

COMPUTERIZED ACCOUNTING SYSTEM (CAS)

HOW TO CREATE AN ORUS (ONLINE REGISTRATION UPDATE SYSTEM) ACCOUNT

STEP 1 Submit the following documents:

1. Duly accomplished BIR Form 1905
2. If transacting through a representative,
 - 2.1. Special Power of Attorney Board Resolution or Secretary's Certificate whichever is applicable.
 - 2.2. Copy of any government-issued ID of the signatory and the authorized representative.

STEP 2 Open browser and type **www.bir.gov.ph**

- 2.1. Click **eServices**, click **ORUS**.
- 2.2. Click **New Registration**.
- 2.3. Click **Individual** or **Non-Individual**.
- 2.4. Click **CREATE AN ACCOUNT**.
- 2.5. Read ORUS terms of service and user agreement, click **Agree**.
- 2.6. Click **Taxpayer** and With **Existing TIN**.
- 2.7. Input required information.
- 2.8. Click **Register and wait for the verification to be sent to your email**.
- 2.9. Open your email and click **VERIFY YOUR ACCOUNT** link.

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

STEP 1 Login to **ORUS** account.

- 1.1. Click **Secondary Registration**.
- 1.2. Click **Registration of System**.
- 1.3. Click **Registration Of System**.
- 1.4. Review the **Taxpayer Information** and select the **Type of Application**.
- 1.5. Select **Computerized Accounting System (CAS)** as the Registration Type.
- 1.6. Select the applicable **Manner of Bookkeeping**.
- 1.7. Add the **System/Software Details**.
- 1.8. Add the **Registration of System details**.
- 1.9. Add the applicable **Books of Accounts, Financial Statements, BIR Forms, and Other Reports**.
- 1.10. Click **Proceed**, then **Save, View, and Continue**
- 1.11. Review the **Documentary Requirements** and upload the required supporting documents in accordance with **O.M. No. 46-2024**.
- 1.12. Review the **Application Summary**, then proceed to the application review.
- 1.13. Review and accept the **Declaration/Terms of Agreement**.
- 1.14. Click **Submit Application**.
- 1.15. A **confirmation message** will appear, and a confirmation email will be sent to the registered email address.

HOW TO GENERATE ACKNOWLEDGEMENT CERTIFICATE (AC) USING THE ORUS

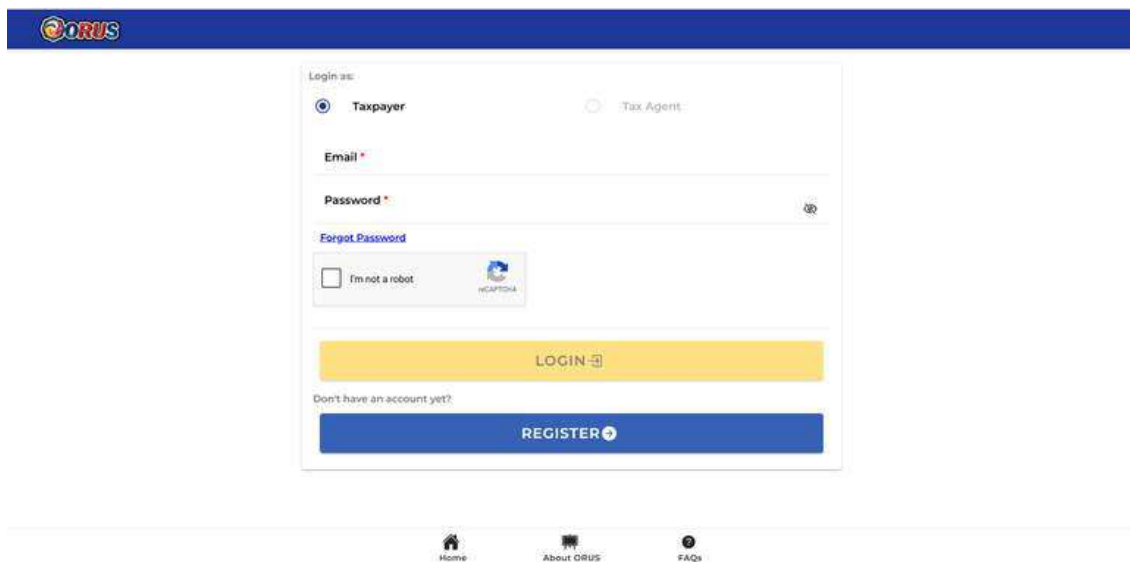
STEP 1 Go to **Profile**.

- 1.1. Click **Secondary Registration**.
- 1.2. Go to **Certificates & Permits**.
- 1.3. Wait for the download file to be completed.

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

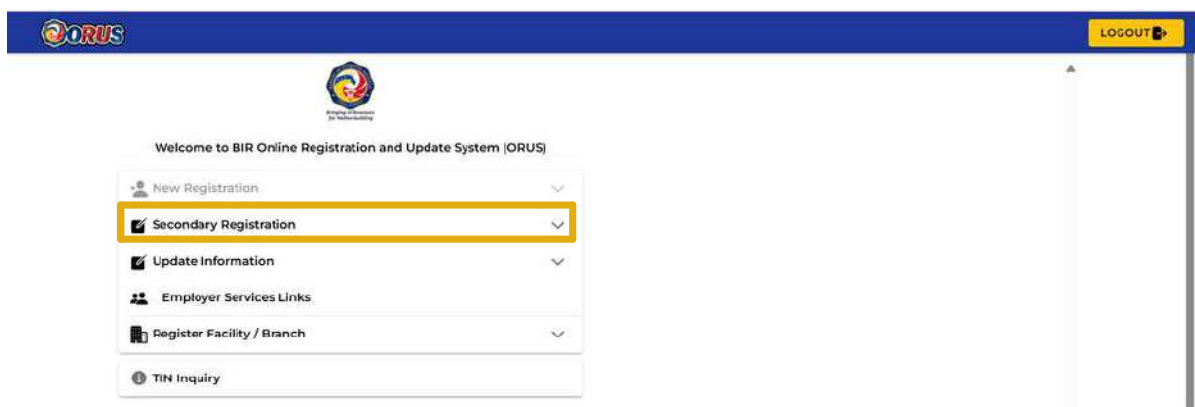
Note: The screenshots shown in this guide are for illustration purposes only. The ORUS interface may change due to future system updates.

STEP 1 Login to **ORUS** account.



1.1. Click **Secondary Registration**.

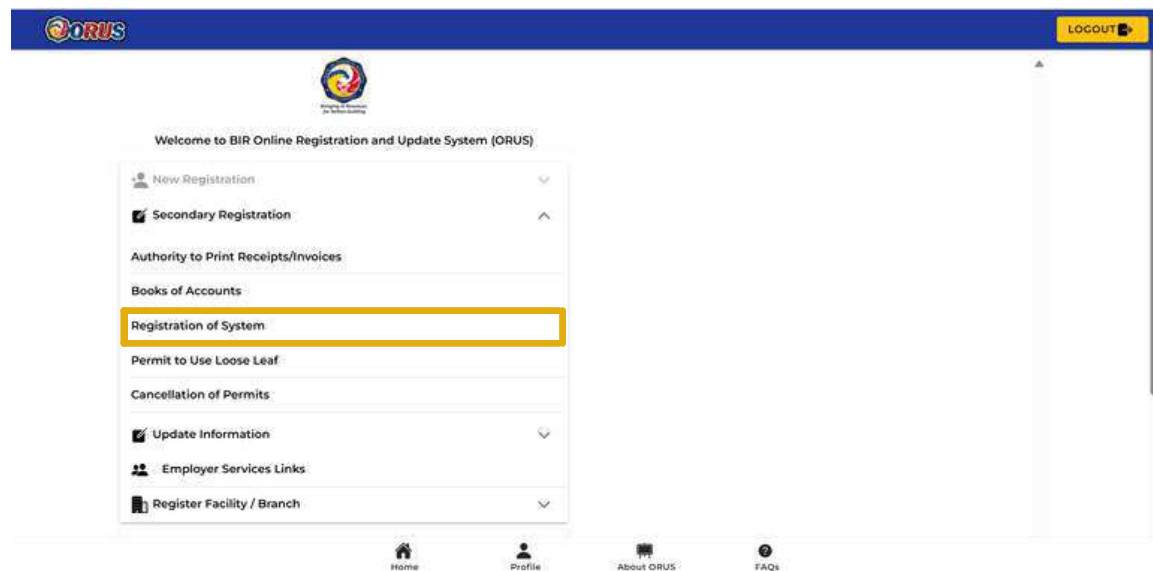
(This menu provides access to additional registration services, including the registration of a Computerized Accounting System (CAS).)



HOW TO REGISTER A SYSTEM (CAS) USING ORUS

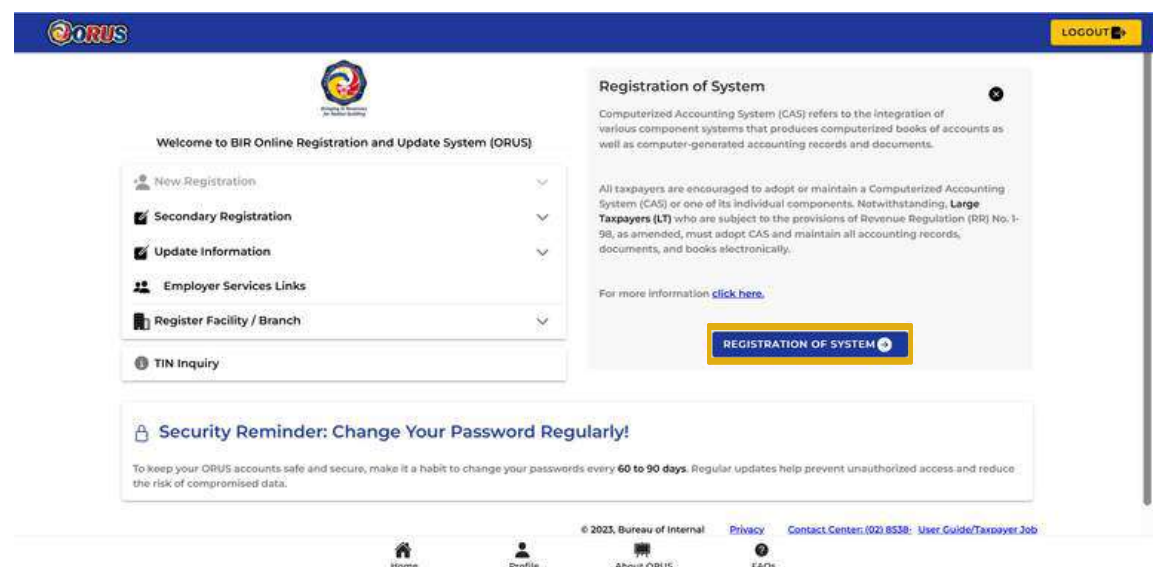
1.2. Click **Registration of System**.

(Select this option to begin the registration of your Computerized Accounting System (CAS).)



1.3. Click **Registration of System**.

(Prepare all required documents before proceeding with the system registration.)

