



Online Accounting
Services



alchavo.com

Cuentas claras conservan tu negocio

LOG-IN PAGE

alchavo.com

Sign in

User

Password

[Register New User](#)
[Forgot Password?](#)

Sign In

787-6535373

f t in You Tube g+

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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 user is logged in as **Accountant: Julio Jimenez** for **AFL - AFS-CPA Group LLC**. The user's name is **Antonio F. Secola EXTERNO Boss Plus**, and they have **0.00 h / 0.00 h** of time. There are links for **Help** and **Logout**. The page features a blue header with the **alchavo.com** logo, a language selector set to **Español**, a **Support** button, and a search bar. Below the header is a navigation menu with **Home**, **Banks**, **Payments**, **Payroll**, and **Receivables**. A secondary menu includes **Home**, **Uploads Documents**, **Requests**, **Generated Reports**, and **Settings**. The main content area is divided into three sections: **Quick Links** (with a sub-menu for **Email Notifications**), **Upload** (with a **Browse** button and **Upload Files** button), and **Favorites** (with a **+** icon). The **Quick Links** section lists: **Home**, **Banks**, **Payments**, and **Payroll**. The **Generated Reports** sub-menu includes: **Generated Reports**, **Invite User**, **Reconciliation**, **Undefined Transactions**, **Bills**, **Select Payments from Open Bills**, **Review and Approve**, **Payees**, **Employees**, **Check Register**, and **Enter Hours**. The **Favorites** section lists: **Banks**, **Payments**, **DashBoard**, **Bills**, and **Select Payments from Open Bills**. A help link **¿Cómo le podemos ayudar?** is located at the bottom left.

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ALCHAVO.com MAIN PAGE

The screenshot shows the Alchavo.com main page. At the top left is the Alchavo logo and the text 'alchavo.com'. To the right is a 'Support' button and a user profile icon. Below this is a navigation bar with tabs for Home, Banks, Payments, Payroll, Receivables, and Finance. To the right of these tabs are buttons for adding items (+), email, and a search bar. Below the navigation bar is a secondary menu with links for Home, Uploads Documents, Requests, Generated Reports, and Settings. The main content area is divided into several sections: 'Quick Links' with a grid of categories and sub-links, 'Email Notifications' button, 'Upload' section with a file input, 'Browse' button, 'Upload Files' button, and a 'Drag files here' area, and 'Favorites' section with a plus sign. A red circle highlights a 'Need Help?' button in the bottom left corner of the Quick Links section.

alchavo.com Support

Home Banks Payments Payroll Receivables Finance

Home Uploads Documents Requests Generated Reports Settings

Quick Links Email Notifications

Home	Generated Reports Invite User
Banks	Reconciliation Import Bank Reconciliations Undefined Transactions
Payments	Bills Select Payments from Open Bills Review and Approve Payees
Payroll	Employees Check Register Enter Hours
Receivables	Deposits Invoices Review and Approved Customers
Finance	Chart of Accounts General Ledger Journal

Upload

Browse **Upload Files**

Or Drag files here

Favorites +

Need Help?

[Menu](#)

ALCHAVO.com MAIN PAGE

Accountant: Sasha Camon | INV - Outsourcing Solutions Inc. Partners | Sasha Camon | 0.00 h / 9.00 h | Help | Logout

alchavo.com [Support](#)

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

Talking [Requests](#) [Generated Reports](#) [Settings](#)

