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easy _{FS}

EasyFS User Manual

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Section I: Login Page

Login Page

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

		EasyFIS is a Software-as-a-ser	vice (SAAS) sales, inventory and	
		Accounting system designed	or Micro, Small and Medium (MSME)	
		Enterprises.		
		If you want to manage your b	usiness in real-time and in a WFH	
		Work from Home Setup, Easy	FIS can provide a turn-key solution to	
Username		your most common business	problems to effectively monitor your	
		sales, checking your Live inve	htory stock quantity and most business' financial health	
Password		On top of that EasyFIS is CAS	(Computerized Accounting System)	
Forgot password?		compliant ready for governme	ent taxation in the Philippines.	
		Learn More		
		Learn More		
·				
vGamma.001.016-next	© 2020 Human Incubator Inc. All rights re	served.		
	HII O	riginal Cloud Service Easy Series		
	Accounting / Payroll	Accounting / Payroll	Accounting / Payroll	
	easv ric	easy	easy	
	Easy FIS gives you a highly-accurate and real-time view of Easy your financial statements.	/ HR helps your HR team manage employees through robust record-keeping and payroll functions.	Easy POS sets your establishment the right way by helping you manage day-to-day transactions on the dot.	
	SIGN IN NOW	SIGN IN NOW	SIGN IN NOW	

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.

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	Dashboard	
Dashboard	Graphs Financials Purchases Sales Inven	ntory Budget Fixed Asset
🐏 Item Query	Instance Find size Palente 2/2/0233 Image: 2/28/2023 Image: 1/28/2023	-
🛃 Purchases 🗸 🧹	Account Watch	
🧔 Sales 🗸 🧹	Account T Balance T	
🛓 Inventory 🗸 🧹	Top 10 Expenses	Top 10 Income
📙 Financials 🗸 🗸		
📬 Check Warehousing 🧅		Service Revenue
🤧 Budget 🗸 🗸	Gas and Oil	Sales
🂫 Fixed Asset 🤍		
🚉 Apps 🗸 🗸		Revenue
🏟 System 🗸 🗸	-250,000 -200,000 -150,000 -100,000 -50,000	0 20,000 40,000 60,000 80,000 100,000
	Expenses	Doome
	E	
Wijmo Evaluation Version (5.20		<u> </u>
vGamma.001.016-next		Show all

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.

	Dan	iica Basic Essent	ials C	EB-001							۲	8 🏚			?
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	🧨 Edit	📋 Delete		000000437	000000437	V3YZAA5AC	V3YZAA5AC	Fried Chicken	NA	NA	Whole Chicken	350.00	Pc(s)		
	🔎 Edit	📋 Delete	~	000000436	000000436	NA	NA	Stock Card 1	NA	NA	NA	0.00	Pc(s)		
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202.69	9)														٩

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

1 Item Detail 👁							Save	Lock		Close
NA 0000000432										
Item Code 0000000432		Manual Code 0000000432			Category NA					
SKU Code NA		Bar Code NA		88	Date Acquired 1/27/2023		Default Supplier Yoi-Desu Trading			
Description NA					Is Inventory					
Principal NA					Re-order Quantity: 0 Stoci: Level 0					
Alia: NA					RR VAT NO VAT					
Serial Number NA					II VAT 12% Output VAT				-	
Unit Pc(s)	- Cont R	leference O	Price	0.00	No WHT					-
Particulars NA					Kitting NONE					-
					GenericName NA					
				4						
	Price	Upload Image	GL Accounts	Components	Production	Inventory				Q

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

NA			12% Output VAT	•
Unit Pc(s)	Cost Reference	Add Item Unit	x WHT	-
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		Multiplier 0.00	erichame 4	
		Unit Box(s)	•	
Unit Conversion Price		Save	Production Inventory	
				Add Functions
	Multiplier v Unit	Υ		
Edit Delete	1.00 Pc(s)			
Show Rows 10	IC C 1/1 > >I			

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

Unit Pc(s)	Cost Reference	Add Item Price		w WHT		•
Particulars NA	NA		ia NE			
		Price Description		ericName A		
		Price	0.00			
Unit Conversion Price	e Upload Image		Save Close	Production		
						Add Functions
Price De	scription	r Price T				
Edit Delete SRP		0.00				
Show Rows	IK K 1/1 > >I					

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.

Unit Conversion	Price	Upload Image	GL Accounts	Components	Production	Inventory	
Account Group Merchandise Inventory							
Asset Account Code 01.01.141	Asset Accour Finished	t Goods - Fresh Chicken a 1.10	1-1.300 Regular Size				
Sales Account Code 04.01.003	Sales Accoun Revenue	t					
Cost Account Code 05.01.106	Cost Account Cost of S	ales- Goods					
Expense Account Code 05.03.050	Expense Acco Purchase	sunt S					
Created By: Administrator Created Date / Time: Januar	ry 27, 2023 05:09 PM	Expens	e Account Description		Updated By: Administrator Updated Date / Time: January 27, 1	2023 05:09 PM	٩

Save/Lock

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

easv	Danica Basic Essentials CEB-001				Wijmo Save Successful Item was successfully saved!							
	👑 Item Detail 🛛				Save Lock Unlock Close							
Dashboard					Save Item without locking							
1tem Query	NA	NA										
🛃 Purchases 🗸 🗸	000000432											
🚔 Sales 🗸 🗸	Item Code 0000000432	Manual Code 0000000432		Category NA								
🚣 Inventory 🗸 🗸	SKU Code NA	Bar Code NA	55	Date Acquired 1/27/2023	Default Supplier Yoi-Desu Trading							
📋 Financials 🗸 🗸	Description			is Inventory								
😭 Check Warehousing 🧅	Principal NA			Re-order Quantity 0	Stock Level 0							
	Allas NA			RR VAT NO VAT	•							
🇞 Fixed Asset 🗸 🗸	Serial Number		,	SI VAT								
🛃 Apps 🗸 🗸		٦r		12% Output VAT	·							
🧿 System 🗸	Unit Com F	Price 0	0.00	No WHT	•							
	Particulars NA			Kitting NONE	•							
				GenericName NA								
			4									
	Unit Conversion Price	Upload Image GL Accounts	Components	Production Inventory	٩							

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.

easy	Dan	ica Basic Essentials	CEB-001						⊕ (8 🏨 🚥		?
	🕴 Supp	olier									Add	Close
Dashboard												
1 Item Query	Clear Filters	Search							All	Filter 👻	Fi	unctions
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7 Supplier	💉 Edit	📋 Delete	000000255	000000255	NA	NA	NA	NA				
Purchase Request	🖍 Edit	1 Delete	0000000254	000000254	NA	NA	NA	NA				
Purchase Order	💉 Edit	Delete	000000253	000000253	NA	NA	NA	NA				
	Edk	Delete	000000252	000000252	NA	NA	NA	NA				
Receiving Receipt	Edit	Delete	000000251	000000251	AD GOTHONG MANUFACT	Mandaluvong Pasig	NA	NA				
pisbursement Disbursement	Edit	Delete	0000000249	0000000249	ACE hardware	Nacional, Ozamiz Mis Occ	NA	NA				
Payable Memo	Edit	Telete	000000248	000000248	Penshoppe Inc	NA	NA	Penshoppe@gmail.c	om			
Accounts Payable	🖍 Edit	Delete	000000247	000000247	Bench inc	NA	NA	Bench@gmail.com				
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📙 Financials 🗸 🗸												
📬 Check Warehousing 🗸												
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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 🔊										
Dashboard	Test Supplier										
Purchases ^	Supplier Code 0000000257		Marual Code 0000000257	NA		Proprietorchip Corporation					
oupplier ?	Supplier Test Supplier			TIN 000-000-000	TIN Branch Code NA	Term COD ·					
Purchase Request	Payable Account Code 02.01.101	Payable Account Accounts Payable - Tra	ade	Street Barangay NA		Cty NA					
Purchase Order	Particulars NA	Perioan NA Ragon NA Ragon									
Disbursement	2000e Burer Dye 1 VA NA										
Payable Memo	Contact Person NA		Contact Number NA	WTAX							
Accounts Payable	Email Address NA			Send Email							
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📷 Check Warehousing 🗸	Created By: Administrator Created Date / Time: February 10, 2	2023 01:53 PM		Updated By: Administrator Updated Date / Time: February 10, 2023	01:53 PM	•					

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.

easy	Dar	nica Basic Esser	ntials CE	EB-001					#	8 👘	•••)		0
	Cust	omer										Add	Close
Dashboard		(
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🧔 Sales 🔷	🖍 Edit	Delete		0000002467	0000002467	Ivanie Test 1	Laman, Ozamiz Mis Occ 10	NA	NA	0			
A Customer	🖍 Edit	📋 Delete		0000002466	0000002466	Jhon LXS	P-5 Nacional, Jimenez Mis	9123456789	NA	0			
	💉 Edit	📋 Delete		0000002465	0000002465	My Customer	Nacional, Ozamiz Misamis	NA	NA	0			
Sales Order	🖍 Edit	Delete		0000002464	0000002464	Ivanie Customer	Embargos, Ozamiz Mis Oc	NA	NA	0			
Sales Invoice	🖍 Edit	Delete		0000002463	0000002463	This is test customer	ssss, dd ss aaaa	NA	NA	0			
	🖍 Edit	Telete		0000002462	0000002462	Danica Basic Essentials	NA, NA NA NA	NA	NA	0			
	🖍 Edit	📋 Delete		0000002461	0000002461	New Customer	NA, NA NA NA	NA	NA	0			
Receivable Memo	💉 Edit	📋 Delete	<u>~</u>	0000002460	0000002460	Jaybe Inc	NA, NA NA NA	NA	NA	0			
Accounts Receivable	🖍 Edit	Delete	<u>~</u>	0000002459	0000002459	Jaybe Ligan	NA, NA NA NA	NA	NA	0			
	Show Rows		•		-1701								
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📋 Financials 🗸 🧹													
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Fixed Asset	20202.699)												٩

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.

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🔗 Sales 🔷	Customer Code 0000002469		Manual Code 0000002469		Category NA			Propri Corp	etorship poration						•
Customer	Customer Test Customer				Term COD		•	Disco. Zero	unt Discount						•
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Collection				//	Street Barangay NA			City NA							ī.
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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.

Im Rulery Image: Chart of Accounts	Dashboard	Danica Basic Essentials CEB-001		🖶 🖯 🦛 😫 💭 🗖 🕲
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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
 - \circ $\,$ Account Cash Flow $\,$

easv.co	Danica Baok Essantials CEB-001		• •	¥@ 🕪 🕽		0
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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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Dashboard	Account Account Type Account 0				
🐏 Item Query	Add Account				_
🛃 Purchases 🗸 🗸	Account Code 0000000129				tions
🌞 Sales 🗸 🧹	Code 1 Manual Code 1 Account Cash Flow Account Cash Flow OPERATING OPERATING	Ŧ			
🚢 Inventory 🧹	Edit Detect OCC0000109 OCC00000109 OPERATING				
Einancials	CONTRACT CONTRACTOR CO				
🖬 Check Warehousing 🗸	Color Detext 000000014 0101101 Test Account NOT INCLUDED NOT INCLUDED				
A Budget					
 Providence 					
RO Fixed Asset					
🏝 Apps 🧹					
🔅 System 🧹					
	10 Vend Vend Vend Vend Vend Vend Vend Vend				
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• Check if the Article Type being selected is added to the Account's Article Type.

Basy	Danica Basic Essemato CE8-001	•	Θ	19 🖜 🕽		0
casy_rs	Learning Chart of Accounts				Add	Close
Dashboard	Account Account Type Account C Add Account					
🐏 Item Query					_	
🛃 Purchases 🗸	Accurr Cose 000000129				Fun	tions
	Code T Manual Code T Manual Code Account Cash Flow	т				
A sales						
👗 Inventory 🧹 🧹	Content Content OPERATING					
🚊 Financials 🗸	COUNTER 0000000117 0000000117 Account Type					
	CUPPERT ASSES					
📷 Check Warehousing 🗸	Account Car Rew OPERATING					
	C Eds 000000023 01.01.103					
See Final Area	Construction of the second sec					
A Pixed Asset	Add OPERATING					
🛃 Apps 🗸 🗸	Ed: Deleee 000000003 01.01.106 OPERATING					
🍅 System 🗸	COPERATING					
- -	200x Rox - IC C 1/31					
	Save Cose					
						(Q)
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• 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).

