Manual

Soraso AR User Guide

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

TABLE OF CONTENTS

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1. Overview

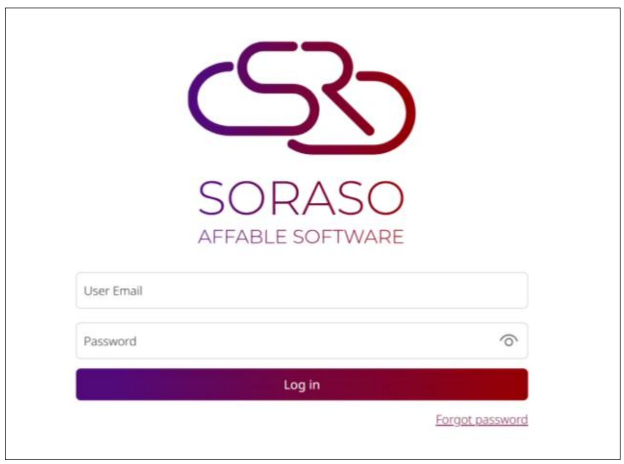
The Soraso AR module manages all Accounts Receivable operations including contract billing, invoicing, payment tracking, and aging reports. It provides full support for city ledger transactions, credit management, and financial document generation. The system ensures accurate tracking of receivables 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

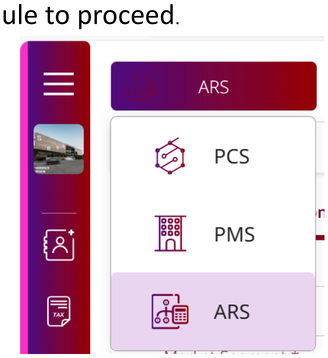
This function allows authorized users to log in to the Soraso web system and access the ARS (Accounts Receivable System) module by selecting the correct Business Unit (BU).

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.



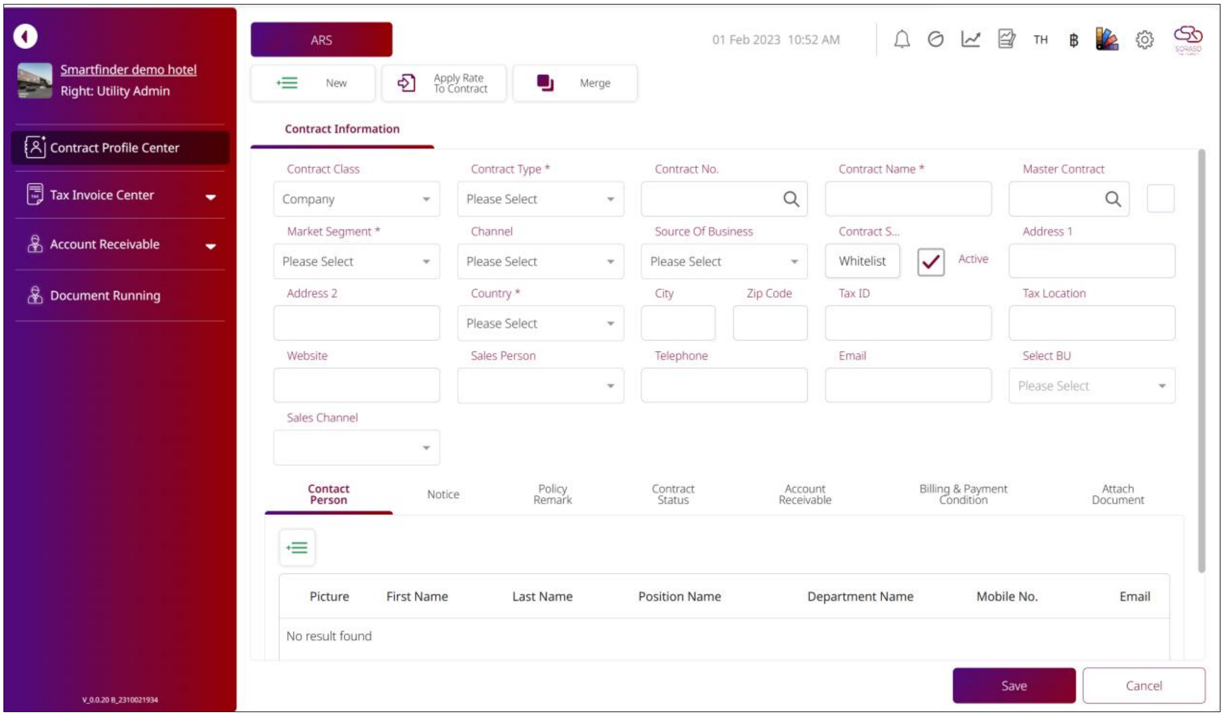
Note : The module access is permission-based. Only users with ARS access will see the ARS option.

3. Contract Information

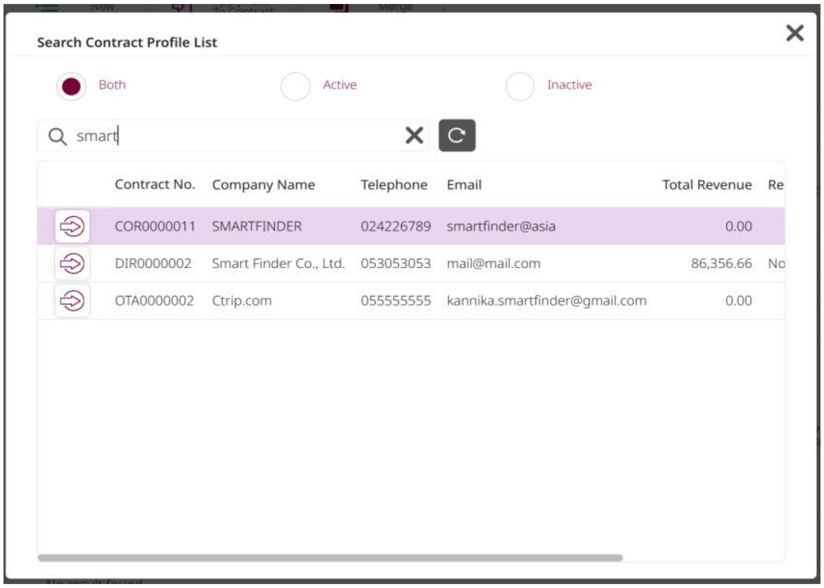
This section allows users to view and manage contract-related financial configurations such as credit terms, templates, and deposit & guarantee information.

To perform the task

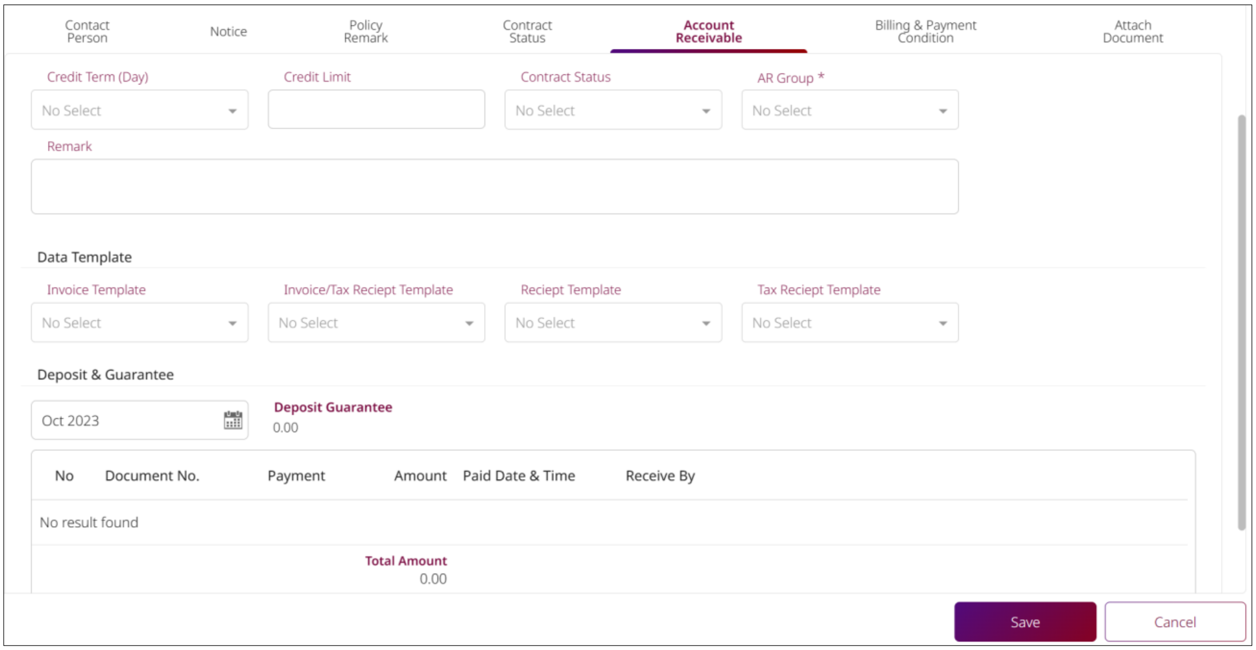
1. After logging into ARS, select the menu Contract Profile Center.
2. Search for a contract using keyword or filters, or manually select a contract from the list.



