

How to register a company

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

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

The screenshot shows the UNLIBOOKS RETAIL website. At the top right is a 'LOG IN' button. Below it is a banner featuring a diverse group of professionals: a woman in a pink dress, a man in a hard hat and blue overalls, a woman in a white lab coat, a woman in a green dress holding a clipboard, a man in a suit, and others in various work attire. To the left of the banner is the UNLIBOOKS RETAIL logo, which includes a red icon of an open book with the letters 'Urt' inside. Below the banner, the text reads: 'UNLIBOOKS is a quick and easy-to-use BIR compliant accounting solution, specifically designed for small and medium enterprises.' On the left side, there is a 3D white stick figure pointing to a list of features, each preceded by a red checkmark:

- Quick billing to your customers
- Simple recording of expenses
- Useful tracking of collections and expenses
- Easy to understand financial and tax reports

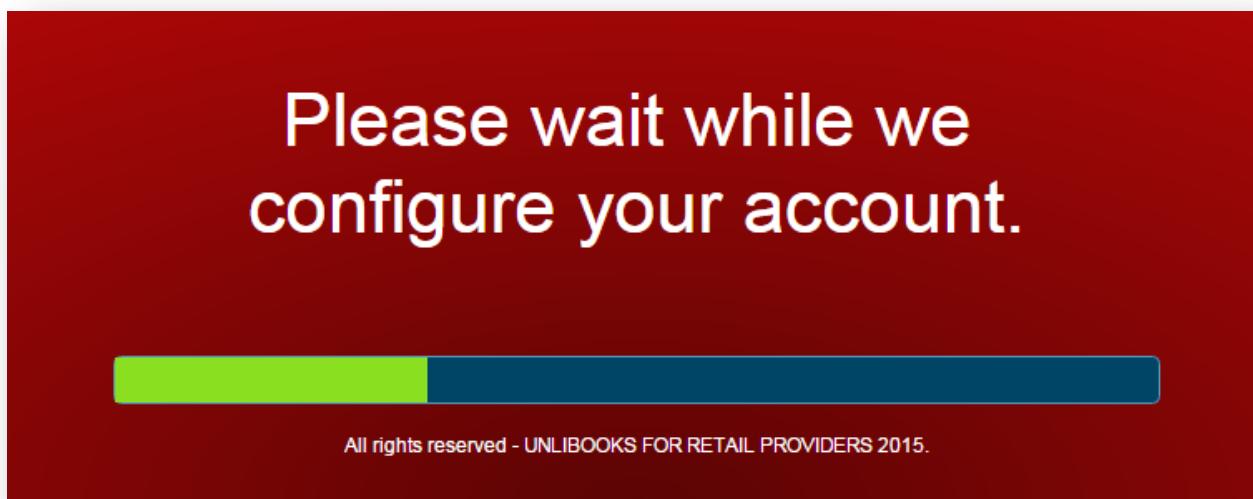
To the right of the features is a red 'FREE 30-DAY TRIAL' button. Below it is a form with fields for 'EMAIL ADDRESS' (containing 'test@yahoo.com') and 'PASSWORD' (containing '*****'). There is also a checked checkbox for 'I have read and agreed to the Unlibooks End User's Agreement and Terms of Use'. At the bottom of the trial box are 'GET STARTED' and 'Log In' buttons.

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

Step 3. Password (*Must contain atleast 6 characters)

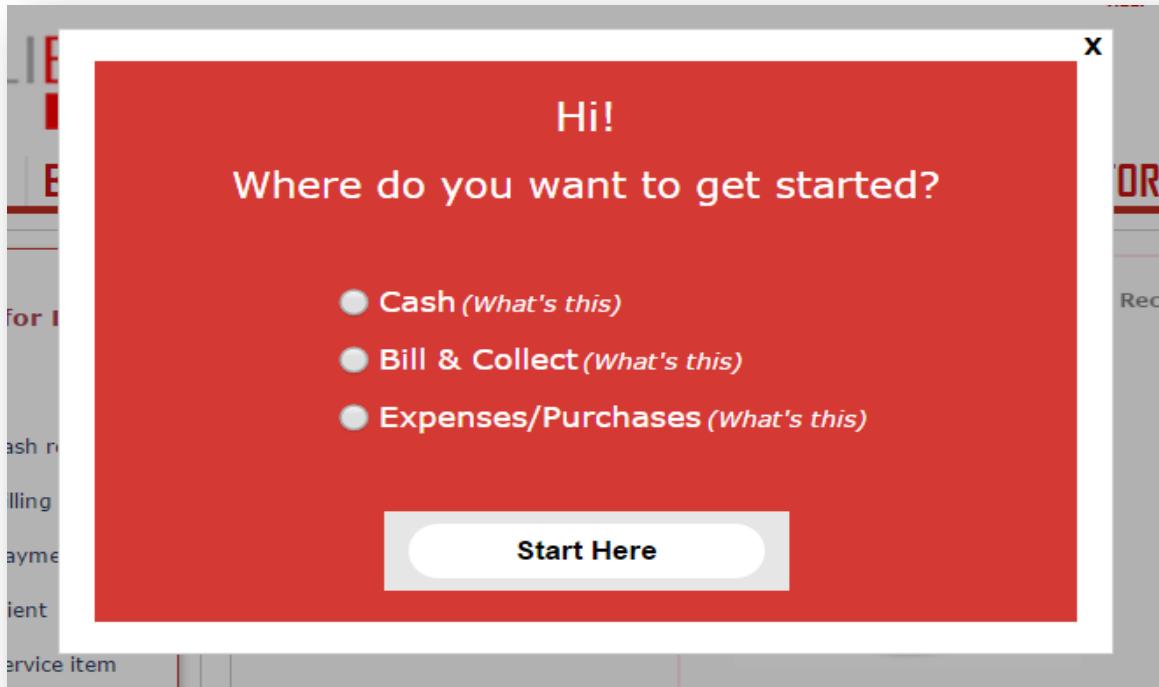
Step 4. Check the Agreement and Terms of Use.

Step 5. Click get started.

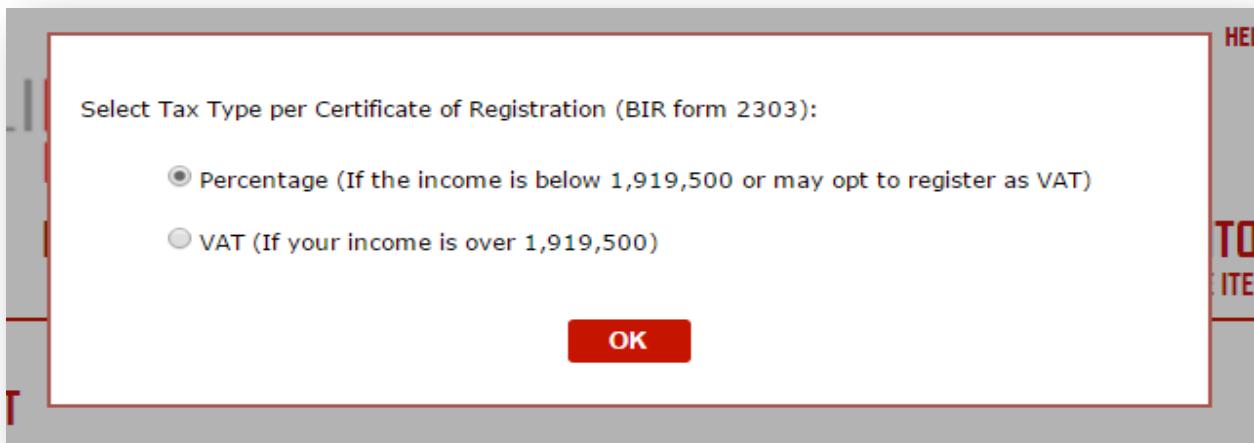


How to get started

After you click get started, this will appear. To start, choose from these three options and you will be directed to your chosen module.



For example you choose to start with “Cash”. You will be directed to the “Cash Receipt” module. this will appear on your screen.



You may choose to select your taxable type, namely:

Percentage Tax - If your income is below P 1,919,500 for the year.

Value Added Tax - If your income is above P 1,919,500 for the year or below 1,919,500 but opt to register under VAT system.

How to Create New Cash Receipt.

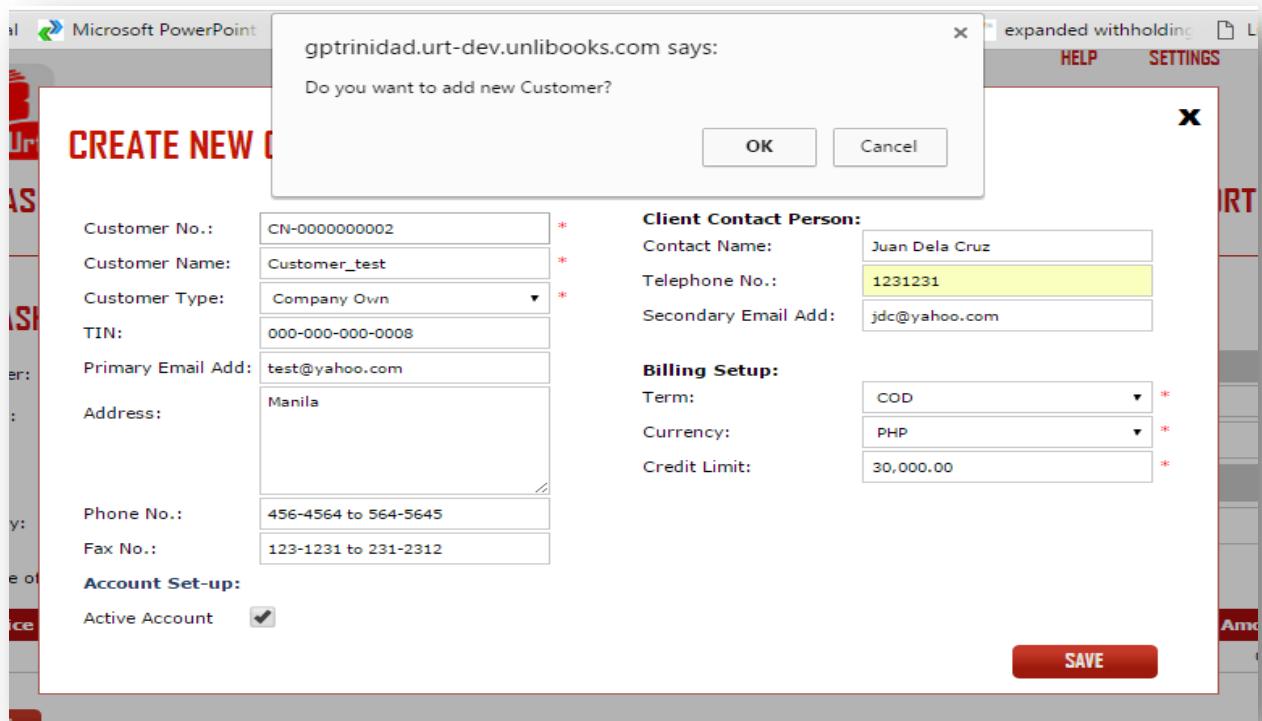
Step 1: Select a Customer Name.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there's a logo for 'UNLIBOOKS RETAIL' with a red book icon. Below the logo, a banner says 'You have 18 day(s) remaining in your trial. PAY NOW!' and 'GET DISCOUNT COUPON CODE NOW!'. The main menu includes DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under the SALES menu, 'CASH RECEIPT' is selected. The current screen is titled 'NEW CASH RECEIPT'. It has fields for Customer (dropdown showing 'Customer_0001'), Address (text input), Currency (dropdown showing 'PHP'), Inclusive of VAT (checkbox checked), Transaction No. (text input 'TN-0000000001'), OR No. (text input 'OR-0000000001'), Date Issued (date input '07/25/2016'), Date Created (date input '07/25/2016'), Ref. No. (text input), Discount (radio buttons 'In percent' and 'In amount' with value '0.00'), and a table for Service Item details. The table has columns: Service Item, Particular, Vat, Qty, Amount, Discount, and Net Amount. At the bottom, there's a summary table with Sub Total, Vat, Discount, and Total Cash Receipt (all showing '0.00').

Incase your Customer is not in the list, you may choose to add a Customer. Click the drop down arrow beside the “Customer”, then select the “Add Customer”.

The screenshot shows a 'CREATE NEW CUSTOMER' dialog box. It has sections for basic customer info (Customer No., Name, Type, TIN, Email, Address, Phone, Fax), client contact (Contact Person, Telephone, Secondary Email), billing setup (Term, Currency, Credit Limit), and account setup (Active Account). The 'Active Account' checkbox is checked. A 'SAVE' button is at the bottom right.

The box above will appear. Fill in all your Customer informations above, then click “Save”.



A confirmation dialog box will appear. Select “OK” if you want to add your new Customer or “Cancel” if you want to make any further changes to your Customer information.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Below the navigation bar, the main screen is titled 'NEW CASH RECEIPT'. It contains fields for Customer (Customer_test), Address (Manila), and Currency (PHP). To the right, there are fields for Transaction No. (TN-0000000001), OR No. (OR-0000000001), Date Issued (07/25/2016), Date Created (07/25/2016), Ref. No., and Discount (radio buttons for 'In percent' and 'In amount' with value 0.00). Below these fields is a table for entering transaction details. The table has columns for Service Item, Particular, Vat, Qty, Amount, Discount, and Net Amount. A row in the table shows Vatable, 0.00, 0.00, 0 %, and 0.00. A red 'ADD LINE' button is located below the table. At the bottom right, there is a summary table with rows for Sub Total (0.00), Vat (0.00), Discount (0.00), and Total Cash Receipt (0.00).

Choose whether the transaction is inclusive of VAT or not.

Step 2: Select a Service Item.

NEW CASH RECEIPT

Customer:	Customer_test	Address:	Transaction No.:	TN-0000000001		
Currency:	PHP	OR No.:	OR-0000000001			
Inclusive of VAT	<input checked="" type="checkbox"/>	Date Issued:	07/25/2016			
		Date Created:	07/25/2016			
		Ref. No.:				
		Discount:				
		<input type="radio"/> In percent <input checked="" type="radio"/> In amount	0.00			
[Add Service Item]		Vat	Qty	Amount	Discount	Net Amount
		Vatable	0.00	0.00	0 %	0.00
[Add Line]		Sub Total: 0.00				
		Vat: 0.00				
		Discount: 0.00				
		Total Cash Receipt: 0.00				
REMARKS:						

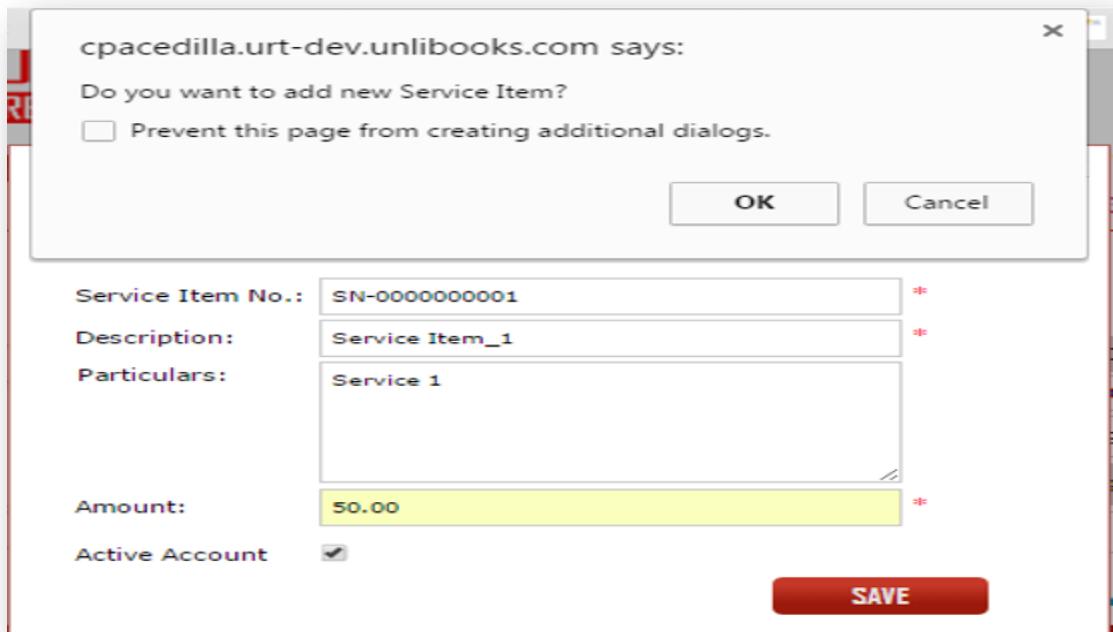
A box is provided to indicate whether the transaction is inclusive of VAT or not

Step 3. Before you can proceed to the next step, a Company Profile will appear, fill in the required fields and then click "Save".

PROFILE

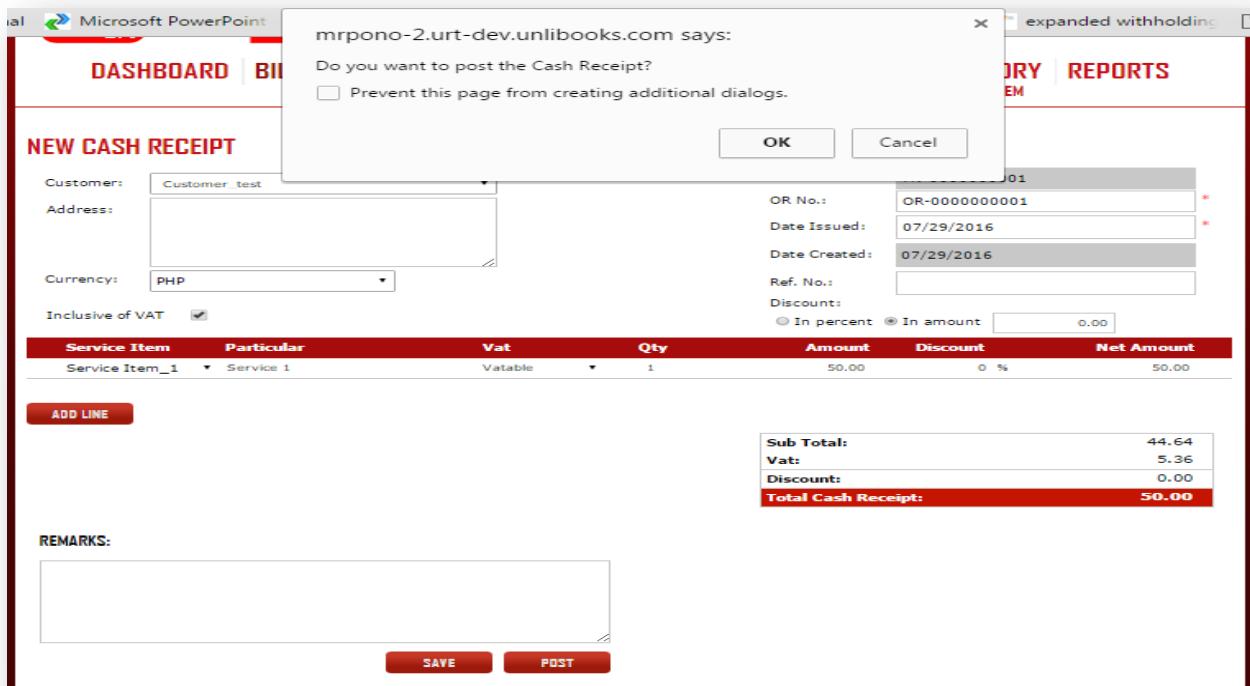
USER ACCOUNT	BASIC INFORMATION
E-Mail Address:	Juan Dela Cruz*
Registered Name:	Manila
Registered Address:	
Phone No.:	121-2121 to 212-1212*
Fax No.:	212-1212 to 121-2121*
TIN:	000-121-021-0211*
RDO Code:	OBB*
Zip Code:	123*
Line of Business/Occupation:	Trading*
Accountant's E-Mail Address:	a@yahoo.com
Secretary's E-Mail Address:	s@yahoo.com
SAVE	

Step 4. If the Service Item is not yet in the list, click “Add Service Item” and then click “Save”.



A confirmation box will appear, click “Ok” to confirm the action taken.

Step 5. Click “Save” or “Post”.



An Official Receipt will appear after posting the transaction.

In settlement of the following:	
Official Receipt No.	Amount
OR-0000000001	
Total Sales (VAT Inclusive)	50 00
Less: VAT	5 36
Total	44 64
Less: SC/PWD Discount	0 0
Total Due	50 00
Less: Withholding Tax	0 00
Amount Due	50 00
Vatable Sales	00
VAT - Exempt Sales	00
Zero Rated Sales	00
VAT Amount	5 36
Total Sales	50 00

PRINT X

JUAN DELA CRUZ
Manila
VAT Reg. TIN: 000-121-021-0211

OR-0000000001

OFFICIAL RECEIPT

Date: 07/29/2016

Received from Customer_test with TIN 000-000-000-0008
and address at _____ engaged in the business _____
style of _____, the sum of _____
Fifty Pesos Only (₱ 50.00). In partial/full payment for Service Item 1.

By: _____
Authorized Representative

Use of Official Receipt from Unibooks needs BIR registration

How to Edit or Cancel Cash Receipts

*Please note that ‘Edit’ or “Cancel” can only be used for saved transactions.

Step 1. From Billing, this will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text 'UNLIBOOKS RETAIL'. Below the logo, a message says 'You have 26 day(s) remaining in your trial. PAY NOW!' with a 'GET DISCOUNT COUPON CODE NOW!' link. The top navigation bar includes links for 'HELP', 'SETTINGS', and 'LOGOUT'. Below the navigation, there is a horizontal menu with categories: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under the BILLING category, there are sub-links: CASH RECEIPT and BILLING. The main content area is titled 'ALL CASH RECEIPTS'. It features a red header bar with a '+' icon and the text 'CREATE NEW CASH RECEIPT'. Below this, there is a toolbar with buttons for 'EDIT', 'COPY', 'CANCEL', and 'PRINT PREVIEW'. A search bar is also present. The main table lists cash receipts with columns for Transaction No., OR No., Date, Customer Name, Total Amount, Status, and Date Reversed. Two entries are shown:

Transaction No.	OR No.	Date	Customer Name	Total Amount	Status	Date Reversed
TN-0000000002	OR-0000000002	07/29/2016	Customer_test	50.00	Open	
TN-0000000001	OR-0000000001	07/29/2016	Customer_test	50.00	Posted	

A summary bar at the bottom indicates a total of 100.00. At the very bottom, there are pagination controls: 'Page: 1', 'Items per page: 25', and 'Page 1 of 1'.

To edit or cancel the cash receipts, check the box beside the number and then click the “Edit” or “Cancel” button. When “Edit” button is clicked, it enables the user to edit/add the informations from the previously saved transaction. When “Cancel” button is clicked, it will cancel the transactions previously saved. The cancelled transaction will now be removed from the list of receipts from billing.

How to Copy Cash Receipts

*Please note that “Copy” and “Print Preview” can only be used for posted transactions.

Step 1. From Billing, this will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text 'UNLIBOOKS RETAIL'. Below the logo, a message says 'You have 26 day(s) remaining in your trial. PAY NOW!' with a 'GET DISCOUNT COUPON CODE NOW!' link. The top navigation bar includes links for 'HELP', 'SETTINGS', and 'LOGOUT'. Below the navigation, there is a horizontal menu with categories: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under the BILLING category, there are sub-links: CASH RECEIPT and BILLING. The main content area is titled 'ALL CASH RECEIPTS'. It features a red header bar with a '+' icon and the text 'CREATE NEW CASH RECEIPT'. Below this, there is a toolbar with buttons for 'EDIT', 'COPY', 'CANCEL', and 'PRINT PREVIEW'. A search bar is also present. The main table lists cash receipts with columns for Transaction No., OR No., Date, Customer Name, Total Amount, Status, and Date Reversed. Two entries are shown:

Transaction No.	OR No.	Date	Customer Name	Total Amount	Status	Date Reversed
TN-0000000002	OR-0000000002	07/29/2016	Customer_test	50.00	Open	
TN-0000000001	OR-0000000001	07/29/2016	Customer_test	50.00	Posted	

A summary bar at the bottom indicates a total of 100.00. At the very bottom, there are pagination controls: 'Page: 1', 'Items per page: 25', and 'Page 1 of 1'.

Step 2: Check the box beside the number you want to copy and then click “Copy”. This will appear.

HELP SETTINGS LOGOUT


UNIBOOKS
RETAIL

You have 26 day(s) remaining in your trial. [PAY NOW!](#)
[GET DISCOUNT COUPON CODE NOW!](#)

[DASHBOARD](#) [BILLING](#) [SALES](#) [PURCHASE](#) [EXPENSES](#) [ACCOUNTING](#) [INVENTORY](#) [REPORTS](#)

[CASH RECEIPT](#) [BILLING](#) [COLLECTION](#) [CUSTOMERS](#) [SERVICE ITEM](#)

NEW CASH RECEIPT

Customer:	Customer_test	*	Transaction No.:	TN-0000000003														
Address:			OR No.:	OR-0000000003														
Currency:	PHP		Date Issued:	07/29/2016														
Inclusive of VAT	<input checked="" type="checkbox"/>		Date Created:	07/29/2016														
			Ref. No.:															
			Discount:	<input type="radio"/> In percent <input type="radio"/> In amount <input type="text" value="0.00"/>														
<table border="1"> <thead> <tr> <th>Service Item</th> <th>Particular</th> <th>Vat</th> <th>Qty</th> <th>Amount</th> <th>Discount</th> <th>Net Amount</th> </tr> </thead> <tbody> <tr> <td>Service Item_1</td> <td>Service 1</td> <td>Vatable</td> <td>1.00</td> <td>50.00</td> <td>0 %</td> <td>50.00</td> </tr> </tbody> </table>					Service Item	Particular	Vat	Qty	Amount	Discount	Net Amount	Service Item_1	Service 1	Vatable	1.00	50.00	0 %	50.00
Service Item	Particular	Vat	Qty	Amount	Discount	Net Amount												
Service Item_1	Service 1	Vatable	1.00	50.00	0 %	50.00												
ADD LINE																		
					Sub Total: 44.64 Vat: 5.36 Discount: 0.00 Total Cash Receipt: 50.00													

Step 3: Edit the information you want to change and then click 'post' for final transaction or 'save' for further editing.

* Please note that when you chose to copy a transaction, a new cash receipt will be created with a new cash receipt number.

How to Preview Cash Receipts

*Please note that "Copy" and "Print Preview" can only be used for posted transactions.

Step 1. From Billing, this will appear.

