

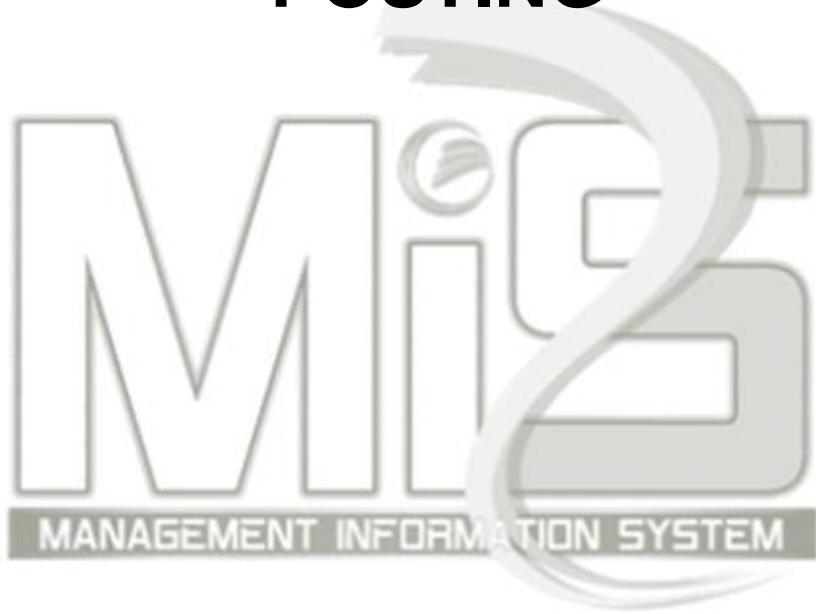


# **SYSTEM USER GUIDE**

for

## **DAILY TRANSACTION REPORT(DTR)**

### **POSTING**



**OBJECTIVE:** The Manager will responsible to VALIDATE the total sales and collection of the day and to CONFIRM and POST their DTR Summary.

## How to POST the DTR Summary?

**Step #1.** The manager, Log in to Guanzon Integrated System.



Figure 1.0

**Step #2.** From the reports menu, choose Daily Transaction Report to generate the DTR and verify total sales and collection of the day.

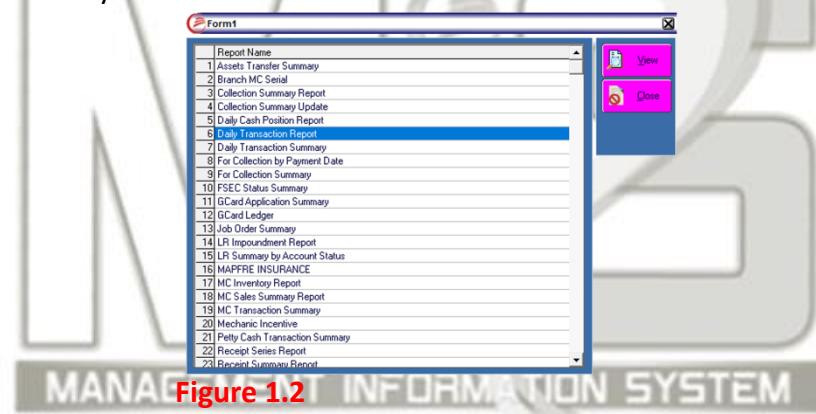


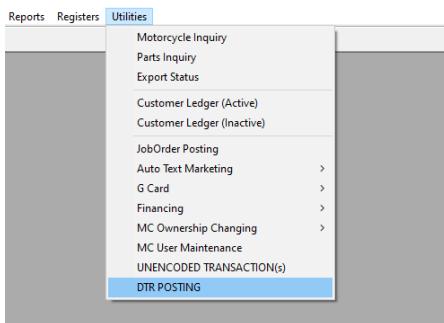
Figure 1.2

Daily Transaction Report As of October 18, 2019 to October 19, 2019			
MC Sales :	74,700.00	Registration :	1,800.00
Office Collection :		Advance Payment :	315.00
Lending :	74,826.00	Miscellaneous :	415.00
Field Collection :	4,000.00	Refund :	
Sparesparts :	5,982.50		
<b>Total Sales :</b>	<b>85,097.50</b>		
Registration :	1,800.00		
Checks :			
<b>Total :</b>		<b>161,723.50</b>	
A.DC Advance Payment :	315.00	Less: Cleared Check :	
Uncoded Trans. :	0	Differed Advance Payment (Cash) :	3,487.50
		Differed Advance Payment (Check) :	
		Salary Deduction :	0.00
		<b>Total Amount for Deposit:</b>	<b>158,551.00</b>
<b>October 18, 2019</b>			

Figure 1.3

If the total Sales & collection from DTR is equal to your actual sales and collections proceed to step3 otherwise check and verify all your transactions and if there is any transaction(s) that you can't encode because of some reasons then go to **HOW TO ENCODE UNENCODED TRANSACTIONS?**[Click Here..](#)

