

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

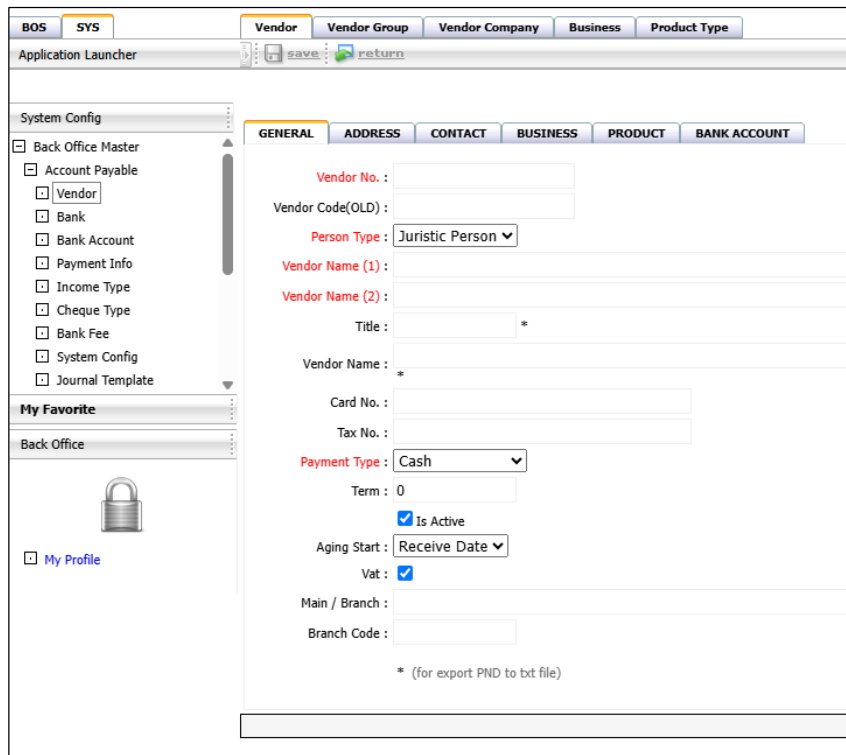
Before recording payable transactions, users must define essential configurations including creditors, bank details, payment methods, and accounting formats. These configurations form the basis for accurate and consistent AP processing.

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.



The screenshot shows the 'Vendor' registration form in the SORASO system. The form is titled 'Vendor' and has tabs for 'GENERAL', 'ADDRESS', 'CONTACT', 'BUSINESS', 'PRODUCT', and 'BANK ACCOUNT'. The 'GENERAL' tab is active. The form contains the following fields:

- Vendor No. : [Text Field]
- Vendor Code(OLD) : [Text Field]
- Person Type : [Dropdown Menu, Value: Juristic Person]
- Vendor Name (1) : [Text Field]
- Vendor Name (2) : [Text Field]
- Title : [Text Field]
- Vendor Name : [Text Field]
- Card No. : [Text Field]
- Tax No. : [Text Field]
- Payment Type : [Dropdown Menu, Value: Cash]
- Term : [Text Field, Value: 0]
- Is Active : [Checked Checkbox]
- Aging Start : [Dropdown Menu, Value: Receive Date]
- Vat : [Checked Checkbox]
- Main / Branch : [Text Field]
- Branch Code : [Text Field]

* (for export PND to txt file)

