


**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 on a blue background. At the top is a button labeled "FREE 30-DAY TRIAL". Below it are two input fields: "EMAIL ADDRESS" with the text "maria@yahoo.com" and "PASSWORD" with six dots. A checkbox is checked, followed by the text "I have read and agreed to the Unlibooks End User's Agreement and Terms of Use." At the bottom is a button labeled "GET STARTED" and a link that 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. 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;

SUPPORT

HELP

SETTINGS

LOG OUT

DASHBOARD

BILLING

EXPENSES

ACCOUNTING

REPORTS

You have 30 day(s) remaining in your trial. [PAY NOW.](#)

Hi ,

Where would you like to get started?

NOTIFICATION

- \* You have posted 0 invoices yesterday
- \* You have 0 open invoices for posting
- \* Your Total Cash Collection yesterday is: 0.00
- \* Your Total Amount Receivable yesterday is: 0.00
- \* You added 0 new patients
- \* You added 0 new HMO partner
- \* Your total expenses yesterday is: 0.00

Watch Video for Demo

How to create a company

How to setup company

Getting Started

How to create invoice

How to record payment

How to add new HMO Partner

How to add new Patient

How to add new service

How to record expenses

How to add new vendor

Service Invoices

Month	Amount
January	
February	
March	
April	
May	
June	

Total Amount - 0.00

Sales for Year 2015

January

February

March

April

May

June

CREATE INVOICE

Start Here

Expenses

GL Account	Amount
Water	0.00
Transportation	0.00
Supplies	
Meals	
Fuel	
Electricity	
Communication	

Total Amount - 0.00

Monthly Expenses - February 2015

Water

Transportation

Supplies

Electricity

RECORD EXPENSE

Start Here

Collected Amount

HMO Partner	Amount
Medicare	
Asian Life	
Medicaid	
IntelliCare	
Value Care	

Total Amount - 0.00

Monthly Collected Amount - February 2015

Medicare

Asian Life

Medicaid

IntelliCare

Value Care

No Transaction Yet

- 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).

DASHBOARD

BILLING

EXPENSES

ACCOUNTING

REPORTS

INVOICE

COLLECTION

HMO PARTNER

PATIENT

SERVICE ITEM

DASHBOARD

BILLING

EXPENSES

ACCOUNTING

REPORTS

EXPENSES

VENDOR

B. To create new invoice

From dashboard, click the start here button or;

Service Invoices

Month	Amount
January	
February	
March	
April	
May	
June	

Total Amount - 0.00

Sales for Year 2015

3%

January

February

March

April

May

June

CREATE INVOICE

Start Here

Go to Billing, then select Invoice

UNLIBOOKS MEDICAL

REFERRAL SUPPORT HELP SETTINGS LOG OUT

DASHBOARD BILLING EXPENSES ACCOUNTING REPORTS

INVOICE COLLECTION HMO PARTNER PATIENT SERVICE

ALL INVOICES

CREATE NEW INVOICE

EDIT COPY DELETE PRINTPREVIEW

INVOICE NUMBER SEARCH

Invoice No.	Date	Mode of Payment	Patient Name	Total Amount	Amount Balance	Status	Date Reversed
Inv-0000001	02 / 02 / 2015	HMO	María Clara Dela Cruz	900.00	900.00	Open	

Total900.00900.00

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

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

Select Taxable Type:

☐ Percentage (If your income is below 1,919,500.00)

☐ VAT (If your income is over 1,919,500.00)

OK

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

Address:

Makati City

Mode of Payment:

HMO

HMO Partner:

hmo\_002 - Asian Life

Date:

02/02/2015

Due Date:

02/02/2015

Discount:

0 %

Particulars:

High Fever

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

PDF

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	Description	Rate	Amount
S000003	1	Check up	350.00	350.00

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

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

Phone No.:

9117316

Fax No.:

9117317


E-Mail Address:

dc@yahoo.com

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.