**Step #3.** Click DTR Posting from UTILITIES MENU.



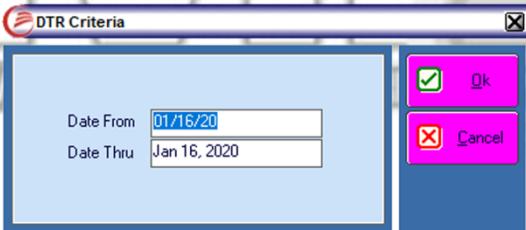
**Figure 1.4**

**Step #4.** Click the CONFIRM button.



**Figure 1.5**

After clicking of CONFIRM button, the DTR Criteria form will appear asking for the DTR Date Summary for Confirmation. Set the date then click OK button to continue.



**Figure 1.6**

Proceeding to Step5, make sure that all unencoded transaction was already encoded to the actual transactions. **HOW TO ENOCODE an UNENCODED to the Actual Entry?**[Click Here..](#)

**Step #5.** Repeat **Step # 2** to check if you still have unencoded transactions and check again the total amount of sales and collections.

Daily Transaction Report As of January 10, 2020 to January 10, 2020				
TRAN. TYPE	REFER NO	POSTED	REMARKS	AMOUNT
<b>UnEncoded Transactions</b>				
MCSI	12761	1	red ci approval AR#1529 (jacealeb vinluia	10,000.00
MCSI	12762	1	need ci approval AR#1530 (lina soriano)	5,000.00
MCSI	12763	1	red ci approval AR#1531 (matthew mejia)	5,000.00
MCSI	12764	1	ed ci approval AR#1532 (reymar navaras)	20,000.00
			TOTAL:	40,000.00
MC Sales	:	26,000.00	Registration	14,000.00
Office Collection	:		Advance Payment	1,706.60
Lending	:	13,393.00	Miscellaneous	1,590.00
Field Collection	:	9,130.00	Refund	
Spareparts	:	8,174.85		
Total Sales	:	44,894.85		
Registration	:	14,000.00		
Checks	:			
<b>Total</b>	<b>:</b>			<b>72,287.85</b>
Add: Advance Payment	:	1,706.60	Less: Cleared Check	

**Figure 1.7**

**Step #6.** Fill in the following fields' then click the POST button.

**NOTE:** You can now change the date on dtr summary posting that you needed to post.

Advance payment:  
 MC Sales:  
 SP/JO:  
 CB/DB:  
 REG/MISC:

Monthly Payment:  
 Deferred Check:  
 Deferred Check:  
 Cash Deposit:  
 Check Deposit:

**DTR Summary**

Date:	20200106	TOTAL for Deposit:	166,700.00
Advance Payment	0	Monthly Paym	0
MC Sales	0	Deferred Check	0
SP/JO	0	Deferred Cash	0
CB/DB	0	Cash Deposit	0
REG/MISC:	0	Check Deposit	0

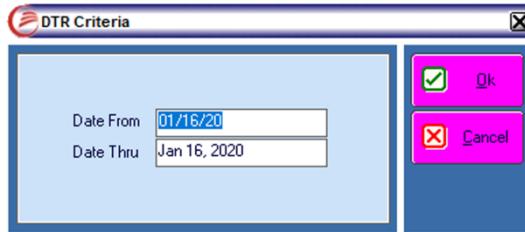
**Buttons:**

- Confirm
- Post
- Close

**Figure 1.8**

**Total for Deposit**= Advance payment + MC Sales + SP/JO + CB/DB + REG/MISC + MONTHLY PAYM – DEFF CHECK + DEFFERRED CASH

After clicking of POST the button, the DTR Criteria form will appear asking for the DTR Date Summary for posting. Set the date then click OK button to continue.



**Figure 1.9**

Date:	TOTAL for Deposit:
20200106	167,700.00

Category	Amount
Advance Payment	21,900.00
MC Sales	141,200.00
SP/JO	1,000.00
CB/DB	0
REG/MISC:	3,600.00

**Figure 2.0**

**Notes:** Make sure that the system user is the manager. Confirmation and Posting of DTR Summary is for manager's system account only.

: You cannot POST DTR Summary as long as “may unencoded transaction pa sa actual na transaction” see figure 1.5

## How to encode an unencoded transaction?

**Unencoded transactions** are all transactions “nahindimaencode within the day”.

Why do you have to encode to unencoded transaction?

How will the manager confirm the DTR Posting if “Kulangang actual total sales and collections of the day vs Daily Transaction Report(DTR)?”