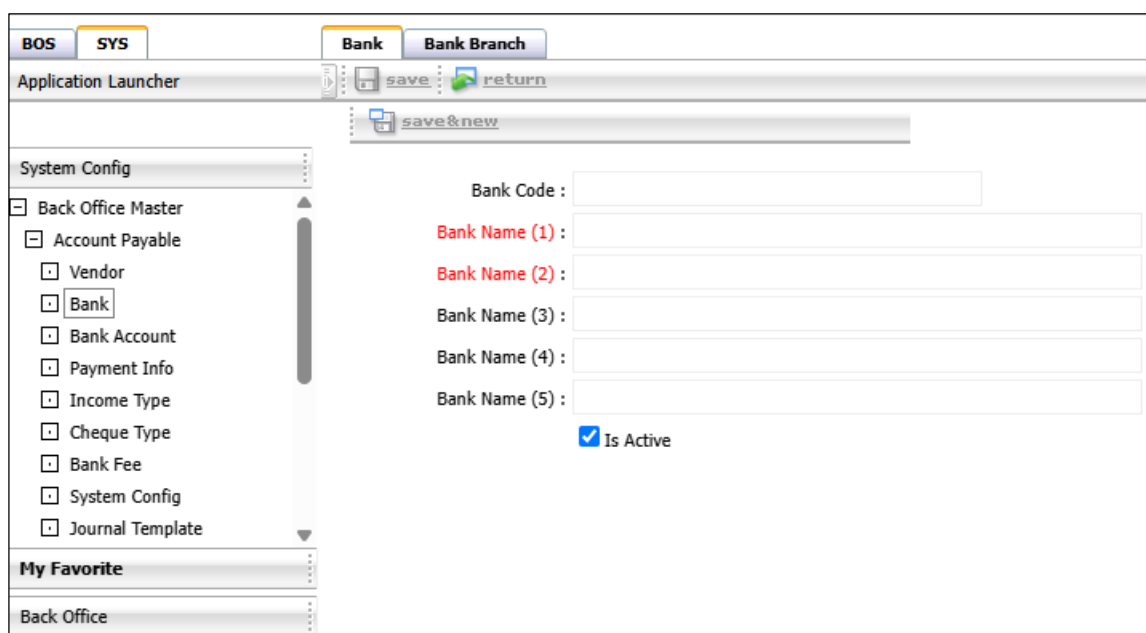
Note: Ensure creditor details are accurate to prevent issues during payment and tax calculation processes.

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.



The screenshot shows a web application interface for managing bank information. On the left is a sidebar with a tree view under 'System Config' containing 'Back Office Master', 'Account Payable', 'Vendor', 'Bank' (selected), 'Bank Account', 'Payment Info', 'Income Type', 'Cheque Type', 'Bank Fee', 'System Config', and 'Journal Template'. Below this are 'My Favorite' and 'Back Office' sections. The main content area has tabs for 'Bank' and 'Bank Branch'. At the top of the main area are buttons for 'save', 'return', and 'save&new'. The form fields include 'Bank Code', five 'Bank Name' fields (labeled 1 through 5), and an 'Is Active' checkbox which is checked.

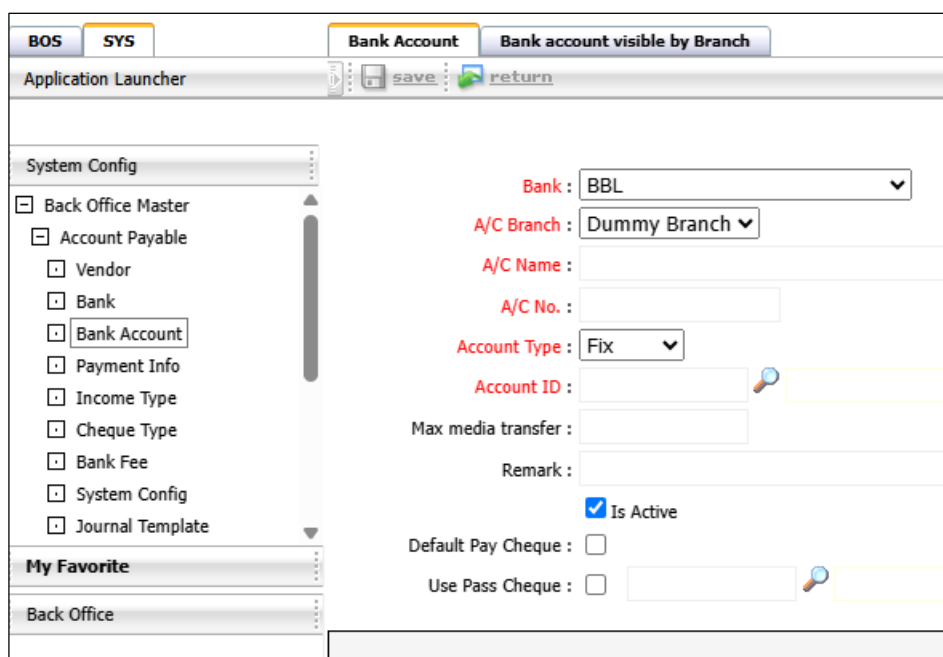
Note: Bank and branch information must be set before linking to bank accounts and payment formats.

