



# User's Guide

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## 1. INSTALLATION

- **Citrus Accounting Application Installation**

Steps to install Citrus Accounting application

### Download the Installer File

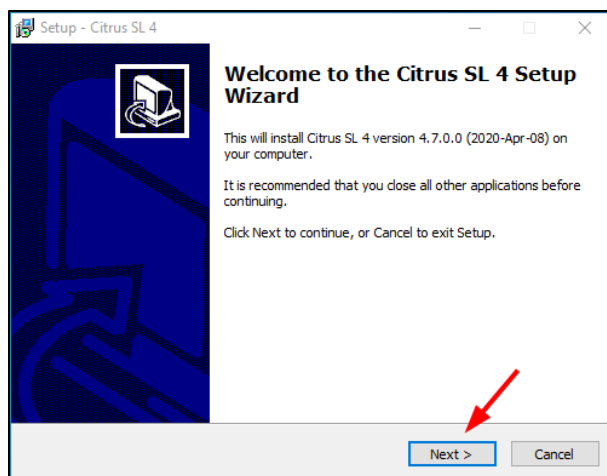
- Visit Techworks website with URL: <https://techworks.com.ph>
- Click the **Downloads** menu item at the top of the page

Downloads		
No.	Installer File	Download Link
1	Citrus Accounting Version 4.8	<a href="#">Download Now!</a>
2	Citrus Accounting Version 4.7	<a href="#">Download Now!</a>

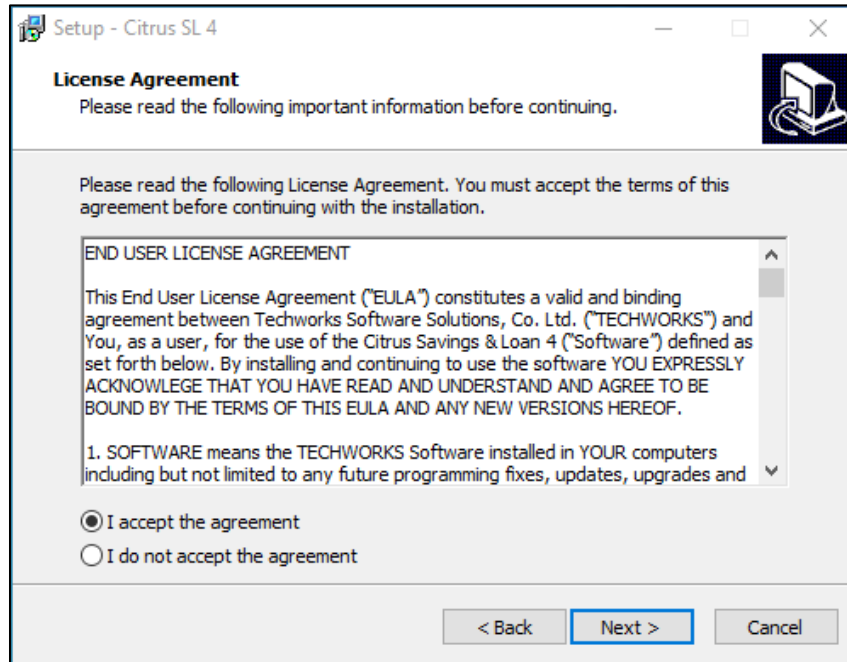
- Look for the entry line item: **Citrus Accounting Version 4.7** and then click the **Download Now!** button next to it
- The installer filename, **citrussl\_4700\_setup\_2020\_APR\_08.exe**, will be downloaded
- Look for the downloaded installer file on the Downloads folder

### Run the Installer File

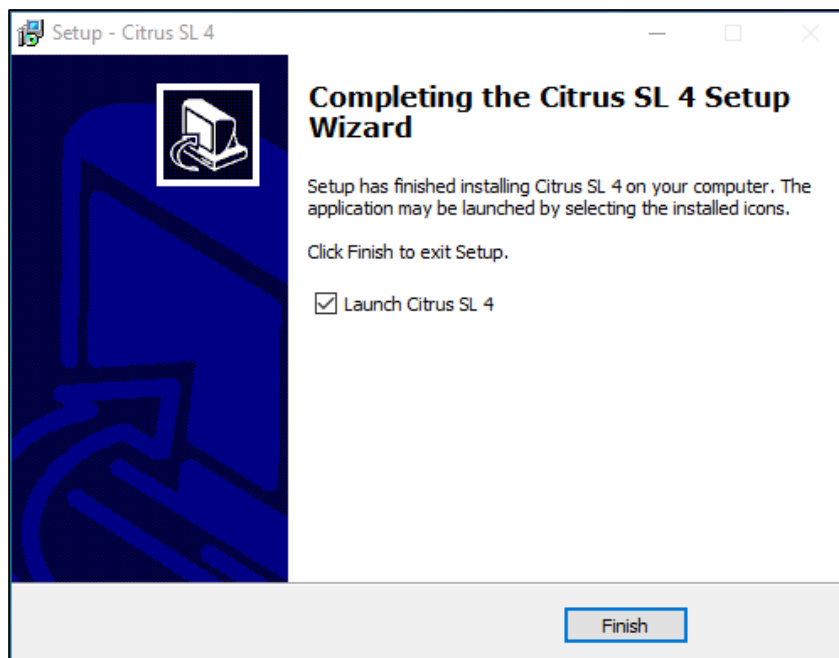
- Double click the installer file to run and start the installation



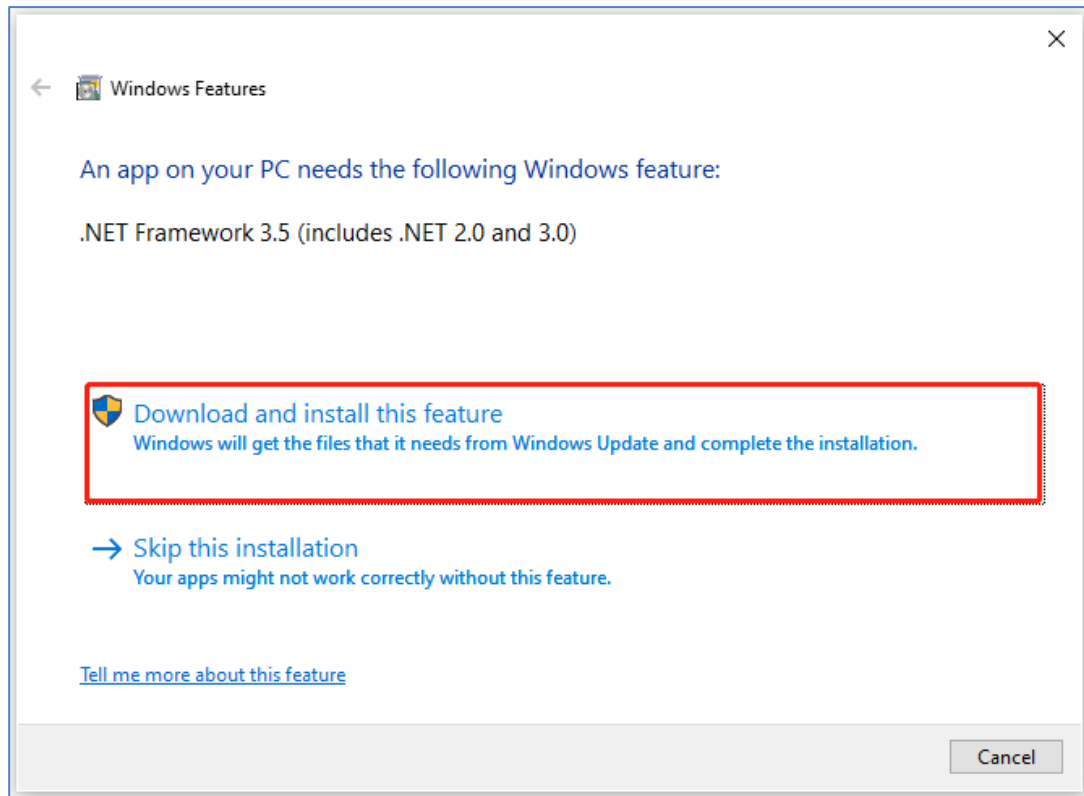
- Click **Next >** button to continue the installation



- On the next window, click the option: **I accept the agreement**
- Click **Next >** button to continue
- Continue to click **Next >** button until you see the **Install** button
- Click **Install** button to extract the required files to the PC
- Click **Finish** button to exit setup and run the Citrus Accounting application



- Note: In case you have a newly installed Windows O/S on your PC, when you run the Citrus Accounting application, you will see an error requiring you to install MS .NET Framework 3.5 feature on your PC, like the image shown below:



- To install the .NET Framework 3.5, please make sure that your computer is connected to the internet before you click the Download and install this feature button.
- Once the .NET Framework 3.5 installation is done, please re-start Windows before running the Citrus Accounting application.

## 2. ADMINISTRATION

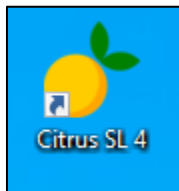
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- **Login to Citrus Accounting as Administrator**

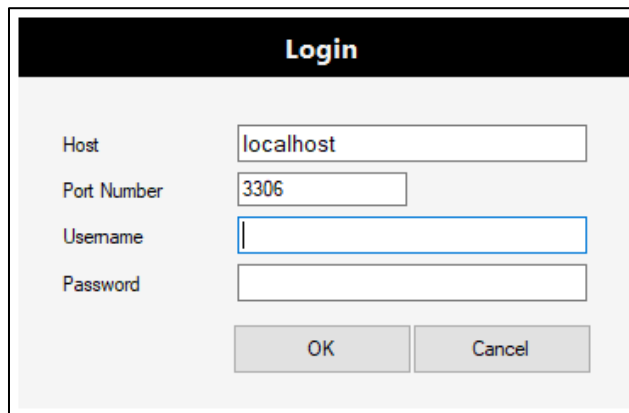
Steps to Login as Administrator

### Run Citrus Accounting Application

- Look for this **icon** on your desktop, then, **double click** it to run the application



- On the **Login window**, enter your **Username and Password** then press **Enter key** or click **OK**

The image is a screenshot of a "Login" dialog box. It has a black title bar with the word "Login" in white. The main area is light gray and contains four labeled text input fields: "Host" (containing "localhost"), "Port Number" (containing "3306"), "Username" (empty), and "Password" (empty). At the bottom right, there are two buttons: "OK" and "Cancel".

- Notes on the Login Parameters:
  - The **Host** parameter is set as the **Name of the Server PC** for a **Multi-User setup** where you have all the PCs connected to your Local Area Network or you can set it as **localhost** for a stand-alone Computer PC or **Single-User** setup only.
  - **Port Number** is always set as **3306**

### Login as Administrator

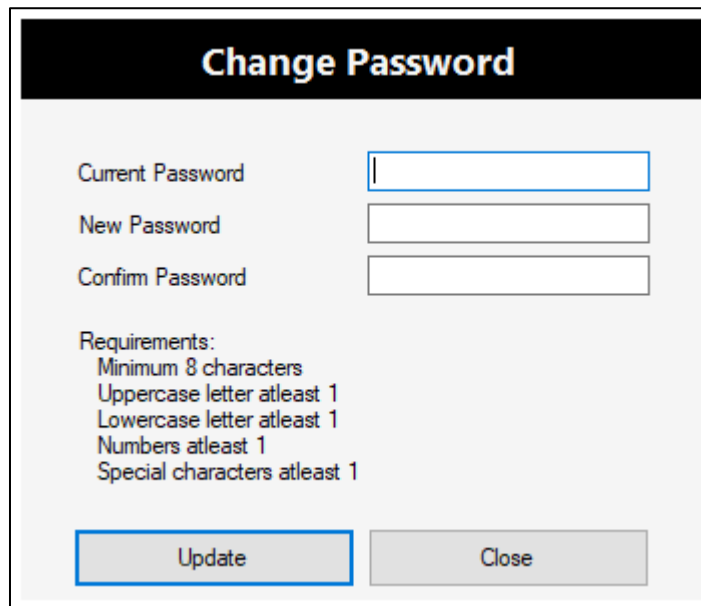
- On the login window, Enter the Username as **admin**
- Enter the Password as **admin**
- Press **Enter key** or click **OK** to login
- If login is successful, you will see the **Server Time Check window**
- Click **OK** button to continue

- **Change Password of Administrator Login**

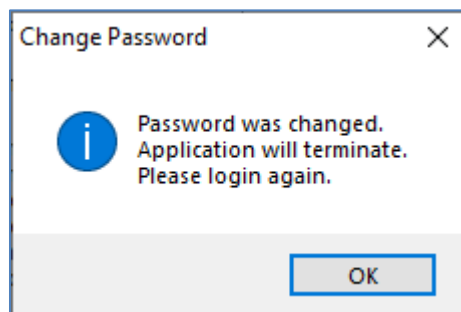
Steps to change password

**Click the Tools Menu to Change Password**

- Click on the **Tools** menu then **Change Password**

A dialog box titled "Change Password" with a black header. It contains three input fields: "Current Password", "New Password", and "Confirm Password". Below the fields, there is a section titled "Requirements:" with a list of criteria: "Minimum 8 characters", "Uppercase letter atleast 1", "Lowercase letter atleast 1", "Numbers atleast 1", and "Special characters atleast 1". At the bottom, there are two buttons: "Update" and "Close".

- Enter the **Current Password** as **admin**
- Enter the **New Password**
- Enter the **Confirm Password**
- Click **Update** button to continue to Change Password
- If successful, you must use the new password you set on your next login
- You will see this dialog **Password was changed**, click OK to exit the application



- **Note** on the **New Password** format requirement:
  - As a suggestion only, the new password can be set as **Abcd@1234**



- **License Activation of User PC**

Steps to Activate the computers or PCs Licenses to use Citrus Accounting

**Run Citrus Accounting to Login as Admin**

**Click on Registration menu >> Computer Registration**

- The Computer Registration window is displayed

The screenshot shows the 'Computer Registration' window. At the top, there's a title bar and a header 'Computer Registration'. Below the header is a table with 9 columns: Computer ID, Computer Name, Product Code, Product Name, Valid Date, Valid User, Date Created, and Last Updated. The table contains three rows of data. Below the table, there's a form with fields for Email Address, Client Code, and Company Name. There are buttons for 'Validate Account', 'View Account Info', 'Find this Computer', 'Activate Product', and 'Close'. The 'Email Address' field contains 'cory.pinca@gmail.com', 'Client Code' contains '6C62735638', and 'Company Name' contains 'WESERVE MPC'. The 'Computer ID' field contains 'B3717C98B6' and 'Computer Name' contains 'CBNDELL'.

Computer ID	Computer Name	Product Code	Product Name	Valid Date	Valid User	Date Created	Last Updated
27689809BF	DESKTOP-HCH5KBE	SL4500	Citrus SL V4.7.0.0 (2020-Apr-08)	Feb-13-2024	2	2023-Feb-22	02/22/2023 2:55 PM
E8A2528167	LAPTOP-73GSVJQ2	SL4500	Citrus SL V4.7.0.0 (2020-Apr-08)	Feb-13-2024	2	2023-Feb-23	02/23/2023 12:43 PM
B3717C98B6	CBNDELL	SL4500	Citrus SL V4.7.0.0 (2020-Apr-08)	Feb-13-2024	2	2023-Feb-28	02/28/2023 9:23 AM

Email Address:

Client Code:

Company Name:

This Computer Information:

Computer ID:

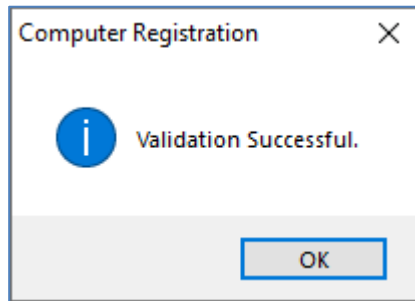
Computer Name:

- Enter the **Email Address** (you have registered on our website)
- Click on **Validate Account** button to check your Account with Techworks
- The dialog is displayed, **Validating Email. Continue?**

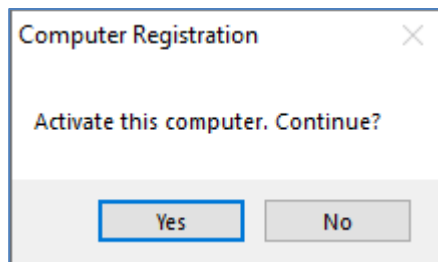
The screenshot shows a small dialog box titled 'Computer Registration' with a close button. The text inside says 'Validating Email. Continue?'. At the bottom, there are two buttons: 'Yes' and 'No'.

- Click on **Yes** button to continue

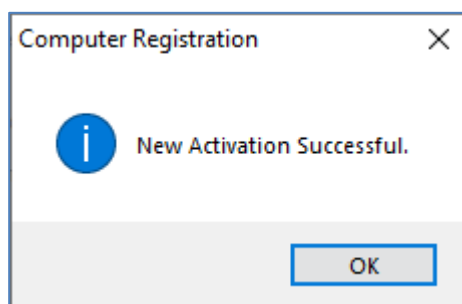
- After processing the Validation, a dialog is displayed as a **Validation Successful**.



- Click OK button to continue.
- If there is an issue with validation, please contact us by visiting our website live-chat
- For each of the Computers listed on the table above, click to **select the computer** to Activate the License
- Then **click on Activate Product** button to process the activation of the computer license
- Dialog is displayed to prompt, **Activate this computer. Continue?**



- Click **Yes** button to continue activation
- After processing, a dialog is displayed as **New Activation Successful**



- Click **OK** button to continue.
- You can now click to select the next computer on the table above and do the same steps to activate the license until all the computers license are activated, then, click **Close** button.

- **Create Your Accounting Project**

Steps to create a project

**Click on Setup menu >> Project Management**

- The Project Management window is displayed like the image below

The screenshot shows a window titled "Project File" with a "Project Management" header. Below the header is a table with the following data:

	Project Name	Forward Date	Project Lock	Initial Mode	Date Entered	Created By
	SAMPLE CREDIT COOPERATIVE	05/31/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/28/2010	ADMINISTRATOR
	PROJECT 1	01/01/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>	07/13/2018	TECHWORKS
	PROJECT 2	03/17/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	03/17/2020	ADMINISTRATOR
	PROJECT 3	10/29/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/29/2020	ADMINISTRATOR
	PROJECT 4	10/29/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/29/2020	ADMINISTRATOR
	PROJECT 5	10/29/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/29/2020	ADMINISTRATOR

Below the table is a navigation bar with "1 of 6" and a red X button. To the right are "Add", "Save", and "Close" buttons. Below these are "Global Settings" with an "Account Privacy" checkbox, "Account" dropdowns, "Private Amount" fields, and a "TIN" field.

### To Add a New Project

- Click on **Add** button
- A new line is added on the Projects table
- Click the **line** under **Project Name** column, type **Project Name** then press **Enter** key
- For example, Project Name can be SAMPLE CREDIT COOPERATIVE
- This Project Name will be displayed on all reports and status line of application
- On the **Forward Date** column, double-click to set the date
- The Forward Date is the Beginning Balance cut-off date of your accounting data, for example, your cut-off date can be December 31, 2022.
- Click on **Save** button to update your **Projects Data**.
- Click on **Close** button to exit **Project Management** window.

### To Delete a New Project

- Click to select the project line, then, click **the red X** button to delete the project.

## Global Setting Options

### Account Privacy:

- The Account Privacy provides an option to **hide or not display any Members** with Account Balances more than the amount set on the **Private Amount** fields.
- To set the Account Privacy, click to select the Account, for example, Share Capital
- Enter the Amount on the Private Amount field to hide or not display the Member if the Account Balance is more than the amount set on this field.
- There are three Accounts which you can set to consider the member as private account.

### TIN:

- The Tax Identification Number of the Cooperative
- This will be displayed on Reports

### Sample Setting

- On the **Account Privacy** settings, this will mean, that any Member with an Account of **Share Capital** (SHARE CAP) Balance more than 10,000,000.00 will not be displayed. Member with an Account of **Savings Deposit** (SD) Balance more than 10,000,000.00 will not be displayed. Member with an Account of **Time Deposit** (TD) Balance more than 10,000,000.00 will not be displayed.
- **TIN** is set as 202-111-222-444

The screenshot shows a 'Global Settings' dialog box. At the top right are three buttons: 'Add', 'Save', and 'Close'. Under the 'Global Settings' heading, there is a checked checkbox for 'Account Privacy'. Below this, there are two columns: 'Account' and 'Private Amount:'. The 'Account' column has three dropdown menus with the values 'SHARE CAP', 'SD', and 'TD'. The 'Private Amount:' column has three corresponding text input fields, each containing the value '10,000,000.00'. At the bottom, there is a 'TIN' label followed by a text input field containing the value '202-111-222-444'.

Account	Private Amount:
SHARE CAP	10,000,000.00
SD	10,000,000.00
TD	10,000,000.00

TIN: 202-111-222-444

- **Note:** You will need to setup the **Chart of Accounts** and **Subsidiary Accounts** like Share Capital, Savings Deposit, or Time Deposit accounts first before you can select the Accounts to set the Account Privacy options.

- **Users Administration**

On this menu, you can **add a new user login id** and **set the access rights** in the system as **Supervisor level** which can do all the functions or as **User level** which can do some specific functions granted to the user like transaction entry or account verification.

**Click on Setup menu >> Users Administration**

- This will display the **Users Administration** window like the image below

The screenshot shows the 'Users Administration' window for 'PROJECT: SAMPLE CREDIT COOPERATIVE'. It features a table with columns: Admin, Closed, User Name, User Login, Employee ID, Initial, Position, Blocked, Date Created, Date Closed, Date Reset, and Date Blocked. Below the table are search and pagination controls, buttons for 'Delete User', 'Reset Password', and 'Add User', and a 'User Access' section with a list of programs and buttons for 'Delete Access' and 'Add Access'. At the bottom are 'Refresh', 'Save', and 'Close' buttons.

