

Manual

Soraso AR User Guide

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1. Overview

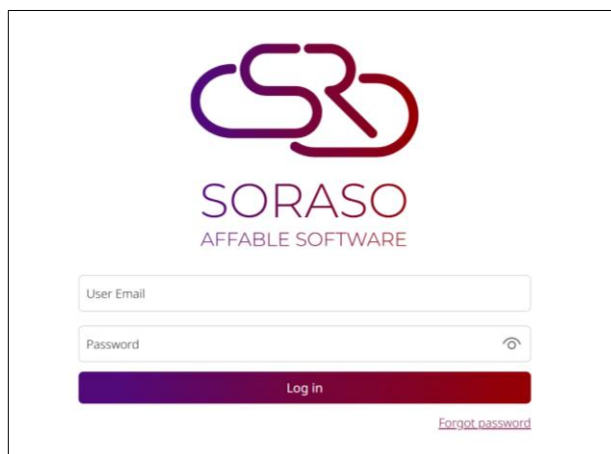
The Soraso AR module manages all Accounts Receivable operations including contract billing, invoicing, payment tracking, and aging reports. It provides full support for city ledger transactions, credit management, and financial document generation. The system ensures accurate tracking of receivables through automated and manual workflows with audit-ready logs. AR reports can be exported in various formats to support reconciliation and decision-making.

2. Login Web Soraso

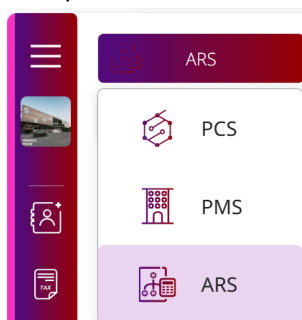
This function allows authorized users to log in to the Soraso web system and access the ARS (Accounts Receivable System) module by selecting the correct Business Unit (BU).

To perform the task

1. Go to the Soraso login page.
2. Enter your Username, e.g., Staff@smartfinder.asia.
3. Enter your Password, e.g., Password111.
4. Click the Login button.



5. After logging in, select the Business Unit (BU) from the dropdown list.
6. Choose "ARS" as the system module to proceed.



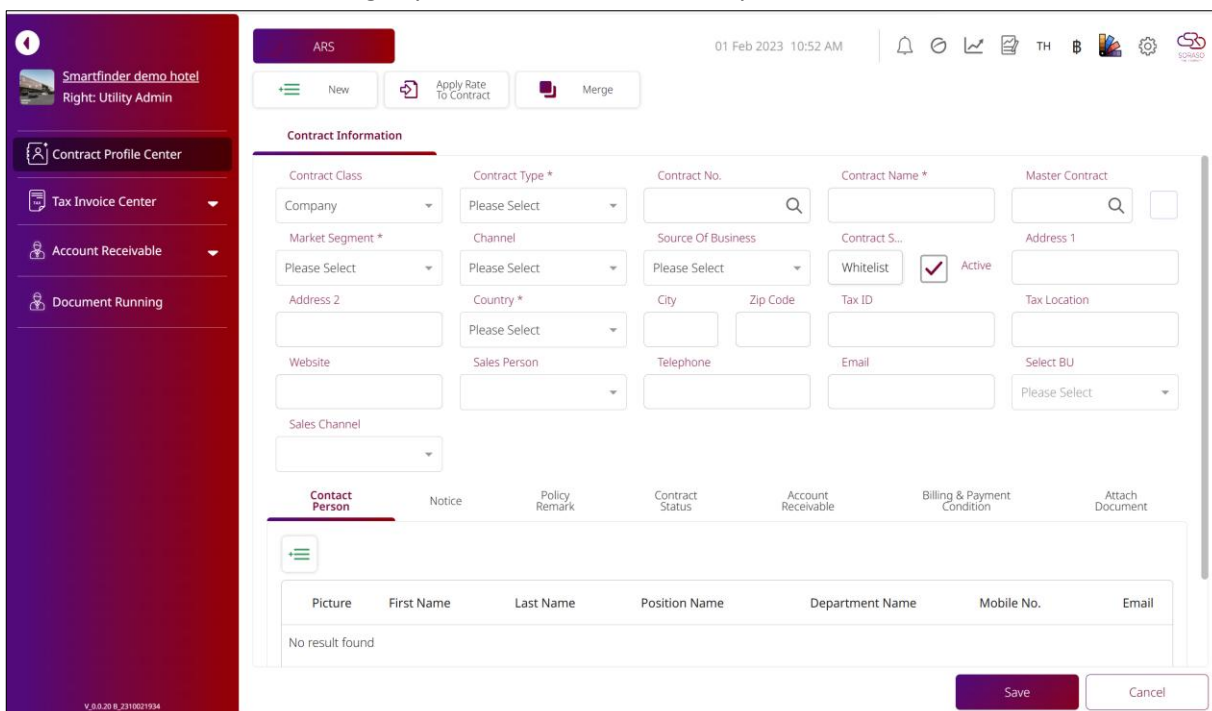
Note : The module access is permission-based. Only users with ARS access will see the ARS option.

3. Contract Information

This section allows users to view and manage contract-related financial configurations such as credit terms, templates, and deposit & guarantee information.

To perform the task

1. After logging into ARS, select the menu Contract Profile Center.
2. Search for a contract using keyword or filters, or manually select a contract from the list.



Contract Information

Contract Class: Company
 Contract Type *: Please Select
 Contract No.:
 Contract Name *:
 Master Contract:
 Market Segment *: Please Select
 Channel: Please Select
 Source Of Business: Please Select
 Contract S...: Whitelist ☒ Active
 Address 1:
 Address 2:
 Country *: Please Select
 City:
 Zip Code:
 Tax ID:
 Tax Location:
 Website:
 Sales Person:
 Telephone:
 Email:
 Select BIJ: Please Select
 Sales Channel:

Contract Person: Notice: Policy Remark: Contract Status: Account Receivable: Billing & Payment Condition: Attach Document

Picture	First Name	Last Name	Position Name	Department Name	Mobile No.	Email
No result found						

Save Cancel

3. Click the desired Contract Number to open the Contract Profile.

Search Contract Profile List

Both Active Inactive

smart

Contract No.	Company Name	Telephone	Email	Total Revenue	Re
COR0000011	SMARTFINDER	024226789	smartfinder@asia	0.00	
DIR0000002	Smart Finder Co., Ltd.	053053053	mail@mail.com	86,356.66	No
OTA0000002	Ctrip.com	055555555	kannika.smartfinder@gmail.com	0.00	

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 Author : Documentation Team

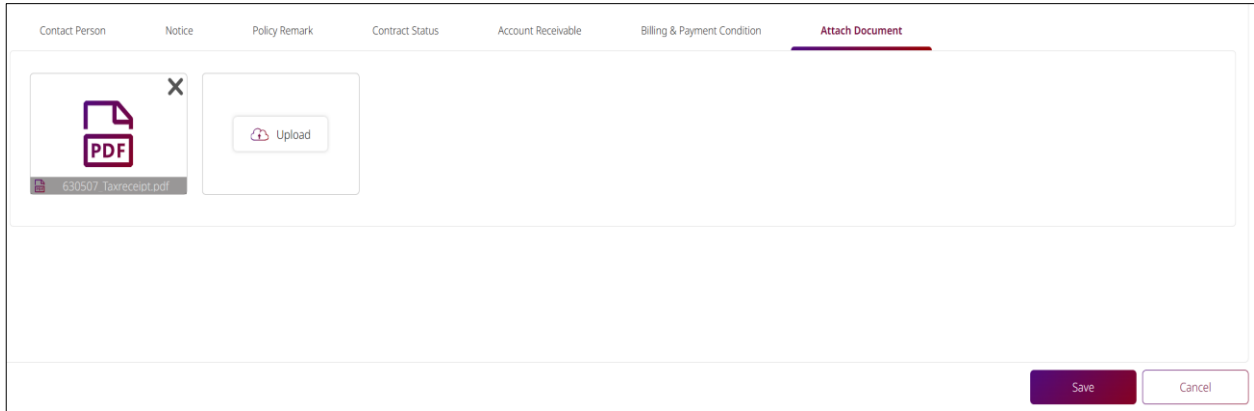
4. Click on the Account Receivable tab.
5. Input or review the following fields: Credit Term Day, Credit Limit, Contract Status, AR Group, Remark.
6. Scroll to the Data Template section and set: Invoice Template, Invoice/Tax Receipt Template, Receipt Template, Tax Receipt Template.
7. View Deposit & Guarantee information if available.

