

Manual

E-Invoice User Guide

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1. Overview

This E – Invoice in Vietnam is a legally recognized digital document issued, received, and stored electronically. It replaces traditional paper invoices and must follow formats and standards set by the General Department of Taxation (GDT) under the Ministry of Finance.

2. Filter (Invoice for PMS&POS)

The Search & Filters panel (right-hand side) allows refined searching.

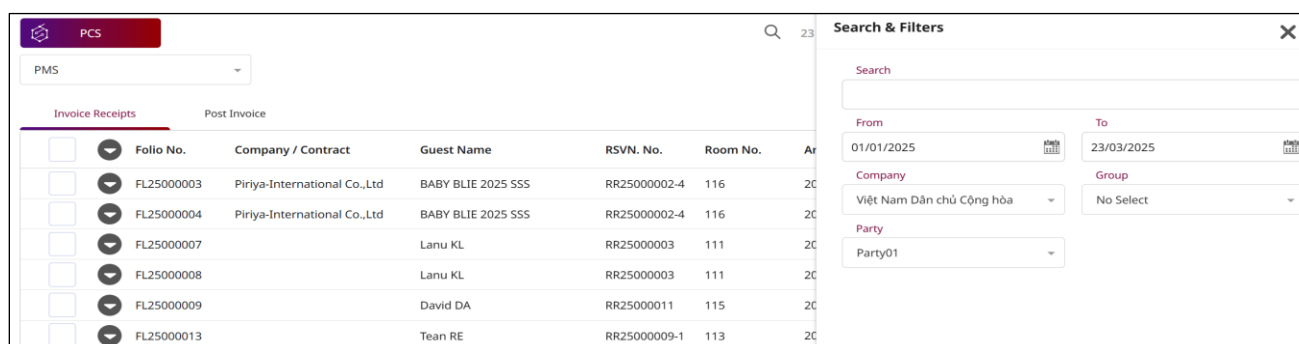
Available Fields PMS:

- Search:** Enter any keyword, guest name, folio number, or reservation number.
- From / To:** Select the date range for invoice records.
- Company:** Filter results by company name.
- Group:** Filter by group category (if applicable).
- Party:** Filter by party code or label.

Available Fields POS:

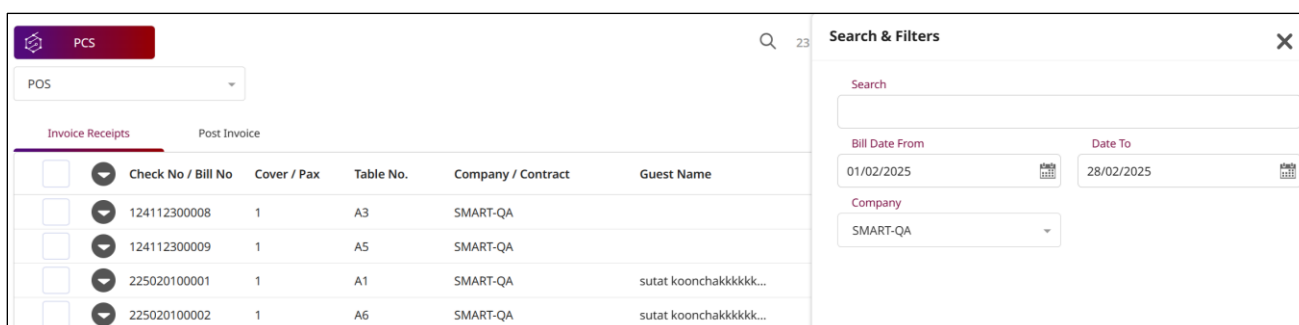
- Search:** Enter any keyword, guest name, Check/Bill number, or Table number.
- From / To:** Select the date range for invoice records.
- Company:** Filter results by company name.

- **Press Search** – Executes the search based on entered filters.
- **Press Reset** – Clears all search fields and displays the default list.



The screenshot shows the PMS interface with the 'Search & Filters' panel open. The 'PMS' tab is selected. The 'Invoice Receipts' section is active. The table lists invoice records with columns: Folio No., Company / Contract, Guest Name, RSVN. No., Room No., and Amount. The 'Search & Filters' panel on the right includes a search bar, date range (From: 01/01/2025, To: 23/03/2025), company filter (Viet Nam Dân chủ Cộng hòa), group filter (No Select), and party filter (Party01).

