
11. Click Function to refresh, Download DAT File, and/or Download Excel File

BIR CAS Reports Close

General Journal Preview Functions

Form 1601EQ

General Ledger Refresh

Quarter: 1st Year: 2024 Over Remittance: 0.00 Branch: All Download DAT File

Sales Journal Download Excel File

Cash Receipt Journal PDF List

Purchase Journal

Cash Disbursement Journal

Inventory Ledger Journal

Form 2306

Form 2307

Form 0619-E

Form 0619-F

Form 1601-FQ

Form 1601-EQ

Form 1604-E

Form 1604-F

Form 1702-Q

Form 1702-RT

Form 2550-M

Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

BIR Form No. **1601-EQ**
Quarterly Remittance Return
of Creditable Income Taxes Withheld (Expanded)

January 2019 (ENCS) 1601-EQ 01/19ENCS P1

Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with this BIR and one held by the Taxpayer.

1 For the Year	2 Quarter	3 Amended Return?	4 Any Taxes Withheld?	5 No. of Sheet/s Attached
2 0 2 4	<input checked="" type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Part I - Background Information

6 Taxpayer Identification Number (TIN)	7 RDO Code	8 Withholding Agent's Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual)
0 0 6 / 0 9 5 / 7 7 1 / 0 0 0 0 0	1 2 6	8990 Housing Development Corporation
9 Registered Address (Indicate complete address. If branch, indicate the branch address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1909)		
Negros St Cebu Business Park Luz, Cebu City Capital Cebu Philippines VII		
9A ZIP Code		10 Contact Number
6 0 0 0		11 Category of Withholding Agent
		<input checked="" type="checkbox"/> Private <input type="checkbox"/> Government

Note: Deadline - Every Last Day of the month after the end of each quarter

Requirement - Quarterly Remittance Return of Creditable Income Taxes Withheld (Expanded) (together with the Quarterly Alphabetical List of Payees)

Source: <http://www.cleodu-cpas.com/index.php/bir-tax-deadlines>

Form 1604 - E

Form 1604-E is a tax form used in the Philippines for the annual filing of creditable withholding taxes on compensation. This form is utilized to report the total amount of taxes withheld by employers from the salaries and wages of their employees throughout the year. It ensures compliance with the Bureau of Internal Revenue (BIR)

regulations, summarizing the annual withholding tax remittances. Employers submit this form to provide a comprehensive account of the taxes withheld, helping to ensure accurate reporting and remittance of employee income taxes.

To generate Form 1604 - E, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 0604 - E
5. Enter the 1st-4th Quarter Data
6. Select Year
7. Enter Authorized Representative
8. Select Branch
9. Click Preview Button
10. Click Function Button to refresh, Download DAT File, and/or Download Excel File


✉ hiisales@human-incubator.com

Form 1604E Preview Functions


First Quarter TRA/eROR/eAR Drawee Bank/Bank Code/Agency Date of Remittance 5/31/2024	Second Quarter TRA/eROR/eAR Number Drawee Bank/Bank Code/Agency Date of Remittance 5/31/2024
Third Quarter TRA/eROR/eAR Drawee Bank/Bank Code/Agency Date of Remittance 5/31/2024	Fourth Quarter TRA/eROR/eAR Drawee Bank/Bank Code/Agency Date of Remittance 5/31/2024

Year: 2024 | Authorized Representative: | Branch: All

[Results](#) | [List](#)

 **REPUBLIC OF THE PHILIPPINES**
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

For BIR BCS/ Use Only Item:

BIR Form No. 1604-E January 2018 (ENCS) Page 1	Annual Information Return of Creditable Income Taxes Withheld (Expanded)/ Income Payments Exempt from Withholding Tax <small>Enter all required information in CAPITAL LETTERS using BLACK ink. Mark applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Taxpayer</small>	 1604-E 01/18ENCS P1
1 For the Year (20YY)	2 0 2 4	2 Amended Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3 Number of Sheet/s Attached		
Part I – Background Information		
4 Taxpayer Identification Number (TIN)	006 / 095 / 771 / 00000	5 RDO Code 126
6 Withholding Agent's Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual)		
8990 Housing Development Corporation		
7 Registered Address (Indicate complete address. If branch, indicate the branch address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905)		
Negros St Cebu Business Park Luz, Cebu City, Capital Cebu Philippines, VII		
7A ZIP Code		6000

Note: Deadline - March 1

Requirement - Annual Information Return of Creditable Income Taxes Withheld (Expanded)

Source: <http://www.cleodu-cpas.com/index.php/bir-tax-deadlines>

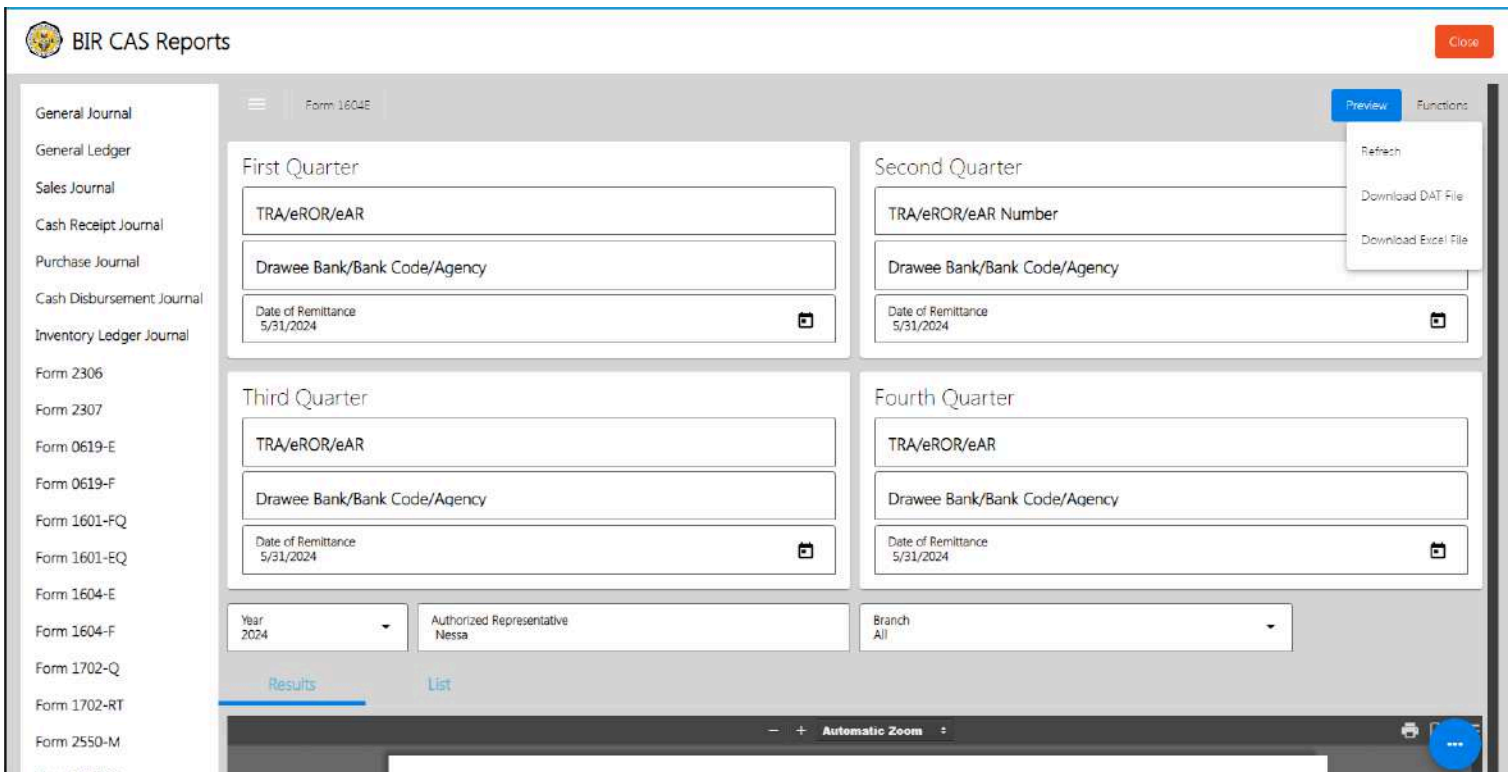
Form 1604 - F

Form 1604-F is a tax form used in the Philippines for the annual filing of final withholding taxes. This form is used to report the total amount of taxes withheld on various income payments that are subject to final withholding tax, such as interest, dividends, and other specific types of income. It ensures compliance with the Bureau of Internal Revenue (BIR) regulations by summarizing the final withholding tax remittances for the year. By submitting this form, withholding agents provide a comprehensive account of the taxes withheld at source, ensuring accurate reporting and remittance of final income taxes.


To generate Form 1604 - F, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 0604 - F
5. Enter the 1st-4th Quarter Data
6. Select Year
7. Enter Authorized Representative

8. Select Branch
9. Click Preview Button
10. Click Function Button to refresh, Download DAT File, and/or Download Excel File




The screenshot shows the BIR CAS Reports interface. On the left is a sidebar with various report types like General Journal, Sales Journal, etc. The main area displays a form for Form 1604-E, divided into four quadrants for First, Second, Third, and Fourth Quarters. Each quadrant has input fields for TRA/eROR/eAR, Drawee Bank/Bank Code/Agency, and Date of Remittance. At the bottom, there are dropdowns for Year (2024), Authorized Representative (Nessa), and Branch (All). A 'Preview' button is visible in the top right, and a 'Functions' menu is open, showing options for Refresh, Download DAT File, and Download Excel File.



Republic of the Philippines
Department of Finance
Bureau of Internal Revenue

For BIR Use Only: BCS/Item:

BIR Form No. 1604-F January 2018 Page 1	<h2 style="margin: 0;">Annual Information Return</h2> <h3 style="margin: 0;">of Income Payments Subjected to Final Withholding Taxes</h3> <p style="font-size: small; margin: 0;">Enter all required information in CAPITAL LETTERS using BLACK ink. Mark all applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Taxpayer.</p>	 1604-F 01/18 P1	
1 For the Year (YYYY)	2 0 2 4	2 Amended Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	3 No. of Sheet/s Attached
Part I – Background Information			
4 Taxpayer Identification Number (TIN)	0 0 6 0 9 5 7 7 1 0 0 0 0 0	5 RDO Code	1 2 6
6 Withholding Agent's Name (Last Name, First Name, Middle Name for Individual OR Registered Name for Non-Individual)			
8990 Housing Development Corporation			
7 Registered Address (Indicate complete address. If branch, indicate the branch address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905)			

Note: Deadline - On or before March 1 of the year following the calendar year

Requirement - Annual Information Return of Creditable Income

Taxes Withheld (Expanded)/ Income Payments Exempt from Withholding Tax

Source: <https://www.studocu.com/ph/document/pasig-catholic-college/cost-accounting/list-of-bir-forms-and-its-deadline/15273421>


Form 1702 - Q

Form 1702-Q is a tax form used in the Philippines for the quarterly filing of income tax returns by corporations, partnerships, and other non-individual taxpayers. This form is designed to report the income earned and the corresponding taxes due for each quarter of the fiscal year. It ensures compliance with the Bureau of Internal Revenue (BIR) regulations, helping businesses to accurately document their quarterly income, allowable deductions, and tax liabilities. The form facilitates the timely payment of income taxes, thereby aiding in the proper monitoring and collection of corporate and partnership taxes by the BIR.

To generate Form 1702 - Q, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 1702 - Q

5. Select Quarter
6. Select Year
7. Enter Excess Credit
8. Select Branch
9. Click Preview Button
10. Click Function Button to refresh, Download DAT File, and/or Download Excel File

 BIR CAS Reports Close

General Journal

General Ledger

Sales Journal

Cash Receipt Journal

Purchase Journal

Cash Disbursement Journal

Inventory Ledger Journal

Form 2306

Form 2307

Form 0619-E

Form 0619-F

Form 1601-FQ

Form 1601-EQ

Form 1604-E

Form 1604-F

Form 1702-Q

Form 1702-RT

Form 1702Q

Quarter: 1st

Year: 2024

Excess Credits: 0.00

Branch: All

PDF
List

Quarterly Income Tax Return
For Corporations, Partnerships and Other Non-Individual Taxpayers

Enter all required information in CAPITAL LETTERS. Mark applicable boxes with an "X".
Two copies MUST be filed with the BIR and one filed by the taxpayer.

1 For <input checked="" type="checkbox"/> Calendar <input type="checkbox"/> Fiscal	3 Quarter	4 Amended Return?	5 Alphanumeric Tax Code (ATC)
2 Year Ended (MM/20YY)	<input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IC 055 <input type="checkbox"/> Minimum Corporate Income Tax (MCIT) <input type="checkbox"/>
1 2 /20 2 4			

Part I – Background Information

6 Taxpayer Identification Number (TIN)	RDO Code
0 0 6 - 0 9 5 - 7 7 1 - 0 0 0 0 0	1 2 6

8 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS)

8 9 9 0 H O U S I N G D E V E L O P M E N T C O R P O R A T I O N

9 Registered Address (Indicate complete address. If the registered address is different from the current address, go to the RDO to update registered address by using BIR Form No. 1905)

Negros St.Cebu Business Park,Luz.,Cebu City Capital Cebu,Philippines

Preview

Functions

Refresh

Download DAT File

Download Excel File

Note: Deadline - Within sixty (60) days following the close of each of the first three (3) quarters of the taxable year whether calendar or fiscal year

Requirement - Quarterly Income Tax Return for Corporations, Partnerships and Other Non-Individual Taxpayers

525

Source: <https://www.studocu.com/ph/document/pasig-catholic-college/cost-accounting/list-of-bir-forms-and-its-deadline/15273421>

Form 1702 - RT

Form 1702-RT is a tax form used in the Philippines for the annual filing of income tax returns by corporations, partnerships, and other non-individual taxpayers subject to the regular corporate income tax rate. This form is designed to report the annual income, allowable deductions, and the corresponding taxes due for the entire fiscal year. It ensures compliance with the Bureau of Internal Revenue (BIR) regulations by providing a detailed account of the taxpayer's financial activities and tax obligations. By submitting Form 1702-RT, businesses help ensure accurate reporting and remittance of their annual income taxes, aiding in the proper monitoring and collection of taxes by the BIR.

To generate Form 1702 - RT, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 1702 - RT
5. Select Year
6. Select Branch
7. Click Preview Button

8. Click Function Button to refresh, Download DAT File, and/or Download Excel File

Note: Deadline - On or before the 15th day of the 4th month following close of the taxpayer's taxable year

Requirement - Annual Income Tax Return for Corporation, Partnership And Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate

Source: <https://www.studocu.com/ph/document/pasig-catholic-college/cost-accounting/list-of-bir-forms-and-its-deadline/15273421>

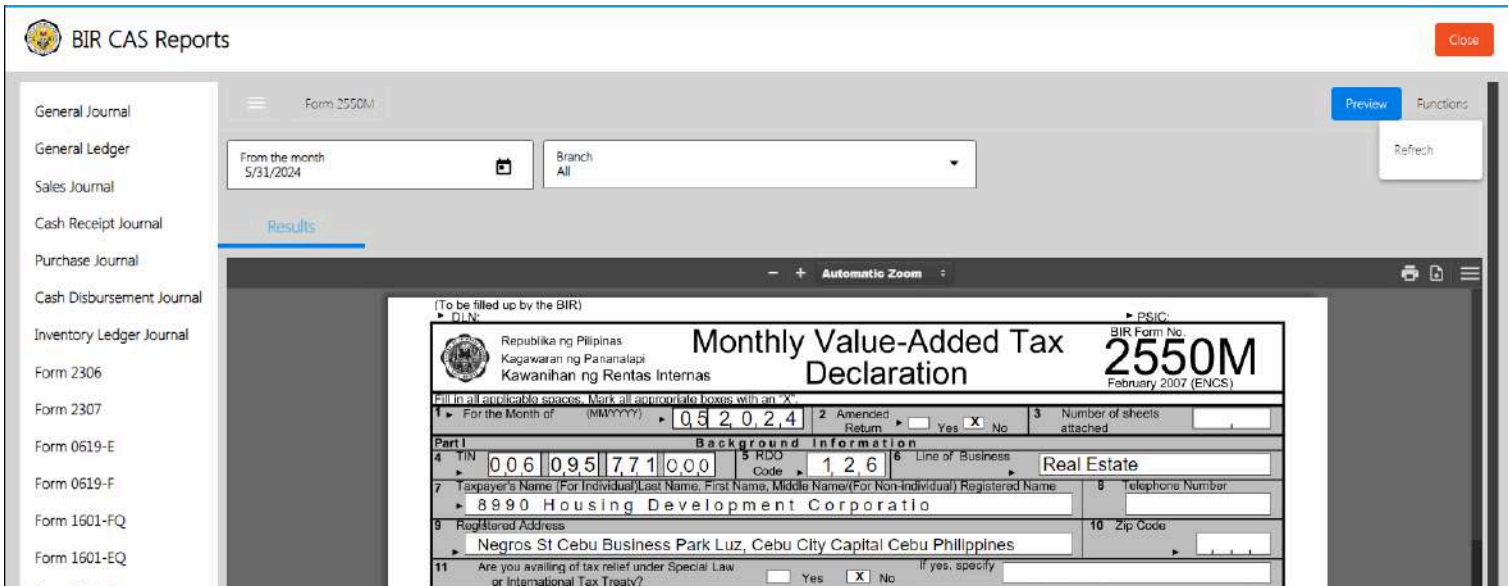
Form 2550 - M

Form 2550-M is a tax form used in the Philippines for the monthly filing of value-added tax (VAT) returns. This form is designed to report the VAT payable for each month, including the details of sales, purchases, output VAT, and input VAT. It ensures compliance with the Bureau of Internal Revenue (BIR) regulations, helping businesses accurately document their monthly VAT transactions and obligations. By submitting Form 2550-M, taxpayers provide a comprehensive account of their VAT-related activities, facilitating the timely payment of VAT and aiding in the proper monitoring and collection of VAT by the BIR.