Contact Person	Notice	Policy Remark	Contract Status	Account Receivable	Billing & Payment Condition	Attach Document																		
Credit Term (Day) Credit Limit Contract Status AR Group * No Select No Select No Select																								
Remark																								
Data Template Invoice Template Invoice/Tax Receipt Template Receipt Template Tax Receipt Template No Select No Select No Select No Select																								
Deposit & Guarantee Oct 2023 Deposit Guarantee 0.00 <table border="1"> <thead> <tr> <th>No</th> <th>Document No.</th> <th>Payment</th> <th>Amount</th> <th>Paid Date & Time</th> <th>Receive By</th> </tr> </thead> <tbody> <tr> <td colspan="6">No result found</td> </tr> <tr> <td colspan="4">Total Amount</td> <td colspan="2">0.00</td> </tr> </tbody> </table>							No	Document No.	Payment	Amount	Paid Date & Time	Receive By	No result found						Total Amount				0.00	
No	Document No.	Payment	Amount	Paid Date & Time	Receive By																			
No result found																								
Total Amount				0.00																				
					Save	Cancel																		

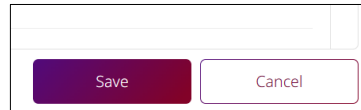
8. Click on the Billing & Payment Condition tab and configure invoice/payment settings.
9. Set Reminding Letter aging periods (e.g. Current, Over 30, Over 60, etc.).

Contact Person	Notice	Policy Remark	Contract Status	Account Receivable	Billing & Payment Condition	Attach Document																								
Billing Auto Invoice Manual PMS * All Outlet * After Checked Out Close Day																														
Payment Credit Card Auto (Check-Out) Auto-After Checked-out Auto-Billing Due Date 0 Manual Invoice																														
Reminding Letter <table border="1"> <thead> <tr> <th>Aging</th> <th>Day(s) From</th> <th>Day To</th> <th></th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>0</td> <td>30</td> <td>No</td> </tr> <tr> <td>Over 30</td> <td>31</td> <td>60</td> <td>No</td> </tr> <tr> <td>Over 60</td> <td>61</td> <td>90</td> <td>No</td> </tr> <tr> <td>Over 90</td> <td>91</td> <td>120</td> <td>Yes</td> </tr> <tr> <td>Over 120</td> <td>121</td> <td>9999</td> <td>No</td> </tr> </tbody> </table>							Aging	Day(s) From	Day To		Current	0	30	No	Over 30	31	60	No	Over 60	61	90	No	Over 90	91	120	Yes	Over 120	121	9999	No
Aging	Day(s) From	Day To																												
Current	0	30	No																											
Over 30	31	60	No																											
Over 60	61	90	No																											
Over 90	91	120	Yes																											
Over 120	121	9999	No																											
					Save	Cancel																								

10. Click on the Attach Document tab and upload necessary files.



11. Click Save or Cancel as required.



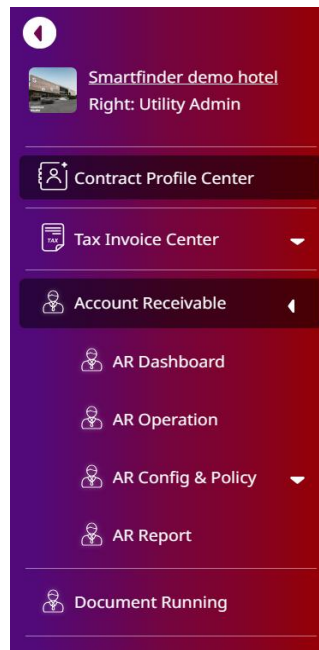
Note: Ensure templates are correctly mapped to avoid errors in document generation.

4. Account Receivable

This menu provides access to key AR tools including AR Dashboard, AR Operation, and contract-level actions.

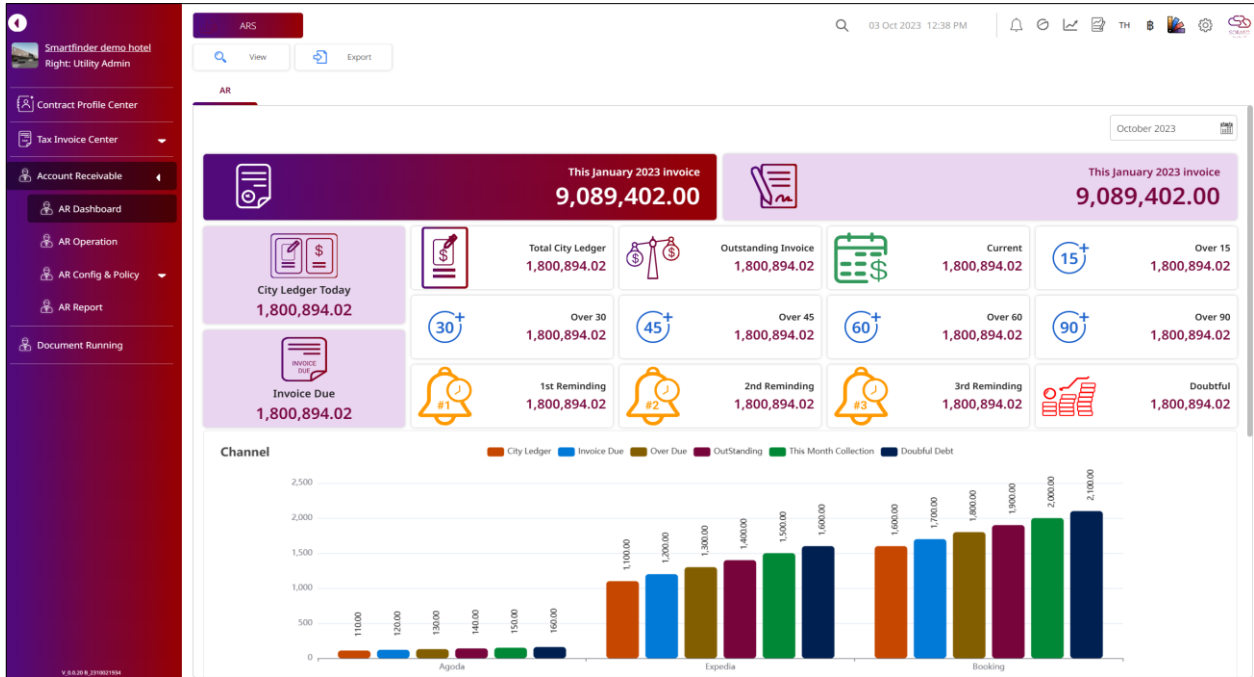
To perform the task

1. Click on the Account Receivable tab from the main menu.

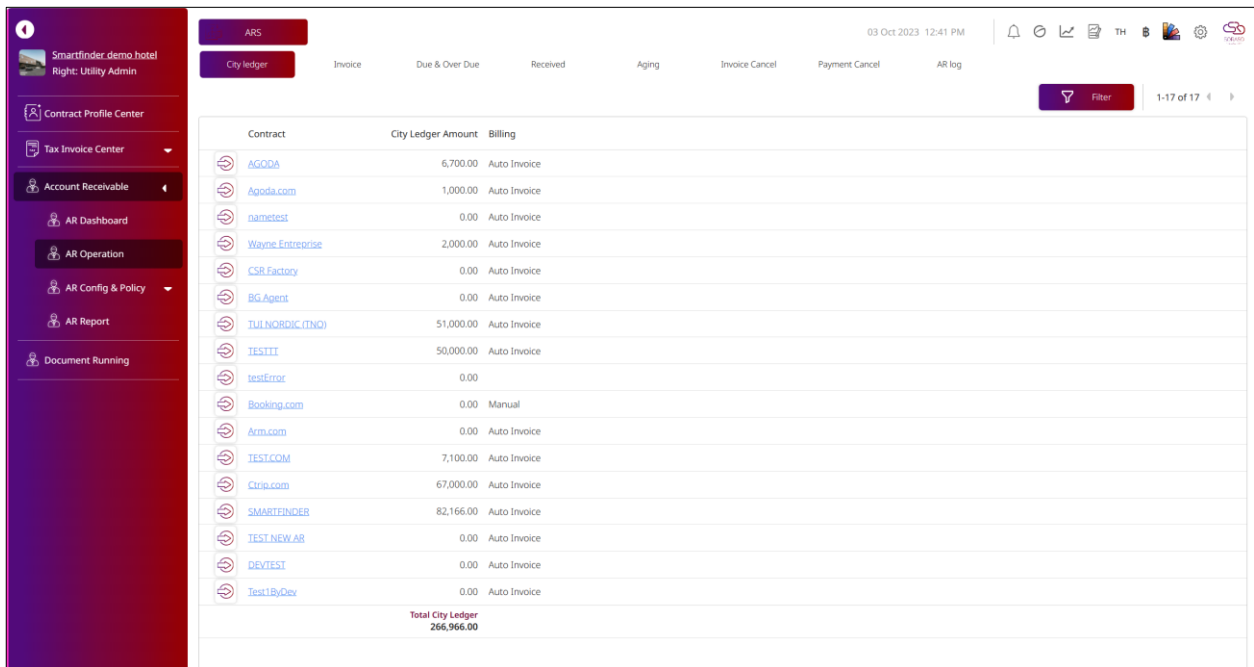


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2. Navigate to the AR Dashboard tab to view summary data and metrics.



