

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?

BLU ENERGY DASHBOAN	rd Registry ~ Modul	_es ~ Reports ~ App	PROVAL		Д Ļ	م	
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	♥ PUNTOD		v
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table					

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

COMPANY INFO REGISTER:

Company Name	
BLU ENERGY	ľ

1. Select record in this Company Information form.

BLU ENE	RGY el station!		
Company Name:	Address:		
BLU ENERGY	Puntod, Cagaya	an de Oro City	
Contact Number:	Email:	Website: (URL)	TIN
00000000000000	blue@gmail.com	www.bluenergy.ph	000-000-000-000
Tax type	Tax percentage		
VAT	12.00		

Details of selected record are displayed here.



Company Name	
BLU ENERGY	E

Edit Company Info	×
BLU your gree	ENERGY at value <u>fuel station!</u>
Sel	lect Photo
Company Name:	
BLU ENERGY	
Address:	
Puntod, Cagayan de Oro City	
Region	Contact Number:
х	000000000000
Email:	Website: (URL)
blue@gmail.com	www.bluenergy.ph
TIN	Тах Туре
000-000-000	VAT 🔻
Tax Percentage (%)	
12	
L	
	4
	Cancer Update

- 3. Modify company details and click Select Photo button to change logo.
- 4. Once done, click Update button, otherwise click Cancel 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?

BLU ENERGY DASHBOAF	rd registry ~ Modul	.es ~ reports ~ app	PROVAL		Q 40 Å	
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	PUNTOD PU	Ŧ
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table				

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.



All Department	+ Add New
Marketing	
Int Audit	CĪ
HR	
Finance	
Operations	
Management	
IT	
SCM	
Admin	

- 4. Click 🗹 (Edit) icon to modify entry.
- 5. To remove entry, click $\mathbf{\hat{\Box}}$ (Delete) icon.



6. Click Update button to update entry, otherwise click Cancel button to discard.

Employee Registry	List of Employees	© Designation
All Department	Search employee	٩
+ Auu I	Show Active Show Inactiv	ive
/larketing	Employee ID Employe	ee Name
nt Audit	No Records	Found
IR	ن Download Employees	
inance		
Operations		
lanagement		
г		
CM		
Admin		

After adding a department.

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



Save

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

List of Employee Types	 Add Employee Type [*]
Search Employee Type	Employee Type
Action Employee Type	
 By clicking the + (Add) button, the Add Employee Type form will appear. 	

- **10.** In Add Employee Type form, input Employee Type.
- 11. Click save button to add employee type, otherwise click cancel button.

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

	List of Employee Types	×
R	2 Search Employee Type	+
	Action Employee Type	

After adding Employee Type, next is to add employee.

- 12. Click 🗹 (Edit) icon to modify entry.
- **13.** To remove entry, click $\mathbf{\hat{\Box}}$ (Delete) icon.

Search employe		Q	Designation +	Employee
Show Active	Show Inactive			
Employee ID	Employee Name			
	No Records Found			

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



	ID No •	Department •	Location •
FR		IT	▼ PUNTOD
	Personal Informa	tion	Birthdate •
Select Photo			mm/dd/yyyy
Active	Contact No. •	Email	
Inactive	+63		
	City Address •		
	Provincial Address •		
Work Information			
Work Information	Designatio	on •	
Work Information Employee Type • ADMIN	Designation	* nc	
Work Information Employee Type • ADMIN Other Information	Designation	* nc	
Work Information Employee Type • ADMIN Other Information TIN •	SSS •	on • Philhealth •	Pag-ibig •
Work Information Employee Type • ADMIN Other Information TIN *	SSS •	Philhealth •	Pag-ibig ◆

- **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.



List of Employ	rees	
Search employe	٩	
Show Active	Show Inactive	
Employee ID	Employee Name	
E-00043	Gift Fuentes	18
00278	Cashier 3	CÛ
00272	Cashier 1	
00277	Cashier 2	

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

10			List of Employ			
19.	entry.	o modify	Search employee			
20.	To remove entry, clic	ck 🛈 (Delete)	Show Active			
	icon.		Employee ID	Employee Name		Ľ
			E-00043	Gift Fuentes		\smile
21.	21. Click Download Employees button		00278	Cashier 3	ľŤ	
	to download list of e	mployees.	00272	Cashier 1		20
			00277	Cashier 2	(
					1	
			,↓, Download Emp	21 lovees		
	ſ	Export Report				
	-	Filename: (.xls)				
		List of Employees((Apr 7, 2020)	4		
			Cancel	23 Download		
	L					
22.	Input Filename.					

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



	Custome	er Informat	io	_	
	ID No:			00277	
	Name:			Cashier 2	
	City Address			iloilo	
	Provincial Address:			iloilo	
	Email Addre	SS:		sample@gmail.co	om
	Contact No:				
	Birthday:			2013-02-18	
	Work Info Department Operations	ormation	Employee Type CASHIER		Designation -
	Other Inf TIN -	ormation 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?

BLU ENERGY DASHBOARD REGISTRY ~ MODULES ~ REPORTS ~ APPROVAL								٩
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register		♥ PUNTOE)	v
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table						

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

USER ACCOUNT REGISTER:

User A	Account Register	• New User Account
Search	A + New User	2
User	Username Password Location Designation	Select User
1. 2.	Click + New User button to open New User Account form. In Add New User Account form, Select User and input Username, Password and Confirm Password.	Vsername Password
3.	Click Save button to confirm entry, otherwise click Cancel Button to cancel action.	Confirm Password
To add	more user accounts, repeat steps 1 – 3.	
		Cancel Save



End-to-End Business Solutions

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

- 4. To edit, click $\mathbf{\square}$ (Edit) icon to modify entry.
- 5. To remove entry, click $\hat{\Box}$ (Delete) icon.

User Account Register								
Search				Q + New User 🛃				
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



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



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



User Account Register							
Search				Q + New User 🛃			
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)
List of Employees(Apr 7, 2020)
Cancel Download

10. Input Filename.

11	Click Download	button to confirm otherwise click Cancel button to cancel action
11.	CIICK	putton 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?

BLU ENERGY DASHBOAR	rd registry ~ Modu	les ~ Reports ~ App	ROVAL		D	¢0	۹
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	♥ PUNTOE)	Ŧ
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table					

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

CHART OF AUTHORITY:

Search		A + New Document			
Document Name	Department	Reviewer	Certifier	Approver	

1. Click + New Document button to add document and approver.

Document Name			
Abstract of Canvass			
Location		Department	
BUENAVISTA	•	All	
Approver			
Reviewer			
	neeiana	d person	

2. Select appropriate document & approver.



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

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

- 4. To edit Document & Approver, click 🗹 (Edit) icon.
- 5. To remove entry, click $\mathbf{\hat{\Box}}$ (Delete) icon.



6. Click Update button below the Update Document Approver form, otherwise click 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?

BLU ENERGY DASHBO	ARD REGISTRY ~ MODU	JLES ~ REPORTS ~ APP	PROVAL ⁰		Q Q A
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	♥ PUNTOD ▼
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table			

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

PRODUCT REGISTER: Product Groups

			Product Groups + ×
	ct/s	Product Groups = UOMs ()	Lubes
Search	Q + Product	Sort by: Product Description •	Fuel
Product Grou	Jp Product Description	Туре	
1.	Click Product Groups button to open Product G	Groups form.	
2.	Click ⁺ (Add New) button to open entry for product group	Product Groups	
3.	Enter Product Group.		 3
4.	Click 🗟 (Save) icon to save entry.	Lubes	È ×
		Fuel	



Product Groups +	× CP
Lubes	
Fuel	

- 5. To edit entry, select product groups entered and click C (Edit) icon to modify entry.
- 6. To remove entry, select product groups entered and click $\hat{\Box}$ (Delete) icon.

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

PRODUCT REGISTER: Unit of Measurements (UOMs)

				Product Groups		
	Search		Q + Product	Sort by: Product De	escription	¥
	Product Group	Product Description		Туре		
-	Click = uoms	button to open Units form.	- 3 - ×		≡ Un Sacks PAIL GAL	its + ×
		Sacks PAIL GAL				

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

\equiv Units +	× P
Sacks	C D
PAIL	
GAL	

- 6. To remove entry, select unit entered and click $\hat{\Box}$ (Delete) icon.

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



PRODUCT REGISTER : PRODUCT

		Product Groups	≡UOMs	
Search	Q + Product	Sort by: Produc	t Description	
Product Group Product Description	<u> </u>	Туре	-2	
Fuel •	-	▼ Fuel	• 8	

- 1. Click + Product button to open entry for product.
- 2. Select Product Group, Unit & Type and input Description.
- 3. Click \square (Save) icon to save entry, otherwise click X (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.





To add more products, repeat steps 1 - 5.



	S			Product Groups	≡UOMs	C	
Search		Q	+ Product	Sort by: Produ	uct Description	•	$([\mathcal{C}_{1}])$
Product Group	Product Description			Туре			
Lubes	CX Marfak Grs MP 3 (24x.5kgPML2			FUEL	(20	
Lubes	CX Delo 400 MGX 15W40 ML2			FUEL	(6 8	
Lubes	CH, TECHRON CONC PLUS HF (6X355ML P ML3	3		FUEL	(5 2	

Units of P	roduct	
Search		Q + New Unit
Unit	Item Code	Sfty. Stk. Status
L		0.00 Active

Details of selected product will display here.



- 8. Select Unit & Status and input Item Code & Safety Stock (Sfty. Stk.).
- 9. Click \square (Save) icon to save entry, otherwise X (Close) icon to cancel.

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

Units of Pro	oduct			
Search		Q	+ New Unit	(TZ)
Unit	Item Code	Sfty. Stk. Statu	IS	
L		Activ	re CÔ	



LUBES	CX SUPER DIESEL 15W40 1LP ML3	FUEL	C D
LUBES	CX HAVSUP4T[JASOMA2] 20W40 (12X1L)	FUEL	c d
ک Download	Items	< 1 2 3	4 5 6 >

11. Click Download Items button to donwload list of products.

Export Report		
Filename: (.xls)		()
List of Items(Apr 9, 2020)		
	Cancel	Download

- 12. Input Filename.
- **13.** Click Download (Download) button to confirm, otherwise click Cancel (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?

BLU ENERGY DASHBOA	rd Registry ~ Modu	iles ~ Reports ~ App	PROVAL			Ļ(0	Å
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	♥ PUNTOE)		v
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table						

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

VENDOR REGISTER:

Search	Q	+ New Ve
--------	---	----------

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

• New Vendor			×
Supplier Name			
Address			
Owner's Name			
Email Address		Contact	No. (Owner)
Contact Person		Contact	No. (Contact Person)
Nature of Business			
TIN	Terms (in D	ays)	Тах Туре
			VAT •
With Holding TAX P	ercentage		



- 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.

Search	Q	+ New Vendor	
22 KARATS PRINTING AND		ßĊ	
ACRL PRINTING AND OFFICE SUPPLIES			
ALFE COMMERCIAL			

- 4. To edit entry, select vendor entered, click 🗹 (Edit) icon to modify.
- 5. To remove entry, select vendor entered, click $\hat{\Box}$ (Delete) icon.

Vendor Information					
Vendor Name		Owner's Name			
22 KARATS PRINTING AND		22 KARATS PRINTING	22 KARATS PRINTING AND		
Address					
ZONE 4, TAMBO, CARME	EN, CAGAYAN DE ORO, 9000 MIS	AMIS ORIENTA			
Email Address	Contact No.	Contact Person	Person's Contact No.		
Nature of Business	TIN	Terms(in Days)	Тах Туре		
	131-792-983-000	30	VAT		
WTP					
6.00					

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?

rd registry ~ Modu	les ~ Reports ~ App	PROVAL		D	₽ 0	٩
Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	♥ PUNTOD	1	*
Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table					

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

SUPPLY CATEGORY REGISTER:

List of Category	
Search Category	d +
Category	© Nev Category ×
	Name of Category
	Cancel Save

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

To add more categories, repeat steps 1 - 3



List of Category	
Search Category	a +
Category	
WHITEBOARD	C C C C C C C C C C C C C C C C C C C
WATER	

- 5. To remove entry, select category entered and click $\hat{\Box}$ (Delete) icon.

Selected category will display Registered Supplies.

REGISTERED SUPPLIES

Registered Supplies		
Search Supply		
Supply		×
	ONew Supply	
	Name of Supply	2
		Cancel Save

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

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

Registered Supplies	
Search Supply	a +
Supply	
RED PILOT WHITEBOARD, FINE	
RED PILOT WHITEBOARD, BROAD	

- 4. To edit entry, select supply entered and click $egilie{2}$ (Edit) icon to modify entry.
- 5. To remove entry, select supply entered and click $\hat{\Pi}$ (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?

BLU ENERGY DASHBOAF	rd registry ~ Modu	les 🗸 reports 🗸 app	PROVAL 9			₽ 0	٩
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	♥ PUNTOE	D	4
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table					

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

PRODUCT PER LOCATION:

Product General List	
Search Product	٩
Note: Click > icon to make product available on location.	the current
Product Description	Action
DELO SILVER 40-GALLON	
DELO SILVER 30 LITER	>
DELO SILVER 30 PAIL	>

1. Click $\mathbf{\lambda}$ (Chevron-right) icon align with the product to distribute.

Current Location Available Product						
Search	Product	۹ 🛃				
Action	Product Description	Ŭ				
	CX Power Flushing Oil					
	CX Multifak EP 2 (16kgP ML2)					
¢	CX Marfak Grs MP 3 (16kgP ML2)					

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 \checkmark (Chevron-left) icon allows you to return the product to General Lists.

To add more products per location, repeat step 1.



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

Export Report	
Filename: (xls) Product Per Location(May 13, 202	0)
	Cancel Download

- 4. Enter Filename.
- 5. Click Download button to confirm action, else Cancel 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?

BLU ENERGY DASHBOARD REGISTRY - MODULES - REPORTS - APPROVAL							÷0	
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register		⊘ PUNTOD)	
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table						

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

CHART OF ACCOUNTS:

Accounts Search	۹	+ Add	
Financial Statement(FS) FS Group	FS Sub-Group	New COA Matrix	×
 Click + Add button to open New Input necessary fields such as; Enter FS Code 	COA Matrix entry.	FS Code	FS Group 2
 Enter FS Group Enter FS Sub-Group Select Report Order 3. Click Save button confirm action	n, otherwise click		Cancel Save

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



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

- 4. To edit entry, select Financial Statement entered and click 🗹 (Edit) icon.
- 5. To remove entry, select Financial Statement entered and click $\hat{\Box}$ (Delete) icon.



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

BALANCE SHEET

Balance	e Sheet					
Search		Q	(+ Add		
Account Co	ode Account Name		CF Category	\checkmark		
1.	Click + Add button to open Add	New Acco	ount entry.	Acount Code		2
2.	Input necessary fields;			Account Name		
	 Enter Account Code Enter Account Name Select Cash Flow Category Select Negation Enter Account Category 			Cash Flow Category Operating Account Category	Negation Yes	
3.	Click Save button confirm action	n, otherwis	e click		Cancel	3 Save

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

Balance Sheet					7
Search		Q		+ Add	/
Account Code	Account Name		CF Category		6
100000	CASH ON HAND		None	C C	
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 $\hat{\Pi}$ (Delete) icon.



6. To confirm action of editing entry, click Save Changes button, otherwise click Cancel 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?

BLU ENERGY DASHBOARD REGISTRY V MODULES V REPORTS V APPROVAL							₽ 0	٩
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register		♥ PUNTOD		v
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table						

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

PERIOD LOCK:

		Filter Pane	el 🛛			
		Select Year:		Y		
		2020	•			
			Display			
1.	Select Year and	click Display	button.		Ê	
ID	Year	Month	Date Closed	Time Closed	Status	Action
1	2020	January			Open	Close
2	2020	February			Open	
3	2020	March			Open	Close
4	2020	April			Open	

- 2. To perform / omit transactions, click \bigcirc (Lock/Unclock) icon aligned with the corresponding month for that year.
- **3.** Click O close 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?

BLU ENERGY DASHBOARD REGISTRY - MODULES - REPORTS - APPROVAL							Ç (٩
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register		♥ PUNTOE)	Ŧ
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table						

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

BANK REGISTER:

Search bank Bank Name Address 1. Click + Bank button to open New Bank entry. 2. Enter Name of Bank and Address. 3. Click Save button confirm action, otherwise click	⊗ Ba	nk/s		5
Bank Name Address 1. Click + Bank button to open New Bank entry. 2. Enter Name of Bank and Address. 3. Click Save button confirm action, otherwise click	Searc	h bank		Q + Bank
 Click Bank button to open New Bank entry. Enter Name of Bank and Address. Click Save button confirm action, otherwise click Cancel button 	Bank N	ame	Address	© New Bank
 Enter Name of Bank and Address. Click Save button confirm action, otherwise click 	1.	Click + Bank	button to open New Bank entry.	Name of Bank
3. Click Save button confirm action, otherwise click	2.	Enter Nam	e of Bank and Address.	Address
Cancel Save	3.	Click Save Cancel butto	button confirm action, otherwise click	Cancel Save

⊗ Bank/s		C
Search bank		Q + Bank
Bank Name	Address	
1910-198-054		
bdo cogon	cogon cagayan de oro city	e c
Development Bank of the Philippines		

4. To edit entry, select Bank entered and click $\mathbf{\mathbb{Z}}$ (Edit) icon.




- 5. To remove entry, select Bank entered and click $\hat{\Box}$ (Delete) icon.
- 6. To confirm action of editing entry, click Update button, otherwise click Cancel button.

ACCOUNT CODES:

Accour	Account Codes						
Search	h account code	٩.	+ Account Code				
Action	Account Code	Account Name					
1. 2.	Click + Account Cod Enter Account	^e button to open New Account Code entry Code.	Account Code				
3.	Click ^{Save} butt ^{Cancel} button.	on confirm action, otherwise click	Cancel Save				

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

(A)	Accoun	t Codes			
	Search	account code		Q	+ Account Code
4	Action	Account Code	Account Name		
	ßŌ	100081	DEPOSIT ACCOUNT BLU GEN FUND		

- 4. To edit entry, select Account entered and click \mathbf{U} (Edit) icon.
- 5. To remove entry, select Account entered and click $\hat{\Pi}$ (Delete) icon.



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

BLUENERGY DASHBOARD REGISTRY - MODULES - REPORTS - APPROVAL						₽ 0	•	٩,	
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register		♥ PUNTOE	D		Ŧ
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table							

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

FIXED ASSET CATEGORY:

	Q ₽ <mark>0</mark>	٩
Fixed Asset Category Register X	PUEBLO	٣
Registry / Finance /	Fixed Asset Category R	egister
Account Categories		
Search Q + Add		
		-2
		T
		_
Version Lodz 5.07 - Released:1/14/2020 Terms & Conditions Privacy Policy © 2020 E2E System & Process	Experts Inc. All rights rese	rved.
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 \square (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?

BLU ENERGY DASHBOA	rd Registry ~ Modu	iles ~ Reports ~ App	PROVAL		₽ ₽ <mark>0</mark>	
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	PUNTOD	Ŧ
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table				

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

FUNCTIONAL AREA / COST CENTER REGISTER:

Regist	ered Functional Area	
Searc	h Functional Area	
Functio	onal Area Category	
1.	Click +Add New button to open New Functional Area entry.	Functional Area
2.	Enter Functional Area and select Category among: • COGS • OPEX	Category COGS
3.	Click Save button confirm action, otherwise click	Cancel Save

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			1
Search Functional Area		Q + Add New	5)
Functional Area	Category		5
HR	OPEX	¢ ¢ – T	Ť
п	OPEX		ソ
MANAGEMENT	OPEX		



- 4. To edit entry, select Functional Area entered and click \mathbf{U} (Edit) icon.
- 5. To remove entry, select Functional Area entered and click $\hat{\Pi}$ (Delete) icon.



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

REGISTERED FUNCTIONAL AREA COST CENTER

Registe	red Functional Area Cost Center	
Search	Cost Center	Q + Add New
Cost Cen	ter	
1. 2.	Click + Add New button to open New entry. Enter Cost Center.	New Entry × Cost Center
3.	Click Save button confirm action, otherwise click Cancel button.	Cancel Save

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

Registered Functional Area Cost Center			
Search Cost Center	Q	+ Add New	
Cost Center			
BL - HR		ľ t	$H(\Box)$

- 4. To edit entry, select Cost Center entered and click $\mathbf{\mathbb{Z}}$ (Edit) icon.
- 5. To remove entry, select Cost Center entered and click $\hat{\Box}$ (Delete) icon.



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

BLU ENERGY DASHBOA	rd registry ~ Modu	LES ~ REPORTS ~ APP	PROVAL		Д 4 0	
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	♥ PUNTOD	v
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table				

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

CUSTOMER REGISTER:

Search	n Customer		Q + Sort by	•
≡	Account No.	Customer Name	Business Name	

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



• Add Customer			*
	Business Name	Credit Limit •	Credit Terms *
	Address		Website
			Industry
	Zin Code +		- v
User Name •			
Deserved			
Password *	Personal Information		
	Name Alias	SMS off	
	First Name • Middle	Name • Last Name •	Birth Date •
			mm/dd/yyyy
	Gender •	Nationality	
	Male Female	☑ N/A Filipino	
	Email	Contact No. •	Customer Status
		+63 Ex. 91234567890	Current
	Address		
			//
Other Information	Discount (Promium).	Discount (Dissel)+ Discount (Un	leaded)* Mode Of Payment +
	- Discount (i remain)-		Cash V
TWAS			
			3
			Cancel Save

- 2. Input details required by the system and click ^(C) icon to upload photo.
- 3. Click Save button to confirm action, otherwise click Cancel button.

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

	Search	Search Customer			Q + Sort by		
	≡	Account No.	Customer Name	В	usines	as Name	
<u>د</u>	606	2020-02-Supervisor	Supervisor	S	upervi	sor	
	605	2020-02-Cash	Cash Customer	С	ash Cu	ustomer	

- 4. Click \square (Edit) icon to edit entry, otherwise click \square (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.

Search	Customer		Q +	Sort by	•
≡	Account No.	Customer Name	Busines	s Name	
606	2020-02-Supervisor	Supervisor	Supervi	sor	
C Ĉ Ĉ	2020-02-Cash	Cash Customer	Cash Cu	ustomer	
CÔA	2020-02-00415	Arthur G. Gapusan	BLU E		
	Export Repo	ort			
				8	
	Filename: (.xls)			
	List of Custom	ers(Apr 10, 2020)			
		C	ancel Dov	9 vpload	

- 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.

	3	Business Name: Address: Website: Credit Limit: Name: Nationality: Address: Contact No.: Email: Status:	0.00 Cash CDO None CURF	Cash Custo - Customer	omer Credit T	erms:	0
Other Informatio	n						
TIN None	TERMS (in Days) 0	Discount (Premiun) 0.00		Discount 0.00	(Diesel)	Discount 0.00	(Unleaded)
twas O							

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?

