

easyFS User Manual

Build v2.20.015.02

Human Incubator, Inc.

10 September 2026

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1. About this manual

easyFS is a cloud accounting and inventory system from Human Incubator, Inc. It keeps the buying cycle, the selling cycle, stock movement and the general ledger in one place, so that a document raised at the counter becomes a journal entry without anyone re-keying it.

This manual is written for the people who use easyFS every day: purchasing staff, sales staff, storekeepers, cashiers, bookkeepers and the accountant who closes the month. It assumes you know your own business paperwork. It does not assume you know anything about the software.

What this manual covers

Every module reachable from the navigation menu of an Administrator account, screen by screen, in the order the menu presents them. For each function you get what it is for, how to reach it, what to do step by step, what the important fields and buttons mean, and what you should see when it has worked.

Where the screenshots come from

Every picture in this manual is a photograph of the real system, taken from the pre-production site at `preprod.easyfs.ph` running build **v2.20.015.02-preprod**. Nothing is drawn or imagined. Company names, people, addresses, item descriptions and account balances in the pictures have been replaced with neutral placeholders, because the demonstration database holds real trading partners. Document numbers, dates, quantities and unit prices are left untouched, so the worked examples still add up.

Conventions

- **Menu › Item** means: open the navigation menu, open that group, then click that entry.
- `/office/sales/activity-sales-order-list` is the address of a screen. You do not have to type it; it is given so that support staff can tell each other exactly which screen is meant.
- Text in **bold** is the label of a button or a field exactly as it appears on screen.
- A paragraph marked *Note* is worth reading before you click. A paragraph marked *Warning* describes something that is hard to undo.

2. Signing in and finding your way

2.1 Signing in

easyFS runs in a web browser. You need the address of your company's easyFS site, a user name and a password. Any current browser will do; the screenshots in this manual were taken in Chrome.

STEPS

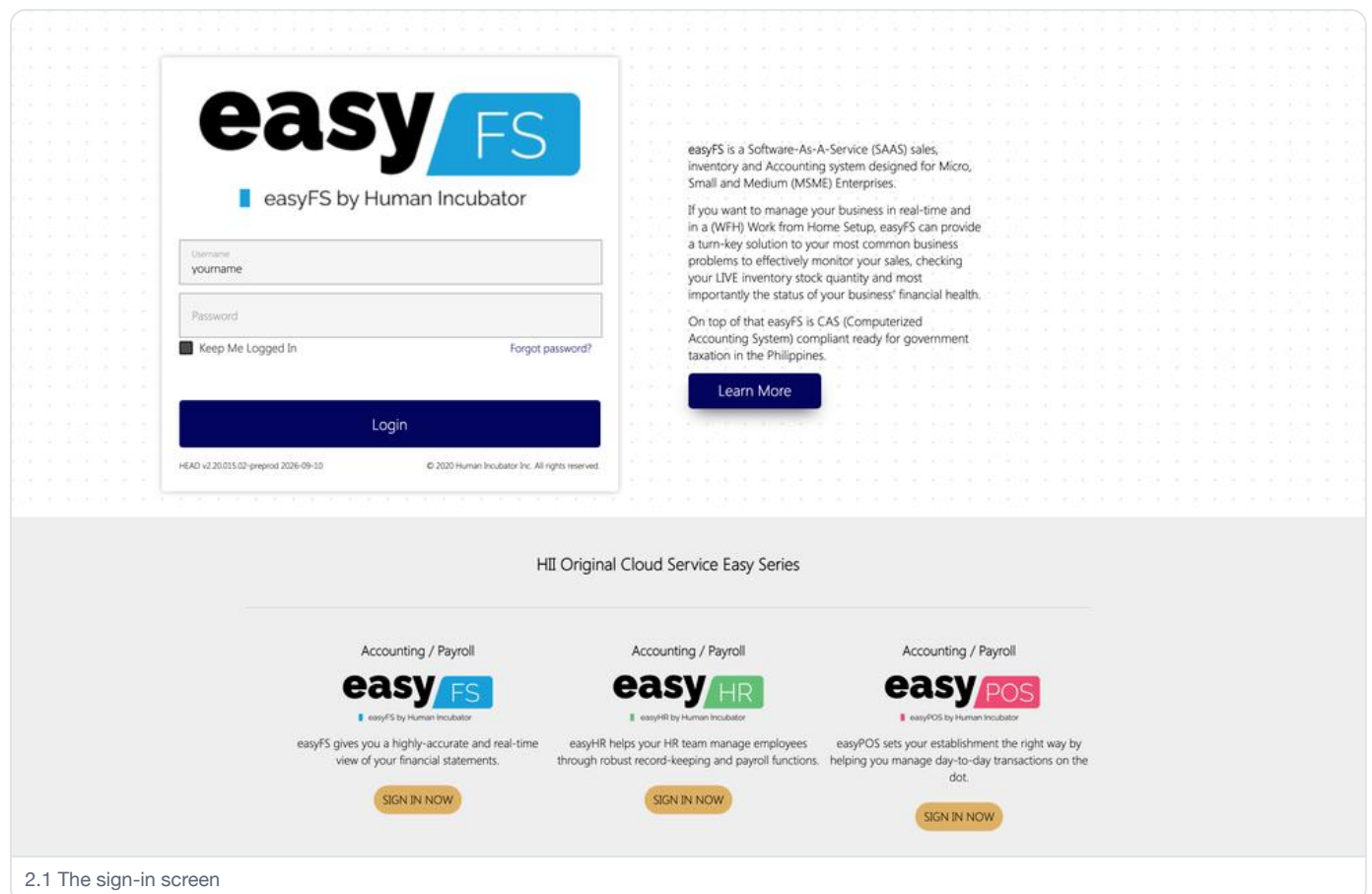
1. Type your easyFS address into the browser. The sign-in page appears.
2. Type your **User name**.
3. Type your **Password**.
4. Click **LOGIN**.

Expected result. The workspace opens on the Dashboard, and the bar across the top shows the company and branch you are signed in to.

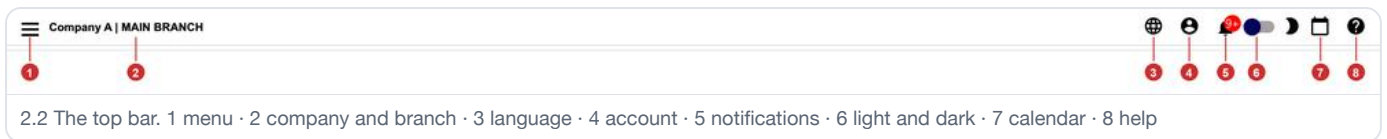
IF YOU CANNOT GET IN

- **Forgot your password?** Click **Forgot Password** on the sign-in page and follow the instructions sent to your registered e-mail address. A password cannot be read back to you by anyone; it can only be reset.
- **Wrong company or branch after signing in?** That is not a sign-in problem. Use the company and branch button in the top bar, described below.
- **The account is disabled.** Only an administrator can re-enable it, from *Master Files > Users*.

Warning. Your sign-in identifies everything you do. easyFS keeps an audit trail against your user name, so never share an account or let someone else work while you are signed in.



2.2 The workspace



Every screen in easyFS sits inside the same frame. Once you know the frame, you can find your way around any module.

THE TOP BAR

The numbers below match the numbered close-up above.

1. **The menu button** — opens and closes the navigation drawer on the left. Everything in easyFS is reached from here.
2. **Company | Branch** — shows which company and which branch you are working in, and lets you change them. Everything you do is filed against the branch shown here, so check it before you start entering documents.
3. **Language** — switches the interface language. easyFS ships with **English, Japanese, Chinese** and **Korean**. The change is immediate and affects labels only; your data is not translated.
4. **Account** — your own account. It offers **Account**, which opens the settings screen, and **Logout**, which signs you out and records the fact in the audit trail.
5. **Notifications** — messages the system has raised for you, with a count of the unread ones.
6. **The light and dark switch** — changes easyFS between the light and the dark colour scheme. It affects only how the screen looks to you.
7. **Calendar** — the calendar panel.
8. **Help** — the in-application help panel, which shows the frequently asked questions your administrator has published.

THE NAVIGATION DRAWER

The drawer lists twelve groups. Click a group to expand it, then click the entry you want. The drawer closes when you choose a screen.

- **Dashboard** — the screen you land on, a board of shortcut tiles. Four inventory screens can be reached from nowhere else, so it is worth knowing.
- **Master Files** — the things everything else refers to: items, customers, suppliers, companies, users, the chart of accounts, banks and currencies.
- **Item Query** — a heading only; it has no screen of its own in this build.
- **Purchases, Sales, Inventory, Financials, Check Warehousing, Budget, Fixed Asset, Apps, System** — the working modules, each covered by its own chapter in this manual.

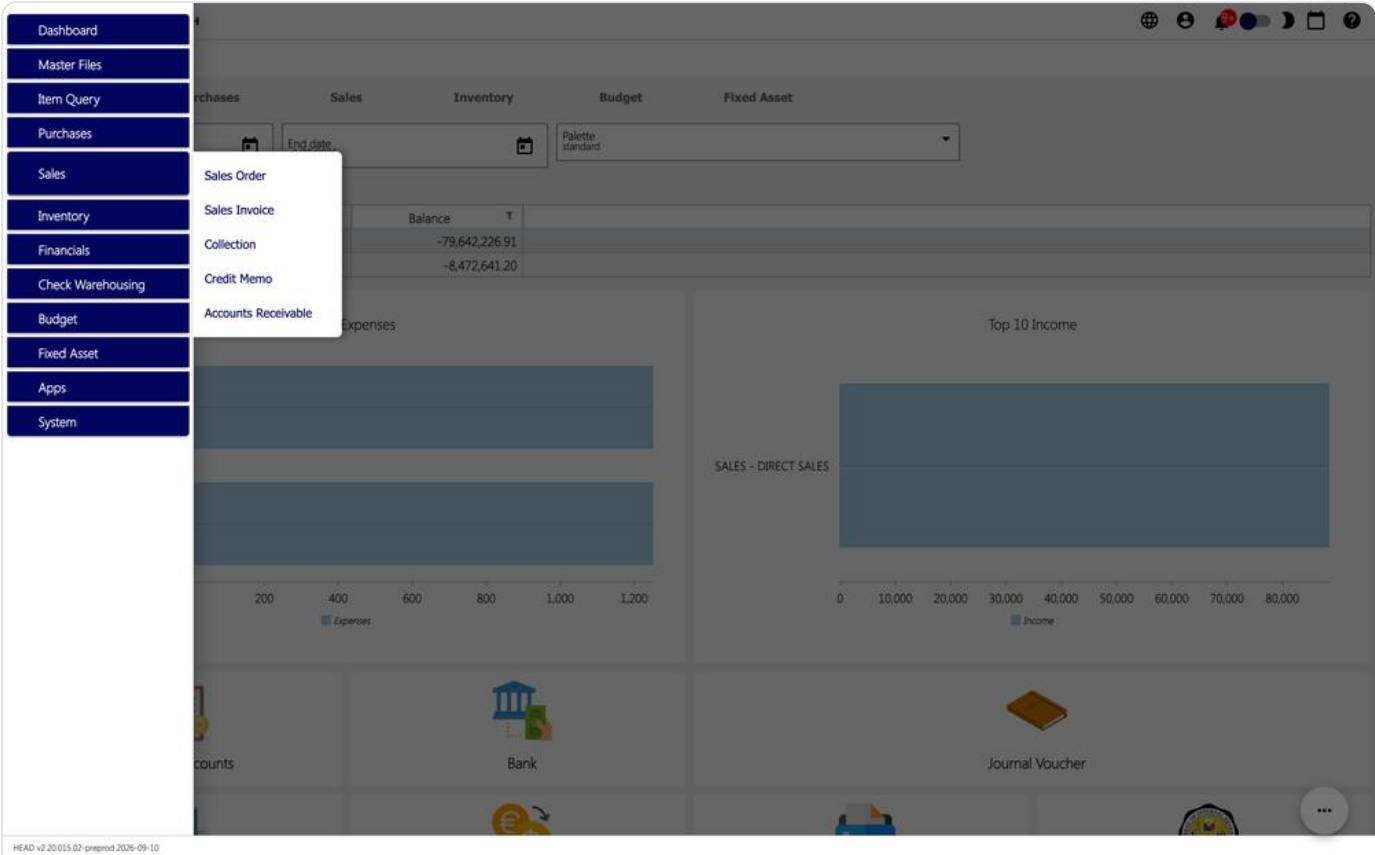
Note. The drawer opens over the page on a narrow window. Press **Esc** or click a menu entry to close it; the greyed area behind it does not respond to clicks.

SWITCHING COMPANY AND BRANCH

1. Click the **Company | Branch** button in the top bar.
2. Choose the company, then the branch.
3. Confirm.

Expected result. The button text changes, and list screens reload showing that branch's documents.

Warning. Documents are stamped with the branch that was active when they were saved. Correcting the branch afterwards means editing or cancelling the document, which is not possible once it is locked.



2.2 The navigation drawer, with three groups opened

Company A | MAIN BRANCH

Dashboard

Financials
Purchases
Sales
Inventory
Budget
Fixed Asset

Start date
9/1/2026
End date
9/30/2026
Palette
standard

Account Watch

Account	Y	Balance	Y
Cash on Hand - Direct Sales		-95,502,999.48	
Cash on Hand - Dealers		-9,958,088.92	

Top 10 Expenses

REPAIRS AND MAINTENANCE
DEPRECIATION EXPENSE

0 200 400 600 800 1,000 1,200

Top 10 Income

SALES - DIRECT SALES

0 10,000 20,000 30,000 40,000 50,000 60,000 70,000 80,000

Chart of Accounts
Bank
Journal Voucher

HEAD v2.20.015.02-preprod 2026-09-10

2.2 The account menu

Company A | MAIN BRANCH

Dashboard

Financials
Purchases
Sales
Inventory
Budget
Fixed Asset

Start date
9/1/2026
End date
9/30/2026
Palette
standard

Account Watch

Account	Y	Balance	Y
Cash on Hand - Direct Sales		-34,878,358.94	
Cash on Hand - Dealers		-1,584,954.49	

Top 10 Expenses

REPAIRS AND MAINTENANCE
DEPRECIATION EXPENSE

0 200 400 600 800 1,000 1,200

Top 10 Income

SALES - DIRECT SALES

0 10,000 20,000 30,000 40,000 50,000 60,000 70,000 80,000

Chart of Accounts
Bank
Journal Voucher

HEAD v2.20.015.02-preprod 2026-09-10

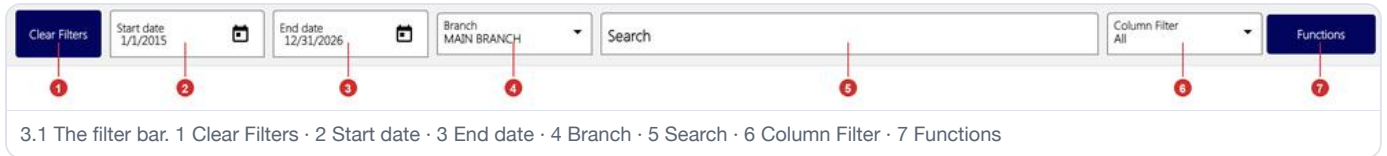
2.2 The language menu

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3. The skills you use on every screen

3.1 List screens



Almost every screen in easyFS is a *list screen*: a grid of records with a filter bar above it and a row of buttons. They all behave the same way, so this section is worth reading once.

THE DATE RANGE — READ THIS FIRST

Transaction lists open showing **the current month only**. If you open Sales Order on the 3rd of the month and see nothing, the module is not broken and your data is not lost: you are looking at three days of history.

1. Set **Start date** to the beginning of the period you want.
2. Set **End date** to the end of it.
3. The grid reloads.

Note. Master files (items, customers, suppliers, banks, currencies, the chart of accounts, users) have no date filter, because they are not dated documents. Only transaction lists do.

Warning. The two filters together are the commonest reason somebody reports that "the data has disappeared". A list opens on *this month* and on *your branch*. Widen the dates and clear the branch before you raise it with anybody: on the pre-production system used for this manual, one module showed nothing at all under the default filters and ten documents once both were cleared.

THE FILTER BAR, CONTROL BY CONTROL

The numbers match the numbered close-up above.

1. **Clear Filters** — puts every filter back to its default. Reach for this whenever a list looks emptier than it should.
2. **Start date** — the beginning of the period shown.
3. **End date** — the end of it.
4. **Branch** — restricts the list to one branch, and it *starts on the branch you signed in to*. This is the second reason a list looks empty when you know the documents exist: they are filed at another branch. Clear it, or switch it, before concluding that something is missing.
5. **Search** — free text. It matches the document number, the trading partner and the remarks.
6. **Column Filter** — a switch. When it is on, each column heading gains its own filter, which is the quickest way to answer questions like "show me only the unlocked ones".
7. **Functions** — import, export and the other operations that work on the module as a whole. Section 3.5 covers them.

Underneath the grid, **Show Rows** sets how many rows appear on a page.

PAGING

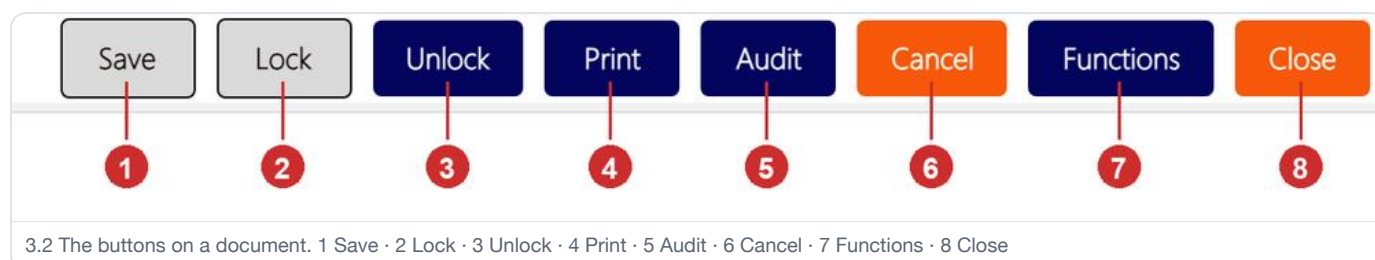
The arrows underneath the grid move a page at a time, or jump to the first or last page. The readout between them tells you which page you are on and how many there are.

THE BUTTONS

- **Add** — creates a new record and opens it for editing.
- **Edit** (on a row) — opens that record.
- **Delete** (on a row) — removes that record. Only possible while it is unlocked.
- **Functions** — extra operations for that module, such as importing from a spreadsheet or exporting the list.
- **Close** — leaves the screen.

Warning. **Add** creates the record on the server the moment you press it, before you have typed anything: easyFS confirms with a message such as "Sales order was successfully added" and then opens the empty document. If you pressed it by mistake, delete the empty record rather than leaving it in the list, where it will be counted and reported on.

3.2 Detail screens



Opening a record from a list takes you to its *detail screen*. Detail screens for documents are built the same way: a header at the top, tabbed sections underneath, and a row of buttons.

THE HEADER

The header carries the facts that apply to the whole document: the branch, the document number, the document date, the trading partner, the payment term, the currency and exchange rate, a free-text remark and the status. The **Total** is calculated from the lines; you do not type it.

THE TABS

- **Items** or **Lines** — what the document is actually for: the goods, or the debits and credits. Add rows here.
- **Attachment** — scanned paperwork filed against the document.
- **Inventory** — the stock movements the document caused. It fills in once the document is locked.
- **Journal Entries** — the accounting entry the document produced. It also fills in once the document is locked, and it is the quickest way to check that a document has posted the way you expected.

THE BUTTONS

They sit in a row at the top right of every document. The numbers match the numbered close-up above.

1. **Save** — stores what you have typed. Save often; moving between tabs does not save for you.
2. **Lock** — declares the document final. This is the important one, and it has its own section below.
3. **Unlock** — reverses a lock, if your rights allow it.
4. **Print** — produces the printable form of the document.
5. **Audit** — shows who changed the document and when.
6. **Cancel** — marks the document cancelled.
7. **Functions** — the module-wide operations described in section 3.5.
8. **Close** — returns to the list.

ADDING A LINE

Each tab that holds lines has its own **Add** button, above the grid on the right. It adds a row to that tab only; it does not create another document. Use **Edit** and **Delete** on the row itself to change or remove a line.

THE FOOTER

Along the bottom of every detail screen easyFS shows who created the document and when, and who last changed it and when. If a figure is not what you expected, that line tells you whom to ask before you go looking through the audit trail.

3.3 Locking and unlocking

A document in easyFS is either unlocked or locked, and the difference matters more than any other single idea in the system.

State	What it means	What the system has done
Unlocked	A draft. You are still working on it.	Nothing. No stock has moved, no ledger entry exists, no balance has changed.
Locked	Final. The document counts.	Stock has moved, the journal entry has been written, and the payable or receivable now exists.

TO LOCK A DOCUMENT

1. Check the header and the lines once more.
2. Click **Save**.
3. Click **Lock**.

Expected result. The fields become read-only, the **Locked** column in the list shows the document as locked, and the **Journal Entries** tab now shows the accounting entry.

TO CORRECT A LOCKED DOCUMENT

1. Open it and click **Unlock**.
2. Make the correction and click **Save**.
3. Click **Lock** again.

Warning. Unlocking withdraws the stock movement and the journal entry, so a document that has already been reported on, paid, or included in a closed period should not be unlocked without asking your accountant first. Whether you may unlock at all depends on the rights your administrator has given you.

3.4 Printing a document

Documents that a customer, a supplier or an auditor will see have a printable form.

STEPS

1. Open the document from its list.
2. Click **Print**. The printable form opens in a new browser tab.
3. Use the browser's own print or download controls to put it on paper or save it as a PDF file.

Expected result. A formatted document on company stationery, showing the header, the lines, the totals and the signature blocks.

Note. The printable form is generated from the document as it stands, whether or not it is locked. Only print for a customer or a supplier once the document is locked, so that the paper and the ledger agree.

3.5 The Functions menu and importing

Most list screens carry a **Functions** button. It holds the operations that work on the module as a whole rather than on one record. The same handful of ideas come up throughout easyFS.

Function	What it does
Download ... File Format	Gives you the spreadsheet template for that module, with the columns in the order the import expects. Always start an import by downloading this.
Import ...	Reads a filled-in template back in. The rows land in the module's (<i>Draft</i>) list, not in the module itself.
Export to CSV	Writes the list as it is currently filtered out to a spreadsheet file.
Duplicate	Copies an existing document into a new unlocked one, which saves re-typing a document you raise the same way every month.

IMPORTING, STEP BY STEP

1. Open the module's list screen.
2. Click **Functions**, then **Download ... File Format**.
3. Fill the template in, keeping the column headings exactly as they came.
4. Click **Functions**, then **Import ...**, and choose your file.
5. Open the module's (*Draft*) list and check what arrived.
6. Select the rows and click **Post**.

Expected result. The rows leave the draft list and appear in the module's real list as ordinary unlocked documents, which you then check and lock in the usual way.

Warning. An import can create a great many documents in one go. Import a handful of rows first and check what they produced before importing a month's worth.

3.6 Draft screens

Several modules have a second list whose name ends in (*Draft*). These are staging areas. Records that arrive from outside easyFS — a spreadsheet import, another system, a point-of-sale device — land there first, so that somebody can look at them before they become real documents. The usual way in is **Functions › Import** on the module's own list screen, described in the previous section.

STEPS

1. Open the draft list for the module.
2. Check the rows. **ValidationStatus** tells you whether the import passed the system's own checks.
3. Use **Validate** to re-run those checks after a correction.
4. Select the rows you want and click **Post**.

Expected result. The posted rows disappear from the draft list and appear in the module's real list as ordinary unlocked documents, ready to be checked and locked.

Note. Draft lists show the database's own column names (*ValidationStatus*, *BranchId*, *CustomerId* and so on) rather than the friendly labels used elsewhere. That is a known cosmetic defect in this build, not a sign that you are looking at the wrong screen.

Note. **Delete All** empties the whole staging area, not just the rows you can see. Filter first, and be sure.

3.7 Running a report

Report screens are built the same way throughout easyFS, and once you can read one you can read them all.

- **Down the left** — the reports this module offers, one button each. This is the menu of what you can actually run.
- **Across the top** — the parameters. Usually a date or a **Date as of**, the **Branch**, and the **Paper Size** the report is laid out for.
- **Two tabs** — **PDF Report** shows the report as it will print; **Results** shows the same figures as a grid you can sort and filter on screen.
- **Functions** — exports the report, for when you need the numbers in a spreadsheet.

STEPS

1. Open the module's report screen from its menu entry.
2. Click the report you want in the list on the left.
3. Set the date or **Date as of**, and the **Branch**.
4. Read it under **PDF Report**, or switch to **Results** to work with the figures on screen.
5. Use **Functions** to export, or the PDF viewer's own controls to print or save.

Expected result. The report is drawn on your company's letterhead, headed with the parameters you chose, so a printed copy says what it covers.

Note. A report only ever counts locked documents, because unlocked documents have not posted anything. If a figure looks low, the usual cause is a document somebody forgot to lock.

Note. The strip of controls immediately above the report belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save.

Note. **Branch** starts on the branch you signed in to. For a company-wide figure, change it before you run.

3.8 The audit trail

easyFS records who created a document, who changed it, and when. Click **Audit** on a detail screen to see that history for the document you are looking at. The complete log for the company is kept under *System › System Tables › Audit Trail Log*.

4. The everyday workflows

4.1 Buying, from request to payment

Buying runs through four documents. Each one hands on to the next, and only one of them touches the accounts.

Step	Document	What it does	What it posts
1	Purchase Request	Somebody in the business asks for something to be bought.	Nothing.
2	Purchase Order	The commitment sent to the supplier, built from the request.	Nothing.
3	Receiving Receipt	What actually arrived, entered against the order.	Stock up, payable up.
4	Disbursement	The payment, applied to the receiving receipts it settles.	Payable down, bank down, withholding tax up.

THE SHORT VERSION

1. Raise a **Purchase Request**, add the items, lock it.
2. Raise a **Purchase Order**, pull the lines through with the **PR Number**, lock it, print it, send it.
3. When the goods arrive, raise a **Receiving Receipt**, pull the lines through with the **PO No.**, *correct the quantities to what physically arrived*, and lock it.
4. When the bill falls due, raise a **Disbursement**, enter the **RR No.** and the amount, check the withholding tax, and lock it.

Note. Nothing in your accounts changes until step 3. If a supplier balance looks wrong, the usual cause is a receiving receipt that was entered but never locked.

Note. A short delivery is entered short. The balance stays open on the order, and a second receiving receipt takes the rest when it comes.

If the supplier later allows you a credit, a **Debit Memo** reduces what you owe without a payment.

4.2 Selling, from order to collection

Selling mirrors buying, and again only two of the three documents touch the accounts.

Step	Document	What it does	What it posts
1	Sales Order	What the customer has asked for.	Nothing.
2	Sales Invoice	The bill, built from the order.	Receivable up, sales up, stock down, cost of sales up.
3	Collection	The money received, applied to the invoices it pays.	Cash or bank up, receivable down.

THE SHORT VERSION

1. Take the order on a **Sales Order** and lock it.
2. Raise a **Sales Invoice**, pull the lines through with the **SO Number**, adjust to what you are actually delivering, and lock it. Locking is what issues the invoice and takes the goods out of stock.
3. Print the invoice and give it to the customer.

4. When the money arrives, raise a **Collection**, name the **SI No.** it pays, and lock it.

Warning. Always apply a collection to the invoices it pays. Money received but not applied leaves the invoice showing as overdue however much cash has come in, and that is the single commonest reason a customer statement is disputed.

If you have to reduce what the customer owes — a return, an overcharge, an allowance — a **Credit Memo** does it. Remember that a credit memo moves money, not goods: returned stock needs its own stock document.

4.3 Moving and counting stock

Stock moves for four different reasons, and easyFS uses a different document for each. Choosing the right one is what keeps the accounts explainable.

Why the stock moved	Document	Where the value goes
Bought from a supplier	Receiving Receipt	To the payable
Sold to a customer	Sales Invoice	To cost of sales
Sent to another branch	Stock Transfer Request, then Stock Transfer	Out of one branch and into the other
Anything else — breakage, samples, an opening balance, a correction	Stock In or Stock Out	To the ledger account you name on the document
The shelf disagrees with the system	Stock Count	To the account the adjustment type points at

MOVING STOCK BETWEEN BRANCHES

1. The receiving branch raises a **Stock Transfer Request**, naming the sending branch in **From Branch**.
2. The sending branch raises a **Stock Transfer** against it.
3. When the goods physically leave, the sending branch locks the transfer. Stock falls at one branch and rises at the other in the same movement.

COUNTING STOCK

1. Count the shelf with nothing moving in or out.
2. Raise a **Stock Count** dated the day you counted.
3. Enter the counted quantities and save.
4. Compare against the system's figures and investigate anything large.
5. Lock the count. The difference posts as a real gain or loss.

Warning. Do not use Stock In or Stock Out to fix a mis-keyed sale or purchase. Correct the document that was wrong. A write-off raised to paper over a keying error leaves two errors behind instead of one.

4.4 Closing the month

A month closes cleanly when everything in it has been locked and everything outside easyFS has been reconciled to it. This is the order that works.

1. **Lock everything.** Go through each transaction list for the month with the **Locked** column filtered to the unlocked ones, and deal with what is left. An unlocked document is invisible to every report.
2. **Reconcile the bank.** *Financials > Bank Reconciliation*, one account at a time. What does not clear should be explained by the cheque reports.

3. **Check the cheques you hold.** *Check Warehousing › CW Reports*: bank what is due, chase what bounced.
4. **Value the stock.** *Inventory › Inventory Report*, and investigate anything odd through *Inventory Ledger*.
5. **Age the debtors and creditors.** *Sales › Accounts Receivable* and *Purchases › Accounts Payable*.
6. **Post the month-end entries.** Accruals, prepayments and depreciation, as **Journal Vouchers**, each with its reason written in **Remarks**.
7. **Read the statements.** *Financials › Financial Statement*.
8. **File the statutory books** from the BIR reports screen.

Note. Steps 2 to 5 will each throw up a document somebody forgot to lock. That is what they are for. Expect to loop back to step 1 once.

5. Dashboard

The landing screen and the summary it presents.

5.1 Dashboard

PURPOSE

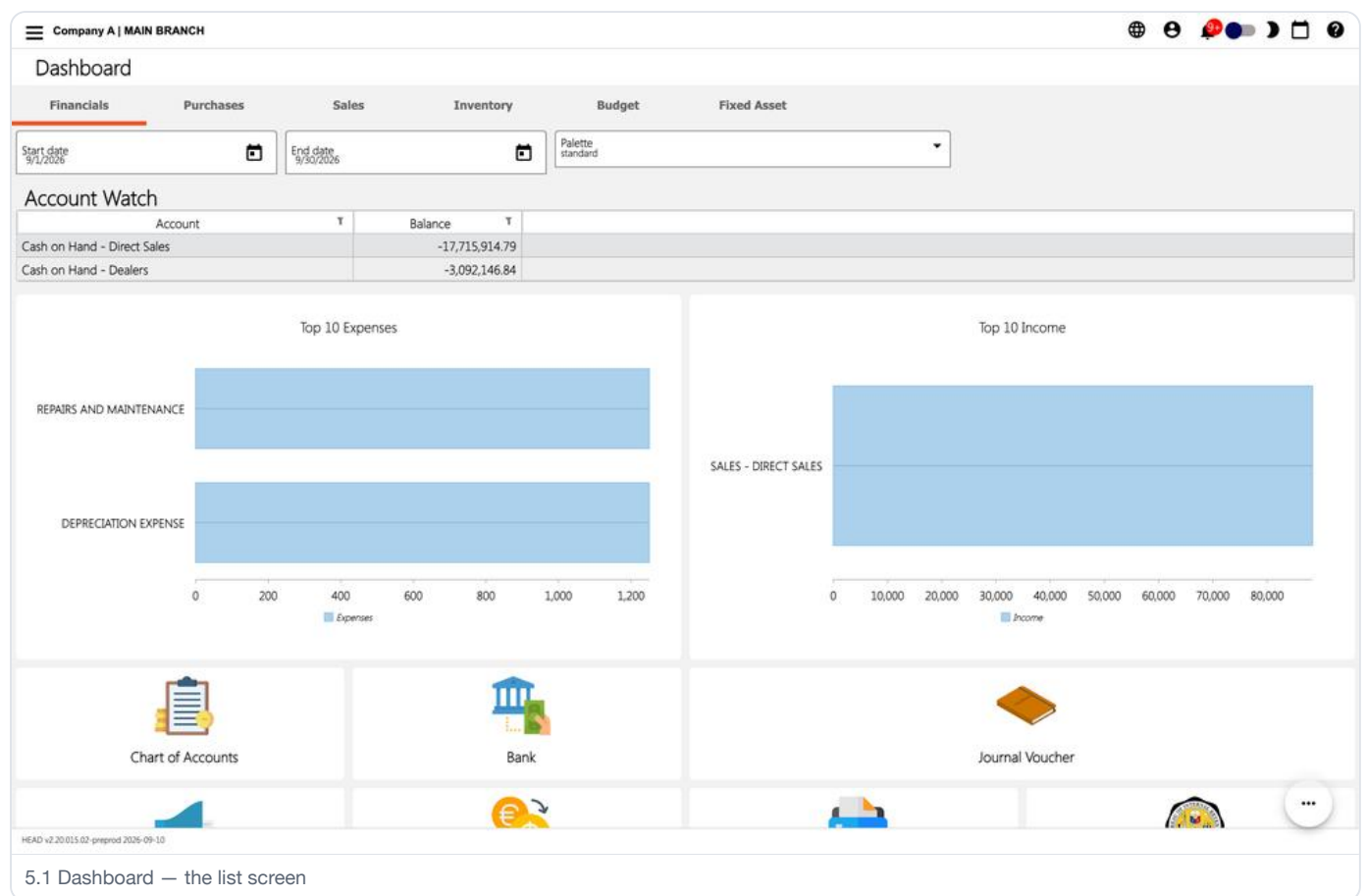
The Dashboard is the opening screen, and it does two jobs at once. The top half is a picture of how the branch is doing this month; the bottom half is a board of shortcut tiles into the modules.