	Folio No.	Company / Contract	Guest Name	RSVN. No.	Room No.	Amount
☐	FL25000003	Piriya-International Co.,Ltd	BABY BLIE 2025 SSS	RR25000002-4	116	20
☐	FL25000004	Piriya-International Co.,Ltd	BABY BLIE 2025 SSS	RR25000002-4	116	20
☐	FL25000007		Lanu KL	RR25000003	111	20
☐	FL25000008		Lanu KL	RR25000003	111	20
☐	FL25000009		David DA	RR25000011	115	20
☐	FL25000013		Teian RE	RR25000009-1	113	20



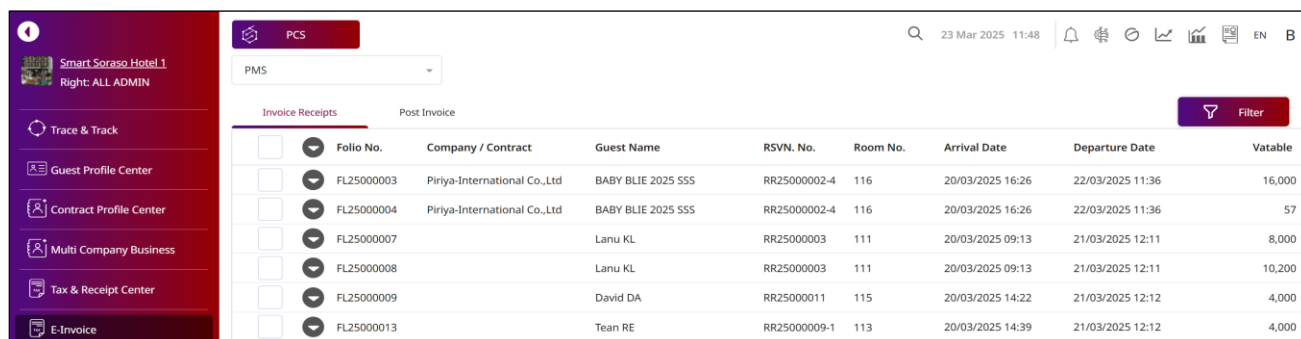
The screenshot shows the POS interface with the 'Search & Filters' panel open. The 'POS' tab is selected. The 'Invoice Receipts' section is active. The table lists invoice records with columns: Check No / Bill No, Cover / Pax, Table No., Company / Contract, and Guest Name. The 'Search & Filters' panel on the right includes a search bar, date range (Bill Date From: 01/02/2025, Date To: 28/02/2025), and company filter (SMART-QA).

	Check No / Bill No	Cover / Pax	Table No.	Company / Contract	Guest Name
☐	124112300008	1	A3	SMART-QA	
☐	124112300009	1	A5	SMART-QA	
☐	225020100001	1	A1	SMART-QA	sutat koonchakkkkkk...
☐	225020100002	1	A6	SMART-QA	sutat koonchakkkkkk...

Note: Ensure the correct date range is selected to avoid missing records.

3. E-Invoice for BU PCS

Available under **Bu PCS > E-Invoice > Select PMS > Invoice Receipts**, this screen allows users to view and manage invoice receipt records that are typically imported from the PMS (Property Management System). These receipts include folio transactions associated with guest stays, which may or may not have generated tax invoices yet.



	Folio No.	Company / Contract	Guest Name	RSVN. No.	Room No.	Arrival Date	Departure Date	Vatable
☐	FL25000003	Piriya-International Co.,Ltd	BABY BLIE 2025 SSS	RR25000002-4	116	20/03/2025 16:26	22/03/2025 11:36	16,000
☐	FL25000004	Piriya-International Co.,Ltd	BABY BLIE 2025 SSS	RR25000002-4	116	20/03/2025 16:26	22/03/2025 11:36	57
☐	FL25000007		Lanu KL	RR25000003	111	20/03/2025 09:13	21/03/2025 12:11	8,000
☐	FL25000008		Lanu KL	RR25000003	111	20/03/2025 09:13	21/03/2025 12:11	10,200
☐	FL25000009		David DA	RR25000011	115	20/03/2025 14:22	21/03/2025 12:12	4,000
☐	FL25000013		Teon RE	RR25000009-1	113	20/03/2025 14:39	21/03/2025 12:12	4,000

3.1 PMS - Invoice Receipts – View receipts.

Table Display page.

