



# GENERAL LEDGER

## REFERENCE FILES



**WELCOME TO**



**GENERAL LEDGER MODULE**  
**NAYSA Financials V10**

## Logging In



Each process owner shall be provided with unique User Name and Password. The system administrator shall assign access rights for each process owner



Do you have your own User Name?  
Do you know you Password?



How to login to the system?

1. NAYSA defaults the company name set in the Company Identification File.
2. Enter a valid Username.
3. Enter a valid Password.

4. Click the  button to close NAYSA.

5. Click the  button to access NAYSA.

6. Click the  button to start navigating.

## System Configuration

Start by setting up reference and master files.



All reference and master file are user-defined. Only the authorized user can create and update the details.



You cannot proceed with the saving of reference file if mandatory field is blank.

## Begin by creating the Chart of Accounts

You can create by navigating from the menu by choosing **Reference Files>Chart of Accounts**

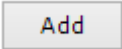
Chart of Accounts - □ ×

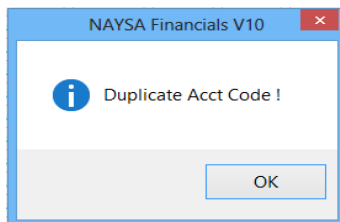
Acct Code <input type="text"/>	Conso Code <input type="text"/> ...	Registered by <input type="text"/>	
Account Name <input type="text"/>	Consolidation <input type="text"/>	Registered Date <input type="text"/>	
Type <input type="text"/>	Old Code <input type="text"/>	Last Updated by <input type="text"/>	
Account Grp <input type="text"/>	Acct Class <input type="text" value="Regular Acct"/>	Last Updated Date <input type="text"/>	
Acct Bal <input type="text"/>			
SL Req <input type="text"/>			
RC Req <input type="text"/>			

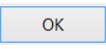
Acct Code	Account Name	Type	Acct Grp	Acct Bal	SL Req	RC Req	Cons Code	Cons Desc	Acct Class	Old
Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contal... ▼	Cont... ▼	Cont... ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contal... ▼
10001	PETTY CASH FUND	Balance Sheet	Asset	Debit	Yes	Yes	10001	Cash	Petty Cash Acct	
10002	CASH ON HAND	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10003	CIB - MBTC (CA 007-417-01109-5)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10004	CIB - BDO (CA 000618007449)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10005	CIB - CBC (CA 113-130098-2)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10006	CIB - BPI (CA 4661-0027-81)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10007	CIB - ABC (CA 0231026118)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10008	CIB - AUB (CA 009010000484)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10009	CIB - BDO (SA 000610045318)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10010	CIB - CBC (SA 1013988914)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10011	CIB - EWB (CA 7302007629)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10012	CIB - MBTC (SA 4173417014560)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10013	CIB - SBC (CA 0331015719001)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10014	CIB - UBP (CA 005030010920)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10015	CIB - BPI (CA 4661-0047-68)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10016	CIB - UCPB (CA 001240026368)	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10029	CASH IN BANK	Balance Sheet	Asset	Debit	No	No	10001	Cash	Regular Acct	
10030	TRADE RECEIVABLES	Balance Sheet	Asset	Debit	Yes	No	10002	Accounts Receivable	Receivable Acct	
10031	ALLOWANCE FOR DOUBTFUL ACCT	Balance Sheet	Asset	Credit	Yes	No	10002	Accounts Receivable	Regular Acct	



How to navigate to the system?

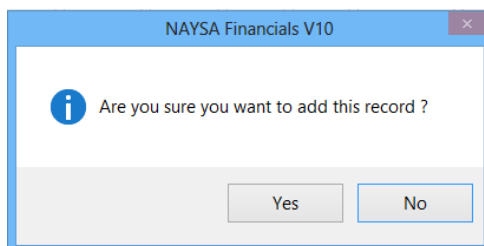
1. Click the  button to add a new record.
2. Set up a new Account Code. NAYSA validates duplicate Account Code. A screen below is displayed.



Click the  button to create a unique code.

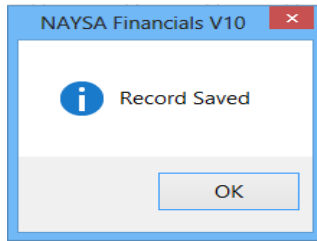
3. Create a GL Account Name.