SUPPORTHELPSETTINGSLOG OUT

DASHBOARDINVOICE

**BILLING**COLLECTION

EXPENSESHMO PARTNER

ACCOUNTINGPATIENTSERVICE

REPORTS

ALL COLLECTION

RECORD NEW PAYMENT

REVERSE

INVOICE NUMBER↓SEARCH

Total Collections:

810.00

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:02/03/2015

Amount Received:270.00

HMO Partner:Asian Life

Withholding Tax:10%

Mode of Payment:Cash

Reference No.:ref\_002

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-0000002	2015-02-02	Maria Concepcion Dela Cruz	300.00	30.00	270.00	0.00

GL Posting1000-001 - Cash on Hand

Post

Cancel

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.

×


Do you want to record the payment?

OK

Cancel

D. To add new HMO partner

Go to Billing, then select HMO Partner.



REFERRAL    SUPPORT    HELP    SETTINGS    LOG OUT

DASHBOARD

BILLING

EXPENSES

ACCOUNTING

REPORTS

INVOICE

COLLECTION

HMO PARTNER

PATIENT

SERVICE

HMO PARTNER LIST

EDIT

DELETE

ADD NEW HMO PARTNER

HMO Partner No.    ↓    SEARCH

HMO Partner Number    ↓    Search

HMO Partner ID No.	Date Created	HMO Partner Name
<input type="checkbox"/> hmo_001	02 / 02 / 2015	Maxicare

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

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

ADD NEW HMO PARTNER:

HMO ID No.:

hmo\_002

HMO Name:

Asian Life

TIN:

000-242-121-000

E-Mail:

asianlife@yahoo.com

Address:

Makati City

Phone No.:

9418338

Fax No.:

9418228

GL Posting:

1001-001 - Trade Receivable

Active Account

☒

SAVE

SAVE AND ADD NEW

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.


Do you want to record the payment?

OK

Cancel



- E. To add new patient
- Go to Billing, then select Patient.



REFERRAL

SUPPORT

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DASHBOARD

BILLING

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COLLECTION

HMO PARTNER

PATIENT

SERVICE

ALL PATIENT

EDIT

DELETE

PATIENT NUMBER

SEARCH

ADD NEW PATIENT

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\_002

Patient Name:

Maria Concepcion Dela Cruz

TIN:

000-232-889-000

E-Mail:

mcdelacruz2@yahoo.com

Address:

Makati City

Phone No.:

9417766

HMO:

Asian Life

HMO Id No.:

hmo\_002

Active Account

☒

Contact Person in case of Emergency:

Contact Name:

Den Dela Cruz

Contact No.:

9417766

E-Mail:

ddelacruz2@yahoo.com

Save

Save and Add New

- 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.


Do you want to add new Patient?

OK

Cancel

F. To add new service item

Go to Billing, then select Service.



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DASHBOARDINVOICE

BILLINGCOLLECTION

EXPENSESHMO PARTNER

ACCOUNTINGPATIENT

SERVICE ITEM

REPORTS

You have 30 day(s) remaining in your trial. [PAY NOW.](#)

ALL SERVICE ITEMS

+ ADD NEW SERVICE

EDITDELETE

SERVICE ITEM NO. ↓SEARCH 🔍

Service Item No.	Date Created	Description	Rate
<input type="checkbox"/> S000001	03 / 11 / 2015	Check Up	350.00

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:

300.00

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. *(\*List of service can be edited or deleted).*

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

Do you want to add new Service?

OK

Cancel

G. To record expenses

From dashboard, click the start here button or;

Expenses

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.