Generated Reports
Invite User

Reconciliation
Import Bank Reconciliations
Undefined Transactions

Bills
Select Payments from Open Bills
Review and Approve
Payees

Employees
Check Register
Enter Hours

Deposits
Invoices
Review and Approved
Customers

Or Drag files here

Favorites

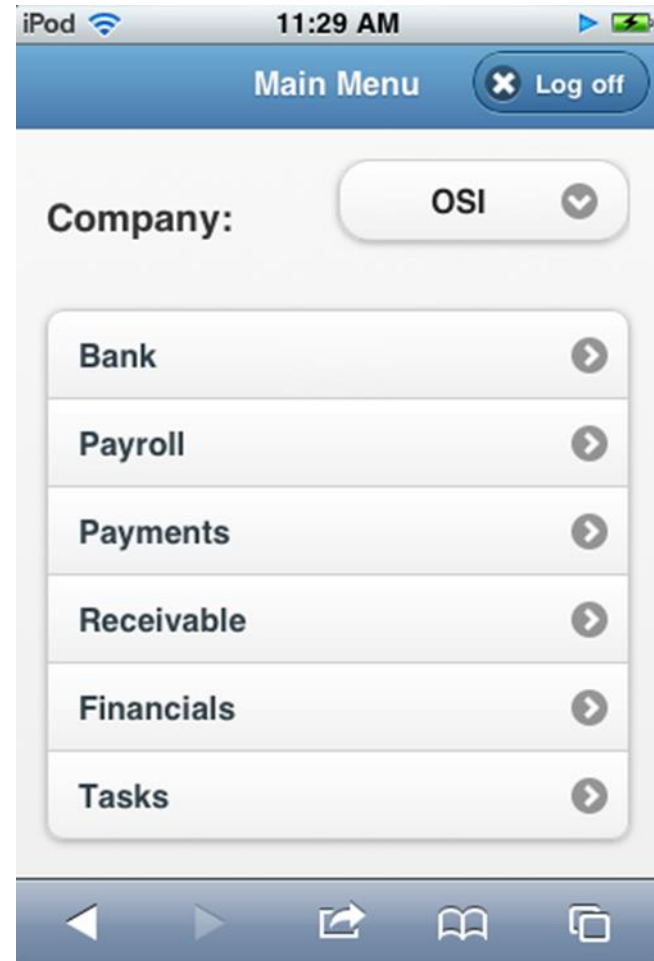
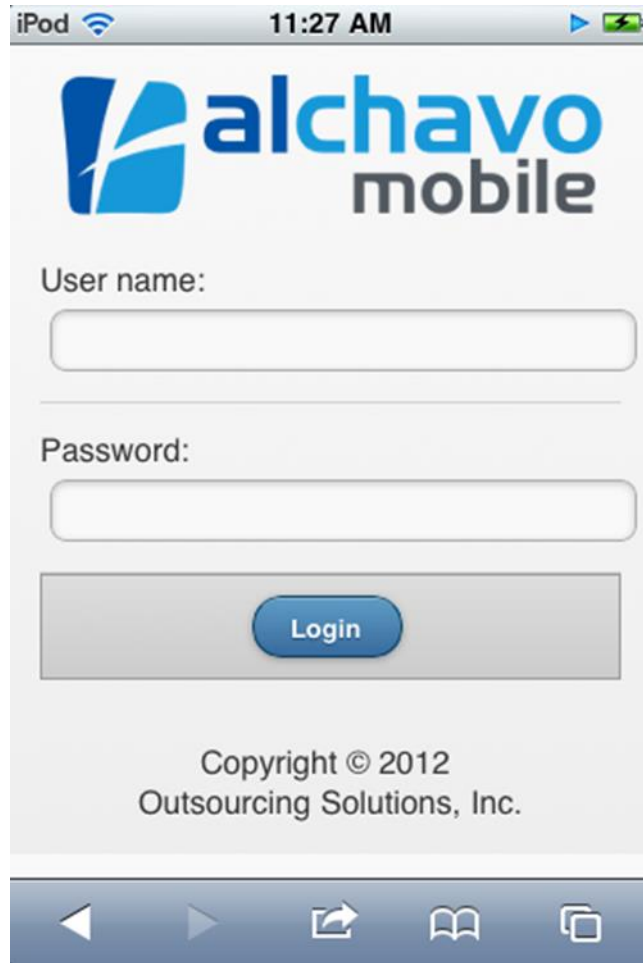
Olark Live Chat

Type here and hit <enter> to chat

Saludos, tengo duda con mi nomina.

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ALCHAVO.com MOBILE



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BANK MODULE




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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

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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			

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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="button" value="C"/>	<input type="text"/> <input type="button" value="C"/>	<input type="button" value="Image"/> <input type="button" value="Split"/>	<input type="checkbox"/>
> 05/05/2016	AFS CPA 2494 DI	(\$1,218.59)	<input type="text"/> <input type="button" value="C"/>	<input type="text"/> <input type="button" value="C"/>	<input type="button" value="Image"/> <input type="button" value="Split"/>	<input type="checkbox"/>
> 05/11/2016	Hacienda Para S	(\$440.92)	<input type="text"/> <input type="button" value="C"/>	<input type="text"/> <input type="button" value="C"/>	<input type="button" value="Image"/> <input type="button" value="Split"/>	<input type="checkbox"/>

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BANK – RECONCILIATION

Bank Reconciliation Process

Reconciliation Process

BANK ID	PERIOD	FISCAL YEAR
<input type="text" value="BPPR"/>	<input type="text" value="5"/>	<input type="text" value="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

