



# SYSTEM USER MANUAL

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This software developed for business related management applications.

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## SYSTEM OVERVIEW

To meet the emerging challenges of your business, your company should utilize a software that has an integrated suite of application that can cater to your company's diverse operations without compromising your profitability.

Managing your employees should always be your number one priority. This system has an HR ERP component that will handle the full spectrum of employee management, from onboarding to off boarding, and from benefits administration to timekeeping.

This system has a streamline procurement processes such as requisition requests, purchase order and good receipts creation, as well as returns management. Improve audits by matching documents, viewing information trails, it also improves the accuracy of procure-to-pay processes and optimize for cost-certainty. To manage the company's finances, it has a combine robust financial management with built-in business intelligence to drive smarter, quicker decision-making.

It has also a customer relationship management (CRM) ERP component which allows your company to keep track of all of your customer data within your ERP solution. You can gain insights from a CRM that will help optimize your marketing and sales efforts and to accelerate the order-to-cash process by tying sales, finance and fulfillment to pricing, sales order management and returns management. This system will also level up the game by getting your products to market quickly and efficiently by leveraging real-time visibility into production management processes.

This system has a component that would manage end-to-end inventory and inbound/outbound logistics in real time while minimizing total cost of ownership of your company which can be utilize in this system. To simplify the management of your fixed assets with a virtual function, eliminating the need for repetitive manual data entry can also be done in this system.

To shorten cycle times, engage business users and enrich your planning process with an intuitive planning, budgeting and forecasting solution this system will allow you to create financial planning, as well as to define, execute and support supply chain/distribution management plans from a single, collaborative platform.

This system has a component that deals with data from all of the other ERP components. Since every business process involves money in one form or another, whether it's paying your employees or paying to ship goods, the financial management component works with all of the other components in your ERP system.

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# HUMAN RESOURCES

Human Resources refers to the function in an organization that deals with employee records, compensation and benefits and other issues related to employees. Moreover, this refer to both the people who work for a company or organization and the department responsible for managing resources related to employees. In human resource, company and employee information is registered through Company Info Register and Employee Register.

## COMPANY INFO REGISTER

How to process Company Info Register?



Click the Registry Menu and select Company Info Register under Human Resources section.

COMPANY INFO REGISTER:

The screenshot shows a form field for 'Company Name'. The text 'BLU ENERGY' is entered in the field. A red box highlights the entire field, and a red circle with the number '1' is positioned to the right of the field, indicating the first step in the process.

1. Select record in this Company Information form.

The screenshot shows the details of a selected record in the Company Info Register form. The form displays the following information:

<b>BLU ENERGY</b> <i>your great value fuel station!</i>			
Company Name: <b>BLU ENERGY</b>	Address: <b>Puntod, Cagayan de Oro City</b>		
Contact Number: <b>00000000000000</b>	Email: <b>blue@gmail.com</b>	Website: (URL) <b>www.blueenergy.ph</b>	TIN <b>000-000-000-000</b>
Tax type <b>VAT</b>	Tax percentage <b>12.00</b>		

Details of selected record are displayed here.

Company Name

BLU ENERGY

2. Click  (Edit) icon to modify the corresponding information.

Edit Company Info

 **BLU ENERGY**  
your great value fuel station!

Select Photo

Company Name:  
BLU ENERGY

Address:  
Puntod, Cagayan de Oro City

Region: X      Contact Number: 00000000000000

Email: blue@gmail.com      Website: (URL) www.blueenergy.ph

TIN: 000-000-000-000      Tax Type: VAT

Tax Percentage (%): 12

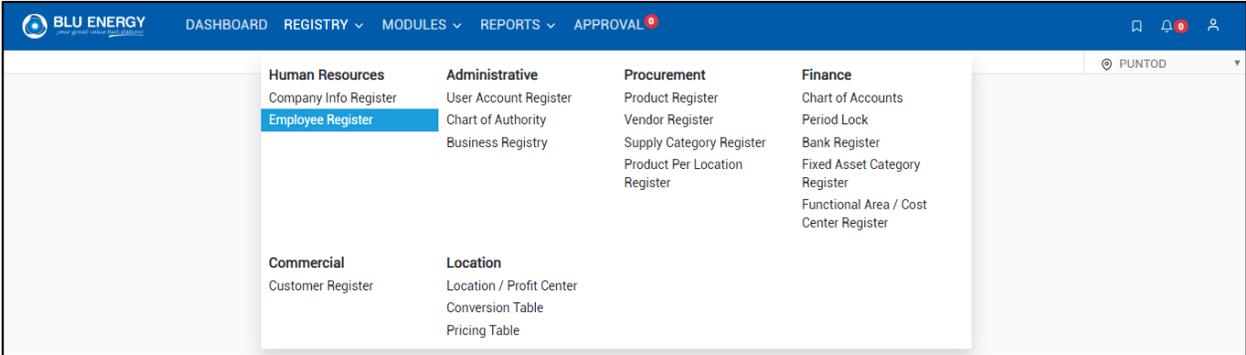
Cancel Update

3. Modify company details and click  button to change logo.
4. Once done, click  button, otherwise click  button to cancel action.

# EMPLOYEE REGISTER

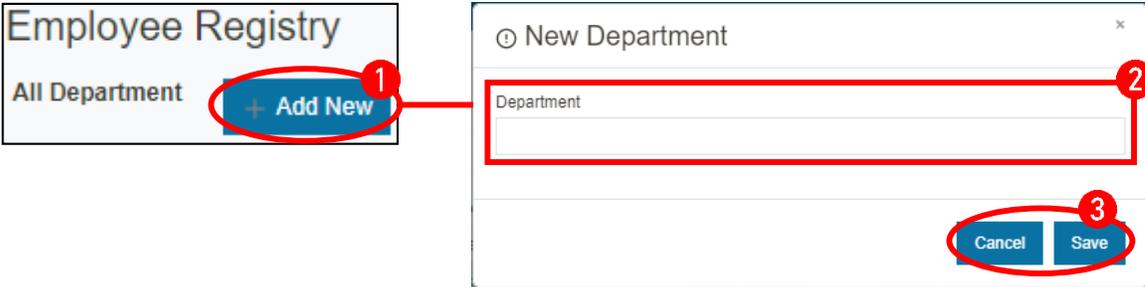
In this section, system administrator registers authorized personnel for all branches. Authorized personnel per branch are able to add employees under their corresponding branches. Department refers to a section in the business. Employee type refers to a group defined by how employees are paid. Employee types are used for payroll, time tracking, and reporting purposes.

## How to process Employee Register?



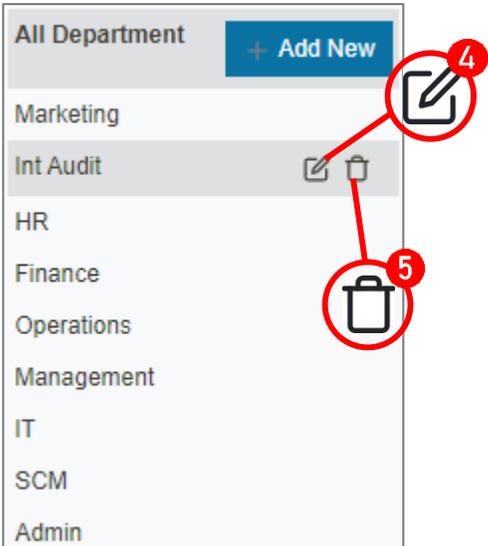
Click the Registry Menu and select Employee Register under Human Resources section.

### EMPLOYEE REGISTER:



1. Click **+ Add New** button. (A New Department entry will appear)
2. In New Department entry, enter Department.
3. Click **Save** button to add Department, otherwise Click **Cancel** button.

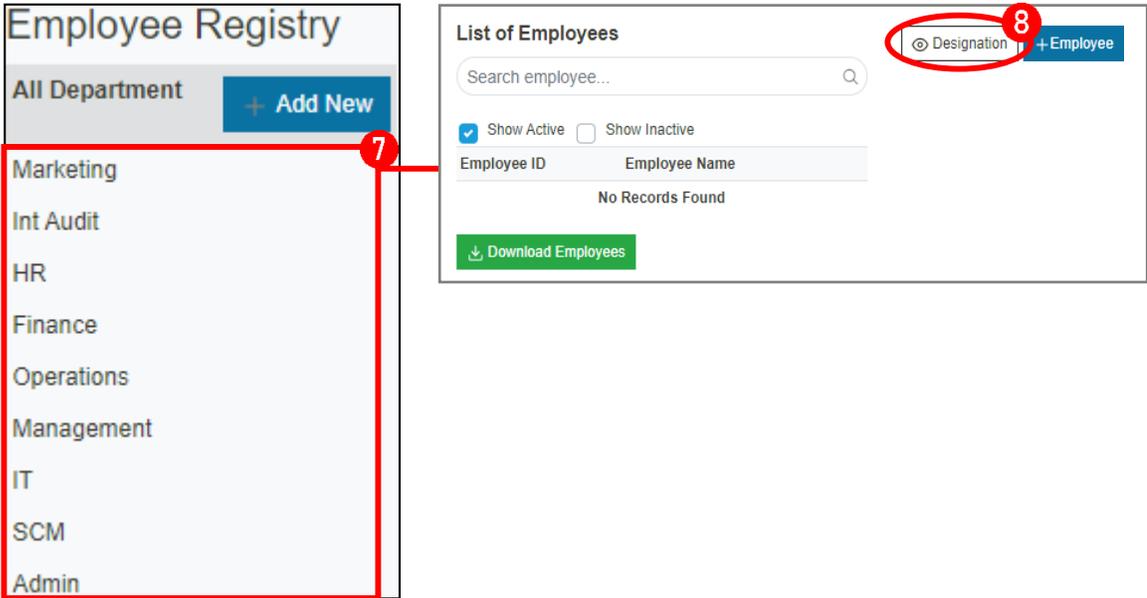
To add/register more employees, repeat steps 1 - 3.



- 4. Click  (Edit) icon to modify entry.
- 5. To remove entry, click  (Delete) icon.



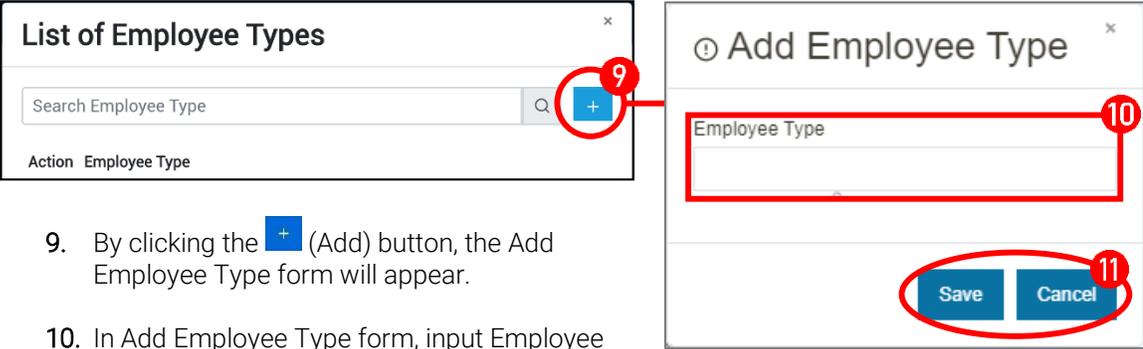
- 6. Click  button to update entry, otherwise click  button to discard.



After adding a department.

- 7. Select department from All Department lists. (The List of Employees will appear)

8. In the List of Employees, click the  button to add types of employees. (List of Employee Types form will appear)



9. By clicking the  (Add) button, the Add Employee Type form will appear.

10. In Add Employee Type form, input Employee Type.

11. Click  button to add employee type, otherwise click  button.

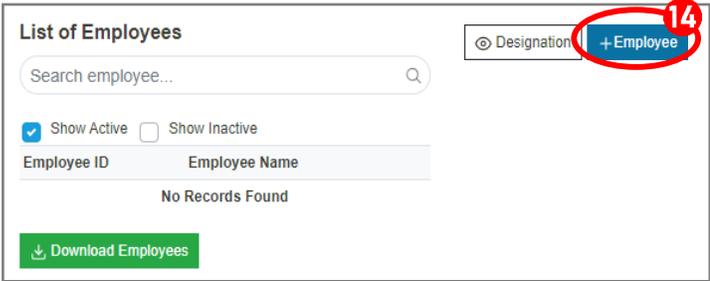
To add more employee types, repeat steps 6 – 8.



After adding Employee Type, next is to add employee.

12. Click  (Edit) icon to modify entry.

13. To remove entry, click  (Delete) icon.



14. To add employee, click  button to open New Employee form. (New Employee form will appear).

The screenshot shows a 'New Employee' form with the following sections and fields:

- Header:** 'New Employee' with a close button (X).
- Top Row:** 'ID No.' (text input), 'Department' (dropdown menu with 'IT' selected), and 'Location' (dropdown menu with 'PUNTOD' selected). A red circle labeled '15' is around this row.
- Personal Information Section:**
  - 'Complete Name' (text input)
  - 'Birthdate' (text input with placeholder 'mm/dd/yyyy')
  - 'Contact No.' (text input with '+63' prefix)
  - 'Email' (text input)
  - 'City Address' (text input)
  - 'Provincial Address' (text input)
- Work Information Section:**
  - 'Employee Type' (dropdown menu with 'ADMIN' selected)
  - 'Designation' (text input)
- Other Information Section:**
  - 'TIN' (text input)
  - 'SSS' (text input)
  - 'Philhealth' (text input)
  - 'Pag-ibig' (text input)
- Bottom Right:** 'Cancel' and 'Save' buttons. A red circle labeled '17' is around these buttons.
- Photo Section:** A placeholder image of a man in a suit and a 'Select Photo' button. A red circle labeled '16' is around the 'Select Photo' button.

15. Input data to required fields.

16. Upload photo by clicking **Select Photo** button.

17. Click **Save** button to confirm, otherwise click **Cancel** button.

To add more employees, repeat steps 8-16.

Employee ID	Employee Name
E-00043	Gift Fuentes
00278	Cashier 3
00272	Cashier 1
00277	Cashier 2

18. Select Employee from List of Employees to view employee details.

19. Click (Edit) icon to modify entry.

20. To remove entry, click (Delete) icon.

21. Click button to download list of employees.

Employee ID	Employee Name
E-00043	Gift Fuentes
00278	Cashier 3
00272	Cashier 1
00277	Cashier 2

**Export Report**

Filename: (.xls)

List of Employees(Apr 7, 2020)

22. Input Filename.

23. Click button to confirm, otherwise click button to cancel action.

	<b>Customer Informatio</b>		
	ID No:	00277	
	Name:	Cashier 2	
	City Address	iloilo	
	Provincial Address:	iloilo	
	Email Address:	sample@gmail.com	
	Contact No:		
	Birthday:	2013-02-18	
	<b>Work Information</b>		
	Department Operations	Employee Type CASHIER	Designation -
<b>Other Information</b>			
TIN -	SSS -	Philhealth -	
		Pag-ibig -	

Details of selected employee displays here.

# ADMINISTRATIVE

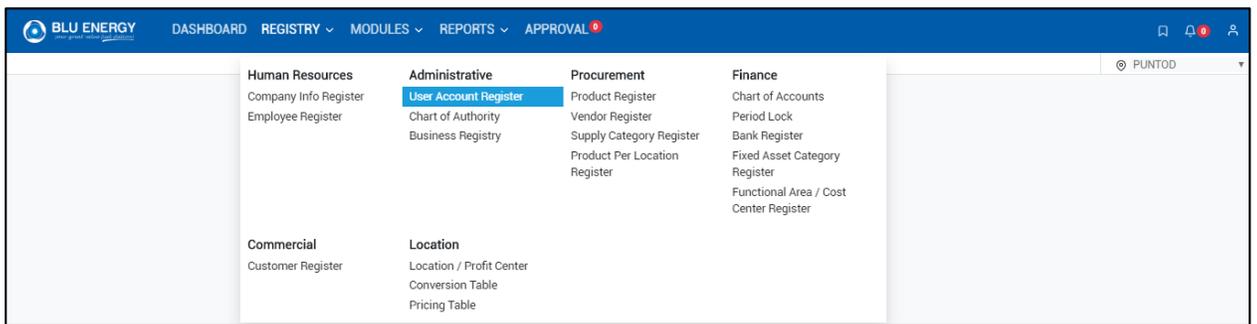
Administrative provides support to the employees for effective business operations and it stands as a link to all departments and is often called as the backbone of the organization. Administrative is composed of two (2) registries namely: User Account Register and Chart of Authority.

## USER ACCOUNT REGISTER

In user account register, the system administrator is responsible in assigning usernames and passwords for branch administrators, registered employees and designate what level/area in the system they are allowed to have access.

Branch administrators are responsible and authorized to assign usernames and passwords for employees in their respective branches.

### How to process User Account Register?



Click the Registry Menu and select User Account Register under Administrative section.

### USER ACCOUNT REGISTER:

The screenshot shows the 'User Account Register' interface. A table with columns 'User', 'Username', 'Password', 'Location', and 'Designation' is visible. A '+ New User' button is circled in red with a '1'. An arrow points to the 'New User Account' form, which has a 'Select User' dropdown circled in red with a '2'. The form contains fields for 'Username', 'Password', and 'Confirm Password'. At the bottom of the form, 'Cancel' and 'Save' buttons are circled in red with a '3'.

1. Click **+ New User** button to open New User Account form.
2. In Add New User Account form, Select User and input Username, Password and Confirm Password.
3. Click **Save** button to confirm entry, otherwise click **Cancel** Button to cancel action.

To add more user accounts, repeat steps 1 – 3.

User	Username	Password	Location	Designation	
Gift Fuentes	GFUENTES	GEF123	PUNTOD	Station Supervisor	 
Rodel, Rodel Rivera	rodel	123	PUNTOD	-	
Cashier 3	cashier3	cashier3	PUNTOD	-	

4. To edit, click  (Edit) icon to modify entry.
5. To remove entry, click  (Delete) icon.

User	Username	Password	Location	Designation
Gift Fuentes	GFUENTES	GEF123	PUNTOD	Station Supervisor
Cabunoc, Rodel Rivera	rodel	123	PUNTOD	-
Cashier 3	cashier3	cashier3	PUNTOD	-

6. Select User from List of User Account Register form to open User Access Settings.

User Access Settings will appear.

## User Access Settings

### Registry

<input type="checkbox"/> <b>Human Resources</b> <input type="checkbox"/> Company Info Register <input type="checkbox"/> Employee Register	<input type="checkbox"/> <b>Administrative</b> <input type="checkbox"/> User Account Register <input type="checkbox"/> Chart of Authority <input type="checkbox"/> Business Registry	<input type="checkbox"/> <b>Procurement</b> <input type="checkbox"/> Product Register <input type="checkbox"/> Vendor Register <input type="checkbox"/> Supply Category Register <input type="checkbox"/> Product Per Location Register
<input type="checkbox"/> <b>Finance</b> <input type="checkbox"/> Chart of Accounts <input type="checkbox"/> Period Lock <input type="checkbox"/> Bank Register <input type="checkbox"/> Fixed Asset Category Register <input type="checkbox"/> Functional Area / Cost Center Register	<input type="checkbox"/> <b>Commercial</b> <input type="checkbox"/> Customer Register	<input type="checkbox"/> <b>Location</b> <input type="checkbox"/> Location / Profit Center <input type="checkbox"/> Conversion Table <input type="checkbox"/> Pricing Table

### Modules

<input type="checkbox"/> <b>Order to Cash</b> <input type="checkbox"/> Customer Collection <input type="checkbox"/> Collection Clearing <input type="checkbox"/> Advance Payment <input type="checkbox"/> Customer Billing <input type="checkbox"/> OTC Adjusting Entries <input type="checkbox"/> Fund Transfer <input type="checkbox"/> Customer PO	<input type="checkbox"/> <b>Procure to Pay</b> <input checked="" type="checkbox"/> Purchase Request <input type="checkbox"/> Canvass <input type="checkbox"/> Purchase Order <input type="checkbox"/> Advance Deposit <input type="checkbox"/> Goods Receive <input type="checkbox"/> Documents Clearing <input type="checkbox"/> Cash Advance <input type="checkbox"/> Payment Releasing	<input type="checkbox"/> <b>Inventory Management</b> <input type="checkbox"/> Mat to Mat Conversion <input type="checkbox"/> Material Transfer Request <input type="checkbox"/> Material Release <input type="checkbox"/> Perform Cycle Count <input type="checkbox"/> Supplier Pricing <input type="checkbox"/> Inv Adjusting Entries <input type="checkbox"/> Product Return - Calibration <input type="checkbox"/> Price Adjustment
--	---	--

7. Click the corresponding  (Checkbox) to set the parts of the system that will be accessed by the selected user.

<input type="checkbox"/> <b>Vendor Mgt</b> <input type="checkbox"/> AP Aging Report <input type="checkbox"/> Per Supplier Ledger <input type="checkbox"/> PO Report	<input type="checkbox"/> <b>Performance Analysis</b> <input type="checkbox"/> Profit & Loss Statement <input type="checkbox"/> Balance Sheet New <input type="checkbox"/> Balance Sheet <input type="checkbox"/> GL Entries Report <input type="checkbox"/> Account Ledger <input type="checkbox"/> Grosscon Analysis <input type="checkbox"/> Daily Transaction Report	<input type="checkbox"/> <b>Fixed Asset Mgt</b> <input type="checkbox"/> Fixed Assets Report <input type="checkbox"/> Depreciation Schedule <input type="checkbox"/> List of Borrowed Property
--	--	---



8. After successful checking of the parts of the system that the selected user can accessed, click  button to confirm and save changes.

**User Account Register**

Search    9

User	Username	Password	Location	Designation
Gift Fuentes	GFUENTES	GEF123	PUNTOD	Station Supervisor
Cabunoc, Rodel Rivera	rodel	123	PUNTOD	-
Cashier 3	cashier3	cashier3	PUNTOD	-

9. Click  (Export) button to download List of Employees.

**Export Report**

Filename: (.xls)

10

11

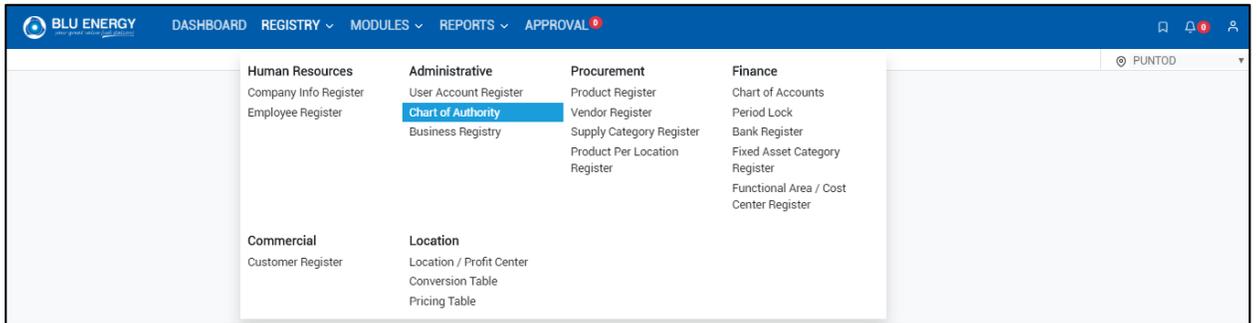
10. Input Filename.

11. Click  button to confirm, otherwise click  button to cancel action.

## CHART OF AUTHORITY

In this section, the system administrator assigns personnel to approve, certify and review documents per location and department.

### How to process Chart of Authority?



Click the Registry Menu and select Chart of Authority under Administrative section.

### CHART OF AUTHORITY:



1. Click [+ New Document](#) button to add document and approver.

 A screenshot of the 'Add New Document & Approver' form. The form has a title bar with a close icon and the text 'Add New Document & Approver'. Below the title bar, there are several input fields: 'Document Name' (a dropdown menu with 'Abstract of Canvass' selected), 'Location' (a dropdown menu with 'BUENAVISTA' selected), and 'Department' (a dropdown menu with 'All' selected). There are also empty text input fields for 'Approver', 'Certifier', and 'Reviewer'. At the bottom right of the form, there are 'Cancel' and 'Save' buttons. The 'Save' button is circled in red with a red circle containing the number '3'. A red box highlights the entire form area, with a red circle containing the number '2' at the top right corner.

2. Select appropriate document & approver.

3. Click **Save** button to confirm action, otherwise click **Cancel** button.

Document Name	Department	Reviewer	Certifier	Approver
Authority to Withdraw	All Department			Gladi Intervencion
Sales Order	All Department			William Norvin R. Sagaral
PR-Supplies	All Department	John Fell Telecio	Maurecio Micabalo	Ezer Marin

4. To edit Document & Approver, click  (Edit) icon.
5. To remove entry, click  (Delete) icon.



6. Click **Update** button below the Update Document Approver form, otherwise click **Cancel** button to cancel action.

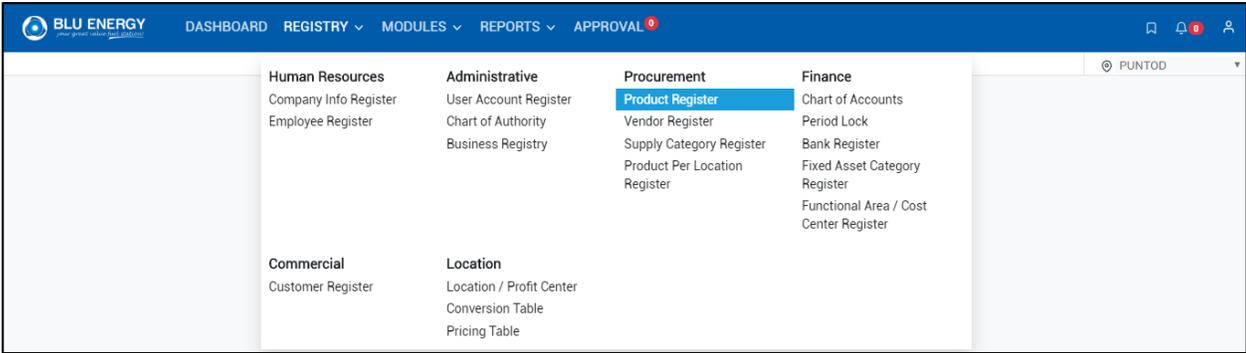
# PROCUREMENT

Procurement is the process of finding and agreeing to terms, and acquiring goods, services, or works from an external source, often via tendering or competitive bidding process. Procurement generally involves making and buying decisions under conditions of scarcity.

## PRODUCT REGISTER

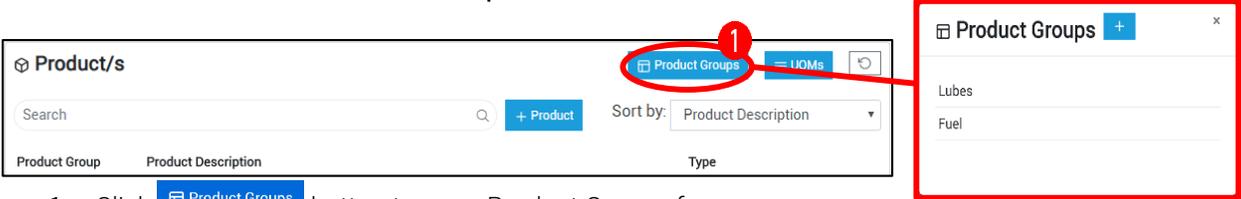
This section is where product registry takes place. Product register can only be done by the main branch, if a particular branch wants to add an item, it is a must to contact the main branch.

### How to process Product Register?

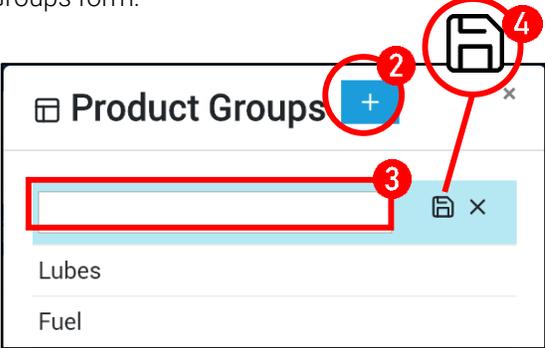


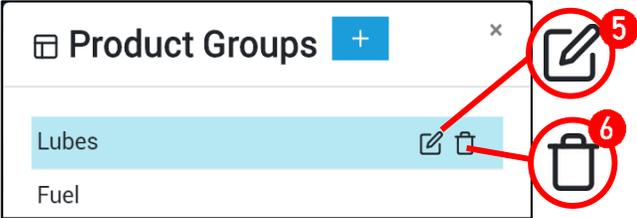
Click the Modules Menu and select Product Register under Procurement section.

### PRODUCT REGISTER: Product Groups



1. Click **Product Groups** button to open Product Groups form.
2. Click **+** (Add New) button to open entry for product group
3. Enter Product Group.
4. Click **Save** icon to save entry.

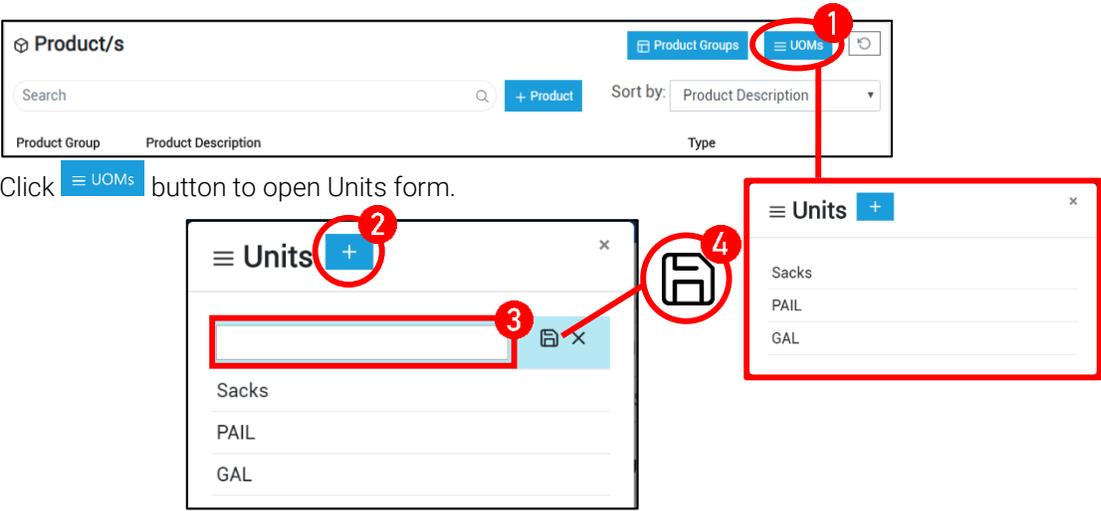




- 5. To edit entry, select product groups entered and click  (Edit) icon to modify entry.
- 6. To remove entry, select product groups entered and click  (Delete) icon.

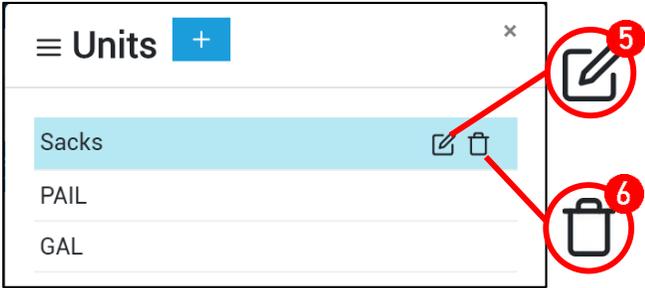
To add more product groups, repeat steps 1 – 6.

### PRODUCT REGISTER: Unit of Measurements (UOMs)



- 1. Click  button to open Units form.

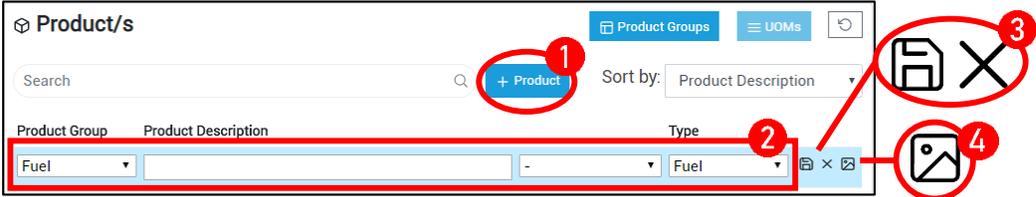
- 2. Click  (Add New) button to open entry for unit.
- 3. Enter Unit.
- 4. To save entry, click  (Save) icon.



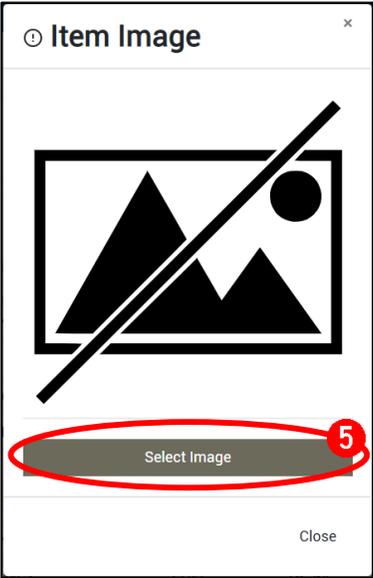
- 5. To edit entry, select unit entered and click  (Edit) icon to modify entry.
- 6. To remove entry, select unit entered and click  (Delete) icon.

To add more UoM's, repeat steps 1-6.

PRODUCT REGISTER : PRODUCT



- 1. Click **+ Product** button to open entry for product.
- 2. Select Product Group, Unit & Type and input Description.
- 3. Click  (Save) icon to save entry, otherwise click  (Close) icon to cancel.
- 4. Click  (Attach Item Image) icon to open Item Image form. Click the same icon to update the current item image.

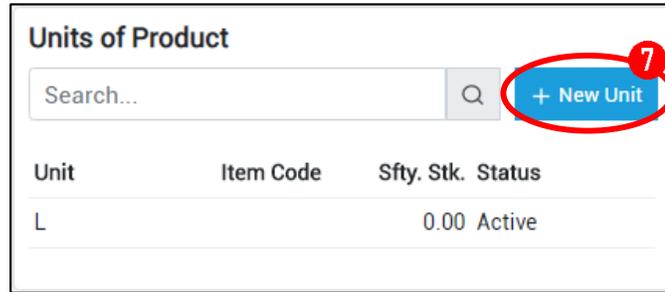


- 5. Click **Select Image** button to locate image and upload, otherwise click **Close** button.

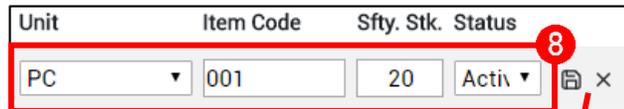
To add more products, repeat steps 1 – 5.



6. To edit entry, select product entered and click (Edit) icon to update entry.

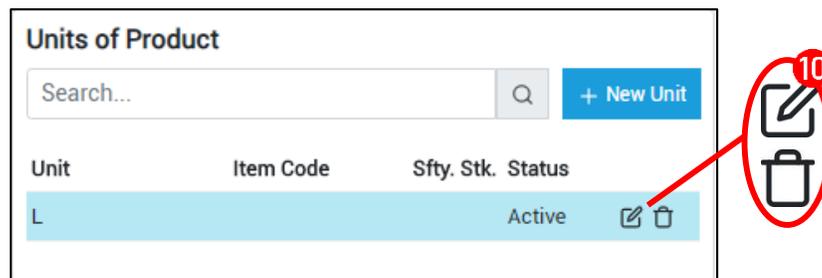


Details of selected product will display here.



- 7. Click button to open entry for units of product.
- 8. Select Unit & Status and input Item Code & Safety Stock (Sfty. Stk.).
- 9. Click (Save) icon to save entry, otherwise (Close) icon to cancel.

To add more units of product, repeat steps 7 – 9.



10. Click (Edit) icon to edit entry, otherwise click (Delete) icon to delete.

LUBES	CX SUPER DIESEL 15W40 1LP ML3	FUEL	 
LUBES	CX HAVSUP4T[JASOMA2] 20W40 (12X1L)	FUEL	 

< 1 2 3 4 5 6 >

**11** 

11. Click  button to download list of products.

### Export Report

Filename: (.xls)

**12**

**13**  

12. Input Filename.

13. Click  (Download) button to confirm, otherwise click  (Cancel) button to cancel action.

# VENDOR REGISTER

Vendor is also known as the supplier. In this section, administrator will be able to register the company's supplier including its personal information.

## How to Process Vendor Register?



Click the Modules Menu and select Vendor Register under Procurement section.

### VENDOR REGISTER:

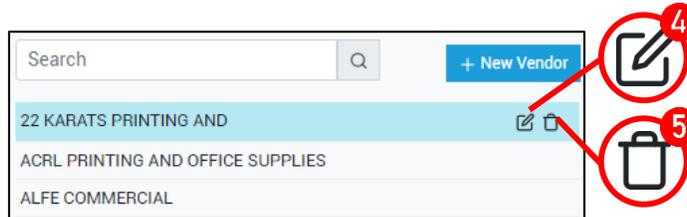


- 1. Click **+ New Vendor** button to open New Vendor entry.

A screenshot of the 'New Vendor' form. The form is titled 'New Vendor' and contains several input fields: 'Supplier Name', 'Address', 'Owner's Name', 'Email Address', 'Contact No. (Owner)', 'Contact Person', 'Contact No. (Contact Person)', 'Nature of Business', 'TIN', 'Terms (in Days)', 'Tax Type' (with a dropdown menu showing 'VAT'), and 'With Holding TAX Percentage' (with a value of '0'). The form is outlined with a red border, and a red circle with the number '2' is placed at the top right corner. At the bottom right, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in red and labeled with a red circle and the number '3'.

2. Input details to required fields.
3. Click **Save** button after entry, otherwise click **Cancel** button to cancel action.

To add more vendors, repeat steps 1 – 3.



4. To edit entry, select vendor entered, click  (Edit) icon to modify.
5. To remove entry, select vendor entered, click  (Delete) icon.

Vendor Information			
Vendor Name		Owner's Name	
<b>22 KARATS PRINTING AND</b>		<b>22 KARATS PRINTING AND</b>	
Address			
<b>ZONE 4, TAMBO, CARMEN, CAGAYAN DE ORO, 9000 MISAMIS ORIENTA</b>			
Email Address	Contact No.	Contact Person	Person's Contact No.
Nature of Business	TIN	Terms(in Days)	Tax Type
WTP	<b>131-792-983-000</b>	<b>30</b>	<b>VAT</b>
<b>6.00</b>			

*Details of selected vendor displays here.*

## SUPPLY CATEGORY REGISTER

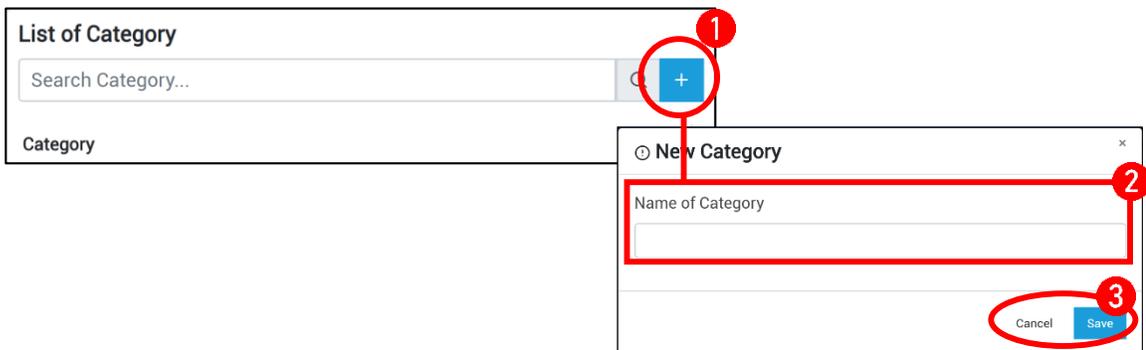
In this section, the user is able to register a new supply category. Supply category is defined as a set of products that satisfy similar consumer needs. Supply is the amount of resources that firms, producers, laborers, providers of financial assets, or other economic agents are willing and capable to provide to the market or directly to another agent in the marketplace.

### How to process Supply Category Register?



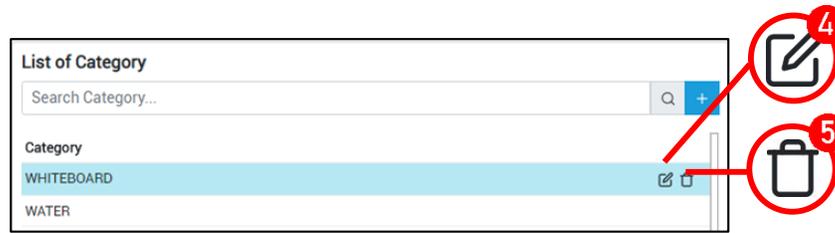
Click the Modules Menu and select Supply Category Register under Procurement section.

### SUPPLY CATEGORY REGISTER:



1. Click  (Add New Category) button to open new category entry.
2. Enter Name of Category.
3. Click  button to confirm action, otherwise click  button.

