


A. To register a company

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

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

A registration form with a blue background. At the top, a dark blue button with white text says "30 DAYS FREE TRIAL". Below this, the text "EMAIL ADDRESS" is followed by a white input field containing "jdc@yahoo.com". Under the input field, there is a green checkmark icon and the text "I have read and agree to the Unlibooks End User's Agreement and Terms of Use.". At the bottom, there is a dark blue button with white text that says "GET STARTED". Below the button, in smaller text, it says "Or Log In if you already have an account."

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

Step 3. Check the Agreement and Terms of Use.

Step 4. Click get started.

B. To create an account

After you click the get started, this box will appear. Fill out all the required field.

BASIC INFORMATION
THIS SETUP WILL BE DISPLAY ON REPORTS

REGISTERED NAME* Juan Dela Cruz

PHONE NO. 4153617

FAX NO. 7233617

REGISTERED ADDRESS 123 Pinoy St. Marikina City

EMAIL ADDRESS jdc@yahoo.com

PASSWORD* *****

CONFIRM PASSWORD* *****

ZIP CODE 045

RDO CODE 0453

TIN NO. 000-123-45-000

LINE OF BUSINESS/OCCUPATION: Private Medical

METHOD OF DEDUCTION:
☒ ITEMIZED DEDUCTION
☐ OPTIONAL STANDARD DEDUCTION

TYPE OF TAX:
☒ VALUE-ADDED TAX
☐ PERCENTAGE

PROCEED

Step1 . Basic Information (**Based on your Certificate of Registration from BIR*)

1. Registered Name (Last Name, First Name, Middle Name for Individuals)
2. Registered Address
3. Phone No.
4. Fax No.
5. Password (**Must contain atleast 6 characters*)
6. Confirm Password
7. Zip Code
8. RDO Code(known as Revenue District Office, where taxpayer is registered)
9. TIN
10. Line of Business/Occupation (PSIC code known as Philippine Standard Industry Code)
11. Method of Deduction, either
 - a. Itemized Deduction or; (all ordinary and necessary trade and business expenses paid or incurred during the taxable year)
 - b. Optional Standard Deduction (40% of gross sales or gross receipts)
12. Type of Tax, either
 - a. Value Added Tax or; (amount of actual gross sales or receipts exceed P1,919,500.00)
 - b. Percentage(gross annual sales and/or receipts do not exceed P750,000 and who are not VAT-registered)

Step 2. Click Proceed

C. To get started

After you click proceed, this will appear. To start, there will be two options:

1. You may click create invoice or record expense or;
2. Go to billing (to create invoice, to record new payment, to create HMO partner, to add patient or to add service) or go to expenses (to record expense or to add vendor).



LOG OUT

Settings

[DASHBOARD](#) | [BILLING](#) | [EXPENSES](#) | [ACCOUNTING](#) | [REPORTS](#)

Hi Juan Dela Cruz,
Where would you like to get started?

[NOTIFICATION](#)

Service Invoices

Month	Amount
January	
February	
March	
April	
May	
June	

Total Amount - 0.00

Sales for Year 2015

Legend: January, February, March, April, May, June

Expenses

GL Account	Amount
Water	0.00
Transportation	
Supplies	
Meals	
Fuel	
Electricity	
Communication	

Total Amount - 0.00

Monthly Expenses - January 2015

Legend: Water, Transportation, Supplies, Electricity

Collected Amount

HMO Partner	Amount
Maxicare	
Asian Life	
Medasia	
Medicaid	
Intellicare	
Value Care	

Total Amount - 0.00

Monthly Collected Amount - January 2015

Legend: Maxicare, Asian Life, Medasia, Medicaid, Intellicare, Value Care

CREATE INVOICE

Start Here

RECORD EXPENSE

Start Here

No Transaction Yet

D. To create new invoice

From dashboard, click the start here button or;