4. View a valid Account Type to generate the GL Account Summary. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.
5. View a valid Account Group to identify the GL Account. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.
6. View the normal Account Balance. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.
7. Tag if the GL Account requires a Subsidiary Ledger. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.
8. Tag if the GL Account requires a Responsibility Center. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.
9. View a valid Consolidation Code. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.
10. Encode the old Account Code as reference, if a new set of GL Account Code shall be used.
11. View a valid Account Classification. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.
12. Click the  button to save the newly created record. A screen below is displayed



13. To cancel the saving of the new record, click the  button.

14. To add the new GL Account created, click the  button. A screen below is displayed.

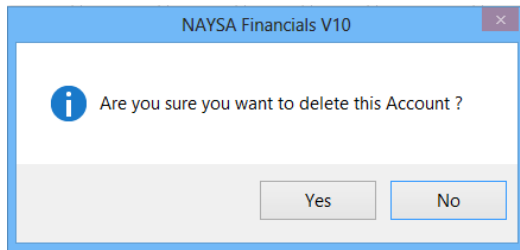


Click the  button to confirm. NAYSA clears the screen to allow setting up of another GL Account.

15. To print the Chart of Account Listing, click the  button.

16. To reset the display of information by clearing the screen, click the  button.

17. To delete a record, click the  button. A screen below is displayed.



18. To cancel the deletion of a record, click the  button.

19. To proceed with the deletion of a record, click the  button.

20. To update the details of an existing GL Account, select a GL Account and double click.

21. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

22. NAYSA provides the information of each GL Account. The following details are grayed out for viewing only.

- Registered By
- Registered Date
- Last Updated By
- Last Updated Date

23. Click the  button at the upper right most of the screen to exit from Chart of Account Master File.

The next step is to setup is to setup Bank Masterfile.

You can create by navigating from the menu by choosing **Reference Files>Bank Master File**

Bank Accounts

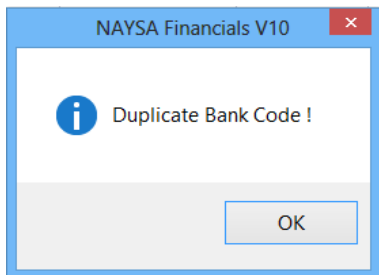
Bank Code	<input type="text"/>	Bank Type	<input type="text"/>	Registered by	<input type="text"/>
Acct Code	<input type="text"/>	Bank Branch	<input type="text"/>	Registered Date	<input type="text"/>
Acct Name	<input type="text"/>	Address1	<input type="text"/>	Last Updated by	<input type="text"/>
Bank Acct No	<input type="text"/>	Address2	<input type="text"/>	Last Updated Date	<input type="text"/>
Acct Type	<input type="text"/>	Contact Person	<input type="text"/>	<input type="button" value="View Bank Types"/>	
Last Check No	<input type="text"/>	Contact No	<input type="text"/>	<input type="button" value="Add"/>	
Currency	<input type="text"/>	Position	<input type="text"/>	<input type="button" value="Reset"/>	
				<input type="button" value="Save"/>	
				<input type="button" value="Print"/>	
				<input type="button" value="Delete"/>	

Bank Code	Bank Type	Acct Code	Account Name	Bank Acct No	Acct Type	Last Check No	Currency	Bank Branch
Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼
11014	MBTC	10003	CIB - MBTC		Savings		Philippine Peso	Dela Rosa
11015	BDO	10004	CIB - BDO		Current	0000001434	Philippine Peso	Dela Rosa
11016	CBC	10005	CIB - CBC		Savings		Philippine Peso	Dela Rosa
11017	BPI	10006	CIB - BPI				Philippine Peso	Dela Rosa




How to navigate to the system?

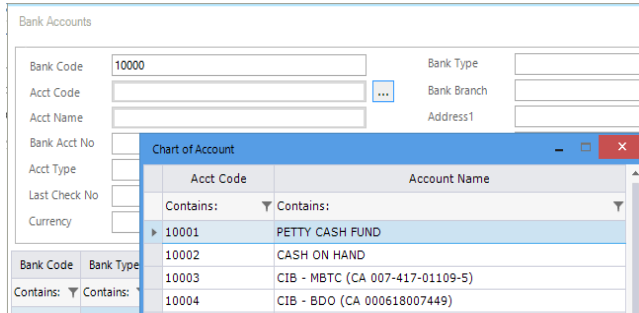
1. Click the  button to add a new record.
2. Set up a new Bank Code. NAYSA validates duplicate Bank Code. A screen below is displayed.



Click the  button to create a unique code.




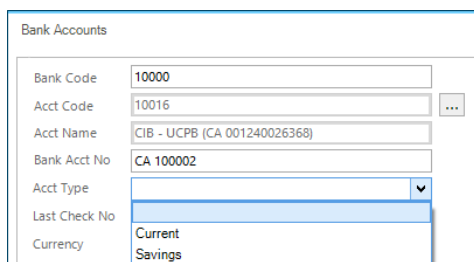
3. View a valid Cash in Bank GL Account to be crossed matched with the new bank code. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.



