

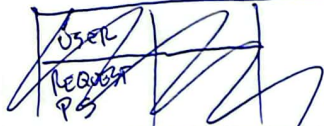
LOG-IN

USER

(Email Address)

PASSWORD

(Expired)



HOME

LOGO/
COMPANY
NAME

UPLOAD

REPORT

SETTINGS

SETTING

→ Profile (name / TRN / Address)

→ Template

* Sales

* Supplier

→ Doc Type (Invoice, PO, Receipt, Deposit slip)

→ Amount CODE / COA

1. DAILY REPORT SUMMARY (showing # of doc. upload processed or move to archived)

2. Export to Excel (date Range)

3. Back-up Invoice copy (Named company / Year / last)

4. Back-up Database

TO-DO

PROCESSED

ARCHIVED

FILE NAME (COMPANY NAME)
YEAR / INVOICE

ZOOM-IN(OUT)

ROTATE (LEFT/RIGHT)

PUBLISH

TRANSACTION DETAILS

* DOC. TYPE

* SUPPLIER NAME

* INVOICE #

* Date

* TERMS

* Description - Qty -

* Gross

* VAT

* Discount

* NET AMOUNT

COPY

Processing / Doi / Supplier / Invoice / DATE / TERMS / DESCRIPTION / QTY / AMOUNT / DISCOUNT / VAT / ACCOUNT
Date TYPE Name \$

→ EXCEL TEMPLATE