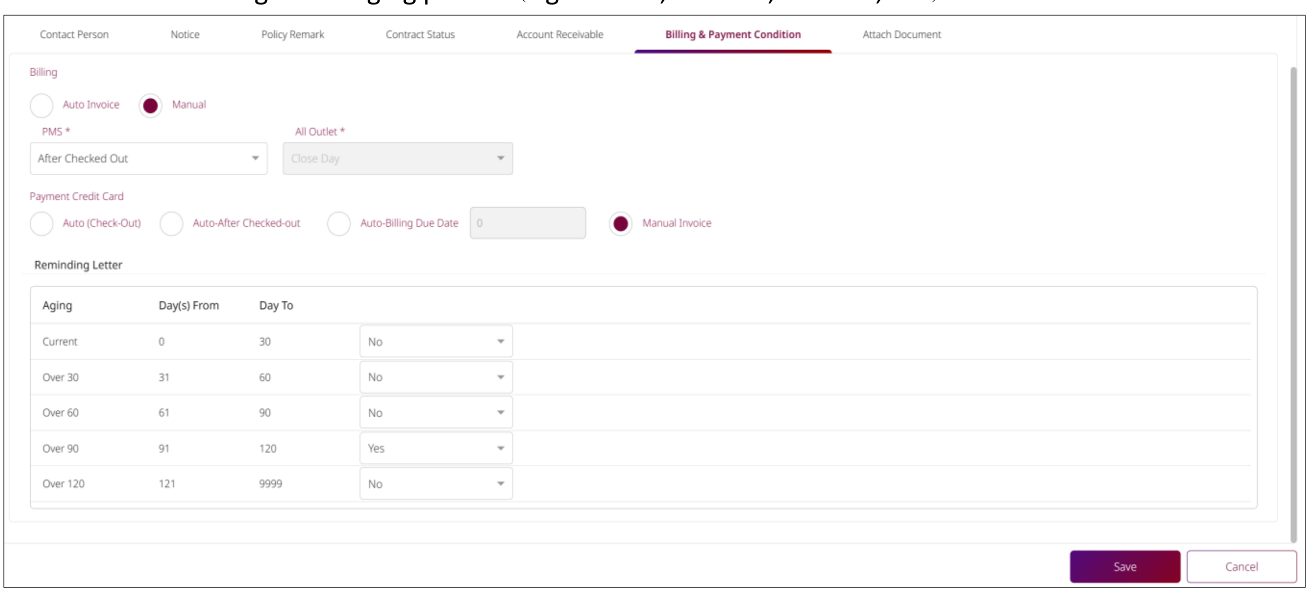
3. Click the desired Contract Number to open the Contract Profile.



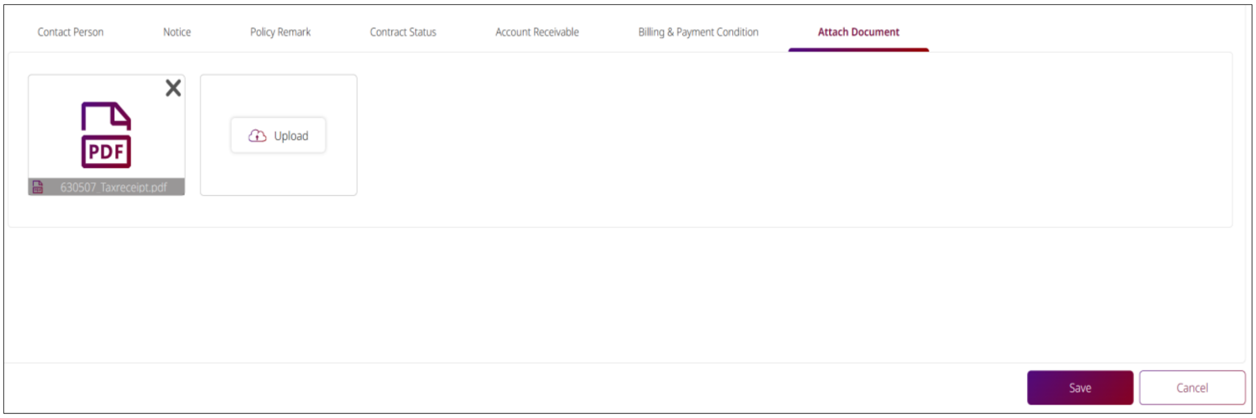
4. Click on the Account Receivable tab.
5. Input or review the following fields: Credit Term Day, Credit Limit, Contract Status, AR Group, Remark.
6. Scroll to the Data Template section and set: Invoice Template, Invoice/Tax Receipt Template, Receipt Template, Tax Receipt Template.
7. View Deposit &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



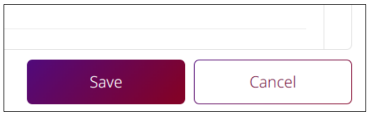
8. Click on the Billing & Payment Condition tab and configure invoice/payment settings.
9. Set Reminding Letter aging periods (e.g. Current, Over 30, Over 60, etc.).



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



11. Click Save or Cancel as required.



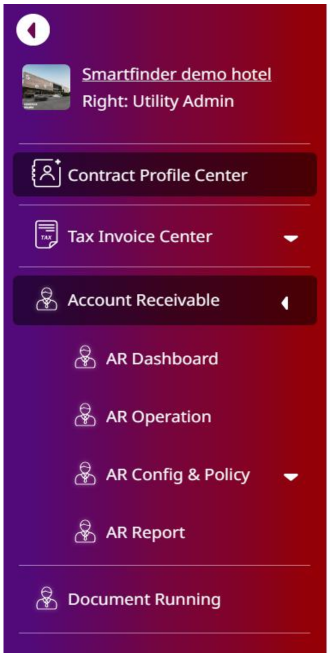
Note: Ensure templates are correctly mapped to avoid errors in document generation.

4. Account Receivable

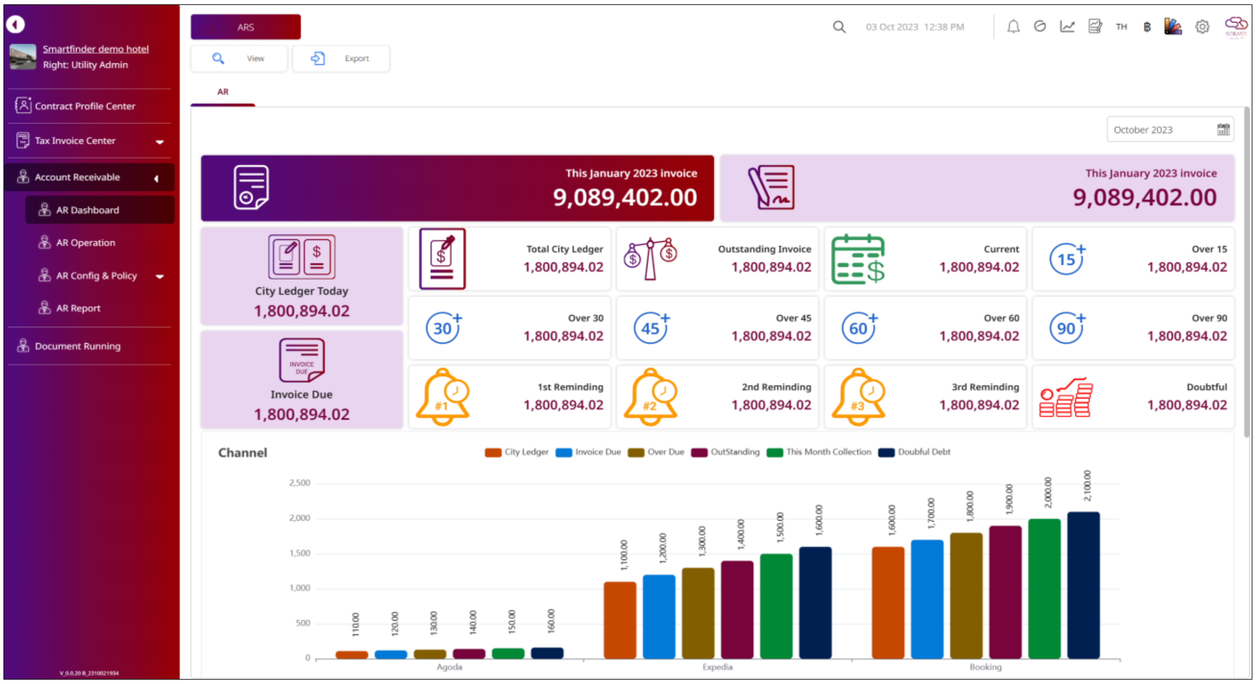
This menu provides access to key AR tools including AR Dashboard, AR Operation, and contract-level actions.

To perform the task

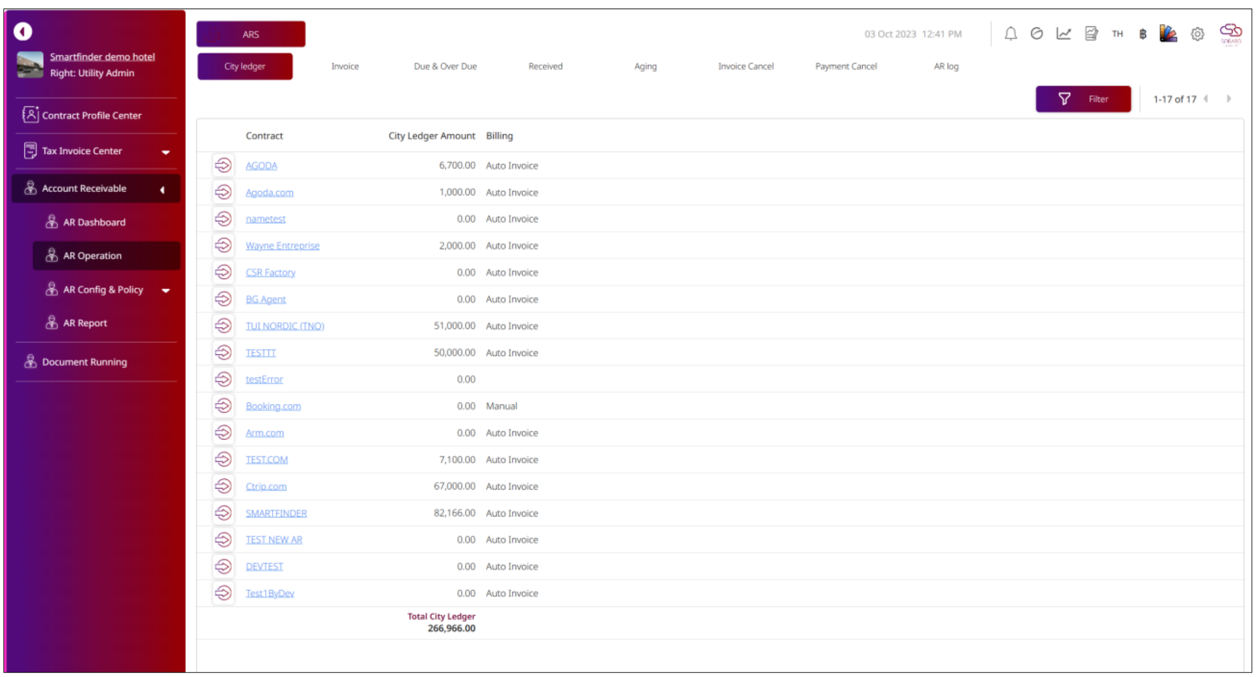
1. Click on the Account Receivable tab from the main menu.



