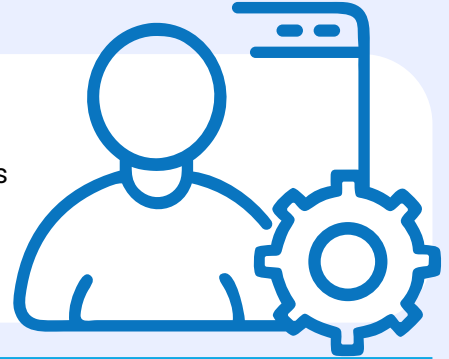


Administration Setup

USER: admin3@movewise.asia

Setup corporate structures and operational foundations. Registers new external entities, clients, or branches within the platform database. Groups business units under a unified corporate hierarchy by creating Organization Groups.



Sales & Booking

USER: sales@movewise.asia

Logs logistics and freight forwarding requests with cargo details. Submits completed booking forms to the authorization queue. Requires approval from cs@movewise.asia and management@movewise.asia.

Operations Logistics

USER: operations1@movewise.asia

Handles physical consolidation of cargo into unified containers or master bills. Actively logs real-time transport status and milestones. Requires approvals from operationsmanager@movewise.asia and management@movewise.asia.



Billing Generation

USER: admin2@movewise.asia

Automatically processes financial billing documents triggered by completed operational milestones. Verifies, accesses, and prints system-generated customer invoices to ensure smooth financial transitions.

Accounting & Finance

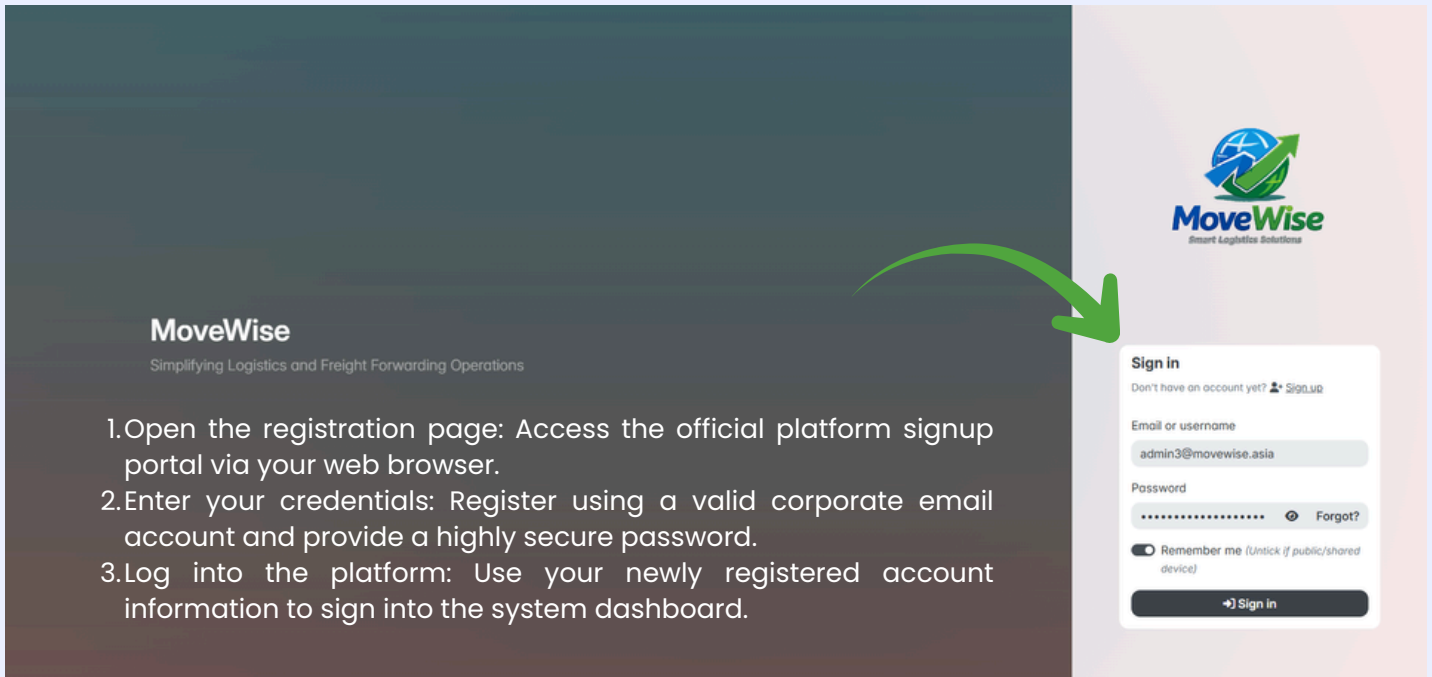
USER: accounting@movewise.asia

Records inbound payments against outstanding invoices. Posts corporate liabilities owed to suppliers. Reconciles check vouchers with dual review from accountingsupervisor@movewise.asia and management@movewise.asia.



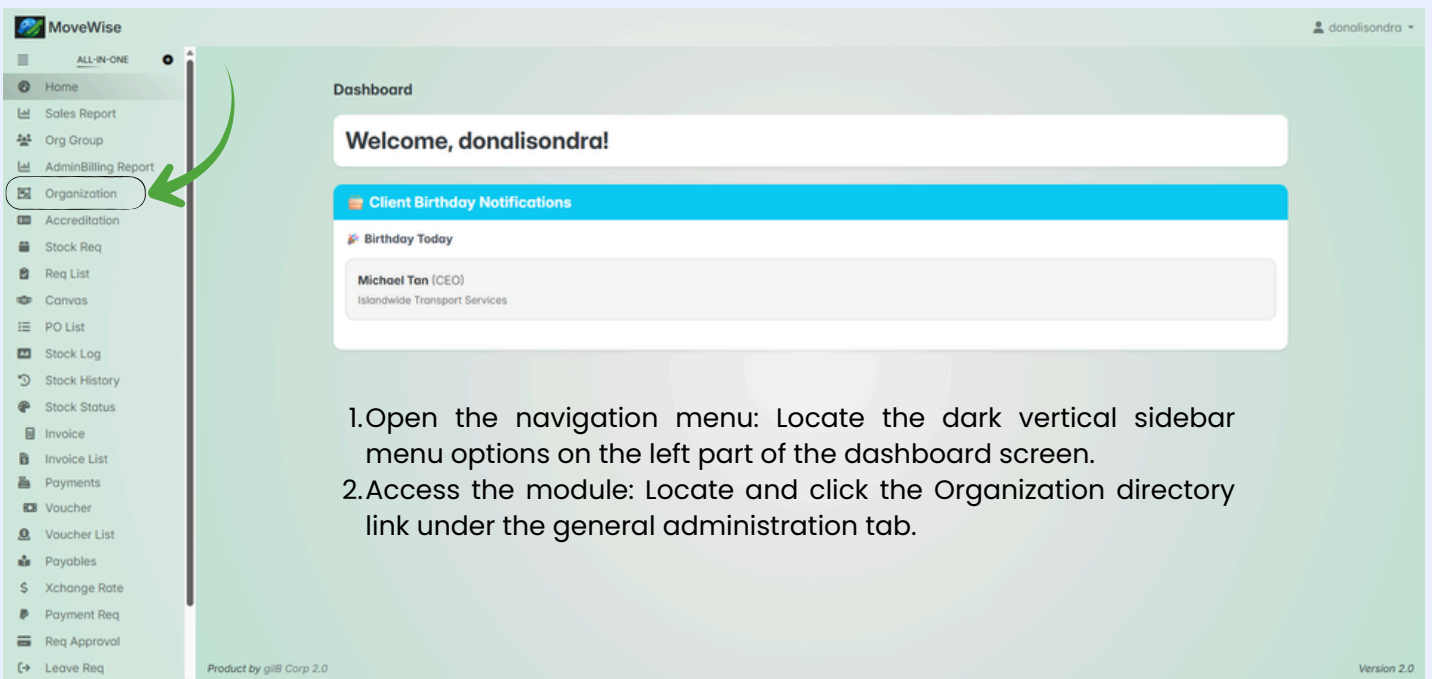
ADMIN

THE INITIAL SETUP OF CORPORATE STRUCTURES AND RELATIONSHIPS MUST BE COMPLETED BY THE SYSTEM ADMINISTRATOR BEFORE ANY OPERATIONAL DATA CAN BE PROCESSED.



MoveWise
Simplifying Logistics and Freight Forwarding Operations

1. Open the registration page: Access the official platform signup portal via your web browser.
2. Enter your credentials: Register using a valid corporate email account and provide a highly secure password.
3. Log into the platform: Use your newly registered account information to sign into the system dashboard.



MoveWise ALL-IN-ONE donalisondra

Home
Sales Report
Org Group
AdminBilling Report
Organization
Accreditation
Stock Req
Req List
Canvas
PO List
Stock Log
Stock History
Stock Status
Invoice
Invoice List
Payments
Voucher
Voucher List
Payables
Xchange Rate
Payment Req
Req Approval
Leave Req

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Dashboard

Welcome, donalisondra!

Client Birthday Notifications

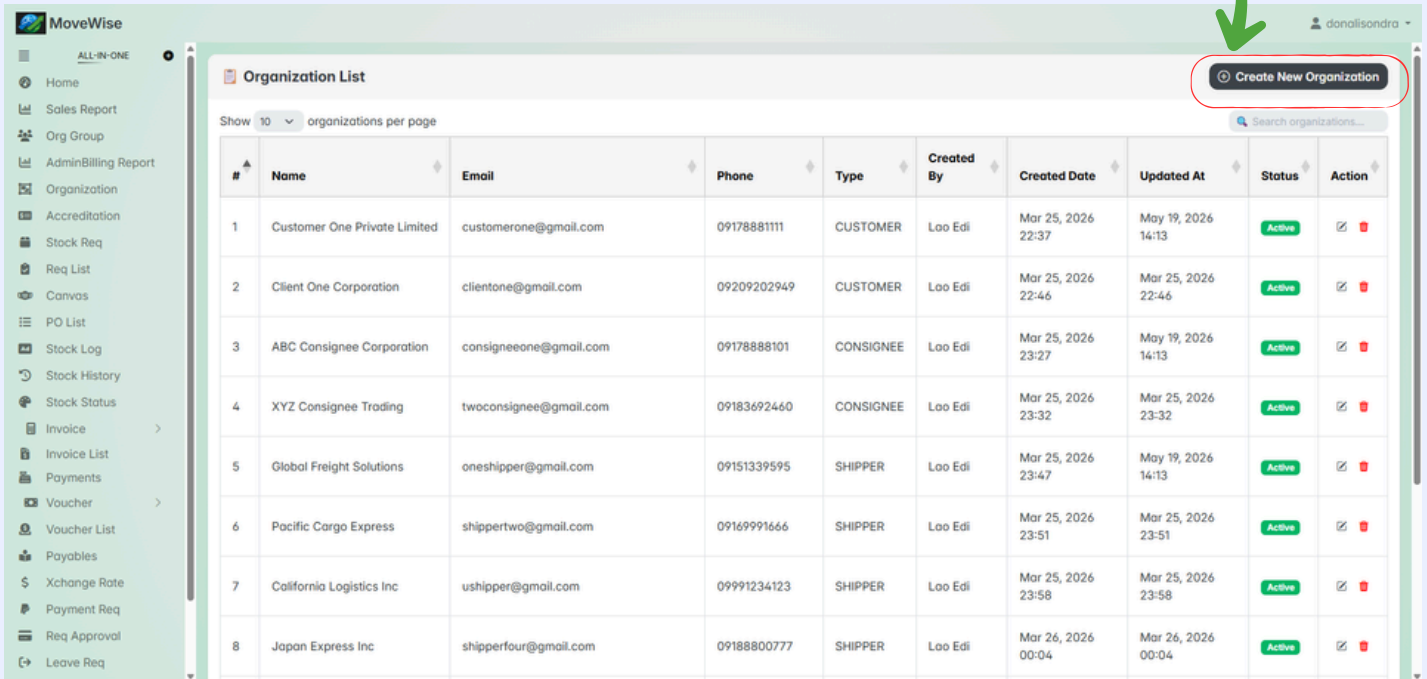
Birthday Today

Michael Tan (CEO)
Islandwide Transport Services

1. Open the navigation menu: Locate the dark vertical sidebar menu options on the left part of the dashboard screen.
2. Access the module: Locate and click the Organization directory link under the general administration tab.

ADMIN

THE INITIAL SETUP OF CORPORATE STRUCTURES AND RELATIONSHIPS MUST BE COMPLETED BY THE SYSTEM ADMINISTRATOR BEFORE ANY OPERATIONAL DATA CAN BE PROCESSED.



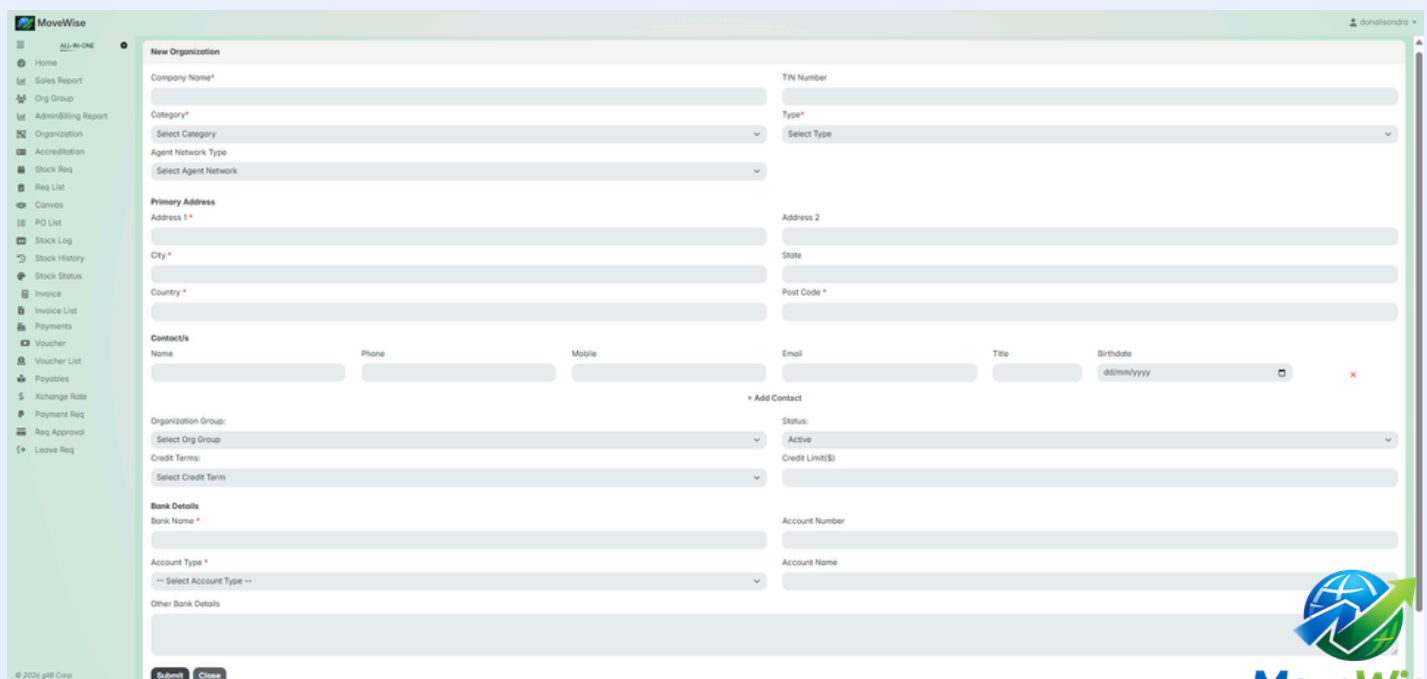
Organization List

Show 10 organizations per page

Search organizations...