The tiles matter more than shortcuts usually would, because **four modules can be reached from nowhere else**. Stock In, Stock Out, Stock Count and Stock Withdrawal have no entry in the navigation drawer at all; their tiles on the Inventory tab are the way in.

HOW TO GET THERE

Menu › Dashboard. It is also the screen you land on after signing in.

`/office/dashboard`



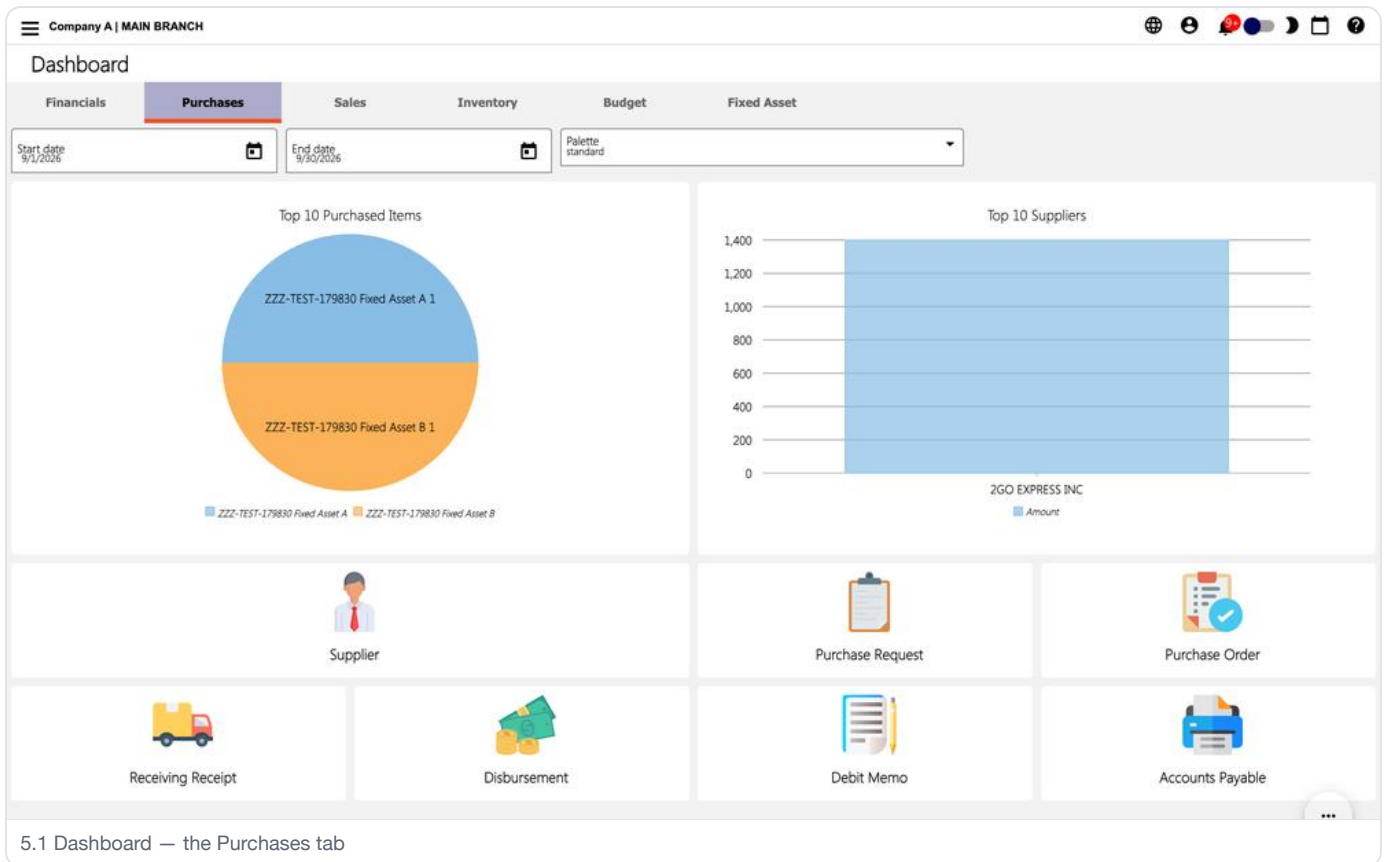
THE SIX TABS

Financials — Chart of Accounts | Bank | Bank Reconciliation | Currency | Journal Voucher | Financial Statements

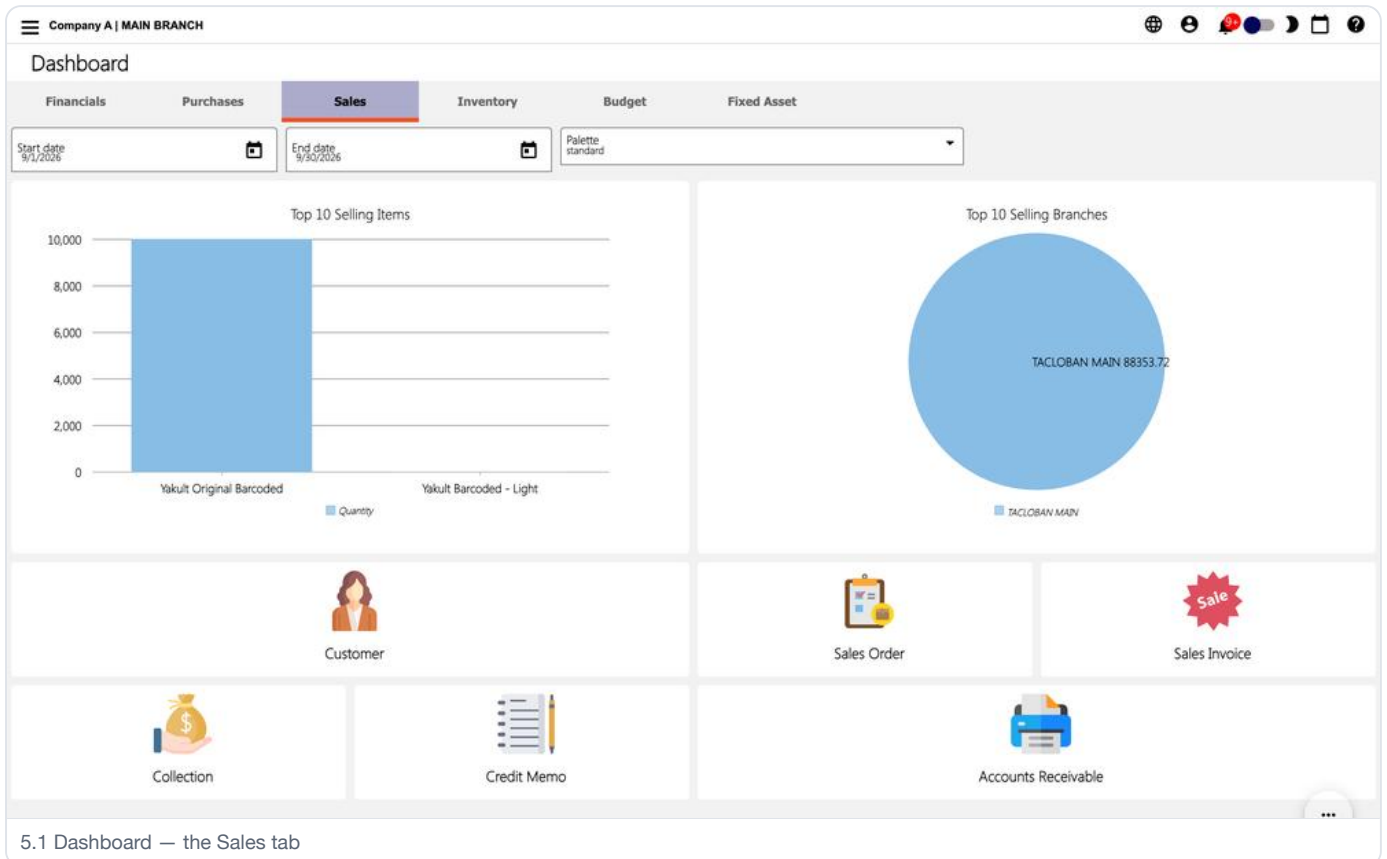
BIR CAS Reports

Purchases — Supplier | Receiving Receipt | Disbursement | Purchase Request | Purchase Order | Debit Memo

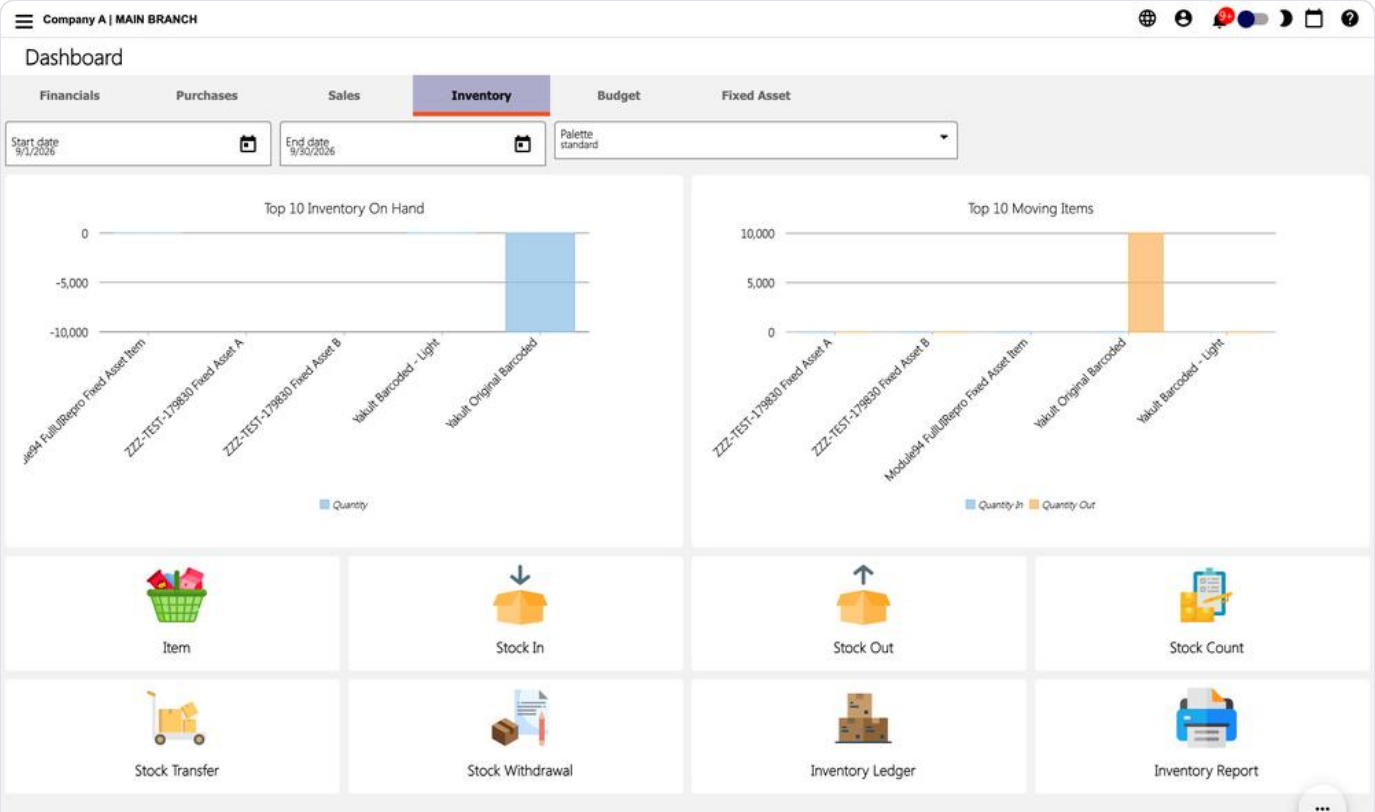
Accounts Payable



Sales — Customer Collection Credit Memo Sales Order Sales Invoice Accounts Receivable

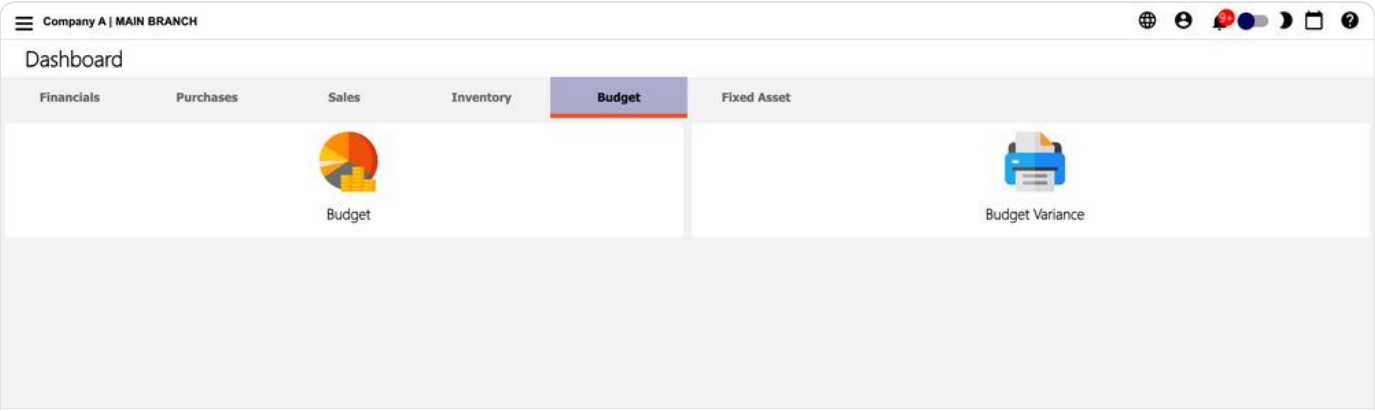


Inventory — Item Stock In Stock Transfer Stock Withdrawal Stock Out Stock Count Inventory Ledger
Inventory Report



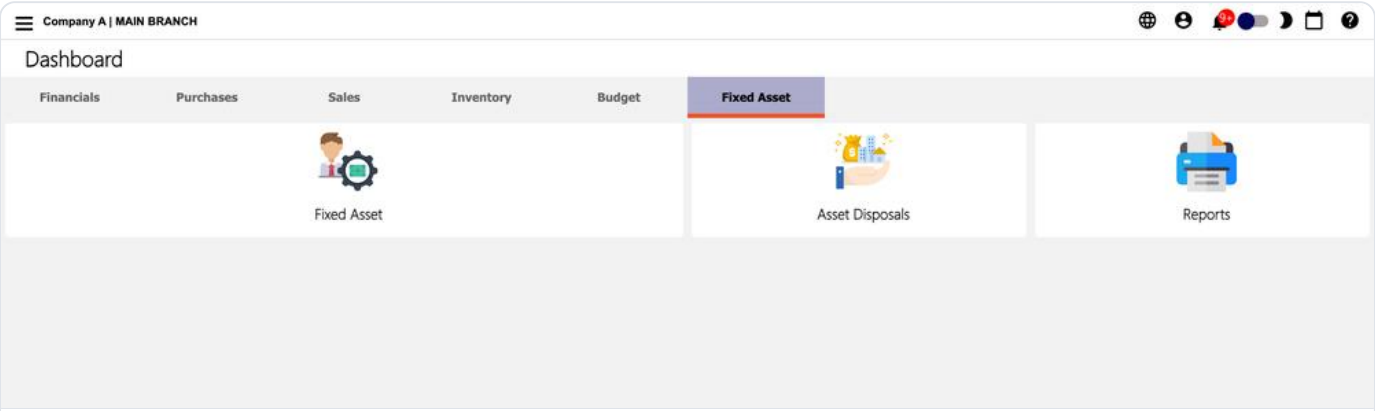
5.1 Dashboard — the Inventory tab

Budget — Budget Budget Variance



5.1 Dashboard — the Budget tab

Fixed Asset — Fixed Asset Asset Disposals Reports



5.1 Dashboard — the Fixed Asset tab

STEP BY STEP

- 1 Sign in. The Dashboard opens by itself.
- 2 Check the company and branch in the top bar. Everything on this screen is for that branch.
- 3 Set **Start date** and **End date** if you want a period other than this month.
- 4 Read **Account Watch** and the two charts.
- 5 Click the tab for the part of the business you want: **Financials**, **Purchases**, **Sales**, **Inventory**, **Budget** or **Fixed Asset**.
- 6 Click a tile to open that module.

THE FIELDS THAT MATTER

Field	What it is for
Start date / End date	The period the figures cover. Like the rest of easyFS, it opens on the current month.
Palette	The colour scheme used by the charts. It changes nothing but their appearance.
Account Watch	A small grid of ledger accounts and their balances, for the handful of accounts worth keeping an eye on.
Top 10 Expenses	The ten expense accounts with the largest amounts in the period, as a bar chart.
Top 10 Income	The ten income accounts with the largest amounts in the period.

THE TABS

Tab	What it holds
Financials	Chart of Accounts, Bank, Journal Voucher, Bank Reconciliation, Currency, Financial Statements and BIR CAS Reports.
Purchases	Supplier, Purchase Request, Purchase Order, Receiving Receipt, Disbursement, Debit Memo and Accounts Payable.
Sales	Customer, Sales Order, Sales Invoice, Collection, Credit Memo and Accounts Receivable.
Inventory	Item, Stock Transfer, Inventory Ledger, Inventory Report, and Stock In, Stock Out, Stock Count and Stock Withdrawal, which appear nowhere else in the interface.
Budget	Budget and Budget Variance.
Fixed Asset	Fixed Asset, Asset Disposals and Reports.

WHAT YOU SHOULD SEE

The figures redraw for the period and branch you chose, and clicking a tile opens that module.

BEFORE YOU CLICK

The charts and balances count locked documents only. A sale entered but not locked does not appear here.

Note. **Account Watch** is empty until somebody chooses the accounts to watch. An empty grid here does not mean the accounts have no balance.

The balances shown in this manual's screenshots have been replaced with neutral figures. On your own system they are your real cash positions, so take care before showing this screen in a meeting or a screenshot.

6. Master Files

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

6.1 Item

PURPOSE

The item master is the catalogue of everything you buy, sell, hold in stock or charge for. Every purchase line, every sales line and every stock movement points back to a record here.

An item carries far more than a name: the unit it is counted in, its cost and selling price, the ledger accounts its movements post to, its re-order level, and how it is taxed.

HOW TO GET THERE

Menu › Master Files › Item

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

Company A | MAIN BRANCH

Item

Visible Invisible Inactive

Clear Filters Search Column Filter All Functions

	Lock...	Manual C...	SKU Code	Bar Code	Description	Serial No.	Asset No.	Category	Price	Unit	Inventory
Edit Delete	☒	0000000149	M94REPRO-S...	M94REPRO-B...	Sample Item 01	SN-M94-6598	-	Equipment	0.00	Pc(s)	☒
Edit Delete	☐	0000000148	-	-	Sample Item 02	-	-	-	0.00	Pc(s)	☒
Edit Delete	☒	0000000147	-	-	Sample Item 02	-	-	-	0.00	Pc(s)	☒
Edit Delete	☒	ZZZ-TEST-17...	ZZZ-TEST-17...	ZZZ-TEST-17...	Sample Item 03	ZZZ-TEST-17...	ZZZ-TEST-17...	Test	0.00	Pc(s)	☒
Edit Delete	☒	ZZZ-TEST-17...	ZZZ-TEST-17...	ZZZ-TEST-17...	Sample Item 04	ZZZ-TEST-17...	ZZZ-TEST-17...	Test	0.00	Pc(s)	☒
Edit Delete	☐	0000000144	-	-	Sample Item 02	-	-	-	0.00	Pc(s)	☒
Edit Delete	☐	0000000143	-	-	Sample Item 02	-	-	-	0.00	Pc(s)	☒
Edit Delete	☒	0000000142	NA	NA	Sample Item 05	NA	NA	NA	0.00	Pc(s)	☒
Edit Delete	☒	0000000141	NA	NA	Sample Item 06	NA	NA	NA	0.00	Pc(s)	☐
Edit Delete	☒	0000000140	NA	NA	Sample Item 07	NA	NA	NA	0.00	Pc(s)	☒

Show Rows 10

Page 1 of 15

6.1 Item — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu › Master Files › Item**.
- 2 To find an item, type part of its code or description into **Search**.
- 3 To open one, click **Edit** on its row.
- 4 To create one, click **Add**. A blank item is created and opened.
- 5 Fill in the header, starting with **SKU Code** and **Description**.
- 6 Set the **Unit**, the **Cost Reference** and the **Price**.
- 7 Open the **GL Accounts** tab and set the accounts the item posts to.
- 8 Click **Save**.

- 9 Click **Lock** when the record is complete and ready to be used.

THE DETAIL SCREEN

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

Company A | MAIN BRANCH

Item Detail

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

Save

Lock

Unlock

Invisible/Hide

Close

Sample Item 01

0000000149

Manual Code

0000000149

Category

Equipment

SKU Code

M94REPRO-SKU-6598

Bar Code

M94REPRO-BC-6598

Barcode

Date Acquired

9/4/2026

Calendar

Default Supplier

Sample Trading 02

Description

Sample Item 01

☒ Is Inventory

☒ Is Active

Principal

Sample Trading 01

Re-order Quantity

0

Stock Level

0

Alias

Sample Item 02

RR VAT

12% Input VAT

Serial Number

SN-M94-6598

SI VAT

12% Output VAT

Unit

Pc(s)

Cost Reference

Serial Number

5000

Price

0.00

Kitting

NONE

Particulars

Sample Item 01

GenericName

Sample Item 03

Unit Conversion

Price

Upload Image

GL Accounts

Components

Production

Inventory

Cost Reference History

Add

Functions

	Multiplier	Unit
Edit Delete	1.00	Pc(s)

HEAD v2.20.015.02 preprod 2026-09-10

6.1 Item — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
SKU Code	The code your business uses for the item. It appears on every document line, so keep it short and stable.
Manual Code	A second code, for cross-referencing a code used elsewhere, for example a supplier's own catalogue number.
Bar Code	The barcode scanned at the counter or in the warehouse.
Description	The name printed on documents. This is what customers and suppliers read.
Principal	The brand or manufacturer behind the item.
Alias	An alternative name, so a search finds the item under either name.
Serial Number	For items tracked individually rather than by quantity.
Unit	The unit the item is counted in: piece, box, kilogram. Everything else depends on this being right.
Cost Reference	The reference buying cost. Used as the default cost when the item is bought and as a base for costing.
Price	The default selling price. Sales lines start from this and may be overridden.
Particulars	A free-text note about the item.
Category	The grouping used for reporting and for filtering long lists.
Date Acquired	When the item was first taken on.
Default Supplier	The supplier proposed when the item is purchased.
Re-order Quantity	The quantity to order when stock runs down.

Field	What it is for
Stock Level	The level at which the item counts as needing replenishment.
RR VAT	The tax treatment applied when the item is received from a supplier.
SI VAT	The tax treatment applied when the item is invoiced to a customer.
Kitting	Marks the item as one assembled from components rather than bought as it stands.
GenericName	The generic description, used where a generic name must be shown alongside the brand.

THE TABS

Tab	What it holds
Unit Conversion	Other units the item may be handled in, and how many base units each contains. This is what lets you buy by the box and sell by the piece.
Price	Additional price levels for the item.
Upload Image	A picture of the item.
GL Accounts	The ledger accounts the item's movements post to: inventory, cost of sales, sales. Getting these right is what makes the accounting come out right.
Components	For a kit, the items it is made of.
Production	Production settings for items that are made rather than bought.
Inventory	Where the item currently sits, and how much of it.
Cost Reference History	How the reference cost has changed over time.

BUTTONS WORTH KNOWING

Button	What it does
Invisible/Void	Hides the item from selection lists without deleting it, so history stays intact. Use this instead of deleting an item that has ever been used.
qr_code_2	Produces the item's QR code.

WHAT THE SCREEN ITSELF WARNS YOU ABOUT

easyFS shows its own warning across the top of this screen: *DO NOT USE SPECIAL CHARACTERS SUCH AS COMMA (,) AND TILDE (~)*. Those characters break the spreadsheet import and export, which is why the product asks you to avoid them in item codes and descriptions.

WHAT YOU SHOULD SEE

The item appears in the list and can be chosen on purchase, sales and stock documents.

BEFORE YOU CLICK

Warning. Never delete an item that appears on an existing document. Mark it **Invisible/Void** instead; deleting breaks the history that documents rely on.

The unit cannot sensibly be changed once the item has stock and movement behind it. Set up a new item rather than re-basing an old one.

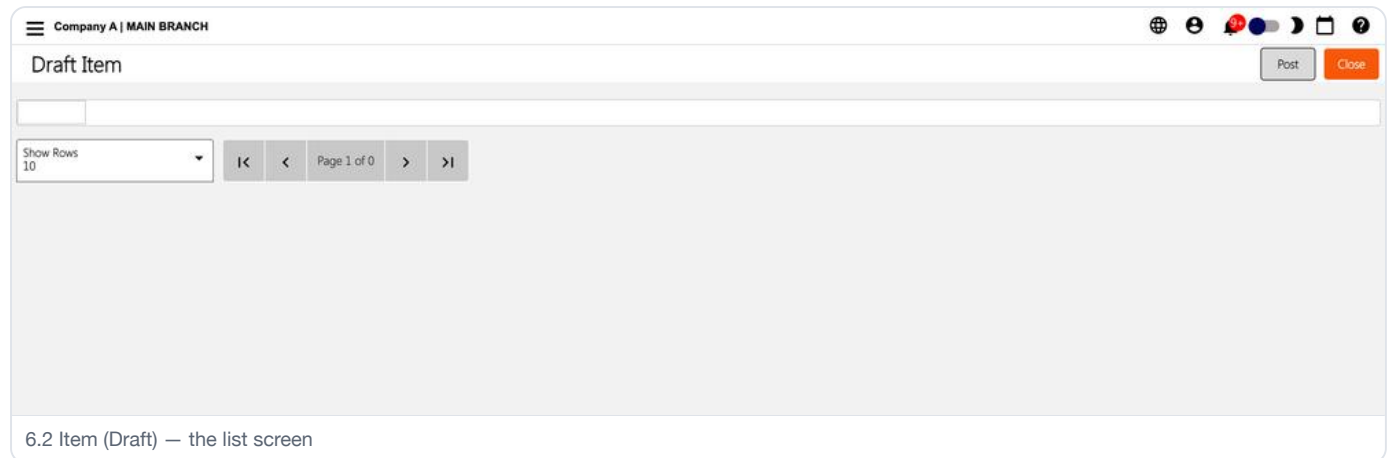
6.2 Item (Draft)

PURPOSE

The staging area for items imported from a spreadsheet. Rows wait here until somebody checks them and posts them into the real item master.

HOW TO GET THERE

Reached from the item import function; address `/office/inventory/setup-draft-item-list`



WHAT THE SCREEN SHOWS

Buttons on this screen: [Post](#) [Close](#)

STEP BY STEP

- 1 Import your spreadsheet using the import function on the Item screen.
- 2 Open the draft list and read the rows.
- 3 Correct anything the validation flagged.
- 4 Select the rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows become ordinary item records.

BEFORE YOU CLICK

Nothing in this list affects stock or accounting until it is posted.

6.3 Customer

PURPOSE

The customer master holds everyone you invoice. A customer record carries the trading name and address, the receivable account the customer's balances post to, the payment term, the tax registration and the credit arrangements.

HOW TO GET THERE

Menu › Master Files › Customer

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

Company A | MAIN BRANCH

Customer

AddClose

Clear Filters

Search

Column Filter
All

Functions

		Lock...	Manual C...	Customer	Address	Contact No.	Email Address	Total AR
Edit	Delete	☒	Sample Tradi...	Sample Trading 01	01 Sample Street, Sample Cl...	0900 000 0001	sample03@example.com	0.00
Edit	Delete	☒	0000002005	Sample Trading 02	01 Sample Street, Sample Cl...	0900 000 0002	sample04@example.com	0.00
Edit	Delete	☒	0000002004	Sample Trading 03	01 Sample Street, Sample Cl...	0900 000 0002	sample04@example.com	0.00
Edit	Delete	☒	0000002003	Sample Trading 04	01 Sample Street, Sample Cl...	0900 000 0002	sample04@example.com	0.00
Edit	Delete	☒	0000002002	Sample Trading 05	01 Sample Street, Sample Cl...	0900 000 0002	sample04@example.com	0.00
Edit	Delete	☒	0000002001	Sample Trading 06	01 Sample Street, Sample Cl...	0900 000 0002	sample04@example.com	0.00
Edit	Delete	☒	0000002000	Sample Trading 07	01 Sample Street, Sample Cl...	0900 000 0002	sample04@example.com	0.00
Edit	Delete	☒	0000001999	Sample Trading 08	01 Sample Street, Sample Cl...	0900 000 0002	sample04@example.com	0.00
Edit	Delete	☒	0000001998	Sample Trading 09	01 Sample Street, Sample Cl...	0900 000 0002	sample04@example.com	0.00
Edit	Delete	☒	0000001997	Sample Trading 10	01 Sample Street, Sample Cl...	0900 000 0002	sample04@example.com	0.00

Show Rows
10

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6.3 Customer — the list screen

WHAT THE SCREEN SHOWS

Columns: Locked Manual Code. Customer Address Contact No. Email Address Total AR

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Master Files** › **Customer**.
- 2 Search for the customer, or click **Add** to create one.
- 3 Fill in the trading name, the address and the contact details.
- 4 Set the **Receivable Account** and the **Term**.
- 5 Enter the **TIN** and the branch code if the customer is VAT-registered.
- 6 Click **Save**.

THE DETAIL SCREEN

/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

Sample Trading 01

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 Sample Person 01	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 Sample Trading 03
				☐ Is Send Email WTAX: No WHT	

Transaction History

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

Created By: Sample Person 02
Created Date / Time: March 27, 2026 04:01 PM

Updated By: Sample Person 02
Updated Date / Time: March 27, 2026 04:01 PM

6.3 Customer — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
Customer	The trading name, exactly as it should print on an invoice.
Manual Code	Your own reference code for the customer.
Receivable Account	The ledger account this customer's unpaid invoices sit in.
Term	The payment term proposed on the customer's sales documents, for example 30 days.
TIN / TIN Branch Code	The customer's tax registration, needed on VAT documents and in the BIR reports.
Contact Person / Contact Number / Email Address	Who to reach about an order or an unpaid invoice.
Street Barangay / City / Province / Region / Zipcode	The address as it prints on documents.
Category	The grouping used for reporting and for price or discount schemes.
Business Style	The style of business as registered, which the BIR forms require.

Tabs: Transaction History

WHAT YOU SHOULD SEE

The customer can be chosen on sales orders, invoices, collections and credit memos.

BEFORE YOU CLICK

Warning. The receivable account and the tax details drive the accounting and the statutory reports. Have your accountant confirm them before the first invoice.

Duplicate customers are the commonest cause of a statement that does not agree. Search before you add.

6.4 Customer (Draft)

PURPOSE

The staging area for customers imported from a spreadsheet.

HOW TO GET THERE

Reached from the customer import function; address /office/sales/setup-customer-draft

Company A | MAIN BRANCH

Draft Customer

PostClose

ValidateDelete All

	ValidationS...	ManualCo...	Particulars	Customer	TIN	ZipCode	BusinessSt...	PWDorSC...	ContactPer...	ContactNu...	Category	DiscountId	Discount	Receive
Delete	Issue(s) found...	ZZZ-TEST-M1...	Sample Item 01	Sample Tradin...		1000	Sample Tradin...	NA	Sample Perso...	0900 000 0001	Regular	1	None	
Delete	Issue(s) found...	ZZZ-TEST-M1...	Sample Item 01	Sample Tradin...	000-000-000-...	1000	Sample Tradin...	NA	Sample Perso...	0900 000 0001	Regular	1	None	

Show Rows10

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Page 1 of 1

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6.4 Customer (Draft) — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Post Close Validate Delete All Delete

STEP BY STEP

- 1 Import the spreadsheet from the Customer screen.
- 2 Check the rows here, correct what is flagged, then **Post**.

WHAT YOU SHOULD SEE

The posted rows become ordinary customer records.

6.5 Supplier

PURPOSE

The supplier master holds everyone you buy from and pay. It carries the payable account, the payment term, the tax registration and the withholding tax treatment.

HOW TO GET THERE

Menu › Master Files › Supplier

/office/purchases/setup-supplier-list

Company A | MAIN BRANCH

Supplier

AddClose

Clear Filters

Search

Column Filter
All

Functions

		Lock...	Manual C...	Supplier	Address	Contact No.	Email Address	
Edit	Delete	☐	0000000067	Sample Trading 01	01 Sample Street, Sample Cl...	0900 000 0001	sample04@example.com	
Edit	Delete	☐	ZZZ-TEST-17...	Sample Trading 02		0900 000 0002	sample05@example.com	
Edit	Delete	☒	0000000069	Sample Trading 03	02 Sample Street, Sample Cl...	0900 000 0002	sample06@example.com	
Edit	Delete	☒	0000000065	Sample Trading 04		0900 000 0002	sample06@example.com	
Edit	Delete	☒	0000000068	Sample Trading 05		0900 000 0002	sample06@example.com	
Edit	Delete	☒	0000000064	Sample Trading 06	03 Sample Street, Sample Cl...	0900 000 0002	sample06@example.com	
Edit	Delete	☒	0000000063	Sample Trading 07	04 Sample Street, Sample Cl...	0900 000 0002	sample06@example.com	
Edit	Delete	☒	0000000066	Sample Trading 08	05 Sample Street, Sample Cl...	0900 000 0002	sample06@example.com	
Edit	Delete	☒	0000000067	Sample Trading 09		0900 000 0002	sample06@example.com	
Edit	Delete	☒	0000000062	Sample Trading 10	06 Sample Street, Sample Cl...	0900 000 0002	sample06@example.com	

Show Rows
10

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6.5 Supplier — the list screen

WHAT THE SCREEN SHOWS

Columns: Locked Manual Code. Supplier Address Contact No. Email Address

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Master Files** › **Supplier**.
- 2 Search, or click **Add**.
- 3 Enter the supplier name, address and contacts.
- 4 Set the **Payable Account**, the **Term** and the **WTAX** treatment.
- 5 Enter the **TIN** and branch code.
- 6 Click **Save**.

