

A. To register a company

Step 1. Go to <http://service.unlibooks.com/>

From the home page, look for this box at the lower right.

A registration form for Unlibooks. At the top, a red button with white text says "30 DAYS FREE TRIAL". Below this, the text "Email Address" is displayed. A white input field contains the email address "jdc@yahoo.com". Underneath the input field, there is a checked checkbox followed by the text "I have read and agree to the Unlibooks End User's Agreement and Terms of Use.". At the bottom of the form is a red button with white text that says "GET STARTED". Below the button, there is a link that says "Or Log In if you already have an account."

Step 2. Fill up e-mail address. (**E-mail address provided must be active for confirmation*)

Step 3. Check the Agreement and Terms of Use.

Step 4. Click get started.

B. To create an account

Step 1. After you click the get started, this box will appear. All field are required to fill up.

*(*Based on your Certificate of Registration from BIR)*

THIS SETUP WILL NOT TAKE YOU MORE THAN 60 SECONDS.

USER ACCOUNT

EMAIL ADDRESS

PASSWORD

CONFIRM PASSWORD

jdc@yahoo.com

THIS INFO. WILL BE DISPLAYED ON REPORTS

BASIC INFORMATION

REGISTERED NAME

REGISTERED ADDRESS

PHONE NO.

FAX NO.

ZIP CODE

RDO CODE

TIN

LINE OF BUSINESS/OCCUPATION:

Dela Cruz, Juan Santos

28 Buendia Ave. Makati City

9411234

9412468

1200

042

000-143-344-000

Telecommunications

METHOD OF DEDUCTION

TYPE OF TAX

☒ ITEMIZED DEDUCTION

☒ VALUE-ADDED TAX

☐ OPTIONAL STANDARD DEDUCTION

☐ PERCENTAGE

PROCEED


1. Email Address *(*Auto-fill up by the system)*
2. Password *(*Must contain atleast 6 characters)*
3. Registered Name (Last Name, First Name, Middle Name for Individuals)
4. Registered Address
5. Phone No.
6. Fax No.
7. Zip Code
8. RDO Code(known as Revenue District Office, where taxpayer is registered)
9. TIN
10. Line of Business/Occupation (from PSIC code known as Philippine Standard Industry Code)
11. Method of Deduction, either
 - a. Itemized Deduction (all ordinary and necessary trade and business expenses paid or incurred during the taxable year) or;
 - b. Optional Standard Deduction (40% of gross sales or gross receipts)
12. Type of Tax, either
 - a. Value Added Tax (amount of actual gross sales or receipts exceed P1,919,500.00) or;
 - b. Percentage (gross annual sales and/or receipts do not exceed P750,000 and who are not VAT-registered)

Step 2. Click Proceed

C. To get started

After you click proceed, this will appear. To start, there will be two options:

1. From the dashboard, you may click create billing or record expense or;



SUPPORTHELPSETTINGSLOGOUT

DASHBOARD

BILLING

EXPENSES

ACCOUNTING

REPORTS

You have 31 day(s) remaining in your trial. **PAY NOW!**

Hi,
Where would you like to get started?

NOTIFICATIONS

* You have posted 0 billing/s yesterday.

* You have 0 open billing/s for posting

* Your Total Cash Collection yesterday is: 0.00

* Your Total Amount Receivable yesterday is: 0.00

* You added 2 new client/s

* Your total expenses yesterday is: 0.00

Watch Video for Demo

How to create a company

How to setup company

Getting Started

How to create billing

How to record payment

How to add new HMO Partner

How to add new Patient

How to add new service

How to record expenses

How to add new vendor

Billings

Month	Amount
January	
February	
March	
April	
May	
June	

Amount - 0.00

Sales for Year 2015

CREATE BILLING

Start Here

January

February

March

April

May

June

Expenses

GL Account	Amount
Water	
Transportation	
Supplies	
Meals	
Fuel	
Electricity	
Communication	

Total Amount - 0.00

Monthly Expenses - February 2015

RECORD EXPENSE

Start Here

Supplies

Electricity

Collected Amount

HMO Partner	Amount
Medicare	
Asian Life	
Medicaid	
Intelliscare	
Value Care	

Total Amount - 0.00

Monthly Collected Amount - February 2015

No Transaction Yet

Medicare

Asian Life

Medicaid

Intelliscare

Value Care

2. Go to billing (to create new cash receipt, to create new billing, to record new payment, to create new client or to create new service item) or go to expenses (to record expense or to add vendor).

DASHBOARD

BILLING

CASH RECEIPT

EXPENSES

ACCOUNTING

REPORTS

COLLECTION

CLIENTS

SERVICE ITEM

DASHBOARD

EXPENSES

BILLING

QUICK EXPENSES

EXPENSES


VENDOR

ACCOUNTING

REPORTS

D. To create new cash receipt

Go to Billing, then select Cash Receipt.



SUPPORT

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DASHBOARD

CASH RECEIPT

BILLING

BILLING

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REPORTS

SERVICE ITEM

You have 28 day(s) remaining in your subscription. **PAY NOW!**

ALL CASH RECEIPTS

EDIT

COPY

DELETE

PRINT PREVIEW

+ CREATE NEW CASH RECEIPT

CASH RECEIPT NO.

SEARCH

Cash Receipt No.	Date	Client Name	Total Amount	Status	Date Reversed
OR-0000001	03 / 02 / 2015	Mike Lee	650.00	Open	

Total :

650.00

Page: 1

Items per page: 25

Page 1 of 1

Step 1. Click create new cash receipt, this will appear. Fill out all the required field.

UPDATE CASH RECEIPT

Client:

client_00002 - Jess Cruz

Address:

Makati City

Inclusive of VAT

☒

OR Number:

OR-0000002

Date Issue:

03/02/2015

Due Date:

03/02/2015

Ref. No.:

ref_002

Discount:

0

%

Service Item	Particular	Vat	Qty	Amount	Net Amount
Internet Connect	After 24 hours before customer can u	Vatable	1	1,599.00	1,599.00

ADD LINE

Sub Total:

1,427.68

Vat:

171.32

Discount:

0.00

Total Billing:

1,599.00

REMARKS:

new customer

SAVE

POST

Step 2. Click Post if done. *(*Once you click Post, it cannot be edited. It can only be Reverse.)*

Step 3. When you click save, this message will appear. Select OK to continue Saving.

Are you sure you want to save the Cash Receipt?

OK

Cancel

Step 4. When you click post, this message will appear. Select OK to continue Posting.

Do you want to post the Cash Receipt?

OK

Cancel

Step 5. When you select OK to continue Posting, the Official Receipt will appear.

