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.

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

Step 3. Password *(*Must contain atleast 6 characters)*

Step 4. Check the Agreement and Terms of Use.

Step 5. Click get started.

To get started

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

1. From the Dashboard, 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 item) or go to expenses (to record expense or to add vendor).

B. To create new invoice

From dashboard, click the start here button or;

Go to Billing, then select Invoice

Step 1. Click create new invoice (whether from dashboard or billing), this message will appear.

Step 2. Select type of tax.

Step 3. Click OK to start new invoice. Fill out all the required field.

NEW INVOICE

Patient Name:	patient_002 - Maria Concepcior ▼		Date:	02/02/2015
Address:	Makati City		Due Date:	02/02/2015
			Discount:	0 %
			Particulars:	High Fever
Mode of Payment:	HMO ▼			
HMO Partner:	hmo_002 - Asian Life ▼			

Service Item No.	Description	Vat	Hour	Rate	Net Amount
service_002-Che ▼	Check up	Non-VAT ▼	1	300.00	300.00

ADD LINE

Service Amount:	300.00
VAT:	0.00
Discount Amount:	(0.00)
Total Invoice:	**300.00**

Remarks:

Follow up check up on February 09, 2015

SAVE   POST

Step 4. Click Save for transaction not yet final with expected changes, this transaction will not yet included to your reports or;

Click Post for final transaction, it will automatically included to all reports.

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

Step 5. When you click save, this message will appear. Select OK to continue Saving.

Are you sure you want to save the Invoice?

OK   Cancel

Step 6. When you click post, this message will appear. Select OK to continue Posting.

Are you sure you want to post the Invoice?

OK   Cancel

Step 7. When you select OK to continue Posting, the Invoice will appear.

(*If the mode of payment is cash, it will automatically paid)

28 Buendia Ave. Makati City
TIN: 000-132-953-000
Phone: 9415632
Fax: 9415633

INVOICE

Patient Name: Mrs. A

Address: Makati City

HMO:

Particulars: Fever

Invoice No.: Inv-0000001

Invoice Date: 03/11/2015

Due Date: 03/11/2015

Discount: 0%

Service Item No.	Hour	D	n	Rate	Amount
S000003	1	Ch up		350.00	350.00

PAID

Service Amount:	350.00
Vat 12%:	0.00
Discount:	0.00
Grand Total:	**350.00**

Remarks

Full payment

To create an account

Step 1. After you click save from create new invoice, this box will appear. All field are required to fill up.

(*Based on your Certificate of Registration from BIR)

PROFILE

Registered Name:	MC Service		
Registered Address:	Makati City	Phone No.:	9117316
		Fax No.:	9117317
		E-Mail Address:	dc@yahoo.com
TIN:	000-548-504-000		
RDO Code:	042		
Zip Code:	1200		
Line of Business/Occupation:	Medical Service		

Method of Deduction:

- ◉ Itemized Deduction
- ○ Optional Standard Deduction

Type of Tax:

- ◉ Value-Added Tax
- ○ Percentage

SAVE

1. Registered Name (Last Name, First Name, Middle Name for Individuals)
2. Registered Address
3. TIN
4. RDO Code (known as Revenue District Office, where taxpayer is registered)
5. Zip Code
6. Line of Business/Occupation (from PSIC code known as Philippine Standard Industry Code)
7. Method of Deduction, either
   a. Itemized Deduction (all ordinary and necessary trade and business expenses paid or incurred during the taxable year) or;
   b. Optional Standard Deduction (40% of gross sales or gross receipts)
8. Type of Tax *(*Already done in the first part, not editable)*
9. Phone No.
10. Fax No.
11. E-mail Address *(*Done on the registration part)*

Step 2. Click Save.

C. To record new payment

Go to Billing, then select Collection.

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

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

Step 3. When you click post, this message will appear. Select OK to continue Posting.

D. To add new HMO partner

Go to Billing, then select HMO Partner.

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

Step 2. Click Save or Save and Add New for another HMO partner. *(*List of hmo partner can be edited or deleted).*

Step 3. When you click post, this message will appear. Select OK to continue Posting.

E. To add new patient

Go to Billing, then select Patient.

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)

Step 2. Click Save or Save and Add New for another patient. *(*List of patient can be edited or deleted).*

Step 3. When you click save, this message will appear. Select OK to continue Saving.

F. To add new service item

Go to Billing, then select Service.

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

Step 2. Click Save or Save and Add New for another service. *(*List of service can be edited or deleted).*

Step 3. When you click save, this message will appear. Select OK to continue Saving.

G. To record expenses

From dashboard, click the start here button or;

Go to Expenses, then select Expenses.

