

easyFS

EasyFS User Manual

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Table of Contents

Section I: Login Page	5
Login Page	5
Section II: Dashboard Page	6
Dashboard Page	6
Section III: Set Up	7
Item Setup	7
Overview	7
Item List	7
Item Detail	7
Unit Conversion	8
Price	9
GL Accounts	9
Save/Lock	10
Supplier Setup	11
Overview	11
Supplier List	11
Supplier Detail	11
Customer Setup	13
Overview	13
Customer List	13
Customer Detail	13
Chart of Accounts Setup	15
Overview	15
Chart of Account List	15
Chart of Account Detail	15
Account Type List	17
Bank Setup	18
Overview	18
Bank List	18
Bank Detail	18
Currency Setup	19
Overview	19
Currency Detail	19

Section IV : Transaction	20
Purchases	20
Purchase Request	20
Overview	20
Purchase Request List	20
Purchase Request Detail	21
Purchase Order	23
Overview	23
Purchase Order List	23
Purchase Order Detail	24
Receiving Receipt	27
Overview	27
Receiving Receipt List	27
Receiving Receipt Detail	28
Disbursement	30
Overview	30
Disbursement List	30
Disbursement Detail	31
Sales	34
Sales Order	34
Overview	34
Sales Order List	34
Sales Order Detail	35
Sales Invoice	37
Overview	37
Sales Invoice List	37
Sales Invoice Detail	38
Collection	40
Overview	40
Collection List	40
Collection Detail	40
Section V : Inventory	43
Stock In	43
Overview	43
Stock In List	43
Stock In Detail	43

Stock Out	45
Overview	45
Stock Out List	45
Stock Out Detail	46
Stock Transfer Request	49
Stock Transfer Request List	49
Stock Transfer Request Detail	50
Stock Transfer	52
Stock Transfer List	52
Stock Transfer Detail	52
Stock Withdrawal	54
Stock Withdrawal List	54
Stock Withdrawal Detail	54
Stock Count	56
Stock Count List	56
Stock Count Detail	56
Inventory Ledger	58
Inventory Ledger List	58
Inventory Ledger Detail	58
Section VI : Financials	60
Chart of Accounts	60
Chart of Accounts Lists	60
Bank Reconciliation	61
Bank Reconciliation Detail	61
Journal Voucher	62
Overview	62
Journal Voucher List	62
Journal Voucher Detail	63
Check Warehousing	64
Check Warehousing List	64
Check Warehousing Detail	64
Check Writer	66
Check Writer Detail	66
Section VIII : Budget	67
Budget Manager	67
Budget Manager List	67

Budget Manager Detail	67
Cash Flow Projection	68
Cash Flow Projection List	68
Cash Flow Projection Detail	68
Section IX : Fixed Asset	69
Fixed Asset	69
Fixed Asset List	69
Asset Disposal	70
Asset Disposal List	70
Asset Disposal Detail	70
Price List	71
Price Detail	71
Discount Schedule	72
Discount Schedule List	72
Discount Schedule Table	72
Section X : System	73
Company	73
Company List	73
Company Detail	73
Users	75
Users List	75
Users Detail	75

Section I: Login Page

Login Page

- When opening the system, the user will be redirected to this page.

easyFIS

Username

Password

[Forgot password?](#)

Login

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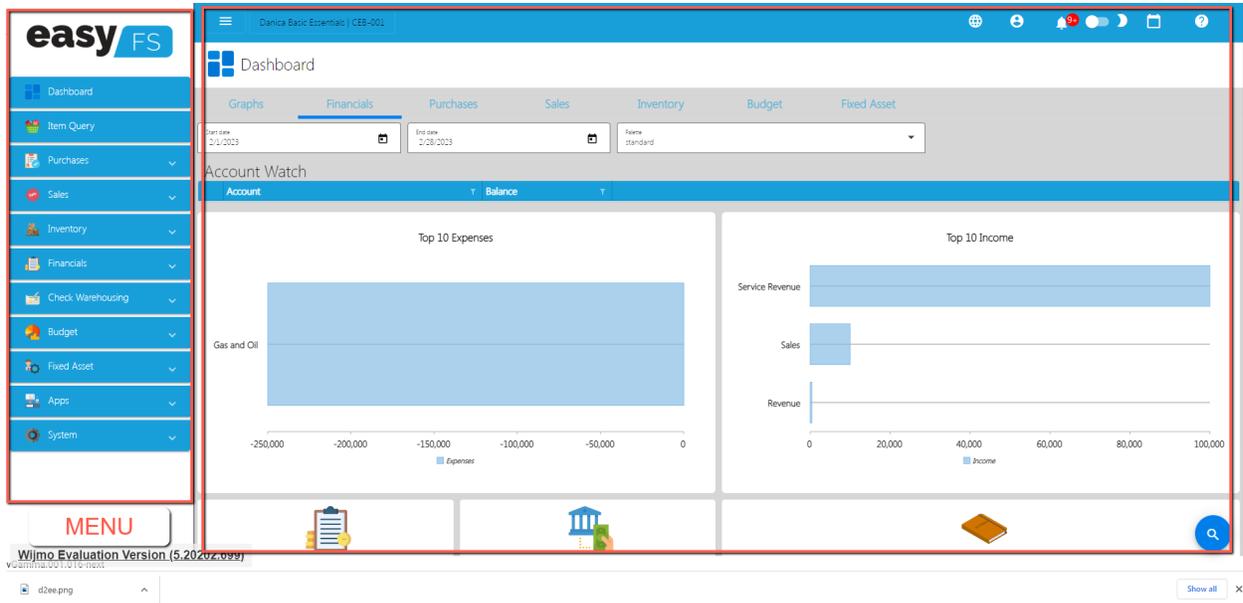
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Section II: Dashboard Page

Dashboard Page

- Once login is successful, the user will be redirected to this page.
- **Menu** - shows all features that users can use in the system.
- **Dashboard** - shows the most important thing in the system.



Section III: Set Up

Item Setup

Overview

- Items will be used in making a Purchase Order, Receiving Receipt, Sales Invoice, Sales Order, Inventory, Stock In, Stock Out, Stock Transfer.

Item List

- Shows the list of all added items.

L	Code	Manual Code	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	I
<input checked="" type="checkbox"/>	0000000438	0000000438	Test	24T430WKX...	Calculator	NA	NA	NA	75.25	Pc(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000000437	0000000437	V3YZAA5AC...	V3YZAA5AC...	Fried Chicken	NA	NA	Whole Chicken	350.00	Pc(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000000436	0000000436	NA	NA	Stock Card 1	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000000435	0000000435	NA	NA	Fixed Asset 3	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000000434	0000000434	NA	NA	Fixed Asset 2	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000000433	0000000433	NA	NA	Base Cost Check	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000000432	0000000432	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000000431	0000000431	OWLENZDCT...	OWLENZDCT...	Yonex Racket	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000000430	0000000430	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0000000429	0000000429	NA	NA	NA	NA	NA	NA	0.00	Pc(s)	<input checked="" type="checkbox"/>

Item Detail

- **Assumption:** The user already clicked the **Add** button on the upper right corner in the item list
- The user need to fill up all the necessary information like
 - Manual Code, SKU Code, Bar Code, Description, Category, Unit, Cost Reference and Price
- Some fields are optional like
 - Principal, Alias, Serial Number, Particulars and Category
- In the taxes field the user will set it up according to the user like
 - RR VAT, SI VAT, and WTAX

- In the check box if the item is Inventory the user will need to put a check mark, if the item is non-inventory just leave the box uncheck

Item Detail

NA
000000432

Item Code: 000000432, Manual Code: 000000432, Category: NA

SKU Code: NA, Bar Code: NA, Date Acquired: 1/27/2023, Default Supplier: Yoin-Desu Trading

Description: NA, Principle: NA, Alias: NA, Serial Number: NA

Unit: Pcs(s), Cost Reference: 0, Price: 0.00

Particulars: NA

Inventory: Inventory

Re-order Quantity: 0, Stock Level: 0

RR VAT: NO VAT, SI VAT: 12% Output VAT, WTAX: No WHT, Item: NONE, Generalname: NA

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

Unit Conversion

- **Assumption:** The user already filled out the necessary information
- The unit conversion is used when the specific item will be sold in a different unit
 - Sample : If 1 item, its base unit is grams, instead of adding multiple items with the same description you can add a multiple conversion like kilograms and sacks.
 - Just click the **ADD** button to add multiple units

Add Item Unit

NA

Multiplier: 0.00

Unit: Box(s)

Save Close

Multiplier	Unit
1.00	Pcs(s)

Show Rows: 10

Navigation: < < 1/1 > >

Price

- The price tab in inventory is used when the user have a multiple prices for that item
 - Just click **ADD** button to add multiple prices

The screenshot shows the 'Add Item Price' dialog box. The dialog has a title 'Add Item Price' and a sub-header 'NA'. It contains two input fields: 'Price Description' with the value 'NA' and 'Price' with the value '0.00'. There are 'Save' and 'Close' buttons at the bottom. The background shows the 'Price' tab of an inventory item page. The table below the dialog has the following data:

Price Description	Price
SRP	0.00

GL Accounts

- The importance of the GL account is to know where the transaction will be recorded. Make sure all the accounts that they select on the GL account are also in the chart of accounts.
 - We have a default set up for this but if the user has a specific account they want to use they can do so.

The screenshot shows the 'GL Accounts' tab. The form contains the following information:

Account Group	Merchandise Inventory		
Asset Account Code	01.01.141	Asset Account	Finished Goods - Fresh Chicken a 1.101-1.300 Regular Size
Sales Account Code	04.01.003	Sales Account	Revenue
Cost Account Code	05.01.106	Cost Account	Cost of Sales- Goods
Expense Account Code	05.03.050	Expense Account	Purchases

Created By: Administrator
Created Date / Time: January 27, 2023 05:09 PM

Updated By: Administrator
Updated Date / Time: January 27, 2023 05:09 PM

Save/Lock

- Make sure to save/lock the record so that in every transaction the item will show.

The screenshot displays the 'easy FS' software interface for 'Item Detail'. A green notification banner at the top right states 'Save Successful' and 'Item was successfully saved!'. Below the banner are buttons for 'Save', 'Lock', 'Unlock', and 'Close'. The main form contains the following fields:

Item Code 0000000482	Manual Code 0000000482	Category NA
SU Code NA	Bin Code NA	Date Acquired 1/27/2023
Description NA	<input checked="" type="checkbox"/> In Inventory	Default Customer Voi-Dieu Trading
Principal NA	Re-order Quantity 0	Stock Level 0
Alias NA	RR VAT NO VAT	
Serial Number NA	IS VAT 12% Output VAT	
Unit Pct(s)	Cost Reference 0	Price 0.00
Particulars NA	WTax No WHT	
	Kiting NONE	
	General Name NA	

At the bottom of the form, there are tabs for 'Unit Conversion', 'Price', 'Upload Image', 'GL Accounts', 'Components', 'Production', and 'Inventory'. A search icon is located in the bottom right corner.

Supplier Setup

Overview

- Supplier is used in making Purchase Order, Receiving Receipt, Disbursement, Accounts Payable Memo.

Supplier List

- Shows list of Suppliers being added to the system.

	L Code	Manual Code	Supplier	Address	Contact No.	Email Address
<input type="checkbox"/>	0000000256	0000000256	NA's	NA	NA	NA
<input type="checkbox"/>	0000000255	0000000255	NA	NA	NA	NA
<input type="checkbox"/>	0000000254	0000000254	NA	NA	NA	NA
<input type="checkbox"/>	0000000253	0000000253	NA	NA	NA	NA
<input type="checkbox"/>	0000000252	0000000252	NA	NA	NA	NA
<input type="checkbox"/>	0000000251	0000000251	NA	NA	NA	NA
<input type="checkbox"/>	0000000250	0000000250	AD GOTHONG MANUFACT...	Mandaluyong, Pasig	NA	NA
<input type="checkbox"/>	0000000249	0000000249	ACE hardware	Nacional, Ozamiz Mis Occ ...	NA	NA
<input type="checkbox"/>	0000000248	0000000248	Penshoppe Inc	NA	NA	Penshoppe@gmail.com
<input type="checkbox"/>	0000000247	0000000247	Bench inc	NA	NA	Bench@gmail.com

Supplier Detail

- To add a new Supplier, click the **Add** button that can be seen on the Supplier List.
- Fill all the important fields for Supplier Detail like:
 - Supplier (Name of the Supplier)
 - Contact Person
 - Contact Number
 - Email Address
 - TIN
 - TIN Branch Code
 - Street Barangay
 - City
 - Province
 - Region
 - Zip Code

- WTAX
- After filling up the important fields, Save and lock the record.

easy FS Supplier Detail 🔒 ✔ Lock Successful
Supplier was successfully locked!

Test Supplier
0000000257

Supplier Code 0000000257	Manual Code 0000000257	NA	Proprietorship Corporation
Supplier Test Supplier	TIN 000-000-000	TIN Branch Code NA	Term COD
Payable Account Code 02.01.101	Payable Account Accounts Payable - Trade	Check Strategy NA	City NA
Penouars NA	Province NA	Region NA	
Contact Person NA	Contact Number NA	WTAX	
Email Address NA	<input type="checkbox"/> Send Email		

Transaction History

Document Number	Date	Amount
Show Rows: [Navigation icons]		

Created By: Administrator
Created Date / Time: February 10, 2023 01:53 PM

Updated By: Administrator
Updated Date / Time: February 10, 2023 01:53 PM

Wijmo Evaluation Version (5.20202.699)

Customer Setup

Overview

- Customer is used in making Sales Order, Sales Invoice, Collection, Accounts Receivable Memo.

Customer List

- Shows list of Suppliers being added to the system.

L	Code	Manual C...	Customer	Address	Contact No.	Email Address	Total AR
<input type="checkbox"/>	0000002468	0000002468	test CED	NA, Cebu City NA NA	NA	NA	0
<input checked="" type="checkbox"/>	0000002467	0000002467	Ivanie Test 1	Laman, Ozamiz Mis Occ 10	NA	NA	0
<input checked="" type="checkbox"/>	0000002466	0000002466	Jhon LXS	P-5 Nacional, Jimenez Mis...	9123456789	NA	0
<input checked="" type="checkbox"/>	0000002465	0000002465	My Customer	Nacional, Ozamiz Misamis...	NA	NA	0
<input checked="" type="checkbox"/>	0000002464	0000002464	Ivanie Customer	Embargos, Ozamiz Mis Oc...	NA	NA	0
<input checked="" type="checkbox"/>	0000002463	0000002463	This is test customer	ssss, dd ss aaaa	NA	NA	0
<input checked="" type="checkbox"/>	0000002462	0000002462	Danica Basic Essentials	NA, NA NA NA	NA	NA	0
<input checked="" type="checkbox"/>	0000002461	0000002461	New Customer	NA, NA NA NA	NA	NA	0
<input checked="" type="checkbox"/>	0000002460	0000002460	Jaybe Inc	NA, NA NA NA	NA	NA	0
<input checked="" type="checkbox"/>	0000002459	0000002459	Jaybe Ligan	NA, NA NA NA	NA	NA	0

Customer Detail

- To add a new Customer, click the **Add** button that can be seen on the Customer List.
- Fill all the important fields for Customer Detail like:
 - Customer (Name of the Customer)
 - Contact Person
 - Contact Number
 - Email Address
 - Proprietorship
 - TIN
 - TIN Branch Code
 - Address lines (Street Barangay, City, Province, Region, Zip Code)
 - WTAX

- After filling up the important fields, Save and lock the record.

The screenshot displays the 'easy FS' Customer Detail interface. The main content area shows the 'Test Customer' record with the following data:

Customer Code 0000002469	Manual Code 0000002469	Category NA	Proprietorship Corporation
Customer Test Customer		Term COD	Discount Zero Discount
Receivable Account Code 01.01.104	Receivable Account Accounts Receivable - Trade	TIN 000-000-000	TIN Branch Code NA
Particulars NA		CODA or Senior Citizen PWD Number NA	
Address NA		City NA	
Contact Person NA	Contact Number NA	Province NA	Region NA
Email Address NA	Credit Limit 0.00	Discourt NA	Business Style NA
<input type="checkbox"/> Send Email		With No WHT	

Below the form is a 'Transaction History' section with a table header: Document Number, Date, Amount. The table currently shows one entry: 'Show Rows: 10'.

At the top right, a green notification box states: 'Lock Successful Customer was successfully locked!' with buttons for 'Save', 'Lock', 'Unlock', and 'Close'.

The bottom left corner of the screenshot includes the text: 'Wijmo Evaluation Version (5.20202.699)'.

Chart of Accounts Setup

Overview

- Chart of Account is used in the Journal Entries and in all Financial Reports.

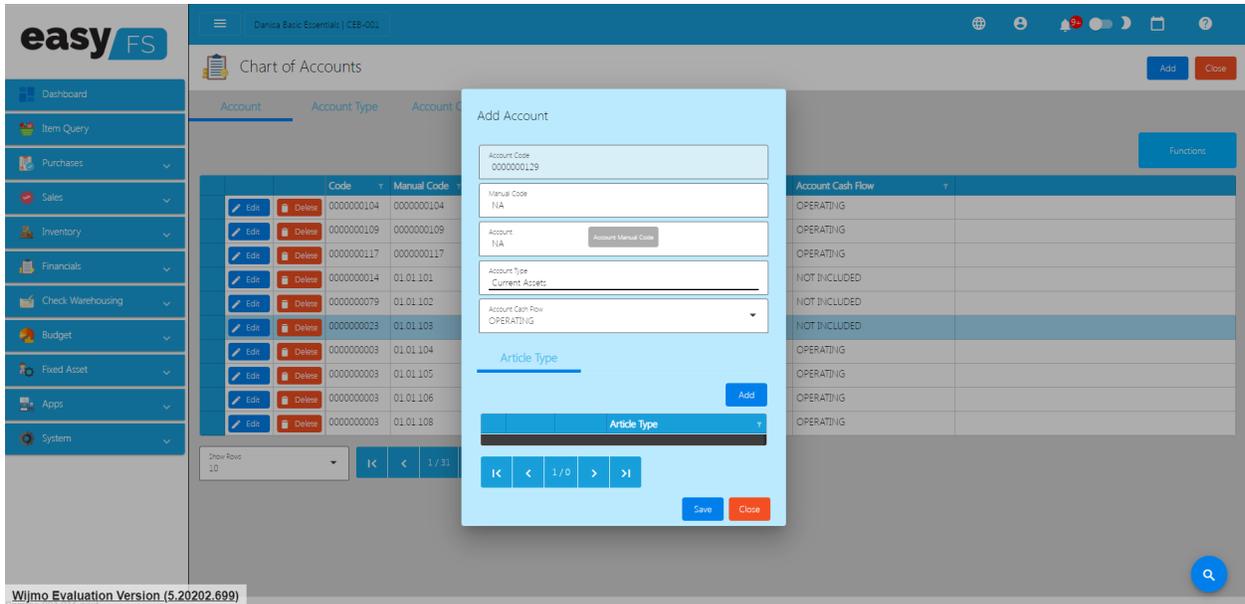
Chart of Account List

- Shows a list of all Chart of Accounts being added to the system. It can be seen under the Account tab.