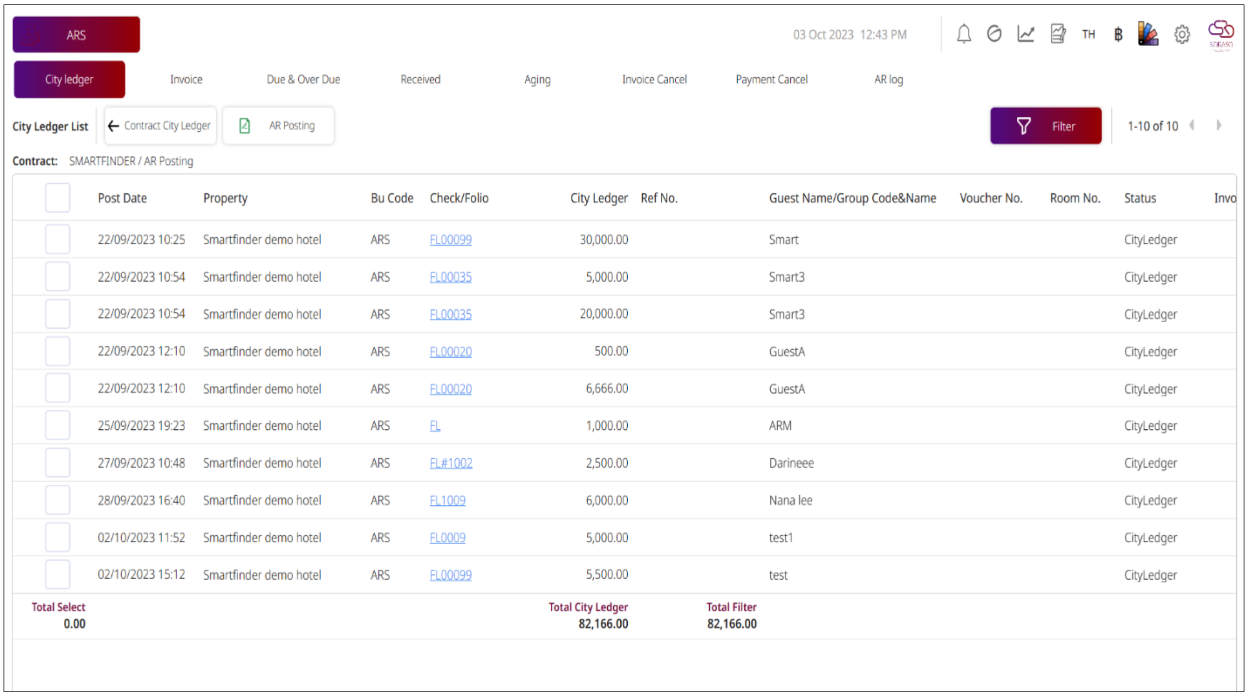
2. Navigate to the AR Dashboard tab to view summary data and metrics.



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



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



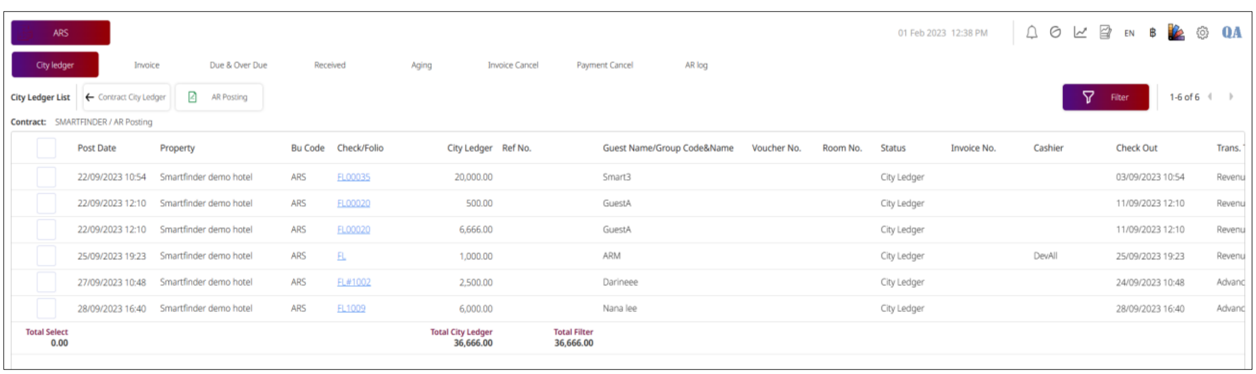
Note: Ensure correct contract is selected before proceeding.

5. City Ledger

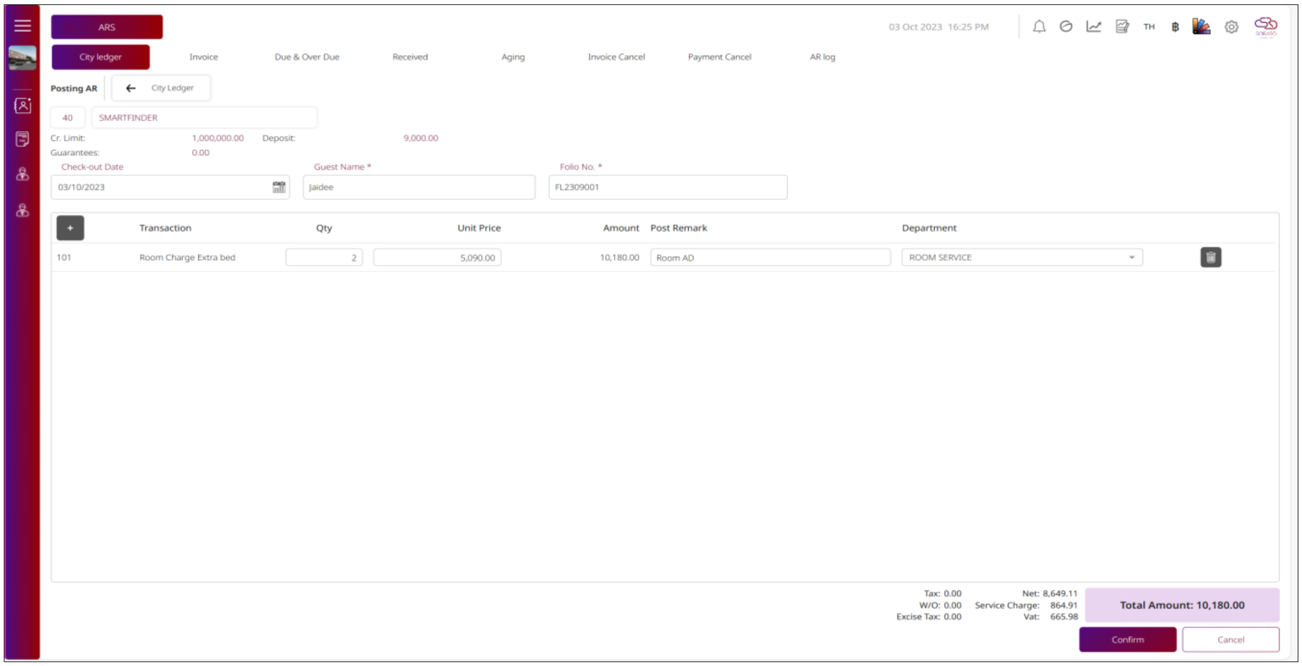
This function enables users to post, edit, confirm, or void City Ledger transactions either manually or via auto interface from the Soraso PMS/POS system. It also supports invoice generation and deposit/payment handling.

To perform the task

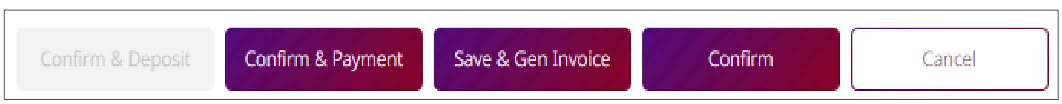
1. Click **City Ledger** from the AR menu.



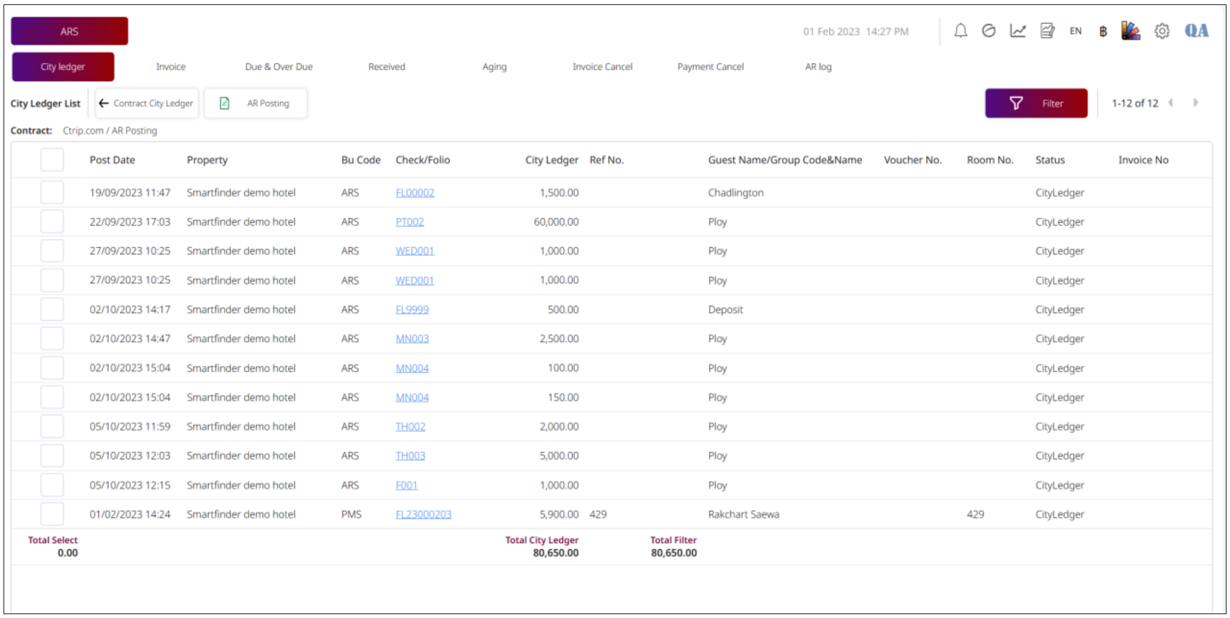
2. Click AR Posting.



