

EasyFS User Manual

Build v2.20.013.31
Humedit Philippines Inc.
08 September 2026

Contents

Before you start	3
1. Dashboard	6
1.1 Dashboard	6
2. Master Files	7
2.1 Item	7
2.2 Item (Draft)	8
2.3 Customer	9
2.4 Customer (Draft)	10
2.5 Supplier	11
2.6 Supplier (Draft)	13
2.7 Company	13
2.8 Users	15
2.9 Chart of Accounts	16
2.10 Bank	17
2.11 Currency	19
3. Purchases	21
3.1 Purchase Request	21
3.2 Purchase Order	23
3.3 Purchase Order (Draft)	25
3.4 Receiving Receipt	25
3.5 Receiving Receipt (Draft)	27
3.6 Disbursement	28
3.7 Disbursement (Draft)	30
3.8 Debit Memo	31
3.9 Accounts Payable Reports	32
4. Sales	33
4.1 Sales Order	33
4.2 Sales Order (Draft)	35
4.3 Sales Invoice	35
4.4 Sales Invoice (Draft)	38
4.5 Collection	38
4.6 Collection (Draft)	41
4.7 Credit Memo	41
4.8 Accounts Receivable Reports	43
5. Inventory	45
5.1 Stock Transfer Request	45
5.2 Stock Transfer	45
5.3 Stock Transfer (Draft)	49
5.4 Stock In	49
5.5 Stock In (Draft)	51
5.6 Stock Out	52
5.7 Stock Out (Draft)	54
5.8 Stock Count	55
5.9 Stock Withdrawal	57
5.10 Inventory Ledger	58
5.11 Inventory Reports	59
6. Financials	61

6.1 Bank Reconciliation	61
6.2 Bank Reconciliation Report	61
6.3 Bank Reconciliation Summary	62
6.4 Journal Voucher	63
6.5 Journal Voucher (Draft)	65
6.6 Financial Statement Reports	65
6.7 BIR CAS Reports	66
7. Check Warehousing	68
7.1 Check Warehousing	68
7.2 Check Writer	68
7.3 CW Reports	69
7.4 PDC Checks On Hand	70
7.5 PDC Checks Bounced	70
7.6 PDC Cleared	71
7.7 PDC Uncleared	71
8. Budget	73
8.1 Budget Manager	73
8.2 Budget Variance	73
8.3 Cash Flow Projection	74
8.4 Budget Reports	75
9. Fixed Asset	77
9.1 Fixed Asset	77
9.2 Asset Disposals	77
9.3 Fixed Asset Reports	79
10. Apps	81
10.1 POS	81
10.2 Price	81
10.3 Discount Schedule	81
10.4 Easy CM	82
10.5 Production Report	82
10.6 Item List Report	83
11. System	85
11.1 System Tables	85
11.2 Settings	85
11.3 Company Settings	86
11.4 User Settings	87

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.

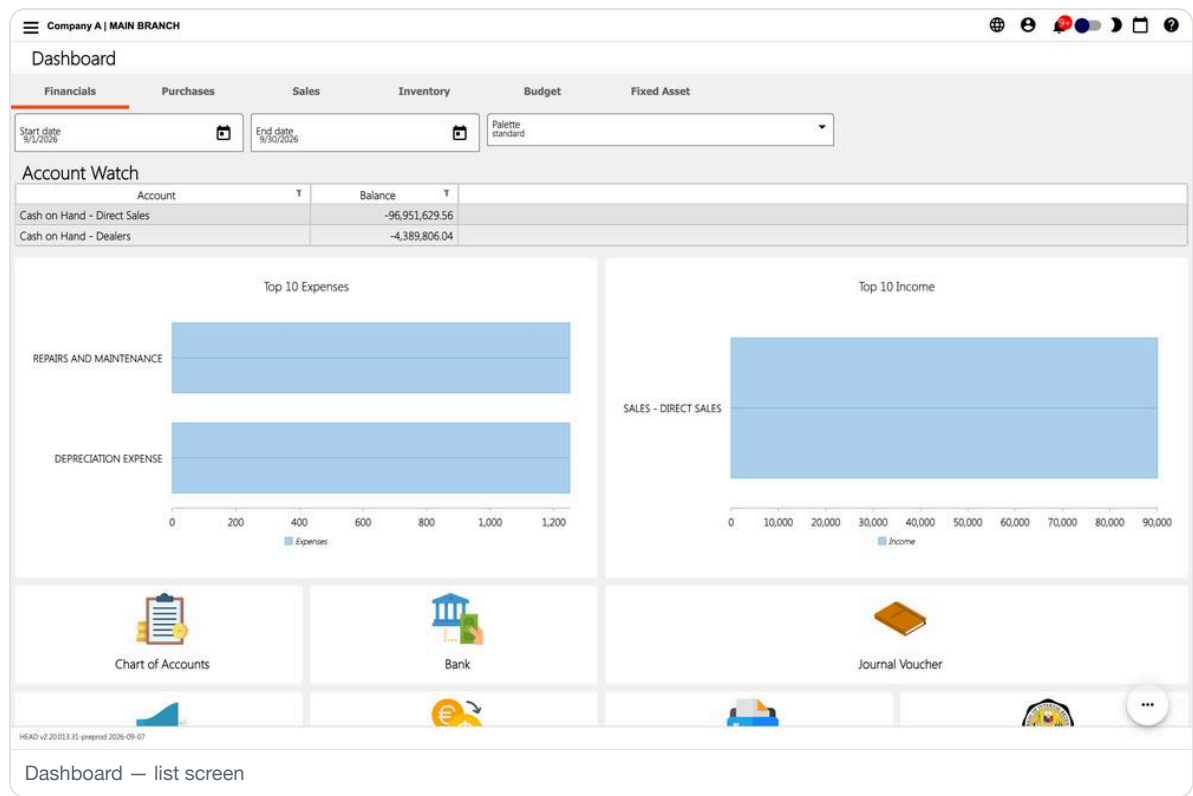
1. Dashboard

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.



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.

Company A | MAIN BRANCH

Item

VisibleInvisibleInactive

Clear FiltersSearch

Column FilterAll

Functions

	Lock	Manual C	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory	
EditDelete	☒	0000000149	M94REPRO-S...	M94REPRO-B...	Sample Item 02	SN-M94-6598	-	Equipment	0.00	Pc(s)	☒	
EditDelete	☐	0000000148	-	-	Sample Item 03	-	-	-	0.00	Pc(s)	☒	
EditDelete	☒	0000000147	-	-	Sample Item 03	-	-	-	0.00	Pc(s)	☒	
EditDelete	☒	ZZZ-TEST-17...	ZZZ-TEST-17...	ZZZ-TEST-17...	Sample Item 04	ZZZ-TEST-17...	ZZZ-TEST-17...	Test	0.00	Pc(s)	☒	
EditDelete	☒	ZZZ-TEST-17...	ZZZ-TEST-17...	ZZZ-TEST-17...	Sample Item 05	ZZZ-TEST-17...	ZZZ-TEST-17...	Test	0.00	Pc(s)	☒	
EditDelete	☐	0000000144	-	-	Sample Item 03	-	-	-	0.00	Pc(s)	☒	
EditDelete	☐	0000000143	-	-	Sample Item 03	-	-	-	0.00	Pc(s)	☒	
EditDelete	☒	0000000142	NA	NA	Sample Item 06	NA	NA	NA	0.00	Pc(s)	☒	
EditDelete	☒	0000000141	NA	NA	Sample Item 07	NA	NA	NA	0.00	Pc(s)	☐	
EditDelete	☒	0000000140	NA	NA	Sample Item 08	NA	NA	NA	0.00	Pc(s)	☒	

Show Rows10

Page 1 of 15

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`

Company A | MAIN BRANCH

Item Detail ⓘ

DO NOT USE SPECIAL CHARATERS SUCH AS COMMA(,) AND TILDE(~)

Save Lock Unlock Invisible/Void Close

Module94 FullUIRepro Fixed Asset Item

0000000149

Manual Code 0000000149

SKU Code M94REPRO-SKU-6598

Bar Code M94REPRO-BC-6598

Category Equipment

Date Acquired 9/4/2026

Default Supplier 2GO EXPRESS INC

Description Sample Item 01

Principal M94

Alias M94FA

Serial Number SN-M94-6598

Unit Pcs()

Cost Reference

Serial Number 5000

Price 0.00

Particulars Sample Item 01

GenericName Module94 Repro Asset

Is Inventory ☒

Is Active ☒

Re-order Quantity 0

Stock Level 0

RR VAT 12% Input VAT

SI VAT 12% Output VAT

Kitting NONE

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

Add Functions

	Multiplier	Unit
1.00 Pcs()		

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

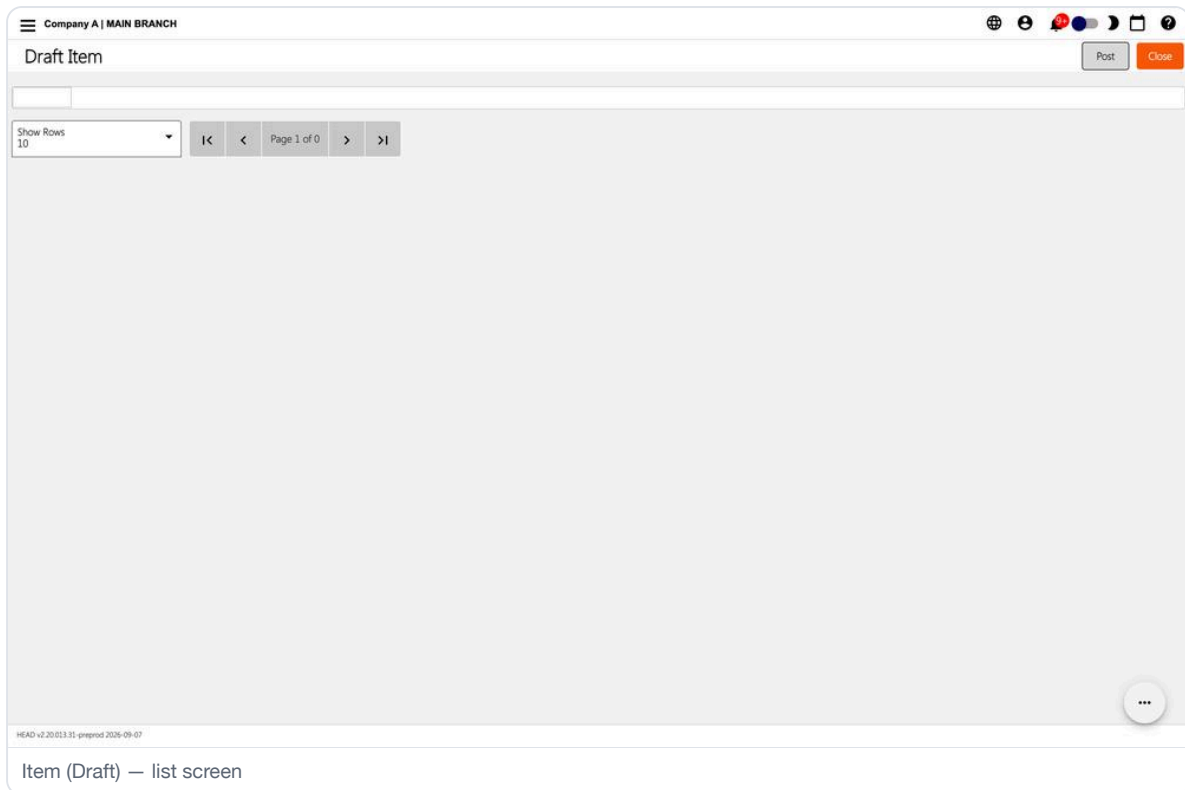
Buttons: Save Lock Unlock Invisible/Void Close qr_code_2 Add Functions Edit Delete Edit edit Delete delete 1. Manual Code 2. SKU Code

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.



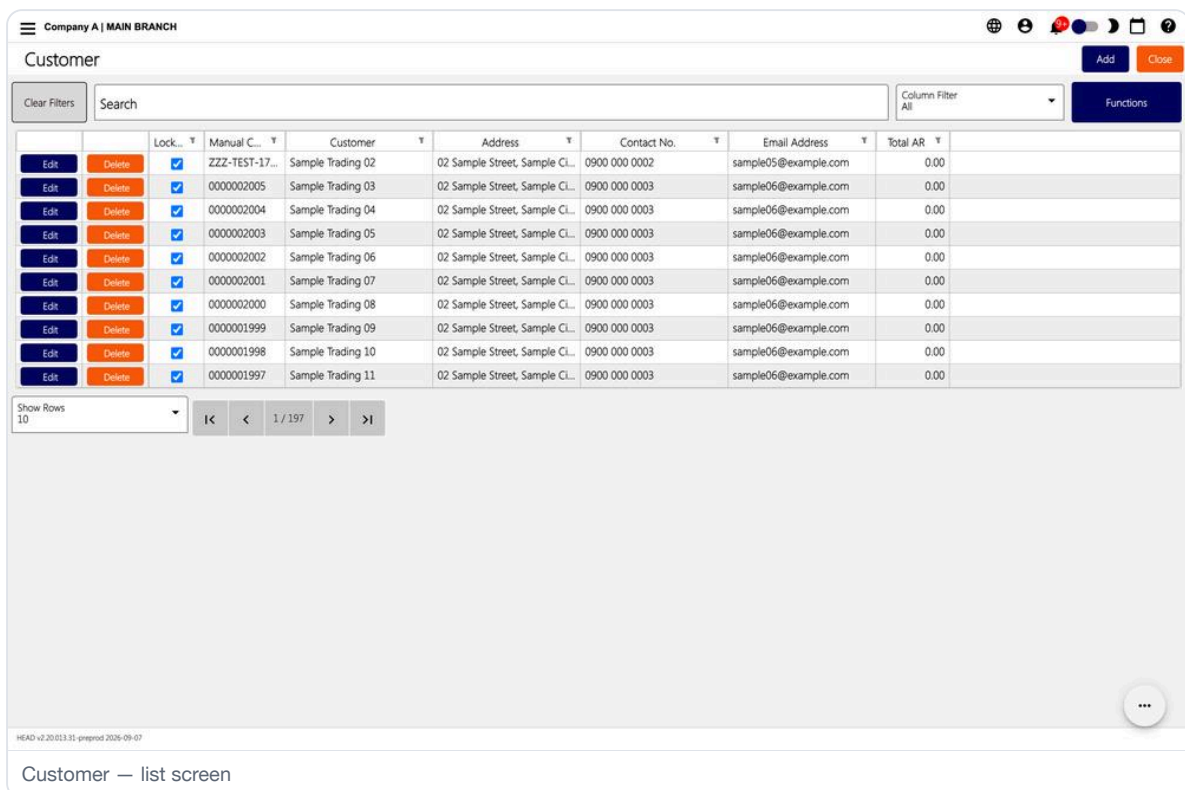
ACTIONS ON THIS SCREEN

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.



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

Company A | MAIN BRANCH

Customer Detail

DO NOT USE SPECIAL CHARATERS SUCH AS COMMA(,) AND TILDE(~)

Save Lock Unlock Close

RT CHAN GROCERY DS3

0000002005

Manual Code
0000002005

Category
NA

Proprietorship
Sample Trading 02

Customer
Sample Trading 01

Term
COD

Discount
Zero Discount

Receivable Account Code
113101

Receivable Account
Accounts Receivable Trade - Direct Sales

TIN
000-000-000-001

TIN Branch Code
NA

OSCA or Senior Citizen/PWD Number
NA

Particulars
Sample Item 01

Address
01 Sample Street, Sample City

Street Barangay
02 Sample Street, Sample City

City
02 Sample Street, Sample City

Contact Person
NA

Contact Number
0900 000 0001

Province
02 Sample Street, Sample City

Region
02 Sample Street, Sample City

Email Address
sample01@example.com

Credit Limit
Contact Number
0.00

Zipcode
NA

Business Style
NA

☐ Is Send Email

WTAX
No WHT

Transaction History

Document Number	T	Date	T	Amount	T
SI-0000082162		2/21/2026		450.00	

Created By: Prebiotic Secretary
Created Date / Time: March 27, 2026 04:01 PM

Updated By: Prebiotic Secretary
Updated Date / Time: March 27, 2026 04:01 PM

HEAD v2.20.013.31-preprod 2026-09-07

Customer — detail screen

Customer (Draft)

/office/sales/setup-customer-draft

Staging area for imported customers.

Company A | MAIN BRANCH

Draft Customer

Post

Close

Validate

Delete All

	ValidationS...	ManualCo...	Particulars	Customer	TIN	ZipCode	BusinessSt...	PWDorSC...	ContactPer...	ContactNu...	Category	DiscountId	Discount	Receive
Delete	Issue(s) found...	ZZZ-TEST-M1...	Sample Item 02	Sample Tradin...		1000	Retail	NA	Jane Doe	0900 000 0002	Regular	1	None	
Delete	Issue(s) found...	ZZZ-TEST-M1...	Sample Item 02	Sample Tradin...	000-000-000-...	1000	Retail	NA	Jane Doe	0900 000 0002	Regular	1	None	

Show Rows 10

⏪

<

Page 1 of 1

>

⏩

...

HEAD v2.20.013.31 - preprod 2026-09-07

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.