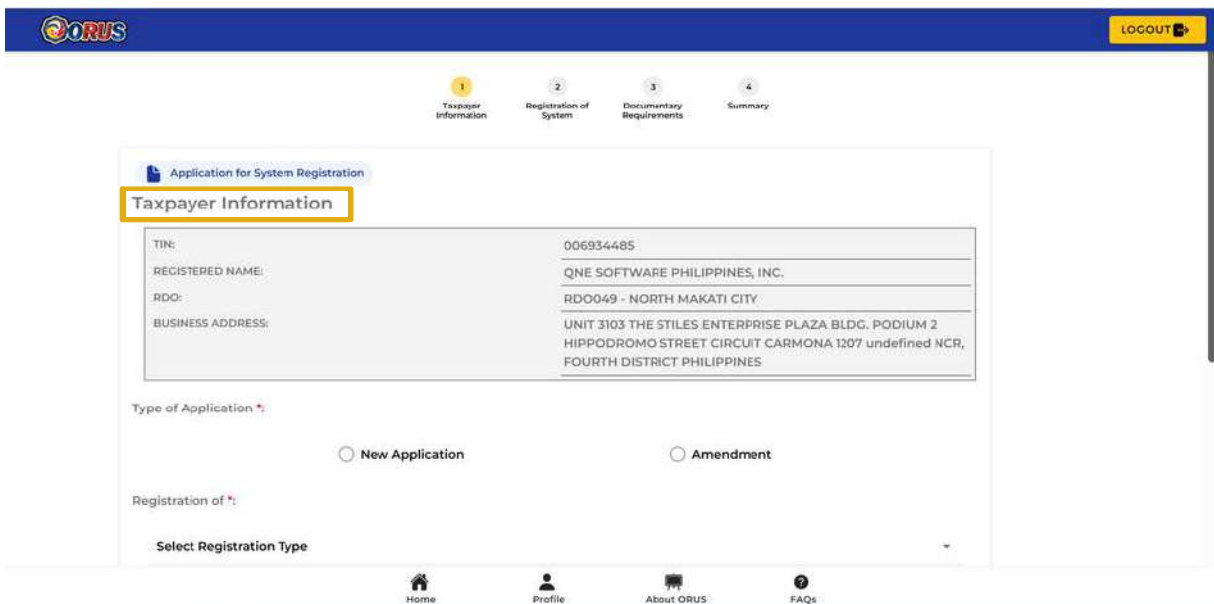


HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.4. Review the **Taxpayer Information** and select the **Type of Application**.

Taxpayer Information

Review the **taxpayer information** displayed and ensure that all details are correct before proceeding with the application. (The **information shown is based on the taxpayer details** provided when the ORUS account was created.)



Type of Application

Select **New Application** for a first-time CAS registration or **Amendment** if updating an existing registration. For this guide, **Amendment** is selected as the sample application type.

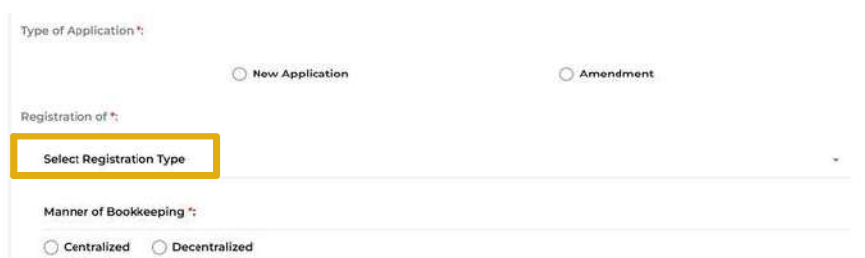


HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.5. Select **Computerized Accounting System (CAS)** as the **Registration Type**.

Registration Type

Select **Computerized Accounting System (CAS)** as the **Registration Type**, then choose the applicable **Manner of Bookkeeping**.



Type of Application *

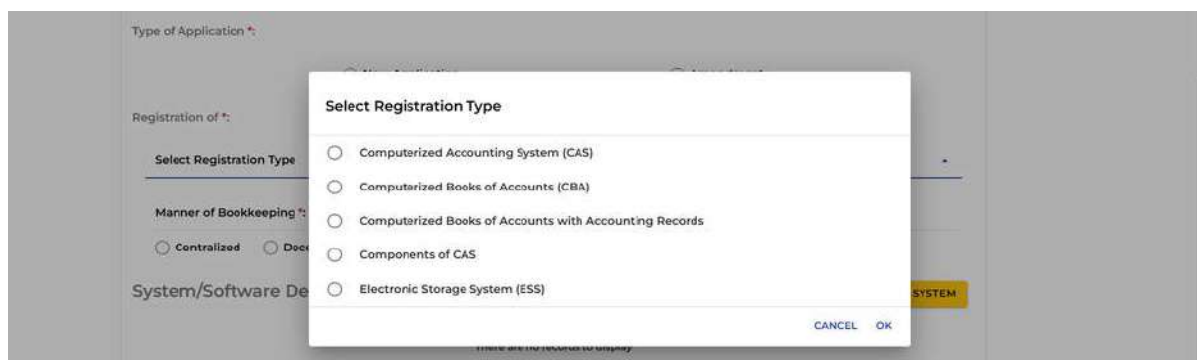
☐ New Application ☐ Amendment

Registration of *:

Select Registration Type

Manner of Bookkeeping *:

☐ Centralized ☐ Decentralized



Select Registration Type

☐ Computerized Accounting System (CAS)

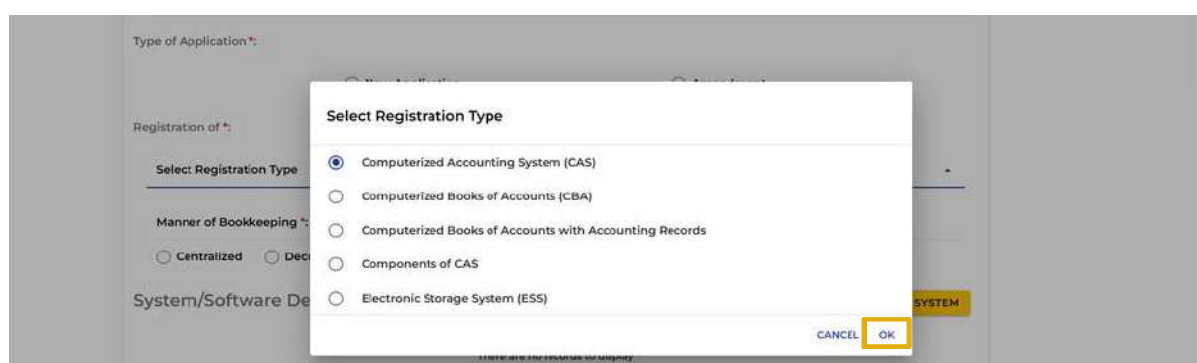
☐ Computerized Books of Accounts (CBA)

☐ Computerized Books of Accounts with Accounting Records

☐ Components of CAS

☐ Electronic Storage System (ESS)

CANCEL OK



Select Registration Type

☒ Computerized Accounting System (CAS)

☐ Computerized Books of Accounts (CBA)

☐ Computerized Books of Accounts with Accounting Records

☐ Components of CAS

☐ Electronic Storage System (ESS)

CANCEL OK

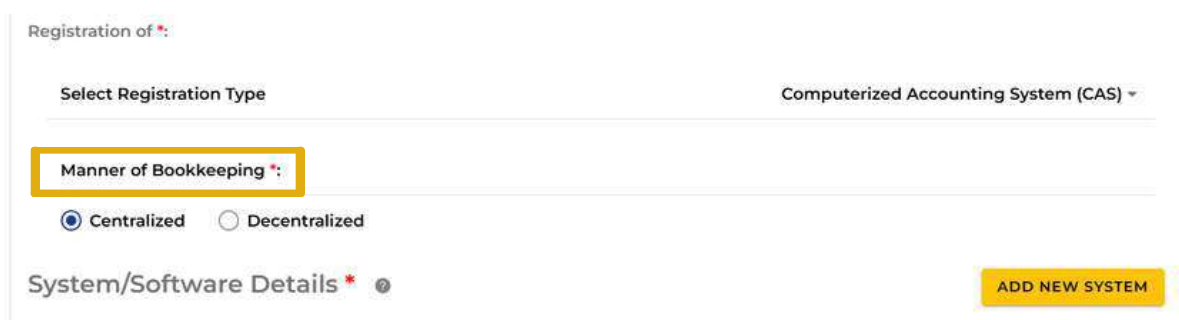
(The information shown in this guide is for sample purposes only.)

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.6. Select the applicable **Manner of Bookkeeping**.

Manner of Bookkeeping

(Select the appropriate **Manner of Bookkeeping**. Choose **Centralized** if the books of accounts and accounting records are maintained **only at the Head Office**. Choose **Decentralized** if each branch maintains its own books of accounts and accounting records **separately**.)



Registration of *:

Select Registration Type Computerized Accounting System (CAS) ▾

Manner of Bookkeeping *:

☒ Centralized ☐ Decentralized

System/Software Details * ⓘ

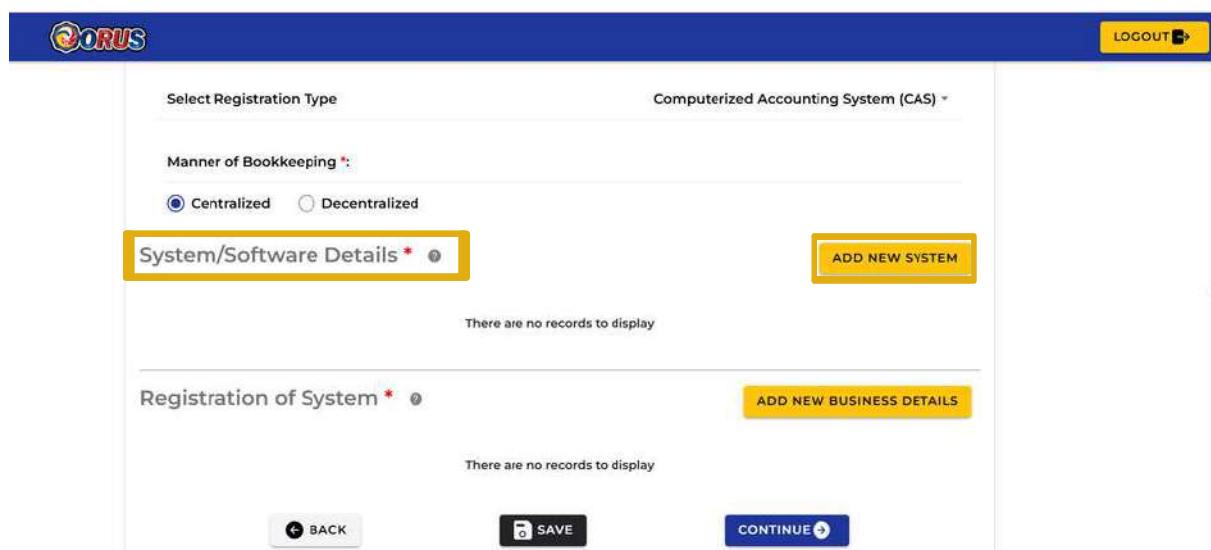
ADD NEW SYSTEM

(The information shown in this guide is for sample purposes only.)

1.7 Add the **System/Software Details**.

System/Software Details

Click **Add New System**, select the appropriate Type of Software, then complete the required system information based on the details provided in **Annex C-1**.