Column	Description
• Folio No.	The folio number from the PMS (guest billing record).
• Company / Contract	Guest's company name or contract type.
• Guest Name	The full name of the guest.
• RSVN. No.	Reservation number.
• Room No.	Room number assigned to the guest.
• Arrival Date	The guest checked in.
• Departure Date	The guest checked out.
• Vatable	Amount that is subject to VAT (taxable portion).
• Non-Vatable	Amount that is not subject to VAT.
• Amount	Subtotal amount (usually excluding service charge and VAT).
• Service Amount	Amount charged as service fee.
• VAT Amount	Value-added tax amount.
• Tax Amount	Total tax (if applicable).
• Total	Combined amount including taxes and service fees.
• Invoice Amount	Total amount already invoiced.
• No Invoice Amount	Pending to be invoiced.

To perform the task:

1. The system retrieves charges from the PMS folio (e.g., FL25000095).
2. Users can **tick/untick** specific line items to include in the E-Tax invoice.
3. Amounts are **auto-calculated** based on VAT and service charge rules.
4. Once selected, you can **click "Post Invoice"** to generate an e-invoice for those charges.

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Note: This screen displays the detailed folio line items associated with each guest's stay, allowing the user to select specific charges to generate an E-Tax Invoice.

To perform the task:

1. Document Section

Document No.: Auto-generated and non-editable invoice number.

Doc Status: Indicates the status of the document. (e.g., Prepare)

2. Reservation Details

RSVN. No.: Reservation number linked to the guest's stay.

Room No.: Room number assigned to the guest.

Arrival Date / Departure Date: Check-in and check-out dates.

3. Guest Information

Fill in or verify guest-related details:

- Company Code - Name / Agent / Source*: Required field. Name of the company or booking source.
- Guest Name: Name of the guest.
- Tax ID (if applicable): Guest or company tax identification number.
- Tax Location (if applicable): Tax location if different from guest address.
- Email / Telephone: Contact information for the guest or company.
- Address / Zip Code / City: Mailing address, postal code, and city.
- Country*: Required. Select the guest's country.
- Payment Method*: Required. Method of payment (e.g., TM/CK, Credit Card).
- Remark: Any additional notes or remarks.

4. Transaction List: This section shows all posted items and charges

5. Post Invoice: Confirms and finalizes the invoice. Once posted, the invoice is recorded in the system.

6. Cancel: Cancels the process and closes the screen without saving changes.

Version : 1.11.01
 Last Updated : 06 August 2025
 Author : QA Team

Document No.

FL25000095

Doc Status

Prepare

RSVN. No.

RR25000046

Room No.

3102

Arrival Date

02/02/2025

Departure Date

04/02/2025

Guest Information

Company Code - Name / Agent / Source *

Arena same

Guest Name

Arena AR

Tax ID

Tax Location

Email

qa0310.test@gmail.com

Telephone

0123456789

Address

99/24 smartfinder Praditmanutham Road, Ladprao Bangkok 11000

Country *

Other

City

Bangkok

Zip Code

11000

Payment Method *

TM/CK

Remark

Re

Transaction List

Description / Item / Size	Qty	Unit Price	Vat Rate %	Net Amount	Service	Vat	Tax	Total Amount
Gift Shop	1	2,000	0	2,000	0	0	0	2,000
Room Charge	1	3,500	7	2,974	297	229	0	3,500
Breakfast	1	400	7	340	34	26	0	400
Breakfast	1	100	7	85	9	7	0	100
Gift Shop	1	2,000	0	2,000	0	0	0	2,000
Room Charge	1	3,500	7	2,974	297	229	0	3,500

Cancel

Post Invoice

Note: Once confirmed, the invoice can be posted and recorded in the system.

3.2 PMS - Post Invoice – View tax invoices.

Table Display page.