Company A | MAIN BRANCH

Supplier

Clear Filters

Search

Column Filter

All

Functions

		Lock...	Manual C...	Supplier	Address	Contact No.	Email Address	
Edt	Delete	☐	000000067	Sample Trading 02	02 Sample Street, Sample CL...	0900 000 0002	sample06@example.com	
Edt	Delete	☐	ZZZ-TEST-17...	Sample Trading 03		0900 000 0003	sample07@example.com	
Edt	Delete	☒	000000069	Sample Trading 04	03 Sample Street, Sample CL...	0900 000 0003	sample08@example.com	
Edt	Delete	☒	000000065	Sample Trading 05		0900 000 0003	sample08@example.com	
Edt	Delete	☒	000000068	Sample Trading 06		0900 000 0003	sample08@example.com	
Edt	Delete	☒	000000064	Sample Trading 07	04 Sample Street, Sample CL...	0900 000 0003	sample08@example.com	
Edt	Delete	☒	000000063	Sample Trading 08	05 Sample Street, Sample CL...	0900 000 0003	sample08@example.com	
Edt	Delete	☒	000000066	Sample Trading 09	06 Sample Street, Sample CL...	0900 000 0003	sample08@example.com	
Edt	Delete	☒	000000067	Sample Trading 10		0900 000 0003	sample08@example.com	
Edt	Delete	☒	000000062	Sample Trading 11	07 Sample Street, Sample CL...	0900 000 0003	sample08@example.com	

Show Rows

10

⏪

⏴

1 / 7

⏵

⏩

HEAD v2.20.013.31 - preprod 2026-09-07

Supplier — list screen

COLUMNS

LockedManual Code.SupplierAddressContact No.Email Address

ACTIONS ON THIS SCREEN

AddCloseClear FiltersFunctionsEditDelete

DETAIL SCREEN (CREATE / EDIT)

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

125532026-09-07Supplier DetailZZZ-TEST-179830 Supplier000000067Manual Code:000000067Category:TestProprietorshipSupplier:Sample Trading 01.TIN:000-000-000-001.TIN Branch Code:0000Term:CODPayable Account Code:210000Payable Account:ACCOUNTS PAYABLE TRADEStreet Baranqay:01 Sample Street, Sample CityCity:02 Sample Street, Sample CityParticulars:Sample Item 01.Province:03 Sample Street, Sample CityRegion:04 Sample Street, Sample CityZipcode:0000Business Style:TestContact Person:Test PersonContact Number:0900 000 0001WTAX:No WHTSend EmailEmail Address:sample001@example.comSupplier Contact NumberTransaction HistoryDocument NumberDateAmountShow Rows10Page 1 of 0Created By: AdministratorCreated Date / Time: September 01, 2026 04:01 PMUpdated By: AdministratorUpdated Date / Time: September 01, 2026 04:01 PMSupplier — 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.

Company A | MAIN BRANCH

Draft Supplier

Post Close

Show Rows 10

Page 0 of 0

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 A | MAIN BRANCH

Company

AddClose

		Lock...	Manual ...	Company	Address	TIN	
Edit	Delete	☒	0000000001	Company A	02 Sample Street, Sample City	000-000-000-002	
Edit	Delete	☒	0000000002	ZZZ-TEST-DELETE-ME (#179323 verification...	03 Sample Street, Sample City	000-000-000-003	

1<

<

1 / 1

>

>1

...

HEAD v2.20.013.31 - preprod 2026-09-07

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 A | MAIN BRANCH

Company Detail

SaveLockUnlockClose

Manual Code 0000000001	Prefix TIN VAT REG TIN	TIN 000-000-000-003	TIN Branch Code 00000	Email Address sample01@example.com
Company Company A		Business Style Company A	Proprietorship Sample Trading 01	
Street Barangay 01 Sample Street, Sample City	City 02 Sample Street, Sample City	☐ VAT Exempt	Cost Method Last Purchase Cost	
Province 03 Sample Street, Sample City	Region 04 Sample Street, Sample City	Series Range from CI-0000000001	Series Range to CI-9999999999	
Zipcode 6500	Contact Number 0900 000 0001	☐ Confidential PR	☐ Hide Cost In Inventory Transaction	☒ Allow Negative Inventory
		☒ Can Sell Below Cost	☒ Use Selling Price in Item Transfer	☒ Can RR More than PO quantity.
		☒ Is Update Inventory Cost IN	☒ Is Update Inventory Cost ST	☒ Is Auto Posted
		☐ Is Show Lot No. & Expiry Date	☒ Is Show Discount Rate & Discount Amount in PO & RR	
		☐ Show PO Number in DR		

Branches

More Settings

Add

		Manual ...	Branch	TIN	Regional District Office (RDO)	
Edit	Delete	0000000001	MAIN BRANCH	000-000-000-002	123	
Edit	Delete	0000000002	MAIN BRANCH	000-000-000-002	123	
Edit	Delete	0000000003	MAIN BRANCH	000-000-000-002	123	

1<

<

1 / 1

>

>1

Created By: Administrator
Created Date / Time: August 23, 2020 12:00 AM

Updated By: Administrator
Updated Date / Time: August 28, 2026 12:00 PM

...

HEAD v2.20.013.31 - preprod 2026-09-07

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.

Company A MAIN BRANCH							
Users							
		Lock...	Username	Full Name	Company	User App	Branch
Edit	Delete	☒	admin	Administrator	Company A	All	MAIN BRANCH
Edit	Delete	☒	prebiotichealthmc01	Nestor N. Manilag	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☒	prebiotichealthmc02	Eva Maria U.Manilag	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☒	prebiotichealthmc05	Allan F. Fababair	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☒	prebiotichealthmc06	Emelinda H. Bermejo	Company A	All	MAIN BRANCH
Edit	Delete	☒	HBAccounting	BOSS	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☒	HBAccounting2	BOSS2	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☐	SALVADOR M. ANDRES	SALVADOR M. ANDRES	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☐	YASUYUKI FUNUNE / YOICHI KAWA...	YOICHI KAWASAKI	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☒	prebiotichealthmc03	Christle Anne Manilag	Company A	EasyFS	MAIN BRANCH

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

Company A | MAIN BRANCH

User Detail

Save Lock Unlock Close

Administrator

admin

Username

admin

Change Password

User App

All

Fullname

Sample Trading 01

User Role

Email Address

sample01@example.com

☒ Is Active

☒ Is Send Email

☐ Always verify email on login

Company

Company A

Branch

MAIN BRANCH

Generate Token

Access Token

Access token

Forms

Branches

User Settings

Account

IP Address

Multiple Update

Copy Rights

Add

		Form	Add	Edit	Delete	Lock	Unlock	Cancel	Print	Audit	
Edit	Delete	Activity - Sales Invoice List	☒	☒	☒	☒	☒	☒	☒	☒	
Edit	Delete	Activity - Sales Invoice Detail	☒	☒	☒	☒	☒	☒	☒	☒	
Edit	Delete	Setup - Item List	☒	☒	☒	☒	☒	☒	☒	☒	
Edit	Delete	Setup - Item Detail	☒	☒	☒	☒	☒	☒	☒	☒	
Edit	Delete	Setup - Job Department List	☒	☒	☒	☒	☒	☒	☒	☒	
Edit	Delete	Setup - Job Type List	☒	☒	☒	☒	☒	☒	☒	☒	
Edit	Delete	Activity - Collection List	☒	☒	☒	☒	☒	☒	☒	☒	

HEAD v2.20.013.31 - preprod 2026-09-07

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.

Company A | MAIN BRANCH

Chart of Accounts

AddClose

Account

Account Type

Account Cash Flow

Account Category

Functions

		Code	Manual Code	Account	Account Type	Account Cash Flow	
Edit	Delete	0000000098	0000000098	PURCHASES RETURN	Operating Expenses	OPERATING	
Edit	Delete	0000000099	0000000099	PURCHASES	Cost of Sales	OPERATING	
Edit	Delete	0000000103	0000000103	INTEREST & BANK CHARGES	Other Expense	OPERATING	
Edit	Delete	0000000104	0000000104	VOUCHERS PAYABLE	Current Liabilities	OPERATING	
Edit	Delete	0000000107	0000000107	IT SOLUTION	Intangible Assets	INVESTING	
Edit	Delete	0000000001	111001	Cash on Hand - Direct Sales	Current Assets	OPERATING	
Edit	Delete	0000000003	111002	Cash on Hand - Dealers	Current Assets	OPERATING	
Edit	Delete	0000000002	111003	Cash on Hand - YL Materials	Current Assets	OPERATING	
Edit	Delete	0000000004	112001	Petty Cash Fund - Manila	Current Assets	OPERATING	
Edit	Delete	0000000017	112002	General Fund	Current Assets	OPERATING	

Show Rows 10

1/15

<

>

HEAD v2.20.013.31 - preprod 2026-09-07

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.

Company A | MAIN BRANCH

Bank

AddClose

Clear Filters

Search

Column Filter
All

		Lock	Code	Manual C...	Bank	Address	Contact No.
Edit	Delete	☒	0000000004	0000000004	Metrobank	02 Sample Street, Sample Cl...	0900 000 0002
Edit	Delete	☒	0000000005	0000000005	CASH ON HAND		
Edit	Delete	☒	0000000006	0000000006	Metrobank - Rizal - SA	03 Sample Street, Sample Cl...	0900 000 0003
Edit	Delete	☒	0000000007	0000000007	Metrobank - Burgos - SA	04 Sample Street, Sample Cl...	
Edit	Delete	☒	0000000008	0000000008	Metrobank - Rizal - CA		
Edit	Delete	☒	0000000009	0000000009	Metrobank - Burgos - CA		
Edit	Delete	☒	0000000010	0000000010	Robinsons Bank		
Edit	Delete	☒	0000000011	0000000011	BANCO DE ORO		
Edit	Delete	☒	0000000012	0000000012	PBCOM		

Show Rows
10

1 / 1

<

>

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Bank Detail

Save Lock UnlockClose

Metrobank

0000000004

Detail

Bank Code

0000000004

Manual Code

0000000004

Bank Account Type

Checkings

Bank Account No.

80812379123

Bank

Metrobank

Address

01 Sample Street, Sample City

Account Code

112102

Account

CASH IN BANK - MBTC BURGOS - SA

Particulars

Contact Person

Julius Perez

Contact Number

0900 000 0001

Created By: Administrator

Created Date / Time: July 08, 2021 05:47 PM

Updated By: Emelinda H. Bermejo

Updated Date / Time: July 26, 2023 04:30 PM

HEAD v2.20.013.31 - preprod 2026-09-07

Bank — detail screen

EasyFS User Manual · v2.20.013.31

18

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

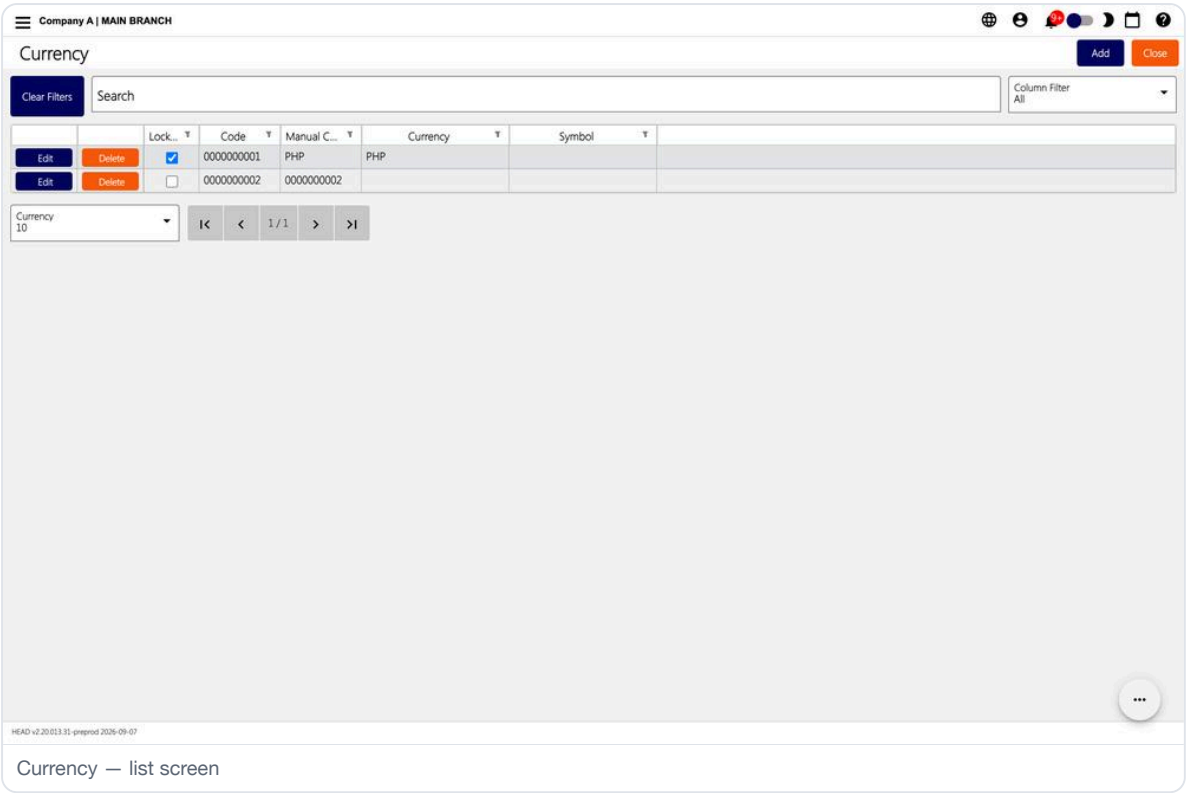
Tabs: Detail

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.



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

Company A | MAIN BRANCH

Currency Detail

Save

Lock

Unlock

Close

PHP

Currency Code
0000000001

Manual Code
PHP

Currency
PHP

Symbol

Exchange

Add

		Exchange Currency	Exchange Date	Exchange Rate
Edit	Delete		8/28/2026	60.00
Edit	Delete		8/28/2026	55.00

Show Rows
10

K

<

1 / 1

>

I

Created By: Administrator

Created Date / Time: August 23, 2020 12:00 AM

Updated By: Administrator

Updated Date / Time: May 11, 2023 09:02 AM

HEAD v2.20.013.31 - preprod 2026-09-07

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.

Company A | MAIN BRANCH

Purchase Request

AddClose

Clear Filters

Start date
9/1/2026

End date
9/30/2026

Branch
MAIN BRANCH

Search

Column Filter
All

Functions

		Lock...	Branch	PR No.	PR Date	Manual No.	Doc. Ref.	Supplier	Remarks	Amount	Status
Edit	Delete	☐	MAIN BRAN...	0000000005	9/4/2026	0000000005		Sample Trading 02		0.00	NEW
Edit	Delete	☐	MAIN BRAN...	0000000004	9/4/2026	0000000004		Sample Trading 02		20.00	NEW
Edit	Delete	☒	MAIN BRAN...	0000000003	9/3/2026	0000000003		Sample Trading 02		0.00	NEW

Show Rows
10

Page 1 of 1

HEAD v2.20.013.31-preprod 2026-09-07

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

Company A | MAIN BRANCH

Purchase Request Detail

Save

Lock

Unlock

Print

Audit

Cancel

Functions

Close

Currency
PHP

Exchange Rate
1

Branch
MAIN BRANCH

PR Number
000000005

PR Date
9/4/2026

Manual No.
000000005

Document Reference

Supplier
Sample Trading 01

Term
COD

Date Needed
9/4/2026

Remarks

Show Staff

Status
NEW

Total
0.00

Items

Attachment

Add

	SKU Code	Bar Code	Description	Particulars	Quantity	Unit	Cost	Amount	Base Quantity
Show Rows 10	Page 1 of 1								

Created By: Administrator

Created Date / Time: September 04, 2026 05:55 PM

Updated By: Administrator

Updated Date / Time: September 04, 2026 05:55 PM

HEAD v2.20.013.31-preprod 2026-09-07

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

Company A | MAIN BRANCH

Print Purchase Request

Close

Paper Size
Letter

Automatic Zoom

Sample Data

Sample Data

Sample Data

Sample Data

PURCHASE REQUEST

Supplier: Sample Data

No: Sample Data

Address: Sample Data

Branch: Sample Data

Business Style: Sar

Date: Sample Data

Term: Samy

Date Needed: Sample Data

Remarks: Sample Dat

Manual No: 000000003

Currency: Sample Dai

Document Ref:

TIN: Sample Data

Qty	Unit	Sam	Barcode	Item	Particulars	Cost	Amount
Sample Data	Sample Data	Sample Data	Sample Data	Sample Data	TOTAL: Sample		
Sample Data	Sample Data	Sample Data	Sample Data	Sample Data	THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT		
Sample Data	Sample Data	Sample Data	Sample Data	Sample Data	Sample Data		
Sample Data	Sample Data	Sample Data	Sample Data	Sample Data	Sample Data		

HEAD v2.20.014.01-preprod 2026-09-08

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.