ORUS LOGOUT

Select Registration Type Computerized Accounting System (CAS) ▾

Manner of Bookkeeping *:

☒ Centralized ☐ Decentralized

System/Software Details * ⓘ

ADD NEW SYSTEM

There are no records to display

Registration of System * ⓘ

ADD NEW BUSINESS DETAILS

There are no records to display

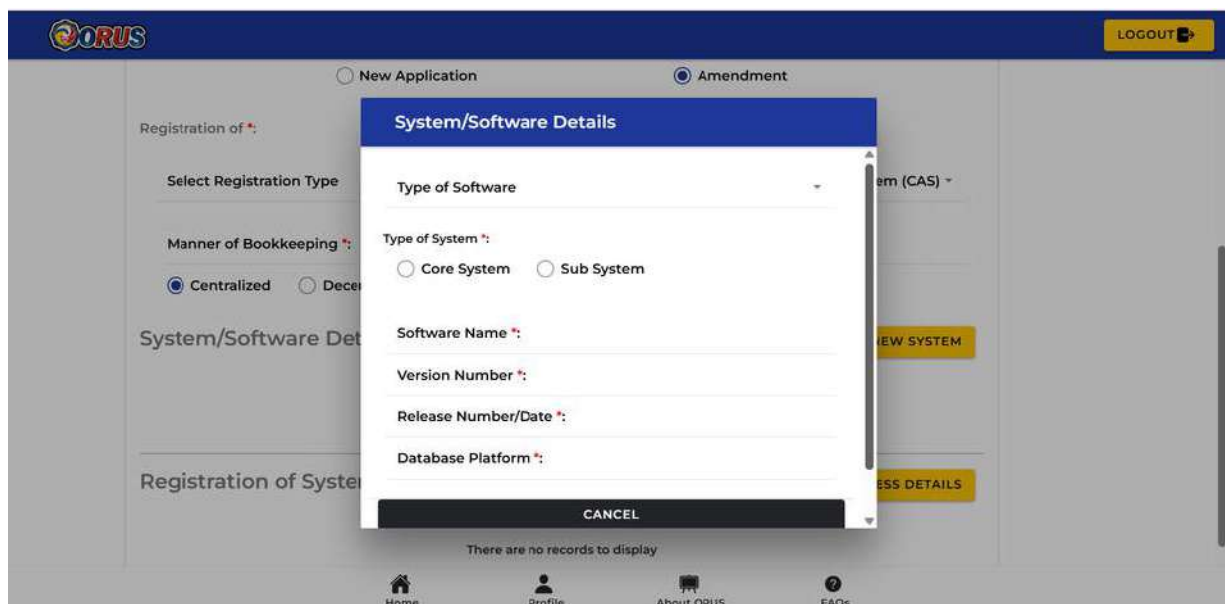
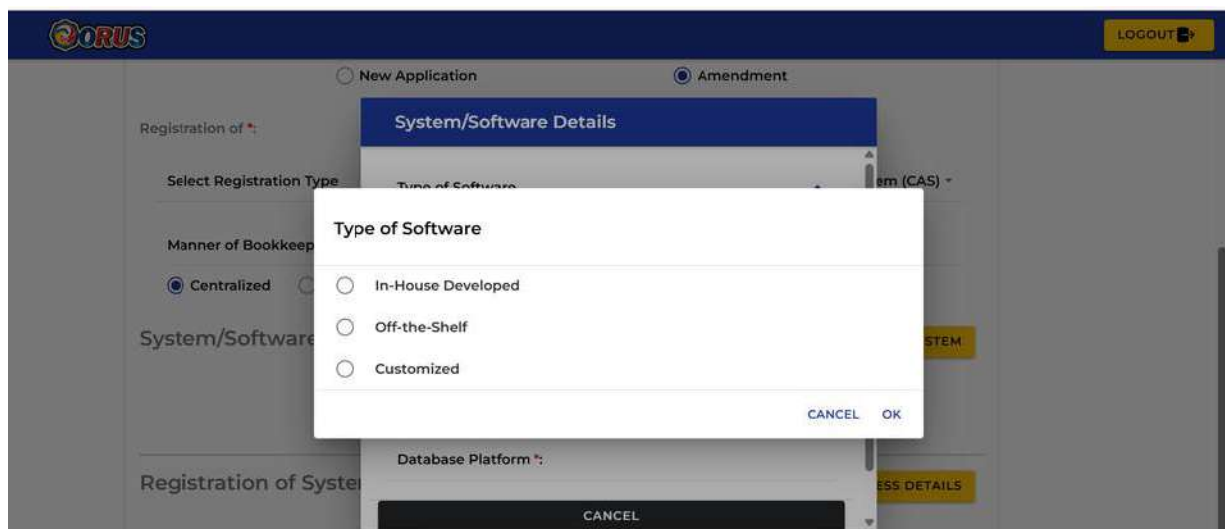
BACK SAVE CONTINUE

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.7. Add the **System/Software Details**.

System/Software Details

Click **Add New System**, select the appropriate **Type of Software**, then complete the required system information based on the details provided in **Annex C-1**.

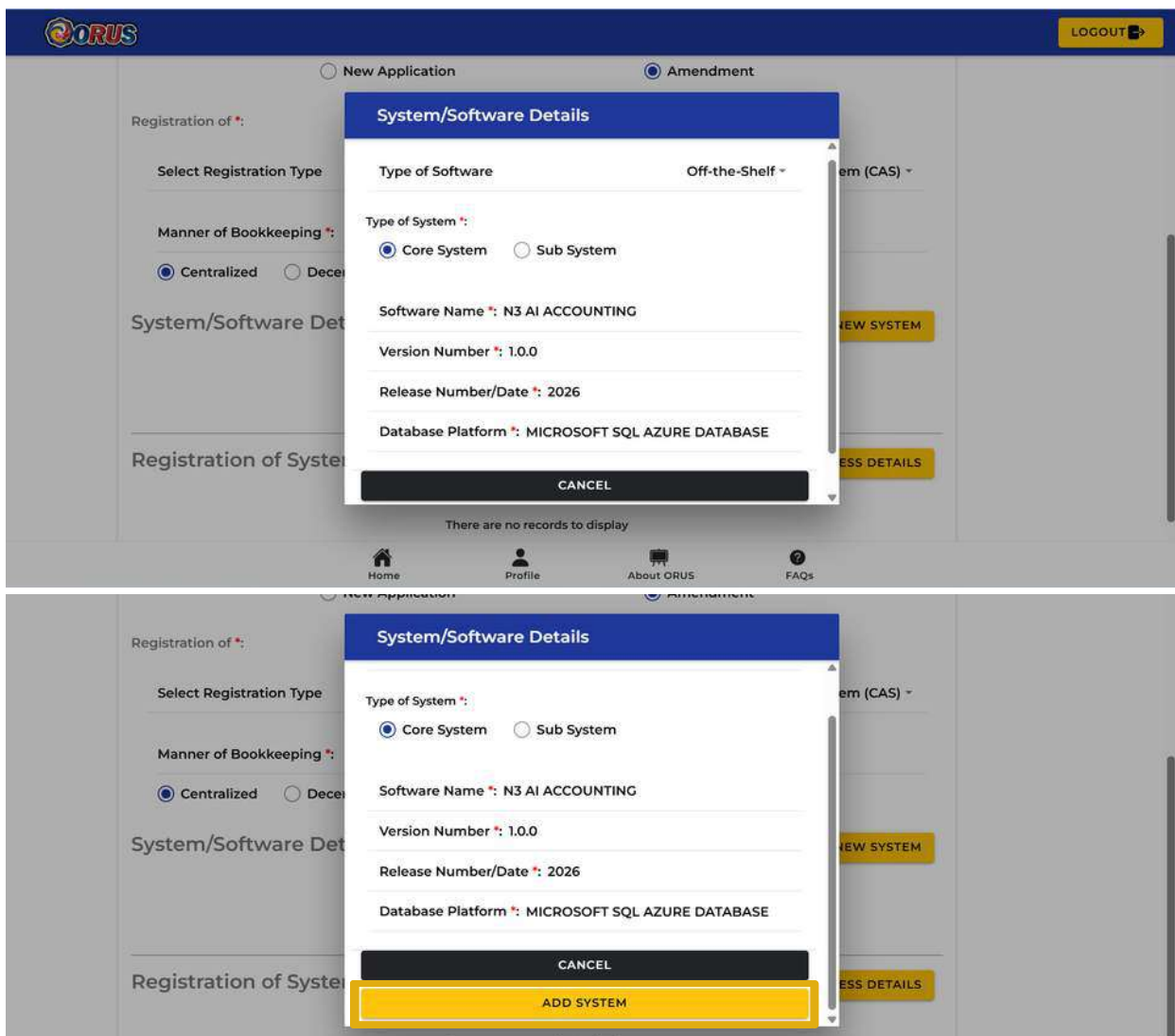



HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.7. Add the **System/Software Details**.

System/Software Details

(Ensure that **all required system/software information** is complete and accurate before clicking **Add System**.)



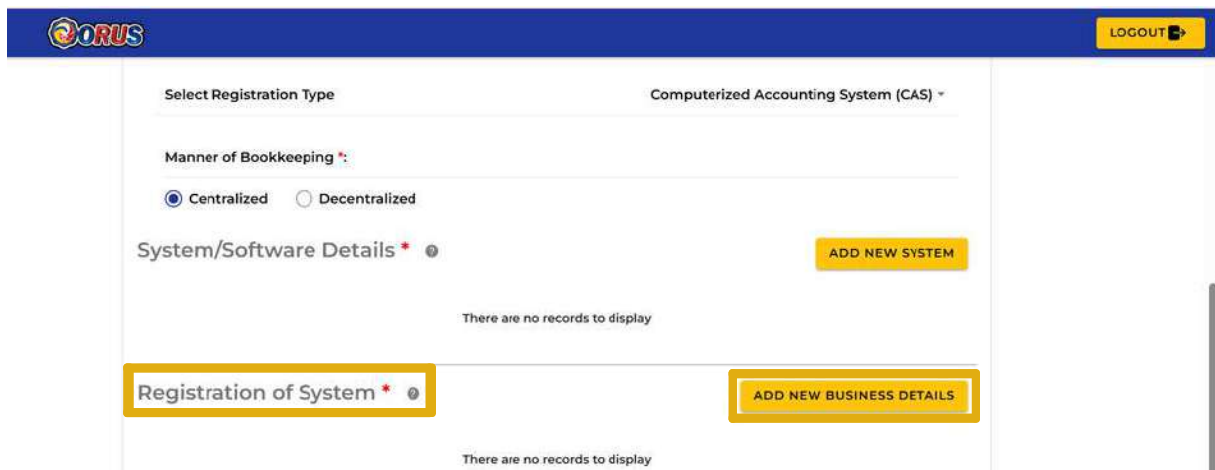
(The information shown in this guide is for sample purposes only.)

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

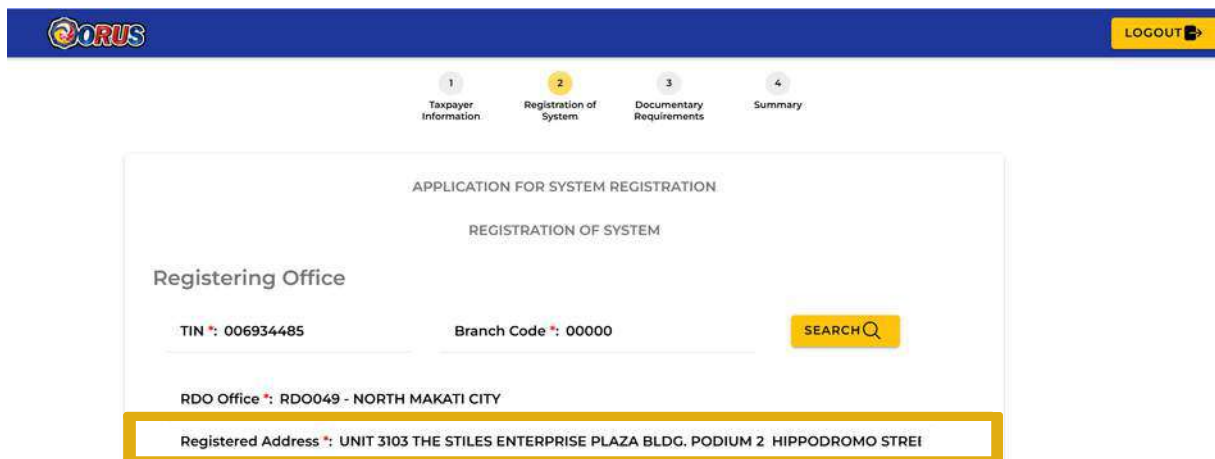
1.8. Add the **Registration of System details.**

Registration of System

Click **Add New Business Details** to open the **Registration of System form**, then complete the required business information.



After clicking **Add New Business Details**, the **Application for System Registration** page will appear. The **Registered Address** may either be displayed automatically or appear blank, depending on the taxpayer's registered information.



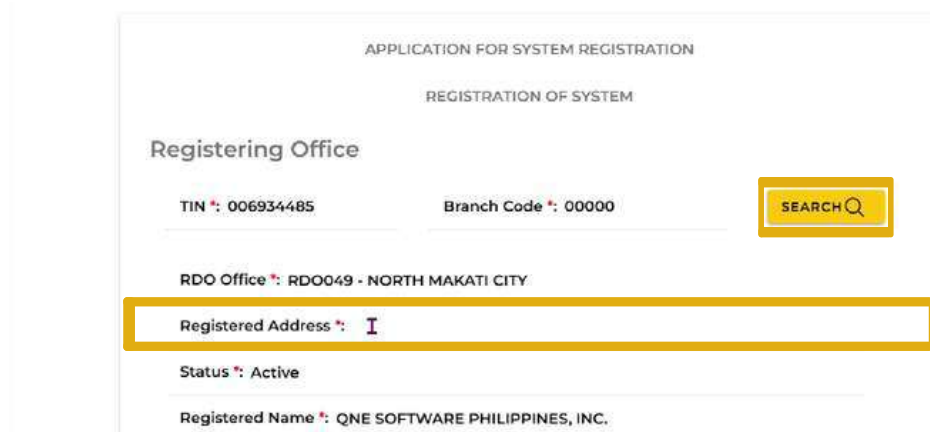
(The Registered Address may already be displayed upon opening the page.)