Admin	Closed	User Name	User Login	Employee ID	Initial	Position	Blocked	Date Created	Date Closed	Date Reset	Date Blocked
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CITRUS 3	citrus3	003	003	CITRUS 3	<input type="checkbox"/>	04/16/2021			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CITRUS2	citrus2	CIT2	CIT	CITRUS USER	<input type="checkbox"/>	04/06/2021		04/10/2021	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CITRUS1	citrus1	CIT1	CIT	CITRUS USER	<input type="checkbox"/>	04/06/2021		04/10/2021	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CITRUS	citrus	CITRUS	CIT	CITRUS	<input type="checkbox"/>	02/23/2021		03/30/2022	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JAN REYES	jan	056	JRR	MANAGER	<input type="checkbox"/>	10/29/2020			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	REYNALDO DYQUIANGCO	dykadyquiango	055	055	FREE TRIAL USER	<input type="checkbox"/>	09/28/2020			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	IRIES	iriescabizas	054	054	FREE TRIAL USER	<input type="checkbox"/>	09/25/2020			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CENT	kaizenjoseph	0053	053	FREE TRIAL USER	<input type="checkbox"/>	09/14/2020			

Search: [1] of 60

Buttons: Delete User, Reset Password, Add User

User Access: [0] of 0

Buttons: Delete Access, Add Access

Program Access List:

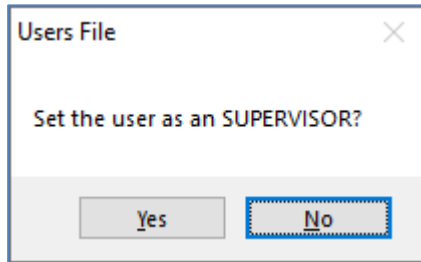
- ADJUSTMENT GENERATOR
- CHECK ISSUANCE
- DOCUMENT ISSUANCE
- EVENTS
- FILE-BANK OTHER
- FILE-BANK OUR
- FILE-CHART OF ACCOUNTS
- FILE-CLIENT
- FILE-COLLECTOR
- FILE-GROUP AREA

Buttons: Refresh, Save, Close

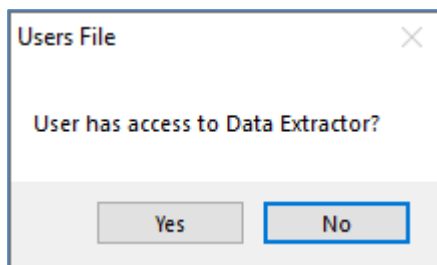
### To Add a New User Login

- Click on **Add User** button
- New line will be added to the Users table
- Click on the line under the **User Name** column
- Type the Name of the New User then press **Enter** key
- Click on the line under the **User Login** column
- Type the **user login** (one word, small characters, and no spaces) then press **Enter** key
- The User Login is entered as your User name on the Login window
- Click on the line under **Employee ID** column
- Type the employee id as (one word with no spaces) then press **Enter** key
- Click on the line under **Initial** column
- Type the initial of the user (3 characters ALL CAPS) then press **Enter** key
- Click on the line under **Position** column
- Type the position of the user in the Cooperative then press **Enter** key

- A dialog is displayed to prompt, **Set the user as SUPERVISOR?**



- A User that is set as **SUPERVISOR level** can do all the functions in the System except the functions of the **Administrator**.
- If you are adding a New User Login as an **Supervisor Level**, click on **Yes** button
- If you are adding a New User Login as a **User Level** only, click on **No** button
- **Note:** A User with Supervisor Level Access Right is shown on the users table with a **CHECK MARK** on the Admin column beside the User line.
- If you clicked on **No** button, another dialog will prompt, **User has access to Data Extractor?**

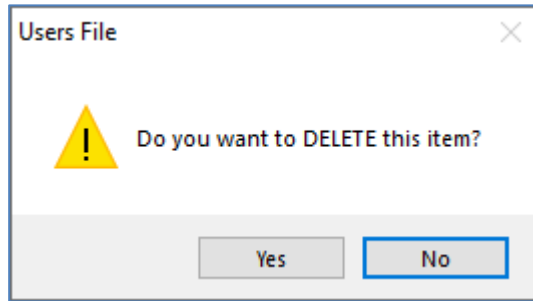


- Data Extractor is a function to provide the user with a capability to run a query in the System according to the user's requirements. For example, a user can query some of the Member's Information records and export the result to an Excel File
- The Data Extractor is accessed in the **Tools menu >> Data Extractor**
- If you want this function to be available for the New User you are adding, then you can click on **Yes** button, or else click **No** button
- Click on **Save** button to update the user data.
- **Note:** A New User Login you just added has a **Default Password** of **1234**

### To Delete a New User Login

- Click to select the User Login you want to delete
- Click on **Delete User** button

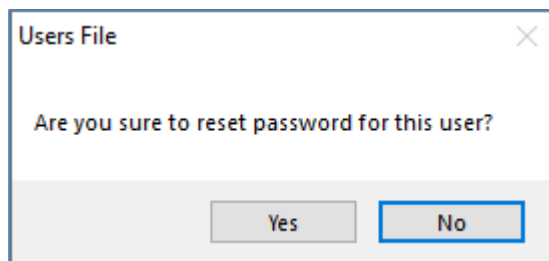
- Dialog is displayed to prompt, **Do you want to DELETE this item?**



- Click on **Yes** button to continue to Delete the User Login
- Click on **No** button to cancel the command

### To Reset Password of a User Login

- You can Reset the password of a User Login to **1234**
- Click to select the User Login you want to reset password
- Click on **Reset Password** button
- Dialog is displayed to prompt, **Are you sure to reset password for this user?**

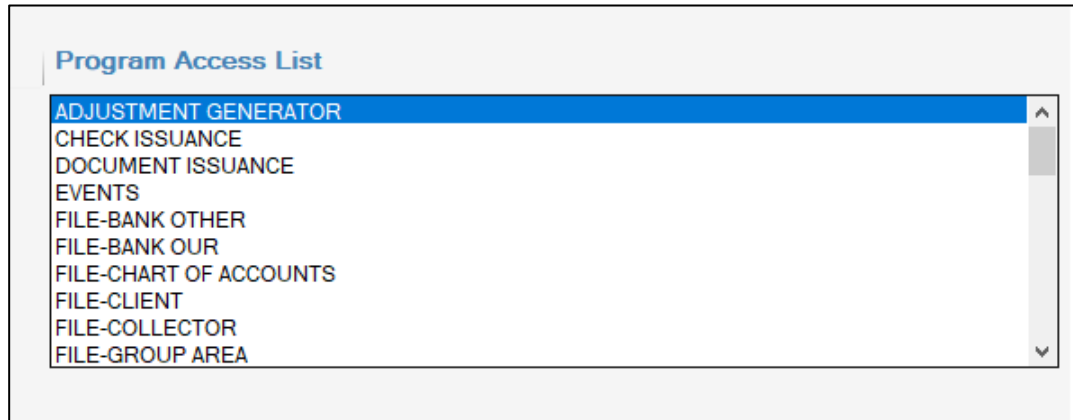


- Click on **Yes** button to continue to reset the password
- Click on **No** button to cancel the command
- Dialog is displayed as **Reset Password successful**

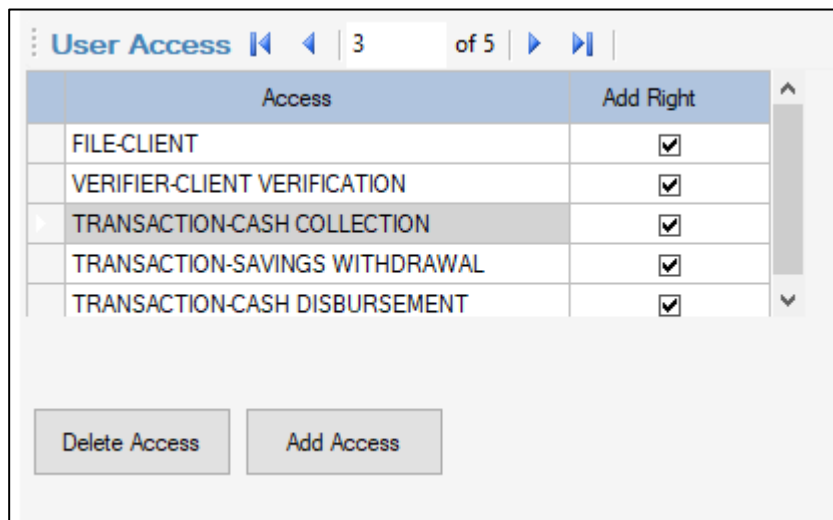


### To Grant Access Rights to a User Login with User Level Access

- To grant access right to a user, click one item from the **Program Access List**



- For example, click on **FILE-CLIENT** access item
- Then click on **Add Access** button on the **User Access** section as shown on image below



- You can add all the access items to grant to the user login then click on **Save** button
- Click on **Delete Access** button to remove the access item granted to user login

### To Refresh the Displayed Users Data

- Click on **Refresh** button to re-load the records from the users database

### To Exit the Users Administration window

- Click on **Close** button to exit the Users Administration window

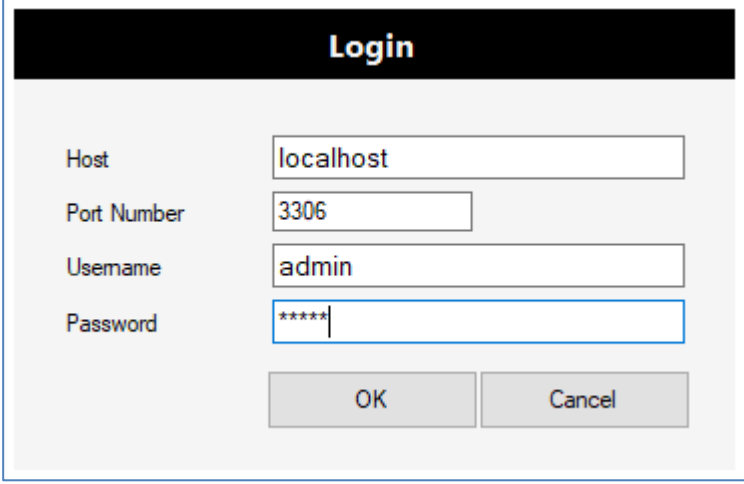


- **Backup Your Accounting Data**

Steps to backup your accounting data daily:

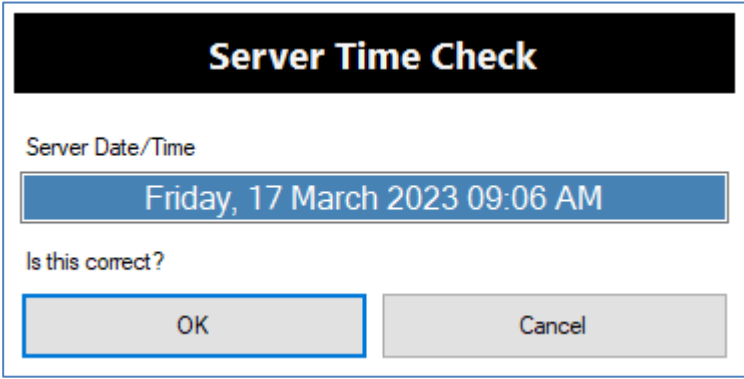
**Login to Citrus Accounting as Administrator**

- Run the Citrus Accounting Application on your Server PC
- Login as Administrator

A login dialog box with a black header bar containing the word "Login" in white. Below the header, there are four input fields: "Host" with the value "localhost", "Port Number" with the value "3306", "Username" with the value "admin", and "Password" with the value "\*\*\*\*\*". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Login	
Host	localhost
Port Number	3306
Username	admin
Password	*****
<div>OK Cancel</div>	

- Set the **Host** parameter to **localhost** (means the Server PC)
- Enter the **Username** as **admin**
- Enter the **Password** as **admin** (default) or the current password
- Click **OK** button to login
- The application displays the current Server Time Check dialog on a successful login

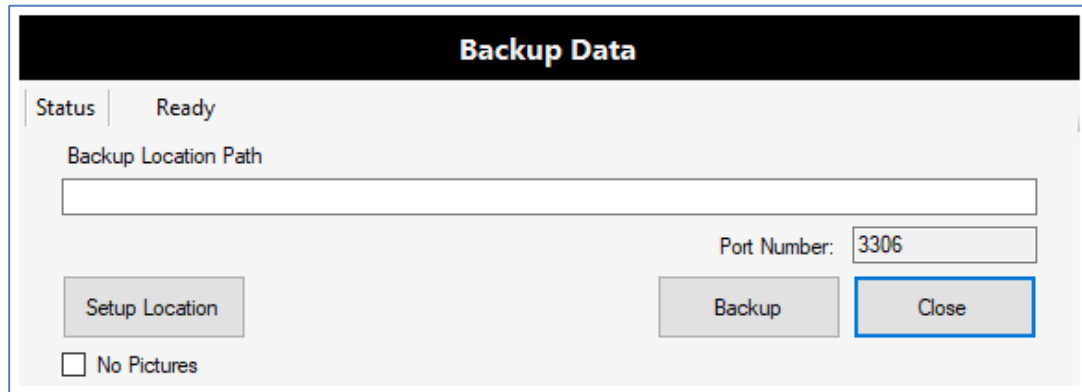
A "Server Time Check" dialog box with a black header bar containing the text "Server Time Check" in white. Below the header, it displays "Server Date/Time" as "Friday, 17 March 2023 09:06 AM" in a blue box. Below this, it asks "Is this correct?" and has two buttons: "OK" and "Cancel".

Server Time Check	
Server Date/Time	
Friday, 17 March 2023 09:06 AM	
Is this correct?	
<div>OK Cancel</div>	

- Click **OK** button to continue

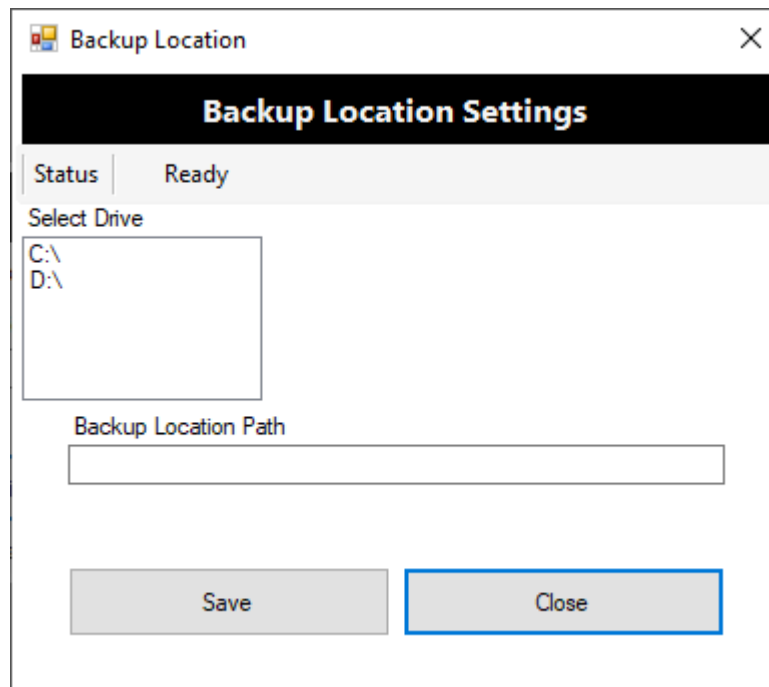
## Run the Backup Data

- Click the **Tools** menu >> **Backup Data**
- The **Backup Data** window is displayed as the image below:



The screenshot shows the 'Backup Data' window. It has a black title bar with the text 'Backup Data' in white. Below the title bar is a status bar with 'Status' and 'Ready'. The main area contains a 'Backup Location Path' label above a text input field. To the right of the input field is a 'Port Number' label with a text input field containing '3306'. Below the input fields are three buttons: 'Setup Location', 'Backup', and 'Close'. The 'Close' button is highlighted with a blue border. At the bottom left, there is a checkbox labeled 'No Pictures'.

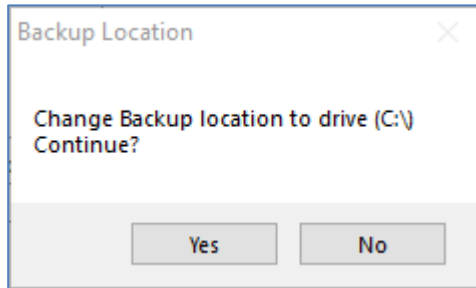
- Click the **Setup Location** button to set the **Backup Location Path**



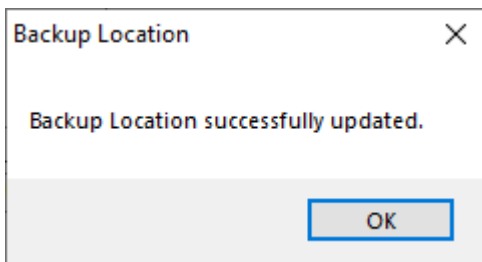
The screenshot shows the 'Backup Location Settings' window. It has a standard Windows title bar with a close button. The title bar text is 'Backup Location Settings'. Below the title bar is a status bar with 'Status' and 'Ready'. The main area contains a 'Select Drive' label above a list box with 'C:\' and 'D:\'. Below the list box is a 'Backup Location Path' label above a text input field. At the bottom are two buttons: 'Save' and 'Close'. The 'Close' button is highlighted with a blue border.

- Set the Backup Location Path to **C:\BACKUP\_CITRUS**
- On the Select Drive box, click to select the drive **C:\**
- Click the **Save** button

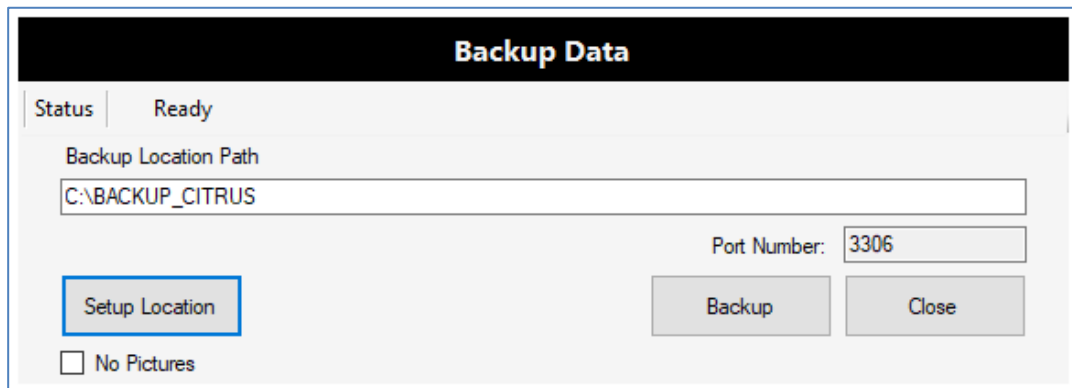
- The dialog, **Change Backup location to drive (C:\) Continue?** is displayed



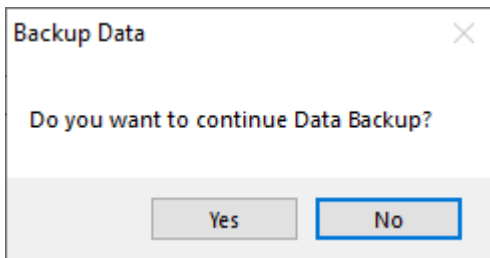
- Click **Yes** button to set the location
- A dialog, **Backup Location successfully updated,** is displayed



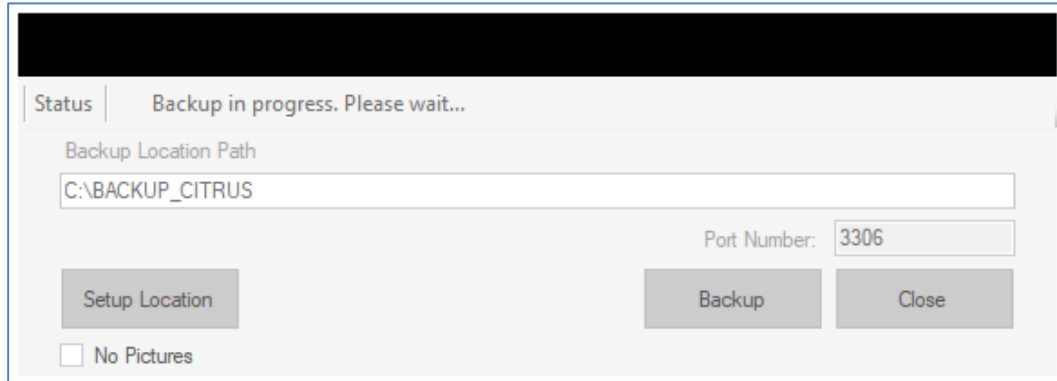
- Click **OK** button to continue
- The **Backup Location Path** is now set to **C:\BACKUP\_CITRUS** as image below:



- Click **Backup** button to start the backup process
- On the dialog, **Do you want to continue Data Backup?**, Click **Yes** button to continue

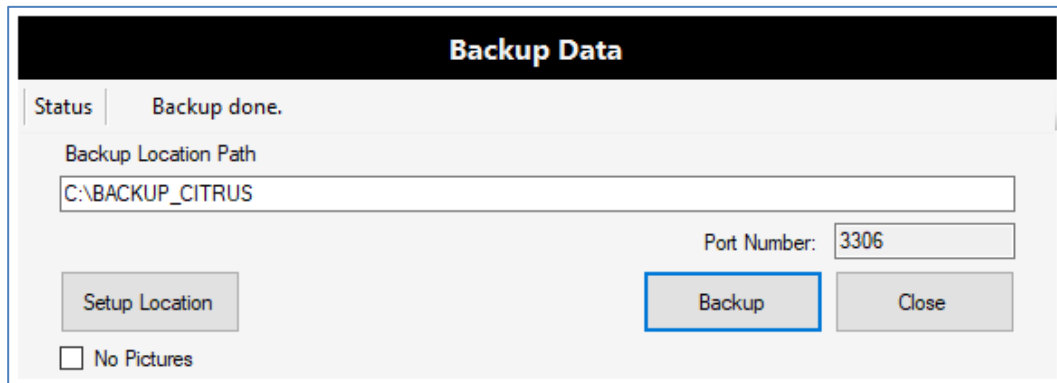


- The backup process starts and the Status is **Backup in progress. Please wait...**



The screenshot shows a window titled "Backup Data" with a black header bar. Below the header, there is a tabbed interface with "Status" selected, displaying "Backup in progress. Please wait...". The "Backup Location Path" field contains "C:\BACKUP\_CITRUS". The "Port Number" field contains "3306". There are three buttons: "Setup Location", "Backup", and "Close". A checkbox labeled "No Pictures" is at the bottom left.

- The backup process completes and the Status is **Backup done.**



The screenshot shows the same "Backup Data" window, but the "Status" tab now displays "Backup done.". The "Backup Location Path" field still contains "C:\BACKUP\_CITRUS" and the "Port Number" field still contains "3306". The "Backup" button is now highlighted with a blue border. The "Setup Location" and "Close" buttons remain visible, along with the "No Pictures" checkbox.

