EasyFS User Manual

Build v2.20.013.31

Humedit Philippines Inc.

08 September 2026

Contents

Before you start

What this manual covers

EasyFS is the cloud accounting and inventory system from Humedit Philippines Inc. This manual documents build **v2.20.013.31**, screen by screen, in the order the screens appear in the left-hand navigation. Every screenshot was taken from the running application, not redrawn.

The screenshots come from a demonstration environment and **the sample data in them is anonymised** — party names, addresses, contact details and account balances are placeholders. Document numbers, dates, quantities and prices are left as they were, so the worked examples stay consistent with each other.

Signing in

Open the site and you are taken to the sign-in page. Enter your **username** and **password** and press the sign-in button. On success EasyFS opens the Dashboard for the company and branch your account is assigned to; the current context is always shown in the top-left of the toolbar, for example *Company A | MAIN BRANCH*.

The screen frame

Every screen sits inside the same frame. The hamburger button on the far left opens the navigation drawer; it appears as an overlay and closes with the Escape key or by choosing a menu entry. On the right of the toolbar are, in order: the language selector, the account menu, notifications, the calendar, the light/dark toggle, and the FAQ (help) panel. The build number is printed in small type at the bottom-left of every screen, which is the quickest way to confirm which version you are looking at.

List screens

Most modules open on a **list screen** built on the same grid. The bar above the grid holds *Clear Filters*, a **Start date** and **End date**, a **Branch** selector, a free-text **Search** box, a **Column Filter** selector and a **Functions** menu. Each column header also has its own filter arrow. Below the grid, *Show Rows* sets the page size and the arrows move between pages; the box between them shows the current page and the page count.

Take note of the date range. Transaction lists open with the date filter set to the *current month*. If a document you expect is missing, widen the Start date and End date before concluding it is not there — this is the single most common reason a list looks empty.

Detail screens

Opening a record with **Edit** shows the **detail screen**. The header fields sit at the top, the line items sit in a grid below, usually under an **Items** tab with an **Attachment** tab beside it, and the created-by / updated-by audit line is always at the very bottom. The action buttons along the top are consistent across documents:

- **Save** — write your changes.
- **Lock** — finalise the document. A locked document stops being editable and starts affecting
- **Unlock** — reverse a lock, where your permissions allow it.
- **Print** — open the printable version of the document.
- **Audit** — record an audit stamp on the document.
- **Cancel** — cancel the document (greyed out when it does not apply).
- **Functions** — extra per-document commands.
- **Close** — leave the screen and return to the list.

Creating a record with **Add** opens the same screen with the fields empty, so the field-by-field descriptions in this manual apply equally to new documents.

Draft screens

Several modules have a matching **Draft** screen. Drafts are a staging area for records that have been imported or prepared but not yet accepted into the ledgers. The buttons are different from a normal list: **Validate** checks the staged rows, **Post** accepts them, and **Delete All** clears the staging area. A *ValidationStatus* column shows the result of the last validation run.

Note that the Draft grids currently show raw database column names — *BranchId*, *CurrencyId*, *CustomerId* and so on — rather than the friendly headers used on the posted lists.

Printing a document

Every printable document opens on a preview screen with a **Paper Size** selector and, for some documents, a **Paper Orientation** selector. Choose the format and print or save from there.

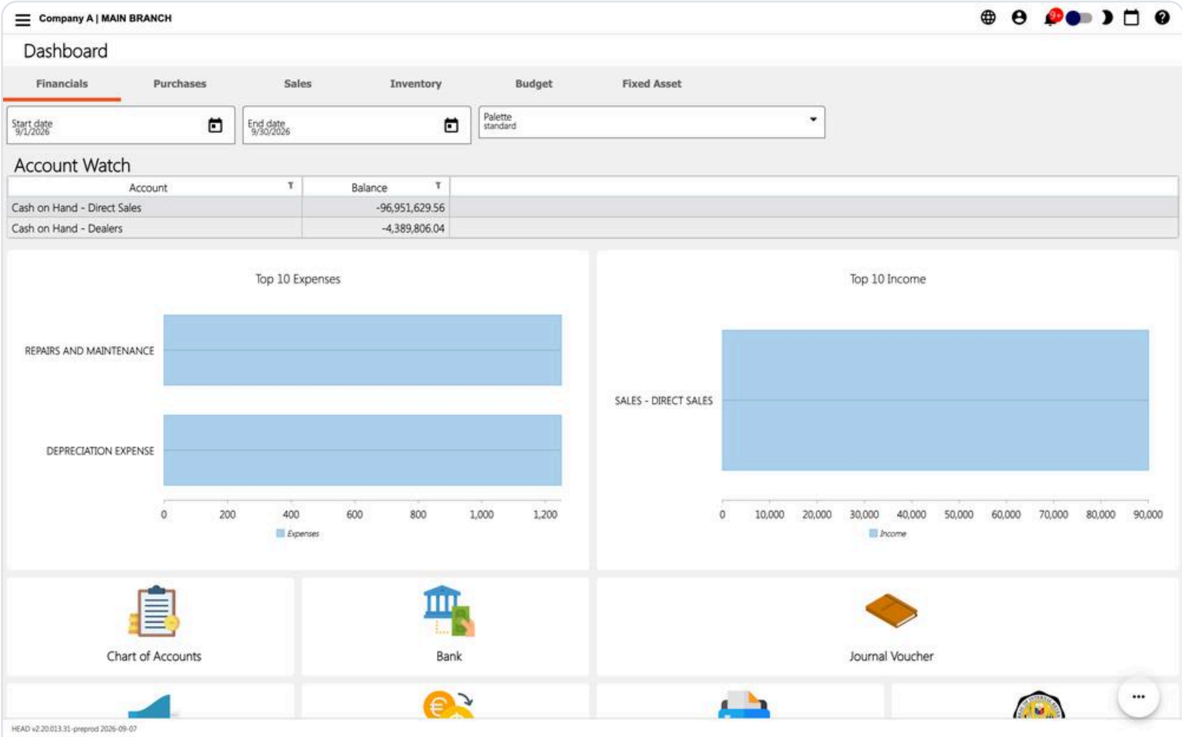
1. Dashboard

The landing screen and the summary it presents.

Dashboard

`/office/dashboard`

The Dashboard is the landing screen. It is organised into tabs — **Financials**, **Purchases**, **Sales**, **Inventory**, **Budget** and **Fixed Asset** — each summarising its area for the date range and palette chosen at the top. The Financials tab shows an **Account Watch** table of selected account balances plus *Top 10 Expenses* and *Top 10 Income* charts. Below the charts is a grid of shortcut tiles that jump straight to the most-used screens.



Dashboard — list screen

COLUMNS

Account · Balance

ACTIONS ON THIS SCREEN

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

> The dashboard uses the same current-month date default as the list screens, so a quiet-looking dashboard usually just means the range needs widening.

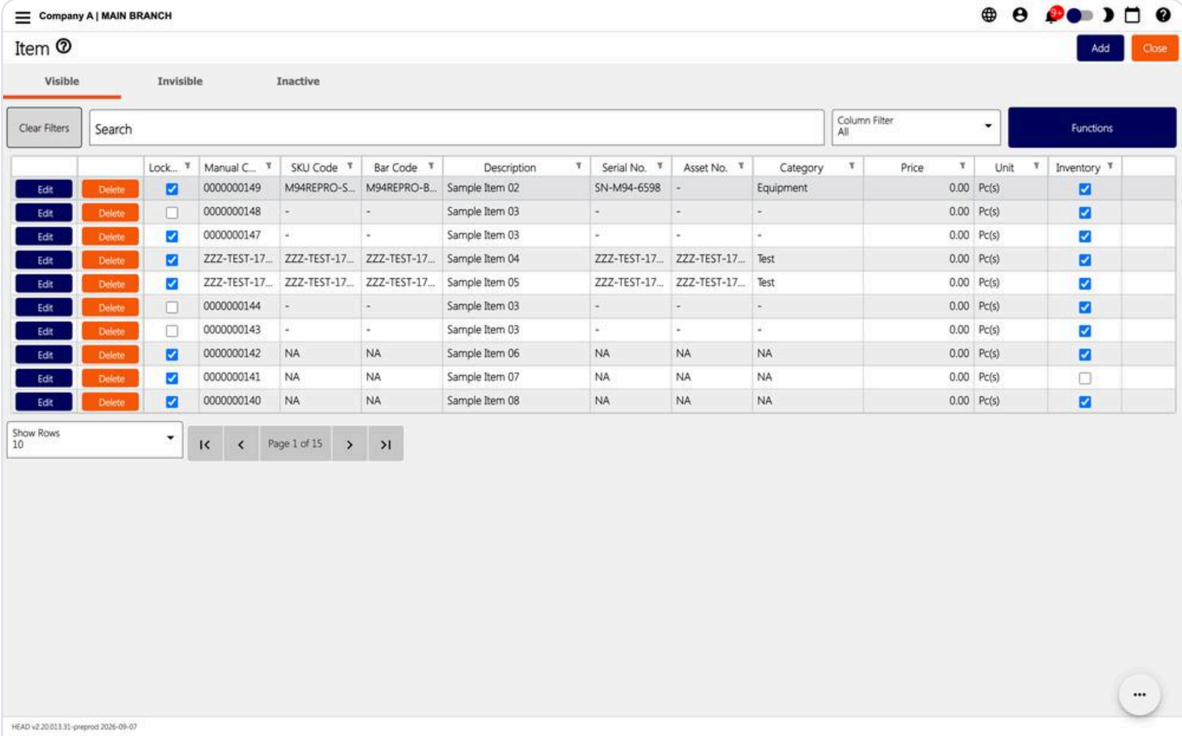
2. Master Files

The reference data every transaction draws on. Set these up before entering documents.

Item

`/office/inventory/setup-item-list`

The Item master holds everything you buy, sell or hold in stock. Each item carries its codes (manual code, SKU, bar code), a description, category, unit and price, and a flag for whether it is inventoried.



Item — list screen

COLUMNS

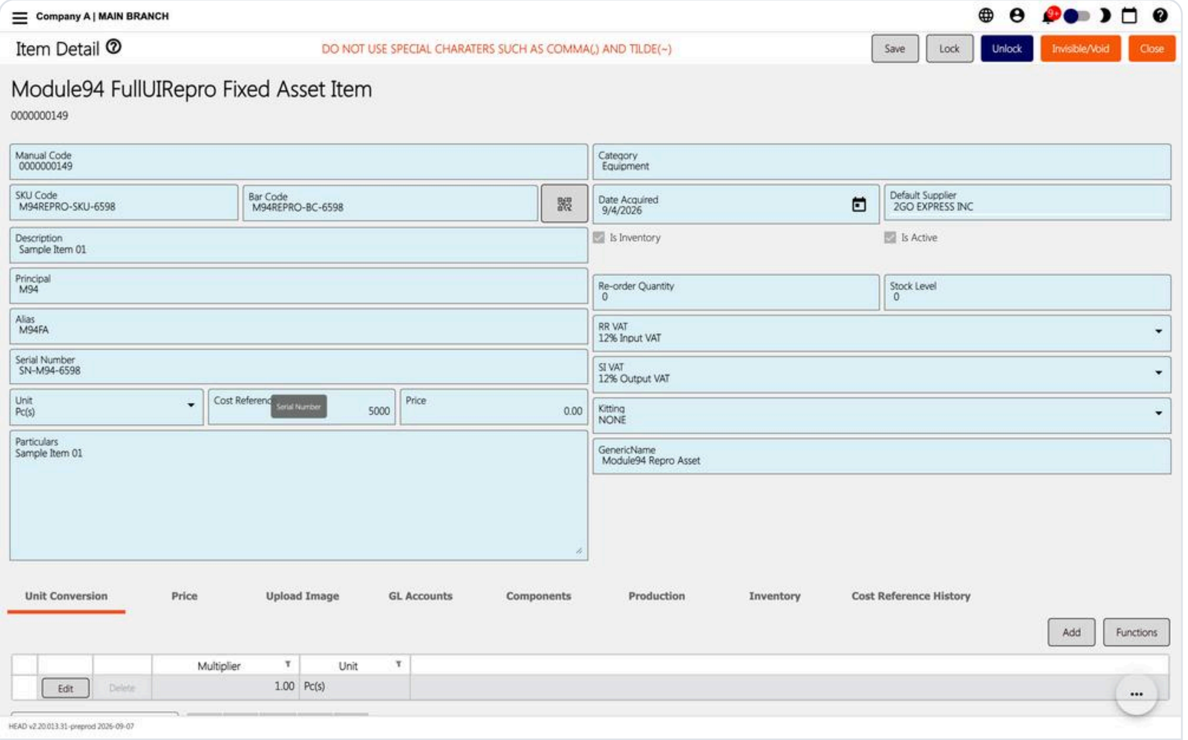
Locked · Manual Code. · SKU Code · Bar Code · Description · Serial No. · Asset No. · Category · Price · Unit · Inventory

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete

DETAIL SCREEN (CREATE / EDIT)

`/office/inventory/setup-item-detail/6598`



Item — detail screen

Fields: Manual Code · SKU Code · Bar Code · Description · Principal · Alias · Serial Number · Unit · Cost Reference · Price · Particulars · Category · Date Acquired · Default Supplier · Re-order Quantity · Stock Level · RR VAT · SI VAT · Kitting · GenericName · Show Rows

Tabs: Unit Conversion · Price · Upload Image · GL Accounts · Components · Production · Inventory · Cost Reference History

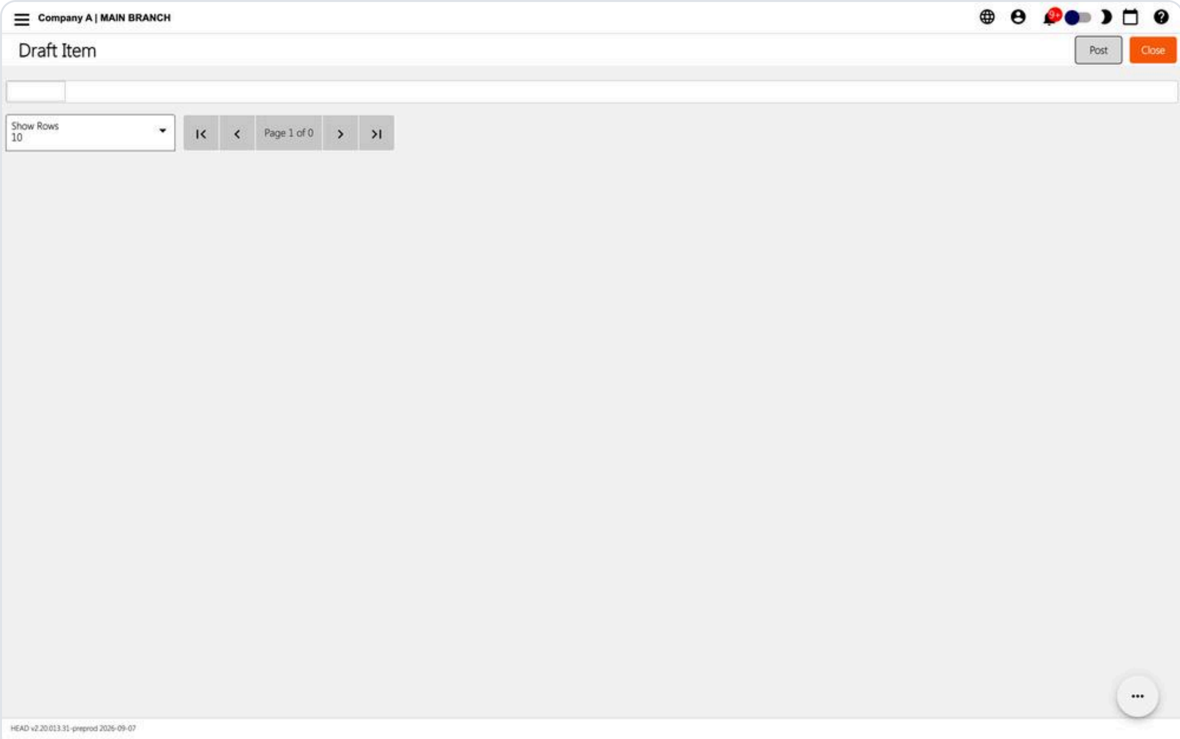
Buttons: Save · Lock · Unlock · Invisible/Void · Close · qr_code_2 · Add · Functions · Edit · Delete · Edit edit · Delete delete · 1. Manual Code · 2. SKU Code

> The list has three tabs — **Visible**, **Invisible** and **Inactive**. An item hidden from normal use is not gone; it is on one of the other two tabs.

Item (Draft)

`/office/inventory/setup-draft-item-list`

Staging area for imported items. Validate the rows, then post them into the Item master.



Item (Draft) — list screen

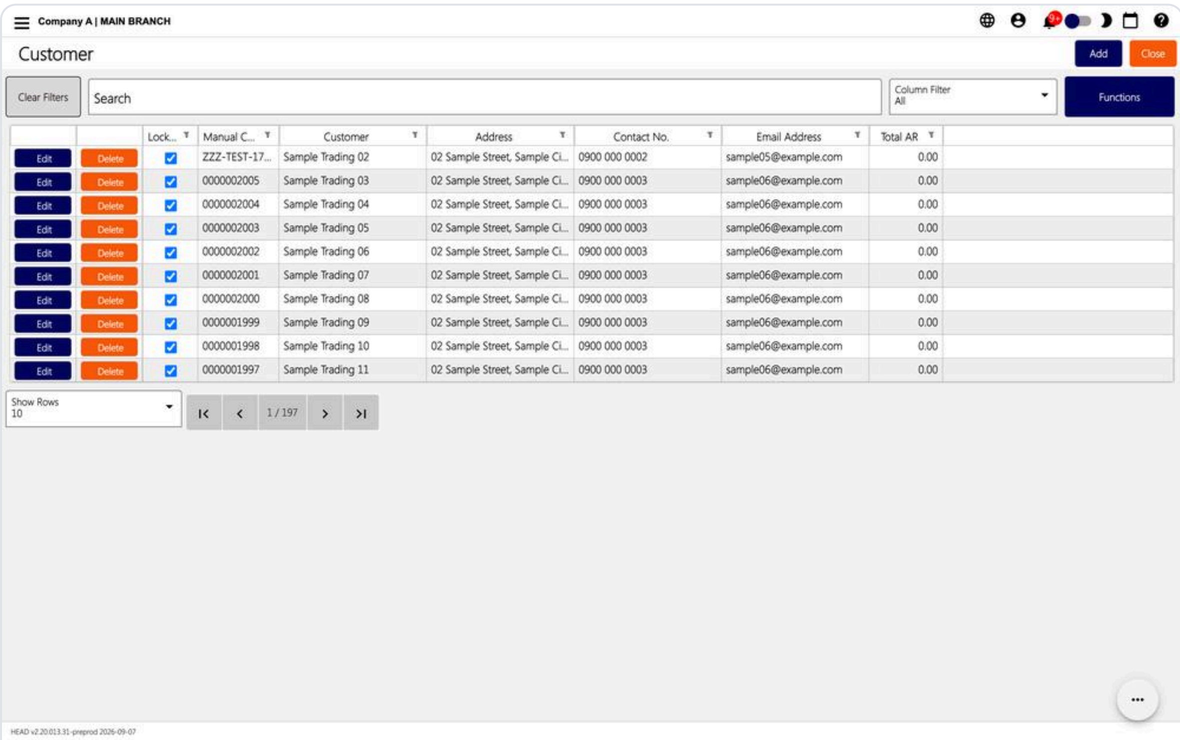
ACTIONS ON THIS SCREEN

Post Close

Customer

`/office/sales/setup-customer-list`

The Customer master holds the accounts you sell to: codes, contact and address details, terms, and the receivable account each customer posts to.



Customer — list screen

COLUMNS

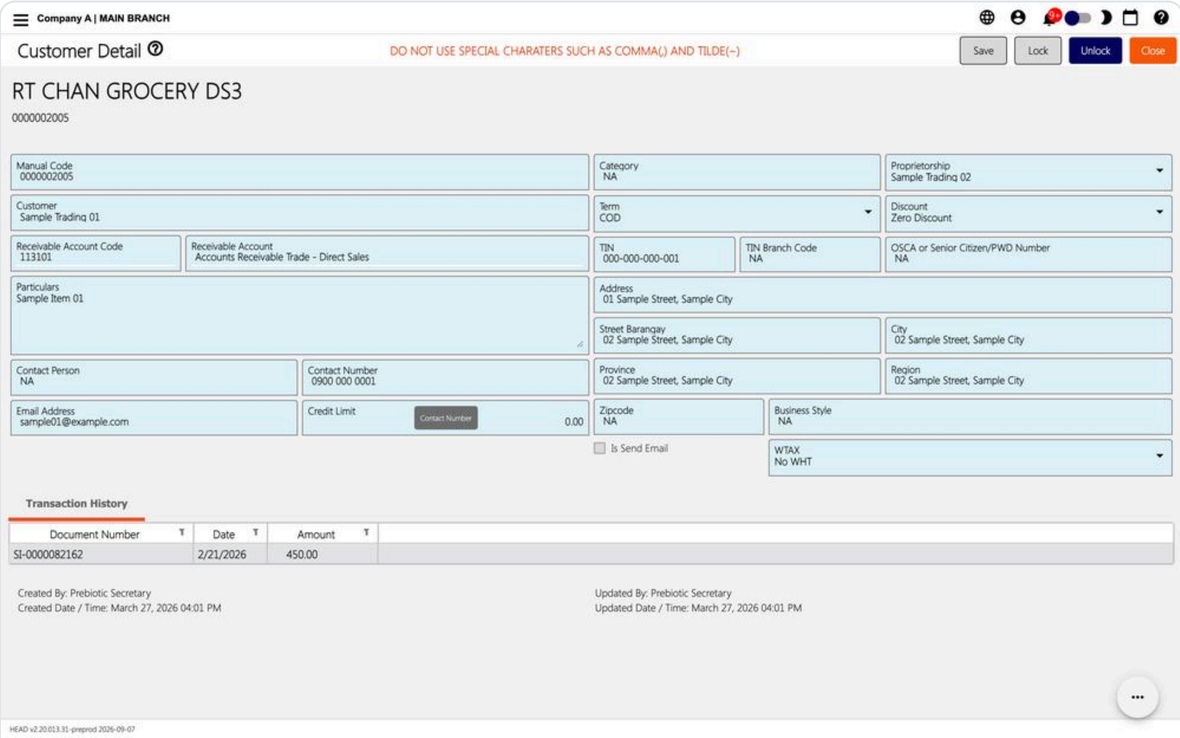
Locked · Manual Code. · Customer · Address · Contact No. · Email Address · Total AR

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete

DETAIL SCREEN (CREATE / EDIT)

`/office/sales/setup-customer-detail/5804`

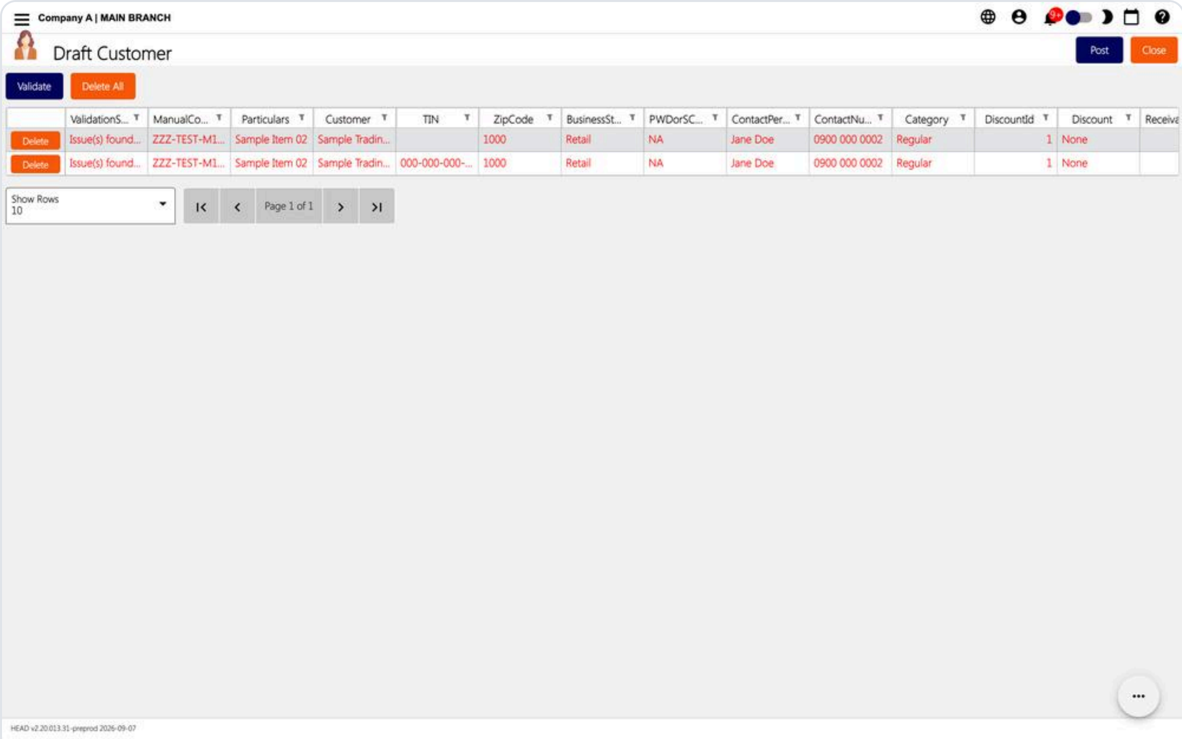


Customer — detail screen

Customer (Draft)

`/office/sales/setup-customer-draft`

Staging area for imported customers.



Customer (Draft) — list screen

COLUMNS

ValidationStatus · ManualCode · Particulars · Customer · TIN · ZipCode · BusinessStyle · PWDorSCDNo · ContactPerson · ContactNumber · Category · DiscountId · Discount · ReceivableAccountId

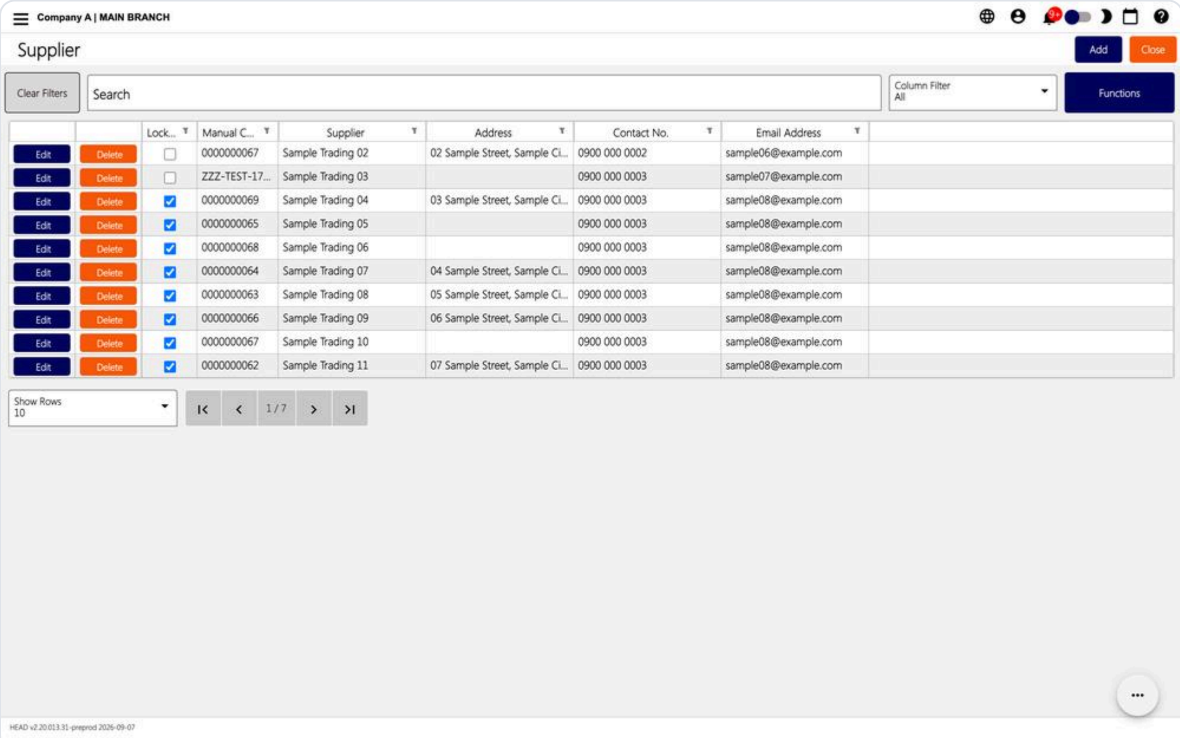
ACTIONS ON THIS SCREEN

Post · Close · Validate · Delete All · Delete

Supplier

`/office/purchases/setup-supplier-list`

The Supplier master holds the accounts you buy from: codes, contact and address details, terms, and the payable account each supplier posts to.



Supplier — list screen

COLUMNS

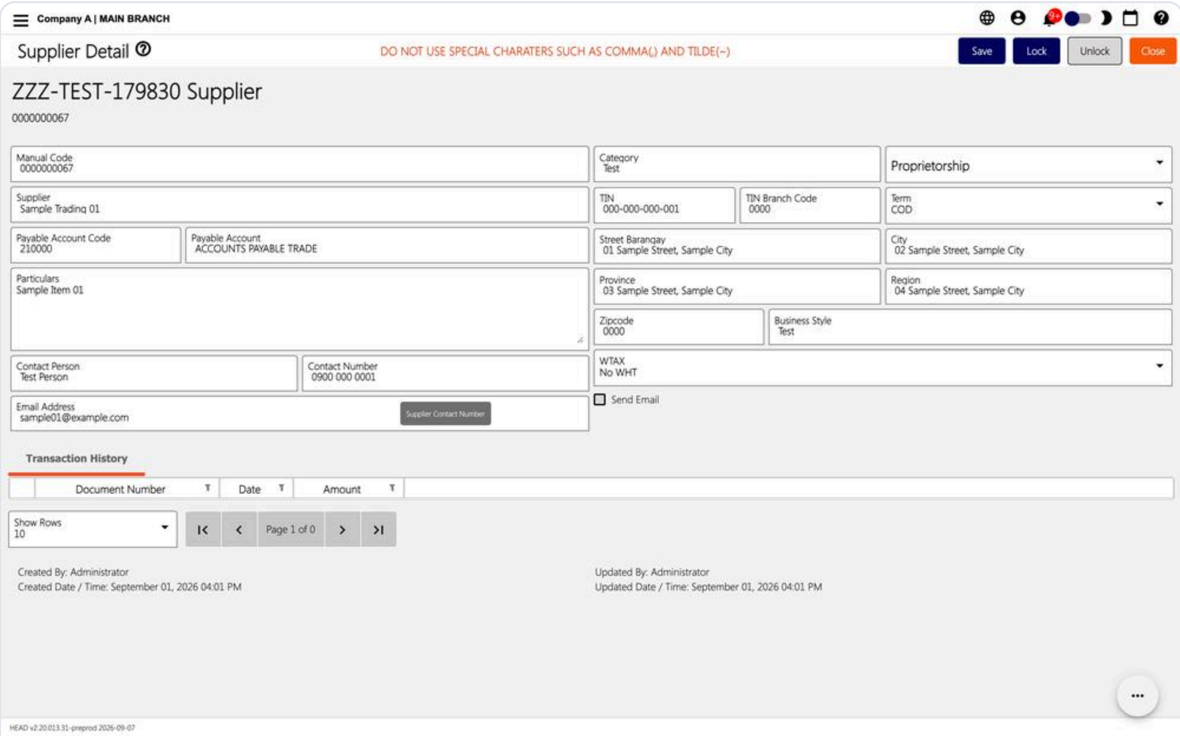
Locked · Manual Code. · Supplier · Address · Contact No. · Email Address

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete

DETAIL SCREEN (CREATE / EDIT)

`/office/purchases/setup-supplier-detail/601`



Supplier — detail screen

Fields: Manual Code Supplier Payable Account Code Payable Account Particulars Contact Person Contact Number Email Address Category Proprietorship TIN TIN Branch Code Term Street Barangay City Province Region Zipcode Business Style WTAX Show Rows

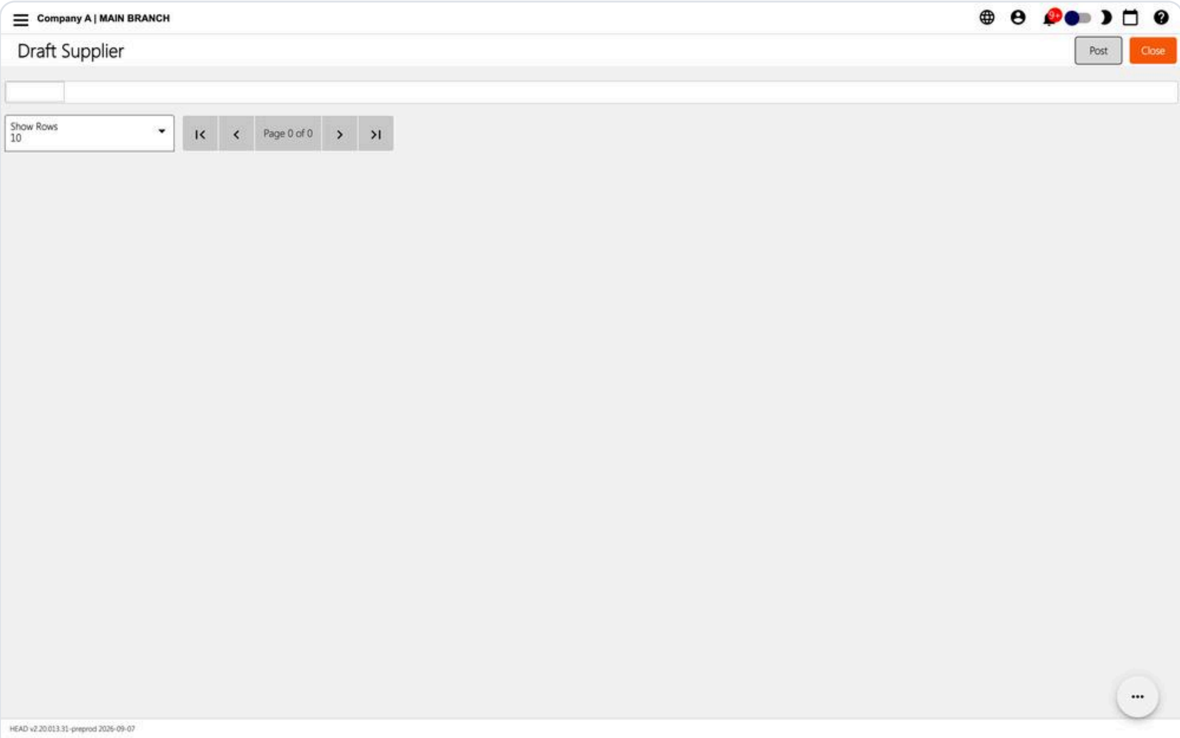
Tabs: Transaction History

Buttons: Save Lock Unlock Close 1. Manual Code 2. Supplier 3. Payable Account 4. Particulars 5. Contact Person 6. Contact Number 7. Email Address 8. Term 9. TIN 10. Address

Supplier (Draft)

`/office/purchases/setup-supplier-draft`

Staging area for imported suppliers.



Supplier (Draft) — list screen

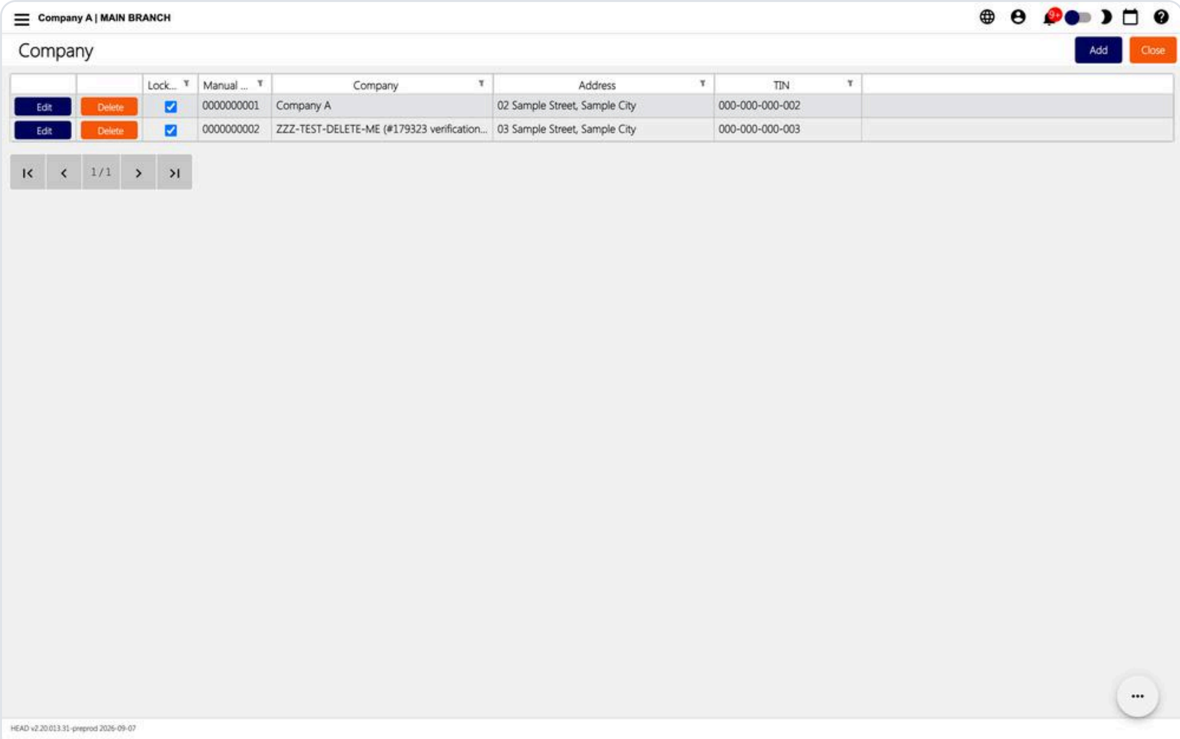
ACTIONS ON THIS SCREEN

Post Close

Company

`/office/system-company-list`

Companies and their branches. The company and branch you are working in are shown in the toolbar; this screen is where those records are maintained.