HELP SETTINGS LOGOUT


UNIBOOKS
RETAIL

You have 26 day(s) remaining in your trial. [PAY NOW!](#)
[GET DISCOUNT COUPON CODE NOW!](#)

[DASHBOARD](#) [BILLING](#) [SALES](#) [PURCHASE](#) [EXPENSES](#) [ACCOUNTING](#) [INVENTORY](#) [REPORTS](#)

[CASH RECEIPT](#) [BILLING](#) [COLLECTION](#) [CUSTOMERS](#) [SERVICE ITEM](#)

ALL CASH RECEIPTS

[+ CREATE NEW CASH RECEIPT](#)

EDIT	COPY	CANCEL	PRINT PREVIEW	Filtered By: TRANSACTION NO. <input type="button" value="▼"/>	SEARCH <input type="button" value="🔍"/>		
<input type="checkbox"/>	Transaction No.	OR No.	Date	Customer Name	Total Amount	Status	Date Reversed
<input type="checkbox"/>	TN-0000000002	OR-0000000002	07/29/2016	Customer_test	50.00	Open	
<input type="checkbox"/>	TN-0000000001	OR-0000000001	07/29/2016	Customer_test	50.00	Posted	

Total : 100.00

Page: Items per page: Page 1 of 1

Step 2. Check the box beside the invoice number you want to print preview and then click "Print Preview". This will appear.

In settlement of the following:	
Official Receipt No.	Amount
OR-0000000001	
Total Sales (VAT Inclusive)	50.00
Less: VAT	5.36
Total	44.64
Less: SC/PWD Discount	0.00
Total Due	50.00
Less: Withholding Tax	0.00
Amount Due	50.00
Vatable Sales	0.00
VAT - Exempt Sales	0.00
Zero Rated Sales	0.00
VAT Amount	5.36
Total Sales	50.00
Form of Payment:	
Cash <input type="checkbox"/>	Check <input type="checkbox"/>

JUAN DELA CRUZ
Manila
VAT Reg. TIN: 000-121-021-0211

PRINT **X**

OR-0000000001

OFFICIAL RECEIPT

Date: 07/29/2016

Received from Customer test with TIN
000-000-000-0008 and address at _____ engaged in the business style of _____, the sum of _____, the sum of Fifty Pesos Only (P 50.00). In partial/full payment for Service Item 1.

By: _____
Authorized Representative

Use of Official Receipt from Unibooks needs BIR registration

A copy of your official receipt may be sent through email by clicking "Send Email" button.

How to Record Billing

Step 1. From Billing, go to “Billing” and select “Create New Billing”

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text "UNLIBOOKS RETAIL". To the right of the logo are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a message says "You have 26 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". The main menu has several tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under the BILLING tab, there are sub-options: CASH RECEIPT, BILLING, EXPENSES, COLLECTION, CUSTOMERS, and SERVICE ITEM. A red arrow points to the "BILLING" option under the BILLING tab. On the left, there is a sidebar with buttons for "EDIT", "COPY", "CANCEL", "PRINT PREVIEW", and "SEND EMAIL". On the right, there is a search bar with "Filtered By: BILLING NO." and a dropdown arrow, and a "SEARCH" button with a magnifying glass icon. Below the search bar, there is a red button with a plus sign and the text "CREATE NEW BILLING". The main content area is titled "ALL BILLINGS". It shows a table with columns: "Billing No.", "Date", "Customer Name", "Total Amount", "Amount Balance", "Status", and "Date Reversed". The table currently displays one row with a total amount of 0.00 and an amount balance of 0.00. At the bottom of the table, there are dropdown menus for "Page:" (set to 1), "Items per page:" (set to 25), and a message "Page 0 of 0".

Step 2. Select Customer, address, terms, currency and reference no.

The screenshot shows the "NEW BILLING" page. At the top, it features the same logo and menu structure as the previous screenshot. The main form is titled "NEW BILLING" and contains fields for "Customer" (dropdown menu with "Customer test"), "Address" (text area), "Terms" (dropdown menu with "COD"), and "Currency" (dropdown menu with "AED"). To the right of these fields are more details: "Billing No." (BN-0000000001), "Date Issued" (07/29/2016), "Due Date" (07/29/2016), "Date Created" (07/29/2016), "Ref. No." (empty), "Discount" (radio buttons for "In percent" and "In amount" with value 0.00), and checkboxes for "Inclusive of VAT" and "Send Email". Below this, there is a table for "Service Item" with columns: "Service Item", "Particulars", "Vat", "Qty", "Amount", "Discount", and "Net Amount". The table shows one entry: "Service Item 1" with "Particulars" "Service 1", "Vatable" checked, "Qty" 1, "Amount" 50.00, "Discount" 0 %, and "Net Amount" 50.00. A red arrow points to the "ADD LINE" button. At the bottom, there is a summary table with "Subtotal: 44.64", "Vat: 5.36", "Discount: 0.00", and "Total Billing: 50.00". There is also a "REMARKS:" field at the bottom.

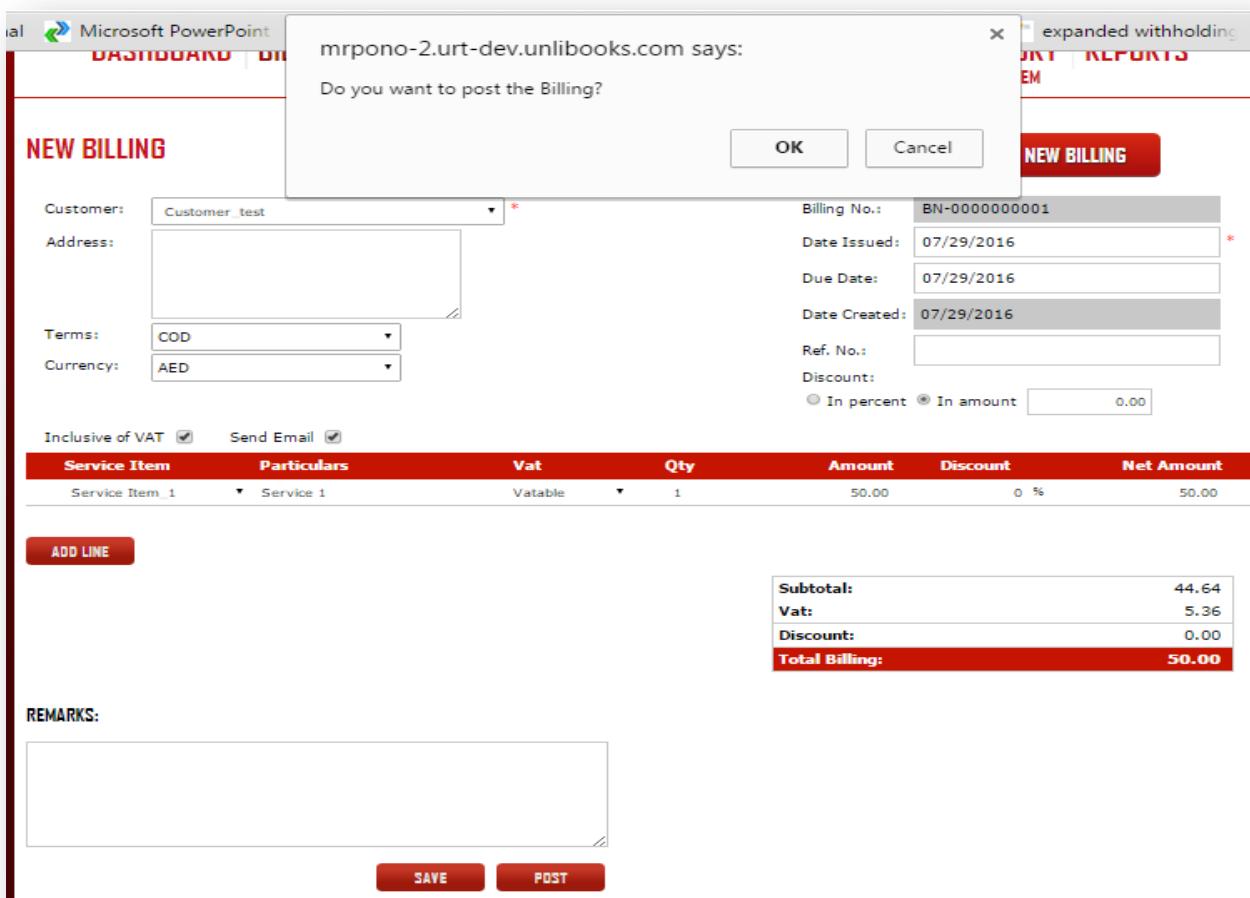
In case your Customer is not in the list, you may choose to add a Customer. Click the drop down arrow beside the “Customer”, then select the “Add Customer”.

A box is provided to indicate whether the transaction is inclusive of VAT or not.

Step 3. Select Service Item. In case your item number is not in the list, you may choose to add a new item number. Click the drop down arrow below the item number and then select the “Add Item”.

The screenshot shows the 'NEW BILLING' screen. At the top, there are tabs for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under BILLING, sub-tabs include CASH RECEIPT, BILLING, COLLECTION, CUSTOMERS, and SERVICE ITEM. The 'SERVICE ITEM' tab is selected. A red box highlights the 'Service Item' dropdown menu, which shows 'Service Item_1' and '[Add Service Item]'. Below the dropdown, a red box highlights the 'ADD LINE' button. On the right side, there is a summary table with columns for Subtotal, Vat, Discount, and Total Billing, showing values of 44.64, 5.36, 0.00, and 50.00 respectively.

Step 4. After selecting Service Item, click “Save” or “Post”. A confirmation dialog box will appear. Click “Ok” to confirm the action taken.



A Billing Charge document will appear after posting the transaction.

V X

Juan Dela Cruz
Manila
VAT Reg. TIN: 000-121-021-0211
Phone No: 121-2121 to 212-1212
Fax No: 212-1212 to 121-2121

BILLING CHARGE

Client Name:	Customer_test	Billing No.:	BN-0000000001
Address:		Billing Date:	07/29/2016
		Ref. No.:	
		Discount In amount::	0.00

Item	Particulars	Qty	Amount	Discount	Net Amount
Service Item_1	Service 1	1	50.00	0%	50.00

Subtotal:	44.64
Vat:	5.36
Discount :	0.00
Total Billing:	50.00

REMARKS:

"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"

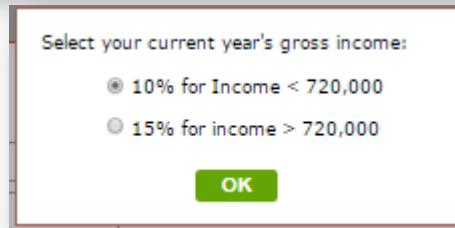
POWERED BY: 

How to Record Collection

Step 1. From Billing, go to “Collection” and select “Record New Payment”

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNLIBOOKS RETAIL". To the right are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a message says "You have 26 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". The main menu includes "DASHBOARD", "BILLING", "SALES", "PURCHASE", "EXPENSES", "ACCOUNTING", "INVENTORY", and "REPORTS". Under "BILLING", there are sub-links for "CASH RECEIPT" and "BILLING". Under "ACCOUNTING", there are sub-links for "COLLECTION" and "CUSTOMERS". A red arrow points to the "COLLECTION" link under "ACCOUNTING". The main content area is titled "ALL COLLECTIONS" and features a "RECORD NEW PAYMENT" button with a plus sign. Below it are links for "REVERSE" and "PRINT PREVIEW". A search bar is labeled "Filtered By: PAYMENT NO." with a dropdown arrow and a magnifying glass icon. The table below has columns for "Payment No.", "Payment Date", "Customer Name", "Amount Received", "Status", and "Date Reversed". A summary row shows "Total Collections: 0.00". At the bottom, there are pagination controls: "Page: 1", "Items per page: 25", and "Page 1 of 1".

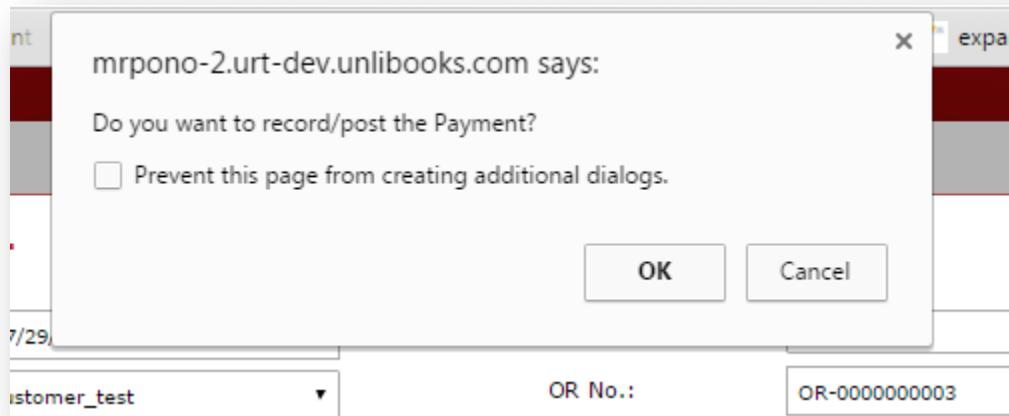
Step 2. Select your current year's gross income.



Step 3. Choose the name of the Customer, Withholding tax (if applicable), and whether you receive 2307 BIR form. Click “Post”.

The screenshot shows the "ENTER PAYMENT" dialog box. It contains fields for "Date Received" (07/29/2016), "Method of Payment" (Cash), "Received from Client" (Customer_test), "OR No." (OR-0000000003), "Withholding Tax" (0%), "Notes" (empty), and "Received 2307 form" (radio buttons for Yes and No). Below the dialog is a table titled "Search Billing No." with a search bar. The table has columns: "Billing No.", "Billing Date", "Total Billing Amount", "WHT Amount", "Applied Amount", and "Amount Balance". One row is shown: BN-0000000001, 07/29/2016, 50.00, 0.00, 0.00, 50.00. At the bottom, there is a field for "If partial payment" and buttons for "CANCEL" and "POST".

A confirmation dialog box will appear to confirm the action taken. Click "Ok" to save or post the transaction.



A summary of collections will appear after posting the transaction.

The screenshot shows the "ALL COLLECTIONS" page. At the top, there is a navigation bar with links: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Below the navigation bar, there are buttons for REVERSE, PRINT PREVIEW, and RECORD NEW PAYMENT. A search bar is also present. The main table displays a single collection entry:

Payment No.	Payment Date	Customer Name	Amount Received	Status	Date Reversed
PN-0000000001	07/29/2016	Customer_test	50.00	posted	

Below the table, a summary row shows "Total Collections: 50.00". At the bottom, there are pagination controls: "Page: 1", "Items per page: 25", and "Page 1 of 1".

How to Record New Customer

Step 1. From Billing, go to “Customers” and select “Create New Customer”

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo for 'Urt' with a red book icon, followed by the text 'UNIBOOKS RETAIL'. A trial notice says 'You have 26 day(s) remaining in your trial. PAY NOW!' with a 'GET DISCOUNT COUPON CODE NOW!' button. The main menu includes 'DASHBOARD', 'BILLING', 'SALES', 'PURCHASE', 'EXPENSES', 'ACCOUNTING', 'INVENTORY', and 'REPORTS'. Below the menu, specific sub-options are shown: 'CASH RECEIPT', 'BILLING', 'COLLECTION', 'CUSTOMERS', and 'SERVICE ITEM'. A red arrow points to the 'CUSTOMERS' option. On the left, a red box highlights the 'ALL CUSTOMERS' section. On the right, a red box highlights the '+ CREATE NEW CUSTOMER' button. Below these are filtering options ('Filtered By: CUSTOMER NO.' dropdown, 'SEARCH' button, 'IMPORT/EXPORT' button), page navigation ('Page: 1', 'Items per page: 25', 'Page 1 of 1'), and a red box highlights the 'Customer No.' column.

Step 2. Fill in all the required informations of the customer and then click “Save” to save the customer or “Save and Add New” to save and immediately directed to the create new customer page.

The screenshot shows the 'CREATE NEW CUSTOMER' form. It contains several input fields grouped into sections: 'Customer No.' (CN-0000000002), 'Customer Name' (Customer_0001), 'Customer Type' (Company Own), 'TIN' (212-121-212-1212), 'Primary Email Add.' (c@yahoo.com), 'Address' (Manila), 'Phone No.' (451-2641 to 223-5455), and 'Fax No.' (454-5454 to 545-4545). To the right, there are sections for 'Client Contact Person' (Contact Name: J Dela Cruz, Telephone No.: 5451234, Secondary Email Add.: j2@yahoo.com), 'Billing Setup' (Term: --Select--, Currency: PHP, Credit Limit: 20,000.00), and an 'Account Set-up' section with an 'Active Account' checkbox (checked). At the bottom are two buttons: 'SAVE' and 'SAVE AND ADD NEW'.

A list of customers will appear after saving the new customer.

The screenshot shows the 'ALL CUSTOMERS' list again. The 'Customer No.' column now includes the new entry 'CN-0000000001' next to 'Customer_0001'. The rest of the list remains the same, showing one customer with a balance of 0.00. The interface is identical to the first screenshot, with the 'CUSTOMERS' tab highlighted in red.

How to Record New Service Item

Step 1. From Billing, got to “Service Item” and select “Create New Service Item”

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNIBOOKS RETAIL". To the right of the logo are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a banner displays "You have 26 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". The main menu bar has several tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. The REPORTS tab is currently selected, indicated by a red underline. Under the REPORTS tab, there are sub-links: CASH RECEIPT, BILLING, COLLECTION, CUSTOMERS, SERVICE ITEM, and REPORTS. The "SERVICE ITEM" link is also underlined in red. The main content area is titled "ALL SERVICE ITEMS". It features a "CREATE NEW SERVICE ITEM" button with a plus sign. Below it are buttons for "EDIT" and "INACTIVE". A search bar is labeled "Filtered By: SERVICE ITEM NO." with a dropdown arrow. There are also "SEARCH" and "IMPORT/EXPORT" buttons. The main table lists one service item: "Service Item No.: SN-0000000001", "Description: Service Item_1", "Date Created: 07/29/2016", and "Amount: 50.00". At the bottom of the table are pagination controls: "Page: 1", "Items per page: 25", and "Page 1 of 1".

Step 2. Fill in the required fields and then click “Save” or “Save and Add New”.

A modal dialog box titled "CREATE NEW SERVICE ITEM". It contains the following fields:

- Service Item No.: SN-0000000002 *
- Description: Service _test 1 *
- Particulars: Service 1
- Amount: 50.00 *
- Active Account:

At the bottom are two buttons: "SAVE" and "SAVE AND ADD NEW".

A list of service items will appear after saving the new service item.

The screenshot shows the "ALL SERVICE ITEMS" list again. The table now includes the newly added service item:

Service Item No.	Description	Date Created	Amount
SN-0000000001	Service Item_1	07/29/2016	50.00
SN-0000000002	Service _test 1	07/29/2016	50.00

The bottom of the table has the same pagination controls: "Page: 1", "Items per page: 25", and "Page 1 of 1".

How to Record Cash Invoice

Step 1. Under Sales, click “Create New Cash Invoice” button.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for HELP, SETTINGS, and LOGOUT. Below the navigation bar, there is a promotional message: "You have 30 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". The main menu includes DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under the SALES menu, options like CASH INVOICE, SALES ORDER, DELIVERY RECEIPT, and SALES INVOICE are available. The current page is titled "ALL CASH INVOICE". On the right side of the page, there is a red button labeled "+CREATE NEW CASH INVOICE". Below the title, there are buttons for EDIT, COPY, CANCEL, PRINT, and PREVIEW. A search bar is present with the placeholder "Filtered By: CI NO." and a search icon. The main content area displays a table with columns: PO No., Date, Customer Name, Remarks, Total Amount, Status, and Date Reversed. A summary row at the bottom shows "Total : 0.00". At the bottom of the page, there are pagination controls: "Page: [dropdown] Items per page: 25 [dropdown] Page 0 of 0".

Step 2. Select Customer.

The screenshot shows the "NEW CASH INVOICE" creation page. At the top, there is a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. The SALES menu is currently selected. The main form has fields for Customer Name (dropdown menu showing "Customer test"), Address (text area containing "[Add Customer] Customer_test"), Currency (dropdown menu showing "PHP"), and VAT settings ("Inclusive of VAT" checked). To the right, there are fields for Cash Invoice No. (CI-0000000001), Date Issued (07/25/2016), Date Created (07/25/2016), Ref. No. (empty), Discount (radio buttons for "In percent" and "In Amount" with value "0.00"), and VAT settings ("APPLY CIM/SR"). Below the form is a table with columns: Item No., Item Description, Vat Type, Warehouse, Qty, UOM, Unit Price, Amount, Discount, and Net Amount. The table has a header row and one data row. At the bottom of the table, there is a "ADD LINE" button.

Incase your Customer is not in the list, you may choose to add a Customer. Click the drop down arrow beside the “Customer”, then select the “Add Customer”.

CREATE NEW CUSTOMER

Customer No.: <input type="text" value="CN-0000000002"/> * Customer Name: <input type="text" value="Customer_test"/> * Customer Type: <input type="text" value="--Select--"/> * TIN: <input type="text" value="000-000-000-0008"/> Primary Email Add: <input type="text" value="test@yahoo.com"/> Address: <input type="text" value="Manila"/> Phone No.: <input type="text" value="456-4564 to 564-5645"/> Fax No.: <input type="text" value="123-1231 to 231-2312"/> Account Set-up: Active Account <input checked="" type="checkbox"/>	Client Contact Person: Contact Name: <input type="text" value="Juan Dela Cruz"/> Telephone No.: <input type="text" value="1231231"/> Secondary Email Add: <input type="text" value="jdc@yahoo.com"/> Billing Setup: Term: <input type="text" value="COD"/> * Currency: <input type="text" value="PHP"/> * Credit Limit: <input type="text" value="30,000.00"/> *
---	---

SAVE

The box above will appear. Fill in all your Customer informations above, then click “Save”.

Microsoft PowerPoint gptrinidad.urt-dev.unibooks.com says:
Do you want to add new Customer?

OK **Cancel**

Customer No.: <input type="text" value="CN-0000000002"/> * Customer Name: <input type="text" value="Customer_test"/> * Customer Type: <input type="text" value="--Select--"/> * TIN: <input type="text" value="000-000-000-0008"/> Primary Email Add: <input type="text" value="test@yahoo.com"/> Address: <input type="text" value="Manila"/> Phone No.: <input type="text" value="456-4564 to 564-5645"/> Fax No.: <input type="text" value="123-1231 to 231-2312"/> Account Set-up: Active Account <input checked="" type="checkbox"/>	Client Contact Person: Contact Name: <input type="text" value="Juan Dela Cruz"/> Telephone No.: <input type="text" value="1231231"/> Secondary Email Add: <input type="text" value="jdc@yahoo.com"/> Billing Setup: Term: <input type="text" value="COD"/> * Currency: <input type="text" value="PHP"/> * Credit Limit: <input type="text" value="30,000.00"/> *
---	---

SAVE

A confirmation dialog box will appear. Select “OK” if you want to add your new Customer or “Cancel” if you want to make any further changes to your Customer information.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Below the navigation bar, there are sub-links for CASH INVOICE, SALES ORDER, DELIVERY RECEIPT, SALES INVOICE, COLLECTION, CM, SALES RETURN, and ITEMS. A logo for "UNLIBOOKS RETAIL" is on the left, and a message "You have 30 day(s) remaining in your trial. PAY NOW!" with a "GET DISCOUNT COUPON CODE NOW!" button is at the top right. The main area is titled "NEW CASH INVOICE". It contains fields for Customer Name (Customer_test), Address, Currency (PHP), Cash Invoice No. (CI-0000000001), Date Issued (07/25/2016), Date Created (07/25/2016), Ref. No., Discount (radio buttons for In percent and In Amount, value 0.00), and an "Inclusive of VAT" checkbox which is checked. Below these are sections for "APPLY CM/SR" and a table for entering invoice lines. The table has columns for Item No., Item Description, Vat Type (Vatable), Warehouse, Qty (1), UOM, Unit Price, Amount, Discount, and Net Amount (% 0). An "ADD LINE" button is present. At the bottom, there are "SAVE" and "POST" buttons. To the right of the table, there are summary boxes for Subtotal (0.00), Discount (0.00), Net Amount (0.00), VAT (0.00), and a red "Total Amount" box showing 0.00.

A box is provided to indicate whether the transaction is inclusive of VAT or not.

Step 3. Select an Item Number.

This screenshot shows the same software interface as the previous one, but with an item added to the invoice line table. The table now includes a row for "Item No." with "[Add Item]" and a small icon, "Item Description" (Customer test), "Vat Type" (Vatable), "Warehouse" (dropdown), "Qty" (1), "UOM" (dropdown), "Unit Price" (dropdown), "Amount" (0), "Discount" (radio buttons for In percent and In Amount, value 0.00), and "% 0". The "Subtotal" box on the right is now showing 0.00.

In case your item number is not in the list, you may choose to add a new item number. Click the drop down arrow below the item number and then select the “Add Item”.

CREATE NEW ITEM

Item No.:	ITM-0000000027	Purchased Cost:	10.00
Item Description:	Test Item Inventory_0001	Last Direct Cost:	10.00
Unit of Measure:	BG	Franchise Cost:	0.00
Product Category:	Inventory_201	Selling Price:	30.00
Product Type:	Goods	SRP:	25.00
Costing Method:	Average		
GL Posting:	Inventory		
Active Account <input checked="" type="checkbox"/>		SAVE	

The box above will appear. Fill in all your item information, then click “Save”.

Step 4: Indicate the cash invoice no., date of issue, and quantity.

UNIBOOKS RETAIL

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

DASHBOARD | **CASH INVOICE** | **BILLING** | **SALES** | **PURCHASE** | **DELIVERY RECEIPT** | **EXPENSES** | **SALES INVOICE** | **ACCOUNTING** | **COLLECTION** | **CM** | **INVENTORY** | **SALES RETURN** | **REPORTS** | **ITEMS**

NEW CASH INVOICE

Customer Name:	Customer_test	Cash Invoice No.:	CI-0000000001
Address:		Date Issued:	07/25/2016
Currency:	PHP	Date Created:	07/25/2016
		Ref. No.:	
		Discount:	
		<input type="radio"/> In percent <input checked="" type="radio"/> In Amount	0.00
Inclusive of VAT <input checked="" type="checkbox"/> APPLY CM/SR			
Item No. Item Description Vat Type Warehouse Qty UOM Unit Price Amount Discount Net Amount Test Item Inve ▾ Test Item Inventory_0001 Vatable ▾ ▾ 1 BG ▾ 25.00 25.00 % 25.00			
ADD LINE GL Posting: ▾			

These items are filled in by default. You can choose to change the quantity, cash invoice number and date of issue based on your actual invoice.

Step 5: Indicate the VAT type.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there's a logo with 'Urt' and the text 'UNIBOOKS RETAIL'. Below the logo, a navigation bar has tabs for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under DASHBOARD, there are sub-options for CASH INVOICE and SALES ORDER. Under SALES, there are sub-options for DELIVERY RECEIPT and SALES INVOICE. Under PURCHASE, there are sub-options for COLLECTION and CM. Under INVENTORY, there are sub-options for SALES RETURN and ITEMS. A banner at the top right says 'You have 30 day(s) remaining in your trial. PAY NOW!' and 'GET DISCOUNT COUPON CODE NOW!'. The main area is titled 'NEW CASH INVOICE'. It has fields for Customer Name (Customer_test), Address, Currency (PHP), Cash Invoice No. (CI-0000000001), Date Issued (07/25/2016), Date Created (07/25/2016), Ref. No., Discount, and Inclusive of VAT (checked). Below these are buttons for 'APPLY CM/SR' and 'ADD LINE'. A table below shows an item entry: Item No. (Test Item Inve), Item Description (Test Item Inventory_), Vat Type (Vatable, currently selected), Warehouse (dropdown), Qty (1), UOM (BG, dropdown), Unit Price (25.00), Amount (25.00), Discount (%), and Net Amount (25.00). A '+' button is at the bottom right of the table. A 'GL Posting' dropdown is also present. A tooltip for the Vat Type dropdown shows the options: Vatable, Vat-Exempt, Non-Vat, and Zero Rated.