Dela Cruz, Juan Santos 28 Buendia Ave. Makati City TIN: 000-143-344-000		<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">X</div>
OFFICIAL RECEIPT		No. OR-0000001
Received from: Mike Lee	P.R: ref_001	
Address: Makati City	Date: 2015-03-02	
Amount in Words:	Amount: 650.00	
Particulars:		
Check:	Total: 650.00	
Cash:		

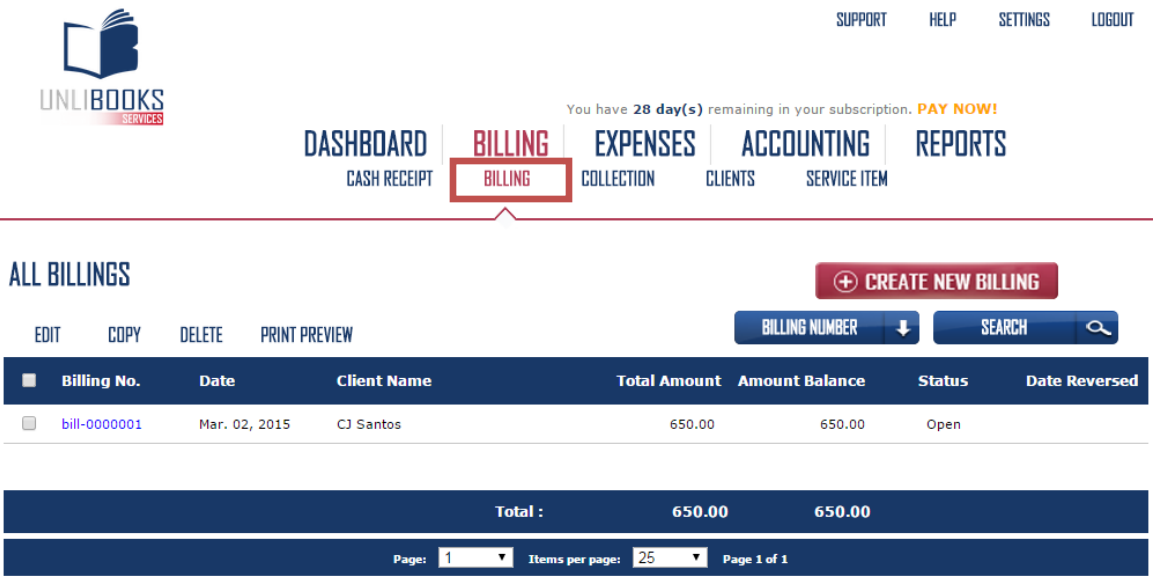
By: _____

E. To create new billing

From dashboard, click the start here button or;



Go to Billing, then select billing



Step 1. Click create new billing (whether from dashboard or billing), this will appear. Fill out all the required field.

Client:

client_00004 - Dino Guevarra

Address:

Makati City

Billing Number:

bill-0000002

Date Issue:

03/02/2015

Due Date:

03/02/2015

Ref. No.:

ref_004

Discount:

0

%

Inclusive of VAT

☒

Service Item	Particulars	Vat	Qty	Amount	Net Amount
Internet Connections	After 24 hours before customer can	Vatable	1	1,599.00	1,599.00

ADD LINE

Sub Total:

1,427.68

Vat:

171.32

Discount:

0.00

Total Billing:

1,599.00

REMARKS:

new client

SAVE

POST

Step 2. Click Save for transaction not yet final with expected changes, this transaction will not yet included to your reports or;

Click Post for final transaction, it will automatically included to all reports.

(*When you click Save it can be edited or deleted but once posted, it can only be Reverse).

Step 3. When you click save, this message will appear. Select OK to continue Saving.

×

Are you sure you want to save this billing?

OK

Cancel

Step 4. When you click post, this message will appear. Select OK to continue Posting.

×

Do you want to post this billing?

OK

Cancel

Step 5. When you select OK to continue Posting, the Billing will appear.

PDF

Print

X

Dela Cruz, Juan Santos

28 Buendia Ave. Makati City

Phone: 9411234

Fax: 9412468

BILLING

Client Name: Dino Guevarra

Address: Makati City

Billing Number: bill-0000002

Billing Date: 2015-03-02

Due Date: 2015-03-02

Ref. No:

Discount: 0%

Service Item	Particulars	Qty	Amount	Net Amount
Internet Connections	After 24 hours before customer can use the service	1	1,599.00	1,599.00

Sub Total:1,427.68

Vat:171.32

Discount :0.00


Total Billing:1,599.00

REMARKS:

new client

F. To record new payment

Go to Billing, then select Collection.



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DASHBOARD

CASH RECEIPT

BILLING

BILLING

EXPENSES

COLLECTION

ACCOUNTING

CLIENTS

REPORTS

SERVICE ITEM

You have 28 day(s) remaining in your subscription. **PAY NOW!**

ALL COLLECTIONS

+ RECORD NEW PAYMENT

REVERSE

BILLING NUMBER

↓

SEARCH

🔍

Total Collections:

591.96

Page: 1

Items per page: 25

Page 1 of 1

Step 1. Click record new payment, this box will appear. Fill out all the required field.

ENTER PAYMENT

X

Date Received:

03/02/2015

Amount Received:

1,456.23

Received from Client:

Dino Guevarra

Withholding Tax:

10%

Method of Payment:

Cash

Reference No.:

ref_002

Notes:

full payment

Search Billing No. 🔍

<input type="checkbox"/>	Billing No.	Billing Date	Total Billing Amount	WHT Amount	Applied Amount	Amount Balance
<input checked="" type="checkbox"/>	bill-0000002	2015-03-02	1,599.00	142.77	1,456.23	0.00

POST

CANCEL

Step 2. Click Post if done. *(*Once you click Post, it cannot be edited. It can only be Reverse.)*

Step 3. When you click post, this message will appear. Select OK to continue Recording/ Posting.

X


Do you want to record/post the payment?

OK

Cancel

G. To create new client

Go to Billing, then select Clients.



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You have 30 day(s) remaining in your trial. **PAY NOW!**

ALL CLIENTS

EDIT

DELETE

CLIENT NUMBER

SEARCH

IMPORT/EXPORT

CREATE NEW CLIENT

Client No.	Client Name	Date
<input type="checkbox"/> client_00001	Mike Lee	Feb. 27, 2015

Page:

Items per page: 25

Page 1 of 1

Step 1. Click create new client, this box will appear. Fill out all the required field.