		Code	Manual Code	Account	Account Type	Account Cash Flow	
Edit	Delete	0000000104	0000000104	Gas and Oil	General and Admin Expenses	OPERATING	
Edit	Delete	0000000109	0000000109	Rental	General and Admin Expenses	OPERATING	
Edit	Delete	0000000117	0000000117	Supplier return and allowances	Current Assets	OPERATING	
Edit	Delete	0000000014	01.01.101	Cash in Bank BOC 091-00-001079-6	Current Assets	NOT INCLUDED	
Edit	Delete	0000000079	01.01.102	Cash on Hand	Current Assets	NOT INCLUDED	
Edit	Delete	0000000029	01.01.103	Petty Cash Account	Current Assets	NOT INCLUDED	
Edit	Delete	0000000003	01.01.104	Accounts Receivable - Trade	Current Assets	OPERATING	
Edit	Delete	0000000003	01.01.105	Notes Receivable	Current Assets	OPERATING	
Edit	Delete	0000000003	01.01.106	Marketable Equity Security	Current Assets	OPERATING	
Edit	Delete	0000000003	01.01.108	Tax Refund on Compensation	Current Assets	OPERATING	

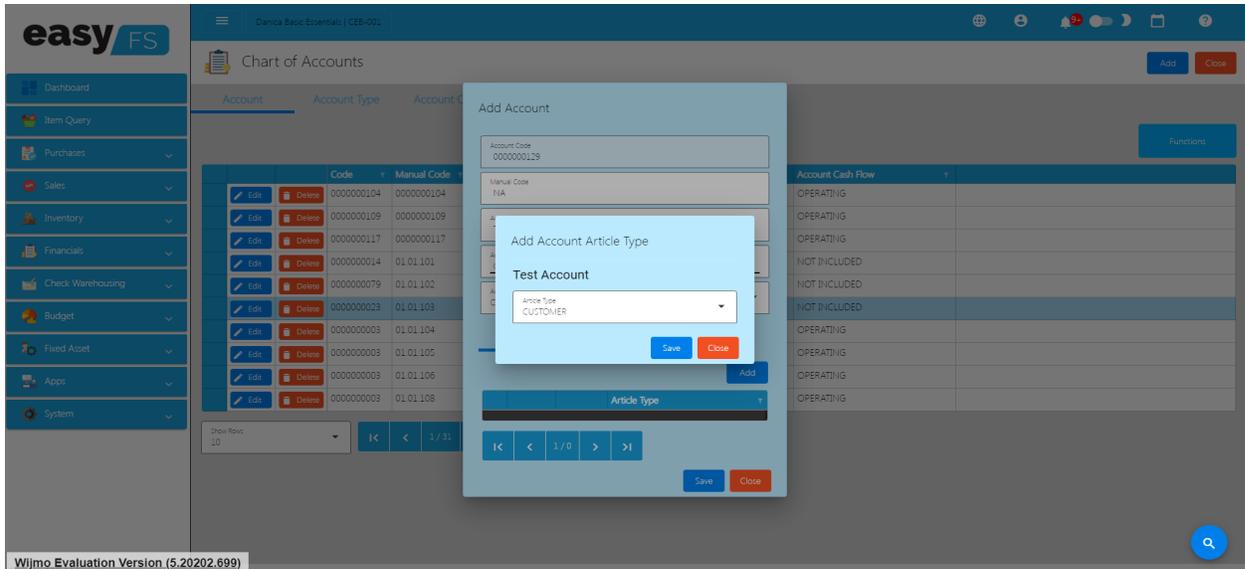
Chart of Account Detail

- To add a new Account, click the **Add** button that can be seen on the Chart of Account List under the Account tab.
- Fill all the important fields for Account Detail like:
 - Manual Code
 - Account
 - Account Type
 - Account Cash Flow



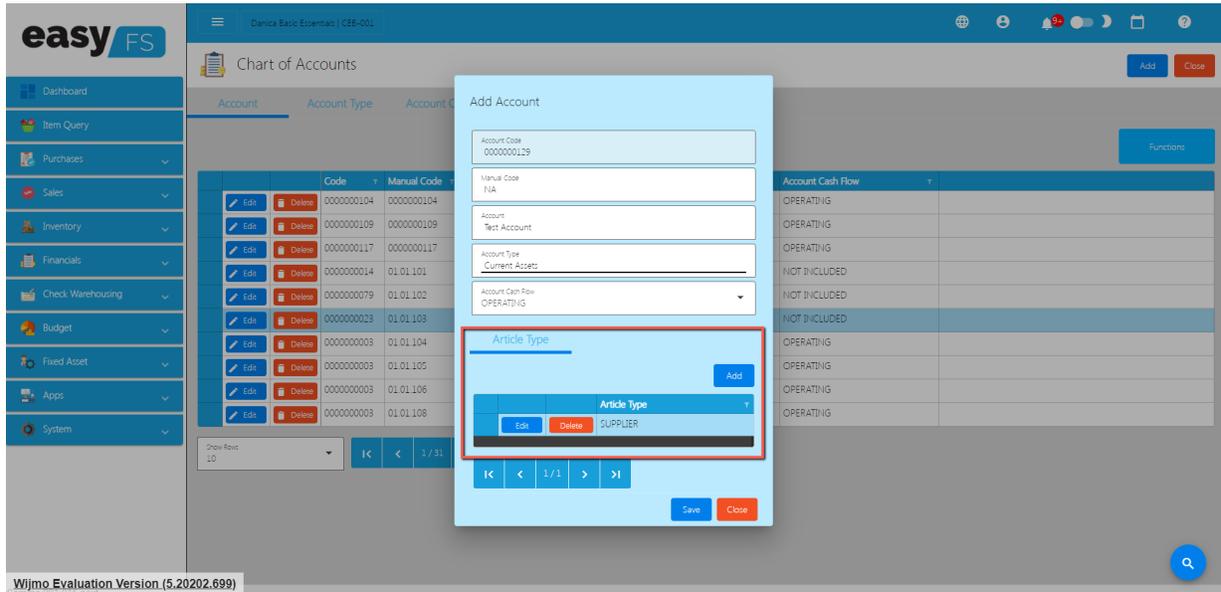
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- Before saving the Account detail, make sure to add an Article Type by clicking the **Add** button under the Article Type tab.
 - Select an Article Type for the Account created by clicking the Article Type dropdown.
 - Click the **Save** button.



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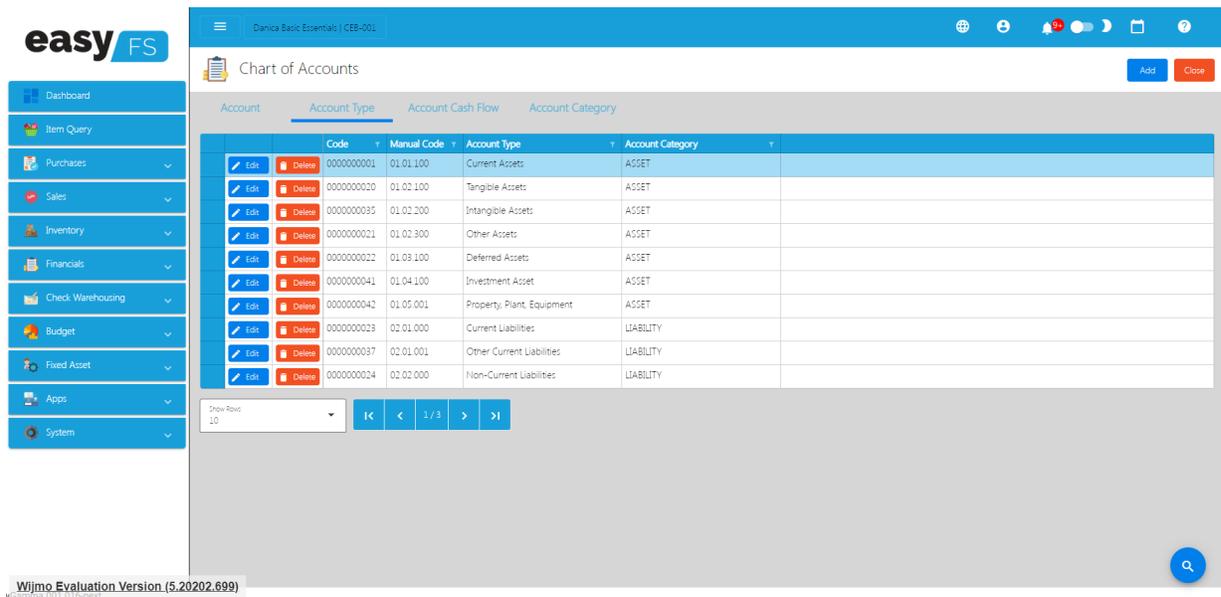
- Check if the Article Type being selected is added to the Account's Article Type.



- Click the **Save** button to save the Account detail being created.

Account Type List

- Shows a list of all Account Types being added to the system. It can be seen under the Account Type tab. (**Note:** Adding an Account Type is optional).



Bank Setup

Overview

- Bank is used in choosing a bank in Collection, Disbursement, Bank Reconciliation and in Journal Voucher

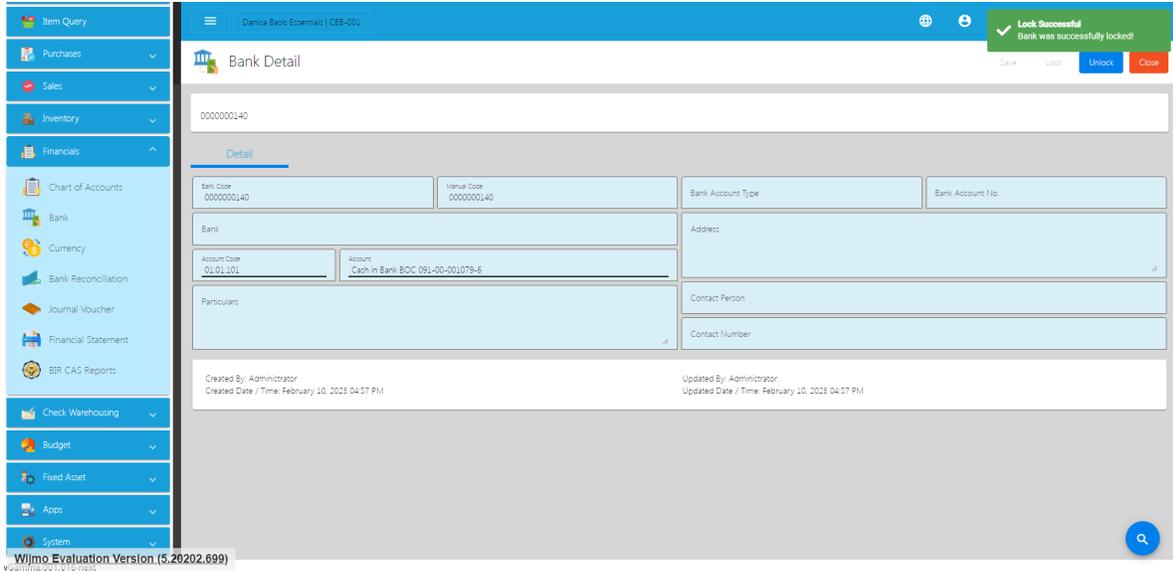
Bank List

- Shows list of all Depository and Disbursing Bank

	L	T	Code	Manual C.	Bank	Address	Contact No.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000000001	000000001	Bank of Commerce - 091-0...		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000000001	000000002	Bank of Commerce 091-00...		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000000001	000000003	Bank of Commerce 091-00...		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000000001	000000004	Metrobank 091-00-001081...		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000000134	000000134	Cash on Hand		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000000135	000000135	COH-Incentives		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000000136	000000136			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000000137	000000137			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	000000138	000000138			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	000000139	000000139			

Bank Detail

- To add a new Bank, click the **Add** button that can be seen on the Bank List page.
- Fill all the important fields for Bank Detail like:
 - Bank (Name of the Bank)
 - Bank Account Type
 - Bank Account Number
 - Address
 - Contact Person and Contact Number
- Save and lock the record.



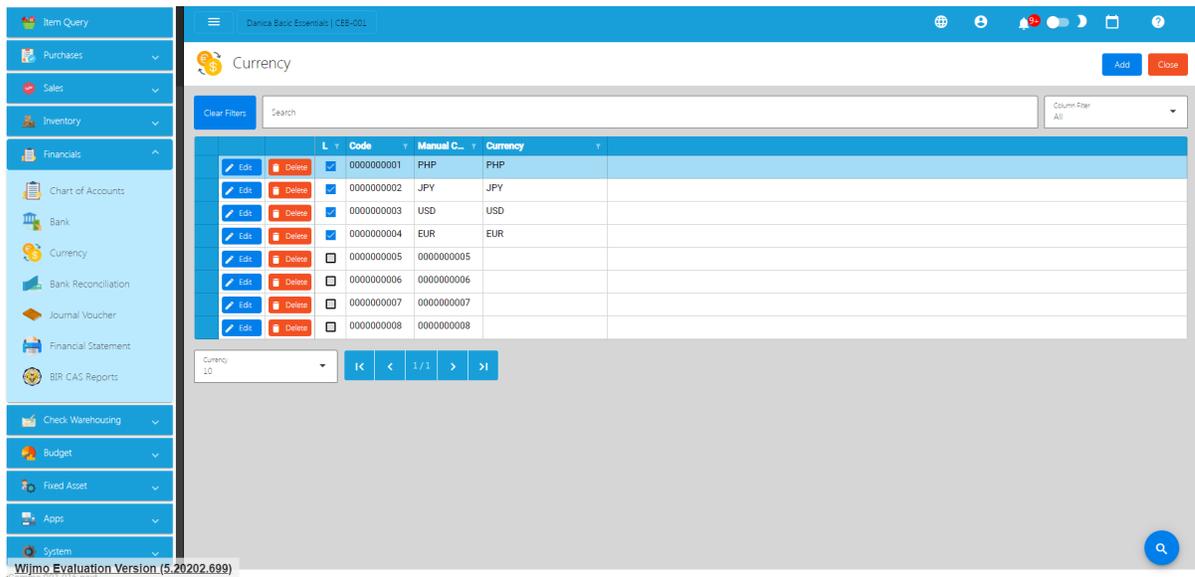
Currency Setup

Overview

- Currency Setup is where to set up all the money currency
- Currency is used in all transactions that need a currency conversion

Currency Detail

- Shows a list of all Currency being added to the system.



Purchase Request Detail

- To add new PR, click the **Add** that can be seen in the PR list.
- 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 system. The form is titled 'Purchase Request Detail' and includes fields for Currency (PHP), Exchange Rate (1), Branch (CEB-001), PR Number (000000006), PR Date (2/10/2023), Manual No. (000000006), Document Reference, Supplier (Voi-Desu Trading), Term (COD), Date Needed (2/10/2023), Status (NEW), and Total (0.00). The form also has buttons for Save, Lock, Unlock, Print, Audit, Cancel, Functions, and Close. A table at the bottom has columns for SKU Code, Bar Code, Description, Particulars, Quantity, Unit, Cost, Amount, and Base Quantity. Red boxes and arrows highlight the Currency, Supplier Name, and Term fields.

- To add Item, click the **Add** button on the right part of the page. Select the items, by clicking **Pick** button

Purchase Request Detail

Save Lock Unlock Print Audit

Pick Item

Locked Article

		SKU Code	Bar Code	Description	Serial Number	Principal	Unit
	Pick	1FXL	1FXL	Fresh Chicken OS 1.301 - 1.600 Over Size	NA		Kg(s)
	Pick	1FJR	1FJR	Fresh Chicken Lechon 0.850 - 1.000 Prime Size	NA		Kg(s)
	Pick	1FCB	1FCB	Fresh Chicken B 0.850 - 1.600 Open Sized	NA		Kg(s)
	Pick	1FSQ	1FSQ	Fresh Chicken Squabs - 0.500 - 0.849 Squab	NA		Kg(s)
	Pick	1FCZ	1FCZ	Frozen Chicken Frozen-Mixed Open Sized	NA		Kg(s)
	Pick	2UGZ	2UGZ	Chicken Gizzard	NA		Kg(s)
	Pick	Jane_2ULV	2ULV	Chicken Liver	NA		Kg(s)
	Pick	3YCB	3YCB	Chicken Cooked Blood	NA		Kg(s)
	Pick	3YFT	3YFT	Chicken Feet	NA		Kg(s)
	Pick	3YHD	3YHD	Chicken Head	NA		Kg(s)

1 / 42

Close

Created by: Administrator
Created Date / Time: February 10, 2023 03:24 PM

Updated by: Administrator
Updated Date / Time: February 10, 2023 03:24 PM

- Once the Pick button is clicked, the user needs to fill out the quantity and the cost and also particulars.

Article

Add Purchase Request Item

SKU Code: 1FCB Bar Code: 1FCB Quantity: 1

Item Description: Fresh Chicken B 0.850 - 1.600 Open Sized Cost: 0.00

Unit: Kg(s) Amount: 0.00

Particulars

Save Close

1 / 42

Close

- After selecting the items click the **Save/Lock** button

Lock Successful
Purchase request was successfully locked!

Save Successful
Purchase request was successfully saved!

SKU Code	Bar Code	Description	Particulars	Quantity	Unit	Cost	Amount	Base Quantity
1FCB	1FCB	Fresh Chicken B 0.850 - 1.600 Open...		1	Kg(G)	0.00	0.00	

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, the user also has the filter functionality and the button to add new PO.

Purchase Order

Filter Functionality

Add Button

Add Close

Clear Filters

Start date 2/1/2023

End date 2/28/2023

Branch Branch 1 Main

Search

Column Filter All

		L	Branch	PO No.	PO Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
Edit	Delete	<input type="checkbox"/>	Branch 1 M...	0000000412	2/13/2023	0000000412		Yoi-Desu Trading		PHP	0.00	NEW
Edit	Delete	<input checked="" type="checkbox"/>	Branch 1 M...	0000000411	2/8/2023	0000000411		Yoi-Desu Trading		PHP	20,000.00	NEW

Show Rows 10

Page 1 of 1

Purchase Order Detail

- To add a new PO, click the **Add** that can be seen in the PO list.
- Fill out all the needed information for the **Purchase Order Detail** like,
 - Currency
 - Supplier Name
 - PO Date
 - Term
 - Document Reference

Purchase Order Detail

Currency: PluP Exchange Rate: 1

Branch: Branch 1 Main

PO Number: 000000413 PO Date: 2/15/2023

Manual No: 000000413 Document Reference

Supplier: Voi-Desu Tradindo

Term: COD Date Needed: 2/15/2023

Requested By: Administrator Prepared By: Administrator

Checked By: Administrator Approved By: Administrator

Status: NEW

Total: 0.00

Items Attachment

Term

Supplier Name

Add Button For Item

Add

PR Num...	SKU Code	Bar Code	Description	Particulars	Quantity	Unit	Cost	Amount	Ba
-----------	----------	----------	-------------	-------------	----------	------	------	--------	----

- To add line Item, click the **Add** button on the right part of the page. Choose either Purchase Request or Locked Article (Items)
- If the user already has a Purchase Request, the user 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. Then to add that PR the user needs to click the pick button.

Branch 1 Main

Pick Item

Purchase Request Locked Article

PR Number

Filter PR Number	Bar Code	Description	Serial Number	Unit	Quantity
------------------	----------	-------------	---------------	------	----------

I< < 1/0 > >I

Close

Pick Purchase Request

	Branch	PR No.	PR Date	Manual No.	Doc. Ref.	Remarks	Currency	Amount	S
Pick	Branch 1 M...	0000000025	2/13/2023	0000000025			PHP	0.00	N
Pick	Branch 1 M...	0000000024	1/27/2023	0000000024			PHP	8.93	N
Pick	Branch 1 M...	0000000022	1/25/2023	0000000022			PHP	10,000.00	N
Pick	Branch 1 M...	0000000020	1/16/2023	0000000020			PHP	0.00	N
Pick	Branch 1 M...	0000000013	11/21/20...	0000000013			PHP	0.00	N
Pick	Branch 1 M...	0000000012	11/21/20...	0000000012			PHP	5,000.00	N
Pick	Branch 1 M...	0000000011	11/21/20...	0000000011			PHP	370,000.00	N
Pick	Branch 1 M...	0000000010	11/21/20...	0000000010			PHP	2,500.00	N
Pick	Branch 1 M...	0000000008	11/11/20...	0000000008			PHP	20.00	N
Pick	Branch 1 M...	0000000006	11/11/20...	0000000006			PHP	10.00	N

Navigation: < 1 / 2 >

Close

- After clicking the **PICK Button**, the user now needs to click or pick the items that need to be added or included in PO.

Pick Item

Purchase Request Locked Article

PR Number
0000000003

	SKU Code	Bar Code	Description	Serial Number	Unit	Qua
Pick	1FCA	1FCA	Fresh Chicken A 1.101 -1.300 Regular Size	NA	Kg(s)	

Navigation: < 1 / 1 >

Close

- After selecting the PR number all the items that you select of that PR will populate in the **PO Detail**

Purchase Order Detail

Save Lock Unlock Print Audit Cancel Functions Close

Currency: AED Exchange Rate: 1

Branch: Branch 1 Main

PO Number: 000000008 PO Date: 3/13/2023

Manual No.: 000000008 Document Reference

Supplier: Yol+Desu Trading

Term: COD Date Needed: 3/13/2023

Requested By: Administrator Prepared By: Administrator

Checked By: Administrator Approved By: Administrator

Status: NEW Total: 19,000,000.00

Items Attachment

PR Numb...	SKU Code	Bar Code	Description	Particulars	Quantity	Unit	Cost	Amount	Bar
0000000002	0000000129	0000000129	Grown Broilers		1	Kg(s)	19,000,000.00	19,000,000.00	

Show Rows: 10

Control By: Administrator Updated By: Administrator

- Then click save and lock if it's all good

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 List

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

Receiving Receipt

Start date: 1/1/2023, End date: 3/9/2023, Branch: Branch 1 Main

Filter Button, Add Button, Add, Close

	L	Branch	RR No.	Select Date	ite	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Paid
		<input checked="" type="checkbox"/>	Branch 1 M...	0000000008	3/9/2023	0000000008		Lovie Supplier		PHP	100.00	0.00
		<input checked="" type="checkbox"/>	Branch 1 M...	0000000007	3/9/2023	0000000007		Lovie Supplier		AED	10.00	0.00
		<input checked="" type="checkbox"/>	Branch 1 M...	0000000006	3/9/2023	0000000006		Yoi-Desu Trading		PHP	100.00	0.00
		<input type="checkbox"/>	Branch 1 M...	0000000005	3/8/2023	0000000005		Yoi-Desu Trading		AED	19,000,600.00	0.00
		<input checked="" type="checkbox"/>	Branch 1 M...	0000000004	3/6/2023	0000000004		Yoi-Desu Trading		AED	1,100.00	0.00
		<input checked="" type="checkbox"/>	Branch 1 M...	0000000003	3/6/2023	0000000003		Yoi-Desu Trading		AED	17,100,000.00	0.00
		<input checked="" type="checkbox"/>	Branch 1 M...	0000000002	3/3/2023	0000000002		Codillas Petron Super Serv...		AED	19,000,000.00	19,000,000.00
		<input checked="" type="checkbox"/>	Branch 1 M...	0000000001	3/2/2023	0000000001		Yoi-Desu Trading		AED	100.00	100.00

Show Rows: 10, Page 1 of 1

Receiving Receipt Detail

- To add a new RR, click the **Add** that can be seen in the RR list.
- Fill out all the needed information for the **Receiving Receipt Detail** like,
 - Currency
 - Supplier Name
 - PO Date
 - Term
 - Document Reference

Receiving Receipt Detail

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

Currency: PHP, Exchange Rate: 1

Branch: Branch 1 Main

RR Number: 0000000008, Transaction Date: 3/9/2023, Date: 3/9/2023

Manual No: 0000000008, Document Reference: [Redacted]

Supplier: Lovie Supplier, Supplier Name: [Redacted]

Term: COD, Term: [Redacted]

Received By: Administrator, Prepared By: Administrator

Checked By: Administrator, Approved By: Administrator

Status: NEW, Total: 100.00

Items, Attachment, Inventory, Journal Entries

Add Button For Items, Add

	Branch	PO No.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit
		Branch 1 Main	0000000006	1FCA	1FCA	Fresh Chicken A 1.101 -1.300 Regul...	1	Kg(s)

Show Rows: 10, Page 1 of 1

- To add line Item, click the **Add** button on the right part of the page. Choose either Purchase Order
- If the user already has a Purchase Order, the user can select that PO by clicking on the **PO Number**. Once clicked it will pop up all the PO that has not yet created an RR. Then to add that PO the user needs to click the pick button.