You can choose from Vatable, Vat-Exempt, Non-VAT, and Zero-Rated.

Vatable –this is used when the customer is a regular individual who is not exempted from VAT under the law.

Vat Exempt - this is used when your customer is exempted by law.

Zero- Rated - this is used when your customer is a registered zero rated entity.

Step 6. Choose the warehouse from where to get the inventory sold.

The screenshot shows the UNIBOOKS RETAIL software interface. The layout is identical to the previous screenshot, with the same navigation bar and banner. The main area is titled 'NEW CASH INVOICE'. It has fields for Customer Name (Customer_test), Address, Currency (PHP), Cash Invoice No. (CI-0000000001), Date Issued (07/25/2016), Date Created (07/25/2016), Ref. No., Discount, and Inclusive of VAT (checked). Below these are buttons for 'APPLY CM/SR' and 'ADD LINE'. A table below shows an item entry: Item No. (Test Item Inve), Item Description (Test Item Inventory_), Vat Type (Vatable), Warehouse (dropdown, currently empty), Qty (1), UOM (BG, dropdown), Unit Price (25.00), Amount (25.00), Discount (%), and Net Amount (25.00). A '+' button is at the bottom right of the table. A 'GL Posting' dropdown is also present. A tooltip for the Warehouse dropdown shows the option: Add Warehouse.

If there is no warehouse yet, click “Add Warehouse” and the following dialog box will appear.

CREATE NEW LOCATION

Location No.: WH-0000000001

Location Name: Warehouse_test

Active:

SAVE

Add the location name and then click “Save”.

Step 7. Indicate if there is any discount.

UNIBOOKS RETAIL

You have 30 day(s) remaining in your trial. **PAY NOW!**
[GET DISCOUNT COUPON CODE NOW!](#)

DASHBOARD CASH INVOICE **BILLING** SALES ORDER **SALES** DELIVERY RECEIPT **PURCHASE** SALES INVOICE **EXPENSES** COLLECTION **ACCOUNTING** CM **INVENTORY** SALES RETURN **REPORTS** ITEMS

NEW CASH INVOICE

Customer Name: Customer_test

Address:

Currency: PHP

Inclusive of VAT

APPLY CM/SR

Item No.	Item Description	Vat Type	Warehouse	Qty	UOM	Unit Price	Amount	Discount	Net Amount
Test Item Inve	Test Item Inventory_!	Vatable	Warehouse_!	1	BG	25.00	25.00	%	25.00

ADD LINE

GL Posting:

Subtotal	22.32
Discount	0.00
Net Amount	22.32
VAT	2.68
Total Amount	25.00

SAVE **POST**

You can use discount in two ways.

First:

Discount:
<input type="radio"/> In percent <input checked="" type="radio"/> In Amount
0.00

If you input a discount in this field, whether in percent or in amount, the discount will be charged to the whole receipt.

Second:

Discount
2 %

While if you input your discount in this field, the discount will only be charged in a per line basis.

Step 8. Choose where to charge the cash invoice transaction. Click “Add Bank” if it was charged to cash in bank account.

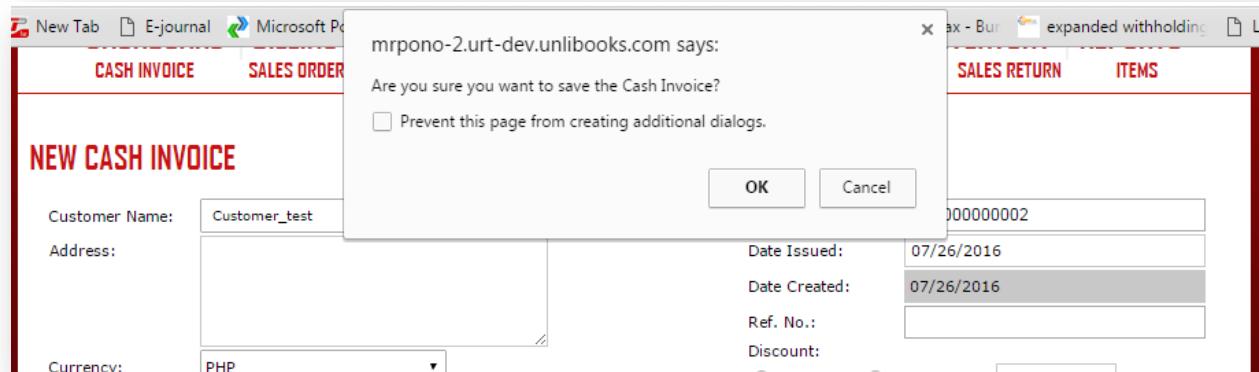
CASH INVOICE SALES ORDER DELIVERY RECEIPT SALES INVOICE COLLECTION CM SALES RETURN ITEMS

NEW CASH INVOICE

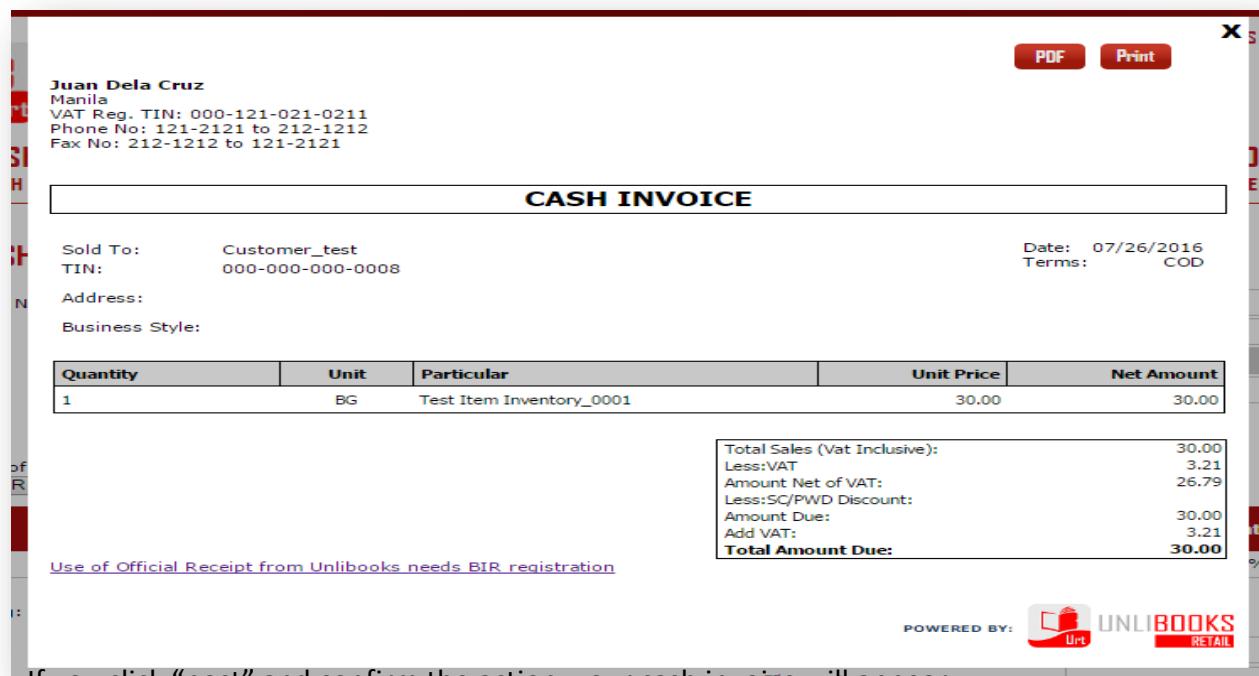
Customer Name:	Customer_test	Cash Invoice No.:	CI-0000000001						
Address:									
Currency:	PHP	Date Issued:	07/25/2016						
		Date Created:	07/25/2016						
		Ref. No.:							
		Discount:	<input type="radio"/> In percent <input checked="" type="radio"/> In Amount 0.00						
Inclusive of VAT <input checked="" type="checkbox"/>									
APPLY CM/IR									
Item No.	Item Description	Vat Type	Warehouse	Qty	UOM	Unit Price	Amount	Discount	Net Amount
Test Item Inver	Test Item Inventory_C	Vatable	Warehouse_	1	BG	25.00	25.00	%	25.00
ADD LINE									
GL Posting:	[Add Bank] 1000-002 - Cash on Hand			Subtotal	22.32				
				Discount	0.00				
				Net Amount	22.32				
				VAT	2.68				
				Total Amount	25.00				
SAVE POST									

Step 9: After Filling out all the required fields, click 'save' or 'post'.

**Saved cash invoices are available for further changes, while posted cash invoices transactions are cannot be edited any further.*



A dialog box will appear confirming the action after clicking “Save” or “Post”. Click “ok” if you want to save or post the transaction, click “cancel” if not.



If you click “post” and confirm the action, your cash invoice will appear.

How to Editor Cancel Cash Invoice

*Please note that ‘Edit’ or “Cancel” can only be used for saved transactions.

Step 1. From Sales, this will appear.

The screenshot shows the Unlibooks Retail software interface. At the top, there is a logo for 'Unlibooks RETAIL' with a book icon. A trial notice says 'You have 29 day(s) remaining in your trial. PAY NOW!' and a link 'GET DISCOUNT COUPON CODE NOW!'. The main menu includes DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Below the menu, specific sub-options are shown: CASH INVOICE, SALES ORDER, DELIVERY RECEIPT, SALES INVOICE, COLLECTION, CM, SALES RETURN, and ITEMS. The main content area is titled 'ALL CASH INVOICE'. It features a red 'CREATE NEW CASH INVOICE' button with a plus sign. Below it is a toolbar with buttons for EDIT, COPY, CANCEL, and PRINT PREVIEW. A search bar is labeled 'Filtered By: CI NO.' with a dropdown arrow and a magnifying glass icon. A 'SEARCH' button is also present. The main table lists cash invoices with columns: PO No., Date, Customer Name, Remarks, Total Amount, Status, and Date Reversed. Two entries are listed:

PO No.	Date	Customer Name	Remarks	Total Amount	Status	Date Reversed
CI-0000000002	2016-07-26	Customer_test		30.00	Open	
CI-0000000001	2016-07-26	Customer_test		30.00	Posted	

At the bottom, a summary bar shows 'Total : 60.00'. Below it are pagination controls: 'Page: 1', 'Items per page: 25', and 'Page 1 of 1'.

To editor cancel the cash invoice, check the box beside the number and then click the “Edit” or “Cancel” button. When “Edit” button is clicked, it enables the user to edit/add the informations from the previously saved transaction. When “Cancel” button is clicked, it will cancel the transactions previously saved. The cancelled transaction will now be removed from the list of invoices from sales.

How to Copy Cash Invoice

*Please note that “Copy” and “Print Preview” can only be used for posted transactions.

Step 1. From Sales, this will appear.

This screenshot is identical to the one above, showing the 'All Cash Invoice' list in the Unlibooks Retail software. The interface, data, and layout are the same, including the table of cash invoices and the summary at the bottom.

Step 2: Check the box beside the number you want to copy and then click "Copy". This will appear.

Step 3: Edit the information you want to change and then click 'post' for final transaction or 'save' for further editing.

* Please note that when you chose to copy a transaction, a new cash invoice will be created with a new cash invoice number.

How to Preview Cash Invoice

*Please note that "Copy" and "Print Preview" can only be used for posted transactions.

Step 1. From Sales, this will appear.

Step 2. Check the box beside the invoice number you want to print preview and then click “Print Preview”. This will appear.

[PDF](#) [Print](#)

Juan Dela Cruz
 Manila
 VAT Reg. TIN: 000-121-021-0211
 Phone No: 121-2121 to 212-1212
 Fax No: 212-1212 to 121-2121

CASH INVOICE					
Sold To:	Customer_test TIN: 000-000-000-0008		Date:	07/26/2016	
Address:			Terms:	COD	
Business Style:					
Quantity	Unit	Particular	Unit Price	Net Amount	
1	BG	Test Item Inventory_0001	30.00	30.00	
Total Sales (Vat Inclusive): 30.00 Less:VAT 3.21 Amount Net of VAT: 26.79 Less:SC/PWD Discount: Amount Due: 30.00 Add VAT: 3.21 Total Amount Due: 30.00					
<i>Use of Official Receipt from Unlibooks needs BIR registration</i>					

POWERED BY: 

A copy of your invoice may be sent through email by clicking “Send Email” button.

How to Record Sales Order

Step 1. From Sales, go to “Sales Order” and select “Create New Sales Order”.

[HELP](#) [SETTINGS](#) [LOGOUT](#)


UNLIBOOKS
RETAIL

You have **29 day(s)** remaining in your trial. [PAY NOW!](#)
[GET DISCOUNT COUPON CODE NOW!](#)

[DASHBOARD](#)
[BILLING](#)
[SALES](#)
[PURCHASE](#)
[EXPENSES](#)
[ACCOUNTING](#)
[INVENTORY](#)
[REPORTS](#)

CASH INVOICE
SALES ORDER
DELIVERY RECEIPT
SALES INVOICE
COLLECTION
CM
SALES RETURN
ITEMS

ALL SALES ORDER
+ CREATE NEW SALES ORDER

EDIT
COPY
CANCEL
PRINT PREVIEW
Filtered By: SO NO.
SEARCH 

SO No.	Date	Customer Name	Remarks	SO Amount	Status	Date Reversed
Total : 0.00						
Page: <input type="button" value=""/> Items per page: <input type="button" value="25"/> Page 0 of 0						

Step 2: Indicate the Customer Name, Reference Number and the Date of Issue.

NEW SALES ORDER

Customer Name:	Customer_test	SO No.:	SO-0000000001						
Address:		Date Issued:	07/26/2016						
		Date Created:	07/26/2016						
		Ref. No.:	001						
		Discount:	<input type="radio"/> In percent <input checked="" type="radio"/> In Amount <input type="text" value="0.00"/>						
Inclusive of VAT <input checked="" type="checkbox"/>									
Item No.	Item Description	Vat Type	Warehouse	Qty	UOM	Unit Price	Amount	Discount	Net Amount
		Vatable		1				%	0
ADD LINE									
Subtotal <input type="text" value="0.00"/> Discount <input type="text" value="0.00"/> Net Amount <input type="text" value="0.00"/> VAT <input type="text" value="0.00"/> Total Amount <input type="text" value="0.00"/>									
<input type="button" value="SAVE"/> <input type="button" value="POST"/>									

In case the Customer Name is not in the list, you may choose to add a new customer. Click the drop down arrow below the customer name and then select the “Add Customer”.

CREATE NEW C

Customer No.:	CN-0000000002	Client Contact Person:	
Customer Name:	Customer_test	Contact Name:	Juan Dela Cruz
Customer Type:	Company Own	Telephone No.:	1231231
TIN:	000-000-0008	Secondary Email Add:	jdc@yahoo.com
Primary Email Add:	test@yahoo.com	Billing Setup:	
Address:	Manila	Term:	COD
Phone No.:	456-4564 to 564-5645	Currency:	PHP
Fax No.:	123-1231 to 231-2312	Credit Limit:	30,000.00
Account Set-up:		<input type="checkbox"/> Active Account <input type="button" value="SAVE"/>	

Fill in all the required fields and then click “Save”. Confirm the action by clicking “Ok”.

Step 3. Select an Item Number.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNLIBOOKS RETAIL". Below the logo, a navigation bar has several tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under the SALES tab, there are sub-options: CASH INVOICE, SALES ORDER, DELIVERY RECEIPT, SALES INVOICE, COLLECTION, CM, SALES RETURN, and ITEMS. A message at the top right says "You have 30 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". The main area is titled "NEW SALES ORDER". It contains fields for Customer Name (Customer test), Address, Currency (PHP), SO No. (CI-0000000001), Date Issued (07/25/2016), Date Created (07/25/2016), Ref. No., Discount (radio buttons for In percent or In Amount, value 0.00), and Inclusive of VAT (checkbox checked). There is also an "APPLY CM/SR" button. Below these fields is a table for adding items:

Item No.	Item Description	Vat Type	Warehouse	Qty	UOM	Unit Price	Amount	Discount	Net Amount
		Vatable		1				%	0
[Add Item] <input type="button" value="ADD LINE"/>									

Below the table are buttons for "GL Posting" (dropdown menu) and "Subtotal" (0.00). A "SAVE" button is located at the bottom right of the form.

In case your item number is not in the list, you may choose to add a new item number. Click the drop down arrow below the item number and then select the “Add Item”.

The screenshot shows a modal dialog box titled "CREATE NEW ITEM". It contains various input fields for item details:

Item No.: ITM-0000000027	Purchased Cost: 10.00
Item Description: Test Item Inventory_0001	Last Direct Cost: 10.00
Unit of Measure: BG	Franchise Cost: 0.00
Product Category: Inventory_201	Selling Price: 30.00
Product Type: Goods	SRP: 25.00
Costing Method: Average	
GL Posting: Inventory	
Active Account <input checked="" type="checkbox"/>	<input type="button" value="SAVE"/>

The box above will appear. Fill in all your item information, then click “Save”.

Step 4. Choose the type of tax and the warehouse location.

The screenshot shows the 'NEW SALES ORDER' screen. At the top, there's a navigation bar with links for DASHBOARD, CASH INVOICE, BILLING, SALES ORDER, PURCHASE, DELIVERY RECEIPT, EXPENSES, SALES INVOICE, ACCOUNTING, COLLECTION, CM, INVENTORY, SALES RETURN, and REPORTS. Below the navigation bar, the main area is titled 'NEW SALES ORDER'. It contains fields for Customer Name (Customer_test), Address, SO No. (SO-0000000001), Date Issued (07/26/2016), Date Created (07/26/2016), Ref. No., Discount (In percent or In Amount, 0.00), and an 'Inclusive of VAT' checkbox. A table lists one item: ITM-00000000 Test Item Inventory .000 Vatable. The table includes columns for Item No., Item Description, Vat Type, Warehouse, Qty, UOM, Unit Price, Amount, Discount, and Net Amount. Below the table is an 'ADD LINE' button. To the right, a summary table shows Subtotal (26.79), Discount (0.00), Net Amount (26.79), VAT (3.21), and Total Amount (30.00). At the bottom are 'SAVE' and 'POST' buttons.

Step 5. Click “Save” or “Post”.

The screenshot shows the system interface after Step 4. A confirmation dialog box is centered over the screen, asking 'Do you want to post the Sales Order?'. The dialog has 'OK' and 'Cancel' buttons. The background shows the same navigation bar and 'NEW SALES ORDER' screen as the previous step, with the same data entered.

A confirmation dialog will appear. Click “Ok” if you want to save or post the transaction, click “Cancel” if not.

After clicking "Ok", the Sales Order document will appear.

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SALES ORDER

Sold To: Customer_test Date: 07/26/2016
TIN: 000-000-000-0008 Terms: COD

Address:

Business Style:

Quantity	Unit	Particular	Unit Price	Net Amount
2	BG	Test Item Inventory_0001	30.00	60.00

Total Sales (Vat Inclusive): 60.00
Less:VAT: 6.43
Amount Net of VAT: 53.57
Less:SC/PWD Discount: 0.00
Amount Due: 60.00
Add VAT: 6.43
Total Amount Due: 60.00

Use of Official Receipt from Unibooks needs BIR registration

POWERED BY: UNIBOOKS RETAIL

*Please take note that posted transactions are available only for reversing and not for editing.

How to Record Delivery Receipt

Step 1. From Sales, go to "Delivery Receipt" and select "Create New Delivery".

UNIBOOKS RETAIL

You have 29 day(s) remaining in your trial. [PAY NOW!](#)
[GET DISCOUNT COUPON CODE NOW!](#)

DASHBOARD | **BILLING** | **SALES** | **PURCHASE** | **EXPENSES** | **ACCOUNTING** | **INVENTORY** | **REPORTS**

[CASH INVOICE](#) | [SALES ORDER](#) | [DELIVERY RECEIPT](#) | [SALES INVOICE](#) | [COLLECTION](#) | [CM](#) | [SALES RETURN](#) | [ITEMS](#)

ALL DELIVERY RECEIPT

[CREATE NEW DELIVERY](#)

EDIT CANCEL PRINT PREVIEW

Filtered By: PO NO. [SEARCH](#)

DR No.	Date	Customer Name	Remarks	DR Amount	Status	Date Reversed
Total : 0.00						
Page: [dropdown] Items per page: 25 Page 0 of 0						

Step 2. Add a Customer Name and select a Sales Order by clicking "Show SO".

After clicking "Show SO", the recorded Sales Orders will appear. Select the reference SO and then click "Get Invoice Line".

Sales Order No.	Date Issued	Client Name	Amount
SO-0000000001	2016-07-26	Customer_test	60.00

Step 3. Select the name of the assigned driver who delivered the goods.

Item No.	Item Description	Vat Type	Warehouse	Qty	UOM	Unit Price	Amount	Discount	Net Amount
ITM-0000000027	Test Item Inventory_000: Vatable		Warehouse_test	2	BG	30.00	60.00	0	60.00

Assigned Driver: [dropdown]

In case the name of the assigned driver is not in the list, click the “Add Driver” to add a new name. After clicking, this will appear.

CREATE NEW DRIVER

Driver No.: D-00001

Driver's Name: Driver_1

Active:

SAVE

Add the name of the driver and then click “Save”.

Step 4. Click “save” or “Post”.

mrpono-2.urt-dev.unlibooks.com says:

Do you want to post the Delivery Receipt?

OK **Cancel**

DASHBOARD **BILLING** **CASH INVOICE** **SALES ORDER**

VENTORY **REPORTS** **SALES RETURN** **ITEMS**

CREATE NEW DELIVERY RECEIPT

Customer Name: Customer_test

Sales Order: SO-0000000001

Address:

Delivery Receipt No.: DR-0000000001

Date Issued: 07/26/2016

SO No.: SO-0000000001

Date Created: 07/26/2016

Ref. No.:

Discount: In percent In Amount 0.00

Inclusive of VAT

Item No.	Item Description	Vat Type	Warehouse	Qty	UOM	Unit Price	Amount	Discount	Net Amount
ITM-0000000027	Test Item Inventory_000: Vatable		Warehouse_test	2	KG	30.00	60.00	0	60.00

Subtotal

Discount

Net Amount

VAT

Total Amount **60.00**

Assigned Driver: Driver_1

SAVE **POST**

A confirmation dialog box will appear. Click “Ok” to save or post the delivery receipt, click “Cancel” to cancel the action.

A Delivery Receipt document will appear after posting the transaction.

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DELIVERY RECEIPT

Delivered To:	Customer_test	Delivery Date.:	07/26/2016
Address:		DR No.:	DR-0000000001
TIN:		SO No.:	SO-0000000001

Item Description	UOM	Quantity
Test Item Inventory_0001	BG	2

"For Official Use Only"

Prepared By: _____ Delivered By: _____ Driver_1 _____
Audited By: _____ Vehicle Plate No.: _____
Guard on Duty: _____ Received in Good Condition: _____

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"

POWERED BY: 

How to Record Sales Invoice

Step 1. From Sales, got to "Sales Invoice" and select "Create New Invoice".

You have 28 day(s) remaining in your trial. [PAY NOW!](#)
[GET DISCOUNT COUPON CODE NOW!](#)

[DASHBOARD](#) | [BILLING](#) | [SALES](#) | [PURCHASE](#) | [EXPENSES](#) | [ACCOUNTING](#) | [INVENTORY](#) | [REPORTS](#)

[CASH INVOICE](#) [SALES ORDER](#) [DELIVERY RECEIPT](#) [SALES INVOICE](#) [COLLECTION](#) [CM](#) [SALES RETURN](#) [ITEMS](#)

ALL SALES INVOICE

[CREATE NEW INVOICE](#)

[EDIT](#) [CANCEL](#) [PRINT PREVIEW](#)

Filtered By: [PO NO.](#) [SEARCH](#) [SEARCH](#)

SI No.	Date	Customer Name	Remarks	SI Amount	Status	Date Reversed
Total : 0.00						
Page: 1 Items per page: 25 Page 0 of 0						

Step 2. Add a Customer Name and select a Delivery Receipt by clicking "Show DR".

You have 28 day(s) remaining in your trial. [PAY NOW!](#)
[GET DISCOUNT COUPON CODE NOW!](#)

DASHBOARD **BILLING** **SALES** **PURCHASE** **EXPENSES** **ACCOUNTING** **INVENTORY** **REPORTS**

[CASH INVOICE](#) [SALES ORDER](#) [DELIVERY RECEIPT](#) [SALES INVOICE](#) [COLLECTION](#) [CM](#) [SALES RETURN](#) [ITEMS](#)

CREATE NEW SALES INVOICE

Customer Name:

Delivery Receipt:

Address:

Sales Invoice No.:

Date Issued: *

SO No.:

Date Created:

Ref. No.:

Discount: In percent In Amount

Inclusive of VAT

Item No.	Item Description	Vat Type	Warehouse	Qty	UOM	Unit Price	Amount	Discount	Net Amount
ITM-0000000027	Test Item Inventory_000: Vatable		Warehouse_test	2	BG	30.00	60.00	0	60.00

After clicking "Show DR", the recorded Delivery Receipt(s) will appear. Select the reference DR and click "Get Invoice Line".

DELIVERY RECEIPT

Filtered By: PAYMENT NO.

Sales Order No.	Date Issued	Client Name	Amount
DR-0000000001	2016-07-26	Customer_test	60.00

CANCEL **GET INVOICE LINE**

Step 3. After selecting DR, click "Save" or "Post".

E-journal Microsoft PowerPoint

mrpono-2.urt-dev.unlibooks.com says:
Do you want to post the Sales Invoice?

DASHBOARD **BILLING** **SALES** **PURCHASE** **EXPENSES** **ACCOUNTING** **INVENTORY** **REPORTS**

[CASH INVOICE](#) [SALES ORDER](#) [DELIVERY RECEIPT](#) [SALES INVOICE](#) [COLLECTION](#) [CM](#) [SALES RETURN](#) [ITEMS](#)

CREATE NEW SALES INVOICE

Customer Name:

Delivery Receipt:

Address:

Sales Invoice No.:

Date Issued: *

SO No.:

Date Created:

Ref. No.:

Discount: In percent In Amount

Inclusive of VAT

Item No.	Item Description	Vat Type	Warehouse	Qty	UOM	Unit Price	Amount	Discount	Net Amount
ITM-0000000027	Test Item Inventory_000: Vatable		Warehouse_test	2	BG	30.00	60.00	0	60.00

Subtotal	53.57
Discount	0.00
Net Amount	53.57
VAT	6.43
Total Amount	60.00

SAVE **POST**

After clicking "Save" or "Post", a dialog box will appear to confirm the action taken.

A Sales Invoice document will appear after posting the transaction.