The screenshot shows the 'Bank Accounts' form. The 'Bank Code' field is set to '10000'. The 'Acct Code' field has a dropdown arrow icon. A 'Chart of Account' window is open, displaying a list of accounts. The 'Acct Code' column and 'Account Name' column are visible. The 'Contains:' dropdown is set to 'Contains:'. The list shows the following accounts:

Acct Code	Account Name
10001	PETTY CASH FUND
10002	CASH ON HAND
10003	CIB - MBTC (CA 007-417-01109-5)
10004	CIB - BDO (CA 000618007449)


4. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.
5. Double click to select a Cash in Bank-GL Account.
6. NAYSA displays the GL Account Name automatically.
7. Encode the Bank Account Number.
8. View a valid Account Type. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.

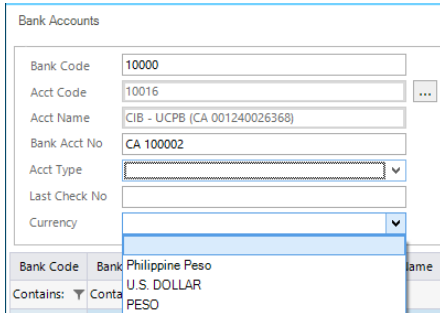


The screenshot shows the 'Bank Accounts' form. The 'Bank Code' field is set to '10000'. The 'Acct Code' field is set to '10016'. The 'Acct Name' field is set to 'CIB - UCPB (CA 001240026368)'. The 'Bank Acct No' field is set to 'CA 100002'. The 'Acct Type' field has a dropdown arrow icon. A dropdown list is open, showing the following options:

Acct Type
Current
Savings

9. Scroll down to select a bank Account Type.
10. Double click to select.
11. Assign the Last Check Number.

12. View a valid Currency. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.




Bank Accounts

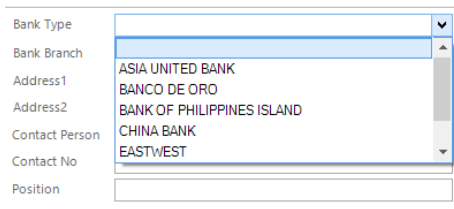
Bank Code	10000
Acct Code	10016
Acct Name	CIB - UCPB (CA 001240026368)
Bank Acct No	CA 100002
Acct Type	
Last Check No	
Currency	

Bank Code Bank Philippine Peso  
 Contains: U.S. DOLLAR  
 PESO

13. Scroll down to select a valid Currency.

14. Double click to select.

15. View a valid Bank Type. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.



Bank Type  
 Bank Branch  
 Address1  
 Address2  
 Contact Person  
 Contact No  
 Position

ASIA UNITED BANK  
 BANCO DE ORO  
 BANK OF PHILIPPINES ISLAND  
 CHINA BANK  
 EASTWEST

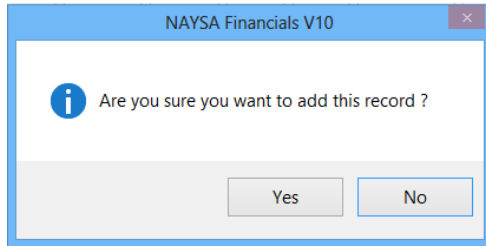
16. Scroll down to select a valid Bank Type.

17. Double click to select.

18. Encode the following:

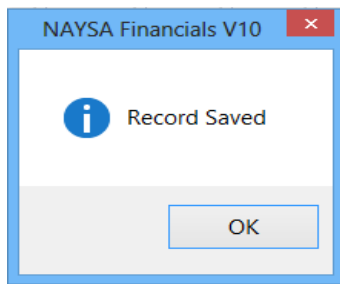
- Bank Branch.
- Bank Address 1
- Contact Person
- Contact Number
- Position

24. Click the **Save** button to save the newly created record. A screen below is displayed



25. To cancel the saving of the new record, click the **No** button.

26. To add the new Bank Account details created, click the **Yes** button. A screen below is displayed.

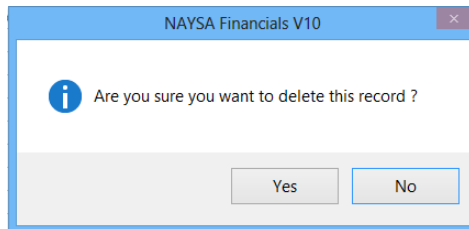


Click the **OK** button to confirm. NAYSA clears the screen to allow setting up of another Bank Account details.