To add more categories, repeat steps 1 – 3



4. To edit entry, select category entered and click  (Edit) icon to update entry.
5. To remove entry, select category entered and click  (Delete) icon.

Selected category will display Registered Supplies.

## REGISTERED SUPPLIES



1. Click  (Add New Supply) button to open New Supply entry.
2. Enter Name of Supply.
3. Click  button to confirm action, otherwise click  button.

To add/register more supplies, repeat steps 1 – 3.



4. To edit entry, select supply entered and click  (Edit) icon to modify entry.
5. To remove entry, select supply entered and click  (Delete) icon.

## PRODUCT PER LOCATION

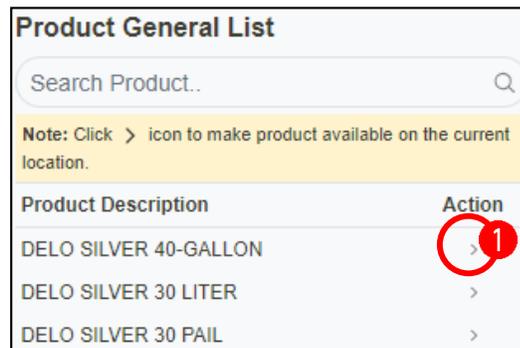
This section is used by different branches which allows user to select all products that are available in their location or branch.

### How to process Product Per Location?

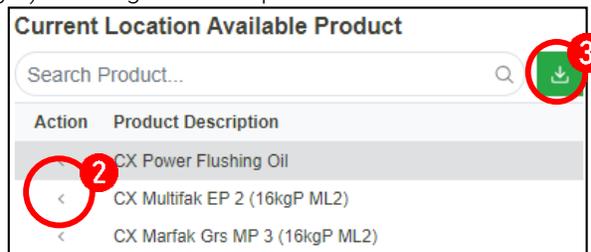


Click the Modules Menu and select Product Per Location Register under Procurement section.

### PRODUCT PER LOCATION:



1. Click > (Chevron-right) icon align with the product to distribute.



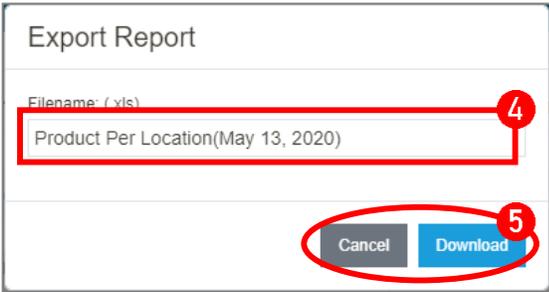
From General Lists to Product List . Distributed product will display in Product List.

If the user distributed an incorrect item, they can still return the item by;

2. Clicking the < (Chevron-left) icon allows you to return the product to General Lists.

To add more products per location, repeat step 1.

3. Click  (Export) button have a softcopy of product per location.



4. Enter Filename.

5. Click  button to confirm action, else  button to discard.

# FINANCE

Finance is defined as the management of money and includes activities like investing, borrowing, lending, budgeting, saving, and forecasting. In this section, all matters pertaining to financial aspect of the company are being registered.

## CHART OF ACCOUNTS

In chart of accounts all identified accounts in the book were stored.

### How to process Chart of Accounts?



Click the Modules Menu and select Chart of Accounts under Finance section.

### CHART OF ACCOUNTS:

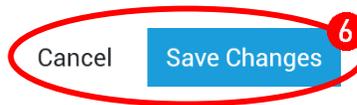
 The image shows the 'Accounts' form in the system. At the top left is a search bar. Below it are tabs for 'Financial Statement(FS)', 'FS Group', and 'FS Sub-Group'. A '+ Add' button is circled in red and labeled with a '1'. A modal window titled 'New COA Matrix' is open, containing four input fields: 'FS Code', 'FS Group', 'FS Sub-Group', and 'Report Order'. The 'Report Order' field has a dropdown menu showing '0'. The 'Save' button in the modal is circled in red and labeled with a '3'. A red arrow points from the '+ Add' button to the modal.
 

1. Click **+ Add** button to open New COA Matrix entry.
2. Input necessary fields such as;
  - Enter **FS Code**
  - Enter **FS Group**
  - Enter **FS Sub-Group**
  - Select **Report Order**
3. Click **Save** button confirm action, otherwise click **Cancel** button.

To add more chart of accounts, repeat steps 1 – 3.

Accounts			
Search...			+ Add
Financial Statement(FS)	FS Group	FS Sub-Group	
Balance Sheet	Asset	Current	 
Balance Sheet	Asset	Non-Current	
Balance Sheet	Liability	Current	

- To edit entry, select Financial Statement entered and click  (Edit) icon.
- To remove entry, select Financial Statement entered and click  (Delete) icon.



- To confirm action of editing entry, click **Save Changes** button, otherwise click **Cancel** button to cancel action.

### BALANCE SHEET

Balance Sheet		
Search...		
Account Code	Account Name	CF Category

- Click **+ Add** button to open Add New Account entry.
- Input necessary fields;
  - Enter **Account Code**
  - Enter **Account Name**
  - Select **Cash Flow Category**
  - Select **Negation**
  - Enter **Account Category**
- Click **Save** button confirm action, otherwise click **Cancel** button.

**Add New Account**

Account Code:

Account Name:

Cash Flow Category:  Negation:

Account Category:

**Cancel** **Save**

To add more balance sheets, repeat steps 1 – 3.

Balance Sheet			
Search...			+ Add
Account Code	Account Name	CF Category	
100000	CASH ON HAND	None	 
100001	PETTY CASH BLU PUNTOD	None	

4. To edit entry, select Account entered and click  (Edit) icon.
5. To remove entry, select Account entered and click  (Delete) icon.



6. To confirm action of editing entry, click  button, otherwise click  button.

## PERIOD LOCK

This section allows the user to lock a particular accounting period. Once a period is locked no changes can be made unless otherwise unlocked by the authorized user. Unlocking a period is subject for approval.

### How to process Period Lock?



Click the Modules Menu and select Period Lock under Finance section.

### PERIOD LOCK:

The Filter Panel has a title 'Filter Panel' and a 'Select Year:' dropdown menu currently showing '2020'. Below the dropdown is a blue 'Display' button. A red box and the number '1' highlight the entire filter panel.

1. Select Year and click  button.

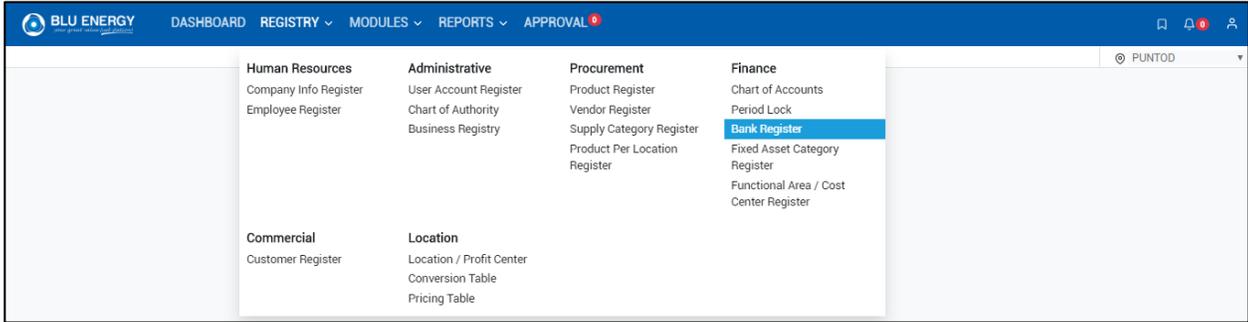
ID	Year	Month	Date Closed	Time Closed	Status	Action
1	2020	January			Open	 
2	2020	February			Open	 
3	2020	March			Open	 
4	2020	April			Open	 

2. To perform / omit transactions, click  (Lock/Unlock) icon aligned with the corresponding month for that year.
3. Click  button to close operations for that month. (closing is only effective in ascending order)

# BANK REGISTER

In this section, all information of different banks associated with the company are registered.

## How to process Bank Register?



Click the Modules Menu and select Bank Register under Finance section.

## BANK REGISTER:

1. Click **+ Bank** button to open New Bank entry.

2. Enter Name of Bank and Address.

3. Click **Save** button confirm action, otherwise click **Cancel** button.

To add/ register more banks, repeat steps 1 – 3.

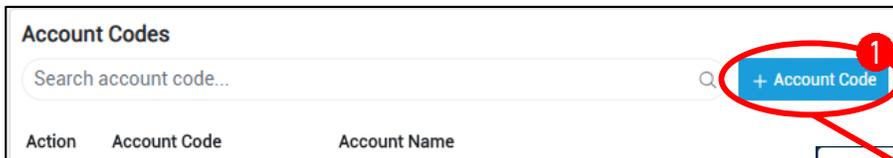
4. To edit entry, select Bank entered and click (Edit) icon.

5. Click (Delete) icon.

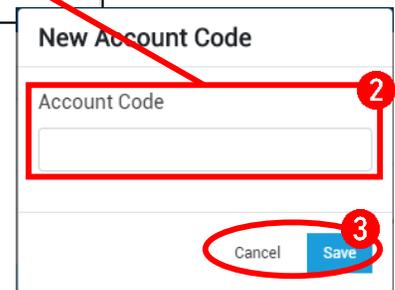


5. To remove entry, select Bank entered and click  (Delete) icon.
6. To confirm action of editing entry, click  button, otherwise click  button.

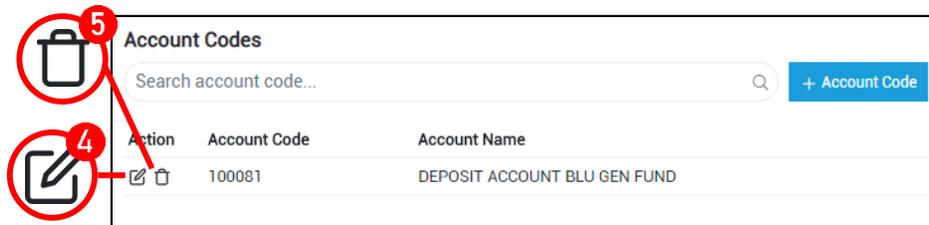
**ACCOUNT CODES:**



1. Click  button to open New Account Code entry.
2. Enter Account Code.
3. Click  button confirm action, otherwise click  button.



To add more account codes, repeat steps 1 – 3.



4. To edit entry, select Account entered and click  (Edit) icon.
5. To remove entry, select Account entered and click  (Delete) icon.

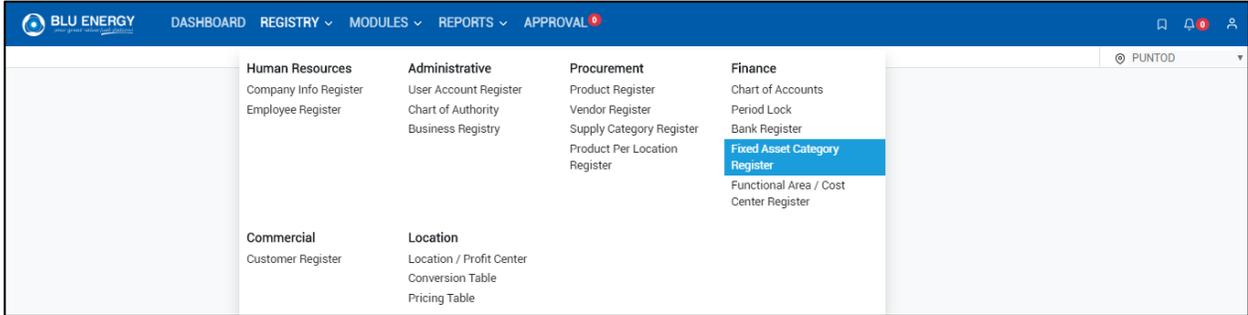


6. To confirm action of editing entry, click  button, otherwise click  button.

# FIXED ASSET CATEGORY REGISTER

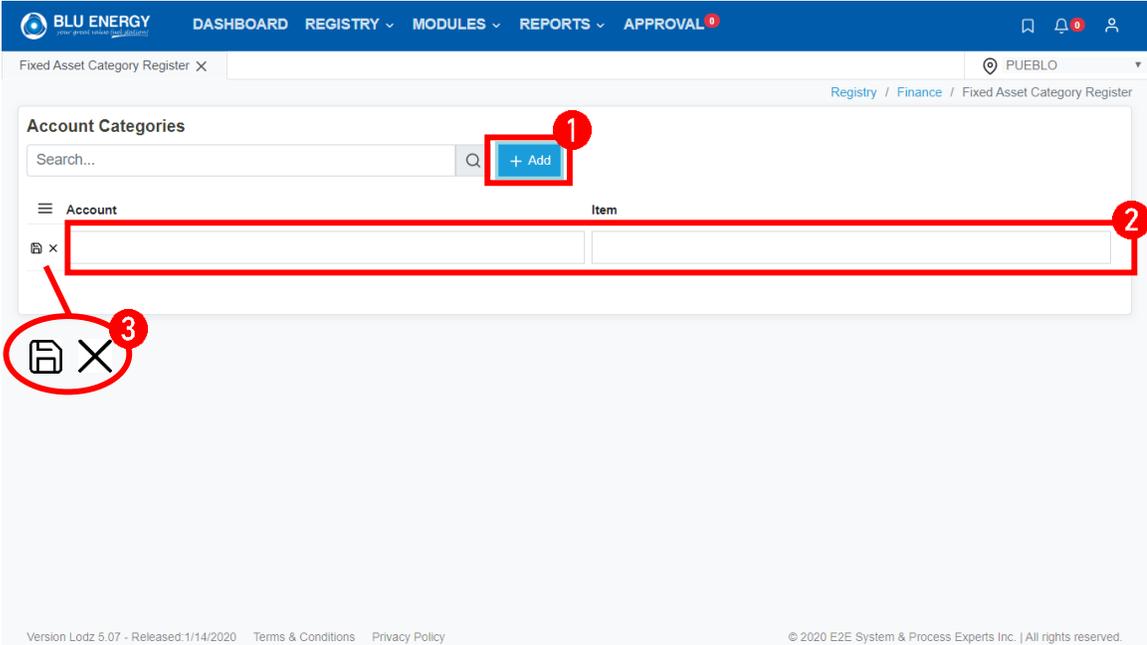
Fixed Asset Category Register is where the user registers all the fixed asset of the company.

## How to process Fixed Asset Category?



Click the Modules Menu and select Fixed Asset Category Register under Finance section.

## FIXED ASSET CATEGORY:



1. Click the **+ Add** (Add) button to create slot for fixed asset category.
2. Input account and item.
3. To save fixed asset category, click the (Save) icon, otherwise **X** (Close) button to cancel action.

# FUNCTIONAL AREA / COST CENTER REGISTER

In this section, the user will register and update functional area or cost center.

## How to Process Functional Area / Cost Center Register?



Click the Modules Menu and select Functional Area / Cost Center Register under Finance section.

## FUNCTIONAL AREA / COST CENTER REGISTER:

**Registered Functional Area**

Search Functional Area... + Add New

Functional Area	Category

**New Functional Area**

Functional Area

Category

Cancel Save

1. Click + Add New button to open New Functional Area entry.
2. Enter Functional Area and select Category among:
  - COGS
  - OPEX
3. Click Save button confirm action, otherwise click Cancel button.

To add more functional areas/ cost center registers, repeat steps 1 – 3.

**Registered Functional Area**

Search Functional Area... + Add New

Functional Area	Category	
HR	OPEX	✎ ✖
IT	OPEX	
MANAGEMENT	OPEX	

✎ 4

✖ 5

4. To edit entry, select Functional Area entered and click  (Edit) icon.
5. To remove entry, select Functional Area entered and click  (Delete) icon.



6. To confirm action of editing entry, click  button, otherwise click  button.

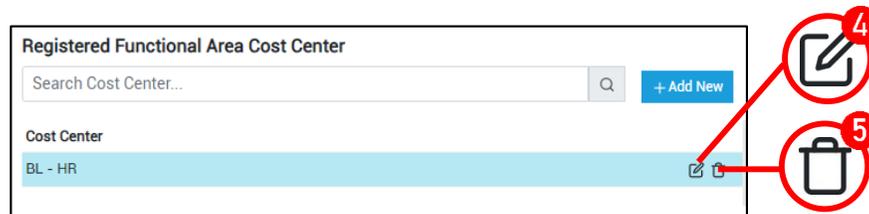
## REGISTERED FUNCTIONAL AREA COST CENTER



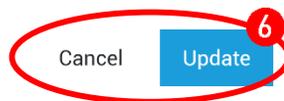
1. Click  button to open New entry.
2. Enter Cost Center.
3. Click  button confirm action, otherwise click  button.



To add more registered functional area cost centers, repeat steps 1 -3.



4. To edit entry, select Cost Center entered and click  (Edit) icon.
5. To remove entry, select Cost Center entered and click  (Delete) icon.



6. To confirm action of editing entry, click  button, otherwise click  button.

# COMMERCIAL

In this section, personal information of the customers can be viewed, such as names, ID's, contact numbers, emails, addresses, and registered locations. The access to this section varies based on the authority given by the system administrator.

## CUSTOMER REGISTER

This section allows the system administrator to update and view customer information.

### How to process Customer Register?



Click the Modules Menu and select Customer Register under Commercial section.

### CUSTOMER REGISTER:



1. Click  (Add Customer) button to open Add Customer form.

**Add Customer**

Business Name  Credit Limit  Credit Terms

Address  Website

Zip Code  Industry

User Name

Password

**Personal Information**

Name  Alias SMS  off

First Name  Middle Name  Last Name  Birth Date

Gender  Male  Female  N/A Nationality

Email  Contact No.  Customer Status

Address

**Other Information**

TIN  Tax Type  Discount (Premium)  Discount (Diesel)  Discount (Unleaded)  Mode Of Payment

TWAS

Cancel Save

- 2. Input details required by the system and click icon to upload photo.
- 3. Click  button to confirm action, otherwise click  button.

To add/register more customers, repeat steps 1 – 3.

Search Customer...    Sort by

	Account No.	Customer Name	Business Name
	2020-02-Supervisor	Supervisor	Supervisor
	2020-02-Cash	Cash Customer	Cash Customer

- 4. Click (Edit) icon to edit entry, otherwise click (Delete) icon to delete.
- 5. Click (Block / Unblock) icon to block or unblock customer.



6. To confirm action of editing entry, click **Update** button, otherwise click **Cancel** button.

Account No.	Customer Name	Business Name
2020-02-Supervisor	Supervisor	Supervisor
2020-02-Cash	Cash Customer	Cash Customer
2020-02-00415	Arthur G. Gapusan	BLU E

**Download Customers**

**Export Report**

Filename: (.xls)  
List of Customers(Apr 10, 2020)

**Download** **Cancel**

7. Click **Download Employees** button to download list of employees.

8. Enter Filename.

9. Click **Download** button to confirm, otherwise click **Cancel** button to cancel action.



Business Name: **Cash Customer**

Address: -

Website: -

Credit Limit: **0.00**      Credit Terms: **0**

Name: **Cash Customer**

Nationality:

Address: **CDO**

Contact No.:

Email: **None**

Status: **CURRENT**

**Other Information**

TIN	TERMS (in Days)	Discount (Premium)	Discount (Diesel)	Discount (Unleaded)
None	0	0.00	0.00	0.00

TWAS  
0

Details of selected employee displays here.

# LOCATION

In this section, the user is able to monitor different locations or profit centers and can utilize the conversion and pricing table.

## LOCATION/PROFIT CENTER

This is used by branches which allows user to select all items and racking that are available in their location or profit center.

### How to process Location/Profit Center?



Click the Modules Menu and select Location / Profit Center under Location section.

### LOCATION / PROFIT CENTER: List of Locations



1. Click [+ New Location](#) button open New Location entry.

**New Location**

Head Office

Location Code  
14344

Location  
Puntod

Address  
Barangay 163, Puntod

Activation Date  
05/13/2020

Cost Center  
BLU PUNTOD

Contact No.  
09094587563

Email  
Ner001@gmail.com

Cash Account  
DEPOSIT ACCOUNT BLU PUNTOD

Petty Cash Account  
PETTY CASH BLU PUNTOD

Cancel Save

- Fill out the New Location entry form.
- Click **Save** button to confirm action, otherwise click **Cancel** button to cancel.

To add more new locations/profit centers, repeat steps 1 -3.

Location/Profit Center Registry							Download	+ New Location
Location Code	Location	Address	Contact No.	Cash Account	Petty Cash Acc.	Cost Center		
14344	Villa	Barangay 163, Puntod	09094587563	DEPOSIT ACCOUNT BLU PUNTOD	PETTY CASH BLU PUNTOD	BLU PUNTOD		
PATAG	PATAG	PATAG	-	DEPOSIT ACCOUNT BLU BULUA - PATAG	PETTY CASH BLU TOMINOBO	BLU PATAG		
VILLANUEVA	VILLANUEVA	VILLANUEVA	93009221515	DEPOSIT ACCOUNT BLU VILLANUEVA	PETTY CASH BLU VILLANUEVA	BLU VILLANUEVA		

- To edit entry, select Location entered and click (Edit) icon.
- To remove entry, select Location entered and click (Delete) icon.

Cancel Update

- To confirm action of editing entry, click **Update** button, otherwise click **Cancel** button.

## LOCATION / PROFIT CENTER: List of Racking

Location Racking/Tanks			
Racking Code	Racking Description	Capacity	Active/In-active

1. Click  button to open available racking slot for entry.

Location Racking/Tanks			
Racking Code	Racking Description	Capacity	Active/In-active
RCK001	001-X44	100	<input type="checkbox"/>

2. Enter Racking Code, Racking Description and Capacity.

Location Racking/Tanks			
Racking Code	Racking Description	Capacity	Active/In-active
RCK001	001-X44	100	<input type="checkbox"/>

3. Click  (Checkbox) if Active, if not then ignore.
4. Click  (Save) icon to save entry else  (Close) icon to cancel. Same icon to click for updating the entry.

To add more location racking / tanks, repeat steps 1 – 4.

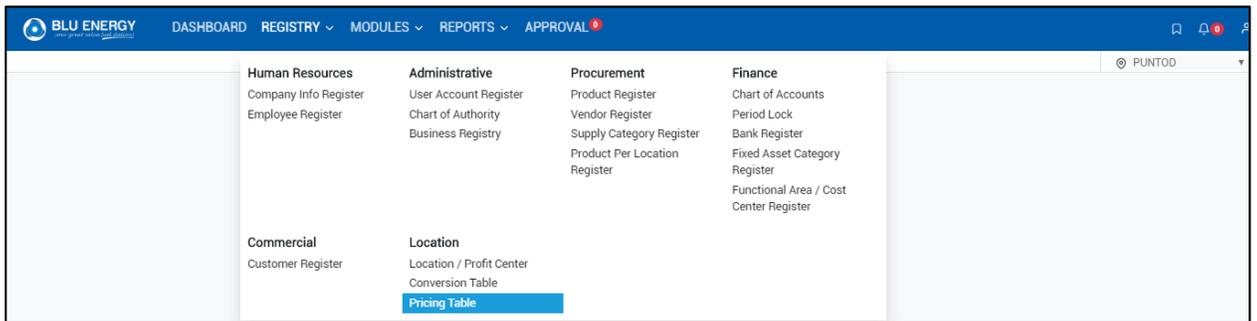
Location Racking/Tanks			
Racking Code	Racking Description	Capacity	Active/In-active
RCK001	001-X44	100.00	<input checked="" type="checkbox"/>
RCK00200	14344 - Store	0.00	<input type="checkbox"/>

5. To edit entry, select racking entered and click  (Edit) icon.
6. To remove entry, select racking entered and click  (Delete) icon.

## PRICING TABLE

This page shows the list of prices indicated by the company's suppliers for each product. In this part, the user can view the prices of company's products.

### How to process Pricing Table?



### PRICING TABLE:

**Product Price**

Search

Item	Unit	Cash/Selling Price	Credit Price	
GASOLINE, SILVER UNLEADED	L	37.96	37.96	
GASOLINE, PREMIUM/GOLD	L	38.72	38.72	
DIESEL	L	33.22	33.22	

1. To edit price, click  (Edit) icon aligned with the product.

**Modify**

**GASOLINE, SILVER UNLEADED**  
L

Cash/Selling Price	Credit Price
<input type="text" value="37.96"/>	<input type="text" value="37.96"/>

2. Update Cash/Selling Price and Credit Price.
3. To confirm action of editing entry, click  button, otherwise click  button.

To edit more update cash/selling prices, repeat steps 1-3.

# ORDER TO CASH

Order to Cash is a set of business processes that involves receiving and fulfilling customer requests for goods or services. It is a top-level, or context-level, term used by management to describe the finance-related component of customer sales.

In this system, Order to Cash refers to all cash and other form of transactions. System is able to perform daily bank reconciliations, view the receivable ageing, statistics of customer requests for products or services and upfront collectibles. All these transactions are paperless and traceable.

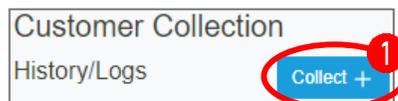
## CUSTOMER COLLECTION

Customer Collection refers to all payments made between the buyer and the supplier. The buyer may opt to pay the products through cash, check or online payment.

### How to Process Customer Collection?



Click the Modules Menu and select Customer Collection under Order to Cash (OTC) section.



1. Click  button to open collection details entry.

### Collection Details

Cash     Check     Online Payment

Customer Name  
Enter Customer's Name

Amount:                      Balance:                      .

OR/CR No.:                      OR Image: Choose File No file chosen

TAX Type:                      TWAS:                      Posting Date:                      Shift:

VAT                      0                      05/07/2020                      1

Description:

Cancel    Post

2. In collection details entry, select among:

- a. Cash
- b. Check
- c. Online Payment

By clicking the  (Checkbox).

Revenue Details (Note:Select the balance that you want to pay.)

Credit Date	SOA Number	Collection	Balance
February 25, 2020	6-2 BC 48050	0.00	796.8000
February 25, 2020	6-2 BC 48053	0.00	1,195.2000
February 25, 2020	B11S1-380708 /18696	0.00	2,002.0000
February 25, 2020	B11S1-381049 /18732	0.00	2,402.4000
February 25, 2020	B11S2-380867 /18713	0.00	182.0000

*\*Pay One Invoice display.*

---

Revenue Details (Note:Select the balance that you want to pay.)

Credit Date	SOA Number	Collection	Balance	<input type="checkbox"/>	Amount	Twas(%)	
February 25, 2020	6-2 BC 48050	0.00	796.8000	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	
February 25, 2020	6-2 BC 48053	0.00	1,195.2000	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	
February 25, 2020	B11S1-380708 /18696	0.00	2,002.0000	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	

*\*Pay Multiple Invoice display.*

 **Note:** By selecting **Check** and **Online Payment**, additional fields are added. These fields are **Bank Code, Check No. / Transaction No., & Check Date**.

**Collection Details**

Cash    
  Check    
  Online Payment

Customer Name 3

Enter Customer's Name

---

Amount:     
 Balance:     
 .

OR/CR No.:     
 OR Image:  No file chosen

TAX Type:     
 TWAS:     
 Posting Date:     
 Shift:

Description:

- Select customer name.
- After selecting customer name, choose payment either **Pay One Invoice** or **Pay Multiple Invoice** by clicking this  (Radio button) button. 4

**PAY ONE INVOICE:**

Revenue Details (Note: Select the balance that you want to pay.)

Credit Date	SOA Number	Collection	Balance
February 25, 2020	6-2 BC 48050	0.00	796.8000
February 25, 2020	6-2 BC 48053	0.00	1,195.2000
February 25, 2020	B11S1-380708 /18696	0.00	2,002.0000
February 25, 2020	B11S1-381049 /18732	0.00	2,402.4000
February 25, 2020	B11S2-380867 /18713	0.00	182.0000

1

- Select balance to pay.

Amount: 796.8000      Balance: 796.8000      796.80

OR/CR No.: 001      OR Image: Choose File Sample INV.jpg

TAX Type: VAT      TWAS: 0      Posting Date: 05/07/2020      Shift: 1

Description: -

Cancel Post

2. Enter necessary details.
3. Click **Post** button to proceed, otherwise click **Cancel** button to discard.

Date Posted	Account Code	Account Name	Description	Debit	Credit
May 8, 2020	100079	DEPOSIT ACCOUNT BLU PUNTOD	-	796.80	0.00
May 8, 2020	110000	ACCOUNTS RECEIVABLE TRADE	-	0.00	796.80
<b>Total:</b>				796.80	796.80

Post Close

4. Click **Post** button to post transaction, otherwise click **Close** button to discard.

Confirm

Are you sure to post this transaction?

Note: This action cannot be undone.

No Yes

5. Click **Yes** button to confirm action, otherwise click **No** button to discard.

**PAY MULTIPLE INVOICE:**

Pay One Invoice       Pay Multiple Invoice

Revenue Details (Note: Select the balance that you want to pay.)

Credit Date	SOA Number	Collection	Balance	Amount	Twas(%)
February 25, 2020	6-2 BC 48053	0.00	1,195.2000 <input type="checkbox"/>	0.00	1
February 25, 2020	B11S1-380708 /18696	0.00	2,002.0000 <input type="checkbox"/>	0.00	1
February 25, 2020	B11S1-381049 /18732	0.00	2,402.4000 <input type="checkbox"/>	0.00	1

1. Select balance to pay by clicking  (Checkbox) icon.
2. After selecting balance to pay, enter Amount and TWAS.

OR/CR No.:       OR Image:

TAX Type:       TWAS:       Posting Date:       Shift:

Description:

3. Enter necessary details.
4. Click  button to proceed, otherwise click  button to discard.

GL Entries					
Date Posted	Account Code	Account Name	Description	Debit	Credit
May 8, 2020	120009	TAX WITHHELD AT SOURCE	-	10.67	0.00
May 8, 2020	100079	DEPOSIT ACCOUNT BLU PUNTOD	-	1,184.53	0.00
May 8, 2020	110000	ACCOUNTS RECEIVABLE TRADE	-	0.00	1,195.20
May 8, 2020	120009	TAX WITHHELD AT SOURCE	-	17.88	0.00
May 8, 2020	100079	DEPOSIT ACCOUNT BLU PUNTOD	-	1,984.13	0.00
May 8, 2020	110000	ACCOUNTS RECEIVABLE TRADE	-	0.00	2,002.00
May 8, 2020	120009	TAX WITHHELD AT SOURCE	-	21.45	0.00
May 8, 2020	100079	DEPOSIT ACCOUNT BLU PUNTOD	-	2,380.95	0.00
May 8, 2020	110000	ACCOUNTS RECEIVABLE TRADE	-	0.00	2,402.40
<b>Total:</b>				<b>5,599.60</b>	<b>5,599.60</b>

Post Close 5

5. Click Post button to post transaction, otherwise click Close button to discard.

ⓘ Confirm

---

Are you sure to post this transaction?

Note: This action cannot be undone.

No
Yes 6

6. Click Yes button to confirm action, otherwise click No button to discard.

Customer Collection		
History/Logs		Collect +
Today	Shift 1	Created
May 11, 2020	Shift 1	END2020050355797
May 10, 2020	Shift 1	END2020050355540
May 9, 2020	Shift 1	END2020050355227

7. Select History / Logs to endorse.



**BLU ENERGY**  
your great value fuel stations!

NO. 43 JULIO PACANA ST., PUNTO D CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

### COLLECTION SUMMARY

No1312121  
Date: May 8, 2020

**8**

Endorse

Document Status

- Created
- For Review Not Set
- For Certification Not Set
- For Approval Gift Fuentes

Sales Summary		Amount
Credit Sales		0.00
Customers		0.00
Affiliates		0.00
Walk-in (Credit/Debit)		0.00
Cash Sales		0.00
<b>Total Sales</b>		<b>0.00</b>
Collection Summary		
Receivables		6,396.40
Cash		6,396.40
Checks		0.00
Online		0.00
Advance Deposit		0.00
<b>Total Collections</b>		<b>6,396.40</b>
Other Transactions		
Withdrawals		0.00
Gas & Oil		0.00
Advertising Expenses		0.00
Calibration		0.00
<b>Total Cash per Station</b>		<b>6,396.40</b>
Endorsement		Amount
Station		
Cash		6,396.40
Checks		0.00
Head Office		
Online Payment		0.00
<b>Total</b>		<b>6,396.40</b>

Endorsed by:  
Cashier 1

Content of selected collection displays here.

8. Click Endorse button to endorse the selected collection.

Actual Total Cash Count **9**

Close
**10**

9. Enter Actual Total Cash Count.

10. Click Save button to endorse transaction, otherwise click Close button to discard.

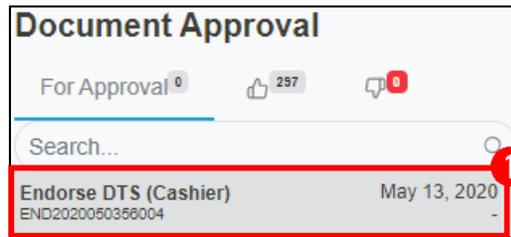
⊙ Confirm

Are you sure you want to endorse this transaction?

No
**11**

11. Click Yes button to confirm action, otherwise click No button to discard.

## APPROVAL



1. Select document to approve.

Sales Summary	Amount
Credit Sales	0.00
Customers	0.00
Affiliates	0.00
Walk-in (Credit/Debit)	0.00
Cash Sales	0.00
<b>Total Sales</b>	<b>0.00</b>
<b>Collection Summary</b>	
Receivables	796.80
Cash	796.80
Checks	0.00
Online	0.00

Content of selected document displays here.

2. Click  button.



3. Click  button to confirm action, otherwise click  button to discard.

## COLLECTION CLEARING

Clearing denotes all activities from the time a commitment is made for a transaction until it is settled. Collection clearing for customer collections are processed here. In this part, the user is allowed to clear a check when it is already verified and deposited in the bank.

### How to process Collection Clearing?



Click the Modules Menu and select Collection Clearing under Order to Cash (OTC) section.

List of Checks		Find check <input type="text"/>					
Date Posted	Customer Name	Location	Check No.	Bank Code	Amount	Description	Status
Monday - May 4, 2020	Romeo - Chiang Jr	Head Office	-	-	1,426.20	Soa_jan.14,2020	For Clearing
Monday - May 4, 2020	Romeo - Chiang Jr	Head Office	-	-	131.25	Soa_jan.14,2020	For Clearing
Monday - May 4, 2020	Romeo - Chiang Jr	Head Office	-	-	131.25	Soa_jan.14,2020	For Clearing

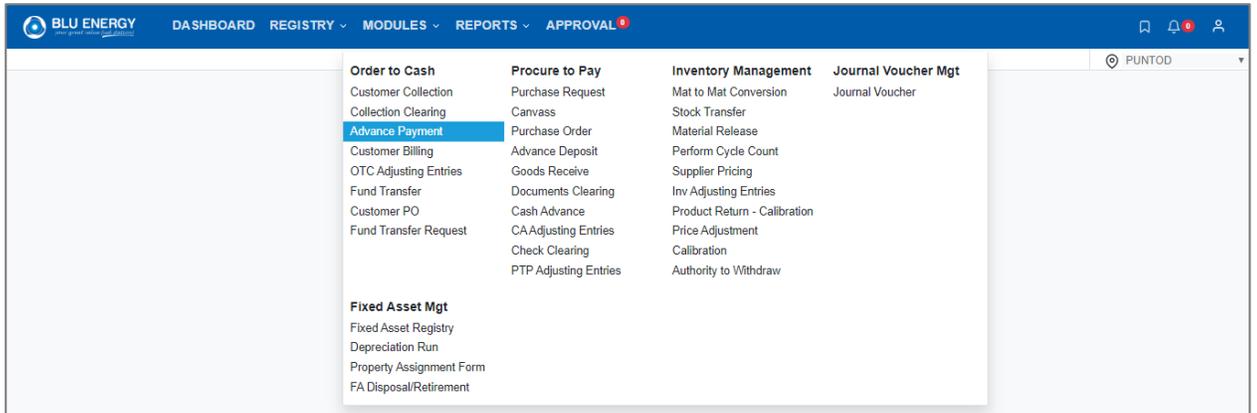
1. Click  button aligned with the check you want to clear.

## ADVANCE PAYMENT

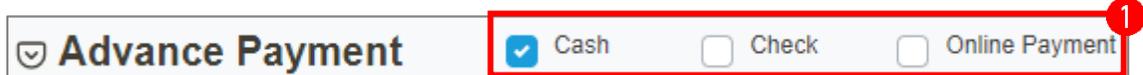
In this part, the user will be able to deposit payment in advance. Advance Payment records transactions that will go directly to the bank and will not go through the normal cash receipt process.

### How to process Advance Payment?

In this section, the user can process an advance payment.



Click the Modules Menu and select Advance Payment under Order to Cash (OTC) section.



1. Select payment among:
  - a. Cash
  - b. Check
  - c. Online Payment

By clicking the  (Checkbox).

Customer:  Posting Date:

Amount:  Description:

*\*Cash display.*

Customer:  Posting Date:

Amount:  Description:

Check Details

Bank Code:  Check No:  Check Date:

*\*Check & Online Payment display.*

**i** **Note:** By selecting **Check** and **Online Payment**, additional fields are added. These fields are **Bank Code, Check No. / Transaction No., & Check Date.**

Customer:  Posting Date:

Amount:  Description:

1. Enter necessary details and click  button to post transaction.

**Confirm**

Are you sure to post this transaction?

Note: This action cannot be undone.

2. Click  button to confirm action, otherwise click  button to discard.

CHECK & ONLINE PAYMENT:

**Advance Payment**  Cash  Check  Online Payment

Customer:  Posting Date:

Amount:  Description:

Check Details

Bank Code:  Check No:  Check Date:

**Post**

1. Enter necessary details and click **Post** button to post transaction.

ⓘ Confirm

Are you sure to post this transaction?

Note: This action cannot be undone.

2. Click **Yes** button to confirm action, otherwise click **No** button to discard.

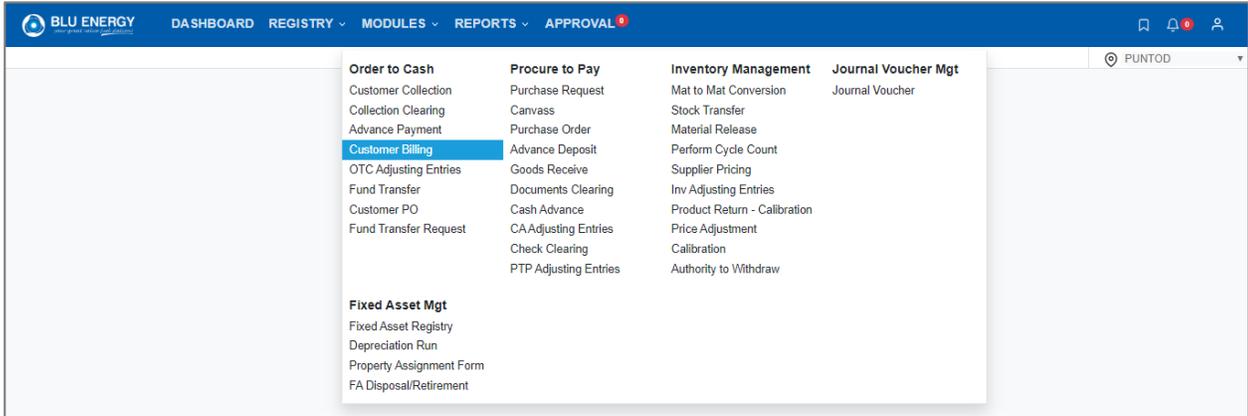
Search		
Posting Date	Customer	Amount
May 8, 2020	Allan D.. Abriam	20,000.00
May 8, 2020	Allan D.. Abriam	10,000.00

Posted advance payment form displays here.

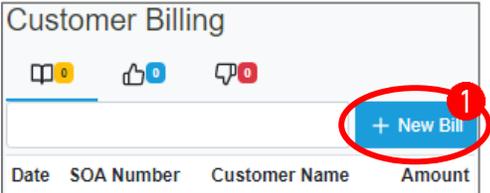
# CUSTOMER BILLING

Customer Billing allows the user to bill customers for products rendered. Every product billing process begins with an agreement between a customer and a provider. The customer requests a product from the company after which, the company bills the customer for the product provided.

## How to Process Customer Billing?



Click the Modules Menu and select Customer Billing under Order to Cash (OTC) section.