| # | Name | Email | Phone | Type | Created By | Created Date | Updated At | Status | Action |
|---|------------------------------|------------------------|-------------|-----------|------------|--------------------|--------------------|--------|---|
| 1 | Customer One Private Limited | customerone@gmail.com | 09178881111 | CUSTOMER | Loo Edi | Mar 25, 2026 22:37 | May 19, 2026 14:13 | Active | <input type="checkbox"/> <input type="checkbox"/> |
| 2 | Client One Corporation | clientone@gmail.com | 09209202949 | CUSTOMER | Loo Edi | Mar 25, 2026 22:46 | Mar 25, 2026 22:46 | Active | <input type="checkbox"/> <input type="checkbox"/> |
| 3 | ABC Consignee Corporation | consigneeone@gmail.com | 09178888101 | CONSIGNEE | Loo Edi | Mar 25, 2026 23:27 | May 19, 2026 14:13 | Active | <input type="checkbox"/> <input type="checkbox"/> |
| 4 | XYZ Consignee Trading | twoconsignee@gmail.com | 09183692460 | CONSIGNEE | Loo Edi | Mar 25, 2026 23:32 | Mar 25, 2026 23:32 | Active | <input type="checkbox"/> <input type="checkbox"/> |
| 5 | Global Freight Solutions | oneshipper@gmail.com | 09151339595 | SHIPPER | Loo Edi | Mar 25, 2026 23:47 | May 19, 2026 14:13 | Active | <input type="checkbox"/> <input type="checkbox"/> |
| 6 | Pacific Cargo Express | shippertwo@gmail.com | 09169991666 | SHIPPER | Loo Edi | Mar 25, 2026 23:51 | Mar 25, 2026 23:51 | Active | <input type="checkbox"/> <input type="checkbox"/> |
| 7 | California Logistics Inc | ushipper@gmail.com | 09991234123 | SHIPPER | Loo Edi | Mar 25, 2026 23:58 | Mar 25, 2026 23:58 | Active | <input type="checkbox"/> <input type="checkbox"/> |
| 8 | Japan Express Inc | shipperfour@gmail.com | 09188800777 | SHIPPER | Loo Edi | Mar 26, 2026 00:04 | Mar 26, 2026 00:04 | Active | <input type="checkbox"/> <input type="checkbox"/> |

1. Click the Create New Organization action button located in the top-right toolbar.
2. Provide all the requested company information throughout the registration webform.
3. Look for red asterisk indicators (*) which mark critical fields that must be filled out.



New Organization

Company Name*

TIN Number

Category*

Type*

Agent Network Type

Select Agent Network

Primary Address

Address 1*

Address 2

City*

State

Country*

Post Code*

Contacts

| Name | Phone | Mobile | Email | Title | Birthdate |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

+ Add Contact

Organization Group:

Status:

Credit Terms:

Credit Limit(\$):

Bank Details

Bank Name*

Account Number

Account Type*

Account Name

Other Bank Details

Submit Close

ADMIN

THE INITIAL SETUP OF CORPORATE STRUCTURES AND RELATIONSHIPS MUST BE COMPLETED BY THE SYSTEM ADMINISTRATOR BEFORE ANY OPERATIONAL DATA CAN BE PROCESSED.

New Organization

Company Name* Purepink Inc TIN Number

Category* BUSINESS Type* CUSTOMER

Agent Network Type NTG AIR & OCEAN GROUP

Primary Address

Address 1* Blk 1 Lot 15 Frank Lloyd Mansion Address 2 Sagana Village Moonwalk

City* Paranaque State Metro Manila

Country* Philippines Post Code* 1709

Contact/s

| Name | Phone | Mobile | Email | Title | Birthdate |
|----------|-------------|--------|----------------------|-------|------------|
| Victoria | 09612512518 | | victoria@purepink.ph | | dd/mm/yyyy |

+ Add Contact

Organization Group: Select Org Group Status: Active

Sample input of information

Organization List

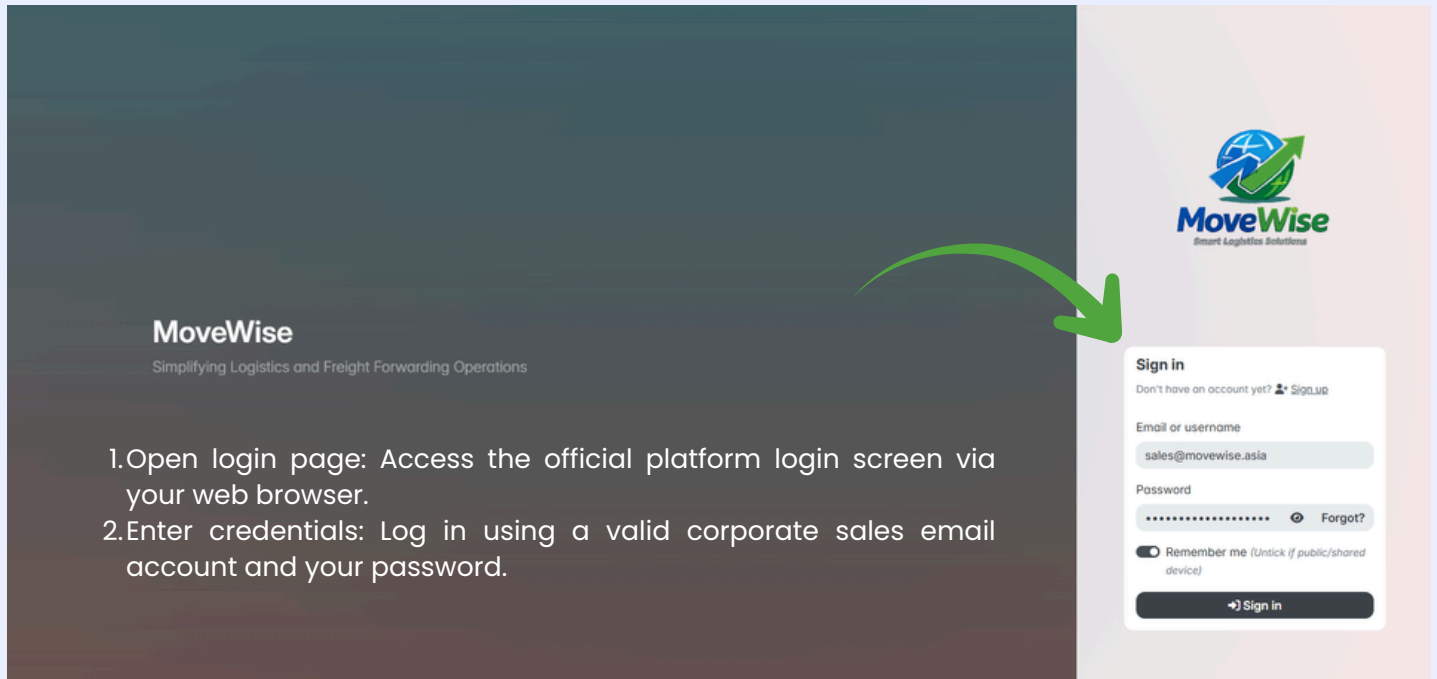
Show 10 organizations per page

| # | Name | Email | Phone | Type | Created By | Created Date | Updated At | Status | Action |
|----|-----------------------------------|--------------------------------------|------------------|----------|------------|--------------------|--------------------|--------|--------|
| 20 | Purepink Inc | victoria@purepink.ph | 09178881111 | CUSTOMER | Loo Edi | Apr 06, 2026 18:54 | Apr 06, 2026 18:54 | Active | ✕ |
| 25 | FreshMart Trading | maria.santos@freshmart.ph | 09178881111 | CUSTOMER | Loo Edi | Apr 06, 2026 19:33 | Apr 06, 2026 19:33 | Active | ✕ |
| 26 | Global Freight Solutions Inc. | m.reyes@gfslgistics.com | +63 917 123 4567 | SUPPLIER | Loo Edi | Apr 21, 2026 10:49 | Apr 21, 2026 10:49 | Active | ✕ |
| 27 | Globe Telecom, Inc. | corporatebilling@globe.com.ph | +63 2 7730 1000 | SUPPLIER | Loo Edi | Apr 21, 2026 10:58 | Apr 21, 2026 10:58 | Active | ✕ |
| 28 | Manila Electric Company (Meralco) | customercare@meralco.com.ph | +63 2 16211 | SUPPLIER | Loo Edi | Apr 21, 2026 11:05 | Apr 21, 2026 11:05 | Active | ✕ |
| 29 | Maynilad Water Services, Inc. | customerservice@mayniladwater.com.ph | +63 2 1626 | SUPPLIER | Loo Edi | Apr 21, 2026 11:26 | Apr 21, 2026 11:26 | Active | ✕ |
| 30 | Dennis Enterprises | dennis@enterprise.ph | 09675552312 | SHIPPER | Loo Edi | Apr 25, 2026 19:02 | Apr 25, 2026 19:02 | Active | ✕ |
| 31 | Dennis Agent | dennis@enterprise.ph | 0967555231211 | AGENT | Loo Edi | Apr 25, 2026 19:18 | Apr 25, 2026 19:18 | Active | ✕ |

1. Review your typed details for spelling accuracy and click the Submit button.
2. Confirm you can see your newly registered organization displayed in the Organization List.

SALES

THIS SECTION COVERS USER LOGIN, BOOKING CREATION, AND SUBMITTING LOGISTICS REQUESTS FOR MANAGEMENT AUTHORIZATION.



MoveWise
Simplifying Logistics and Freight Forwarding Operations

1. Open login page: Access the official platform login screen via your web browser.
2. Enter credentials: Log in using a valid corporate sales email account and your password.

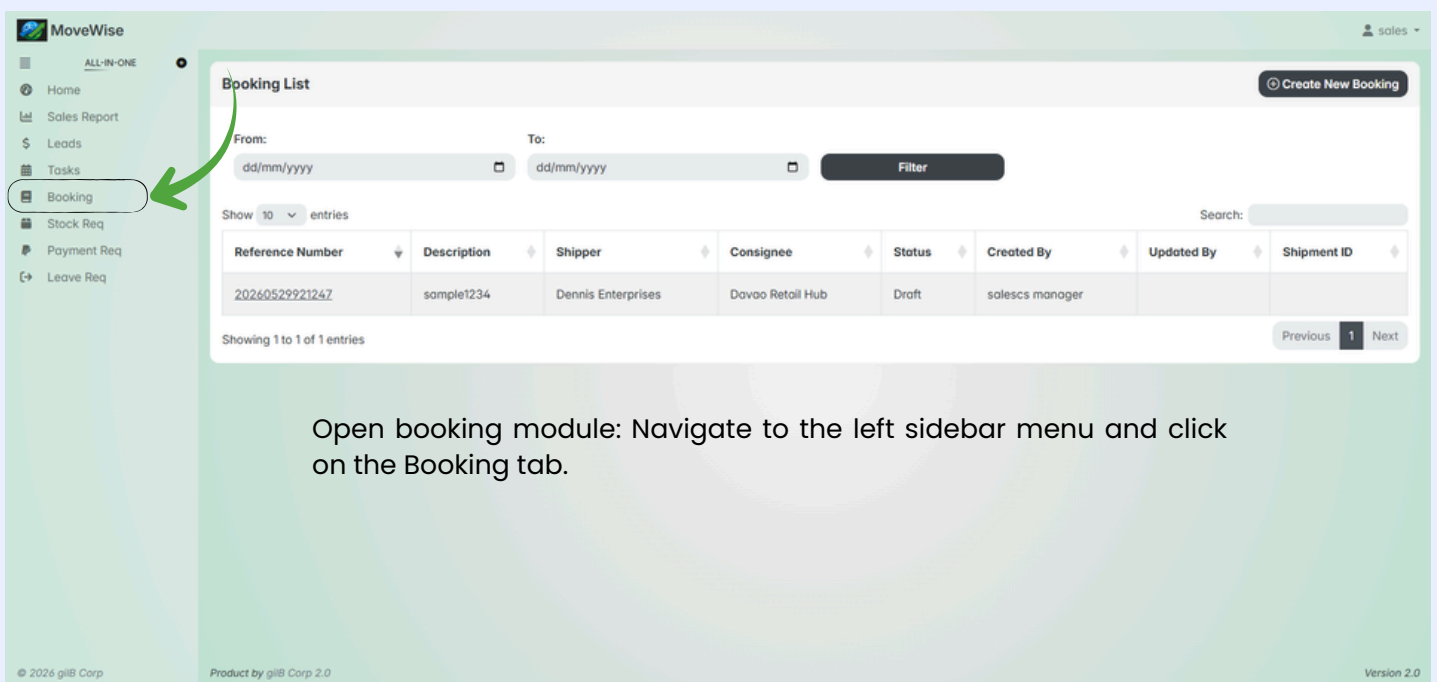
Sign in
Don't have an account yet? [Sign up](#)

Email or username

Password
 [Forgot?](#)

Remember me (Uncheck if public/shared device)

[Sign in](#)



MoveWise ALL-IN-ONE

- Home
- Sales Report
- Leads
- Tasks
- Booking**
- Stock Req
- Payment Req
- Leave Req

Booking List [Create New Booking](#)

From: To: [Filter](#)

Show entries Search:

| Reference Number | Description | Shipper | Consignee | Status | Created By | Updated By | Shipment ID |
|------------------|-------------|--------------------|------------------|--------|-----------------|------------|-------------|
| 20260529921247 | sample1234 | Dennis Enterprises | Davao Retail Hub | Draft | salescs manager | | |

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

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Open booking module: Navigate to the left sidebar menu and click on the Booking tab.

SALES

THIS SECTION COVERS USER LOGIN, BOOKING CREATION, AND SUBMITTING LOGISTICS REQUESTS FOR MANAGEMENT AUTHORIZATION.