27. To print the Bank Account Listing, click the **Print** button.

28. To reset the display of information by clearing the screen, click the **Reset** button.

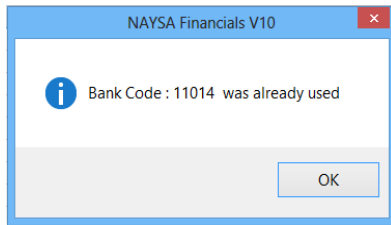
29. To delete a record, click the **Delete** button. A screen below is displayed.

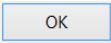


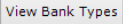
30. To cancel the deletion of a record, click the **No** button.

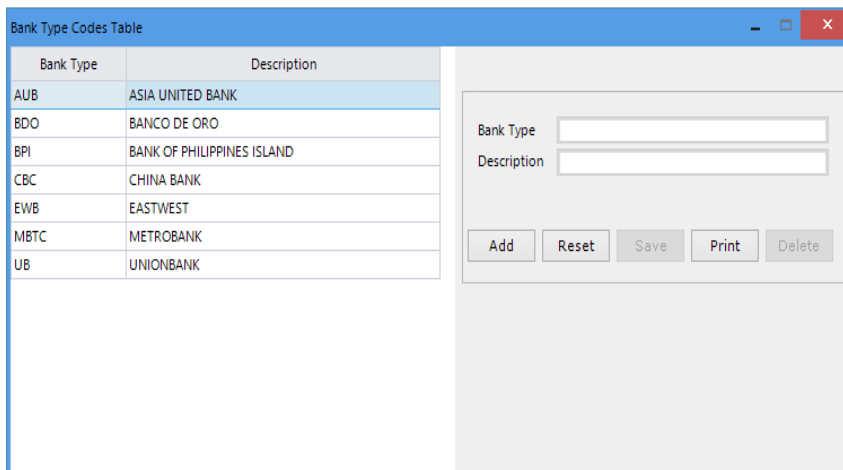
31. To proceed with the deletion of a record, click the **Yes** button.

32. NAYSA validates a record for deletion. Deleting a Bank Account details with existing transaction, a message below is displayed:




33. Click the  button to exit.
34. To update the details of an existing Bank Account details, select a Bank Account and double click.
35. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.
36. NAYSA provides the information of each Bank Account. The following details are grayed out for viewing only.
- Registered By
  - Registered Date
  - Last Updated By
  - Last Updated Date

19. To view and add a new Bank Type if it not available in the Bank Type drop list, click the  button. The link to set up a Bank Type reference file is enabled as shown below.



The process to create a new record is explained in the Global Reference File User Guide.

20. Click the  button at the upper right most of the screen to exit from Bank Master File.

The next step is to setup is to setup Subsidiary Ledger Master Data

You can create by navigating from the menu by choosing **Reference Files>S/L Master Data**

NAYSA initially displays a screen to create a new SL Type.

S/L Type	Description
AD	ADVANCES
AF	AFFILIATES
BK	BANK
CP	CONSTRUCTION IN PROGRESS
CU	CUSTOMER
EM	EMPLOYEE
EX	EXPENSES
PM	PURCHASES-MANUFACTURING
PT	PURCHASE-TRADING
SA	SA
SH	SHAREHOLDER
SU	SUPPLIER
TT	TEST

Buttons: Reset, Print

Form fields: SL Type, Description

Buttons: Add, Edit, Save, Delete


Checkboxes: ☐ Show All G/L Account

Buttons: Display Matched S/L Type with G/L Accounts, Save Matched G/L Accounts

Select	Account Name	Acct Code	SL Req
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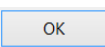
How to navigate to the system?



1. Click the  button to add a new record.
2. Set up a new SL Type. NAYSA validates duplicate SL Type. A screen below is displayed.

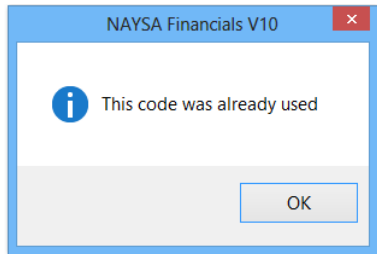
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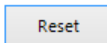

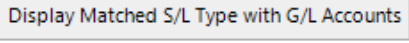
**i** Duplicate SL Type

OK

Click the  button to create a unique code.