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SALES INVOICE RECEIPT

Delivered To: Customer_test	Delivery Date.: 07/27/2016
Address:	SI No: SI-0000000001
DR No: DR-0000000001	
TIN:	

Item Description	Unit	Quantity	Unit Price	Amount
Test Item Inventory_0001	BG	2	30	60
Subtotal 53.57				
Discount 0.00				
Net Amount 53.57				
VAT 6.43				
Total Amount 60.00				

"For Official Use Only"

Prepared By: _____ Delivered By: _____

Audited By: _____ Vehicle Plate No.: _____

Guard on Duty: _____ Received in Good Condition: _____

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"

POWERED BY:  UNIBOOKS RETAIL

How to Record Collection

Step 1. From Sales, got to “Collection” and select “Record NewPayment”

DASHBOARD | **BILLING** | **SALES** | **PURCHASE** | **EXPENSES** | **ACCOUNTING** | **INVENTORY** | **REPORTS**

CASH INVOICE | SALES ORDER | DELIVERY RECEIPT | SALES INVOICE | COLLECTION | CM | SALES RETURN | ITEMS

ALL COLLECTION

RECORD NEW PAYMENT

EDIT COPY CANCEL PRINT PREVIEW

Filtered By: PAYMENT NO. SEARCH

Payment No.	Payment Date	Customer Name	Amount Received	Status	Date Reversed
Total :					
Page: [dropdown] Items per page: 25 Page 0 of 0					

Step 2. Choose the name of the Customer, Withholding tax (if applicable), and whether you receive 2307 BIR form.

ENTER PAYMENT

Date Received: 07/28/2016

Received from Customer: Customer_test

Withholding Tax: 1%

Received 2307 form: Yes No

Method of Payment: Cash

Payment No.: PN-0000000001*

Ref No.:

Notes:

Search Delivery Receipt No.

APPLY CM/SR

Delivery Receipt No.	CM/Ref. SR No.	Delivery Receipt	Total SI Amount	WHT Amount	Applied Amount	Amount Balance
<input checked="" type="checkbox"/> SI-0000000001		07/27/2016	60.00	0.54	59.46	0.00

If partial payment:

GL Posting: 1000-002 - Cash on Hand

CANCEL **POST**

If there is available CM/SR for that collection, click “Apply CM/SR” button.

Available CM/SR will appear, select the CM/SR and then click “Apply CM/SR”.

CM/SALES RETURN

Date	Type	Ref. No	Amount
07/27/2016	Credit Memo	CM-0000000001	10.00

APPLY CM/SR

Step 3. Click “Save” or “Post”.

ENTER PAYMENT

Date Received:	07/28/2016	Method of Payment:	Cash
Received from Customer:	Customer_test	Payment No.:	PN-0000000001
Withholding Tax:	1%	Ref No.:	
Received 2307 form	<input type="radio"/> Yes <input checked="" type="radio"/> No	Notes:	

Search Delivery Receipt No. **APPLY CM/SR**

Delivery Receipt No.	CM/Ref. SR No.	Delivery Receipt	Total SI Amount	WHT Amount	Applied Amount	Amount Balance
SI-0000000001		07/27/2016	60.00	0.54	59.46	0.00

If partial payment

GL Posting: 1000-002 - Cash on Hand

CANCEL **POST**

A summary of collections will appear after clicking the “post” button.

ALL COLLECTION

RECORD NEW PAYMENT

EDIT **COPY** **CANCEL** **PRINT PREVIEW**

Filtered By: **PAYMENT NO.**

Payment No.	Payment Date	Customer Name	Amount Received	Status	Date Reversed
PN-0000000001	2016-07-28	Customer_test	59.46	posted	

Total :

Page: Items per page: Page 1 of 1

How to Record CM

Step 1. From Sales, go to “CM” and select “Create New CM”.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. The ACCOUNTING section is currently selected, indicated by a red arrow pointing to the 'CM' link. Below the navigation bar, there is a message: "You have 28 day(s) remaining in your trial. PAY NOW!" and a link "GET DISCOUNT COUPON CODE NOW!". The main content area is titled "ALL CM" and contains a table with columns: CM No., Date, Customer Name, Amount, and Status. A red button at the top right says "+ CREATE NEW CM". Below the table, there are buttons for EDIT, COPY, CANCEL, and PRINT PREVIEW. A search bar is also present. At the bottom, there are pagination controls: "Page: 1", "Items per page: 25", and "Page 0 of 0".

Step 2. Select Customer Name, Description, Qty, and Amount of CM. Click “Post”.

The screenshot shows the UNLIBOOKS RETAIL software interface. The navigation bar is identical to the previous screenshot. The main content area is titled "NEW CM". It has fields for Customer Name (set to "Customer_test"), Address (empty), CM No. (set to "CM-0000000001"), Date Issued (set to "07/27/2016"), and Date Created (set to "07/27/2016"). Below these, there is a table with columns: Description, Qty, and Amount. One row is shown with "Special discount granted" in the Description column, "1" in the Qty column, and "10" in the Amount column. A red "ADD LINE" button is available to add more rows. At the bottom, there is a "POST" button. The footer of the page shows the same navigation bar as the first screenshot.

Available CM will appear after posting the CM.

The screenshot shows the UNLIBOOKS RETAIL software interface. The navigation bar is identical to the previous screenshots. The main content area is titled "ALL CM" and contains a table with columns: CM No., Date, Customer Name, Amount, and Status. One row is listed: "CM-0000000001" (Date: 2016-07-27, Customer Name: "Customer_test", Amount: 10.00, Status: "Posted"). A red "CREATE NEW CM" button is at the top right. Below the table, there are buttons for EDIT, COPY, CANCEL, and PRINT PREVIEW. A search bar is also present. At the bottom, there are pagination controls: "Page: 1", "Items per page: 25", and "Page 1 of 1".

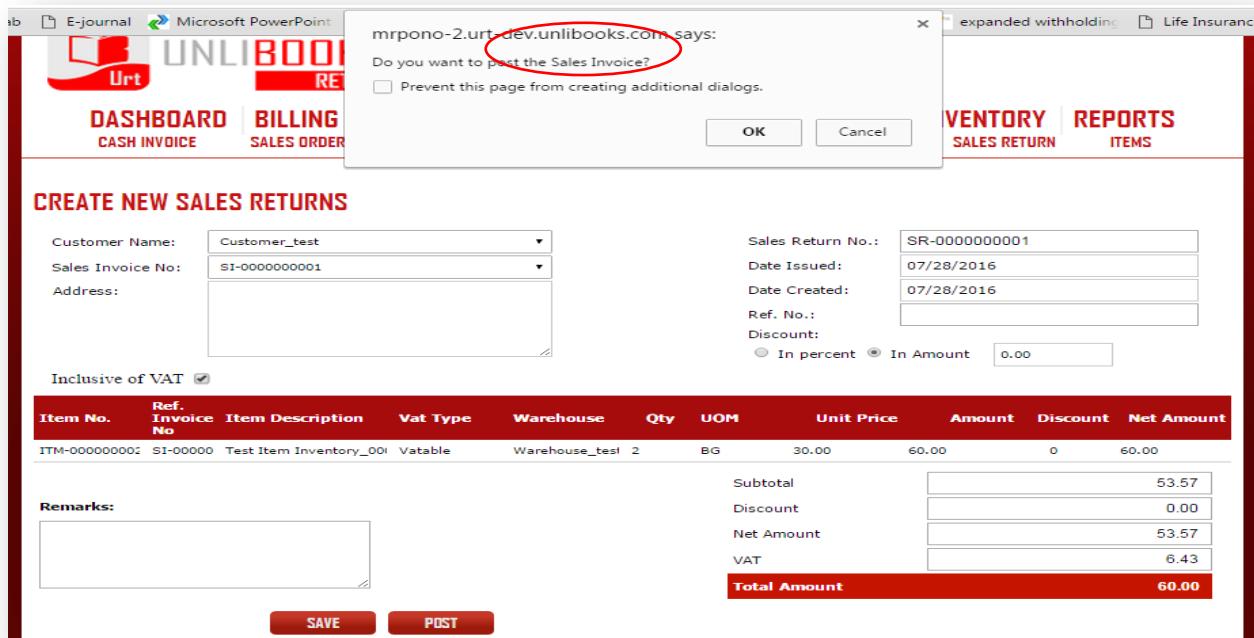
How to Record Sales Return

Step 1. From Sales, go to “Sales Return” and select “Create New Sales Return”.

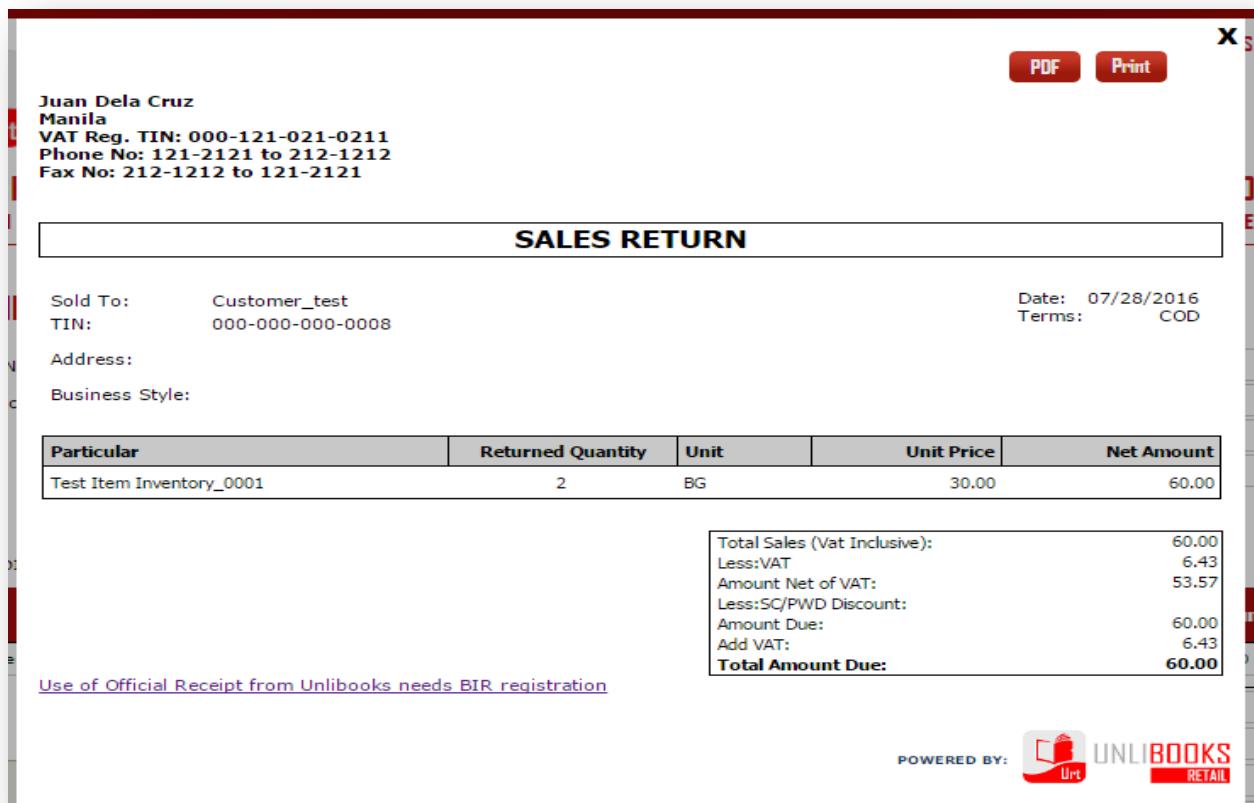
Step 2. Add Customer Name and select a Sales Invoice Number by clicking “Show Invoice”.

After clicking “Show SI”, the recorded Sales Invoice(s) will appear. Select the reference SI and click “Get Invoice Line”

Step 3. Click "Save" or "Post".



A dialog box will appear to confirm the action taken.



A Sales Return document will appear after posting the transaction.

How to Record a New Item

Step 1. From Sales, go to “Item” and select “Create New Item”

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there's a logo with a book icon and the text "UNLIBOOKS RETAIL". Below the logo, a message says "You have 27 day(s) remaining in your trial. PAY NOW!" with a "GET DISCOUNT COUPON CODE NOW!" link. The top navigation bar has several tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, REPORTS, and ITEMS. A red arrow points from the "ITEMS" tab to the "CREATE NEW ITEM" button on the right. The main area is titled "ALL ITEMS" and contains a table with columns: Item No., Item Description, UOM, Product Type, Purchase Cost, and Selling Price. There are also buttons for EDIT, INACTIVE, PRINT PREVIEW, and SEARCH.

The screenshot shows a modal dialog box titled "CREATE NEW ITEM". It contains various input fields for item details. On the left, fields include: Item No.: ITM-0000000029, Item Description, Unit of Measure, Product Category, Product Type (Goods), Costing Method (Average), GL Posting (Inventory), and Active Account (checkbox checked). On the right, fields include: Purchased Cost, Last Direct Cost, Franchise Cost, Selling Price, and SRP. At the bottom right are two buttons: "SAVE" and "SAVE AND ADD NEW".

The box above will appear. Fill in all your item information, then click “Save” or “Save and Add New”.

The screenshot shows the UNLIBOOKS RETAIL software interface again. The top navigation bar and "ALL ITEMS" section are similar to the first screenshot. The main area now displays a table with two rows of data. The first row corresponds to the item created in the previous step, with Item No. ITM-0000000028, Item Description "Test Item Inventory_0002", UOM BG, Product Type "goods", Purchase Cost 100.00, and Selling Price 200.00. The second row corresponds to the second item, with Item No. ITM-0000000027, Item Description "Test Item Inventory_0001", UOM BG, Product Type "goods", Purchase Cost 10.00, and Selling Price 30.00. The table includes columns for Item No., Item Description, UOM, Product Type, Purchase Cost, and Selling Price, along with buttons for EDIT, INACTIVE, PRINT PREVIEW, and SEARCH.

A summary of items will appear after saving the items.

How to Record Purchase Order

Step 1. From Purchase, select “Create New Order”

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with 'Urt' and 'UNLIBOOKS RETAIL'. A message says 'You have 27 day(s) remaining in your trial. PAY NOW!' and 'GET DISCOUNT COUPON CODE NOW!'. The top navigation bar includes links for HELP, SETTINGS, and LOGOUT. Below the navigation, there are several tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under PURCHASE, there are sub-links for PURCHASE ORDER, RECEIVE ORDER, PURCHASE INVOICE, PURCHASE RETURN, and ITEMS. A red arrow points to the 'CREATE NEW ORDER' button, which has a plus sign icon and the text 'CREATE NEW ORDER'. Below the tabs, there is a table with columns: PO No., Date, Vendor Name, Remarks, Purchased Amount, Status, and Date Reversed. There are also buttons for EDIT, COPY, CANCEL, and PRINT PREVIEW. At the bottom, there are filters for 'Filtered By: PO NO.' with a dropdown and a search button, and a total amount of 'Total : 0.00'. At the very bottom, there are buttons for Page selection, Items per page (set to 25), and Page 0 of 0.

Step 2. Choose Vendor Name.

The screenshot shows the 'CREATE NEW PURCHASE ORDER' screen. It has fields for Vendor Name (dropdown) and Address (text area). To the right, there are fields for PO No. (PO-0000000001), Date Issued (07/28/2016), Date Created (07/28/2016), Ref. No. (dropdown), Discount (radio buttons for 'In percent' and 'In Amount' with value 0.00), and Inclusive of VAT (checkbox). Below these are sections for Item Details (Item No., Item Description, Val Type, Qty, UOM, Unit Price, Amount, Discount, Net Amount) and Subtotal/Net Amount/VAT/TOTAL Amount calculations. At the bottom are 'SAVE' and 'POST' buttons.

If the vendor's name is not yet in the list, click “Add Vendor”.

A confirmation dialog box is shown, asking 'Do you want to save this Vendor?'. It contains 'OK' and 'Cancel' buttons. Below the dialog is a form for adding a new vendor. The form fields include: Vendor No.: VN-0000000001, Vendor Name: Vendor_test, Vendor Type: General Vendor, Category: Supplier, TIN: 000-000-000-0001, Address: Manila, E-Mail Address: vt@yahoo.com, Phone No: 121-2121 to 212-1212, Fax No: 212-2121 to 212-1212, and Active Account: checked. At the bottom is a 'SAVE' button.

Fill in all the required fields and then click “Save”. Confirm the action by clicking “Ok”.

Step 3. Select Item Number.

DASHBOARD | BILLING | SALES | PURCHASE | EXPENSES | ACCOUNTING | INVENTORY | REPORTS

PURCHASE ORDER | RECEIVE ORDER | PURCHASE INVOICE | PURCHASE RETURN | ITEMS

CREATE NEW PURCHASE ORDER

Vendor Name:	Vendor_test	PO No.:	PO-0000000001					
Address:	Manila	Date Issued:	07/28/2016					
		Date Created:	07/28/2016					
		Ref. No.:						
		Discount:	<input type="radio"/> In percent <input checked="" type="radio"/> In Amount 0.00					
Inclusive of VAT <input checked="" type="checkbox"/>								
Item No.	Item Description	Vat Type	Qty	UOM	Unit Price	Amount	Discount	Net Amount
		Vatable	1				%	
[Add Item] ADD LINE					Subtotal	0.00		
					Discount	0.00		
					Net Amount	0.00		
					VAT	0.00		
					Total Amount	0.00		

SAVE **POST**

A box is provided to indicate whether the transaction is inclusive of VAT or not.

In case your item number is not in the list, you may choose to add a new item number. Click the drop down arrow below the item number and then select the “Add Item”.

Step 4. Click “Save” or “Post”.

DASHBOARD | BILLING | PURCHASE | RECEIVED | EXPENSES | ACCOUNTING | INVENTORY | REPORTS

PURCHASE ORDER | PURCHASE INVOICE | PURCHASE RETURN | ITEMS

CREATE NEW PURCHASE ORDER

Vendor Name:	Vendor_test	PO No.:	PO-0000000001					
Address:	Manila	Date Issued:	07/28/2016					
		Date Created:	07/28/2016					
		Ref. No.:						
		Discount:	<input type="radio"/> In percent <input checked="" type="radio"/> In Amount 0.00					
Inclusive of VAT <input checked="" type="checkbox"/>								
Item No.	Item Description	Vat Type	Qty	UOM	Unit Price	Amount	Discount	Net Amount
ITM-0000000028	Test Item Inventory_0002	Vatable	1	BG	200.00	200.00	%	200.00
ADD LINE					Subtotal	178.57		
					Discount	0.00		
					Net Amount	178.57		
					VAT	21.43		
					Total Amount	200.00		

SAVE **POST**

Confirm the action taken by clicking “Ok” in the confirmation dialog box.

A Purchase Order document will appear after posting the transaction.

X S Print

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Fax No: 212-1212 to 121-2121

PURCHASE ORDER

Vendor Name:	Vendor_test	PO No.:	PO-0000000001
Address:	Manila	PO Date:	07/28/2016
		Ref. No.:	
		Discount In amount::	0.00

Item No	Item Description	UOM	Qty	Amount	Discount	Net Amount
ITM-0000000028	Test Item Inventory_0002	BG	1	200.00	0%	200.00

Subtotal:	178.57
Vat:	21.43
Discount :	0.00
Total Billing:	200.00

REMARKS:

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"

POWERED BY:  UNIBOOKS
RETAIL

Net Amount

How to Record Receive Order

Step 1. From Purchase, got to “Receive Order” and select “Record Receive Order”

Step 2. Select Vendor Name and Purchase Order by clicking “Show PO”

Step 3. Select the reference purchase order an then click “Get Invoice Line”.

Step 4. Select the warehouse and then click “Save” or “Post”

The screenshot shows the UNIBOOKS software interface. At the top, there's a navigation bar with links for DASHBOARD, PURCHASE ORDER, RECEIVE ORDER, PURCHASE INVOICE, PURCHASE RETURN, and ITEMS. Below this is a sub-menu with JOURNAL and REPORTS. The main area is titled 'CREATE NEW RECEIVED ORDER'. It has input fields for Vendor Name (Vendor test), Purchase Order (PO-0000000001), Address (Manila), Receiving No. (RO-0000000001), Received Date (07/29/2016), Date Created (07/29/2016), Ref. No., Discount, and a radio button for 'In percent' with value 0.00. There's also a checkbox for 'Inclusive of VAT'. Below this is a table showing a single item (ITM-0000000028) with details like Item Description (Test Item Inventory_00002), Warehouse (Warehouse_), Purchase Qty (1), Receive Qty (1), UOM (BG), Unit Price (200.00), Amount (200.00), Discount (0), and Net Amount (200.00). The table also includes summary rows for Subtotal (178.57), Discount (0.00), Net Amount (178.57), VAT (21.43), and Total Amount (200.00). At the bottom are 'SAVE' and 'POST' buttons.

A confirmation dialog box will appear. Click “Ok” to confirm the action taken.

RECEIVING REPORT

Vendor Name: Vendor_test
Address: Manila

Receiving No.:	RO-0000000001
PO No.:	PO-0000000001
Receiving Date:	07/29/2016
Ref. No.:	
Discount In amount::	0.00

Item No	Item Description	UOM	Received Qty	Amount	Discount	Net Amount
ITM-0000000028	Test Item Inventory_00002	BG	1	200.00	0%	200.00

Subtotal:	178.57
Vat:	21.43
Discount :	0.00
Total Billing:	200.00

REMARKS:

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES!"

POWERED BY: UNIBOOKS RETAIL

A Receiving Report document will appear after posting the transaction.

How to Record Purchase Invoice

Step 1. From Purchase, go to "Purchase Invoice" and select "Create New Invoice"

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text 'UNLIBOOKS RETAIL'. A message says 'You have 26 day(s) remaining in your trial. PAY NOW!' and 'GET DISCOUNT COUPON CODE NOW!'. The menu bar includes 'HELP', 'SETTINGS', and 'LOGOUT'. Below the menu, there is a navigation bar with links: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, REPORTS, PURCHASE ORDER, RECEIVE ORDER, PURCHASE INVOICE, PURCHASE RETURN, and ITEMS. An orange arrow points from the word 'PURCHASE' in the navigation bar down to the 'PURCHASE INVOICE' link in the main content area. The main content area is titled 'ALL PURCHASED INVOICE' and contains a table with columns: PI No., Date, Vendor Name, Remarks, Total Amount, Status, and Date Reversed. There are buttons for 'EDIT', 'CANCEL', and 'PRINT PREVIEW'. A red button at the top right says '+ CREATE NEW INVOICE'. Below the table, it says 'Total : 0.00'. At the bottom, there are dropdown menus for 'Page:' (set to 1), 'Items per page:' (set to 25), and 'Page 0 of 0'.

Step 2. Select Vendor Name and Received Order by clicking "Show RO"

The screenshot shows the 'CREATE NEW PURCHASE INVOICE' form. It has two main sections. The left section contains fields for 'Vendor Name' (set to 'Vendor_test'), 'Address' (set to 'Manila'), and 'Received Order' (with a dropdown menu showing 'Show RO'). The right section contains fields for 'Purchased Inv No.' (set to 'PI-0000000001'), 'Received Date' (set to '07/29/2016'), 'Date Created' (set to '07/29/2016'), 'Ref. No.', 'Discount', and a radio button for 'In percent' (unchecked). Below these are summary boxes for Subtotal, Discount, Net Amount, VAT, and Total Amount, all showing '0.00'. The right section also includes a table header for item details: Item No., Item Description, Vat Type, Purchased Qty, Received Qty, Warehouse, UOM, Unit Price, Amount, Discount, and Net Amount.

Step 3. Select the reference Received Order and then click "Get Invoice Line"

The screenshot shows the 'DELIVERY RECEIPT' list. It has a table with columns: Received Order No. (checkbox checked for 'RO-0000000001'), Date Issued (set to '2016-07-29'), and Amount (set to '200.00'). Above the table is a search bar filtered by 'RO NO.' with a dropdown and a 'SEARCH' button. Below the table are 'Cancel' and 'Get Invoice Line' buttons.

Step 4. Click "Save" or "Post" after reviewing the Purchase Invoice.

The screenshot shows the Urts software interface. On the left, there's a navigation bar with 'DASHBOARD', 'BILLING', and 'PURCHASE ORDERS'. On the right, there are links for 'VENTORY' and 'REPORTS'. Below the navigation, it says 'CREATE NEW PURCHASE INVOICE'. The form includes fields for 'Vendor Name' (Vendor_test), 'Address' (Manila), 'Received Order' (RO-0000000001), 'Purchased Inv No.' (PI-0000000001), 'Received Date' (07/29/2016), 'Date Created' (07/29/2016), 'Ref. No.' (empty), 'Discount' (radio buttons for 'In percent' and 'In Amount' with value 0.00), and a checked 'Inclusive of VAT' checkbox. There's also a table showing a single item: ITM-0000000028 Test Item Inventory_00 Vatable, with quantities 1 and 1, and a unit price of 200.00. The total amount is 200.00. At the bottom are 'SAVE' and 'POST' buttons.

A confirmation dialog box will appear. Click "Ok" to confirm the action taken.

PURCHASE INVOICE

Vendor Name:	Vendor_test	Purchased Inv No.:	PI-0000000001
Address:	Manila	Recieve Order No.:	RO-0000000001
		Purchase Date:	07/29/2016
		Ref. No.:	
		Discount In amount::	0.00

Item No	Item Description	UOM	Received Qty	Purchased Qty	Amount	Discount	Net Amount
ITM-0000000028	Test Item Inventory_0002	BG	1	1	200.00	0%	200.00

Subtotal:	178.57
Vat:	21.43
Discount :	0.00
Total Billing:	200.00

REMARKS:

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"

POWERED BY: UNLIBOOKS RETAIL

A Purchase Invoice document will appear after saving the transaction.

How to Record Purchase Return

Step 1. From Purchase, go to "Purchase Return" and select "Record Purchase Return"

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text 'UNIBOOKS RETAIL'. Below the logo, a message says 'You have 26 day(s) remaining in your trial. PAY NOW!' and 'GET DISCOUNT COUPON CODE NOW!'. The main menu has several tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under PURCHASE, there are sub-options: PURCHASE ORDER, RECEIVE ORDER, PURCHASE INVOICE, PURCHASE RETURN, and ITEMS. The PURCHASE RETURN tab is highlighted with a red arrow pointing to it. Below the menu, the title 'ALL PURCHASED RETURNS' is displayed in red. There are buttons for EDIT, CANCEL, and PRINT PREVIEW. A large red button labeled '+ RECORD PURCHASE RETURN' is prominently displayed. To the right, there is a search bar with 'Filtered By: PO NO.' and a dropdown arrow, and a 'SEARCH' button with a magnifying glass icon. Below the search bar, there is a table header with columns: PO No., Date, Vendor Name, Remarks, Total Amount, Status, and Date Reversed. The table body shows a single row with a total amount of 0.00. At the bottom, there are pagination controls: 'Page:', 'Items per page: 25', and 'Page 0 of 0'.