Company A | MAIN BRANCH

Purchase Order

AddClose

Clear Filters

Start date9/1/2026

End date9/30/2026

BranchMAIN BRANCH

Search

Column FilterAll

Functions

		Lock...	Branch	PO No.	PO Date	Manual No.	Doc. Ref.	Supplier	Remarks	Amount	Status	
Edit	Delete	☐	MAIN BRAN...	0000000746	9/3/2026	0000000746		Sample Trading 02		0.00	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000745	9/1/2026	0000000745		Sample Trading 02		0.00	NEW	
Edit	Delete	☐	MAIN BRAN...	0000000744	9/1/2026	0000000744	ZZZ-TEST-17...	Sample Trading 02	Sample Item 02	1,400.00	NEW	

Show Rows10

⏪

<

Page 1 of 1

>

⏩

HEAD v2.20.013.31 - preprod 2026-09-07

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

Currency PHP	Exchange Rate 0	Remarks
Branch: MAIN BRANCH		
PO Number 0000000746	PO Date 9/3/2026	
Manual No. 0000000746	Document Reference	
Supplier Sample Trading 01		
Term COD	Date Needed 9/3/2026	

☐ Show Staff

Status NEW	Total 0.00
---------------	---------------

Items
Attachment

Add

	PR Num.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit	Cost	Amount	Bal
Show Rows 10	<< < Page 1 of 1 > >>									

Created By: Administrator
Created Date / Time: September 03, 2026 03:08 PM

Updated By: Administrator
Updated Date / Time: September 03, 2026 03:09 PM

HEAD v-2.0.013.31 greprod 2026-09-07

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

Company A | MAIN BRANCH

Print Purchase Order

Paper Size
Letter

Automatic Zoom

Sample Data

Sample Data

Sample Data

Sample Data

PURCHASE ORDER

Supplier: Sample Data

No: Sample Data

Address: Sample Data

Branch: Sample Data

Business Style: Sar

Date: Sample Data

Term: Samr

Date Needed: 9/3/2026

Remarks:

Sample Number: 0000000746

TIN: Sample Data

Doc. Ref.:

Currency: Sample Dat

Sample	Unit	SKU Code	BarCode	Item	Particulars	Discount Samr	Discount	Cost	Amount
S									
Sample Data Certificate No.:		Sample Date: Sample Data		Date Issued: Sample 2023					
		Series From: Sample 000000001		To: Sample 999999999					
Prepared by:		Checked by:		Approved by:		Requested by:			
Sample Data		Sample Data		Sample Data		Sample Data			

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"

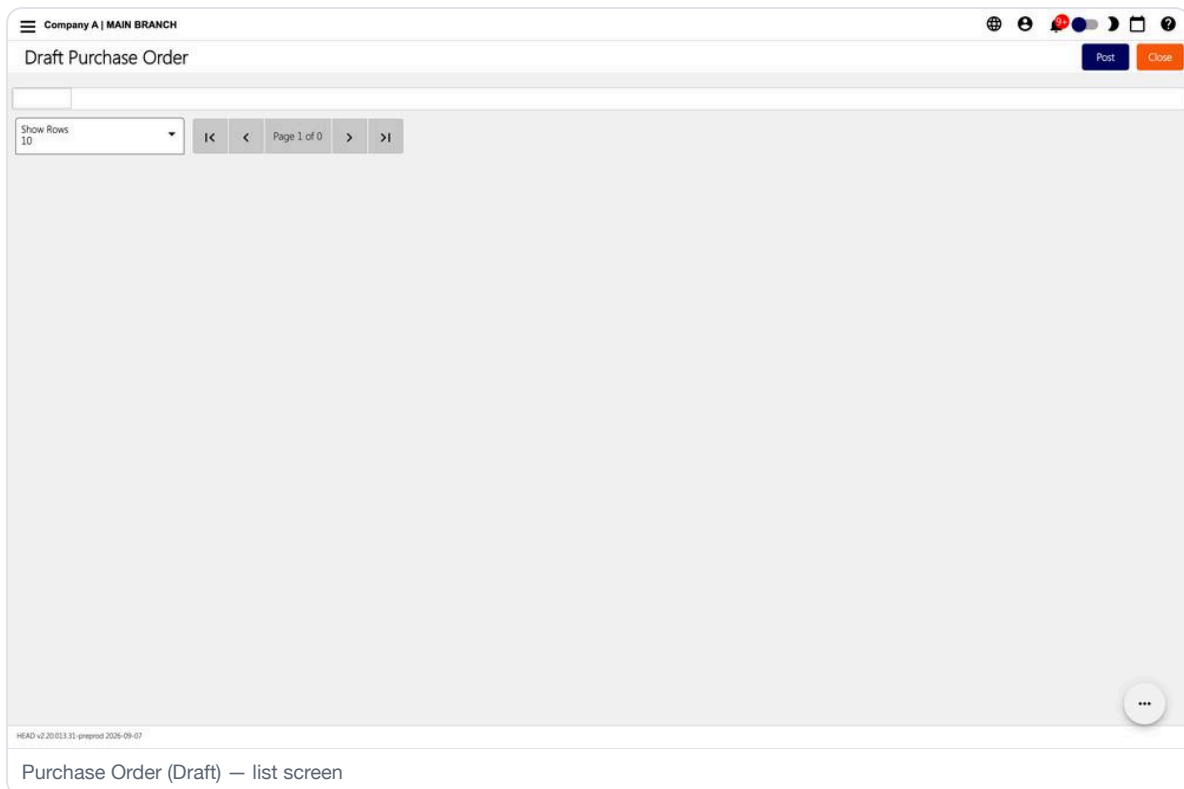
HEAD v2.20.011.11 greprod 2026-09-07

Purchase Order — print preview

Purchase Order (Draft)

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

Staging area for imported purchase orders.



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.

Company A | MAIN BRANCH

Receiving Receipt

AddClose

Clear Filters

Start date9/1/2026

End date9/30/2026

BranchMAIN BRANCH

Search

Column FilterAll

		Lock	Branch	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Remarks	Amount	Paid	Adj.
EditDelete			MAIN BRAN...	0000000736	9/1/2026	ZZZ-TEST-17...		Sample Trading 02	Sample Item 02	0.00	0.00	
EditDelete			MAIN BRAN...	0000000735	9/1/2026	ZZZ-TEST-17...		Sample Trading 03	Sample Item 03	1,400.00	0.00	

Show Rows10

Page 1 of 1

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Receiving Receipt Detail

SaveLockUnlockPrintAuditCancelFunctionsClose

CurrencyPHP

Exchange Rate1

BranchMAIN BRANCH

RR Number0000000736

RR Date9/1/2026

Manual No.ZZZ-TEST-179830-RR

Document Reference

SupplierSample Trading 01

TermCOD

RemarksSample Item 03

Show Staff

StatusNEW

Total0.00

Items

Attachment

Inventory

Journal Entries

Add

		Branch	PO No.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit
--	--	--------	--------	----------	----------	-------------	-------------	----------	------

Show Rows10

Page 1 of 1

Created By: Administrator

Created Date / Time: September 01, 2026 04:03 PM

Updated By: Administrator

Updated Date / Time: September 01, 2026 04:03 PM

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Print Receiving Receipt

Paper Size
Letter

Automatic Zoom

RECEIVING RECEIPT

Supplier: Sample Data

No: Sample Data

Address: Sample Data

Branch: Sample Data

Business Style: Sar

Date: Sample Data

Currency: Sample Dat

Due Date: Sample Data

Term: Samg

Manual No.: Sample Data

Remarks: Sample Data

Doc. Ref.: Sample Data

TIN: Sample Data

Sample	Unit	SKU Code	Bar Code	Item	Particulars	Sample	Discount	Cost	Amount
S									
TOTAL:									Sample

Sample Data
Certificate No.:

Sample Data
3

Date Issued: Sample
2023

THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX

Series From: Sample
0000000001

To: Sample
9999999999

Sample Date

Sample Date

Sample Data

HEAD v2.20.013.31 - preprod 2026-09-07

Receiving Receipt — print preview

Receiving Receipt (Draft)

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

Staging area for imported receiving receipts.

Company A | MAIN BRANCH

Draft Receiving Receipt

Post

Close

Validate

Delete All

	ValidationS...	CurrencyId	Currency	ExchangeR...	RRNumber	RRDate	ManualNu...	Document...	TermId	Term	Remarks	Amount	PaidAmount	Adjus
Delete		1	PHP	1		9/20/2026	ZZZ-TEST-M1...	M108 test draft	1	COD	Sample Item 02	350	0	

Show Rows
10

⏪

<

Page 1 of 1

>

⏩

HEAD v2.20.013.31 - preprod 2026-09-07

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.

Company A | MAIN BRANCH

Disbursement

AddClose

Clear Filters

Start date9/1/2026

End date9/30/2026

BranchMAIN BRANCH

Search

Column FilterAll

Functions

	Lock	Branch	CV No.	CV Date	Manual No.	Doc. Ref.	Supplier	Remarks	Amount	Status
EditDelete	☒	MAIN BRAN...	0000000730	9/1/2026	0000000730		Sample Trading 02		1,000.00	NEW

Show Rows10

Page 1 of 1

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Disbursement Detail

SaveLockUnlockPrintAuditCancelFunctionsClose

CurrencyPHP

Exchange Rate1

BankMetrobank

BranchMAIN BRANCH

Pay TypeCash

CV Number0000000730

CV Date9/1/2026

Check Number

Check Date

Manual No.0000000730

Document Reference

Check BankMetrobank

SupplierSample Trading 02

☐ Is Cross Check
☐ Show Staff
☐ Is Clear

PayeeSample Trading 02

StatusNEW

Total1,000.00

Remarks

Lines

Attachment

Note for this transactionJournal Entries

Add

	Branch	Account	Article	RR No.	Amount	Base Amount	WTAX	WTAX Ra.	WTAX
EditDelete	MAIN BRANCH	ACCOUNTS PAYABLE TRADE	Sample Trading 02		1,000.00	1,000.00	No WHT	0.00	

Show Rows10

Page 1 of 1

Created By: Administrator

Created Date / Time: September 01, 2026 06:28 PM

Updated By: Administrator

Updated Date / Time: September 03, 2026 03:52 PM

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Print Disbursement

Paper Size
Letter

Automatic Zoom

Supplier: Sample Data
Address: Sample Data
Business Style: Sar
Payee: Sample Data
Currency: Sample Dat
Check No.:
Check Date:
Check Bank: Sample Da
TIN: Sample Data

No: Sample Data
Branch: Sample Data
Date: Sample Data
Manual No: 0000000730
Doc. Ref.:
Remarks:

Branch:	Code:	Account:	Article:	Debit:	Credit:
Sample Data	210000	Sample Data Sample	Sample Data	1,000.00	0.00
Sample Data	112102	Sample Data Sample Data	Sample Da	0.00	1,000.00
TOTAL:				Sample Da	Sample Da

RR No.: RR Date: Particulars: Paid Amount:

Sample Data 1,000.00

TOTAL: Sample Da

Sample Data	Account	Debit	Credit
210000	Sample Data	1,000.00	0.00

HEAD v2.20.013.31 - preprod 2025-09-07

Disbursement — print preview

Disbursement (Draft)

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

Staging area for imported disbursements.

Company A | MAIN BRANCH

Draft Disbursement

PostClose

Show Rows10

1<

<

Page 1 of 0

>

>1

HEAD v2.20.013.31 - preprod 2026-09-07

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.

Company A | MAIN BRANCH

Debit Memo

AddClose

Clear Filters

Start date9/1/2026

End date9/30/2026

BranchMAIN BRANCH

Search

Column FilterAll

Functions

Lock...

Branch

DM No.

DM Date

Manual No.

Doc. Ref.

Supplier

Remarks

Amount

Status

Show Rows10

1<

<

Page 1 of 0

>

>1

HEAD v2.20.013.31 - preprod 2026-09-07

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.

Company A | MAIN BRANCH

Accounts Payable

Accounts Payable Report

Accounts Payable Voucher Report

Accounts Payable By Currency Report

Purchase Request Summary Report

Purchase Request Detail Report

Purchase Order Summary Report

Purchase Order Detail Report

Purchase Order Detail With Balance Report

Receiving Receipt Summary Report

Receiving Receipt Detail Report

Disbursement Summary Report

Disbursement Detail Report

Debit Memo Summary Report

Debit Memo Detail Report

Supplier Journal

Accounts Payable Report

Date as of 9/8/2026

Branch MAIN BRANCH

Paper Size Letter

PDF Report

Results

Automatic Zoom

Company A

128 Naga Naga Tacloban Leyte 8

Company A

VAT REG TIN 123-456-123-00000

Printed September 08, 2026 09:16 AM

ACCOUNTS PAYABLE											
Date as of 09/08/2026											
Branch	RR Number	RR Date	Document Reference	Due Date	Balance	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	Over 120 Days
2GO EXPRESS INC											
TACLOBAN MAIN	0000000735	9/1/2026	ZZZ-TEST-179830-RR	9/1/2026	1,400.00	0.00	1,400.00	0.00	0.00	0.00	0.00
SUB TOTAL					1,400.00	0.00	1,400.00	0.00	0.00	0.00	0.00
ALICEMAR CORPORATION											
TACLOBAN MAIN	0000000202	11/7/2023	06324	11/7/2023	6,650.00	0.00	0.00	0.00	0.00	0.00	6,650.00
SUB TOTAL					6,650.00	0.00	0.00	0.00	0.00	0.00	6,650.00
Bureau of Internal Revenue											
TACLOBAN MAIN	0000000543	5/31/2025	6762	5/31/2025	5,076.00	0.00	0.00	0.00	0.00	0.00	5,076.00
TACLOBAN MAIN	0000000544	5/31/2025	6763	5/31/2025	109,292.91	0.00	0.00	0.00	0.00	0.00	109,292.91
TACLOBAN MAIN	0000000558	6/25/2025	6790	6/25/2025	4,710.00	0.00	0.00	0.00	0.00	0.00	4,710.00
TACLOBAN MAIN	0000000559	6/25/2025	6791	6/25/2025	91,264.80	0.00	0.00	0.00	0.00	0.00	91,264.80
SUB TOTAL					210,343.71	0.00	0.00	0.00	0.00	0.00	210,343.71
Cash Dividend Payable											
TACLOBAN MAIN	0000000566	8/26/2025	06827	8/26/2025	10,725,000.00	0.00	0.00	0.00	0.00	0.00	10,725,000.00

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.

Company A | MAIN BRANCH

Sales Order

Clear Filters

Start date
1/1/2015

End date
12/31/2026

Branch
MAIN BRANCH

Search

Column Filter
All

Functions

		Lock...	Branch	SO No.	SO Date	Manual No.	Doc. Ref.	Customer	Remarks	Amount	Status	
Edit	Delete	☐	MAIN BRAN...	0000001525	7/14/2026	0000001525		Sample Trading 02		20.80	NEW	
Edit	Delete	☒	MAIN BRAN...	0000001524	7/3/2025	0000001524		Sample Trading 02		0.00	NEW	
Edit	Delete	☒	MAIN BRAN...	0000001523	10/3/2024	0000001523		Sample Trading 02		0.00	NEW	
Edit	Delete	☐	MAIN BRAN...	0000001522	9/27/2023	0000001522	0022230	Sample Trading 03		0.00	DONE	
Edit	Delete	☐	MAIN BRAN...	0000001521	9/25/2023	0000001521	0022229	Sample Trading 04		0.00	DONE	
Edit	Delete	☐	MAIN BRAN...	0000001520	9/22/2023	0000001520	0022228	Sample Trading 05		0.00	DONE	
Edit	Delete	☐	MAIN BRAN...	0000001519	9/22/2023	0000001519	0022227	Sample Trading 06		0.00	DONE	
Edit	Delete	☐	MAIN BRAN...	0000001518	9/22/2023	0000001518	0022226	Sample Trading 07		0.00	DONE	
Edit	Delete	☐	MAIN BRAN...	0000001517	9/21/2023	0000001517	0022224	Sample Trading 08		0.00	DONE	
Edit	Delete	☐	MAIN BRAN...	0000001516	9/21/2023	0000001516	0022222	Sample Trading 09		0.00	DONE	

Show Rows
10

⏪

⏴

1 / 147

⏵

⏩

HEAD v2.20.013.31-preprod 2026-09-07

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 (Draft)

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

Staging area for imported sales orders.

Company A | MAIN BRANCH

Draft Sales Order

PostClose

ValidateDelete All

	ValidationS...	BranchId	Branch	CurrencyId	Currency	BaseCurre...	BaseCurre...	ExchangeR...	SONumber	SODate	ManualNu...	Document...	CustomerId	Custo
Delete		3		1		1		1		9/7/2026	ZZZ-TEST-M1...	DR-M107	10,733	

Show Rows10

Page 1 of 1

HEAD v2.20.013.31-preprod 2026-09-07

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.