To generate Form 2550 - M, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report

3. Click BIR CAS Report
4. Click Form 2550 - M
5. Click the Calendar Icon and Select Month from
6. Select Branch
7. Click Preview Button
8. Click Function Button to refresh the report



Note: Deadline - Not later than the 20th day following the close of the month

Requirement - Monthly Value-Added Tax Declaration

Source: <https://www.studocu.com/ph/document/pasig-catholic-college/cost-accounting/list-of-bir-forms-and-its-deadline/15273421>

Form 2550 - Q

Form 2550-Q is a tax form used in the Philippines for the quarterly filing of value-added tax (VAT) returns. This form is designed

to report the VAT payable for each quarter, including detailed information on sales, purchases, output VAT, and input VAT for the period. It ensures compliance with the Bureau of Internal Revenue (BIR) regulations by helping businesses accurately document their VAT transactions and obligations on a quarterly basis. By submitting Form 2550-Q, taxpayers provide a comprehensive account of their VAT-related activities, facilitating the accurate reporting and timely payment of VAT, and aiding the BIR in proper monitoring and collection of VAT.

To generate Form 2550 - M, here are the steps to follow:

1. Click Dashboard Module
2. Scroll Down till you see the BIR CAS Report
3. Click BIR CAS Report
4. Click Form 2550 - Q
5. Select Quarter
6. Select Year
7. Select Branch
8. Click Preview Button
9. Click Function Button to refresh, Download DAT File, And/or Download Excel File

BIR CAS Reports Close

Form 2550Q

Quarter 1st Year 2024 Branch All

Results Sales Summary Purchases Summary

Automatic Zoom

Preview Functions

Refresh

Download DAT File

Download Excel File

(To be filled up by the BIR)

Quarterly Value-Added Tax Return
(Cumulative For 3 Months)

Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

BIR Form No. **2550Q**
February 2007 (ENCS)

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 For the Year Ended (MM/YYYY)	<input checked="" type="checkbox"/> Calendar <input type="checkbox"/> Fiscal	2 Quarter	<input checked="" type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th	3 Return Period (mm/dd/yy)	From	To	4 Amended Return?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	5 Short Period Return?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
6 TIN	0,0,6 0,9,5 7,7,1 0,0,0	7 RDO Code	1,2,6	8 No. of sheets attached			9 Line of Business	Real Estate		
10 Taxpayer's Name (For Individual Last Name, First Name, Middle Name For Non-individual Registered Name)	8990 Housing Development Corporation									
11 Telephone Number										
12 Registered Address	Negros St Cebu Business Park Luz, Cebu City Capital Cebu Philippines									
13 Zip Code	6,0,0,0									
14 Are you availing of tax relief under Special Law or International Tax Treaty?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, specify									

Note: Deadline - Not later than the 25th day following the close of each taxable quarter

Requirement - Quarterly Value-Added Tax Return (Cumulative for 3 Months

Source: <https://www.studocu.com/ph/document/pasig-catholic-college/cost-accounting/list-of-bir-forms-and-its-deadline/15273421>

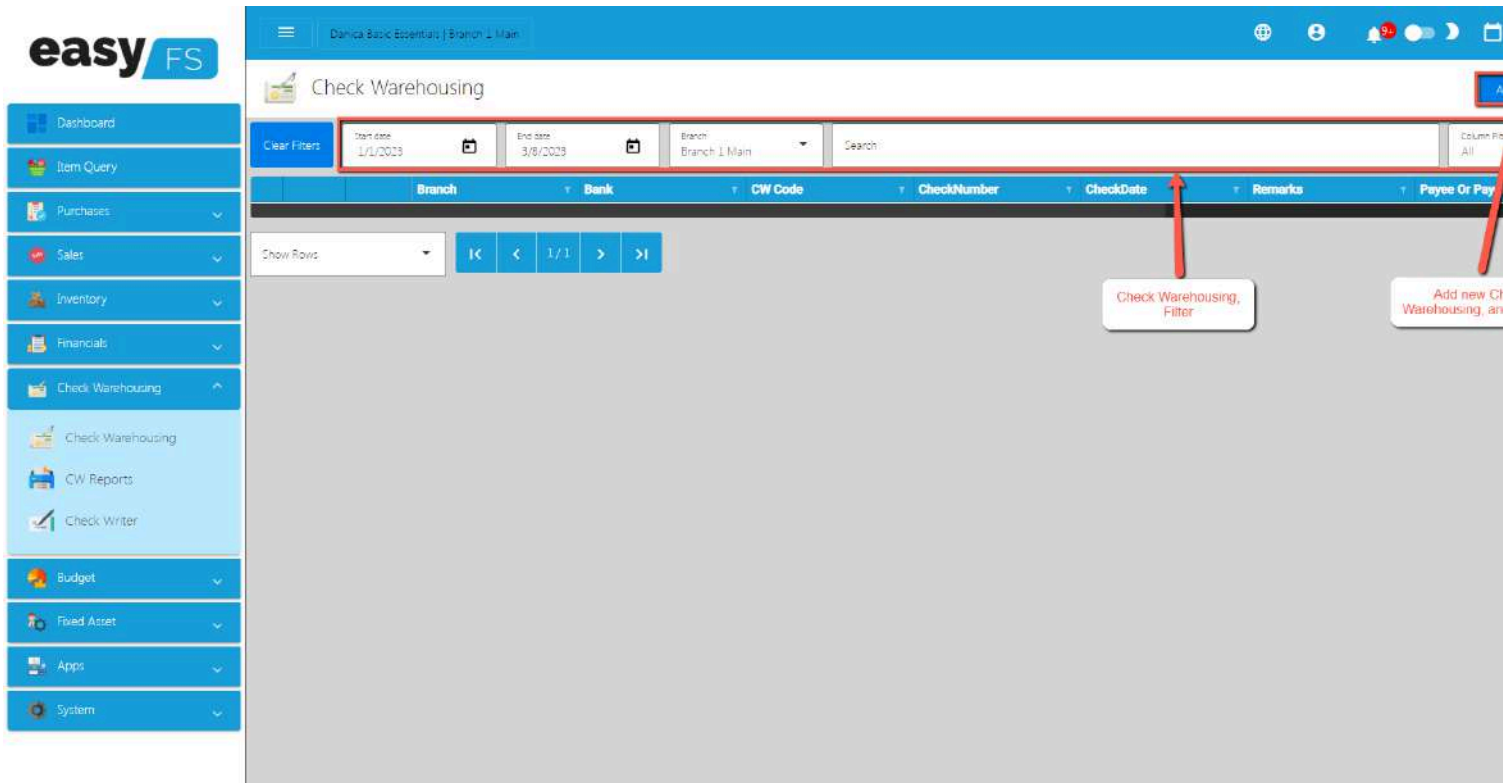
VIII : Check Warehousing

8.1 Check Warehousing

EasyFS Check Warehousing involves the safekeeping of checks received from clients, mostly Post-Dated Checks (PDC)

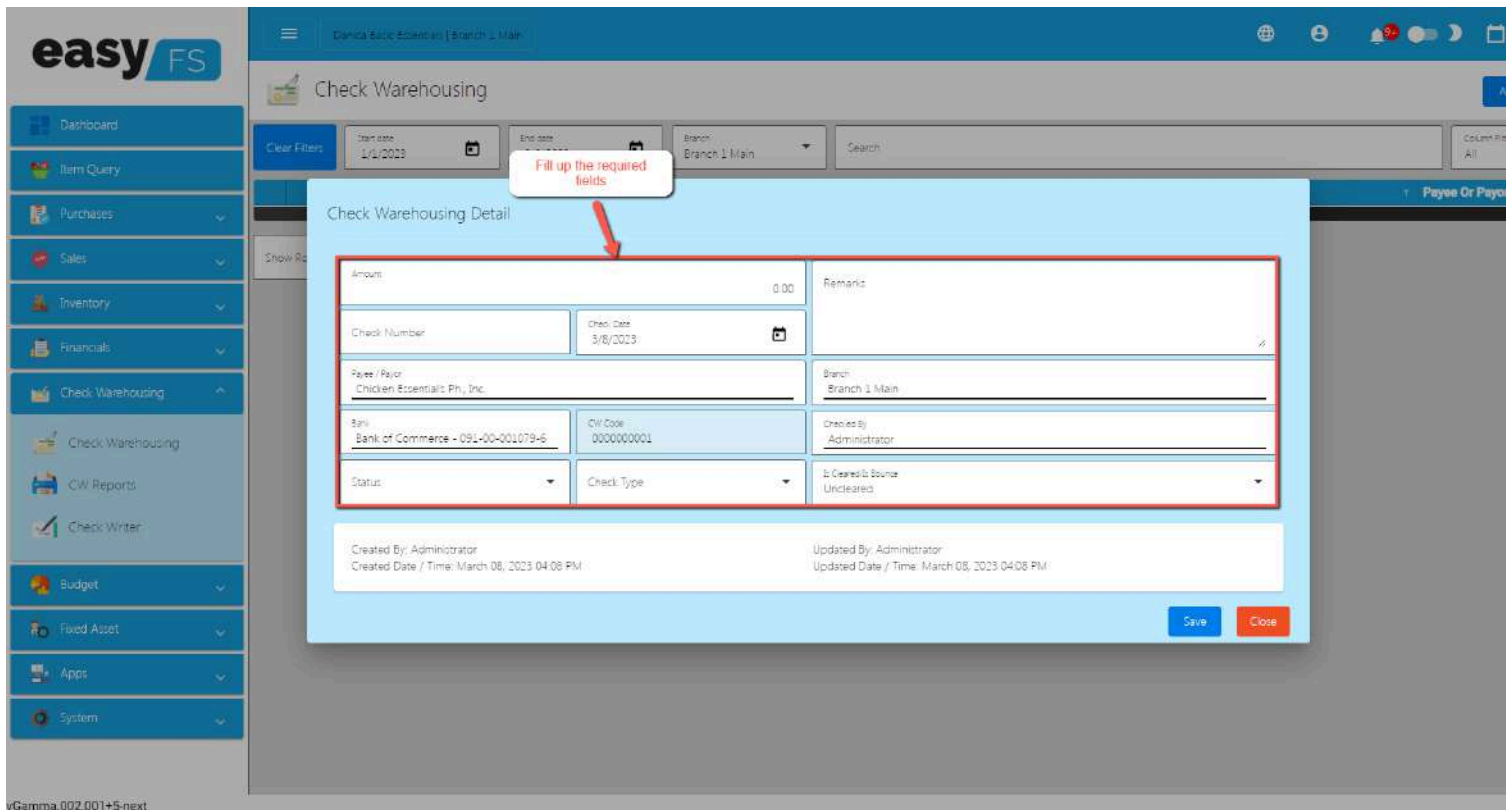
Check Warehousing List

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



Check Warehousing Detail

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



easy FS

Check Warehousing

Clear Filters | Start date: 1/1/2023 | End date: | Branch: Branch 1 Main | Search |

Fill up the required fields

Check Warehousing Detail

Amount	0.00	Remark
Check Number	Check Date: 3/8/2023	
Payee / Rejor: Chicken Essentials Ph., Inc.	Branch: Branch 1 Main	
Bank: Bank of Commerce - 091-00-001079-6	SW Code: 0000000001	Check By: Administrator
Status	Check Type	Is Cleared to bounce: Uncleared

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

Save Close

vGemima.002.001+S-next

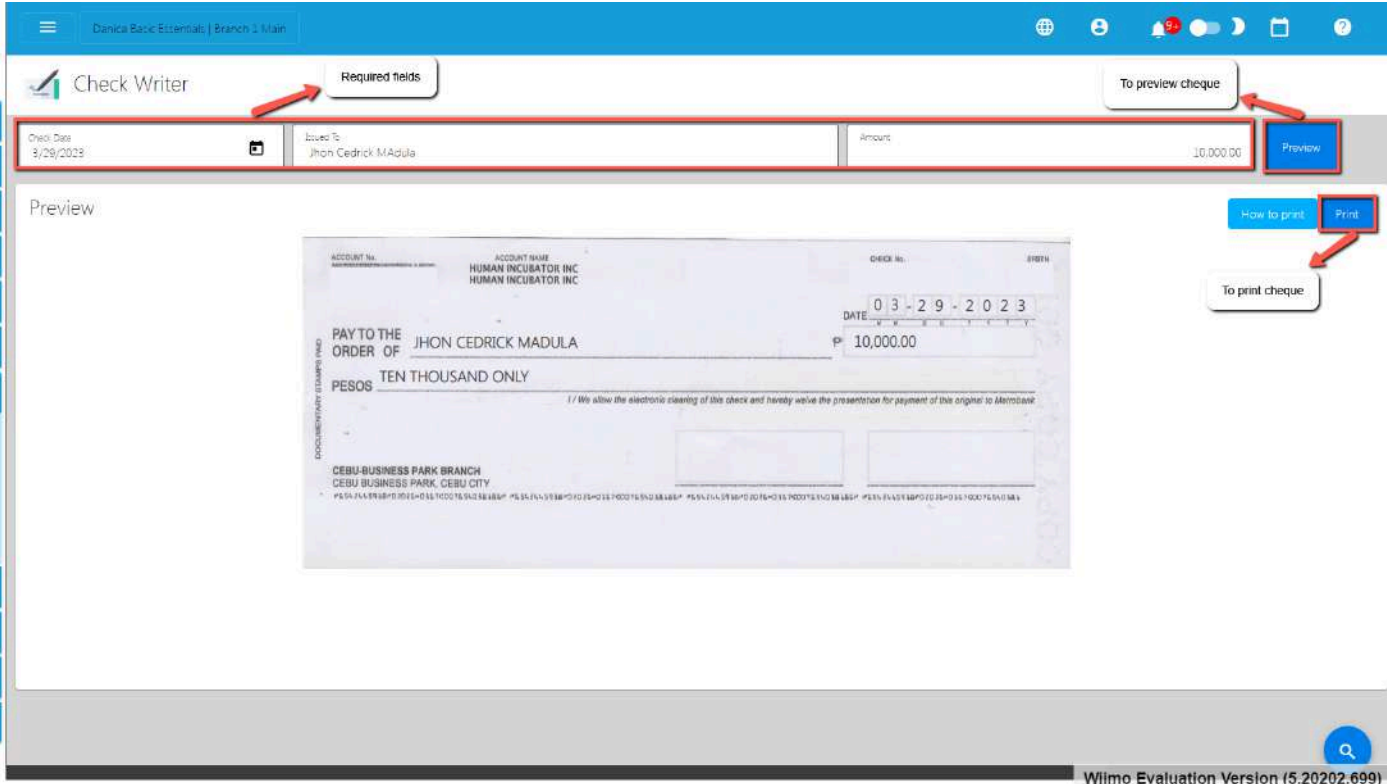
8.2 Check Writer

Overview

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

Check Writer Detail

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



The screenshot displays the 'Check Writer' application interface. At the top, there is a navigation bar with a hamburger menu, the text 'Danica Basic Essentials | Branch 1 Main', and various system icons. Below the navigation bar, the 'Check Writer' title is shown with a 'Required fields' tooltip pointing to the form fields. The form contains three main input fields: 'Check Date' (9/29/2023), 'Issued To' (Jhon Cedrick MADULA), and 'Amount' (10,000.00). A 'Preview' button is located to the right of the Amount field. Below the form, a 'Preview' section shows a generated check image. The check is from 'HUMAN INCUBATOR INC' and is payable to 'JHON CEDRICK MADULA' for 'PESOS TEN THOUSAND ONLY'. The date on the check is '03-29-2023'. To the right of the preview, there is a 'Print' button and a 'How to print' tooltip. A 'To print cheque' tooltip points to the Print button. At the bottom right of the interface, there is a search icon and the text 'Wijmo Evaluation Version (5.20202.699)'.