Step 2. Select Vendor Name and Purchase Invoice by clicking "Show SI"

The screenshot shows the 'CREATE NEW PURCHASE RETURN' screen. At the top, there is a logo with a red book icon and the text 'UNIBOOKS RETAIL'. Below the logo, a message says 'You have 26 day(s) remaining in your trial. PAY NOW!' and 'GET DISCOUNT COUPON CODE NOW!'. The main menu is the same as the previous screenshot. Below the menu, the title 'CREATE NEW PURCHASE RETURN' is displayed in red. The form fields include: Vendor Name (Vendor_test), Purchase Invoice (Show SI), Address (Show SI), PR No. (PR-0000000001), PR Date (07/29/2016), Date Created (07/29/2016), Ref. No. (empty), Discount (radio buttons for 'In percent' and 'In Amount' with value 0.00), and a checkbox for 'Inclusive of VAT' which is checked. Below the form is a table with columns: Item No., Item Description, Vat Type, Received Qty, Return Qty, Warehouse, UOM, Unit Price, Amount, Discount, and Net Amount. The table shows a single row with a total amount of 0.00. At the bottom, there are 'SAVE' and 'POST' buttons.

Step 3. Select the reference Purchase Invoice and then click "Get Invoice Line"

The screenshot shows the 'PURCHASE INVOICE' screen. At the top, there is a logo with a red book icon and the text 'UNIBOOKS RETAIL'. Below the logo, a message says 'You have 26 day(s) remaining in your trial. PAY NOW!' and 'GET DISCOUNT COUPON CODE NOW!'. The main menu is the same as the previous screenshots. Below the menu, the title 'PURCHASE INVOICE' is displayed in red. There is a search bar with 'Filtered By: PI NO.' and a dropdown arrow, and a 'SEARCH' button with a magnifying glass icon. Below the search bar, there is a table header with columns: PI No., Date, and Amount. The table body shows a single row with a PI No. of PI-0000000001, a Date of 2016-07-29, and an Amount of 200. Below the table is a table with columns: Item No., Item Description, Vat Type, Warehouse, Qty, UOM, Unit Price, Amount, Discount, and Net Amount. The table shows a single row with an item ID of ITM-0000000028, a description of Test Item Inventory_0002, a Vatable VAT type, a warehouse of Warehouse_test, a quantity of 1, a UOM of BG, a unit price of 200, an amount of 200, a 0% discount, and a net amount of 200. At the bottom, there are 'Cancel' and 'Get Invoice Line' buttons.

Step 4. Click "Save" or "Post" after reviewing the Purchase Return.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there's a navigation bar with 'DASHBOARD', 'BILLING', 'PURCHASE ORDER', 'ITEMS', 'VENTORY', and 'REPORTS'. Below the navigation bar, the main title is 'CREATE NEW PURCHASE RETURN'. On the left, there are input fields for 'Vendor Name' (Vendor_test), 'Purchase Invoice' (PI-0000000001), and 'Address' (Manila). On the right, there are fields for 'PR No.' (PR-0000000001), 'PR Date' (07/29/2016), 'Date Created' (07/29/2016), 'Ref. No.' (empty), 'Discount' (radio buttons for 'In percent' and 'In Amount' with value 0.00), and a checked 'Inclusive of VAT' checkbox. Below these are two tables. The first table lists items with columns: Item No., Item Description, Vat Type, Received Qty, Return Qty, Warehouse, UOM, Unit Price, Amount, Discount, and Net Amount. It shows one item: ITM-0000000 Test Item Inventory_0000000001 Vatable, Received Qty 1, Return Qty 1, Warehouse Warehouse, UOM BG, Unit Price 200.00, Amount 200.00, Discount 0, Net Amount 200.00. The second table shows totals: Subtotal 178.57, Discount 0.00, Net Amount 178.57, VAT 21.43, and a bolded Total Amount 200.00. At the bottom are 'SAVE' and 'POST' buttons.

Item No.	Item Description	Vat Type	Received Qty	Return Qty	Warehouse	UOM	Unit Price	Amount	Discount	Net Amount
ITM-0000000001	Test Item Inventory_0000000001	Vatable	1	1	Warehouse_0000000001	BG	200.00	200.00	0	200.00

Subtotal	178.57
Discount	0.00
Net Amount	178.57
VAT	21.43
Total Amount	200.00

SAVE **POST**

A confirmation dialog box will appear. Click "Ok" to confirm the action taken.

PURCHASE RETURN

Vendor Name: Vendor_test PR. No.: PR-0000000001
 Address: Manila Purchase Invoice No.: PI-0000000001
 VAT Reg. TIN: 000-121-021-0211 PR. Date: 07/29/2016
 Phone No: 121-2121 to 212-1212 Ref. No.:
 Fax No: 212-1212 to 121-2121 Discount In amount:: 0.00

Item No	Item Description	UOM	Purchased Qty	Returned Qty	Amount	Discount	Net Amount
ITM-00000000028	Test Item Inventory_0000000002	BG	1	1	200.00	0%	200.00

Subtotal:	178.57
Vat:	21.43
Discount :	0.00
Total Billing:	200.00

REMARKS:

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"

POWERED BY: UNIBOOKS RETAIL

A Purchase Return document will appear after saving the transaction.

How to Record New Item

Step 1. From Purchase, go to “Item” and select “Create New Item”

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNLIBOOKS RETAIL". To the right of the logo, there are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a banner says "You have 26 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". A navigation menu at the top includes "DASHBOARD", "BILLING", "SALES", "PURCHASE", "EXPENSES", "ACCOUNTING", "INVENTORY", "REPORTS", "CASH INVOICE", "SALES ORDER", "DELIVERY RECEIPT", "SALES INVOICE", "COLLECTION", "CM", "SALES RETURN", and "ITEMS". Below the menu, a large button labeled "+ CREATE NEW ITEM" is visible. The main area is titled "ALL ITEMS" and contains a table with columns: "Item No.", "Item Description", "UOM", "Product Type", "Purchase Cost", and "Selling Price". Buttons for "EDIT", "INACTIVE", and "PRINT PREVIEW" are located above the table, along with a "Filtered By: Item NO." dropdown and a "SEARCH" button.

Step 2. Fill in all your item information, then click “Save” or “Save and Add New”.

The screenshot shows a modal dialog box titled "CREATE NEW ITEM". It contains fields for entering item details: "Item No." (ITM-0000000029), "Item Description", "Unit of Measure", "Product Category", "Product Type" (Goods), "Costing Method" (Average), "GL Posting" (Inventory), "Purchased Cost", "Last Direct Cost", "Franchise Cost", "Selling Price", and "SRP". There is also a checkbox for "Active Account" which is checked. At the bottom of the dialog are two buttons: "SAVE" and "SAVE AND ADD NEW".

A list of Items will appear after saving the new item.

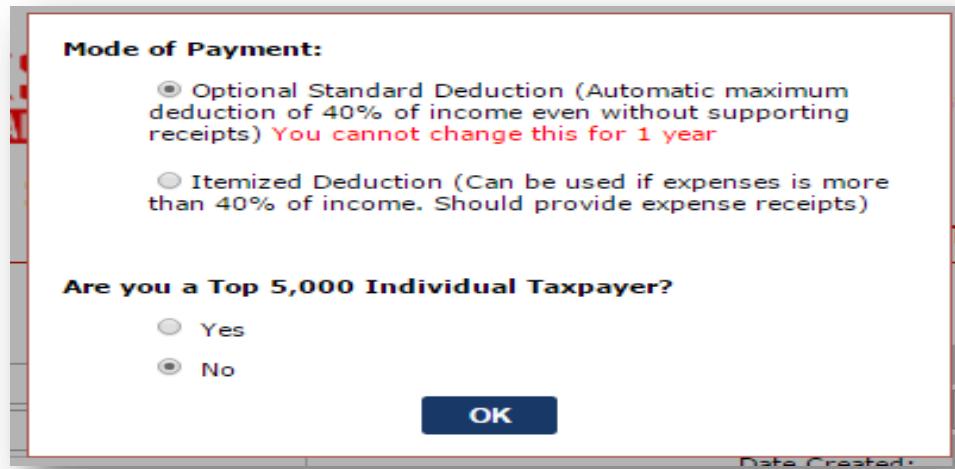
The screenshot shows the UNLIBOOKS RETAIL software interface again. The "ALL ITEMS" list now includes two new items: "Test Item Inventory_0002" and "Test Item Inventory_0001". The table structure remains the same as in the previous screenshot, with columns for "Item No.", "Item Description", "UOM", "Product Type", "Purchase Cost", and "Selling Price". The "CREATE NEW ITEM" button is still visible at the top right of the list area.

How to Record Expenses

Step 1. From Expenses, go to “Expenses” and select “Record Expenses”

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text "UNLIBOOKS RETAIL". To the right are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a message says "You have 26 day(s) remaining in your trial. PAY NOW!" with a "GET DISCOUNT COUPON CODE NOW!" link. The main menu has several tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. The "EXPENSES" tab is currently selected, with sub-options "EXPENSES", "QUICK EXPENSES", "BILL PAYABLE", "PAYMENT", and "VENDOR". Below the menu, the title "ALL EXPENSES" is displayed, along with a red "RECORD EXPENSES" button featuring a plus sign. Underneath, there are buttons for "EDIT", "COPY", "CANCEL", and "PRINT PREVIEW". A search bar is labeled "Filtered By: EXPENSE NO." with a dropdown arrow and a magnifying glass icon. The main content area shows a table with columns: Expense No., Date, Vendor Name, Remarks, Total Amount, Status, and Date Reversed. At the bottom of the table, it says "Page 1" and "Items per page: 25", with "Page: 1 of 1".

This will appear. Indicate whether you use a standard deduction or an itemized deduction. Also, indicate if you are one of the Top 5,000 individual taxpayers.



*Please take note that once you have chosen the type of deduction you will use, you cannot change it for the whole year.

Step 2. Select the Vendor Name.

Account Name	Particulars	Vat	WHT	Amount
--Select--		Vatable	--SELECT--	

A box is provided to indicate whether the transaction is inclusive of VAT or not.

Step 3. Select the Account Title for the Expense. Indicated whether it is a Vatable transaction or not, the applicable Withholding tax, and the GL Posting.

6001-021 - Rental	Rental for the month of July	Vatable	5%	1,000.00
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Purchase Amount: 892.86
VAT: 107.14
Total VAT Purchase: 1,000.00
EWT: 44.84
Total Payable: 955.36

SAVE **POST**

*GL Posting is the account title where you credit the expense.

Step 4. Click "Save" or "Post".

The screenshot shows the UNLIBO accounting software interface. At the top, there's a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Below this, specific sub-links are visible: EXPENSES, QUICK EXPENSES, BILL PAYABLE, PAYMENT, and VENDOR. The main content area is titled 'NEW EXPENSES'. It contains several input fields: Vendor Name (Vendor_test), TIN (000-000-000-0001), Address (Manila), Withholding Tax (0), Expense No. (EN-0000000001), Date Issued (07/30/2016), Date Created (07/30/2016), Ref. No. (empty), and Remarks (empty). There's also a checked checkbox for 'Inclusive VAT'. Below these are two tables. The first table shows a single expense line: Account Name (6001-021 - Rental), Particulars (Rental for the month of July), Vat (Vatable), WHT (5%), and Amount (1,000.00). The second table shows a breakdown of amounts: Purchase Amount (892.86), VAT (107.14), Total VAT Purchase (1,000.00), EWT (44.64), and a bolded Total Payable (955.36). At the bottom, there are 'SAVE' and 'POST' buttons.

A confirmation dialog box will appear. Click "Ok" to confirm the action taken.

The screenshot shows a 'CASH VOUCHER' document. At the top, it displays the vendor information: JUAN DELA CRUZ, VAT Reg. TIN: 000-121-021-0211, Manila, 121-2121 to 212-1212. The document title is 'CASH VOUCHER'. It includes fields for Payee Name (vendor_test), Particulars (empty), and a table of journal entries. The table has columns for Account Code, Account Title, Debit, and Credit. The entries show the movement of funds from various accounts to a Cash on Hand account, totaling 955.36. At the bottom, there are fields for Prepared By, Reviewed By, Approved By, and Received By, each with a corresponding signature line.

A Cash Voucher document will appear after posting the transaction.

How to Record Quick Expense

*Quick Expense is where you record cash expense transactions that are not subject to any withholding taxes

Step 1. From Expenses, go to “Quick Expense”. Select a status of your expense. Select “Open” if you still have further changes and select “Post” if this expense is already final.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Below this, a sub-menu for EXPENSES shows options for EXPENSES, QUICK EXPENSES, BILL PAYABLE, and PAYMENT. The main area is titled "QUICK EXPENSES" and contains a table for recording expenses. The table has columns for Status, Date, Vendor Name, Particular, Ref No., Account Name, INC, VAT, and Amount. There are two rows in the table: one with "Post" selected and another with "Open" selected. A dropdown menu for GL Posting is set to "1000-002 - Cash on Hand".

Step 2. Select Vendor Name and Account Name of your expense. Add Particular and Ref No.

This screenshot shows the same software interface as the previous one, but with a focus on the vendor selection process. In the "Vendor Name" column of the table, the second row's dropdown menu is open, showing the option "[Add Vendor] Vendor_test". A tooltip or dropdown menu for the Account Name column is also visible, listing account codes such as 1003-001 through 1003-006.

Step 3. Click “Save”

This screenshot shows a confirmation dialog box asking if the user wants to save the expense. The dialog has "OK" and "Cancel" buttons. Below the dialog, the software interface shows the "QUICK EXPENSES" screen again. The table now includes a new row with "Post" selected, "Vendor_test" as the vendor, "Miscellaneous" as the particular, and "6001-017 - Miscellar" as the account name. The total amount is listed as 40.00. At the bottom of the screen, there are "ADD LINE" and "DELETE" buttons, and a large red "SAVE" button.

A confirmation dialog box will appear. Click “Ok” to confirm the action taken.

How to Record Bill Payable

Step 1. From Expenses, go to “Bill Payable” and select “Record Bill Payable”

UNIBOOKS RETAIL

DASHBOARD | BILLING | SALES | PURCHASE | EXPENSES | ACCOUNTING | INVENTORY | REPORTS

EXPENSES QUICK EXPENSES BILL PAYABLE PAYMENT VENDOR

ALL PAYABLE

+ RECORD BILL PAYABLE

EDIT COPY CANCEL PRINT PREVIEW

Filtered By: BILL PAYABLE NO.

Bill Payable No.	Date	Vendor Name	Remarks	Total Amount	Status	Date Reversed
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Step 2. Select the Vendor Name.

UNIBOOKS RETAIL

You have 25 day(s) remaining in your trial. [PAY NOW!](#)

DASHBOARD | BILLING | SALES | PURCHASE | EXPENSES | ACCOUNTING | INVENTORY | REPORTS

EXPENSES QUICK EXPENSES BILL PAYABLE PAYMENT VENDOR

NEW BILL PAYABLE

Inclusive VAT

Account Name	Particulars	Vat	WHT	Amount
--Select--		Vatable	--SELECT--	

A box is provided to indicate whether the transaction is inclusive of VAT or not.

Step 3. Select the Account Title for the Expense. Indicated whether it is a Vatable transaction or not.

UNIBOOKS RETAIL

You have 25 day(s) remaining in your trial. [PAY NOW!](#)

DASHBOARD | BILLING | SALES | PURCHASE | EXPENSES | ACCOUNTING | INVENTORY | REPORTS

EXPENSES QUICK EXPENSES BILL PAYABLE PAYMENT VENDOR

NEW BILL PAYABLE

Account Name	Particulars	Vat	WHT	Amount
6001-021 - Rental	Rentals for the month of Ju	Vatable	5%	1,000.00
ADD LINE				
Purchase Amount: 892.86				
VAT: 107.14				
Total VAT Purchase: 1,000.00				
EWT: 44.64				
Total Payable: 955.36				

SAVE POST

Step 4. Click "Save" or "Post".

The screenshot shows the UNLIBOOKS RE software interface. At the top, there's a navigation bar with links for HELP, SETTINGS, and LOGOUT. Below the navigation is a menu bar with DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, QUICK EXPENSES, BILL PAYABLE, PAYMENT, INVENTORY, and REPORTS. The main area is titled "NEW BILL PAYABLE". It contains several input fields: Vendor Name (Vendor_test), TIN (000-000-000-0001), Address (Manila), Withholding Tax (0), Bill Payable No. (BPN-0000000001), Date Issued (07/30/2016), Date Created (07/30/2016), Ref. No. (empty), and Remarks (empty). There's also a checkbox for Inclusive VAT (checked) and a table for account details. The table has columns for Account Name, Particulars, Vat, WHT, and Amount. One row is listed: 6001-021 - Rental, Particulars: Rentals for the month of Ju, Vatable, 5%, 1,000.00. Below the table is an "ADD LINE" button. To the right, there are summary totals: Purchase Amount: 892.86, VAT: 107.14, Total VAT Purchase: 1,000.00, EWT: 44.64, and Total Payable: 955.36.

A confirmation dialog box will appear. Click "Ok" to confirm the action taken.

The screenshot shows an AP VOUCHER document. At the top, it displays the vendor information: JUAN DELA CRUZ, 000-121-021-0211, Manila, and the date range 121-2121 to 212-1212. There are PDF and Print buttons. The document title is AP VOUCHER. It includes a header section with Payable No.: BPN-0000000001, Date Issued: 07/30/2016, and Ref No.: (empty). Below this is a Particulars section with a large empty text area. At the bottom is a detailed table of account movements:

Account Code	Account Title	Debit	Credit
6001-021	Rental	892.86	0.00
1003-004	Input Tax	107.14	0.00
2000-009	Withholding Tax - Expanded Payable	0.00	44.64
2000-001-001	Trade Payable	0.00	955.36
Total		1,000.00	1,000.00

An AP Voucher document will appear after saving the transaction.

How to Record New Payment

Step 1. From Expenses, go to “Payment” and select “Record New Payment”

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNIBOOKS RETAIL". To the right of the logo, there are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a message says "You have 25 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". The main menu bar has several tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under the EXPENSES tab, there are sub-links for "EXPENSES", "QUICK EXPENSES", "BILL PAYABLE", "PAYMENT", and "VENDOR". The current page is titled "ALL PAYMENT". On the right side of the page is a large red button with a plus sign and the text "RECORD NEW PAYMENT". Below this button, there are links for "REVERSE" and "PRINT PREVIEW". A search bar is labeled "Filtered By: PAYMENT NO." with a dropdown arrow and a magnifying glass icon. To the right of the search bar are buttons for "SEARCH" and "FILTER". At the bottom of the page, there is a table header with columns: "Payment No.", "Payment Date", "Vendor Name", "Amount Received", "Status", and "Date Reversed".

Step 2. Select a Vendor Name, Reference Number, and GL Posting. Available payables for the vendor will automatically appear.

The screenshot shows the "PAYMENT" screen. It includes fields for "Payment Date" (07/30/2016), "Vendor Name" (Vendor_test), "Remarks", "Payment No." (PN-0000000001), "Bank" (Cash), "Reference No." (123), and "Remarks". Below these fields is a table titled "Search Bill Payable No." with a search icon. The table lists two entries:

Bill Payable No.	Ref. No.	Billing Exp Date	Billing Exp Amount	Applied Amount	Amount Balance
<input checked="" type="checkbox"/> BPN-0000000001		07/30/2016	955.36	955.36	0.00
<input type="checkbox"/> PI-0000000001		07/29/2016	200.00	0.00	200.00

At the bottom of the screen, there are fields for "If partial payment" and "GL Posting" (1000-002 - Cash on Hand). There are also "Cancel" and "Post" buttons.

*GL Posting indicates the account from where to credit the payment

Select the payable from where to apply the payment and then click “Post”. A confirmation dialog box will appear after posting the transaction.

An AP Voucher document will appear.

JUAN DELA CRUZ
000-121-021-0211
Manila
121-2121 to 212-1212

AP VOUCHER

Payable No.: PN-0000000001
Date Issued: 07/30/2016
Ref No.: 123

Payee Name: Vendor_test

Particulars:

Account Code	Account Title	Debit	Credit
2000-001-001	Trade Payable	955.36	0.00
1000-002	Cash on Hand	0.00	955.36
	Total	955.36	955.36

Prepared By: _____ Reviewed By: _____ Approved By: _____ Received By: _____

How to Record New Vendor

Step 1. From Expenses, got to “Vendor” and select “Add New Vendor”

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo for 'UNLIBOOKS RETAIL' with a red book icon. To the right are links for 'HELP', 'SETTINGS', and 'LOGOUT'. Below the logo, a message says 'You have 25 day(s) remaining in your trial. PAY NOW!' with a link 'GET DISCOUNT COUPON CODE NOW!'. The main menu bar includes 'DASHBOARD', 'BILLING', 'SALES', 'PURCHASE', 'EXPENSES', 'ACCOUNTING', 'INVENTORY', 'REPORTS', 'EXPENSES', 'QUICK EXPENSES', 'BILL PAYABLE', 'PAYMENT', and 'VENDOR'. A red arrow points to the 'VENDOR' link in the menu. Below the menu, the title 'ALL VENDORS' is displayed in red. To the right of the title is a button with a plus sign and the text '+ ADD NEW VENDOR'. Below this, there are buttons for 'EDIT' and 'INACTIVE'. A search bar is labeled 'Filtered By: VENDOR NO.' with a dropdown arrow, followed by 'SEARCH' and 'IMPORT/EXPORT' buttons. The main area displays a table of vendor records:

Vendor No.	Date Created	Vendor Name	Active
VN-0000000001	07/28/2016	Vendor_test	yes

Step 2. Fill in all the required fields and then click “Save” or “Save and Add New”.

The screenshot shows a confirmation dialog box with the message "mrpono-2.urt-dev.unlibooks.com says: Do you want to save this Vendor?". Below the message are two buttons: "OK" and "Cancel". The dialog box is overlaid on a larger form for adding a new vendor. The form fields are as follows:

Vendor No.:	VN-0000000002 *
Vendor Name:	Vendor_0001 *
Vendor Type:	General Vendor *
Category:	Supplier *
TIN:	121-212-121-2121 *
Address:	Manila
E-Mail Address:	j@yahoo.com
Phone No:	456-4564 to 564-5645
Fax No:	987-9879 to 879-877
Active Account:	<input checked="" type="checkbox"/>

At the bottom of the dialog box are two buttons: "Save" and "Save And Add New".

A confirmation dialog box will appear. Click “Ok” to confirm the action taken.

Alternatively, you can import/export a list of vendors. This feature is discussed extensively under the "Setting" function.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNLIBOOKS RETAIL". To the right are links for "HELP", "SETTINGS", and "LOGOUT". A message indicates "You have 25 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". Below the header is a navigation menu with tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under EXPENSES, there are sub-links: EXPENSES, QUICK EXPENSES, BILL PAYABLE, PAYMENT, and VENDOR. The "VENDOR" link is highlighted with a red arrow. The main content area is titled "ALL VENDORS" and features a red "ADD NEW VENDOR" button with a plus sign. Below this are buttons for "EDIT" and "INACTIVE". A search bar is labeled "Filtered By: VENDOR NO." with a dropdown arrow, followed by "SEARCH" and "IMPORT/EXPORT" buttons. A table lists vendor information:

Vendor No.	Date Created	Vendor Name	Active
VN-0000000001	07/28/2016	Vendor_test	yes

How to Add New Account Title

*Chart of Accounts is the list of account titles of a company that are used to record its transactions

Step 1. From Accounting, go to “Chart of Accounts” and select “Add New Account”

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNIBOOKS RETAIL". To the right are links for "HELP", "SETTINGS", and "LOGOUT". A message says "You have 25 day(s) remaining in your trial. PAY NOW!" with a link "GET DISCOUNT COUPON CODE NOW!". Below the header, there is a navigation bar with tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under the ACCOUNTING tab, there are sub-links: "CHART OF ACCOUNTS" and "JOURNAL ENTRY". An arrow points from the text "Select 'Add New Account'" to the "ADD NEW ACCOUNT" button. The main content area is titled "CHART OF ACCOUNTS" and contains a table with one row labeled "ASSETS". To the right of the table is a red button with a plus sign and the text "ADD NEW ACCOUNT".

Step 2. Add a GL Name Account and click “Save” or “Save and Add”.

The screenshot shows a modal dialog box titled "CREATE NEW ACCOUNT". It has fields for "Type" (Assets), "Main Account" (Cash and Cash Equivalent), and "GL Name Account" (empty). There are radio buttons for "Main Sub Account" and "Sub Account". At the bottom are two buttons: "SAVE" and "SAVE AND ADD".

How to Record a New Entry

Step 1. From Accounting, go to “Journal Entry” and select “Create New Entry”

The screenshot shows the Unlibooks Retail software interface. At the top, there is a logo for 'Urt' and 'UNLIBOOKS RETAIL'. A banner at the top right says 'You have 25 day(s) remaining in your trial. PAY NOW!' and 'GET DISCOUNT COUPON CODE NOW!'. Below the banner, there is a navigation menu with links: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under the ACCOUNTING link, there are two sub-links: 'CHART OF ACCOUNTS' and 'JOURNAL ENTRY'. The 'JOURNAL ENTRY' link is underlined, indicating it is selected. The main content area is titled 'JOURNAL ENTRY'. It features a red 'CREATE NEW ENTRY' button with a plus sign. Below this button are three links: 'EDIT', 'COPY', and 'CANCEL'. To the right of these links is a search bar labeled 'Filtered By: JOURNAL NO.' with a dropdown arrow, a 'SEARCH' button, and a magnifying glass icon. A table header row is visible below the search bar, with columns for 'Journal No.', 'Date', 'Amount', and 'Status'. The body of the table is currently empty.

Step 2. Add the Date of Issuance and select the Account Names.

The screenshot shows the 'NEW JOURNAL ENTRY' dialog box. It contains fields for 'Journal No.' (JN-0000000001), 'Date Issued' (07/30/2016), and 'Date Created' (07/30/2016). Below these fields is a table with four columns: 'Account Name', 'Particulars', 'Debit', and 'Credit'. The table has two rows: one for '1000-003-Cash in Bank' with a debit of 1,000,000.00 and credit of 0.00, and another for '3000-Capital' with a debit of 0.00 and credit of 1,000,000.00. There is a red 'ADD LINE' button at the bottom left of the table. At the bottom right, there are 'Total:' labels and amounts (1,000,000.00 for Debit and 1,000,000.00 for Credit). Below the table are 'Save' and 'Post' buttons. The background of the dialog box is white, while the buttons and table headers are in red.

Step 3. Click “Save” or “Post”.

The screenshot shows a confirmation dialog box with the message 'mrpono-2.urt-dev.unlibooks.com says: Do you want to post the transaction?'. There are 'OK' and 'Cancel' buttons at the bottom. Behind the dialog box, the 'NEW JOURNAL ENTRY' dialog box is partially visible, showing the same data as the previous screenshot. The background of the entire interface is white, with red used for buttons and the 'OK' button in the dialog box.

A confirmation dialog box will appear. Click “Ok” to confirm the action taken.

