

Visual Accounting User's Manual



MEDSYS
Kaiser - dela Cruz Consulting, Inc.
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System Overview



System Description

The **Visual Medsys Accounting Program** combines the study and practice of accounting with the design, implementation and monitoring of information system. It is a computerized recording, measuring and communicating information about financial transactions. A bookkeeping method involved in making a financial record of hospital transactions and in the preparation of statements concerning the assets, liabilities, and operating results of business.

It is a system that is user-friendly, flexible and simple in design. Its modules are grouped according to the following books.

1. **Accounts Payable Book**

Accounts Payable is a record that shows how much is owed to a company by the hospital on purchased supplies or services rendered on credit.

2. **Cash Disbursement Book**

Cash Disbursement is a record that shows how much money is paid out for the purchased items, or services rendered to the hospital.

3. **Accounts Receivable Book**

Accounts Receivable is a record that shows how much money is owed to the hospital by customers who purchased supplies or services rendered on credit.

4. **Journal Voucher Book**

Journal Voucher book contains items which alter the General Ledger to correct errors, account for standard recurring items, and make tax adjustments.

a. Standard Entries

Items such as amortization and prepaid expenses, which are periodically being adjusted, are done through Journal voucher entries.

b. Errors

The correction of errors, which posted to the General Ledger, the Journals, or the subsidiary ledgers, is also done through the Journal Voucher.

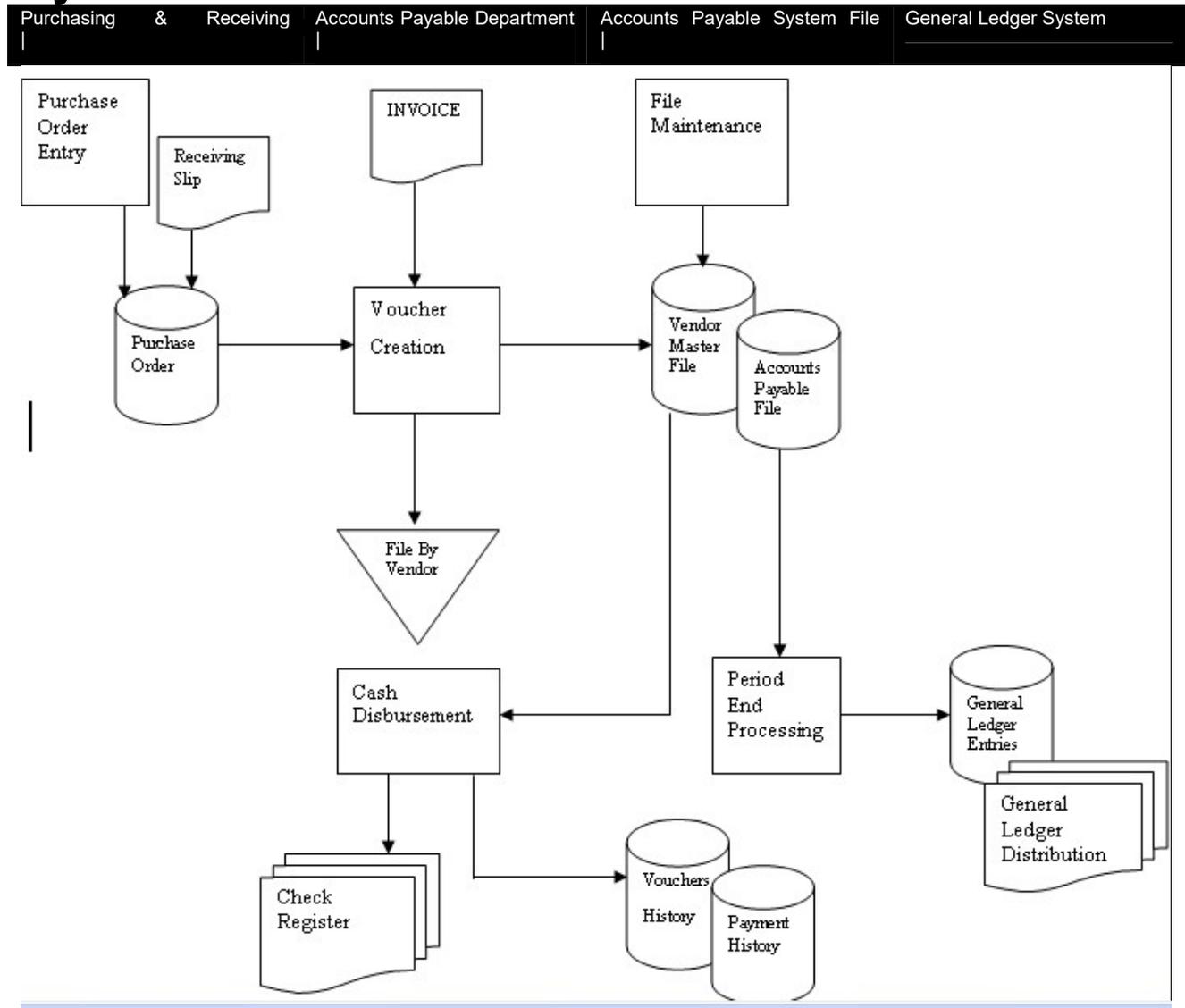
c. 13th Month Entries

At the end of the taxable year, and prior to the preparation of the Trial Balance, several entries are made which constitute corrections to previously recorded errors and adjustments in yearend account balances for tax purposes. These 13th month entries generally address accruals; write downs to name a few.

5. General Ledger

General Ledger is prepared monthly and is cumulative, summarizing entries made to each account By the journals. Being computerized, source codes are used to post summaries of monthly journal entries to the General Ledger accounts.

System Process Flowchart



System Objectives:

It is designed to improve the process of recording on the Accounting Books of the hospital by automating faster and more accurate computations. Likewise, this will lessen the clerical work of the Accounting Department.

Features:

- Fully customized and complete bookkeeping like A/P Book, Cash Disbursement Book, Cash Receipts Book, Accounts Receivable Book, Journal Ledger Book and General Ledger Book.
 - Linked with other modules of Visual Medsys like Uploading of Cashiers Summary of Collections Report, Billing's Departmental Income Report, Adjustments from Bank Reconciliation, etc.
 - Batch Printing of Vouchers and Checks
 - Can generate complete schedules and registers like A/P Schedule w/ Aging, APV Register, Check Register, Batch Register. Etc.
 - Imbedded controls and warnings for unbalanced and incorrect entries
 - Can generate reports of any previous periods
 - Can generate departmental income reports
 - Automated Year End Processing and closing of entries
 - **Password-protected** - The use of password is necessary to restrict unauthorized access. Thus the program only accepts passwords which are registered into it. This feature ensures the confidentiality and integrity of data entered in the program.
 - **User-friendly** - The program user is guided by instructions in doing the next step providing an easy-use to process transactions.
 - **Data retrieval** - Backtracking of previous report can be generated on the system.
-

Getting Started

System Requirements

Workstation

PC-CPU PENTIUM (Clone or Branded)

At least 512 Random Access Memory

At least 10 GB Hard disk Capacity

Minimum of 500 MHz CPU speed

Server

PC-CPU PENTIUM

At least 1 Gig Random Access Memory

At least 10 GB Hard disk Capacity

Minimum of 500 MHz CPU Speed

Must have UPS

Software Requirements

Visual Medsys Accounting

SQL 2000, SQL 2003 or SQL 2005

XP

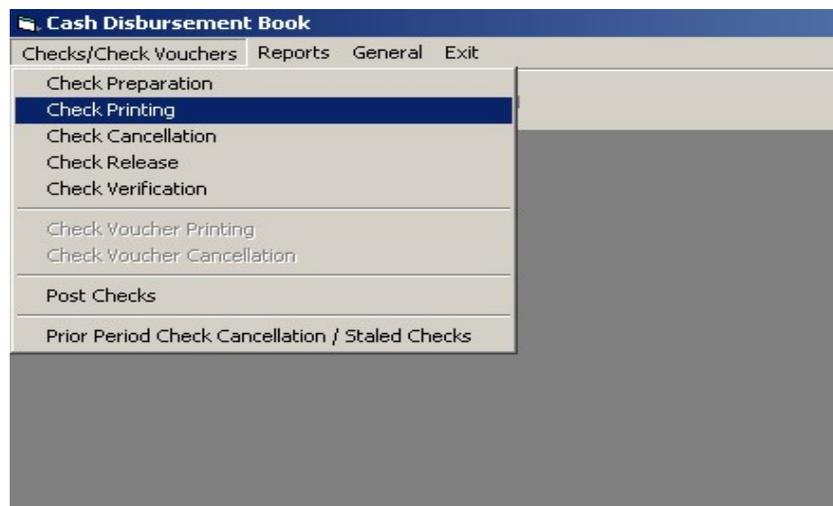
System Menu Operations

The Opening Screen serves as the passage way to the system. The name of the current user is shown on the lower left side of the window.

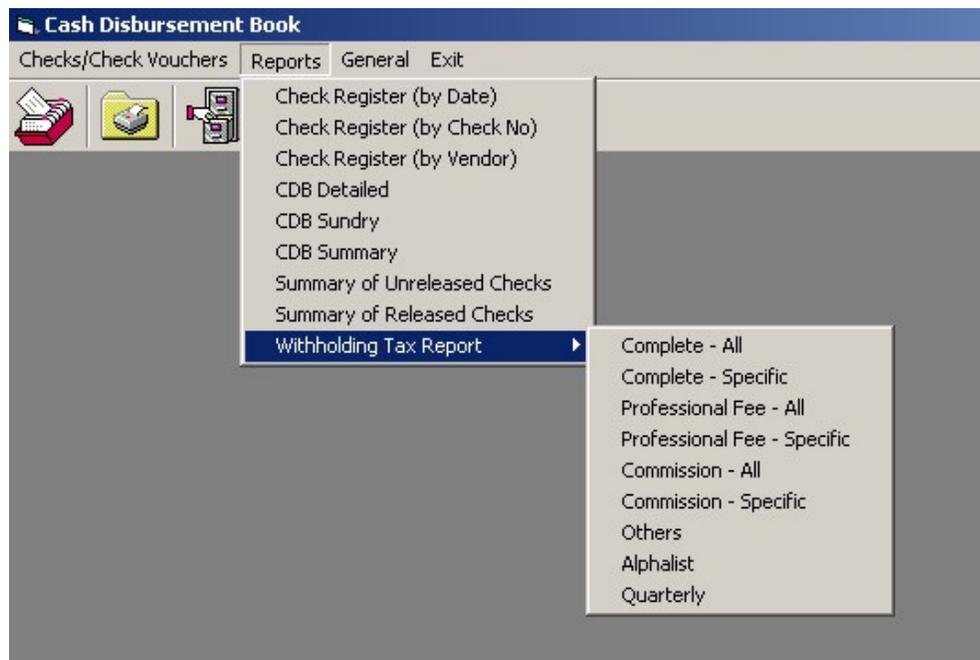


Accounting Main Menu Window

The Menu selections appear on the menu bar at the top of the screen same with a toolbar on the left side. Each of these menus contains a group of similar, commonly used options. Although each of these options has an associated menu icon that performs the same functions, the Menu system provides a quick way for the user to learn how to use this system. To access the menu simply click on the desired menu on the menu bar or on the toolbar.



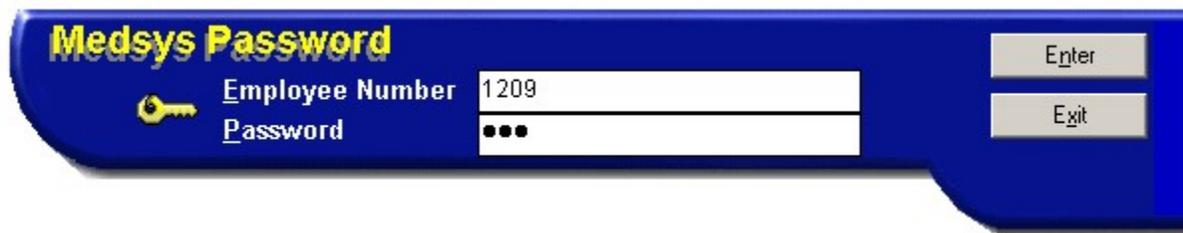
Once inside a menu, the up arrow and down arrow keys move the highlight bar up and down, the list option. To select an option, simply highlight the desired option and click it.



When selecting a menu option, pressing up arrow on the first option causes the highlight bar to wrap around to the last option. The reverse is true if you press down arrow on the last option.

How to start the Program

- 1 Click on  **Visual Accounting** program executable file icon located in your Computer desktop.
- 2 The **Login window** will display asking you to type in your **employee number** and **password** for security purposes.
The password gives you security for illegal access of the system



- 3 If the program has validated your employee number and password, you may now start a transaction. Otherwise, a message will display prompting "Unauthorized User".

How to End the Program

It is recommended to close your program when you are done to end-up your session. Other users might use the open program using the same password.

There are three ways to close the program.

- 1 Click on  button located at the right corner of the toolbar (possible only if no other window is open) or
- 2 Click **Exit** menu or
- 3 Press **<Ctrl + X>**

Backup and Restore Database Procedures

Backup Procedure

It is necessary to back up your hospital's database file regularly. Back up is a process of saving an exact copy of your database files to a storage medium like CD, tape or separate hard disk.

Backup copies will serve as your last resort in case your working data at your server are damaged or corrupted due to machine malfunctioning, power fluctuation, computer shutdown while the system is still active, virus infection, etc.

An online transaction processing (OLTP) system captures incoming data and updates a database. To ensure against loss of data, the system logs transactions as they are performed, and administrators develop backup strategies that include periodic full and incremental backups of database. These strategies are designed to prevent loss of data, to minimize interference with operational transaction processing, and to provide for rapid recovery from system malfunctions.

A back up rotation plan will provide assurance against losing data if the back up copy is destroyed. Increasing the number of sets in the rotation plan is better for precautionary measure

BACK UP ROTATION PLAN

It is necessary to ROTATE at least three daily and three period-end of back up set. Your period-end back up sets should be kept off the premises (off site back up). A set may require 1 or more tapes/CDs/hard disks to back up a copy of your data.

A log sheet shall be maintained with complete status like a date of back up, restore, actions taken, etc.

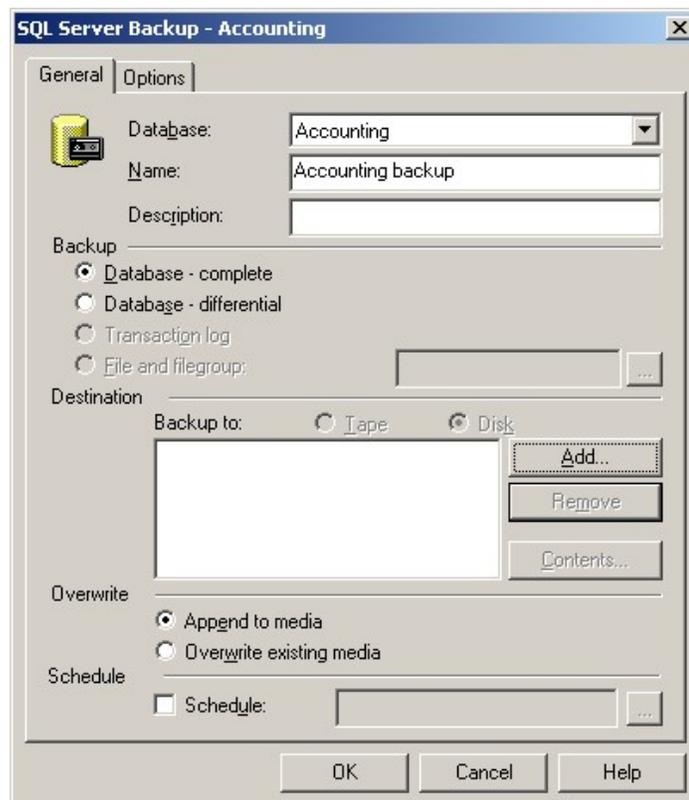
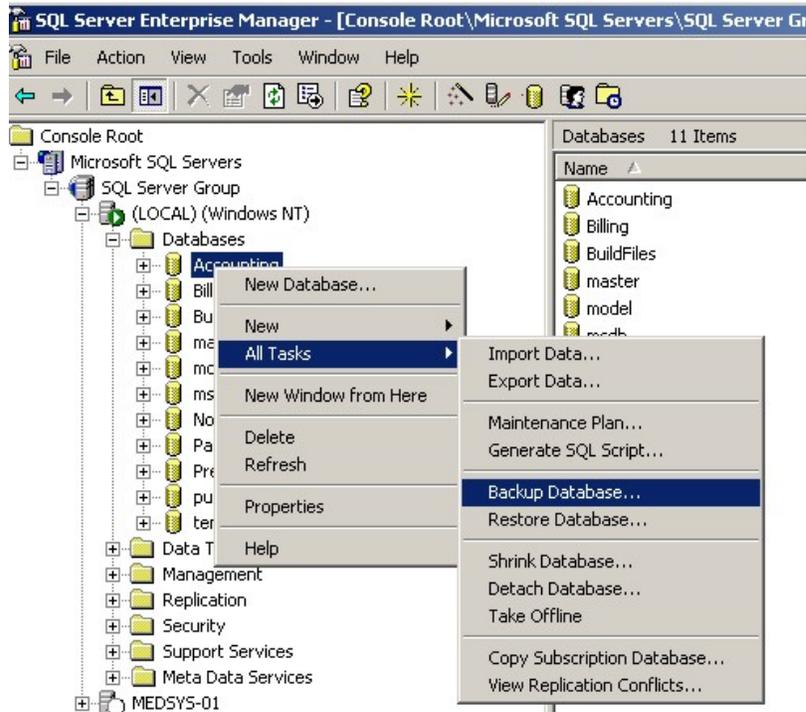
How to create a logical disk backup device (Enterprise Manager)

To create a logical disk backup device

1. Expand a server group, and then expand a server.
 2. Expand **Management**, right-click **Backup**, and then click **New Backup Device**.
 3. In the **Name** box, type a name for the named backup device.
 4. Click **File name**, and then do one of the following:
 - Type the name of the file used by the disk backup device.
 - Click the browse (...) button to display the **Backup Device Location** dialog box, and then select the file on the local computer used by the disk backup device.
-

To Backup

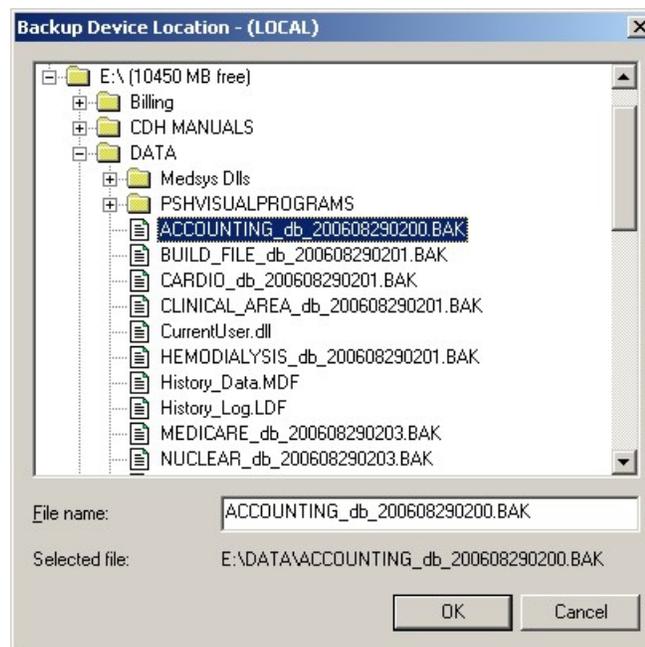
1. Select the database you want to backup, for example accounting. Right click accounting database and select ALL TASK, BACKUP DATABASE. See sample below:



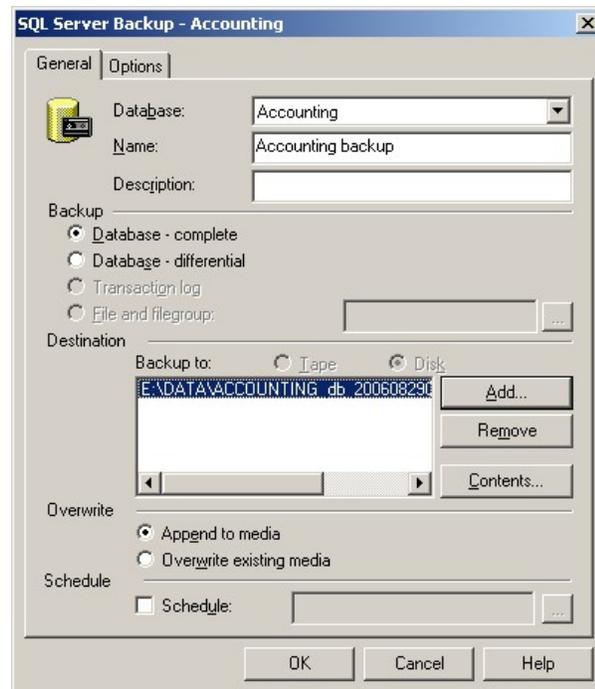
- Click on add button. The window below will appear:



- Click on (...) button to select the filename where you want to backup the database.
- Click on **OK** button. This will display the selected file.



- Just click on **OK** button.



6. After checking the location where to save, click on **OK** button.

Restore Procedure

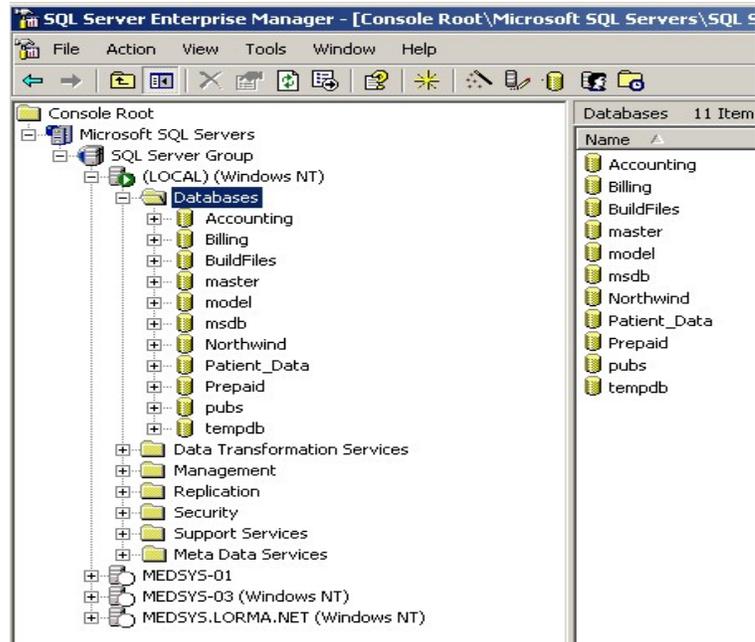
In case of corrupted data, you need to restore your latest back up copy.

Restore is a process of retrieving from the files from the backup CD, tape or hard disk.