- The resulting backup file is password protected, encrypted, and compressed with the name like: **data\_4F14C0D0DD\_2023\_03\_17\_093525AM.zip** and is saved on the local drive folder: **C:\BACKUP\_CITRUS**
- **Note:** The **Backup Zip file** is the full backup of the accounting data including all the projects, transactions, and the images of the members photo and signature. **Techworks Support** may request for the **Backup Zip file** whenever there is a need to check something in detail to resolve issues with the system. The user will have to attach this zip file to the users email replies or communications.
- The option, **No Pictures** check-box, which if **checked**, the images of members photo and signatures will not be included in the backup zip file. This option enables the admin user to generate a smaller file size version of the backup zip file.
- Click **Close** button to exit the **Backup Data** window

- **Restore Your Accounting Data**

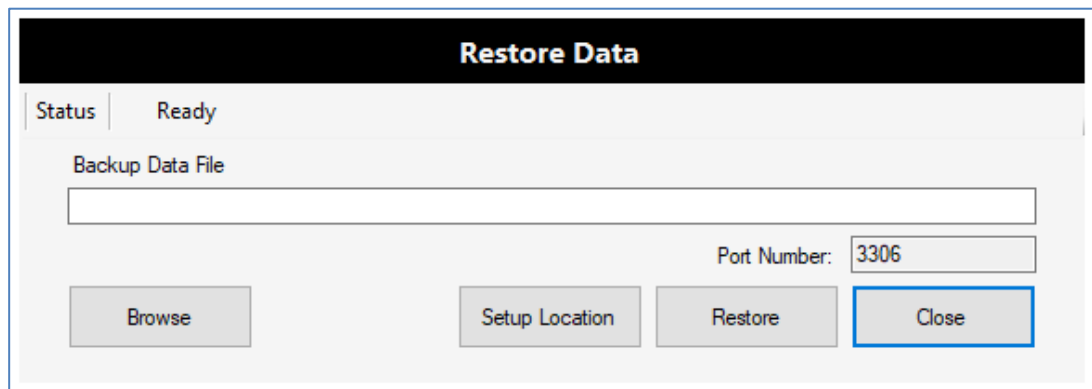
Steps to restore your accounting data from the backup zip file

**Login to Citrus Accounting as Administrator on the Server PC**

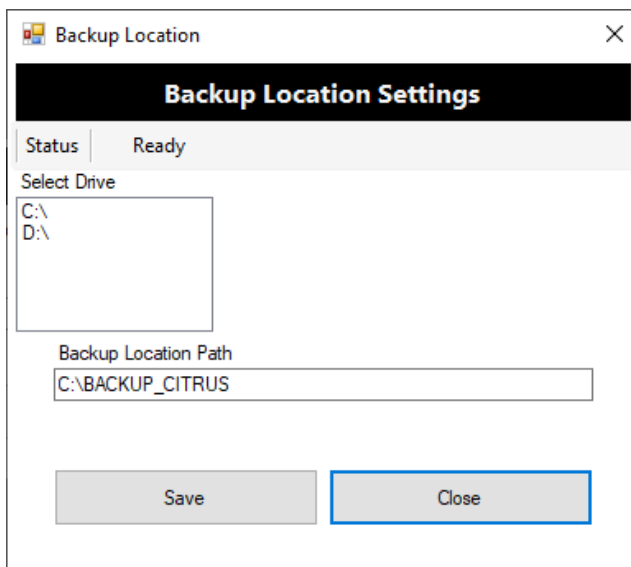
- Do the same steps on how to login as admin

**Run the Restore Data**

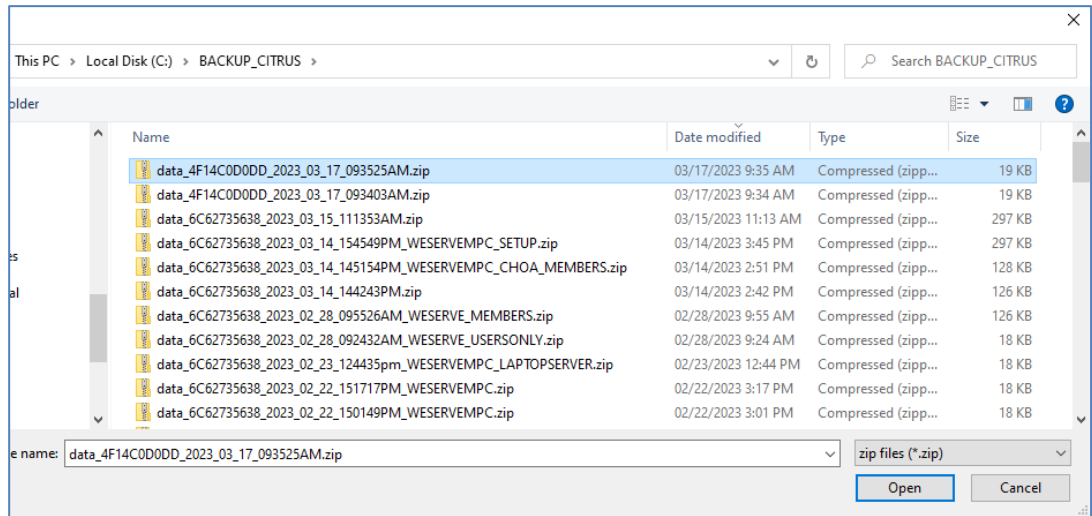
- Click on **Tools** menu >> **Restore Data**
- The Restore Data window is displayed like the image below:



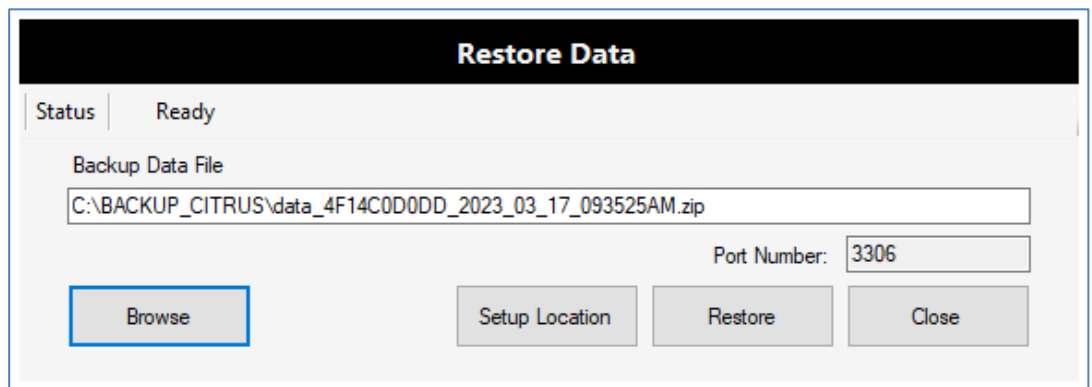
- Click on **Setup Location** button to check that the current Backup Location is set as **C:\BACKUP\_CITRUS**. If not then on Select Drive, click **C:\** then click **Save** button



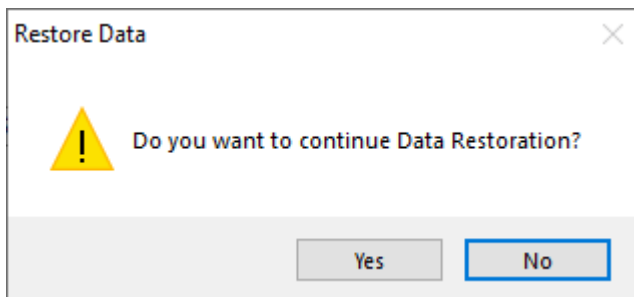
- Click on **Browse** button to select the **Backup zip file** to restore data
- The Windows Explorer file select dialog, **Backup Data Source**, will be displayed



- Click on the **Zip File** to select and then click on **Open** button to continue
- On the Restore Data window, the Backup Data File is set with the Zip File

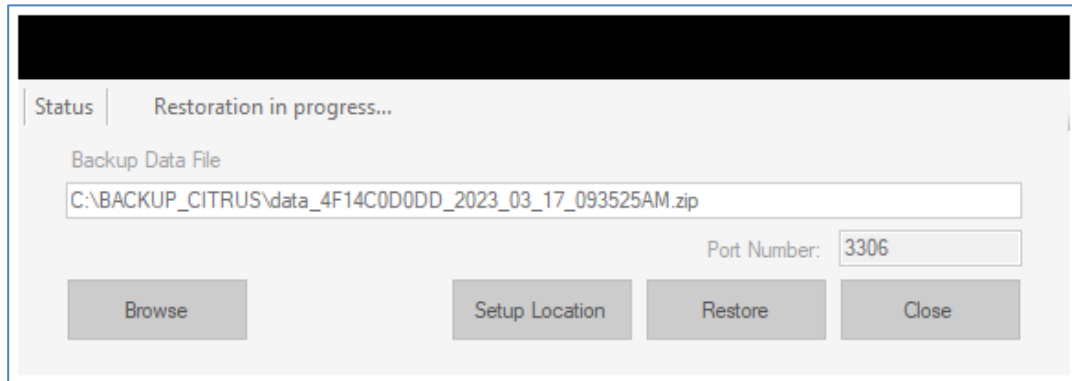


- Click on **Restore** button to start the Restore Data process
- A dialog, **Do you want to continue Data Restoration?**, is displayed

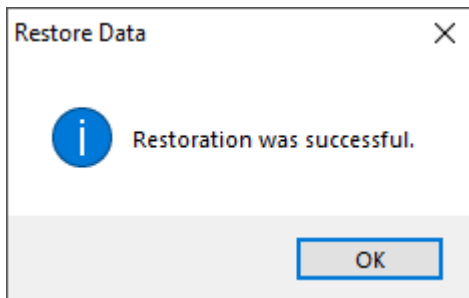


- Click on **Yes** button to run the Restore Data process

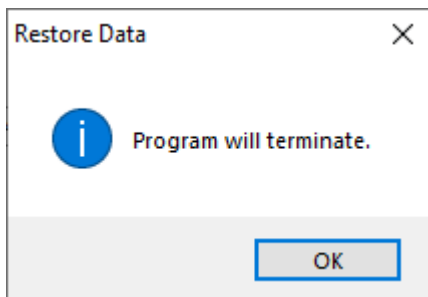
- Status is **Restoration in progress...** during the restore data process



- The dialog, **Restoration was successful**, is displayed when the process is completed



- Click **OK** button to continue
- The dialog, **Program will terminate**, is displayed



- Click **OK** button to exit the Citrus Accounting application

### 3. SETUP ACCOUNTING DATA

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- **Setup Chart of Accounts**

Steps to setup the Chart of Accounts

**Login to Citrus Accounting as a Username with Supervisor access level**

**Load the Chart of Accounts Window**

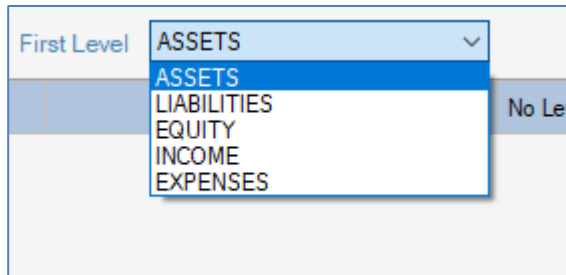
- Click on **File menu >> Chart of Accounts** to load the maintenance window

The screenshot shows the 'Chart of Accounts' window. At the top, there's a title bar 'Chart of Accounts' with standard window controls. Below it, a dropdown menu shows 'First Level' set to 'ASSETS'. The main area is divided into two sections. The top section has a table with columns: 'Title-Second Level', 'No Level', 'Code', 'Title-Third Level', and 'No Level'. Below this table, there are input fields for 'Second Level' (showing '0 of 0') and 'Third Level' (showing '0 of 0'). To the right of these fields are buttons: 'Delete', 'Add', 'Move Up', 'Change 2nd Level', 'Delete', 'Add', and 'Move Up'. The bottom section is titled 'Detailed Accounts' and contains a table with columns: 'Code', 'Title-Details', 'Short Name', 'Code', 'Third Level Title', 'Debit', and 'Closed'. Below this table, there's a 'Search Current Level' section with a search bar and navigation buttons. At the bottom, there's a 'Search detailed accounts' section with a search bar and buttons: 'Change 3rd Level', 'ADD DETAIL', 'SAVE', 'Print List F8', 'Search Accounts', 'Delete Details', 'Refresh', and 'Close'.



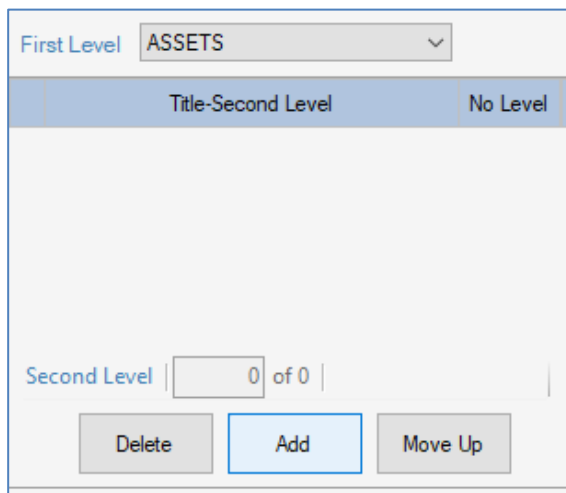
## Setup the Chart of Accounts

- Click on the First Level list box to select the Main Group of Account like ASSETS



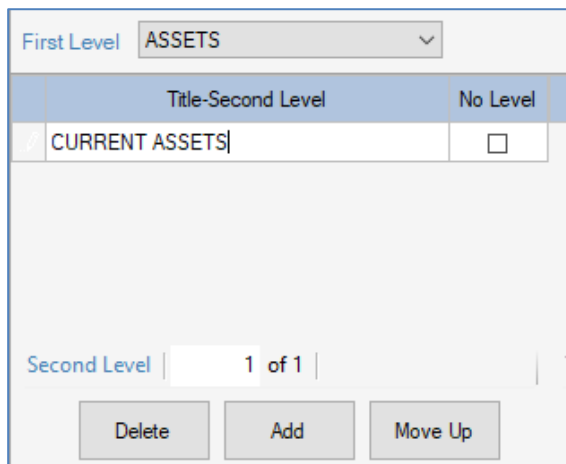
The screenshot shows a software interface with a 'First Level' dropdown menu. The menu is open, displaying a list of account categories: ASSETS, LIABILITIES, EQUITY, INCOME, and EXPENSES. The 'ASSETS' option is highlighted in blue. To the right of the dropdown, the text 'No Level' is partially visible.

- Click the **Add** button on the Second Level Group of Account under the First Level Group like the selected ASSETS Main Group



The screenshot shows the 'Second Level' group interface. At the top, the 'First Level' dropdown is set to 'ASSETS'. Below it is a table with two columns: 'Title-Second Level' and 'No Level'. The 'Second Level' label is followed by a counter showing '0 of 0'. At the bottom, there are three buttons: 'Delete', 'Add' (which is highlighted with a blue border), and 'Move Up'.

- Type the **Account Title** then press **Enter** key for the **Second Level Group** like **CURRENT ASSETS** under **ASSETS**



The screenshot shows the 'Second Level' group interface after adding a new entry. The 'First Level' dropdown remains 'ASSETS'. The table now has one row with 'CURRENT ASSETS' in the 'Title-Second Level' column and an empty checkbox in the 'No Level' column. The 'Second Level' label is followed by a counter showing '1 of 1'. The 'Add' button is now disabled, and the 'Delete' and 'Move Up' buttons are visible.

- Select the Second Level Account Group like **CURRENT ASSETS**, then, click on **Add** button on the **Third Level Account Group** to add the third level of account groups

First Level: ASSETS

Title-Second Level	No Level	Code	Title-Third Level	No Level
CURRENT ASSETS	<input type="checkbox"/>			

Second Level: 1 of 1 | Third Level: 0 of 0

Buttons: Delete, Add, Move Up, Change 2nd Level, Delete, Add, Move Up

- Type the Account Code for the Third Level Group, like **11100** for the **CASH ON HAND AND IN BANKS** account group then press **Enter** key
- A dialog prompt, **Column(s) cannot be empty**, Click **OK** or press **Enter** key to continue

Code	Title-Third Level
11100	

Third Level: 1 of 1

Buttons: Change 2nd Level, Delete, Add

Dialog Box: CitrusSL4  
Column(s) cannot be empty.  
OK

- Type the **Account Title** for the Third Level Group, like, **CASH ON HAND AND IN BANKS**, then press **Enter** key when done

Code	Title-Third Level
11100	CASH ON HAND AND IN BANKS

Third Level: 1 of 1

Buttons: Change 2nd Level, Delete, Add

- With the Third Level Account Group selected, like **CASH ON HAND AND IN BANKS**, you can add all the **DETAILED ACCOUNTS** (Transactional Accounts) on the bottom table
- Click **ADD DETAIL** button to add a detailed account under the Third Level Account Group as shown on the image

The screenshot shows the 'Detailed Accounts' window. At the top, there's a header bar with the title 'Detailed Accounts'. Below it is a table with columns: Code, Title-Details, Short Name, Code, Third Level Title, Debit, and Closed. The table is currently empty. Below the table is a search bar labeled 'Search Current Level' and a pagination indicator '0 of 0'. At the bottom, there are several buttons: 'Search detailed accounts', 'Change 3rd Level', 'ADD DETAIL' (highlighted with a red arrow), 'SAVE', and 'Print List F8'.

- Type the **Account Code** like **11101** on the **Code** column then press **Enter** key
- Dialog prompt, **Column(s) cannot be empty**, Click **OK** button to continue

The screenshot shows the 'Detailed Accounts' window. The 'Code' column now contains the value '11101'. A dialog box is displayed in the center of the window with the title 'CitrusSL4' and the message 'Column(s) cannot be empty.' with an 'OK' button. The dialog box is partially obscuring the table. The table has columns: Code, Title-Details, and Short Name. The 'Code' column is highlighted, and the value '11101' is entered. The 'Title-Details' and 'Short Name' columns are empty. The search bar at the bottom shows 'Search Current Level' and the pagination indicator '1 of 1'.

- Type the **Account Title** like **CASH ON HAND** and press **Enter** key to continue

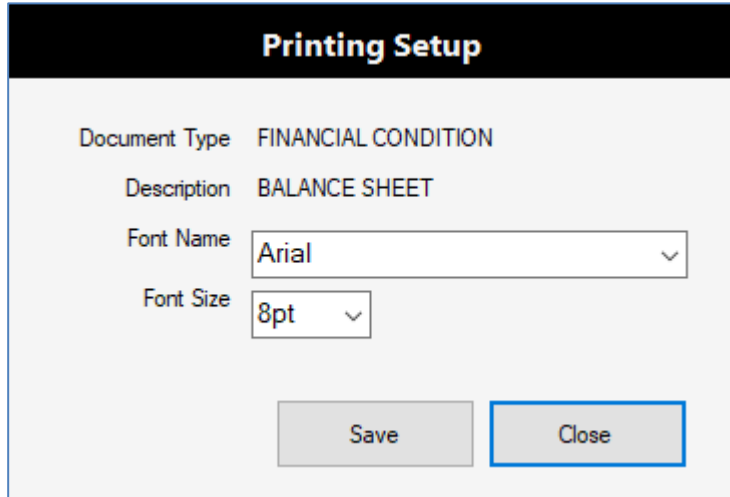
The screenshot shows the 'Detailed Accounts' window. The 'Code' column contains '11101' and the 'Title-Details' column contains 'CASH ON HAND'. The 'Short Name' column is empty. The search bar at the bottom shows 'Search Current Level' and the pagination indicator '1 of 1'.

- Type the **Short Name** (max. 15 characters) then press **Enter** key
- **Note:** Set a **Short Name** for those Accounts use often for Transaction Entries like **CASH ON HAND** for the **Cash Collection** Transactions or if the Account is a **Subsidiary Ledger Account** like Loans, Share Capital, and Savings Deposit

	Short Name	Code	Third Level Title	Debit	Closed
	CASH ON HAND	11100	CASH ON HAND AND IN B...	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- The **Debit** column is automatically set after adding the account like it is **checked** for ASSETS and EXPENSES accounts and **not checked** for LIABILITIES, EQUITY, and INCOME accounts
- The **Debit** column is altered only if the Account is a **Contra-Account** like it should not be checked if the account is **Allowance for Bad Debts** which is a contra-account of the Loan Accounts
- Click to **CHECK the Closed** column of the account if that account should not be used in the transactions anymore and will not be included the selection list of accounts
- Continue to add the accounts for the Second Level, Third Level, and Detailed Level to complete the Chart of Accounts
- Click on **Print List F8** button to see the Chart of Accounts structure as you go along adding the accounts per account group
- On the **Chart of Account List** window, click **Refresh** button to process the report to show the Chart of Accounts structure

- If the Chart of Accounts Report aborted with an error, click the **Printing Setup** button

A dialog box titled "Printing Setup" with a black header. The main area is light gray and contains the following fields: "Document Type" with the value "FINANCIAL CONDITION", "Description" with the value "BALANCE SHEET", "Font Name" with a dropdown menu showing "Arial", and "Font Size" with a dropdown menu showing "8pt". At the bottom, there are two buttons: "Save" and "Close".

**Printing Setup**

Document Type FINANCIAL CONDITION

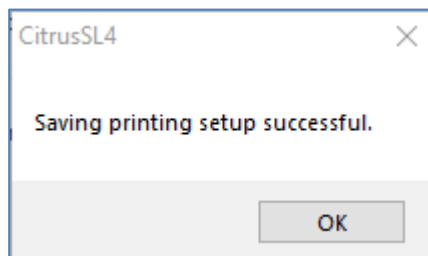
Description BALANCE SHEET

Font Name Arial

Font Size 8pt

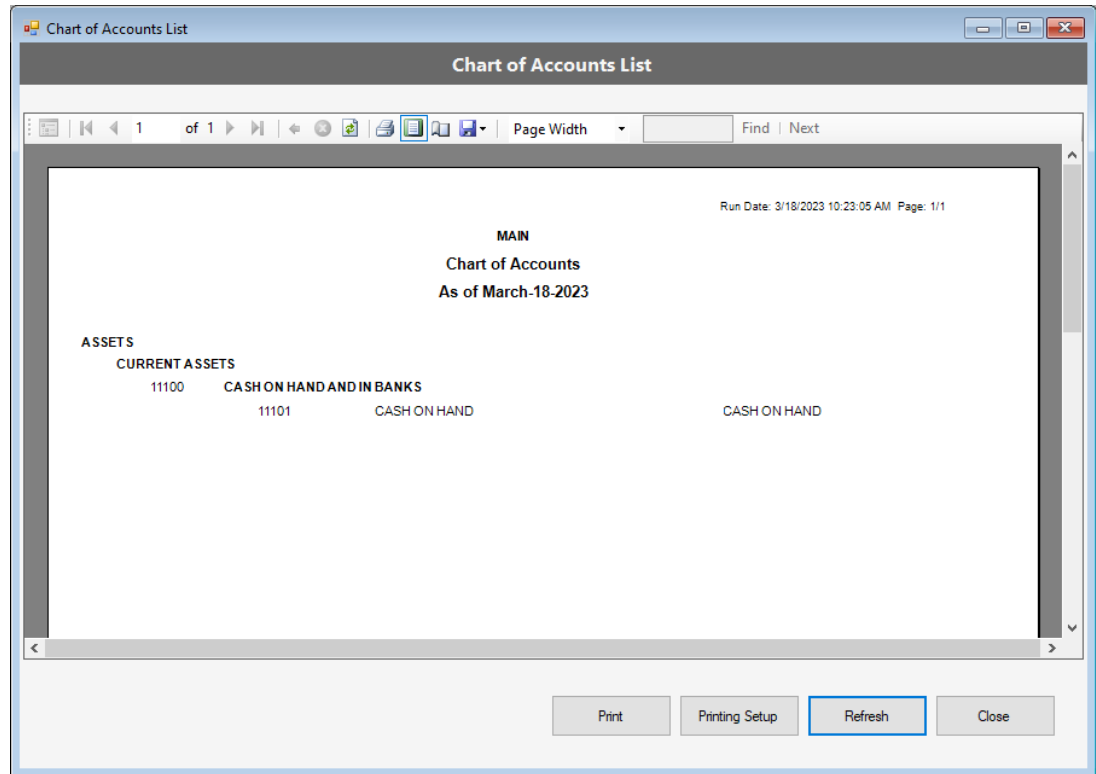
Save Close

- Click on **Save** button to accept the **Font Name** and **Font Size** settings
- Dialog prompt, **Saving printing setup successful**, click **OK** button to continue



- Click **Close** button to continue

- Click on **Refresh** button to process the Chart of Accounts Report and see the structure as you try to complete the Accounts



- Click **Print** button to send the output to your printer to have a hard copy of the Chart
- Click **Close** button to exit the Chart of Accounts List window
- On the **Chart of Accounts** window, click **Close** button to exit

- **Setup Clients File**

To add a Client or Member record, the minimum fields you need to fill-up are Account Number, Account Name, Member Category, Membership Date, Birthdate, and Gender. You can update the other information when needed.

Steps to Setup the Clients File

**Login to Citrus Accounting as Username with Supervisor access level**

**Load the Client File window**

- Click on **File menu >> Clients**

The screenshot shows the 'Client File' window with the 'General' tab active. The 'Account Number' field is empty. The 'Account Name' section has fields for Last Name, First Name, and Middle Name, all empty. The 'Category' is set to 'MEMBER'. The 'Membership' date is '03/18/2023'. The 'Employee No.' and 'Branch' fields are empty. The 'Collector' dropdown is set to 'Type'. The 'Type' dropdown is set to 'Group'. The 'Group' dropdown is set to 'Cluster'. The 'Cluster' dropdown is set to 'Rank'. The 'Rank' dropdown is set to 'TIN #'. The 'TIN #' field is empty. There are buttons for 'Set Head Account' and 'Reset Head Account'. On the right side, there are buttons for 'Browse Picture', 'Clear', 'Browse Signature', 'Clear', 'Enlarge Signature', and 'Show Images'. At the bottom, there are buttons for 'Close Account', 'Last Number', 'Create Account', 'Delete', 'Add', 'Save', 'Search', and 'Close'.