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.



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

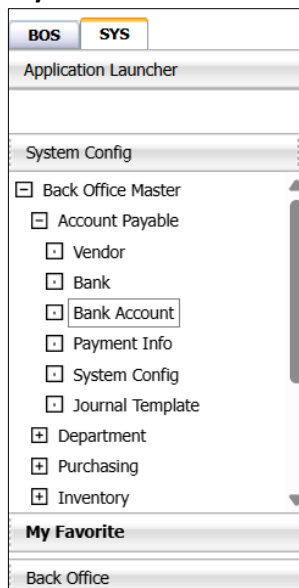
2.4 Bank Account Visible by Branch

This function allows users to assign specific bank accounts to each branch. Once assigned, only the selected accounts will be visible and usable by that branch.

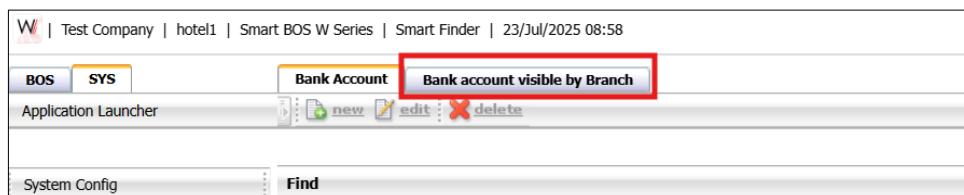
To perform the task:

1. Navigate to:

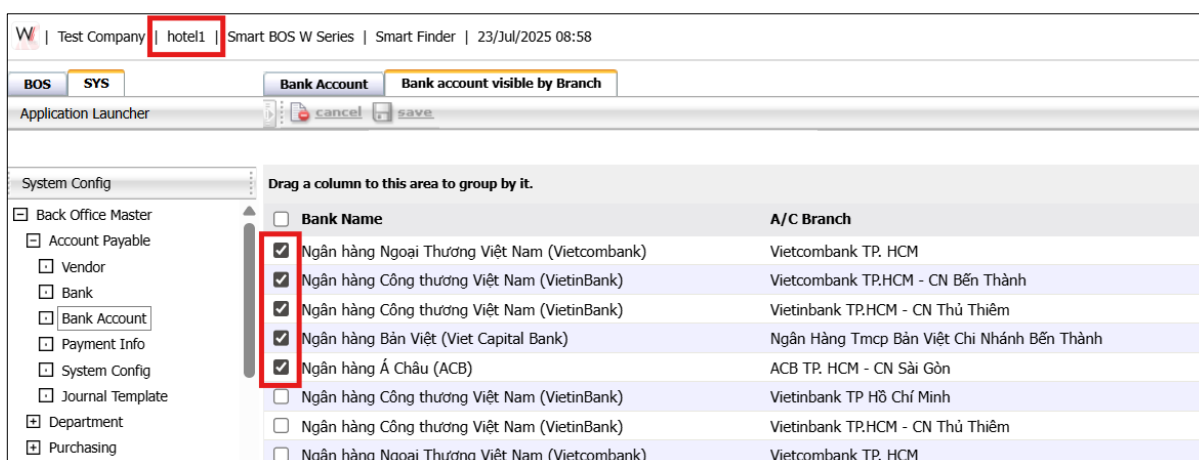
SYS > Back Office Master > Account Payable > Bank Account



2. Select the tab “Bank account visible by branch.”



3. The page will display a list of all bank accounts configured in the system.
- Each checkbox in front of a record represents whether the account is active for the selected branch.
 - The current branch being configured is shown in the red-highlighted area on the page.



4. To assign bank accounts to the branch:
- Tick the checkboxes next to the desired bank accounts.
 - Click Save at the top of the page.
5. Once saved, the selected bank accounts will be activated for the corresponding branch only.