CREATE NEW CLIENT

Client Account No.:

client_00002

Client Name:

Jess Cruz

TIN:

000-784-823-000

E-Mail:

jess@yahoo.com

Address:

Makati City

Phone No.:

9412312

Fax No.:

9412313

Account Set-up:

Active Account

☒

Client Contact Person:

Contact Name:

Lee Cruz

Contact No.:

9412312

E-Mail:

lee@yahoo.com

SAVE

SAVE AND ADD NEW

Step 2. Click Save or Save and Add New for another client. *(*List of client can be edited or deleted).*

Step 3. When you click save, this message will appear. Select OK to continue Saving.


Do you want to save the Client

OK

Cancel

H. To create new service item

Go to Billing, then select Service Item.



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You have 31 day(s) remaining in your trial. **PAY NOW!**

SERVICE ITEM

ALL SERVICE ITEMS

+ CREATE NEW SERVICE ITEM

EDIT

DELETE

SERVICE ITEM NO.

↓

SEARCH

🔍

IMPORT/EXPORT

Page: 1

Items per page: 25

Page 1 of 1

Step 1. Click create new service item, this box will appear. Fill out all the required field.

CREATE NEW SERVICE ITEM

Service Item No.:

si_00002

Description:

Internet Connections

Particulars:

After 24 hours before customer can use the service

Amount:

1,599.00

Active Account

☒

SAVE

SAVE AND ADD NEW

Step 2. Click Save or Save and Add New for another service item. (*List of service item can be edited or deleted).

Step 3. When you click save, this message will appear. Select OK to continue Saving.

Are you sure you want to save this service item?

OK

Cancel

I. To record expenses

From dashboard, click the start here button or;

Expenses

GL Account	Amount
Water	
Transportation	
Supplies	
Meals	
Fuel	
Electricity	
Communication	

Total Amount - 0.00

Monthly Expenses - March 2015

RECORD EXPENSE

Start Here

Supplies

Electricity

9%

28%

Go to Expenses, then select Expenses.

SUPPORT

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You have 28 day(s) remaining in your subscription. [PAY NOW!](#)

QUICK EXPENSES

VENDOR

ALL EXPENSES

+ RECORD EXPENSES

EXPENSE NUMBER

SEARCH

EDIT

COPY

DELETE

PRINT PREVIEW

Expense No.	Date	Vendor Name	Remarks	Total Amount	Status	Date Reversed
<input type="checkbox"/> Exp-000001	Feb. 27, 2015	PLDT	for the month of January 2015	680.00	Posted	
Total :				680.00		

Page: 1

Items per page: 25

Page 1 of 1

Step 1. Click record expenses (whether from dashboard or expenses), this will appear. Fill out all the required field.

NEW EXPENSES

Vendor Name:

Hardware Co.

Address:

Makati City

Inclusive VAT

☒

Expense No.:

Exp-000003

Date:

03/02/2015

Ref. No.:

ref_003

Remarks:

for external use

Account Name	Particulars	Vat	Amount
6001-018 - Office Supplies	flash drive	Vatable	630.00

ADD LINE

SAVE

POST

Purchase Amount:

562.50

VAT Amount:

67.50

EWT:

0.00

Total Payable:

630.00

Step 2. Click Save for transaction not yet final with expected changes, this transaction will not yet included to your reports or;

Click Post for final transaction, it will automatically included to all reports.

(*When you click Save it can be edited or deleted but once posted, it can only be Reverse).

Step 3. When you click save, this message will appear. Select OK to continue Saving.

×

Are you sure you want to save this expense?

OK

Cancel

Step 4. When you click post, this message will appear. Select OK to continue Posting.

×

Are you sure you want to post this expense?

OK

Cancel

Step 5. When you select OK to continue Posting, the AP Voucher will appear.

DC Telecom
000-232-434-000
28 Buendia Ave. Makati City
9011233

PDF

Print

×

AP VOUCHER

Expense No.: Exp-000005

Date: Mar. 10, 2015

Ref No.: ref_005

Payee Name: Medical Co.

Particulars:

Account Code	Account Title	Debit	Credit
6001-019	Other Services	49.11	-
1000-002	Cash on Hand	-	55.00
1002-004	Input Tax	5.89	-
Total		55.00	55.00


Prepared By:

Reviewed By:

Approved By:

J. To record/import quick expense

Go to Expenses, then select Quick Expenses. This table will appear.



SUPPORT

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EXPENSES

QUICK EXPENSES

BILLING

EXPENSES

VENDOR

ACCOUNTING

REPORTS

You have 25 day(s) remaining in your subscription. **PAY NOW!**

QUICK EXPENSES

IMPORT

ADD LINE

DELETE

SAVE

Step 1. To record multiple expense, fill out all the required field.

Step 2. To import list of expenses, click Import at the upper right.

**To add more expense, click Add Line.*

**To delete specific row or multiple row, select what you want to delete then click Delete.*

Step 3. Click Save when done. *(*When you click save, this will appear in all expenses.)*

Step 4. When you click save, this message will appear. Select OK to continue Saving.


×

Do you want to save this expense/s?

OK

K. To add new vendor

Go to Expenses, then select Vendor.



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BILLING

QUICK EXPENSES

EXPENSES

VENDOR

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You have 31 day(s) remaining in your subscription. **PAY NOW!**

ALL VENDORS

+

ADD NEW VENDOR

EDIT

DELETE

VENDOR NUMBER

SEARCH

Page: 1

Items per page: 25

Page 1 of 1

Step 1. Click add new vendor, this box will appear. Fill out all the required field.

NEW VENDOR

Vendor ID No.:

vendor_00002

Vendor Name:

Meralco

Address:

Makati City

E-Mail Address:

meralco@yahoo.com

Active Account:

☒

Phone No.:

9117427

Fax No.:

9117426

SAVE

SAVE AND ADD NEW

Step 2. Click Save or Save and Add New for another vendor. (*List of vendor can be edited or deleted).

Step 3. When you click save, this message will appear. Select OK to continue Saving.


Do you want to save this Vendor?

OK

Cancel

L. To create new entry

Go to Accounting, then select journal entry.



SUPPORTHELPSETTINGSLOGOUT

DASHBOARD
Chart of Accounts

BILLING
Journal Entry

EXPENSES

ACCOUNTING

REPORTS

You have 28 day(s) remaining in your subscription. [PAY NOW!](#)

JOURNAL ENTRY

+ CREATE NEW ENTRY

JOURNAL NUMBER ↓

SEARCH 🔍

Journal No.	Date	Amount
JV-0000001	03 / 02 / 2015	500.00

Page:

▼

 Items per page: 25

▼

 Page 1 of 1

Step 1. Click create new entry, this box will appear. Fill in the entry needed. **(For compound entries, click add line)*

JOURNAL ENTRY

Journal Number:

JV-0000002

Date:

03/02/2015

Account Name	Particulars	Debit	Credit
6001-033-Transportation and Travel ▼	from cubao to north	15.00	0.00
1000-002-Cash on Hand ▼	from cubao to north	0.00	15.00

ADD LINE

Total:

15.00

15.00

POST

Step 2. Click Post.