Pick Purchase Order

	PO No.	PO Date	Manual No.	Doc. Ref.	Remarks	Currency	Amount	Status
<input type="button" value="Pick"/>	000000009	3/13/2023	000000009			AED	99.29	NEW
<input type="button" value="Pick"/>	000000008	3/13/2023	000000008			AED	19,000,000.00	NEW
<input type="button" value="Pick"/>	000000004	3/8/2023	000000004			AED	19,000,000.00	NEW
<input type="button" value="Pick"/>	000000003	3/6/2023	000000003			AED	1,100.00	NEW
<input type="button" value="Pick"/>	000000002	3/3/2023	000000002			AED	19,000,000.00	NEW

Navigation: < 1/1 >

- After clicking the **PICK Button**, the user now needs to click or pick the items that need to be received or be included on the **RR**.

Pick Purchase Order Item

PO Number
000000008

	SKU Code	Bar Code	Description	Serial Number	Principal	Unit
<input type="button" value="Pick"/>	000000129	000000129	Grown Broilers	NA		Kg(s)

Navigation: < 1/1 >

- After selecting the PO number all the items that you select of that PO will populate in the **RR Detail**

Receiving Receipt Detail

Save Lock Unlock Print Audit Cancel Functions Close

Currency: AED Exchange Rate: 1

Branch: Branch 1 Main

RR Number: 000000009 RR Date: 3/13/2023

Manual No.: 000000009 Document Reference: Received By: Administrator Prepared By: Administrator

Supplier: Yoi-Desu Trading Checked By: Administrator Approved By: Administrator

Term: COD Status: NEW Total: 19,000,000.00

Items Attachment Inventory Journal Entries

Edit	Delete	Branch	PO No.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit	
		Branch 1 Main	000000008	000000129	000000129	Grown Broilers		1	Kg(s)	19

Show Rows: 10

- Then if everything is all good the user can **SAVE** and **LOCK**

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, the user also has the filter functionality and the button to add new Disbursements.

Disbursement

Filter Function

Add Button

Add Close

Clear Filters

Start date: 1/1/2023

End date: 3/31/2023

Branch: Branch 1 Main

Search

Column Filter: All

			L	Branch	CV No.	CV Date	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
Edit	Delete	<input type="checkbox"/>		Branch 1 M...	0000000006	3/14/2023	0000000006		Yoi-Desu Trading		PHP	0.00	NEW
Edit	Delete	<input type="checkbox"/>		Branch 1 M...	0000000005	3/9/2023	0000000005		Lovie Supplier		PHP	0.00	NEW
Edit	Delete	<input type="checkbox"/>		Branch 1 M...	0000000004	3/9/2023	0000000004		Yoi-Desu Trading		AED	0.00	NEW
Edit	Delete	<input type="checkbox"/>		Branch 1 M...	0000000003	3/9/2023	0000000003		Yoi-Desu Trading		PHP	100.00	NEW
Edit	Delete	<input checked="" type="checkbox"/>		Branch 1 M...	0000000002	3/3/2023	0000000002		Yoi-Desu Trading		AED	19,000,000.00	NEW
Edit	Delete	<input checked="" type="checkbox"/>		Branch 1 M...	0000000001	3/2/2023	0000000001		Yoi-Desu Trading		AED	100.00	NEW

Show Rows: 10

Page 1 of 1

Disbursement Detail

- To add a new Disbursement, click the **Add** that can be seen in the Disbursement list.
- Fill out all the needed information for the **Disbursement Detail** like,
 - Currency
 - Supplier Name
 - Disbursement Date
 - Document Reference
 - Pay Type
 - Bank

Disbursement Detail

Currency

Save Lock Unlock Print Audit Cancel Functions Close

Currency: PHP Exchange Rate: 1

Bank: Bank of Commerce - 091-00-001079-6 Bank

Branch: Branch 1 Main Pay Type: Cash

CV Number: 0000000006 CV Date: 3/24/2023

Manual No.: 0000000006 Document Reference: [Redacted] Pay Type: [Redacted]

Supplier: Yoi-Desu Trading Disbursement Date: [Redacted]

Payee: Yoi-Desu Trading Document Reference: [Redacted]

Remark: [Redacted] Supplier Name: [Redacted]

Prepared By: Administrator

Checked By: Administrator Approved By: Administrator

Status: NEW Total: 0.00

Lines Attachment Journal Entries

Add Button Add

Branch	Account	Article	RR No.	Amount	Base Amount	WTAX	WTAX Rate	WT
--------	---------	---------	--------	--------	-------------	------	-----------	----

- To add the Disbursement line, click the **Add** button on the right part of the page. Choose either RR number or a Disbursement for other expenses.
- If the user will Disburse the RR, the user can select that RR by clicking on the **RR Number**. Once clicked it will pop up all the RR that has not yet Disburse. Then to add that RR the user needs to click the pick button.
 - Once pick the information will populate in the field like
 - Account
 - Article
 - Amount
- If the user will Disburse for other expenses, just click the Account Manual Code then input an amount.

Exchange Rate | Bank

Add Disbursement Line

Line | Tax

RR Number | Amount 0.00

Particulars

Branch
Branch 1 Main

Account Manual C | Account

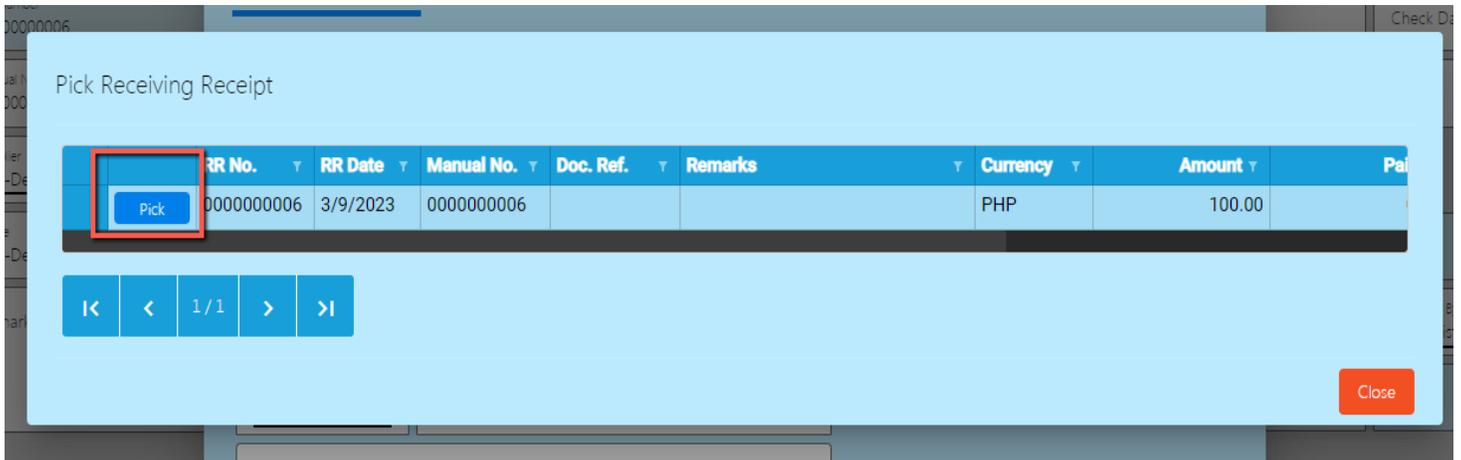
Article

Disbursement Article

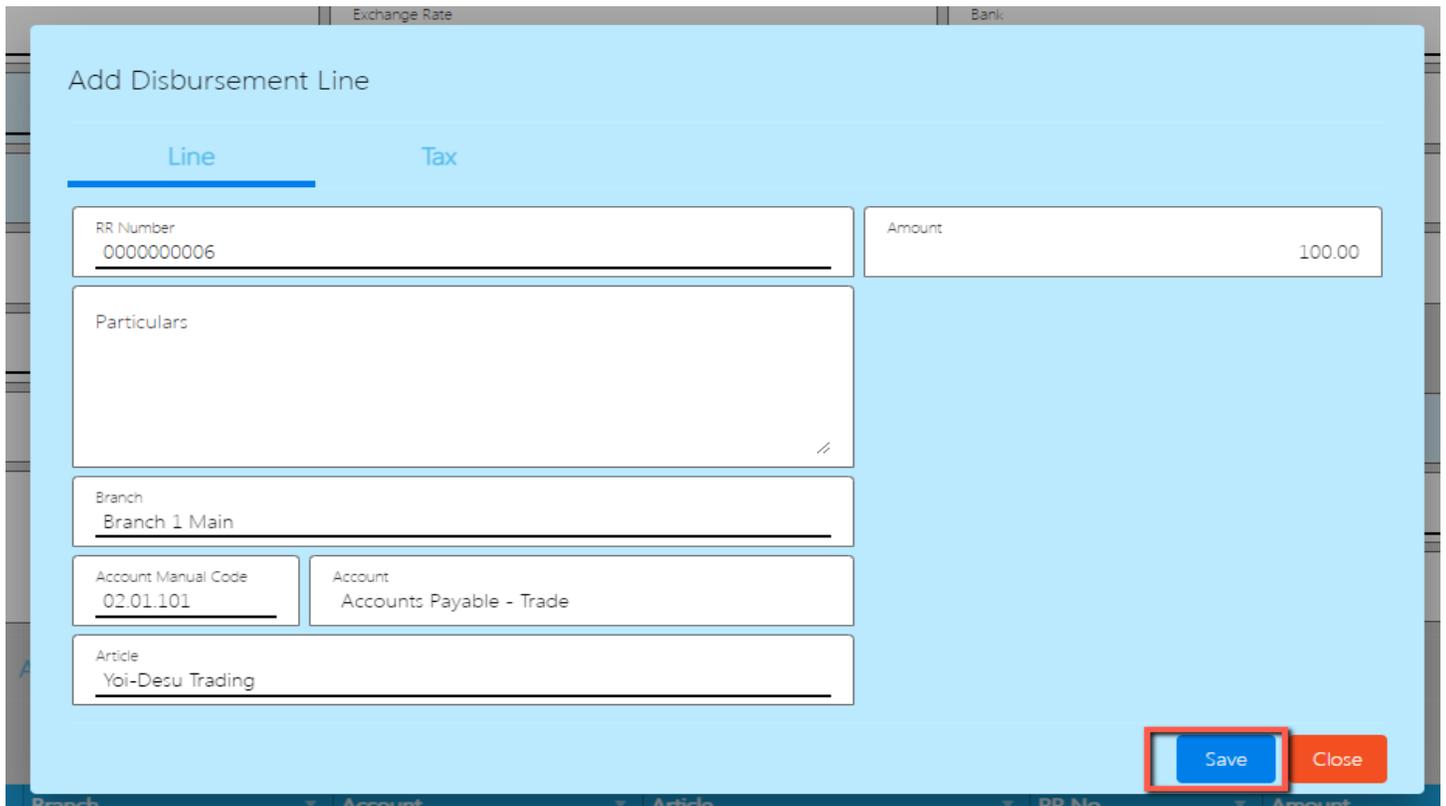
Save | Close

Branch	Account	Article	RR No.	Amount
--------	---------	---------	--------	--------

- After the user clicks the RR Number, It will show all the lists of RR that need to be disbursed. The user just needs to click the **PICK button**.



- After picking the RR number just click save for it to show on the **Disbursement Detail**



- If the disbursement is all good and the user is done creating it make sure to click **Save** and **Lock**.

Sales

Sales Order

Overview

- This is where to input the entire Sales Order needed.

Sales Order List

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

The screenshot displays the 'Sales Order List' interface in the 'easy FS' system. The interface includes a sidebar with navigation options and a main area showing a list of sales orders. The list has columns for Branch, SO No., SO Date, Manual No., Doc. Ref., Customer, Remarks, Currency, Amount, and Status. Two rows are visible: one for 'Ivanie Customer Newest' with amount 3,000.00 and another for 'Analy Galo' with amount 30,000.00. The interface includes filter functionality for start date, end date, and branch, and a search bar. A tooltip points to an 'Add' button with the text 'Click to Add new Sales Order'. The bottom left corner shows 'vGamma.002.001+6-next'.

Branch	SO No.	SO Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount	Status
Branch 1 M...	0000000002	3/10/2023	0000000002		Ivanie Customer Newest		AED	3,000.00	NEW
Branch 1 M...	0000000001	3/3/2023	0000000001		Analy Galo		AED	30,000.00	NEW

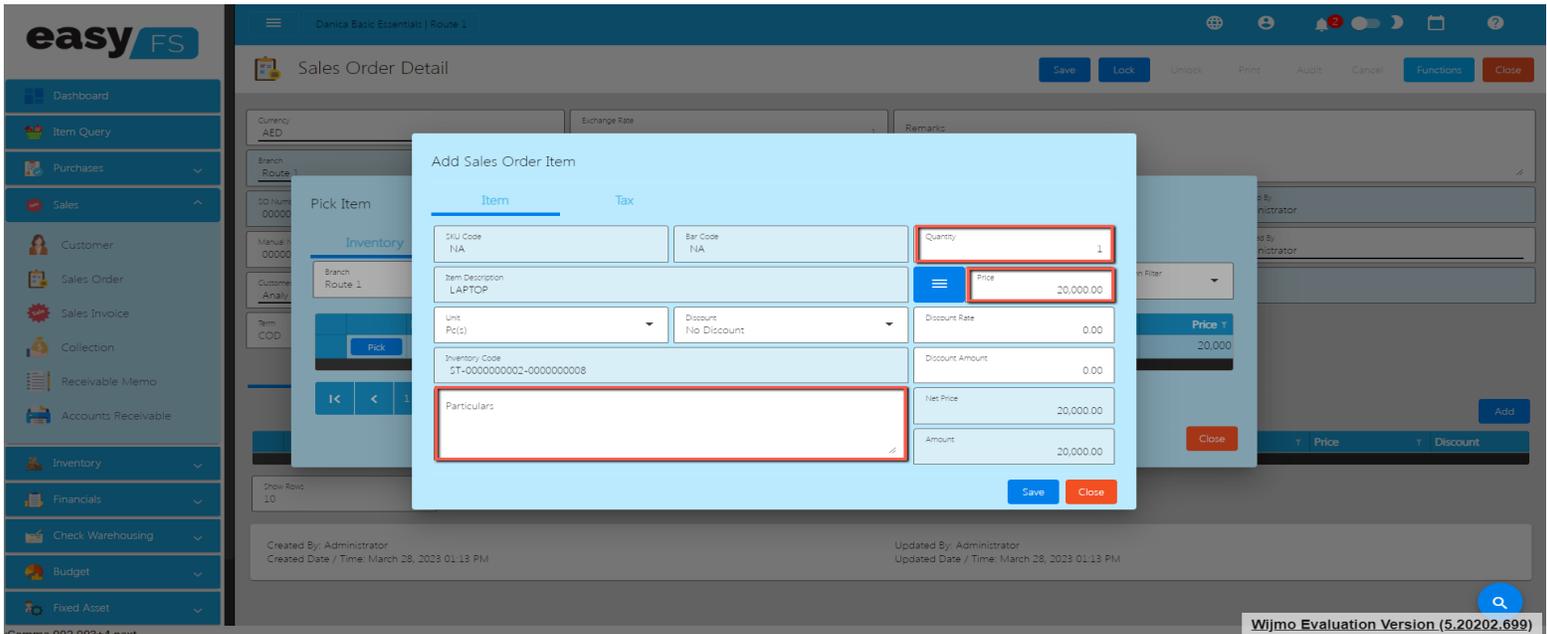
Sales Order Detail

- To add a new Sales Order, click the **Add** button that can be seen in the Sales Order list.
- Fill out all the needed information for the **Sales Order Detail** like,
 - Currency
 - Customer Name
 - SO Date
 - Term
 - Document Reference

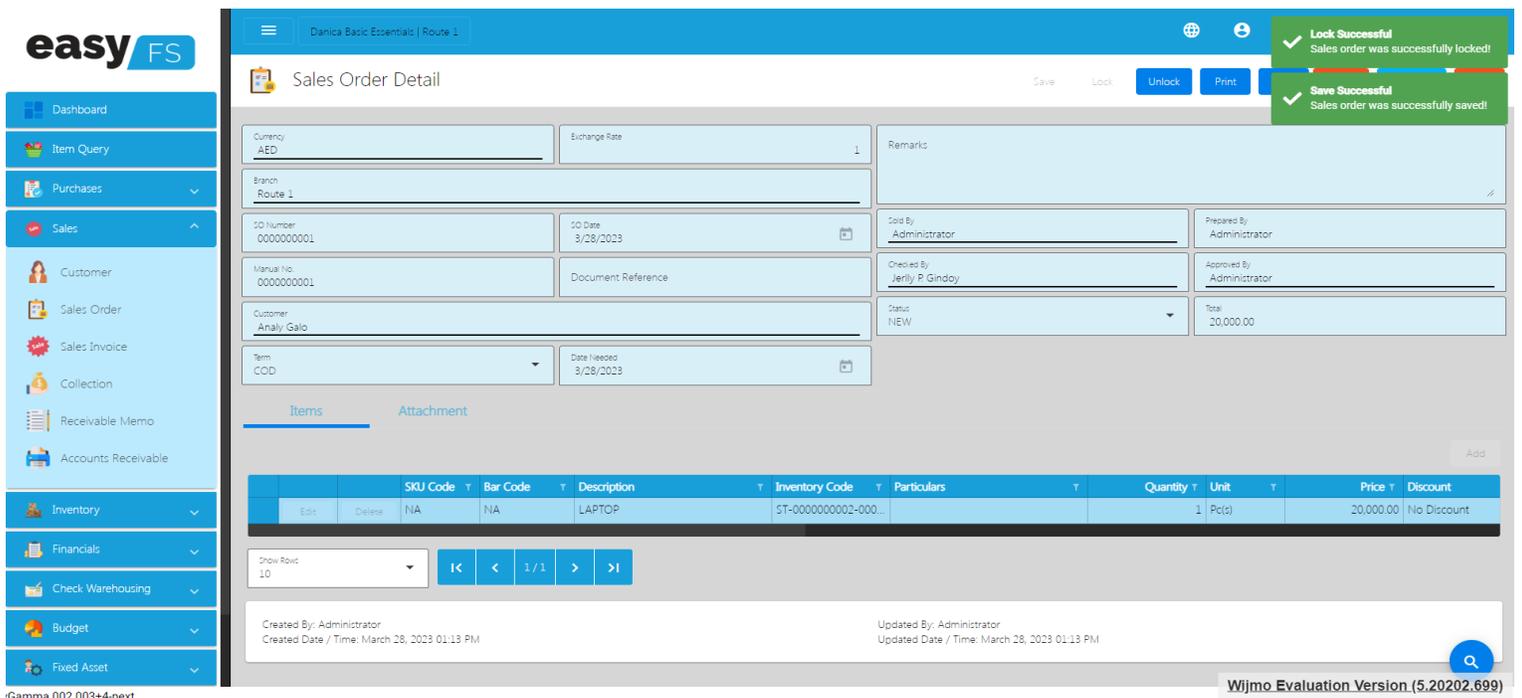
The screenshot shows the 'Sales Order Detail' form in the 'easy FS' system. The form is titled 'Sales Order Detail' and includes fields for Currency (AED), Exchange Rate, Sales Order Date (3/13/2023), Branch (Branch 1 Main), SO Number (0000000003), SO Date (3/13/2023), Manual No. (0000000003), Document Reference, Customer (Analy Galo), Term (COD), Date Needed (3/13/2023), Sold By (Administrator), Prepared By (Administrator), Shipped By (Administrator), Approved By (Administrator), Status (NEW), and Total (0.00). A table at the bottom is titled 'Items' and has columns for SKU Code, Bar Code, Description, Inventory Code, Particulars, Quantity, Unit, Price, and Discount. A red box highlights the 'Add' button in the bottom right corner, with an arrow pointing to it and the text 'Click to Add Sales Order Line Item'.

- To add a Sales Order Line Item, click the **Add** button on the right part of the page. Select the items, by clicking the Pick button.

- Once the Pick button is clicked, the user needs to fill out the **Quantity**, **Price** and **Particulars**. After that, click the Save button.



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



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' list in the easyFS system. The interface includes a sidebar with navigation options and a main area displaying a table of sales invoices. The table has columns for Branch, SI No., SI Date, Manual No., Doc. Ref., Customer, Remarks, Currency, Amount, and Paid. A search bar and filter options are visible at the top. Red arrows point to the 'Filter functionality' and 'Search functionality' labels. A red box highlights the 'Add' button in the top right corner.