THE DETAIL SCREEN

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

Company A | MAIN BRANCH

Supplier Detail ⓘ

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

Save

Lock

Unlock

Close

Sample Trading 01

0000000067

Manual Code
0000000067

Supplier
Sample Trading 01

Payable Account Code
210000

Particulars
Sample Item 01

Contact Person
Sample Person 01

Email Address
sample01@example.com

Category
Test

TIN
000-000-000-001

Payable Account
ACCOUNTS PAYABLE TRADE

Street Barangay
01 Sample Street, Sample City

Province
03 Sample Street, Sample City

Contact Number
0900 000 0001

Supplier Contact Number

Proprietorship

TIN Branch Code
0000

City
02 Sample Street, Sample City

Region
04 Sample Street, Sample City

Business Style
Sample Trading 02

WTAX
No WHT

☐ Send Email

Transaction History

Document Number

Date

Amount

Show Rows
10

⏪

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Page 1 of 0

⏵

⏩

Created By: Sample Person 02

Updated By: Sample Person 02

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

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

6.5 Supplier — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
Supplier	The supplier's registered name, as it should appear on your paperwork.
Payable Account Code / Payable Account	The ledger account this supplier's unpaid bills sit in.
Term	The payment term the supplier gives you. It sets the due date on receiving receipts.
WTAX	The withholding tax treatment applied when you pay this supplier. It decides what the disbursement withholds.
TIN / TIN Branch Code	The supplier's tax registration, required by the statutory reports.
Proprietorship	Whether the supplier is a sole proprietor or a corporation, which affects withholding.
Category	The grouping used for reporting.
Business Style	The registered business style, required on some BIR forms.

THE TABS

Tab	What it holds
Transaction History	Every document raised against this supplier, with its date and amount. The quickest way to answer 'what have we bought from them?'.

WHAT YOU SHOULD SEE

The supplier can be chosen on purchase requests, purchase orders, receiving receipts and disbursements.

BEFORE YOU CLICK

Warning. The withholding tax setting is applied automatically when you pay. If it is wrong, the payment withholds the wrong amount and the BIR return is wrong too.

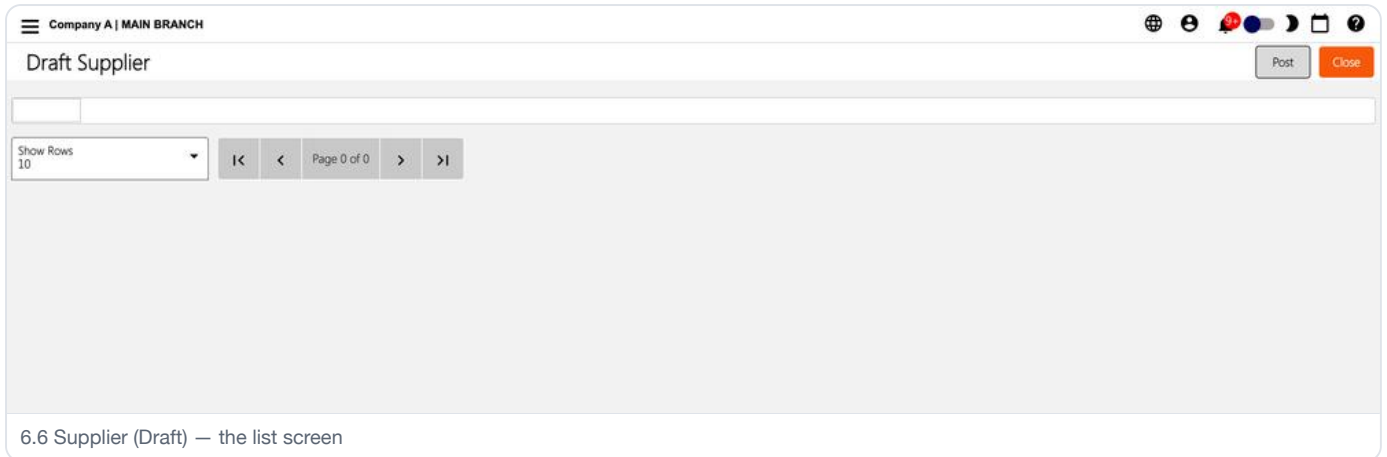
6.6 Supplier (Draft)

PURPOSE

The staging area for suppliers imported from a spreadsheet.

HOW TO GET THERE

Reached from the supplier import function; address `/office/purchases/setup-supplier-draft`



WHAT THE SCREEN SHOWS

Buttons on this screen: [Post](#) [Close](#)

STEP BY STEP

- 1 Import the spreadsheet from the Supplier screen.
- 2 Check the rows here, correct what is flagged, then **Post**.

WHAT YOU SHOULD SEE

The posted rows become ordinary supplier records.

6.7 Company

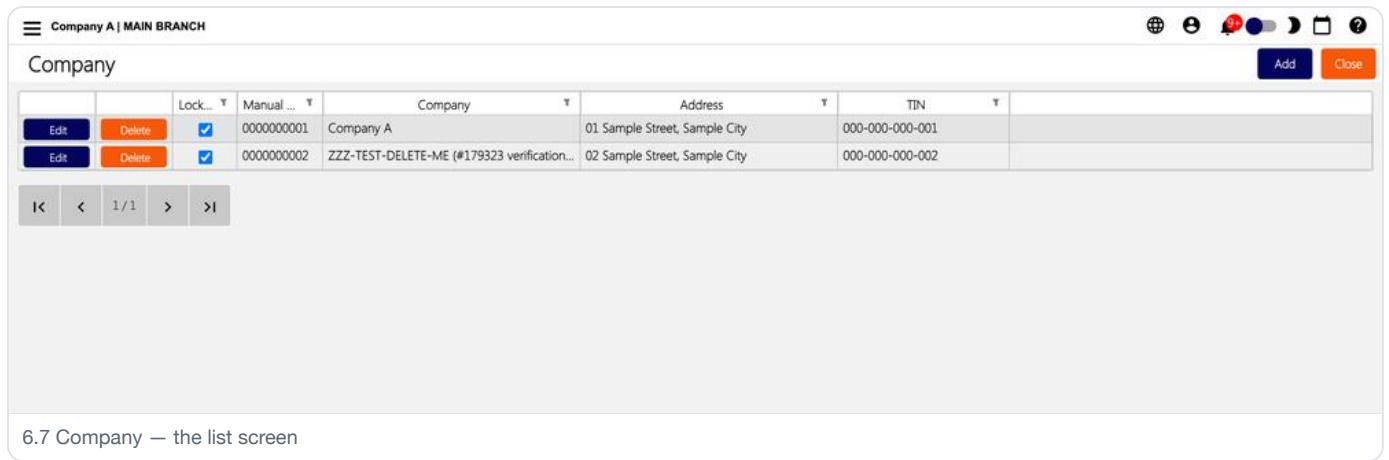
PURPOSE

The company record is your own organisation as easyFS knows it: the registered name and address, the tax registration, the costing method and the branches you operate. It is what prints at the head of every document.

HOW TO GET THERE

Menu › Master Files › Company

`/office/system-company-list`



WHAT THE SCREEN SHOWS

Columns: [Locked](#) [Manual Code](#) [Company](#) [Address](#) [TIN](#)

Buttons on this screen: [Add](#) [Close](#) [Edit](#) [Delete](#)

STEP BY STEP

- 1 Open **Menu** › **Master Files** › **Company**.
- 2 Click **Edit** on your company.
- 3 Check the registered name, address and **TIN**.
- 4 Check the **Cost Method**.
- 5 Open the **Branches** tab to see or add branches.
- 6 Review the tick boxes on the right. They change how easyFS behaves for everybody; the table below explains each one.
- 7 Open **More Settings** for the remaining options.
- 8 Click **Save**.

THE DETAIL SCREEN

</office/system-company-detail/2>

Company A | MAIN BRANCH

Company Detail

Manual Code
000000001

Prefix TIN
VAT REG TIN

TIN
000-000-000-002

TIN Branch Code
00000

Email Address
sample01@example.com

Company
Company A

Business Style
Sample Trading 01

Proprietorship
Sample Trading 02

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	000-000-000-001	123
Edit	Delete	0000000002	MAIN BRANCH	000-000-000-001	123
Edit	Delete	0000000003	MAIN BRANCH	000-000-000-001	123

1 / 1

Created By: Sample Person 01
Created Date / Time: August 23, 2020 12:00 AM

Updated By: Sample Person 01
Updated Date / Time: September 08, 2026 05:59 PM

6.7 Company — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
Company	Your registered name. It heads every printed document.
Street Barangay / City / Province / Region / Zipcode	The registered address.
Prefix TIN / TIN / TIN Branch Code	Your tax registration, printed on invoices and used by the BIR reports.
Business Style	The registered business style.
Proprietorship	The legal form of the business.
Cost Method	How the cost of stock sold is worked out. It governs every inventory valuation the system produces.
Series Range from / Series Range to	The range of document numbers the system may issue, which is what the BIR permit covers.
VAT Exempt	Marks the company as exempt, which changes how tax is applied throughout.

THE TABS

Tab	What it holds
Branches	Every branch of the company, with its own manual code, TIN and revenue district office.
More Settings	Further company-wide options.

THE SWITCHES, AND WHAT EACH ONE CHANGES

Setting	What turning it on does
Allow Negative Inventory	Lets stock go below zero. With it off, an invoice cannot be locked for goods you do not have, which is usually what you want.
Can Sell Below Cost	Lets a sales line be priced under the item's cost.
Can RR More than PO quantity	Lets a receiving receipt take in more than the order asked for.

Setting	What turning it on does
Confidential PR	Restricts who may see purchase requests.
Hide Cost In Inventory Transaction	Keeps buying cost off the stock screens, so staff who move stock do not see what it cost.
Use Selling Price in Item Transfer	Values a branch-to-branch transfer at selling price instead of cost.
Is Update Inventory Cost IN	Lets a Stock In update the item's held cost.
Is Update Inventory Cost ST	Lets a Stock Transfer update it.
Is Auto Posted	Posts documents automatically instead of waiting for somebody to lock them.
Is Show Lot No. & Expiry Date	Shows lot numbers and expiry dates on the stock screens, for goods that are batch-tracked.
Is Show Discount Rate & Discount Amount in PO & RR	Shows discount columns on purchase orders and receiving receipts.
Show PO Number in DR	Prints the purchase order number on the delivery receipt.

WHAT YOU SHOULD SEE

The company details appear on printed documents and in the statutory reports.

BEFORE YOU CLICK

Warning. The cost method must not be changed once trading has begun. Changing it re-values stock and makes the accounts before and after incomparable. Treat it as a decision for your accountant, taken once.

Warning. The document number series is covered by your BIR permit. Do not widen or reset it without checking what the permit allows.

Warning. **Allow Negative Inventory** and **Is Auto Posted** are the two switches that change the most. Turning on negative inventory lets you sell stock you do not have; turning on auto-posting takes away the deliberate step of locking a document. Neither should be changed without your accountant.

6.8 Users

PURPOSE

User records are the accounts people sign in with, and the rights those accounts carry. easyFS grants rights screen by screen and action by action, so a storekeeper can add a stock document but not unlock one, and a clerk can print but not delete.

HOW TO GET THERE

Menu › Master Files › Users

`/office/system-user-list`

Company A | MAIN BRANCH

Users

Add

Close

		Lock...	Username	Full Name	Company	User App	Branch
Edit	Delete	☒	admin	Sample Person 01	Company A	All	MAIN BRANCH
Edit	Delete	☒	prebiotichealthmc01	Sample Person 02	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☒	prebiotichealthmc02	Sample Person 03	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☒	prebiotichealthmc05	Sample Person 04	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☒	prebiotichealthmc06	Sample Person 05	Company A	All	MAIN BRANCH
Edit	Delete	☒	HIIAccounting	Sample Person 06	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☒	HIIAccounting2	Sample Person 07	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☐	Sample Person 08	Sample Person 08	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☐	YASUYUKI FUNUNE / YOICHI KAWA...	Sample Person 09	Company A	EasyFS	MAIN BRANCH
Edit	Delete	☒	prebiotichealthmc03	Sample Person 10	Company A	EasyFS	MAIN BRANCH

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6.8 Users — the list screen

WHAT THE SCREEN SHOWS

Columns: Locked Username Full Name Company User App Branch

Buttons on this screen: Add Close Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Master Files** › **Users**.
- 2 Click **Add** for a new person, or **Edit** to change an existing one.
- 3 Enter the **Username**, **Fullname** and **Email Address**.
- 4 Set the **Company** and the default **Branch**.
- 5 Set the **User Role** and the **User App**.
- 6 Open the **Forms** tab and tick the rights this person needs, form by form.
- 7 Open the **Branches** tab and tick the branches they may work in.
- 8 Click **Save**.

THE DETAIL SCREEN

/office/system-user-detail/1

Company A | MAIN BRANCH

User Detail

Save

Lock

Unlock

Close

Sample Person 01

admin

Username

admin

Change Password

User App

All

Fullname

Sample Person 01

User Role

Admin

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	☒	☒	☒	☒	☒	☒	☒	☒	

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6.8 Users — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
Username	What the person types to sign in. It stamps everything they do, so it should identify one person.
Fullname	The name shown in the interface and on the audit trail.
Email Address	Where password resets and notifications go.
Company / Branch	The company and the branch the person starts in.
Access Token	The system's own key for the account. It is not a password and is not meant to be shared.
User App	Which easyFS applications the account may use.
User Role	The role the account plays, which sets the starting point for its rights.

THE TABS

Tab	What it holds
Forms	The rights table: one row per screen, with a tick box for Add, Edit, Delete, Lock, Unlock, Cancel, Print and Audit. This is where you decide what somebody can do. Rows are named after the screen they control, as <i>Activity – Sales Invoice List</i> or <i>Setup – Item Detail</i> , so a list screen and its detail screen are granted separately.
Branches	The branches the account may switch to.
User Settings	Per-user preferences.
Account	Account status and credentials.
IP Address	Restricts sign-in to particular addresses, if your policy requires it.

BUTTONS WORTH KNOWING

Button	What it does
Copy Rights	Copies the whole rights table from an existing user. This is the quickest and safest way to set up somebody who does the same job as a colleague.
Copy Branch	Copies the branch list from an existing user.
Multiple Update	Sets the same right across many forms at once, instead of ticking them one row at a time.
Generate Token	Issues the account's access token, for the interfaces that use one. It is not a password and should not be shared.
Change Password	Sets a new password for the account.

WHAT YOU SHOULD SEE

The person can sign in and sees exactly the screens and actions you ticked.

BEFORE YOU CLICK

Warning. **Unlock** is the right that matters most. Somebody who can unlock can withdraw a posted document from the ledger. Grant it to as few people as possible.

Give each person their own account. Shared accounts make the audit trail useless.

When somebody leaves, disable the account rather than deleting it, so their history stays readable.

6.9 Chart of Accounts

PURPOSE

The chart of accounts is the skeleton of the ledger: every account documents can post to, grouped into assets, liabilities, equity, income and expense. The financial statements are built from this structure, so its shape decides what your reports can say.

HOW TO GET THERE

Menu › Master Files › Chart of Accounts

</office/financials/setup-chart-of-accounts>

Company A | MAIN BRANCH

Chart of Accounts

Add Close

Account

Account Type

Account Cash Flow

Account Category

Functions

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

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6.9 Chart of Accounts — the list screen

WHAT THE SCREEN SHOWS

Columns: Code Manual Code Account Account Type Account Cash Flow

Buttons on this screen: Add Close Functions Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Master Files** › **Chart of Accounts**.
- 2 Use **Search** to find an account by code or name.
- 3 Click **Edit** to change one, or **Add** to create one.
- 4 Give the account its code, its name and the group it belongs to.
- 5 Click **Save**.

WHAT YOU SHOULD SEE

The account becomes available on journal vouchers, disbursements, collections and in item and partner setup.

BEFORE YOU CLICK

Warning. Do not delete or renumber an account that has been posted to. Reports read history through the account structure, and history does not move with it.

New accounts should follow the numbering pattern already in use, otherwise they sort into the wrong place on the financial statements.

6.10 Bank

PURPOSE

The bank master holds the accounts you pay from and receive into. Each bank record ties an account at a bank to a ledger account, which is what lets a payment post itself.

HOW TO GET THERE

Menu › Master Files › Bank

/office/financials/setup-bank-list

Company A | MAIN BRANCH

Bank

Clear Filters

Search

Column Filter
All

		Lock...	Code	Manual C...	Bank	Address	Contact No.
Edit	Delete	☒	0000000004	0000000004	Metrobank	01 Sample Street, Sample Cl...	0900 000 0001
Edit	Delete	☒	0000000005	0000000005	CASH ON HAND		
Edit	Delete	☒	0000000006	0000000006	Metrobank - Rizal - SA	02 Sample Street, Sample Cl...	0900 000 0002
Edit	Delete	☒	0000000007	0000000007	Metrobank - Burgos - SA	03 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

6.10 Bank — the list screen

WHAT THE SCREEN SHOWS

Columns: Locked Code Manual Code Bank Address Contact No.

Buttons on this screen: Add Close Clear Filters Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Master Files** › **Bank**.
- 2 Click **Add**, or **Edit** an existing record.
- 3 Enter the **Bank** name and the **Bank Account No.**
- 4 Choose the **Bank Account Type**.
- 5 Set the **Account**, which is the ledger account this bank account is.
- 6 Click **Save**.

THE DETAIL SCREEN

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

Company A | MAIN BRANCH

Bank Detail

Save

Lock

Unlock

Close

Metrobank

0000000004

Detail

Bank Code0000000004

Manual Code0000000004

Bank Account TypeCheckings

Bank Account No.90000000100

BankMetrobank

Address01 Sample Street, Sample City

Account Code112102

AccountCASH IN BANK - SAMPLE TRADING 01

Particulars

Contact PersonSample Person 01

Contact Number0900 000 0001

Created By: Sample Person 02

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

Updated By: Sample Person 03

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

6.10 Bank — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
Bank Code / Manual Code	Your reference for the bank account.
Bank	The bank's name as it should appear on a cheque and in reports.
Account Code / Account	The ledger account that represents this bank account. Payments and receipts post here.
Bank Account Type	Current, savings and so on.
Bank Account No.	The account number at the bank.
Address / Contact Person / Contact Number	Branch details, useful when a cheque has to be chased.

Tabs: Detail

WHAT YOU SHOULD SEE

The bank account can be chosen on disbursements, collections, cheques and bank reconciliation.

BEFORE YOU CLICK

Every bank record must point at its own ledger account. Two bank accounts sharing one ledger account cannot be reconciled separately.

6.11 Currency

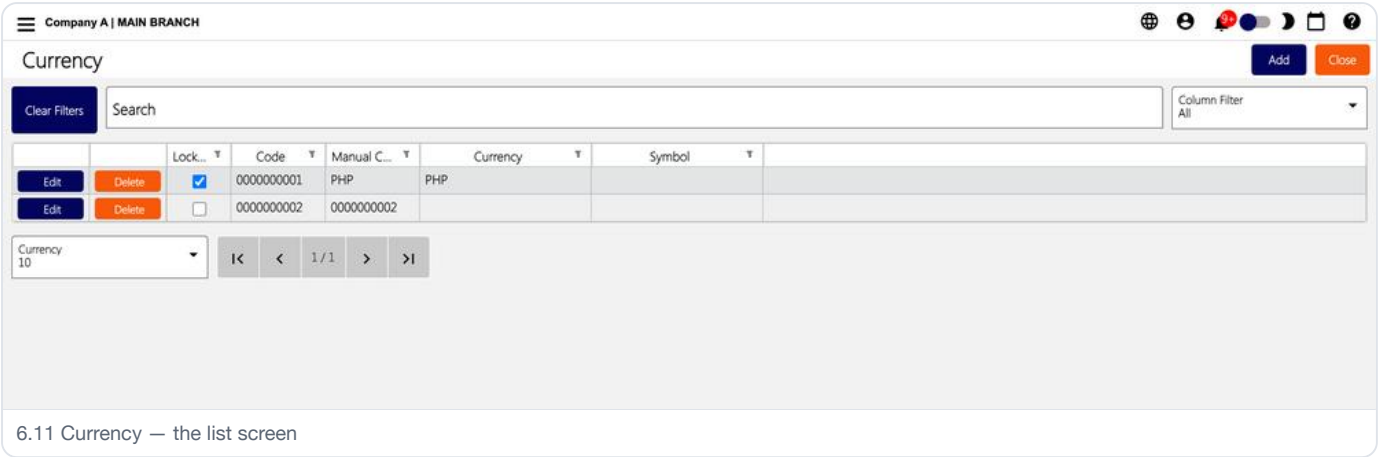
PURPOSE

The currency master lists the currencies you trade in and the exchange rates used to convert them into your own currency. Foreign-currency documents are converted at the rate that applies, and the converted figure is what reaches the ledger.

HOW TO GET THERE

Menu › Master Files › Currency

/office/financials/setup-currency-list



WHAT THE SCREEN SHOWS

Columns: Locked Code Manual Code Currency Symbol

Buttons on this screen: Add Close Clear Filters Edit Delete

STEP BY STEP

- 1 Open **Menu › Master Files › Currency**.
- 2 Click **Add**, or **Edit** an existing currency.
- 3 Enter the **Currency** name, its **Currency Code** and its **Symbol**.
- 4 Open the **Exchange** tab.
- 5 Add a row with the **Exchange Date** and the **Exchange Rate**.
- 6 Click **Save**.

THE DETAIL SCREEN

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

Company A | MAIN BRANCH

Save

Lock

Unlock

Close

Currency Detail

PHP

Currency Code000000001

Manual CodePHP

CurrencyPHP

Symbol

Exchange

Add

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

Show Rows10

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Created By: Sample Person 01

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

Updated By: Sample Person 01

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

6.11 Currency — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
Currency Code	The short code, such as USD.
Currency	The full name.
Symbol	The symbol printed in front of amounts.

THE TABS

Tab	What it holds
Exchange	The dated rate history. A document uses the rate in force on its own date, so keep this up to date before entering foreign-currency documents.

WHAT YOU SHOULD SEE

The currency can be chosen in the header of purchase and sales documents, and amounts convert automatically.

BEFORE YOU CLICK

Warning. Entering a foreign-currency document before its rate exists converts it at whatever rate is in force, which may not be the one you meant. Add the rate first.

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7. Purchases

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

7.1 Purchase Request

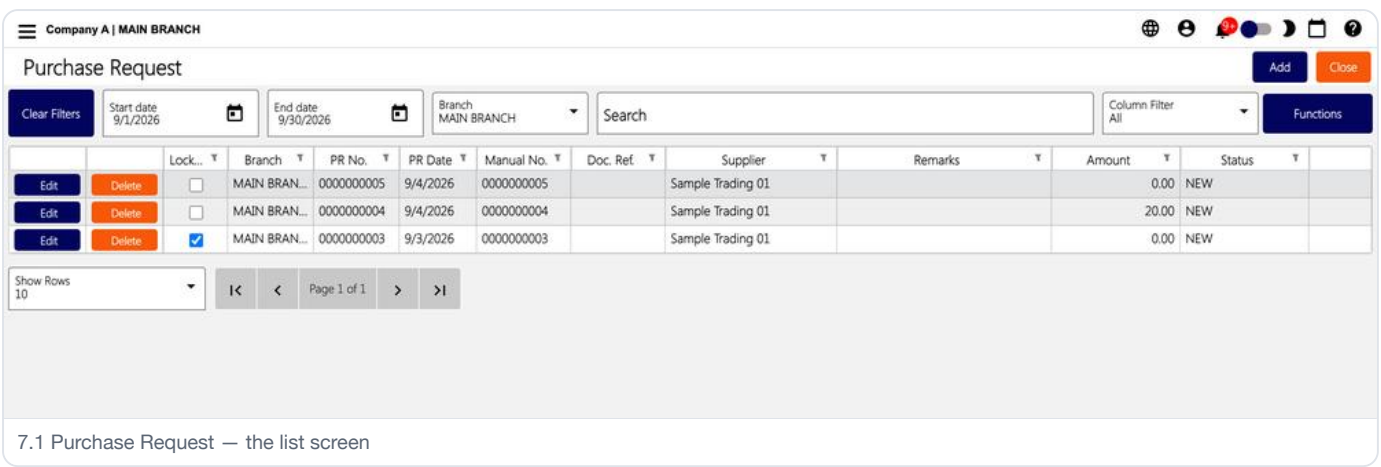
PURPOSE

A Purchase Request is the internal ask: somebody in the business needs something bought. It commits nothing and costs nothing. It is the first step of the buying cycle and the document a Purchase Order is built from.

HOW TO GET THERE

Menu › Purchases › Purchase Request

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



WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu › Purchases › Purchase Request**.
- 2 Widen the **Start date** and **End date** if the request you want is older than this month.
- 3 Click **Add** for a new request, or **Edit** to open an existing one.
- 4 Check the **Branch** and the **PR Date**.
- 5 Choose the **Supplier** if one is already intended, and the **Term**.
- 6 Set **Date Needed**, so the buyer knows how urgent it is.
- 7 Open the **Items** tab and add a row for each item: pick the item, then enter **Quantity**, **Unit** and **Cost**.
- 8 Add anything explanatory to **Remarks**.
- 9 Click **Save**, then **Lock** to send it forward for buying.

THE DETAIL SCREEN

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

Company A | MAIN BRANCH

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

Save

Lock

Unlock

Print

Audit

Cancel

Functions

Close

Items

Attachment

SKU Code

Bar Code

Description

Particulars

Quantity

Unit

Cost

Amount

Base Quantity

Show Rows
10

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Page 1 of 1

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Created By: Sample Person 01
Created Date / Time: September 04, 2026 05:55 PM

Updated By: Sample Person 01
Updated Date / Time: September 04, 2026 05:55 PM

7.1 Purchase Request — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
PR Number	The system's own number for the request. It is what the Purchase Order refers back to.
PR Date	The date of the request.
Manual No.	The number from a paper request form, if your office still raises one.
Document Reference	A reference to related paperwork.
Supplier	The intended supplier, where one is already known.
Term	The payment term expected.
Date Needed	When the goods are actually needed.
Currency / Exchange Rate	The currency of the request, and the rate used to convert it.
Status	Where the request has got to.
Total	Calculated from the item lines. You do not type it.

THE TABS

Tab	What it holds
Items	One row per thing requested: item, particulars, quantity, unit and cost.
Attachment	Scanned paperwork filed against the request.

WHAT YOU SHOULD SEE

The request appears in the list with its number and total, and can be turned into a Purchase Order.

THE PRINTED DOCUMENT

[illegible]

The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

A Purchase Request moves no stock and creates no accounting entry. It is a request, not a commitment.

Locking a request is what tells the buyer it is ready to act on.

7.2 Purchase Order

PURPOSE

A Purchase Order is the commitment you send to a supplier. It states what you are buying, at what price, on what terms and when you need it. It is the document the goods are received against.

HOW TO GET THERE

Menu › Purchases › Purchase Order

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

Company A | MAIN BRANCH

Purchase Order

[Add](#) [Close](#)

[Clear Filters](#)
Start date: 9/1/2026
End date: 9/30/2026
Branch: MAIN BRANCH
Search:
Column Filter: All
[Functions](#)

		Lock...	Branch	PO No.	PO Date	Manual No.	Doc. Ref.	Supplier	Remarks	Amount	Status	
Edit	Delete	☒	MAIN BRAN...	0000000747	9/8/2026	ZZZ-TEST-M...	ZZZ-TEST-M...	Sample Trading 01	Sample Item 01	30.00	NEW	
Edit	Delete	☐	MAIN BRAN...	0000000746	9/3/2026	0000000746		Sample Trading 01		0.00	NEW	
Edit	Delete	☒	MAIN BRAN...	0000000745	9/1/2026	0000000745		Sample Trading 01		0.00	NEW	
Edit	Delete	☐	MAIN BRAN...	0000000744	9/1/2026	0000000744	ZZZ-TEST-17...	Sample Trading 01	Sample Item 02	1,400.00	NEW	

Show Rows: 10
[<<](#)
[<](#)
Page 1 of 1
[>](#)
[>>](#)

7.2 Purchase Order — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Purchases** › **Purchase Order**.
- 2 Widen the date range if the order you want is not from this month.
- 3 Click **Add**, or **Edit** an existing order.
- 4 Choose the **Supplier**. The term and currency follow from the supplier record and can be overridden.
- 5 Check the **PO Date** and set **Date Needed**.
- 6 Open the **Items** tab. Add each line, or pull the lines through from a Purchase Request by entering its **PR Number**.
- 7 Check **Quantity**, **Unit** and **Cost** on every line, and the **Total**.
- 8 Click **Save**, then **Lock**.
- 9 Click **Print** and send the printed order to the supplier.

THE DETAIL SCREEN

/office/purchases/activity-purchase-order-detail/1084

Company A | MAIN BRANCH

Purchase Order Detail

Save

Lock

Unlock

Print

Audit

Cancel

Functions

Close

Currency
PHP

Exchange Rate

1

Branch
MAIN BRANCH

PO Number
000000747

PO Date
9/8/2026

Manual No.
ZZZ-TEST-M119-0001

Document Reference
ZZZ-TEST-M119-DR-OK

Supplier
Sample Trading 01

Term
COD

Date Needed
9/15/2026

Remarks
Sample Item 03

Show Staff

Status
NEW

Total

30.00

Items

Attachment

Add

		PR Num...	SKU Code	Bar Code	Description	Particulars	Quantity	Unit	Cost	Amount	Bas
Edit	Delete		CNGL6A70T...	CNGL6A70TQL...	Sample Item 01	Sample Item 02	3.00	Pc(s)	10.00	30.00	

Show Rows
10

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Created By: Sample Person 01

Updated By: Sample Person 01

Created Date / Time: September 08, 2026 02:26 AM

Updated Date / Time: September 08, 2026 03:59 PM

Field	What it is for
PO Number	The order number. Quote it to the supplier; the receiving receipt refers back to it.
PO Date	The date the order is placed.
Supplier	Who you are buying from. It sets the payable account and the default term.
Term	The payment term agreed.
Date Needed	The delivery date you are asking for.
Currency / Exchange Rate	The currency the supplier prices in, and the conversion rate.
Total	Calculated from the lines.

Tab	What it holds
Items	One row per item ordered, each optionally carrying the PR Number it came from. Base Amount is the line converted into your own currency.
Attachment	Quotations and correspondence filed against the order.

A numbered, locked order you can print and send. It stays open until the goods are received against it.

THE PRINTED DOCUMENT

Company A | MAIN BRANCH
Print Purchase Order
Close

Paper Size
Letter

Automatic Zoom

Sample D:

PURCHASE ORDER									
Supplier:	Sample Data				No:	Sample Data			
Address:	Sample Data				Branch:	Sample Data			
Business Style:	Sar				Date:	Sample Data			
Term:	Sam				Date Needed:	9/15/2026			
Remarks:	Sample Data				Sample Number:	Sample Data			
TIN:	Sample Data				Doc. Ref.:	Sample Data			
Currency:	Sample Dat								
Sample	Unit	SKU Code	BarCode	Item	Particulars	Discount Sam	Discount	Cost	Amount
S									
3.00	Sam	Sample Dat	Sample Dat	Sample Data	Sam particulars Sa		0.00	0.00	30.00
		Sample	Sample					10.00	
Total:									Sample
Sample Data Certificate No.:		Sample Date: Sample Date 3		Date Issued: Sample 2023	"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"				
Series From: <u>Sample 0000000001</u>		To: <u>Sample 9999999999</u>							
Prepared by:		Checked by:		Approved by:		Requested by:			

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The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

A Purchase Order still moves no stock and posts nothing. Receiving does that.

Warning. Do not unlock an order the supplier has already acted on. Raise an amended order or agree the change in writing instead.

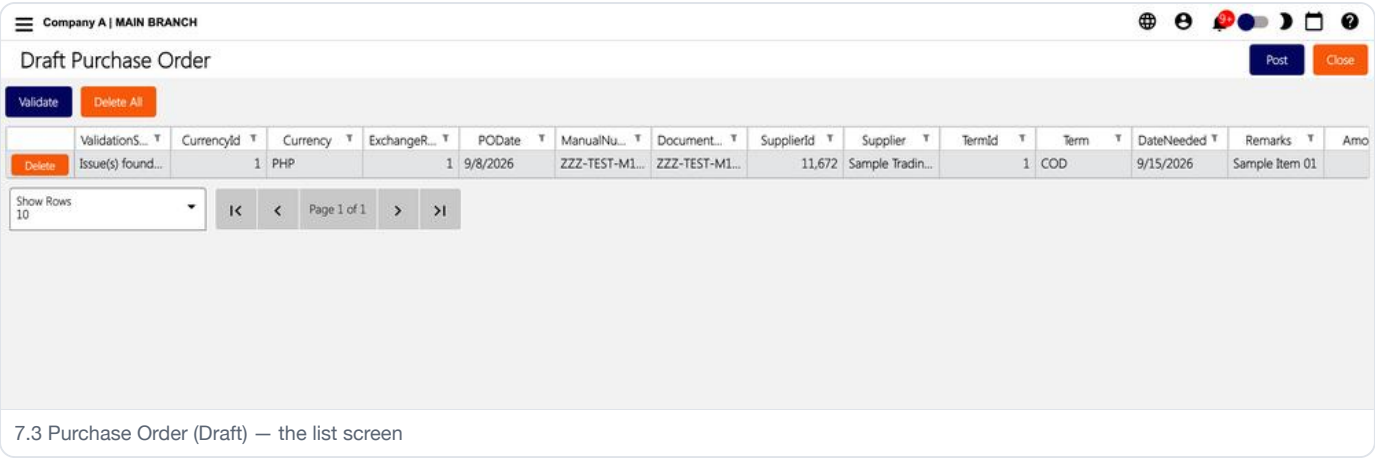
7.3 Purchase Order (Draft)

PURPOSE

The staging area for purchase orders brought in from outside easyFS.

HOW TO GET THERE

Reached from the Purchase Order import function; address /office/purchases/activity-draft-purchase-order-list



WHAT THE SCREEN SHOWS

Columns: ValidationStatus CurrencyId Currency ExchangeRate PODate ManualNumber DocumentReference SupplierId Supplier TermId Term DateNeeded Remarks Amount

Buttons on this screen: Post Close Validate Delete All Delete

STEP BY STEP

- 1 Open the draft list at the address above.
- 2 Check the rows and correct anything flagged.
- 3 Select rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows appear in the Purchase Order list as ordinary unlocked orders.