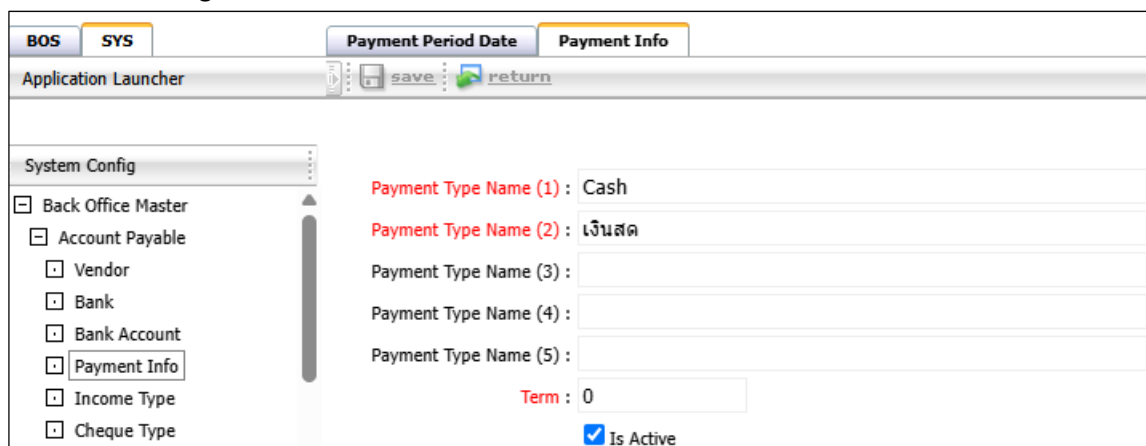
Note: Ensure the correct branch is selected; unassigned branches will not see any bank accounts.

2.5 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.



The screenshot shows the 'Payment Information' configuration window. On the left, a 'System Config' tree lists 'Back Office Master', 'Account Payable', 'Vendor', 'Bank', 'Bank Account', 'Payment Info' (selected), 'Income Type', and 'Cheque Type'. The main panel has tabs for 'Payment Period Date' and 'Payment Info'. The 'Payment Info' tab is active, displaying five text input fields for 'Payment Type Name (1)' through (5). The first field contains 'Cash' and the second contains 'เงินสด'. Below these is a 'Term' field set to '0' and an 'Is Active' checkbox which is checked.

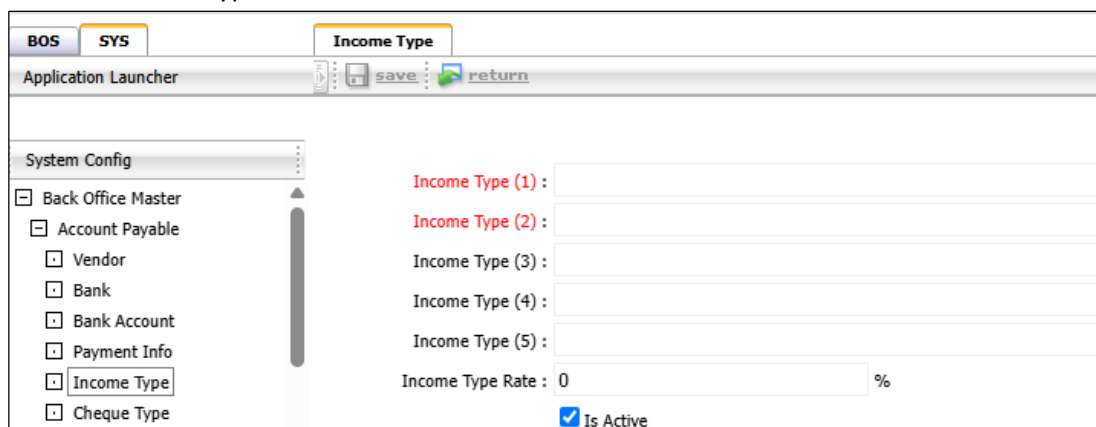
Note: Payment methods must align with the actual disbursement processes used by the organization.

2.6 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.



The screenshot shows the 'Income Type' configuration window. On the left, a 'System Config' tree lists 'Back Office Master', 'Account Payable', 'Vendor', 'Bank', 'Bank Account', 'Payment Info', 'Income Type' (selected), and 'Cheque Type'. The main panel has tabs for 'Income Type' and 'Income Type'. The 'Income Type' tab is active, displaying five text input fields for 'Income Type (1)' through (5). Below these is an 'Income Type Rate' field set to '0' with a '%' symbol. An 'Is Active' checkbox is checked at the bottom.

