

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.

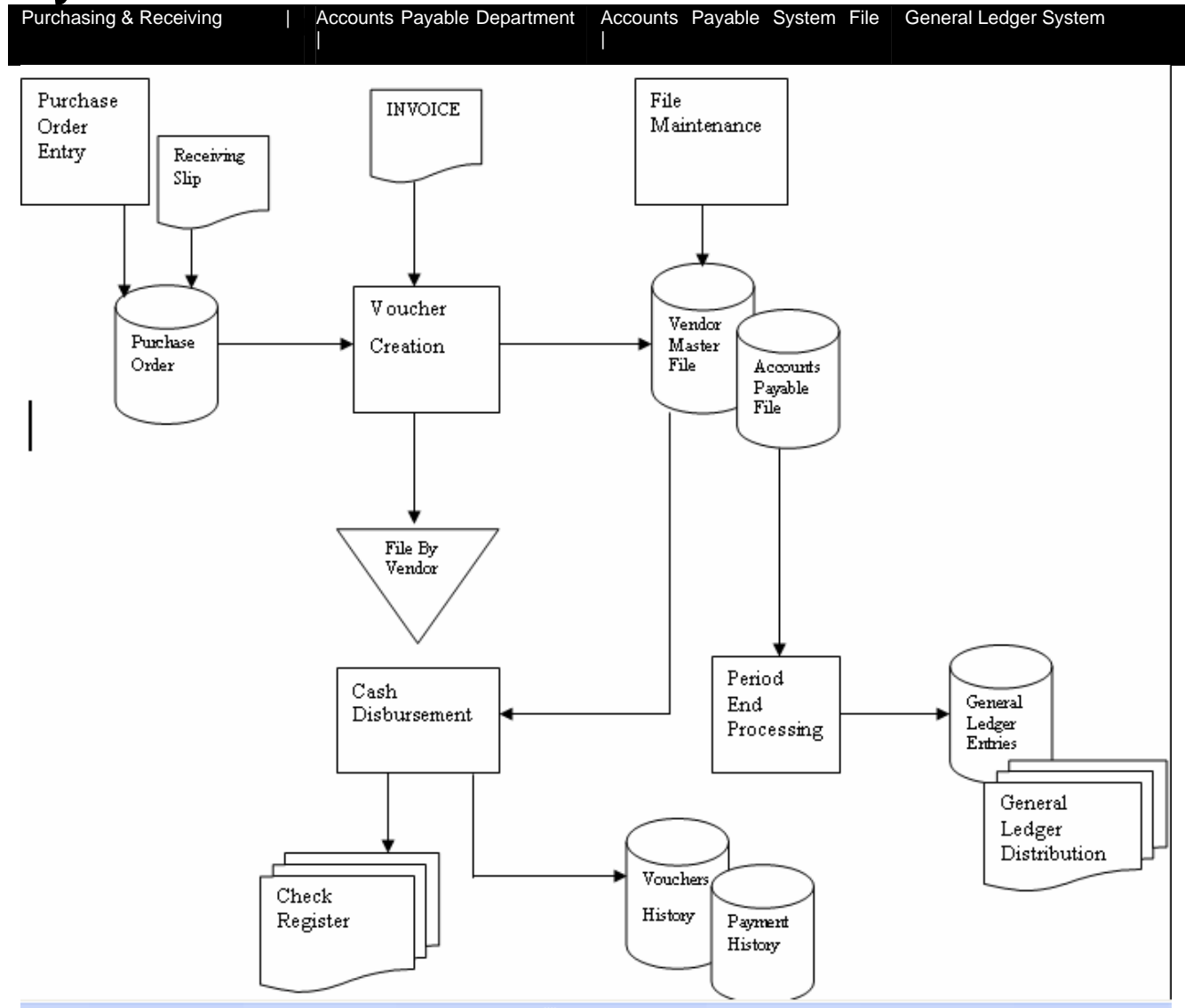
c. 13th Month Entries

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

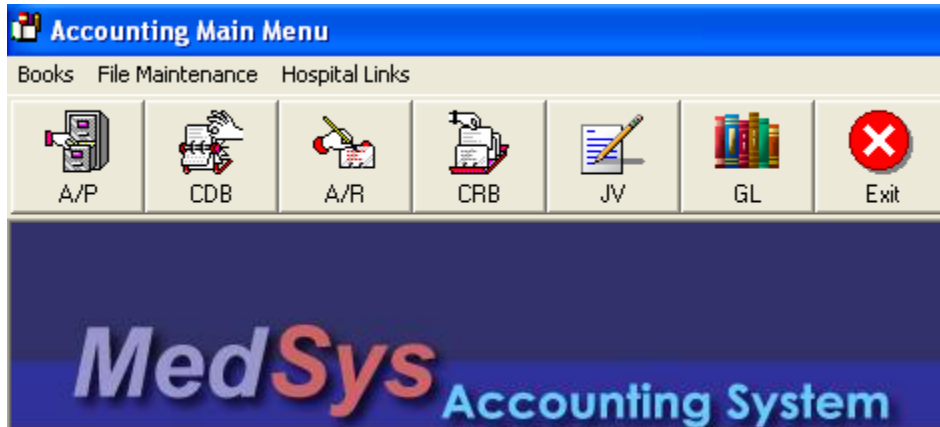
Visual Medsys Accounting

SQL 2000, SQL 2003 or SQL 2005

XP

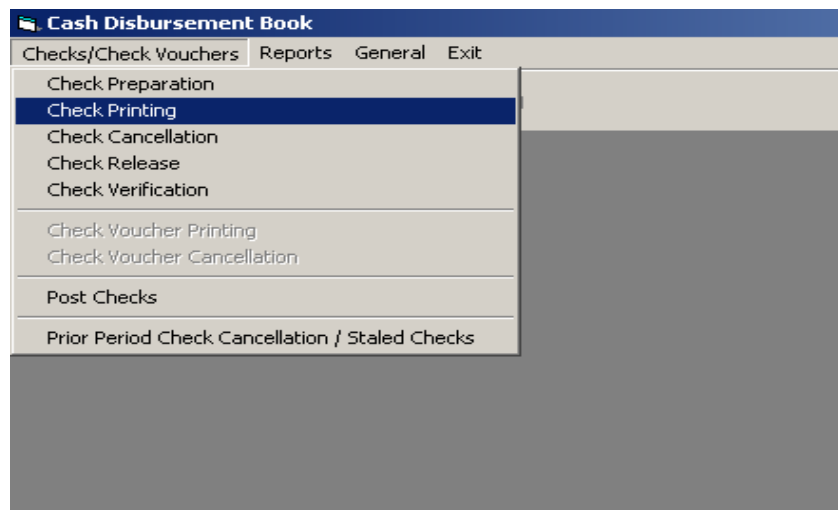
System Menu Operations

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.

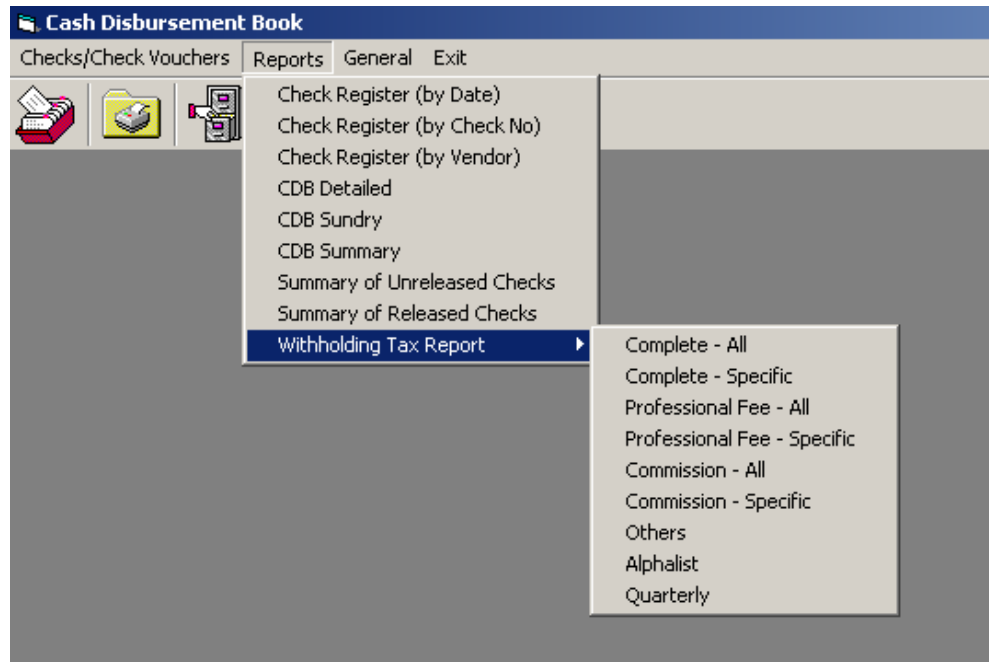


Accounting Main Menu Window

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.




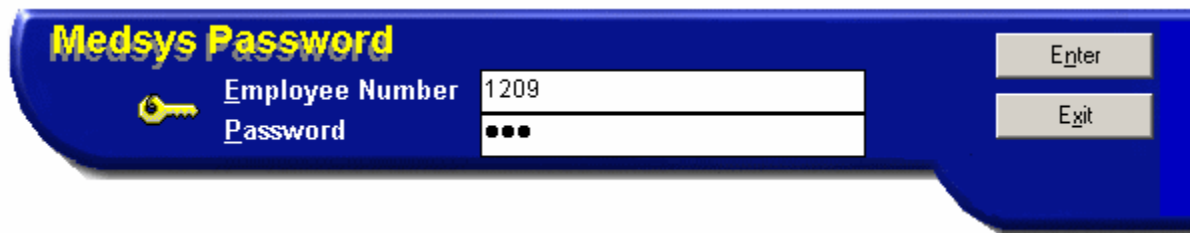
Once inside a menu, the up arrow and down arrow keys move the highlight bar up and down, the list option. To select an option, simply highlight the desired option and click it.



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.

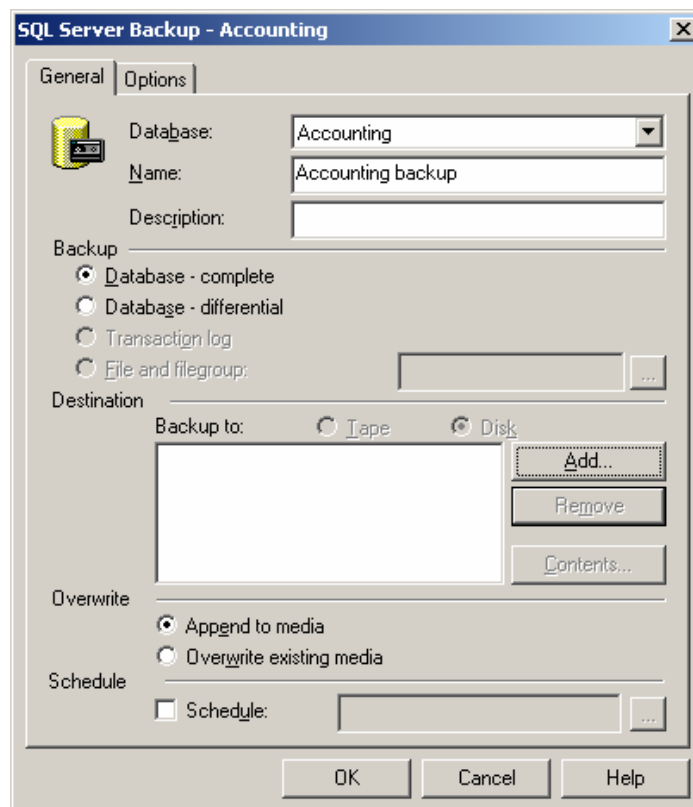
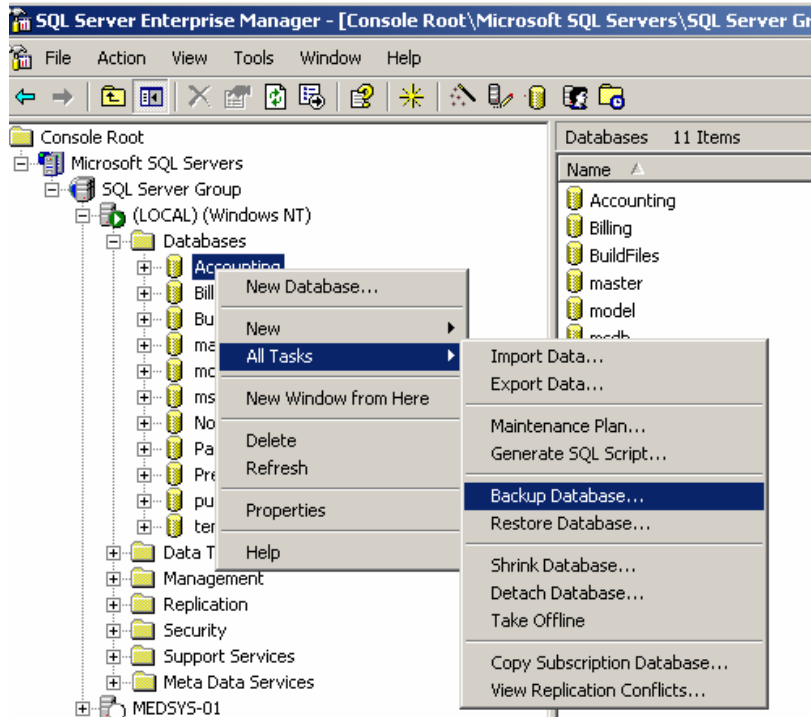
How to create a logical disk backup device (Enterprise Manager)

To create a logical disk backup device

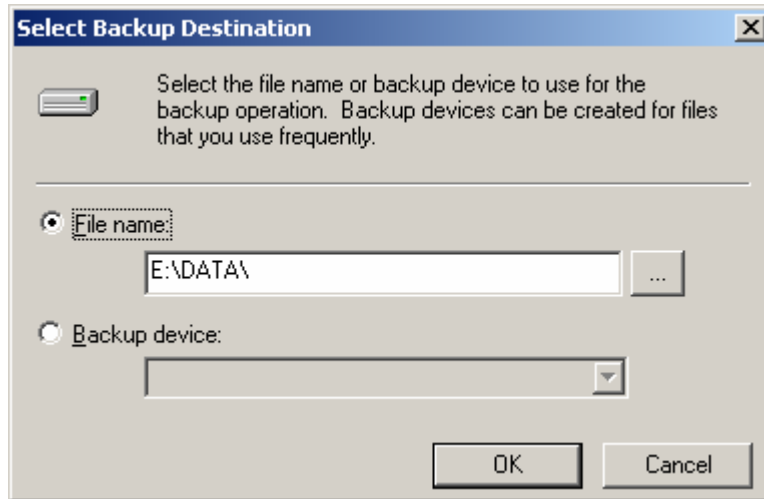
1. Expand a server group, and then expand a server.
 2. Expand **Management**, right-click **Backup**, and then click **New Backup Device**.
 3. In the **Name** box, type a name for the named backup device.
 4. Click **File name**, and then do one of the following:
 - Type the name of the file used by 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