**To Add a Client Record**

- Click **Add** button
- Click **Cancel** button to cancel adding a record
- Type the Account Number (max. 20 characters) then press **Tab** key
- Type the Account Name (max. 60 characters), you may use the format: **Last Name, First Name Middle Name or Initial**
- Click on **Category** to select **ASSOCIATE, MEMBER, OTHER, or SAVERS**
- Click on **Membership** to select the Date of Membership
- Click on **Personal** Tab

- Click on **Birthdate** to set the Date of Birth
- Click on **Gender** to select **NONE**, **MALE**, or **FEMALE**
- Click **Save** button to save your new client record
- The dialog shows **Save Successful**, then click OK button to continue

### To Search, Load, and Edit a Client Record

- Click **Search** button
- The dialog window **Select Client** shows to allow you to Search a Client by typing the Account Number or Account Name
- Notice that the list refreshes as you type a character

Code	Name	Closed
121282710	0	<input type="checkbox"/>
122941921	AALA, MARK ADRIAN C.	<input type="checkbox"/>
122468619	ABAD, ANGELICA T.	<input type="checkbox"/>
122452719	ABAD, MARK PAUL S.	<input type="checkbox"/>
121785815	ABADIES, ANALYN C.	<input type="checkbox"/>
▶ 122504719	ABADILLA, ANGELINE G.	<input type="checkbox"/>
122246318	ABALOS, ALVIR D.	<input type="checkbox"/>
122772120	ABAN, LENY G.	<input type="checkbox"/>
122738519	ABANAS, ESTRELLITA F.	<input type="checkbox"/>
123043122	ABANAS, GLEN JHON FRANCISCO	<input type="checkbox"/>
123140622	ABANES, MARY JOY	<input type="checkbox"/>
122460219	ABANES, ONOFRE V.	<input type="checkbox"/>

Search Client  **Select / Enter** **Close**

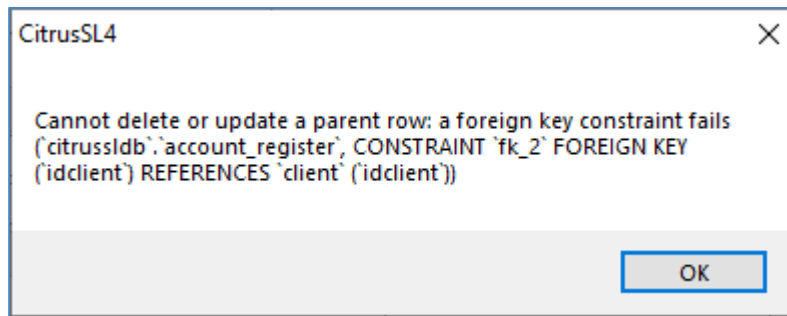
Press TAB to Navigate

- You can then press **Enter** key to select the highlighted Client Name
- Or you can click the **Name** first and then click **Select / Enter** button to select the Client
- Or you can just **Double-Click** the Client Name to select it
- You can also press **Tab** key to allow you to scroll through the Names in the List by pressing the **Up or Down Arrow** keys then press **Enter** key to select the Client
- You will then see the **Client File** window refreshes with the selected Client Record
- **Note:** You can still edit/change the Account Number, Account Name, or any information
- Then click **Save** button to save your changes
- The dialog shows, **Save successful**, then click **OK** to continue

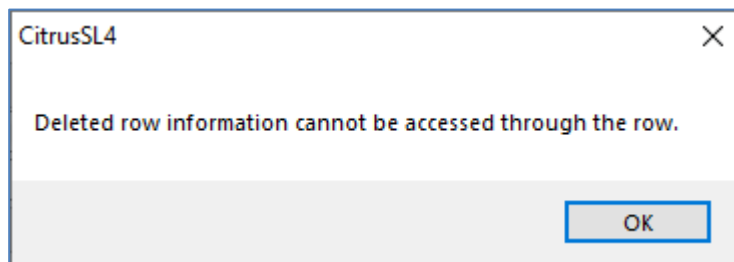


## To Delete or Close a Client Record

- Search to load a Client record
- Click **Delete** button to delete the client record
- Dialog shows, **Do you want to DELETE this item?**, click **Yes** button
- Dialog shows, **Delete successful**, click **OK** button to continue
- An error like the image below shows when the Client record may not be deleted

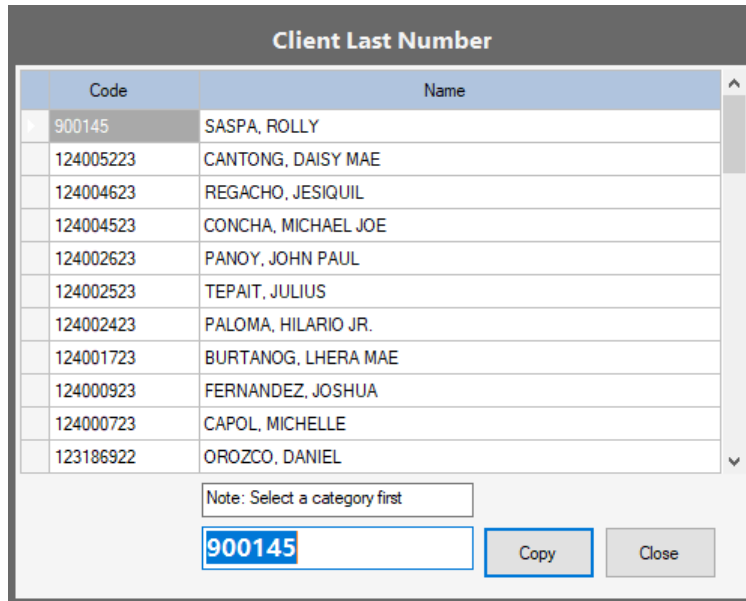


- This is because the Client has been linked already with other information in the system like the Transactions and you may not delete the Client record. In this case, you can only CLOSE the Client record to exclude the Client from Selections and Reports
- To Close the Client Account, click **Close Account** button
- Dialog shows, **CLOSE this Account?**, click **Yes** button to continue
- Dialog shows, **You have closed the account successfully**, click **OK** to continue
- The Client record is then Marked with status of **CLOSED ACCOUNT** (red color)
- You may re-open the Client Account by clicking on **Close Account** button
- Dialog shows, **UN-CLOSE this account?**, click **Yes** button to continue
- Dialog shows, **You have UN-CLOSED the account successfully**, click **OK** to continue
- The Client record is then Marked with status of **ACTIVE** (red color) again
- When you encounter an error like the image below when trying to close the account, just re-load the Client record and try to close the account again and it should work



## To Copy the Last Account Number

- When you want to get the Last Account Number you have entered and just adjust the number for the New Client Record Account Number, you may want to use this command
- When you just clicked the **Add** button to add new client record
- And the focus is on the **Account Number** field
- Click the **Category** list box to select a category like **MEMBER**
- Click the **Last Number** button and it shows the Client Last Number selection dialog



The dialog box titled "Client Last Number" displays a table with two columns: "Code" and "Name". The table lists several client records. Below the table, there is a note: "Note: Select a category first". At the bottom, there is a text input field containing "900145", a "Copy" button, and a "Close" button.

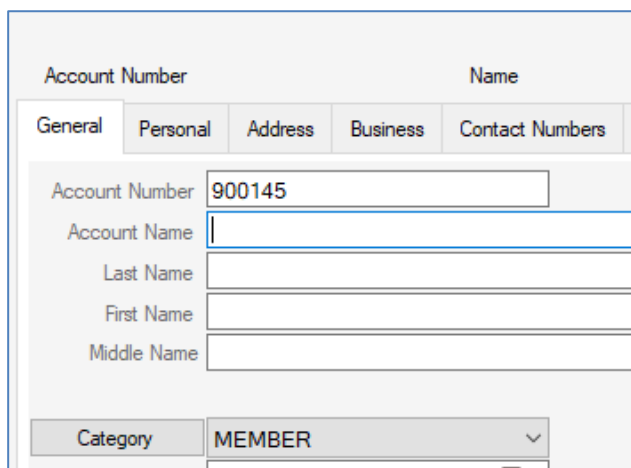
Code	Name
900145	SASPA, ROLLY
124005223	CANTONG, DAISY MAE
124004623	REGACHO, JESQUIIL
124004523	CONCHA, MICHAEL JOE
124002623	PANOY, JOHN PAUL
124002523	TEPAIT, JULIUS
124002423	PALOMA, HILARIO JR.
124001723	BURTANOG, LHERA MAE
124000923	FERNANDEZ, JOSHUA
124000723	CAPOL, MICHELLE
123186922	OROZCO, DANIEL

Note: Select a category first

900145

Copy Close

- Click the **Copy** button
- The Last Account Number is copied to the **Account Number** field
- You can then edit to adjust the Number for the new client record which makes it easy to set the new account number



The form shows the "General" tab selected. The "Account Number" field contains "900145". The "Account Name" field is empty. The "Last Name", "First Name", and "Middle Name" fields are also empty. The "Category" dropdown menu is set to "MEMBER".

Account Number	Name
900145	

General Personal Address Business Contact Numbers

Account Number 900145

Account Name

Last Name

First Name

Middle Name

Category MEMBER

## To Create the Member's Account Reference Number

- You can create Reference Numbers for the Member's Accounts like the Share Capital, Savings Deposit, or Time Deposit for the Credit Accounts and Accounts Receivable for the Debit Accounts.
- **Note:** You need to do the Debit and Credit Accounts Setup first
- You need to create the Reference Numbers of the Accounts to setup the Subsidiary Ledger of the Member's Debit and Credit Accounts
- The System checks for the existing Account Reference Numbers before trying to create a new reference number for the Member's Account Ledger
- Before creating an Account Reference Number, you need to search and load the Client record first
- Then click on **Create Account** button to show the available Debit and Credit Accounts for the Subsidiary Ledger of the Member like the image below

Selected	Code	Account	Short Name
<input type="checkbox"/>	11170	Accounts Receivable	ACCTS RECV
<input type="checkbox"/>	21100	Savings Deposit	SAVINGS-DEPOSIT
<input type="checkbox"/>	30150	Paid-up Share Capital-Common	SHARE-CAPITAL

1 of 3

Search

Create Account Close

- On the **Selected** column click on the **check-box** to select the Account to create Ref. No.
- You can check multiple accounts to create multiple Ref. Nos. at a time
- Click on **Create Account** button to process the Account Ref. Nos. of the selected accounts
- Dialog shows, **Accounts created**, for success status then click **OK** button to continue
- Otherwise, dialog shows, **Accounts not created**, for fail status then click **OK** to continue

## To Exit the Clients File Window

- Click on **Close** button to exit the Clients File window

- **Setup Subsidiary Ledger Accounts**

You need to setup the Subsidiary Ledger Accounts before you can create an Account Reference Numbers for each member. The S/L Accounts to setup are Credit Accounts, Debit Accounts, and Loan Accounts.

Please follow the steps below to setup the S/L Accounts

**Login to Citrus Accounting Application as a User with a Supervisor access level**

### Credit Accounts Setup

- Click on **Setup** menu >> **Credit Account Setup**

Code	Account	Short Name	Trans Code	Print Ledger
21100	Savings Deposit	SAVINGS-DEPOSIT		<input checked="" type="checkbox"/>
30150	Paid-up Share Capital-Common	SHARE-CAPITAL		<input checked="" type="checkbox"/>

... || < 1 of 2 > || Add Account Remove Account

Search  Save Close

- On the **Credit Account Setup** window, click on **Add Account** button
- Search the **G/L - Credit** accounts by typing the Account Name or Code, then click **Select** button or just double-click the account name like the image shown below

Code	Title
11719	Unearned Interests and Discounts
11720	Allowance for Probable Losses on Loans
14181	Accumulated Depreciation-FFE
14183	Accumulated Depreciation(TE)
21100	Savings Deposit
21910	SSS Premium Payable
21920	Philhealth Premium Payable

Search  Select Close

- After selecting the G/L account, you will see the new record on the table
- Click on **Short Name** column cell, type short name version of the account (max. 15 characters, this is displayed on Transaction Entries, Accounts Verification and on Reports) then press **Enter** key
- Click on **Save** button to save your changes to the table
- To delete an account from the table list, click **Remove Account** button
- Dialog shows, **Are you sure to remove this account?**, click **Yes** button to continue
- If you are done, click on **Close** button to exit this setup

## Debit Accounts Setup

- Click on **Setup** menu >> **Debit Account Setup**

Code	Account	Short Name	Trans Code	Print Ledger
11170	Accounts Receivable	ACCTS RECV		<input checked="" type="checkbox"/>

... ||< ||> || 1 of 1 || Add Account Remove Account

Search  Save Close

- On the **Debit Account Setup** window, click on **Add Account** button
- Search the **G/L – Debit** accounts by typing the Account Name or Code, then click **Select** button or just double-click the account name like the image below

Code	Title
11110	Cash on Hand
11120	Checks & Other Cash Items (COCI)
11131	Cash in Bank-UnionBank
11132	Cash in Bank-BDO/COMBO
11133	Cash in Bank-PBCOM
11150	Petty Cash Fund
11160	Revolving Fund

Search  Select Close

- **Note:** You can select any **Debit Accounts** like Accounts Receivables **except Loan Accounts**

- After selecting the G/L account, you will see the new record on the table
- Click on **Short Name** column cell, type short name version of the account (max. 15 characters, this is displayed on Transaction Entries, Accounts Verification and on Reports) then press **Enter** key
- Click on **Save** button to save your changes to the table
- To delete an account from the table list, click **Remove Account** button
- Dialog shows, **Are you sure to remove this account?**, click **Yes** button to continue
- If you are done, click on **Close** button to exit this setup

## Withdrawal Setup

- Click on **Setup** menu >> **Withdrawal Setup**

The screenshot shows the 'Withdrawal Setup' window. At the top is a table with the following data:

Code	Account	Short Name	Hold-Out Amount
▶ 21100	Savings Deposit	SAVINGS-DEPOSIT	0.00

Below the table is a navigation bar with the text '1 of 1' and buttons for 'Add Account' and 'Remove Account'. Below the navigation bar is a section for 'Enter Hold-out amount' with a 'Set Hold-Out' button and a text input field containing '0.00'. Below this is a 'Search' section with an 'Activate' button and a text input field. At the bottom right are 'Save' and 'Close' buttons.

- On the **Withdrawal Setup** window, click **Add Account** button
- **Note:** You can add all Savings Deposit accounts that applies to Withdrawal Transactions

- On the **Select Account** dialog, search the account, then click **Select** button or just double-click the account in the list to select like the image shown below

Code	Title
11170	Accounts Receivable
21100	Savings Deposit
30150	Paid-up Share Capital-Common

Search

Select Close

- After selecting the account, the new record is added on the table list
- You may update or set the Hold-Out Amount column by **Entering the Hold-out amount** and then clicking the **Set Hold-Out** button
- Note: Hold-Out** is a special feature of the Citrus Accounting application and it has a separate **License Key for the feature to be activated** which can be purchased separately for a one-time payment only
- Once you are done with your setup, click on **Save** button to save the changes
- Click **Close** button to exit the Withdrawal Setup window

## Share Capital Setup

- Click on **Setup** menu >> **Share Capital Setup**

Code	Account	Short Name
30150	Paid-up Share Capital-Common	SHARE-CAPITAL

Add Account Remove Account

Save Close

- You just need to **select one Share Capital Account** to complete this setup
- Click **Save** button to save your changes
- Click **Close** button to exit the Share Capital Setup window

## Savings Deposit Setup

- Click on **Setup** menu >> **Savings Deposit Setup**

	Code	Account	Short Name
▶	21100	Savings Deposit	SAVINGS-DEPOSIT

Add Account Remove Account

Save Close

- You just need to add **one Savings Deposit Account** here to complete this setup
- Click **Add Account** button to select and add the account
- Click **Remove Account** button to delete the account from the list
- Click **Save** button to save your changes
- Click **Close** button to exit the Savings Deposit Setup window

## Time Deposit Setup

- Click on **Setup** menu >> **Time Deposit Setup**

	Code	Account	Short Name
▶	21510	TIME DEPOSIT	TIME-DEPOSIT

Add Account Remove Account

Save Close

- You just need to add **one Time Deposit Account** here to complete this setup
- Click **Add Account** button to select and add the account
- Click **Remove Account** button to delete the account from the list
- Click **Save** button to save your changes
- Click **Close** button to exit the Time Deposit Setup window



## Loan Setup

- Click on **Setup** menu >> **Loan Setup**

The screenshot shows the 'Loan Setup' window with the following configuration:

- Loan Type:** 11711, **Account Title:** Loans Receivable-Petty Cash
- Select from Interest accounts:**
  - Interest Code:** 40110, **Interest Income from Loans**
  - Service Fee Code:** 40120, **Service Fees**
- Interest Accounts (Diminishing):**
  - Interest Code:** 40110, **Interest Income from Loans**
  - Service Fee Code:** 40120, **Service Fees**
- Fines Code:** 40140, **Fines, Penalties, Surcharges**
- Fines Rate (%):** 2.00
- Fines Rate After Term (%):** 2.00

Code	Title	Short Name	Trans Code
11711	Loans Receivable-Petty Cash	PETTY-CASH LOAN	
11712	Loans Receivable-Salary	SALARY LOAN	

Navigation: 1 of 2 | Add a Loan | Remove a Loan

Search: [ ] Save Close

- Note:** You need to add all the Loan Accounts to the Loan Setup window
- At the bottom is the table list of all loan accounts added
- Click on **Add a Loan** button to select Loan Account from the G/L Accounts and add to list

The screenshot shows the 'Select GL' window with the following list of accounts:

Code	Title
11711	Loans Receivable-Petty Cash
11712	Loans Receivable-Salary
11713	Loans Receivable-Uniform
11714	Loans Receivable-Providential
11715	Loans Receivable-Productive
11716	Loans Receivable-Educational

Search: -->> [ ] Select Close

Press TAB to Navigate

- After selecting and adding a Loan Account, the new loan is added to the table list
- Click on **Short Name column cell** to type the Short Name version of the Loan Account
- Click **Save** button to save the added loan account
- Next is to setup the **Related Accounts for each Loan Account** like **Interest Code**, **Service Fee Code**, **Fines Code** and the **Fines Rate %** before and after the Term, as show on the image below

The screenshot shows a 'Loan Setup' window with the following sections and fields:

- Select from Interest accounts**
  - Reset button, Interest Code button, and two empty text input fields.
  - Reset button, Service Fee Code button, and two empty text input fields.
- Interest Accounts (Diminishing)**
  - Reset button, Interest Code button, and two empty text input fields.
  - Reset button, Service Fee Code button, and two empty text input fields.
- Fines Code**
  - Reset button and one empty text input field.
- Fines Rate (%)**
  - Text input field containing '2.00'.
- Fines Rate After Term (%)**
  - Text input field containing '2.00'.

- Click to **select the Loan Account** on the bottom table list
- On the **Select from Interest accounts section**, click on **Interest Code** button to select the Interest Income from Loan Account for the selected Loan Account
- Click on **Service Fee Code** button to select the Service Fee Account for the selected Loan Account
- On the **Interest Accounts (Diminishing) section**, click on **Interest Code** button to select the Interest Income from Loan Account for the selected Loan Account
- Click on **Service Fee Code** button to select the Service Fee Account for the selected Loan Account
- Click on **Fines Code** button to select the Penalty, Surcharge, and Fines Account
- Click on **Fines Rate %** field to input the percent amount like **1.00**
- Click on **Fines Rate After Term %** field to input the percent amount like **2.00**
- Then click **Save** button to save your changes
- When you have done adding all the Loan Accounts and setting the related accounts for each Loan Account, then, click **Close** button to exit the Loan Setup window

## Loan Charges Setup

The Loan Charges Setup automates the process of setting the account entries to be made for each Loan Account usually to be deducted from the Loan and to compute for the Net Proceeds of the Loan.

You can add or setup many Loan Charges types for each Loan Account for the varying parameters set for the Loan like Interest rate, Terms, or Service Fee Rate or Amount.

- Click on **Setup** menu >> **Loan Charges**

The screenshot shows the 'Loan Charges Table' window. At the top, there is a 'Loan Type' dropdown menu set to 'SALARY LOAN'. Below this is a table with the following columns: Description, Interest Rate %, Interest type, Terms, Terms type, Interest Add-On, Service Rate %, Service Add-On, and Service Amount. The table contains one row for 'SALARY LOAN' with the following values: 5.0000, YEAR, 6.00, MONTH, and checkboxes for Interest Add-On and Service Add-On. Below the table, there is a navigation bar with '1 of 1' and an 'Add' button. At the bottom, there is a 'Save' button and a 'Close' button.

Description	Interest Rate %	Interest type	Terms	Terms type	Interest Add-On	Service Rate %	Service Add-On	Service Amount
SALARY LOAN	5.0000	YEAR	6.00	MONTH	<input type="checkbox"/>	0.0000	<input type="checkbox"/>	0.00

- On the **Loan Charges Table** window, click the **Loan Type** list-box to select the Loan Account, for example, **SALARY LOAN**
- Click on **Add** button (on top table) to add a new loan charges record
- Click on **Description** column cell to input the Description of the Loan Charge – you may include the parameters setting in the description like **SALARY LOAN – 1% for 12 Months** to make the **selection of Loan Charges** clear and easy on the **Loan Application** transaction
- Click on **Interest Rate %** column cell to input the percent value like **5.0000**
- Double-Click on **Interest Type** column cell to select **YEAR** or **MONTH**
- Click on **Terms** column cell to input the terms value like **6.00**
- Double-Click on **Terms Type** column cell to select **YEAR**, **MONTH**, or **DAY**
- Click on **Service Rate %** column cell to input the percent value like **2.0**
- Click on **Interest Add-On** column cell to check the option **Add-On** or **Deducted** if not check

- Click on **Service Add-On** column cell to check the option **Add-On** or **Deducted** if not check
- Click on **Service Amount** column cell to input the amount like **50.00**
- Click **Save** button to save your settings
- Then for the selected Loan Charge, you need to setup the Accounts for Deduction at the bottom table list

Loan Items	Code	Debit	Deducted on Loan	Compute Interest	Percentage	Days	Percent	Amount
Interest Income from Loans	40110	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0.0000	0.00
Service Fees	40120	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	3.0000	0.00
Filing Fees	40130	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0.0000	50.00

◀ 1 of 3 ▶
✖
Search
Add Loan Item

Save
Close

- Click on **Add** button (on bottom table) to add a new record on the Deduction table
- Double-click on the **Loan Items** column cell to select the **G/L Account** as deduction
- A typical example of account entries as deductions are as follows:
- Interest Income from Loan – with check mark on Compute Interest column
- Service Fees – with check mark on Percentage column and a value set on percent column
- Share Capital – with check mark on Percentage column and a value set on percent column
- Savings Deposit – can be a fixed amount deduction set on the Amount column like **50.00**
- Once you are done with the deductions, click on **Save** button to save your changes
- Click **Close** button to exit the Loan Charges Setup window
- **Note:** You need to complete the Loan Charges Setup for each Loan Type
- The Loan Charges Setup is used in the Loan Application Transactions when you select the Loan Type and the corresponding Loan Charges must also be selected

- **Setup Client's S/L Accounts Reference Numbers**

The Client's S/L Accounts includes Debit and Credit Accounts. The Debit Accounts are receivable accounts which are not Loan Receivable Accounts and the Credit Accounts are liability or equity accounts which are the Client's Savings Accounts like Share Capital, Savings Deposit, or Time Deposit accounts.