3. Select the AR Operation tab to perform transaction-level operations.



The AR Operation tab displays a list of contracts with their respective City Ledger Amount and Billing details. The table includes a search bar, a filter button, and a pagination indicator (1-17 of 17).

Contract	City Ledger Amount	Billing
AGODA	6,700.00	Auto Invoice
Agoda.com	1,000.00	Auto Invoice
nametest	0.00	Auto Invoice
Wayne Enterprise	2,000.00	Auto Invoice
CSR Factory	0.00	Auto Invoice
BIG Agent	0.00	Auto Invoice
TULINORDIC (THG)	51,000.00	Auto Invoice
TESTIT	50,000.00	Auto Invoice
testError	0.00	
Booking.com	0.00	Manual
Arm.com	0.00	Auto Invoice
TEST.COM	7,100.00	Auto Invoice
Ctrip.com	67,000.00	Auto Invoice
SMARTFINDER	82,166.00	Auto Invoice
TEST_NEW_AR	0.00	Auto Invoice
DEVTEST	0.00	Auto Invoice
Test1ByDev	0.00	Auto Invoice
Total City Ledger	266,966.00	

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 Author : Documentation Team

4. Within AR Operation, select Press Contract to view associated data for city ledger and transactions.

ARS

03 Oct 2023 12:43 PM

TH

City ledger

Invoice

Due & Over Due

Received

Aging

Invoice Cancel

Payment Cancel

AR log

City Ledger List

←

Contract City Ledger

📄

AR Posting

🔍

Filter

1-10 of 10

Contract: SMARTFINDER / AR Posting

☐	Post Date	Property	Bu Code	Check/Folio	City Ledger	Ref No.	Guest Name/Group Code&Name	Voucher No.	Room No.	Status	Inv
☐	22/09/2023 10:25	Smartfinder demo hotel	ARS	FL00099	30,000.00		Smart			CityLedger	
☐	22/09/2023 10:54	Smartfinder demo hotel	ARS	FL00035	5,000.00		Smart3			CityLedger	
☐	22/09/2023 10:54	Smartfinder demo hotel	ARS	FL00035	20,000.00		Smart3			CityLedger	
☐	22/09/2023 12:10	Smartfinder demo hotel	ARS	FL00020	500.00		GuestA			CityLedger	
☐	22/09/2023 12:10	Smartfinder demo hotel	ARS	FL00020	6,666.00		GuestA			CityLedger	
☐	25/09/2023 19:23	Smartfinder demo hotel	ARS	FL	1,000.00		ARM			CityLedger	
☐	27/09/2023 10:48	Smartfinder demo hotel	ARS	FL#1002	2,500.00		Darineee			CityLedger	
☐	28/09/2023 16:40	Smartfinder demo hotel	ARS	FL1009	6,000.00		Nana lee			CityLedger	
☐	02/10/2023 11:52	Smartfinder demo hotel	ARS	FL0009	5,000.00		test1			CityLedger	
☐	02/10/2023 15:12	Smartfinder demo hotel	ARS	FL00099	5,500.00		test			CityLedger	
Total Select 0.00					Total City Ledger 82,166.00		Total Filter 82,166.00				

Note: Ensure correct contract is selected before proceeding.

5. City Ledger

This function enables users to post, edit, confirm, or void City Ledger transactions either manually or via auto interface from the Soraso PMS/POS system. It also supports invoice generation and deposit/payment handling.

To perform the task

1. Click **City Ledger** from the AR menu.

ARS

City ledger

Invoice

Due & Over Due

Received

Aging

Invoice Cancel

Payment Cancel

AR log

01 Feb 2023 12:38 PM

EN

QA

City Ledger List

Contract City Ledger

AR Posting

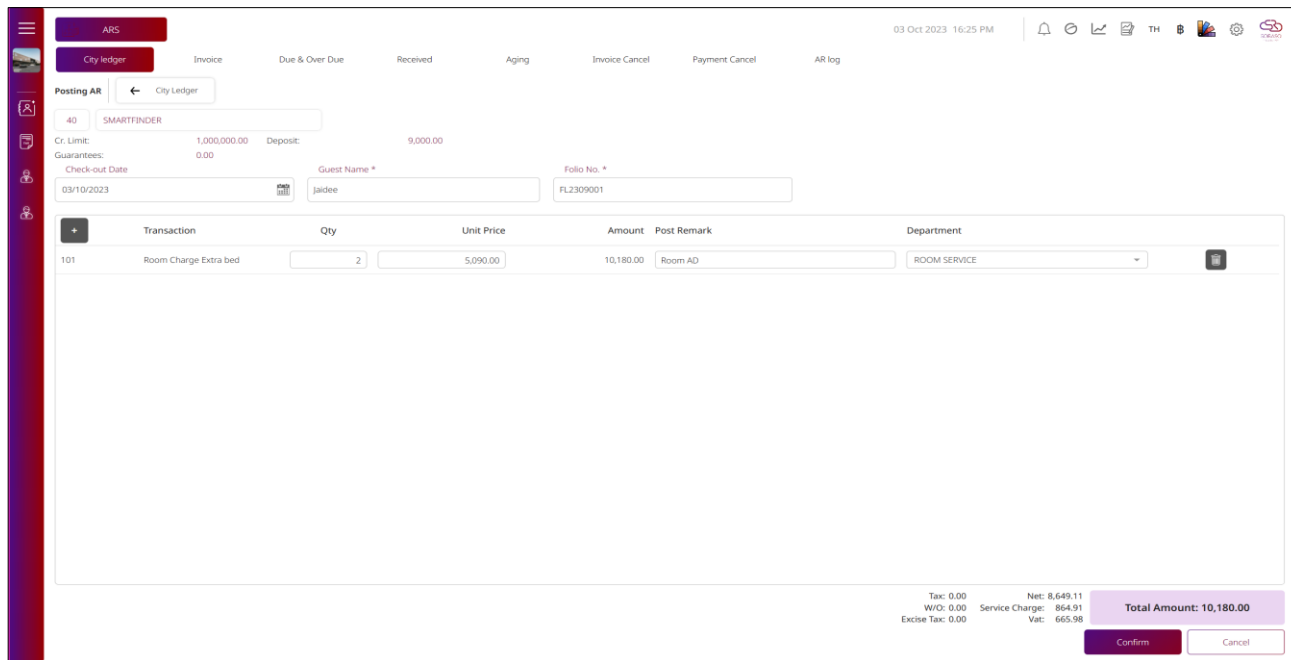
Filter

1-6 of 6

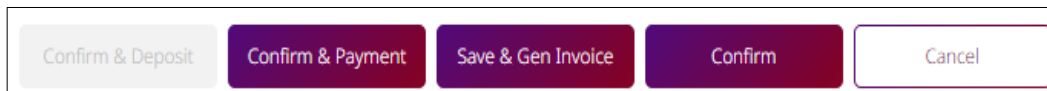
Contract: SMARTFINDER / AR Posting

☐	Post Date	Property	Bu Code	Check/Folio	City Ledger	Ref No.	Guest Name/Group Code&Name	Voucher No.	Room No.	Status	Invoice No.	Cashier	Check Out	Trans.
☐	22/09/2023 10:54	Smartfinder demo hotel	ARS	FL00035	20,000.00		Smart3			City Ledger			03/09/2023 10:54	Revenue
☐	22/09/2023 12:10	Smartfinder demo hotel	ARS	FL00020	500.00		GuestA			City Ledger			11/09/2023 12:10	Revenue
☐	22/09/2023 12:10	Smartfinder demo hotel	ARS	FL00020	6,666.00		GuestA			City Ledger			11/09/2023 12:10	Revenue
☐	25/09/2023 19:23	Smartfinder demo hotel	ARS	FL	1,000.00		ARM			City Ledger		DevAll	25/09/2023 19:23	Revenue
☐	27/09/2023 10:48	Smartfinder demo hotel	ARS	FL#1002	2,500.00		Darinnee			City Ledger			24/09/2023 10:48	Advance
☐	28/09/2023 16:40	Smartfinder demo hotel	ARS	FL1009	6,000.00		Nana lee			City Ledger			28/09/2023 16:40	Advance
Total Select 0.00					Total City Ledger 36,666.00		Total Filter 36,666.00							

2. Click AR Posting.



3. Select the Check-Out Date using the calendar.
4. Enter Guest Name and Folio No.
5. Click Add + to add transaction details including Qty, Unit Price, and Remark.
6. Use Edit or Remove if needed.