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.8. Add the **Registration of System details.**

Registration of System

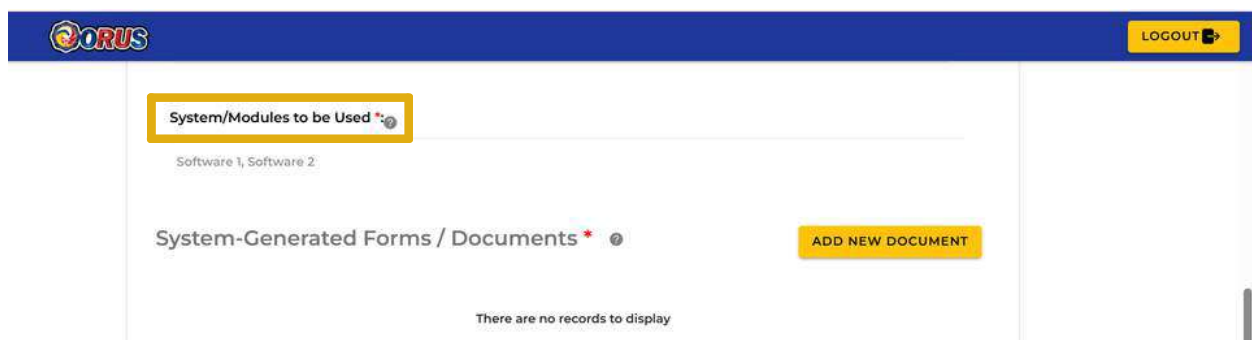
The **Registered Address** field may also appear **blank** upon opening the page. Click **SEARCH** to retrieve the taxpayer's registered information. Verify the **Registered Address** displayed after the search, as it may differ from the address initially shown.



(The information shown in this guide is for sample purposes only.)

System/Modules to be Used

Review the **System/Modules to be Used** and ensure that the listed system and modules are consistent with the details provided in **Annex C-1** before proceeding to the forms and documents section.

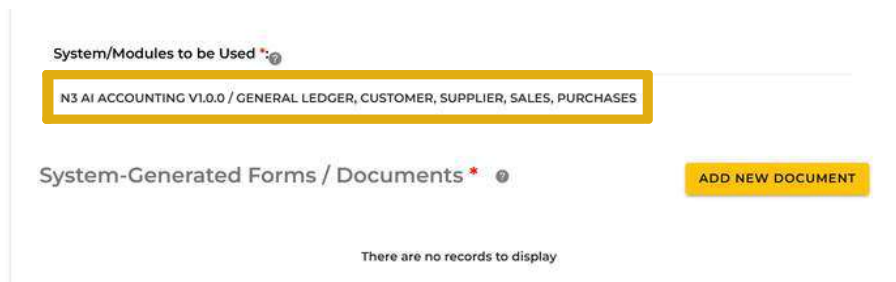


HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.8. Add the **Registration of System details.**

System/Modules to be Used

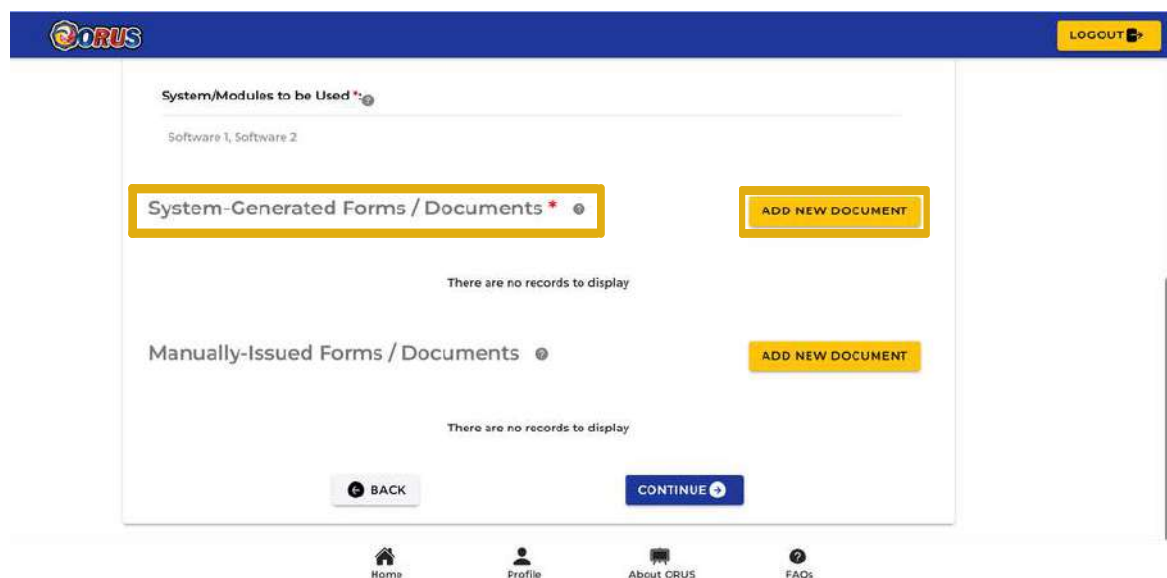
Review the **System/Modules** to be Used and ensure that the listed system and modules are consistent with the details provided in **Annex C-1** before proceeding to the forms and documents section. (e.g., **N3 AI Accounting** as the system name and **General Ledger, Sales, etc.** as the modules.)



(The information shown in this guide is for sample purposes only.)

System-Generated Form/Documents

Click **Add New Document** to enter the System-Generated Form/Documents.

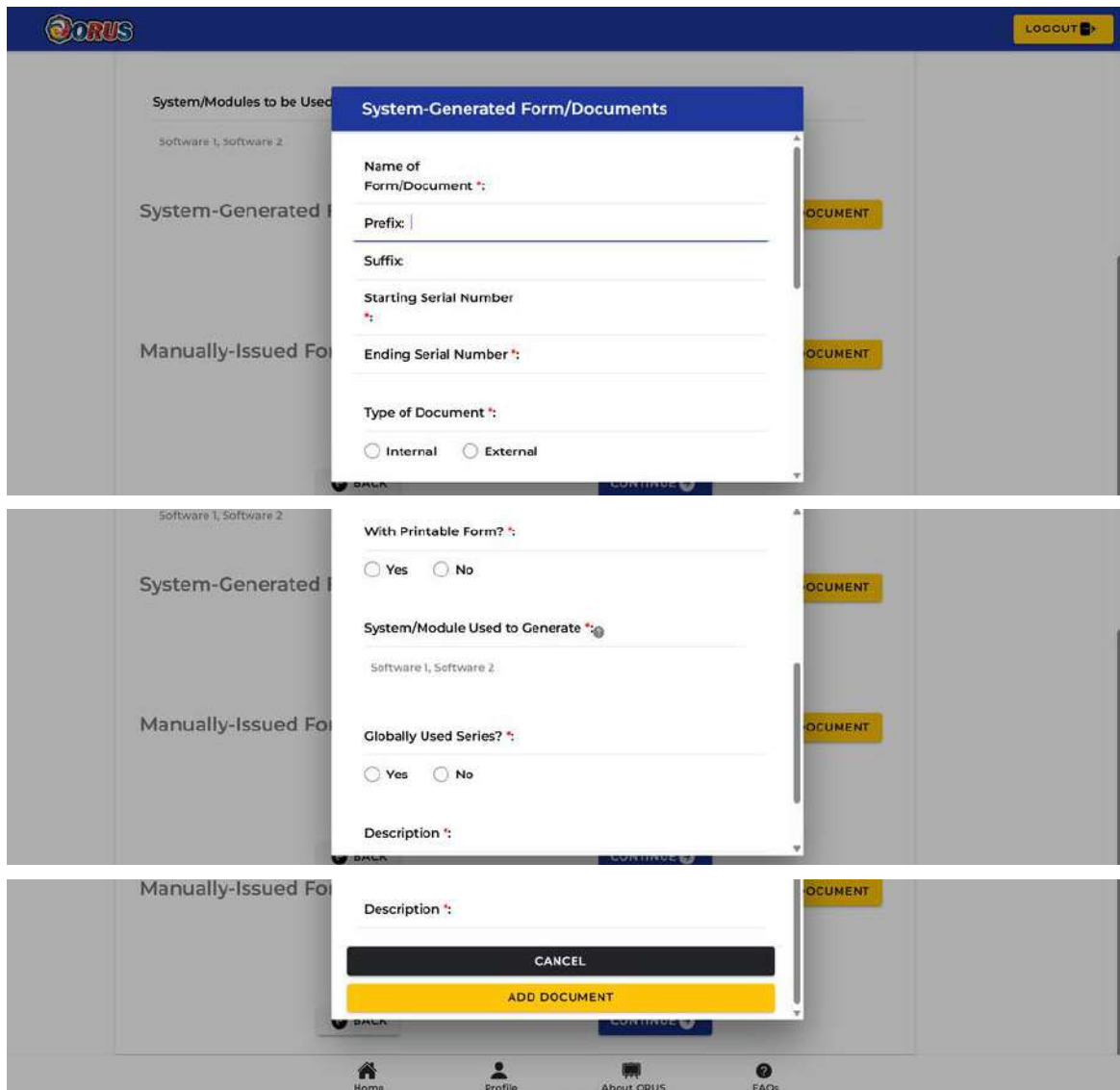


HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.8. Add the **Registration of System details.**

System-Generated Form/Documents

After clicking **Add New Document**, the **System-Generated Form/Documents** window will appear. Complete **all the required information** before adding the document.



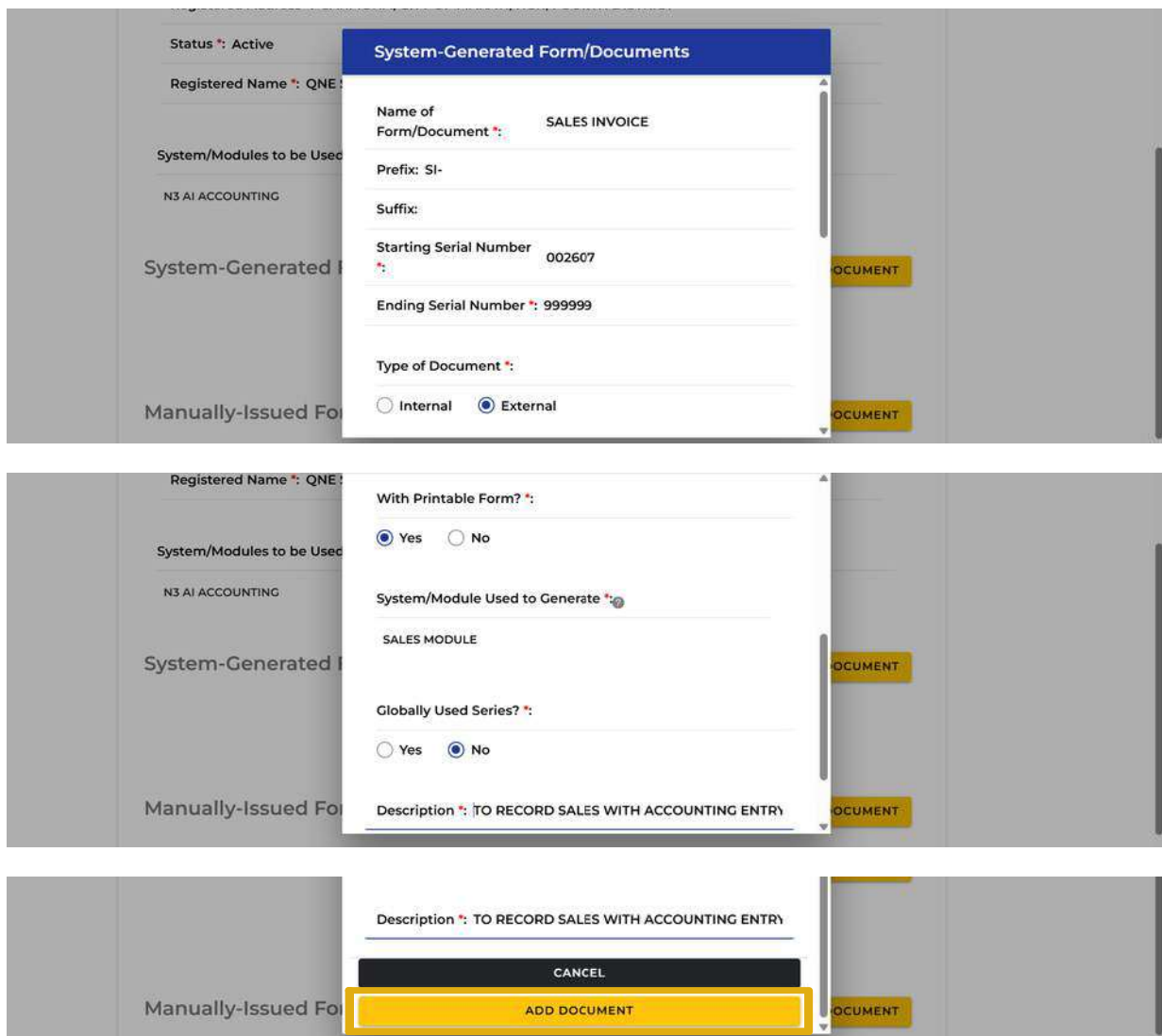
(Ensure that all required information is complete and accurate before clicking **Add Document**.)

