



Online Accounting and
Payroll Services



alchavo.com

Cuentas claras conservan tu negocio



MENU

[Who we are](#)

[Log-in Page](#)

[Main Page](#)

[Mobile](#)

[Bank Module](#)

[Payroll Module](#)

[Receivable Module](#)

[Payments Module](#)

[Financials Module](#)

[Task Manager Module](#)





WHO WE ARE?

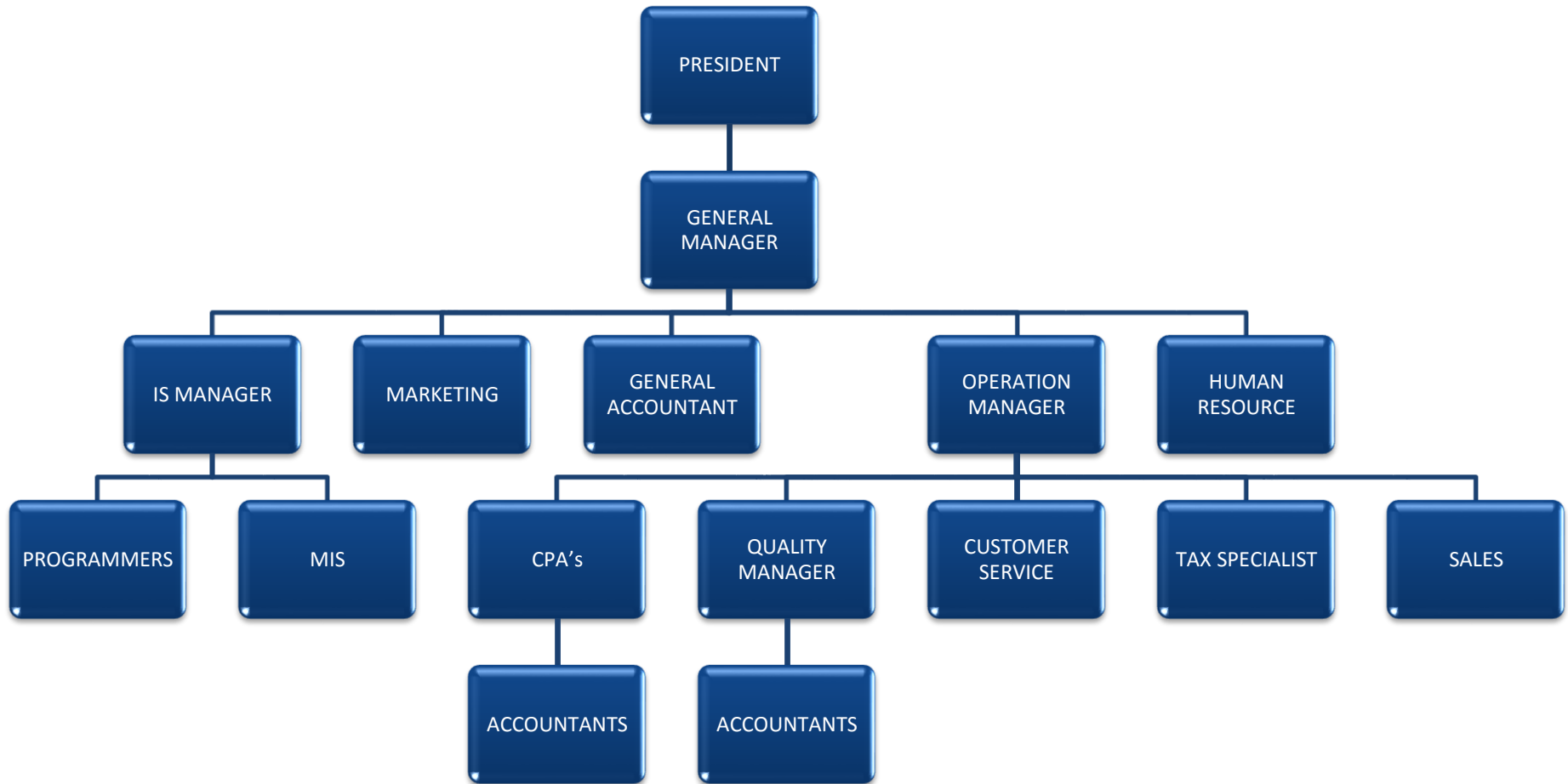
Outsourcing Solutions, Inc. (OSI)

- Local business, native company
- 16 years on the market
- Creators of alchavo.com
- The only online accounting and payroll service in compliance with Federal and State Laws of PR
- Located in Gurabo, PR
- Resources:
 - CPA's (4)
 - Accountants (30)
 - Programmers (5),
 - Engineers (2)



[Menu](#)

ORGANIZATIONAL CHART



[Menu](#)



PRODUCT

Alchavo.com

- It is a dynamic, interactive and bilingual online portal that deals with accounting and payroll tasks for businesses.
- Latest technology available, taking advantage of the unlimited potential of the Internet.
- Provides a clear vision of your financial situation and results, ensures compliance and maximizes your time
- Accounting information is up to date and is accessible 24-7 via internet
- We will provide you an experienced accountant, that will guide you and to whom you can delegate the daily tasks.

[Menu](#)



MODULES



PAYROLL



BANK



PAYMENTS



RECEIVABLES



FINANCIAL STATEMENTS



TASKS

[Menu](#)

SECURITY – Network and Servers



Maximum data security. We maintain the necessary licenses, the required technology and the best programs to ensure our customers a secure connection. All information travels through a secure SSL port.



The information exchanged between you and alchavo.com is "ENCRYPTED" using MD5 and can not be accessed or interrupted by any other user ID or authorized person.



Our servers are configured in a virtual environment using the latest technology with redundant hardware, SCSI disks with RAID and the latest Microsoft operating system.



Fortinet Firewall is used as a security wall to control access to our network and servers. This protects us from any attack or attempted unauthorized access.



Our Fortinet Firewall combines hardware with software for maximum security and protect access to the network and servers.

Two independent antivirus systems.

[Menu](#)

SECURITY - Backup



Redundancy in the internet service to ensure continuity of service with two of the leading suppliers in PR.

Alchavo.com stores all critical transactions and / or approved instructions through our website in accessible records 24/7.



Defines the duration of each session to end it automatically when there is no activity or when the running system is left unattended.

Alchavo.com uses three different backup systems and real-time replication of all data to a second data center protected by the best technology in the market.



Our facilities are equipped with advanced security and access control 24/7.

BENEFITS



Visibility



1. 24 hours a day, 7 days a week access
2. We adapt the system to your business needs
3. Online access available to third parties



Compliance



1. Information is updated daily
2. Make payments to government agencies
3. Access to an experienced and qualified accountants and CPA's



Control and Security



1. Internal control enhancement
2. Levels of Access
3. Daily backups
4. Contingency plans



Maximize time



1. Payroll deductions and withholdings
2. Flexibility to process a payroll the same day
3. Mobile service



Cost Effective



1. Paperless office
2. Direct deposit
3. Reduced charges for maintenance, installation and equipment costs

[Menu](#)

AWARDS AND ENDORSMENTS



Year - 2000



[Menu](#)

LOG-IN PAGE

The screenshot shows the login page for alchavo.com. At the top right, there is a navigation bar with an American flag icon, a phone icon with the number 787-6535373, and social media icons for Facebook, Twitter, LinkedIn, YouTube, and Google+. The main content area features the alchavo.com logo in the top left. A semi-transparent white login form is centered on the left side, containing the following elements:

- Sign in** (orange text)
- User** label next to a text input field with a help icon (question mark in a blue circle).
- Password** label next to a text input field with a warning icon (orange triangle).
- Links for [Register New User](#) and [Forgot Password?](#) in blue text.
- A blue **Sign In** button.

The background of the page is a scenic view of a large, multi-tiered stone fortification built on a cliffside overlooking the ocean. A lighthouse is visible on the top left of the fort. The sky is clear and blue.

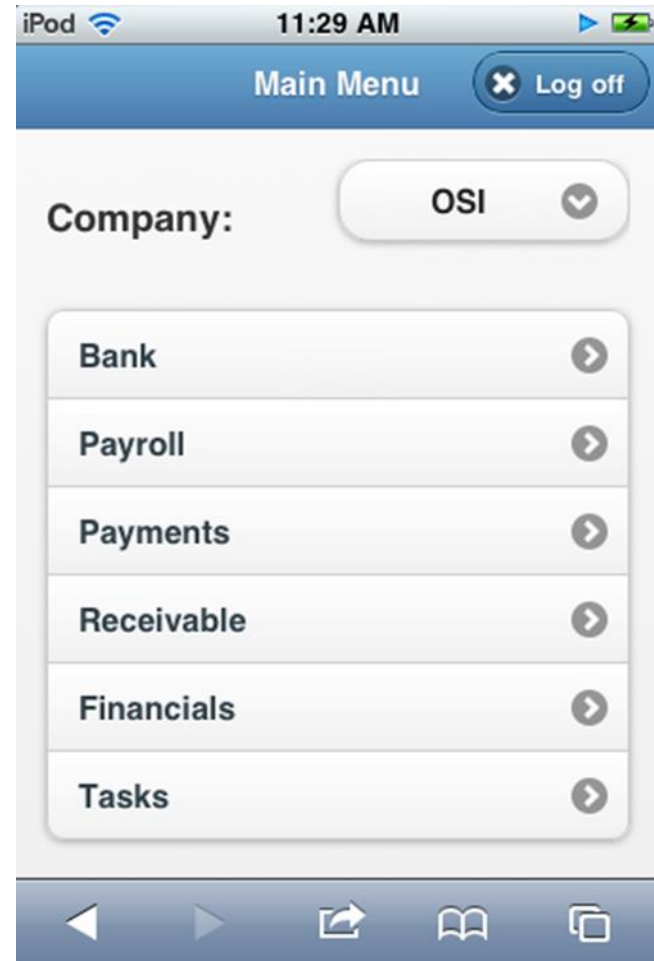
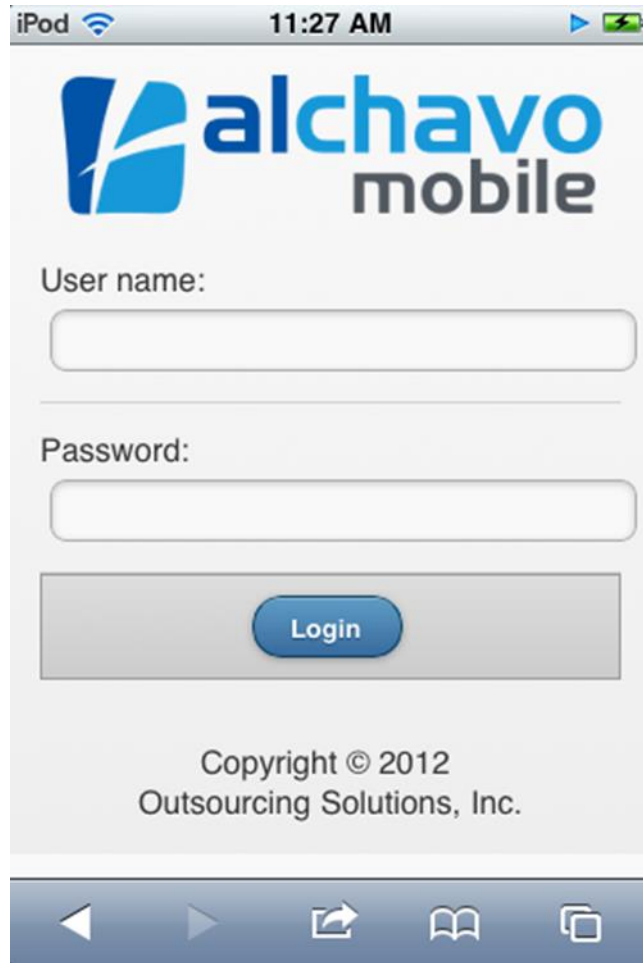
[Menu](#)

ALCHAVO.com MAIN PAGE

The screenshot shows the Alchavo.com main page. At the top, the browser address bar displays <https://ac3.alchavo.com/WebPages/Home.aspx>. The header includes the user name "Accountant: Julio Jimenez", the company "AFL - AFS-CPA Group LLC", the user "Antonio F. Secola EXTERNO Boss Plus", and session information "0.00 h / 0.00 h". There are links for "Help" and "Logout". The Alchavo.com logo is on the left, and a language selector for "Español" is in the center. A "Support" button and a search bar are on the right. Below the header is a navigation menu with "Home", "Banks", "Payments", "Payroll", and "Receivables". A secondary menu below that includes "Home", "Uploads Documents", "Requests", "Generated Reports", and "Settings". The main content area is divided into three sections: "Quick Links" with a list of functions like "Home", "Banks", "Payments", "Payroll", "Generated Reports", "Invite User", "Reconciliation", "Undefined Transactions", "Bills", "Select Payments from Open Bills", "Review and Approve", "Payees", "Employees", "Check Register", and "Enter Hours"; an "Upload" section with a file input, "Browse" button, "Upload Files" button, and a "drag and drop" area; and a "Favorites" section with links to "Banks", "DashBoard", "Payments", "Bills", "Select Payments from Open Bills", and "Bills". A help link "¿Cómo le podemos ayudar?" is at the bottom left.