BLU ENERGY DASHBOAN	rd registry ~ Modu	LES ~ REPORTS ~ APPF	ROVAL			₽ 0	
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	© PUNTO	D	Ţ
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table	•				

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

LOCATION / PROFIT CENTER: List of Locations

Location/Profit C	enter Reg	jistry				tion
Location Code Location	Address	Contact No. Cash	Account Pe	etty Cash Acc.	Cost Center	

1. Click + New Location button open New Location entry.



Head Office		
Location Code		
14344		
Location		
Puntod		
Address		
Barangay 163, Puntod		
Activation Date	Cost Center	
05/13/2020	BLU PUNTOD	•
Contact No		
09094587563		
Em al		
Ner001@amail.com		
Cash Account		
DEPOSIT ACCOUNT BLU PUNTO	DD	
Petty Cash Account		
PETTY CASH BLU PUNTOD		

- 2. Fill out the New Location entry form.
- **3.** 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 Ce	nter Regis	try				lew 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	ßÔ
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		

- 4. To edit entry, select Location entered and click $\mathbf{\mathbb{Z}}$ (Edit) icon.
- 5. To remove entry, select Location entered and click $\hat{\Box}$ (Delete) icon.



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



LOCATION / PROFIT CENTER: List of Racking

Location Ra	cking/Tanks	+ Add New
Racking Code	Racking Description	Capacity Active/In-active

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

Location Racking/Tanks + Add New						
Racking Code	Racking Description	Capacity	Active/In-activ	/e		
RCK001	001-X44	100) ×		

2. Enter Racking Code, Racking Description and Capacity.

Location Ra	cking/Tanks		+ Add	New	
Racking Code	Racking Description	Capacity /	Active/In-activ	е	B
RCK001	001-X44	100		6 ×	\sim

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

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

Location Ra	cking/Tanks		+ Add	d New	2
Racking Code	Racking Description	Capacity Act	tive/In-act	ive	
RCK001	001-X44	100.00	~	e 1	6
RCK00200	14344 - Store	0.00	×		Ĵ

- 5. To edit entry, select racking entered and click $\mathbf{\mathbb{Z}}$ (Edit) icon.
- 6. To remove entry, select racking entered and click $\hat{\Box}$ (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?

BLU ENERGY DASHBOA	rd registry ~ Modu	les ~ Reports ~ App	ROVAL			4 <mark>0</mark> 4
	Human Resources Company Info Register Employee Register	Administrative User Account Register Chart of Authority Business Registry	Procurement Product Register Vendor Register Supply Category Register Product Per Location Register	Finance Chart of Accounts Period Lock Bank Register Fixed Asset Category Register Functional Area / Cost Center Register	♥ PUNTOD	v
	Commercial Customer Register	Location Location / Profit Center Conversion Table Pricing Table	•			

PRICING TABLE:

Search		Q			
Item	Unit	Cash/Selling Price	Credit Price	=	6
GASOLINE, SILVER UNLEADED	L	37.96	37.96	C	
GASOLINE, PREMIUM/GOLD	L	38.72	38.72	C	6
DIESEL	L	33.22	33.22	C	

() Modify	×
<u>GASOLINE, S</u>	ILVER UNLEADED
	L
Cash/Selling Price	Credit Price 2
37.96	37.96
	3
	Cancel Update

- 2. Update Cash/Selling Price and Credit Price.
- **3.** To confirm action of editing entry, click ^{Update} button, otherwise click ^{Cancel} 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?

MODULES - REPORT				Q 40 A
Order to Cash Customer Collection Collection Clearing Advance Payment Customer Billing OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CAAdjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD ▼
Fixed Asset Mgt Fixed Asset Registry Depreciation Run Property Assignment Form FA Disposal/Retirement				

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



1. Click Collect + button to open collection details entry.



Collection Det	ails				×
🕑 Cash	Check	Online Payment			
Customer Name Enter Customer's N	lame				
Amount:	Balar	ce:			
OR/CR No.:			OR Image: Choose File No file chos	en	
ТАХ Туре:	TWA	6:	Posting Date:	Shift:	
VAT	• 0		05/07/2020	1	•
Description:					
				Cancel Po	st

- 2. In collection details entry, select among:
 - a. Cash
 - **b.** Check
 - c. Online Payment

By clicking the \Box (Checkbox).



Revenue Deta	ils (Note:Select	the balance	that you want to p	ay.)		
Credit Date		s	OA Number		Collection	Balance
February 25, 2	2020	6	-2 BC 48050		0.00	796.8000
February 25, 2	2020	6	-2 BC 48053		0.00	1,195.2000
February 25, 2	2020	В	11S1-380708 /18	696	0.00	2,002.0000
February 25, 2	2020	В	11S1-381049 /18	732	0.00	2,402.4000
February 25, 2	2020	В	11S2-380867 /18	713	0.00	182.0000
Revenue Deta	ails (Note:Selec	t the balance	that you want to	pay.)		
Credit Date	SOA Number	Collection	Balance 🗌	Amount	T T	was(%)
February 25, 2020	6-2 BC 48050	0.00	796.8000 🔲 🛛	0		1
February 25, 2020	6-2 BC 48053	0.00	1,195.2000 🔲 🛛	0		1
February 25, 2020	B11S1- 380708 /18696	0.00	2,002.0000 🔲 🛛	0		1
*P	ay Multiple	e Invoice	display.			

6

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 Che	ck Online Paymer	nt	
Customer Name			
Enter Customer's Name			
American	Delegen		
Amount:	balance.		
OR/CR No.:		OR Image:	
		Choose File No file chose	sen
ТАХ Туре:	TWAS:	Posting Date:	Shift:
VAT •	0	05/07/2020	1 •
Description:			
Description.			
			Cancel Post
		R Rev Anni Inni In	4
J. Select customer na	anne.	- ray One invoice	Fay Multiple Invoice

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

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:	Balance:			
796.8000	796.8000	79	6.80	
OR/CR No.:		OR Image:		
001		Choose File SAmp	le INV.jpg	
TAX Type:	TWAS:	Posting Date:	Shift:	
VAT	• 0	05/07/2020	1	•
Description:				
-				
			Cancel	Post

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

GL Entrie	S				x
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
Total:				796.80	796.80
				Post	Close

4. Click ^{Post} button to post transaction, otherwise click ^{Close} button to discard.

		1 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 button to discard



PAY MULTIPLE INVOICE:

O Pay O	ne Invoice	Pay Multiple Invoice		
Revenue De	tails (Note:Select th	e balance that you want to pay.)		
Credit Date	SOA Number Co	ollection Balance	Amount	Twas(%)
February 25, 2020	6-2 BC 48053	0.00 1,195.2000	0.00	1
February 25, 2020	B11S1- 380708 /18696	0.00 2,002.0000	0.00	1
February 25, 2020	B11S1- 381049 /18732	0.00 2,402.4000	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:	
002		Choose File SAmple INV.jpg		
TAX Type:		TWAS:	Posting Date:	Shift:
VAT	•	0	05/08/2020	1 •
Description:				
-				
				Cancel Post

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



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
Total:				5,599.60	5,599.60

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

O Confirm		
	Are you sure to post this transaction?	
	Note: This action cannot be undone.	
		No Yes

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

Customer Collection					
History/Log	S		Collect +		
Today	Shift 1	Created	Ý		
May 11, 2020	Shift 1	END2020	050355797		
May 10, 2020	Shift 1	END2020	050355540		
May 9, 2020	Shift 1	END2020	050355227		

7. Select History / Logs to endorse.



NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900 TEL NO. 857-1987 / 0977 805 2771 FAX NO.	COLLECTION SUMMARY No1312121 Date: May 8, 2020	Endorse Document Statu Created
Sales Summary	Amount	O For Review
Credit Sales	0.00	Not Set
Customers	0.00	For Certification
Affiliates	0.00	Not Set
Walk-in (Credit/Debit)	0.00	6 For Approval
Cash Sales	0.00	Gift Fuentes
Total Sales	0.00	
Collection Summary		
Receivables	6,396.40	
Cash	6,396.40	
Checks	0.00	
Online	0.00	
Advance Deposit	0.00	
Total Collections	6,396.40	
Other Transactions		
Withdrawals	0.00	
Gas & Oil	0.00	
Advertising Expenses	0.00	
Calibration	0.00	
Total Cash per Station	6,396.40	
Endorsement	Amount	
Station	Anount	
Cash	6 396 40	
Checks	0.00	
Head Office	0.00	
Online Payment	0.00	
Total	6 396 40	
	0,000110	
Endorsed by:		
Cashier 1		

Content of selected collection displays here.

8. Click Endorse button to endorse the selected collection.



9. Enter Actual Total Cash Count.

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

0 COM	1111		
	Are you sure you want	to endorse this transa	ction?
			No Yes

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



Document Ap	proval	
For Approval	297	₽
Search		
Endorse DTS (Cashie	r)	Мау

1. Select document to approve.

APPROVAL

Document Overview & Status		Accept
NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900 TEL NO. 857-1987 / 0977 805 2771 FAX NO.	ENDORSE COLLECTION END2020050356004 Date Posted: 05/13/2020	
Shift: 1		
Check: 0.00		
Online: 0.00		
Sales Summary		Amount
Credit Sales		0.00
Customers		0.00
Affiliates		0.00
Walk-in (Credit/Debit)		0.00
Cash Sales		0.00
Total Sales		0.00
Collection Summary		
Receivables		796.80
Cash		796.80
Checks		0.00
Online		0.00

Content of selected document displays here.

2. Click Accept button.

		① Confirm
		Are you sure you want to approved this document?
		No Yes
3.	Click Yes but	ton to confirm action, otherwise click No button to disc



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?

· MODULES · REPO	RTS - APPROVAL			L L	7 0
Order to Cash Customer Collection Collection Clearing Advance Payment Customer Billing OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CAAdjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	⊘ PUNTOD	
Fixed Asset Mgt Fixed Asset Registry Depreciation Run Property Assignment Form FA Disposal/Retirement					

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

List	of Checks	Find check	Q					
	ate Posted	Customer Name		Location	Check No.	Bank Code	Amount Description	Status
d Cle	bar yonday - May 4, 2020	Romeo Chiang Jr		Head Office	-	-	1,426.20 Soa_jan.14,2020	For Clearing
d Cle	Monday - May 4, 2020	Romeo Chiang Jr		Head Office	-	-	131.25 Soa_jan.14,2020	For Clearing
d Cle	Monday - May 4, 2020	Romeo Chiang Jr		Head Office			131.25 Soa_jan.14,2020	For Clearing

1. Click 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.

BLU ENERGY DA SHBOARD REGISTRY	V MODULES V REPOR				Q QO A
	Order to Cash Customer Collection Collection Clearing Advance Payment Customer Billing OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request Fixed Asset Mgt	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CAAdjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	
	Fixed Asset Registry Depreciation Run Property Assignment Form FA Disposal/Retirement				

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

	🖌 Cash	Check	Online Payment
--	--------	-------	----------------

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

By clicking the \Box (Checkbox).



oustomer.		Posting Date:
A.D.A. Trucking Services		05/08/2020
Amount:	Description:	
20000	-	
		Po
*Cash display.		
Customer:		Posting Date:
A.D.A. Trucking Services		05/08/2020
Amount:	Description:	
20000	-	
Check Details		
Bank Code:	Check No:	Check Date:
		05/00/0000

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:
A.D.A. Trucking Services			05/08/2020
Amount:	Description:		
20000	-		
1. Enter necessary d	etails and click Post		Post
button to post trai	nsaction.	O Confirm	
button to post trai	nsaction.	© Confirm	Are you sure to post this transaction?
button to post trai	nsaction.	O Confirm	Are you sure to post this transaction? Note: This action cannot be undone.

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



A

CHECK & ONLINE PAYMENT:

Solution → Solutio	Cash	Check	Online Payment	
Customer:			Posting Date:	
A.D.A. Trucking Services			05/08/2020	
Amount:	Description:			
10000				
Check Details				
Bank Code:	Check No:		Check Date:	
005	01-45-6684		05/08/2020	
				Post

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

O Confirm		
	Are you sure to post this transaction?	
	Note: This action cannot be undone.	
		No Yes

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

Search		Q
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?

BLU ENERGY DASHBOARD REGIST	XY → MODULES → REPO				D ĐO	٩
	Order to Cash Customer Collection Collection Clearing Advance Payment Customer Billing OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CAAdjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	PUNTOD PU	Ŧ
	Fixed Asset Mgt Fixed Asset Registry Depreciation Run Property Assignment Form FA Disposal/Retirement					

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

Cus	ton	ner Billi	ng	
Φ	0	ഫ⁰	Ç 0	
				+ New Bill
Date	\$O	A Number	Customer N	lame Amount

1. Click + New Bill button to open billing entry.



Date From	Date To
05/07/2020	05/07/2020
SOA Number	Billing Date
2020-01-00002-SOA-1	05/07/2020
Credit & Collection Contact	Email
A/R Billing Contact	Email
Cyrel, Cyrel Delfin	NULL
Attactment Choose File No file chosen	

2. Select Customer.

	PO Date	Invoice Number	PO No.	Amount
\Box	April 1, 2020		PO202003 - 1615	125.65
\Box	April 14, 2020		PO202004 - 2030	768.00
\Box	April 15, 2020		PO202004 - 2294	471.90
\Box	April 15, 2020		PO202004 - 2295	86.29
\Box	April 17, 2020		PO202004 - 2909	455.85

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

	4
Date From	Date To
05/07/2020 🗘 🕈	05/07/2020
SOA Number	Billing Date
2020-01-00002-SOA-1	05/07/2020
Credit & Collection Contact	Email
	ner00@gmail.com
A/R Billing Contact	Email
Cyrel, Cyrel Delfin	NULL
Attactment	
Choose File No file chosen	
	Cancel Post Bill

4. Enter necessary data and attach file if necessary.



5. Click Foot Bill button to proceed otherwise click Cancel button to discard.



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

APPROVAL

Custo	mer Billi	ing		
щo	ம்	70		
Date	SOA Num	ber	Customer Name	Amount
May 7, 2020	2020-01-0 SOA-1	0002-	A.D.A. Trucking Services	125.65

7. Go to (Approved) tab and select approved documents to view.

× ٥	BLU your grea	ENE!	RG		No. 43 Julio Pacana St., 857-1987 / 0977 805 2771	Puntod Cagayan de Fax No.	Oro City 900					B Document Status
					STATEMENT	OF ACCOL	JNT				ł	Created Reviewed Not Set
Credit & A/R Billin	Collection	099978541 Cyrel Delfin	23 ner0 CD00@	0@gmail.com)gmail.com		ACCOUNT NO Statement date	D.: 2020-01-0 Period Covered	0002 Due Date	Credit Terms	Amount Due		Certified Not Set Approved
Bill to: Contact	No.:	A.D.A. T No. 31 , Gae 0917707332	ruckin Irlan St.	g Services Cagayan de Oro (City	Account Sumi Previous Balar	May. 7, 2020 Mary nce Paymen	06/06/2020	30 Days	125.65 Purchases		Cyrel, Cyrel Delfin
Accou Trans.	nt Detai Period	IS Inv	J	PO Number	Product	QTY	Price	Gross	Disct.	Net		
Date Apr. 1, 2020	Covered May. 7, 2020	Receip	t No.	PO202003 - 16	Purchased 615 GASOLINE, PREMIUM/GOI D	3.31 L	37.96	Amount 125.65	0.00	Amt. 125.65		
					* * * * * * End of Tr	ansaction * * * * * * *						
						Sta Custo Amount E Total	tement Total: mer Deposit:)ue / Excess: PDC Issued:	125.65		125.65 0.00 125.65 00.00		
Current 10,5	514.01	A 1-15 1 0.00	/R AGIN 6-30 0.00	G CATEGORY 31-45 10,514.01	Over 45 Days 0.00	Reminder: Please of the second s	ase report immediat te is received within	ely if you have a 5 day period	disputes regardin d, we assume that	g the statement. all entries are		
Statemer Date:	nt Received	by:				Please	Thank y Make Checks Pay	rou for Busine able to Blu Er	ess! hergy Fuel Statio	n Inc.		
Docume	ents											

Content of selected approved document displays here.

8. Click (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?

V MODULES V REPO	RTS - APPROVAL			Q QO	8
Order to Cash Customer Collection Collection Clearing Advance Payment Customer Billing OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CAAdjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD	Ţ
Fixed Asset Mgt Fixed Asset Registry Depreciation Run Property Assignment Form FA Disposal/Retirement					

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

© OT(C Adjust	ing Entr	ies	
All	0	மு 🖸	ጥ 🖸	
Searc	h Here		+	New
ADJOT May 08,	C 202005035 2020	3174	ť	9

- 1. Click + New button to add entry for OTC adjusting entries.
- 2. To remove entry, click $\mathbf{\hat{\Box}}$ (Delete) icon.

BLU EN	NERGY	No. 43 Julio Pacana St., F 857-1987 / 0977 805 2771	Puntod Cagayan Fax No.	de Oro City 90	0	
OTC Adjusti ADJOTC20200	ng Entries 50353174					_
Customer						
Hochille Mae B. Uy						•
Date	Account Name	Debit	Crea	lit I	Description	
05/08/2020	400020 SALES- TRA	DE OTHERS	10000	0.000000	-	4
	1	Total Diff. 10,000.00	10,000.00	0.00		
•						•



- 3. Select customer.
- 4. Input necessary details.

							_	
BLU E	ENERGY	No. 43 Julio Pacana Si 857-1987 / 0977 805 27	t., Puntod Caga 771 Fax No.	ayan de Oro City	y 900			Send for Approv
							•	Created
OTC Adjus	ting Entries					-6		For Review Not Set For Certificatio
Customer								Not Set
Hochille Mae B. Uy							0	Cyrel, Cyrel
Date	Account Name	Deb	oit	Credit	Description			Delfin
05/08/2020	400020 SALES- TRAE	E OTHERS	10000		-			
	-	Fotal Diff. 9,990.00	10,000.00	10.	00			
						۱.		

- 5. Click + (Add) button to add entry.
- 6. To send for approval, click the ^{◀ Send for Approval} button.

③ Confirm	
	Are you sure you want to post this document?
	No

7. Click yes button to confirm action, otherwise click 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?

V MODULES V REPO	RTS ~ APPROVAL			Q 40 8
Order to Cash Customer Collection Collection Clearing Advance Payment Customer Billing OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CAAdjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD ▼
Fixed Asset Mgt Fixed Asset Registry Depreciation Run Property Assignment Form FA Disposal/Retirement				

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



1. Click \pm (Create) button aligned with the fund transfer document.

October Contraction	firm				
	Are you sure yo	u want to Proce	ss this Fund Trans	sfer ?	
				No	Yes
					_

2. Click Yes button to confirm action, otherwise click button to cancel.





3. Select fund transfer document from New tab. To remove entry, click $\hat{\Box}$ (Delete) button.

BLU EN	FIREY No. fuel stations 857	. 43 Julio Pacana St., Puntod (7-1987 / 0977 805 2771 Fax N	Cagayan de Oro City 900 lo.		D	Send for Approvant Status Created
Date	From Location	From Account	To Location	To Account	Ŷ	For Review Not Set
05/11/2020	PUNTOD	100001 PETTY CASH BI	PUNTOD	100001 PETTY CASH BI	þ	For Certification
Cost Center	Trans. No. Check No.	Bank Code	Trans. Date Check Date	Amount	6	Not Set For Approval
OPERATIONS BLU 🔻	-		05/09/2020	20000.00		William Norvin R. Sagaral
Description -						

Selected document content will display here.

- 4. Input necessary details to fields.
- 5. To send for approval, click *^{⊲ Send for Approval}* button.



6. Click Yes 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?

· MODULES · REPOR				Q 40 8
Order to Cash Customer Collection Collection Clearing Advance Payment Customer Billing OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CAAdjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Suppiler Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	PUNTOD P
Fixed Asset Registry Depreciation Run Property Assignment Form FA Disposal/Retirement				

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

	Your Order	Create Customer PO ×
	Y All Search PO Q	Select Customer:
1.	Click How Order button to open entry for Customer PO.	Cancel Save
2.	Select customer.	
3.	Click Save button to proceed, otherwise click Cancel	button to discard.
)	<i>Note:</i> Once the Cashier have selected a customer. The PO under the customer's registered account.	ne cashier is able to create a Customer



Document Status Pending	PO Validity N/A	Actions	provar 5	Approvers Remark	(S:		
Pryce Gas Beside Jinser 855-8883-JES	ses Inc. ng Enterprises , Gusa (SSA GUSA -s	Overpass , Cagayan de Oro	City	SALES C PO202005 - 67 Order Date: 05/13/2	DRDE 704	R	
Vehicle Type		Plate Number		Odometer 0.00			
Pick up by -		+63 Ex. 912345	67890	Validity(days)	Loca	tion	,
Item Code Item Des	scription	Full Tank No Percent	Price	Amount	Qty	Discount Subtot	al
		No Record	s Found.				+
Ordered by:			Notes:				
Gift Fuentes							

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

① Confirm
Are you sure you want to send this document for approval?
No Yes

6. Click statuton 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	ID: 2020-01-00018 Company Information				
⊘ Dashboard & Profile ⊗ Purchase Order D Vabiala		Company Name Arvin's Coco Lumber TIN None Owner/Contact Pers	Contact Na 1234567 Son Info	Company Address Agora, Lapasan, Cagayan de Oro City Email Address 1234567	Location Head Office Website 1234567	TAX Type. VAT Attached Logo asaddsd.jpg
t, Venicle		Complete Name Bernadith G. Noble Contact No. +63856-2722		Addross Agora, Lapasan, Cagayan de Oro City Email Address	Birthday 1999-01-01	Nationality.
				1	1	

Profile content displays here.

1. Click 🗹 Edit link to modify personal information.



	Company Name		Recieve SMS			
	Arvin's Coco Lumber	r	On			
	Company Address			Website		
	Agora , Lapasan , Co	ıgayan de Oro City	h	-		
	Personal Information					
	Name	Alias		Dista Dista		
	First Name *	Middle Name *	Last Name *	Birth Date *		
	bernuulth	О.	BIQUE	01/01/1999		
	Gender *		Nationality	Nationality		
	Male	Female 🖌 N/A				
	Email		Contact No.			
			+63 856-2722			
	Address					
	Agora , Lapasan , Ca	ıgayan de Oro City				
ther Information						
N Tax Type						
lone VAT	•					

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



\bigcirc	Your Order + New Order	Document PO Validity Status N/A Ponding	Actions Image: state of the state	Approvers Remarks:
BLU ENERGY	Filter by: ▼ 05/12/2020 Search POQ Q	Arvin's Coco Lumber Agora , Lapasan , Cagayan de +63856-2722 -s	Oro City	PURCHASE ORDER P0202005 - 8661 Order Date: 05/12/2020
@ Dashboard	PO202005 - 8661 05-12-2020	Vehicle Type	Plate Number	Odometer
୍ର Profile		Distant bu		
Purchase Order		-	+63 Ex. 91234567890	Valiality(days) Location
⇔ Vehicle		Item Code Item Description	G Full Tank Price	Amount Qty Discount Subtotal
🗉 Account Ledger		Ordered by:	No Records Found.	
Account Settings		ordered by.	Notes.	
(→ Sign-out		Bernadith G. Noble		

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).