MoveWise ALL-IN-ONE

Home Sales Report Leads Tasks Booking Stock Req Payment Req Leave Req

Booking List

From: dd/mm/yyyy To: dd/mm/yyyy Filter

Show 10 entries Search:

| Reference Number | Description | Shipper | Consignee | Status | Created By | Updated By | Shipment ID |
|------------------|-------------|--------------------|------------------|--------|-----------------|------------|-------------|
| 20260529921247 | sample1234 | Dennis Enterprises | Davao Retail Hub | Draft | salescs manager | | |

Showing 1 to 1 of 1 entries Previous 1 Next

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SI BSI

Description
Enter description

Shipment Type
Select Type

Service Mode
Select Service Mode

Incoterm
Select Incoterm

Commodity

Sales Rep
Select Sales Rep

Approver
Select Approver

Unit Line

| Package | Dimensions (L x W x H) | Weight | Volume | |
|----------|------------------------|--------|----------------|--------|
| Qty Unit | L W H | CM KG | M ³ | Remove |

+ Add Container Line

Weight / Unit
Enter weight KG

Estimated Volume / Unit
Enter volume M³

SI BSI & Unit Line: Enter the Shipping Instructions, Booking Shipping Instructions, and corresponding equipment lines.

SALES

THIS SECTION COVERS USER LOGIN, BOOKING CREATION, AND SUBMITTING LOGISTICS REQUESTS FOR MANAGEMENT AUTHORIZATION.

The screenshot shows the 'Container/s' form section. It includes a 'Container Count' input field with the placeholder text 'Count'. To its right is a 'Container Size' dropdown menu with the placeholder text '-- Select Container Size --'. Further right is an 'Action' button with a red background and the text 'Delete'. Below these fields is a '+ Add Container Line' button.

Container/s: Input specific container dimensions, types, seals, and total numbers.

The screenshot shows the 'Carrier & Port Details' form section. It is divided into two columns. The left column contains: 'Port of Loading (POL)' with a text input field 'Port of Loading'; 'Port of Discharge (POD)' with a text input field 'Port of Discharge'; 'ETD' with a date input field 'dd/mm/yyyy' and a calendar icon; 'ATD' with a date input field 'dd/mm/yyyy' and a calendar icon; 'House BL' with a text input field; and 'Carrier / Coloader' with a text input field. The right column contains: 'POL Country' with a dropdown menu '-- Select Country --'; 'POD Country' with a dropdown menu '-- Select Country --'; 'ETA' with a date input field 'dd/mm/yyyy' and a calendar icon; 'ATA' with a date input field 'dd/mm/yyyy' and a calendar icon; 'Master BL' with a text input field.

Carrier & Port Details: Specify the ocean or air carrier, origin port, and destination port.

The screenshot shows the 'Shipper / Consignee' form section. It is divided into two columns. The left column contains: 'Shipper' with a dropdown menu 'Search and select' and a large text area; 'Bill To' with a dropdown menu 'Search and select' and a large text area; 'Consignee on MAWBL/MBL' with a dropdown menu 'Search and select' and a large text area; and 'Agent' with a dropdown menu 'Search and select' and a large text area. The right column contains: 'Consignee' with a dropdown menu 'Search and select' and a large text area; 'Deliver Invoice To' with a dropdown menu 'Search and select' and a large text area; and 'Outsource Broker / Trucker' with a dropdown menu 'Search and select' and a large text area.

Shipper / Consignee: Identify the sender party and the receiving party for the freight.

SALES

THIS SECTION COVERS USER LOGIN, BOOKING CREATION, AND SUBMITTING LOGISTICS REQUESTS FOR MANAGEMENT AUTHORIZATION.

Charges

Credit Limit: ₱0.00
Outstanding: ₱0.00
Available Credit: ₱0.00

| Type | Description | Qty | Buying | Selling | Converted (PHP) | Currency | VAT Nature | Action |
|--------|-------------|--------------|-------------|-------------|-----------------|----------|------------|--------|
| Select | Description | 1 | 0 | 0 | 0.00 | PHP | Select | ✖ |
| | | TOTAL | 0.00 | 0.00 | | | | |

USD → PHP 59.1480

+ Add Charges

Charges: Log all freight rates, auxiliary fees, and local currency billing charges.

E-Documents

| Name | Type | Date Upload | Action |
|-----------------------|------|-------------|--------|
| No files uploaded yet | | | |

+ Attach File

E-Documents: Upload related electronic files, permits, and commercial paperwork.

Milestones

| Description | Date |
|-------------------------|------|
| No milestones added yet | |

Enter milestone description

Milestones: Establish tracking points and critical schedule markers for the transit.

SALES

THIS SECTION COVERS USER LOGIN, BOOKING CREATION, AND SUBMITTING LOGISTICS REQUESTS FOR MANAGEMENT AUTHORIZATION.

Special Instruction

Handling Invoice Operation Export Domestic

Check All Uncheck All

Please select handling instruction or write any other handling instruction applicable to this SI/BS/SOP

For LCL - Freight Negotiation in Manila
Coordinate with Co-loader's name

For Freight Negotiated in Manila
Enter agent coordination details

Background of agent (to be filled-up by Sales if agents are new)
To be filled by Sales if agents are new

Customs clearance to be handled by Company
 Customs clearance to be handled by Company Outsource
Details of outsource broker

Customs clearance to be handled by Consignee's Broker
 Consignee is Votable
 Consignee is Zero-rated
 Consignee is Non-Votable
 Credit Line
Enter credit line details

Without Credit Line - Cash
 Without Credit Line - MC
 Without Credit Line - PDC

Other Instructions

Save Submit for Approval List

Special Instructions: Add any unique handling notes, or client requests.

Booking List

Create New Booking

From: dd/mm/yyyy To: dd/mm/yyyy Filter

Show 10 entries Search:

| Reference Number | Description | Shipper | Consignee | Status | Created By | Updated By | Shipment ID |
|------------------|-------------|--------------------|------------------|--------|-----------------|------------|-------------|
| 202605292126Z | sample1234 | Dennis Enterprises | Davao Retail Hub | Draft | salescs manager | | |

Showing 1 to 1 of 1 entries Previous 1 Next

- 1.Submit for verification:** Review your inputted text fields and click Submit for Approval.
- 2.Verify system feedback:** Return to the master Booking List dashboard.
- 3.Check response status:** Confirm the entry shows up with a reference number
- 4.Record unique identifier:** Locate and note down the system-generated Reference Number provided for tracking.

OPERATIONS

THIS SECTION COVERS ACCOUNT ACCESS FOR OPERATIONS STAFF, MANAGING CARGO CONSOLIDATION, AND UPDATING ACTIVE SHIPMENT MILESTONES ONCE MANAGEMENT APPROVAL IS SECURED.

MoveWise

Simplifying Logistics and Freight Forwarding Operations

1. Initialize account setup: Access the platform signup screen to create an account.
2. Provide operational email: Input a valid corporate operations email address and establish a password.
3. Log into the system: Complete registration and log into your workspace dashboard.



Sign in

Don't have an account yet? [Sign up](#)

Email or username

operations1@movewise.asia

Password

..... [Forgot?](#)

Remember me (Uncheck if public/shared device)

[Sign in](#)

- Locate the module: Move your cursor to the navigation menu on the left side tab of the dashboard.
- Open Consol tool: Find and click on the Consol link to open the consolidation dashboard.



OPERATIONS

THIS SECTION COVERS ACCOUNT ACCESS FOR OPERATIONS STAFF, MANAGING CARGO CONSOLIDATION, AND UPDATING ACTIVE SHIPMENT MILESTONES ONCE MANAGEMENT APPROVAL IS SECURED.

The screenshot displays the 'Consol List' interface in MoveWise. It features a search bar at the top and a table with columns: Consol ID, Port Of Loading, POL Country, Port Of Discharge, POD Country, ETA, Master BL, and Status. Three records are listed, each with an 'OPEN' status button. Below the table, detailed information for each record is shown, including POL, POD, and ETA details.

| Consol ID | Port Of Loading | POL Country | Port Of Discharge | POD Country | ETA | Master BL | Status |
|-----------------|-----------------|-------------|-------------------|-------------|------------|-----------|--------|
| C20260518694428 | Shanghai | China | Manila North | Philippines | 2026-06-05 | | OPEN |
| C20260425517666 | NAIA | Philippines | Beijing | China | 2026-06-05 | MAWB142 | OPEN |
| C20260425167577 | Beijing | China | NAIA | Philippines | 2026-04-29 | MAWB 111 | OPEN |

- Verify approval dependencies: Note that a Consol cannot be initialized unless the booking has completed the dual management approval chain:
- Approver 1 Approval: Confirmed by operationsmanager@movewise.asia
- Approver 2 Approval: Confirmed by management@movewise.asia
- Execute consolidation: Once dual approval is verified by the system, click to create a new Consol record and link the approved bookings.

The screenshot shows the 'Consol Detail' form for Consol ID C20260518694428. It includes fields for Description (Food), Shipment Type (SEA), Service Mode (Import), Incoterms (D2D), Commodity (Food), and Approver (operations manager). Below these are sections for Unit Line and Container/s.

Unit Line

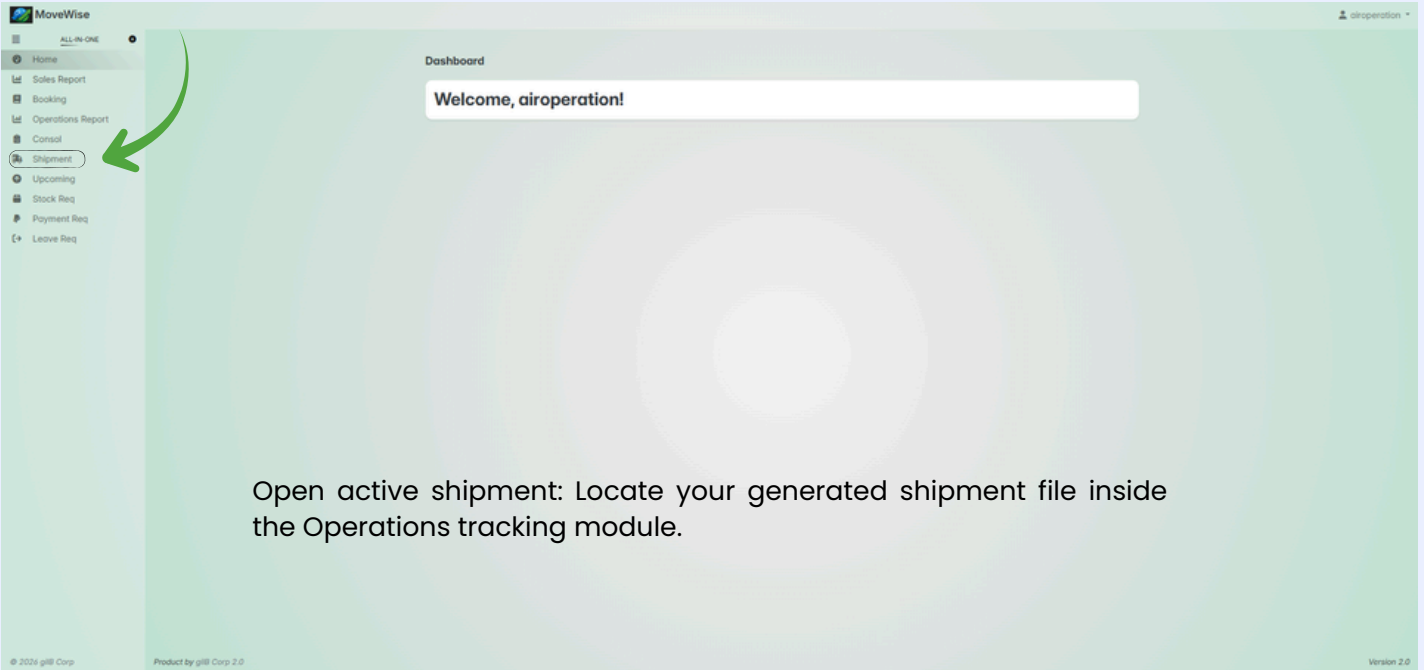
| Package | Dimensions (L x W x H) | Weight | Volume |
|---------|------------------------|-------------|----------|
| 1 | PLT 2.00 2.00 2.00 | CM 40... KG | 8.000 M³ |

Container/s

| Container Count | Container Size | Action |
|-----------------|----------------|--------|
| 1 | 20' GP | Delete |

OPERATIONS

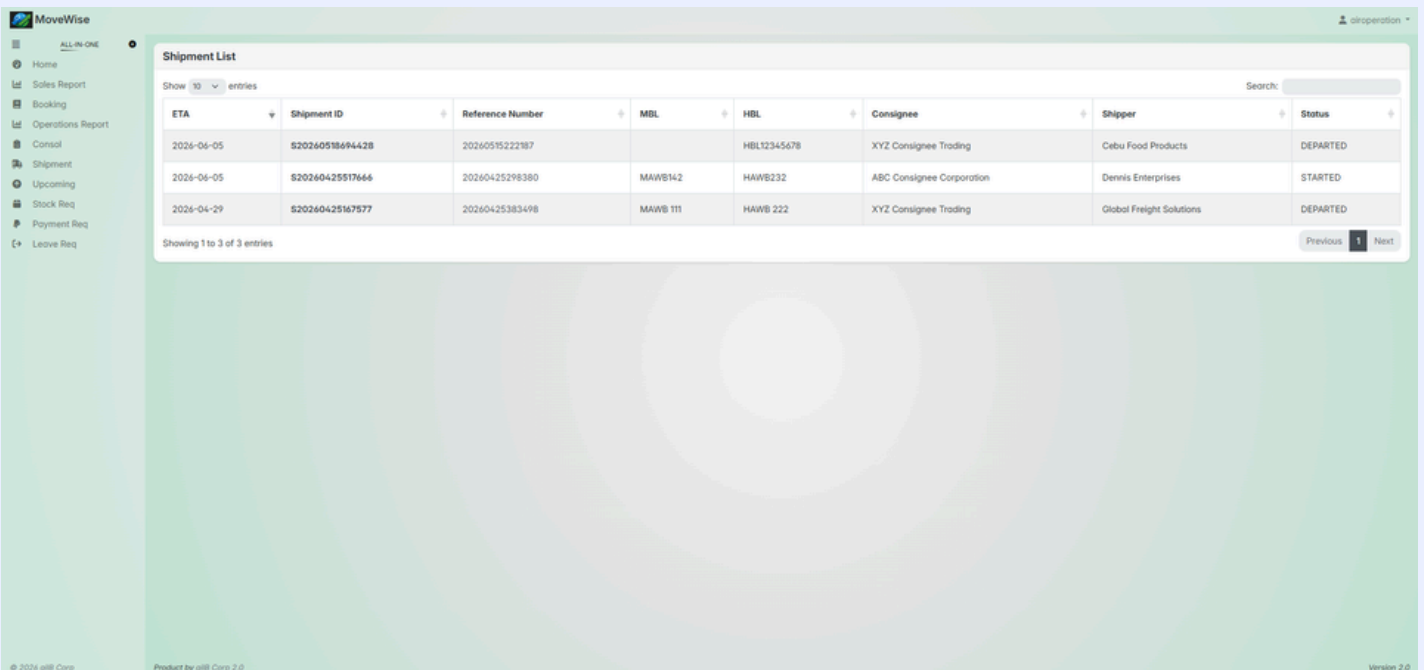
THIS SECTION COVERS ACCOUNT ACCESS FOR OPERATIONS STAFF, MANAGING CARGO CONSOLIDATION, AND UPDATING ACTIVE SHIPMENT MILESTONES ONCE MANAGEMENT APPROVAL IS SECURED.