Cetto of Acount Debtood Image: Charled Acount	Pasv	Danica Basic Essentials CEB-00			• •	1 <mark>0</mark> 🗩 🕽		?
i Databasel i </th <th>easy rs</th> <td>Chart of Accounts</td> <td></td> <td></td> <td></td> <td></td> <td>Add</td> <td>Close</td>	easy rs	Chart of Accounts					Add	Close
Image: Second Calcory Code Manual Code Accuration Accuration Accuration Image: Second Calcory	Dashboard	Account Account Type	e Account Cash Flow Account Cat					
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Sales v i Inventiory v iii Inventiory v iiii Inventiory v iiiii Inventiory v iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	Purchases 🗸	Code	Manual Code Account Type O1.01.100 Current Assets	Account Category ASSET				
internation	💏 Salas	Edit Delete 00000002	0 01.02.100 Tangible Assets	ASSET				
¹ Mineratory ¹ Mineratory ¹ ¹ ¹ Mineratory ¹ ¹ ¹ Mineratory ¹		Edit Delete 00000003	5 01.02.200 Intangible Assets	ASSET				
Image: System Image: System<	🚣 Inventory 🗸 🧹	Edit Delete 00000002	1 01.02.300 Other Assets	ASSET				
•••••••••••••••••••••••••••••	📋 Financials 🗸 🧹	Edit Delete 00000002	2 01.03.100 Deferred Assets	ASSET				
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Road Accet Control Current Liabilities LABILITY Apps Control Current Liabilities LABILITY System It C 1/3	🌏 Budget 🗸 🗸	Edit Delete 00000002	3 02.01.000 Current Liabilities	LIABILITY				
Image: Contract of the second seco	Sh Fixed Asset	Edit Delete 00000003	7 02.01.001 Other Current Liabilities	LIABILITY				
Down State Down State K C 1/3 > 1		Edit Delete 00000002	4 02.02.000 Non-Current Liabilities	LIABILITY				
	🛓 Apps 🗸 🗸	Show Rows						
	🚯 System 🗸							
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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

1tem Query	Dani	ca Basic Essen	tials CEB-001						۲	Θ	1 <mark>89</mark> 🕒 🕽		?
Pul Open tem query dialog	🏨 Bank											Add	Close
🧑 Sales 🗸 🗸												_	
🚣 Inventory 🗸 🗸	Clear Filters	Search									Column Riter All		•
📋 Financials			L T Code T	Manual C T	Bank T	Address T	Contact No.	т					
Chart of Accounts	Edit	Delete	0000000001	0000000000	Bank of Commerce 091-00								
Bank	🖍 Edit	1 Delete	000000001	000000003	Bank of Commerce 091-00								
	🖍 Edit	📋 Delate	000000001	000000004	Metrobank 091-00-001081								
Contency	Edit	 Delete Delete 	0000000134	0000000134	Cash on Hand COH-Incentives								
Bank Reconciliation	Edit	 Delete 	000000136	000000136									
Journal voucner	🖍 Edit	📋 Delete	000000137	000000137									
Financial Statement	🖍 Edit	 Delete Delete 	000000138	0000000138									
BIR CAS Reports		Delete		000000105	_								
😭 Check Warehousing 🗸 🗸	Show Rows 10		• IC C	1/1	>1								
Budget 🗸 🗸													
💫 Fixed Asset 🗸 🗸													
🛓 Apps 🗸 🗸													
System Viliano Evoluction Version / E	20202 600)												٩

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
 - \circ Address
 - Contact Person and Contact Number
- Save and lock the record.

item Query	Danica Basic Essentials Cl	EB-001			• •	Lock Successful Bank was successfully locked!
🛃 Purchases 🗸 🗸	🏨 Bank Detail					Save Lock Unlock Close
🧑 Sales 🗸 🗸						
👗 Inventory 🗸 🗸	000000140					
Financials	Detail					
Chart of Accounts	Bank Code 0000000140		Manual Code 000000140	Bank Account Type	Bank Accour	it No.
📲 Bank	Bank			Address		
S Currency	Account Code	Account	aa aayama a			
Bank Reconciliation		Cash in Bank BOC 091				/
Iournal Voucher	Particulars			Contact Person		
Financial Statement				Contact Number		
BIR CAS Reports	Created By: Administrator Created Date / Time: February 10, 20	023 04:57 PM		Updated By: Administrator Updated Date / Time: February 10, 2023 04:57 PM		
📹 Check Warehousing 🗸 🧹						
🤧 Budget 🗸 🗸						
🇞 Fixed Asset 🗸 🗸						
🚉 Apps 🗸 🗸						
System Wijmo Evaluation Version (5.2	0202.699)					Q

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.

Magnetic Action Item Query	Danice Basic Ecsentials CEB-001	۲	θ	1 <mark>00</mark> 🕒 🕽		0
🛃 Purchases 🗸 🗸	S Currency				Add	Close
🤵 Sales 🗸 🗸						
🚣 Inventory 🗸 🧹	Clear Filters Search			All		•
Einancials	L T Code T Manual C T Currency T					
÷						
Chart of Accounts						
🏨 Bank						
S Currency						
Bank Reconciliation						
	Edit Delete D 000000007 000000007					
Journal Voucher						
Financial Statement						
BIR CAS Reports						
Check Warehousing 🗸						
🍋 Fixed Asset 🔍 🧹						
🚉 Apps 🗸 🗸						
🚯 System 🗸						٩
Wijmo Evaluation Version (5.2	.20202.699)					

Section IV : Transaction

Purchases

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.
- Here, the user also has the filter functionality and the button to add new PR.

		anica Basic Esse	ntials (CEB-001				Filter Funtion	ality				⊕ ₩	ijmo Eva <mark>lu</mark> ation Ver	sion (5.20202.699)
Ć] Pur	chase Re	que	st										Add Button	Add Close
Clea	ar Filters	Start date 2/1/2023		•	End d 2/2	iate 18/2023	•	Branch CEB-001	-	Search	1				Column Filter All
			L	Branch		PR No.	PR Date	Manual No.	Doc. R	tef.	Supplier	Remarks	Currency	Amount	Status
	🖍 Edit	🗎 Delete	~	CEB-001		000000005	2/9/202	3 000000005			Janey Gu Supplier	test remarks	PHP	296.33	NEW
	🧪 Edit	📋 Delete	~	CEB-001		000000004	2/9/202	3 000000004			Janey Gu Supplier	test remarks	USD	50.00	NEW
	🥕 Edit	👕 Delete		CEB-001		000000003	2/9/202	3 000000003			Janey Gu Supplier	testing	USD	50.00	NEW
	🖍 Edit	📋 Delete		CEB-001		000000002	2/6/202	3 000000002			Yoi-Desu Trading		PHP	0.00	NEW
	🖍 Edit	📋 Delete	~	CEB-001		000000001	2/6/202	3 000000001			Yoi-Desu Trading		PHP	0.00	NEW
Show 10	/ Rows		•	< P	Page 1	of 1 🔉									

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

Danica Basic Essentials CEB-001		¢	Wijmo Evaluation Version (5.20202.699)
Purchase Request Detail		Save Lock Unlock	Print Audit Cancel Functions Close
Currency PHP	Exchange Rate	Remarks	
Branch CEB-001	_		
PR Number 0000000006	PR Date 2/10/2023		4
Manual No. 0000000006	Document Reference	Requested By Administrator	Prepared By Administrator
Supplier Yoi-Desu Trading	Document Reference	Checked By Administrator	Approved By Administrator
Term COD	Date Needed 9(10/2023	Status NEW	Toral 0.00
Items Attacment	Supplier Name		Add
SKU Code v Bar Code	v Description v Particulars	τ Quantity τ Unit τ Cos	t T Amount T Base Quantity

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

Lo	ocked Ar	ticle						
		SKU Code 1	Bar Code	T Description T	Serial Number T	Principal	T Unit	
	Pick	150	1 570	Fresh Chicken Lashan 0.850 - 1.000 Drima Siza			Kg(s)	
	Dick		1500	Fresh Chicken B 0 250 - 1 600 Open Sized			Kg(s)	a By nistrato
	Pick	1550	1500	Fresh Chicken B 0.850 - 1.600 Open Sized			Kg(s)	
	Pick	1FSQ	1F5Q	Fresh Chicken Squabs - 0.500 - 0.849 Squab			Kg(s)	d By nistrato
	Pick	1FCZ	1FCZ	Frozen Chicken Frozen-Mixed Open Sized			Kg(s)	
	Pick	2UGZ	2UGZ	Chicken Gizzard	NA		Kg(s)	
	Pick	Jane_2ULV	2ULV	Chicken Liver	NA		Kg(s)	
	Pick	ЗҮСВ	3YCB	Chicken Cooked Blood	NA		Kg(s)	
	Pick	3 YFT	3YFT	Chicken Feet	NA		Kg(s)	
	Pick	ЗҮНD	3YHD	Chicken Head	NA		Kg(s)	

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

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)	Item Description	Amount	0.00
Particulars			

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

Danica Basic Essentials CEB-001		đ	Wijmo Lock Successful Verchase request was successfully Instead
📋 Purchase Request Detail		Save Lock <mark>Unlock</mark>	
			Save Successful Purchase request was successfully
Currency PHP	Exchange Rate	Remarks	saved!
Branch CEB-001			
PR Number 0000000006	PR Date 2/10/2023		11
Manual No. 0000000006	Document Reference	Requested By Administrator	Prepared By Administrator
Suppler Yoi-Desu Trading		Checked By Administrator	Approved By Administrator
Term COD	Date Needed 2/10/2023	Status NEW	Total 0.00
Items Attachment			
SKU Code 🔻 Bar Code	т Description т Particulars	т Quantity т Unit т	Cost T Amount T Base Quantity
Edit Delete 1FCB 1FCB	Fresh Chicken B 0.850 - 1.600 Open	1 Kg(s)	0.00 0.00
Show Rows 10 ▼ I< < 1/1	> >I		

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 Cloz			
Cle	ar Filters	Start date 2/1/2023		ē	End o 2/2	date 18/2023		Branch Branch 1 Main	▼ [s	earch				Colur All	nn Filter	•
			L	Branch		PO No.	PO Date	Manual No.	Doc. Ref.		Supplier	Remarks	Currency	Amount	Status	
	Edit	Delete		Branch	1 M	0000000412	2/13/202	3 000000412			Yoi-Desu Trading		PHP	0.00	NEW	
	Edit	Delete	<u>~</u>	Branch	1 M	0000000411	2/8/2023	0000000411			Yoi-Desu Trading		PHP	20,000.00	NEW	
Show 10	/ Rows		•	<	Page 1	.of1 >										

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

11
0.00
Add
T 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	Main	
PO Numa 00000	Pick Item	
Manual N 00000	Purchase Request Locked Article	d By inistra
Supplier Yoi-De	PR Number	ed By inistra
Term COD	TherPR Number T Bar Code T Description T Serial Number T Unit T Quantity	
	IC C 1/0 > >I	
	Close	r Ca

		Branch T	PR No. T	PR Date T	Manual No. T	Doc. Ref. T	Remarks	T	Currency T	Amount T
Г	Pick	Branch 1 M	000000025	2/13/2023	000000025				PHP	0.00
-	Pick	Branch 1 M	000000024	1/27/2023	000000024				PHP	8.93
	Pick	Branch 1 M	000000022	1/25/2023	000000022				PHP	10,000.00
	Pick	Branch 1 M	000000020	1/16/2023	000000020				PHP	0.00
	Pick	Branch 1 M	000000013	11/21/20	000000013				РНР	0.00
	Pick	Branch 1 M	000000012	11/21/20	000000012				РНР	5,000.00
	Pick	Branch 1 M	000000011	11/21/20	000000011				PHP	370,000.00
	Pick	Branch 1 M	000000010	11/21/20	000000010				PHP	2,500.00
	Pick	Branch 1 M	000000008	11/11/20	000000008				PHP	20.00
	Pick	Branch 1 M	000000006	11/11/20	000000006				PHP	10.00
۱<	<	1/2	>1							

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

F	ick Item						
	Purchase Re	equest	Locked Article				
	PR Number 000000003						
		SKU Code 🔻	Bar Code T	Description T	Serial Number T	Unit T	Qua
	Pick	1FCA	1FCA	Fresh Chicken A 1.101 -1.300 Regular Size	NA	Kg(s)	
	к	1/1	ы				
							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	Remarks	
Branch Branch 1 Main			
PD Number 0000000008	PO Date 3/13/2023		ĥ
Manual No. 0000000008	Document Reference	Requested By Administrator	Prepared By Administrator
Supplier Yoi-Desu Trading		Checked By Administrator	Approved By Administrator
Term COD	Date Needed 3/13/2023	Starus NEW	Total 19,000,000.00
Items Attachment			
			Add
PR Numb v SKU Code v Edit Delete 000000002 0000000129	Bar Code T Description T Par 0000000129 Grown Broilers	ticulars r Quantity r Unit	t v Cost v Amount v Ba s) 19,000,000.00 19,000,000.00
Show Rous 10 ▼ IK K 1/1	→ >I		

• 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.

