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.

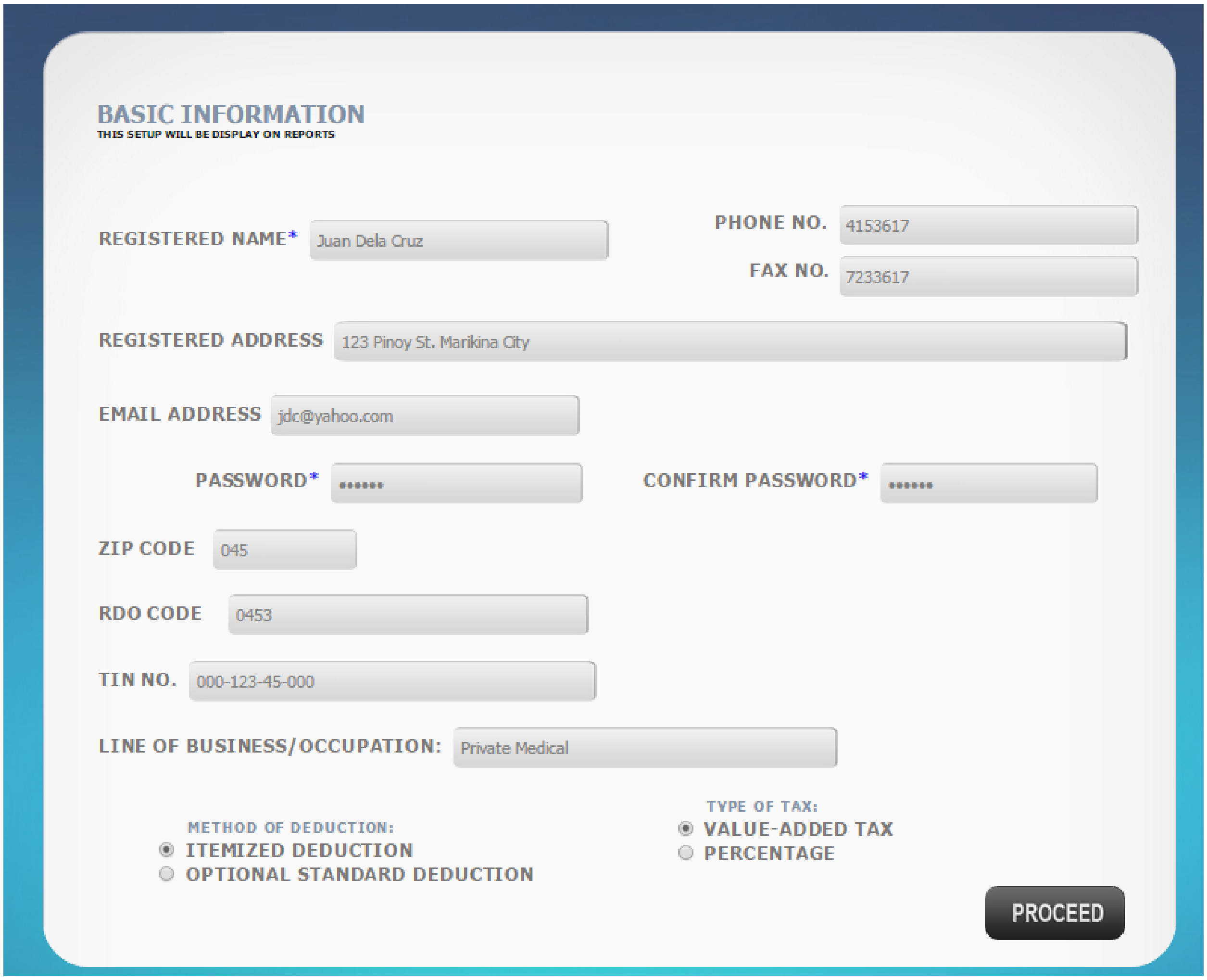
Step 2. Fill up e-mail address. *(*E-mail address provided must be active for confirmation)*

Step 3. 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.