Company A | MAIN BRANCH

Sales Invoice

AddClose

Clear Filters

Start date1/1/2015

End date12/31/2026

BranchMAIN BRANCH

Search

Column FilterAll

Functions

		Lock...	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks	Amount	Paid	Adj.
Edit	Delete	☐	MAIN BRAN...	0000082853	9/7/2026	ZZZ-TEST-M...	ZZZ-TEST-M...	Sample Trading 02	Sample Item 02	54.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082852	9/7/2026	ZZZ-TEST-M...	ZZZ-TEST-M...	Sample Trading 02	Sample Item 03	88,200.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082851	9/7/2026	M114RACE-0...	M114-RACE-...	Sample Trading 02	Sample Item 04	9.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082850	9/7/2026	M114BUG-00...	M114-BUG-DR	Sample Trading 02	Sample Item 05	9.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082849	9/7/2026	M114DBG-00...	M114-M114...	Sample Trading 02	Sample Item 06	18.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082848	9/7/2026	M113-GOOD...	M114-FIX-34	Sample Trading 02	Sample Item 07	35.28	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082847	9/7/2026	M113-GOOD...	M114-FIX-2	Sample Trading 02	Sample Item 08	17.64	0.00	
Edit	Delete	☐	MAIN BRAN...	0000082846	8/28/2026	0000082846		Sample Trading 03	Sample Item 08	0.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082845	8/24/2026	0000082845		Sample Trading 03	Sample Item 09	9.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082844	8/12/2026	0000082844		Sample Trading 03	Sample Item 09	9.00	0.00	

Show Rows10

⏪

<

1 / 8216

>

⏩

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Sales Invoice Detail

Currency
PHP

Exchange Rate
1

Branch
MAIN BRANCH

SI Number
000082853

SI Date
9/7/2026

Manual No.
ZZZ-TEST-M117-0001

Document Reference
ZZZ-TEST-M117-DR

Customer
Sample Trading 01

Term
COD

Date Needed
9/14/2026

Remarks
Sample Item 09

Show Staff

Status
NEW

Total
54.00

Items

Attachment

Inventory

Journal Entries

Add

		SO Num...	SKU Code	Bar Code	Description	Inventory Code	Job Type	Particulars	Quantity	Unit
Edit	Delete		CNGL6A70T...	CNGL6A70TQL...	Sample Item 03	IN-0000000001-000...		Sample Item 04	1.00	Pc(s)
Edit	Delete		CNGL6A70T...	CNGL6A70TQL...	Sample Item 03	IN-0000000001-000...		Sample Item 05	1.00	Pc(s)
Edit	Delete		CNGL6A70T...	CNGL6A70TQL...	Sample Item 03	IN-0000000001-000...		Sample Item 06	1.00	Pc(s)
Edit	Delete		CNGL6A70T...	CNGL6A70TQL...	Sample Item 03	IN-0000000001-000...		Sample Item 07	2.00	Pc(s)
Edit	Delete		CNGL6A70T...	CNGL6A70TQL...	Sample Item 03	IN-0000000001-000...		Sample Item 08	1.00	Pc(s)

Show Rows
10

Page 1 of 1

Created By: Administrator
Created Date / Time: September 07, 2026 08:00 PM

Updated By: Administrator
Updated Date / Time: September 07, 2026 08:21 PM

HEAD v2.20.013.31-preprod 2026-09-07

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

Company A | MAIN BRANCH

Print Sales Invoice

Paper Size
Letter

Automatic Zoom

Print Close

DELIVERY RECEIPT

Customer: Sample D:

Email Address: Sar

Branch: Sample Data

Date: Sample Data

Date Needed: Sample Data

Manual No: Sample Data

Document Ref: Sample Data

Sample: Sample Data

No: Sample Data

Business Style: Sar

Address: Sample Data

Contact Person: Sar

Contact No.: Sar

TIN: Sample Data

Term: Sample Data

Remarks: Sample Data

Sarr	Unit	Item	Price	Discount Sample I	Sample C	Amount
1.00	Sam	Sample Data	9.00	0.00	9.00	9.00
		Sample Data				
		Sample Data				
		Sample Data				
2.00	Sam	Sample Data	9.00	0.00	9.00	18.00
		Sample Data				
		Sample Data				
		Sample Data				
1.00	Sam	Sample Data	9.00	0.00	9.00	9.00
		Sample Data				
		Sample Data				

HEAD v2.20.013.31-preprod 2026-09-07

Sales Invoice — print preview

Sales Invoice (Draft)

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

Staging area for imported sales invoices.

Company A | MAIN BRANCH

Draft Sales Invoice

PostClose

ValidateDelete All

	ValidationS...	BranchId	Branch	CurrencyId	Currency	BaseCurre...	BaseCurre...	ExchangeR...	SINumber	SIDate	ManualNu...	Document...	CustomerId	Custo
Delete	NO ISSUE FO...	3		1		1		1		9/7/2026	ZZZ-TEST-M1...	ZZZ-TEST-M1...	10,733	

Show Rows10

Page 1 of 1

HEAD v2.20.013.31 - preprod 2026-09-07

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.

Company A | MAIN BRANCH

Collection

AddClose

Clear Filters

Start date1/1/2015

End date12/31/2026

BranchMAIN BRANCH

Search

Column FilterAll

Functions

		Lock...	Branch	CI No.	CI Date	Manual No.	Doc. Ref.	Customer	Remarks	Amount	Status	
Edit	Delete	☐	MAIN BRAN...	0000000008	8/28/2026	0000000008		Sample Trading 02		980.00	NEW	
Edit	Delete	☐	MAIN BRAN...	0000000007	8/28/2026	0000000007		Sample Trading 02		0.00	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000006	8/28/2026	0000000006		Sample Trading 02		1,000.00	NEW	
Edit	Delete	☐	MAIN BRAN...	0000000005	7/14/2026	0000000005		Sample Trading 02		0.00	NEW	
Edit	Delete	☐	MAIN BRAN...	0000000004	3/29/2025	0000000004		Sample Trading 02		0.00	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000003	3/27/2025	0000000003	0000046035	Sample Trading 03		4,050.00	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000002	8/1/2023	0000000002	6118	Sample Trading 02		1,631.00	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000001	9/14/2023	0000000001	0000000004	Sample Trading 04		900.00	NEW	

Show Rows10

⏪

<

1 / 1

>

⏩

Move to last page

HEAD v2.20.013.31 - preprod 2026-09-07

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 (Draft)

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

Staging area for imported collections.

Company A | MAIN BRANCH

Draft Collection

Validate

Delete All

Post

Close

	ValidationS...	BranchId	Branch	CurrencyId	Currency	BaseCurre...	BaseCurre...	ExchangeR...	CINumber	CIDate	ManualNu...	Document...	CustomerId	Custo
Delete		3		1	PHP			1		2/1/2026	ZZZ-TEST-M1...	DR-M111	10,733	Sample

Show Rows
10

⏪

<

Page 1 of 1

>

⏩

...

HEAD v2.20.013.31-preprod 2026-09-07

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.

Company A | MAIN BRANCH

Credit Memo

Clear Filters

Start date
1/1/2015

End date
12/31/2026

Branch
MAIN BRANCH

Search

Column Filter
All

Functions

		Lock	Branch	CM No.	CM Date	Manual No.	Doc. Ref.	Customer	Remarks	Amount	Status	
Edit	Delete	☐	MAIN BRAN...	000000002	9/1/2026	0000000001	ZZZ-TEST-17...	Sample Trading 02	Sample Item 02	0.00	NEW	
Edit	Delete	☐	MAIN BRAN...	0000000001	9/1/2026	0000000001	ZZZ-TEST-17...	Sample Trading 02	Sample Item 03	1,000.00	NEW	

Show Rows
10

<< < 1 / 1 > >>

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Credit Memo Detail

Save Lock Unlock Print Audit Cancel Functions Close

Currency
PHP

Exchange Rate
1

Remarks
Sample Item 02

Branch
MAIN BRANCH

CM Number
000000002

CM Date
9/1/2026

Manual No.
0000000001

Document Reference
ZZZ-TEST-179758-RM-2

Customer
Sample Trading 02

Show Staff

Status
NEW

Total
0.00

Lines Attachment Journal Entries

Add

	Branch	Account	Article	SI No.	Amount	Base Amount	Particulars
--	--------	---------	---------	--------	--------	-------------	-------------

Show Rows
10

<< < Page 1 of 1 > >>

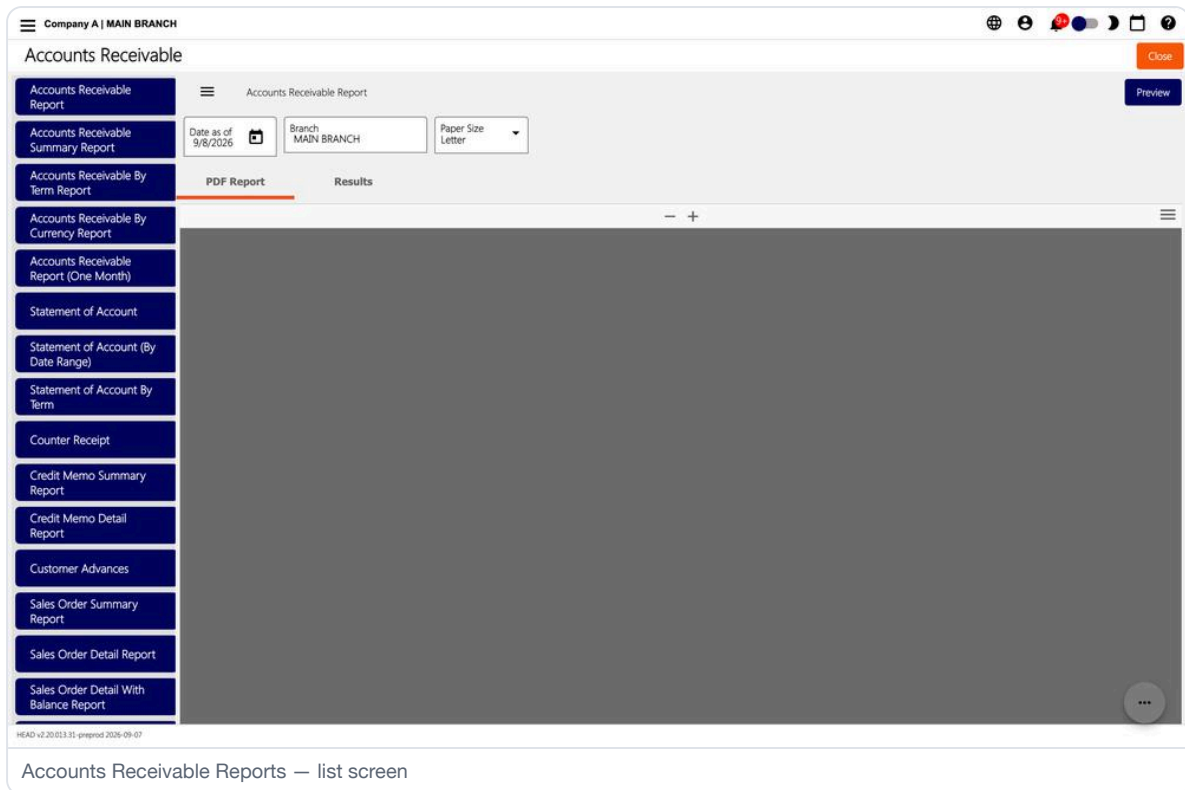
Created By: Administrator
Created Date / Time: September 01, 2026 10:58 AM

Updated By: Administrator
Updated Date / Time: September 01, 2026 11:33 AM

HEAD v2.20.013.31 - preprod 2026-09-07

Credit Memo — detail screen

Buttons: Save Lock Unlock Print Audit Cancel Functions Close Add



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.

The screenshot shows the 'Stock Transfer Request' list screen for 'Company A | MAIN BRANCH'. The interface includes a top navigation bar with a hamburger menu, user profile, and system status icons. Below the header, there's a search bar and filter controls. The main area displays a table of stock transfer requests with columns for 'Edit', 'Delete', 'Lock', 'STR No.', 'STR Date', 'Manual No.', 'Doc. Ref.', 'From Branch', 'To Branch', 'Account', 'Article', and 'Remarks'. The table contains 8 rows of data, with the last row selected. At the bottom, there's a pagination control showing 'Show Rows 10' and navigation buttons. The footer indicates the version 'HEAD v2.20.013.31-preprod 2026-09-07' and the screen title 'Stock Transfer Request — list screen'.

Edit	Delete	Lock	STR No.	STR Date	Manual No.	Doc. Ref.	From Branch	To Branch	Account	Article	Remarks
Edit	Delete	☐	0000000009	9/4/2026	0000000009		MAASIN	TACLOBAN MAIN	Cash on Hand - Direct Sales	Sample Trading 02	Sample Item 02
Edit	Delete	☐	0000000008	9/4/2026	0000000008		MAASIN	TACLOBAN MAIN	Cash on Hand - Direct Sales	Sample Trading 02	
Edit	Delete	☐	0000000007	9/4/2026	0000000007		MAASIN	TACLOBAN MAIN	Cash on Hand - Direct Sales	Sample Trading 02	
Edit	Delete	☐	0000000006	9/4/2026	0000000006		MAASIN	TACLOBAN MAIN	Cash on Hand - Direct Sales	Sample Trading 02	
Edit	Delete	☐	0000000005	9/4/2026	0000000005		MAASIN	TACLOBAN MAIN	Cash on Hand - Direct Sales	Sample Trading 02	
Edit	Delete	☐	0000000004	9/4/2026	0000000004		MAASIN	TACLOBAN MAIN	Cash on Hand - Direct Sales	Sample Trading 02	
Edit	Delete	☐	0000000003	9/4/2026	0000000003		MAASIN	TACLOBAN MAIN	Cash on Hand - Direct Sales	Sample Trading 02	
Edit	Delete	☐	0000000002	9/4/2026	0000000002		MAASIN	TACLOBAN MAIN	Cash on Hand - Direct Sales	Sample Trading 02	
Edit	Delete	☒	0000000001	9/2/2026	ZZZ-TEST-17...	ZZZ-TEST-17...	MAASIN	TACLOBAN MAIN	Cash on Hand - Direct Sales	Sample Trading 02	Sample Item 03

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>

Company A | MAIN BRANCH

Save

Lock

Unlock

Print

Audit

Functions

Close

Stock Transfer Detail

Branch
MAIN BRANCH

ST Number
0000000002

ST Date
9/4/2026

Manual No.
0000000002

Document Reference

To Branch
MAASIN

ETA
9/4/2026

Account Manual Code
111001

Account
Cash on Hand - Direct Sales

Remarks

Show Staff

Status
NEW

Total Cost Amount
0.00

Total Selling Price Amount

Items

Inventory

Journal Entries

Show Rows
10

IK

<

1 / 0

>

>I

	SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
Created By: Administrator Created Date / Time: September 04, 2026 02:02 PM Updated By: Administrator Updated Date / Time: September 04, 2026 02:08 PM									

HEAD v2.20.013.31 grepprod 2026-09-07

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

Company A | MAIN BRANCH

Print Stock Transfer

Paper Size
Letter

Automatic Zoom

Account: Sample Data

Article: Samp

Remarks

No: Sample Data

Branch: Sample Data

Date: Sample Data

To Branch: Sample

Manual No: 000000002

Document Ref:

TOTAL: 0.00

Sample Data	Sample Data	Sample Data	Sample Data	THIS DOCUMENT IS NOT VALID FOR CLAIM OF Sample Data
Sample Data	Sample Data To	Sample Data		
Sample Data	Sample Data	Sample Data	Sample Data	

Sample Data	Sample Data	Sample Data	Date Received:
-------------	-------------	-------------	----------------

Sample Data
Sample Data

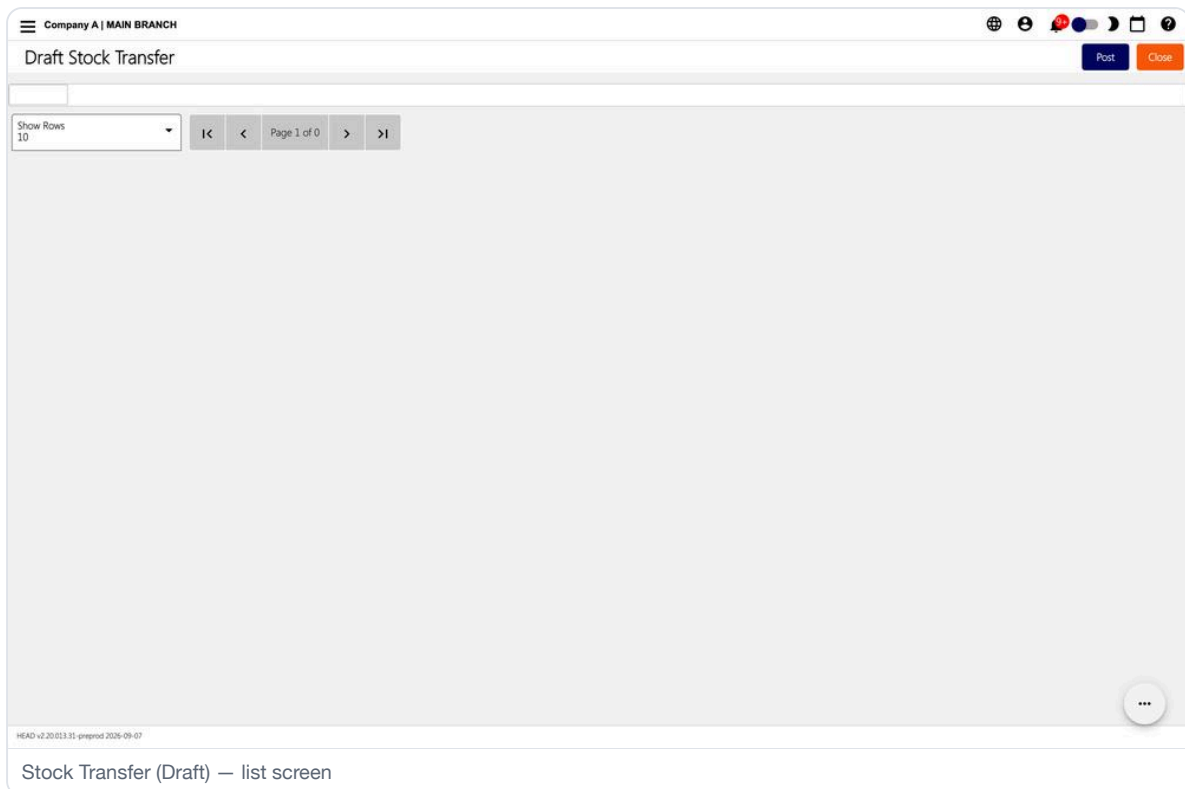
HEAD v2.20.011.31 greprod 2026-09-07

Stock Transfer — print preview

Stock Transfer (Draft)

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

Staging area for imported stock transfers.