📙 Rece	eiving Re	ceip	t					Filter Button	Add B	itton	{	Add Close
Clear Filters	Start date 1/1/2023		End 0 3/3	^{date} 1/2023	Brai Brai	nch Inch 1 Main	▼ Search				Colum	n Filter 🗸 🗸
		L	Branch	RR No.	elect Date ate	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Pai
🖍 Edit	📋 Delete	~	Branch 1 M	000000008	3/9/2023	800000008		Lovie Supplier		PHP	100.00	0.00
🧪 Edit	📋 Delete	~	Branch 1 M	000000007	3/9/2023	000000007		Lovie Supplier		AED	10.00	0.00
🧪 Edit	📋 Delete	~	Branch 1 M	000000006	3/9/2023	000000006		Yoi-Desu Trading		PHP	100.00	0.00
🖍 Edit	📋 Delete		Branch 1 M	000000005	3/8/2023	000000005		Yoi-Desu Trading		AED	19,000,600.00	0.00
🖍 Edit	📋 Delete	~	Branch 1 M	000000004	3/6/2023	000000004		Yoi-Desu Trading		AED	1,100.00	0.00
🖍 Edit	📋 Delete	~	Branch 1 M	000000003	3/6/2023	000000003		Yoi-Desu Trading		AED	17,100,000.00	0.00
🖍 Edit	📋 Delete	~	Branch 1 M	000000002	3/3/2023	000000002		Codillas Petron Super Serv		AED	19,000,000.00	19,000,000.00
🖍 Edit	📋 Delete	~	Branch 1 M	0000000001	3/2/2023	000000001		Yoi-Desu Trading		AED	100.00	100.00
Show Rows 10		•	< Page 3	. 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

賟 Receiving Receipt Detail		Currency			ave Lock	Unlock	Print	Audit	Cancel Function	Close
Currency PHP	Exchange Rate			1 Remarks						
Branch Branch 1 Main										
RR Number 000000008	ransaction Des mated branch									11
Manual No. 000000008	Document Reference	e		Received By Administrator			Prepared By Administ	rator		
Supplier Lovie Supplier				Checked By Administrator			Approved By Administ	rator		
Term COD	·	Supplier Name)	Status NEW		•	Total			100.00
Items Attachment	Inventory Jou	rnal Entries								
	Term							Add Button Fo Items	r	Add
Branch Edit Deloto Branch 1	PO No. 0000000006	SKU Code T 1FCA T	Bar Code 1FCA	 Description Fresh Chicken A 1.101 -1.300 Regi 	Particulars		T	Q.	1 Kg(s)	T C
Show Rows										

- 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.

		PO No. 🛛 🔻	PO Date T	Manual No. T	Doc. Ref.	Remarks T	Currency T	Amount T	Status
	Pick	000000009	3/13/2023	000000009			AED	99.29	NEW
Π	Pick	0000000008	3/13/2023	000000008			AED	19,000,000.00	NEW
	Pick	000000004	3/8/2023	000000004			AED	19,000,000.00	NEW
	Pick	000000003	3/6/2023	000000003			AED	1,100.00	NEW
	Pick	000000002	3/3/2023	000000002			AED	19,000,000.00	NEW
	<	1/1	Я						

• 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**.

al T Uni					
al T Uni					PO Number 0000000008
	T Principal	T Serial Number	T Description	r Bar Code	SKU Code T
Kg		NA	Grown Broilers	9 0000000129	Pick 0000000129
	T Principal	T Serial Number	T Description Grown Broilers Image: Comparison of the second se	Bar Code 1 0000000129 0000000129	SKU Code T Pick 0000000129 I

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

鷠 Receiving Receipt Detail					Save Lock	Unlock	Print	Audit	Cancel	Functions	Close
Currency AED	Exchange Rate			Remarks							
Branch Branch 1 Main	-										
RR Number 000000009	RR Date 3/13/2023		ē								11
Manual No. 0000000009	Received By Administrator	Received By Administrator			ator						
Supplier Yoi-Desu Trading	Checked By Administrator			Approved By Administr	rator						
Term COD				Status NEW		-	Total			19	,000,000.00
Items Attachment Inve	ntory Journa	al Entries									
											Add
Branch T	PO No. T	SKU Code T B	ar Code 🛛 🔻	Description	 Particulars 		Ŧ	Q	uantity 🔨 🛛	Unit T	
Edit Delete Branch 1 Main	000000008	000000129 0	000000129	Grown Broilers					1	Kg(s)	19
Show Rows 10 ▼ I< < 1/1	> >1										

• 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.

6	Disb	ursemen	t								Filter Function		Add Button		Add Close
C	ear Filters	Start date 1/1/2023		ē	End 0 3/3	date 11/2023	•	Branc Bran	ch nch 1 Main	Search				Colur All	nn Filter 🗸 🗸
			L	Branch		CV No.	CV Dat	9	Manual No.	Doc. Ref.	Supplier	Remarks	Currency	Amount	Status
	Edit	Delete		Branch	1 M	000000006	3/14/2	023	000000006		Yoi-Desu Trading		PHP	0.00	NEW
	Edit	Delete		Branch	1 M	000000005	3/9/20	23	000000005		Lovie Supplier		PHP	0.00	NEW
	Edit	Delete		Branch	1 M	000000004	3/9/20	23	000000004		Yoi-Desu Trading		AED	0.00	NEW
	Edit	Delete		Branch	1 M	000000003	3/9/20	23	000000003		Yoi-Desu Trading		PHP	100.00	NEW
	Edit	Delete	~	Branch	1 M	000000002	3/3/20	23	000000002		Yoi-Desu Trading		AED	19,000,000.00	NEW
	Edit	Delete	~	Branch	1 M	000000001	3/2/20	23	000000001		Yoi-Desu Trading		AED	100.00	NEW
Sh 10	ow Rows)		•	<	Page 1	l 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		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 000000006	CV Date 3/14/2023		Check Number	Pay Type	leck Date	Ē
Manual No. 0000000006	Document Reference		Check Bank Ponk of Commerce - 091-00-001079-6			
Supplier Yoi-Desu Trading		Du	Date Check			
Payee Yoi-Desu Trading		Document	Prepared By Administrator			
Remarks		Kererence	Checked By Administrator		Approved By Administrator	
Supplier Name		11	Status NEW	•	Total 0.00	
Lines Attachment Jour	mal Entries					
					Add Button	Add
Branch	T Account	T Article	T RR No. T Amount	T Base A	Amount T WTAX	T WTAX Rate T WTA

- 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	
1	Add Disbursement Line			
١.	Line Tax			
	RR Number		Amount	0.00
ľ	Particulars			
1				
	Branch	/		
	Branch 1 Main			-
	Account Manual C Account			
4	Article			
	Disbursement Article			Save Close
Brai	nch T Account	T Article	T RR No.	T 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**.

	кесеірт							
	RR No. 🛛 🔻	RR Date T	Manual No. T	Doc. Ref.	T Remarks	Currency T	Amount T	Pai
Pick	0000000006	3/9/2023	000000006			РНР	100.00	
nari K K 1	/1	Я						
								Close

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

	Exchange Rate		Bank	
Add Disbursement	t Line			
Line	Tax			
RR Number 000000006			Amount	100.00
Particulars				
		11		
Branch Branch 1 Main				
Account Manual Code 02.01.101	Account Accounts Payable - Trade			
Article Yoi-Desu Trading				
				Save
Branch	T Account	Article	T RR No	▼ Amount

• 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.



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

easy	Danica Basic Essentials Branch 1 Main		¢	€ 4 • • • • • •
	🔋 Sales Order Detail	Currency	Save Lock Unlock	Print Audit Cancel Functions Close
Dashboard				
Item Queryurd Manu	Currency AED	Exchange Rate Sales Order Date	Remarks	
🛃 Purchases 🗸 🗸	Branch Branch 1 Main		Document Reference	
👙 Sales 🔷 🔷	50 Number 000000003	50 Date 3/13/2023	Sod By Addresstrator	Prepared By Administrator
Customer	Manual No. 000000003	Document Reference	Administrator	Approved By Administrator
Sales Order	Cuttomer Analy Galo		Status NEW	Total 0.00
Sales Invoice	Term COD	Date Needed 3/13/2023	Customer Name	
9 Collection				
Receivable Memo	Items Attachment	Term		
Accounts Receivable				Click to Add Sales Order Line Item
	SKU Code T Bar Code	T Description T Inventory Code	T Particulars T Quantity	т Unit т Price т Discount
着 Inventory 🗸 🗸				
📙 Financials 🗸 🧹	Show Rows ✔ IC ✔ 1/0	→ >I		

• 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.

easy	Danica Basic Essenti	als Route 1				•	8 👘		0
	🔋 Sales Order D	r Detail						incel Functions	Close
Dashboard									
item Query	Currency AED	Exchange Rate	1	Remarks					
🛃 Purchases 🗸 🗸	Branch Route 1	Add Sales Order Item					_		
👹 Sales 🔷	SO Numt 000000 Pick Item	Item Tax					d By nistrator		
Customer	Manual N Inventory	SKU Code NA	Bar Code NA	Quantity	1		ed By nistrator		
Sales Order	Customer Route 1	Item Description LAPTOP		Price	20,000.00	n Fliter 👻			
Sales Invoice	Term	Unit Pc(s)	Discount No Discount	Discount Rate	0.00	Price T			
Collection	Pick	Inventory Code		Discount Amount		20,000			
Receivable Memo		31-00000002-000000000			0.00				
Accounts Receivable		Particulars		IVEC PIICE	20,000.00				Add
👗 Inventory				// Amount	20,000.00	Close	T Price	T Discour	it
📙 Financials 🗸 🗸	Show Rows 10			Sav	/e Close				
🛁 Check Warehousing 🗸	Constant Roy Administration			Undered Dis Articipites					
	Created by: Administrator Created Date / Time: March 28	3, 2023 01:13 PM		Updated by: Administrator Updated Date / Time: March 2	28, 2023 01:13 PM				
Ro Fixed Asset									Q
Gamma 002 003+4-next							Wijmo Evaluati	on Version (5.20	202.699)

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

easv	Danica Basic Essentials Route 1		(Cock Successful Sales order was successfully locked!
	🔋 Sales Order Detail		Save Lock Unlock	Print Save Successful
Dashboard				Sales order was successfully saved!
item Query	Currency AED	Exchange Rate	Remarks	
🛃 Purchases 🗸 🗸	Branch Route 1			h
👙 Sales 🔷 🔨	50 Number 000000001	50 Date 3/28/2023	Sold By Administrator	Prepared By Administrator
Customer	Manual No. 0000000001	Document Reference	Checked By Jerlly P. Gindoy	Approved By Administrator
Sales Order	Customer Analy Galo		Starus NEW	Total 20,000.00
sales Invoice		Data Mariata]	J
ocliection	COD ····································	3/28/2023		
Receivable Memo	Items Attachment			
Accounts Receivable				
	SKU Code 🔻 Bar Code	T Description T Inventory Code	т Particulars т Quantity	r τ Unit τ Price τ Discount
🚣 Inventory 🗸 🗸	Edit Delete NA NA	LAPTOP ST-000000002-00		1 Pc(s) 20,000.00 No Discount
📋 Financials 🗸 🗸	Show Rows			
📬 Check Warehousing 🗸				
🜏 Budget 🗸 🗸 🗸	Created By: Administrator Created Date / Time: March 28, 2023 01:13 PM		Updated By: Administrator Updated Date / Time: March 28, 2023 01:13 PM	
🇞 Fixed Asset 🗸 🗸				Q Wiimo Evaluation Version (5.20202.699)
'Gamma.002.003+4-next				(OLOLOLOU)