Service Invoices

Month	Amount
January	
February	
March	
April	
May	
June	

CREATE INVOICE

Start Here

Sales for Year 2015

- January
- February
- March
- April
- May
- June

Total Amount - 0.00

Go to Billing, then select Invoice

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UNIVERSITY FOR MEDICAL

LOG OUT
Settings

DASHBOARD | **BILLING** | **EXPENSES** | **ACCOUNTING** | **REPORTS**

INVOICE | **COLLECTION** | **HMO PARTNER** | **PATIENT** | **SERVICE**

ALL INVOICES

+ CREATE NEW INVOICE

EDIT **COPY** **DELETE** **PRINT/PREVIEW**

INVOICE NUMBER **SEARCH**

Invoice No.	Date	Mode of Payment	Patient Name	Total Amount	Amount Balance	Status	Date Reversed
Inv-0000002	01 / 30 / 2015	Cash	Maria Concepcion Dela Cruz	500.00	500.00	Open	
Inv-0000001	01 / 30 / 2015	HMO	Maria Clara Dela Cruz	800.00	0.00	Posted	

Total **1,300.00** **500.00**

1 All Page: 1 Items per page: 25 Page 1 of 1

Step 1. Click create new invoice (whether from dashboard or billing), this will appear. Fill out all the required field.

NEW INVOICE

Patient Name:	Maria Clara Dela Cruz	Date:	01/26/2015
Address:	143 Pagibig Street Makati City	Due Date:	01/26/2015
Mode of Payment:	Cash	Discount:	0 %
		Particulars:	mild stroke

Service No.	Description	Rate	Hour	Vat	Net Amount
service_00:	Consultation	1,000.00	1	Vatable	1,000.00

Add Line

Service Amount:	892.86
VAT:	107.14
Discount Amount:	(0.00)
Total Invoice:	1,000.00

Remarks:

Follow up consultation February 02, 2015

Save Post


Step 2. Click Save for transaction not yet final with expected changes, this transaction will not yet included to your reports. The status for Saved transaction is Open or;

Click Post for final transaction, it will automatically included to all reports. The status for Posted transaction is Posted.

*(*When you click Save it can be edited or deleted but once posted, it can only be Reverse).*

E. To record new payment

Go to Billing, then select Collection.



LOG OUT
Settings

DASHBOARD

BILLING

EXPENSES

ACCOUNTING

REPORTS

INVOICE

COLLECTION

HMO PARTNER

PATIENT

SERVICE

ALL COLLECTION

+ RECORD NEW PAYMENT

REVERSE

INVOICE NUMBER ↓ SEARCH 🔍

Total Collections: 680.00

1 All Page: 1 Items per page: 25 Page 1 of 1

Step 1. Click record new payment, this box will appear. Fill out all the required field.

COLLECTION

Date: 01/30/2015

Amount Received: 680.00

HMO Partner: Maxicare

Withholding Tax: 15%

Mode of Payment: Cash

Reference No.: ref_001

Notes: full payment

Search Invoice No. Here 🔍

Invoice No.	Invoice Date	Patient Name	Total Invoice Amount	WHT Amount	Amount Paid	Amount Balance
<input checked="" type="checkbox"/> Inv-0000001	2015-01-30	Maria Clara Dela Cruz	800.00	120.00	680.00	0.00