1. Click [+ New Bill](#) button to open billing entry.

**Billing Entry**

Select Customer 2

Date From: 05/07/2020      Date To: 05/07/2020

SOA Number: 2020-01-00002-SOA-1      Billing Date: 05/07/2020

Credit & Collection Contact:      Email:

A/R Billing Contact: Cyrel, Cyrel Delfin      Email: NULL

Attachment:  No file chosen

2. Select Customer.

<input type="checkbox"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span>	PO Date	Invoice Number	PO No.	Amount
<input type="checkbox"/>	April 1, 2020		PO202003 - 1615	125.65
<input type="checkbox"/>	April 14, 2020		PO202004 - 2030	768.00
<input type="checkbox"/>	April 15, 2020		PO202004 - 2294	471.90
<input type="checkbox"/>	April 15, 2020		PO202004 - 2295	86.29
<input type="checkbox"/>	April 17, 2020		PO202004 - 2909	455.85

3. Select PO to bill by clicking  (Checkbox) icon.

Date From: 05/07/2020      Date To: 05/07/2020 4

SOA Number: 2020-01-00002-SOA-1      Billing Date: 05/07/2020

Credit & Collection Contact:      Email: ner00@gmail.com

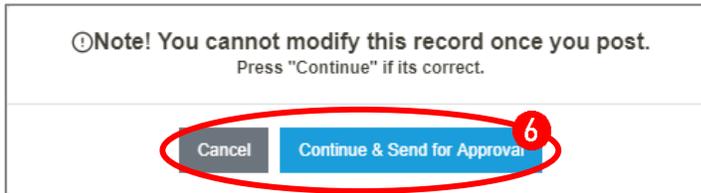
A/R Billing Contact: Cyrel, Cyrel Delfin      Email: NULL

Attachment:  No file chosen

5

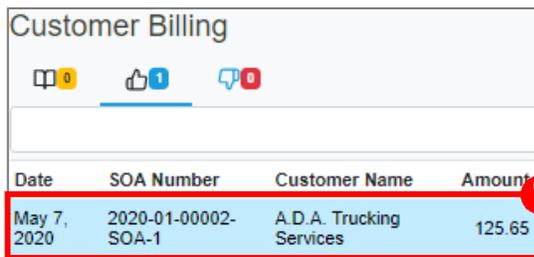
4. Enter necessary data and attach file if necessary.

- Click **Post Bill** button to proceed otherwise click **Cancel** button to discard.



- Click **Continue & Send for Approval** button for approval, otherwise click **Cancel** button to discard.

**APPROVAL**



- Go to **Approved** (thumbs up) tab and select approved documents to view.

**BLU ENERGY**  
your great value fuel stations

No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900  
857-1987 / 0977 805 2771 Fax No.

**STATEMENT OF ACCOUNT**

Credit & Collection: 09997854123 ner00@gmail.com  
A/R Billing: Cyrel, Cyrel Delfin CD00@gmail.com

ACCOUNT NO.: 2020-01-00002

Statement date	Period Covered	Due Date	Credit Terms	Amount Due
06/07/2020	May. 7, 2020	06/06/2020	30 Days	125.65

Account Summary

Previous Balance	Payments/Credits	PDC's Paid	Purchases

Account Details

Trans. Date	Period Covered	Inv./ Receipt No.	PO Number	Product Purchased	QTY	Price	Gross Amount	Disc.	Net Amt.
Apr. 1, 2020	May. 7, 2020		PO202003 - 1615	GASOLINE, PREMIUM/GOL D	3.31	37.96	125.65	0.00	125.65

\*\*\*\*\* End of Transaction \*\*\*\*\*

Statement Total:	125.65	125.65
Customer Deposit:		0.00
Amount Due / Excess:		125.65
Total PDC Issued:		00.00

A/R AGING CATEGORY

Current	1-15	16-30	31-45	Over 45 Days
10,514.01	0.00	0.00	10,514.01	0.00

Reminder: Please report immediately if you have disputes regarding the statement. If no reported dispute is received within a 5 day period, we assume that all entries are correct and precise.

Statement Received by: \_\_\_\_\_  
Date: \_\_\_\_\_

Thank you for Business!  
Please Make Checks Payable to Blu Energy Fuel Station Inc.

Documents

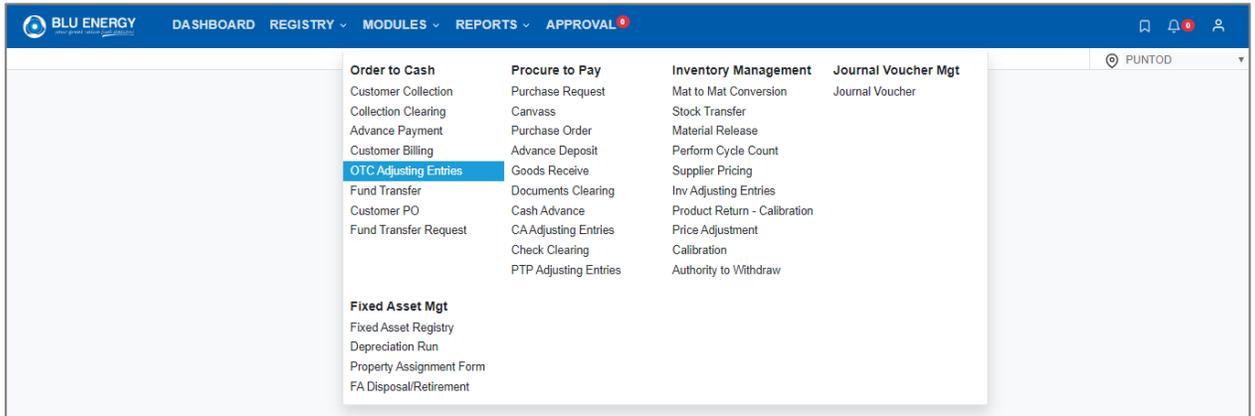
Content of selected approved document displays here.

- Click **Print** (Print) button to produce a hardcopy.

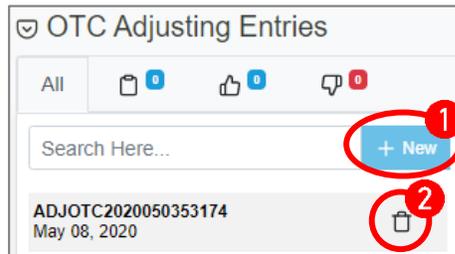
## OTC ADJUSTING ENTRIES

This section records all the adjusting entries made for OTC. The user will be able to create an entry by pressing the add icon. All entries created are subject for approval.

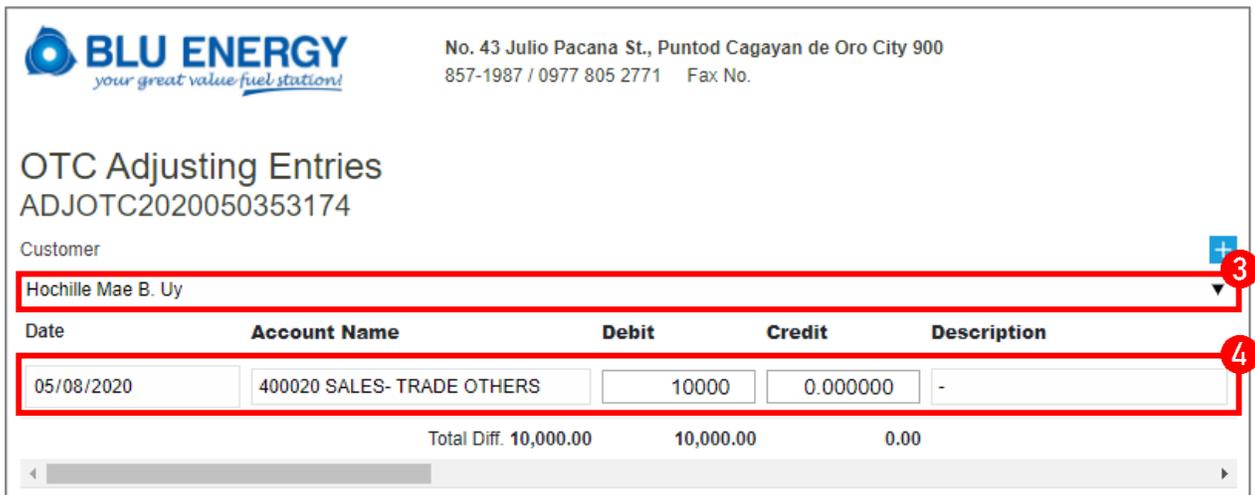
### How to process OTC Adjusting Entries?



Click the Modules Menu and select OTC Adjusting Entries under Order to Cash (OTC) section.



1. Click **+ New** button to add entry for OTC adjusting entries.
2. To remove entry, click  (Delete) icon.



3. Select customer.
4. Input necessary details.

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your great value fuel stations!

No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900  
857-1987 / 0977 805 2771 Fax No.

**OTC Adjusting Entries**  
ADJOTC2020050353174

Customer  
Hochille Mae B. Uy

Date	Account Name	Debit	Credit	Description
05/08/2020	400020 SALES- TRADE OTHERS	10000		-
Total Diff. 9,990.00		10,000.00	10.00	

**Document Status**

- Created
- For Review
- Not Set
- For Certification
- Not Set
- For Approval
- Cyrel, Cyrel
- Delfin

5. Click **+** (Add) button to add entry.
6. To send for approval, click the **Send for Approval** button.

**Confirm**

Are you sure you want to post this document?

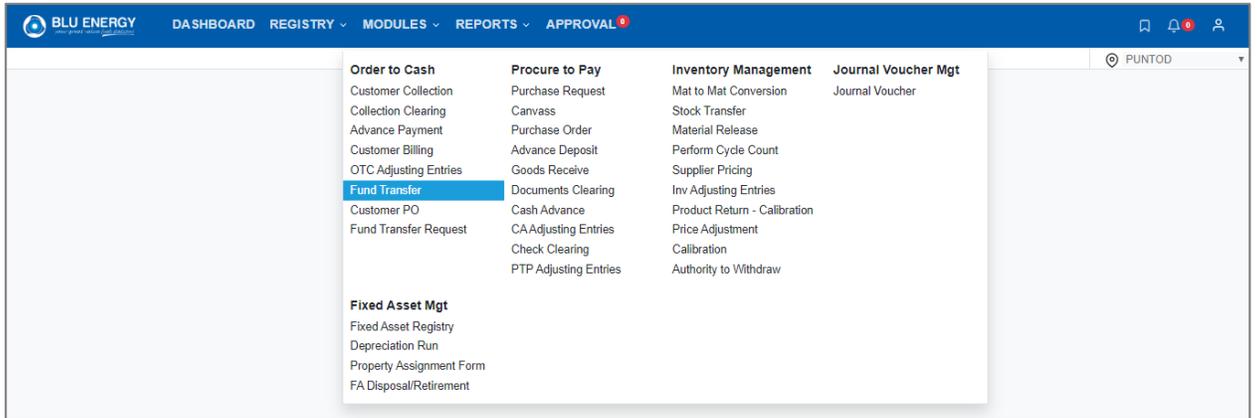
No Yes

7. Click **Yes** button to confirm action, otherwise click **No** button to cancel.

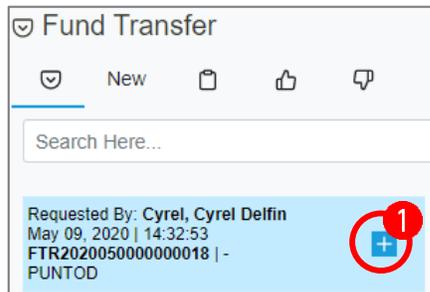
## FUND TRANSFER

Fund transfer is the process of transferring money from one bank account to another, either within a single financial institution or across multiple institutions. In this page, the user will be able to transfer funds from one account to another.

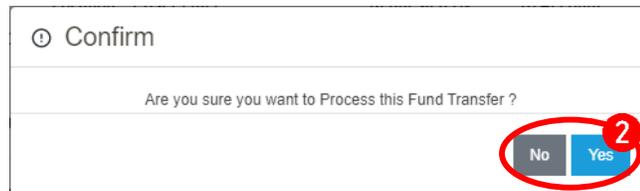
### How to process Transfer Funds?



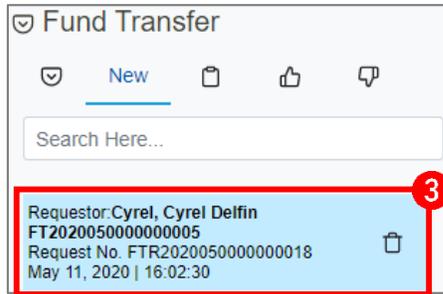
Click the Modules Menu and select Fund Transfer under Order to Cash (OTC) section.



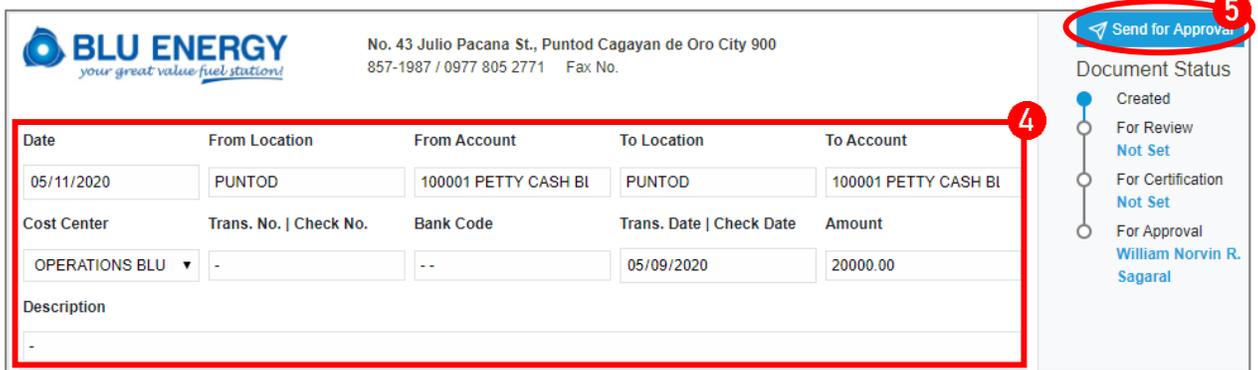
1. Click **+** (Create) button aligned with the fund transfer document.



2. Click **Yes** button to confirm action, otherwise click **No** button to cancel.



3. Select fund transfer document from **New** tab. To remove entry, click (Delete) button.



Selected document content will display here.

4. Input necessary details to fields.
5. To send for approval, click button.



6. Click button to confirm action, otherwise click button to cancel.

## APPROVAL



7. Go to (Approved) tab to select and view your document.

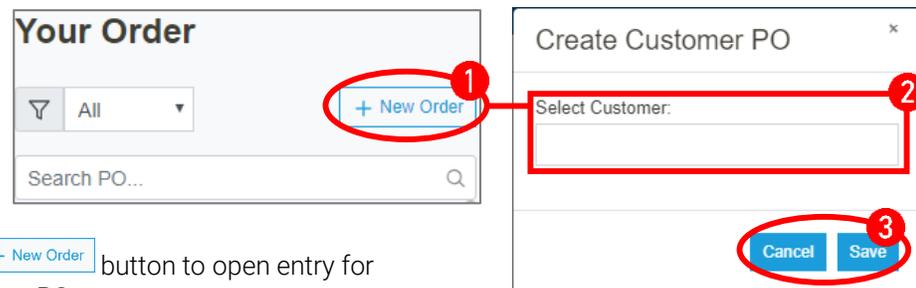
## CUSTOMER PURCHASE ORDER (PO)

Customer Purchase Order (PO) is used when a buyer wants to purchase a product under a registered account, it allows the customer to indicate the details on the items that are to be purchased such as the types of good, quantity, and its price. In other words, it is the contract drafted by the buyer when purchasing goods from the supplier and create convenient transactions.

### How to Process Customer PO?



Click the Modules menu and select Customer PO under Order to Cash (OTC) section.



1. Click [+ New Order](#) button to open entry for Customer PO.
2. Select customer.
3. Click [Save](#) button to proceed, otherwise click [Cancel](#) button to discard.



**Note:** Once the Cashier have selected a customer. The cashier is able to create a Customer PO under the customer's registered account.

Document Status: Pending | PO Validity: N/A | Actions: [Submit For Approval](#) | Approvers Remarks:

**Pryce Gases Inc.**  
Beside Jinseng Enterprises , Gusa Overpass , Cagayan de Oro City  
855-8883-JESSA GUSA -s

**SALES ORDER**  
PO202005 - 6704  
Order Date: 05/13/2020

Vehicle Type:  | Plate Number:  | Odometer: 0.00

Pick up by:  | Contact Number: +63 Ex. 91234567890 | Validity(days):  | Location:

Item Code	Item Description	Full Tank	Price	Amount	Qty	Discount	Subtotal
No Records Found.							

Ordered by: Gift Fuentes | Notes:

- Input Vehicle Type, Plate Number, Odometer, Pick up by (Personnel that would pick up the PO), Contact Number, Validity, and Location.
- To submit PO for Approval, click the [Submit For Approval](#) button.

**Confirm**

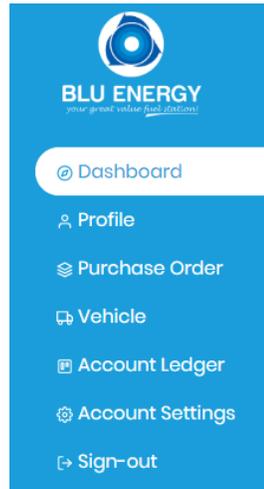
Are you sure you want to send this document for approval?

- Click  button to confirm action, otherwise click  button to cancel.

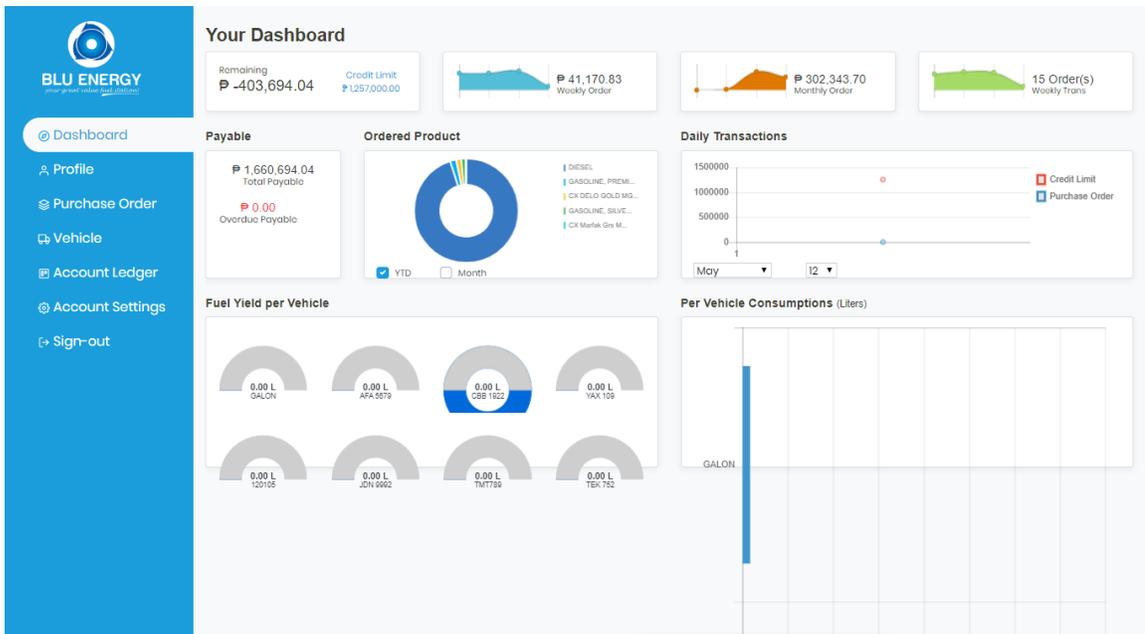
## CUSTOMER PURCHASE ORDER (CUSTOMER POINT OF VIEW)

### DASHBOARD

The customer's ordered products, daily transactions, credit limit, and payable records can be viewed and monitored in the dashboard.



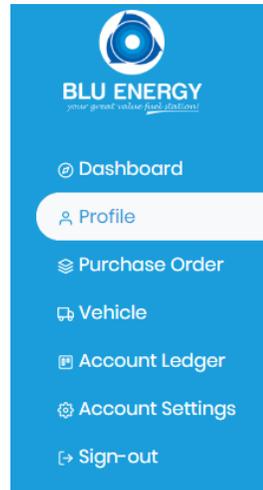
Go to Dashboard from navigation bar to view.



Dashboard displays here.

## PROFILE

In this part, the company's personal information and the user access can be viewed.



Go to Profile from navigation bar to view details.

**Your Profile** [Edit](#) **1**

**ID: 2020-01-00018**

**Company Information**

Company Name <b>Arvin's Coco Lumber</b>	Company Address <b>Agora, Lapasan, Cagayan de Oro City</b>	Location <b>Head Office</b>	TAX Type <b>VAT</b>
TIN <b>None</b>	Contact No <b>1234567</b>	Email Address <b>1234567</b>	Attached Logo <b>asaddsd.jpg</b>

**Owner/Contact Person Info**

Complete Name <b>Bernadith G. Noble</b>	Address <b>Agora, Lapasan, Cagayan de Oro City</b>	Birthday <b>1999-01-01</b>	Nationality
Contact No. <b>+63856-2722</b>	Email Address		

Profile content displays here.

1. Click [Edit](#) link to modify personal information.

**Modify**

Company Name: Arvin's Coco Lumber Recieve SMS: On

Company Address: Agora , Lapasan , Cagayan de Oro City Website: -

**Personal Information**

Name  Alias

First Name \* : Bernadith Middle Name \* : G. Last Name \* : Noble Birth Date \* : 01/01/1999

Gender \* :  Male  Female  N/A Nationality:

Email: Contact No. : +63 856-2722

Address: Agora , Lapasan , Cagayan de Oro City

**Other Information**

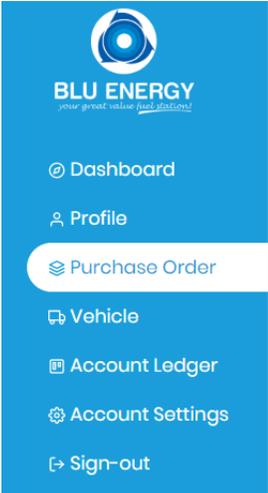
TIN: None Tax Type: VAT

Cancel Update

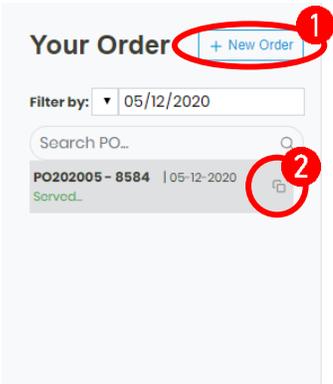
2. Modify data related to your personal information.
3. Click Update button to confirm action, otherwise click Cancel button to discard.

### PURCHASE ORDER

In this part, the customer can create a purchase order and may also remove/delete a purchase order document if necessary.



Go to Purchase Order from navigation bar to process ordering.



1. Click  (Create Purchase Order) button to add entry.
2. Click  (Re-create) icon aligned with the document if necessary.

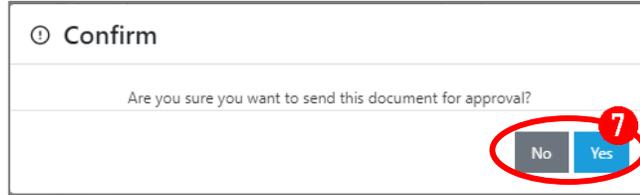
3. Select Vehicle Type, Plate Number, Pick up By (Personnel that would pick up the PO) & Location and enter Odometer, Contact Number & Validity (# of days).

4. Click **+** (Add) button to add entry for item.
5. Select and input necessary details. To delete item just click (Delete) icon aligned with the item if necessary.

**i Note:** Click  (Checkbox) aligned with the item to full tank.

To add more items, repeat steps 4 & 5.

6. Click **Submit For Approval** button for approval.

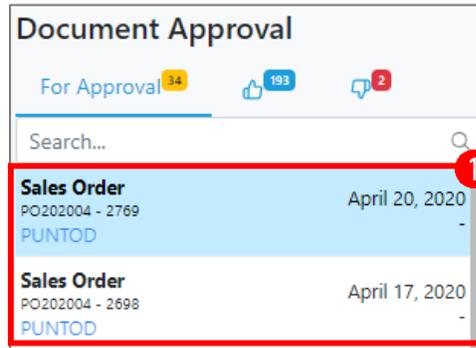


- Click **Yes** button to confirm action, otherwise click **No** button to cancel.



**i** **Note:** Customer(s) can re-create order by clicking (re-create) icon.

## APPROVAL



- Search / Select document for approval.

**Document Overview & Status** Disapproved Approve <sup>2</sup>

Note:



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**RC GAS Station**  
Tagbac, Jaro, Iloilo

+639504466278

**SALES ORDER**  
PO202004 - 2769

Date Posted: April 20, 2020  
Location: PUNTOD

Vehicle Type: <b>CAR</b>	Plate Number: <b>SMP-X44</b>	Odometer: <b>1.00</b>
Pickup by: <b>NAYR YAN</b>		Location: <b>PUNTOD</b>
Expected Fueling Date: <b>April 20, 2020</b>	Validity (# of days): <b>1</b>	

Notes:

Item Code	Item Description	Price	Qty	Sub Total
PREMIUM	GASOLINE, PREMIUM/GOLD	38.92	25.69	1,000.00
<b>Total</b>				<b>1,000.00</b>

Prepared by  
**Ryan B. Lumahang**  
RC GAS Station

- Click the Document you want to approve and click the Approve (Approve) button to confirm approval, otherwise click Disapproved (Disapprove) button to reject.

**Confirm**

Are you sure you want to approved this document?

No Yes

**Confirm**

Are you sure you want to reject this document?

No Yes

<sup>3</sup>

- Click Yes button to confirm action, otherwise click No button to cancel.

Notice

Remarks:  
Ready to pick up

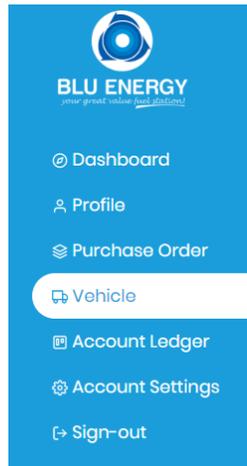
Cancel Confirm

4. Enter Remarks.
5. Click  button to confirm action, otherwise click  button to discard.



**Note:** If the amount of the purchase order has not reached the allowed or assigned credit limit the purchase order is considered as approved. On the other hand, the purchase order with the amount beyond its credit limit is subject for approval.

## VEHICLE



Go to Vehicle from navigation bar to register vehicle.

**Note:** There must be a registered vehicle in order for a customer to create a purchase order.

- Dashboard
- Profile
- Purchase Order
- Vehicle
- Account Ledger
- Account Settings
- Sign-out

### Your Vehicles

Plate No	Vehicle Type	Driver/Assign Personnel	Contact Number (Ex. 9503998934)	
			+63 Ex. 91234567890	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">+</span>
HOWO-10	DRUM/DUMP TRUCK	JR QUITOS	+639067456933	✕
130I-01446780	DUMTRUCK	LITO CANOOG	+639978610164	✕
MAG 7247	DRUM/DUMP TRUCK	MARIO GARING	+639173259108	✕
NDJ-4439	DUMP TRUCK	LOLONG	+639973072216	✕
100I-475368	MOTORCYCLE	RICHARD	+639658308441	✕
MAF-1843	MINI DUMPTRUCK	JERRY	+639975094371	✕

Vehicle	Plate Number	Odometer	Kms/Run	Fuel Used/Liters	Km/Liters
GALON	GALON	1.00	0.00	846.40	0.00
<b>Total:</b>			<b>0.00</b>	<b>846.40</b>	<b>0.00</b>
PUV	AFA 5679	1.00	0.00	1,733.68	0.00
<b>Total:</b>			<b>0.00</b>	<b>1,733.68</b>	<b>0.00</b>
TRUCK	CBB 1922	1.00	0.00	9,850.50	0.00
TRUCK	CBB 1922	1.00	0.00	5,500.00	0.00
TRUCK	CBB 1922	1.00	0.00	10,219.20	0.00
TRUCK	CBB 1922	0.00	-1.00	9,819.62	0.00
<b>Total:</b>			<b>-1.00</b>	<b>35,389.32</b>	<b>0.00</b>
TRUCK	YAX 109	1.00	0.00	500.08	0.00
TRUCK	YAX 109	1.00	0.00	399.88	0.00
TRUCK	YAX 109	1.00	0.00	399.94	0.00

1. Click + (Add) button to add entry.

**Your Vehicles**

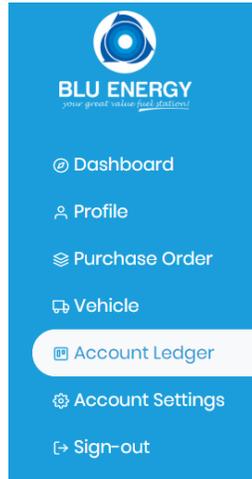
Plate No	Vehicle Type	Driver/Assign Personnel	Contact Number (Ex. 9503998134)
HOWO-10	DRUM/DUMP TRUCK	JR QUITOS	+639067456933
130I-01446780	DUMTRUCK	LITO CANOOG	+639978610164
MAG 7247	DRUM/DUMP TRUCK	MARIO GARING	+639173259108
NDJ-4439	DUMP TRUCK	LOLONG	+639973072216
100I-475368	MOTORCYCLE	RICHARD	+639658308441
MAF-1B43	MINI DUMPTRUCK	JERRY	+639975094371

2. Enter Plate No., Vehicle Type, Driver/Assign Personnel and Contact Number.
3. Click  (Save) icon to save entry, otherwise click  icon to discard.

Plate No	Vehicle Type	Driver/Assign Personnel	Contact Number (Ex. 9503998134)
SMP-X44	CAR	NAVY YAN	+639260268210

4. Click  (Edit) icon to modify entry, or click  (Delete) icon to delete entry if necessary.

## ACCOUNT LEDGER



Go to Account Ledger from navigation bar to view customer ledger.



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- Dashboard
- Profile
- Purchase Order
- Vehicle
- Account Ledger
- Account Settings
- Sign-out

### Account Ledger

2020-01-00018



**BLU ENERGY**  
your great voice *fuel stations!*

NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

**CUSTOMER LEDGER**  
As of: **May 12, 2020**  
Bernadith G. Noble Head Office

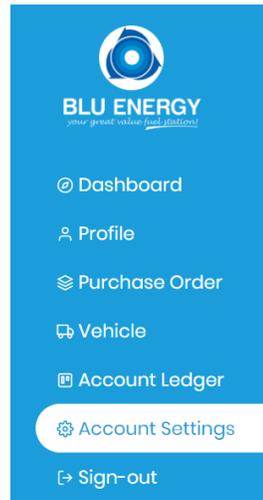
Description	Amount Due	Payment	Advance	Balance
▼ Billed Transactions	1,557,104.17	557,633.43	0.00	999,470.74
	<b>Cost/Unit</b>	<b>Gross</b>	<b>Discount</b>	<b>Net</b>
▼ Unbilled Transactions	30.47	703,316.24	42,092.94	661,223.30
▼ Outstanding PO	32.77	794,042.50	34,737.15	759,305.35



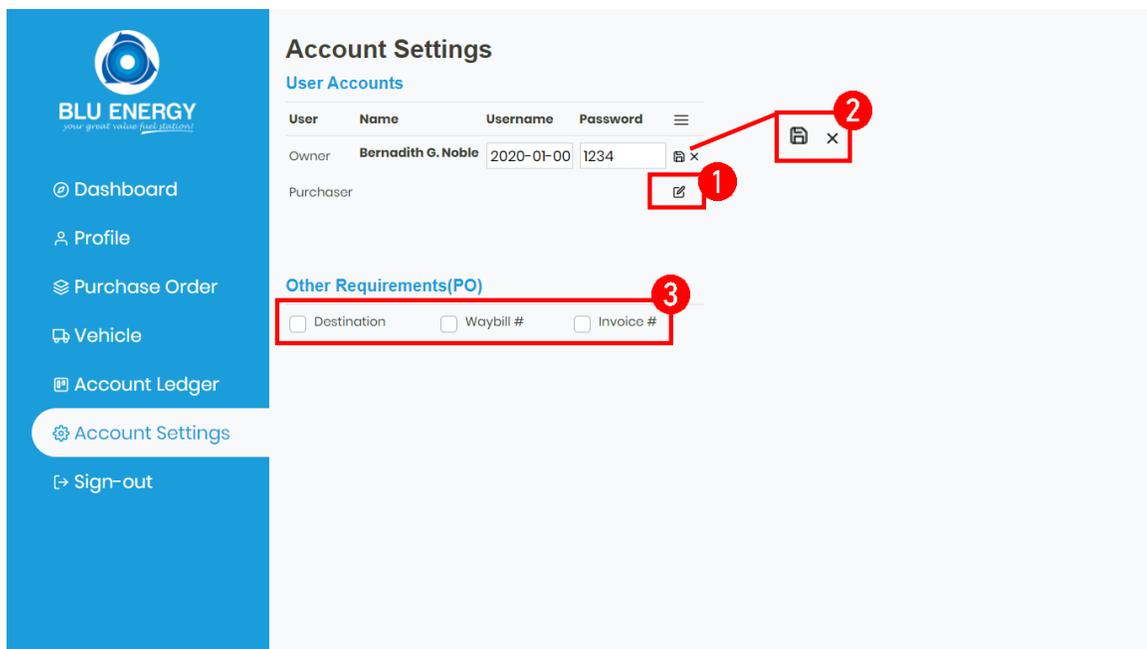
1

- To print document, click the  (Print) icon. To export, click  (Export) to export document.

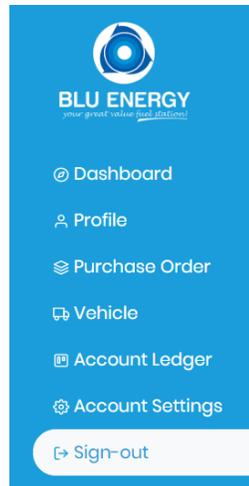
## ACCOUNT SETTINGS



Go to Account Settings from navigation bar to view Account Settings.



1. To edit Username and Password, click the  (Edit) icon.
2. To save, click  (Save) button. To cancel, click  (Cancel) button.
3. Click the  (Checkbox) of the particular requirement for PO.

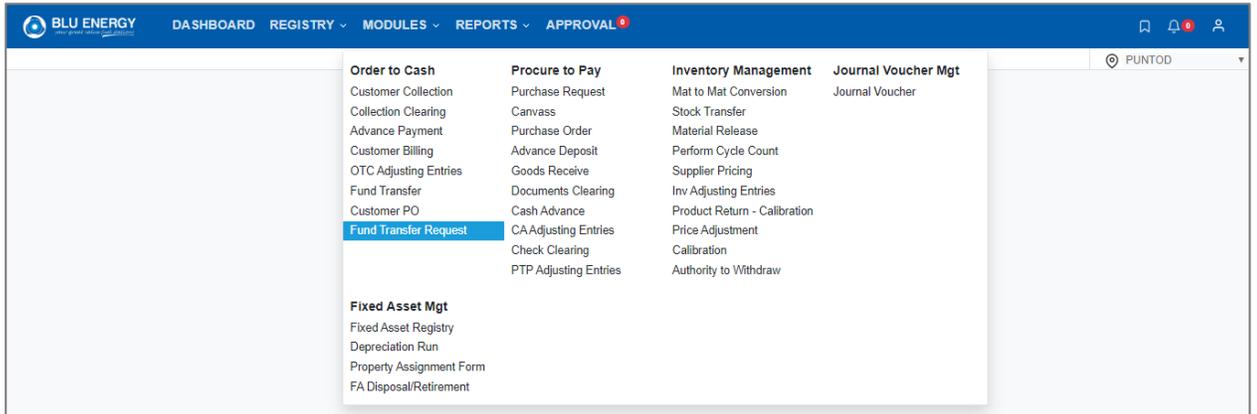


1. Go to  (Sign-out) button from navigation bar to sign out your account.

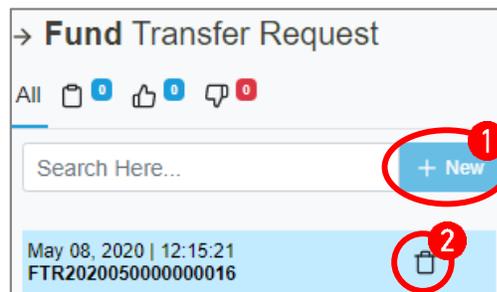
## FUND TRANSFER REQUEST

In this part, the user is able to create a request to transfer funds.

### How to Process Fund Transfer Request?



Click the Modules Menu and select Fund Transfer Request under Order to Cash (OTC) section.



1. Click **+ New** button to add entry for fund transfer request.
2. To remove entry, click  (Delete) icon.

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857-1987 / 0977 805 2771 Fax No.

### FUND TRANSFER REQUEST

Date	Location	Requested by
05/08/2020	PUNTOD	Cyrel, Cyrel Delfin
To Account	Amount	Description
100001 PETTY CASH BLU PUNTOE	0.00	-
		Cost Center
		OPERATIONS BLU PUNTOD

Current Balance: **3,000.00**

Uploaded Image/s Show Here...

[Upload Image](#)

[Send for Approval](#)

Document Status

- Created
- For Review **Not Set**
- For Certification **Not Set**
- For Approval **Administrator**

- Input necessary details to fields.
- To upload image, click [Upload Image](#) button.
- To send for approval, click [Send for Approval](#) button.

**Confirm**

Are you sure you want to send and save this document?

[No](#) [Yes](#)

- Click [Yes](#) button to confirm action, otherwise click [No](#) button to discard.

## APPROVAL

# PROCURE TO PAY

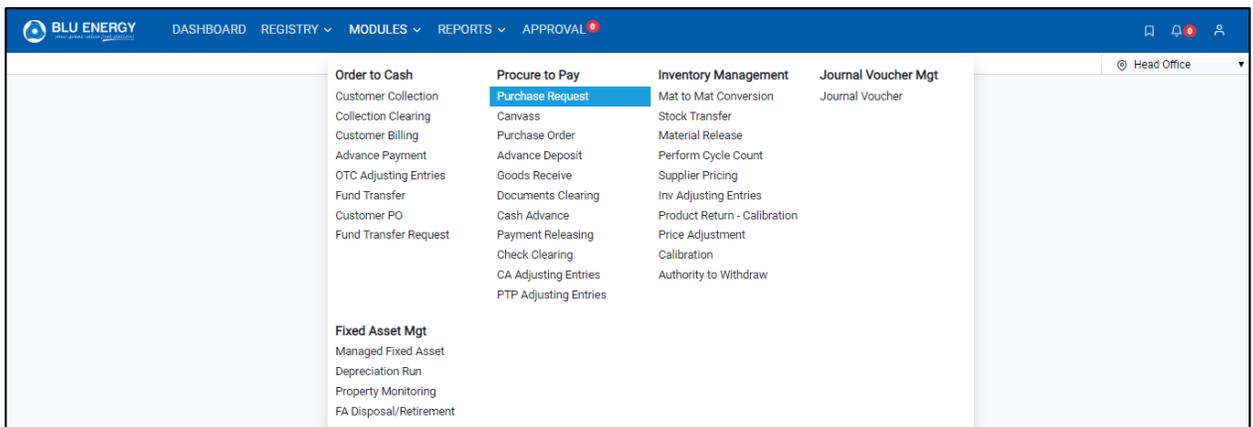
Procure to Pay will allow the user to connect all the steps of procurement process, from the decision to buy something to the eventual transaction. Moreover, it allow businesses to inquire, request, receive, and then pay for goods and services. This procure-to-pay process involves numerous steps to complete the order.

## PURCHASE REQUEST

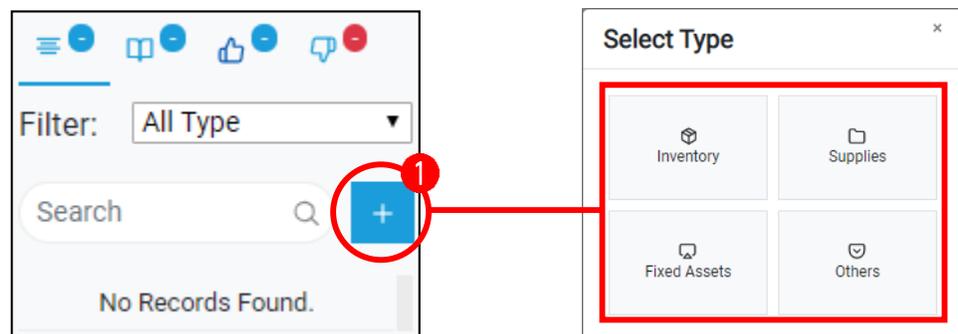
Purchase request section allows user to create a request to purchase. The purchase request process can be used by employees of an organization, who need to purchase items from external suppliers that require managerial or supervisory approval.

### How to create a purchase request?

In this part, the user will be guided on how to create a purchase request systematically.



Click the Modules menu and select Purchase Request under Procure to Pay section.



1. Click  (Create PR) button and select purchase request type among:

- a. Inventory
- b. Supplies

- c. Fixed Assets
- d. Others

**i** *Note: Expected Delivery will be a week after purchase request.*

**PURCHASE REQUEST – Inventory**



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## INVENTORY PURCHASE REQUEST

PR No.: **PR-INV-2020040002467**

Date Requested:

Expected Delivery Date:

Item Code	Item Description	Unit	Tank(s)	Capacity	SOH	S.Stock	Qty.	Cost	Subtotal
No Records Found.									