You need to setup Account Reference Numbers for the Client's S/L Accounts to be used in transactions like Savings Deposit transactions, Savings Withdrawal transactions, or Share Capital Contributions. And to setup an Account Reference Number, you need to issue the Account Register Type of Document Numbers. Please follow the steps below:

**Login to Citrus Accounting Application as a User with Supervisor Access Level**

**Setup Account Register Document Numbers**

- Click on **Setup** menu >> **Document Issuance**

The screenshot shows the 'Document Issuance' window. At the top, it says 'Document Number' followed by navigation icons and '1 of 10000'. Below this is a table with two columns: 'Document Number' and 'Doc Date'. The table contains eight rows of document numbers, starting from 'AR00000001' to 'AR00000008'. To the left of the table, there are input fields for 'Search Number', 'Select Document Type' (with a dropdown menu showing 'ACCOUNT REGISTER', 'ADJUSTING ENTRY', 'BALLOT', 'BANK RECONCILIATION', and 'BILLING STATEMENT'), 'Prefix (Max. 4 Letters)' (with 'AR' entered), 'Starting Number (Max.10 digit)' (with '1' entered), 'Number of Items (Max.9999)' (with '1000' entered), and 'How many digits?' (with '8' selected). There is a checkbox for 'Preceding zeroes' which is checked. An 'Add' button is located below these fields. At the bottom of the window, there is a 'Ready.' status bar and three buttons: 'Delete', 'Save', and 'Close'.

Document Number	Doc Date
AR00000001	
AR00000002	
AR00000003	
AR00000004	
AR00000005	
AR00000006	
AR00000007	
AR00000008	

- On the **Document Issuance** window, click to select the **Document Type, ACCOUNT REGISTER**
- On the **Prefix** field, enter the **Document Prefix** (max. 4 characters) like **AR** for Account Register or you can choose your own prefix letters
- On the **Starting Number**, enter numeric value of 1 or your own starting document number
- On the **Number of Items**, enter numeric value of 1 to 1000 (max. 9999) or how many document numbers you want to issue
- Click to **check** the **Preceding zeroes** option
- On the How many digits? Click to set to 4 up to 8 digits
- Click on **Add** button to issue the document numbers you specified
- When the **process is done**, you will see the Document Numbers listed on the top table
- The **Account Register** Document Numbers are ready for use

### Create the S/L Account Reference Number

There are two ways to create the S/L Account Reference Number, first way is the process provided on the **Setup Clients File** section under the topic: **To Create the Member's Account Reference Number**

The second way is on the **Transaction** menu >> **Account Register**

The screenshot shows a window titled "Account Register - Holdout". Inside, there's a table with the following columns: Code, Name, Account, Reference, Hold-out, Schedule, Mode, Closed, Posted, Date Created. The table is currently empty. Below the table, there's a search bar with a "Search" label and a "Multi-row Delete" checkbox. To the right of the search bar are buttons for "Activate", "Set Hold-Out", "Delete", and "Add". Further right is a numeric field showing "0.00" and a "Close" button.

- On the **Account Register** window, click **Add** button to add a new Account Reference Number
- Click **Cancel** button to cancel adding new account reference number
- **Double-click** on cell under **Code** or **Name** column to select the Client
- **Double-click** on cell under **Account** column to select an Account from **Select Account Subsidiary**
- After selecting the account, you will see the new account reference number issued
- Click **Close** button when you are done and exit the **Account Register** window
- **Note:** You may **Delete** the Account Reference Number if it was not used yet in transactions
- You may **Close** the Account Reference Number by clicking the **Close** check-box column

- **Setup Client's S/L Loan Reference Numbers**

The Client's Loan Reference Numbers are created on the Loan Application transaction. The Loan Application defines the Loan record of the Client with the auto-generated amortization schedule and the Net Proceeds with accounting entries of deductions.

To create the Loan Application, you need to first issue the Loan Application Document Numbers. Please follow the steps below:

**Login to Citrus Accounting Application as a User with Supervisor Access Level**

**Setup Loan Application Document Numbers**

- Click on **Setup** menu >> **Document Issuance**

**Document Issuance**

Document Number: 1 of 100

Document Number	Doc Date
LA00000001	
LA00000002	
LA00000003	
LA00000004	
LA00000005	
LA00000006	
LA00000007	
LA00000008	

Search Number:

Select Document Type: FORWARD BALANCE LOAN, JOURNAL VOUCHER, **LOAN APPLICATION**, PATRONAGE REFUND, PURCHASE INVOICE

Prefix (Max. 4 Letters):

Starting Number (Max.10 digit):

Number of Items (Max.9999):

How many digits?:

☒ Preceding zeroes

- On the **Document Issuance** window, on **Select Document Type** list, click to select the document type, **LOAN APPLICATION**
- On the **Prefix** field, enter the **Document Prefix** (max. 4 characters) like **LA** for Loan Application or you can choose your own prefix letters

- On the **Starting Number**, enter numeric value of 1 or your own starting document number
- On the **Number of Items**, enter numeric value of 1 to 1000 (max. 9999) or how many document numbers you want to issue
- Click to **check** the **Preceding zeroes** option
- On the How many digits? Click to set to 4 up to 8 digits
- Click on **Add** button to issue the document numbers you specified
- When the **process is done**, you will see the Document Numbers listed on the top table
- The **Loan Application** Document Numbers are ready for use

## Create the S/L Loan Reference Number or Input Loan Applications

You need to input all the Clients Loans to the Loan Application transaction. Those Loans with Outstanding Balances as of the cut-off date of the system as defined on the Setup Project Forward Date. This Loan Application Number will become the Loan Reference Number and it is displayed on the Account Verification window for a particular Client. Please follow the steps below:

- Click on **Transaction** menu >> **Loans** >> **Loan Application**

The screenshot shows the 'Loan Application' form with the following details:

- Client Selection:** A dropdown menu labeled 'Select Client'.
- Name:** A text input field.
- Loan Number:** A text input field.
- Document Date:** A date picker set to 'April 08, 2023'.
- Interest Method:** Radio buttons for 'Straight', 'Add-on', 'Deducted' (selected), 'Diminishing' (selected), 'Declining', 'Service Fee Add-On', and 'Service Fee Amortized'.
- Principal Amount:** A text input field set to '0.00'.
- Loan Type:** A dropdown menu set to 'UNIFORM LOAN'.
- Charges Type:** A dropdown menu set to 'PETTY-CASH LOAN'.
- Terms / MONTH:** A text input field set to '6.00'.
- Mode of Payment:** A dropdown menu set to 'MONTHLY'.
- Number of Payments:** A text input field set to '6'.
- Interest Rate / YEAR %:** A text input field set to '5.000000'.
- Service Fee Rate %:** A text input field set to '0.0000'.
- Service Fee Amount:** A text input field set to '0.00'.
- Amortization:** A section with input fields for 'Principal', 'Interest', 'Service Fee', and 'Total Amortization', along with a 'Create Amortization' button and an 'Override Amortization' checkbox.
- Buttons:** 'Print Promissory', 'Print Statement', 'Starting Number' (highlighted), 'Delete', 'Post', 'Print Application', 'Add New +', 'Refresh', 'Save Ctrl+S', 'Search /', and 'Close'.

- Click **Starting Number** button to select the starting Document Number
- Click **Select Client** button to select a Client from the list displayed



- Click on **Document Date** to set the date of the Loan Application transaction
- On the **Principal Amount** field, click and type the amount like **20000.00**
- On the **Loan Type** field, click to select the Loan Type like **PETTY-CASH LOAN**
- On the **Charges Type** field, click to select charge type listed
- On the **Terms** field, click and type the numeric value like **6.00**
- On the **Mode of Payment** field, click to select from the list like **SEMI-MONTHLY**
- On the **Number of Payments** field, it is automatically calculated but you can still change it
- The next parameters are set automatically base on the **Loan Charges Setup**
- On the **Interest Rate %** field, it is set automatically but you can still change it
- On the **Service Fee Rate %** field, it is set automatically but you can still change it
- On the **Service Fee Amount** field, it is set automatically but you can still change it
- On the **Interest Method** section, **Straight** or **Diminishing** method are set automatically
- **Diminishing - Declining** option can be set as needed
- Options like **Add-on** or **Deducted** are set automatically
- Options like **Service Fee Add-on** and **Service Fee Amortized** are set automatically
- On the **Date to Use in Payments**, select one of the option, **Use Date Granted** option
- Click on **Date Granted** field, click to set the date
- Or select **Use First Payment** option, then click on **First Payment** field, click to set the date
- The **Maturity Date** is automatically set from the **Last Item of Amortization Schedule**
- **Before generating the Amortization Schedule for the first time**, you need to **save the record first** by clicking on the **Save** button
- Click on **Create Amortization** button to generate the Amortization Schedule
- Dialog shows, **Amortization created successfully**, click **OK** button to continue
- **Note:** You will see that the Maturity Date is set to the last payment date of amortization

Date to use in Payments ☐ Use Date Granted  
☒ Use First Payment

Date Granted

First Payment

Maturity Date

- **Note:** You may re-create the Amortization Schedule when there are changes to the parameters of the Loan Application, like changes in Loan Amount, Mode of Payment, Interest Rate, Interest Method, Service Fee Amortized, and Starting Payment Date used.
- To re-create the Amortization Schedule, click the **Save** button first to save the current settings and then click the **Create Amortization** button to re-generate the schedule.

- Click on **Amortization** tab to check the generated amortization schedule

Loan Application

**Loan Application**

122468619 ABAD, ANGELICA T. LA00000001 20,000.00

Loan Application **Amortization** Net Proceeds Other Details PDC Co-Maker

Pay No.	Date	Principal	Interest	Service Fee	Amortization	Balance
0	04-08-2023	0.00	0.00	0.00	0.00	20,000.00
1	04-08-2023	1,666.67	41.66	0.00	1,708.33	18,333.33

- Sample of the generated Amortization Schedule

Loan Application		Amortization	Net Proceeds	Other Details	PDC	Co-Maker	
	Pay No.	Date	Principal	Interest	Service Fee	Amortization	Balance
▶	0	04-08-2023	0.00	0.00	0.00	0.00	20,000.00
	1	04-08-2023	1,666.67	41.66	0.00	1,708.33	18,333.33
	2	04-30-2023	1,666.67	38.20	0.00	1,704.87	16,666.66
	3	05-15-2023	1,666.67	34.72	0.00	1,701.39	14,999.99
	4	05-31-2023	1,666.67	31.25	0.00	1,697.92	13,333.32
	5	06-15-2023	1,666.67	27.78	0.00	1,694.45	11,666.65
	6	06-30-2023	1,666.67	24.30	0.00	1,690.97	9,999.98
	7	07-15-2023	1,666.67	20.84	0.00	1,687.51	8,333.31
	8	07-31-2023	1,666.67	17.36	0.00	1,684.03	6,666.64
	9	08-15-2023	1,666.67	13.89	0.00	1,680.56	4,999.97
	10	08-31-2023	1,666.67	10.42	0.00	1,677.09	3,333.30
	11	09-15-2023	1,666.67	6.94	0.00	1,673.61	1,666.63
	12	09-30-2023	1,666.63	6.94	0.00	1,673.57	0.00
Totals			20,000.00	274.30	0.00	20,274.30	

- Note:** You also have the option to **Import Amortization** by clicking the button on the lower right of the window to upload your own tab delimited text file of amortization schedule

- Click on **Net Proceeds** tab to generate the account entries of deductions and to compute for the net proceeds of the loan. During Setup, you may skip the Net Proceeds tab if this Loan is already released to the Client and there is no need to input the corresponding Check Voucher.

**Loan Application**

122468619 ABAD, ANGELICA T. LA00000001 20,000.00 ☐ Closed ☐ Posted (F5) ☐ Released

Loan Application Amortization **Net Proceeds** Other Details PDC Co-Maker

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
----------	----------	------	------	------	-------	-------	--------

**Check Voucher:**

☐ No Check

Bank

Check Number  Delete Voucher

Create Next CV Number Create Selected CV Number  Post Voucher to Release Loan

**Net Proceeds:**

Totals

Net Proceeds

Outstanding Loan  **Compute**

Credit Account

- Click on **Compute** button to load the Loan Charges Setup for this loan type and compute for the Net Proceeds amount, as shown on the image below:

Loan Application Amortization **Net Proceeds** Other Details PDC Co-Maker

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
LA00000001		122468619	ABAD, ANGELICA T.	11711	Loans Receivable-Petty Cash	20,000.00	0.00
LA00000001		122468619	ABAD, ANGELICA T.	40110	Interest Income from Loans	0.00	500.00
LA00000001		122468619	ABAD, ANGELICA T.	40120	Service Fees	0.00	600.00
		122468619	ABAD, ANGELICA T.	40130	Filing Fees	0.00	50.00

**Check Voucher:**

☐ No Check

Bank

Check Number  Delete Voucher

Create Next CV Number Create Selected CV Number  Post Voucher to Release Loan

**Net Proceeds:**

Totals

Net Proceeds

Outstanding Loan  **Compute**

Credit Account

- Click on **Delete All** button to remove all the account entries on the table. Use this delete command first before re-loading the loan charges by clicking on **Compute** button again

- Click on **Delete Item** button to remove the currently selected account entry on the table
- Click on **Outstanding Loan** button to select the Client's Loan released which will be applied for re-structuring the loan usually and added the table of account entries then input the Debit or Credit amount
- Click on **Credit Account** button to add another Credit Subsidiary Account of the Client, like the image shown below:

Account	Name	Code	Schedule	Reference
SHARE-CAPITAL	ABAD, ANGELICA T.	122468619	0.00	AR00001690
SAVINGS-DEPOSIT	ABAD, ANGELICA T.	122468619	0.00	AR00004715

Search Client:

Press TAB to Navigate

- After adding a Credit Account, click on Debit or Credit column to enter the Amount
- Next is to click on the **Other Details** tab as shown on the image below:

Loan Application | Amortization | Net Proceeds | **Other Details** | PDC | Co-Maker

Deduction Percentage:

Salary:

Pay Slip Deduction:

Current Amortization:

Bank Wide:

Principal Fwd Balance:

Interest Fwd Balance:

☐ Litigation

Notes:

Date Created: April 08, 2023

Last Update: April 08, 2023

Created by: SYSTEM

- Click on **Principal Fwd Balance** field to input the Amount as the **Beginning Balance Forwarded of the Loan Principal**. During Setup, **we recommend that you input this amount** to create the Forward Balance Loan transaction **automatically** by getting this amount for each Client later on the Forward Balance Loan transaction by clicking on the **Get Loan Balances** button

- Click to check the **Litigation** option if this Loan is under litigation stage
- Click on **Notes** to enter any important information or remarks for this Loan. This will be displayed on the Account Verification window by clicking on **Notes** button
- Next is to click on **PDC** tab to generate the Post-Dated Checks schedule for this Loan. You may skip this for now if PDC is not applicable to the Loan

The screenshot shows the 'PDC' tab selected in the top navigation bar. Below the navigation bar, there is a table with the following columns: Pay No., Bank, Bank Account, Check Number, Check Amount, Principal, Interest, Service Fee, and Check Date. Below the table, there are input fields for 'Number of Checks' (set to 0) and 'Total Checks' (set to 0.00). There are also buttons for 'Select Bank', 'Set Bank Account', 'Starting Check Number', and 'Number of Checks' (set to 1). To the right of these buttons are 'Create PDC', 'Add Check', and 'Delete Item' buttons. A 'Multi-Select' checkbox is also present.

- Next is to click on **Co-Maker** tab to select and add the Clients who have agreed as a Guarantor for this Client's Loan including their guaranteed Account and Amount. Click on **Add** button to select and add the **Client** and the **Account** then input the **Amount**. Click on the **X** button (red color) to remove the Client and Account record.

The screenshot shows the 'Co-Maker' tab selected in the top navigation bar. Below the navigation bar, there is a table with the following columns: Reference, Code, Name, Account, and Amount. The table contains one record with the following data: Reference: AR00000938, Code: 121861116, Name: CRUZ, CARLOS JR., Account: Paid-up Share Capital-Com..., and Amount: 5,000.00. Below the table, there is a pagination bar showing '1 of 1' and an 'Add' button. A red 'X' button is also present next to the 'Add' button.

- Press **Control + R** key combination to toggle the **Released** status of the Loan Application. You will see that the Loan Application is also set to **Posted** as well after **checking the Released** status. This would mean that the Loan Application is already **Released** to the Client and there is no need to input the corresponding Check Voucher for this Loan. This is done during setup stage where you just want to setup the Loan Reference Number and the Beginning Balance of the Loan.
- You will see the Loan Application Status of Posted and Released with Check-mark

The screenshot shows the 'Loan Application' form. At the top, there are input fields for 'A.T.', 'LA00000001', and '20,000.00'. To the right of these fields are three checkboxes: 'Closed' (unchecked), 'Posted (F5)' (checked), and 'Released' (checked). Two red arrows point to the 'Posted (F5)' and 'Released' checkboxes. Below these fields, there are tabs for 'PDC' and 'Co-Maker'. Under the 'Co-Maker' tab, there are checkboxes for 'Variable Dates' (unchecked), 'Cancelled (F6)' (unchecked), 'Payroll' (selected), 'PDC' (unchecked), and 'Restructured' (unchecked). There are also input fields for '1st Half' (15) and '2nd Half' (30).

- **To Load the Loan Application record**, click **Search** button to search and select the Loan Application record based on your search parameters. To search, click the **Search Code, Name, Loan Reference field**, enter what you are searching for, then press **TAB** key to refresh the table list and to bring the focus to the table list then press **Up or Down Arrow** keys to select the specific Loan Reference you want to load then press **Enter** key to load the record
- **To Edit the Loan Application record**, you need to **UN-POST** the Loan Application record first by clicking on **Post** button
- Dialog shows, **Do you want to UN-POST this DOCUMENT?**, click **Yes** button to continue
- The Loan Application record status of **Posted** is now not checked and it is ready for Editing
- When you are done editing, click the **Post** button again to **POST** the Loan Application record.
- **Note: Only Posted transaction records** are considered final records by the System and will be used to update the General Ledger and Subsidiary Ledgers of the System
- **Note:** You need to input all the Loan Applications with Outstanding Balances as of the Cut-Off System Date to have an accurate Loan Beginning Balances for the Loan Setup
- To add a new Loan Application, when you have already set the **Starting Number**, just click on **Add New +** button and you will see the list of new numbers with the first available document number already selected and highlighted, just press **Enter** key or click **Select** button to continue with that document number

- **Setup the Clients Loans Beginning Balances**

After adding all the Outstanding Loan Applications, you are ready to input the Beginning Balances or Forwarded Balances of the Loans. You will use the Forward Balance Loan transaction to input the Beginning Balances and the Transaction Date is set by the Cut-Off Date that is setup on the Project Management.

You need to issue the **Forward Balance Loan** Document Numbers to be able to use the transaction. And to automate the process of adding the Loans with Beginning Balances, you must have entered the amount in the **Principal Fwd Balance** field on the **Other Details** tab of the **Loan Application** transaction. Please follow the steps below:

### **Login to Citrus Accounting Application as a User with a Supervisor Access Level**

#### **Issue the Forward Balance Loan Document Numbers**

- Click on **Setup** menu >> **Document Issuance**

The screenshot shows the 'Document Issuance' window. At the top, there's a header 'Document Issuance'. Below it, a 'Document Number' section shows a table with 5 rows. The first two rows are filled with 'FB00001' and '12/31/2022', and 'FB00002' and '12/31/2022'. The next three rows are empty. Below the table, there's a 'Search Number' field. To the left of the table, there's a 'Select Document Type' dropdown menu with options: 'DIVIDEND', 'DM/CM', 'FORWARD BALANCE LOAN' (highlighted), 'JOURNAL VOUCHER', and 'LOAN APPLICATION'. Below the dropdown, there are fields for 'Prefix (Max. 4 Letters)' with 'FB', 'Starting Number (Max.10 digit)' with '1', 'Number of Items (Max.9999)' with '5', and 'How many digits?' with '5'. There's a checkbox for 'Preceding zeroes' which is checked. At the bottom right, there's an 'Add' button.

Document Number	Doc Date
FB00001	12/31/2022
FB00002	12/31/2022
FB00003	
FB00004	
FB00005	

Search Number:

Select Document Type:   
 DIVIDEND   
 DM/CM   
**FORWARD BALANCE LOAN**   
 JOURNAL VOUCHER   
 LOAN APPLICATION

Prefix (Max. 4 Letters):

Starting Number (Max.10 digit):

Number of Items (Max.9999):

☒ Preceding zeroes

How many digits?:

Add

- On the **Select Document Type** field, click on **FORWARD BALANCE LOAN** item

- On the **Prefix** field, enter the letters **FB** for Forward Balance or your own prefix letters
- On the **Starting Number** field, enter the number like **1** or your own starting number
- On the **Number of Items** field, enter the number like **5** or how many you want
- Click to **check** the option **Preceding zeroes**
- On **How many digits?** field, click to select number like **5** or how many digits you want
- Then click on **Add** button to generate the document numbers
- When generate is done, you will see the document numbers listed on the top table
- Then click **Close** button to exit the document issuance setup

## Input the Loans Beginning Balance

- Click on **Transaction** menu >> **Forward Balance**

**Forward Balance**

Created by SYSTEM Created 04/10/2023 11:15:58 AM ☐ Posted FL FB00001  
 10106 Last Updated 04/10/2023 11:15:58 AM ☐ Cancelled Dec-31-2022

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
LA000000001		122468619	ABAD, ANGELICA T.	11711	PETTY-CASH LOAN	15,000.00	0.00

Totals 15,000.00 0.00

Add Item F12 1 of 1 Search (Code/Name)

1 of 1 Document F1-Help Hot-Keys

Progress

Post Refresh Search /

Add New + Starting Number Save Close

Search Acct Import Account Get Loan Balances

Sorting: ☒ No Service Fee ☒ By Code ☐ By Name

- Click **Starting Number** button to select the starting document number
- **Note:** The **Document Date** is set to the **Cut-Off Date** setup in the Project Management. In this example, the date is set to **Dec 31, 2022**
- Click the **Get Loan Balances** button to retrieve all the **Loan Applications** and the **Beginning Balances** with a **Date Granted** of earlier than the Cut-Off Date, in this example, earlier than Dec 31, 2022.
- Click on **Add Explanation** button then type your explanation like **Loans Beginning Balances as of Dec. 31, 2022**
- Click **Post** button then click **Yes** button on the dialog prompt to continue posting this transaction
- **Note:** Forward Balance transaction do not require to have a Balanced Total on **Debit** and **Credit**



- Click **Close** button to exit the forward balance transaction
- **To input the Loans manually, you need to fill-up the table**
- Click on **Add Item F12** button to add a new line item to the table
- Then **double-click** the cell under **Loan Ref** column to select the Loan Application
- Click on the **Loan Account** cell under the **Debit** column to input the **beginning balance amount** then press **Enter** key
- You will see the **Totals** amount is updated as you input each debit amount
- Then click on **Add Item F12** button again to add a new loan account
- Do the process again until you have completed all the Loan Accounts and Beginning Balances
- Then click **Post** button to post your completed transaction
- Then you may check the Loan balances on the Account Verification window

## • Setup the Clients Accounts Beginning Balances

To input the Beginning Balances of the Debit/Credit Accounts for each Client, you will also use the Forward Balance Loan transaction document. Please do the same steps on how to issue this document numbers as detailed in the previous section.