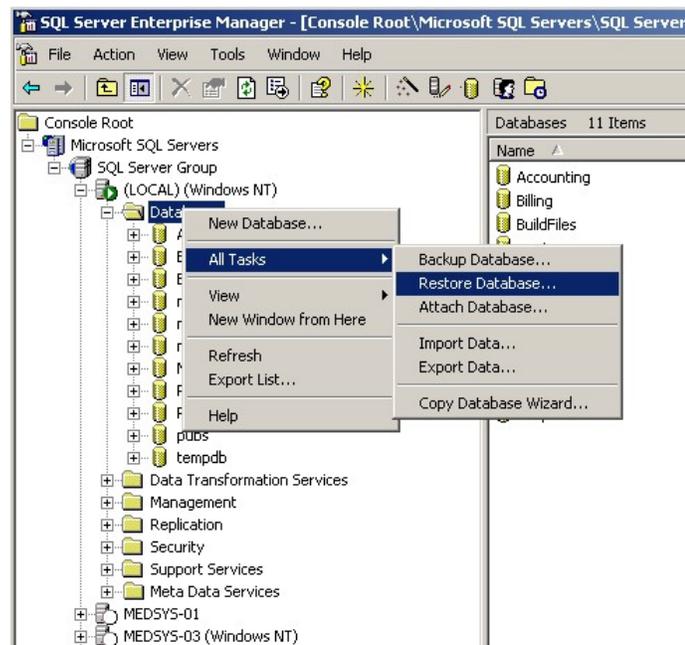
How to restore a backup from a backup device (Enterprise Manager)

To restore a backup from a backup device

1. Expand a server group, and then expand a server.
 - Open SQL Enterprise Manager and choose for the SQL SERVER NAME you have created. After that click the Database option under the

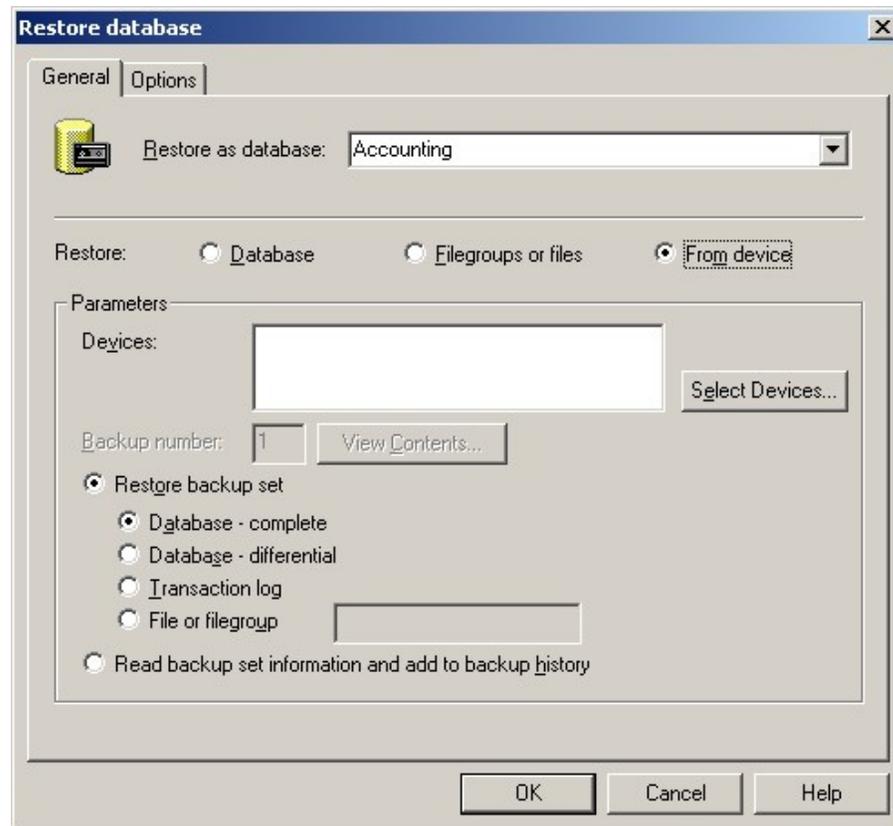


- Expand **Databases**, right-click the database, point to **All Tasks**, and then click **Restore Database**.



Right Click the DATABASE option under the database name you have created. Select All Task -> Click Restore Database

- In the **Restore as database** box, type or select the name of the database to restore if different from the default. To restore the database with a new name, type the new name of the database.



- Choose what database you want to restore

Note Specifying a new name for the database determines automatically the new names for the database files restored from the database backup.

4. Click **From device**, and then click **Select devices**.

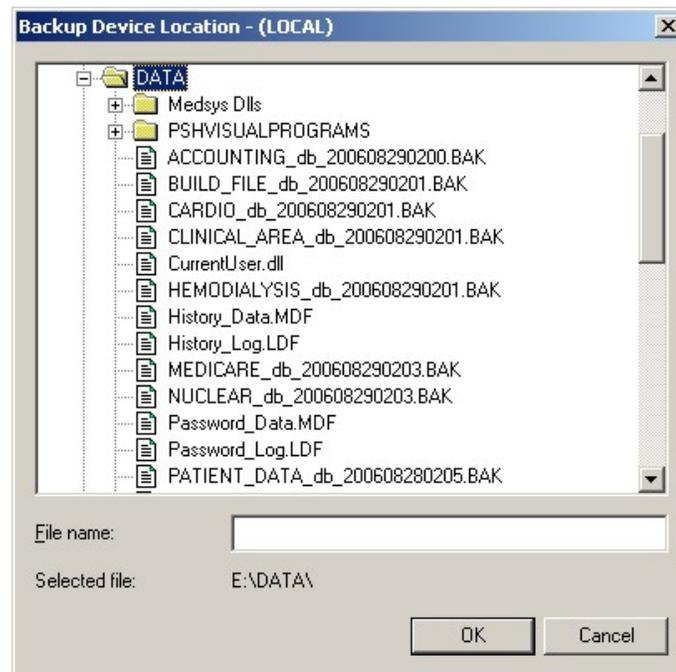
If no devices appear, click **Add** to add an existing backup device or to create a new one. In the **Restore Database** dialog box, click **View Contents** and select the backup set to restore.

Note This option scans the backup set for the backup content information and can be time consuming, especially when using tape devices. If you already know the backup set to restore, type the backup set number in **Backup number** instead.

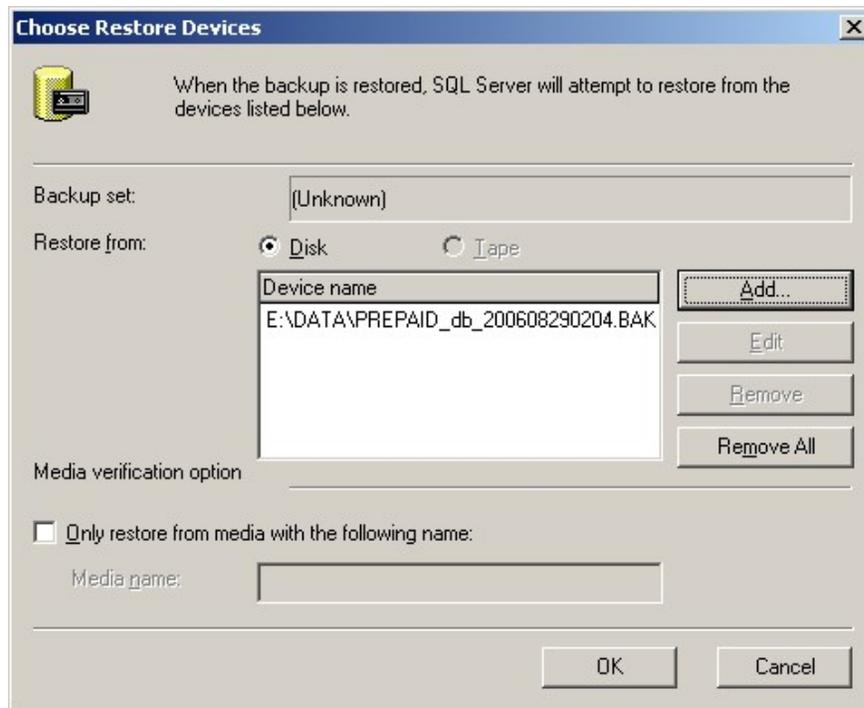
5. Under **Restore from**, click **Tape** or **Disk**, click Add button and then select a device from which to restore.



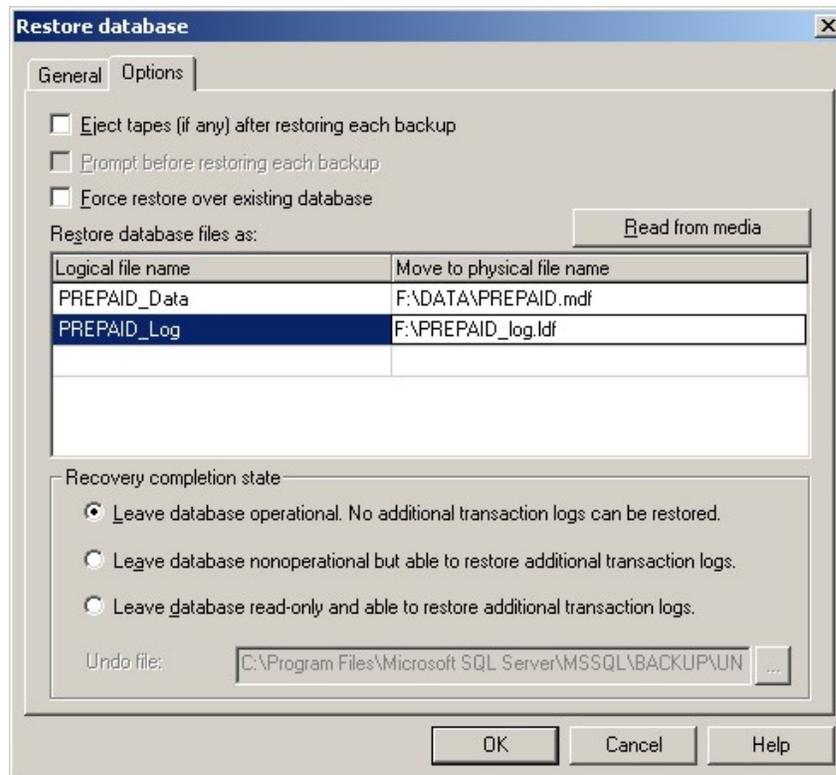
Click on  to search for the backup file where you save it.



- Select the database to restore. *For example the ACCOUNTING Database, select accounting.bak then select OK button.*



- Click on **OK** button
6. Under **Restore backup set**, do one of the following:
- Click **Database - complete** to restore a database backup.
 - Click **Database - differential** to restore a differential database backup.
 - Click **Transaction log** to apply a transaction log backup.
 - Click **File or file group** to restore a file or file group backup. Specify the name of the file or file group.
7. Optionally, click the **Options** tab, and then do one of the following:



- Click **Leave database operational. No additional transaction logs can be restored** if no further transaction log backups are to be applied.
- Click **Leave database non-operational, but able to restore additional transaction logs** if another transaction log backup is to be applied.
- Click the checkbox option for Force Restore over existing database. Be sure that the path on the MOVE TO PHYSICAL FILE NAME is correct before clicking OK button.

Program Settings Maintenance

This option allows authorized users to Add / Update or edit the accounting set-up.

To do this, click on Set-up on the main menu, from the pull-down menu click on Accounting Set-up.

A password window will appear. This is to restrict unauthorized person to Update or edit the Set-up. Enter the correct password for this set-up and this will display the window below.

Hospital Information Window

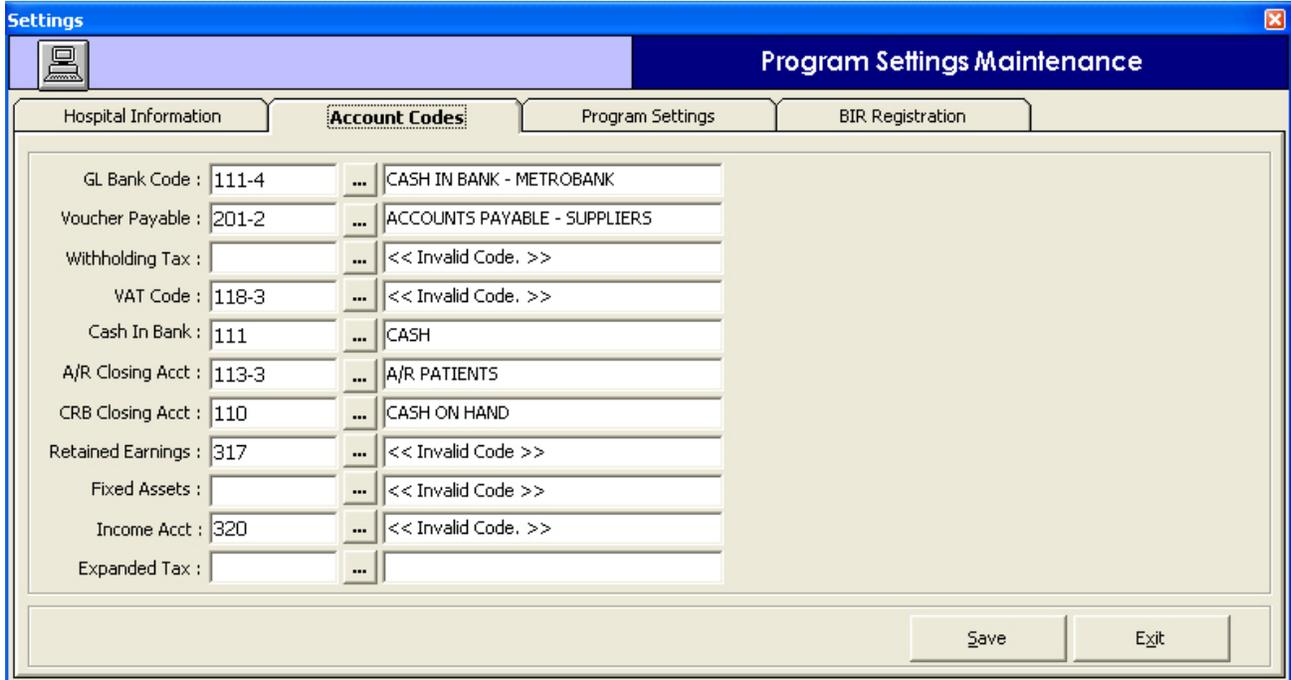
Hospital Information Tab

- Hospital Name : Name of the Hospital
- Hosp. Address : Address of the Hospital
- APV Prepared by : Default name of signatory in the report who prepared the Account Payable Voucher
- APV Posted by : Default name of signatory in the report who posted the Accounts Payable Voucher
- APV Verified by : Default name of signatory in the report who verified the Accounts Payable Voucher
- APV Approved by: Default name of signatory in the report who approved the Accounts Payable Voucher
- Year Type
 - **Fiscal year** – (Financial year or Accounting reference date)

It is a 12-month period used for calculating annual (“yearly”) financial reports in the hospital. Regulatory laws regarding accounting require such reports once per twelve months, but do not require that the twelve months constitute a calendar year.

- **Calendar Year** – begins on January 1 and ends on December 31.
- Click the **SAVE** button to save the data entered
- Click the **CANCEL** button to disregard the data entered

Account Codes Window



The chart of accounts coding structure used in this system identifies the financial activity concerning Hospital assets, liability and fund balances. This activity includes cash, receivables, payables, expenses and cash receipts.

Example: 000-106-4-05

Group Code	Account Type	Sub-Category	Company Code
XXX	XXX	X	XX
▲	▼	▼	▲
000	106	4	05

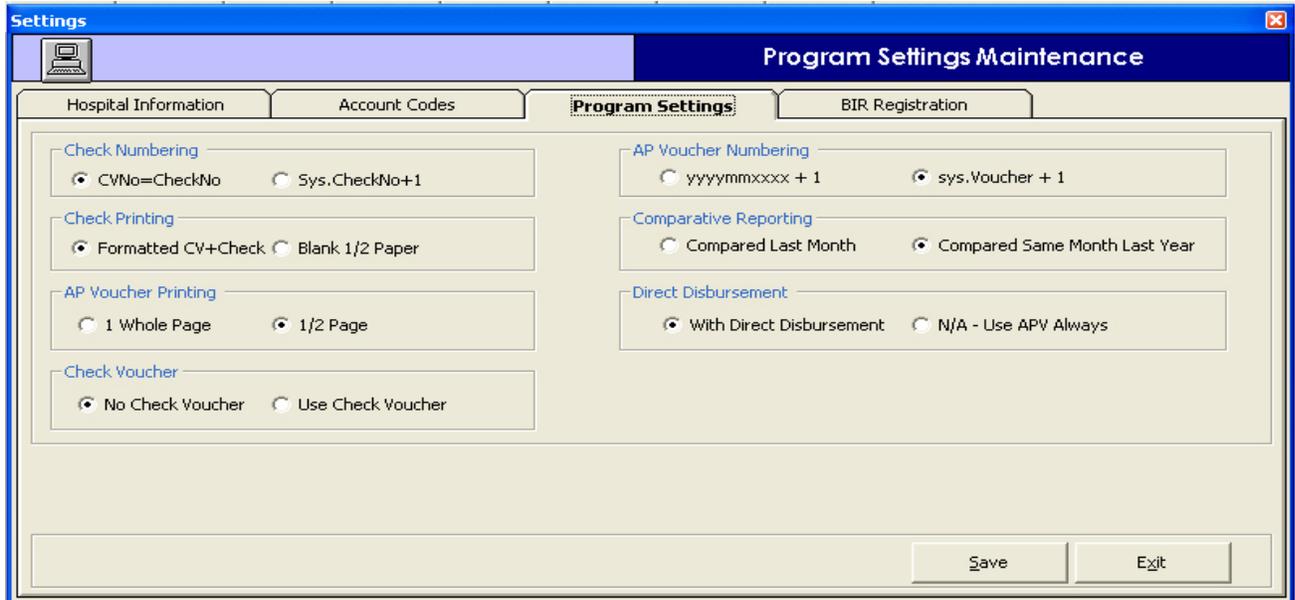
- The first digit (000 indicates the account is for balance sheet) of the 3-digit account number identifies the accounts as a General Ledger Account
- The second through 3 digits (106 refers to Accounts Receivable) serve as an account identifier (Asset, Liability or capital/fund)
- The third through 1 digit (4 refers to Account Receivable Company) identify the category which represents the specific asset, liabilities, or capital balance activity recorded with the fund.
- The fourth through 2 digits (05 refers to specific company code like Ayala Life) refers to company / account code.

- Click the **SAVE** button to save the data entered
- Click the **EXIT** button to disregard the data entered

Program Setting Window

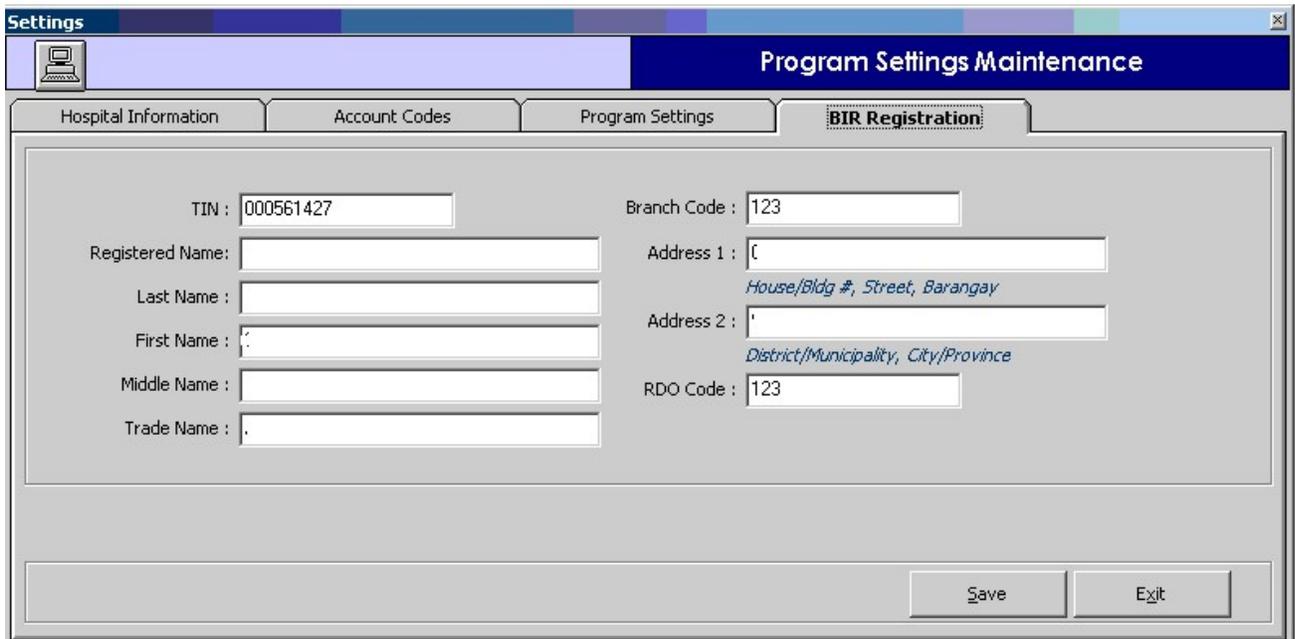
This option allows the user to choose the format or numbering system to adopt in the operation of Visual Accounting system.

- Check Numbering: It refers to the series of number to use by the computer in the check preparation.
 - CVNo=check no : It means, the check number to use is the computer generated check voucher number.
 - Sys.CheckNo+1 : It refers to a unique series of number solely for check number.
- Check Printing: It refers to the type and size of paper to use in printing the check.
 - Formatted CV+Check : It refers to a whole page paper with check voucher printed on top and the other half is for the check
 - Blank ½ Paper : Use of ½ blank papers which will only serve as duplicate copy for the manual preprinted check.
- AP Voucher Printing: It refers to the size of paper to use in printing the Accounts Payable Voucher.
 - 1 Whole Page
 - ½ Page
- AP Voucher Numbering: It refers to the format of computer generated series of number to use for Accounts Payable Voucher number.
 - Yyyymmxxx+1: The number will start with the 4 digits year (2006), followed by 2 digits month (10 for October) and the incremental digits. The last 4 digits number will start to zero every start of the New Year.
 - Sys.Voucher+1 : The number is a continues series of computer generated voucher number
- Comparative Reporting: A default option for a report to be compared last month of the same year or comparing the month to the same month of last year.
- Direct Disbursement – An option for the user to tag if they will use direct disbursement or none at all.



BIR Registration Window

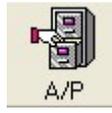
This option is the build file for Bureau of Internal Revenue Registration information.