Company — list screen

COLUMNS

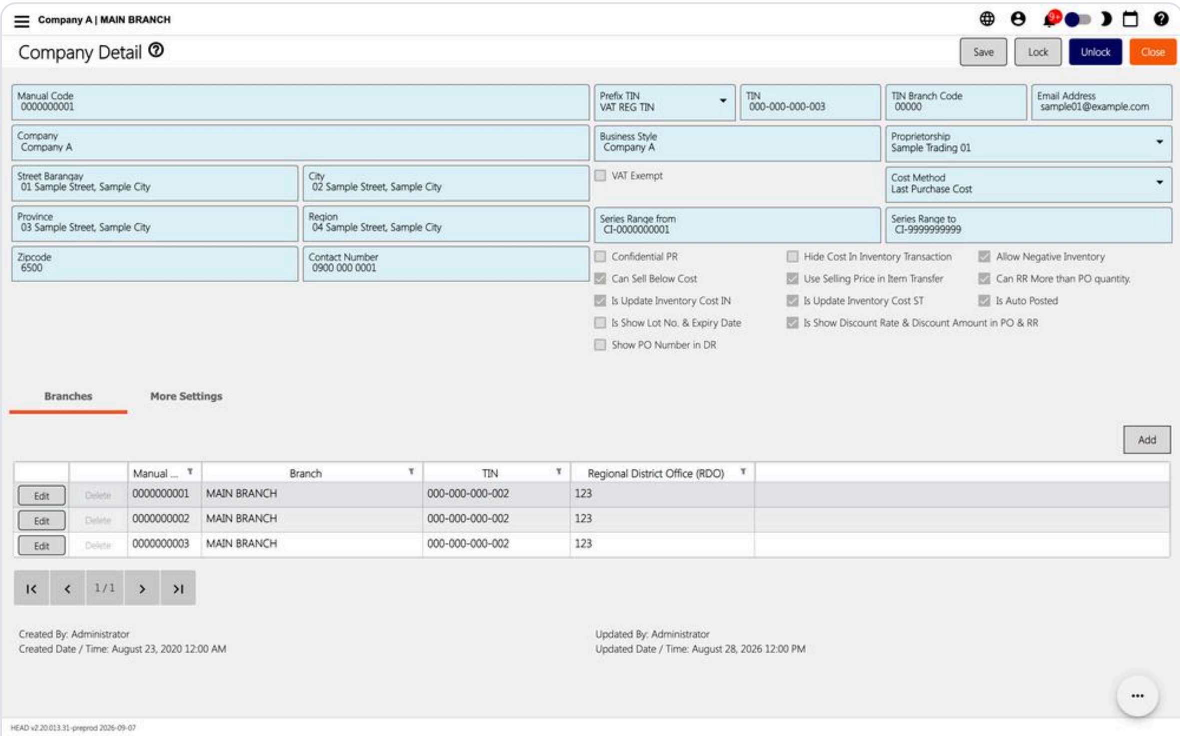
Locked · Manual Code · Company · Address · TIN

ACTIONS ON THIS SCREEN

Add · Close · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/system-company-detail/2`



Company — detail screen

Fields: Manual Code · Company · Street Barangay · City · Province · Region · Zipcode · Contact Number · Prefix TIN · TIN · TIN Branch Code · Email Address · Business Style · Proprietorship · Cost Method · Series Range from · Series Range to

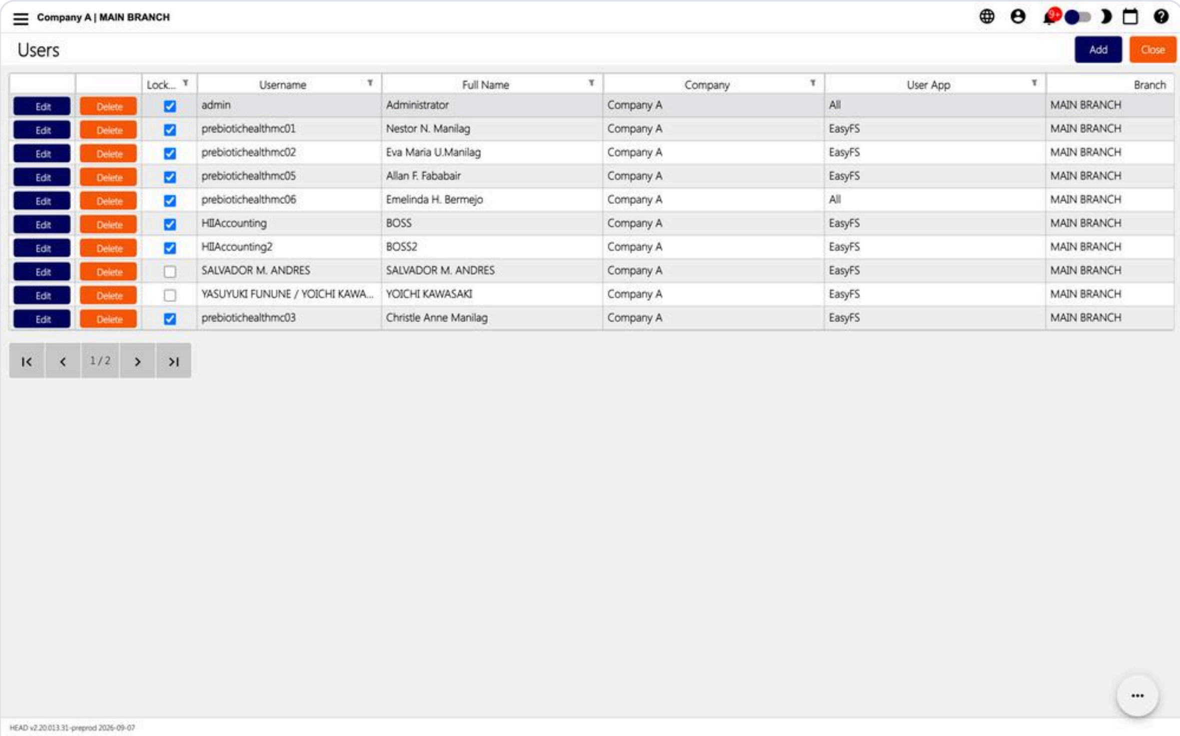
Tabs: Branches · More Settings

Buttons: 1. Manual Code · 2. Company · 4. TIN · 5. Email Address · 6. Business Style · 7. Is VAT Exempt · 8. Cost Method · 9. Series Range · 10. Branches · Add Branch · Edit Branch · Delete Branch · 11. Company Settings · Default Asignatories · Default Income Accounts · Default Currency · Upload Logo · Default Taxes · Default AR and AP Accounts · Default Article Account Group · 12. BIR CAS Settings · Save

Users

`/office/system-user-list`

User accounts and the permissions attached to them. Each user is tied to a company and branch and to the set of modules they may open.



Users — list screen

COLUMNS

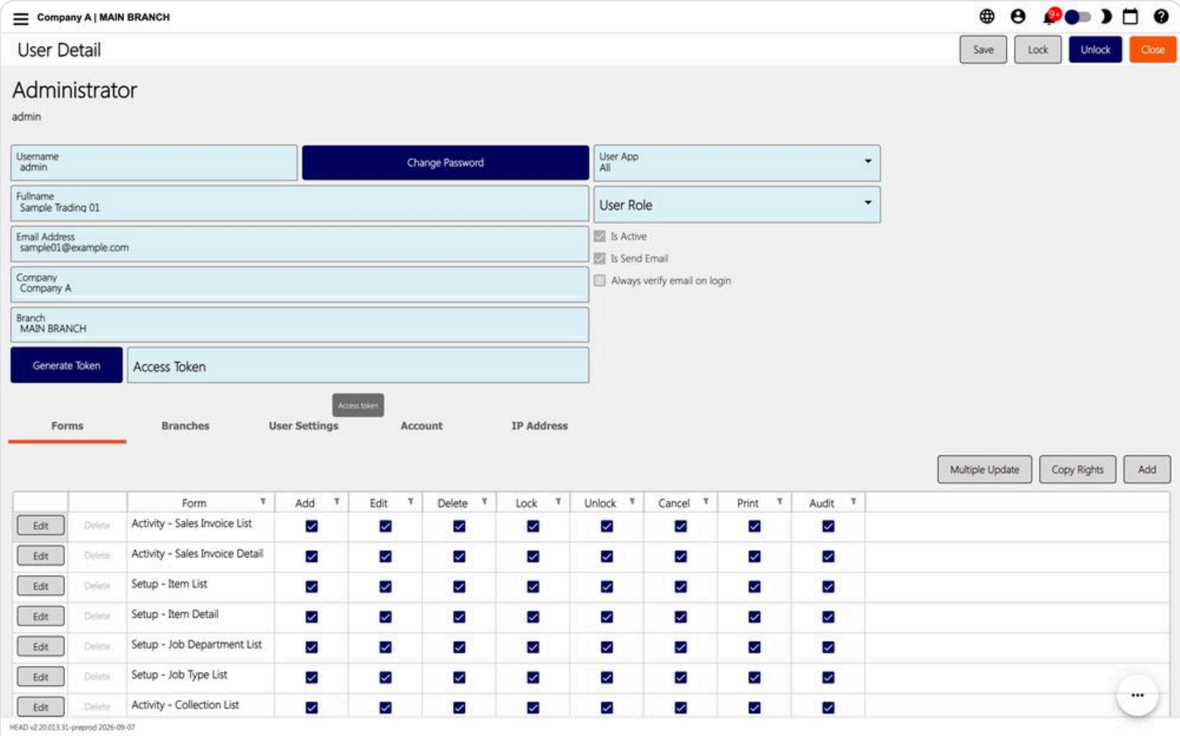
Locked · Username · Full Name · Company · User App · Branch

ACTIONS ON THIS SCREEN

Add · Close · Edit · Delete · Edit edit

DETAIL SCREEN (CREATE / EDIT)

`/office/system-user-detail/1`



Users — detail screen

Fields: Username Fullname Email Address Company Branch Access Token User App User Role

Tabs: Forms Branches User Settings Account IP Address

Buttons: Save Lock Unlock Close Change Password Generate Token Multiple Update Copy Rights Add Edit Delete

Chart of Accounts

`/office/financials/setup-chart-of-accounts`

The Chart of Accounts is the backbone of the ledgers: every document ultimately posts to accounts defined here.

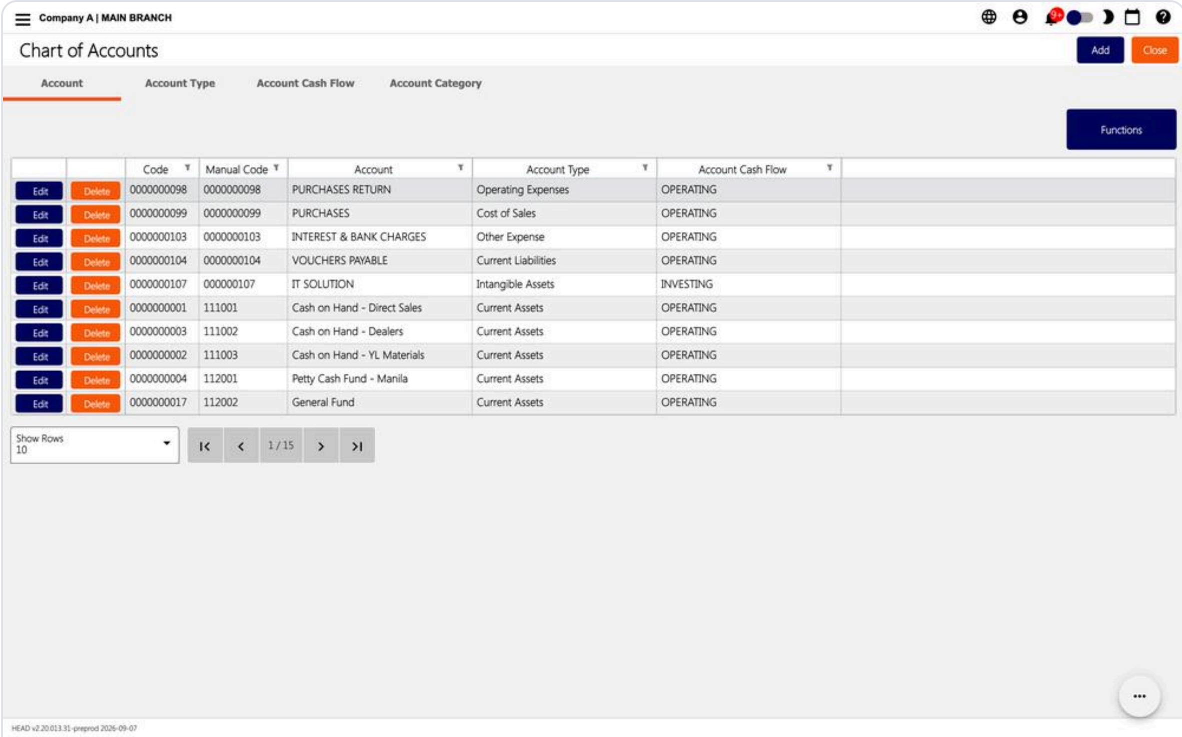


Chart of Accounts — list screen

COLUMNS

Code · Manual Code · Account · Account Type · Account Cash Flow

ACTIONS ON THIS SCREEN

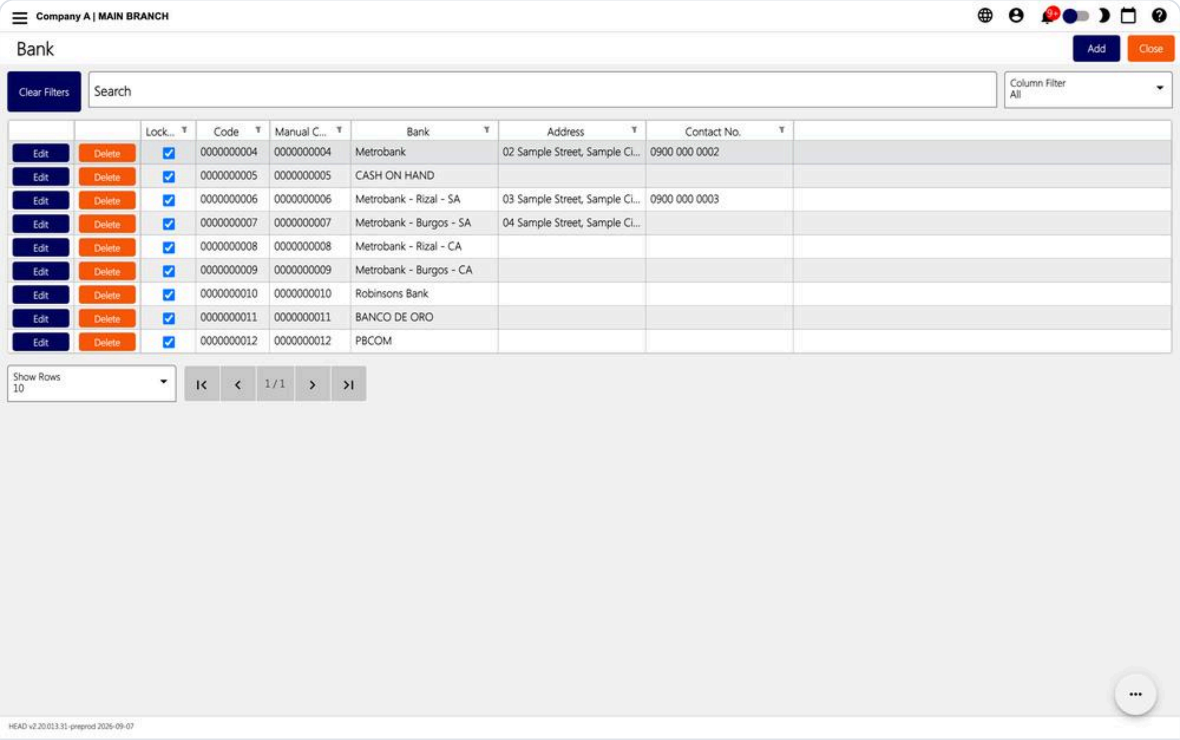
Add · Close · Functions · Edit · Delete

> This screen has no separate detail page — accounts are maintained on the list itself.

Bank

`/office/financials/setup-bank-list`

Bank accounts used by Disbursement, Collection, Check Warehousing and Bank Reconciliation.



Bank — list screen

COLUMNS

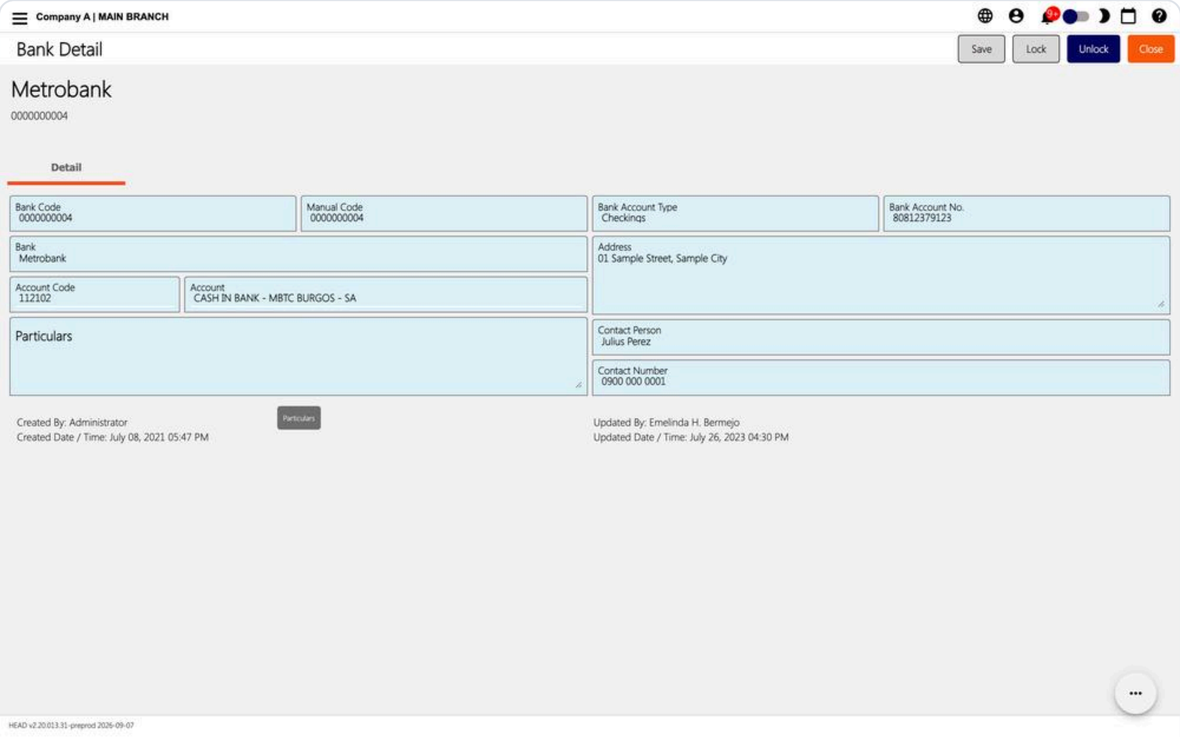
Locked · Code · Manual Code · Bank · Address · Contact No.

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Edit · Delete · Edit edit

DETAIL SCREEN (CREATE / EDIT)

`/office/financials/setup-bank-detail/27`



Bank — detail screen

Fields: Bank Code · Manual Code · Bank · Account Code · Account · Particulars · Bank Account Type · Bank Account No. · Address · Contact Person · Contact Number

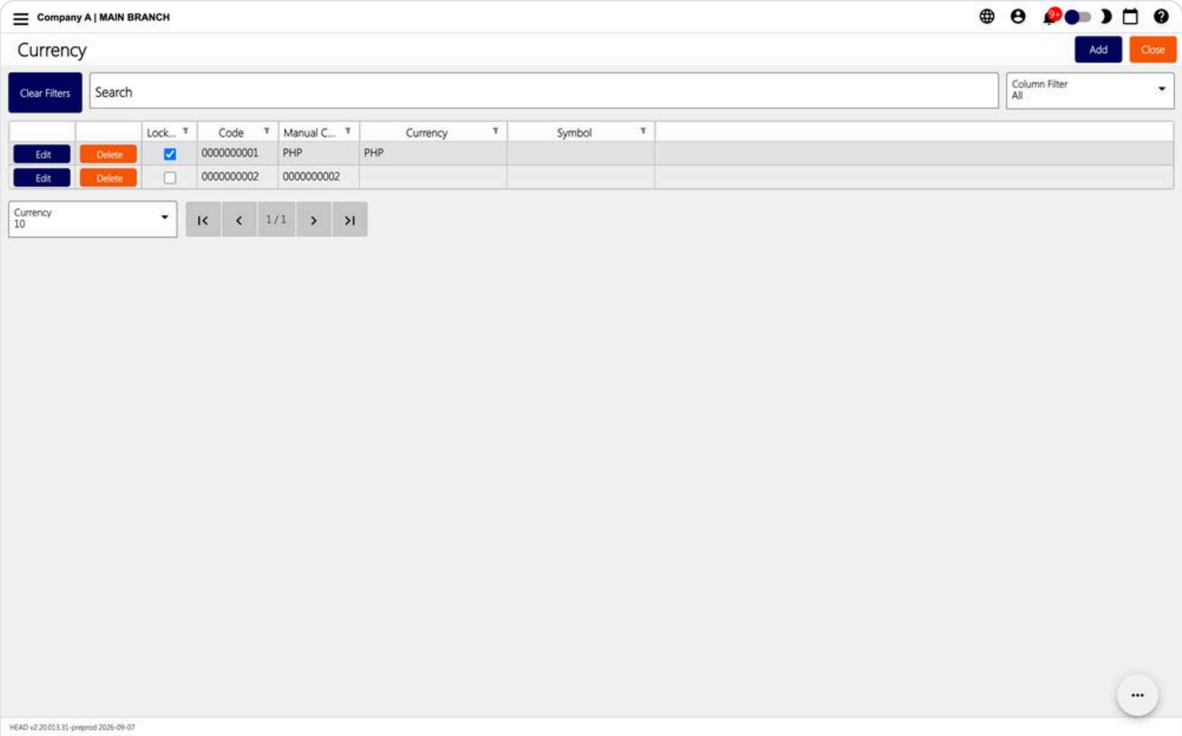
Tabs: Detail

Buttons: Save · Lock · Unlock · Close

Currency

`/office/financials/setup-currency-list`

Currencies and their codes. Documents carry a currency and an exchange rate; the base currency is set here.



Currency — list screen

COLUMNS

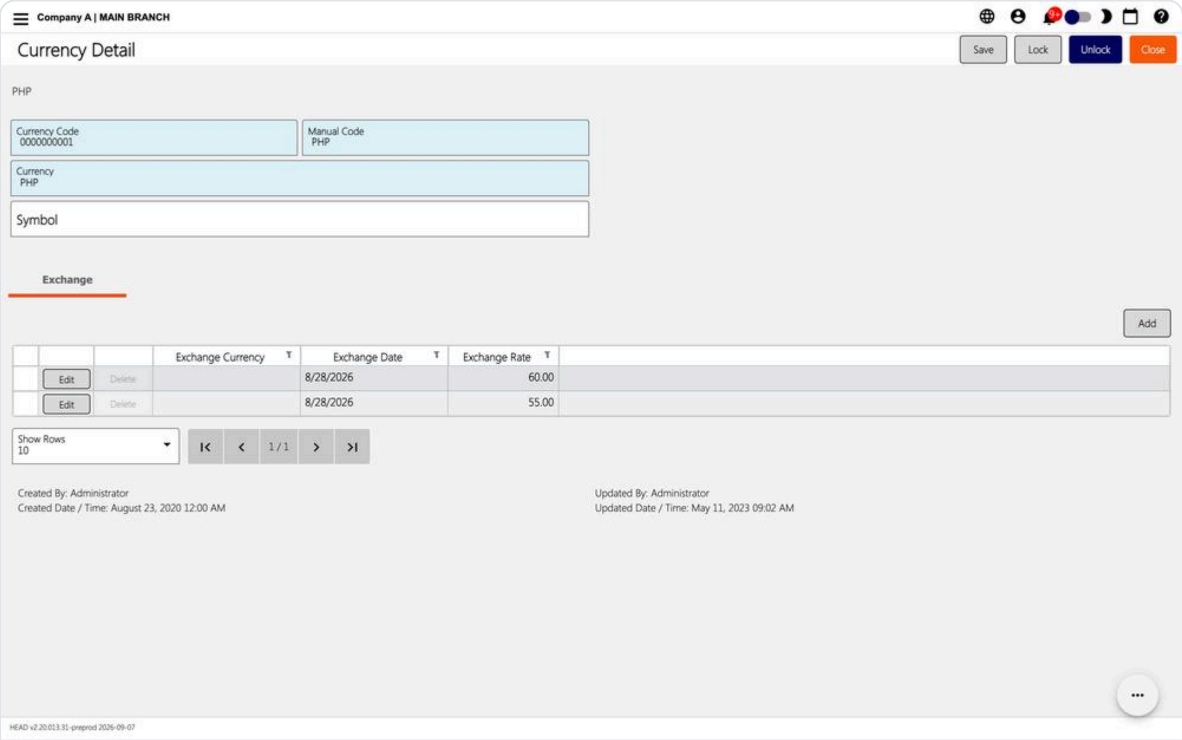
Locked · Code · Manual Code · Currency · Symbol

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/financials/setup-currency-detail/1`



Currency — detail screen

Fields: Currency Code · Manual Code · Currency · Symbol · Show Rows

Tabs: Exchange

Buttons: Save · Lock · Unlock · Close · Add · Edit · Delete · Edit edit · Delete delete

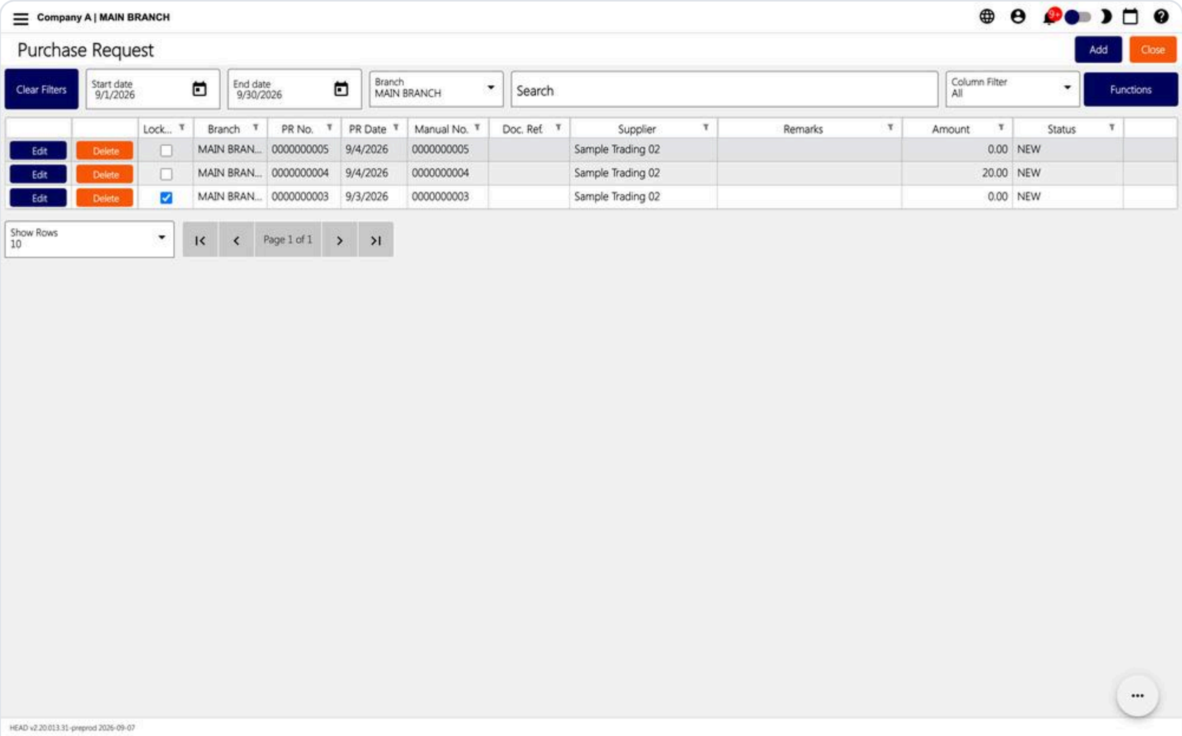
3. Purchases

Buying, from the internal request through to paying the supplier.

Purchase Request

`/office/purchases/activity-purchase-request-list`

A Purchase Request (PR) is the internal ask: someone needs something bought. It is the first document in the purchasing chain and feeds the Purchase Order.



Purchase Request — list screen

COLUMNS

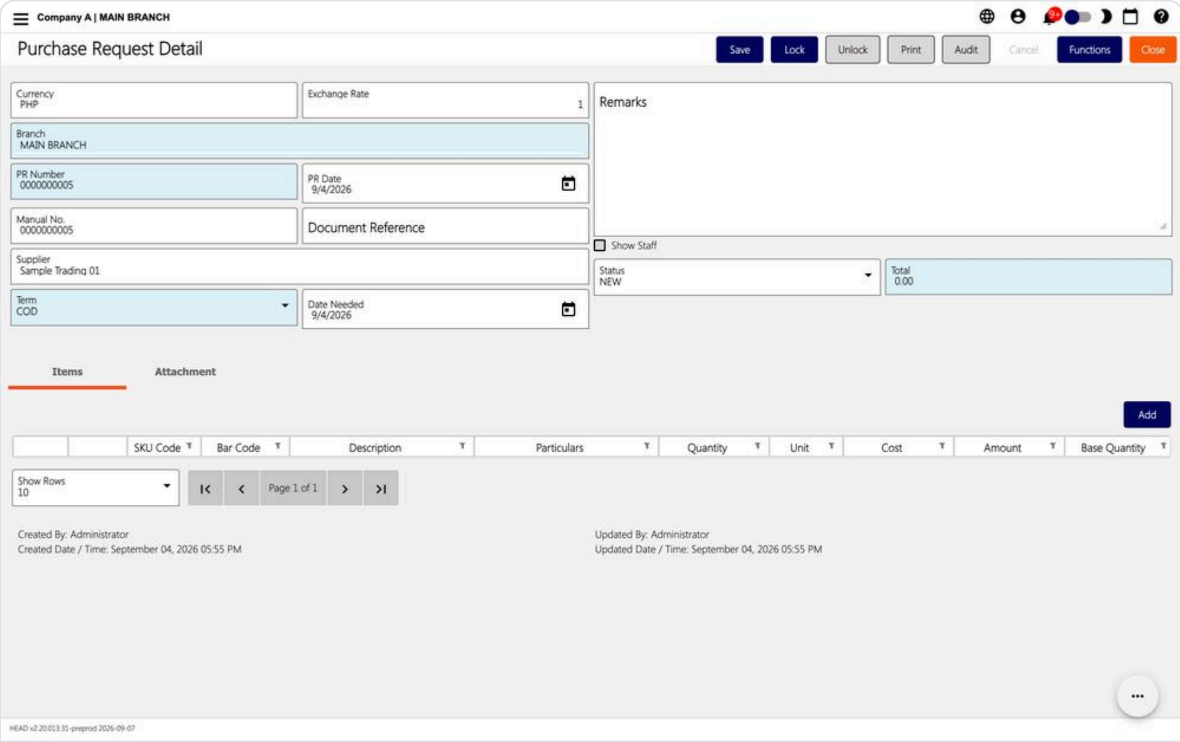
Locked · Branch · PR No. · PR Date · Manual No. · Doc. Ref. · Supplier · Remarks · Amount · Status

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/purchases/activity-purchase-request-detail/141`



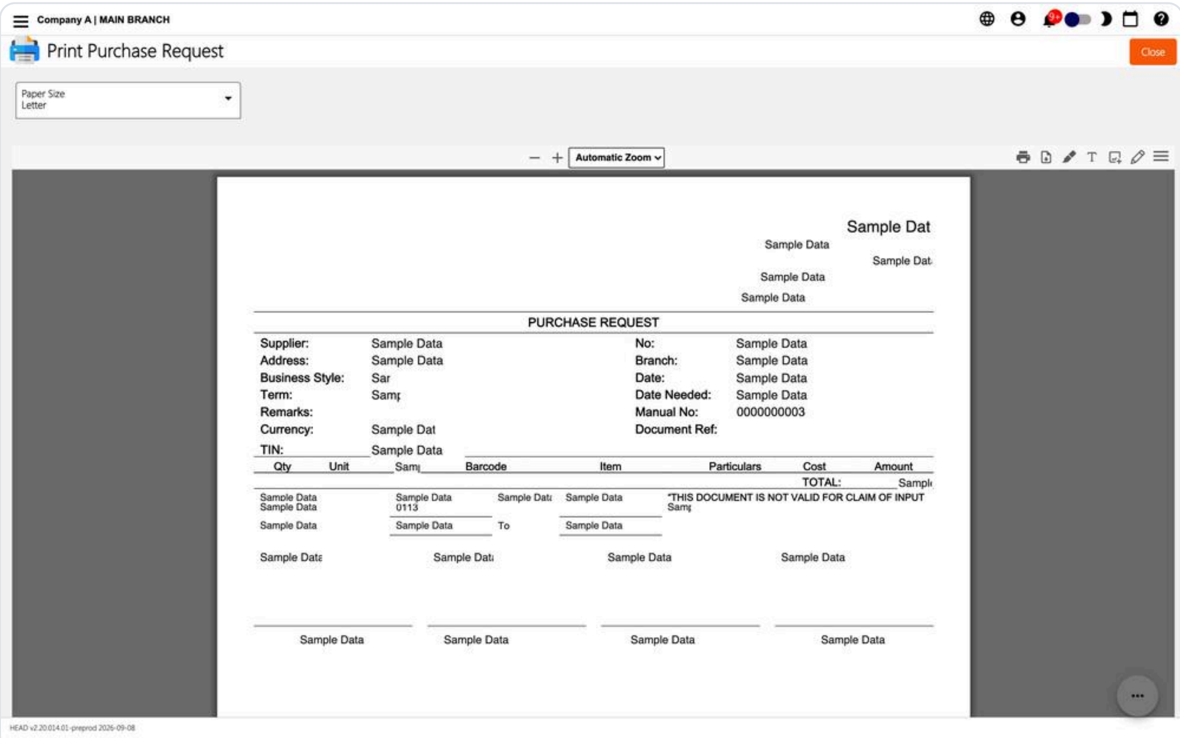
Purchase Request — detail screen

Fields: Currency · Exchange Rate · Branch · PR Number · PR Date · Manual No. · Document Reference · Supplier · Term · Date Needed · Remarks · Status · Total · Show Rows

Tabs: Items · Attachment

Buttons: Save · Lock · Unlock · Print · Audit · Cancel · Functions · Close · Add

PRINTED DOCUMENT

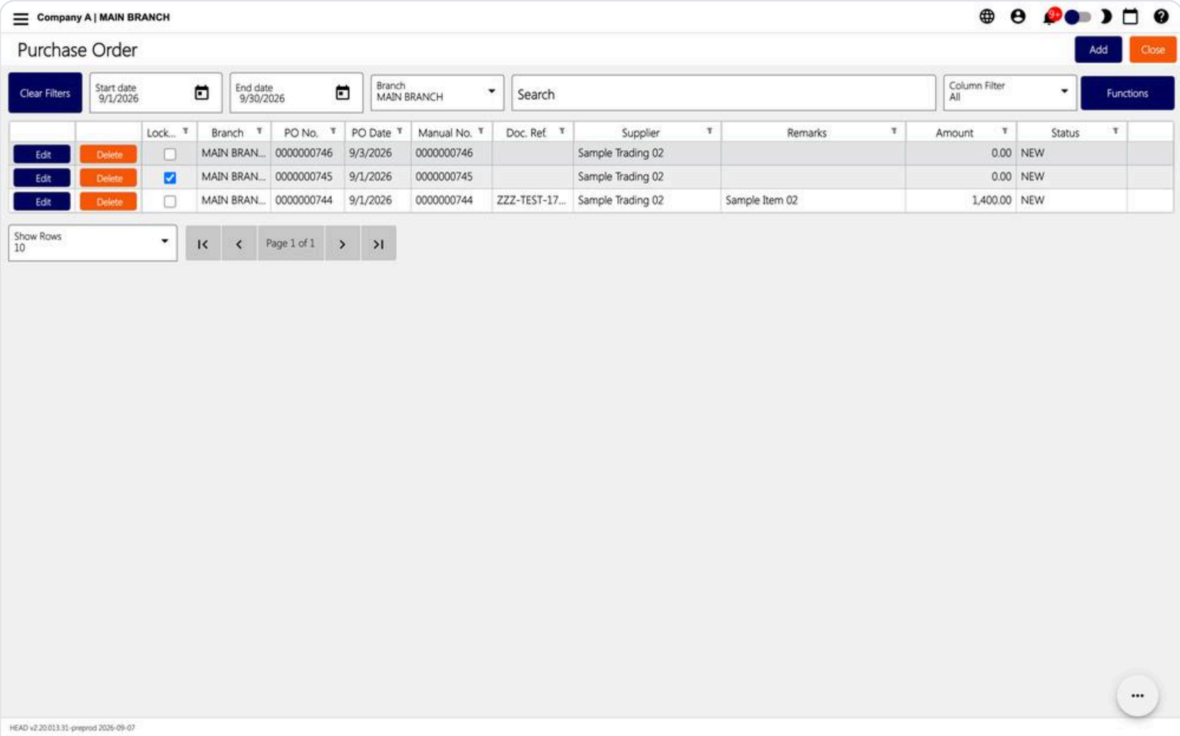


Purchase Request — print preview

Purchase Order

`/office/purchases/activity-purchase-order-list`

A Purchase Order (PO) is the commitment sent to a supplier. It carries the supplier, currency and terms in the header and the ordered items in the Items tab.



Purchase Order — list screen

COLUMNS

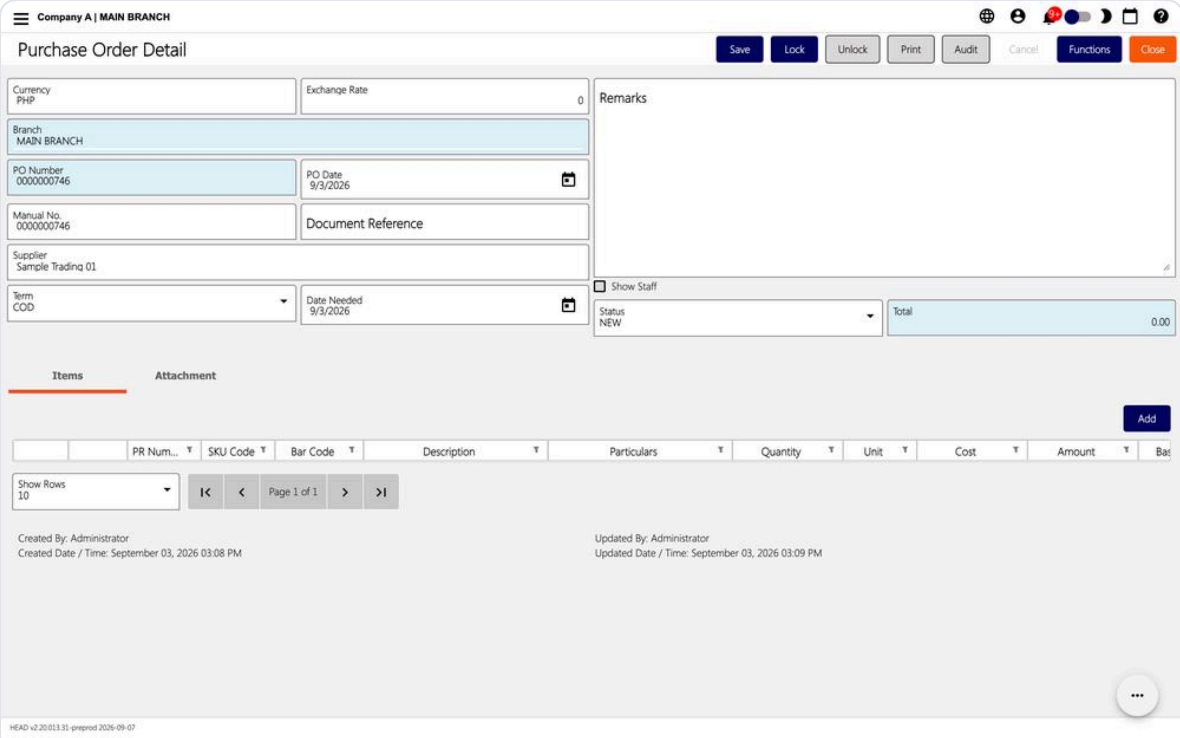
Locked · Branch · PO No. · PO Date · Manual No. · Doc. Ref. · Supplier · Remarks · Amount · Status

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/purchases/activity-purchase-order-detail/1083`



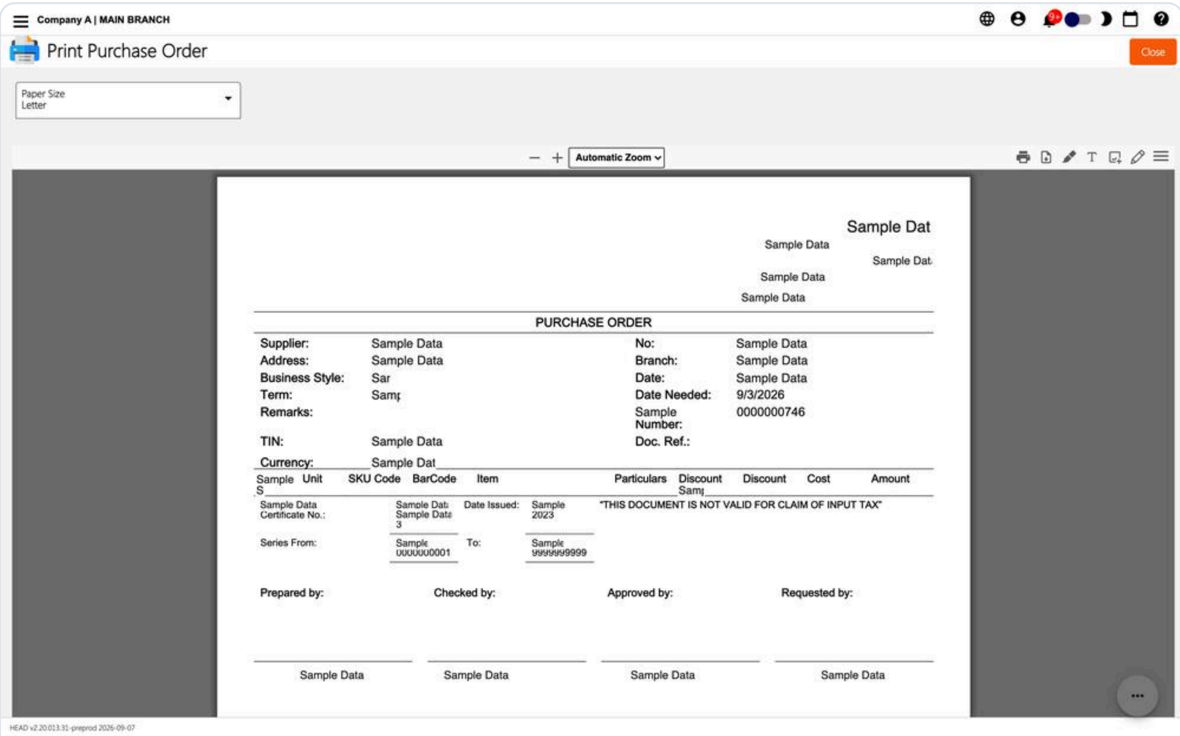
Purchase Order — detail screen

Fields: Currency Exchange Rate Branch PO Number PO Date Manual No. Document Reference Supplier Term Date Needed Remarks Status Total Show Rows

Tabs: Items Attachment

Buttons: Save Lock Unlock Print Audit Cancel Functions Close Add

PRINTED DOCUMENT

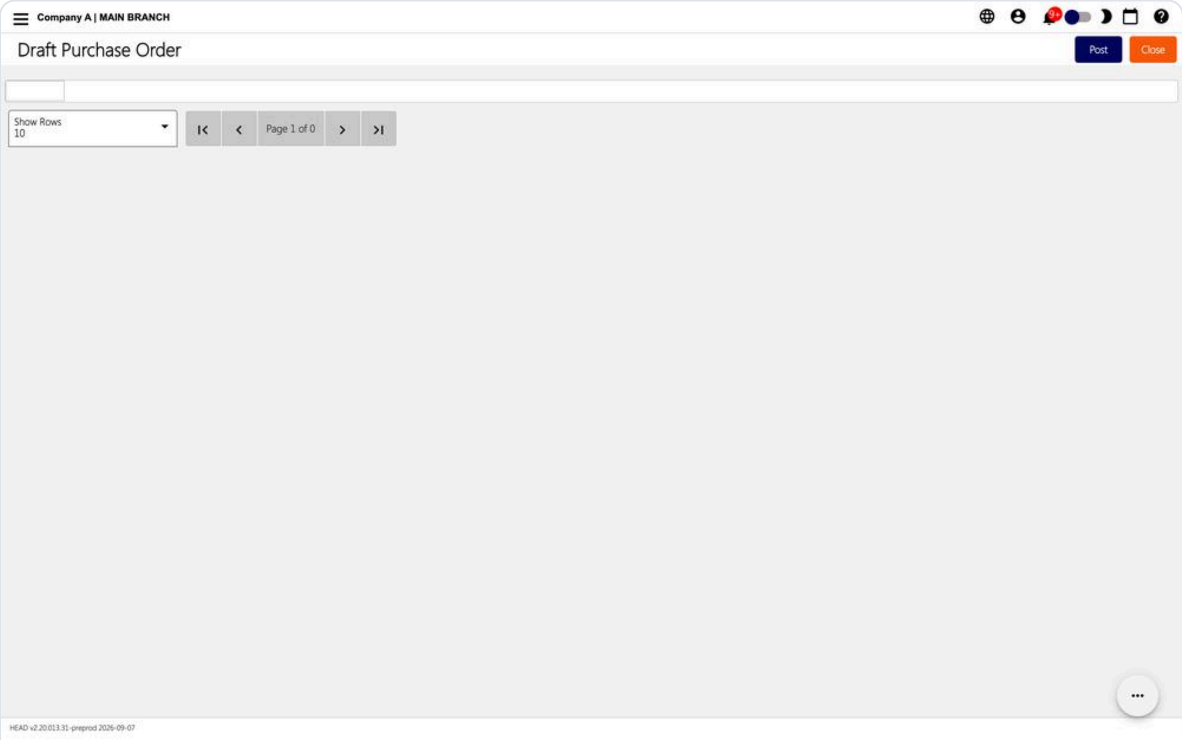


Purchase Order — print preview

Purchase Order (Draft)

`/office/purchases/activity-draft-purchase-order-list`

Staging area for imported purchase orders.