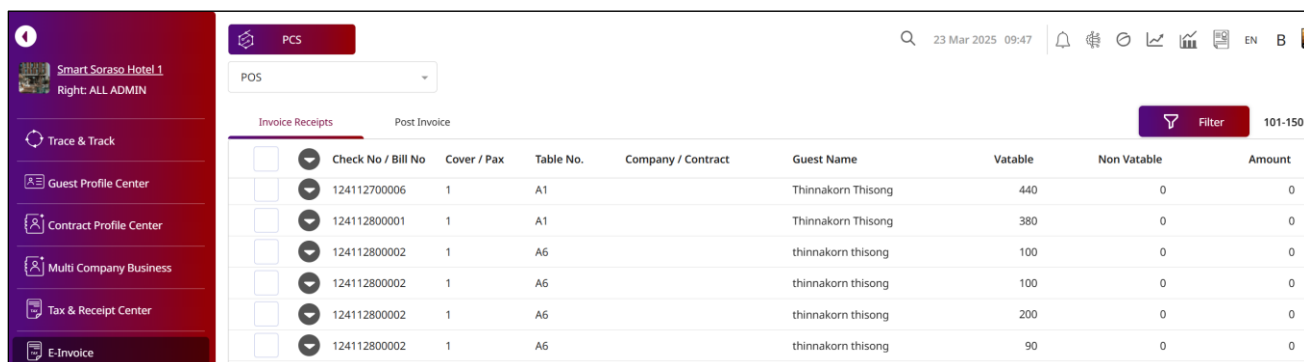
Column

- Status
- Post INV. ID
- Doc No.
- Tax Invoice Date
- Bu
- Company / Contract
- Guest Name
- RSVN. No.
- Room No.
- Arrival Date
- Departure Date
- Vatable
- Non-Vatable
- Amount
- Service Amount
- VAT Amount
- Tax Amount
- Total
- Payment Method
- Ref No.
- Action Date
- Remark

Description

Shows the processing status of the invoice (icons explained below).
 Internal reference number of the invoice in the PCS system.
 Official invoice document number (e.g., IV = Invoice, CN = Credit Note).
 The issuance date and time of the tax invoice.
 The source system (PMS or POS).
 Name of the guest's company or contract type.
 Name of the guest/customer.
 Reservation number.
 Room number assigned to the guest.
 The guest's check-in date.
 The guest checked out.
 Amount that is subject to VAT (taxable portion).
 Amount that is not subject to VAT.
 Subtotal amount (usually excluding service charge and VAT).
 Amount charged as service fee.
 Value-added tax amount.
 Total tax (if applicable).
 Combined amount including taxes and service fees.
 The type of payment used by the guest for the transaction
 Document Running number (e.g., ABB123)
 The date when a specific action was performed (e.g., invoice posted)
 Any additional notes or remarks.

Available under **Bu PCS > E-Invoice > Select POS > Invoice Receipts**, this screen displays all POS invoice records. Users can review key details such as bill number, number of guests (Cover/Pax), table number, guest name, taxable and non-taxable amounts, and the total amount for each transaction. This helps in tracking sales, verifying billing information, and preparing reports.



Check No / Bill No	Cover / Pax	Table No.	Company / Contract	Guest Name	Vatable	Non Vatable	Amount
124112700006	1	A1		Thinnakorn Thisong	440	0	0
124112800001	1	A1		Thinnakorn Thisong	380	0	0
124112800002	1	A6		thinnakorn thisong	100	0	0
124112800002	1	A6		thinnakorn thisong	100	0	0
124112800002	1	A6		thinnakorn thisong	200	0	0
124112800002	1	A6		thinnakorn thisong	90	0	0

3.3 POS - Invoice Receipts – View receipts.

Table Display page.

Column

- Check No / Bill No
- Cover / Pax
- Table No.
- Company / Contract
- Guest Name
- Vatable
- Non-Vatable
- Amount
- Service Amount
- VAT Amount
- Tax Amount
- Total
- Invoice Amount
- No Invoice Amount

Description

- Amount that is subject to VAT (taxable portion).
- the number of individual bills or service covers for the transaction.
- Table No. the order came from. (e.g., A1, A2)
- Name of the guest's company or contract type.
- Name of the guest/customer.
- Amount that is subject to VAT (taxable portion).
- Amount that is not subject to VAT.
- Subtotal amount (usually excluding service charge and VAT).
- Amount charged as service fee.
- Value-added tax amount.
- Total tax (if applicable).
- Combined amount including taxes and service fees.
- Total amount already invoiced.
- Pending to be invoiced.

