

# Manual

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## PCS-Invoice Receipts User Guide

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## 1. Overview

This PMS – Invoice Receipts User Guide provides staff with detailed instructions on managing tax invoices, receipts, and related tasks. It covers functions such as creating and managing invoices, filing tax information, printing receipts, exporting data, and emailing invoices. The guide is designed to ensure clear, step-by-step instructions for effective use of the system in handling tax and receipt processes.

## 2. Invoice Receipts

Available under **PCS > Invoice Receipts**, this function allows staff to view a list of receipts and invoices issued to customers.

To perform the task:

1. Select **BU**.(PMS, POS, etc.)
  - Document No. — The receipt or invoice number issued by the system.  
ACC (Account Charge): Invoice issued for later payment, often for credit or corporate customers.  
ABB (Receipt): Issued when payment is received, typically after guest checkout or walk-in sales.
  - Customer Code — Internal customer reference code (if available).
  - Customer Name — The name of the customer receiving the document.
  - Vatable — Amount not subject to VAT.
  - Non Vatable — Amount not subject to VAT.
  - Amount — Total amount before VAT and service charges.
  - SER.AMT— Service charge amount (if applicable).
  - VAT.AMT— VAT amount calculated from the vatable amount.
  - TAX.AMT — Withholding tax amount (if applicable).
  - Total — Final amount payable by the customer.
  - Receipt Date — Date when the receipt or invoice was issued.
  - Ref No.— Reference number for tracking in the financial system.
2. Select Invoice receipt.
3. Press **Print** to print the receipt or invoice.

<input type="checkbox"/>	Document No.	Customer Code	Customer Name	Vatable	Non Vatable	Amount	SER.AMT	VAT.AMT	TAX.AMT	Total	Receipt Date	Ref No.
<input type="checkbox"/>	<a href="#">ACC2500005</a>		Ms. BUNNY NYYY	2,000	0	1,869	0	131	0	2,000	17/06/2025	FL25003885
<input type="checkbox"/>	<a href="#">ACC2500004</a>		ຮຸນ SIAM RAPTORS	0	500	500	0	0	0	500	17/06/2025	FL25003879
<input type="checkbox"/>	<a href="#">ACC2500003</a>		ຮຸນ SIAM RAPTORS	3,000	1,500	4,304	0	196	0	4,500	17/06/2025	FL25003881
<input type="checkbox"/>	<a href="#">ABB2500028</a>		Mrs. Emily AA	110	0	103	0	7	0	110	17/06/2025	FL25003888
<input type="checkbox"/>	<a href="#">ABB2500027</a>		Ms. BUNNY NYYY	4,500	1,500	5,706	0	294	0	6,000	17/06/2025	FL25003885
<input type="checkbox"/>	<a href="#">ABB2500026</a>		KATAE QA	4,635	0	4,332	0	303	0	4,635	17/06/2025	FL25003884
<input type="checkbox"/>	<a href="#">ABB2500025</a>		ຮຸນ SIAM RAPTORS	3,000	1,500	4,304	0	196	0	4,500	17/06/2025	FL25003879
<input type="checkbox"/>	<a href="#">ABB2500024</a>		QA SMART	4,635	0	4,332	0	303	0	4,635	17/06/2025	FL25003876
<input type="checkbox"/>	<a href="#">ABB2500023</a>		Kannika SMF	8,470	0	7,916	0	554	0	8,470	17/06/2025	FL25003875

**Note:** Ensure all receipt and invoice details are accurate to avoid discrepancies in customer billing records.

### 3. Tax & Receipt Center

Available under **PCS > Tax & Receipt Center**, this function allows staff to manage tax invoices and receipt-related tasks.

To perform the task:

1. Select Hotel and BU. (PMS, POS, etc..)
2. Select Tax Invoice.
  - This status means Invoice that has not been filed for tax purposes.
  - This status means Invoice that has been filed for tax purposes.
3. Select **Undo** to reverse the previous action.
4. Select **Tax Filing** to mark the invoice as filed for tax purposes.
5. Select **Activity Log** to view the log of actions performed on the invoice.
6. Select **Print** to print the invoice.
7. Select **Export** to export the invoice data.
8. Select **Send Mail** to email the invoice.
9. Select **Undo Tax filling** to reverse the tax filing action. (This option appears when the invoice has already been tax filed)

Status	Doc. Date	Tax INV Receipt	Customer Name	Net	Service	Vat	Tax	Total Amount	Vat TBL	N-Vat.TBL	Tax Filing
<input type="checkbox"/>	04/03/2025	<a href="#">IV25030401</a>	Khun SUWIMON SMF	46,061.38	4,576.15	3,523.63	0.00	54,161.16	53,861.16	300.00	
<input checked="" type="checkbox"/>	04/03/2025	<a href="#">CN25030001</a>	Mr. Ben BenTo	1,400.00	0.00	0.00	0.00	1,400.00	0.00	1,400.00	
<input type="checkbox"/>	02/03/2025	<a href="#">IV25030202</a>	Miss Anya Jan	98,026.15	9,802.64	7,548.01	3.20	115,380.00	115,376.80	0.00	18/06/20
<input type="checkbox"/>	02/03/2025	<a href="#">IV25030201</a>	Miss Anya Jan	144,434.96	14,443.54	11,121.50	0.00	170,000.00	170,000.00	0.00	

**Note:** Ensure accurate tax filing status. Undo Tax Filing is available only for invoices that have been tax filed.