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

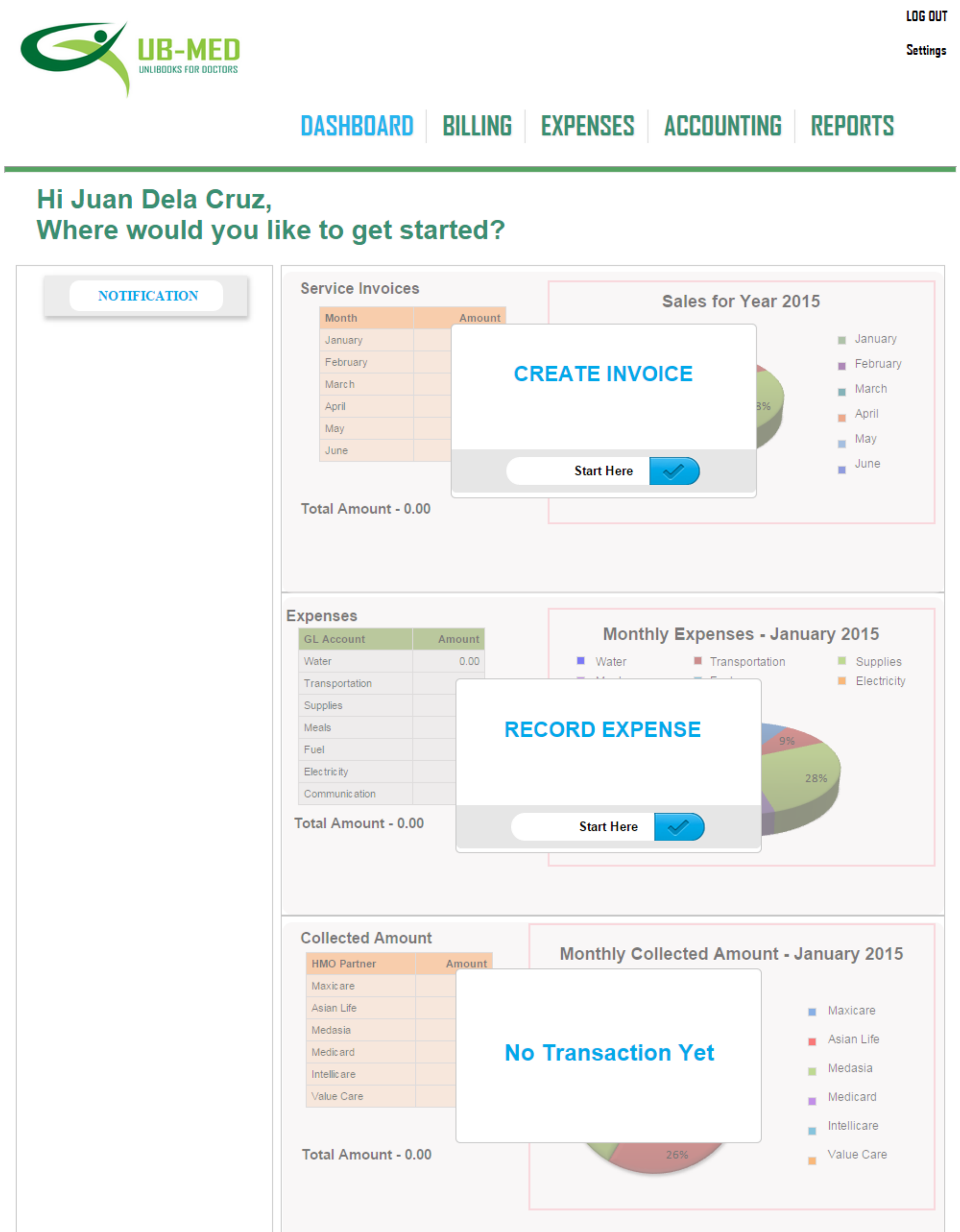
1. Registered Name (Last Name, First Name, Middle Name for Individuals)
2. Registered Address
3. Phone No.
4. Fax No.
5. Password *(*Must contain atleast 6 characters)*
6. Confirm Password
7. Zip Code
8. RDO Code(known as Revenue District Office, where taxpayer is registered)
9. TIN
10. Line of Business/Occupation (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

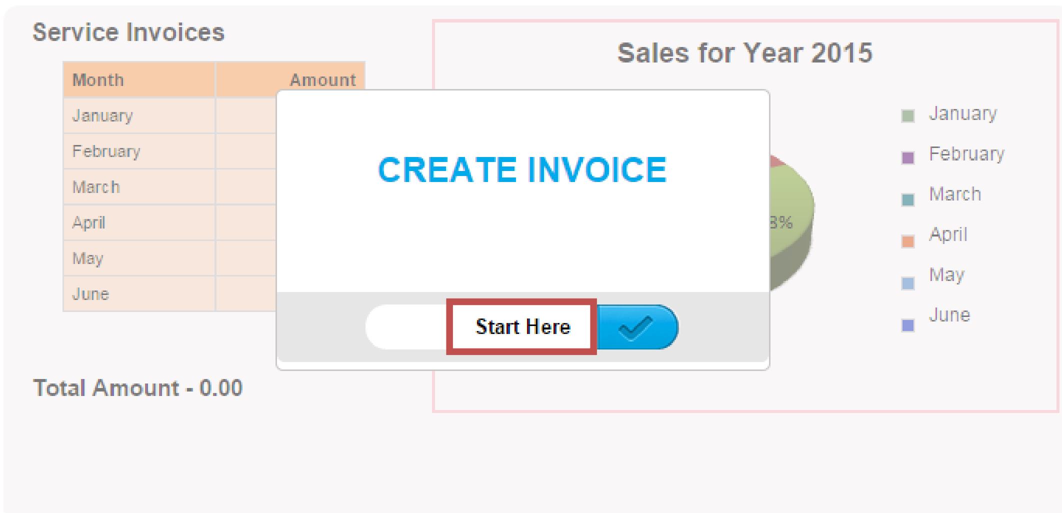
After you click proceed, this will appear. To start, there will be two options:

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).