BEFORE YOU CLICK

Column headings here are the database's own names. See the section on draft screens.

7.4 Receiving Receipt

PURPOSE

A Receiving Receipt records what actually arrived. It is the hinge of the whole buying cycle: locking one puts the goods into stock and creates the amount you owe the supplier.

HOW TO GET THERE

Menu › Purchases › Receiving Receipt

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

Company A | MAIN BRANCH

Receiving Receipt

AddClose

Clear Filters

Start date

9/1/2026

End date

9/30/2026

Branch

MAIN BRANCH

Search

Column Filter All

		Lock...	Branch	RR No.	RR Date	Manual No.	Doc. Ref.	Supplier	Remarks	Amount	Paid	Adj.
Edit	Delete	☐	MAIN BRAN...	0000000738	9/8/2026	ZZZ-TEST-M...	ZZZ-TEST-M...	Sample Trading 01		10.00	0.00	
Edit	Delete	☐	MAIN BRAN...	0000000737	9/20/2026	ZZZ-TEST-M...	M108 test draft	Sample Trading 01	Sample Item 01	350.00	0.00	
Edit	Delete	☐	MAIN BRAN...	0000000736	9/1/2026	ZZZ-TEST-17...		Sample Trading 02	Sample Item 02	0.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000000735	9/1/2026	0000000735	ZZZ-TEST-17...	Sample Trading 01	Sample Item 03	1,400.00	0.00	

Show Rows 10

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7.4 Receiving Receipt — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Purchases** › **Receiving Receipt**.
- 2 Click **Add**, or open an existing receipt with **Edit**.
- 3 Choose the **Supplier** and check the **RR Date**, which is the date the goods arrived.
- 4 Enter the supplier's own delivery or invoice number in **Manual No.**
- 5 Open the **Items** tab. Enter the **PO No.** to pull the ordered lines through.
- 6 Correct the **Quantity** on each line to what physically arrived, not what was ordered.
- 7 Check the **Cost** against the supplier's invoice.
- 8 Click **Save**.
- 9 Check the totals once more, then click **Lock**.
- 10 Open the **Inventory** and **Journal Entries** tabs to confirm the stock and the accounting.

THE DETAIL SCREEN

/office/purchases/activity-receiving-receipt-detail/985

Company A | MAIN BRANCH

Receiving Receipt Detail

Save

Lock

Unlock

Print

Audit

Cancel

Functions

Close

CurrencyPHP

Exchange Rate1

BranchMAIN BRANCH

RR Number000000738

RR Date9/8/2026

Manual No.ZZZ-TEST-M120-VALID

Document ReferenceZZZ-TEST-M120-DR-VALID

SupplierSample Trading 01

TermCOD

Show Staff

StatusNEW

Total9.80

Items

Attachment

Inventory

Journal Entries

Add

		Branch	PO No.	SKU Code	Bar Code	Description	Particulars	Quantity	Unit	
Edit	Delete	MAIN BRANCH	0000000747	CNGL6A70T...	CNGL6A70TQL...	Sample Item 01		1.00	Pc(s)	

Show Rows10

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Page 1 of 1

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Created By: Sample Person 01

Created Date / Time: September 08, 2026 10:58 AM

Updated By: Sample Person 01

Updated Date / Time: September 08, 2026 10:58 AM

7.4 Receiving Receipt — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
RR Number	The receipt number. Disbursements settle against it.
RR Date	The date of receipt. It decides the period the purchase falls in.
Manual No.	The supplier's delivery note or invoice number.
Supplier	Who delivered. It sets the payable account.
Term	The payment term, which sets when the bill falls due.
Total	Calculated from the lines.

THE TABS

Tab	What it holds
Items	What arrived. PO No. links the line back to the order.
Attachment	The delivery note and the supplier's invoice.
Inventory	The stock movements the receipt caused. Fills in on lock.
Journal Entries	The accounting entry: stock up, payable up. Fills in on lock.

WHAT YOU SHOULD SEE

Stock rises by what arrived and the supplier's balance rises by the value received.

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THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Receiving Receipt

Close

Paper Size
Letter

Automatic Zoom

Sample Data

Sample Data

Sample Data

Sample Data

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:	Sam	Manual No.:	Sample Data
Remarks:		Doc. Ref.:	Sample Data
TIN:	Sample Data		

Sample S	Unit	Sku Code	Bar Code	Item	Particulars	Sample Sampl	Discount	Cost	Amount
1.00	Sam	Sample Data	Sample Data	Sample Data	Sample D		0.00	0.00	10.00
		Sampl	Sampl						
TOTAL:									Sample

Sample Data
Certificate No.:

Sample Data:
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 Data

Sample Data

Sample Data

HEAD v2.201015.02-greprod 2026-09-10

7.4 Receiving Receipt — the printed form

The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Warning. Lock a receiving receipt only when the goods are physically in and counted. Locking is what moves the stock.

Warning. Unlocking a locked receipt withdraws both the stock and the payable. If the bill has already been paid, ask your accountant before unlocking.

Receive what actually arrived. A short delivery is entered short, and the balance stays open on the order.

7.5 Receiving Receipt (Draft)

PURPOSE

The staging area for receiving receipts brought in from outside easyFS.

HOW TO GET THERE

Reached from the Receiving Receipt import function; address /office/purchases/activity-draft-receiving-receipt-list

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	Issue(s) found...	1	PHP	1		9/8/2026	ZZZ-TEST-M1...	ZZZ-TEST-M1...	1	COD		10	0	
Delete	Issue(s) found...	1	PHP	1		9/8/2026	ZZZ-TEST-M1...	ZZZ-TEST-M1...	1	COD		10	0	

Show Rows10

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Page 1 of 1

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7.5 Receiving Receipt (Draft) — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Post Close Validate Delete All Delete

STEP BY STEP

- 1 Open the draft list at the address above.
- 2 Check the rows, use **Validate** after corrections.
- 3 Select rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows appear in the Receiving Receipt list, unlocked and ready to check.

7.6 Disbursement

PURPOSE

A Disbursement is money going out: the payment of a supplier's bill. It records which bank account the money left, how it was paid, and which receiving receipts it settles. It also handles the tax withheld at source.

HOW TO GET THERE

Menu › Purchases › Disbursement

/office/purchases/activity-disbursement-list

Company A | MAIN BRANCH

Disbursement

Add

Close

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
Edit	Delete	☒	MAIN BRAN...	0000000730	9/1/2026	0000000730	Sample Trading 01		1,000.00	NEW

Show Rows10

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Page 1 of 1

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7.6 Disbursement — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open Menu › Purchases › Disbursement.
- 2 Click Add, or Edit an existing voucher.
- 3 Choose the Supplier and check the Payee, which is who the money actually goes to.
- 4 Check the CV Date.
- 5 Choose the Bank the money leaves from and the Pay Type.
- 6 For a cheque, enter the Check Number, Check Date and Check Bank.
- 7 Open the Lines tab. Enter the RR No. being settled and the Amount.
- 8 Check WTAX, WTAX Rate and WTAX Amount on each line.
- 9 Click Save, then Lock.
- 10 Open Journal Entries to confirm the posting, then Print the voucher.

THE DETAIL SCREEN

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

Company A | MAIN BRANCH

Disbursement Detail

Save Lock Unlock Print Audit Cancel Functions Close

Currency
PHP

Exchange Rate
1

Bank
Metrobank

Branch
MAIN BRANCH

Pay Type
Cash

CV Number
000000730

CV Date
9/1/2026

Check Number

Check Date

Manual No.
000000730

Document Reference

Check Bank
Metrobank

Supplier
Sample Trading 01

☐ Is Cross Check ☐ Show Staff

☐ Is Clear

Payee
Sample Trading 01

Status
NEW

Total
1,000.00

Remarks

Lines

Attachment

Journal Entries

Add

	Branch	Account	Article	RR No.	Amount	Base Amount	WTAX	WTAX Ra...	WTAX
Edit Delete	MAIN BRANCH	ACCOUNTS PAYABLE TRADE	Sample Trading 01		1,000.00	1,000.00	No WHT		0.00

Show Rows
10

IK < > >I

Page 1 of 1

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

Updated By: Sample Person 01
Updated Date / Time: September 03, 2026 03:52 PM

7.6 Disbursement — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
CV Number	The cash voucher number.
CV Date	The payment date. It decides the period the payment falls in.

BEFORE YOU CLICK

Warning. Locking a disbursement is what pays the bill in the accounts. Check the bank, the amount and the cheque number before you lock.

Withholding tax comes from the supplier record. If the withheld amount looks wrong, the supplier's **WTAX** setting is the place to look.

A post-dated cheque should carry its real **Check Date**, otherwise Check Warehousing cannot age it properly.

7.7 Disbursement (Draft)

PURPOSE

The staging area for disbursements brought in from outside easyFS.

HOW TO GET THERE

Reached from the Disbursement import function; address /office/purchases/activity-draft-disbursement-list

7.7 Disbursement (Draft) — the list screen

WHAT THE SCREEN SHOWS

Columns: ValidationStatus CurrencyId Currency ExchangeRate CVDate ManualNumber DocumentReference SupplierId Supplier Payee Remarks BankId Bank PayTypeId

Buttons on this screen: Post Close Validate Delete All Delete

STEP BY STEP

- 1 Open the draft list at the address above.
- 2 Check the rows.
- 3 Select rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows appear in the Disbursement list, unlocked.

7.8 Debit Memo

PURPOSE

A Debit Memo adjusts what you owe a supplier downwards, without a payment: goods returned, an overcharge corrected, a credit the supplier has allowed you.

HOW TO GET THERE

Menu › Purchases › Debit Memo

</office/purchases/activity-payable-memo-list>

The screenshot shows the 'Debit Memo' list screen. At the top, it says 'Company A | MAIN BRANCH'. Below this is a header bar with 'Debit Memo' and 'Add' and 'Close' buttons. A filter bar contains 'Clear Filters', 'Start date' (9/1/2026), 'End date' (9/30/2026), 'Branch' (MAIN BRANCH), a 'Search' field, 'Column Filter' (All), and a 'Functions' button. Below the filter bar is a table with columns: Lock..., Branch, DM No., DM Date, Manual No., Doc. Ref., Supplier, Remarks, Amount, and Status. Below the table is a 'Show Rows' dropdown set to 10 and pagination controls showing 'Page 1 of 0'. At the bottom, it says '7.8 Debit Memo — the list screen'.

Photographed with the date filter widened to 1 January 2015 – 31 December 2026. The screen itself opens on the current month only.

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu › Purchases › Debit Memo**.
- 2 Click **Add**.
- 3 Choose the **Supplier** and check the date.
- 4 Open the lines and enter the account, the receiving receipt affected and the amount.
- 5 Explain the adjustment in **Remarks**. Somebody will ask later.
- 6 Click **Save**, then **Lock**.

THE DETAIL SCREEN

</office/purchases/activity-payable-memo-detail/28>

Company A | MAIN BRANCH

Debit Memo Detail

Save Lock Unlock Print Audit Cancel Functions Close

Currency PHP	Exchange Rate	1	Remarks Sample Item 02
Branch MAIN BRANCH			
DM Number 000000003	DM Date 8/28/2026		
Manual No. 000000003	Document Reference ZZZ-TEST-179619-regression		
Supplier Sample Trading 01			

☐ Show Staff

Status

Total
1,000.00

Lines
Attachment
Journal Entries

Add

		Branch ▼	Account ▼	Article ▼	RR No. ▼	Amount ▼	Base Amount ▼	Particulars ▼	
Edit	Delete	MAIN BRANCH	PURCHASES	Sample Trading 01		1,000.00	1,000.00	Sample Item 01	

Show Rows
10 ▼

⏮ < Page 1 of 1 > ⏭

Created By: Sample Person 01

Updated By: Sample Person 01

Created Date / Time: August 28, 2026 06:23 PM

Updated Date / Time: September 03, 2026 03:32 PM

Tabs: Lines Attachment Journal Entries

WHAT YOU SHOULD SEE

The supplier's balance falls by the amount of the memo, and the adjustment appears in the accounts payable reports.

THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Debit Memo

Close

Paper Size
Letter

Automatic Zoom

Sample Data

		Sample Data	
		Sample Data	
		Sample Data	
		Sample Data	

DEBIT MEMO

Supplier:	Sample Data	No:	Sample Data
Address:	Sample Data	Branch:	Sample Data
Business Style:	Sar	Date:	Sample Data
Remarks:	Sample Data	Manual No.:	000000003
TIN:	Sample Data	Document Ref:	Sample Data
Currency:	Sample Dat		

Sample	Sample Date	Samp	Account	Sampl	Amount
Sample Data		000000009	Sample Data	Sample Data	1,000.00
		9			
TOTAL:					Sample Da

Sample Data	Account	Debit	Credit
210000	Sample Data		1,000.00
0000000099	Sample Data		0.00
		0.00	1,000.00

Sample Data Sample Data
 Sample Data U113

Sample Data Sample Data
 To Sample Data

***THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT**
 Samg

The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Always say why in **Remarks**, and attach the supplier's credit note.

If the list looks empty, widen the dates and clear the **Branch** filter before concluding that no memos exist.

7.9 Accounts Payable Reports

PURPOSE

The accounts payable reports answer the question every business asks at month end: who do we owe, how much, and how overdue is it. The same screen also carries the reporting over the buying documents themselves — requests, orders, receipts and payments — and the cancelled ones.

HOW TO GET THERE

Menu › Purchases › Accounts Payable

/office/report/accounts-payable

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

Date as of: 9/10/2026

Branch: MAIN BRANCH

Paper Size: Letter

PDF Report

Results

Automatic Zoom

Sample	Sample Date	Sample ID	Sample Description	Sample D	Balance	Sample	Sample Date	Sample Data	Sample Data	Sample Data	Sample Data
Sample Data	0000000735	9/1/2026	Sample Data	9/1/2026	1,400.00	0.00	1,400.00	0.00	0.00	0.00	0.00
Sample Data	0000000735	9/1/2026	Sample Data	9/1/2026	1,400.00	0.00	1,400.00	0.00	0.00	0.00	0.00
Sample Data	0000000202	11/7/2023	06324	11/7/2023	6,650.00	0.00	0.00	0.00	0.00	0.00	6,650.00
Sample Data	0000000202	11/7/2023	06324	11/7/2023	6,650.00	0.00	0.00	0.00	0.00	0.00	6,650.00
Sample Data	0000000543	5/31/2025	6762	5/31/2025	5,076.00	0.00	0.00	0.00	0.00	0.00	5,076.00
Sample Data	0000000544	5/31/2025	6763	5/31/2025	109,292.91	0.00	0.00	0.00	0.00	0.00	109,292.91
Sample Data	0000000558	6/25/2025	6790	6/25/2025	4,710.00	0.00	0.00	0.00	0.00	0.00	4,710.00
Sample Data	0000000559	6/25/2025	6791	6/25/2025	91,264.80	0.00	0.00	0.00	0.00	0.00	91,264.80
Sample Data	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

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7.9 Accounts Payable Reports — the list screen

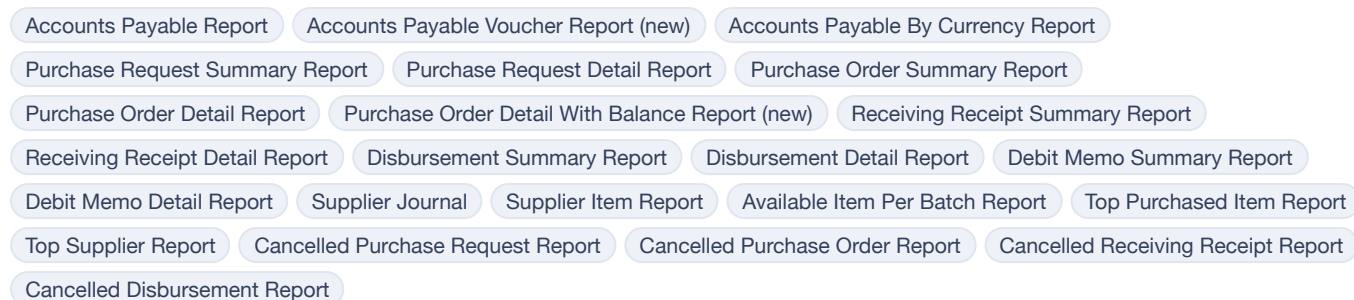
WHAT THE SCREEN SHOWS

Buttons on this screen: Close Functions

This report is delivered as a PDF file, so the strip of controls above it belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save the report.

THE REPORTS ON THIS SCREEN

Read off the live screen. Click one in the list down the left, set the parameters across the top, and it is drawn on the right.



STEP BY STEP

- 1 Open **Menu** › **Purchases** › **Accounts Payable**.
- 2 Click the report you want in the list down the left.
- 3 Set **Date as of** and the **Branch**.
- 4 Read it under **PDF Report**, or switch to **Results** to sort and filter the figures on screen.
- 5 Use **Functions** to export.

THE FIELDS THAT MATTER

Field	What it is for
Date as of	The date the balances are struck at.
Branch	Which branch to report on. It starts on yours; clear it for a company-wide figure.
Paper Size	The page size the PDF is laid out for.

WHAT YOU SHOULD SEE

A list of unpaid supplier balances, aged by how long they have been outstanding.

BEFORE YOU CLICK

The report counts locked documents only. A receiving receipt left unlocked does not appear as a payable.

The **Cancelled** reports at the bottom of the list are the quickest way to answer an auditor asking what was voided and by whom.

8. Sales

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

8.1 Sales Order

PURPOSE

A Sales Order records what a customer has asked for. It reserves nothing in the ledger and bills nobody; it is the agreement that the Sales Invoice is later built from.

HOW TO GET THERE

Menu › Sales › Sales Order

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

Company A | MAIN BRANCH

Sales Order

AddClose

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...	0000001527	9/8/2026	ZZZ-TEST-M...	DR-M121-1	Sample Trading 01	Sample Item 01	45.00	NEW	
Edit	Delete	☐	MAIN BRAN...	0000001526	9/7/2026	ZZZ-TEST-M...	DR-M107	Sample Trading 01		0.00	NEW	
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	

Show Rows
10

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8.1 Sales Order — the list screen

Photographed with the date filter widened to 1 January 2015 – 31 December 2026. The screen itself opens on the current month only.

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu › Sales › Sales Order**.
- 2 Widen **Start date** and **End date** if the order is older than this month.
- 3 Click **Add**, or **Edit** an existing order.
- 4 Choose the **Customer**. The term and currency follow from the customer record.
- 5 Check the **SO Date** and set **Date Needed**.
- 6 Open the **Items** tab and add a row per item: item, **Quantity**, **Unit**, **Price** and any **Discount**.
- 7 Check the **Total**.
- 8 Click **Save**, then **Lock**.
- 9 Click **Print** to give the customer an order confirmation.

THE DETAIL SCREEN

/office/sales/activity-sales-order-detail/1954

Company A | MAIN BRANCH

Sales Order Detail

Save

Lock

Unlock

Print

Audit

Cancel

Functions

Close

Currency
PHP

Exchange Rate
1

Remarks
Sample Item 03

Branch
MAIN BRANCH

SO Number
0000001527

SO Date
9/8/2026

Manual No.
ZZZ-TEST-M121-0001

Document Reference
DR-M121-1

Customer
Sample Trading 01

Show Staff

Status
NEW

Total
45.00

Term
COD

Date Needed
9/15/2026

Items

Attachment

Add

	SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Price	Discount
Edit Delete	CNGL6A70T...	CNGL6A70TQL...	Sample Item 01	IN-0000000001-000...	Sample Item 02	5.00	Pc(s)	9.00	Zero Discount

Show Rows
10

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Page 1 of 1

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Created By: Sample Person 01
Created Date / Time: September 08, 2026 11:40 AM

Updated By: Sample Person 01
Updated Date / Time: September 08, 2026 11:40 AM

8.1 Sales Order — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
SO Number	The order number. The Sales Invoice refers back to it.
SO Date	The date the order was taken.
Customer	Who is buying. It sets the receivable account and the default term.
Term	When payment falls due.
Date Needed	The delivery date promised.
Currency / Exchange Rate	The currency agreed and the conversion rate.
Total	Calculated from the lines.

THE TABS

Tab	What it holds
Items	One row per item sold. Discount applies to the line.
Attachment	The customer's own order paperwork.

WHAT YOU SHOULD SEE

A numbered order that can be invoiced. Nothing has yet been posted or shipped.

THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Sales Order

Paper Size
Letter

Paper Orientation
Portrait

Automatic Zoom

Customer:

Sample D:

No.:

Sample Data

Email Address:

Sar

Branch:

Sample Data

Address:

Sample Data

Date:

Sample Data

Contact Number:

Sar

Date Needed:

Sample Data

Contact Person:

Sar

Manual No:

Sample Data

Business Style:

Sam

Doc. Ref.:

Sample Dat

Term:

Sample Data

Sold By:

Sample Data

Remarks:

Sample Data

Currency:

Sample Dat

TIN:

Sample Data

Quantity	Unit	Sku Code	Bar Code	Item	Particulars	Price	Discount Sample I	Discount Amount	Amount
5.00	Sam	Sample Dat Sample	Sample Dat Sample	Sample Data Sample D	Sam particulars Samp	9.00	0.00	0.00	45.00
TOTAL:									Sample

Sample Data
Sample Data

Sample Data:
Sample Data:
3

Sample Data:
Sample Data:
2023

Sample Data:
Sample Data:
2023

Sample Data

Sample
0000000001

To

Sample
9999999999

Sample Data

Sample Data

Sample Data

Sample Data

THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX

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8.1 Sales Order — the printed form

The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

A Sales Order does not reduce stock and does not create a receivable. The invoice does that.

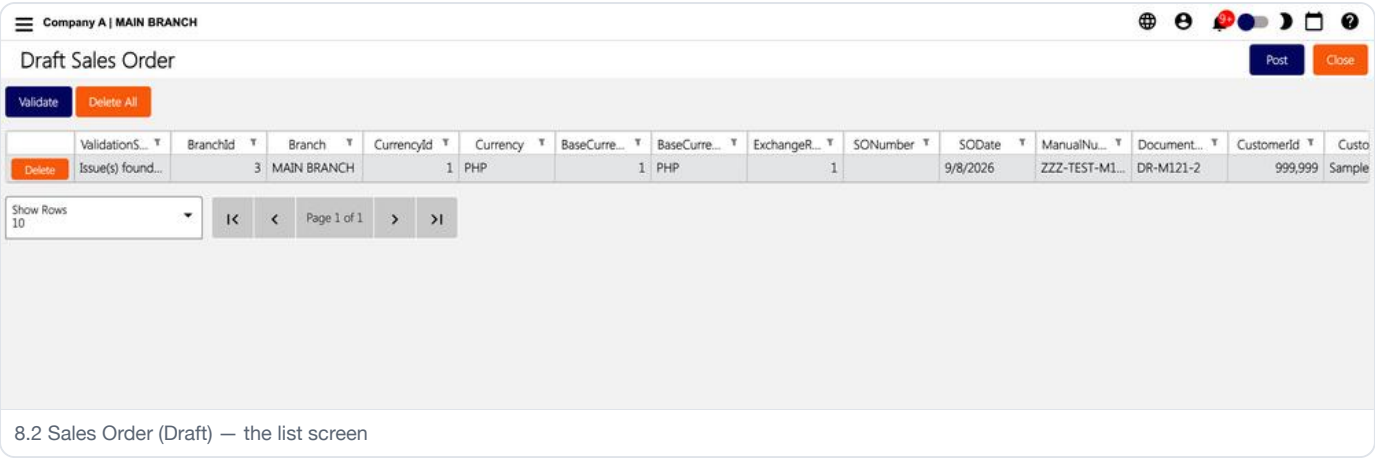
8.2 Sales Order (Draft)

PURPOSE

The staging area for sales orders arriving from outside easyFS, such as a web shop or a spreadsheet.

HOW TO GET THERE

Reached from the Sales Order import function; address /office/sales/activity-draft-sales-order-list



WHAT THE SCREEN SHOWS

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

Buttons on this screen: Post Close Validate Delete All Delete

STEP BY STEP

- 1 Open the draft list at the address above.
- 2 Check the rows.
- 3 Select rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows appear in the Sales Order list, unlocked.

8.3 Sales Invoice

PURPOSE

The Sales Invoice is the document that bills the customer. It is the mirror of the Receiving Receipt: locking one takes the goods out of stock, records the sale and the cost of that sale, and creates the amount the customer owes you.

HOW TO GET THERE

Menu › Sales › Sales Invoice

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

Company A | MAIN BRANCH

Sales Invoice

Add

Close

Clear Filters

Start date
1/1/2015

End date
12/31/2026

Branch
MAIN BRANCH

Search

Column Filter
All

Functions

		Lock...	Branch	SI No.	SI Date	Manual No.	Doc. Ref.	Customer	Remarks	Amount	Paid	Adj.
Edit	Delete	☒	MAIN BRAN...	0000082854	9/10/2026	0000082854		Sample Trading 01		10.80	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082853	9/7/2026	ZZZ-TEST-M...	ZZZ-TEST-M...	Sample Trading 02	Sample Item 01	54.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082852	9/7/2026	ZZZ-TEST-M...	ZZZ-TEST-M...	Sample Trading 02	Sample Item 02	88,200.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082851	9/7/2026	M114RACE-0...	M114-RACE-...	Sample Trading 02	Sample Item 03	9.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082850	9/7/2026	M114BUG-00...	M114-BUG-DR	Sample Trading 02	Sample Item 04	9.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082849	9/7/2026	M114DBG-00...	M114-M114...	Sample Trading 02	Sample Item 05	18.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082848	9/7/2026	M113-GOOD...	M114-FDX-34	Sample Trading 02	Sample Item 06	35.28	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082847	9/7/2026	M113-GOOD...	M114-FDX-2	Sample Trading 02	Sample Item 07	17.64	0.00	
Edit	Delete	☐	MAIN BRAN...	0000082846	8/28/2026	0000082846		Sample Trading 01		0.00	0.00	
Edit	Delete	☒	MAIN BRAN...	0000082845	8/24/2026	0000082845		Sample Trading 01	Sample Item 08	9.00	0.00	

Show Rows
10

1

2

3

4

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8.3 Sales Invoice — the list screen

Photographed with the date filter widened to 1 January 2015 – 31 December 2026. The screen itself opens on the current month only.

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Sales** › **Sales Invoice**.
- 2 Click **Add**, or **Edit** an existing invoice.
- 3 Choose the **Customer** and check the **SI Date**.
- 4 Open the **Items** tab. Enter the **SO Number** to pull the ordered lines through.
- 5 Adjust the **Quantity** to what is actually being delivered and check the **Price**.
- 6 Click **Save**.
- 7 Check the **Total** and the tax, then click **Lock**.
- 8 Open **Inventory** and **Journal Entries** to confirm the stock and the posting.
- 9 Click **Print** and give the invoice to the customer.

THE DETAIL SCREEN

/office/sales/activity-sales-invoice-detail/84232

Company A | MAIN BRANCH

Sales Invoice Detail

Save

Lock

Unlock

Print

Audit

Cancel

Functions

Close

Currency
PHP

Exchange Rate
1

Branch
MAIN BRANCH

SI Number
0000082854

SI Date
9/10/2026

Manual No.
0000082854

Document Reference

Customer
Sample Trading 01

Term
COD

Date Needed
9/10/2026

Remarks

Show Staff

Status
NEW

Total
10.80

Items

Attachment

Inventory

Journal Entries

Add

		SO Num...	SKU Code	Bar Code	Description	Inventory Code	Job Type	Particulars	Quantity	Unit
	Edit Delete		GBCI7QOB...	GBCI7QOB1XD...	Sample Item 01	IN-0000000001-000...			1.00	Pc(s)

Show Rows
10

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Page 1 of 1

⏵

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Created By: Sample Person 01
Created Date / Time: September 10, 2026 11:15 AM

Updated By: Sample Person 01
Updated Date / Time: September 10, 2026 11:16 AM

8.3 Sales Invoice — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
SI Number	The invoice number. It is the number the customer pays against and the number a collection settles.
SI Date	The invoice date. It decides the period the sale falls in and, with the term, the due date.
Manual No.	The number on a pre-printed invoice form, where one is used.
Customer	Who is being billed.
Term	The credit term, which sets the due date.
Total	Calculated from the lines.

THE TABS

Tab	What it holds
Items	What is being invoiced. SO Number links back to the order; Job Type is used where the line is a service or job rather than stock.
Attachment	Delivery paperwork and customer correspondence.
Inventory	The stock taken out. Fills in on lock.
Journal Entries	The accounting entry: receivable up, sales up, stock down, cost of sales up. Fills in on lock.

WHAT YOU SHOULD SEE

Stock falls, the customer's balance rises, and the sale appears in the sales and receivable reports.

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THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Sales Invoice

Paper Size
Letter

Show in Header

- ☒ Customer
- ☒ Contact Number
- ☒ Branch
- ☒ Sold By
- ☒ Email Address
- ☒ TIN
- ☒ Date
- ☒ POS Agent
- ☒ Business Style
- ☒ Term
- ☒ Date Needed
- ☒ Address
- ☒ Remarks
- ☒ Manual Number
- ☒ Contact Person
- ☒ Number
- ☒ Document Reference

Automatic Zoom

Sarr	Unit	Item	Price	Discount Sample 1	Sample D	Amount
1.00	Samg	Sample Data Sample Data Sample Data	10.80	0.00	10.80	10.80
TOTAL						Sample
Sample Data 113102	Account Sample Data	Debit	Credit			

The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Warning. Locking a Sales Invoice issues it. In a system covered by a BIR permit the number is then used and cannot be re-used. Check the customer, the lines and the tax first.

Warning. Unlocking withdraws the sale, the stock movement and the receivable. If the customer has already paid or the invoice has been reported, ask your accountant first.

If stock is short the invoice cannot be locked. Receive the goods, or invoice what you can deliver.

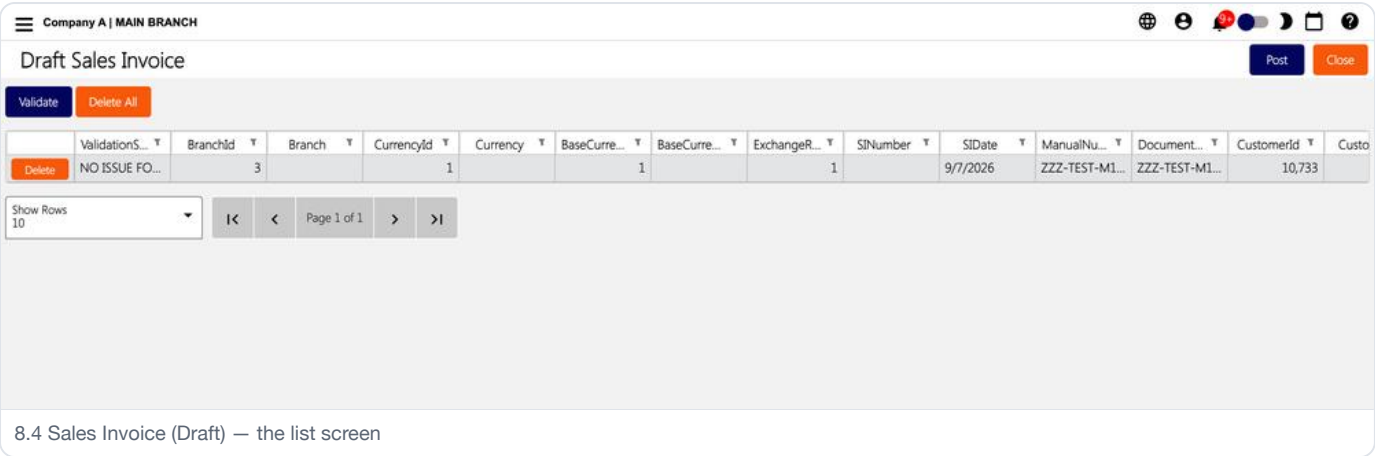
8.4 Sales Invoice (Draft)

PURPOSE

The staging area for sales invoices arriving from outside easyFS, including point-of-sale takings.

HOW TO GET THERE

Reached from the Sales Invoice import function; address /office/sales/activity-draft-sales-invoice-list



WHAT THE SCREEN SHOWS

Columns: ValidationStatus BranchId Branch CurrencyId Currency BaseCurrencyId BaseCurrency ExchangeRate SINumber SDate ManualNumber DocumentReference CustomerId Customer

Buttons on this screen: Post Close Validate Delete All Delete

STEP BY STEP

- 1 Open the draft list at the address above.
- 2 Check the rows and validate them.
- 3 Select rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows appear in the Sales Invoice list, unlocked and ready to check.

BEFORE YOU CLICK

Post these promptly. Until they are posted and locked, the sales are not in your accounts.

8.5 Collection

PURPOSE

A Collection records money coming in against invoices. It says which invoices are being paid, how the customer paid, and where the money landed.

HOW TO GET THERE

Menu › Sales › Collection

/office/sales/activity-collection-list

Company A | MAIN BRANCH

Collection

Add

Close

Clear Filters

Start date

1/1/2015

End date

12/31/2026

Branch

MAIN BRANCH

Search

Column Filter

All

Functions

		Lock...	Branch	CI No.	CI Date	Manual No.	Doc. Ref.	Customer	Remarks	Amount	Status	
Edit	Delete	☒	MAIN BRAN...	0000000009	1/2/2026	ZZZ-TEST-M...	DR-M111	Sample Trading 01	Sample Item 01	500.00	NEW	
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 Rows

10

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1 / 1

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8.5 Collection — the list screen

Photographed with the date filter widened to 1 January 2015 – 31 December 2026. The screen itself opens on the current month only.

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Sales** › **Collection**.
- 2 Click **Add**, or **Edit** an existing receipt.
- 3 Choose the **Customer** and check the **CI Date**.
- 4 Record the **Sales Agent** if collections are tracked by agent.
- 5 Open the **Lines** tab. Enter the **SI No.** being settled, the **Amount** and the **Pay Type**.
- 6 Repeat for every invoice this payment covers.
- 7 Click **Save**, then **Lock**.
- 8 Click **Print** to give the customer a receipt.