Item Code	Item Description	÷	Price	Amount	Qty	Subtotal
PREMIUM	GASOLINE, PREMIUM/GOLD - (L)		38.92	0.00	0.00	0.00 💼
DIESEL	DIESEL - (L)		32.67	0.00	0.00	0.00 📋
					Total	0.00 🔳
Ordered by:			Notes:			
Ryan B. Luma	hang					11

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



To add more items, repeat steps 4 & 5.

Document Status Pending	PO Validity N/A	Approvers Remarks:	
Click Subm	it For Approval b	utton for approval.	



	③ Confirm
	Are you sure you want to send this document for approval?
	No Yes
7. Click	button to confirm action, otherwise click button to cancel.
	PO202004 - 2769 04-20-2020
1 Note:	Customer(s) can re-create order by clicking \mathfrak{O} (re-create) icon.
APPROVAL	
	Document Approval
	For Approval 38 ரு2

April 20, 2020

April 17, 2020

Search... Sales Order

PO202004 - 2769 PUNTOD

Sales Order PO202004 - 2698

PUNTOD

1. Search / Select document for approval.



Document Overvie	ew & Status		合 Approv		
Note:					
	RC GAS Station () Tagbac, Jaro, Iloilo			⊕ - & +63950446	56278
SALES ORDER PO202004 - 2769	R		Date Poste Location:	ad: April 20, 2020 P UNTOD)
Vehicle Type: CAR	Plate Number: SMP-X44		Odomet 1.00	er:	
Pickup by: NAYR YAN			Location PUNTO	n: D	
Expected Fueling Date: April 20, 2020	Validity (# of day: 1	s):			
Notes:					
Item Code	tem Descrition		Price	Qty	Sub Total
PREMIUM G	SASOLINE, PREMIUM/GOLD		38.92	25.69	1,000.00
Total					1,000.00
Prepared by					
Ryan B. Lumahang RC GAS Station					

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

	O Confirm	
• Confirm		re you want to reject this document?
Are you sure you want to approved th	is document?	No Yes
	No Yes	
 Click ^{Yes} button to confirm action 	, otherwise click 🛯 🗠	button to cancel.



Remarks:	
Ready to pick up	

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

	Plate No	Vehicle Type	Driver/Assign Perso	nnel	Contact Number (Ex. 9503998134)	(🖪
ur great value <u>fuel station</u> ?					+63 Ex. 91234567890	8
Develope and	HOWO-10	DRUM/DUMP TRUCK	JR QUITOS		+639067456933	C 1
Dashboara	1301-01446780	DUMTRUCK	LITO CANOOG		+639978610164	Ľ
Profile	MAG 7247	DRUM/DUMP TRUCK	MARIO GARING		+639173259108	Ľ
	NDJ-4439	DUMP TRUCK	LOLONG		+639973072216	Ľ
Purchase Order	1001-475368	MOTORCYCLE	RICHARD		+639658308441	Ľ
/ehicle	MAF-1843	MINI DUMPTRUCK	JERRY		+639975094371	Ľ
Account Ledaer	Vehicle	Plate Number	Odometer	Kms/Run	Fuel Used/Liters	Km/Lit
	GALON	GALON	1.00	0.00	846.40	
Account Sottings	Total:			0.00	846.40	
Account settings	PUV	AFA 5679	1.00	0.00	1,733.68	
	Total:			0.00	1,733.68	
lign-out	TRUCK	CBB 1922	1.00	0.00	9,850.50	
	TRUCK	CBB 1922	1.00	0.00	5,500.00	
	TRUCK	CBB 1922	1.00	0.00	10,219.20	
	TRUCK	CBB 1922	0.00	-1.00	9,819.62	
	Total:			-1.00	35,389.32	
	TRUCK	YAX 109	1.00	0.00	500.08	
	TRUCK	YAX 109	1.00	0.00	399.88	
	TRUCK	YAX 109	1 00	0.00	399.94	

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



	Your Vehicle	es				
	Plate No	Vehicle Type	Driver/Assign Perso	nnel	Contact Number (Ex. 9503998	2 +
your great value fuel station!					+63 Ex. 91234567890	B×
	HOWO-10	DRUM/DUMP TRUCK	JR QUITOS		+639067456933	e ĉ
Ø Dasnboard	1301-01446780	DUMTRUCK	LITO CANOOG		+639978610164	
은 Profile	MAG 7247	DRUM/DUMP TRUCK	MARIO GARING		+639173259108	X
O Duwahawa Ouslau	NDJ-4439	DUMP TRUCK	LOLONG		+639973072216	ÊŌ
Separate Order	1001-475368	MOTORCYCLE	RICHARD		+639658308441	ľŌ
🕁 Vehicle	MAF-1843	MINI DUMPTRUCK	JERRY		+639975094371	ľŌ
Account Ledger	Vehicle	Plate Number	Odometer	Kms/Run	Fuel Used/Liters	Km/Liter:
	GALON	GALON	1.00	0.00	846.40	0.0
Account Settings	Total:			0.00	846.40	0.0
S Account Settings	PUV	AFA 5679	1.00	0.00	1,733.68	0.0
	Total:			0.00	1,733.68	0.0
[→ Sign-out	TRUCK	CBB 1922	1.00	0.00	9,850.50	0.0
	TRUCK	CBB 1922	1.00	0.00	5,500.00	0.0
	TRUCK	CBB 1922	1.00	0.00	10,219.20	0.0
	TRUCK	CBB 1922	0.00	-1.00	9,819.62	0.0
	Total:			-1.00	35,389.32	0.0
	TRUCK	YAX 109	1.00	0.00	500.08	0.0
	TRUCK	YAX 109	1.00	0.00	399.88	0.
	TDUICK	VAX 100	1.00	0.00	200.04	0.0

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

	Ŭ
9503998134)	+ (% f)

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

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



ACCOUNT LEDGER



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

()	Account Ledger				8 .
BLU ENERGY	2020-01-00018 BLU ENERGY your great value fuel station!		CUSTOME As of: May 12, 2020 Bernardith G. Nable H		
Ø Dashboard	NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900 TEL NO. 857-1987 / 0977 805 2771 FAX NO.		bornadian of hopio in		
o Due file	Description	Amount Due	Payment	Advance	Balance
	 Billed Transactions 	1,557,104.17	557,633.43	0.00	999,470.74
		Cost/Unit	Gross	Discount	Net
Purchase Order	 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
 Account Settings ↔ Sign-out 					

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.

٥	Acco User Ac	ount Setting	S		
BLU ENERGY your great value <u>fuel stations</u>	User	Name	Username	Password	=
@ Dashboard	Owner Purchase	Bernadith G. Noble	2020-01-00	1234	6×
ి Profile					
🕸 Purchase Order	Other R	equirements(PO)		3
₽ Vehicle	Desti	ination W	aybill #		#
Account Ledger					
🕸 Account Settings					
[→ Sign-out					

- 2. To save, click ^(a) (Save) button. To cancel, click ^(×) (Cancel) button.
- **3.** Click the \Box (Checkbox) of the particular requirement for PO.





SYSTEM AND PROCESS EXPERTS INC.

FUND TRANSFER REQUEST

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

How to Process Fund Transfer Request?

DASHBOARD REGISTRY	· MODULES · REPOR				L L	2 0 %
	Order to Cash Customer Collection Collection Clearing Advance Payment Customer Billing OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CAAdjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD	Ŧ
	Fixed Asset Registry Depreciation Run Property Assignment Form FA Disposal/Retirement					

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

→ Fund Transfer Request						
All 🖞 🖸 🖧 🖸 🖓 🖸						
Search Here	+ New					
May 08, 2020 12:15:21						

- 1. Click + New button to add entry for fund transfer request.
- 2. To remove entry, click $\hat{\Box}$ (Delete) icon.



BLU ENERGY your great value fuel stations	No. 43 Julio Pa 857-1987 / 097 QUEST	acana St., Puntod Cagayan de Oro City 900 7 805 2771 Fax No.	Send for Approval Document Status Created For Review
Date	Location	Requested by	Not Set
05/08/2020	PUNTOD	Cyrel, Cyrel Delfin	Not Set
To Account	Amount	Description	For Approval
100001 PETTY CASH BLU PUNTOE	0.00	-	Administrator
		Cost Center	
		OPERATIONS BLU PUNTOD	*
REPORT: Earlinge Atesi Iav stiment Has Jow and Basis			
Upload Image			

- **3.** Input necessary details to fields.
- 4. To upload image, click Upload Image button.
- 5. To send for approval, click *^{⊲ Send for Approval}* button.



6. Click to confirm action, otherwise click 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.

BLU ENERGY DASHBOARD REGISTRY	MODULES ~ REPOR	TS ∽ APPROVAL [©]				0	
	Order to Cash Customer Collection Collection Clearing Customer Billing Advance Payment OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement	Procure to Pay Purchase Request Carwass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance Payment Releasing Check Clearing CA Adjusting Entries PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	⊚ Head Offici	e	

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

Gi

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

PURCHASE REQUEST - Inventory

NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900 TEL NO. 857-1987 / 0977 805 2771 FAX NO.						INVI PUR	NVENTORY URCHASE REQUEST No.: PR-INV-2020040002467				
						Date Requ	iested:	04/27/2020			
						Expected	Delivery Date:	04/27/2020			
Item Code	Item Description	Unit	Tank(s)	Capacity	SOH 9	S.Stock	Qty.	Cost	Subtotal		
			No	Records Foun	d.				(🖻		
							Notes:				
Requested I	by:										
Cyrel, Cyre	l Delfin								li		

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

BLU ENERGY Jour great value fuel stations NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900 TEL NO. 857-1987 / 1977 805 2771 FAX NO.	INVENTORY PURCHASE REQUE PR No.: PR-INV-2020040002467	Send for Approval
	Date Requested: 04/27/2020 Expected Delivery Date: 04/27/2020	Created For Review John Fell Telecio
Item Code Item Description Unit Tank(s) Capacity SOH DIESEL L PUNTOD- DIESEL 40,000.00 480,413.15	Stock Qty. Cost Subtotal 0.00 0.00 0.00 0.00	For Certification Maurecio Micabalo For Approval Ezer Marin
PREMIUM GASOLINE, PRI L V PUNTOD- PREMIUM 16,000.00 218,840.78 Total	0.00 0.00 0.00 0.00	〕

3. Select and input items needed for PR. To delete item, click $\hat{\Box}$ (Delete) icon.

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

4. To send for approval, click *^{⊲ Send for Approval}* button.



Modules ≥ Procure to Pay |



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

PURCHASE REQUEST - Supplies

NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900 TEL NO. 857-1987 / 0977 805 2771 FAX NO.	SUPPLIES PURCHAS REQUEST PR No.: PR-SPL-2020040002468			
	Date Requested: 04/27/2020 Expected Delivery Date: 04/27/2020			
Category Item Unit Functional Area Cost Center No Records Found.	Qty. Cost Subtota			
Requested by:	Notes:			
Cyrel, Cyrel Delfin				

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

BLU ENERGY your great value fuel station NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900 TEI NO. 857-1987. 1097. 805.2771 FAX NO.					SUPPLIES PURCHASE REQUEST PR No.: PR-SPL-2020040002468					Send for Approv	Send for Approval	
					Date Requester	d: ery Date:	04/27 04/27	/2020 /2020]	ļ	Created For Review John Fell Telecio
Category	ltem	Unit	Functional Area	Cost Center	Qty.		Cost	Subtotal		-	þ	For Certification Maurecio Micabalo
	1/4 HOSE	- 1	OPERAT V	BLU PUNTOD V	5		60	300.00	Û		6	For Approval Ezer Marin
STATION PARTS 8 ACESSORIES	2GANG OUTI	- •	OPERAT V	BLU PUNTOD V	5	2	00	1,000.00	Û			
lotal								1,300.00	+	-		

3. Select and input items needed for PR. To delete item just click $\hat{\Box}$ (Delete) icon.

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



4. Click	Send for Approval b	utton fo	or approval.					
	O Confirm	ou sure you	I want send this document for ap	pproval?				
	No Yes							
5. Click Yes	button to confirm	action	, otherwise click	button to cancel.				
PURCHASE REQ	JEST – Fixed As	sets						
BLU EL	NERGY			FIXED ASS	SET E REQUEST			
NO. 43 JULIO PACANA	ST., PUNTOD CAGAYA	N DE OR	O CITY 900					
TEL NO. 857-19877 09	7 805 2771 FAX NO.			Date Requested:	04/27/2020			
				Expected Delivery Date:	04/27/2020			
Account Item	Code Item	Unit	Description	Req. Qty. Co	st Subtotal			
		N	lo Records Found.					
					•			
				Notes:				
Requested by:								

Cyrol	Cyro	Dolfin
Cyrei,	Cyre	Dellill

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

3. Select and input item category needed for PR. To delete item just click $\hat{\square}$ (Delete) icon.

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



4.	To send for a	pproval, click	net for Approval 🧐	button.
		Onfirm		
		Are you s	sure you want send this doc	ument for approval?
	_	L		

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

PURCHASE REQUEST - Others

NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900 TEL NO. 857-1987 / 0977 805 2771 FAX NO.	OTHERS PURCHASE REQUEST PR Not: PR-OTHERS-2020040002470			
	Date Requested:	04/27/2020		
	Expected Delivery Date:	04/27/2020		
Functional Area Cost Center Acc. Code Acc. Name Unit Description	Req. Qty.	Cost Subtotal		
No Records Found.				
Requested by:	Notes:			
Cyrel, Cyrel Delfin -				

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

BLUENERGY OTHERS PURCHASE your great value fuel station REQUEST NO. 43 JULIO PACANA ST., PUNDOD CAGAYAN DE ORO CITY 900 PR No.: PR-O THERS-2020040002470						Send for Approvation					
				Date Requ Expected E	ested: Delivery Date:	04/27/2 04/27/2	020 020]	ļ	Created For Review John Fell Telecio
Functional Cost Cente Area	er Acc. Code	Acc. Name	Unit	Description	Req. Qty.	Cost	Subtotal			Ŷ	For Certification Maurecio Micabalo
OPERAT V BLU PU	, 600000 , 600030	COMMISSIONS	-	▼	8	3000 500	24,000.00 4,000.00	Û Û		6	For Approval Ezer Marin
Total							28,000.00	+	-		

3. Select and input accounts needed for PR. To delete item just click $\hat{\mathbf{U}}$ (Delete) icon.

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



4.	To send for a	pproval, click 🦪 Send for Approval button.
		① Confirm
		Are you sure you want send this document for approval?
5.	Click Yes bu	ton to confirm action, otherwise click [№] button to cancel.

APPROVAL

	DASHBOARD	REGISTRY ~	MODULES ~	Reports ~	
--	-----------	------------	-----------	-----------	--

Click Approval menu.

Document Approval						
For Approval] 🖓 🖸					
Search	0					
PR-Supplies PR-SPL-2020040002227 PUNTOD	April 15, 2020 -					
PR-Fixed Assets PR-FA-2020040002228 PUNTOD	April 15, 2020 -					
PR-Others PR-OTHERS-2020040002229 PUNTOD	April 15, 2020 -					
PR-Inventory PR-INV-2020040002226 PUNTOD	April 15, 2020 -					

1. Search / Select document for approval.



Document	t Overview & Status			ove 🖒 Approve		
BLU	ENERGY at value fuel station!	No. 43 Julio Pac 857-1987 / 0977 3	ana St., Puntod Cag 805 2771 Fax No.	ayan de Oro City 9	00	
PURCH	ASE REQUES	ST-INVENT	ORY	Date Req Location:	uested: April 27, 20 PUNTOD	20
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
Total						4,000.00
Requested by						
Cyrel, Cyrel De ADMIN	elfin					

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

	O Confirm	
 Confirm 		e you want to reject this document?
Are you sure you want to approved thi	is document?	No Yes
	No Yes	3

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



4. Go to (Approve PRs) tab and select document.



5 Print
🅎 Post to PO
≡ Convert to Canvass
Close PR

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

	① Confirm	
1) Confirm		e you want to post this document to PO?
Are you sure you want to convert this docume	nt into canvass?	No Yes
	No Yes	6

6. Click 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?

BLU ENERGY DASHBOARD F	REGISTRY ~ MODULES ~ REPO	rts ~ Approval			Д Д А
	Order to Cash Customer Collection Collection Clearing Advance Payment OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance Payment Releasing Check Clearing CA Adjusting Entries PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	⊕ Head Office ▼
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement				

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

≡0	φΘ	0 ن	Ţ <mark>-</mark>
Filter:	All Ty	pe	T
Search	1		٩
PR-INV- 04/15/2	202004 0 020 02	0002226 2:33 AM	

1. Search / Select documents to canvass.



	el station!	No. 43 Julio Pacan 857-1987 / 0977 8(a St., Puntod Cagayan de Oro City 900 35 2771			
BIDDING APPR PR No.: PR-INV-202004000	ROVAL F	FORM		Date Re 04/15	quested: /20	
Item Code	Unit	Description		SOF	Safety Stock	Req. Qty.
DIESEL	L	DIESEL		0.00	0.00	50.00
PREMIUM	L	GASOLINE, PREMIUM/GOLD		0.00	0.00	50.00
Cost						
Add VAT						
Total Cost						
0 - de		Didda	Torres (in Dour)	l and Time (in Dave	\ A 44k	
Code		Bidder	Terms (in Days)	Lead Time (in Days) Attachments	
		No Reco	rds Found.			
Requested by:						
Administrator -						

2. Click + (Add) button to add bidder.

Code	Bidder	Terms (in Days)	Lead Time (in Days)	Attachm 3	+		BX
S2	ALFE COMMERCIAL	30	0	Ø	Б×		
S1	22 KARATS PRINTING AND	30	15	Ø	Û		\Box

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

Attachments:	×
Drop files here to upload 5	
Notes:	
	li.
	Close 6

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



6. Click ^{Close} (Close) button to cancel.

Attachments:	×
Drop files here to upload	
ey Arten. Maria	
90 KB	
SAmple INV.jpg	
Remove file	
Notes:	
	11
	Close

- 7. To remove attachment, click on "Remove file" link.
- 8. Click ^{close} button to close the attachment form.

BLU your grea		No. 4 station	43 Julio Pacana St., Puntod C 1987 / 0977 805 2771	agayan de Oro City 🤉	900				Do	Send for Approval
BIDDING	APPR ()20040002	OVAL FORM				Dat 04	e Requested: /15/20		ļ	Created For Review
Item Code	Unit	Description		SOH Safe	ty Stock	Req. Qty.	S1	S2		NOI Sei
DIESEL	L	DIESEL		0.00	0.00	50.0	35.00000	30	Î	For Certification Not Set
PREMIUM	L	GASOLINE, PREMIUM/GOL	.D	0.00	0.00	50.0	50.0000C	45	9	For Approval Administrator
Cost							4,250.00	3,750.00		
Add VAT							510.00	450.00		
Total Cost							4,760.00	4,200.00		
							S1	S 2		

9. Input price for Suppliers of that item.

10. Click	\land Send	for Approval	button for approval.
		Onter Confired Con	m
			Are you sure you want to send this document for approval?
			No Yes



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

APPROVAL

	DASHBOARD REGISTRY	✓ MODULES ✓	reports ~	APPROVAL
Click Approval menu.	Document Approval			
	For Approval	Ç O		
	Search PR-Supplies PR-SPL-2020040002227 PUNTOD	April 15, 2020		
	PR-Fixed Assets PR-FA-2020040002228 PUNTOD	April 15, 2020 -		
	PR-Others PR-OTHERS-2020040002229 PUNTOD	April 15, 2020 -		
	PR-Inventory	April 15, 2020		

1. Search / select document for approval.

UNTOD



Document C	verview &	Status				Q 0
BLU B	ENERG	No. 43 Julio Pacana St 857-1987 / 0977 805 27	. , Puntod Ca 71 Fax No.	gayan de Oro City 9(00	
CANVAS CV-INV-20200400	S DETA	ILS		Date Requ Location: I	^{Jested:} April 27, PUNTOD	2020
Remarks:	Item Code	Item Description	Unit	Reg Otv	Unit Drice	Supplier Drice
ALFE COMMERCI	AL	Rem Description	Unit	neq. uty	JIII FIICE	Supplier FILC
	DIESEL	DIESEL	L	50.00	38.00	35.00
	PREMIUM	GASOLINE, PREMIUM/GOLD	L	50.00	42.00	35.00
ACRL PRINTING	AND OFFICE S	UPPLIES				
	DIESEL	DIESEL	L	50.00	38.00	30.00
	PREMIUM	GASOLINE, PREMIUM/GOLD	L	50.00	42.00	30.00
List of Bidders				Terms	L	.ead Time (Day/s)
ALFE COMMERCI	AL			30		15
ACRL PRINTING	AND OFFICE SI	UPPLIES		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 Save button to save, otherwise click Close button to cancel.

Supplier	
ALFE COMMERCIAL	•
1	
	-4

	① Confirm
	Confirm e you want to reject this document?
	Are you sure you want to approved this document?
	No Yes 5
5.	Click ves button to confirm action, otherwise click ve button to cancel.
8	lote: After sending for approval, the 🧖 (Attachment) button will change to 💿 (View) utton and proceed to Purchase Order approve.
Ð	lote: 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?

DASHBOARD REGISTRY	✓ MODULES ✓ REPOF	RTS ~ APPROVAL			Q 4 0 8
	Order to Cash Customer Collection Collection Clearing Customer Billing Advance Payment OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance Payment Releasing Check Clearing CA Adjusting Entries PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	● PUNTOD ▼
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement				

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

For PO 4 🔂 🖓 🗣 🖓
Filter: All Type 🔻
Search PR Q +
PR-OTHERS-2020040002229 PUNTOD 04/16/2020 01:17 AM ₱ 28,000.00 - Others
PR-FA-2020040002228 PUNTOD 04/16/2020 01:13 AM ₱ 2,100.00 - Fixed Asset

1. Select PR for PO documents.



PURCHASE ORDER - Procured

Select Vendor:				Terms(in	days):	Date:	
22 KARATS PRINTI	NG AIND	Chier	view Condex	30		04/29/2020)
PUNTOD - Warehou	80	Snip	R and Code:	Mode of I	Payment:	Lead Time	(in Days):
T ONTOD - Warehou	30				•	15	
🙆 BLU EN	ERGY			PUR	RCHASE	EREC	QUEST
your great value	fuel station!			INV	ENTOR	Y	
NO 43 IULIO PACANA			V 900	PR-INI	/-202004000	2471	
TEL NO. 857-1987 / 0977	805 2771 FAX NO.			Date Red	uested: 04/29	/2020	
				Expected	Delivery: 05/07	/2020	
Item Code Item Desc	cription Unit	SOH	Safety Stock	Req. Qty	Cost/Unit	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	E, L	218,890.78	0.00	50	42 00	5.04	47.04 2,352.00
PREMIUM	/GOLD				42.00		
Total							4,480.00
Requestor:							
Cyrel, Cyrel Delfin							
-							
Attachment(s):				PO Rema	arks/Notes		
	Drop files here to	upload					
				-			I

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 Vend 22 KARAT Deliver To: PUNTOD	or: TS PRINTING AND - Warehouse		Shipp ▼ CO	v ping Code: B ▼	Terms(in 30 Mode of COD	days): Payment:	Date: 04/29/2020 Lead Time 15) (in Days):		Convert to PO & Se for approval	and
NO. 43 JULIK TEL NO. 857	U ENERGY great value fuel stuttor O PACANA ST., PUNTO -1987 / 0977 805 2771	Y M D CAGAYAN FAX NO.	DE ORO CIT	Y 900	PUF INV PR-INV Date Red Expected	CHASI ENTOR V-202004000 quested: 04/28 d Delivery: 05/07	2471 1/2020 1/2020	QUEST		Document Status Created Reviewed Not Set Certified Not Set	
Item Code	Item Description	Unit	SOH	Safety Stock	Req. Qty	Cost/Unit (VAT Ex)	VAT	Cost Subtotal	_	 Approved Cyrel, Cyrel Delfin 	,
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	_	PR Note:	
Total								4,480.00			

3. Click downer to PO & Send for approval or Save as Draft button to save the document and process later.

	O Confirm	
③ Confirm		Are you sure you want to save this PR Document in Drafts?
Are you sure you want to convert this PR Document to PO & Send for Approval?		No Yes
	No Yes	
Click ^{Yes} button to confirm action, other	vise click No butte	on to cancel.

