

## PURCHASE JOURNAL (PENDING)

Listed in the *Figure 1* are the Purchase Invoices from the **Purchase Invoice Module**. These Items are to be reviewed and posted as Purchase Journal in Accounting.

Figure 1

Purchase Journal (Pending)					
Invoice #	Vendor	Terms	Delivered	Remarks	
+ P-INV-20181105-11	Office Warehouse Inc.		11/05/2018		
+ P-INV-20181105-12	Office Warehouse Inc.		11/05/2018		
+ P-INV-20181105-13	Office Warehouse Inc.		11/05/2018		
+ P-INV-20190726-18	Office Warehouse Inc.		07/26/2019		

Showing 1 to 4 of 4 entries

< Previous 1 Next >

Clicking the **+ Button** will open the transaction. The Review Journal Tab (*Figure 2*) shows the Debit and Credit Entries and the Amounts. The Transaction Tab (*Figure 3*) shows the details of the Original Transaction. The Fixed Asset Tab (*Figure 4*) shows the Fixed Assets of the Invoice.

Figure 2

P-INV-20190726-18

Office Warehouse Inc.

07/26/2019

Review Journal

Transaction

Fixed Asset

Account Payable Journal

\* Txn # :

TXN-MMDDYYYY-XXX

\* Date :

07/26/2019

\* Supplier :

Office Warehouse Inc.

\* Branch :

Purchasing

Journal Entries

Account	Memo	Dr	Cr	Action
Furniture and Fixture		175,000.00	0.00	<div><div></div><div></div></div>
Account Payable - Trade Supplier		0.00	175,000.00	<div><div></div><div></div></div>
Total		175,000.00	175,000.00	

Remarks :

FINALIZE AND POST THIS JOURNAL

Close Notes/Remarks

CLOSE

Adjust the details to your preference then click **Finalize and Post this Journal Button** to post the Transaction to Accounting. If you do not want to post the transaction to accounting, click the **Close Button** leaving a note in the form input field on its left.

Figure 3

P-INV-20190726-18 Office Warehouse Inc. 07/26/2019

Review Journal **Transaction** Fixed Asset

### Purchase Invoice

Invoice #: P-INV-20190726-18  
 External #:   
 PO #:   
 Terms :   
 Delivery Date : 07/26/2019  
 Remarks :

Supplier : Office Warehouse Inc.  
 Address : Office Warehouse Inc.  
 Email : Office Warehouse Inc.  
 Telephone : Office Warehouse Inc.  
 Posted by : System Administrator  
 Date : 07/26/2019 01:51:54 PM

Item	Qty	UM	Price (RR)	Price (PO)	Tax	Total
Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	5.00	Piece	35,000.00	0.00	0.00	175,000.00
Discount 1:						0.00
Total Before Tax:						175,000.00
Tax Amount:						0.00
Total After Tax:						175,000.00
Discount 2:						0.00
<b>Total:</b>						<b>175,000.00</b>

Figure 4

P-INV-20190726-18 Office Warehouse Inc. 07/26/2019

Review Journal Transaction **Fixed Asset**

### Fixed Asset

Code	Item	Qty	UM	Price	Status
00201220025100	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	5.00	Piece	35,000.00	

Showing 1 to 1 of 1 entries

< Previous 1 Next >

The System can detect if certain products purchased are Fixed Asset. In the **Fixed Asset Tab**, fixed assets are shown. Clicking the **+ Button** will show the details of the Product as shown in Figure 5.

P-INV-20190726-18 Office Warehouse Inc. 07/26/2019

Review Journal Transaction **Fixed Asset**

### Fixed Asset

Code	Item	Qty	UM	Price	Status
00201220025100	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	5.00	Piece	35,000.00	

Showing 1 to 1 of 1 entries

< Previous 1 Next >

Asset Code : 00201220025100 - X X X  
 Asset Description : Dell Intel I5 1TB 8GB RAM 17 Inches Lapt  
 Acquisition Cost : 35,000.00

Salvage Value : 1.00  
 Acquisition Date : 07/26/2019  
 Life (in Years) : 5.00

Location : Admin Office  
 Category : Office Equipments  
 Department : IT

**SAVE FIXED ASSET**

Fill up all the fields then click the **Save Fixed Asset Button** to automatically generate and add the Product on the **Master List** of the Fixed Assets which can be found in the **Asset Management Menu -> Fixed Asset Management** as shown in *Figure 6*. The system will generate and add the product depending on the *quantity* of the item. In this case, the system generated five (5) assets of the *Dell Intel I5 1TB 8GB RAM 17 Inches Laptop* having its own unique *Asset Code*.