Requested by:  
**Cyrel, Cyrel Delfin**

Notes:

1. Enter Expected Delivery Date.
2. Click  (Add Item) button to open inventory entry.



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TEL NO. 857-1987 / 0977 805 2771 FAX NO.

## INVENTORY PURCHASE REQUEST

PR No.: **PR-INV-2020040002467**

Date Requested:

Expected Delivery Date:

Item Code	Item Description	Unit	Tank(s)	Capacity	SOH	S.Stock	Qty.	Cost	Subtotal
DIESEL	DIESEL	L	PUNTOD-DIESEL	40,000.00	480,413.15	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00
PREMIUM	GASOLINE, PRI	L	PUNTOD-DIESEL 1	16,000.00	218,840.78	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00
<b>Total</b>									0.00



Document Status

- Created
- For Review  
John Fell Telecio
- For Certification  
Maurecio Micabalo
- For Approval  
Ezer Marin

3. Select and input items needed for PR. To delete item, click  (Delete) icon.

To add more inventory purchase requests, repeat steps 1 & 2.

4. To send for approval, click  button.

🔔 Confirm

Are you sure you want send this document for approval?

5. Click  button to confirm action, otherwise click  button to cancel.

## PURCHASE REQUEST – Supplies



NO. 43 JULIO PACANA ST., PUNTO D CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

### SUPPLIES PURCHASE REQUEST

PR No.: PR-SPL-2020040002468

Date Requested: 04/27/2020

Expected Delivery Date: 04/27/2020

Category	Item	Unit	Functional Area	Cost Center	Qty.	Cost	Subtotal
No Records Found.							

Requested by:  
**Cyrel, Cyrel Delfin**

Notes:

1. Enter Expected Delivery Date.
2. Click the  (Add) button and provide the necessary details needed.



NO. 43 JULIO PACANA ST., PUNTO D CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

### SUPPLIES PURCHASE REQUEST

PR No.: PR-SPL-2020040002468

Date Requested: 04/27/2020

Expected Delivery Date: 04/27/2020

Category	Item	Unit	Functional Area	Cost Center	Qty.	Cost	Subtotal
	1/4 HOSE	-	OPERAT	BLU PUNTO D	5	60	300.00
STATION PARTS & ACCESSORIES	2GANG OUTI	-	OPERAT	BLU PUNTO D	5	200	1,000.00
<b>Total</b>							<b>1,300.00</b>

Document Status

- Created
- For Review  
John Fell Telecio
- For Certification  
Maurecio Micabalo
- For Approval  
Ezer Marin

3. Select and input items needed for PR. To delete item just click  (Delete) icon.

To add more supplies purchase request, repeat steps 1 & 2.

- Click  button for approval.

 Confirm

Are you sure you want send this document for approval?

- Click  button to confirm action, otherwise click  button to cancel.

### PURCHASE REQUEST – Fixed Assets



NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

## FIXED ASSET PURCHASE REQUEST

PR No.: PR-FA-2020040002469

Date Requested:

Expected Delivery Date:

Account	Item Code	Item	Unit	Description	Req. Qty.	Cost	Subtotal
No Records Found.							

Requested by:  
**Cyrel, Cyrel Delfin**

Notes:

- Enter Expected Delivery Date.
- Click the  (Add) button and provide the necessary details needed



NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

## FIXED ASSET PURCHASE REQUEST

PR No.: PR-FA-2020040002469

Date Requested:

Expected Delivery Date:

Account	Item Code	Item	Unit	Description	Req. Qty.	Cost	Subtotal
FURNITURES & FIXTURES	IC0000211	Table	PC	-	2.00	500.00	1,000.00
FURNITURES & FIXTURES	IC0000248	Chairs	PC	--	6.00	350.00	2,100.00
<b>Total</b>							<b>3,100.00</b>



Document Status

- Created
- For Review   
Not Set
- For Certification   
Not Set
- For Approval   
Cyrel, Cyrel Delfin

- Select and input item category needed for PR. To delete item just click  (Delete) icon.

To add more purchase requests – fixed asset, repeat steps 1 & 2.

- To send for approval, click  button.

 Confirm

---

Are you sure you want send this document for approval?

No Yes

- Click Yes button to confirm action, otherwise click No button to cancel

### PURCHASE REQUEST – Others



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## OTHERS PURCHASE REQUEST

PR No.: **PR-OTHERS-2020040002470**

Date Requested:  1

Expected Delivery Date:  1

Functional Area	Cost Center	Acc. Code	Acc. Name	Unit	Description	Req. Qty.	Cost	Subtotal
No Records Found.								

Requested by:

Cyrel, Cyrel Delfin

Notes:

+ 2

- Enter Expected Delivery Date.
- Click the + (Add) button and provide the necessary details needed.



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TEL NO. 857-1987 / 0977 805 2771 FAX NO.

## OTHERS PURCHASE REQUEST

PR No.: **PR-OTHERS-2020040002470**

Date Requested:

Expected Delivery Date:

Functional Area	Cost Center	Acc. Code	Acc. Name	Unit	Description	Req. Qty.	Cost	Subtotal
OPERA	BLU PU	600000	SALARIES AND WAC	-	-	8	3000	24,000.00
OPERA	BLU PU	600030	COMMISSIONS	-	--	8	500	4,000.00
<b>Total</b>								28,000.00

Requested by:

Cyrel, Cyrel Delfin

Notes:

Send for Approval 4

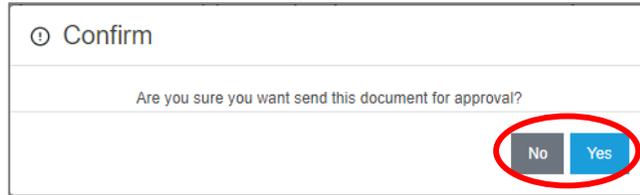
Document Status

- Created
- For Review  
John Fell Telecio
- For Certification  
Maurecio Micabalo
- For Approval  
Ezer Marin

- Select and input accounts needed for PR. To delete item just click  (Delete) icon.

To add more purchase request - others, repeat steps 1 - 2.

4. To send for approval, click  button.



Confirm

Are you sure you want send this document for approval?

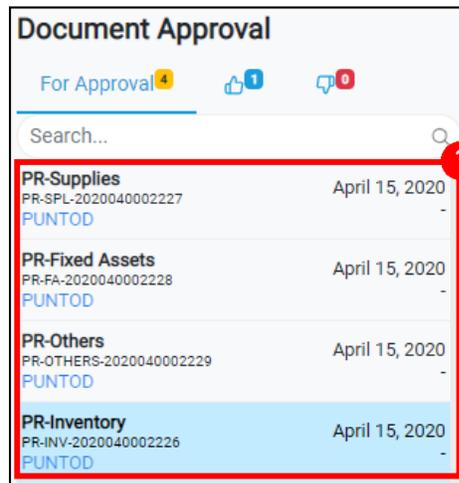
No Yes

5. Click  button to confirm action, otherwise click  button to cancel.

## APPROVAL



Click Approval menu.



1. Search / Select document for approval.

Document Overview & Status Disapprove **Approve**

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857-1987 / 0977 805 2771 Fax No.

**PURCHASE REQUEST-INVENTORY**  
PR-INV-2020040002467

Date Requested: April 27, 2020  
Location: PUNTOD

Note:

Item Code	Item Description	Unit	Req. Qty	Unit Price	Sub Total
DIESEL	DIESEL	L	50.00	38.00	1,900.00
PREMIUM	GASOLINE, PREMIUM/GOLD	L	50.00	42.00	2,100.00
<b>Total</b>					<b>4,000.00</b>

Requested by  
**Cyrel, Cyrel Delfin**  
ADMIN

- Click the Document you want to approve and click the **Approve** (Approve) button to confirm approval, otherwise click **Disapprove** (Disapprove) button to reject.

**Confirm**

Are you sure you want to approved this document?

No Yes

Are you want to reject this document?

No Yes

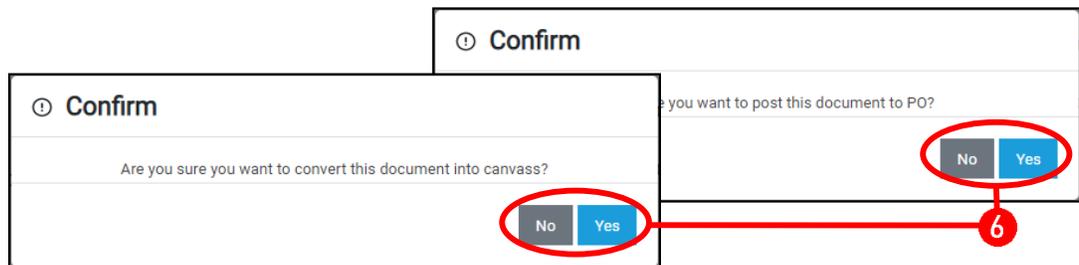
- Click **Yes** button to confirm action, otherwise click **No** button to cancel.



- Go to **Approve PRs** tab and select document.



- Click  (Print) button to produce a hardcopy or  (Post to PO) button to proceed for Purchase Order or  (Convert to Canvass) button to canvass and  (Close PR) button to cancel the hanging of transaction to PO.

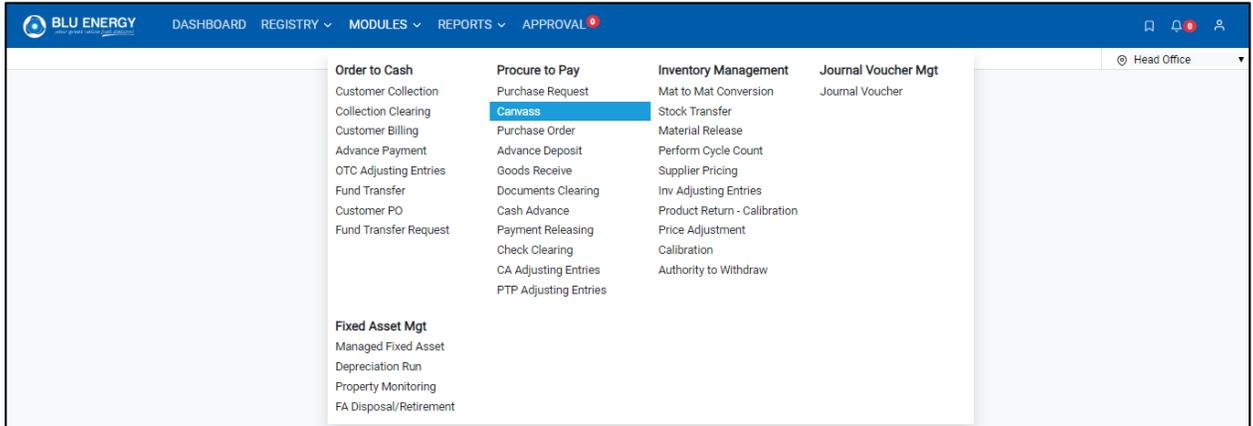


- Click  button to confirm action, otherwise click  button to cancel.

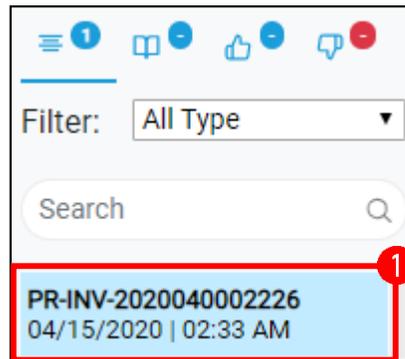
# CANVASS

Canvass allows the user to choose between direct buying of the product based on purchase request or will look for a particular supplier of the product.

## How to Process Canvass?



Click the Modules menu and select Canvass under Procure to Pay section.



1. Search / Select documents to canvass.



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## BIDDING APPROVAL FORM

PR No.: PR-INV-2020040002226 Date Requested: 04/15/20

Item Code	Unit	Description	SOH	Safety Stock	Req. Qty.
DIESEL	L	DIESEL	0.00	0.00	50.00
PREMIUM	L	GASOLINE, PREMIUM/GOLD	0.00	0.00	50.00
<b>Cost</b>					
<b>Add VAT</b>					
<b>Total Cost</b>					

Code	Bidder	Terms (in Days)	Lead Time (in Days)	Attachments
No Records Found.				

Requested by:

Administrator

2. Click  (Add) button to add bidder.

Code	Bidder	Terms (in Days)	Lead Time (in Days)	Attachment	
S2	ALFE COMMERCIAL	30	0		 
S1	22 KARATS PRINTING AND	30	15		

3. Select Bidder, input Terms (in Days) & Lead Time (in Days) and Attachment if necessary.
4. Click  (Save) icon to save entry, otherwise click  (Cancel) icon to cancel. To delete item, click  (Delete) icon.

**Attachments:**

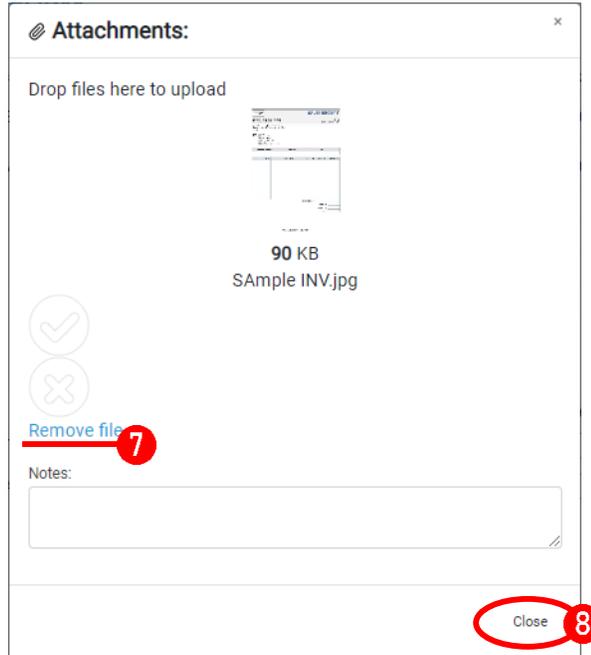
Drop files here to upload 

Notes:

5. Click on "Drop files here to upload" and locate file to upload. Add "Notes" if needed.

- Click <sup>Close</sup> (Close) button to cancel.



- To remove attachment, click on “Remove file” link.
- Click <sup>Close</sup> button to close the attachment form.



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857-1987 / 0977 805 2771

**Send for Approval** 10

**BIDDING APPROVAL FORM** Date Requested: 04/15/20

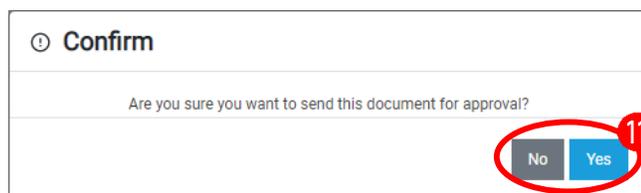
PR No.: PR-INV-2020040002226

Item Code	Unit	Description	SOH	Safety Stock	Req. Qty.	S1	S2
DIESEL	L	DIESEL	0.00	0.00	50.0	35.0000C	30
PREMIUM	L	GASOLINE, PREMIUM/GOLD	0.00	0.00	50.0	50.0000C	45
<b>Cost</b>						<b>4,250.00</b>	<b>3,750.00</b>
<b>Add VAT</b>						<b>510.00</b>	<b>450.00</b>
<b>Total Cost</b>						<b>4,760.00</b>	<b>4,200.00</b>
						<b>S1</b>	<b>S2</b>

**Document Status**

- Created
- For Review *Not Set*
- For Certification *Not Set*
- For Approval *Administrator*

- Input price for Suppliers of that item.
- Click **Send for Approval** button for approval.

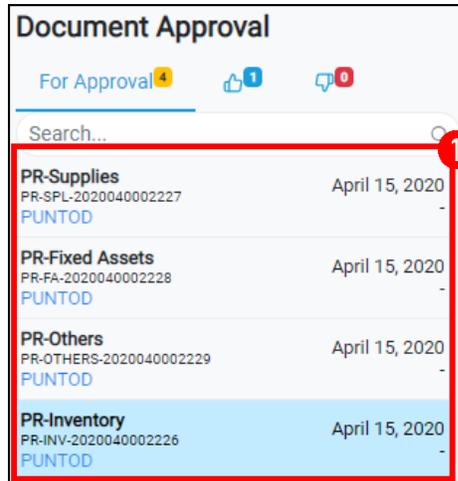


11. Click Yes button to confirm action, otherwise No button to cancel.

## APPROVAL



Click Approval menu.



1. Search / select document for approval.

**Document Overview & Status**

**BLU ENERGY**  
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857-1987 / 0977 805 2771 Fax No.

**CANVASS DETAILS**  
CV-INV-202004000025

Date Requested: April 27, 2020  
Location: PUNTOD

Remarks:

Supplier Name	Item Code	Item Description	Unit	Req. Qty	Unit Price	Supplier Price
<b>ALFE COMMERCIAL</b>						
	DIESEL	DIESEL	L	50.00	38.00	35.00
	PREMIUM	GASOLINE, PREMIUM/GOLD	L	50.00	42.00	35.00
<b>ACRL PRINTING AND OFFICE SUPPLIES</b>						
	DIESEL	DIESEL	L	50.00	38.00	30.00
	PREMIUM	GASOLINE, PREMIUM/GOLD	L	50.00	42.00	30.00

List of Bidders	Terms	Lead Time (Day/s)
ALFE COMMERCIAL	30	15
ACRL PRINTING AND OFFICE SUPPLIES	30	15

2. Click the Document you want to approve and click the  (Approve) button to confirm approval, otherwise click  (Disapprove) button to reject.

3. Select Supplier to approve.

4. Click  button to save, otherwise click  button to cancel.

Supplier

ALFE COMMERCIAL

Close Save

**Confirm**

Are you sure you want to approved this document?

No Yes

**Confirm**

Do you want to reject this document?

No Yes

5. Click  button to confirm action, otherwise click  button to cancel.

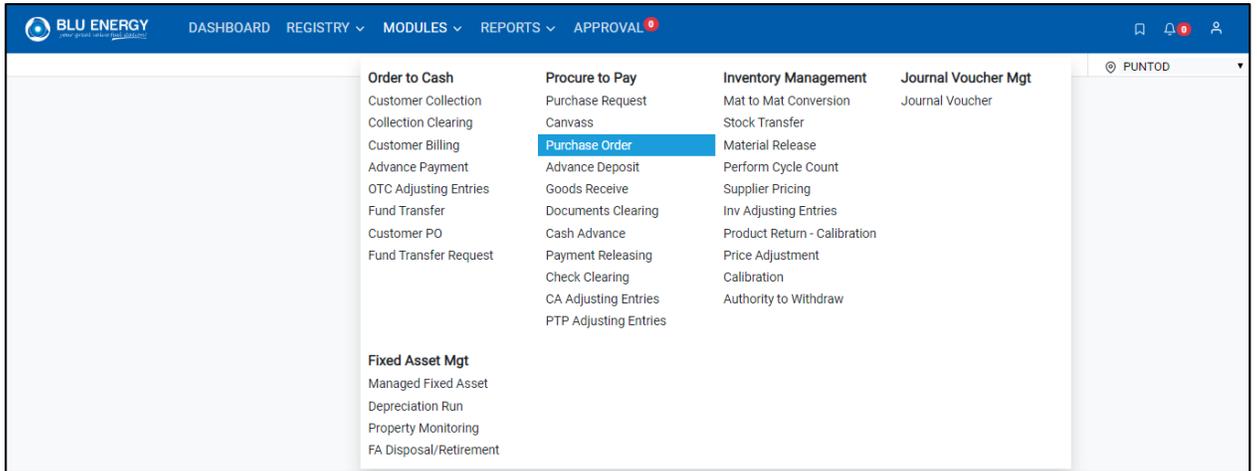
**Note:** After sending for approval, the  (Attachment) button will change to  (View) button and proceed to Purchase Order approve.

**Note:** All types of PR have the same process when it comes to canvass.

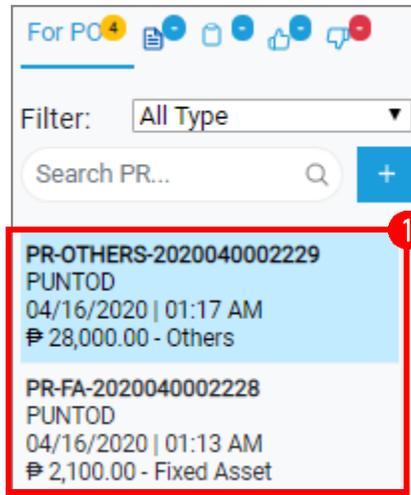
## PURCHASE ORDER

In this section, the user is able to convert the purchase request to purchase order and is still subject for approval. The user may also create a purchase order for Non-Procured and Payment Request Memo types.

### How to process a Purchase Order?



Click the Modules menu and select Purchase Order under Procure to Pay section.



1. Select PR for PO documents.

PURCHASE ORDER - Procured

Select Vendor: 22 KARATS PRINTING AND

Deliver To: PUNTOD - Warehouse

Shipping Code: COB

Terms(in days): 30

Mode of Payment: COD

Date: 04/29/2020

Lead Time(in Days): 15



**PURCHASE REQUEST INVENTORY**  
**PR-INV-2020040002471**  
 Date Requested: 04/29/2020  
 Expected Delivery: 05/07/2020

NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
 TEL NO. 857-1987 / 0977 805 2771 FAX NO.

Item Code	Item Description	Unit	SOH	Safety Stock	Req. Qty	Cost/Unit (VAT Ex)	VAT	Cost Subtotal (VAT Inc)
DIESEL	DIESEL	L	480,463.15	0.00	50	38.00	4.56	42.56 2,128.00
PREMIUM	GASOLINE, PREMIUM/GOLD	L	218,890.78	0.00	50	42.00	5.04	47.04 2,352.00
<b>Total</b>								<b>4,480.00</b>

Requestor:  
Cyrel, Cyrel Delfin

Attachment(s):  

Drop files here to upload

PO Remarks/Notes

Selected document will display its content here.

1. Fill-in necessary fields for the Purchase Order (PO).
2. Fill-in fields among these PO types;
  - a. **Inventory** – Req. Quantity (Qty) and Cost / Unit (VAT Ex)
  - b. **Supplies** – Quantity (Qty) and Cost / Unit (VAT Ex)
  - c. **Fixed Assets** - Req. Quantity (Qty) and Cost / Unit
  - d. **Others** - Quantity (Qty) and Cost / Unit (VAT Ex)

Select Vendor: 22 KARATS PRINTING AND  
 Deliver To: PUNTOD - Warehouse | Shipping Code: COB  
 Terms(in days): 30 | Date: 04/29/2020  
 Mode of Payment: COD | Lead Time(in Days): 15

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 NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
 TEL NO. 857-1987 / 0977 805 2771 FAX NO.

**PURCHASE REQUEST INVENTORY**  
 PR-INV-2020040002471  
 Date Requested: 04/29/2020  
 Expected Delivery: 05/07/2020

Item Code	Item Description	Unit	SOH	Safety Stock	Req. Qty	Cost/Unit (VAT Ex)	VAT	Cost Subtotal (VAT Inc)
DIESEL	DIESEL	L	480,463.15	0.00	50	38.00	4.56	42.56 2,128.00
PREMIUM	GASOLINE PREMIUM/GOLD	L	218,890.78	0.00	50	42.00	5.04	47.04 2,352.00
<b>Total</b>								<b>4,480.00</b>

Document Status:  
 Created  
 Reviewed  
 Not Set  
 Certified  
 Not Set  
 Approved  
 Cyrel, Cyrel Delfin

PR Note:

- Click button for approval or button to save the document and process later.

**Confirm**  
 Are you sure you want to convert this PR Document to PO & Send for Approval?  
 No Yes

**Confirm**  
 Are you sure you want to save this PR Document in Drafts?  
 No Yes

- Click button to confirm action, otherwise click button to cancel.

## APPROVAL

## PURCHASE ORDER – Non-Procured

For PO  
 Filter: All Type  
 Search PR...  
 No record found!

**Select PO Type**  
 Non Procured (Single Vendor)  
 Non Procured (Multiple Vendor)  
 PRM

- Click (Create PO Non-Procured) button and select Purchase Order type among:
  - Non – Procured (Single Vendor)
  - Non – Procured (Multiple Vendor)
  - PRM

PURCHASE ORDER – Non-Procured (Single)

Select Vendor ALFE COMMERCIAL	Terms(in days): 30	Date 04/29/2020
Deliver To: PUNTOD - Warehouse	Shipping Code: COB	Mode of Payment COD
Courier 2Go		Lead Time(in Days) 15

No. 45 Melio Pacana St., Puntod Cagayan de Oro  
 City 900  
 857-1987 / 0977 805 2771 Fax No.

## PURCHASE ORDER NONPROCURED

PONP2020040000829

PO Date: 04/29/2020

Functional Area	Cost Center	Acc. Code	Acc. Name	Unit	Description	Qty	Cost/Unit (VAT Ex)	VAT	Cost (VAT Inc)	Subtotal
No Records Found.										

Terms & Conditions

1. Written acceptance of this PO for the supply of goods or services shall constitute acceptance by the Supplier of this Purchase.

Order and all its Terms & Condition as set forth on the attached pages.

2. The PO number must be stated on the delivery note and invoice.

**Note: All documents referencing this Purchase Order must contain PO No. to ensure PAYMENT**

Supply Chain Manager  
  
 \_\_\_\_\_  
 Christine Lintad

Authorized Signatory on Behalf of Supplier  
  
 \_\_\_\_\_

Attachment(s):

Click Here to attach files.

1. Fill – in necessary fields needed for Purchase Order (PO).
2. Click (Add) button to open/add an entry.

Select Vendor: ALFE COMMERCIAL

Deliver To: PUNTOD - Warehouse

Courier: 2Go

Terms(in days): 30

Mode of Payment: COD

Date: 04/29/2020

Lead Time(in Days): 15

**BLU ENERGY**  
your great value fuel for life

Alfio Pacana St., Puntod Cagayan de Oro City, 800  
857-1987 / 0977 805 2771 Fax No.

**PURCHASE ORDER NONPROCURED**  
PONP2020040000829  
PO Date: 04/29/2020

Functional Area	Cost Center	Acc. Code	Acc. Name	Unit	Description	Qty	Cost/Unit (VAT Ex)	VAT	Cost (VAT Inc)	Subtotal	
OPERA	BLU F	600285	AGENCY FEE	-	-	1	10000	1200	11,200.00	11,200.00	
IT	BL - I	600297	COMPANY COM	-	-	1	15000	1800	16,800.00	16,800.00	
<b>Total</b>									<b>28,000.00</b>		

Document Status: Created, For Review Not Set, For Certification Not Set, For Approval Not Set, On Progress

3. Select and input fields needed for Purchase Order (PO). To delete item just click (Delete) icon.

To add more purchase orders – non procured, repeat steps 2 & 3.

4. Click button to approve document.

**Confirm**

Are you sure you want to send this document for approval?

No Yes

5. Click button to confirm action, otherwise click button to cancel.

## APPROVAL

For PO Draft

Filter: All Type

Search PR...

POINV2020050001056 Inventory - 14,336.00  
PUNTOD - 05/14/2020

6. Go to (Approved PO(s)) tab to view approved document.



**BLU ENERGY**  
*your great value fuel station!*

NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

**PURCHASE ORDER  
INVENTORY**

POINV2020050001056  
PO Date: 05/14/2020

Print 

Close Document

---

**VENDOR**

Vendor Name **22 KARATS PRINTING AND**  
Address **ZONE 4, TAMBO, CARMEN, CAGAYAN DE ORO, 9000 MISAMIS ORIENTA**  
Tel No.  
Fax No. -

**DELIVER TO**

Station/Location **14344 - Warehouse**  
Address **PUNTOD**  
Tel No **93009221515**  
Fax No

---

Payment Terms <b>30</b>	Expected Delivery <b>05/14/2020</b>	Mode of Payment <b>COD</b>	Shipping Code <b>-</b>
----------------------------	--	-------------------------------	---------------------------

---

Item Code	Item Description	Unit	SOH	S. Stock	Req. Qty	Cost/Unit <small>(VAT Ex)</small>	VAT	Cost <small>(VAT Inc)</small>	Subtotal
DIESEL	DIESEL	L	97,419.35	0.00	100.00	38.00	4.56	42.56	4,256.00
PREMIUM	GASOLINE, PREMIUM/GOLD	L	61,299.32	0.00	100.00	48.00	5.76	53.76	5,376.00
UNLEADED	GASOLINE, SILVER REGULAR	L	59,695.97	0.00	100.00	42.00	5.04	47.04	4,704.00
<b>Total</b>									<b>14,336.00</b>

**Document Status**

- Created
- Reviewed  
**Not Set**
- Certified  
**Not Set**
- Approved  
**Christine Lintad**
- In Transit

Content of selected document displays here.

- Click Print  (Print) button to produce a hardcopy or Close Document button to cancel the hanging of transaction to Goods Receive (GR).

⊙ Confirm

---

Are you sure you want to close this PO Document?

No
Yes

- Click Yes button to confirm action, otherwise click No button to cancel.

PURCHASE ORDER – Non-Procured (Multiple Vendor)

**1**

Courier: 2Go  
 Terms(in days): 30  
 Date: 04/29/2020  
 Mode of Payment: COD  
 Lead Time(in Days): 15

**BLU ENERGY**  
 your great value fuel City 900  
 No. 42 Julio Pacana St., Puntod Cagayan de Oro  
 857-1987 / 0977 805 2771 Fax No.

**PURCHASE ORDER NONPROCURED**  
 PONP2020040000830  
 PO Date: 04/29/2020

Account	Debit	Credit	Functional Area	Cost Center	Vendor/Supplier	Accrued Account
No Records Found.						

**2**

Terms & Conditions  
 1. Written acceptance of this PO for the supply of goods or services shall constitute acceptance by the Supplier of this Purchase.  
 Order and all its Terms & Condition as set forth on the attached pages.  
 2. The PO number must be stated on the delivery note and invoice.

**Note: All documents referencing this Purchase Order must contain PO No. to ensure PAYMENT**

Supply Chain Manager: Christine Lintad  
 Authorized Signatory on Behalf of Supplier: \_\_\_\_\_

Attachment(s):  
 Click Here to attach files.

1. Fill – in necessary fields needed for Purchase Order (PO).
2. Click (Add) button to open/add an entry.

**3**

Account	Debit	Credit	Functional Area	Cost Center	Vendor/Supplier	Accrued Account
600285 - AGEN	10000	0	OPERATI	BLU PUNTOD		-
600275 - FINES	0	10000	OPERATI	BLU PUNTOD	ALFE COMMERC	210008 - ACCR
	10,000.00	10,000.00		0.00		

**4**

Send for Approval

Print

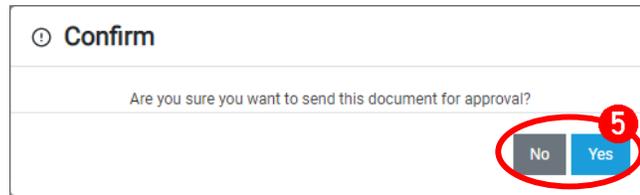
Document Status

- Created
- For Review **Not Set**
- For Certification **Not Set**
- For Approval **Not Set**
- On Progress

3. Select and input fields needed for Purchase Order (PO). To delete item, click (Delete) icon.

To add more purchase orders – non procured (Multiple Vendors), repeat steps 2 & 3.

4. Click  button to approve document.



A screenshot of a 'Confirm' dialog box. The title bar says 'Confirm'. The main text asks 'Are you sure you want to send this document for approval?'. At the bottom right, there are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red circle and a red number '5' in the top right corner of the circle.

5. Click  button to confirm action, otherwise click  button to cancel.

## APPROVAL

PURCHASE ORDER – PRM

Terms(in days):	Date
30	04/29/2020
Mode of Payment	Lead Time(in Days)
COD	15

**BLU ENERGY**  
 your great value fuel  
 No. 43 Julio Pacana St., Puntod Cagayan de Oro  
 City 900  
 857-1987 / 0977 805 2771 Fax No.

**PURCHASE ORDER  
 PRM**  
**POPRM2020040000831**  
 PO Date: 04/29/2020

Functional Area	Cost Center	Supplier	Tin	Expense Account	Account Name	Payment Account	Description	VAT	Amount
No Records Found.									

Terms & Conditions

- Written acceptance of this PO for the supply of goods or services shall constitute acceptance by the Supplier of this Purchase. Order and all its Terms & Condition as set forth on the attached pages.
- The PO number must be stated on the delivery note and invoice.

PO Notes/Remarks:

**Note: All documents referencing this Purchase Order must contain PO No. to ensure PAYMENT**

Supply Chain Manager

Authorized Signatory on Behalf of Supplier

Christine Lintad

Attachment(s):

Click Here to attach files.

- Input necessary details to fields for Purchase Order (PO).
- Click  (Add) button to open/add an entry.

Terms(in days):		Date	
30		04/29/2020	
Mode of Payment		Lead Time(in Days)	
COD		15	

**BLU ENERGY**  
 your great value fuel  
 No. 43 Julio Pacana St., Puntod Cagayan de Oro  
 City 900  
 857-1987 / 0977 805 2771 Fax No.

**PURCHASE ORDER  
 PRM**  
**POPRM2020040000831**  
 PO Date: 04/29/2020

[Send for Approval](#)

[Upload File](#)

[Print](#)

Document Status

- Created
- For Review  
Not Set
- For Certification  
Not Set
- For Approval  
Cyrel, Cyrel Delfin
- On Progress

Functional Area	Cost Center	Supplier	Tin	Expense Account	Account Name	Payment Account	Description	VAT	Amount
OPER	BL	ALFE COMMERCIA	403-1	60028	AGENCY FEE	1000	-	0.000	10000
IT	BL	BME PARTNERS IN	005-4	60028	AGENCY FEE	1000	-	0.000	20000
<b>Total</b>									<b>30,000.00</b>

3. Select and input necessary details to fields for Purchase Order (PO). To delete item just click  (Delete) icon.

To add more purchase orders - PRM, repeat steps 2 & 3.

4. To send for approval, click  button. To upload file, click  button.

**Confirm**

Are you sure you want to send this document for approval?

5. Click  button to confirm action, otherwise click  button to cancel.

## APPROVAL

### Save as Draft



1. Go to  (Drafts) tab and select document to modify.

Select Vendor: 22 KARATS PRINTING AND

Deliver To: PUNTOD - Warehouse

Terms (in days): 30

Mode of Payment: COD

Date: 04/29/2020

Lead Time (in Days): 0



857-1987 / 0977 805 2771 Fax No.

### PURCHASE ORDER INVENTORY

POINV2020040000832

PO Date: 04/29/2020

Item Code	Item Description	Unit	SOH	S. Stock	Req. Qty	Cost/Unit (VAT Ex)	VAT	Cost (VAT Inc)	Subtotal
DIESEL	DIESEL	L	480,463.15	0.00	50.00	38.00	4.56	42.56	2,128.00
PREMIUM	GASOLINE, PREMIUM/GOLD	L	218,890.78	0.00	50.00	42.00	5.04	47.04	2,352.00
<b>Total</b>									<b>4,480.00</b>

Terms & Conditions

1. Written acceptance of this PO for the supply of goods or services shall constitute acceptance by the Supplier of this Purchase.

Order and all its Terms & Condition as set forth on the attached pages.

2. The PO number must be stated on the delivery note and invoice.

**Note: All documents referencing this Purchase Order must contain PO No. to ensure PAYMENT**

Supply Chain Manager

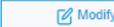
Christine Lintad

Authorized Signatory on Behalf of Supplier

Attachment(s):

Click Here to attach files.

 **2**





Document Status

- Created
- For Review **Not Set**
- For Certification **Not Set**
- For Approval **Cyrel, Cyrel Delfin**
- On Progress

2. To send for approval, click  button. To edit entry, click  icon to create changes and click  button to produce a hardcopy.

After Modification.

Select Vendor 22 KARATS PRINTING AND		Terms(in days): 30	Date 04/29/2020
Deliver To: PUNTOD - Warehouse	Shipping Code: -	Mode of Payment COD	Lead Time(in Days) 0



BLU ENERGY  
your great value fuel  
City 900

857-1987 / 0977 805 2771 Fax No.

**PURCHASE ORDER  
INVENTORY**  
POINV2020040000832  
PO Date: 04/29/2020

 Save

 Cancel

Item Code	Item Description	Unit	SOH	S. Stock	Req. Qty	Cost/Unit (VAT Ex)	VAT	Cost (VAT Inc)	Subtotal
DIESEL	DIESEL	L	480,463.15	0.0	50.00	38.00	4.56	42.56	2,128.00
PREMIUM	GASOLINE, PREMIUM/GOLD	L	218,890.78	0.0	50.00	42.00	5.04	47.04	2,352.00
<b>Total</b>									<b>4,480.00</b>

Document Status

- Created
- For Review Not Set
- For Certification Not Set
- For Approval Cyrel, Cyrel Delfin
- On Progress

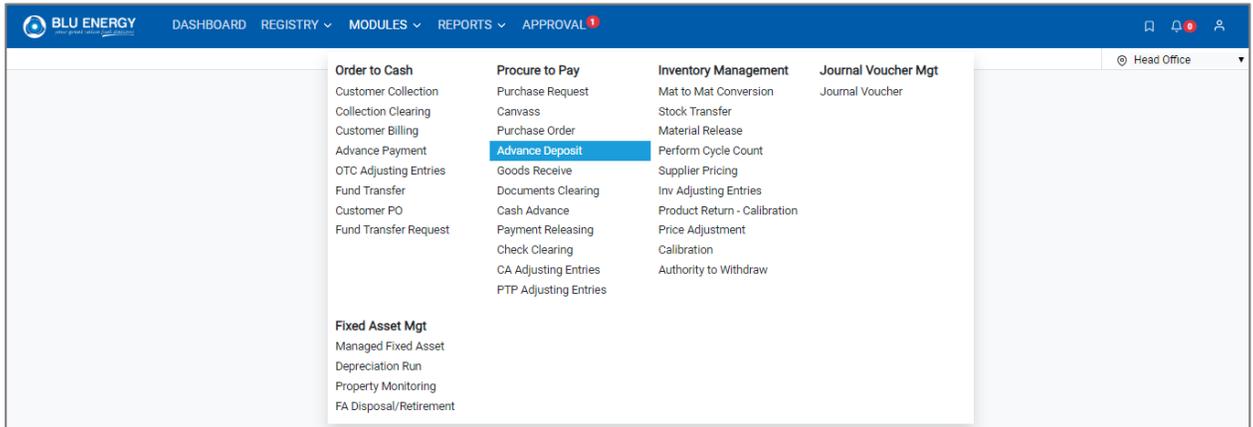
3. Update fields;
- a. **Inventory** - Req. Quantity and Cost / Unit (VAT Ex)
  - b. **Supplies** – Quantity (Qty) and Cost / Unit (VAT Ex)
  - c. **Fixed Assets** - Req. Quantity (Qty) and Cost / Unit
  - d. **Others** - Quantity (Qty) and Cost / Unit (VAT Ex)
4. Click  button to update changes, otherwise click  button

## APPROVAL

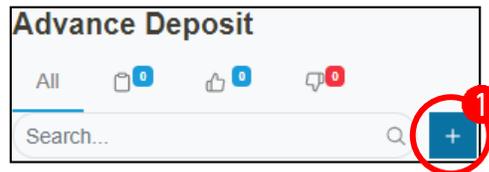
## ADVANCE DEPOSIT

In this part, the user is able to deposit in advance. Advance Deposit records cash transactions that will go directly to the bank and will not go through the normal cash receipt process.

### How to process Advance Deposit?



Click the Modules menu and select Advance Deposit under Procure to Pay section.



1. Click  (Create) button.

**Document Overview & Status**

**Save & Send for Approval** 1 2 3 4

Created For Review Not Set For Certification Not Set For Approval Not Set

**BLU ENERGY** your great value fuel stations! No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900  
857-1987 / 0977 805 2771

**ADVANCE DEPOSIT** Date Requested: Apr 17 2020

Select PO: POFA2020040000734

Payment Due	PO Amount	Adv Deposit	PO Remaining
04/17/2020	2,100.00	2100	0.00

Location: HeadOffice

Requested by  
Administrator

2. Select PO and input Payment Due & Adv. Deposit.
3. To send for approval, click **Save & Send for Approval** button.

⌚ **Confirm**

---

Are you sure to Send this Document for Approval?