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

IX : Budget

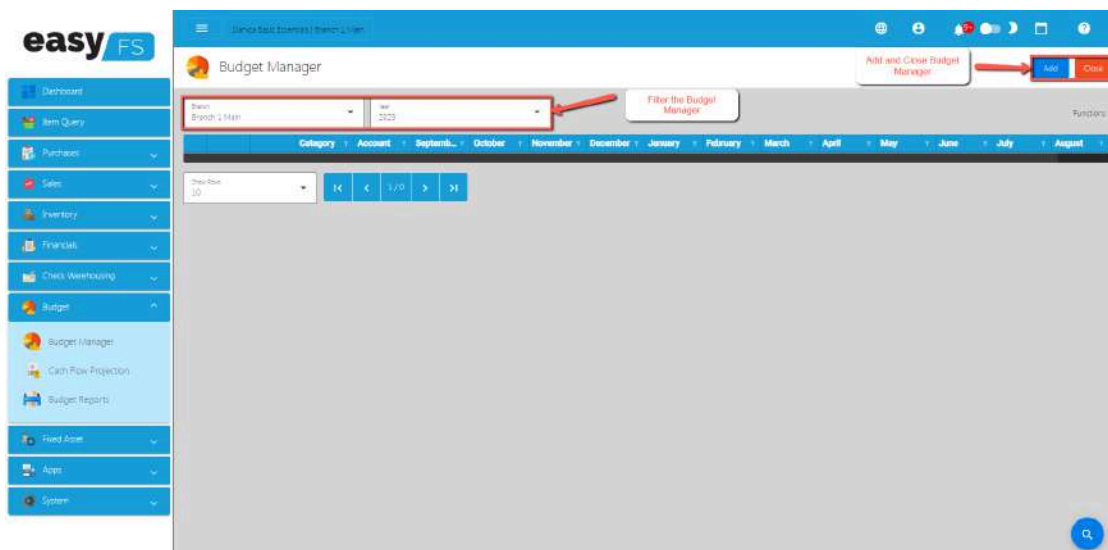
9.0 Overview

EasyFS budget manager is a financial plan that outlines the expected revenues and expenses over a specific period, typically a fiscal year or a quarter. It serves as a roadmap for managing and allocating financial resources to achieve specific goals and objectives. Budgets are used by individuals, businesses, nonprofits, and governments to plan and control their financial activities.

9.1 Budget Manager

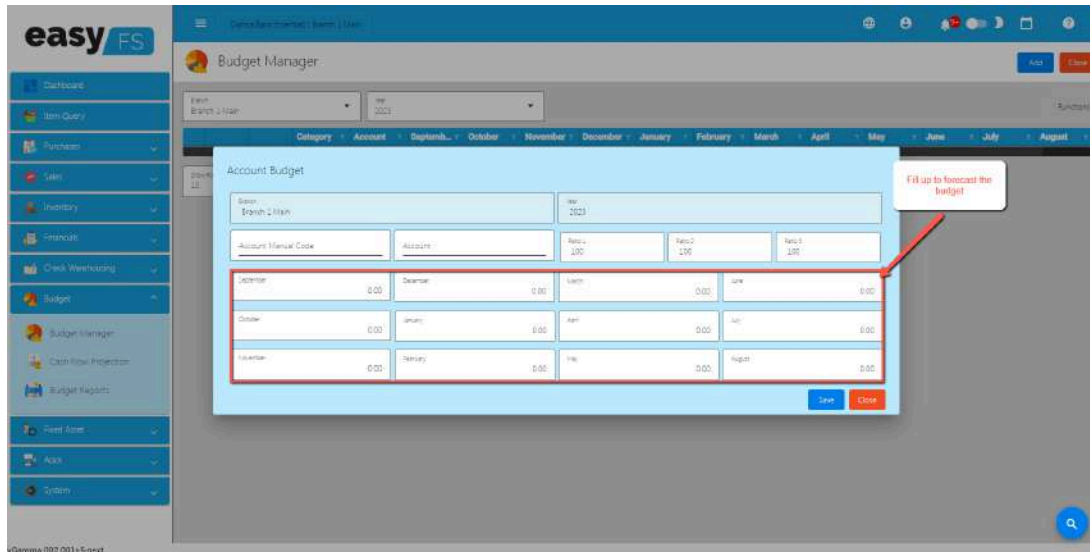
Budget Manager List

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



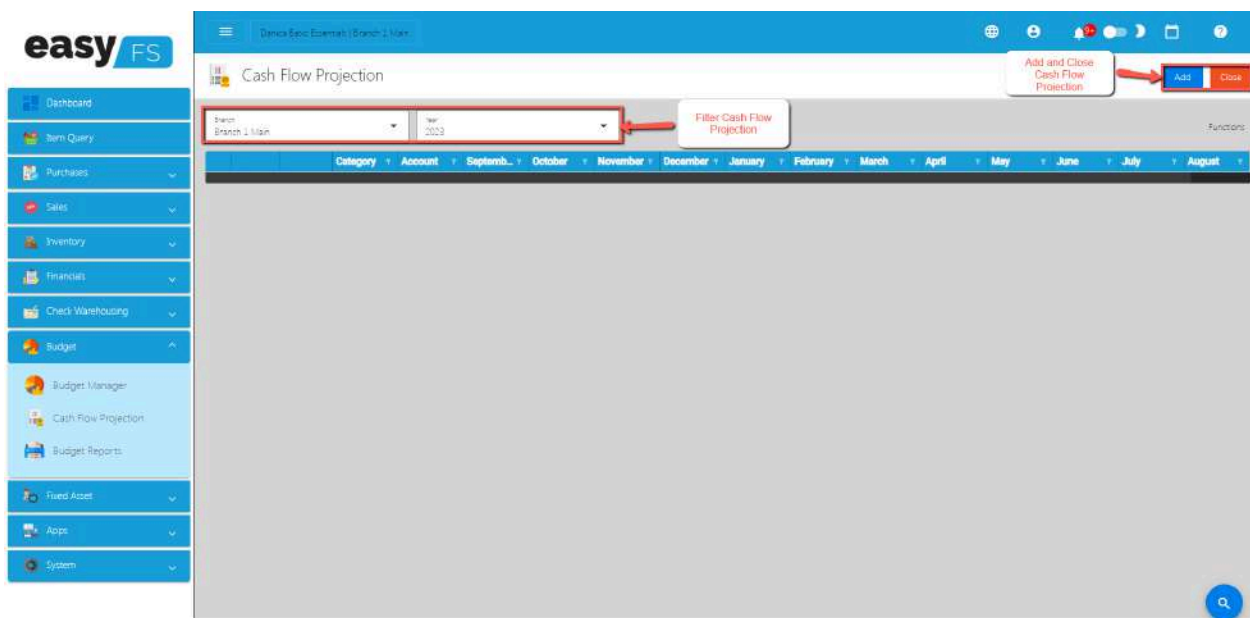
- Here the user can add **Budgets** to set up for them to use to their transaction.

Budget Manager Detail



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

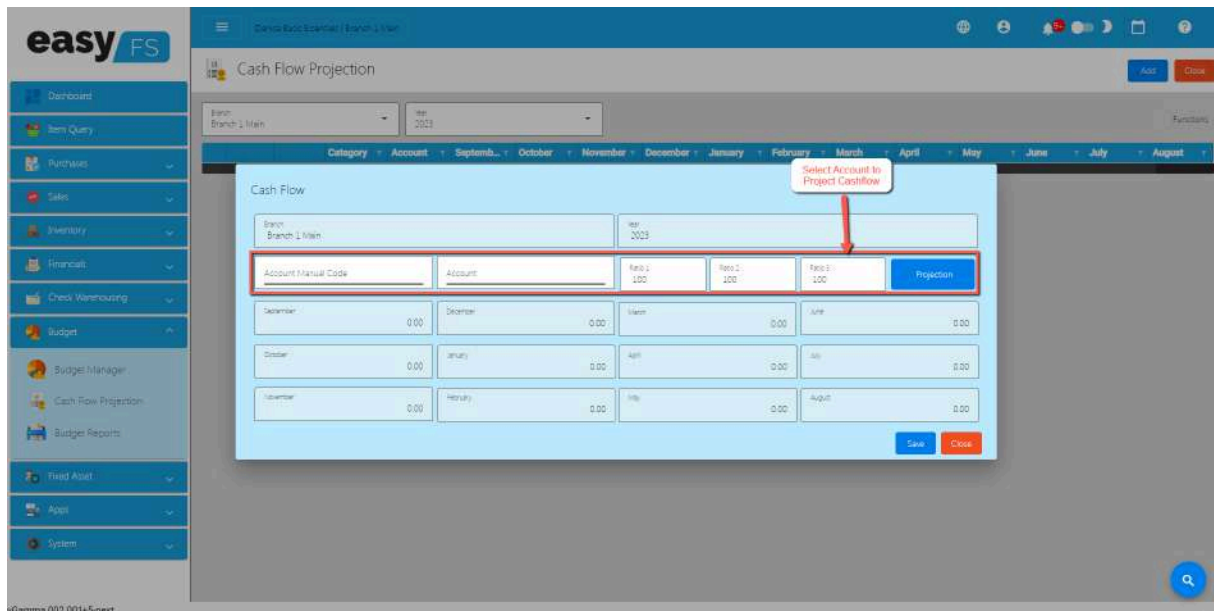
9.2 Cash Flow Projection Cash Flow Projection List



- 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**.



easy FS

Cash Flow Projection

Branch: Branch 1 Main | Year: 2023

Category: Account | September | October | November | December | January | February | March | April | May | June | July | August

Cash Flow

Select Account to Project Cashflow

Branch: Branch 1 Main	Year: 2023	Account Manual Code	Account	Rate 1: 100	Rate 2: 100	Rate 3: 100	Projection
December: 0.00	October: 0.00	November: 0.00	January: 0.00	February: 0.00	March: 0.00	April: 0.00	May: 0.00
June: 0.00	July: 0.00	August: 0.00	September: 0.00	October: 0.00	November: 0.00	December: 0.00	January: 0.00

Save Close

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.

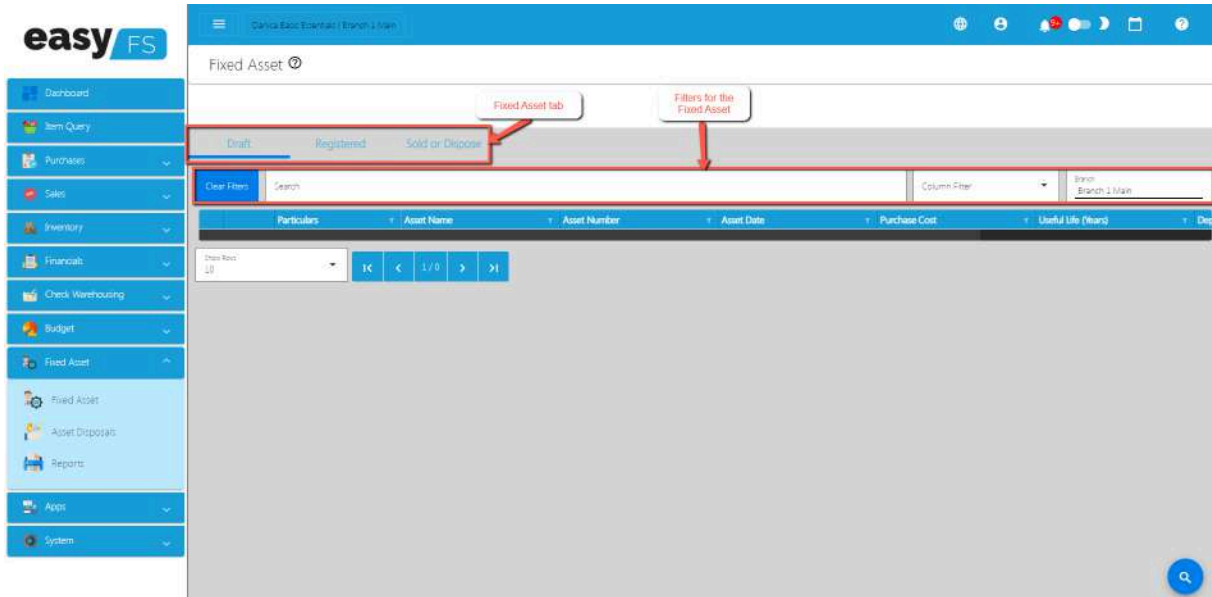
Insurance: It aids in managing insurance coverage by providing accurate information about the value and location of fixed assets.