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.

easy	Danica Basic Essentials Route 1		•	8 🔎 🗩 🗋 🥝
	👾 Sales Invoice	Filter functionality	Search functionality	Click to Add new Sales Invoice Add Close
Dashboard				
1tem Query	Clear Filters	Route 1		All
🛃 Purchases 🗸 🗸	L τ Branch τ Si No. τ Edit Delete Route 1 000000001	SI Date Y Manual No. Y Doc. Ref. Y Customer 3/28/2023 000000001 Analy Galo Analy Galo	T Remarks T Curr	rency T Amount Paid T 0 0.00
👙 Sales 🔷 🔨				
Customer	Show Rows Image: The state of the state			
📴 Sales Order				
sales Invoice				
ocllection				
Receivable Memo				
Accounts Receivable				
🛔 Inventory 🗸 🗸				
📋 Financials 🗸 🗸				
🚽 Check Warehousing 🗸				
😞 Budget 🗸 🗸				
🂫 Fixed Asset 🗸 🧹				Q

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Wijmo Evaluation Version (5.20202.699)

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

easy	Danica Basic Essentials Route 1			🖶 🖯 📫 🤐 🕒 🗒			
	🜞 Sales Invoice Detail		Save Lock Unlock	Print Audit Cancel Functions Close			
Dashboard		_					
Market Item Query	Currency AED	Exchange Rate	Remarks				
🛃 Purchases 🗸 🗸	Branch Route 1			1			
👙 Sales 🔷 🔨	I Number 000000001	SI Date 3/28/2023	Sold By Administrator	Prepared By Administrator			
Customer	Manual No. 0000000001	Document Reference	Checked By Jerlly P. Gindoy	Approved By Administrator			
Sales Order	Customer Analy Galo		Status NEW				
Sales Invoice	Term COD	Date Needed 3/28/2023	Total	0.00			
	Items Attachment Invo	entory Journal Entries					
Accounts Receivable				Click to Add Sales			
	SO Num T SKU Code T	Bar Code T Description T Im	entory Code T Job Type T Particulars				
🛔 Inventory 🗸 🗸							
📋 Financials 🗸 🗸	Show Rows IC I I/0	→ →					
😝 Check Warehousing 🗸	Created By: Administrator		Updated By: Administrator				
langet 🗸 🗸	Created Date / Time: March 28, 2023 01:54 PM		Updated Date / Time: March 28, 2023 01:54 PM				
🏷 Fixed Asset 🗸 🗸				Q			
vGamma.002.003+4-next				Wijmo Evaluation Version (5.20202.699)			

- 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.

easy						8 👘 🖜) 🗖 🥹
	Sales Invoice D	Detail		Save	Lock Unlock F		Functions Close
Dashboard	· ·						
🛀 Item Query	Currency AED	Exchange Rate		Remarks			
🛃 Purchases 🗸 🧹	Branch Router*	Add Sales Invoice Item					
🜞 Sales 🔷	SI Numor Pick Item	Item Tax	History			s By nistrator	
Customer	Manual N Sales Order	SKU Code NA	Bar Code NA	Quantity	1	td 8y nistrator	
Sales Order	Cuttome SO Number	Item Description		Price 20,00	0.00		•
Sales Invoice	Term	Unit Pc(s)	Discount No Discount	Discount Rate	0.00 7 Q		
Collection	Pick	Inventory Code ST-000000002-000000008		Discount Amount	0.00		
Receivable Memo	IK K 1	Particulars]	Net Price 20.00	0.00		Add
Accounts Receivable				Amount	Pick All Close	T Quantity	T Unit T Pri
🛔 Inventory 🗸		L		20,00			
Financials 🗸	Show Rows 10	_		Add Batch Save	Close		
📹 Check Warehousing 🧹	Created By: Administrator			Updated By: Administrator			
Budget 🗸 🗸	Created Date / Time: March 28, 2	2023 01:54 PM		Updated Date / Time: March 28, 2023 0	1:54 PM		
🍋 Fixed Asset 🗸 🗸						Wiimo Evaluation V	ersion (5 20202 600)
0 000.000.4							

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

easv	Danica Basic Essentials Route 1			Cock Successful Sales invoice was successfully
	🜞 Sales Invoice Detail		Save Lock Unlock	locked! Print Awar concerned concerned
Dashboard				Sales invoice was successfully saved!
1tem Query	Currency AED	Exchange Rate	Remarks	
🛃 Purchases 🗸 🗸	Branch Route 1			
👙 Sales 🔷 🔨	SI Number 000000001	3/28/2023	Soid By Administrator	Prepared By Administrator
Customer	Manual No. 0000000001	Document Reference	Checked By Jerlly P. Gindoy	Approved By Administrator
Sales Order	Customer Analy Galo	L	Status NEW	•
Sales Invoice	Term V	Date Needed 3/28/2023	Total	20,000.00
Collection	Items Attachment Inve	ntory Journal Entries		
Accounts Receivable				
	SO Num T SKU Code T	Bar Code T Description T Im	rentory Code T Job Type T Particulars	т Quantity т Unit т
🚣 Inventory 🗸 🧹	Edit Delete 000000001 NA	NA LAPTOP ST	-000000002-000	1 Pc(s)
📙 Financials 🗸 🗸	Show Rows			
💅 Check Warehousing 🗸 🗸				
a Budget 🗸 🗸	Created By: Administrator Created Date / Time: March 28, 2023 01:54 PM		Updated By: Administrator Updated Date / Time: March 28, 2023 02:33 PM	
💫 Fixed Asset 🗸 🧹				Wijmo Evaluation Version (5.20202.699)

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.

easy	Danica Basic Escentiais Route 1	+ + + + + + + + + + + + + + + + + + +
	🚳 Collection Filter functionality Search functionality	Click the Add button to add new Collection
Dashboard		
🔐 item Query	Clear Filters End date End date Branch Search 12/1/2022 3/31/2023 Route 1 Search	Column Fiter All
🛃 Purchases 🗸 🗸	L Y Branch T Cl No. T Manual No. T Doc. Ref. T Customer T Remarks € data 10 Decentry 000000001 3/28/2023 000000001 Analy Galo Analy Galo	τ Currency τ Amount Status τ AED 0.00 NEW
🧼 Sales 🔷 🔨		
Customer	Show Rows	
🔁 Sales Order		
Sales Invoice		
ocllection		
Receivable Memo		
Accounts Receivable		
🛔 Inventory 🗸 🗸		
, 📕 Financials 🗸 🗸		
📬 Check Warehousing 🗸		
🜏 Budget 🗸 🗸		
ि Fixed Asset ↓		
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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
- o Customer Name
- CI Date
- Document Reference

easy	Danica Basic Essentials Route 1			🖶 8 🍋 🗩 🗎 ?						
	🧕 Collection Detail		Save Lock Unlock Print Audit Cancel Functions Clos							
Dashboard										
1tem Query	Currency AED	Exchange Rate	Remarks							
🛃 Purchases 🗸 🗸	Branch Route 1			h						
👙 Sales 🔷 🔷	CI Number 000000001	C Date 3/28/2023	Prepared By Administrator							
A Customer	Marual No. 000000001	Document Reference	Checked By Jerlly P. Ginday	Approved By Administrator						
Sales Order	Cuttomer Analy Galo		Status NEW	Sales Agent Administrator						
Sales Invoice			Total 0.00							
Receivable Memo	Lines Attachment Jour	mal Entries								
Accounts Receivable				Click to add Collection line item						
	Branch	T Account T Article	τ SI No. τ Amount τ Base	Amount T Pay Type T Particulars						
Financials	Income Rows Income Rows	0 > >1								
😝 Check Warehousing 🗸 🧹	Created By: Administrator		Updated By: Administrator							
Budget 🗸 🗸	Created Date / Time: March 28, 2023 02:52 PM		Updated Date / Time: March 28, 2023 02:52 PM							
🇞 Fixed Asset 🗸 🗸				Q Wiimo Evaluation Version (E 20202 500)						
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- 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.

easy	Danica Basic Essential	s Route 1				•	8 👘	> 🗖	•
	ocllection Det	ail Save Look					t Audit Cance	Functions	Close
Dashboard									
🐏 Item Query	Currency AED		ixchanoe Rate						
🛃 Purchases 🗸 🗸	Branch Route 1	Add Collection Line							11
🐞 Sales 🔷 ^	CI Number 000000001	Line	Тах						
Customer	Manual No. 0000000001	SI No. 000000001		Amount	20,000.00	Approv	ved By pinistrator		
🔋 Sales Order	Customer	Particulars		Pay Type Cach	·	Sales A	lgent		
Sales Invoice	Analy Galo			Depository Bank Metrobank 091-00-001081-8		Adm	hinistrator		_
ollection				/ Is Clear					
Receivable Memo	Lines A	Branch Route 1		Check Bank Metrobank 091-00-001081-8					
Accounts Receivable		Account Code Acco 01.01.104 Acc	ount counts Receivable - Trade- 売掛金取引	Check Number					Add
🛔 Inventory 🗸 🗸		Article Analy Galo		Check Date		T Base Amount	т Рау Туре	t Pa	articulars
📕 Financials 🗸	Show Rows 10			Sav	e Close				
😝 Check Warehousing 🗸	Created Rus Administrator	_		Lindited By: Administrator					
🍓 Budget 🗸 🗸	Created Date / Time: March 28,	2023 02:52 PM		Updated Dy: Administrator Updated Date / Time: March 21	8, 2023 02:58 PM				
🂫 Fixed Asset 🗸 🗸									٩
amma 002 003+4-next						1	Wijmo Evaluation	Version (5.20	0202.699)

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

easves	Danica Basic Essentials Route 1			Collection was successfully locked!			
	💰 Collection Detail		Save Lock U	nlock Print / Save Successful			
Dashboard ^{any Logo}				Collection was successfully saved!			
1tem Query	Gurrency AED	Exchange Rate	Remarks				
🛃 Purchases 🗸 🗸	Branch Route 1			4			
💩 Sales 🔷 🔷	CI Number 000000001	CI Date 3/28/2023	Prepared By Administrator				
Customer	Marual No. 000000001	Document Reference	Crecket By Approved By Administrator				
🔁 Sales Order	Customer Analy Galo		Statu: NEW State: Apent Administrator				
Sales Invoice			Teas 20,000.00				
Receivable Memo	Lines Attachment Journ	al Entries					
Accounts Receivable							
	Branch T	Account T Article	т SI No. т Аmount т	Base Amount T Pay Type T Particulars			
🛔 Inventory 🗸 🗸	Edit Delete Route 1	Accounts Receivable - Trade Analy Galo	000000001 20,000.00	20,000.00 Cash			
📕 Financials 🗸 🗸	Show Rows	3 3					
🧺 Check Warehousing 🗸 🗸							
Budget 🗸 🗸	Created By: Administrator Created Date / Time: March 28, 2023 02:52 PM		Updated By: Administrator Updated Date / Time: March 28, 2023 02:58 PM				
Fixed Asset				Wijmo Evaluation Version (5.20202.699)			

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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.