7. Click Confirm & Deposit – data will move to Invoice page.
8. Click Confirm & Payment – system redirects to Payment page.
9. Click Save & Gen Invoice – system generates invoice.
10. Click Confirm to save transaction, or Cancel to discard.

ARS

City ledger

Invoice

Due & Over Due

Received

Aging

Invoice Cancel

Payment Cancel

AR log

01 Feb 2023 14:27 PM

EN

B

City Ledger List

←

Contract City Ledger

AR Posting

Filter

1-12 of 12

Contract:

Crip.com / AR Posting

	Post Date	Property	Bu Code	Check/Folio	City Ledger	Ref No.	Guest Name/Group Code&Name	Voucher No.	Room No.	Status	Invoice No
	19/09/2023 11:47	Smartfinder demo hotel	ARS	FL00002	1,500.00		Chadlington			CityLedger	
	22/09/2023 17:03	Smartfinder demo hotel	ARS	PT002	60,000.00		Ploy			CityLedger	
	27/09/2023 10:25	Smartfinder demo hotel	ARS	WED001	1,000.00		Ploy			CityLedger	
	27/09/2023 10:25	Smartfinder demo hotel	ARS	WED001	1,000.00		Ploy			CityLedger	
	02/10/2023 14:17	Smartfinder demo hotel	ARS	EL9999	500.00		Deposit			CityLedger	
	02/10/2023 14:47	Smartfinder demo hotel	ARS	MN003	2,500.00		Ploy			CityLedger	
	02/10/2023 15:04	Smartfinder demo hotel	ARS	MN004	100.00		Ploy			CityLedger	
	02/10/2023 15:04	Smartfinder demo hotel	ARS	MN004	150.00		Ploy			CityLedger	
	05/10/2023 11:59	Smartfinder demo hotel	ARS	TH002	2,000.00		Ploy			CityLedger	
	05/10/2023 12:03	Smartfinder demo hotel	ARS	TH003	5,000.00		Ploy			CityLedger	
	05/10/2023 12:15	Smartfinder demo hotel	ARS	E001	1,000.00		Ploy			CityLedger	
	01/02/2023 14:24	Smartfinder demo hotel	PMS	FL23000203	5,900.00	429	Rakchart Saewa		429	CityLedger	
Total Select 0.00					Total City Ledger 80,650.00		Total Filter 80,650.00				

6. Auto Billing – Auto Invoice

This function allows users to automatically generate invoices based on City Ledger data from PMS/POS systems. Users can review, edit, and process invoices with options to split rows, print, send via email, and handle deposit-related payments.

To perform the task:

1. Select the **Gen Invoice** button.
 - 1.1 Select the invoice type: **Invoice** or **Invoice/Tax Invoice**.
 - 1.2 Select the **Invoice Date** and **Due Date**.
 - 1.3 Review and check transaction details:
 - ☐ View detail
 - ☐ Split row
 - ☐ Edit
 - ☐ Remove
 - 1.4 Press **Gen & Print** to generate a PDF invoice.
 - 1.5 Press **Gen & Send** to email the invoice to the customer.
 - 1.6 Press **Save** to save the draft, or **Cancel** to discard.

Create Invoice

☒ Invoice
 ☐ Invoice/Tax Invoice

14-Smartfinder

Cr. Limit: 0.00
 Deposit: 15,500.00
 Credit Terms: 120

Invoice No. 123120000000059
 Tax / Invoice Date 22/12/2023
 Due Date 20/04/2024
 Credit Terms* 120

Invoice List

Remark On Invoice

Term and Payment Condition

Detail	Qty	Unit Price	Original Price	Amount	Vat	Service	Tax	Excise Tax
AR001 15/12/2023 15/12/2023 BVC2300266 Smartfinder	1	103,350.00	103,350.00	103,350.00	✓	✓		

Remark On Invoice

Term and Payment Condition

Tax: 0.00
 Excise Tax: 0.00

Net: 87,807.99
 Vat: 6,761.21
 Service Charge: 8,780.80

Total Amount: 103,350.00

Gen & Print

Gen & Send

Save

Cancel

2. Select the **Deposit Guarantee** button.
 - 2.1 Input payment reference from **Receipt** or **Tax Invoice**.
 - Options: Paid partial / Paid full amount
 - 2.2 Press **Payment** and select the appropriate **Payment Type**.

Contract

City Ledger

Invoice

Due & Over Due

Received

Aging

Invoice Cancel

Payment Cancel

All log

Invoice Payment

Invoice List

14 Smartfinder

Cr. Limit: 0.00
 Deposit: 15,500.00
 Guarantees: 0.00

Invoice

☒ Receipt
 ☐ Tax Invoice

22/12/2023

Invoice No.	Invoice Date	Outstanding	Paid	Tax (W/O)	Bank Fee	Vat Fee	Commission Fee
123120000000062	22/12/2023 15:43	9,000.00	9,000.00	No	No	No	No

Payment

W/O: 0.00
 Bank Fee: 0.00
 Vat Fee: 0.00
 Commission Fee: 0.00
 Tax: 0.00
 Excise Tax: 0.00
 Service Charge: 764.66

Total Paid : 9,000.00
Total Amount : 9,000.00

3. Select the **Payment** button to open the payment input form again.
4. Select the **Split Row** button.
 - 4.1 Enter the **Amount**.
 - 4.2 Enter **Remark**.
 - 4.3 Press **Confirm** ☐ Data will be shown in the City Ledger page.
 - 4.4 Press **Cancel** to discard the split.

Split Row
✕

Contract : Smartfinder

City Ledger Amount

103,350.00

Amount

0.00

Remark

5. Select the **Edit** button.
 - Edit transaction **Quantity** or **Unit Price**
 - Add new transaction lines (Qty / Price)
 - Press **Confirm** to save changes

ARS

21 Nov 2023 11:54 AM



Contract
City Ledger
Invoice
Due & Over Due
Received
Aging
Invoice Cancel
Payment Cancel
AR log

Posting AR

←

City Ledger

478

Bulk Voucher

Cr. Limit: 500,000.00

Guarantees: 0.00

Check-out Date: 25/12/2023

Deposit: 0.00

*Guest Name *:* nowdoe

*Folio No. / Ref No. *:* FL122244

	Transaction	Qty	Unit Price	Amount	Post Remark	Department
D004	BANK TRANSFER DEPOSIT	1	2,000.00	2,000.00		ASSET

Net: 1,699.24

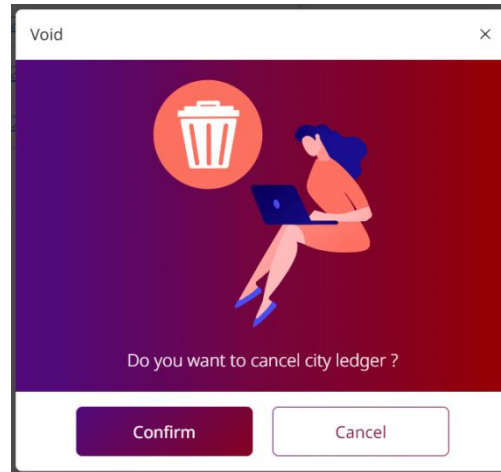
Tax: 0.00 Vat: 130.84

Excise Tax: 0.00 Service Charge: 169.92

Total Amount: 2,000.00

Confirm

6. Select the **Void** button.
 - Press **Void** A confirmation popup will appear
 - 6.1 Click **Confirm** The data will be moved to void state
 - 6.2 Click **Cancel** Data will return to City Ledger page



Note: Once voided, the transaction is no longer editable and moved to a separate voided state. Always verify invoice and payment details before confirming actions.

7. Invoice

This function allows users to view, generate, send, print, split, and cancel invoices and tax documents related to AR contracts.