**(Once posted, there is no option to reverse the entry. To reverse the entry, create new entry again then input the reverse entry then click post).*

Step 3. When you click post, this message will appear. Select OK to continue Posting.

×

Do you want to post the transcation?

OK

Cancel

A. To generate reports

Go to Reports, then choose from the reports on the left side you want to generate.



SUPPORT

HELP

SETTINGS

LOGOUT

DASHBOARD

BILLING

EXPENSES

ACCOUNTING

REPORTS

You have 20 day(s) remaining in your subscription. [PAY NOW!](#)

Financial Statement

- Balance Sheet
- Income Statement
- Trial Balance

Account Receivables

- Outstanding Receivable
- Collection Report

Sales

- Sales per Service

Other Reports

- Monthly Expense
- Cash Receipts Book
- Cash Disbursement Book
- Summary of Billing
- Summary of Journal

BIR Reports

- Form 1601C
- Form 1601E
- Form 2550M
- Form 2550Q
- Form 1701Q
- Form 1701

1. Financial Statement
- a. Balance Sheet - summarizes a company's assets, liabilities and shareholders' equity at a specific point in time. (**Formula: Assets = Liabilities + Shareholders' Equity*)

Step 1. Click balance sheet, this will appear.

Financial Statement

Balance Sheet

Income Statement

Trial Balance

Account Receivables

Outstanding Receivable

Collection Report

Sales

Sales per Service

Other Reports

Monthly Expense

Cash Receipts Book

Cash Disbursement Book

Summary of Billing

Summary of Journal

BIR Reports

Form 1601C

Form 1601E

Form 2550M

Form 2550Q

Form 1701Q

Form 1701

Balance Sheet

Monthly

Annual

Step 2. Select if you want to generate whether monthly or annual.

Balance Sheet

Monthly

Annual

Month :

March

▼

 Year :

2015

GENERATE

Balance Sheet

Monthly

Annual

Year :

2015

GENERATE

Step 3. Click generate. This will appear for monthly balance sheet.

**(You may Print the report for hard copy or Export the report for soft copy).*

Financial Statement

- Balance Sheet
- Income Statement
- Trial Balance

Account Receivables

- Outstanding Receivable
- Collection Report

Sales

- Sales per Service

Other Reports

- Monthly Expense
- Cash Receipts Book
- Cash Disbursement Book
- Summary of Billing
- Summary of Journal

BIR Reports

- Form 1601C
- Form 1601E
- Form 2550M
- Form 2550Q
- Form 1701Q
- Form 1701

Balance Sheet

☒ Monthly
 ☐ Annual

Month :
 Year :

DC TELECOM

STATEMENT OF FINANCIAL POSITION

As of March 2015

(Amounts in Philippine Pesos)

ASSETS

March 2015

CURRENT ASSETS	
Cash and Cash Equivalents	P 4,595.70
Receivables	0.00
Other Assets	453.41
Total Current Assets	P 5,049.11
NONCURRENT ASSETS	
Long-Term Investments	P 0.00
Property and Equipment, net	0.00
Long-Term Receivables	0.00
Intangible Assets	0.00
Other Assets	0.00
Total Non Current Assets	P 0.00
TOTAL ASSETS	P 5,049.11

LIABILITIES AND CAPITAL

CURRENT LIABILITIES	
Accounts Payable	P 0.00
Accrued Expenses	0.00
Income Tax Payable	0.00
Other Current Liabilities	715.49
Total Current Liabilities	P 715.49

*Just scroll down to see the full report

b. Income Statement - measures a company's financial performance over a specific accounting period.

Step 1. Click income statement, this will appear.

Financial Statement

• Balance Sheet

• Income Statement

• Trial Balance

Account Receivables

• Outstanding Receivable

• Collection Report

Sales

• Sales per Service

Other Reports

• Monthly Expense

• Cash Receipts Book

• Cash Disbursement Book

• Summary of Billing

• Summary of Journal

BIR Reports

• Form 1801C

• Form 1801E

• Form 2550M

• Form 2550Q

• Form 1701Q

• Form 1701

Income Statement

• Monthly

• Annual

Step 2. Select if you want to generate whether monthly or annual.

Income Statement

• Monthly

• Annual

Month :

March

▼

Year :

2015

GENERATE

Income Statement

• Monthly

• Annual

Year :

2015

GENERATE

Step 3. Click generate. This will appear for monthly income statement.

*(You may Print the report for hard copy or Export the report for soft copy).

Financial Statement

- Balance Sheet
- Income Statement
- Trial Balance

Account Receivables

- Outstanding Receivable
- Collection Report

Sales

- Sales per Service

Other Reports

- Monthly Expense
- Cash Receipts Book
- Cash Disbursement Book
- Summary of Billing
- Summary of Journal

BIR Reports

- Form 1601C
- Form 1601E
- Form 2550M
- Form 2550Q
- Form 1701Q
- Form 1701

Income Statement

Monthly

Annual

Month :

March

 Year :

2015

PRINT

EXPORT

GENERATE

DC TELECOM

INCOME STATEMENT

For the month ended March 2015

(Amounts in Philippine Pesos)

		March 2015
REVENUES		
Professional Service Income	P	5,962.51
COST OF SERVICES	P	0.00
NET REVENUE	P	5,962.51
OPERATING PROFIT	P	5,962.51
OPERATING EXPENSES		
General and Administrative Expenses		3,208.67
NET INCOME (LOSS)	P	2,753.84

*Just scroll down to see the full report

c. Trial Balance - balances of all ledgers are compiled into debit and credit columns.

Step 1. Click trial balance, this will appear.

Financial Statement

• Balance Sheet

• Income Statement

• Trial Balance

Account Receivables

• Outstanding Receivable

• Collection Report

Sales

• Sales per Service

Other Reports

• Monthly Expense

• Cash Receipts Book

• Cash Disbursement Book

• Summary of Billing

• Summary of Journal

BIR Reports

• Form 1601C

• Form 1601E

• Form 2550M

• Form 2550Q

• Form 1701Q

• Form 1701

Trial Balance

• Monthly

• Annual

Step 2. Select if you want to generate whether monthly or annual.

Trial Balance

• Monthly

• Annual

Month :

March

▼

Year :

2015

GENERATE

Trial Balance

• Monthly

• Annual

Year :

2015

GENERATE

Step 3. Click generate. This will appear for monthly trial balance.