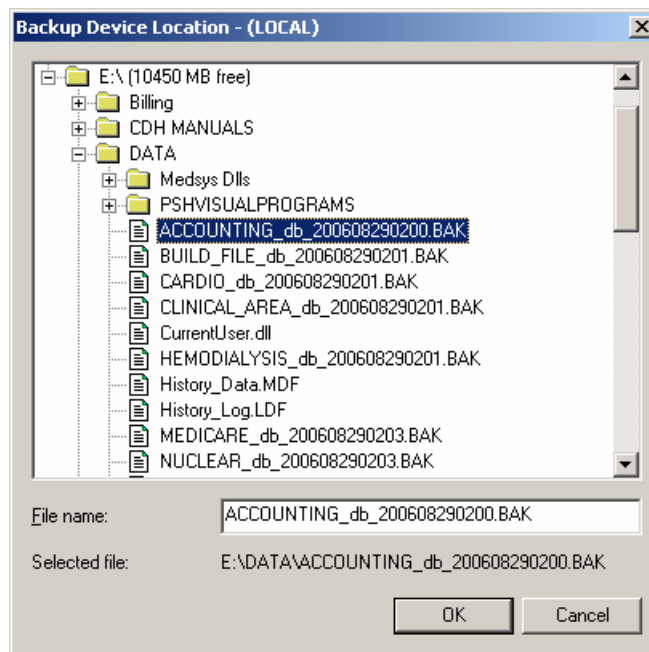
1. Select the database you want to backup, for example accounting. Right click accounting database and select ALL TASK, BACKUP DATABASE. See sample below:



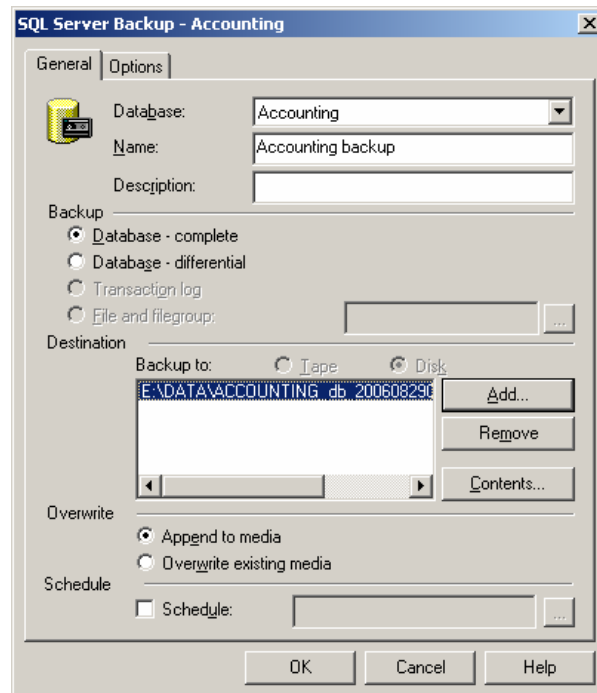
2. Click on add button. The window below will appear:



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



5. Just click on **OK** button.



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

Restore Procedure

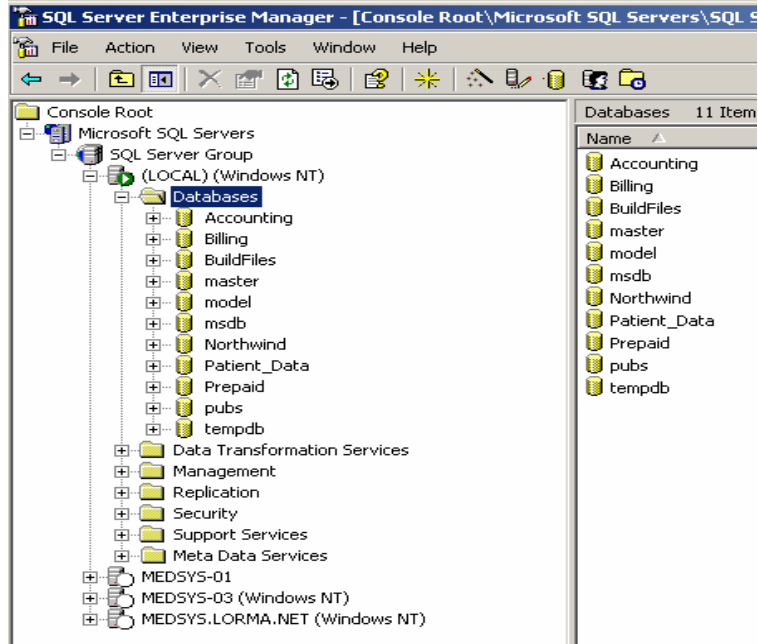
In case of corrupted data, you need to restore your latest back up copy.

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

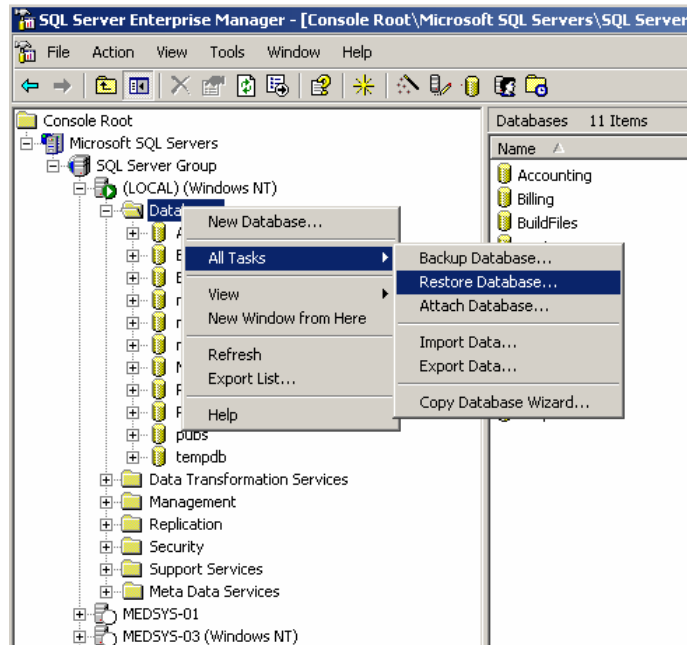
How to restore a backup from a backup device (Enterprise Manager)

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

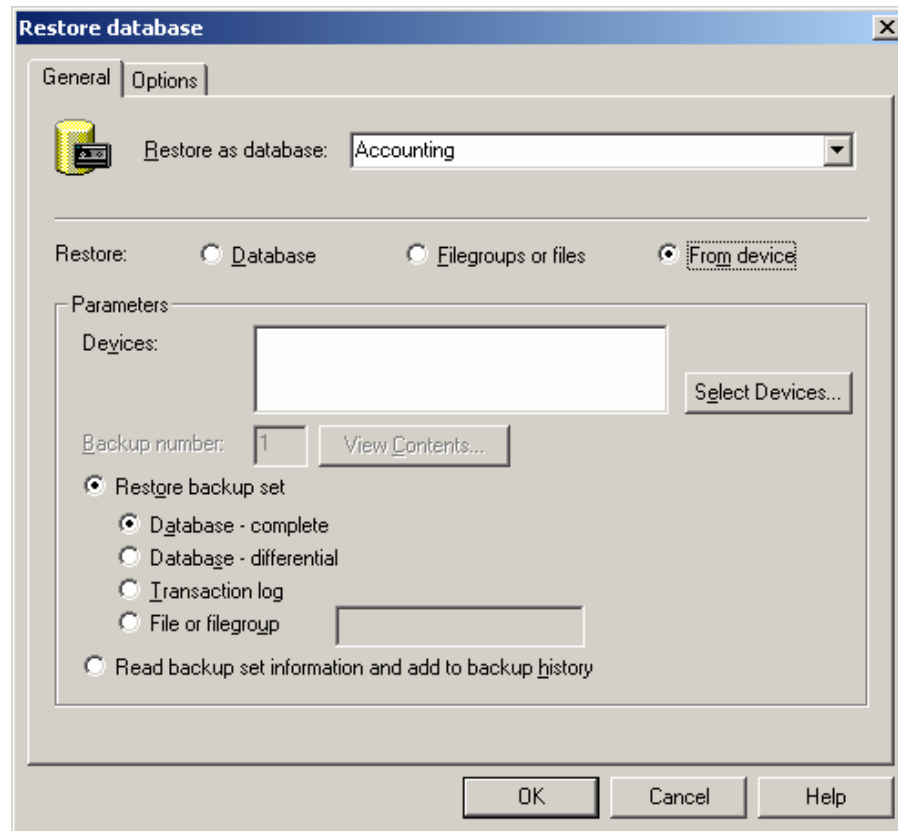


2. Expand **Databases**, right-click the database, point to **All Tasks**, and then click **Restore Database**.



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

3. 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

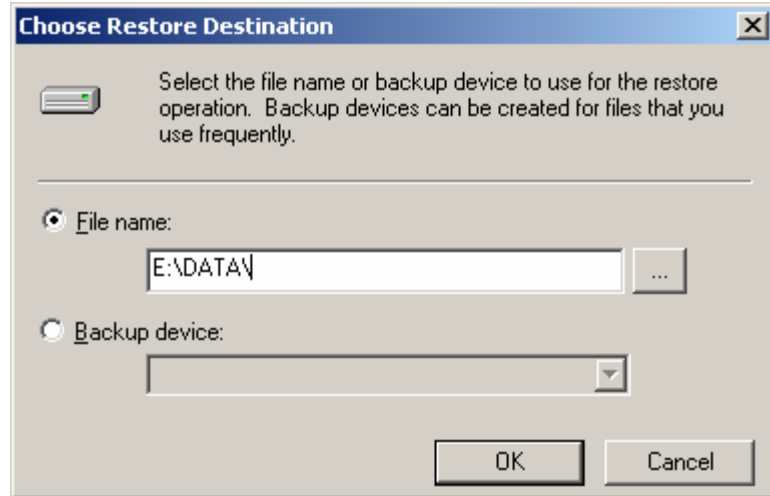
Note Specifying a new name for the database determines automatically the new names for the database files restored from the database backup.


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

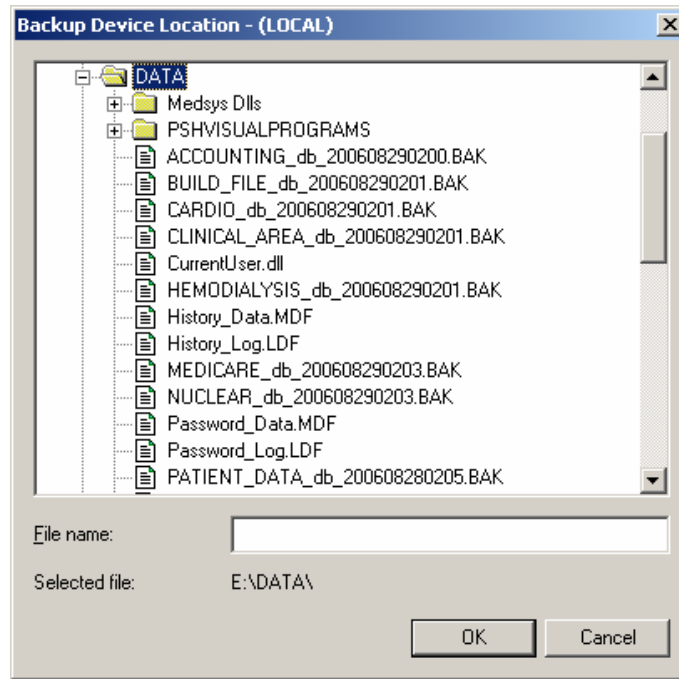
If no devices appear, click **Add** to add an existing backup device or to create a new one. In the **Restore Database** dialog box, click **View Contents** and select the backup set to restore.

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.

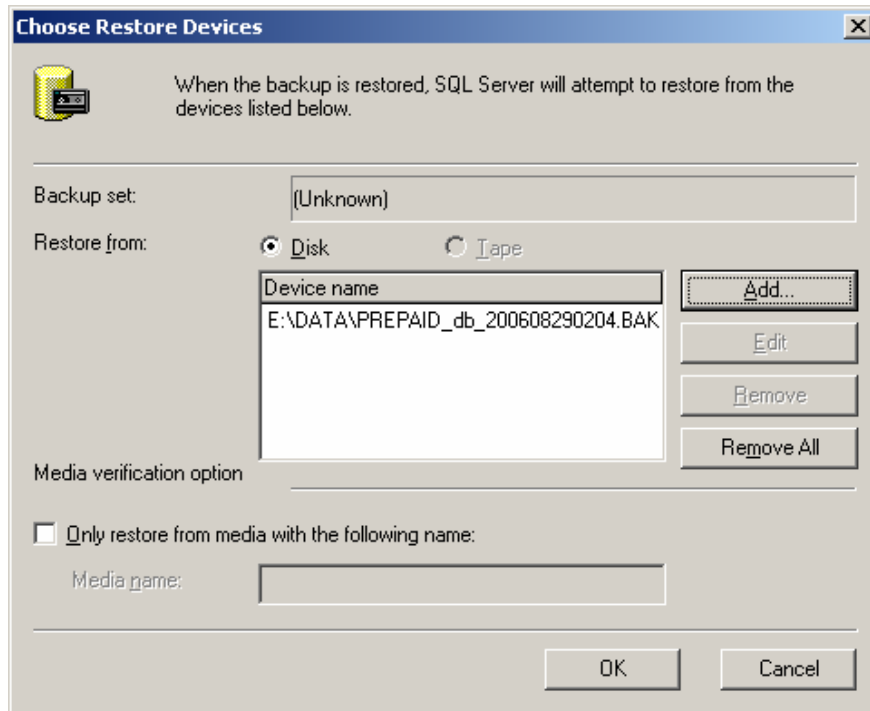
5. Under **Restore from**, click **Tape** or **Disk**, click Add button and then select a device from which to restore.