Purchase Order (Draft) — list screen

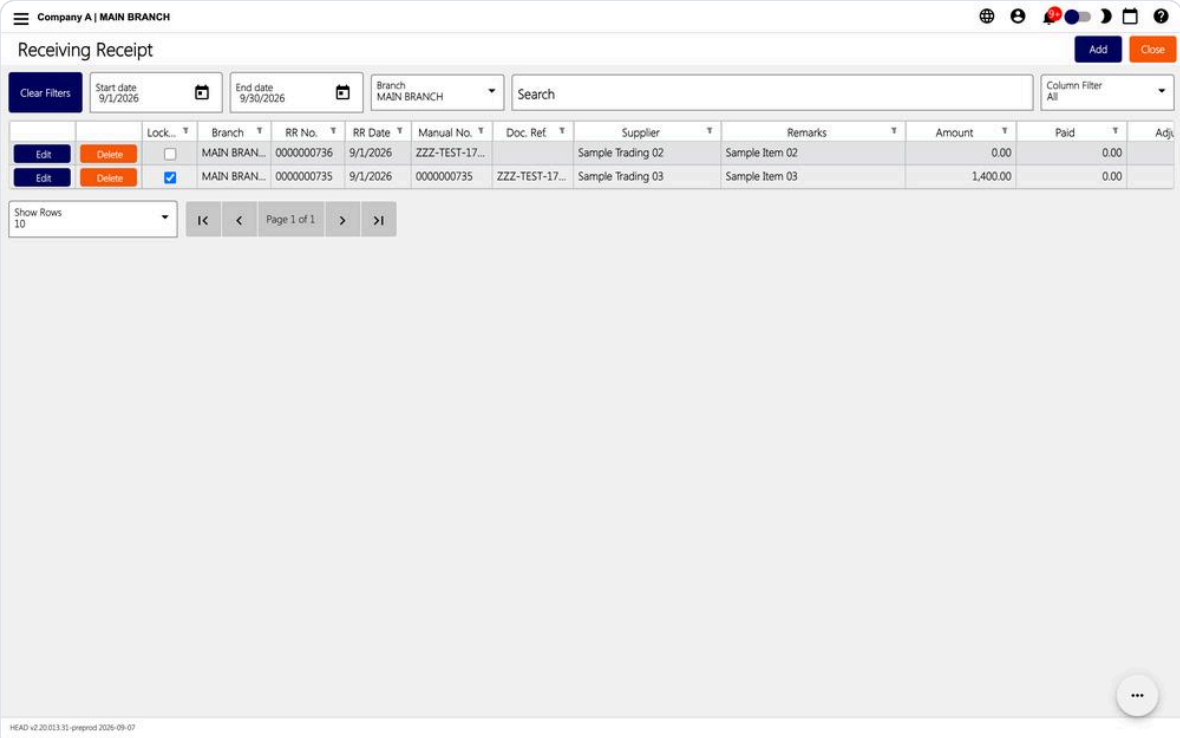
ACTIONS ON THIS SCREEN

Post Close

Receiving Receipt

`/office/purchases/activity-receiving-receipt-list`

A Receiving Receipt (RR) records what actually arrived against a Purchase Order. Locking an RR is what moves the goods into inventory and creates the payable.



Receiving Receipt — list screen

COLUMNS

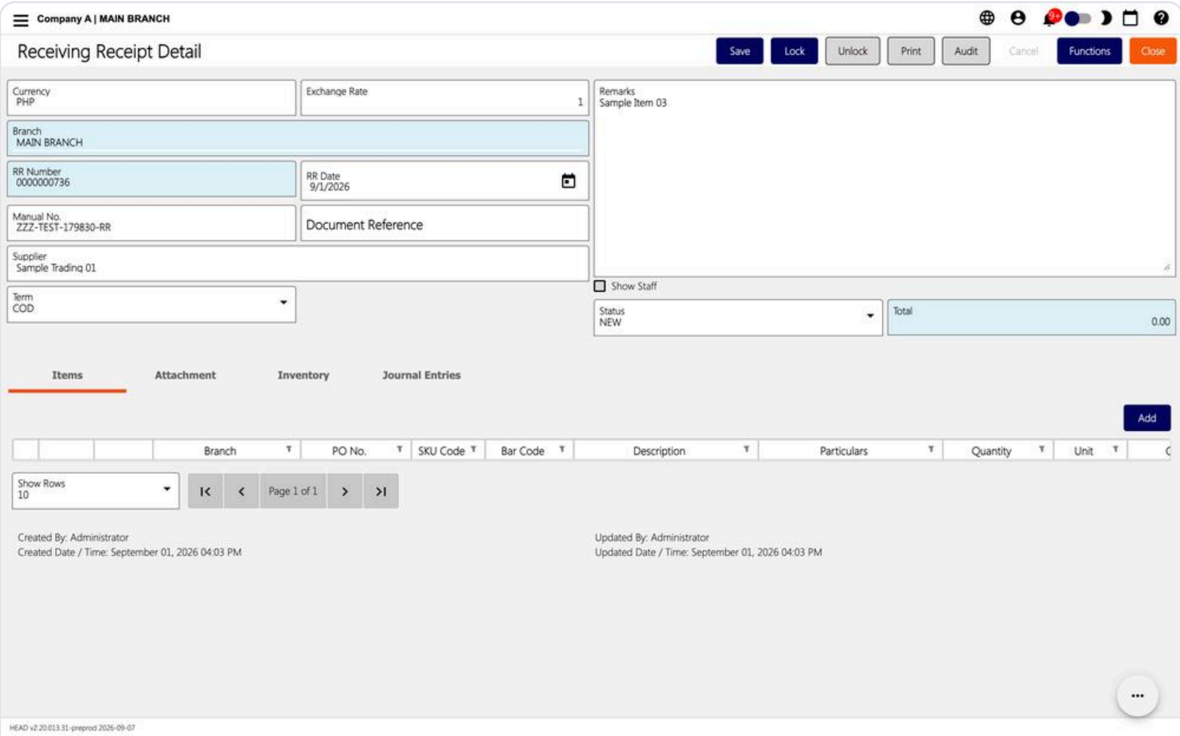
Locked · Branch · RR No. · RR Date · Manual No. · Doc. Ref. · Supplier · Remarks · Amount · Paid · Adjusted

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/purchases/activity-receiving-receipt-detail/982`



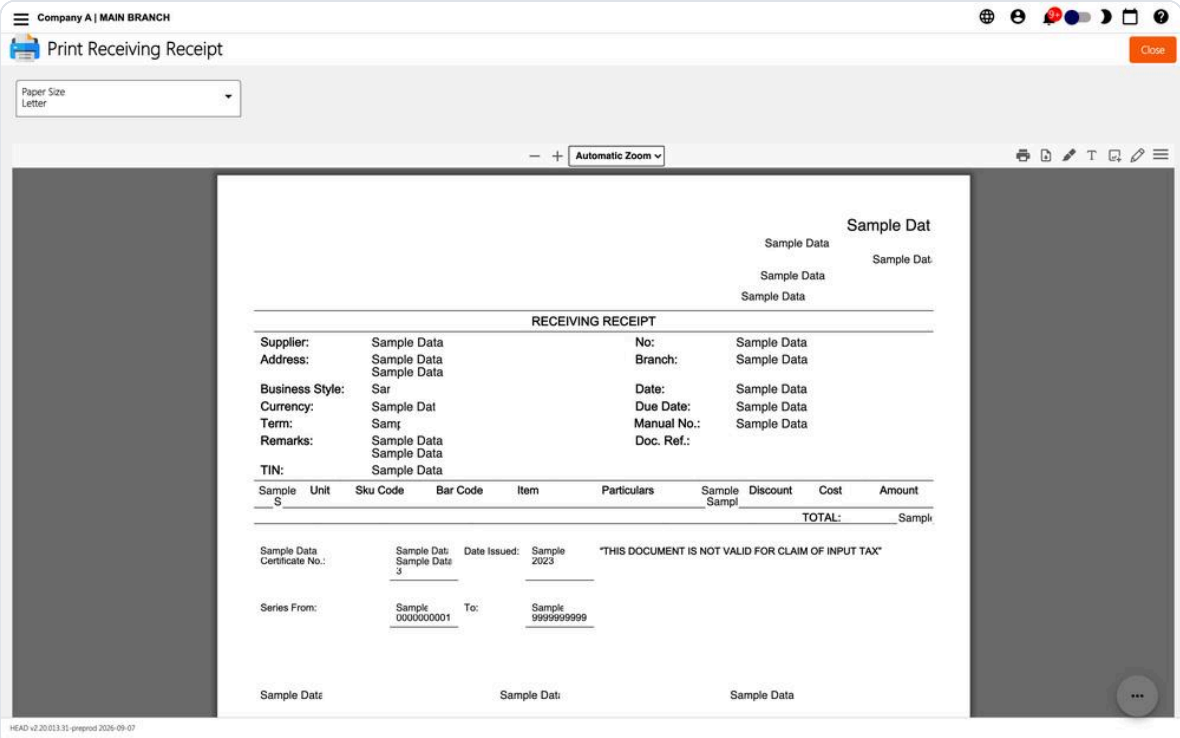
Receiving Receipt — detail screen

Fields: Currency · Exchange Rate · Branch · RR Number · RR Date · Manual No. · Document Reference · Supplier · Term · Remarks · Status · Total · Show Rows

Tabs: Items · Attachment · Inventory · Journal Entries

Buttons: Save · Lock · Unlock · Print · Audit · Cancel · Functions · Close · Add

PRINTED DOCUMENT

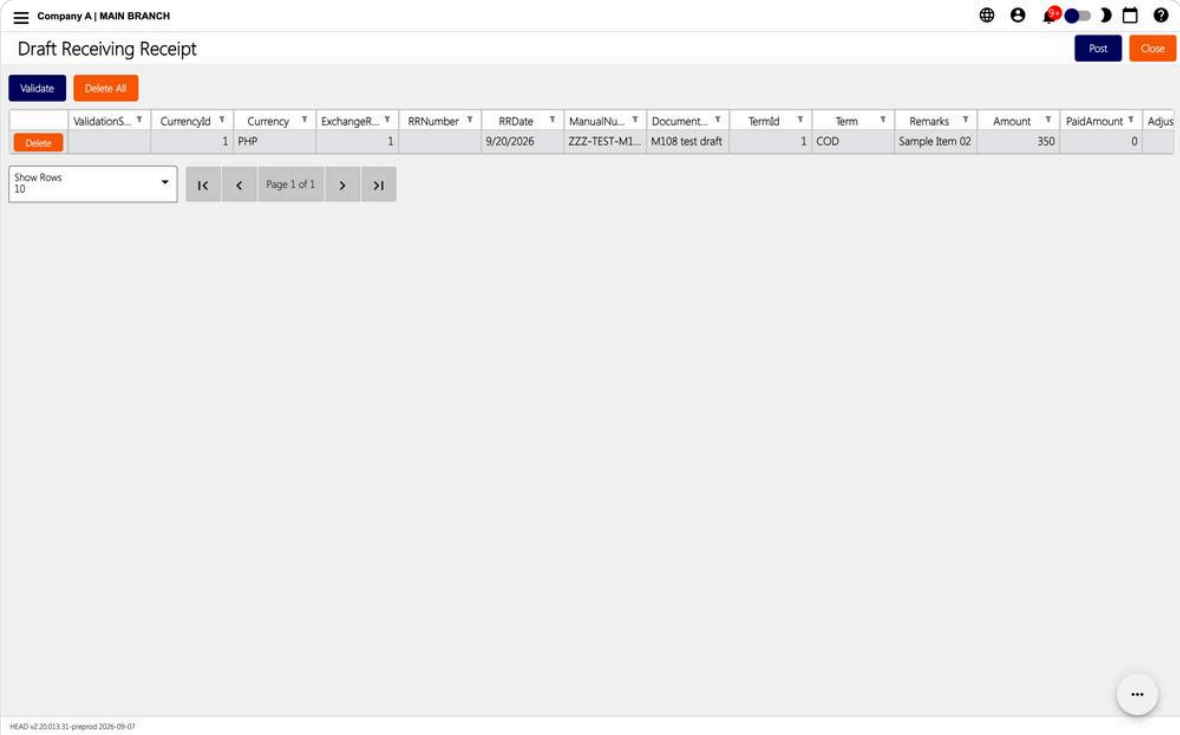


Receiving Receipt — print preview

Receiving Receipt (Draft)

`/office/purchases/activity-draft-receiving-receipt-list`

Staging area for imported receiving receipts.



Receiving Receipt (Draft) — list screen

COLUMNS

ValidationStatus · CurrencyId · Currency · ExchangeRate · RRNumber · RRDate · ManualNumber · DocumentReference · TermId · Term · Remarks · Amount · PaidAmount · AdjustmentAmount

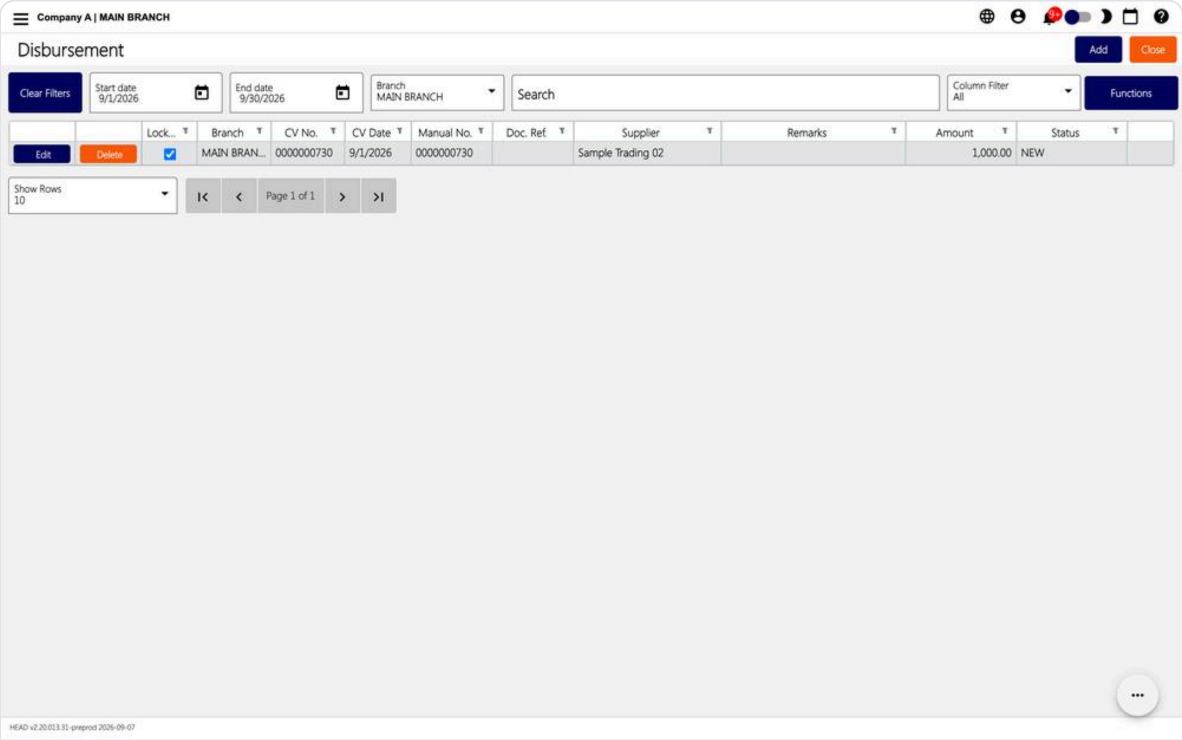
ACTIONS ON THIS SCREEN

Post · Close · Validate · Delete All · Delete

Disbursement

`/office/purchases/activity-disbursement-list`

A Disbursement records money going out — the payment against payables. It carries the bank account and the payment details, and settles the documents it is applied to.



Disbursement — list screen

COLUMNS

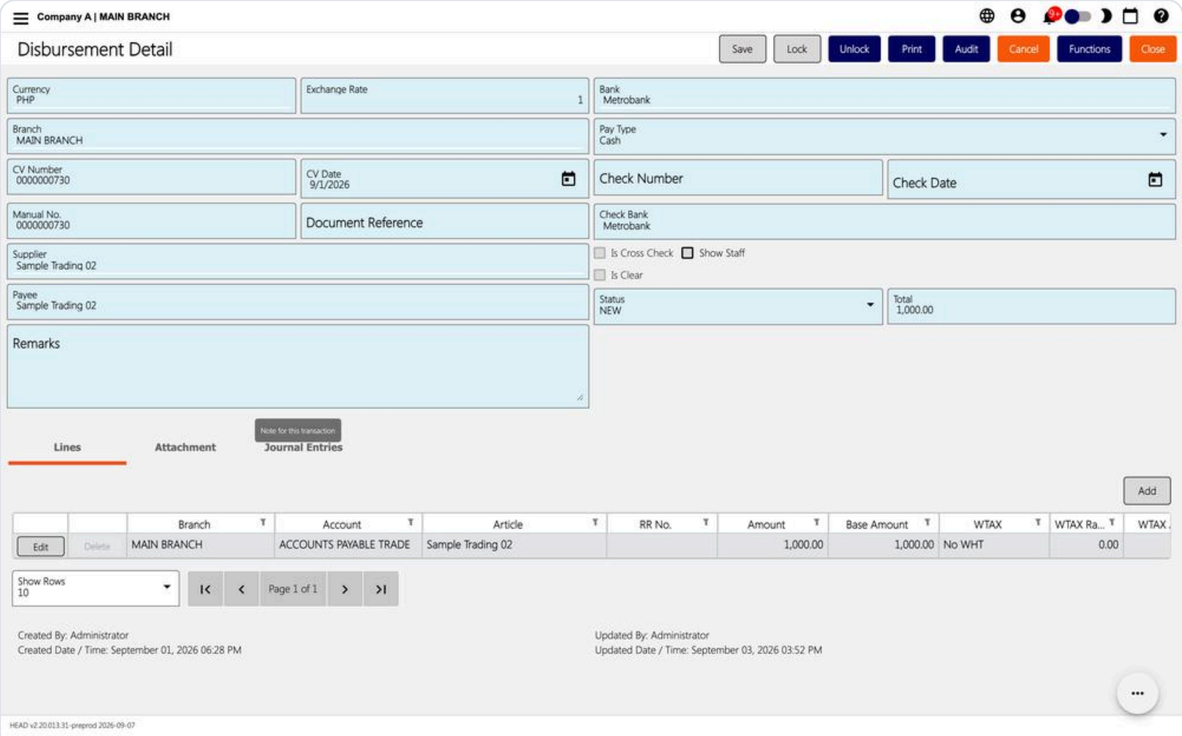
Locked · Branch · CV No. · CV Date · Manual No. · Doc. Ref. · Supplier · Remarks · Amount · Status

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/purchases/activity-disbursement-detail/898`



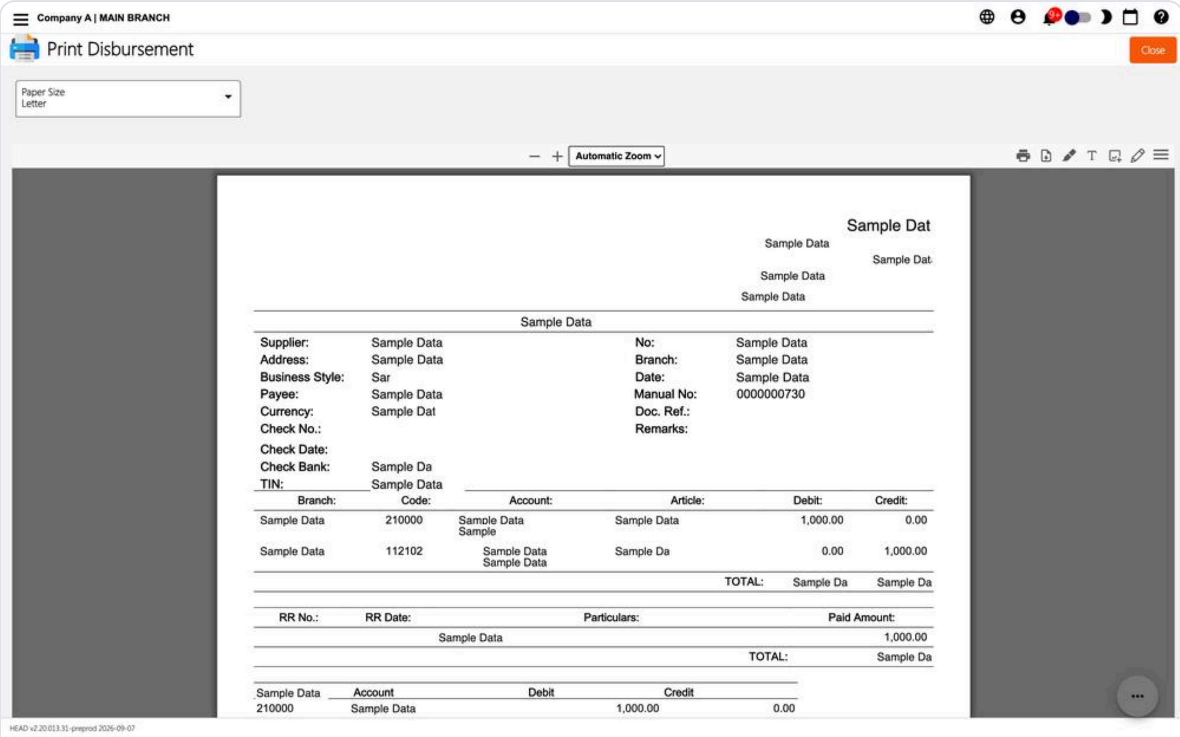
Disbursement — detail screen

Fields: Currency Exchange Rate Branch CV Number CV Date Manual No. Document Reference Supplier Payee Remarks Bank Pay Type Check Number Check Date Check Bank Status Total Show Rows

Tabs: Lines Attachment Journal Entries

Buttons: Save Lock Unlock Print Audit Cancel Functions Close Add Edit Delete Edit edit Delete delete

PRINTED DOCUMENT

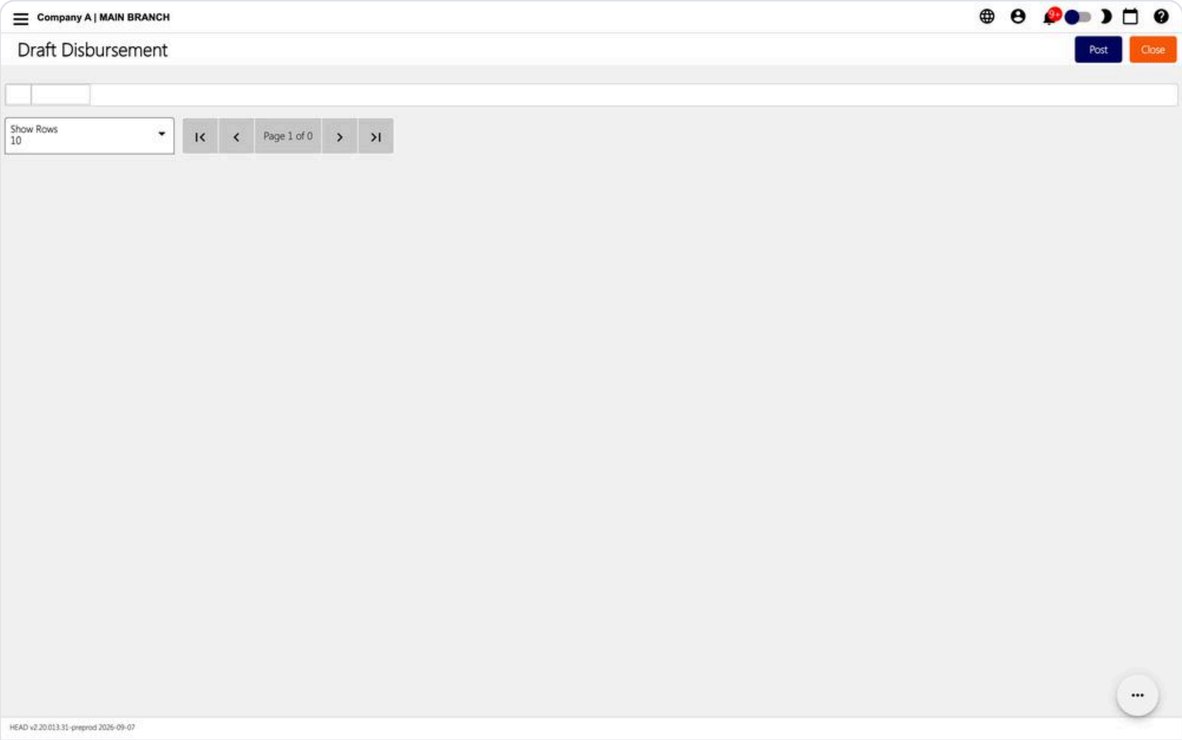


Disbursement — print preview

Disbursement (Draft)

`/office/purchases/activity-draft-disbursement-list`

Staging area for imported disbursements.



Disbursement (Draft) — list screen

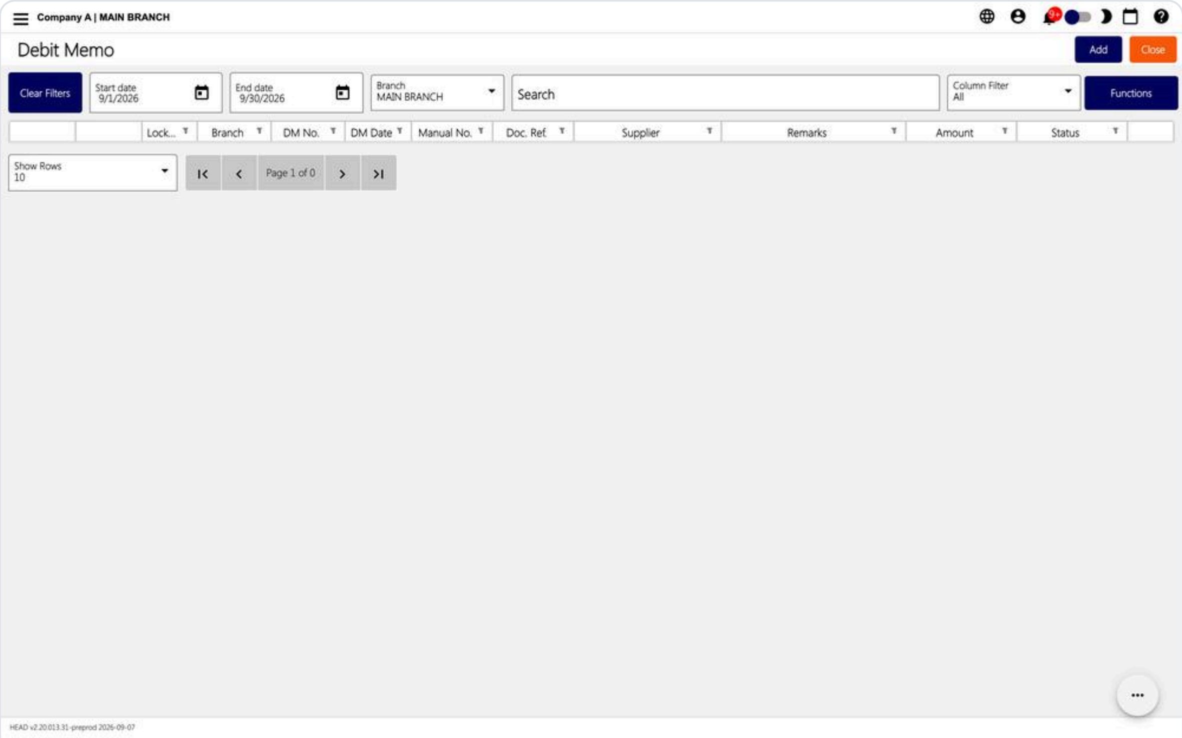
ACTIONS ON THIS SCREEN

Post Close

Debit Memo

`/office/purchases/activity-payable-memo-list`

A Debit Memo adjusts a payable balance without a full purchase document — a returned delivery, a correction, an agreed deduction.



Debit Memo — list screen

COLUMNS

Locked · Branch · DM No. · DM Date · Manual No. · Doc. Ref. · Supplier · Remarks · Amount · Status

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions

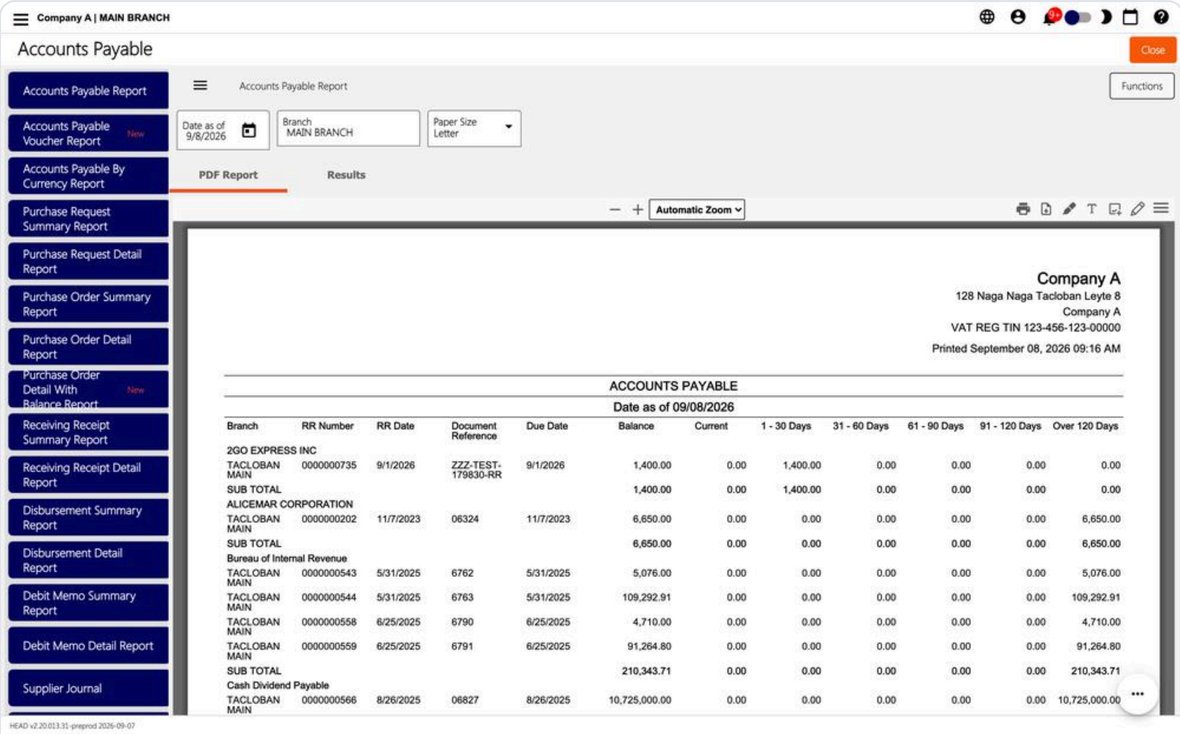
> This module has a detail screen. The demonstration environment holds no records for it, so it is not illustrated here.

> The demonstration environment holds no Debit Memo records, so this manual documents the list screen only.

Accounts Payable Reports

`/office/report/accounts-payable`

The Accounts Payable reports show what is owed and to whom. Set the criteria at the top and generate; output can be produced by currency or as a summary.



Accounts Payable Reports — list screen

ACTIONS ON THIS SCREEN

Close · Accounts Payable Report · Functions · Document Outline · Attachments · Layers · Current Outline Item · Add image · Tools · Presentation Mode · Open · Print · Save · Go to First Page · Previous · Next · Go to Last Page · Rotate Clockwise · Rotate Counterclockwise · Text Selection Tool · Hand Tool · Find

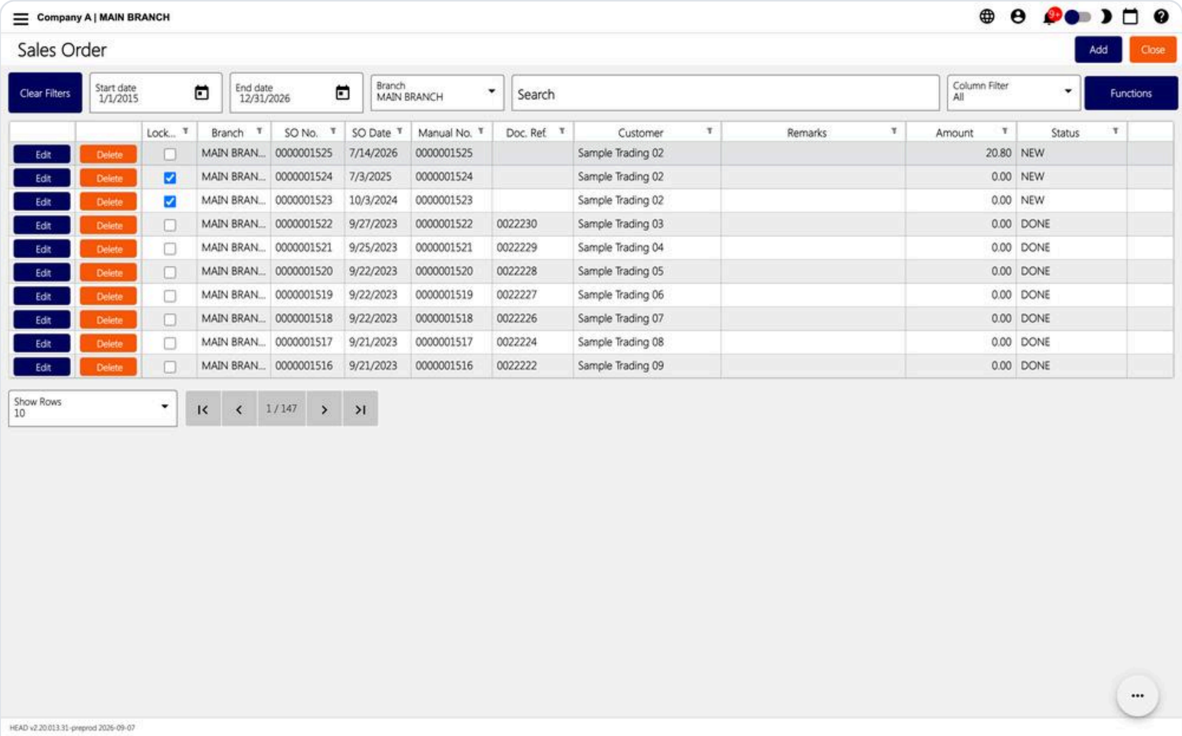
4. Sales

Selling, from the customer's order through to collecting the money.

Sales Order

`/office/sales/activity-sales-order-list`

A Sales Order (SO) is the customer's order as accepted. It carries the customer, currency, term and date needed in the header, and the ordered items in the Items tab. It is the first document in the sales chain.



Sales Order — list screen

> Captured with the date filter widened to 1 Jan 2015 – 31 Dec 2026; the screen opens on the current month.