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.

Company A | MAIN BRANCH

Stock In

Clear Filters

Start date1/1/2015

End date12/31/2026

BranchMAIN BRANCH

Search

Column FilterAll

Functions

Edits

Delete

Lock

Branch

IN No.

IN Date

Manual No.

Doc. Ref.

Account

Article

Remarks

Amount

Edits

Delete

Edits

Delete

Edits

Delete

Edits

Delete

Edits

Delete

Edits

Delete

Edits

Delete

Edits

Delete

Edits

Delete

Edits

Delete

Edits

Delete

MAIN BRAN...

0000000062

9/4/2026

0000000062

06961

DUE TO YPI

Sample Trading 02

Sample Item 02

896,500.00

MAIN BRAN...

0000000061

1/31/2026

0000000061

06955

DUE TO YPI

Sample Trading 02

Sample Item 03

2,704,500.00

MAIN BRAN...

0000000060

2/2/2026

0000000060

06952

DUE TO YPI

Sample Trading 02

Sample Item 04

2,704,500.00

MAIN BRAN...

0000000059

2/2/2026

0000000059

26-1443

DUE TO YPI

Sample Trading 02

Sample Item 05

2,723,000.00

MAIN BRAN...

0000000058

1/28/2026

0000000058

06930

DUE TO YPI

Sample Trading 02

Sample Item 06

1,793,000.00

MAIN BRAN...

0000000057

12/31/2025

0000000057

06904

DUE TO YPI

Sample Trading 02

Sample Item 07

3,616,000.00

MAIN BRAN...

0000000056

12/2/2025

0000000056

06866

DUE TO YPI

Sample Trading 02

Sample Item 08

896,500.00

MAIN BRAN...

0000000055

10/6/2025

0000000055

06864

DUE TO YPI

Sample Trading 02

Sample Item 09

3,612,000.00

MAIN BRAN...

0000000054

10/1/2025

0000000054

06795

DUE TO YPI

Sample Trading 02

Sample Item 10

1,808,000.00

Show Rows10

1

6

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Stock In Detail

Save

Lock

Unlock

Print

Audit

Functions

Close

BranchMAIN BRANCH

IN Number0000000062

IN Date9/4/2026

Manual No.0000000062

Document Reference

Account Manual Code1111001

AccountCash on Hand - Direct Sales

ArticleSample Trading 01

StatusNEW

Sales AgentAdministrator

Total Amount5,000.00

Items

Inventory

Journal Entries

SKU Code

Bar Code

Description

Particulars

Quantity

Unit

Value

Amount

Base Quantity

Edits

Delete

M94REPRO...

M94REPRO-BC...

Sample Item 03

Sample Item 04

1.00

Pc(s)

5,000.00

5,000.00

1.00

Show Rows10

1

Page 1 of 1

Created By: Administrator

Created Date / Time: September 04, 2026 02:53 PM

Updated By: Administrator

Updated Date / Time: September 04, 2026 02:53 PM

HEAD v2.20.013.31 - preprod 2026-09-07

Stock In — detail screen

EasyFS User Manual · v2.20.013.31 50

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

Company A | MAIN BRANCH

Print Stock In

Paper Size
Letter

Automatic Zoom

STOCK IN

Account: Sample Data
Article: Samp
Remarks

No: Sample Data
Branch: Sample Data
Date: Sample Data
Manual No: 0000000062
Sales Agent: Sample Data
Document Ref:

Qty	Unit	Barcode	Item	Particulars	Samp	Amount
1.00	Samp	Sample Data 6598	Sample Data Item	Sample D Sample Dat Sample Dat Sample	5,000.00	5,000.00
TOTAL:						5,000.00

Account	Debit	Credit
Sample Data 111001		0.00
Sample Data 113103	5,000.00	5,000.00
		0.00

Unit

Quantity

Samp

1.00

Sample Data

Sample Data 00113

Sample Data

To

Sample Data

Sample Date

Sample Dat

Sample Data

Sample Data

THIS DOCUMENT IS NOT VALID FOR CLAIM OF
Sample Data

HEAD v2.20.013.31 - preprod 2025-09-07

Stock In — print preview

Stock In (Draft)

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

Staging area for imported stock-in documents.

Company A | MAIN BRANCH

Draft Stock In

Post

Close

Validate

Delete All

	ValidationS...	INDate	ManualNu...	Document...	AccountId	Account	ArticleId	Article	Remarks	Amount	Status	ItemId	ItemDescri...	Pa
	Delete	9/20/2026	ZZZ-TEST-M1...	DR-M109	1	Acct	1	Sample Tradin...	Sample Item 03	100	NEW	1	Item	San

Show Rows 10

⏪

⏩

Page 1 of 1

⏪

⏩

...

HEAD v2.20.013.31-preprod 2026-09-07

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.

Company A | MAIN BRANCH

Stock Out

AddClose

Clear Filters

Start date1/1/2015

End date12/31/2026

BranchMAIN BRANCH

Search

Column FilterAll

Functions

		Lock...	Branch	OT No.	OT Date	Manual No.	Doc. Ref.	Account	Article	Remarks	Amount
Edit	Delete	☒	MAIN BRAN...	0000000024	9/1/2026	0000000024		Cash on Hand - Direct Sales	Sample Trading 02		0.
Edit	Delete	☒	MAIN BRAN...	0000000023	9/1/2026	0000000023		Cash on Hand - Direct Sales	Sample Trading 02		0.
Edit	Delete	☐	MAIN BRAN...	0000000022	6/15/2024	0000000022	06494	PURCHASES	Sample Trading 02	Sample Item 02	0.
Edit	Delete	☒	MAIN BRAN...	0000000021	6/8/2024	0000000021	06485	PURCHASES	Sample Trading 02	Sample Item 03	26,785.
Edit	Delete	☒	MAIN BRAN...	0000000020	5/20/2024	0000000020	06467	PURCHASES	Sample Trading 02	Sample Item 04	56,912.
Edit	Delete	☒	MAIN BRAN...	0000000019	5/16/2024	0000000019	06465	PURCHASES	Sample Trading 02	Sample Item 05	56,919.
Edit	Delete	☒	MAIN BRAN...	0000000018	4/17/2024	0000000018	06447	PURCHASES	Sample Trading 02	Sample Item 06	43,513.
Edit	Delete	☒	MAIN BRAN...	0000000017	4/11/2024	0000000017	06436	PURCHASES	Sample Trading 02	Sample Item 07	56,919.
Edit	Delete	☐	MAIN BRAN...	0000000016	3/22/2024	0000000016	06420	PURCHASES	Sample Trading 02	Sample Item 08	23,430.
Edit	Delete	☒	MAIN BRAN...	0000000015	3/13/2024	0000000015	06417	PURCHASES	Sample Trading 02	Sample Item 09	56,919.

Show Rows10

⏪

<

1 / 3

>

⏩

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Stock Out Detail

SaveLockUnlockPrintAuditFunctionsClose

BranchMAIN BRANCH

OT Number0000000024

Manual No.0000000024

Account Manual Code111001

ArticleSample Trading 01.

OT Date9/1/2026

Document Reference

AccountCash on Hand - Direct Sales

StatusNEW

Remarks

Items

Inventory

Journal Entry

AddFunctions

	SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Value	Amount
Edit	CNGL6A70T...	CNGL6A70TQL...	Sample Item 03	IN-0000000001-000...		1.00	Pc(s)	0.00	0.00

Show Rows10

⏪

<

Page 1 of 1

>

⏩

Created By: Administrator

Created Date / Time: September 01, 2026 03:34 PM

Updated By: Administrator

Updated Date / Time: September 01, 2026 03:36 PM

HEAD v2.20.013.31 - preprod 2026-09-07

Stock Out — detail screen

EasyFS User Manual · v2.20.013.31

53

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

PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Stock Out

Paper Size
Letter

+ Automatic Zoom ▾
[Icons]

						Sample Dat
						Sample Data
						Sample Date:
						Sample Data
						Sample Data

STOCK OUT						
Account:	Sample Data		No:	Sample Data		
Article:	Samp		Branch:	Sample Data		
Remarks			Date:	Sample Data		
			Manual No:	0000000024		
			Document Ref:			

Qty	Unit	Barcode	Item	Particulars	Samp	Amount
1.00	Samç	Sample Data Sar	Sample Data		0.00	0.00
					TOTAL:	0.00

Sample Data	Account	Debit	Credit	
114000	Sample Data	0.00	0.00	
111001	Sample Data	0.00	0.00	

Unit	Quantity
Samç	1.00

Sample Data	Sample Data	Sample Data	Sample Data	*THIS DOCUMENT IS NOT VALID FOR CLAIM OF Sample Date
Sample Data	To	Sample Data		

Sample Date	Sample Data:	Sample Data	Sample Data
-------------	--------------	-------------	-------------

Stock Out (Draft)

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

Staging area for imported stock-out documents.

Company A | MAIN BRANCH

Draft Stock Out

Validate

Delete All

Show Rows
10

⏮

<

Page 1 of 0

>

⏭

HEAD v2.20.013.31-preprod 2026-09-07

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.

Company A | MAIN BRANCH

Stock Count

Clear Filters

Start date
1/1/2015

End date
12/31/2026

Search

Column Filter
All

	Lock...	SC No.	SC Date	Manual No.	Doc. Ref.	Remarks	Status
Edit Delete	☐	0000000001	9/2/2026	0000000001			NEW

Show Rows
10

⏮

<

Page 1 of 1

>

⏭

HEAD v2.20.013.31-preprod 2026-09-07

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

Company A | MAIN BRANCH

Stock Count Detail

SaveLockUnlockPrintAuditFunctionsClose

Branch
MAIN BRANCH

SC Number
0000000001

Manual No.
0000000001

Remarks

SC Date
9/2/2026

Document Reference

Show Staff
Status
NEW

Adjustment Type
UPDATE QUANTITY

Items

Add

	SKU Code	Bar Code	Description	Particulars	Quantity	Cost	
EditDelete	CNGL6A70T...	CNGL6A70TQL...	Sample Item 03	Sample Item 04	5.00	9.00	

Show Rows
10

K<1 / 1>>I

Created By: Administrator
Created Date / Time: September 02, 2026 05:57 PM

Updated By: Administrator
Updated Date / Time: September 02, 2026 05:57 PM

Stock Count — detail screen

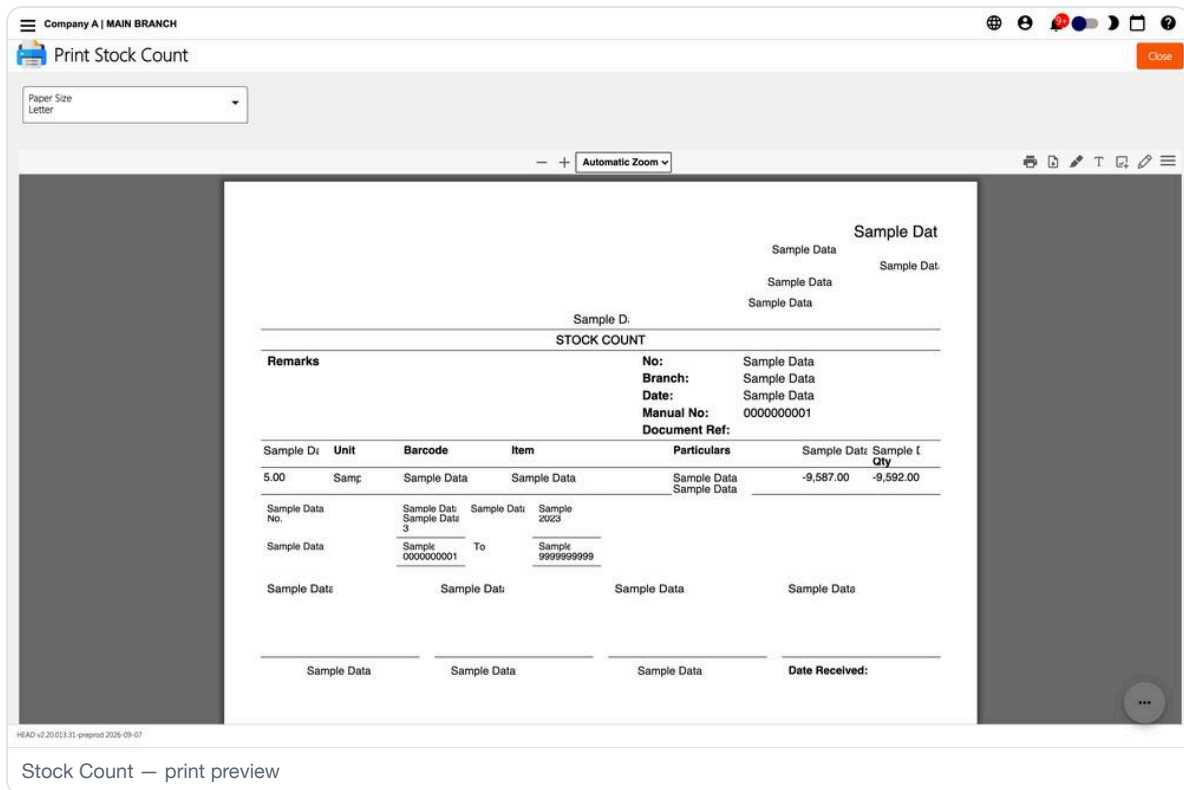
Fields: Branch SC Number SC Date Manual No. Document Reference Remarks Status Adjustment Type

Show Rows

Tabs: Items

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

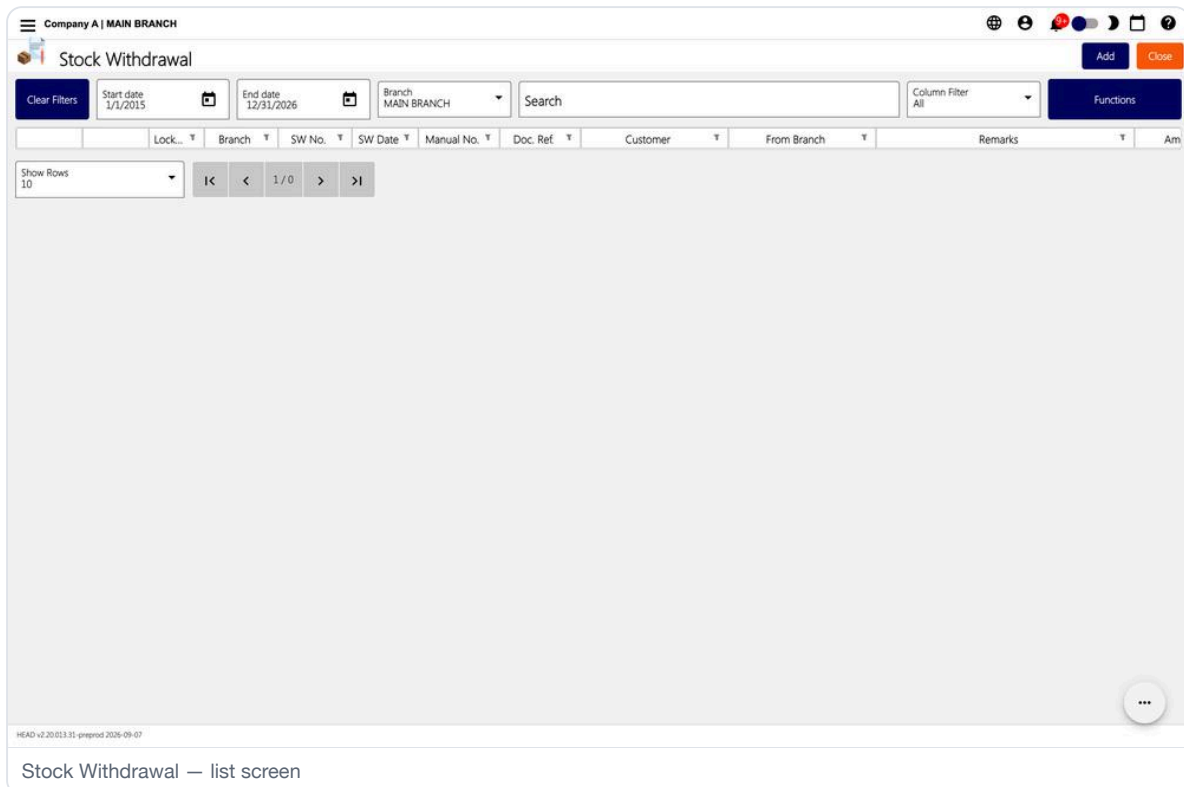
PRINTED DOCUMENT



Stock Withdrawal

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

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



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.