APPROVAL

PURCHASE ORDER - Non-Procured



- 1. Click ⁺ (Create PO Non-Procured) button and select Purchase Order type among:
 - a. Non Procured (Single Vendor)
 - b. Non Procured (Multiple Vendor)
 - c. PRM



PURCHASE ORDER - Non-Procured (Single)

Select Vendor						Terms	in day	s):	Da	ate		
ALFE COMM	IERCIAL				•	30			04	1/29/2020		
Deliver To:			Shippin	g Code:		Mode	of Pay	ment	Le	ad Time(in Da	ys)	
PUNTOD - W	/arehouse		COB		•	COD			1:	5		
Courier												
2Go												
	ENE eat value fue	City, 900, 857-1987	lio Pacana / 0977 805	a St., Pu	ntod Cagaya Fax No.	an de Oro		PURCH NONPI PONP2020 PO Date: 0	HAS ROC 04000 4/29/202	E ORI CURED 0829	DER)	
Functional Area	Cost Center	Acc. Code	Acc. Name	Unit	Descripti	on	Qty	Cost/Unit (VAT Ex)	VAT	Cost (VAT Inc)	Subtotal	-
					No Record	ls Found.					(Ŧ
Ferms & Conditions 1. Written acceptar scoeptance by the Order and all its Te 2. The PO number Note: All docum Supply Chain M	s noe of this PO Supplier of thi rms & Conditi must be state ents referen anager	for the sup s Purchase on as set fo d on the de cing this l	ply of goods with on the a livery note a Purchase	or servic ttached p and invoid Order m	es shall const lages. se. nust contain	PO No. to e	nsure	PO Notes/Rem - PAYMENT Authorized Sig	natory	on Behalf of §	Supplier	
Christine Linta	d											
Attachment(s)):											
				(Click Here	to attach	files					
1 . Fill –	· in neces	sary fie	lds need	ded fo	r Purchas	se Order (P0).					

2. Click + (Add) button to open/add an entry.



Select Vendor ALFE COMMERCIAL Deliver To: Shipping Code: PUNTOD - Warehouse ▼ Courier 2Go	Terms(in days): 30 Mode of Payment COD ▼	Date 04/29/2020 Lead Time(in Days) 15		Send for Approval
BLU ENERGYlio Pacana St., Puntod Cagayan d your great value fue CHX(1990) 857-1987 / 0977 805 2771 Fax No.	e Oro PURCHA NONPRO PONP2020040 PO Date: 04/29	SE ORDER DCURED 000829 2020		For Review Not Set For Certification Not Set For Approval Not Set
Functional Cost Acc. Acc. Unit Desc Area Center Code Name	ription Qty Cost/Unit (VAT Ex)	VAT Cost Subtotal	=	On Progress
OPERA▼ BLUF▼ ⁶⁰⁰²⁸⁵ AGENCY FEE - ▼ -	1 10000 1	200 11,200.00 11,200.00	Û	
IT ▼ BL - I ▼ 600297 COMPANY CON - ▼ -	1 15000 1	16,800.00 16,800.00	Û	
Total		28,000.00	+	

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 *^d* Send for Approval button to approve document.

Are you sure you v	want to send this document for approval?
	No

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

APPROVAL

For PO	🖹 Draft		Ţ <mark>-</mark>	
Filter:	All Type			•
Search P	R		Q	+
POINV2020 PUNTOD - (050001056 Inv 05/14/2020	ventory - 14,336.0	0	

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



NO. 43 JULIO TEL NO. 857-	UENERGY great value fuel station PACANA ST., PUNTOD CAGAYAN 1987/0977 805 2771 FAX NO.	DE ORO	CITY 900		PU INV POIN PO Date	RCHAS /ENTO V20200500 e: 05/14/20	SE C RY 01056	ORDEF	R	Print 🖶
VENDOF Vendor Nan Address Tel No. Fax No. Payment Te 30	R 22 KARATS PRINTING AND ZONE 4, TAMBO, CARMEN ORO, 9000 MISAMIS ORIEI - - rms Expected De 05/14/2020	D I, CAGAY. NTA	AN DE	DEL Station Adres: Tel No Fax No Fax No Mode COD	IVER TO	14344 - Warei PUNTOD 93009221515	house Shippin -	g Code		 Reviewed Not Set Certified Not Set Approved Christine Lintad In Transit
Item Code	Item Description	Unit	SOH S	. Stock	Req. Qty	Cost/Unit	VAT	Cost (VAT Inc)	Subtotal	
DIESEL PREMIUM	DIESEL GASOLINE, PREMIUM/GOLD	L L	97,419.35 61,299.32	0.00 0.00	100.00 100.00	38.00 48.00	4.56 5.76	42.56 53.76	4,256.00 5,376.00	
UNLEADED Total	GASOLINE, SILVER REGULAR	L	59,695.97	0.00	100.00	42.00	5.04	47.04	4,704.00 14,336.00	

Content of selected document displays here.

7. Click Print ⊕ (Print) button to produce a hardcopy or ^{O Cloce Document} button to cancel the hanging of transaction to Goods Receive (GR).

Are you sure you want to close	
this PO Document?	

8. Click Yes button to confirm action, otherwise click button to cancel.



PURCHASE ORDER - Non-Procured (Multiple Vendor)

Coursies	Tarrent (in daura):
2Go	30 Date
200	Mode of Payment Lead Time(in Days)
	COD V 15
BLU ENERGYlio Pacana St., Puntod Cagayan o your great value fue <u>City 1990</u> 857-1987 / 0977 805 2771 Fax No.	de Oro PURCHASE ORDER NONPROCURED PONP2020040000830
	PO Date: 04/29/2020
Account Debit Credit Functional Area Cost Center	Vendor/Supplier Accrued Account
No Records For	una (😐
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	e PO Notes/Remarks: O No. to ensure PAYMENT
Supply Chain Manager	Authorized Signatory on Behalf of Supplier
Christine Lintad	
Ø 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.

Courier Te 2Go 30 Mc	erms(in days): Date 0 04/29/2020 lode of Payment Lead Time(in Days) COD ▼ 15 Print ⊕
BLU ENERGY ⁶ lio Pacana St., Puntod Cagayan de Or your great value <u>fueCity:4908</u> : 857-1987 / 0977 805 2771 Fax No.	ro PURCHASE ORDER NONPROCURED PONP2020040000830 PO Date: 04/29/2020 Document Status Created For Review Not Set For Certification
Account Debit Credit Functional Cost Cent Area	ter Vendor/Supplier Accrued Account Not Set
600285 - AGEN 10000 0 OPERATI V BLU PUN	NTOD
600275 - FINES 0 10000 OPERATI V BLU PUN	NTOD ALFE COMMERC 210008 - ACCR
10,000.00 10,000.00 0.00	

3. Select and input fields needed for Purchase Order (PO). To delete item, click $\hat{\Pi}$ (Delete) icon.



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

4.	Click	🛿 Send for Approval	button to approve document.
		① Confirm	n
		A	e you sure you want to send this document for approval?
			No Yes
5.	Click	button to confi	rm action, otherwise click No button to cancel.
APPR	OVAL		



PURCHASE ORDER - PRM

Termskin dags: Date: 0:00000000000000000000000000000000000				_			
30					Terms(in days):	Date	
Mode of Payment Lead Time(in Days) Image: Description Pacenae St, Puntod Cagayan de Ora Sortisor / Marcine Description Variance Sortisor / Marcine Description Variance Sortisor / Marcine Description Variance Image: Description Variance Variance A Cooling Variance Variance <th></th> <th></th> <th></th> <th></th> <th>30</th> <th>04/29/2020</th> <th></th>					30	04/29/2020	
Correction C					Mode of Payment	Lead Time(in Days)
					COD	▼ 15	
Unctional Center Supplies The Expenses Account No Records Found. Payment Description VAT Amount Account No Records Found. Imma & Conditions Imma & Conditions Imma & Conditions Witten accounts of this PO for the supply of goods or services shall constitute cooptance by the Supplies of this PUrchase. Imma & Conditions Imma & Conditions Imma & Conditions Imma & Conditions Witten accounts are storth on the attached pages. Imma & Conditions The PO number must be stated on the delivery role and invoice. Imma & Conditions ote: All documents referencing this Purchase Order must contain PO No. to ensure PAYMENT Imma & Conditions upply Chain Manager Authorized Signatory on Behalf of Supplier Institue Lintad Imma & Conditions & Attachment(s): Click Here to attach files. 1. Input necessary details to fields for Purchase Order (PO). 2. Click Imma & Conditions are purchase. Imma & Conditions are purchase. Imma & Conditions are purchase. Imma & Conditions are purchase. Imma & Conditions are purchase. Upper Manager Authorized Signatory on Behalf of Supplier Imma & Conditions are purchase. Click Here to attach files. 1. Input necessary details to fields for Purchase Or		Pent value fue City of 857-1	Milio Pacana St., Po 004 987 / 0977 805 2771	untod Cagayan de Fax No.	Oro PURO PRM POPRM2 PO Date:	CHASE 0 2020040000831 04/29/2020	RDER
Concerner y Maximum Proceeding Found. No Records Found. Proceeding No Records Found. Proceeding Proce	Functional Area	Cost Su Center	Ipplier Tin Expense Account	Account	t Payment	Description	VAT Amount
PO Notes/Remarks: PO Notes/Re	licu	Contor		No Records Foun	d.		
PO Notes/Remarks: PO Notes/Remarks: PO Notes/Remarks: PO Notes/Remarks: PO Notes/Remarks: PO Notes/Remarks: PO Number must be stated on the attached pages. The PO number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Notes/Remarks: PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number must be stated on the delivery note and invoice. PO Number							
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Authorized Signatory on Behalf of Supplier hristine Lintad Attachment(s): Click Here to attach files. Click Here to attach files. 1. Input necessary details to fields for Purchase Order (PO). 2. Click (Add) button to open/add an entry. (Add) button to open/add an entry. Terms(in days): Date 30	lote: All docun	nents referencing t	his Purchase Order I	must contain PO N	o. to ensure PAYMENT		
hristine Lintad Attachment(s): Click Here to attach files. Click Here to attach files. I. Input necessary details to fields for Purchase Order (PO). C. Click (Add) button to open/add an entry. Click (Add) button to open/add an entry. Second of Agyment Codo Second of Agyment Second Second S	Supply Chain M	/lanager			Authorized	Signatory on Beha	If of Supplier
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Click Here to attach files. 1. Input necessary details to fields for Purchase Order (PO). 2. Click (Add) button to open/add an entry. 2. Click (Click (Ad	Attachment(s	s):					
 Input necessary details to fields for Purchase Order (PO). Click (Add) button to open/add an entry. Click (Add) button to open/add an entry. Errms(in days): Date				Click Here to a	ttach files.		
2. Click (Add) button to open/add an entry. Terms(in days): Od/20/2020 Od/20/202 Od/20/200	1 . Inpi	ut necessary d	etails to fields fo	or Purchase Or	der (PO).		
Terms(in days): Date 30 04/29/2020 Mode of Payment Lead Time(in Days) COD 15 DIPERCY life Pacena St., Puntod Cagayan de Oro S7-1987 / 0977 805 2771 PURCHASE ORDER PRM POPRM220040000831 Print (=) Do Date: 04/29/2020 unctional Cost Supplier Tin Expense Account Name Payment Description VAT Amount Or OPER/ BL ALFE COMMERCIA 403-12 60028 AGENCY FEE 10004 0.0001 10000 Or T BL BME PARTNERS IN 005-44 60028 AGENCY FEE 10007 0.0001 0000 Or Pror Approval Cyrei, Cyrei Defina 0007 0.0001 0.0001 Or Or Pror Approval	2 . Clic	k + (Add) bu	tton to open/ad	d an entry.			
Print ⊕ Document St., Puntod Cagayan de Oro St. PURCHASE ORDER PORMADO20040000831 PO Date: 04/29/2020 Unctional Cost Supplier T BL BME PARTNERS IN 005-44 0028 AGENCY FEE 1000/ - 0.000/ 20000				Terms(in days): 30 Mode of Payment COD	Date 04/29/2020 Lead Time(in Days) ▼ 15		Send for Approval
unctional Cost real Supplier Tin Expense Account Name Account Payment Description VAT Amount Not Set DPER, ▼ BL ▼ ALFE COMMERCIA 403-12 60028 AGENCY FEE 10004 - 0.0001 10000 0 T ▼ BL ▼ BME PARTNERS IN 005-44 60028 AGENCY FEE 10007 - 0.0001 20000 0 Cyrel, Cyrel Delfin otal 30.000.00 T 30.000.00 T 0 On Progress	BLU I	ENERCY iio Par value fue City:900 1 857-1987 / 0977	cana St., Puntod Cagayan d 805 2771 Fax No.	le Oro PUR PRM POPRM PO Date:	CHASE ORDE	R	Print 🖨 Document Status Created For Review
OPER. • BL • ALFE COMMERCIA 403-12 60028 AGENCY FEE 1000/ - 0.0001 10000 0 T • BL • BME PARTNERS IN 005-44 60028 AGENCY FEE 10007 - 0.0001 20000 0 otal 30.000.00 20000 0 - - 0.0001 0000 0 Prof. Cyrel Delfin On Progress	Functional Cost	Supplier	Tin Expense Acc	ount Name Payme	nt Description VAT Ar	mount	Not Set
T BL BME PARTNERS IN 005-44 60028 AGENCY FEE 10007 - 0.0001 20000 Cyrel, Cyrel Delfin ptal 30.000.00 30.000.00 30.000.00 30.000.00 50.000	OPER/ V BL V	ALFE COMMERCIA	403-12 60028 AGE	NCY FEE 10004	- 0.000 100	000 -	Not Set
atal 30 000 00	IT V BLV	BME PARTNERS IN	005-48 60028 AGE	INCY FEE 1000	- 0.000 200	000 n	O For Approval Cyrel, Cyrel Delfin
	Total				30 (O On Progress



3. Select and input necessary details to fields for Purchase Order (PO). To delete item just click **①** (Delete) icon.

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

4. To send for approval, click ^I Send for Approval</sup> button. To upload file, click ^D Upload File∘ button.

() Co	ıfirm
	Are you sure you want to send this document for approval?
	No

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

APPROVAL

Save as Draft



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

													Ξ.
Select Vendo	or				Terms	in days):		Date				Send for Approval	
22 KARAT	IS PRINTING AND				30			04/29/2020					
Deliver To:		Shippir	ng Code:		Mode	of Payment		Lead Time	(in Days)				-
PUNTOD	- Warehouse	▼ -		•	COD		۲	0				Modify	
						DIU						Print 🖨	
💽 BL		úlio Pacana	a St., Pu	ntod Cagayan	de Oro	PUI	кспа	JE U	RUER				
your	r great value fue City(90	<u>u</u>				INV	ENTO	DRY			 - 800	cument Otatus	-
	857-198	7/0977 805	5 2771	Fax No.		POIN	/2020040	000832				Created	
						PO Date	: 04/29/2	2020			 6	For Review	
											 Ιĭ	Not Set	
tem Code	Item Description		Unit	SOH S	. Stock	Req. Qty	Cost/Unit	VAT	(VAT Inc)	Subtotal		For Oast for the	
DIESEL	DIESEL		1	480 463 15	0.00	50.00	38.00	4.56	42.56	2 128 00	 Ŷ	Por Certification	
PREMIUM	GASOLINE PREMIUM	I/GOLD	ĩ	218 890 78	0.00	50.00	42.00	5.04	47.04	2 352 00		NOT SET	
Total			-	210,000.00	0.00			0.01		4 480 00	 P	For Approval	
otui										4,400.00		Cyrel, Cyrel Delfin	
erms & Condi	itions					PO No	oc/Pomarias				 6	On Progress	
Written acce	ptance of this PO for the su	upply of goods	s or servic	es shall constitu	te	FONO	es/Remarks.						
cceptance by	the Supplier of this Purcha	se.											
Order and all its	ts Terms & Condition as set	forth on the a	attached p	ages.									
2. The PO num	nber must be stated on the o	delivery note	and invoid	e.									
										//			
			0-1		0 N- 4	DAVAG	NT.						
Note: All doc	cuments referencing this	s Purchase	Order m	iust contain P	O No. to e	nsure PAYME	NI						
Supply Chair	n Manager					Authori	rod Signator	v on Roha	of Supplier				
Supply Chai	manager					Authona	Leu olgriatoi	y on Dene	in or oupprior				
Infistine Li	ntad												
Attachmer	nt(s):												
/										·····			
				Niek Here t	o ottoch	filos							
			C	JICK Here to	o allach	mes.							



2. To send for approval, click ^{Send for Approval} button. To edit entry, click ^{Modify} icon to create changes and click ^{Print} button to produce a hardcopy.

After Modification.

Select Vendo 22 KARAT Deliver To: PUNTOD	or I'S PRINTING AND Shipp - Warehouse	ing Code:	T	Terms 30 Mode COE	(in days): of Payment)	[] 	Date 04/29/2020 ⊾ead Time(0	0 (in Days)			Save X Cancel
Document Status PURCHASE ORDER INVENTORY POINV2020040000832 POINV2020040000832 POINV2020040000832 POINV2020040000832											
Item Code	Item Description	Unit	SOH S.	Stock	Req. Qty	Cost/Unit (VAT E)	VAT	Cost (VAT Inc)	Subtotal		Not Set For Approval
DIESEL	DIESEL	L 48	30,463.15	0.0	50.00	38.00	4.56	42.56	2,128.00	Ĭ	Cyrel, Cyrel
PREMIUM	GASOLINE, PREMIUM/GOLD	L 21	18,890.78	0.0	50.00	42.00	5.04	47.04	2,352.00		Delfin On Progress
Total									4,480.00	Ŭ	chi rigitta

- 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 cancel 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?

DASHBOARD F	REGISTRY	MODULES ~ REPORT	rts ~ approval ¹			A 🕂	
		Order to Cash Customer Collection Collection Clearing Customer Billing Advance Payment OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance Payment Releasing Check Clearing CA Adjusting Entries PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher		T
		Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

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

Adva	nce De	posit		
All	0	ம் 🖸	₽	
Search	ı			Q +
Search	۱			Q

1. Click + (Create) button.

Save & Send for Approva	Created	For Review Not Set	For Certification Not Set	For Approval Not Set
BLU ENERGY	No. 43 Julio 857-1987 /) Pacana St., Puntod Cagayan d 0977 805 2771	le Oro City 900	
ADVANCE DEPOSIT			0	Date Requested: Apr 17 2020
Select PO:				
POFA2020040000734				
				Location: HeadOffice
Payment Due		PO Amount	Adv Deposit	PO Remaining
04/17/2020		2,100.00	2100	0.00
Requested by				
Administrator -				



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

③ Confirm
Are you sure to Send this Document for Approval?
No Yes

4. Click Ves button to confirm action, otherwise click vestor 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?

DASHBOARD REGIST	RY ~ MODULES ~ REPO	rts ~ approval ⁰				
	Order to Cash Customer Collection Collection Clearing Customer Billing Advance Payment OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request Fixed Asset Mgt	Procure to Pay Purchase Request Carwass Purchase Order Advance Deposit Documents Clearing Cash Advance Payment Releasing Check Clearing CA Adjusting Entries PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	Head Offic Of	e v
	Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

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

PO for GR 5	·
РО Туре	All Type 🔹
Search	9
POFA202004 Apr 16, 2020 Fixed Asset	10000734 12:15:01 - In Transit
POINV20200 Apr 16, 2020 Inventory -	4 0000731 11:17:15 In Transit

1. Select PO for GR documents.



GOODS RECEIVE - Inventory

Purchase Request - Inventory	/		
Warehouse PUNTOD - Warehouse	Way Bill No. WB001	Invoice INV001 04/16/2020	Delivery Receipt
Material Description		Qty Received Racking	Status
DIESEL		50.00000000000 PUNTOD-DIESEL 1	 No Expiration
GASOLINE, PREMIUM/GOLD		50.00000000000000000000000000000000000	 No Expiration

Selected document will display its content here.

1. Input necessary de	etails to fields fo	r the goods to be	received.	2
Purchase Request - Inventory				
Warehouse	Way Bill No.	Invoice	\sim	Delivery Receipt
PUNTOD - Warehouse	WB001	INV001 04	/16/2020	DR001
				\checkmark
Material Description		Qty Received	Racking	Status
DIESEL		50.0000000000	PUNTOD-DIESEL 1	 No Expiration
GASOLINE, PREMIUM/GOLD		50.0000000000	PUNTOD-PREMIUM	 No Expiration

- 2. Upload Invoice and DR by clicking 🖆 (Upload) button.
- 3. Input Quantity Received and Racking.

Purchase Request - Inventory		
Warehouse Way Bill No.	Invoice	Delivery Receipt
PUNTOD - Warehouse VB001	INV001 04/16/2020 🗘 🚞	DR001 2
Material Description	Qty Received Racking	Status
DIESEL	50.00000000000 PUNTOD-DIESEL 1	 No Expiration
GASOLINE, PREMIUM/GOLD	50.00000000000 PUNTOD-PREMIUM	 No Expiration

4. Click ^{♀ Receive} button to receive goods.

Onfirm	n
	Are you sure you want to post this document?
	No Yes

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



GOODS RECEIVE - Fixed Asset

Fixed Assets to be receive	ed				- 1
Way Bill No. wb001	Invoice inv001	04/16/2020	<u>2</u>	Delivery Receipt dr001	1
Description	Category				Qty Received
Chair	600245 ~ Furnitu	res and Fixtures and Other Equi	pment	4.00	0
Table	600245 ~ Furnitu	res and Fixtures and Other Equi	pment	2.00	0

Selected document will display its content here.