COLUMNS

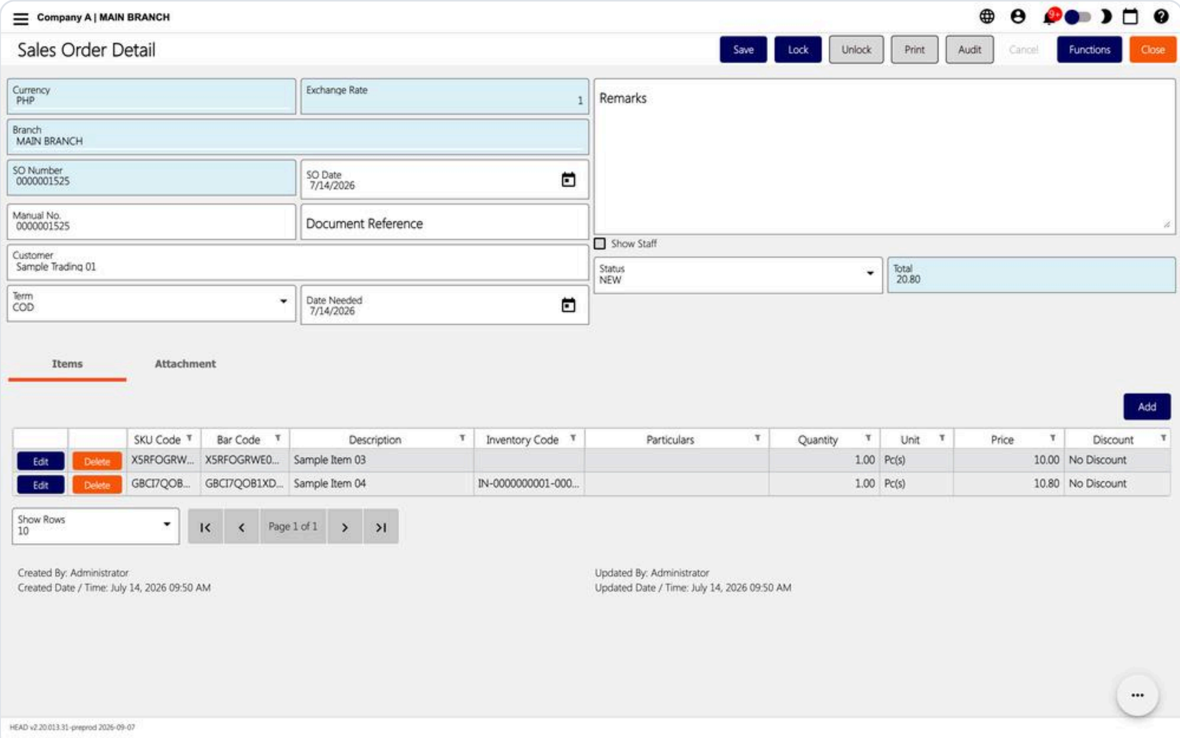
Locked · Branch · SO No. · SO Date · Manual No. · Doc. Ref. · Customer · Remarks · Amount · Status

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete

DETAIL SCREEN (CREATE / EDIT)

`/office/sales/activity-sales-order-detail/1952`

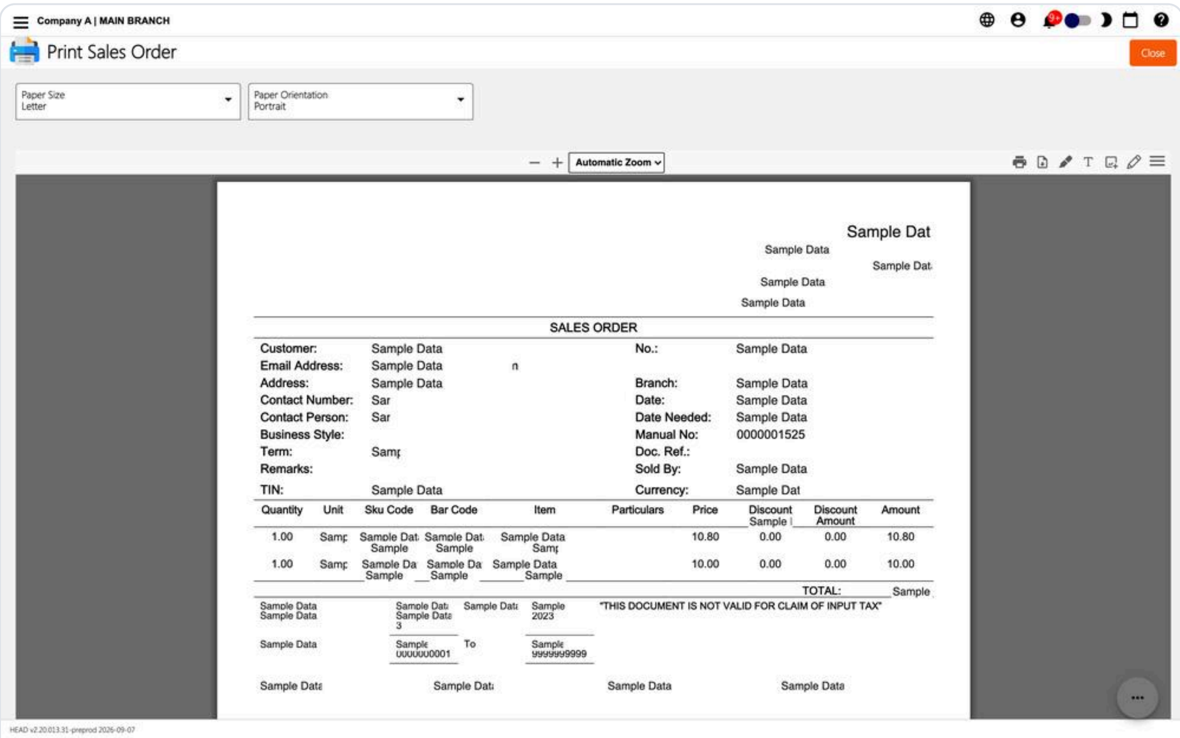

Sales Order — detail screen

Fields: Currency · Exchange Rate · Branch · SO Number · SO Date · Manual No. · Document Reference · Customer · Term · Date Needed · Remarks · Status · Total · Show Rows

Tabs: Items · Attachment

Buttons: Save · Lock · Unlock · Print · Audit · Cancel · Functions · Close · Add · Edit · Delete · Edit edit · Delete delete

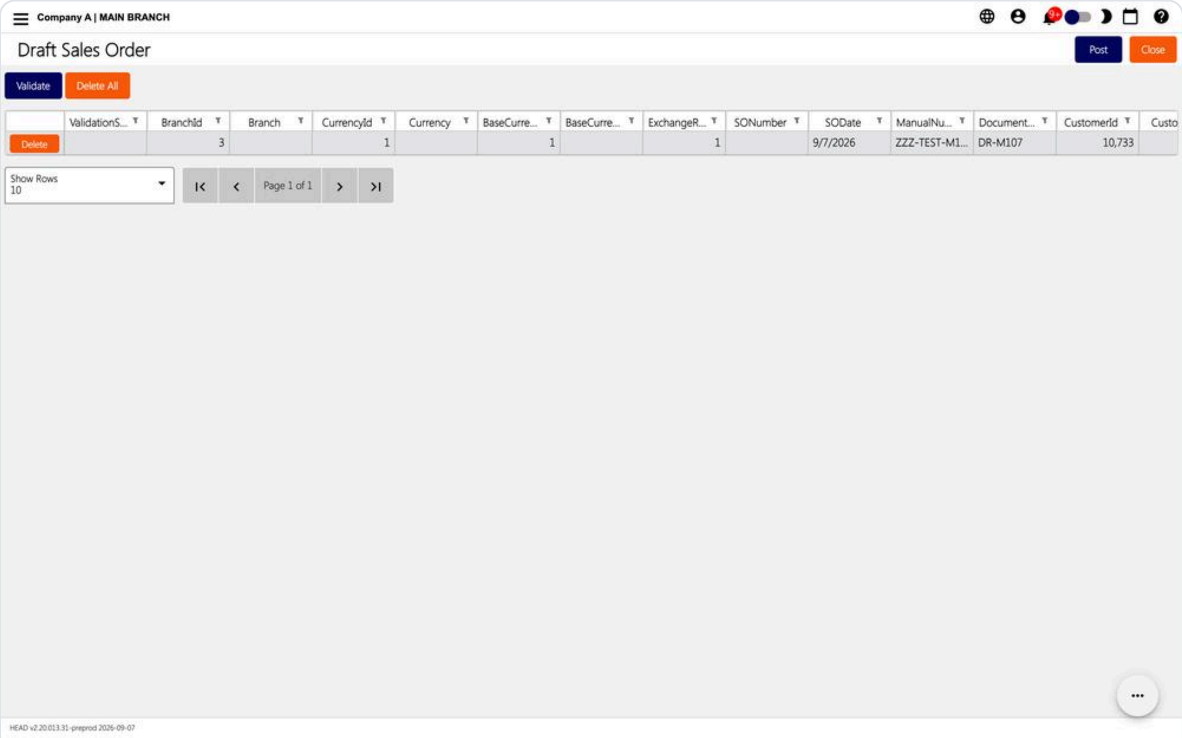
PRINTED DOCUMENT


Sales Order — print preview

Sales Order (Draft)

`/office/sales/activity-draft-sales-order-list`

Staging area for imported sales orders.



Sales Order (Draft) — list screen

COLUMNS

ValidationStatus · BranchId · Branch · CurrencyId · Currency · BaseCurrencyId · BaseCurrency · ExchangeRate · SONumber · SODate · ManualNumber · DocumentReference · CustomerId · Customer

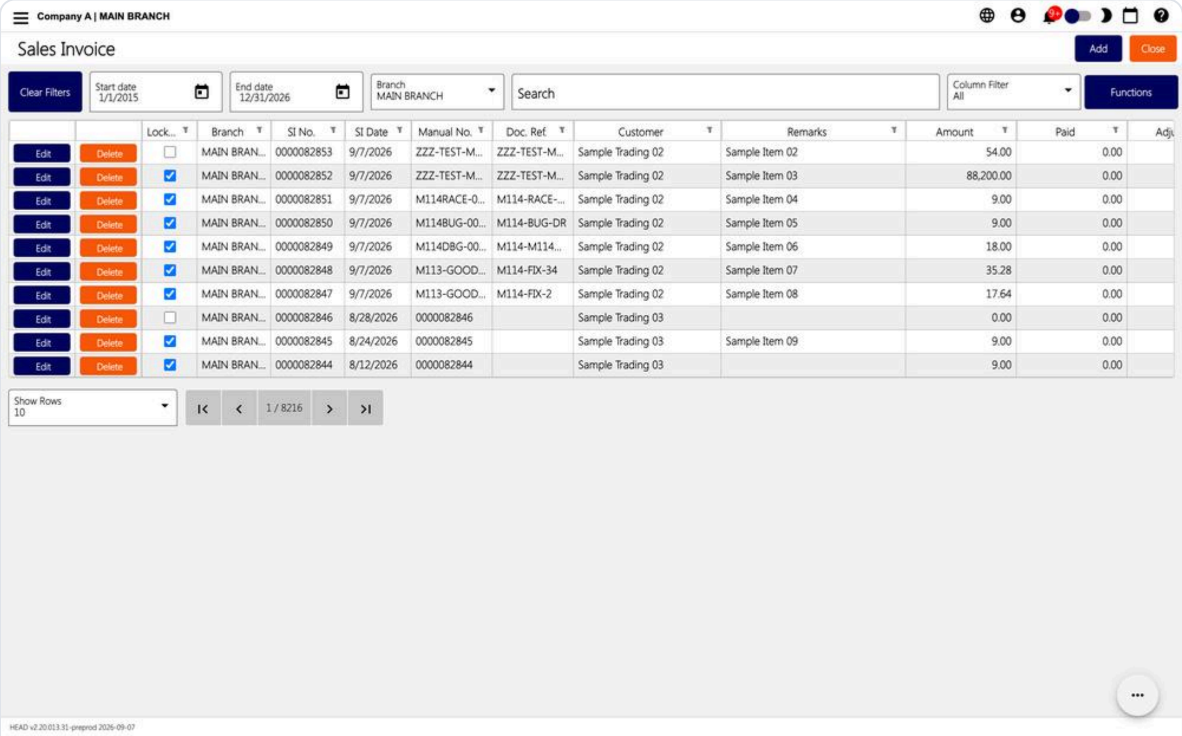
ACTIONS ON THIS SCREEN

Post · Close · Validate · Delete All · Delete

Sales Invoice

`/office/sales/activity-sales-invoice-list`

A Sales Invoice (SI) bills the customer. Locking an invoice is what creates the receivable and relieves inventory.



Sales Invoice — list screen

> Captured with the date filter widened to 1 Jan 2015 – 31 Dec 2026; the screen opens on the current month.

COLUMNS

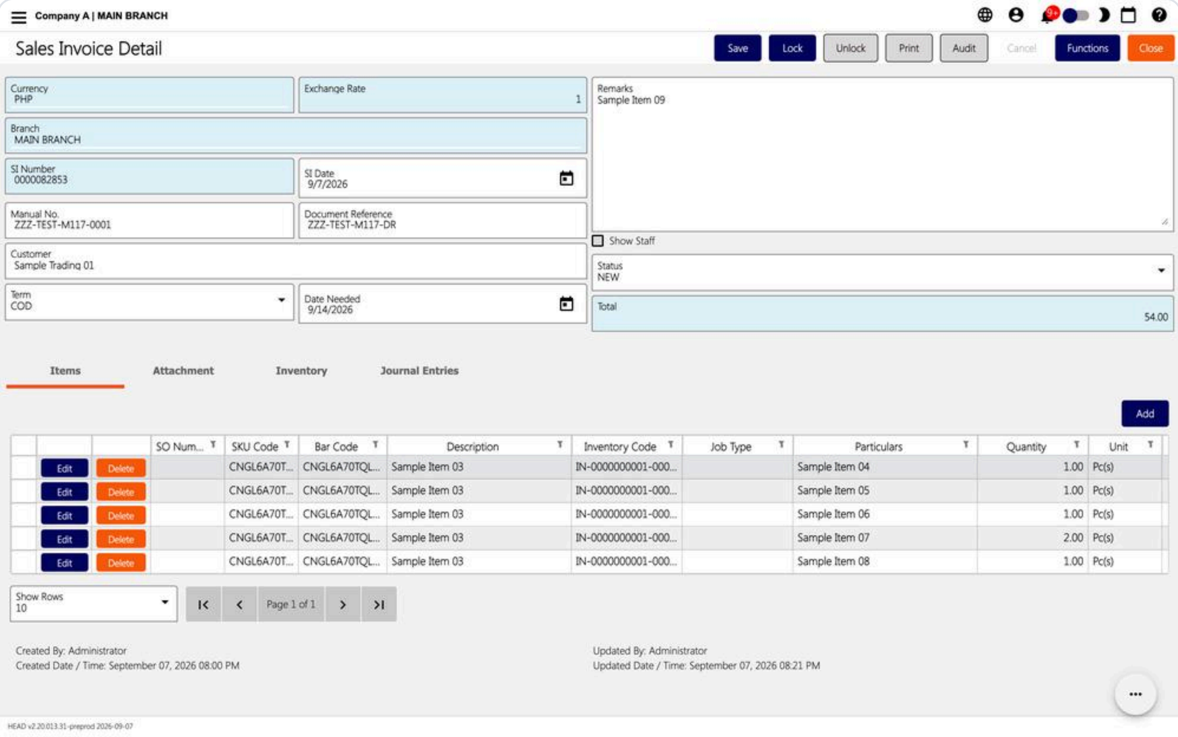
Locked · Branch · SI No. · SI Date · Manual No. · Doc. Ref. · Customer · Remarks · Amount · Paid · Adjusted

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete

DETAIL SCREEN (CREATE / EDIT)

`/office/sales/activity-sales-invoice-detail/84231`



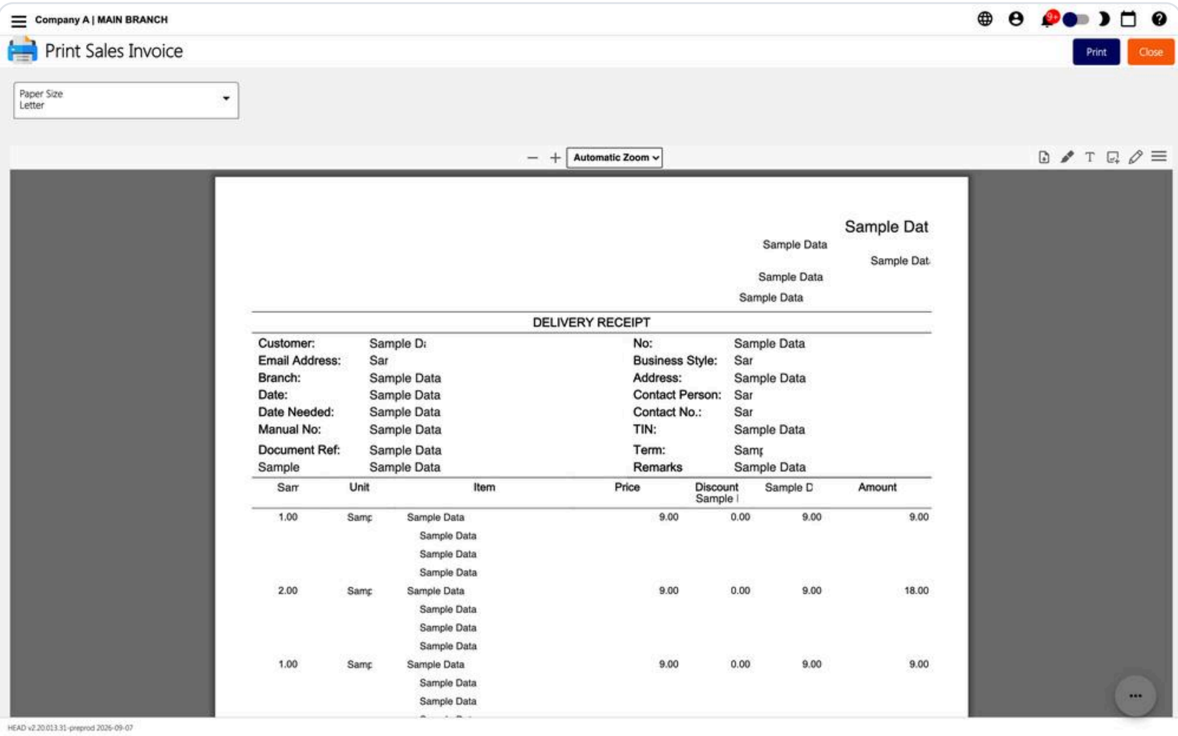
Sales Invoice — detail screen

Fields: Currency · Exchange Rate · Branch · SI Number · SI Date · Manual No. · Document Reference · Customer · Term · Date Needed · Remarks · Status · Total · Show Rows

Tabs: Items · Attachment · Inventory · Journal Entries

Buttons: Save · Lock · Unlock · Print · Audit · Cancel · Functions · Close · Add · Edit · Delete · Edit edit · Delete delete

PRINTED DOCUMENT

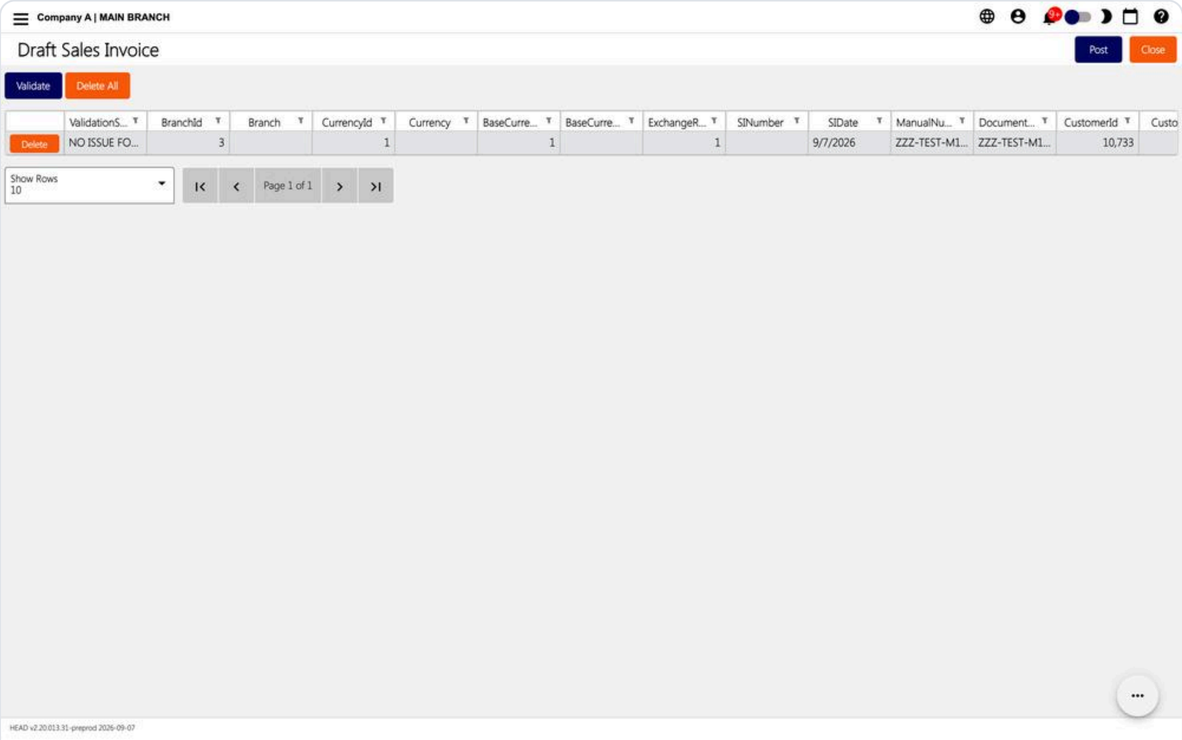


Sales Invoice — print preview

Sales Invoice (Draft)

`/office/sales/activity-draft-sales-invoice-list`

Staging area for imported sales invoices.



Sales Invoice (Draft) — list screen

COLUMNS

ValidationStatus · BranchId · Branch · CurrencyId · Currency · BaseCurrencyId · BaseCurrency · ExchangeRate · SINumber · SIDate · ManualNumber · DocumentReference · CustomerId · Customer

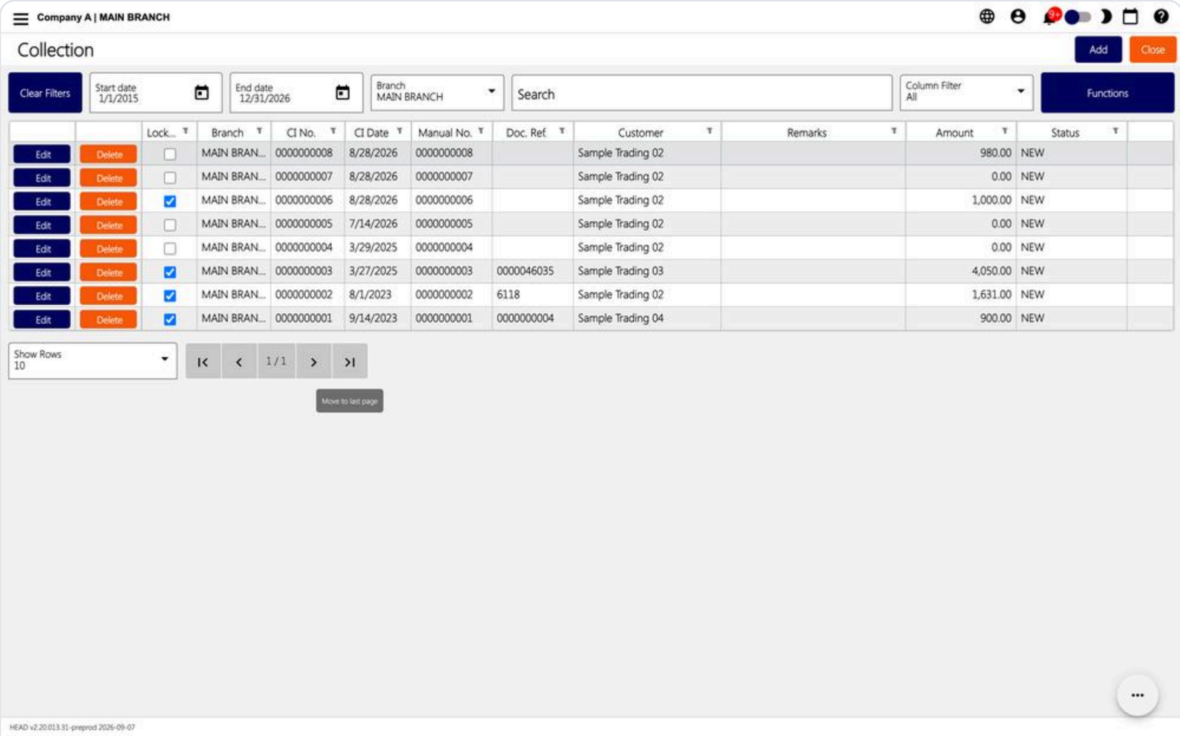
ACTIONS ON THIS SCREEN

Post · Close · Validate · Delete All · Delete

Collection

`/office/sales/activity-collection-list`

A Collection records money coming in against invoices, and applies it to the receivables it settles.



Collection — list screen

> Captured with the date filter widened to 1 Jan 2015 – 31 Dec 2026; the screen opens on the current month.

COLUMNS

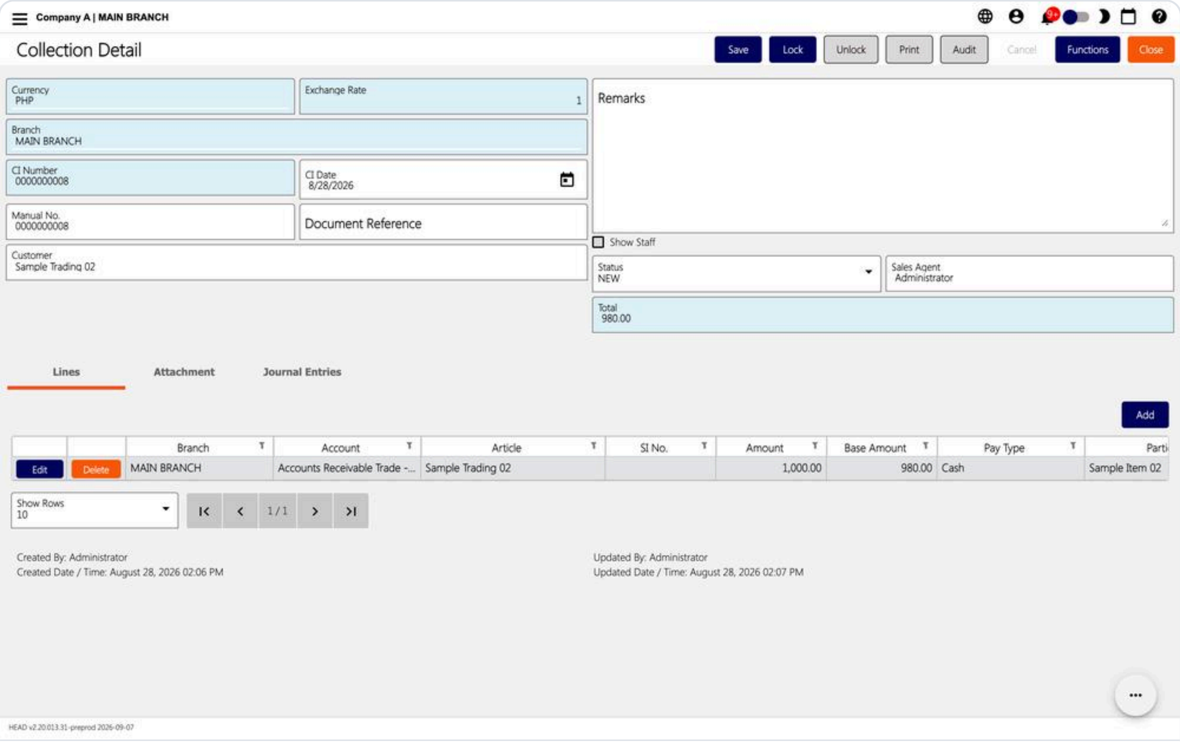
Locked · Branch · CI No. · CI Date · Manual No. · Doc. Ref. · Customer · Remarks · Amount · Status

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/sales/activity-collection-detail/228`



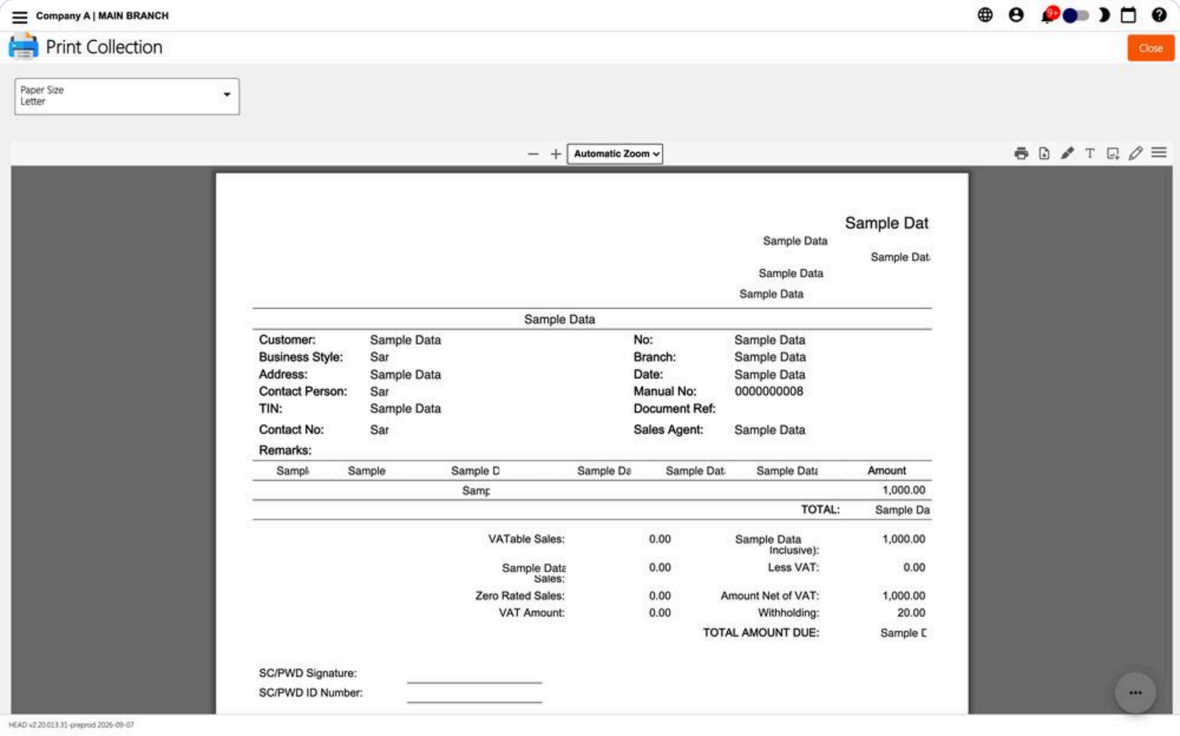
Collection — detail screen

Fields: Currency Exchange Rate Branch CI Number CI Date Manual No. Document Reference Customer Remarks Status Sales Agent Total Show Rows

Tabs: Lines Attachment Journal Entries

Buttons: Save Lock Unlock Print Audit Cancel Functions Close Add Edit Delete Edit edit Delete delete

PRINTED DOCUMENT

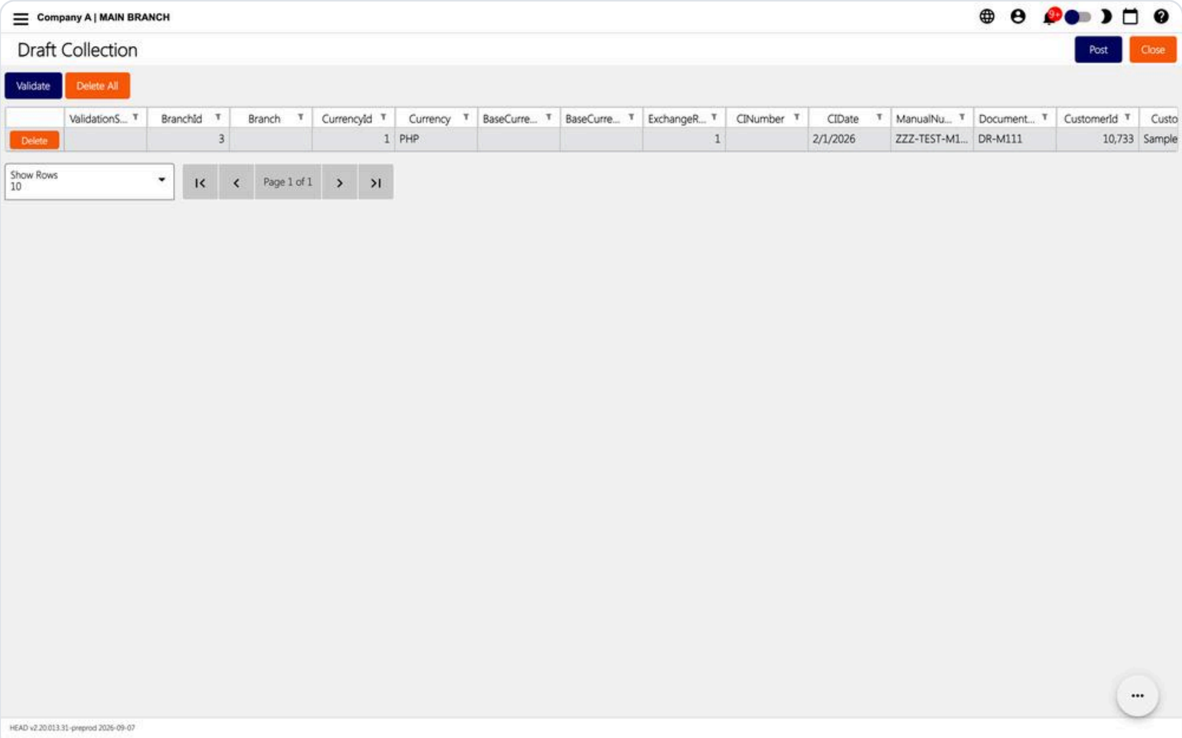


Collection — print preview

Collection (Draft)

`/office/sales/activity-draft-collection-list`

Staging area for imported collections.



Collection (Draft) — list screen

COLUMNS

ValidationStatus · BranchId · Branch · CurrencyId · Currency · BaseCurrencyId · BaseCurrency · ExchangeRate · CINumber · CIDate · ManualNumber · DocumentReference · CustomerId · Customer

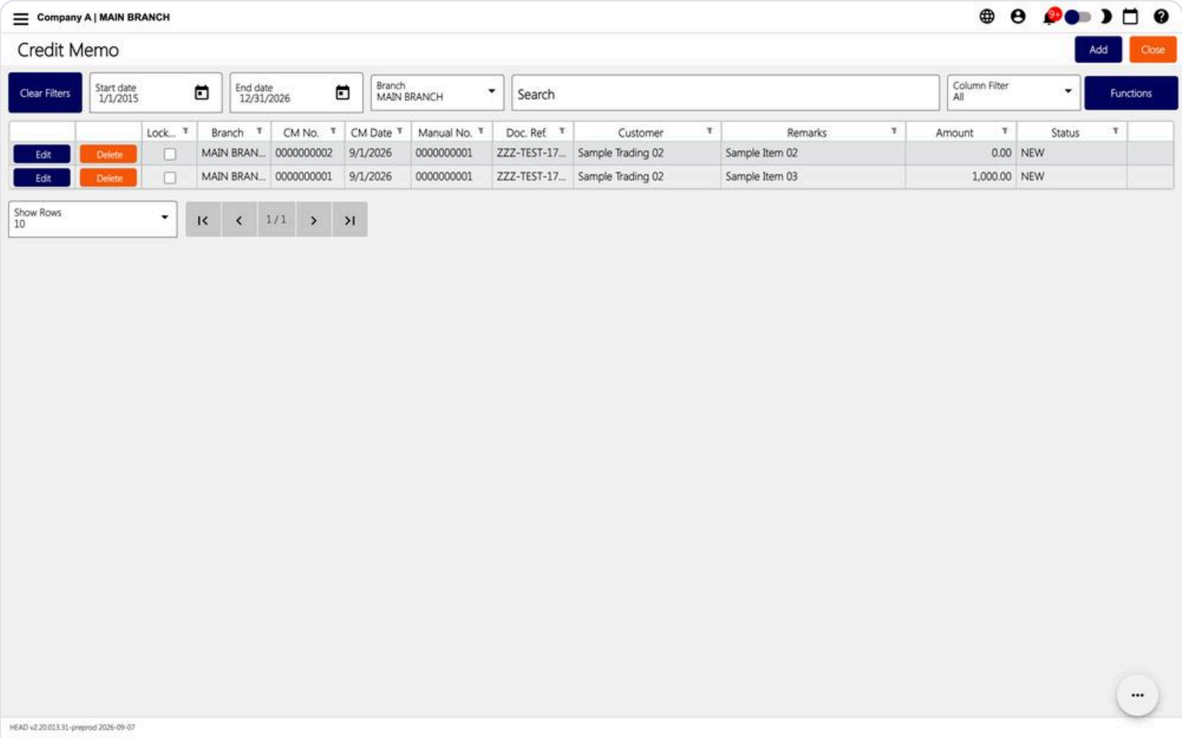
ACTIONS ON THIS SCREEN

Post · Close · Validate · Delete All · Delete

Credit Memo

`/office/sales/activity-receivable-memo-list`

A Credit Memo adjusts a receivable balance without a full sales document — a return, a correction, an agreed discount after invoicing.



Credit Memo — list screen

COLUMNS

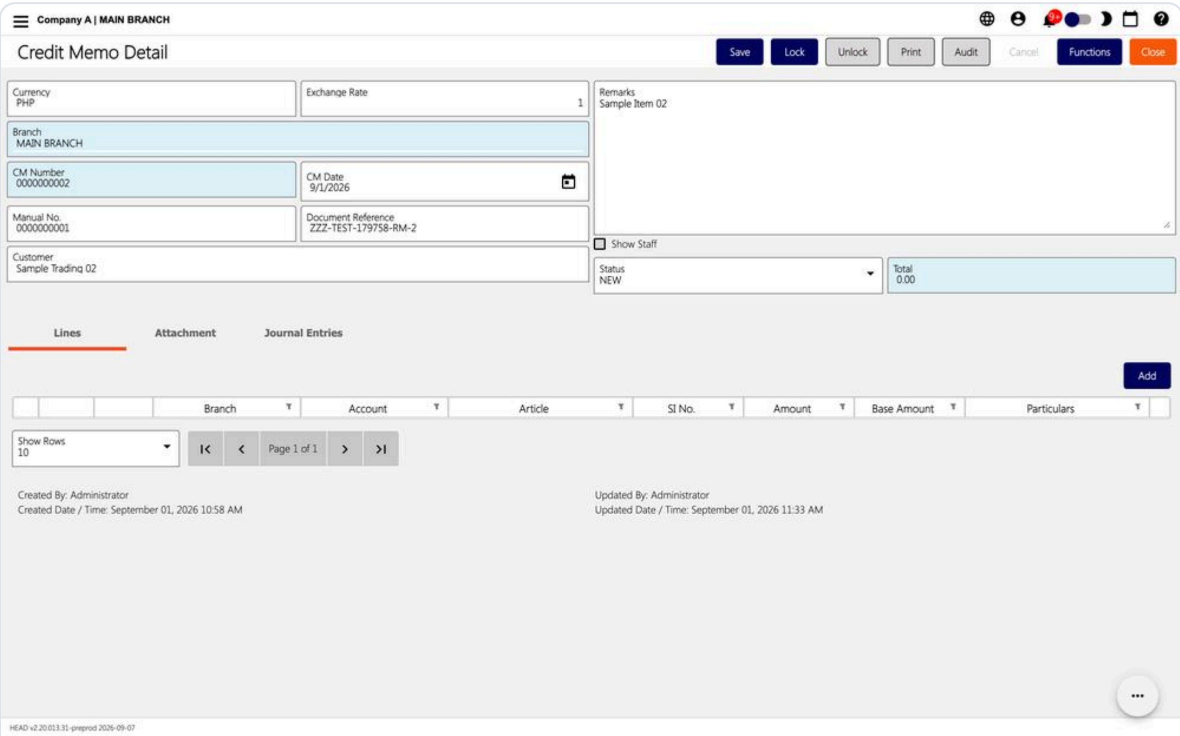
Locked · Branch · CM No. · CM Date · Manual No. · Doc. Ref. · Customer · Remarks · Amount · Status

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/sales/activity-receivable-memo-detail/45`



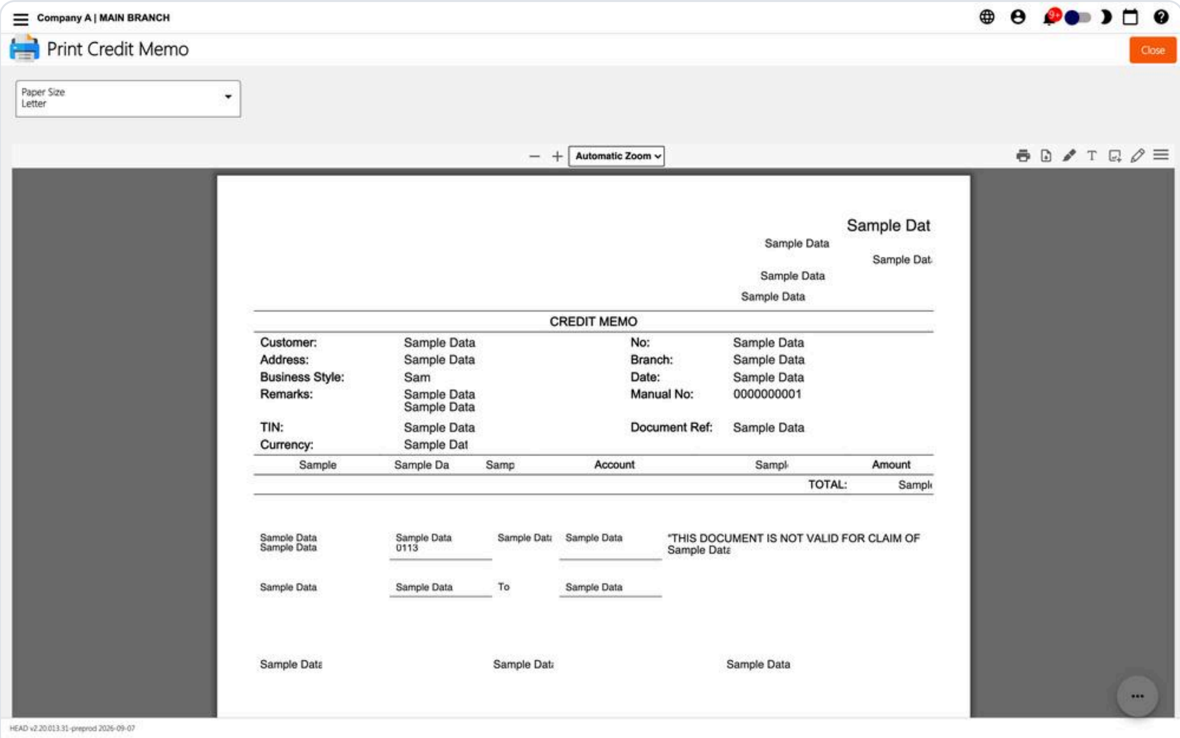
Credit Memo — detail screen

Fields: Currency · Exchange Rate · Branch · CM Number · CM Date · Manual No. · Document Reference · Customer · Remarks · Status · Total · Show Rows

Tabs: Lines · Attachment · Journal Entries

Buttons: Save · Lock · Unlock · Print · Audit · Cancel · Functions · Close · Add

PRINTED DOCUMENT

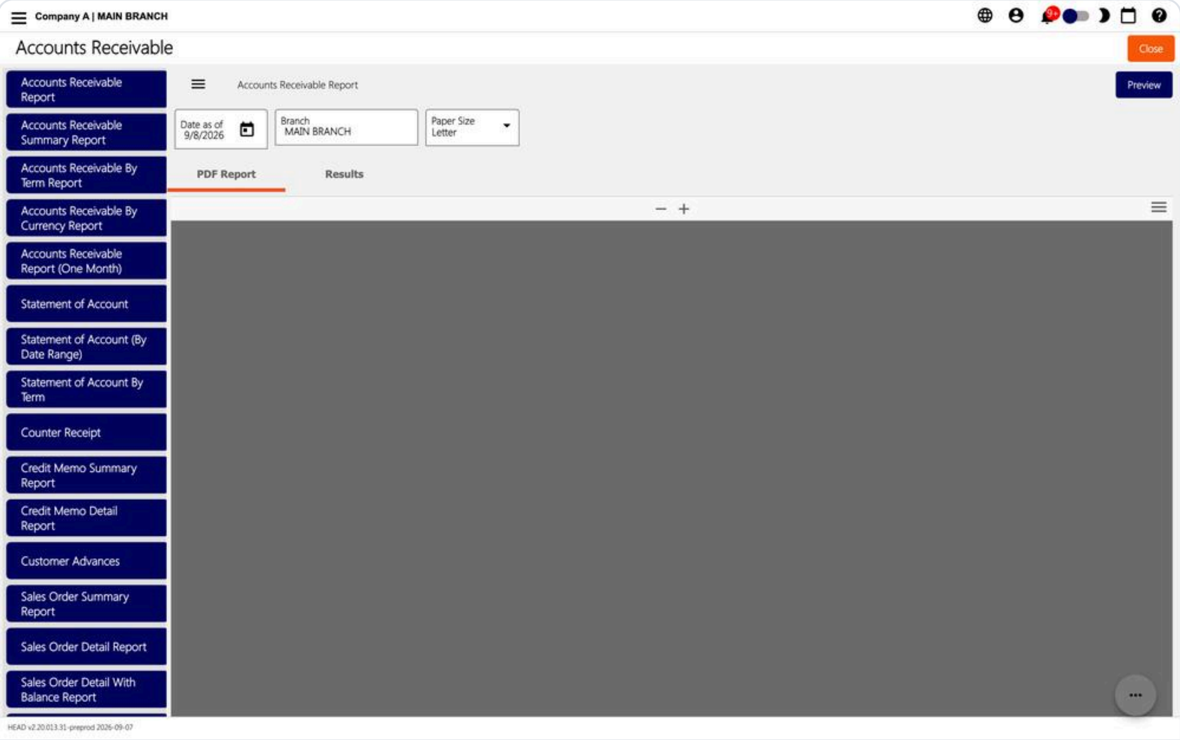


Credit Memo — print preview

Accounts Receivable Reports

`/office/report/accounts-receivable`

The Accounts Receivable reports show what is owed to you. Output can be produced by currency, by term, or as a summary.