*(You may Print the report for hard copy or Export the report for soft copy).

Financial Statement

• Balance Sheet

• Income Statement

• Trial Balance

Account Receivables

• Outstanding Receivable

• Collection Report

Sales

• Sales per Service

Other Reports

• Monthly Expense

• Cash Receipts Book

• Cash Disbursement Book

• Summary of Billing

• Summary of Journal

BIR Reports

• Form 1601C

• Form 1601E

• Form 2550M

• Form 2550Q

• Form 1701Q

• Form 1701

Trial Balance

Monthly

Annual

Month :

March

 Year :

2015

PRINT

EXPORT

GENERATE

DC TELECOM

28 Buendia Ave. Makati City

VAT Reg. TIN: 000-232-434-000

As of March 2015

TRIAL BALANCE

Account Code	Account Name	As of : February, 2015	Debit	Credit	As of: March 2015	For : March 2015
Assets						
Cash and Cash Equivalent						
1000	Cash and Cash Equivalent	-	-	-	-	-
1000-001	Petty Cash	-	-	-	-	-
1000-002	Cash on Hand	18,417.35	7,578.00	3,648.70	22,346.65	22,346.65
1000-003	Cash in Bank	-	-	-	-	-
Accounts Receivable						
1001	Accounts Receivable	-	-	-	-	-
1001-001	Trade Receivable	(5,777.99)	5,778.00	-	0.01	0.01
1001-002	Nontrade Receivable	-	-	-	-	-
Other Current Assets						
1002	Other Current Assets	-	-	-	-	-
1002-001	Prepaid Rent	-	-	-	-	-
1002-002	Prepaid Insurance	-	-	-	-	-
1002-003	Security Deposits	-	-	-	-	-
1002-004	Input Tax	-	195.46	-	195.46	195.46
1002-005	Creditable Withholding Tax	257.95	-	-	257.95	257.95

*Just scroll down to see the full report

2. Accounts Receivable
- a. Outstanding Receivable - applicable to all debts, unsettled transactions or other monetary obligations owed to a company by its debtors or customers.

Step 1. Click outstanding receivable, this will appear.

Financial Statement

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Cash Disbursement Book

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Form 1601E

Form 2550M

Form 2550Q

Form 1701Q

Form 1701

Outstanding Receivable Report

Date From: 03/10/2015

To: 03/10/2015

Clients: All

GENERATE

- Step 2. Select the date and client you want to generate.
- Step 3. Click generate. This will appear. **(You may Print the report for hard copy or Export the report for soft copy).*

Financial Statement

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Form 1701

Outstanding Receivable Report

PRINT

EXPORT

Date From: 03/01/2015

To: 03/10/2015

Clients: All

GENERATE

DC TELECOM

28 Buendia Ave. Makati City

VAT Reg. TIN: 000-232-434-000

OUTSTANDING RECEIVABLE

March 01,2015 - March 10,2015

Billing No.	Billing Date	Client Name	Status	Amount
bill-0000001	March 09,2015	Mrs. M	posted	0.00
bill-0000002	March 09,2015	Mrs. R	posted	0.00
bill-0000003	March 10,2015	Mrs. F	posted	1,599.00
Total				1,599.00

- b. Collection Report – List of amount collected wheter from cash receipt or billing.

Step 1. Click collection report, this will appear.

Financial Statement

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• Form 1701Q

• Form 1701

Collection Report

Date From: 03/10/2015 To: 03/10/2015

Clients: All

GENERATE

Step 2. Select the date and client you want to generate.

Step 3. Click generate. This will appear. **(You may Print the report for hard copy or Export the report for soft copy).*

Financial Statement

• Balance Sheet

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• Trial Balance

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Collection Report

PRINTEXPORT

Date From: 03/01/2015 To: 03/10/2015

Clients: All

GENERATE

DC TELECOM

28 Buendia Ave. Makati City

VAT Reg. TIN: 000-232-434-000

COLLECTION REPORT

March 01,2015 - March 10,2015

Payment Date	Billing No.	Collected No.	Client Name	Status	Reversed Date	Amount
March 09, 2015	bill-0000001	Col-0000001	Mrs. M	Posted		1,174.82
March 09, 2015	bill-0000002	Col-0000002	Mrs. R	Posted		1,456.23
March 09, 2015	OR-0000001	0	Mrs. F	Posted		2,249.00
March 09, 2015	OR-0000002	0	Mrs. C	Posted		1,540.00
Total						6,420.05

*Just scroll down to see the full report

3. Sales
- a. Sales per Service – List of services use for each transaction.

Step 1. Click sales per service, this will appear.

Financial Statement

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Sales per Service

Date From: 03/10/2015 To: 03/10/2015

GENERATE

- Step 2. Select the date you want to generate.
- Step 3. Click generate. This will appear. **(You may Print the report for hard copy or Export the report for soft copy).*

Financial Statement

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Sales per Service

Date From: 03/01/2015 To: 03/10/2015

PRINT

EXPORT

GENERATE

DC TELECOM

28 Buendia Ave. Makati City

VAT Reg. TIN: 000-232-434-000

SALES PER SERVICE

March 01,2015 - March 10,2015

Date	Billing No.	Service Item	Particular	Hour	Rate	Amount
2015-03-09	bill-0000001	Unit Replacement	Free of Charge	1	890.00	890.00
2015-03-09	bill-0000001	Reconnection	Unpaid Bill	1	400.00	400.00
2015-03-09	bill-0000002	Internet Connection	New Client	1	1,599.00	1,599.00
2015-03-10	bill-0000003	Internet Connection	New Client	1	1,599.00	1,599.00
2015-03-09	OR-0000001	Internet Connection	New Client	1	1,599.00	1,599.00
2015-03-09	OR-0000001	Cable Wiring	Additional Only	1	650.00	650.00
2015-03-09	OR-0000002	Cable Wiring	Additional Only	1	650.00	650.00
2015-03-09	OR-0000002	Unit Replacement	Free of Charge	1	890.00	890.00
Total Amount						8,277.00

*Just scroll down to see the full report

4. Other Reports
- a. Monthly Expense – Monitoring of charges incurred during each month.

Step 1. Click monthly expense, this will appear.

Financial Statement

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Monthly Expenses

Date From: 03/10/2015 To: 03/10/2015

GENERATE

- Step 2. Select the date you want to generate.
- Step 3. Click generate. This will appear. **(You may Print the report for hard copy or Export the report for soft copy).*

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Monthly Expenses

Date From: 03/01/2015 To: 03/10/2015

PRINTEXPORTGENERATE

DC TELECOM

28 Buendia Ave. Makati City

VAT Reg. TIN: 000-232-434-000

MONTHLY EXPENSES REPORT

March 01,2015 - March 10,2015

Account Code	Account Name	Amount
6001-018	Office Supplies	53.44
6001-019	Other Services	1,120.54
6001-023	Repairs and Maintenance - Materials/Supplies	379.46
6001-017	Miscellaneous	26.34
6001-019	Other Services	49.11
Total		1,628.89

- b. Cash Receipts Book - all cash receipts such as accounts receivable, cash sales, sale of assets are recorded.