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.8. Add the **Registration of System details.**

System-Generated Forms/Documents

(Enter the form or document details exactly as specified in Annex C-1. Ensure that the form name, serial number range, document type, and other required information match the registered system specifications.)



The screenshot displays the 'System-Generated Form/Documents' dialog box within the ORUS application. The background shows a list of registered systems, including 'N3 AI ACCOUNTING'. The dialog box contains the following fields and options:

- Name of Form/Document ***: SALES INVOICE
- Prefix**: SI-
- Suffix**: (empty)
- Starting Serial Number ***: 002607
- Ending Serial Number ***: 999999
- Type of Document ***:
 - ☐ Internal
 - ☒ External
- With Printable Form? ***:
 - ☒ Yes
 - ☐ No
- System/Module Used to Generate ***: SALES MODULE
- Globally Used Series? ***:
 - ☐ Yes
 - ☒ No
- Description ***: TO RECORD SALES WITH ACCOUNTING ENTRY

At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'ADD DOCUMENT'. The 'ADD DOCUMENT' button is highlighted with a yellow border.

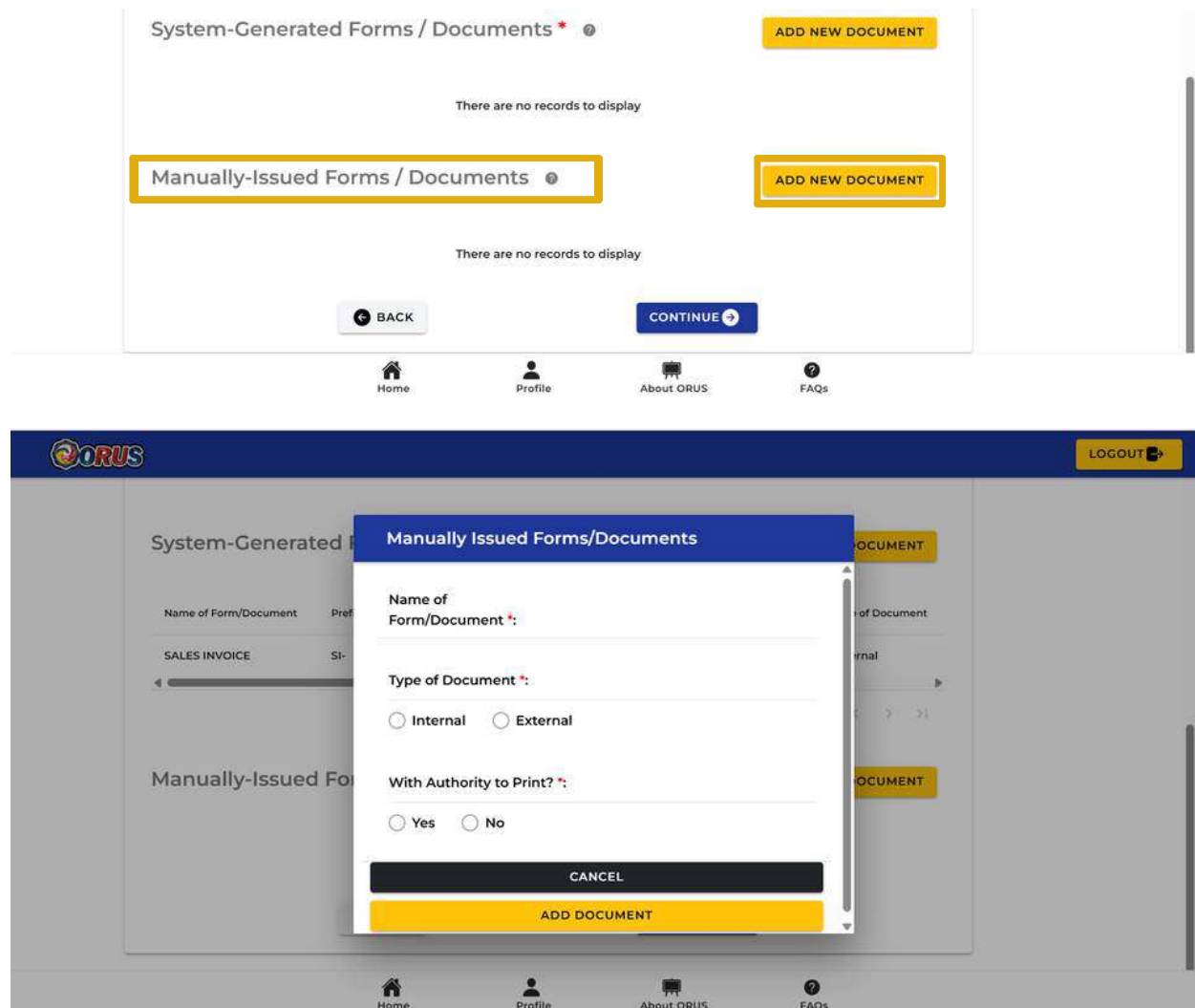
(The information shown in this guide is for sample purposes only.)

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.8. Add the **Registration of System details.**

Manually-Issued Forms/Documents

If applicable, click **Add New Document** under **Manually-Issued Forms/Documents**, complete the required information based on **Annex C-1**, then click **Add Document**. If there are no manually issued forms or documents, skip this section. For this sample application, this section is **skipped as it is not applicable**.



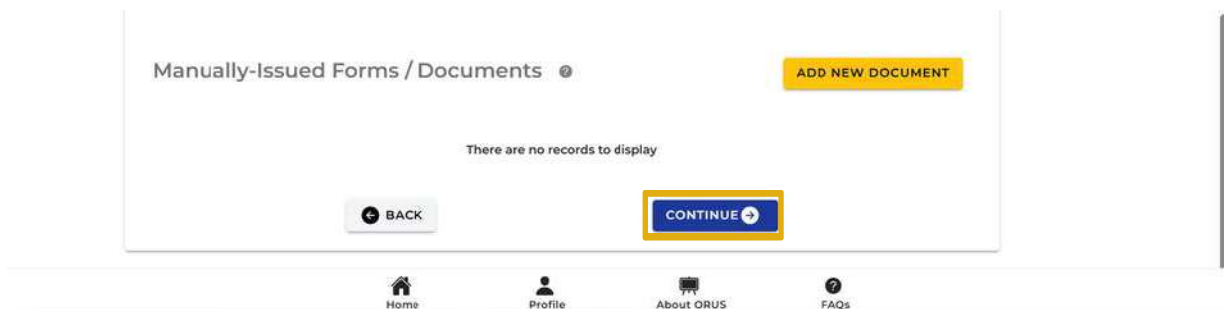
The screenshot displays the ORUS web application interface. At the top, there's a header with the ORUS logo and a 'LOGOUT' button. The main content area is divided into two sections: 'System-Generated Forms / Documents' and 'Manually-Issued Forms / Documents'. Both sections currently show 'There are no records to display' and have an 'ADD NEW DOCUMENT' button. A modal window titled 'Manually Issued Forms/Documents' is open, prompting the user to enter details for a new document. The modal includes fields for 'Name of Form/Document', 'Type of Document' (with radio buttons for 'Internal' and 'External'), and 'With Authority to Print?' (with radio buttons for 'Yes' and 'No'). At the bottom of the modal are 'CANCEL' and 'ADD DOCUMENT' buttons. The bottom navigation bar contains icons for Home, Profile, About ORUS, and FAQs.

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.9. Add the applicable **Books of Accounts, Financial Statements, BIR Forms, and Other Reports.**

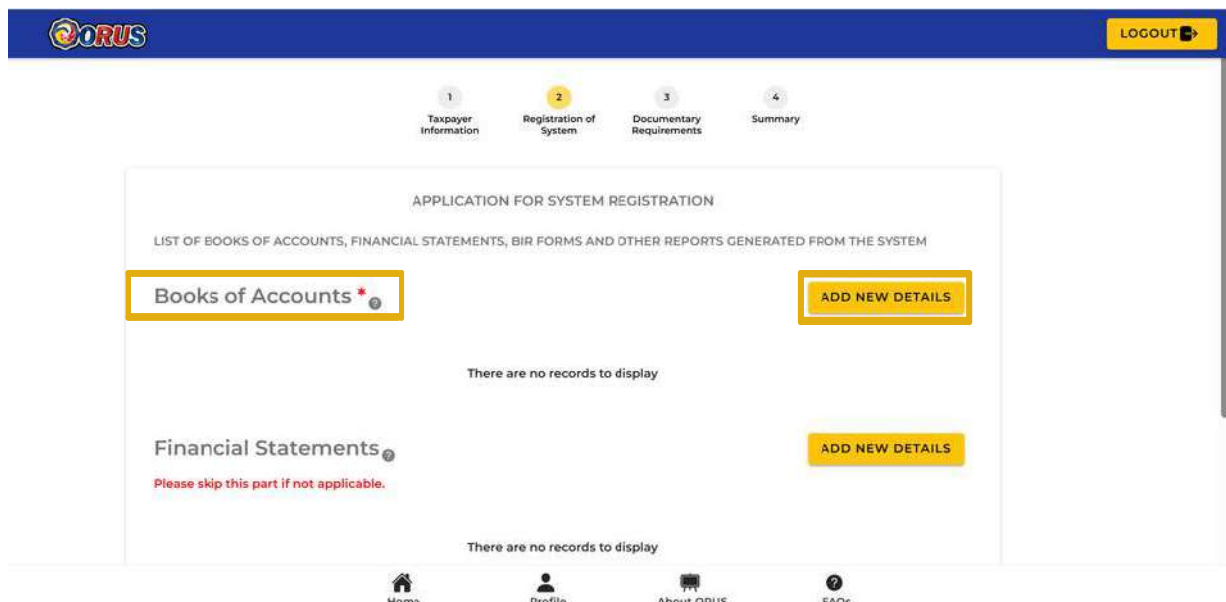
Books of Accounts and Reports

After completing all required information, click **Continue** to proceed to the next step.



Books of Accounts, Financial Statements, BIR Forms, and Other Reports

Review and add the applicable **Books of Accounts** generated by the system. Click **Add New Details** to enter the required information for each book of account based on **Annex C-1**.