Accounts Receivable Reports — list screen

ACTIONS ON THIS SCREEN

Close · Accounts Receivable Report · Preview · Thumbnails · Document Outline · Attachments · Layers · Current Outline Item · Add image · Tools · Presentation Mode · Open · Print · Save · Go to First Page · Previous · Next · Go to Last Page · Rotate Clockwise · Rotate Counterclockwise · Text Selection Tool · Hand Tool

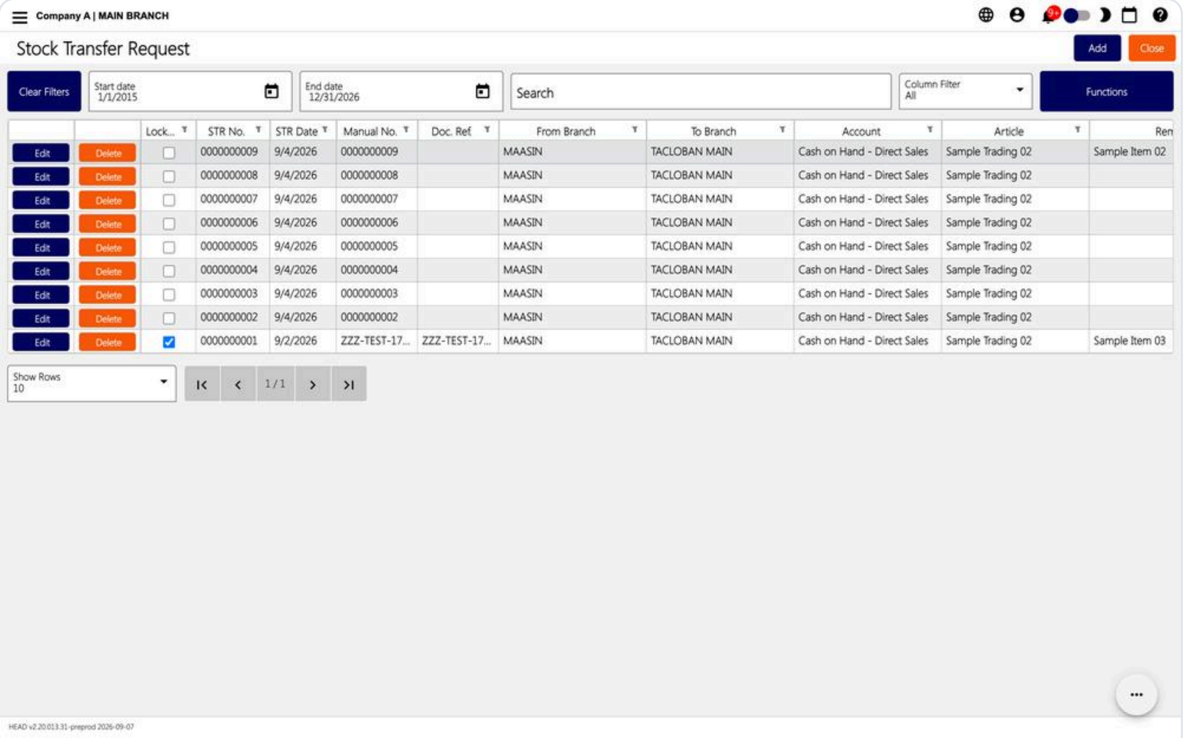
5. Inventory

Moving, counting and valuing stock.

Stock Transfer Request

`/office/inventory/activity-stock-transfer-request-list`

A Stock Transfer Request asks for stock to be moved between branches or warehouses. It is the request that a Stock Transfer fulfils.



Stock Transfer Request — list screen

> Captured with the date filter widened to 1 Jan 2015 – 31 Dec 2026; the screen opens on the current month.

COLUMNS

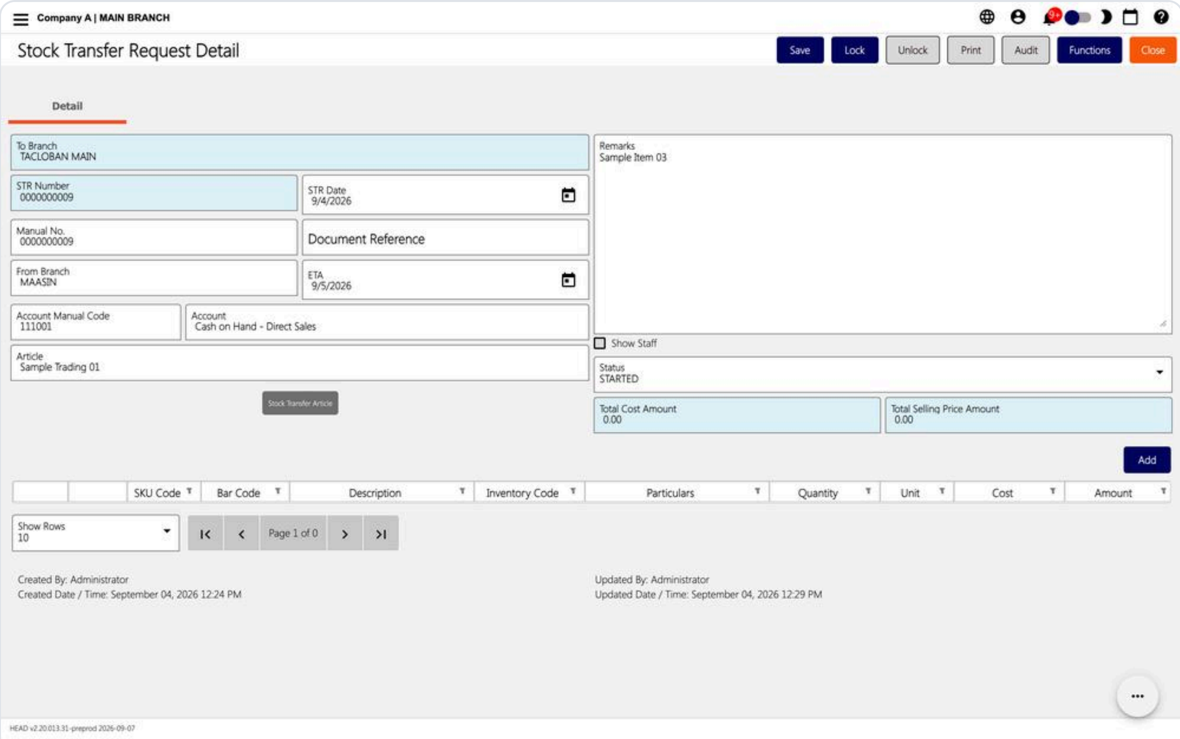
Locked · STR No. · STR Date · Manual No. · Doc. Ref. · From Branch · To Branch · Account · Article · Remarks

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete

DETAIL SCREEN (CREATE / EDIT)

`/office/inventory/activity-stock-transfer-request-detail/25`



Stock Transfer Request — detail screen

Fields: To Branch · STR Number · STR Date · Manual No. · Document Reference · From Branch · ETA · Account Manual Code · Account · Article · Remarks · Status · Total Cost Amount · Total Selling Price Amount · Show Rows

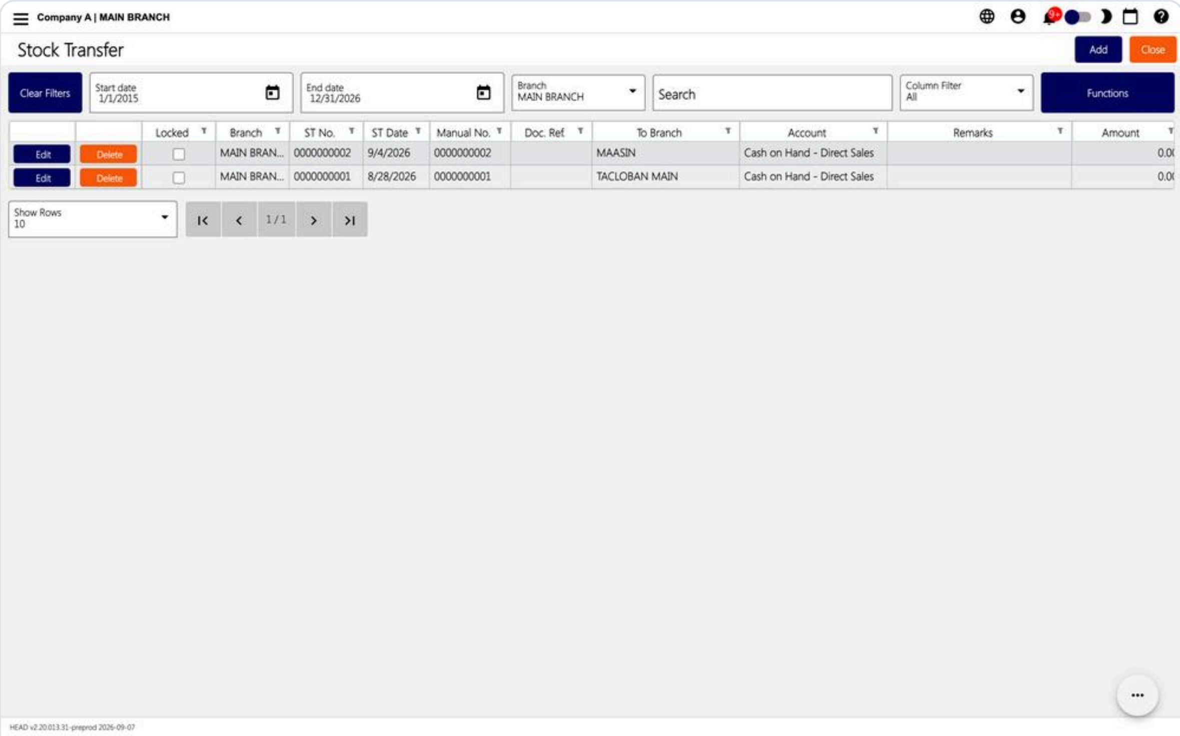
Tabs: Detail

Buttons: Save · Lock · Unlock · Print · Audit · Functions · Close · Add

Stock Transfer

`/office/inventory/activity-stock-transfer-list`

A Stock Transfer moves stock between branches or warehouses. Locking it takes the stock out of the source and puts it into the destination.



Stock Transfer — list screen

Captured with the date filter widened to 1 Jan 2015 – 31 Dec 2026; the screen opens on the current month.

COLUMNS

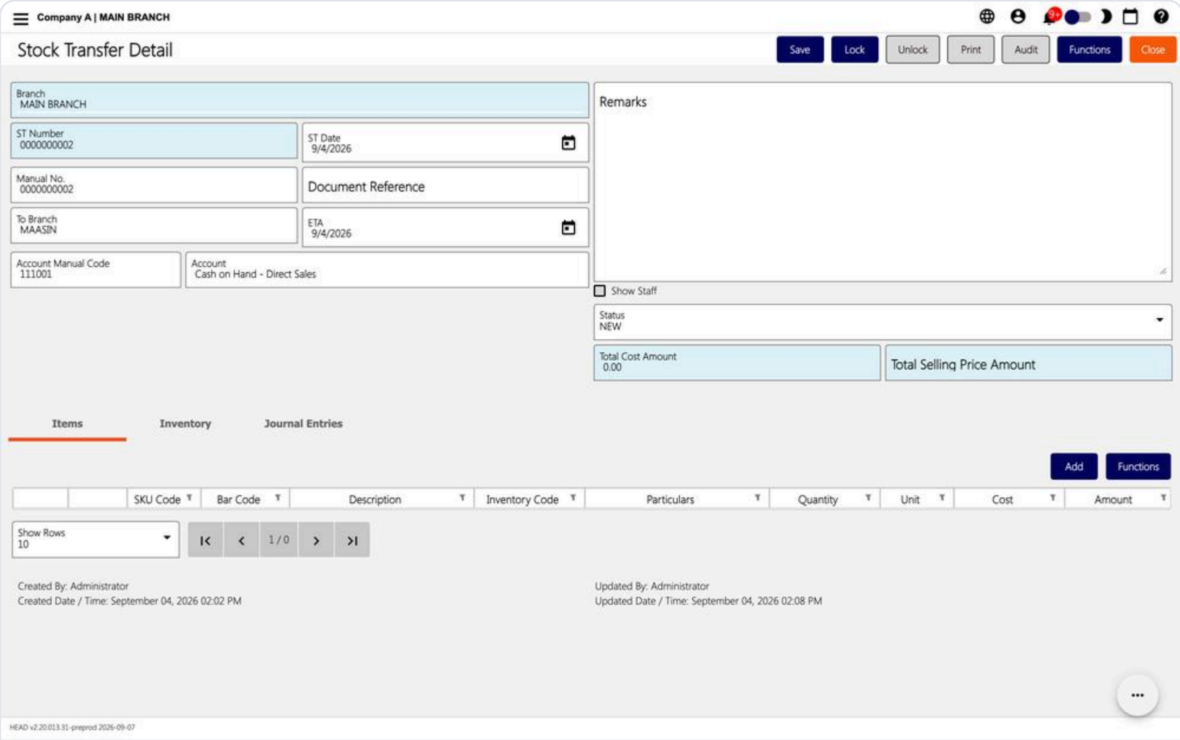
Locked · Branch · ST No. · ST Date · Manual No. · Doc. Ref. · To Branch · Account · Remarks · Amount

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/inventory/activity-stock-transfer-detail/128`



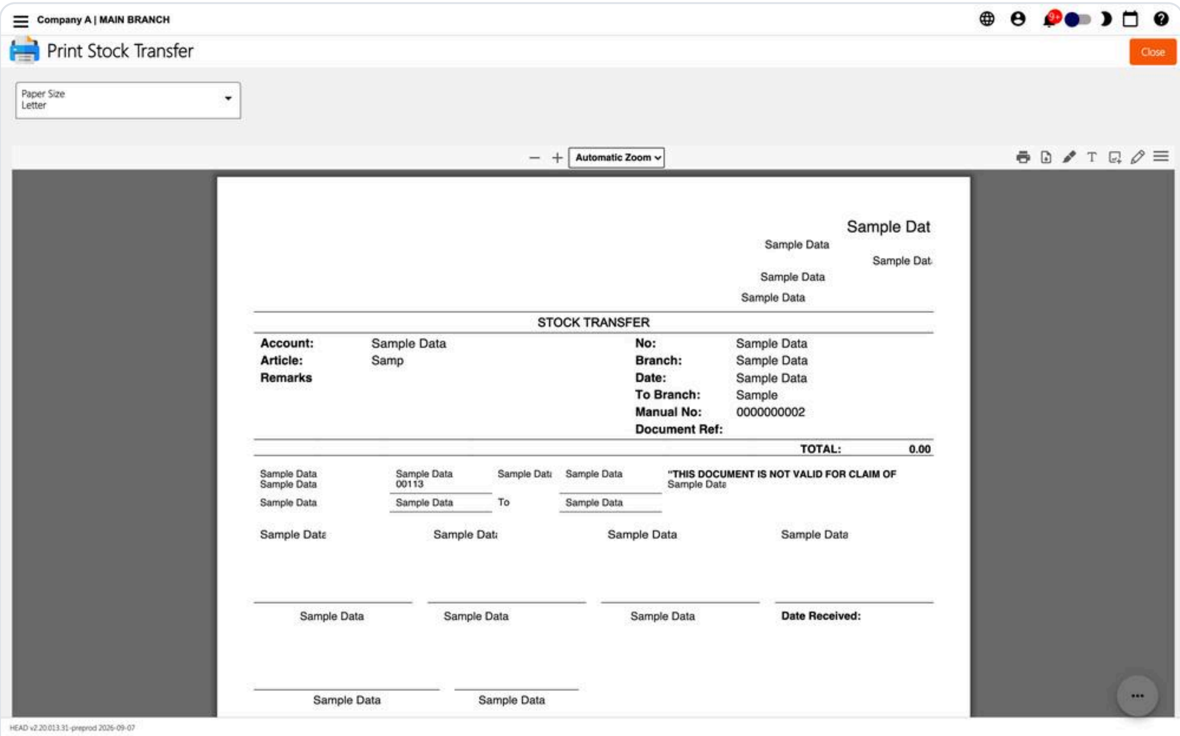
Stock Transfer — detail screen

Fields: Branch · ST Number · ST Date · Manual No. · Document Reference · To Branch · ETA · Account Manual Code · Account · Remarks · Status · Total Cost Amount · Total Selling Price Amount · Show Rows

Tabs: Items · Inventory · Journal Entries

Buttons: Save · Lock · Unlock · Print · Audit · Functions · Close · Add

PRINTED DOCUMENT

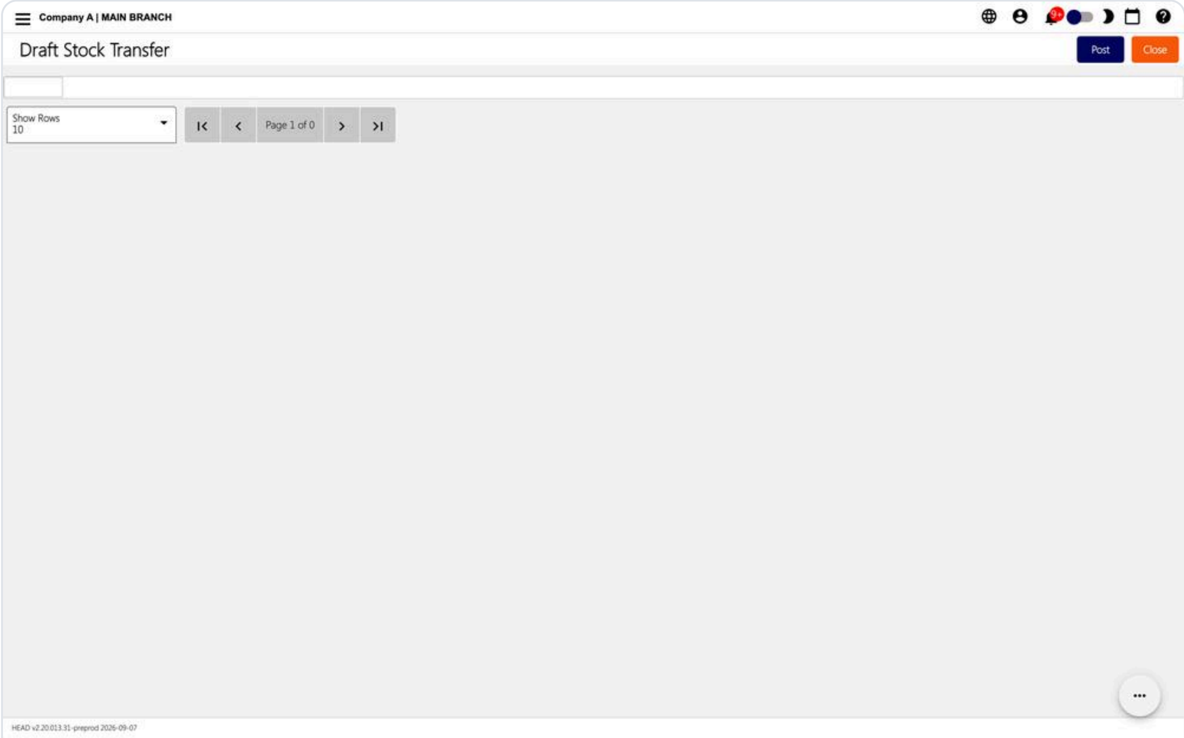


Stock Transfer — print preview

Stock Transfer (Draft)

`/office/inventory/activity-draft-stock-transfer-list`

Staging area for imported stock transfers.



Stock Transfer (Draft) — list screen

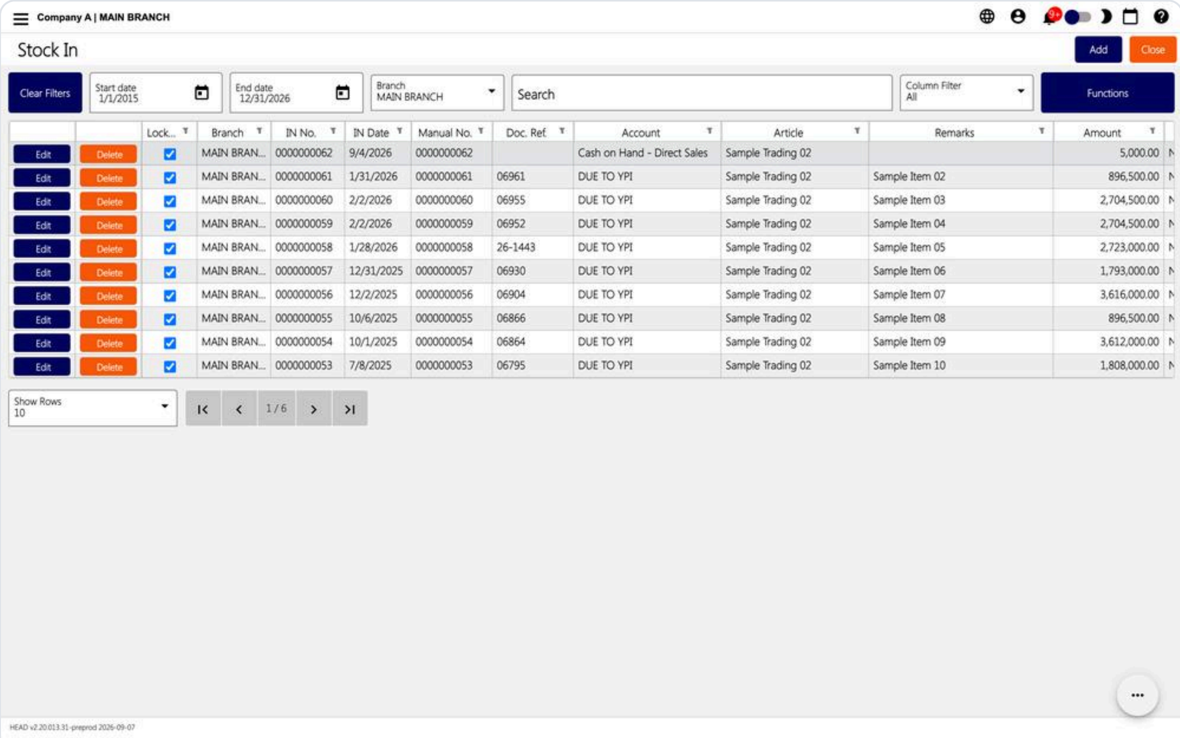
ACTIONS ON THIS SCREEN

Post Close

Stock In

`/office/inventory/activity-stock-in-list`

Stock In records inventory arriving other than through a Receiving Receipt — opening balances, adjustments upward, returns to stock.



Stock In — list screen

COLUMNS

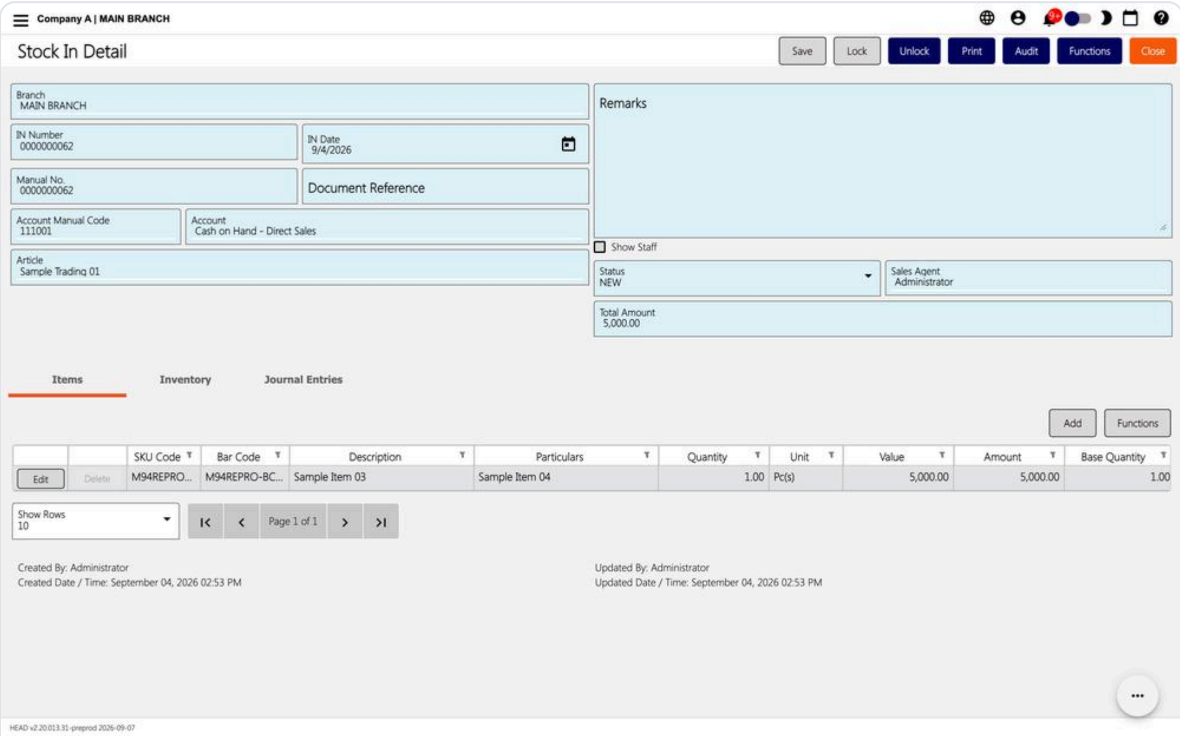
Locked · Branch · IN No. · IN Date · Manual No. · Doc. Ref. · Account · Article · Remarks · Amount · Status

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/inventory/activity-stock-in-detail/366`



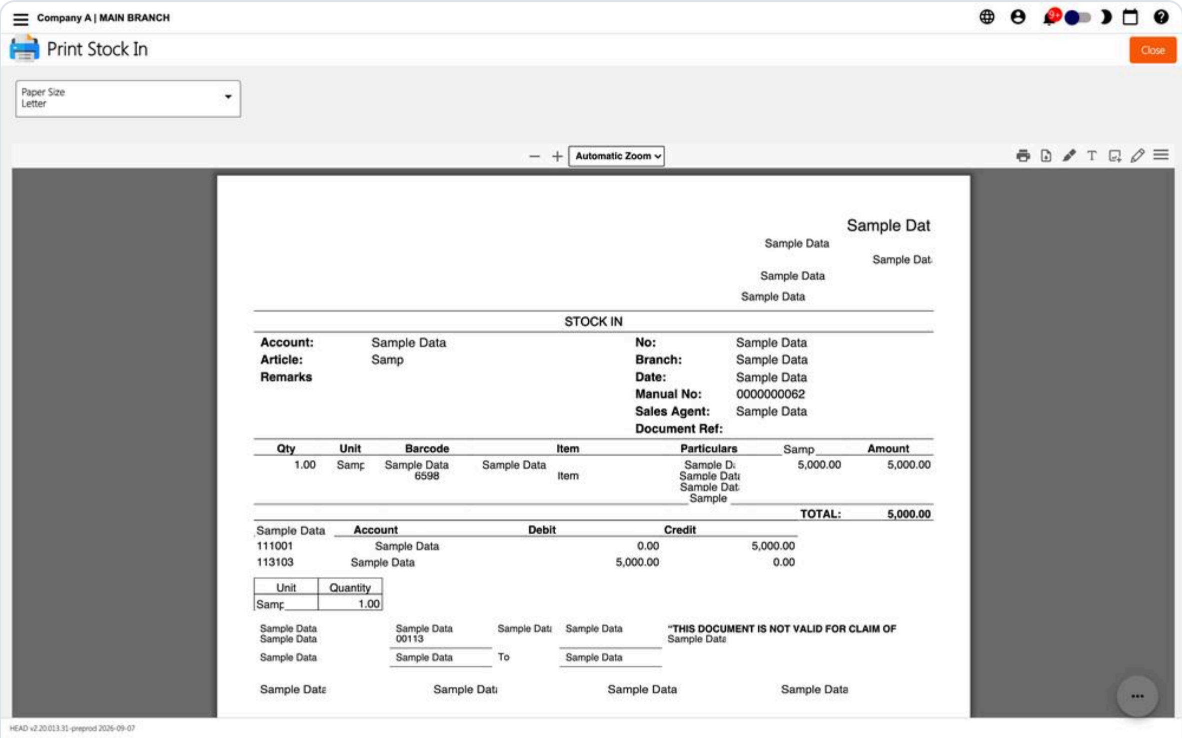
Stock In — detail screen

Fields: Branch · IN Number · IN Date · Manual No. · Document Reference · Account Manual Code · Account · Article · Remarks · Status · Sales Agent · Total Amount · Show Rows

Tabs: Items · Inventory · Journal Entries

Buttons: Save · Lock · Unlock · Print · Audit · Functions · Close · Add · Edit · Delete · Edit edit · Delete delete

PRINTED DOCUMENT

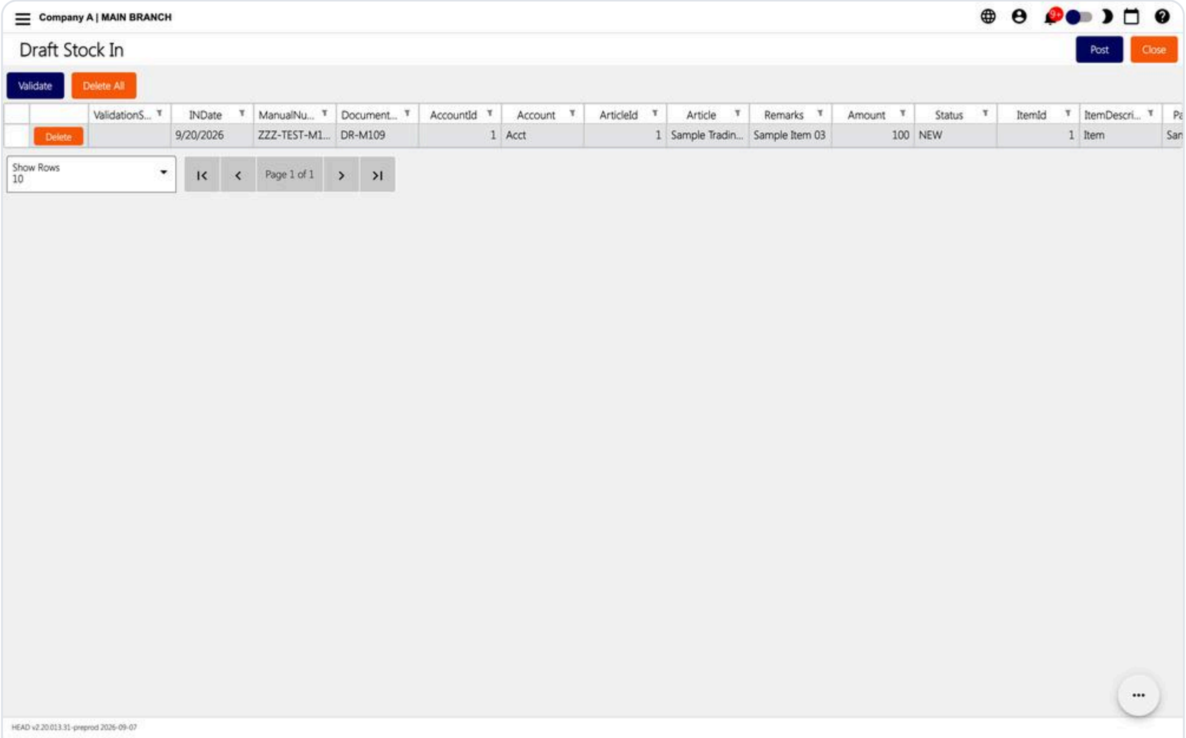


Stock In — print preview

Stock In (Draft)

`/office/inventory/activity-draft-stock-in-list`

Staging area for imported stock-in documents.



Stock In (Draft) — list screen

COLUMNS

ValidationStatus · INDate · ManualNumber · DocumentReference · AccountId · Account · ArticleId · Article · Remarks · Amount · Status · ItemId · ItemDescription · Particulars

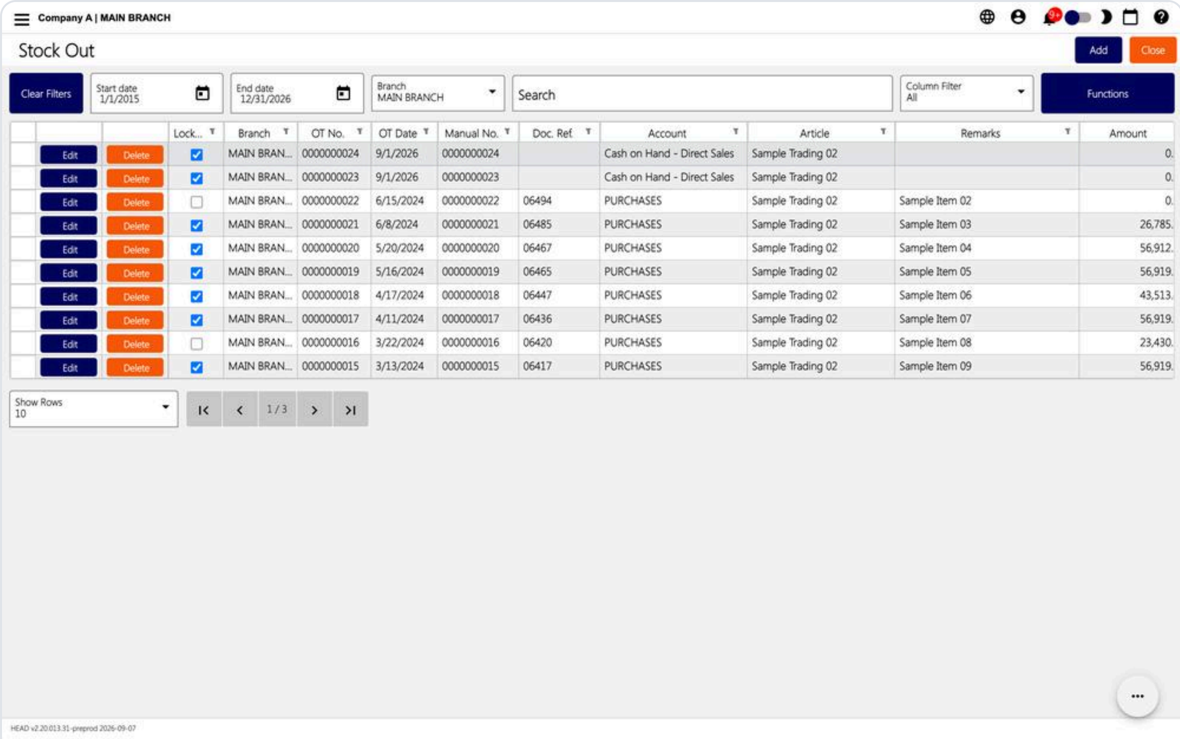
ACTIONS ON THIS SCREEN

Post · Close · Validate · Delete All · Delete

Stock Out

`/office/inventory/activity-stock-out-list`

Stock Out records inventory leaving other than through a Sales Invoice — write-offs, adjustments downward, consumption.