To perform the task

1. Click Invoice tab to view all invoice/tax invoice records.

ARS

05 Oct 2023 15:50 PM

City ledger

Invoice

Due & Over Due

Received

Aging

Invoice Cancel

Payment Cancel

AR log

Invoice List

Contract Invoice

Filter

1-17 of 17

Contract: SMARTFINDER / AR Posting

	Property	Bu Code	Inv. No Tax Inv. No.	Inv. Date	Due Date	Terms	Ref No.	Invoice Amount	Payment Amount	Outstanding	Billing No

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 Author : Documentation Team

2. Select one item by checkbox to activate action buttons.
3. Click Print to generate PDF.

ใบแจ้งหนี้

Invoice

Original / ต้นฉบับ

SMARTFINDER (Head Office) / SMARTFINDER (Head Office)

9924 Moo 9

Ins./Tel. : 033004999

เลขประจำตัวผู้เสียภาษี/Tax No. 0205553005742

Company : SMARTFINDER (Head Office)

Address : 99/24 Rajchapreuk Road,

Tax ID No. : 0000000142224

Doc No : I23120000000074

Ref No : BVC2300265

Date : 25/12/2023

Due Date : 23/04/2024

No.	Detail	QTY	Unit Price	Amount
1	AR001 25/12/2023 25/12/2023 BVC2300265 Smartfinder	1.00	51,375.00	51,375.00

USD 0.00

WON 0.00

YEN 0.00

Net 43,649.10

Vat 3,360.98

Service Charge 4,364.91

Tax 0.00

Excise Tax 0.00

จำนวนเงินที่ชำระเงินหรือจะรับชำระ

GRAND TOTAL

51,375.00

Remark :

Term and Payment Condition :

ธนาคาร / Payment

Name Of Bank : BANK OF AYUDHYA PLC.

Branch of Bank : Soi Khaotalo Pattaya

Name of Account : Amazon Falls Co., Ltd.

Number of Saving Account : 616-1-18672-8

ผู้อนุมัติ / Approved by

25/12/2023

วันที่ / Date

ผู้รับใบแจ้งหนี้ / Recipient

25/12/2023

วันที่ / Date

4. Click Send to email invoice to Contract/Agent.
5. Click Credit/Debit Note, select type, enter data, then choose Gen & Print, Gen & Send, Save, or Cancel.

Make Credit/Debit

Debit

Credit

Ref Invoice No.: I23120000000074

Invoice Date : 25/12/2023

Due Date : 23/04/2024

AR AC & Company/Agent : Amount : 51,375.00

Smartfinder

Cr. Limit : 0.00

Deposit : 10,000.00

Credit Terms : 120

Credit/Debit No. : DB2312000000015

Credit/Debit Date : 25/12/2023

Due Date : 23/04/2024

Credit Terms * : 120

Invoice List

Remark On Invoice

Term and Payment Condition

+

Code	Transaction	Qty	Unit Price	Amount	Vat	Service	Tax	Excise Tax
302	RENT REVENUE	1	0.00	0.00	☒	☒	☐	☐

Check/Folio*

Ref No.

Guest Name/Group Name *

Voucher No.

Room No./Table No.

Check Out *

Department

Tax: 0.00

Excise Tax: 0.00

Net: 0.00

Vat: 0.00

Service Charge: 0.00

Total Amount: 0.00

Gen & Print

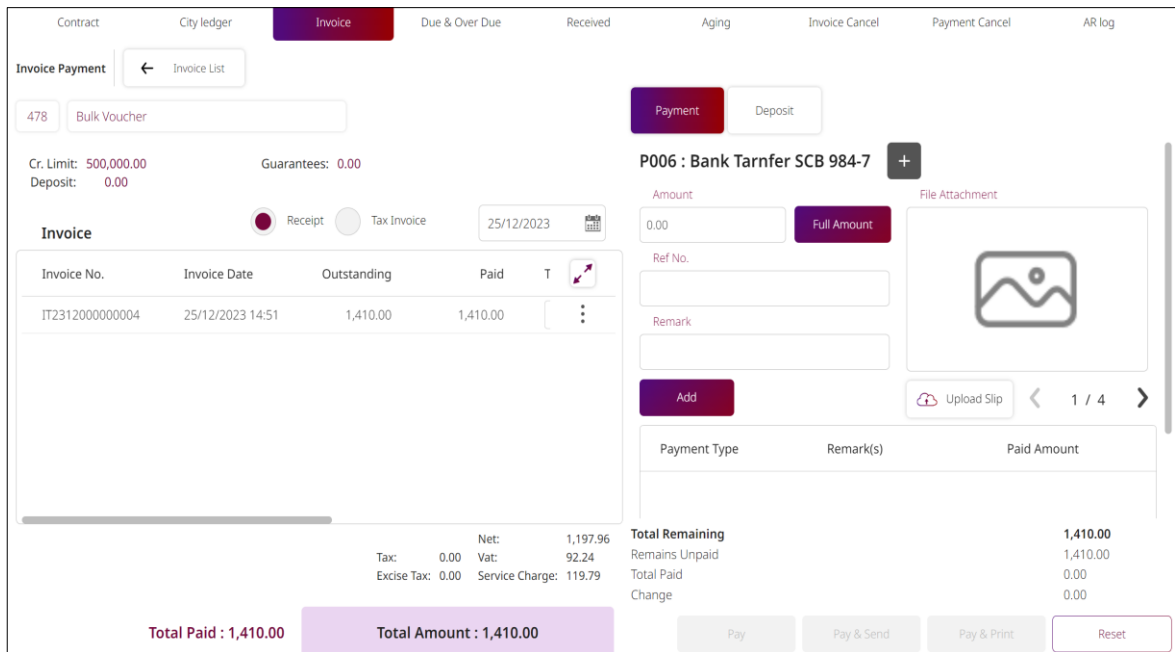
Gen & Send

Save

Cancel

Version : 1.0
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 Author : Documentation Team

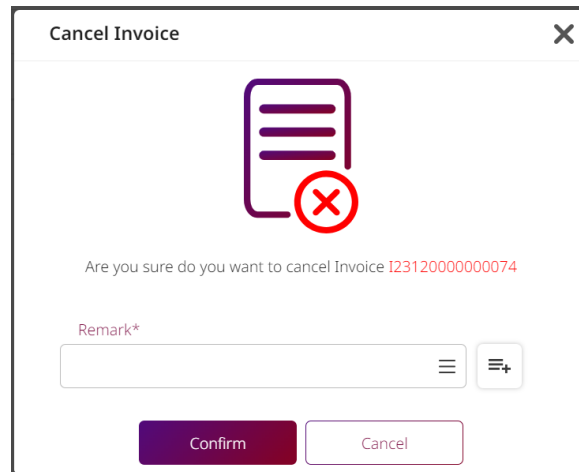
- Click Payment to open payment page. Select type, add reference, and click Pay / Pay & Send / Pay & Print.



The screenshot shows the 'Invoice Payment' page. At the top, there are tabs: Contract, City ledger, **Invoice**, Due & Over Due, Received, Aging, Invoice Cancel, Payment Cancel, and AR log. Below the tabs, there's a navigation bar with 'Invoice Payment' and 'Invoice List'. The main area is divided into several sections:

- Top Left:** '478 Bulk Voucher' and 'Cr. Limit: 500,000.00', 'Deposit: 0.00'.
- Top Right:** 'Payment' and 'Deposit' buttons, and 'P006 : Bank Tarnfer SCB 984-7'.
- Center:** 'Invoice' section with 'Receipt' and 'Tax Invoice' radio buttons, and a date '25/12/2023'.
- Table:** An 'Invoice' table with columns: Invoice No., Invoice Date, Outstanding, Paid, T. It contains one row: IT2312000000004, 25/12/2023 14:51, 1,410.00, 1,410.00.
- Bottom Left:** 'Total Paid : 1,410.00' and 'Total Amount : 1,410.00'.
- Bottom Right:** 'Total Remaining' section with 'Remains Unpaid: 1,410.00', 'Total Paid: 0.00', and 'Change: 0.00'.
- Buttons:** 'Pay', 'Pay & Send', 'Pay & Print', and 'Reset'.

- Click Cancel Invoice, add remark, and Confirm or Cancel.



The screenshot shows a 'Cancel Invoice' dialog box. It has a title bar with 'Cancel Invoice' and a close button. Inside, there's a large icon of a document with a red 'X' over it. Below the icon, it says 'Are you sure do you want to cancel Invoice I23120000000074'. There's a 'Remark*' field with a text input and a 'Confirm' button. At the bottom, there are 'Confirm' and 'Cancel' buttons.