THE DETAIL SCREEN

/office/sales/activity-collection-detail/229

Company A | MAIN BRANCH

Collection Detail

Save

Lock

Unlock

Print

Audit

Cancel

Functions

Close

Currency
PHP

Exchange Rate
1

Branch
MAIN BRANCH

CI Number
000000009

CI Date
1/2/2026

Manual No.
ZZZ-TEST-M111-0001

Document Reference
DR-M111

Customer
Sample Trading 01

Remarks
Sample Item 02

Show Staff

Status
NEW

Sales Agent

Total
500.00

Lines

Attachment

Journal Entries

Add

		Branch	Account	Article	SI No.	Amount	Base Amount	Pay Type	Parti
Edit	Delete	MAIN BRANCH	Cash on Hand - Direct Sales	Other		500.00	0.00	Cash	Sample Item 01

Show Rows
10

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1 / 1

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Created By: Sample Person 01
Created Date / Time: September 07, 2026 06:50 AM

Updated By: Sample Person 01
Updated Date / Time: September 08, 2026 01:07 PM

8.5 Collection — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
CI Number	The collection or official receipt number.
CI Date	The date the money was received.
Customer	Who paid.
Sales Agent	The agent credited with the collection.
Total	Calculated from the lines.

THE TABS

Tab	What it holds
Lines	One row per invoice settled: the account, the SI No. , the amount and the Pay Type .
Attachment	The deposit slip or remittance advice.
Journal Entries	The accounting entry: cash or bank up, receivable down. Fills in on lock.

WHAT YOU SHOULD SEE

The customer's balance falls, the money appears in the bank or cash account, and the invoices settled are cleared from the ageing.

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THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Collection

Paper Size
Letter

Automatic Zoom

Sample Data		Sample Data		Sample Data		Amount
Customer:	Sample D:	No:	Sample Data			
Business Style:	Sar	Branch:	Sample Data			
Address:	Sample Data	Date:	Sample Data			
Contact Person:	Sar	Manual No:	Sample Data			
TIN:	Sample Data	Document Ref:	Sample C			
Contact No:	Sar	Sales Agent:				
Remarks:	Sample Data					
Sample	Sample	Sample C	Sample D:	Sample Date:	Sample Data	Amount
	Samg	Sample Da	1/1/2026			500.00
TOTAL:						Sample C
		VATable Sales:	0.00	Sample Data inclusive):		500.00
		Sample Date Sales:	0.00	Less VAT:		0.00
		Zero Rated Sales:	0.00	Amount Net of VAT:		500.00
		VAT Amount:	0.00	Withholding:		0.00
				TOTAL AMOUNT DUE:		Sample C

SC/PWD Signature: _____

SC/PWD ID Number: _____

HEAD v2.201015.02-greprod 2026-09-10

The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Always apply a collection to the invoices it pays. A payment left unapplied leaves the invoice showing as overdue however much cash has come in.

A cheque received here with a future date is what Check Warehousing tracks.

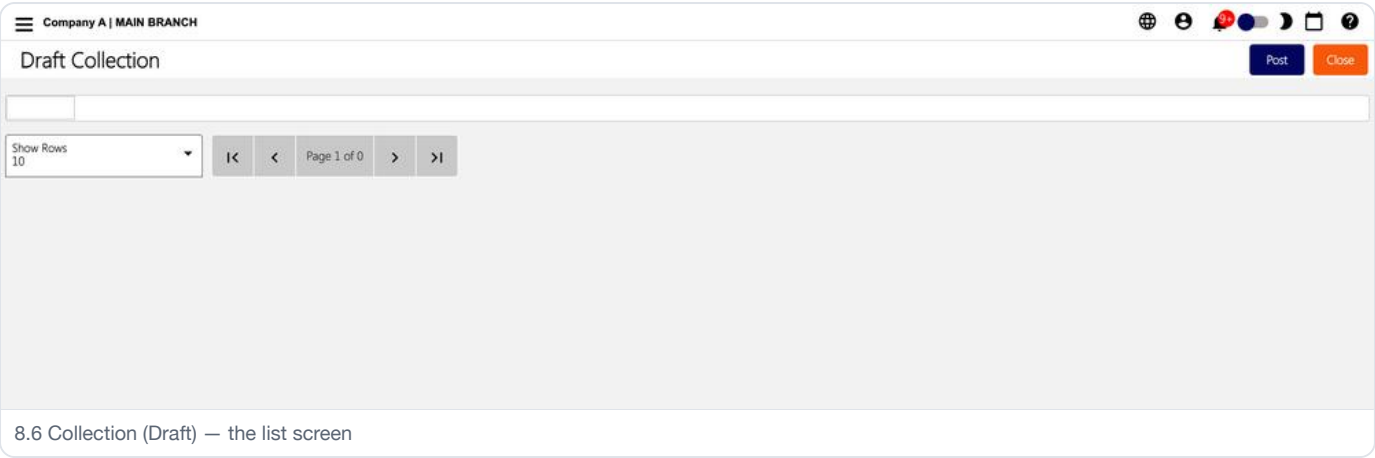
8.6 Collection (Draft)

PURPOSE

The staging area for collections arriving from outside easyFS, such as a bank file.

HOW TO GET THERE

Reached from the Collection import function; address /office/sales/activity-draft-collection-list



WHAT THE SCREEN SHOWS

Buttons on this screen: Post Close

STEP BY STEP

- 1 Open the draft list at the address above.
- 2 Check the rows.
- 3 Select rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows appear in the Collection list, unlocked.

8.7 Credit Memo

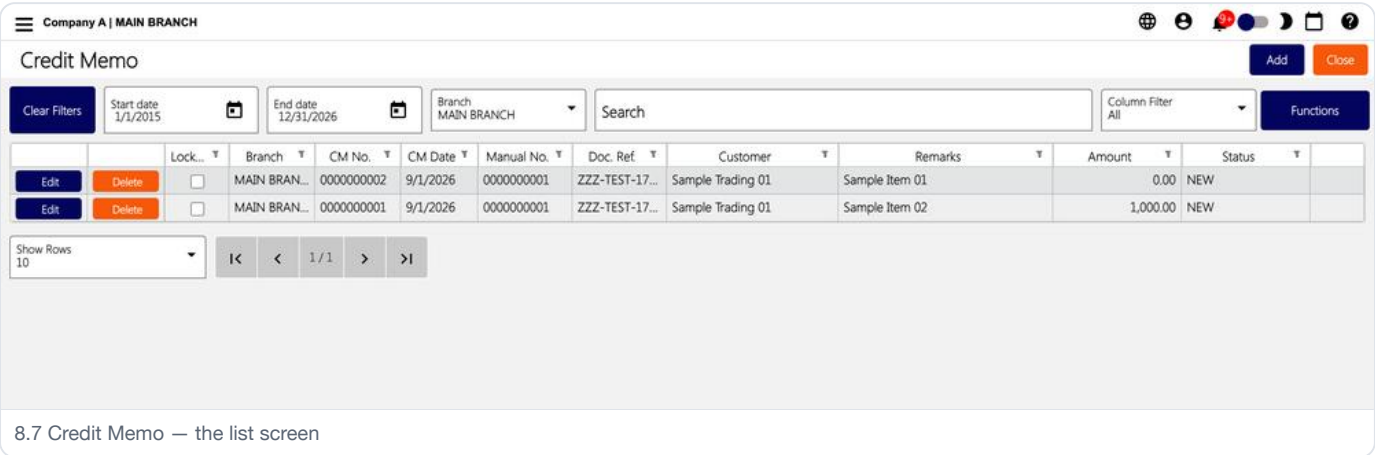
PURPOSE

A Credit Memo reduces what a customer owes you without money changing hands: goods returned, an overcharge corrected, an allowance given.

HOW TO GET THERE

Menu › Sales › Credit Memo

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



WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Sales** › **Credit Memo**.
- 2 Click **Add**.
- 3 Choose the **Customer** and check the **CM Date**.
- 4 Open the **Lines** tab and enter the account, the **SI No.** being credited and the **Amount**.
- 5 Explain the credit in **Remarks**.
- 6 Click **Save**, then **Lock**.
- 7 Click **Print** and send the memo to the customer.

THE DETAIL SCREEN

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

Company A | MAIN BRANCH

Credit Memo Detail

Currency
PHP

Exchange Rate
1

Branch
MAIN BRANCH

CM Number
000000002

Manual No.
000000001

Customer
Sample Trading 01

CM Date
9/1/2026

Document Reference
ZZZ-TEST-179758-RM-2

Remarks
Sample Item 01

Show Staff

Status
NEW

Total
0.00

Lines

Attachment

Journal Entries

Branch

Account

Article

SI No.

Amount

Base Amount

Particulars

Show Rows
10

Page 1 of 1

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

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

8.7 Credit Memo — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
CM Number	The credit memo number.
CM Date	The date of the credit.
Customer	Whose balance is being reduced.
Total	Calculated from the lines.

THE TABS

Tab	What it holds
Lines	One row per credit: the account, the invoice credited, the amount.
Attachment	The customer's claim or the returns paperwork.
Journal Entries	The accounting entry. Fills in on lock.

WHAT YOU SHOULD SEE

The customer's balance falls and the credit shows against the invoice in the receivable ageing.

THE PRINTED DOCUMENT

[illegible]

The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Warning. A credit memo for returned goods reduces the money owed but does not by itself put the goods back into stock. Raise the matching stock document as well.

Always name the invoice being credited. An unapplied credit floats loose on the account.

8.8 Accounts Receivable Reports

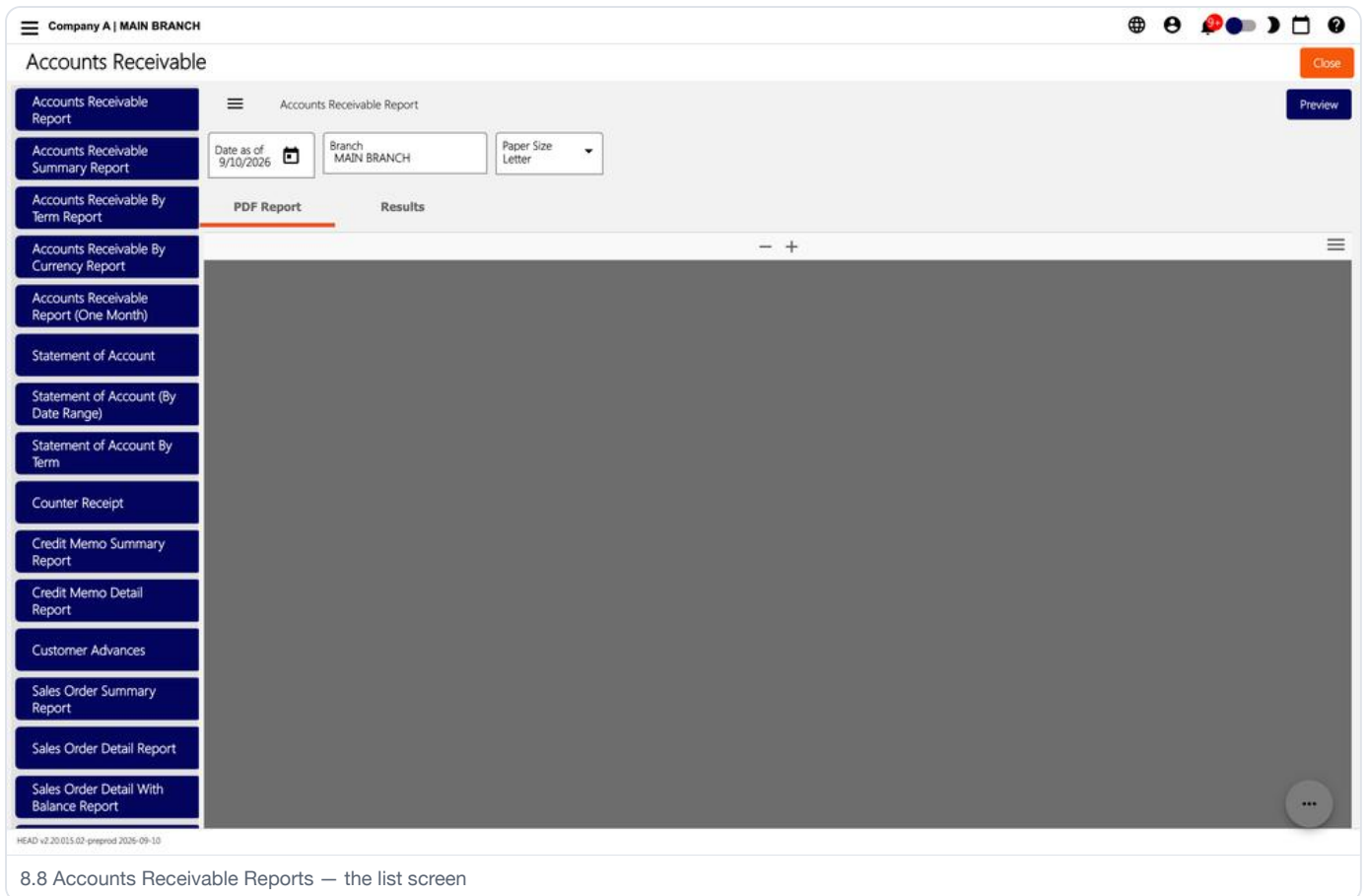
PURPOSE

The accounts receivable reports tell you who owes you money and for how long. They are the basis of collection work and of the month-end provision for bad debts. The same screen carries the reporting over the selling documents themselves, and the cancelled ones.

HOW TO GET THERE

Menu › Sales › Accounts Receivable

```
/office/report/accounts-receivable
```



WHAT THE SCREEN SHOWS

Buttons on this screen: [Close](#) [Preview](#)

This report is delivered as a PDF file, so the strip of controls above it belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save the report.

THE REPORTS ON THIS SCREEN

Read off the live screen. Click one in the list down the left, set the parameters across the top, and it is drawn on the right.

- Accounts Receivable Report
- Accounts Receivable Summary Report
- Accounts Receivable By Term Report
- Accounts Receivable By Currency Report
- Accounts Receivable Report (One Month)
- Statement of Account
- Statement of Account (By Date Range)
- Statement of Account By Term
- Credit Memo Summary Report
- Credit Memo Detail Report
- Sales Order Summary Report
- Sales Order Detail Report
- Sales Order Detail With Balance Report
- Sales Invoice Summary Report
- Sales Invoice Detail Report
- Sales Invoice Detail Report With Cost
- Collection Summary Report
- Collection Summary by PayType Report
- Collection Detail Report
- Customer Journal
- Sold Item Per Batch Report
- Cancelled Sales Order Report
- Cancelled Sales Invoice Report
- Cancelled Collection Report

STEP BY STEP

- 1 Open **Menu** › **Sales** › **Accounts Receivable**.
- 2 Click the report you want in the list down the left.
- 3 Set **Date as of** and the **Branch**.
- 4 Read it under **PDF Report**, or switch to **Results** to work with the figures on screen.
- 5 Use **Functions** to export.

THE FIELDS THAT MATTER

Field	What it is for
Date as of	The date the balances are struck at.
Branch	Which branch to report on. It starts on yours.
Paper Size	The page size the PDF is laid out for.

WHAT YOU SHOULD SEE

A list of unpaid customer balances, aged into the usual buckets.

BEFORE YOU CLICK

Only locked invoices appear. An invoice entered but not locked is invisible to this report.

A balance that will not clear is usually a collection that was never applied to its invoice.

9. Inventory

Moving, counting and valuing stock.

9.1 Stock Transfer Request

PURPOSE

A Stock Transfer Request is one branch asking another for stock. It moves nothing by itself; it is the request the transfer is raised against.

HOW TO GET THERE

Menu › Inventory › Stock Transfer Request

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

Company A | MAIN BRANCH

Stock Transfer Request

Clear Filters Start date 1/1/2015 End date 12/31/2026 Search Column Filter All Functions

Edit	Delete	Lock	STR No.	STR Date	Manual No.	Doc. Ref.	From Branch	To Branch	Account	Article	Ren
Edit	Delete	☐	0000000009	9/4/2026	0000000009		MAIN BRANCH	MAIN BRANCH	Cash on Hand - Direct Sales	Other	Sample Item 01
Edit	Delete	☐	0000000008	9/4/2026	0000000008		MAIN BRANCH	MAIN BRANCH	Cash on Hand - Direct Sales	Other	
Edit	Delete	☐	0000000007	9/4/2026	0000000007		MAIN BRANCH	MAIN BRANCH	Cash on Hand - Direct Sales	Other	
Edit	Delete	☐	0000000006	9/4/2026	0000000006		MAIN BRANCH	MAIN BRANCH	Cash on Hand - Direct Sales	Other	
Edit	Delete	☐	0000000005	9/4/2026	0000000005		MAIN BRANCH	MAIN BRANCH	Cash on Hand - Direct Sales	Other	
Edit	Delete	☐	0000000004	9/4/2026	0000000004		MAIN BRANCH	MAIN BRANCH	Cash on Hand - Direct Sales	Other	
Edit	Delete	☐	0000000003	9/4/2026	0000000003		MAIN BRANCH	MAIN BRANCH	Cash on Hand - Direct Sales	Other	
Edit	Delete	☐	0000000002	9/4/2026	0000000002		MAIN BRANCH	MAIN BRANCH	Cash on Hand - Direct Sales	Other	
Edit	Delete	☒	0000000001	9/2/2026	ZZZ-TEST-17...	ZZZ-TEST-17...	MAIN BRANCH	MAIN BRANCH	Cash on Hand - Direct Sales	Other	Sample Item 02

Show Rows 10

9.1 Stock Transfer Request — the list screen

Photographed with the date filter widened to 1 January 2015 – 31 December 2026. The screen itself opens on the current month only.

WHAT THE SCREEN SHOWS

Columns: Locked STR No. STR Date Manual No. Doc. Ref. From Branch To Branch Account Article

Remarks

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu › Inventory › Stock Transfer Request**.
- 2 Widen the date range if the request is older than this month.
- 3 Click **Add**, or **Edit** an existing request.
- 4 Set **From Branch**, which is the branch being asked, and **To Branch**, which is the branch that needs the stock.
- 5 Set the **ETA**, the date the stock is needed.
- 6 Add the items and quantities.
- 7 Click **Save**, then **Lock**.

THE DETAIL SCREEN

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

Company A | MAIN BRANCH

Stock Transfer Request Detail

SaveLockUnlockPrintAuditFunctionsClose

Detail

To Branch
MAIN BRANCH

STR Number
000000009

Manual No.
000000009

From Branch
MAIN BRANCH

Account Manual Code
111001

Article
Other

STR Date
9/4/2026

Document Reference

ETA
9/5/2026

Account
Cash on Hand - Direct Sales

Stock Transfer Article

Remarks
Sample Item 01

Show Staff

Status
STARTED

Total Cost Amount
0.00

Total Selling Price Amount
0.00

SKU Code

Bar Code

Description

Inventory Code

Particulars

Quantity

Unit

Cost

Amount

Show Rows
10

IK

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Page 1 of 0

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>I

Created By: Sample Person 01
Created Date / Time: September 04, 2026 12:24 PM

Updated By: Sample Person 01
Updated Date / Time: September 04, 2026 12:29 PM

9.1 Stock Transfer Request — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
STR Number	The request number, which the transfer refers back to.
From Branch	The branch that holds the stock.
To Branch	The branch that needs it.
ETA	When the stock is wanted.
Total Cost Amount / Total Selling Price Amount	The value of the request at cost and at selling price.

Tabs: Detail

WHAT YOU SHOULD SEE

A numbered request the sending branch can act on. No stock has moved.

BEFORE YOU CLICK

The request is a request. Stock only moves when a Stock Transfer is locked.

9.2 Stock Transfer

PURPOSE

A Stock Transfer moves stock from one branch to another. Locking it takes the goods out of the sending branch and puts them into the receiving branch, and posts the movement to the ledger.

HOW TO GET THERE

Menu › Inventory › Stock Transfer

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

Company A | MAIN BRANCH

Stock Transfer Detail

Save

Lock

Unlock

Print

Audit

Functions

Close

Branch
MAIN BRANCH

ST Number
0000000004

Manual No.
ZZZ-TEST-M125-0002

To Branch
MAIN BRANCH

Account Manual Code
111001

ST Date
1/1/2026

Document Reference
ZZZ-TEST-M125-DR2

ETA
1/10/2026

Account
Cash on Hand - Direct Sales

Remarks

Show Staff

Status
NEW

Total Cost Amount
120.00

Total Selling Price Amount

Items

Inventory

Journal Entries

Add

Functions

	SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
Edit	VFQEK9HR...	VFQEK9HRDKZ...	Sample Item 01	IN-0000000001-000...		3.00	Pc(s)	40.00	120.00

Show Rows
10

1 / 1

Created By: Sample Person 01
Created Date / Time: September 08, 2026 06:00 PM

Updated By: Sample Person 01
Updated Date / Time: September 08, 2026 06:02 PM

9.2 Stock Transfer — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
ST Number	The transfer number.
ST Date	The date the stock moves.
To Branch	Where the stock is going.
ETA	When it is expected to arrive.
Total Cost Amount / Total Selling Price Amount	The value moved.

THE TABS

Tab	What it holds
Items	What is being transferred.
Inventory	Both sides of the movement: out of one branch, into the other. Fills in on lock.
Journal Entries	The accounting entry. Fills in on lock.

WHAT YOU SHOULD SEE

Stock falls at the sending branch and rises at the receiving branch by the same quantity.

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THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Stock Transfer

Paper Size
Letter

Automatic Zoom

Sample Data

Sample Data

Sample Data

Sample Data

STOCK TRANSFER

Account: Sample Data No: Sample Data
Article: Sample Data Branch: Sample Data
Remarks Date: Sample Data
To Branch: Sample
Manual No: Sample Data
Document Ref: Sample Data

Qty	Unit	Sample Data	Cost	Price	Amount
3.00	Samc	Sample Data	40.00	0.00	0.00
		Sample Data			
		Sample Data			
TOTAL:					0.00

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

Unit	Quantity
Samc	3.00

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

Sample Data To Sample Data

Sample Data Sample Data Sample Data Sample Data

The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Warning. Lock the transfer when the goods actually move, not when they are planned to. Locking early leaves stock recorded at a branch that does not physically have it.

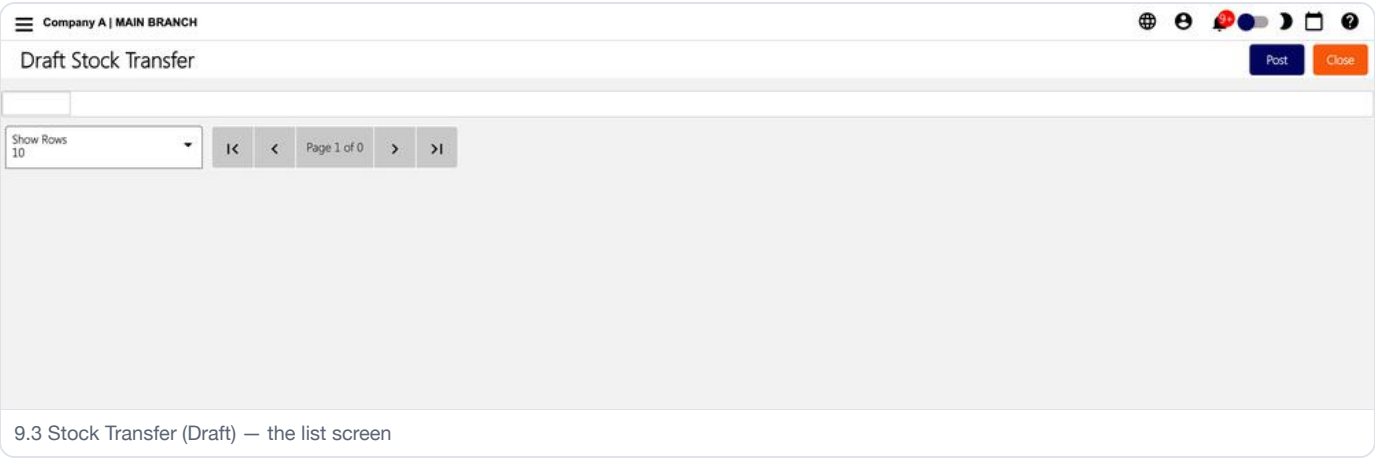
9.3 Stock Transfer (Draft)

PURPOSE

The staging area for stock transfers brought in from outside easyFS.

HOW TO GET THERE

Reached from the Stock Transfer import function; address /office/inventory/activity-draft-stock-transfer-list



WHAT THE SCREEN SHOWS

Buttons on this screen: Post Close

STEP BY STEP

- 1 Open the draft list at the address above.
- 2 Check the rows.
- 3 Select rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows appear in the Stock Transfer list, unlocked.

9.4 Stock In

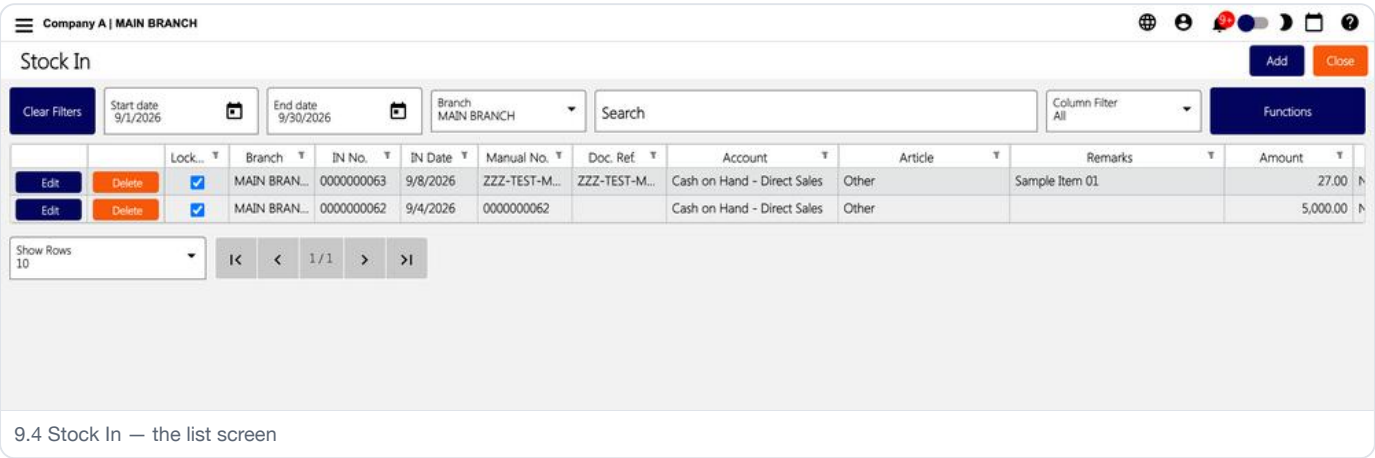
PURPOSE

A Stock In brings stock on to the books without a purchase: an opening balance, a customer return, a correction upwards, stock found in a count. Because there is no supplier bill behind it, you tell the system which ledger account the value should come from.

HOW TO GET THERE

Menu > Dashboard > the **Inventory** tab > **Stock In**. There is no entry for this screen in the navigation drawer; the Dashboard tile is the way in.

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



WHAT THE SCREEN SHOWS

Columns: Locked Branch IN No. IN Date Manual No. Doc. Ref. Account Article Remarks Amount

Status

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu > Dashboard**, click the **Inventory** tab, then click **Stock In**.
- 2 Click **Add**, or **Edit** an existing document.
- 3 Check the **Branch** and the **IN Date**.
- 4 Choose the **Account** and **Article** the value is taken from.
- 5 Say why in **Remarks**.
- 6 Open the **Items** tab and enter each item, its **Quantity** and its **Value**.
- 7 Click **Save**, then **Lock**.

THE DETAIL SCREEN

/office/inventory/activity-stock-in-detail/367

Company A | MAIN BRANCH

Stock In Detail

SaveLockUnlockPrintAuditFunctionsClose

Branch
MAIN BRANCH

IN Number
0000000063

Manual No.
ZZZ-TEST-M126-0002

Account Manual Code
111001

Article
Other

IN Date
9/8/2026

Document Reference
ZZZ-TEST-M126-DR2

Account
Cash on Hand - Direct Sales

Remarks
Sample Item 03

Show Staff

Status
NEW

Sales Agent
Sample Trading 01

Total Amount
27.00

ItemsInventoryJournal Entries

AddFunctions

	SKU Code	Bar Code	Description	Particulars	Quantity	Unit	Value	Amount	Base Quantity
EditDelete	CNGL6A70T...	CNGL6A70TQL...	Sample Item 01	Sample Item 02	3.00	Pc(s)	9.00	27.00	3.00

Show Rows
10

Created By: Sample Person 01
Created Date / Time: September 08, 2026 06:41 PM

Updated By: Sample Person 01
Updated Date / Time: September 08, 2026 06:41 PM

9.4 Stock In — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
IN Number	The stock-in number.
IN Date	The date the stock comes on to the books.
Account Manual Code / Account	The ledger account the value is taken from. This is what makes the entry balance.
Article	The sub-analysis of that account.
Value	The unit value the stock is brought in at. It becomes part of the item's cost.
Total Amount	Calculated from the lines.

THE TABS

Tab	What it holds
Items	What is being brought in.
Inventory	The stock movement. Fills in on lock.
Journal Entries	The accounting entry. Fills in on lock.

WHAT YOU SHOULD SEE

Stock rises and the chosen account is charged with the value.

THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Stock In

Paper Size: Letter

Automatic Zoom

STOCK IN

Account: Sample Data No: Sample Data
Article: Samp Branch: Sample Data
Remarks: Sample Data Date: Sample Data
Manual No: Sample Data
Sales Agent: Sample Data
Document Ref: Sample Data

Qty	Unit	Barcode	Item	Particulars	Samp	Amount
3.00	Samp	Sample Data	Sample Data	Sample Data	9.00	27.00
TOTAL:						27.00

Sample Data	Account	Debit	Credit
111001	Sample Data	0.00	27.00
114000	Sample Data	27.00	0.00

Unit	Quantity
Samp	3.00

Sample Data 00113 Sample Data Sample Data
Sample Data Sample Data To Sample Data

Sample Date Sample Date Sample Date Sample Date

THIS DOCUMENT IS NOT VALID FOR CLAIM OF Sample Data

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9.4 Stock In — the printed form

The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Warning. A Stock In changes both stock and the ledger. It is not a scratch pad; every one of them should have a reason written in **Remarks**.

Bringing stock in at the wrong value distorts the cost of everything sold afterwards.

9.5 Stock In (Draft)

PURPOSE

The staging area for stock-in documents brought in from outside easyFS.

HOW TO GET THERE

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

Company A | MAIN BRANCH

Draft Stock In

PostClose

ValidateDelete All

	ValidationS...	INDate	ManualNu...	Document...	AccountId	Account	ArticleId	Article	Remarks	Amount	Status	ItemId	ItemDescri...	Pe
Delete	Issue(s) found...	9/20/2026	ZZZ-TEST-M1...	DR-M109	1	Acct	1	Art	Sample Item 01	100	NEW	1	Item	Par
Delete	Issue(s) found...	9/8/2026	ZZZ-TEST-M1...		14	Cash on Han...	285	Other		18	NEW	11,671	Yakult Origina...	

Show Rows10

I<<<Page 1 of 1>>>I

9.5 Stock In (Draft) — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Post Close Validate Delete All Delete

STEP BY STEP

- 1 Open the draft list at the address above.
- 2 Check the rows.
- 3 Select rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows appear in the Stock In list, unlocked.

9.6 Stock Out

PURPOSE

A Stock Out takes stock off the books without a sale: breakage, spoilage, samples, internal consumption, a correction downwards. You tell the system which account bears the cost.

HOW TO GET THERE

Menu › Dashboard › the **Inventory** tab › **Stock Out**. There is no entry for this screen in the navigation drawer.

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

Company A | MAIN BRANCH

Stock Out

AddClose

Clear Filters

Start date9/1/2026

End date9/30/2026

BranchMAIN BRANCH

Search

Column FilterAll

Functions

		Lock...	Branch	OT No.	OT Date	Manual No.	Doc. Ref.	Account	Article	Remarks	Amount
	EditDelete	☒	MAIN BRAN...	0000000025	9/8/2026	ZZZ-M127-G...		Cash on Hand - Direct Sales	CASH ON HAND		18.
	EditDelete	☒	MAIN BRAN...	0000000024	9/1/2026	0000000024		Cash on Hand - Direct Sales	Other		0.
	EditDelete	☒	MAIN BRAN...	0000000023	9/1/2026	0000000023		Cash on Hand - Direct Sales	Other		0.

Show Rows10

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1 / 1

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9.6 Stock Out — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu** > **Dashboard**, click the **Inventory** tab, then click **Stock Out**.
- 2 Click **Add**, or **Edit** an existing document.
- 3 Check the **Branch** and the **OT Date**.
- 4 Choose the **Account** and **Article** that bears the cost.
- 5 Say why in **Remarks**.
- 6 Open the **Items** tab and enter each item and quantity.
- 7 Click **Save**, then **Lock**.

THE DETAIL SCREEN

/office/inventory/activity-stock-out-detail/84

Company A | MAIN BRANCH

Stock Out Detail

SaveLockUnlockPrintAuditFunctionsClose

BranchMAIN BRANCH

OT Number0000000025OT Date9/8/2026

Manual No.ZZZ-M127-GOODDocument Reference

Account Manual Code111001AccountCash on Hand - Direct Sales

ArticleCASH ON HAND

Remarks

☐ Show Staff

StatusNEW

Total18.00

ItemsInventoryJournal Entry

AddFunctions

	SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Value	Amount
EditDelete	CNGL6A70T...	CNGL6A70TQL...	Sample Item 01	IN-0000000001-000...		2.00	Pc(s)	9.00	18.00

Show Rows10

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Page 1 of 1

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Created By: Sample Person 01
Created Date / Time: September 08, 2026 07:28 PM

Updated By: Sample Person 01
Updated Date / Time: September 08, 2026 07:28 PM

9.6 Stock Out — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
OT Number	The stock-out number.
OT Date	The date the stock leaves.
Account Manual Code / Account	The ledger account charged with the loss or the consumption.
Value	The unit value the stock leaves at.
Total	Calculated from the lines.