UNLIBOOKS MEDICAL

SUPPORTHELPSETTINGSLOG OUT

DASHBOARD

BILLING

EXPENSES

ACCOUNTING

REPORTS

EXPENSES

VENDOR

ALL EXPENSES

RECORD EXPENSES

EDITCOPYDELETE

EXPENSE NUMBERSEARCH

Expense No.	Date	Vendor Name	Total Amount	Status	Date Reversed
Exp-000001	02 / 03 / 2015	PLDT	600.00	Open	
Total :			600.00		

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

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

New Expenses

Vendor Name:

Meralco

Address:

Makati City

Expense Number:

Exp-000002

Date:

02/03/2015

Reference No.

ref\_002

Remarks:

for december 2014

Inclusive of Vat

ADD LINE

Purchase Amount:

1,360.00

VAT:

0.00

Total VAT Purchase:

1,360.00

EWT:

0.00

Total Payable:

1,360.00

SAVE

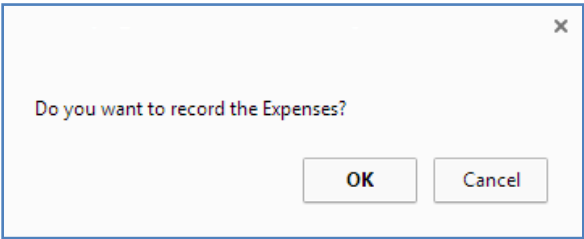
POST

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

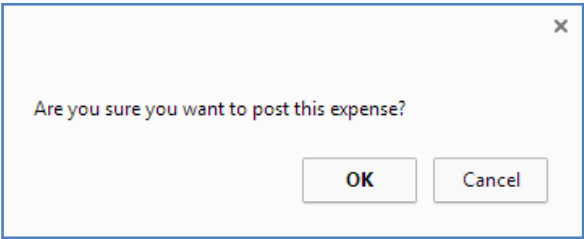
Click Post for final transaction, it will automatically included to all reports.

*(\*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.




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



H. To add new vendor

Go to Expenses, then select Vendor.



SUPPORTHELPSETTINGSLOG OUT

DASHBOARD

BILLING

EXPENSES

ACCOUNTING

REPORTS

EXPENSES

VENDOR

ALL VENDORS

ADD NEW VENDOR

EDITDELETE

VENDOR NUMBER↓SEARCH

Page: 1Items per page: 25Page 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☒

SaveSave and Add New


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.

Do you want to record the Vendor?

OKCancel

- I. To create new entry
- Go to Accounting, then select journal entry.



SUPPORTHELPSETTINGSLOG OUT

DASHBOARDBILLINGEXPENSESACCOUNTINGREPORTS

CHART OF ACCOUNTSJOURNAL ENTRY

JOURNAL ENTRY

CREATE NEW ENTRY

JOURNAL NUMBERSEARCH

Journal No.	Date	Amount
JV-0000001	02 / 10 / 2015	100,000.00

Total Amount:

Page:Items per page: 25Page 1 of 1

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

JOURNAL ENTRY

Journal Number: JV-0000003

Date: 02/10/2015

Account Name	Particulars	Debit	Credit
6001-028-Salaries and Allowances (Non-Tax)	paid wages	5,100.00	0.00
1000-002-Cash on Hand	paid wages	0.00	5,100.00
Total:		5,100.00	5,100.00

ADD LINE

PostCancel


- 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.

Do you want to post the transaction?

OKCancel

A. To generate reports

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



SUPPORTHELPSETTINGSLOG OUT

DASHBOARDBILLINGEXPENSESACCOUNTINGREPORTS

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.

Financial Statement

Balance Sheet

Income Statement

Trial Balance

Account Receivables

Outstanding Receivable

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Form 1601C

Form 1601E

Form 1701

Form 1701Q

Form 2550M

Form 2550Q

Balance Sheet

PRINT

EXPORT

Monthly

Annual

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

Balance Sheet

PRINT

EXPORT

Monthly

Annual

Month:

February 2015

GENERATE

Balance Sheet

PRINT

EXPORT

Monthly

Annual

Year:

2015

GENERATE



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
- Income Statement
- Trial Balance

Account Receivables

- Outstanding Receivable
- Collected Report

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ITR Reports

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

Balance Sheet

Monthly

Annual

Month: February 2015

GENERATE

PRINT

EXPORT

Dela Cruz, Juan Santos

STATEMENT OF FINANCIAL POSITION

As of February - 2015

(Amounts in Philippine Pesos)

		February - 2015
A S S E T S		
CURRENT A S S E T S		
Cash and cash equivalents	P	1,400.28
Receivables		500.00
Other Assets		407.75
Total Current Assets		2,308.03
NONCURRENT A S S E T S		
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.