3. Click the  button to edit existing SL Type by highlighting the record to edit.
4. NAYSA does not allow editing of SL Type code.
5. Click the  button to delete a record by highlighting the record.
6. NAYSA validates the deletion if record for deletion was already used in the system.



7. Click the  button to clear the screen.
8. To print the SL Type Listing, click the  button.
9. To match a GL Account per SL Type. Highlight a record, click the  button to view previously matched GL Account.

The screenshot shows the "S/L Master Data" window with the "S/L Type Matching" tab selected. The window is divided into several sections:

- S/L Type Listing:** A table with columns "S/L Type" and "Description". It lists various types like AD (ADVANCES), AF (AFFILIATES), BK (BANK), CP (CONSTRUCTION IN PROGRESS), CU (CUSTOMER), EM (EMPLOYEE), EX (EXPENSES), PM (PURCHASES-MANUFACTURING), PT (PURCHASE-TRADING), SA (SA), SH (SHAREHOLDER), SU (SUPPLIER), and TT (TEST).
- Buttons:** "Reset" and "Print" buttons are located below the listing.
- Form Fields:** At the bottom, there are input fields for "SL Type" (containing "SU") and "Description" (containing "SUPPLIER"). Below these are "Add", "Edit", "Save", and "Delete" buttons.
- Matched Accounts Section:** On the right, there is a section titled "Display Matched S/L Type with G/L Accounts" and "Save Matched G/L Accounts". It contains a table with columns "Select", "Account Name", "Acct Code", and "SL Req".
 

Select	Account Name	Acct Code	SL Req
<input checked="" type="checkbox"/>	INPUT TAX	10035	Yes
<input checked="" type="checkbox"/>	DEFERRED INPUT TAX	10036	Yes
<input checked="" type="checkbox"/>	ACCOUNTS PAYABLE	20001	Yes
<input checked="" type="checkbox"/>	WITHHOLDING TAXES - EXPANDED	20011	Yes
- Footer:** A checkbox labeled "Show All G/L Account" is at the bottom right.

10. Click the  **Show All G/L Account** box to view all GL Account. Select a new GL Account to be matched per SL Type.

Select	Account Name	Acct Code	SL Req
<input checked="" type="checkbox"/>	INPUT TAX	10035	Yes
<input checked="" type="checkbox"/>	DEFERRED INPUT TAX	10036	Yes
<input checked="" type="checkbox"/>	ACCOUNTS PAYABLE	20001	Yes
<input checked="" type="checkbox"/>	WITHHOLDING TAXES - EXPANDED	20011	Yes
<input type="checkbox"/>	PETTY CASH FUND	10001	Yes
<input type="checkbox"/>	TRADE RECEIVABLES	10030	Yes
<input type="checkbox"/>	ALLOWANCE FOR DOUBTFUL ACCT	10031	Yes
<input type="checkbox"/>	ADVANCES TO SUPPLIER	10034	Yes
<input type="checkbox"/>	REFUNDABLE DEPOSITS	10053	Yes

11. Click  to save the SL Type Matched to selected GL Account.

12. Click the SL Master file Tab to create and update Subsidiary Ledgers per SL Type.

S/L Master Data

S/L Type: **SUPPLIER**

S/L Code:

S/L Description:

TIN:


Address1:

Address2:

Address3:

**Add** **Edit** **Save**  
**Reset** **Print** **Delete**

S/L Code	S/L Description	TIN	Address
SU000001	AQUATIC FOOD MANUFACTURING CORPORATION	006-286-047-0000	
SU000002	ASIA INSURANCE PHILIPPINES CORPORATION	000-740-925-0000	
SU000003	B2BE COM PHILIPPINES INC	007-005-258-0000	
SU000004	BAYAN TELECOMMUNICATIONS INCORPORATED	000-774-471-0000	
SU000005	BDO UNIBANK INC	000-708-174-0000	
SU000006	BUREAU OF INTERNAL REVENUE		
SU000007	CASH		
SU000008	CECILIA ARCALES		
SU000009	COLONY CLOTHING CORPORATION	007-302-847-0000	
SU000010	CROCODILE TAPE AND CO INC	001-837-622-0000	
SU000011	DEBBIE KAREN KOA AND ASSOCIATES	161-578-876-0000	
SU000012	DENOVO EXPRESS ENDEAVOURS CORP	006-891-584-0000	
SU000013	EDWIN ESCABUSA		
SU000014	EMERSON TORNIO		
SU000015	EVELYN OBERA		
SU000016	FAIR N SQUARE EMPORIUM INC	000-297-462-0000	
SU000017	FIRE BUSTER INDUSTRIES	103-893-289-0000	
SU000018	GEMMALYN MARAÑO		
SU000019	GFI ENTERPRISES INC	000-332-211-0000	
SU000020	GLAM BUSINESS CENTER	911-353-790-0000	
SU000022	HOLSUM FOODS INC	000-295-793-0000	
SU000023	HOME DEVELOPMENT MUTUAL FUND		

13. View a valid SL Type. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the encoding of transaction. Saving is not allowed if this field is blank.