Step 1. Click cash receipts book, this will appear.

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Cash Receipts Book

Date From: 03/01/2015 To: 03/10/2015

GENERATE

Step 2. Select the date you want to generate.

Step 3. Click generate. This will appear. **(You may Print the report for hard copy or Export the report for soft copy).*

Financial Statement

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Cash Receipts Book

Date From: 03/01/2015 To: 03/10/2015

PRINT EXPORT

GENERATE

DC TELECOM

28 Buendia Ave. Makati City

VAT Reg. TIN: 000-232-434-000

CASH RECEIPTS BOOK

March 01, 2015 - March 10, 2015

Date	Ref No.	Client Name	Particulars	Cash on Hand	Trade Receivable	Output VAT	Sales Discount	Professional Service Inco
2015-03-09	OR-0000002	Mrs. C	Free of Charge	3,080.00	-	330.00	-	2,7
2015-03-09	OR-0000001	Mrs. F	New Client	4,498.00	-	481.92	-	4,0
2015-03-09	bill-0000001	Mrs. M	Unpaid Bill	2,349.64	2,349.64	-	-	
2015-03-09	bill-0000002	Mrs. R	New Client	1,456.23	1,456.23	-	-	
Total				11,383.87	3,805.87	811.92	-	6,7

*Just scroll bottom to see the full report

- c. Cash Disbursement Book - all cash payments such as accounts payable, operating expenses, petty cash purchases are recorded

Step 1. Click cash disbursement book, this will appear.

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Cash Disbursement Book

Date From: 03/01/2015

To: 03/10/2015

GENERATE

Step 2. Select the date you want to generate.

Step 3. Click generate. This will appear. **(You may Print the report for hard copy or Export the report for soft copy).*

Financial Statement

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Cash Disbursement Book

PRINT

EXPORT

GENERATE

Date From: 03/01/2015

To: 03/10/2015

DC TELECOM

28 Buendia Ave. Makati City

VAT Reg. TIN: 000-232-434-000

CASH DISBURSEMENT BOOK

Merch 01,2015 - March 10,2015

Date	Vendor Name	Ref No.	Particulars	Account Name	Amount	INPUT VAT	Cash on Hand	Balance
2015-03-09	Medical Co.	ref_003	medicine tools	Other Services	1,120.54	134.46	1,255.00	
2015-03-09	Office Co.	ref_001	ballpen	Office Supplies	53.44	6.41	59.85	59.8
2015-03-09	Store Co.	ref_002	wire	Repairs and Maintenance - Materials/Supplies	379.46	45.54	425.00	
2015-03-10	Medical Co.	ref_005	medicine	Other Services	49.11	5.89	55.00	
2015-03-10	Store Co.	ref_004	paper clip	Miscellaneous	26.34	3.16	29.50	
Total					1,628.89	195.46	1,824.35	59.8

*Just scroll bottom to see the full report

d. Summary of Billing – billing due list item with multiple client.

Step 1. Click summary of billing, this will appear.

Financial Statement

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• Summary of Journal

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Summary of Billing

Date From: 03/01/2015

To: 03/10/2015

GENERATE

Step 2. Select the date you want to generate.

Step 3. Click generate. This will appear. **(You may Print the report for hard copy or Export the report for soft copy).*

Financial Statement

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Summary of Billing

PRINT

EXPORT

GENERATE

Date From: 03/01/2015

To: 03/10/2015

DC TELECOM

28 Buendia Ave. Makati City

VAT Reg. TIN: 000-232-434-000

SUMMARY OF BILLING

March 01,2015 - March 10,2015

Date	Billing No.	Client Name	Particulars	Trade Receivable	Output VAT
2015-03-09	bill-0000001	Mrs. M	Free of Charge	1,290.00	138.21
2015-03-09	bill-0000001	Mrs. M	Unpaid Bill	1,290.00	138.21
2015-03-09	bill-0000002	Mrs. R	New Client	1,599.00	171.32
2015-03-10	bill-0000003	Mrs. F	New Client	1,599.00	171.32
Total				5,778.00	619.06

*Just scroll bottom to see the full report

e. Summary of Journal - checking accuracy by totaling all the columns in the journal.

Step 1. Click summary of journal, this will appear.

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Summary of Journal

Date From: 03/01/2015

To: 03/10/2015

GENERATE

Step 2. Select the date you want to generate.

Step 3. Click generate. This will appear. **(You may Print the report for hard copy or Export the report for soft copy).*

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Summary of Journal

PRINT

EXPORT

GENERATE

Date From: 03/01/2015

To: 03/10/2015

DC TELECOM

28 Buendia Ave. Makati City

VAT Reg. TIN: 000-232-434-000

SUMMARY OF JOURNAL

March 01,2015 - March 10,2015

Date	JV No.	Particulars	Account Name	Debit	Credit
2015-03-10	JV-0000001	annual fee	Taxes and Licenses	500.00	-
2015-03-10	JV-0000001	annual fee	Cash on Hand	-	500.00
Total				500.00	500.00

*Just scroll bottom to see the full report

5. BIR Reports
- a. Form 1601C - Monthly Remittance Return of Income Taxes Withheld on Compensation

Step 1. Click 1601C, this will appear.

Financial Statement

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Form 1701

Form 1601C

March

▼

2015

GENERATE

- Step 2. Select the month and year you want to generate.
- Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

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March

▼

2015

GENERATE

POST

(To be filled up by the BIR)

PSOC:PSIC:

Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Monthly Remittance Return
of Income Taxes Withheld
on Compensation

BIR Form No.
1601-C
July 2008 (ENC5)

1 For the Month (MM / YYYY)032015

2 Amended Return?

YesNo

3 No. of Sheets Attached

4 Any Taxes Withheld?

YesNo

Part I

Background Information

5 TIN000-232-434-000

6 RDO Code042

7 Line of Business/
OccupationTelecommunications

8 Withholding Agent's Name (Last Name, First Name, Middle Name for Individuals)(Registered Name for Non-Individuals)DC Telecom

9 Telephone Number9011233

10 Registered Address28 Buendia Ave. Makati City

11 Zip Code1200

12 Category of Withholding Agent

PrivateGovernment

13 Are there payees availing of tax relief under Special Law or International Tax Treaty?

YesNoIf yes, specify

14 ATCWW010

Part II

Computation of Tax

Particulars

Amount of Compensation

Tax Due

15 Total Amount of Compensation150.00

16 Less: Non-Taxable Compensation16A Statutory Minimum Wage (MWEs)16A0.00

16B Holiday Pay, Overtime Pay, Night Shift Differential Pay, Hazard Pay (Minimum Wage Earner)16B0.00

16C Other Non-Taxable Compensation16C0.00

17 Taxable Compensation170.00

18 Tax Required to be Withheld180.00

19 Add/Less: Adjustment (from Item 26 of Section A)19

POST

Step 4. Click Post. **(Once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of one (1) page only.