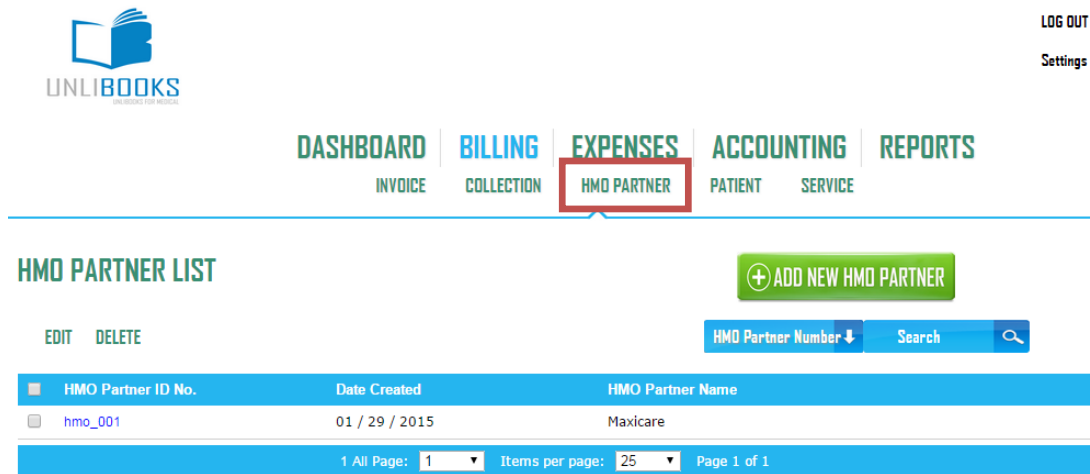
GL Posting: 1000-001 - Cash on Hand

Post Cancel

Step 2. Click Post if done. (**Once you click Post, it cannot be edited. It can only Reverse.**)

F. To add new HMO partner

Go to Billing, then select HMO Partner.

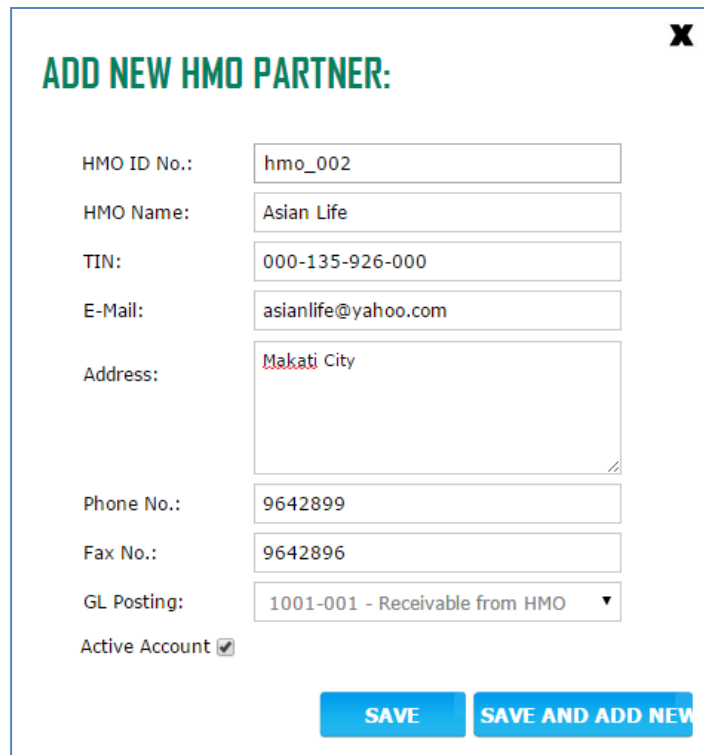


The screenshot shows the UNLIBOOKS web application interface. At the top left is the UNLIBOOKS logo. At the top right are links for "LOG OUT" and "Settings". Below the logo is a navigation bar with tabs: "DASHBOARD", "BILLING", "EXPENSES", "ACCOUNTING", and "REPORTS". Under "DASHBOARD" is "INVOICE". Under "BILLING" is "COLLECTION". Under "EXPENSES" is "HMO PARTNER", which is highlighted with a red box. Under "ACCOUNTING" is "PATIENT". Under "REPORTS" is "SERVICE". Below the navigation bar is the "HMO PARTNER LIST" section. It includes a green button with a plus icon and the text "ADD NEW HMO PARTNER". Below this are "EDIT" and "DELETE" links. To the right is a search bar with "HMO Partner Number" and a search icon. Below the search bar is a table with the following data:

HMO Partner ID No.	Date Created	HMO Partner Name
hmo_001	01 / 29 / 2015	Maxicare

At the bottom of the table, it says "1 All Page: 1" and "Items per page: 25" and "Page 1 of 1".

Step 1. Click add new HMO partner, this box will appear. Fill out all the required field.



The screenshot shows the "ADD NEW HMO PARTNER" form. It has a title "ADD NEW HMO PARTNER:" and a close button "X". The form contains the following fields:


- HMO ID No.: hmo_002
- HMO Name: Asian Life
- TIN: 000-135-926-000
- E-Mail: asianlife@yahoo.com
- Address: Makati City
- Phone No.: 9642899
- Fax No.: 9642896
- GL Posting: 1001-001 - Receivable from HMO
- Active Account ☒

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

Step 2. Click Save or Save and Add New for another HMO partner.