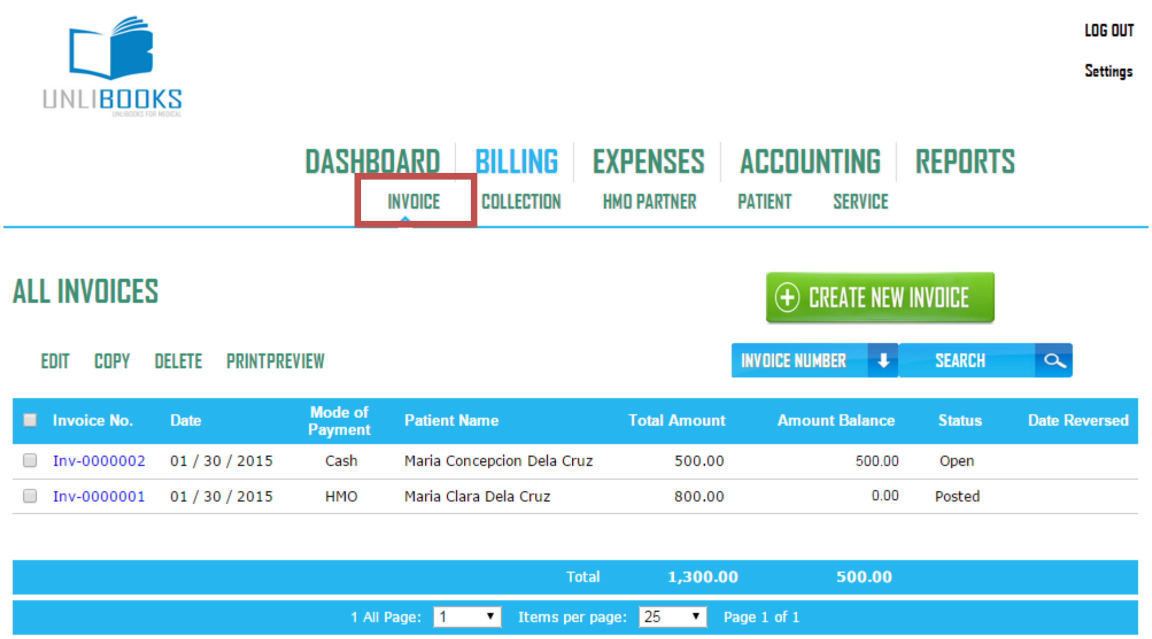


D. To create new invoice

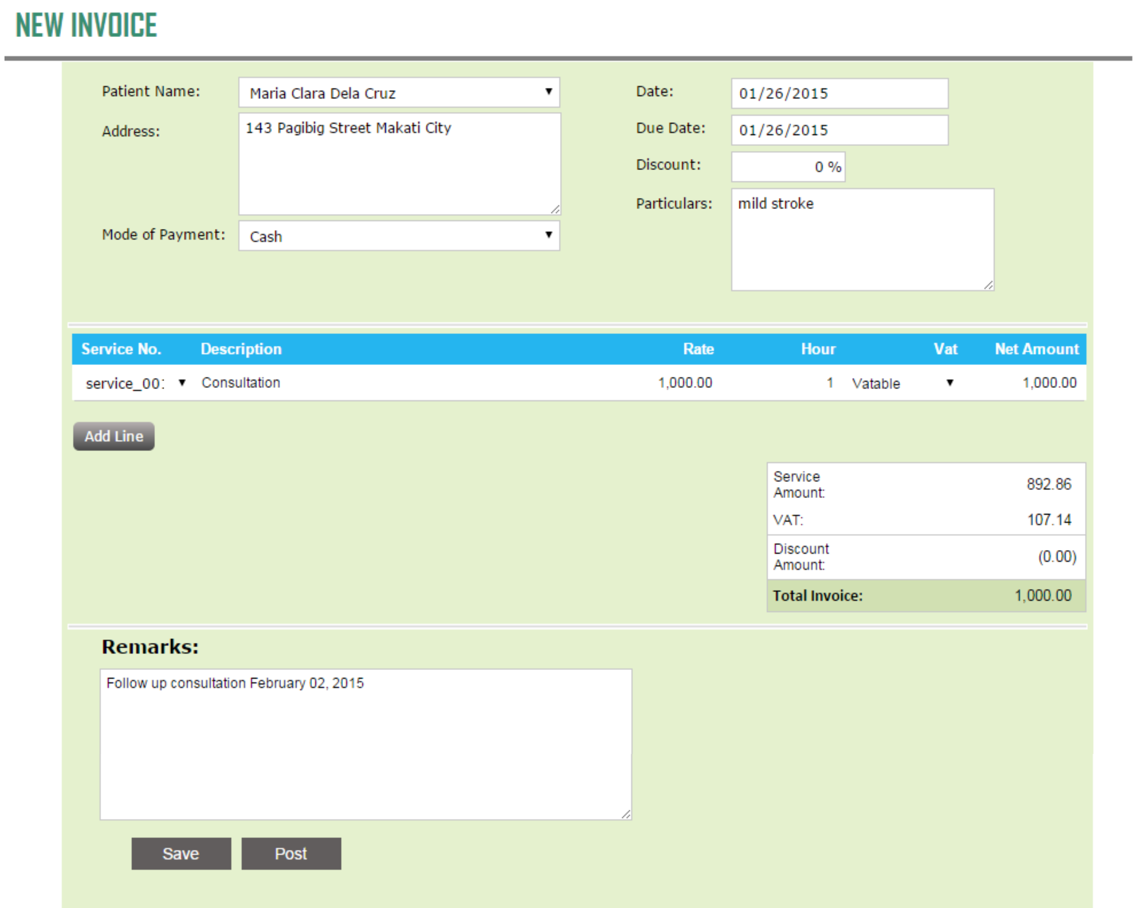
From dashboard, click the start here button or;



