

SYSTEM USER GUIDE

for

DAILY TRANSACTION REPORT(DTR) POSTING



OBJECTIVE:TheManager 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.

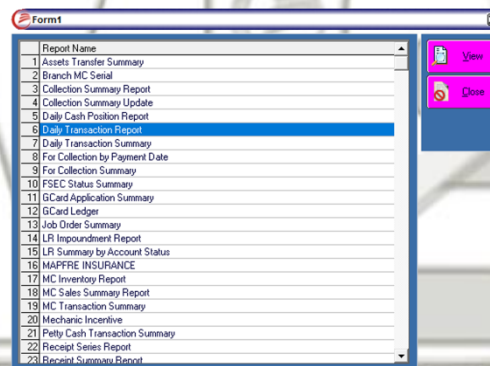
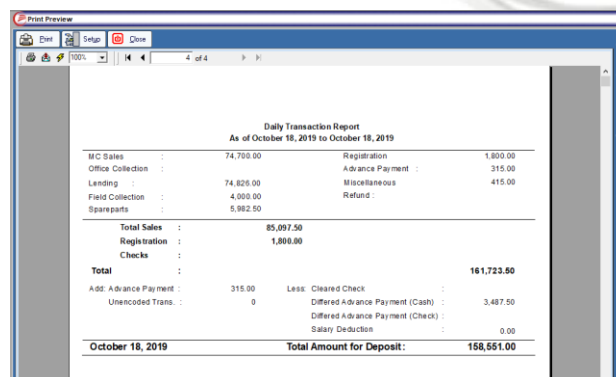


Figure 1.2



The image shows the 'Print Preview' window of the 'Daily Transaction Report' for the period 'As of October 18, 2019 to October 18, 2019'. The report is displayed in a table format with columns for various transaction types and their amounts.

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

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.

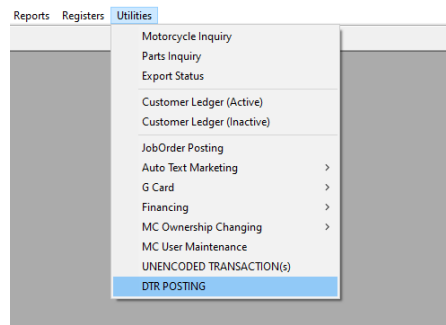


Figure 1.4

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

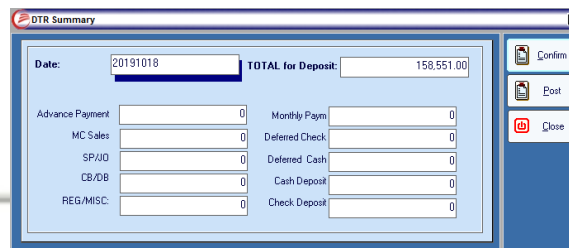


Figure 1.5

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.

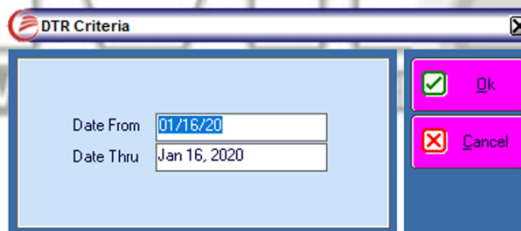
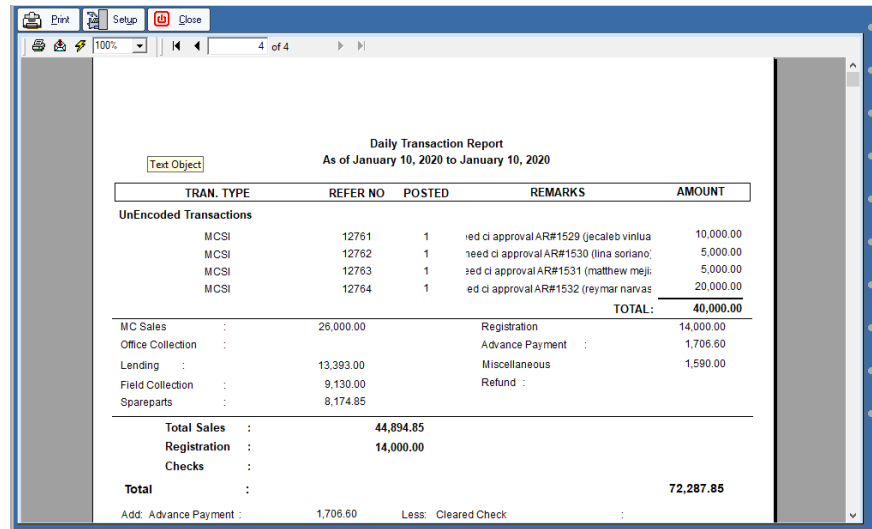