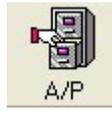


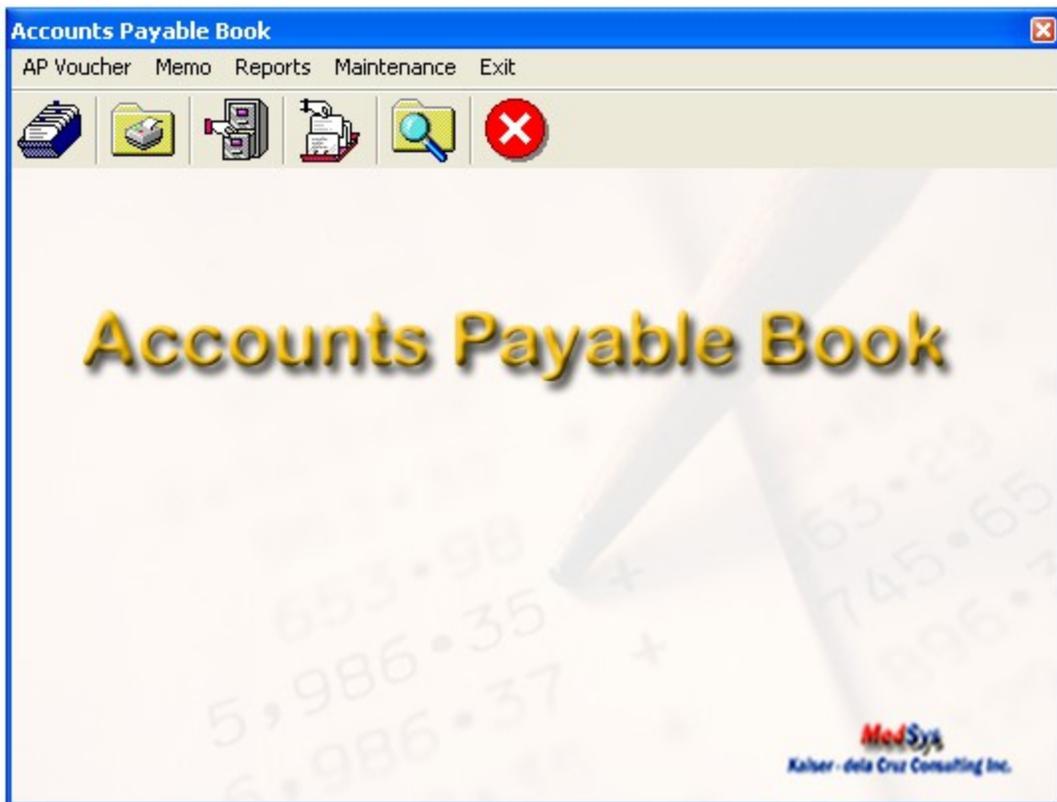
Accounting Books

Accounts Payable Book

This book is known as the current liability in the Balance Sheet. These are the debts resulting from purchasing assets or receiving services on credit or on an open account. This deals with money owed by the organization to vendors. It summarizes the amount owed, handles partial payments and vendor credits and also manages vendor terms and sales taxes payable.



To load the AP window, click on  button in the main menu to display the window below.



AP VOUCHER

A] Entry / Editing of AP Voucher

This option allows you to enter the AP vouchers. To do this click on AP Voucher in the AP Main Menu

then Enter / Edit AP Voucher Option or click on  button.

Enter the following data.

- Period
- Voucher No.
- Date – This refers to the data of the vendors invoice. it should be within the Period date
- Vendor Id – click on (...) to display list of Vendors/payees. Double click on the item
- Payable Type – click on (...) to display list of item. Double click on the item.
- Terms – This refers to the vendor’s payment terms.
- Particulars – This refers to the expenditure being requested such as the item(s) purchased, services rendered and reimbursement
- Payee – This refer to the Vendor/payee.

* Below is the ENTRY AP VOUCHER WINDOW

Data Entry
✕

Accounts Payable Voucher

New Voucher

Period :	<input type="text" value="200608"/>	Totals	
Voucher No. :	<input type="text" value="000006"/>	Debits	Credits
Date :	<input type="text" value="8 /20/2006"/>	<input type="text"/>	<input type="text"/>
Amount :	<input type="text" value="0.00"/>	-	=
Vendor ID :	<input type="text" value="3845"/> ...	<input type="text"/>	<input type="text"/>
Payee :	<input type="text" value="FEDERICO ABLING"/>	Payable Type :	<input type="text"/>
Particulars :	<input style="height: 20px;" type="text"/>	Terms :	<input type="text"/>
		Due Date :	<input type="text" value="8 /20/2006"/>

References
VAT Computation
Account Entries

Invoice #	RR #	PO #	Date	Amount
			8/20/2006	
				Total Invoices
				<input type="text" value="0.00"/>

Options:

Save
Ignore
Close
Delete Row
Add Row

In the References tab enter the following data

- Invoice Number
- Receiving Report Number (RR #)
- Purchase Order Number (PO #)
- Date – Invoice Date
- Amount of Invoice

In the Vat Computation tab enter the following data

- Payee Name
- Gross Amount
- Vat Percentage in the % column
- Vat Amount

In the Account Entries tab enter the following data

- Account Code
- Description
- Debit and Credit

Click the **Save** button to save the data entered.

Click the **Ignore** button to disregard the data entered.

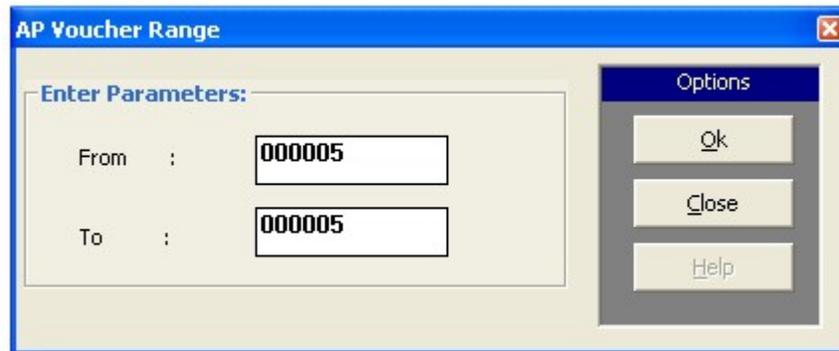
Click the **Delete** button to remove an item entered. Highlight the specific item

Click the **Add** button to add another item

B | Printing of AP Vouchers

This option allows you to print AP Vouchers entered within a period.

To do this click on AP Voucher in the AP Main Menu then Print AP Voucher Option or click on  button to display the window below.



To Print

➤ Enter the AP Voucher Range

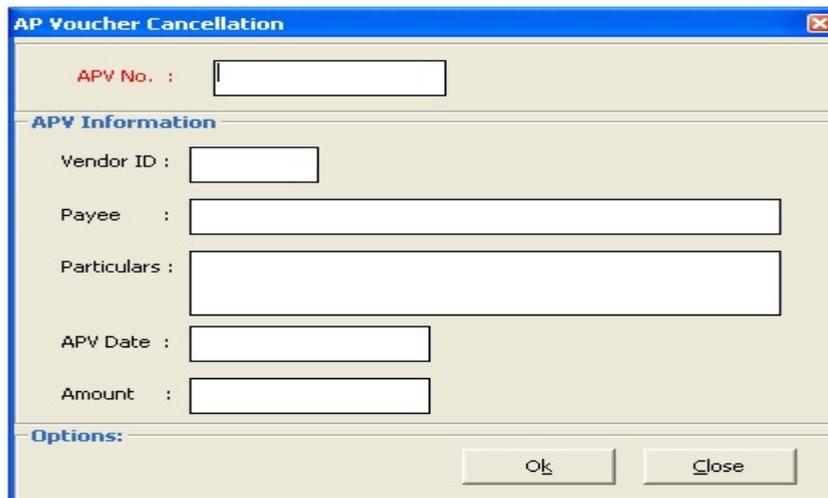
Click the **OK** button to generate the report

Click the **Close** button to go out from this option

C } Cancel AP Voucher

This option allows you to cancel a specific AP Voucher. To do this, click on Cancel AP Voucher option

in the Accounts Payable Main Menu or click on  button. This will display the window below



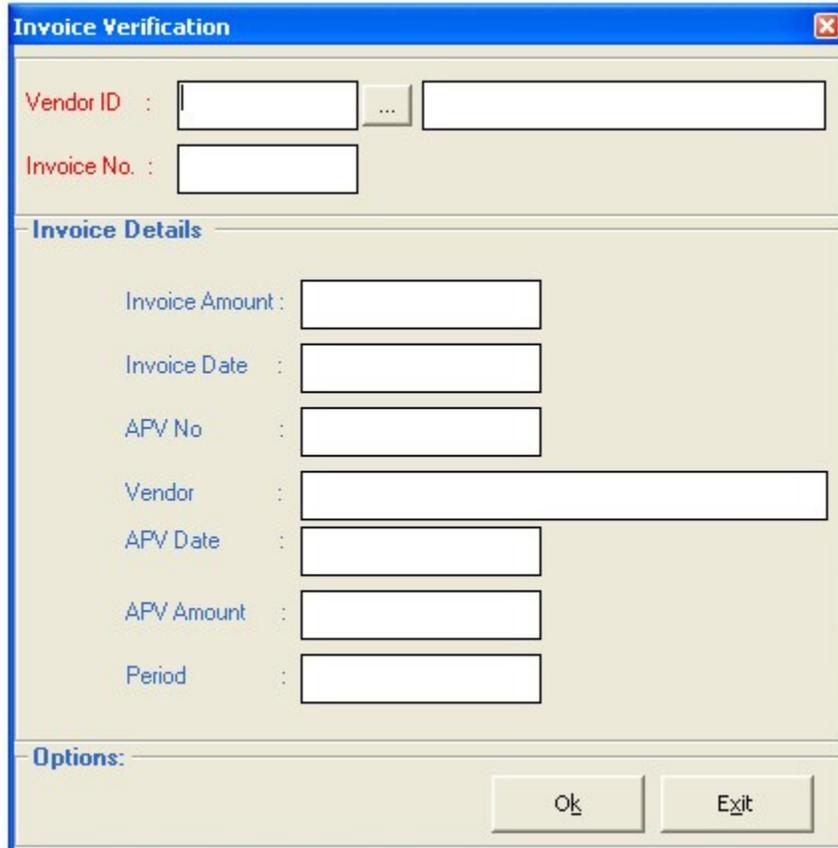
Enter the APV No. you want to cancel. If found, it will display the APV Information such as the Vendor Id, Payee, Particulars, APV Date and Amount.

Click **OK** button to cancel the APV.

Click **Close** button to go out from this option.

E | Verify Invoice

This option allows you to verify the information of a specific invoice. To do this, click on Verify option button in the AP Main Menu to display the window below.



The screenshot shows a dialog box titled "Invoice Verification" with a standard Windows-style title bar (blue background, close button). The dialog is divided into several sections:

- Vendor ID :** A text input field followed by a small button with three dots and another text input field.
- Invoice No. :** A single text input field.
- Invoice Details** (Section Header):
 - Invoice Amount :** Text input field.
 - Invoice Date :** Text input field.
 - APV No :** Text input field.
 - Vendor :** A wide text input field.
 - APV Date :** Text input field.
 - APV Amount :** Text input field.
 - Period :** Text input field.
- Options:** A section at the bottom containing two buttons: "Ok" and "Exit".

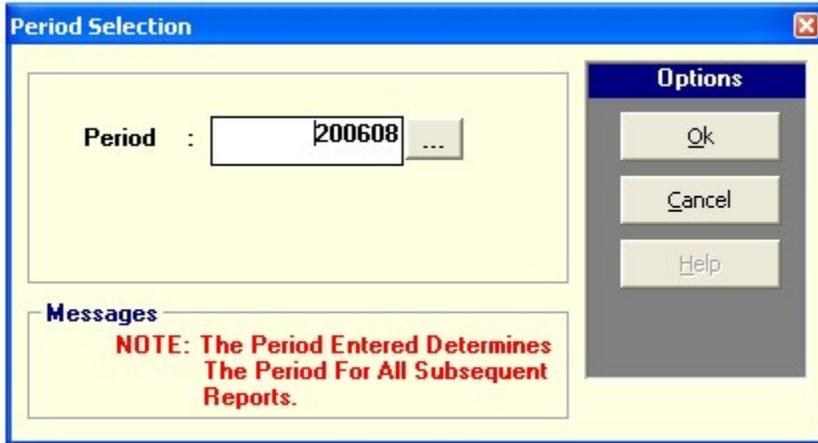
Enter the vendor then the specific invoice #. If the entered invoice number is found, it will display the details on the screen else it will prompt a message that the invoice number doesn't exist.

If the data are correct, click **OK** button or click the **Exit** window to go out from this option

F] Post AP Vouchers

This option allows you to post a specific voucher. If the voucher is already posted, you are not allowed to edit or cancel that specific voucher. To do this, click on Post AP Vouchers in the AP Main Menu or

click on  button to display the window below.

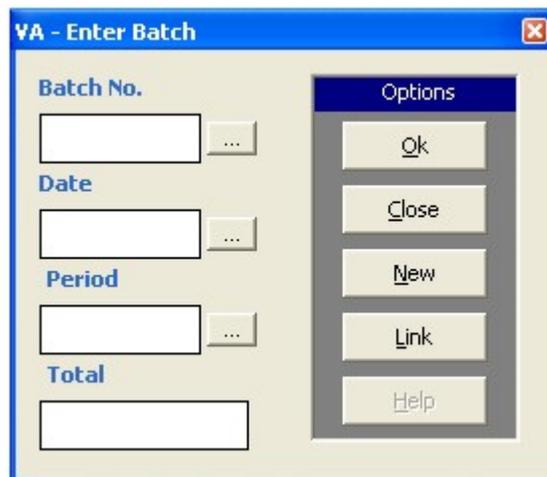


Enter the Period Date. The default format is (year-month) for example the date you wanted to determine is September 2006 the period would be 200609.

Click the **OK** button to Post otherwise click on Cancel button close this option.

G] Prior Period Adjustment

This option allows the user to cancel a voucher made under a report period that was already posted to General Ledger. This will mark the voucher as **“Cancelled”** and the reversing account entries will be recorded under the **Journal Voucher Book**. To do this, click on Prior Period Adjustment in the AP Main Menu.



CREDIT MEMO

Credit Memo is used to apply credit to your accounts for goods returned or overpayments.

A] Enter or Edit Credit Memo

This option allows you to enter or edit credit memo. To do this, click on Enter / Edit Credit Memo in the AP Book Main menu. This will display the window below

The screenshot shows a software window titled 'Data Entry' with a sub-header 'Credit Memo'. The window is divided into several sections:

- Input Fields:**
 - Period: 200608
 - CM No.:
 - Voucher No.:
 - Date: 9 /21/2006
 - Amount:
 - Vendor ID:
 - Particulars:
- Totals Section:**
 - Totals: Debits - Credits = Difference
 - Payable Type: (dropdown)
 - Terms: (dropdown)
 - Due Date: 9 /21/2006
 - Payee:
- Account Entries Table:**

Account Code	Description	Debit	Credit
- Options:**
 - Save
 - Ignore
 - Close
 - Delete Row

Enter the following data

- Period – this defaults to the current posting period based on the posting date
- CM No. (Credit Memo No)
- Voucher No.
- Date - Date of the Credit Memo
- Amount – Enter the total amount to be paid by the vendor as indicated on the credit memo
- Vendor Id – This refers to the vendor account number
- Particulars – Item Description
- Payable Type - click on (▼) button to display list of choices
- Particulars – Item description

Account Entries Tab

Enter the following data

- Account Code – type the first few letter(s) of the Account description to display list of items that corresponds to the entered items or key in the account code then press Enter key
- Enter the amount in the Debit / Credit column

Click on **save** button to save or update the entered credit memo

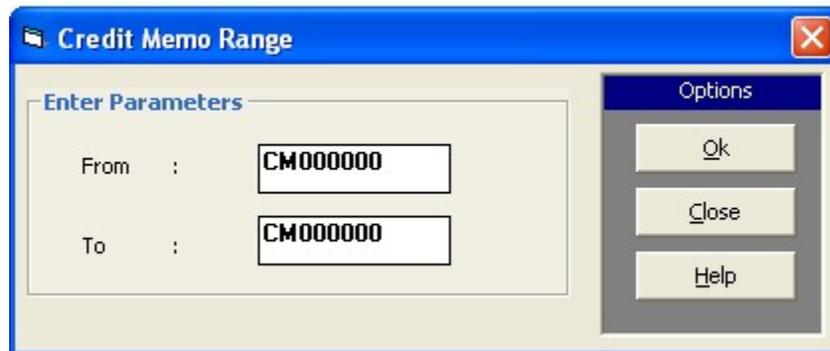
Click on **Ignore** button to disregard the entered data

Click on **Delete Row** button to remove an entered data.

Click on **Close** button to go out from this option

B | Print Credit Memo

This option allows you to print credit memos. To do this, click on Print Credit Memo option in the Accounts Payable Main menu and this will display the window below

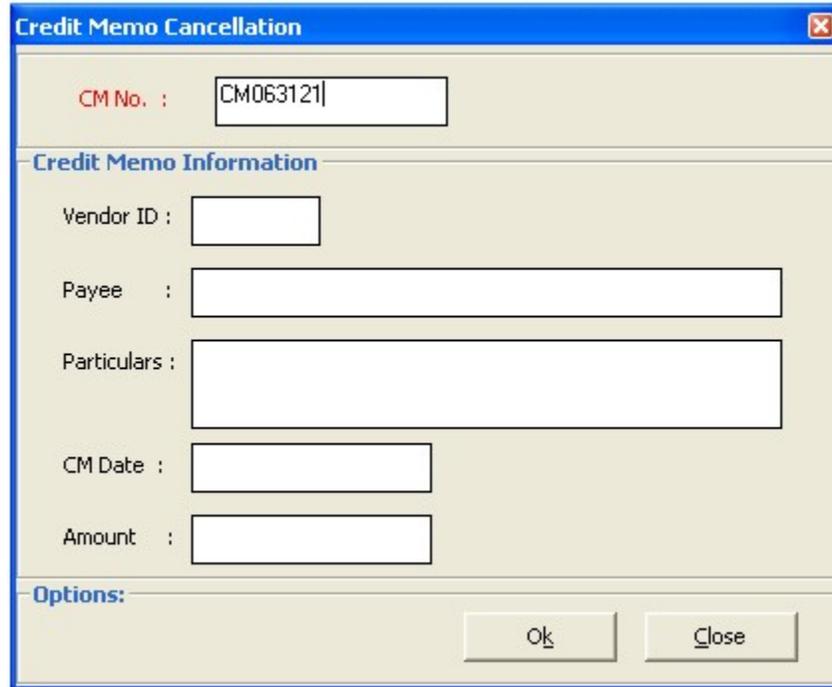


The screenshot shows a dialog box titled "Credit Memo Range". It contains two input fields for "From" and "To", both set to "CM000000". To the right, there is an "Options" panel with three buttons: "Ok", "Close", and "Help".

Enter Credit Memo Range, see sample in the loaded window then click OK button to display the data
Or Close button to go out from this option

C1 Cancel Credit Memo

This option allows you to cancel a specific credit memo. To do this, click on Cancel Credit Memo option in the Accounts Payable Main Menu and this will display the window below



The screenshot shows a dialog box titled "Credit Memo Cancellation" with a blue header bar and a close button in the top right corner. The dialog is divided into three sections:

- CM No. :** A text input field containing "CM063121".
- Credit Memo Information:** A section containing several input fields:
 - Vendor ID :** An empty text input field.
 - Payee :** An empty text input field.
 - Particulars :** A larger empty text input field.
 - CM Date :** An empty text input field.
 - Amount :** An empty text input field.
- Options:** A section at the bottom containing two buttons: "Ok" and "Close".

Enter Credit Memo No. If the entered CM # is found in the database, it will display the information else it will prompt a message that it is already posted or doesn't exist. Click on OK button to cancel the item or CLOSE button to go out from this option.

REPORTS

The following report can be generated in this book

1. *APV per Vendor* – This generate a report on the accounts payable grouped by vendor. The following data can be viewed such as the AP Voucher #, AVP Date, Name/Particulars, APV Amount, Check/Credit Memo #, Check Amount, Released Date, Received by, Grand Total, Invoice Report per Vendor, APV Amount and Balance.

Sample Report:

A/P Voucher Register
Period From 200605 To 200606

ZUELLIG PHARMA CORPORATION

AP Voucher#	APV Date	Name / Particulars	APV Amount	Check/CM No. - Date	Chk. Amount	Release Date	Reference No.	Received by
927651	6/19/2006	ZUELLIG PHARMA CORPORATION PAYMENT FOR KLARICID TABLET	13,028.20	002446 6/20/2006	13,028.20			
					0.00			
927652	6/19/2006	ZUELLIG PHARMA CORPORATION PAYMENT FOR ZANTAC TABLET,AUGMENTIN TABLET AND PLASIL AMPULE	22,029.00	002446 6/20/2006 CM067396 6/20/2006	21,139.70 889.30			
					0.00			
Grand Total:			APV Amount : <u>4,296,324.72</u>		Balance : <u>0.00</u>			

2. *Invoice Report per Vendor* – This generate a report of invoices per vendor on a specific vendor. The following data can be viewed such as the AP Voucher, AP Date, AP Amount, AP Invoice, Invoice Number, Invoice Date and Invoice Amount.

Sample Report:

List of Invoices

Period From 200606 To 200606
ZUELLIG PHARMA CORPORATION

APVoucher	APV Date	APVAmount	Invoice No.	Invoice Date	InvAmt
927643	6/19/2006	8,860.00	05072586	6/15/2006	8,860.00
927644	6/19/2006	13,033.00	05072587	6/15/2006 6/15/2006	13,033.00 0.00
927645	6/19/2006	11,583.80	05072583	6/15/2006 6/15/2006	11,583.80 0.00
927646	6/19/2006	15,766.40	05072585	6/15/2006 6/15/2006	15,766.40 0.00
927647	6/19/2006	100,300.00	01076994 Z	6/15/2006	100,300.00

3. *AP Schedule* – This generate a report on the schedule of payable for a specific period. The following data can be viewed such as the vendor id, company name and the amount to be paid.

Sample Report

Accounts Payable Schedule

As of June 30, 2006

VendorID	Company	Amount
1007	ACTION AGAD ALUM& GLASS SPECIALIST	2,450.00
3493	AGUSTIN EMBUSCADO	13,500.00
1009	AIRPAC SYSTEMS CONTROL, INC.	402,228.05
1315	ALEXSON PRINTING PRESS	15,950.00
1328	ASSOCIATED DRUGS,INC	3,615.00
3583	ATGAS TRADERS	550.00
1616	AUGEMS NUEVA LINEA	45,445.64
1617	AVEX INDUSTRIAL MARKETING CORP	1,200.00
3716	B.A. ELECTRICAL SUPPLY sp_APSchedule.Company (String)	3,510.00
1336	BATAAN MANUFACTURING CO.,INC.	10,867.00
1483	BELMAN LABORATORIES	5,655.00

4. *AP Schedule with Aging* – This generate a report on the schedule of payable with aging (30 days, 60 days, 90 days and over 90 days) for a specific period. The following data can be viewed such as the payable type (e.g. medicines, laboratory supplies, csr supplies), current payable amount, terms of payment and the total amount.