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

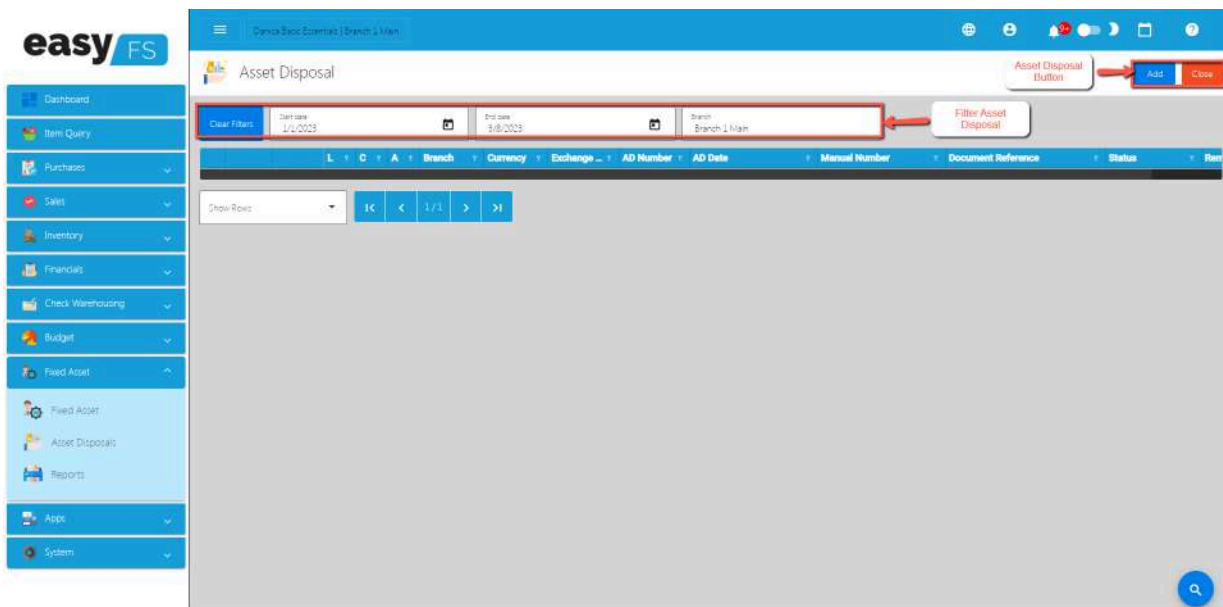
- List of All **Fixed Asset** that were added to the System
- Here the user can add **Fixed Asset** to set up for them to use to their transaction, these are the tabs that can found in the **Fixed Asset**:
 - **Draft** - A draft refers to a preliminary or provisional version of a document or agreement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



vGamma.002.001+5-next

10.2 Asset Disposal

Asset Disposal List

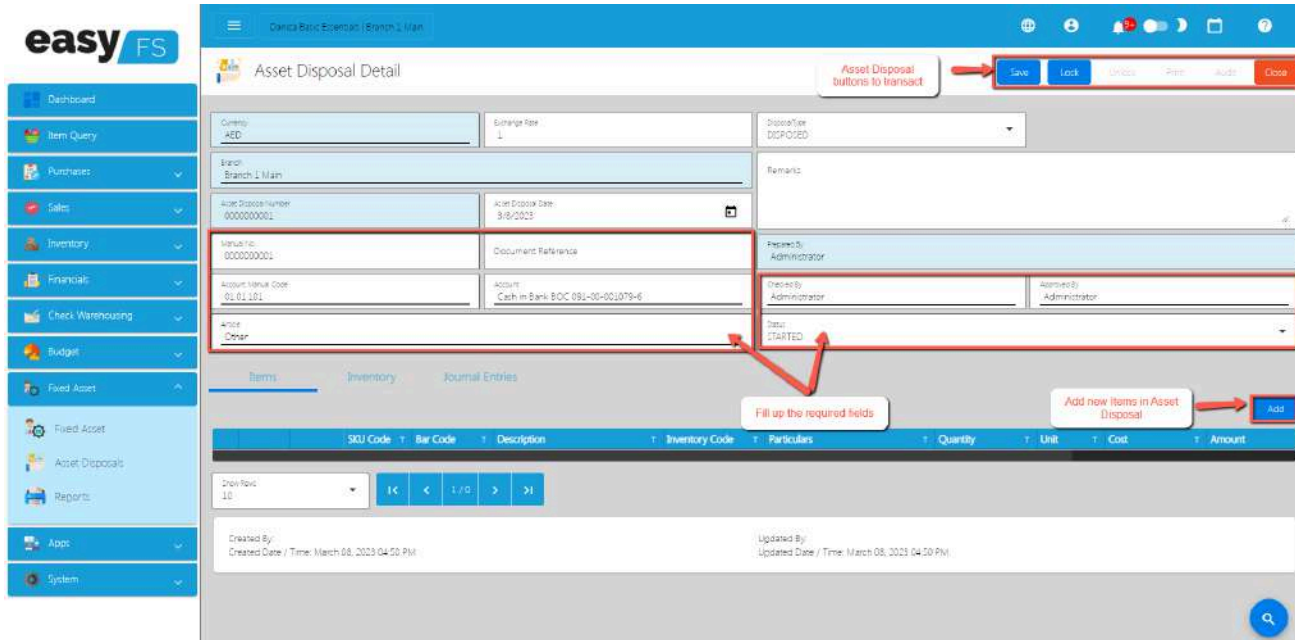


vGamma.002.001+5-next

- 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



easy FS | Gamma Basic Expenses | Branch 1 Main

Asset Disposal Detail

Asset Disposal buttons to transact: **Save** **Lock** **Cancel** **Print** **Audit** **Close**

Currency: AED | Exchange Rate: 1 | Disposal Type: DISPOSED

Branch: Branch 1 Main | Remarks:

Asset Disposal Number: 0000000001 | Asset Disposal Date: 3/8/2023

Value In: 0000000001 | Document Reference:

Account Number Code: 01 01 101 | Account: Cash in Bank BOC 091-00-001079-6

Asset: Deter | Entered By: Administrator | Approved By: Administrator

Date: STARTED

Items | Inventory | Journal Entries

Fill up the required fields

Add new Items in Asset Disposal: **Add**

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
2023-03-08 10:00:00								

Created By: | Updated By:

Created Date / Time: March 08, 2023 04:50 PM | Updated Date / Time: March 08, 2023 04:50 PM

vGamma 002.001+5-next

XI : Apps

11.0 Overview

The Apps Module of EasyFS is where you can find the following functions:

1. POS Integrations and links to EasyCM
2. POS Pricing Updates on a scheduled time
3. POS Discount on a Scheduled time

11.1 Price

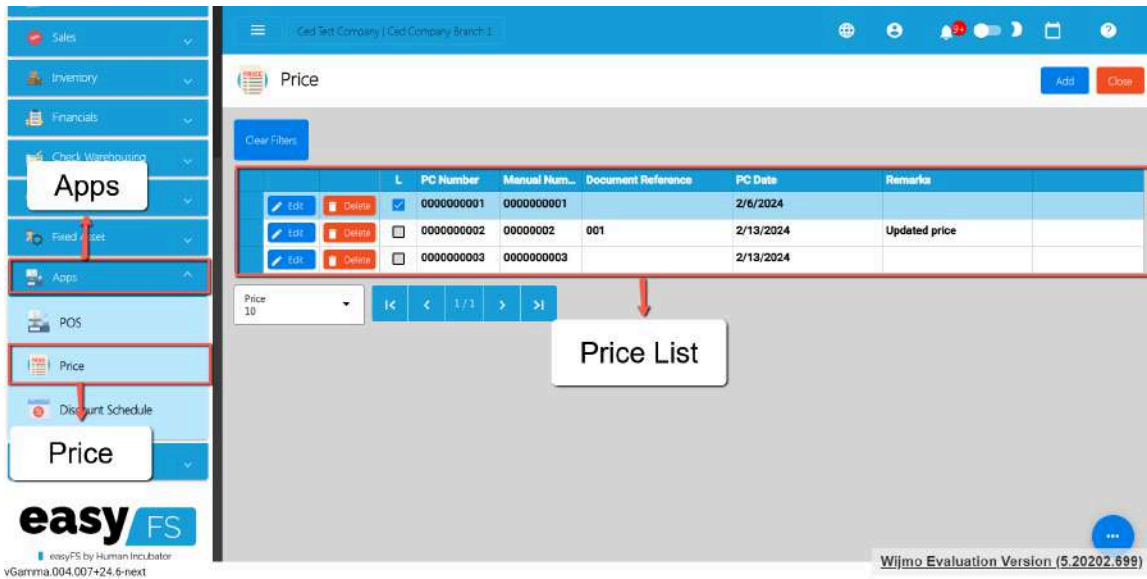
Disclaimer: Price under Apps is not yet functional. Please refrain from using this feature or contact our support team.

11.1.1 Overview

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

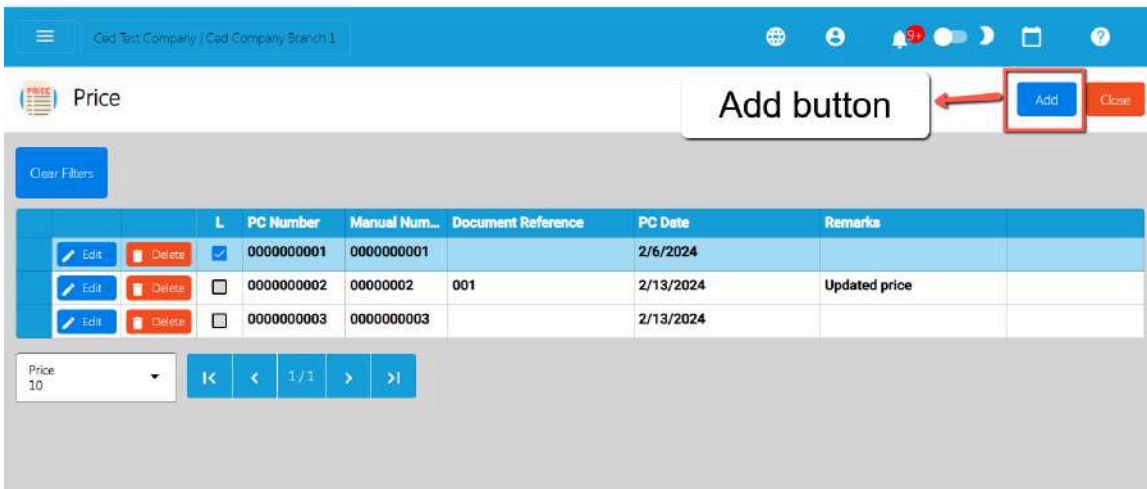
11.1.2 How to Setup a Price

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



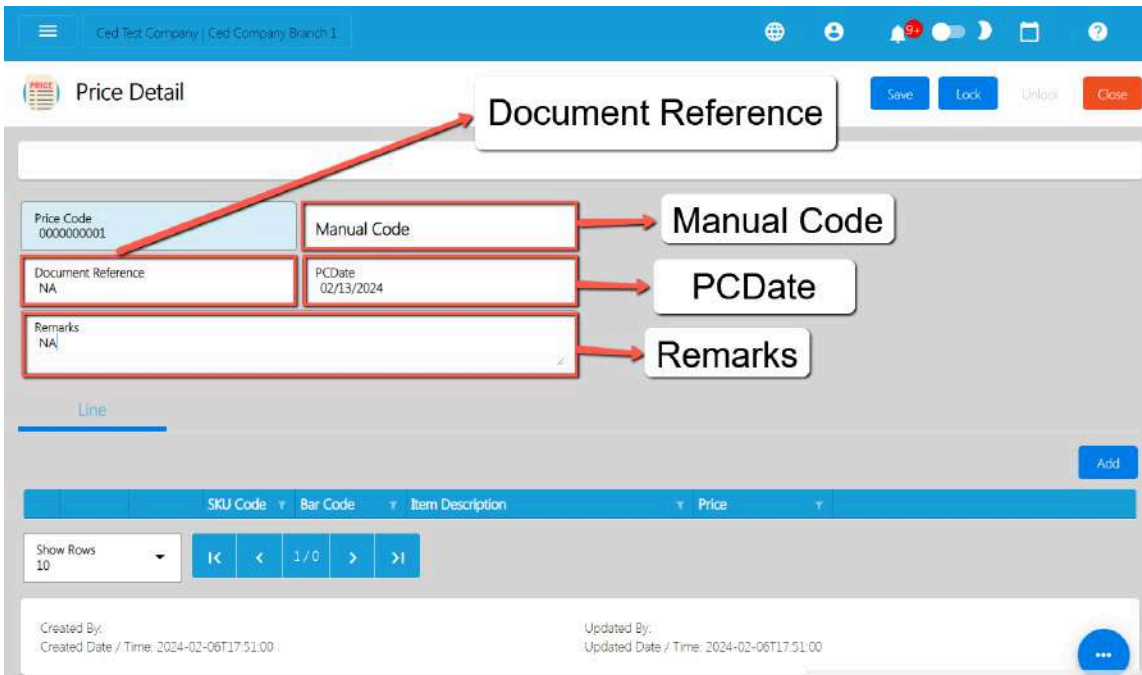
L	PC Number	Manual Num...	Document Reference	PC Date	Remarks
<input checked="" type="checkbox"/>	000000001	000000001		2/6/2024	
<input type="checkbox"/>	000000002	00000002	001	2/13/2024	Updated price
<input type="checkbox"/>	000000003	000000003		2/13/2024	

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

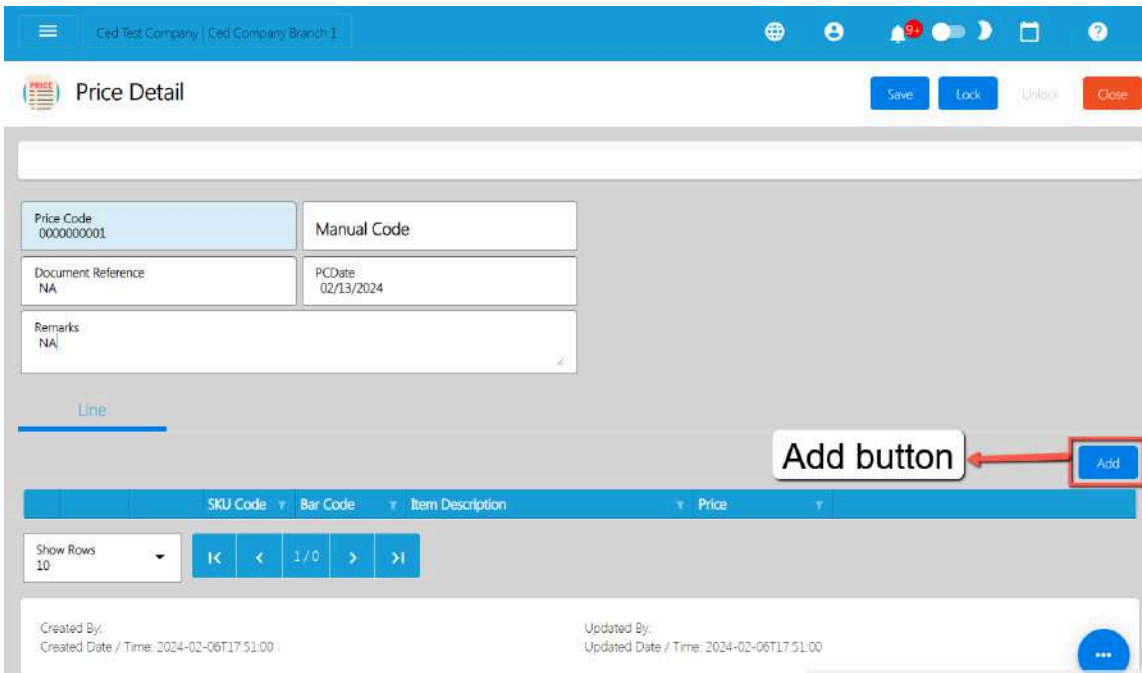


4. Provide correct Price Detail like:

- 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.

Pick Item

	Description	Bar Code	Manual Code	SKU Code	Serial Number
Pick	Service Charge	0000000001	0000000001	0000000001	NA
Pick	Plum Japanese Homemade Fruit Jam 150ml	D2023	0000000002	D2023	NA
Pick	Plum Japanese Homemade Fruit Jam 250ml	D2022	0000000003	D2022	NA
Pick	SPECIAL JAPONICA RICE 200G	D353	0000000004	D353	NA
Pick	Natto Omelet	D354	0000000005	D354	NA
Pick	CHUKA DON	D352	0000000006	D352	NA
Pick	Potatoes Small	D2024	0000000007	D2024	NA
Pick	Omurice	D409	0000000008	D409	NA
Pick	Japanese Tomoto Pasta	D408	0000000009	D408	NA
Pick	Potatoes Medium	D246	0000000010	D246	NA

Show Rows 10 | < << 1 / 1456 >> >

Close

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

Pick Item

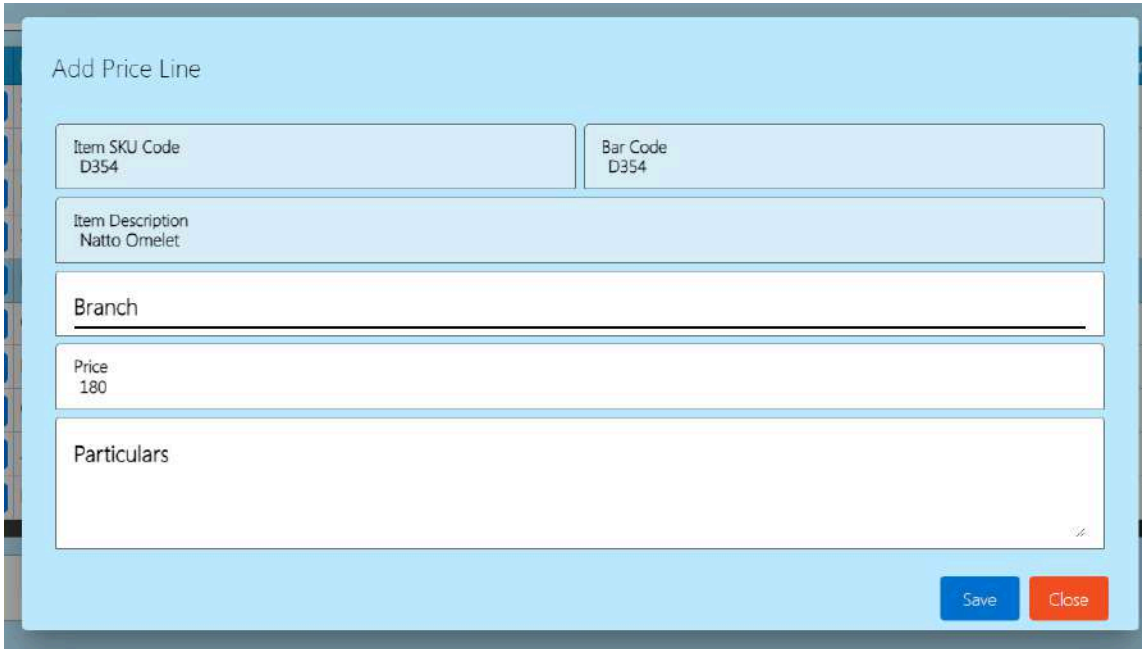
	Description	Bar Code	Manual Code	SKU Code	Serial Number
Pick	Service Charge	0000000001	0000000001	0000000001	NA
Pick	Plum Japanese Homemade Fruit Jam 150ml	D2023	0000000002	D2023	NA
Pick	Plum Japanese Homemade Fruit Jam 250ml	D2022	0000000003	D2022	NA
Pick	SPECIAL JAPONICA RICE 200G	D353	0000000004	D353	NA
Pick	Natto Omelet	D354	0000000005	D354	NA
Pick	CHUKA DON	D352	0000000006	D352	NA
Pick	Potatoes Small	D2024	0000000007	D2024	NA
Pick	Omurice	D409	0000000008	D409	NA
Pick	Japanese Tomoto Pasta	D408	0000000009	D408	NA
Pick	Potatoes Medium	D246	0000000010	D246	NA