Go to Billing, then select Invoice



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



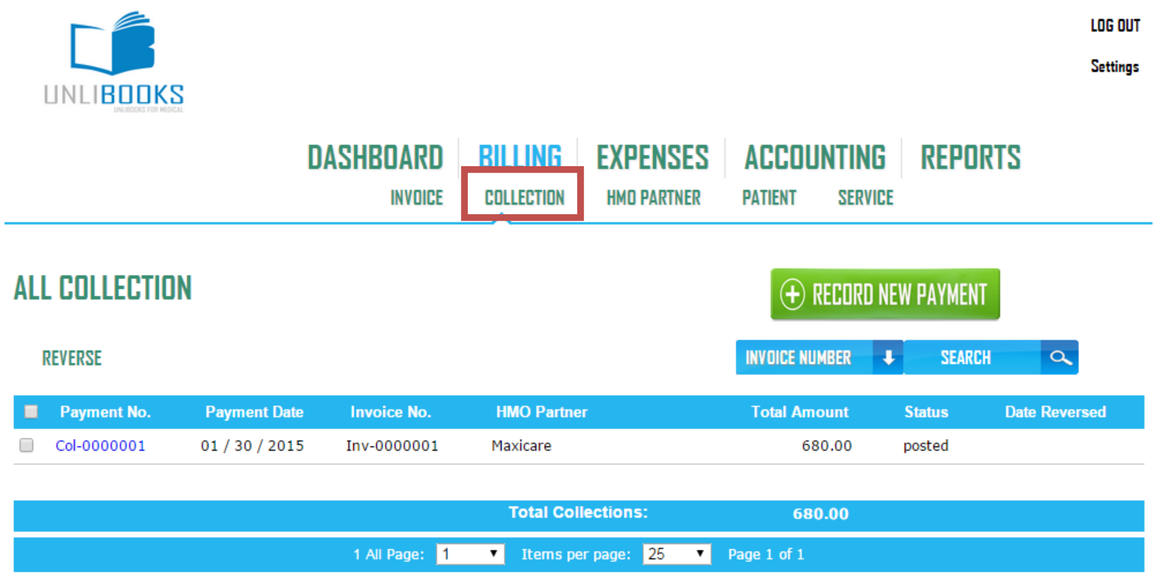
Step 2. Click Save for transaction not yet final with expected changes, this transaction will not yet included to your reports. The status for Saved transaction is Open or;

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

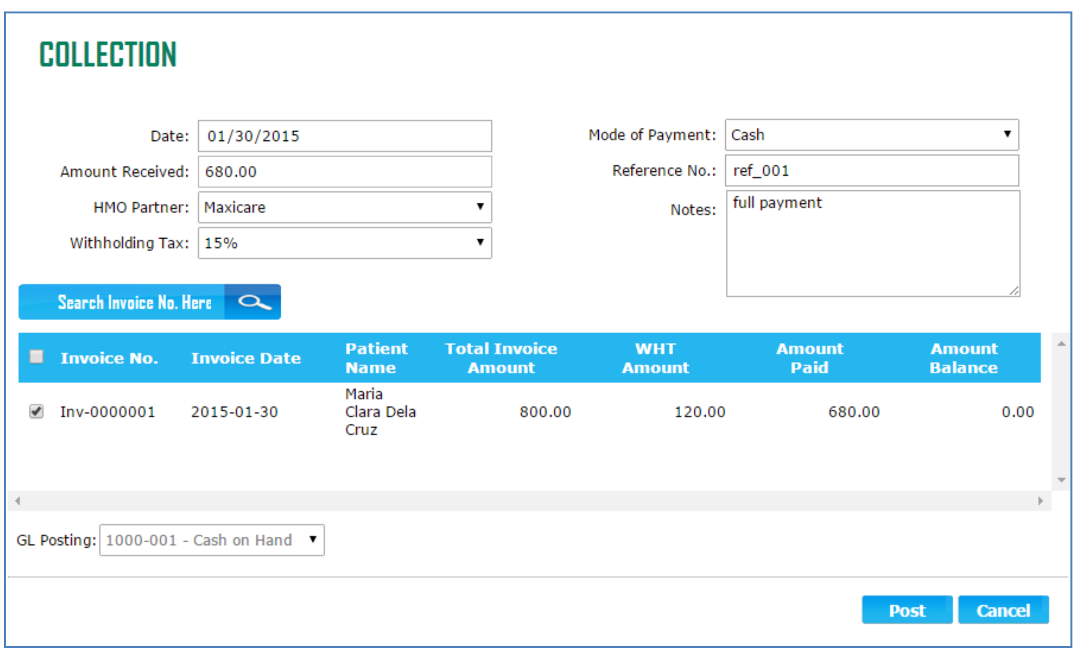
*(*When you click Save it can be edited or deleted but once posted, it can only be Reverse).*

E. To record new payment

Go to Billing, then select Collection.



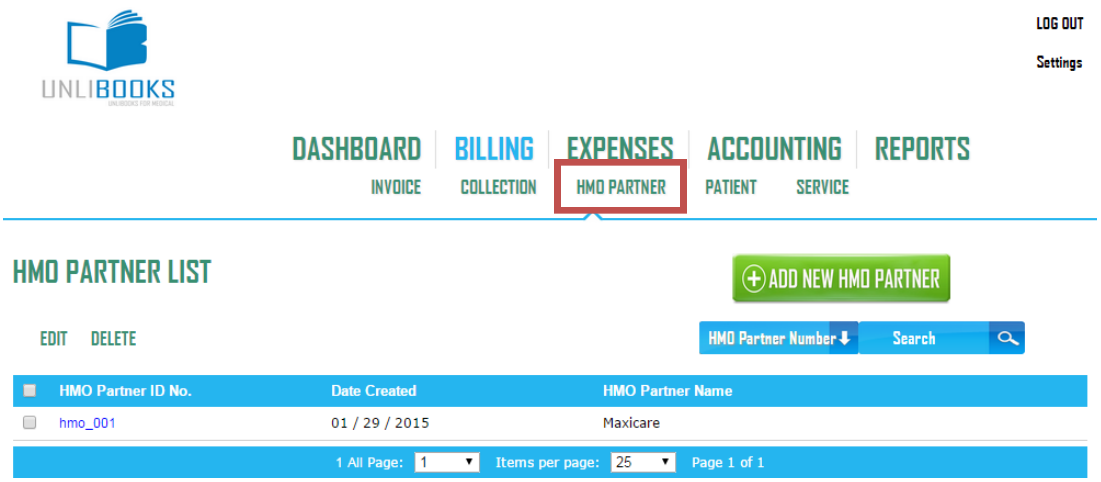
Step 1. Click record new payment, this box will appear. Fill out all the required field.



