

Manual

BOS- AP User Guide





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1. Overview

The Accounts Payable (AP) module is designed to manage supplier liabilities, including data entry for invoices, payment processing, and withholding tax calculation. It integrates with other financial modules such as GL (General Ledger) and PO (Purchase Order), ensuring consistency and efficiency in the company's procurement and financial processes.

2. Configuring Initial System Settings

Before recording payable transactions, users must define essential configurations including creditors, bank details, payment methods, and accounting formats. These configurations form the basis for accurate and consistent AP processing.

2.1 Payables Information

This menu stores creditor information used for managing debts, payments, and tax withholding. The information ensures seamless integration with payment transactions and accounting records. To perform the task:

- 1. Go to SYS > Back Office Master > Account Payable > Payables Information.
- 2. Click 'New' to add a new creditor.
- 3. Fill in details all tab including General, Address, Contact, Business, Product, Bank Account.
- 4. Define payment terms, credit limit, and applicable tax category.
- 5. Click 'Save' to complete the creditor registration.

05	SYS			Vendor	Vendor Group	Vendor Co	mpany B	usiness	Product Type	
pplica	tion Laur	ncher		a save	🔊 🔽 return					
System	n Config		1							
- Back	Office M	laster		GENERAL	ADDRESS	CONTACT	BUSINESS	PRODU	CT BANK A	CCOUNT
	count Pa	vable								
ΠŪ	Vendor	/	- 1		Vendor No. :					
	Bank		- 1	Vendor	Code(OLD):					
	Bank Acc	ount	- 1	P	erson Type : Ju	ristic Person	~			
· F	Payment	Info	- L.	Vendo	r Name (1) :					
· 1	Income T	Гуре		Veede	Nema (2) -					
. (Cheque 1	Гуре		vendo	rivanie (2) :					
· 6	Bank Fee				Title :		*			
· •	System C	Config		Ve	ndor Name :					
· 1	Journal T	emplate			*					
My Far	vorite				Card No. :					
			:		Tax No. :					
васк О	mice			Pay	ment Type : Ca	ish	~			
		\bigcirc			Term (0					
	d d				ienii. U					
						Is Active	-			
⊡ My	/ Profile				Aging Start : Re	ceive Date	•			
					Vat : 🔽					
				Ma	in / Branch :					
				Bi	anch Code :					
					*	(for export PND) to txt file)			
			[

Note: Ensure creditor details are accurate to prevent issues during payment and tax calculation processes.



2.2 Bank Information

This section allows users to register and manage bank names and branch information, which are required for payment processing in the AP system.

To perform the task:

- 1. Go to SYS > Back Office Master > Account Payable > Bank
- 2. Click 'New' to create a new bank record.
- 3. Enter the bank name, short name, and optional code.
- 4. Define branch details, including address and code.
- 5. Save the information for later use in bank account setup.

BOS SYS	Bank Bank Branch		
Application Launcher	👌 🗖 <u>save</u> 🦻 <u>return</u>		
	save&new		
System Config			
 Back Office Master 	Bank Code :		
 Account Payable 	Bank Name (1):		
 Vendor 	Bank Name (2) :		
• Bank	Bank Name (3) :		
 Bank Account 			
 Payment Info 	Bank Name (4) :		
 Income Type 	Bank Name (5) :		
Cheque Type		✓ Is Active	
Bank Fee			
System Config			
 Journal Template 	v		
My Favorite			
Back Office			

Note: Bank and branch information must be set before linking to bank accounts and payment formats.

2.3 Bank Account

This menu is used to define bank accounts used in the payment process. It supports multiple payment channels including cheque, money transfer, or direct debit.

To perform the task:

- 1. Go to SYS > Back Office Master > Account Payable > Bank Account.
- 2. Click 'New' to add a bank account.
- 3. Select the related bank and branch.
- 4. Enter account number, account name, and select usage type (e.g., Cheque, Transfer, Direct Debit).
- 5. Click 'Save' to register the account.

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BOS SYS Application Launcher	Bank Account Bank acco	ount visible by Branch	
Back Office Master Account Payable Vendor Bank Bank Account Payment Info Income Type Cheque Type Bank Fee System Config Journal Template My Favorite Back Office	Bank : A/C Branch : A/C Name : A/C No. : Account Type : Account ID : Max media transfer : Remark : Default Pay Cheque : Use Pass Cheque :	BBL Dummy Branch Fix Is Active	▼

Note: Ensure bank accounts are created after setting up banks and branches.