To perform the task:

1. The system retrieves charges from POS Check No./Bill No. (e.g., 1024012200054)
2. Users can **tick/untick** specific line items to include in the E-Tax invoice.
3. Amounts are **auto-calculated** based on VAT and service charge rules.
4. Once selected, you can **click "Post Invoice"** to generate an e-invoice for those charges.
5. The system operation is the same as 3.1 and 3.2.

Status Icon

- “Publish ” status means the invoice has been posted.
- “Prepare ” status means it is waiting to be posted or canceled.
- “Cancel ” status means the invoice has been canceled.

PCS										
04 Feb 2025 17:19										
Export										
Invoice Receipts Post Invoice										
Filter 1-23 of 23										
	Status	Post INV. ID	Doc No.	Tax Invoice Date	Bu	Company / Contract	Guest Name	RSVN. No.	Room No.	Arrival Date
☐		619	IV25020039	04/02/2025 14:03	PMS		Mr. David LA		3113	02/02/2025 13:30
☐		619	IV25020040	04/02/2025 10:42	PMS		Miss Queen QA		3116	02/02/2025 10:56
☐		620	IV25020041	04/02/2025 00:00	PMS		ພຣັດ ກາເຣຣີ		1203	04/02/2025 14:00
☐		621	IV25020042	04/02/2025 00:00	PMS	CP Tour	ກາເຣຣີ ພຣັດ		1111	04/02/2025 14:00
☐		622	IV25020043	04/02/2025 14:51	PMS		Miss No Extra Bed		1201	02/02/2025 16:18
☐		625	IV25020044	04/02/2025 09:21	PMS		Miss Emily Ay		1204	02/02/2025 14:00
☐		628	IV25020045	04/02/2025 09:31	PMS		Miss Arena AR		3102	02/02/2025 11:04
☐		629	IV25020046	04/02/2025 09:31	PMS		Miss Arena AR		3102	02/02/2025 11:04
☐		631	IV25020047	04/02/2025 00:00	PMS		Miss Suriya SMF			05/02/2025 14:00
☐		633	IV25020048	04/02/2025 12:53	PMS	CP Tour	Mr. ກາເຣຣີ ພຣັດ		1111	04/02/2025 10:40
☐		634	IV25020049	04/02/2025 12:54	PMS	CP Tour			1111	04/02/2025 10:40
☐		635	IV25020050	04/02/2025 12:56	PMS	CP Tour	Mr. ກາເຣຣີ ພຣັດ		1111	04/02/2025 10:40
☐		636	IV25020051	04/02/2025 12:59	PMS	CP Tour			1111	04/02/2025 10:40
☐		637	K25MT01087	04/02/2025 11:44	POS	sda fadsasdfafesdasdfdsd	Deraporn namg		A4	03/02/2025 00:00
☐		626	K25MT0924	04/02/2025 09:22	PMS	Emily Ay 01	Emily Ay	CI25000050	1204	02/02/2025 14:00