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BANK – MOBILE

iPod 11:29 AM

Back OSI Bank Home

Bank: BPPR

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

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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

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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

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RECEIVABLES MODULE



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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

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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

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CUSTOMER – PROFILE

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
Customer ID*	GAdventures			Contact	<input type="text"/>
Customer Name*	GonzalesAdventures			Commission Rule	<input type="text"/>
Email*	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	\$0.00			Self Services Portal	Invite User


Save Cancel

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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

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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

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CUSTOMER – QUOTES

Home Banks Payments Payroll Receivables Finance

+ ✉ 💬 🔍

Dashboard Customers Invoices Deposits Reports

Quotes

ABCDEFGHIJKLM

	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 Name*

Quote Description

Quote Date*

Valid Date

ITEM	DESCRIPTION	QTY	PRICE	ITEM AMT	DISCOUNT	TAX	AMOUNT
<input type="text" value="Itemid100"/>	<input style="width: 100%;" type="text" value="Default Item"/>	<input type="text" value="1.00"/>	<input type="text" value="\$1,000.00"/>	\$1,000.00	\$0.00	\$0.00	\$1,000.00
<input type="button" value="Add another line"/>							
Sub Total							\$1,000.00
Discounts							\$0.00
Taxes							\$0.00
Total							\$1,000.00

Help Information

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

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CUSTOMER – SALES ORDERS

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

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[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](#)
[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?](#)

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CUSTOMER – INVOICES

Home Banks Payments Payroll Receivables Finance

Home Uploads Documents Requests Generated Reports Settings

Invoice

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: Quotes

Help: 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

Save **Cancel**

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

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CUSTOMER – INVOICES

Home Banks Payments Payroll **Receivables** Finance

Dashboard Customers Invoices Deposits Reports

Invoice Details INVOICE NUMBER: 1

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

Deposits Credit Notes Email History Request History

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

Cancel

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

AFS CPA GROUP, LLC

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 Puerto Rico 00778
 T 787.653.5358
 F 787.653.5374
 www.afsca365.com

Sold To:
 HRP&D de Puerto Rico, Inc.
 PO Box 2330
 Guaynabo, PR 0097-00970

Ship To:
 HRP&D de Puerto Rico, Inc.
 PO Box 2330
 Guaynabo, PR 0097-00970

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

Customer PO	Payment Terms
1-1600	

Invoice Reference	Ship Date	Due Date
MRP CAL0041		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

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INVOICES – EMAIL FOLLOW UP

The screenshot displays the Alchavo.com web application interface. At the top, the Alchavo logo and name are visible on the left, and a 'Support' button is on the right. Below this is a navigation menu with options: Home, Banks, Payments, Payroll, Receivables (highlighted), and Finance. To the right of the menu are icons for adding a new item, email, chat, and a search bar.

The main content area shows a 'New Message' window. The 'To' field contains 'Please Select' and 'mercedes@mipadpr.com'. The 'CC' field also contains 'Please Select'. The 'Subject' field is filled with 'AFS-CPA Group LLC - Invoice 2992 - MIP'. There is an unchecked checkbox for 'Attach Invoice Image'. The 'Message' field includes a rich text editor toolbar and the text: 'Dear Customer: Enclosed please find invoice for services rendered. Amount will be electronically collected on its due date'. Below the message field, there is an attachment named 'InvoiceRegularPosted12_5_2016_19__11.PDF' with a 'select' button.

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

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

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DEPOSITS

Home Banks Payments Payroll Receivables Finance + [Email] [Messages] [Search]