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

• Article

easy	Danica Basic Essentials CEB-001				Wijmo Evalu	uation Version (5.20202.699)			
	🍐 Stock In Detail	Branc		Save	Unlock Print	Audit Functions Close			
Dashboard									
1tem Query	Branch CEB-001	-	Remarks						
🛃 Purchases 🗸 🗸	IN Number 0000000003	IN Date 2/10/2023							
🤗 Sales 🗸 🗸	Manual No. 0000000003	Document Reference	Prepared By Administrator						
Linventory	Account Manual Code Account 01.01.101 Cach in Bank 8 09	1-00-001079-6	Checked By Administrator		Approved By Administrator				
tem Item	Artice Other		Status NEW	•	Sales Agent Administrator				
🍐 Stock In			Total Amount						
🔶 Stock Out	Article		24,633.00						
្រំ🍯 Stock Transfer Request	Inventory Journ	al Entries Account		Add Dates					
📬 Stock Transfer						Add Functions			
Stock Withdrawal	SKU Code 🔻 Bar Code	T Description T Particulars	т	Quantity T Unit T	Value T	Amount T Base Quantity			
📴 Stock Count	Edit Delete Jane_20LV 20LV	Chicken Liver NA		100 Kg(s)	246.33	24,633.00			
🛔 Inventory Ledger	Show Rows 10	> >I							
inventory Report									
Financials	Created By: Administrator Created Date / Time: February 10, 2023 11:38 AM		Updated By: Administrat Updated Date / Time: Fe	or Ibruary 10, 2023 11:38 AM					
Check Warehousing						<u>م</u>			

- To add Stock In 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 In.

	11					()	8	<u>,9</u> ,			?
🍐 Stock In Det	🍐 Stock In Detail				Save	ck Unic			Audit	Functions	Close
Branch IMPORT 1	Branch IMPORT 1			Remarks NA							
Di Number Di Date 000000006 9/22/2023								11			
Manual No. 000000005 Document Reference NA		r Preartel By Administrator									
Account Manual Code 01.01.101	Account Cash in Bank			Checked By Administrator			Approved By Administrator				
Article Metrobank				Status NEW Sales Agent Administrator							
				Total Amount 48,975.00							
Items	Inventory	lournal Entries									
										Add	Functions
	SKU Code 🔻 Bar Co	de 🔻 Description	⊤ Partio	culars	¥	Quantity T	Unit	T		Value 🔻	٨
Show Rows 10	IK K Pag	elofl > >I									

			sentials CEB-001						Wijmo Evalu	ation Version	<u>(5.20202.699)</u>
casyrs	* 5	Stock In De	etail				Save	.ock Ur	llock Print	Audit Fur	nctions Close
Dashboard		_	_	_					-	_	
🐏 item Query	Branch CEB+0	Pick Item		/ -	Pick Item						
🛃 Purchases 🗸 🧹	IN Num 00000	item									
🧔 Sales 🗸 🗸	Manual		, U Code	T Bar Code	T Description T	Serial Number	T Principal	T Unit			
	0000	Pick	1FXL	1FXL	Fresh Chicken OS 1.301 - 1.600 Over Size	NA		Kg(s)			
💑 Inventory	Account 01.01	Pick	1 FIR	1FIR	Fresh Chicken Lechon 0.850 - 1.000 Prime Size	NA		Kg(s)	d By histrator		
tem Item		Pick	1FCB	1FCB	Fresh Chicken B 0.850 - 1.600 Open Sized	NA		Kg(s)			
	Othe	Pick	1FSQ	1FSQ	Fresh Chicken Squabs - 0.500 - 0.849 Squab	NA		Kg(s)	ent histrator		
💑 Stock In		Pick	1FCZ	1FCZ	Frozen Chicken Frozen-Mixed Open Sized	NA		Kg(s)			
Stock Out		Pick	2UGZ	2UGZ	Chicken Gizzard	NA		Kg(s)			
		Pick	Jane_2ULV	2ULV	Chicken Liver	NA		Kg(s)			
Stock Transfer Request	_	Pick	BYCB	BYCB	Chicken Cooked Blood	NA		Kg(s)			
Stock Transfer		Pick	BYFT	BYFT	Chicken Feet	NA		Kg(s)		Ado	f Functions
Stock Withdrawal		Pick	3YHD	3YHD	Chicken Head	NA		Kg(s)	Value T	Amount T	Base Ouantity
									246.33	24,633.00	
Stock Count		ik k		>1							
Ledger	Show R										
	10							Close			
Inventory Report											
	Created	8 By: Administrator d Date / Time: Febr	uary 10, 2023 11:5	38 AM		Updated By: Admir Updated Date / Tir	nistrator me: February 10, 2023-11:38 AM				
Financials 🗸 🗸											
🖬 Check Warehousing 🗸											

 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

	Danica Basic Essentials Branch 1 Main	Branch		🖶 😝 🍁 🗩 🗖 🥹
Dashboard	🔶 Stock Out Detail		Transaction Buttons	K Unlock Print Audit Functions Close
1tem Query	Branch Branch 1 Main	•	Remarks	
🛃 Purchases 🗸 🗸	OT Number 0000000001	OT Date 3/2/2023		
🧑 Sales 🗸 🗸	Manual No. 0000000001	Document Reference	Prepared By Administrator	
🚣 Inventory 🔷	Account Manual Code Account 01.01.101 Cash in Bank BOC 091	-00-001079-6	Checked By Administrator	Approved By Administrator
item 🕈	Anice Other		Status NEW	·
Stock In Stock Out Stock Transfer Request	Items Inventory Journ	al Entry Article Acc	ount	Add Button
📬 Stock Transfer	SKU Code 🔻 Bar Code	T Description T Inventory Co	de r Particulars r Quantity	r Unit r Value r Amount
Stock Withdrawal	Show Rows 10 ▼ IK K 1/0	> >		
📴 Stock Count				
Inventory Ledger	Created By: Administrator Created Date / Time: March 02, 2023 01:47 PM		Updated By: Administrator Updated Date / Time: March 02, 2023 01:47 PM	
Inventory Report				
📕 Financials 🗸 🗸				
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.

easy			Basic Essentia								1 ⁹⁹ 🖝	> 🗆	
	1	Stock	Out Det	tail				Save Lo	ck U	nlock	Print Aud	Functi	ons Close
Dashboard													
1 Item Query	Branch Branc	Pick It	em										
🛃 Purchases 🗸	OT Num		Items	_	Pick	Item							
Sales	0000	Branch Branc	th 1 Main		Search			Column Fitter All	-				4
• 3003	0000												
🛔 Inventory 🔷	Account 01.01		Pot C	0000000441	0000000441	Tumbler	Senai Number	NA T		d By nistrato			
tem 👬	Artice		Pidk	0000000441	0000000441	Tumbler		NA					
Stock in	Othe		Pick	NA	NA	notebook small		NA					•
*			Pick	0000000442	000000442	Hydro Tumbler		NA					
igen Stock Out			Pick	0000000442	0000000442	Hydro Tumbler		NA					
) Stock Transfer Request			Pick 1	1FXL	1FXL	Fresh Chicken OS 1.301 - 1.600 Over Size						Add	Functions
Stock Transfer			Pick 1	1FCA	1FCA	Fresh Chicken A 1.101 -1.300 Regular Size					τ Value	т Ar	nount
			Pick	Jane_2ULV	2ULV	Chicken Liver							
Stock Withdrawal	Show R		Pick	2UGZ	2UGZ	Chicken Gizzard							
🛃 Stock Count			1		N								
inventory Ledger	Creat Creat			/ /									
Inventory Report									Close				
📕 Financials 🗸													٩
Gamma.002.000+7-next													

 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.

easy		+ + + + + + + + + + + + + + + + + + +
	🛖 Stock Out Detail	Lock Unlock Print Audit Functions Close
Dashboard		
11em Query	Brance Pick Item	
🛃 Purchases 🗸 🧹	Citua Items ODD Quantity of the item	
🥮 Sales 🗸 🗸	Mana Branch 1 Main Add Stock Out Item	
🚣 Inventory ^		18/
tem 👬	Locol Red Sulcos Sectors Color 1 Anne Red 000000041 1 1 1	nistrator
stock In	Done Pola Incontrol Tumbler 100000 -	
Stock Out	Change the Unit of the Item Coce N-Cocococococococococococococococococococ	
Stock Transfer Request	Particulars	Add Functions
Stock Transfer	Pic I	Value of the item Amount
Stock Withdrawal		
🛃 Stock Count	Add Batch Save Coze	
Inventory Ledger	of the added item	
Inventory Report		Close
Financials V		
Gamma 002 000+7-next		

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.



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	Danica Basic Essentials Branc	:h 1 Main					⊕ ⊕	1 8 🍉 1		?
	🕌 Stock Transfer Requ	uest Detail			Transaction Button	Save Lock	Unlock	Print Audit	Functions	Close
Dashboard			Set up Date for this transaction							
1tem Query	Detail									
Purchases 🗸	Branch Branch 1 Main				Remarks					
👹 Sales 🗸 🗸	STR Number 000000001		STR Date 3/2/2023	đ						
🛔 Inventory 🔨	Manual No. 000000001		Document Reference							h
ttem Item	To Branch Branch 1 Main		ETA 3/2/2023	õ	Prepared By Administrator					
5tock In	Account Manual Code 01.01.101	Account Cash in Bank BOC 091:	-00-001079-6		Checked By Administrator		Approved By Administrate	y.		
Stock Out	Article Other				Status STARTED					-
Stock Transfer Request					Total Selling Price Amount 0.00					
Stock Withdrawal	Set Article	Set /	Account]			Add
Stock Count	SKU Cod	le T Bar Code	T Description	T Inventory Code	Y Particulars	T Quantity	T Unit	T Selling Price	Total Selli	ing Amo
inventory Ledger	Show Rows	IC C 1/0								
Inventory Report	10	1/0								
, Financials 🗸 🗸	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 (5.2	0202.699)									

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

easy	E Danica Bacic Ecsentrals Branch 1 Main	@ 🖰 (👊 😫
	I Stock Transfer Request Detail	Save Lock Unlock Print Audit Functions Close
Dashboard		
鱛 Item Query	Detail	
🛃 Purchases 🗸 🗸	Storon Brangk 1 Main Remarks	
😂 Sales 🗸 🗸	Pick Item	
🛓 Inventory ^	Marcal Items	
tem Item	Televent Branch 1 Main Search Search	Column Riter
🍎 Stock In	SKU Code 1 Bar Code 1 Description 1 Serial Number 1	Principal T the state
Stock Out	Item Rea 0000000441 0000000441 Tumbler	NA nstrator
📕 Stock Transfer Request	Othe Pick IFCA IFCA Fresh Chicken A 1101 -1300 Regular Size	•
🙀 Stock Transfer	κ ϵ 1/1 → 51	
Stock Withdrawal		Close
📴 Stock Count		Y Selling Price Y Total Selling Amo
📠 Inventory Ledger		
Inventory Report		
📕 Financials 🗸	Creased By: Administrator Creased Dive / Time March 02, 2023 02:36 PM Updated Dive / Time March 02, 2023 02:36 PM	23 02 36 PM
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• 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.

easy) 👘 🗐		
	💐 Stock Transfe	r Request Detail			Save	Lock Unlock		Functions	Close
Dashboard									
1tem Query	Detail								
🛃 Purchases 🗸 🧹	Branch Branch 1 Main			Remarks					
🐞 Sales 🗸 🗸	OTR Nur 00000 Pick Item		_	_	_				
🛓 Inventory ^	Manual Items	Add Stock Transfer Request Ite	m						
item Item	To Branch Branch 1 Main	SKU Code 0000000441	Bar Code 0000000441	Quantity	1 Fite	· •			
🐇 Stock In	Account	Item Description Tumbler	Unit Box(s)	✓ Price	3,000.00	T at			
Stock Out	Artce	Particulars					trator	_	
Stock Transfer Request			*						
📫 Stock Transfer	ik k	·							
Stock Withdrawal				L	Save	Close			Add
Stock Count			Set the required field				T Selling Price		ing Amo
inventory Ledger	Show Rows	✓ IS S 1/0 > >I							
Inventory Report	10								
📙 Financials 🗸 🗸	Created By: Administrator Created Date / Time: March 0	2, 2023 02:36 PM		Updated By: Administrator Updated Date / Time: Mar	, ch 02, 2023 02:36 PM				a
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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.