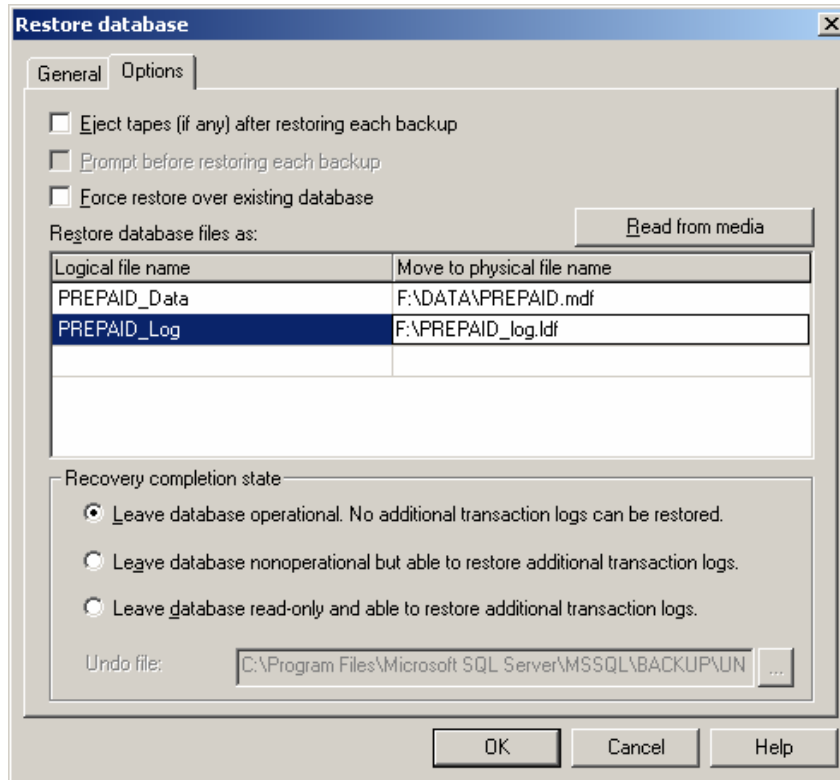
Click on  to search for the backup file where you save it.



- 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

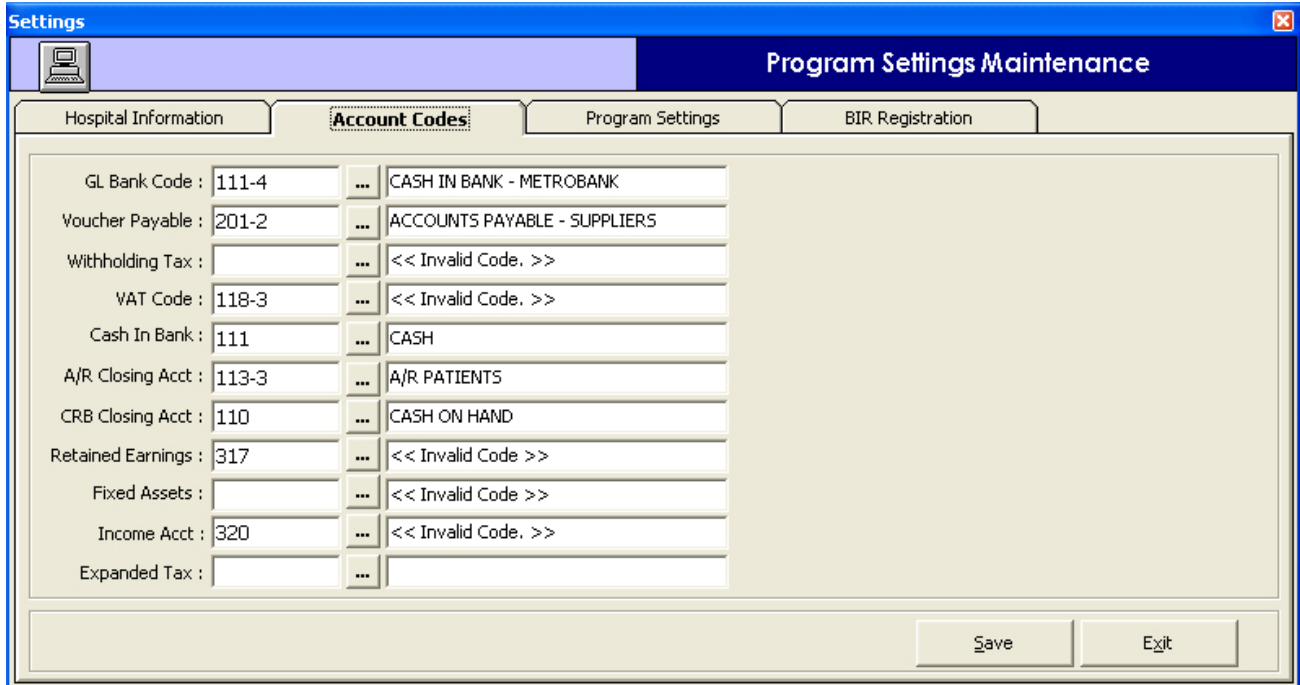
Hospital Information Tab

- 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 |

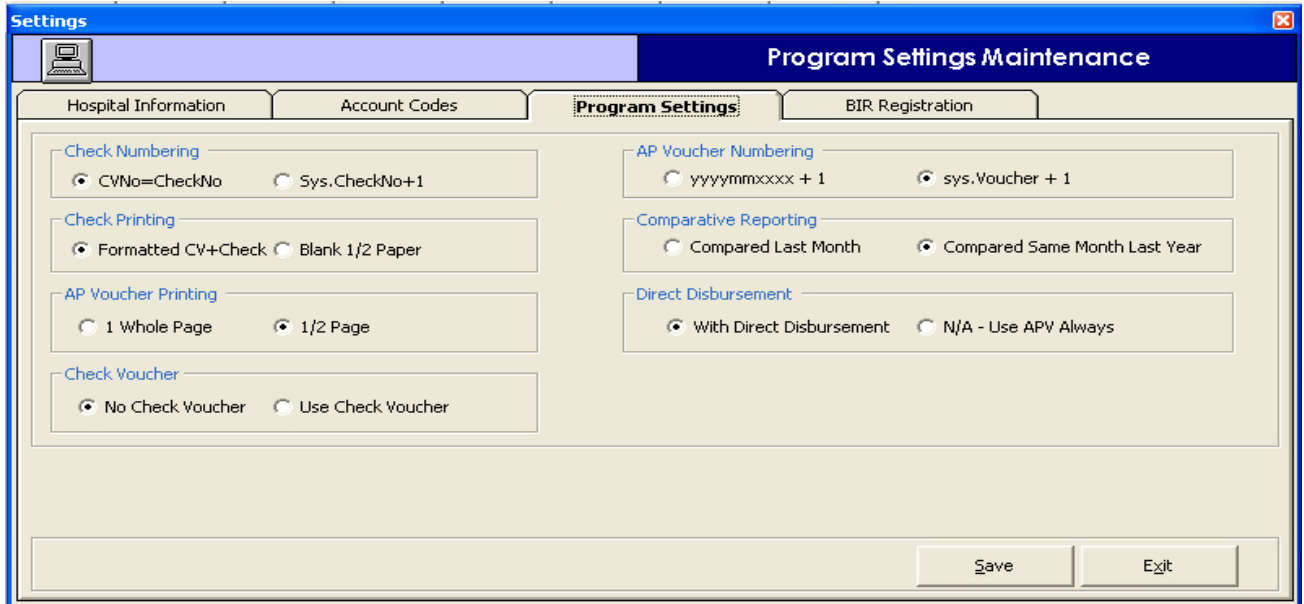
- The first digit (000 indicates the account is for balance sheet) of the 3-digit account number identifies the accounts as a General Ledger Account
- The second through 3 digits (106 refers to Accounts Receivable) serve as an account identifier (Asset, Liability or capital/fund)
- The third through 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

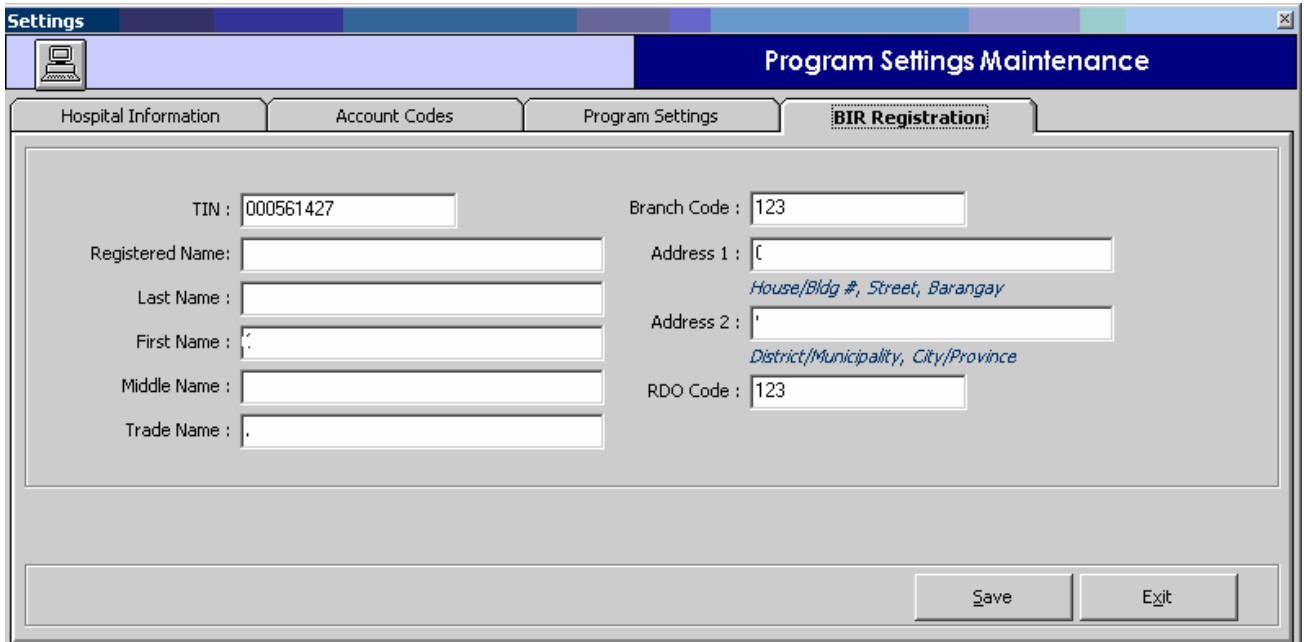
This option allows the user to choose the format or numbering system to adopt in the operation of Visual Accounting system.

- 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.




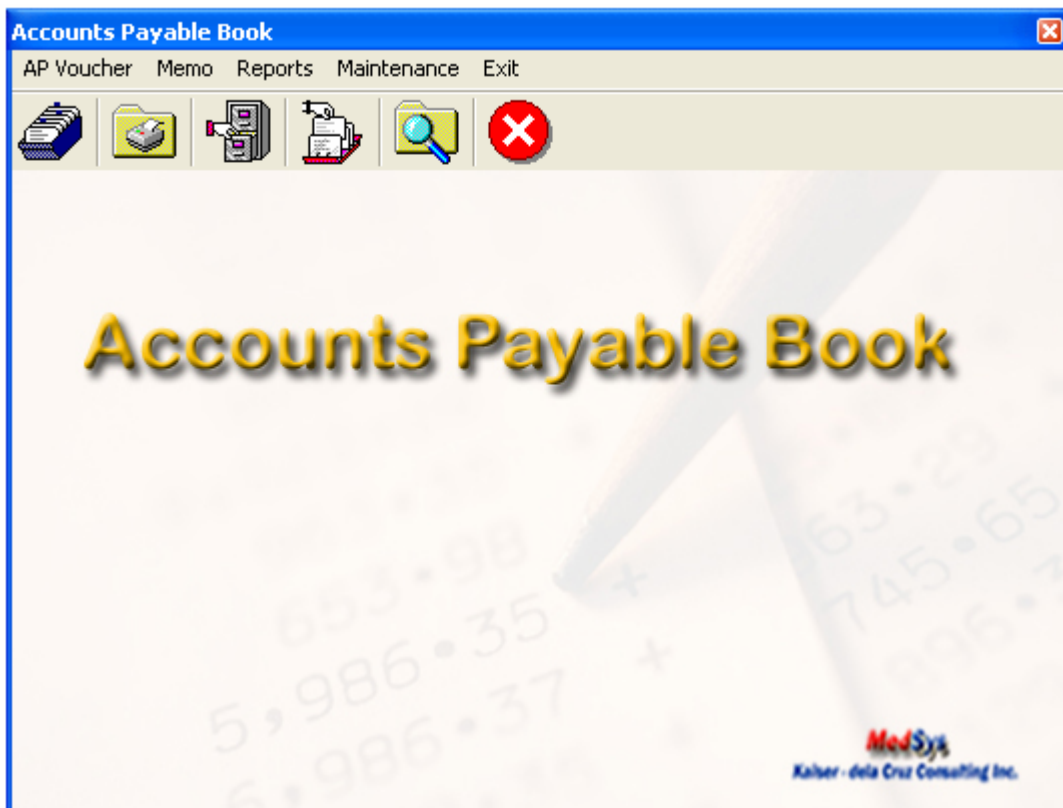
Accounting Books

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 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:

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.

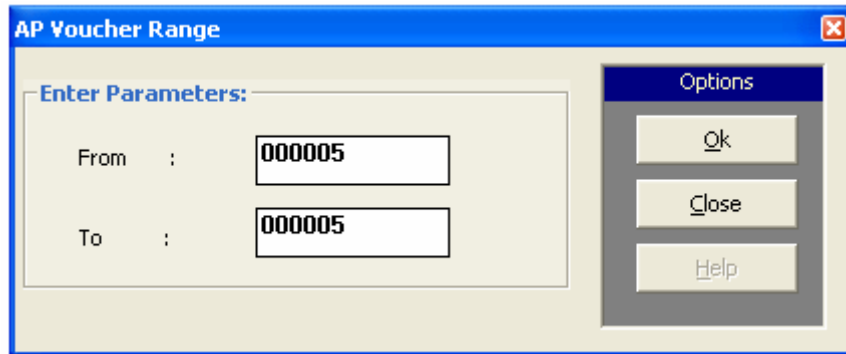
Click the **Delete** button to remove an item entered. Highlight the specific item

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

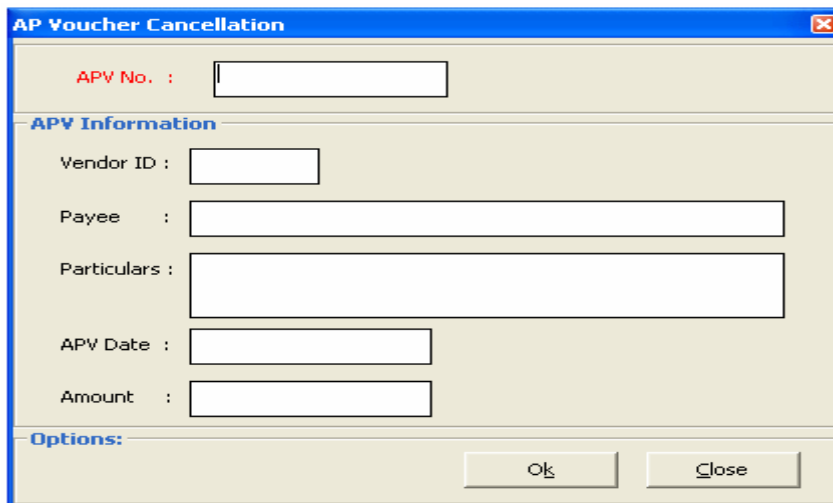
Click the **OK** button to generate the report

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.