THE TABS

Tab	What it holds
Items	What is being taken out.
Inventory	The stock movement. Fills in on lock.
Journal Entry	The accounting entry. Fills in on lock.

WHAT YOU SHOULD SEE

Stock falls and the chosen account is charged.

THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Stock Out
Close

Paper Size
Letter

Automatic Zoom ▾

Sample Data

Sample Data Sample Data

Sample Data

Sample Data

STOCK OUT

Account:	Sample Data	No:	Sample Data
Article:	Sample Data	Branch:	Sample Data
Remarks		Date:	Sample Data
		Manual No:	Sample Data
		Document Ref:	

Qty	Unit	Barcode	Item	Particulars	Samp	Amount
2.00	Samç	Sample Data Sar	Sample Data		9.00	18.00
TOTAL:						18.00

Sample Data	Account	Debit	Credit
114000	Sample Data Sample Data		0.00 18.00
111001	Sample Data		18.00 0.00

Unit	Quantity
Samç	2.00

Sample Data	Sample Data	Sample Data	Sample Data	Sample Data
Sample Data	00113	To	Sample Data	"THIS DOCUMENT IS NOT VALID FOR CLAIM OF Sample Data"
Sample Data	Sample Data			

Sample Date	Sample Date	Sample Date	Sample Date	Sample Date
-------------	-------------	-------------	-------------	-------------

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The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Warning. Write-offs are what auditors look at first. Give every one of them a clear reason and, where your policy requires it, an approval on the **Attachment**.

Do not use Stock Out to correct a mis-keyed sales invoice. Correct the invoice.

9.7 Stock Out (Draft)

PURPOSE

The staging area for stock-out documents brought in from outside easyFS.

HOW TO GET THERE

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

Company A | MAIN BRANCH

Draft Stock Out

PostClose

ValidateDelete All

	ValidationS...	BranchId	OTDate	ManualNu...	Document...	AccountId	Account	ArticleId	Article	Remarks	Status	ItemId	ItemDescri...	Pe	
	Delete	Issue(s) found...	3	9/8/2026	ZZZ-M127-B...	ZZZ-M127-B...	14	Cash on Han...	11,672	Yakult Barcod...	Sample Item 01	NEW	11,671	Yakult Origina...	San

Show Rows10

Page 1 of 1

9.7 Stock Out (Draft) — the list screen

WHAT THE SCREEN SHOWS

Columns: ValidationStatus BranchId OTDate ManualNumber DocumentReference AccountId Account ArticleId Article Remarks Status ItemId ItemDescription Particulars

Buttons on this screen: Post Close Validate Delete All Delete

STEP BY STEP

- 1 Open the draft list at the address above.
- 2 Check the rows.
- 3 Select rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows appear in the Stock Out list, unlocked.

9.8 Stock Count

PURPOSE

A Stock Count records a physical count and adjusts the books to match it. It is how the figure in easyFS is brought back into line with what is actually on the shelf.

HOW TO GET THERE

Menu › Dashboard › the **Inventory** tab › **Stock Count**. There is no entry for this screen in the navigation drawer.

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

The screenshot shows the 'Stock Count' list screen for 'Company A | MAIN BRANCH'. The interface includes a header with the company name and a top-right navigation bar with icons for globe, user, notifications, and settings. Below the header, there are 'Add' and 'Close' buttons. The main area features a filter section with 'Clear Filters', 'Start date' (9/1/2026), 'End date' (9/30/2026), a 'Search' bar, and a 'Column Filter' dropdown set to 'All'. A table displays one record with columns: Lock... (checkbox), SC No. (0000000001), SC Date (9/2/2026), Manual No. (0000000001), Doc. Ref., Remarks, and Status (NEW). Below the table is a 'Show Rows' dropdown set to 10 and pagination controls showing 'Page 1 of 1'. The footer reads '9.8 Stock Count — the list screen'.

WHAT THE SCREEN SHOWS

Columns: Locked SC No. SC Date Manual No. Doc. Ref. Remarks Status

Buttons on this screen: Add Close Clear Filters Edit Delete

STEP BY STEP

- 1 Count the stock physically and write the figures down.
- 2 Open **Menu** > **Dashboard**, click the **Inventory** tab, then click **Stock Count**.
- 3 Click **Add**.
- 4 Check the **Branch** and the **SC Date**, which must be the date you counted.
- 5 Choose the **Adjustment Type**.
- 6 Open the **Items** tab and enter the counted quantity for each item.
- 7 Click **Save** and compare the counted figures against the system's.
- 8 Investigate any large difference before going further.
- 9 Click **Lock** to post the adjustment.

THE DETAIL SCREEN

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

Company A | MAIN BRANCH

Stock Count Detail

Save

Lock

Unlock

Print

Audit

Functions

Close

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 01	Sample Item 02	5.00	9.00	

Show Rows
10

⏪

⏴

1 / 1

⏵

⏩

Created By: Sample Person 01
Created Date / Time: September 02, 2026 05:57 PM

Updated By: Sample Person 01
Updated Date / Time: September 02, 2026 05:57 PM

9.8 Stock Count — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
SC Number	The count number.
SC Date	The date of the physical count. Everything hinges on this being the real date.
Adjustment Type	How the difference is to be treated in the ledger.
Quantity	What you actually counted.
Cost	The value the adjustment is made at.

THE TABS

Tab	What it holds
Items	One row per item counted.

WHAT YOU SHOULD SEE

Stock is adjusted to the counted quantity, and the difference is posted to the account the adjustment type points at.

THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Stock Count

Paper Size
Letter

Automatic Zoom ▾

STOCK COUNT					
Remarks					
No:	Sample Data				
Branch:	Sample Data				
Date:	Sample Data				
Manual No:	0000000001				
Document Ref:					
Unit	Barcode	Item	Particulars	Sample Date	Sample Qty
5.00	Sample Data	Sample Data	Sample Data Sample Data	3.00	-2.00
Sample Data No.	Sample Data: Sample Data 3	Sample Data	Sample 2023		
Sample Data	Sample 0000000001	To	Sample 9999999999		
Sample Date:	Sample Date:	Sample Date:	Sample Date:	Sample Date:	Sample Date:
Sample Data	Sample Data	Sample Data	Sample Data	Sample Data	Date Received:

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The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Warning. Locking a stock count writes the difference into the accounts. A mis-keyed count becomes a real gain or loss. Have the sheet checked by somebody who did not do the count.

Count with no stock moving. A count taken while goods are being received or despatched cannot be reconciled afterwards.

9.9 Stock Withdrawal

PURPOSE

A Stock Withdrawal records stock drawn out of a holding location for use, following the withdrawal paperwork your business uses.

HOW TO GET THERE

Menu › Dashboard › the **Inventory** tab › **Stock Withdrawal**. There is no entry for this screen in the navigation drawer.

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

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions

STEP BY STEP

- 1 Open **Menu** › **Dashboard**, click the **Inventory** tab, then click **Stock Withdrawal**.
- 2 Click **Add**, or open an existing document.
- 3 Complete the header and the item lines.
- 4 Click **Save**, then **Lock**.

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

WHAT YOU SHOULD SEE

The withdrawal is recorded and the stock position is updated.

BEFORE YOU CLICK

If the list looks empty, widen the dates and clear the **Branch** filter before concluding that no withdrawals exist.

9.10 Inventory Ledger

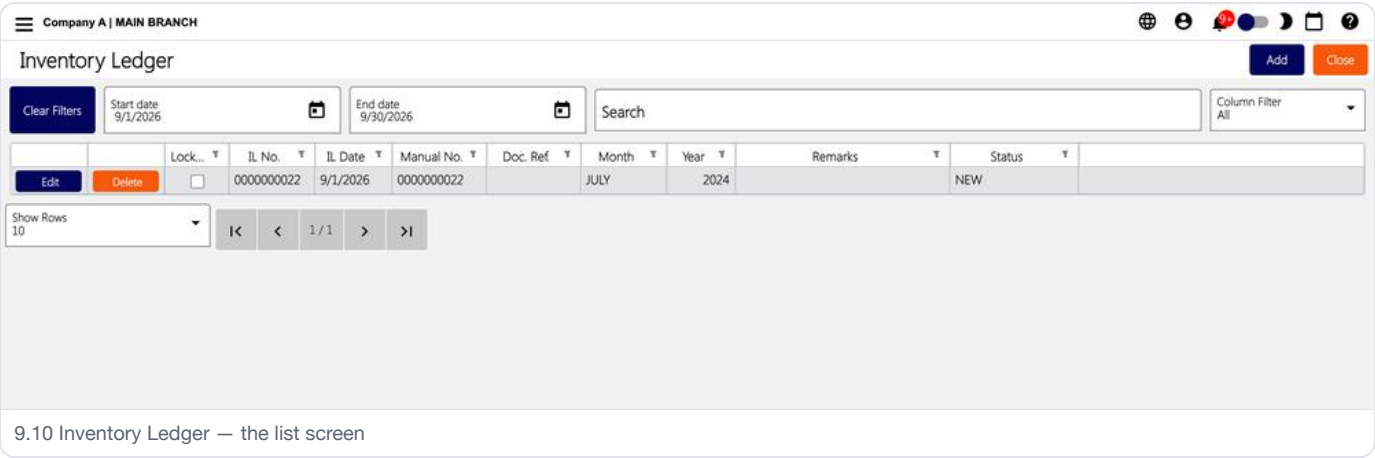
PURPOSE

The Inventory Ledger is the running record of stock: every movement in and out, item by item, with the document that caused it. It is where you go when the quantity on hand is not what somebody expected.

HOW TO GET THERE

Menu › Inventory › Inventory Ledger

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



WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Inventory** › **Inventory Ledger**.
- 2 Widen the dates to cover the period you are investigating.
- 3 Use **Search** or the column filters to narrow to the item or the branch.
- 4 Click **Edit** on a row to see the movements behind it.
- 5 Read the **Document Ref.** column to find the document that caused each movement.

THE DETAIL SCREEN

/office/inventory/activity-inventory-detail/51

Company A | MAIN BRANCH

Inventory Ledger Detail

Save

Lock

Unlock

Audit

Cancel

Functions

Close

BranchMAIN BRANCH

MonthJULY

Year2024

IL Number0000000022

IL Date9/1/2026

Show Staff

Manual No.0000000022

Document Reference

StatusNEW

Remarks

Inventory

Journal Entries

Generate IL

Branch	Document Ref	Inventory Code	SKU Code	Bar Code	Description	Quantity	Unit	Cost	Amount
MAIN BRANCH	SI-0000021629	IN-0000000001-...	CNGL6A70T...	CNGL6A70TQL...	Sample Item 01	-900.00	Pc(s)	5.36	-4,821.43
MAIN BRANCH	SI-0000021690	IN-0000000001-...	CNGL6A70T...	CNGL6A70TQL...	Sample Item 01	-100.00	Pc(s)	5.36	-535.71
MAIN BRANCH	SI-0000021927	IN-0000000001-...	VFQEK9HR...	VFQEK9HRDKZ...	Sample Item 02	-1,048.00	Pc(s)	5.27	-5,520.72
MAIN BRANCH	SI-0000021928	IN-0000000001-...	VFQEK9HR...	VFQEK9HRDKZ...	Sample Item 02	-400.00	Pc(s)	5.27	-2,107.14
MAIN BRANCH	SI-0000021930	IN-0000000001-...	VFQEK9HR...	VFQEK9HRDKZ...	Sample Item 02	-400.00	Pc(s)	5.27	-2,107.14
MAIN BRANCH	SI-0000021931	IN-0000000001-...	VFQEK9HR...	VFQEK9HRDKZ...	Sample Item 02	-200.00	Pc(s)	5.27	-1,053.57
MAIN BRANCH	SI-0000021932	IN-0000000001-...	VFQEK9HR...	VFQEK9HRDKZ...	Sample Item 02	-400.00	Pc(s)	5.27	-2,107.14
MAIN BRANCH	SI-0000021933	IN-0000000001-...	VFQEK9HR...	VFQEK9HRDKZ...	Sample Item 02	-300.00	Pc(s)	5.27	-1,580.36
MAIN BRANCH	SI-0000021934	IN-0000000001-...	VFQEK9HR...	VFQEK9HRDKZ...	Sample Item 02	-200.00	Pc(s)	5.27	-1,053.57
MAIN BRANCH	SI-0000021935	IN-0000000001-...	VFQEK9HR...	VFQEK9HRDKZ...	Sample Item 02	-200.00	Pc(s)	5.27	-1,053.57

Show Rows10

<<

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1 / 271

Created By: Sample Person 01

Created Date / Time: September 01, 2026 05:03 PM

Updated By: Sample Person 01

Updated Date / Time: September 01, 2026 05:03 PM

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9.10 Inventory Ledger — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
IL Number	The ledger entry number.
IL Date	The date of the entry.
Month / Year	The accounting period the entry belongs to.
Document Ref.	The document that caused the movement. Follow it to the source.
Quantity / Cost / Amount	How much moved, at what unit cost, for what value.

THE TABS

Tab	What it holds
Inventory	The movements themselves.
Journal Entries	The accounting behind them.

WHAT YOU SHOULD SEE

A complete audit trail from the quantity on hand back to the documents that produced it.

BEFORE YOU CLICK

This screen is the answer to 'why is the stock figure wrong?'. Work backwards from the movement that does not belong.

Only locked documents appear here, because only locked documents move stock.

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9.11 Inventory Reports

PURPOSE

The inventory reports value and summarise stock: what is on hand, what it is worth, what has moved and what is not moving at all.

HOW TO GET THERE

Menu > Inventory > Inventory Report

/office/report/inventory

Company A | MAIN BRANCH

Inventory Report

Close

Functions

Inventory Report

Inventory Report (Per Item)

Stock Card

Stock In Detail Report

Stock Out Detail Report

Stock Transfer Detail Report

Stock Count Detail Report

Physical Count Sheet

Top Item Inventory Onhand

Top Moving Item

Start date
9/10/2026

End date
9/10/2026

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

Sample Data

Sample	Sample D Sample	Sam Sample	Sam Sample	Item Sample	Sample D Sample	Sam Sample	Sam Sample	Sam Sample	Cost Sample	Cost Sample	Sampl Sample	Price Sample	Sample Quantity	Sampl Sample
Sample D	Sam 00000000 01- 00000007 35	Sam 1/9830 Sa	Sam 1/9830 Sa	Sam Sample	Sam 1/9830 Sample	0.00	0.00	0.00	0.00	625.00	0.00	0.00	0.00	0.00
Sample D	Sam 00000000 01- 00000007 35	Sam 1/9830 Sa	Sam 1/9830 Sa	Sam Sample	Sam 1/9830 Sample	0.00	0.00	0.00	0.00	625.00	0.00	0.00	0.00	0.00
Sample D	Sam 00000000 01- 00000002 33	Sar	Sar	Sar	Sa Sample D Si	2.00	0.00	0.00	2.00	214.28 5.71	428.57 1.43	0.00	0.00	0.00
Sample D	Sam 00000000 01- 00000000 46	Sar	Sar	Sar	Sample D Sample D Sample Si	1.00	0.00	0.00	1.00	20.00	20.00	0.00	0.00	0.00
Sample D	Sam 00000000 01- 00000000 46	Sampl Sample	Sampl Sample	Sampl Sample	Sampl Sample	30,200.00	0.00	0.00	30,200.00	7.50	226.50	350.32	11.60	0.00

9.11 Inventory Reports — the list screen

WHAT THE SCREEN SHOWS

Buttons on this screen: Close Functions

This report is delivered as a PDF file, so the strip of controls above it belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save the report.

THE REPORTS ON THIS SCREEN

Read off the live screen. Click one in the list down the left, set the parameters across the top, and it is drawn on the right.

- Inventory Report
- Inventory Report (Per Item)
- Stock In Detail Report
- Stock Out Detail Report
- Stock Transfer Detail Report
- Stock Count Detail Report (new)

STEP BY STEP

- 1 Open **Menu > Inventory > Inventory Report**.
- 2 Click the report you want in the list on the left.

- 3 Set **Start date** and **End date**, the **Branch** and the **Paper Size**.
- 4 Read it under **PDF Report**, or switch to **Results** to work with the figures on screen.
- 5 Use **Functions** to export.

THE FIELDS THAT MATTER

Field	What it is for
Start date / End date	The period the movement reports cover.
Branch	Which branch to report on. It starts on yours.
Paper Size	The page size the PDF is laid out for.

WHAT YOU SHOULD SEE

A valued stock report for the branch and period you asked for.

BEFORE YOU CLICK

The valuation follows the cost method set on the company record.

A stock report as at a past date is only meaningful if the documents for that period were all locked.

Warning. easyFS itself warns on this screen that a report taking more than five minutes to generate is probably too large to retrieve, and tells you to split it: **Functions** › **Split PDF** produces it in blocks of a hundred lines. Narrow the date range or the branch first; splitting is the fallback.

10. Financials

Manual postings, bank reconciliation and the statutory reporting.

10.1 Bank Reconciliation

PURPOSE

Bank reconciliation ties what easyFS thinks is in the bank to what the bank statement says. You tick off the payments and receipts that have cleared, and what is left over is the reconciling difference.

HOW TO GET THERE

Menu › Financials › Bank Reconciliation

/office/financials/activity-bank-reconciliation

Company A | MAIN BRANCH

Bank Reconciliation

SummaryPrintClose

Functions

Bank

Start Date
9/10/2026

End Date
9/10/2026

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

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10.1 Bank Reconciliation — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Summary Print Close Functions Clear All Uclear All Reset All

STEP BY STEP

- 1 Get the bank statement for the period.
- 2 Open **Menu › Financials › Bank Reconciliation**.
- 3 Choose the bank account and the period.
- 4 Work down the statement, marking each item that appears on it as cleared.
- 5 Leave uncleared items unmarked; those are your outstanding cheques and deposits in transit.
- 6 Check that the reconciled balance agrees with the statement.
- 7 Save the reconciliation.

WHAT YOU SHOULD SEE

A reconciled bank position, and a list of the items that have not yet cleared.

BEFORE YOU CLICK

Reconcile every month, in order. A month skipped makes the next one much harder.

An item that never clears is usually a stale cheque or a payment entered twice.

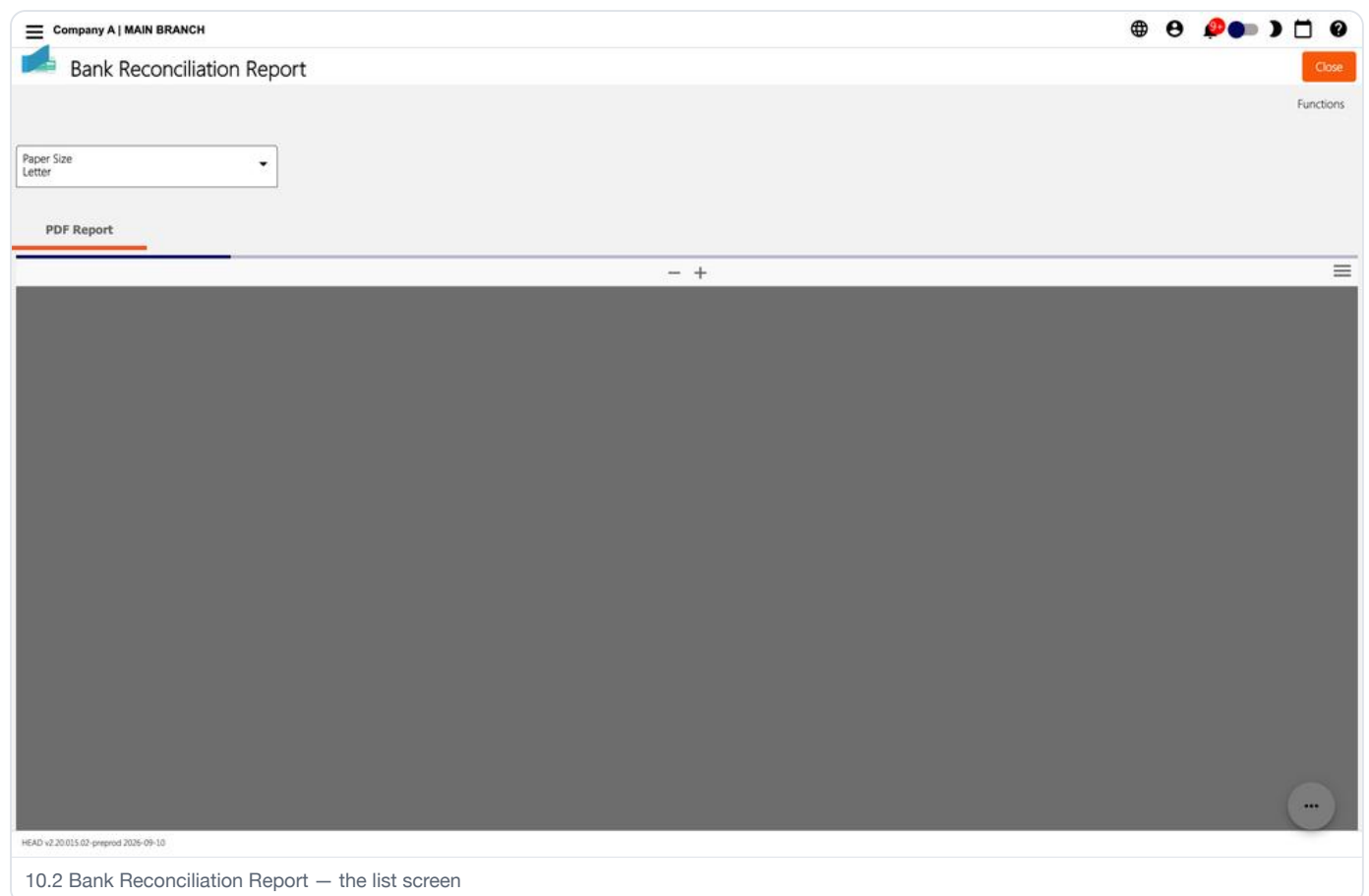
10.2 Bank Reconciliation Report

PURPOSE

The detailed bank reconciliation report: every item, cleared and uncleared, for the period.

HOW TO GET THERE

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



WHAT THE SCREEN SHOWS

Buttons on this screen: Close Functions

This report is delivered as a PDF file, so the strip of controls above it belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save the report.

STEP BY STEP

- 1 Open the report screen at the address above.
- 2 Choose the bank account and the period.

- 3 Run it and export it.

WHAT YOU SHOULD SEE

A detailed reconciliation you can file with the bank statement.

10.3 Bank Reconciliation Summary

PURPOSE

The one-page summary of the reconciliation: book balance, reconciling items, bank balance.

HOW TO GET THERE

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



WHAT THE SCREEN SHOWS

Buttons on this screen: [Close](#) [Functions](#)

STEP BY STEP

- 1 Open the report screen at the address above.
- 2 Choose the bank account and the period.
- 3 Run it.

WHAT YOU SHOULD SEE

A summary suitable for the month-end file.

10.4 Journal Voucher

PURPOSE

A Journal Voucher posts directly to the ledger, for the entries that no other document produces: accruals, depreciation, corrections, reclassifications, the closing entries at year end.

It is the only place in easyFS where you write the accounting entry yourself, which is why it must balance before it will lock.

HOW TO GET THERE

Menu › Financials › Journal Voucher

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

Company A | MAIN BRANCH

Journal Voucher

Clear Filters Start date 9/1/2026 End date 9/30/2026 Branch MAIN BRANCH Search Column Filter All Functions

Lock...	Branch	JV No.	JV Date	Manual No.	Doc. Ref.	Remarks	Debit Amount	Credit Amount	Status
Show Rows 10 <K < 1 / 0 > >I									

10.4 Journal Voucher — the list screen

Photographed with the date filter widened to 1 January 2015 – 31 December 2026. The screen itself opens on the current month only.

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Functions Edit Delete

STEP BY STEP

- 1 Open **Menu** › **Financials** › **Journal Voucher**.
- 2 If the list looks empty, widen **Start date** and **End date** and clear the **Branch** filter. Vouchers are often raised at another branch.
- 3 Click **Add**, or **Edit** an existing voucher.
- 4 Check the **Branch** and the **JV Date**, which decides the period.
- 5 Write what the entry is for in **Remarks**.
- 6 Open the **Lines** tab.
- 7 Add a line for each account: choose the **Account** and the **Article**, then enter either a **Debit Amount** or a **Credit Amount**.
- 8 Use **Particulars** on each line to explain it.
- 9 Check that **Total Debit** equals **Total Credit**.
- 10 Click **Save**, then **Lock**.

THE DETAIL SCREEN

/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
000000001

JV Date
8/31/2023

Manual No.
000000001

Document Reference
23-902

Remarks
Sample Item 01

Show Staff

Status
NEW

Total Debit
14,706.68

Total Credit
14,706.68

Lines

Attachment

Journal Entries

Add

		Branch	Account	Article	Debit Amount	Credit Amount	C	Particulars
Edit	Delete	MAIN BRANCH	PREPAID TAXES AND LICEN...	Other	0.00	14,706.68		Sample Item 01
Edit	Delete	MAIN BRANCH	TAXES AND LICENSES	Other	14,706.68	0.00		Sample Item 01

Show Rows
10

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Created By: Sample Person 01
Created Date / Time: September 30, 2023 01:37 PM

Updated By: Sample Person 01
Updated Date / Time: September 30, 2023 01:39 PM

10.4 Journal Voucher — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
JV Number	The voucher number.
JV Date	The date of the entry, which decides the accounting period it falls in.
Total Debit / Total Credit	Calculated from the lines. They must be equal.
Account	The ledger account being debited or credited.
Article	The sub-analysis of the account.
Debit Amount / Credit Amount	One or the other on each line, never both.

THE TABS

Tab	What it holds
Lines	The entry itself, one row per account.
Attachment	The working paper or approval behind the entry.
Journal Entries	The posted entry as the ledger sees it.

WHAT YOU SHOULD SEE

The ledger accounts move by the amounts entered, and the voucher appears in the financial statements for its period.

THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Journal Voucher

Paper Size

Letter

Automatic Zoom

Print

Download

Share

Text

Link

More

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

Sample Data

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 Data: Samp	115103	Sample Data: Sample Da	Samp	Sample Data: Sample Data Sample Data: Sample Data Sample Data: Sample Data	0.00	14,706.68
Sample Data: Samp	600003	Sample Data: Sample Da	Samp	Sample Data: Sample Data Sample Data: Sample Data Sample Data: Sample Data	14,706.68	0.00
TOTAL:					14,706.68	14,706.68

Sample Data No.

Sample Data: Sample Date 3

Sample Data

Sample: 0000000001

To

Sample: 9999999999

Sample Data:

Sample Data:

Sample Data:

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10.4 Journal Voucher — the printed form

The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Warning. A journal voucher bypasses every check the document modules apply. It is the fastest way to put the accounts right and also the fastest way to put them wrong. Restrict this screen to accounting staff.

Warning. The entry must balance. If **Total Debit** and **Total Credit** differ, correct the lines before locking.

Always write in **Remarks** what the entry is for and why. In a year's time that sentence is the only explanation anybody will have.

10.5 Journal Voucher (Draft)

PURPOSE

The staging area for journal vouchers brought in from outside easyFS, such as a payroll or depreciation schedule.

HOW TO GET THERE

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

Company A | MAIN BRANCH

Draft Journal Voucher

Post.

Close

Validate

Delete All

	ValidationS...	ManualNo	JVDate	Document...	Status	Remarks	AccountId	Account	ArticleId	Article	Particulars	DebitAmo...	CreditAmo...
Delete	NO ISSUES F...	ZZZ-M124-00...	9/8/2026	ZZZ-M124-D...	NEW	Sample Item 01	14	Cash on Han...	301	CASH ON HA...	Sample Item 02	100	0
Delete	Issues found...	ZZZ-M124-00...	9/8/2026	ZZZ-M124-D...	NEW	Sample Item 01	999,999	Bogus Account	301	CASH ON HA...	Sample Item 03	0	100
Delete	Issues found...	ZZZ-M124-00...	9/8/2026	ZZZ-M124-D...	NEW	Sample Item 04	14	Cash on Han...	11,673	Yakult Clear P...	Sample Item 05	50	0
Delete	NO ISSUES F...	ZZZ-M124-00...	9/8/2026	ZZZ-M124-D...	NEW	Sample Item 04	14	Cash on Han...	301	CASH ON HA...	Sample Item 06	0	50

Show Rows 10

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Page 1 of 1

⏵

⏩

10.5 Journal Voucher (Draft) — the list screen

WHAT THE SCREEN SHOWS

Columns: ValidationStatus ManualNo JVDate DocumentReference Status Remarks AccountId Account ArticleId Article Particulars DebitAmount CreditAmount

Buttons on this screen: Post Close Validate Delete All Delete

STEP BY STEP

- 1 Open the draft list at the address above.
- 2 Check that each entry balances.
- 3 Select rows and click **Post**.

WHAT YOU SHOULD SEE

The posted rows appear in the Journal Voucher list, unlocked and ready to check and lock.

10.6 Financial Statement Reports

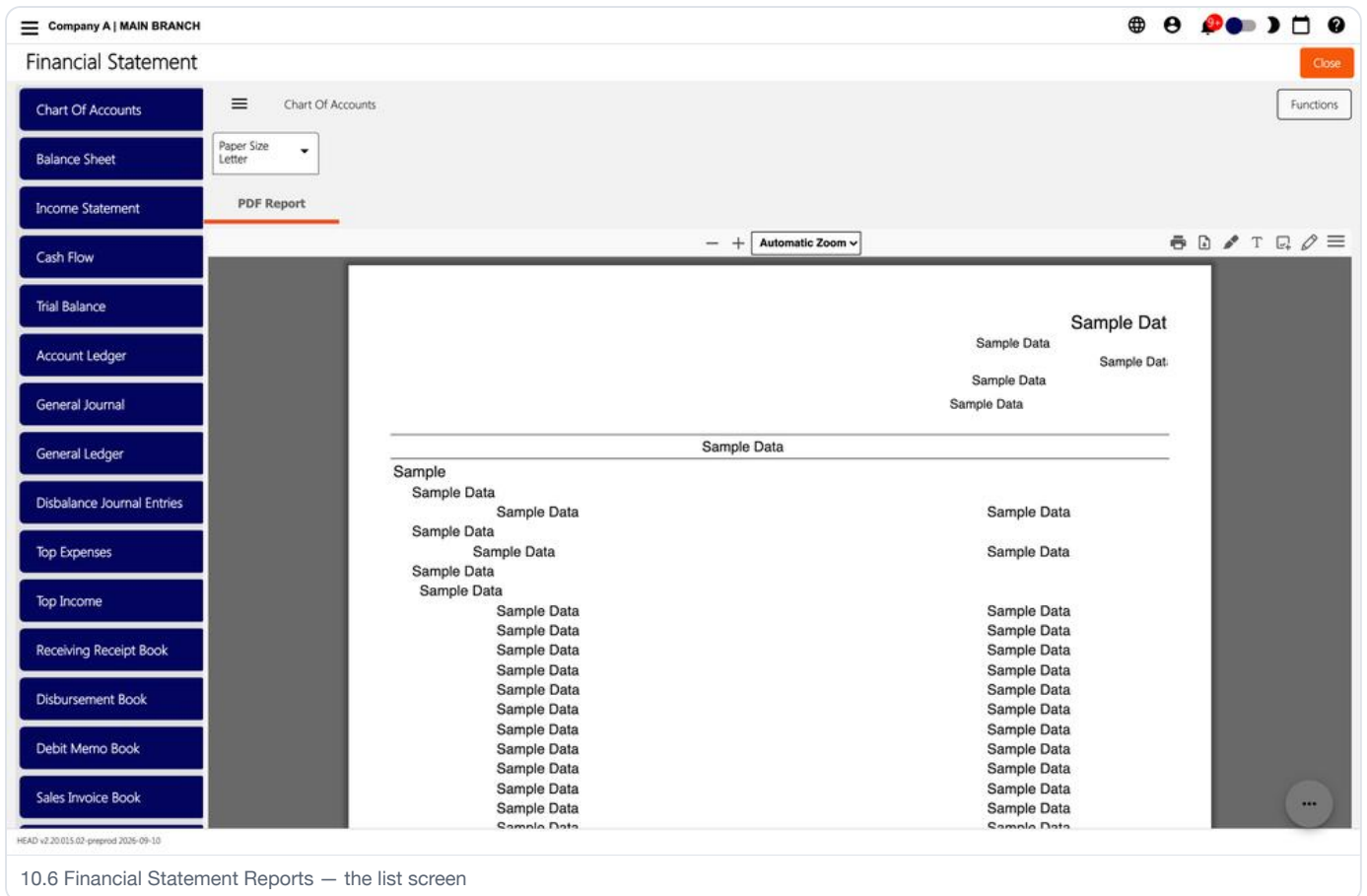
PURPOSE

The statutory and management accounts: the trial balance, the balance sheet, the income statement and the supporting books, built from the chart of accounts and every locked document in the period.

HOW TO GET THERE

Menu › Financials › Financial Statement

/office/report/financial-statement



WHAT THE SCREEN SHOWS

Buttons on this screen: [Close](#) [Chart Of Accounts](#) [Functions](#)

This report is delivered as a PDF file, so the strip of controls above it belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save the report.

THE REPORTS ON THIS SCREEN

Read off the live screen. Click one in the list down the left, set the parameters across the top, and it is drawn on the right.

[Balance Sheet](#)
[Income Statement](#)
[Trial Balance](#)
[Account Ledger](#)
[General Journal](#)
[General Ledger](#)

[Disbalance Journal Entries](#)
[Receiving Receipt Book](#)
[Disbursement Book](#)
[Debit Memo Book](#)
[Sales Invoice Book](#)

[Collection Book](#)
[Credit Memo Book](#)
[Journal Voucher Book](#)
[Inventory Ledger Book](#)

STEP BY STEP

- 1 Open **Menu** › **Financials** › **Financial Statement**.
- 2 Click the statement you want in the list down the left.
- 3 Set the parameters it asks for. They differ from report to report; the period and the branch are the usual two.
- 4 Set the **Paper Size**.
- 5 Read it under **PDF Report**.
- 6 Use **Functions** to export.

WHAT YOU SHOULD SEE

The statement for the period, on your company's letterhead.