Stock Out — list screen

COLUMNS

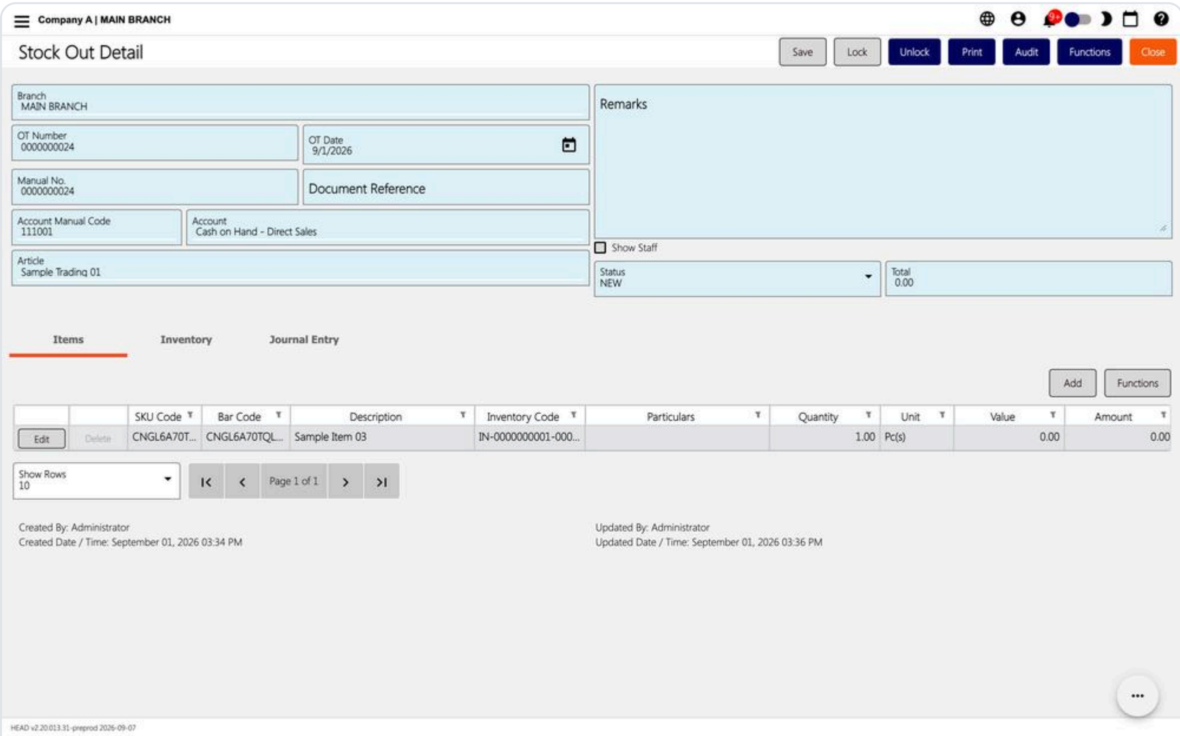
Locked · Branch · OT No. · OT Date · Manual No. · Doc. Ref. · Account · Article · Remarks · Amount

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Functions · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/inventory/activity-stock-out-detail/83`



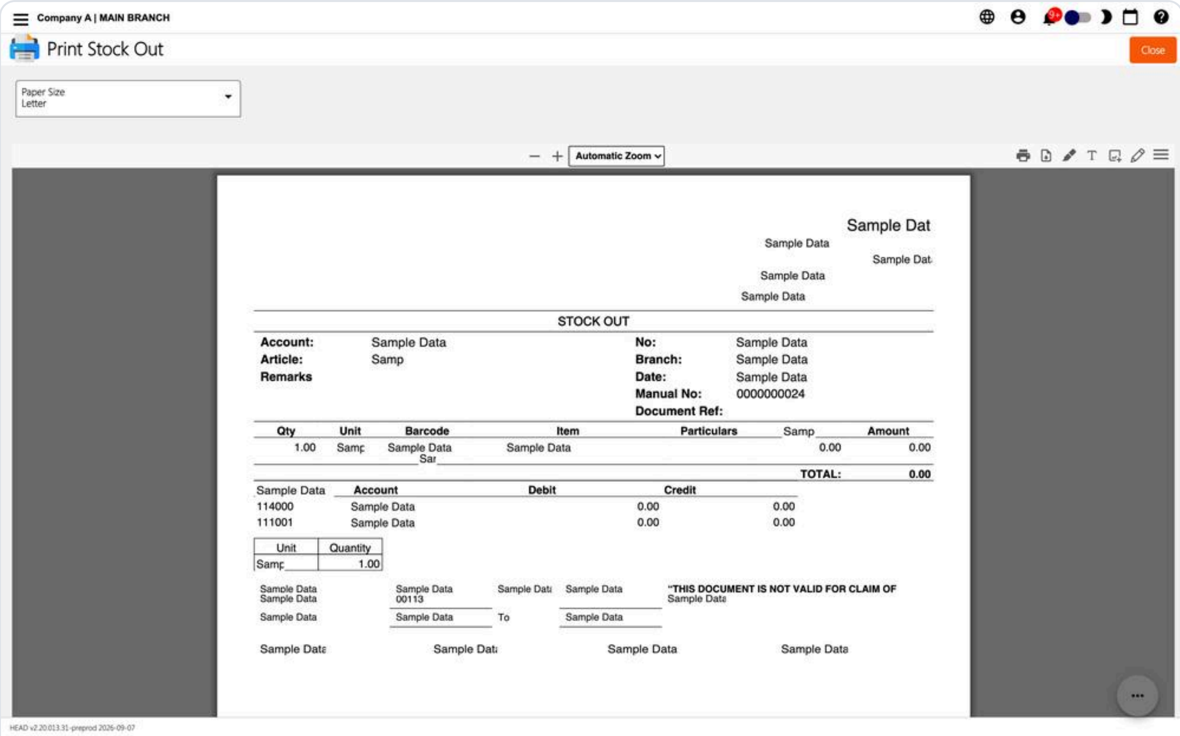
Stock Out — detail screen

Fields: Branch · OT Number · OT Date · Manual No. · Document Reference · Account Manual Code · Account · Article · Remarks · Status · Total · Show Rows

Tabs: Items · Inventory · Journal Entry

Buttons: Save · Lock · Unlock · Print · Audit · Functions · Close · Add · Edit · Delete · Edit edit · Delete delete

PRINTED DOCUMENT

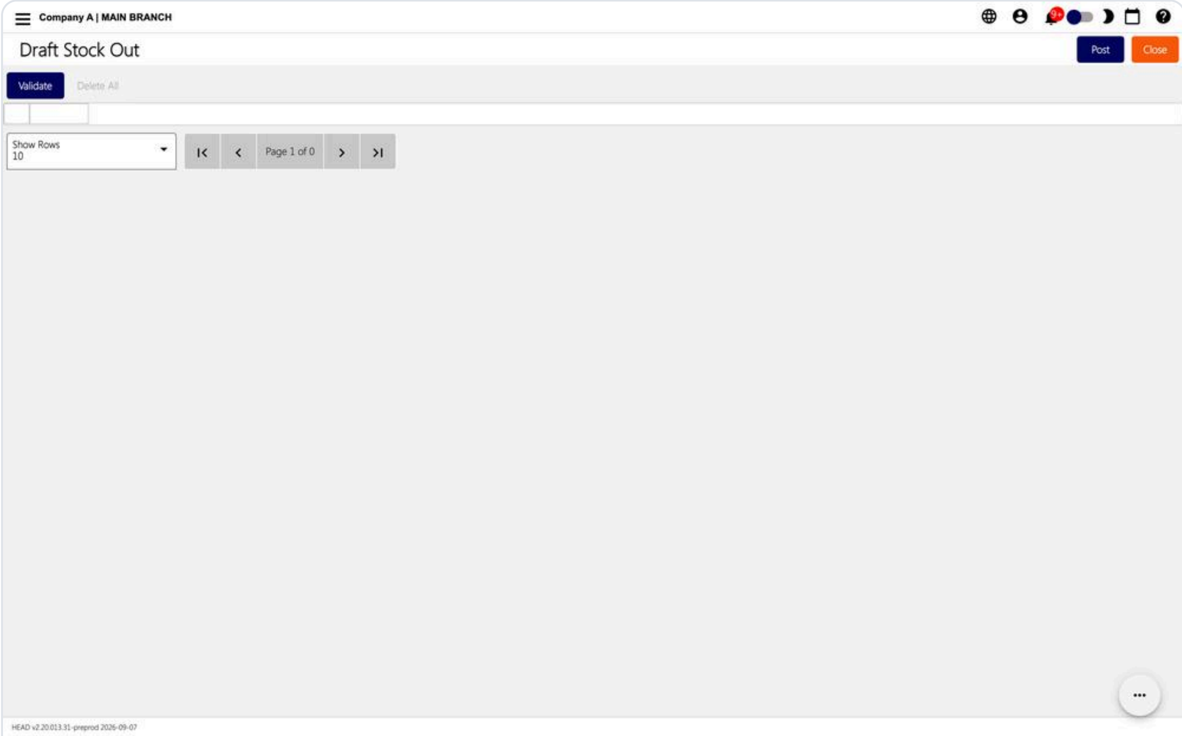


Stock Out — print preview

Stock Out (Draft)

`/office/inventory/activity-draft-stock-out-list`

Staging area for imported stock-out documents.



Stock Out (Draft) — list screen

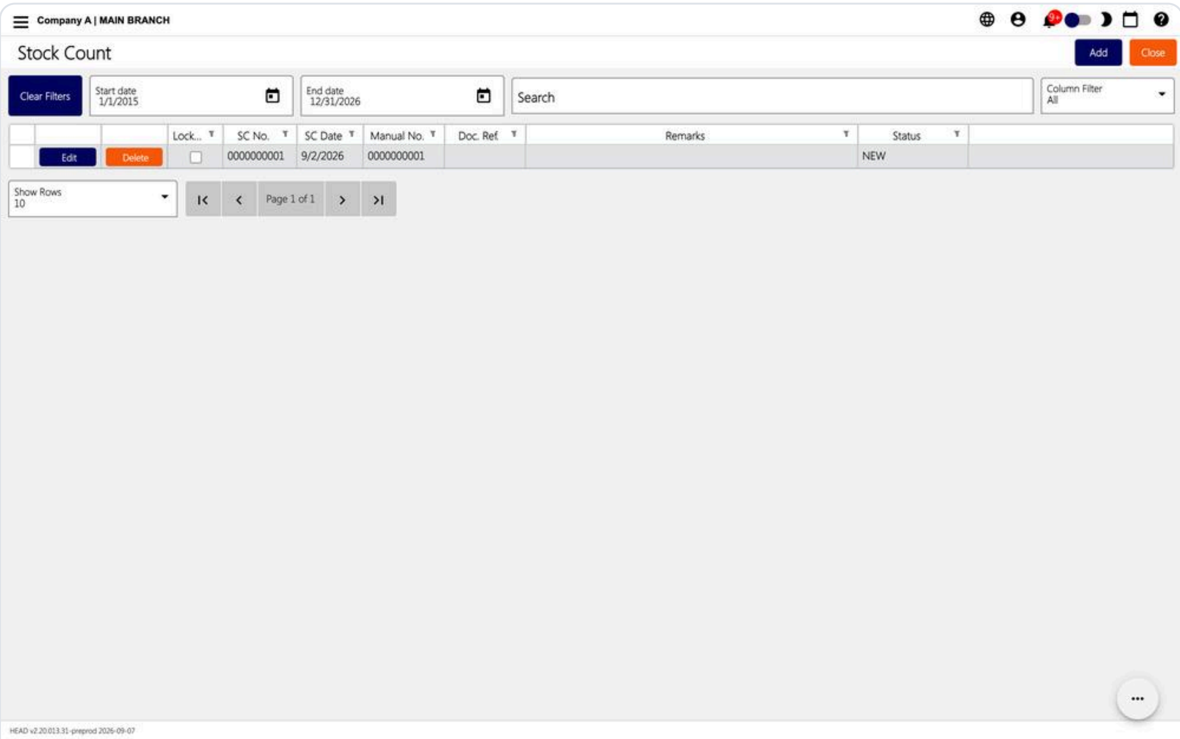
ACTIONS ON THIS SCREEN

Post Close Validate Delete All

Stock Count

`/office/inventory/activity-stock-count-list`

A Stock Count records a physical count and the variance against the book quantity, so the ledger can be brought in line with what is actually on the shelf.



Stock Count — list screen

COLUMNS

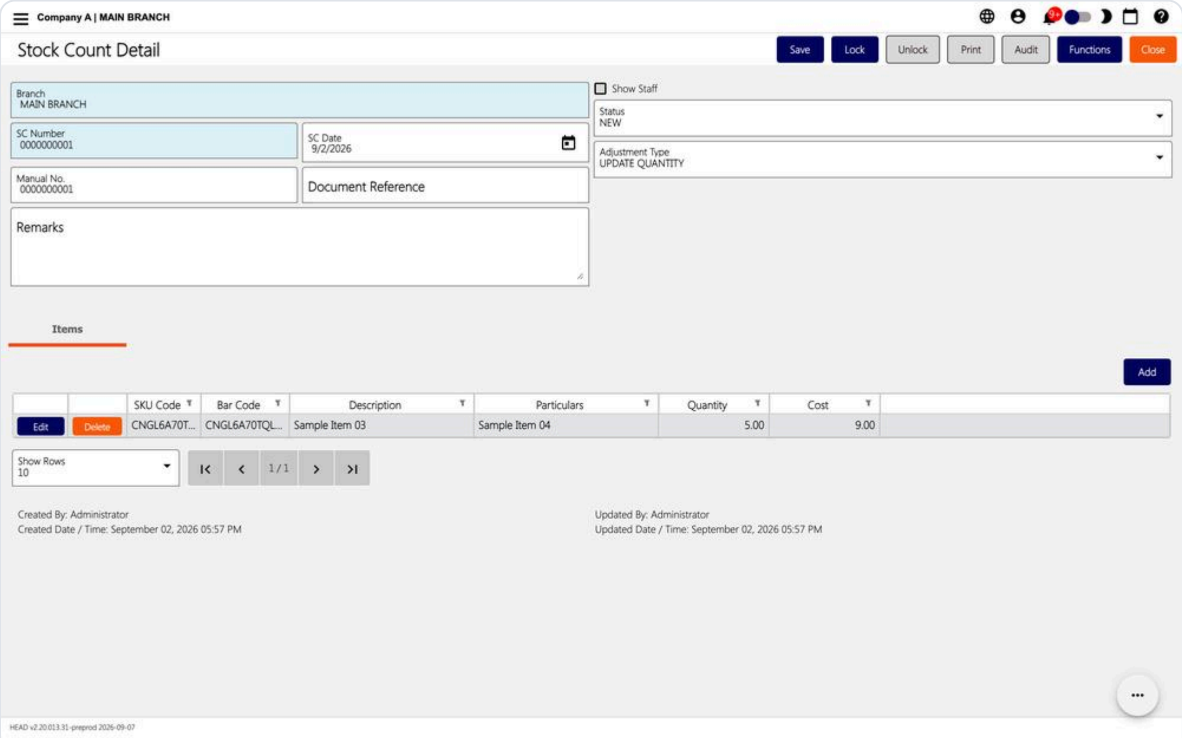
Locked · SC No. · SC Date · Manual No. · Doc. Ref. · Remarks · Status

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/inventory/activity-stock-count-detail/28`



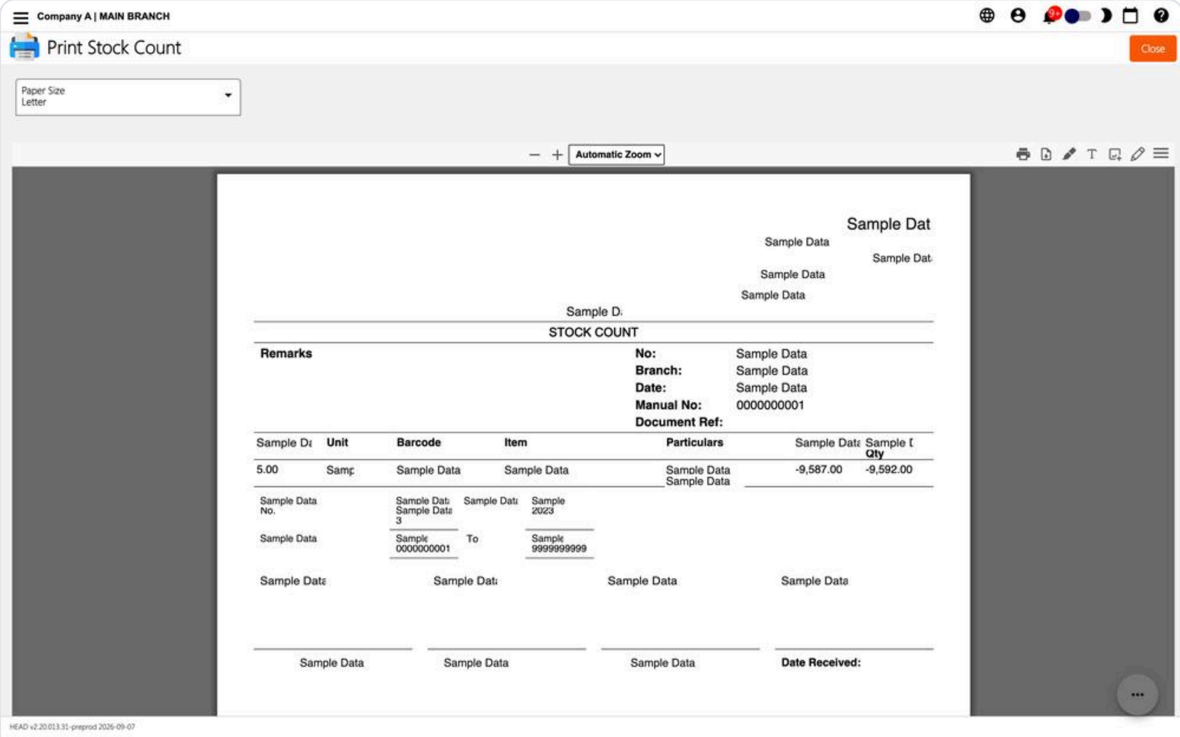
Stock Count — detail screen

Fields: Branch · SC Number · SC Date · Manual No. · Document Reference · Remarks · Status · Adjustment Type · Show Rows

Tabs: Items

Buttons: Save · Lock · Unlock · Print · Audit · Functions · Close · Add · Edit · Delete · Edit edit · Delete delete

PRINTED DOCUMENT

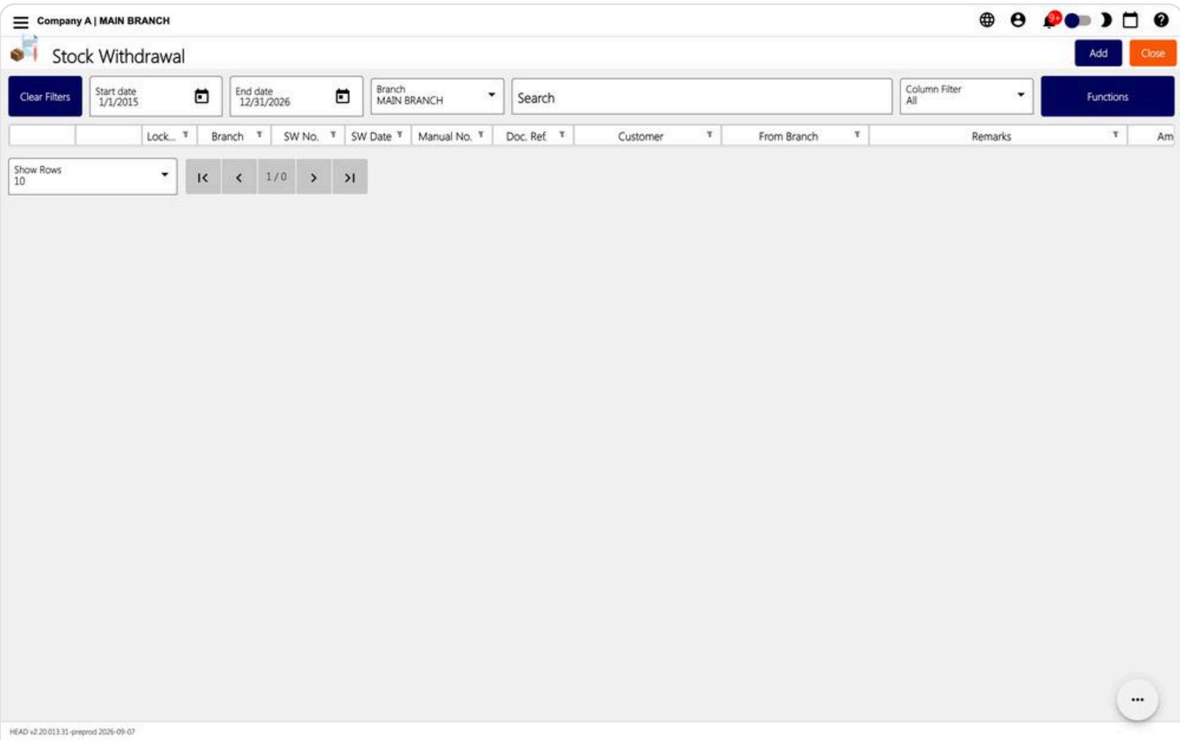


Stock Count — print preview

Stock Withdrawal

`/office/inventory/activity-stock-withdrawal-list`

A Stock Withdrawal records stock taken out for internal use rather than sold.



Stock Withdrawal — list screen

COLUMNS

Locked · Branch · SW No. · SW Date · Manual No. · Doc. Ref. · Customer · From Branch · Remarks · Amount

ACTIONS ON THIS SCREEN

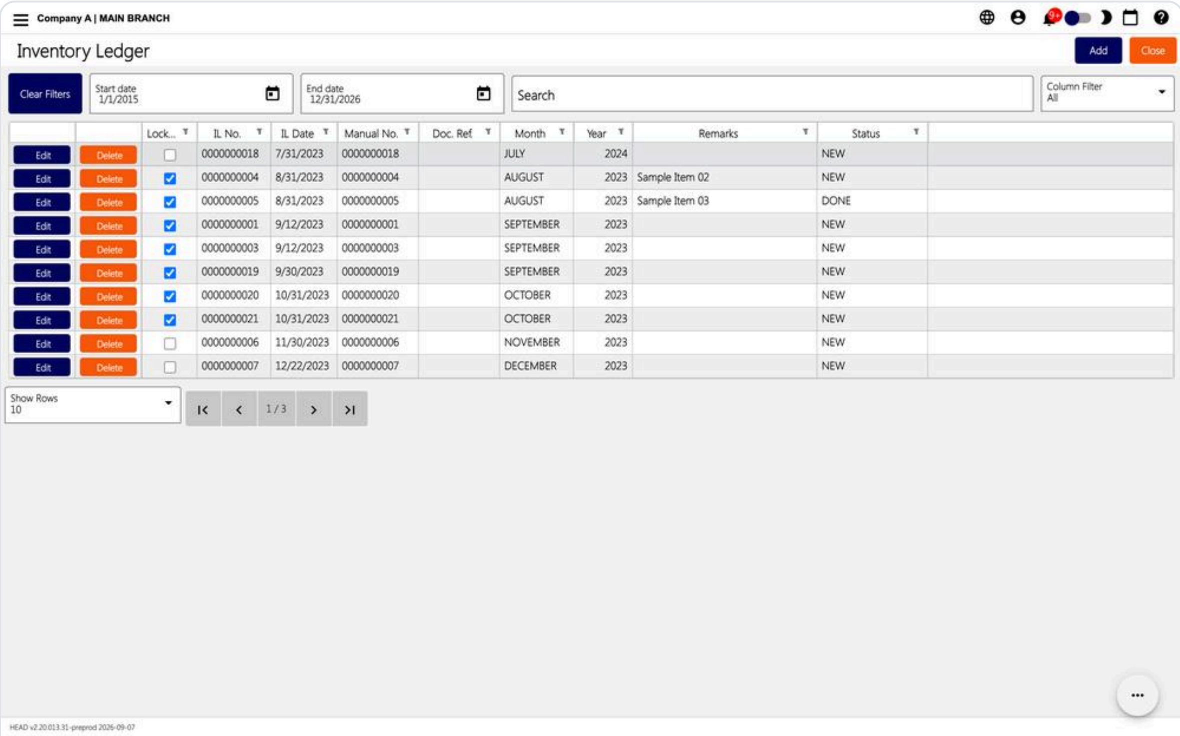
Add · Close · Clear Filters · Functions

> This module has a detail screen. The demonstration environment holds no records for it, so it is not illustrated here.

Inventory Ledger

`/office/inventory/activity-inventory-list`

The Inventory Ledger is the per-item history: every movement in and out, with the running quantity and cost behind the balances the other screens show.



Inventory Ledger — list screen

COLUMNS

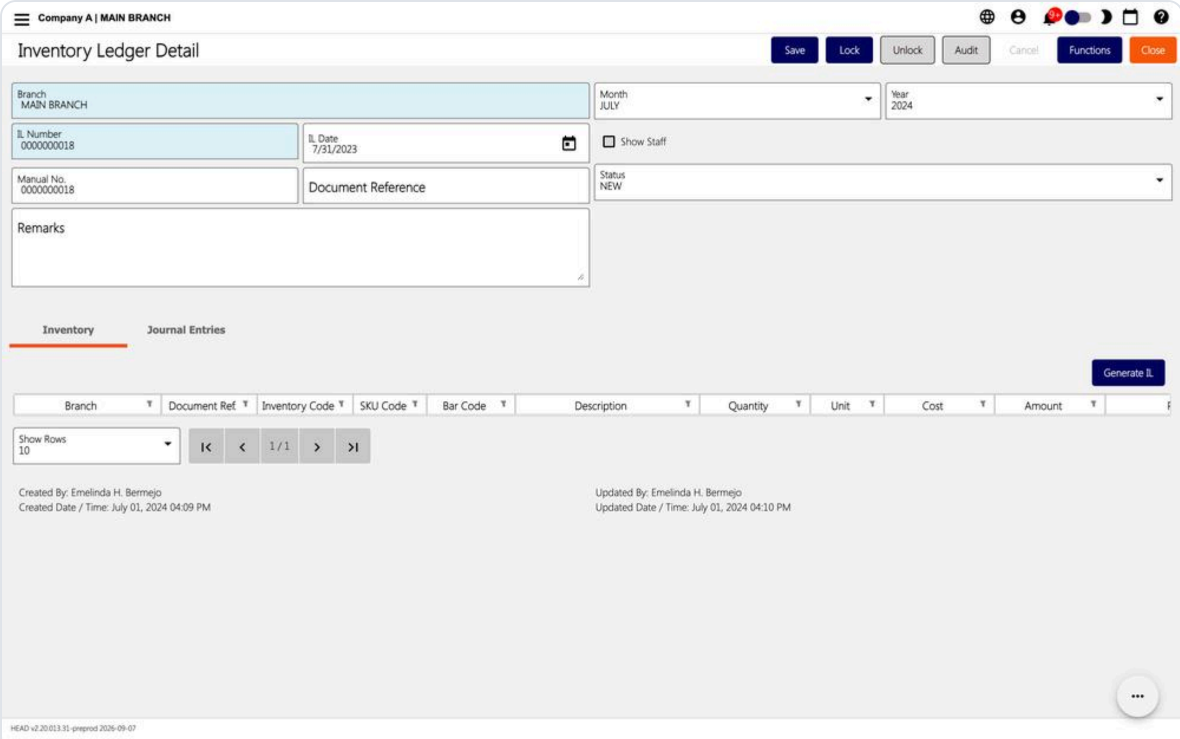
Locked · IL No. · IL Date · Manual No. · Doc. Ref. · Month · Year · Remarks · Status

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/inventory/activity-inventory-detail/45`



Inventory Ledger — detail screen

Fields: Branch IL Number IL Date Manual No. Document Reference Remarks Month Year Status Show Rows

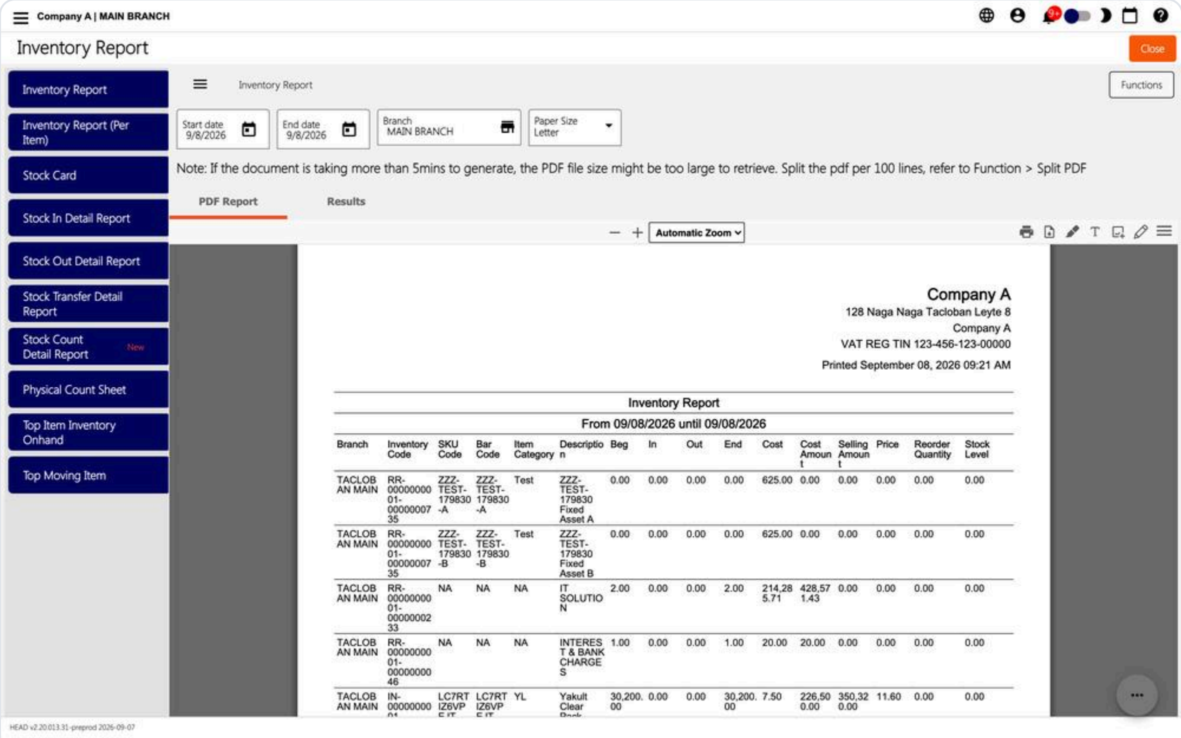
Tabs: Inventory Journal Entries

Buttons: Save Lock Unlock Audit Cancel Functions Close Generate IL

Inventory Reports

`/office/report/inventory`

Inventory reporting — stock cards, stock on hand, valuation and the related listings. Set the criteria and generate.



Inventory Reports — list screen

ACTIONS ON THIS SCREEN

Close · Inventory Report · Functions · Document Outline · Attachments · Layers · Current Outline Item · Add image · Tools · Presentation Mode · Open · Print · Save · Go to First Page · Previous · Next · Go to Last Page · Rotate Clockwise · Rotate Counterclockwise · Text Selection Tool · Hand Tool

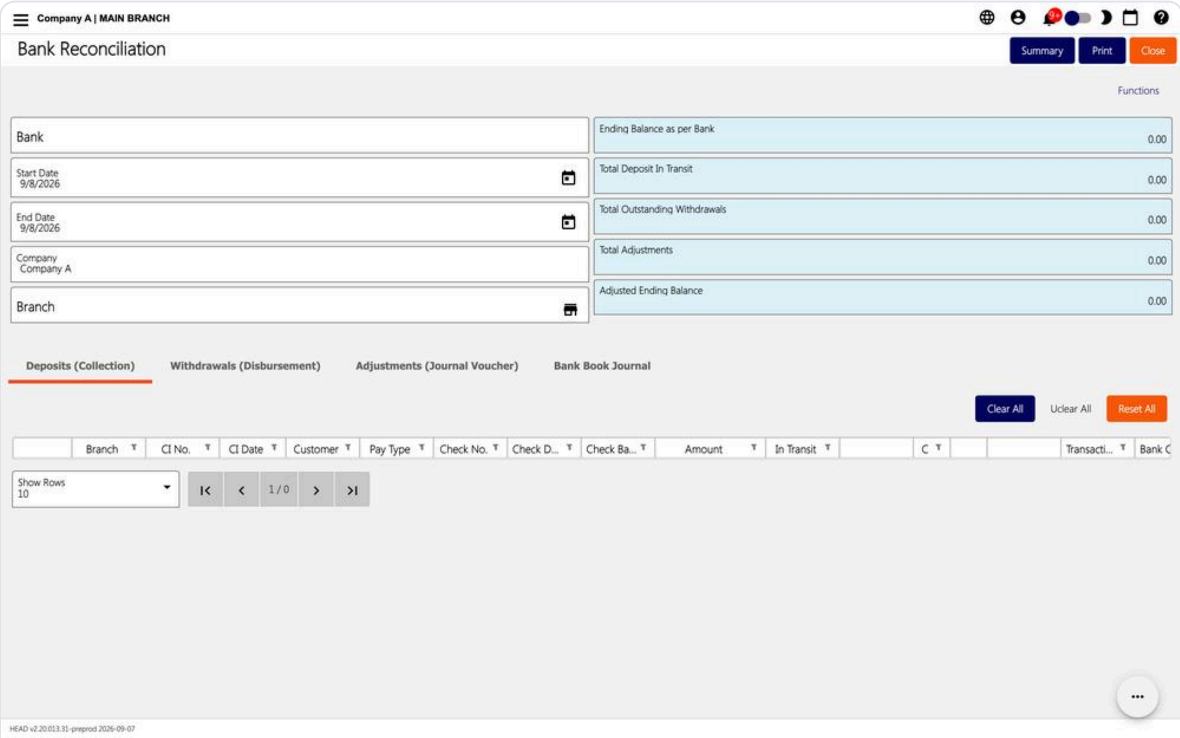
6. Financials

Manual postings, bank reconciliation and the statutory reporting.

Bank Reconciliation

`/office/financials/activity-bank-reconciliation`

Bank Reconciliation matches what EasyFS recorded against what the bank statement shows, and carries the unmatched items forward.



Bank Reconciliation — list screen

COLUMNS

Branch · CI No. · CI Date · Customer · Pay Type · Check No. · Check Date · Check Bank · Amount · In Transit · C · Transaction Number. · Bank Check No.

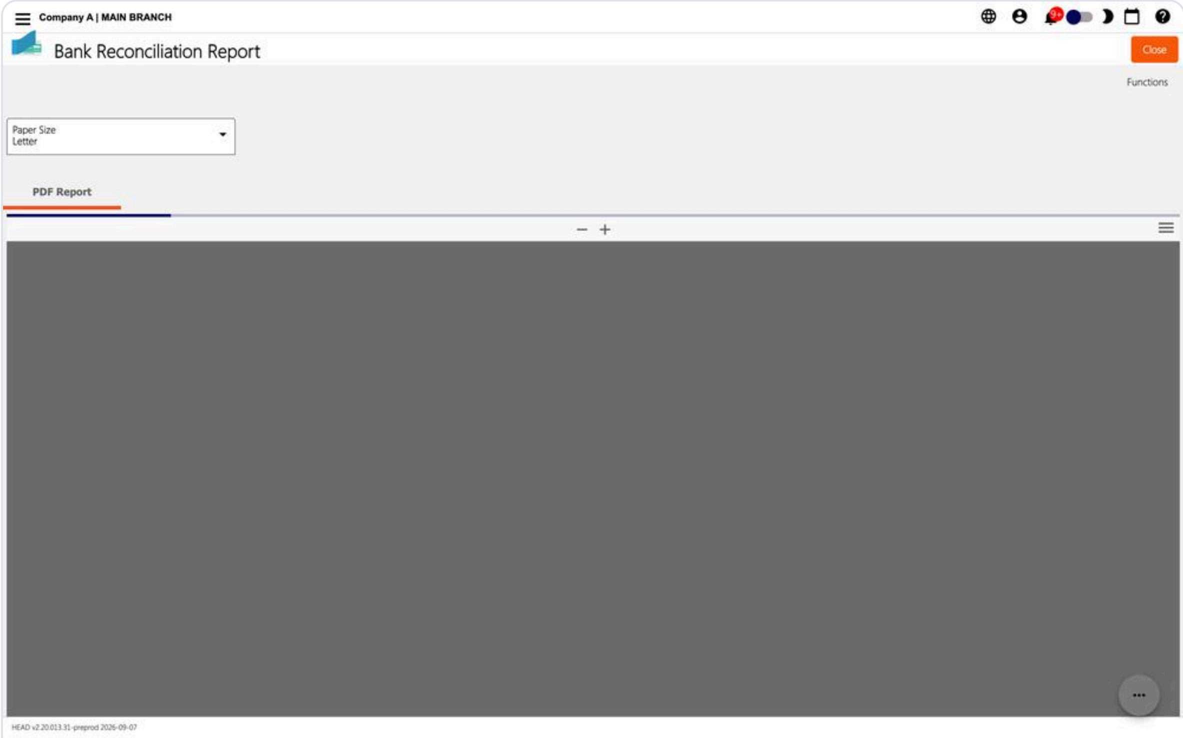
ACTIONS ON THIS SCREEN

Summary · Print · Close · Functions · Clear All · Uclear All · Reset All

Bank Reconciliation Report

`/office/financials/report-bank-reconciliation-report`

The detailed reconciliation output for a chosen bank and period.



Bank Reconciliation Report — list screen

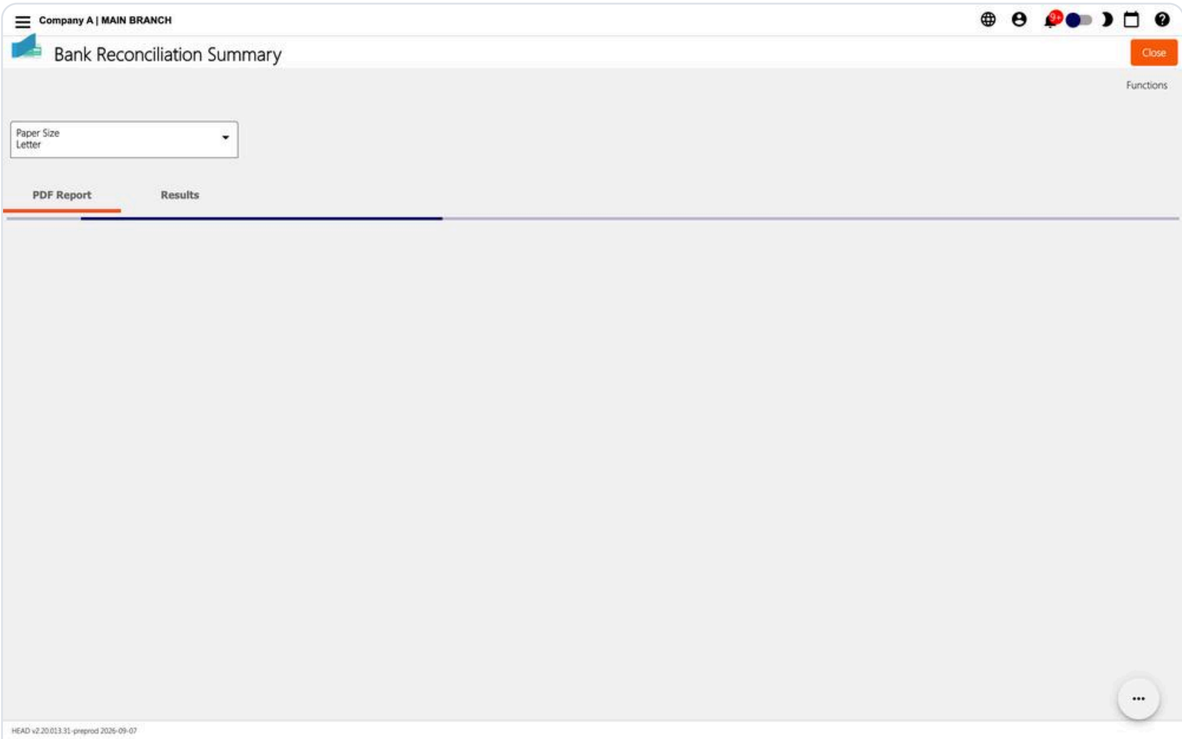
ACTIONS ON THIS SCREEN

Close · Functions · Thumbnails · Document Outline · Attachments · Layers · Current Outline Item · Add image · Tools · Presentation Mode · Open · Print · Save · Go to First Page · Previous · Next · Go to Last Page · Rotate Clockwise · Rotate Counterclockwise · Text Selection Tool · Hand Tool · Find

Bank Reconciliation Summary

`/office/financials/report-bank-reconciliation-summary`

The summary reconciliation output — balances and totals rather than individual items.



Bank Reconciliation Summary — list screen

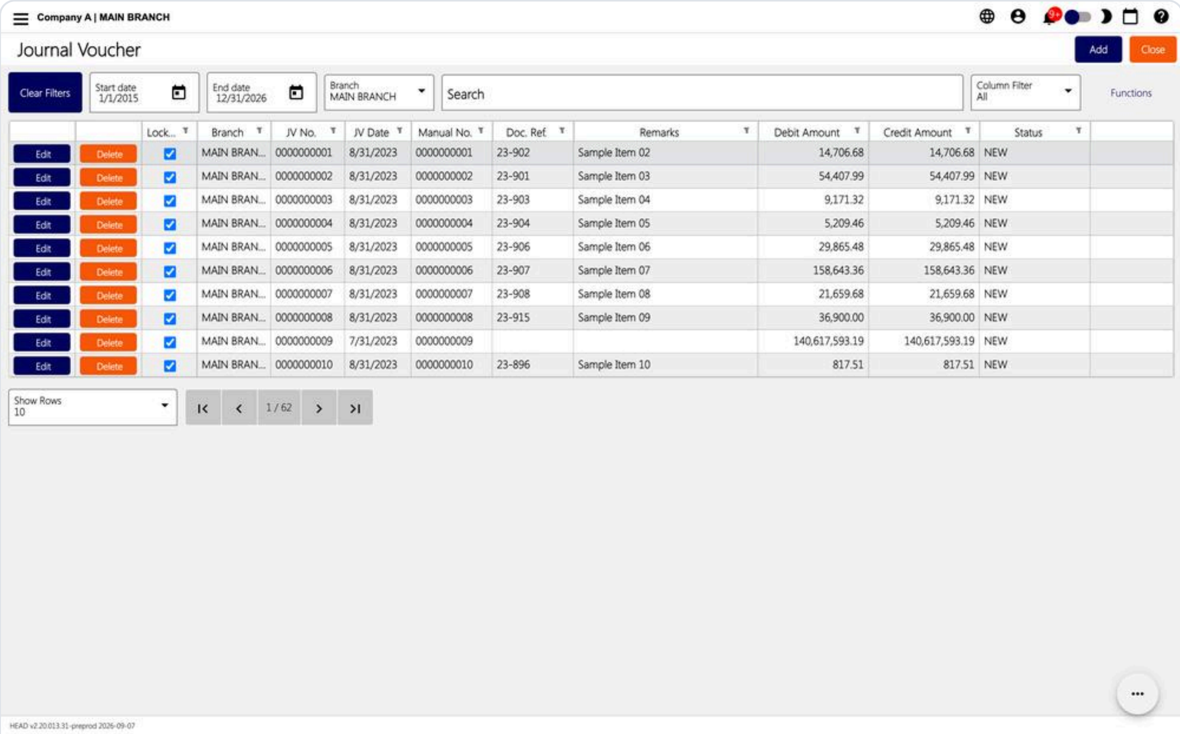
ACTIONS ON THIS SCREEN

Close Functions

Journal Voucher

`/office/financials/activity-journal-voucher-list`

A Journal Voucher is the manual entry: any posting that is not produced by a purchase, sales or inventory document. Debits and credits are entered directly against accounts.