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.



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	FL9999	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	F001	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

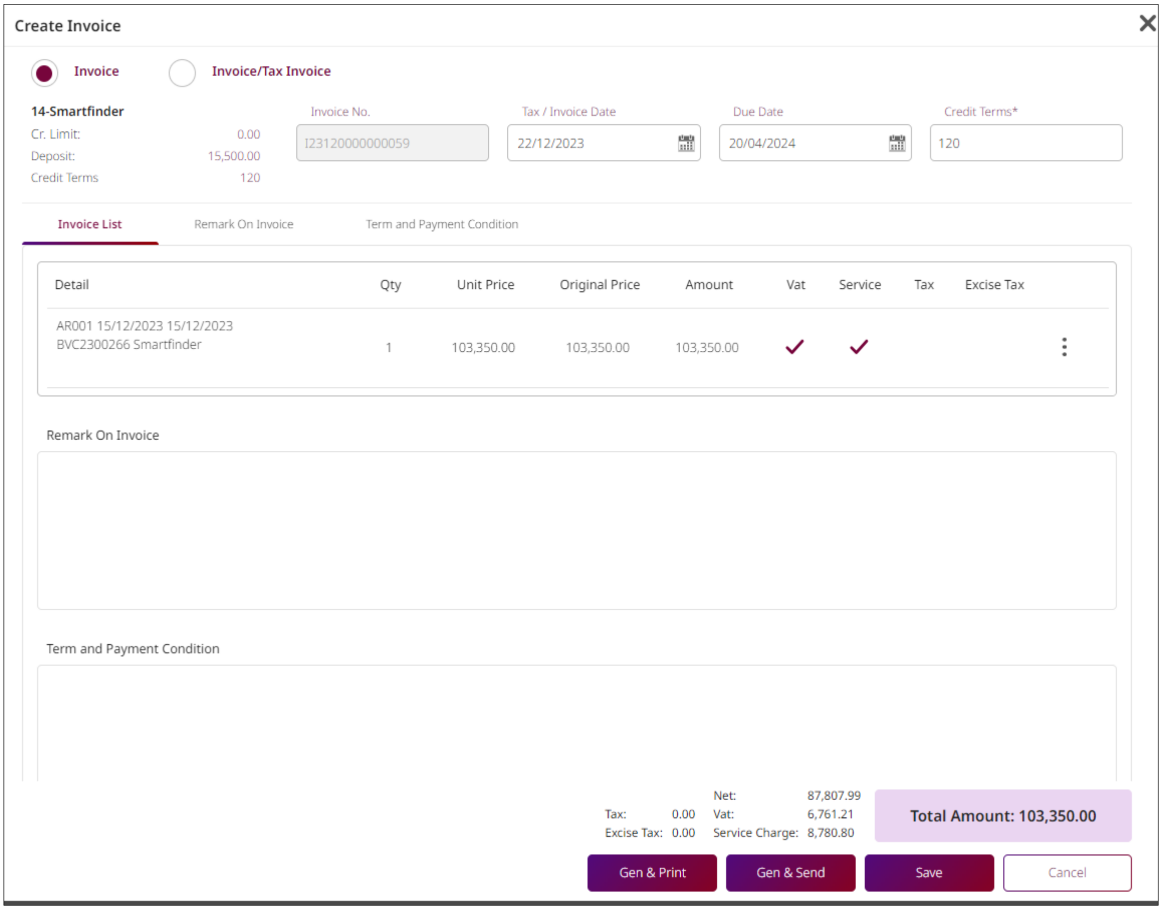
This function allows users to automatically generate invoices based on City Ledger data from PMS/POS systems. Users can review, edit, and process invoices with options to split rows, print, send via email, and handle deposit-related payments.

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.

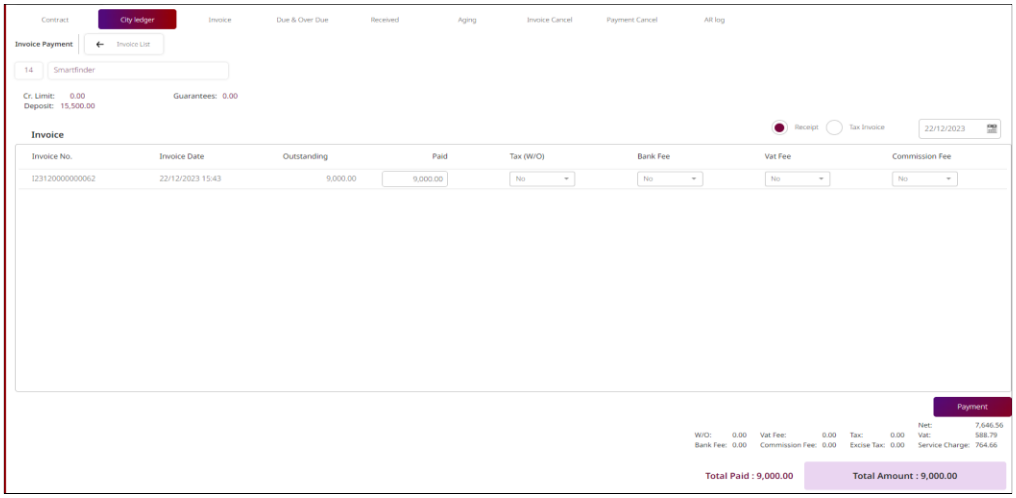


2. Select the **Deposit Guarantee** button.

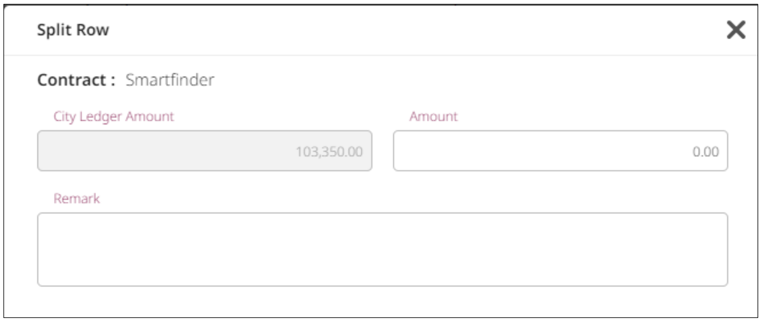
   2.1 Input payment reference from **Receipt** or **Tax Invoice**.

   – Options: Paid partial / Paid full amount

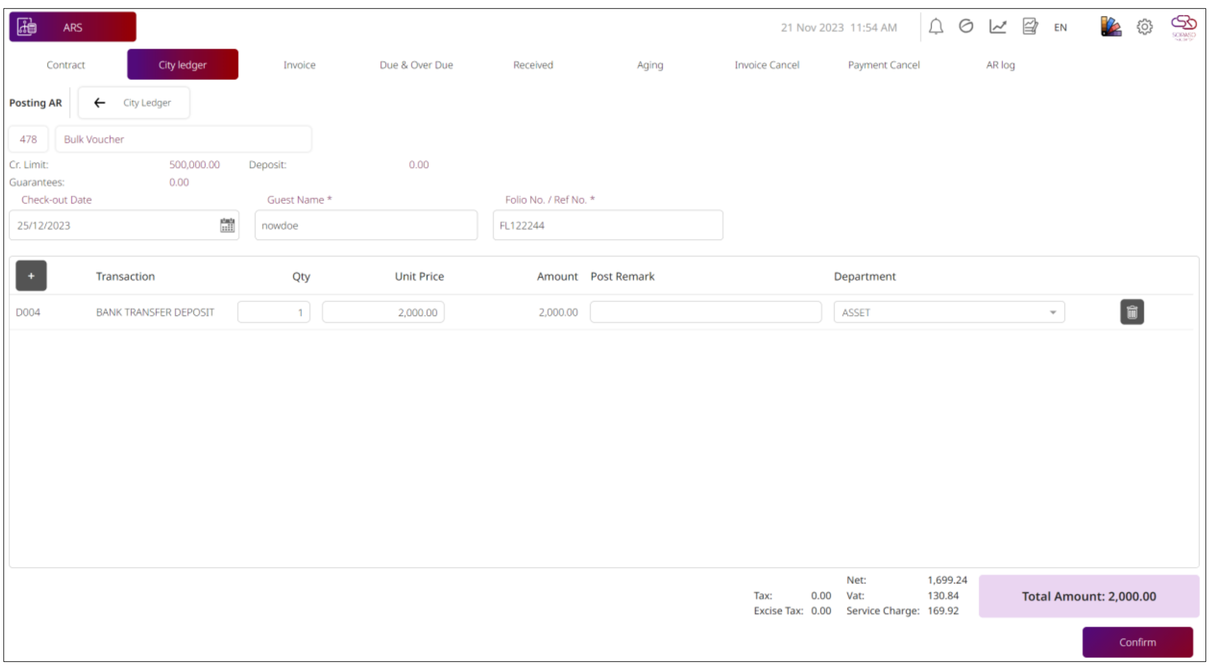
   2.2 Press **Payment** and select the appropriate **Payment Type**.



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.