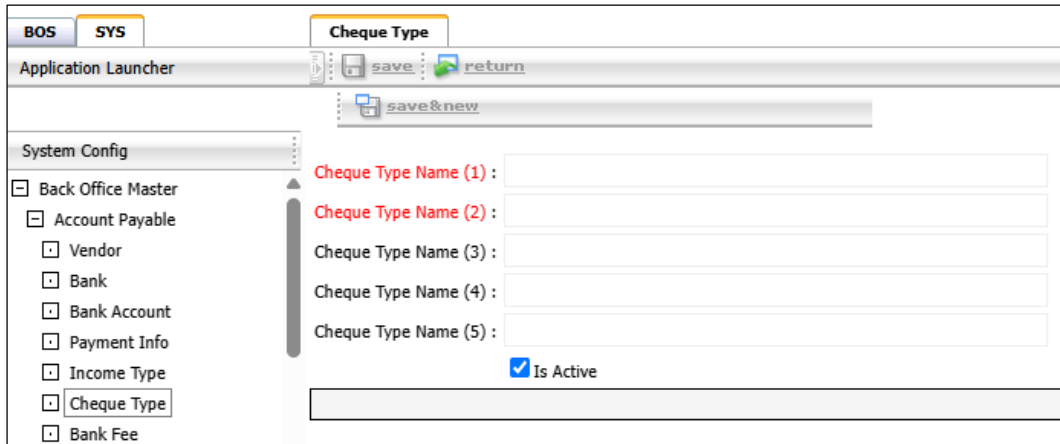
Note: Ensure income types reflect current tax policies to comply with legal requirements.

2.7 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.



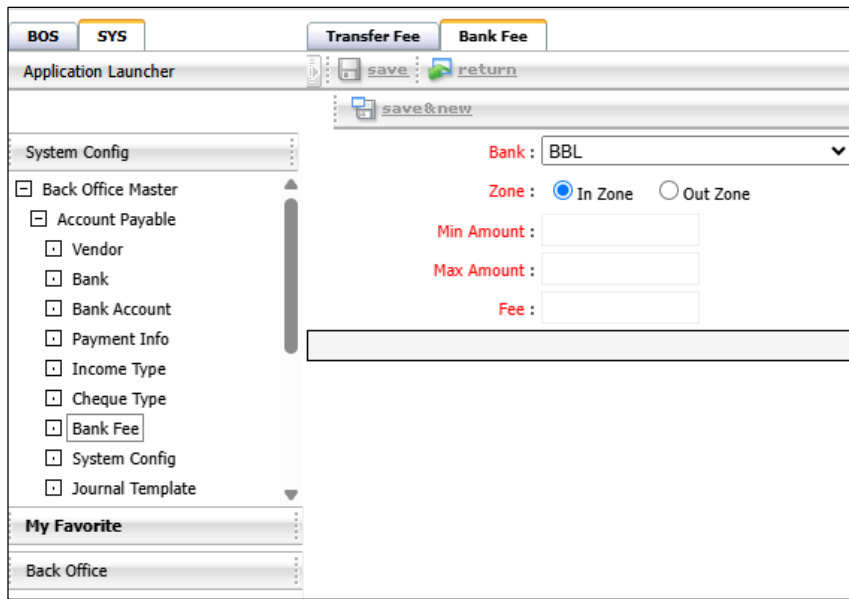
Note: Use consistent naming conventions to avoid confusion in cheque issuance.

2.8 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.