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

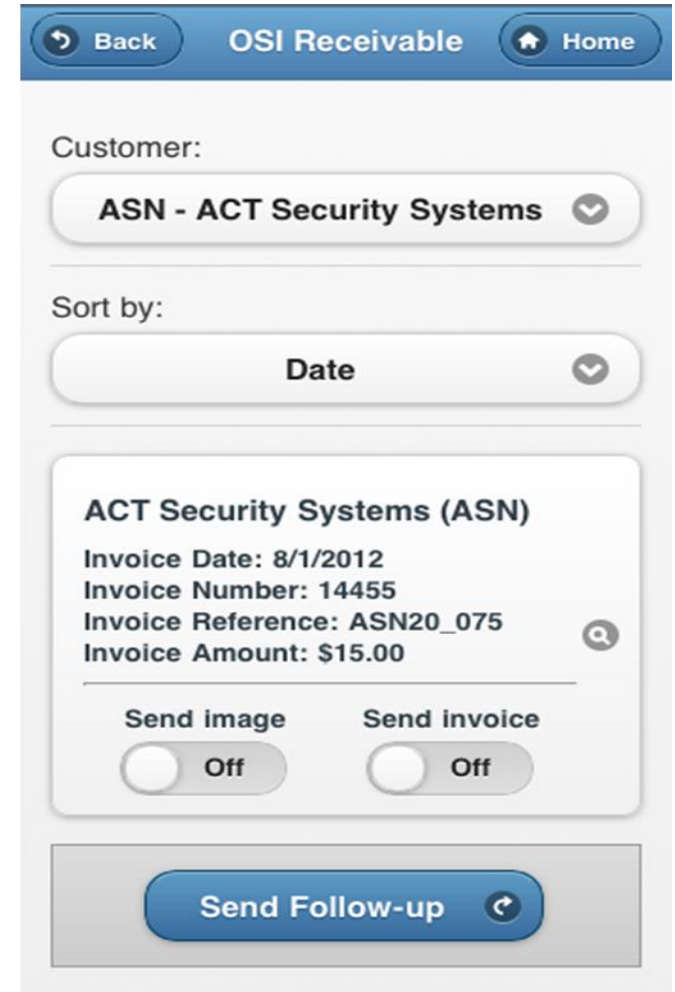
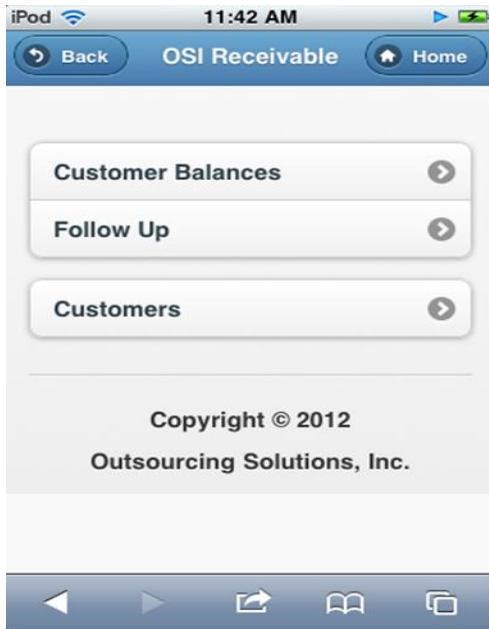
CUSTOMER	INVOICE	CHECK NUMBER	AMOUNT	DELETE
> SecolaT - SecolaTravel	Advance - UD	002	\$20,000.00	X
			\$20,000.00	

Add

Save Cancel

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RECEIVABLES - MOBILE



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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

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PAYMENTS MODULE



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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


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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

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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 partial view of a user profile 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

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BILLS

Home Banks Payments Payroll Receivables Finance

Home Uploads Documents Requests Generated Reports Settings

Bill

Payee* FonsecaM - Fonseca Marketing C

Check Memo Line* WDW Marketing Services

Bill Date* 6/28/2015 📅

Net Due Date* 6/28/2015 📅

Disc. Due Date* 6/28/2015 📅 ?

P.O. Number ?

GL Control* 2000-00 Accounts Payable ?

Disclosure/Withholding

Bill Number* GA-Junio

Payment Terms* Net0 ▼

GL Period* 6 ▼ ?

Fiscal Year* 2015 ▼

Attach Documents 🔍

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 ▼		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
> C ▼		0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Add another line

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 ?

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: All GL Control Account: All

Advance Search

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: Select...
Print Check Date:
Schedule Print Date:

Review

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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	Page
Apr 14, 2016	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	
				May 14, 2016	67.68	Apr 14, 2016	
					Disc. Amount		
					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:

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SCHEDULED PAYMENTS

Scheduled Payments

[Print Checks](#)
[Save](#)
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Delivery Instructions