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

Way Bill No. Invoice Deliver wb001 04/16/2020 dr00	ry Receipt
Description Category	Qty Received
Chair 600245 ~ Furnitures and Fixtures and Other Equipment	4.00
Table 600245 ~ Furnitures and Fixtures and Other Equipment	2.00

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

Fixed Assets to be receive	d				•
Way Bill No. wb001	Invoice inv001	04/16/2020	Delive	ery Receipt	
Description	Category			Qty Received	
Chair	600245 ~ Fur	nitures and Fixtures and Other Equi	pment	4.00	
Table	600245 ~ Fur	nitures and Fixtures and Other Equi	pment	2.00	

4. Click ^{♀ Receive} button to receive goods.





5. Click 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?

BLU ENERGY DASHBOARD REGISTRY	MODULES ~ REPORT	TS ∽ APPROVAL [©]			Q 40	
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD	v
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

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



1. Select documents to clear from For Clear¹ tab.



								Modules >	Procure to F	Pay 110
Received by: Due Date:	Cyrel, Cyrel De Jun 13 2020	lfin (May 14	2020)	Invoice 001 0:	5/14/202	D		Delivery Receipt 001-GR2020050	1353 1	
Select Acco	unt	200000-A	CCOUNT	S PAYABLE TRADE	•		$\mathbf{}$			
NO. 43 JULIO F TEL NO. 857-19	ACANA ST., P	VINTOD CA	A gayan de X No.	ORO CITY 900			PURC INVEN POINV202 PO Date: Ma	HASE OI NTORY 0050000952 y 14 2020	RDER -	
VENDOR Vendor Name Address Tel No. Fax No. Courier	22 K ZON 9000	ARATS PR E 4, TAMB MISAMIS	INTING ANI O, CARMEN ORIENTA) I, CAGAYAN DE ORO,		DELIVE Station/Loc Adresss Tel No Fax No	R TO ation BUE	NAVISTA - Wareho	use	
Payment Term 30	IS		Expected May 24 2	Delivery 020		Mode of Pa COD	ayment	Shippir -	ng Code	
Item Code	Item Desci	ription		Unit	Reg. Qt	Cost	Received Qt	/ Partial	Remaining	Amount
DIESEL PREMIUM UNLEADED Total	DIESEL GASOLINE, GASOLINE,	PREMIUM	I/GOLD EGULAR	L L L	100 150 100	 42.56 53.76 47.04 	100.00 150.00 100.00	0.00 0.00 0.00	0.00 0.00 0.00	4,256.00 8,064.00 4,704.00 17,024.00
Requested by:				Purchased by:				Received by:		
C yrel, Cyrel D PUNTOD Admin	elfin			Cyrel, Cyrel Delt - PUNTOD Admin	fin			Cyrel, Cyrel Delfi PUNTOD -	in	

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

Received by: Due Date:	Cyrel, Cyrel Delfin (May Jun 13 2020	14 2020)	Invoice 001	05/14/202	2	De 2 === 0	elivery Recei 01-GR202	ipt 00503: 🗘 🦳		✓ Submit for Approval
Select Acco	ount 200000-	ACCOUNTS	PAYABLE T	R 🔻						्री Reject Document
NO. 43 JULIO TEL NO. 857-1	U ENERGY great value fuel station PACANA ST., PUNTO 987 / 0977 805 2771	Y ■ D CAGAYAN DI FAX NO.	E ORO CITY S	900		PURCI INVEN POINV2020 PO Date: May	HASE ITOR 00500009 (14 2020	ORDER Y 952	-	Document Status Created May 14 2020 Clear Henrik Kelly Yu
VENDOR		PINTING AND			DELIVI	ER TO		arohouso		
Address Tel No.	ZONE 4, TAM ORO, 9000 M	BO, CARMEN, ISAMIS ORIEN	CAGAYAN DI TA		Adresss Tel No	Jealon BOEN	AVI31A - W	arenouse		
Fax No. Courier	-				F dX INU					
Payment Terr 30	ms	Expected Deli May 24 2020	very		Mode of F COD	Payment	Sh -	ipping Code		
Item Code	Item Description		Unit	Req. Qt	y Cost	Received Qty	Partial	Remaining	Amount	
DIESEL	DIESEL		L	10	0 42.56	100.00	0.00	0.00	4,256.00	
PREMIUM	GASOLINE, PREMIL	JM/GOLD	L	15	0 53.76	150.00	0.00	0.00	8,064.00	
JNLEADED	GASOLINE, SILVER	REGULAR	L	10	0 47.04	100.00	0.00	0.00	4,704.00	
fotal									17,024.00	

4. To send for approval, click Submit for Approval button, otherwise click CP Reject Document button to discard.



Confirm If you want to send this Document for approval If you want to send the poly If you want to send t		① Confirm	
<complex-block></complex-block>	① Confirm	1	re you want to send this Document for approval?
S. Click button to confirm action, otherwise click button to cancel. S. Click button to confirm action, otherwise click button to cancel. S. Click button to confirm action, otherwise click button to cancel. S. Click button to confirm action, otherwise click button to cancel. For Approval interpretent action acti	Are you sure to Reje	ct this Document?	
5. Click button to confirm action, otherwise click button to cancel. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and resposibility to clear documents. Image: transmission of the administrator has the authority and response transmission of the administrator has the authority and response transmission of the administrator has the authority and response transmission of the administrator has the administrator has the administrator has the adminis		No Yes	
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<complex-block></complex-block>	1 Note: The administrator h	nas the authority and respo	sibility to clear documents.
Filter by: All Search Search Inventory POINV2020040000786 2020-04-19-11:21:49 PUNTOD PUNTOD PUNTOD 1. Select Document from or Approval tab tab Select Account or Approval Outloop 05/14/2020 Select Account or Approval Select Account or Approval </td <td>[</td> <td>For Approval</td> <td>ر <mark>ا</mark></td>	[For Approval	ر <mark>ا</mark>
		Filter by: All	•
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Beceived by: Jun 13 2020 Cyrel, Cyrel Defin (May 14 2020) 001 Invoice 001 Delivery Receipt 001-GR202005035313 Cyrel Cyrel Defin (May 14 2020) ✓ Clear Document Select Account 200000-ACCOUNTS PAYABLE TRADE ✓ ØD1-GR202005035313 ØD1-GR2020050000552 Created May 14 2020 Created May 14 2020 Clear Henrik Kelly Yu POINV20200500000952 PO DINV20200500000952 PO DINV20200500000952 PO DINV20200 Clear Henrik Kelly Yu POINV20200 Clear Henrik Kelly Yu <td< td=""><td>1. Select Document from</td><td>or Approval 1 tab.</td><td></td></td<>	1. Select Document from	or Approval 1 tab.	
Select Account 200000-ACCOUNTS PAYABLE TRADE	Received by: Cyrel, Cyrel Delfin (May 14 2020) Invoice Units 2020 001	Deliver	y Receipt GR202005035317 ♪
Decimation Decimation <td>Select Account 200000-ACCOUNTS PAYABLE</td> <td>TRADE 🔻</td> <td>다 Reject Document</td>	Select Account 200000-ACCOUNTS PAYABLE	TRADE 🔻	다 Reject Document
VENDOR Vendor Name 22 KARATS PRINTING AND Address ZONE 4, TAMBO, CARMEN, CAGAYAN DE ORO, 9000 MISAMIS ORIENTA Station/Location BUENAVISTA - Warehouse Adresss Tel No. Fax No. Courier - Adresss Tel No. Fax No Payment Terms 30 Expected Delivery May 24 2020 Mode of Payment COD Shipping Code - Item Code Item Description Unit Req. Qty Cost Received Qty Partial Remaining Amount DIESEL DIESEL L 100 42.55 100.00 0.00 0.00 4.704.00 VIEADED GASOLINE, SILVER REGULAR L 100 47.04 100.00 0.00 0.00 4.704.00	0. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 90 EL NO. 857-1987 / 0977 805 2771 FAX NO.	0 PURCHA INVENTO POINV2020050 PO Date: May 14 2	Document Status Created May 14 2020 Clear Henrik Kelly Yu
Courier Expected Delivery May 24 2020 Mode of Payment COD Shipping Code - Item Code Item Description Unit Req. Qty Cost Received Qty Partial Remaining Amount 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 4,704.00	VENDOR Vendor Name 22 KARATS PRINTING AND Address ZONE 4, TAMBO, CARMEN, CAGAYAN D 9000 MISAMIS ORIENTA 1000 MISAMIS ORIENTA Tel No. -	E ORO, FE ORO, DE ORO, Adresss Tel No Fax No	TA - Warehouse
Item Code Item Description Unit Req. Qty Cost Received Qty Partial Remaining Amount DIESEL DIESEL L 100 42.56 100.00 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 4.704.00	Courier Payment Terms Expected Delivery May 24 2020	Mode of Payment	Shipping Code
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 4.256.00 UNLEADED GASOLINE, SILVER REGULAR L 100 47.04 100.00 0.00 4.704.00	tem Code Item Description	nit Reg. Qtv Cost Received Otv	Partial Remaining Amount
47 004 00	INIESEL DIESEL L PREMIUM GASOLINE, PREMIUM/GOLD L UNLEADED GASOLINE, SILVER REGULAR L	100 42.6 100.00 150 53.76 150.00 100 47.04 100.00	0.00 0.00 4.256.00 0.00 0.00 8.064.00 0.00 0.00 4.704.00

2. Click Clear Document button to clear document, otherwise click Document button to discard.



		Cancel	POST
Total		17,024.00	17,024.00
	ACCOUNTS PAYABLE TRADE		17,024.00
May 14 2020	GR/IR CLEARING	17,024.00	
Date	Account Name	Debit	Credit
Documents Cle	aring Accounting Entries		

3. Click Post button, otherwise click ^{Cancel} button to discard.

① Confirm		
	Are you sure to Approve this Document?	
		No Yes

4. Click Yes button to confirm action, otherwise click No 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 Processs Cash Advance?

BLU ENERGY DASHBOARD	REGISTRY ~ MODULES ~ REP	orts ~ Approval				Q O A
	Order to Cash Customer Collection Collection Clearing Customer Billing Advance Pøyment OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance Payment Releasing Check Clearing CA Adjusting Entries PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	0	
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

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

Cash Auvan	CC Liquit	ation
Cash Advance	Liquidatio	n
Search Here		C
All	•	+ New
No Records Found	d.	

1. Click the + New button to add entry.



Document Overview & Status	0	0		
Save & Send for Approval	Created	For Review	For Certification	For Approval
		NOT SET	Not Set	NOT SET
BLU ENERGY	No. 43 Julio Pacana (857-1987 / 0977 805	St., Puntod Cagayan de Oro City 900 5 2771		
CASH ADVANCE				CENTER: PUNTOD
				-
Employee Name	Account Name	СА Туре	Amount Reason/Remarks	
Employee Name Search Employee	Account Name ADVANCES TO EMPLOYEES	CA Type CA Business	Amount Reason/Remarks	2
Employee Name Search Employee	Account Name	CA Type CA Business	Amount Reason/Remarks	
Employee Name Search Employee	Account Name	CA Type	Amount Reason/Remarks	2
Employee Name Search Employee Requested by:	Account Name ADVANCES TO EMPLOYEES Approved by:	CA Type CA Business	Amount Reason/Remarks	2

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	No. 43 Julio Pacana S 857-1987 / 0977 805	it., Puntod Cagayan de Oro City 900 2771		
CASH ADVANCE				CENTER: PUNTOD
Employee Name	Account Name	СА Туре	Amount Reason/Remarks	
Search Employee	ADVANCES TO EMPLOYEES	CA Business 🔹	0.00 -	1
Requested by:	Approved by:			
Cyrel, Cyrel Delfin -	Name of Person Here Positon			

3. Click \bigcirc (Add) button to add entry for CA.

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

① Confirm		
,	Are you sure you want to post this document?	
		No Yes

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



APPROVAL



1. Select CA document for liquidation.

NO. 43 JULIO PA TEL NO. 857-198	ENERG at value fuel station	D CAGAYAN D FAX NO.	E ORO CITY	⁷ 900	CASH AD CENTER: PUNTOD	VANCE	
Employee Name	Account Name	СА Туре	Amount	Released Amount	Total Liquidate	Reason/Remarks	0
Cabunoc, Rodel Rivera	ADVANCES TO EMPLOYEES	CA Business	20,000.00	20,000.00	0.00	•	nquidate
Reneboy, Reneboy Langoyan	ADVANCES TO EMPLOYEES	CA Business	5,000.00	5,000.00	0.00	-	Liquidate

- **2.** Select account to liquidate by clicking \Box (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:

☺ Cash Advar	nce Liquidation	
Cash Advance	Liquidation	
Search Here		Q
All	Ŧ	•
CA# Ref. CACNT202 May 02, 2020 12:24 EL2020050351800	20050000249 1:30	Û

1. Select liquidated CA document from tab. To remove entry, click $\hat{\mathbf{U}}$ (Delete) icon.

Document Over Save & Send for An	rview & Status	1	2	3	4
	provar	Created	Reviewed Not Set	Certified Not Set	Approved Administrator
BLU ENERGY Jour great value fuel stations CASH ADVANCE LIQUIDATIO CA# Ref. CACNT2020050000249		No. 43 Julio Pacana St., Pa 857-1987 / 0977 805 2771	untod Cagayan de Oro City 900 Fax No.		CENTER: HEADOFFICE
Date	Employee Name	Purpose	Functional Area		Functional Area Cost
05/02/2020	Cyrel, Cyrel Delfin	CA Business	OPERATIONS	3	BLU PUNTOD
Requested by: Administrator	Approved by Name of Pe	r: rson Here	_		
-	Positon				

Selected document displays here.

2. Input necessary details to fields. To remove entry, click $\hat{\Pi}$ (Delete) icon.



Document Overview & Sta	atus	2		
Save & Send for Approva	Created	Reviewed Not Set	Certified Not Set	Approved Administrator
BLU ENERGY your great value <u>fuel stations</u> CASH ADVANCE L CA# Ref. CACNT2020050000249	No. 43 Julio Pacana St., P 857-1987 / 0977 805 2771	untod Cagayan de Oro City 900 Fax No.		CENTER: HEADOFFICE
Account Name	Amount Supplier	TIN		Remarks
100001 PETTY CASH BL	20000 ALFE COMMERCIA	403-123-853-001		-
Requested by: Administrator	Approved by: Name of Person Here			
3 . Click + (Add) bu	utton to add additional entry f	or liquidation		

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

Date	Account Name	Debit	Cred
/lay 02 2020	PETTY CASH BLU PUNTOD	17,857.14	
	INPUT VAT	2,142.86	
	ADVANCES TO EMPLOYEES		20,000.0
		20,000.00	20,000.0

6. Click Post button to post CA liquidation entries, otherwise click button to discard.





7. Click Yes 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?

BLU ENERGY DASHBOARD REGISTRY ~	MODULES ~ REPOR	TS ~ APPROVAL				Ĵ 0	٩
	Order to Cash Customer Collection Collection Clearing Advance Payment Customer Billing OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request Fixed Asset Mgt Fixed Asset Registry Depreciation Run Property Assignment Form FA Disposal/Retirement	Procure to Pay Purchase Request Carvass Purchase Order Advance Deposit Godds Receive Documents Clearing Cash Advance Payment Processing Check Clearing CAAdjusting Entries PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher		cce	Ŧ

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

Payable ² 中 🖒 🖓	\checkmark
Filter: CA	•
Search	Q
Cabunoc, Rodel Rivera Balance: 20,000.00	СА
Reneboy, Reneboy Langoya Balance: 5,000.00	n CA

1. Select documents from Payable¹ tab.

Payee					Account Cod	e				
Cabunoc, Rodel Rivera				100078 DEPOSIT ACCOUNT BLU COLLECTION					•	
Bank Code			Check N	lo.	Check Date		1	Withho	lding Tax %	
1910-209-676	-Banco de C	Dro 🔻	759668	3	05/14/2020			0		
Description					Search					
-				Search Here						
Location Code	Doc Name	Amoun	Balance	Date Received	Date Due	Invoice No	PO Number		DR Number	Description
PUNTOD	СА		20,000.00	May 14 2020	May 14 2020	-	CA202005035	6009	-	CA Business

Selected document will display its content here.

2. Enter necessary Payment Information.



3. Input Amount needed for payment.

Payee					Account Cod	е					Send For Approva
Cabunoc, R	Rodel Rivera				100078 DE	POSIT ACC	COUNT BLU CO	DLLECTI	ON	•	
Bank Code			Check N	lo.	Check Date		W	ithholding	, Tax %		
1910-209-6	676-Banco de (Oro 🔹	75966	3	05/14/2020)	0				
Description					Search						
-					Search Her	e					
Location Cod	de Doc Name	Amount	Balance	Date Received	d Date Due	Invoice No	PO Number	DR	Number	Description	
PUNTOD	CA		20,000.00	May 14 2020	May 14 2020	-	CA20200503560	09 -		CA Business	
4.	To send	гогарргоч		Confirm	Are you sure	to Send th	is Document fo	or Appro	val?	No Yes	
5. A DDD		button to	conf	irm actic	on, other	wise cl	ick 🔊 I	outto	n to d	cancel.	
AFFR	UVAL		_								
				Payable	.• (Ъ		ም		~	

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



					🕝 Prepare Check 🛛 🖶	
BLU ENERGY your great value fuel stations		No. 43 Julio F 857-1987 / 09	Pacana St., Puntod Cagayan de Oro 77 805 2771 Fax No.	City 900		
CHEC					Date Posted: May 14 2020	
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 D	escription		Debit	Credit	
200000	ACCOUNTS PA		17,024.00			
200002	CIB PAYMENTS	CLEARING		0.00 16		
210009	WITHHOLDING	TAX PAYABLE		0.00	304.00	
Descriptio	on : -					
		ACKNO	WLEDGEMENT RECEIPT			
Number:	2020050000148		Check No.:	759650		
Payee:	22 KARATS PRIM	NTING AND	Bank:	1910-209-676-Banco de	Oro	
Date:	May 14 2020		Check Date:	May 14 2020		
Prepared	by:		Audite	d by:		
	Henrik Kelly Yu					
Approved	by: Adrian Calenzoga		Recei	ved by:		
	Aunan Galenzoga			·····		
Attachmer	nt/s:					
PO No.			Invoic	e #	Amount	
POINV202	20050000952		001		17,024.00	

Selected document will display its content here.

7. Click ^{C Prepare Check} button to proceed for clearing of check or [⊕] (Print) icon to produce a hardcopy.



8. 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?

BLU ENERGY DASHBOARD REGISTRY	′ ∽ MODULES ∽ REPOR	TS ∽ APPROVAL [©]				₽ ⊙	٩
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	© PUNTO	D	T
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement						

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

CA Adjusting Entries							
All 📋 🕛 🔥 🔍	.						
Search Here	+ New						
ADJCA2020040350319 Apr 19, 2020	Û						

1. Click + New button to add CA Adjusting entry.

BLU ENERGY your great value <u>fuel station!</u>		No. 43 Julio Pacana St., Puntod 857-1987 / 0977 805 2771	Cagayan de Oro City 900			
	CA Adjusting ADJCA202004035	Entries 50319				
	Date	Functional Area	Cost Center	Account Name	Debit	Cre
	04/19/2020	OPERATIONS	BLU PUNTOD	100000 CASH ON HAN		10000
				Total Diff. 10,000.00)	10,000.00
	4					•

2. Input necessary details to fields.



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

BLU E	No.	43 Julio Pacana St., Pur -1987 / 0977 805 2771	ntod Cagayan de Oro City 900			Send for Approval
CA Adjusti ADJCA202004	ng Entries 40350319				± (Created For Review Not Set For Certification
yee	Bank Code	Check No.	Check Date	Explanation		Not Set
Rodel Rivera	Metro Bank-Metro Bar	123-45	04/19/2020	-		For Approval Cyrel, Cyrel Delfin

- 4. Click $\hat{\Box}$ (Delete) icon to remove entry if necessary.
- 5. To send for approval, click ^{◀ Send for Approval} button.

① 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?

DASHBOARD REGISTRY	· MODULES · REPOR	RTS ~ APPROVAL			<i>ب</i> ۵	Ĵ O	٩
	Order to Cash Customer Collection Collection Clearing Advance Payment Customer Billing OTC Adjusting Entries Fund Transfer Customer PO Fund Transfer Request	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash/Advance Payment Processing Cash/Check Releasing Check Clearing CAdjusting Entries PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Suppler Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher		ice	·
	Fixed Asset Mgt Fixed Asset Registry Depreciation Run Property Assignment Form FA Disposal/Retirement						

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

🎦 For Releas	e ² ✓ Released	
Filter:	All	۲
Search		Q
22 KARATS PR 2020-05-14 Procured	INTING AND	16,720.00

1. Select documents from For Release tab.



Ô В	LU ENERGY		CHI	ECK VOUCI	IER		\rightarrow Release
	IO DACANA ST. DUNTOD CACAYA		000	sted. May 14 2020			× Cancel
TEL NO. 85	57-1987 / 0977 805 2771 FAX NO.	AN DE ORO CITT	900				🖨 Print
Payee: Date: Number:	22 KARATS PRINTING AND May 14 2020 2020050000148	Check No.: Check Date: Bank:	759650 May 14 2020 1910-209-676-Banco de Oro	Gross: Withholding Tax: Net Amount:	17,024.00 304.00 16,720.00		Cument Status For Approval Adrian Galenzog Approved
GL No	GL Account De	scription		Debit	Credit		Adrian Galenzog
200000	ACCOUNTS PAY	ABLE TRADE		17,024.00	0.00	IT.	Henrik Kelly Yu
200002	CIB PAYMENTS	CLEARING		0.00	16,720.00		Check Released
210009	WITHHOLDING T	TAX PAYABLE		0.00	304.00	Ĭ	Cleared
Descriptio	n: -						-
		ACKNOW	LEDGEMENT RECEIPT				
Number:	2020050000148		Check No.:	759650			
Payee:	22 KARATS PRIN	TING AND	Bank:	1910-209-676-Banco	de Oro		
Date:	May 14 2020		Check Date:	May 14 2020			
Prepared b	y: Honrik Kolly Yu		Audite	ed by:			
Approved b			Receiv	ved by:			
	Adrian Galenzoga						
Attachment	Vs:						
PO No.			Invoice	e #	Amount		
POINV2020	0050000952		001		17,024.00		

Selected document will display its content here.

- Click → Release button to release payment or × Cancel button to discard. To print document, click

 ⊕ Print (Print) icon.
- 3. Click upload OR image.
- 4. Enter Receiver's Name.
- 5. Click ^{Continue} button to save, otherwise click ^{Cancel} button to discard.

Onfirm		
	Are you sure to Release this Payment?	
		No Yes

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





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?