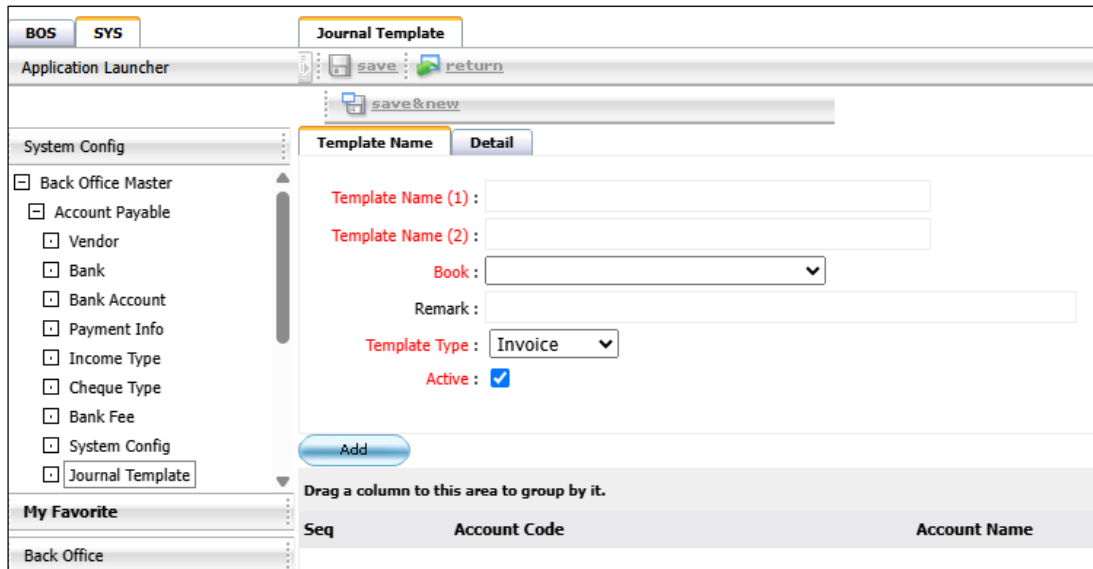
Note: Accurate setup of bank fees ensures proper accounting during payment processing.

2.9 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.



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

3. PAYABLE SYSTEM

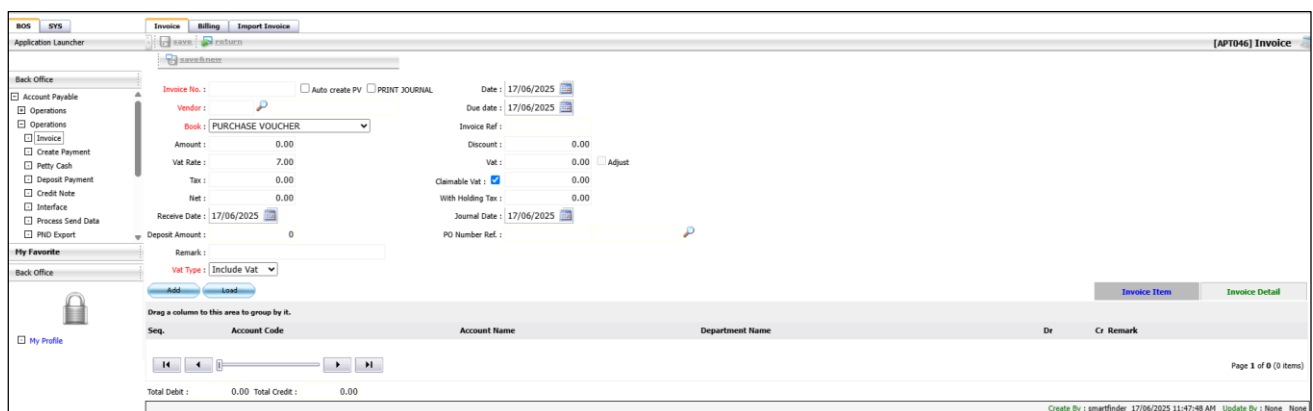
The Payable System is used to manage all operational transactions related to accounts payable. It covers invoice creation, payment processing, withholding tax, deposit records, debt adjustments, and related financial activities. The system supports various payment methods and tax requirements, ensures 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.



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

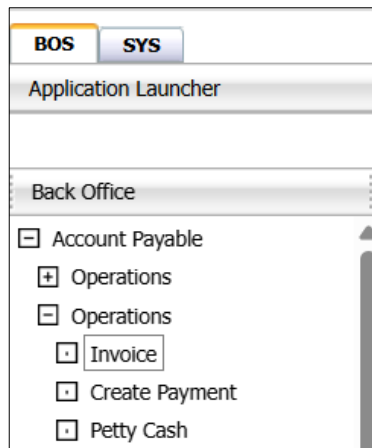
3.2 Import Invoice

This function allows users to import multiple invoice records into the SmartBOS Account Payable module using a predefined Excel template. It helps streamline data entry and reduce manual errors.

To perform the task:

1. Navigate to:

BOS > Account Payable > Operations > Invoice



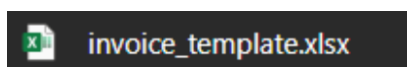
2. Select the tab "Import Invoice."