easy	Danica Basic Essentials Branch 1 Main			🖶 🖯 📫 😫 🌨 🕽 📋 🔮
	減 Stock Transfer Detail		Transaction Button	Unlock Print Audit Functions Close
Dashb Silliamy Logel				
🐏 Item Query	Branch Branch 1 Main		Remarks	
Purchases 🗸 🗸	ST Number 000000001	ST Date 3/3/2023		
🤗 Sales 🗸 🗸	Manual No. 000000001	Document Reference		ĥ
🚣 Inventory 🔷	To Branch Branch 1 Main	ETA 3/3/2023	Prepared By Administrator	
tem Item	Account Manual Code Account 01.01.101 Cash in Bank BOC 091	-00-001079-6	Checked By Administrator	Approved By Administrator
🍎 Stock In			Status NEW	
Stock Out	Set the To Branch to transfer items Set the Account		Total Selling Price Amount	
🚆 Stock Transfer Request			0.00	
🚬 Stock Transfer	Items Journal Entry			
Stock Withdrawal				Add the item
📴 Stock Count	SKU Code 🔻 Bar Code	T Description T Inventory Code	T Particulars T Quantity	T Unit T Selling Price T Total Selling Amo
inventory Ledger	Show Rows			
Inventory Report				
📙 Financials 🗸 🗸	Created By: Administrator Created Date / Time: March 03, 2023 09:25 AM		Updated By: Administrator Updated Date / Time: March 03, 2023 09:25 AM	Q
Wijmo Evaluation Version (5.2	0202.699)			

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

easy	Danica Basic Essentials (Branch 1 Main	+ + • • • • • • • • • • • • • • • • • •
	減 Stock Transfer Detail	Save Lock Unlock Print Audit Functions Close
Dashboard		
item Query	Branch Branch 1 Main	Remarks
🛃 Purchases 🗸 🗸	ST Number ST Date	
👹 Sales 🗸 🧹	varua noo	
🛔 Inventory 🔷	Stock Transfer Request List Items	A
ttem 1	Account Branch I Main Search Search	Colum Filer All B y
🐇 Stock In	SKU Code T Bar Code T Description T Serial Nu	mber T Principal T
Stock Out	Pick 0000000441 0000000441 Tumbler	NA
📕 Stock Transfer Request	Pick IFCA IFCA Fresh Chicken A 1101 -1.300 Regular Size	
stock Transfer	K K 1/1 5 51	
of Stock Withdrawal		Close Add Functions
5tock Count	SKU Code T Bar Code T Description T Inventory Code	Y Particulars Y Quantity Y Unit Y Selling Price T Total Selling Amo
Inventory Ledger		
Inventory Report		
📕 Financials 🗸 🗸	Created By: Administrator Created Date / Time: March 03, 2023 09:39 AM	Updated By: Administrator Updated Date / Time: March 03, 2023 09:39 AM
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• 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.

easv	Danica Basic Essen	tials Branch 1 Main			•	8	#2 ••• 3		0
	🚛 Stock Transfe	er Detail		Sat	ve Lock			Functions	Close
Dashboard									
🐏 Item Query	Branch Branch 1 Main			Remarks					
🛃 Purchases 🗸 🧹	ST Number 0000	ST Date	-		_				
🧔 Sales 🗸 🗸	Manua Pick Item	Add Stock Transfer Item							
🏯 Inventory 🔷 🔨	To Branc Stock Transfe	SKU Code	Bar Code 0000000.441	Quantity					
1tem	Account Branch 1 Main	Item Description		Price	in Fiter 👻	d By			
🐇 Stock In	0101	Tumbler		3,000.00	Ŧ	nistrator			
Stock Out	Pick	Unit Box(s)	Inventory Code IN-000000001-0000000001						•
្វិរីរី្វ៍ Stock Transfer Request	Pick	Particulars			_				
Stock Transfer	IK K	1							
Stock Withdrawal				Save	Close			Add	Functions
Stock Count		SKU Code T Bar Code T Description	Y Inventory Code	Y Particulars Y Qu	uantity T	Unit T	Selling Price	Total Se	elling Amo
Inventory Ledger	-				_				
Inventory Report	10	I I/0 > I							
Financials 🗸 🗸	Created By: Administrator Created Date / Time: March (13, 2023 09:39 AM		Updated By: Administrator Updated Date / Time: March 03, 2023 09:39 AM					٩
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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.

easv	Danica Basic Essentials Branch 1	/lain		0 🗖 🕻 🥌 🔍				
J	嶄 Stock Withdrawal Det	ail		Transaction Buttons	Lock Unlock	Print Audit Fu	unctions Close	
Dashboard	Set the C	Customer						
Item QueBilgard Menu	Branch Branch 1 Main			Address NA				
🛃 Purchases 🗸 🗸	SW Number 000000001	SW Date 3/3/2023	Ē				h	
🧑 Sales 🗸 🗸	Manual No. 000000001	Document Reference		Contact Person NA				
🚣 Inventory ^	Customer Walk- In	2		Contact Number NA				
item Item	From Branch Branch 1 Main			Received By Administrator	Prepared By Administra	ator		
🍎 Stock In	SI Number			Checked By	Approved By			
5tock Out	_000000001			Administrator	Administra	ator		
Stock Transfer Request	Remarks			Status NEW			•	
Stock Transfer			11	Set the From Branch to				
Stock Withdrawal	Items Inventory	Journal Entry		withdraw the Items from				
📴 Stock Count						Add Button	Add	
inventory Ledger	SKU Code	Bar Code T Description	T Inventory Code	T Particulars T Quantity	T Unit	T Cost	T Amount	
Inventory Report					_			
Einancials	Show Rows 10	< 1/0 > >I						
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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

are receive to generat	SADGURU TRADERS INC. SADGURU MAIN WAREHO	DUSE				⊕ €) 👘 🐽		0
Dashboard	ず Stock Withdrawal Detail				Save	Lock Unlock	Print Aud	t Functions	Close
1tem Query	Branch			Address					
🛃 Purchases 🗸 🧹	SADGURU MAIN WAREHOUSE			NA					
🌞 Sales 🗸 🗸	SW Number 0000000001	SW Date 3/8/2023							//
🚠 Inventory ^	Manual No. 0000000001	Document Reference		Contact Person MR TOMMY					
ttem Item	BOSJ Pick Stock Withdrawal Item								
🎂 Stock In	From Br SADC SKU Code Y Bar Code	T Description	Y Serial N	τ Principal τ Ur	it T	Quantity T	y strator		
of Stock Out	Si Nume	SOLDERING LEAD 1.0M	NA	Ro	dl(s)	50.00	by strator		
📲 Stock Transfer Request									
📷 Stock Transfer						Close	_		
ず Stock Withdrawal									
🛃 Stock Count	Items Inventory Journ								
Inventory Ledger									Add
Inventory Report	SKU Code 😗 Bar Code	T Description	T Inventory Code	T Particulars	T Quantity	⊤ Unit	T Cost	T Amou	int
, 📕 Financials 🗸 🗸	Snow Rond 10 • • • • • • • • • • • • • • • • • • •	> >I							
😝 Check Warehousing 🗸									Q
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• 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.

as sume to beauty	SADGURU TRADERS I	NC. SADGURU MAIN WAREHOUSE				•	8 👘	•) 📋	0
Dashboard	stock Withdrav	wal Detail			Save	Lock Unio		Audit Functions	Close
🐏 Item Query									
🛃 Purchases 🗸 🗸	SADGURU MAIN WAREHOUSE			NA					
🐞 Sales 🗸 🗸	SW Number 0000000001	SW Date 3/8/2023	Ē						11
🚔 Inventory ^	Manual No. 0000000001	Add Stock Withdrawal Item			- 1		_		
tem 🕈	BOSJ Pick Stock With	SKU Code SOLLEAD1M	Bar Code SOLLEAD1M	Quantity	1.00				
stock In	From Br SADC	Item Description SOLDERING LEAD 1.0M		Cost	425.00	Quantity T	ly strator		
Stock Out	SE Nume 00001	Unit Roll(s)	Inventory Code RR-000000001-0000000001	Amount	425.00	50.00	^{By} strator		
Stock Transfer Request	Remai I< < 1	Particulars							•
stock Transfer						Close			
Stock Withdrawal					_ 1				
Stock Count	Items			Save	Close				
Inventory Ledger	Fill up the necessary field								Add
Inventory Report		Code T Bar Code T Description							ount
, 📙 Financials 🗸 🗸	Show Rows	IC C 1/0 > >1							
🧃 Check Warehousing 🗸 🗸	Created By: Administrator			Undated By: Administrator					Q
Gamma.002.001+3-next	cicated by Administrator			ogourco oy, ruministrator			Wijmo Evalua	ation Version (5	.20202.699)

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.

easy	Danica Basic Essentials Branch 1 Main	(8	1 <mark>89</mark> 🕒 🤉		?
	📴 Stock Count		Add a new	Stock	Add	Close
Dashboard	Prilet it disdului					
1tem Query	Clear Filter: 2ran date 1/1/2023 E Search Search				Column Filter All	•
🛃 Purchases 🗸 🗸	L v SC No. v SC Date v Manual No. v Doc. Ref. v Remarks v Status		T			
🙆 Sales 🗸 🗸	Show Rows					
🚣 Inventory 🔷						
ttem Item						
🍐 Stock In						
眷 Stock Out						
ំរដ្ឋី Stock Transfer Request						
🙀 Stock Transfer						
Stock Withdrawal						
📴 Stock Count						
Inventory Ledger						
hventory Report						
📋 Financials 🗸 🗸						Q
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

easy		Dani	ica Basic Essei	ntials Branch 1 №	Vain				•	8	1 <mark>89</mark> 🕕 🛛		0
		Stock	k Count	: Detail				Save	ock U	Inlock		Functions	Close
Dashboard		Pick	Item									_	
1tem Query	Branch Bran	nc											
🛃 Purchases 🗸 🗸	SC NU	Bra	nch		Coard			Column Fiter	•	d By histrator			
🌞 Sales 🗸 🗸	Manua	Bra	anch 1 Main		Jearch			All					Ţ
	000			SKU Code T	Bar Code	7 Description 1	Serial Number T	Principal T					
Inventory	Rema	а	Pick	0000000441	000000441	Tumbler		NA					
tem Item			Pick	1FXL	1FXL	Fresh Chicken OS 1.301 - 1.600 Over Size							
L.			Pick	1FCB	1FCB	Fresh Chicken B 0.850 - 1.600 Open Sized							
💣 Stock In			Pick	1FCA	1FCA	Fresh Chicken A 1.101 -1.300 Regular Size							
Stock Out	_		Pick	Jane_2ULV	2ULV	Chicken Liver				- 60			
W a la car			Pick	2UGZ	2UGZ	Chicken Gizzard							Add
Stock Transfer Request			Pick	3YFT	3YFT	Chicken Feet							
減 Stock Transfer			Pick	000000453	000000453	Burger Patty		NA					
Ctock Withdrawal	Show 1.0	8	Pick	000000452	000000452	Burger Bun		NA					
Stock withdrawai			Pick	0000000451	000000451	Burger		NA					
🛃 Stock Count	Crea	at											
Inventory Ledger	Crea	31 1	< <	1/1	ы								
Inventory Report									Close				
Einancials													٩
Gamma 002 001+3-next													

• 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.

easy	Danica Bade Essentiale (Branch 1 Main	+ + + + + + + + + + + + + + + + + + +
	Stock Count Detail	ack Unlock Print Audit Functions Close
Dashboard	Pick Item	
1tem Query	Bann Bann Items	
🔣 Purchases 🗸 🗸	201wr 2000 Branch I Main - Search All	d 8) nistrator
💩 Sales 🗸 🗸		- ·
🚣 Inventory 🔨	Remai Rkk	
ttem Item	Fix SU Core Su Core Output Ear Core Quenty 1 mail mail 0000000441 000000441 1	
stock In	Price	
Stock Out	Pritolars	
Stock Transfer Request		Add
stock Transfer		
Stock Withdrawal		
Stock Count	Creat Fill up the necess	ary
Inventory Ledger		
inventory Report		Close
📙 Financials 🗸 🗸		
Check Warehousing		

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
 - o IL Date
 - IL Number
 - Document Reference

• Account

easv	Danica Basic Essentials Branch 1 Main			🌐 😌 🏚 🍉 🕽 🗖 🔮
	📕 Inventory Ledger Detail		Transaction Buttons	e Lock Unlock Audit Cancel Close
Dashboard				
1tem Query	Branch Branch 1 Main		Menth MARCH	Vear 2023
🛃 Purchases 🗸 🧹	1L Number 0000000001	IL Date 3/8/2023	Prepared By Administrator	
🧔 Sales 🗸 🗸	Manual No. 000000001	Document Reference	Checked By Administrator	Approved By Administrator
🚣 Inventory 🔷	Remarks		Starus NEW	·
1tem			7	
🍐 Stock In	Inventory Journal Entries		V	
Stock Out		Fill up the r	necessary fields	Generate IL to show the costs of the items
🕌 Stock Transfer Request				
🙀 Stock Transfer	Branch T Document Ret T Inv	entory Code T SKU Code T Bar Code T Description	n <u> </u>	Y Cost Y Amount Y Particulars
Stock Withdrawal	Show Rows 10	→ →I		
📴 Stock Count				
inventory Ledger	Created By: Administrator Created Date / Time: March 08, 2023 11:39 AM		Updated By: Administrator Updated Date / Time: March 08, 2023 11:39 AM	
inventory Report				
Financials				
Check Warehousing				
/Gamma.002.001+3-next				

• When Generate IL is clicked the items will generate the cost.