BEFORE YOU CLICK

Warning. Before relying on a month's statements, check that every document for that month is locked. Unlocked documents are invisible to the ledger, and the statements will simply be short.

If the balance sheet does not balance, look first at journal vouchers entered by hand.

The books listed here — the general journal, the general ledger, the sales and purchase books — are the ones an auditor will ask for by name.

10.7 BIR CAS Reports

PURPOSE

The BIR reports are the statutory outputs required of a Computerised Accounting System in the Philippines: the books of account and the supporting schedules, in the prescribed formats.

HOW TO GET THERE

Menu › Dashboard › the **Financials** tab › **BIR CAS Reports**. There is no entry for this screen in the navigation drawer.

/office/report/bir-report

Company A | MAIN BRANCH

BIR CAS Reports

General Journal

General Ledger

Sales Journal

Cash Receipt Journal

Purchase Journal

Cash Disbursement Journal

Inventory Ledger Journal

Form 2306

Form 2307

Form 0619-E

Form 0619-F

Form 1601-FQ

Form 1601-EQ

Form 1604-E

General Journal

Start date

9/10/2026

End date

9/10/2026

Company

Company A

Branch

MAIN BRANCH

Paper Size

Letter

PDF Report

Results

Preview

Functions

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10.7 BIR CAS Reports — the list screen

WHAT THE SCREEN SHOWS

Buttons on this screen: Close Preview Functions

This report is delivered as a PDF file, so the strip of controls above it belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save the report.

THE REPORTS ON THIS SCREEN

Read off the live screen. Click one in the list down the left, set the parameters across the top, and it is drawn on the right.

General Journal General Ledger Sales Journal Cash Receipt Journal Purchase Journal Cash Disbursement Journal
Inventory Ledger Journal

STEP BY STEP

- 1 Open **Menu › Dashboard** and click the **Financials** tab.
- 2 Click **BIR CAS Reports**.
- 3 Click the book or schedule you need in the list down the left.
- 4 Set **Start date**, **End date**, the **Company** and the **Branch**.
- 5 Set the **Paper Size** the filing requires.
- 6 Read it under **PDF Report**, then export it with **Functions**.

THE FIELDS THAT MATTER

Field	What it is for
Start date / End date	The period being filed for.
Company	Which company the filing is for. It matters where more than one company is kept in the same installation.
Branch	Which branch. The TIN branch code on the company record prints on the output.
Paper Size	The page size the prescribed format requires.

WHAT YOU SHOULD SEE

The statutory book or schedule for the period, in the prescribed layout.

BEFORE YOU CLICK

Warning. These are the filings the tax authority sees. Close the period first and make sure every document in it is locked, otherwise the books you file will not agree with your own accounts.

The company details, the TIN and the document number series on the company record all print on these reports. Check them before the first filing.

11. Check Warehousing

Cheques held, written, cleared and bounced.

11.1 Check Warehousing

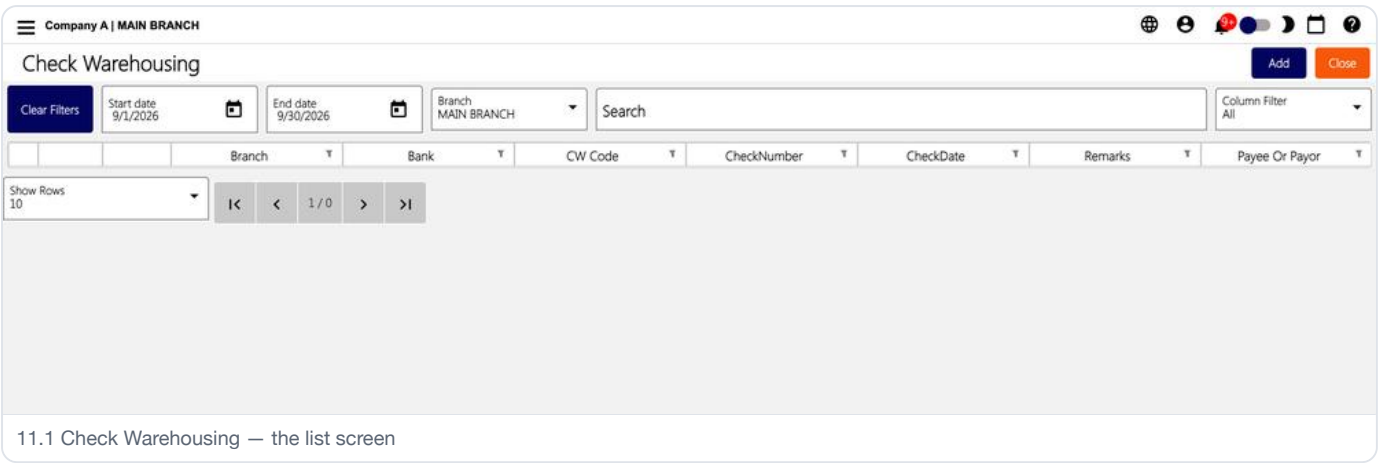
PURPOSE

Check Warehousing keeps track of cheques that are held rather than banked at once: post-dated cheques received from customers, and cheques written to suppliers that have not yet been presented. It follows each cheque from the day it arrives to the day it clears or bounces.

HOW TO GET THERE

Menu › Check Warehousing › Check Warehousing

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



WHAT THE SCREEN SHOWS

Columns: Branch Bank CW Code CheckNumber CheckDate Remarks Payee Or Payor

Buttons on this screen: Add Close Clear Filters

STEP BY STEP

- 1 Open **Menu › Check Warehousing › Check Warehousing**.
- 2 Widen the date range to cover the cheques you are looking for.
- 3 Use the column filters to show only the state you care about, such as on hand or bounced.
- 4 Open a cheque with **Edit** to see its details and its history.
- 5 Update its state as it moves: deposited, cleared, or bounced.
- 6 Save the change.

WHAT YOU SHOULD SEE

Each cheque shows its current state, and the reports below age the cheques you are holding.

BEFORE YOU CLICK

A cheque appears here from the collection or disbursement that recorded it. Its **Check Date** is what the ageing works from, so enter the real date on the cheque.

Warning. A bounced cheque has to be dealt with in the accounts as well as here. Marking it bounced on this screen does not by itself reinstate the customer's balance.

11.2 Check Writer

PURPOSE

Check Writer lays a payment out on your bank's cheque stationery, so that the date, the payee and the amount land in the right places. You type the three details, preview the result against a picture of the cheque, and print.

HOW TO GET THERE

Menu › Check Warehousing › Check Writer

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



WHAT THE SCREEN SHOWS

Buttons on this screen: [Preview](#) [How to print](#)

STEP BY STEP

- 1 Open **Menu › Check Warehousing › Check Writer**.
- 2 Set the **Check Date**.
- 3 Type the payee into **Issued To**, exactly as it should appear on the cheque.
- 4 Type the **Amount**.
- 5 Click **Preview**. The cheque is drawn underneath, so you can see where each field lands.
- 6 Read **How to print** once, for the printer settings your stationery needs.
- 7 Load the cheque stationery and print.
- 8 Check the alignment on the first cheque before printing a run.

THE FIELDS THAT MATTER

Field	What it is for
Check Date	The date written on the cheque. For a post-dated cheque this is the date it may be presented, and it is what Check Warehousing ages from.
Issued To	The payee, as it should be printed.
Amount	The amount. The preview shows it in both figures and words.

BUTTONS WORTH KNOWING

Button	What it does
Preview	Draws the cheque with your details on it, so you can check the placement before committing stationery.
How to print	The printer settings the stationery needs.

WHAT YOU SHOULD SEE

A printed cheque matching the disbursement.

BEFORE YOU CLICK

Warning. Cheque stationery is controlled. Account for spoiled cheques rather than throwing them away.

Print a test on plain paper and hold it against a blank cheque before a long run.

Note. In this manual the figure for this screen shows only the controls. The screen itself previews an actual cheque underneath them, including the account details along its bottom edge, which is not something to reproduce in a document that is published.

11.3 CW Reports

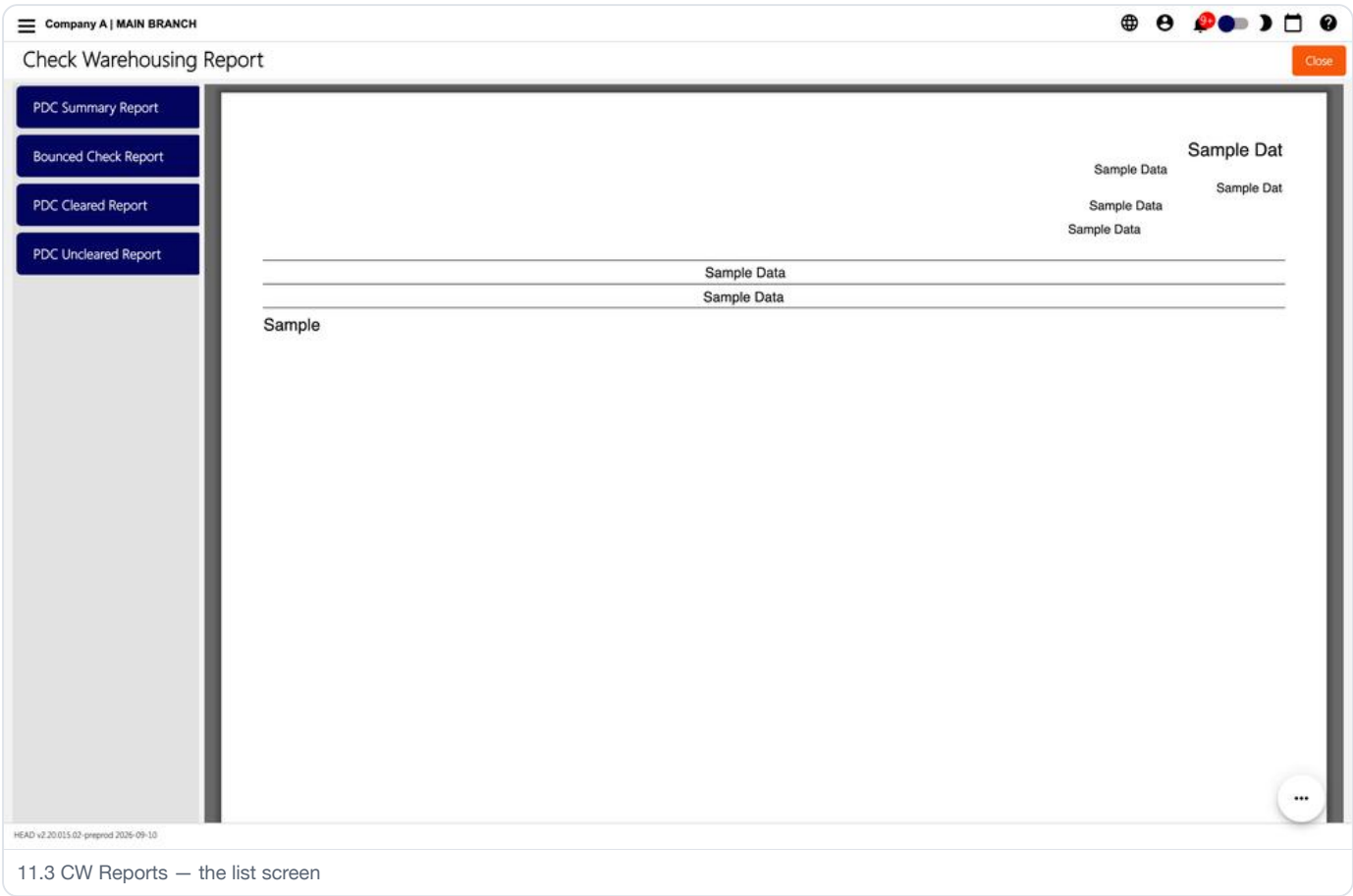
PURPOSE

The reporting over the cheques you hold: what is still on hand, what has cleared, and what has bounced. All four cheque reports live on this one screen; there are no separate menu entries for them.

HOW TO GET THERE

Menu › Check Warehousing › CW Reports

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



WHAT THE SCREEN SHOWS

Buttons on this screen: Close Functions

This report is delivered as a PDF file, so the strip of controls above it belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save the report.

THE REPORTS ON THIS SCREEN

Read off the live screen. Click one in the list down the left, set the parameters across the top, and it is drawn on the right.

PDC Summary Report Bounced Check Report PDC Cleared Report PDC Uncleared Report

STEP BY STEP

- 1 Open **Menu › Check Warehousing › CW Reports**.
- 2 Click the report you want in the list down the left.
- 3 Set **Date as of**, the **Branch**, the **Bank** and the **Check Type**.
- 4 Read it under **PDF Report**, or switch to **Results** to work with the figures on screen.
- 5 Use **Functions** to export.

THE FIELDS THAT MATTER

Field	What it is for
Date as of	The date the report is drawn up to.
Branch	Which branch's cheques to report on. It starts on yours.
Bank	Restricts the report to cheques on one bank.
Check Type	Restricts it to one kind of cheque, such as post-dated.
Paper Size	The page size the PDF is laid out for.

WHAT YOU SHOULD SEE

A listing of cheques in the state you asked for, as at the date you set.

BEFORE YOU CLICK

PDC Uncleared Report is the one to reconcile against the bank: those are the cheques banked but not yet paid.

Bounced Check Report is money you thought you had collected. Every line on it needs following up.

12. Budget

Setting budgets and comparing them against what actually happened.

12.1 Budget Manager

PURPOSE

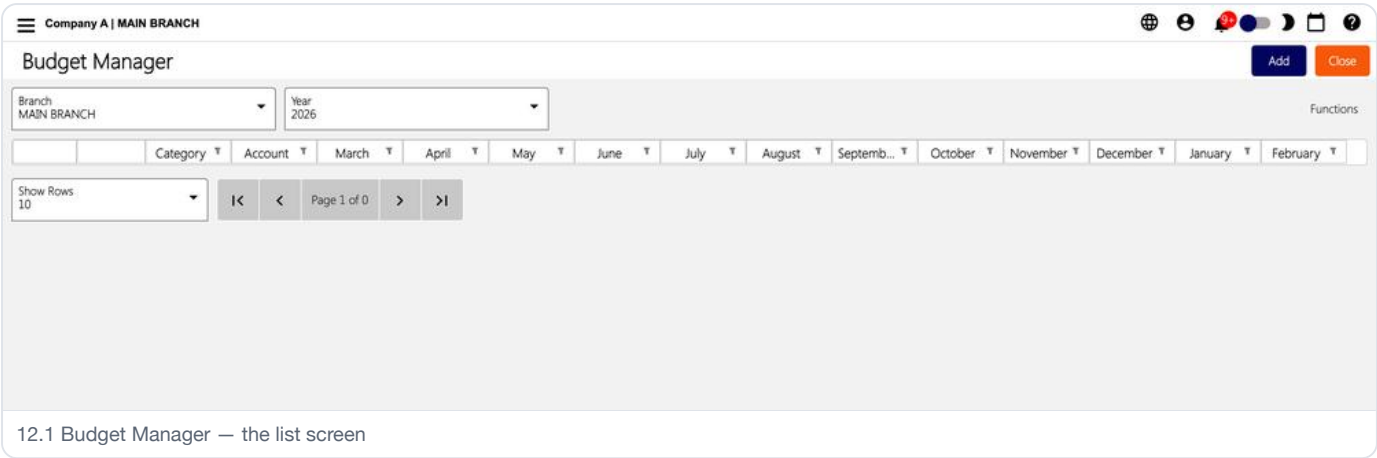
Budget Manager is where the budget is set: the figure each account is expected to run at, month by month. It is laid out as a grid — the accounts down the side, the twelve months of the financial year across the top — so a whole year's budget is entered on one screen.

Once it is in, the variance reports compare it against what actually happened.

HOW TO GET THERE

Menu › Budget › Budget Manager

/office/budget/budget-manager



WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Functions

STEP BY STEP

- 1 Open **Menu › Budget › Budget Manager**.
- 2 Click **Add** to start a budget, or open an existing one.
- 3 Work down the **Account** column and across the months, entering the figure for each.
- 4 Use **Category** to group accounts the way you report on them.
- 5 Save the budget.
- 6 Check it against actuals with *Budget Variance* once the period has closed.

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

THE FIELDS THAT MATTER

Field	What it is for
Category	The grouping the account belongs to, used to subtotal the budget.

This report is delivered as a PDF file, so the strip of controls above it belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save the report.

STEP BY STEP

- 1 Open the screen.
- 2 Choose the period and the branch.
- 3 Run it.

WHAT YOU SHOULD SEE

A comparison of budget and actual with the variance shown.

BEFORE YOU CLICK

The actual side counts locked documents only, so run it after the period is closed.

12.3 Cash Flow Projection

PURPOSE

Cash Flow Projection looks forward: what is due in from customers, what is due out to suppliers, and what that leaves in the bank.

HOW TO GET THERE

Menu › Budget › Cash Flow Projection

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

Company A | MAIN BRANCH

Cash Flow Projection

Branch: MAIN BRANCH Year: 2026

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

Show Rows: 10 Page 1 of 0

12.3 Cash Flow Projection — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Functions

STEP BY STEP

- 1 Open **Menu › Budget › Cash Flow Projection**.
- 2 Choose the period to project over.
- 3 Review the receipts and payments expected.
- 4 Save or export the projection.

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

WHAT YOU SHOULD SEE

A projection of cash in, cash out and the resulting balance.

BEFORE YOU CLICK

The projection is only as good as the due dates on the underlying documents. Terms that are wrong on the customer or supplier record show up here as a projection nobody trusts.

12.4 Budget Reports

PURPOSE

The reporting over budgets: the budget itself, the cash flow projection, and the variance of actual against budget.

HOW TO GET THERE

Menu › Budget › Budget Reports

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

Company A | MAIN BRANCH

Budget Variance Report

Report Budget

Report Cashflow Projection

Sample Data

Sample Data

Sample Data

Sample Data

Account	Sample	Sample	Sample	%
---------	--------	--------	--------	---

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12.4 Budget Reports — the list screen

WHAT THE SCREEN SHOWS

Buttons on this screen: Close Functions Export

This report is delivered as a PDF file, so the strip of controls above it belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save the report.

THE REPORTS ON THIS SCREEN

Read off the live screen. Click one in the list down the left, set the parameters across the top, and it is drawn on the right.

Report Budget

Report Cashflow Projection

Budget Variance

STEP BY STEP

- 1 Open **Menu › Budget › Budget Reports**.
- 2 Click the report you want in the list down the left.
- 3 Set **Month From**, **Month To** and **Year**.
- 4 Set the **Branch** and the **Paper Size**.
- 5 Read it under **PDF Report**, or switch to **Report List**.

THE FIELDS THAT MATTER

Field	What it is for
Month From / Month To / Year	The budget period. These reports work in months, not in dates.
Branch	Which branch to report on.
Paper Size	The page size the PDF is laid out for.

WHAT YOU SHOULD SEE

The budget report for the months requested.

BEFORE YOU CLICK

The actual side counts locked documents only, so run a variance report after the period is closed rather than during it.

13. Fixed Asset

The asset register and disposals.

13.1 Fixed Asset

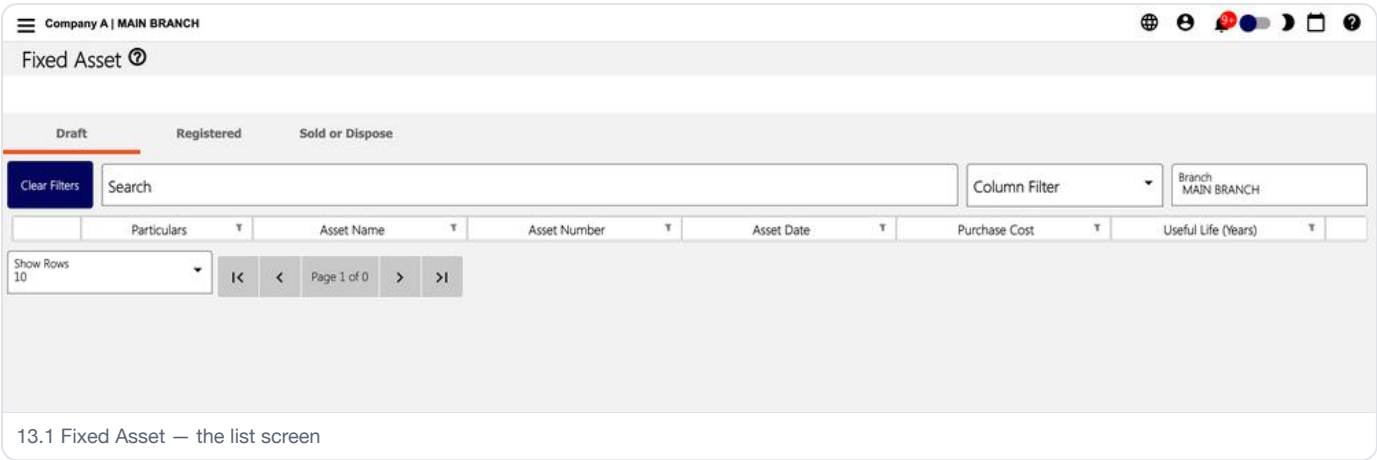
PURPOSE

The fixed asset register: what the business owns for the long term, what it cost, when it was acquired and how it is being depreciated.

HOW TO GET THERE

Menu › Fixed Asset › Fixed Asset

/office/fixed-asset/fixed-asset



WHAT THE SCREEN SHOWS

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

Buttons on this screen: Clear Filters

STEP BY STEP

- 1 Open **Menu › Fixed Asset › Fixed Asset**.
- 2 Click **Add** for a new asset, or **Edit** to open one.
- 3 Enter what the asset is, when it was acquired and what it cost.
- 4 Set the depreciation basis and the useful life.
- 5 Set the ledger accounts the asset and its depreciation post to.
- 6 Save the record.

WHAT YOU SHOULD SEE

The asset appears in the register and in the depreciation schedule.

BEFORE YOU CLICK

Warning. The acquisition cost, the life and the accounts drive every depreciation charge that follows. Have them confirmed before the first charge is posted.

Depreciation reaches the ledger as a journal voucher. Posting the charge is a separate step from keeping the register.

13.2 Asset Disposals

PURPOSE

Asset Disposal records the end of an asset's life on your books: sold, scrapped, written off or transferred out. It removes the asset from the register and posts the gain or loss.

HOW TO GET THERE

Menu › Fixed Asset › Asset Disposals

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

Company A | MAIN BRANCH

Asset Disposal

Clear Filters

Start date
9/1/2026

End date
9/30/2026

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

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13.2 Asset Disposals — the list screen

WHAT THE SCREEN SHOWS

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

Buttons on this screen: Add Close Clear Filters Edit Delete

STEP BY STEP

- 1 Open **Menu › Fixed Asset › Asset Disposals**.
- 2 Click **Add**, or **Edit** an existing disposal.
- 3 Check the **Branch** and the **Asset Disposal Date**.
- 4 Choose the **DisposalType**.
- 5 Choose the **Account** and **Article** the gain or loss goes to.
- 6 Open the **Items** tab and enter the assets being disposed of.
- 7 Fill in **Prepared By**, **Checked By** and **Approved By**.
- 8 Click **Save**, then **Lock**.
- 9 Click **Print** for the disposal paperwork.

THE DETAIL SCREEN

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

Company A | MAIN BRANCH

Asset Disposal Detail

SaveLockUnlockPrintAuditClose

CurrencyPHPExchange Rate1DisposalTypeDISPOSED

BranchMAIN BRANCHRemarksSample Item 05

Asset Disposal Number000000001Asset Disposal Date9/1/2026

Manual No.000000001Document ReferenceZZZ-TEST-179830-ATPrepared BySample Person 01

Account Manual Code111001AccountCash on Hand - Direct SalesChecked BySample Person 01Approved BySample Person 01

ArticleOtherStatusDONE

ItemsInventoryJournal Entries

Add

		SKU Code	Bar Code	Description	Inventory Code	Particulars	Quantity	Unit	Cost	Amount
Edit	Delete	Sample Item...	Sample Item 02	Sample Item 01	RR-0000000001-00...	Sample Item 02	1.00	Pc(s)	625.00	625.00
Edit	Delete	Sample Item...	Sample Item 04	Sample Item 03	RR-0000000001-00...	Sample Item 04	1.00	Pc(s)	625.00	625.00

Show Rows10

1<<1/1>>1

Created BySample Person 02Created Date / Time: September 01, 2026 12:13 PM

Updated BySample Person 02Updated Date / Time: September 01, 2026 12:14 PM

13.2 Asset Disposals — the detail screen

THE FIELDS THAT MATTER

Field	What it is for
Asset Disposal Number	The disposal document number.
Asset Disposal Date	The date of disposal, which decides the period the gain or loss falls in.
DisposalType	How the asset left: sold, scrapped, written off.
Account / Article	Where the gain or loss on disposal is posted.
Prepared By / Checked By / Approved By	The people who raised, checked and approved the disposal. They print on the document.

THE TABS

Tab	What it holds
Items	The assets being disposed of.
Inventory	The resulting movement. Fills in on lock.
Journal Entries	The accounting entry. Fills in on lock.

WHAT YOU SHOULD SEE

The asset is removed from the register and the gain or loss is posted.

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THE PRINTED DOCUMENT

Company A | MAIN BRANCH

Print Asset Disposal

Paper Size: Letter

Automatic Zoom

Qty	Unit	Barcode	Item	Particulars	Cost	Amount
1.00	Samp	Sample Dat Sample D	Sample Data	Samole Dal Sample D	625.00	625.00
1.00	Samp	Sample Dat Sample D	Sample Data	Samole Dal Sample D	625.00	625.00
TOTAL:					1,250.00	

Sample Data No.

Sample Data Sar 0000000001 To Sample Data Sar 9999999999

Sample Date: Sample Date: Sample Date:

Sample Data Sample Data Sample Data

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The printed forms are produced by the browser's own PDF viewer, so the toolbar across the top belongs to the browser rather than to easyFS. The wording and layout of the form are exactly as the system produces them; the values have been replaced with *Sample Data*, because a printed document carries the trading partner's name and address in full.

BEFORE YOU CLICK

Warning. Disposal is not easily reversed once locked. Make sure the asset, the date and the proceeds are right first.

Keep the approval paperwork on the **Attachment** or in your own file; auditors ask for it.

13.3 Fixed Asset Reports

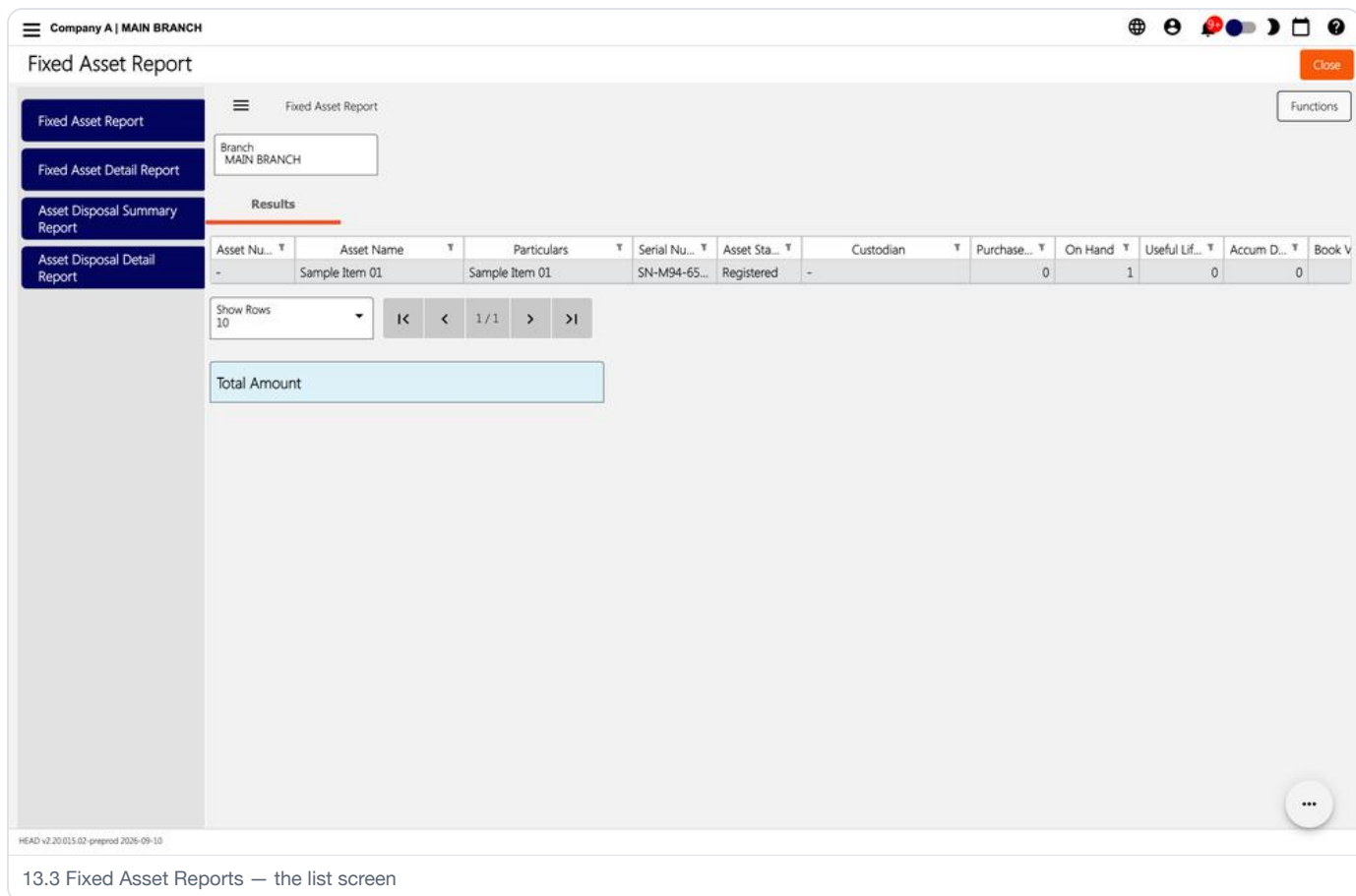
PURPOSE

The reporting over the asset register: the assets themselves, in summary and in detail, and the disposals.

HOW TO GET THERE

Menu › Fixed Asset › Reports

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



WHAT THE SCREEN SHOWS

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

Buttons on this screen: Close Functions

THE REPORTS ON THIS SCREEN

Read off the live screen. Click one in the list down the left, set the parameters across the top, and it is drawn on the right.

Fixed Asset Report Fixed Asset Detail Report Asset Disposal Summary Report Asset Disposal Detail Report

STEP BY STEP

- 1 Open **Menu** › **Fixed Asset** › **Reports**.
- 2 Click the report you want in the list down the left.
- 3 Set the **Branch**.
- 4 Set **Show Rows** if the register is long.
- 5 Read the figures under **Results**.

THE FIELDS THAT MATTER

Field	What it is for
Branch	Which branch's assets to report on.
Show Rows	How many rows to show at a time.
Total Amount	The total of the rows shown, calculated for you.

WHAT YOU SHOULD SEE

The asset report you chose, shown as a grid you can sort and filter.

BEFORE YOU CLICK

These reports are delivered as an on-screen grid rather than as a PDF file.

The register report is what you reconcile against the fixed asset accounts in the balance sheet at year end.

14. Apps

Companion modules reached from inside easyFS.

14.1 POS

PURPOSE

POS is the point-of-sale side of easyFS: the counter screen where sales are rung up, together with the screens that review the day's takings.

Opening it replaces the usual navigation with the module's own menu on the left:

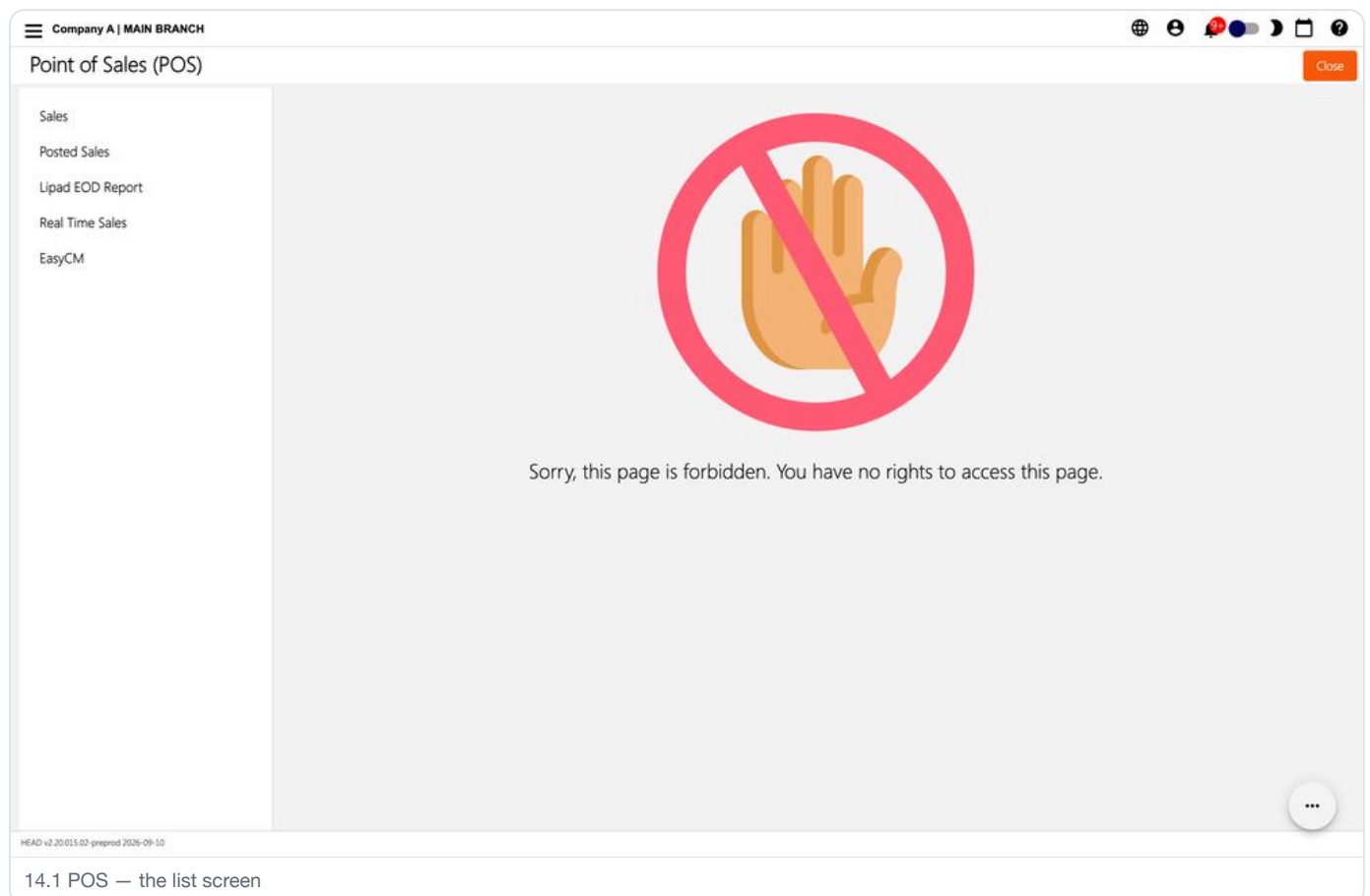
- **Sales** — the counter screen itself.
- **Posted Sales** — takings that have been posted through to the sales records.
- **Lipad EOD Report** — the end-of-day report.
- **Real Time Sales** — sales as they happen.
- **EasyCM** — the companion cash-management application.