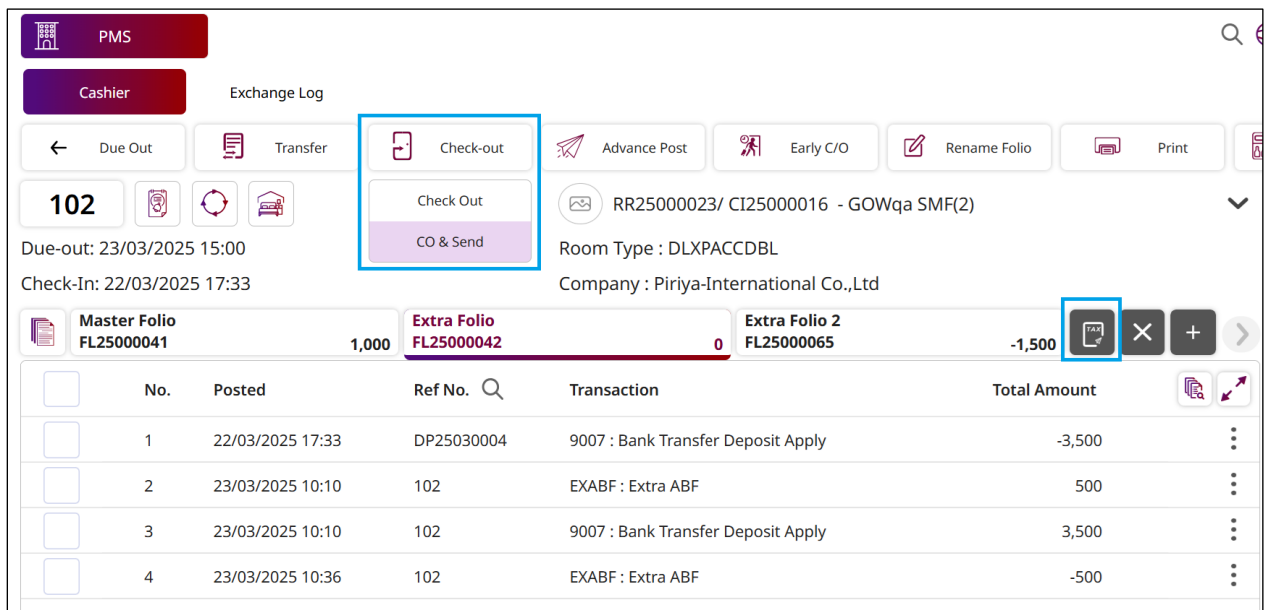
Note: Once posted, changes to the invoice may require approval or a new document.

4. How to Close & Send a Folio Invoice the Cashier screen (PMS).

Available under **Cashier > Room List > Select Room No.**, this function The **Close & Send & CO & Send** function in the Cashier screen is used to finalize a guest's folio, ensuring the balance is zero, and send the invoice directly to the designated recipient. Once a folio is closed, no further transactions can be posted to it. This feature streamlines the check-out process by combining folio closure and invoice delivery in a single action.

To perform the task:

1. **Open the Cashier Menu**
 From the PMS main screen, click **Cashier**.
2. **Select the Room**
 Choose the room for which you want to send the invoice.
3. **Go to the Folio Tab**
 Click the **Folio** tab. *Note: Sending is only possible when the folio balance is 0.*
4. **Close & Send the Folio**
 Click the **Close & Send** icon to send only the selected folio. Or
 Click the **CO & Send** button to post the invoice.
5. **Review Invoice Details**
 The system will display a form to enter necessary information and show all item details.
6. **Confirm Posting**
 Click **Post Invoice** to confirm and complete the posting process.
7. **Cancel if Needed** Click **Cancel** to discard changes and close the pop-up without sending.
8. **Finalize in BU PCS**
 After confirming that the invoice has been successfully posted, select **BU PCS** to complete the process.



The screenshot shows the PMS Cashier interface. At the top, there are tabs for 'PMS' and 'Cashier'. Below the 'Cashier' tab, there's a section for 'Exchange Log' with buttons for 'Due Out', 'Transfer', 'Check-out', 'Advance Post', 'Early C/O', 'Rename Folio', and 'Print'. The 'Check-out' button is highlighted with a blue box. Below this, there's a section for '102' with buttons for 'Check Out' and 'CO & Send'. The 'CO & Send' button is also highlighted with a blue box. Below this, there's a section for 'Due-out: 23/03/2025 15:00' and 'Check-In: 22/03/2025 17:33'. Below this, there's a section for 'Master Folio FL25000041' with a balance of '1,000'. Below this, there's a section for 'Extra Folio FL25000042' with a balance of '0'. Below this, there's a section for 'Extra Folio 2 FL25000065' with a balance of '-1,500'. The 'CO & Send' button is highlighted with a blue box. Below this, there's a table with columns: 'No.', 'Posted', 'Ref No.', 'Transaction', and 'Total Amount'. The table contains four rows of transactions.

