REVIEW EXPENSE (PENDING)

Listed in the *Figure 1* are the Payments recorded from the **Record Payments Module** (Payments to the Suppliers which have an outstanding Payable recorded from the *Purchase Journal / Accounts Payable Module*). These Items are to be reviewed and posted as a Cash Disbursement Journal in the Accounting.

Figure 1

Clicking the **+ Button** will open the transaction. The **Review Journal Tab** *(Figure 2)* shows the Debit and Credit Entries and the Amounts. The **Payment Tab** *(Figure 3)* shows the details of the Original Transaction.

Figure 2

If you choose *Check* as the Payment Method, fill up the *Check Date* and *Check Number* Input Fields. If you wish to generate a **BIR FORM 2307**, click *Apply 2307 Form*, Enter the ATC, and Remarks details. Adjust the details to your preference then click **Finalize and Post this Journal Button** to post the Transaction to Accounting.

Figure 3
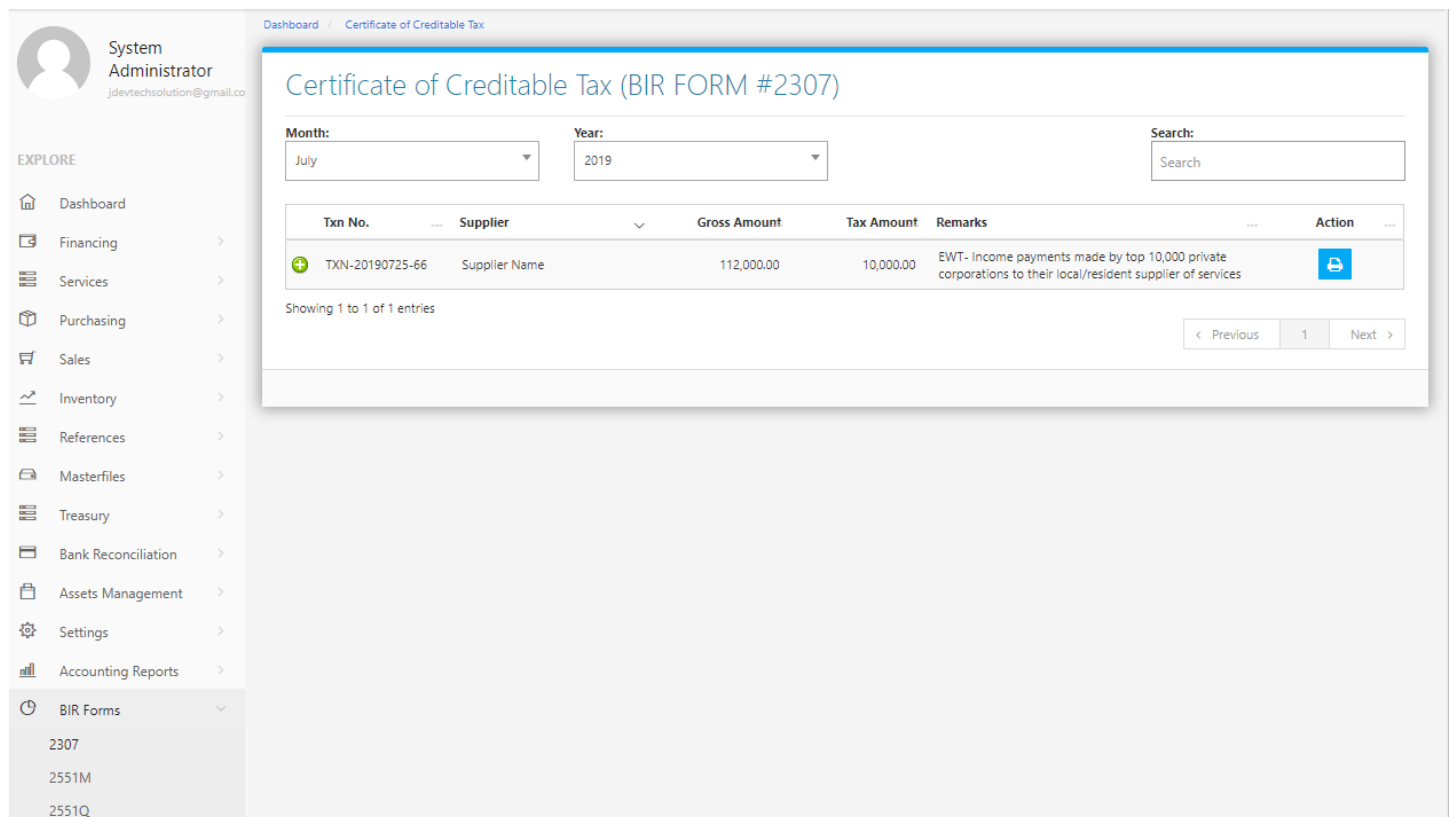
The list of Generated **BIR Form 2307** can be found in the **BIR FORMS Menu -> 2307**. Choose desired Month and Year to filter the shown list *(Figure 4)*.

Figure 4

Clicking the **+ Button** will open the Transaction/Voucher as shown in *Figure 5.* The Voucher can be printed.

Txn No.	Supplier	Gross Amount	Tax Amount	Remarks	Action
⊖ TXN-20190725-66	Supplier Name	112,000.00	10,000.00	EWT- Income payments made by top 10,000 private corporations to their local/resident supplier of services	🖨

DATE : 07/25/2019 REF # :

TXN # : TXN-20190725-66 AMOUNT : 25,000.00

PARTICULAR : Supplier Name PAYMENT METHOD :Check

| Account #	Account	Memo	Debit	Credit
1231	Professional Fee		112,000.00	0.00
1100	Cash in Bank - GRB		0.00	102,000.00
2300	Withholding Tax Payable		0.00	10,000.00
Remarks :		Total :	112,000.00	112,000.00
Partial Payment				

🖨 Print

Clicking the **Print Button** located at the right side will print the 2307 Form together with the details of the transaction as shown in the *Figure 6* which can be printed and saved as a PDF File.

Figure 6

Purchasing Flowchart

Purchase Process

Purchase Order Module — Create a Purchase Order *(Optional)*

Dashboard PO Approval — **Approved?**

Yes

No → **Purchase Requisition**

Purchase Invoice Module — Create Purchase/Delivery Invoice

Purchase Journal Module — Review Invoice for Posting in Accounting

Cash or Accounts Payable?

Cash → **Post to Accounts Payable Journal**

Accounts Payable

Post to Accounts Payable Journal

Record Payment Module — Record Payment

Cash Disbursement Journal Module — Review Payment for Posting in Cash Disbursement Journal → **Post to Cash Disbursement Journal**

jdev