Company A | MAIN BRANCH

Inventory Ledger

AddClose

Clear Filters

Start date1/1/2015

End date12/31/2026

Search

Column FilterAll

		Lock...	IL No.	IL Date	Manual No.	Doc. Ref.	Month	Year	Remarks	Status	
Edit	Delete	☐	0000000018	7/31/2023	0000000018		JULY	2024		NEW	
Edit	Delete	☒	0000000004	8/31/2023	0000000004		AUGUST	2023	Sample Item 02	NEW	
Edit	Delete	☒	0000000005	8/31/2023	0000000005		AUGUST	2023	Sample Item 03	DONE	
Edit	Delete	☒	0000000001	9/12/2023	0000000001		SEPTEMBER	2023		NEW	
Edit	Delete	☒	0000000003	9/12/2023	0000000003		SEPTEMBER	2023		NEW	
Edit	Delete	☒	0000000019	9/30/2023	0000000019		SEPTEMBER	2023		NEW	
Edit	Delete	☒	0000000020	10/31/2023	0000000020		OCTOBER	2023		NEW	
Edit	Delete	☒	0000000021	10/31/2023	0000000021		OCTOBER	2023		NEW	
Edit	Delete	☐	0000000006	11/30/2023	0000000006		NOVEMBER	2023		NEW	
Edit	Delete	☐	0000000007	12/22/2023	0000000007		DECEMBER	2023		NEW	

Show Rows10

1<

<

1 / 3

>

>1

HEAD v2.20.013.31-preprod 2026-09-07

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

Company A | MAIN BRANCH

Inventory Ledger Detail

Save

Lock

Unlock

Audit

Cancel

Functions

Close

BranchMAIN BRANCH

IL Number0000000018

IL Date7/31/2023

Show Staff

MonthJULY

Year2024

Manual No.0000000018

Document Reference

StatusNEW

Remarks

Inventory

Journal Entries

Generate IL

Branch	Document Ref	Inventory Code	SKU Code	Bar Code	Description	Quantity	Unit	Cost	Amount
Show Rows10 K < 1 / 1 > >I									
Created By: Emelinda H. Bermejo					Updated By: Emelinda H. Bermejo				
Created Date / Time: July 01, 2024 04:09 PM					Updated Date / Time: July 01, 2024 04:10 PM				

HEAD v2.20.013.31 - preprod 2024-09-07

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.

Company A | MAIN BRANCH

Inventory Report

Inventory Report

Inventory Report (Per Item)

Stock Card

Stock In Detail Report

Stock Out Detail Report

Stock Transfer Detail Report

Stock Count Detail Report New

Physical Count Sheet

Top Item Inventory Onhand

Top Moving Item

Inventory Report

Start date 9/8/2026

End date 9/8/2026

Branch MAIN BRANCH

Paper Size Letter

Note: If the document is taking more than 5mins to generate, the PDF file size might be too large to retrieve. Split the pdf per 100 lines, refer to Function > Split PDF

PDF Report

Results

Automatic Zoom

Company A

128 Naga Naga Tacloban Leyte 8

Company A

VAT REG TIN 123-456-123-00000

Printed September 08, 2026 09:21 AM

Inventory Report

From 09/08/2026 until 09/08/2026

Branch	Inventory Code	SKU Code	Bar Code	Item Category	Description	Beg	In	Out	End	Cost	Cost Amount	Selling Amount	Price	Reorder Quantity	Stock Level
TACLOBAN MAIN	RR-0000000001-0000000735	ZZZ-TEST-179830-A	ZZZ-TEST-179830-A	Test	ZZZ-TEST-179830 Fixed Asset A	0.00	0.00	0.00	0.00	625.00	0.00	0.00	0.00	0.00	0.00
TACLOBAN MAIN	RR-0000000001-0000000735	ZZZ-TEST-179830-B	ZZZ-TEST-179830-B	Test	ZZZ-TEST-179830 Fixed Asset B	0.00	0.00	0.00	0.00	625.00	0.00	0.00	0.00	0.00	0.00
TACLOBAN MAIN	RR-0000000001-0000000233	NA	NA	NA	IT SOLUTION	2.00	0.00	0.00	2.00	214.28	428.57	0.00	0.00	0.00	0.00
TACLOBAN MAIN	RR-0000000001-0000000046	NA	NA	NA	INTEREST & BANK CHARGES	1.00	0.00	0.00	1.00	20.00	20.00	0.00	0.00	0.00	0.00
TACLOBAN MAIN	IN-0000000001-0000000000	LC7RT IZ6VP	LC7RT IZ6VP	YL	Yakult Clear Drink	30,200.00	0.00	0.00	30,200.00	7.50	226.50	350.32	11.60	0.00	0.00

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

EasyFS User Manual · v2.20.013.31

60

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.

Company A | MAIN BRANCH

Bank Reconciliation

SummaryPrintClose

Functions

Bank

Start Date
9/8/2026

End Date
9/8/2026

Company
Company A

Branch

Ending Balance as per Bank

Total Deposit In Transit

Total Outstanding Withdrawals

Total Adjustments

Adjusted Ending Balance

0.00

0.00

0.00

0.00

0.00

Deposits (Collection)

Withdrawals (Disbursement)

Adjustments (Journal Voucher)

Bank Book Journal

Clear All

Uclear All

Reset All

Branch

CI No.

CI Date

Customer

Pay Type

Check No.

Check D...

Check Ba...

Amount

In Transit

C

Transacti...

Bank C

Show Rows
10

K<<1/0>>I

HEAD v2.20.013.31-preprod 2026-09-07

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.

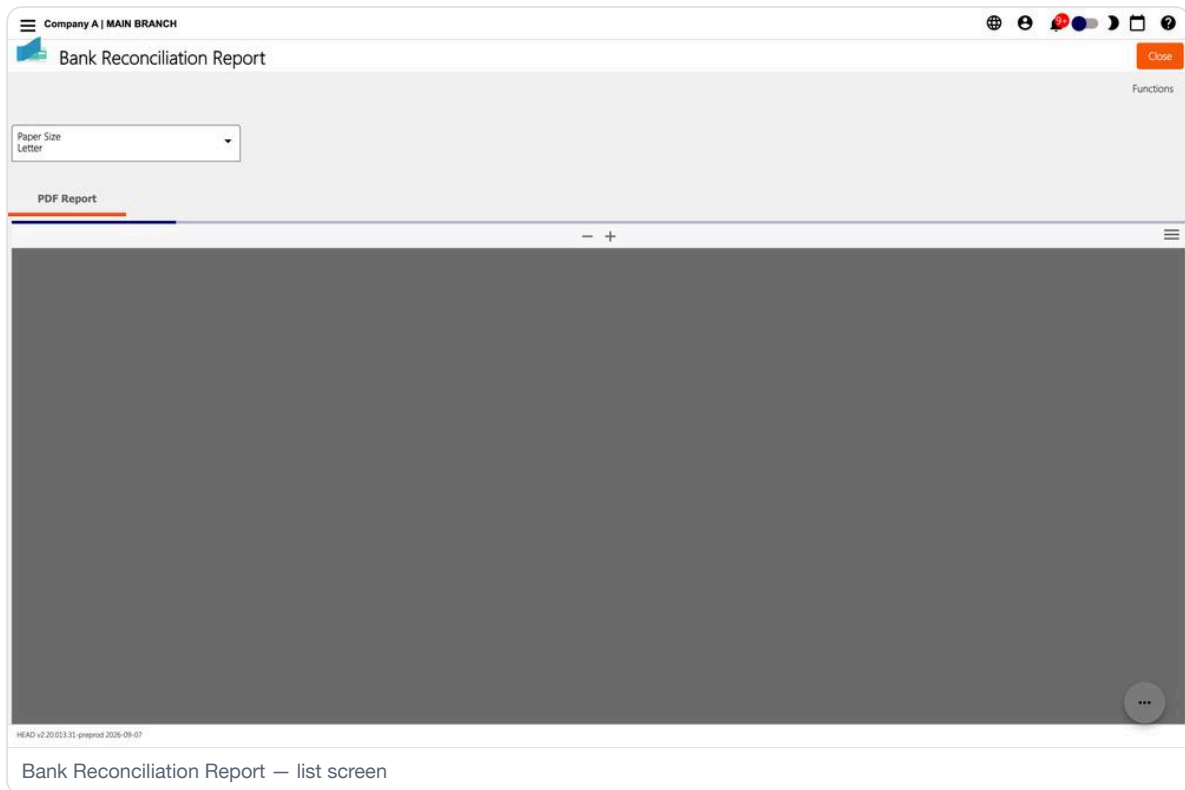
ACTIONS ON THIS SCREEN

- 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.



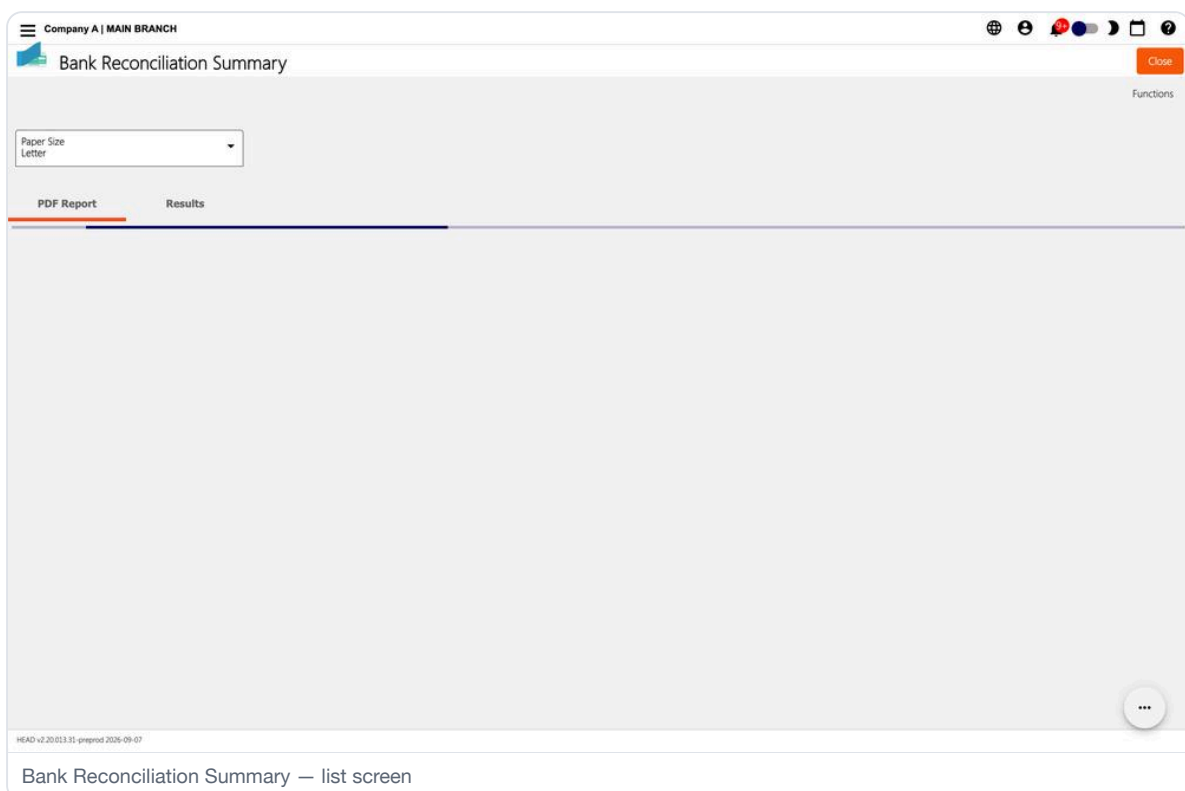
ACTIONS ON THIS SCREEN

- 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.



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.

Company A | MAIN BRANCH

Journal Voucher

Clear Filters

Start date1/1/2015

End date12/31/2026

BranchMAIN BRANCH

Search

Column FilterAll

Functions

		Lock...	Branch	JV No.	JV Date	Manual No.	Doc. Ref.	Remarks	Debit Amount	Credit Amount	Status	
Edit	Delete	☒	MAIN BRAN...	0000000001	8/31/2023	0000000001	23-902	Sample Item 02	14,706.68	14,706.68	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000002	8/31/2023	0000000002	23-901	Sample Item 03	54,407.99	54,407.99	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000003	8/31/2023	0000000003	23-903	Sample Item 04	9,171.32	9,171.32	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000004	8/31/2023	0000000004	23-904	Sample Item 05	5,209.46	5,209.46	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000005	8/31/2023	0000000005	23-906	Sample Item 06	29,865.48	29,865.48	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000006	8/31/2023	0000000006	23-907	Sample Item 07	158,643.36	158,643.36	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000007	8/31/2023	0000000007	23-908	Sample Item 08	21,659.68	21,659.68	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000008	8/31/2023	0000000008	23-915	Sample Item 09	36,900.00	36,900.00	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000009	7/31/2023	0000000009			140,617,593.19	140,617,593.19	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000010	8/31/2023	0000000010	23-896	Sample Item 10	817.51	817.51	NEW	

Show Rows10

⏪

<

1 / 62

>

⏩

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Journal Voucher Detail

Save
Lock
Unlock
Print
Audit
Cancel
Functions
Close

Branch
MAIN BRANCH

JV Number
0000000001

JV Date
8/31/2023

Manual No.
0000000001

Document Reference
23-902

Remarks
Sample Item 02

☐ Show Staff

Status
NEW

Total Debit
14,706.68

Total Credit
14,706.68

Lines Attachment Journal Entries

	Branch	Account	Article	Debit Amount	Credit Amount	C	Particulars
Edit Delete	MAIN BRANCH	PREPAID TAXES AND LICEN...	Sample Trading 02	0.00	14,706.68	☐	Sample Item 02
Edit Delete	MAIN BRANCH	TAXES AND LICENSES	Sample Trading 02	14,706.68	0.00	☐	Sample Item 02

Show Rows

10

|<
<
1 / 1
>
>|

Created By: Allan F. Fababair
 Created Date / Time: September 30, 2023 01:37 PM

Updated By: Allan F. Fababair
 Updated Date / Time: September 30, 2023 01:39 PM

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

Company A | MAIN BRANCH
Print Journal Voucher
Paper Size
Letter
Close

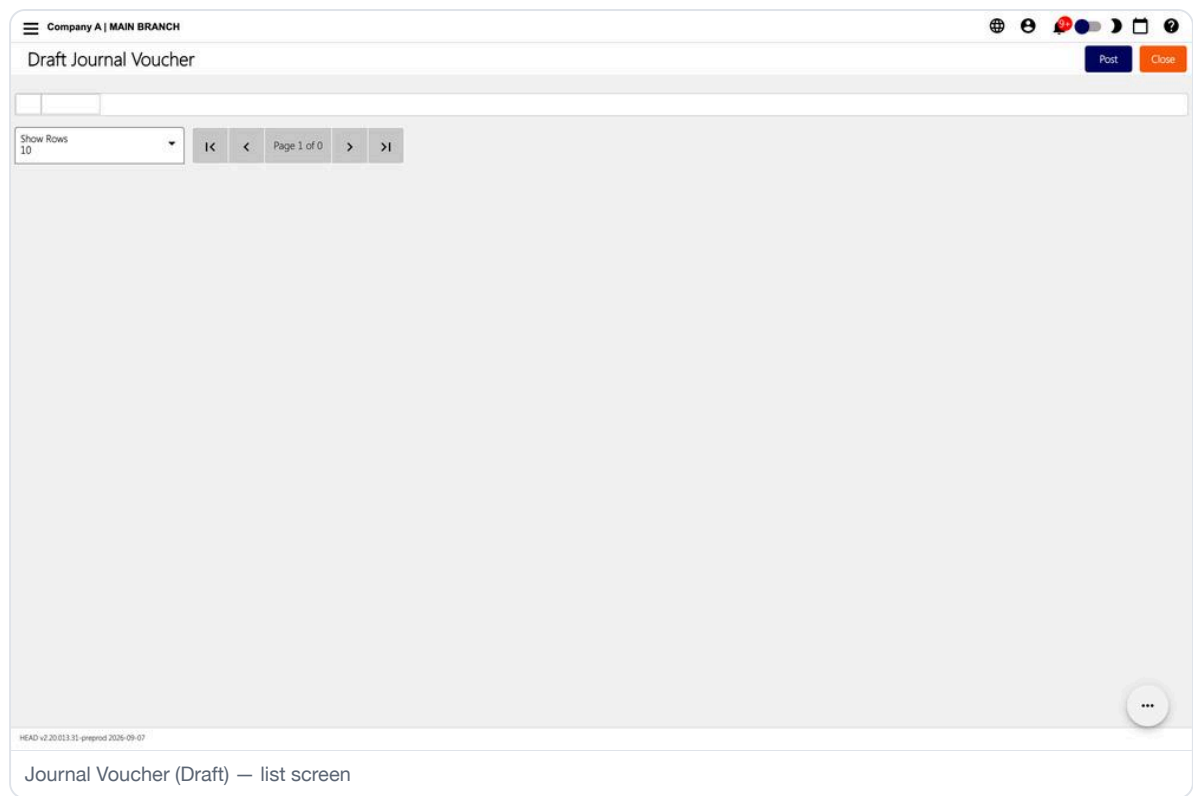
Automatic Zoom

JOURNAL VOUCHER						
Remarks	Sample Data Sample Data		No:	Sample Data		
			Branch:	Sample Data		
			Date:	Sample Data		
			Manual No:	000000001		
			Document Ref:	23-902		
Sample	Samp	Account	Sampl	Particulars	Debit	Credit
Sample Dat: Samp	115103	Sample Data Sample Da	Samp	Sample Data Sample Data Sample Data Sample Data	0.00	14,706.68
Sample Dat: Samp	600003	Sample Data Sample Data	Samp	Sample Data Sample Data Sample Data	14,706.68	0.00
TOTAL:					14,706.68	14,706.68
Sample Data No.	Sample Date: Sample Date 3	Sample Date: To	Sample 2023			
Sample Data	Sampl: 0000000001	To	Sampl: 9999999999			
Sample Data	Sample Data:		Sample Data			

Journal Voucher (Draft)

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

Staging area for imported journal vouchers.