Sample Report

ACCOUNTS PAYABLE AGING

As of November 23, 2006

	Term	CURRENT	PAST DUE				TOTAL
			30 days	60 days	90 days	over 90 days	
MEDICINES							
BELMAN LABORATORIES	30 Days					5,655.00	5,655.00
BEST DRUG INDUSTRIES	30 Days						
BEST DRUG INDUSTRIES	30 Days					5,060.00	5,060.00
BLOOMING FIELDS PHILS., INC.	30 Days					10,477.15	10,477.15
COMPLETE SOLUTION	30 Days					3,450.00	3,450.00
DIETHELM (PHILIPPINES), INC.	30 Days					256,576.52	256,576.52
ELIN PHARMACEUTICALS, INC.	30 Days					19,768.00	19,768.00
EURO-MED LABORATORIES PHILIPPINES, INC.	60 Days					44,889.60	44,889.60
EURO-MED LABORATORIES PHILIPPINES, INC.	30 Days					269,912.66	269,912.66
EVANS MARKETING CORPORATION	30 Days					12,342.00	12,342.00
GLOBO ASIATICO ENTERPRISES, INC.	30 Days					6,000.00	6,000.00
HCON LABORATORIES, INC.	30 Days					5,500.00	5,500.00
INT'L APEX PHARMACEUTICALS	30 Days					7,700.00	7,700.00

5. *AP Schedule (Detailed)* – This generate a report on the detailed schedule of payable for a specific period. The following data can be viewed such as the AP Voucher#, APV Date, Name, APV Amount, Check/CM No., Check/CM Date, Check Amount and APV Amount.

Sample Report

Schedule of Payable								Print Tim
As of June 2006								
AP Voucher#	APV Date	Name	APV Amount	Check/CM No.	Chk/CM Date	Chk Amount	APV Balance	
927620	06/19/2006	ACTION AGAD ALUM.& GLASS SPECIALI	4,900.00	002433	06/20/2006	2,450.00	2,450.00	
917044	03/11/2006	AGUSTIN EMBUSCADO	45,000.00	078398	03/15/2006	31,500.00	13,500.00	
927197	05/31/2006	AIRPAC SYSTEMS CONTROL, INC.	46,300.00	002143	06/06/2006	13,890.00	32,410.00	
927199	05/31/2006	AIRPAC SYSTEMS CONTROL, INC.	146,500.00	002142	06/06/2006	43,950.00	102,550.00	
927200	05/31/2006	AIRPAC SYSTEMS CONTROL, INC.	381,811.50	002141	06/06/2006	114,543.45	267,268.05	
926924	05/25/2006	ALEXSON PRINTING PRESS	2,850.00				2,850.00	
927604	06/16/2006	ALEXSON PRINTING PRESS	13,100.00				13,100.00	
927446	06/09/2006	ASSOCIATED DRUGS,INC	3,615.00				3,615.00	
923486	01/16/2006	ATGAS TRADERS	250.00				250.00	
924538	02/28/2006	ATGAS TRADERS	300.00				300.00	

6. *AP Schedule Subsidiary Ledger* – This generate an individual vendors account in a subsidiary ledger. The following data can be viewed such as the voucher number, apv date, apv amount, invoice no, purchase order no., receiving report no and payments.

Sample Report

Accounts Payable Schedule - Subsidiary Ledger

As of June 30, 2006

3551 - A-Z MARKET ENTERPRISE DEVELOPERS INC.

Voucher	APV Date	APV Amt	Invoice No.	PO	RR	Inv. Date	Inv. Amt	Payments			
								Check Date	Check No.	Chk Amt	
917044	06/19/2006	6,300.00	1117	26037	05-05-000490	05/16/2006	6,300.00	06/27/2006	080183	6,300.00	
918420	06/30/2006	2,520.00	1140	25943	XX-05-06-00065	06/30/2006	2,520.00	07/05/2006	080487	2,520.00	
919434	07/31/2006	6,300.00	1216	26409	XX-05-07-00094	07/31/2006	6,300.00	09/07/2006	081683	6,300.00	
920099	08/31/2006	6,300.00	1255	26529	XX-05-07-00109	08/31/2006	6,300.00	10/04/2006	082299	6,300.00	
922380	11/30/2006	3,780.00	1299	26061	05-12-002694	11/30/2006	3,780.00	12/07/2006	083621	3,780.00	
		<u>25,200.00</u>								<u>25,200.00</u>	
AP Balance per AP Schedule								<u>0.00</u>			

7. *Vat Reports (Summary, Monthly, Quarter)* – This generate a report on value added tax per suppliers / vendor. The following data can be viewed such as the supplier name, TIN, Vat Amount and the Total Vat computed per vendor.

Sample Report

Monthly VAT From Suppliers
FOR JUNE 2006

SUPPLIER	TIN	VAT Amount
ABENSON INC.	000-050-036	4,114.29
ABENSON INC.	000-050-036	3,782.14
Sub Total: ABENSON INC.		<u>7,896.43</u>
ADVANCE MEDICAL PRODUCTS	140-345-578	964.29
Sub Total: ADVANCE MEDICAL PRODUCTS		<u>964.29</u>
ALEXSON PRINTING PRESS	103-751-211	1,403.57
Sub Total: ALEXSON PRINTING PRESS		<u>1,403.57</u>
ASSOCIATED DRUGS, INC	000-346-082	387.32
Sub Total: ASSOCIATED DRUGS, INC		<u>387.32</u>
BOOTS HEALTHCARE	000-148-718	8,357.11
Sub Total: BOOTS HEALTHCARE		<u>8,357.11</u>

8. *AP – Detailed* – This generates a detailed accounts payable of a specific period. It is grouped by date and sorted by accounts payable voucher number.
9. *AP – Summary* – This generates a summarized accounts payable grouped by account number. The following data can be viewed such as the account code, account description, debit and credit.
10. *AP – Sundry* – This generates a summary of sundry accounts.

Sample Report

ACCOUNTS PAYABLE BOOK
SUMMARY OF SUNDRY ACCOUNTS
For the month of June, 2006

Account	Description	Voucher #	Debit	Credit
113-1	A/R DOCTORS	927459	4,465.00	
		927460	5,396.95	
		927671	3,581.41	
		927674	-	710
			<u>13,443.36</u>	<u>710</u>
113-3	A/R PATIENTS	927609	-	1,000
		927665	-	1,000
			-	<u>2,000</u>
113-5	A/R PHILAMCARE	927597	3,162.83	
		927613	60,000.00	
			<u>63,162.83</u>	

11. *AP Vouchers Summary* – This generate a report on vouchers entered for specific vendor / payee and it is grouped by ap voucher # by payee.

Sample Report

Summary of Vouchers
For June 2006

Print Time : 6:02:46PM

#	Voucher	Date	Payee	Code	Description	Debit	Credit
1	927302	6/7/2006	(1415) KA KIKI FOOD SERVICE,INC	579		60,414.00	-
				520	FUEL & LUBRICANTS - CDSR	1,551.00	-
				520	FUEL & LUBRICANTS - EMERGENCY ROOM	3,487.00	-
				210		-	65,452.00
2	927376	6/9/2006	(1160) BLUE SKY TRADING CO,INC.	432-1		80,118.32	-
				210		-	80,118.32
3	927377	6/9/2006	(3709) TRUFFLES FOOD INC.	522	LEASE EXPENSE	2,034.60	-
				210		-	2,034.60
4	927378	6/9/2006	(2392) Dr. ALVIN M JORGE	426-1		6,666.67	-
				210		-	6,666.67
5	927379	6/9/2006	(1887) ZUELLIG PHARMA CORPORATION	117-2		43,532.14	-
				118-3		5,235.86	-
				210		-	48,868.00
6	927380	6/9/2006	(1887) ZUELLIG PHARMA CORPORATION	117-2		6,727.28	-
				118-3		807.27	-
				210		-	7,534.55

12. *AP Vouchers Per Day* – This generate a report on vouchers entered for a specific vendor / payee sorted by date.

Sample Report

Accounts Payable Vouchers
From 06/01/2006 To 06/10/2006

Print Time : 6:04:21PM

Date	Voucher	Payee	Code	Description	Debit	Credit
06/07/2006	927302	(1415) KA KIKI FOOD SERVICE,INC	579		60414.00	
			520	FUEL & LUBRICANTS - CDSR	1551.00	
			520	FUEL & LUBRICANTS - EMERGENCY ROOM	3487.00	
			210			65452.00
			Total	6/7/2006	65,452.00	65,452.00
06/09/2006	927376	(1160) BLUE SKY TRADING CO,INC.	432-1		80118.32	
			210			80118.32
06/09/2006	927377	(3709) TRUFFLES FOOD INC.	522	LEASE EXPENSE	2034.60	
			210			2034.60

13. *Fixed Asset Schedule (Summary)* – This generate a report on schedule of fixed assets acquisitions on a specific period.

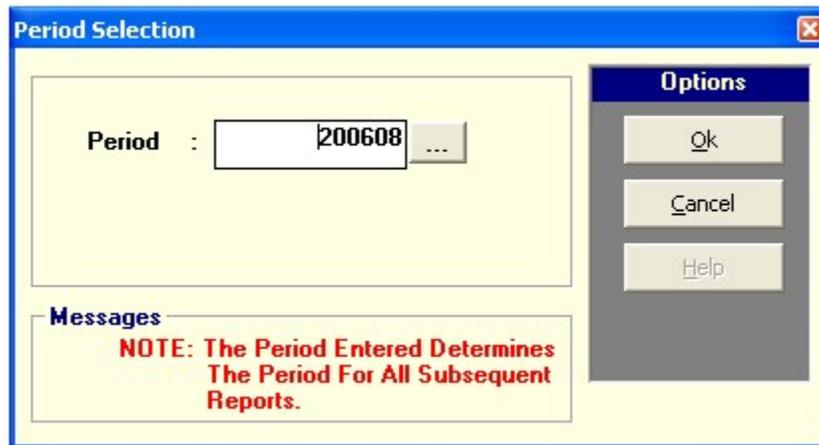
14. *Credit Memo Summary* – This generate a report on credit memo's entered on a specific vendor / payee on a specific period.

Maintenance

A] Update Current AP Period

This option allows the user to change the default Period appears in the entry of new vouchers and reports under the Accounts Payable Book.

To do this, click **General** on the menu bar and select on **Update Current AP Period** to display the window below.



Enter the New Period Date then click OK button to update it or the Cancel button to go out from this option.

Choose or double click on the Vendor's name then click on Edit/Add tab to display the information(s) of the payee. See the window displayed below

Edit / update the payee information then Click on Save button to save the data entered or Cancel button to disregard the data entered.

In here, you can also update the status of a payee if he is still an Active or Inactive payee of the hospital, Check or uncheck (Active)

To add a new payee, click on Add button.

To print information of payee, click on Print button.

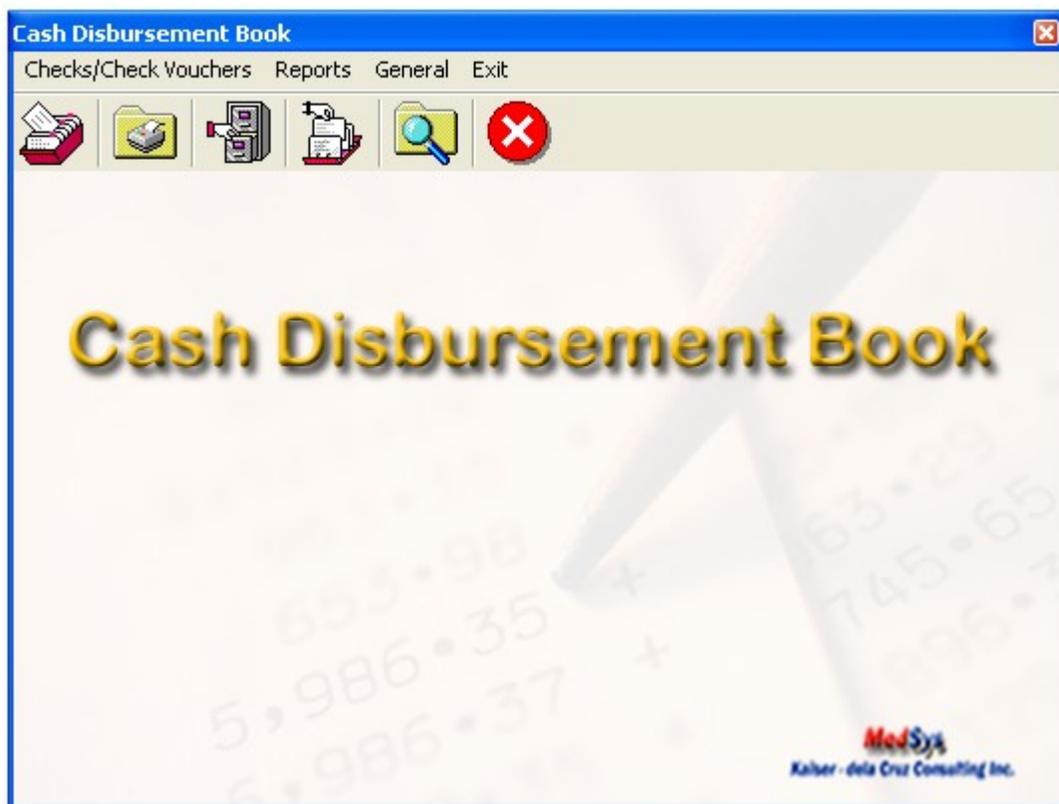
Cash Disbursement Book

Cash Disbursement is a record that shows how much money is paid out for the purchased items, or services rendered to the hospital.

This book is used to record all payments made in cash such as for accounts payable, merchandise purchases, and operating expenses.



To load the Cash Disbursement Book window, click on  button in the main menu.

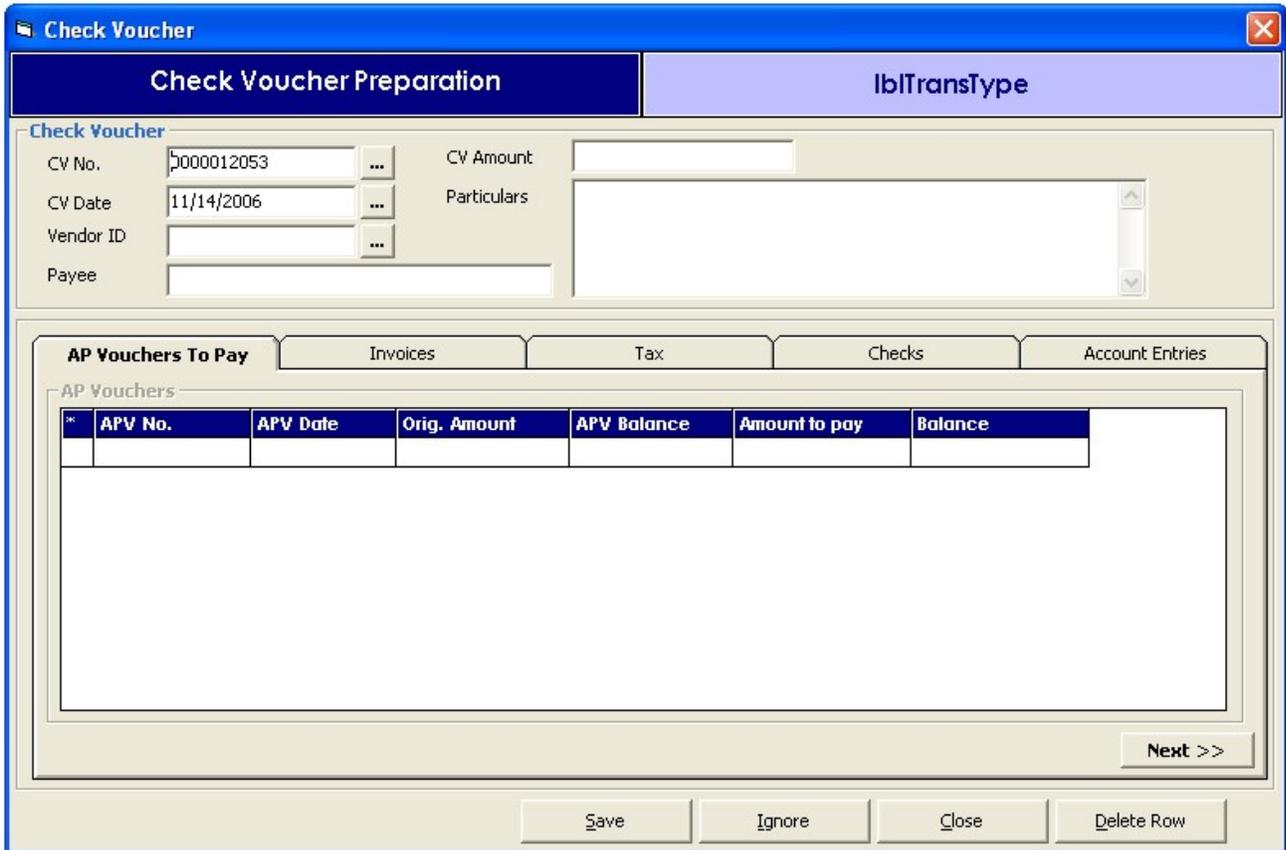


CHECK VOUCHERS

A] Check Voucher Preparation

This option allows the user to prepare a check for a specific vendor. To do this, click on Check

Preparation option on the Check/Checks Vouchers menu of the CDB Main Menu or click  button in the CDB window. This will load the window below



Check Voucher

Check Voucher Preparation **IblTransType**

Check Voucher

CV No. 000012053 CV Amount
 CV Date 11/14/2006 Particulars
 Vendor ID
 Payee

AP Vouchers To Pay Invoices Tax Checks Account Entries

AP Vouchers

* APV No.	APV Date	Orig. Amount	APV Balance	Amount to pay	Balance

Next >>

Save Ignore Close Delete Row

In this option, enter the check details to be prepared :

1. CV No. – Check Voucher Number
2. CV Date – Check Voucher Date
3. Vendor Id – code of the vendor / payee
4. Payee – name of the vendor / check's recipient
5. CV Amount – Check Voucher Amount
6. Particulars – description of the voucher

Invoices

This option allows the user to enter the invoice(s) included in the voucher. To go on this option, click Invoices tab in the Check Voucher Preparation menu. This will display the window below.

The screenshot shows a window titled "Invoices" with a table and a total field. The table has five columns: Invoice #, RR #, PO #, Date, and Amount. The Date column contains the value 11/14/2006. Below the table, there is a "Total Invoices" label and a text box containing "0.00". A "Next >>" button is located at the bottom right of the window.

Invoice #	RR #	PO #	Date	Amount
			11/14/2006	

Total Invoices

Next >>

The user can enter the following data:

- a) Invoice #
- b) RR # - Receiving Report Number
- c) PO # - Purchase Order Number
- d) Date – Invoice Date
- e) Amount

Click on **Save** button to save the data entered.

Click on **Ignore** button to disregard the data entered.

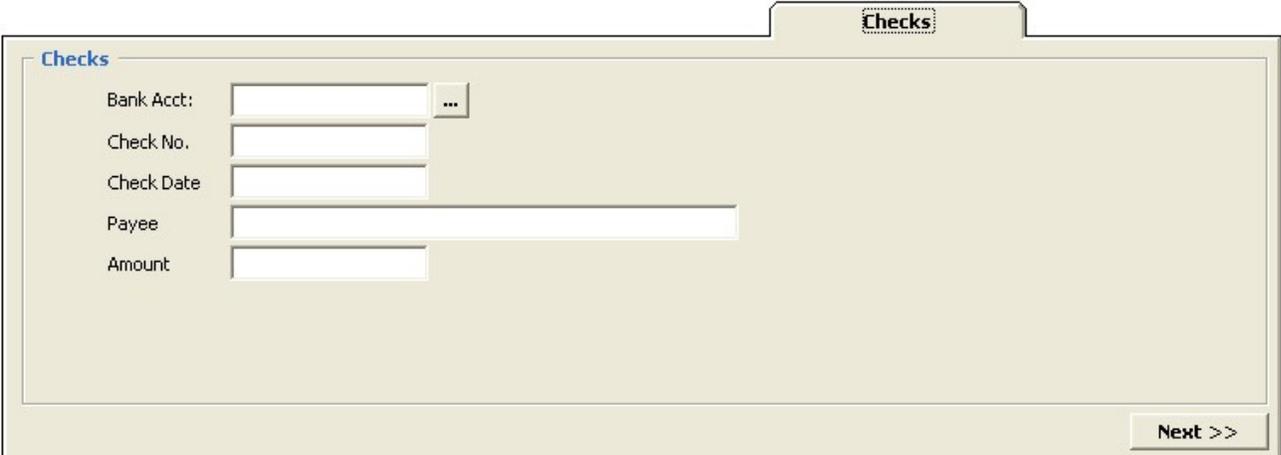
Click on **Delete** Row button to remove a specific data or entry.

Click on **Add** Row button to add new entry.

Click on **Close** button to go out from this window.

Checks

This option allows the user to enter the data for check printing. To go on this option, click on Checks tab in the Check Voucher Preparation menu to display the window below.



The screenshot shows a software window titled "Checks". The window contains the following fields and controls:

- Bank Acct:** A text input field followed by a small square button containing three dots (a dropdown menu).
- Check No.:** A text input field.
- Check Date:** A text input field.
- Payee:** A wide text input field.
- Amount:** A text input field.
- Next >>** A button located at the bottom right of the window.

The following data should be entered:

- a) Bank Account – click on () to display list of banks
- b) Check No. – Enter the check number
- c) Check Date
- d) Payee – automatically gets the name of the vendor entered in the check voucher
- e) Amount

Click on **Save** button to save the data entered.

Click on **Ignore** button to disregard the data entered.

Click on **Delete** Row button to remove a specific data or entry.

Click on **Add** Row button to add new entry.

Click on **Close** button to go out from this window.

Account Entries

Click the Account Entries tab in the Check Preparation menu of the CDB book. This will display the window below

Account Entries			
Account Code	Description	Debit	Credit
000-213-2	ACCOUNTS PAYABLE - PICDI	100.00	
000-214-1	WITHHOLDING TAXES PAYABLE		4.46
000-111-4	CASH IN BANK - ATA		495.54
		100.00	100.00
			0.00

The following data should be entered:

- Account Code – based on the Chart of Accounts
- Description – Account Code description
- Debit and Credit Amount

Click on **Save** button to save the data entered.

Click on **Ignore** button to disregard the data entered.

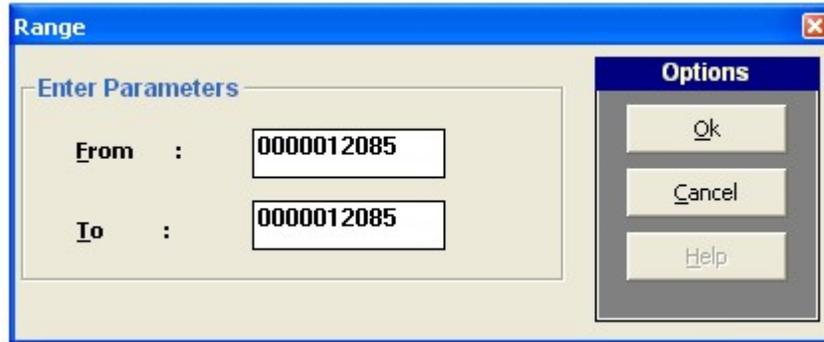
Click on **Delete** Row button to remove a specific data or entry.

Click on **Add** Row button to add new entry.

Click on **Close** button to go out from this window.