D | AP Voucher Verification

This option allows you to verify or recheck the information in a specific AP Voucher. To do this, click on Verify AP Voucher option in the AP Main Menu. This will display the window below

The screenshot shows the 'AP Voucher Verification' window. It features a top section with input fields for Voucher No., Period, Date, Amount, Vendor ID, and Particulars. To the right, there are fields for Payable Type, Terms, and Payee. A 'Totals' section includes 'Debits', 'Credits', and 'Difference' fields. Below this is a table with columns for Invoice #, RR #, PO #, Date, and Amount. A 'Total Invoices' field is located at the bottom right of the table area. The bottom of the window contains an 'Options:' label and 'Ok' and 'Close' buttons.

This option allows you to verify or recheck the data entered in a specific AP Voucher. If the entered Voucher No. is found, it will display the details of that specific voucher else it will prompt a message that the entered voucher number is not found on the file.

Click the **OK** button if the data are correct or the **Close** button to go out from this window.

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". It contains the following fields and sections:


- Vendor ID :** A text box followed by an ellipsis button and another text box.
- Invoice No. :** A text box.
- Invoice Details:** A section containing the following fields:
 - Invoice Amount : []
 - Invoice Date : []
 - APV No : []
 - Vendor : []
 - APV Date : []
 - APV Amount : []
 - Period : []
- Options:** A section at the bottom containing "Ok" and "Exit" buttons.

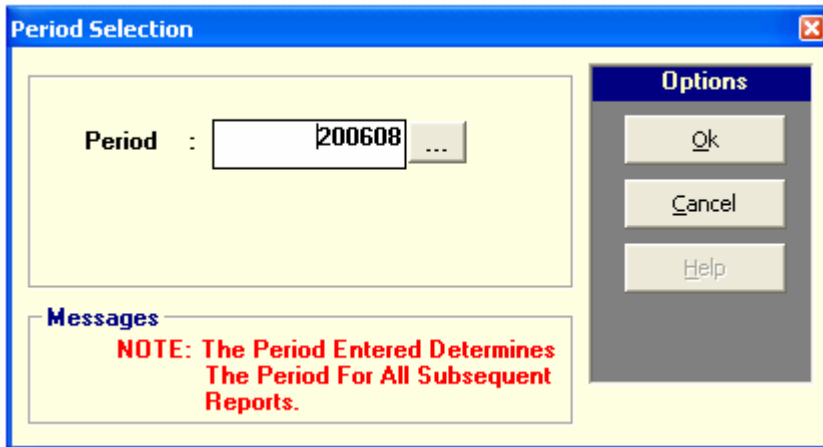
Enter the vendor then the specific invoice #. If the entered invoice number is found, it will display the details on the screen else it will prompt a message that the invoice number doesn't exist.

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.

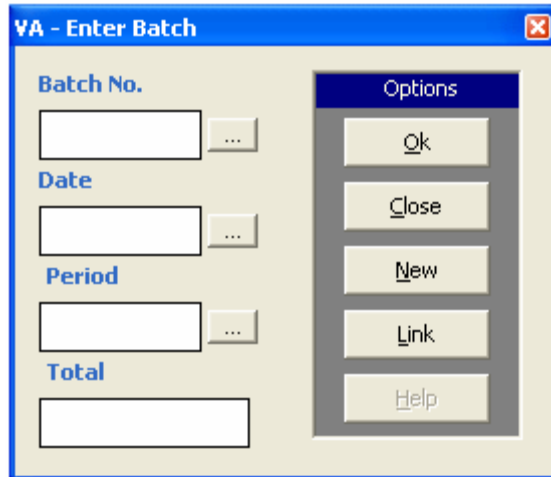


Enter the Period Date. The default format is (year-month) for example the date you wanted to determine is September 2006 the period would be 200609.

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.

AJ 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

Data Entry

Credit Memo

Period : 200608
 CM No. :
 Voucher No. :
 Date : 9 /21/2006
 Amount :
 Vendor ID :
 Particulars :

Totals
 Debits - Credits = Difference
 Payable Type :
 Terms :
 Due Date : 9 /21/2006
 Payee :

Account Entries

| 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

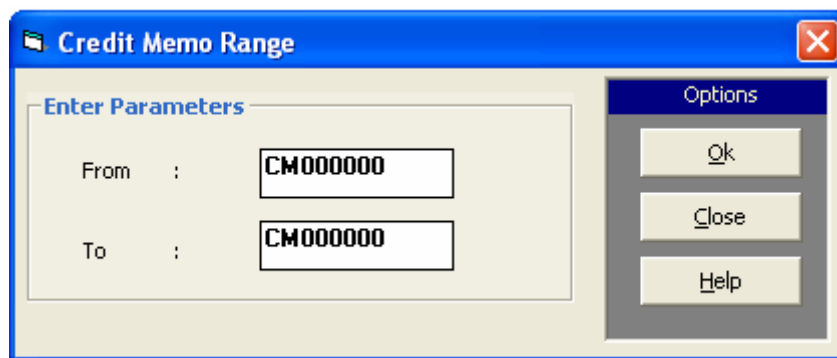
Click on **Ignore** button to disregard the entered data

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



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

C] 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

Credit Memo Cancellation

CM No. :

Credit Memo Information

Vendor ID :

Payee :

Particulars :

CM Date :

Amount :

Options:

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 | Issue / Description | APV Amount | Check/CME No. - Date | Chk. Amount | Release Date | Reference No. | Received by |
|--------------|-----------|--|----------------------------------|---|-----------------------|--------------|---------------|-------------|
| 927651 | 6/19/2006 | ZUELLIG PHARMA CORPORATION PAYMENT FOR ILARICID TABLET | 13,028.20 | 002446 6/00/2006 | 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 6/00/2006 C M067396 6/00/2006 | 21,139.70 889.30 | | | |
| | | | | | 0.00 | | | |
| Grand Total: | | | APV Amount : <u>4,290,324.72</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 | 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 s | CURRENT | PAST DUE | | | | TOTAL | |
|------------------|---|----------|---------|---------|--------------|------------|------------|
| | | 30 days | 60 days | 90 days | over 90 days | | |
| <i>MEDICINES</i> | | | | | | | |
| | BELMAN LABORATORIES | 30 Days | | | | 5,655.00 | 5,655.00 |
| | BEST DRUG INDUSTRIES | 30 Days | | | | | |
| | BEST DRUG INDUSTRIES | 30 Days | | | | 5,050.00 | 5,050.00 |
| | 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 |
| | HICON LABORATORIES, INC. | 30 Days | | | | 5,500.00 | 5,500.00 |
| | INTL. 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
As of June 2006

Print Tim

| AP Voucher# | APV Date | Invoice | APV Amount | Check/CM# | Chk/CM Date | Chk. Amount | APV Balance |
|-------------|------------|------------------------------------|------------|-----------|-------------|-------------|-------------|
| 927620 | 05/19/2006 | ACTION AGAD ALUM. & GLASS SPECIALI | 4,900.00 | 002433 | 05/20/2006 | 2,450.00 | 2,450.00 |
| 917044 | 03/11/2005 | AGUSTIN EMBUSCADO | 45,000.00 | 078398 | 03/15/2005 | 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 | 05/16/2005 | 6,300.00 | 1117 | 25037 | 05-05-000490 | 05/16/2005 | 6,300.00 | 06/27/2005 | 080183 | 6,300.00 |
| 918420 | 06/30/2005 | 2,520.00 | 1140 | 25943 | XX-05-06-00065 | 06/30/2005 | 2,520.00 | 07/05/2005 | 080487 | 2,520.00 |
| 919434 | 07/31/2005 | 6,300.00 | 1216 | 25409 | XX-05-07-00094 | 07/31/2005 | 6,300.00 | 09/07/2005 | 081683 | 6,300.00 |
| 920099 | 08/31/2005 | 6,300.00 | 1255 | 25529 | XX-05-07-00109 | 08/31/2005 | 6,300.00 | 10/04/2005 | 082299 | 6,300.00 |
| 922380 | 11/30/2005 | 3,780.00 | 1299 | 25061 | 05-12-002694 | 11/30/2005 | 3,780.00 | 12/07/2005 | 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 | 3,762.14 |
| | 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 | 435-1 | | 6,666.67 | - | |
| | | | | 210 | | - | 6,666.67 | |
| 5 | 927379 | 6/9/2006 | (1887) ZUELLIG PHARMA CORPORATION | 117-2 | | 43,632.14 | - | |
| | | | | 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.

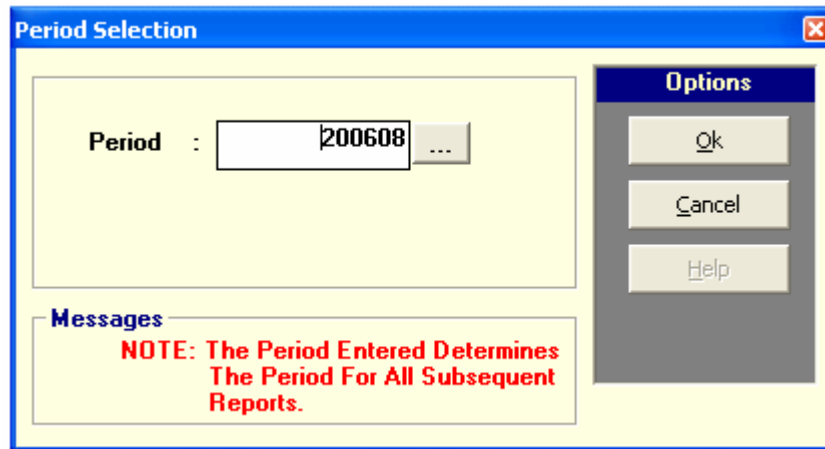
14. *Credit Memo Summary* – This generate a report on credit memo's entered on a specific vendor / payee on a specific period.

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.

B) Edit / Print Payee Info

This option allows you to edit the information(s) of the payee or vendor. To do this, choose Edit / Print Payee Info option in the Maintenance Menu of the Accounts Payable Main Menu. This will display the window below

Vendors Vendor File Maintenance

List Edit/Add

SEARCH:

| PAYEE | CODE | ADDRESS 1 | ADDRESS 2 |
|--|------|----------------------|------------|
| <input type="checkbox"/> SY-ORTIN, TERESA | 3694 | | |
| <input type="checkbox"/> 3- 1 PHILIPPINES | 1001 | 704 AURORA BLVD. | QUEZON CI |
| <input checked="" type="checkbox"/> A4 COPY SYSTEM PHILS., INC | 3741 | UNIT 1053-1055 V.... | METRO MAI |
| <input type="checkbox"/> AARON SANCHEZ | 3707 | | |
| <input type="checkbox"/> AB SANDOVAL DRUGSTORES, INC. | 1005 | A.B SANDOVAL BLD... | PASIG CITY |
| <input type="checkbox"/> ABAD, JANICE R. | 2921 | | |
| <input type="checkbox"/> ABANCIO, LARRY N. | 2922 | | |
| <input type="checkbox"/> ABANTE, RITA | 2923 | | |
| <input type="checkbox"/> ABAQUIN, LORNA R. | 2924 | | |
| <input type="checkbox"/> ABAT, MARINELLA AGNES SG | 1890 | | |
| <input type="checkbox"/> ABATAY, RUTH R | 1891 | | |
| <input checked="" type="checkbox"/> ABEL, RONALD MATHEW | 3333 | | |
| <input checked="" type="checkbox"/> ABELARDO, AGUSTINA | 1894 | | |
| <input checked="" type="checkbox"/> ABELLA, REBECCA | 1895 | | |
| <input checked="" type="checkbox"/> ABELLADA, LLORA K | 1896 | | |
| <input checked="" type="checkbox"/> ABELLO, LIWANAG | 1897 | | |
| <input checked="" type="checkbox"/> ABENSON INC. | 3720 | BENITO BLDG. # 11... | MANDALUY |
| <input checked="" type="checkbox"/> ABIZO, JARED | 3624 | | |
| <input checked="" type="checkbox"/> ABLANG, ALBERTO MARIANO D.J. | 1898 | | |
| <input checked="" type="checkbox"/> ABLAZA ZAMORA ENTERPRISES | 1461 | 42. STA ROSA ST. ... | QUEZON CI |
| <input checked="" type="checkbox"/> ABLI INC. FEDERICO | 3845 | | |

LEGEND Active Inactive

Options

Close Add Delete Print Help

Sorting

Code Desc

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

The screenshot shows a software window titled "Vendors" with a sub-header "Vendor File Maintenance". The window has two tabs: "List" and "Edit/Add", with "Edit/Add" being the active tab. The main area is titled "Vendors File" and contains a form with the following fields:

- Payee Code : 3720
- Classification : A - SUPPLIERS (dropdown menu)
- Complete Name : ABENSON INC.
- Last Name : (empty)
- First Name : (empty)
- Middle Name : (empty)
- Contact Person : (empty)
- Address 1 : BENITO BLDG. # 11 SHERIDAN ST. (with subtext: *House/Bldg #, Street, Barangay*)
- 2 : MANDALUYONG CITY (with subtext: *District/Municipality, City/Province*)
- Telephone # : (empty) Fax No. : (empty)
- TIN : 000-050-036 VAT : REG
- Payable Type : CAPITAL EXPENDITURES (dropdown menu)
- Terms : COD (dropdown menu)
- ATC : (empty) (dropdown menu)
- GL Account : (empty) VAT Rate: 12 % WTX Rate: 1 %
- Incentives Rate: 0 % Active

On the right side of the window, there are two sections: "Options" and "Sorting". The "Options" section contains buttons for Close, Add, Delete, Print, and Help. The "Sorting" section contains radio buttons for Code and Desc, with Desc selected.