[Menu](#)

ALCHAVO.com MOBILE



[Menu](#)



BANK MODULE



alchavo.com

Cuentas claras conservan tu negocio

[Menu](#)



BANK – SUMMARY

Bank Account 

Bank Name: Banco Popular Last Reconciliation Date: 5/11/2016

Bank Balance	
Balance Per Bank	\$41,220.84
Outstanding Checks	(\$2,454.00)
Deposits In Transit	\$0.00
Other	\$0.00
Total	\$38,766.84

Book Balance	
Balance Per Books	\$102,432.73
Undefined Withdrawals	(\$65,717.82)
Undefined Deposits	\$2,051.92
Other	\$0.00
Total	\$38,766.83

Available Balance		
Bank	Date	Balance
Banco Popular	5/11/2016	\$41,220.84

Payments	
Scheduled Payments-Release	\$80.00
Scheduled Payments-Hold	\$0.00
Open Bills	\$1,475.00
Total	\$1,555.00

Payroll	
Last Payroll Date	12/31/2012
Net Payment	\$5,586.08
Payroll Liabilities	\$4,840.34
Total	\$10,426.42

Receivables	
0 - 30 Days	\$6,390.00
31 - 90 Days	\$6,530.00
Over 90 Days	\$12,500.00
Total	\$25,420.00

[Menu](#)

BANK – OUTSTANDING ITEMS

Outstanding Checks

Banco Popular					
CHECK NO.	PAYEE	AMOUNT	DELIVERY INSTRUCTIONS	DATE	
13197	MCS Life Insurance RB	(\$205.94)	On Site	05/02/16	Void
13198	MCS Life Insurance RP	(\$473.59)	On Site	05/02/16	Void
13199	MCS Life Insurance RR	(\$205.94)	On Site	05/02/16	Void
13177	Caribe Freight Forwarding of PR	(\$700.00)	On Site	05/03/16	Void
13166	Technical Refrigeration	(\$430.28)	Check send by mail	05/04/16	Void
13167	Pitney Bowes	(\$101.99)	Check send by mail	05/04/16	Void
13170	Xerox Corporation	(\$11.15)	Check send by mail	05/04/16	Void
13171	Yoly Industrial Supply	(\$250.09)	Check send by mail	05/04/16	Void
E-13151	Manomanca Real Estate	(\$6,000.00)	Electronic payment	05/04/16	Void

Deposits in Transit

Banco Popular			
DEPOSITS SLIP NO.	AMOUNT	DATE	
293	\$1,465.00	08/10/15	Void
TOTAL: \$1,465.00			

[Menu](#)

BANK – UNDEFINED TRANSACTIONS



Transactions

Bank From To

Undefined Withdrawals	Undefined Deposits	Defined Withdrawals	Defined Deposits	Quick Match Withdrawals	Quick Match Deposits	
DATE	REFERENCE	AMOUNT	PAYEE	BILL		DEFINE
> 05/05/2016	191	(\$309.78)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Image Split <input type="checkbox"/>
> 05/05/2016	AFS CPA 2494 DI	(\$1,218.59)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Image Split <input type="checkbox"/>
> 05/11/2016	Hacienda Para S	(\$440.92)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Image Split <input type="checkbox"/>

[Menu](#)



BANK – RECONCILIATION

Bank Reconciliation Process

Reconciliation Process

BANK ID

PERIOD

FISCAL YEAR

BPPR

5

2016

Bank Name: Banco Popular

Last Reconciliation Date: 05/11/2016



Search

Reconciliation

Balance Per Bank	<input type="button" value="Attach File"/>	\$100,176.04
Outstanding Checks		(\$9,253.77)
Deposits In Transit		\$1,465.00
Other		(\$97.67)
Total		\$92,289.60
Balance Per Books		\$99,409.36
Difference		(\$7,119.76)

Rollforward

Balance Per Bank-Previous	\$108,909.74
Cleared Checks	(\$6,764.41)
Cleared Deposits	\$0.00
Cleared Other	\$0.00
Total	\$102,145.33
Balance Per Bank-Current	\$100,176.04
Difference	\$1,969.29

[Menu](#)

BANK – MOBILE

iPod 11:29 AM

Back OSI Bank Home

Bank: BPPR

BPPR 8/8/2012	
Bank	\$660,919.23
Book	\$225,339.42

Copyright © 2012
Outsourcing Solutions, Inc.

iPod 11:29 AM

Back OSI Bank Home

Bank: BPPR

BPPR 8/8/2012	
Bank	\$660,919.23
Available	\$660,919.23
Reconciled	\$639,236.66
Line Max	\$75,000.00
Line Available	\$75,000.00

iPod 11:29 AM

Back OSI Bank Home

Bank: BPPR

BPPR	
CUD289468 8187	\$-438.29 6/2/2010
Centennial0445 8292	\$-559.20 8/4/2010
GTA 8763	\$-129.98 4/7/2011
Eurobank- AFSRetTrust 8913	\$-1,500.00 7/6/2011

[Menu](#)



MODULE BANK

SERVICE

Daily Bank
Reconciliation

ACH and
EDI Files

Cash Flow
and
Liquidity
Analysis

BENEFITS

- Accurate business analysis for more efficient decisions
- Maximizes your time
- Exception report
- Updated daily
- Transparency & Security

[Menu](#)



PAYROLL MODULE



alchavo.com

Cuentas claras conservan tu negocio

[Menu](#)



PAYROLL

Controlled Payroll process

- Authorization

Employee compensation

- Exempt and nonexempt

Payroll payment

- Includes current and annual information

Payroll deductions and withholdings

- Medical Insurance Plan, ASUME, Insurance, 401K, etc.

Vacation and sick hours

- History and records

W-2 y W-3 forms

- Annual Process

Direct Deposit

- Transmit your payroll direct deposit electronic file

Direct Deposit pay stubs

- Printed or online

Hand punch

- Imports information

Exports information

- In Excel, Word y PDF format

Employee information

- Easy access

Multiple frequencies

- Simultaneously processed with the same payment date

[Menu](#)



PAYROLL

Payments to the government agencies

- State Income Tax – Employee withholding
- State Disability Insurance - Employee withholding and employer's contribution
- State Unemployment Insurance – Employer's contribution
- Federal Social Security (OASDI) – Employee withholding and employer's contribution
- Federal Medicare – Employee withholding and employer's contribution
- Federal Unemployment Insurance - Employer's contribution
- Debt Driver's Insurance - Employee withholding and employer's contribution
- 'Fondo' – Annual Payment
- Others

[Menu](#)

EMPLOYEE LIST

alchavo.com Support

Home Banks Payments Payroll Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More

Employee

Add Edit Delete More Actions

Export to PDF
Export to Excel
Export to CSV

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5


Employee Default


<input type="checkbox"/>	EMPLOYEEID	NAME	LASTNAME	FREQUENCY	STARTDATE	TERMINATION
<input type="checkbox"/>	KClark	Ken	Clark	SemiMonthly	9/19/2006	No
<input type="checkbox"/>	SFerrer	Soledad	Ferrer Colon	Weekly	9/19/2006	No
<input type="checkbox"/>	JMillan	John	Millan	SemiMonthly	9/7/2006	No
<input type="checkbox"/>	FStone	Franky	Stone II	Biweekly	9/19/2006	No
<input type="checkbox"/>	JLo	Jennifer	Lopez 123	Monthly	1/11/2007	No
<input type="checkbox"/>	Marc	Marc	Anthony LOP	Biweekly	1/11/2007	No
<input type="checkbox"/>	EmpTest	Test	Empleado test	SemiMonthly	8/23/2007	No
<input type="checkbox"/>	XTINA	Christina	Aguilera Fonseca	Biweekly	1/11/2007	No
<input type="checkbox"/>	Antonio	Antonio	Perez	SemiMonthly	7/15/2008	No
<input type="checkbox"/>	Emp007	Feliciano	Carrillo Vazquez	Biweekly	1/1/2010	No

Page size: 10 38 items in 4 pages

[Menu](#)

EMPLOYEE PROFILE



[Support](#)


[Home](#)
[Banks](#)
[Payments](#)
[Payroll](#)
[Receivables](#)
[Finance](#)

+
✉
💬

🔍

[Employees](#)
[Process Payroll](#)
[Payroll Register](#)
[Attendance](#)
[Reports](#)
[More](#)

Employee

[Edit](#)
[Cancel](#)

General Information	Address	Compensation	Taxes	Other Withholding	Other Compensation	Payment Method	Optional Fields
Employee ID*	EmpTest			Job Title			
First Name*	Test			Social Security*		***-**-****	
MiddleName				Spouse SSN			
Last Name*	Empleado			Gender		<input checked="" type="radio"/> Male <input type="radio"/> Female	
Second Last Name*	test			Start Date		8/23/2007	
Email				End Date			
Telephone				Last Review Date			
Mobile				Birth Date			
Department	00 - Department			Self Services Portal		Invite User	


[Menu](#)



EMPLOYEE PROFILE - Compensation

Home Banks Payments Payroll Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More



Save Cancel

General Information	Address	Compensation	Taxes	Other Withholding	Other Compensation	Payment Method	Optional Fields
		Pay Type <input type="radio"/> Hourly <input checked="" type="radio"/> Salary				Frequency* Biweekly - Biweekly Payroll 26 pz	
		Hourly Rate 1 \$0.00	\$5,000.00			Job Default Job	
		Hourly Rate 2 \$0.00				Phase Default Phase	
		Hourly Rate 3 \$0.00				Image Image Load	
		Hourly Rate 4 \$0.00					


Save Cancel

[Menu](#)

EMPLOYEE PROFILE - Withholdings

Home Banks Payments Payroll Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More



Save Cancel

General Information	Address	Compensation	Taxes	Other Withholding	Other Compensation	Payment Method	Optional Fields
State Tax Withholding		PR - Puerto Rico		Local Tax Withholding		None - None	
Labor Class		8803-350 - Oficina Contadores, J				<input checked="" type="radio"/> Disability <input type="radio"/> Chauffer <input type="radio"/> Dis/Chau	
Select Tax Method		State Tax Tables				Driver License	
Marital Status		Maried				Exemptions	0
Status		Maried Full - Persona casada Co				Fed Allowances	0 ?
Dependents		0					


Save Cancel

[Menu](#)

EMPLOYEE PROFILE - Other

Home Banks Payments Payroll Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More




Save Cancel

General Information Address Compensation Taxes Other Withholding Other Compensation Payment Method Optional Fields

WITHDEDUCTION	AMOUNT	PERCENT	LIMIT	LIMIT AMT	RST YEAR	JOB	PHASE
Medical Insurance	100.00	Select...				Default Job	Default Phase

Home Banks Payments Payroll Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More



Save Cancel

General Information Address Compensation Taxes Other Withholding Other Compensation Payment Method Optional Fields

EARNINGS	AMOUNT	JOB	PHASE
Car - Fix Amount Reimbursed	300.00	Default Job	Default Phase


Add

[Menu](#)

EMPLOYEE PROFILE – Direct Deposit

Home Banks Payments Payroll Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More



Save Cancel

General Information Address Compensation Taxes Other Withholding Other Compensation Payment Method Optional Fields

Check Direct Deposit Percent Amount

ACCOUNT TYPE	ACCOUNT NUMBER	ROUTING NUMBER	PERCENT	AMOUNT	DELETE
Select...			0	Net Balance	X
Select...			0		X
Select...			0		X
Select...			0		X


Save Cancel

[Menu](#)

EMPLOYEE PROFILE – HR Documents

Home Banks Payments Payroll Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More



Save Cancel

General Information	Address	Compensation	Taxes	Other Wit
	Form 499 (Hacienda)	<input type="text"/>		Image
	Form I-9 (US)	<input type="text"/>		Image
	Flexi Time	<input type="text"/>		Image
	Driver License	<input type="text"/>		Image
	Field5	<input type="text"/>		Image

Method Optional Fields

Form 1-9

Estado Libre Asociado de Puerto Rico
Licencia de Conducir / Driver's License

ISSUE: 03jul2008 EXPIRES: 12jul2009

NUMERONUMERO: 12642916

DIANA M. ORTIZ FIGUEROA

URB. ANDINOS
3560 CALLE W
COAMO, PR 00769

Operator / Conductor

SEXSEX: F FGTFT: 5'03" WTPE: 110LBS EYESOJOS: GRN

DOBNA: 03Jero1975 AB: 10

DONORORGAN: Y CITIZEN: CIUDADANO

RESTE: 7 ENDEND: MH



Carlos J. González Miranda, Ph.D.
Secretario CIOTOP

[Menu](#)



ENTER HOURS

alchavo.com Support

Home Banks Payments **Payroll** Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More

Process Payroll

Copy Last Save Submit

Frequency List

Weekly <input type="checkbox"/>	10/27/2014	Beginning Date	End Date	11/30/2014
BiWeekly <input type="checkbox"/>	10/27/2014	Beginning Date	Pay Date	5/1/2015
SemiMonthly <input checked="" type="checkbox"/>	11/7/2014	Beginning Date	Include Other Voluntary Withholdings	<input checked="" type="checkbox"/>
Monthly <input type="checkbox"/>	11/7/2014	Beginning Date	Include Other Compensations	<input checked="" type="checkbox"/>

Salaried Employee List Create New Employee

REQUEST	DEPT	FREQ	EMPLOYEE NAME	DAYS WORKED	REG.	VAC.	SICK	HOLIDAYS	OTHER TAXABLE	TIPS PAID
	00	M	Jennifer Lopez 123	10	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	00	S	Ken Clark	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	00	S	Adolfo Gandara Pizarro	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	00	S	Empleado2 Last2 SecondLast2	10	<input checked="" type="checkbox"/>	86.67	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Hourly Employee List

REQUEST	DEPT	FREQ	EMPLOYEE NAME	DAYS WORKED	REG.	OTIME	DTIME	VAC.	SICK	HOLIDAYS	OTHER TAXABLE
	00	M	Zulmarie Ayala Ortiz	5	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	00	M	Lester Morgan	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Menu](#)



IMPORT HOURS

Employees Process Payroll Payroll Register Reports More

Import Payroll

Process Cancel

Frequency List

Monthly <input type="checkbox"/>	<input type="text"/> Beginning Date	End Date	<input type="text"/>
		Pay Date	<input type="text"/>
		Incl. Other Vol Withholdings	<input type="checkbox"/>
		Include Other Compensations	<input type="checkbox"/>

Add Payroll File

Select File Browse Save

	A	B	C	D	E	F	G	H	I	J	K
1	CompID	Frequency	SalaryYN	EmpID	SocialSecurity	Departme	Employee	Reg_TimeHours	OverTimeHours	DoubleTimeHours	Vac_H
2	AFS	Monthly	0	AntonioSecola	#12345678	#00	Antonio Secola				
3											
4											
5											
6											
7											
8											
9											
10											
11											

PayrollTimeRegister

[Menu](#)

APPROVE PAYROLL

[Home](#)
[Banks](#)
[Payments](#)
[Payroll](#)
[Receivables](#)
[Finance](#)