S/L Type: **SUPPLIER**

S/L Code: **PURCHASE-TRADING**


S/L Description: **SA SHAREHOLDER**

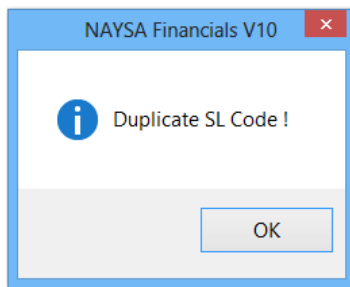
TIN: **SUPPLIER**

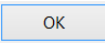
Address1: **TEST**

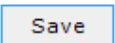
Address2:

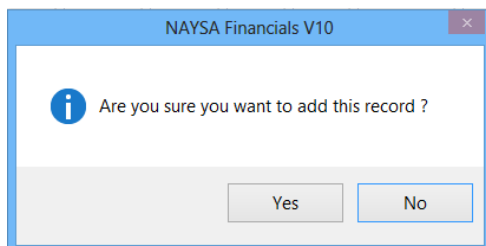
Address3:

14. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.
15. Double click to select a SL Type.
16. NAYSA displays the SL Type Description automatically.
17. Click the  button to add a new record.
18. Set up a new SL Code. NAYSA validates duplicate SL Code. A screen below is displayed.



Click the  button to create a unique code.

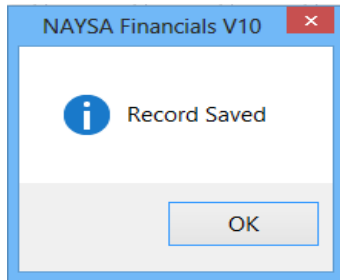
19. Encode SL Description.
20. Encode the reference TIN.
21. Encode the following addresses:
  - Address1
  - Address2
  - Address3
22. Click the  button to save the newly created record. A screen below is displayed



23. To cancel the saving of the new record, click the  button.



24. To add the new Subsidiary Ledger details created, click the  button. A screen below is displayed.



Click the  button to confirm. NAYSA clears the screen to allow setting up of another Subsidiary Ledger details.

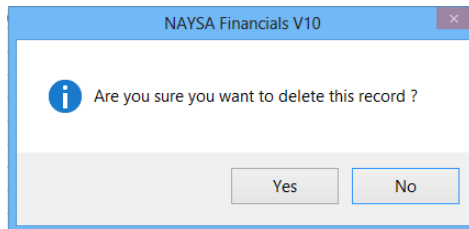
25. To print the Subsidiary Ledger Master File Listing, click the  button.

26. Click the  button to clear the screen.

37. Click the  button to edit existing SL Code by highlighting the record to edit.

38. NAYSA does not allow editing of SL Code.

39. To delete a record, click the  button. A screen below is displayed.

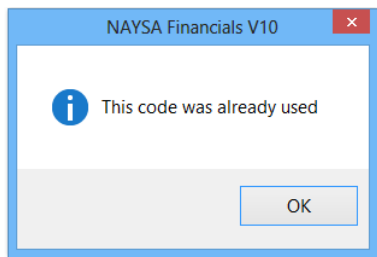


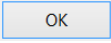

40. To cancel the deletion of a record, click the  button.

41. To proceed with the deletion of a record, click the  button.

27. Click the  button to delete by highlighting the record.

28. NAYSA validates the deletion, Deleting a Subsidiary Ledger with existing transaction, a message below is displayed:



42. Click the  button to exit.
43. To update the details of an existing Subsidiary Ledger, highlight the Subsidiary Ledger and double click.
29. Click the  button at the upper right most of the screen to exit from S/L Master Data.

The next step is to setup is to setup Responsibility Center, the cost and profit center.

You can create by navigating from the menu by choosing **Reference Files>Responsibility Center**

The screenshot shows a window titled "Responsibility Center". It contains a table with two columns: "Code" and "Description". The table has four rows of data:

Code	Description
MM C	Metro Manila Staff
MM D	Metro Manila Delivery
MM M	Metro Manila Merchandisers
MM S	Metro Manila Sales

To the right of the table is a form with two input fields: "Code" and "Description". Below these fields are five buttons: "Add", "Reset", "Save", "Print", and "Delete".