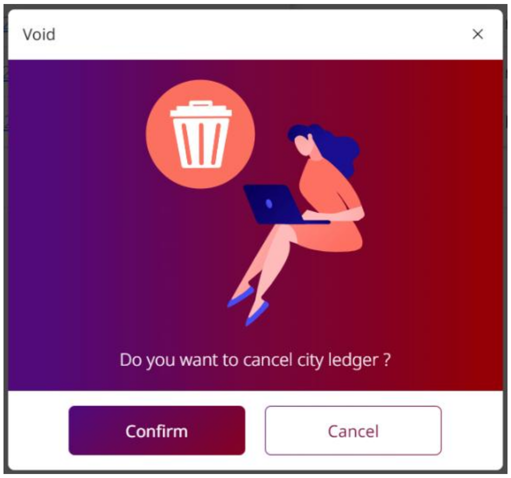


5. Select the **Edit** button.
   – Edit transaction **Quantity** or **Unit Price**
   – Add new transaction lines (Qty / Price)
   – Press **Confirm** to save changes



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

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



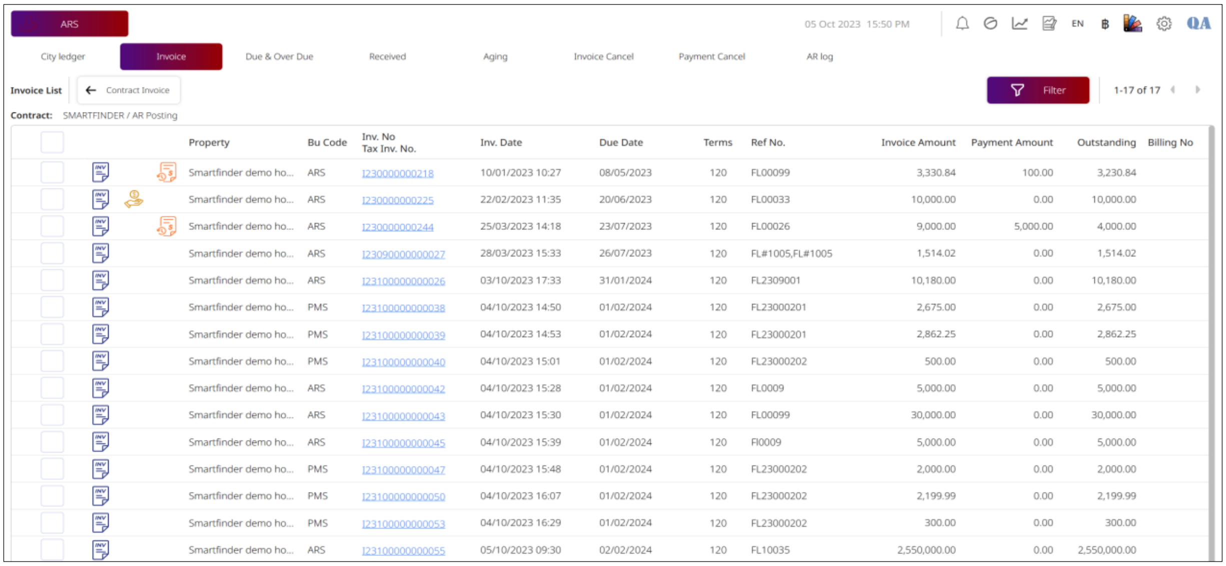
Note: Once voided, the transaction is no longer editable and moved to a separate voided state. Always verify invoice and payment details before confirming actions.

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 | EN | QA

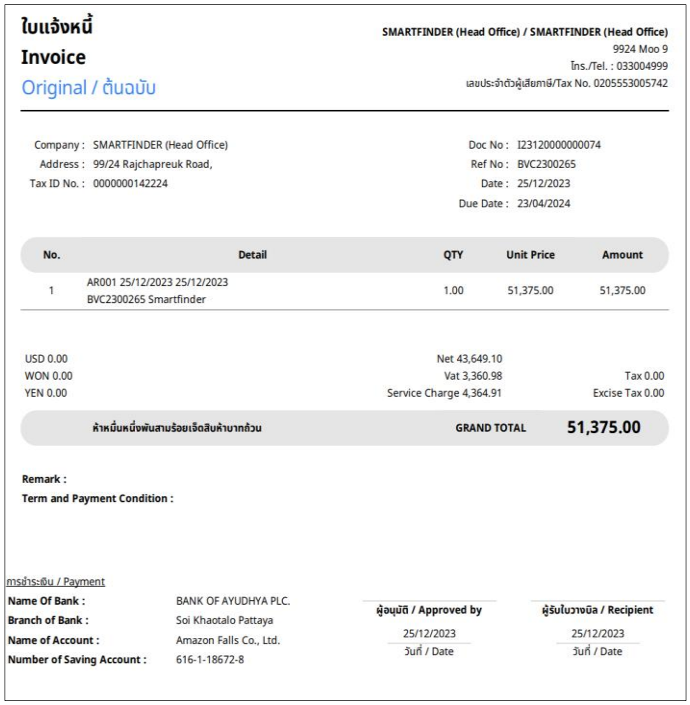
City ledger | Invoice | Due & Over Due | Received | Aging | Invoice Cancel | Payment Cancel | AR log

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
Smartfinder demo ho...	ARS	I230000000218	10/01/2023 10:27	08/05/2023	120	FL00099	3,330.84	100.00	3,230.84	
Smartfinder demo ho...	ARS	I230000000225	22/02/2023 11:35	20/06/2023	120	FL00033	10,000.00	0.00	10,000.00	
Smartfinder demo ho...	ARS	I230000000244	25/03/2023 14:18	23/07/2023	120	FL00026	9,000.00	5,000.00	4,000.00	
Smartfinder demo ho...	ARS	I23090000000027	28/03/2023 15:33	26/07/2023	120	FL#1005,FL#1005	1,514.02	0.00	1,514.02	
Smartfinder demo ho...	ARS	I23100000000026	03/10/2023 17:33	31/01/2024	120	FL2309001	10,180.00	0.00	10,180.00	
Smartfinder demo ho...	PMS	I23100000000038	04/10/2023 14:50	01/02/2024	120	FL23000201	2,675.00	0.00	2,675.00	
Smartfinder demo ho...	PMS	I23100000000039	04/10/2023 14:53	01/02/2024	120	FL23000201	2,862.25	0.00	2,862.25	
Smartfinder demo ho...	PMS	I23100000000040	04/10/2023 15:01	01/02/2024	120	FL23000202	500.00	0.00	500.00	
Smartfinder demo ho...	ARS	I23100000000042	04/10/2023 15:28	01/02/2024	120	FL0009	5,000.00	0.00	5,000.00	
Smartfinder demo ho...	ARS	I23100000000043	04/10/2023 15:30	01/02/2024	120	FL00099	30,000.00	0.00	30,000.00	
Smartfinder demo ho...	ARS	I23100000000045	04/10/2023 15:39	01/02/2024	120	FI0009	5,000.00	0.00	5,000.00	
Smartfinder demo ho...	PMS	I23100000000047	04/10/2023 15:48	01/02/2024	120	FL23000202	2,000.00	0.00	2,000.00	
Smartfinder demo ho...	PMS	I23100000000050	04/10/2023 16:07	01/02/2024	120	FL23000202	2,199.99	0.00	2,199.99	
Smartfinder demo ho...	PMS	I23100000000053	04/10/2023 16:29	01/02/2024	120	FL23000202	300.00	0.00	300.00	
Smartfinder demo ho...	ARS	I23100000000055	05/10/2023 09:30	02/02/2024	120	FL10035	2,550,000.00	0.00	2,550,000.00	

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
โทร./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

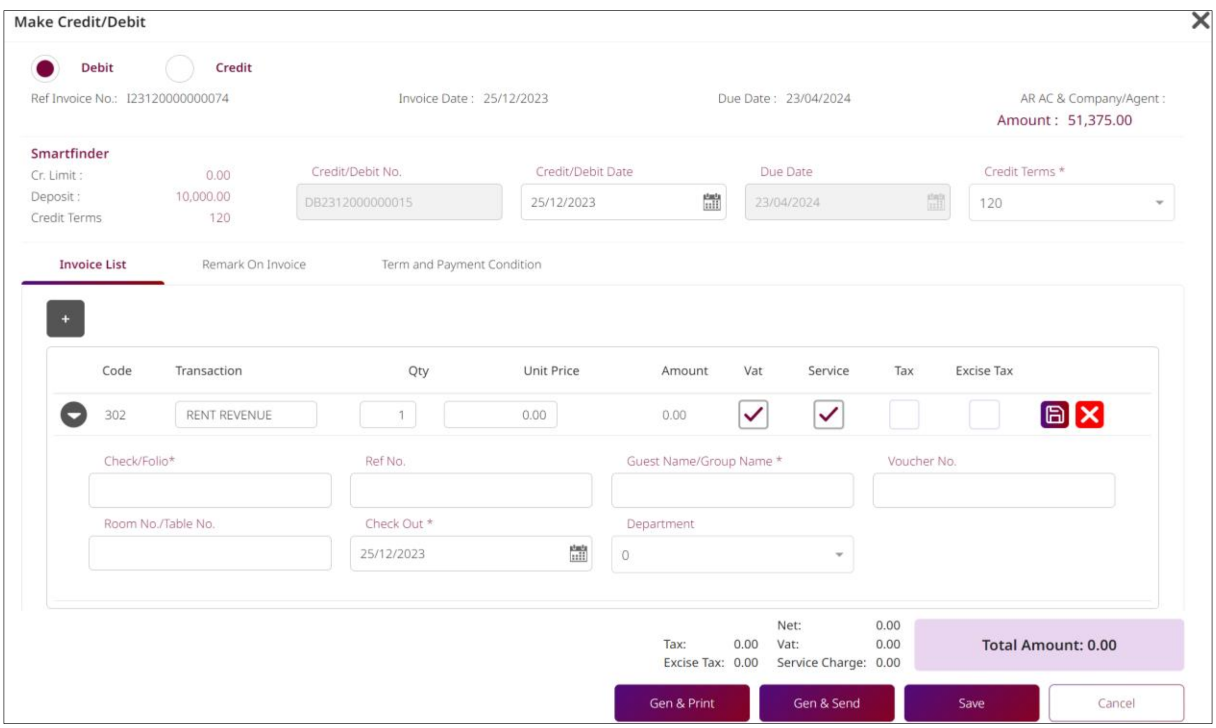
ห้าหมื่นหนึ่งพันสามร้อยเจ็ดสิบห้าบาทถ้วน **GRAND TOTAL** **51,375.00**