[Employees](#)
[Process Payroll](#)
[Payroll Register](#)
[Attendance](#)
[Reports](#)
[More](#)

Approve Payroll

[Process](#)
[Report](#)
[Cancel](#)
[More Actions](#)



EMPLOYEE ID	NAME	FREQUENCY	PAYMENT TYPE	GROSS	EMPLOYER TAXES	EMPLOYEE TAXES	OTHER VOL. WITHHOLDING	NET	NEXT CHECK	
<input type="checkbox"/>	DonaldDuck	Donald Duck ...	BiWeekly	Hourly	\$4,000.00	\$343.00	\$1,128.23	\$0.00	\$2,871.77	0
<input type="checkbox"/>	MickeyMouse	Mickey Mouse	BiWeekly	Salary	\$5,300.00	\$425.00	\$1,487.31	\$100.00	\$3,712.69	0
<input type="checkbox"/>	MinnieMouse	Minnie Mouse .	BiWeekly	Salary	\$4,500.00	\$382.50	\$1,284.06	\$100.00	\$3,115.94	0
TOTALS					\$13,800.00	\$1,150.50	\$3,899.60	\$200.00	\$9,700.40	
								\$13,800.00		
								\$1,150.50		
								\$14,950.50		

[Process](#)
[Report](#)
[Cancel](#)
[More Actions](#)

[Menu](#)

REVIEW/EDIT PAYROLL

alchavo.com Support

Home Banks Payments Payroll Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More

Approve Payroll Approve Report Cancel More Actions

EMP ID: Emp2, EmpT

Employee Info						
EMPLOYEE ID	EMPLOYEE NAME	SOCIAL SECURITY	PAY TYPE	RATE	CHECK NUMBER	DAYS WORKED
Emp2	Empleado2	***-**-****	Salary-\$800.00	\$9.23		10.00

Earning Information						
ID	DATE	HOURS	AMOUNT	DEPARTMENT	JOB ID	PHASE
Regular Time	11/30/2014	86.67		00	Default Job	Default Phas
Allowances	11/30/2014		1,000.00	00	NA	NA
Reimbursed	11/30/2014		1,000.00	00	Default Job	Default Phas
		86.67	\$2,000.00			

Add Save Cancel

[Menu](#)

Job

[Add](#)
[Edit](#)
[Delete](#)
[More Actions](#)


A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

Job Default



<input type="checkbox"/>	JOB	PO	DESCRIPTION	SUPERVISOR	FOR CUSTOMER	START DATE	END DATE
<input type="checkbox"/>	BEQ15AU		BEQ15AU	Julio jimenez	BEQ	7/1/2014	6/30/2015
<input type="checkbox"/>	ABSENT	NA	ABSENT SICK VACATION HOLIDAY PERSONAL	Ricardo Pagan	NA	1/1/2013	1/1/2023
<input type="checkbox"/>	ADMIN	NA	ADMINISTRATION	Ricardo Pagan	NA	1/1/2013	1/1/2023
<input type="checkbox"/>	ADS13REXmas	NA	ADS-13-REXmas	NA	NA	9/30/2013	11/30/2013
<input type="checkbox"/>	ADSREXmas	NA	ADS-13-REXmas	NA	NA	9/30/2013	11/30/2013

Job

[Edit](#)
[Delete](#)
[Cancel](#)

General Information

Job	BEQ15AU	Description	BEQ15AU
Start Date	7/1/2014	PO Number	
End Date	6/30/2015	Supervisor	Julio jimenez
For Customer	BEQ	Inactive	<input type="checkbox"/>

[Menu](#)



PHASES

Phases

[Add](#) [Edit](#) [Delete](#) [More Actions](#) ▼

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

Phases Default 🔍 🔄

<input type="checkbox"/>	PHASE	JOB	DESCRIPTION	BUDGET EXPENSES	BUDGET REVENUES
<input type="checkbox"/>	Phaseld0	BEQ15AU	Default Phase	\$500.00	\$3,000.00
<input type="checkbox"/>	Phaseld0	ABSENT	Default Phase	\$0.00	\$0.00
<input type="checkbox"/>	Phaseld0	ADMIN	Default Phase	\$0.00	\$0.00
<input type="checkbox"/>	Phaseld0	ADS13REXmas	Default Phase	\$0.00	\$0.00
<input type="checkbox"/>	Phaseld0	ADSREXmas	Default Phase	\$0.00	\$0.00

Phases

[Save](#) [Cancel](#)

General Information

ID	<input type="text" value="Phaseld0"/>	Budget Expenses*	<input type="text" value="\$500.00"/>
Job	<input type="text" value="BEQ15AU"/>	Budget Revenues*	<input type="text" value="\$3000.00"/>
Description	<input type="text" value="Default Phase"/>	Is Active	<input checked="" type="checkbox"/>

[Menu](#)

EMPLOYEE PAYROLL REPORT

Xacct Demo Inc
Edit Register
Pay Check Date 5/1/2015
For Pay Period Ending 11/30/2014

Employee Salary Information								
Emp Id	Name						Bank Id	
Emp2	Empleado2 Last2 SecondLast2						BPPR	
Earnings					Employer Tax Information			
Earning Id	Dep Id	Job Id	Phase Id	Hours	Sal / Wages	Tax Id	Tax Desc	Amount
Allowances	00	NA	NA		\$1,000.00	CHFEmplyr	Chauffer Insurance - Employeer	\$0.65
Regular Time	00	JobId0	PhaseId0	86.67	\$800.00	DIE	Disability - Employer	\$5.40
Reimbursed	00	JobId0	PhaseId0		\$1,000.00	FED-FUT	Federal Unemployment - Employer	\$10.80
						FED-MED	Medicare - Employer	\$26.10
						FED-OASDI	OASDI - Employer	\$111.60
						FSE	FSE - Employer	\$15.30
						SUT	State Unmeployment - Employer	\$79.20
Gross Earnings					Employee Tax Information			
Gross					\$2,800.00	Withhold	Withhold Desc	Amount
Pre Payments						CHFEmplye	Chauffer Insurance - Employee	\$1.09
Net					\$2,587.56	DIE	Disability - Employee	\$5.40
Check No.					0	FED-MED	Medicare - Employee	\$26.10
Check Amount:					\$2,587.56	FED-OASDI	OASDI - Employee	\$111.60
Direct Deposit Amount:					\$0.00	SWH	State Tax Withholding - Employee	\$68.25
Employee Other Voluntary Withholding								
Other Withhold	Other Withhold Desc						Amount	

[Menu](#)

EMPLOYER PAYROLL REPORT

Employer Taxes Summary		
Withhold Id	Withhold Description	Withhold Amount
CHFEmplr	Chauffer Insurance - Employer	\$0.65
DIE	Disability - Employer	\$7.34
FED-FUT	Federal Unemployment - Employer	\$14.69
FED-MED	Medicare - Employer	\$35.50
FED-OASDI	OASDI - Employer	\$151.78
FSE	FSE - Employer	\$56.12
SUT	State Unemployment - Employer	\$107.71
Total:		\$373.79
Total Payroll Liabilities to be Paid or Debited		
Total Chauffers Insurance		\$1.74
Total Disability Insurance		\$14.68
Total Federal Unemployment Insurance		\$14.69
Total Income Tax Withheld		\$77.15
Total Social Security		\$374.56
Total Unemployment Insurance		\$107.71
Total to be Paid/Debited		\$590.53
Gross Wages		\$3,448.00
Net Pay		\$3,175.14
Check Amount		\$3,175.14
BPPR		
Direct Deposit Amount		\$0.00
Manual Check		\$0.00

[Menu](#)

PAYROLL – DOWNLOAD PAY DOCUMENTS

Home Banks Payments Payroll Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More

Payroll

Update Cancel

Download Payroll Files

Remove from this page after days.

Details

REPORT NAME	PAY DATE	APPROVED BY	PRINTED	CHK	VCH	DD	CHKREG	SIGLOG	
> Payroll Doc	9/1/2015	Walt Disney							
> Payroll Doc	9/1/2015	Walt Disney							
> Payroll Doc	8/29/2015	Walt Disney							
> Payroll Doc	8/29/2015	Walt Disney							

Update Cancel

[Menu](#)

DOWNLOAD-Payroll PDF Checks

WALT DISNET WORLD

Bank Account: PRINCIPAL Check Date: 9/1/2015

Emp ID/DeptA		Employee Name		SSN	Period Begin	Period End	Check No.
DonaldDuck / 00		Donald Duck .		***.**	8/15/2015	8/28/2015	5011
Earnings	Hrs/Units	Curr Amt	YTD	Earnings	Hrs/Units	Curr Amt	YTD
Regular Time	80.00	\$4,000.00	\$12,000.00				

WALT DISNET WORLD

Deductions	Curr Amt	YTD	Deductions	Curr Amt	YTD
Medicare	\$58.00	\$174.00			
OASDI	\$248.00	\$744.00			
Disability	\$3.00	\$27.00			
State Tax Withholding	\$815.23	\$2,457.69			

Pay Rate	Curr Earn	Curr Ded	Net Pay	YTD Earn	YTD Deduc	YTD Net Pay
\$50.00	\$4,000.00	\$1,128.23	\$2,871.77	\$12,000.00	\$3,402.69	\$8,597.31

WALT DISNET WORLD
 PO Box 1343
 PO Box 1343
 GURABO, PR 00778-0778

BANCO POPULAR

NO. 5011
 101-201
 215

DATE	CHECK AMOUNT
9/1/2015	\$2,871.77

TWO THOUSAND EIGHT HUNDRED SEVENTY-ONE AND 77/100 DOLLARS

PAY TO THE ORDER OF
 Donald Duck .
 Donald Duck House
 Magic Kingdom, PR 00000-0000

Walt Disney

⑈0050⑈ ⑆02⑆5020⑆⑆ 999999999⑈

8/31/2015 WALT DISNEY WORLD Page 1
 8:49 PM Paycheck Received Report

For Pay Check Date 9/1/2015

Employee ID	Employee Name	Social Security	Dept	Check Number	Check Date	Signature
MickeyMouse	Mickey Mouse	****1111	00	5012	9/1/2015	X
MinnieMouse	Minnie Mouse	****2222	00	5013	9/1/2015	X
DonaldDuck	Donald Duck .	****3333	00	5011	9/1/2015	X

3 Checks For Department 00

[Menu](#)

DOWNLOAD – Payroll PDF Vouchers

Outsourcing Solutions, Inc.

Bank Account: BPPR

Check Date: 3/13/2015

Emp ID/DeptA		Employee Name		SSN	Period Begin	Period End	Check No.
Lopez,Jose / 50		Jose Lopez		***-**-****	2/22/2015	3/7/2015	V-140
Earnings	Hrs/Units	Curr Amt	YTD	Earnings	Hrs/Units	Curr Amt	YTD
Holidays							
Regular Time	80.00						

Outsourcing Solutions, Inc.

Deductions	Curr Amt	YTD	Deductions	Curr Amt	YTD
Medicare					
CASDI					
Disability					
State Tax Withholding					

Pay Rate	Curr Earn	Curr Ded	Net Pay	YTD Earn	YTD Deduc	YTD Net Pay

Outsourcing Solutions, Inc.
 PO BOX 1343
 GURABO, PR 007780000

DIRECT DEPOSIT VOUCHER

NO. V-140

00-00

0

DOLLARS

DATE	CHECK AMOUNT
3/13/2015	

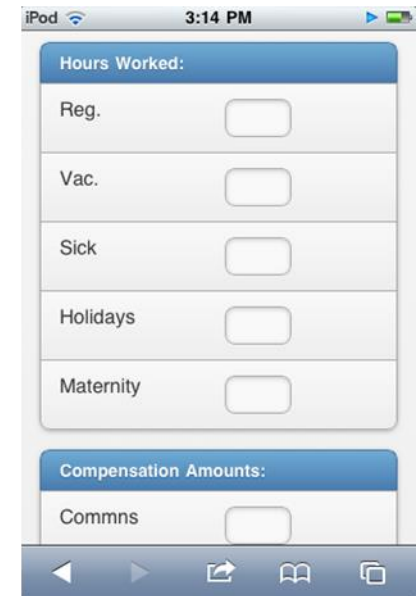
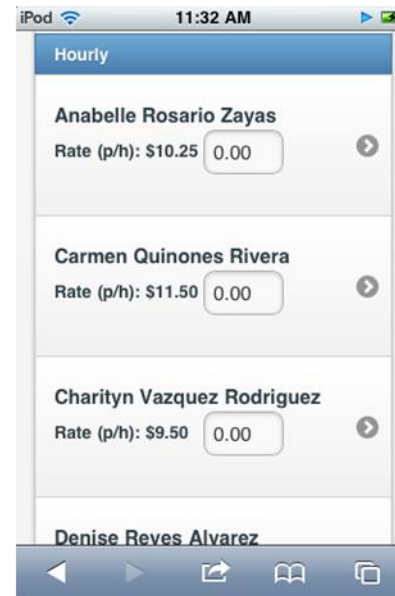
PAY TO THE ORDER OF
 Jose Lopez

Non Negotiable

[Menu](#)



PAYROLL MOBILE



[Menu](#)

CHECK REGISTER REPORT

alchavo.com Support

Home Banks Payments Payroll Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More

Check Register

Search Criteria

From 5/1/2014 To 5/3/2015



Include Void

Search

BANK ID	CHECK DATE	CHECK NUMBER	EMPLOYEE	NET	
BPPR	5/31/2014	5170	Susana Aponte Colon	\$646.70	Void
BPPR	5/31/2014	V-5171	Omar Abraham Diaz	\$612.07	Void
BPPR	8/29/2014	5172	Zulmarie Ayala Ortiz	\$599.58	Void
BPPR	8/29/2014	5174	Zulmarie Ayala Ortiz	\$399.58	Void
BPPR	8/29/2014	V-5173	Ken Clark	\$835.17	Void
BPPR	8/29/2014	V-5175	Omar Abraham Diaz	\$1,640.77	Void
BPPR	11/3/2014	5177	Carlos Diaz	\$338.88	Void
BPPR	11/3/2014	V-5176	Christina Aguilera Fonseca	\$1,723.64	Void
Total				\$6,796.39	