2.4 Payment Information

This menu is used to define various payment methods that will be used in the AP system. To perform the task:

- 1. Go to SYS > Back Office Master > Account Payable > Payment Information.
- 2. Click 'New' to create a new payment method.
- 3. Enter payment method name and short code.
- 4. Specify if the method uses cheque, transfer, or cash.
- 5. Save the configuration.

		•
BOS SYS	Payment Period Date Payment In	fo
Application Launcher	🛐 🗖 save 🛛 🔊 return	
System Config		
Back Office Master	Payment Type Name (1) : Cash	
Account Payable	Payment Type Name (2) : เงินสด	
Vendor	Payment Type Name (3) :	
Bank	Payment Type Name (4) :	
Bank Account Payment Info	Payment Type Name (5) :	
Income Type	Term: 0	
 Cheque Type 	🗹 Is Ad	ive
 Bank Fee 		
 System Config 		

Note: Payment methods must align with the actual disbursement processes used by the organization.



2.5 Income Type

Income types are used for classifying types of income, primarily for the purpose of withholding tax reporting. To perform the task:

- 1. Go to SYS > Back Office Master > Account Payable > Income Type.
- 2. Click 'New' to define a new type.
- 3. Input income type name, applicable withholding rate, and tax form category.
- 4. Save the income type.

BOS SYS	Income Type		
Application Launcher	🛐 🕞 save 🛛 🔊 return		
System Config			
 Back Office Master 	Income Type (1) :		
 Account Payable 	Income Type (2) :		
 Vendor 	Income Type (3) :		
 Bank 	Income Type (4) :		
 Bank Account 	T T (F) -		
Payment Info	Income Type (5) :		1
 Income Type 	Income Type Rate :	0	%
Cheque Type		✓ Is Active	

Note: Ensure income types reflect current tax policies to comply with legal requirements.

2.6 Check Type

Check types define different categories of cheques issued in the system, such as open cheques or crossed cheques.

To perform the task:

- 1. Go to SYS > Back Office Master > Account Payable > Check Type.
- 2. Click 'New' to add a check type.
- 3. Input name, code, and characteristics of the cheque.
- 4. Save the entry.

BOS SYS	Cheque Type
Application Launcher	save 🔊 return
	save&new
System Config	
 Back Office Master 	Cheque Type Name (1) :
 Account Payable 	Cheque Type Name (2):
 Vendor 	Cheque Type Name (3) :
🖸 Bank	Cheque Type Name (4) :
 Bank Account 	
 Payment Info 	Cheque Type Name (5) :
 Income Type 	✓ Is Active
Cheque Type	
Bank Fee	

Note: Use consistent naming conventions to avoid confusion in cheque issuance.



2.7 Bank Fees

This menu allows users to define fee structures related to banking transactions for use in payment processing.

To perform the task:

- 1. Go to SYS > Back Office Master > Account Payable > Bank Fees.
- 2. Click 'New' to define a bank fee.
- 3. Select bank account, fee name, and fee amount.
- 4. Specify if the fee is fixed or percentage-based.
- 5. Save the entry.

BOS SYS	Transfer Fee Bank Fee	
Application Launcher	🛐 🕞 save 🔊 return	
	save&new	
System Config	Bank : BBL	~
Back Office Master	Zone : 💿 In Zone 🔿 Out Zone	
 Account Payable 	Min Amount :	
 Vendor 		
Bank	Max Amount :	
 Bank Account 	Fee :	
 Payment Info 		
 Income Type 		
 Cheque Type 		
 Bank Fee 		
 System Config 		
 Journal Template 	•	
My Favorite		
Back Office		

Note: Accurate setup of bank fees ensures proper accounting during payment processing.



2.8 Accounting Format

This menu sets the template for how transactions from AP are posted to the General Ledger.

To perform the task:

- 1. Go to SYS > Back office Master > Account Payable > Journal Template.
- 2. Click 'New' to create a new format.
- 3. Define transaction type and link it to Chart of Accounts.
- 4. Specify debit/credit structure and any references.
- 5. Save and test the format configuration.

BOS SYS	Journal Template	
Application Launcher	save save	
	save&new	
System Config	Template Name Detail	
 Back Office Master Account Payable Vendor Bank Bank Account Payment Info Income Type Cheque Type Bank Fee 	Template Name (1) : Template Name (2) : Book : ✓ Remark : Template Type : Invoice ✓ Active : ✓	
System Config Journal Template	Add Drag a column to this area to group by it.	
My Favorite	Seq Account Code	Account Name
Back Office		

Note: Misconfiguration in accounting format can cause incorrect postings in the GL.