The screenshot shows the MoveWise dashboard interface. On the left, there is a navigation menu with the following items: Home, Sales Report, Booking, Operations Report, Consol, Shipment (highlighted with a green arrow), Upcoming, Stock Req, Payment Req, and Leave Req. The main content area displays a 'Dashboard' with a 'Welcome, airoperation!' message. Below the message, there is a large, faint circular graphic.

Open active shipment: Locate your generated shipment file inside the Operations tracking module.

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The screenshot shows the 'Shipment List' table in the MoveWise interface. The table has columns for ETA, Shipment ID, Reference Number, MBL, HBL, Consignee, Shipper, and Status. There are three rows of data. The table is titled 'Shipment List' and has a search bar and a 'Show 10 entries' dropdown. The status of the shipments is DEPARTED, STARTED, and DEPARTED.

| ETA | Shipment ID | Reference Number | MBL | HBL | Consignee | Shipper | Status |
|------------|-----------------|------------------|----------|------------|---------------------------|--------------------------|----------|
| 2026-06-05 | S20260518694428 | 20260515222187 | | HL12345678 | XYZ Consignee Trading | Cebu Food Products | DEPARTED |
| 2026-06-05 | S20260425517666 | 20260425298380 | MAWB142 | HAWB232 | ABC Consignee Corporation | Dennis Enterprises | STARTED |
| 2026-04-29 | S20260425167577 | 20260425383498 | MAWB 111 | HAWB 222 | XYZ Consignee Trading | Global Freight Solutions | DEPARTED |

Showing 1 to 3 of 3 entries

Previous 1 Next

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- Assess transport status: Verify if the cargo has physically departed the origin facility or if transit has officially started.
- Update the timeline: Change the status markers immediately to reflect Departed or Started parameters.
- Save updates: Click save to broadcast the updated tracking info across the platform network.

OPERATIONS

THIS SECTION COVERS ACCOUNT ACCESS FOR OPERATIONS STAFF, MANAGING CARGO CONSOLIDATION, AND UPDATING ACTIVE SHIPMENT MILESTONES ONCE MANAGEMENT APPROVAL IS SECURED.

MoveWise

ALL-IN-ONE

- Home
- Sales Report
- Booking
- Operations Report
- Consol
- Shipment
- Upcoming
- Stock Req
- Payment Req
- Leave Req

Please select handling instruction or write any other handling instruction applicable to this SUB/SOP

- For LCL - Freight Negotiation in Manila
- For Freight Negotiated in Manila
- Background of agent (to be filled-up by Sales if agents are new)
- Customs clearance to be handled by Company
- Customs clearance to be handled by Company Outsource
- Customs clearance to be handled by Consignee's Broker
- Consignee is Votable
- Consignee is Zero-rated
- Consignee is Non-Votable
- Credit Line
- Without Credit Line - Cash
- Without Credit Line - MC
- Without Credit Line - PDC

Other Instructions

Save Print Document Duplicate List

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Save updates: Click save to broadcast the updated tracking info across the platform network.

MoveWise

ALL-IN-ONE

- Home
- Sales Report
- Booking
- Operations Report
- Consol
- Shipment
- Upcoming
- Stock Req
- Payment Req
- Leave Req

Submit Supply Request

Supply Name Quantity Unit Purpose Delete

Add Line Clear All

Submit Request

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MATERIAL REQUEST

1. Supply Name: Enter the exact item name.
2. Quantity: Input the number needed.
3. Unit: Specify the measurement (e.g., pcs, boxes).
4. Purpose: Write a short operational reason.
5. Add Line: Click (+) Add Line for extra items.
6. Submit: Click Submit Request to send to management.

OPERATIONS

THIS SECTION COVERS ACCOUNT ACCESS FOR OPERATIONS STAFF, MANAGING CARGO CONSOLIDATION, AND UPDATING ACTIVE SHIPMENT MILESTONES ONCE MANAGEMENT APPROVAL IS SECURED.

PAYMENT REQUEST

1. Request Title: Type a clear name for the payment request.
2. Request Amount: Input the exact total money required.
3. Request Date: Select or confirm the filing date.
4. Remarks: Enter supporting notes or transaction reasons.
5. Submit: Click Submit Request to send for approval.

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LEAVE REQUEST

1. Leave Type: Choose the type of leave from the dropdown.
2. Start Date: Select the first day of your leave.
3. End Date: Select the last day of your leave.
4. Number of Days: Verify the automatically calculated total days.
5. Reason for Leave: Type a detailed explanation for your absence.
6. Submit: Click Submit Leave Request to send to HR.

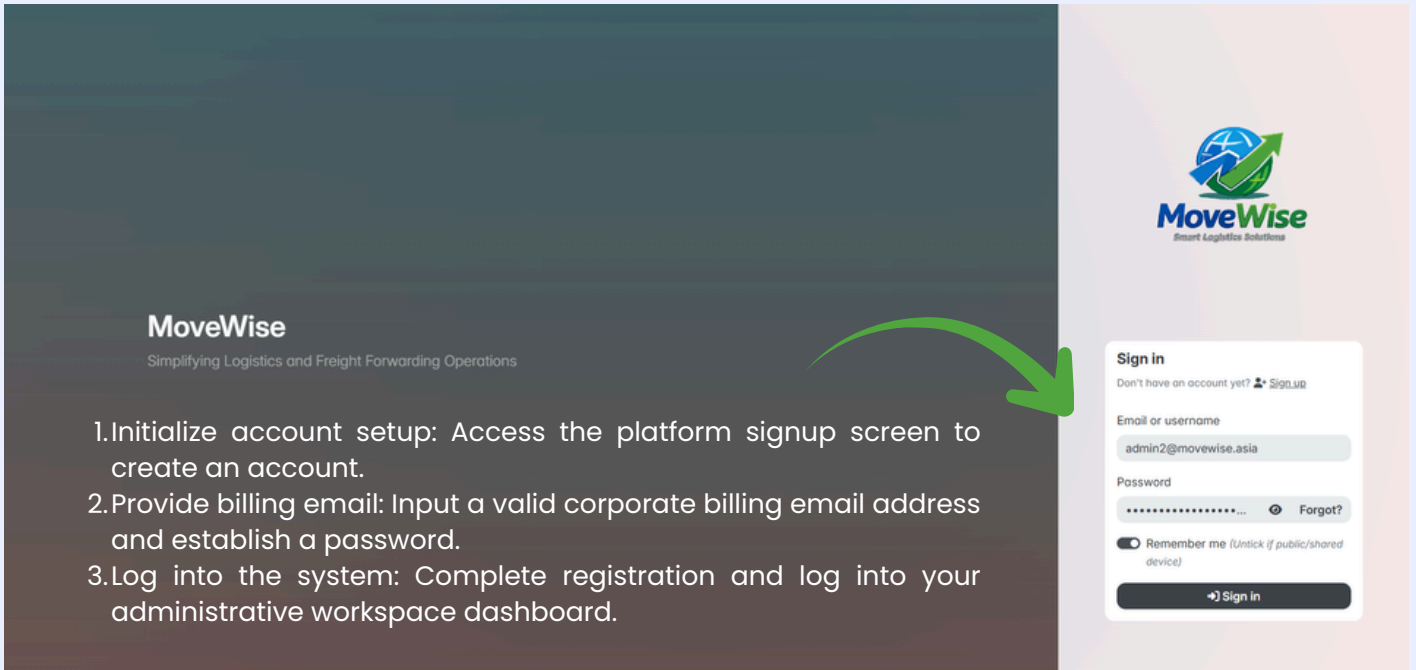
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LEAVE REQUEST

1. Leave Type: Choose the type of leave from the dropdown.
2. Start Date: Select the first day of your leave.
3. End Date: Select the last day of your leave.
4. Number of Days: Verify the automatically calculated total days.
5. Reason for Leave: Type a detailed explanation for your absence.
6. Submit: Click Submit Leave Request to send to HR.

BILLING

THIS SECTION COVERS AUTOMATED INVOICE RETRIEVAL, VERIFICATION, AND SAVING SYSTEM-GENERATED CUSTOMER BILLS FOLLOWING OPERATIONAL UPDATES.



MoveWise
Simplifying Logistics and Freight Forwarding Operations

1. Initialize account setup: Access the platform signup screen to create an account.
2. Provide billing email: Input a valid corporate billing email address and establish a password.
3. Log into the system: Complete registration and log into your administrative workspace dashboard.

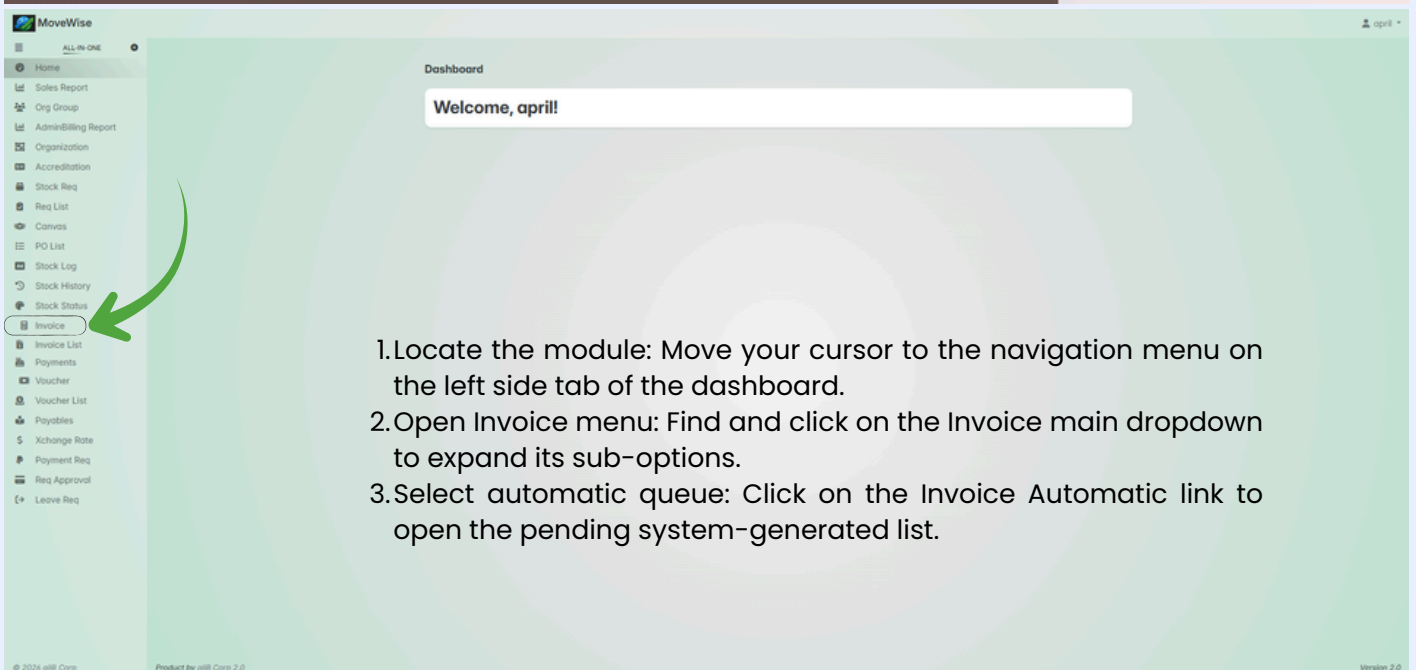
Sign in
Don't have an account yet? [Sign Up](#)

Email or username
admin2@movewise.asia

Password
..... [Forgot?](#)

Remember me (Uncheck if public/shared device)

[→ Sign in](#)



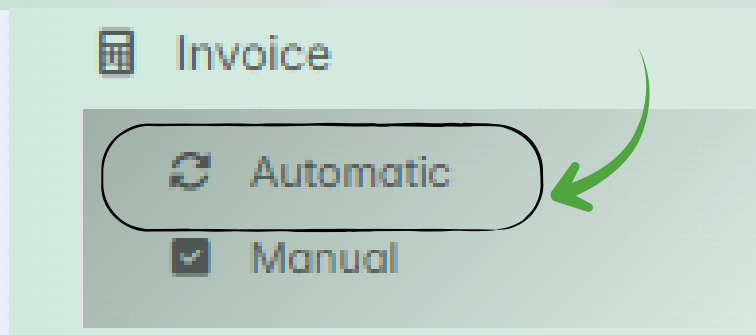
MoveWise ALL-IN-ONE

Dashboard
Welcome, april!

Navigation Menu:
Home
Sales Report
Org Group
AdminBilling Report
Organization
Accreditation
Stock Req
Req List
Canvas
PO List
Stock Log
Stock History
Stock Status
Invoice
Invoice List
Payments
Voucher
Voucher List
Payables
Xchange Rate
Payment Req
Req Approval
Leave Req

1. Locate the module: Move your cursor to the navigation menu on the left side tab of the dashboard.
2. Open Invoice menu: Find and click on the Invoice main dropdown to expand its sub-options.
3. Select automatic queue: Click on the Invoice Automatic link to open the pending system-generated list.

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Invoice

Automatic

Manual

BILLING

THIS SECTION COVERS AUTOMATED INVOICE RETRIEVAL, VERIFICATION, AND SAVING SYSTEM-GENERATED CUSTOMER BILLS FOLLOWING OPERATIONAL UPDATES.

The screenshot shows the 'For Invoice' section of the MoveWise application. It features a table with the following columns: ETA, Reference Number, Consol ID, Shipment ID, Consignee, Shipper, Status, and Action. A green arrow points to the 'Invoice' button in the 'Action' column of the first row.

| ETA | Reference Number | Consol ID | Shipment ID | Consignee | Shipper | Status | Action |
|------------|------------------|-----------------|-----------------|---------------------------|--------------------------|----------|---------|
| 2026-06-05 | 2026051522187 | C20260518694428 | S20260518694428 | XYZ Consignee Trading | Cebu Food Products | DEPARTED | Invoice |
| 2026-06-05 | 20260425298380 | C20260425517666 | S20260425517666 | ABC Consignee Corporation | Denris Enterprises | STARTED | Save |
| 2026-04-29 | 20260425383498 | C20260425167577 | S20260425167577 | XYZ Consignee Trading | Global Freight Solutions | DEPARTED | Save |

1. Target the record: Browse the automated ledger list to find the customer transaction file you need.
2. Open invoice action: Navigate to the right-hand Action column of that specific row and click to select the invoice.
3. Verify billing data: Check the displayed line items, operational rates, and total totals for accuracy.
4. Save file to system: Click the Save button to lock the transaction details and formally add the invoice to your live billing history.