Remark :
Term and Payment Condition :

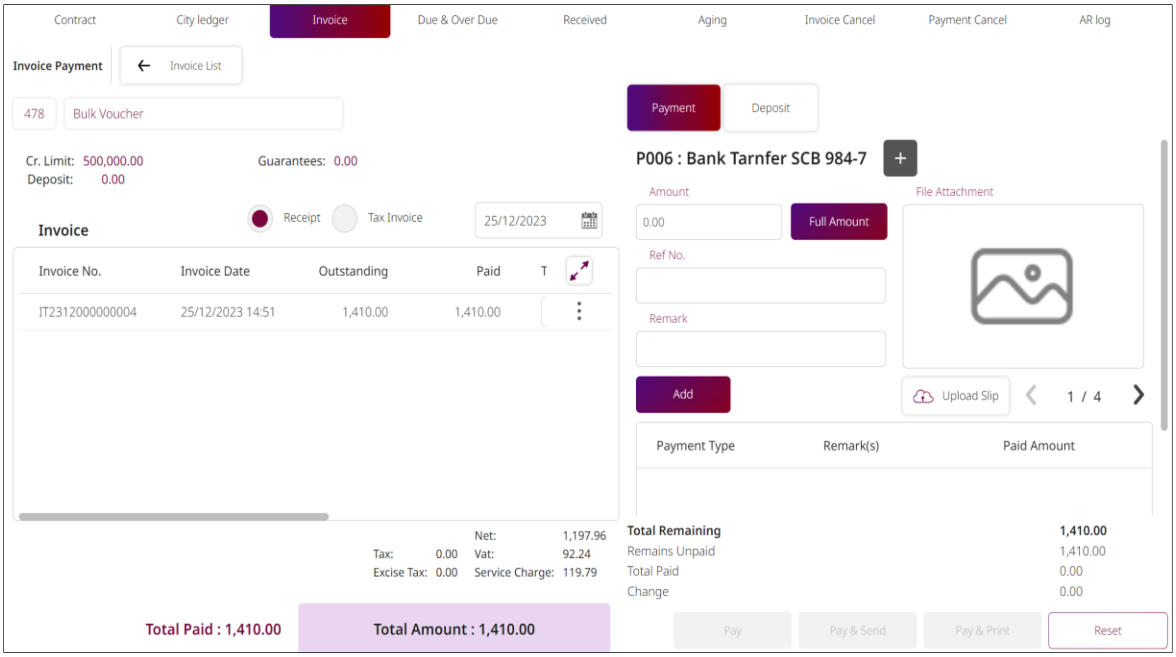
การชำระเงิน / Payment
Name Of Bank : BANK OF AYUDHYA PLC.
Branch of Bank : Soi Khaotalo Pattaya
Name of Account : Amazon Falls Co., Ltd.
Number of Saving Account : 616-1-18672-8

ผู้อนุมัติ / Approved by 25/12/2023 วันที่ / Date
ผู้รับใบวางบิล / Recipient 25/12/2023 วันที่ / Date

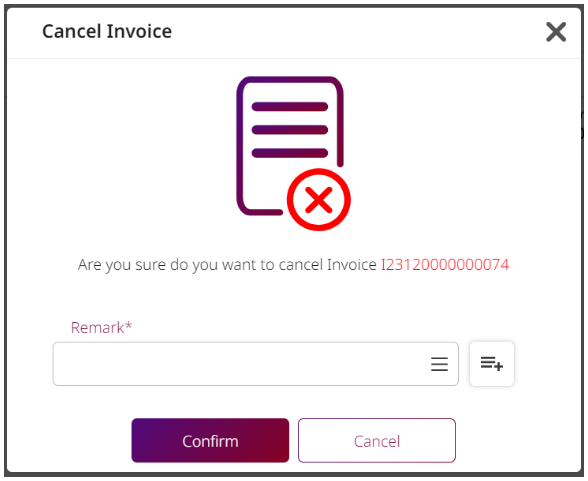
4. Click Send to email invoice to Contract/Agent.
5. Click Credit/Debit Note, select type, enter data, then choose Gen & Print, Gen & Send, Save, or Cancel.



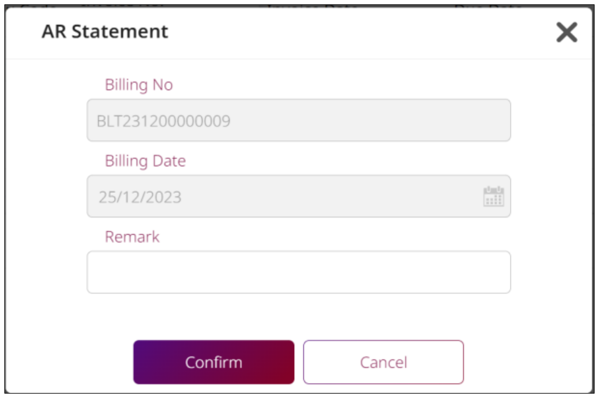
6. Click Payment to open payment page. Select type, add reference, and click Pay / Pay & Send / Pay & Print.



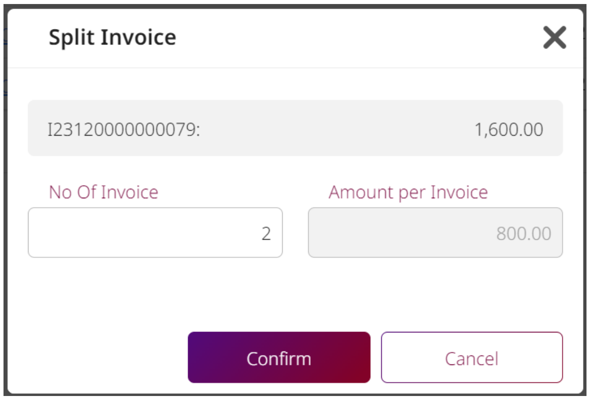
7. Click Cancel Invoice, add remark, and Confirm or Cancel.



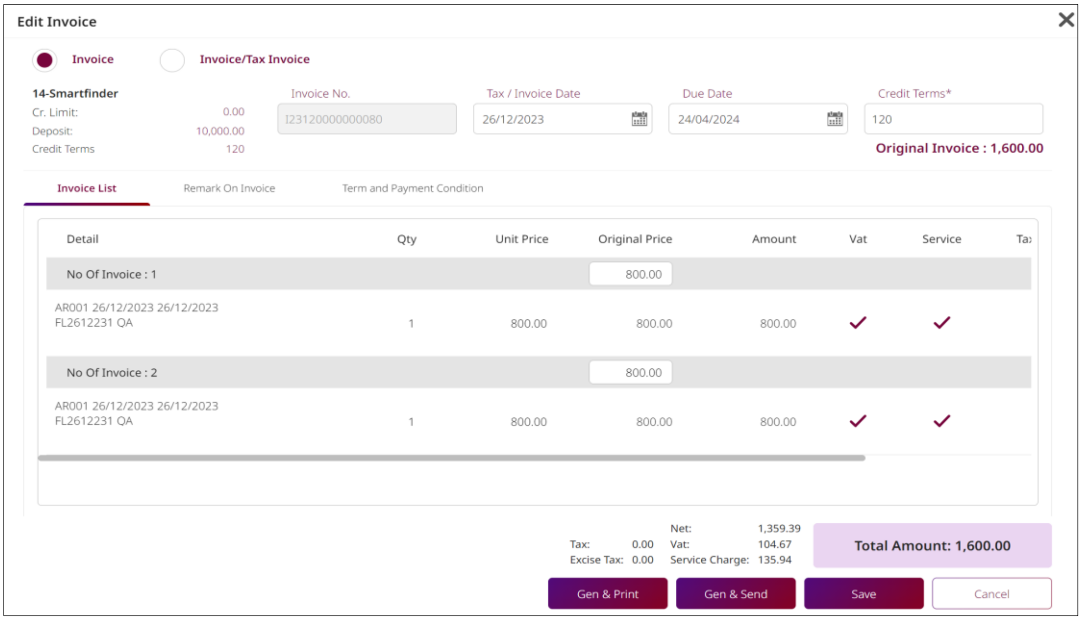
8. Click AR Statement, add remark, Confirm or Cancel.



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



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



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

8. Due & Over Due

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

To perform the task:

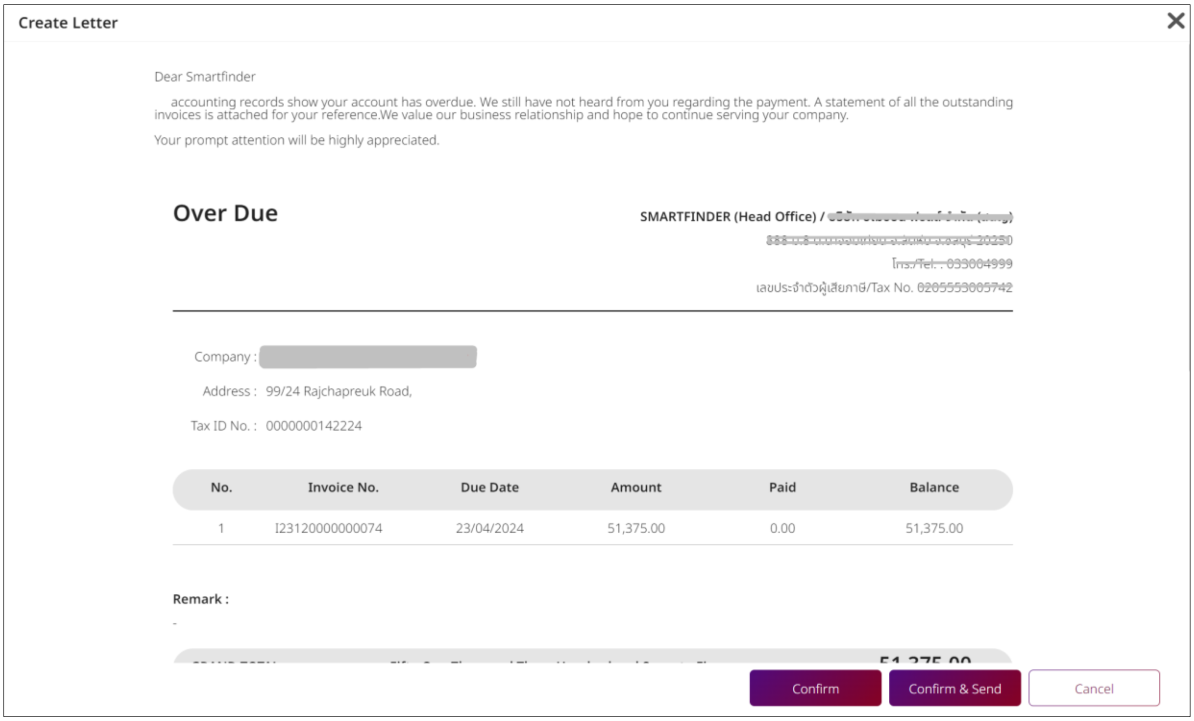
1. Select the **Due & Overdue** tab.
2. Select the checkbox of the data item(s) you wish to process.