B] Check Voucher Printing

This option allows the user to print the voucher prepared. To do this, click on Check Voucher Printing in the Check/Checks Voucher menu of the CDB . This will display the window below.

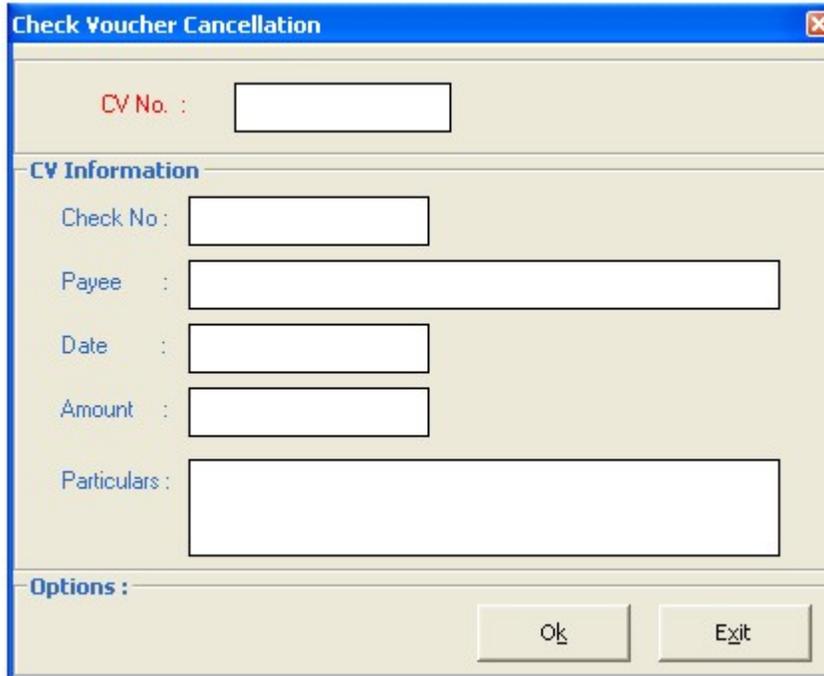


The 'Range' dialog box has a blue title bar with the text 'Range' and a close button. It is divided into two main sections. The left section, titled 'Enter Parameters', contains two text input fields: 'From' with the value '0000012085' and 'To' with the value '0000012085'. The right section, titled 'Options', contains three buttons: 'Ok', 'Cancel', and 'Help'.

Enter the range of Check Voucher Number you want to print then click OK button to print or Cancel to go out from this window.

C] Check Voucher Cancellation

This option allows the user to cancel a specific check voucher. To do this, click on Check Voucher Cancellation in the Check/Checks menu of the CDB. This will display the window below.

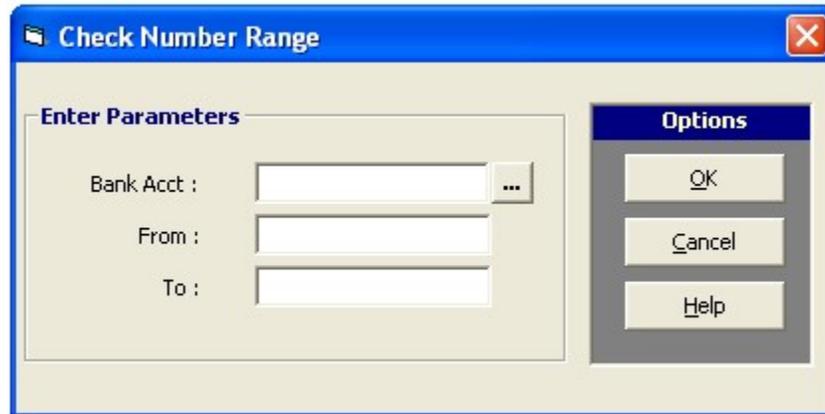


The 'Check Voucher Cancellation' dialog box has a blue title bar with the text 'Check Voucher Cancellation' and a close button. It contains several input fields and buttons. At the top, there is a text input field labeled 'CV No. :'. Below this is a section titled 'CV Information' which contains five text input fields: 'Check No:', 'Payee:', 'Date:', 'Amount:', and 'Particulars:'. At the bottom, there is an 'Options' section containing two buttons: 'Ok' and 'Exit'.

Enter the Check Voucher Number you want to cancel in the CV NO. textbox then press Enter Key. The details of the entered CV No will be displayed on the screen. To cancel it, click on OK button or Exit to go out from this window.

D] Check Printing

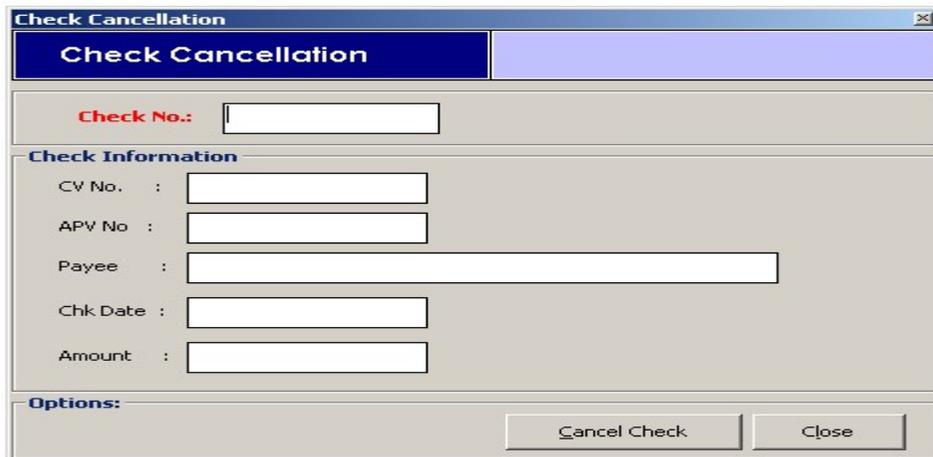
This option allows the user to print the checks as per check or per batch. To do this, click on the Check Printing option in the Checks Voucher menu of the CDB or click on  button. This will display the window below



Enter Bank Account then Check Number Range of the checks you want to print. Click on OK button to print checks or CANCEL button to go out from this option.

E] Check Cancellation

This option allows the user to cancel a specific check. To do this, click on Check Cancellation option in the Check Voucher menu of CDB or click on  button. This will display the window below



Enter the check no. you want to cancel. If not yet posted, it will display check details for verification. To cancel it, click Cancel Check button or Close button to go out from this option.

F] Check Release

This option allows the user to enter release information of checks released. Below is the check release window

The screenshot shows a software window titled "Check Release". At the top, there is a dark blue header with the text "Check Release" in white. Below the header, the window is divided into several sections. The first section is labeled "Check No.:" in red text, followed by a white text input box. The second section is titled "Check Information" in blue text and contains six rows of labels and text input boxes: "Bank Account :", "APV No :", "Payee :", "Chk Date :", "Date Prepared :", and "Amount :". The third section is titled "Release Information" in blue text and contains three rows of labels and text input boxes: "Release Date :", "Reference No. :", and "Received by :". The bottom section is labeled "Options:" in blue text and contains three buttons: "Save", "Ignore", and "Close".

Enter the Check No. of the Check to be released. The checks information will be displayed on the screen. In the release information window, enter the following information

- Release Date
- Reference No.
- Received by

Click the **Save** button to save the data entered.

Click the **Ignore** button to disregard the data entered

Click the **Close** button to go out from this option

G] Check Verification

This option allows the user to view the status of a specific check if it is cancelled, released and others. Below is the check verification window

Check Verification

Check No. :

Check Information

CV No. : Status :

APV No. : Release Date :

Period : Reference No. :

Chk Date : Received by :

Amount : Date Cleared :

Payee :

Options:

Enter the Check No. of the check you want to verify or see status.

H] Post Checks

This option allows you to post checks and once checks are posted, it can no longer be edited or cancelled. To do this, click on Post Checks option in the Check/Checks Vouchers menu of

CDB or click on  button to display the window below.

Period Selection

Period : ...

Options

Messages

NOTE: The Period Entered Determines The Period For All Subsequent Reports.

Enter the Period (format year – month) where you want to post checks then click OK to post or Cancel to go out from this option.

REPORTS

The following reports can be generated.

1. *Check Register (By Date)* – This generates a report on checks payments on a selected date of time. The following data can be viewed such as the check date, payee, APV No. Check No, Check Amount and Due Date.
2. *Check Register (By Check No)* – This generates a report on list of checks payments based on the entered range of check numbers. The following data can be viewed such as the Check No, Check Date, Payee, APV No and Check Amount.

Sample Report

Check Register

Check# From 001 To 100

CheckNo	ChkDate	APV No.	Payee	Check Amount
001000	4/3/2006	925001	KOHL INDUSTRIES CORPORATION	1,745.69
001001	4/3/2006	925008	LIFE SYSTEMS MEDICAL DISTRIBUTORS, INC.	2,663.50
001002	4/3/2006	925026	LIGHTNING SALES MARKETING	2,281.46
001003	4/3/2006	925004	MAJORIE MARKETING, INC.	7,135.71
001004	4/3/2006	925007	MAITRE-D' INDUSTRIAL SALES	802.77
001005	4/3/2006	925056	MARSMAN-DRYSDALE MEDICAL PRODUCTS, INC.	95,322.56

3. *Check Register (By Vendor)* – This generates a report on list of checks payments for a specific vendor. The following data can be viewed such as the Check No, Check Date, Payee, APV No and Check Amount.

Sample Report

Checks Register - Per Vendor

PrintTime : 6:08:25

Period From 200606 To 200606

1887 - ZUELLIG PHARMA CORPORATION

Check No.	Check Date	APV No.	Payee	ChkAmount
002112	06/01/2006	927100	ZUELLIG PHARMA CORPORATION	5,470.83
		927101		
002113	06/01/2006	927096	ZUELLIG PHARMA CORPORATION	50,584.26
		927097		
		927098		
		927099		
002114	06/01/2006	927102	ZUELLIG PHARMA CORPORATION	40,001.14
		927103		
		927104		
		927105		
		927106		
		927107		
		927108		
002164	06/06/2006	927166	ZUELLIG PHARMA CORPORATION	53,880.51

4. *CDB Detailed* – This generates a detailed lists of Cash Disbursements sorted by date on a specific period.
5. *CDB Summary* – This generates a summary of Cash Disbursement grouped by account number on a specific period. The following data can be viewed such as the Account No, Particulars and Debit & Credit.

Sample Report

CASH DISBURSEMENT BOOK - Summary

PrintTime : 6:09:44

For the month of May, 2006

Acct	Text Object Particulars	Debit	Credit
111-4	CASH IN BANK - METROBANK		27,404,034.08
513	MEALS SUBSIDY -		5,054.29
Grand Total :		0.00	27,409,088.37

6. *CDB Sundry (Detailed)* – This generates a detailed list of sundry accounts of a specific period. The following data can be viewed such as Account Code, Account Name, CV No and Debit & Credit.
7. *CDB Sundry (Summary)* – This generates a summary of sundry accounts of a specific period. The following data can be viewed such as Account Code, Account Name and Debit & Credit.
8. *Check Vouchers Daily* – This generates a list of check vouchers in a selected date of time. It is sorted by date and the following data can be viewed such as the CV No, Payee, Account Code, Account Description and Debit & Credit.
9. *Check Voucher Summary* – This generates a summary of check vouchers of a specific period and sorted by CV No.

Sample Report

Summary of Check Vouchers
For the month of May, 2006

Print Date : 11/23/2006
Print Time : 6:11:17 PM

CVNo	CV Date	Payee	Acct	Description	Debit	Credit
001470	5/2/2006	(1464)AGS MANUFACTURING CORPORATION	210	ACCOUNTS PAYABLE-TRADE	15,750.00	-
			214-2	EXPANDED WITHHOLDING TAXES PAYABLE	-	140.62
			111-4	CASH IN BANK - ATA	-	15,609.38
001471	5/2/2006	(1624)BOOTS HEALTHCARE	210	ACCOUNTS PAYABLE-TRADE	51,000.00	-
			214-2	EXPANDED WITHHOLDING TAXES PAYABLE	-	455.36
			111-4	CASH IN BANK - ATA	-	50,544.64
001472	5/2/2006	(1486)BEST DRUG INDUSTRIES	210	ACCOUNTS PAYABLE-TRADE	5,325.00	-
			214-2	EXPANDED WITHHOLDING TAXES PAYABLE	-	47.54
			111-4	CASH IN BANK - ATA	-	5,277.46

10. *Unreleased Checks* – This generates a summary of unreleased checks by Bank Account of a specific period. The following data can be viewed such as the Check #, Check Date, Date Prepared, Payee and Amount.

Sample Report

UNRELEASED CHECKS (ATA)

AS OF NOVEMBER 23, 2006

Check #	Check Date	Date Prepared	Payee	Amount
0000000012	11/08/2006	11/08/2006	RITA ABANTE	1,000
0000002448	09/22/2006	09/22/2006	DR. TERESA SY-ORTIN	1,000
000042	02/20/2006	02/20/2006	Dr. JEANNA PLES	935
000043	02/20/2006	02/20/2006	Dr. OLYMPIA Q MALANYAON	3,375
000061	02/20/2006	02/20/2006	Dr. IGNACIO V RIVERA	1,275
000110	02/22/2006	02/22/2006	JANEL J. GARIANDO	2,400
000137	02/23/2006	02/23/2006	DULCE ESTOY	2,320
000168	02/23/2006	02/23/2006	Dr. CARLOS REYES	270
000169	02/23/2006	02/23/2006	Dr. OLYMPIA Q MALANYAON	3,375

11. *Released Checks* – This generates a summary of released checks by bank account of a specific period. The following data can be viewed such as the Check No, Check Date, Release Date, OR No, Payee, Received by and Amount.

Sample Report

Released Checks (ATA)

From 07/01/2006 To 11/23/2006

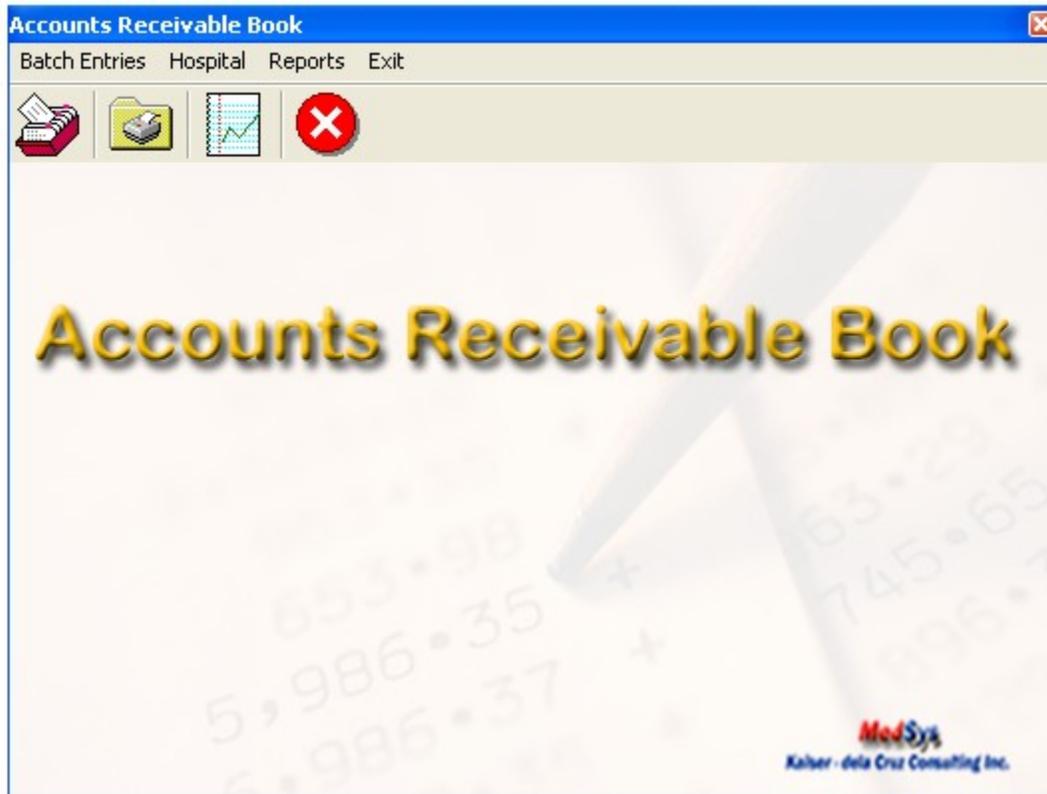
Check No.	Check Date	Release Date	ORNO	Received By	Payee	Amount
<u>8/6/2006</u>						
000027	05/30/2006	08/06/2006		SM BILLS PAY. CENTER	TRISYS INTERNET	6,113.00
					8/6/2006	6,113.00
<u>10/24/2006</u>						
000131	02/22/2006	10/24/2006	0005	MICHAEL BORBE	MICHAEL BORBE	5,000.00
					10/24/2006	5,000.00
<u>11/13/2006</u>						
063730	12/13/2005	11/13/2006	7849	JEROMEY	EAST LANE CORPORATION	3,963.64
					11/13/2006	3,963.64
					GRAND TOTAL	15,076.64

ACCOUNTS RECEIVABLE

Accounts receivable are amounts owed by customers for supplies purchased and services rendered.



To load the Accounts Receivable window, click on  button in the main menu to display the AR window.

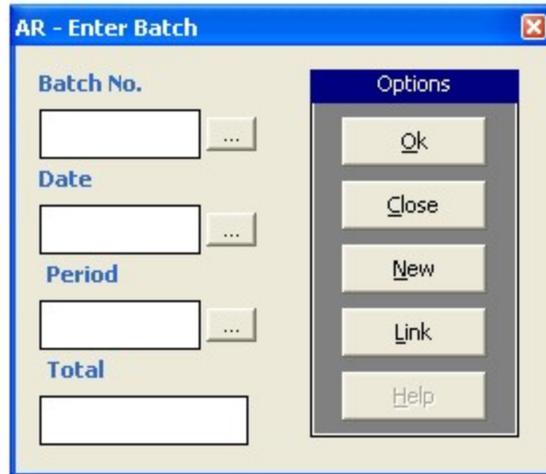


Batch Entries

A] Enter / Edit Batch

This option allows the user to enter new AR batch entries or allows you to edit an existing entry. To do

this, go to Enter / Edit Batch in the Batch Entries menu of the AR book or click on  button to display the window below.



The image shows a software dialog box titled "AR - Enter Batch". It features four input fields on the left: "Batch No.", "Date", "Period", and "Total". Each of the first three fields has a small "..." button to its right. On the right side of the dialog is an "Options" panel containing five buttons: "Ok", "Close", "New", "Link", and "Help".

Click on **NEW** button for new AR batch number. It is a computer generated number.

If the entered batch number already exists, it will display the data automatically or if not, the following data should be entered

- date
- period - choose from the lists of period displayed
- total AR amount

After entering the data, click on OK button to load the AR batch entry window for the details

Accounts Receivable Book

Batch # 1 **Batch Entry**

Batch

Date	Period	Totals
11/15/2006	200611	100.00

Particulars

REPLENISHMENT OF MEALS

Totals

Debits	100.00
Credits	100.00
(Debit - Credit)	0.00

Account Description

A/R PATIENTS

Code	Dept.	Description	Debit	Credit
403		LABORATORY		100.00
113-3		A/R PATIENTS	100.00	

Options:

Ok Add Row Delete Row Cancel Batch Close

Enter the following data:

- Code - choose from the list of Chart of Account(s) the specific account description that will be included in the entry
- Dept – Department
- Description – Automatically gets the description of the Chart of Account
- Debit / Credit

Click the **OK** button to save the data entered

Click on **Add Row** button to add another code

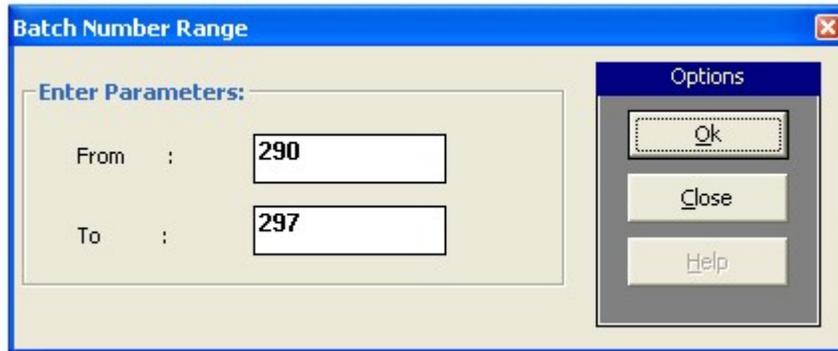
Click on **Delete Row** button to remove a specific entry

Click on **Cancel Batch** button to cancel the batch entered

Click on **Close button** to go out from this window.

B] View / Print Batch

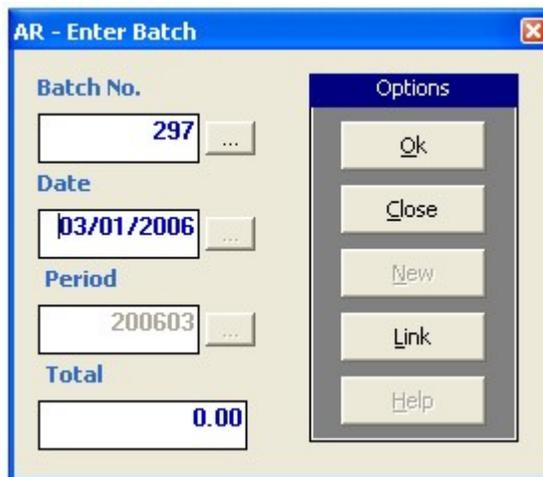
This option allows the user to print the AR entries. To do this, click on View/Print batch option of The Batch Entries menu in the AR Book or click on  button to load the window below



Enter the range of the batch number to be printed then click on OK button to generate the data or click on CLOSE button to go out from this window.

C] Cancel Batch

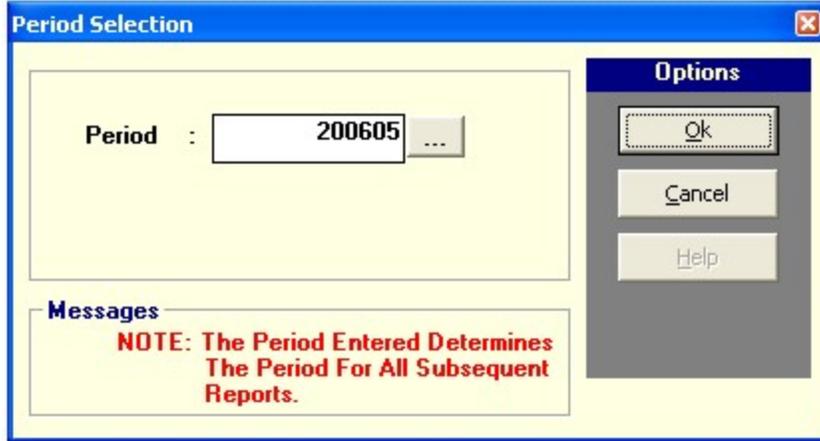
This option allows the user to cancel a specific AR batch number. To do this, click on Cancel Batch option of the Batch Entries menu in the AR Book to display the window below.