G. To add new patient

Go to Billing, then select Patient.



LOG OUT
Settings

DASHBOARD | BILLING | EXPENSES | ACCOUNTING | REPORTS

INVOICE | COLLECTION | HMO PARTNER | PATIENT | SERVICE

ALL PATIENT

EDIT | DELETE

PATIENT NUMBER SEARCH

Patient ID No.	Date	Patient Name
<input type="checkbox"/> patient_001	01 / 29 / 2015	Maria Clara Dela Cruz

1 All Page: 1 Items per page: 25 Page 1 of 1

Step 1. Click add new patient, this box will appear. Fill out all the required field.

*(*HMO and HMO ID Number no need to fill up if the patient mode of payment is cash or check)*

ADD NEW PATIENT:

Patient ID No.

Patient Name:

TIN:

E-Mail:

Address:

Phone No.:

HMO:

HMO Id No.:

Active Account ☒

Contact Person in case of Emergency:

Contact Name:

Contact No.:

E-Mail:

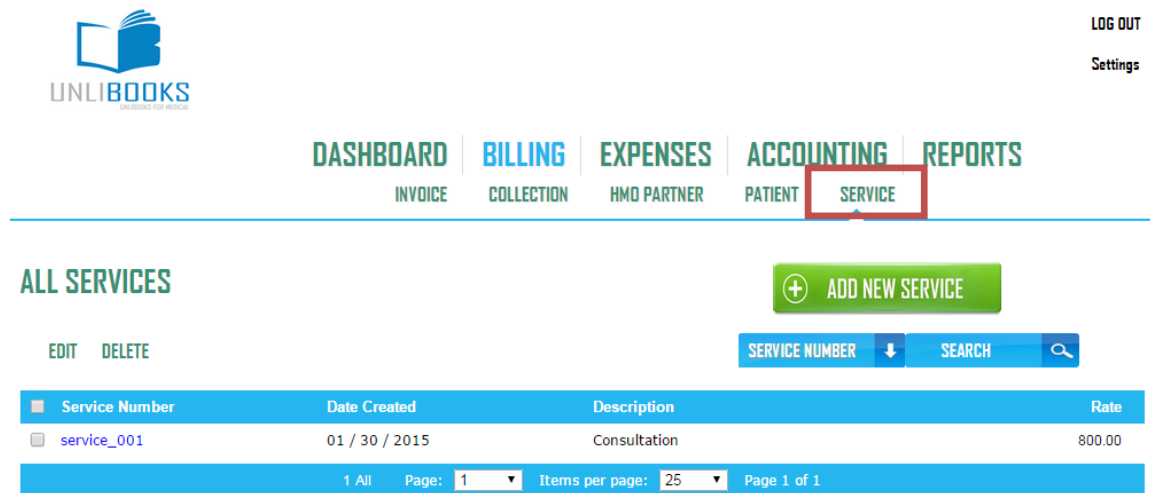
Save

Save and Add New

Step 2. Click Save or Save and Add New for another patient.

H. To add new service

Go to Billing, then select Service.



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LOG OUT
Settings

DASHBOARD BILLING EXPENSES ACCOUNTING REPORTS
INVOICE COLLECTION HMO PARTNER PATIENT SERVICE

ALL SERVICES

EDIT DELETE

ADD NEW SERVICE

SERVICE NUMBER SEARCH

Service Number	Date Created	Description	Rate
service_001	01 / 30 / 2015	Consultation	800.00

1 All Page: 1 Items per page: 25 Page 1 of 1

Step 1. Click add new service, this box will appear. Fill out all the required field.

ADD NEW SERVICE:

Service ID No.

service_002

Description:

Check Up

Consultation Fee:

500.00

GL Posting:

4000-001 - Professional S ▼

Active Account

☒

Save

Save and Add New

Step 2. Click Save or Save and Add New for another service.