### Input the Clients Debit/Credit Accounts Beginning Balances

- Click on **Transaction** menu >> **Forward Balance**

**Forward Balance**

Created by SYSTEM Created 04/10/2023 12:44:26 PM ☒ Posted FL FB00002  
 10102 Last Updated 04/10/2023 12:44:26 PM ☐ Cancelled Dec-31-2022

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
	AR00002725	122941921	AALA, MARK ADRIAN C.	30150	SHARE-CAPITAL	0.00	5,000.00
	AR00005750	122941921	AALA, MARK ADRIAN C.	21100	SAVINGS-DEPOSIT	0.00	25,000.00
	AR00006055	122941921	AALA, MARK ADRIAN C.	11170	ACCTS RECV	7,500.00	0.00

Totals 7,500.00 30,000.00

Add Item F12 | 3 of 3 | Search (Code/Name)

Debit/Credit Accounts Beginning Balances as of Dec 31, 2022

1 of 1 | Document | F1-Help Hot-Keys

- Click on **Starting Number** button to select the starting document number
- The **Document Date** is set to the **Cut-Off Date** in the Project Management Setup of the System
- In this example, the **Cut-Off Date** is set to **Dec 31, 2022**
- To fill-up the accounts on the table start by clicking on **Add Item F12** button to add new line
- Then **double-click** on the **cell** under the **Acct Ref** column to select the Account to add

- Click on the **cell** under the **Debit** or **Credit** column and then enter the **Balance Amount** then press **Enter** key
- **Note:** You will see that the **Totals** will be updated as you input the Balance Amount. The System **do not require** to have a **Balanced Total Debit and Credit** for this transaction
- When you are done adding all the Accounts, click on **Add Explanation** button then click on the **Explanation** field to enter the description for this transaction like **Debit/Credit Accounts Beginning Balances as of Dec 31, 2022**
- Click **Post** button to post this transaction
- Click **Close** button to exit Forward Balance Loan transaction window

- **Setup the G/L Accounts Beginning Balances**

The G/L Accounts Beginning Balances is entered into the **Journal Voucher (JV)** transaction document. You need to issue a **Journal Voucher (JV)** document number before you can input the JV transaction document.

You need to input the G/L Accounts found in the **Financial Condition Report** or **Balance Sheet** where you have the **Assets, Liabilities, and the Equity** Accounts only. You have to input the Financial Condition Report **as of the Cut-Off Date** defined in the Project Management Setup of the System. For example, input the **Financial Condition Report as of Dec. 31, 2022**. Please follow the steps below:

### Issue the Journal Voucher (JV) Document Number

- Click on **Setup** menu >> **Document Issuance**

The screenshot shows the 'Document Issuance' window. At the top, it says 'Document Number' followed by navigation icons and '1 of 5'. Below this is a table with two columns: 'Document Number' and 'Doc Date'. The table contains five rows with document numbers JV00001 through JV00005. Below the table, there is a 'Search Number' field. Underneath that is a 'Select Document Type' dropdown menu with the following options: DM/CM, FORWARD BALANCE LOAN, JOURNAL VOUCHER (highlighted), LOAN APPLICATION, and PATRONAGE REFUND. Below the dropdown are four input fields: 'Prefix (Max. 4 Letters)' with 'JV', 'Starting Number (Max.10 digit)' with '1', 'Number of Items (Max.9999)' with '5', and 'How many digits?' with '5'. There is a checked checkbox for 'Preceding zeroes' and an 'Add' button at the bottom.

Document Number	Doc Date
JV00001	
JV00002	
JV00003	
JV00004	
JV00005	

Search Number:

Select Document Type: **JOURNAL VOUCHER**

Prefix (Max. 4 Letters):

Starting Number (Max.10 digit):

Number of Items (Max.9999):

How many digits?

☒ Preceding zeroes

- On the **Select Document Type** selection field, click on **JOURNAL VOUCHER** item
- On the **Prefix** field, type **JV** for Journal Voucher or your own prefix letters
- On the **Starting Number** field, type a number like 1 or your own starting number
- On the **Number of Items** field, type a number like 5 or how many numbers you want to issue

- Click to **check** the option, **Preceding zeroes**
- On **How many digits?** field, click to set to **5** or how many digits you want
- Click on **Add** button to generate the JV document numbers
- When generate is done, you will see the JV document numbers listed on the top table

## Input the G/L Accounts Beginning Balances

- Click on **Transaction** menu >> **Journal Voucher** >> **Journal Voucher**

- Click on **Starting Number** button to select the starting **JV** number
- Then click on the **JV Date** (Upper right) to set the date to the **Cut-Off Date** like **Dec. 31, 2022**
- Then you need to input the Accounts and Debit/Credit Amounts on the table
- Click on **Add Item F12** button to add a new line to the table
- Click the **GL** button (below the table) to select the G/L Account
- **Remember** to select the **G/L Account** from the **Assets**, **Liabilities**, and **Equity** groups only
- Then click on the **cell** under the **Debit** or **Credit** column to input the **Balance Amount**
- As you press Enter key after entering the amount, the **Totals** are being updated
- **Note:** JV requires the transaction to have a Balanced Total Debit and Credit to be Posted
- Click on **Add Explanation** button then the explanation of this transaction
- When you have completed all the G/L Accounts from the Financial Condition Report, you may click on **Post** button to post this transaction
- Click on Close button to exit the Journal Voucher Transaction window

- Here is an example of the completed **Journal Voucher** with Balanced Totals and **Posted**

Journal Voucher								
Created by SYSTEM			Created 04/10/2023 1:27:53 PM		<input type="checkbox"/> Summarized	<input checked="" type="checkbox"/> Posted (F5)	JV	JV00001
Last Updated 04/10/2023 1:27:53 PM					<input type="checkbox"/> Cancelled (F6)	F11	Dec-31-2022	
Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit	
				11110	Cash on Hand	150,000.00	0.00	
				11170	Accounts Receivable	70,000.00	0.00	
				11711	Loans Receivable-Petty Cash	180,000.00	0.00	
				21100	Savings Deposit	0.00	160,000.00	
				30150	Paid-up Share Capital-Common	0.00	200,000.00	
				30300	Undivided Net Surplus	0.00	40,000.00	
Search Item				Difference		0.00	Totals	400,000.00 400,000.00
For Released-F9   Loan-F10   Account   GL   Client   6   of 6 <input checked="" type="checkbox"/> Remove Ref   F3-Item Explanation   Add Item F12								
G/L Accounts Beginning Balance as of Dec. 31, 2022								<input type="button" value="Add Explanation"/>
<div> <div> <div>1</div> <div>of 1</div> </div> <div> <div>Document</div> <div><input checked="" type="checkbox"/></div> </div> </div>								

## 4. TRANSACTION ENTRY

- **Cash Collection**

Cash Collection transaction entry may include Share Capital Contributions, Savings Deposits, Loan Payments and other payments of Clients. When you Post the transaction, the system will automatically add the Cash On Hand account as Debit so you need to set a default Cash Account to be debited. You can also set and select a Cash In Bank account to be debited.

Please follow the steps below to input a Cash Collection transaction:

**Login to Citrus Accounting App as User with Access to Cash Collection Transaction**

**Issue the Cash Collection Document Numbers**

- Click on **Setup** menu >> **Document Issuance**

The screenshot shows the 'Document Issuance' setup screen. At the top, there's a header 'Document Issuance'. Below it, a navigation bar shows 'Document Number' with a list of numbers from 1 to 10, and 'Doc Date'. The main area contains a table with columns 'Document Number' and 'Doc Date'. The first row is selected, showing 'OR00000001'. Below the table, there's a 'Search Number' field. To the left, there's a 'Select Document Type' dropdown menu with options: 'BANK RECONCILIATION', 'BILLING STATEMENT', 'CASH COLLECTION' (highlighted), 'CASH DISBURSEMENT', and 'CASH DISBURSEMENT-CASH'. Below this, there are input fields for 'Prefix (Max. 4 Letters)' with 'OR', 'Starting Number (Max.10 digit)' with '1', and 'Number of Items (Max.9999)' with '10'. There's a checkbox for 'Preceding zeroes' which is checked. At the bottom, there's a 'How many digits?' field with '8' and an 'Add' button.

Document Number	Doc Date
OR00000001	
OR00000002	
OR00000003	
OR00000004	
OR00000005	
OR00000006	
OR00000007	
OR00000008	

Search Number:

Select Document Type: **CASH COLLECTION**

Prefix (Max. 4 Letters):

Starting Number (Max.10 digit):

Number of Items (Max.9999):

☒ Preceding zeroes

How many digits?:

- On **Setup Document Type** field, click to select the item, **CASH COLLECTION**
- On **Prefix** field, enter the letters, **OR** short for Official Receipt or your chosen prefix letters
- On **Starting Number** field, enter number like **1** or your chosen starting number

- On **Number of items** field, enter number like **10** or your chosen number of items
- Click to **check** the option, **Preceding zeroes**
- On **How many digits?** field, click to set **8** or your chosen number of digits
- Click on **Add** button to issue the **Cash Collection Document Numbers**
- When issue **process is done**, you will see the **Document Numbers listed** on the Top Table
- Click **Close** button to exit Document Issuance window

## Input Cash Collection Transaction

- Click on **Transaction** menu >> **Cash Collection** >> **Cash Collection**

- Click **Starting Number** button to select the starting document number
- On the **Select Collector** dialog, click to select the Collector on the list
- If the Collector is not in the list yet, click **Add Collector** button to add new collector
- Enter the **Surname, First Name, and Middle Name** then press **Enter** key
- Click on **Save** button to save your new collector record then click **OK** to continue
- Click on **Select** button to select the collector
- Click on **Date** to set the transaction date
- Click **Add Item F12** button to add a new line on the account entries table
- For **Loan Payments** entry type, click on **Loan Payment F10** button or **double-click the cell** under the **Loan Ref** column to select the **Loan Application** to be paid

- After selecting the Loan Application, the Loan account, Interest account and other related accounts will be added to the accounts entries table like the image shown below:

Cash Collection									
Collector: Cruz, Marites		Created 04/11/2023 1:40:12 PM		<input type="checkbox"/> Summarized <input type="checkbox"/> Posted (F5)		OR00000001			
Created by: SYSTEM		Last Updated 04/11/2023 1:40:12 PM		10/12/23 <input type="checkbox"/> Cancelled (F6)		Apr -11-2023			
Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit	Chk	
LA00000001		122468619	ABAD, ANGELICA T.	11711	PETTY-CASH LOAN	0.00	1,666.67		
LA00000001		122468619	ABAD, ANGELICA T.	40110	Interest Income from Loans	0.00	41.67		
LA00000001		122468619	ABAD, ANGELICA T.	40120	Service Fees	0.00	0.00		
LA00000001		122468619	ABAD, ANGELICA T.	40140	Fines, Penalties, Surcharges	0.00	0.00		
Search Item <input type="text"/> <input checked="" type="checkbox"/> With Service fee/Fines <input type="checkbox"/> Select Other Cash						Total Amount 0.00    Totals 0.00    1,708.34 Total Cash 1,708.34 Total Check 0.00			
Loan Payment-F10    Account    GL    Client    4 of 4    F3 - Item Explanation    Edit GL    Add Item F12									

- To edit or change the amounts, click the **cell** under the **Debit** or **Credit** column and enter the amount then press **Enter** key
- You will see the **Totals** are updated as you change the amounts on **Debit** or **Credit** column
- Note:** When you **Post** the transaction, the system will **remove** any accounts entry with **zero amount** on the **Debit** and **Credit** column so you do not need to delete the account entry
- To **add an explanation** to this transaction, click on **Add Explanation** button and enter an explanation like **Loan Payment**
- If this transaction is paid by **Cash**, make sure that the **Cash On Hand** account is selected as the default account to be Debited
- Click on **COH-Default** button to select the **Cash On Hand** account on the **Cash on Hand Interface** dialog as shown on the image below:

Cash on Hand Interface		
Cash on Hand Code	11110	Cash on Hand
Code	Account Title	Debit
11110	Cash on Hand	<input checked="" type="checkbox"/>
11120	Checks & Other Cash Items (COCI)	<input checked="" type="checkbox"/>
11131	Cash in Bank-UnionBank	<input checked="" type="checkbox"/>
11132	Cash in Bank-BDO/COMBO	<input checked="" type="checkbox"/>
11133	Cash in Bank-PBCOM	<input checked="" type="checkbox"/>
11150	Petty Cash Fund	<input checked="" type="checkbox"/>
11160	Revolving Fund	<input checked="" type="checkbox"/>
Search <input type="text"/> 1 of 106		
<input type="button" value="Select"/> <input type="button" value="Close"/>		



- Click to **select** the **Cash on Hand** account from the list
- Then click **Select** button to set this account as the **default Cash On Hand** to be debited when Posting the transaction
- Then click **Close** button to exit the Interface dialog
- **Note:** Once the **Cash On Hand** default account is set, you may skip this step for your next cash collection transactions and just **Post** the transaction
- Now you can click on **Post** button to **Post the transaction**
- On the dialog prompt, **Do you want to POST this DOCUMENT?**, click **Yes** button to continue
- An example of the **Posted Cash Collection** transaction is show on the image below:

Cash Collection									
Collector: Cruz, Marites			Created 04/11/2023 1:40:12 PM			<input type="checkbox"/> Summarized <input checked="" type="checkbox"/> Posted (F5)		OR00000001	
Created by: SYSTEM			Last Updated: 04/11/2023 1:49:07 PM			<input type="checkbox"/> Cancelled (F6)		Apr -11-2023	
Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit	Chk	
LA00000001		122468619	ABAD, ANGELICA T.	11711	PETTY-CASH LOAN	0.00	1,666.67		
LA00000001		122468619	ABAD, ANGELICA T.	40110	Interest Income from Loans	0.00	41.67		
				11110	Cash on Hand	1,708.34	0.00		
Search Item <input type="text"/> <input checked="" type="checkbox"/> With Service fee/Fines <input type="checkbox"/> Select Other Cash <input type="text"/>						Total Amount	1,708.34	Totals	1,708.34
						Total Cash	1,708.34		
						Total Check	0.00		
Loan Payment-F10    Account    GL    Client    3 of 3 <input checked="" type="checkbox"/> F3 - Item Explanation    Edit GL    Add Item F12									
Add Check    Bank    Branch    0 of 0 <input checked="" type="checkbox"/>									
Chk #	Date	Bank	Branch	Payor	Payee	Amount	Type		
Loan Payment <input type="text"/> <input type="button" value="Add Explanation"/>									
1 of 1    Document <input checked="" type="checkbox"/>									

- You will see that the **Posted** status is **CHECKED**
- The **Cash On Hand** account is added with the total payment amount **Debited** automatically
- **To Edit the Transaction**, you need to **UN-POST** it first by clicking on **Post** button and click **Yes** on the dialog prompt, **Do you want to UN-POST this DOCUMENT?**, then the transaction is ready to be edited
- If you want to add an account entry to the table, you need to delete the **Cash On Hand** account entry first that was Debited by clicking on the line and then click the **red X** button to delete the entry line
- Then click the **Add Item F12** button to add a new line on the accounts entry table
- Let's say you want to add a **Savings Deposit** entry type, click on **Account** button or **double-click on the cell** under **Acct Ref** column to select the **Savings Deposit** Account from the list
- After adding the Savings Deposit account entry, click on the **cell** under **Credit** column
- Enter the **amount** to be Credited then press the **Enter** key
- Click on **Post** button to post the transaction

- Here is the example of the edited and posted transaction as shown on the image below:

Collector: Cruz, Mantes

Created by: SYSTEM

Created 04/11/2023 1:40:12 PM

Last Updated 04/11/2023 2:44:40 PM

☐ Summarized
☒ Posted (F5)

☐ Cancelled (F6)

OR00000001

Apr-11-2023

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit	Chk
LA00000001		122468619	ABAD, ANGELICA T.	11711	PETTY-CASH LOAN	0.00	1,666.67	
LA00000001		122468619	ABAD, ANGELICA T.	40110	Interest Income from Loans	0.00	41.67	
	AR00004715	122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT	0.00	5,000.00	
				11110	Cash on Hand	6,708.34	0.00	

Search Item

☒ With Service fee/Fines
☐ Select Other Cash

Total Amount

6,708.34

Totals

6,708.34

6,708.34

Total Cash

6,708.34

Total Check

0.00

Loan Payment-F10

Account

GL

Client

4 of 4

F3 - Item Explanation

Edit GL

Add Item F12

Add Check

Bank

Branch

0 of 0

Chk #	Date	Bank	Branch	Payor	Payee	Amount	Type
Loan Payment and Savings Deposit							


Document

Add Explanation

- **To Print** the Cash Collection transaction, click **Print - F8** button

**Custom Printing - OR**

1 of 1 100% Find | Next

 **WESERVE MPC**  
Km 21 East Service Road, Ubix Compound Buli Muntinlupa

OR NO.: OR00000001  
DATE: Apr-11-2023

Received from 122468619 ABAD, ANGELICAT.

The Sum of Six Thousand Seven Hundred Eight and 34/100 Pesos

Code	Particulars	Amount
11711	PETTY-CASH LOAN	1,666.67
40110	Interest Income from Loans	41.67
21100	SAVINGS-DEPOSIT	5,000.00

☒ Option 1 ☐ Option 2

Print Refresh Close

- Click **Refresh** button to generate the OR Document for preview on screen
- Click **Print** button to print the OR Document to your Printer for Hard Copy

- Click **Close** button to exit the **Custom Printing - OR** window
- To input another **Cash Collection** transaction, click **Add New +** button if you still have the **Document Number** and the **Collector** settings or else just click on **Starting Number** button
- Click on **Date** to set the transaction date
- Then click on **Add Item F12** button to add a new line on the table
- For **Other Payments** entry type, click on **Client** button or **double-click** on the **cell** under **Code** or **Name** column to select the Client
- Click on **GL** button or **double-click** on the **cell** under **Code** or **Title** column to select the G/L Account to be paid by the Client
- Then click on the **Credit** column and enter the amount to be Credited
- An example of this transaction is shown on the image below:

Cash Collection									
Collector: Cruz, Marites		Created 04/11/2023 2:59:32 PM		<input type="checkbox"/> Summarized <input type="checkbox"/> Posted (F5)		OR00000002			
Created by: SYSTEM		Last Updated 04/11/2023 2:59:32 PM		10122 <input type="checkbox"/> Cancelled (F6)		Apr -11-2023			
Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit	Chk	
		122468619	ABAD, ANGELICA T.	40140	Fines, Penalties, Surcharges	0.00	2,500.00		
		122468619	ABAD, ANGELICA T.	40130	Filing Fees	0.00	7,000.00		
<div> <div>Search Item</div> <div>Total Amount 0.00 Totals 0.00 9,500.00</div> <div> <input checked="" type="checkbox"/> With Service fee/Fines           <input type="checkbox"/> Select Other Cash         </div> <div>Total Cash 9,500.00 Total Check 0.00</div> </div>									
Loan Payment-F10   Account   GL   Client   2 of 2   F3 - Item Explanation   Edit GL   Add Item F12									

- The account entries are for Other Payment entry type having no Loan Reference Number and Account Reference Number and only Client and G/L Account selected. This type of entry will just update the General Ledger sub-system
- When the Client's Payment is by **Cheque (not by Cash)**, you will need to input the **Check Details**

Add Check   Bank   Branch   0 of 0								
Chk #	Date	Bank	Branch	Payor	Payee	Amount	Type	

- Click on **Add Check** button to add a new check details line on the check table
- Click on the **cell** under **Chk #** column then enter the check number (max. of 16 digits)
- Click on the **cell** under **Date** column to set the Check Date

Add Check   Bank   Branch   1 of 1								
Chk #	Date	Bank	Branch	Payor	Payee	Amount	Type	
1234567890	04/11/2023			ABAD, ANGELICA T.	WESERVE MPC	0.00		

- Click on **Bank** button or **double-click** on the **cell** under **Bank** column to select the Bank Name as shown on the image below

Description
Security Bank

1 of 1 | ✖ Add

Search

Select Save Close

- Click on **Add** button to add a new Bank name
- Click on the **cell** under **Description** column then enter the new Bank name
- Click **Save** button to save the new bank name added on the table
- Click to select the **Bank Name** then click **Select** button to confirm the selection
- The **Bank name** is then set on the Bank column
- Click on **Branch** button or **double-click** on the **cell** under **Branch** column to select the Bank Branch as shown on the image below

Description	Clearing Days	Check Type
Quezon City Branch	1	L

1 of 1 | ✖ Add

Search

Select Save Close


- Click on **Add** button to add a new **Bank Branch**
- Click on the **cell** under **Description** column then enter the new Bank Branch
- Click on the **cell** under **Clearing Days** then enter value like **1**
- Click **Save** button to save the new bank branch added on the table
- Click to select the **Bank Branch** then click **Select** button to confirm the selection
- The **Bank Branch** is then set on the **Branch** column

- After selecting the **Bank Branch** the **Check Amount** is set automatically (**from Total Credit**)
- An example of the completed Check Details entry is shown on the image below:

Add Check Bank Branch 1 of 1 ✖								
Chk #	Date	Bank	Branch	Payor	Payee	Amount	Type	
1234567890	04/11/2023	Security Bank	Quezon City Bran...	ABAD, ANGELICA T.	WESERVE MPC	9,500.00	L	

- If the transaction should have different Debit Account Entry that is not Cash On Hand account, then you should **check on the option, Select Other Cash**, as shown on the image below:

Search Item

ce fee/Fines ☒ Select Other Cash 

- You will need setup the Selection List box to select which account to debit
- Click on **Setup** menu >> **Check Issuance**

**Check Issuance**

Bank Add Bank Remove Bank Search Bank - F2  0 of 0

Bank Name	Code	Closed
-----------	------	--------

- Click on **Add Bank** button to add the G/L Account for **Cash in Bank** and **Check Collections**
- An example is shown on the image below:

**Check Issuance**

Bank Add Bank Remove Bank Search Bank - F2  3 of 3

Bank Name	Code	Closed
Cash in Bank-BDO/COMBO	11132	<input type="checkbox"/>
Cash in Bank-UnionBank	11131	<input type="checkbox"/>
Checks & Other Cash Items (COCI)	11120	<input type="checkbox"/>

- Click on **Close** button to exit the **Check Issuance** window

- On the **Cash Collection transaction** window, click **Refresh** button to update the list of **Other Cash Accounts** as shown on the image below:

- Then you can **click to select the item listed on the Other Cash**
- Then click on **Post** button to post the transaction
- An example of the completed and posted transaction is shown on the image below:

### Summary:

- You have learned how to input the **Cash Collection** transaction
- How to issue the Cash Collection Document Numbers in the Setup menu
- How to start the transaction entry by selecting the Starting Number
- How to set the transaction date
- How to input the Accounts Entry on the table by entering **Payments for Loans** (with Loan Reference Number), **Payments for Accounts** (with Debit/Credit Account Number), and **Payments for Other Accounts** (without Reference Numbers)
- How to setup the default **Cash On Hand** account to be debited when Posting the record
- How to setup the **Bank and Branches** and input the Check details
- How to setup the **Other Cash** Selection List and set the account to be debited when Posting

- **Disbursement – Check**

The **Cash Disbursement** transaction records the expenses paid by check or by cash. Expenses includes: **loan releases**, **savings withdrawals**, and **expenses**. You need to issue the Document Numbers for Cash Disbursement to input the transactions. Please follow the steps below:

**Login to Citrus Accounting Application as User with Supervisor Access Level**

**Issue the Cash Disbursement Document Numbers**

- Click on **Setup** menu >> **Document Issuance**

The screenshot shows the 'Document Issuance' window. At the top, there's a header 'Document Issuance'. Below it, a 'Document Number' section shows a table with 10 rows, numbered 1 to 10. The first row is highlighted. The table has columns for 'Document Number' and 'Doc Date'. Below the table, there's a 'Search Number' field. To the left of the table, there's a 'Select Document Type' dropdown menu with options: BILLING STATEMENT, CASH COLLECTION, CASH DISBURSEMENT (highlighted), CASH DISBURSEMENT-CASH, and CLOSING ENTRY. Below this, there are several input fields: 'Prefix (Max. 4 Letters)' with 'CV', 'Starting Number (Max.10 digit)' with '1', 'Number of Items (Max.9999)' with '10', and 'How many digits?' with '5'. There's also a checkbox for 'Preceding zeroes' which is checked. At the bottom, there's an 'Add' button.