Financial Statement

Balance Sheet

Income Statement

Trial Balance

Account Receivables

Outstanding Receivable

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Form 1601C

Form 1601E

Form 1701

Form 1701Q

Form 2550M

Form 2550Q

Income Statement

PRINT

EXPORT

Monthly

Annual

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

Income Statement

PRINT

EXPORT

Monthly

Annual

Month:

February 2015

GENERATE

Income Statement

PRINT

EXPORT

Monthly

Annual

Year:

2015

GENERATE

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).

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- Form 1601C
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- Form 1701Q
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- Form 2550Q

Income Statement

PRINTEXPORT

Monthly

Annual

Month: February 2015

GENERATE

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.

Financial Statement

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- Form 1701Q
- Form 2550M
- Form 2550Q

Trial Balance Report

Monthly

Annual

Account Code	Account Name	As of	Debit	Credit	As of
--------------	--------------	-------	-------	--------	-------

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

Trial Balance Report

Monthly

Annual

Month: February 2015

GENERATE

PRINT

EXPORT

Trial Balance Report

Monthly

Annual

Year: 2015

GENERATE

PRINT

EXPORT

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).

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- 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.

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- Form 1701Q
- Form 2550M
- Form 2550Q

Outstanding Receivable Report

PRINT

EXPORT

Date:

From:02/11/2015

To:02/11/2015

HMO Partner:

All

GENERATE

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).*

Financial Statement

- Balance Sheet
- Income Statement
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- Form 1701
- Form 1701Q
- Form 2550M
- Form 2550Q

Outstanding Receivable Report

PRINT

EXPORT

Date:

From: 02/01/2015

To: 02/11/2015

GENERATE

HMO Partner:

All

Dela Cruz, Juan Santos

78 Buendia Ave. Makati City

VAT Reg. TIN: 000-143-344-000

Outstanding Receivable Report

February 01,2015 - February 11,2015

Invoice Date	Invoice No.	HMO Partner	Patient Name	Status	Amount
2015-02-11	Inv-0000007	Medicare	Mike Lee	posted	500.00
Total:					500.00

- Step 1. Click collected report, this will appear.

Step 3. Click generate. This will appear. *\*(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

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- Collected Report

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- Sales per Service

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- Form 2550M
- Form 2550Q

Collected Report

Date:

From: 02/01/2015

To: 02/11/2015

HMO Partner: All

MOP: All

GENERATE

Dela Cruz, Juan Santos

78 Buendia Ave. Makati City

VAT Reg. TIN: 000-143-344-000

Collected Report

February 01,2015 - February 11,2015

Payment Date	Invoice No.	Collected No.	HMO Partner	Patient Name	MOP	Ref. No.	Status	Amount
2015-02-10	Inv-0000001	Col-0000001	Maxicare	Maria Santos	HMO	ref_001	posted	346.07
2015-02-10	Inv-0000002	Col-0000002	Asian Life	Kris Lao	HMO	ref_002	posted	273.21
2015-02-10	Inv-0000003			Jack Gil	Cash		posted	300.00
2015-02-10	Inv-0000004			Erica Rosales	Cash		posted	1,360.00
2015-02-10	Inv-0000005			Mae Harizon	Cash		posted	880.00
2015-02-10	Inv-0000006			Yue Seuo	Cash		posted	1,480.00
Total								4,639.28

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

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

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

Sales per Service

PRINT

EXPORT

Dates:

From: 02/11/2015

To: 02/11/2015

GENERATE

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).*

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

Sales per Service

PRINT

EXPORT

Dates:

From: 02/01/2015

To: 02/11/2015

GENERATE

Dela Cruz, Juan Santos

78 Buendia Ave. Makati City

VAT Reg. TIN: 000-143-344-000

Sales per Service

February 01,2015 - February 11,2015

Date	Invoice No.	Service Code	Service Description	Hour	Rate	Amount
2015-02-10	Inv-0000001	service_001	Consultation	1	380.00	380.00
2015-02-10	Inv-0000004	service_001	Consultation	1	380.00	380.00
2015-02-10	Inv-0000005	service_001	Consultation	1	380.00	380.00
2015-02-10	Inv-0000002	service_002	Check Up	1	300.00	300.00
2015-02-10	Inv-0000003	service_002	Check Up	1	300.00	300.00
2015-02-10	Inv-0000004	service_003	Laboratory	1	980.00	980.00
2015-02-10	Inv-0000006	service_003	Laboratory	1	980.00	980.00
2015-02-10	Inv-0000005	service_004	X-ray	1	500.00	500.00
2015-02-10	Inv-0000006	service_004	X-ray	1	500.00	500.00
Total Amount						4,700.00



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

Step 1. Click monthly expense, this will appear.

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

Monthly Expense

PRINT

EXPORT

Date:

From: 02/11/2015

To: 02/11/2015

GENERATE

- 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).*

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

Monthly Expense

PRINT

EXPORT

Date:

From: 02/01/2015

To: 02/11/2015

GENERATE

Dela Cruz, Juan Santos

78 Buendia Ave. Makati City

VAT Reg. TIN: 000-143-344-000

Monthly Expenses Report

February 01,2015 - February 11,2015

Account Code	Account Name	Amount
6001-006	Communication, Light and Water	2,891.96
Total		2,891.96

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

Step 1. Click 1601C, this will appear.

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

Form 1601C

February

2015

GENERATE

- 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.

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

Form 1601C

February

2015

GENERATE

SAVE

POST

(To be filled up by the BIR)

PSQC

PSIC

Republika ng Pilipinas

Kagawaran ng Pananalapi

Kawanihan ng Rentas Internas

Monthly Remittance Return

of Income Taxes Withheld

on Compensation

BIR Form No.

1601-C

July 2008 (ENCS)

1 For the Month (MM / YYYY)

2 Amended Return?

3 No. of Sheets Attached

4 Any Taxes Withheld?

5 TIN

6 RDO Code

7 Line of Business/ Occupation

8 Withholding Agent's Name (Last Name, First Name, Middle Name for Individuals/Registered Name for Non-Individuals)

9 Telephone Number

10 Registered Address

11 Zip Code

12 Category of Withholding Agent

13 Are there payees availing of tax relief under Special Law or International Tax Treaty?

14 A.T.C.

15 Total Amount of Compensation

16 Less: Non-Taxable Compensation

16A Statutory Minimum Wage (MWEs)

16B Holiday Pay, Overtime Pay, Night Shift Differential Pay, Hazard Pay (Minimum Wage Earner)

16C Other Non-Taxable Compensation

17 Taxable Compensation

18 Tax Required to be Withheld

19 Add/Less: Adjustment (from Item 26 of Section A)

20 Tax Required to be Withheld for Remittance

21 Less: Tax Remitted in Return Previously Filed, if this is an amended return

21A Other Payments Made (please attach proof of payment BIR Form No. 0605)

21B

Amount of Compensation

Tax Due

3,000.00

0.00

0.00

3,000.00

0.00

500.00

0.00

500.00

0.00

0.00

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.

Step 1. Click 1601E, this will appear.

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

\*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.

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

Form 1701

2015

GENERATE

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.

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 2551M

Form 1701

Form 1701Q

Form 1701

2015

GENERATE

SAVE

POST

For BIR Use Only

BCS/ Rem

170106/13ENC-SP1

1701

June 2013 (ENCIS) Page 1

1 For the Year (MM/20YY) 1 2 /20 1 5

2 Amended Return? Yes No

3 Short Period Return? Yes No

4 Alphabetic Tax Code (ATC)

II 011 Compensation Income X

II 012 Business Income / Income from Profession

II 013 Mixed Income

5 Taxpayer Identification Number (TIN) 000-837-093-000

6 RDO Code 0 4 5

7 Tax Filer Type x Single Proprietor Professional Estate Trust

8 Tax Filer's Name (Last Name, First Name, Middle Name for Individuals) / ESTATE of (First Name, Middle Name, Last Name) / TRUST FAO (First Name, Middle Name, Last Name)