BLU ENERGY DASHBOARD REGISTRY	MODULES ~ REPORT	rs ~ Approval ⁰			Д Д А
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cah Advance CA Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	⊘ PUNTOD ▼
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement				

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

0	3 Check Clearing								G
	List of Checks	Find check	Q						
	Action	Payee	Date Released / Created	Check No	Check Date	Bank Code	Amount	Description	Туре
¢	Clear X Rejet.	22 KARATS PRINTING AND	Thursday - May 14, 2020	759650	May. 14, 2020	1910-209-676-Banco de Oro	16,720.00	-	PTP

1. Click Clear button aligned with the check you want to clear or Reject 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							
Total		16,720.00	16,720.00							
		(Cancel Post							
			Cancer 1 Ust							

2. Click the ^{POST} button to post action, otherwise click ^{Cancel} button to cancel action.





3. Click Yes 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?

BLU ENERGY DASHBOARD REGISTRY	MODULES ~ REPOR	TS → APPROVAL [®]			Д 4 0	
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	⊗ PUNTOD	v
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

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

All	0	പ് 🧕	P 0						
Searc	h Here		+ New	2					
No F	No Records Found.								

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

BLU EN	ERGY ivel station!	No. 43 Julio Pacana St., Puntod Cagayan c 857-1987 / 0977 805 2771	le Oro City 900	
PTP Adjusting ADJPTP20200403	J Entries 50320			3
Date	Functional Area	Cost Center	Account Name	Debit
04/19/2020	OPERATIONS	BLU PUNTOD	200000 ACCOUNTS PAYABLE TRAI	10000.0000
	CORP GEN	BLU - CORP GEN	200004 INTEREST PAYABLE	0.0000
			Total Diff. 0.00	10,0(
•				•

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



BLU your great	ENERGY No value fuel station! 857-	43 Julio Pacana St., Puntod Ca 1987 / 0977 805 2771	gayan de Oro City 900)		Send for Approval
PTP Adjus	oting Entries				=	Created For Review Not Set
	PO Number	DR Number	Waybill No.	Invoice No.		Not Set
3 AND	POINV2020040000786	dr001-GR2020040350309	wb001	inv001		For Approval Not Set
3 AND	POINV2020040000786	dr001-GR20200403503	wb001	inv001	Û	

- 4. Click $\hat{\Box}$ (Delete) icon to remove entry if necessary.
- 5. To send for approval, click *◄* Send for Approval button.

() Confir	m
	Are you sure you want to post this document?
	No Yes

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

BLU ENERGY DASHBOARD REGISTRY ~ MODULES ~ REPO	DRTS - APPROVAL			D 40 8
Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	Ø PUNTOD ▼
Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement				

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

⑦ Mat to Mat Co	onversion	
List of Convertible	Items	
Search		Q
Item Group	Item description	Action
FUEL	DIESEL	

- 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 Settings		
Conversion		DIESEL	
(1.00 GAL) = (3.00 PAIL)		From (Warehouse)	From (Racking)
(1.00 PAIL) = (3.00 L)		•	v
(1.00 L) = (1.50 PAIL)		SOH	
(1.00 GAL) = (9.00 L)			
		To (Warehouse)	To (Racking)
		•	•
		From: GAL (Quantity)	To: PAIL (Quantity)
L			
			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?

BLU ENERGY DASHBOARD REGISTRY	MODULES ~ REPORT	rs ~ approval ⁰			Q 40 8	
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Prining Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD	v
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

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

	ransfer Re	Select Warehouse	
AII ^O D ^O	∆ ⁰ ⊽⁰	<u>ی</u> ۵	From Warehouse:
Search			To Warehouse:
			PUNTOD - Warehouse

- 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.



Cancel

×

atus	u.	1 -		2	6	3	4
Save & Send for Approval		Created		For Review Not Set	For Cert Not	tification Set	For Approval Ezer Marin
BLU ENER	GY	No. 857	. 43 Julio Pac 7-1987 / 0977	c ana St., Puntod Ca 805 2771 Fax No	agayan de Oro City 900		
	ANSFER		EST				Date Requested: May 04 2
rom Warehouse: /ILLANUEVA - Wareho	use	To Warehouse: PUNTOD - W	arehouse				
tem Code	Item Descript	ion Unit	Cost	SOH	QTY	From Racking	g To Racking
Peruested by:							
icquesteu by:							
yrel, Cyrel Delfin4. To add item	n, click <mark>+</mark>	(Add) butt	con.				
yrel, Cyrel Delfin 4. To add item Document Overview atus Save & Send for Approver	n, click <mark>+</mark>	(Add) butt 1 - Created	:on.	For Review Not Set	For Cert Not	3 iification Set	For Approval Ezer Marin
yrel, Cyrel Delfin 4. To add item Document Overview atus Save & Send for Approver Save great value fuel	n, click +	(Add) butt Created No 857	CON. . 43 Julio Pac	2 For Review Not Set cana St., Puntod C. 805 2771 Fax No	For Cert Not agayan de Oro City 900 o.	3 ification Set	For Approval Ezer Marin
yrel, Cyrel Delfin 4. To add item Document Overview atus Save & Send for Approva BLU ENEF your great value field MATERIAL TR 70200050000098	n, click +	(Add) butt 1 Created No 857 R REQUI	:ON. . 43 Julio Pac 7-1987 / 0977 EST	For Review Not Set cana St., Puntod C 805 2771 Fax No	For Cert Not agayan de Oro City 900 5.	3) iffication Set	For Approval Ezer Marin
4. To add item 4. To add item Document Overview atus Save & Send for Approver BLU ENE your great value fuel MATERIAL TR (2020050000098 rom Warehouse: //ILLANUEVA - Warehouse	n, click +	(Add) butt 1 – Created No 857 R REQUI To Warehouse: PUNTOD - W	:ON. . 43 Julio Pac 7-1987 / 0977 EST /arehouse	For Review Not Set cana St., Puntod C '805 2771 Fax No	For Cert Not agayan de Oro City 900 5.	3) iffication Set	For Approval Ezer Marin
4. To add item Document Overview atus Save & Send for Approver Save & Send for Approver BLU ENE Sour great value fuel VATERIAL TR 2020050000098 rom Warehouse: /ILLANUEVA - Warehouse tem Code Item Descrip	n, click +	(Add) butt 1 – Created No 857 R REQUI To Warehouse: PUNTOD - W Nost SOH	:ON. . 43 Julio Pac 7-1987 / 0977 EST /arehouse	For Review Not Set cana St., Puntod C '805 2771 Fax No	For Cert Not agayan de Oro City 900 o.	3 iffication Set	For Approval Ezer Marin
4. To add item Document Overview atus Save & Send for Approver Save	ANSFE	(Add) butt 1 – Created No 857 R REQUI To Warehouse: PUNTOD - W ost SOH .97 77,433.05	CON. 43 Julio Pac 7-1987 / 0977 EST /arehouse	For Review Not Set	For Cert Not agayan de Oro City 900). From Racking	3 iffication Set To I EL 1 • PU	For Approval Ezer Marin

5. Select Racking (From & To) and input Item Code & Quantity. To remove entry, click D (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.



Cyrel, Cyrel Delfin

		⑦ Confirm
		Are you sure to Send this for Approval?
		No
7	Click Yes but	ton to confirm action otherwise click NO button to cance

button to confirm action, otherwise click 🔤 button to cancel. CIICK 1.

APPROVAL



8. Go to \mathfrak{S} (Released) tab to check released material transfer.

tatu	C	1 Created	Rev	2 viewed ot Set	3 Certified Not Set	Approved Administrator
BLU ENER	GY	No. 43 Ju 857-1987	Ilio Pacana St., Pu / 0977 805 2771	ntod Cagayan Fax No.	de Oro City 900	
MATERIAL TRA	NSFER REG	QUEST				Date Requested: May 05 2020
From Warehouse: /ILLANUEVA - Warehou	To Wareho ISE PUNTO	ouse: D - Wareh	ouse			
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:						

Click determined button to receive material transferred. 9.

	① Confirm
	Are you sure you want to Release this document?
	No Yes
_	
10. Click ^{Yes} but	ton to confirm action, otherwise click 🔤 button to cance



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?

BLU ENERGY DASHBOARD REGISTRY	✓ MODULES ✓ REPOR	TS ∽ APPROVAL [©]			Д 4 0	
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD	Ţ
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

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

	eleas	е	
For Release 1	\$ <mark>0</mark>	₽ <mark>₀</mark>	© ⁰
Search			Q
IT2020050000101 VILLANUEVA - Wa Warehouse Cyrel, Cyrel Delfin	rehouse to	PUNTOD -	2020-05- 05 10:47:03

1. Select document from For Release tab to release.



Document Overview & Statue Prepare		Prepa	aring		2 Released	3 Received
BLU ENERG	A A A A A A A A A A A A A A A A A A A	No. 43 . 857-198	Julio Pacana St., Po 37 / 0977 805 2771	untod Cagayan d Fax No.	e Oro City 900	
MATERIAL TRAI	NSFER REC	UES	т			Date Requested: May 05 2020
From Warehouse: VILLANUEVA - Warehous	To Warehou e PUNTOD	^{use:}) - Warel	house			
Item Code	Item Description Un	it	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 -						

2. 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 button to c	cancel.
	For Release	

4. Go to \bigotimes (Preparing) tab and select documents to prepare the transfer of materials.



3.

Document Overview 8 Statur Release	2	F Roc M	Preparing el Baquiller lay 05 2020	2 Released May 05 2020	Received May 05 2020
BLU ENEI	RGY	No. 43 857-19	Julio Pacana St., 87 / 0977 805 277	Puntod Cagayan de Oro City 900 1 Fax No.	
MATERIAL TR	ANSFER REG	QUES	т		Date Requested: May 05 2020
From Warehouse: VILLANUEVA - Wareh	To Wareho Iouse PUNTO	ouse: D - Ware	house		
Item Code	Item Description Un	it	Quantity	Released (Qty) 5 om Racking	To Racking
DIESEL	DIESEL	L	20.00	VILLANUEVA-DIESEL 1	PUNTOD-DIESEL 1
PREMIUM	GASOLINE, PREMIUM/GOLD	L	20.00	VILLANUEVA-DIESEL 1	PUNTOD-DIESEL 1
Requested by:					
Cyrel, Cyrel Delfin -					

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

	O Confirm
	Are you sure you want to Release this document?
	No Yes
Yes b	utton to confirm action, otherwise click button to canc



For Release 🤒 😒 💭 🏈		For Release 🧕	\$ <mark>0</mark>			
---------------------	--	---------------	-------------------	--	--	--

- 8. Go to 🕞 (Release) tab to monitor your release documents for material transfer. Wait for other location to receive your transfer of materials.
- 9. Go to \mathfrak{S} (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.

BLU ENERGY DASHBOARD REGISTRY	✓ MODULES ✓ REPOR [®]	rs - Approval ⁰			Д 4 0	٩
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD	
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

How to Perform Cycle Count?

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

All 🗇 🖸 🖓 🖸	
Search Here	Q + New
PCC2020050355997 May 13, 2020 - 10:22:07	

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


Description of the second station of the sec	.GAYAN DE ORO CITY S (NO.	900	PERFO COUN PCC202005035	ORM C T (PCC ⁵⁵⁹⁹⁷	YCLE C)	
Functional Area Cost	Center		Warehouse		Cat	egory
OPERATIONS BLU P	UNTOD		PUNTOD - Warehouse		▼ Fu	el 🔹
Material Desc	Tank / Racking	Dipstick	SOI	H Diff (Qty)	Unit Cost	Diff (Amt)
DIESEL DIESEL	PUNTOD-DIESEL2	50	650.0	0 -600.00	17.94	-10,764.00
DIESEL DIESEL	PUNTOD-DIESEL1		1,258.0	0.00	17.94	0.00
UNLEADED GASOLINE, SILVER REGULAR	PUNTOD- UNLEADED		2,592.0	0 0.00	35.27	0.00
PREMIUM GASOLINE, PREMIUM/GOLD	PUNTOD-PREMIUM		4,000.0	0 0.00	31.08	0.00

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

BLU ENERGY	PERFORM CYCLE COUNT (PCC)	Save Document Status
NO. 43 JULIO PACANA ST., PUNTOD CAGAYAN DE ORO CITY 900 TEL NO. 857-1987 / 0977 805 2771 FAX NO. User Remarks:	PCC2020050355997	Created For Review Not Set
-	li.	For Certification Not Set For Approval Not Set
Functional Area Cost Center	Warehouse Category	NOT SET
OPERATIONS BLU PUNTOD	PUNTOD - Warehouse	

5.	Click ^{B Save}	putton for approval.
		 Confirm
		Are you sure you want to save this document ?
		No Yes
6.	Click 😕 butt	on to confirm action, otherwise click 📭 to cancel.



Perform Cycle C	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
		Cancel Send Fo	or Approva

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 ?
	No Yes

8. Click 🚾 button to confirm action, otherwise click 🔤 to cancel.



- 9. Go to 🗋 (Created/For Approval) tab to monitor your pending documents.
- 10. Go to 🗘 (Approved) tab to view approved documents.
- 11. Go to $\mathbf{\nabla}$ (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?

BLU ENERGY DASHBOARD REGISTRY	MODULES ~ REPOR	TS ∽ APPROVAL [©]				
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	© PUNTOD	Ţ
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

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

Inventory Adjusting Entries						
All	0	<mark>ه</mark> ک	_C , 0			
Searc	h Here	+ New				
ADJIN Apr 20,	V20200403 2020	50352				

- 1. Click + New button to open entry for Inventory Adjusting Entries.
- 2. To remove entry just click $\hat{\Box}$ (Delete) icon aligned with the document.



BLU EN	ERGY	No. 43 Julio Pacana St., Pun 857-1987 / 0977 805 2771	tod Cagayan de Oro City 900		
Inventory Ad ADJINV2020040	djusting Ent 0350352	ries			
Date	Functional Area	Cost Center	Account Name	Debit	Cre
04/20/2020	-	-		0.0000	00
			Total Diff.	0.00	0.00
4					۱.

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

BLU your gree	ENERGY N at value fuel stations 8	o. 43 Julio Pacana St., Punto 57-1987 / 0977 805 2771	d Cagayan de Oro City 900		Do	Send for Approval Cocument Status Created
Inventory	/ Adjusting Entrie 0040350352	es			0	For Review Not Set
ition	Warehouse	Racking	Material Desc.	+ Quantity		For Certification Not Set
	PUNTOD - Warehouse	PUNTOD-DIESEL 1	DIESEL (L)	5 0	6	For Approval Not Set

5. Click $\hat{\Box}$ (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.

I Confirm	n
	Are you sure you want to post this document?
	No Yes

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





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?

BLU ENERGY DASHBOARD REGISTR	Y ∽ MODULES ∽ REPOR	TS ∽ APPROVAL [©]			Д Д • А
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	⊘ PUNTOD ▼
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement				

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 $\hat{\Box}$ (Delete) icon aligned with the document.

BLU ENERGY	No. 43 Julio Pacana St., Puntod Cagayan de Oro City 9 857-1987 / 0977 805 2771	00	
PRODUCT RETURN - CALIB	RATION		Transaction No. RT2020040350353
Employee: Shift: Jevan Gil, Jevan Gil Denoro 🔻 1			
Item Description	Unit	Racking	Quantity 4

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



BLU ENERGY	No. 43 Julio Pacana St., Puntoc 857-1987 / 0977 805 2771	d Cagayan de Oro City 900	
Send for Approval	CALIBRATION	т	ransaction No. RT2020040350353
Employee:	Shift:		
Jevan Gil, Jevan Gil Denoro 🔻	1 •		
Item Description	Unit	Racking	Quantity +
DIESEL L	L	PUNTOD-DIESEL ' 🔻	10 🗘

5. Input necessary details and click $\hat{\Pi}$ (Delete) icon to remove entry if necessary.

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

6. To send for approval, click *^{⊲ Send for Approval}* button.

() Confirm	
	Are you sure to send this record for approval?
	No

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



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. Morever, 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?

BLU ENERGY DASHBOARD REGISTRY ~	MODULES ~ REPORTS ~	APPROVAL			Д 4 0	٩
Or Cu Co OT Fu	rder to Cash P ustomer Collection P Dilection Clearing C IC Adjusting Entries P ind Transfer A C C C C C C C C C C C C C	rocure to Pay urchase Request anvass urchase Order divance Deposit ioods Receive ocuments Clearing ash Advance A Adjusting Entries heck Clearing TP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD	Ŧ
Fib Ma De Pro FA	xed Asset Mgt anaged Fixed Asset epreciation Run operty Monitoring L Disposal/Retirement					

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

Price	Adjust	ment		
	0	ئ	(]	
P20200403 Created: Ap	50354 oril 21, 202	0		

- 1. Click + (Create) button to open price adjustment entry.
- 2. To remove entry, click $\hat{\Box}$ (Delete) icon aligned with the document.

BLU ENERGY	No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900 857-1987 / 0977 805 2771	
PRICE ADJUSTMENT		Transaction No. P2020040350354
Effectivity Date:	Effectivity Time:	
04/21/2020	:	
Location	Description Unit	Price Credit Price +

3. Enter Effectivity Date and Effectivity Time.



4. Click + (Add) button to open entry.

BLU ENERGY	No. 43 Julio Pacana St., Pur 857-1987 / 0977 805 2771	ntod Cagayan de Oro City 900		
PRICE AD USTMENT			Transaction	No. P2020040350354
Effectivity Date.	Effectivity Time:			
04/21/2020	:			
Location	Description Unit		Price	Credit Price +
PUNTOD	▼ DIESEL L L	38.00	0.00	Û
PUNTOD	▼ GASOLINE, PR L	48	0.00	Û

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

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

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

Are you	u sure to send thi	is record for app	roval?	
			N	lo Ye

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



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?

BLU ENERGY DASHBOARD REGISTRY	MODULES ~ REPOR	tts √ approval [©]			D 40 8
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD ▼
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement				

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



- 1. Click + (Create) button to open calibration entry.
- 2. To remove entry, click $\hat{\Box}$ (Delete) icon aligned with the document.

BLU ENERGY	No. 43 Julio Pacana St., Puntod Cagayan de Oro City 857-1987 / 0977 805 2771	900	
CALIBRATION			Transaction No. CAL2020040350355
I Send for Approval			Date Posted. April 22, 2020
Employee:	Shift:		Target Date:
Cyrel, Cyrel Delfin	1	Ŧ	04/22/2020
Item Description Unit	Racking Code	Pump	Nozzle Qty +

3. Select Employee, Shift & Target Date.



BLU ENE	RGY 1 station	No. 43 Julio Pacana St., Punto 857-1987 / 0977 805 2771	d Cagayan de Oro City 90	00		
CALIBRATION					Transaction No.	CAL2020040350355
Send for Approva					Date Pos	sted. April 22, 2020
Employee:			Shift:		Target Date:	
Cyrel, Cyrel Delfin			1	٣	04/22/2020	
Item Description	Unit	Racking Code	e	Pump	Nozzle	Qty +4
DIESEL L	L	PUNTOD-DI	IESEL 1 🔻 1	2	5	
GASOLINE, PREMIUM/GC	DLD L L	PUNTOD-DI	IESEL 1 🔻 1	4	10	5

- 4. Click ± (Add) button to open entry.
- 5. Select and input necessary details. To remove entry, click $\hat{\Box}$ (Delete) icon aligned with the item if necessary.

To add more calibrations, repeat steps 4 & 5.

6. To send for approval, click *^{⊲ Send for Approval}* button.

() Confi	m
	Are you sure to send this record for approval?
	No

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



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?

BLU ENERGY DASHBOARD REGISTRY	✓ MODULES ✓ REPOR [®]	rs ~ approval®			n ÷C	
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	PUNTOD	v
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

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

	0	_ل 18	(]			
WD202004 Created: A	(12				

- 1. Click + (Create) button to open Authority to Withdraw.
- 2. To remove entry, click $\hat{\Box}$ (Delete) icon aligned with the document.



BLU ENERG	No. 43 Julio P 857-1987 / 09	'acana St., Puntod Cagayan de Oro City 977 805 2771	y 900	
AUTHORITY TO W	VITHDRAW			Transaction No. WD2020040350356
Customer:		Shift:		Expected Date of Delivery:
2020-01-00001		1	•	04/22/2020
Contact No.	Vehicle Type:	Plate Number:		Cost Center:
+639995014275	Car	▼ SMP-X44		BLU PUNTOD
Account FUEL AND OIL EXPENSES	v			
Description	Unit		Price	Quantity Sub Total +

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

BLU ENERGY	No. 43 Julio F 857-1987 / 0	Pacana St., Punto 977 805 2771	d Cagayan de Oro Cit	y 900		
AUTHORITY TO WIT	HDRAW				Transactio	on No. WD2020040350356
Customer:			Shift:		Expected D	Date of Delivery:
2020-01-00001			1	•	04/22/20	020
Contact No.	Vehicle Type:		Plate Number:		Cost Cente	in.
+639995014275	Car	•	SMP-X44		BLU PUN	ITOD •
Account						
FUEL AND OIL EXPENSES						
Description	Unit		Price	Q	uantity	Sub Total +
DIESEL L	L		38.00	5	19	90.00 Û
GASOLINE, PREMIUM/GOLD L	L		53.00	10	53	30.00

- 4. Click + (Add) button to open entry slot.
- 5. Select and input necessary details. To remove entry click $\hat{\Box}$ (Delete) icon aligned with the item if necessary.

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

6. To send for appoval, click Send for Approval button.





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



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?

BLU ENERGY DASHBOARD REGISTRY	MODULES - REPORTS -	APPROVAL [®]				o A
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt	♥ PUNTOD	T
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement					

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

General Journal Voucher (GJV)	
All 🗋 0 🖧 0	
Search Here Q	
Filter MRE	
Apr 22, 2020	
1. Click + New button to open entry.	
2. Select among:	
a YES	





3. To remove entry, click $\hat{\Box}$ (Delete) icon aligned with the document.

No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900 sour great value fuel stations 857-1987 / 0977 805 2771							
Inventory Adjus ADJINV2020040350	sting Entri ⁰³⁵²	ies					
Date Fu	unctional Area	Cost Center	Account Name	Debit	Cre		
04/20/2020 O	PERATIONS	BLU PUNTOD		10000			
			Total Diff. 10,000.00	10,000.0	0		

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

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

BLU EN	ERGY No efuel station 857	. 43 Julio Pacana St., Punto 7-1987 / 0977 805 2771	d Cagayan de Oro City 900		Send for Approval Document Status
Inventory Ac ADJINV2020040	ljusting Entrie 350352	5		÷	For Review Not Set
ition	Warehouse	Racking	Material Desc.	Quantity	Not Set
	PUNTOD - Warehouse	PUNTOD-DIESEL 1	DIESEL (L)	50 Û	For Approval Not Set

- 6. Click $\hat{\Box}$ (Delete) icon to remove entry if necessary.
- 7. To send for approval, click ^{< d} Send for Approval button.
 8. Click ^{Yes} button to confirm action, otherwise click ^{NO} button to cancel.
 (Confirm Are you sure you want to post this document?

⊚ Inv	entory	Adjustin	ng Entries	
All			Gy	

- 9. After sending for approval, go to Created / For Approval) tab to monitor your pending documents.
- 10. Go to (Approved JVs) tab to view approved documents.
- 11. 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?