Figure 6

The screenshot displays the 'Fixed Asset Management' dashboard. On the left, the 'EXPLORE' menu shows 'Assets Management' selected, with 'Fixed Asset Management' highlighted. The main area features a '+ New Asset' button, 'Print' and 'Export' buttons, and a search bar. Below these is a table with columns: Asset Code, Description, Location, Category, and Action. Five entries are listed, all for 'Dell Intel I5 1TB 8GB RAM 17 Inches Laptop' at 'Admin Office' under 'Office Equipments'. The 'Asset Code' column shows values from 00201220025100-5 down to 00201220025100-1. The 'Action' column contains edit and delete icons. At the bottom, it says 'Showing 1 to 5 of 5 entries' with pagination controls.

Asset Code	Description	Location	Category	Action
00201220025100-5	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Office Equipments	[Edit] [Delete]
00201220025100-4	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Office Equipments	[Edit] [Delete]
00201220025100-3	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Office Equipments	[Edit] [Delete]
00201220025100-2	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Office Equipments	[Edit] [Delete]
00201220025100-1	Dell Intel I5 1TB 8GB RAM 17 Inches Laptop	Admin Office	Office Equipments	[Edit] [Delete]

The system detects which products are Fixed Assets depending on the setup of the Product in the **Masterfiles Menu -> Product Management** as shown in *Figure 7*. Assign the appropriate **Fixed Asset Account Title** to the *Link to Debit Account (For Purchase Journal)* part of the Form. In this case, the Account Title chosen is *Furniture and Fixture*.

Figure 7

The screenshot shows the 'Product Management' form. The left sidebar has 'Product Management' selected. The form includes fields for PLU (00201220025100), Product Description (Dell Intel I5 1TB 8GB RAM 17 Inches Laptop), Brand (NONE), Supplier (Office Warehouse Inc.), Category (Office Equipments), and Tax (Non-vat). It also has sections for 'For Bulk and Retail?' with unit and measurement settings, and various pricing fields (Suggested Retail Price, Discounted Price, Dealer's Price, Distributor's Price). At the bottom right, the 'Link to Debit Account (For Purchase Journal)' is set to 'Furniture and Fixture', which is highlighted with a red box. 'SAVE' and 'CANCEL' buttons are at the bottom right.

If you have more than one **Account Title** for Fixed Assets, you can set them up in **Settings -> Fixed Asset Settings** as shown in *Figure 8*. Check the Appropriate Account Titles to be regarded as Fixed Assets. In this case, **products** which are set up with the account titles of *Furniture and Fixture, Kitchen Equipment, Computer and Electronic Equipment, or Office Materials* for the **Link to Debit Account (For Purchase Journal)**, will be regarded as fixed assets.

**Figure 8**

System Administrator  
jdevtechsolution@gmail.co

EXPLORE

- Dashboard
- Financing
- Services
- Purchasing
- Sales
- Inventory
- References
- Masterfiles
- Treasury
- Bank Reconciliation
- Assets Management
- Settings**
  - Setup Tax
  - Setup Chart of Accounts
  - General Configuration
  - SOA Settings
  - Fixed Asset Settings**
  - Setup User Rights
  - Create User Account
  - Setup Company Info
  - Setup Check Layout
  - Recurring Template
  - Email Settings
  - Email Report Settings
  - Backup Database
  - Audit Trail

Dashboard / Fixed Asset Account Settings

## Fixed Asset Account Settings

Note: Please check the appropriate Fixed Asset Accounts used in Product Management (Link to Debit Account) to be included in the Fixed Asset Generation in Purchase Journal

Description
<input checked="" type="checkbox"/> Cash on Hand
<input checked="" type="checkbox"/> Cash in Bank - GRB
<input checked="" type="checkbox"/> Petty Cash Fund
<input checked="" type="checkbox"/> Revolving Fund
<input checked="" type="checkbox"/> Account Receivable
<input checked="" type="checkbox"/> Account Receivable OTH
<input checked="" type="checkbox"/> Furniture and Fixture
<input checked="" type="checkbox"/> Accumulative Depreciation
<input checked="" type="checkbox"/> Service Vehicles
<input checked="" type="checkbox"/> Kitchen Equipment
<input checked="" type="checkbox"/> Computer and Electronic Equipment
<input checked="" type="checkbox"/> Appliances and Other Electronic Gadgets
<input checked="" type="checkbox"/> Bank - Check
<input checked="" type="checkbox"/> Bank - Card
<input checked="" type="checkbox"/> Bank -Bank Deposit
<input checked="" type="checkbox"/> Tax
<input checked="" type="checkbox"/> Work In Process Inventory
<input checked="" type="checkbox"/> Bank - Current BDO ACT#9837459879
<input checked="" type="checkbox"/> Accounts Receivable - Trade
<input checked="" type="checkbox"/> Office Materials

Save Account Changes

## Purchasing Flowchart