Figure 1.6

Proceeding to Step5, make sure that all unencoded transactionwas already encoded to the actual transactions. **HOW TO ENCODE 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
UnEncoded Transactions				
MCSI	12761	1	ed ci approval AR#1529 (jescalab vinlua	10,000.00
MCSI	12762	1	eed ci approval AR#1530 (lina soriano)	5,000.00
MCSI	12763	1	sed ci approval AR#1531 (matthew mejji	5,000.00
MCSI	12764	1	ed ci approval AR#1532 (reymar narvas	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				
Total				72,287.85
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:

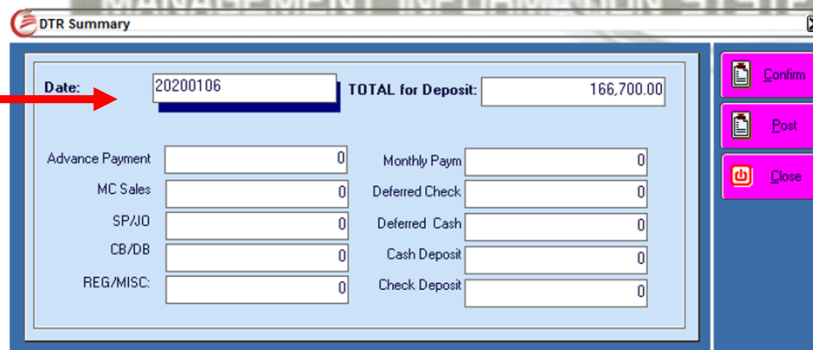
Monthly Payment:

Deferred Check:

Deferred Check:

Cash Deposit:

Check Deposit:



DTR Summary

Date: 20200106 TOTAL for Deposit: 166,700.00

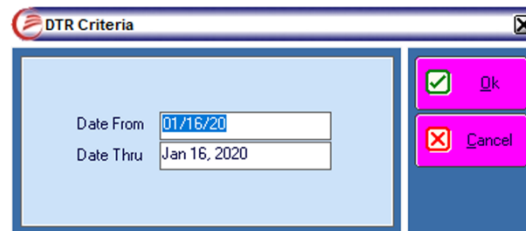
Advance Payment	0	Monthly Paym	0
MC Sales	0	Deferred Check	0
SP/JO	0	Deferred Cash	0
CB/DB	0	Cash Deposit	0
REG/MISC:	0	Check Deposit	0

Buttons: Confirm, Post, Close

Figure 1.8

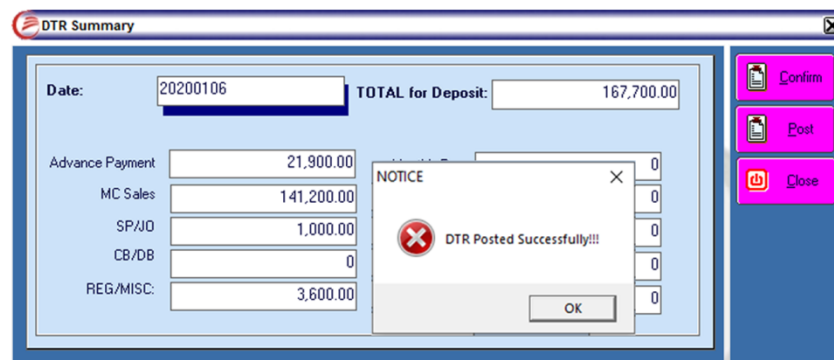
Total for Deposit= Advance payment + MC Sales + SP/JO + CB/DB + REG/MISC + MONTHLY PAYM – DEFF CHECK + DEFERRED CASH

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.