No
Yes

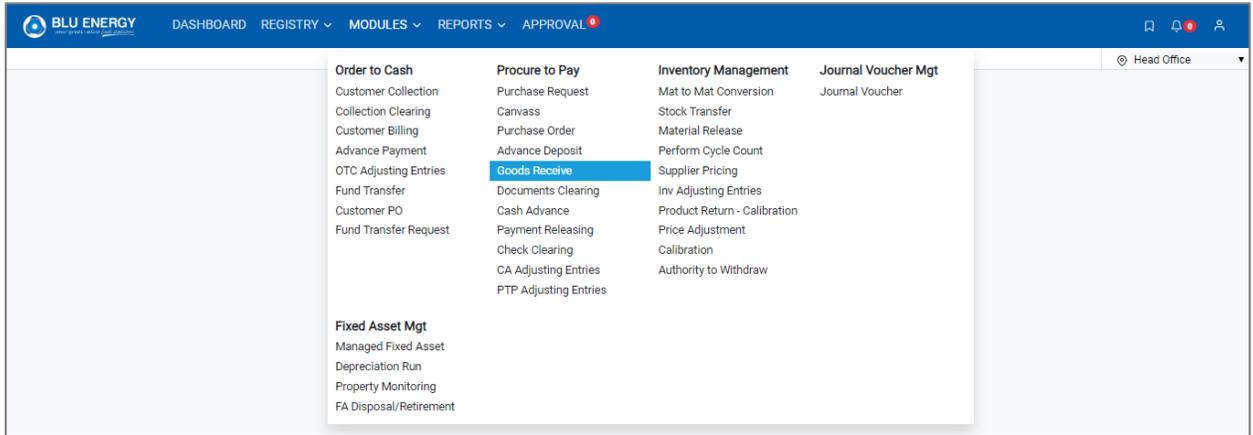
4. Click **Yes** button to confirm action, otherwise click **No** button to cancel.

## APPROVAL

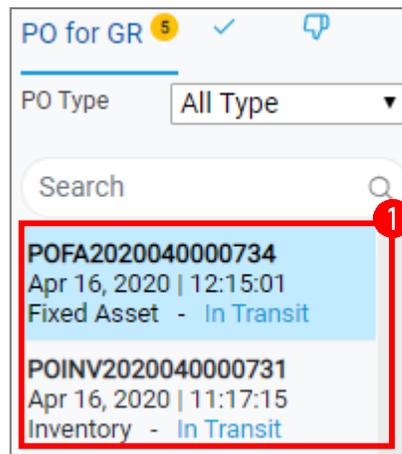
## GOODS RECEIVE

This record is use to confirm all goods have been received and often compared to a purchase order before payment is issued. In this section, user is able to receive goods upon its delivery and register it to the system.

### How to process Goods Receive?



Click the Modules menu and select Goods Receive under Procure to Pay section.



1. Select PO for GR documents.



## GOODS RECEIVE – Fixed Asset

**Fixed Assets to be received**

Way Bill No. wb001	Invoice inv001    04/16/2020	Delivery Receipt dr001
-----------------------	---------------------------------	---------------------------

Description	Category	Qty Received
Chair	600245 ~ Furnitures and Fixtures and Other Equipment	<input type="text" value="4.00"/>
Table	600245 ~ Furnitures and Fixtures and Other Equipment	<input type="text" value="2.00"/>

Selected document will display its content here.

1. Input necessary details to fields for the goods to be received.

**Fixed Assets to be received**

Way Bill No. wb001	Invoice inv001    04/16/2020	Delivery Receipt dr001
-----------------------	---------------------------------	---------------------------

Description	Category	Qty Received
Chair	600245 ~ Furnitures and Fixtures and Other Equipment	<input type="text" value="4.00"/>
Table	600245 ~ Furnitures and Fixtures and Other Equipment	<input type="text" value="2.00"/>

2. Upload Invoice and DR by clicking (Upload) button.
3. Input Quantity Received. (Supplies, Fixed Assets & Others)

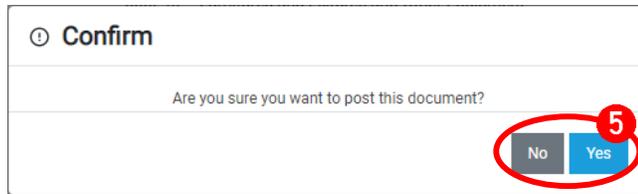
**Fixed Assets to be received**

Way Bill No. wb001	Invoice inv001    04/16/2020	Delivery Receipt dr001
-----------------------	---------------------------------	---------------------------

Description	Category	Qty Received
Chair	600245 ~ Furnitures and Fixtures and Other Equipment	<input type="text" value="4.00"/>
Table	600245 ~ Furnitures and Fixtures and Other Equipment	<input type="text" value="2.00"/>

Receive

4. Click button to receive goods.



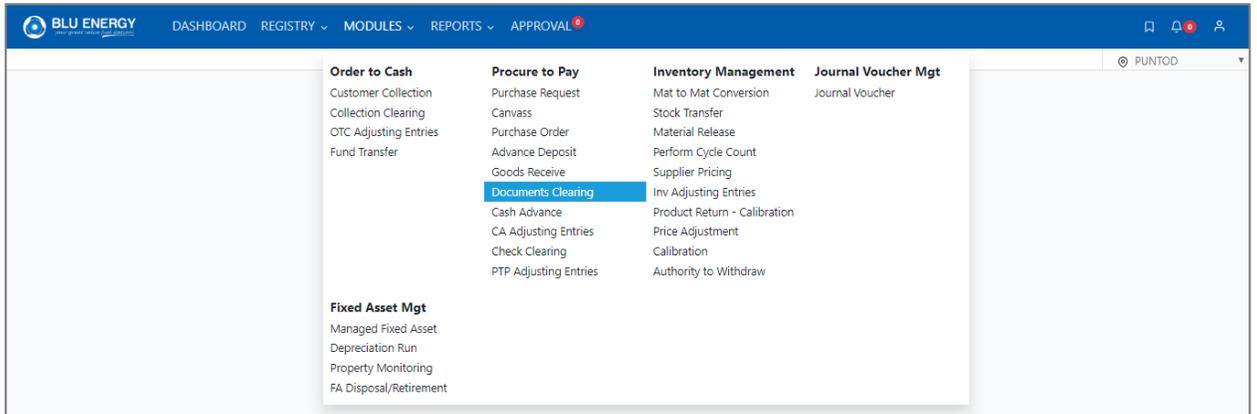
A screenshot of a 'Confirm' dialog box. The title bar contains a clock icon and the word 'Confirm'. The main text asks 'Are you sure you want to post this document?'. At the bottom right, there are two buttons: 'No' (grey) and 'Yes' (blue). A red circle highlights both buttons, with a red '5' in the top right corner of the circle.

5. Click  button to confirm action, otherwise click  button to cancel.

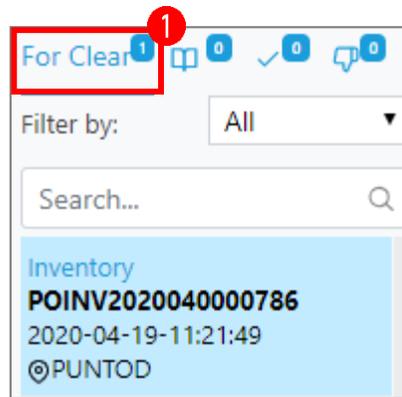
## DOCUMENTS CLEARING

Document that was cleared previously, open items when it is posted is known as a clearing document. Examples of clearing documents are payment documents and reversal documents. Documents clearing in this system refers to finished procurement transactions and were received under Goods Receive. The purpose of documents clearing is for finance to make sure the goods received coincides with the actual purchase order.

### How to Process Documents Clearing?



Click the Modules Menu and select Documents Clearing under Procure to Pay section.



1. Select documents to clear from [For Clear](#)<sup>1</sup> tab.

Received by: Cyrel, Cyrel Delfin (May 14 2020)  
Due Date: Jun 13 2020

Invoice: 001 05/14/2020

Delivery Receipt: 001-GR2020050353

Select Account: 200000-ACCOUNTS PAYABLE TRADE

**BLU ENERGY**  
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NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

**PURCHASE ORDER - INVENTORY**  
POINV2020050000952  
PO Date: May 14 2020

VENDOR		DELIVER TO	
Vendor Name	22 KARATS PRINTING AND	Station/Location	BUENAVISTA - Warehouse
Address	ZONE 4, TAMBO, CARMEN, CAGAYAN DE ORO, 9000 MISAMIS ORIENTA	Address	
Tel No.	-	Tel No	
Fax No.	-	Fax No	
Courier			
Payment Terms	Expected Delivery	Mode of Payment	Shipping Code
30	May 24 2020	COD	-

Item Code	Item Description	Unit	Req. Qty	Cost	Received Qty	Partial	Remaining	Amount
DIESEL	DIESEL	L	100	42.56	100.00	0.00	0.00	4,256.00
PREMIUM	GASOLINE, PREMIUM/GOLD	L	150	53.76	150.00	0.00	0.00	8,064.00
UNLEADED	GASOLINE, SILVER REGULAR	L	100	47.04	100.00	0.00	0.00	4,704.00
<b>Total</b>								<b>17,024.00</b>

Requested by: Cyrel, Cyrel Delfin  
PUNTOD  
Admin

Purchased by: Cyrel, Cyrel Delfin  
-  
PUNTOD  
Admin

Received by: Cyrel, Cyrel Delfin  
PUNTOD  
-

- Upload Invoice and Delivery Receipt by clicking (upload) button if necessary.
- Select Account.

Received by: Cyrel, Cyrel Delfin (May 14 2020)  
Due Date: Jun 13 2020

Invoice: 001 05/14/2020

Delivery Receipt: 001-GR2020050353

Select Account: 200000-ACCOUNTS PAYABLE TR

**BLU ENERGY**  
your great value fuel stations!

NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

**PURCHASE ORDER - INVENTORY**  
POINV2020050000952  
PO Date: May 14 2020

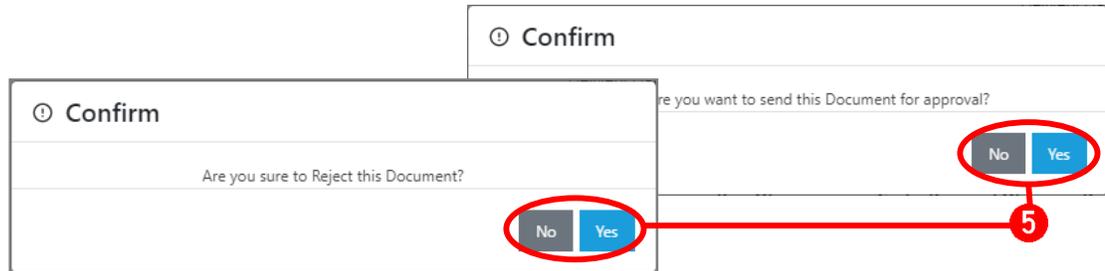
VENDOR		DELIVER TO	
Vendor Name	22 KARATS PRINTING AND	Station/Location	BUENAVISTA - Warehouse
Address	ZONE 4, TAMBO, CARMEN, CAGAYAN DE ORO, 9000 MISAMIS ORIENTA	Address	
Tel No.	-	Tel No	
Fax No.	-	Fax No	
Courier			
Payment Terms	Expected Delivery	Mode of Payment	Shipping Code
30	May 24 2020	COD	-

Item Code	Item Description	Unit	Req. Qty	Cost	Received Qty	Partial	Remaining	Amount
DIESEL	DIESEL	L	100	42.56	100.00	0.00	0.00	4,256.00
PREMIUM	GASOLINE, PREMIUM/GOLD	L	150	53.76	150.00	0.00	0.00	8,064.00
UNLEADED	GASOLINE, SILVER REGULAR	L	100	47.04	100.00	0.00	0.00	4,704.00
<b>Total</b>								<b>17,024.00</b>

Document Status

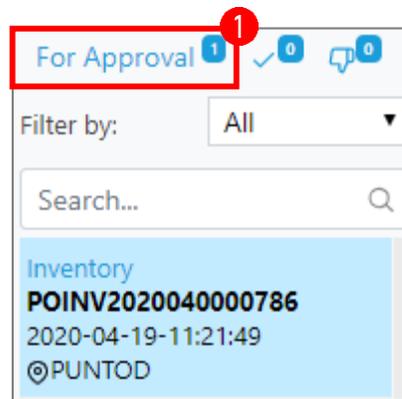
- Created May 14 2020
- Clear Henrik Kelly Yu

- To send for approval, click  button, otherwise click  button to discard.



5. Click **Yes** button to confirm action, otherwise click **No** button to cancel.

**i Note:** The administrator has the authority and responsibility to clear documents.



1. Select Document from **For Approval** tab.

Received by: Cyrel, Cyrel Delfin (May 14 2020)  
Due Date: Jun 13 2020

Invoice  
001 05/14/2020

Delivery Receipt  
001-GR20200503531

Select Account: 200000-ACCOUNTS PAYABLE TRADE

✓ Clear Document
✗ Reject Document

**BLU ENERGY**  
*your great value fuel stations!*

NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

**PURCHASE ORDER - INVENTORY**

POINV2020050000952

PO Date: May 14 2020

Document Status

- Created  
May 14 2020
- Clear  
Henrik Kelly Yu

VENDOR		DELIVER TO	
Vendor Name	22 KARATS PRINTING AND	Station/Location	BUENAVISTA - Warehouse
Address	ZONE 4, TAMBO, CARMEN, CAGAYAN DE ORO, 9000 MISAMI'S ORIENTA	Address	
Tel No.		Tel No	
Fax No.		Fax No	
Courier			
Payment Terms	Expected Delivery	Mode of Payment	Shipping Code
30	May 24 2020	COD	-

Item Code	Item Description	Unit	Req. Qty	Cost	Received Qty	Partial	Remaining	Amount
DIESEL	DIESEL	L	100	42.56	100.00	0.00	0.00	4,256.00
PREMIUM	GASOLINE, PREMIUM/GOLD	L	150	53.76	150.00	0.00	0.00	8,064.00
UNLEADED	GASOLINE, SILVER REGULAR	L	100	47.04	100.00	0.00	0.00	4,704.00
<b>Total</b>								<b>17,024.00</b>

2. Click **✓ Clear Document** button to clear document, otherwise click **✗ Reject Document** button to discard.

Documents Clearing Accounting Entries			
Date	Account Name	Debit	Credit
May 14 2020	GR/IR CLEARING	17,024.00	
	ACCOUNTS PAYABLE TRADE		17,024.00
<b>Total</b>		<b>17,024.00</b>	<b>17,024.00</b>

3

3. Click  button, otherwise click  button to discard.

**Confirm**

Are you sure to Approve this Document?

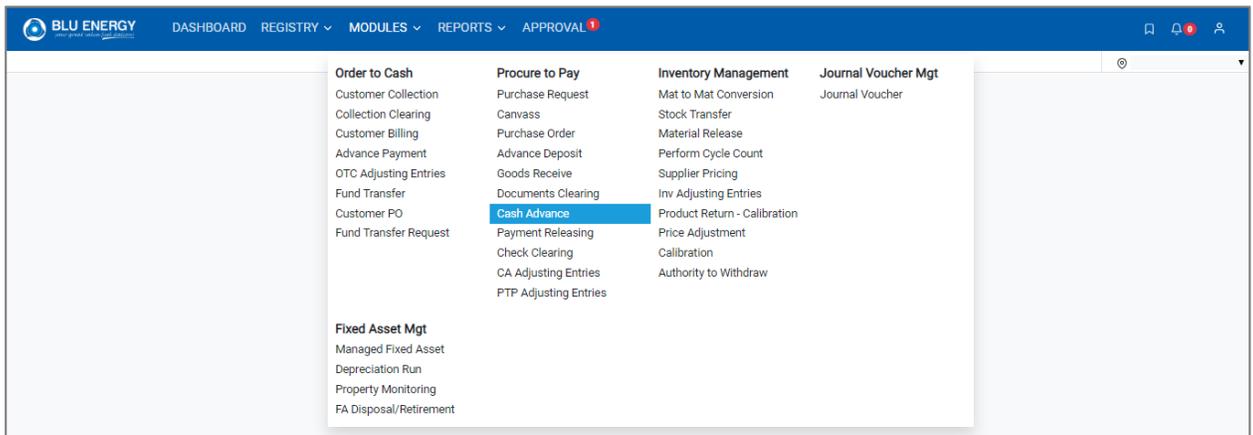
4

4. Click  button to confirm action, otherwise click  button to cancel.

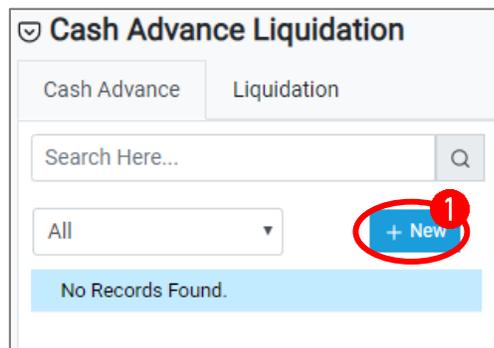
## CASH ADVANCE

Cash advance is a short-term loan from a bank or an alternative lender. In this system, cash advance refers to all cash taken in advance in the company that is used for business purposes. Here, those transactions are created and recorded.

### How to Process Cash Advance?



Click the Modules Menu and select Cash Advance under Procure to Pay section.



1. Click the **+ New** button to add entry.

**Document Overview & Status**

Save & Send for Approval

1 Created      2 For Review Not Set      3 For Certification Not Set      4 For Approval Not Set

**BLU ENERGY**  
your great value fuel stations!

No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900  
857-1987 / 0977 805 2771

**CASH ADVANCE** CENTER: PUNTOD

Employee Name	Account Name	CA Type	Amount	Reason/Remarks
<input type="text" value="Search Employee"/>	ADVANCES TO EMPLOYEES	CA Business	0.00	-

Requested by: **Cyrel, Cyrel Delfin**  
Approved by: **Name of Person Here**  
Positon

2. Select Employee Name, Account Name & CA Type and enter Amount & Reason / Remarks.

**Document Overview & Status**

Save & Send for Approval

1 Created      2 For Review Not Set      3 For Certification Not Set      4 For Approval Not Set

**BLU ENERGY**  
your great value fuel stations!

No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900  
857-1987 / 0977 805 2771

**CASH ADVANCE** CENTER: PUNTOD

Employee Name	Account Name	CA Type	Amount	Reason/Remarks
<input type="text" value="Search Employee"/>	ADVANCES TO EMPLOYEES	CA Business	0.00	-

Requested by: **Cyrel, Cyrel Delfin**  
Approved by: **Name of Person Here**  
Positon

3. Click **+** (Add) button to add entry for CA.

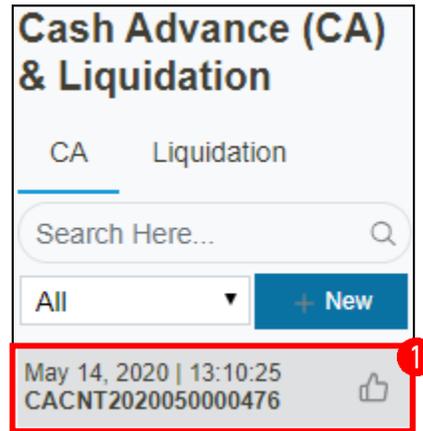
To add more cash advances, repeat steps 1 & 3.

**Confirm**

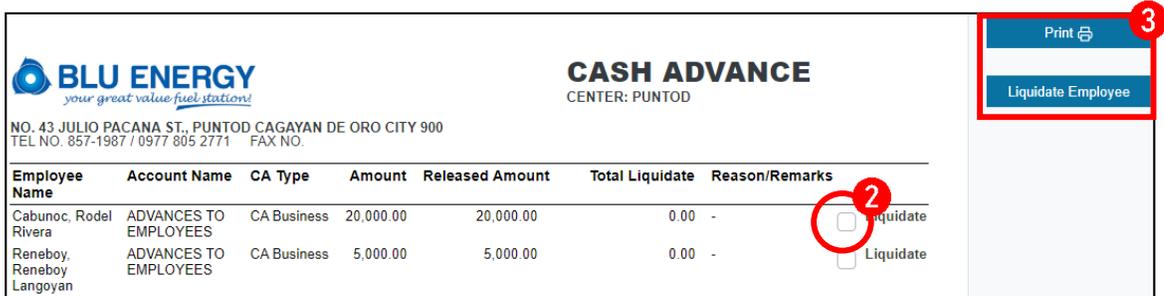
Are you sure you want to post this document?

4. Click **Yes** button to confirm action, otherwise click **No** button to cancel.

## APPROVAL



1. Select CA document for liquidation.

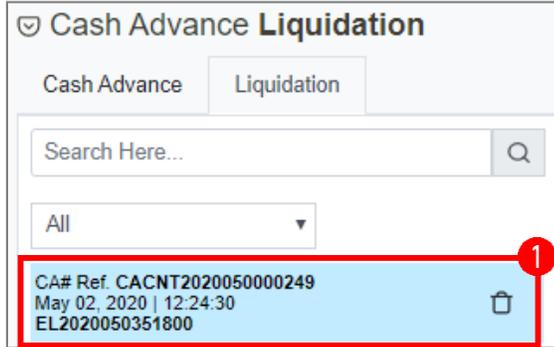


2. Select account to liquidate by clicking  (Checkbox).
3. Click **Liquidate Employee** button to liquidate or **Print** button to produce a hardcopy.

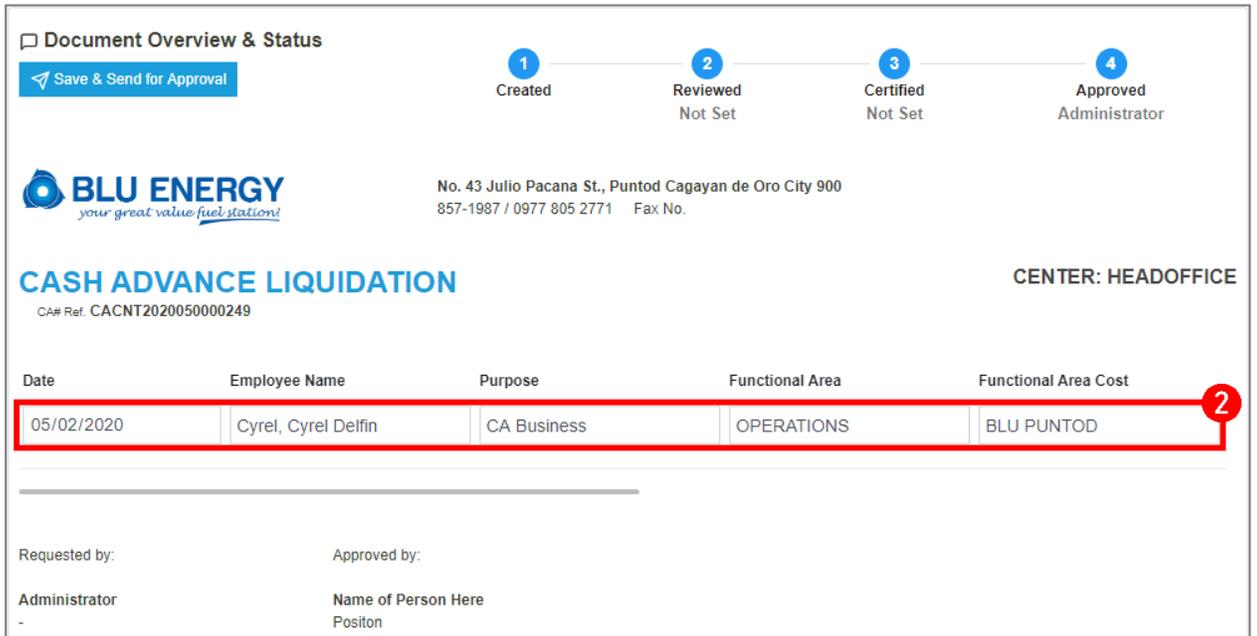


4. Click **Yes** button to confirm action, otherwise click **No** button to cancel.

LIQUIDATION:



1. Select liquidated CA document from Liquidation tab. To remove entry, click  (Delete) icon.



Selected document displays here.

2. Input necessary details to fields. To remove entry, click  (Delete) icon.

**Document Overview & Status**

Save & Send for Approval **4**

1 Created      2 Reviewed Not Set      3 Certified Not Set      4 Approved Administrator

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**CASH ADVANCE LIQUIDATION**      CENTER: HEADOFFICE  
CA# Ref. CACNT2020050000249

Account Name	Amount	Supplier	TIN	Remarks
100001 PETTY CASH BLL	20000	ALFE COMMERCIAL	403-123-853-001	-

Requested by: Administrator      Approved by: Name of Person Here  
Position

**+** **3**

- Click **+** (Add) button to add additional entry for liquidation.
- To send for approval, click **Save & Send for Approval** button.

**Confirm**

Are you sure you want to Liquidate this document?

No Yes **5**

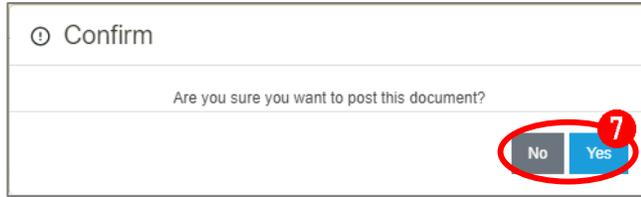
- Click **Yes** button to confirm action, otherwise click **No** button to cancel.

**Cash Advance Liquidation Accounting Entries**

Date	Account Name	Debit	Credit
May 02 2020	PETTY CASH BLU PUNTOD	17,857.14	
	INPUT VAT	2,142.86	
	ADVANCES TO EMPLOYEES		20,000.00
		20,000.00	20,000.00

Cancel Post **6**

- Click **Post** button to post CA liquidation entries, otherwise click **Cancel** button to discard.



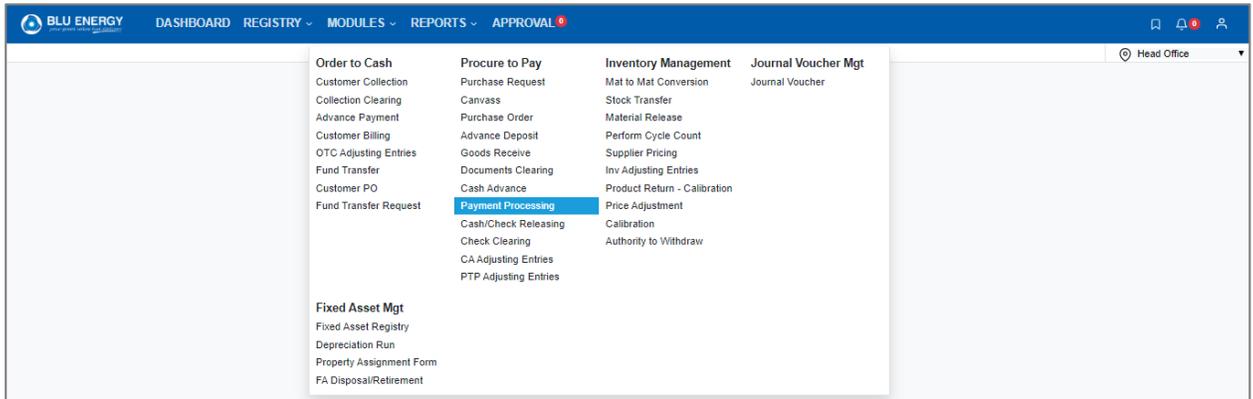
A screenshot of a 'Confirm' dialog box. The title bar says 'Confirm' with a close icon. The main text asks 'Are you sure you want to post this document?'. At the bottom right, there are two buttons: 'No' (grey) and 'Yes' (blue). A red circle highlights the 'Yes' button, with a red number '7' next to it.

7. Click  button to confirm action, otherwise click  button to cancel.

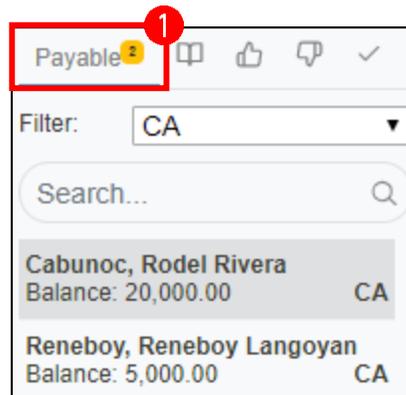
# PAYMENT PROCESSING

Payment Processing refers to a system that allows the user to process payments for transactions being made in the company. It is a payment for services, product or an item offered by the company.

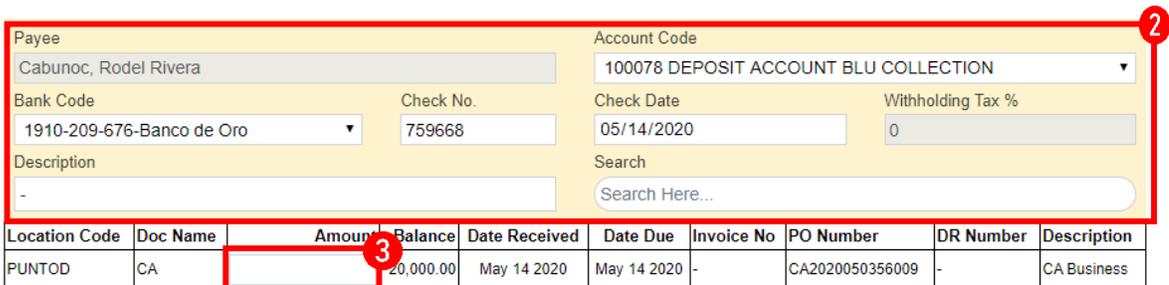
## How to Process Payment?



Click the Modules Menu and select Payment Processing under Procure to Pay section.



1. Select documents from [Payable](#) tab.



Selected document will display its content here.

2. Enter necessary **Payment Information**.

3. Input Amount needed for payment.

Payee Cabunoc, Rodel Rivera		Account Code 100078 DEPOSIT ACCOUNT BLU COLLECTION	
Bank Code 1910-209-676-Banco de Oro	Check No. 759668	Check Date 05/14/2020	Withholding Tax % 0
Description -		Search Search Here...	

Location Code	Doc Name	Amount	Balance	Date Received	Date Due	Invoice No	PO Number	DR Number	Description
PUNTOD	CA		20,000.00	May 14 2020	May 14 2020	-	CA2020050356009	-	CA Business

4. To send for approval, click  button.

**Confirm**

Are you sure to Send this Document for Approval?

5. Click  button to confirm action, otherwise click  button to cancel.

### APPROVAL

Payable 





6. After approval, go to  (Approve) tab and select document to approve.

7



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857-1987 / 0977 805 2771 Fax No.

---

**CHECK VOUCHER** Date Posted: May 14 2020

Payee: <b>22 KARATS PRINTING AND</b>	Check No.: <b>759650</b>	Gross: <b>17,024.00</b>
Date: <b>May 14 2020</b>	Check Date: <b>May 14 2020</b>	Withholding Tax: <b>304.00</b>
Number: <b>2020050000148</b>	Bank: <b>1910-209-676-Banco de Oro</b>	Net Amount: <b>16,720.00</b>

GL No	GL Account Description	Debit	Credit
200000	ACCOUNTS PAYABLE TRADE	17,024.00	0.00
200002	CIB PAYMENTS CLEARING	0.00	16,720.00
210009	WITHHOLDING TAX PAYABLE	0.00	304.00

Description : -

---

**ACKNOWLEDGEMENT RECEIPT**

Number: <b>2020050000148</b>	Check No.: <b>759650</b>
Payee: <b>22 KARATS PRINTING AND</b>	Bank: <b>1910-209-676-Banco de Oro</b>
Date: <b>May 14 2020</b>	Check Date: <b>May 14 2020</b>

Prepared by: <b>Henrik Kelly Yu</b>	Audited by:
Approved by: <b>Adrian Galenzoga</b>	Received by:

---

Attachment/s: 

PO No.	Invoice #	Amount
POINV2020050000952	001	17,024.00

Selected document will display its content here.

- Click Prepare Check button to proceed for clearing of check or  (Print) icon to produce a hardcopy.

⊙ Confirm

---

Are you sure to Prepare a Check?

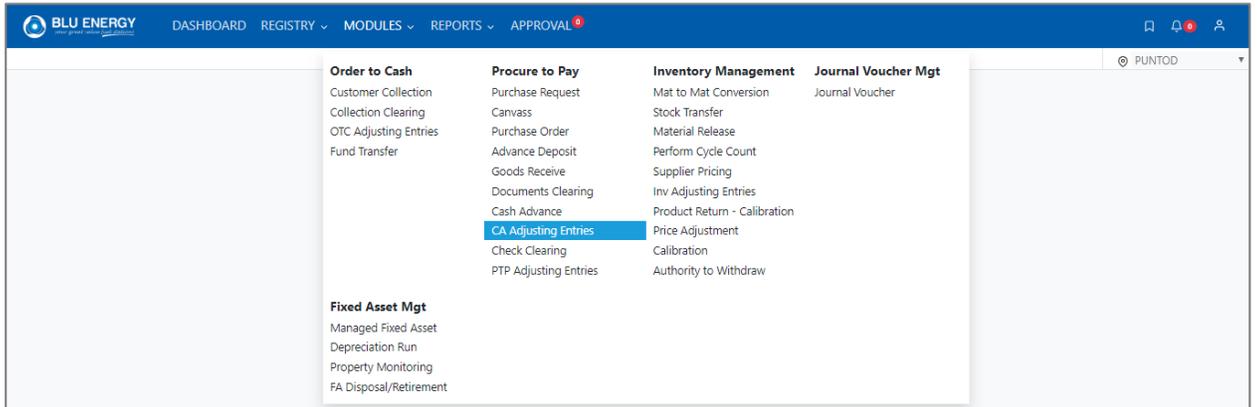
No
Yes

- Click Yes button to confirm action, otherwise click No button to cancel.

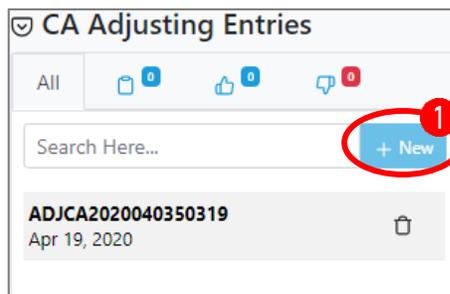
## CA ADJUSTING ENTRIES

Cash Advance Adjusting Entry permits user to make changes, adjustments and balance Cash Advance accounting entries that is subject for approval.

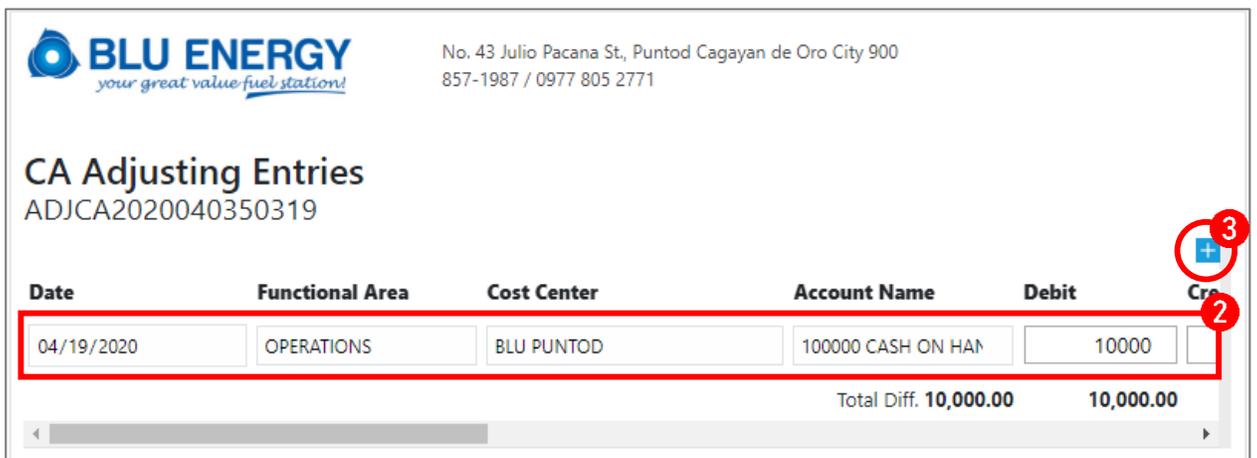
### How to create a CA Adjusting Entries?



Click the Modules Menu and select CA Adjusting Entries under Procure to Pay section.

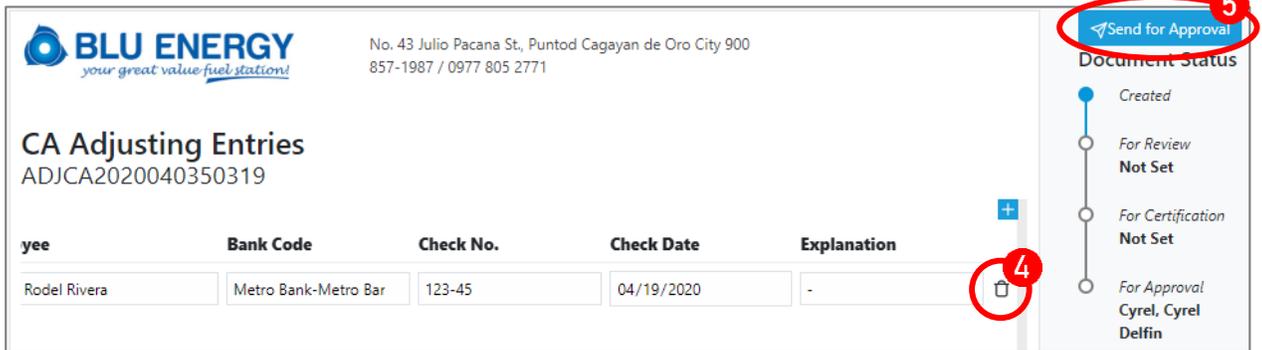


1. Click  button to add CA Adjusting entry.



2. Input necessary details to fields.

3. Click  (Add) button to add entry.



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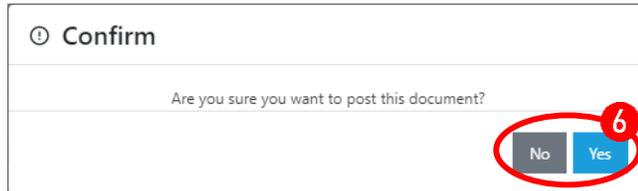
**CA Adjusting Entries**  
ADJCA2020040350319

yee	Bank Code	Check No.	Check Date	Explanation
Rodel Rivera	Metro Bank-Metro Bar	123-45	04/19/2020	-

**Document Status**

- Created
- For Review  
Not Set
- For Certification  
Not Set
- For Approval  
Cyrel, Cyrel  
Delfin

4. Click  (Delete) icon to remove entry if necessary.
5. To send for approval, click  button.



**Confirm**

Are you sure you want to post this document?

No Yes

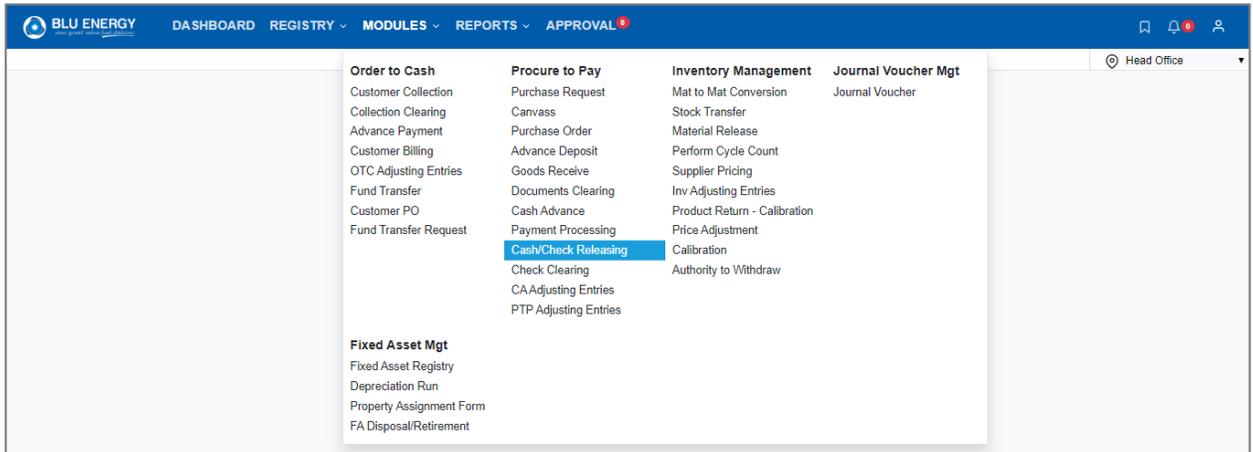
6. Click  button to confirm action, otherwise click  button to cancel.

## APPROVAL

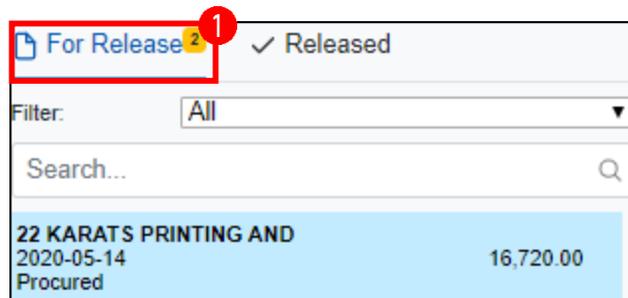
## CASH/CHECK CLEARING

This section will allow user to clear cash and checks for payments. This is a process in which a bank collects the funds on a check/cash deposit from the issuing institution. Check/Cash clearing involves the bank in which the check/cash was deposited by the buyer for payment purposes.

### How to process Cash/Check Releasing?



Click the Modules Menu and select Cash/Check Releasing under Procure to Pay section.