INVENTORY

- **On Hand** - shows the inventory on-hand as of the period.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNIBOOKS RETAIL". Below the logo, a message says "You have 25 day(s) remaining in your trial. PAY NOW!" with a "GET DISCOUNT COUPON CODE NOW!" link. The main menu at the top includes links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, REPORTS, and various sub-links like ON HAND, COUNTING, TRANSFER, WAREHOUSE, PRODUCT CATEGORY, and AREA. The "INVENTORY" tab is selected. Below the menu, the title "INVENTORY ON HAND" is displayed. A search bar allows filtering by "Item No." with a dropdown arrow and a magnifying glass icon. A table lists items with columns for Item No., Item Description, and Available Qty. Two items are listed: "ITM-0000000027" (Test Item Inventory_0001) with an available quantity of -1, and "ITM-0000000028" (Test Item Inventory_0002) with an available quantity of 1.

- **Counting**—shows the inventory count as of the period.

The screenshot shows the UNIBOOKS RETAIL software interface. The layout is similar to the previous one, with the "ON HAND" section selected. The title "COUNTING LIST" is displayed. A red button labeled "+ NEW COUNT" is visible. A "PRINT PREVIEW" section shows a table with columns for Inventory Id., Date, and Total COUNT Quantity. One entry is shown: "PO-000000001" with a date of 2/22/2016 and a total count of 100.

To add a New Count, click “New Count”.

The screenshot shows a modal dialog box titled "ENTER INVENTORY COUNT". It contains fields for "Name of Crew:" (with two dropdown menus), "Inventory Id:" (containing "INV-0000000001"), "Date Created:" (containing "2/22/2016"), and a table for entering inventory counts. The table has columns for Type, Customer Name, Item No., Item Description, UOM, and Qty. A single row is shown with "Cash" in the Type column, "Whole Chicken" in the Item Description column, "BG" in the UOM column, and "10" in the Qty column. At the bottom right of the dialog are "Save" and "Post" buttons.

Add the required information and then click “Save” or “Post”.

How to Make a Transfer of Inventory

Step 1. From Inventory, go to “Transfer” and select “Create New Transfer”

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text "UNLIBOOKS RETAIL". Below the logo, a trial notice says "You have 25 day(s) remaining in your trial. PAY NOW!" with a "GET DISCOUNT COUPON CODE NOW!" link. The main menu has tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under INVENTORY, there are sub-tabs: ON HAND, COUNTING, TRANSFER (which is highlighted with a red arrow), WAREHOUSE, PRODUCT CATEGORY, and AREA. Below the menu, the title "ALL TRANSFER OF STOCKS" is displayed. On the right, there is a red button labeled "+ CREATE NEW TRANSFER". Below the title, there are buttons for EDIT, CANCEL, and PRINT PREVIEW. To the right of these buttons is a search bar with "Filtered By: TS NO." and a dropdown arrow, followed by "SEARCH" and a magnifying glass icon. At the bottom, there is a table header with columns: Transfer Stock No., Date, Transfer From, Transfer To, Total Qty, and UOM.

Step 2. Fill in the required fields and then click “Save” and “Post”.

The screenshot shows a modal window titled "TRANSFER OF STOCKS". It contains form fields for Date Issued (07/30/2016), Date Created (07/30/2016), Transfer Stocks No. (IT-0000000002), Reference No. (empty), From Transfer (Warehouse test), and To Transfer (Warehouse 2). Below the form is a table with columns: Item No., Description, Qty, UOM, Amount, and Total Amount. The table shows one row: Test Item Inventory_0001-BG, Test Item Inventory, 1, BG, 20, 20. At the bottom are two buttons: "Save" and "Post".

A summary of transfers will appear after posting the transaction.

The screenshot shows the "ALL TRANSFER OF STOCKS" summary screen. It displays a table of transferred items. The table has columns: Transfer Stock No., Date, Transfer From, Transfer To, Total Qty, and UOM. There are two entries: one from "Warehouse test" to "Warehouse 2" on 2016-07-30 with a quantity of 1 and a total amount of 1 BG, and another from "Warehouse test" to "Warehouse 2" on 2016-07-30 with a quantity of 1 and a total amount of 1 BG.

How to Create New Warehouse

Step 1. From Inventory, go to “Warehouse” and select “Create New Warehouse”

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text "UNLIBOOKS RETAIL". To the right are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a message says "You have 25 day(s) remaining in your trial. PAY NOW!" with a "GET DISCOUNT COUPON CODE NOW!" button. The main menu has categories: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under INVENTORY, there are sub-links: ON HAND, COUNTING, TRANSFER, WAREHOUSE, PRODUCT CATEGORY, and AREA. A red arrow points to the "WAREHOUSE" link. The main content area is titled "ALL WAREHOUSES" and features a "CREATE NEW WAREHOUSE" button with a plus sign. Below this are buttons for "EDIT", "INACTIVE", and "PRINT PREVIEW". A search bar is labeled "Filtered By: WAREHOUSE NO." with a dropdown arrow and a magnifying glass icon. The table below lists two warehouses:

Warehouse No.	Warehouse Name	Date Created
WH-0000000002	Warehouse 2	2016-07-30
WH-0000000001	Warehouse_test	2016-07-25

Step 2. Enter the Location Name and then click “Save” or “Save and Add New”

The screenshot shows a modal dialog box titled "CREATE NEW LOCATION". It contains fields for "Location No." (set to WH-0000000003), "Location Name" (set to Warehouse 3), and "Active" (with a checked checkbox). At the bottom are two buttons: "Save" and "Save And Add New".

How to Create Product Category

Step 1. From Inventory, go to “Product Category” and select “Create Product Category”.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text "UNIBOOKS RETAIL". To the right are links for "HELP", "SETTINGS", and "LOGOUT". A trial notice says "You have 25 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". Below the header is a navigation bar with tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under INVENTORY, there are sub-links: ON HAND, COUNTING, TRANSFER, WAREHOUSE, PRODUCT CATEGORY (which is highlighted with a red arrow), and AREA. The main content area is titled "PRODUCT CATEGORY". It includes a "CREATE PRODUCT CATEGORY" button with a plus sign. Below it are buttons for "EDIT" and "INACTIVE". A search bar is labeled "Filtered By: PRODUCT CATEGORY !". The table lists product categories:

Product Category No.	Product Category Description
PC-0000000005	Inventory_201
PC-0000000004	Supplies and Materials
PC-0000000003	Stocks
PC-0000000002	Sauce and Condiments
PC-0000000001	Items/Products

Step 2. Enter the Product Category Description and then click “Save” or “Save and Add New”.

The screenshot shows a modal dialog box titled "CREATE NEW PRODUCT CATEGORY". It contains two input fields: "Product Category No." with the value "PC-0000000006" and "Product Category Description" with the value "Supplies". At the bottom are two buttons: "Save" and "Save And Add New".

AREA

Step 1. From Inventory, go to “Area” and select “Create New Area”.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text "UNLIBOOKS RETAIL". A message says "You have 25 day(s) remaining in your trial. PAY NOW!" with a link "GET DISCOUNT COUPON CODE NOW!". The top navigation bar includes links for HELP, SETTINGS, and LOGOUT. Below the navigation, there are several main menu items: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Under each of these main categories, there are sub-links: ON HAND, COUNTING, TRANSFER, WAREHOUSE, PRODUCT CATEGORY, and AREA. The "AREA" link under REPORTS is highlighted with a red arrow. The main content area is titled "ALL AREAS". It features a "CREATE NEW AREA" button with a plus sign. Below it are filters for "EDIT" and "INACTIVE" status, and search fields for "AREA NO.", "Area Name", and "Date Created". The table below the filters has columns for "Area No.", "Area Name", and "Date Created".

Step 2. Enter the Area Name and then click “Save” or “Save and Add New”.

The screenshot shows a modal dialog box titled "CREATE NEW AREA". Inside the dialog, there are three input fields: "Area No." containing "AR-0001", "Area Name" containing "NCR", and "Active:" with a checked checkbox. At the bottom of the dialog are two buttons: "SAVE" and "Save And Add New".

A. Financial Statement

1. **Balance Sheet** - summarizes the 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.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo for 'UNIBOOKS RETAIL'. Below the logo, there are links for 'HELP', 'SETTINGS', and 'LOGOUT'. A banner at the top right says 'You have 24 day(s) remaining in your trial. PAY NOW!' with a link 'GET DISCOUNT COUPON CODE NOW!'. Below the banner, there is a navigation bar with links: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left side, there is a sidebar with several categories and their sub-links:

- Financial Statement**
 - Balance Sheet
 - Income Statement
 - Comparative Report
 - Trial Balance
- Account Receivables**
 - Outstanding Receivable
 - Collection Report
 - Aging Report
 - Statement of Account
- Account Payables**
 - Outstanding Payable
 - Aging Report
- Sales**
 - Sales per Service
 - Sales per Item
- Purchase**

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

This is a screenshot of a modal dialog box titled 'Balance Sheet'. It contains two radio buttons: 'Monthly' (unchecked) and 'Annual' (checked). Below the radio buttons is a text input field labeled 'Year:' containing the value '2016'. At the bottom right of the dialog is a red 'GENERATE' button.

Step 3. Click "Generate". This will appear for Annual balance sheet.

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

This is a screenshot of the generated Annual Balance Sheet for 'JUAN DELA CRUZ' as of 2016. The report is titled 'STATEMENT OF FINANCIAL POSITION As of 2016 (Amounts in Philippine Pesos)'. The report is divided into three main sections: ASSETS, LIABILITIES AND CAPITAL, and TOTALS.

ASSETS		
CURRENT ASSETS		2016
Cash and Cash Equivalents	₱	998,204.28
Receivables	₱	-80.00
Other Assets	₱	0.00
Total Current Assets	₱	998,124.28
NONCURRENT ASSETS		
Long-Term Investments	₱	223.57
Property and Equipment, net	₱	0.00
Long-Term Receivables	₱	0.00
Intangible Assets	₱	0.00
Other Assets	₱	0.00
Total Non Current Assets	₱	223.57
TOTAL ASSETS	₱	998,347.85
LIABILITIES AND CAPITAL		
CURRENT LIABILITIES		
Accounts Payable	₱	0.00
Accrued Expenses	₱	0.00
Income Tax Payable	₱	0.00
Other Current Liabilities	₱	106.43
Deferred Income	₱	-110.00
Total Current Liabilities	₱	-3.57
NONCURRENT LIABILITIES		
Long-Term Liabilities	₱	0.00
Deferred Credits	₱	0.00
Other Liabilities	₱	0.00
Total Non-Current Liabilities	₱	0.00
TOTAL LIABILITIES	₱	-3.57
CAPITAL		
Capital	₱	0.00
Net Income / Loss	₱	-1,821.43
Drawings	₱	0.00
TOTAL CAPITAL	₱	-1,821.43
TOTAL LIABILITIES AND CAPITAL	₱	-1,825.00

- Click ‘view’ to view to Statement in a different Tab.
- Click ‘print’ to generate a quick print format
- Click ‘export’ to download the Statement

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

Step 1. Click income statement, this will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo for 'UNIBOOKS RETAIL' with a red book icon. To the right, there are links for 'HELP', 'SETTINGS', and 'LOGOUT'. Below the logo, a message says 'You have 24 day(s) remaining in your trial. PAY NOW!' with a 'GET DISCOUNT COUPON CODE NOW!' link. The main navigation bar includes 'DASHBOARD', 'BILLING', 'SALES', 'PURCHASE', 'EXPENSES', 'ACCOUNTING', 'INVENTORY', and 'REPORTS'. On the left side, there is a sidebar with several menu items under 'Financial Statement' and 'Account Receivables'. The 'Income Statement' option is highlighted in blue. Under 'Income Statement', there are two radio buttons: 'Monthly' (unchecked) and 'Annual' (checked). Below these buttons is a dropdown menu labeled 'Year:' with the value '2016'. A red rectangular box highlights the 'Annual' radio button.

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

This is a close-up screenshot of the 'Income Statement' generation dialog box. It features a title 'Income Statement' at the top. Below it are two radio buttons: 'Monthly' (unchecked) and 'Annual' (checked). Underneath these buttons is a dropdown menu labeled 'Year:' with the value '2016'. At the bottom right of the dialog box is a red rectangular button labeled 'GENERATE'.

Step 3. Click “Generate”. This will appear for Annual income statement.

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

This is a screenshot of the generated Annual Income Statement for 'JUAN DELA CRUZ' for the year ended 2016. The statement is in Philippine Pesos. The report is divided into several sections: REVENUES, COST OF SERVICES, COST OF SALES, and NET REVENUE. The 'REVENUES' section includes Professional Service Income, Sales (Goods, Exempt, Zero Rated), and Sales Return, Allowances and Discount. The 'COST OF SERVICES' section includes Direct Charges for Salaries, Wages and Benefits (Taxable and Non-Taxable), Materials, Supplies and Facilities, Depreciation, Rental, Outside Services, and Others. The 'COST OF SALES' section includes Cost of Sales for Good, Exempt, Zero Rated, and Government. The 'NET REVENUE' section shows a total of 112.85. The entire document has a red border around the main content area.

INCOME STATEMENT For the year ended 2016 (Amounts in Philippine Pesos)		
2016		
REVENUES		
Professional Service Income		
Professional Service Revenue	P	142.85
Professional Service Revenue - Exempt		(30.00)
Professional Service Revenue - Zero Rated		0.00
Professional Service Revenue - Government		0.00
		112.85
Sales		
Sales - Goods	P	0.00
Sales - Exempt		0.00
Sales - Zero Rated		0.00
Sales - Government		0.00
Sales Return, Allowances and Discount		0.00
Discount	P	0.00
		0.00
COST OF SERVICES		
Direct Charges - Salaries, Wages and Benefits (Taxable)	P	0.00
Direct Charges - Salaries, Wages and Benefits (Non-Taxable)		0.00
Direct Charges - Materials, Supplies and Facilities		0.00
Direct Charges - Depreciation		0.00
Direct Charges - Rental		0.00
Direct Charges - Outside Services		0.00
Direct Charges - Others		0.00
		0.00
COST OF SALES		
Cost of Sales - Good	P	0.00
Cost of Sales - Exempt		0.00
Cost of Sales - Zero Rated		0.00
Cost of Sales - Government		0.00
		0.00
		112.85
NET REVENUE		

3. Comparative Report—increase or decrease for balance sheet and income statement between month or year.

Step 1. Click comparative report, this will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNIBOOKS RETAIL". To the right of the logo, there are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a message says "You have 24 day(s) remaining in your trial. PAY NOW!" with a "GET DISCOUNT COUPON CODE NOW!" button. A navigation bar below the message includes links for "DASHBOARD", "BILLING", "SALES", "PURCHASE", "EXPENSES", "ACCOUNTING", "INVENTORY", and "REPORTS". The main content area is divided into two columns. The left column, titled "Financial Statement", contains links for "Balance Sheet", "Income Statement", "Comparative Report", and "Trial Balance". The right column, titled "Comparative Report", has a dropdown menu set to "Balance Sheet" with radio buttons for "Monthly" and "Annual". Below the dropdown is a "GENERATE" button.

Step 2. Select what type and whether monthly or annual you want to generate.

A zoomed-in view of the "Comparative Report" settings. It shows the "Type" dropdown set to "Balance Sheet" with "Monthly" selected (indicated by a red box). The "Annual" option is also visible. Below the dropdown is a "Year" input field containing "2016" and a "GENERATE" button.

- Select Annual if you want to generate your comparison of annual balance sheets
- Select Monthly if you want to generate your comparison of monthly balance sheets

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

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

Comparative Report					
Type:	Balance Sheet	<input type="radio"/> Monthly	<input checked="" type="radio"/> Annual		
Year:	2016	GENERATE			
JUAN DELA CRUZ Monthly Comparative Report					
STATEMENT OF FINANCIAL POSITION As of 2016 (Amounts in Philippine Pesos)					
		As of 2015	As of 2016		
ASSETS					
CURRENT ASSETS					
Cash and Cash Equivalents	₱	0.00	998,204.28		
Receivables		0.00	-80.00		
Other Assets		0.00	0.00		
Total Current Assets	₱	0.00	998,124.28		
NONCURRENT ASSETS					
Long-Term Investments	₱	0.00	223.57		
Property and Equipment, net		0.00	0.00		
Long-Term Receivables		0.00	0.00		
Intangible Assets		0.00	0.00		
Other Assets		0.00	0.00		
Total Non Current Assets	₱	0.00	223.57		
TOTAL ASSETS	₱	0.00	998,147.85		
LIABILITIES AND CAPITAL					
CURRENT LIABILITIES					
Accounts Payable	₱	0.00	0.00		
Accrued Expenses		0.00	0.00		
Income Tax Payable		0.00	0.00		
Other Current Liabilities		0.00	106.43		
Deferred Income		0.00	-110.00		
Total Current Liabilities	₱	0.00	-3.57		
NONCURRENT LIABILITIES					
Long-Term Liabilities	₱	0.00	0.00		
Deferred Credits		0.00	0.00		
Other Liabilities		0.00	0.00		
Total Non-Current Liabilities	₱	0.00	0.00		
TOTAL LIABILITIES	₱	0.00	-3.57		
CAPITAL					
Capital	₱	0.00	0.00		
Net Income / Loss		0.00	-1,821.43		
Drawings		0.00	0.00		
TOTAL CAPITAL	₱	0.00	-1,821.43		
TOTAL LIABILITIES AND CAPITAL	₱	0.00	-1,825.00		

- Click ‘view’ to view to Statement in a different Tab.
- Click ‘print’ to generate a quick print format
- Click ‘export’ to download the Statement.

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

Step 1. Click trial balance, this will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the right side of the header, there are links for HELP, SETTINGS, and LOGOUT. A promotional message at the top right says "You have 24 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". The main content area is titled "Financial Statement" and includes sections for Trial Balance, Account Receivables, and Account Payables. The "Trial Balance" section has two radio button options: "Monthly" (selected) and "Annual".

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

This is a modal dialog box titled "Trial Balance". It contains two radio buttons: "Monthly" (selected) and "Annual". Below the radio buttons is a "Year" input field set to "2016". At the bottom right is a red "GENERATE" button.

- Select 'annual' if you want to generate the yearly trial balance
- Select 'monthly' if you want to generate the trial balance per month

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).*

This screenshot shows the generated monthly trial balance report for "JUAN DELA CRUZ" in Manila. The report is dated "As of 2016". The title of the report is "TRIAL BALANCE". The table has six columns: Account Code, Account Name, As of : December, 2015, Debit, Credit, and As of: 2016. The table lists various ledger accounts with their corresponding debit and credit amounts for the month of December 2015.

Account Code	Account Name	As of : December, 2015	Debit	Credit	As of: 2016
1000	Cash and Cash Equivalent	-	-	-	-
1000-001	Petty Cash	-	-	-	-
1000-002	Cash on Hand	-	155.00	1,950.72	1,795.72
1000-003	Cash in Bank	-	1,000,000.00	-	1,000,000.00
1001	Accounts Receivable	-	-	-	-
1001-001	Trade Receivable	-	30.00	110.00	80.00
1001-002	Nontrade Receivable	-	-	-	-
1002	Inventory	-	178.57	178.57	-
1003	Other Current Assets	-	-	-	-
1003-001	Prepaid Rent	-	-	-	-
1003-002	Prepaid Insurance	-	-	-	-

B. Accounts Receivable

1. **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.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text "UNLIBOOKS RETAIL". Below the logo, a banner displays "You have 24 day(s) remaining in your trial. PAY NOW!" and a "GET DISCOUNT COUPON CODE NOW!" button. The main menu bar includes links for HELP, SETTINGS, and LOGOUT, along with DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left side, a sidebar menu lists "Financial Statement" (Balance Sheet, Income Statement, Comparative Report, Trial Balance), "Account Receivables" (Outstanding Receivable, Collection Report, Aging Report, Statement of Account), and "Account Payables" (Outstanding Payable). The central panel is titled "Outstanding Receivable Report" and contains fields for "Billing" (radio button selected), "Sales" (radio button), "Date From: 07/31/2016", "To: 07/31/2016", and a message "You don't have Outstanding Receivable."

2. **Collection Report** – List of amount collected whether from cash sale or collection from credit sales.

Step 1: Click collection report, this will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. The layout is similar to the previous screenshot, with the logo, trial banner, and main menu bar. The sidebar menu is identical, listing "Financial Statement", "Account Receivables" (with "Outstanding Receivable" selected), and "Account Payables". The central panel is titled "Collection Report" and contains fields for "Billing" (radio button), "Sales" (radio button selected), "Date From: 07/31/2016", "To: 07/31/2016", "Customers: All", and a "GENERATE" button. The panel also displays a message "You don't have Outstanding Receivable."

Step 2: Select billing or sales, date, and the name of customer you want to generate.

This is a close-up screenshot of the "Collection Report" dialog box. It contains three radio buttons: "Billing" (unchecked), "Sales" (checked), and another radio button that is partially visible. Below the radio buttons are two input fields: "Date From: 07/31/2016" and "To: 07/31/2016". At the bottom of the dialog is a dropdown menu labeled "Customers: All" and a red "GENERATE" button.

Step 3. Click Generate. This will appear.

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

The screenshot shows a 'Collection Report' window. At the top, there are three buttons: 'VIEW', 'PRINT', and 'EXPORT'. Below them are radio buttons for 'Billing' and 'Sales', and date input fields 'Date From: 07/31/2016' and 'To: 07/31/2016'. A dropdown menu 'Customers: All' and a 'GENERATE' button are also present. The main content area displays a summary for 'JUAN DELA CRUZ' from 'Manila'. It includes 'Vat Reg. TIN: 000-121-021-0211' and a note 'For All Customers July 31, 2016 - July 31, 2016'. At the bottom, it says 'NO COLLECTION.'

- Click 'view' to view to Statement in a different Tab.
- Click 'print' to generate a quick print format
- Click 'export' to download the Statement.

3. **Aging Report** –determines which invoices are overdue for payment

Step 1. Click 'Aging Report'. This will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there are links for 'HELP', 'SETTINGS', and 'LOGOUT'. The logo 'UNLIBOOKS RETAIL' is on the left. Below the header, there are navigation tabs: 'DASHBOARD', 'BILLING', 'SALES', 'PURCHASE', 'EXPENSES', 'ACCOUNTING', 'INVENTORY', and 'REPORTS'. The 'REPORTS' tab is selected. On the left, there is a sidebar with sections: 'Financial Statement' (with 'Balance Sheet', 'Income Statement', 'Comparative Report', 'Trial Balance'), 'Account Receivables' (with 'Outstanding Receivable', 'Collection Report', 'Aging Report', 'Statement of Account'), and 'Account Payables' (with 'Outstanding Payable'). The main content area is titled 'Aging Report' and shows a form with radio buttons for 'Billing' and 'Sales', and a date input field 'As of: 07/31/2016'. Below the form, a message says 'You don't have Aging Report.'

Step 2. Select billing or sales and date and click Generate to generate an Aging Report.

4. **Statement of Account**– is a summary of financial transactions which have occurred over a given period

Step 1. Click “Statement of Account”. This will appear.

The screenshot shows the UNIBOOKS RETAIL dashboard. At the top, there's a logo for 'Urt' and 'UNIBOOKS RETAIL'. A message says 'You have 24 day(s) remaining in your trial. PAY NOW!' with a 'GET DISCOUNT COUPON CODE NOW!' link. Below the header are navigation links: DASHBOARD | BILLING | SALES | PURCHASE | EXPENSES | ACCOUNTING | INVENTORY | REPORTS. The main area has two columns. The left column, titled 'Financial Statement', lists: Balance Sheet, Income Statement, Comparative Report, Trial Balance, Account Receivables, Outstanding Receivable, Collection Report, Aging Report, Statement of Account, Account Payables, and Outstanding Payable. The right column, titled 'Statement of Account', contains input fields for 'Date From' (07/31/2016), 'To' (07/31/2016), and 'Clients' (All), followed by a 'GENERATE' button. There is also a red horizontal bar below these fields.

Step 2. Select the date and the clients that you want to generate

This is a zoomed-in view of the 'Statement of Account' form. It shows the same fields as the previous screenshot: 'Date From' (07/31/2016), 'To' (07/31/2016), 'Clients' (All), and a 'GENERATE' button. The background of the form is white, and the text is black.

Step 3. Click Generate. This will appear.

This screenshot shows the generated 'Statement of Account' report for 'JUAN DELA CRUZ, Manila'. The report header includes 'Vat Reg. TIN: 000-121-021-0211' and 'STATEMENT OF ACCOUNT For All Clients July 01, 2016 - July 31, 2016'. Below the header is a table with the following data:

Date	Particulars	Billing No.	Customer Name	Professional Fee	VAT	Advance Payment	Payment	Date Collected
07/29/2016	Service 1	BN-0000000001	Customer_test	44.64	5.36	0.00	50.00	07/29/2016
Total				45.00	5.00	0.00	50.00	

- Click ‘view’ to view to Statement in a different Tab.
- Click ‘print’ to generate a quick print format
- Click ‘export’ to download the Statement.

C. Account Payables

1. Outstanding Payable- applicable to all debts, unsettled transactions or other monetary obligations owed to a supplier by the company.

Step 1. Click “Outstanding Payable”. This will appear.

The screenshot shows a software interface for generating reports. On the left, there is a sidebar with several categories and their sub-options:

- Financial Statement**:
 - Balance Sheet
 - Income Statement
 - Comparative Report
 - Trial Balance
- Account Receivables**:
 - Outstanding Receivable
 - Collection Report
 - Aging Report
 - Statement of Account
- Account Payables**:
 - Outstanding Payable
 - Aging Report
- Sales**:
 - Sales per Service
 - Sales per Item

The main area is titled "Outstanding Payable Report". It contains two input fields: "Date From: 07/31/2016" and "To: 07/31/2016", and a dropdown menu labeled "Vendor: [dropdown]". Below these is a red "GENERATE" button. A message at the bottom states "You don't have Outstanding Payable."

Step 2. Select the date and click Generate to generate an Outstanding Payable Report as of the period.

2. Aging Payable Report-allows you to view the balances that the company owed to its supplier.

Step 1. Click “Aging Payable Report”. This will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo for 'Urt' and 'UNIBOOKS RETAIL'. A message indicates 'You have 24 day(s) remaining in your trial. PAY NOW!' with a link 'GET DISCOUNT COUPON CODE NOW!'. The top navigation bar includes links for HELP, SETTINGS, and LOGOUT. Below the navigation, a horizontal menu bar contains links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left side, there is a sidebar with several report categories and their sub-links:

- Financial Statement**: Balance Sheet, Income Statement, Comparative Report, Trial Balance.
- Account Receivables**: Outstanding Receivable, Collection Report, Aging Report, Statement of Account.
- Account Payables**: Outstanding Payable, Aging Report.
- Sales**: Sales per Service.

The main content area is titled 'Aging Payable Report'. It features two input fields: 'As of:' (set to 07/31/2016) and 'Vendor:' (a dropdown menu). A red 'GENERATE' button is positioned next to the vendor dropdown. Below these fields, a message reads 'You don't have Aging Report.'

Step 2. Select the period and click Generate to generate an Aging Payable Report.

This is a zoomed-in view of the 'Aging Payable Report' form. It shows the 'As of:' field set to '07/31/2016' and the 'Vendor:' dropdown menu. The red 'GENERATE' button is visible below the vendor dropdown. The message 'You don't have Aging Report.' is displayed at the bottom of the form.