9 Trade Name

10 Registered Address (Indicate complete registered address)

7 8 B u s i n e s s A d d r e s s M a k a t i l C i t y

11 Date of Birth (MM/DD/YYYY) 0 2 / 2 8 / 1 9 8 5

12 Email Address m p c @ y a h o o . c o m

13 Contact Number 9 4 1 6 3 8 1

14 Civil Status x Single Married Legally Separated Widower

15 If Married, indicate whether spouse has income With Income X With No Income

16 Filing Status Joint Filing X Separate Filing

17 Main Line of Business s e r v i c e

18 PSIC

19 PSOC

20 Method of Deduction x Itemized Deduction (Sec. 34 (a)-(c), NIRC)

Optional Standard Deduction (OSD) 40% of Gross Sales/ Receipts/Revenues/ Fees (Sec. 34(L), NIRC, as amended by R.A. 9593)

21 Method of Accounting x Cash Accrual Others (Specify)

22 Income Exempt from Income Tax? Yes No X

23 Income subject to Special/Preferential Rate? Yes No

24 Claiming Additional Exemptions? X Yes No

25 If YES, enter number of Qualified Dependent Children (Enter information about Children on Part VISA of Page 2)

Part II – Total Tax Payable (Do NOT enter Certavos)

26 Total Income Tax Due (Overpayment) for Tax Filer and Spouse (Sum of Items 72A & 72B)

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 twelve (12) pages.

- 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.

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

Form 2550M

February

2015

GENERATE

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.

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

Form 2550M

February

2015

GENERATE

SAVE

POST

(To be filled up by the filer)

DUN: 

Republika ng Pilipinas

Kagawaran ng Pananalapi

Kawanihan ng Rentas Internas

PSIC: 

BIR Form No.

2550M

February 2007 (ENCS)

1 For the Month of (MM/YYYY) 

02

2015

2 Amended Return 

Yes

No

3 Number of sheets attached

Part I

Background Information

4 TIN 

000-143-344-000

5 RDO Code 

043

6 Line of Business 

Private Medical, Dental, Oth

7 Taxpayer's Name (For Individual/Last Name, First Name, Middle Name)(For Non-individual) Registered Name 

Dela Cruz, Juan Santos

8 Telephone Number 

8871234

9 Registered Address 

78 Buendia Ave. Makati City

10 Zip Code 

1200

11 Are you availing of tax relief under Special Law of International Tax Treaty? 

Yes

No

 If yes, specify

Part II

Computation of Tax (Attach additional sheets, if necessary)

12 Vatable Sales/Receipt - Private (Sch.1) 

12A

4,198.43

12B

603.67

13 Sales to Government 

13A

0.00

13B

0.00

14 Zero Rated Sales/Receipts 

14

0.00

15 Exempt Sales/Receipts 

15

0.00

16 Total Sales/Receipts and Output Tax Due 

16A

4,198.43

16B

603.67

17 Less: Allowable Input Tax 

17A

0.00

17B

0.00

17C

0.00

17D

0.00

17E

0.00

17F

0.00

18 Current Transactions 

18A/B

0.00

18B

0.00

18C/D

0.00

18D

0.00

18E/F

0.00

18F

0.00

18G/H

0.00

18H

0.00

18I/J

2,891.98

18J

347.64

18K/L

0.00

18L

0.00

18M

0.00

18M

0.00

18N/O

0.00

18N

0.00

18P

2,891.98

18P

0.00

19 Total Available Input Tax (Sum of Item 17F,18B,18D,18F,18H,18J,18L & 18O) 

19

347.64

20 Less: Deductions from Input Tax 

20A

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.



f. Form 2551M - Monthly Percentage Tax Return

Step 1. Click 2551M, this will appear.

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 2551M

Form 1701

Form 1701Q

Form 2551M

February

2015

GENERATE

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.