At the bottom of the form, there are "Save" and "Cancel" buttons.

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

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

AP Vouchers to Pay Tab

This option allows you to enter the specific APV to be included on the check being prepared or automatically gets the ap vouchers entered in the Accounts Payable book.

Click on the APV to pay tab

The screenshot shows a window titled "A/P Vouchers To Pay". Inside the window is a table with the following columns: APV No., APV Date, Orig. Amount, APV Balance, Amount to Pay, and Balance. The table is currently empty. At the bottom right of the window, there is a label "Total amount to pay:" followed by an empty text input box.

Enter the following data.

- APV No.
- APV Date
- Orig. Amount
- APV Balance
- Amount to Pay
- Balance

The total amount to be paid is automatically added and displayed in the Total Amount to Pay box

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.

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". At the bottom right, there is a "Next >>" button.

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

Total Invoices

Next >>

The user can enter the following data:

- Invoice #
- RR # - Receiving Report Number
- PO # - Purchase Order Number
- Date – Invoice Date
- 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.

Tax

This option allows the user to enter the computed withholding tax. To go on this option, click the Withholding Tax Computation tab in the Check Voucher Preparation menu. This will display the window below

The screenshot shows a window titled "Tax" with a table and a "Total Amount" box. The table has five columns: Code, Payee, Amount, %, and Tax Withheld. The "Total Amount" box displays "0.00". A "Next >>" button is located at the bottom right of the window.

| Code | Payee | Amount | % | Tax Withheld |
|------|-------|--------|---|--------------|
| | | | | |

Total Amount

Next >>

Enter the following data

- Code – this refers to the Vendor ID. Click on (...) button to display lists of vendors
- Payee
- Amount
- % - tax percentage
- Tax withheld – computed withholding tax

The total withholding tax will be displayed on the Total Amount box.

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:

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

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

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

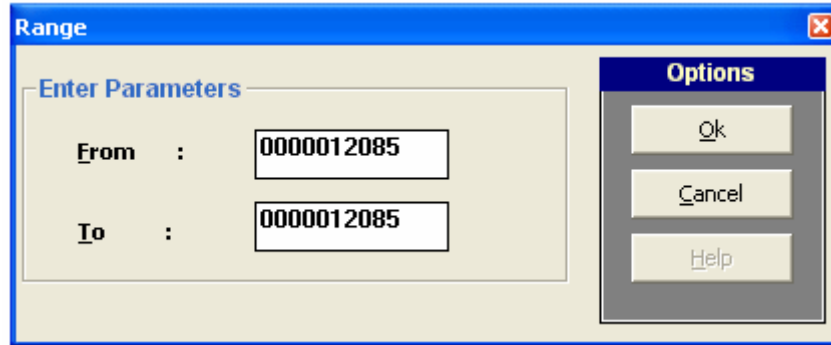
Click on **Delete** Row button to remove a specific data or entry.

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.

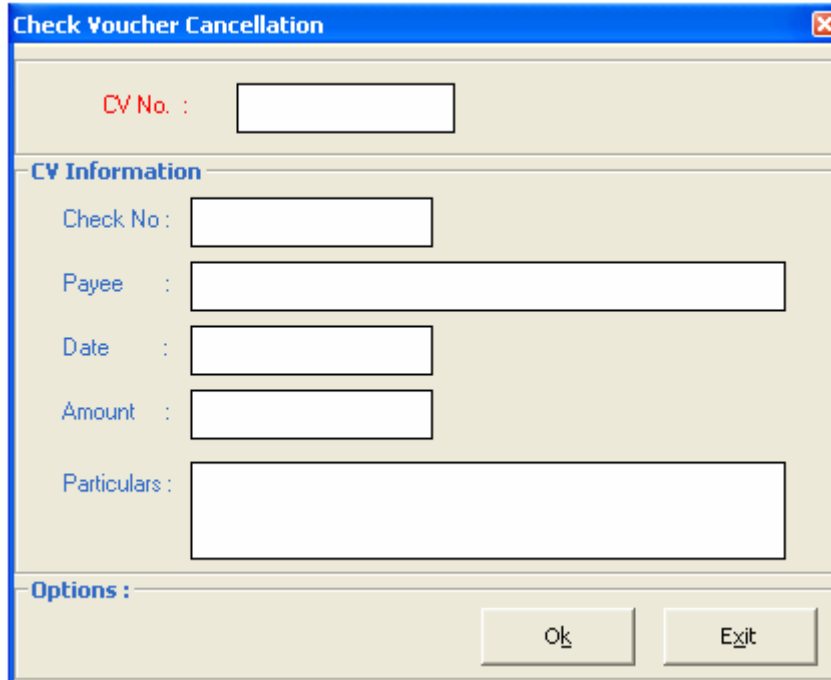


The screenshot shows a dialog box titled "Range" with a close button in the top right corner. It is divided into two main sections. The left section, titled "Enter Parameters", contains two text input fields: "From" and "To", both containing the value "0000012085". The right section, titled "Options", 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.

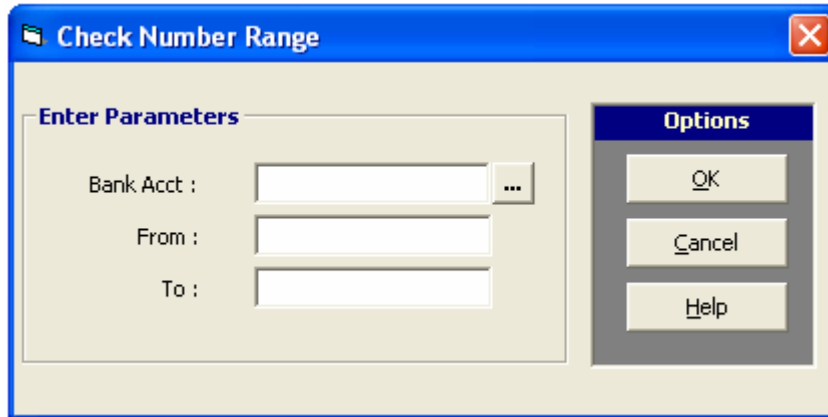


The screenshot shows a dialog box titled "Check Voucher Cancellation" with a close button in the top right corner. It features several input fields and buttons. At the top, there is a red label "CV No. :" followed by a text input field. Below this is a section titled "CV Information" containing five text input fields: "Check No:", "Payee:", "Date:", "Amount:", and "Particulars:". At the bottom, there is a section titled "Options:" 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

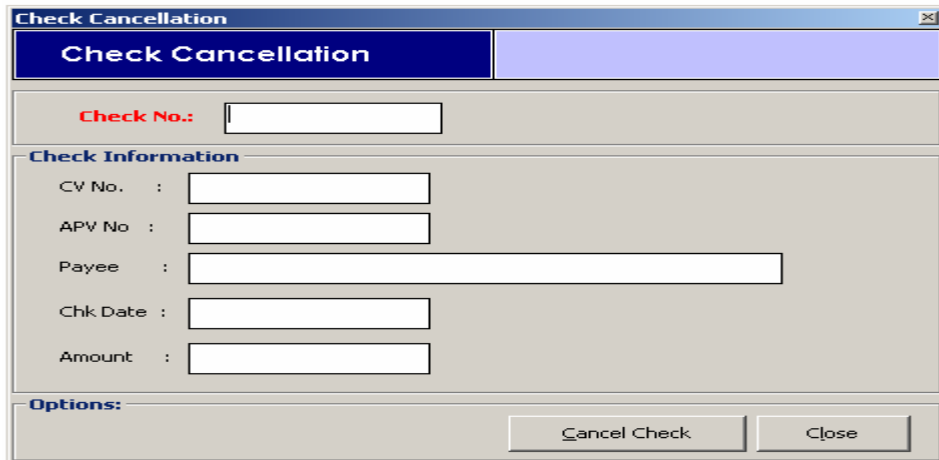
This option allows the user to print the checks as per check or per batch. To do this, click on the Check Printing option in the Checks Voucher menu of the CDB or click on  button. This will display the window below



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 bar with the text "Check Release" in white. Below the header, the window is divided into several sections:

- Check No.:** A red label followed by a white input field.
- Check Information:** A section with several labels and input fields:
 - Bank Account :
 - APV No :
 - Payee :
 - Chk Date :
 - Date Prepared :
 - Amount :
- Release Information:** A section with three labels and input fields:
 - Release Date :
 - Reference No. :
 - Received by :
- Options:** A section at the bottom containing 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

The screenshot shows a window titled "Check Verification". At the top, there is a text box labeled "Check No.:". Below this is a section titled "Check Information" containing several input fields: CV No., APV No., Period, Chk Date, Amount, Payee, Status, Release Date, Reference No., Received by, and Date Cleared. At the bottom of the window, there is an "Options" section with two buttons: "Ok" and "Close".

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.

The screenshot shows a window titled "Period Selection". It features a "Period" input field containing the text "200611" and a small "..." button to its right. Below this is a "Messages" section with a red text note: "NOTE: The Period Entered Determines The Period For All Subsequent Reports." On the right side of the window, there is an "Options" section with three buttons: "Ok", "Cancel", and "Help".

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 | 2,281.45 |
| 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 | - |
| | | | 21+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 | - |
| | | | 21+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 | - |
| | | | 21+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 |
| 00000024482 | 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

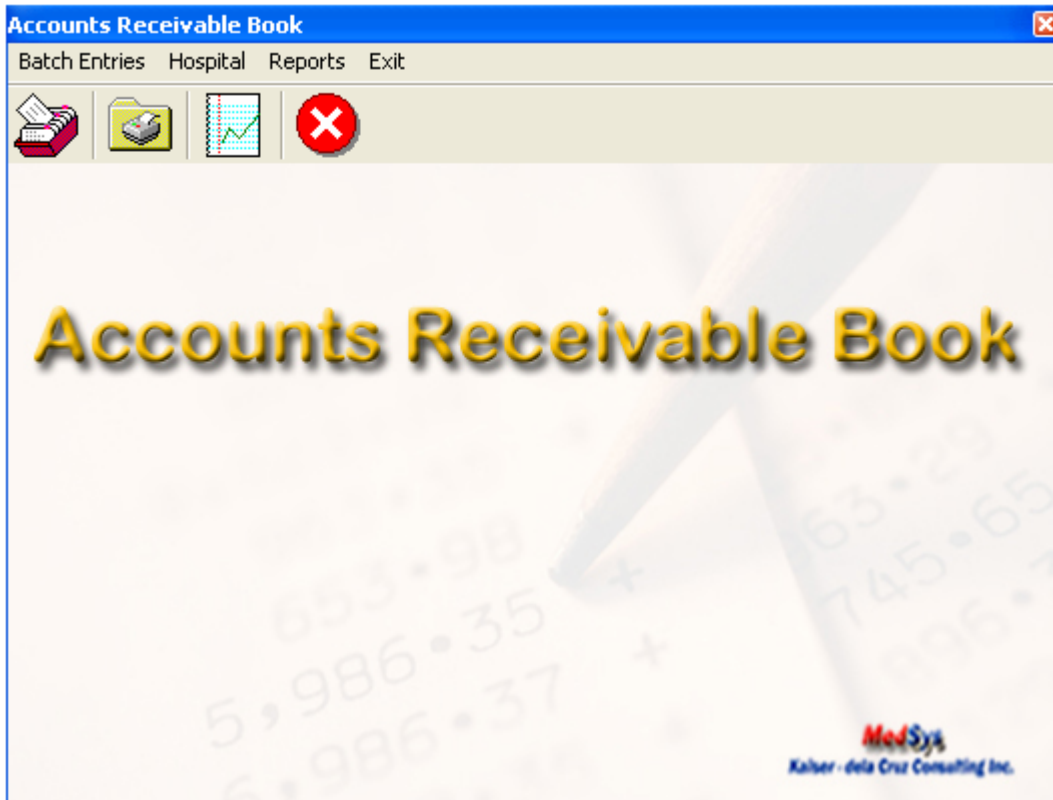
| Check No. | Check Date | Release Date | OR/NO | Received By | Payee | Amount |
|-------------------|------------|--------------|-------|----------------------|-----------------------|-----------|
| <u>8/6/2006</u> | | | | | | |
| 000027 | 05/30/2006 | 08/06/2006 | | SM BILLS PAY. CENTER | TRISYS INTERNET | 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.

