REVENUE MEMORANDUM ORDER NO. 21-2000 issued August 3, 2000 prescribes the policies and procedures in the processing and approval of taxpayer's Application for Permit to Adopt Computerized Accounting System (CAS) and its components. The components of a CAS covered by the Order are: 1) general journal, general ledger, and other subsidiary records; 2) sales, purchases, accounts receivable, accounts payable, inventory, payroll, ledgers and other accounting records; 3) generation of official accounting documents such as official receipts (OR), sales and cash invoices, cash vouchers, journal vouchers, billing statements, sales tickets, etc.; and 4) generation of reports as required by the BIR.

A Computerized System Evaluation Team (CSET) shall be created for the National Office and Regional Office to conduct appropriate evaluation and recommend approval of the taxpayers' application to adopt CAS or its components. Evaluation shall be undertaken and completed within 30 days from receipt of the application and complete documentary requirements. Request for the approval of CAS shall be open to all taxpayers, whether classified as regular or large taxpayer. Taxpayer requesting approval for a Computerized Book of Accounts with computer-generated accounting records, whether the accounting system to be used is off-the-shelf or customized, need not apply for an authority to print (ATP) invoices and receipts. However, taxpayer requesting approval for a Computerized Book of Accounts without computer-generated accounting records shall need an ATP for their official receipts, invoices and the like.

The permit to adopt CAS shall be deemed revoked whenever there are changes or modifications introduced into the approved CAS, or upon full consumption of the pre-approved range of serial numbers for the computer-generated official receipt or sales/cash invoice. Any such changes or modifications shall require a new permit. On the other hand, computer-generated accounting records with no pre-approved range of number of invoices and receipts prior to actual generation shall be reported to the Chief, Large Taxpayers Assistance Division, or the Chief, Excise Taxpayers Assistance Division or Revenue District Officer for proper recording and notation of the range of numbers of official receipts and invoices which have been consumed, as well as the range of numbers which have been cancelled during the immediately preceding taxable year within 30 days from the close of such taxable year. With the favorable recommendation of the CSET, the approval and signing of the permit to adopt CAS shall be the responsibility of the Assistant Commissioner of the Large Taxpayers Service or Excise Taxpayers Service for large taxpayers, and the Revenue District Officers for regular taxpayers.