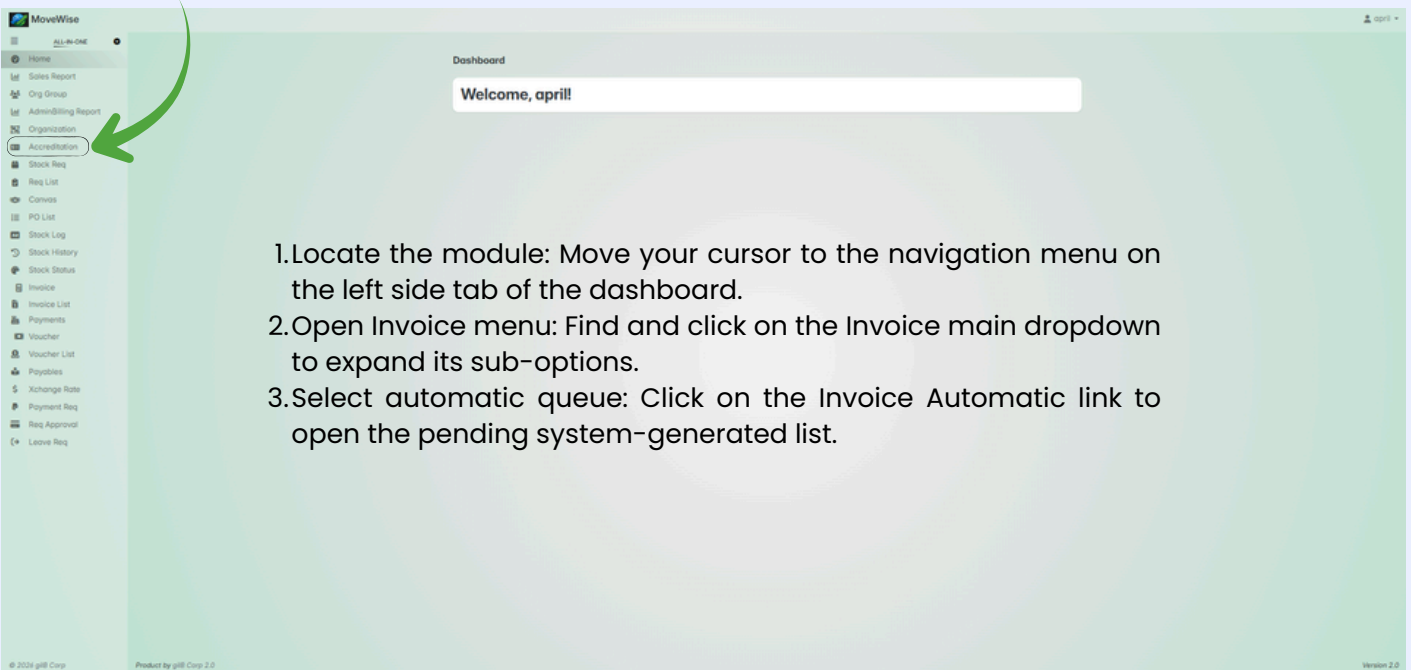
The screenshot shows the 'AR Invoice' form in the MoveWise application. It includes fields for Shipment ID, Customer, Terms, Mailing Address, Bill Date, and Due Date. Below these are sections for Charges, Credit Information, and a table of line items. A green arrow points to the 'Save Invoice' button at the bottom right.

| Type | Description | Qty | Buying | Selling | Converted (PHP) | Currency | VAT Nature | Action |
|---------|-------------|------|---------|---------|-----------------|----------|---------------|--------|
| FREIGHT | SEA | 1.00 | 4000.00 | 6500.00 | 6500.00 | PHP | VATable (12%) | X |
| TOTAL | | | 4000.00 | 6500.00 | | | | |

Charges Summary:
WATable Sales: 6500.00
WAT (12%): 780.00
WAT-Exempt Sales: 0.00
Zero-Rated Sales: 0.00
TOTAL AMOUNT: 7280.00
USD → PHP: 55,1485

BILLING

THIS SECTION COVERS AUTOMATED INVOICE RETRIEVAL, VERIFICATION, AND SAVING SYSTEM-GENERATED CUSTOMER BILLS FOLLOWING OPERATIONAL UPDATES.

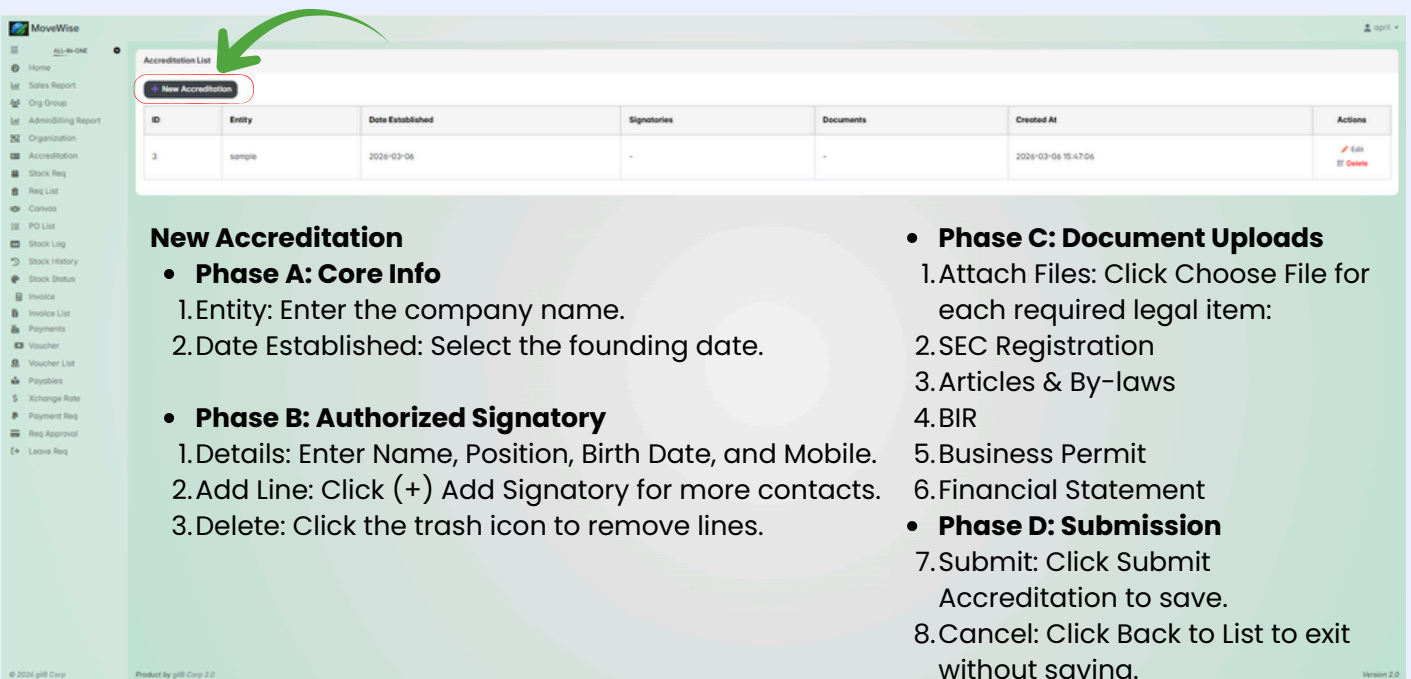


Dashboard

Welcome, april!

1. Locate the module: Move your cursor to the navigation menu on the left side tab of the dashboard.
2. Open Invoice menu: Find and click on the Invoice main dropdown to expand its sub-options.
3. Select automatic queue: Click on the Invoice Automatic link to open the pending system-generated list.

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Accreditation List

[New Accreditation](#)

| ID | Entity | Date Established | Signatories | Documents | Created At | Actions |
|----|--------|------------------|-------------|-----------|---------------------|--|
| 3 | sample | 2026-03-06 | - | - | 2026-03-06 15:47:06 | Edit Delete |

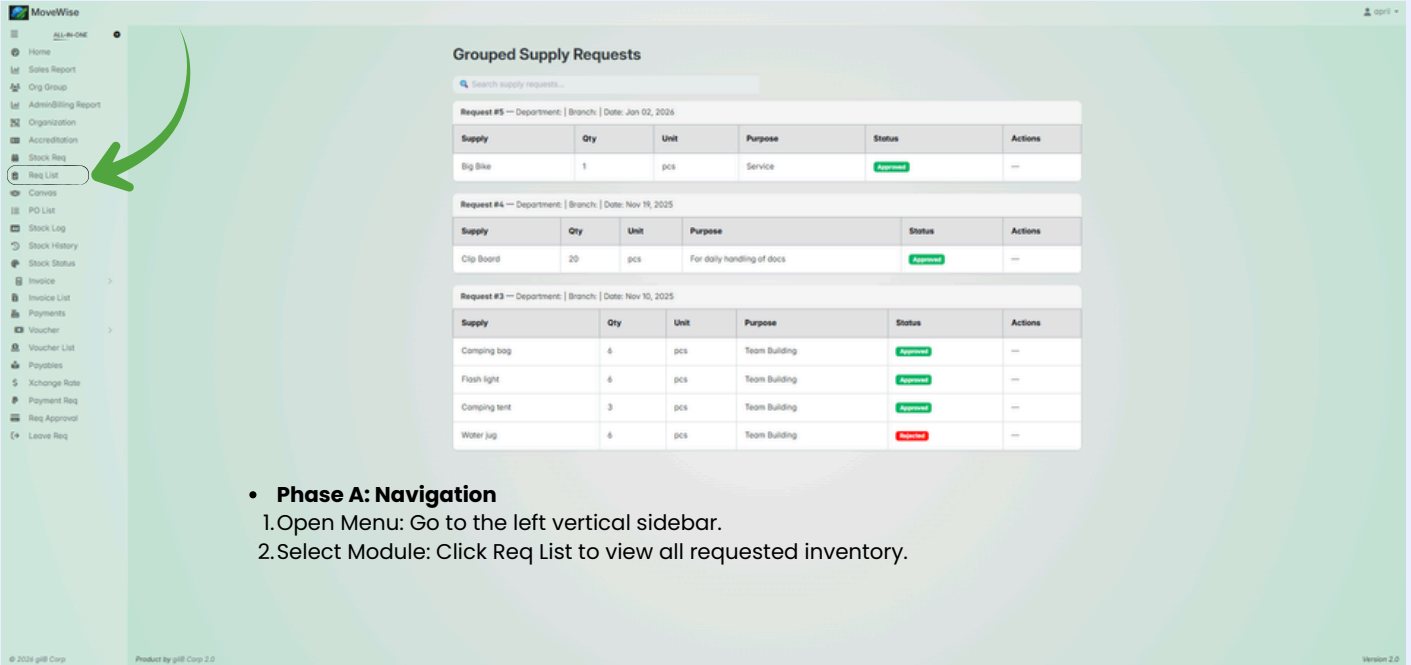
New Accreditation

- **Phase A: Core Info**
 1. Entity: Enter the company name.
 2. Date Established: Select the founding date.
- **Phase B: Authorized Signatory**
 1. Details: Enter Name, Position, Birth Date, and Mobile.
 2. Add Line: Click (+) Add Signatory for more contacts.
 3. Delete: Click the trash icon to remove lines.
- **Phase C: Document Uploads**
 1. Attach Files: Click Choose File for each required legal item:
 2. SEC Registration
 3. Articles & By-laws
 4. BIR
 5. Business Permit
 6. Financial Statement
- **Phase D: Submission**
 7. Submit: Click Submit Accreditation to save.
 8. Cancel: Click Back to List to exit without saving.

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BILLING

THIS SECTION COVERS AUTOMATED INVOICE RETRIEVAL, VERIFICATION, AND SAVING SYSTEM-GENERATED CUSTOMER BILLS FOLLOWING OPERATIONAL UPDATES.



Grouped Supply Requests

Search supply requests...

Request #5 — Department: | Branch: | Date: Jan 02, 2026

| Supply | Qty | Unit | Purpose | Status | Actions |
|----------|-----|------|---------|----------|---------|
| Big Bike | 1 | pcs | Service | Approved | --- |

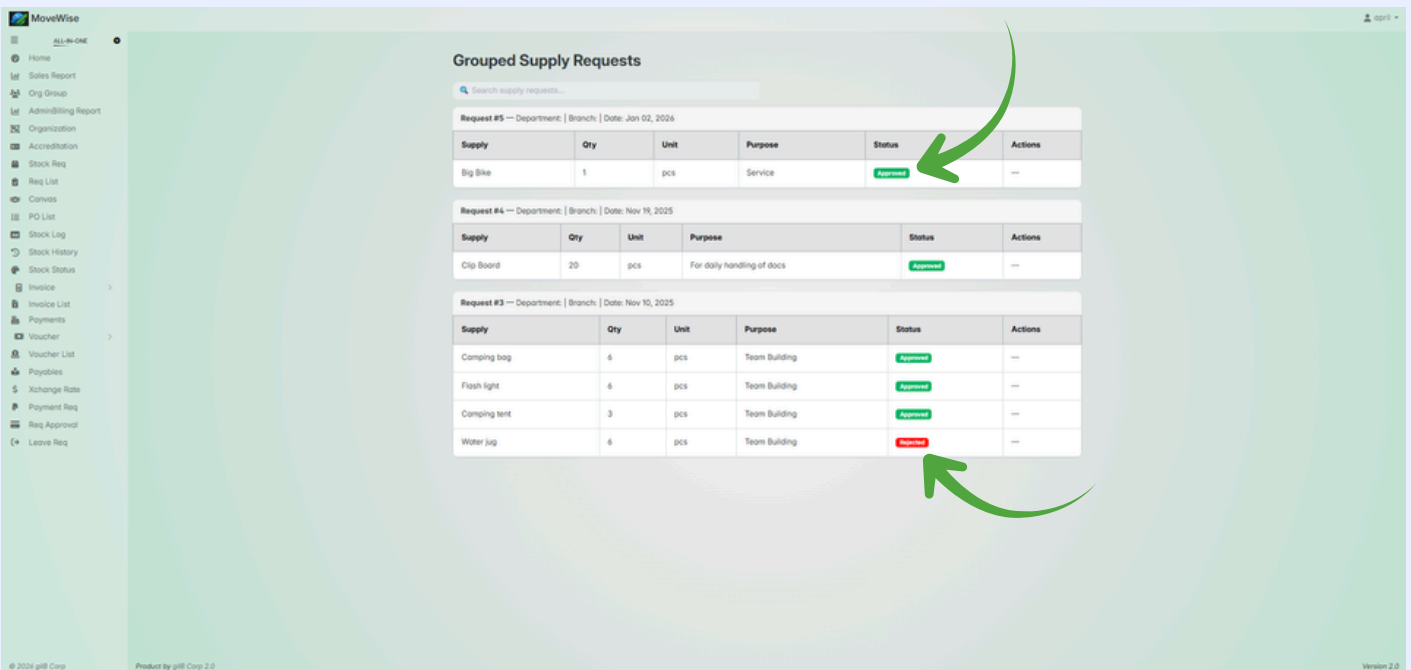
Request #4 — Department: | Branch: | Date: Nov 19, 2025

| Supply | Qty | Unit | Purpose | Status | Actions |
|------------|-----|------|----------------------------|----------|---------|
| Clip Board | 20 | pcs | For daily handling of docs | Approved | --- |

Request #3 — Department: | Branch: | Date: Nov 10, 2025

| Supply | Qty | Unit | Purpose | Status | Actions |
|--------------|-----|------|---------------|----------|---------|
| Camping bag | 6 | pcs | Team Building | Approved | --- |
| Flash light | 6 | pcs | Team Building | Approved | --- |
| Camping tent | 3 | pcs | Team Building | Approved | --- |
| Water jug | 6 | pcs | Team Building | Rejected | --- |

- **Phase A: Navigation**
 1. Open Menu: Go to the left vertical sidebar.
 2. Select Module: Click Req List to view all requested inventory.