1. Select documents from [For Release](#) tab.



**CHECK VOUCHER**  
Date Posted: May 14 2020

NO. 43 JULIO PACANA ST., PUNTO D CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

Payee: 22 KARATS PRINTING AND	Check No.: 759650	Gross: 17,024.00
Date: May 14 2020	Check Date: May 14 2020	Withholding Tax: 304.00
Number: 2020050000148	Bank: 1910-209-676-Banco de Oro	Net Amount: 16,720.00

GL No	GL Account Description	Debit	Credit
200000	ACCOUNTS PAYABLE TRADE	17,024.00	0.00
200002	CIB PAYMENTS CLEARING	0.00	16,720.00
210009	WITHHOLDING TAX PAYABLE	0.00	304.00

Description : -

---

**ACKNOWLEDGEMENT RECEIPT**

Number: 2020050000148	Check No.: 759650
Payee: 22 KARATS PRINTING AND	Bank: 1910-209-676-Banco de Oro
Date: May 14 2020	Check Date: May 14 2020

Prepared by: Henrik Kelly Yu      Audited by:

Approved by: Adrian Galenzoga      Received by:

Attachment/s: 

PO No.	Invoice #	Amount
POINV2020050000952	001	17,024.00

2
→ Release
✕ Cancel
Print

Document Status

- For Approval
- Adrian Galenzoga
- Approved
- Adrian Galenzoga
- Check Preparation
- Henrik Kelly Yu
- Check Released
- Cleared

Selected document will display its content here.

2. Click → Release button to release payment or ✕ Cancel button to discard. To print document, click Print (Print) icon.
3. Click Upload button to upload OR image.
4. Enter Receiver's Name.
5. Click Continue button to save, otherwise click Cancel button to discard.

ⓘ Confirm

---

Are you sure to Release this Payment?

No
Yes
6

6. Click Yes button to confirm action, otherwise click No button to cancel.

**Required!**

Please upload Official Receipt(OR) to continue!

Upload
3

Enter Receiver's Name:

4



Cancel
Continue
5

## CHECK CLEARING

Check clearing or bank clearance is the process of moving cash from the bank, which a check is drawn to the bank where it was deposited, usually accompanied by the movement of the check to the paying bank, either in the traditional physical paper or digital form under a check truncation system.

### How to process Check Clearing?



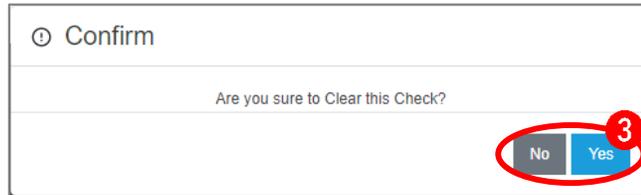
Click the Modules Menu and select Check Clearing under Procure to Pay section.

Check Clearing								
List of Checks								
Action	Payee	Date Released / Created	Check No	Check Date	Bank Code	Amount	Description	Type
<input checked="" type="button" value="Clear"/> <input type="button" value="Reject"/>	22 KARATS PRINTING AND	Thursday - May 14, 2020	759650	May 14, 2020	1910-209-676-Banco de Oro	16,720.00	-	PTP

1. Click  button aligned with the check you want to clear or  button to reject the check you want to reject.

Check Clearing Accounting Entries			
Date	Account Name	Debit	Credit
May 14 2020	CIB PAYMENTS CLEARING	16,720.00	
	DEPOSIT ACCOUNT BLU COLLECTION		16,720.00
<b>Total</b>		<b>16,720.00</b>	<b>16,720.00</b>

2. Click the  button to post action, otherwise click  button to cancel action.



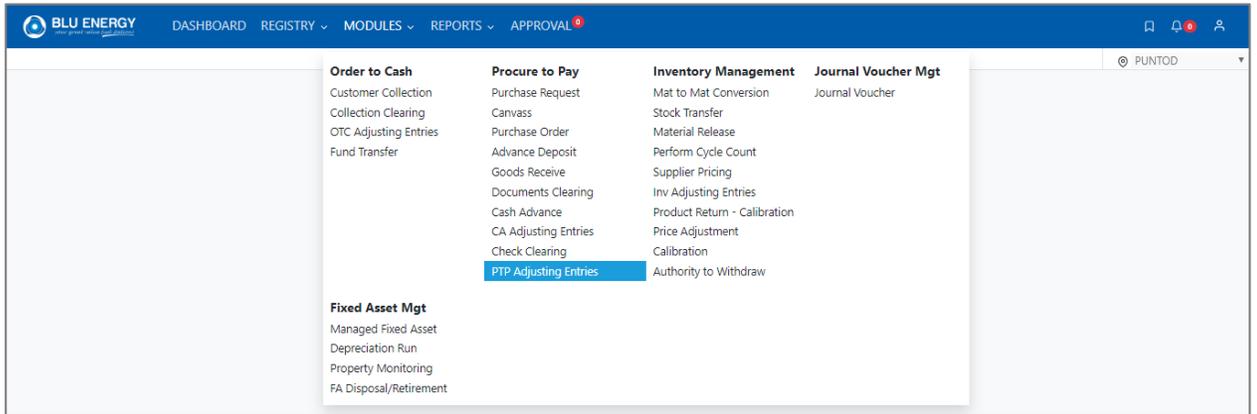
A screenshot of a 'Confirm' dialog box. The title bar says 'Confirm' with a close icon. The main text asks 'Are you sure to Clear this Check?'. At the bottom right, there are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red circle and a red number '3' in the top right corner of the circle.

3. Click  button to confirm action, otherwise click  button to cancel.

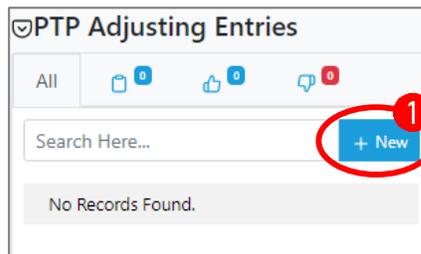
## PTP ADJUSTING ENTRIES

In this section, the user is able to create adjustments and balances in procure to pay accounting entries.

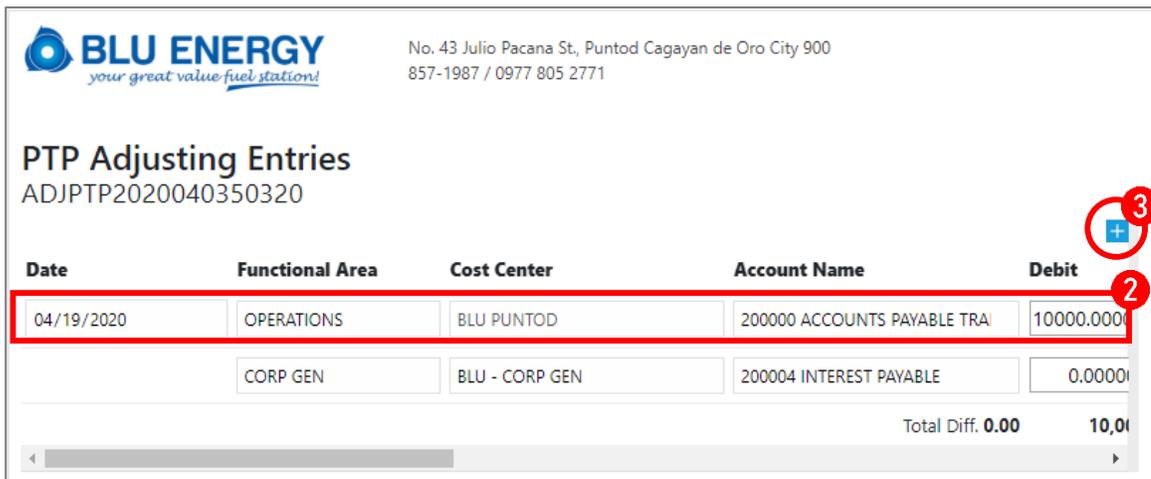
### How to Create a PTP Adjusting Entries?



Click the Modules Menu and select PTP Adjusting Entries under Procure to Pay section.



1. Click **+ New** button to add PTP Adjusting entry.



2. Input necessary details to fields.
3. Click **+** (Add) button to add entry.

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### PTP Adjusting Entries

ADJPTP2020040350320

	PO Number	DR Number	Waybill No.	Invoice No.	
3 AND	POINV2020040000786	dr001-GR2020040350309	wb001	inv001	
3 AND	POINV2020040000786	dr001-GR2020040350309	wb001	inv001	

**Document Status**

- Created
- For Review  
Not Set
- For Certification  
Not Set
- For Approval  
Not Set

4. Click  (Delete) icon to remove entry if necessary.
5. To send for approval, click  button.

 **Confirm**

Are you sure you want to post this document?

6. Click  button to confirm action, otherwise click  button to cancel.

# INVENTORY MANAGEMENT

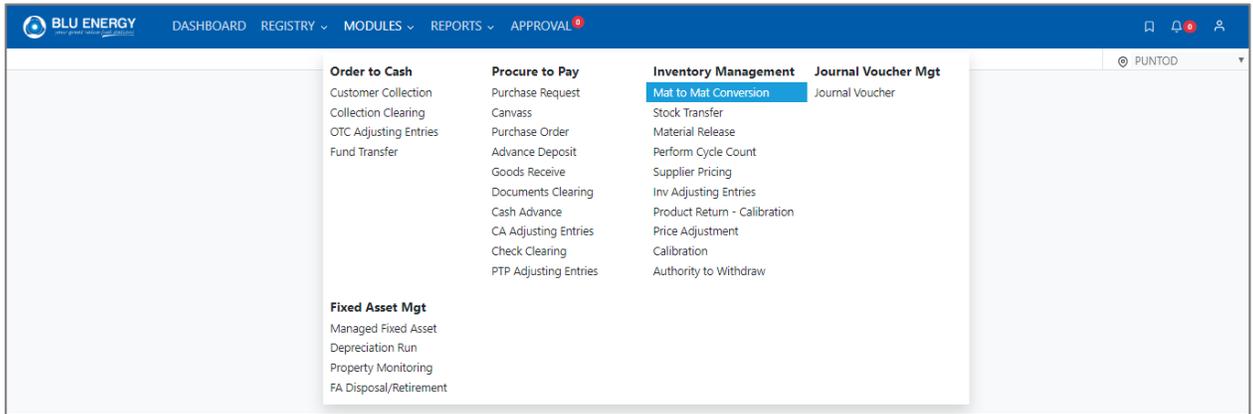
Inventory management system is the combination of technology (hardware and software), processes and procedures that oversee the monitoring and maintenance of stocked products, whether those products are company assets, raw materials and supplies, or finished products ready to be sent to vendors or to consumers.

This module lets the users know the physical inventory difference, can perform cycle counts, and conduct transfer of materials. At the same time has predictive/proactive inventory management, racking system, inventory movement traceability and has expiry monitoring capability.

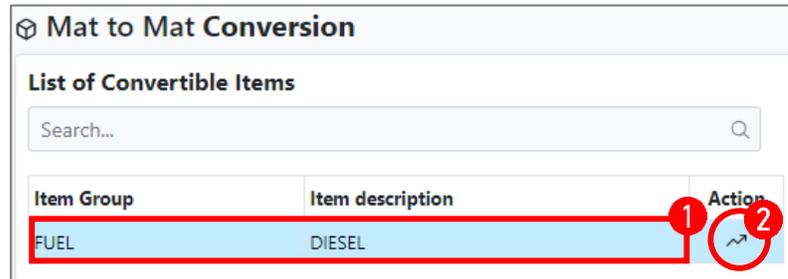
## MAT TO MAT CONVERSION

Material to material conversion is a process of converting and item or material from one unit to another. This page displays all items that are available for conversion, admin/user can convert item unit to another unit by clicking on the chosen item. This normally applies for retail.

### How to process Mat to Mat Conversion?



Click the Modules Menu and select Mat to Mat Conversion under Inventory Management section.



1. Select item(s) to convert in List of Convertible Items.
2. To convert item (s), click (Convert) icon.

## Convert Item

### List of Conversions

Conversion
(1.00 GAL) = (3.00 PAIL)
(1.00 PAIL) = (3.00 L)
(1.00 L) = (1.50 PAIL)
(1.00 GAL) = (9.00 L)

### Conversion Settings

**DIESEL**

From (Warehouse)

From (Racking)

SOH

To (Warehouse)

To (Racking)

From: **GAL** (Quantity)

To: **PAIL** (Quantity)

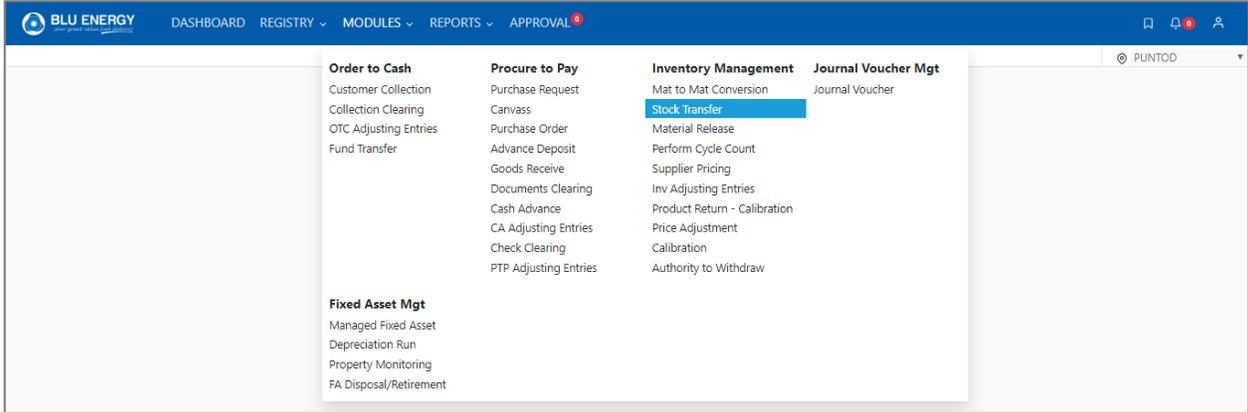
Cancel Convert

3. Select conversion from List of Conversions and input necessary details to fields to convert item.
4. Click Convert button to proceed, otherwise click Cancel button to cancel action.

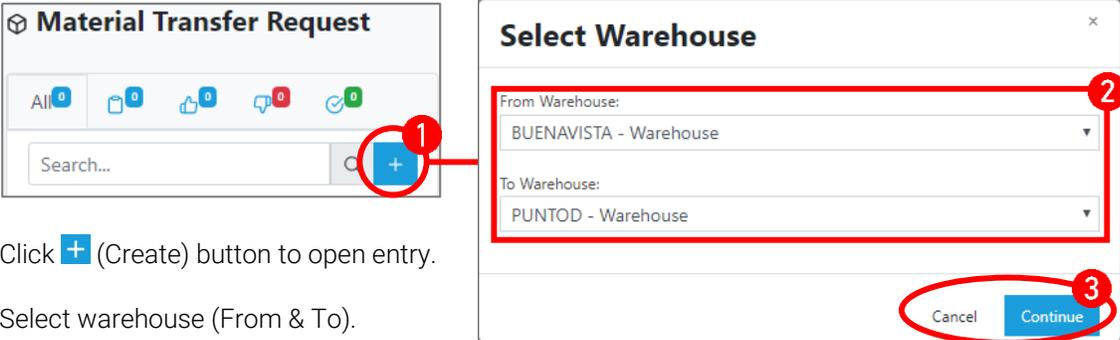
# STOCK TRANSFER

Stock Transfer allows user to create transfer stock request which allow a particular warehouse to transfer stocks to another branch.

## How to Process Stock Transfer?



Click the Modules Menu and select Stock Transfer under Inventory Management section.



1. Click **+** (Create) button to open entry.
2. Select warehouse (From & To).
3. Click **Continue** button to proceed, otherwise click **Cancel** button to cancel action.

Document Overview & Status

1 Created 2 For Review Not Set 3 For Certification Not Set 4 For Approval Ezer Marin

Save & Send for Approval

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**MATERIAL TRANSFER REQUEST** Date Requested: May 04 2020  
IT2020050000098

From Warehouse: VILLANUEVA - Warehouse To Warehouse: PUNTOD - Warehouse

Item Code	Item Description	Unit	Cost	SOH	QTY	From Racking	To Racking	+
Requested by:								
Cyrel, Cyrel Delfin								

4. To add item, click + (Add) button.

Document Overview & Status

1 Created 2 For Review Not Set 3 For Certification Not Set 4 For Approval Ezer Marin

Save & Send for Approval

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857-1987 / 0977 805 2771 Fax No.

**MATERIAL TRANSFER REQUEST** Date Requested: May 04 2020  
IT2020050000098

From Warehouse: VILLANUEVA - Warehouse To Warehouse: PUNTOD - Warehouse

Item Code	Item Description	Unit	Cost	SOH	QTY	From Racking	To Racking	+
DIESEL	DIESEL	L	33.97	77,433.05	20	VILLANUEVA-DIESEL 1	PUNTOD-DIESEL 1	+
PREMIU	GASOLINE, PREMIUM/GOLD	L	42.26	18000.00	20	VILLANUEVA-DIESEL 1	PUNTOD-DIESEL 1	+

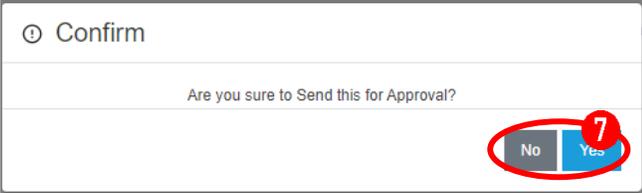
Requested by:

Cyrel, Cyrel Delfin

5. Select Racking (From & To) and input Item Code & Quantity. To remove entry, click (Delete) icon if necessary.

To add more stock transfers, repeat steps 4 & 5

6. To save and send for approval, click Save & Send For Approval button.



7. Click **Yes** button to confirm action, otherwise click **No** button to cancel.

APPROVAL



8. Go to (Released) tab to check released material transfer.

Document **Review & Status** **1** **2** **3** **4**

Created Reviewed Not Set Certified Not Set Approved Administrator

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 857-1987 / 0977 805 2771 Fax No.

**MATERIAL TRANSFER REQUEST** Date Requested: May 05 2020  
 IT2020050000101

From Warehouse: VILLANUEVA - Warehouse To Warehouse: PUNTOD - Warehouse

Item Code	Item Description	Unit	Quantity	Released (Qty)	From Racking	To Racking
DIESEL	DIESEL	L	20.00	20.00	VILLANUEVA-DIESEL 1	PUNTOD-DIESEL 1
PREMIUM	GASOLINE, PREMIUM/GOLD	L	20.00	20.00	VILLANUEVA-DIESEL 1	PUNTOD-DIESEL 1

Requested by:  
 Cyrel, Cyrel Delfin

9. Click **Receive** button to receive material transferred.

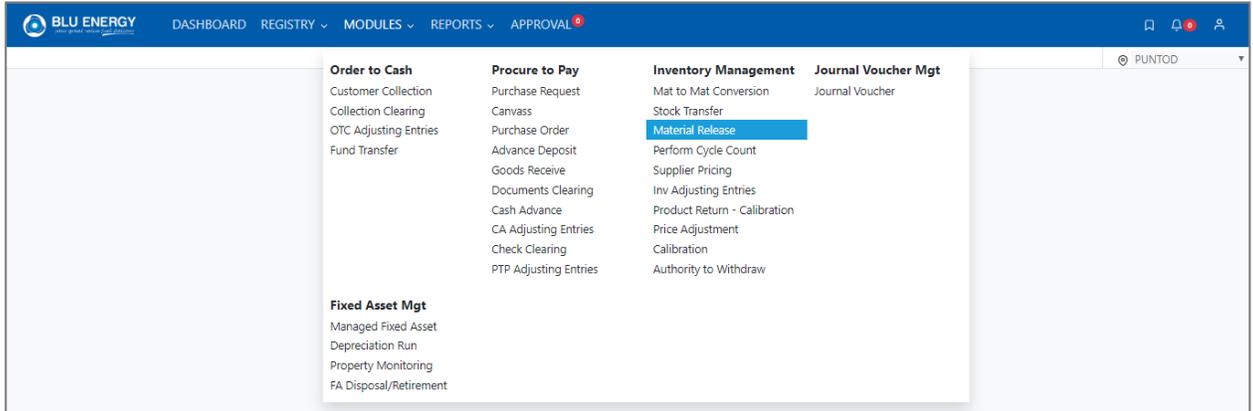


10. Click **Yes** button to confirm action, otherwise click **No** button to cancel.

## MATERIAL RELEASE

This page allows the user to monitor and change the status of the material transfer request whether it is ready for release, in preparation stage, already released, or has been received.

### How to process Material Release?



Click the Modules Menu and select Material Release under Inventory Management section.



1. Select document from For Release tab to release.

**Document Overview & Status**

1 Preparing      2 Released      3 Received

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857-1987 / 0977 805 2771 Fax No.

**MATERIAL TRANSFER REQUEST**  
IT2020050000101

Date Requested: May 05 2020

From Warehouse: VILLANUEVA - Warehouse      To Warehouse: PUNTOD - Warehouse

Item Code	Item Description	Unit	Quantity	Released (Qty)	From Racking	To Racking
DIESEL	DIESEL	L	20.00	0.00	VILLANUEVA-DIESEL 1	PUNTOD-DIESEL 1
PREMIUM	GASOLINE, PREMIUM/GOLD	L	20.00	0.00	VILLANUEVA-DIESEL 1	PUNTOD-DIESEL 1

Requested by:  
Cyrel, Cyrel Delfin

- To release item, click **Prepare** button.

⊙ Confirm

Are you sure you want to Prepare this document?

No Yes

- Click **Yes** button to confirm action, otherwise click **No** button to cancel.

For Release 0 **4** 0 0

- Go to (Preparing) tab and select documents to prepare the transfer of materials.

**Document Overview & Status**

1 Preparing
2 Released
3 Received

6 Release
Rocel Baquiller
May 05 2020
May 05 2020
May 05 2020


No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900  
857-1987 / 0977 805 2771 Fax No.

**MATERIAL TRANSFER REQUEST**
Date Requested: May 05 2020

IT2020050000101

From Warehouse: VILLANUEVA - Warehouse  
 To Warehouse: PUNTOD - Warehouse

Item Code	Item Description	Unit	Quantity	Released (Qty)	From Racking	To Racking
DIESEL	DIESEL	L	20.00	<input type="text"/>	VILLANUEVA-DIESEL 1	PUNTOD-DIESEL 1
PREMIUM	GASOLINE, PREMIUM/GOLD	L	20.00	<input type="text"/>	VILLANUEVA-DIESEL 1	PUNTOD-DIESEL 1

Requested by: Cyrel, Cyrel Delfin

- Input **Released (Qty)** to release.
- Click **Release** button to release prepared item.

**Confirm**

Are you sure you want to Release this document?

- Click **Yes** button to confirm action, otherwise click **No** button to cancel.

For Release



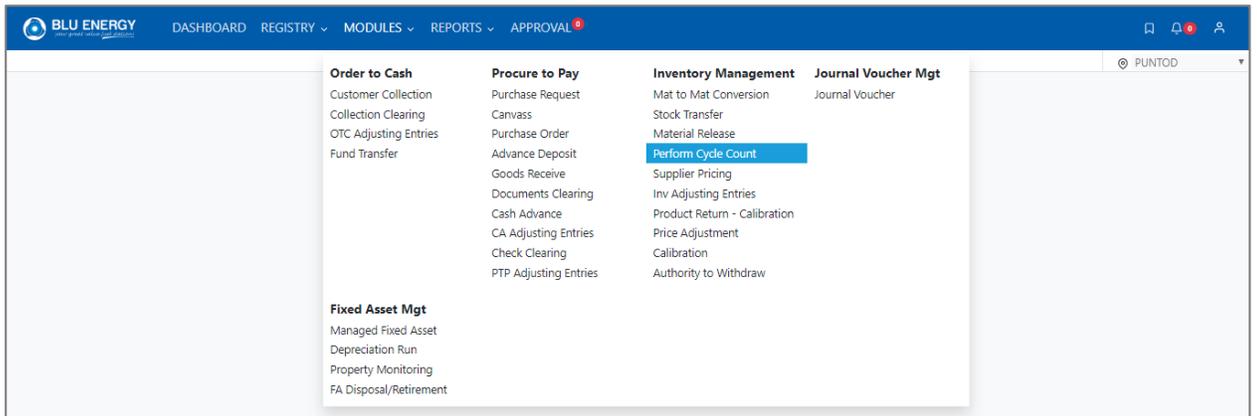

- Go to  (Release) tab to monitor your release documents for material transfer. Wait for other location to receive your transfer of materials.
- Go to  (Received) tab to view received records of material transfer.

## PERFORM CYCLE COUNT

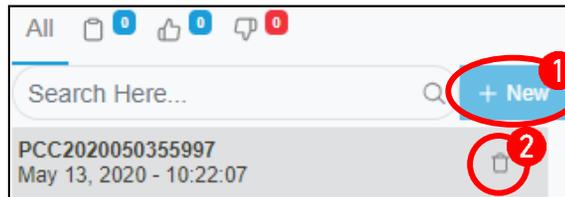
Perform cycle count involves counting a small amount of inventory in the warehouse each day, with the intent of counting the entire inventory over a period of time. Any errors found during these small incremental counts will result in an adjustment to the inventory accounting records.

In this page, user count number of items in number of location or area within the warehouse in a specified time or day. Entries created will be sent for approval, users are able to view, edit and delete existing entries.

### How to Perform Cycle Count?



Click the Modules Menu and select Perform Cycle Count under Inventory Management section.



1. Click [+ New](#) button to open entry for Perform Cycle Count (PCC).
2. To remove entry, click  (Delete) icon aligned with the document.



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TEL NO. 857-1987 / 0977 805 2771 FAX NO.

User Remarks:  
-

### PERFORM CYCLE COUNT (PCC)

PCC2020050355997

Functional Area	Cost Center	Warehouse	Category
OPERATIONS	BLU PUNTOD	PUNTOD - Warehouse	Fuel

Material Desc	Tank / Racking	Dipstick	SOH	Diff (Qty)	Unit Cost	Diff (Amt)
DIESEL DIESEL	PUNTOD-DIESEL2	50	650.00	-600.00	17.94	-10,764.00
DIESEL DIESEL	PUNTOD-DIESEL1		1,258.00	0.00	17.94	0.00
UNLEADED GASOLINE, SILVER REGULAR	PUNTOD-UNLEADED		2,592.00	0.00	35.27	0.00
PREMIUM GASOLINE, PREMIUM/GOLD	PUNTOD-PREMIUM		4,000.00	0.00	31.08	0.00
<b>Total (Only Items subjected for Posting):</b>		<b>50.00</b>	<b>650.00</b>	<b>-600.00</b>		<b>-10,764.00</b>

Perform by:  
Cyrel, Cyrel Delfin

3. Select Functional Area, Cost Center, Warehouse and Category.
4. Enter Dipstick aligned with the selected material.



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User Remarks:  
-

### PERFORM CYCLE COUNT (PCC)

PCC2020050355997

Functional Area	Cost Center	Warehouse	Category
OPERATIONS	BLU PUNTOD	PUNTOD - Warehouse	Fuel

Save

Document Status

- Created
- For Review  
Not Set
- For Certification  
Not Set
- For Approval  
Not Set

5. Click  button for approval.

⊙ Confirm

Are you sure you want to save this document ?

No
Yes

6. Click  button to confirm action, otherwise click  to cancel.

Perform Cycle Count (PCC) - Accounting Entries

Date	Account Name	Debit	Credit
May 13, 2020	INVENTORY LOSSES / SPOILAGE	10,764.00	
	INVENTORY-FUEL		10,764.00
		10,764.00	10,764.00

Buttons: Cancel, Send For Approval (circled with 7)

7. To send for approval, click **Send For Approval** button, otherwise click **Cancel** button to discard.

Confirm

Are you sure you want to send for approval ?

Buttons: No, Yes (circled with 8)

8. Click **Yes** button to confirm action, otherwise click **No** to cancel.

### APPROVAL

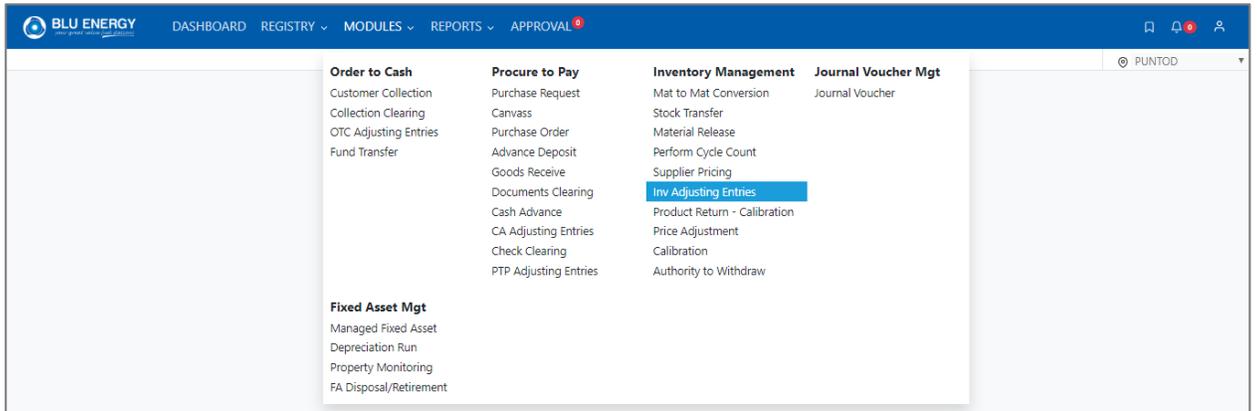


- 9. Go to **Created/For Approval** tab to monitor your pending documents.
- 10. Go to **Approved** tab to view approved documents.
- 11. Go to **Rejected** tab to review rejected documents.

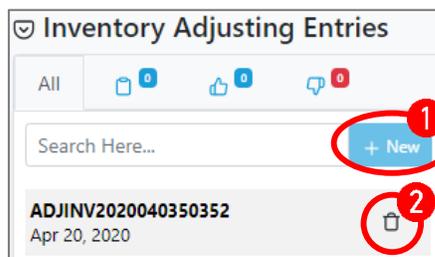
## INV ADJUSTING ENTRIES

This page records all adjusting entries made for inventory. The admin/user will be able to create an entry by pressing the add icon. All entries created are subject for approval.

### How to create Inventory Adjusting Entries?



Click the Modules Menu and select Inventory Adjusting Entries under Inventory Management section.



1. Click [+ New](#) button to open entry for Inventory Adjusting Entries.
2. To remove entry just click  (Delete) icon aligned with the document.

3. Input necessary details to fields.
4. Click **+** (Add) button to add entry.

5. Click  (Delete) icon to remove entry if necessary.

To add more inventory adjusting entries, repeat steps 4 & 5.

6. To send for approval, click **Send for Approval** button.

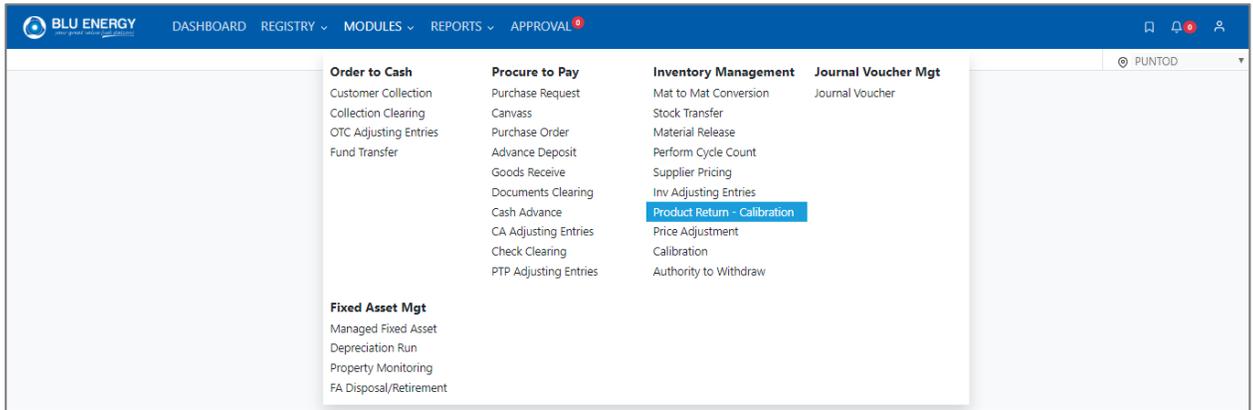
7. Click **Yes** button to confirm action, otherwise click **No** button to cancel.

## APPROVAL

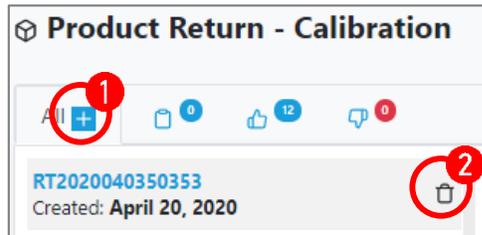
## PRODUCT RETURN – CALIBRATION

In this part, the user will be able to assign personnel responsible for the product return – calibration, and to make sure the exact/correct volume of a containment system (ex: tank or pump) corresponding to a certain measurement value is accurate.

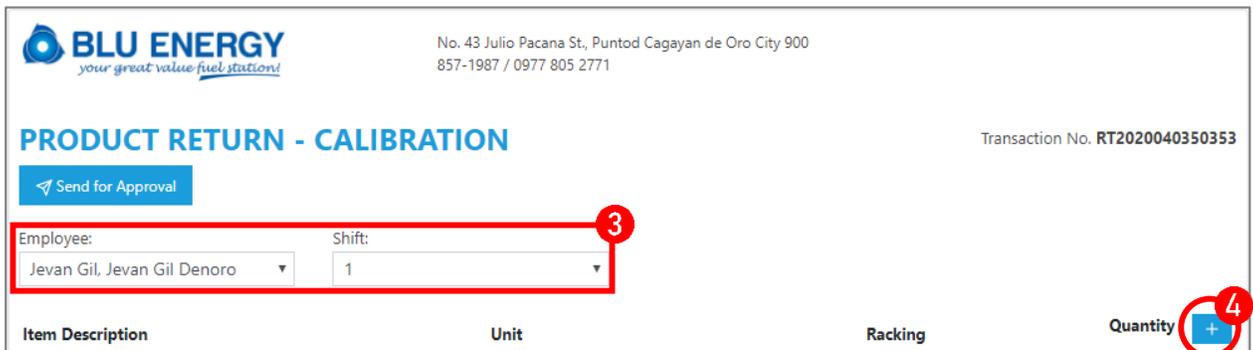
### How to Process Product Return - Calibration?



Click the Modules Menu and select Product Return – Calibration under Inventory Management section.



1. Click **+** (Create) button to open Product Return entry.
2. To remove entry, click **🗑️** (Delete) icon aligned with the document.



3. Select Employee and Shift.
4. Click **+** (Add) button to add entry.

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**PRODUCT RETURN - CALIBRATION** Transaction No. RT2020040350353

**Send for Approval** 6

Employee: Jevan Gil, Jevan Gil Denoro Shift: 1

Item Description	Unit	Racking	Quantity
DIESEL L	L	PUNTOD-DIESEL	10

 5

5. Input necessary details and click  (Delete) icon to remove entry if necessary.

To add more product return - calibration, repeat steps 4 & 5.

6. To send for approval, click  button.

**Confirm**

Are you sure to send this record for approval?

No Yes 7

7. Click  button to confirm action, otherwise click  button to cancel.

### APPROVAL

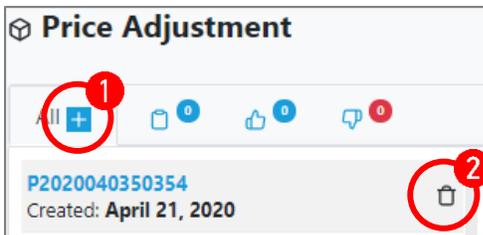
## PRICE ADJUSTMENT

In this section, the head office will have the authority to create price adjustments. The head office will select the product that needs an increase or reduction in price, it will also select the location and set the date of the effectivity of the price adjustments. Moreover, the price can only be adjusted back to its original price through the same process given that it will be subject for approval.

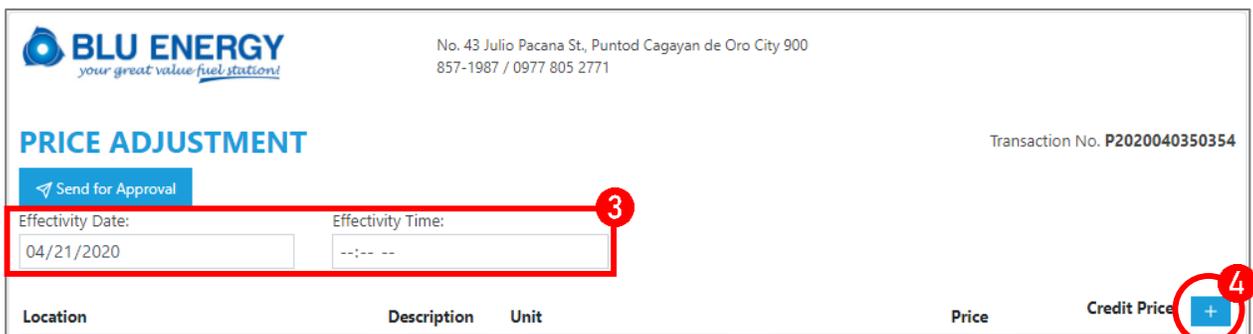
### How to Process Price Adjustment?



Click the Modules Menu and select Price Adjustment under Inventory Management section.



1. Click **+** (Create) button to open price adjustment entry.
2. To remove entry, click **🗑️** (Delete) icon aligned with the document.



3. Enter Effectivity Date and Effectivity Time.

- Click **+** (Add) button to open entry.

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**PRICE ADJUSTMENT** Transaction No. **P2020040350354**

**Send for Approval** 6

Effectivity Date: 04/21/2020 Effectivity Time: ---:-- --

Location	Description	Unit	Price	Credit Price	
PUNTOT	DIESEL L	L	38.00	0.00	<b>5</b>
PUNTOT	GASOLINE, PR	L	48	0.00	

- Select and input necessary details. To remove entry, click (Delete) icon aligned with the item if necessary.

To add more price adjustments, repeat steps 4 & 5.

- To send for approval, click **Send for Approval** button for approval.

**Confirm**

Are you sure to send this record for approval?

No Yes 7

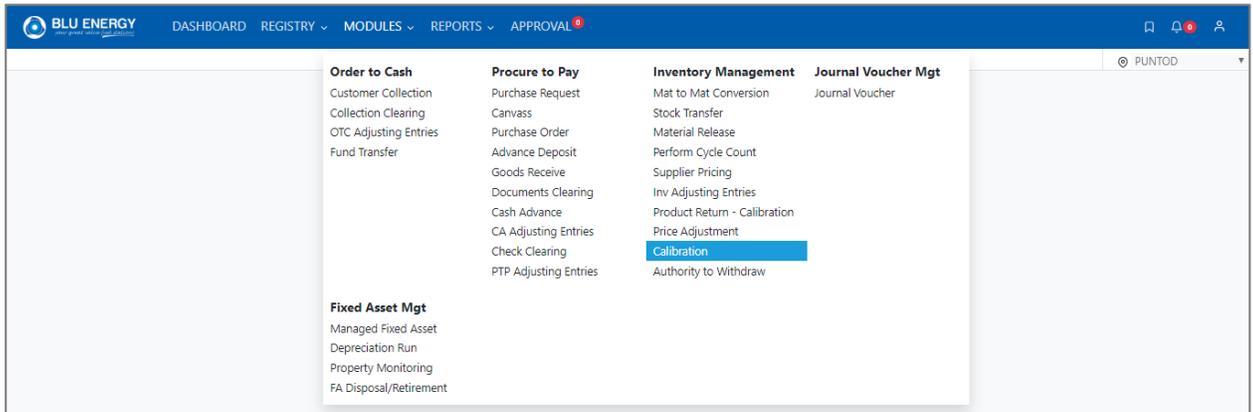
- Click **Yes** button to confirm action, otherwise click **No** button to cancel.

## APPROVAL

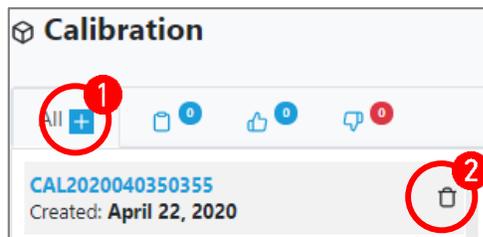
# CALIBRATION

In this part, the user will be able to assign calibration personnel that will be in charge in determining the exact /correct volume of a containment system (ex: tank or pump) corresponding to a certain measurement value. Calibration process is key measure of the company to obtain accurate measurements of quantity.