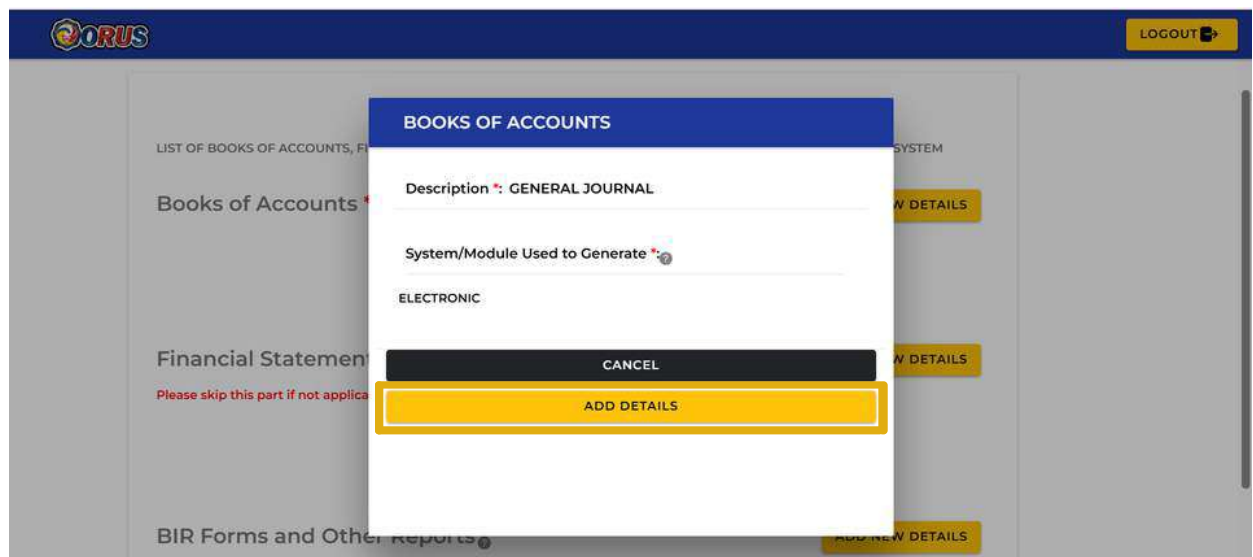


HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.9. Add the applicable **Books of Accounts, Financial Statements, BIR Forms, and Other Reports.**

Books of Accounts

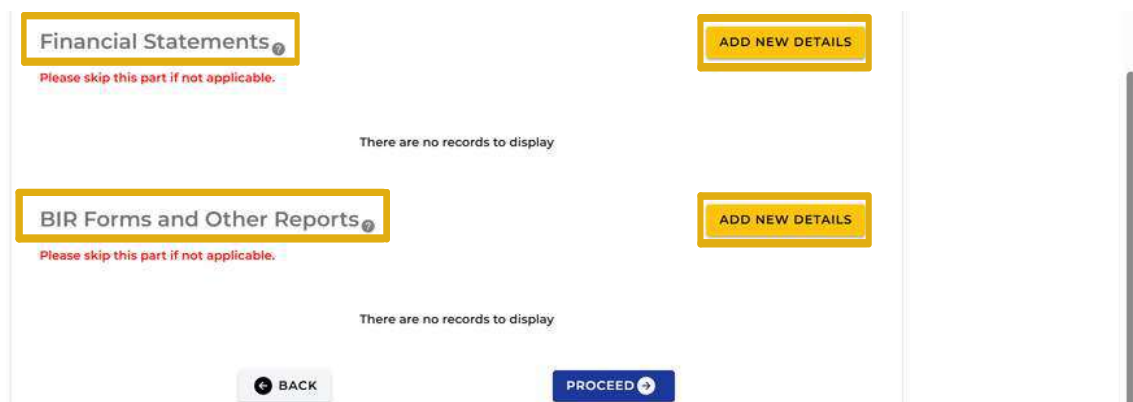
Enter the required **Books of Accounts details**, including the Description and System/Module Used to Generate, then click **Add Details** to save the information.



(The information shown in this guide is for sample purposes only.)

Books of Accounts, Financial Statements, BIR Forms, and Other Reports

Review and add the applicable **Financial Statements, BIR Forms, and Other Reports** generated by the system. Click **Add New Details** to enter the required information for each applicable section. If a **section is not applicable, it may be skipped**. In this sample, both sections were skipped.

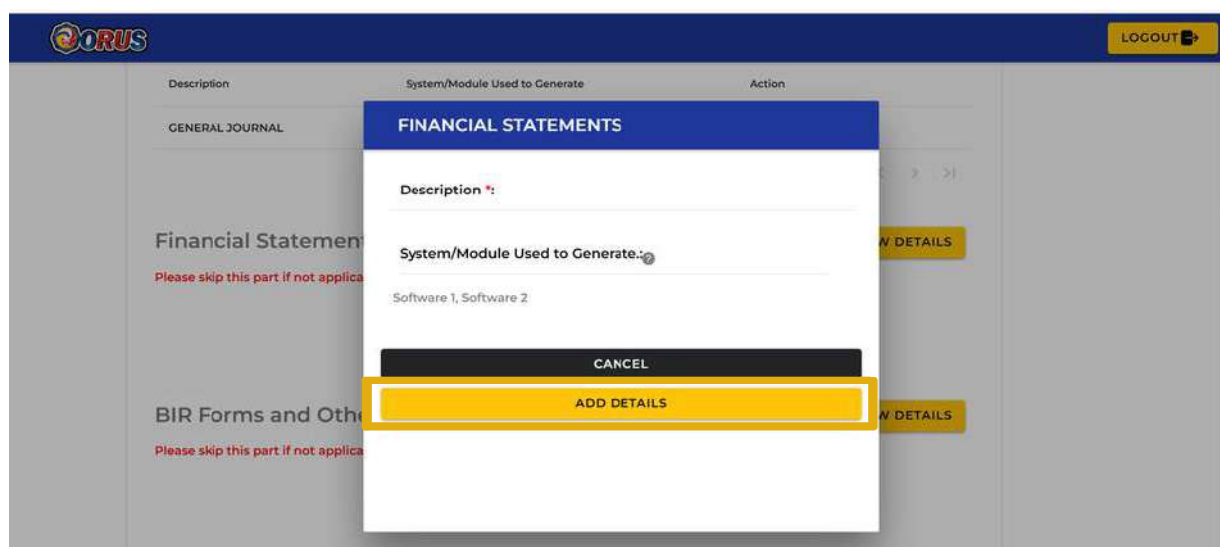
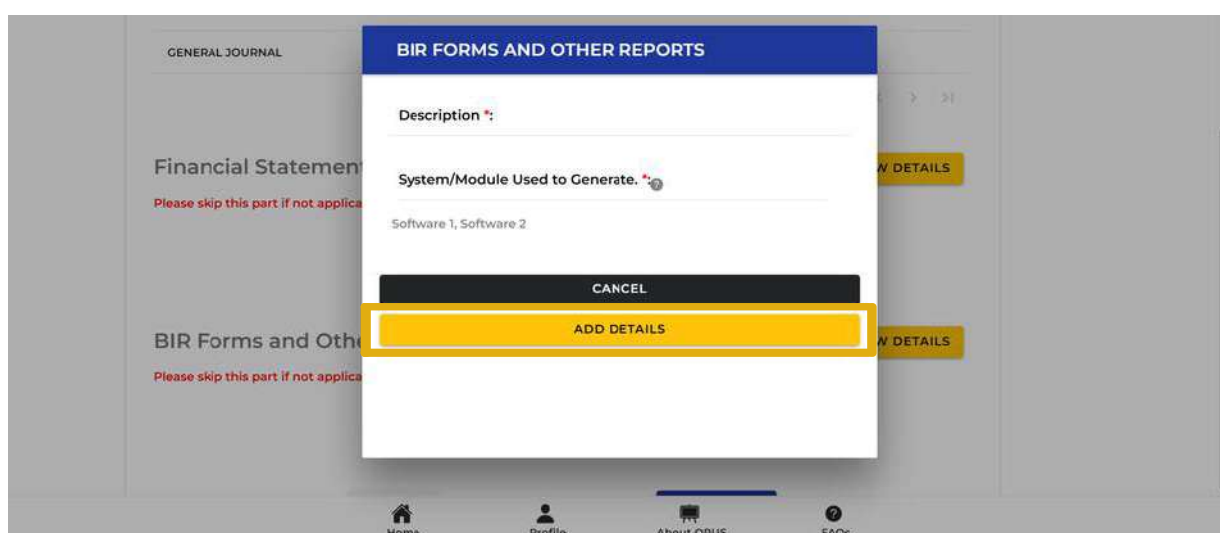


HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.9. Add the applicable **Books of Accounts, Financial Statements, BIR Forms, and Other Reports.**

Financial Statements and BIR Forms & Other Reports

If applicable, enter the required **Description** and select the **System/Module Used to Generate** the report, based on **Annex C-1**, then click **Add Details** to save the information.

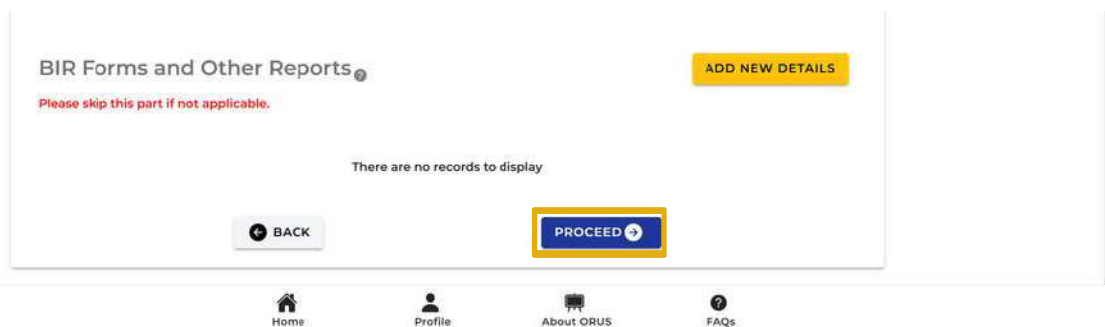
(In this sample, these sections were not applicable and were therefore skipped.)

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.10. Click **Proceed**, then **Save, View**, and **Continue**

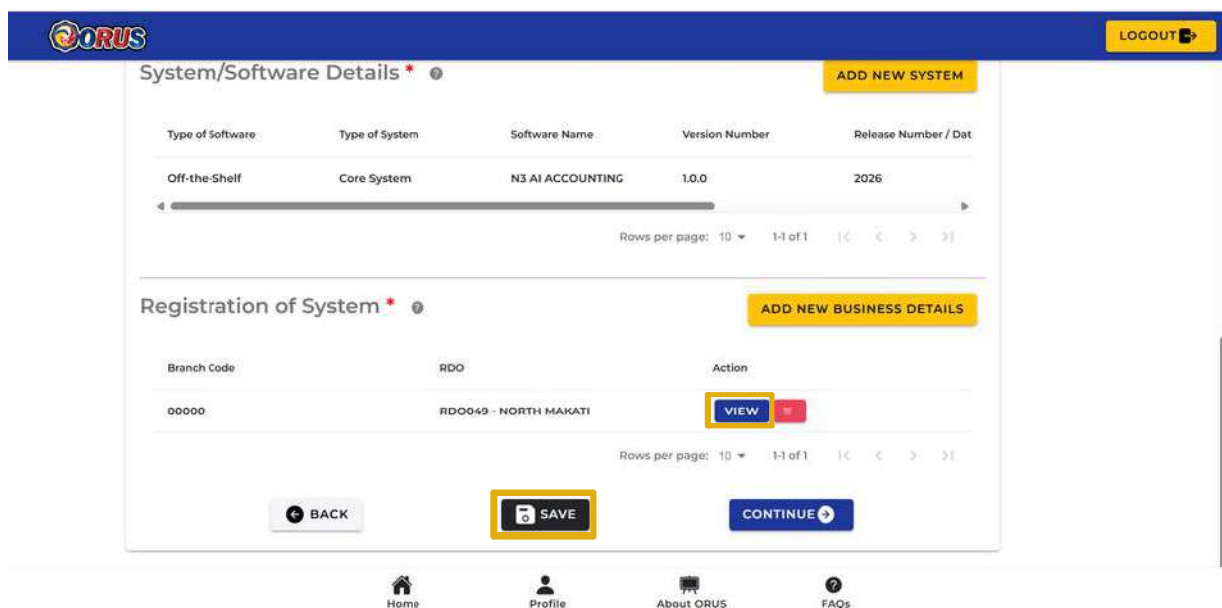
Proceed to the Next Step

After completing all required and applicable information, click **Proceed** to continue to the next step.