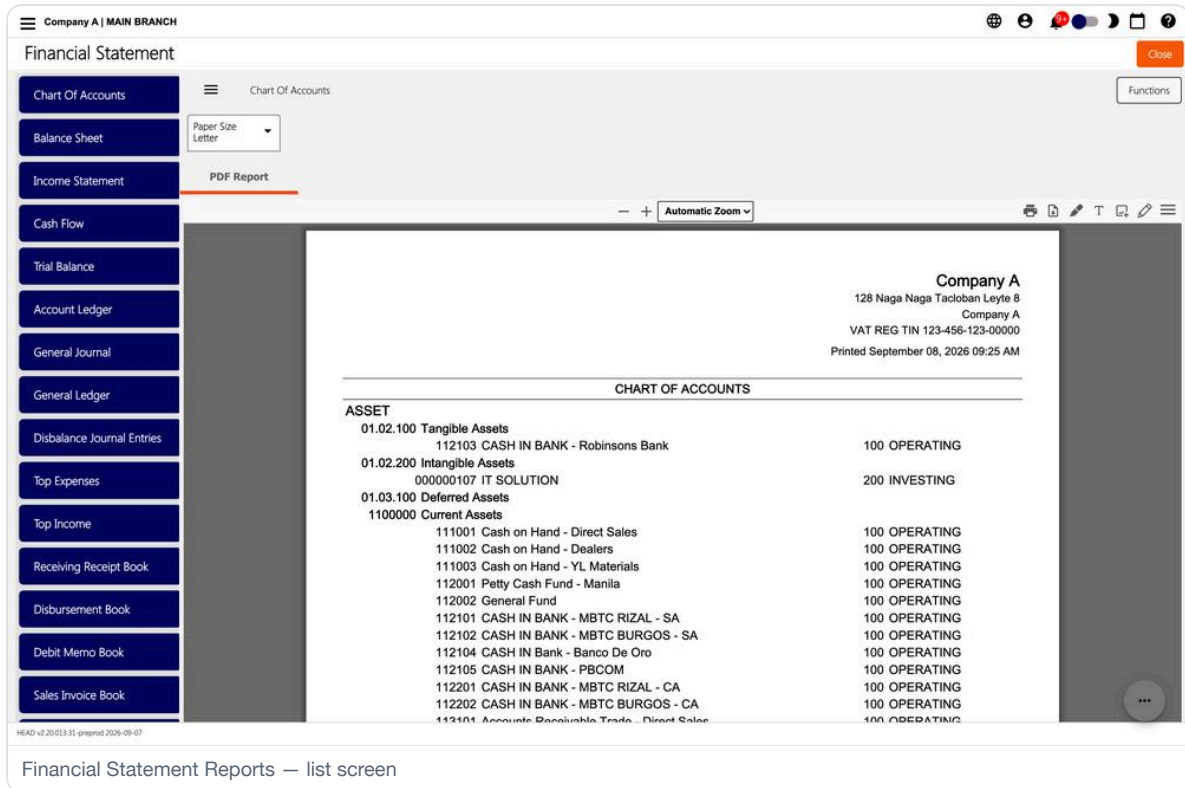
ACTIONS ON THIS SCREEN

[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.



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.

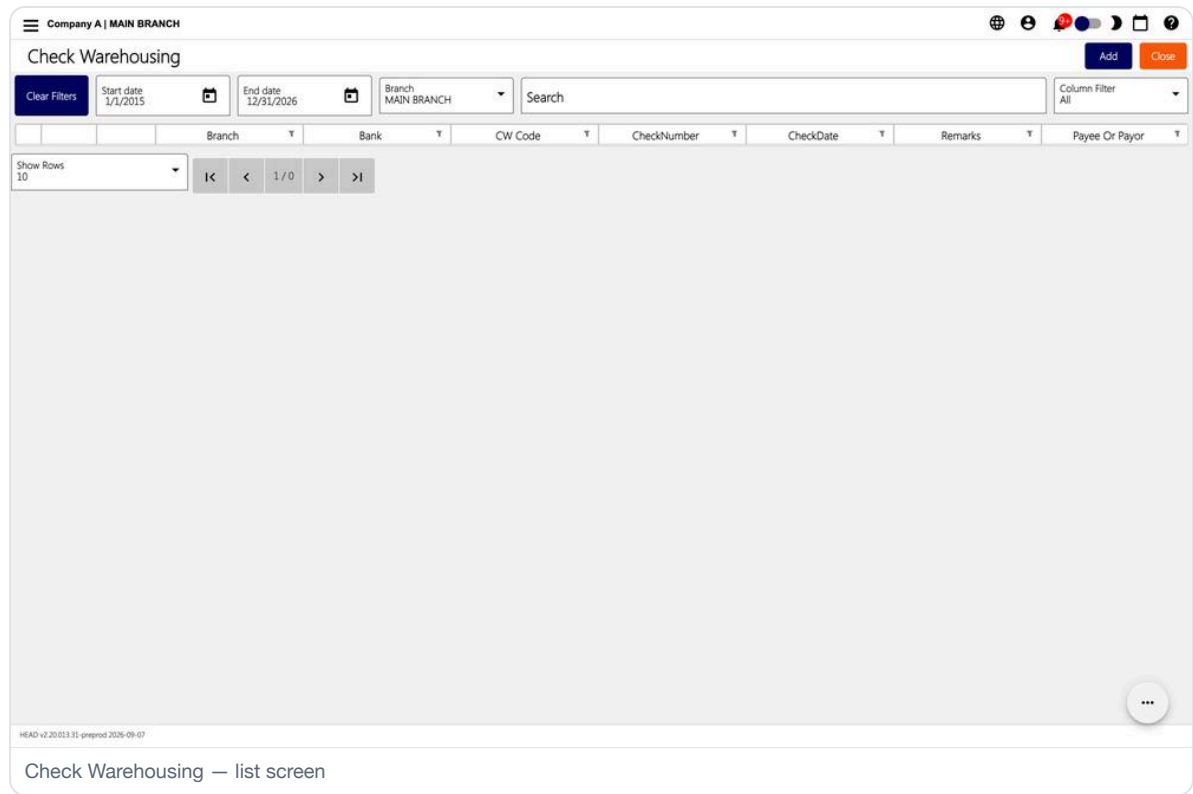
7. Check Warehousing

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.



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.

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 Bounced

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

Post-dated cheques that were deposited and returned unpaid.



PDC Cleared

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

Post-dated cheques that have cleared the bank.



PDC Uncleared

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

Post-dated cheques deposited but not yet cleared.



PDC Uncleared — list screen

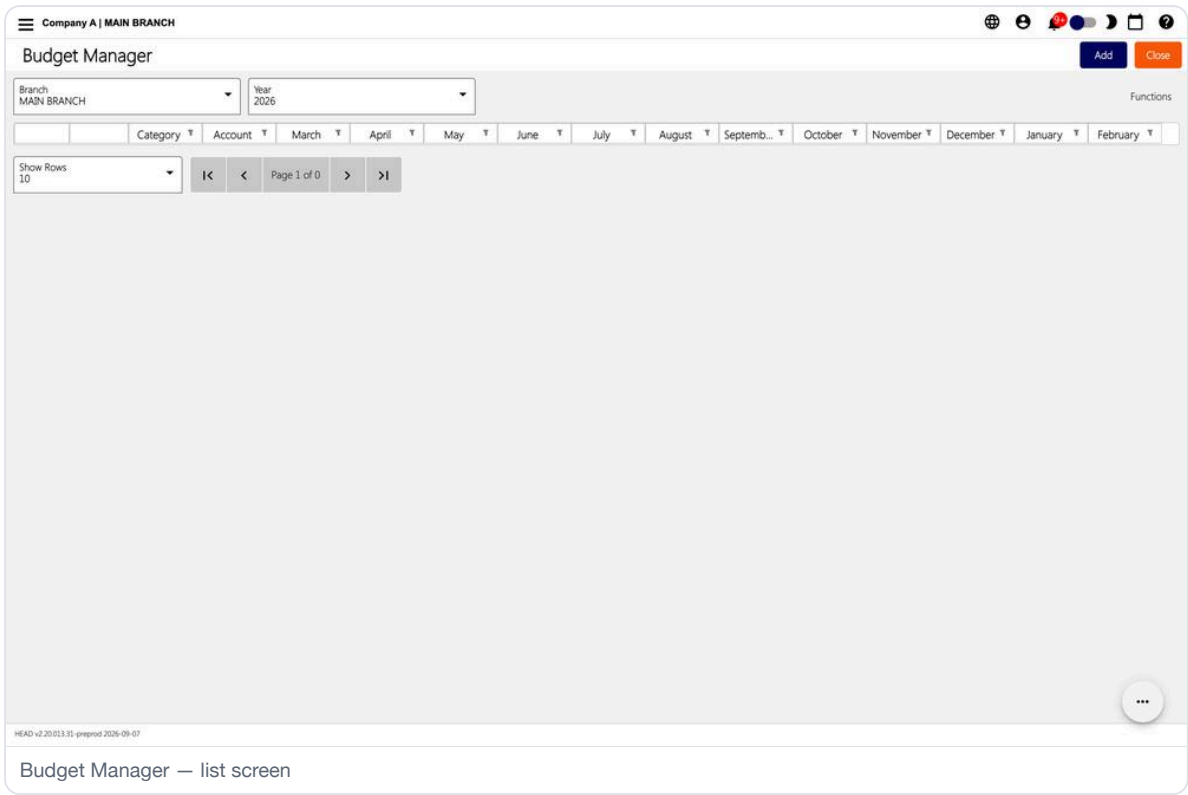
8. Budget

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.



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.

Company A

128 Naga Naga Tacloban Leyte 8

Company A

VAT REG TIN 123-456-123-00000

Printed September 08, 2026 09:29 AM

BUDGET VARIANCE				
YEAR 2026 From September to September				
Account	Actual	Budget	Variance	%

HEAD v2.2013.31 -preprod 2026-09-07

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.

Company A | MAIN BRANCH

Cash Flow Projection

AddClose

BranchMAIN BRANCH

Year2026

Functions

CategoryAccountMarchAprilMayJuneJulyAugustSeptemberOctoberNovemberDecemberJanuaryFebruary

Show Rows10

Page 1 of 0

HEAD v2.20.013.31 - preprod 2026-09-07

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.

Company A | MAIN BRANCH

Budget Variance Report

Close

Report Budget

Report Cashflow Projection

Company A

128 Naga Naga Tacloban Leyte 8

Company A

VAT REG TIN 123-456-123-00000

Printed September 08, 2026 09:29 AM

BUDGET VARIANCE

YEAR 2026 From September to September

Account	Actual	Budget	Variance	%
---------	--------	--------	----------	---

HEAD v2.20.013.31 - preprod 2026-09-07

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

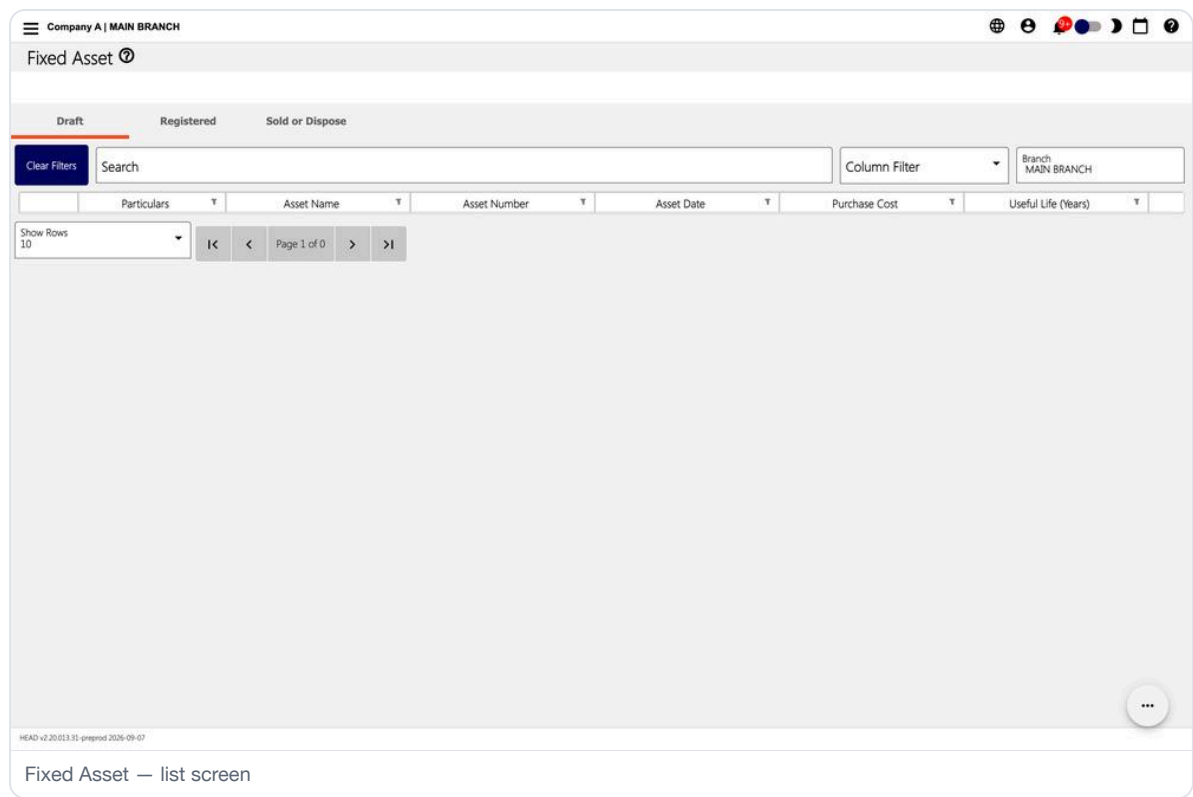
9. Fixed Asset

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.



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.

Company A | MAIN BRANCH

Asset Disposal

Clear Filters

Start date
1/1/2015

End date
12/31/2026

Branch
MAIN BRANCH

	Lock	C	A	Branch	Currency	Exchange	AD Number	AD Date	Manual Number	Document Reference	Status
Edit	Delete	☒	☐		PHP		1 0000000001	9/1/2026	0000000001	ZZZ-TEST-179830-AT	DONE

Show Rows

1 / 1

HEAD v2.20.013.31 - preprod 2026-09-07

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

Company A | MAIN BRANCH

Asset Disposal Detail

Save
Lock
Unlock
Print
Audit
Close

Currency
PHP

Exchange Rate
1

Disposal Type
DISPOSED

Branch
MAIN BRANCH

Asset Disposal Number
0000000001

Asset Disposal Date
9/1/2026

Remarks
Sample Item 07

Manual No.
0000000001

Document Reference
ZZZ-TEST-179830-AT

Prepared By
Administrator

Account Manual Code
111001

Account
Cash on Hand - Direct Sales

Checked By
Administrator

Approved By
Administrator

Article
Sample Trading 01

Status
DONE

Items
Inventory
Journal Entries

Add

	SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount	
Edit	Delete	ZZZ-TEST-1...	ZZZ-TEST-179...	Sample Item 03	RR-0000000001-00...	Sample Item 04	1.00	Pcs(s)	625.00	625.00
Edit	Delete	ZZZ-TEST-1...	ZZZ-TEST-179...	Sample Item 05	RR-0000000001-00...	Sample Item 06	1.00	Pcs(s)	625.00	625.00

Show Rows
10

1 / 1

Created By
Created Date / Time: September 01, 2026 12:13 PM

Updated By
Updated Date / Time: September 01, 2026 12:14 PM

HEAD v2.20.013.31 - preprod 2026-09-07

Asset Disposals — detail screen

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

Company A | MAIN BRANCH

Fixed Asset Report

Close

Fixed Asset Report

Fixed Asset Detail Report

Asset Disposal Summary Report

Asset Disposal Detail Report

Fixed Asset Report

Branch: MAIN BRANCH

Results

Asset Nu...	Asset Name	Particulars	Serial Nu...	Asset Sta...	Custodian	Purchase...	On Hand	Useful Lif...	Accum D...	Book V
-	Module94 FullUIRepro Fixed...	Sample Item 02	SN-M94-65...	Registered	-	0	1	0	0	

Show Rows 10

1 / 1

Total Amount

HEAD v2.20.013.31 - preprod 2026-09-07

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.