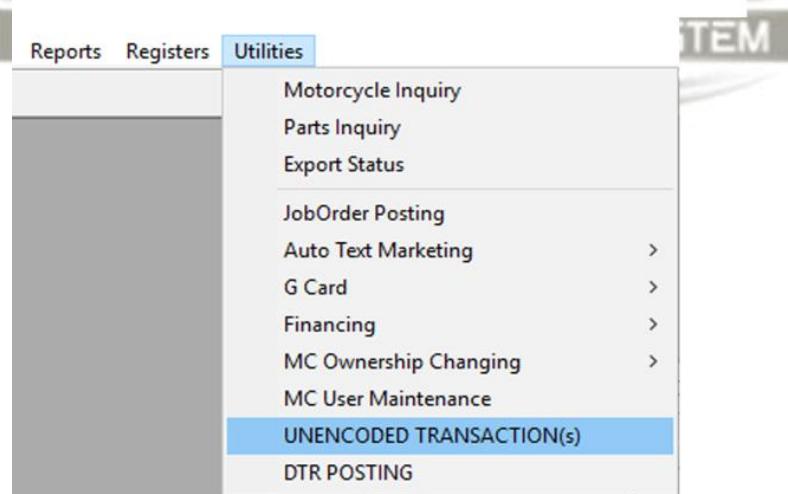
AND “Ito dinangmagiging basis and validation para ma-encode sa actual na transaction”.

**Step #1.** Log in to Guanzon Integrated System.



**Figure 2.0**

**Step #2.** Click UNENCODED TRANSACTIONS from UTILITIES MENU.



**Figure 2.1**

**Step #3.** Set the DATE and make sure to press **ENTER** key to validate the date.

Fill in the fields.

**Remarks** field is required for the reasons “kung bakithindimaencode sa actual na transaction”.

The screenshot shows a Windows application window titled "UNENCODED TRANSACTION". On the left is a vertical toolbar with three buttons: "Save" (highlighted in pink), "Delete", and "Cancel". The main area contains several input fields: "DATE" (20191107), "TRAN. TYPE" (Advance Payment - SP), "REFER NO.", "TOTAL" (0.00), and radio buttons for "Cash" and "Check". Below these are "AMOUNT" and "REMARKS" fields. To the right is a table listing transaction details:

	Transaction Type	Refer#	Amount	Remarks	cPaym
1	MCAd	18851	17,900.00	MC-Advance payment	0
2	MCSI	9545	50,000.00	MC sales	0
3	MPPy	18852	5,000.00	Monthly payment	0
4	MCCB	18853	10,000.00	Cash balance	0
5	MCSI	9546	57,900.00	Mc Sales -Cash balance	0

**Figure 2.2**

For another row of unencoded transaction press **ENTER**key after the remarks field.

After the encoding click **SAVE**button then proceed to the next step.

**MANAGEMENT INFORMATION SYSTEM**

**Notes:** make sure that “tama ang date, transaction type and reference no. na e-encode mo for unencoded”. Upon encoding to the actual transaction system will validate the date, type and the reference no.

## How to encode an unencoded to actual transaction entry?

Do you really have to encode unencoded to actual entry of transaction?

Yes. How will the manager POST the DTR Summary if you still have unencoded? And “paano mag out ang MC Inventory or SP inventory mo” if you don’t encode to actual entry of transaction? How will also deduct the payment of customer to his/her account balance if you don’t encode to actual transaction?

### Examples of actual entry:

#### MC Sales from Guanzon Integrated System

Engine No	Frame No	Model	Color	Ins.	Ins. Amt.	Unit Price
1					0.00	0.00

Approved By \_\_\_\_\_  
Remarks \_\_\_\_\_  
Agent Name \_\_\_\_\_  
 Ownership Changing     with Advance Payment  
 with Advance Payment    Amount Paid 0.00

**Total 0.00**

#### SP POS

Barcode	Description	QOH	Qty.	Unit Price	Disc.	Add.	Sub Total
1		0	0	0.00	0%	0.00	0.00

Sales Invoice No. 445011    No. of Gift Coupon 0  
 with Advance Payment

**Total 0.00**

Less Gift Coupon 0.00  
Adv. Payment 0.00  
Cashier In-Charge SHE    Amount Paid 0.00

## Monthly Payment

MC AR Payment Entry - Monthly Payment

<input type="button" value="Search"/>	Branch	LGK Iloilo - Honda		
<input type="button" value="Save"/>	Trans No	M07420000001		
<input type="button" value="Cancel"/>	Date	Jan 16, 2020		
	Acct No*	<input type="text"/>		
	Name*	<input type="text"/>		
	Address	<input type="text"/>		
	Remarks	<input type="text"/>		
	Paid By	<input type="text"/>		
	Amount	0.00		
	Rebate	0.00		
	Penalty	0.00		
	Collector*	<input type="text"/>		
	Engine No	<input type="text"/>		
	Frame No	<input type="text"/>		
	Model	<input type="text"/>		
	Color	<input type="text"/>		
Company	Northpoint Excelsior Credit Corp.			
PN Value	0.00	Cash Balance	0.00	
Down Paymt	0.00	Balance	0.00	
Gross Amt	0.00	Term	0.00	
	TOTAL	0.00	Mon Amort	0.00
			Rebate	0.00
			Amount Due	0.00



**EOF.**