Enter the Batch Number to be cancelled. If the number entered exists, the date, period and total will be displayed. To cancel, click on OK button or CLOSE button to go out from this option.

D] Post Batches

This option allows the user to post AR entries. Once posted, it can no longer be edited. To do this, click on POST Batches of the Batch Entries menu in the AR book or click on  button to display the window below.



Enter the period where you want to post AR entries. Click on OK button to post it or Cancel button to go out from this option.

HOSPITAL

This option allows the user to generate Daily Transaction of Audit Trail and Summary of Daily Transaction of Audit Trail for Inpatient and Outpatient.

Sample Audit Report

ORION HOSPITAL MEDICAL SPECIALISTS CENTER, INC

Run Date: 11/16/2006
Run Time: 3:26:09PM
Page: 1

DAILY TRANSACTIONS AUDIT TRAIL (IN PATIENT)

Reference Cod2G -> PATIENTS DISCOUNT											
Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.
OR0139220	18.02		11098								
2G TOTAL =====>										18.02	
Reference CodDC -> DISCOUNT											
Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.
D119	261.07		11031	D120	337.45		11020	D123		576.45	11050
DC TOTAL =====>										1,174.97	
Reference CodDR -> DELIVERY ROOM FEE											
Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.
B672	(2,000.00)		11017								
DR TOTAL =====>										(2,000.00)	
Reference CodEM -> OPD/ER MISC CHARGES											
Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.
C282T	250.00		11114								
EM TOTAL =====>										250.00	
Reference CodFP -> PROFESSIONAL FEE											
Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.	Ref. #	Amount	Adm. No.
OR0139251	700.00		11111	OR0139257	2,000.00		11053	OR0139268		5,000.00	11064
OR0139295	250.00		11029	OR0139297	2,500.00		11043	OR0139303		10,000.00	10969

REPORTS

The following reports can be generated from AR Book

1. *Batch Register* – This generate a report on AR entries based on the data uploaded from hospital transactions. The following data can be viewed such as the Account Code, Description and Debit & Credit Amount. Below is a sample report :

Print Date : 11/16/2006
Print Time : 3:29:06

Accounts Receivable Register
Period From 200610 To 200610

Batch No.	Particulars	Batch Total	Debit	Credit
Account Code	Account Description			
306	UPLOADED REVENUES RELATED TRANSACTIONS 10/03/2006			
113-3	A/R PATIENTS		221,873.20	-
113-4	A/R PHIC		18,343.35	-
402	PHARMACY		15,239.30	-
			-	3,670.00
113-3	A/R PATIENTS		-	34,556.15
402	PHARMACY		-	107,017.20
403	LABORATORY		-	42,431.00
404	X-RAY		-	7,345.00
407	EMERGENCY ROOM		-	1,810.00
411	ROOM ON BOARD		-	57,795.00
412	ECG		-	250.00
443	MISCELLANEOUS INCOME		-	500.00
558	SALES DISCOUNT		-	81.50
			255,455.85	255,455.85
308	UPLOADED REVENUES RELATED TRANSACTIONS 10/04/2006			
113-3	A/R PATIENTS		189,622.10	-
113-4	A/R PHIC		15,870.30	-
402	PHARMACY		10,273.30	-
			-	5,405.00
113-3	A/R PATIENTS		-	26,457.70
402	PHARMACY		-	97,583.10
403	LABORATORY		-	20,060.00
404	X-RAY		-	4,840.00
407	EMERGENCY ROOM		-	850.00
408	OPERATING ROOM		-	4,800.00
410	RECOVERY ROOM		-	1,000.00
411	ROOM ON BOARD		-	53,935.00
428	PULSE OXIMETER		-	500.00
443	MISCELLANEOUS INCOME		-	300.00
558	SALES DISCOUNT		-	34.90
			215,765.70	215,765.70

2. *Detailed Register* – This generate a Detailed AR transactions based on data uploaded from hospital transactions.
3. *Summary* – This generate a Summary of AR for a specific period. Below is a sample report.

Print Date : 11/16/20

Print Time : 3:39:28

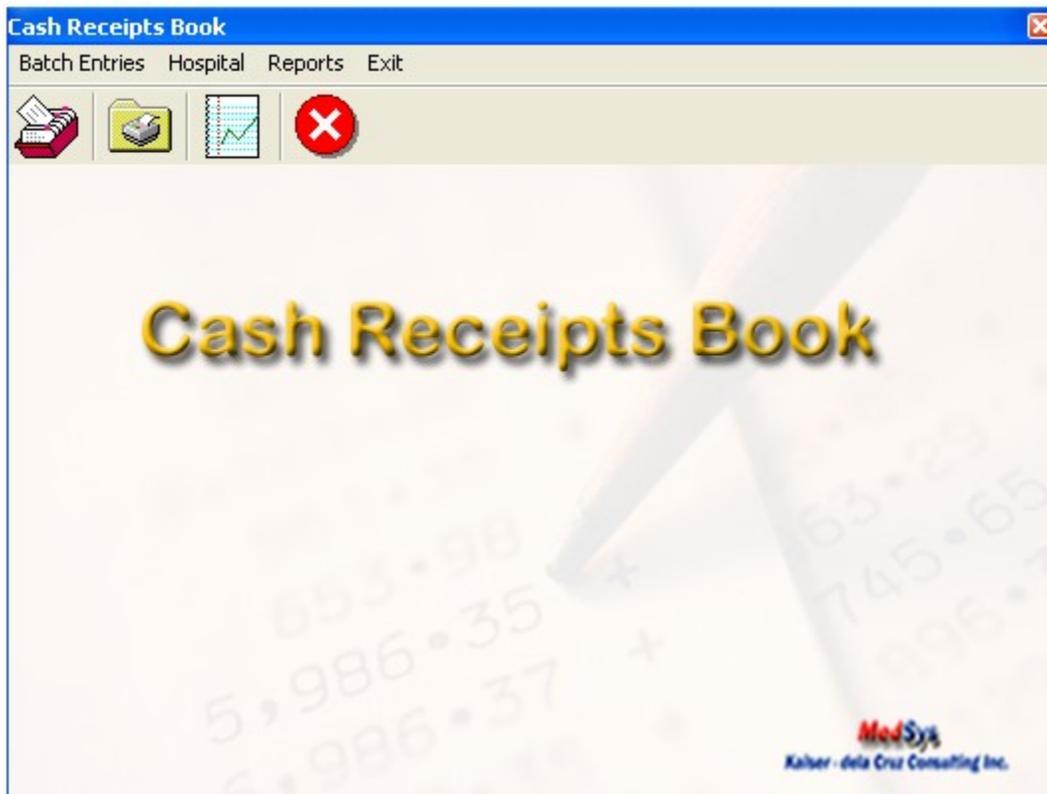
Accounts Receivable Book - Summary

For the month of November, 2006

Acct	Description	Debit	Credit
		50.00	54,172.50
113-3	A/R PATIENTS	4,395,815.55	2,942,469.77
113-4	A/R PHIC	1,378,060.03	
157	DELIVERY & LABOR ROOM		26,200.00
402	PHARMACY	141,113.25	1,333,023.45
403	LABORATORY		328,148.50
404	X-RAY		55,700.00
405	MEDICAL OXYGEN		160,234.70
407	EMERGENCY ROOM		61,355.00
408	OPERATING ROOM		135,336.65
410	RECOVERY ROOM		24,000.00
411	ROOM ON BOARD		705,257.50
412	ECG		1,250.00
422	NEBULIZATION		31,230.00
423	NURSING SERVICES		83,500.00
425	DRESSING INCOME		2,975.00
426	PLASTER AND CHART		12,600.00
428	PULSE OXIMETER		7,900.00
443	MISCELLANEOUS INCOME		44,110.00
556	SENIOR CITIZEN DISCOUNT	87,668.77	868.32
558	SALES DISCOUNT	10,160.60	2,536.81
	Grand Total:	6,012,868.20	6,012,868.20

CASH RECEIPTS BOOK

Cash receipts are evidenced by source documents like pre-numbered official receipts (OR), cash register tapes (CRT) or cash slips, and bank credit memorandum.



BATCH ENTRIES

A) Enter / Edit Batch

This option allows the user to enter new Cash Receipts on batch entries or allows you to edit an existing entry. To do this, go to Enter / Edit Batch in the Batch Entries menu of the Cash Receipt book

or click on  button to display the window below.

Click on **NEW** button for new CR batch number. It is a computer generated number.

If the entered batch number already exists, it will display the data automatically or if not, the following data should be entered

- date
- period - choose from the lists of period displayed
- total AR amount

After entering the data, click on OK button to load the AR batch entry window.

B] View / Print Batch

This option allows the user to print the CR entries. To do this, click on View/Print batch option of The Batch Entries menu in the CR Book or click on  button to load the window below

Enter the range of the batch number to be printed then click on OK button to generate the data or click on CLOSE button to go out from this window.

C] Cancel Batch

This option allows the user to cancel a specific CR batch number. To do this, click on Cancel Batch option of the Batch Entries menu in the CR Book to display the window below.

Enter the Batch Number to be cancelled. If the number entered exists, the date, period and total will be displayed. To cancel, click on OK button or CLOSE button to go out from this option.

D] Post Batches

This option allows the user to post CR entries. Once posted, it can no longer be edited. To do this, click on POST Batches of the Batch Entries menu in the CR book or click on  button to display the window below.

Enter the period where you want to post CR entries. Click on OK button to post it or Cancel button to go out from this option.

REPORTS

The following reports can be generated

1. *Batch Register* – This generate a report on CR entries on a specific period. The following data can be viewed such as Account Code, Account Description and Debit & Credit and it is grouped by date of transaction.

Sample Report

				Print Date : 11/23/06
				Print Time : 10:02:58
Cash Receipt Register				
Period From 200611 To 200611				
Batch No.	Particulars	Batch Total		
Account Code	Account Description	Debit	Credit	
260	UPLOADED COLLECTIONS TRANSACTIONS 11/09/2006			
		27.50	-	
110	CASH ON HAND	2,568.32	-	
113-3	A/R PATIENTS	148,056.21	-	
201-4	ACCOUNTS PAYABLE - PROF. FEES	3,055.65	-	
246-2	WITHHOLDING TAX (AT SOURCE) PAYABLE	180.00	-	
402	PHARMACY	10,845.00	-	
403	LABORATORY	8,370.00	-	
405	MEDICAL OXYGEN	150.00	-	
407	EMERGENCY ROOM	150.00	-	
443	MISCELLANEOUS INCOME	32.00	-	
556	SENIOR CITIZEN DISCOUNT	29.56	-	
558	SALES DISCOUNT	352.28	-	
110	CASH ON HAND	-	171,248.20	
556	SENIOR CITIZEN DISCOUNT	-	627.86	
558	SALES DISCOUNT	-	1,940.46	
		173,816.52	173,816.52	

2. *Detailed Report* - This generates detailed report on cash receipts of a specific period.

3. *Summary Report* - This generate a summary on cash receipts of a specific period.

Sample Report:

				Print Date : 11/23/06
				Print Time : 10:07:38
Cash Receipts Book - Summary				
For the month of November, 2006				
Acct	Description	Debit	Credit	
110	CASH ON HAND	27,476.68	4,277,628.	
113-3	A/R PATIENTS	37,114.14	-	
201-4	ACCOUNTS PAYABLE - PROF. FEES	3,695,316.62	-	
246-2	WITHHOLDING TAX (AT SOURCE) PAYABLE	175,427.62	-	
402	PHARMACY	54,302.50	-	
403	LABORATORY	214,656.00	-	
404	LABORATORY	89,776.00	-	
404	X-RAY	4,810.00	-	
405	MEDICAL OXYGEN	1,027.50	-	
407	EMERGENCY ROOM	235.00	-	
435	AFFILIATION INCOME	3,600.00	-	
443	MISCELLANEOUS INCOME	7,771.11	-	
556	SENIOR CITIZEN DISCOUNT	540.20	7,879.	
558	SALES DISCOUNT	2,688.83	29,235.	
	Grand Total:	4,314,742.20	4,314,742.	

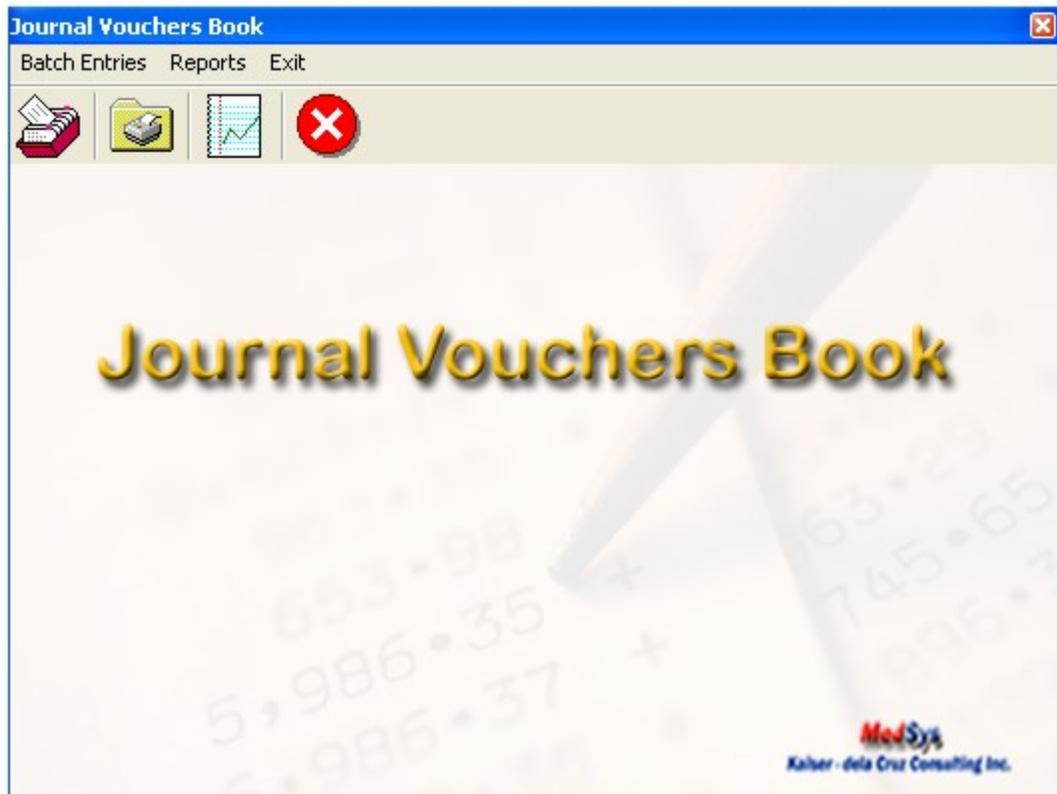
JOURNAL VOUCHERS BOOK

Journal Vouchers contains items which alter the General Ledger to correct errors, account for standard recurring items, and make tax adjustments.

- d. Standard Entries
Items such as amortization and prepaid expenses, which are periodically being adjusted, are done through Journal voucher entries.
- e. Errors
The correction of errors, which posted to the General Ledger, the Journals, or the subsidiary ledgers, is also done through the Journal Voucher.
- f. 13th Month Entries
At the end of the taxable year, and prior to the preparation of the Trial Balance, several entries are made which constitute corrections to previously recorded errors and adjustments in yearend account balances for tax purposes. These 13th month entries generally address accruals; write downs to name a few.



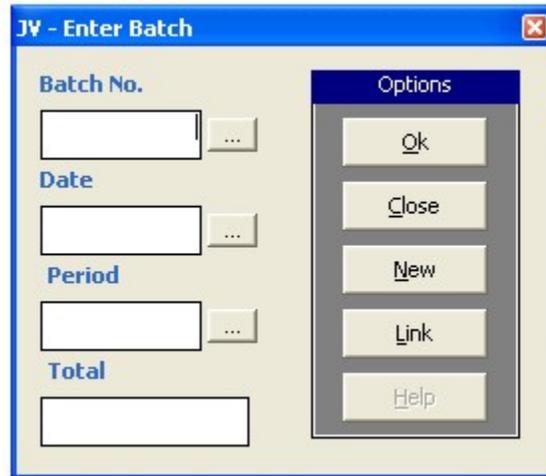
To Load the Journal Vouchers Book, click on  button to display the window below.



BATCH ENTRIES

A] Enter / Edit Batch

This option allows the user to enter new JV on batch entries or allows you to edit an existing entry. To do this, go to Enter / Edit Batch in the Batch Entries menu of the JV book or click on  button to display the window below.



The screenshot shows a dialog box titled "JV - Enter Batch". On the left side, there are four input fields with labels: "Batch No.", "Date", "Period", and "Total". Each of the first three fields has a small dropdown arrow to its right. On the right side, there is a panel titled "Options" containing five buttons: "Ok", "Close", "New", "Link", and "Help".

Click on **NEW** button for new JV batch number. It is a computer generated number.

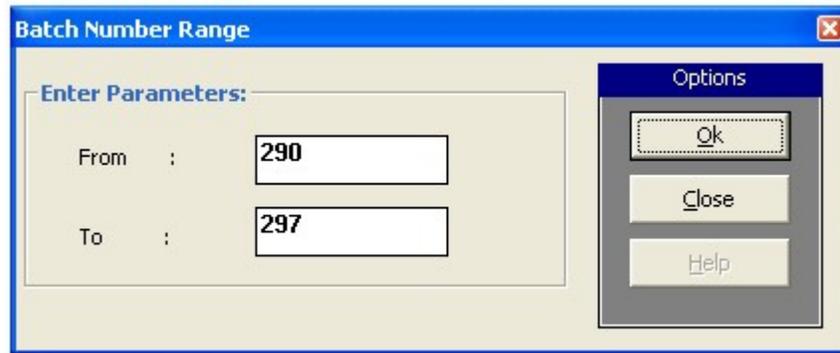
If the entered batch number already exists, it will display the data automatically or if not, the following data should be entered

- date
- period - choose from the lists of period displayed
- total AR amount

After entering the data, click on OK button to load the AR batch entry window.

B] View / Print Batch

This option allows the user to print the JV entries. To do this, click on View/Print batch option of the Batch Entries menu in the JV Book or click on  button to load the window below

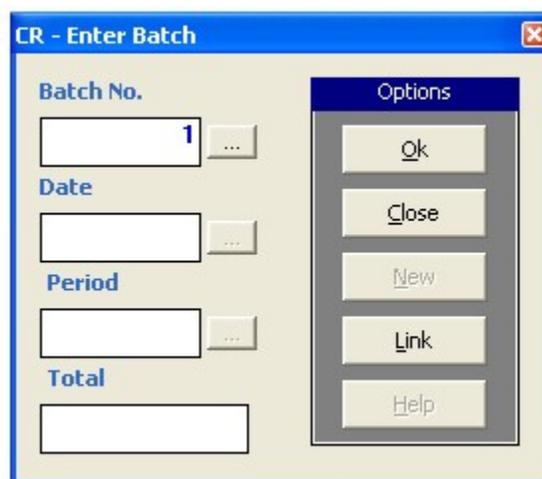


The screenshot shows a dialog box titled "Batch Number Range". It has a blue title bar with a close button. The main area is divided into two sections. On the left, under "Enter Parameters:", there are two input fields. The first is labeled "From" and contains the number "290". The second is labeled "To" and contains the number "297". On the right, there is an "Options" panel with three buttons: "Ok", "Close", and "Help".

Enter the range of the batch number to be printed then click on OK button to generate the data or click on CLOSE button to go out from this window.

C] Cancel Batch

This option allows the user to cancel a specific JV batch number. To do this, click on Cancel Batch option of the Batch Entries menu in the JV Book to display the window below.

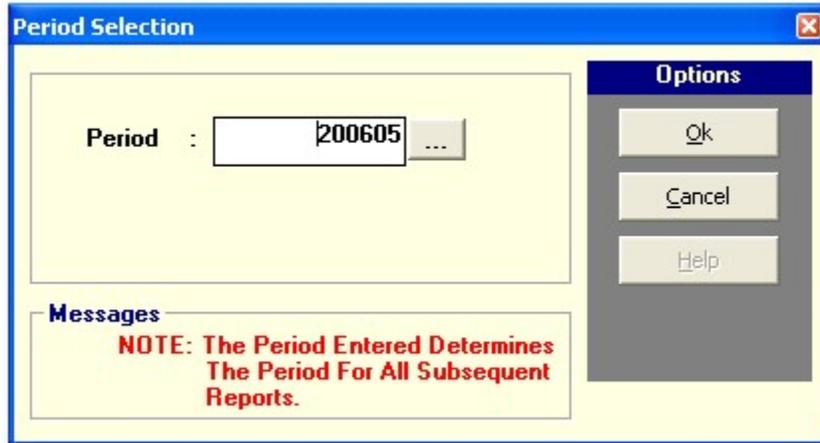


The screenshot shows a dialog box titled "CR - Enter Batch". It has a blue title bar with a close button. The main area contains four input fields. The first is labeled "Batch No." and contains the number "1". The other three are labeled "Date", "Period", and "Total" and are currently empty. To the right, there is an "Options" panel with five buttons: "Ok", "Close", "New", "Link", and "Help".

Enter the Batch Number to be cancelled. If the number entered exists, the date, period and total will be displayed. To cancel, click on OK button or CLOSE button to go out from this option.

D] Post Batches

This option allows the user to post JV entries. Once posted, it can no longer be edited. To do this, click on POST Batches of the Batch Entries menu in the JV book or click on  button to display the window below.



Enter the period where you want to post CR entries. Click on OK button to post it or Cancel button to go out from this option.

REPORTS

The following reports can be generated

1. *Batch Register* - This generate a report on JV entries per batch number of a specific period. The following data can be viewed such as batch no, particulars and batch total.

Sample Report

Journal Voucher Register

PrintTime : 5:31:43

Period From 200512 To 200512

Batch No.	Particulars	Batch Total		
Account Code	Account Description		Debit	Credit
212	TO RECORD THE \$\$\$ EMPLOYER SHARE OF STEPHEN AND SANICAS FOR THE MONTH OF DEC. 2005.	2,215.50		
514	MEAL ALLOWANCES (OR/DR)		1,658.00	-
515	MEAL ALLOWANCES (ROD)		337.50	-
516	MEAL ALLOWANCES (BOD)		20.00	-
510	PAG-IBIG PREMIUM EXPENSE		200.00	-
212-1			-	1,658.00
212-2			-	337.50
212-3			-	20.00
212-4			-	200.00
			<u>2,215.50</u>	<u>2,215.50</u>

2. *Detailed Report* - This generate a detailed JV entries of a specific period.