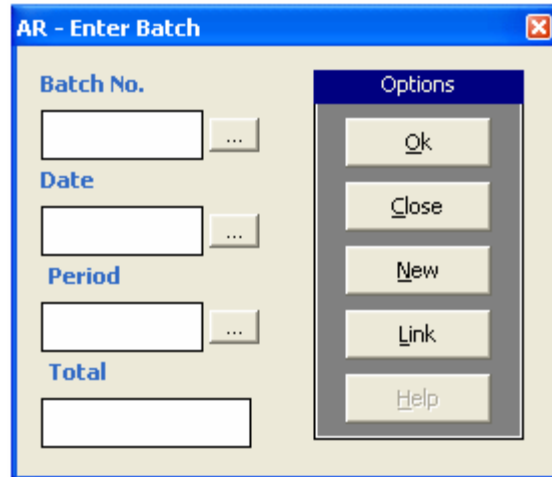


Batch Entries

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 |

Totals

| | |
|--------------------|--------|
| Debits | 100.00 |
| Credits | 100.00 |
| (Debit - Credit) | 0.00 |

Particulars

REPLENISHMENT OF MEALS

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

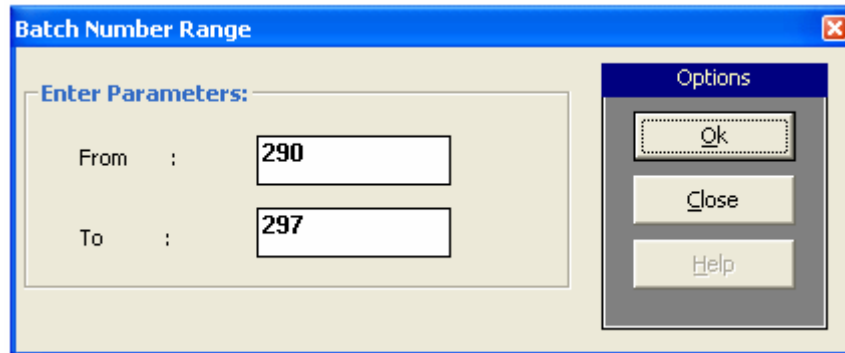
Click on **Delete Row** button to remove a specific entry

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

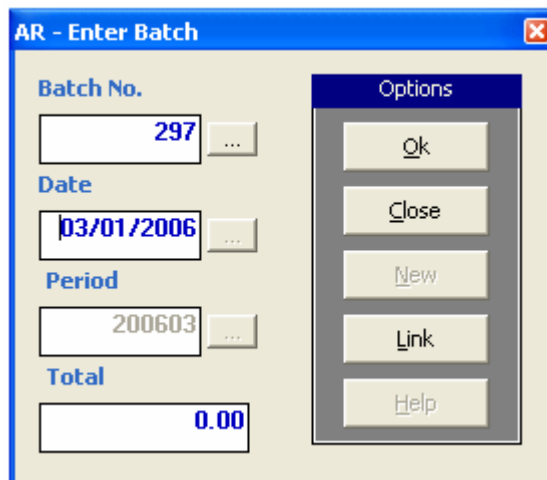


The screenshot shows a dialog box titled "Batch Number Range". It has a blue title bar with a close button. The main area is divided into two sections. On the left, under the heading "Enter Parameters:", there are two input fields. The first is labeled "From" and contains the number "290". The second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




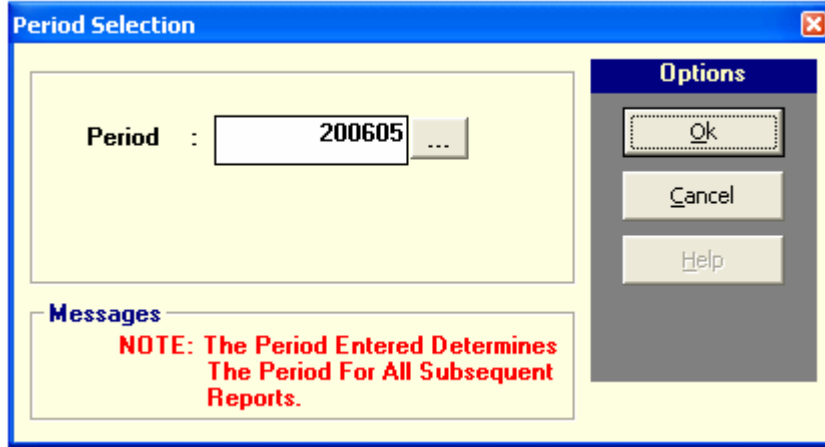
The screenshot shows a dialog box titled "AR - Enter Batch". It has a blue title bar with a close button. The main area contains four input fields, each with a label and a value. The first is "Batch No." with the value "297". The second is "Date" with the value "03/01/2006". The third is "Period" with the value "200603". The fourth is "Total" with the value "0.00". To the right of these fields is a panel titled "Options" which contains 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 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.



Period Selection

Period :

Options

Ok
Cancel
Help

Messages

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

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

ALLIANCE AMERICAN SPECIALISTS CENTER INC

Run Date: 11/16/2006
Run Time: 9:26:09PM
Page: 1

DAILY TRANSACTIONS AUDIT TRAIL (IN PATIENT)

| Reference Cod2G -> PATIENTS DISCOUNT | | | | | | | | | |
|---|------------|----------|--------|-----------|----------|--------|-----------------|------------|-------|
| Ref. # | Amount | Adm. No. | Ref. # | Amount | Adm. No. | Ref. # | Amount | Adm. No. | |
| OR0139220 | 18.02 | | 11098 | | | | | | |
| | | | | | | | 2G TOTAL =====> | 18.02 | |
| Reference CodDC -> DISCOUNT | | | | | | | | | |
| 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. | |
| 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. | |
| C282T | 250.00 | | 11114 | | | | | | |
| | | | | | | | EM TOTAL =====> | 250.00 | |
| Reference CodFP -> PROFESSIONAL FEE | | | | | | | | | |
| 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 | |
|--------------|---|-------------------|-------------------|--|
| Account Code | Account Description | Debit | Credit | |
| 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

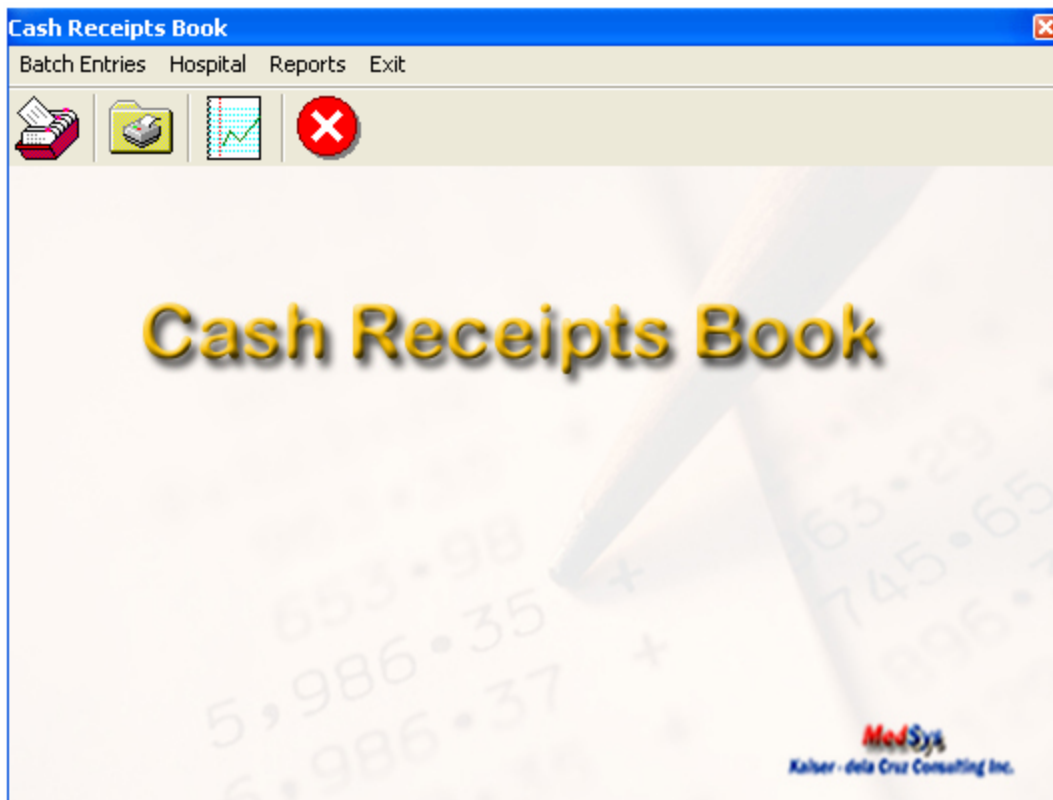
Accounts Receivable Book - Summary

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.

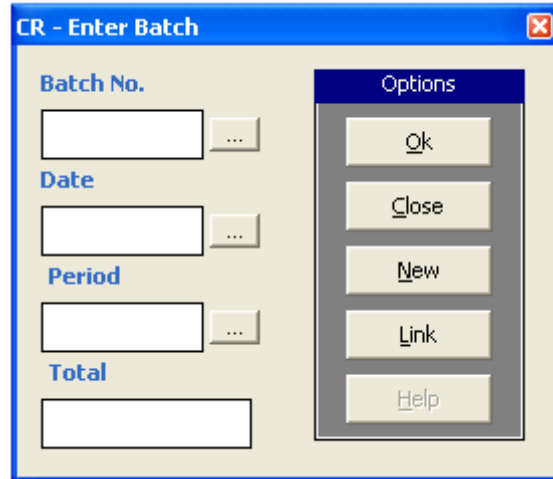


BATCH ENTRIES

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.

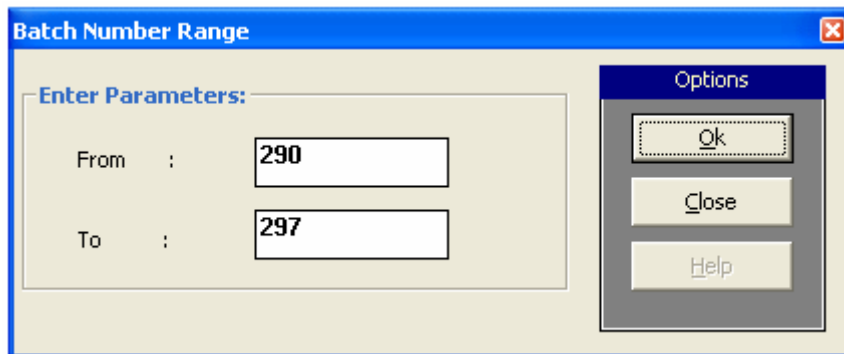
If the entered batch number already exists, it will display the data automatically or if not, the following data should be entered

- 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

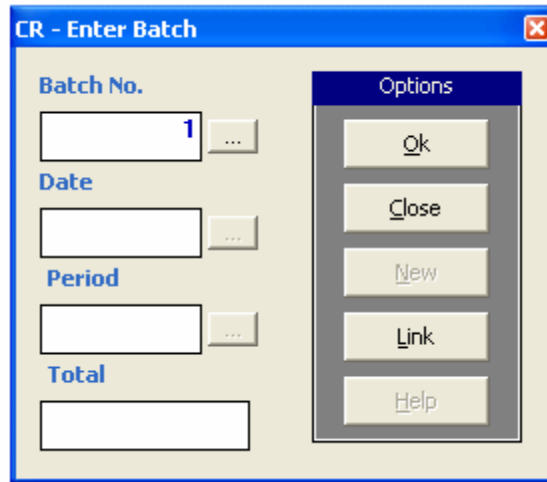
This option allows the user to print the CR entries. To do this, click on View/Print batch option of The Batch Entries menu in the CR Book or click on  button to load the window below



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

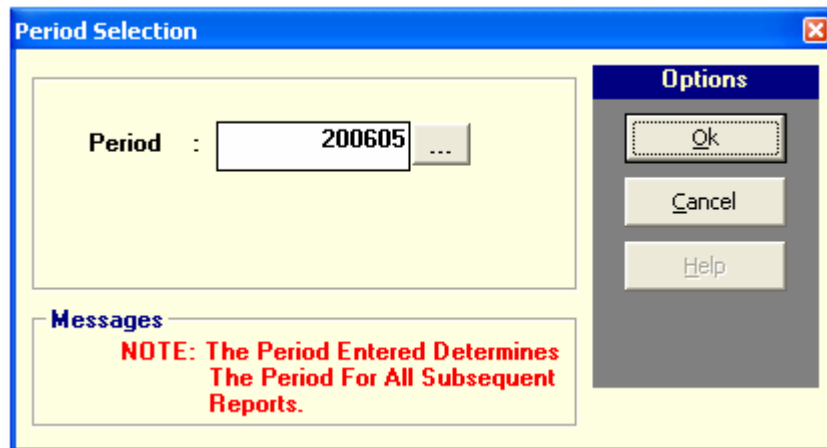
This option allows the user to cancel a specific CR batch number. To do this, click on Cancel Batch option of the Batch Entries menu in the CR Book to display the window below.



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

| 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 |
| | | | <u>173,816.52</u> | <u>173,816.52</u> |

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:

| Acct | Description | Debit | Credit |
|-------|-------------------------------------|---------------------|-------------------|
| 110 | CASH ON HAND | 27,476.68 | |
| 113-3 | A/R PATIENTS | 37,114.14 | 4,277,628. |
| 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 | X-RAY | 89,776.00 | |
| 405 | MEDICAL OXYGEN | 4,810.00 | |
| 407 | EMERGENCY ROOM | 1,027.50 | |
| 435 | AFFILIATION INCOME | 235.00 | |
| 443 | MISCELLANEOUS INCOME | 3,600.00 | |
| 556 | SENIOR CITIZEN DISCOUNT | 7,771.11 | |
| 558 | SALES DISCOUNT | 540.20 | 7,879. |
| | | 2,688.83 | 29,235. |
| | Grand Total: | <u>4,314,742.20</u> | <u>4,314,742.</u> |

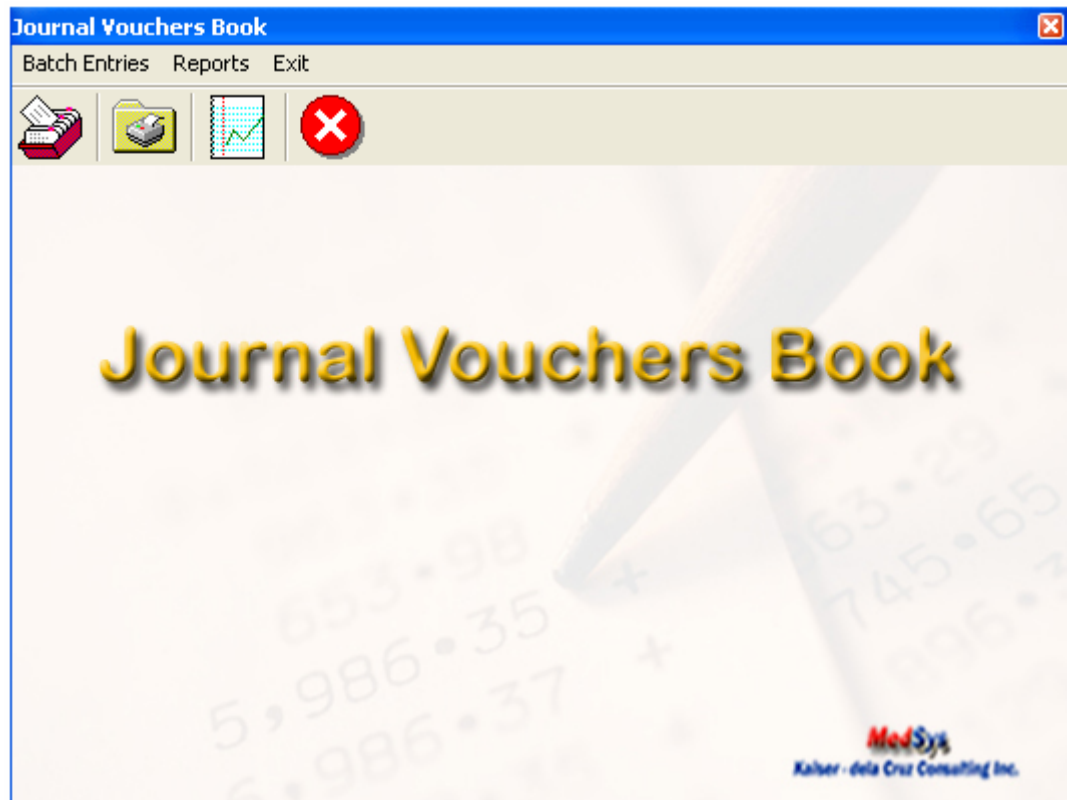
JOURNAL VOUCHERS BOOK

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.