Show Rows 10 | < << 1 / 1456 >> >

Close

Pick buttons

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



Add Price Line

Item SKU Code
D354

Bar Code
D354

Item Description
Natto Omelet

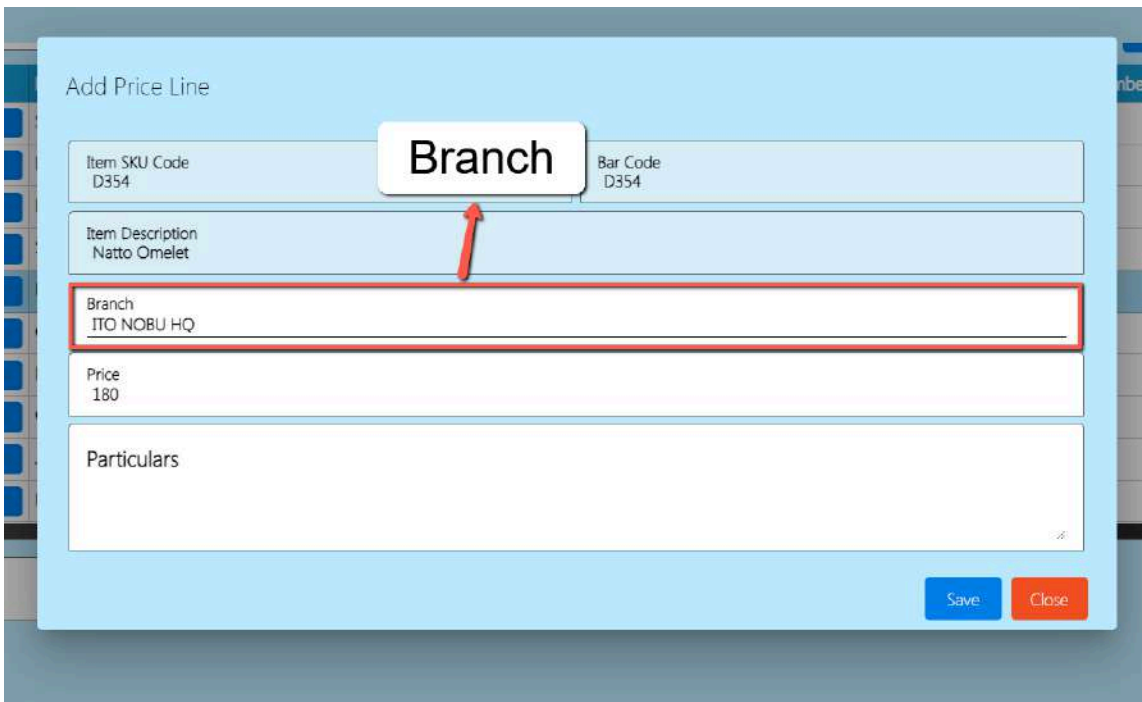
Branch

Price
180

Particulars

Save Close

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



Add Price Line

Item SKU Code
D354

Bar Code
D354

Item Description
Natto Omelet

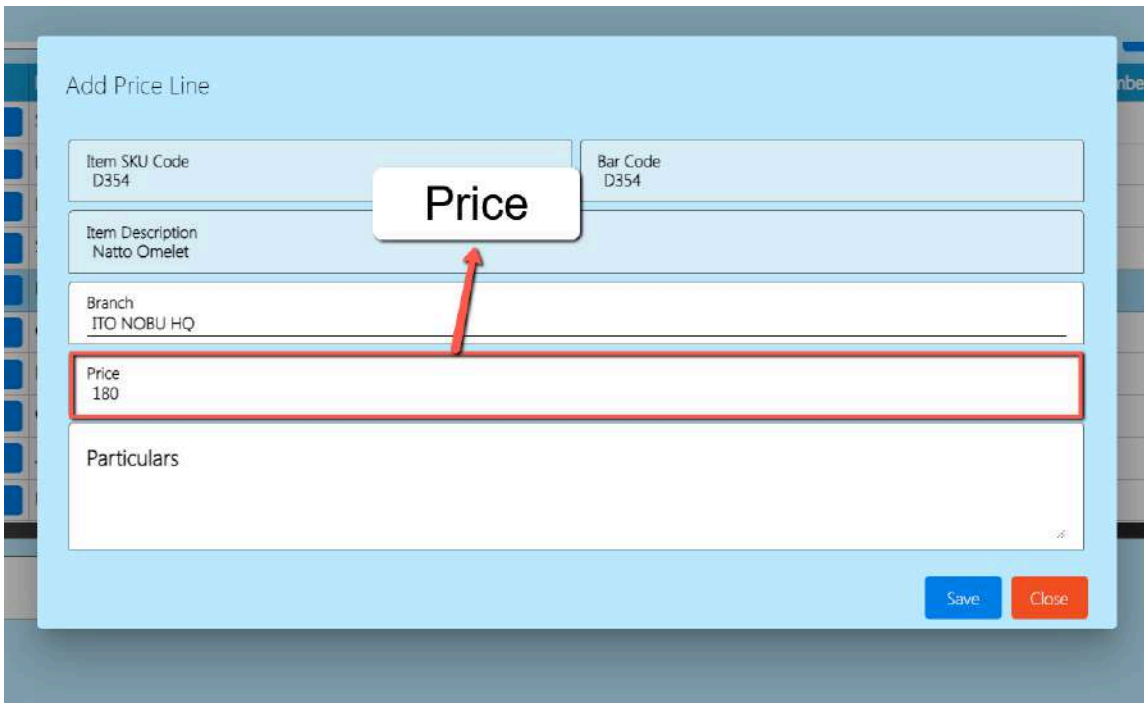
Branch
ITO NOBU HQ

Price
180

Particulars

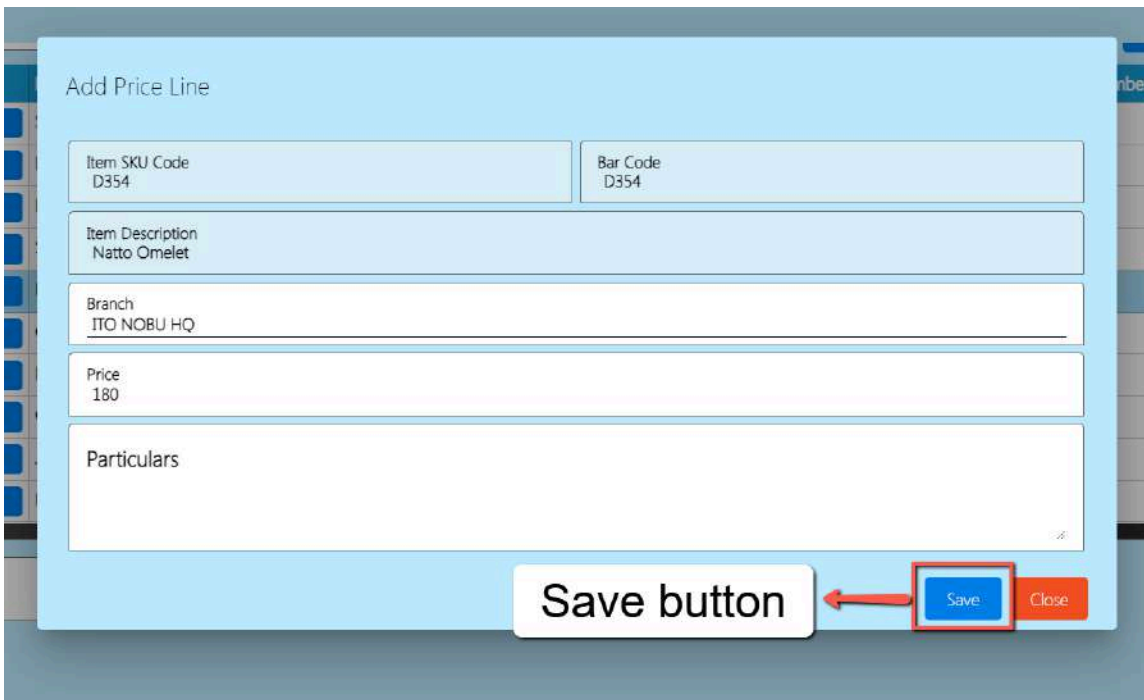
Save Close

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



The screenshot shows a light blue 'Add Price Line' form. It contains several input fields: 'Item SKU Code' (D354), 'Bar Code' (D354), 'Item Description' (Natto Omelet), and 'Branch' (ITO NOBU HQ). The 'Price' field is highlighted with a red border and contains the value '180'. A white box with the text 'Price' and a red arrow points to the 'Price' field. At the bottom right, there are 'Save' and 'Close' buttons.

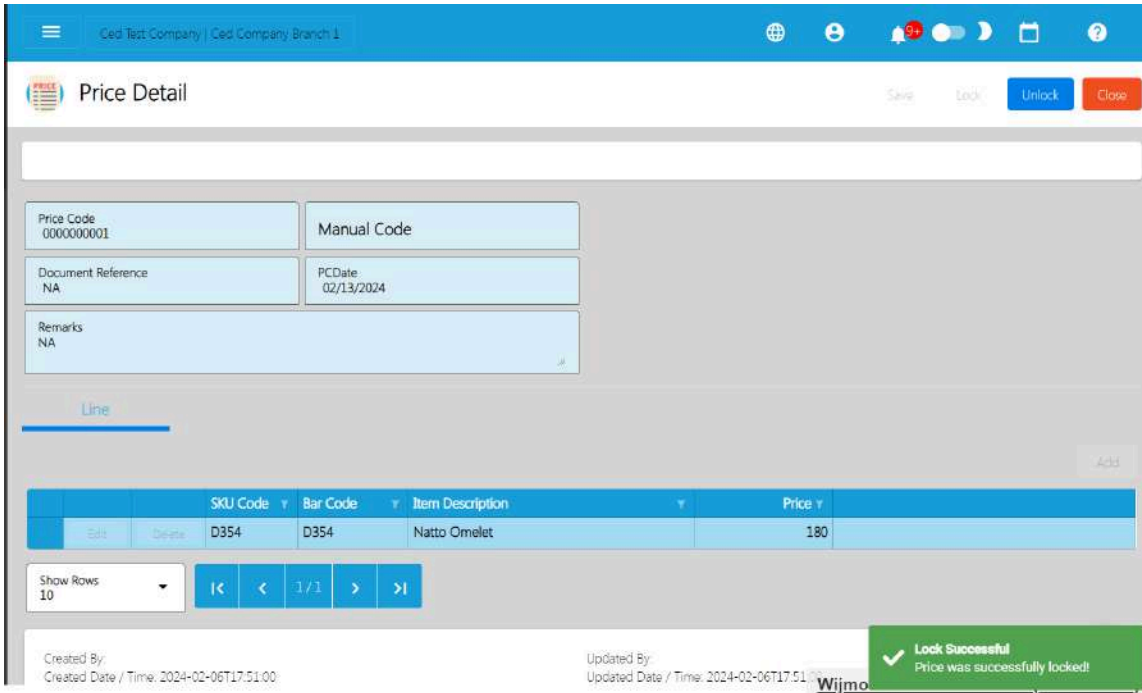
g. Click the **Save** button.



This screenshot is identical to the previous one, but with a red box around the 'Save' button at the bottom right. A white box with the text 'Save button' and a red arrow points to 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.



Ced Test Company | Ced Company Branch 1

Price Detail

Save Lock Unlock Close

Price Code: 000000001

Manual Code

Document Reference: NA

PCDate: 02/13/2024

Remarks: NA

Line

SKU Code	Bar Code	Item Description	Price
D354	D354	Natto Omelet	180

Show Rows: 10

Created By: Created Date / Time: 2024-02-06T17:51:00

Updated By: Updated Date / Time: 2024-02-06T17:51:00

Wijmo

Lock Successful
Price was successfully locked!

XII : System

12.0 Overview

The system module shows the following features of EasyFS. This module is rarely used and is part of the system setup when configuring the EasyFS for the first time.

Included in these modules are:

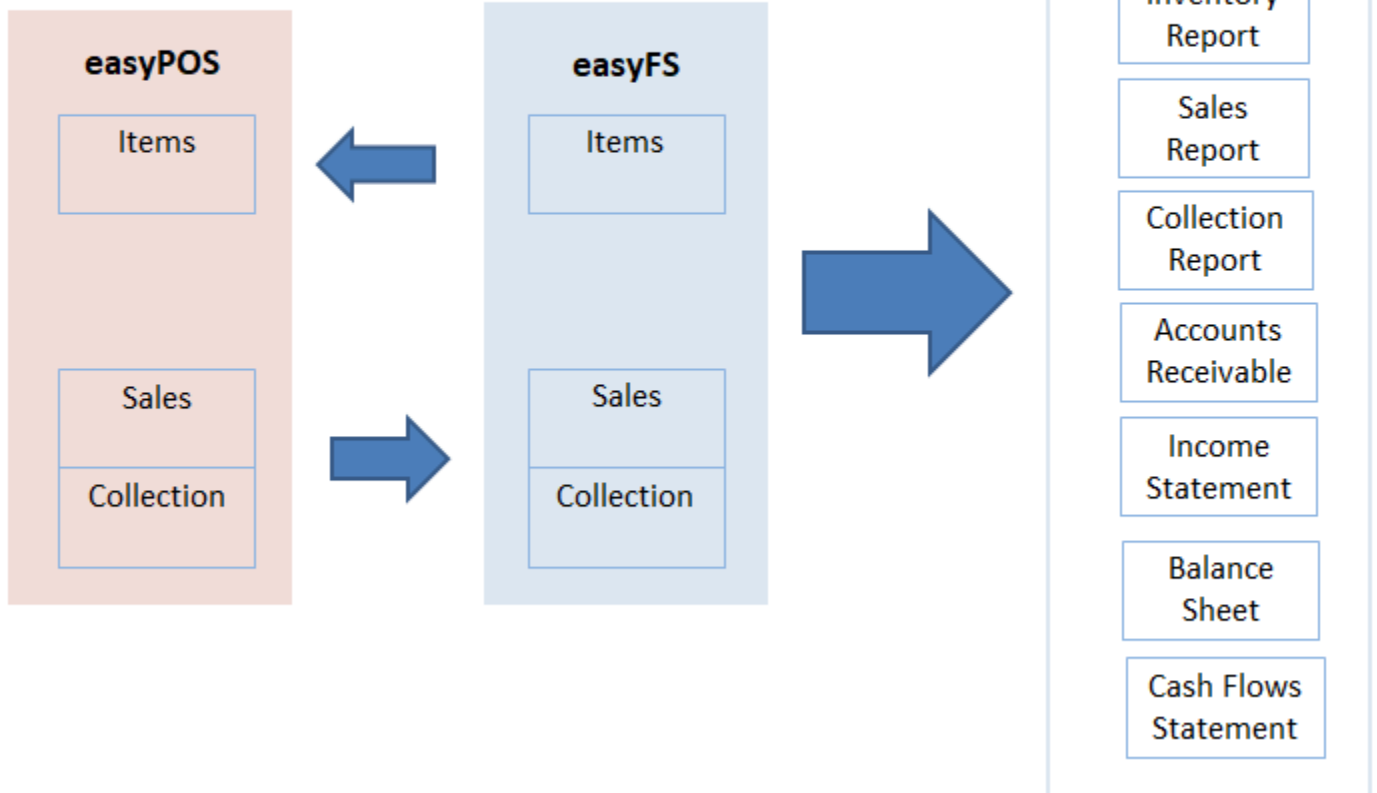
1. System Tables - includes the other masterfiles aside from the Major masterfiles such as Customer, Supplier, Items. This is where the user can add Discount Codes, Pay Types, Unit, Terms, Article Groups and Other Articles.