[Menu](#)

CHECK HISTORY REGISTER REPORT


Support


Home
Banks
Payments
Payroll
Receivables
Finance
+
✉
💬
🔍

Employees
Process Payroll
Payroll Register
Attendance
Reports
More

From Emp Id:	<input type="text" value="All"/>	Thru Emp Id:	<input type="text" value="All"/>	
From Check Number:	<input type="text" value="All"/>	Thru Check Number:	<input type="text" value="All"/>	
From Department:	<input type="text" value="All"/>	Thru Department:	<input type="text" value="All"/>	
From Check Date:	<input type="text" value="04/19/2014"/>	Thru Check Date:	<input type="text" value="11/03/2014"/>	<input type="button" value="Preview"/>
From Period:	<input type="text" value="All"/>	Thru Period:	<input type="text" value="All"/>	
Sort By:	<input type="text" value="Employee ID"/>	Void:	<input type="text" value="<select a value>"/> <input checked="" type="checkbox"/> NULL	

1 of 12
Export to the selected format
Export
📄
🖨
📧


Xacct Demo Inc
Check History Register

Filter Criteria: Company Id: XDM - From Emp: All - Thru Emp: All - From Chk No: All - Thru Chk No: All - From Dept: All - Thru Dept: All - From Chk Date: 04/19/2014 - Thru Chk Date: 11/03/2014 - From Period: All - Thru Period: All - Sort By: Employee ID

Employee Salary Information						Employer Tax Information				
Emp Id	Name	Bank Id				Tax Id	Dept	Tax Desc	Tax Amt	
1006	Zulmarie Ayala Ortiz	BPPR				DIE	00	Disability - Employer	\$2.28	
Earning Id	Dept Id	Job Id	Phase Id	Hours	Sal / Wages	FED-FUT	00	Federal Unemployment - Employer	\$4.56	
Regular Time	00	JobId0	PhaseId0	80	\$760.00	FED-MED	00	Medicare - Employer	\$11.02	
Reimbursed	00	JobId0	PhaseId0		\$200.00	FED-OASDI	00	OASDI - Employer	\$47.12	
Gross					\$960.00	FSE	00	FSE - Employer	\$6.46	
Net					\$699.58	SUT	00	State Unemployment - Employer	\$33.44	
Employee Tax Information						Employee Tax Information				
						Tax Id	Dept	Tax Desc	Tax Amt	
Check or Voucher:						5172	DIE	00	Disability - Employee	\$2.28
Check Date:						8/29/2014	FED-MED	00	Medicare - Employee	\$11.02
						FED-OASDI	00	OASDI - Employee	\$47.12	
Employee Other Voluntary Withholding										
						ASUME	00	ASUME	\$100.00	
						Medical Insurance	00	Medical Insurance	\$200.00	

[Menu](#)

SICK AND VACATION

alchavo.com Support 

Home Banks Payments **Payroll** Receivables Finance

+ [Email] [Chat] [Search]

Employees Process Payroll Payroll Register Attendance Reports More

From Emp: All To Emp: All
 From Check: All To Check: All
 From Date: 1/1/2014 To Date: 12/31/2014

1 of 10 Export to the selected format Export

Xacct Demo Inc Sick and Vacation History

Filter Criteria: From Emp: All - To Emp: All - From Check: All - To Check: All - From Date: 1/1/2014 - To Date: 12/31/2014

Zulmarie Ayala Ortiz (1006)						
Check Num	Check Date	Period End	Qualified Hours	Vacation Hours	Sick Hours	Liquidation Balance
			Previous Balance	0	0	
5172	8/29/2014	8/22/2014	Accrued Hours	0	0	
			Used Hours	0	0	
			Adjustments	0	0	
			Balance	0	0	
			Previous Balance	0	0	
5174	8/29/2014	8/28/2014	Accrued Hours	10	8	
			Used Hours	0	0	
			Adjustments	0	0	
			Balance	10	8	
			Vacation Balance	10	X \$9.50 =	\$95.00
			Sick Balance	8	X \$9.50 =	\$76.00

alchavo.com

Home Banks Payments **Payroll** Receivables Finance

Employees Process Payroll Payroll Register Attendance Reports More

1 of 2 Export to the selected format Export

Xacct Demo Inc Sick and Vacation Summary

Employee Id	Name	Department	Rate	Sick YTD	Vac YTD
1002	Yohanny Guzman Perez	00/Department	\$10.00	0.00	0.00
1004	Adrian Bertucci Romero	00/Department	\$15.00	0.00	0.00
1005	Edward Feliciano Lopez	00/Department	\$10.00	0.00	0.00
1006	Zulmarie Ayala Ortiz	00/Department	\$9.50	8.00	10.00
1010	Susana Aponte Colon	00/Department	\$9.01	0.00	0.00
1011	Jafet Aymal Ortiz	00/Department	\$12.00	0.00	0.00
1033	Seldez Torres Gonzalez	00/Department	\$10.00	0.00	0.00
1037	Justine Adams Figueroa	00/Department	\$12.00	0.00	0.00
ABC-987	Augusta Constantina Bernarda Duende	00/Department	\$7.50	0.00	0.00
ABC-988	Adios Hello Hala Goodbye	00/Department	\$12.50	0.00	0.00
ALONDRA	ALONDRA GARCIA	00/Department	\$0.00	0.00	0.00
Antonio	Antonio Perez	00/Department	\$11.37	0.00	0.00
armando	armando forseca	00/Department	\$2,000.00	0.00	0.00

[Menu](#)

ATTENDANCE - PUNCH CLOCK

Department

Default Department

Thursday, April 30, 2015

10:12:22

7	8	9
4	5	6
1	2	3
<input type="text"/>	0	<

PUNCH IN

PUNCH OUT

Payroll


Employees Payroll Register Attendance Reports

Punch Photos

Employee: Minnie Mouse

From: 8/31/2015

To: 8/31/2015



Minnie Mouse .
31/8/2015 11:19 AM
Lat: 18.2387995 Long: -66.035249
IP: 173.211.144.153

[Menu](#)

ATTENDANCE - TIME CARD

Minnie Mouse

FROM: 8/31/2015 TO: 9/8/2015
 Approved

Missing Punch

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
8:00 AM - IN 00	8:00 AM - IN 00	8:00 AM - IN 00	8:00 AM - IN 00	8:00 AM - IN 00	8:00 AM - IN 00	8:00 AM - IN 00		
11:01 AM - IN 00	12:00 PM - OUT 00	12:00 PM - OUT 00	12:00 PM - OUT 00	12:00 PM - OUT 00	12:00 PM - OUT 00	12:00 PM - OUT 00		
11:19 AM - OUT 00	1:00 PM - IN 00	1:00 PM - IN 00	1:00 PM - IN 00	1:00 PM - IN 00	1:00 PM - IN 00	1:00 PM - IN 00		
12:00 PM - OUT 00	5:00 PM - OUT 00	5:00 PM - OUT 00	5:00 PM - OUT 00	5:00 PM - OUT 00	5:00 PM - OUT 00	5:00 PM - OUT 00		
1:00 PM - IN 00								
5:00 PM - OUT 00								
Hours Register								
DEPARTMENT	HOURS WORKED	REGULAR	OVERTIME 8H	OVERTIME 40H	12H	SEVENTH	24H	SUN REG
Department	52.25	0.00	0.00	0.00	0.00	0.00	0.00	
Additional Hours								
EARNING		HOURS AMOUNT					ON	
No records to display.								
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
08:00:00	08:00:00	08:00:00	08:00:00	08:00:00				
12:00:00	12:00:00	12:00:00	12:00:00	12:00:00				
13:00:00	13:00:00	13:00:00	13:00:00	13:00:00				
17:00:00	17:00:00	17:00:00	17:00:00	17:00:00				

[Menu](#)

ATTENDANCE – TRANSFER TO PAYROLL

Home Banks Payments Payroll Receivables Finance

+ ✉ 💬 🔍

Employees Process Payroll Payroll Register Attendance Reports More

Weekly/BiWeekly Payroll Import To Payroll

Available Periods: ▼ ↺

Pay Date: 📅

🔼 ↺

<input type="checkbox"/>	EMPLOYEE	DEPARTMENT	SUM	REGULAR	MEAL	SICK	VAC	OVER 40	OVER 8	OVER 24	FLEXI TIME	7TH	SUNDAY	SUNDAY OVER
<input type="checkbox"/>	Mickey Mouse	Department	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="checkbox"/>	Minnie Mouse .	Department	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Monthly/BiMonthly Payroll Import To Payroll

Time Register From:

Payroll Cut Date: 📅 Monthly BiMonthly

Pay Date: 📅

🔼 ↺

<input type="checkbox"/>	EMPLOYEE	DEPARTMENT	SUM	REGULAR	MEAL	SICK	VAC	OVER 40	OVER 8	OVER 24	FLEXI TIME	7TH	SUNDAY	SUNDAY OVER
No records to display.														

[Menu](#)



ATTENDANCE – ADMINISTRATION

Home Banks Payments Payroll Receivables Finance

Home Uploads Documents Requests Generated Reports Settings

Missing Punches

Finish Back

<input type="checkbox"/>	EMPLOYEE	PUNCHIN DATE	PUNCHIN HOUR	PUNCHOUT DATE	PUNCHOUT HOUR	TIMECARD DATE
No records to display.						

Unapproved Timecards In Period

<input type="checkbox"/>	EMPLOYEE	TIMECARD DATE
<input type="checkbox"/>	Mickey Mouse	8/24/2015 3:03:04 PM
<input type="checkbox"/>	Mickey Mouse	8/17/2015 3:03:04 PM
<input type="checkbox"/>	Minnie Mouse .	8/24/2015 3:03:04 PM
<input type="checkbox"/>	Minnie Mouse .	8/17/2015 3:03:04 PM

[Menu](#)

ATTENDANCE – WHO IS IN?

Payroll +

Employees Payroll Register Attendance Reports

Who Is In

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

All Punches ▼ 🔍 🔄

<input type="checkbox"/>	EMPLOYEE	DEPARTMENT	DATE	LAST PUNCH	PUNCH LOCATION	STATUS
<input type="checkbox"/>	Donald Duck .					
<input type="checkbox"/>	Mickey Mouse	Department	09/08/2015	17:00:00	Web	OUT
<input type="checkbox"/>	Minnie Mouse .	Department	09/08/2015	17:00:00	Web	OUT

[Menu](#)

ATTENDANCE – APPROVE VACATIONS

Payroll +

Employees Payroll Register Attendance Reports

Request Information

Employee	Mickey Mouse	Department	00 - Department
Duration From	<input type="text"/>	To	<input type="text"/>
Requested Hours	<input type="text"/>	License	Select

[Request](#)

Your requests

LICENSE	DEPARTMENT	STARTS	ENDS	REQUESTED	HOURS	APPROVED	APPROVEDDATE	DENIED
No records to display.								

Pending employee requests

EMPLOYEE	LICENSE	DEPARTMENT	STARTS	ENDS	REQUESTED	HOURS	APPROVED	APPROVEDDATE	DENIED
Minnie Mouse	Vacation	00	09/04/2015	09/04/2015	8/31/2015 11:33:11 AM	8	<input type="checkbox"/>		<input type="checkbox"/>

[Menu](#)

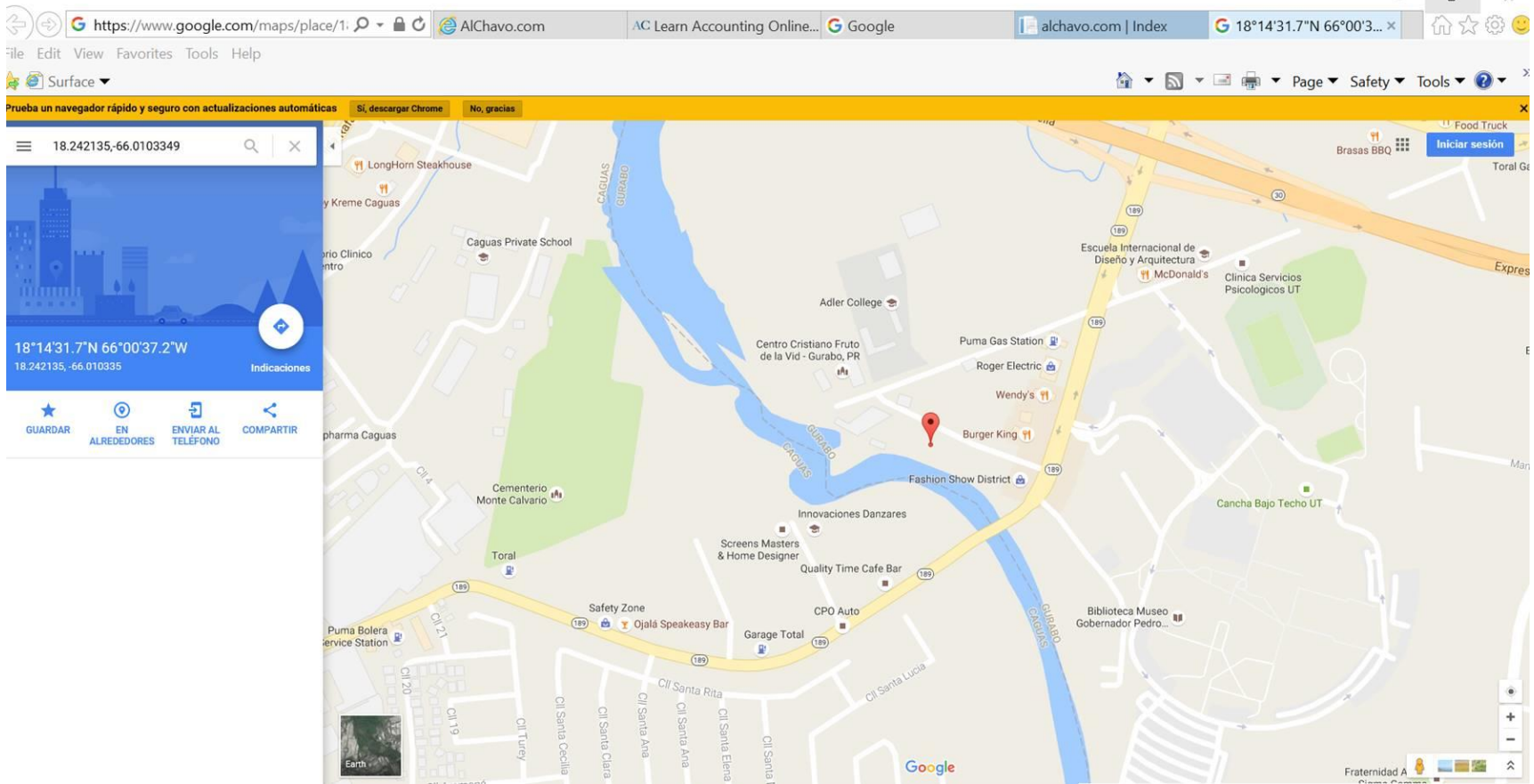
ATTENDANCE – SCHEDULLING

The screenshot displays the 'Employee Schedules Calendar' interface. At the top, there is a navigation bar with tabs for Home, Banks, Payments, Payroll, Receivables, and Finance. Below this is a secondary menu with options: Employees, Process Payroll, Payroll Register, Attendance, Reports, and More. The main content area is titled 'Employee Schedules Calendar' and shows a calendar for 'Monday, August 31, 2015'. The calendar is in 'Day' view, with a vertical time axis on the left ranging from 'all day' to '5:00pm'. Three employee schedules are visible as grey blocks:

Employee	Start Time	End Time
Donald Duck	8:00AM	5:00PM
Mickey Mouse	8:00AM	5:00PM
Minnie Mouse	8:00AM	5:00PM

[Menu](#)

NOTIFICATIONS



[Menu](#)



NOTIFICATIONS

Accountant: Rafael Perez | XDM - Xacct Demo Inc | Joanna Fonseca | 0.00 h / 0.00 h | Help | Logout

alchavo.com Support

Home | Banks | Payments | **Payroll** | Receivables | Finance

Employees | Process Payroll | Payroll Register | Attendance | Reports | More

Save Cancel

General Info	Address	Compensation	Taxes	Other With.	Other Comp.	Payment Method	Optional Fields	Notifications
--------------	---------	--------------	-------	-------------	-------------	----------------	-----------------	---------------

SENDER MAILS	COMMENTS	DUE DATE	DAYS BEFORE NOTIFY	DAYS AFTER NOTIFY
No records to display.				

Save Cancel

[Menu](#)


NOTIFICATIONS



Accountant: Rafael Perez | XDM - Xacct Demo Inc | Joanna Fonseca | 0.00 h / 0.00 h | Help | Logout

alchavo.com Support

Home | Banks | Payments | **Payroll** | Receivables | Finance

Home | Dashboard | Inbox | Requests | Knowledge Base | Generated Reports | Settings | Key Matrix

 Save Cancel

General Info	Address	Compensation	Taxes	Other With.	Other Comp.	Payment Method	Optional Fields	Notifications
SENDER MAILS		COMMENTS		DUE DATE		DAYS BEFORE NOTIFY		DAYS AFTER NOTIFY
jfonseca@osipr.com		certificado de salud		9/15/2016		2		1  
<input type="button" value="Add"/>								

Save Cancel

[Menu](#)

NOTIFICATIONS

Accountant: Rafael Perez | XDM - Xacct Demo Inc | Joanna Fonseca | 0.00 h / 0.00 h | Help | Logout

alchavo.com | Support

Home | Banks | P

Employees | Process Payro

Upload

General Info | Address

SENDER MAILS
No records to display.

Notification Date:

Days to notify before: Days to notify after:

Send Emails to:

You must enter emails separated by commas or ENTER

Comments:

Add Files:

Save Cancel

Notifications

NOTIFY

Add

Save Cancel

[Menu](#)



PAYROLL

SERVICE

We compute all wages, withholdings and deductions for all employees, both salaried and hourly, for each payroll processed.

Process payment to employees: Checks or direct deposit

We perform deposits and reports to regulatory agencies and government

BENEFITS

- Payroll integrated with and accounting modules bank
- In compliance with government agencies - 100% guaranteed
- Employer and employee have access 24-7 to pay stubs and human resources information
- Saving time, penalties and costs related to payroll

[Menu](#)



RECEIVABLES MODULE



alchavo.com

Cuentas claras conservan tu negocio

[Menu](#)

RECEIVABLES - SUMMARY

Home Banks Payments Payroll Receivables Finance

Dashboard Customers Invoices Deposits Reports

Sales Aging Refresh

Open Invoice	Invoice			
	0 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days
\$210,028.00	\$10,007.00	\$30,006.00	\$30,005.00	\$140,010.00

Currency	SALES	RECEIPTS	DUE
Today	\$0.00	\$0.00	\$0.00
This Week	\$0.00	\$0.00	\$0.00
This Month	\$0.00	\$0.00	\$0.00
This Quarter	\$60,013.00	\$0.00	\$60,013.00
This Year	\$240,028.00	\$10,000.00	\$230,028.00

[Menu](#)

CUSTOMER - LIST

Home Banks Payments Payroll Receivables Finance

Dashboard Customers Invoices Deposits Reports

Customers

Add Edit Delete More Actions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3

Customer Information

	CUST ID	NAME	CONTACT PERSON	TELEPHONE	MOBILE	EMAIL	CITY
<input type="checkbox"/>	GAdventures	GonzalesAdventures				gonzalesadventures@alchavo.net	NA
<input type="checkbox"/>	SecolaT	SecolaTravel				secolatravel@alchavo.net	NA

Quicklinks: Add Invoice, Add Deposit, Review and Approve, Create Quotes

Help: How to create and edit a Customer?

Add Edit Delete More Actions


Export to PDF
Export to Excel
Export to CSV

[Menu](#)

CUSTOMER – PROFILE

Home Banks Payments Payroll Receivables Finance

Dashboard Customers Invoices Deposits Reports



GonzalesAdventures

ID: GAdventures Phone:

Email: gonzalesadventures@alchavo.net Mobile:


General Information	Address	Collection Methods	Default Parameters	Messages	Optional Fields
Customer ID*	<input type="text" value="GAdventures"/>				Contact <input type="text"/>
Customer Name*	<input type="text" value="GonzalesAdventures"/>				Commission Rule <input type="text"/>
Email*	<input type="text" value="gonzalesadventures@alchavo.net"/>				Commission Type <input type="text"/>
Telephone	<input type="text"/>				Comm. Emp/Payee <input type="text"/>
Mobile	<input type="text"/>				Related Payee <input type="text"/>
Fax	<input type="text"/>				Inactive <input type="checkbox"/>
Sub Customer Of	<input type="text"/>				Is Real <input checked="" type="checkbox"/>
YTD Deposits	<input type="text" value="\$0.00"/>				Self Services Portal Invite User

[Menu](#)

CUSTOMER – ELECTRONIC COLLECTIONS

Home Banks Payments Payroll **Receivables** Finance

Dashboard Customers Invoices Deposits Reports

 **GonzalesAdventures** Save Cancel

ID: GAdventures Phone:
Email: gonzalesadventures@alchavo.net Mobile:

Upload

General Information	Address	Collection Methods	Default Parameters	Messages	Optional Fields
Payments Type		Electronic Debit			
Authorization On hand		<input checked="" type="checkbox"/>		Bank Account	0018091811
Account Type		Checking		Bank Routing	021502011


Save Cancel

[Menu](#)

CUSTOMER – DEFAULT SETTINGS

Home Banks Payments Payroll Receivables Finance

Dashboard Customers Invoices Deposits Reports

 **GonzalesAdventures** Save Cancel

ID: GAdventures Phone:

Email: gonzalesadventures@alchavo.net Mobile:

General Information	Address	Collection Methods	Default Parameters	Messages	Optional Fields
Sales Acct*		4000-00 Revenues	<input type="text"/>		Tax* IVU - 7.00%
Receivables Acct*		1200-00 Accounts Receivable	<input type="text"/>		Payment Terms* Net0
Discount Acct*		4420-00 Revenues - Discounts	<input type="text"/>		Item* ItemId100
GL Ps Acct*		1900-00 Prepaid IncTax-ProfSrv 1	<input type="text"/>		Job* Default Job
Unapplied Deposits*		1270-00 Unapplied Deposit	<input type="text"/>		Phase* Default Phase

Save Cancel

[Menu](#)

CUSTOMER – QUOTES

Home Banks Payments Payroll Receivables Finance

+ ✉ 💬 🔍

Dashboard Customers Invoices Deposits Reports

Quotes

ABCDEFGHIJKLM

Quote Default

	QUOTE NUMBER	TYPE	NAME
<input type="checkbox"/>	8	Customer	Gonza

Quicklinks

[Quotes 1](#)

Help

[How to create and edit a](#)

Home Banks Payments Payroll Receivables Finance

+ ✉ 💬 🔍

Dashboard Customers Invoices Deposits Reports

Quotes

Template: Professional

Client Type* Customer

Customer Name* GAdventures - GonzalesAdventu

Quote Description Tour Information

Quote Date* 9/1/2015

Valid Date 8/31/2015

ITEM	DESCRIPTION	QTY	PRICE	ITEM AMT	DISCOUNT	TAX	AMOUNT	
Itemid100	Default Item	1.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	
							Sub Total	\$1,000.00
							Discounts	\$0.00
							Taxes	\$0.00
							Total	\$1,000.00

Add another line

Save Cancel

Help Information

[How to create and edit a Quotes?](#)

[Menu](#)

CUSTOMER – SALES ORDERS

[Home](#)
[Banks](#)
[Payments](#)
[Payroll](#)
[Receivables](#)
[Finance](#)

[Dashboard](#)
[Customers](#)
[Invoices](#)
[Deposits](#)
[Reports](#)

Sales Order

[Add](#)
[Edit](#)
[Delete](#)
[More Actions](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 0 1 2 3 4 5 6 7 8 9

Sales Order Default

[Filter](#)
[Refresh](#)

SALES ORDER NUMBER	TRANS	REFERENCE	CUSTOMER NAME	DATE	AMOUNT
4	22				

Quicklinks

[Sales Order 1](#)

Help

[How to create and edit a Sa](#)

[Home](#)
[Banks](#)
[Payments](#)
[Payroll](#)
[Receivables](#)
[Finance](#)

[Home](#)
[Uploads Documents](#)
[Requests](#)
[Generated Reports](#)
[Settings](#)

Sales Order

Template: Professional

Customer*
 Reference

Sales Order Desc.*
 Payment Terms*

Sales Order Date*
 Ship Date

Net Due Date*
 Disc. Due Date*

ITEM	DESCRIPTION	QTY	UNIT PRICE	ITEM AMT	DISCOUNT	TAX	AMOUNT	
Itemid100 - Default	Default Item	1.00	\$59.99	\$59.99	\$0.00	\$0.00	\$59.99	
							Sub Total	\$59.99
							Discounts	\$0.00
							Taxes	\$0.00
							Total	\$59.99

[Add another line](#)

[Save](#)
[Cancel](#)

Help Information

[How to create and edit a Sales Order?](#)

[Menu](#)

CUSTOMER – INVOICES

[Home](#) [Banks](#) [Payments](#) [Payroll](#) [Receivables](#) [Finance](#)

[Dashboard](#) [Customers](#) [Invoices](#) [Deposits](#) [Reports](#)

[Home](#) [Uploads Documents](#) [Requests](#) [Generated Reports](#) [Settings](#)

Invoice

A B C D E F G H I J K L M N O P Q R S T U

All Invoices

INVOICE NUMBER	INVOICE REF	CUSTOMER	DATE
1	GA-Agosto	GonzalesAdventures - GAdventures	8/28/2015
2	ST-Agosto	SecolaTravel - SecolaT	8/28/2015
3	GA-Julio	GonzalesAdventures - GAdventures	7/28/2015
4	ST-Julio	SecolaTravel - SecolaT	7/28/2015
5	GA-Junio	GonzalesAdventures - GAdventures	6/28/2015
6	ST-Junio	SecolaTravel - SecolaT	6/28/2015
7	GA-Mayo	GonzalesAdventures - GAdventures	5/28/2015
8	ST-Mayo	SecolaTravel - SecolaT	5/28/2015
10	ST-Abril	SecolaTravel - SecolaT	4/28/2015
9	GA-Abril	GonzalesAdventures - GAdventures	4/28/2015
11	GA-Marzo	GonzalesAdventures - GAdventures	3/28/2015
12	ST-Marzo	SecolaTravel - SecolaT	3/28/2015
13	GA-Febrero	GonzalesAdventures - GAdventures	2/28/2015
14	ST-Febrero	SecolaTravel - SecolaT	2/28/2015
15	GA-Enero	GonzalesAdventures - GAdventures	1/28/2015
16	ST-Enero	SecolaTravel - SecolaT	1/28/2015

[QuickLinks](#) [Help](#)
[Quotes](#) [How to create and edit a Invoice?](#)

Invoice

Template: Professional

Customer: GAdventures - GonzalesAdventures
Invoice Reference*: GA-Agosto
Invoice Desc.*: Ticket for WDW
Payment Terms*: Net0
Invoice Date*: 8/28/2015
Ship Date:
Net Due Date*: 8/28/2015
Order Date:
Disc. Due Date*: 8/28/2015
Period*: 8
P.O. Number:
Fiscal Year*: 2015
GL Control*: 1200-00 Accounts Receivable

ITEM	DESCRIPTION	QTY	UNIT PRICE	ITEM AMT	DISCOUNT	TAX	AMOUNT
ItemId100 - Default	Default Item	1.00	\$10,007.0	\$10,007.00	\$0.00	\$0.00	\$10,007.00
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[Add another line](#)

Sub Total	\$10,007.00
Discounts	\$0.00
Taxes	\$0.00
Total	\$10,007.00

Review Approve Post

Help Information

- How to create and edit a Invoice?
- How to create a Sale Order?
- How to create a Quote?
- How to create a Credit Note?