Status

<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"/>	<input type="text" value="Hold"/>	<input type="button" value="Q"/>	pgonzalez	EIMaunabeno	98765a-PS	5/10/2016	\$600.00	5/12/2016	BPPR	On Site
<input type="checkbox"/>	<input type="text" value="Release"/>	<input type="button" value="Q"/>	pgonzalez	EIMaunabeno	98765a-ivu	5/10/2016	\$69.00	5/12/2016	BPPR	On Site
<input type="checkbox"/>	<input type="text" value="Hold"/>	<input type="button" value="Q"/>	pgonzalez	JobsforYou	14110-PS	4/20/2016	\$446.40	5/10/2016	BPPR	By Mail
<input type="checkbox"/>	<input type="text" value="Return to open"/>	<input type="button" value="Q"/>	pgonzalez	JobsforYou	14155	4/27/2016	\$446.40	5/10/2016	BPPR	By Mail
<input type="checkbox"/>	<input type="text" value="Hold"/>	<input type="button" value="Q"/>	pgonzalez	JobsforYou	14110-ivu	4/20/2016	\$5.46	5/10/2016	BPPR	By Mail
<input type="checkbox"/>	<input type="text" value="Hold"/>	<input type="button" value="Q"/>	pgonzalez	JobsforYou	14155-ivu	4/27/2016	\$5.46	5/10/2016	BPPR	By Mail
<input type="checkbox"/>	<input type="text" value="Hold"/>	<input type="button" value="Q"/>	pgonzalez	MGroup	OSI-0042-PS	5/3/2016	\$646.00	5/10/2016	BPPR	Electronic
<input type="checkbox"/>	<input type="text" value="Hold"/>	<input type="button" value="Q"/>	pgonzalez	MGroup	OSI-0042-ivu	5/3/2016	\$74.29	5/10/2016	BPPR	Electronic
<input type="checkbox"/>	<input type="text" value="Hold"/>	<input type="button" value="Q"/>	pgonzalez	Netsoft	231-PS	4/5/2016	\$2,000.00	4/5/2016	BPPR	Electronic
<input type="checkbox"/>	<input type="text" value="Hold"/>	<input type="button" value="Q"/>	pgonzalez	Netsoft	231-IVU	4/5/2016	\$80.00	4/5/2016	BPPR	Electronic
<input type="checkbox"/>	<input type="text" value="Hold"/>		pgonzalez	PettyCash	05-11-2016	5/11/2016	\$407.86	5/12/2016	BPPR	On Site
<input type="checkbox"/>	<input type="text" value="Hold"/>	<input type="button" value="Q"/>	pgonzalez	PinDelivery	2016-OSI-008-PS	5/9/2016	\$105.00	5/10/2016	BPPR	Electronic

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[More](#)

Pay Documents

Search Criteria

Check Date

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⑈ ⑆0215020⑆ 999999999⑈

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PAYEE HISTORY

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Bills

[Add](#)
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[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

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CHECK REGISTER

Home Banks Payments Payroll Receivables Finance

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Check Register

Search Criteria

From 8/31/2015 To 8/31/2015

Advance Search

Search

Void Checks Void Checks/Bills

CHECK NUMBER	BANK ID	CHECK DATE	PAYEE NAME	GROSS AMOUNT	PROF. SERV. DISCOUNT	DISCOUNT	TAX AMOUNT	NET AMOUNT	BILL NUMBER	BILL DATE	VOID
500	PRINCIPAL	08/31/15	Fonseca Marketing	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	Various	Various	Void
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