No.	Posted	Ref No.	Transaction	Total Amount
1	22/03/2025 17:33	DP25030004	9007 : Bank Transfer Deposit Apply	-3,500
2	23/03/2025 10:10	102	EXABF : Extra ABF	500
3	23/03/2025 10:10	102	9007 : Bank Transfer Deposit Apply	3,500
4	23/03/2025 10:36	102	EXABF : Extra ABF	-500

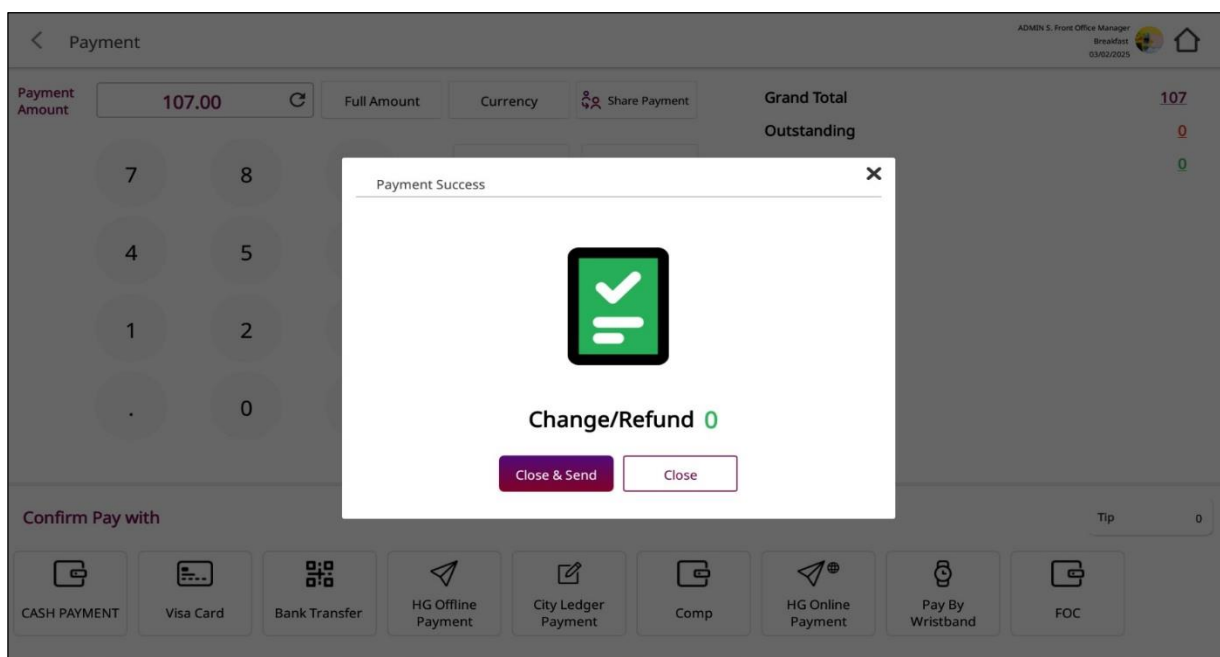
Note: CO & Send – Check-out and send confirmation or invoice. **Close & Send** – Close Folio and send confirmation or invoice.

5. How to Close & Send Invoice the Cashier screen (POS).

Available under **Cashier > Payment > Confirm Pay**, after completing payment in the POS cashier screen, the system will display a “Payment Success” confirmation pop-up. From here, you can finalize and send the invoice to the E-Invoice module.

To perform the task:

1. **Go to the Cashier Menu**
 Open the POS cashier interface where active bills are listed.
2. **Select the Bill/Invoice**
 Choose the invoice you wish to close and send from the list.
3. **Verify Details**
 Check guest name, table number, and amounts (taxable and non-taxable).
 Ensure the bill is correct and complete.
4. **Close the Invoice**
 Click the **Close & Send** icon or button.
 This action will finalize the bill, preventing further edits.
5. **Send to E-Invoice**
 Once closed, the system will automatically send the invoice data to the E-Invoice module for record-keeping and/or tax submission.
6. **Confirm Completion**
 The invoice will no longer appear in the “Open Bills” list and will be listed under “Close” records popup.



Note: Closed and successfully submitted invoices are removed from the open transactions list and appear in the invoice receipt record.

POS - Post Invoice – View tax invoices.