Data Entry Instruction

No data entry instructions specific

Customer Information

NA
 NA, PR / 00000000
 PR

Payment Method

Debit

[Menu](#)

CUSTOMER – INVOICES

Home Banks Payments Payroll **Receivables** Finance

Dashboard Customers Invoices Deposits Reports

Invoice Details

INVOICE NUMBER: 1

New Invoice

Opened
\$10,007.00

Record Payment

View Invoice Template

Print

Email Invoice

Request

Export as PDF

Follow Up Custom

Make Recurring

Copy

Void

Cancel

Bill To:
GAdventures - GonzalesAdventures
NA
NA, PR / 000000000
PR

DESCRIPTION	REFERENCE	INVOICE DATE	TERMS	DUE DATE	P.O.#
Ticket for WD/W	GA-Agosto	8/28/2015	Net0	8/28/2015	

GL CONTROL	DISC. DUE DATE	SHIP DATE	ORDER DATE	PERIOD	FISCAL YEAR
120000	8/28/2015			8	2015

ITEM	DESCRIPTION	QTY	UNIT PRICE	ITEM AMT	DISCOUNT	TAX	AMOUNT
ItemId100	Default Item	1	\$10,007.00	\$10,007.00	\$0.00	\$0.00	\$10,007.00
Sub Total							\$10,007.00
Discounts							\$0.00
Taxes							\$0.00
Total							\$10,007.00

BANK ID	CHECK NUMBER	DEPOSIT BATCH	PAYMENT DATE	DISCOUNT	WITHHOLDING	PAYMENT AMOUNT
No records to display.						
Total						\$0.00

AFS CPA GROUP, LLC

PO Box 1314 Gurabo
Puerto Rico 00778
T: 787.653.5358
F: 787.653.5374
www.afsca365.com

Sold To
MIP de Puerto Rico, Inc.
PO Box 2330
Guaynabo, PR 0097-00970

Ship To
MIP de Puerto Rico, Inc.
PO Box 2330
Guaynabo, PR 0097-00970

Customer Id	Invoice Number	Invoice Date
MIP	2992	5/1/2016

Customer PO	Payment Terms
1-900	

Invoice Reference	Ship Date	Due Date
MIP CAJUN01		5/1/2016

Contact Name	Contact Phone
Mercedes Padilla	7877204747

Qty	Item	Description	Unit Price	Amount
1	AUDITS	Audit of Financial Statements	\$575.00	\$575.00

Thank you for your business. Please note that if Payment Terms is Electronic - DO NOT PAY - it will be debited directly from your account on record on its Due Date. Otherwise, please pay promptly.

SUB TOTAL:	\$575.00
DISCOUNT:	\$0.00
TOTAL:	\$575.00
STATE:	\$23.00
TAX TOTAL:	\$23.00
GRAND TOTAL:	\$598.00

[Menu](#)

INVOICES – EMAIL FOLLOW UP

The screenshot displays the Alchavo.com web interface. At the top, the logo and navigation menu are visible, including 'Home', 'Banks', 'Payments', 'Payroll', 'Receivables', and 'Finance'. A 'Support' button is also present. The main content area shows a 'New Message' window with the following details:

- To:** Please Select (dropdown), mercedes@mipadpr.com (text input)
- CC:** Please Select (dropdown), (empty text input)
- Subject:** AFS-CPA Group LLC - Invoice 2992 - MIP
- Attach Invoice Image:**
- Message:** Rich text editor with a toolbar containing options like Font Name, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Paragraph Style, and Zoom.
- Attachment:** InvoiceRegularPosted12_5_2016_19__11.PDF (with a 'select' button)

The email body text is as follows:

Dear Customer:

Enclosed please find invoice for services rendered.

Amount will be electronically collected on its due date

At the bottom right of the window, a summary table is displayed:

Sub Total	\$575.00
Discounts	\$0.00
Total	\$575.00

[Menu](#)

DEPOSITS

Home Banks Payments Payroll Receivables Finance

Dashboard Customers Invoices Deposits Reports

Deposits

Save Cancel

Deposit Slip

Bank	BANCO POPULAR	Total Amount	\$20,000.00
Deposit Date	08/31/2015	Dep Batch	Deposit Batch will be generated automatically
		Image	Load Image

Details

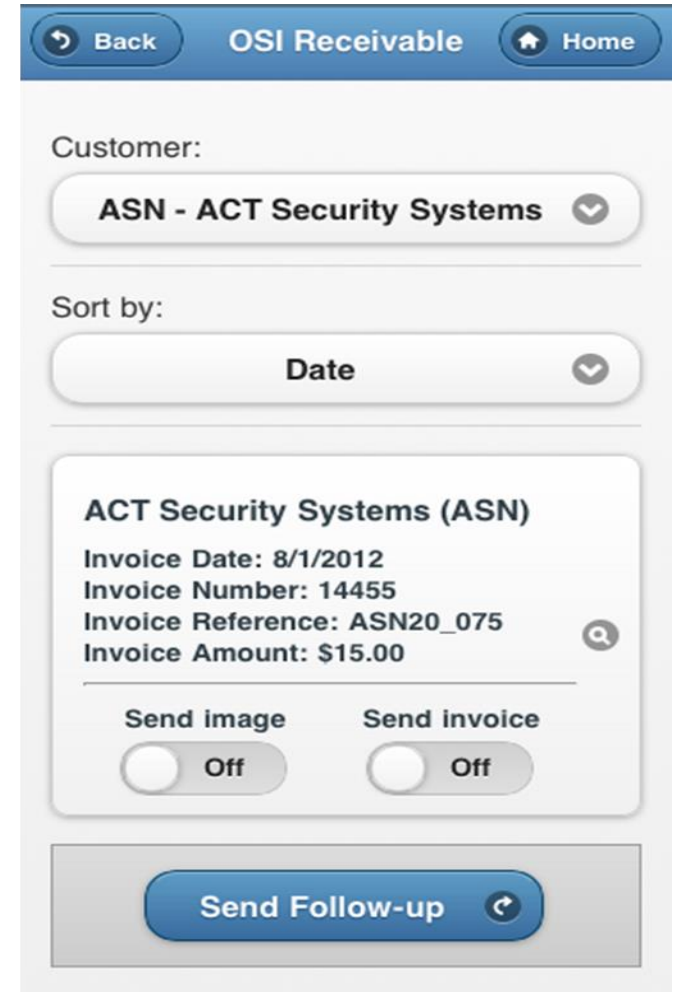
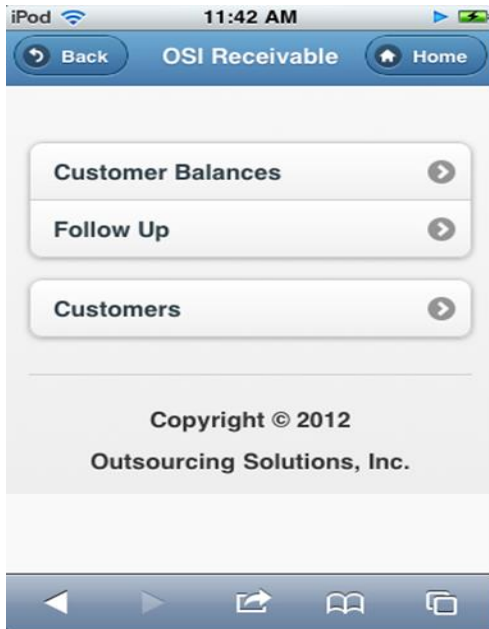
CUSTOMER	INVOICE	CHECK NUMBER	AMOUNT	DELETE
> SecolaT - SecolaTravel	Advance - UD	002	\$20,000.00	X
			\$20,000.00	

Add

Save Cancel

[Menu](#)

RECEIVABLES - MOBILE



[Menu](#)

MODULE: RECEIVABLES

SERVICE

Electronic
invoices and
scanned
documents

Electronic
collections

E-mail follow
up on
uncollected
invoices

SERVICE

Aging of Your
Accounts
Receivables

Client may
access their
record and
statement
24/7

BENEFITS

- All customer information is integrated and accessible 24-7
- Organized and efficient billing process
- Reduces collection time
- Financial update

[Menu](#)



PAYMENTS MODULE



alchavo.com

Cuentas claras conservan tu negocio

[Menu](#)

PAYMENTS - SUMMARY

Home
Banks
Payments
Payroll
Receivables
Finance

+
✉
💬

🔍

Dashboard
Payees
Bills
Pay
Check Register
More

Bills Aging Refresh

Open Bills

\$110,000.00

Bills				
	0 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days
	\$0.00	\$0.00	\$20,000.00	\$90,000.00

Bills			
	BILL	PAYMENTS	DUE
Today	\$0.00	\$0.00	\$0.00
This Week	\$0.00	\$0.00	\$0.00
This Month	\$0.00	\$0.00	\$0.00
This Quarter	\$0.00	\$0.00	\$0.00
This Year	\$170,000.00	\$90,000.00	\$80,000.00

Menu

PAYEE - LIST

Home Banks Payments Payroll Receivables Finance + ✉ 💬

Dashboard Payees Bills Pay Check Register More

Payees

Add Edit Delete More Actions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3

Payee Information 🔍 🔄

<input type="checkbox"/>	PAYEE ID	PAYEE NAME	CONTACT	PHONE	CELULAR	EMAIL	CITY	INACTIVE
<input type="checkbox"/>	FonsecaM	Fonseca Marketing				fonsecamarketing@alchavo.net	Caguas	<input type="checkbox"/>
<input type="checkbox"/>	PerezTour	Perez Tourist Guides				pereztouristguide@alchavo.net	Caguas	<input type="checkbox"/>

Quicklinks

- Add Invoice
- Select Payments from Open Bills
- Hold and Release Schedule Payments
- Enter Manual Payment

Help

- [How to create and edit a Payee?](#)


Add Edit Delete More Actions

[Menu](#)

PAYEE - PROFILE

Home Banks Payments Payroll Receivables Finance

Home Uploads Documents Requests Generated Reports Settings

 Save Cancel

General Information	Address	Payment Methods	Withholding or Disclosure	Default Parameters	Messages	Optional Fields
Payee ID*	<input type="text" value="FonsecaM"/>			Contact	<input type="text"/>	
Payee Name*	<input type="text" value="Fonseca Marketing"/>			Email	<input type="text" value="fonsecamarketing@alchavo.net"/>	
Check Memo Line*	<input type="text" value="Fonseca Marketing"/> ?			Inactive	<input type="checkbox"/>	
Telephone	<input type="text"/>			Is Real	<input checked="" type="checkbox"/>	
Mobile	<input type="text"/>			Self Services Portal	Invite User ?	
Fax	<input type="text"/>					

Save Cancel


[Menu](#)

PAYEE – LOCAL COMPLIANCE

(Ej. 7%, 480.6)

Home Banks Payments Payroll Receivables Finance

Home Uploads Documents Requests Generated Reports Settings

 Save Cancel

Upload

General Information	Address	Payment Methods	Withholding or Disclosure	Default Parameters	Messages	Optional Fields
Subject To Withholding or Disclosure?	<input type="checkbox"/>			Waiver On Hand	<input type="checkbox"/>	
Withholding Percentage	0			Waiver Expire		
EIN or Social Security				Yes, Verify Payee Information	<input type="checkbox"/>	
Type of Income				Yes, Verify by Accountant	<input type="checkbox"/>	
Task Id for Reference						

Save Cancel

[Menu](#)



PAYEE – SELF SERVICE PORTAL

(Invite your payees to enter their own bills!)

The screenshot displays the Alchavo.com web application interface. At the top, there is a navigation bar with menu items: Home, Banks, Payments, Payroll, Receivables, and Finance. Below this is a secondary navigation bar with: Home, Uploads Documents, Requests, Generated Reports, and Settings. The main content area shows a user profile card with a logo and buttons for Edit, Delete, and Cancel. A modal dialog box titled 'Invite User' is open, featuring a text input field for 'Emails' containing 'pereztouristguide@alchavo.net', a dropdown menu for 'Assign Role' set to 'Payee Self Services Portal', and 'Invite' and 'Close' buttons. A note below the email field states: 'You must enter emails separated by commas or ENTER'.