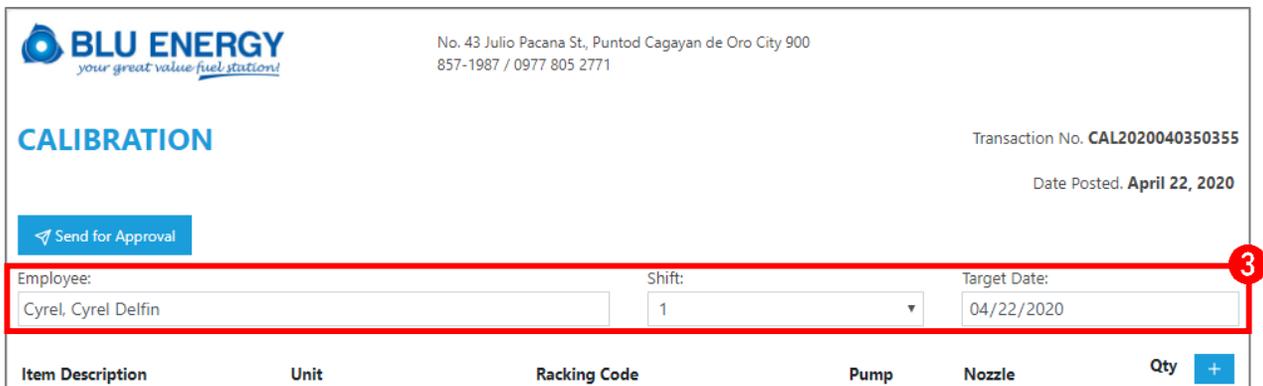
## How to Process Calibration?



Click the Modules Menu and select Calibration under Inventory Management section.



1. Click **+** (Create) button to open calibration entry.
2. To remove entry, click **🗑️** (Delete) icon aligned with the document.



3. Select Employee, Shift & Target Date.

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**CALIBRATION**

Transaction No. **CAL2020040350355**  
Date Posted. **April 22, 2020**

**Send for Approval** (6)

Employee: Cyrel, Cyrel Delfin      Shift: 1      Target Date: 04/22/2020

Item Description	Unit	Racking Code	Pump	Nozzle	Qty
DIESEL L	L	PUNTOD-DIESEL 1	1	2	5
GASOLINE, PREMIUM/GOLD L	L	PUNTOD-DIESEL 1	1	4	10

- Click **+** (Add) button to open entry.
- Select and input necessary details. To remove entry, click **🗑** (Delete) icon aligned with the item if necessary.

To add more calibrations, repeat steps 4 & 5.

- To send for approval, click **Send for Approval** button.

**Confirm**

Are you sure to send this record for approval?

**No** **Yes** (7)

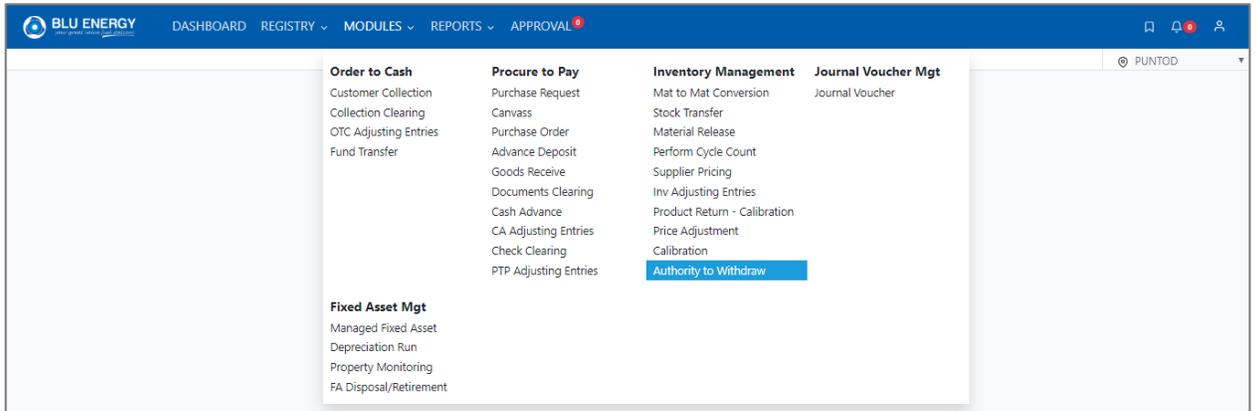
- Click **Yes** button to confirm action, otherwise click **No** button to cancel.

## APPROVAL

## AUTHORITY TO WITHDRAW

In the instance that a particular employee would be in need to purchase a product this section allows the employee to request an authority to withdraw from the immediate department head to create a transaction in behalf of the company. All requests for an authority to withdraw are subject for approval.

### How to Process an Authority to Withdraw?



Click the Modules Menu and select Authority to Withdraw under Inventory Management section.



1. Click **+** (Create) button to open Authority to Withdraw.
2. To remove entry, click **🗑️** (Delete) icon aligned with the document.

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**AUTHORITY TO WITHDRAW** Transaction No. **WD2020040350356**

[Send for Approval](#)

Customer: 2020-01-00001      Shift: 1      Expected Date of Delivery: 04/22/2020

Contact No. +639995014275      Vehicle Type: Car      Plate Number: SMP-X44      Cost Center: BLU PUNTOD

Account: FUEL AND OIL EXPENSES

Description	Unit	Price	Quantity	Sub Total	+
-------------	------	-------	----------	-----------	---

3. Select and input needed details for authority to withdraw.

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**AUTHORITY TO WITHDRAW** Transaction No. **WD2020040350356**

[Send for Approval](#)

Customer: 2020-01-00001      Shift: 1      Expected Date of Delivery: 04/22/2020

Contact No. +639995014275      Vehicle Type: Car      Plate Number: SMP-X44      Cost Center: BLU PUNTOD

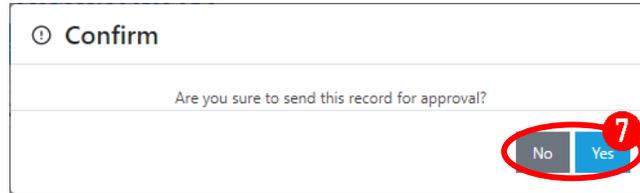
Account: FUEL AND OIL EXPENSES

Description	Unit	Price	Quantity	Sub Total	+	🗑️
DIESEL L	L	38.00	5	190.00		
GASOLINE, PREMIUM/GOLD L	L	53.00	10	530.00		

- 4. Click **+** (Add) button to open entry slot.
- 5. Select and input necessary details. To remove entry click **🗑️** (Delete) icon aligned with the item if necessary.

To add more authority to withdraw, repeat steps 4 & 5.

- 6. To send for approval, click [Send for Approval](#) button.



A screenshot of a 'Confirm' dialog box. The title bar contains a close icon and the word 'Confirm'. The main text asks, 'Are you sure to send this record for approval?'. At the bottom right, there are two buttons: 'No' (grey) and 'Yes' (blue). A red circle highlights the 'Yes' button, with a red number '7' next to it.

7. Click  button to confirm action, otherwise click  button to cancel.

## APPROVAL

# Journal Voucher Management

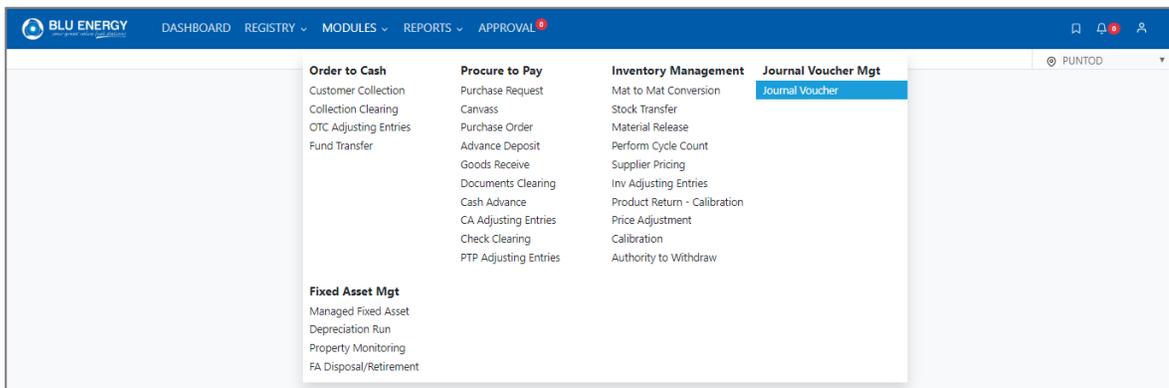
A journal voucher is a document that vouches (records), or posts, to a journal in the accounting record. When people talk about journal vouchers, they typically are referring to something other than the routine A/P, or A/R transactions, as those have their own processes.

This module allows the user to handle adjustments not covered by the other modules that is flexible with high internal control. All adjustments made shall be subject for approval.

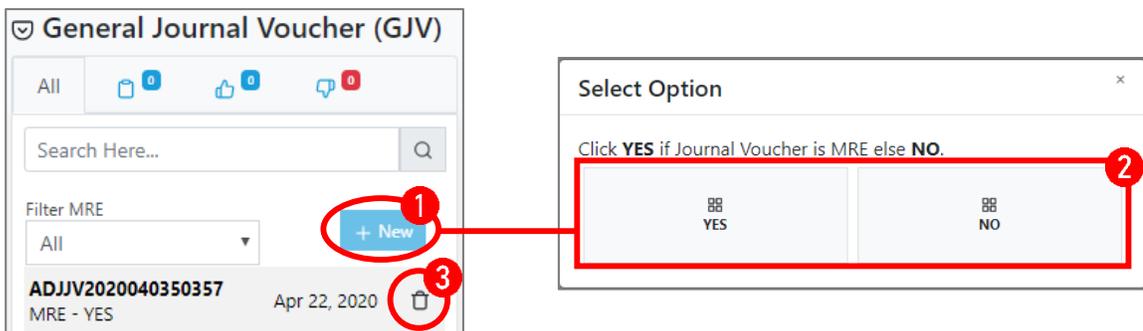
## JOURNAL VOUCHER

A journal voucher is a document that stored the essential information about an accounting transaction. This voucher contains the following information: Unique identifying number and transaction date. All Journal voucher documents are created and monitored in this page.

### How to Process Journal Voucher?



Click the Modules Menu and select Journal Voucher under Journal Voucher Management (Mgt) section.



1. Click **+ New** button to open entry.
2. Select among:
  - a. YES
  - b. NO

- To remove entry, click  (Delete) icon aligned with the document.

- Click  (Add) button to add entry.
- Input necessary details to fields.

To add more inventory adjusting entries, repeat steps 4 & 5.

- Click  (Delete) icon to remove entry if necessary.
- To send for approval, click  button.

- Click  button to confirm action, otherwise click  button to cancel.

## APPROVAL

- After sending for approval, go to  (Created / For Approval) tab to monitor your pending documents.
- Go to  (Approved JVs) tab to view approved documents.
- Go to  (Rejected JVs) to review rejected documents.

# FIXED ASSET MANAGEMENT

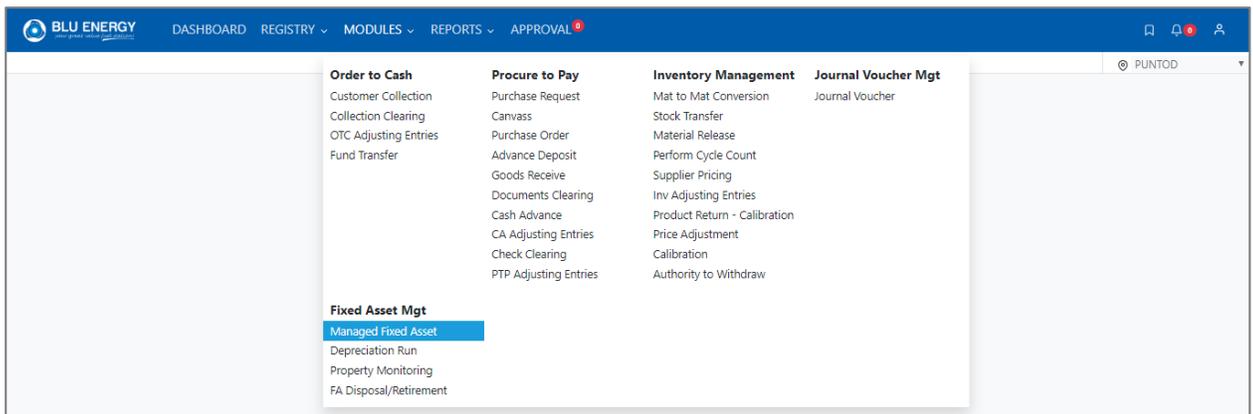
Fixed Asset Management is an accounting process that seeks to track fixed assets for the purposes of financial accounting, preventive maintenance, and theft deterrence.

The module enables the user to monitor, manage all the registered fixed assets' monetary value and can perform depreciation runs. Fixed Asset Management is divided into four (4) transactions namely: Managed Fixed Asset, Depreciation Run, Property Monitoring and FA Disposal/Retirement.

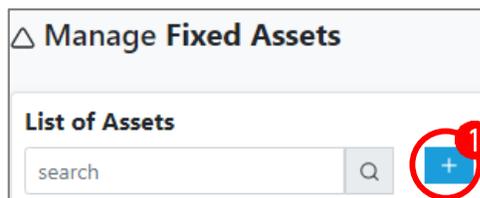
## MANAGED FIXED ASSET

This section allows user to register all company's fixed asset as well as make changes and remove.

### How to Manage Fixed Asset?



Click the Modules Menu and select Managed Fixed Asset under Fized Asset Management (Mgt) section.



1. Click **+** (Create) button to open New Fixed Asset entry form.

### New Fixed Asset



Select Image

FA No. 1451685	FA Category VEHICLES	Date of Acquisition 04/22/2020
FA Description -		
Functional Area OPERATIONS	Cost Center BLU PUNTOD	Acquisition Cost 500000
		Quantity 1
		Economic Useful Life (by Year) 2

**Vehicle Info.**

Registration Date 04/24/2020	Plate No./Serial No. SMP-X44	Vehicle Type Car	Personnel Tubo, Renan
Model Subaro	Salvage Value 50000	Monthly Depreciation 18750	Daily Depreciation 694.4444
Method of Depreciation Straight Line	Depreciation (DR) DEPRECIATION BUILDING	Depreciation (CR) ACC. DEP.BUILDING	
Location PUNTOD			

Cancel Save

2. Input necessary details to fields.
3. Click Save button to confirm, otherwise click Cancel button to cancel action.

#### △ Manage Fixed Assets

**List of Assets**

Q +

<b>1451685</b> Acquisition Date: <b>Apr 22, 2020</b> - <b>Tubo, Renan</b>	 
--	--

4. Click  (Edit) icon to modify entry. To remove entry, click  (Delete) icon if necessary.

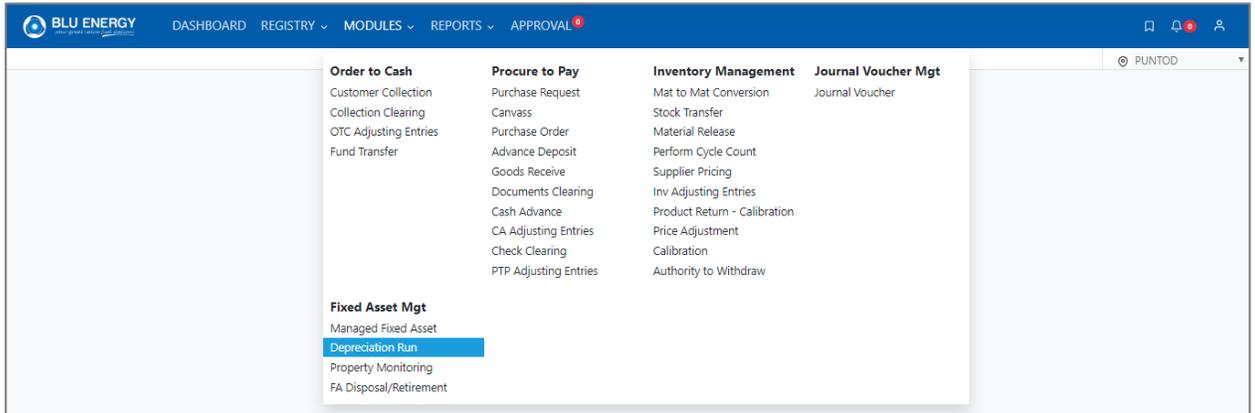
Asset Information					
	FAR No.: <b>1451685</b>	Category: <b>VEHICLES</b>	Date of Acquisition <b>Apr 22, 2020</b>		
	Description: -			QTY.: <b>1.00</b>	
	Functional Area: <b>OPERATIONS</b>	Cost Center: <b>BLU PUNTOD</b>	Cost: <b>500,000.00</b>	Economic Useful Life (by Year) <b>2.00</b>	
	Registration Date: <b>Apr 24, 2020</b>	Plate/Serial No.: <b>SMP-X44</b>	Vehicle Type: <b>Car</b>	Personnel/In-charge: <b>Tubo, Renan</b>	
	Model: <b>Subaro</b>	Salvage Value: <b>50,000.00</b>	Monthly Depreciation <b>18,750.00</b>	Method of Depreciation: <b>Straight Line</b>	Daily Depreciation: <b>694.44</b>
	Location: <b>PUNTOD</b>	Depreciation (DR): <b>600050 DEPRECIATION BUILDING</b>		Depreciation (CR) <b>150011 ACC. DEP.BUILDING</b>	

Details of selected record displays here.

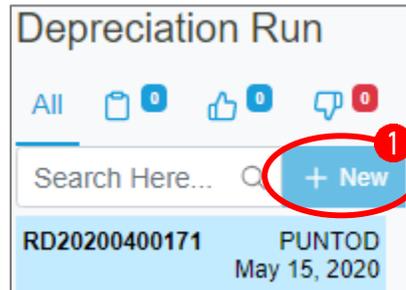
## DEPRECIATION RUN

This page allows user to plan and specify depreciation date for company's fixed asset, all are subject for approval.

### How to Process Depreciation Run?



Click the Modules Menu and select Depreciation Run under Fixed Asset Management (Mgt) section.



1. Click **+ New** button to add depreciation run entry.



2. Enter Run Date, Description and Location. To delete entry just click  (Delete) icon if necessary.
3. Click **Run Depreciation** button for approval.

Confirm

Are you sure you want to Execute this document ?

No Yes

- Click **Yes** button to confirm action, otherwise click **No** button to cancel.

Depreciation Run - Accounting Entries

Account Code	Account Name	DR	CR Description
600065	DEPRECIATION VEHICLES	33,333.33	0.00 Delivery Truck
150014	ACC. DEP. VEHICLES	0.00	33,333.33 Delivery Truck
<b>Total</b>		<b>33,333.33</b>	<b>33,333.33</b>

Cancel Export Send For Approval

- To send for approval, click **Send for Approval** button. To export document and produce a copy of DR accounting entries, click **Export** button. To cancel, click **Cancel** button.

Confirm

Are you sure you want to Send For Approval ?

No Yes

- Click **Yes** button to confirm action, otherwise click **No** button to cancel.

## EXPORT

Export Report

Filename: (.xls)

Depreciation Run (Apr 30, 2020)

Cancel Download

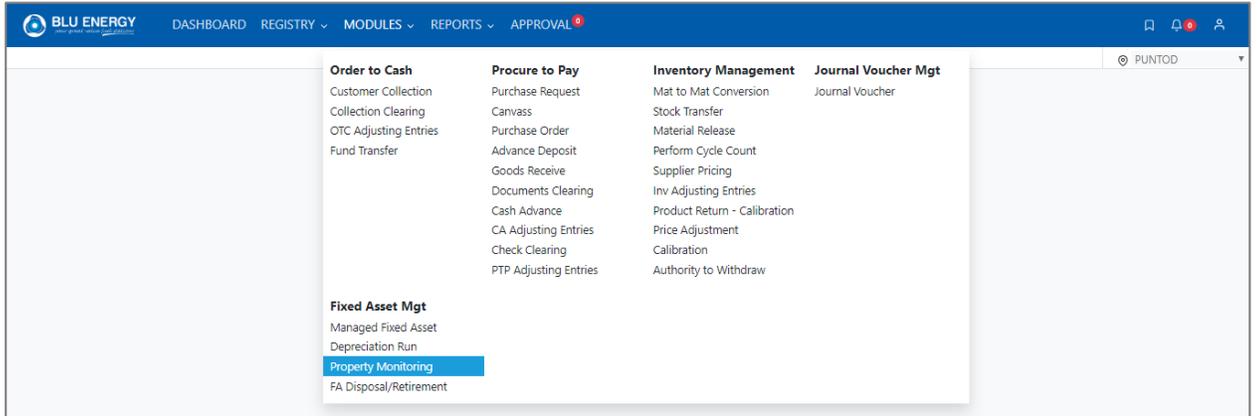
- Enter Filename.
- Click **Download** button to confirm action, otherwise click **Cancel** button to discard.

## APPROVAL

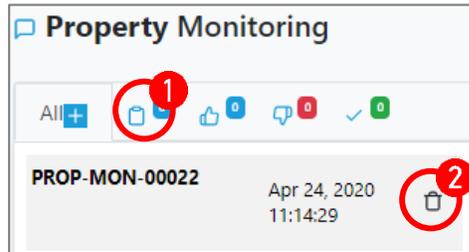
## PROPERTY MONITORING

This page allows user to plan and specify depreciation date for company's fixed asset, all are subject for approval.

### How to Borrow Property Request?



Click the Modules menu and select Property Monitoring under Fixed Asset Management (Mgt) section.



1. Click **+** (Create) button to add entry for borrow property request.
2. To remove entry, click **🗑** (Delete) icon aligned with the document.

**Document Overview & Status**

Save & Send for Approval

1 Created      2 For Review Not Set      3 For Certification Not Set      4 For Approval Cyrel, Cyrel Delfin

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**BARROW PROPERTY REQUEST**      Date Requested: Apr 24, 2020  
PROP-MON-00022

Requested By: Quennie Campos      Explanation: Enter Explanation

Designation: IT

FAR No.	FA Category	SOH	FA Description	Quantity
No Records Found.				

+ (Add) button

- Input Requested By, Designation & Explanation.
- Click + (Add) button to add entry.

**Document Overview & Status**

Save & Send for Approval

1 Created      2 For Review Not Set      3 For Certification Not Set      4 For Approval Cyrel, Cyrel Delfin

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**BARROW PROPERTY REQUEST**      Date Requested: Apr 24, 2020  
PROP-MON-00022

Requested By: Quennie Campos      Explanation: --

Designation: IT

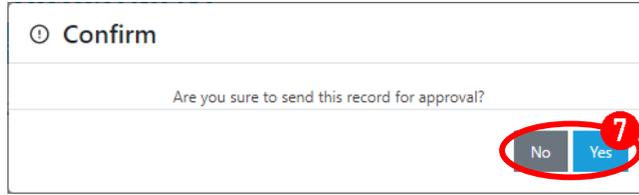
FAR No.	FA Category	SOH	FA Description	Quantity
1451685	VEHICLES	0.0	-	1.00

+ (Add) button      (Delete) icon

- Input FA Description and Quantity. To remove entry, click (Delete) icon aligned with the item if necessary.

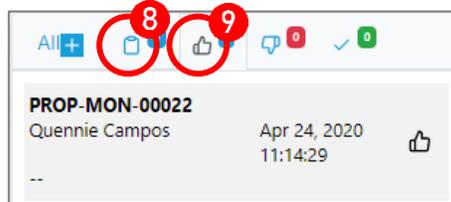
To add more borrow request property, repeat steps 4 & 5.

- To send for approval, click Send for Approval button.



7. Click  button to confirm action, otherwise click  button to cancel.

## APPROVAL



8. After sending for approval, go to (Created/For Approval) tab to monitor your pending documents.
9. Go to (Approved) tab to view approved documents. Select approved documents.

**Document Overview & Status**

✓ Release 10

1  
 Created

2  
 Reviewed  
 Not Set

3  
 Certified  
 Not Set

4  
 Approved  
 Cyrel, Cyrel Delfin

---

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---

**BARROW PROPERTY REQUEST**

PROP-MON-00022

Remarks: --

Date Requested: Apr 24, 2020

---

FAR No.	FA Category	FA Description	Barrowed Qty
1451685	VEHICLES	-	1.00

10. Click  button to release document.

11. Click  button to confirm, otherwise click  to cancel.



12. Go to (Rejected) tab to review rejected documents.

13. After confirmation of release, go to (Released) tab to check the released document.

**Document Overview & Status**

1 Created      2 Reviewed Not Set      3 Certified Not Set      4 Approved Cyrel, Cyrel Delfin

---

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---

**BARROW PROPERTY REQUEST**      Date Requested: Apr 24, 2020  
PROP-MON-00022

Remarks: --

FAR No.	FA Category	FA Description	Barrowed Qty	Returned Qty	Action
1451685	VEHICLES	-	1.00	0.00	1 

14. Click  (Return) button if you want to return the said request.

**Confirm**

Are you sure you want to return this - ?

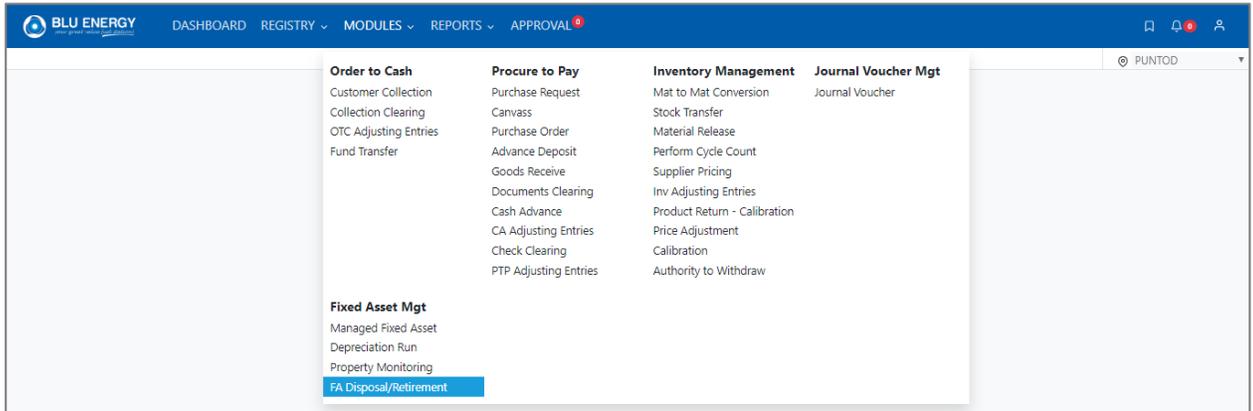
15. Click  button to confirm, otherwise click  to cancel.

 **Note:** After returning, the user can repeat the same request. Follow the steps above until the request is successfully processed.

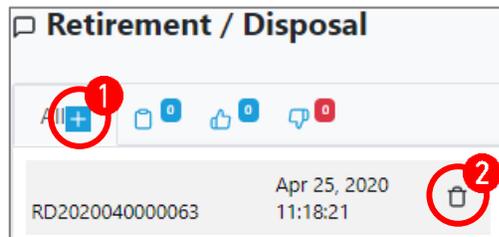
## FIXED ASSET (FA) DISPOSAL RETIREMENT

Fixed asset disposal or retirement is the process of permanently removing the fixed asset from service. This page allows user to submit request for assets that need to be disposed.

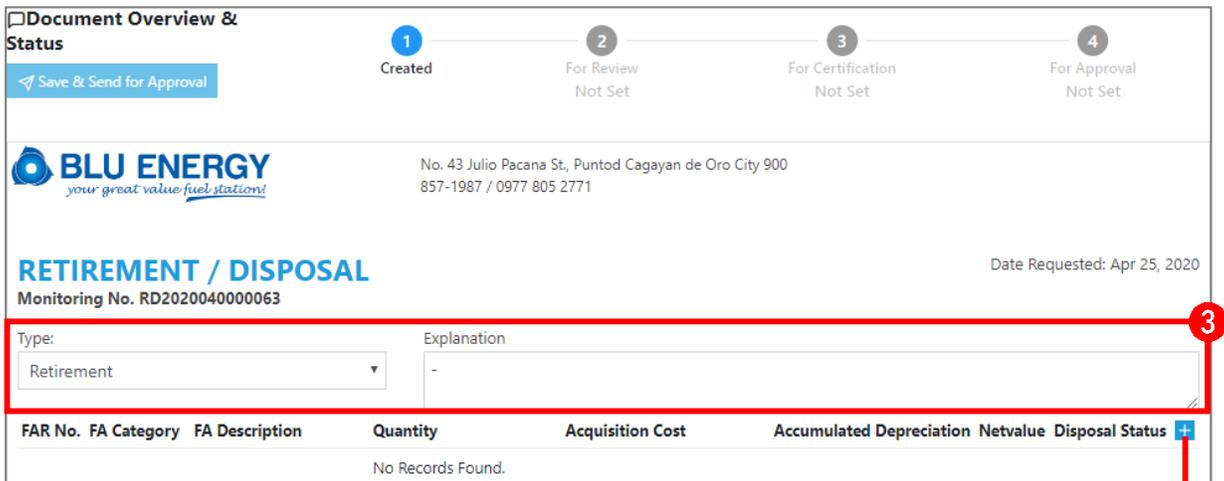
### How to Process FA Disposal / Retirement?



Click the Modules Menu and select FA Disposal / Retirement under Fixed Asset Management (Mgt) section.



1. Click **+** (Create) button to add entry for retirement / disposal.
2. To remove entry, click **🗑️** (Delete) icon aligned with the document.



3. Select type between **Disposal** and **Retirement** and input Explanation.
4. Click **+** (Add) button to open entry.

**RETIREMENT:**

**Form Entry**

FAR No.	FAR Description	Quantity	Acquisition Cost (CR)	Accumulated Depreciation (DR)	Net Book Value
1451685	-	1.00	500,000.00	0.00	500,000.00

FA Description:

Quantity:

1. Select FA for Retirement.
2. Click **Save** button to save action, otherwise click **Close** button to cancel.

**Document Overview & Status**

1 Created    2 For Review Not Set    3 For Certification Not Set    4 For Approval Not Set

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**RETIREMENT / DISPOSAL**    Date Requested: Apr 25, 2020

Monitoring No. RD2020040000063

Type: Retirement    Explanation: -

FAR No.	FA Category	FA Description	Quantity	Acquisition Cost	Accumulated Depreciation	Netvalue	Disposal Status
1451685	VEHICLES	-	1.00	500,000.00	0.00	500,000.00	Retirement

3. To view retirement accounting entries, click **👁** (View) icon.
4. To remove entries, click **🗑** (Delete) icon.

To add more retirement/ disposals, repeat step 4 of **FIXED ASSET (FA) DISPOSAL RETIREMENT** under retirement type.

- To save and send for approval, click  button.

**Confirm**

Are you sure you want to post this document?

- Click  button to confirm, otherwise click  to cancel.

### APPROVAL

- After sending for approval, go to  (Created/For Approval) tab to monitor your pending documents.



- Go to  (Approved) tab to view approved documents. Select approved documents.
- Go to  (Rejected) tab to review rejected documents.

### DISPOSAL:

**Form Entry**

View Retired Items

FAR No.	FAR Description	Quantity	Acquisition Cost (CR)	Accumulated Depreciation (DR)	Net Book Value
001	Delivery Truck	1.00	500,000.00	0.00	500,000.00

FA Description:  Quantity:

Account Code:  DR/CR:  Amount:

Account Code:  DR/CR:  Amount:

- Search & select FA to dispose.

**i Note:** Disposal can also be use to dispose retired item(s). By clicking the  (checkbox) **View Retired Items**, you can see the retired items

**Document Overview & Status**

1 Created      2 For Review Not Set      3 For Certification Not Set      4 For Approval Not Set

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857-1987 / 0977 805 2771 Fax No.

**RETIREMENT / DISPOSAL**      Date Requested: Apr 30, 2020  
Monitoring No. RD2020040000067

Type: Disposal      Explanation: -

FAR No.	FA Category	FA Description	Quantity	Acquisition Cost	Accumulated Depreciation	Netvalue	Disposal Status
001	VEHICLES	Delivery Truck	1.00	500,000.00	0.00	500,000.00	Disposal

3. To view retirement accounting entries, click  (View) icon.

4. To remove entries, click  (Delete) icon.

To add more retirement/disposals, repeat step 4 of **FIXED ASSET (FA) DISPOSAL RETIREMENT** under disposal type.

5. Click  button for approval.

**Confirm**

Are you sure you want to post this document?

6. Click  button to confirm, otherwise click  to cancel.

## APPROVAL

# CASH MANAGEMENT

Cash management is the process of collecting and managing cash flows. Cash management is very essential in order for a company to function at its best. In business, it is a key component of a company's financial stability or total wealth portfolio.

## CASH FLOW STATEMENT

Cash Flow Statement is a report of the information about the changes in cash and cash equivalents of the company by classifying cash flows into operating, investing and financing activities. It is a key report to be prepared for each accounting period for which financial statements are presented by an enterprise.

The screenshot shows the BLU ENERGY system interface. The navigation bar includes 'DASHBOARD', 'REGISTRY', 'MODULES', 'REPORTS', and 'APPROVAL'. The main content area displays the 'CASH FLOW SUMMARY' for the year 2020. The report shows a net cash flow of 0.00 for all categories. Three red boxes with numbers 1, 2, and 3 highlight the filter options: 1. Radio buttons for Year, Month, and Custom; 2. Year selection dropdowns (2020 to 2020); 3. Action buttons for Export, Print, and Apply Filter.

Account Name	2020
✓ Cash Flow Beginning	0.00
<b>Net Cash Flow from Operations</b>	0.00
✓ Net Cash Flow from Financing Activities	0.00
✓ Net Cash Flow from Investing	0.00
Cash Flow End	0.00

Click Reports tab and select the Cash Flow Statement section under the Cash Management Menu.

1. Select among year, month, and custom to filter flow chart reports.
2. Select Year (From & To)
3. Click the  (Export) button to transfer reports. To print report, click the  (Print) button. To apply filter, click the  (Apply Filter) button.

## COLLECTION REPORT

The Collection Report provides a summary of receipts collected by the company, how they were applied (invoices, debit memos, service charges, or unapplied), and collection in an average number of days, to help the company in determining the payment habits of the clients.

Date	Customer Name	Inv.No.	Check No.	Check Date	OR No.	Amount TWAS	Net Collector Name Amount
May 12, 2020	Piodos Trucking	B1S1-267098 /49375	-	-	10157	9,647.39 0.00	9,647.39 Cashier 1 QUEZON
May 12, 2020		B1S2-269654 /102050	-	-	10157	9,633.61 0.00	9,633.61 Cashier 1 QUEZON
<b>Sub Total:</b>						<b>19,281.00 0.00</b>	<b>19,281.00</b>
May 12, 2020	GL Design & Architectural Services	6-2 BI 69232	0168900	May 12, 2020	20824	2,000.00 0.00	2,000.00 Cashier 1 KAUSWAGAN
May 12, 2020		B11S1-143038 /49921	0168900	May 12, 2020	20824	2,000.00 0.00	2,000.00 Cashier 1 KAUSWAGAN
May 12, 2020		B16S1-151414 /5878	0168900	May 12, 2020	-20824	500.00 0.00	500.00 Cashier 1 KAUSWAGAN
May 12, 2020		B16S1-151738 /5905	0168900	May 12, 2020	-20824	500.00 0.00	500.00 Cashier 1 KAUSWAGAN
May 12, 2020		B6S1-222177 /78122	0168900	May 12, 2020	-20824	2,000.00 0.00	2,000.00 Cashier 1 KAUSWAGAN
May 12, 2020		B6S1-222361 /78145	0168900	May 12, 2020	-20824	180.89 0.00	180.89 Cashier 1 KAUSWAGAN
May 12, 2020		B6S1-222744 /78205	0168900	May 12, 2020	-20824	160.25 0.00	160.25 Cashier 1 KAUSWAGAN
May 12, 2020		B6S1-223070 /78255	0168900	May 12, 2020	-20824	147.30 0.00	147.30 Cashier 1 KAUSWAGAN
<b>Sub Total:</b>						<b>7,488.44 0.00</b>	<b>7,488.44</b>
<b>Total:</b>						<b>26,769.44 0.00</b>	<b>26,769.44</b>

Click Reports tab and select the Collection Report under the Cash Management Menu.

1. Select between Current Date and Date Range to filter dates.
2. Select Date and Customer Name.
3. Click the  (Export) button to transfer reports. To print report, click the  (Print) button. To apply filter, click the  (Apply Filter) button.

## SUPPLIER PAYMENTS

This report allows the user to keep track of their supplier accounts and their associated transactions in the company.

The screenshot displays the BLU ENERGY system interface. The top navigation bar includes 'DASHBOARD', 'REGISTRY', 'MODULES', 'REPORTS', and 'APPROVAL'. The 'Supplier Payments' report is selected, showing a 'Collection Report' for 'All Supplier' from 01/01/2020 to 05/12/2020. The report title is 'SUPPLIER PAYMENT SUMMARY' for the period Jan 01 2020 - May 12 2020. The table lists 26 suppliers with their respective amounts paid, totaling 16,916,292.96. Two red boxes with numbers 1 and 2 highlight the filter form and the export/print buttons respectively.

Supplier Name	Amount Paid
1 22 KARATS PRINTING AND	99,960.00
2 AGUSAN DEL NORTE ELECTRIC COOPERATIVE INC.	40,685.50
3 ALFE COMMERCIAL	6,893.99
4 ANTONIO TY HOUSE OF TEXTILES, INC	6,895.00
5 AQUASTAR PURIFIED & ALKALINE DRINKING W	14,240.00
6 ARLEN O. NONONGAN	1,875.88
7 ARZENETH JOY V. SANTOS	1,500.00
8 BLU ENERGY FUEL STATION, INC.	342,509.86
9 BPI	2,000,000.00
10 BUTUAN WATER DISTRICT	2,319.70
11 CAGAYAN DE ORO CITY WATER DISTRICT	17,288.30
12 CAGAYAN PIONEER HARDWARE	3,630.00
13 CATB INDUSTRIAL MERCHANDISE	7,600.00
14 CDO HARDWARE & ELEC. SUPPLY	1,250.00
15 CENTRAL JUAN I.T. SOLUTIONS	29,700.00
16 CEPALCO, INC.	50,625.95
17 CITY TREASURER'S OFFICE	11,574.00
18 CYBELL MARIE ROA	12,500.00
19 D&M STAINLESS STEEL AND GLASS ALUMINUM	6,000.00
20 DAVAO LIGHT & POWER CO., INC.	19,193.10
21 DAVAO LIGHT & POWER CO., INC.	32,727.76
22 DENKI ELECTRIC CORPORATION	1,800.00
23 DREAM CARE AIRCONS SERVICES	9,450.00
24 DYNA SHINE G. JAMPIT	18,822.90
25 EZE SYSTEM AND PROCESS EXPERTS INC.	220,000.00
26 EDGARDO MELCHOR R. PALAD	16,916,292.96

Click the Reports tab and select the Supplier Payments under the Cash Management Menu.

1. Set the date (From & To) and name of Supplier.
2. Click the  Export button to transfer reports. To print report, click the  (Print) button.

## LIST OF CUSTOMER PDCs

In this section, the user is able to view the list of Customer Post Dated Checks.

The screenshot displays the 'List of Customer PDCs' report in the BLU ENERGY system. The interface includes a navigation bar with 'DASHBOARD', 'REGISTRY', 'MODULES', 'REPORTS', and 'APPROVAL'. The main content area is titled 'Customer's PDC Summary' for the date range 'Jan 01, 2020 - Apr 28, 2020'. A table with columns 'Check Date', 'Customer Name', 'Check No.', 'Bank Code', 'To Bank Account', and 'Amount' is shown, with a 'Grand Total' of 0.00. On the left, there are date filters for 'From: 01/01/2020' and 'To: 04/28/2020', and buttons for 'Export' and 'Print'. Red boxes and numbers 1 and 2 highlight these elements.

Click the Reports tab and select the List of Customer PDCs under the Cash Management Menu.

1. Set the date (From & To).
2. Click the  (Export) button to transfer reports. To print report, click the  (Print) button.

# CUSTOM REPORT

Custom Report allows the user to meet advanced reporting needs at several levels. The system administrator can select data from existing company system reports and export the combined data to produce a cohesive and comprehensive customized report.

## DAILY SALES REPORT

In this part, the user will be able to produce a copy of the daily sales report of the company.

The screenshot shows the BLU ENERGY system interface. The navigation bar includes DASHBOARD, REGISTRY, MODULES, REPORTS, and APPROVAL. The sidebar on the left has a 'Daily Sales Report x' tab and a 'Select Date' field with a date picker (mm/dd/yyyy). Below the date field are three shift options: Shift A (6-2), Shift B (6-2), and Shift C (6-2), each with a 'Posted' status and a print icon. A 'Post' button is located at the bottom right of the sidebar. The main report area displays the BLU ENERGY logo and the title 'DAILY SALES REPORT'. It includes branch information, date, shift, cashier, and supervisor details. Two tables are shown: 'DAILY SALES REPORT' and 'PARTICULARS'.