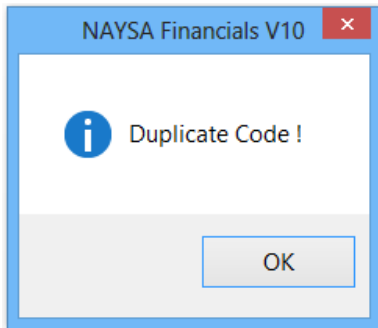


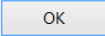
How to navigate to the system?

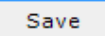
1. Click the  button to add a new record.

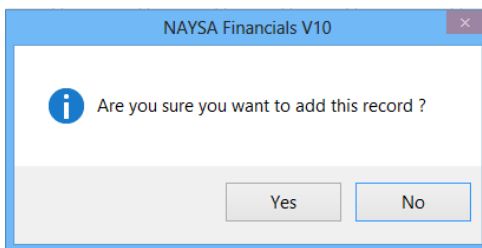
This is a close-up of the form area from the previous screenshot. It shows the "Code" and "Description" input fields. Below them are the buttons: "Add", "Reset", "Save", "Print", and "Delete". The "Add" button is highlighted with a red border.

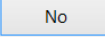
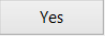
2. Set up a new Responsibility Center Code (RC Code). NAYSA validates duplicate RC Code. A screen below is displayed.

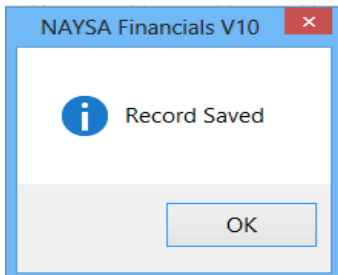


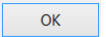
Click the  button to create a unique code.

3. Encode the description.
4. Click the  button to save the newly created record. A screen below is displayed

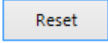




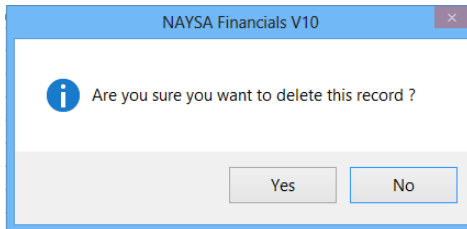
5. To cancel the saving of the new record, click the  button.
6. To add the new Responsibility Center details created, click the  button. A screen below is displayed.

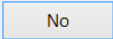
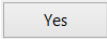



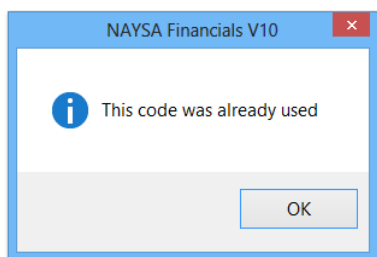
Click the  button to confirm. NAYSA clears the screen to allow setting up of another Responsibility Center details.

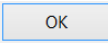

7. To print the Responsibility Center Listing, click the  button.

8. Click the  button to clear the screen.
9. Click the  button to edit existing RC Code by highlighting the record to edit.
10. NAYSA does not allow editing of RC Code.
11. To delete a record, click the  button. A screen below is displayed.



12. To cancel the deletion of a record, click the  button.
13. To proceed with the deletion of a record, click the  button.
14. Click the  button to delete by highlighting the record.
15. NAYSA validates the deletion, Deleting a Responsibility Center with existing transaction, a message below is displayed:



16. Click the  button to exit.
17. To update the details of an existing Responsibility Center, highlight the Responsibility Center and double click.
18. Click the  button at the upper right most of the screen to exit from Responsibility Center.

**Lastly, setup the Financial Statement Consolidation.**

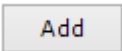
You can create by navigating from the menu by choosing **Reference Files>FS Consolidation Codes**

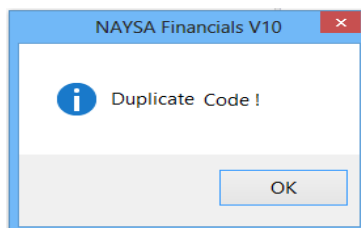
The screenshot shows the 'ConsolidationCodes' window. It has a form at the top for adding new records with fields for Code, Group, Description, Summ Grp, Summ Oper, Top Line, and Bottom Line. There are also fields for Registered by, Registered Date, Last Updated by, and Last Updated Date. Below the form are buttons for Add, Reset, Save, Print, and Delete. Below the buttons is a table with columns: Code, Group, Description, Summ Grp, Summ Oper, Top Line, and Bottom Line. The table contains several rows of data, including 'CURRENT ASSETS' and 'FIXED ASSETS'.