XIII: Integration

13.1 Overview

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

easyFS / easyPOS Integration



Modules	Integration	easyPOS	easyFS	Remarks
Items	easyFS --> easyPOS	View Only	Can Add, View, No Edit and Delete, Can Invisible	
Unit	easyFS --> easyPOS	View Only	Can Add, View, No Edit and Delete, Can Invisible	PCS, Bottle, Dozen, Grams
Supplier	easyFS --> easyPOS	-	Can Add, View, No Edit and Delete, Can Invisible	
Customer	easyFS -->	Can Vew,	Can Add, View, No	

	easyPOS	No ADD, Edit and Delete	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

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

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

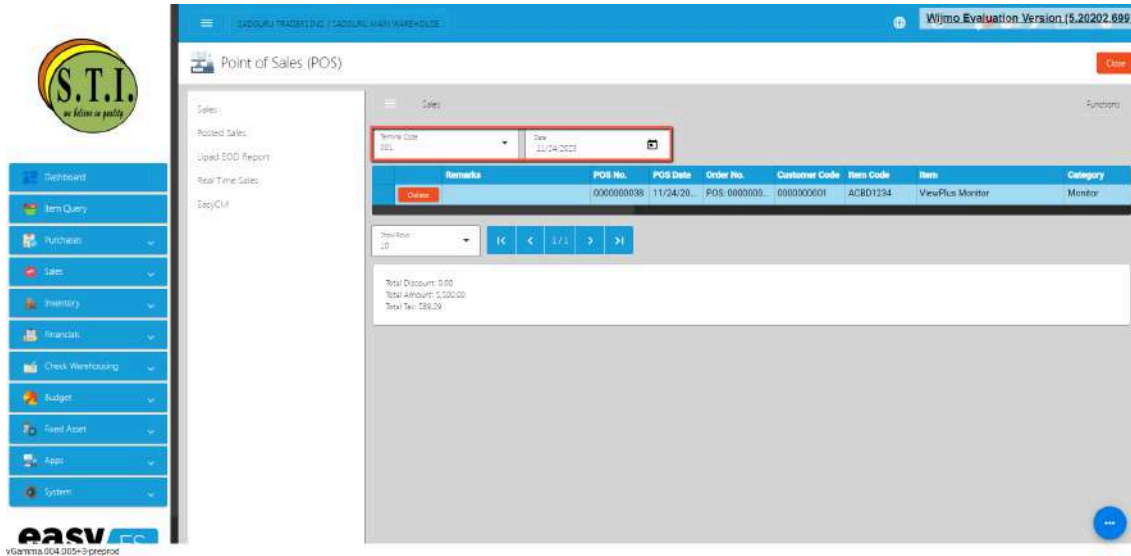
13.4 Managing Integrations

13.4.1 EasyPOS Integration

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

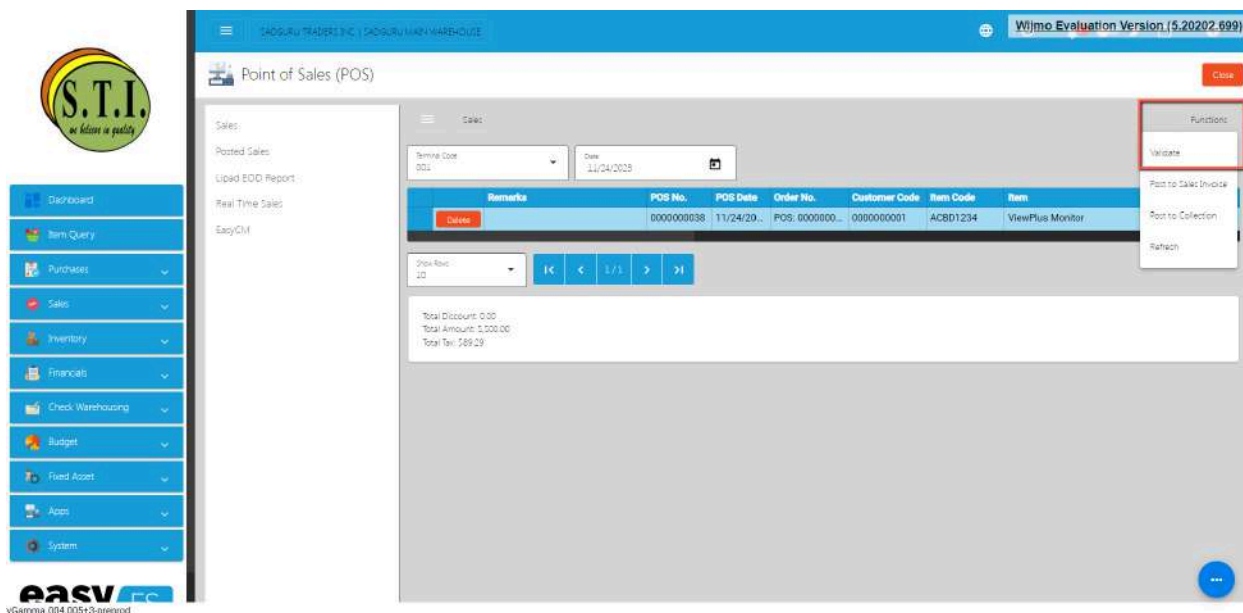
1. Go to **Apps**, then click **POS**.
2. Under the Sales menu, this is where you will monitor the sales transactions from the easyPOS:
 - a. Select a correct Terminal Code and Date:
 - **Terminal Code** → based on the easyPOS settings
 - **Date** → easyPOS sales transaction

- b. After that, Sales transactions from easyPOS will be displayed based on the provided **Terminal Code** and **Date**.



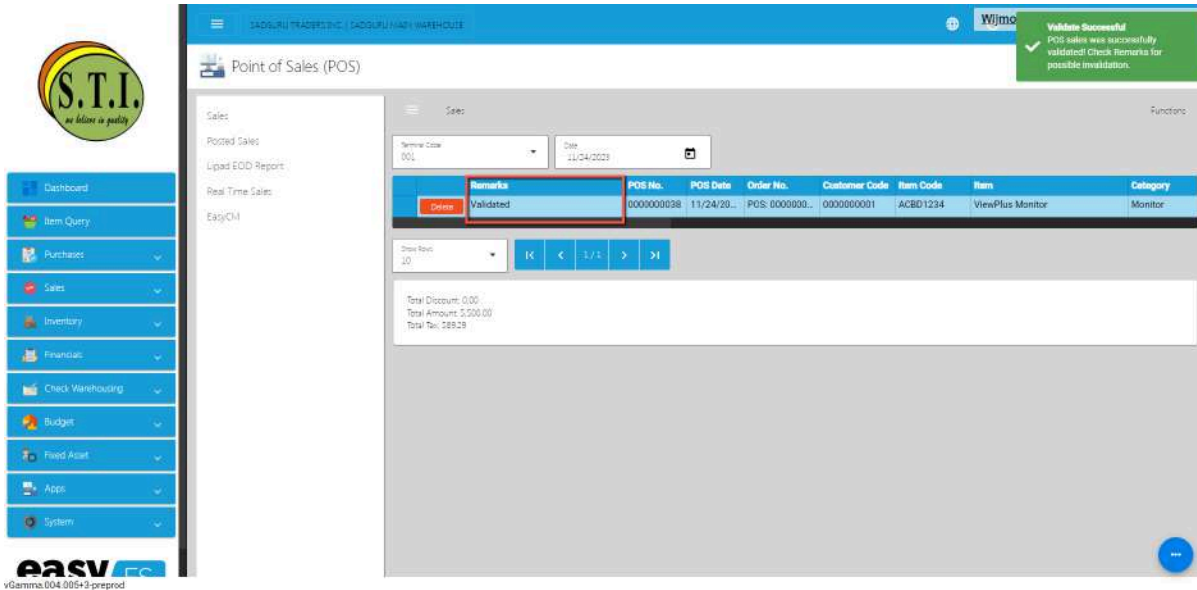
- c. Before posting it to the easyFS Sales Invoice, you need to validate it first.

- 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.



The screenshot shows the 'Point of Sales (POS)' interface. A green notification box at the top right states 'Validate Successful' and 'POS sales was successfully validated! Check Remarks for possible invalidation.' The main area displays a table with the following data:

Remarks	POS No.	POS Date	Order No.	Customer Code	Item Code	Item	Category
Validated	000000098	11/24/20...	POS: 000000...	000000001	ACBD1234	ViewPlus Monitor	Monitor

Below the table, there are navigation buttons and a summary section showing:

- Total Discoun: 0.00
- Total Amount: 2,500.00
- Total Tax: 289.29

- **Remarks** are 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.

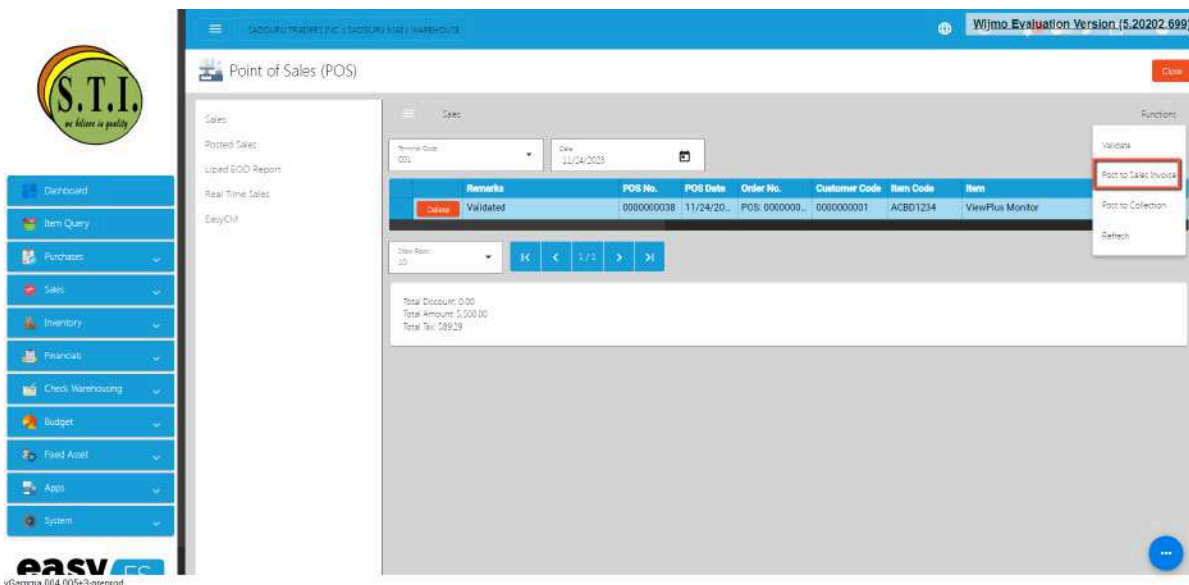
- **Resolution:**

6. Service Item not Found

- **Explanation:** This error indicates that the Service Charge item is unlocked or not added on the easyFS system.

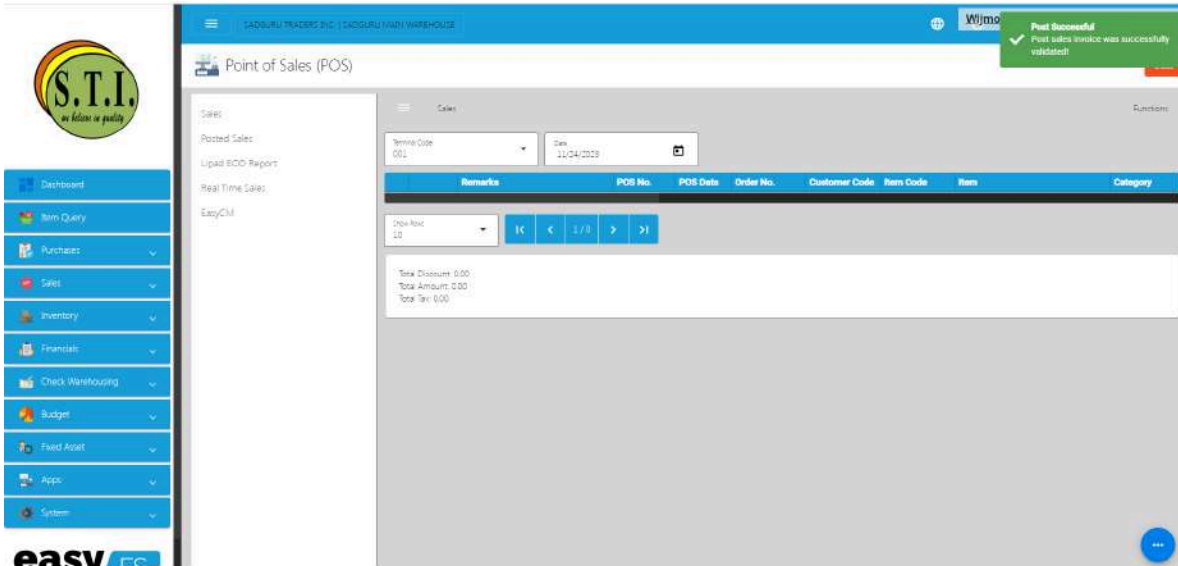
- **Resolution:**

- To post the validated sales to the Sales Invoice, click again the **Functions** button, then click the **Post to Sales Invoice** button.

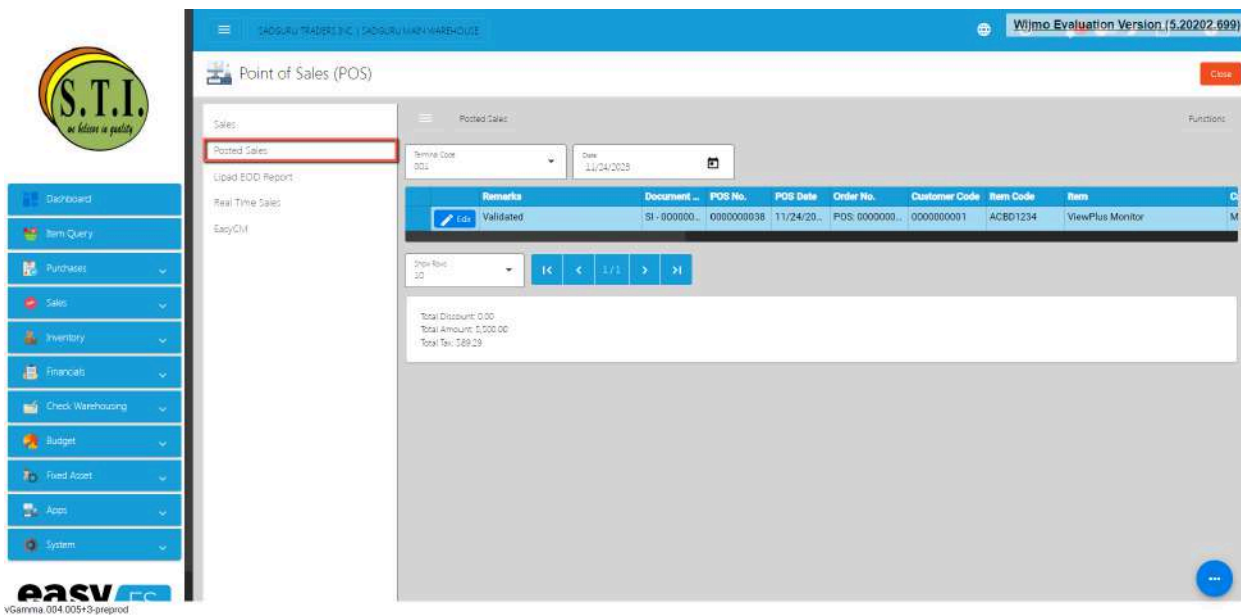


The screenshot shows the 'Point of Sales (POS)' interface. On the left is a sidebar with a menu including Dashboard, Item Query, Purchases, Sales, Inventory, Financials, Check Warehousing, Budget, Fixed Asset, Apps, and System. The main window displays a 'Sales' transaction. At the top, there are fields for 'Number Date' (021) and 'Date' (11/24/2023). Below this is a table with columns: Remarks, POS No., POS Date, Order No., Customer Code, Item Code, and Item. The table contains one row: 'Validated', '000000038', '11/24/20...', 'POS: 0000000...', '000000001', 'ACB01234', and 'ViewPlus Monitor'. A 'Functions' menu is open over the table, with 'Post to Sales Invoice' highlighted. Below the table, there are navigation buttons and a summary section showing 'Total Discount: 0.00', 'Total Amount: 5,000.00', and 'Total Tax: 589.29'.