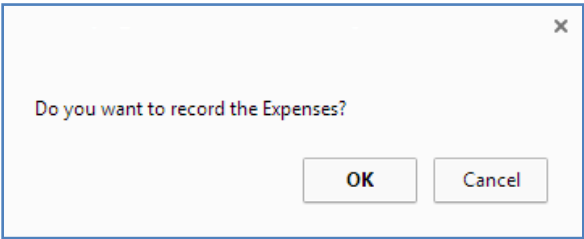Step 1. Click record expenses (whether from dashboard or expenses), this will appear. Fill out all the required field.

Step 2. Click Save for transaction not yet final with expected changes, this transaction will not yet included to your reports or;
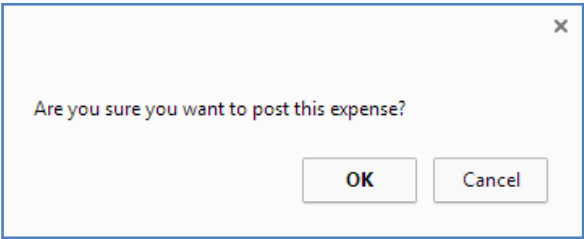
  Click Post for final transaction, it will automatically included to all reports.

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

Step 3. When you click save, this message will appear. Select OK to continue Saving.

Do you want to record the Expenses?

OK   Cancel

Step 4. When you click post, this message will appear. Select OK to continue Posting.

Are you sure you want to post this expense?

OK   Cancel

H. To add new vendor

Go to Expenses, then select Vendor.

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

Step 2. Click Save or Save and Add New for another vendor. *(*List of vendor can be edited or deleted).*

Step 3. When you click save, this message will appear. Select OK to continue Saving.

I. To create new entry

Go to Accounting, then select journal entry.

Step 1. Click create new entry, this box will appear. Fill in the entry needed. *(For compound entries, click add line)*

Step 2. Click Post or Cancel.

(*Once posted, there is no option to reverse the entry. To reverse the entry, create new entry again then input the reverse entry then click post).

Step 3. When you click post, this message will appear. Select OK to continue Posting.

A. To generate reports

Go to Reports, then choose from the reports on the left side you want to generate.

SUPPORT   HELP   SETTINGS   LOG OUT

UNLIBOOKS
MEDICAL

DASHBOARD | BILLING | EXPENSES | ACCOUNTING | REPORTS

Financial Statement
- Balance Sheet
- Income Statement
- Trial Balance

Account Receivables
- Outstanding Receivable
- Collected Report

Sales
- Sales per Service

Other Reports
- Monthly Expense

ITR Reports
- Form 1601C
- Form 1601E
- Form 1701
- Form 1701Q
- Form 2550M
- Form 2550Q

1. Financial Statement
   a. Balance Sheet - summarizes a company's assets, liabilities and shareholders' equity at a specific point in time. *(*Formula: Assets = Liabilities + Shareholders' Equity)*

Step 1. Click balance sheet, this will appear.

Step 2. Select if you want to generate whether monthly or annual.

Step 3. Click generate. This will appear for monthly balance sheet.

(You may Print the report for hard copy or Export the report for soft copy).

Financial Statement
- Balance Sheet
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- Form 2550Q

Balance Sheet

[PRINT] [EXPORT]

◉ Monthly ◯ Annual   [GENERATE]
Month: February 2015

Dela Cruz, Juan Santos
STATEMENT OF FINANCIAL POSITION
As of February - 2015
(Amounts in Philippine Pesos)

	February - 2015
ASSETS	
CURRENT ASSETS	
Cash and cash equivalents	P 1,400.28
Receivables	500.00
Other Assets	407.75
Total Current Assets	2,308.03
NONCURRENT ASSETS	
Long-term Investments	0.00
Property and Equipment, net	0.00
Long-Term Receivables	0.00
Intangible Assets	0.00
Other Assets	0.00
Total Non Current Assets	0.00

*Just scroll down to see the full report

b. Income Statement - measures a company's financial performance over a specific accounting period.

Step 1. Click income statement, this will appear.

Step 2. Select if you want to generate whether monthly or annual.

Step 3. Click generate. This will appear for monthly income statement.

(You may Print the report for hard copy or Export the report for soft copy).

Financial Statement
- Balance Sheet
- Income Statement
- Trial Balance

Account Receivables
- Outstanding Receivable
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- Form 1601C
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Income Statement   PRINT   EXPORT

● Monthly   ○ Annual   GENERATE
Month: February 2015

Dela Cruz, Juan Santos
INCOME STATEMENT
For the month ended February - 2015
(Amounts in Philippine Pesos)

		February - 2015
REVENUES		
Professional Service Income	P	4,642.87
COST OF SERVICES	P	0.00
NET REVENUE	P	4,642.87
OPERATING PROFIT	P	4,642.87
OPERATING EXPENSES		
General and Administrative Expenses		2,891.96
NET INCOME (LOSS)		1,750.91

c. Trial Balance - balances of all ledgers are compiled into debit and credit columns.