The DTR Criteria dialog box contains two input fields: 'Date From' with the value '01/16/20' and 'Date Thru' with the value 'Jan 16, 2020'. To the right of these fields are two buttons: 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon).

Figure 1.9



The DTR Summary dialog box displays the following information:

- Date:** 20200106
- TOTAL for Deposit:** 167,700.00
- Advance Payment:** 21,900.00
- MC Sales:** 141,200.00
- SP/JO:** 1,000.00
- CB/DB:** 0
- REG/MISC:** 3,600.00

On the right side of the dialog box, there are three buttons: 'Confirm', 'Post', and 'Close'. A 'NOTICE' dialog box is overlaid on top of the main dialog box, displaying a red X icon and the text 'DTR Posted Successfully!!!' with an 'OK' button.

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 dinangmagibasis 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.

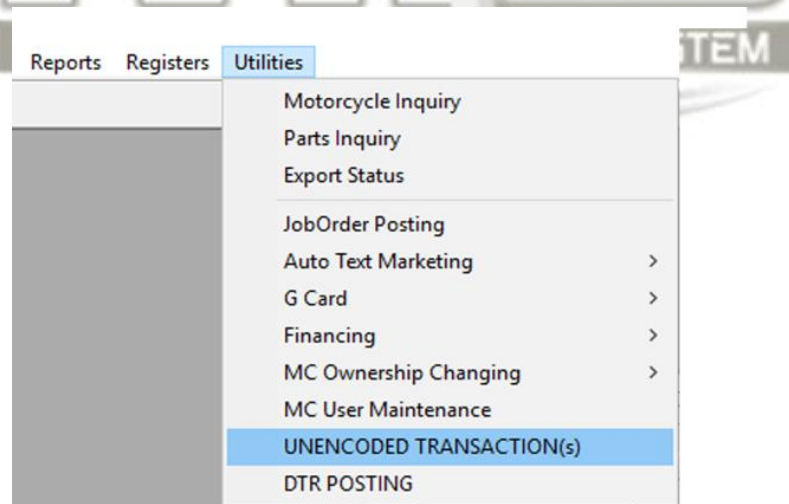
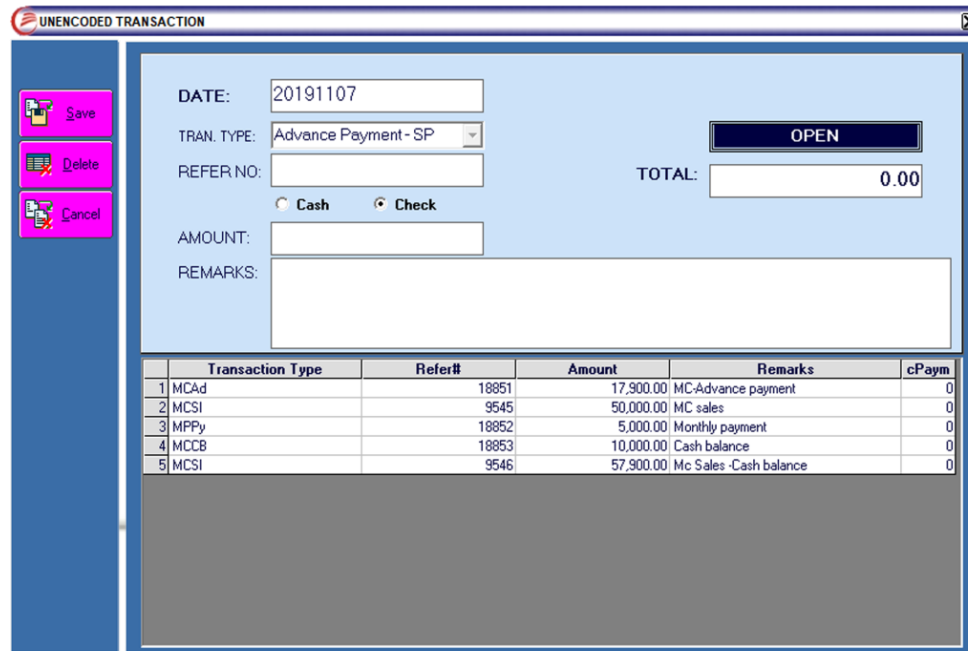


Figure 2.1

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

Fill in the fields.