Sample Report

JOURNAL VOUCHER
For the month of May, 2006

Date	Reference	Acct Code	Particulars	Debit	Credit
5/2/2006	558	210 117-2 118-3		3,000.00	2,727.27 272.73
TO REC [sp_JVDetailed.Acct (String)] APV#925438 DATED 3/20/2006. (WRONG INPUT VAT)					
5/24/2006	559	514 515 516 212-1 212-2 212-3 514 515 516 212-1 515 212-3 212-2 212-3 516 515 510 212-1 514 212-4	MEAL ALLOWANCES (OR/DR) MEAL ALLOWANCES (ROD) MEAL ALLOWANCES (BOD) MEAL ALLOWANCES (OR/DR) - OPER, MEAL ALLOWANCES (ROD) - OPERAT MEAL ALLOWANCES (BOD) - OPERATI MEAL ALLOWANCES (ROD) - OPERAT MEAL ALLOWANCES (BOD) - OPERATI MEAL ALLOWANCES (ROD) - OPERAT PAG-IBIG PREMIUM EXPENSE MEAL ALLOWANCES (OR/DR)	1,638.00 337.50 20.00 910.00 187.50 10.00 30.00 187.50 300.00 30.00 187.50 187.50 30.00	1,638.00 337.50 20.00 910.00 187.50 10.00 30.00 187.50 187.50 30.00 300.00
TO RECORD THE \$\$\$ CONTRIBUTION OF STEPHEN (BIO-MED)AND NOREEN (ONCOLOGY) FOR THE MONTH OF MAY 2006.					
Grand Total:				<u>6,650.50</u>	<u>6,650.50</u>

3. *Summary Report* – This generate a summary report on JV entries of a specific period.

Sample Report

Journal Voucher - Summary

For the month of March, 2006

Acct	Description	Debit	Credit
212-1			1,658.00
212-2			337.50
212-3			20.00
212-4			200.00
510	PAG-IBIG PREMIUM EXPENSE - OPERATING R	100.00	
510	PAG-IBIG PREMIUM EXPENSE	100.00	
514	MEAL ALLOWANCES (OR/DR) - OPERATING R	920.00	
514	MEAL ALLOWANCES (OR/DR)	738.00	
515	MEAL ALLOWANCES (ROD) - OPERATING RO	187.50	
515	MEAL ALLOWANCES (ROD)	150.00	
516	MEAL ALLOWANCES (BOD) - OPERATING RO	10.00	
516	MEAL ALLOWANCES (BOD)	10.00	
Grand Total:		<u>2,215.50</u>	<u>2,215.50</u>

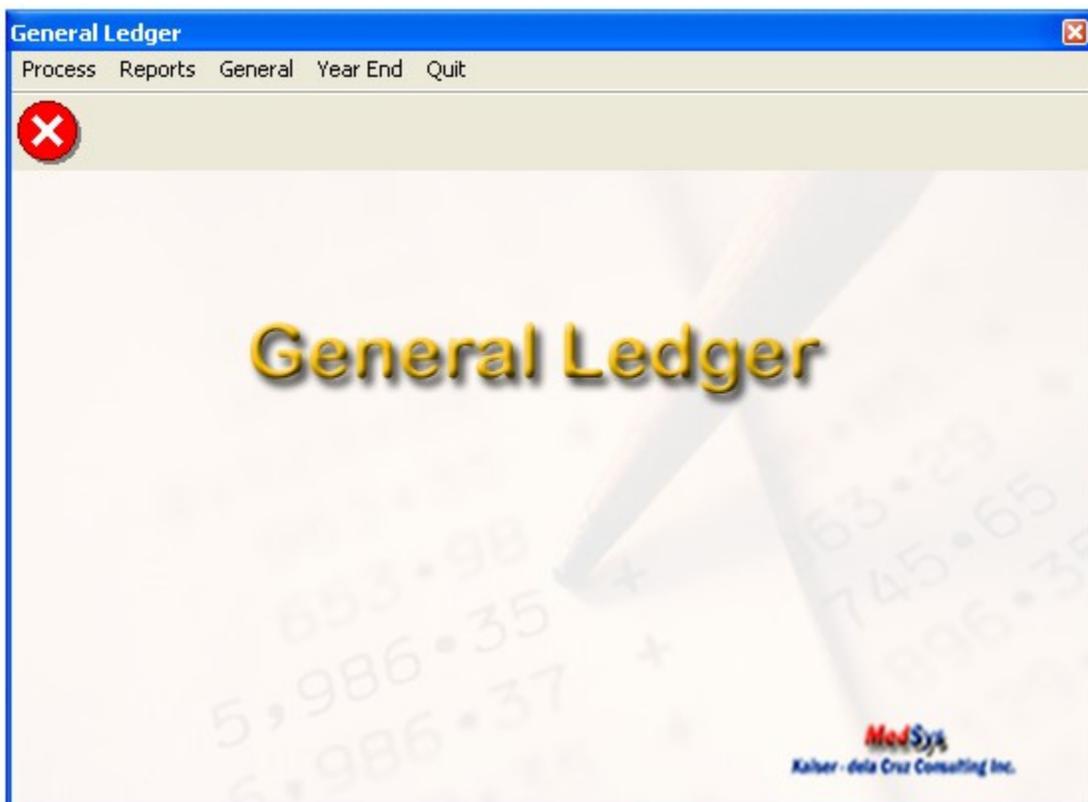
4. *Adjustment of Accounts Payable Summary* – This generate a report on the Adjustment done on Accounts Payable of a specific period.

GENERAL LEDGER BOOK

General Ledger is prepared monthly and is cumulative, summarizing entries made to each account by the journals. Being computerized, source codes are used to post summaries of monthly journal entries to the general ledger accounts. This contains a summary or details of all transactions affecting the accounts of the hospital.



To load the General Ledger Book, click on  button to display the window below

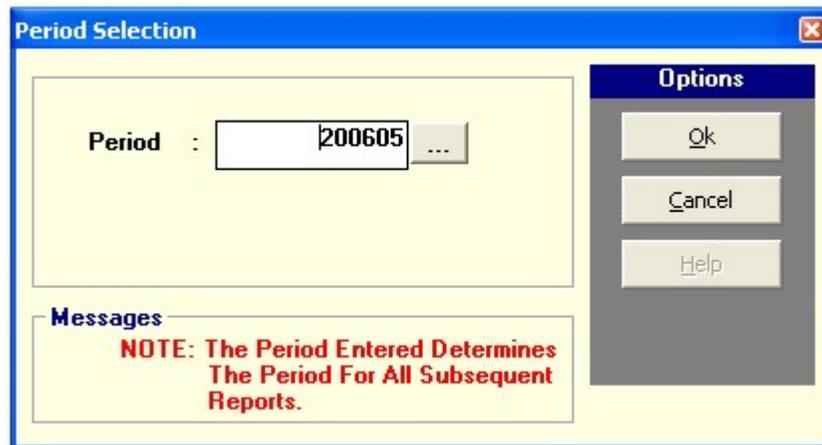


PROCESS

A] Financial Report Preparation

This option allows the user to prepare a financial statement of a specific period. The purpose of this is to provide information about the financial position, performance and cash flows of the hospital.

To do this, click on Financial Report Preparation of the Process menu in the GL book and this will load the window below.



The screenshot shows a dialog box titled "Period Selection". It features a yellow background and a blue title bar. The main content area contains a label "Period :" followed by a text input field containing the value "200605" and a small "..." button. Below the input field is a "Messages" section with a red text note: "NOTE: The Period Entered Determines The Period For All Subsequent Reports." To the right of the main area is a grey "Options" panel containing three buttons: "Ok", "Cancel", and "Help".

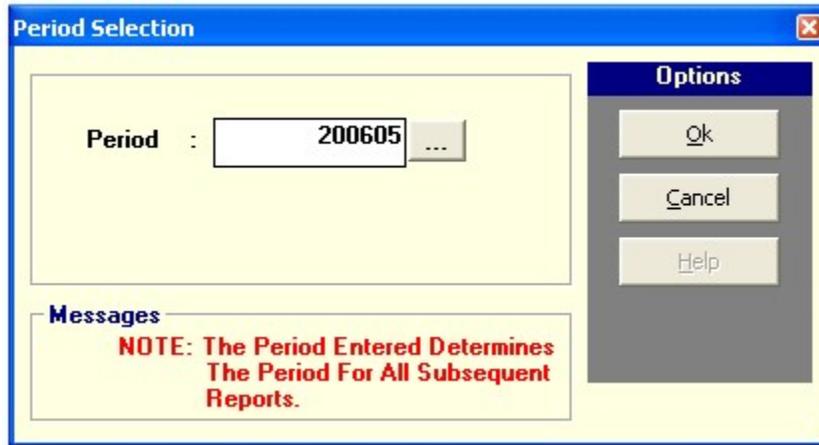
Enter the period for the financial statement (format :yyyymm) then click on OK button and to go out from this option, click on Cancel button.

B] Bank Reconciliation

Bank Reconciliation is use to reconcile the cash balance per books with the balance per bank statement to ensure that all cash transactions are accounted for and that both records are correct.

1. Cleared Checks Data Entry

This option allows the user to tag cleared checks of a specific period. To do this, click on *Process > Bank Reconciliation > Cleared Checks Data Entry* option to load the window below



a) Enter the period date where you want to tag checks then click on OK button to load the sample window below.

Cleared Checks Data Entry			
CheckNo	Payee	Amount	ChkDate
<input type="checkbox"/> 000001	DEVELOPMENT BANK OF THE PHILIPPINES	296,812.50	02/17/2006
<input type="checkbox"/> 000002	FRED ALUMINUM & GLASS CORPORATION	2,824.61	02/17/2006
<input type="checkbox"/> 000004	KAMAHALAN PUBLISHING CORPORATION	5,589.75	02/17/2006
<input type="checkbox"/> 000005	DEPARTMENT OF OB-GYNE	15,000.00	02/17/2006
<input type="checkbox"/> 000006	SKY CABLE CENTRAL CATV, INC.	17,640.00	02/17/2006
<input type="checkbox"/> 000007	ETHEL REYMUNDO	5,586.71	02/17/2006
<input type="checkbox"/> 000008	SHARON O. FRANCISCO	4,271.01	02/17/2006
<input type="checkbox"/> 000009	ALEXANDER SIBUG	7,900.00	02/17/2006
<input type="checkbox"/> 000010	CASH	4,000.00	02/17/2006
<input type="checkbox"/> 000011	CASH	2,000.00	02/17/2006
<input type="checkbox"/> 000012	CASH	1,000.00	02/17/2006
<input type="checkbox"/> 000013	CASH	1,000.00	02/17/2006

b) Check the box of the check number to be cleared then click on Save button. To print a print-out of the checks tagged, click on ChkList button to display a report.

Sample Report:

**Cleared Checks Entered
For May 31, 2006**

CHECK NO	AMOUNT	CHECK DATE	PAYEE
000002	2,824.61	2/17/2006	FRED ALUMINUM & GLASS CORPORATION
000010	4,000.00	2/17/2006	CASH
Grand Total :	<u>6,824.61</u>		

2. Print Outstanding Checks

Outstanding Checks: These checks are already issued by the entity but not yet cleared or paid by the bank.

To do this, click on *Process > Bank Reconciliation > Print Outstanding Checks* option. Enter the period where to print outstanding checks (period format: yyyyymm; Example: 200606 (June 2006))

Sample Report:

OUTSTANDING CHECKS
CIB - BPI S/A2931-0032-86 (REHAB.)
 Month Ending February 28, 2006

CheckNo	Payee	Amount	ChkDate	CVno	APVoucher
January 2004					
0781151	JESSAMINE GABUTIN	800.00	01/26/2004	038094	
0781152	DR. CONSTANCIO DELA CRUZ	46,907.00	01/26/2004	038095	
		47,707.00			

3. Print Cleared Checks

Cleared Checks: These are the issued checks paid by the bank.

This option allows the user to generate lists of cleared checks of a specific period.

To do this, click on *Process > Bank Reconciliation > Print Cleared Checks*.

Enter the period where to print cleared checks (period format: yyyyymm; Example: 200606 (June 2006))

4. Print Staled Checks

Staled Checks: These are the cancelled Checks

This option allows the user to generate lists of cancelled checks of a specific period.

To do this, click on *Process > Bank Reconciliation > Print Staled Checks*.

Enter the period where to print cleared checks (period format: yyyyymm; Example: 200606 (June 2006))

5. Bank Reconciliation

This option allows the user to generate a Bank Reconciliation Report.

To do this, click on *Process > Bank Reconciliation > Bank Reconciliation Report*

Enter the period where to print cleared checks (period format: yyyyymm; Example: 200606 (June dd2006))

Sample Report

DATE	PAYEE	CHECK NO.	AMOUNT
8/30/2001	DR. DUMAGSA	053504	4,967.24
8/30/2001	DR. BEATRICE VICENTE	053741	980.65
10/31/2001	DR. C. MANCAD	054463	2,565.00
10/31/2001	DR. R. MINA	054811	299.91
11/20/2001	KRISTOFFER JAURTAN	055167	500.00
11/3/2001	HEALTH TECH	055212	1,266.60
11/30/2001	CEU	055364	5,632.00
12/31/2001	DR. A DIAL	055520	937.22
12/31/2001	DR. J. CHUA	055539	5,391.50
12/31/2001	DR. C. MANCAD	055612	6,705.00

BANK RECONCILIATION		
January, 2006		
Balance per Bank		200,601.00
Deduct:		
Outstanding Checks (see schedule)		<u>(39,948,825.66)</u>
Balance per Book		(39,748,224.66)

C] Beginning Balances

a) Enter Beginning Balance

This option allows the user to enter beginning balance of a specific account in a year.

To do this, click on *Process > Beginning Balances > Enter Beg. Balance* to load the window below

Beginning Balances

Balance Forwarded

Year : 2006 Beg. Debit : 100,000.00

Account Code : 113-8 Beg. Credit : 5,700.00

Account Name: A/R COCOLIFE

Total Debit : 0.00 Total Credit : 0.00

Period	Book	Debit	Credit

Options: Save Ignore Cancel

Enter the following data

- Year
- Account Code
- Beginning Debit
- Beginning Credit

Click on Save button to save the data entered

Click on Ignore button to disregard or cancel the data entered

Click on cancel button to go out from this option

b) Print Beginning Balance

This option allows the user to generate report on beginning balances of a year.

To do this, click on *Process > Beginning Balances > Print Beginning Balance* to load the window below



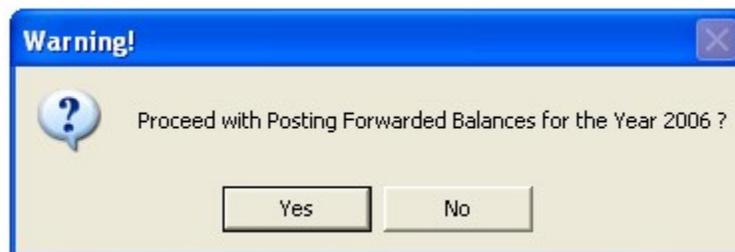
Enter the *year* where to generate the beginning balances entered then click on OK button.

c) Post Forwarded Balance

This option allows the user to post the balances entered.

To do this, click on *Process > Beginning Balances > Post Forwarded Balance*

Enter the *year* where to post the forwarded balances then click on OK button to load a verification message



Click on YES button to continue posting the balances of the year entered or NO button to discontinue / cancel posting.

d) Post Monthly Beginning Balance

This option allows the user to post beginning balances of a specific period. Once posted, transactions can no longer be edited.

To do this, click on *Process > Beginning Balances > Post Monthly Beginning Balance*

Enter the *period* (example: 200606 (For June 2006)) then click on OK button to load a verification message

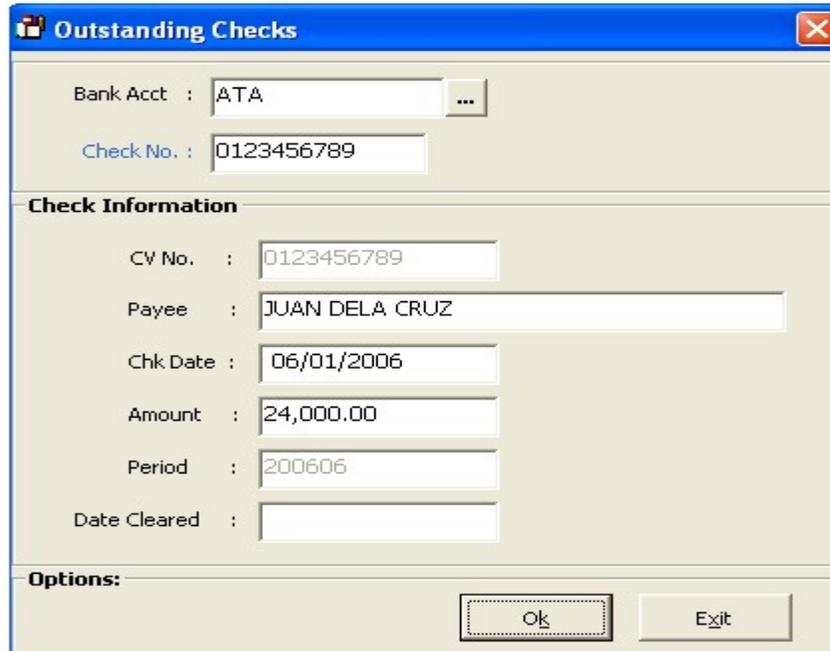


Click YES button to continue posting the transactions of the period entered or NO to discontinue posting.

e) Outstanding Checks

This option allows the user to enter outstanding checks.

To do this, click on *Process > Beginning Balances > Outstanding Checks* to load the window below


 A dialog box titled "Outstanding Checks" with a blue title bar and a close button. It contains several input fields:

- Bank Acct : ATA
- Check No. : 0123456789
- Check Information**
 - CV No. : 0123456789
 - Payee : JUAN DELA CRUZ
 - Chk Date : 06/01/2006
 - Amount : 24,000.00
 - Period : 200606
 - Date Cleared :
- Options:**
 - Ok
 - Exit

Enter the following data

- Bank Account – Refers to the name of the bank
- Check No – Refers to the check number issued but not paid
- Payee – Refers to the Name of the Payee

- Chk Date – Refers to the Check Date
- Amount – Refers to the check amount

Click on OK button to save data entered or click on EXIT button to disregard the data entered.

REPORTS

A] General Ledger

This option allows the user to generate general ledger of a specific account or a summary of all accounts in a year.

To do this, click on *Reports > General Ledger* to load the window below

General Ledger of a Specific Account

Enter the *year* and the *specific account*. Click on OK button to generate the report or CANCEL to go out from this option.

Sample Report

Print Time : 3:36:39PM

GENERAL LEDGER
VOUCHERS PAYABLE
200002

Date	Ref	Debit	Credit	Balance
2007				
Jun.	AP 000		16,031,680.91	(16,031,680.91)
Jun.	C.D. 000	16,767,338.11		2,735,657.20
Jul.	AP 000		20,593,527.60	(17,837,870.30)
Jul.	C.D. 000	17,411,164.06		(426,706.24)
Aug.	AP 000		24,271,212.39	(24,697,918.63)
Aug.	C.D. 000	24,774,746.72		76,830.09

General Ledger of All Accounts

Enter the year for the generation of GL then click on OK button to generate report or Cancel button to go out from this option.

Sample Report

Print Time : 3:43:01F

GENERAL LEDGER
CASH ON HAND
100001

Date	Ref	Debit	Group #1 Name (String)	Balance
2007				
Balance Forwarded		2,022,423.06		2,022,423.06
Jun.	JV 000	14,095,307.80	14,564,205.32	1,563,615.54
Jul.	JV 000	18,068,117.02	18,921,694.91	1,300,037.65
Aug.	JV 000	21,720,621.74	21,323,408.23	1,697,251.16
Aug.	JV 000		35,000.00	1,662,251.16
Aug.	JV 000		0.11	1,662,251.05

B] Trial Balance

Trial Balance is a list of all accounts with their respective debit or credit balances. It is prepared to verify the equality of debits and credits in the ledger at the end of each accounting period or at any time the postings are updated.

To generate, click on *Reports > Trial Balance* to load the window below

Enter the period where to generate trial balance (Ex. 200804 (For April 2008)) then click on OK button or Cancel button to go out from this option.

Sample Report

Trial Balance Report

Acct. Code	Account Name	BALANCE MARCH 31, 2008		APRIL		BALANCE APRIL 30, 2008	
		DR	CR	DR	CR	DR	CR
100001	CASH ON HAND	920,374.95	-	20,920,330.95	20,109,614.81	1,747,091.09	-
100101	MARBLE SECURITIES	1,000,000.00	-	-	-	1,000,000.00	-
100201	CASH IN BANK	-	3,467,445.60	20,207,393.90	20,609,590.98	-	3,869,642.68
100301	PETTY CASH	32,760.00	-	-	-	32,760.00	-
100402	DOLLAR FUND	1,865,233.90	-	738,793.21	-	2,604,027.11	-
110003	A/R PATIENTS	83,449,048.77	-	24,134,096.09	22,656,887.60	84,926,257.26	-
110103	ALLOWANCE FOR BAD DEBTS	-	28,126,066.42	-	785,188.71	-	28,911,255.13
110204	A/R COLLEGE	555,546.89	-	46,035.62	76,035.62	525,546.89	-
110304	A/R CT	11,564.00	-	4,441.67	-	16,005.67	-
110504	A/R EMPLOYEES LOAN	2,042,431.15	-	361,060.14	191,536.00	2,212,765.21	-
110604	A/R SSS	343,839.31	-	21,450.00	24,237.30	341,052.01	-
110704	A/R LORMA FOUNDATION	101,294.00	-	-	-	101,294.00	-
111004	A/R OTHERS	636,455.32	-	48,112.00	48,112.00	636,455.32	-
120105	INVENTORY-DRUGS	9,153,966.90	-	6,726,924.68	6,405,222.03	9,475,669.55	-
120206	INVENTORY-STOCK ROOM	7,119,602.87	-	2,985,508.30	3,234,268.33	6,869,842.84	-
120308	INVESTMENT-CT	3,650,000.00	-	-	-	3,650,000.00	-
120407	DIVIDEL INVESTMENT	5,500.00	-	-	-	5,500.00	-
130109	LAND	2,089,111.95	-	26,735.00	-	2,115,846.95	-
130210	BUILDING	92,382,012.02	-	150,000.00	-	92,532,012.02	-
130310	ACCUM. DEPR-BUILDING	-	21,916,670.52	63,763.62	358,397.19	-	22,211,304.09
130410	DORMITORY	14,258.81	-	-	-	14,258.81	-
130510	ACCUM. DEPR-DORMITORY	-	14,258.81	-	-	-	14,258.81
130610	LORMA ROAD-FENCE	122,509.86	-	-	-	122,509.86	-
130710	ACCUM. DEPR-ROAD & FENCE	-	122,509.86	-	-	-	122,509.86
130810	FOUNDERS RESIDENCE	35,000.00	-	-	-	35,000.00	-
130910	ACCUM. DEPR-RESIDENCE	-	35,000.00	-	-	-	35,000.00
131010	CHAPEL	879,312.73	-	28,345.53	-	907,658.26	-

C] Income Statements

Income Statement is a report showing the performance of the hospital for a given period of time.