[Menu](#)

PURCHASE ORDERS (Pos)

Home Banks Payments Payroll Receivables Finance

Dashboard Journal Chart of Accounts Reports More

Purchase Orders

A B C D E F G H

Purchase Order Default

PO NUMBER	PAYEE
6	Pere:

Quicklinks

Home Banks Payments Payroll Receivables Finance

Home Uploads Documents Requests Generated Reports Settings

Purchase Order Details

P.O. NUMBER: 6

Bill To:

PerezTour - Perez Tourist Guides
 Puerto Rico
 Caguas, PR / 000000000
 PR

PURCHASE ORDER DATE	TERMS	DUE DATE	P.O. REFERENCE
8/31/2015	Net0	8/31/2015	

ITEM	DESCRIPTION	QTY	UNIT PRICE	ITEM AMT	DISCOUNT	TAX	AMOUNT
ItemId0	Each	1	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00
Sub Total							\$500.00
Discounts							\$0.00
Taxes							\$0.00
Total							\$500.00

Cancel

New Purchase Order

\$500.00

- Edit
- Convert to Bill
- Print
- Email Purchase Order
- Request Mailing
- Export as PDF
- Copy
- Delete

[Menu](#)

BILLS

Home Banks Payments Payroll Receivables Finance

Home Uploads Documents Requests Generated Reports Settings

Bill

Payee* FonsecaM - Fonseca Marketing C
Disclosure/Withholding:

Check Memo Line* WDW Marketing Services
Bill Number* GA-Junio

Bill Date* 6/28/2015
Payment Terms* Net0

Net Due Date* 6/28/2015
GL Period* 6

Disc. Due Date* 6/28/2015
Fiscal Year* 2015

P.O. Number
Attach Documents C

GL Control* 2000-00 Accounts Payable

ITEM	DESCRIPTION	QTY	UNIT PRICE	ITEM AMT	DISCOUNT	TAX	AMOUNT
> C ItemId100 - Default	Default Item	1.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
> C <input type="text"/>		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
> C <input type="text"/>		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Sub Total \$10,000.00

Discounts \$0.00

Taxes \$0.00

Total **\$10,000.00**

Pay Bill

Pay Form PRINCIPAL - BANCO POPL

Process Date

Review
 Approve
 Post C

Save
Cancel

Help Information

- [How to create and edit a Bills?](#)
- [How to add a Purchase Order?](#)
- [How to perform a Review and Approve?](#)
- [Add Bills](#)

Data Entry Instruction

No data entry instructions specified

Payee Information

Puerto Rico

Caguas, PR / 000000000
PR

Payment Method

On Site

SELECT BILLS TO PAY

Home Banks Payments Payroll Receivables Finance

Dashboard Process Map Payees Bills Pay Check Register Reports More

Open Bill

Search Criteria

Payee Name: GL Control Account:

Advance Search

<input type="checkbox"/>	VIEW BILL	PAYEE ID	BILL NUMBER	DATE	AMOUNT	OPEN AMOUNT	PAYMENT METHOD	AMOUNT TO PAY
<input type="checkbox"/>		SpecialistPestContro	26740	05/11/16	\$100.00	\$100.00	On Site	<input type="text" value="\$100.00"/>
<input type="checkbox"/>		SpecialistPestContro	26734	05/12/16	\$75.00	\$75.00	On Site	<input type="text" value="\$75.00"/>
<input type="checkbox"/>		TrojanHorseSecurityI	1034	12/01/15	\$4,990.00	\$540.00	By Mail	<input type="text" value="\$540.00"/>
<input type="checkbox"/>		YamilMelendez	2016006-PS	04/25/16	\$223.47	\$223.47	Electronic	<input type="text" value="\$223.47"/>
<input type="checkbox"/>		Yoly	IN000220540	04/14/16	\$67.68	\$67.68	By Mail	<input type="text" value="\$67.68"/>

Pay From:

Print Check Date:

Schedule Print Date:

[Menu](#)

VIEW SCANNED IMAGES OF BILLS

1 / 1

YOLLY
Industrial Supply, Inc.
Ave. Luis Muñoz Marín
Edif. Frente Iglesia Católica Villa Blanca
PO Box 8668
Caguas, Puerto Rico 00726
Phone: 787-743-1345 / 787-743-1235
Fax: 787-746-7347
Web: www.yollyindustrial.net

Date Apr 14, 2016	Page 1
Invoice Number IN000220540	

Invoice / Conduce

Sold To:

OUTSOURCING SOLUTIONS
OSI-YOLLY
P.O. BOX 1343
GURABO, PR 00778

Ship To:

OUT SOURCING SOLUTIONS
FRENTE A LA UNIVERSIDAD
DEL TURABO, CAGUAS PR
(787) 653-5373
ATT: LILLIAM RIVERA

Order No.	Order Date	Customer No.	Salesperson	PO Number	Ship Via	Terms
OR000185101	Apr 14, 2016	2033	AS		SH0001	N30

Qty. Ord.	Qty. Shp.	Qty. B/O	Item Number	Description	Unit Price	UOM	Extended Price
2.0000	1.0000	1.0000	0301-211708	HAND SOAP LOTION 8/1LT GO- JO DELUXE	60.700000	CS	60.70
				Due Date	Amount Due	Discount Date	Disc. Amount
				May 14, 2016	67.68	Apr 14, 2016	0.00

Bajo pena de nulidad absoluta certifico que ningún servidor público de _____ es parte o tiene algún interés en las ganancias o beneficios producto del contrato ha mediado una dispensa previa. La única consideración para suministrar los bienes o servicios objeto del contrato ha sido el pago acordado con el representante autorizado de la entidad gubernamental. El importe de esta factura es justo y correcto. Los trabajos han sido realizados, los productos han sido entregados y los servicios han sido prestados, y no se ha recibido pago por ellos.

Note: If you return an item on seven (7) days later, you will receive a store credit. Return stock items must be pre-authorized. Restocking charge of 25% of the order, may apply to items returned over 30 days.

Received conformed: _____

Subtotal	60.70
Total sales tax	6.98
Total amount	67.68

Tax summary:

[Menu](#)

SCHEDULED PAYMENTS

Scheduled Payments

[Print Checks](#)
[Save](#)
[Cancel](#)
[More Actions](#)

Delivery Instructions

All items checked

Status

All items checked

Search

<input type="checkbox"/>	STATUS	VIEW BILL	SCHED. BY	PAYEE ID	BILL NUMBER	DUE DATE	AMT. TO PAY	PROCESS DATE	PAY FROM	DELIVERY INSTR.
<input type="checkbox"/>	Hold		pgonzalez	EIMaunabeno	98765a-PS	5/10/2016	\$600.00	5/12/2016	BPPR	On Site
<input type="checkbox"/>	Release		pgonzalez	EIMaunabeno	98765a-ivu	5/10/2016	\$69.00	5/12/2016	BPPR	On Site
<input type="checkbox"/>	Hold		pgonzalez	JobsforYou	14110-PS	4/20/2016	\$446.40	5/10/2016	BPPR	By Mail
<input type="checkbox"/>	Return to open		pgonzalez	JobsforYou	14155	4/27/2016	\$446.40	5/10/2016	BPPR	By Mail
<input type="checkbox"/>	Hold		pgonzalez	JobsforYou	14110-ivu	4/20/2016	\$5.46	5/10/2016	BPPR	By Mail
<input type="checkbox"/>	Hold		pgonzalez	JobsforYou	14155-ivu	4/27/2016	\$5.46	5/10/2016	BPPR	By Mail
<input type="checkbox"/>	Hold		pgonzalez	MGroup	OSI-0042-PS	5/3/2016	\$646.00	5/10/2016	BPPR	Electronic
<input type="checkbox"/>	Hold		pgonzalez	MGroup	OSI-0042-ivu	5/3/2016	\$74.29	5/10/2016	BPPR	Electronic
<input type="checkbox"/>	Hold		pgonzalez	Netsoft	231-PS	4/5/2016	\$2,000.00	4/5/2016	BPPR	Electronic
<input type="checkbox"/>	Hold		pgonzalez	Netsoft	231-IVU	4/5/2016	\$80.00	4/5/2016	BPPR	Electronic
<input type="checkbox"/>	Hold		pgonzalez	PettyCash	05-11-2016	5/11/2016	\$407.86	5/12/2016	BPPR	On Site
<input type="checkbox"/>	Hold		pgonzalez	PinDelivery	2016-OSI-008-PS	5/9/2016	\$105.00	5/10/2016	BPPR	Electronic

[Menu](#)

PAY DOCUMENTS

[Home](#)
[Banks](#)
[Payments](#)
[Payroll](#)
[Receivables](#)
[Finance](#)

Dashboard Payees Bills Pay Check Register More

Pay Documents

Search Criteria

Check Date

Select...

Documents

BILL NUMBER	PAYEE ID	GENERATED DATE	CHECK DATE	GENERATED BY	CHECKS
PT-Enero	PerezTour	8/31/2015	8/31/2015	1620	Download
GA-Enero	FonsecaM	8/31/2015	8/31/2015	1620	Download

WALT DISNET WORLD Perez Tourist Guides

VENDOR: Perez Tourist Guides Check Date: 8/31/2015 Check No. 501

INVOICE DATE	INVOICE NUMBER	AMOUNT DUE	DISC. TAKEN	WITHHOLDING	NET AMOUNT DUE
1/28/2015	PT-Enero	20,000.00			20,000.00
2/28/2015	PT-Febrero	20,000.00			20,000.00
TOTAL		\$40,000.00	\$0.00	\$0.00	\$40,000.00

BANK ACCOUNT: PRINCIPAL

WALT DISNET WORLD Perez Tourist Guides

VENDOR: Perez Tourist Guides Check Date: 8/31/2015 Check No. 501

INVOICE DATE	INVOICE NUMBER	AMOUNT DUE	DISC. TAKEN	WITHHOLDING	NET AMOUNT DUE
1/28/2015	PT-Enero	20,000.00			20,000.00
2/28/2015	PT-Febrero	20,000.00			20,000.00
TOTAL		\$40,000.00	\$0.00	\$0.00	\$40,000.00

BANK ACCOUNT: PRINCIPAL

WALT DISNET WORLD BANCO POPULAR

PO Box 1343 501
GURABO, PR 00778 101-201

MEMO/ ACCOUNT #	DATE	CHECK NO	CHECK AMOUNT
Perez Tourist Guides	8/31/2015	501	\$40,000.00

FORTY THOUSAND AND 0/100 DOLLARS

PAY TO THE ORDER OF Perez Tourist Guides
NA
NA, PR -

⑈00050⑈ ⑆02⑆5020⑆⑆ 999999999⑈

[Menu](#)



PAYEE HISTORY

[Home](#)
[Banks](#)
[Payments](#)
[Payroll](#)
[Receivables](#)
[Finance](#)

[Home](#)
[Dashboard](#)
[Request Services](#)
[Uploads Documents](#)
[Inbox](#)
[Requests](#)
[Knowledge Base](#)
[Generated Reports](#)
[Settings](#)
[Key Matrix](#)

Bills

[Add](#)
[Edit](#)
[Delete](#)
[More Actions](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9

<input type="checkbox"/>	BILL NUMBER	PAYEE NAME-ID	BILL DATE	BILL DUE DATE	BILL DISC. DUE DATE	BILL AMOUNT	PAYMENT AMOUNT	BALANCE DUE	CHECK NUMBER	STATUS	JOURNAL ENTRY
<input type="checkbox"/>	<input type="text"/>	<input type="text" value="ABA"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	5520-14	ABAGroupCreativo	08/19/14	08/19/14	08/19/14	\$200.00	\$200.00	\$0.00	944	Paid	3008
<input type="checkbox"/>	5573-15	ABAGroupCreativo	03/10/15	03/10/15	03/10/15	\$325.00	\$325.00	\$0.00	79	Paid	4213
<input type="checkbox"/>	5655-16	ABAGroupCreativo	02/15/16	02/15/16	02/15/16	\$85.00	\$85.00	\$0.00	1187	Paid	7043

[Menu](#)

CHECK REGISTER

[Home](#) [Banks](#) [Payments](#) [Payroll](#) [Receivables](#) [Finance](#)

[Dashboard](#) [Payees](#) [Bills](#) [Pay](#) [Check Register](#) [More](#)

Check Register

Search Criteria

From To

Advance Search

<input type="checkbox"/>	CHECK NUMBER	BANK ID	CHECK DATE	PAYEE NAME	GROSS AMOUNT	PROF. SERV. DISCOUNT	DISCOUNT	TAX AMOUNT	NET AMOUNT	BILL NUMBER	BILL DATE	VOID
<input type="checkbox"/>	500	PRINCIPAL	08/31/15	Fonseca Marketing	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	Various	Various	Void
<input type="checkbox"/>	501	PRINCIPAL	08/31/15	Perez Tourist Guides	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	Various	Various	Void
					\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00			

Quicklinks

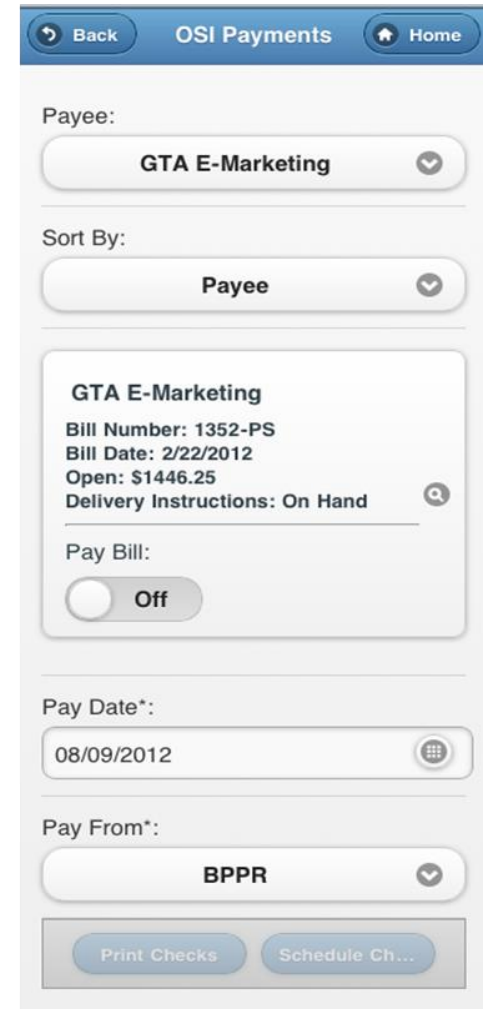
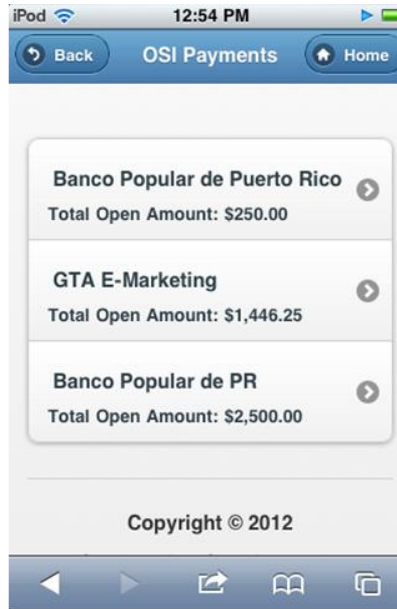
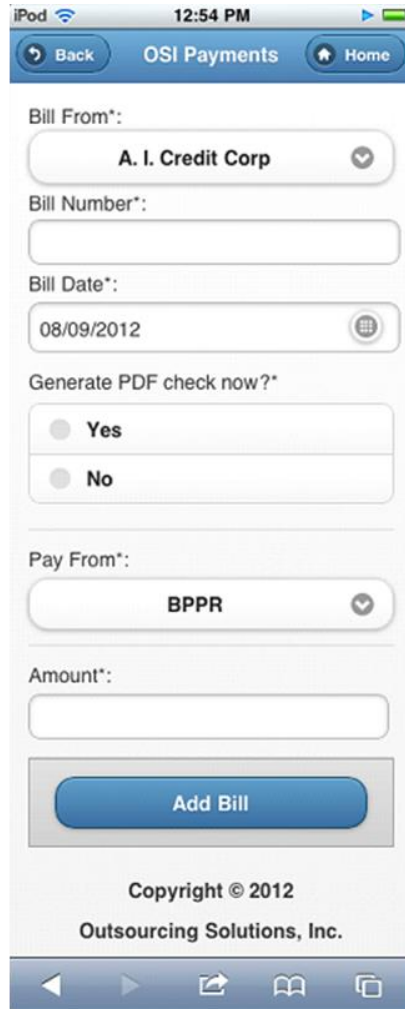
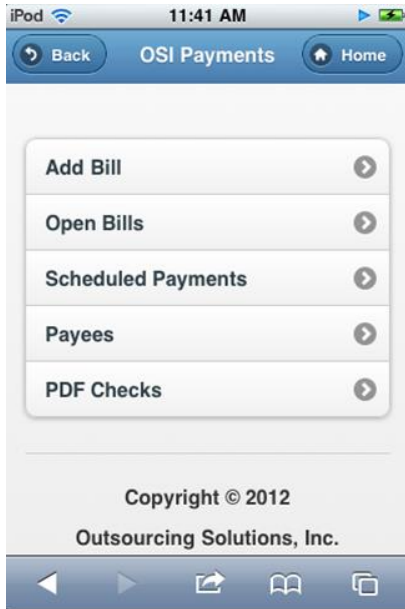
- [Create Invoice](#)
- [Create Work Order](#)
- [Receive Payment](#)
- [Send Email](#)