Save, View, and Continue

After clicking **Proceed**, you will return to the previous page. Click **Save** to save the completed registration details, then click **View** to review the information before proceeding. Once the details have been verified, click **Continue** to proceed to the next step.

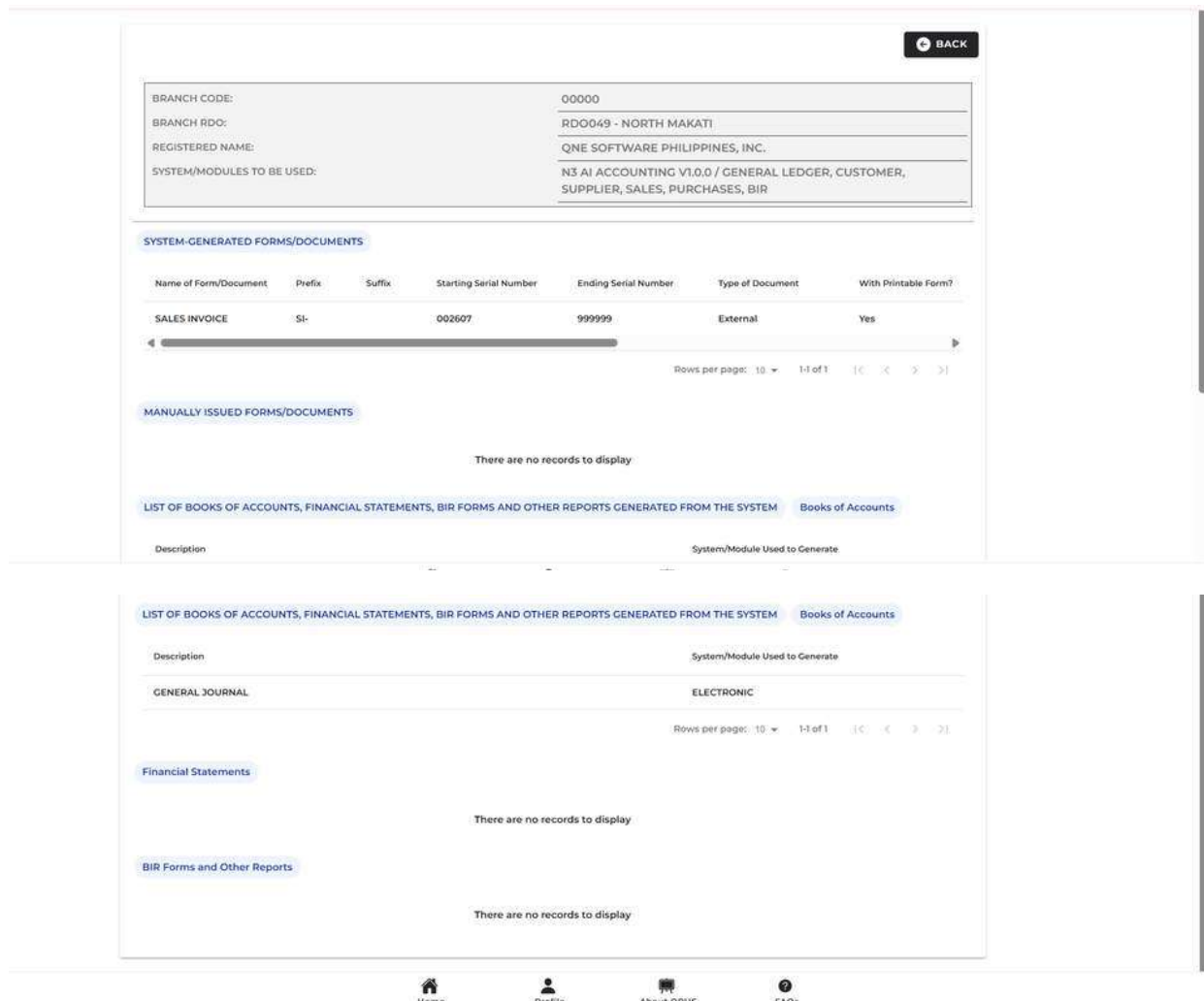


HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.10. Click **Proceed**, then **Save, View**, and **Continue**

Review the Registration Details

After clicking **View**, review the entered **Registration of System details**, including the system/modules used, forms and documents, and applicable books of accounts and reports. Ensure that all information is complete and correct. Once verified, click **Back** to return to the previous page.



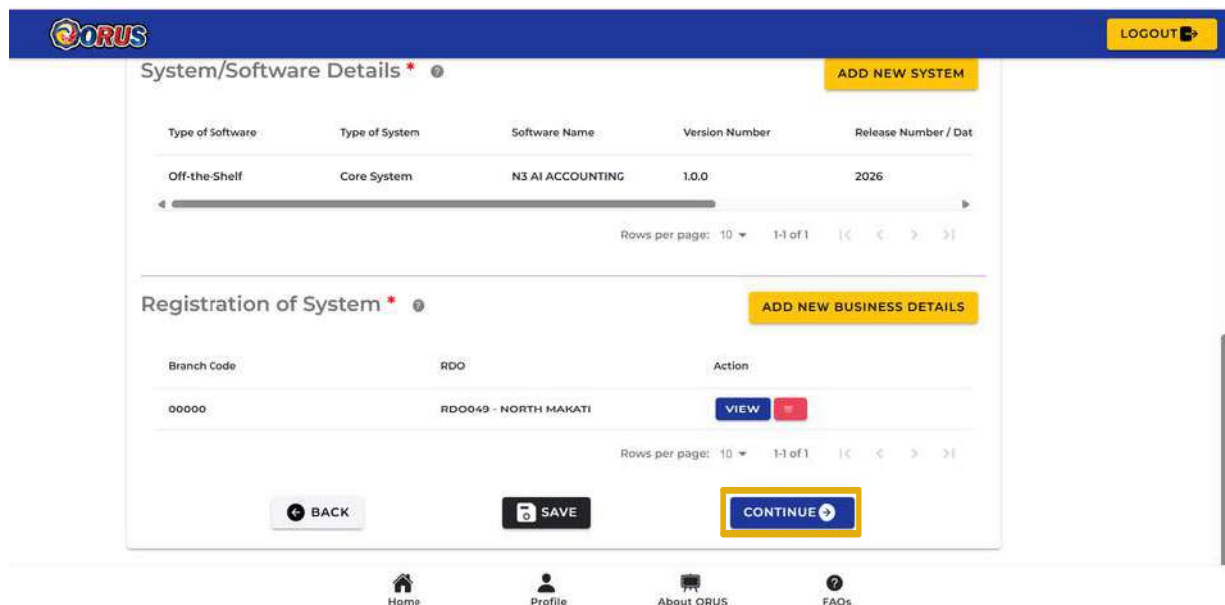
(The information shown in this guide is for sample purposes only.)

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.10. Click **Proceed**, then **Save, View**, and **Continue**

Continue to the Documentary Requirements

After reviewing and verifying the registration details, click **Continue** to proceed to the **Documentary Requirements** section.



The screenshot shows the ORUS web application interface. At the top, there is a blue header with the ORUS logo on the left and a 'LOGOUT' button on the right. Below the header, the main content area is divided into two sections: 'System/Software Details' and 'Registration of System'.

System/Software Details: This section contains a table with the following data:

Type of Software	Type of System	Software Name	Version Number	Release Number / Date
Off-the-Shelf	Core System	N3 AI ACCOUNTING	1.0.0	2026

Below the table, there is a pagination bar showing 'Rows per page: 10' and '1-1 of 1'. To the right of the table, there is a yellow button labeled 'ADD NEW SYSTEM'.

Registration of System: This section contains a table with the following data:

Branch Code	RDO	Action
00000	RDO049 - NORTH MAKATI	VIEW EDIT

Below the table, there is a pagination bar showing 'Rows per page: 10' and '1-1 of 1'. To the right of the table, there is a yellow button labeled 'ADD NEW BUSINESS DETAILS'.

At the bottom of the main content area, there are three buttons: 'BACK', 'SAVE', and 'CONTINUE'. The 'CONTINUE' button is highlighted with a yellow border.

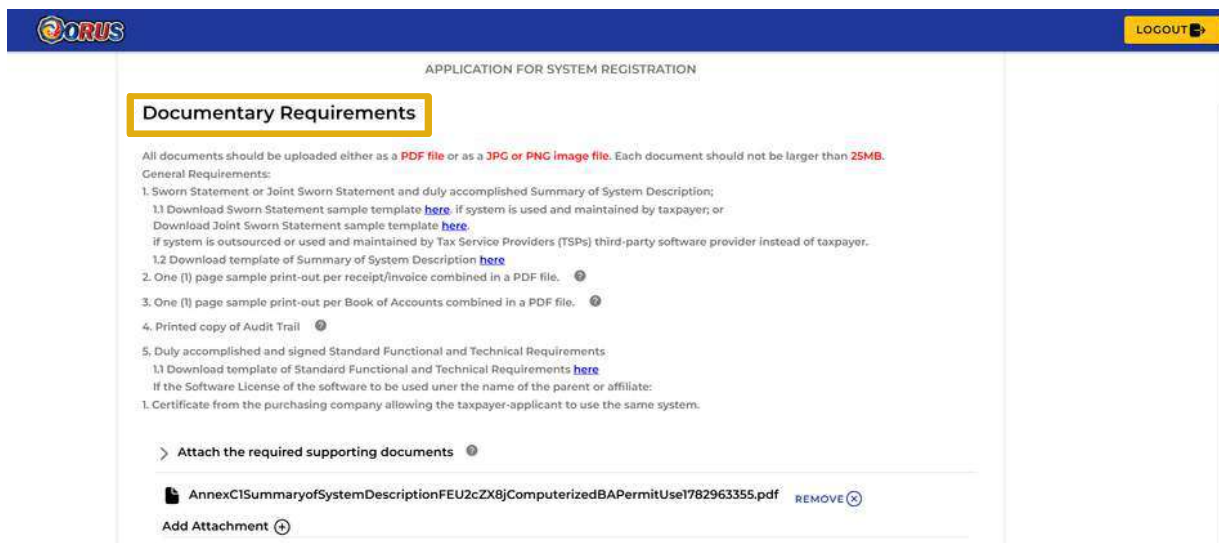
At the very bottom of the page, there is a navigation bar with four icons: Home, Profile, About ORUS, and FAQs.

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.11. Review the **Documentary Requirements** and upload the required supporting documents in accordance with **O.M. No. 46-2024**.

Documentary Requirements

After completing the **Registration of System section**, review the list of documentary requirements and prepare the required supporting documents for upload.



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:

- Sworn Statement or Joint Sworn Statement and duly accomplished Summary of System Description;
 - 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.
- Download template of Summary of System Description [here](#)
- One (1) page sample print-out per receipt/invoice combined in a PDF file.
- One (1) page sample print-out per Book of Accounts combined in a PDF file.
- Printed copy of Audit Trail
- Duly accomplished and signed Standard Functional and Technical Requirements
 - 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:
- Certificate from the purchasing company allowing the taxpayer-applicant to use the same system.

> **Attach the required supporting documents**

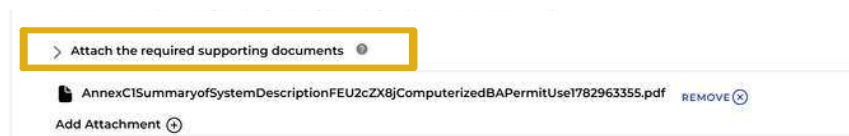
AnnexCISummaryofSystemDescriptionFEU2cZX8jComputerizedBAPermitUse1782963355.pdf REMOVE

Add Attachment

Attach the Required Supporting Documents

Expand Attach the required supporting documents, then upload the corresponding file(s) based on the documentary requirements listed above. Verify that the correct files are attached before proceeding.