Version : 1.0
 Last Updated : 6 June 2025
 Author : Documentation Team

8. Click AR Statement, add remark, Confirm or Cancel.

AR Statement
✕

Billing No

BLT231200000009

Billing Date

25/12/2023

Remark

Confirm

Cancel

9. Click Split Invoice, enter amounts, Confirm or Cancel.

Split Invoice
✕

I2312000000079:
1,600.00

No Of Invoice

2

Amount per Invoice

800.00

Confirm

Cancel

10. Edit invoice date or credit term, then Gen & Print / Gen & Send / Save / Cancel.

Edit Invoice
✕

☒ Invoice

☐ Invoice/Tax Invoice

14-Smartfinder

Cr. Limit: 0.00

Deposit: 10,000.00

Credit Terms: 120

Invoice No.

I23120000000080

Tax / Invoice Date

26/12/2023

Due Date

24/04/2024

Credit Terms*

120

Original Invoice : 1,600.00

Invoice List

Remark On Invoice

Term and Payment Condition

Detail	Qty	Unit Price	Original Price	Amount	Vat	Service	Ta:
No Of Invoice : 1			800.00				
AR001 26/12/2023 26/12/2023 FL2612231 QA	1	800.00	800.00	800.00	✓	✓	
No Of Invoice : 2			800.00				
AR001 26/12/2023 26/12/2023 FL2612231 QA	1	800.00	800.00	800.00	✓	✓	

Tax: 0.00

Excise Tax: 0.00

Net: 1,359.39

Vat: 104.67

Service Charge: 135.94

Total Amount: 1,600.00

Gen & Print

Gen & Send

Save

Cancel

Note: Splitting invoices will cancel the original invoice. Credit/Debit Notes must align with audit policy.

This function allows users to manage overdue invoices by generating reminder letters or marking accounts as doubtful debts.

1. Select the **Due & Overdue** tab.
2. Select the checkbox of the data item(s) you wish to process.

3. The system will display the following action buttons:

- **Create Letter**
- **Doubtful Debt**

4. Press the **Create Letter** button.

- 4.1 The system will show the **Letter Overdue** screen.
- 4.2 Press **Confirm**. The system will display a symbol to indicate successful confirmation.
- 4.3 Press **Confirm & Send**. The system will display a symbol indicating the letter has been sent.
- 4.4 Press **Cancel** to cancel the operation.

Page | 17

5. Press the **Doubtful Debt** button.

- Select the item you want to mark as doubtful debt.
- The system will display a symbol to indicate the status of the selected item.

ARS

City ledger

Invoice

Due & Over Due

Received

Aging

Invoice Cancel

Payment Cancel

AR log

Due & Over Due

Contract Over Due

Filter

1-20 of 20

Contract: SMARTFINDER / AR Posting

	Property	Bu Code	Inv. No	Inv. Date	Due Date	Overdue	Ref No.	Amount	Payment Amount	Outstanding	Letter No	Letter Date
☐	Smartfinder demo hotel	ARS	I230000000218	10/01/2023	08/05/2023	150	FL00099	3,330.84	100.00	3,230.84	LTN230000000101	22/09/2023
☐	Smartfinder demo hotel	ARS	I230000000225	22/02/2023	20/06/2023	107	FL00033	10,000.00	0.00	10,000.00		22/09/2023
☐	Smartfinder demo hotel	ARS	I230000000244	25/03/2023	23/07/2023	74	FL00026	9,000.00	5,000.00	4,000.00		25/09/2023
☐	Smartfinder demo hotel	ARS	I2309000000027	28/03/2023	26/07/2023	71	FL#1005,FL#1005	1,514.02	0.00	1,514.02		28/09/2023
☐	Smartfinder demo hotel	ARS	I2310000000026	03/10/2023	31/01/2024	0	FL2309001	10,180.00	0.00	10,180.00		03/10/2023
☐	Smartfinder demo hotel	PMS	I2310000000038	04/10/2023	01/02/2024	0	FL23000201	2,675.00	0.00	2,675.00		04/10/2023
☐	Smartfinder demo hotel	PMS	I2310000000039	04/10/2023	01/02/2024	0	FL23000201	2,862.25	0.00	2,862.25		04/10/2023
☐	Smartfinder demo hotel	PMS	I2310000000040	04/10/2023	01/02/2024	0	FL23000202	500.00	0.00	500.00		04/10/2023
☐	Smartfinder demo hotel	ARS	I2310000000042	04/10/2023	01/02/2024	0	FL0009	5,000.00	0.00	5,000.00		04/10/2023
☐	Smartfinder demo hotel	ARS	I2310000000043	04/10/2023	01/02/2024	0	FL00099	30,000.00	0.00	30,000.00		04/10/2023
☐	Smartfinder demo hotel	ARS	I2310000000045	04/10/2023	01/02/2024	0	FL0009	5,000.00	0.00	5,000.00		04/10/2023
☐	Smartfinder demo hotel	PMS	I2310000000047	04/10/2023	01/02/2024	0	FL23000202	2,000.00	0.00	2,000.00		04/10/2023
☐	Smartfinder demo hotel	PMS	I2310000000050	04/10/2023	01/02/2024	0	FL23000202	2,199.99	0.00	2,199.99		04/10/2023
☐	Smartfinder demo hotel	PMS	I2310000000053	04/10/2023	01/02/2024	0	FL23000202	300.00	0.00	300.00		04/10/2023
☐	Smartfinder demo hotel	ARS	I2310000000055	05/10/2023	02/02/2024	0	FL10035	2,550,000.00	0.00	2,550,000.00		05/10/2023
☐	Smartfinder demo hotel	ARS	IC2309000000005	28/05/2023	25/09/2023	10		4,000.00	0.00	4,000.00		27/09/2023
☐	Smartfinder demo hotel	ARS	IC2309000000020	22/05/2023	20/09/2023	15		9,000.00	0.00	9,000.00		22/09/2023
☐	Smartfinder demo hotel	ARS	IC2309000000021	25/05/2023	20/09/2023	15		6,666.00	0.00	6,666.00		22/09/2023
☐	Smartfinder demo hotel	ARS	IT2310000000009	04/10/2023	01/02/2024	0	FL00099	5,500.00	0.00	5,500.00		04/10/2023
☐	Smartfinder demo hotel	ARS	IT2310000000013	04/10/2023	01/02/2024	0	FL00035	5,000.00	0.00	5,000.00		04/10/2023
Total Select 0.00								Amount 2,664,728.10	Payment Amount 5,100.00	Outstanding 2,659,628.10		

Note: The confirmation symbol acts as a visual indicator of successful status change.

9. Received

This section provides tools for managing received payments. Users can print payment records, send them via email, or cancel payments if necessary.

To perform the task

1. Click Received tab.
2. Select one payment by checkbox.

ARS

05 Oct 2023 15:54 PM

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📁

EN

B

🖨️

⚙️

👤

City ledger

Invoice

Due & Over Due

Received

Aging

Invoice Cancel

Payment Cancel

AR log

Received List

← Contract Received

🔼

Filter

1-8 of 8

Contract:

SMARTFINDER / AR Posting

☐		Property	Bu Code	Receipt No. Tax Inv. No.	Received Date	Ref No.	Tax (W/O)	Bank Fee	Vat Fee	Commission Fee	Received Amount	Payment Type	Cashier
☐			Smartfinder demo hotel	ARS	RC230000000061	22/09/2023 11:35	0.00	0.00	0.00	0.00	2,500.00	CASH	
☐			Smartfinder demo hotel	ARS	RC2309000000004	27/09/2023 14:11	0.00	0.00	0.00	0.00	5,000.00	DEPOSIT APPLY	
☐			Smartfinder demo hotel	ARS	RC2310000000004	02/10/2023 15:39	0.00	0.00	0.00	0.00	2,000.00	CASH OUTLET	
☐			Smartfinder demo hotel	ARS	RC2310000000005	02/10/2023 15:41	0.00	0.00	0.00	0.00	4,000.00	CASH	
☐			Smartfinder demo hotel	ARS	RC2310000000007	02/10/2023 15:50	0.00	0.00	0.00	0.00	9,000.00	CREDIT CARD	
☐			Smartfinder demo hotel	ARS	RC2310000000011	03/10/2023 10:57	0.00	0.00	0.00	0.00	100.00	CASH	DevAll
☐			Smartfinder demo hotel	ARS	PC2300000000019	22/09/2023 11:34	0.00	0.00	0.00	0.00	2,500.00	CHEQUE	
☐			Smartfinder demo hotel	ARS	PC2310000000001	02/10/2023 15:45	0.00	0.00	0.00	0.00	750.00	CASH	
											Total Received 25,850.00		

3. Click Print to preview payment PDF.
4. Click Send to email payment slip.
5. Click Cancel Payment to move it to the Payment Cancel page.