D. Sales

1. Sales per Service- List of services use for each transaction.

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

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text 'UNLIBOOKS RETAIL'. To the right are links for 'HELP', 'SETTINGS', and 'LOGOUT'. Below the logo, a message says 'You have 24 day(s) remaining in your trial. PAY NOW!' with a 'GET DISCOUNT COUPON CODE NOW!' button. The main menu bar includes 'DASHBOARD', 'BILLING', 'SALES', 'PURCHASE', 'EXPENSES', 'ACCOUNTING', 'INVENTORY', and 'REPORTS'. On the left, a sidebar lists several financial and accounting reports under categories like 'Financial Statement', 'Account Receivables', 'Account Payables', and 'Sales'. The 'Sales' category has a single item: 'Sales per Service'. The main content area is titled 'Sales per Service' and contains a form with 'Date From: 07/31/2016' and 'To: 07/31/2016' fields, and a 'GENERATE' button.

Step 2. Select the date you want to generate.

A dialog box titled 'Sales per Service' is shown. It contains two date input fields: 'Date From: 07/01/2016' and 'To: 07/31/2016', and a 'GENERATE' button.

Step 3. Click Generate. This will appear.

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

The screenshot shows the generated 'Sales per Service' report. At the top, it has 'VIEW', 'PRINT', and 'EXPORT' buttons. Below that, it shows the date range 'Date From: 07/01/2016' and 'To: 07/31/2016', and a 'GENERATE' button. The report header includes 'JUAN DELA CRUZ', 'Manila', 'Vat Reg. TIN: 000-121-021-0211', and 'SALES PER SERVICE' with the date 'July 01, 2016 - July 31, 2016'. The main content is a table with columns: Date, Billing No., Service Item, Particular, Qty, Rate, and Amount. The table data is as follows:

Date	Billing No.	Service Item	Particular	Qty	Rate	Amount
07/29/2016	BN-0000000001	Service Item_1	Service 1	1	50.00	50.00
07/29/2016	TN-0000000001	Service Item_1	Service 1	1	50.00	50.00
						Total Amount
						100.00

- Click 'view' to view to Statement in a different Tab.
- Click 'print' to generate a quick print format
- Click 'export' to download the Statement

2. Sales per Item- List of items used for each transaction.

Step 1. Click sales per item. This will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text "UNLIBOOKS RETAIL". Below the logo, a message says "You have 25 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". The top navigation bar includes links for HELP, SETTINGS, and LOGOUT, along with DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS.

The left sidebar contains several menu categories with sub-options:

- Financial Statement**: Balance Sheet, Income Statement, Comparative Report, Trial Balance.
- Account Receivables**: Outstanding Receivable, Collection Report, Aging Report, Statement of Account.
- Account Payables**: Outstanding Payable, Aging Report.
- Sales**: Sales per Service, Sales per Item.

The main content area is titled "Sales per Item". It features a form with the following fields:

- Item: A dropdown menu set to "All".
- Date From: 07/01/2016
- To: 07/30/2016
- A red "GENERATE" button.

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

This is a zoomed-in view of the "Sales per Item" report generation form. It includes the same fields as the previous screenshot:

- Item: A dropdown menu set to "All".
- Date From: 07/30/2016
- To: 07/30/2016
- A red "GENERATE" button.

Step 3. Click Generate. This will appear.

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

This screenshot shows the generated "SALES PER ITEM" report for the period July 01, 2016 - July 30, 2016. The report is displayed in a modal window. At the top, it shows the company details: "JUAN DELA CRUZ Manila" and "Vat Reg. TIN: 000-121-021-0211". Below that, the report title is "SALES PER ITEM" and the date range is "July 01, 2016 - July 30, 2016".

The main content is a table with the following data:

Date	CI/SI No.	Item No.	Item Description	Qty	Amount
07/27/2016	SI-0000000001	ITM-0000000027	Test Item Inventory_0001	30.00	60.00
Total Amount					60.00

E. Purchase

Purchase per Item- list of purchase transaction in every item.

Step 1. Click Purchase per Item. This will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there's a logo with a red book icon and the text 'UNIBOOKS RETAIL'. To the right are links for 'HELP', 'SETTINGS', and 'LOGOUT'. Below the logo is a banner with the text 'You have 25 day(s) remaining in your trial. PAY NOW!' and a 'GET DISCOUNT COUPON CODE NOW!' button. The main menu bar has links for 'DASHBOARD', 'BILLING', 'SALES', 'PURCHASE', 'EXPENSES', 'ACCOUNTING', 'INVENTORY', and 'REPORTS'. On the left, a sidebar lists various financial reports under categories like 'Financial Statement', 'Account Receivables', 'Account Payables', 'Sales', and 'Purchase'. The 'Purchase' category has a single item: 'Purchase Per Item'. The main content area is titled 'Purchase per Item' and contains a form with fields for 'Vendor' (set to 'All'), 'Date From' (07/30/2016), 'To' (07/30/2016), and a 'GENERATE' button. The background of the main content area is light gray.

Step 2. Select the vendor's name or all vendors and the date of transaction. Click Generate.

The screenshot shows the 'Purchase per Item' report. At the top, it has buttons for 'VIEW', 'PRINT', and 'EXPORT'. Below that is a search form with 'Vendor' set to 'All', 'Date From' (07/01/2016), 'To' (07/30/2016), and a 'GENERATE' button. The main content area starts with the vendor information: 'JUAN DELA CRUZ' and 'Manila'. It also includes 'Vat Reg. TIN: 000-121-021-0211'. Below this is the title 'PURCHASE PER ITEM' and the date range 'July 01, 2016 - July 30, 2016'. A table follows, with columns: Date Purchased, Purchased Invoice No., Item No., Item Description, UOM, Qty, Unit Price, and Amount. There is one entry: 2016-07-29, PI-0000000001, ITM-0000000028, Test Item Inventory_0002, BG, 1, 200.00, 200.00. A red row at the bottom totals 'Total Amount' to '200.00'. The background of the report area is white.

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

F. Inventory

Inventory Availability- shows the availability of every item.

Step 1. Click Inventory Availability. This will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text "UNLIBOOKS RETAIL". To the right of the logo, there are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a message says "You have 25 day(s) remaining in your trial. PAY NOW!" with a link "GET DISCOUNT COUPON CODE NOW!". The main navigation menu at the top includes "DASHBOARD", "BILLING", "SALES", "PURCHASE", "EXPENSES", "ACCOUNTING", "INVENTORY", and "REPORTS". On the left side, there is a sidebar with various reporting options grouped under categories: "Financial Statement", "Account Receivables", "Account Payables", "Sales", "Purchase", "Inventory", and "Inventory Availability". The "Inventory Availability" option is highlighted in red. On the right side, there is a section titled "Inventory per Item" with dropdown menus for "Item" (set to "All"), "Location" (set to "All"), and date fields "Date From: 07/30/2016" and "To: 07/30/2016", followed by a "GENERATE" button. A red horizontal bar highlights the "GENERATE" button.

Step 2. Select the Item, Location and the Date covered. Click Generate.

The screenshot shows the "Inventory per Item" report generated for "JUAN DELA CRUZ" located in "Manila". The report header includes "Vat Reg. TIN: 000-121-0211". The main title of the report is "INVENTORY AVAILABILITY" and the date range is "July 30, 2016 - July 30, 2016". The report content area is currently empty, showing only the header information.

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

G. Books of Accounts

1. General Ledger-contains all the accounts for recording transaction.

Step 1. Click General ledger. This will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. Below the navigation bar, there is a sidebar on the left containing various financial reports and categories such as Financial Statement, Account Receivables, Account Payables, Sales, Purchase, Inventory, and Books of Accounts. The main area is titled "General Ledger" and displays a form with "Date From: 07/01/2016" and "To: 07/30/2016". A "GENERATE" button is located below the date fields. At the very top of the screen, there is a message: "You have 25 day(s) remaining in your trial. PAY NOW!" followed by a link "GET DISCOUNT COUPON CODE NOW!".

Step 2. Select the date and then click Generate.

General Ledger								
							VIEW	PRINT
							GENERATE	
JUAN DELA CRUZ Manila Vat Reg. TIN: 000-121-021-0211								
GENERAL LEDGER July 01, 2016 - July 30, 2016								
Issued Date	Type	Reference No.	Account Code	Title	Client Name	Status	Debit	Credit
07/30/2016	Journal	JN-0000000001	3000	Capital		Posted	0.00	1,000,000.00
07/30/2016	Expense	EN-0000000001	6001-021	Rental	Vendor_test	Posted	892.86	0.00
07/30/2016	Expense	EN-0000000001	2000-009	Withholding Tax Expanded Payable	Vendor_test	Posted	0.00	44.00
07/30/2016	Expense	EN-0000000001	1000-002	Cash on Hand	Vendor_test	Posted	0.00	955.00
07/30/2016	Expense	EN-0000000001	1003-004	Input Tax	Vendor_test	Posted	107.14	0.00
07/30/2016	Expense	EN-0000000002	1000-002	Cash on Hand	Vendor_test	Posted	0.00	40.00
07/30/2016	Expense	EN-0000000002	1003-004	Input Tax	Vendor_test	Posted	4.29	0.00
07/30/2016	Expense	EN-0000000002	6001-017	Miscellaneous	Vendor_test	Posted	35.71	0.00
07/30/2016	Payable		6001-021	Rental			892.86	0.00
07/30/2016	Journal	JN-0000000001	1000-003	Cash in Bank		Posted	1,000,000.00	0.00

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

2. General Journal- where double entries bookkeeping are recorded.

Step 1. Click General Journal. This will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for HELP, SETTINGS, and LOGOUT. Below the navigation bar, there is a promotional message: "You have 25 day(s) remaining in your trial. PAY NOW!" and a link "GET DISCOUNT COUPON CODE NOW!". The main menu includes DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left side, there is a sidebar with various reporting options categorized under Financial Statement, Account Receivables, Account Payables, Sales, Purchase, Inventory, Books of Accounts, and General Journal. The central area is titled "General Journal" and contains fields for "Date From" (07/30/2016) and "To" (07/30/2016), along with a "GENERATE" button.

Step 2. Select the date and then click Generate.

The screenshot shows the generated General Journal report. At the top, there are buttons for VIEW, PRINT, and EXPORT, and a "GENERATE" button below the date range (07/01/2016 to 07/30/2016). The report header includes the company name "JUAN DELA CRUZ Manila" and VAT registration number "Vat Reg. TIN: 000-121-021-0211". The title of the report is "GENERAL JOURNAL" and it specifies the period "July 01, 2016 - July 30, 2016". The main content is a table of journal entries:

Date	Reference	Brief Description/Explanation	Account Code	Account Title	Debits	Credits
07/30/2016	JN-0000000001	Investment by the owner	1000-003	Cash in Bank	1,000,000.00	-
07/30/2016	JN-0000000001	Investment by the owner	3000	Capital	-	1,000,000.00
Total					1,000,000.00	1,000,000.00

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

3. Sales Journal—accounting journal used to record the sales of items on credit or on account.

Step 1. Click Sales Journal. This will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo for 'Urtn' and 'UNLIBOOKS RETAIL'. A message says 'You have 25 day(s) remaining in your trial. PAY NOW!' with a link 'GET DISCOUNT COUPON CODE NOW!'. The top navigation bar includes links for HELP, SETTINGS, and LOGOUT. Below the navigation is a horizontal menu with options: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. The 'SALES' option is highlighted. On the left side, there is a sidebar with various reporting categories: Financial Statement (Balance Sheet, Income Statement, Comparative Report, Trial Balance), Account Receivables (Outstanding Receivable, Collection Report, Aging Report, Statement of Account), Account Payables (Outstanding Payable, Aging Report), Sales (Sales per Service, Sales per Item), Purchase (Purchase Per Item), Inventory (Inventory Availability), Books of Accounts (General Ledger, General Journal, Sales Journal). The main area is titled 'Sales Journal' and contains fields for 'Date From: 07/01/2016' and 'To: 07/30/2016', followed by a 'GENERATE' button.

Step 2. Select the date. Click Generate.

The screenshot shows the generated 'SALES JOURNAL' report. At the top, it displays the company details: 'JUAN DELA CRUZ Manila' and 'Vat Reg. TIN: 000-121-021-0211'. Below this, the report title is 'SALES JOURNAL' and the date range is 'July 01, 2016 - July 30, 2016'. The main content is a table of sales transactions:

Date	Supplier's TIN	Supplier's Code	Supplier's Name	Supplier's Address	Description	Ref/Doc.No./Sales Invoice	Amount	VAT Amount(Input Tax)
07/26/2016	000-000-000-0008	CN-0000000001	Customer_test		Test Item Inventory_0001	CI-0000000001	26.79	26.79
07/28/2016	000-000-000-0008	CN-0000000001	Customer_test		Test Item Inventory_0001	PN-0000000001	53.09	53.09
Total							79.88	79.88

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

4. **Purchase Journal**- accounting journal used to record the purchase of items on credit or on account.

Step 1. Click Purchase Journal. This will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there's a navigation bar with links for HELP, SETTINGS, and LOGOUT. Below the navigation bar, a banner displays "You have 25 day(s) remaining in your trial. PAY NOW!" and a "GET DISCOUNT COUPON CODE NOW!" button. The main menu includes DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left, a sidebar lists various financial reports under categories like Financial Statement, Account Receivables, Account Payables, Sales, Purchase, Inventory, Books of Accounts, and others. The PURCHASE section is currently selected, and the PURCHASE JOURNAL sub-section is active. It shows two date input fields: "Date From: 07/30/2016" and "To: 07/30/2016", and a "GENERATE" button.

Step 2. Select the date. Click Generate.

The screenshot shows the generated PURCHASE JOURNAL report. At the top, it has "VIEW", "PRINT", and "EXPORT" buttons. Below that, it shows the date range "Date From: 07/01/2016" and "To: 07/30/2016", and a "GENERATE" button. The report header includes the company details: "JUAN DELA CRUZ Manila" and "Vat Reg. TIN: 000-121-021-0211". The title of the report is "PURCHASE JOURNAL" and the date range is "July 01,2016 - July 30,2016". The report table has columns for Date, Supplier's TIN, Supplier's Code, Supplier's Name, Supplier's Address, Description, Ref./Doc.No./Sales Invoice, Amount, and VAT Amount(Input Tax). There is one entry in the table:

Date	Supplier's TIN	Supplier's Code	Supplier's Name	Supplier's Address	Description	Ref./Doc.No./Sales Invoice	Amount	VAT Amount(Input Tax)
07/28/2016	000-000-000-0001	VN-0000000001	Vendor_test	Manila	Test Item Inventory_0002	PO-0000000001	178.57	21.43
Total							178.57	21.43

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

5. Inventory Book

Step 1. Click Inventory Book. This will appear.

The screenshot shows the UNLIBOOKS RETAIL dashboard. At the top, there is a logo with 'Urt' and 'UNLIBOOKS RETAIL'. A message says 'You have 25 day(s) remaining in your trial. PAY NOW!' with a 'GET DISCOUNT COUPON CODE NOW!' link. The navigation menu includes DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left, under 'Financial Statement', there are links for Balance Sheet, Income Statement, Comparative Report, and Trial Balance. Under 'Account Receivables', there are links for Outstanding Receivable, Collection Report, Aging Report, and Statement of Account. The main content area is titled 'Inventory Book' and shows a message: 'You don't have Inventory Book.' There are input fields for 'Date From' (07/30/2016) and 'To' (07/30/2016), and a 'GENERATE' button.

Step 2. Select date and click Generate.

The screenshot shows the generated 'Inventory Book' report. The title is 'Inventory Book' with buttons for VIEW, PRINT, and EXPORT. The date range is set from 07/01/2016 to 07/30/2016, and the 'GENERATE' button is visible. The report header includes 'JUAN DELA CRUZ', 'Manila', and 'Vat Reg. TIN: 000-121-021-0211'. Below this is the title 'INVENTORY BOOK' and the date range 'July 01, 2016 - July 30, 2016'. The main content is a table with columns: Date, Item Description, Description, UOM, Unit Price, and Amount. The table has one row with a red background labeled 'Total Amount'.

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

H. Other Reports

1. **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.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with 'Urt' and 'UNLIBOOKS RETAIL'. Below the logo, a message says 'You have 25 day(s) remaining in your trial. PAY NOW!' with a link 'GET DISCOUNT COUPON CODE NOW!'. The top navigation bar includes links for HELP, SETTINGS, and LOGOUT. Below the navigation, there are several menu options: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. The REPORTS section is currently selected and expanded, showing the following sub-options:

- Financial Statement**
 - Balance Sheet
 - Income Statement
 - Comparative Report
 - Trial Balance
- Account Receivables**
 - Outstanding Receivable
 - Collection Report
 - Aging Report
 - Statement of Account
- Account Payables**
 - Outstanding Payable
 - Aging Report
- Sales**
 - Sales per Service
 - Sales per Item
- Purchase**

Step 2. Select the date you want to generate. Click Generate.

The screenshot shows the generated Cash Receipts Book report. At the top, it displays the title 'CASH RECEIPTS BOOK' and the date range 'July 01, 2016 - July 30, 2016'. Below the title, it shows the customer information: 'JUAN DELA CRUZ', 'Manila', and 'Vat Reg. TIN: 000-121-021-0211'. The report is presented in a table format:

Date	Ref No.	Customer Name	Particulars	Cash on Hand	Trade Receivable	Output VAT	Sales Discount	Professional Service Income	Ba
07/29/2016	PN-0000000001			-	45.54	-	-	-	-
07/29/2016	TN-0000000001	Customer_test	Service 1	50.00	-	5.36	-	44.64	
Total				50.00	45.54	5.36	-	44.64	

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

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

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

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNLIBOOKS RETAIL". To the right of the logo, there are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a message says "You have 25 day(s) remaining in your trial. PAY NOW!" with a link "GET DISCOUNT COUPON CODE NOW!". The main navigation menu at the top includes "DASHBOARD", "BILLING", "SALES", "PURCHASE", "EXPENSES", "ACCOUNTING", "INVENTORY", "REPORTS", and "EXPORT". On the left side, there is a sidebar with several sections and their sub-items:

- Financial Statement**
 - Balance Sheet
 - Income Statement
 - Comparative Report
 - Trial Balance
- Account Receivables**
 - Outstanding Receivable
 - Collection Report
 - Aging Report
 - Statement of Account
- Account Payables**
 - Outstanding Payable
 - Aging Report
- Sales**
 - Sales per Service

In the center, under the "BILLING" tab, there is a section titled "Summary of Billing" with input fields for "Date From" (07/30/2016) and "To" (07/30/2016), and a "GENERATE" button.

Step 2. Select the date you want to generate. Click Generate.

The screenshot shows the generated "Summary of Billing" report. At the top, it has "VIEW", "PRINT", and "EXPORT" buttons. Below that, there are "Date From" (07/01/2016) and "To" (07/30/2016) fields, and a "GENERATE" button. The report itself is titled "SUMMARY OF BILLING" and spans from "July 01, 2016 - July 30, 2016". It displays the following information for "JUAN DELA CRUZ, Manila" with Vat Reg. TIN: 000-121-021-0211:

Date	Billing No.	Customer Name	Particulars	Trade Receivable	Output VAT	Sales Discount	Professional Service Income	Balance
07/29/2016	BN-0000000001	Customer_test	Service 1	50.00	5.36	-	44.64	-
Total				50.00	5.36	-	44.64	-

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

- 3. 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.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with a book icon and the text "UNLIBOOKS RETAIL". A message says "You have 25 day(s) remaining in your trial. PAY NOW!" with a link "GET DISCOUNT COUPON CODE NOW!". The top navigation bar includes links for HELP, SETTINGS, and LOGOUT. Below the navigation, there are tabs for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left side, there is a sidebar with sections for Financial Statement (Balance Sheet, Income Statement, Comparative Report, Trial Balance), Account Receivables (Outstanding Receivable, Collection Report, Aging Report, Statement of Account), Account Payables (Outstanding Payable, Aging Report), Sales (Sales per Service, Sales per Item), and a "Report" section. The main content area is titled "Cash Disbursement Book" and contains a form with "Date From: 07/30/2016" and "To: 07/30/2016" fields, and a "GENERATE" button.

Step 2. Select the date you want to generate. Click Generate.

The screenshot shows the generated "CASH DISBURSEMENT BOOK" report. At the top, it displays the company name "JUAN DELA CRUZ Manila" and VAT registration number "Vat Reg. TIN: 000-121-021-0211". Below that, the report title is "CASH DISBURSEMENT BOOK" and the date range is "July 01, 2016 - July 30, 2016". The main content is a table with the following data:

Date	Vendor Name	Ref No.	Particulars	Account Name	Amount	Input VAT	Cash on Hand
07/30/2016	Vendor_test		Miscellaneous	Miscellaneous	35.71	4.29	40.00
07/30/2016	Vendor_test		Rental for the month of July	Rental	892.86	107.14	955.36
07/30/2016	Vendor_test	PN-0000000001		Rental	892.86	107.14	955.36
Total					1,821.43	218.57	1,950.72

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

4. Summary of Journal - checking accuracy by totalling all the columns in the journal.

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

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNIBOOKS RETAIL". To the right are links for "HELP", "SETTINGS", and "LOGOUT". Below the logo, a message says "You have 25 day(s) remaining in your trial. PAY NOW!" with a "GET DISCOUNT COUPON CODE NOW!" link. The main menu has tabs: DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left sidebar, there are sections for "Financial Statement" (Balance Sheet, Income Statement, Comparative Report, Trial Balance), "Account Receivables" (Outstanding Receivable, Collection Report, Aging Report, Statement of Account), and "Account Payables" (Outstanding Payable, Aging Report). The central area is titled "Summary of Journal" and contains input fields for "Date From: 07/30/2016" and "To: 07/30/2016", and a "GENERATE" button.

Step 2. Select the date you want to generate. Click Generate.

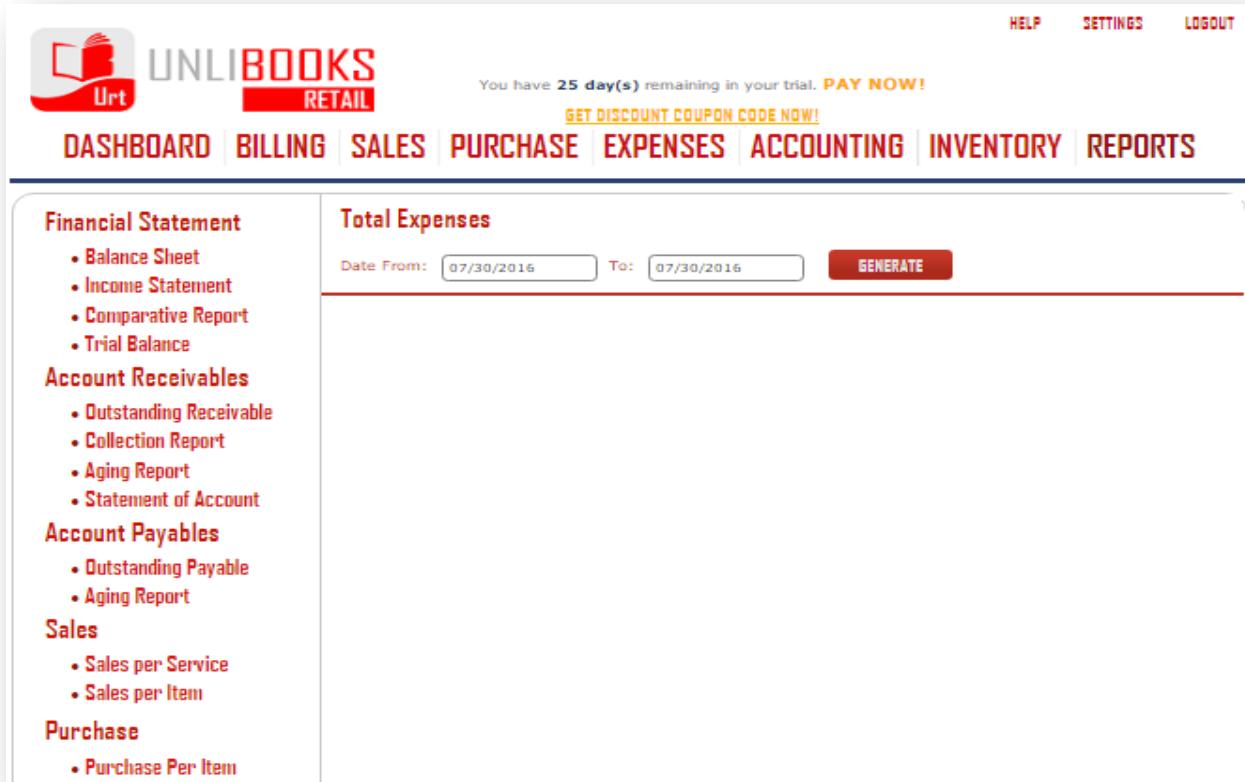
The screenshot shows the "Summary of Journal" report. At the top, it has "VIEW", "PRINT", and "EXPORT" buttons. Below that, it shows "Date From: 07/01/2016" and "To: 07/30/2016", and a "GENERATE" button. The main content area starts with the company details: "JUAN DELA CRUZ" and "Manila", followed by "Vat Reg. TIN: 000-121-021-0211". It then displays the "SUMMARY OF JOURNAL" for the period "July 01, 2016 - July 30, 2016". The data is presented in a table:

Date	Journal No.	Particulars	Account Name	Debit	Credit
07/30/2016	JN-0000000001	Investment by the owner	Cash in Bank	1,000,000.00	-
07/30/2016	JN-0000000001	Investment by the owner	Capital	-	1,000,000.00
Total				1,000,000.00	1,000,000.00

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

5. Total Expense – Monitoring of total charges incurred.

Step 1. Click ‘total expense’, this will appear.

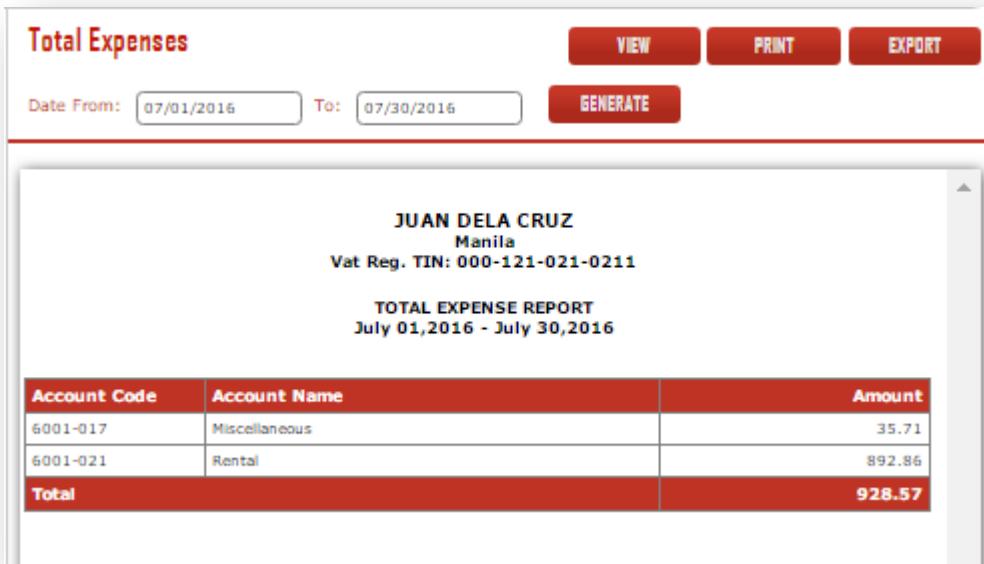


The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo with a red book icon and the text "UNIBOOKS RETAIL". Below the logo, a message says "You have 25 day(s) remaining in your trial. PAY NOW!" with a "GET DISCOUNT COUPON CODE NOW!" link. The top navigation bar includes links for HELP, SETTINGS, and LOGOUT. Below the navigation, a horizontal menu bar features links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left side, there is a sidebar with several sections and their sub-links:

- Financial Statement**: Balance Sheet, Income Statement, Comparative Report, Trial Balance
- Account Receivables**: Outstanding Receivable, Collection Report, Aging Report, Statement of Account
- Account Payables**: Outstanding Payable, Aging Report
- Sales**: Sales per Service, Sales per Item
- Purchase**: Purchase Per Item

In the main content area, there is a section titled "Total Expenses" with a "GENERATE" button. Below this, there are date selection fields for "Date From: 07/30/2016" and "To: 07/30/2016".