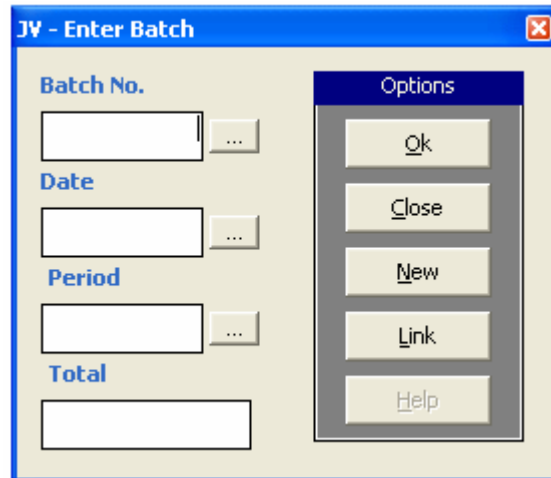
To Load the Journal Vouchers Book, click on  button to display the window below.



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 of the dialog, there is a vertical 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.

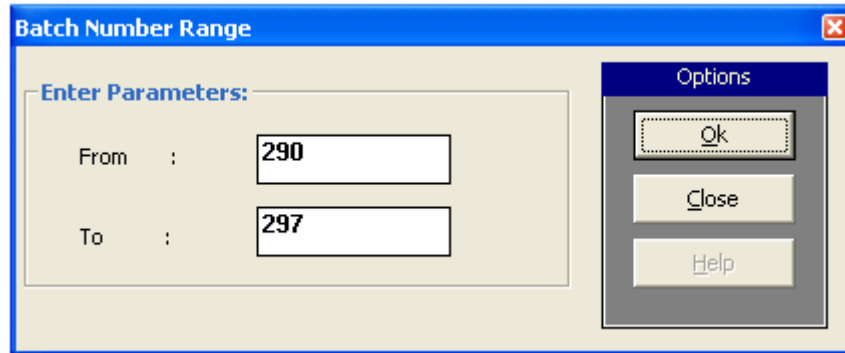
If the entered batch number already exists, it will display the data automatically or if not, the following data should be entered

- 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

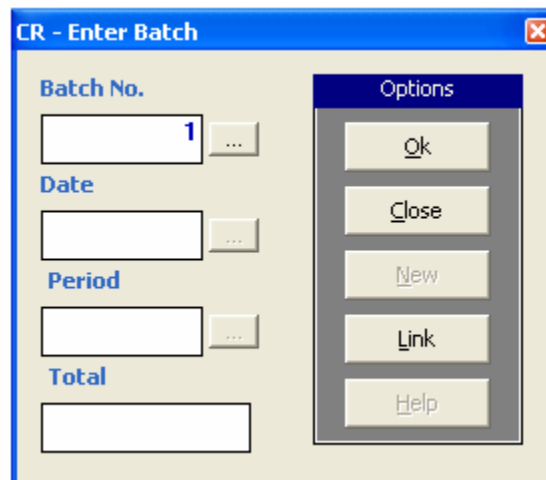
This option allows the user to print the JV entries. To do this, click on View/Print batch option of the Batch Entries menu in the JV Book or click on  button to load the window below



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.

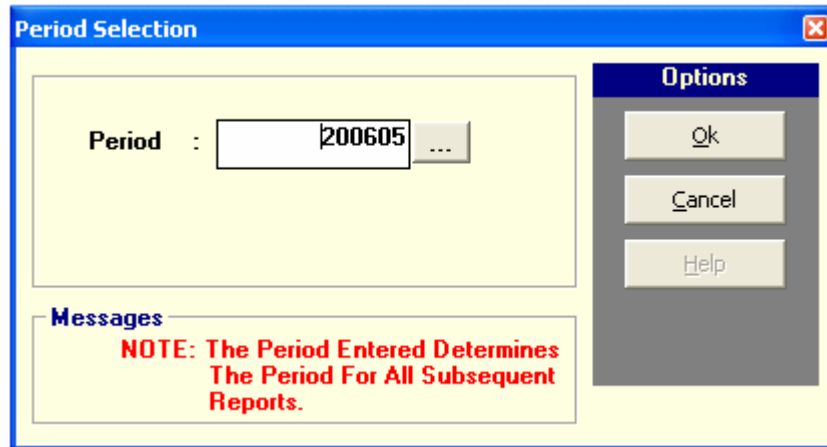


Enter the Batch Number to be cancelled. If the number entered exists, the date, period and total will be displayed. To cancel, click on OK button or CLOSE button to go out from this option.

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

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: | | 2,215.50 | 2,215.50 |

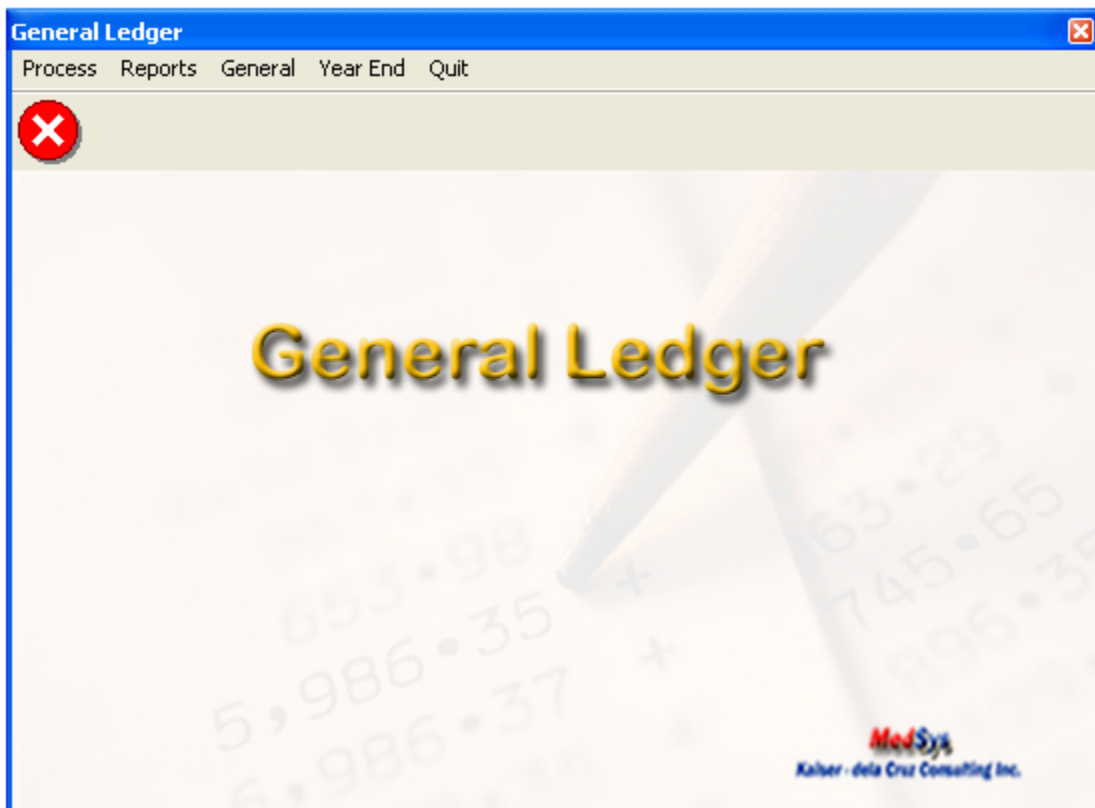
4. *Adjustment of Accounts Payable Summary* – This generate a report on the Adjustment done on Accounts Payable of a specific period.

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 **GL** button to display the window below

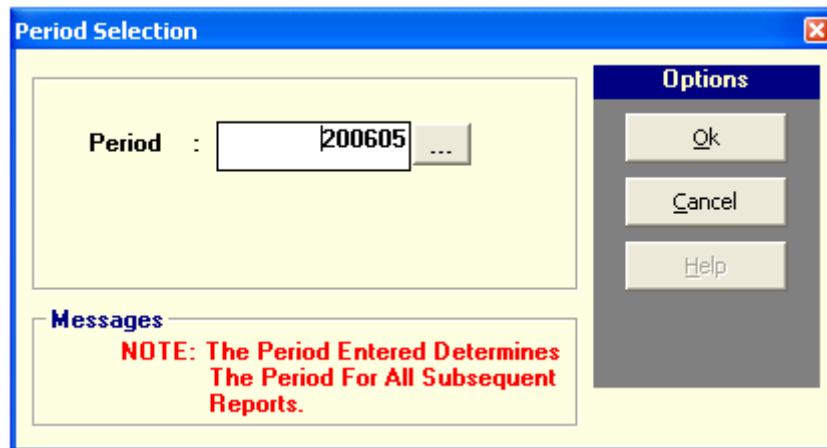


PROCESS

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.



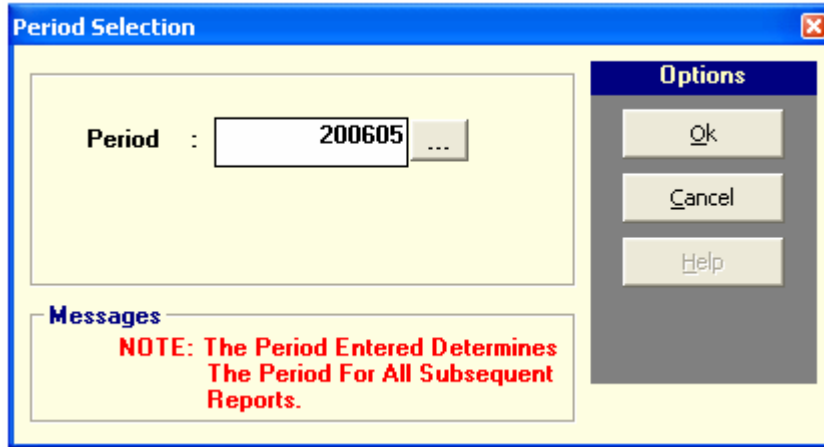
Enter the period for the financial statement (format :yyyymm) then click on OK button and to go out from this option, click on Cancel button.

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.

| 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. | 17,840.00 | 02/17/2006 |
| <input type="checkbox"/> 000007 | ETHEL REYMUNDO | 5,566.71 | 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 |
|----------------------------|-----------------------------------|-----------|------------------------|
| 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) |
| <hr/> | | | |
| 8/30/2001 | DR. DUMAGSA | 053504 | 4,967.24 |
| 8/30/2001 | DR. BEATRICE VICENTE | 053741 | 980.65 |
| 10/31/2001 | DR. C. MANCAO | 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. MANCAO | 055612 | 6,705.00 |

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

- o Year
- o Account Code
- o Beginning Debit
- o Beginning Credit

Click on Save button to save the data entered

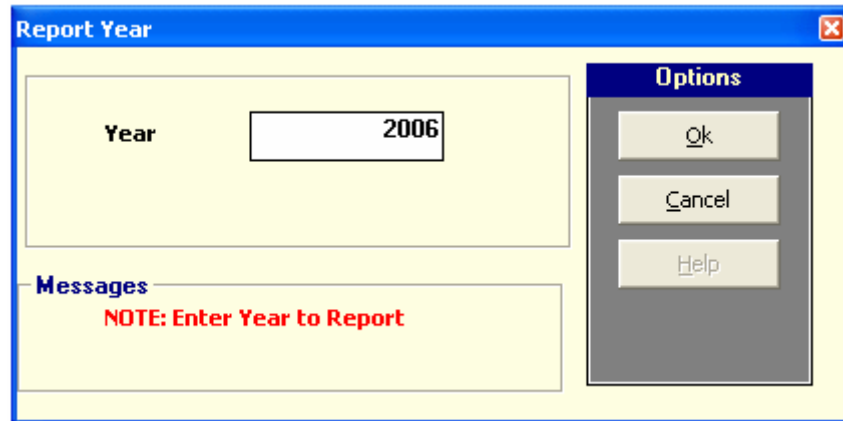
Click on Ignore button to disregard or cancel the data entered

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



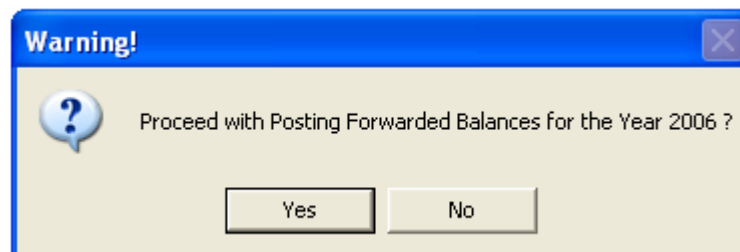
Enter the *year* where to generate the beginning balances entered then click on OK button.

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

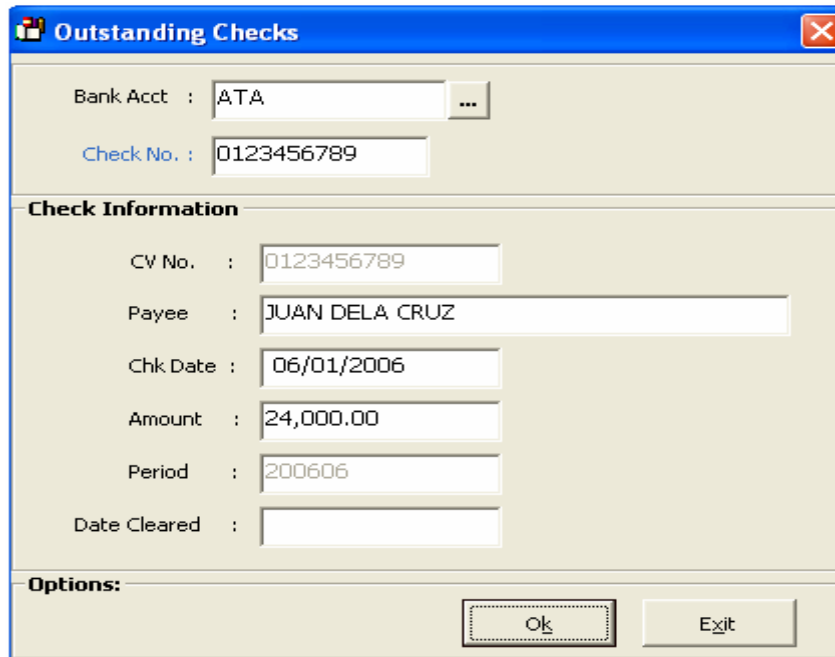


Click YES button to continue posting the transactions of the period entered or NO to discontinue posting.