Table Display page.

Fields	Description
• Document No.	Auto-generated invoice number.
• Doc. Status	Current processing status (e.g., Prepare).
• Company Code / Name / Agent / Source*	Identification for corporate or agency billing.
• Guest Name	Name of the customer (mandatory).
• Tax ID	Customer's tax identification number for tax invoice purposes.
• Tax Location	Applicable tax location code.
• Email	Guest or company email address.
• Telephone	Guest or company contact number.
• Address / Country / City / Zip Code	Customer's billing address.
• Payment Method	Selected payment type (e.g., Cash).
• Remark	Any additional notes.

7. Post Invoice

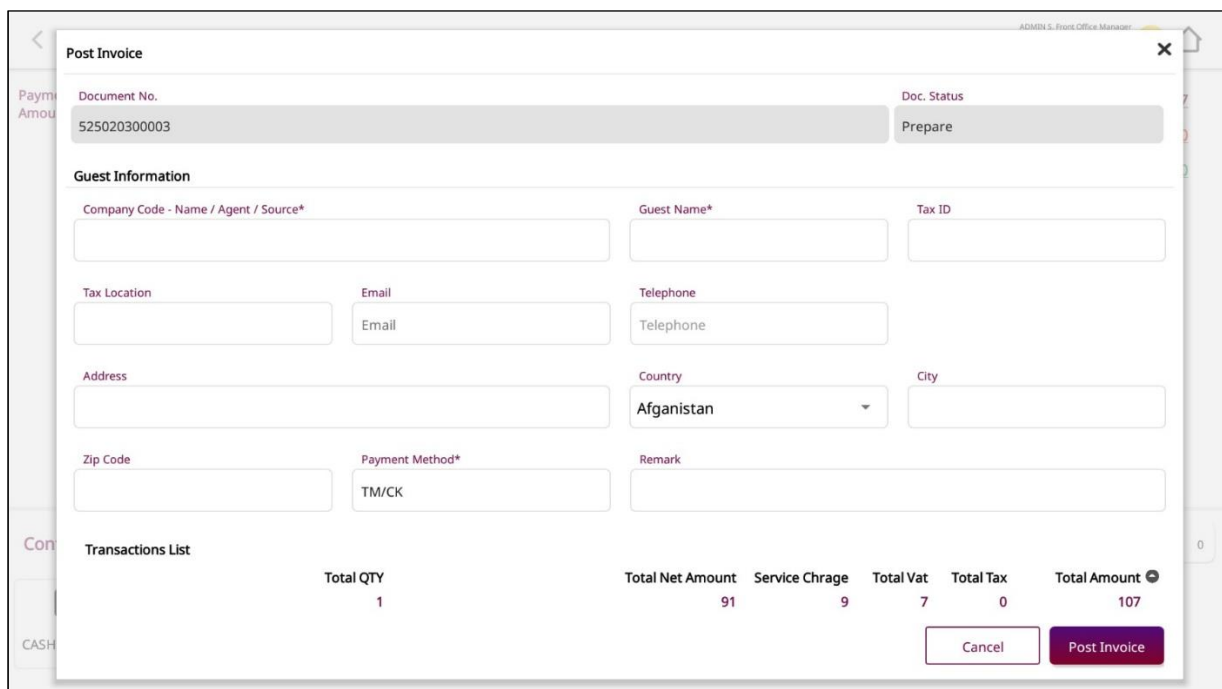
Confirms and sends the invoice to the E-Invoice system.

8. Cancel

Closes the form without saving changes.

9. Finalize in BU PCS

After confirming that the invoice has been successfully posted, select **BU PCS** to complete the process.



Post Invoice

Document No. 525020300003 Doc. Status Prepare

Guest Information

Company Code - Name / Agent / Source* Guest Name* Tax ID

Tax Location Email Telephone

Address Country City

Country Afganistan

Zip Code Payment Method* Remark

Payment Method* TM/CK

Transactions List

Total QTY	Total Net Amount	Service Charge	Total Vat	Total Tax	Total Amount
1	91	9	7	0	107

Cancel Post Invoice

Note: Ensure all mandatory fields (marked with an asterisk *) are completed before clicking Post Invoice.