



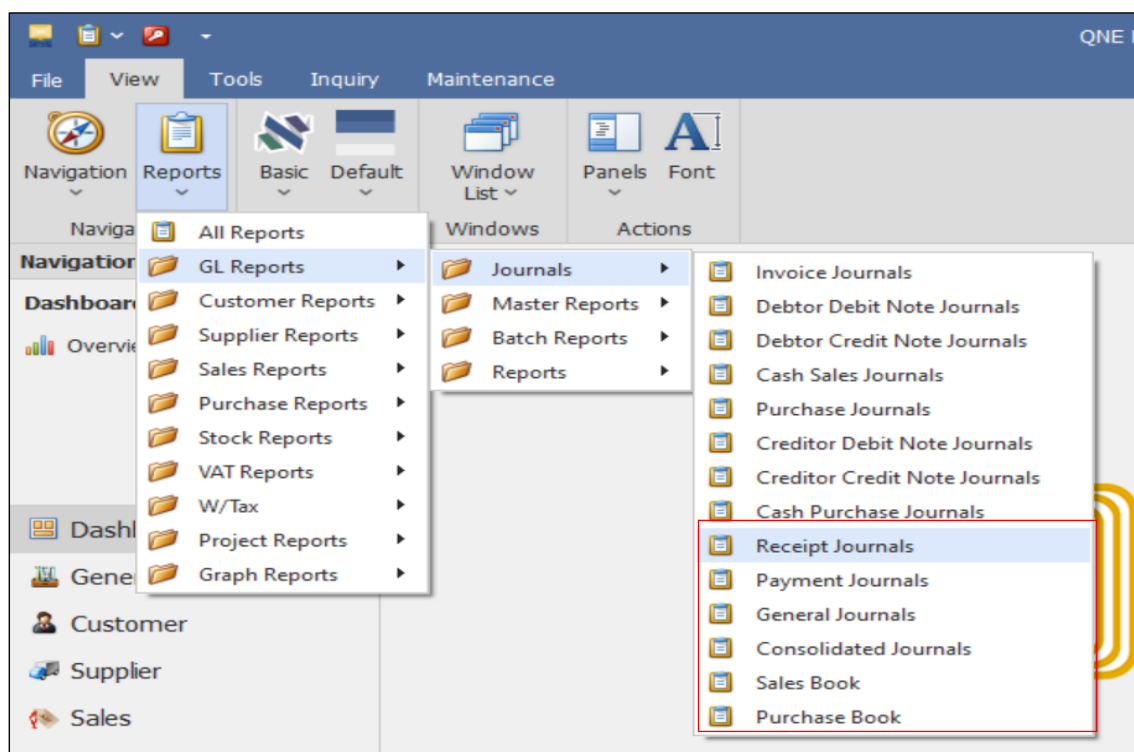
## How to generate Books of Accounts in .txt file format

Companies that belong to top 10,000 corporations are required to register for BIR Computerized Accounting System, and thus requiring them to submit Books of Accounts in .txt file format instead of the Manual Books.

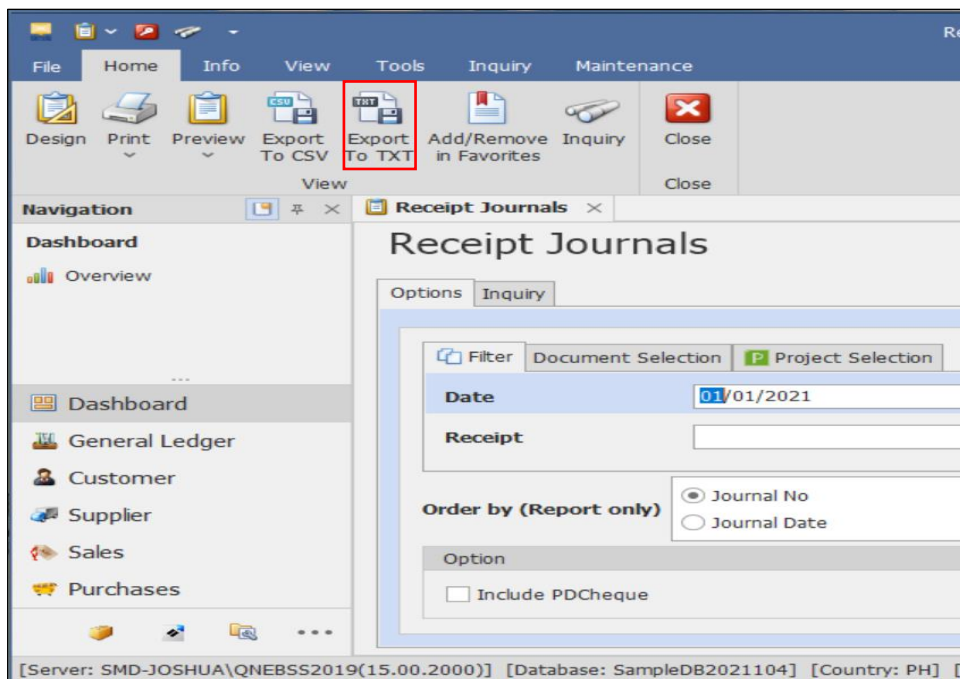
The following Books of Accounts can be generated in .txt file format from QNE Optimum:

1. Receipt Journals
2. Payment Journals (Cash Disbursement)
3. General Journals
4. Consolidated Journals (General Ledgers)
5. Purchases Book
6. Sales Book

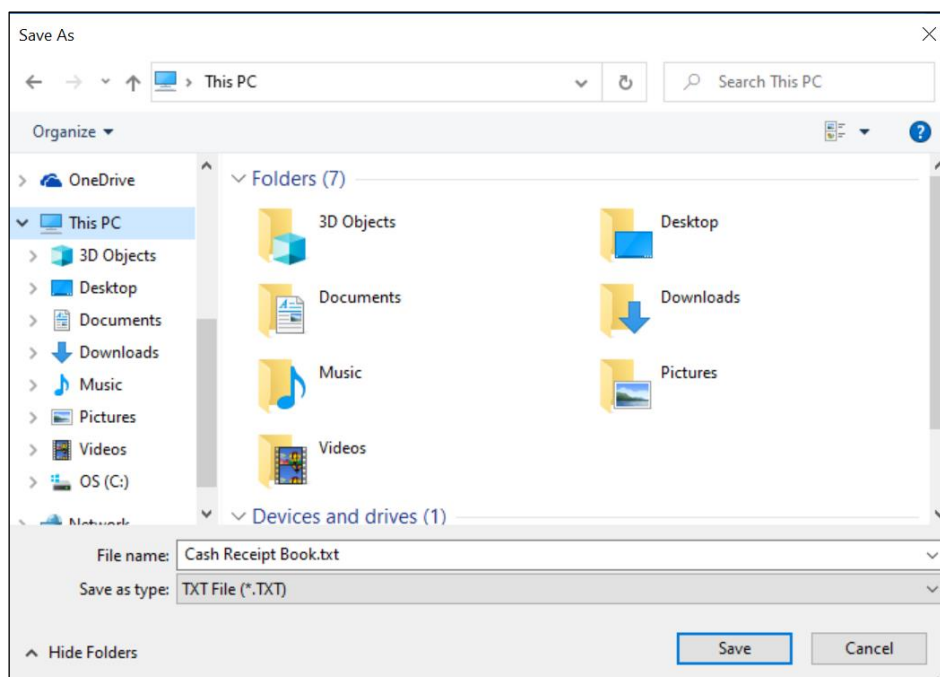
1. Go to **Reports -> GL Reports -> Journals ->** Any Journal from the 6 Books mentioned above



2. User can filter the Date, select Document No., and Project. Once done, click on the **Export to TXT** button to generate the .txt file



3. A dialog box will show to let the user choose where to save the .txt file



Cash Receipt Book.txt - Notepad

File Edit Format View Help

TAXPAYER'S NAME : SAMPLE TRADING, INC.  
 TIN : 001-222-333-00000  
 ADDRESS : Unit 806 Pearl of the Orient Tower 1240 Roxas Blvd., Ermita Manila, Philippines

ACCOUNTING SYSTEM : QNE Optimum Version 2018.1.0.2  
 PERMIT NO. : 23412123124

FILE NAME : CASH RECEIPT BOOK  
 FILE TYPE : TEXT FILE  
 NUMBER OF RECORDS : 10  
 AMOUNT FIELD CONTROL TOTAL : 667,153.86  
 PERIOD COVERED : JANUARY 01, 2021 TO OCTOBER 29, 2021  
 TRANSACTION CUT OFF DATE & TIME : OCTOBER 29, 2021 5:00 PM

FILE LAYOUT:

FIELD NAME	FROM	TO	LENGTH
RECEIPT NO.	0	16	17
DATE	17	32	16
A\C CODE	33	48	16
A\C NAME	49	88	40
REFERENCE	89	104	16
DESCRIPTION	105	144	40
DEBIT	145	156	12
CREDIT	157	166	10

RV #	DATE	A\C CODE	A\C NAME	REFERENCE	DESCRIPTION	DEBIT	CREDIT
OR2110/001	10/06/2021	101-0010	METROBANK		PAYMENT FOR INV 0005	1,300.00	0.00
OR2110/001	10/06/2021	840-0200	OTHER INCOME		PAYMENT FOR INV 0005	0.00	1,300.00
OR2110/002	10/12/2021	101-0102	CIB BDO SA	123456789	PAYMENT FOR INV 0005	5,000.00	0.00
OR2110/002	10/12/2021	308-0000	DEFERRED OUTPUT VAT	INV00017	PAYMENT FOR INV 0005	535.72	0.00

Ln 1, Col 1    90%    Windows (CRLF)    UTF-8

Contents of the .txt file are based on the actual Books of Accounts report and is BIR CAS compliant.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>