Branch T	Document Ref. T	Inventory Code τ	SKU Code v	Bar Code T	Description T	Quantity T	Unit v	Cost T	Amount T	Particula
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	0000000441	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	0000000451	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.

easy	Danica Basic Essentials Branch 1 Main			e e	🗯 🍉 🕽 📋 📀
	Chart of Accounts			Add new Accou	Ints Add Close
Dashboard	Account Account Type Account Cash	Flow Account Category	hart of Accounts tab to choose		
1tem Query			from		
🛃 Purchases 🗸 🗸					Functions
👼 Sales	Code т Manual Code т A	Account Type	T Account Cash Flow	/	
	Edit Delete 000000104 000000104 G	Gas and Oil General and Ad	min Expenses OPERATING		
🛔 Inventory 🗸 🗸	Contraction Contra	Rental General and Ad	min Expenses OPERATING		
Einancials	Edit 🔁 Delete 0000000117 0000000117 S	upplier return and allowances Current Assets	OPERATING		
	✓ Edit	Cash in Bank BOC 091-00-001079-6 Current Assets	NOT INCLUDED		
Chart of Accounts	C Edit Celete 000000079 01.01.102 C	Cash on Hand Current Assets	NOT INCLUDED		
🕮 Bank	C Edit Celete 000000023 01.01.103 P	Petty Cash Account Current Assets	NOT INCLUDED		
	✓ Edit	Accounts Receivable - Trade Current Assets	OPERATING		
S Currency	Contraction Contra	lotes Receivable Current Assets	OPERATING		
🛃 Bank Reconciliation	Celete 000000003 01.01.106 N	Varketable Equity Security Current Assets	OPERATING		
Iournal Voucher	Contraction Contra	ax Refund on Compensation Current Assets	OPERATING		
Financial Statement	Show Rows 10 • • • • • • • • • • • • • • • • • • •				
🛞 BIR CAS Reports					
🐋 Check Warehousing 🗸					
🤧 Budget 🗸 🗸 🗸					
Gamma.002.001+5-next					

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.

easy	😑 Danica Bacic Essentials Branch 1 Main	
	Bank Reconciliation	se
Dashboard		
1tem Query	Function	
🛃 Purchases 🗸 🗸	Bank Brong Banka Kipit Bank	
🧑 Sales 🗸 🗸	San Date 3.14 / 2013	
🚣 Inventory 🧹 🧹		5
📙 Financials 🔷		30
Chart of Accounts	Danie Base Essental: 0	00
🖳 Bank	Branch Autore Dang Bance A	20
Currency	Deposits (Collection) Withdrawals (Disbursement) Adjustments (Journal Voucher) Bank Book Journal 📻 Table for bank reconciliation	
Bank Reconciliation	Buttons used for Lines added	
🔶 Journal Voucher	Branch 1 Cl No. 1 Cl Date 1 Customer 1 Pay Type 1 Check No. 1 Check Ra1 Amount 1 In Transit 1 C 1 Transact	Ban
Financial Statement		
BIR CAS Reports	200 Note IC I/0 > >I	
🧃 Check Warehousing 🗸		
a Budget 🗸 🗸		
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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.



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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.

easy	Danica Basic Essentials Branch 1 Main					()	8 📫	• • • •		?
	🔶 Journal Voucher Detail	Journal Voucher butte to transact	tons	Save Lock	Jnlock Print	Audit	Cancel	Functions	Close	
Dashboard										
1tem Query	Branch Branch 1 Main		Prej Ar	epared By Administrator						
🛃 Purchases 🗸 🗸	JV Number 000000001	JV Date 3/8/2023		ecked By Administrator		Approve Admir	d By histrator			
🌞 Sales 🗸 🗸	Manual No. 000000001	Document Reference	Stat	etus EW						•
🚣 Inventory 🗸 🗸	Remarks		Tota 0.	tal Debit		Total Cre 0.00	dit			
📋 Financials 🗸 🗸										
😝 Check Warehousing 🗸	Lines Attachment Journa	I Entries	Fill out the							
Budget 🗸 🗸 🗸	L	tabs	fie	elds			Add r	new lines		Add
🇞 Fixed Asset 🗸 🧹	Branch T	Account v Article		 Debit Amount 	т Credit Amount т	C T Particula	rs		-1	
🏭 Apps 🗸 🗸	Show Rows	> >								
🚫 System 🗸 🗸										
	Created By: Administrator Created Date / Time: March 08, 2023 03:16 PM		Upda Upda	ated By: Administrator ated Date / Time: March (08, 2023 03:16 PM					

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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



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		Danica Basic Essentials Branch 1 Main			۲	Θ	1 ⁹⁹ 🛑 🕽 📋	?
	Cł	heck Warehousing					Add	Close
Dashboard	Chara Silvara	Start date	Branch				Column Fiter	_
1tem Query	Clear Filters	1/1/2023 • Fill up	the required fields	Search	_	-	All	
🛃 Purchases 🗸 🗸		Check Warehousing Detail					T Payee Or Payor	⊤ Ste
🐡 Sales 🗸 🗸 🗸	Show Ro	Amount		- Secondar				
🚣 Inventory 🗸 🗸			0.00	kemanis				
📋 Financials 🗸 🗸		Check Number	Check Date 3/8/2023					
Check Warehousing		Payee / Payor Chicken Essential's Ph., Inc.		Branch Branch 1 Main				
Check Warehousing		Bank Bank of Commerce - 091-00-001079-6	CW Code 0000000001	Checked By Administrator	_			
CW Reports		Status	Check Type 🗸	I: Cleared /I: Bounce Uncleared	•			
Check Writer		Created By: Administrator		Lindated By: Administrator				
🍓 Budget 🗸 🗸		Created Date / Time: March 08, 2023 04:08 P	М	Updated Date / Time: March 08, 2023 04:08 PM				
Fixed Asset				Save	Close			
📑 Apps 🗸 🗸								
🌻 System 🗸 🗸								
								٩
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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

	Danica Basic Essentials Branch 1 Main]	#	e 🏚 🍽) 📋 0
	🖌 Check Writer	Required fields		To preview cheque
Dashbo and	Check Date	Inved To	Amount	
1tem Query	3/29/2023	Jhon Cedrick MAdula		10,000.00
🛃 Purchases 🗸 🗸	Preview			How to print Print
🧑 Sales 🗸 🗸			CHECK No. BRSTN	
🛔 Inventory 🗸 🗸		HUMAN INCUBATOR INC	DATE 03-29-2023	To print cheque
📙 Financials 🗸 🗸		PAY TO THE JHON CEDRICK MADULA	P 10,000.00	
😝 Check Warehousing 🔷		PESOS TEN THOUSAND ONLY //We allow the electronic clearing	of this check and hereby waive the presentation for payment of this original to Metrobank	
5 Check Warehousing		1 COOLINEARY		
CW Reports		CEBU-BUSINESS PARK BRANCH CEBU BUSINESS PARK, CEBU CITY ************************************	54 244 39 38/0 20 76-03 5 7000 76 540 38 1854 #5 54 244 55 38#0 20 26-03 5 7000 76 540 58 1	
Check Writer				
🔑 Budget 🗸 🗸				
🂫 Fixed Asset 🗸 🗸				
🛃 Apps 🗸				
🔹 System 🗸				
				Wiimo 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.

easy re	Danica Basic Essentials Branch 1 Ma	in				⊕ 8	10 💿 🕽	D 0
	e Budget Manager					Add and Close Manag	e Budget	Add Close
Dashboard	Lun			Filter the Budget				
🛀 Item Query	Branch 1 Main	2023		Manager				Functions
🛃 Purchases 🗸 🗸	Category T	Account T Septemb T October T No	ovember T December T	January T February T Mar	ch <u>v</u> April	т Мау	τ June τ July	τ August τ
🖕 Sales 🗸 🗸	Snow Rows	< 1/0 > >I						
🚣 Inventory 🗸 🧹								
📋 Financials 🗸 🗸								
😭 Check Warehousing 🗸 🧹								
a Budget ^								
langer Manager								
Cash Flow Projection								
Budget Reports								
🍋 Fixed Asset 🗸 🗸								
📑 Apps 🗸 🗸								
🔅 System 🗸 🗸								
								9
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Budget Manager Detail

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

easy	=	Danica Basic Essentials Branch 1 Main]							۲	θ	¢9	•• >		0
		Budget Manager												Add	Close
Dashboard															
1 Item Query	Branch	1 Main 👻	2023		•										Functions
🛃 Purchases 🗸 🗸		Category T Acc	count	т Septemb т October т	Novemb	ber T December T Janu	ary 🔻 Febru	ary v Marc	h 🛛 🛪 April	т Мау	Ŧ	June	⊤ July	τ A	ugust v
🤪 Sales 🗸 🗸	Show Ro 10	Account Budget									Fill	up to fore	cast the		
🛔 Inventory 🗸 🗸		Branch Branch 1 Main				Year 2023						Juoge			
Financials 🗸 🗸		Account Manual Code		Account		Ratio 1 100	Ratio 2 100		Ratio 3 100			/			
📹 Check Warehousing 🗸			_			[_					
and Budget 🔷 🔿		September	0.00	Decemper	0.00	March	0.00	e		0.00					
Budget Manager		October	0.00	January	0.00	Apri	0.00	λúγ		0.00					
Cash Flow Projection		November	0.00	February	0.00	May	0.00	August		0.00					
Budget Reports									Save	Close					
🍾 Fixed Asset															
🛃 Apps 🗸 🗸															
🔅 System 🗸															
															٩

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

	E Danica Basic Bosentat (Branch 1 Main	۲	e 👘) ()
cusy FS	Cash Flow Projection		Add and Close Cash Flow Projection		Add Close
Dashboard	Filter Cash Flow		110000001	_	
🐏 item Query	Branch 1 Main				Functions
🛃 Purchases 🗸 🗸	Category + Account + Septemb_+ + October + November + December + January + February + March + April	т Мау	v June	T July	r August r
🧑 Sales 🗸 🗸					
🚣 Inventory 🗸 🗸					
📋 Financials 🗸 🗸					
📹 Check Warehousing 🗸 🗸					
landget 🔷					
Budget Manager					
Cash Flow Projection					
Budget Reports					
🍋 Fixed Asset 🗸 🗸					
😫 Apps 🗸 🗸					
🏟 System 🗸 🗸					
					٩
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Cash Flow Projection Detail

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

easy		Danica Basic Essentials Branch 1 Main							¢® 🍋 🕽		
		Cash Flow Projection								Add	Close
Dashboard											
1tem Query	Branch 1	Main • 202	3								Functions
🛃 Purchases 🗸 🗸		Category v Account	Y Septemb Y October Y Novem	ber T December T	January T Febru	ary v March v A Select Account to	April 🛛 🛪 May	Ŧ	June v July	т А	ugust v
🗳 Sales 🗸		Cash Flow				Project Cashflow					
🛓 Inventory 🗸		Branch Branch 1 Main		liear 2023							
📕 Financials 🗸 🗸		Account Manual Code	Account	Ratio 1 100	Ratio 2 100	Ratio 3 100	Projection				
Check Warehousing 🗸		September	December	March		June					
a Budget ^		0.00	0.00		0.00		0.00				
- Budget Manager		October 0.00	January 0.00	Apri	0.00	July	0.00				
Cash Flow Projection		November 0.00	February 0.00	May	0.00	August	0.00				
Budget Reports							Save Close				
🍋 Fixed Asset 🗸 🗸											
🏪 Apps 🗸 🗸											
🧿 System 🗸											
											Q
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.