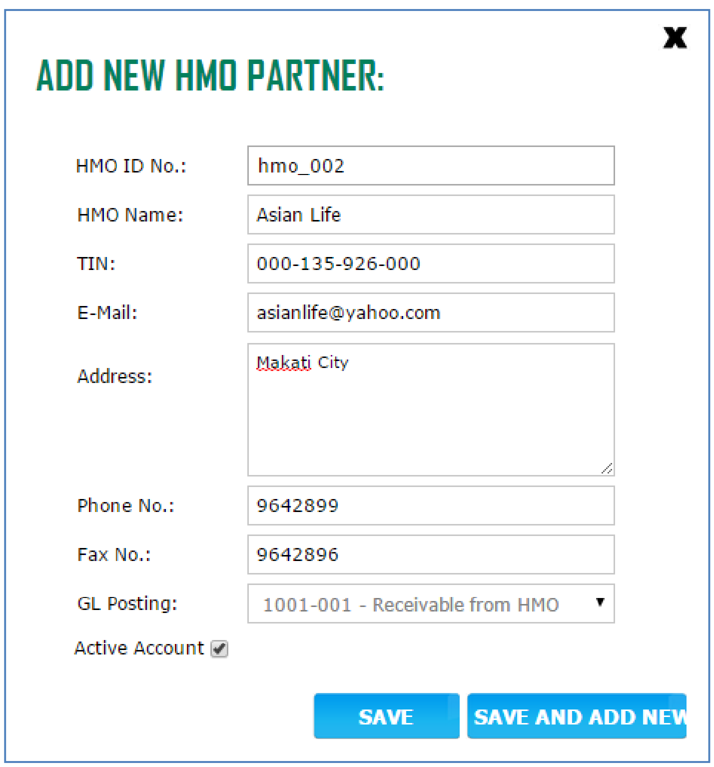
Step 2. Click Post if done. *(*Once you click Post, it cannot be edited. It can only Reverse.)*

F. To add new HMO partner

Go to Billing, then select HMO Partner.



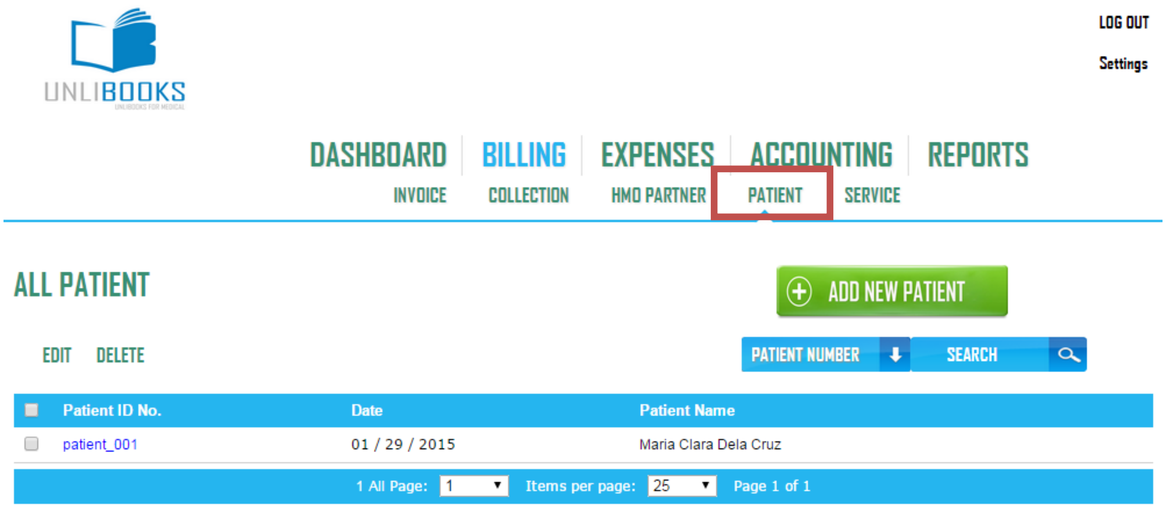
Step 1. Click add new HMO partner, this box will appear. Fill out all the required field.