Contract: Smartfinder / AR Posting

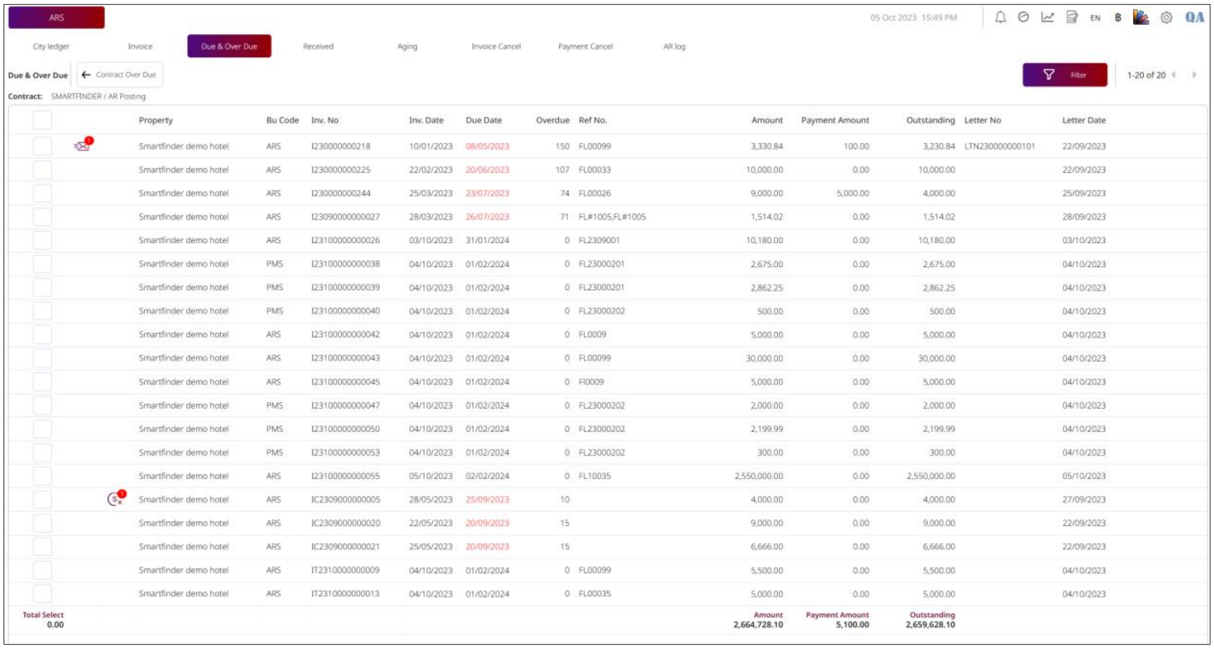
☑	Property	Bu Code	Invoice No.	Invoice Date	Due Date	Overdue	Ref No.	Amount	Payment Amount	Out:
☑	Amazon Falls Co., Ltd. (Head ...	POS	I23120000000074	25/12/2023	23/04/2024	0	BVC2300265	51,375.00	0.00	5

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.



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.



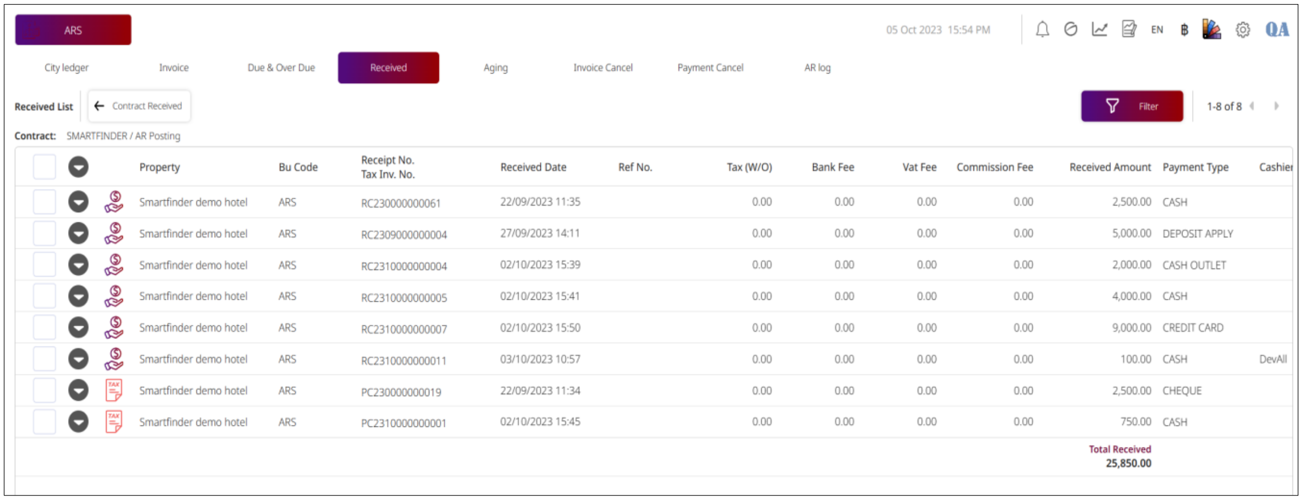
Note: The confirmation symbol acts as a visual indicator of successful status change.

9. Received

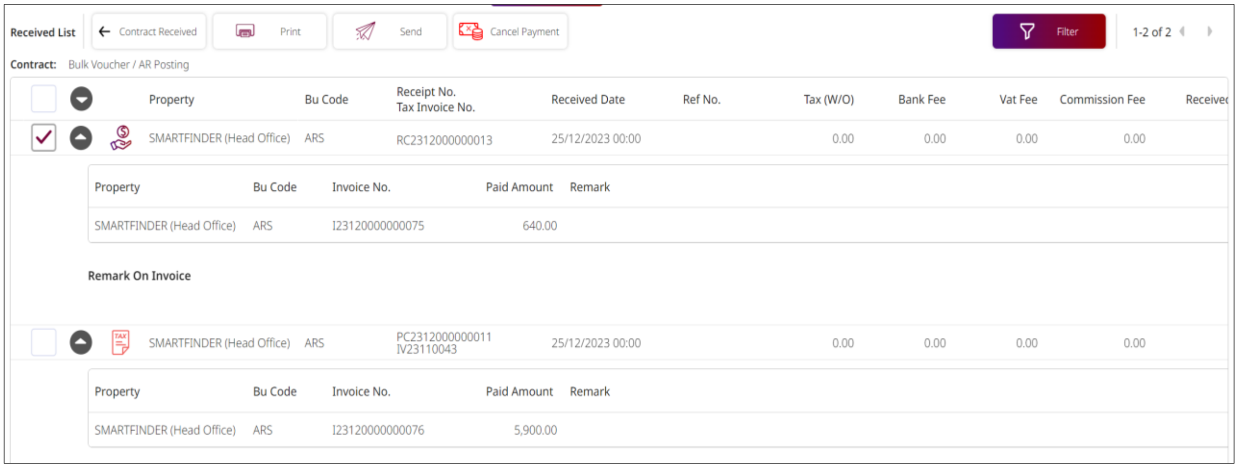
This section provides tools for managing received payments. Users can print payment records, send them via email, or cancel payments if necessary.

To perform the task

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



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.



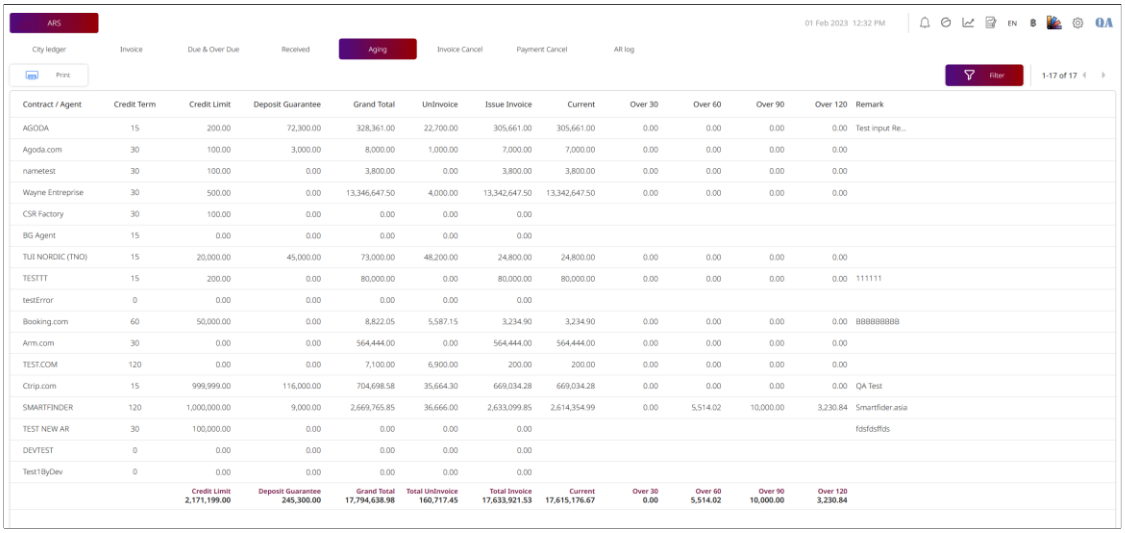
Note: Only one item can be selected per action. Cancelled payments are kept in a separate tab for tracking.