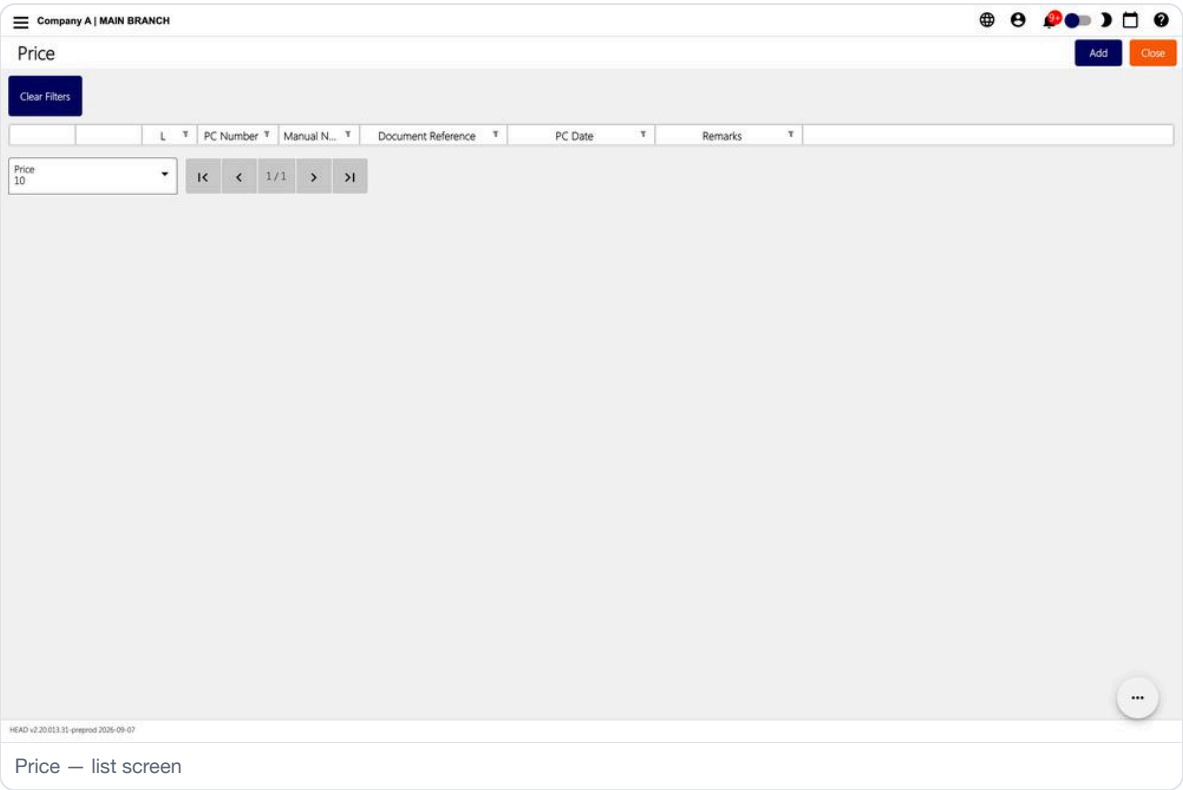
ACTIONS ON THIS SCREEN

Close

Price

/office/activity-price-list

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



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

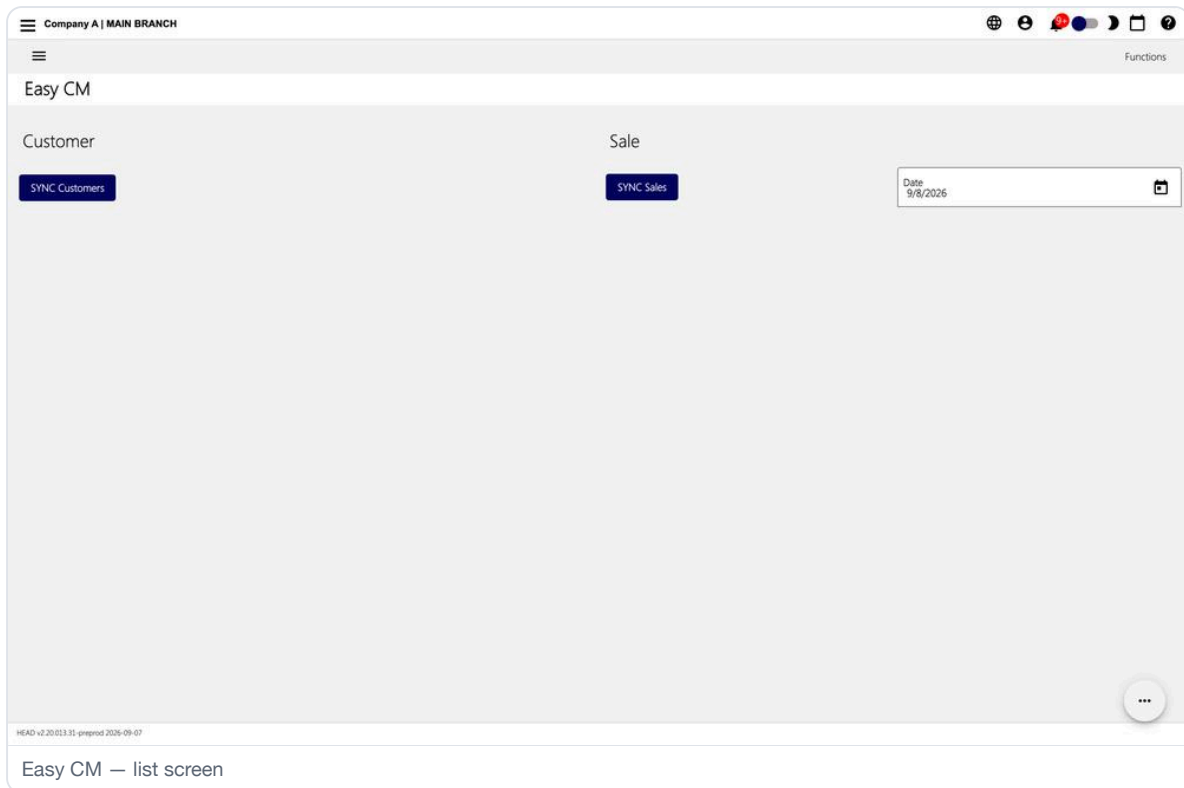
Discount Schedule holds the discount rules that can be applied to a sales line.

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.



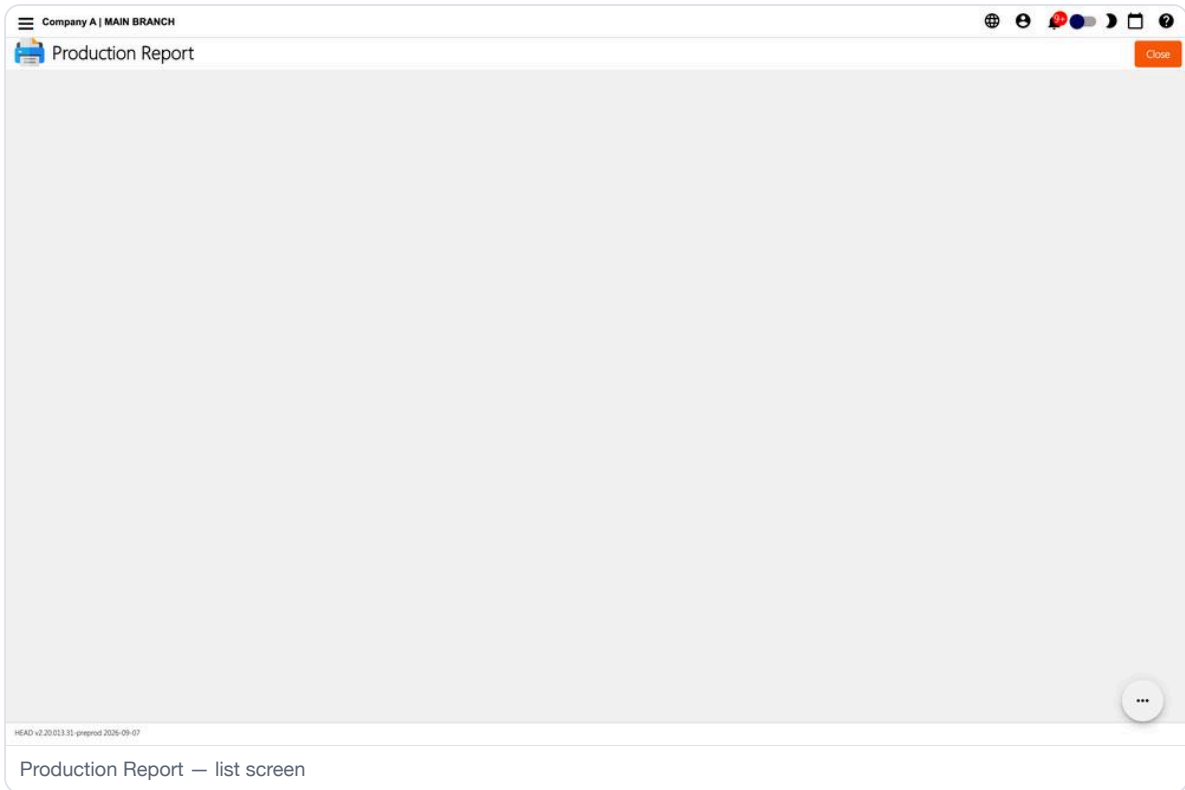
ACTIONS ON THIS SCREEN

Functions SYNC Customers SYNC Sales

Production Report

`/office/report-production`

The Production report.



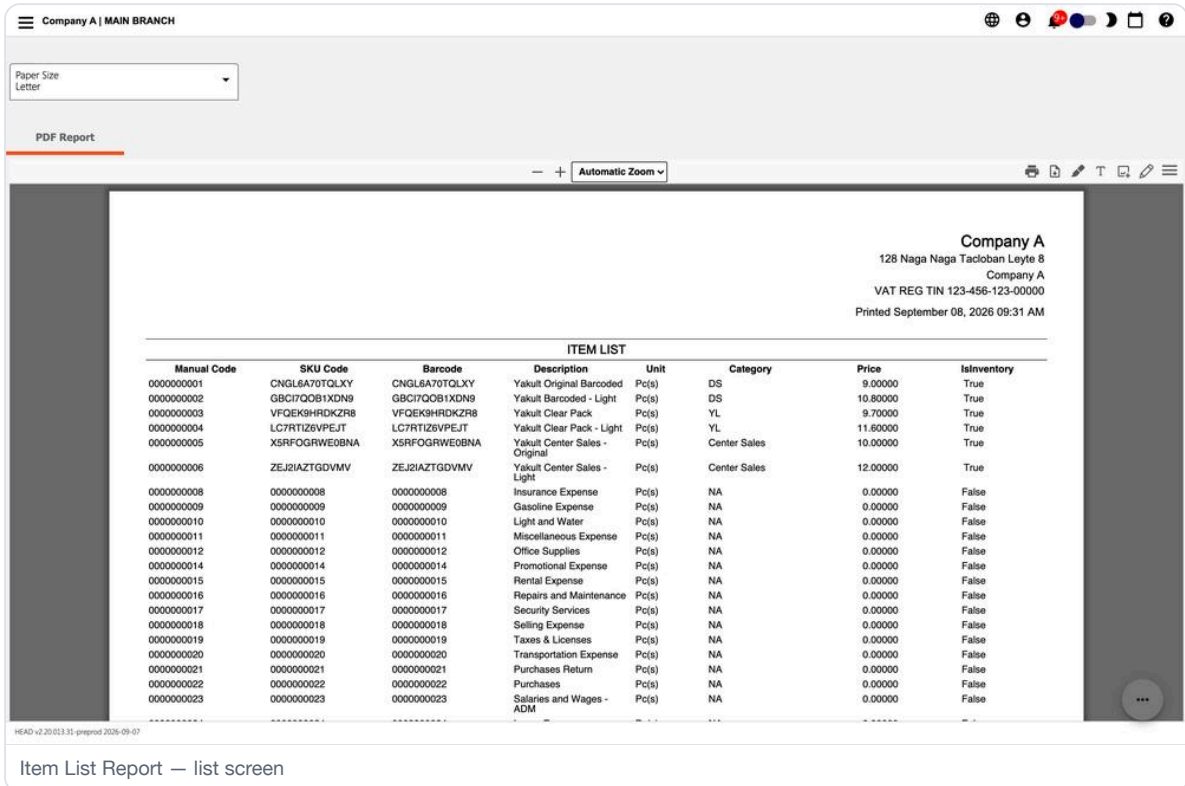
ACTIONS ON THIS SCREEN

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.



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.

Company A | MAIN BRANCH

System Tables

Labels

Code Tables

Discounts

Pay Types

Tax Types

Units

Terms

Article Account Groups

Other Article

Search

Column Filter
All

Functions

		Manual Code	Label	Japanese	Chinese	Korean	Hindi	Malay	
Edit	Delete	0000000001	THIS DOCUMENT IS NOT V...	「この書類は入力税の請...					
Edit	Delete	0000000002	30 Days	30 日					
Edit	Delete	0000000003	60 Days	60 日					
Edit	Delete	0000000004	90 Days	90 日					
Edit	Delete	0000000005	A3	A3					
Edit	Delete	0000000006	A4	A4					
Edit	Delete	0000000007	About Customer	お客様について					
Edit	Delete	0000000008	Account	アカウント					
Edit	Delete	0000000009	Account Budget	アカウントの手算					
Edit	Delete	0000000010	Account Cash Flow	キャッシュフロー					
Edit	Delete	0000000011	Account Cash Flow	アカウントキャッシュフ...					
Edit	Delete	0000000012	Account Cash Flow Code	アカウントキャッシュフ...					
Edit	Delete	0000000013	Account Category	カテゴリ					
Edit	Delete	0000000014	Account Category	アカウントカテゴリ					
Edit	Delete	0000000015	Account Category Code	アカウントカテゴリコード					

1 / 179

System Tables — list screen

COLUMNS

Manual Code Label Japanese Chinese Korean Hindi Malay

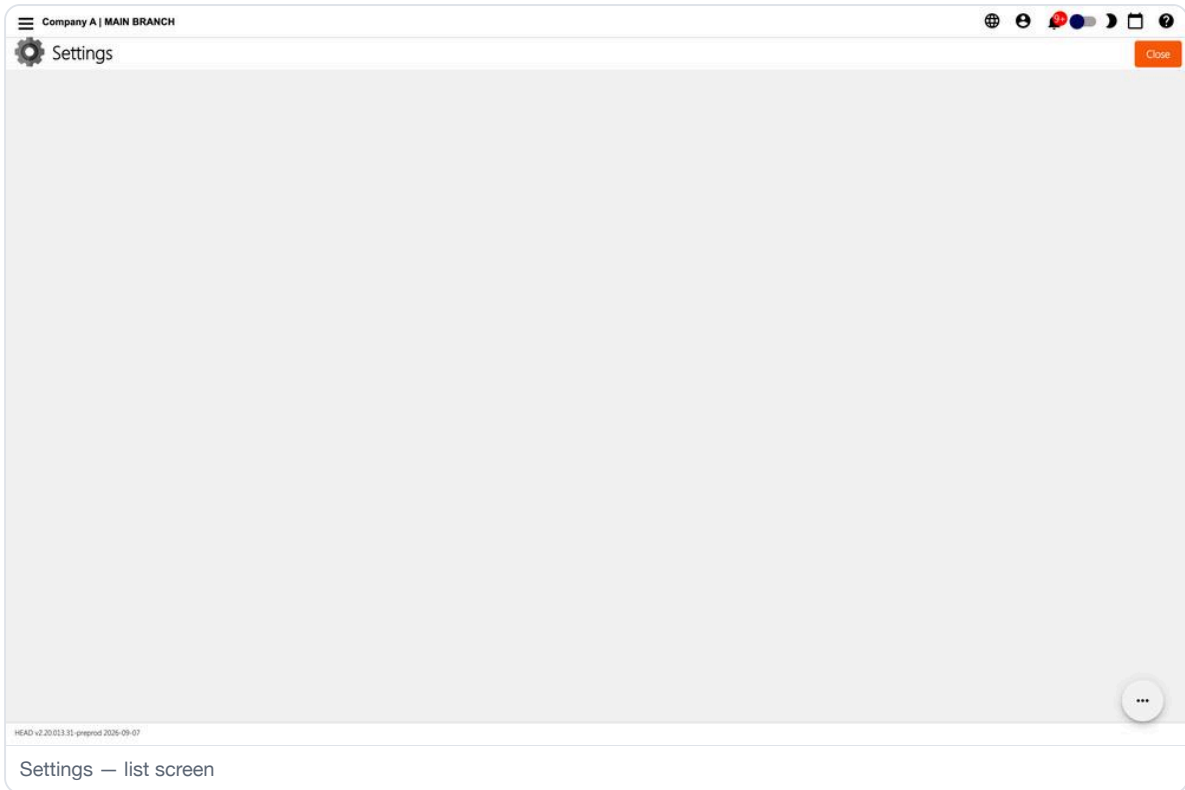
ACTIONS ON THIS SCREEN

Add Close Functions Edit Delete

Settings

/office/system-settings

System Settings holds the installation-wide configuration.



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 A | MAIN BRANCH

Company Detail

Lock

Unlock

Close

Company A

0000000001

Company Code

Manual Code 0000000001

TIN 000-000-000-003

Email Address sample001@example.com

Company Company A

Business Style Company A

Address 05 Sample Street, Sample City

☐ Is VAT Exempt

Cost Method

Zipcode 6500

Series Range from CI-0000000001

Series Range to CI-9999999999

Branches

Company Settings

BIR CAS Settings

Add

K

<

1 / 1

>

>I

Created By: Administrator

Created Date / Time: August 23, 2020 12:00 AM

Updated By: Administrator

Updated Date / Time: August 28, 2026 12:00 PM

HEAD v2.20.013.31-preprod 2026-09-07

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.

Company A | MAIN BRANCH

User Detail

LockUnlockClose

Administrator

admin

Username

admin

Change Password

Fullname

Sample Trading 01

Company

Company A

Branch

MAIN BRANCH

Account

Add

		Account Code	Account	User	
Edit	Delete	0000000001	Cash on Hand - Direct Sales	Administrator	
Edit	Delete	0000000003	Cash on Hand - Dealers	Administrator	

1 / 1

Created By:

Created Date / Time:

Updated By:

Updated Date / Time:

HEAD v2.20.013.31 - preprod 2026-09-07

User Settings — list screen

COLUMNS

Account Code Account User

ACTIONS ON THIS SCREEN

Lock Unlock Close Change Password Add Edit Delete