Journal Voucher — list screen

COLUMNS

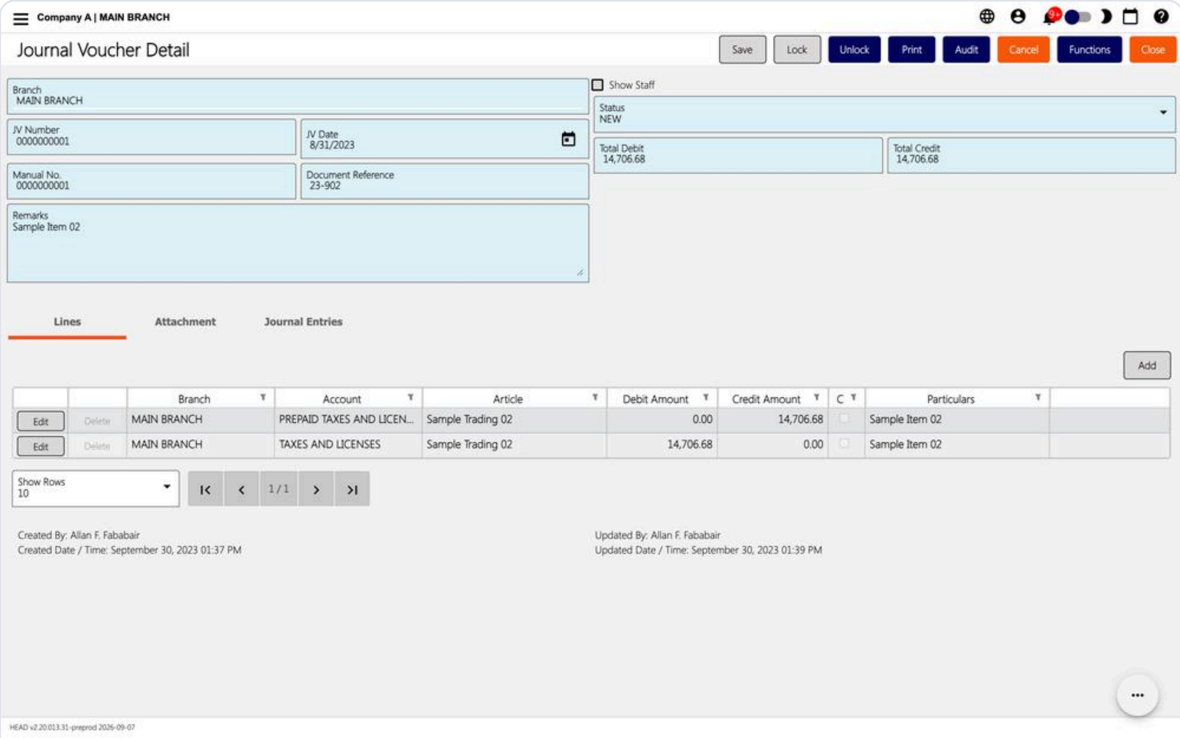
Locked Branch JV No. JV Date Manual No. Doc. Ref. Remarks Debit Amount Credit Amount Status

ACTIONS ON THIS SCREEN

Add Close Clear Filters Functions

DETAIL SCREEN (CREATE / EDIT)

`/office/financials/activity-journal-voucher-detail/47`



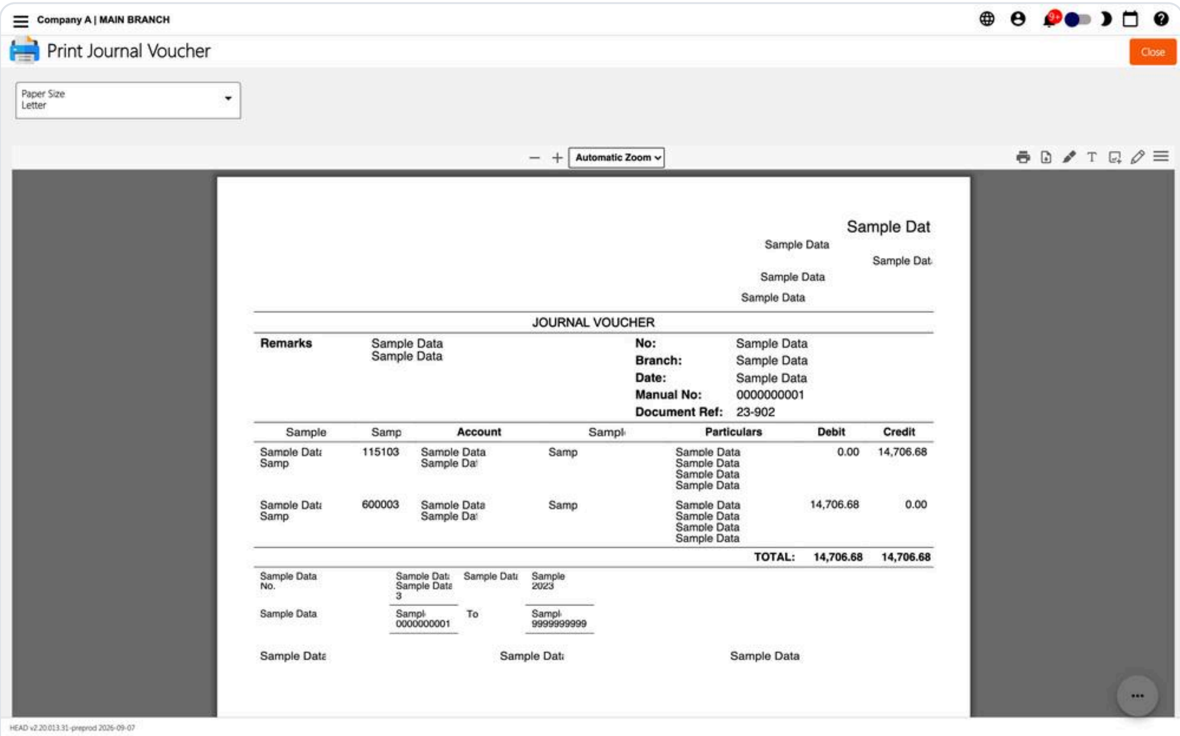
Journal Voucher — detail screen

Fields: Branch · JV Number · JV Date · Manual No. · Document Reference · Remarks · Status · Total Debit · Total Credit · Show Rows

Tabs: Lines · Attachment · Journal Entries

Buttons: Save · Lock · Unlock · Print · Audit · Cancel · Functions · Close · Add · Edit · Delete · Edit edit · Delete delete

PRINTED DOCUMENT

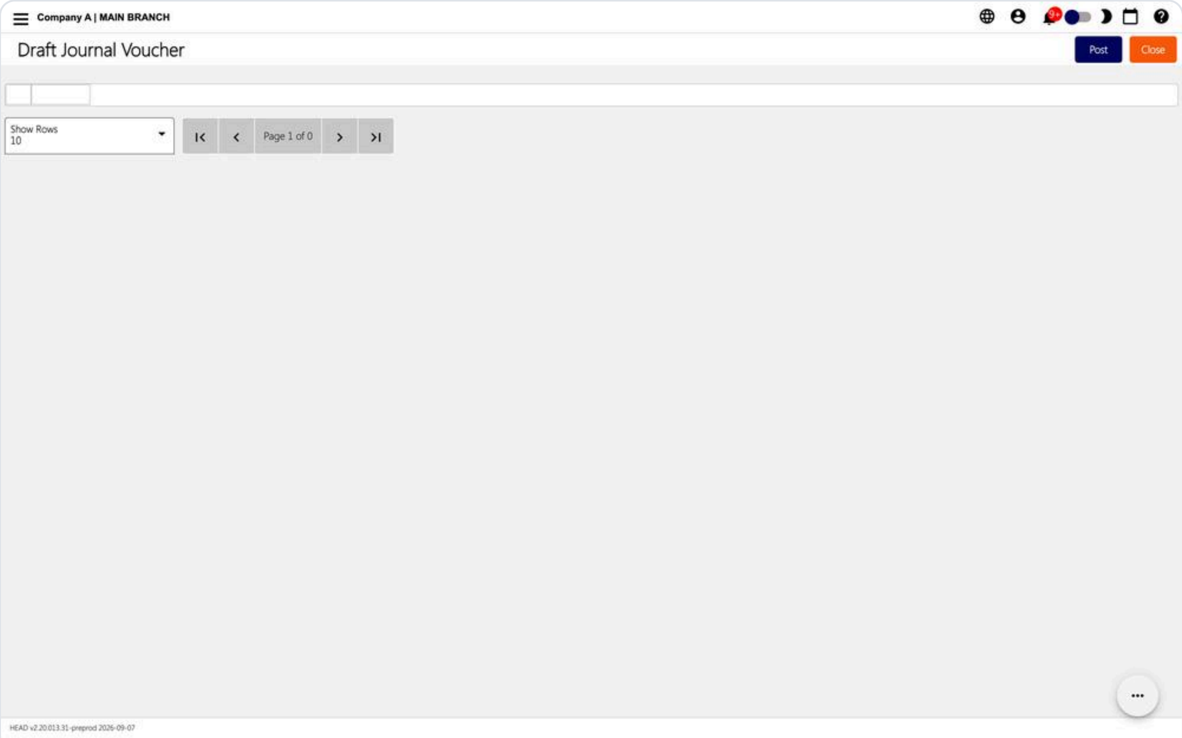


Journal Voucher — print preview

Journal Voucher (Draft)

`/office/financials/activity-journal-voucher-draft`

Staging area for imported journal vouchers.



Journal Voucher (Draft) — list screen

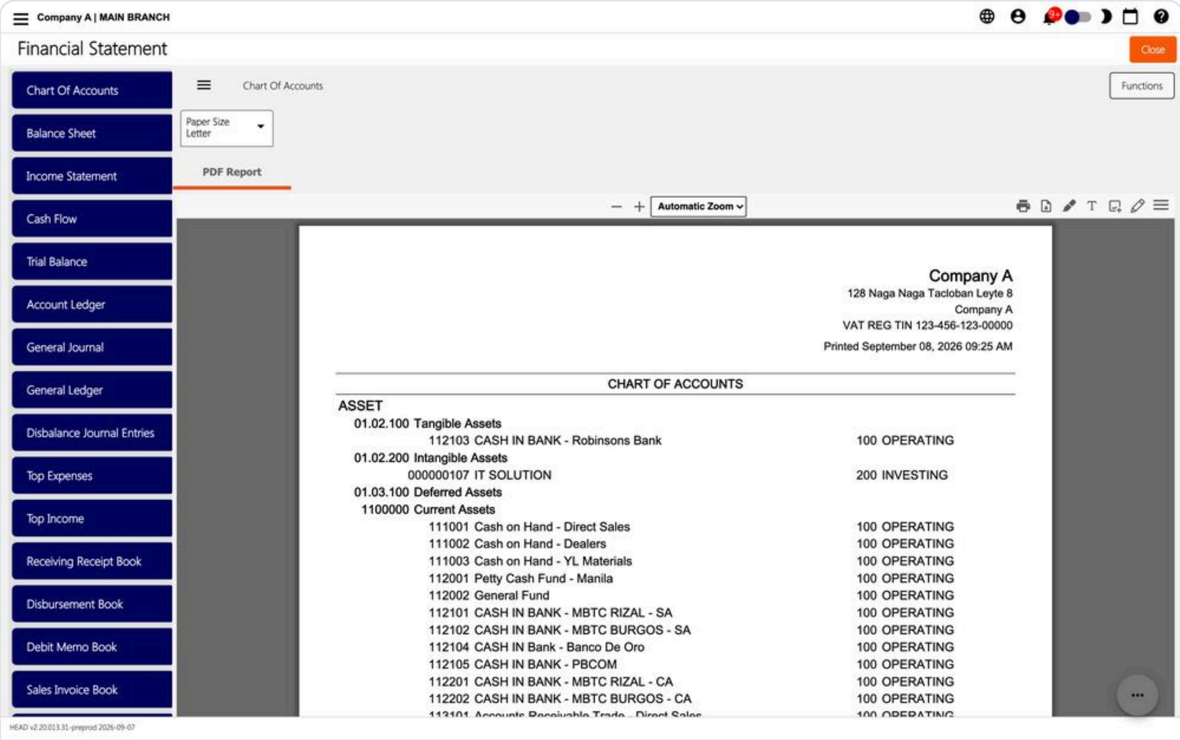
ACTIONS ON THIS SCREEN

Post Close

Financial Statement Reports

`/office/report/financial-statement`

Financial Statement reporting — trial balance, income statement, balance sheet and the supporting listings, for the period and criteria you set.



Financial Statement Reports — list screen

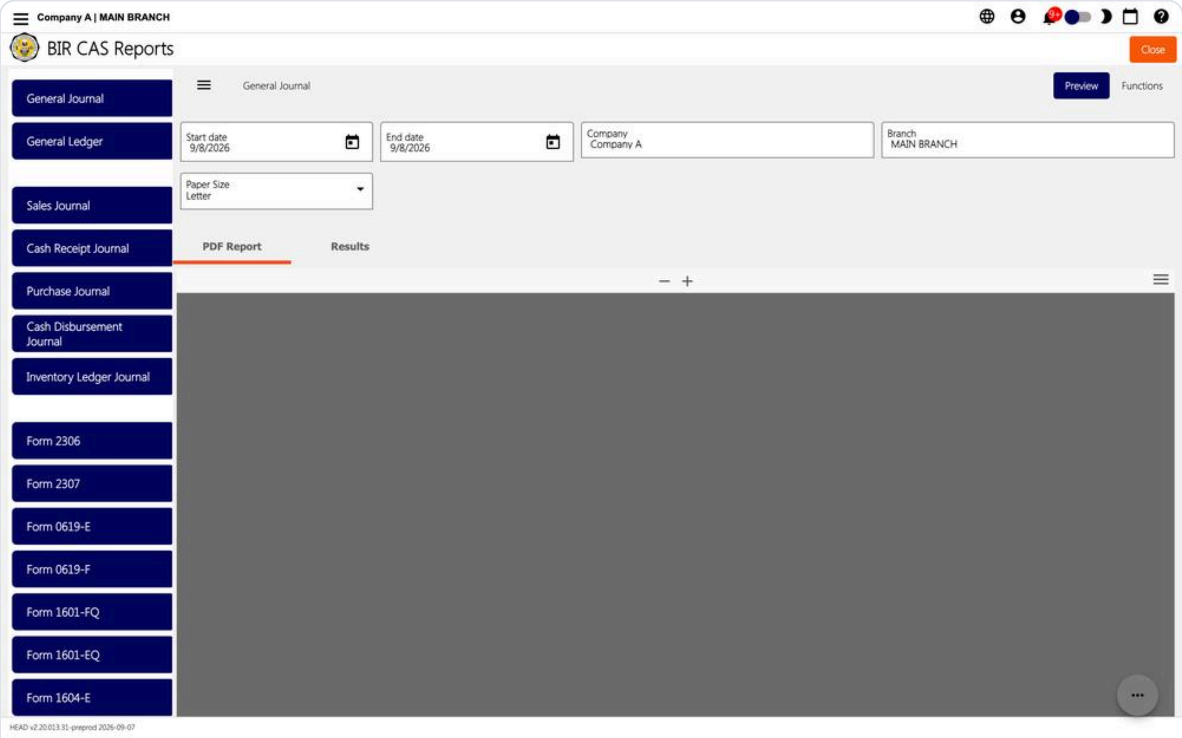
ACTIONS ON THIS SCREEN

Close · Chart Of Accounts · Functions · Document Outline · Attachments · Layers · Current Outline Item · Add image · Tools · Presentation Mode · Open · Print · Save · Go to First Page · Previous · Next · Go to Last Page · Rotate Clockwise · Rotate Counterclockwise · Text Selection Tool · Hand Tool · Find

BIR CAS Reports

`/office/report/bir-report`

The BIR CAS reports are the statutory Philippine outputs: the books of account and the BIR forms EasyFS is registered to produce.



BIR CAS Reports — list screen

ACTIONS ON THIS SCREEN

Close · General Journal · Preview · Functions · Thumbnails · Document Outline · Attachments · Layers · Current Outline Item · Add image · Tools · Presentation Mode · Open · Print · Save · Go to First Page · Previous · Next · Go to Last Page · Rotate Clockwise · Rotate Counterclockwise · Text Selection Tool

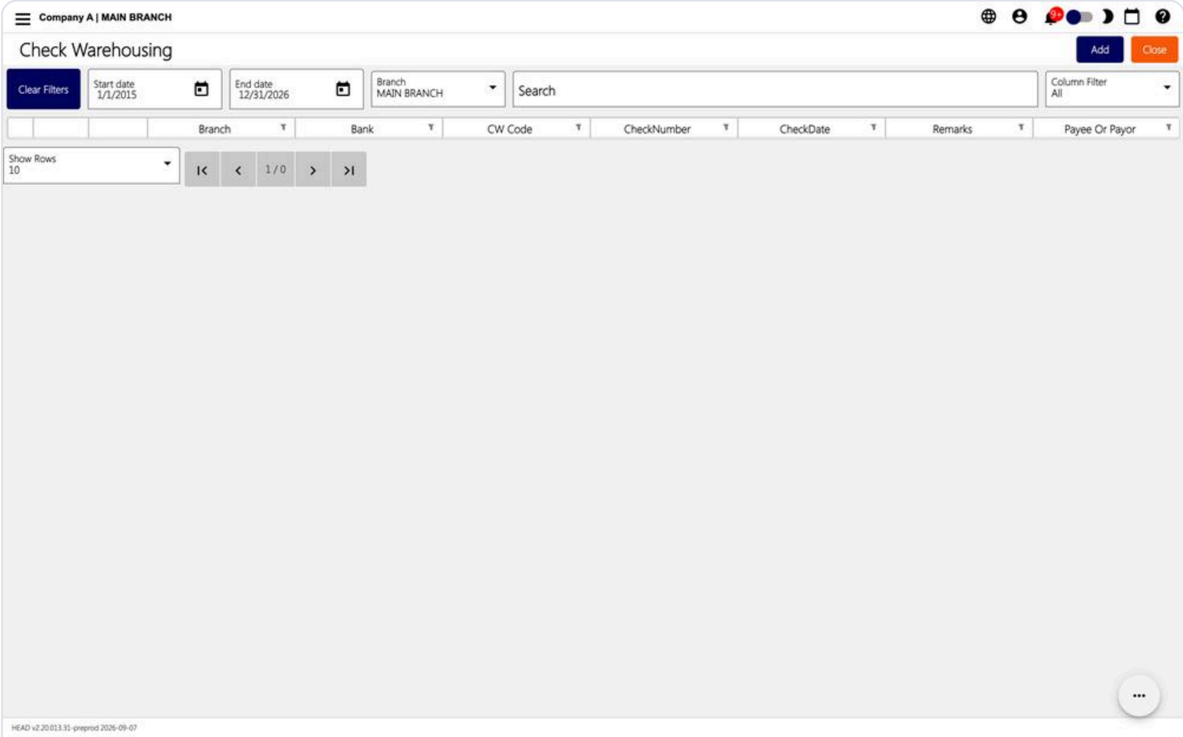
7. Check Warehousing

Cheques held, written, cleared and bounced.

Check Warehousing

`/office/check-warehousing/activity-check-warehousing-list`

Check Warehousing keeps track of cheques held — typically post-dated cheques received from customers — from receipt through to clearing or bouncing.



Check Warehousing — list screen

COLUMNS

Branch · Bank · CW Code · CheckNumber · CheckDate · Remarks · Payee Or Payor

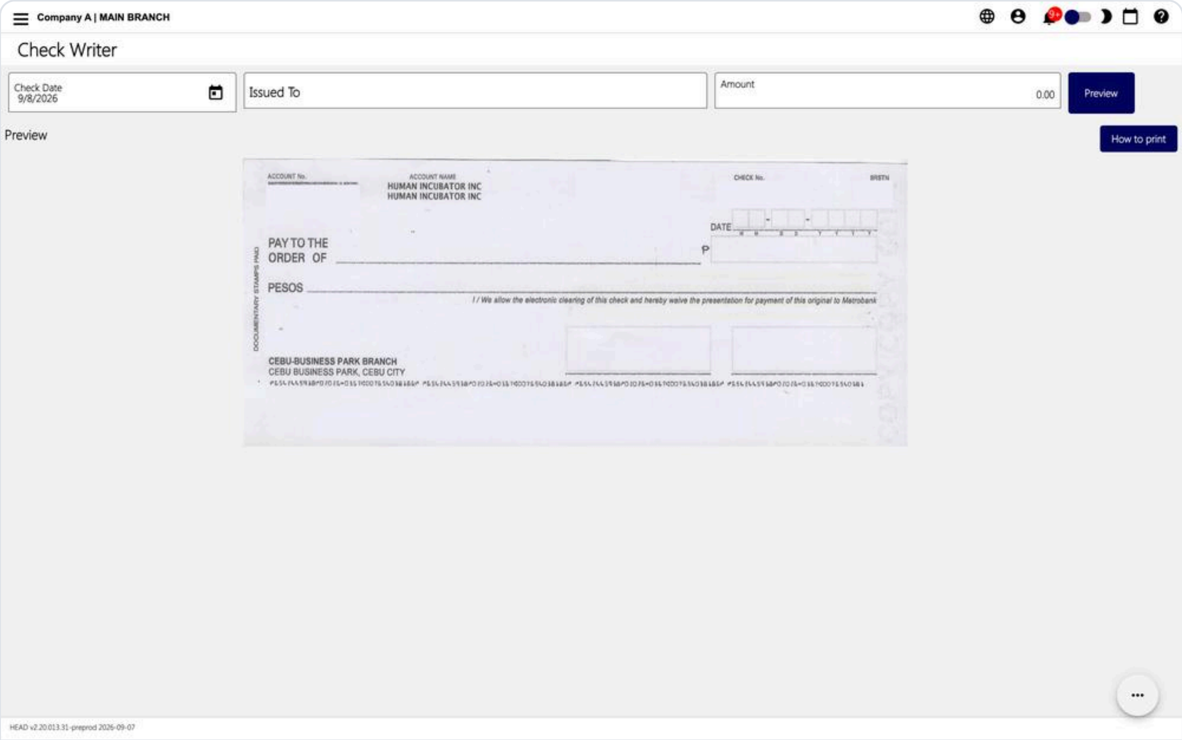
ACTIONS ON THIS SCREEN

Add · Close · Clear Filters

Check Writer

`/office/check-warehousing/activity-check-writer`

Check Writer prints cheques for payment, on the layout configured for the bank account.



Check Writer — list screen

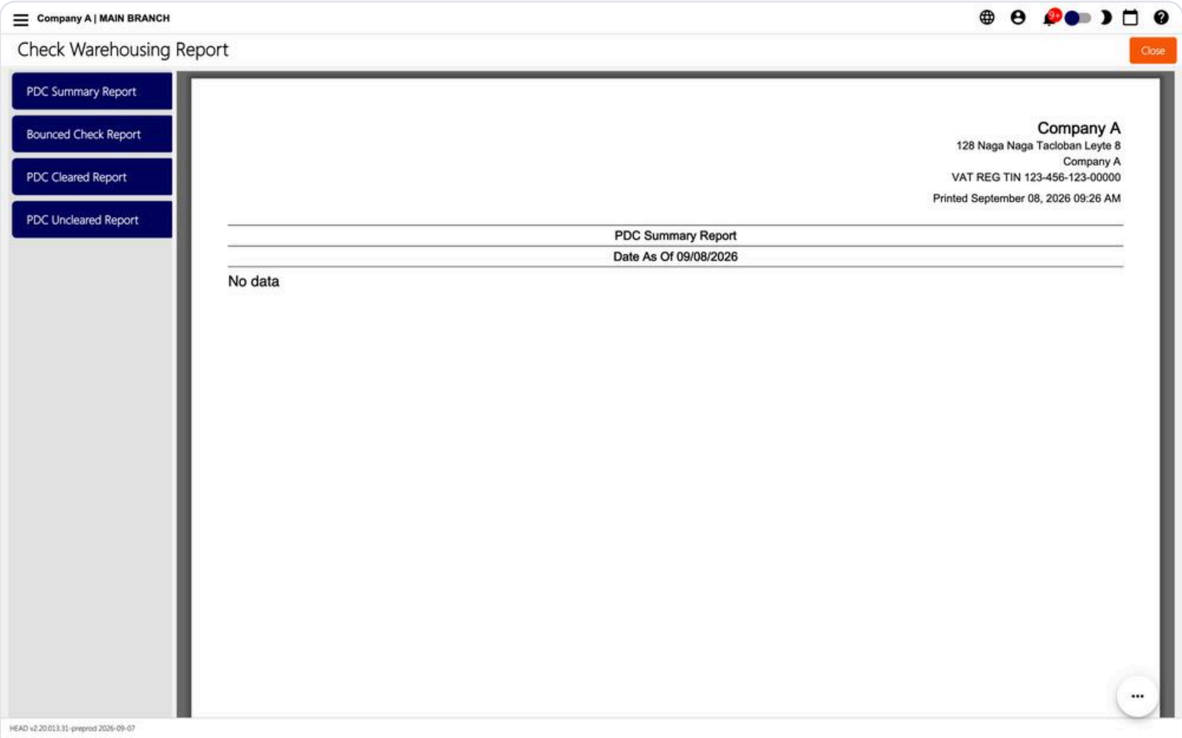
ACTIONS ON THIS SCREEN

Preview How to print

CW Reports

`/office/check-warehousing/report-check-warehousing`

The check warehousing reports, filtered by bank, date and status.



CW Reports — list screen

ACTIONS ON THIS SCREEN

Close · PDC Summary Report · Functions · Document Outline · Attachments · Layers · Current Outline Item · Add image · Tools · Presentation Mode · Open · Print · Save · Go to First Page · Previous · Next · Go to Last Page · Rotate Clockwise · Rotate Counterclockwise · Text Selection Tool · Hand Tool · Find

PDC Checks On Hand

`/office/check-warehousing/report-pdc-checks-on-hand-report`

Post-dated cheques currently held and not yet deposited.

PDC Checks On Hand — list screen

PDC Checks Bounced

`/office/check-warehousing/report-pdc-checks-bounced-report`

Post-dated cheques that were deposited and returned unpaid.

PDC Checks Bounced — list screen

PDC Cleared

`/office/check-warehousing/report-pdc-cleared`

Post-dated cheques that have cleared the bank.

PDC Cleared — list screen

PDC Uncleared

`/office/check-warehousing/report-pdc-uncleared`

Post-dated cheques deposited but not yet cleared.

PDC Uncleared — list screen

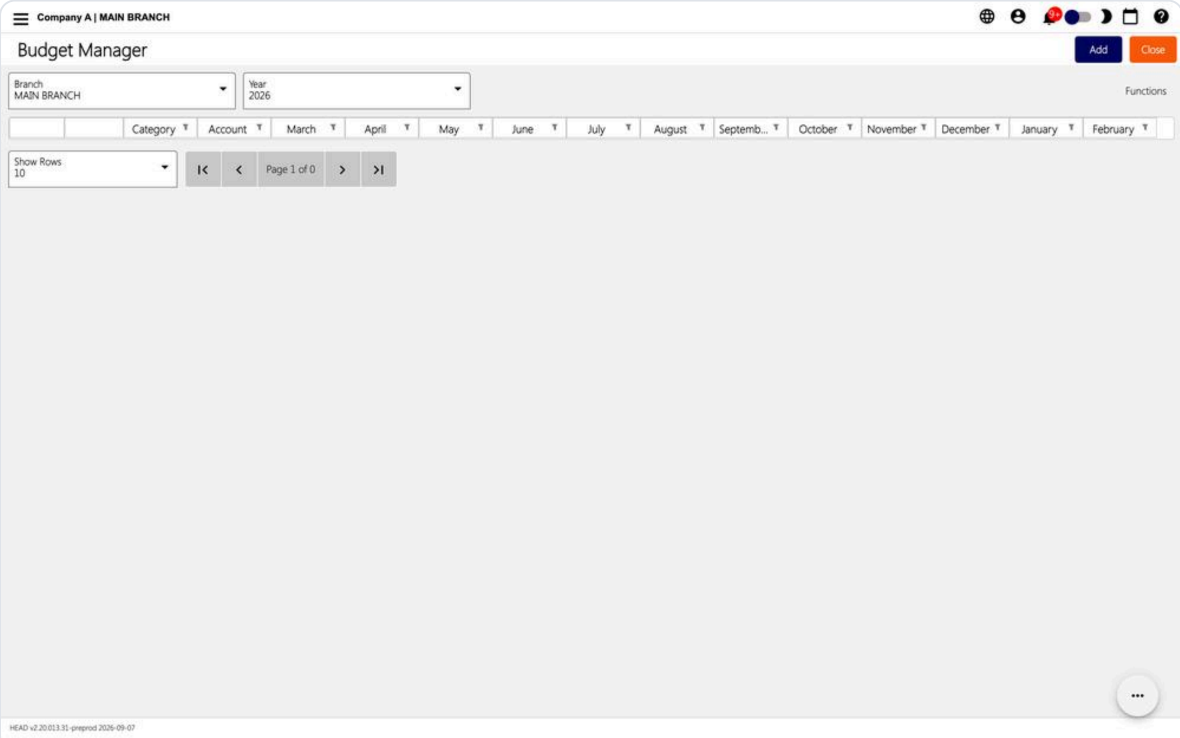
8. Budget

Setting budgets and comparing them against what actually happened.

Budget Manager

`/office/budget/budget-manager`

Budget Manager is where a budget is set up: the period it covers and the amount allocated to each account.



Budget Manager — list screen

COLUMNS

Category · Account · March · April · May · June · July · August · September · October · November · December · January · February

ACTIONS ON THIS SCREEN

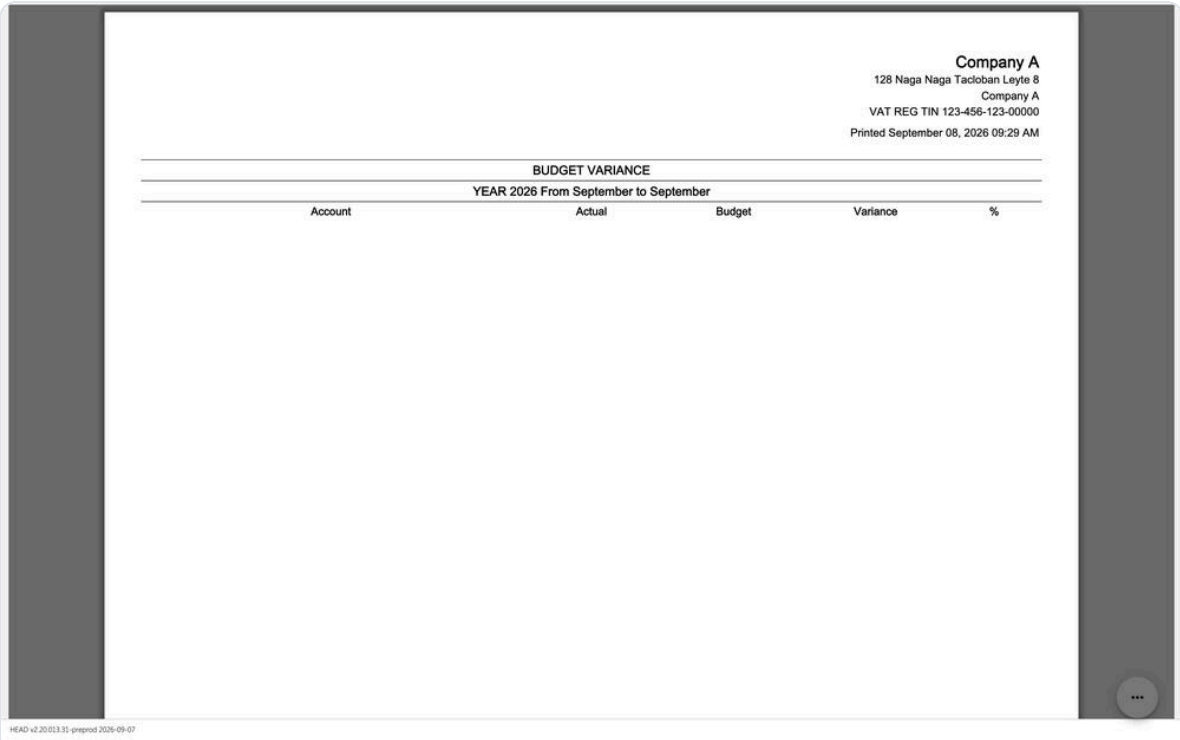
Add · Close · Functions

> This module has a detail screen. The demonstration environment holds no records for it, so it is not illustrated here.

Budget Variance

`/office/budget/budget-variance`

Budget Variance compares actual postings against the budget for the same period and shows the difference.



Budget Variance — list screen

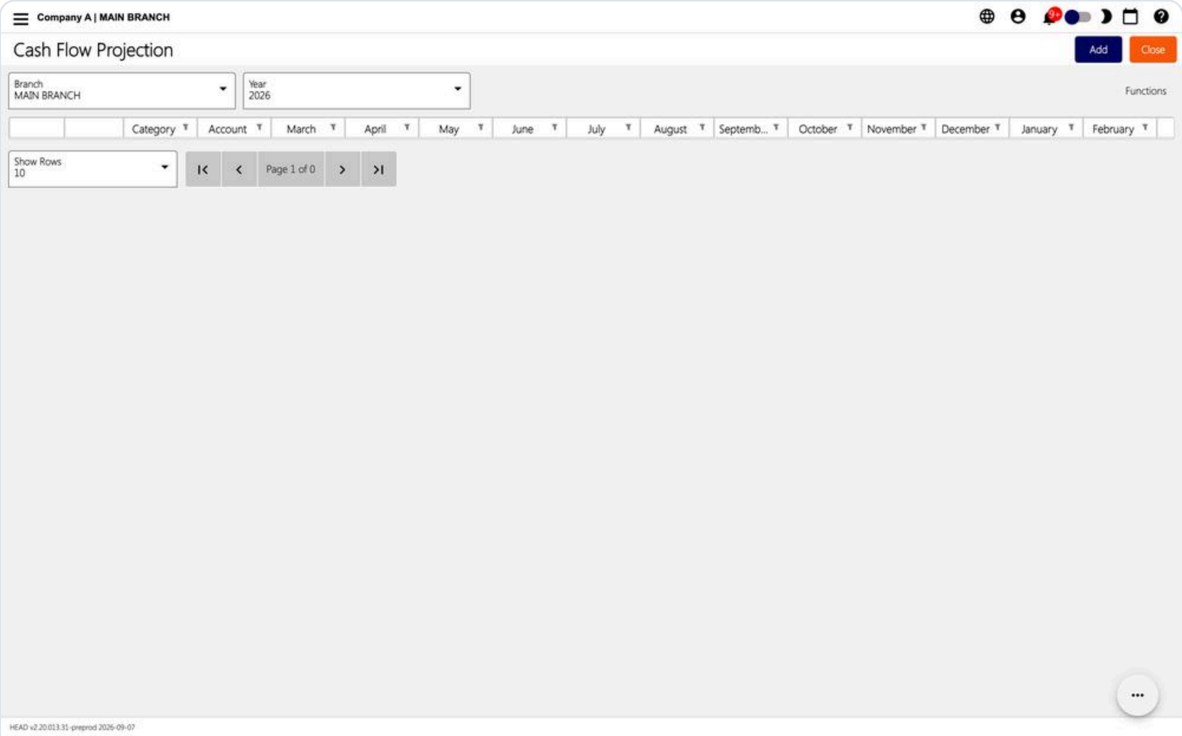
ACTIONS ON THIS SCREEN

Functions · Export · Document Outline · Attachments · Layers · Current Outline Item · Add image · Tools · Presentation Mode · Open · Print · Save · Go to First Page · Previous · Next · Go to Last Page · Rotate Clockwise · Rotate Counterclockwise · Text Selection Tool · Hand Tool · Find · Zoom Out

Cash Flow Projection

`/office/budget/budget-cash-flow`

Cash Flow Projection lays expected receipts and payments across the coming periods so the cash position can be seen ahead of time.



Cash Flow Projection — list screen

COLUMNS

Category Account March April May June July August September October November December January February Ratio

ACTIONS ON THIS SCREEN

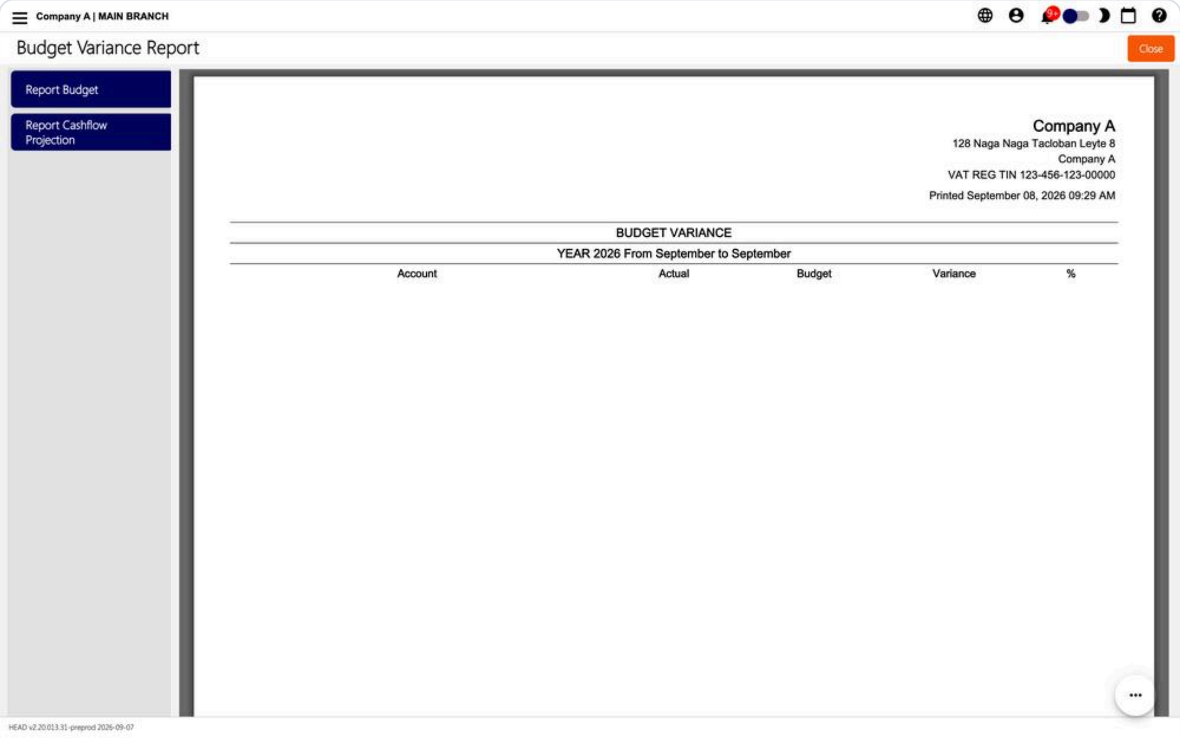
Add Close Functions

> This module has a detail screen. The demonstration environment holds no records for it, so it is not illustrated here.

Budget Reports

`/office/budget/report-budget-variance`

Budget reporting output, for the period and accounts you select.



Budget Reports — list screen

ACTIONS ON THIS SCREEN

Close · Budget Variance · Functions · Export · Document Outline · Attachments · Layers · Current Outline Item · Add image · Tools · Presentation Mode · Open · Print · Save · Go to First Page · Previous · Next · Go to Last Page · Rotate Clockwise · Rotate Counterclockwise · Text Selection Tool · Hand Tool

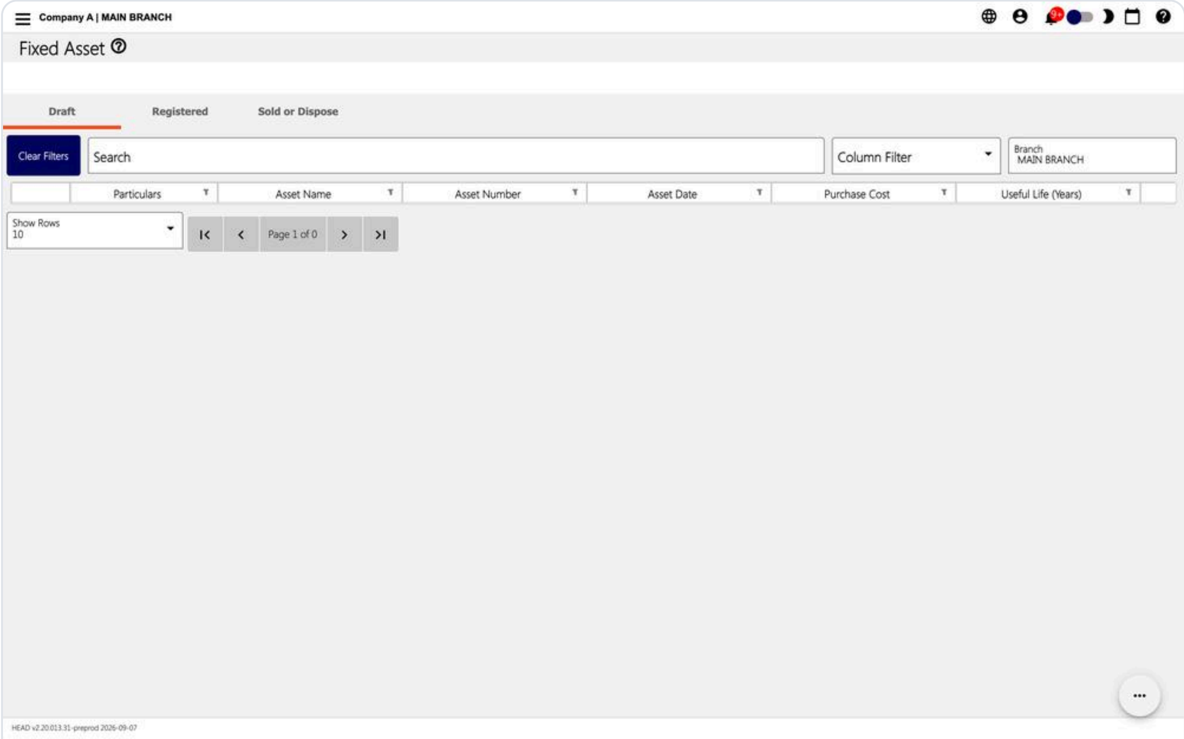
9. Fixed Asset

The asset register and disposals.