	L	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount	Paid
Edit	Delete	✓	Route 1	000000001	3/28/2023	000000001	Analy Galo		AED	0.00	0.00

Sales Invoice Detail

- To add a new Sales Invoice, click the **Add** button that can be seen in the Sales Invoice list.
- Fill out all the needed information for the **Sales Invoice Detail** like,
 - Currency
 - Customer Name
 - SI Date
 - Term
 - Document Reference

The screenshot shows the 'Sales Invoice Detail' form in the 'easy FS' system. The form is titled 'Sales Invoice Detail' and includes a sidebar with navigation options like Dashboard, Item Query, Purchases, Sales, Customer, Sales Order, Sales Invoice, Collection, Receivable Memo, Accounts Receivable, Inventory, Financials, Check Warehousing, Budget, and Fixed Asset. The form fields are as follows:

- Currency: AED
- Exchange Rate: 1
- Remarks: (empty)
- Branch: Route 1
- SI Number: 0000000001
- SI Date: 3/28/2023
- Sold By: Administrator
- Prepared By: Administrator
- Manual No.: 0000000001
- Document Reference: (empty)
- Checked By: Jerily P Gindoy
- Approved By: Administrator
- Customer: Analy Galo
- Status: NEW
- Term: COD
- Date Needed: 3/28/2023
- Total: 0.00

Below the form is a table with columns: SO Num..., SKU Code, Bar Code, Description, Inventory Code, Job Type, Particulars, Quantity, Unit, and Pri. The table is currently empty. A red box highlights the 'Add' button in the top right corner of the table area, with a callout that says 'Click to Add Sales Invoice line item'.

At the bottom of the form, there is a status bar with the following information:

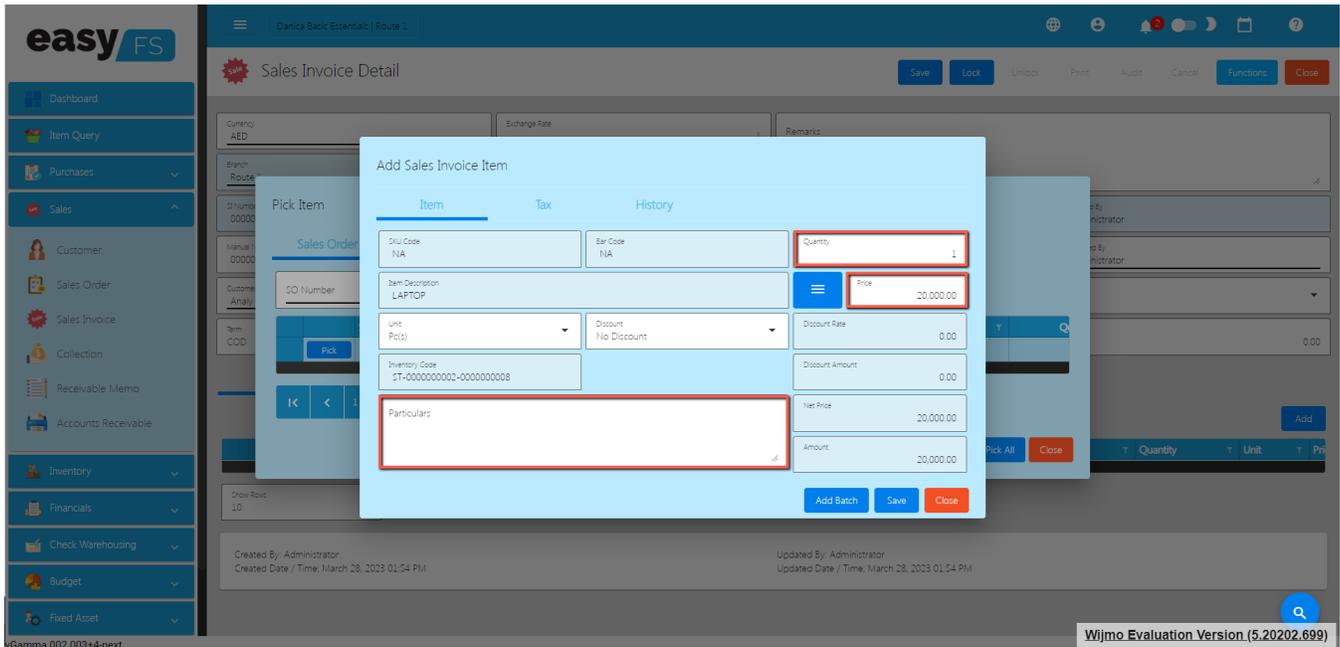
- Created By: Administrator
- Created Date / Time: March 28, 2023 01:54 PM
- Updated By: Administrator
- Updated Date / Time: March 28, 2023 01:54 PM

The version number 'vGamma.002.003+4-next' is visible in the bottom left corner, and 'Wijimo Evaluation Version (5.20202.699)' is visible in the bottom right corner.

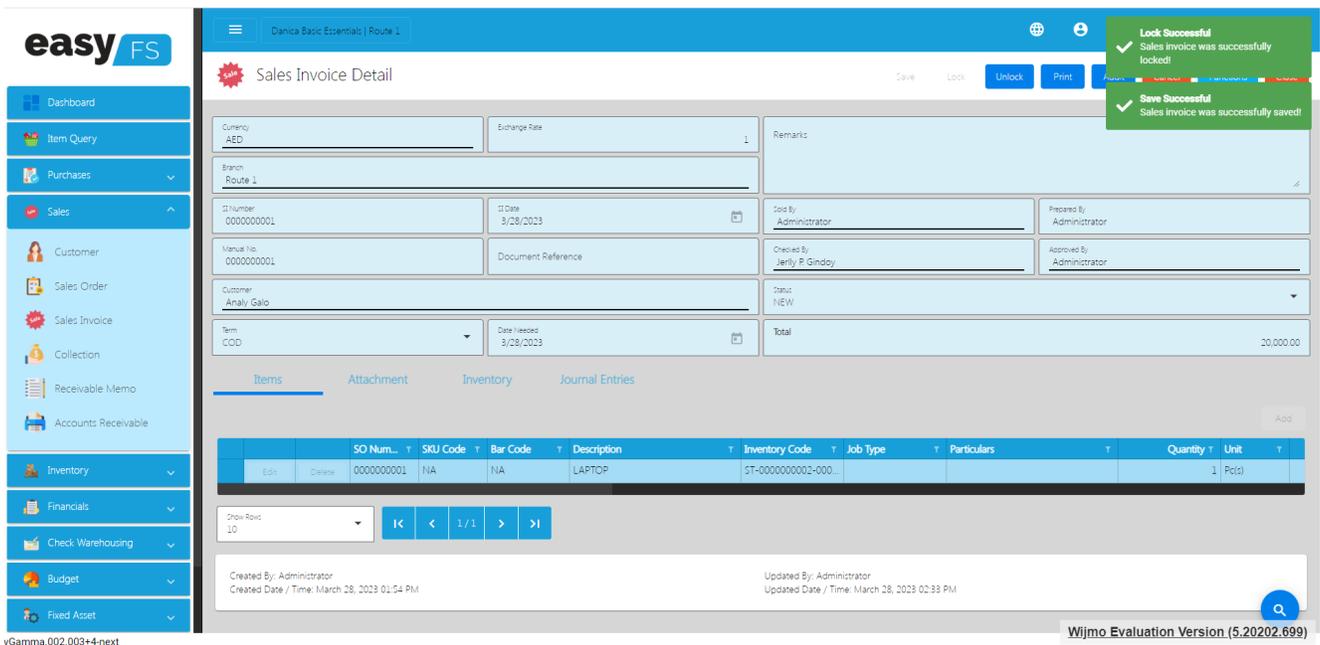
- To add a Sales Invoice Line Item, click the **Add** button on the right part of the page.
- If you already have a Sales Order for the Sales Invoice, the user can select the Sales Order by clicking on the **SO Number**. Once clicked, it will pop up all the Sales Order line items.. There are two ways 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) The user needs to click the **Pick** button.

- Once the **Pick** button is clicked, the user needs to fill out the **Quantity, Price** and **Particulars**. After that, click the Save button.



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



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.

easyFS

Dashboard

Item Query

Purchases

Sales

Customer

Sales Order

Sales Invoice

Collection

Receivable Memo

Accounts Receivable

Inventory

Financials

Check Warehousing

Budget

Fixed Asset

Collection

Filter functionality

Search functionality

Click the Add button to add new Collection

Add Close

Clear Filters

Start date 12/1/2022

End date 3/31/2023

Branch Route 1

Search

Column Filter All

	L	Branch	CI No.	CI Date	Manual No.	Doc. Ref.	Customer	Remarks	Currency	Amount	Status
Edit	Delete	Route 1	000000001	3/28/2023	000000001		Analy Galo		AED	0.00	NEW

Show Rows

Page 1 of 1

Wijmo Evaluation Version (5.20202.699)

Collection Detail

- To add a new Collection, click the **Add** button that can be seen in the Collection list.
- Fill out all the needed information for the **Collection Detail** like,

- Currency
- Customer Name
- CI Date
- Document Reference

The screenshot shows the 'Collection Detail' form in the easy FS software. The form includes the following fields:

- Currency: AED
- Exchange Rate: 1
- Branch: Route 1
- CI Number: 000000001
- CI Date: 3/28/2023
- Manual No.: 000000001
- Document Reference
- Customer: Analy Galo
- Prepared By: Administrator
- Credited By: Jerrily P. Gindoy
- Approved By: Administrator
- Status: NEW
- Sales Agent: Administrator
- Total: 0.00

At the bottom of the form, there is a table with the following columns: Branch, Account, Article, SI No., Amount, Base Amount, Pay Type, and Particulars. A red box highlights the 'Add' button on the right, with a callout that says 'Click to add Collection line item'.

- To add a Collection Line Item, click the **Add** button on the right part of the page. If you already have a Sales Invoice for the Collection, the user can select the Sales Invoice by clicking on the **SI Number**. 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.

The screenshot shows the 'Add Collection Line' dialog box in the easyFS application. The dialog is titled 'Add Collection Line' and has two tabs: 'Line' and 'Tax'. The 'Line' tab is active. The following fields are visible and highlighted with red boxes:

- SI No.: 000000001
- Amount: 20,000.00
- Particulars: (empty)
- Pay Type: Cash
- Depository Bank: Metrobank 091-00-001081-8
- Branch: Route 1
- Check Bank: Metrobank 091-00-001081-8
- Account Code: 01.01.104
- Account: Accounts Receivable - Trade- 売掛金取引
- Article: Analý Galo
- Check Date: (calendar icon)

Buttons for 'Save' and 'Close' are located at the bottom right of the dialog. The background shows the 'Collection Detail' screen with various fields like Currency (AED), Branch (Route 1), CI Number (0000000001), Manual No. (0000000001), Customer (Analý Galo), and a table with columns for Base Amount, Pay Type, and Particulars.

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

The screenshot shows the 'Collection Detail' screen in the easyFS application after the record has been saved and locked. The 'Save' and 'Lock' buttons are highlighted. Two green success messages are visible:

- Lock Successful Collection was successfully locked!
- Save Successful Collection was successfully saved!

The 'Lines' tab is selected, showing a table with one line item:

SI No.	Branch	Account	Article	Amount	Base Amount	Pay Type	Particulars
0000000001	Route 1	Accounts Receivable - Trade...	Analý Galo	20,000.00	20,000.00	Cash	

The background shows the 'Collection Detail' screen with various fields like Currency (AED), Branch (Route 1), CI Number (0000000001), Manual No. (0000000001), Customer (Analý Galo), and a table with columns for Base Amount, Pay Type, and Particulars.

Section V : Inventory

Stock In

Overview

- This module will be used when you want to add a quantity of an item. This can also be used when setting up the beginning balances of an item.

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 SI.

The screenshot shows the 'easy FS' interface for the 'Stock In' module. The sidebar on the left contains navigation options: Dashboard, Item Query, Purchases, Sales, Inventory, Item, Stock In, Stock Out, Stock Transfer Request, Stock Transfer, Stock Withdrawal, Stock Count, Inventory Ledger, and Inventory Report. The main content area displays a 'Stock In' list with a table containing three rows. The table columns are: Branch, IN No., IN Date, Manual No., Doc. Ref., Account, Article, Remarks, Amount, and Status. A 'Filter Functionality' box highlights the search filters (Start date, End date, Branch), and an 'Add Button' box highlights the 'Add' button. A 'Download video from this page' button is visible at the bottom left.

	L	Branch	IN No.	IN Date	Manual No.	Doc. Ref.	Account	Article	Remarks	Amount	Status
Edit	Delete	<input type="checkbox"/>	CEB-001	0000000003	2/10/2023	0000000003	Cash in Bank BOC 091-00-...	Other		0.00	NEW
Edit	Delete	<input checked="" type="checkbox"/>	CEB-001	0000000002	2/10/2023	0000000002	Cash in Bank BOC 091-00-...	Other		24,633.00	NEW
Edit	Delete	<input checked="" type="checkbox"/>	CEB-001	0000000001	2/3/2023	0000000001	Cash in Bank BOC 091-00-...	Other		0.00	NEW

Stock In Detail

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

- o Article

easy FS | Danica Basic Essential | CEB-001 | Wijmo Evaluation Version (5.20202.699)

Stock In Detail

Branch: CEB-001

IN Number: 000000003 | IN Date: 2/10/2023

Manual No: 000000003 | Document Reference: _____

Account Manual Code: 01.01.101 | Account: Cash in Bank 8091-00-001079-6

Article: Other

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

Status: NEW | Sales Agent: Administrator

Total Amount: 24,633.00

SKU Code	Bar Code	Description	Particulars	Quantity	Unit	Value	Amount	Base Quantity
Jane_2ULV	2ULV	Chicken Liver	NA	100	Kg(l)	246.33	24,633.00	

Buttons: Branch, Article, Account, Add Button, Add

- To add Stock In line item(s), you can:
 - o **Manual** add a line item
 - Click the **Add** button then pick the item you would like to add in your Stock In.

IMPORT | IMPORT 1

Stock In Detail

Branch: IMPORT 1

IN Number: 000000006 | IN Date: 9/22/2023

Manual No: 000000005 | Document Reference: N/A

Account Manual Code: 01.01.101 | Account: Cash in Bank

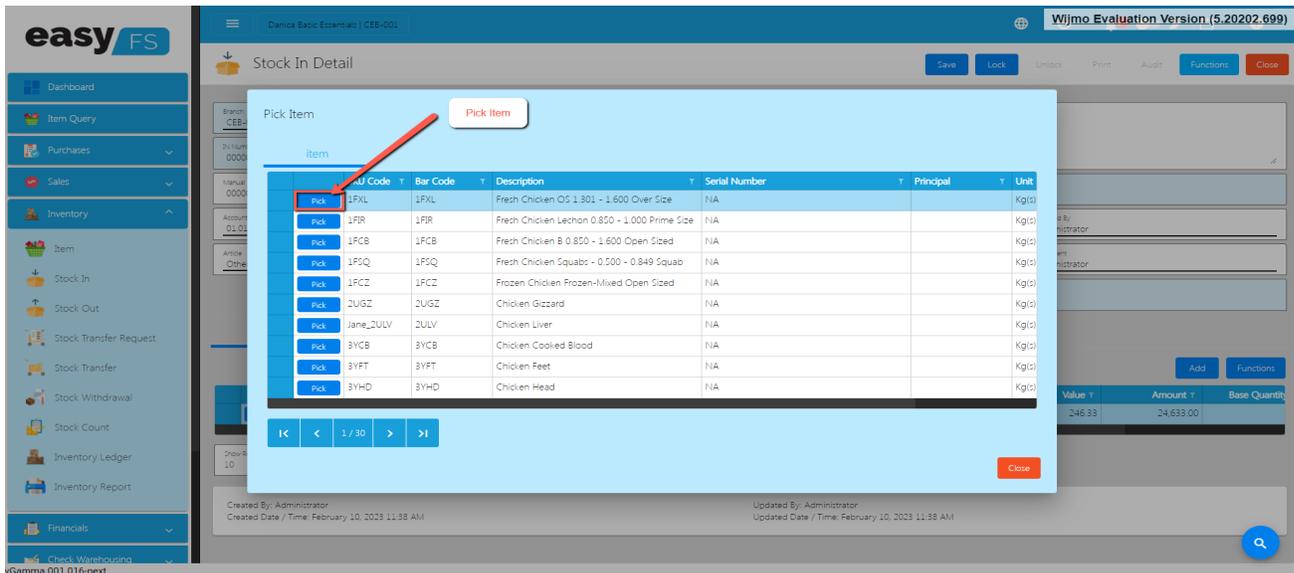
Article: Metrobank

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

Status: NEW | Sales Agent: Administrator

Total Amount: 48,975.00

Buttons: Add



- Fill up the necessary field for adding the item for Stock In, Changing the Unit for the Item, Particulars, and the Quantity of the item.

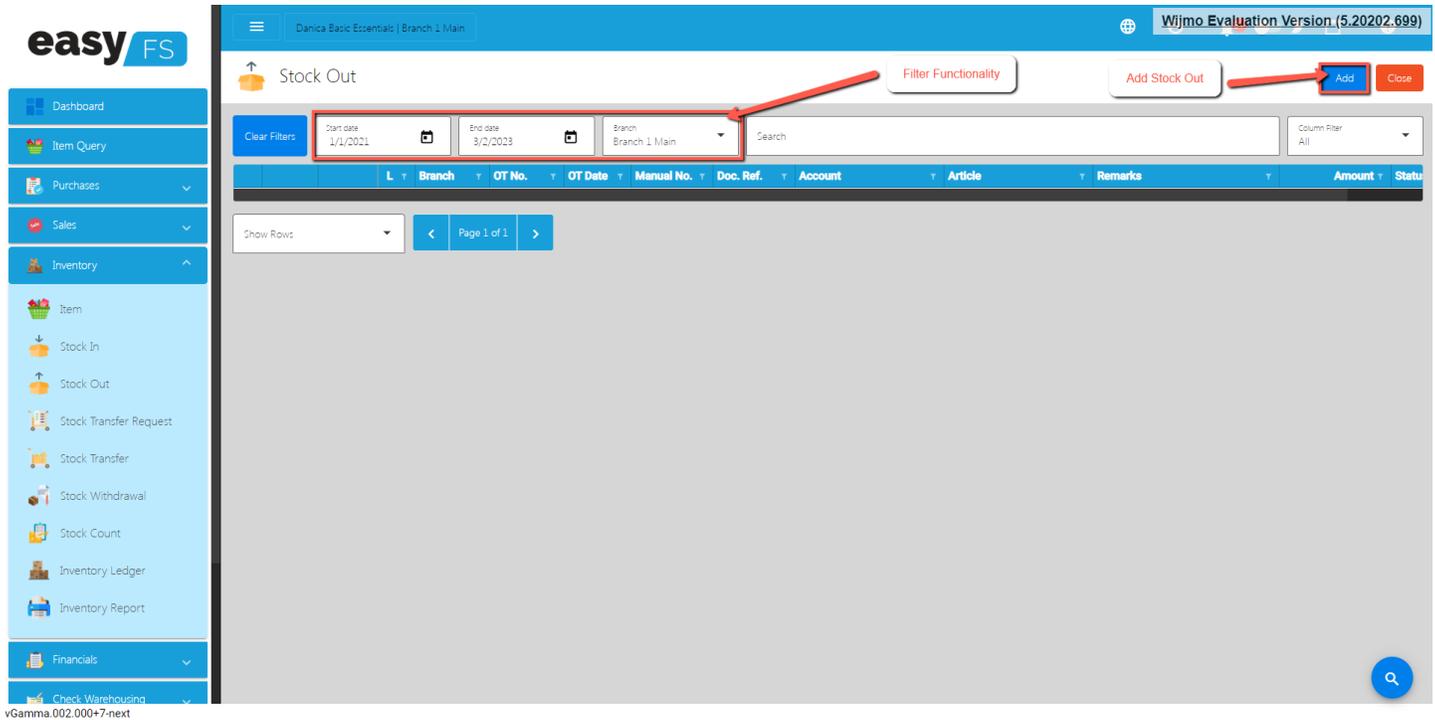
Stock Out

Overview

- This module will be used when you want to remove a quantity of an item.