Step 1. Click trial balance, this will appear.

Step 2. Select if you want to generate whether monthly or annual.

Step 3. Click generate. This will appear for monthly trial balance.

(You may Print the report for hard copy or Export the report for soft copy).

Financial Statement
- Balance Sheet
- Income Statement
- Trial Balance

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- Outstanding Receivable
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- Form 2550M
- Form 2550Q

Trial Balance Report

PRINT   EXPORT

◉ Monthly   ○ Annual

Month: February 2015   GENERATE

	Account Code	Account Name	As of 2015-01	Debit	Credit	As of 2015-02	For the month of 2015-02
1	1000	Cash and Cash Equivalent					
2	1000-001	Petty Cash					
3	1000-002	Cash on Hand		112,739.28	111,339.00	1,400.28	1,400.28
4	1000-003	Cash in Bank					
5	1001	Accounts Receivable					
6	1001-001	Trade Receivable		1,180.00	680.00	500.00	500.00
7	1001-002	Nontrade Receivable					
8	1002	Other Current Assets					
9	1002-001	Prepaid Rent		3,000.00	3,000.00		
10	1002-002	Prepaid Insurance					
11	1002-003	Security Deposits					
12	1002-004	Input Tax		347.03		347.03	347.03
13	1002-005	Creditable Withholding Tax		60.72		60.72	60.72
14	1002-006	Other Current Assets					
15	1003	Long-Term Investments					
16	1003-001	Long-term Investments					
17	1004	Property, plant and equipment					
18	1004-001	Land					
19	1004-002	Building - Cost					
20	1004-003	Accumulated Depreciation - Building					
21	1004-004	Leasehold Improvement - Cost					
22	1004-005	Accumulated Depreciation - Leasehold Improvement					
23	1004-006	Transportation Equipment - Cost					
24	1004-007	Accumulated Depreciation - Transportation Equipment					
25	1004-008	Office Equipment - Cost					
26	1004-009	Accumulated Depreciation - Office Equipment					
27	1004-010	Medical Equipment - Cost					
28	1004-011	Accumulated Depreciation - Medical Equipment					
29	1004-012	Computer Equipment - Cost					
30	1004-013	Accumulated Depreciation - Computer Equipment					

*Just scroll down to see the full report

2. Accounts Receivable
   a. Outstanding Receivable - applicable to all debts, unsettled transactions or other monetary obligations owed to a company by its debtors or customers.

Step 1. Click outstanding receivable, this will appear.

Step 2. Select the date and hmo partner you want to generate.

Step 3. Click generate. This will appear. *(You may Print the report for hard copy or Export the report for soft copy).*

b. Collected Report – List of amount collected whether from cash sale or collection from hmo partner.

Step 1. Click collected report, this will appear.

Step 2. Select the date, hmo partner and mode of payment you want to generate.

Step 3. Click generate. This will appear. *(You may Print the report for hard copy or Export the report for soft copy).*

3. Sales

   a. Sales per Service – List of services use for each transaction.

Step 1. Click sales per service, this will appear.

Step 2. Select the date you want to generate.

Step 3. Click generate. This will appear. *(You may Print the report for hard copy or Export the report for soft copy).*

4. Other Reports
   a. Monthly Expense – Monitoring of charges incurred during each month.

Step 1. Click monthly expense, this will appear.

Step 2. Select the date you want to generate.

Step 3. Click generate. This will appear. *(You may Print the report for hard copy or Export the report for soft copy).*

5. ITR Reports
    a. Form 1601C - Monthly Remittance Return of Income Taxes Withheld on Compensation

Step 1. Click 1601C, this will appear.

Step 2. Select the month and year you want to generate.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

Step 4. Click Save or Post. *(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of one (1) page only.

b. Form 1601E - Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded)

Step 1. Click 1601E, this will appear.

Step 2. Select the month and year you want to generate.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

Step 4. Click Save or Post. *(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of one (1) page only.

c. Form 1701 - Annual Income Tax Return for Self-Employed Individuals, Estates and Trusts

Step 1. Click 1701, this will appear.

Step 2. Select the year you want to generate.

Step 3. Click generate. This will appear. Some part of 1701 will auto fill up by the system.

Step 4. Click Save or Post. *(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of twelve (12) pages.

d. Form 1701Q - Quarterly Income Tax Return for Self-employed Individuals, Estates, and Trusts (Including Those with both Business and Compensation Income)

Step 1. Click 1701Q, this will appear.