Received List

← Contract Received

Print

Send

Cancel Payment

Filter

1-2 of 2

Contract:

Bulk Voucher / AR Posting

Note: Only one item can be selected per action. Cancelled payments are kept in a separate tab for tracking.

10. Aging

This function provides a summary or detailed view of outstanding accounts receivable categorized by aging periods.

To perform the task

1. Click Aging tab.
2. Choose Summary or Detail report.
3. Click Print to preview PDF report.

City Ledger	Invoice	Due & Over Due	Received	Aging	Invoice Cancel	Payment Cancel	AR log	01 Feb 2023 12:52 PM	EN	1-17 of 17			
Contract / Agent	Credit Term	Credit Limit	Deposit Guarantee	Grand Total	UnInvoice	Issue Invoice	Current	Over 30	Over 60	Over 90	Over 120	Remark	
AGODA	15	200.00	72,300.00	328,361.00	22,700.00	305,661.00	305,661.00	0.00	0.00	0.00	0.00	Test input Re...	
Agoda.com	30	100.00	3,000.00	8,000.00	1,000.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00		
nametest	30	100.00	0.00	3,800.00	0.00	3,800.00	3,800.00	0.00	0.00	0.00	0.00		
Wayne Enterprise	30	500.00	0.00	13,346,647.50	4,000.00	13,342,647.50	13,342,647.50	0.00	0.00	0.00	0.00		
CSR Factory	30	100.00	0.00	0.00	0.00	0.00	0.00						
BIG Agent	15	0.00	0.00	0.00	0.00	0.00	0.00						
TUE NOROIC (TNG)	15	20,000.00	45,000.00	73,000.00	48,200.00	24,800.00	24,800.00	0.00	0.00	0.00	0.00		
TESTTT	15	200.00	0.00	80,000.00	0.00	80,000.00	80,000.00	0.00	0.00	0.00	0.00	111111	
testError	0	0.00	0.00	0.00	0.00	0.00	0.00						
Booking.com	60	50,000.00	0.00	8,822.05	5,587.15	3,234.90	3,234.90	0.00	0.00	0.00	0.00	8888888888	
Arm.com	30	0.00	0.00	564,444.00	0.00	564,444.00	564,444.00	0.00	0.00	0.00	0.00		
TESTCOM	120	0.00	0.00	7,100.00	6,900.00	200.00	200.00	0.00	0.00	0.00	0.00		
Chrp.com	15	999,999.00	116,000.00	704,698.58	35,654.30	669,034.28	669,034.28	0.00	0.00	0.00	0.00	OK Test	
SMARTFINDER	120	1,000,000.00	9,000.00	2,649,765.85	36,666.00	2,633,099.85	2,614,354.99	0.00	5,514.02	10,000.00	3,230.84	Smartfinder.asia	
TEST NEW AR	30	100,000.00	0.00	0.00	0.00	0.00	0.00					testdefault	
DEVTEST	0	0.00	0.00	0.00	0.00	0.00	0.00						
Test1ByDev	0	0.00	0.00	0.00	0.00	0.00	0.00						
				Credit Limit	Deposit Guarantee	Grand Total	Total UnInvoice	Total Invoice	Current	Over 30	Over 60	Over 90	Over 120
				2,171,199.00	245,300.00	17,794,638.98	160,717.45	17,633,921.53	17,615,176.67	0.00	5,514.02	10,000.00	3,230.84

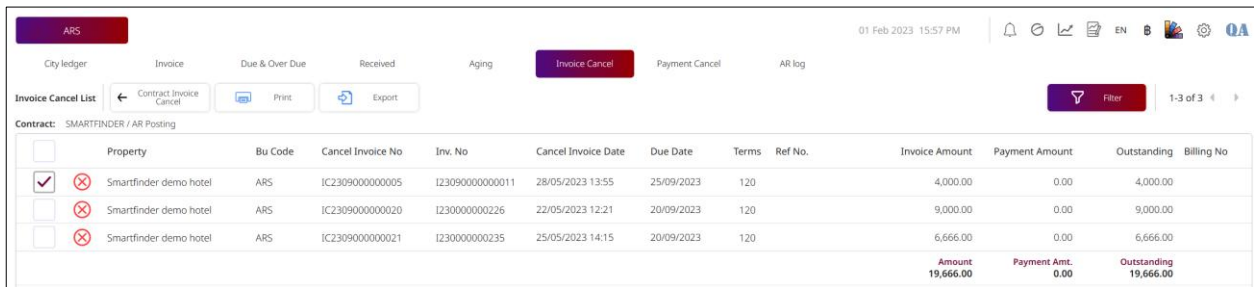
Note: Use aging reports for financial analysis and collection planning. Ensure contracts have updated aging settings for accurate reports.

11. Invoice Cancel

This function allows users to manage cancelled invoices and generate reports in PDF or Excel.

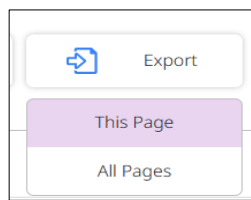
To perform the task

1. Click Invoice Cancel tab.
2. Select invoice(s) using checkbox.



Property	Bu Code	Cancel Invoice No.	Inv. No.	Cancel Invoice Date	Due Date	Terms	Ref No.	Invoice Amount	Payment Amount	Outstanding	Billing No
☒ Smartfinder demo hotel	ARS	IC2309000000005	I23090000000011	28/05/2023 13:55	25/09/2023	120		4,000.00	0.00	4,000.00	
☒ Smartfinder demo hotel	ARS	IC2309000000020	I23000000000226	22/05/2023 12:21	20/09/2023	120		9,000.00	0.00	9,000.00	
☒ Smartfinder demo hotel	ARS	IC2309000000021	I23000000000235	25/05/2023 14:15	20/09/2023	120		6,666.00	0.00	6,666.00	
								Amount 19,666.00	Payment Amt. 0.00	Outstanding 19,666.00	

3. Click **Print** to preview PDF.
4. Click **Export** and choose This Page or All Pages for Excel export.



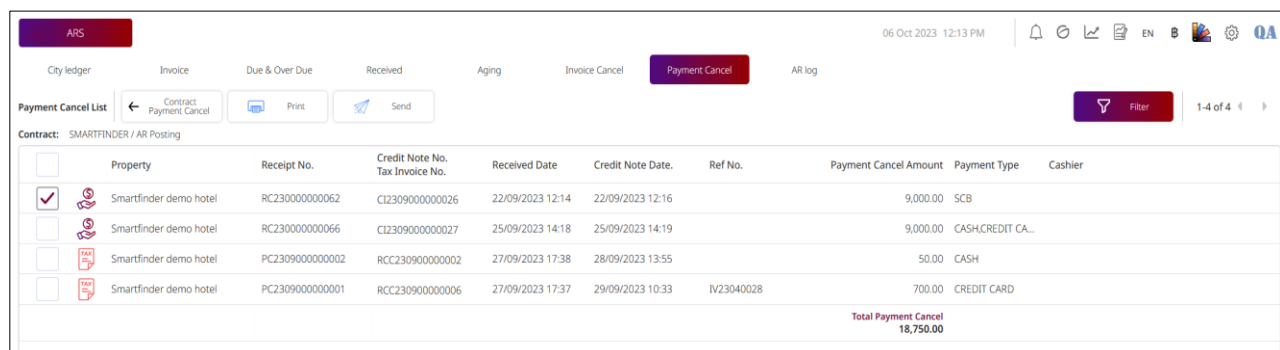
Note: Use export functions for reconciliation and financial review.

12. Payment Cancel

This function handles the management of cancelled payments, allowing printing and email sending.

To perform the task

1. Click Payment Cancel tab.
2. Select one item using checkbox.
3. Click **Print** to generate PDF preview.
4. Click **Send** to email the record to customer.