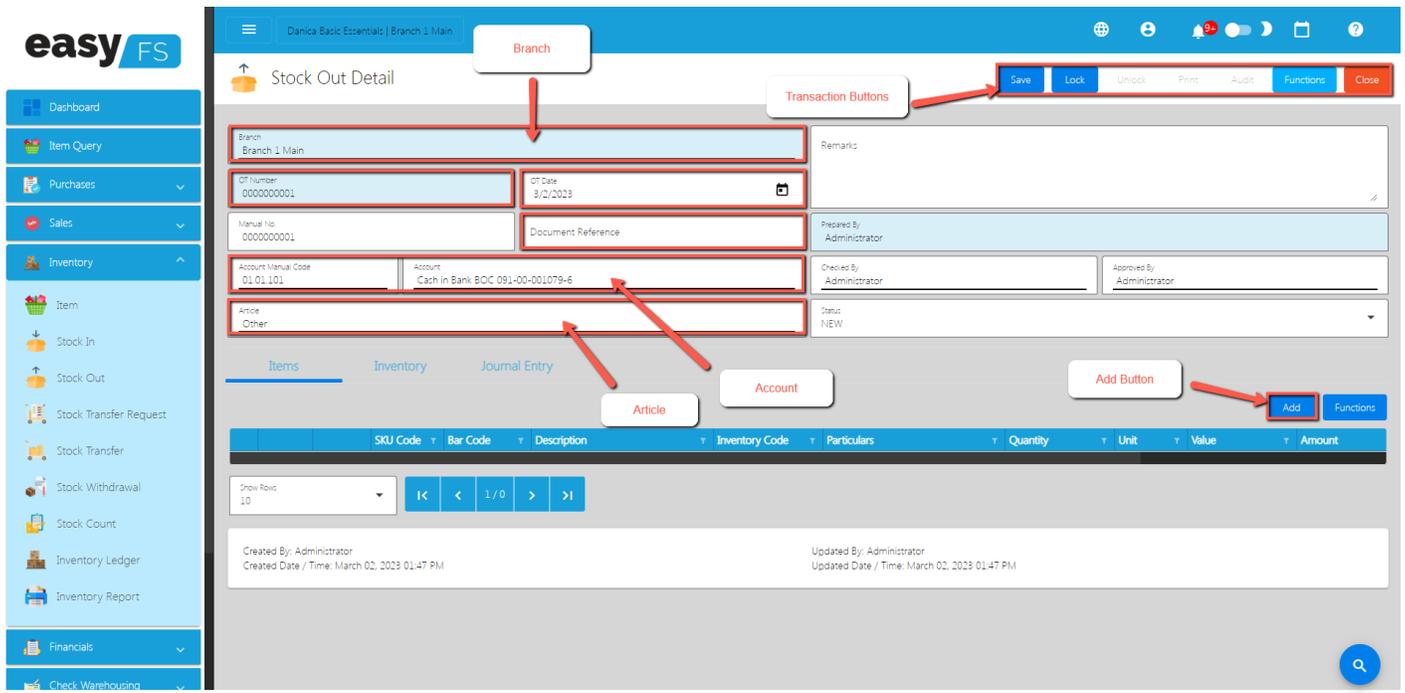
Stock Out List

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



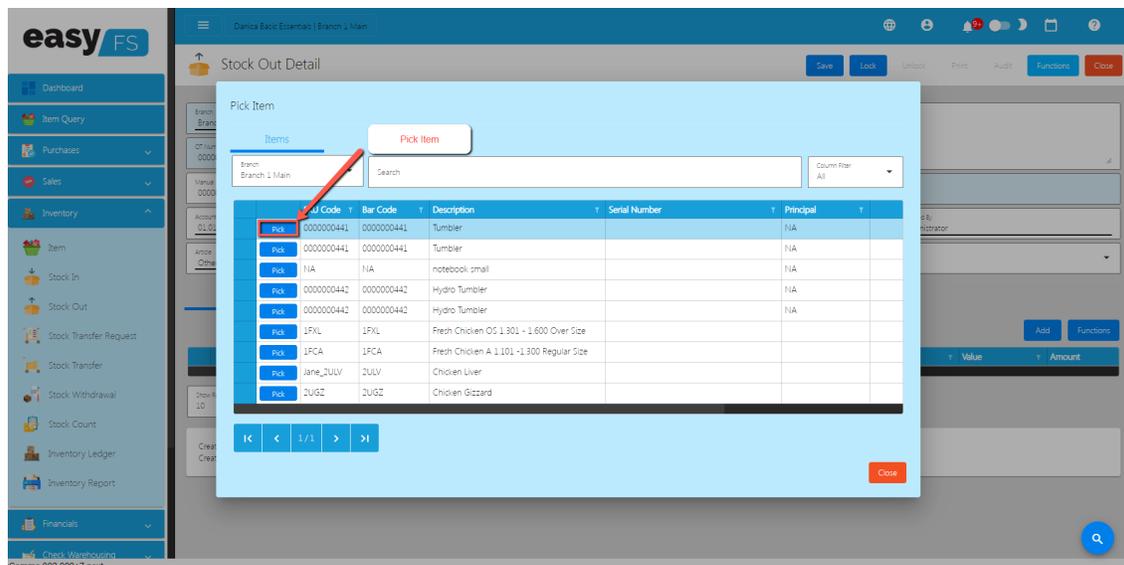
Stock Out Detail

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

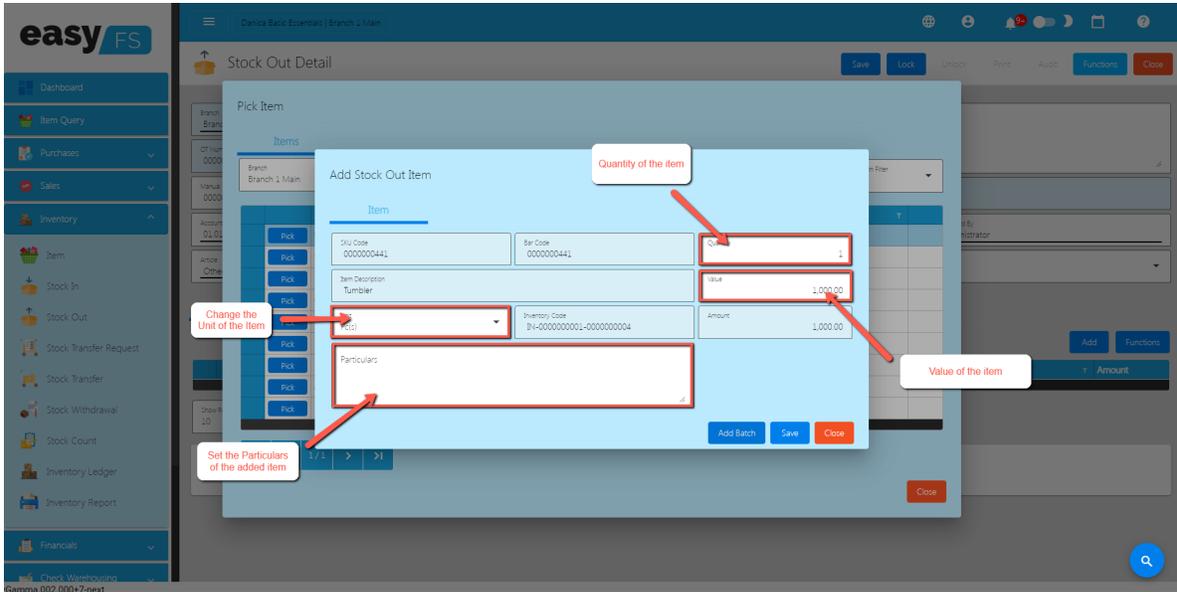


Gamma.002.000+7-next

- To add Stock Out line item(s), you can:
 - **Manual** add a line item
 - Click the **Add** button then pick the item you would like to add in your Stock Out line item.



- Fill up the necessary field for adding the item for Stock Out, Changing the Unit for the Item, Particulars, Value, and the Quantity of the item. Then, hit the Save button.



Stock Transfer Request

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 STR.

The screenshot displays the 'Stock Transfer Request' interface in the 'easy FS' system. The interface includes a sidebar with navigation options like 'Dashboard', 'Purchases', 'Sales', 'Inventory', 'Financials', and 'Check Warehousing'. The main area shows a 'Stock Transfer Request' list with columns for 'L', 'STR No.', 'STR Da...', 'Manual No.', 'Doc. Ref.', 'To Branch', 'Account', 'Article', 'Remarks', and 'Amount'. A 'Clear Filters' section is visible with 'Start date' set to '1/1/2021' and 'End date' set to '3/2/2023'. A red box highlights these date fields, with a red arrow pointing to the 'Filters' button. Another red arrow points to the 'Add' button in the 'Add new Stock Transfer Request' section. The page shows 'Page 1 of 1' and 'Show Rows: 10'.

Gamma.002.000+7-next

Stock Transfer Request Detail

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

easy FS

Danica Basic Essentials | Branch 1 Main

Stock Transfer Request Detail

Transaction Button

Save Lock Unlock Print Audit Functions Close

Detail

Branch
Branch 1 Main

STR Number
0000000001

STR Date
9/2/2023

Manual No.
0000000001

Document Reference

To Branch
Branch 1 Main

ETA
9/2/2023

Account Manual Code
01.01.101

Account
Cash-in Bank BOA 091-00-001079-6

Article
Other

Prepared By
Administrator

Checked By
Administrator

Approved By
Administrator

Status
STARTED

Total Selling Price Amount
0.00

Set Date for this transaction

Set Article

Set Account

Add

SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Selling Price	Total Selling Amo...
----------	----------	-------------	----------------	-------------	----------	------	---------------	----------------------

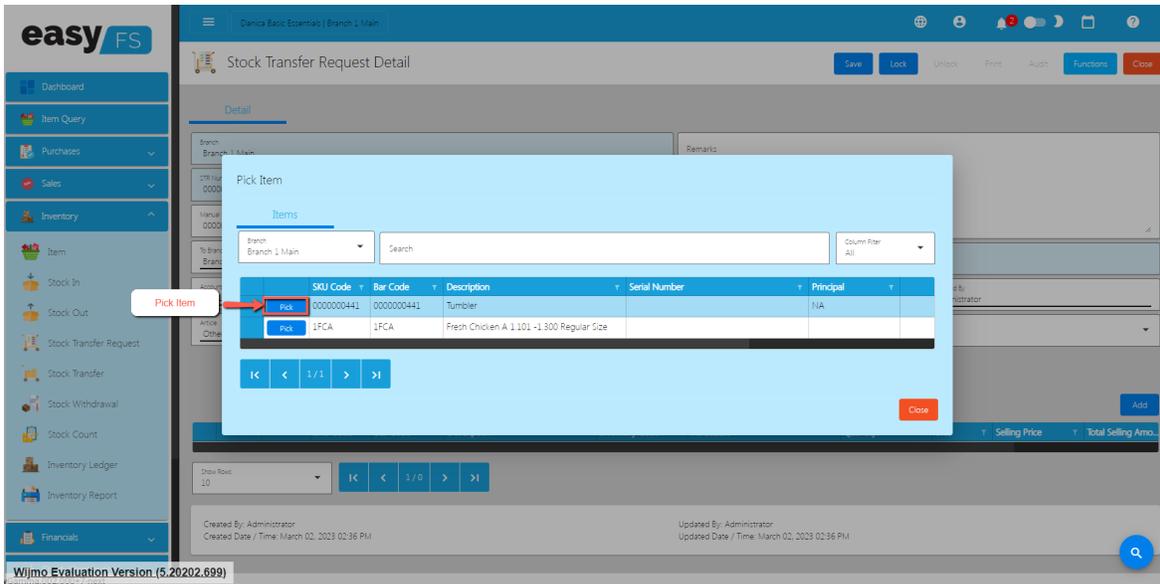
Show Rows
10

Created By: Administrator
Created Date / Time: March 02, 2023 02:36 PM

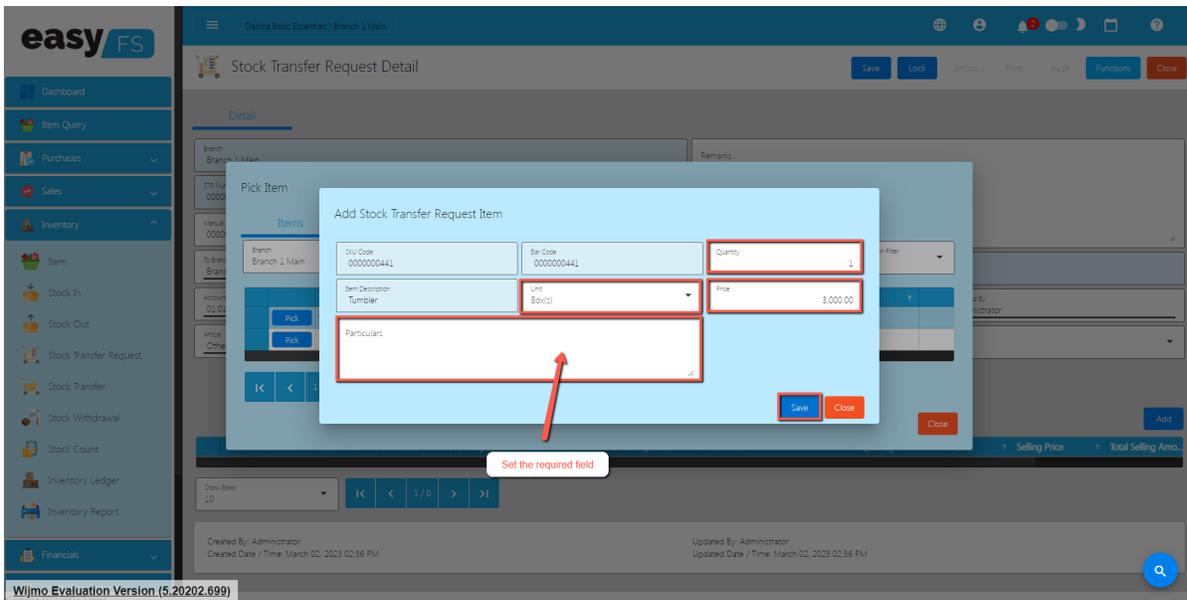
Updated By: Administrator
Updated Date / Time: March 02, 2023 02:36 PM

Wijmo Evaluation Version (5.20202.699)

- Pick the item you would like to add in your Stock Transfer Request



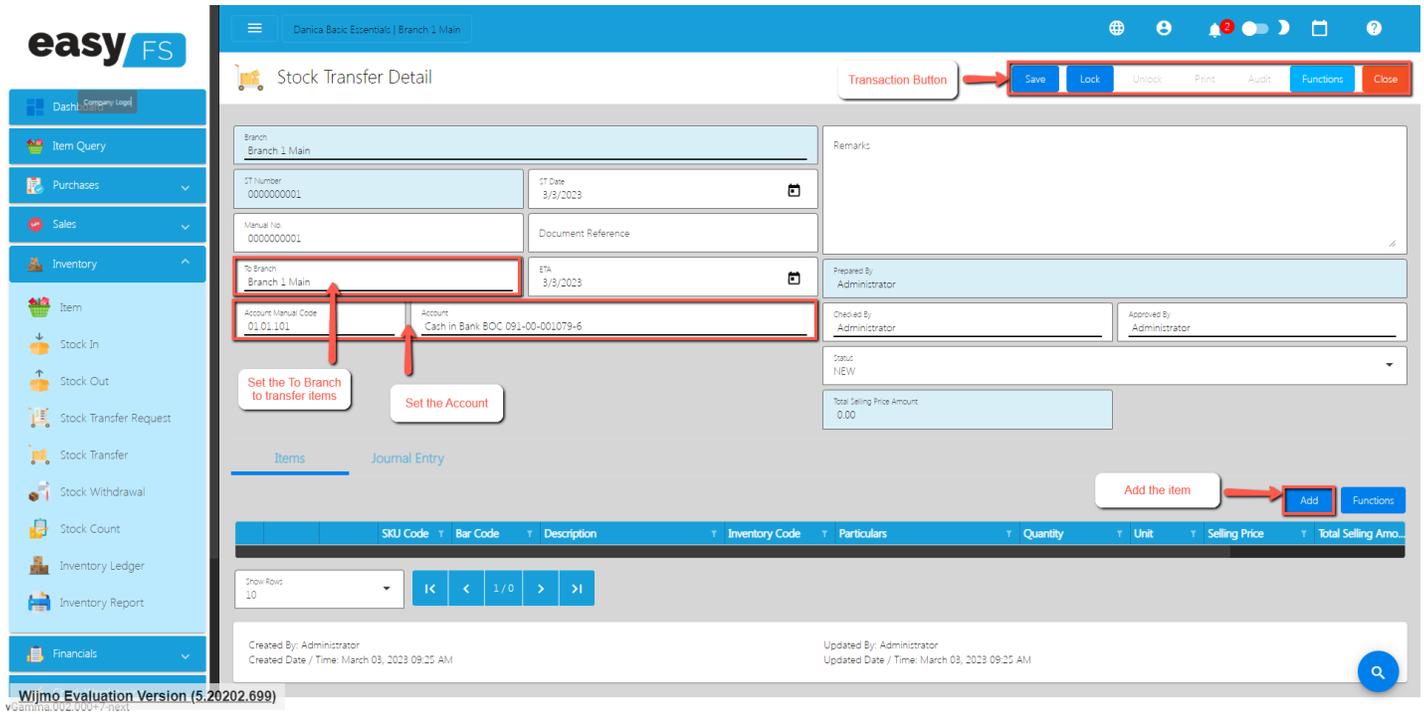
- Fill up the necessary field for adding the item for **Stock Transfer Request**, Changing the Unit for the Item, Particulars, Value, and the Quantity of the item.



Stock Transfer

Stock Transfer List

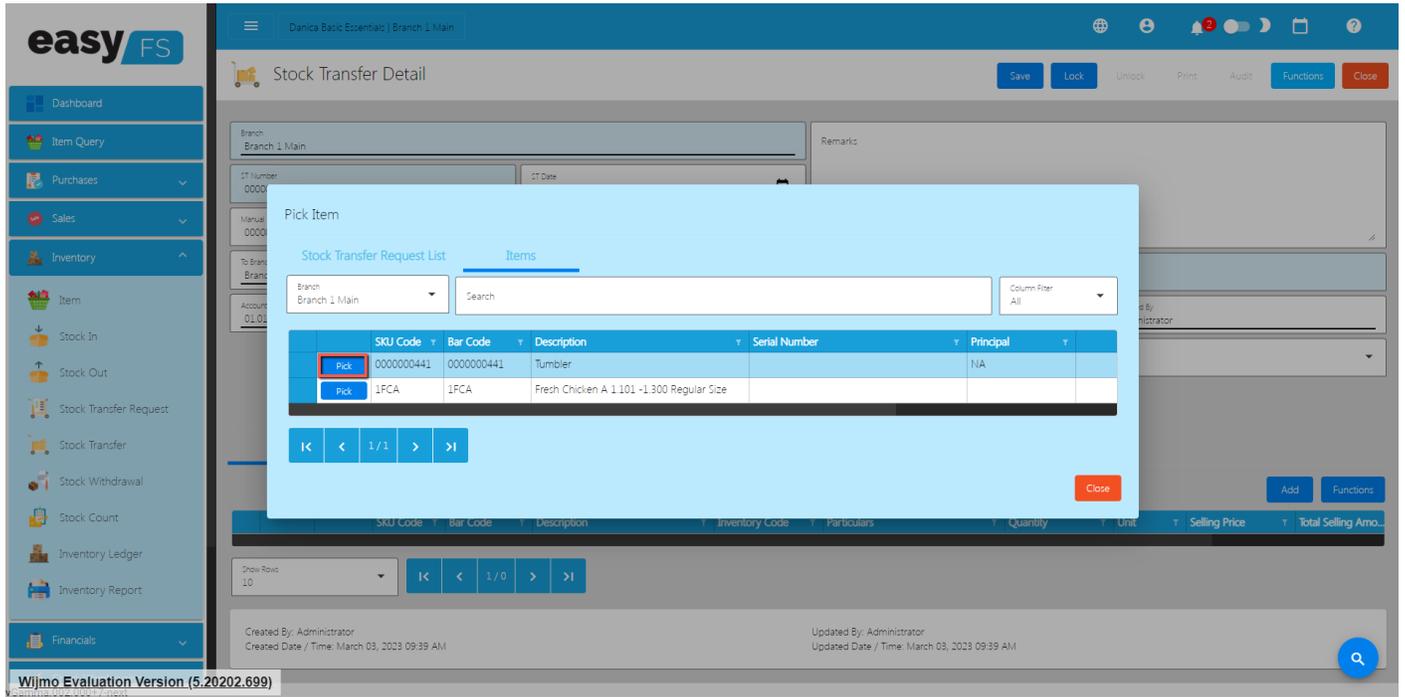
- List of all the ST(Stock Transfer) and will also show the overview of the transaction.
- Here, the user also has the filter functionality and the button to add a new ST.