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



The screenshot shows the 'Point of Sales (POS)' interface for S.T.I. The 'Posted Sales' section is active, displaying a table with columns: Remarks, POS No., POS Date, Order No., Customer Code, Item Code, Item, and Category. A notification at the top right states 'Post Successful: Post sales invoice was successfully validated!'. Below the table, there are summary statistics: Total Discount: 0.00, Total Amount: 0.00, and Total Tax: 0.00.



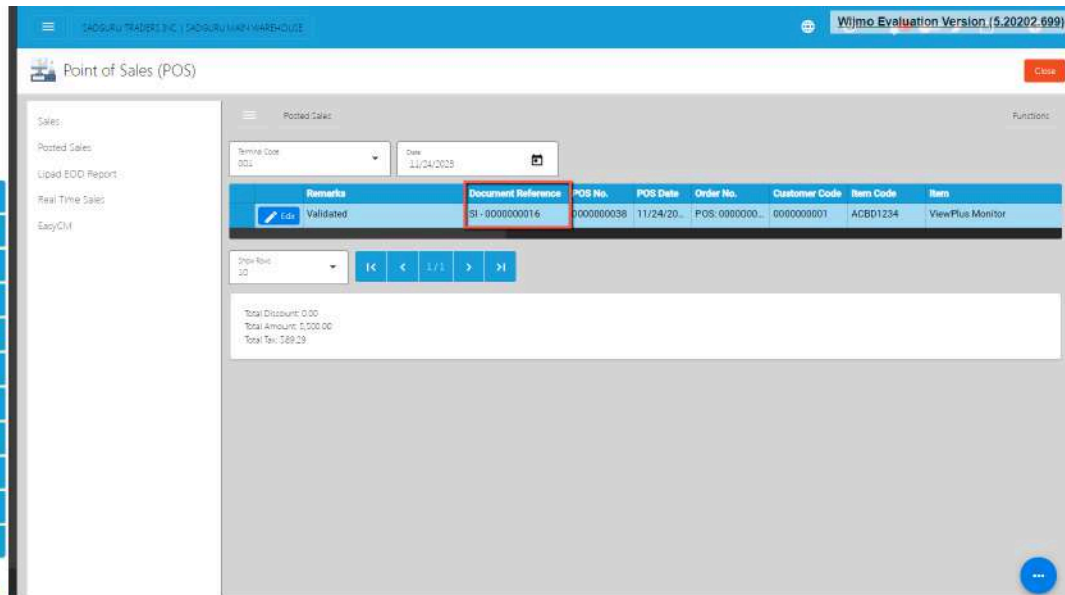
The screenshot shows the 'Point of Sales (POS)' interface for S.T.I. The 'Posted Sales' section is active, displaying a table with columns: Remarks, Document No., POS No., POS Date, Order No., Customer Code, Item Code, Item, and Category. A notification at the top right states 'Wijmo Evaluation Version (5.20202.699)'. Below the table, there are summary statistics: Total Discount: 0.00, Total Amount: 2,000.00, and Total Tax: 329.29.

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

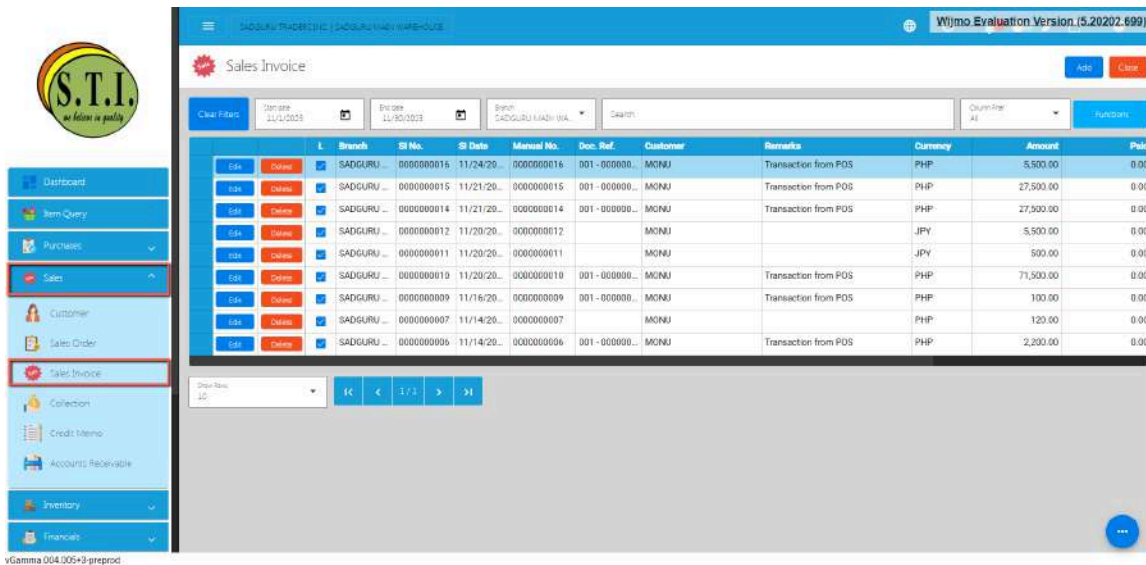


- Dashboard
- Item Query
- Purchases
- Sales
- Inventory
- Financials
- Check Warehousing
- Budget
- Fixed Asset
- Apps
- System

easyPOS
vGamma 004.005+3-preprod

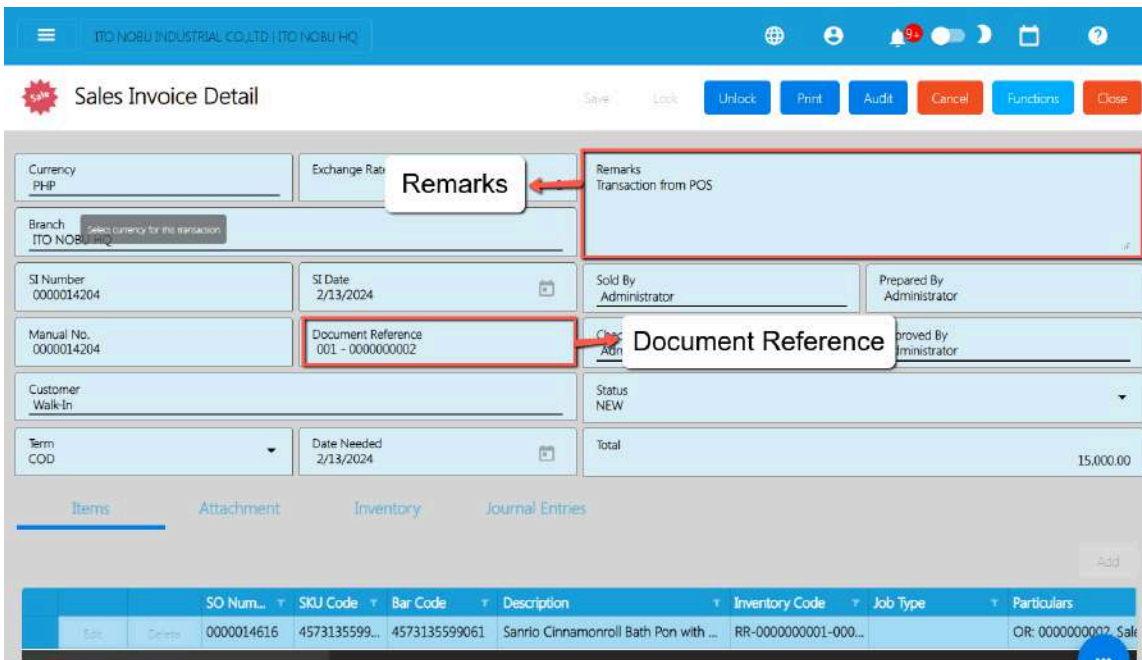


- i. Since you now know the Sales Invoice Number for the easyPOS sales transaction, you may go to the Sales Invoice module by clicking on the **Sales**, then **Sales Invoice**.



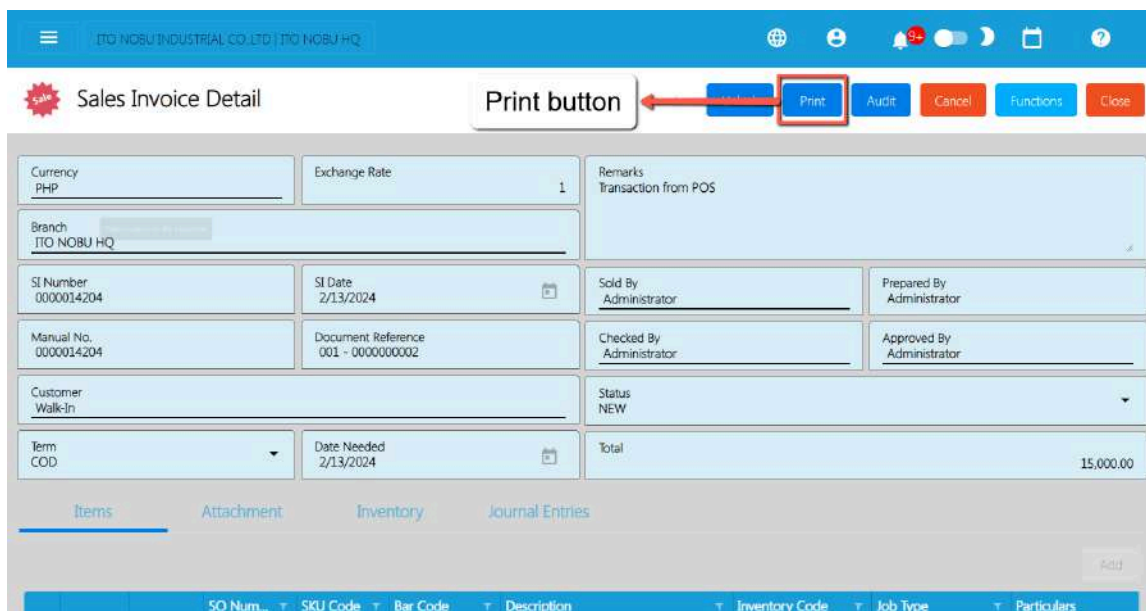
- j. Look for the Sales Invoice Number or you may use the Search bar to look for the Sales Invoice Number.
- k. Click the Edit button to review the details. To give you a hint that it is coming from the easyPOS:

- 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}**.



The screenshot shows the 'Sales Invoice Detail' form. The 'Remarks' field is highlighted with a red box and an arrow pointing to it from a label 'Remarks'. The 'Document Reference' field is also highlighted with a red box and an arrow pointing to it from a label 'Document Reference'. The form includes fields for Currency (PHP), Exchange Rate, Branch (ITO NOBU HQ), SI Number (0000014204), SI Date (2/13/2024), Sold By (Administrator), Prepared By (Administrator), Manual No. (0000014204), Customer (Walk-In), Status (NEW), Term (COD), Date Needed (2/13/2024), and Total (15,000.00). At the bottom, there is a table with columns for SO Num., SKU Code, Bar Code, Description, Inventory Code, Job Type, and Particulars. The first row shows SO Num. 0000014616, SKU Code 4573135599, Bar Code 4573135599061, Description Sanrio Cinnamonroll Bath Pon with ..., Inventory Code RR-0000000001-000..., and Particulars OR: 0000000002, Sale.

1. If you want to see who is the POS Agent doing that sales, just click the **Print** button to print the sales invoice and look for the POS Agent.



This screenshot is similar to the previous one but highlights the 'Print' button in the top right corner of the form. A red box surrounds the 'Print' button, and a red arrow points to it from a label 'Print button'. The form content is identical to the previous screenshot.

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 

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		

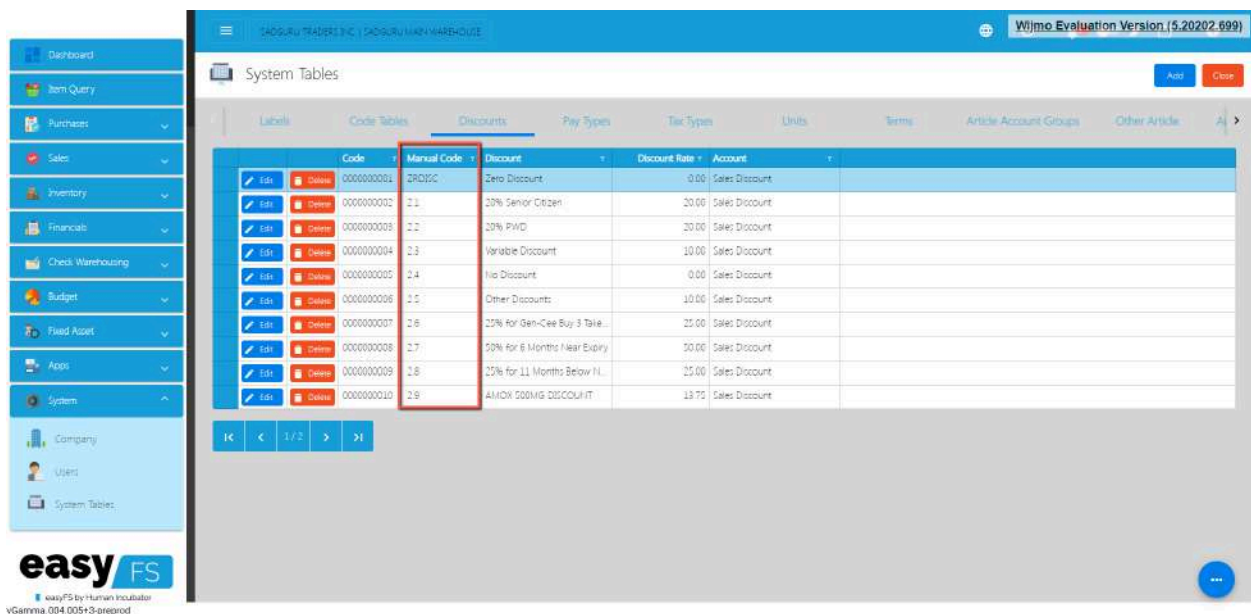
Evaluation Version (5.20202.699)

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**.