I. To record expenses

From dashboard, click the start here button or;

The screenshot shows the 'Expenses' dashboard. On the left, there is a table with 'GL Account' and 'Amount' columns. The 'Amount' for 'Water' is 0.00. Below the table, it says 'Total Amount - 0.00'. On the right, there is a pie chart titled 'Monthly Expenses - January 2015' with a legend for Water, Transportation, Supplies, and Electricity. A modal box with the text 'RECORD EXPENSE' is centered over the dashboard. At the bottom of the modal, there is a 'Start Here' button with a checkmark icon.

GL Account	Amount
Water	0.00
Transportation	
Supplies	
Meals	
Fuel	
Electricity	
Communication	

Total Amount - 0.00

Monthly Expenses - January 2015

Water Transportation Supplies Electricity

9% 28%

RECORD EXPENSE

Start Here

Go to Expenses, then select Expenses.

The screenshot shows the UB-MED system interface. The logo 'UB-MED UNIBOOKS FOR DOCTORS' is on the left. The navigation menu includes 'DASHBOARD', 'BILLING', 'EXPENSES', 'ACCOUNTING', and 'REPORTS'. The 'EXPENSES' menu item is highlighted. Below the menu, there is a 'RECORD EXPENSES' button. The main section is titled 'ALL EXPENSES' and contains a table with columns: Expense No., Date, Vendor Name, Remarks, Total Amount, Status, and Date Reversed. The table lists two expenses: 'Exp-000002' for 2,500.00 and 'Exp-000001' for 1,200.00. The total is 3,700.00. At the bottom, there is a pagination bar showing 'Page: 1 of 1' and 'Items per page: 25'.

LOG OUT
Settings

UB-MED
UNIBOOKS FOR DOCTORS

DASHBOARD BILLING EXPENSES ACCOUNTING REPORTS

EXPENSES VENDOR

RECORD EXPENSES

EDIT COPY DELETE

EXPENSE NUMBER SEARCH

Expense No.	Date	Vendor Name	Remarks	Total Amount	Status	Date Reversed
Exp-000002	01 / 27 / 2015	PLDT	For the month of December 2014	2,500.00	Posted	
Exp-000001	01 / 27 / 2015	Meralco	For the month of December 2014	1,200.00	Open	
Total :				3,700.00		

Page: 1 of 1 Items per page: 25

Step 1. Click record expenses (whether from dashboard or expenses), this will appear. Fill out all the required field.

New Expenses

Vendor Name: --Select--

Address:

Expense Number: Exp-000001

Date: 01/23/2015

Reference No.

Remarks:

☒ Inclusive of Vat

Account Name	Particulars	Vat	Amount
--Select--		Vatable	

Add Line

Purchase Amount: 0.00

VAT: 0.00

Total VAT Purchase: 0.00

EWT: 0.00

Total Payable: 0.00

Save


Post

Step 2. Click Save or Post if the expenses is final.

*(*When you click Save it can be edited or deleted but once posted, it can only be Reverse.)*

J. To add new vendor

Go to Expenses, then select Vendor.



LOG OUT
Settings

[DASHBOARD](#) | [BILLING](#) | [EXPENSES](#) | [ACCOUNTING](#) | [REPORTS](#)

EXPENSES | **VENDOR**

ALL VENDORS

[+ ADD NEW VENDOR](#)

EDIT | DELETE

VENDOR NUMBER [↓](#) | SEARCH [🔍](#)

Vendor No.	Date Created	Vendor Name	Active
<input type="checkbox"/> vendor_001	01 / 30 / 2015	PLDT	yes

1 All Page: [1](#) | Items per page: [25](#) | Page 1 of 1

Step 1. Click add new vendor, this box will appear. Fill out all the required field.

ADD NEW VENDOR [✕](#)

Vendor ID No.:

Phone No:

Vendor Name:

Fax No:

Address:

E-Mail Address:

Active Account ☒

[Save](#) [Save and Add New](#)

Step 2. Click Save or Save and Add New for another vendor.

K. Journal Entry - to record adjusting entries

For example, it is likely that at the end of each month there will be a journal entry to record depreciation.
debit to Depreciation Expense and a credit to Accumulated Depreciation