Grouped Supply Requests

Search supply requests...

Request #5 — Department: | Branch: | Date: Jan 02, 2026

| Supply | Qty | Unit | Purpose | Status | Actions |
|----------|-----|------|---------|----------|---------|
| Big Bike | 1 | pcs | Service | Approved | --- |

Request #4 — Department: | Branch: | Date: Nov 19, 2025

| Supply | Qty | Unit | Purpose | Status | Actions |
|------------|-----|------|----------------------------|----------|---------|
| Clip Board | 20 | pcs | For daily handling of docs | Approved | --- |

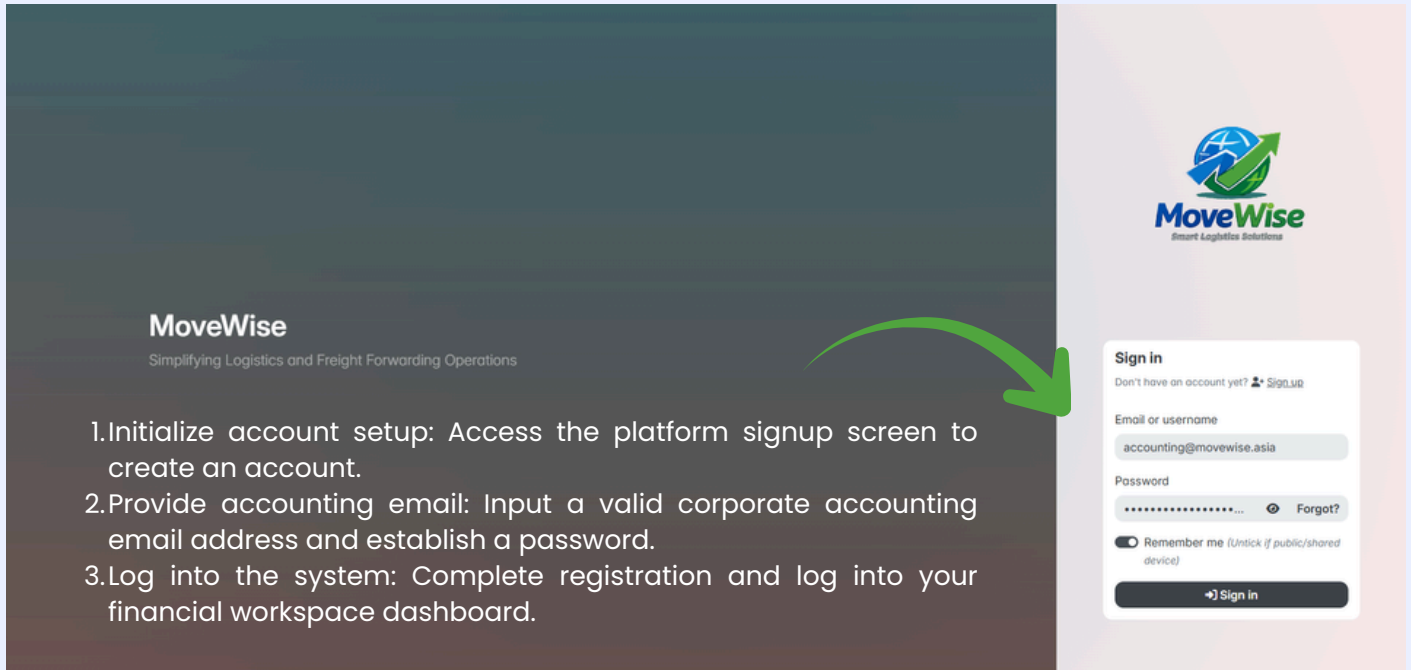
Request #3 — Department: | Branch: | Date: Nov 10, 2025

| Supply | Qty | Unit | Purpose | Status | Actions |
|--------------|-----|------|---------------|----------|---------|
| Camping bag | 6 | pcs | Team Building | Approved | --- |
| Flash light | 6 | pcs | Team Building | Approved | --- |
| Camping tent | 3 | pcs | Team Building | Approved | --- |
| Water jug | 6 | pcs | Team Building | Rejected | --- |

- **Phase B: Viewing Requests**
 1. Search: Use the top search bar to filter supply files.
 2. Header Info: Review the request number, department, branch, and submission date.
 3. Item Details: View Supply name, Qty, Unit, and operational Purpose.
- **Phase C: Tracking Statuses**
 1. Approved: Items marked with a green Approved badge are cleared.
 2. Rejected: Items marked with a red Rejected badge are denied.

ACCOUNTING

THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.



MoveWise
Simplifying Logistics and Freight Forwarding Operations

1. Initialize account setup: Access the platform signup screen to create an account.
2. Provide accounting email: Input a valid corporate accounting email address and establish a password.
3. Log into the system: Complete registration and log into your financial workspace dashboard.

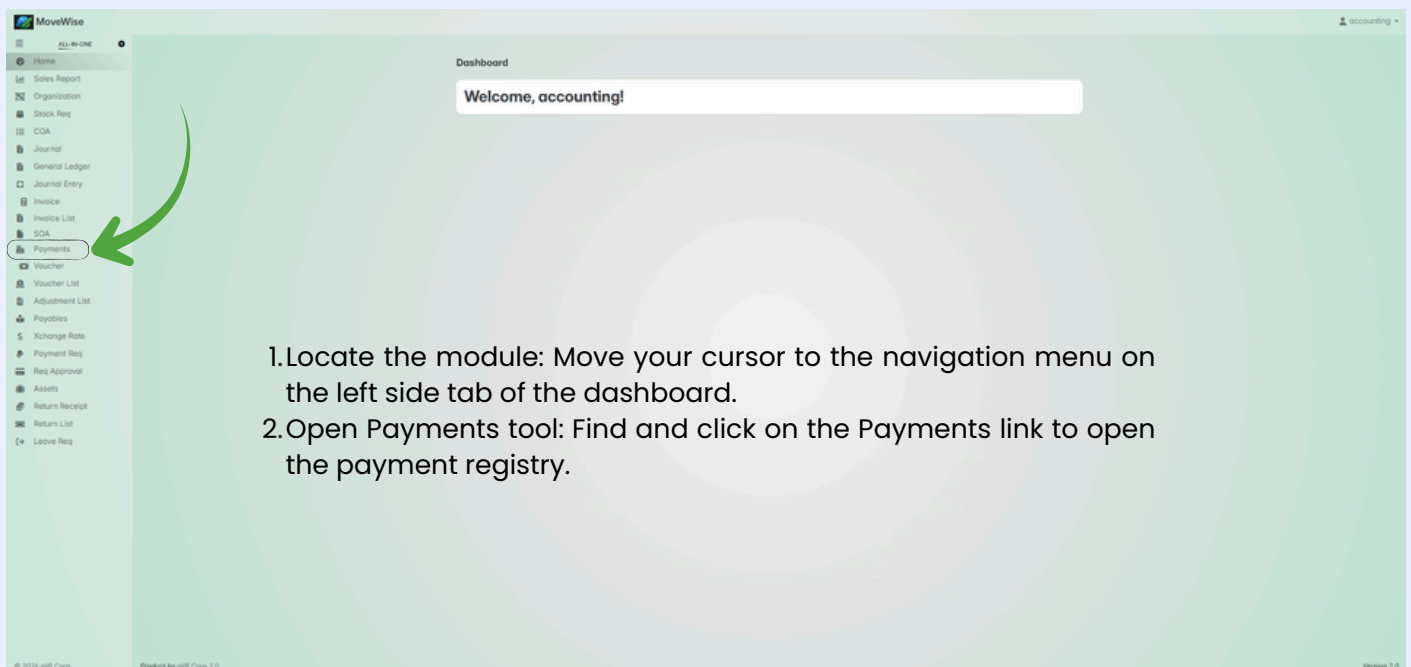
Sign in
Don't have an account yet? [Sign up](#)

Email or username
accounting@movewise.asia

Password
..... [Forgot?](#)

Remember me (Uncheck if public/shared device)

[Sign in](#)



MoveWise accounting

Dashboard

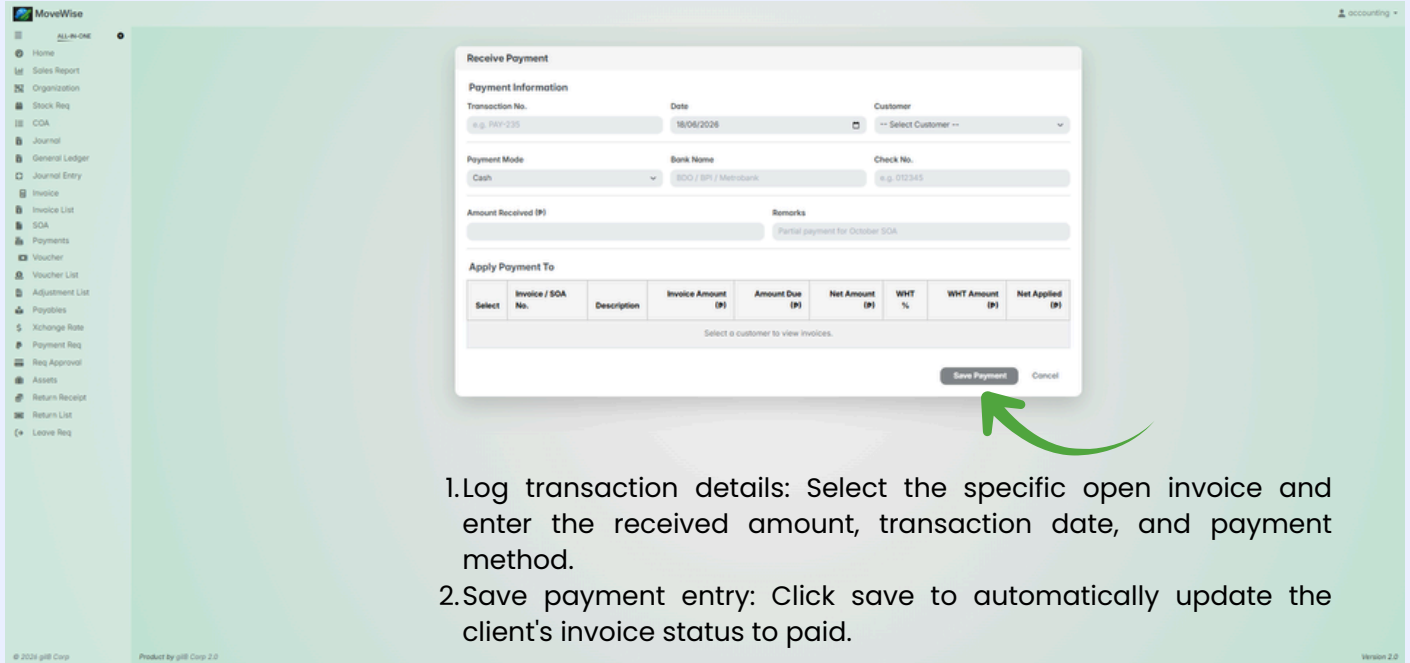
Welcome, accounting!

1. Locate the module: Move your cursor to the navigation menu on the left side tab of the dashboard.
2. Open Payments tool: Find and click on the Payments link to open the payment registry.

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ACCOUNTING

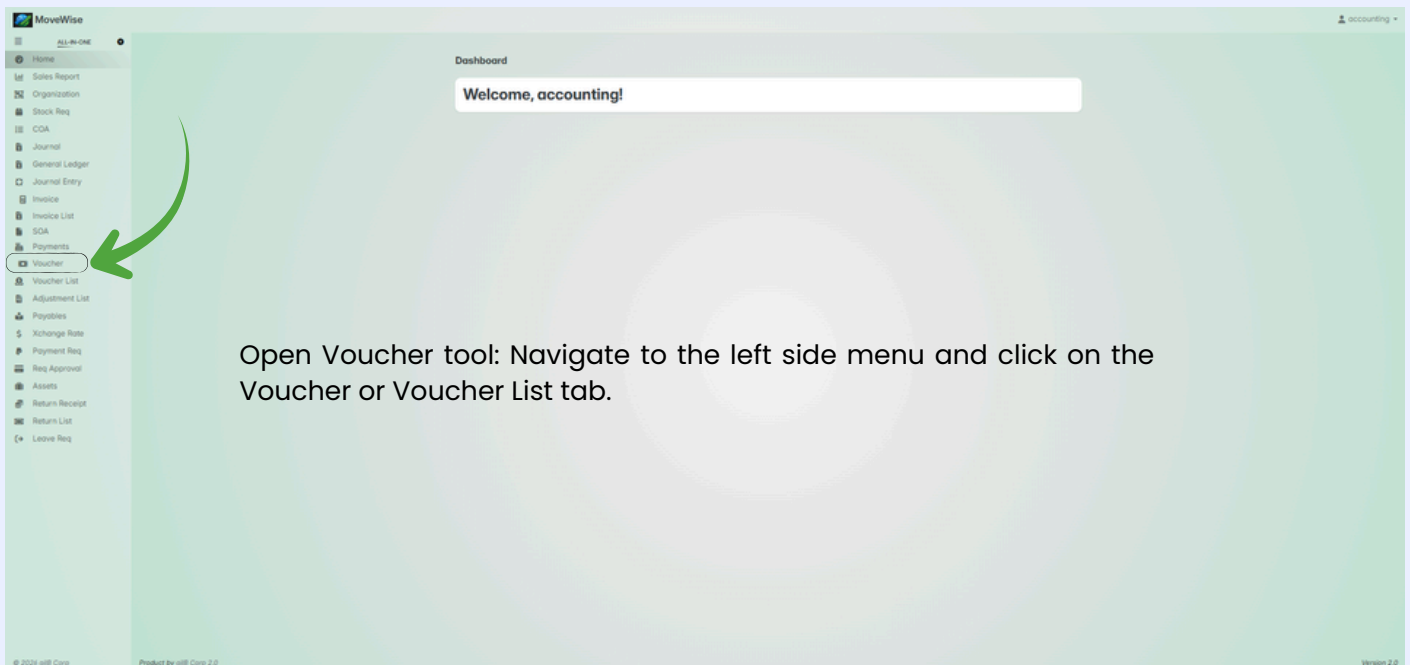
THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.



1. Log transaction details: Select the specific open invoice and enter the received amount, transaction date, and payment method.

2. Save payment entry: Click save to automatically update the client's invoice status to paid.

STEPS FOR NEW VOUCHER CREATION



Open Voucher tool: Navigate to the left side menu and click on the Voucher or Voucher List tab.

ACCOUNTING

THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.