Step 2. Select the quarter and year you want to generate.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

Step 4. Click Save or Post. *(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of twelve (12) pages.

e. Form 2550M - Monthly Value-Added Tax Declaration

Step 1. Click 2550M, this will appear.

Step 2. Select the month and year you want to generate.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

Step 4. Click Save or Post. *(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of one (1) page only.

f. Form 2551M - Monthly Percentage Tax Return

Step 1. Click 2551M, this will appear.

Step 2. Select the month and year you want to generate.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

Step 4. Click Save or Post. *(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of one (1) page only.

g. Form 2550Q - Quarterly Value-Added Tax Return

Step 1. Click 2550Q, this will appear.

Financial Statement
- Balance Sheet
- Income Statement
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- Sales per Service

Other Reports
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- Form 1601E
- Form 1701
- Form 1701Q
- Form 2550M
- Form 2550Q

Form 2550Q

First Quarter ▼ 2015 | GENERATE

Step 2. Select the quarter and year you want to generate.

Step 3. Click generate. This will appear. Some part of Part 1 will auto fill up by the system.

Form 2550Q

First Quarter ▼ 2015 | GENERATE

SAVE | POST

(To be filled up by the BIR)
DLN: PSIC:

Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Quarterly Value-Added Tax Declaration
(Cumulative For 3 Months)

BIR Form No.
2550Q
February 2007 (ENCS)

1 For the Year Ended (MM/YYYY) [X] Calendar [ ] Fiscal 0 3 2 0 1 5
2 Quarter [X] 1st [ ] 2nd [ ] 3rd [ ] 4th
3 Return Period From 0 1 0 1 1 5 To 0 3 3 1 1 5
4 Amended Return? [ ] Yes [X] No
5 Short Period Return? [ ] Yes [X] No
6 TIN 000-143-344-000
7 RDO Code 0 4 9
8 Number of sheets attached
9 Line of Business Private Medical, De
10 Taxpayer's Name (For Individual)Last Name, First Name, Middle Name(For Non-individual) Registered Name
Dela Cruz, Juan Santos
11 Telephone Number 8871234
12 Registered Address
78 Buendia Ave. Makati City
13 Zip Code 1 2 0 0
14 Are you availing of tax relief under Special Law or International Tax Treaty? [ ] Yes [X] No If yes, specify

Part II Computation of Tax (Attach additional sheets, if necessary)

		Sales/Receipts for the Quarter (Exclusive of VAT)		Output Tax Due for the Quarter
15 Vatable Sales/Receipt - Private (Sch.1)	15A	4,196.43	15B	503.57
16 Sales to Government	16A	0.00	16B	0.00
17 Zero Rated Sales/Receipts	17	0.00		
18 Exempt Sales/Receipts	18	0.00		
19 Total Sales/Receipts and Output Tax Due	19A	4,196.43	19B	503.57
20 Less: Allowable Input Tax				
20A Input Tax Carried Over from Previous Quarter			20A	0.00
20B Input Tax Deferred on Capital Goods Exceeding P1Million from Previous Quarter			20B	0.00
20C Transitional Input Tax			20C	0.00
20D Presumptive Input Tax			20D	0.00
20E Others			20E	0.00
20F Total (Sum of Item 20A,20B,20C,20D &20E)			20F	0.00
21 Current Transactions		Purchases		
21A/B Purchase of Capital Goods not exceeding P1Million (see sch.2)	21A	0.00	21B	0.00
21C/D Purchase of Capital Goods exceeding P1Million (see sch.3)	21C	0.00	21D	0.00
21E/F Domestic Purchases of Goods Other than Capital Goods	21E	0.00	21F	0.00
21G/H Importation of Goods Other than Capital Goods	21G	0.00	21H	0.00
21 I/J Domestic Purchase of Services	21 I	2,891.96	21J	347.04
21K/L Services rendered by Non-residents	21K	0.00	21L	0.00
21M Purchases Not Qualified for Input Tax	21M	0.00		
21N/O Others	21N	0.00	21 O	0.00
21P Total Current Purchases (Sum of Item 21A,21C,21E,21G,21I,21K,21M&21N)	21P	2,891.96		
22 Total Available Input Tax (Sum of Item 20F,21B,21D,21F,21H,21J,21L & 21O)			22	347.04
23 Less: Deductions from Input Tax				
23A Input Tax on Purchases of Capital Goods exceeding P1Million				

SAVE | POST

Step 4. Click Save or Post. *(When you click Save, it can be edited. But once Posted, the return is already close. You may Print it for some purposes)*

*Just scroll down to see the full return. Consist of one (1) page only.