Document Number	Doc Date
CV00001	
CV00002	
CV00003	
CV00004	
CV00005	
CV00006	
CV00007	
CV00008	

- On the **Select Document Type** field, click to select the item, **CASH DISBURSEMENT**
- On the **Prefix** field, click and enter the letters **CV** for Check Voucher or your chosen prefix
- On the **Starting Number** field, click and enter value like 1 or your chosen starting number
- On the **Number of items** field, click and enter value like 10 or your chosen number of items
- Click to **check** the option, **Preceding zeroes** or to prefix numbers with zeroes
- On **How many digits?** field, click to set the number of digits like **3 to 8** digits or your setting
- Click **Add** button to generate or issue the document numbers based on your settings
- When processing is done, new document numbers will be listed on top table

- Click on Close button to exit the Document Issuance window

## Input the Cash Disbursement Transaction

- Click **Transaction** menu >> **Disbursement** >> **Disbursement - Check**

- Click on **Starting Number** button to select a document number
- Search a document number then click **Select** button to set the number
- Click on **Date** field or press **F11** key to set the transaction date
- Click **Add Item F12** button to add a new line on the accounts entry table
- To add a **Loan Application For Release accounts entries**, click on **New Release-F9** button
- On the **Search Code, Name, Loan Ref** field, click and type what to search then press **Tab** key
- Press **Up or Down arrow** key to select the specific Loan Application for Releasing
- Click on **Select** button to select and add the Loan Application accounts entries
- The **Loan Application accounts** will be added to the accounts entry table like the image below:

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
LA00000001		122468619	ABAD, ANGELICA T.	11711	PETTY-CASH LOAN	20,000.00	0.00
LA00000001		122468619	ABAD, ANGELICA T.	40110	Interest Income from Loans	0.00	500.00
LA00000001		122468619	ABAD, ANGELICA T.	40120	Service Fees	0.00	600.00
		122468619	ABAD, ANGELICA T.	40130	Filing Fees	0.00	50.00

☐ Show Batch Check Difference 18,850.00 Totals 20,000.00 1,150.00

New Release-F9 Loan-F10 Account GL Client 1 of 4 × Remove Ref F3 - Item Explanation Edit GL Add Item F12



- Click on the **cell** under **Debit or Credit** column to enter the amount (positive amounts only)
- You will see that the **Totals** are updated as you type the amounts and that the Difference is also calculated to show that a **Difference of 0.00** indicates a **Balanced Transaction**
- Click **Add Item F12** button to add a new line on the accounts entry table
- To **Add a Loan Application (Released already)**, click on **Loan-F10** button to select a Loan Application from the **Released Loan** selection dialog
- On the **Search Code, Name, Loan Ref** field, click and type what to search then press **Tab** key
- Press **Up or Down arrow** key to select the specific Loan Application
- Click on **Select** button to select and add the Loan Application accounts entries
- The **Loan Application accounts entries** will be added to the table
- To **Delete an Item** on the table, click to **select the item line** on any column and then click the **Red X** button to delete the selected line on the table
- To **Add a Debit or Credit SL Account**, click **Add Item F12** button to add a new line on the table then click on **Account** button to select an SL Account, for example, select a **SAVINGS DEPOSIT** account to record a withdrawal transaction as shown on the image below:

Select Account				
Account	Name	Code	Schedule	Reference
SHARE-CAPITAL	ABAD, ANGELICA T.	122468619	0.00	AR00001690
SAVINGS-DEPOSIT	ABAD, ANGELICA T.	122468619	0.00	AR00004715

Search Client

abad, angelica

Select

Close

Press TAB to Navigate

- On the Select Account dialog, after selecting the SL Account line, click **Select** button or press **Enter** key to set the item in the Acct. Ref column
- Click on the **cell** under **Debit or Credit** column, enter the **Amount** then press **Enter** key
- The result of our sample entry is shown on the image below:

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
LA00000001		122468619	ABAD, ANGELICA T.	11711	PETTY-CASH LOAN	20,000.00	0.00
LA00000001		122468619	ABAD, ANGELICA T.	40110	Interest Income from Loans	0.00	500.00
	AR00004715	122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT	9,000.00	0.00

☐ Show Batch Check    Difference 28,500.00 Totals 29,000.00 500.00

New Release-F9   Loan-F10   Account   GL   Client   3   of 3   X Remove Ref   F3 - Item Explanation   Edit GL   Add Item F12

- The next step is to enter the Check payment in the Check details table, as in the image below:

Add Check	Bank	Payee	Total Check	0.00	0	of 0	Cancel Check
Bank	Check Number	Check Date	Amount	Maker	Payee	Cancelled	

- Click on **Add Check** button to add a new line in the Check details table
- Click on **Bank** button or **double-click on the cell** under **Bank** column to select the **Bank Account** on the **Select Company Bank** selection dialog, as in the image below:

### Select Company Bank

Bank Name
Cash in Bank-BDO/COMBO
Cash in Bank-PBCOM
Cash in Bank-UnionBank
Checks & Other Cash Items (COCI)

1 of 4
Add

Search

- Click to select the Bank Account then click **Select** button to set the **Bank** column in the table
- **Double-Click** on the **cell** under **Check Number** column to select a Check Number from the **Select Check Number** dialog, as shown on the image below:

### Select Check Number

Check Number	Batch
1234510001	<input type="checkbox"/>
1234510002	<input type="checkbox"/>
1234510003	<input type="checkbox"/>
1234510004	<input type="checkbox"/>
1234510005	<input type="checkbox"/>

- To **Add Check Numbers to a Bank Account**, click on **Setup** menu >> **Check Issuance** as shown on the image below:

- Click on **Add Bank** button to add a new bank account to the Banks table
- Click on **Remove Bank** button to delete the bank account on the Banks table
- To Search Bank, click on the **Search** field and **type the bank name** to filter the Banks table
- To **issue check numbers** to a Bank Account, first click to select the **Bank Name** line item
- Click on **Search Check – F3** button to load all the records of issued check numbers
- Click on the **Starting Number - F4** field, then enter the starting check number
- Click on the **Number of Checks** field, then enter the number of checks to add
- Click on **Add Check** button, to issue the check numbers based on your settings
- Here is a sample of the issued check numbers shown on the image below:

- Click on **Delete** button to remove the check number in the checks table
- Then click on **Close** button to exit the Check Issuance window
- Back to the Checks table entry, on the **Select Check Number** dialog click on the check number and click **Select** button to set the **Check Number** column on the Checks Table as shown on the image below:

Add Check	Bank	Payee	Total Check	28,500.00	1	of 1	Cancel Check
Bank	Check Number	Check Date	Amount	Maker	Payee	Cancelled	
Cash in Bank-BDO/COMBO	1234510001	04/19/2023	28,500.00	WESERVE MPC	ABAD, ANGELICA T.	<input type="checkbox"/>	

- Click on **Payee** button to select the Client Name as the Payee in the Check
- Then click on **Check Date** column to set the **Date of the Check**
- Then click on the **Amount** column and enter the **amount** of the check then press **Enter** key
- **Note:** The Check Amount defaults to the Difference of the Total Debit and Total Credit
- **The Maker** defaults to the Name of the Cooperative
- To **Cancel the Check**, click on **Cancel Check** button to **check** the Cancelled column
- **Note:** When you cancel a check, the **Check Amount** column will be set to zero
- To **Un-Cancel the Check**, click on **Cancel Check** button again to **UN-Check** the Cancelled column
- Click on **Add Explanation** button then type or enter the explanation for the transaction
- Click on **Post** button to save and post the transaction as shown on the image below:

Disbursement-Check

Created by SYSTEM

Created 04/13/2023 11:39:10 AM

☐ Summarized

☒ Posted (F5)

CV

CV00001

Updated 04/13/2023 11:39:10 AM

☐ Cancelled (F6)

F11

Apr-13-2023

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
LA00000001		122468619	ABAD, ANGELICA T.	11711	PETTY-CASH LOAN	20,000.00	0.00
LA00000001		122468619	ABAD, ANGELICA T.	40110	Interest Income from Loans	0.00	500.00
	AR00004715	122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT	9,000.00	0.00
				11132	Cash in Bank-BDO/COMBO	0.00	28,500.00

☐ Show Batch Check
 Difference 0.00 Totals 29,000.00 29,000.00

New Release-F9 Loan-F10 Account GL Client 4 of 4 Remove Ref F3 - Item Explanation Edit GL Add Item F12

Add Check	Bank	Payee	Total Check	28,500.00	1	of 1	Cancel Check
Bank	Check Number	Check Date	Amount	Maker	Payee	Cancelled	
Cash in Bank-BDO/COMBO	1234510001	04/13/2023	28,500.00	WESERVE MPC	ABAD, ANGELICA T.	<input type="checkbox"/>	

Disbursement for Loan Release and Savings Withdrawal
 

Add Explanation

1 of 1 Document

Print CV - F8

Replenishment

Batch Loans

Post

Print Check - F4

Print WD - F7

Starting Number

Add New +

Refresh

Save


Search /

Close

- Click on **Print CV – F8** button to view the **CV document** as shown on the image below:

**Custom Printing - CV**

---



**WESERVE MPC**  
Km 21 East Service Road, Ubix Compound Buli Muntinlupa

**Check Voucher**

Pay to: ABAD, ANGELICAT.      Date: Apr-13-2023      CV Number: CV00001

Name	Code	Particular	Debit	Credit
ABAD, ANGELICAT.	11711	PETTY-CASH LOAN	20,000.00	
ABAD, ANGELICAT.	40110	Interest Income from Loans		500.00
ABAD, ANGELICAT.	21100	SAVINGS-DEPOSIT	9,000.00	
	11132	Cash in Bank-BDO/COMBO		28,500.00

Signatories Setup
Print
Refresh
Close

- The **bottom part of the CV Document Preview** as shown on the image below:

Totals

29,000.00

29,000.00

---

Explanation: Disbursement for Loan Release and Savings Withdrawal

Amount in Words: Twenty Eight Thousand Five Hundred Pesos Only

Bank: Cash in Bank-BDO/COMBO

Check Number: 1234510001      Check Amount: 28,500.00

---

Prepared by:

Checked by:

Approved by:

Name1

Name2

Name3

Position1

Position2

Position3

Received by:

ABAD, ANGELICAT.

- On the **Custom Printing – CV** window, click on **Refresh** button to create the CV transaction document preview screen with actual transaction record
- Click **Signatories Setup** button to set the signatories of the CV Document
- Click **Print** button to print directly to your printer device

- Click **Close** button to exit the Custom Printing – CV window
- **In case you encounter error when you click on Refresh button to generate the Document Printing preview**, please follow the steps below to copy the Document Custom Printing files which is the RDLC files. **Please note that Custom Printing of Transaction Documents is setup on each computer or user PC.**
- Click on **Setup** menu >> **Custom Printing**

**Custom Printing Location**

**Check to copy default report**

<input checked="" type="checkbox"/> Cash Collection	<input checked="" type="checkbox"/> Passbook Accounts
<input checked="" type="checkbox"/> Cash Collection (Option 2)	
<input checked="" type="checkbox"/> Check Voucher - Check	<input checked="" type="checkbox"/> Passbook Loan
<input checked="" type="checkbox"/> Check Printing	<input checked="" type="checkbox"/> Passbook Name
<input checked="" type="checkbox"/> Savings Withdrawal	
<input checked="" type="checkbox"/> Journal Voucher	<input checked="" type="checkbox"/> Ledger-Accounts
<input checked="" type="checkbox"/> Cash Voucher	<input checked="" type="checkbox"/> Ledger-Loan
<input checked="" type="checkbox"/> OR Dividend	<input checked="" type="checkbox"/> Ledger-Name
<input checked="" type="checkbox"/> DM/CM	<input checked="" type="checkbox"/> Check Voucher - WD
<input checked="" type="checkbox"/> Cash Voucher - Fund	<input checked="" type="checkbox"/> Promissory Note
	<input checked="" type="checkbox"/> Passbook Accounts 2

Default Report Path

- Click to **CHECK ALL** the Document Types listed above
- Click on **Copy the RDLC file** button then click **Yes** on the dialog to proceed
- The RDLC files are copied to the folder **C:\CUSTOM\_PRINTING**
- You need to know this folder so that when you want **to customize** a Document Printing for example like **Check Printing**, please follow this steps:
  - Run the **RDL Report Designer Application** (included in the Citrus Accounting installation)
  - Open the **RDLC file** associated with the Check Printing document
  - Edit or make the changes and then save the RDLC file
  - Finally, see or **view the updated Check Printing** in **Citrus Accounting** application.

- Back to the **Disbursement – Check** window
- Click on **Print Check – F4** button to preview the Check Printing as shown on the image below:

The screenshot shows a window titled "Custom Printing - Check". Inside, there is a preview of a check form with the following details:

- Account Number: 1234510001
- Date: 04/13/2023
- Payee: ABAD, ANGELICA T.
- Amount: 28,500.00
- Amount in Words: Twenty Eight Thousand Five Hundred Pesos Only
- CV#: CV00001

Below the preview, there are "Parameters" with two checkboxes:

- ☐ With Asterisk
- ☒ Use Account Name

At the bottom right, there are three buttons: "Print", "Refresh" (highlighted with a blue border), and "Close".

- On the **Custom Printing – Check** window
- You may click to **check** the Parameter, **With Asterisk** to include in the check form
- You may click to **un-check** the Parameter, **Use Account Name** to exclude the name in the check
- Click on **Refresh** button to generate the Check Form with actual data as show on image below:

The screenshot shows the same "Custom Printing - Check" window, but the check form preview now includes asterisks around the payee name and amount:

- Account Number: 1234510001
- Date: 04/13/2023
- Payee: \*\* ABAD, ANGELICA T. \*\*
- Amount: \*\*28,500.00\*\*
- Amount in Words: \*\*Twenty Eight Thousand Five Hundred Pesos Only\*\*
- CV#: CV00001

- Click on **Print** button to print directly to your printer device
- Click on **Close** button to exit the Custom Printing – Check window
- Back to the **Disbursement – Check** window
- To **Edit a Disbursement Transaction**

- Click on **Search /** button to search and select the CV Document Number you want to edit from the Used Document Number list dialog
- Click on **Select** button to load the CV Document Number record to the transaction window
- If the transaction record is **POSTED** or **with a CHECK on Posted status** on top right of the window, you need to first UN-POST the transaction to edit it
- To UN-POST the transaction, click on **Post** button
- Click **Yes** button on the dialog, **Do you want to UN-Post this document?**
- The **Transaction is now ready to be edited**
- After editing the transaction, click on **Post** button again to post the transaction
- Click on **Close** button to exit the **Disbursement – Check** transaction window

## • Disbursement – Cash

The **Cash Disbursement – Cash** is a variation of the Cash Disbursement – Check such that the payment is not in check but in cash or any of the Cash Accounts you have selected from the list. The usual transaction entries for the Cash Disbursement – Cash are the **Savings Withdrawal** type of transaction where you want to directly credit the amount to the Cash in Bank Account without the check details.

Please follow the steps below on how to input the Cash Disbursement – Cash transaction:

**Login to Citrus Accounting with a User Name that has a Supervisor access level**

**Issue the Transaction Document Numbers**

- Click on **Setup** menu >> **Document Issuance**

- On the **Document Issuance** Setup window, set your options to issue document numbers
- On the **Select Document Type** field, click to select the item, **CASH DISBURSEMENT – CASH**



- On the **Prefix** field, click to enter the prefix of your choice like **CD** for **Cash Disbursement**
- On the **Starting Number** field, click to enter the numeric value as your starting document number to issue like for example, **231001**
- On the **Number of Items** field, click to enter the numeric value as the number of document numbers to issue like for example, **5** document numbers
- Click to **check** the option **Preceding zeroes**
- On the **How many digits?** field, click to set the number of digits like for example **8** digits
- Click on **Add** button to issue the document numbers and you will see the result on the top table
- Click on **Close** button to exit the Document Issuance window

## Enter the Cash Disbursement – Cash Transaction

- Click on the **Transaction** menu >> **Disbursement** >> **Disbursement – Cash**

- Click on **Starting Number** button to select the starting document number
- Click on the **Transaction Date** field (upper right) to set the correct date for the transaction
- Click on **Add Item F12** button to add a new line to the accounts entry table
- **The Types of Accounts Entries you can select are:**
- Click on **For Release F9** button to select a New Loan to be released
- Click on **Loan-F10** button to select a Loan that was released
- Click on **Account** button to select a Debit or Credit **SL Account** like **Savings Deposit**
- Click on **GL** button to select a General Ledger Account only

- Click on **Client** button to select a Client or Member Name only
- Let's say we want to input an account entry for a **Savings Deposit withdrawal** transaction
- Click on **Account** button to select the **Savings Deposit SL Account** of the Member as shown on the image below:

Select Account					
	Account	Name	Code	Schedule	Reference
	SHARE-CAPITAL	ABAD, ANGELICA T.	122468619	0.00	AR00001690
▶	SAVINGS-DEPOSIT	ABAD, ANGELICA T.	122468619	0.00	AR00004715

- On the **Select Account** dialog, click on **Select** button to add the **Account Reference No.** on the **Acct Ref** column plus the **Client** and the **Account** on the table

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
	AR00004715	122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT	0.00	0.00

Cash Entry 
Difference 
Totals

For Release-F9   Loan-F10   Account   GL   Client   1   of 1   ✕ Remove Ref   F3 - Item Explanation   Add Item F12

- Click on the **cell under the Debit** column to enter the amount to withdraw as shown on the image below:

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
	AR00004715	122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT	5,000.00	0.00

Cash Entry 
Difference 
Totals

For Release-F9   Loan-F10   Account   GL   Client   1   of 1   ✕ Remove Ref   F3 - Item Explanation   Add Item F12

- Now you need to select a **Cash Account** to be credited from the **Cash Entry** list as show on the image below:

- If the **Cash Entry** list is not showing the Accounts, you need to set the **Short Name** for the Account so that it will show in the Cash Entry list
- To set the **Short Name** of the Account, go to **File** menu >> **Chart of Accounts**
- On the **Detailed Accounts** (bottom table), click on the **cell** under **Short Name** column to enter the Short Name of that Account as shown on the image below:

Code	Title-Details	Short Name	Code	Third Level Title	Debit	Closed
11110	Cash on Hand	CASHONHAND	11100	CASH AND CASH EQUIVA...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11120	Checks & Other Cash Items (COCI)	CHECKS-COCI	11100	CASH AND CASH EQUIVA...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11131	Cash in Bank-UnionBank	CIB-UNIONBANK	11100	CASH AND CASH EQUIVA...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11132	Cash in Bank-BDO/COMBO	CIB-BDO/COMBO	11100	CASH AND CASH EQUIVA...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11133	Cash in Bank-PBCOM	CIB-PBCOM	11100	CASH AND CASH EQUIVA...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11150	Petty Cash Fund	PETTYCASHFUND	11100	CASH AND CASH EQUIVA...	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Search Current Level 3 of 7

- After setting all the **Short Names** for the **Cash Entry** accounts included in the **Check Issuance Setup** table as shown on the image below:

Bank Name	Code	Closed
Cash in Bank-BDO/COMBO	11132	<input type="checkbox"/>
Cash in Bank-PBCOM	11133	<input type="checkbox"/>
Cash in Bank-UnionBank	11131	<input type="checkbox"/>
Checks & Other Cash Items (COCI)	11120	<input type="checkbox"/>
Revolving Fund	11160	<input type="checkbox"/>

- Click on **Save** button to save all the short names you have entered
- Click on **Close** button to exit the Chart of Accounts window
- Go back to Cash Disbursement – Cash transaction window, click on **Save** button to save the transaction record first, then, click on **Close** button to exit the transaction window

- Then click on **Transaction** menu >> **Disbursement** >> **Disbursement – Cash** to open the transaction window again to reload the Cash Entry list as shown on the image below:

The screenshot shows the 'Disbursement-Cash' window. At the top, there are fields for 'Created by Name', 'Created', 'Last Updated', and checkboxes for 'Summarized', 'Posted (F5)', and 'Cancelled (F6)'. A date field shows 'Apr-25-2023'. Below this is a table with columns: Loan Ref, Acct Ref, Code, Name, Code, Title, Debit, and Credit. The 'Cash Entry' dropdown menu is open, showing a list of accounts: 11120 CHECKS-COCI, 11131 CIB-UNIONBANK, 11132 CIB-BDO/COMBO, 11133 CIB-PBCOM, and 11160 REVOLVINGFUND. At the bottom, there are fields for 'Difference', 'Totals', and an 'Add Explanation' button.

- Click on **Search /** button to select and load the existing transaction document record as shown on the image below:

The screenshot shows the 'Disbursement-Cash' window with a transaction record loaded. The 'Created by' field is 'SYSTEM'. The 'Created' date is '04/25/2023 11:20:45 AM'. The 'Last Updated' date is '04/25/2023 1:31:47 PM'. The 'CD' field is 'CD231001'. The 'Date' field is 'Apr-25-2023'. The table shows one record: Loan Ref, Acct Ref, Code, Name, Code, Title, Debit, and Credit. The record is: AR00004715, 122468619, ABAD, ANGELICA T., 21100, SAVINGS-DEPOSIT, 5,000.00, 0.00. The 'Cash Entry' dropdown menu is set to '11120 CHECKS-COCI'. The 'Difference' field is '5,000.00', and the 'Totals' field is '5,000.00'.

- Click on **Cash Entry** list box to select the Cash Account to be credited when posting
- Click on **Add Explanation** button then enter the explanation of the transaction
- Click on **Post** button to add the **Credit** entry and **post** the transaction

- Here is the sample savings withdrawal transaction that we have completed and posted as shown on the image below:

**Disbursement-Cash**

Created by SYSTEM  
10141

Created 04/25/2023 11:20:45 AM  
Last Updated 04/25/2023 1:31:47 PM

☐ Summarized ☒ **Posted (F5)** CD  
☐ Cancelled (F6) **F11**

CD231001

Apr-25-2023

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
	AR00004715	122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT	5,000.00	0.00
				11132	Cash in Bank-BDO/COMBO	0.00	5,000.00

Cash Entry 11132 CIB-BDO/COMBO

Difference 0.00

Totals 5,000.00 5,000.00

For Release-F9 Loan-F10 Account GL Client 2 of 2 X Remove Ref F3 - Item Explanation Add Item F12

Savings Withdrawal

Add Explanation

1 of 1
Document X

- Click on **Print – F8** button to preview the **Disbursement – Cash** transaction
- Click on **Refresh** button to generate the transaction document with actual data as shown on the image below:

**Custom Printing - CV Cash**

1 of 1

100%

Find | Next

**WESERVE MPC**  
 Km 21 East Service Road, Ubix Compound Buli Muntinlupa

**Cash Voucher**

Pay to: 122468619 ABAD, ANGELICA T.