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

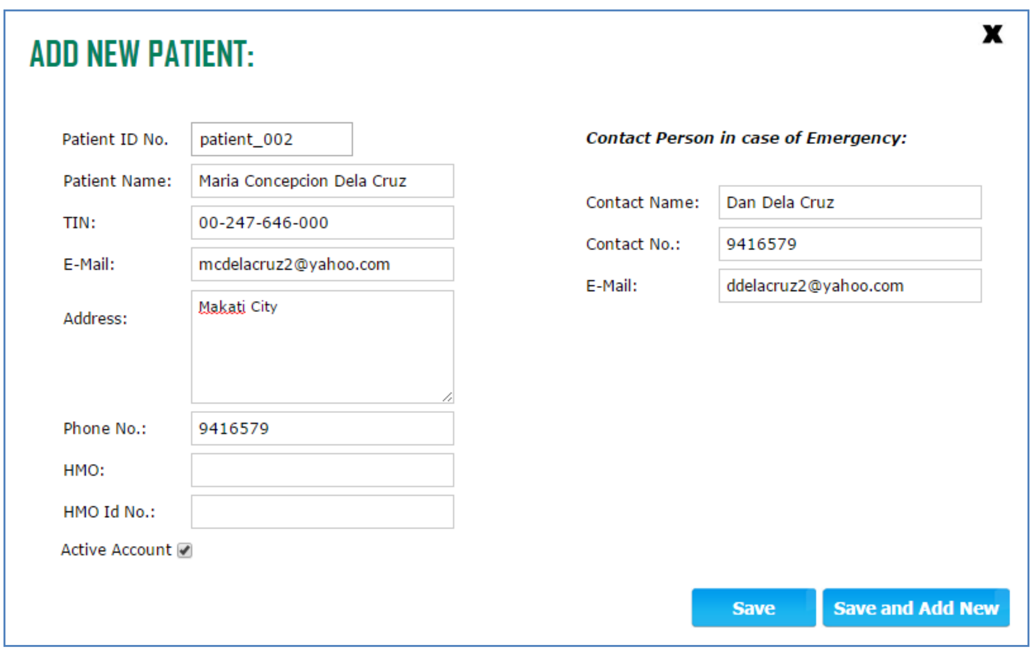
G. To add new patient

Go to Billing, then select Patient.



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

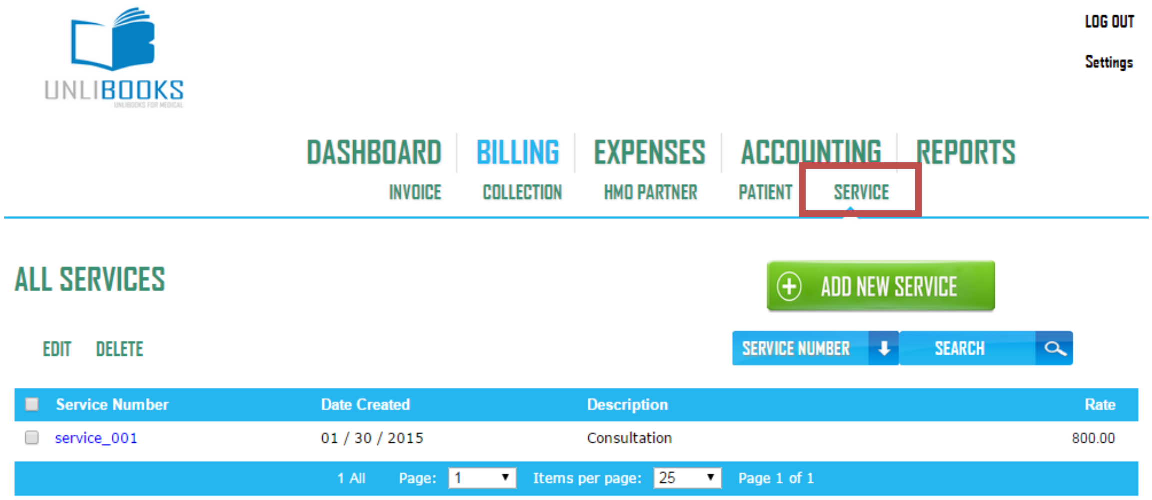
*(*HMO and HMO ID Number no need to fill up if the patient mode of payment is cash or check)*



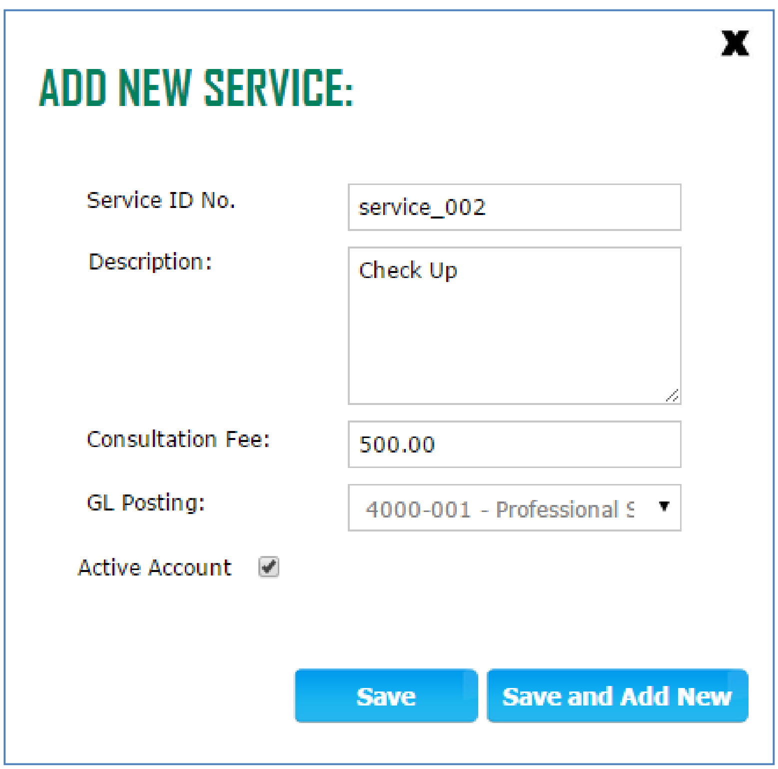
Step 2. Click Save or Save and Add New for another patient.

H. To add new service

Go to Billing, then select Service.