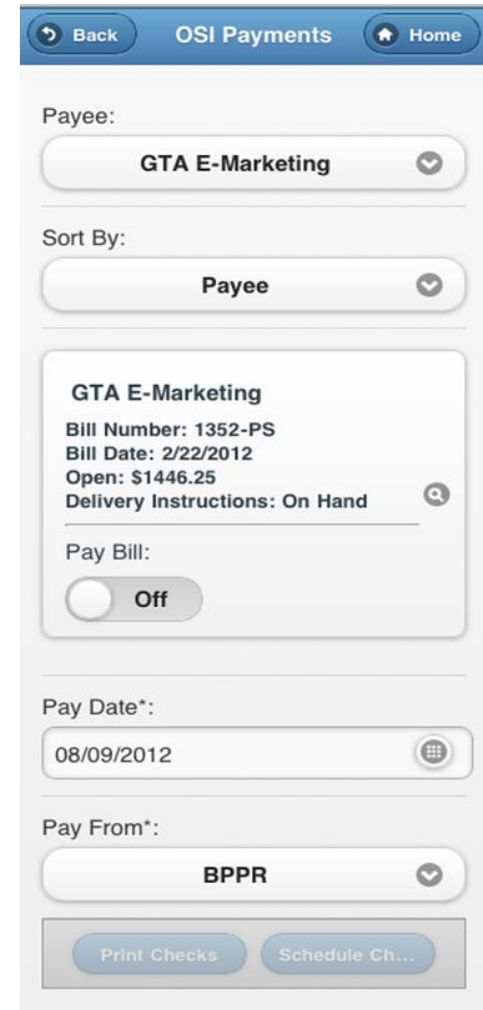
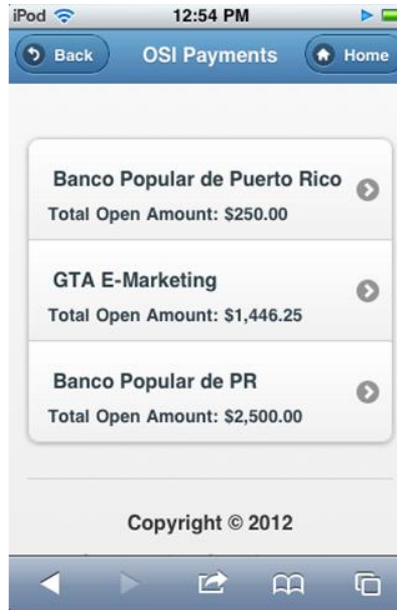
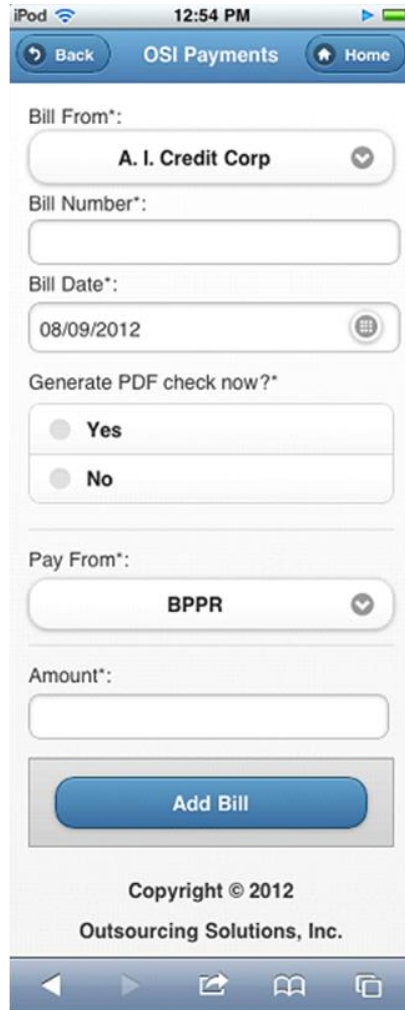
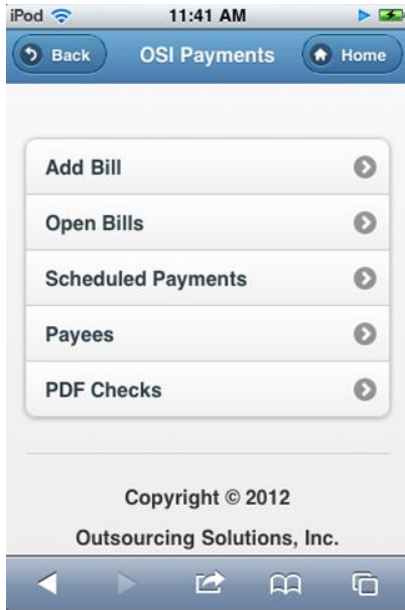
- Create Invoice
- Create Work Order
- Receive Payment
- Send Email

Help

- How to create an invoice,
- Get Started Video
- How to add a new user
- How to send payment

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PAYMENTS - MOBILE



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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

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FINANCIALS MODULE



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Cuentas claras conservan tu negocio

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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

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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	

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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"/>			

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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 screenshot shows a mobile browser displaying a PDF of a balance sheet for Manomanca Real Estate, Corp. as of 5/31/2015 and 1/31/2016. Below the PDF, an Excel spreadsheet is visible, showing the Income Statement Last Year for the period from 5/1/2016 to 5/31/2016. The spreadsheet includes a filter criteria section and two tables: '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

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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

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TASK MANAGER MODULE AND OTHER



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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

Employee Default

<input type="checkbox"/>	EMPLO
<input type="checkbox"/>	AROD
<input type="checkbox"/>	CIRIZ
<input type="checkbox"/>	KDIAZ
<input type="checkbox"/>	NARISMENDI

¿Cómo le podemos ayudar?

TERMINATION

No
No
No
No

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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!					

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ITEMS

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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"/>

Home Banks Payments Payroll Receivables Finance

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Save Cancel

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

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FLEXIBLE TAX RULES (IVU, IVA)

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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

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MULTIPLE PAYMENT TERMS

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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

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