Help

- [How to create an invoice,](#)
- [Get Started Video](#)
- [How to add a new user](#)
- [How to send payment](#)

[Menu](#)

PAYMENTS - MOBILE



[Menu](#)

MODULE: PAYMENTS

SERVICE

Data Entry and Scanning of Bills

Processing of weekly payments

Retention payment and preparation of reports (1099's, 480's)

BENEFITS

- Process: Efficient, organized, clear ("logs"), segregation of duties, "Paperless"
- Maintenance and access to payment history
- Compliance

[Menu](#)



FINANCIALS MODULE



alchavo.com

Cuentas claras conservan tu negocio

[Menu](#)

FINANCIALS – SUMMARY



As of: 5/31/2016

[Refresh Balance](#)

Balance Sheet

Assets

Current Assets	\$424,697.39
Other Assets	\$9,968.89
	\$434,666.28

Liabilities and Equity

Current Liabilities	\$35,595.06
Capital	\$398,929.22
	\$434,524.28

Income Statement

Revenues	\$814,472.20
Cost of Sales	\$173,160.14
Gross Profit	\$641,312.06
Expenses	\$456,708.30
Net Income(Loss)	\$277,256.46



TRIAL BALANCE

(Drill down to details!)

Trial Balance

Search Criteria

As Of

5

2016

Posted

All

Advance Search

Search

ACCOUNT	ACCOUNT NAME	ACTUAL PERIOD DEBIT	ACTUAL PERIOD CREDIT	ACTUAL YTD DEBIT	ACTUAL YTD CREDIT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1000-00	BPPR-048-292494	\$0.00	\$8,579.83	\$99,545.91	\$0.00
1001-00	Petty Cash	\$0.00	\$0.00	\$250.00	\$0.00
1200-00	AR Control A Secola	\$160,221.25	\$0.00	\$316,938.36	\$0.00
1200-51	AR Control E Rosario	\$0.00	\$0.00	\$1,310.00	\$0.00
1200-52	AR Control G Jimenez	\$0.00	\$0.00	\$2,475.00	\$0.00
1200-54	AR Control L Camacho	\$0.00	\$0.00	\$428.00	\$0.00

[Menu](#)

ACCOUNT DETAILS

(Drill down to source! Ej. tied to bill images)

VIEW	ACCOUNT	TRANS DATE	DESCRIPTION	ENTRY	PD	SR	P	REFERENCE	DEBIT	CREDIT	BALANCE
	5525-00 Insurance Expense				1			Beginning Balance	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>		01/08/2016	Payroll beginning Date 12/27/2015, ending date 1/2/2016	23435176	1	Pa		ARODRIGUEZ	\$0.00	\$16.50	
<input type="checkbox"/>		01/08/2016	Payroll beginning Date 12/27/2015, ending date 1/2/2016	23435177	1	Pa		CIRIZARRY	\$0.00	\$10.43	
<input type="checkbox"/>		01/15/2016	Payroll beginning Date 1/3/2016, ending date 1/9/2016	23443954	1	Pa		ARODRIGUEZ	\$0.00	\$16.50	
<input type="checkbox"/>		01/15/2016	Payroll beginning Date 1/3/2016, ending date 1/9/2016	23444442	1	Pa		CIRIZARRY	\$0.00	\$10.43	
<input checked="" type="checkbox"/>		01/15/2016	January charge for Cancer Insurance for AFS employees	23447784	1	Bill		AFLAC	\$135.20	\$0.00	
<input checked="" type="checkbox"/>		01/15/2016	January Optional Insurance charge for employee of AFS	23447786	1	Bill		AFLAC	\$161.20	\$0.00	
<input type="checkbox"/>		01/22/2016	Payroll beginning Date 1/10/2016, ending date 1/16/2016	23448974	1	Pa		ARODRIGUEZ	\$0.00	\$16.50	

[Menu](#)



JOURNAL ENTRIES

(Upload Supporting Documents)

Journal

Save Cancel

Add and Post GL Transactions

Transaction Date	<input type="text"/>	Post	<input type="checkbox"/>
Period	<input type="text" value="Select..."/>	Reverse	<input type="text" value="Select..."/> <input type="text" value="Select..."/> ?
Fiscal Year	<input type="text" value="Select..."/>	Image	<input type="button" value="Load"/>
Journal Description	<input type="text"/>		

Details

GL ACCOUNT	DEBIT	CREDIT	REFERENCE 1	REFERENCE 2	
> <input type="text" value="Select..."/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
> <input type="text" value="Select..."/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
Totals	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>			
Diference	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>			

[Menu](#)

FINANCIAL STATEMENTS

(Balance Sheet, Income Statement, Budgets, Departments)

(Export to Word, Excel, PDF)

Manomanca Real Estate, Corp.
 Compative Balance Sheet as of:
 5/31/2015 - 1/31/2016



Filter Criteria: Posted: All - Periods: 5-1 - Fiscal Years: 2015-2016 - Include Zero: No

ASSETS			
		As of: 5/31/2015	As of: 1/31/2016
Current Assets			
1000	Checking Account	\$8,563.42	\$1,248.89
Total Current Assets		\$8,563.42	\$1,248.89
Property And Equipment			
1600	Land	\$200,000.00	\$200,000.00
1610	Building	\$475,000.00	\$475,000.00
1710	Accum. Depreciation Building	(\$189,505.66)	(\$206,635.66)
Total Property And Equipment		\$485,494.34	\$468,364.34
Total ASSETS		\$494,057.76	\$469,613.23

LIABILITIES AND CAPITAL			
Long-Term Liabilities			
2400	Rent Deposits-OSI	\$6,000.00	\$6,000.00
2700	HF Mortgage, 15yrs, 6.95rate	\$278,140.00	\$235,077.00
Total Long-Term Liabilities		\$284,140.00	\$241,077.00
Capital			

The image shows a mobile browser view of a PDF document titled "Balance Sheet 03102011212841.pdf" from the website www.xacctosipr.com. The PDF content is a balance sheet for Manomanca Real Estate, Corp. as of 5/31/2015 and 1/31/2016.

Below the mobile view is a desktop Excel spreadsheet showing the "Income Statement Last Year" for Manomanca Real Estate, Corp. from 5/1/2016 to 5/31/2016. The spreadsheet includes a filter criteria section and two main sections: "Cost Of Sales" and "Expenses".

Manomanca Real Estate, Corp. Income Statement Last Year From: 5/1/2016 To: 5/31/2016					
Filter Criteria: Posted: All - Periods: 5-5 - Fiscal Year: 2016 - Include Zero: No					
Cost Of Sales					
		Current Period	Last Year	Year to Date	Last Year
5300-00	Mortgage Expense	\$0.00	\$5,481.38	\$10,962.76	\$27,425.34
	Total Cost Of Sales	\$0.00	\$5,481.38	\$10,962.76	\$27,425.34
	Gross Profit	\$0.00	\$518.62	(\$10,962.76)	\$2,574.66
Expenses					
		Current Period	Last Year	Year to Date	Last Year
5350-00	Repairs and Maintenance	\$0.00	\$0.00	\$172.34	\$554.85
6650-00	Bank charges	\$0.00	\$10.00	\$76.15	\$85.13
8000-00	Other Income or Expense	\$0.00	\$0.00	\$0.00	\$597.33
	Total Expenses	\$0.00	\$10.00	\$248.49	\$1,237.31
	Net Income	\$0.00	\$508.62	(\$11,211.25)	\$1,337.35

[Menu](#)

MODULE: FINANCIAL STATEMENT

SERVICE

Reconciliation
and closing,
Balance Sheet,
Income
Statement and
General Ledger

Business
Consulting

Experienced
and Supervised
Accountants

BENEFITS

- Financial Information 24-7
- Access to business consultants
- Financial Statement Analysis

[Menu](#)



TASK MANAGER MODULE AND OTHER



alchavo.com

Cuentas claras conservan tu negocio

[Menu](#)

ADD REQUEST

(Request services from any module)

Accountant: Julio Jimenez | AFL - AFS-CPA Group LLC | Antonio F. Secola EXTERNO Boss Plus | Help | Logout

alchavo.com

Request Services

Assigned To	Alchavo
Request By	AFS-CPA Group LLC(AFL); Antonio F. Secola EXTERNO Boss Plus(antonio.plusboss@gmail.com)
Title	Employee ID:ARODRIGUEZ
Description*	Favor <u>enviar resumen</u> de vacaciones

Send Cancel

/WebPages/Detail/TaskManager/TMRequestPopUp.aspx?EntityID=46&ObjectID=ARODRIGUEZ&FriendlyID=ARODRIGUEZ&page=GeneralPage

Employee

A	B	C	D	E
Employee Default				
<input type="checkbox"/>	EMPLO			
<input type="checkbox"/>	AROD			
<input type="checkbox"/>	CIRIZ			
<input type="checkbox"/>	KDIAZ			
<input type="checkbox"/>	NARISMENDI	Nancy	Arismendi	Weekly

¿Cómo le podemos ayudar?

[Menu](#)

ADD REQUEST

(Review work done and status of each request)

Request Details

[Alternate View](#)[Back](#)

Request		Status: Completed - Completed Date: 5/13/2016	
Company ID	AFL	Manager	Julio Jimenez
Request ID	157188	Assigned To	Julio Jimenez
Request By	Antonio F. Secola EXTERNO Boss Plus		
Source	PA		
Request Date	05/13/2016		
Title	Employee ID:ARODRIGUEZ		
Description	Favor enviar resumen de vacaciones		

Task

[Add](#)

TASK ID	TITLE	ASSIGNED TO	STATUS	ADD WORKLOGS	
<input type="checkbox"/> 167853	Tarea - Enviar Informacion Solicitada	Julio Jimenez	Completed	Add	
Employee ID:ARODRIGUEZ					
Worklogs					
WORKLOG ID	SERVICE BY	SERVICE DATE	PREVIOUS STATUS/ ENDING STATUS	CATEGORY/ SUBCATEGORY	ORIGINAL DUE DATE/ CURRENT DUE DATE
<input type="checkbox"/> 453580	Antonio F. Secola INTERNO	05/13/2016	Client Comment / Completed	Customer Serv - Included /	05/13/2016/ 05/13/2016
Se le envio informe de resumen de vacaciones al empleado y se le aclararon las dudas. Gracias por confiar en nosotros!					

[Menu](#)

ITEMS

Home Banks Payments Payroll Receivables Finance

Home Uploads Documents Requests Generated Reports Settings

Items

Save Cancel

General Information	Parameters		
Item ID*	ItemID0	Item Desc*	Default Item
Unit*	Ea	Unit Description*	Each
Qty*	1.00	Price Per Unit*	\$0.00
		Apply Sale Tax	<input type="checkbox"/>

Save Cancel

Home Banks Payments Payroll Receivables Finance

Dashboard Customers Invoices Deposits Reports

Items

Save Cancel

General Information	Parameters		
Job ID	Default Job	Phase ID	Default Phase
AR GI Sale	4000-00 Revenues	AP GI Expenses	5000-00 Cost of Sales
AR GI Discount	4420-00 Revenues - Discounts	AP GI Discount	4420-00 Revenues - D
AR GI Prof. Serv	1900-00 Prepaid IncTs	AP GI Prof Serv	1900-00 Prepaid IncTs
Tax*	IVU - 7.00%	Key Item	<input type="checkbox"/>
Inactive	<input type="checkbox"/>		

Save Cancel

[Menu](#)

FLEXIBLE TAX RULES (IVU, IVA)

Home Banks Payments Payroll Receivables Finance

Dashboard Customers Invoices Deposits Reports

Tax

Save Cancel

General Information

Tax Name	<input type="text" value="IVU"/>	Apply After	<input type="text" value="\$0.00"/>
Type	<input type="text" value="Percent"/>	Module	<input type="text" value="All"/>
Apply Tax	<input type="text" value="Before Discount"/>		

Tax Distribution

AGENCY	ACCOUNT	TAX	DELETE
<input type="text" value="DptoHacienda"/>	<input type="text" value="2515-00 AR Sales Tax Payab"/>	<input type="text" value="7.00 %"/>	<input type="button" value="X"/>

Add

Save Cancel

[Menu](#)



MULTIPLE PAYMENT TERMS

Home Banks Payments Payroll Receivables Finance

Dashboard Customers Invoices Deposits Reports

Payment Terms

Save Cancel

General Information			
Name*	<input type="text" value="Net0"/>	Disc. Percent*	<input type="text" value="5.00 %"/>
Net Due Days*	<input type="text" value="1.00"/>	Disc Due Days*	<input type="text" value="1.00"/>
Inactive	<input type="checkbox"/>		

Save Cancel

[Menu](#)



THANK YOU!



alchavo.com

Cuentas claras conservan tu negocio

[Menu](#)