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.



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

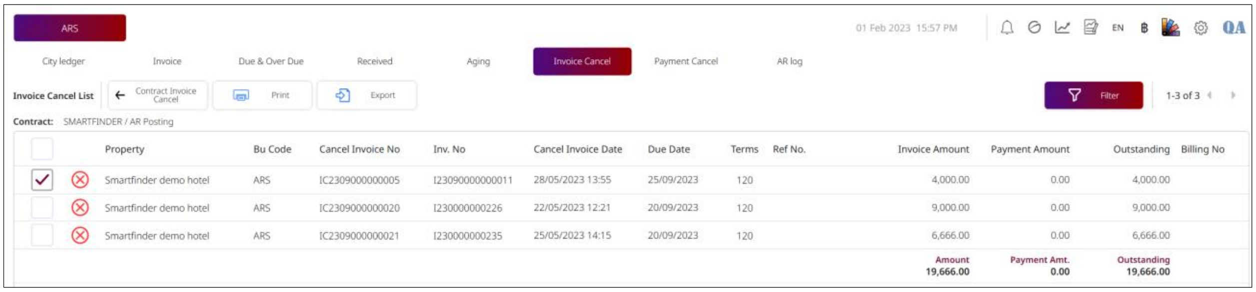
Version : 1.0
Last Updated : 6 June 2025
Author : Documentation Team

11. Invoice Cancel

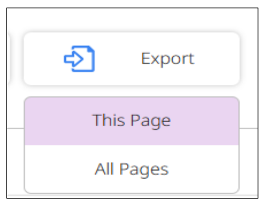
This function allows users to manage cancelled invoices and generate reports in PDF or Excel.

To perform the task

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



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



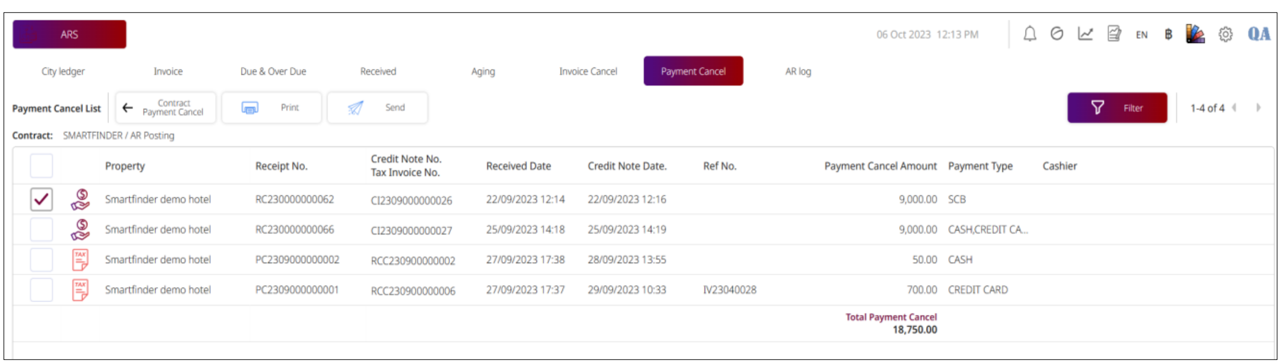
Note: Use export functions for reconciliation and financial review.

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.



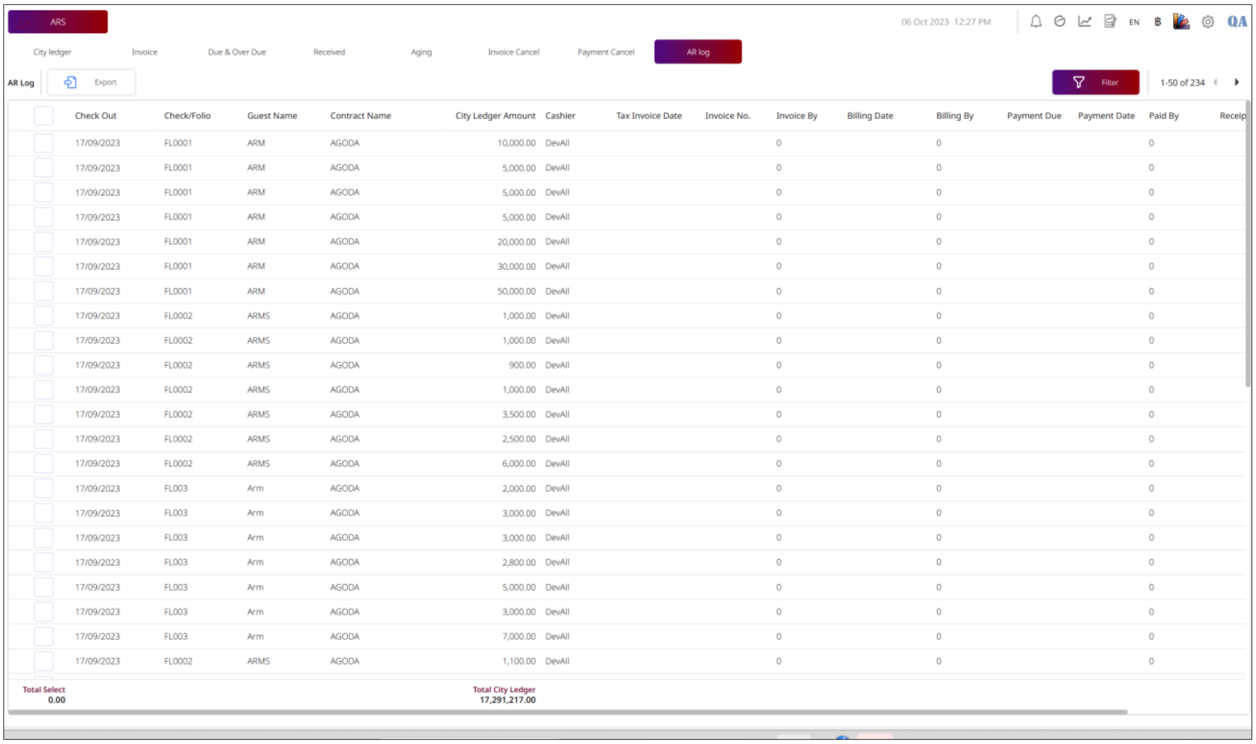
Note: Only one item can be selected per action. Cancelled payments are archived separately from received payments.

13. AR Log

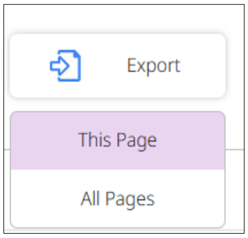
This function displays logs of actions performed in the AR module for audit and traceability.

To perform the task

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



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



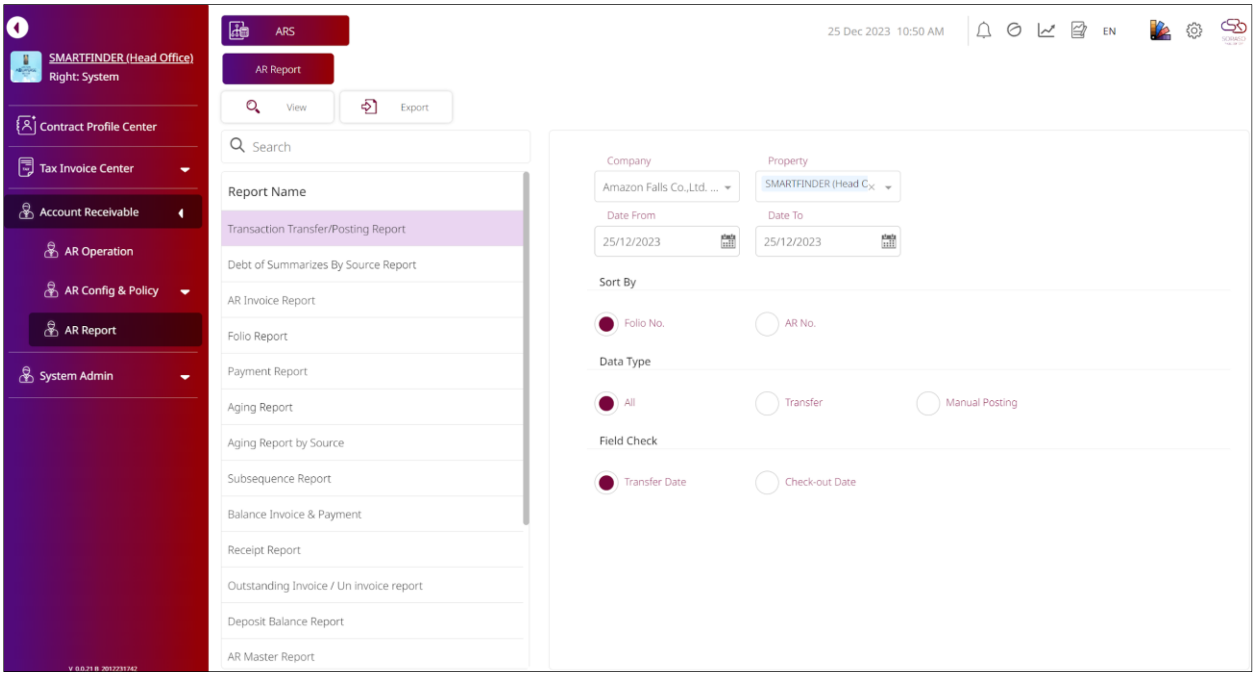
Note: Logs are critical for auditing and tracking changes.

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.