Fixed Asset

`/office/fixed-asset/fixed-asset`

The Fixed Asset register holds each capitalised asset with its acquisition details and the depreciation applied against it.



Fixed Asset — list screen

COLUMNS

Particulars · Asset Name · Asset Number · Asset Date · Purchase Cost · Useful Life (Years) · Depreciated Value

ACTIONS ON THIS SCREEN

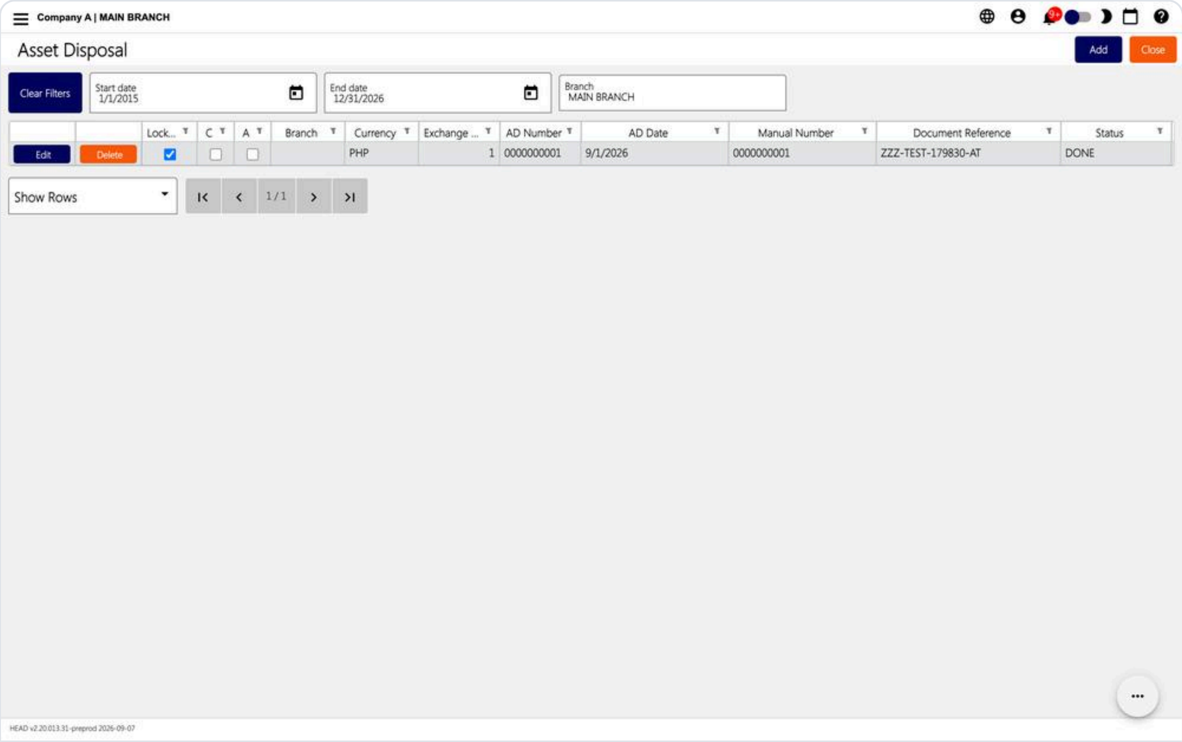
Clear Filters

> This screen has no separate detail page in this build.

Asset Disposals

`/office/fixed-asset/activity-asset-disposal-list`

An Asset Disposal records the retirement or sale of a registered asset and the resulting gain or loss.



Asset Disposals — list screen

COLUMNS

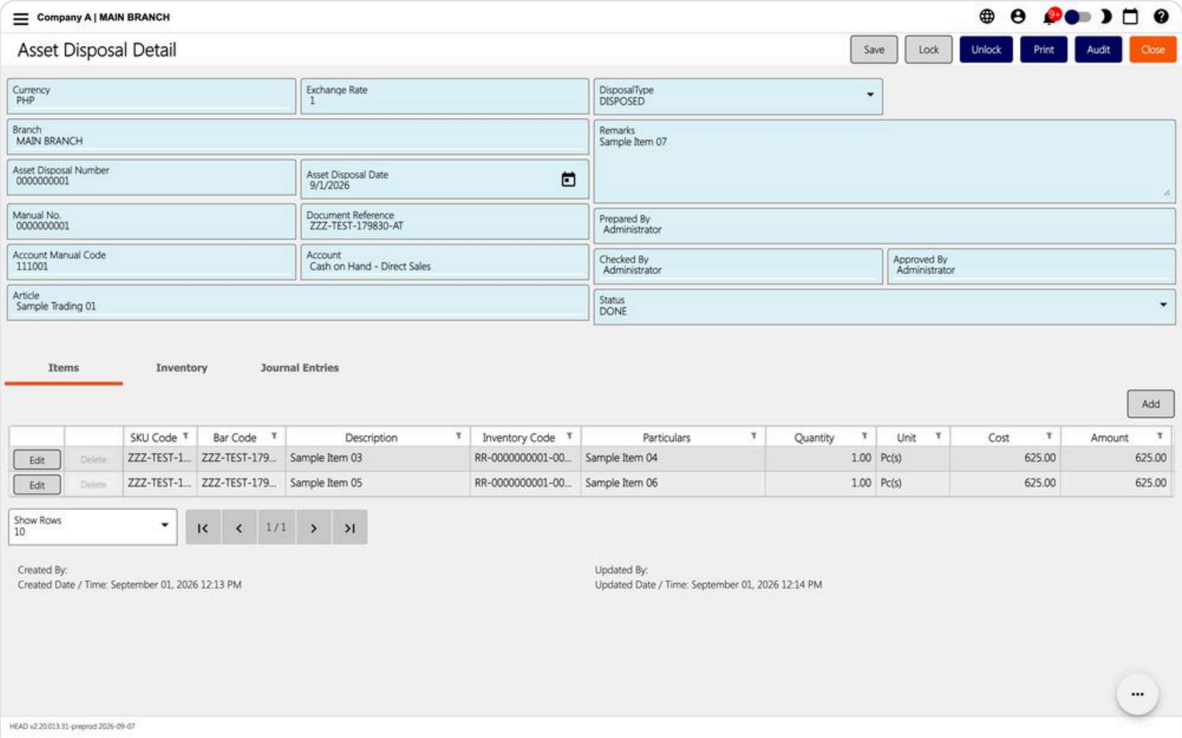
Locked · C · A · Branch · Currency · Exchange Rate · AD Number · AD Date · Manual Number · Document Reference · Status · Remarks

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters · Edit · Delete · Edit edit · Delete delete

DETAIL SCREEN (CREATE / EDIT)

`/office/fixed-asset/activity-asset-disposal-detail/5`



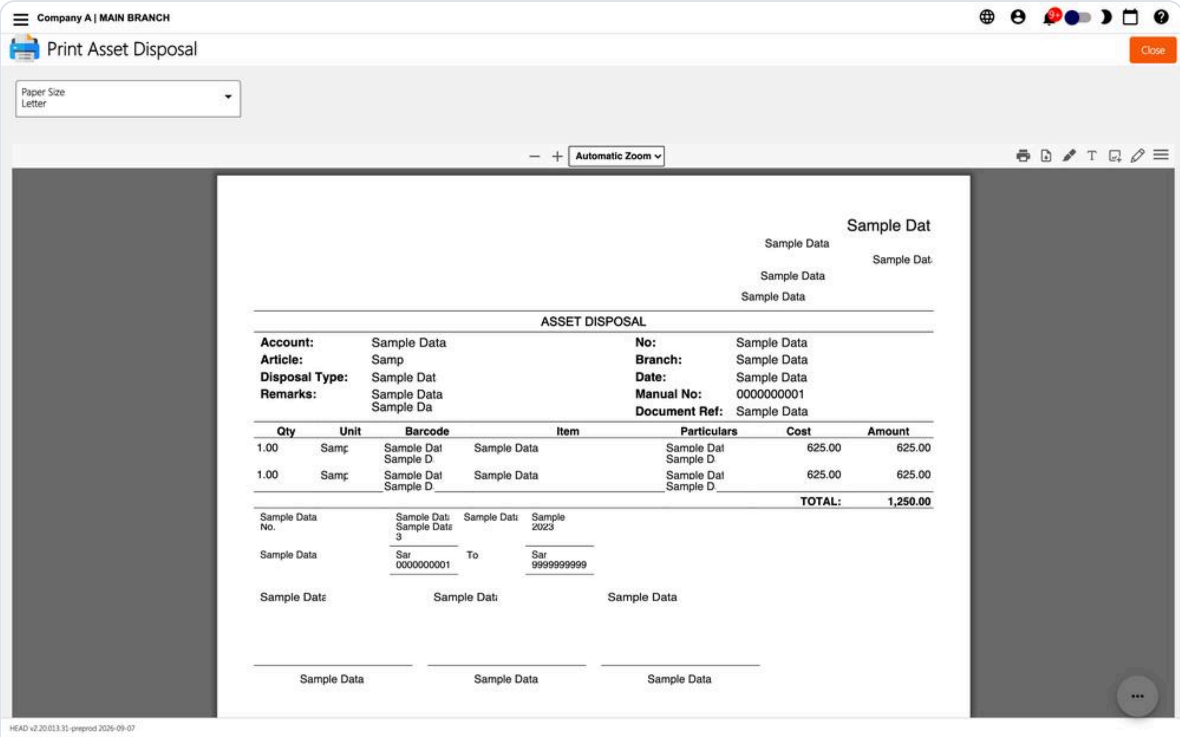
Asset Disposals — detail screen

Fields: Currency · Exchange Rate · Branch · Asset Disposal Number · Asset Disposal Date · Manual No. · Document Reference · Account Manual Code · Account · Article · DisposalType · Remarks · Prepared By · Checked By · Approved By · Status · Show Rows

Tabs: Items · Inventory · Journal Entries

Buttons: Save · Lock · Unlock · Print · Audit · Close · Add · Edit · Delete · Edit edit · Delete delete

PRINTED DOCUMENT

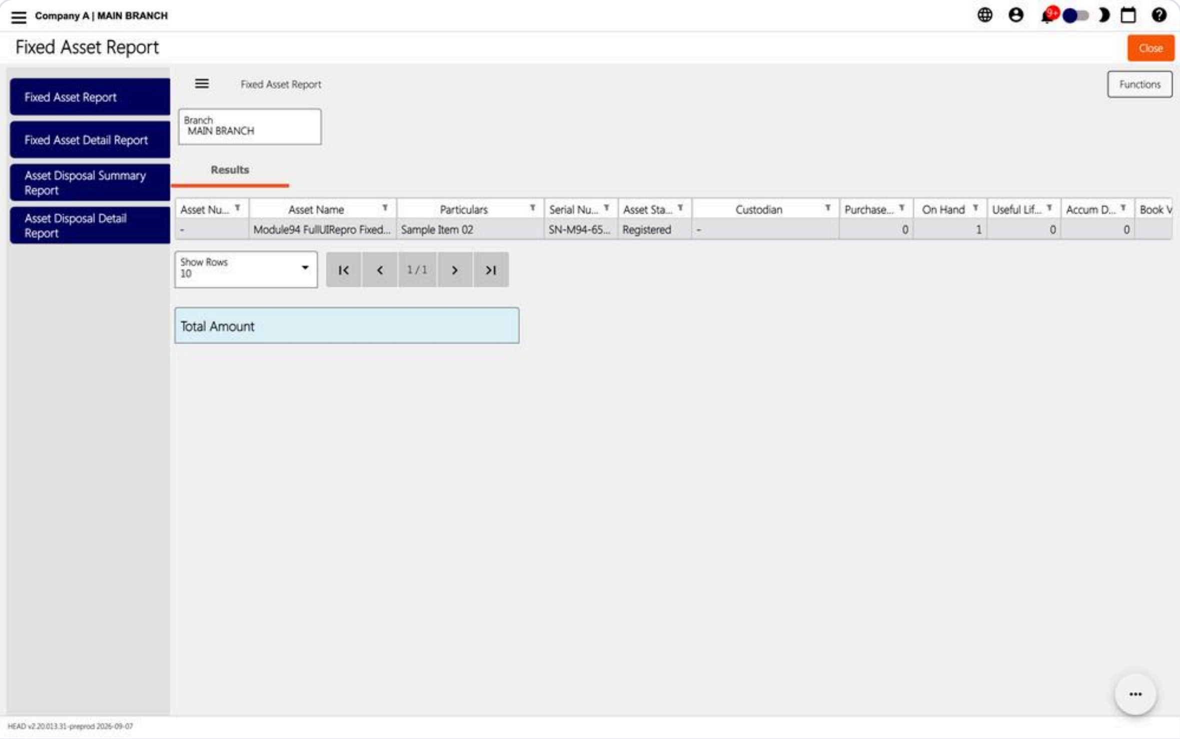


Asset Disposals — print preview

Fixed Asset Reports

`/office/fixed-asset/report-fixed-asset`

Fixed asset reporting — the register, depreciation schedules and disposals.



Fixed Asset Reports — list screen

COLUMNS

Asset Number · Asset Name · Particulars · Serial Number · Asset Status · Custodian · Purchase Cost · On Hand · Useful Life (Years) · Accum Depreciation · Book Value

ACTIONS ON THIS SCREEN

Close · Fixed Asset Report · Functions

10. Apps

Companion modules reached from inside EasyFS.

POS

`/office/activity-POS`

The POS screen is the point-of-sale front end for over-the-counter selling.

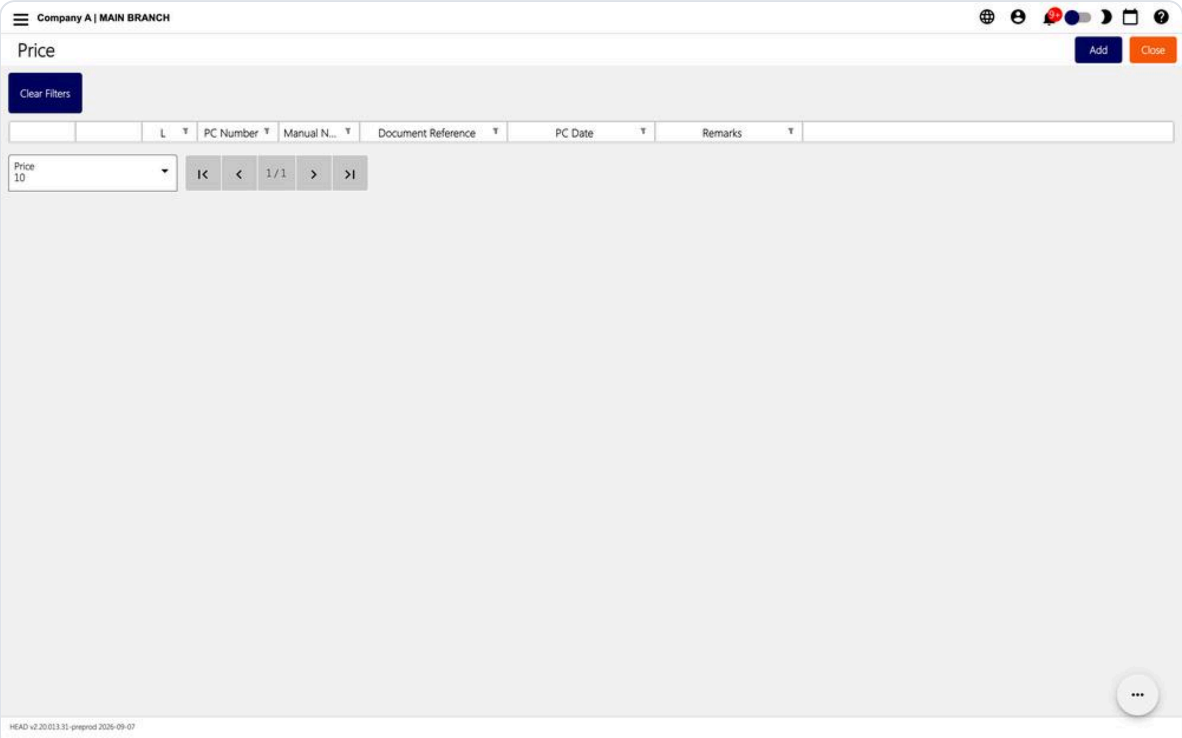
ACTIONS ON THIS SCREEN

Close

Price

`/office/activity-price-list`

Price holds the price lists applied to items when a sales document is raised.



Price — list screen

COLUMNS

L · PC Number · Manual Number · Document Reference · PC Date · Remarks

ACTIONS ON THIS SCREEN

Add · Close · Clear Filters

> This module has a detail screen. The demonstration environment holds no records for it, so it is not illustrated here.

Discount Schedule

`/office/activity-discount-schedule-list`

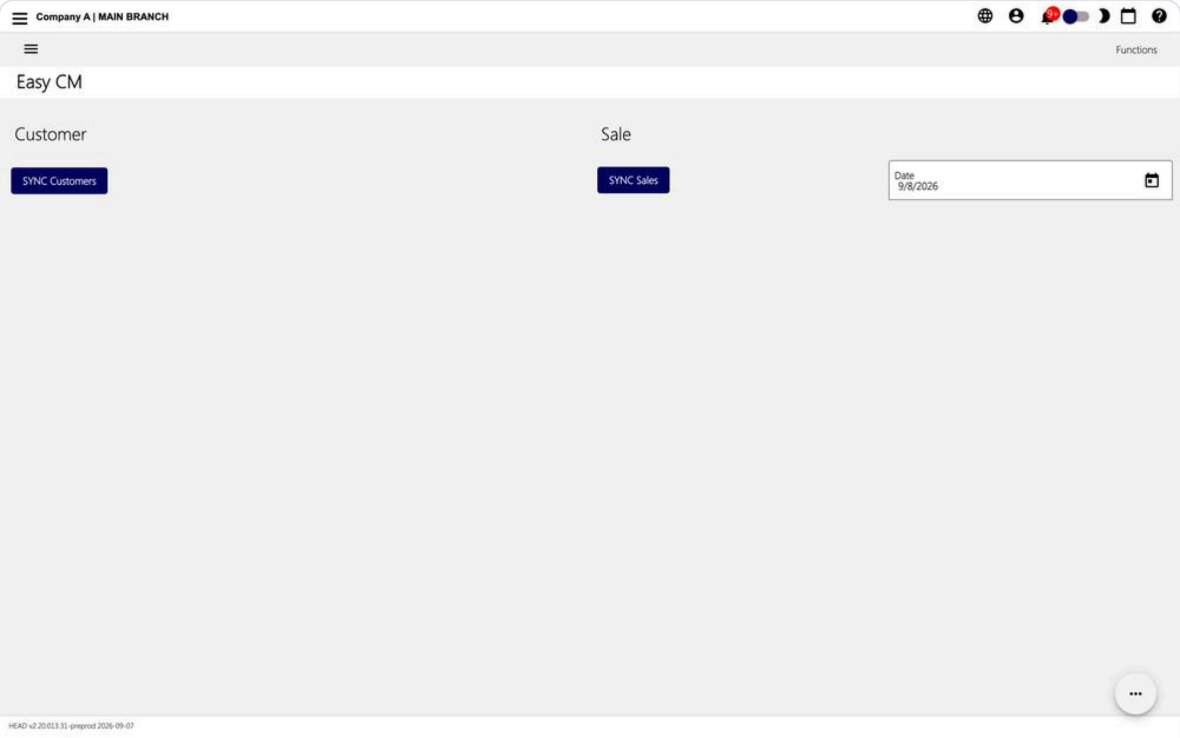
Discount Schedule holds the discount rules that can be applied to a sales line.

This module has a detail screen. The demonstration environment holds no records for it, so it is not illustrated here.

Easy CM

`/office/activity-easy-cm`

Easy CM is the companion module reached from within EasyFS.



Easy CM — list screen

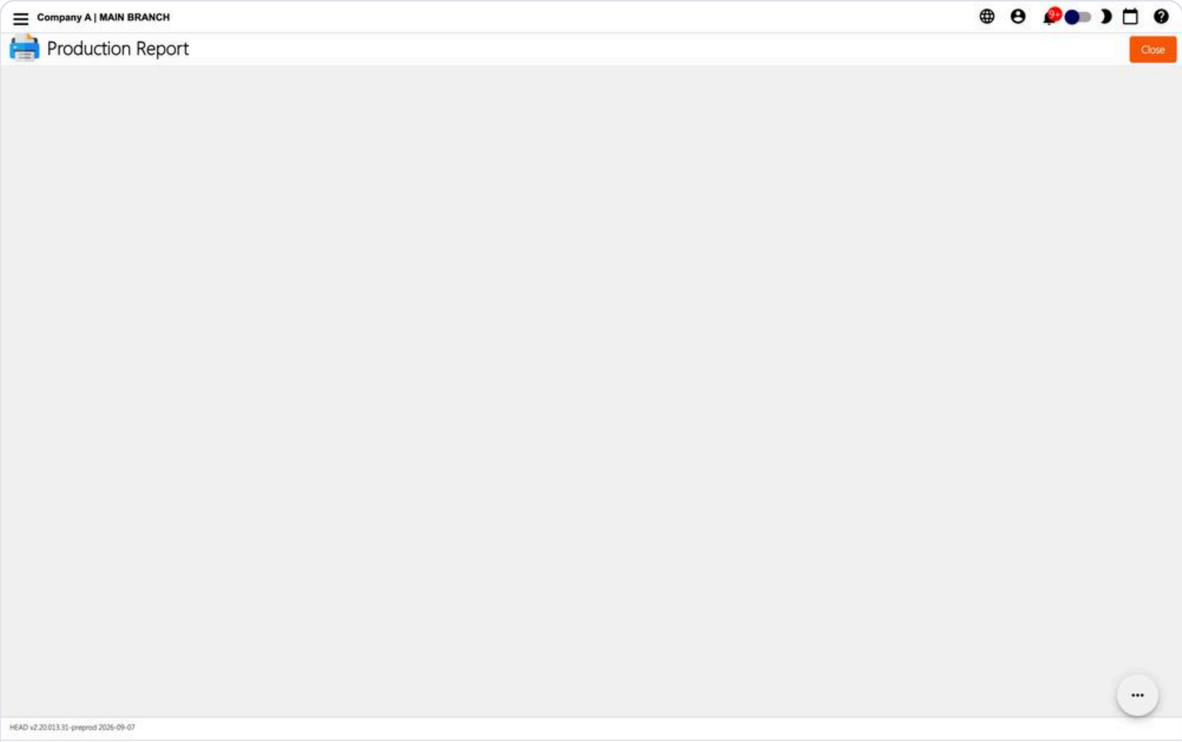
ACTIONS ON THIS SCREEN

Functions · SYNC Customers · SYNC Sales

Production Report

`/office/report-production`

The Production report.



Production Report — list screen

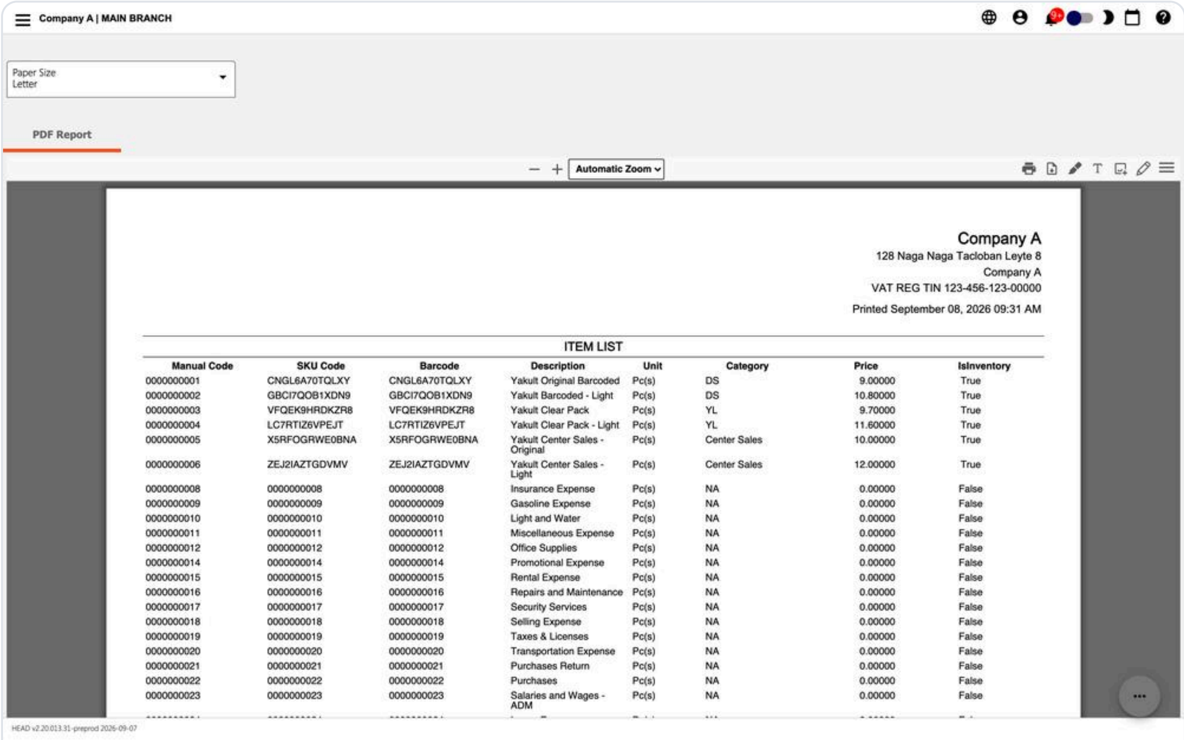
ACTIONS ON THIS SCREEN

Close

Item List Report

`/office/report-item-list`

The Item List report — the item master as printable output, with the criteria set at the top of the screen.



Company A
128 Naga Naga Tacloban Leyte 8
Company A
VAT REG TIN 123-456-123-00000
Printed September 08, 2026 09:31 AM

ITEM LIST

Manual Code	SKU Code	Barcode	Description	Unit	Category	Price	IsInventory
0000000001	CNGL6A70TQLXY	CNGL6A70TQLXY	Yakult Original Barcoded	Pc(s)	DS	9.00000	True
0000000002	GBCI7QOB1XDN9	GBCI7QOB1XDN9	Yakult Barcoded - Light	Pc(s)	DS	10.80000	True
0000000003	VFQEK9HRDKZR8	VFQEK9HRDKZR8	Yakult Clear Pack	Pc(s)	YL	9.70000	True
0000000004	LC7RTIZ6VPEJT	LC7RTIZ6VPEJT	Yakult Clear Pack - Light	Pc(s)	YL	11.60000	True
0000000005	X5RFOGRWE0BNA	X5RFOGRWE0BNA	Yakult Center Sales - Original	Pc(s)	Center Sales	10.00000	True
0000000006	ZEJ2IAZTGDVMV	ZEJ2IAZTGDVMV	Yakult Center Sales - Light	Pc(s)	Center Sales	12.00000	True
0000000008	0000000008	0000000008	Insurance Expense	Pc(s)	NA	0.00000	False
0000000009	0000000009	0000000009	Gasoline Expense	Pc(s)	NA	0.00000	False
0000000010	0000000010	0000000010	Light and Water	Pc(s)	NA	0.00000	False
0000000011	0000000011	0000000011	Miscellaneous Expense	Pc(s)	NA	0.00000	False
0000000012	0000000012	0000000012	Office Supplies	Pc(s)	NA	0.00000	False
0000000014	0000000014	0000000014	Promotional Expense	Pc(s)	NA	0.00000	False
0000000015	0000000015	0000000015	Rental Expense	Pc(s)	NA	0.00000	False
0000000016	0000000016	0000000016	Repairs and Maintenance	Pc(s)	NA	0.00000	False
0000000017	0000000017	0000000017	Security Services	Pc(s)	NA	0.00000	False
0000000018	0000000018	0000000018	Selling Expense	Pc(s)	NA	0.00000	False
0000000019	0000000019	0000000019	Taxes & Licenses	Pc(s)	NA	0.00000	False
0000000020	0000000020	0000000020	Transportation Expense	Pc(s)	NA	0.00000	False
0000000021	0000000021	0000000021	Purchases Return	Pc(s)	NA	0.00000	False
0000000022	0000000022	0000000022	Purchases	Pc(s)	NA	0.00000	False
0000000023	0000000023	0000000023	Salaries and Wages - ADM	Pc(s)	NA	0.00000	False

Item List Report — list screen

ACTIONS ON THIS SCREEN

Document Outline · Attachments · Layers · Current Outline Item · Add image · Tools · Presentation Mode · Open · Print · Save · Go to First Page · Previous · Next · Go to Last Page · Rotate Clockwise · Rotate Counterclockwise · Text Selection Tool · Hand Tool · Find · Zoom Out · Zoom In · No Spreads · Odd Spreads

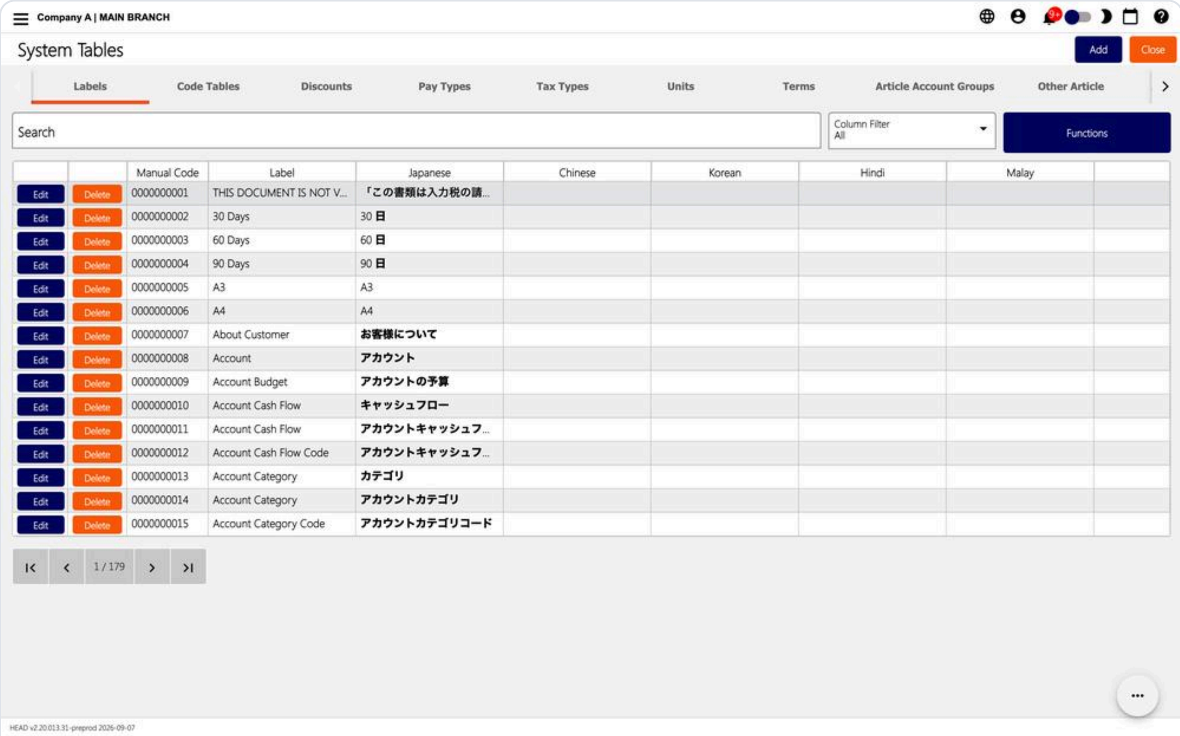
11. System

Reference tables, configuration and per-user settings.

System Tables

`/office/system-tables`

System Tables holds the reference lists the rest of EasyFS draws on — the types, categories, terms and statuses that appear in dropdowns throughout the system.



System Tables — list screen

COLUMNS

Manual Code · Label · Japanese · Chinese · Korean · Hindi · Malay

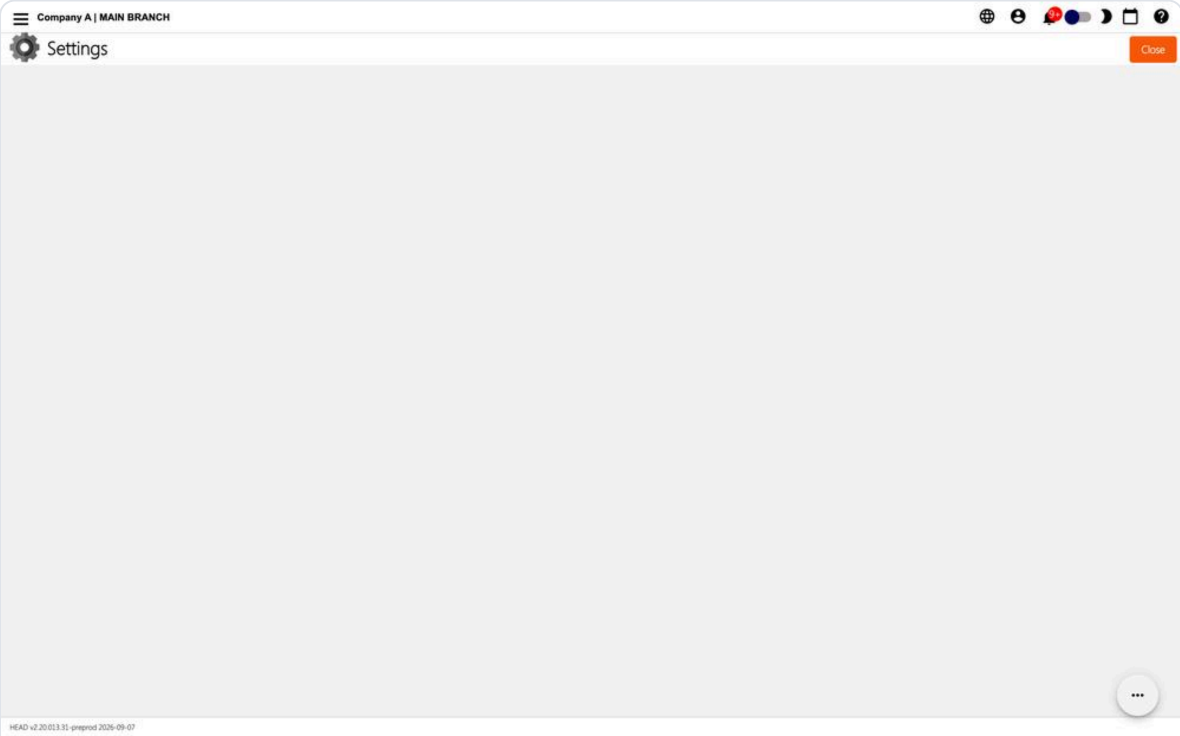
ACTIONS ON THIS SCREEN

Add · Close · Functions · Edit · Delete

Settings

`/office/system-settings`

System Settings holds the installation-wide configuration.



Settings — list screen

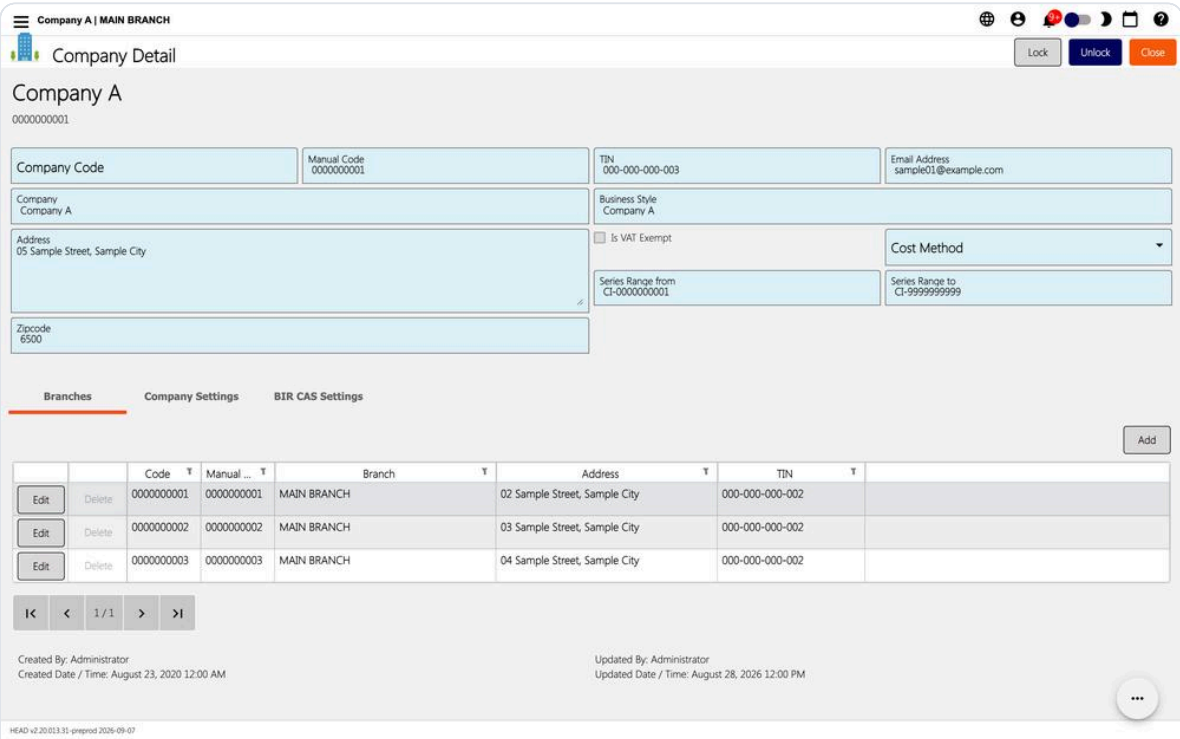
ACTIONS ON THIS SCREEN

Close

Company Settings

`/office/system-company-settings`

Company Settings holds the per-company configuration: the details that appear on printed documents and the default accounts each kind of document posts to.



Company Settings — list screen

COLUMNS

Code · Manual Code · Branch · Address · TIN

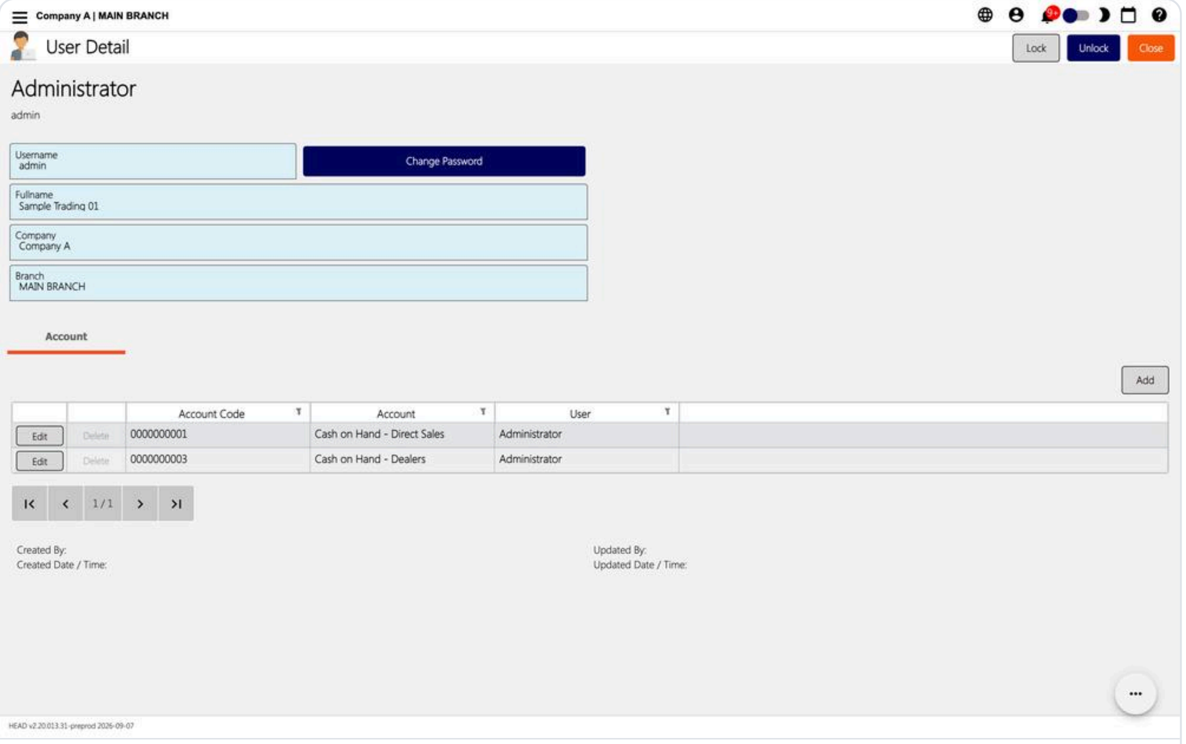
ACTIONS ON THIS SCREEN

Lock · Unlock · Close · Add · Edit · Delete

User Settings

`/office/system-user-settings`

User Settings holds the per-user preferences and the module permissions granted to the signed-in account.



User Settings — list screen

COLUMNS

Account Code · Account · User

ACTIONS ON THIS SCREEN

Lock · Unlock · Close · Change Password · Add · Edit · Delete