Step 2. Select the date you want to generate. Click Generate.



The screenshot shows the generated "Total Expenses" report. At the top, it displays the company details: "JUAN DELA CRUZ", "Manila", and "Vat Reg. TIN: 000-121-021-0211". Below this, the report title is "TOTAL EXPENSE REPORT" and the date range is "July 01,2016 - July 30,2016". The report table has three columns: "Account Code", "Account Name", and "Amount". The data is as follows:

Account Code	Account Name	Amount
6001-017	Miscellaneous	35.71
6001-021	Rental	892.86
Total		928.57

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

6. Audit trail – This is where you can find all the time logs and transactions created, reversed and edit in the system.

Step 1. Click Audit Trail. This will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a logo with 'Urt' and 'UNLIBOOKS RETAIL'. To the right are links for 'HELP', 'SETTINGS', and 'LOGOUT'. Below the logo is a message: 'You have 25 day(s) remaining in your trial. PAY NOW!' with a 'GET DISCOUNT COUPON CODE NOW!' link. A navigation bar below the message includes 'DASHBOARD', 'BILLING', 'SALES', 'PURCHASE', 'EXPENSES', 'ACCOUNTING', 'INVENTORY', and 'REPORTS'. On the left, a sidebar lists various financial reports under categories like 'Financial Statement', 'Account Receivables', 'Account Payables', 'Sales', and 'Purchases'. The main area is titled 'Audit Trail' and contains a form with 'Date From: 07/30/2016' and 'To: 07/30/2016' fields, and a red 'GENERATE' button.

Step 2. Select the date you want to generate. Click Generate.

The screenshot shows the 'Audit Trail' report generated for the period from July 01, 2016 to July 30, 2016. The report header includes the company name 'JUAN DELA CRUZ Manila' and VAT registration number 'Vat Reg. TIN: 000-121-021-0211'. The report title is 'AUDIT TRAIL' and the date range is 'July 01, 2016 - July 30, 2016'. Below the title is a table with columns: No., Creation Date, Time, Module, Type of Transaction, and Action. The table lists 16 entries of transactions made by 'USER' on various dates between July 01 and July 29, 2016, with actions such as 'Posted', 'Logs', and 'Added'.

No.	Creation Date	Time	Module	Type of Transaction	Action
1	07/30/2016	04:02 pm	USER		Posted
2	07/30/2016	03:58 pm	USER		Posted
3	07/30/2016	03:37 pm	USER	Journal Entry	Posted
4	07/30/2016	02:11 pm	EXPENSES	Vendor	Added
5	07/30/2016	01:11 pm	USER	Quick Expenses	Posted
6	07/30/2016	12:36 pm	USER	User	Logs
7	07/30/2016	09:09 am	EXPENSES	Expense	Posted
8	07/30/2016	08:53 am	USER	User	Logs
9	07/29/2016	05:25 pm	USER		Posted
10	07/29/2016	04:56 pm	USER		Posted
11	07/29/2016	04:02 pm	USER		Posted
12	07/29/2016	03:16 pm	USER	User	Logs
13	07/29/2016	01:14 pm	BILLINGS	Collection	Posted
14	07/29/2016	11:47 am	BILLINGS	Billing	Posted
15	07/29/2016	10:40 am	BILLINGS	Cash Receipt	Added
16	07/29/2016	09:33 am	BILLINGS	Cash Receipt	Posted

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

BIR Reports

A. VAT

1. FORM 2550M – Monthly Value-Added Tax Declaration

Step 1. Click 2550M, this will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. The main menu bar includes 'DASHBOARD', 'BILLING', 'SALES', 'PURCHASE', 'EXPENSES', 'ACCOUNTING', 'INVENTORY', and 'REPORTS'. On the left, there's a sidebar with 'Financial Statement' options like 'Balance Sheet', 'Income Statement', 'Comparative Report', and 'Trial Balance'. Under 'Account Receivables', there are links for 'Outstanding Receivable', 'Collection Report', 'Aging Report', and 'Statement of Account'. Under 'Account Payables', there are links for 'Outstanding Payable', 'Aging Report', 'Sales', and 'Purchase Per Item'. Under 'Purchase', there is a link for 'Purchase Per Item'. Under 'Inventory', there is a link for 'Inventory Availability'. Under 'Books of Accounts', there is a link for 'Books of Accounts'. The central area is labeled 'Form 2550M - Monthly Value-Added Tax Declaration' with fields for 'Month' (July) and 'Year' (2016), and a 'GENERATE' button.

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

This screenshot shows the 'Monthly Value-Added Tax Declaration' form (BIR Form No. 2550M) for July 2016. The form is divided into several sections:

- Part I: Background Information**
 - For the Month of: July 2016
 - Assessed Return? Yes
 - No. of Sheets Attached: 1
 - Business Type: Trading
 - Requester Name: Juan dela Cruz
 - Requester Address: Manila
 - Requester Contact: 0917-123-4567
- Part II: Computation of Tax**
 - Sales Receipts for the Month (Exclusive of VAT)
 - Purchases
 - Input Tax
 - 10% Sale of Goods & Services (Sub. 1)
 - 10% Sales to Government
 - 14% Export Sales Receipts
 - 10% Sales
 - 16% Total Sales Receipts and Output Tax Due
 - 17% Less: Allowable Input Tax
 - 17A Input Tax Deducted from Previous Period
 - 17B Input Tax Deferred on Capital Goods Brought in/Million from Previous Period
 - 17C Transitional Input Tax
 - 17D Resumtive Input Tax
 - 17E Total
 - 17F Total Sum of item 1A, 1B, 1C, 1D & 1E
 - Output Tax Due for the Month
- Part III: Current Transactions**
 - 18A Purchase of Capital Goods not exceeding P/Million
 - 18B Purchase of Capital Goods exceeding P/Million
 - 18C Domestic Purchases of Goods Other than Capital Goods
 - 18D Importation of Goods Other than Capital Goods
 - 18E Domestic Purchase of Services
 - 18F Domestic Rent Received by Non-residents
 - 18G Domestic Taxes Not Quoted for Input Tax
 - 18H Other
 - 18P Total Current Purchases (Sum of item 18A, 18B, 18C, 18D, 18E, 18F, 18G, 18H)
 - 18Q Total Input Tax on Purchases (Sum of item 17F, 18B, 18C, 18D, 18E, 18F, 18G, 18H)
 - 18R Total Output Tax Due (Sum of item 18P, 18Q)
- Part IV: Input Tax on Purchases of Capital Goods exceeding P/Million Deferred for the succeeding period**
 - 20A Input Tax on Purchases of Capital Goods exceeding P/Million Deferred for the succeeding period
 - 20B Input Tax on Goods or Services not due to be exempted (Sub. 1)
 - 20C Input Tax allocated to Exempt Sales (Sub. 1)
 - 20D VAT Refund (TC) claimed
 - 20E Other
 - 20F Total Sum of item 20A, 20B, 20C & 20E
- Part V: Advance Payments made (Please attach a copy of payments - BIR Form No. 008)**
 - 22A Advance Payment (Sub. 1)
 - 22B Advance Payment (Sub. 2)
 - 22C Advance Payment (Sub. 3)
 - 22D VAT on Advance Payment (Sub. 1)
 - 22E VAT on Advance Payment (Sub. 2)
 - 22F VAT on Advance Payment (Sub. 3)
 - 22G Total Advance Payments (Sum of item 22A, 22B, 22C, 22D & 22E)
- Part VI: Tax Credits/Payable (Sum of item 23A, 23B, 23C, 23D & 23E)**
 - 24A Tax Credits/Payable (Sum of item 23A, 23B, 23C, 23D & 23E)
 - 24B Total Amount Paid/Refund (Sum of item 24A)
 - 24C Total Amount Paid/Refund (Sum of item 24A)
 - 24D Total Amount Paid/Refund (Sum of item 24A)
- Part VII: Settlement of Overpayments/Underpayments**
 - 26A Total Amount Paid/Refund (Sum of items 24B & 25D)
 - 26B Total Amount Paid/Refund (Sum of items 24C & 25D)
 - 26C Total Amount Paid/Refund (Sum of items 24D & 25D)

At the bottom, there are buttons for 'FILE AND PAY ONLINE', 'SAVE', and 'POST'.

Step 3. Click Post.

(Once posted, the return is already closed. You may print it for some purposes.)

2. FORM 2550Q – Quarterly Value-Added Tax Return

Step 1. Click Form 2550Q, this will appear.

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

Step 3. Click Post.

(Once posted, the return is already closed. You may print it for some purposes.)

3. VAT RELIEF

Step 1. Click 'vat relief'. This will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the right side of the header, there are links for HELP, SETTINGS, and LOGOUT. A message at the top right says "You have 24 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". The main content area is titled "Vat Relief". It has two radio buttons: "Sales" (selected) and "Purchases". Below these are dropdown menus for "July" and "2016", and a red "GENERATE" button. To the right of the generate button, a message reads "You don't have Vat Relief." On the left side of the main content area, there is a sidebar with several sections and their sub-links:

- Financial Statement**
 - Balance Sheet
 - Income Statement
 - Comparative Report
 - Trial Balance
- Account Receivables**
 - Outstanding Receivable
 - Collection Report
 - Aging Report
 - Statement of Account
- Account Payables**
 - Outstanding Payable
 - Aging Report
- Sales**
 - Sales per Service
 - Sales per Item

Step 2. Select the month and the sales/purchases you want to generate. Click Generate. This will appear.

The screenshot shows the generated Vat Relief report. At the top, there is a header with "Vat Relief" and three buttons: "VIEW", "PRINT", and "EXPORT". Below the header, there are dropdown menus for "Sales" and "Purchases", a date selector for "July 2016", and a red "GENERATE" button. The main content area is titled "SALES TRANSACTION RECONCILIATION OF LISTING FOR ENFORCEMENT TIN: [REDACTED]". It includes fields for "OWNER'S NAME: [REDACTED]" and "ADDRESS: [REDACTED]". Below these fields is a table with the following columns: Taxable Month, Taxpayer Identification No., Registered Name, Name of Customer, Customer's Address, Amount Gross Sales, Amount Exempt Sales, Amount of Zero Rated Sales, Amount Taxable Sales, Amount Output Tax, and Amount Gross Tax Sales. The table has a single row with the text "Grand Total:" in the first column. The entire report is contained within a scrollable window.

ITR Reports

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

Step 1. Click Form 1701Q, this will appear.

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

Step 3. Click Save or Post

**(When you click Save, it can be edited. But once posted, the return is already closed for any further revision. These documents are printable.)*

*Consists of twelve (12) pages.

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

Step 1. Click form 1701, this will appear.

The screenshot shows the UNLIBOOKS Retail software interface. At the top, there's a logo for 'UNLIBOOKS RETAIL' with a 'PAY NOW!' button. Below the header are navigation links: DASHBOARD, BILLING, SALES, PURCHASE EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. The main content area is titled 'Form 1701' and includes a 'Year: 2016' dropdown and a 'GENERATE' button. To the left of the main form, there are two columns of links: 'Financial Statement' (Balance Sheet, Income Statement, Comparative Report, Trial Balance) and 'Account Receivables' (Outstanding Receivable, Collection Report, Aging Report, Statement of Account). Further down are 'Account Payables' (Outstanding Payable, Aging Report) and 'Sales' (Sales per Service, Sales per Item).

Step 2. Select the year you want to generate. Click generate. This will appear. Some part of 1701 will auto fill up by the system.

This screenshot shows the 'Annual Income Tax Return - Page 6 - Schedule 4B to 8' form. It contains several tables for different tax categories:

- Section A: Gross Receipts from Business**

Category	Amount
1. Rent Received	\$10,000
2. Rent Received from Landlord	\$5,000
3. Rent Received from Tenant	\$3,000
4. Rent Received from Subtenant	\$2,000
5. Rent Received from Other	\$1,000
6. Total Rent Received	\$21,000
- Section B: Net Income**

Category	Amount
7. Net Income	\$10,000
8. Net Income from Landlord	\$5,000
9. Net Income from Tenant	\$3,000
10. Net Income from Subtenant	\$2,000
11. Net Income from Other	\$1,000
12. Total Net Income	\$21,000
- Section C: Expenses**

Category	Amount
13. Rent Expenses	\$10,000
14. Utilities Expenses	\$5,000
15. Equipment Expenses	\$3,000
16. Office Expenses	\$2,000
17. Travel Expenses	\$1,000
18. Total Expenses	\$21,000
- Section D: Net Profit**

Category	Amount
19. Net Profit	\$10,000
20. Net Profit from Landlord	\$5,000
21. Net Profit from Tenant	\$3,000
22. Net Profit from Subtenant	\$2,000
23. Net Profit from Other	\$1,000
24. Total Net Profit	\$21,000
- Section E: Ordinary Allowance**

Category	Amount
25. Ordinary Allowance	\$10,000
26. Ordinary Allowance from Landlord	\$5,000
27. Ordinary Allowance from Tenant	\$3,000
28. Ordinary Allowance from Subtenant	\$2,000
29. Ordinary Allowance from Other	\$1,000
30. Total Ordinary Allowance	\$21,000
- Section F: Final Net Profit**

Category	Amount
31. Final Net Profit	\$10,000
32. Final Net Profit from Landlord	\$5,000
33. Final Net Profit from Tenant	\$3,000
34. Final Net Profit from Subtenant	\$2,000
35. Final Net Profit from Other	\$1,000
36. Total Final Net Profit	\$21,000

At the bottom right of the form, there are 'FILE AND PAY ONLINE', 'SAVE', and 'POST' buttons.

Step 3. Click Save or Post.

**(When you click Save, it can be edited. But once Posted, the return is already closed for any further revision. This documents are printable.)*

*Consists of twelve (12) pages.

WHT Report

1. Form 1601C - Monthly Remittance Return of Income Taxes Withheld on Compensation

Step 1. Click Form 1601C, this will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. On the left, there's a sidebar with links for Financial Statement (Balance Sheet, Income Statement, Comparative Report, Trial Balance), Account Receivables (Outstanding Receivable, Collection Report, Aging Report, Statement of Account), Account Payables (Outstanding Payable, Aging Report), and Sales (Sales per Service, Sales per Item). The main area is titled "Form 1601C" and includes fields for "Month" (July) and "Year" (2016), with a "GENERATE" button. At the top, there are links for HELP, SETTINGS, and LOGOUT, along with a message about remaining days and a PAY NOW button.

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

This screenshot shows the "Monthly Remittance Return of Income Taxes Withheld on Compensation" form (BIR Form 1601-C, July 2008 (EBC)). The form is divided into several sections:

- Part I: Background Information**
 - Period: 07/2018
 - Yes:
 - Background Information:
 - Address: Juan De Cruz
 - Branch: 121-2121 to 212-2121
 - Payment Number: 11
 - Month: 07
 - Private / Government: Private
 - Compensation of Tax: Yes No
If yes, specify: _____
- Part II: Compensation of Tax**
 - Total Amount of Compensation: 16 0.00
 - Less: Non Taxable Compensation:
 - 16A: 0.00
 - 16B: Office Rent Pay, Hazard Pay (Minimum Pay)
 - 16C: Other Non Taxable Compensation
 - Taxable Compensation: 17 0.00
 - Tax Required to be Withheld:
 - 18 0.00
 - 19 0.00
 - 20 0.00
 - Less: Tax Refund in Return Previous Part, if this is an amended return
 - 21 0.00
 - Other Payments Made (Please attach proof of payment BIR Form No. DGS)
 - 22 0.00
 - Total Tax Payments Made (Sum of item Nos. 17, 18, 21 & 22)
 - 23 0.00
 - Add: Penalties: 24A 0.00
 - Tax Amount Still Due (Overpayment): 25 0.00
- Section A: Details**
 - Bank Name:
 - Branch:
 - Date Paid (A) (MM/DD/YY):
 - Bank Validation ID# No.:
 - Bank Check#:
- Section A: Contractors**
 - If Paid Directly to Contractor:
 - Should Be Tax Due for the Month Year:
 - From Current Year:
 - To Current Year:
 - From Year-End Adjustment of the Immediately Previous Year:
- FILE AND PAY ONLINE** buttons: SAVE, POST

Step 3. Click Post.

(Once posted, the return is already closed for any further revision. These documents are printable.)

*Consists of one (1) page only.

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

Step 1. Click 1601E, this will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there are links for HELP, SETTINGS, and LOGOUT. Below that, a banner says "You have 24 day(s) remaining in your trial. PAY NOW!" and "GET DISCOUNT COUPON CODE NOW!". The main menu includes DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left, a sidebar lists various financial reports: Financial Statement (Balance Sheet, Income Statement, Comparative Report, Trial Balance), Account Receivables (Outstanding Receivable, Collection Report, Aging Report, Statement of Account), Account Payables (Outstanding Payable, Aging Report), Sales (Sales per Service, Sales per Item), Purchase (Purchase Per Item), and Inventory. The central area is labeled "Form 1601E" and shows fields for Month (July) and Year (2016), with a "GENERATE" button.

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

The screenshot shows the "Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded)" form (BIR Form No. 1601-E, September 2017 ENCL). The form is divided into Part I and Part II. Part I includes fields for basic information like name (Juan dela Cruz), address (Manila), and business type (Trading). It also asks if the filer is a resident alien (Yes) and if they are a tax payer (Yes). Part II is a computation of tax table with columns for NATURE OF INCOME PAYMENT, ATC, TAX BASIS, TAX RATE, and TAX REQUIRED TO BE WITHHELD. The table shows entries for Total Tax Required to be Withheld and Remitted (14), Less Tax Credit Payments (15A), Advance Payments Made (15B), Total Tax Credits/Payments (15C), Tax Still Due/Oversettance (15D), and Total Amount Still Due(Oversettance) (15E). Buttons at the bottom include FILE AND PAY ONLINE, SAVE, and POST.

Step 3. Click Post.

(Once posted, the return is already closed for any further revision. This document is printable.)

3. FORM 1601E-MAP - Alphabetical List of Payees from whom taxes were withheld

Step 1. Click Form 1601E. This will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there are links for HELP, SETTINGS, and LOGOUT. A banner at the top right says "You have 24 day(s) remaining in your trial. PAY NOW!" with a "GET DISCOUNT COUPON CODE NOW!" button. Below the banner, the main menu includes DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left sidebar, there are sections for Financial Statement (Balance Sheet, Income Statement, Comparative Report, Trial Balance), Account Receivables (Outstanding Receivable, Collection Report, Aging Report, Statement of Account), and Account Payables (Outstanding Payable, Aging Report). The central area is titled "1601E - Map" and contains a "GENERATE" button. Below the button, it says "You don't have 1601E - Map."

Step 2. Select the branch and month you want to generate. Click generate.

The screenshot shows the generated 1601E - Map report. The title bar says "1601E - Map" with buttons for VIEW, PRINT, and EXPORT. Below the title, it says "BIR FORM 1601E - SCHEDULE I ALPHABETICAL LIST OF PAYEES FROM WHOM TAXES WERE WITHHELD FOR THE MONTH OF July , 2015" and "TIN: 000-121-021-0211 WITHHOLDING AGENT'S NAME:". The main content is a table with columns: Seq No., Taxpayer Identification Number, Corporation Individual, ATC Code, Nature of Payment, Amount of Income Payment, Tax Rate, and Amount of Tax Withheld.

- Click 'view' to view to Alphalist in a different Tab.
- Click 'print' to generate a quick print format.
- Click 'export' to download the Alphalist.

OTHER BIR REPORTS

1. FORM 2307 –Certificate of Creditable Tax Withheld at Source. This certificate shows the income subjected to expanded withholding tax paid by the withholding agent

Step 1. Click form 2307, this will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a logo for 'UNIBOOKS RETAIL' with a red book icon. Below the logo, a message says 'You have 24 day(s) remaining in your trial. PAY NOW!' with a 'GET DISCOUNT COUPON CODE NOW!' button. The main menu includes 'DASHBOARD', 'BILLING', 'SALES', 'PURCHASE', 'EXPENSES', 'ACCOUNTING', 'INVENTORY', and 'REPORTS'. On the left side, there is a sidebar with links for 'Financial Statement' (Balance Sheet, Income Statement, Comparative Report, Trial Balance), 'Account Receivables' (Outstanding Receivable, Collection Report, Aging Report, Statement of Account), 'Account Payables' (Outstanding Payable, Aging Report), and 'Sales' (Sales per Service, Sales per Item). The right side of the screen is titled 'Form 2307' and contains fields for 'Transaction Date' (set to 07/31/2016), 'Vendor Name' (a dropdown menu), and a 'GENERATE' button.

Step 2. Select the transaction date and vendor name you want to generate. Click generate.

The screenshot shows a detailed view of Form 2307. The header reads 'Certificate of Creditable Tax Withheld At Source' with the number '2307' prominently displayed. It includes fields for 'Payee Information' (Name, Address, City, State, Zip) and 'Payor Information' (Name, Address, City, State, Zip). Part II is titled 'Details of Monthly Income Payments and Tax Withheld for the Quarter'. It has a table with columns for 'Gross Income Payments & Subsidies Received Within Reporting Year', 'Amount of Income in Month', 'Total', and 'Tax Withheld for the Quarter'. The table is filled with numerous rows of data. At the bottom, there is a signature line and a statement: 'I declare under the penalties of perjury, that this certificate has been made in good faith, verified to me, and to the best of my knowledge and belief, to true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof.'

2. FORM 0605 – Payment Form

Step 1. Click form 0605, this will appear.

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

Step 3. Click Post.

**But once posted, the return is already closed for any further revision. This document is printable.*

3. SUMMARY ALPHALIST OF WITHHOLDING TAX (SAWT)

Step 1. Click SAWT, this will appear.



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Financial Statement

- Balance Sheet
- Income Statement
- Comparative Report
- Trial Balance

Account Receivables

- Outstanding Receivable
- Collection Report
- Aging Report

SAWT Form

2550M ▾ Month: July 2016 ▾

--Select-- ▾

GENERATE

Step 2. Select the month and form you want to generate. Then, click generate.

<input checked="" type="checkbox"/> MEDICARE	BIR FORM 1701Q SUMMARY ALPHALIST OF WITHHOLDING TAXES(SAWT) FOR THE MONTH OF					
<input checked="" type="checkbox"/> HOSPITAL						
<input checked="" type="checkbox"/> HOSPITAL A						
TIN:654-654-654-6546 PAYEE'S NAME: Dr. M Mortel clinic						
Seq No.	Taxpayer Identification Number	Corporation	Individual	ATC Code	Nature of Payment	Amount Income Pay
1	878-978-979-8798	HOSPITAL A		WI011	Management and Technical Consultants paid to individuals	13,3
2	808-098-098-0989	Medicare		WI011	Management and Technical Consultants paid to individuals	13,3
Grand Total:						
END OF REPORT						

4. PREVIEW MODE

Step 1. Click the preview mode, this will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for HELP, SETTINGS, and LOGOUT. Below the navigation bar, there is a promotional message: "You have 24 day(s) remaining in your trial. PAY NOW!" followed by a link "GET DISCOUNT COUPON CODE NOW!". The main menu includes DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left side, there is a sidebar with categories: Financial Statement (Balance Sheet, Income Statement, Comparative Report, Trial Balance), Account Receivables (Outstanding Receivable, Collection Report, Aging Report, Statement of Account), and Account Payables. The central area is titled "Preview Mode" and contains fields for "BIR Reports" (set to 1601C), "Month" (set to July), and "Year" (set to 2016). A "GENERATE" button is located below these fields.

Step 2. Select the BIR reports, month and year you want to generate. Click Generate.

The screenshot shows the generated BIR 1601C report in Preview Mode. The report title is "MONTHLY REMITTANCE RETURN OF INCOME TAXES WITHHELD COMPENSATION - 1601C". The report structure includes columns for "Particulars", "Amount of Compensation", and "Tax Due". A "VIEW TAX FORM" button is located at the bottom right of the report area. Above the report, there are buttons for VIEW, PRINT, and EXPORT.

5.MONITORING OF RECEIVED 2307

Step 1. Click the monitoring of received 2307. This will appear.

The screenshot shows the UNIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left side, there is a sidebar with sections for Financial Statement (Balance Sheet, Income Statement, Comparative Report, Trial Balance), Account Receivables (Outstanding Receivable, Collection Report, Aging Report, Statement of Account), and Account Payables (Outstanding Payable). The main content area is titled "Monitoring of Received 2307". It contains fields for "Date From" (07/31/2016) and "To" (07/31/2016), a dropdown for "Status" (Yes), and two buttons: "GENERATE" and "UPDATE". A red horizontal bar highlights the "GENERATE" button.

Step 2. Select date and status you want to generate. Click Generate.

The screenshot shows the "Monitoring of Received 2307" report page. The top section is identical to the previous screenshot. Below it, a message says "No Monitoring of Received 2307." Below the message, there is a table with one row containing the following data: a checkbox, the date 10/07/2015, the identifier CN-0000000001, the identifier OR-0000000001, the term HMO, the term Medicare, and the term Yes.

- Click 'view' to view to Statement in a different Tab.
- Click 'print' to generate a quick print format
- Click 'export' to download the Statement

MONITORING OF FILED AND UNFILED TAX RETURNS

Step 1. Click monitoring of filed and unfiled tax returns. This will appear.

The screenshot shows the UNLIBOOKS RETAIL software interface. At the top, there is a navigation bar with links for DASHBOARD, BILLING, SALES, PURCHASE, EXPENSES, ACCOUNTING, INVENTORY, and REPORTS. On the left side, there is a sidebar with two main sections: Financial Statement and Account Receivables, each containing several sub-options. The main content area is titled "Monitoring of Filed and Unfiled Tax Returns". It features a date selection dropdown set to "July" and a year dropdown set to "2016", followed by a red "GENERATE" button.

Step 2. Select the date that you want to generate. Click Generate.

This is a close-up screenshot of the "Monitoring of Filed and Unfiled Tax Returns" dialog box. It contains a date selector with "July" and "2016" fields, and a red "GENERATE" button. The background of the dialog box is white, and it has a dark blue header bar.