Products	FUEL READING (NEW PRICE)		FUEL READING (OLD PRICE)		TOTAL SALES	
	LITERS	AMOUNT	LITERS	AMOUNT	LITERS	AMOUNT
Diesel					567.01	16,234.00
Premium					567.01	16,234.00
Unleaded					567.01	16,234.00
<b>TOTAL FUEL SALES</b>	0.00	-	567.01	16,234.00	567.01	16,234.00

PARTICULARS	Fuel Sales	Oil & lube	UNIFORM	Others	TOTAL
TOTAL SALES	-	-	-	-	-
LESS: Charges	-	-	-	-	-
LESS: CREDIT CARDS	-	-	-	-	-
LESS: CASH DISCOUNT	-	-	-	-	-
LESS: CHARGE DISCOUNT	-	-	-	-	-
LESS: PUMP ADJUSTMENTS	-	-	-	-	-
LESS: COMPANY SHARE-UNIFORM	-	-	-	-	-
LESS: AUTHORIZED EXPENSES	-	-	-	-	-
LESS: EMPLOYEES' CHARGES	-	-	-	-	-
<b>NET CASH SALES</b>	-	-	-	-	30,000.00

**ACTUAL CASH COUNT**  
 (SHORT)/OVER (0.05)  
 LESS: CASH OUT (0.05)

1. Select date.
2. To print, click the  (Print) icon. To post, click the  (Post) button.

## DAILY SALES REPORT PACKAGE

Daily Sales Report Package allows the user to view and have access with the Daily Sales Report, Fuel Reading, Charges and Sales (Oil & Lubes) for a more specific and comprehensive report of a particular package.

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**DAILY SALES REPORT**  
BRANCH: XXXXXXXX  
Date: XXXX X, XXXX | Shift: XXX  
Cashier: XXXXX XXXXXXX  
Supervisor: XXXXXXXXXXXXX

Products	FUEL READING (NEW PRICE)		FUEL READING (OLD PRICE)		TOTAL SALES	
	LITERS	AMOUNT	LITERS	AMOUNT	LITERS	AMOUNT
Diesel					567.01	16,234.00
Premium					567.01	16,234.00
Unleaded					567.01	16,234.00
<b>TOTAL FUEL SALES</b>	0.00		567.01	16,234.00	567.01	16,234.00

PARTICULARS	Fuel Sales	Oil & lube	UNIFORM	Others	TOTAL
TOTAL SALES	-	-	-	-	-
LESS: Charges	-	-	-	-	-
LESS: CREDIT CARDS	-	-	-	-	-
LESS: CASH DISCOUNT	-	-	-	-	-
LESS: CHARGE DISCOUNT	-	-	-	-	-
LESS: PUMP ADJUSTMENTS	-	-	-	-	-
LESS: COMPANY SHARE-UNIFORM	-	-	-	-	-
LESS: AUTHORIZED EXPENSES	-	-	-	-	-
LESS: EMPLOYEES' CHARGES	-	-	-	-	-
<b>NET CASH SALES</b>	-	-	-	-	30,000.00

**ACTUAL CASH COUNT**  
(SHORT)/OVER (0.05)  
LESS: CASH OUT (0.05)

1. Select among the Daily Report Package:
  - a. Daily Sales Report
  - b. Fuel Reading
  - c. Charges
  - d. Sales (Oil & Lubes)
2. Select date.
3. To print, click the  (Print) icon. To post, click the  (Post) button.

# RECEIVABLE MANAGEMENT

Receivable Management is about ensuring that customers pay their invoices. Good receivables management helps prevent overdue payment or non-payment, it is therefore a quick and effective way to strengthen the company's financial or liquidity position.

## CUSTOMER LEDGER

In this part, the user will be able to have access with the list of customer ledgers and view detailed transaction information as well as outstanding balances per customer.

The screenshot displays the BLU ENERGY Customer Ledger interface. The navigation bar includes 'DASHBOARD', 'REGISTRY', 'MODULES', 'REPORTS', and 'APPROVAL'. The main content area is titled 'Customer Ledger' and includes a search filter with 'From: 01/01/2020', 'To: 04/28/2020', and 'Search: All'. Below the search filter are 'Export' and 'Print' buttons. The main table shows a total amount due of 0.00, with a collection balance of 0.00. The footer contains version information and copyright notices.

Click the Receivable Management tab and select the Customer Ledger under the Receivable Management Menu.

1. Set the date (From & To).
2. Select customer ledger.
3. Click the  (Export) button to transfer reports. To print report, click the  (Print) button.

## EMPLOYEE LEDGER

In this section, the user is able to access the employee ledgers and view detailed cash advance information per employee.

Employee Ledger X

From: 01/01/2020  
To: 04/28/2020  
CA Type: CA Business  
Department: All  
Employee: All Employee

Export Print

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Employee Ledger  
All Employee | Date: Jan 01, 2020 - Apr 28, 2020

Department	Advances	Liquidation	Balance
Total:	0.00	0.00	0.00

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Click Receivable Management tab and select the Employee Ledger under the Receivable Management Menu.

1. Set the date (From & To), CA Type, select Department and Employee.
2. Click the  (Export) button to transfer reports. To print report, click the  (Print) button.

# INVENTORY MANAGEMENT

Inventory Management provides report summary of the amount of inventory of the company has on hand at a given time. In this report, the user will be provided with inventory report in physical or electronic document form that has numbers representing the product, inventory you are ordering, or inventory that the company need for internal business use.

## INVENTORY REPORT

Inventory Report refers to the stock or supply of various items of the company. It helps the company to monitor the available supplies in a timely and convenient manner.

Inventory Report X

PR Status  
Inventory Balance

Date  
04/28/2020

Run Report

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**Inventory Report**  
INVENTORY BALANCE | Date from: Apr 28, 2020 - Apr 28, 2020

Location: PUEBLO

Item Code	Material Description	Unit	Quantity	Cost	Total Tank(Racking)	Capacity
DIESEL	DIESEL	L	-11,208.61	33.96	-380,681.92 PUEBLO-DIESEL	16,000.00
PREMIUM	GASOLINE, PREMIUM/GOLD	L	-1,791.15	34.37	-61,559.81 PUEBLO-PREMIUM	8,000.00
UNLEADED	GASOLINE, SILVER REGULAR	L	-1,648.08	39.31	-64,792.26 PUEBLO-UNLEADED	8,000.00
510410PLSP	CX DELO GEAR EP4 140 4LP ML3	GAL	-1.00	624.90	-624.90 PUEBLO-STORE	0.00
500637JLSP	CX DELO GOLD MG 15W40 1LP ML3	PC	-19.00	154.81	-2,941.39 PUEBLO-STORE	0.00
500712JLSP	CX HAVSUP4TJASOMA2J 20W40 1L	PC	-1.00	167.48	-167.48 PUEBLO-STORE	0.00
<b>Total:</b>					<b>-510,767.77</b>	

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Click the Inventory Management tab and select the Inventory Report under the Inventory Management Menu.

1. Select PR Status and set the Date.
2. Click the  (Export) button to transfer reports. To print report, click the  (Print) button. To run report, click the  (Run Report) button.

# INVENTORY DIFFERENCE

Inventory Difference x

From: 01/01/2020

To: 05/12/2020

Warehouse: All

Rack: All

Search: Search...

**1**

**2**

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**INVENTORY DIFFERENCE**  
Warehouse: All - Racking: All  
Date: Jan 01, 2020 - May 12, 2020

Warehouse	Racking	Item	Unit	Difference	Moving Avg. Price	Sub-Total
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX BRAKE/CLUTCH Fld DOT3 0.25	PC	-11.00	53.70	-590.70
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX BRAKE/CLUTCH Fld DOT3 1L	PC	-4.00	213.58	-854.32
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX BRAKE/CLUTCH Fld DOT3 1L	PC	1.00	213.58	213.58
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX DELO 400 MGX SAE 15W-40 5L	GAL	-1.00	918.21	-918.21
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX DELO GEAR EP4 140 (4x4LP M)	PC	-4.00	624.90	-2,499.60
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX DELO GOLD MG 15W40 4LP ML3	GAL	-2.00	616.09	-1,232.18
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX DELO GOLD ULTRA 15W40 1LP	PC	-1.00	166.89	-166.89
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX DELO GOLD ULTRA 15W40 5LP	GAL	-3.00	830.51	-2,491.53
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX HAV EO 20W40 [SF] 4LP ML3	GAL	-22.00	517.98	-11,395.56
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX HAV EO 20W40 [SF] 4LP ML3	GAL	1.00	517.98	517.98
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX HAV PLUS 2T 1LP ML3	PC	-19.00	113.27	-2,152.13
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX HAV SUPERMATIC4T 10W-40 0.8	PC	-6.00	122.19	-733.14
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX HAVSUP4T[JASOMA2] 20W40 1L	PC	-13.00	167.48	-2,177.24
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX Marfak Grs MP 3 (24x5kgPML2)	L	-10.00	1,196.62	-11,966.20
MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX SUPER DIESEL 15W40 4LP ML3	PC	-13.00	66.74	-867.62

Click the Inventory Management tab and select the Inventory Difference under the Inventory Management Menu.

1. Set the date (From & To). Select Warehouse and Rack.
2. Click the  (Export) button to transfer reports. To print report, click the  (Print) button.

## INVENTORY W/ MIN. STOCK

Inventory w/ Min. Stock X

Search: All

Export Print

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### Inventory w/ Min Stocks

As of: April 28, 2020

Item Description	Unit	Quantity	Min. Stock	Location Code
CX DELO SILVER 40 SAE	PC	0.00	0.00	PUEBLO
CX BRAKE/CLUTCH Fld DOT3 0.25	PC	0.00	0.00	PUEBLO
CX BRAKE/CLUTCH Fld DOT3 0.5L	PC	0.00	0.00	PUEBLO
CX BRAKE/CLUTCH Fld DOT3 (10X1L)	CASE	0.00	0.00	PUEBLO
CX BRAKE/CLUTCH Fld DOT3 1L	PC	0.00	0.00	PUEBLO
CX DELO 400 MGX SAE 15W-40	L	0.00	0.00	PUEBLO
CX DELO 400 MGX SAE 15W-40 5L	GAL	0.00	0.00	PUEBLO
CX DELO GEAR EP4 140 (12X1L)	CASE	0.00	0.00	PUEBLO
CX DELO GEAR EP4 140 (4x4LP M)	PC	0.00	0.00	PUEBLO
CX DELO GEAR EP4 140 1LP ML3	PC	0.00	0.00	PUEBLO
CX DELO GEAR EP4 90 1LP ML3	PC	0.00	0.00	PUEBLO
CX DELO GEAR EP4 90 4LP ML3	GAL	0.00	0.00	PUEBLO
CX DELO GEAR EP4 90 (12x1LP ML)	PC	0.00	0.00	PUEBLO
CX DELO GEAR EP4 90 (4x4LP ML3)	CASE	0.00	0.00	PUEBLO
CX DELO GOLD MG 15W40 4LP ML3	GAL	0.00	0.00	PUEBLO
CX DELO GOLD MG 15W40 (12x1LP)	CASE	0.00	0.00	PUEBLO
CX DELO GOLD ULTRA 15W40 1LP	PC	0.00	0.00	PUEBLO
CX DELO GOLD ULTRA 15W40 5LP	GAL	0.00	0.00	PUEBLO

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Click the Reports tab and select Inventory with Min. Stock section under the Inventory Management Menu.

1. Input search field.
2. Click the  (Export) button to transfer reports. To print report, click the  (Print) button.

# VENDOR MANAGEMENT

Vendor management allows user to view reports to avoid complexity. It also helps the company to get quotes for pricing, capabilities, quality and turn-around times. It also covers performance evaluation, payment dissemination, contract negotiations, relationship management and job assignments.

## AP AGING REPORT

This section summarizes the status of unpaid bills in accounts payable, showing what you owe, who you owe it to, and how much is the overdue. For each supplier to whom your company owes money, the report shows how much your company owes for the current and previous billing periods, and it shows the total amount.

**ACCOUNTS PAYABLE AGING**  
Date: Jan 01, 2020 - May 12, 2020

Supplier Name	Balance	0-30	31-60	61-90	Over90
CEPALCO, INC.	50,625.95	0.00	50,625.95	0.00	0.00
SANITARY CARE PRODUCTS ASIA, INC.	26,836.40	2,465.60	1,858.40	2,097.60	20,414.80
ORORAMA SUPERCENTER, INC.	317.50	0.00	0.00	0.00	317.50
TTI VENTURES	12,990.00	0.00	0.00	12,990.00	0.00
HOPEWELL SALES CORP	48,777.00	0.00	0.00	2,988.00	45,789.00
HERCULIAN SYNERGY INC.	68,400.00	0.00	0.00	7,200.00	61,200.00
DENKI ELECTRIC CORPORATION	1,800.00	0.00	450.00	1,350.00	0.00
VALIANT ELECTRONICS and HARDWARE	6,295.00	0.00	0.00	5,380.00	915.00
22 KARATS PRINTING AND	99,960.00	0.00	99,960.00	0.00	0.00
CATB INDUSTRIAL MERCHANDISE	7,600.00	0.00	0.00	4,600.00	3,000.00
WIZMASTER COMPUTER SALES & SERVICES COR	1,195.00	0.00	0.00	0.00	1,195.00
SAN MIGUEL SECURITY AGENCY	229,500.00	0.00	121,500.00	108,000.00	0.00
LYNLAR MOISES CARNA	26,200.00	2,200.00	24,000.00	0.00	0.00
ALFE COMMERCIAL	6,893.99	0.00	0.00	605.00	6,288.99
HE AND SONS - BOSCH	11,320.00	6,280.00	0.00	0.00	5,040.00
HE AND SONS - SANKI	443,934.40	-6,193.06	7,377.21	114,305.25	328,445.00
HE AND SONS CORPORATION - TIRES	936.00	0.00	936.00	0.00	0.00
HE AND SONS-OIL & LUBES - CDO	647,524.97	167,862.13	15,010.80	370,469.82	94,182.22
FIRST GUSA CALTEX SERVICE STATION	37,497.62	11,373.80	4,043.60	6,586.80	15,493.42
He and Sons - Advertising	109,675.69	0.00	400.00	103,970.17	5,305.52
LE VALUE TRADING	130,977,080.73	33,021,000.14	35,113,420.59	60,231,460.00	2,611,200.00
ANTONIO TY HOUSE OF TEXTILES, INC.	6,895.00	0.00	0.00	0.00	6,895.00
AQUASTAR PURIFIED & ALKALINE DRINKING W	14,240.00	0.00	1,825.00	3,930.00	8,485.00
BUTUAN WATER DISTRICT	2,319.70	0.00	1,442.20	0.00	877.50
CAGAYAN DE ORO CITY WATER DISTRICT	11,775.90	5,512.40	4,656.70	864.50	742.30
CDO HARDWARE & ELEC. SUPPLY	1,250.00	0.00	0.00	0.00	1,250.00
DREAM CARE AIRCONS SERVICES	9,450.00	0.00	0.00	0.00	9,450.00

Click Reports tab and select the AP Aging Report under the Vendor Management Menu.

1. Set the date (From & To)
2. Select Supplier.
3. Click the  (Export) button to transfer reports. To print report, click the  (Print) button. Click the  (Run Report) button.

## PER SUPPLIER LEDGER

This report displays a listing of all purchase transactions for each supplier, within a specified period range. Recurring purchases are not included in this report unless they have been recorded.

**BLU ENERGY**  
your great value fuel solutions

NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

**SUPPLIER LEDGER**  
All | Date: Jan 01, 2020 - May 12, 2020

Supplier Name	Amount Due	Collection	Balance
HARLEY KEITH YU	645,000.04	142,000.04	503,000.00
LE VALUE TRADING	133,509,337.07	2,532,256.34	130,977,080.73
22 KARATS PRINTING AND	99,960.00	0.00	99,960.00
HE AND SONS - SANKI	475,258.78	31,324.38	443,934.40
CENTRAL JUAN I.T. SOLUTIONS	29,700.00	0.00	29,700.00
GLOBE TELECOM, INC	6,659.49	0.00	6,659.49
ANECO	12,404.32	0.00	12,404.32
DYNA SHINE G. JAMPIT	24,205.40	0.00	24,205.40
BLU ENERGY FUEL STATION, INC.	344,745.86	0.00	344,745.86
JAKS SECURITY AGENCY	356,363.17	214,650.00	141,713.17
AGUSAN DEL NORTE ELECTRIC COOPERATIVE INC.	40,685.50	0.00	40,685.50
JOSEPHANS PROFICIENCY SERVICES INC	1,306,361.46	0.00	1,306,361.46
CAGAYAN PIONEER HARDWARE	3,630.00	0.00	3,630.00
UP MARKETING	2,875.00	0.00	2,875.00
AQUASTAR PURIFIED & ALKALINE DRINKING W	14,240.00	0.00	14,240.00
CEPALCO, INC.	50,625.95	0.00	50,625.95
CITY TREASURER'S OFFICE	11,574.00	0.00	11,574.00
CAGAYAN DE ORO CITY WATER DISTRICT	17,288.30	5,512.40	11,775.90
HERCULIAN SYNERGY INC.	68,400.00	0.00	68,400.00
HOPEWELL SALES CORP	48,777.00	0.00	48,777.00
HE AND SONS-OIL & LUBES - CDO	647,524.97	0.00	647,524.97
PHILCOM	11,249.49	0.00	11,249.49
SAN MIGUEL SECURITY AGENCY	229,500.00	0.00	229,500.00
ALFE COMMERCIAL	6,893.99	0.00	6,893.99
DAVAO LIGHT & POWER CO., INC.	19,193.10	0.00	19,193.10
INNOVE COMMUNICATIONS, INC.	5,594.99	1,898.00	3,697.00

Click the Reports tab and select the Per Supplier Ledger under the Vendor Management Menu.

1. Set the date (From & To)
2. Select Supplier.
3. Click the  (Export) button to transfer reports. To print report, click the  (Print) button

## LIST OF PURCHASE ORDER

In this section, the user will be able to view the list of customer purchase order.

**PURCHASE ORDER SUMMARY**  
Date: May 12, 2020 | Head Office

Date	Location	PO Number	Supplier	Amount	Date Ordered	Date Received	Status
Apr 22, 2020	CUGMAN	POINV2020040000810	LE VALUE TRADING	188,400.01	Apr 24, 2020	Apr 29, 2020	Partial Delivery
Apr 30, 2020	GINGOOG	POINV2020040000894	LE VALUE TRADING	189,200.00	Apr 30, 2020	May 02, 2020	Partial Delivery
May 01, 2020	BULUA PATAG	POINV2020050000912	HE AND SONS-OIL & LUBES - CDO	31,318.78	May 01, 2020	May 06, 2020	Partial Delivery
May 01, 2020	TINIWISAN	POINV2020050000916	HE AND SONS-OIL & LUBES - CDO	32,012.40	May 01, 2020	May 06, 2020	Partial Delivery
May 01, 2020	BULUA DIVERSION	POINV2020050000930	HE AND SONS-OIL & LUBES - CDO	45,021.72	May 04, 2020	May 09, 2020	Partial Delivery
May 04, 2020	QUEZON	POINV2020050000937	LE VALUE TRADING	290,340.01	May 04, 2020	May 11, 2020	Partial Delivery
May 04, 2020	CUGMAN	POINV2020050000944	LE VALUE TRADING	160,400.00	May 04, 2020	-	In Transit
May 04, 2020	CUGMAN	POINV2020050000945	LE VALUE TRADING	52,100.00	May 04, 2020	-	In Transit
May 05, 2020	GINGOOG	POINV2020050000959	LE VALUE TRADING	251,000.00	May 05, 2020	-	In Transit
May 06, 2020	MAGSAYSAY	POINV2020050000973	LE VALUE TRADING	55,000.00	May 06, 2020	-	In Transit
May 06, 2020	TOMINOBO	POINV2020050000992	LE VALUE TRADING	288,340.00	May 06, 2020	May 07, 2020	Partial Delivery
May 07, 2020	INDAHAG	POINV2020050000996	LE VALUE TRADING	53,300.00	May 07, 2020	-	In Transit
May 04, 2020	INDAHAG	POINV2020050000997	LE VALUE TRADING	80,200.00	May 07, 2020	-	In Transit
May 07, 2020	INDAHAG	POINV2020050001000	HE AND SONS-OIL & LUBES - CDO	35,709.48	May 07, 2020	-	In Transit
May 07, 2020	IPONAN	POINV2020050001002	HE AND SONS-OIL & LUBES - CDO	9,608.40	May 07, 2020	-	In Transit
May 07, 2020	KAUSWAGAN	POINV2020050001003	HE AND SONS-OIL & LUBES - CDO	16,164.66	May 07, 2020	May 12, 2020	Partial Delivery
May 07, 2020	MINTAL	POINV2020050001005	HE AND SONS-OIL & LUBES - CDO	26,974.68	May 07, 2020	-	In Transit
May 07, 2020	QUEZON	POINV2020050001006	LE VALUE TRADING	250,300.00	May 07, 2020	-	In Transit

Click Reports tab and select the List of Purchase Order under the Vendor Management Menu.

1. Select between Summary and Detailed file format.
2. Set the date.
3. Select PO Status. To export, click the  (Export) button to transfer reports. To print report, click the  (Print) button.
4. To run report, click the  (Run Report) button.
5. Input PO number in search field to locate your PO.

## LIST OF PURCHASE REQUEST

In this part, the user is able to create report of list of customer's purchase request.

**PURCHASE ORDER SUMMARY**  
Date: May 12, 2020 | Head Office

Date	Location	PO Number	Supplier	Amount	Date Ordered	Date Received	Status
Apr 22, 2020	CUGMAN	POINV2020040000810	LE VALUE TRADING	188,400.01	Apr 24, 2020	Apr 29, 2020	Partial Delivery
Apr 30, 2020	GINGOOG	POINV2020040000894	LE VALUE TRADING	189,200.00	Apr 30, 2020	May 02, 2020	Partial Delivery
May 01, 2020	BULUA PATAG	POINV2020050000912	HE AND SONS-OIL & LUBES - CDO	31,318.78	May 01, 2020	May 06, 2020	Partial Delivery
May 01, 2020	TINIWISAN	POINV2020050000916	HE AND SONS-OIL & LUBES - CDO	32,012.40	May 01, 2020	May 06, 2020	Partial Delivery
May 01, 2020	BULUA DIVERSION	POINV2020050000930	HE AND SONS-OIL & LUBES - CDO	45,021.72	May 04, 2020	May 09, 2020	Partial Delivery
May 04, 2020	QUEZON	POINV2020050000937	LE VALUE TRADING	290,340.01	May 04, 2020	May 11, 2020	Partial Delivery
May 04, 2020	CUGMAN	POINV2020050000944	LE VALUE TRADING	160,400.00	May 04, 2020	-	In Transit
May 04, 2020	CUGMAN	POINV2020050000945	LE VALUE TRADING	52,100.00	May 04, 2020	-	In Transit
May 05, 2020	GINGOOG	POINV2020050000959	LE VALUE TRADING	251,000.00	May 05, 2020	-	In Transit
May 06, 2020	MAGSAYSAY	POINV2020050000973	LE VALUE TRADING	55,000.00	May 06, 2020	-	In Transit
May 06, 2020	TOMINOBO	POINV2020050000992	LE VALUE TRADING	288,340.00	May 06, 2020	May 07, 2020	Partial Delivery
May 07, 2020	INDAHAG	POINV2020050000996	LE VALUE TRADING	53,300.00	May 07, 2020	-	In Transit
May 04, 2020	INDAHAG	POINV2020050000997	LE VALUE TRADING	80,200.00	May 07, 2020	-	In Transit
May 07, 2020	INDAHAG	POINV2020050001000	HE AND SONS-OIL & LUBES - CDO	35,709.48	May 07, 2020	-	In Transit
May 07, 2020	IPONAN	POINV2020050001002	HE AND SONS-OIL & LUBES - CDO	9,608.40	May 07, 2020	-	In Transit
May 07, 2020	KAUSWAGAN	POINV2020050001003	HE AND SONS-OIL & LUBES - CDO	16,164.66	May 07, 2020	May 12, 2020	Partial Delivery
May 07, 2020	MINTAL	POINV2020050001005	HE AND SONS-OIL & LUBES - CDO	26,974.68	May 07, 2020	-	In Transit
May 07, 2020	QUEZON	POINV2020050001006	LE VALUE TRADING	250,300.00	May 07, 2020	-	In Transit

Click the Reports tab and select List of Purchase Request under Vendor Management Menu.

1. Select between Summary and Detailed file format.
2. Set the date.
3. Select PR Status. To export, click the  (Export) button to transfer reports. To print report, click the  (Print) button.
4. To run report, click the  (Run Report) button.
5. Input PR number in search field to locate your PR.

# PERFORMANCE ANALYSIS

Performance Analysis allows the user to compare the performance of the company in contrast to the aim and yet executed.

## PROFIT & LOSS STATEMENT

A profit and loss statement refers to a financial report that provides a summary of revenue of the company, profit and expenses. It shows how the company operates and whether it has the ability to generate profit.

P&L Group	BUENAVISTA	BULUA DIVERSION	BULUA PATAG	CATTIPAN	CUGMAN	GINGOOG	Head Office	INDAHAG	IPONAN	KAUSWAGAN	MAGSAYSAY	MINTAL	MONTILLA	OSMENA	PA
SALES-FUEL	736,744.22	2,653,874.93	1,630,812.84	704,238.69	4,743,584.65	1,665,208.59	0.00	641,921.22	886,875.29	908,842.80	836,299.85	1,370,301.41	746,648.22	609,828.32	
SALES-LUBRICANTS	17,628.36	11,091.54	19,475.83	191.07	27,970.53	12,162.07	0.00	9,108.35	8,250.19	57,263.39	1,847.40	20,504.81	11,031.69	2,391.96	
SALES DISCOUNT-FUEL	-13,503.12	-128,763.14	-6,141.70	-15,995.63	-382,511.86	-34,774.77	0.00	-19,578.34	-60,956.10	-49,196.28	-15,246.18	-76,955.07	-16,414.40	-19,820.18	
SALES DISCOUNT-LUBES	0.00	-335.71	0.00	-371.74	-960.58	-92.86	0.00	-42.86	-15.63	-163.23	-28.57	0.00	0.00	0.00	
<b>Net Revenue</b>	<b>740,869.45</b>	<b>2,535,867.62</b>	<b>1,644,146.97</b>	<b>700,726.23</b>	<b>4,388,082.75</b>	<b>1,642,503.03</b>	<b>0.00</b>	<b>631,408.38</b>	<b>834,153.76</b>	<b>916,746.67</b>	<b>822,872.50</b>	<b>1,313,851.15</b>	<b>741,265.51</b>	<b>592,400.10</b>	
COST OF SALES-FUEL	665,143.72	2,919,427.32	1,939,463.37	756,856.32	4,662,835.09	1,742,932.39	0.00	680,755.58	853,219.45	841,086.31	865,877.85	1,345,878.23	687,698.86	701,381.38	
COST OF SALES-LUBRICANTS	32,240.02	466,134.39	1,138,940.60	154.81	1,183,425.87	418,551.74	0.00	138,835.92	41,048.73	149,357.84	91,574.24	107,254.35	263,976.69	1,822.76	
COGS	697,383.75	3,385,561.71	3,078,403.96	1,387,660.01	5,846,260.96	2,161,484.13	0.00	827,591.50	894,268.18	990,444.15	957,452.08	1,453,132.58	951,675.55	703,204.14	
Gross Profit	43,485.70	-849,694.09	-1,434,256.99	-686,933.78	-1,458,178.21	-518,981.09	0.00	-196,183.12	-60,114.42	-73,697.47	-134,579.59	-139,281.43	-210,410.05	-110,804.04	
Gross Profit Margin	5.87%	-33.51%	-87.23%	-98.03%	-33.23%	-31.60%	0.00%	-31.07%	-7.21%	-8.04%	-16.35%	-10.60%	-28.39%	-18.70%	0
Salaries & Wages	0.00	0.00	0.00	0.00	0.00	0.00	48,100.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Direct Marketing Expense	10,000.00	20,000.00	30,000.00	0.00	0.00	0.00	26,964.30	0.00	16,000.00	20,000.00	8,000.00	20,000.00	0.00	4,000.00	

Click the Reports tab and Select Profit & Loss Statement under Performance Analysis.

1. Select between Year and Month.
2. Select beginning and end year.
3. Click the  (Export) button to transfer reports. To print report, click the  (Print) button. To apply filter, click the  (Run Report) button.

## BALANCE SHEET

Balance Sheet shows the financial statement of a company such as assets, liabilities, equity capital, total debt, and others, at a point in time. Balance sheet contains assets on one side, and liabilities on the other.

**BALANCE SHEET**  
Date: Jan 01, 2020 - May 15, 2020

NO. 43 JULIO PACANA ST. PUNTO D CAGAYAN DE ORO CITY 900  
TEL NO. 897-1987 / 0577 805 2771 FAX NO.

ACCOUNT CATEGORY	AMOUNT
- Cash and Cash Equivalent	69,276,427.30
- Accounts Receivable	39,016,371.68
- Inventory	9,299,219.20
- Prepaid and Deferred Taxes	5,753,324.39
<b>Current Asset</b>	<b>123,345,342.56</b>
- Property Plant & Equipment	151,688,893.29
<b>Non-Current Asset</b>	<b>151,688,893.29</b>
<b>Total Assets</b>	<b>275,034,235.84</b>
- Accounts Payable	168,401,781.18
- Customer Deposit	401,737.97
- Accrued Expenses	-381,725.22
- Taxes & Statutory Payables	3,963,013.90
<b>Current Liability</b>	<b>172,384,807.83</b>
- Long Term Loans	-3,000,000.00
<b>Non-Current Liability</b>	<b>-3,000,000.00</b>
<b>Total Liability</b>	<b>169,384,807.83</b>
- Stockholder's Equity	105,051,348.08
<b>Equity</b>	<b>105,051,348.08</b>
<b>Liability and Equity</b>	<b>274,436,155.91</b>

1. Select between Year, Month and Custom.
2. Select Month and Set Date.
3. Click the  (Export) button to transfer reports. To print report, click the  (Print) button. To apply filter, click the  (Run Report) button.

## GL ENTRIES REPORT

The General Ledger Entries Report shows the records from all registered accounts in a chosen date range.

GL Entries Report x

Filter Options: From: 01/01/2020 To: 05/12/2020 Option: Main Search: Search Here... Run Report

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NO. 43 JULIO PACANA ST., PUNTO D. CAGAYAN DE ORO CITY 900  
TEL NO. 857-1987 / 0977 805 2771 FAX NO.

**GL ENTRIES REPORT**  
Main  
Date: Jan. 01, 2020 - May. 12, 2020

Prev 1 2 3 4 ... 111 Next

Date	Doc Number	Account Code	Account Name	Debit	Credit Description	Functional Area
Mar. 11, 2020	CL2020050354669	120009	TAX WITHHELD AT SOURCE	26.79	0.00	-
Mar. 11, 2020	CL2020050354669	100062	DEPOSIT ACCOUNT BLU TAMBO	473.21	0.00	-
Mar. 11, 2020	CL2020050354669	110000	ACCOUNTS RECEIVABLE TRADE	0.00	500.00	-
Mar. 11, 2020	CL2020050354670	120009	TAX WITHHELD AT SOURCE	53.57	0.00	-
Mar. 11, 2020	CL2020050354670	100062	DEPOSIT ACCOUNT BLU TAMBO	946.43	0.00	-
Mar. 11, 2020	CL2020050354670	110000	ACCOUNTS RECEIVABLE TRADE	0.00	1,000.00	-
Mar. 11, 2020	CL2020050354671	120009	TAX WITHHELD AT SOURCE	53.57	0.00	-
Mar. 11, 2020	CL2020050354671	100062	DEPOSIT ACCOUNT BLU TAMBO	946.43	0.00	-
Mar. 11, 2020	CL2020050354671	110000	ACCOUNTS RECEIVABLE TRADE	0.00	1,000.00	-
Mar. 11, 2020	CL2020050354672	120009	TAX WITHHELD AT SOURCE	26.79	0.00	-
Mar. 11, 2020	CL2020050354672	100062	DEPOSIT ACCOUNT BLU TAMBO	473.21	0.00	-
Mar. 11, 2020	CL2020050354672	110000	ACCOUNTS RECEIVABLE TRADE	0.00	500.00	-
Mar. 11, 2020	CL2020050354673	120009	TAX WITHHELD AT SOURCE	8.69	0.00	-
Mar. 11, 2020	CL2020050354673	100062	DEPOSIT ACCOUNT BLU TAMBO	153.44	0.00	-
Mar. 11, 2020	CL2020050354673	110000	ACCOUNTS RECEIVABLE TRADE	0.00	162.12	-
Mar. 11, 2020	CL2020050354674	120009	TAX WITHHELD AT SOURCE	10.86	0.00	-
Mar. 11, 2020	CL2020050354674	100062	DEPOSIT ACCOUNT BLU TAMBO	191.79	0.00	-
Mar. 11, 2020	CL2020050354674	110000	ACCOUNTS RECEIVABLE TRADE	0.00	202.65	-
Mar. 11, 2020	CL2020050354675	120009	TAX WITHHELD AT SOURCE	53.57	0.00	-

Click the Reports tab and select the GL Entries Report under the Performance Analysis Menu.

1. Set the date (From & To)
2. Select your location option.
3. Input search field.
4. To print report, click the (Print) button. To Run Report, click the (Apply Filter) button.

## ACCOUNT LEDGER

Account Ledger report will allow user to view various accounts registered in the company.

Click the Reports tab and select Account Ledger section under the Performance Analysis Menu.

1. Enter Account Code.
2. Set the date (From & To).
3. Click the  (Export) button to transfer reports. To print report, click the  (Print) button

## GROSS CON ANALYSIS

Gross Con Analysis shows the gross contribution of the company and how it affects the growth and development of the company as a whole.

**BLU ENERGY**  
your great value fuel stations

NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900  
TEL NO. 057-1987 / 0977 805 2771 FAX NO.

**GROSS CONTRIBUTION REPORT**  
Date: May 12, 2020

Product	BUENAVISTA	BULUA DIVERSION	BULUA PATAG	CATITIPAN	CUGMAN	GINGOOG	INDAHAG	IPONAN	KAUSWAGAN	MAGSAYSAY	MINTAL	MONTILLA	OSMENA	PATAG	PUEBLO	PUNTOD	QUEZON TAG
Volume	440.66	2,214.86	1,376.06	184.09	2,033.34	845.56	- 1,084.40	-	489.24	317.49	442.24	80.37	- 609.34	-	- 3,496.58	1.	
Gross Revenue	13,569.93	64,984.02	40,966.62	5,435.89	57,491.42	29,045.38	- 31,247.46	-	15,679.63	9,592.04	14,351.40	2,362.12	- 20,145.79	-	- 105,128.60	31.	
Discount	641.39	2,225.95	118.79	99.11	5,341.29	17.86	- 2,478.75	-	78.57	43.78	-	-	- 532.41	-	- 2,250.00	0.	
Net Revenue	12,928.54	62,758.07	40,847.83	5,336.79	52,150.13	29,027.52	- 28,768.71	-	15,601.06	9,548.26	14,351.40	2,362.12	- 19,613.38	-	- 102,878.60	31.	
COGS	8,649.08	47,269.04	33,827.30	4,659.32	37,439.63	27,627.12	- 21,114.63	-	13,071.55	7,789.08	12,167.75	2,110.08	- 13,443.50	-	- 104,653.53	27.	
Gross Profit	4,279.46	15,489.04	7,020.54	677.46	14,710.50	1,400.40	- 7,654.08	-	2,529.51	1,759.18	2,183.65	252.04	- 6,169.88	-	- 1,774.93	3.	
GP Margin	33.10 %	24.68 %	17.19 %	12.69 %	28.21 %	4.82 %	- 26.61 %	-	16.21 %	18.42 %	15.22 %	10.67 %	- 31.46 %	-	- 1.73 %	1.	
Variable OPEX	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Variable Contribution	4,279.46	15,489.04	7,020.54	677.46	14,710.50	1,400.40	- 7,654.08	-	2,529.51	1,759.18	2,183.65	252.04	- 6,169.88	-	- 1,774.93	3.	
VC Margin	33.10 %	24.68 %	17.19 %	12.69 %	28.21 %	4.82 %	- 26.61 %	-	16.21 %	18.42 %	15.22 %	10.67 %	- 31.46 %	-	- 1.73 %	1.	
<b>Per Unit</b>																	
Volume	440.66	2,214.86	1,376.06	184.09	2,033.34	845.56	- 1,084.40	-	489.24	317.49	442.24	80.37	- 609.34	-	- 3,496.58	1.	
Selling Price	34.49	32.86	33.34	33.07	31.67	38.47	- 32.27	-	35.89	33.84	36.35	32.92	- 37.03	-	- 33.67	0.	
Gross Revenue	30.79	29.34	29.77	29.53	28.27	34.35	- 28.82	-	32.05	30.21	32.45	29.39	- 33.06	-	- 30.07	0.	
Discount	1.46	1.01	0.09	0.54	2.63	0.02	- 2.29	-	0.16	0.14	-	-	- 0.87	-	- 0.64	0.	
Net Revenue	29.34	28.34	29.68	28.99	25.65	34.33	- 26.53	-	31.89	30.07	32.45	29.39	- 32.19	-	- 29.42	0.	

Click Reports tab and select Gross Con Analysis section under Performance Analysis menu.

1. Select between Daily and Date Range.
2. Set the date.
3. Click the  (Export) button to transfer reports. To print report, click the  (Print) button. To Run Report, click the  (Run Report) button.

## DAILY TRANSACTION REPORT

In this part, reports of daily transactions in the company can be viewed accordingly.

**BLU ENERGY**  
your great value fuel stations

No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900  
857-1987 / 0977 805 2771 Fax No.

**DAILY TRANSACTION REPORT** Date: Apr 30, 2020 - Apr 30, 2020

Location: **PUEBLO**  
Shift: **All**

CATEGORY	QUANTITY	AMOUNT
<b>Sales on Account</b>		
	0.00	0.00
Trade Customers	0.00	0.00
Affiliates	0.00	0.00
Walk In (Credit Card)	0.00	0.00
<b>Cash</b>		
	0.00	0.00
<b>Total Sales</b>	0.00	0.00
<b>Collections</b>		
		0.00
Collections from Receivables		0.00
Advance Payment		0.00
<b>Total Cash per Station</b>		
		0.00
<b>Actual Total Cash Count</b>		0.00
<b>Cash Short/Over</b>		0.00
<b>Other Transaction</b>		
	0.00	0.00
Company Consumption	0.00	0.00
Calibration	0.00	0.00

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Click Reports tab and select Daily Transaction Report section under the Performance Analysis Menu.

1. Set the date (From & To)
2. Select Shift and Location.
4. Click the  (Export) button to transfer reports. To print report, click the  (Print) button

# FIXED ASSET MANAGEMENT

The Fixed Asset Management will allow user to perform day-to-day record keeping activities associated with the capital assets of the company. Capital assets cover real property, personal property and intangible property and other business assets of the company.

## FIXED ASSET REPORT

Fixed asset reports are integral part of all asset management processes. They provide the intelligence needed to facilitate accurate financial records for asset accounting, maintenance and management purposes.

Click the Reports tab and select the Fixed Asset Report section under the under the Fixed asset Management Menu.

1. Select Status.
2. Click the  (Export) button to transfer reports. To print report, click the  (Print) button. To apply filter, click the [Apply Filter](#) (Apply Filter) button.

## DEPRECIATION SCHEDULE

Depreciation Schedule allows the user to view and have access with the schedule of the Depreciation Run.

The screenshot shows the BLU ENERGY web application interface. The top navigation bar includes 'DASHBOARD', 'REGISTRY', 'MODULES', 'REPORTS', and 'APPROVAL'. The main content area is titled 'Depreciation Schedule' and shows the location 'PUEBLO' as of '2020-04-30'. A table with columns 'DepRun No', 'Date Posted', 'Run Date', 'Description', 'Dep Run Status', and 'Approve Date Status' is present but empty. An 'Action Panel' on the left contains 'Export' and 'Print' buttons, which are highlighted with a red box and a red circle containing the number '1'. The footer contains version information and copyright notices.

Click the Reports tab and select Depreciation Schedule under the Fixed Asset Management Menu.

1. To export document, click the  (Export) button. To print, click the  (Print) button

## LIST OF BORROWED PROPERTY

List of Borrowed Property records the following borrowed properties of the company for the purpose of monitoring and tracking.

The screenshot displays the BLU ENERGY web interface. The top navigation bar includes 'DASHBOARD', 'REGISTRY', 'MODULES', 'REPORTS', and 'APPROVAL'. The main content area shows a report titled 'Barrowed Property' with a date of 'As of: 2020-04-30'. The report table is as follows:

Requested By	Far No	FA Description	Borrowed	Returned	Remaining Explanation
<b>Total</b>			<b>0.00</b>		

An 'Action Panel' on the left side of the report contains two buttons: 'Export' and 'Print'. These buttons are highlighted with a red box and a red circle with the number '1'.

Click the Reports tab and select the List of Borrowed Property under the Fixed Asset Management Menu.

1. To export document, click the  (Export) button. To print, click the  (Print) button