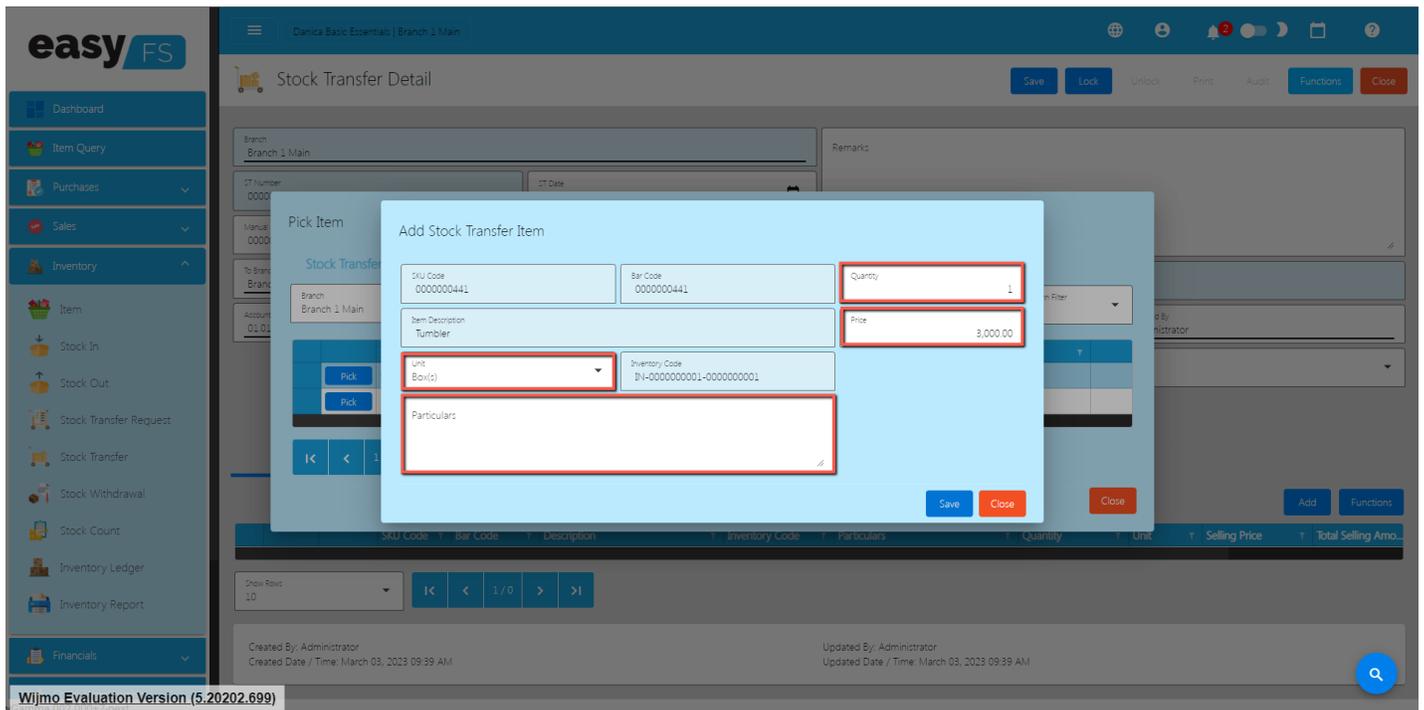
Stock Transfer Detail

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

- Pick the item you would like to add in your Stock Transfer



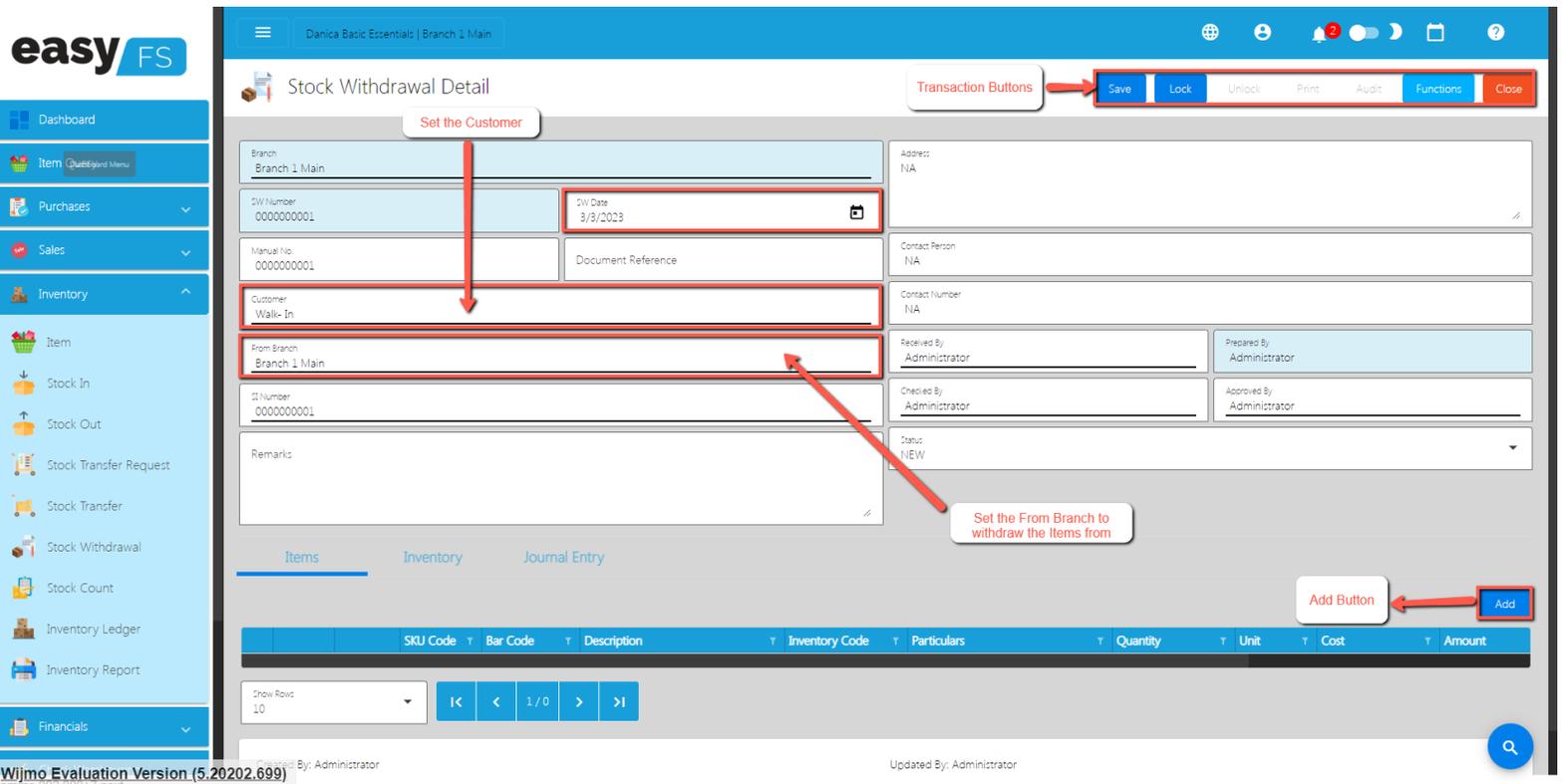
- Fill up the necessary field for adding the item for Stock Transfer, Changing the Unit for the Item, Particulars, Value, and the Quantity of the item.



Stock Withdrawal

Stock Withdrawal List

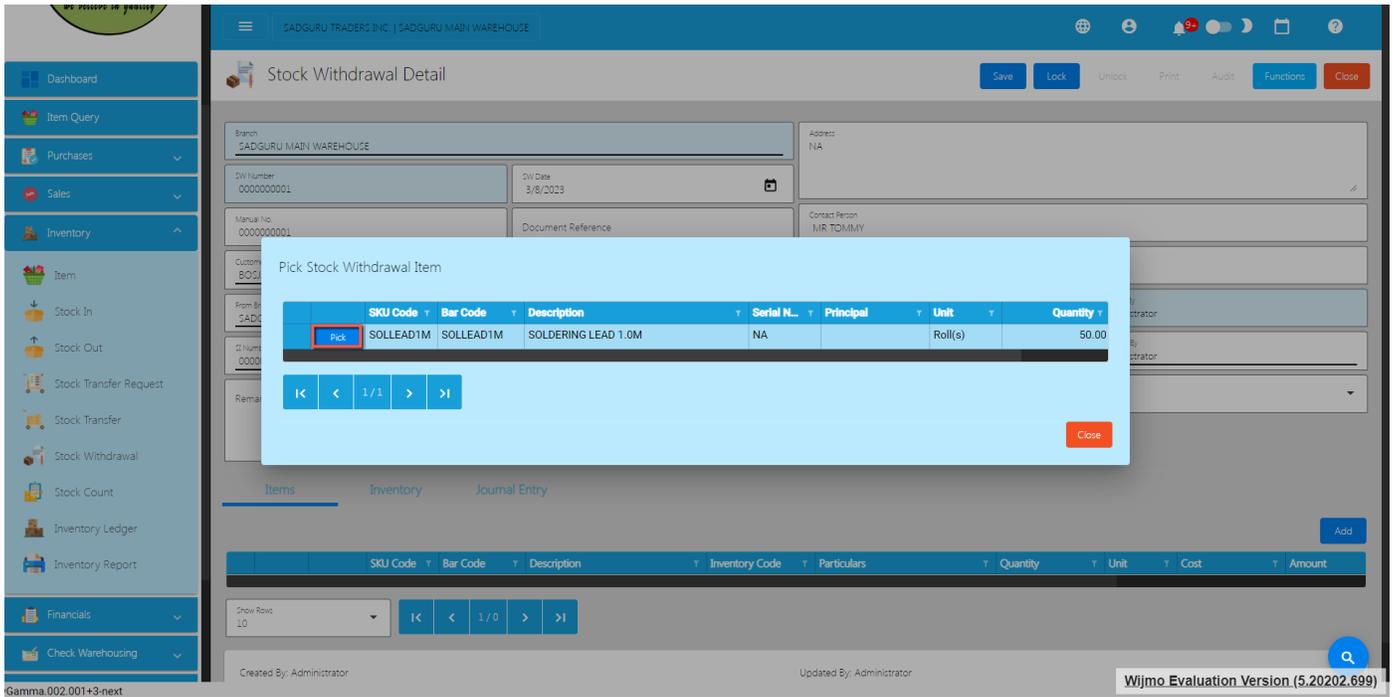
- List of all the SW(Stock Withdrawal) and will also show the overview of the transaction.
- Here, the user also has the filter functionality and the button to add a new SW.



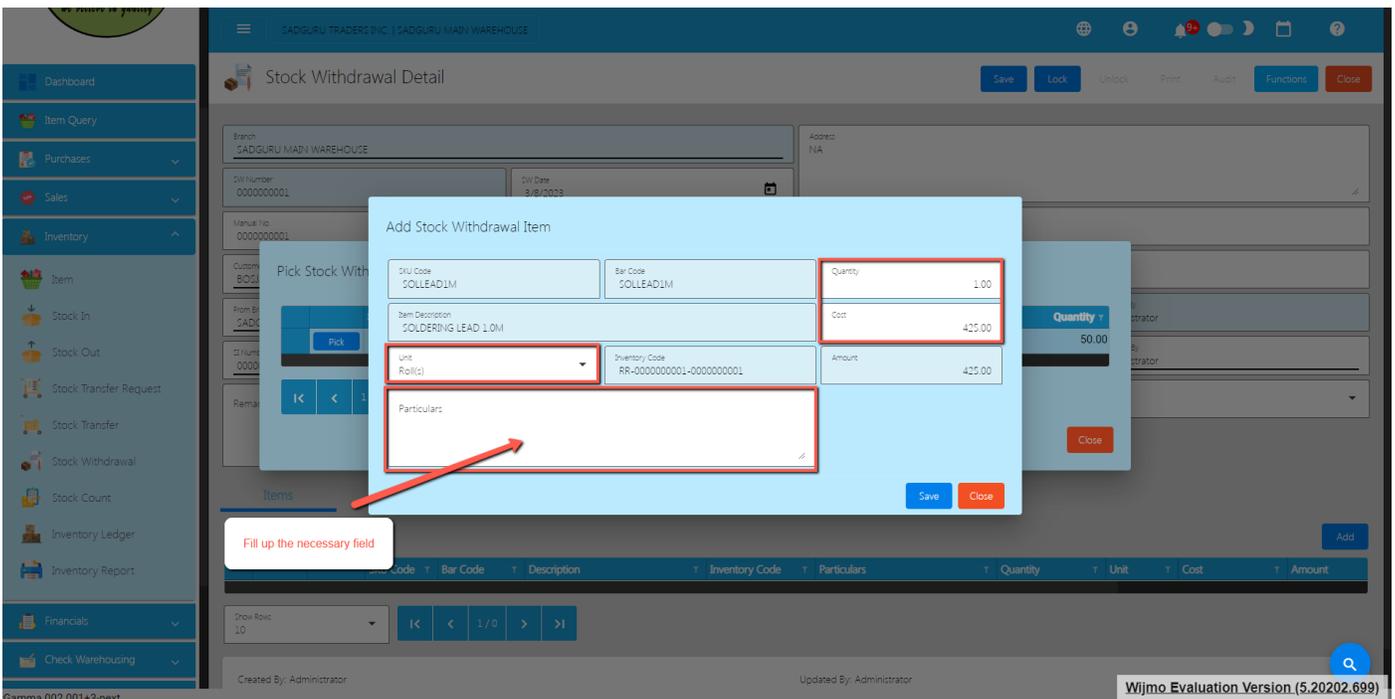
Stock Withdrawal Detail

- 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.



Stock Count

Stock Count List

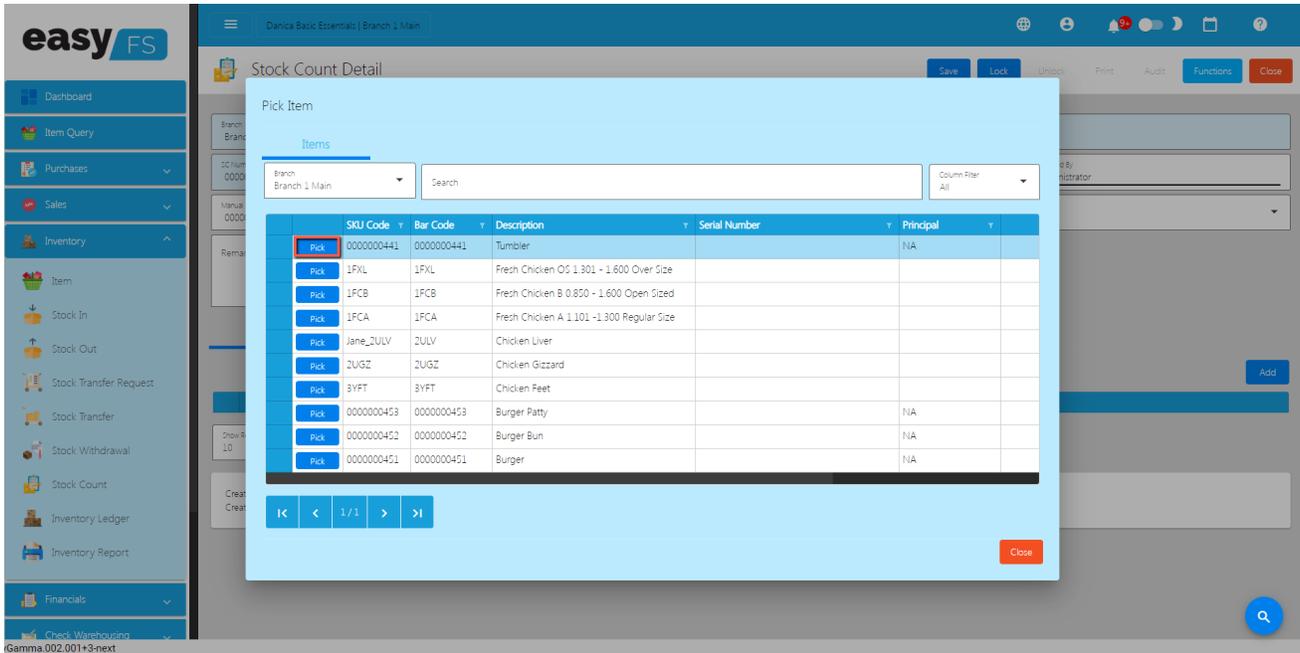
- List of all the SC(Stock Count) and will also show the overview of the transaction.
- Here, the user also has the filter functionality and the button to add a new SC.

The screenshot shows the 'easyFS' interface for 'Stock Count'. The top navigation bar includes 'Danica Basic Essentials | Branch 1 Main'. The left sidebar lists various modules: Dashboard, Item Query, Purchases, Sales, Inventory (expanded to show Item, Stock In, Stock Out, Stock Transfer Request, Stock Transfer, Stock Withdrawal, Stock Count, Inventory Ledger, Inventory Report), Financials, and Check Warehousing. The main content area is titled 'Stock Count' and features a search bar with 'Clear Filters' and 'Filter transaction' buttons. The search criteria are 'Start date: 1/1/2023' and 'End date: 3/8/2023'. Below the search bar is a table with columns: L, SC No., SC Date, Manual No., Doc. Ref., Remarks, and Status. A 'Show Rows' dropdown and 'Page 1 of 1' navigation are also visible. An 'Add a new Stock Count transaction' button with 'Add' and 'Close' sub-buttons is located in the top right corner.

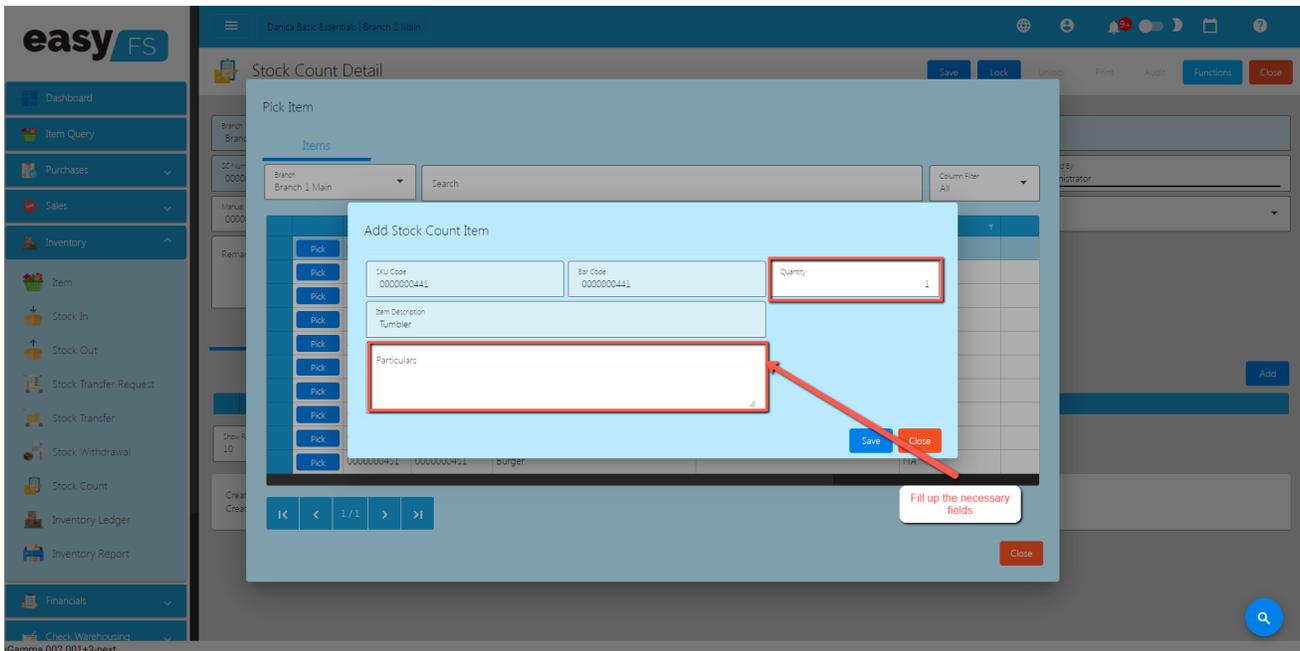
/Gamma.002.001+3-next

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.



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.

The screenshot shows the 'Inventory Ledger' page in the easyFS system. The left sidebar contains navigation menus for Dashboard, Item Query, Purchases, Sales, Inventory, Financials, and Check Warehousing. The main content area is titled 'Inventory Ledger' and features a search bar with 'Start date' (1/1/2023) and 'End date' (3/8/2023) filters. A 'Filter Transaction' button is highlighted with a red arrow. Other buttons include 'Add new Inventory Ledger', 'Add', and 'Close'. The table below the search bar has columns: L, IL No., IL Date, Manual No., Doc. Ref., Month, Year, Remarks, and Status. The table is currently empty, showing 'Page 1 of 1'.

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

The screenshot shows the 'Inventory Ledger Detail' form in the 'easy FS' system. The form includes fields for Branch (Branch 1 Main), Month (MARCH), Year (2023), I. Number (000000001), I. Date (3/8/2023), Prepared By (Administrator), Manual No. (000000001), Document Reference, Checked By (Administrator), Approved By (Administrator), and Status (NEW). A 'Transaction Buttons' bar at the top right contains 'Save', 'Lock', 'Unlock', 'Audit', 'Cancel', and 'Close'. A 'Generate IL' button is located at the bottom right. Red arrows point to the 'Save' button, the 'Status' dropdown, and the 'Generate IL' button. A callout box says 'Fill up the necessary fields'.

- When **Generate IL** is clicked the items will generate the cost.

