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.

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)

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;

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).

D. To create new cash receipt

Go to Billing, then select Cash Receipt.

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

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.

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

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

OFFICIAL RECEIPT   No. OR-0000001

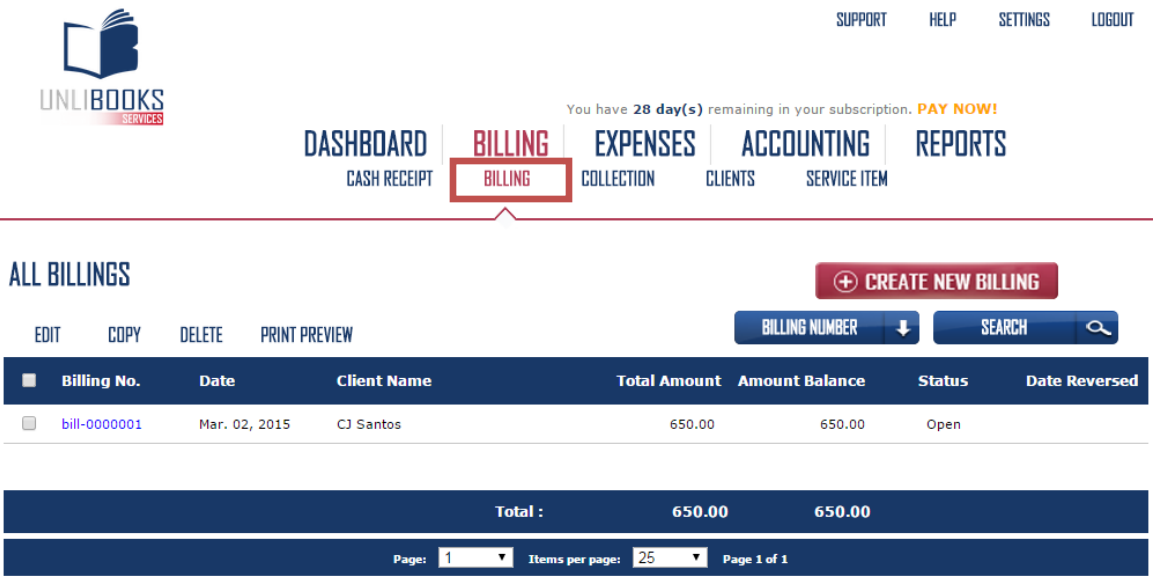| Received from: Mike Lee	P.R: ref_001
Address: Makati City	Date: 2015-03-02
Amount in Words:	Amount: 650.00
Particulars:	
Check:	Total: 650.00
Cash:	

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.

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.

X

PDF   Print

Dela Cruz, Juan Santos
28 Buendia Ave. Makati City
Phone: 9411234
Fax: 9412468

BILLING

Client Name:	Dino Guevarra		Billing Number:	bill-0000002
Address:	Makati City		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.

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

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.

G. To create new client

Go to Billing, then select Clients.

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

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.

H. To create new service item

Go to Billing, then select Service Item.

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

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.

I. To record expenses

From dashboard, click the start here button or;

Go to Expenses, then select Expenses.

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

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.

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.

K. To add new vendor

Go to Expenses, then select Vendor.

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

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.

L. **To create new entry**

Go to Accounting, then select journal entry.

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

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.

A. To generate reports

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

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.

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

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).

Balance Sheet

◉ Monthly ○ Annual   PRINT | EXPORT

Month : [March ▼] Year : [2015]   GENERATE

DC TELECOM

STATEMENT OF FINANCIAL POSITION
As of March 2015
(Amounts in Philippine Pesos)

March 2015

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	₱	4,595.70
Receivables		0.00
Other Assets		453.41
Total Current Assets	₱	5,049.11

NONCURRENT ASSETS

Long-Term Investments	₱	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	₱	0.00

TOTAL ASSETS	₱	5,049.11

LIABILITIES AND CAPITAL

CURRENT LIABILITIES

Accounts Payable	₱	0.00
Accrued Expenses		0.00
Income Tax Payable		0.00
Other Current Liabilities		715.49
Total Current Liabilities	₱	715.49

Sidebar menu:

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

*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.

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

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).

*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.

Trial Balance
○ Monthly ○ Annual

Financial Statement
- Balance Sheet
- Income Statement
- Trial Balance

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- Outstanding Receivable
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- Summary of Journal

BIR Reports
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- Form 1601E
- Form 2550M
- Form 2550Q
- Form 1701Q
- Form 1701

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).

Trial Balance

◉ Monthly ○ Annual

PRINT **EXPORT**

Month : March ▼ Year : 2015 **GENERATE**

Financial Statement
- Balance Sheet
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- Form 2550Q
- Form 1701Q
- Form 1701

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.

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).*

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

Step 1. Click collection report, this will appear.

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).*

*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.

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).*

*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.

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).*

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.

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).*

*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.

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).*

*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.

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).*

*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.

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).*

*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.

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.

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.

b. Form 1601E - Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded)

Step 1. Click 1601E, this will appear.

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.

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.

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

Step 1. Click 2550M, this will appear.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.