Date: Apr-25-2023

CV Number: CD231001

Code	Particular	Debit	Credit
21100	SAVINGS-DEPOSIT	5,000.00	
11132	Cash in Bank-BDO/COMBO		5,000.00

- Note:** The setting for the signatories is the same with **Disbursement – Check** transaction
- Click on **Print** button to print directly to your printer device
- Click on **Close** button to exit the **Custom Printing – CV Cash** window
- Click on **Close** button to exit the **Disbursement – Cash** transaction window

- **Savings Withdrawal**

The **Savings Withdrawal** transaction entry is a special module for the **Cashier or Teller** in a **Cooperative** where users input all withdrawal transactions from the Savings Deposit account of Members or Clients. The module has **control on the withdrawal amount** by checking it with the Savings Current Balance such that the amount to be withdrawn must not be more than the Balance. After posting the transaction, the user can **print the withdrawal slip** on the Passbook Printer.

This module has an additional control feature which is the **Hold-out** where the user can set a particular amount to maintain in the Savings Account and will not be allowed to be withdrawn. Please note that the **Hold-out Feature License** is purchased separately as a one-time payment license to be activated.

Please follow the steps below to do the Savings Withdrawal transaction entry:

**Login to Citrus Accounting with User ID that has access to the menu or as Supervisor**

**Issue the Savings Withdrawal Document Numbers**

- Click on **Setup** menu >> **Document Issuance**

Document Number	Doc Date
SW00231001	
SW00231002	
SW00231003	
SW00231004	
SW00231005	

Search Number:

Select Document Type: **SAVINGS WITHDRAWAL**

Prefix (Max. 4 Letters):

Starting Number (Max.10 digit):

Number of Items (Max.9999):

How many digits?:

☒ Preceding zeroes

Adding documents. Done...

- On the **Select Document Type** field, click to select the item **SAVINGS WITHDRAWAL**
- On the **Prefix** field, click to enter **SW** for **Savings Withdrawal** or your choice of prefix

- ## Open the Savings Withdrawal Transaction window

- Withdrawal (Hold-Out)**

Account Number

Name

Posted by		<input type="checkbox"/> Posted (F5)		<input type="text"/>	Current Balance	<b>0.00</b>
Last Updated		<input type="checkbox"/> Cancelled (F6)	F11	Apr-26-2023	Available Balance	<b>0.00</b>

Acct Ref	Code	Name	Code	Title	Debit	Credit

Totals

Add Item F12
✕ View Signature

0

of 0

**Document**
✕

Add Explanation

Starting Number

Direct Print F8

Post

Fund Code

Withdrawal Setup

Printing Setup

Add New +

Save

Refresh

Search /

Close

- The first setup item to check is the **Withdrawal Setup** button where you want to make sure that the Savings Deposit account is added on the table of accounts.
- The second setup item to check is the **Fund Code** button where you want to make sure that a fund account is selected so that this account will be credited when posting the transaction. Usually, the **Fund Account** used for this is the **Revolving Fund** account.
- The third setup item to check is the **Printing Setup** button where you can set the **Font Name** and **Font Size** to be used when printing the **Withdrawal Slip** after posting the transaction.

- If you have done this already, you can skip this step and go straight to Transaction entry.
- Please follow the steps below to check each of these setup items.
- Click on **Withdrawal Setup** button to check whether you have the **Savings Deposit** account added on the table of the **Withdrawal Setup** dialog as shown on the image below:

Code	Account	Short Name	Hold-Out Amount
21100	Savings Deposit	SAVINGS-DEPOSIT	0.00

1 of 1 | Add Account Remove Account

Enter Hold-out amount  
 Set Hold-Out

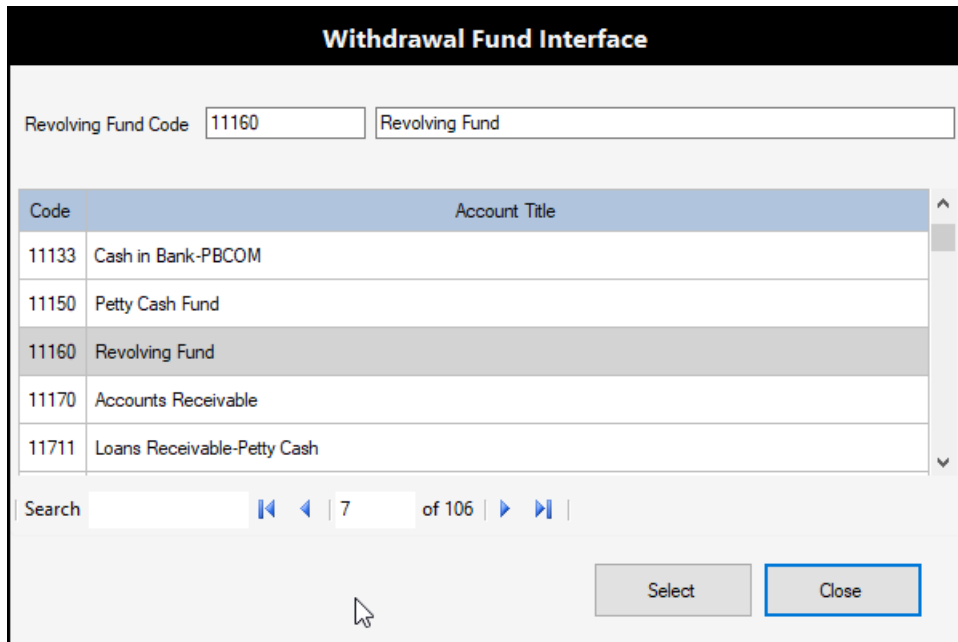
Search

Activate

- **Note:** You can have more than one Savings Deposit Account added on the table
- Click on **Add Account** button to add a new Savings Deposit account to the table
- Click on **Remove Account** button to delete the selected account on the table
- After adding the Savings Deposit Account to the table, you can input the **Hold-Out Amount** of that account to be used to restrict the amount to be withdrawn (if you have this feature activated)
- Click on **Save** button to save the accounts added on the table
- Click on **Close** button to exit the **Withdrawal Setup** dialog



- Click on **Fund Code** button to check whether you have selected an Account to be credited when posting the transaction. Usually, the **Account credited** is the **Revolving Fund** account as shown on the image below:



**Withdrawal Fund Interface**

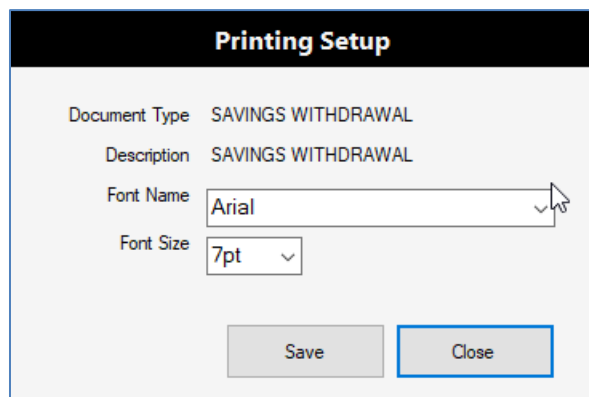
Revolving Fund Code: 11160    Revolving Fund

Code	Account Title
11133	Cash in Bank-PBCOM
11150	Petty Cash Fund
11160	Revolving Fund
11170	Accounts Receivable
11711	Loans Receivable-Petty Cash

Search: [ ] | 7 of 106 |

Select Close

- On the **Withdrawal Fund Interface** dialog, click to select the account on the table
- Then click on **Select** button to set this account to be credited upon posting transaction
- Click on **Close** button to exit the **Withdrawal Fund Interface** dialog
- Click on **Printing Setup** button to set the **Font name and size** to be used to print the Withdrawal Slip form on the passbook printer or your printer device. The Printing Setup dialog is shown on the image below:



**Printing Setup**

Document Type: SAVINGS WITHDRAWAL

Description: SAVINGS WITHDRAWAL

Font Name: Arial

Font Size: 7pt

Save Close

- On the **Font Name** field, click to select the Font Name like **Arial** or your choice for printing
- On the **Font Size** field, click to select the Font Size like **8pt** or your choice for printing
- Click on **Save** button to save your changes and then click **Close** button to exit the dialog.

### Input the Savings Withdrawal Transaction

- On the **Withdrawal transaction** window, click on **Starting Number** button to select the starting document number to be used as the first new transaction record
- Click on **Add Item F12** button to add a new item on the accounts entry table as shown on the image below:

Posted by	SYSTEM	<input type="checkbox"/> Posted (F5)	WD	SW00231001	Current Balance	0.00
Last Updated	04/26/2023 5:08:35 PM	<input type="checkbox"/> Cancelled (F6)	F11	Apr -26-2023	Available Balance	0.00

Acct Ref	Code	Name	Code	Title	Debit	Credit
					0.00	0.00
Totals						
					0.00	0.00

[Add Item F12](#) | 
 [View Signature](#)

- **Double-click** on the cell under the **Acct Ref** column to select the S/L of Savings Deposit Account. After selecting the **Savings Deposit Account**, the dialog exits and the Withdrawal Transaction window is updated with the **Member's Data/Picture** and the **Savings Deposit Account Available Balance** as shown on the image below:

Withdrawal (Hold-Out)							
Account Number		<div style="display: flex; justify-content: space-around; align-items: center;"> </div>					
122468619							
Name							
ABAD, ANGELICA T.							
Posted by	SYSTEM	<input type="checkbox"/> Posted (F5)	WD	SW00231001	Current Balance	<b>11,000.00</b>	
Last Updated	04/26/2023 5:08:35 PM	<input type="checkbox"/> Cancelled (F6)	F11	Apr -26-2023	Available Balance	<b>11,000.00</b>	
Acct Ref	Code	Name	Code	Title	Debit	Credit	
AR00004715	122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT	0.00	0.00	
					<div style="display: flex; justify-content: flex-end; align-items: center;"> <span>Totals</span> <div style="display: flex; gap: 10px; margin-left: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; text-align: center;">0.00</div> <div style="border: 1px solid #ccc; padding: 2px 10px; text-align: center;">0.00</div> </div> </div>		
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Add Item F12</span> <span> View Signature</span> </div>							

- **Note:** You will need to update the Clients File to set the **Member and Signature image**
- Since the focus is already on the cell under the **Debit** column, you can enter the **amount to withdraw** like **5000** then press **Enter** key as shown on the image below:

Acct Ref	Code	Name	Code	Title	Debit	Credit
AR00004715	122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT	5,000.00	0.00
					Totals	5,000.00 0.00

- Click on **Add Explanation** button then enter the explanation for this transaction
- Click on **Post** button to save and post the withdrawal transaction, you will see that the **Revolving Fund** account is automatically added as **Credit** entry as shown on the image below:

Posted by	SYSTEM	<input checked="" type="checkbox"/> Posted (F5)	WD	SW00231001	Current Balance	6,000.00
Last Updated	04/26/2023 5:08:35 PM	<input type="checkbox"/> Cancelled (F6)	F11	Apr -26-2023	Available Balance	6,000.00

Acct Ref	Code	Name	Code	Title	Debit	Credit
AR00004715	122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT	5,000.00	0.00
			11160	Revolving Fund	0.00	5,000.00
Totals					5,000.00	5,000.00

Add Item F12 | X View Signature

WITHDRAWAL OF P5,000.00 BY ABAD, ANGELICA

Add Explanation

1 of 1 | Document | X

- Click on **Direct Print F8** button to print the **Withdrawal Slip** to your printer device like the sample details shown on the image below:

WD#SW00231001 04/26/2023 5:08:35 PM  
 122468619 ABAD, ANGELICA T.  
 21100-SAVINGS-DEPOSIT  
 AMOUNT: \*\*\*5,000.00\*\*\*  
 CASHIER: SYSTEM

- Click on **Add New +** button to continue your transaction entry using the next available **Savings Withdrawal Document Number**
- **To Edit an existing transaction record:**
  - Click on **Search /** button to select the transaction document number to load.
  - Then click on **Post** button to **UN-POST** the transaction.
  - Then you can proceed to edit the transaction.
  - After you are done editing, click on **Post** button to save and post the transaction.
- **To Delete the Transaction record**, you need to **UN-POST** the record first, then click on the **red X** button on the right side of the label **Document**
- Click on **Refresh** to reload the current record displayed on the screen
- Click on **Close** button to exit the Withdrawal Transaction window

- **Journal Voucher**

The Journal Voucher transaction includes the adjusting entries for the Subsidiary Ledger and the General Ledger System. It may include the Beginning Balances of the General Ledger to provide the initial Financial Statement Report or the Financial Condition Report. It can also include the adjustments for the Subsidiary Ledger of the Clients or Members Accounts.

Please follow the steps below to input the JV transaction:

**Login to Citrus Accounting using a User ID with access to the menu or as a Supervisor**

**Issue the Journal Voucher Document Numbers**

- Click on **Setup** menu >> **Document Issuance**

Document Number	Doc Date
JV00001	12/31/2022
JV00002	04/26/2023
JV00003	
JV00004	
JV00005	

Search Number:

Select Document Type:   
DM/CM  
FORWARD BALANCE LOAN  
**JOURNAL VOUCHER**  
LOAN APPLICATION  
PATRONAGE REFUND

Prefix (Max. 4 Letters):

Starting Number (Max.10 digit):

Number of Items (Max.9999):

☒ Preceding zeroes

How many digits?

- On the **Select Document Type** field, click to select the item, **JOURNAL VOUCHER**
- On the **Prefix** field, click to enter prefix like **JV** for Journal Voucher or your choice of prefix
- On the **Starting Number** field, click to enter value like **1** or your choice of number
- On the **Number of Items** field, click to enter value like **5** or your choice of how many number
- Click to **CHECK** the option, **Preceding zeroes**
- On the **How many digits?** field, click to set the number like **5** or your choice of digits
- Click on **Add** button to generate or issue the document numbers

- The resulting JV document numbers are displayed on the top table
- Click on **Close** button to exit the **Document Issuance** window

## Input the Journal Voucher Transaction

- Click on **Transaction** menu >> **Journal Voucher** >> **Journal Voucher**

- Click on **Starting Number** button to select the starting **JV Number** to input
- Click on **Document Date** field (Upper right), click to set the **JV Date**
- Click on **Add Item F12** button to add a new line item to the accounts entry table
- You can add different **Accounts Entry Types**:
  - Click on **For Release-F9** button to add a **new loan application** to be released
  - Click on **Loan-F10** button to add a **loan application** existing record
  - Click on **Account** button to add a **Debit or Credit S/L Account of a Member or Client**
  - Click on **GL** button to add a **General Ledger Account only**
  - Click on **Client** button to add a **Client only**
- Click on the cell under **Debit** column to enter the **Debit amount** (positive value only)
- Click on the cell under **Credit** column to enter the **Credit amount** (positive value only)
- Note: The Totals are updated as you input the Debit or Credit Amounts. And the Difference amount should be zero to indicate that the JV Entry is Balanced and it can be posted
- When you are done with the accounts entries table, click on **Add Explanation** button to input the explanation of the JV transaction
- Click on **Post** button to save and post the JV transaction

- Here is a sample JV transaction shown on the image below:

**Journal Voucher**

Created by SYSTEM      Created 04/26/2023 7:35:06 PM      ☐ Summarized      ☒ Posted (F5)      JV      JV00003

Last Updated 04/26/2023 7:35:06 PM      ☐ Cancelled (F6)      F11      Apr-26-2023

Loan Ref	Acct Ref	Code	Name	Code	Title	Debit	Credit
	AR00004715	122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT	0.00	2,500.00
LA00000002		122468619	ABAD, ANGELICA T.	11711	PETTY-CASH LOAN	0.00	1,250.00
LA00000002		122468619	ABAD, ANGELICA T.	40110	Interest Income from Loans	0.00	350.00
LA00000002		122468619	ABAD, ANGELICA T.	40120	Service Fees	0.00	570.00
LA00000002		122468619	ABAD, ANGELICA T.	40140	Fines, Penalties, Surcharges	0.00	850.00
		122468619	ABAD, ANGELICA T.	21910	SSS Premium Payable	0.00	1,200.00
		122468619	ABAD, ANGELICA T.	21920	Philhealth Premium Payable	0.00	3,280.00
				11110	Cash on Hand	10,000.00	0.00

Search Item      Difference 0.00      Totals 10,000.00      10,000.00

For Released-F9    Loan-F10    Account    GL    Client    8    of 8    ☒ Remove Ref    F3-Item Explanation    Add Item F12


Salary Deduction of Abad, Angelica

1    of 1    Document    ☒

- Click on **Print – F8** button to preview the JV document on screen ready for printing as shown on the image below:

**Custom Printing - JV**

Run Date: 4/26/2023 8:05:19 PM    Page: 1/1



**WESERVE MPC**

Payee: 122468619 ABAD, ANGELICA T.

Amount: Ten Thousand Pesos Only

**JOURNAL VOUCHER**

Date: Apr-26-2023

Number: JV00003

Code	Name	Code	Title	Debit	Credit
122468619	ABAD, ANGELICA T.	21100	SAVINGS-DEPOSIT		2,500.00
122468619	ABAD, ANGELICA T.	11711	PETTY-CASH LOAN		1,250.00
122468619	ABAD, ANGELICA T.	40110	Interest Income from Loans		350.00
122468619	ABAD, ANGELICA T.	40120	Service Fees		570.00
122468619	ABAD, ANGELICA T.	40140	Fines, Penalties, Surcharges		850.00
122468619	ABAD, ANGELICA T.	21910	SSS Premium Payable		1,200.00
122468619	ABAD, ANGELICA T.	21920	Philhealth Premium Payable		3,280.00
		11110	Cash on Hand	10,000.00	
<b>Totals</b>				10,000.00	10,000.00

Print    Refresh    Close

- Click on **Refresh** button to generate the JV Document for printing
- Click on **Print** button to print directly to your printer device
- Click on **Close** button to exit the Custom Printing – JV window

- On the JV Transaction window
- Click on **Add New +** button to continue adding JV transaction using the next available JV Number
- Click on **Search /** button to load an existing JV Document Number or transaction record
- To **Edit** the JV record, you need to first click on **Post** button to **UN-POST** the JV
- When you are done with editing, click on **Post** button again to save and post the JV transaction
- Click on **Save** button to save your changes to the JV transaction record
- Click on **Refresh** button to reload the JV record and display to the screen
- Click on **Close** button to exit the **Journal Voucher** transaction window

## 5. ACCOUNTS VERIFICATION

- **Accounts Verification**

The Accounts Verification module is the used by Cashiers, Loan Officers, General Manager, and any user who wants to check the Client's Accounts Status and Information.

Please follow the steps below on how to verify a Client's Account:

**Login to Citrus Accounting with User ID that has access to the menu or a Supervisor**

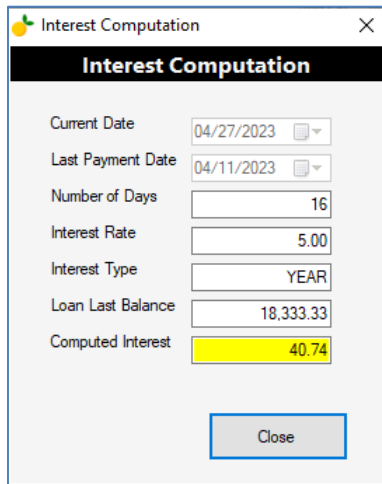
**Open the Accounts Verification window**

- Click on **Verification** menu >> **Account Verification – 7**

- Click on **Search /** button to **search** and **select** the **Client or Member**
- The **Client's Accounts information** will be loaded as shown on the image below:



- The **Current Loan** tab displays all of the **Active Loans** of the Client with the top table showing the **Loan Details** and the bottom table showing the **Loan Transaction Ledger** with the **Principal** column and the **Total** as ending balance of the loan.
- Click on **Interest Computation F9** button to check the Interest amount for the loan as shown on the image below:



**Interest Computation**

Current Date: 04/27/2023

Last Payment Date: 04/11/2023

Number of Days: 16

Interest Rate: 5.00

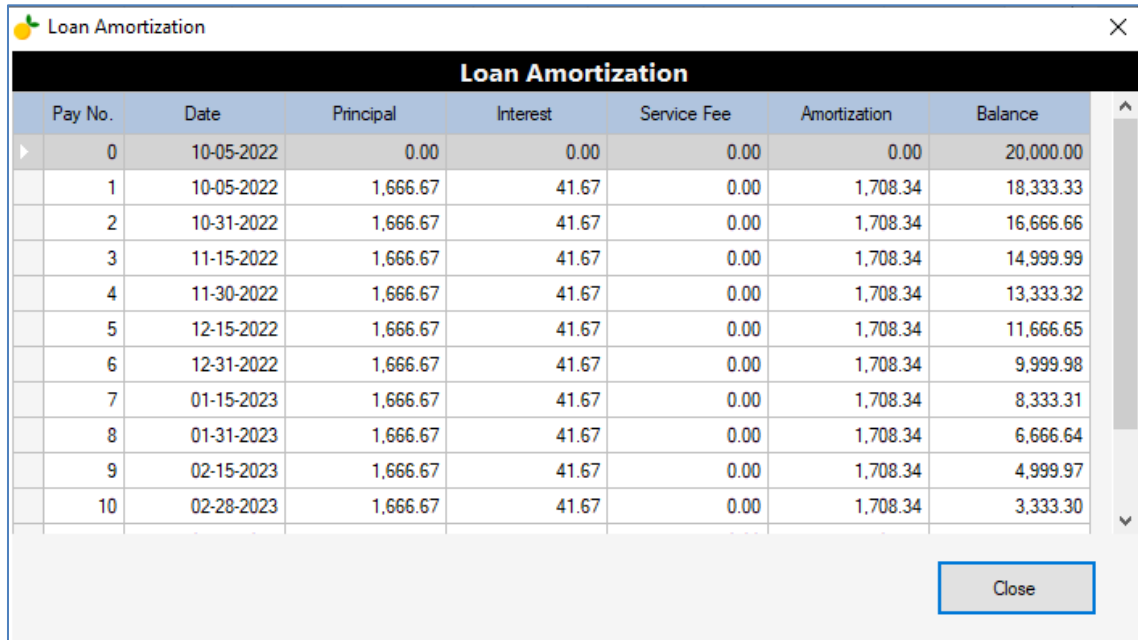
Interest Type: YEAR

Loan Last Balance: 18,333.33

Computed Interest: 40.74

Close

- Click on **Amortization** button to view the **amortization schedule of the loan** as show on the image below:



**Loan Amortization**

Pay No.	Date	Principal	Interest	Service Fee	Amortization	Balance
0	10-05-2022	0.00	0.00	0.00	0.00	20,000.00
1	10-05-2022	1,666.67	41.67	0.00	1,708.34	18,333.33
2	10-31-2022	1,666.67	41.67	0.00	1,708.34	16,666.66
3	11-15-2022	1,666.67	41.67	0.00	1,708.34	14,999.99
4	11-30-2022	1,666.67	41.67	0.00	1,708.34	13,333.32
5	12-15-2022	1,666.67	41.67	0.00	1,708.34	11,666.65
6	12-31-2022	1,666.67	41.67	0.00	1,708.34	9,999.98
7	01-15-2023	1,666.67	41.67	0.00	1,708.34	8,333.31
8	01-31-2023	1,666.67	41.67	0.00	1,708.34	6,666.64
9	02-15-2023	1,666.67	41.67	0.00	1,708.34	4,999.97
10	02-28-2023	1,666.67	41.67	0.00	1,708.34	3,333.30

Close

- Click on **Co-Maker Index** button to view the co-makers or guarantors for the loan. The Co-Makers are added in the Loan Application transaction
- Click on **Notes** button to view the **Loan Notes** entered on the Loan Application transaction
-