3. PAYABLE SYSTEM

The Payable System is used to manage all operational transactions related to accounts payable. It covers invoice creation, payment processing, withholding tax, deposit records, debt adjustments, and related financial activities. The system supports various payment methods and tax requirements, ensures proper documentation, and enables submission of finalized transactions to the General Ledger (GL). This module helps streamline financial workflows, ensures data accuracy, and maintains compliance with company policies and legal regulations.

3.1 Invoice

This menu allows users to create invoice documents, either manually or imported from other systems. Invoices are used to record accounts payable transactions and form the basis for future payments. To perform the task:

- 1. Go to BOS > Accounts Payable > Operation > Invoice.
- 2. Click 'New' to create a manual invoice or select import option to retrieve from linked systems.
- 3. Fill in creditor name, invoice number, date, and amount.
- 4. Attach reference documents or PO as required.
- 5. Save the invoice for further processing or approval.

805 575	Tousice Bill	ing Import Impire									
Application Launcher	ave a	return									[APT046] Invoice
	- save&r	1010									
Back Office	Invoice No. :		Auto create DV DOINT 1011	IRNAI Date :	17/06/2025						
Account Payable	Vendor	2		Due date :	17/06/2025						
Operations Operations	Book	PURCHASE VOLICHER	~	Invoira Ref :	1110012020 000						
Invoice	Amount :	0.00	•	Discount :	0.00						
Petty Cash	Vat Rate :	7.00		Vat :	0.00	Adjust					
 Deposit Payment 	Tax :	0.00		Claimable Vat : 🗹	0.00						
Credit Note Interface	Net :	0.00		With Holding Tax :	0.00						
Process Send Data	Receive Date :	17/06/2025 🧰		Journal Date :	17/06/2025 🧰						
PND Export	Deposit Amount :	0		PO Number Ref. :			\mathbf{P}				
My Favorite	Remark :										
Back Office	Vat Type :	Include Vat 👻									
0	Add	Load								Invoice Item	Invoice Detail
自己	Drag a column to	this area to group by it.									
	Seq.	Account Code		Account Nam	ne		Department Name		Dr	Cr Remark	
LI My Prome	н		- H								Page 1 of 0 (0 items)
	Total Debit :	0.00 Total Credit :	0.00								
									Create By	: smartfinder 17/06/2025 11:47	:48 AM Update By : None None

Note: Ensure invoice information matches the actual supplier invoice to prevent payment discrepancies.



3.2 Payment

The Payment menu is used to settle debts recorded from invoices. Users can issue payments via cash, cheque, bank transfer, or direct debit depending on setup.

To perform the task:

- 1. Go to BOS > Accounts Payable Operation > Create Payment.
- 2. Click 'Create' and select creditor to view outstanding invoices.
- 3. Choose invoices to pay and specify payment type and method.
- 4. Enter payment details such as cheque number, transfer ref, or bank account used.
- 5. Save and approve the payment.

BOS SYS	Create Payment Prepare Pay	ment With Holding	Tax Payment						
Application Launcher									
Back Office	Fir Document Date : 17/06/2	t. 1025 IIII Cancel							
Operations Operations	Refer No.	Document No	Date	Branch Name	Vendor Name				
Invoice	CN250600001	AA	05/06/2025	Head office	Aheadall Co.,Ltd.				
Create Payment	CN250600002	20250606-1-1	06/06/2025	Head office	Bread Bangkok Co.,Ltd.				
 Petty Cash 	🗌 <u> </u>	INV2506160002	16/06/2025	Head office	Aheadall Co.,Ltd.				
 Deposit Payment 	CN2506000004	123155	16/06/2025	Head office	APJ (S) Trading Limited Partership				
Credit Note Interface Process Send Data		>	H						
 PND Export 	▼								
My Favorite									
Back Office									

Note: Only approved invoices can be paid. Confirm payment method is aligned with setup in the system.



3.3 Withholding Tax

This function calculates and records withholding tax based on invoice type and income category. It ensures compliance with tax law and enables generation of tax reports (e.g., PND 3/53).

To perform the task:

- 1. Go to BOS > Accounts Payable > Operation > Create Payment > Withholding Tax.
- 2. Select the invoice to apply withholding tax or click New.
- 3. Choose income type and verify tax rate.
- 4. Save the transaction for submission and reporting.