Remarksfield is required for the reasons “kung bakithindimaencodesa actual na transaction”.



	Transaction Type	Refer#	Amount	Remarks	cPaym
1	MCAAd	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.

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.

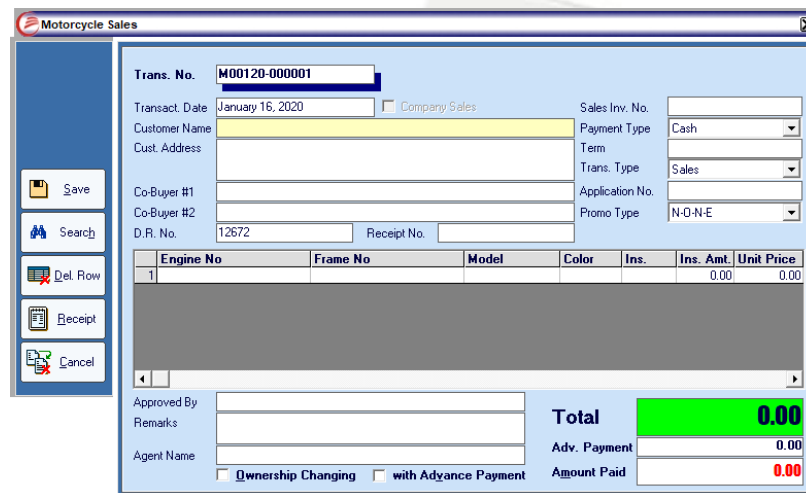
How to encode an unencoded to actual transaction entry?

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?

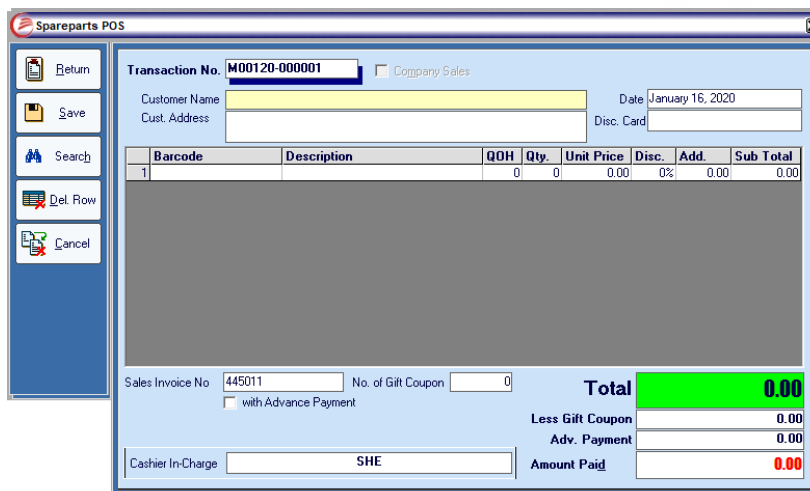
Examples of actual entry:

MC Sales from Guanzon Integrated System



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

SP POS



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

Monthly Payment

MC AR Payment Entry - Monthly Payment

Search

Save

Cancel

Branch: LGK Iloilo - Honda

Trans No: M0742000001

Date: Jan 16, 2020

Acct No*: OR No:

Name*:

Address:

Remarks:

Paid By:

Amount: 0.00

Rebate: 0.00

Penalty: 0.00

Collector*:

TOTAL: 0.00

Engine No: Model:

Frame No: Color:

Company: Northpoint Excelsior Credit Corp.

PN Value	0.00	Cash Balance	0.00	Mon Amort	0.00
Down Paymt	0.00	Balance	0.00	Rebate	0.00
Gross Amt	0.00	Term	0.00	Amount Due	0.00



EOF.