BLU ENERGY DASHBOARD REGISTRY	MODULES ~ REPOR	TS ∽ APPROVAL [©]				ם ₽ 0	
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	● PU	NTOD	*
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement						

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

△ Manage Fixed	Assets		
List of Assets			
search		Q	

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



New Fixed Asset							
	FA No.	FA Category				Date of Acquisition	
	1451685	VEHICLE	ES				04/22/2020
S	FA Description						Quantity
	-						1
	Functional Area	Cost Cen	ter		Acquisitio	on Cost	Economic Useful Life (by Year)
	OPERATIONS	BLU PUI	NTOD		500000		2
Select Image	Vehicle Info.	Riata No.	/Sorial No	Vic	ahida Turaa		Derronnel
		CMD VA		Ve	enicie type		Tube Benen
	04/24/2020	SIVIP-A4	4	C	-41		Tubo, Kenan
Model	Salvage Value		Monthly Depreciation	Monthly Depreciation Daily [Daily Dep	preciation
Subaro	50000		18750			694.444	4
Method of Depreciation	Depreciation (DR)		Depreciation (CR)				
Straight Line 🔻	DEPRECIATION BUILDING	•	ACC. DEP.BUILDIN	١G			T
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 Asset	ts		
List of Assets			
search	Q	+	
1451685 Acquisition Date: Apr 22, 2020 - Tubo, Renan		ť	

4. Click $ensuremath{\underline{\sc C}}$ (Edit) icon to modify entry. To remove entry, click $ensuremath{\underline{\sc C}}$ (Delete) icon if necessary.

Asset Information								
	FAR No.: 1451685	Ca VE	tegory: HICLES				Date o Apr 2	of Acquisition 2, 2020
	Description: -							QTY.: 1.00
1	Functional Area: OPERATIONS	Co BL	st Center: U PUNTOD			Cost: 500,000.00	Econo 2.00	mic Useful Life (by Year)
	Registration Date: Apr 24, 2020	Pla SN	nte/Serial No.: IP-X44		Vehicle Type Car	2	Persor Tubo ,	nnel/In-charge: Renan
	Model: Subaro	Salvage Value: 50,000.00	Month 18,750	ly Depreciation .00		Method of Depreo Straight Line	ciation:	Daily Depreciation: 694.44
	Location: PUNTOD	Depreciation (E 600050 DEPRE BUILDING	DR): ECIATION	Depreciatio 150011 AC	on (CR) CC. DEP.BUILI	DING		

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?

BLU ENERGY DASHBOARD REGISTRY	✓ MODULES ✓ REPORTS ✓	APPROVAL ⁹				2 0	٨
	Order to Cash Pr Customer Collection Pu Collection Clearing Ca OTC Adjusting Entries Pu Fund Transfer AA Cash Cash Cash Cash Cash Cash Cash Cash	rocure to Pay urchase Request anvass urchase Order dvance Deposit oods Receive ocuments Clearing ash Advance A Adjusting Entries heck Clearing TP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD	>	v
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement						

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



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

NO. 43 JULIO PAC. TEL NO. 857-1987	ENERGY Value fuel stations ANA ST., PUNTOD CAGA 10977 805 2771 FAX N	YAN DE ORO CITY 900 O.	DEPRECIATION RUN RD20200400172	Run Depreciation
Reference No. RD20200400172	Run Date 04/30/2020	Description	Location 2 PUNTOD Û	Not Set For Certification Not Set For Approval
Requested by: Cyrel, Cyrel Delfin				nemik Kelly fu

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



③ Confirm	
Are you sure you want to Execute this document ?	
(No Yes

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

Depreciation Ru	n - 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
Total		33,333.33	33,333.33

5. To send for approval, click ^I Send for Approval</sup> button. To export document and produce a copy of DR accounting entries, click ^I Export</sup> button. To cancel, click ^{Cancel} button.

⑦ Confirm	
Are you sure you want to Send For Approval ?	
No Yes	

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

EXPORT

Export Report	
Filename: (.xls)	Ψ
Depreciation Run (Apr 30, 2020)	
Cancel Download	5

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



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?

BLU ENERGY DASHBOARD REGISTRY	MODULES ~ REPORT	S ∝ APPROVAL [®]				
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD	
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring FA Disposal/Retirement	•				

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

Property Monitoring						
AII 🛨 🔂 🖸	J 🖸 🗸 🛛					
PROP-MON-00022	Apr 24, 2020 11:14:29					

- 1. Click + (Create) button to add entry for borrow property request.
- 2. To remove entry, click $\hat{\Box}$ (Delete) icon aligned with the document.



Document Overview & Status	1 Created	d For Rev Not S	iew For et	Certification Not Set	For Approval Cyrel, Cyrel Delfin
	AY	No. 43 Julio Pacana St., Pur 857-1987 / 0977 805 2771	ntod Cagayan de Oro City 9	00	
BARROW PROPI PROP-MON-00022	ERTY REQUES	т			Date Requested: Apr 24, 2020
Requested By:		Explanation			ĭ
Quennie Campos		Enter Explanation			
Designation: IT					
FAR No. FA Cate	egory	SOH FA Description			Quantity 🕂

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

Document (Status Save & Send for	Overview &	1 Created	2 For Review Not Set	For Certification Not Set	For Approval Cyrel, Cyrel Delfin
BLU	ENERGY	No. 43 Juli 857-1987 ,	o Pacana St., Puntod Cagayan / 0977 805 2771	de Oro City 900	
BARROV PROP-MON-000	V PROPERTY R	EQUEST	22		Date Requested: Apr 24, 2020
Quennie Camr	205		511		
Quernie Camp					
Designation: IT					2
Designation: IT FAR No.	FA Category	SOH	A Description		Quantity

5. Input FA Description and Quantity. To remove entry, click $\hat{\Box}$ (Delete) icon aligned with the item if necessary.

To add more borrow request property, repeat steps 4 & 5.

6. To send for approval, click ^{✓ Send for Approval} button.



End-to-End Business Solutions

③ 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



- 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 C	Overview &	Created	2 Reviewed Not Set	Certified Not Set	Approved Cyrel, Cyrel Delfin
BLU	ENERGY Evalue fuel stations	No. 43 Julio Pac 857-1987 / 097	ana St., Puntod Cagayan de 7 805 2771	Oro City 900	
BARROV PROP-MON-000	V PROPERTY R	EQUEST			Date Requested: Apr 24, 20
Remarks:					
FAR No.	FA Category		FA Description		Barrowed Q
1451685	VEHICLES		-		1.0
10. Click 11. Click	< Release button to co	o release docum onfirm, otherwise	ent.	rm	
click	to cancel.			Are you sure you want to r	ealese this document?

12. Go to ∇ (Rejected) tab to review rejected documents.

13. After confirmation of release, go to \checkmark (Released) tab to check the released document.



Documen	t Overview &						
Status		Created	Reviewed	Certifi Not S	ed	Approved	
	JENERGY reat value <u>fuel stations</u>	No. 43 Julio Pac. 857-1987 / 0977	ana St., Puntod Cagayan o 7 805 2771	de Oro City 900	el	Cyrei, Cyrei Denin	
BARRO PROP-MON-	W PROPERT	Y REQUEST				Date Requested: Apr 24	4, 2020
Remarks:							
FAR No.	FA Category	FA Description		Barrowed Qty	Returned Qty	I	Action
1451685	VEHICLES			1.00	0.00	1	D

14. Click 💟 (Return) button if you want to return the said request.

		① Confirm
		Are you sure you want to return this - ?
15.	Click Yes button to cc	nfirm, otherwise click to cancel.
6	<i>Note:</i> After returning, the request is success	the user can repeat the same request. Follow the steps above until fully 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?

BLU ENERGY DASHBOARD REGISTRY	✓ MODULES ✓ REPORT	S ∝ APPROVAL [©]			Q 40	
	Order to Cash Customer Collection Collection Clearing OTC Adjusting Entries Fund Transfer	Procure to Pay Purchase Request Canvass Purchase Order Advance Deposit Goods Receive Documents Clearing Cash Advance CA Adjusting Entries Check Clearing PTP Adjusting Entries	Inventory Management Mat to Mat Conversion Stock Transfer Material Release Perform Cycle Count Supplier Pricing Inv Adjusting Entries Product Return - Calibration Price Adjustment Calibration Authority to Withdraw	Journal Voucher Mgt Journal Voucher	♥ PUNTOD	v
	Fixed Asset Mgt Managed Fixed Asset Depreciation Run Property Monitoring 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 $\hat{\Box}$ (Delete) icon aligned with the document.

Document Overview &				
Status	1	2	3	4
✓ Save & Send for Approval	Created	For Review	For Certification	For Approval
		Not Set	Not Set	Not Set
BLU ENERGY	No. 43 Julio 857-1987 /	Pacana St., Puntod Cagayan de Oro 0977 805 2771	City 900	
RETIREMENT / DISPOS Monitoring No. RD2020040000063	AL			Date Requested: Apr 25, 2020
Туре:	Explanatio	n		
Retirement	• -			
FAR No. FA Category FA Description	Quantity	Acquisition Cost	Accumulated Depreciation	n Netvalue Disposal Status 🛨
	No Records Found	d.		

SYSTEM AND PROCESS

EXPERTS INC.



- 3. Select type between **Disposal** and **Retirement** and input Explanation.
- 4. Click + (Add) button to open entry.

RETIREMENT:

Form E	Intry					×
						Q
FAR No.	FAR Description	Quantity	Acquisition Cost (CR)	Accumulated D	epreciation (DR)	Net Book Value
1451685	-	1.00	500,000.00	0.00		500,000.00
FA Descript	tion:				Quantity:	
					Enter Qty	
						Close Save

1. Select FA for Retirement.

2. Click save button to save action, otherwise click ^{Close} button to cancel.

Created	For Review	For Certification	For Approval
	Not Set	Not Set	Not Set
No. 43 Julio 857-1987 / 0	Pacana St., Puntod Cagayan de C 1977 805 2771	Dro City 900	
POSAL			Date Requested: Apr 25, 20
Explanation	ı		
Explanation	1		
Explanation T T T T T T T T T T T T T T T T T T T	Acquisition Cost	Accumulated Depreciatio	n Netvalue Disposal Status
3	Created No. 43 Julio 857-1987 / 0	Created For Review Not Set No. 43 Julio Pacana St., Puntod Cagayan de C 857-1987 / 0977 805 2771	Image: Created For Review Not Set For Certification Not Set No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900 857-1987 / 0977 805 2771

- **3.** To view retirement accounting entries, click O (View) icon.
- 4. To remove entries, click $\hat{\Box}$ (Delete) icon.

To add more retirement/ disposals, repeat step 4 of FIXED ASSET (FA) DISPOSAL RETIREMENT under retirement type.



- 5. To save and send for approval, click Save & Send For Approval button.
 ② Confirm
 Are you sure you want to post this document?
 No reso
- 6. Click Ves button to confirm, otherwise click to cancel.

APPROVAL

7. After sending for approval, go to Created/For Approval) tab to monitor your pending documents.



- 8. Go to 🗘 (Approved) tab to view approved documents. Select approved documents.
- 9. Go to ∇ (Rejected) tab to review rejected documents.

DISPOSAL:

Form E	Entry					×
						Q
View F	Retired Items					
FAR No.	FAR Description	Quantity	Acquisition Cost (CR)	Accumulated De	preciation (DR)	Net Book Value
001	Delivery Truck	1.00	500,000.00	0.00		500,000.00
FA Descrip	tion:				Quantity:	
Delivery	Truck				1.00	
Account Co	ode:		DR/CR:		Amount:	
DEPREC	CIATION VEHICLES	3	DR	*	500000	
Account Co	ode:		DR/CR:		Amount:	
ACC. DE	EP. VEHICLES		DR	*	0.00	
						Close Save

1. Search & select FA to dispose.

Note: Disposal can also be use to dispose retired item(s). By clicking the (checkbox) View Retired Items, you can see the retired items



ave & Send for Approval	1 Created	For Review Not Set	For Certification Not Set	For Approval Not Set
BLU ENERGY	No. 43 Juli 857-1987 /	9 Pacana St., Puntod Cagayan 1977 805 2771 Fax No.	de Oro City 900	
RETIREMENT / DISP(Monitoring No. RD2020040000067	OSAL			Date Requested: Apr 30, 2
RETIREMENT / DISPO Monitoring No. RD2020040000067 Type:	DSAL Explanatio	n		Date Requested: Apr 30, 2
RETIREMENT / DISPO Monitoring No. RD2020040000067 Type: Disposal	DSAL Explanatio	n		Date Requested: Apr 30, 2
RETIREMENT / DISPO Monitoring No. RD2020040000067 Type: Disposal FAR No. FA Category FA Description	DSAL Explanatio	n Acquisition Cost	Accumulated Depreciati	Date Requested: Apr 30, 2

- **3.** To view retirement accounting entries, click \odot (View) icon.
- 4. To remove entries, click $\hat{\Pi}$ (Delete) icon.

To add more retirement/disposals, repeat step 4 of **FIXED ASSET (FA) DISPOSAL RETIREMENT** under disposal type.

5. Click Save & Send For Approval button for approval.

① Conf	ïrm
	Are you sure you want to post this document?
	No Yes

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



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.

BLU ENERGY DASHBOARD REGISTRY - MODUL	ES - REPORTS - APPROVAL	□ 4 <u>0</u> ×
Cash Flow Statement ×		PUEBLO
● Year ○ Month ○ Custom 2020 ▼ 2020	BLUENERGY your great value fuel stationt No. 43 Julio Pacana St., Puntod Cagayan de Oro City 900 857-1987 / 0977 805 2771	
	CASH FLOW SUMMARY Year: 2020 - 2020	As of: 2020-04-27
	Account Name	2020
	✓ Cash Flow Beginning	0.00
	Net Cash Flow from Operations	0.00
	✓ Net Cash Flow from Financing Activities	0.00
	✓ Net Cash Flow from Investing	0.00
	Cash Flow End	0.00
Version Lodz 5.07 - Released:1/14/2020 Terms & Conditions Privacy Policy	@ 2020 E2E Syr	stem & Process Experts Inc. All rights reserved.

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 Cxport) 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.

	'∽ MODU	LES - REPORTS	APPROVAL ⁰						Q Q 0
Collection Report ×									Head Office
Current Date Date Range		LU ENERGY					DLLEC ate: May 12,	2020	ON REPORT
05/12/2020	Date	Customer Name	Inv.No.	Check No.	Check Date	OR No.	Amount	TWAS	Net Collector Name Amount
Customer Name	May 12, 2020	Piodos Trucking	B1S1-267098 /49375	-	-	10157	9,647.39	0.00	9,647.39 Cashier 1 QUEZON
All	May 12, 2020		B1S2-269654 /102050	-	-	10157	9,633.61	0.00	9,633.61 Cashier 1 QUEZON
	Sub Total	:					19,281.00	0.00	19,281.00
図 合 Run Report 3	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
	Sub Total						7,488.44	0.00	7,488.44
	Total:					:	26,769.44	0.00	26,769.44

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.
- Click the ^I (Export) button to transfer reports. To print report, click the ^I (Print) button.
 To apply filter, click the ^{Run Report} (Apply Filter) button.



SUPPLIER PAYMENTS

This report allows the user to keep track of their supplier accounts and their associated transactions in the company.

	DASHBOARD RI	GISTRY 🗸 MODULES 🗸 REPORTS 🗸 APPROVAL 💄	
Supplier Payments \times	Collection Report \times		
Supplier Payments x From: 01/01/2020 To: 05/12/2020 Supplier: All Supplier	Collection Report ×	2 EXAMPLE 1 Section	 Head Office Head Office HENT 12 2020 Amount Paid 99,960.00 40,685.50 6,895.00 14,240.00 1,576.88 1,500.00 2,219.70 17,288.30 3,630.00 7,600.00 1,250.00 29,700.00 50,625.95 11,574.00 12,500.00
		19 DRV TABLE MARIE ROA 19 DRV STAILESS STEEL AND GLASS ALUMINUM 20 DAVAO LIGHT & POWER CO, INC. 21 DAVAO LIGHT & POWER CO, INC. 22 DRVA ELECTRIC CORPORATION 23 DREAM CARE AIRCONS SERVICES 24 DYNA SHINE G. JAMPIT 25 E2E SYSTEM AND PROCESS EXPERTS INC. 26 EDGARDO MELCHOR R. PALAD	12,500,00 6,000,00 19,193,10 32,727,76 1,800,00 9,450,00 18,822,90 220,000,00 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.

BLU ENERGY DASHBOARD RE	EGISTRY ~ MODULES ~ REPORTS ~ APPP	ROVAL		Q QQ A
List of Customer PDCs X				PUEBLO .
From: 01/01/2020	BLU ENERGY	Custome Date: Jan 01, 202	r's PDC Summary	
10. 01120200	Check Date Customer Name	Check No. Bank Code	To Bank Account	Amount
	Grand Total:			0.00
Version Lodz 5.07 - Released:1/14/2020 Terms & Con	ditions Privacy Policy		© 2020 E2E System & Process Expe	erts Inc. All rights reserved.

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.

	DASHB	OARD REGIST	RY - MODULES - REPOR	RTS - APPROV	AL				
aily Sales Report \times		-							Head Office
Select Date		_Y							
mm/dd/yyyy			💩 BLU ENER	RGY			DAILY SA		EPORT
Shift A (6-2)	Posted	a 2	your great value fuel	station			BRANCH: XXXX	XXXX	
Shift B (6-2)	Posted	8	NO. 43 JULIO PACANA ST., F TEL NO. 857-1987 / 0977 805	2771 FAX NO.	DE ORO CITY 900		Date: XXXX X, XXXX Cashier: XXXXX XXX Supervisor: XXXXXXX	Shift: XXX XXX XXXXXX	
Shift C (6-2)		Post		Fuel Reading	(NEW PRICE)	FUEL READIN	G (OLD PRICE)	TOTAL SALES	
			Products	LITERS	AMOUNT	LITERS	AMOUNT	LITERS	AMOUNT
			Diesel					567.01	16,234.00
			Premium					567.01	16,234.00
			Unleaded					567.01	16,234.00
			TOTAL FUEL SALES	0.00		- 567.01	16,234.00	567.01	16,234.00
			PARTICULA	ARS	Fuel Sales	Oil & lube	UNIFORM	Others	TOTAL
			TOTAL SALES				· _	-	-
			LESS:Charges				-	-	-
			LESS: CREDIT CARDS				-	-	-
			LESS: CASH DISCOUNT				-	-	-
			LESS: CHARGE DISCOUNT				-	-	-
			LESS: PUMP ADJUSTMENTS	6	-	-	-		-
			LESS: COMPANY SHARE-UN	IFORM	-	-	-		-
			LESS: AUTHORIZED EXPEN	SES			· -	-	-
			LESS: EMPLOYEES' CHARG	ES	-	-	-	-	-
				NET CASH SALES					30,000.00
							ACTUAL CASH CO	DUNT	-
							(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.

	DASHI	BOARD REGISTRY ~ M	NODULES ~ REF	PORTS - API	PROVAL				
Daily Report Package \times	Daily Sa	ales Report ×							Head Office
<mark>⊜</mark> Daily Report Package			2014					DORT	Select Date 2 mm/dd/yyyy
Daily Sales Report Fuel Reading	ľ	NO. 43 JULIO PACANA ST., I TEL NO. 857-1987 / 0977 805	PUNTOD CAGAYAN D 2771 FAX NO.	E ORO CITY 900		BRANCH: XXX Date: XXXX X, XXXX Cashier: XXXXX XXX Supervisor: XXXXXX	XXXXX Shift: XXX XXXX XXXXXX	PORT	Shift A (6- Posted
Charges		Draduate	Fuel Reading	(NEW PRICE)	FUEL READIN	IG (OLD PRICE)	TOTAL	SALES	Shift C Post
0-1 (01.0.1		Products	LITERS	AMOUNT	LITERS	AMOUNT	LITERS	AMOUNT	(6-2)
Sales (Oli & Lubes)		Diesel					567.01	16,234.00	
		Premium					567.01	16,234.00	
		Unleaded					567.01	16,234.00	
		TOTAL FUEL SALES	0.00		567.01	16,234.00	567.01	16,234.00	
		PARTICUL	ARS	Fuel Sales	Oil & lube	UNIFORM	Others	TOTAL	
		TOTAL SALES					-	-	
		LESS:Charges					-	-	
		LESS: CREDIT CARDS			-		-	-	
		LESS: CASH DISCOUNT					-	-	
		LESS: CHARGE DISCOUNT					-	-	
		LESS: PUMP ADJUSTMENT	3	-	-	-	-	-	
		LESS: COMPANY SHARE-UN	NIFORM	-	-	-	-	-	
		LESS: AUTHORIZED EXPEN	SES				-	-	
		LESS: EMPLOYEES' CHARG	ES	-	-	-	-	-	1
			NET CASH SALES				-	30,000.00	
						ACTUAL CASH C	OUNT	-	
						(SHORT)/OVER		(0.05)	
						LESS: CASH OU	г	(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.

	RY ~ MODULES ~ REPORTS ~ APPROVAL		Q 4 <u>9</u> 8
Customer Ledger 🗙	LENERY DASHBOARD REGISTRY MODULES REPORTS APPROVAL Image: Contract of the second of the		
From: 01/01/2020	BLU ENERGY	Customer Ledger All Customer As of: April 28, 2020	
10: 04/20/2020	Customer Name	Amount Due	Collection Balance
Search: All	Total:	0.00	0.00 0.00
r a 3			
Version Lodz 5.07 - Released:1/14/2020 Terms & Conditions	Privacy Policy	© 2020 E2E System & F	Process Experts Inc. All rights reserved.

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 All Employee All Employee Total: 0.00 0.00 0.00 0.00	BLU ENERGY DASHBOARD	REGISTRY - MODULES - REPORTS - APPRO	VAL ^O		Q 40 A
<image/>	Employee Ledger 🗙				PUEBLO
Tri 04/28/2020 CA Type: CA Business Department: All Employee: All Employee	From: 01/01/2020	BLU ENERGY	Employ All Employee	'ee Ledger Date: Jan 01, 2020 - Apr 28, 2020)
CA Type: CA Business Department: All Employee: All Employee Totat: O O O O O O O O O O O O O O O O O O O	To: 04/28/2020	Department	Advances	Liquidation	Balance
Department: All Employee: All Employee	CA Type: CA Business 🔹	Total:	0.00	0.00	0.00
	Department: All v				
	Employee: All Employee				
	_ ਟ – 2				
Version Lody 5.0.7 - Released: 1/14/2020 Terms & Conditions Privacy Policy © 2020 F2E System & Process Experts Inc. All rights reserved	Version Lodz 5 07 - Released 1/14/2020 Terms & C	Conditions Privacy Policy		© 2020 E2E System & Process	Experts Inc. I All rights reserved

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.