To generate it, click on *Reports > Income Statements*

1. Statement of Income and Retained Earnings

Sample Report

**STATEMENT OF INCOME AND RETAINED EARNINGS
FOR THE FORTH MONTH ENDED APRIL, 2008**

4:33:06 PM

	APRIL	TO DATE	ACTUAL MONTHLY APRIL	MONTHLY BUDGET	FAVORABLE (UNFAV)	%
REVENUES						
FROM OPERATIONS						
NURSING	2,471,885.70	25,878,079.07	6,419,519.77	-	6,419,519.77	-
NURSERY	187,085.00	2,358,717.15	589,879.29	+	589,879.29	+
ICU/RR	269,427.00	3,832,858.00	958,239.50	-	958,239.50	-
ORDR/ICR	2,248,855.21	19,941,155.59	4,985,288.90	-	4,985,288.90	-
LABORATORY	3,970,269.00	38,545,906.21	9,836,476.55	+	9,836,476.55	+
RADIOLOGY	1,127,885.00	9,937,839.00	2,484,469.75	-	2,484,469.75	-
PHARMACY	7,878,690.31	85,258,986.94	21,314,241.74	-	21,314,241.74	-
PHYSIO THERAPY	191,780.00	1,595,950.00	398,897.50	+	398,897.50	+
OPD/ER/ADMITTING	460,635.95	5,515,373.41	1,378,943.35	-	1,378,943.35	-
ECO	173,550.00	2,249,550.00	562,387.50	+	562,387.50	+
TRANSPORTATION	59,202.50	423,155.25	105,788.81	-	105,788.81	-
ACTIVE/RESIDENT	1,266,515.00	14,619,188.70	3,654,797.18	+	3,654,797.18	+
OXYGEN	1,136,300.80	11,279,484.60	2,844,871.15	-	2,844,871.15	-
UNASSIGNED	8,500.00	293,816.35	73,454.09	-	73,454.09	-
EEG	33,025.00	253,645.00	63,411.25	+	63,411.25	+
CT-SCAN/ULTRASOUND	131,599.26	2,807,904.50	501,976.13	+	501,976.13	+
DIALYSIS	1,544,431.28	13,471,819.09	3,367,954.77	-	3,367,954.77	-
EYE REFERRAL CENTER	70,600.00	429,420.00	107,355.00	+	107,355.00	+
RESPIRATORY THERAPY	356,802.50	4,911,207.50	1,227,801.88	+	1,227,801.88	+
TOTAL	23,593,999.51	242,702,136.36	60,675,534.11	0.00	60,675,534.11	-
GROSS REVENUE	23,593,999.51	242,702,136.36	60,675,534.11	0.00	60,675,534.11	-
DISCOUNT	1,538,593.21	23,894,787.02	5,998,691.76	-	5,998,691.76	-
BAD DEBTS	785,188.71	8,112,590.69	2,028,147.67	+	2,028,147.67	+
TOTAL	2,321,781.92	32,107,357.71	8,026,839.43	0.00	8,026,839.43	-
NET REVENUE	21,272,217.59	210,594,778.65	52,648,694.68	0.00	52,648,694.68	-
GEN. AND ADM. EXP.	134,395.79	1,838,483.24	259,820.81	+	259,820.81	+
OPERATING EXP.	20,029,849.02	203,346,444.88	50,837,361.22	-	50,837,361.22	-
TOTAL	20,164,244.81	204,387,928.12	51,096,982.03	0.00	51,096,982.03	-

2. Schedule of Operational, General and Administrative Expenses

Sample Report

**SCHEDULE OF OPERATIONAL, GENERAL AND ADMINISTRATIVE EXPENSES
FOR THE FORTH MONTH ENDED APRIL, 2008**

8:36:29 PM

	APRIL	TO DATE	ACTUAL MONTHLY AVERAGE	MONTHLY BUDGET	FAVORABLE (UNFAVORABLE) VARIANCE	%
OPERATIONAL EXPENSES						
SALARIES & WAGES	4,541,081.89	47,507,305.02	11,876,826.48	-	(11,876,826.48)	-
SSS	240,265.60	2,529,469.50	632,367.38	-	(632,367.38)	-
SUPPLIES	1,721,454.48	17,819,839.19	4,454,959.80	-	(4,454,959.80)	-
REPAIR & MAINTENANCE	1,481,342.25	9,333,378.11	2,333,344.03	-	(2,333,344.03)	-
OTHER EXPENSES	253,738.52	2,506,834.89	626,708.72	-	(626,708.72)	-
DEPRECIATION	1,489,259.45	16,022,949.52	3,755,737.38	-	(3,755,737.38)	-
REAGENT/S/FILMS/OXYGEN	2,144,887.51	19,677,445.86	4,919,361.47	-	(4,919,361.47)	-
PROFESSIONAL FEES	719,588.08	6,246,254.36	1,561,563.59	-	(1,561,563.59)	-
GASOLINE	68,364.89	406,274.02	101,568.51	-	(101,568.51)	-
COST OF SALES		59,853,030.78	14,963,257.70	-	(14,963,257.70)	-
FOOD & MKTG.		4,188,562.84	1,046,640.71	-	(1,046,640.71)	-
TRAVEL EXPENSES	11,039.41	299,688.68	74,922.17	-	(74,922.17)	-
REPRESENTATION EXPENSES	148,399.25	1,203,173.26	300,793.32	-	(300,793.32)	-
WATER EXPENSE	65,971.25	621,985.95	155,496.49	-	(155,496.49)	-
LIGHT & POWER	691,013.59	6,139,969.95	2,034,992.21	-	(2,034,992.21)	-
POST/TEL/TELEGRAM	207,297.11	1,244,710.40	311,177.60	-	(311,177.60)	-
EDUCATIONAL PROGRAM	21,049.00	171,901.41	42,975.35	-	(42,975.35)	-
DONATION & CONTRIBUTION	11,800.00	118,068.00	29,515.00	-	(29,515.00)	-
ADVERTISEMENT	12,270.72	290,321.02	72,580.25	-	(72,580.25)	-
DUES & SUBSCRIPTION	40,283.25	335,346.00	83,836.50	-	(83,836.50)	-
LEGAL & AUDIT FEES	3,000.00	18,000.00	4,500.00	-	(4,500.00)	-
INTEREST EXPENSE	0.00	76,195.23	19,048.81	-	(19,048.81)	-
DONATION-LCDFI	10,000.00	100,000.00	25,000.00	-	(25,000.00)	-
BANK CHARGES	107,322.96	419,568.91	104,892.23	-	(104,892.23)	-
BLOOD SUPPLIES	35,000.00	420,600.00	105,150.00	-	(105,150.00)	-
TAXES & LICENSES	5,141.10	289,807.44	72,201.88	-	(72,201.88)	-
PHIC	78,950.00	969,300.00	242,325.00	-	(242,325.00)	-
MRI EXPENSES	3,310.00	117,817.95	29,454.46	-	(29,454.46)	-
DIRECTORS FEES & EXPENSES	120,754.82	1,396,345.87	349,086.72	-	(349,086.72)	-
INSURANCE	0.00	64,782.50	16,195.63	-	(16,195.63)	-
RETIREMENT PLAN	89,752.00	997,728.00	248,932.00	-	(248,932.00)	-
TOTAL	26,750.00	240,000.00	60,000.00		(60,000.00)	

3. Consolidated Income Statement

Sample Report

COMPARATIVE INCOME STATEMENT
FOR THE MONTH ENDED APR 30, 2008

	BALANCE AS OF MAR 31, 2008	TRANSACTIONS FOR APR 30, 2008	BALANCE AS OF APR 30, 2008	INC / (DEC)
REVENUES				
IN-PATIENT ROUTINE SERVICES	2,757,697.40	2,886,508.50	32,066,277.58	1,062.79 %
IN-PATIENT SUPPLIES	1,298,820.05	1,529,381.50	15,181,803.00	1,068.90 %
IN-PATIENT CLINICAL SERVICES	497,510.00	521,052.50	6,543,222.50	1,215.19 %
OR/DR/CSR	1,604,352.30	2,249,855.21	19,941,155.59	1,098.13 %
PROFESSIONAL FEES	1,278,883.00	1,266,515.00	14,619,188.70	1,043.12 %
LABORATORY	3,531,841.00	3,970,269.00	38,545,006.21	991.38 %
XRAY/ULTRA/CT-SCAN	1,855,376.30	2,157,638.76	18,895,061.30	918.40 %
PHARMACY	7,531,041.02	7,876,600.31	85,256,066.94	1,032.07 %
OUT-PATIENT CLINICAL SERVICES	265,957.40	339,911.78	3,248,576.29	1,121.46 %
OTHER INCOME	624,847.20	795,515.95	8,403,918.25	1,245.39 %
TOTAL	21,306,126.27	23,593,999.51	242,702,136.36	1,039.12 %
LESS: DIRECT COST				
DISCOUNT	2,068,043.82	1,536,593.21	23,994,767.02	1,060.26 %
BAD DEBTS	655,073.26	785,188.71	8,112,590.69	1,138.42 %
TOTAL	2,723,116.88	2,321,781.92	32,107,357.71	1,079.07 %
SALARIES & WAGES	4,221,927.87	4,541,081.89	47,507,305.92	1,025.25 %
SSS	234,861.10	249,265.60	2,529,469.50	977.01 %
SUPPLIES	1,718,167.23	1,721,464.48	17,819,839.19	937.14 %
REPAIR & MAINTENANCE	1,165,349.48	1,481,342.25	9,333,376.11	700.91 %
OTHER EXPENSES	183,763.34	253,738.52	2,506,834.89	1,430.77 %
DEPRECIATION	1,463,655.85	1,469,259.45	15,022,940.52	926.40 %
REAGENTS/FILMS/OXYGEN	1,578,902.47	2,144,867.51	19,677,445.86	1,146.27 %
PROFESSIONAL FEES	479,057.50	719,588.08	6,246,254.36	1,203.86 %
GASOLINE	37,998.13	68,304.89	406,274.02	969.19 %
COST OF SALES	5,005,440.17	5,204,677.15	59,853,030.78	1,095.76 %
FOOD & MKTG.	325,115.85	407,115.65	4,186,562.84	1,187.71 %
FOOD & MKTG./GASOLINE/OIL	0.00	0.00	0.00	0.00 %
TRAVEL EXPENSES	8,723.50	11,039.41	299,688.68	3,335.42 %
REPRESENTATION EXPENSES	133,745.00	148,398.25	1,203,173.26	799.60 %
WATER EXPENSE	61,095.15	65,071.35	621,985.95	918.06 %

4. Departmental Income Statement

Sample Report

		Departmental Income Statement		Print Time : 4:41:46PM	
		For Period Ended April 2008			
		NURSING		YEAR TO DATE	
		This Month This Year	This Month Last Year	This Year	Last Year
REVENUE					
From Operations					
ROOM ACCOMODATION	2,078,785.00	1,606,415.00	21,875,700.67	20,408,292.50	
NURSING SUPPLIES	393,080.70	293,204.50	3,802,378.40	4,198,597.20	
	<u>2,471,865.70</u>	<u>1,899,619.50</u>	<u>25,678,079.07</u>	<u>24,606,889.70</u>	
LESS :					
Discount					
DISCOUNT	166,703.97	251,528.81	2,679,834.42	2,582,273.14	
BAD DEBTS	82,349.40	54,261.44	875,018.32	765,669.76	
	<u>249,053.37</u>	<u>305,790.25</u>	<u>3,554,852.74</u>	<u>3,347,942.92</u>	
OPERATING EXPENSES					
Operational Expenses					
SALARIES & WAGES	702,589.85	680,921.07	7,826,400.50	7,282,804.52	
SSS	44,840.60	46,401.00	477,132.30	429,695.70	
SUPPLIES	132,460.92	117,914.66	1,743,737.41	1,712,952.72	
REPAIR & MAINTENANCE	58,954.01	18,857.14	665,649.02	368,076.34	
OTHER EXPENSES	25,838.00	0.00	103,224.00	74,424.00	
DEPRECIATION	107,534.33	78,414.20	989,191.54	825,592.27	
PROFESSIONAL FEES	0.00	0.00	15,340.00	0.00	
PHIC	13,500.00	8,000.00	167,525.00	126,900.00	
PAG-IBIG	5,900.00	6,900.00	70,800.00	65,800.00	
	<u>1,091,607.71</u>	<u>957,488.07</u>	<u>12,958,999.77</u>	<u>10,886,345.55</u>	
NET OPERATING PROFIT (LOSS)	<u><u>1,131,205.62</u></u>	<u><u>636,241.18</u></u>	<u><u>10,064,226.56</u></u>	<u><u>10,372,601.23</u></u>	

D] Balance Sheet

Balance Sheet is a statement that shows the financial position or condition of an entity by listing the assets, liabilities and owner's equity at a specific period of time

Sample Report:

BALANCE SHEETS**April 2008**

	BALANCE As of March 2008	BALANCE April 2008	INC / (DEC)
ASSETS			
CASH & MARKETABLE SECURITIES	(1,506,310.65)	(1,089,791.59)	-27.65 %
DOLLAR & MARKETABLE SECURITIES	1,865,233.90	2,604,027.11	39.61 %
ACCOUNTS RECEIVABLE	25,322,982.35	26,015,002.13	2.73 %
ACCTS RECEIVABLE-OTHERS	3,691,130.67	3,833,119.10	3.85 %
INVENTORY-DRUGS	9,153,966.90	9,475,669.55	3.51 %
INVENTORY-STOREROOM	7,118,602.87	6,869,842.84	-3.49 %
DIGITEL INVESTMENT	5,500.00	5,500.00	0.00 %
INVESTMENTS	3,650,000.00	3,650,000.00	0.00 %
INPUT VAT	0.00	0.00	28.00 %
LAND	2,089,111.95	2,115,846.95	1.28 %
BUILDING	71,253,522.18	71,131,557.15	-0.17 %
TRANSPORTATION	104,748.13	1,215,954.37	1,060.84 %
EQUIPMENT	48,480,428.16	47,915,520.44	-1.17 %
TOTAL	<u>171,228,916.46</u>	<u>173,742,248.05</u>	1.47 %
TOTAL ASSETS	<u>171,228,916.46</u>	<u>173,742,248.05</u>	1.47 %
LIABILITIES AND STOCKHOLDERS' EQUITY			
PROVISION FOR INCOME TAX	2,834,890.24	2,834,890.24	0.00 %
VOUCHERS PAYABLE	6,679,978.24	7,758,275.08	16.14 %
A/P - OTHERS	97,421.58	104,897.91	7.67 %
A/P-COLLEGE	0.00	0.00	0.00 %
RES. FOR LEGAL CASES	749,577.77	749,577.77	0.00 %
RES. FOR RETIREMENT FUND	6,833,333.10	6,916,666.43	1.22 %

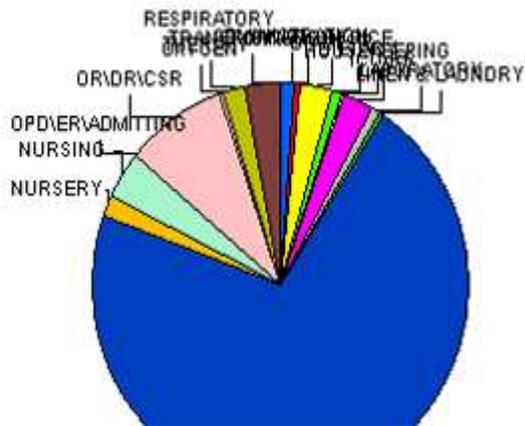
E] Expenses by Department

Sample Report

Departmental Expenses Report

Period From 200804 To 200804

Department	Amount
REPAIR & MAINTENANCE	
ADMINISTRATION	17,430.77
BUSINESS OFFICE	9,117.86
DIALYSIS	40,949.50
DIETARY	11,280.00
HOUSEKEEPING	1,517.86
ICU/RR	39,256.00
LABORATORY	10,880.00
LINEN & LAUNDRY	4,850.00
MAINTENANCE	1,058,146.15
NURSERY	22,961.01
NURSING	58,954.01
OP/ER/ADMITTING	1,994.00
OR/DR/CSR	127,141.00
OXYGEN	3,571.43
RESPIRATORY THERAPY	28,298.66
TRANSPORTATION	46,054.00
	1,481,342.25



ADMINISTRATION	1.2%
BUSINESS OFFICE	0.6%
DIALYSIS	2.8%
DIETARY	0.8%
HOUSEKEEPING	0.1%
ICU/RR	2.7%
LABORATORY	0.7%
LINEN & LAUNDRY	0.3%
MAINTENANCE	71.4%
NURSERY	1.6%
NURSING	4.0%
OP/ER/ADMITTING	0.1%
OR/DR/CSR	8.6%
OXYGEN	0.2%
RESPIRATORY THERAPY	1.9%
TRANSPORTATION	3.0%
Total:	100.0%

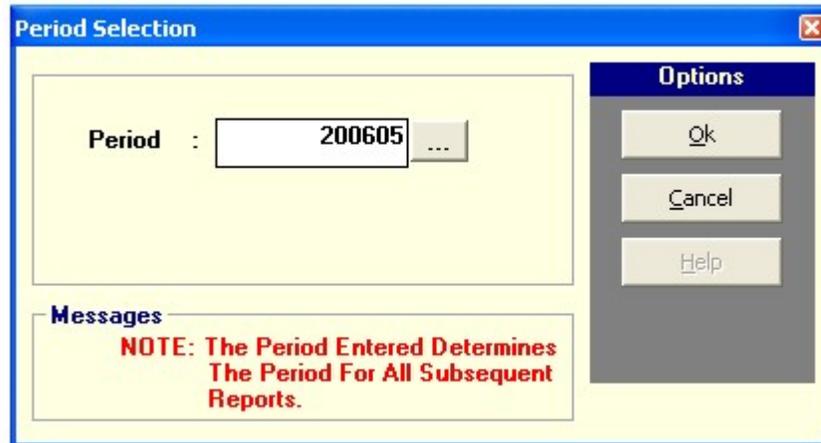
GENERAL

This option allows the user to update the Current GL period, edit budget and un-post book.

A] Current GL Period

This option allows you to change the current period of the GL book.

To do this, click on *General > Update Current GL Period* to load the window below



Period Selection

Period : ...

Options

Ok
Cancel
Help

Messages

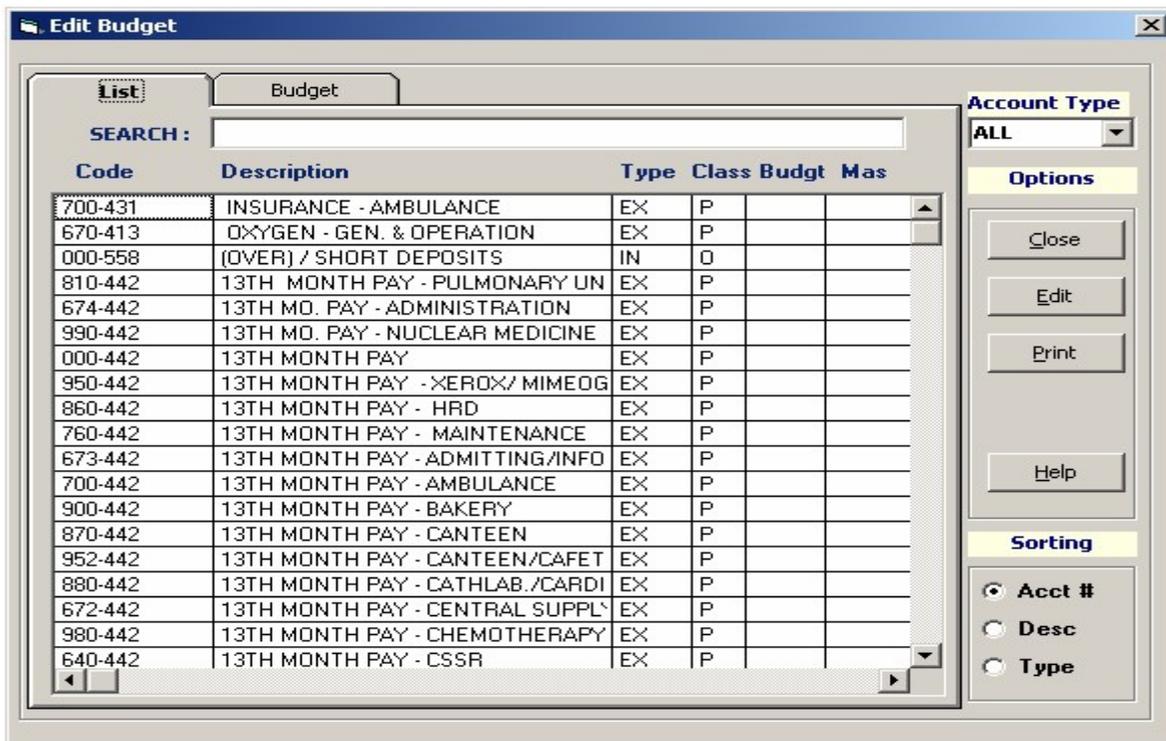
NOTE: The Period Entered Determines The Period For All Subsequent Reports.

Enter the NEW GL Period (Ex. 200606 (For June 2006)) then click on OK button or click on Cancel to go out from this option.

B] Edit Budget

This option allows the user to update the budget of a specific GL group.

To do this, click on *General > Edit Budget* to load the window below



Edit Budget

List Budget

SEARCH :

Code	Description	Type	Class	Budget	Mas
700-431	INSURANCE - AMBULANCE	EX	P		
670-413	OXYGEN - GEN. & OPERATION	EX	P		
000-558	[OVER] / SHORT DEPOSITS	IN	O		
810-442	13TH MONTH PAY - PULMONARY UN	EX	P		
674-442	13TH MO. PAY - ADMINISTRATION	EX	P		
990-442	13TH MO. PAY - NUCLEAR MEDICINE	EX	P		
000-442	13TH MONTH PAY	EX	P		
950-442	13TH MONTH PAY - XEROX/ MIMEOG	EX	P		
860-442	13TH MONTH PAY - HRD	EX	P		
760-442	13TH MONTH PAY - MAINTENANCE	EX	P		
673-442	13TH MONTH PAY - ADMITTING/INFO	EX	P		
700-442	13TH MONTH PAY - AMBULANCE	EX	P		
900-442	13TH MONTH PAY - BAKERY	EX	P		
870-442	13TH MONTH PAY - CANTEEN	EX	P		
952-442	13TH MONTH PAY - CANTEEN/CAFET	EX	P		
880-442	13TH MONTH PAY - CATHLAB./CARDI	EX	P		
672-442	13TH MONTH PAY - CENTRAL SUPPL	EX	P		
980-442	13TH MONTH PAY - CHEMOTHERAPY	EX	P		
640-442	13TH MONTH PAY - CSSR	EX	P		

Account Type
ALL

Options

Close
Edit
Print
Help

Sorting

Acct #
 Desc
 Type

Click on the specific account where to edit and another window will be loaded for the entry

List		Budget	
Account Detail			
Account Code :	870-442		
Description :	13TH MONTH PAY - CANTEEN		
Budget Details			
Month 1	Month 2	Month 3	Month 4
4334	544.00	65,456.00	54.00
Month 5	Month 6	Month 7	Month 8
345.00	345.00	345.00	45.00
Month 9	Month 10	Month 11	Month 12
345.00	345.00	345.00	345.00
TOTAL :			68,557.00
OK		Cancel	

The monthly budget detail of specific account is displayed on the screen.

YEAR END PROCESSING

This option is executed once a year at the end of the year before setting the period dates for the month of January of the following year. This is to initialize all tables needed for the New Year.

To do this, click on *Year End > Process Year End Closing* to load the window below