Counter takings reach the accounts through the sales invoice route, so they end up in the same ledger as everything else.

HOW TO GET THERE

Menu › Apps › POS

`/office/activity-P0S`



WHAT THE SCREEN SHOWS

Buttons on this screen: [Close](#)

STEP BY STEP

- 1 Open **Menu** › **Apps** › **POS**.
- 2 Check the branch shown in the top bar before you start a shift.
- 3 Choose **Sales** from the module's own menu on the left.
- 4 Ring the sale up, take payment and print the receipt.
- 5 At the end of the shift use **Lipad EOD Report** and check the takings against the drawer.
- 6 Use **Posted Sales** to confirm the day's takings reached the sales records.
- 7 Click **Close** to leave POS and return to the rest of easyFS.

WHAT YOU SHOULD SEE

The POS menu opens on the left and the screen you chose fills the rest of the window.

BEFORE YOU CLICK

Warning. In this pre-production environment the administrator account cannot open the POS sub-screens: they answer *Sorry, this page is forbidden. You have no rights to access this page*, and the request behind the screen fails on the server. The module and its menu are documented here from the application itself; the counter screen could not be photographed. This has been reported.

POS rights are granted separately from the rest of easyFS, on the **Forms** tab of the user record. A cashier who cannot open the counter screen usually needs a right added there.

Check the branch before the first sale of the day. Takings rung up against the wrong branch are painful to move afterwards.

14.2 Price

PURPOSE

Price holds the price schemes applied at the counter and on sales documents, so that a price change is made once rather than item by item.

HOW TO GET THERE

Menu › Apps › Price

/office/activity-price-list

Company A | MAIN BRANCH

Price

Clear Filters

L	PC Number	Manual N...	Document Reference	PC Date	Remarks
Price 10					

14.2 Price — the list screen

WHAT THE SCREEN SHOWS

Columns: L PC Number Manual Number Document Reference PC Date Remarks

Buttons on this screen: Add Close Clear Filters

STEP BY STEP

- 1 Open **Menu** › **Apps** › **Price**.
- 2 Click **Add** for a new scheme, or **Edit** to change one.
- 3 Set the scheme and the items or categories it covers.
- 4 Save it.

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

WHAT YOU SHOULD SEE

The prices apply to new sales documents from the moment they are saved.

BEFORE YOU CLICK

A price change does not reach back into documents already raised.

14.3 Discount Schedule

PURPOSE

A Discount Schedule is a dated document that records a standing discount, so the right discount is applied at the counter and on sales documents without anyone having to remember it.

HOW TO GET THERE

Menu › Apps › Discount Schedule

/office/activity-discount-schedule-list

The screenshot shows the 'Discount Schedule' list screen. At the top, there's a header bar with 'Company A | MAIN BRANCH' and several utility icons. Below the header, the title 'Discount Schedule' is displayed. A toolbar contains 'Add' and 'Close' buttons. A filter section includes a 'Clear Filters' button, 'Start date' (9/1/2026) and 'End date' (9/30/2026) pickers, a search bar, and a 'Column Filter' dropdown set to 'All'. A table header row lists columns: L, DS Date, DS Number, Manual N..., Document Reference, Discount Code, and Discount Manual... Below the header, a table body shows a single row with 'Price 10' in the first column and navigation controls (K, <, 1 / 0, >, >I) in the last column. The footer of the screen reads '14.3 Discount Schedule — the list screen'.

WHAT THE SCREEN SHOWS

Columns: L DS Date DS Number Manual Number Document Reference Discount Code Discount Manual Code

Buttons on this screen: Add Close Clear Filters

STEP BY STEP

- 1 Open **Menu** › **Apps** › **Discount Schedule**.

- 2 Widen **Start date** and **End date**: like every transaction list, this one opens on the current month only.
- 3 Click **Add** for a new schedule, or **Edit** to open an existing one.
- 4 Set the **DS Date** and the **Discount Code**.
- 5 Record your own reference in **Manual No.** and **Document Reference**.
- 6 Click **Save**, then **Lock**.

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

THE FIELDS THAT MATTER

Field	What it is for
DS Number	The schedule number issued by easyFS.
DS Date	The date the schedule takes effect.
Discount Code	The discount being applied. The codes themselves are maintained under System Tables.
Discount Manual Code	Your own code for the discount.
Manual No. / Document Reference	Your own references for the approval behind the discount.

WHAT YOU SHOULD SEE

The discount is offered automatically on matching sales lines.

BEFORE YOU CLICK

Warning. In this pre-production environment the list request returns an error, so the screen draws its column headings and then shows an empty grid. It looks like a module with no discount schedules, but in fact the request behind it failed. This has been reported. On a working installation the schedules appear here.

Warning. Discounts change what you actually earn. Have them approved, and record the approval in **Document Reference**, before entering one.

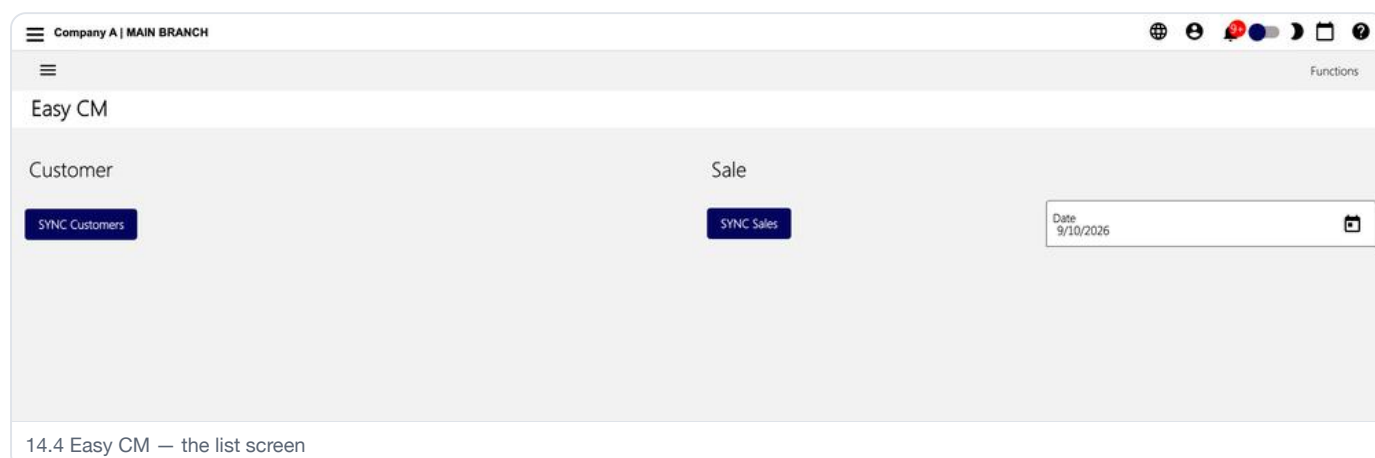
14.4 Easy CM

PURPOSE

The Easy CM companion application, reached from within easyFS.

HOW TO GET THERE

Address /office/activity-easy-cm



WHAT THE SCREEN SHOWS

Buttons on this screen: [Functions](#) [SYNC Customers](#) [SYNC Sales](#)

STEP BY STEP

- 1 Open the screen from its address.
- 2 Follow the workflow of the companion application.

WHAT YOU SHOULD SEE

The companion application opens inside the easyFS frame.

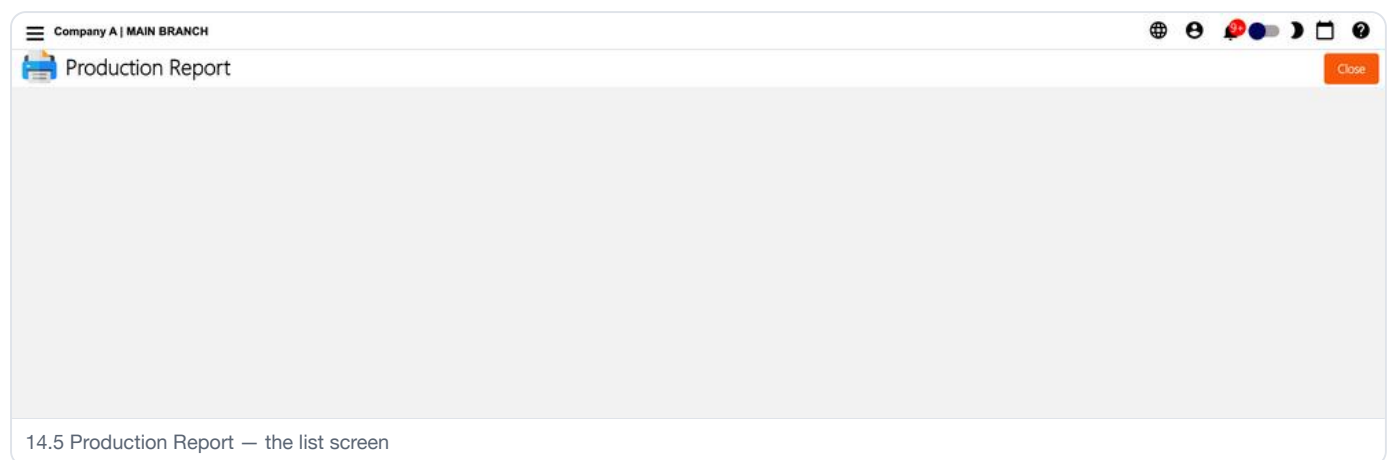
14.5 Production Report

PURPOSE

The production report, for items that are assembled or manufactured rather than bought in ready-made.

HOW TO GET THERE

Address `/office/report-production`. There is no entry for this screen in the navigation drawer.



WHAT THE SCREEN SHOWS

Buttons on this screen: [Close](#)

STEP BY STEP

- 1 Open the report screen at the address above.
- 2 Click **Close** to go back.

WHAT YOU SHOULD SEE

A screen headed Production Report.

BEFORE YOU CLICK

Warning. In this pre-production environment the screen opens with nothing on it but its title and a **Close** button: no parameters and no report. Production is not in use in the demonstration data, so there is nothing this manual can show you. The companion setting is the *Production* tab on an item record.

14.6 Item List Report

PURPOSE

A listing of the item master, for checking the catalogue or handing it to somebody who does not use easyFS.

HOW TO GET THERE

Address /office/report-item-list

Company A | MAIN BRANCH

Paper Size
Letter

PDF Report

Automatic Zoom

Sample Data	SKU Code	Barcode	Description	Unit	Sample C	Price	Sample Da
0000000001	Sample Data	Sample Data	Sample Data	Samç	Sar	9.00000	Samç
0000000002	Sample Data	Sample Data	Sample Data	Samç	Sar	10.80000	Samç
0000000003	Sample Data	Sample Data	Sample Data	Samç	Sar	9.70000	Samç
0000000004	Sample Data	Sample Data	Sample Data	Samç	Sar	11.60000	Samç
0000000005	Sample Data	Sample Data	Sample Data	Samç	Sample Data	10.00000	Samç
0000000006	Sample Data	Sample Data	Sample Data	Samç	Sample Data	12.00000	Samç
0000000008	0000000008	0000000008	Sample Data	Samç	Sar	0.00000	Samp
0000000009	0000000009	0000000009	Sample Data	Samç	Sar	0.00000	Samp
0000000010	0000000010	0000000010	Sample Data	Samç	Sar	0.00000	Samp
0000000011	0000000011	0000000011	Sample Data	Samç	Sar	0.00000	Samp
0000000012	0000000012	0000000012	Sample Data	Samç	Sar	0.00000	Samp
0000000014	0000000014	0000000014	Sample Data	Samç	Sar	0.00000	Samp
0000000015	0000000015	0000000015	Sample Data	Samç	Sar	0.00000	Samp
0000000016	0000000016	0000000016	Sample Data	Samç	Sar	0.00000	Samp
0000000017	0000000017	0000000017	Sample Data	Samç	Sar	0.00000	Samp
0000000018	0000000018	0000000018	Sample Data	Samç	Sar	0.00000	Samp
0000000019	0000000019	0000000019	Sample Data	Samç	Sar	0.00000	Samp
0000000020	0000000020	0000000020	Sample Data	Samç	Sar	0.00000	Samp
0000000021	0000000021	0000000021	Sample Data	Samç	Sar	0.00000	Samp
0000000022	0000000022	0000000022	Sample Da	Samç	Sar	0.00000	Samp
0000000023	0000000023	0000000023	Sample Data	Samç	Sar	0.00000	Samp

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14.6 Item List Report — the list screen

WHAT THE SCREEN SHOWS

This report is delivered as a PDF file, so the strip of controls above it belongs to the browser's own PDF viewer, not to easyFS. Use it to page through, zoom, search, print or save the report.

STEP BY STEP

- 1 Open the report screen at the address above.
- 2 Set any filters you want.
- 3 Run it and export it.

WHAT YOU SHOULD SEE

A list of items with their codes, descriptions, units and prices.

15. System

Reference tables, configuration and per-user settings.

15.1 System Tables

PURPOSE

System Tables holds the small lists the rest of easyFS chooses from: units, payment terms, tax types, pay types, discounts, account groupings, the interface labels and their translations, the frequently asked questions shown in the help panel, and the audit trail.

It is a single screen with one tab per table.

HOW TO GET THERE

Menu › System › System Tables

/office/system-tables

Company A | MAIN BRANCH

System Tables

AddClose

LabelsCode TablesDiscountsPay TypesTax TypesUnitsTermsArticle Account GroupsOther Article

Search

Column FilterAllFunctions

		Manual Code	Label	Japanese	Chinese	Korean	Hindi	Malay	
EditDelete		000000001	THIS DOCUMENT IS NOT V...	「この書類は入力税の請...					
EditDelete		000000002	30 Days	30 日					
EditDelete		000000003	60 Days	60 日					
EditDelete		000000004	90 Days	90 日					
EditDelete		000000005	A3	A3					
EditDelete		000000006	A4	A4					
EditDelete		000000007	About Customer	お客様について					
EditDelete		000000008	Account	アカウント					
EditDelete		000000009	Account Budget	アカウントの予算					
EditDelete		000000010	Account Cash Flow	キャッシュフロー					
EditDelete		000000011	Account Cash Flow	アカウントキャッシュフ...					
EditDelete		000000012	Account Cash Flow Code	アカウントキャッシュフ...					
EditDelete		000000013	Account Category	カテゴリ					
EditDelete		000000014	Account Category	アカウントカテゴリ					
EditDelete		000000015	Account Category Code	アカウントカテゴリコード					

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15.1 System Tables — the list screen

WHAT THE SCREEN SHOWS

Columns: Manual Code Label Japanese Chinese Korean Hindi Malay

Buttons on this screen: Add Close Functions Edit Delete

STEP BY STEP

- 1 Open **Menu › System › System Tables**.
- 2 Click the tab for the table you want.
- 3 Click **Add** for a new entry, or **Edit** to change one.
- 4 Fill in the entry and save it.

THE TABS

Tab	What it holds
Labels	The interface labels, with their Japanese, Chinese, Korean, Hindi and Malay translations. This is what the language switcher reads.
Code Tables	General code lists used across the system.
Discounts	The discounts that may be chosen on documents.
Pay Types	How money may be paid or received: cash, cheque, transfer.
Tax Types	The tax treatments applied to purchases and sales.
Units	The units items are counted in.
Terms	The payment terms offered to customers and given by suppliers.
Article Account Groups	How articles are grouped against ledger accounts.
Other Article	Further article definitions.
Audit Trail Log	Who did what, and when, across the whole company.
Closing Tables	The period closing settings.
Calendar Tables	The accounting calendar.
Frequently Asked Questions	The entries shown behind the help button in the top bar.
Form Module	The list of forms rights are granted against on the user record.

WHAT YOU SHOULD SEE

The new entry becomes selectable wherever that table is used.

BEFORE YOU CLICK

Warning. These tables are referenced by existing documents. Changing the meaning of an entry changes how old documents read. Add a new entry rather than re-purposing an old one.

Warning. Do not delete a term, unit or tax type that documents already use.

The **Audit Trail Log** tab is the first place to look when somebody asks who changed a document.

15.2 Settings

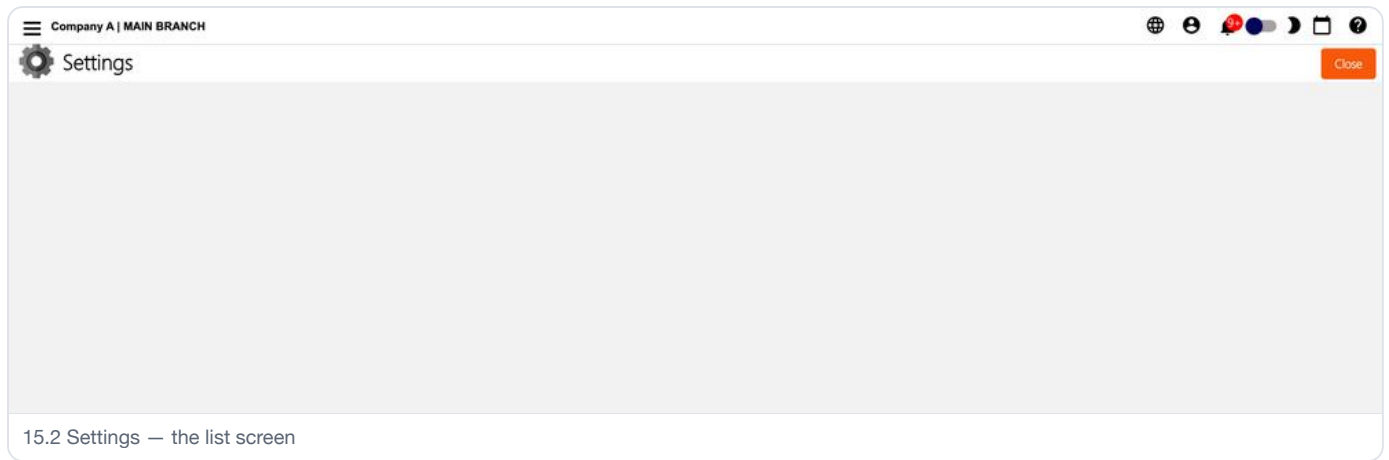
PURPOSE

The Settings screen is where per-installation options are meant to be kept. It is what the **Account** entry in the top-bar menu opens.

HOW TO GET THERE

The **account** button in the top bar › **Account**. There is no entry for this screen in the navigation drawer.

`/office/system-settings`



WHAT THE SCREEN SHOWS

Buttons on this screen: 

STEP BY STEP

- 1 Click the **account** button in the top bar.
- 2 Choose **Account**. The Settings screen opens.
- 3 Click **Close** to go back.

WHAT YOU SHOULD SEE

A screen headed Settings.

BEFORE YOU CLICK

Warning. In this pre-production environment the screen opens with nothing on it but its title and a **Close** button: no settings are offered, even to an administrator. There is therefore nothing this manual can tell you to change here. Company-wide options live on *Company Settings* and your own preferences on *User Settings*, both covered below.

15.3 Company Settings

PURPOSE

Company Settings holds the options that apply to your whole organisation: the branches you operate, the company-wide behaviour of easyFS, and the settings the BIR's Computerised Accounting System rules require.

HOW TO GET THERE

Address `/office/system-company-settings`. There is no entry for this screen in the navigation drawer.

Company A | MAIN BRANCH

Company Detail

Lock

Unlock

Close

Sample Trading 01

0000000001

Company Code

Manual Code
0000000001

TIN
000-000-000-002

Email Address
sample01@example.com

Company
Company A

Business Style
Sample Trading 01

Address
04 Sample Street, Sample City

☐ Is VAT Exempt

Cost Method

Zipcode
6500

Series Range from
CI-000000000001

Series Range to
CI-99999999999

Branches

Company Settings

BIR CAS Settings

Add

		Code	Manual ...	Branch	Address	TIN	
Edit	Delete	0000000001	0000000001	MAIN BRANCH	01 Sample Street, Sample City	000-000-000-001	
Edit	Delete	0000000002	0000000002	MAIN BRANCH	02 Sample Street, Sample City	000-000-000-001	
Edit	Delete	0000000003	0000000003	MAIN BRANCH	03 Sample Street, Sample City	000-000-000-001	

I<

<

1 / 1

>

I>

Created By: Sample Person 01
Created Date / Time: August 23, 2020 12:00 AM

Updated By: Sample Person 01
Updated Date / Time: September 08, 2026 05:59 PM

15.3 Company Settings — the list screen

WHAT THE SCREEN SHOWS

Columns: Code Manual Code Branch Address TIN

Buttons on this screen: Lock Unlock Close Add Edit Delete

STEP BY STEP

- 1 Open Company Settings at the address above.
- 2 Click the tab you need: **Branches**, **Company Settings** or **BIR CAS Settings**.
- 3 On **Branches**, use **Add** for a new branch or **Edit** to change one.
- 4 Make the change and save it.
- 5 Use **Lock** when the settings are final, and **Unlock** if they have to be reopened.

THE TABS

Tab	What it holds
Branches	Every branch of the company, with its code, name, address and TIN. This is the list the branch selector in the top bar reads.
Company Settings	The company-wide options.
BIR CAS Settings	The settings the statutory reports depend on. These are what the BIR permit covers.

WHAT YOU SHOULD SEE

The setting applies to everybody working in that company.

BEFORE YOU CLICK

- Warning. The BIR CAS settings and the branch TINs print on statutory documents. Have your accountant confirm a change before you save it.
- Warning. Company settings interact with the accounting. Try a change against a test document before letting it loose on live entry.

15.4 User Settings

PURPOSE

User Settings is your own corner of easyFS: the accounts tied to your user, and your password.

HOW TO GET THERE

Address /office/system-user-settings. There is no entry for this screen in the navigation drawer.

Company A | MAIN BRANCH

User Detail

LockUnlockClose

Sample Person 01

admin

Usernameadmin

Change Password

FullnameSample Person 01

CompanyCompany A

BranchMAIN BRANCH

Account

Add

		Account Code	Account	User	
Edit	Delete	0000000001	Cash on Hand - Direct Sales	Sample Person 01	
Edit	Delete	0000000003	Cash on Hand - Dealers	Sample Person 01	

I<<1 / 1>>I

Created BySample Person 02
Created Date / Time:

Updated BySample Person 02
Updated Date / Time:

15.4 User Settings — the list screen

WHAT THE SCREEN SHOWS

Columns: Account Code Account User

Buttons on this screen: Lock Unlock Close Change Password Add Edit Delete

STEP BY STEP

- 1

Open User Settings at the address above.
- 2

Open the **Account** tab.
- 3

To change your password, click **Change Password** and follow the prompts.
- 4

Use **Add**, **Edit** and **Delete** to maintain the account rows.
- 5

Save.

THE TABS

Tab	What it holds
Account	The accounts associated with your user, listed by account code, account and user.

BUTTONS WORTH KNOWING

Button	What it does
Change Password	Sets a new password for your own sign-in. Nobody, including an administrator, can read your existing one.

WHAT YOU SHOULD SEE

The change applies to your account.

BEFORE YOU CLICK

Change your password from here rather than asking an administrator to reset it: a reset is recorded against them, a change is recorded against you.

Appendix A — Every screen and its address

The complete inventory of screens covered by this manual, in menu order. The address is what appears in the browser; support staff can use it to be sure everyone is talking about the same screen.

§	Module	Screen	Address
5.1	Dashboard	Dashboard	/office/dashboard
6.1	Master Files	Item	/office/inventory/setup-item-list
6.2	Master Files	Item (Draft)	/office/inventory/setup-draft-item-list
6.3	Master Files	Customer	/office/sales/setup-customer-list
6.4	Master Files	Customer (Draft)	/office/sales/setup-customer-draft
6.5	Master Files	Supplier	/office/purchases/setup-supplier-list
6.6	Master Files	Supplier (Draft)	/office/purchases/setup-supplier-draft
6.7	Master Files	Company	/office/system-company-list
6.8	Master Files	Users	/office/system-user-list
6.9	Master Files	Chart of Accounts	/office/financials/setup-chart-of-accounts
6.10	Master Files	Bank	/office/financials/setup-bank-list
6.11	Master Files	Currency	/office/financials/setup-currency-list
7.1	Purchases	Purchase Request	/office/purchases/activity-purchase-request-list
7.2	Purchases	Purchase Order	/office/purchases/activity-purchase-order-list
7.3	Purchases	Purchase Order (Draft)	/office/purchases/activity-draft-purchase-order-list
7.4	Purchases	Receiving Receipt	/office/purchases/activity-receiving-receipt-list
7.5	Purchases	Receiving Receipt (Draft)	/office/purchases/activity-draft-receiving-receipt-list
7.6	Purchases	Disbursement	/office/purchases/activity-disbursement-list
7.7	Purchases	Disbursement (Draft)	/office/purchases/activity-draft-disbursement-list
7.8	Purchases	Debit Memo	/office/purchases/activity-payable-memo-list
7.9	Purchases	Accounts Payable Reports	/office/report/accounts-payable
8.1	Sales	Sales Order	/office/sales/activity-sales-order-list
8.2	Sales	Sales Order (Draft)	/office/sales/activity-draft-sales-order-list
8.3	Sales	Sales Invoice	/office/sales/activity-sales-invoice-list
8.4	Sales	Sales Invoice (Draft)	/office/sales/activity-draft-sales-invoice-list
8.5	Sales	Collection	/office/sales/activity-collection-list
8.6	Sales	Collection (Draft)	/office/sales/activity-draft-collection-list
8.7	Sales	Credit Memo	/office/sales/activity-receivable-memo-list
8.8	Sales	Accounts Receivable Reports	/office/report/accounts-receivable
9.1	Inventory	Stock Transfer Request	/office/inventory/activity-stock-transfer-request-list

§	Module	Screen	Address
9.2	Inventory	Stock Transfer	/office/inventory/activity-stock-transfer-list
9.3	Inventory	Stock Transfer (Draft)	/office/inventory/activity-draft-stock-transfer-list
9.4	Inventory	Stock In	/office/inventory/activity-stock-in-list
9.5	Inventory	Stock In (Draft)	/office/inventory/activity-draft-stock-in-list
9.6	Inventory	Stock Out	/office/inventory/activity-stock-out-list
9.7	Inventory	Stock Out (Draft)	/office/inventory/activity-draft-stock-out-list
9.8	Inventory	Stock Count	/office/inventory/activity-stock-count-list
9.9	Inventory	Stock Withdrawal	/office/inventory/activity-stock-withdrawal-list
9.10	Inventory	Inventory Ledger	/office/inventory/activity-inventory-list
9.11	Inventory	Inventory Reports	/office/report/inventory
10.1	Financials	Bank Reconciliation	/office/financials/activity-bank-reconciliation
10.2	Financials	Bank Reconciliation Report	/office/financials/report-bank-reconciliation-report
10.3	Financials	Bank Reconciliation Summary	/office/financials/report-bank-reconciliation-summary
10.4	Financials	Journal Voucher	/office/financials/activity-journal-voucher-list
10.5	Financials	Journal Voucher (Draft)	/office/financials/activity-journal-voucher-draft
10.6	Financials	Financial Statement Reports	/office/report/financial-statement
10.7	Financials	BIR CAS Reports	/office/report/bir-report
11.1	Check Warehousing	Check Warehousing	/office/check-warehousing/activity-check-warehousing-list
11.2	Check Warehousing	Check Writer	/office/check-warehousing/activity-check-writer
11.3	Check Warehousing	CW Reports	/office/check-warehousing/report-check-warehousing
12.1	Budget	Budget Manager	/office/budget/budget-manager
12.2	Budget	Budget Variance	/office/budget/budget-variance
12.3	Budget	Cash Flow Projection	/office/budget/budget-cash-flow
12.4	Budget	Budget Reports	/office/budget/report-budget-variance
13.1	Fixed Asset	Fixed Asset	/office/fixed-asset/fixed-asset
13.2	Fixed Asset	Asset Disposals	/office/fixed-asset/activity-asset-disposal-list
13.3	Fixed Asset	Fixed Asset Reports	/office/fixed-asset/report-fixed-asset
14.1	Apps	POS	/office/activity-P0S
14.2	Apps	Price	/office/activity-price-list
14.3	Apps	Discount Schedule	/office/activity-discount-schedule-list
14.4	Apps	Easy CM	/office/activity-easy-cm
14.5	Apps	Production Report	/office/report-production

§	Module	Screen	Address
14.6	Apps	Item List Report	/office/report-item-list
15.1	System	System Tables	/office/system-tables
15.2	System	Settings	/office/system-settings
15.3	System	Company Settings	/office/system-company-settings
15.4	System	User Settings	/office/system-user-settings

Appendix B — Reports at a glance

easyFS offers 86 reports across eight report screens. Each screen is covered in its own chapter, with the full list of what it can run. This table is the shortcut: where to go for each question the business asks at month end.

Question	Where to look
Who owes us money, and for how long?	Sales › Accounts Receivable
Who do we owe, and when is it due?	Purchases › Accounts Payable
What is in stock and what is it worth?	Inventory › Inventory Report
Why has the stock figure moved?	Inventory › Inventory Ledger
How did we do this month?	Financials › Financial Statement
Does the bank agree with our books?	Financials › Bank Reconciliation
What do we file with the BIR?	the BIR reports screen
Which cheques are we still holding?	Check Warehousing › CW Reports
Are we running to budget?	Budget › Budget Reports
What do we own, and what has it depreciated to?	Fixed Asset › Reports
Who changed this document?	the Audit button, or System Tables › Audit Trail Log

Appendix C — What this manual could not show you

This manual was written from a pre-production system. A few screens could not be photographed, and the reason matters, so they are listed here rather than quietly left out. Each one is described in its own section from the application itself.

§	Screen	Why
—	Item Query (navigation group)	The navigation drawer lists this group, but in this build it contains no entries and opens no screen. There is nothing to document beyond its presence in the menu.
6.3	Customer	The first customer in the grid never finishes loading: it sits on <i>Please wait</i> with no fields, no error and no failed request, while neighbouring records render in full. The manual is illustrated from one of those. Reported to the development team.
9.1	Stock Transfer Request — printed form	The print request returns HTTP 500, so the browser's PDF viewer shows an empty frame. Eight records were tried. The printed form is therefore not illustrated. Reported to the development team.
9.9	Stock Withdrawal	The demonstration database holds no records, so the detail screen could not be photographed. The written instructions still apply.
12.1	Budget Manager	The demonstration database holds no records, so the detail screen could not be photographed. The written instructions still apply.
12.3	Cash Flow Projection	The demonstration database holds no records, so the detail screen could not be photographed. The written instructions still apply.
14.1	POS	The module opens and its own menu is readable, but every sub-screen answers <i>Sorry, this page is forbidden. You have no rights to access this page</i> even for an administrator, and the request behind it returns HTTP 500. The counter screen could not be photographed. Reported to the development team.
14.2	Price	The demonstration database holds no records, so the detail screen could not be photographed. The written instructions still apply.
14.3	Discount Schedule	The list request returns HTTP 500. The screen still draws its column headings and then shows an empty grid, so it looks like a module with no records rather than a failure. Nothing could be photographed beyond the empty list. Reported to the development team.
14.5	Production Report	The screen opens with nothing on it but its title and a Close button: no parameters and no report. Production is not in use in the demonstration data.
15.2	Settings	The screen opens with nothing on it but its title and a Close button. No settings are offered, even to an administrator, so there is nothing to document. Reported to the development team.

Appendix D — Glossary

Term	Meaning
Article	A sub-analysis under a ledger account, used to break a single account into the parts the business wants to see separately.
Base amount	A foreign-currency amount converted into your own currency at the document's exchange rate. It is the figure that reaches the ledger.
Branch	An operating location of the company. Documents belong to a branch, and most lists and reports can be filtered by it.
CI	Collection, the document that records money received from a customer.
CM	Credit Memo, which reduces what a customer owes.
CV	Cash Voucher, the disbursement document that records money paid out.
Draft screen	A staging list holding records imported from outside easyFS, which become real documents only when posted.
IL	Inventory Ledger, the running record of stock movements.
IN / OT	Stock In and Stock Out: stock brought on to or taken off the books without a purchase or a sale.
JV	Journal Voucher, a hand-written accounting entry.
Lock	The action that makes a document final: it moves stock, writes the journal entry and creates the balance owing.
Manual No.	The number from your own paper form, recorded alongside the number easyFS issues.
PO	Purchase Order, the commitment sent to a supplier.
PR	Purchase Request, the internal ask that precedes a Purchase Order.
PDC	Post-dated cheque, tracked through Check Warehousing.
RR	Receiving Receipt, which records goods actually received and creates the payable.
SC	Stock Count, the physical count and the adjustment it produces.
SI	Sales Invoice, which bills the customer, reduces stock and creates the receivable.
SKU code	The code that identifies an item on every document.
SO	Sales Order, the customer's order before it is invoiced.
ST / STR	Stock Transfer and Stock Transfer Request, which move stock between branches.
TIN	Tax Identification Number, required on statutory documents in the Philippines.
WTAX	Withholding tax: tax deducted from a supplier payment and remitted on the supplier's behalf.