Branch	Document Ref	Inventory Code	SKU Code	Bar Code	Description	Quantity	Unit	Cost	Amount	Particulars
Branch 1 Main	RR-000000001	RR-000000001-...	1FCA	1FCA	Fresh Chicken A 1.101 -1.300 Regul...	1	Kg(s)	100.00	100.00	
Branch 1 Main	SI-000000003	RR-000000001-...	1FCA	1FCA	Fresh Chicken A 1.101 -1.300 Regul...	-1	Kg(s)	100.00	-100.00	
Branch 1 Main	SI-000000004	IN-000000001-...	Jane_2ULV	2ULV	Chicken Liver	-1	Kg(s)	200.00	-200.00	
Branch 1 Main	SI-000000005	IN-000000001-...	000000441	000000441	Tumbler	-10	Box(s)	1,000.00	-10,000.00	
Branch 1 Main	RR-000000004	RR-000000001-...	000000452	000000452	Burger Bun	10	Pc(s)	50.00	500.00	
Branch 1 Main	RR-000000004	RR-000000001-...	000000453	000000453	Burger Patty	10	Pc(s)	60.00	600.00	
Branch 1 Main	SI-000000007	IN-000000001-...	000000451	000000451	Burger	-2	Pc(s)	40.00	-80.00	
Branch 1 Main	SI-000000007	RR-000000001-...	000000452	000000452	Burger Bun	-2	Pc(s)	50.00	-100.00	
Branch 1 Main	SI-000000007	RR-000000001-...	000000453	000000453	Burger Patty	-2	Pc(s)	60.00	-120.00	
Branch 1 Main	SI-000000002	RR-000000003-...	2UGZ	2UGZ	Chicken Gizzard	-2	Kg(s)	21.74	-43.48	

Section VI : Financials

Chart of Accounts

Chart of Accounts Lists

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

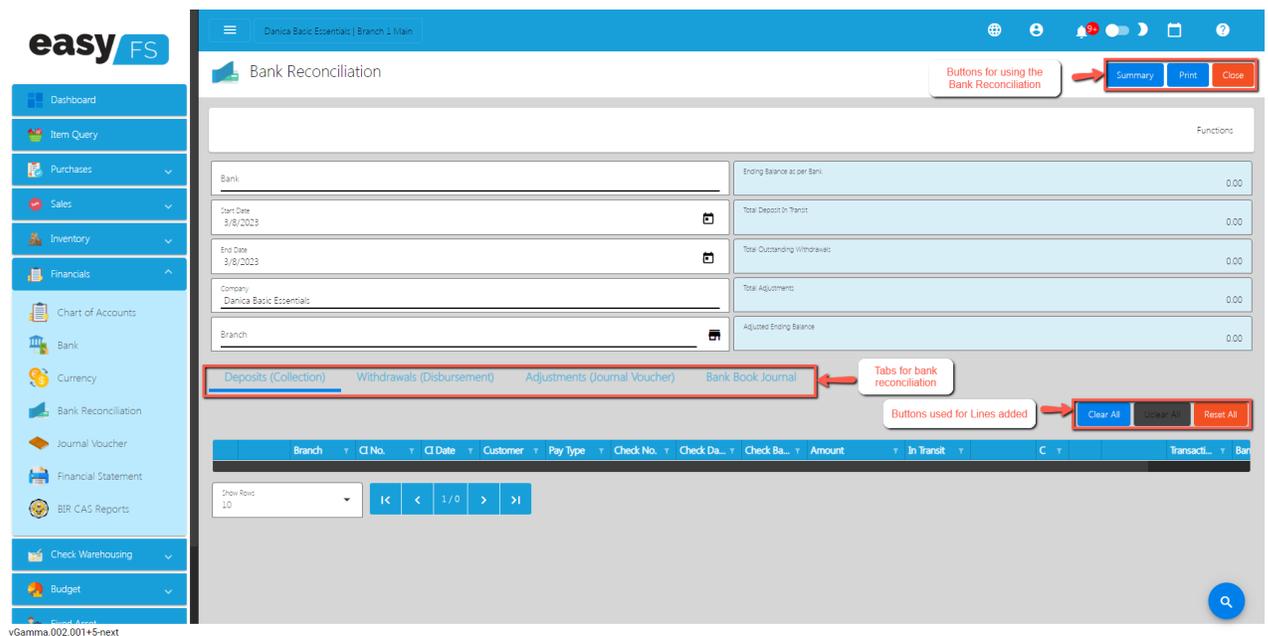
The screenshot shows the 'easy FS' software interface. The main window is titled 'Chart of Accounts' and displays a table of accounts. The table has columns for 'Code', 'Manual Code', 'Account', 'Account Type', and 'Account Cash Flow'. The 'Account' column is highlighted in blue. A red box highlights the 'Account', 'Account Type', 'Account Cash Flow', and 'Account Category' tabs, with an arrow pointing to the 'Account Category' tab and a text box stating 'Chart of Accounts tab to choose from'. There are also 'Add new Accounts', 'Add', and 'Close' buttons at the top right.

		Code	Manual Code	Account	Account Type	Account Cash Flow	
Edit	Delete	0000000104	0000000104	Gas and Oil	General and Admin Expenses	OPERATING	
Edit	Delete	0000000109	0000000109	Rental	General and Admin Expenses	OPERATING	
Edit	Delete	0000000117	0000000117	Supplier return and allowances	Current Assets	OPERATING	
Edit	Delete	0000000014	01.01.101	Cash in Bank BOC 091-00-001079-6	Current Assets	NOT INCLUDED	
Edit	Delete	0000000079	01.01.102	Cash on Hand	Current Assets	NOT INCLUDED	
Edit	Delete	0000000023	01.01.103	Petty Cash Account	Current Assets	NOT INCLUDED	
Edit	Delete	0000000003	01.01.104	Accounts Receivable - Trade	Current Assets	OPERATING	
Edit	Delete	0000000003	01.01.105	Notes Receivable	Current Assets	OPERATING	
Edit	Delete	0000000003	01.01.106	Marketable Equity Security	Current Assets	OPERATING	
Edit	Delete	0000000003	01.01.108	Tax Refund on Compensation	Current Assets	OPERATING	

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.



Journal Voucher

Overview

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

Journal Voucher List

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

easy FS

Danica Basic Essentials | Branch 1 Main

Journal Voucher

Add and Close Journal Voucher

Add Close

Clear Filters: Start date: 1/1/2023 End date: 3/8/2023 Branch: Branch 1 Main

L	Branch	JV No.	JV Date	Manual No.	Doc. Ref.	Remarks	Debit Amount	Credit Amount	Status
Show Rows: 10	[Navigation buttons: <K, <, 1/1, >, >I]								

Filter Journal Voucher

vGamma.002.001+5-next

Journal Voucher Detail

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

The screenshot displays the 'Journal Voucher Detail' form in the easyFS application. The interface includes a sidebar with navigation options like Dashboard, Item Query, Purchases, Sales, Inventory, Financials, Check Warehousing, Budget, Fixed Asset, Apps, and System. The main form area is titled 'Journal Voucher Detail' and contains several input fields and sections. Annotations with red arrows point to specific elements: 'Journal Voucher buttons to transact' points to the 'Save', 'Lock', 'Unlock', 'Print', 'Audit', 'Cancel', 'Functions', and 'Close' buttons; 'Journal Voucher tabs' points to the 'Lines', 'Attachment', and 'Journal Entries' tabs; 'Fill out the necessary fields' points to the 'JV Date' field (3/8/2023), 'Status' dropdown (NEW), and 'Total Debit' (0.00) fields; and 'Add new lines' points to the 'Add' button. A table at the bottom shows the 'Lines' section with columns for Branch, Account, Article, Debit Amount, Credit Amount, C, and Particulars. The table currently has one row with 'Show Rows: 10' and navigation controls. At the bottom, there is a footer area with 'Created By: Administrator' and 'Updated By: Administrator' information.

vGamma.002.001+5-next

Section VII : Check Warehousing

Check Warehousing

Check Warehousing List

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

The screenshot shows the 'easyFS' interface for 'Check Warehousing'. The top navigation bar includes 'Danica Basic Essentials | Branch 1 Main'. The left sidebar lists various modules, with 'Check Warehousing' selected. The main content area features a table with columns: Branch, Bank, CW Code, CheckNumber, CheckDate, Remarks, Payee Or Pay, and Status. Above the table is a filter bar with fields for Start date (1/1/2023), End date (3/8/2023), Branch (Branch 1 Main), and a Search field. There are 'Add' and 'Close' buttons in the top right corner. Red arrows point to the 'Add' button and the 'CheckDate' column header. Callout boxes contain the text 'Check Warehousing, Filter' and 'Add new Check Warehousing, and Close it'.

Check Warehousing Detail

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

Check Warehousing

Add Close

Clear Filters Start date 1/1/2023 End date Branch Branch 1 Main Search Column Filter All

Fill up the required fields

Check Warehousing Detail

Amount	0.00	Remarks
Check Number	Check Date 3/8/2023	
Payee / Payor Chicken Essential's Ph, Inc.		Branch Branch 1 Main
Bank Bank of Commerce - 091-00-001079-6	CW Code 000000001	Checked By Administrator
Status	Check Type	Is Cleared/Source Uncleared

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

Save Close

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 'easyFS' Check Writer interface. The top navigation bar includes the 'easyFS' logo and the text 'Danica Basic Essentials | Branch 1 Main'. The main header area contains the title 'Check Writer' and a 'Required fields' label. Below this, a form is visible with fields for 'Check Date' (3/29/2023), 'Issued To' (Jhon Cedrick MAdula), and 'Amount' (10,000.00). A 'Preview' button is located to the right of the amount field. A red box highlights the 'Required fields' label and the 'Preview' button. Below the form, a 'Preview' section shows a sample check from 'HUMAN INCUBATOR INC' payable to 'JHON CEDRICK MADULA' for 'PESOS TEN THOUSAND ONLY'. The check includes a date of '03-29-2023' and a MICR line at the bottom. A 'Print' button is located to the right of the preview, with a red box highlighting it. A 'How to print' link is also visible. A 'To print cheque' label points to the 'Print' button. The bottom right corner of the interface shows 'Wijmo Evaluation Version (5.20202.699)'.

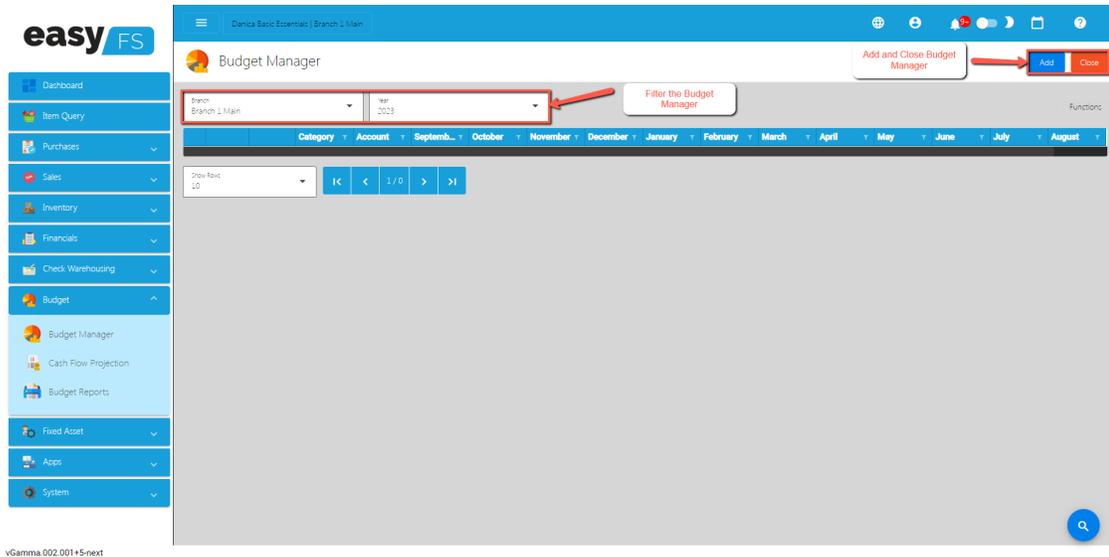
- To preview the Cheque, click the Preview button beside the Amount field.
- To print the generated Cheque, click the Print button.

Section VIII : Budget

Budget Manager

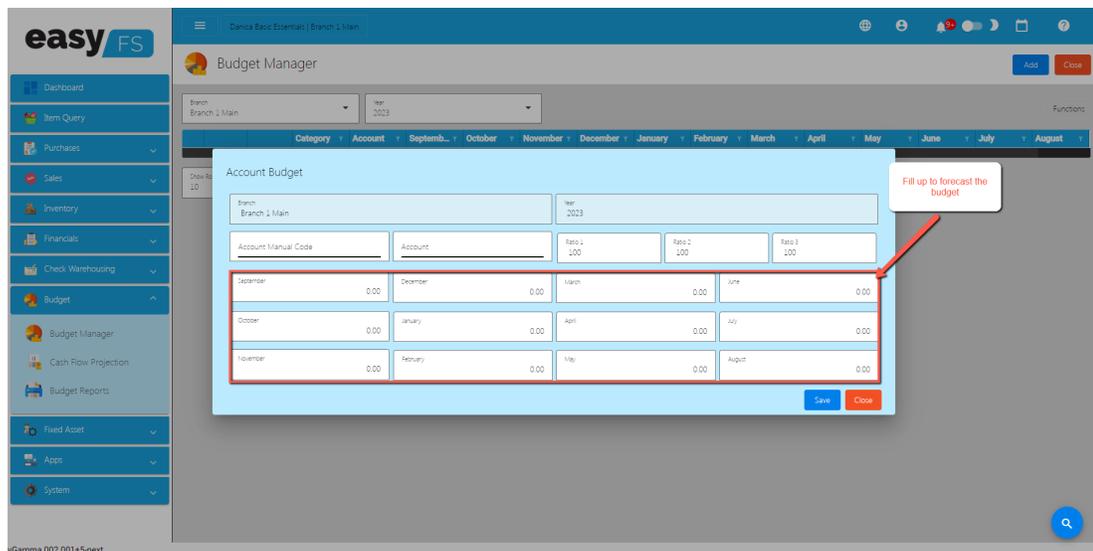
Budget Manager List

- 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

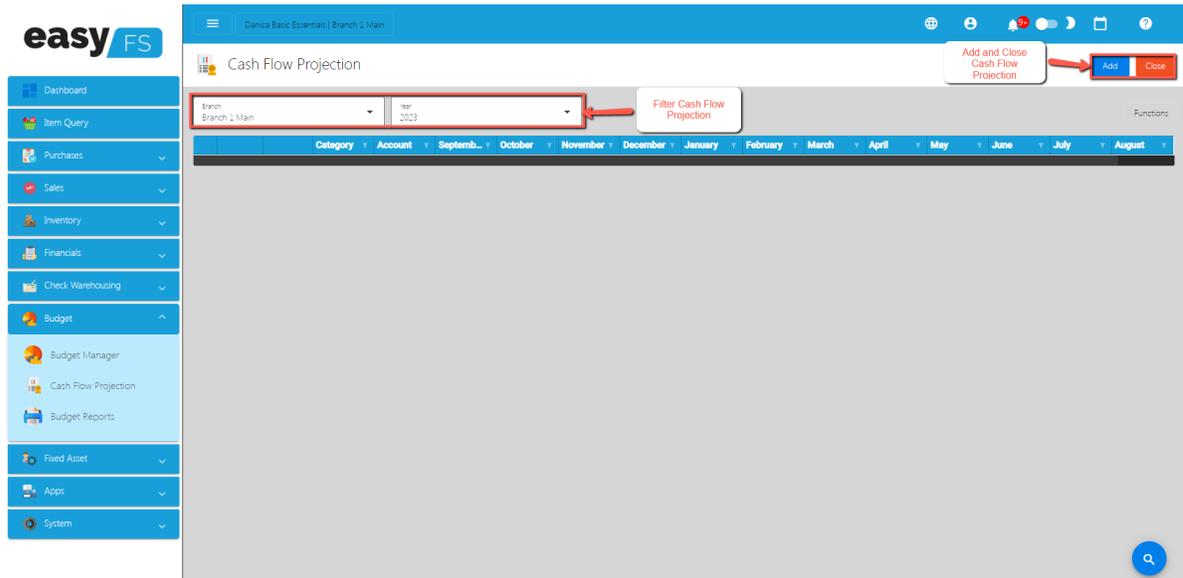
- Fill up the required fields for **Budget**



Cash Flow Projection

Cash Flow Projection List

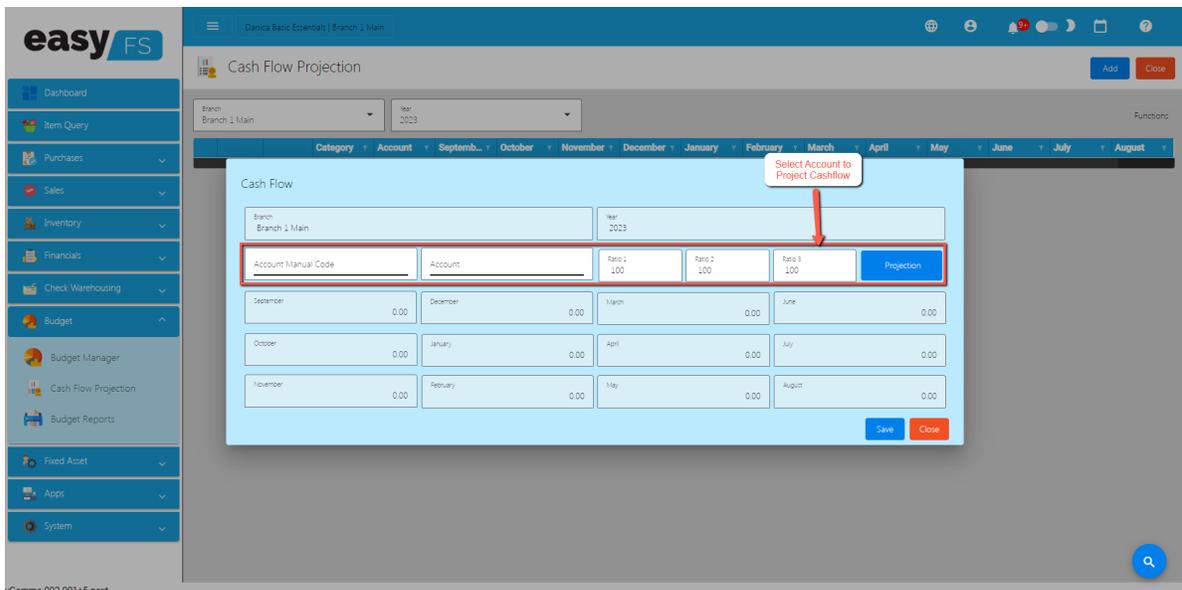
- List of All **Cash Flow Projection** that were added to the System
- Here the user can add **Cash Flow Projection** to set up for them to use to their transaction



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Cash Flow Projection Detail

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



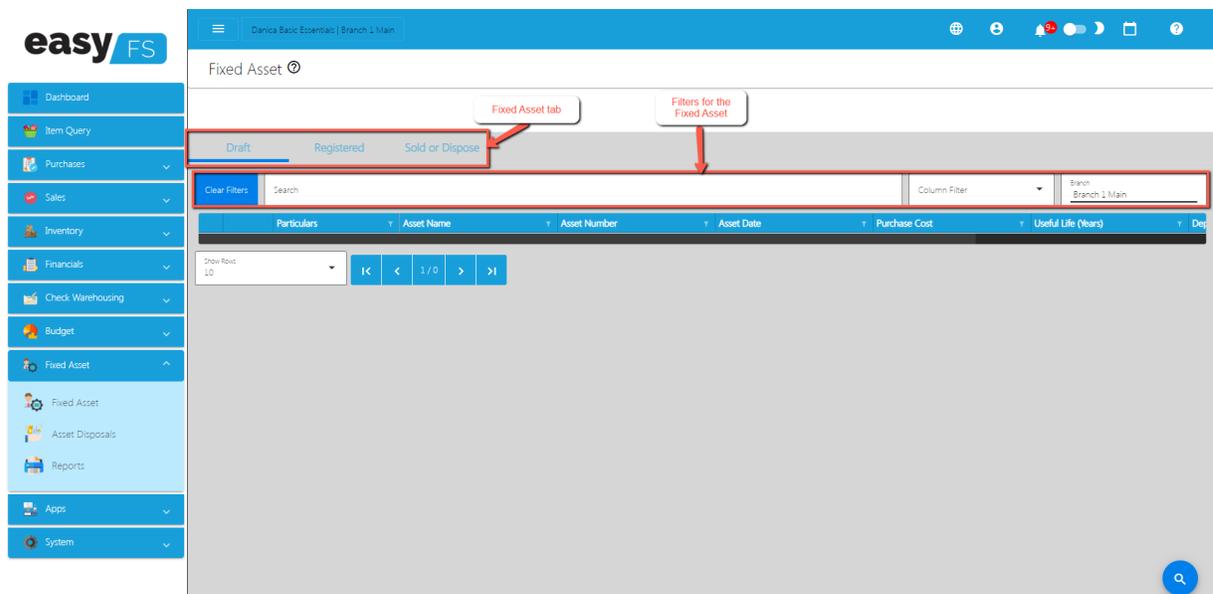
vGamma.002.001+5-next

Section IX : Fixed Asset

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.

