1.Purchase Order Creation using Form (format provided)

2. Upon creation of PO it shall be validated and approved by authorized personnel

2. Once approved, someone will mark it as approve and mark as waiting for payment

3. Upon payment it will be recorded as sales (creation of sales invoice) and ready for preparation and delivery.

(For staggered payment, there will be a monitoring datasheet)

4. There should be a running balance of paid and unpaid PO every day.

5. There shall be a Summary of Purchase of each Customer every Month

6. Generate Sales Report per class (Ex. Distribution, CGD, ICGD, Dog Training, etc)

7. Billing statement creation and monitoring

7. Recording of Account Receivables (details of transaction, terms, amount, and collection date)

8. Recording of Accounts Payable and Purchases (details of transaction, terms, due date)

9. Recording of expenses per classification and department (rentals, office, marketing and etc)

10. Generate monthly reports

1. Total Sales

2. Cost of Goods Sold/Cost of Sales

2. Total Unpaid PO

3.Total Receivables

4. Total Payables

5. Total Expenses

6. Income Statement

7. Balance Sheet

Additional Features

Setting Up Masters Lists (Creating of Company File)

1. Chart of Accounts

2. Vendor List

3. Customer List

4. Item List