BOS SYS	Create Payment Prepare Payment With Holding Tax Payme	ant						
Application Launcher	📑 save 🔊 return							
Back Office								
Account Payable	NO. :	Withholding Date : 17/06/2025						
+ Operations	BOOK :	ORDER NO.: 0						
 Operations 	Payment :	WHT Type: ห้กณ ที่จ่าย 💙						
 Invoice 								
Create Payment	Vendor Name :							
Petty Cash	TAX NO. :	TAX TYPE : p.n.d. 53 🗸						
 Deposit Payment 	INCOME : 0.00	TAX : 0.00						
 Credit Note 								
 Interface 								
 Process Send Data 								
PND Export	Drag a column to this area to group by it.							
My Favorite	Withholding Tax Type							
Back Office	2. ค่าธรรมเนียม ค่านายหน้า ฯลฯ ตามมาตรา 40 (2)							
back office	3. ค่าแห่งลิขสิทธิ์ ฯลฯ ตามมาตรา 40 (3)							
	4. (ก) ดอกเบี้ย ฯลฯ ตามมาตรา 40 (4) (ก)							
	(ข) เงินขึ้นผล เงินส่วนแบ่งกำไร ฯลฯ ตามมาตรา 40 (4) (ข)							
	(1) กรณีผู้ได้รับเงินบันผลได้รับเครดิตภาษี โดยจ่ายจาก (/ 1) รับครั้งหมา 20 กระวัดโรรนาชี							
My Profile	(1.1) อัตรารอยิตะ 30 ของกา เรตุทธ (1.2) วัตรวร้านอน 25 พร.ษณร์ไรสมคริ							
	(1.2) รัดธาร้ายอย 20 ของกำไรสุทธิ (1.2) รัดธาร้ายอย 20 ของกำไรสุทธิ							
	(1.3) อัตราว็มาย (ระบ.) ของกำเรตุทย์							
	(2) กรณีผ้ได้รับเงินทันผลไม่ได้รับเครดิตภาษี เนื่องจากจ่ายจาก							
	(2.1) กำไรสทธิของกิจการที่ได้รับยกเว้นภาษีเงินได้นิติบคคล							
	(2.2) เงินบันผลหรือเงินส่วนแบ่งของกำไรที่ได้รับยกเว้นไม่ต้องนำมารวม							
	(2.3) กำไรสุทธิส่วนที่ได้หักผลขาดทุนสุทธิยกมาไม่เกิน 5 ปี							
	(2.4) กำไรที่รับรู้ทางบัญชีโดยวิธีส่วนได้เสีย (equity method)							
	(2.5) อื่น ๆ (ระบุ)							
	5. การจ่ายเงินได้ที่ต้องหักภาษี ณ ที่จ่าย ตามคำสั่งกรมสรรพากรที่ออกตาม							
	มาตรา 3 เตรส (ระบุ)							
	. อื่น ๆ (ระบุ)							

Note: Income type setup must be completed before processing withholding tax.



3.4 Deposit Documents

Used to record advance payments or deposits made to suppliers. These are tracked separately and can be applied to invoices later.

To perform the task:

- 1. Go to BOS > Accounts Payable >Operation > Deposit Payment
- 2. Click 'New' and enter deposit details including creditor, amount, and deposit date.
- 3. Attach supporting documents if any.
- 4. Save to record the deposit.

BOS SYS	Deposit Payment	
Application Launcher	👔 🖬 save 🛜 return	
	- save&new	
Back Office		
 Account Payable 	Auto create PV PRINT JOURNA	L Date : 17/06/2025
+ Operations	Vendor :	Due date : 17/06/2025 🧰
 Operations 	Book : PURCHASE VOUCHER	Invoice Ref :
Invoice	Net : 0.00	
 Create Payment 	- · · · · · · · · · · · · · · · · · · ·	
 Petty Cash 	Receive Date : 17/06/2025	Journal Date : 17/06/2025
 Deposit Payment 	Remark :	
 Credit Note 		
 Interface 	Add	
 Process Send Data 	Drag a column to this area to group by it.	
PND Export	Sea. Account Code	Account Name
My Favorite		
Back Office		
	Total Debit : 0.00 Total Credit : 0.00	
	L	

Note: Deposits can later be applied to offset against future invoices.



3.5 Submission of Debt Settlement Information

This step is used to finalize all payment and invoice documents before posting to the accounting system. It locks data for the specified period to ensure integrity.

To perform the task:

- 1. Go to BOS > Accounts Payable > Process Send Data
- 2. Select period and document types.
- 3. Click 'Submit' to send all completed transactions to the General Ledger.