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 2551M

Form 1701

Form 1701Q

Form 2551M

February

2015

GENERATE

SAVE

POST

(To be filed up by the BIR)

PSIC:

Republika ng Pilipinas

Kagawaran ng Pansalalaki

Kawanihan ng Rentas Internas

Monthly Percentage Tax Return

BIR Form No.

2551M

September 2005 (ENCS)

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 For the Calendar Fiscal

2 Year ended (MM/YYYY) 1 2 2 0 1 5

3 For the month (MM/YYYY) 0 2 2 0 1 5

4 Amended Return Yes No

5 Number of sheets attached

Part I Background Information

6 TIN 0 0 0 - 8 3 7 - 0 9 3 - 0 0 0

7 RDO Code 0 4 5

8 Line of Business/ Occupation Service

9 Taxpayer's Name (For Individual) Last Name, First Name, Middle Name (For Non-individual) Registered Name Santos, Maria

10 Telephone Number 9 4 1 6 3 8 1

11 Registered Address 7 8 Buendia Ave. Makati City

12 Zip Code 1 2 0 0

13 Are you availing of tax relief under Special Law or International Tax Treaty? Yes No

Part II Computation of Tax

Taxable Transaction/ Industry Classification	A.T.C.	Taxable Amount	Tax Rate	Tax Due
Person exempt from VAT on	(P) 010	0.00	3.00	0.00
14A	14B	14C	14D	14E
15A	15B	15C	15D	15E
16A	16B	16C	16D	16E
17A	17B	17C	17D	17E
18A	18B	18C	18D	18E
19 Total Tax Due				0.00
20 Less: Tax Credits/Payments				0.00
20A Creditable Percentage Tax Withheld Per BIR Form No. 2307 (See Schedule 1)				0.00

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.

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

Step 1. Click 2550Q, this will appear.

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

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.

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

Form 2550Q

First Quarter ▼

2015

GENERATE

SAVE

POST

(To be filed up by the filer)

PSIC

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) <input checked="" type="checkbox"/> Calendar <input type="checkbox"/> Fiscal 03 2015	2 Quarter <input checked="" type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th	3 Return Period From (mm/dd/yyyy) To 01 01 15 03 31 15	4 Amended Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	5 Short Period Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6 TIN 000-143-344-000	7 RDO Code 0 4 8	8 Number of sheets attached	9 Line of Business Private Medical C	
10 Taxpayer's Name (For individual) Last Name, First Name, Middle Name (For Non-individual) Registered Name Deia Cruz, Juan Sambo			11 Telephone Number 9371234	
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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, specify				
<b>Part II Computation of Tax (Attach additional sheets, if necessary)</b>				
15 Variable Sales/Receipt - Private (Sch.1)				
16 Sales to Government				
17 Zero Rated Sales/Receipts				
18 Exempt Sales/Receipts				
19 Total Sales/Receipts and Output Tax Due				
20 Less: Allowable Input Tax				
20A Input Tax Carried Over from Previous Quarter				
20B Input Tax Deferred on Capital Goods Exceeding P1Million from Previous Quarter				
20C Transitional Input Tax				
20D Presumptive Input Tax				
20E Others				
20F Total (Sum of Item 20A, 20B, 20C, 20D & 20E)				
21 Current Transactions				
21A/B Purchase of Capital Goods not exceeding P1Million (see sch.2)				
21C/D Purchase of Capital Goods exceeding P1Million (see sch.3)				
21E/F Domestic Purchases of Goods Other than Capital Goods				
21G/H Importation of Goods Other than Capital Goods				
21I/J Domestic Purchase of Services				
21K/L Services rendered by Non-residents				
21M Purchases Not Qualified for Input Tax				
21N Others				
21P Total Current Purchases (Sum of Item 21A, 21C, 21E, 21G, 21I, 21K, 21M & 21N)				
22 Total Available Input Tax (Sum of Item 20F, 21B, 21D, 21F, 21H, 21J, 21L & 21O)				
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.