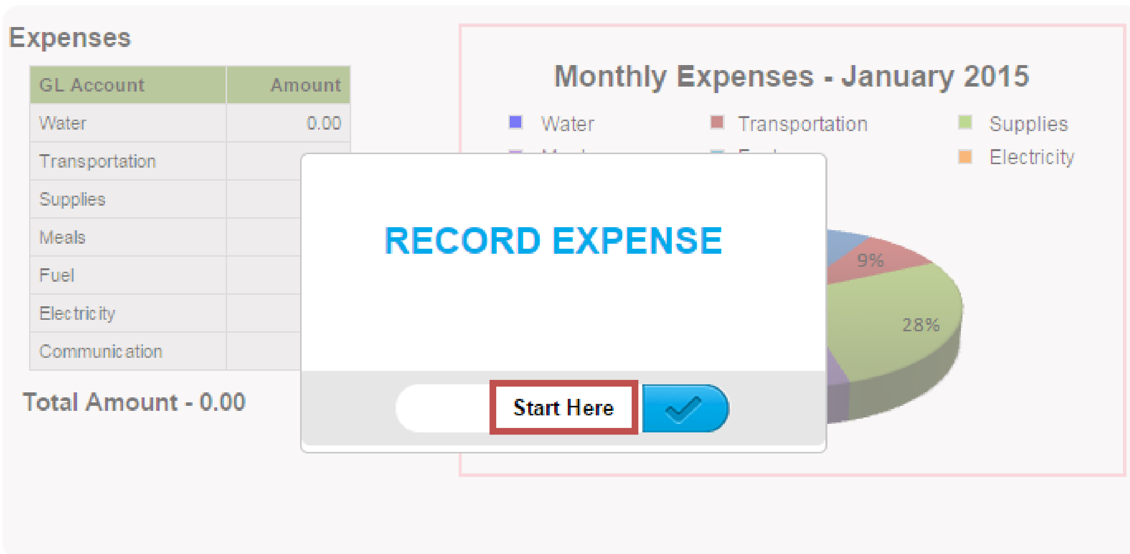
Step 1. Click add new service, this box will appear. Fill out all the required field.



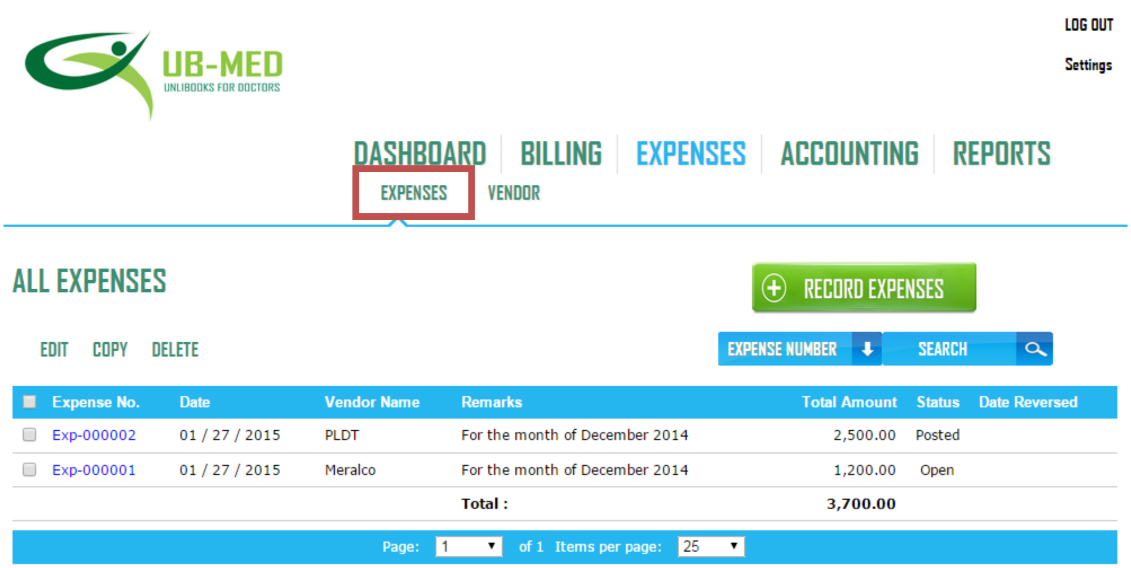
Step 2. Click Save or Save and Add New for another service.

I. To record expenses

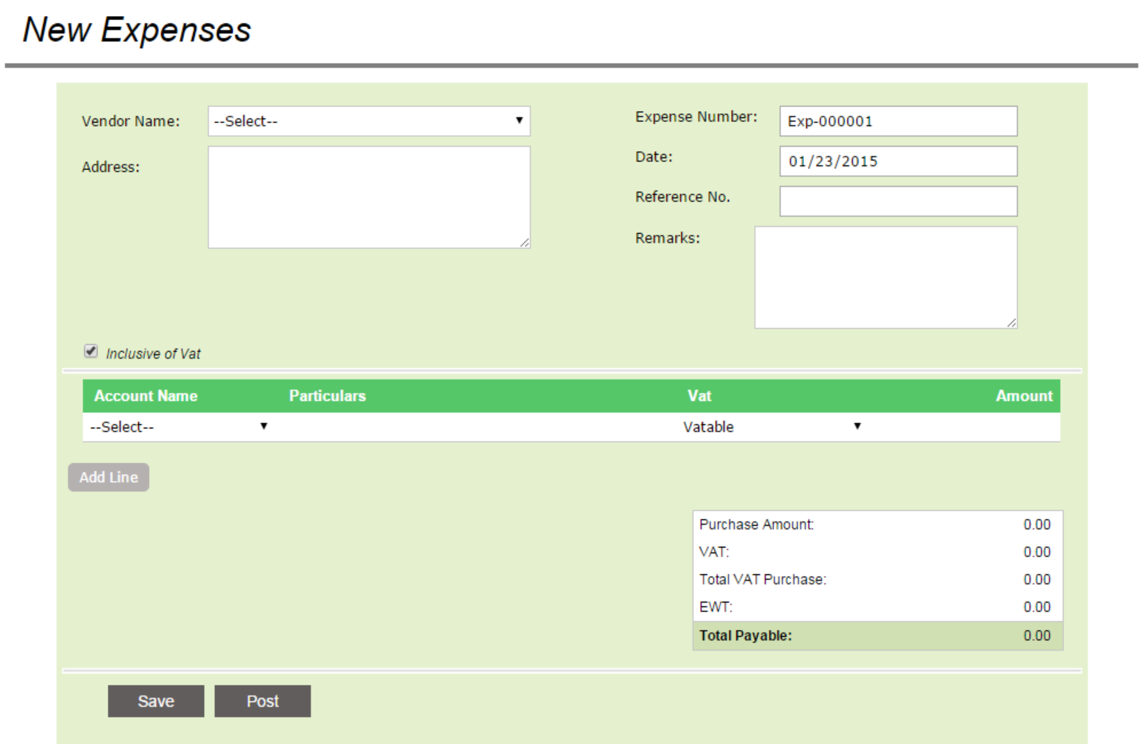
From dashboard, click the start here button or;