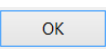
Code	Group	Description	Summ Grp	Summ Oper	Top Line	Bottom Line
10000	Balance Sheet	CURRENT ASSETS				
10001	Balance Sheet	Cash	10099	Added		
10002	Balance Sheet	Accounts Receivable	10099	Added		
10003	Balance Sheet	Merchandise Inventory	10099	Added		
10004	Balance Sheet	Advances to Supplier	10099	Added		
10005	Balance Sheet	Prepaid Custom Duties	10099	Added		
10006	Balance Sheet	Unexpired Insurance	10099	Added		
10007	Balance Sheet	Unused Factory Supplies	10099	Added		
10008	Balance Sheet	Deposit on Core	10099	Added		
10009	Balance Sheet	Input Tax	10099	Added		
10010	Balance Sheet	Input Tax - Imported	10099	Added		
10011	Balance Sheet	Deferred Input Tax	10099	Added		
10012	Balance Sheet	Deferred Import Charges	10099	Added		
10013	Balance Sheet	Prepaid Income Tax	10099	Added		
10014	Balance Sheet	Receivable - BIR (CWHT)	10099	Added		
10015	Balance Sheet	Receivable - Others	10099	Added		
10099	Balance Sheet	Total Current Assets	19999	Added	Single	Single
11001	Balance Sheet	Meralco Deposit	19999	Added		
12000	Balance Sheet	FIXED ASSETS				
12001	Balance Sheet	Land	12099	Added		





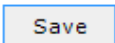


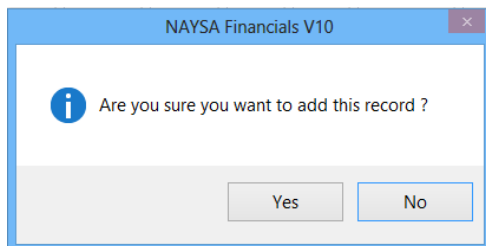
How to navigate to the system?

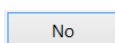
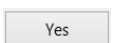
1. Click the  button to add a new record.
2. Set up a new Consolidation Code. NAYSA validates duplicate Consolidation Code. A screen below is displayed.

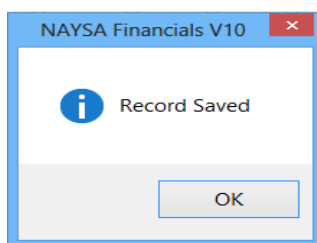


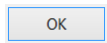
Click the  button to create a unique code.

3. View a valid Account Group to where Consolidation Code shall be generated. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data. Saving is not allowed if this field is blank.
4. Create a Consolidation Description.
5. Encode Summary Group. This is a group code where consolidation codes are summarized.
6. View a valid Summary Operation. This is the formula to be used to generate the total of every Summary Group. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data.
7. View a valid Top Line. This is the line displayed on top of every Summary Group. Select Single or Double Line. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data.
8. View a valid Bottom Line. This is the line displayed on top of every Summary Group. Select Single or Double Line. By clicking the  button, a drop list is displayed for selection. Select the correct information and proceed with the setting up of data.
9. Click the  button to save the newly created record. A screen below is displayed



10. To cancel the saving of the new record, click the  button.
11. To add the new Consolidation Code created, click the  button. A screen below is displayed.

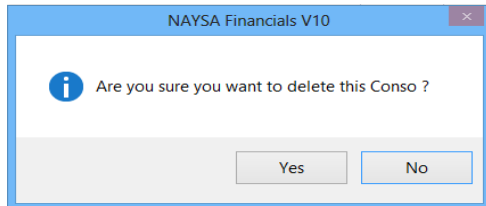


Click the  button to confirm. NAYSA clears the screen to allow setting up of another Consolidation Code.

12. To print the Consolidation Code Listing, click the  button.

13. To reset the display of information by clearing the screen, click the  button.

14. To delete a record, click the  button. A screen below is displayed.



15. To cancel the deletion of a record, click the  button.

16. To proceed with the deletion of a record, click the  button.

17. To update the details of an existing Consolidation Code, select a Consolidation Code and double click.

18. The system provides a powerful engine to search and filter a record in any of the fields in the screen. By typing each character in any part of the selected field, NAYSA filters the record.

19. NAYSA provides the information of each Consolidation Codes. The following details are grayed out for viewing only.

- Registered By
- Registered Date
- Last Updated By
- Last Updated Date

20. Click the  button at the upper right most of the screen to exit from FS Consolidation Codes.