



Computerized Books of Accounts (**CBA**) Registration Guide

STEP 1: Log in to the **ORUS** account

STEP 2: Click **Secondary Registration**.

STEP 3: Proceed to **Registration of System**.

STEP 4: Select **New Application**.

STEP 5: Select Registration Type – Select: Computerized Books of Account (CBA)

STEP 6: Manner of Bookkeeping – Select: Centralized

STEP 7: Click – “**Add New System**”

SYSTEM/SOFTWARE DETAILS

TYPE OF SOFTWARE: Off-the-Shelf

TYPE OF SYSTEM: Core System

SOFTWARE NAME: Orbyle

VERSION NUMBER: 1

RELEASE NUMBER/DATE: (ilagay date ng iyong pag avail o pag purchase)

DATABASE PLATFORM: MariaDB

STEP 8: Click – “**Add New Business Details**”

APPLICATION FOR SYSTEM REGISTRATION

REGISTERING OFFICE – PILIIN KUNG MAIN “00000” OR BRANCH “00001” TAPOS CLICK “SEARCH”

SYSTEM-GENERATED FORM/DOCUMENTS

NAME OF FORM/DOCUMENT: Orbyle Books of Accounts

PREFIX: (Blangko mo lang)

SUFFIX: (Blangko mo lang)

STARTING SERIAL NUMBER: [Refer to Settings]

ENDING SERIAL NUMBER: [Refer to Settings]

TYPE OF DOCUMENT: External

WITH PRINTABLE FORM? Yes

SYSTEM/MODULE USED TO GENERATE: Orbyle Business Management Services

GLOBALLY USED SERIES? No

DESCRIPTION:

System-generated computerized books of account created and maintained using the Orbyle Business Management Services software.

STEP 9: Click "**Continue**"

BOOKS OF ACCOUNTS – Select "**Add New Details**"

DESCRIPTION: System-generated computerized books of account created and maintained using the Orbyle Business Management Services software.

SYSTEM/MODULE USED TO GENERATE: Orbyle Business Management Services

STEP 10: Click "**Proceed**"

STEP 11: Click "**Continue**"

DOCUMENTARY REQUIREMENTS

All documents should be uploaded either as a PDF file or as a JPG or PNG image file. Each document should not be larger than 25MB.

General Requirements:

1. *Sworn Statement or Joint Sworn Statement and duly accomplished Summary of System Description;*
 - 1.1 *Download Sworn Statement sample template [here](#). if system is used and maintained by taxpayer; or Download Joint Sworn Statement sample template [here](#). if system is outsourced or used and maintained by Tax Service Providers (TSPs) third-party software provider instead of taxpayer.*
 - 1.2 *Download template of Summary of System Description [here](#)*
2. *One (1) page sample print-out per receipt/invoice combined in a PDF file.*
3. *One (1) page sample print-out per Book of Accounts combined in a PDF file.*
4. *Printed copy of Audit Trail*
5. *Duly accomplished and signed Standard Functional and Technical Requirements*
 - 1.1 *Download template of Standard Functional and Technical Requirements [here](#)**If the Software License of the software to be used under the name of the parent or affiliate:*
 1. *Certificate from the purchasing company allowing the taxpayer-applicant to use the same system.*

STEP 12: Click – "**Add Attachment**" - Upload ang **sample ng mga Books of Accounts**.

<p>IMPORTANT: Kung ano ang DETALYE "like- Name, Address, TIN" sa C O R or 2303 mo, dapat nakalagay din ito sa sample ng mga books of account na e upload mo.</p>

Books of Accounts – Merchandise / Goods / Retailer

1. Cash Receipt Journal
2. Cash Disbursement Journal
3. General Journal
4. General Ledger

Books of Accounts – Services

1. Cash Receipt Journal
2. General Journal
3. General Ledger