BOS SYS	Pro	ocess Send D	ata Send	Dept To GL									
Application Launcher	- 3i (🥎 Post To	GL									[APT051] Sen	d Dept To GL 🛛 👼 🖈
Back Office		Br	anch Name :			Р т	,		\mathbf{P}				
Petty Cash Deposit Payment	^	Par	yment Date :	01/06/2025									
Credit Note Interface Process Send Data	1	Ser	nd Payment :	Invoice	Petty Cash	Other Payment	🗹 Deposit	Advance	No invoice				
PND Export AP Document Approval	Drag	g a column to	this area to g	proup by it.	Posted							Search:	
Reports			Document	No	Docume	ent Date	Branch Name		Document Name	Book Name	Vendor Name	Vat	Net
Purchasing			PY2506050	001	05/06/2	025	Head office		Pay Invoice	PAYMENT VOUC	Aheadall Co.,Ltd.	6.54	100.00
 Inventory 			PY2506060	001	06/06/2	025	Head office		Pay Invoice	PAYMENT VOUC	Bread Bangkok	19.63	300.00
1 Recipe	T		PY2506160	001	16/06/2	025	Head office		Pay Invoice	PAYMENT VOUC	APJ (S) Trading	719.63	11,000.00
My Favorite Back Office		14 4	1		- - H								Page 1 of 1 (3 items)

Note: Only finalized and approved documents can be submitted to GL.

3.6 Export the Data File

Allows export of AP data into standard file format (e.g., XML, Excel) for submission to external agencies or internal analysis.

To perform the task:

- 1. Go to BOS > Accounts Payable > PND Export.
- 2. Choose export type and data range.
- 3. Click 'Export' and save file to designated location.

BOS SYS	PND Export	
Application Launcher	🛐 🔝 new 😽 export	
Back Office	Branch Name : P To	P
Petty Cash Deposit Payment Credit Note	Year: 2024 ▼ Period: 1 01/01/2024-01/01/2024 ▼ TAX TYPE: ● PND 3 ○ PND 53 Find	
Interface Process Send Data	Seq. TAX TYPE Withholding D TAX NO. Branch Name Title	Vendor Name
PND Export AP Document Approval Reports Purchasing		

Note: Ensure file is reviewed before submitting to revenue authorities or auditors.



3.7 Manage Taxes

This section is used to manage tax reporting related to AP including preparation of monthly forms and summaries for withholding taxes.

To perform the task:

- 1. Go to BOS > Accounts Payable > Operation > Vat.
- 2. Select period and tax form type (e.g., PND3, PND53).
- 3. Review list of tax transactions and generate report.
- 4. Print or export tax form.

BOS SYS	Vat				
Application Launcher	👔 🖬 save 🔊 r	eturn			
	save&new	<u>I</u>			
Back Office	Year :	2025 ¥ Period :	6 01/06/2	2025-30/06/2	025 🗸
Account Payable	Vat No :				
Operations	Create Date :	17/06/2025			
	Status				
	Status .	🕑 ยนบกต 🔾 เพมเ	ตม		
Operations AD Decument Approval	Vendor Name :				
+ Purchasing	Receive no :				
Inventory	Amount :		0.00	🗹 Claim Vat	🗌 Adjust
Recipe	Vat :		0.00	7.00	%
+ Fixed Asset	Net Amount :		0.00		
My Favorite	Remark :				
Back Office					

Note: Only transactions marked with income type and withholding setup will appear in tax reports.



3.8 Check Information

Provides functions for tracking, printing, voiding, and managing cheque transactions. Useful for cheque-based payments issued via the AP system.

To perform the task:

- 1. Go to BOS > Accounts Payable > Check Information.
- 2. Search for issued cheques by date, supplier, or bank account.
- 3. Print cheque, void or mark as cleared as necessary.
- 4. Export cheque list for review.

BOS SYS	Cheque Pass Cheque				
Application Launcher	🛛 📝 edit 📮 preview				
Back Office	Cheque No. :				
Account Payable Operations Cheque Vat Operations AP Document Approval Reports	Date : 01/06/2025 T/06/2025 Receive Name : Bank : Status : Pending Printed	✓ ○ Hold ○ Collected	Cleared Bounced	Cancel All Find	
+ Purchasing	Drag a column to this area to group by it.				
Inventory	Cheque No.	Date	Receive Name		Amount Bank Name
Recipe					
Fixed Asset					
My Favorite					
Back Office					

Note: Always cross-reference cheque status with bank statement before marking as cleared.