Ensure that all supporting documents comply with the requirements specified in Annex C-1 and are uploaded in the prescribed file format.



> **Attach the required supporting documents**

AnnexCISummaryofSystemDescriptionFEU2cZX8jComputerizedBAPermitUse1782963355.pdf REMOVE

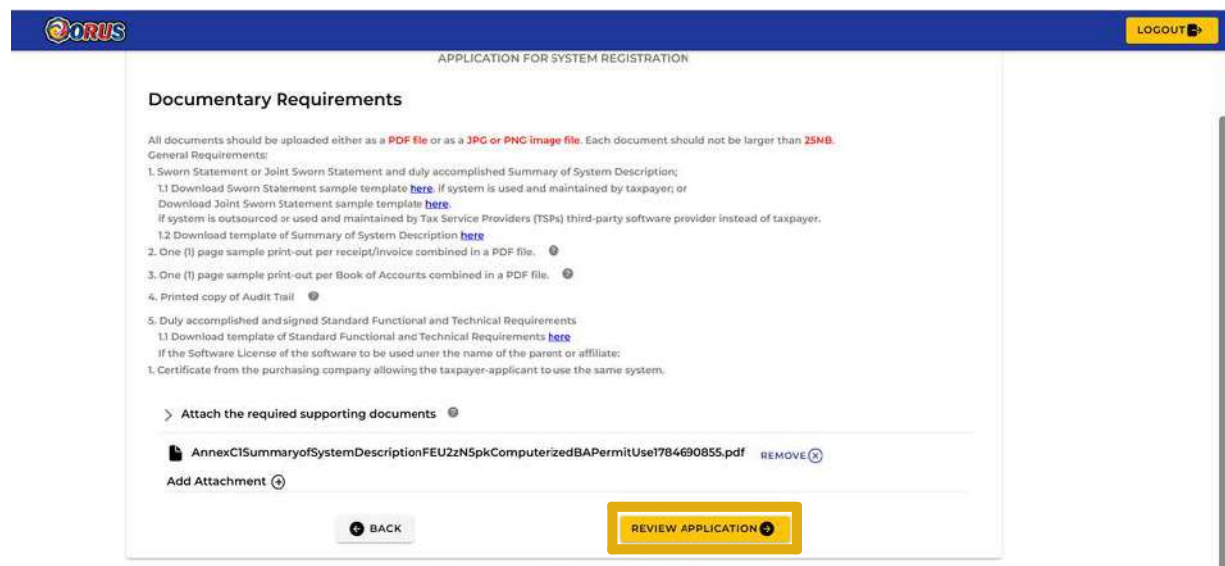
Add Attachment

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.12. Review the **Application Summary**, then proceed to the application review.

Proceed to the Application Summary

(After reviewing all information and uploaded documents, click **REVIEW APPLICATION** to proceed.)



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

- Sworn Statement or Joint Sworn Statement and duly accomplished Summary of System Description;
 - 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.
- Download template of Summary of System Description [here](#)
- One (1) page sample print-out per receipt/invoice combined in a PDF file.
- One (1) page sample print-out per Book of Accounts combined in a PDF file.
- Printed copy of Audit Trail
- Duly accomplished and signed Standard Functional and Technical Requirements
 - 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;
 - Certificate from the purchasing company allowing the taxpayer-applicant to use the same system.

> Attach the required supporting documents

AnnexCISummaryofSystemDescriptionFEU2zN5pkComputerizedBAPermitUse1784690855.pdf REMOVE

Add Attachment

BACK REVIEW APPLICATION

Review the Application Summary

Review all **entered information and uploaded attachments** to ensure they are complete and accurate before proceeding.

(Verify that the taxpayer information, registration details, business details, and attached documents match the information provided in Annex C-1 before proceeding.)



APPLICATION FOR SYSTEM REGISTRATION

Please review your application:

TAXPAYER INFORMATION

TIN: 006934485
 REGISTERED NAME: QNE SOFTWARE PHILIPPINES, INC.
 RDO: RDO649 - NORTH MAKATI CITY
 BUSINESS ADDRESS: UNIT 3103 THE STILES ENTERPRISE PLAZA BLDG. PODIUM 2 HIPPODROMO STREET CIRCUIT CARMONA 1207 undefined NCR, FOURTH DISTRICT PHILIPPINES

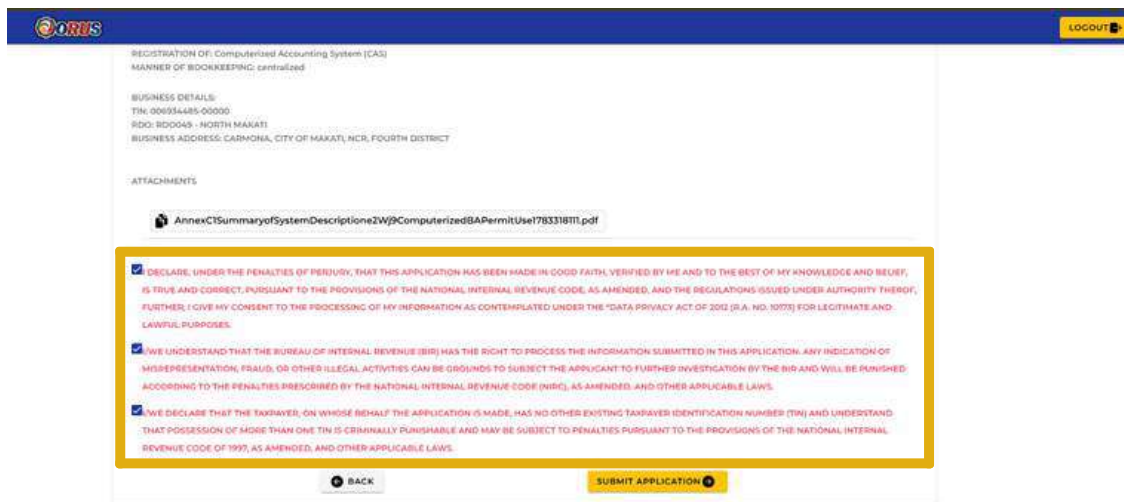
TYPE OF APPLICATION: Amendment
REGISTRATION OF: Computerized Accounting System (CAS)
MANNER OF BOOKKEEPING: centralized

BUSINESS DETAILS:
 TIN: 006934485-00000
 RDO: RDO649 - NORTH MAKATI
 BUSINESS ADDRESS: CARMONA, CITY OF MAKATI, NCR, FOURTH DISTRICT

HOW TO REGISTER A SYSTEM (CAS) USING ORUS

1.13. Review and accept the **Declaration/Terms of Agreement**.

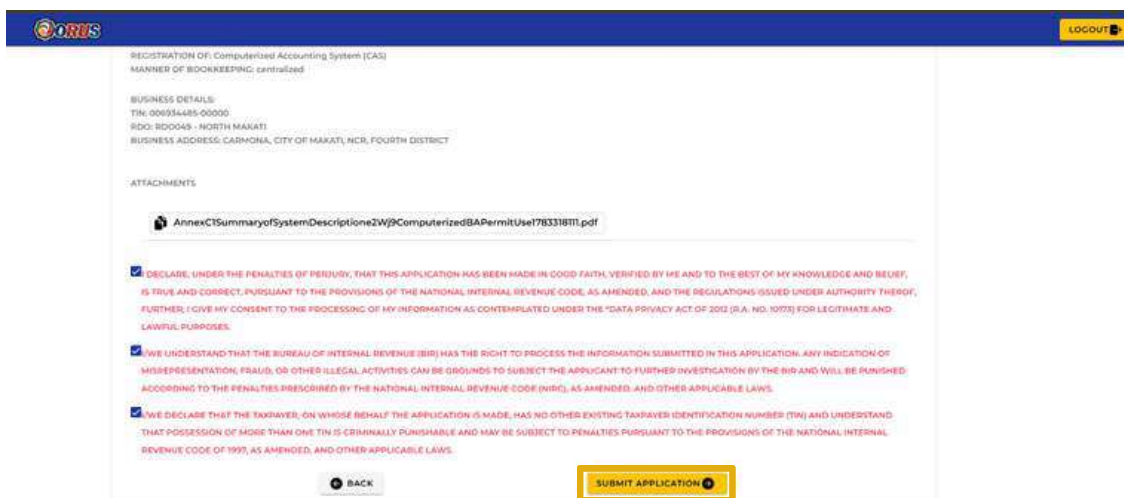
(Carefully read the declarations and terms, then tick all required checkboxes to confirm your agreement.)



The screenshot shows the ORUS registration interface. At the top, there's a blue header with the ORUS logo and a 'LOGOUT' button. Below the header, the form is titled 'REGISTRATION OF: Computerized Accounting System (CAS)' and 'MANNER OF BOOKKEEPING: centralized'. The 'BUSINESS DETAILS' section includes TIN: 0000000000, RDO: 000000 - NORTH MAKATI, and BUSINESS ADDRESS: CARMONA, CITY OF MAKATI, NCR, FOURTH DISTRICT. Under 'ATTACHMENTS', there's a PDF file named 'AnnexC1SummaryofSystemDescription2W9ComputerizedBAPermitUse1783318111.pdf'. The 'DECLARATION/Terms of Agreement' section contains three checkboxes, all of which are checked. The first checkbox states: 'I DECLARE, UNDER THE PENALTIES OF PERJURY, THAT THIS APPLICATION HAS BEEN MADE IN GOOD FAITH, VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS TRUE AND CORRECT, PURSUANT TO THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE, AS AMENDED, AND THE REGULATIONS ISSUED UNDER AUTHORITY THEREOF, FURTHER, I GIVE MY CONSENT TO THE PROCESSING OF MY INFORMATION AS CONTEMPLATED UNDER THE "DATA PRIVACY ACT OF 2012 (R.A. NO. 10773) FOR LEGITIMATE AND LAWFUL PURPOSES.' The second checkbox states: 'I UNDERSTAND THAT THE BUREAU OF INTERNAL REVENUE (BIR) HAS THE RIGHT TO PROCESS THE INFORMATION SUBMITTED IN THIS APPLICATION. ANY INDICATION OF MISREPRESENTATION, FRAUD, OR OTHER ILLEGAL ACTIVITIES CAN BE GROUNDS TO SUBJECT THE APPLICANT TO FURTHER INVESTIGATION BY THE BIR AND WILL BE PUNISHED ACCORDING TO THE PENALTIES PRESCRIBED BY THE NATIONAL INTERNAL REVENUE CODE (NIRC), AS AMENDED, AND OTHER APPLICABLE LAWS.' The third checkbox states: 'I DECLARE THAT THE TAXPAYER, ON WHOSE BEHALF THE APPLICATION IS MADE, HAS NO OTHER EXISTING TAXPAYER IDENTIFICATION NUMBER (TIN) AND UNDERSTAND THAT POSSESSION OF MORE THAN ONE TIN IS CRIMINALLY PUNISHABLE AND MAY BE SUBJECT TO PENALTIES PURSUANT TO THE PROVISIONS OF THE NATIONAL INTERNAL REVENUE CODE OF 1997, AS AMENDED, AND OTHER APPLICABLE LAWS.' At the bottom of the form, there are two buttons: 'BACK' and 'SUBMIT APPLICATION'.

1.14. Click **Submit Application**.

(Once all required declarations have been accepted, click Submit Application to send your registration to the BIR for review.)



This screenshot is identical to the one above, showing the ORUS registration interface with the 'DECLARATION/Terms of Agreement' section. The three checkboxes are checked, and the 'SUBMIT APPLICATION' button is highlighted in yellow.

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1.15. A **confirmation message** will appear, and a confirmation email will be sent to the registered email address.

(Your application has been successfully submitted. Keep your Application Reference Number (ARN) and monitor your registered email for updates on the status of your application.)

Your application for system registration with Application Reference No. (ARN) [REDACTED] on [REDACTED], was submitted to RDO NO. RDO049 - NORTH MAKATI for review and approval.

An email confirmation was sent to your registered email address containing the details and other information.

You will be notified of the results within three (3) working days from the date of submission

PROCEED