Step 1. Click 1601E, this will appear.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

*Just scroll down to see the full return. Consist of one (1) page only.

c. Form 2550M - Monthly Value-Added Tax Declaration

Step 1. Click 2550M, this will appear.

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Form 1701Q

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Form 2550M

January

▼

2015

GENERATE

Step 2. Select the month and year you want to generate.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

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Form 1701Q

Form 1701

Form 2550M

February

▼

2015

GENERATE

POST

(To be filled up by the BIR)

DLN:

PSIC:

Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Monthly Value-Added Tax Declaration

BIR Form No. 2550M
February 2007 (ENCS)

1 For the Month of (MM/YYYY) 02/2015 2 Amended Return Yes No 3 Number of sheets attached

Part I Background Information

4 TIN 000-232-434-000 5 RDO Code 042 6 Line of Business Telecommunications

7 Taxpayer's Name (For Individual/Last Name, First Name, Middle Name(For Non-individual) Registered Name DC Telecom 8 Telephone Number 8011233

9 Registered Address 28 Suendia Ave. Makati City 10 Zip Code 1200

11 Are you availing of tax relief under Special Law or International Tax Treaty? Yes No If yes, specify

Part II Computation of Tax (Attach additional sheets, if necessary)

12 Vatable Sales/Receipt - Private (Sch.1) 12A 0.00 12B 0.00

13 Sales to Government 13A 0.00 13B 0.00

14 Zero Rated Sales/Receipts 14 0.00

15 Exempt Sales/Receipts 15 0.00

16 Total Sales/Receipts and Output Tax Due 16A 0.00 16B 0.00

17 Less: Allowable Input Tax

17A Input Tax Carried Over from Previous Period 17A 0.00

17B Input Tax Deferred on Capital Goods Exceeding P1Million from Previous Period 17B 0.00

17C Transitional Input Tax 17C 0.00

17D Presumptive Input Tax 17D 0.00

17E Others 17E 0.00

17F Total (Sum of Item 17A,17B,17C,17D &17E) 17F 0.00

18 Current Transactions

18A Purchase of Capital Goods not exceeding P1Million (see sch.2) 18A 0.00 18B 0.00

18C Purchase of Capital Goods exceeding P1Million (see sch.3) 18C 0.00 18D 0.00

18E Domestic Purchases of Goods Other than Capital Goods 18E 0.00 18F 0.00

18G Importation of Goods Other than Capital Goods 18G 0.00 18H 0.00

18I Domestic Purchase of Services 18I 0.00 18J 0.00

18K Services rendered by Non-residents 18K 0.00 18L 0.00

18M Purchases Not Qualified for Input Tax 18M 0.00 18N 0.00

18O Others 18O 0.00 18P 0.00

18P Total Current Purchases (Sum of Item 18A,18C,18E,18G,18I,18K,18M&18N)

FILE AND PAY ONLINE

POST

Step 4. Click Save or Post. **(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of one (1) page only.

d. Form 2551M - Monthly Percentage Tax Return

Step 1. Click 2551M, this will appear.

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Form 1601E

Form 2551M

Form 1701Q

Form 1701

Form 2551M

March

2015

GENERATE

Step 2. Select the month and year you want to generate.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

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Form 2551M

Form 1701Q

Form 1701

Form 2551M

March

2015

GENERATE

POST

(To be filled up by the BIR)

DLN:PSIC:

Republika ng Pilipinas

Kagawaran ng Pananalapi

Kawanihan ng Rentas Internas

Monthly Percentage
Tax Return

BIR Form No.

2551M

September 2005 (ENCS)

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 ▶ For the ☐ Calendar ☐ Fiscal

2 ▶ Year ended (MM/YYYY)

3 For the month (MM/YYYY)

4 Amended Return ☐ Yes ☐ No

5 Number of sheets attached

Part I

Background Information

6 TIN

7 RDO Code

8 Line of Business/
Occupation

9 Taxpayer's Name (For Individual) Last Name, First Name, Middle Name (For Non-individual) Registered Name

10 Telephone Number

11 Registered Address

12 Zip Code

13 Are you availing of tax relief under Special Law or International Tax Treaty? ☐ Yes ☐ No If yes, specify

Part II

Computation of Tax

Taxable Transaction/ Industry Classification	A T C	Taxable Amount	Tax Rate	Tax Due
14A <input type="text"/>	14B <input type="text"/>	14C <input type="text"/> 0.00	14D <input type="text"/> 0.00	14E <input type="text"/> 0.00
15A <input type="text"/>	15B <input type="text"/>	15C <input type="text"/> 0.00	15D <input type="text"/> 0.00	15E <input type="text"/> 0.00
16A <input type="text"/>	16B <input type="text"/>	16C <input type="text"/> 0.00	16D <input type="text"/> 0.00	16E <input type="text"/> 0.00
17A <input type="text"/>	17B <input type="text"/>	17C <input type="text"/> 0.00	17D <input type="text"/> 0.00	17E <input type="text"/> 0.00
18A <input type="text"/>	18B <input type="text"/>	18C <input type="text"/> 0.00	18D <input type="text"/> 0.00	18E <input type="text"/> 0.00

FILE AND PAY ONLINE

POST

Step 4. Click Save or Post. **(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of one (1) page only.

e. Form 2550Q - Quarterly Value-Added Tax Return

Step 1. Click 2550Q, this will appear.

Financial Statement

- Balance Sheet
- Income Statement
- Trial Balance

Account Receivables

- Outstanding Receivable
- Collection Report

Sales

- Sales per Service

Other Reports

- Monthly Expense
- Cash Receipts Book
- Cash Disbursement Book
- Summary of Billing
- Summary of Journal

BIR Reports

- Form 1601C
- Form 1601E
- Form 2550M
- Form 2550Q**
- Form 1701Q
- Form 1701

Form 2550Q

First Quarter▼2015

GENERATE

Step 2. Select the quarter and year you want to generate.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

Financial Statement

- Balance Sheet
- Income Statement
- Trial Balance

Account Receivables

- Outstanding Receivable
- Collection Report

Sales

- Sales per Service

Other Reports

- Monthly Expense
- Cash Receipts Book
- Cash Disbursement Book
- Summary of Billing
- Summary of Journal

BIR Reports

- Form 1601C
- Form 1601E
- Form 2550M
- Form 2550Q
- Form 1701Q
- Form 1701

Step 4. Click Save or Post. **(Once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of one (1) page only.