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.

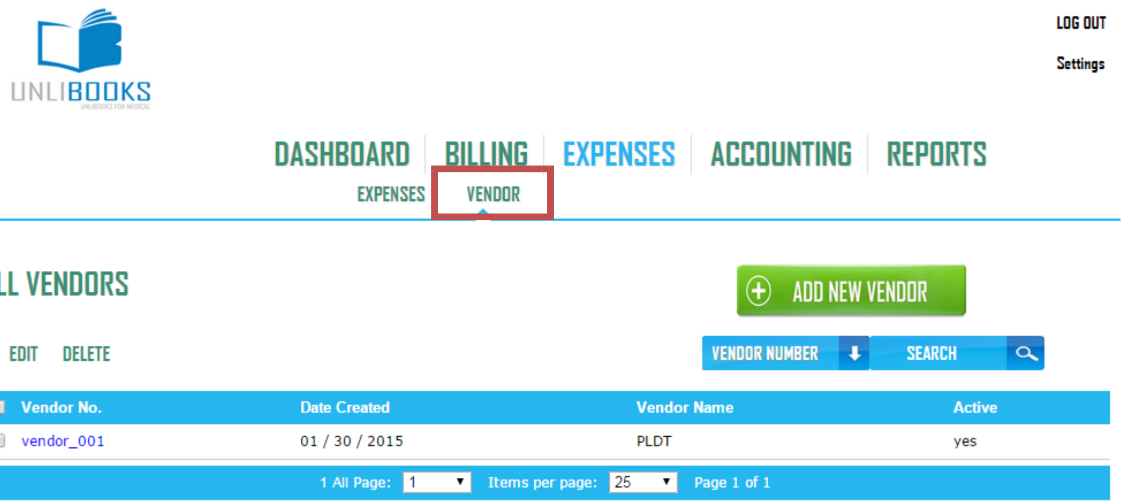


Step 2. Click Save or Post if the expenses is final.

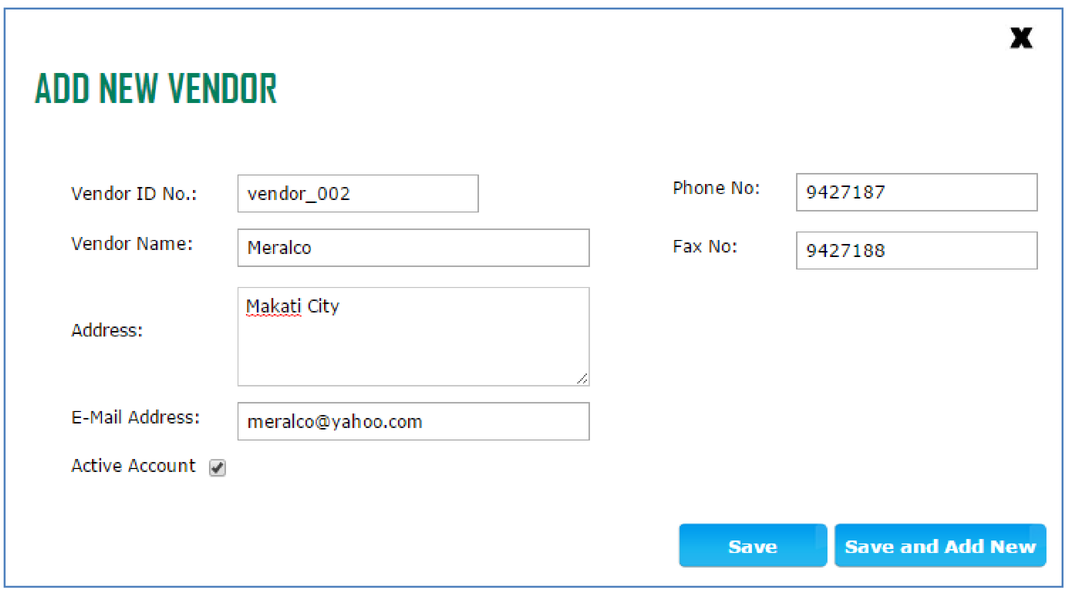
*(*When you click Save it can be edited or deleted but once posted, it can only be Reverse.)*

J. To add new vendor

Go to Expenses, then select Vendor.



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.

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