BLU ENERGY DASHBOARD REGIST	RY ~ MODULES	S → REPORTS → APPROVAL				Д <u></u> Ф
Inventory Report X					(PUEBLO
PR Status Inventory Balance • Date Date	Location: PUEE	J ENERGY reat value <u>fuel stations</u> 810		Inventor INVENTORY B/	TY Report ALANCE Date from: Apr 28, 2020 - Ap	or 28, 2020
UTED LOLD	Item Code	Material Description	Unit	Quantity Cost	Total Tank(Racking)	Capacity
12 局 Run Report 2	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
	510410LPLSP	CX DELO GEAR EP4 140 4LP ML3	GAL	-1.00 624.90	-624.90 PUEBLO-STORE	0.00
	500637NJLSP	CX DELO GOLD MG 15W40 1LP ML3	PC	-19.00 154.81	-2,941.39 PUEBLO-STORE	0.00
	500712NJLSP	CX HAVSUP4T[JASOMA2] 20W40 1L	PC	-1.00 167.48	-167.48 PUEBLO-STORE	0.00
	Total:				-510,767.77	
12.168.0.150/bluenergy/index.phps 4/2020 Terms & Conditions	Privacy Policy				© 2020 E2E System & Process Exper	s Inc. All rights rese

Click the Inventory Management tab and select the Inventory Report under the Inventory Management Menu.

- 1. Select PR Status and set the Date.
- Click the ^I (Export) button to transfer reports. To print report, click the ^I (Print) button.
 To run report, click the ^{Run Report} (Run Report) button.


INVENTORY DIFFERENCE

	DASHBOARD REGISTR	Y ~ MODULES ~	REPORTS - APPROV	AL O				다 수 0 (\$	» ۹
Inventory Difference \times							(Head Office	v
From:		💩 BLU E	ENERGY	1	NVE	NTORY			
To:	Ť	NO. 43 JULIO PACA TEL NO. 857-1987 / 0	alue <u>fuel station</u> NA ST., PUNTOD CAGAYAN E 1977 805 2771 FAX NO.	DE ORO CITY 900 W	arehouse: ate: Jan 01	ERENCE All - Racking: All , 2020 - May 12, 20	020		
05/12/2020		Warehouse	Racking	Item	Unit	Difference Mo	ving Avg. Price	Sub-Total	
Warehouse: All	*	MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX BRAKE/CLUTCH Fld DOT3 0.25	PC	-11.00	53.70	-590.70	
Pack		MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX BRAKE/CLUTCH Fld DOT3 1L	PC	-4.00	213.58	-854.32	
All	· ·	MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX BRAKE/CLUTCH Fld DOT3 1L	PC	1.00	213.58	213.58	
Search:		MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX DELO 400 MGX SAE 15W-40 5L	GAL	-1.00	918.21	-918.21	
Search		MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX DELO GEAR EP4 140 (4x4LP M)	PC	-4.00	624.90	-2,499.60	
	2	MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX DELO GOLD MG 15W40 4LP ML	3 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 1	L PC	-13.00	167.48	-2,177.24	
		MAGSAYSAY - Warehouse	MAGSAYSAY-STORE	CX Marfak Grs MP 3 (24x.5kgPML2)	L	-10.00	1,196.62	-11,966.20	
		MACCAVCAV	MACCAVEAVETODE	OV OLDED DIEGEL 40040 4LD MID	D.C.	40.00	00.74	4 000 00	

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

BLU ENERGY	DASHBOARD REC	GISTRY - MODULES - REPORTS - APPROVAL				A 70 %
Inventory w/ Min. Stock 🗙					(PUEBLO
Search: All		BLU ENERGY	Inventory As of: April 28, 20	w/ Min S	tocks	
	R B 2	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
Version Lodz 5.07 - Released:	1/14/2020 Terms & Condi	tions Privacy Policy		© 2020 E2E Syste	em & Process Exper	ts Inc. All rights reserve

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.

BLU ENERGY DASHBOARD REG	ISTRY ~ MODULES ~ REPORTS ~ APPROVAL					
AP Aging Report ×						Head Office
From: 01/01/2020	BLU ENERGY	Date	CCOUN : Jan 01, 2020 -	TS PA May 12, 2020	ABLE	AGING
To:	Supplier Name	Balance	0-30	31-60	61-90	Over90
05/12/2020	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
Select Supplier	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
All	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
C 🖨 Run Report	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.
- Click the ^d (Export) button to transfer reports. To print report, click the ^e (Print) button.
 Click the ^{Run Report} (Run Report) button.



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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.

	REGISTRY ~ MODULES ~ REPORTS ~ APPROVAL			
Per Supplier Ledger × AP Aging Report ×				Head Office
From: 01/01/2020 To:	NO. 43 JULIO PACANA ST. PUNTOD CAGAYAN DE ORO CITY 900 TEL NO. 857-1987 / 0977 805 2771 FAX NO.	SUPPLI All Date: Jan 01	ER LEDGI 2020 - May 12, 2020	ER
05/12/2020	Supplier Name	Amount Due	Collection	Balance
Select Supplier. 2 All 관 중	HARLEY KEITH YU LE VALUE TRADING ZKARATS PRINTING AND HE AND SONS - SANKI CENTRAL JUAN IT. SOLUTIONS GLOBE TELECOM, INC ANECO DYNA SHINE G. JAMPIT BLU ENERGY FUEL STATION, INC. JAKS SECURITY AGENCY AGUSAN DEL NORTE ELECTRIC COOPERATIVE INC. JOSEPHEANS PROFICIENCY SERVICES INC CAGAYAN PIONEER HARDWARE UP MARKETING	645.000.04 133,509,337.07 99.960.00 475,258.78 29.700.00 6.659.49 12.404.32 24.205.40 344,745.86 356,363.17 40.685.50 1,306,361.46 3.630.00 2.875.00	142,000 04 2,532,256 34 0,00 31,324 38 0,00 0,00 0,00 0,00 214,650,00 0,00 0,00 0,00 0,00 0,00 0,00 0,	503.000.00 130.977.080.73 99.960.00 443.934.40 29.700.00 6.659.49 12.404.32 24.205.40 344.745.86 141.713.17 40.665.50 1.306.361.46 3.630.00 2.875.00
	AQUASTAR PURIFIED & ALKALINE DRINKING W CEPALCO, INC. CITY TREASURERS OFFICE CAGAYAN DE ORO CITY WATER DISTRICT HERCULIAN SYNERGY INC. HOPEWELL SALES CORP. HE AND SONS-OIL & LUBES - CDO PHILCOM SAN MIGUEL SECURITY AGENCY ALFE COMMERCIAL DAVAO LIGHT & POWER CO., INC. INVOVE COMMUNICATIONS. INC.	14,240,00 50,625,95 11,574,00 17,288,30 68,400,00 48,777,00 647,524,97 11,249,49 229,500,00 6,893,99 19,193,10 5,594,99	0.00 0.00 5.512.40 0.00 0.00 0.00 0.00 0.00 0.00 0.00	1,2,240,00 14,240,00 50,625,95 11,574,00 11,775,90 64,000,00 48,777,00 647,524,97 11,249,49 229,500,00 6,893,99 19,193,10 3,667,00

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 ^I (Export) button to transfer reports. To print report, click the ^I (Print) button



LIST OF PURCHASE ORDER

In this section, the user will be able to view the list of customer purchase order.

	DASHBOARD	REGISTRY ~ MODULE	S 🗸 REPORTS 🗸 AF	PROVAL			Q 40 🕸 A
List of Purchase Orde	er × List of Purchase Re	equest × Per Supplier Le	daer × AP Aging Repo	tx		0 0	Head Office
Purchase Orc	der Summary	Summary Detailed	Date 05/12/2	020 Status Ope	en 🔻	a a ran Run Report	Search
BLU E	No. 43 alue fuel station	8 Julio Pacana St., Puntod Ca 987 / 0977 805 2771 Fax No	gayan de Oro City 900	PU Date:	JRCHASE May 12, 2020 Head	ORDER SUI	MMARY
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 (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.

	Y DASHBOARD F	REGISTRY - MODULE	S 🗸 REPORTS 🗸 AP	PROVAL			D 40 🕸 A
List of Purchase Requ	est ×		•	•		0 0	Head Office
Purchase Ord	ler Summary	Summary Detailed	Date 05/12/2	020 Statu Ope	en 🔻	3 Run Report	Search C
BLU E	No. 43 No. 43 B57-19	Julio Pacana St., Puntod Ca 87 / 0977 805 2771 Fax No	gayan de Oro City 900	PU	May 12, 2020 Head	ORDER SUI	MMARY
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 *I* (Export) button to transfer reports. To print report, click the *I* (Print) button.
- 4. To run report, click the Run Report (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.

	🖞 DASH	BOARD R	EGISTRY ~	MODULE	S v REPC	DRTS - AI	PPROVAL	0					Q Q	o 🕸 A	
Profit & Loss Statemer	nt × List o	f Purchase Re	quest ×	•				•				•	Head	Office	Ŧ
Filter By:	Year		Month	P	[2020	•	2020	¥	ď	🖯 🛛 Run Rej	ort 3			
BLU E	NERGY lue fuel station							D	PROFIT		LOSS	STATE	MENT	г	
NO. 43 JULIO PACAN TEL NO. 857-1987 / 09	A ST., PUNTOD 077 805 2771	CAGAYAN DI FAX NO.	E ORO CITY 9	00											
P&L Group	BUENAVISTA	BULUA	BULUA PATAG	CATITIPAN	CUGMAN	GINGOOG	Head Office	INDAHAG	IPONAN K	AUSWAGANI	MAGSAYSAY	MINTAL	MONTILLA	OSMENA P	Ā
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	
Net Revenue	740,869.45	2,535,867.62	1,644,146.97	700,726.23	4,388,082.75	1,642,503.03	0.00	631,408.38	834,153.76	916,746.67	822,872.50	1,313,851.15	741,265.51	592,400.10	1
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	688,755.58	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	- 1
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%	ō
✓ 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 (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.

	Y < MODULES < REPORTS < APPROVAL	
Balance Sheet ×		Head Office
Vear Month Custom Jan + 05/15/2020 2	CONTRACT OF CONTRA	BALANCE SHEET Date: Jan 01, 2020 - May 15, 2020
C 🖶 Run Report	ACCOUNT CATEGORY Cash and Cash Equivalent Accounts Receivable Inventory Prepaid and Deferred Taxes Current Asset Total Assets Catomatic Payable Customet Deposit Accounts Payable Customet Deposit	AMOUNT 69,276,427 30 39,016,371 68 9,299,219 20 5,753,324 39 123,345,342.56 151,668,893.29 275,034,235,84 168,401,781,18 401,737 97 - 381 725 22
	Taxes & Stututory Payables Current Liability Long Term Loans Mon-Current Liability Total Liability Stockholder's Equity Equity Equity	-3561/3522 3,965.013.90 172,384.807.83 -3,000,000.00 -3,000,000.00 169,384,807.83 105,051,348.08 105,051,348.08 274,436,155.91

- 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.

	ERGY DASHBO	ARD REGISTRY ~	MODULES V REPORTS V APPROV	al ⁰		Q 40 🕸
GL Entries Repo	rt ×		A A			 Head Office
Filter Options	From: 01/01/2020	To: 05/12/2	2020 Option: Main Se	arch: Search Here	🖨 Run Report	4
NO. 43 JULIO PA	JENERGY eat value fuel stations ACANA ST., PUNTOD CAN BY 10977 BID 2771 FAX	GAYAN DE ORO CITY 9	00	GL ENTI Main Date: Jan. 01, 202	RIES REPORT 0 - May. 12, 2020	
Date	Doc Number	Account Code	Account Name	Debit	Credit Description	Prev 1 2 3 4 111 Next
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	
Nar. 11, 2020	CL2020050354670	100062	DEPOSIT ACCOUNT BLU TAMBO	946.43	0.00	-
lar. 11, 2020	CL2020050354670	110000	ACCOUNTS RECEIVABLE TRADE	0.00	1,000.00	-
Aar. 11, 2020	CL2020050354671	120009	TAX WITHHELD AT SOURCE	53.57	0.00	-
Nar. 11, 2020	CL2020050354671	100062	DEPOSIT ACCOUNT BLU TAMBO	946.43	0.00	
Aar. 11, 2020	CL2020050354671	110000	ACCOUNTS RECEIVABLE TRADE	0.00	1,000.00	-
Var. 11, 2020	CL2020050354672	120009	TAX WITHHELD AT SOURCE	26.79	0.00	-
Aar. 11, 2020	CL2020050354672	100062	DEPOSIT ACCOUNT BLU TAMBO	473.21	0.00	-
Var. 11, 2020	CL2020050354672	110000	ACCOUNTS RECEIVABLE TRADE	0.00	500.00	-
Aar. 11, 2020	CL2020050354673	120009	TAX WITHHELD AT SOURCE	8.69	0.00	-
Var. 11, 2020	CL2020050354673	100062	DEPOSIT ACCOUNT BLU TAMBO	153.44	0.00	-
Aar. 11, 2020	CL2020050354673	110000	ACCOUNTS RECEIVABLE TRADE	0.00	162.12	-
Var. 11, 2020	CL2020050354674	120009	TAX WITHHELD AT SOURCE	10.86	0.00	-
Var. 11, 2020	CL2020050354674	100062	DEPOSIT ACCOUNT BLU TAMBO	191.79	0.00	-
Var. 11, 2020	CL2020050354674	110000	ACCOUNTS RECEIVABLE TRADE	0.00	202.65	-
Var. 11, 2020	CL2020050354675	120009	TAX WITHHELD AT SOURCE	53.57	0.00	-
4 44 0000	01 000005005 4075	100000	DEDOCIT ACCOUNT DULL TAMPO	040.40	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 Run Report (Apply Filter) button.



ACCOUNT LEDGER

Account Ledger report will allow user to view various accounts registered in the company.

	RGY DASHBOARD REGISTRY - MODULES - REPORTS - APPROVAL	Q 40 Å
Account Ledge	X	PUEBLO *
Account	edger	
Account Code:	Select Valid Account He	
From:	01/01/2020 2	
To:	04/30/2020	
192.168.0.150/blue	rgy/index.php= 4/2020 Terms & Conditions Privacy Policy © 2020 E2E System &	Process Experts Inc. All rights reserved.

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.

		DASHBO	ARD RE	EGISTRY ~	MODUL	.ES ~ 1	REPORTS ~	APPF	ROVAL							ር	٢	٩
Grosscon Ana	ilysis ×		•						-						(Head Of	fice	Ŧ
눼 Grossco	🔹 💽 Daily	O Date F	Range	Date: 05	5/12/2020	-2	ď	8	Run Report									
	U ENE	RGY Istation								GROS Date: May 12	55 C	ONTR	IBUT	ION	RE	POR	r	
NO. 43 JULIO TEL NO. 857-	PACANA ST., F 1987 / 0977 805	2771 FAX	Gayan de No.	ORO CITY 9	00													- 1
Product E	BUENAVISTA	BULUA	BULUA PATAG	CATITIPAN	CUGMAN	GINGOOO	G INDAHAG IP	ONAN	KAUSWAGAN MA	GSAYSAY	MINTAL M		OSMENA F	ATAG P	UEBLO F	UNTOD	QUEZO	N TAG
Volume	440.66	2,214.86	1,376.06	184.09	2,033.34	845.5	i6 - 1	,084.40	-	489.24	317.49	442.24	80.37	-	609.34		3,496.5	81,
Gross Revenue	13,569.93	64,984.02	40,966.62	5,435.89	57,491.42	29,045.3	18 - 31	,247.46	-	15,679.63	9,592.04	14,351.40	2,362.12	- 20	0,145.79	- 1	105,128.6	0 31,
Discount	641.39	2,225.95	118.79	99.11	5,341.29	17.8	- 2	,478.75	-	78.57	43.78	-		-	532.41		2,250.0	0
Net Revenue	12,928.54	62,758.07	40,847.83	5,336.79	52,150.13	29,027.5	- 28	,768.71	-	15,601.06	9,548.26	14,351.40	2,362.12	- 19	9,613.38	- 1	102,878.6	0 31,
COGS	8,649.08	47,269.04	33,827.30	4,659.32	37,439.63	27,627.1	2 - 21	,114.63	-	13,071.55	7,789.08	12,167.75	2,110.08	- 13	3,443.50	- 1	104,653.5	3 27,
Gross Profit	4,279.46	15,489.04	7,020.54	677.46	14,710.50	1,400.4	10 - 7	,654.08	-	2,529.51	1,759.18	2,183.65	252.04	- 6	6,169.88		-1,774.9	33,
GP Margin	33.10 %	24.68 %	17.19 %	12.69 %	28.21 %	4.82 9	% - 2	26.61 %	-	16.21 %	18.42 %	15.22 %	10.67 %	-	31.46 %	-	-1.73 9	% 1
Variable OPEX	-	-	-	-	-			-	-	-	-	-	-	-	-	-		•
Variable Contribution	4,279.46	15,489.04	7,020.54	677.46	14,710.50	1,400.4	- 7	,654.08	-	2,529.51	1,759.18	2,183.65	252.04	- (6,169.88	-	-1,774.9	33,
VC Margin	33.10 %	24.68 %	17.19 %	12.69 %	28.21 %	4.82 9	% - 2	26.61 %	-	16.21 %	18.42 %	15.22 %	10.67 %	-	31.46 %	-	-1.73	% 1
Per Unit																		
Volume	440.66	2,214.86	1,376.06	184.09	2,033.34	845.5	i6 - 1	,084.40	-	489.24	317.49	442.24	80.37	-	609.34	-	3,496.5	8 1,
Selling Price	34.49	32.86	33.34	33.07	31.67	38.4		32.27	-	35.89	33.84	36.35	32.92	-	37.03	-	33.6	7
Gross Revenue	30.79	29.34	29.77	29.53	28.27	34.3	- 15	28.82	-	32.05	30.21	32.45	29.39	-	33.06	-	30.0	7
Discount	1.46	1.01	0.09	0.54	2.63	0.0	- 12	2.29	-	0.16	0.14	-	-	-	0.87	-	0.6	4
Net	29.34	28.34	29.68	28.99	25.65	34.3	- 13	26.53	-	31.89	30.07	32.45	29.39	-	32.19	-	29.4	2

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 (Run Report) button.

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DAILY TRANSACTION REPORT

In this part, reports of daily transactions in the company can be viewed accordingly.

BLU ENERGY DASHBOARD REG	ISTRY - MODULES - REPORTS - APPROVAL		L 70 6
Daily Transaction Report 🗙			PUEBLO
Daily Transaction Report	BLU ENERGY your great value fuel ytation No. 43 Julio Pacana St., Puntod Ca 857-1987 / 0977 805 2771 Fax No	igayan de Oro City 900	
o: 04/30/2020	DAILY TRANSACTION REPORT		Date: Apr 30, 2020 - Apr 30, 2020
ihift All 2	Location: PUEBLO Shift: All		
ocation: All 🔻	CATEGORY	QUANTITY	AMOUNT
	Sales on Account	0.00	0.00
	Affiliates	0.00	0.00
	Walk In (Credit Card)	0.00	0.00
	Cash	0.00	0.00
	Total Sales	0.00	0.00
	Collections		0.00
	Collections from Receivables		0.00
	Advance Payment		0.00
	Total Cash per Station		0.00
	Actual Total Cash Count		0.00
	Cash Short/Over		0.00
	Other Transaction	0.00	0.00
	Company Consumption	0.00	0.00
	Calibration	0.00	0.00

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.

	GISTRY - MODULES - REPORTS -						D Đ	
Fixed Assets Report 🗙						0	PUEBLO	
Fixed Asset Report Status All All Apply Filter	BLU ENERGY your great value field station	No. 43 J 857-198	ulio Pacana St., Pun 7 / 0977 805 2771 I	tod Cagayan de C Fax No.	ro City 900			
	Date Fixed Asset Item Purchase	Fixed Asset Category	Orig Cost	Accum Depreciation	Net Book Value	No of Status Items	; Orig R Useful U Life (Yrs.)	
	 Apr 30, FAR-00008 - SALES POIN 2018 SYSTEM 	CAPITALIZED SOFTWARE	140,000.00	26,833.33	113,166.67	1.00 Active	10.00	
	Apr 30, FAR-00009 - 9511E IC CAP 2018 GAS STA MAN SYS	RD CAPITALIZED SOFTWARE	396,000.00	75,900.00	320,100.00	1.00 Active	10.00	
	Apr 01, FAR-00026 - IC CARD - 2018 SALES POINT SYSTEM	CAPITALIZED SOFTWARE	140,000.00	28,000.03	111,999.97	1.00 Active	10.00	
	Apr 01, FAR-00027 - 9511E IC CAP 2018 GAS STA.MAN SYS	RD CAPITALIZED SOFTWARE	396,000.00	79,200.00	316,800.00	1.00 Active	10.00	
	✓ Jan FAR-00044 - UNIT 9511E I 01, 2018 CARD GAS STATION MAN SYSTEM	C CAPITALIZED SOFTWARE	396,000.00	89,100.04	306,899.96	1.00 Active	10.00	
	✓ Jan FAR-00045 - UNIT SALES 01, 2018 POINT SYSTEM	CAPITALIZED SOFTWARE	140,000.00	31,500.00	108,500.00	1.00 Active	10.00	
	✓ Jul 25, FAR-00058 - IC CARD GA 2015 STATION MANAGEMENT SYSTEM FOR 8 PORT CONTROLLER	S CAPITALIZED SOFTWARE	277,200.00	129,360.00	147,840.00	1.00 Active	10.00	
	✓ Jul 25, FAR-00059 - IC CARD SAL 2015 POINT SYSTEM	ES CAPITALIZED SOFTWARE	98,000.00	45,733.33	52,266.67	1.00 Active	10.00	
	Apr 30, FAR-00062 - 9511E IC CAP 2018 GAS STA MAN SYS	RD CAPITALIZED SOFTWARE	396,000.00	75,900.03	320,099.97	1.00 Active	10.00	
	✓ Apr 30, FAR-00063 - SALES POIN	T CAPITALIZED	140.000.00	26.833.33	113.166.67	1.00 Active	10.00	

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 C (Export) button to transfer reports. To print report, click the (Print) button. To apply filter, click the (Apply Filter) button.



DEPRECIATION SCHEDULE

Depreciation Schedule allows the user to view and have access with the schedule of the Depreciation Run.

BLU ENERGY DASHBOARD REGISTR	Y ~ MODULES ~ REPO	RTS - APPROVAL			Q 40 Å
Depreciation Schedule × Fixed Assets Report ×					PUEBLO Y
Action Panel	BLU ENE	RGY	Depreciat	ion Schedule	
	DepRun No Date Pos	sted Run Date	Description	Dep Run Status A	pprove Date Status
Version Lodz 5.07 - Released:1/14/2020 Terms & Conditions	Privacy Policy			© 2020 E2E System & Proces	s Experts Inc. All rights reserved.

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.

BLU ENERGY DASHBOARD REGISTRY	✓ MODULES ✓ REPORTS ✓ APPROVAL ⁹		Q 40 Å
List of Borrowed Property X			PUEBLO
Action Panel	BLU ENERGY	Barrowed Property As of: 2020-04-30	
	Requested By Far No FA Description	Borrowed Returned Remaining Expla	anation
	Total	0.00	
192.168.0.150/bluenergy/index.php# 4/2020 Terms & Conditions Pt	rivacy Policy	© 2020 E2E System & Process Exp	erts Inc. All rights reserved.

Click the Reports tab and select the List of Borrowed Property under the Fixed Asset Management Menu.

1. To export document, click the \square (Export) button. To print, click the \square (Print) button