The screenshot shows the 'System Tables' interface in the easyFS application. The 'Discounts' table is selected, and the 'Manual Code' column is highlighted with a red box. The table contains the following data:

Code	Manual Code	Discount	Discount Rate	Account
000000001	2RDISC	Zero Discount	0.00	Sales Discount
000000002	2.1	20% Senior Citizen	20.00	Sales Discount
000000003	2.2	20% PWD	20.00	Sales Discount
000000004	2.3	Variable Discount	10.00	Sales Discount
000000005	2.4	Nil Discount	0.00	Sales Discount
000000006	2.5	Other Discounts	10.00	Sales Discount
000000007	2.6	25% For Gen-Cee Buy 3 Take...	25.00	Sales Discount
000000008	2.7	20% For 6 Months Near Expiry	20.00	Sales Discount
000000009	2.8	25% For 11 Months Below H.L.	25.00	Sales Discount
000000010	2.9	AMON 500MG DISCOUNT	13.75	Sales Discount

Discounting List Add Close

	Discount Code	Discount	Rate	L
✎ ✖	TDWT	Test Discount	20.00	<input type="checkbox"/>
✎ ✖			0.00	<input type="checkbox"/>
✎ ✖			0.00	<input type="checkbox"/>
✎ ✖	SCDISC	8% Senior Citizen Discount	5.00	<input checked="" type="checkbox"/>
✎ ✖	CLDISC	Online Discount	0.00	<input checked="" type="checkbox"/>
✎ ✖	SMAC	SMAC Discount	5.00	<input checked="" type="checkbox"/>
✎ ✖	EMPDISCOUNT	Employee Discount	20.00	<input checked="" type="checkbox"/>
✎ ✖	REGULAR	20% Discount	20.00	<input checked="" type="checkbox"/>
✎ ✖	NACDISC	National Athlete Discount	20.00	<input checked="" type="checkbox"/>
✎ ✖	VIPDiscount	VIP Discount	10.00	<input checked="" type="checkbox"/>
✎ ✖	DPDISC	Diplomat Discount	0.00	<input type="checkbox"/>
✎ ✖	REGULAR	5% Discount	5.00	<input checked="" type="checkbox"/>
✎ ✖	PWDISC	PWD	20.00	<input checked="" type="checkbox"/>
✎ ✖	SCDISC	Senior Citizen Discount	20.00	<input checked="" type="checkbox"/>
✎ ✖	VRODISC	Variable Discount	0.00	<input checked="" type="checkbox"/>
✎ ✖	ZNDISC	Zero Discount	0.00	<input checked="" type="checkbox"/>

First Previous 1/1 Next Last

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

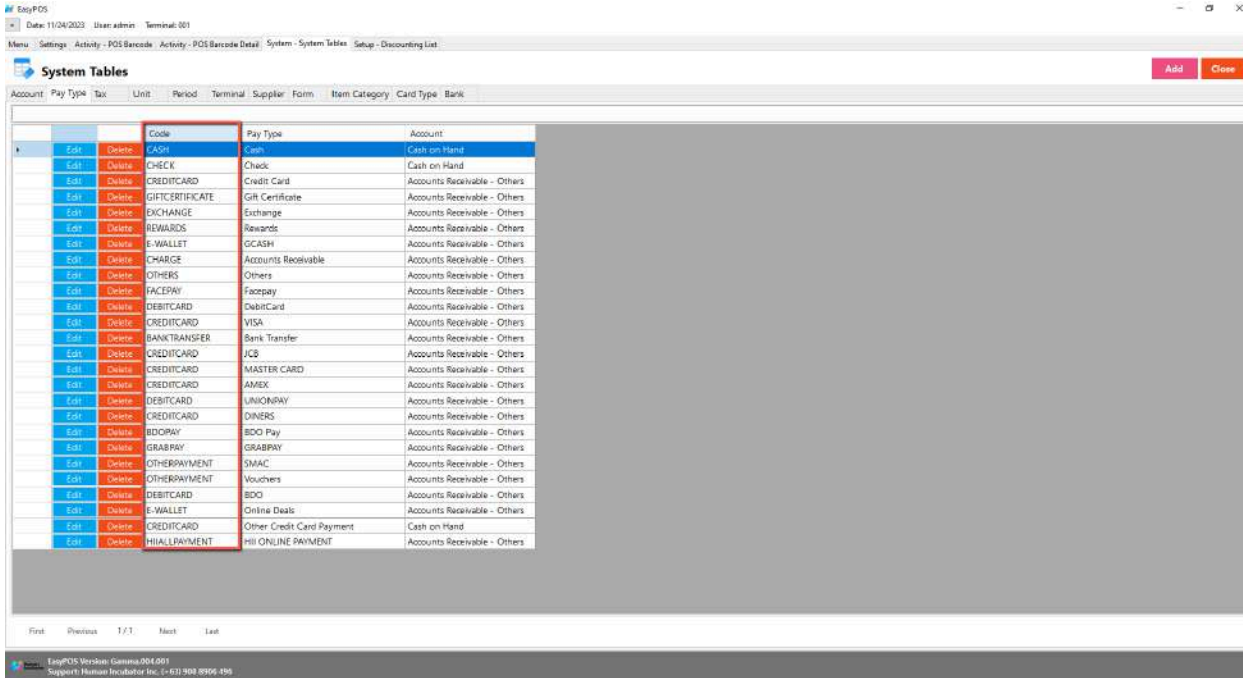
SAGURU TRADING INC. | SAGURU WAREHOUSE Wjmo Evaluation Version (5.20202.699)

System Tables Add Close

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

	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	Voucher Payable	Voucher Payable	

easy FS
easyFS by Human Incubator
VGamma.004.005+3-preprod



EasyPOS
Date: 11/24/2023 User: admin Terminal: 001
Menu: Settings Activity: POS Barcode Activity: POS Barcode Detail System: System Tables Setup: Discounting List

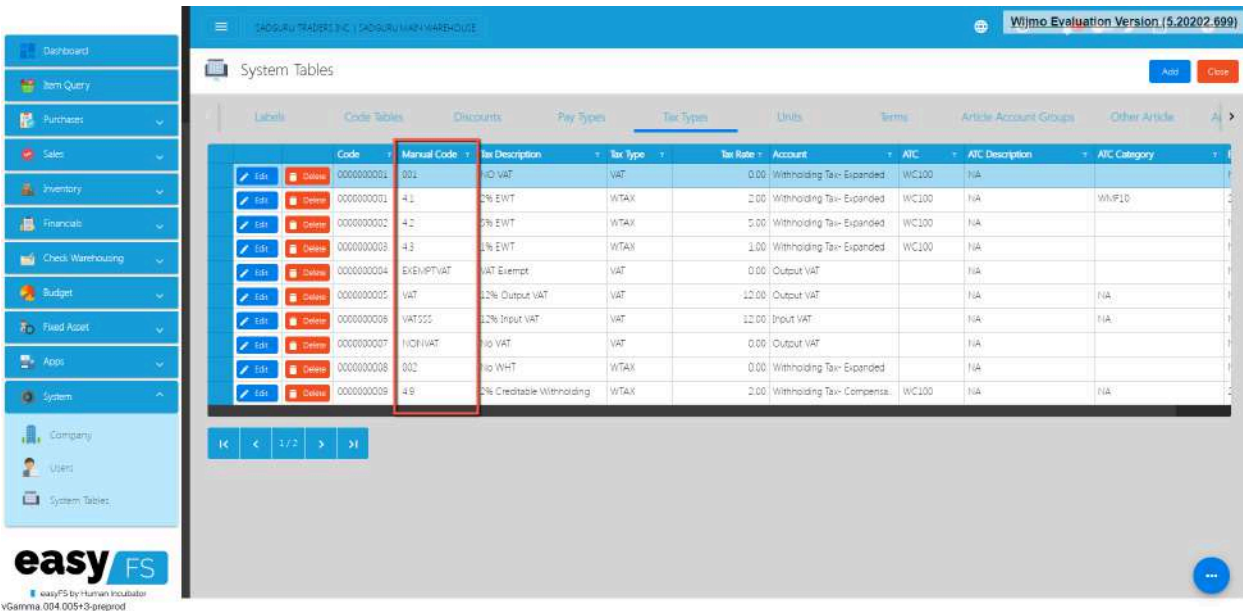
System Tables Add Close

Account	Pay Type	Tax	Unit	Period	Terminal	Supplier	Form	Item Category	Card Type	Bank
			Code						Pay Type	Account
Edit	Delete		CASH						Cash	Cash on Hand
Edit	Delete		CHECK						Check	Cash on Hand
Edit	Delete		CREDITCARD						Credit Card	Accounts Receivable - Others
Edit	Delete		GIFTCERTIFICATE						Gift Certificate	Accounts Receivable - Others
Edit	Delete		EXCHANGE						Exchange	Accounts Receivable - Others
Edit	Delete		REWARDS						Rewards	Accounts Receivable - Others
Edit	Delete		E-WALLET						GCASH	Accounts Receivable - Others
Edit	Delete		CHARGE						Accounts Receivable	Accounts Receivable - Others
Edit	Delete		OTHERS						Others	Accounts Receivable - Others
Edit	Delete		FACEPAY						Facepay	Accounts Receivable - Others
Edit	Delete		DEBITCARD						DebitCard	Accounts Receivable - Others
Edit	Delete		CREDITCARD						VISA	Accounts Receivable - Others
Edit	Delete		BANKTRANSFER						Bank Transfer	Accounts Receivable - Others
Edit	Delete		CREDITCARD						JCB	Accounts Receivable - Others
Edit	Delete		CREDITCARD						MASTER CARD	Accounts Receivable - Others
Edit	Delete		CREDITCARD						AMEX	Accounts Receivable - Others
Edit	Delete		DEBITCARD						UNIONPAY	Accounts Receivable - Others
Edit	Delete		CREDITCARD						DINERS	Accounts Receivable - Others
Edit	Delete		BDOIPAY						BDO Pay	Accounts Receivable - Others
Edit	Delete		GRABPAY						GRABPAY	Accounts Receivable - Others
Edit	Delete		OTHERPAYMENT						SMAAC	Accounts Receivable - Others
Edit	Delete		OTHERPAYMENT						Vouchers	Accounts Receivable - Others
Edit	Delete		DEBITCARD						BDO	Accounts Receivable - Others
Edit	Delete		E-WALLET						Online Deals	Accounts Receivable - Others
Edit	Delete		CREDITCARD						Other Credit Card Payment	Cash on Hand
Edit	Delete		HIIONLINEPAYMENT						HIIONLINE PAYMENT	Accounts Receivable - Others

First Previous 1/1 Next Last

EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. (+63) 908 8906 496

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



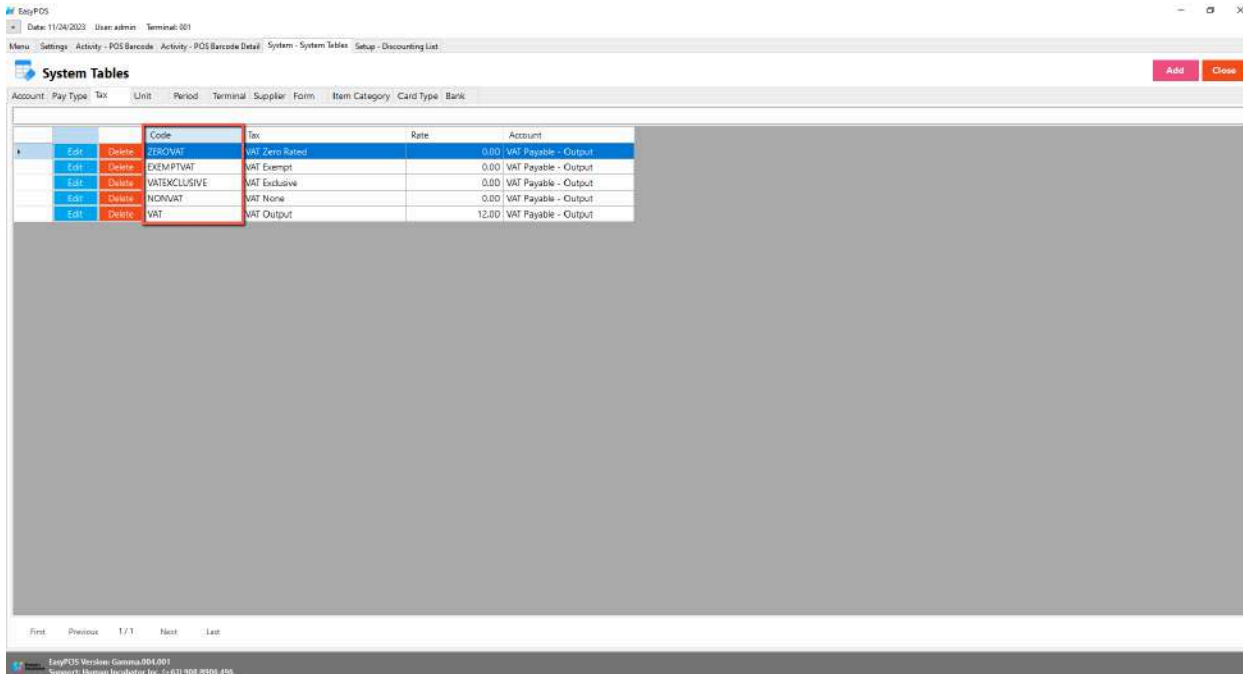
SAGSIBU TRADER INC | SAGSIBU MAIN WAREHOUSE
Wijmo Evaluation Version (5.20202.699)

System Tables Add Close

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

	Code	Manual Code	Tax Description	Tax Type	Tax Rate	Account	ATC	ATC Description	ATC Category
Edit	Delete	0000000001	NO VAT	VAT	0.00	Withholding Tax- Expanded	WC100	NA	
Edit	Delete	0000000001	2% EWT	WTAX	2.00	Withholding Tax- Expanded	WC100	NA	WHP10
Edit	Delete	0000000002	4.2%	WTAX	5.00	Withholding Tax- Expanded	WC100	NA	
Edit	Delete	0000000003	4.3%	WTAX	1.00	Withholding Tax- Expanded	WC100	NA	
Edit	Delete	0000000004	EXEMPT/VAT	VAT Exempt	0.00	Output VAT		NA	
Edit	Delete	0000000005	VAT	12% Output VAT	12.00	Output VAT		NA	FIA
Edit	Delete	0000000006	VAT555	12% Input VAT	12.00	Input VAT		NA	FIA
Edit	Delete	0000000007	NO/VAT	No VAT	0.00	Output VAT		NA	
Edit	Delete	0000000008	NO WHT	WTAX	0.00	Withholding Tax- Expanded		NA	
Edit	Delete	0000000009	4.9%	2% Creditable Withholding	2.00	Withholding Tax- Compena.	WC100	NA	FIA

easyFS
vGamma.004.005+3-preprod



The screenshot shows the 'System Tables' window in EasyPOS. The table lists various tax types with their codes, rates, and associated accounts. The 'Sales VAT' entry is highlighted in red in the original image.

Code	Tax	Rate	Account
ZEROVAT	VAT Zero Rated	0.00	VAT Payable - Output
EXEMPTVAT	VAT Exempt	0.00	VAT Payable - Output
VATEXCLUSIVE	VAT Exclusive	0.00	VAT Payable - Output
NONVAT	VAT None	0.00	VAT Payable - Output
VAT	VAT Output	12.00	VAT Payable - Output

- The Item detail that you should be attentive to is the "Tax Code" for each "Tax Type" saved in each system. In EasyFS it is "SI VAT" and in EasyPOS it is "Sales VAT". Otherwise you will be getting an error in integration that says "Output Tax Mismatch".
- Once the Items have been integrated to easyPOS, you can ONLY change or update the **Price**. If you want to change the **Unit of Measure** or **Barcode**, what you should do is to create a new entry or should I say add a new item with the updated item UOM/Barcode and then unlock the old entry of that item. If you insist on changing the Item detail directly, **issues in the EasyPOS will start to show up like duplicated barcodes with the same item description which will cause system error as well as user confusion In making transactions in the EasyPOS**. To avoid problems please follow what we have stated above.
- For the inventory transaction, all "**Stock In**", "**Stock Out**" and "**Stock Transfer**" should be made in the EasyFS.
- As for the sales transaction, as much as possible no "sales transaction" should be manually made in EasyFS "Sales Invoice". All sales transactions should be made in EasyPOS. Because if you don't inventory discrepancies between the two systems will occur which

takes time fixing it. To avoid conflicts or problems that will affect your business's operation. Be attentive to the process that was instructed in this document.

IX: Definition of Terms

X: FAQ

1. Question: What is the relationship between Inventory report, stock count and inventory ledger posting. Which one is the parent feature among three?

Answer: The relationship between Inventory Report, Stock Count and Inventory Ledger is this. Inventory Report is the Final Output of the Two. Stock Count and Inventory Ledger are transaction forms to finally Generate an Accurate Inventory Report.

- 2.