	Danca Back Essential (Branch 1 Man	•	8 🏚 🍉 🕽 🗖	?
cusy rs	Fixed Asset 👁			
Dashboard	Fixed Asset tab Fitters for the			
🐏 Item Query				
🛃 Purchases 🗸 🗸	Drait registered Sold of Dispose		107	
🧔 Sales 🗸 🗸	Clear Fitters Search	Column Filter	Branch Branch 1 Main	
🛔 Inventory 🗸 🗸	Particulars T Asset Name T Asset Number T Asset Date	T Purchase Cost	 Useful Life (Years) 	т Dep
Financials 🗸	2eerRed 10 V IC C 1/0 > 31			
🥁 Check Warehousing 🗸 🧹				
🤧 Budget 🗸 🗸				
🏠 Fixed Asset				
State Fixed Asset				
Asset Disposals				
Reports				
🛃 Apps 🗸 🗸				
🔅 System 🧹				
				9
vGamma.002.001+5-next				

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

easy	Danica Basic Essentials Branch 1 Main			🖶 😝 🍂 🍋 🕽 🗖 🤋				
	🍯 Asset Disposal Detail		Asset Disposal buttons to transact	ve Lock Unlock Print Audit Close				
Dashboard								
1tem Query	Currency AED	Euchange Rate	Disposatipe DISPOSED					
🛃 Purchases 🗸 🗸	Branch Branch 1 Main		Remarks					
🧔 Sales 🗸 🗸	Actest Disposal Number 0000000001	Accet Disposal Date 3/8/2023	1					
🚣 inventory 🗸 🗸	Manual No. 000000001	Document Reference	Prepared By Administrator					
📙 Financials 🗸 🧹	Account Manual Code 01.01.101	Account Cach in Bank BOC 091-00-001079-6	Checked By Administrator	Approved By Administrator				
📷 Check Warehousing 🗸 🧹	Article		d and a second a se					
Budget 🗸	Other	R.	STARTED					
Pixed Asset	Items Inventory Journal	Entries						
			Fill up the required fields	Add new Items in Asset Disposal				
Fixed Asset	SKU Code T Bar Code	T Description T Inventory Code	T Particulars T Quantity	т Unit т Cost т Amount				
Asset Disposals								
Reports	10 VIC 1/0	> >I						
🚉 Apps 🗸 🗸	Created By: Created Date / Time: March 08, 2023 04:50 PM		Updated By: Updated Date / Time: March 08, 2023 04:50 PM					
🔷 System 🗸								
Fixed Asset Image: Asset Disposals Image: Apps Apps System	SNU Code T Bar Code Description IC 1/0 Created By: Created Date / Time: March 08, 2023 04:50 PM	Pescription T Inventory Code	Fill up the required fields T Particulars T Quantity Updated By: Updated By: Updated Date / Time: March 08, 2023 04:50 PM	Add new tiems in Asset				

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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.

easy	Danica Basic Essentials (Branch 1 Main	Wijmo Evaluation Version (5.20202.699)
	Price	Add / Close Price
Dashboard		
item Query	Clear Fitters	
🥵 Purchases 🗸 🧹	L v PC Number v Manual N., v Document Reference v PC Date v Remarks v	
🧑 Sales 🗸 🗸	Pres IC <	
🛓 Inventory 🗸 🗸		
🔒 Financials 🗸 🗸		
📬 Check Warehousing 🗸 🧹		
🤧 Budget 🗸 🗸 🗸		
₽ Fixed Asset ~		
🚉 Apps 🗸 🧹		
🚯 System 🗸 🗸		
vGamma.002.001+7-next		

Price Detail

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

	Danica Basic Essentials Branch 1 Main	Wijmo Evaluation Version (5.20202.699)		
cusy FS	(🎬) Price Detail	Save Lock Unlock Close		
Dashboard				
1tem Query				
🛃 Purchases 🗸 🗸	Price Code 0000000001	Manual Code	Fill up the required	
👙 Sales 🗸 🗸	Document Reference	PCDate 2023-03-14T10:06:41.98	fields for Price	
🛔 Inventory 🗸 🗸	Remarks			
📋 Financials 🗸 🗸	L			
📷 Check Warehousing 🗸 🗸	Line			Add price Line
🌏 Budget 🗸 🗸				Add
🇞 Fixed Asset →	SKU Code T Bar Code	T Item Description T Pric	e T	
🛃 Apps 🗸 🗸	Show Rows ▼ I 1/0	> >		
🔹 System 🗸 🗸	Created By: Created Date / Time: 2023-03-14T10.06:00		Updated By: Updated Date / Time: 2023-03-14T10.06:00	
vGamma.002.001+7-next				
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**.

easy	Danica Basic Essentials Branch 1 Main	Wijmo Evaluation Version (5.20202.699)		
cusy rs	👸 Discount Schedule Detail			Save Lock Unlock Close
Dashboard	-		-	
item Query	D5 Number 000000001	Manual Number 0000000001		Button to use for Discount Schedule
Purchases 🗸 🗸	Document Reference NA	D5 Date 3/14/2023	Fill up the required fields	
😂 Sales 🗸 🧹	Discourt Code NA		for Discount Schedule	
🚣 Inventory 🗸 🧹	Item		-	
Financials 🗸 🗸				Add new item for discount schedule
📬 Check Warehousing 🗸 🗸	Barcode y Item D	Description T Branch Man.	. т Branch т	
🜏 Budget 🗸 🗸	Show Rows			
🇞 Fixed Asset 🗸 🗸				
😫 Apps 🗸 🗸	Created By: Created Date / Time: March 14, 2023 10:21 AM		Updated By: Updated Date / Time: March 14, 2023 10:21 AM	
🔅 System 🗸				
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Section X : System

Company

Company List

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

Pasv	Danica Basic Essential (Branch 1 Main							Wijmo Evaluation Version (5.20202.699)		
		Com	pany							Add or Close new Company
Dashboard	_									
1tem Query				LY	Code T	Manual T	Company v	Address T	TIN VAT DEC TIN 424-222-702	
		Edit	Delete		000000000	0000000000	Dummy Company	NA NA NA NA	VALUED 111,404-000-72	
🛃 Purchases 🗸 🗸		rais	Delete		0000000002	0000000002	bunny company	100,0000	000-000-000	
🖕 Sales 🗸 🗸		Edit	Delete		0000000004	0000000004			000-000-000	
. Investory		Edit	Delete		0000000005	0000000005			000-000-000	
inventory V		Edit	Delete	-	000000006	0000000006	Janey Grocery Store	Pob 2, Ozamiz Miss Occ NCR	450-455-044	
📋 Financials 🗸 🗸		Edit	Delete	~	000000007	0000000007	GREENBALL	Cembo, Cebu Mindanao NCR	VAT REG TIN,999-999-999	
🐋 Check Warehousing 🔍		Edit	Delete		000000008	000000008			000-000-000	
Durdent		Edit	Delete		000000009	000000009			000-000-000	
🧑 Budget 🗸 🗸		Edit	Delete		000000010	000000010	MARKETING AND DISTRIBUTION NETWO	ALGICO COMPLEX, DIAMOND ST. , GEMS	253-561-349	
🏠 Fixed Asset 🗸 🗸										
🛓 Apps 🧅 🗸	I <	<	1/3	ы						
👌 System 🔷 🔨								Company list		
Company										
System Tables										
vGamma 002 001+7-nevt										

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.

	🗧 Davis East Essense (Earles 1 Man							
easy FS	👖 Company Detail 🛛		Lup the required	Buttons to use f	or Save	Lock Unlock Close		
Dashboard		field	s for this Company	company detai				
1tem Query	000000022							
🛃 Purchases 🗸 🧹	Company Code 0000000022	Manual Code 0000000022	Prefix TIN 👻	TDN 000-000-000	TIN Branch Code 0000	Email Address		
👙 Sales 🗸 🧹	Company	1	Business Style	л	Proprietorship	- -		
🛔 Inventory 🧹	Street Barangay	City	VAT Exempt		Cost Method Last Purchase Cost			
Financials 🗸	Province	Region	Series Range from		Series Range to			
🥁 Check Warehousing 🧹				The Contractory Theorem	Allow Manative Inventory			
🤧 Budget 🗸 🗸	Zipcode		Can Sell Below Cost	Ise Selling Price in Item Transfer	Can RR More than PO quan	tity.		
20 Fixed Asset 🗸 🗸	Branches More Settings							
🛃 Apps 🗸 🗸					Add branches Company			
🧔 System 🔷	Code v Manual C v	Branch TIN	 Regional Distr 	ict Office (RDO) v				
Company	IC C 1/0 > >I							
2 Users								
System Tables	Created By: Administrator Created Date / Time: March 14, 2023 10:41 AM		Updated By: Administrator Updated Date / Time: March 14,	2023 10:41 AM				

- **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.

	Prebiotics Ormoc Branch	Wijmo Evaluation Version (5.20202.699)		
Human Incubator	. Company Detail 🞯		Save Lock Unlock Close	
Dashboard	More Settings			
1tem Query	Company Settings BIR CAS Settings Utility			
🛃 Purchases 🗸 🗸	Default Asignatories	Upload Logo		
🎍 Sales 🗸 🗸	Default Supplier		Email Address	
🛔 Inventory 🗸 🗸	Default Checked By Jecallyn Babaca	Incubator	•	
📋 Financials 🗸 🗸	Default Approved By Julius Perez]	vot 👻	
📷 Check Warehousing 🗸	Default Income Accounts	Upload Image Choose Files No fsen		
	Income Account Manual Code 14000.0001 Service Revenue - BACK OFFICE SUPPORT (Local)		han PO guantity.	
🇞 Fixed Asset 🗸 🗸	Monthly Income Account Manu 13000.0003 Current Monthly Encome Account	Logo position	•	
🔩 Apps 🗸 🗸		Cost Of Goods In Invoice Cost Of Goods In Invoice Show Item Details In Invoice Show Batch Information	444	
🏟 System 🔨	Currenoy PHP	Hide Total Unit Quantity		
, Company	Forex Gain Account Manual Code for Accounting purposes	Default AR and AP Accounts		
2 Users	Forex Gain Account Manual Code Forex Gain Account	Default Receivable Account for Customer	Close	
System Tables				
	Created By: Administrator	Updated By: Administrator	Q	

Users

Users List

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



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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)

	Prebiotics Ormoc Branch	Wijmo Evaluation Version (5.20202.699			
Human Incubator	2 User Detail	Interact with this buttons to save or lock the user			
Dashboard	Administrator				
1tem Query	admin				
🛃 Purchases 🗸 🗸	Usename Change Password All	Uter App			
👹 Sales 🗸 🗸	Fultrame If Active				
🛔 Inventory 🗸 🗸	Administrator Is Send Email Email Address V Is Super Admin				
📙 Financials 🗸 🗸	na@email.com	Set the App this User will be using			
😝 Check Warehousing 🗸 🗸	Prebiotics				
Budget 🗸 🗸	Pranch Ormoc Branch				
🂫 Fixed Asset 🗸 🗸	Generate Token Access Token Fill up this fields the user	for			
🏪 Apps 🗸 🗸	Forms Branches User Settings Account IP Address				
🔹 System 🔷		Multiple Update Copy Rights Add			
, Company	Form T Add T Edit T Delete T Lock T Unlock T Cancel T	Print T Audit T			
2 Users	Let Deles Activity - Sales Invoice List				
📮 System Tables	✓ cdd ● cecce >cecce cecce cecce				
	Edit Delete Setup - Item Detail				

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