1. Initialize new voucher: Click the “Create AP Voucher” to open a blank expense voucher form.

2. Input expense data: Fill out the recipient entity, account codes, itemized costs, and payment descriptions.

1. Verify approval dependencies: Note that a Voucher cannot be finalized until it clears the dual internal approval chain:

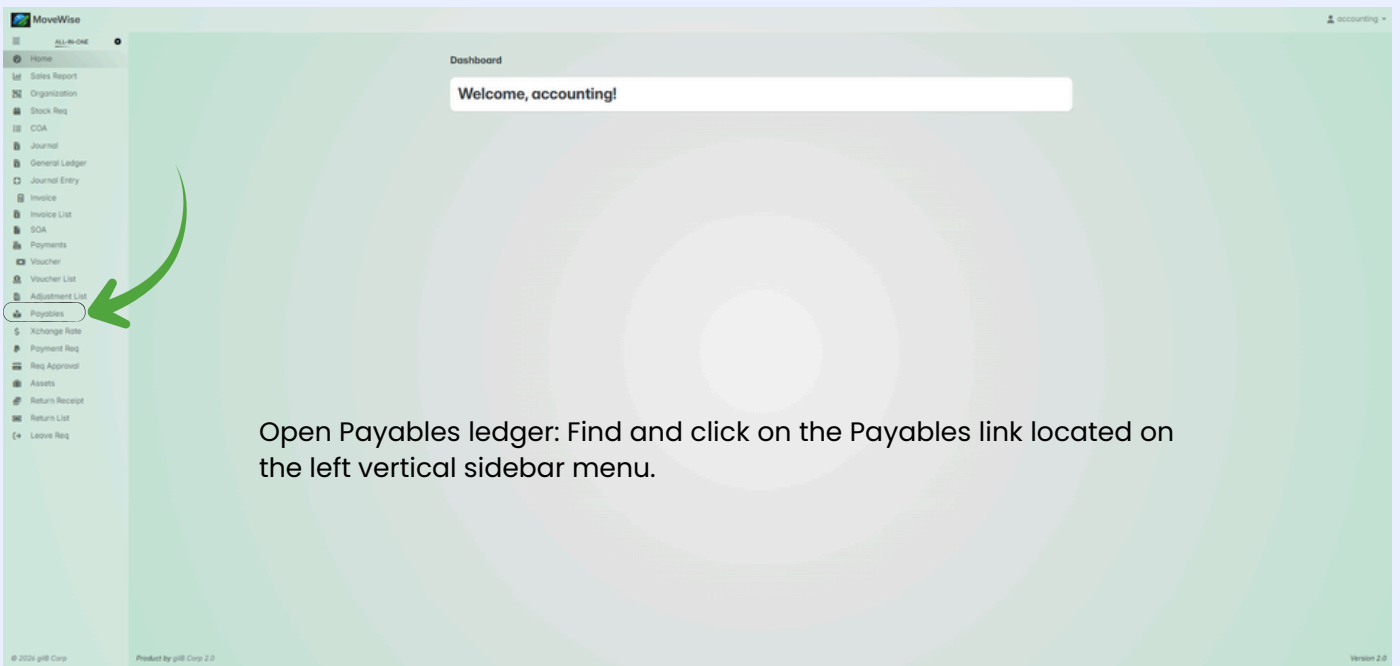
- Approver 1 Approval: Confirmed by accountingsupervisor@movewise.asia
- Approver 2 Approval: Confirmed by management@movewise.asia

2. Submit for routing: Click Save Voucher to dispatch the voucher to the supervisor queue for signing.

ACCOUNTING

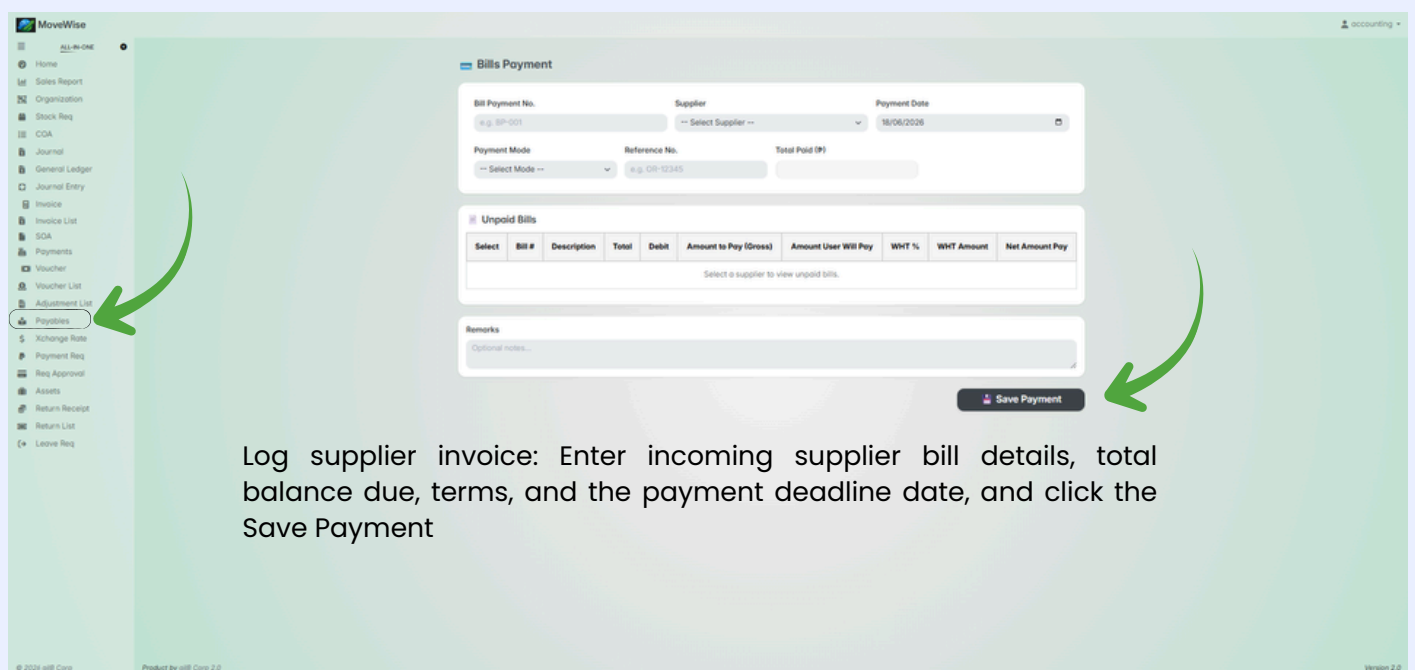
THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.

STEPS FOR RECORDING PAYABLES



The screenshot shows the MoveWise dashboard with a sidebar menu on the left. The 'Payables' link is highlighted with a green circle and a green arrow pointing to it. The main dashboard area displays a 'Welcome, accounting!' message.

Open Payables ledger: Find and click on the Payables link located on the left vertical sidebar menu.



The screenshot shows the MoveWise 'Bills Payment' form. The form includes fields for Bill Payment No., Supplier, Payment Date, Payment Mode, Reference No., and Total Paid (P). Below these fields is a table for 'Unpaid Bills' with columns for Select, Bill #, Description, Total, Debit, Amount to Pay (Gross), Amount User Will Pay, WHT %, WHT Amount, and Net Amount Pay. A 'Remarks' field is also present. The 'Save Payment' button is highlighted with a green arrow.

| Select | Bill # | Description | Total | Debit | Amount to Pay (Gross) | Amount User Will Pay | WHT % | WHT Amount | Net Amount Pay |
|---|--------|-------------|-------|-------|-----------------------|----------------------|-------|------------|----------------|
| Select a supplier to view unpaid bills. | | | | | | | | | |

Log supplier invoice: Enter incoming supplier bill details, total balance due, terms, and the payment deadline date, and click the Save Payment


ACCOUNTING

THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.

STEPS FOR CHECKING BALANCE SHEET

MoveWise
Simplifying Logistics and Freight Forwarding Operations

1. Initialize account setup: Access the platform signup screen to create an account.
2. Provide accounting email: Input a valid finance management email address and establish a password.
3. Log into the system: Complete registration and log into your financial workspace dashboard.



Sign in
Don't have an account yet? [Sign up](#)

Email or username
financemanager@movewise.asia

Password
..... [Forgot?](#)

Remember me (Uncheck if public/shared device)

[Sign in](#)

MoveWise ALL-IN-ONE

Dashboard
Welcome, financemanager!

- Home
- Stock Req
- Req List
- Finance Report
- Tax Report
- COA
- Journal
- General Ledger
- Journal Entry
- Invoice
- Invoice List
- SOA
- Payments
- Voucher
- Voucher List
- Adjustment List
- Payables
- Balance Sheet**
- P & L
- Trial Balance
- Cash Flow
- Exchange Rate
- Payment Req
- Req Approval
- Assets
- Return Receipt
- Return List
- Leave Req
- Manager Approvals

- Navigate to statements: Look at the navigation panel on the left side tab of your screen.
- Open report: Scroll down and click on the Balance Sheet link to load the financial statement overview.

ACCOUNTING

THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.

STEPS FOR CHECKING BALANCE SHEET

The screenshot shows the MoveWise software interface. On the left is a navigation menu with various accounting options. A green arrow points to the 'Exchange Rate' option. The main area displays a 'Balance Sheet' report with three sections: Assets (green header), Liabilities (yellow header), and Owner's Equity (blue header). The Assets table lists items like Account Receivable, Cash in Bank, and Cash on Hand. The Liabilities table lists Accounts Payable, Long-Term Loan, and Output VAT Payable. The Owner's Equity table lists Retained Earnings, Share Capital, and Net Income.

| Assets | |
|-------------------------------|------------------|
| Account Name | Balance (P) |
| Account Receivable | 49,000.00 |
| Cash in Bank | 0.00 |
| Cash on Hand | 44,776.75 |
| Computer & Office Equipment | 0.00 |
| Input VAT | 2,839.18 |
| Inventory | 0.00 |
| Machinery | 0.00 |
| Property, plant and equipment | 0.00 |
| Vehicles | 0.00 |
| Withholding Tax Receivable | 423.25 |
| Total Assets | 99,039.18 |

| Liabilities | |
|--------------------------|------------------|
| Account Name | Balance (P) |
| Accounts Payable | 26,499.00 |
| Long-Term Loan | 0.00 |
| Output VAT Payable | 10,307.13 |
| Payroll Liabilities | 0.00 |
| Short-Term Loan | 0.00 |
| Withholding Tax Payable | 0.00 |
| Total Liabilities | 36,806.13 |

| Owner's Equity | |
|---------------------|------------------|
| Account Name | Balance (P) |
| Retained Earnings | 0.00 |
| Share Capital | 0.00 |
| Net Income | 62,233.05 |
| Total Equity | 62,233.05 |

- Audit business holdings: Review the **green** Assets table to verify current balances for Accounts Receivable, Cash in Bank, and Cash on Hand.
- Audit outstanding liabilities: Review the **yellow** Liabilities table to check tracking rows like Accounts Payable, Long-Term Loans, and Output VAT Payable.
- Audit business net worth: Review the **blue** Owner's Equity table to track ledger values for Retained Earnings, Share Capital, and Net Income.

ACCOUNTING

THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.

STEPS FOR CHECKING BALANCE SHEET

| Account Name | Balance (P) |
|----------------------------|------------------|
| Withholding Tax Receivable | 423.25 |
| Total Assets | 99,039.18 |
| Liabilities | |
| Account Name | Balance (P) |
| Accounts Payable | 26,499.00 |
| Long-Term Loan | 0.00 |
| Output VAT Payable | 10,307.13 |
| Payroll Liabilities | 0.00 |
| Short-Term Loan | 0.00 |
| Withholding Tax Payable | 0.00 |
| Total Liabilities | 36,806.13 |
| Owner's Equity | |
| Account Name | Balance (P) |
| Retained Earnings | 0.00 |
| Share Capital | 0.00 |
| Net Income | 62,233.05 |
| Total Equity | 62,233.05 |

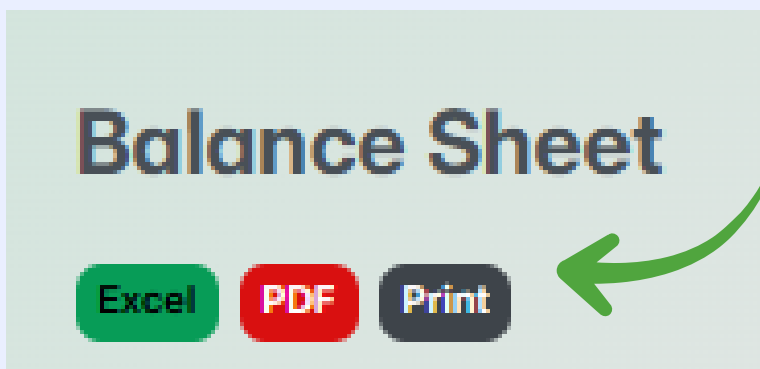
Check Balance
Total Assets: 99,039.18
Total Liabilities + Equity: 99,039.18
Balanced

Verify data totals: Scroll down to the bottom summary blocks to analyze your ledger summaries:

- Confirm the total cumulative asset valuation listed under Total Assets.
- Confirm the total cumulative debt listed under Total Liabilities.
- Confirm the total corporate funding value listed under Total Equity.

Determine equation balance: Locate the bottom Check Balance verification card:

- Verify that the green Assets total exactly matches the combined sum of Total Liabilities + Equity.
- Confirm that the **green Balanced checkbox** indicator is active, signaling a flawless audit state.



Export or Print the Report: Use the specific document utility buttons located at the top-left of the statement page to process your files:

- Excel Spreadsheet View: Click the **green Excel button** to automatically download a raw data spreadsheet file for custom adjustments or data modeling.
- PDF Document View: Click the **red PDF button** to generate a clean, un-editable digital document file ready for distribution or presentation layouts.
- Physical Print Out: Click the dark **gray Print button** to trigger your system's printer interface window directly for physical paper copies.

ACCOUNTING

THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.