Property	Receipt No.	Credit Note No. Tax Invoice No.	Received Date	Credit Note Date.	Ref No.	Payment Cancel Amount	Payment Type	Cashier
☒ Smartfinder demo hotel	RC2300000000062	CI23090000000026	22/09/2023 12:14	22/09/2023 12:16		9,000.00	SCB	
☒ Smartfinder demo hotel	RC2300000000066	CI23090000000027	25/09/2023 14:18	25/09/2023 14:19		9,000.00	CASH/CREDIT CA...	
☒ Smartfinder demo hotel	PC2309000000002	RCC2309000000002	27/09/2023 17:38	28/09/2023 13:55		50.00	CASH	
☒ Smartfinder demo hotel	PC2309000000001	RCC2309000000006	27/09/2023 17:37	29/09/2023 10:33	IV23040028	700.00	CREDIT CARD	
						Total Payment Cancel 18,750.00		

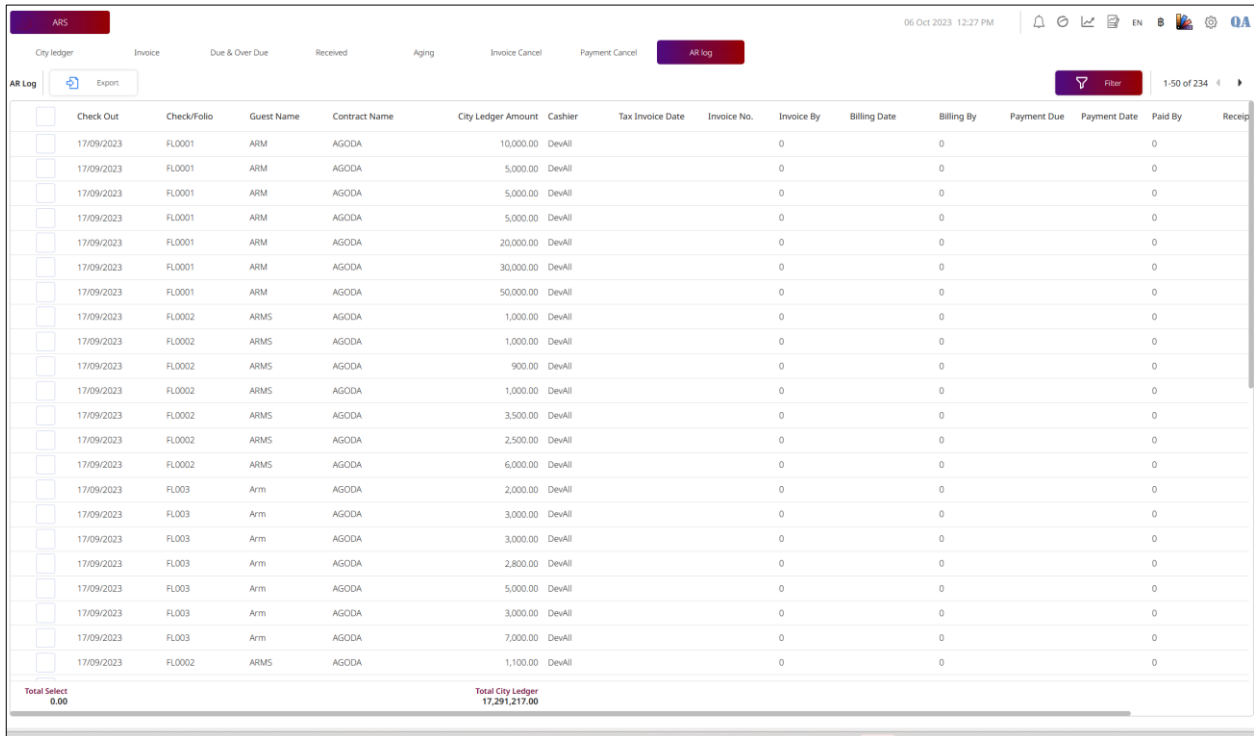
Note: Only one item can be selected per action. Cancelled payments are archived separately from received payments.

13. AR Log

This function displays logs of actions performed in the AR module for audit and traceability.

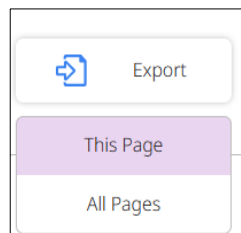
To perform the task

1. Click AR Log tab.
2. Select one item using checkbox.



Check Out	Check/Folio	Guest Name	Contract Name	City Ledger Amount	Cashier	Tax Invoice Date	Invoice No.	Invoice By	Billing Date	Billing By	Payment Due	Payment Date	Paid By	Receipt
☐	17/09/2023	FL0001	ARM	AGODA	10,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0001	ARM	AGODA	5,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0001	ARM	AGODA	5,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0001	ARM	AGODA	5,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0001	ARM	AGODA	20,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0001	ARM	AGODA	30,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0001	ARM	AGODA	50,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0002	ARMS	AGODA	1,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0002	ARMS	AGODA	1,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0002	ARMS	AGODA	900.00	DevAll		0		0		0		
☐	17/09/2023	FL0002	ARMS	AGODA	1,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0002	ARMS	AGODA	3,500.00	DevAll		0		0		0		
☐	17/09/2023	FL0002	ARMS	AGODA	2,500.00	DevAll		0		0		0		
☐	17/09/2023	FL0002	ARMS	AGODA	6,000.00	DevAll		0		0		0		
☐	17/09/2023	FL003	Arm	AGODA	2,000.00	DevAll		0		0		0		
☐	17/09/2023	FL003	Arm	AGODA	3,000.00	DevAll		0		0		0		
☐	17/09/2023	FL003	Arm	AGODA	3,000.00	DevAll		0		0		0		
☐	17/09/2023	FL003	Arm	AGODA	2,800.00	DevAll		0		0		0		
☐	17/09/2023	FL003	Arm	AGODA	5,000.00	DevAll		0		0		0		
☐	17/09/2023	FL003	Arm	AGODA	3,000.00	DevAll		0		0		0		
☐	17/09/2023	FL003	Arm	AGODA	7,000.00	DevAll		0		0		0		
☐	17/09/2023	FL0002	ARMS	AGODA	1,100.00	DevAll		0		0		0		
Total Select				Total City Ledger										
0.00				17,291,217.00										

3. Click **Print** to preview PDF log entry.
4. Click **Export** and choose This Page or All Pages to export Excel log.



 Export

☒ This Page

☐ All Pages

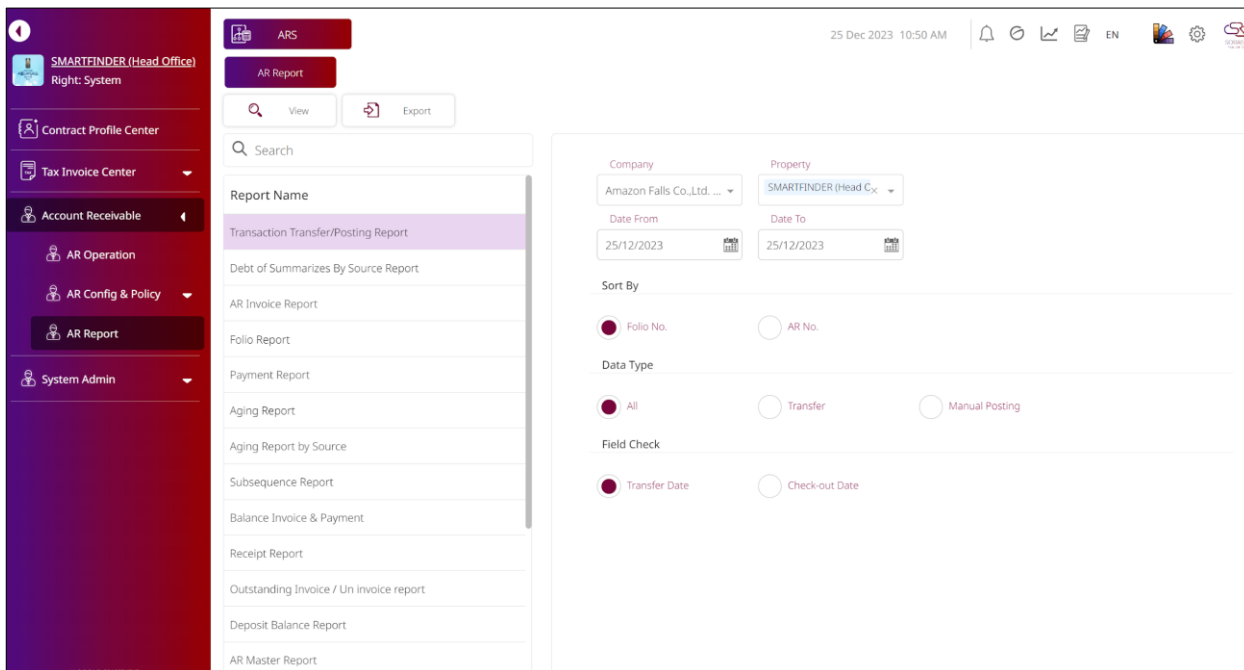
Note: Logs are critical for auditing and tracking changes.

14. AR Report

This function allows users to generate various AR reports in PDF or Excel format.

To perform the task

1. Click AR Report tab.
2. Select one report type.
3. Click View to preview PDF.
4. Click Export and choose This Page or All Pages to export Excel report.



Note: Always verify preview before exporting reports. Report visibility depends on user access level.