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" with the value "ATA", "Check No." with "0123456789", and a section titled "Check Information" with fields for "CV No." (0123456789), "Payee" (JUAN DELA CRUZ), "Chk Date" (06/01/2006), "Amount" (24,000.00), "Period" (200606), and "Date Cleared". At the bottom, there is an "Options:" section with "Ok" and "Exit" buttons.

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

- o Chk Date – Refers to the Check Date
- o 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. | CD 000 | 18,787,338.11 | | 2,755,657.20 |
| Jul. | AP 000 | | 20,893,527.50 | (17,837,870.30) |
| Jul. | CD 000 | 17,411,164.06 | | (426,706.24) |
| Aug. | AP 000 | | 24,271,212.39 | (24,697,918.63) |
| Aug. | CD 000 | 24,774,748.72 | | 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 | 14,095,397.80 | 14,594,205.32 | 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 | 928,374.95 | - | 20,928,330.95 | 20,109,614.81 | 1,747,091.09 | - |
| 100101 | MARKBLE 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 | - | 58,126,066.42 | - | 785,188.71 | - | 58,911,255.13 |
| 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 | - | 361,860.14 | 191,526.00 | 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-STOKEROOM | 7,118,602.87 | - | 2,985,508.30 | 3,234,268.33 | 6,869,842.84 | - |
| 120308 | INVESTMENT-CT | 3,650,000.00 | - | - | - | 3,650,000.00 | - |
| 120407 | DIGITAL INVESTMENT | 5,500.00 | - | - | - | 5,500.00 | - |
| 130109 | LAND | 2,069,111.95 | - | 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**

4:33:00 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 | 589,679.29 | - | 589,679.29 | - |
| ICU/RR | 269,427.00 | 3,832,858.00 | 958,239.50 | - | 958,239.50 | - |
| OR/DRC/SR | 2,249,855.21 | 19,841,155.59 | 4,985,288.90 | - | 4,985,288.90 | - |
| LABORATORY | 3,970,269.00 | 38,545,006.21 | 9,836,476.55 | - | 9,836,476.55 | - |
| RADIOLOGY | 1,127,885.00 | 9,937,839.00 | 2,484,459.75 | - | 2,484,459.75 | - |
| 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 | 398,997.50 | - | 398,997.50 | - |
| OP/D/ER/ADMITTING | 490,635.95 | 5,515,373.41 | 1,378,843.35 | - | 1,378,843.35 | - |
| ECG | 173,550.00 | 2,249,550.00 | 562,387.50 | - | 562,387.50 | - |
| TRANSPORTATION | 39,202.50 | 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 | 11,379,484.60 | 2,844,871.15 | - | 2,844,871.15 | - |
| UNASSIGNED | 6,500.00 | 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 | 2,807,804.50 | 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 | 1,536,593.21 | 23,994,787.02 | 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 | 32,107,377.71 | 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 | 259,620.81 | - | 259,620.81 | - |
| OPERATING EXP. | 20,829,849.02 | 203,348,444.88 | 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**

4:36:29 PM

| | APRIL | TO DATE | ACTUAL MONTHLY AVERAGE | MONTHLY BUDGET | FAVORABLE (OR UNFAVORABLE) VARIANCE | % |
|---------------------------|------------------|-------------------|---------------------------|-------------------|---|---|
| OPERATIONAL EXPENSES | | | | | | |
| SALARIES & WAGES | 4,541,081.89 | 47,507,305.02 | 11,876,826.40 | - | (11,876,826.40) | - |
| SSS | 249,265.60 | 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 | 9,333,376.11 | 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 | 15,022,949.52 | 3,755,737.38 | - | (3,755,737.38) | - |
| REAGENTS/FILMS/OXYGEN | 2,144,887.51 | 19,877,445.86 | 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 | 68,384.89 | 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. | | 407,115.05 | 1,046,840.71 | - | (1,046,840.71) | - |
| TRAVEL EXPENSES | 11,039.41 | 299,688.68 | 74,922.17 | - | (74,922.17) | - |
| REPRESENTATION EXPENSES | 148,398.25 | 1,203,173.26 | 300,793.32 | - | (300,793.32) | - |
| WATER EXPENSE | 65,971.35 | 621,985.95 | 155,496.49 | - | (155,496.49) | - |
| LIGHT & POWER | 691,013.59 | 8,139,968.85 | 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 | 118,060.00 | 29,515.00 | - | (29,515.00) | - |
| ADVERTISEMENT | 12,270.72 | 290,321.02 | 72,580.25 | - | (72,580.25) | - |
| DUES & SUBSCRIPTION | 40,293.25 | 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 | 288,807.44 | 72,201.86 | - | (72,201.86) | - |
| PHIC | 78,950.00 | 969,300.00 | 242,325.00 | - | (242,325.00) | - |
| MRI EXPENSES | 3,310.00 | 117,817.85 | 29,454.46 | - | (29,454.46) | - |
| DIRECTORS FEES & EXPENSES | 120,784.82 | 1,396,346.87 | 349,086.72 | - | (349,086.72) | - |
| INSURANCE | 0.00 | 64,782.50 | 16,195.63 | - | (16,195.63) | - |
| RETIREMENT PLAN | 88,752.00 | 987,728.00 | 246,932.00 | - | (246,932.00) | - |
| TOTAL | 20,700.00 | 246,932.00 | 61,735.00 | | (61,735.00) | |

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 | 2,886,509.50 | 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 | 1,664,352.30 | 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 | 38,545,906.21 | 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 | 7,876,800.31 | 85,258,066.94 | 1,032.07 % |
| OUT-PATIENT CLINICAL SERVICES | 265,957.40 | 339,911.78 | 3,248,576.29 | 1,121.46 % |
| OTHER INCOME | 624,647.20 | 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 | 2,068,043.62 | 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 | 163,763.34 | 253,738.52 | 2,506,834.89 | 1,430.77 % |
| DEPRECIATION | 1,463,655.85 | 1,489,259.45 | 15,022,949.52 | 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 | 68,364.89 | 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 | 65,971.35 | 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 | | | | |
| | | <u>YEAR TO DATE</u> | | |
| | 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 | 251,628.81 | 2,679,834.42 | 2,582,273.14 |
| BAD DEBTS | 82,348.40 | 54,261.44 | 875,018.32 | 765,669.78 |
| | <u>249,052.37</u> | <u>305,890.25</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 | 7,282,904.52 |
| SSS | 44,840.60 | 46,481.00 | 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 | 665,640.02 | 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 | 66,800.00 |
| | <u>1,091,607.71</u> | <u>957,488.07</u> | <u>12,058,999.77</u> | <u>10,898,345.55</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 % |

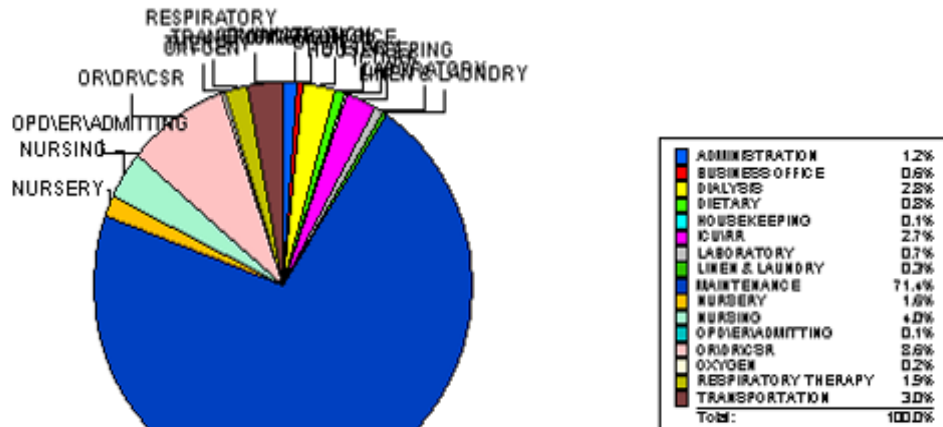
E] Expenses by Department

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 | 1,934.00 |
| OR/DR/CSR | 127,141.00 |
| OXYGEN | 3,571.43 |
| RESPIRATORY THERAPY | 28,298.66 |
| TRANSPORTATION | 46,054.00 |
| | 1,481,342.25 |



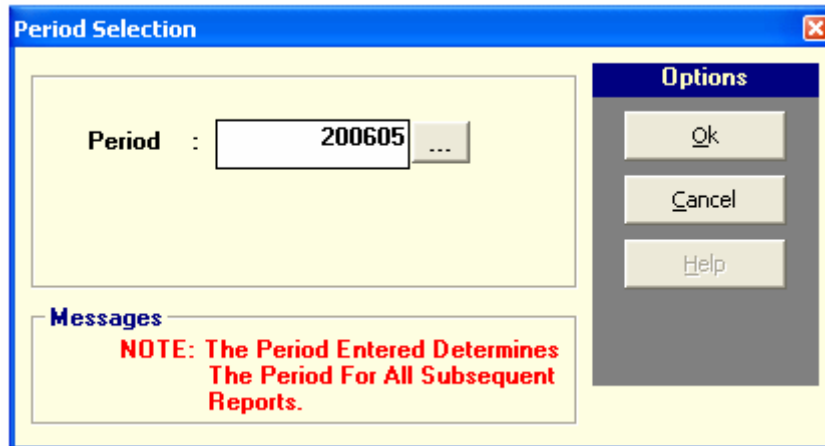
GENERAL

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

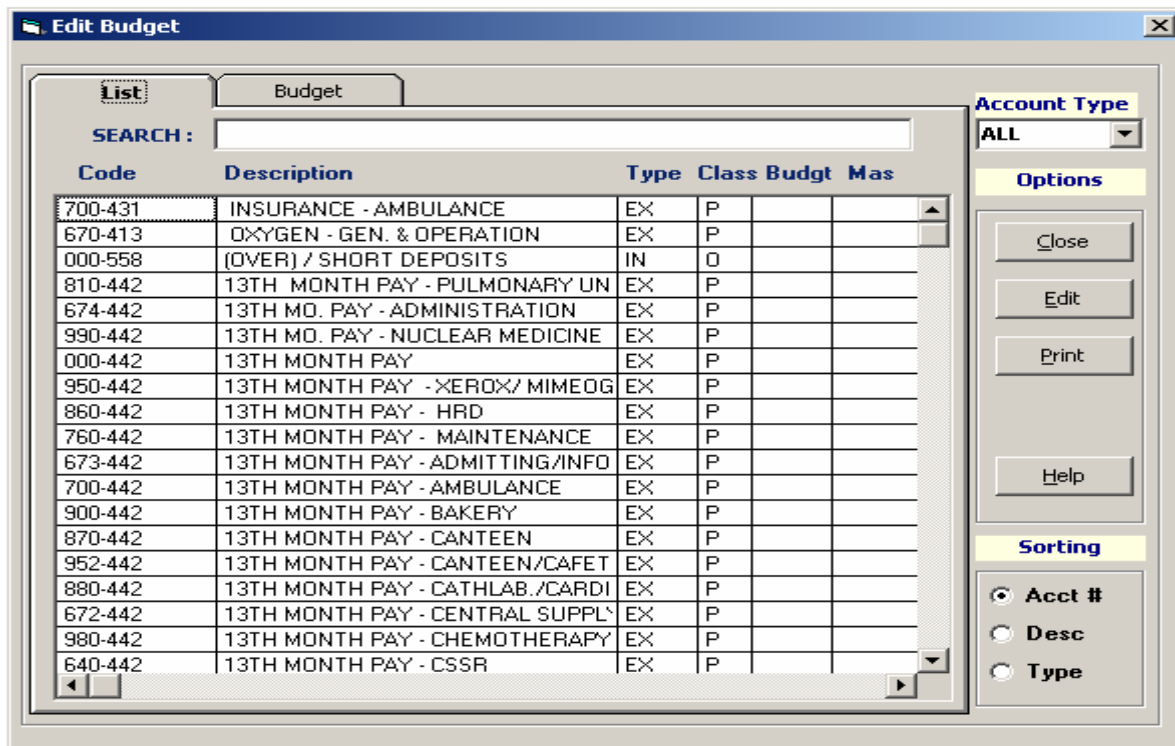


Enter the NEW GL Period (Ex. 200606 (For June 2006)) then click on OK button or click on Cancel to go out from this option.

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



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

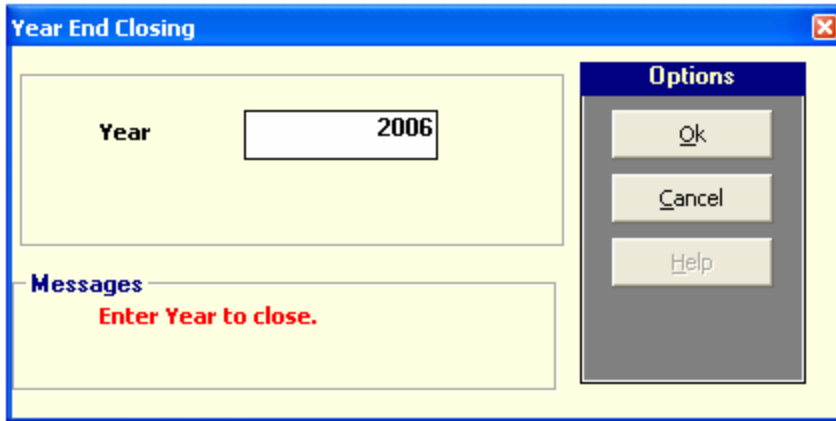
| List | | Budget | |
|-----------------------|--------------------------|-----------|-----------|
| Account Detail | | | |
| Account Code : | 870-442 | | |
| Description : | 13TH MONTH PAY - CANTEEN | | |
| Budget Details | | | |
| Month 1 | Month 2 | Month 3 | Month 4 |
| 4334 | 544.00 | 65,456.00 | 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



The image shows a software dialog box titled "Year End Closing" with a blue border and a close button in the top right corner. The dialog is divided into three main sections. The top section is a light yellow box containing the label "Year" and a text input field with the value "2006". The bottom-left section is a light yellow box with the heading "Messages" and the text "Enter Year to close." in red. The right side of the dialog is a grey vertical panel titled "Options" containing three buttons: "Ok", "Cancel", and "Help".