- f. Form 1701Q - Quarterly Income Tax Return for Self-employed Individuals, Estates, and Trusts (Including Those with both Business and Compensation Income)

Step 1. Click 1701Q, this will appear.

Financial Statement

- Balance Sheet
- Income Statement
- Trial Balance

Account Receivables

- Outstanding Receivable
- Collection Report

Sales

- Sales per Service

Other Reports

- Monthly Expense
- Cash Receipts Book
- Cash Disbursement Book
- Summary of Billing
- Summary of Journal

BIR Reports

- Form 1601C
- Form 1601E
- Form 2550M
- Form 2550Q
- Form 1701Q**
- Form 1701

Form 1701Q

First Quarter▼2015

GENERATE

Step 2. Select the quarter and year you want to generate.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

Financial Statement

- Balance Sheet
- Income Statement
- Trial Balance

Account Receivables

- Outstanding Receivable
- Collection Report

Sales

- Sales per Service

Other Reports

- Monthly Expense
- Cash Receipts Book
- Cash Disbursement Book
- Summary of Billing
- Summary of Journal

BIR Reports

- Form 1601C
- Form 1601E
- Form 2550M
- Form 2550Q
- Form 1701Q**
- Form 1701

Form 1701Q

First Quarter▼2015

GENERATE

SAVEPOST

(To be filled up by the BIR)

DLN:Taxpayer PSOC:PSIC:Spouse PSOC:PSIC:

Quarterly Income Tax Return1701Q

For Self-Employed Individuals, Estates, and Trusts (Including those w/ both Business & Compensation Income)

July 2008 (ENC5)

1For the Year (YYYY)2, 0, 1, 52 Quarter3 Amended Return4 No. of sheet/s attached

Part I

5 TIN6 RDO Code7 TIN8 RDO Code

9 Taxpayer's Name (Last Name, First Name, Middle Name, if applicable)10 Spouse's Name (Last Name, First Name, Middle Name, if applicable)

11 Registered Address12 Registered Address

13 Date of Birth (MM/DD/YYYY)14 Zip Code15 Telephone Number16 Date of Birth (MM/DD/YYYY)17 Zip Code18 Telephone Number

19 Line of Business/Occupation20 ATC21 Line of Business/Occupation22 ATC

23 Method of Deduction24 Method of Deduction

25 Are you availing of tax relief under Special Law or International Tax Treaty?

Part II

26 Sales/Revenues/Receipts/Fees27 Add: Amount Received by a Partner from General Professional Partnership (except loans)

28 Total29 Less: Cost of Sales/Services

30 Gross Income from Operation31 Add: Other Income

32 Total Gross Income33 Less: Deductions

34 Taxable Income This Quarter

35 Add: Taxable Income Deduction/Proportionate

36

FILE AND PAY ONLINE

SAVEPOST

Step 4. Click Save or Post. **(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of twelve (12) pages.

g. Form 1701 - Annual Income Tax Return for Self-Employed Individuals, Estates and Trusts

Step 1. Click 1701, this will appear.

Financial Statement

Balance Sheet

Income Statement

Trial Balance

Account Receivables

Outstanding Receivable

Collection Report

Sales

Sales per Service

Other Reports

Monthly Expense

Cash Receipts Book

Cash Disbursement Book

Summary of Billing

Summary of Journal

BIR Reports

Form 1601C

Form 1601E

Form 2550M

Form 2550Q

Form 1701Q

Form 1701

Form 1701

2015

GENERATE

Step 2. Select the year you want to generate.

Step 3. Click generate. This will appear. Some part of 1701 will auto fill up by the system.

Financial Statement

Balance Sheet

Income Statement

Trial Balance

Account Receivables

Outstanding Receivable

Collection Report

Sales

Sales per Service

Other Reports

Monthly Expense

Cash Receipts Book

Cash Disbursement Book

Summary of Billing

Summary of Journal

BIR Reports

Form 1601C

Form 1601E

Form 2550M

Form 2550Q

Form 1701Q

Form 1701

Form 1701

2015

GENERATE

SAVE

POST

For BIR Use Only

BCS/ Item

17010813ENCSP1

Republika ng Pilipinas

Kagawaran ng Pananalapi

Kawarhan ng Rentas Internas

Annual Income Tax Return

For Self-Employed Individuals, Estates and Trusts

Enter all required information in CAPITAL LETTERS using BLACK ink. Mark applicable boxes with an "X". Two copies MUST be filed with the BIR and one held by the Tax Filer.

BIR Form No.

1701

June 2013 (ENCS)

Page 1

1 For the Year (MM/20YY) /20

2 Amended Return? ☐ Yes ☐ No

3 Short Period Return? ☐ Yes ☐ No

4 Alphabetic Tax Code (ATC)

II 011 Compensation Income ☐

II 012 Business Income / Income from Profession ☐

II 013 Mixed Income ☐

Part I - Background Information on TAXPAYER/FILER

5 Taxpayer Identification Number (TIN)

6 RDO Code

7 Tax Filer's Name

8 Tax Filer's Name

9 Trade Name

10 Registered Address (Indicate complete registered address)

11 Date of Birth (MM/DD/YYYY)

12 Email Address

13 Contact Number

14 Civil Status ☐ Single ☐ Married ☐ Legally Separated ☐ Widower

15 If Married, indicate whether spouse has income ☐ With Income ☐ With No Income

16 Filing Status ☐ Joint Filing ☐ Separate Filing

17 Main Line of Business

18 PSIC

19 PSOC

20 Method of Deduction ☒ Itemized Deduction ☐ Optional Standard Deduction (OSD) 40% of Gross Sales/Receipts/Revenues/Fees (Sec. 14(L), NIRC, as amended by R.A. 9506)

21 Method of Accounting ☐ Cash ☐ Accrual ☐ Others (Specify)

22 Income Exempt from Income Tax? ☐ Yes ☐ No

23 Income subject to Special/Preferential Rate? ☐ Yes ☐ No

24 Claiming Additional Exemptions? ☐ Yes ☐ No

25 If YES, enter number of Qualified Dependent Children (Enter information about Children on Part IIIA of Page 4)

FILE AND PAY ONLINE

SAVE

POST

Step 4. Click Save or Post. **(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

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