SAMPLE OF EXPORTED FILES

The screenshot shows an Excel spreadsheet titled 'balance_sheet'. The spreadsheet contains a balance sheet with the following data:

| 1 | BALANCE SHEET | |
|----|-------------------------------|-----------|
| 2 | | |
| 3 | ASSETS | |
| 4 | Account Receivable | 49,000.00 |
| 5 | Cash in Bank | 0 |
| 6 | Cash on Hand | 46,776.75 |
| 7 | Computer & Office Equipment | 0 |
| 8 | Input VAT | 2,839.18 |
| 9 | Inventory | 0 |
| 10 | Machinery | 0 |
| 11 | Property, plant and equipment | 0 |
| 12 | Vehicles | 0 |
| 13 | Withholding Tax Receivable | 423.25 |
| 14 | TOTAL ASSETS | 99,039.18 |
| 15 | | |
| 16 | LIABILITIES | |
| 17 | Accounts Payable | 26,499.00 |
| 18 | Long-Term Loan | 0 |
| 19 | Output VAT Payable | 10,307.13 |
| 20 | Payroll Liabilities | 0 |
| 21 | Short-Term Loan | 0 |
| 22 | Withholding Tax Payable | 0 |
| 23 | TOTAL LIABILITIES | 36,806.13 |
| 24 | | |
| 25 | EQUITY | |
| 26 | Retained Earnings | 0 |
| 27 | Share Capital | 0 |
| 28 | Net Income | 62,233.05 |
| 29 | TOTAL EQUITY | 62,233.05 |

EXPORTED EXCEL FILE

The screenshot shows a PDF document titled 'balance_sheet.pdf'. The document contains a balance sheet with the following data:

| Balance Sheet | |
|-------------------------------|-------------------|
| ASSETS | |
| Account Receivable | P49,000.00 |
| Cash in Bank | P0.00 |
| Cash on Hand | P46,776.75 |
| Computer & Office Equipment | P0.00 |
| Input VAT | P2,839.18 |
| Inventory | P0.00 |
| Machinery | P0.00 |
| Property, plant and equipment | P0.00 |
| Vehicles | P0.00 |
| Withholding Tax Receivable | P423.25 |
| TOTAL ASSETS | P99,039.18 |
| LIABILITIES | |
| Accounts Payable | P26,499.00 |
| Long-Term Loan | P0.00 |
| Output VAT Payable | P10,307.13 |
| Payroll Liabilities | P0.00 |
| Short-Term Loan | P0.00 |
| Withholding Tax Payable | P0.00 |
| EQUITY | |
| Retained Earnings | P0.00 |
| Share Capital | P0.00 |
| Net Income | P62,233.05 |

EXPORTED PDF FILE

ACCOUNTING

THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.

STEPS FOR CHECKING TRIAL BALANCE

Trial Balance

| Account Code | Account Name | Debit (P) | Credit (P) |
|---------------|-------------------------------|-------------------|-------------------|
| 1000 | Cash on Hand | 46,776.75 | 0.00 |
| 1007 | Computer & Office Equipment | 0.00 | 0.00 |
| 1008 | Property, plant and equipment | 0.00 | 0.00 |
| 1010 | Cash in Bank | 0.00 | 0.00 |
| 1100 | Account Receivable | 49,000.00 | 0.00 |
| 1200 | Inventory | 0.00 | 0.00 |
| 1300 | Withholding Tax Receivable | 423.25 | 0.00 |
| 1400 | Input VAT | 2,839.38 | 0.00 |
| 1720 | Machinery | 0.00 | 0.00 |
| 1730 | Vehicles | 0.00 | 0.00 |
| 2000 | Accounts Payable | 0.00 | 26,499.00 |
| 2100 | Output VAT Payable | 0.00 | 10,307.13 |
| 2105 | Withholding Tax Payable | 0.00 | 0.00 |
| 2300 | Payroll Liabilities | 0.00 | 0.00 |
| 2600 | Short-Term Loan | 0.00 | 0.00 |
| 2700 | Long-Term Loan | 0.00 | 0.00 |
| 3000 | Share Capital | 0.00 | 0.00 |
| 3200 | Retained Earnings | 0.00 | 0.00 |
| 4000 | Sales Revenue | 0.00 | 85,892.87 |
| 4010 | Service Income | 0.00 | 0.00 |
| 4100 | Other Income | 0.00 | 0.00 |
| 5000 | Electricity | 15,607.54 | 0.00 |
| 5001 | Internet | 1,339.29 | 0.00 |
| 5004 | Gasoline Expense | 0.00 | 0.00 |
| 5100 | Expense | 10,713.39 | 0.00 |
| 6000 | Salaries Expense | 0.00 | 0.00 |
| 6010 | Rent Expense | 0.00 | 0.00 |
| 6020 | Utilities Expense | 0.00 | 0.00 |
| 6030 | Supplies Expense | 0.00 | 0.00 |
| Totals | | 122,699.00 | 122,699.00 |

Trial Balance is balanced.

Execution Steps

1. Scroll to bottom summaries: Navigate to the absolute bottom row of the generated table matrix.
2. Review final values: Locate the row highlighted in bold labeled Totals to analyze your cumulative figures:
 - o Debit Total: Confirm the total accumulated debits on the left side (e.g., 122,699.00).
 - o Credit Total: Confirm the total accumulated credits on the right side (e.g., 122,699.00).
3. Verify matching totals: Verify that both numeric totals are exactly equal to prove arithmetic accuracy.
4. Check system validation: Confirm that the bright green verification banner titled "Trial Balance is balanced." is displayed prominently underneath the summary ledger blocks.

ACCOUNTING

THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.

STEPS FOR CHECKING THE PROFIT & LOSS

The screenshot displays the MoveWise software interface. The top navigation bar includes 'Home', 'Stock Req', 'Req List', 'Finance Report', 'Tax Report', 'COA', 'Journal', 'General Ledger', 'Journal Entry', 'Invoice', 'Invoice List', 'SOA', 'Payments', 'Voucher', 'Voucher List', 'Adjustment List', 'Payables', 'Balance Sheet', 'P & L', and 'Trial Balance'. A green arrow points to the 'P & L' link in the navigation panel. The main dashboard area shows a 'Welcome, financemanager!' message. Below this, the 'Profit & Loss Statement' report is displayed. The report includes date filters for 'From: 01/06/2026' and 'To: 30/06/2026', a 'Filter' button, and an 'Export PDF' button. The report is divided into three main sections: 'Income' (green header), 'Expenses' (red header), and 'Net Profit: ₱0.00'. The 'Income' section has a table with columns for 'Account Name' and 'Amount (₱)', showing a 'Total Income' of 0.00. The 'Expenses' section has a similar table with 'Total Expenses' of 0.00. Below these is an 'Income vs Expense Overview' chart with a y-axis labeled 'Amount' ranging from ₱0 to ₱1 and an x-axis with 'Income', 'Category', and 'Expenses'.

- Navigate to statements: Look at the navigation panel on the left side tab of your screen.
- Open report: Scroll down to the financial reporting section and click on the P & L link to load the interface.

Apply date filters: Use the date selection blocks located at the top-left of the workspace:

- From / To: Click the calendar icons to define your starting date (e.g., 01/06/2026) and ending date (e.g., 30/06/2026).
- Filter Data: Click the dark gray Filter button to refresh and load the table calculations.

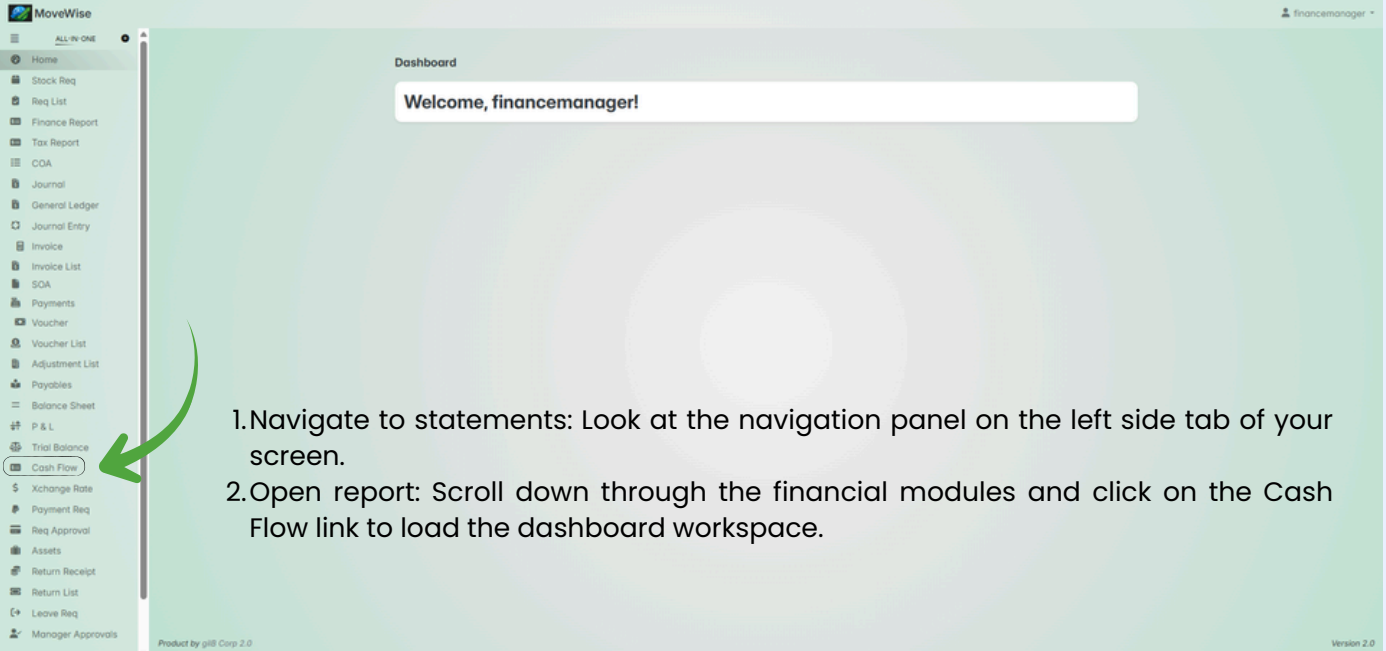
Audit total revenue: Review the green Income table box to verify individual incoming account rows and check your total revenue value under Total Income. Audit business expenses: Scroll to the bright red Expenses table box directly below to track account expenditures and check your total outflows under Total Expenses.

- Verify net earnings: Check the center calculation block labeled Net Profit:
- Review the green value displayed (e.g., ₱0.00) to confirm net earnings after subtracting expenses from income.

ACCOUNTING

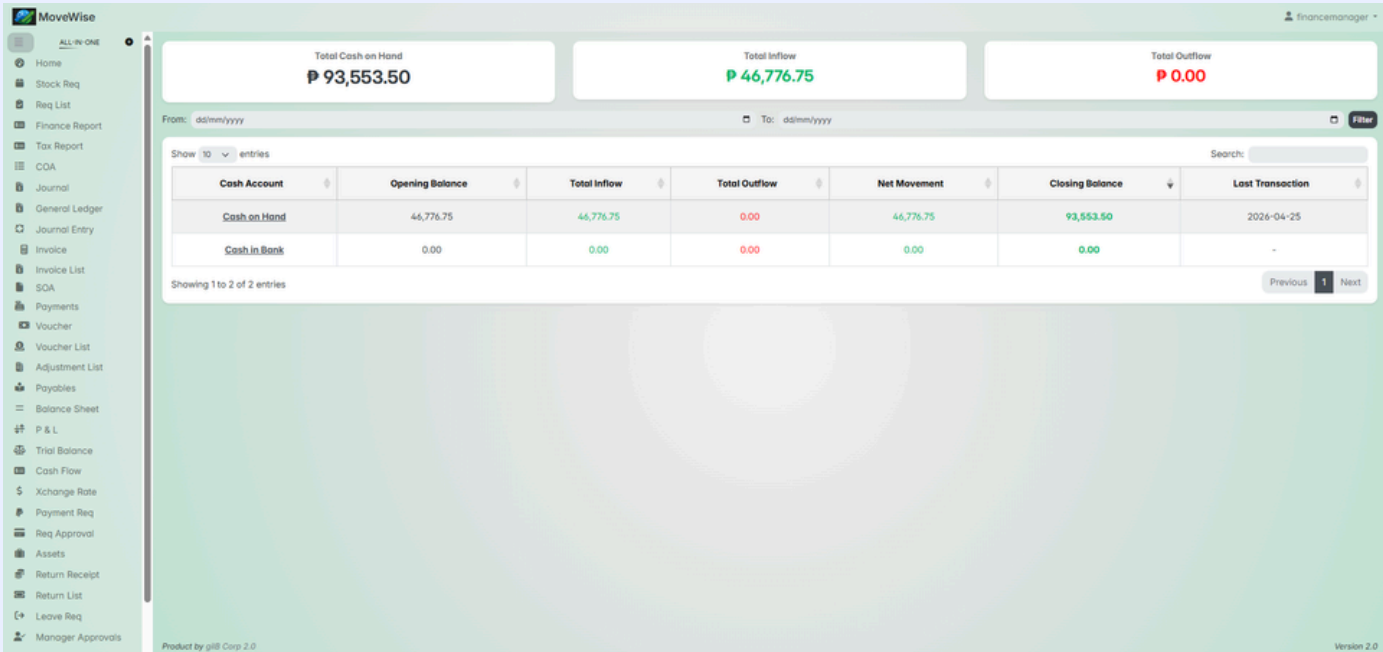
THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.

STEPS FOR CHECKING THE CASH FLOW



1. Navigate to statements: Look at the navigation panel on the left side tab of your screen.

2. Open report: Scroll down through the financial modules and click on the Cash Flow link to load the dashboard workspace.



| Cash Account | Opening Balance | Total Inflow | Total Outflow | Net Movement | Closing Balance | Last Transaction |
|--------------|-----------------|--------------|---------------|--------------|-----------------|------------------|
| Cash on Hand | 46,776.75 | 46,776.75 | 0.00 | 46,776.75 | 93,553.50 | 2026-04-25 |
| Cash in Bank | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |

Review summary KPI metric cards: Analyze the three real-time cash position summary tiles at the top of the interface:

- Total Cash on Hand: Displays your current cumulative physical liquid cash position (e.g., ₱ 93,553.50).
- Total Inflow: Displays all positive liquid fund receipts entering the company during the active billing period (e.g., ₱ 46,776.75).
- Total Outflow: Displays all negative cash distributions leaving the organization (e.g., ₱ 0.00).

ACCOUNTING

THIS SECTION COVERS RECORDING INBOUND PAYMENTS, CREATING EXPENSE VOUCHERS, AND TRACKING OUTSTANDING LIABILITIES OWED TO SUPPLIERS.

STEPS FOR CHECKING THE CASH FLOW

The screenshot displays the MoveWise accounting software interface. At the top, three summary cards show: Total Cash on Hand (₱ 93,553.50), Total Inflow (₱ 46,776.75), and Total Outflow (₱ 0.00). Below these is a date filter section with 'From' and 'To' input fields and a 'Filter' button. The main data grid table is as follows:

| Cash Account | Opening Balance | Total Inflow | Total Outflow | Net Movement | Closing Balance | Last Transaction |
|--------------|-----------------|--------------|---------------|--------------|-----------------|------------------|
| Cash on Hand | 46,776.75 | 46,776.75 | 0.00 | 46,776.75 | 93,553.50 | 2026-04-25 |
| Cash in Bank | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | - |

The interface also shows a sidebar with various accounting functions, a search bar, and pagination controls at the bottom of the table.

Apply date filters: Locate the From and To date parameters situated right above the data grid:

- Click the input blocks to set custom date parameters.
- Click the black Filter button to refresh the metrics card values and update ledger calculations.

Audit cash account rows: Analyze individual lines inside the cash tracking data grid table:

- Cash on Hand: Tracks immediate, on-site currency balances, checking its Opening Balance, Net Movement, and final Closing Balance.
- Cash in Bank: Tracks corporate checking, savings, and clearing account liquid cash layers.

Verify recent activity logs: Check the Last Transaction date column on the far right side of the matrix grid to verify the exact day the system last processed an inbound or outbound cash event (e.g., 2026-04-25).