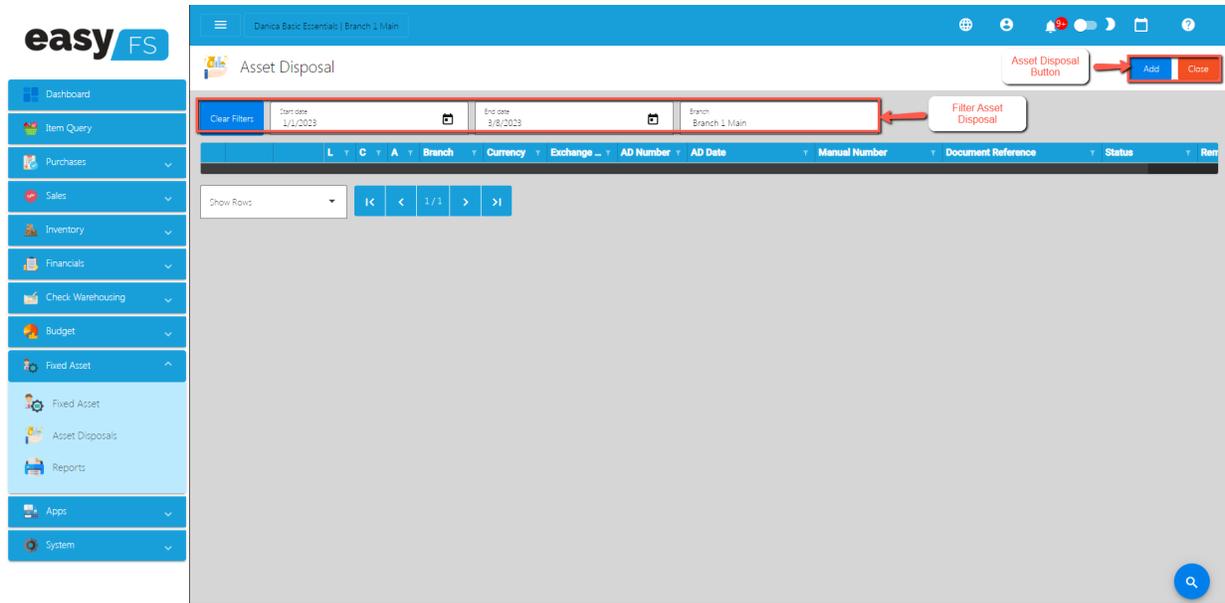


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Asset Disposal

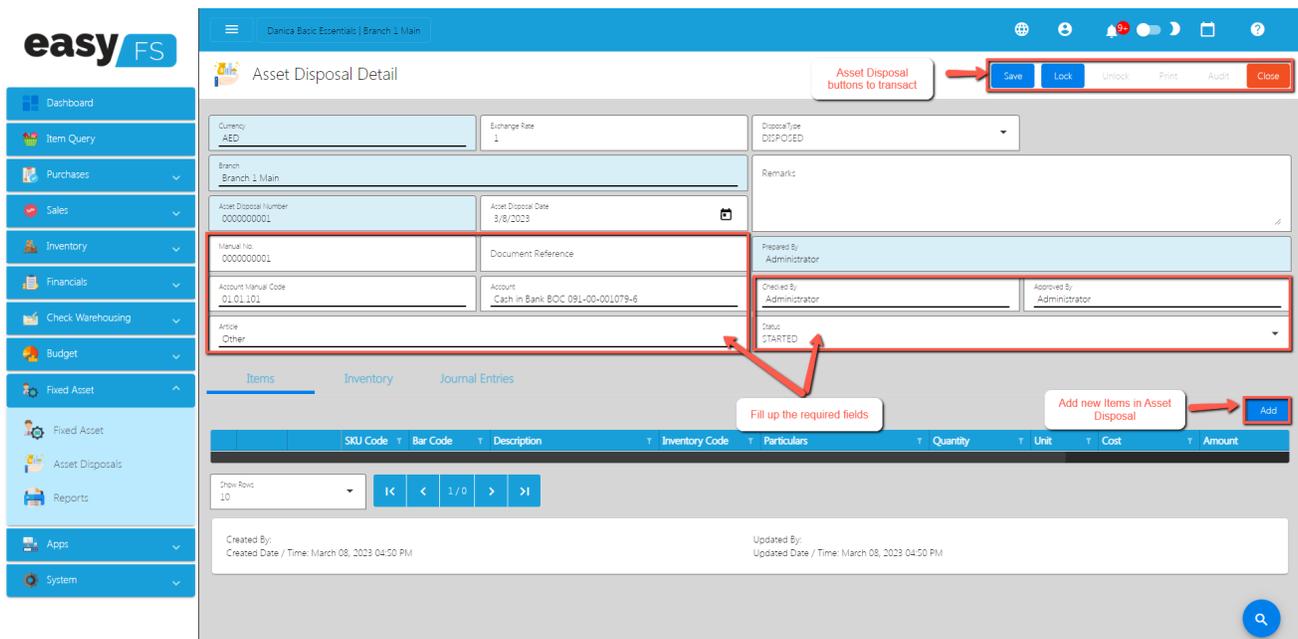
Asset Disposal List

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



Asset Disposal Detail

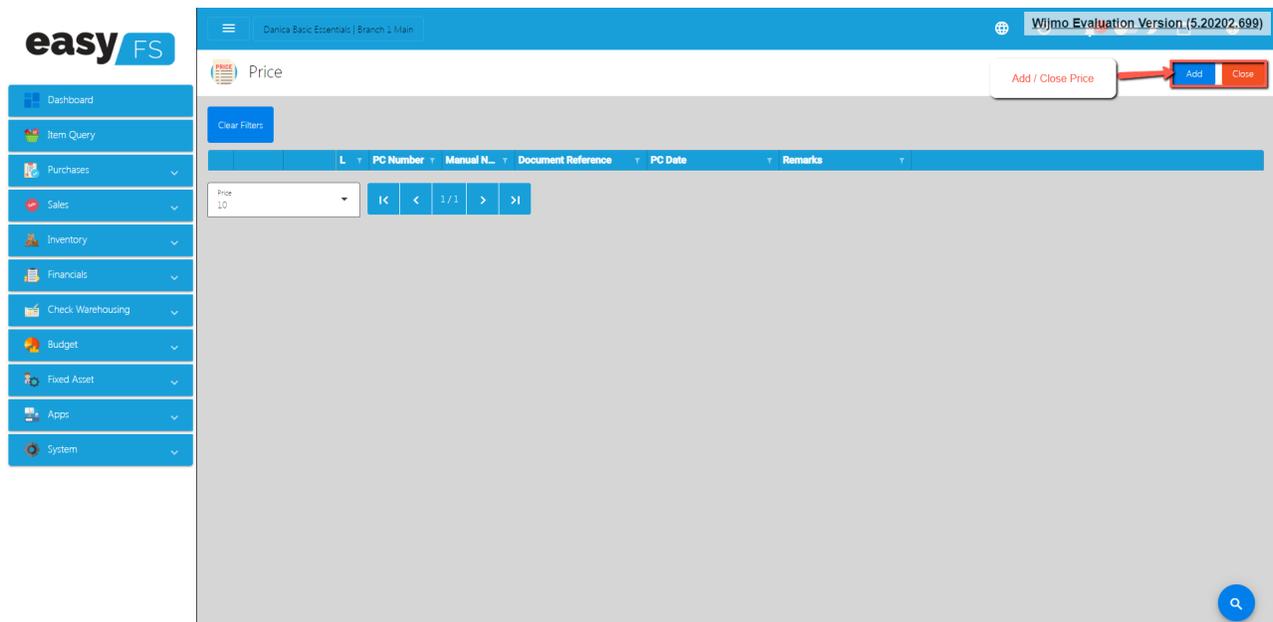
- Here the user fills up the required fields, and add new **Items** for the Asset Disposal detail



Price

Price List

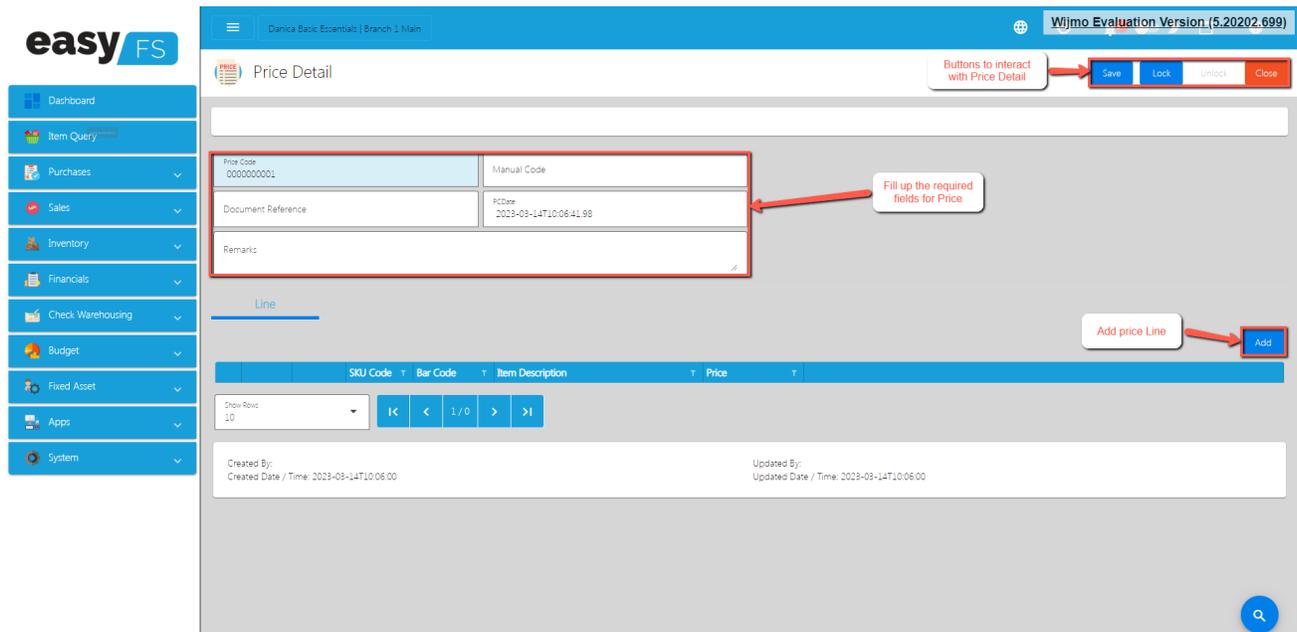
- List of All **Prices** that were added to the System. Also, the user can add **Price** to set up for them to use to their transaction.



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Price Detail

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

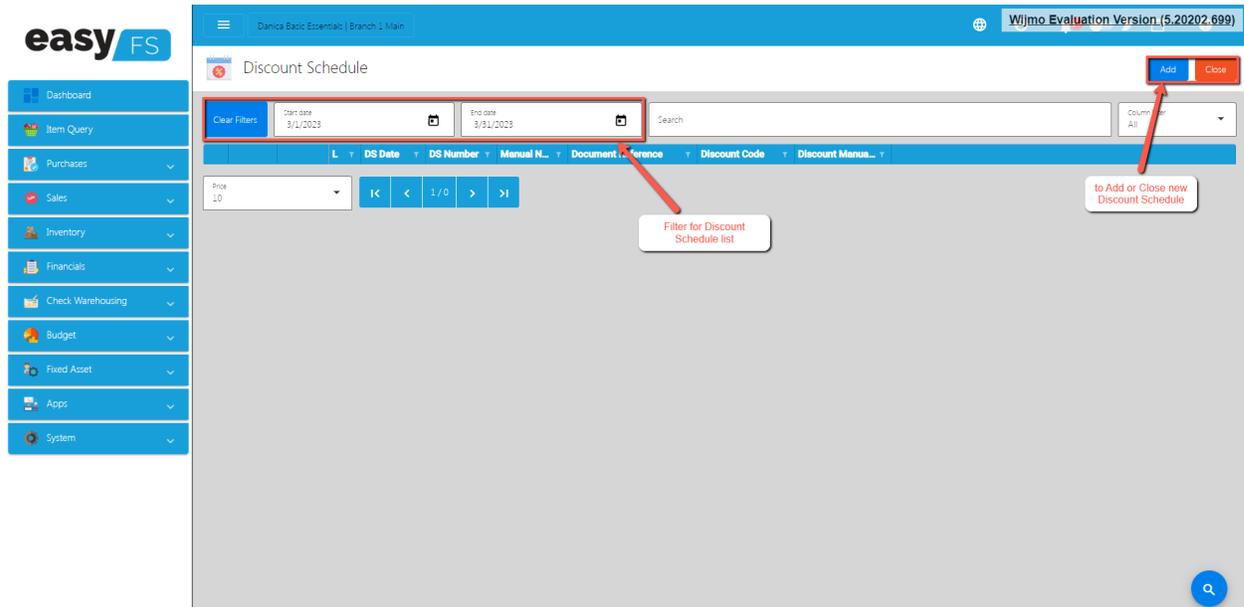


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Discount Schedule

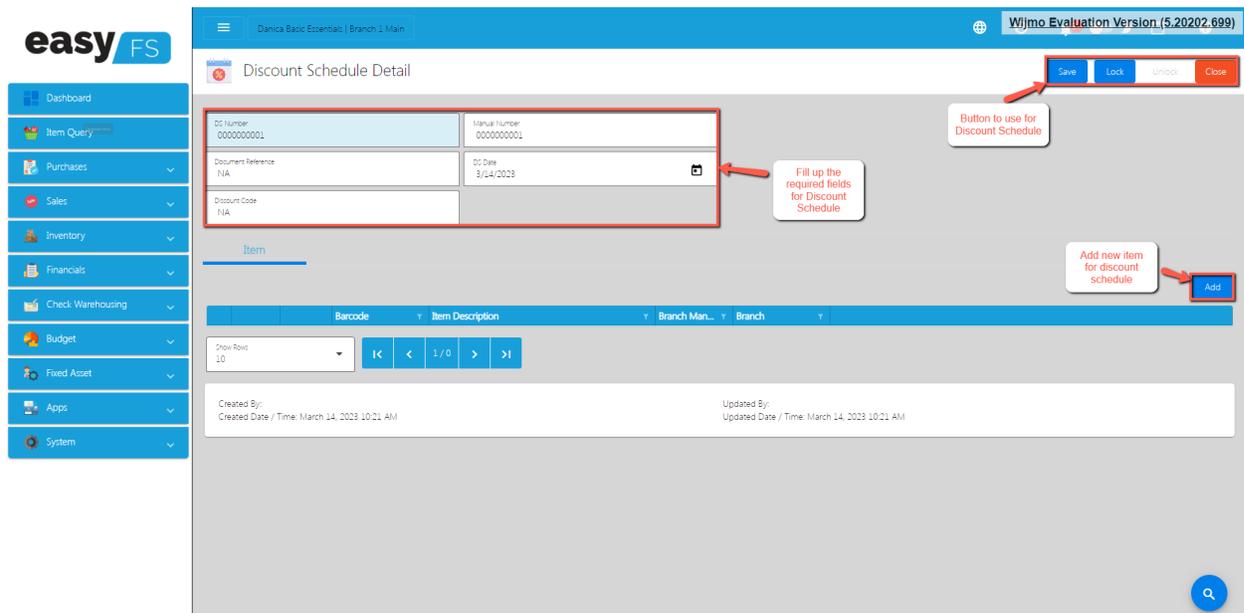
Discount Schedule List

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



Discount Schedule Table

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

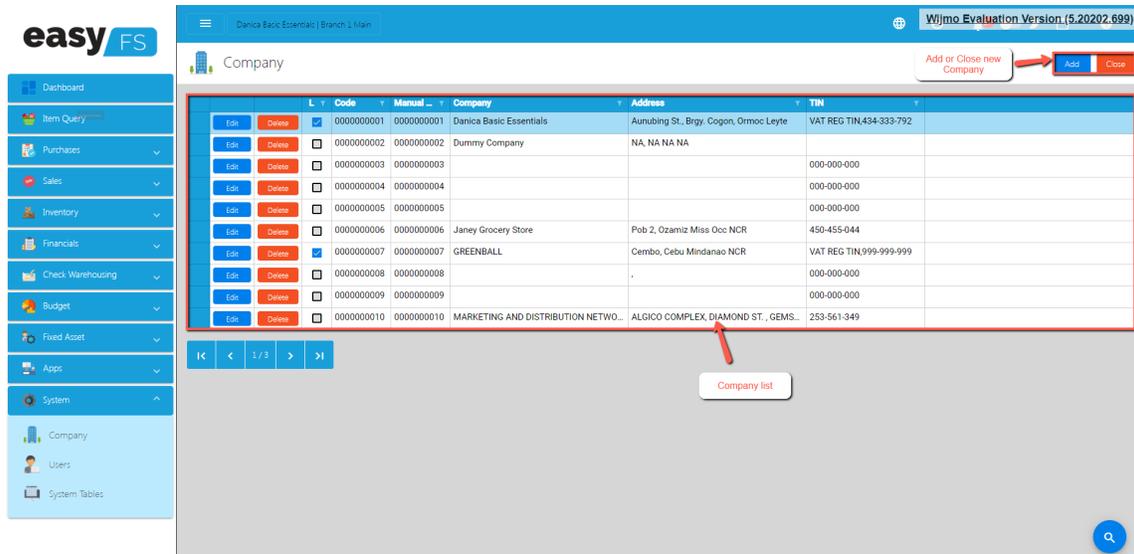


Section X : System

Company

Company List

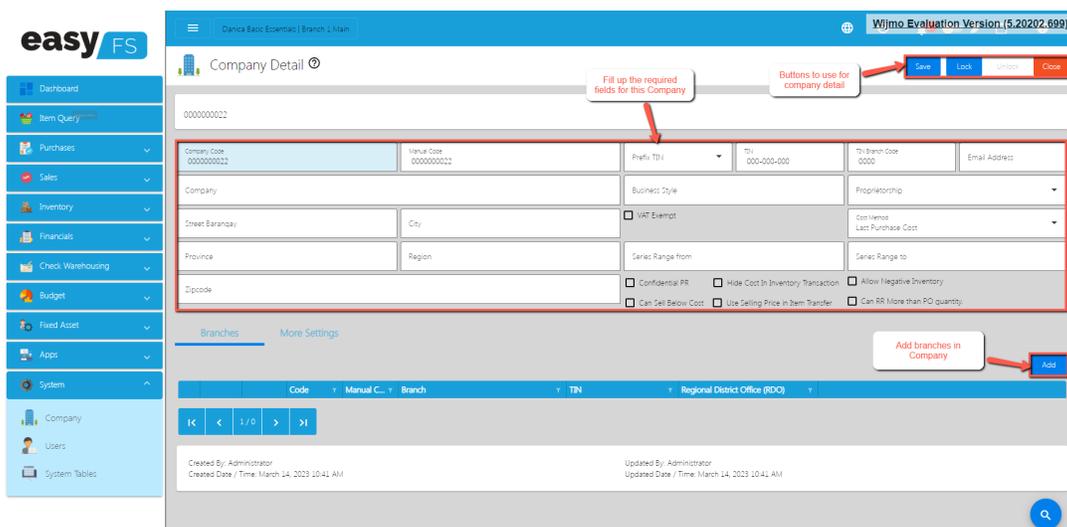
- List of All **Companies** that were added to the system.



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Company Detail

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



vGamma.002.001+7-next

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

The screenshot displays the 'Human Incubator' software interface. A 'More Settings' dialog box is open, showing the 'Company Settings' tab. The dialog includes the following sections:

- Default Assignatories:**
 - Default Supplier: [Text Field]
 - Default Checked By: Jecelyn Babasa
 - Default Approved By: Julius Perez
- Default Income Accounts:**
 - Income Account Manual Code: 14000.0001 | Income Account: Service Revenue - BACK OFFICE SUPPORT (Local)
 - Monthly Income Account Manu: 13000.0003 | Monthly Income Account: Current Month's Earnings
- Currency:** PHP
- Forex Gain Account Manual Code for Accounting purposes:**
 - Forex Gain Account Manual Code: [Text Field] | Forex Gain Account: [Text Field]
- Upload Logo:** [Image Upload Area] | Logo position: [Dropdown]
- Default AR and AP Accounts:**
 - Default Receivable Account for Customer: [Text Field]

Additional settings include checkboxes for 'Cost Of Goods In Invoice', 'Cost Of Goods In Transfer', 'Show Item Details In Invoice', 'Show Batch Information', 'Hide Total Line Quantity', and 'Remove Decimal Places In Quantity'. The 'Show Batch Information' checkbox is checked.

The background interface shows a sidebar menu with options like Dashboard, Item Query, Purchases, Sales, Inventory, Financials, Check Warehousing, Budget, Fixed Asset, Apps, System, Company, Users, and System Tables. The top navigation bar includes 'Prebiotics | Ormoc Branch' and 'Wijmo Evaluation Version (5.20202.699)'. A search icon is visible in the bottom right corner.

Users

Users List

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

The screenshot displays the 'Users' management interface in the Human Incubator system. The top navigation bar includes the Human Incubator logo, the current branch 'Prebiotics | Ormoc Branch', and the version 'Wijmo Evaluation Version (5.20202.699)'. A sidebar on the left lists various system modules. The main area features a table of users with the following data:

			Username	Full Name	Company	User App	Branch
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	admin	Administrator	Prebiotics	All	Ormoc Branch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lourdes_labrada	Lourdes Labrada	Prebiotics		Main Tacloban Branch
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	victoria_acala	Victoria Acala	Prebiotics		Main Tacloban Branch
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	beverly	Beverly Culanculan	Prebiotics		Main Tacloban Branch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	hiroshLoka	Hiroshi Oka	Prebiotics		Main Tacloban Branch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	oka	Hiroshi Oka	Prebiotics		Main Tacloban Branch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SNakamura	Shuichi Nakamura	Prebiotics		Main Tacloban Branch
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tomomi Kitani	Tomomi Kitani	Prebiotics		Main Tacloban Branch
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Asuka Shida	Asuka Shida	Prebiotics		Main Tacloban Branch
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	patricia	Patricia Bllaron	Prebiotics		Main Tacloban Branch

Below the table, there is a pagination control showing '1 / 3' and a search icon. A red arrow points from the table area to a button labeled 'List of Users'.

Users Detail

- Fill up the required fields for the **User** to use, you can set also the Apps for the user either **All** (Both **EasyFIS** and **EasyHQ**), **EasyFIS**, **EasyHQ**, this are the tabs found in:
- Forms** - set the form that can be used by this **User**, authorize them to use that module
- Branches** - set the branch this user can use, there should be a button there that says **Copy Branch** that will copy another user's set of branches.
- User Settings** - set the users preferences on what charts to be seen on the **Dashboard** upload electronic signature on this tab also
- Account** - set the Account for you to watch the balance of, this can be found in the **Dashboard**, which is called **Account Watch**

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

The screenshot shows the 'User Detail' page for an administrator. The user's name is 'Administrator' and the username is 'admin'. The user is associated with the 'Ormoc Branch' and the 'Prebiotics' company. The user's role is 'All' under 'User App'. The user is active, does not receive emails, and is a super admin. The 'Access Token' field is highlighted with a red box and an annotation: 'Fill up this fields for the user'. The 'User App' dropdown is also highlighted with a red box and an annotation: 'Set the App this User will be using'. The 'Save' button is highlighted with a red box and an annotation: 'Interact with this buttons to save or lock the user'. Below the user information, there is a table of permissions for various forms.

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

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