3. Click the **Export** button to download the Excel import template.



4. Open the downloaded file and enter invoice data in the designated fields.



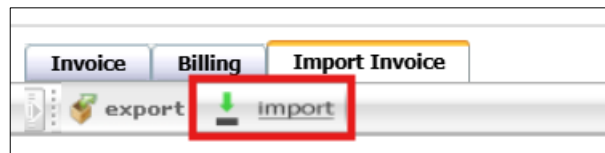
Important: Do not modify any column headers or cell formats.

5. Required fields in the Excel file include:

- Receive No., Symbol No., Invoice Date, Vendor Code, Seq No.
- Debit Amount, Credit Amount, Account Code, Department Code, Remark
- Due Date, Discount, Amount, VAT, Claim VAT
- Tax, Net, Journal Remark, Journal Date, GL Book Code, VAT Rate, VAT Type

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	RECEIVE_NO	SYMBOL_NO	INVOICE_DATE	VENDOR_CODE	SEQ_NO	DEBIT	CREDIT	ACCOUNT_CODE	DEPARTMENT_CODE	REMARK	DUE_DATE	DISCOUNT	AMOUNT
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

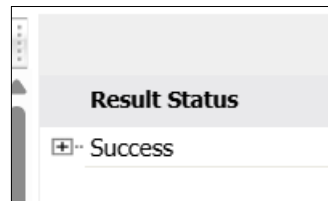
6. Save the file, return to SmartBOS, and click the **Import** button to upload the file.



7. If validation is successful, the system will display the imported invoice data.



8. Review the data and click Save to complete the process.



The “Result Status” column will show Success upon successful upload.

9. The imported invoices will now be available in the Invoice menu.

Invoice	Billing	Import Invoice
Find		
Drag a column to this area to group by it.		
☐	Invoice Ref	Receive No
☐	Invoice No.	PAYMENT NO
☐	Date	
☐	01INV25070176	1234
☐		01/07/2025

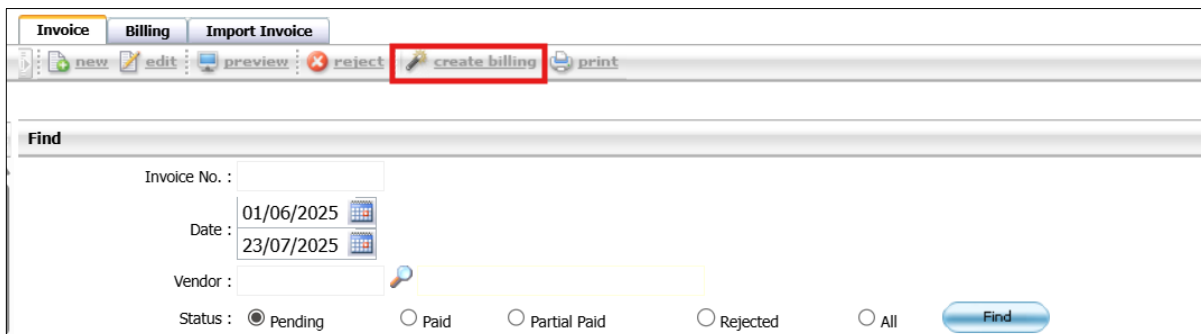
Note: Do not change the Excel template structure; invalid formats will cause the import to fail.

3.3 Billing

The Billing function allows users to group multiple invoices from the same vendor into a single billing document. This simplifies document handling and helps manage payments more efficiently.

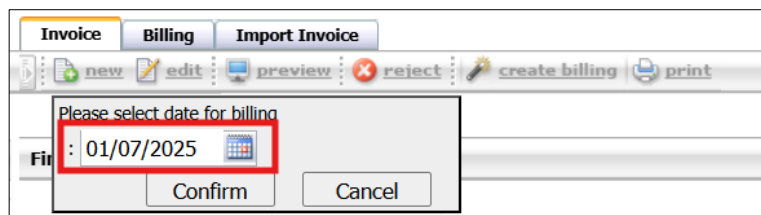
To perform the task:

1. Navigate to: **BOS > Account Payable > Operations > Invoice**
2. Select multiple invoice records and click **Create Billing**.



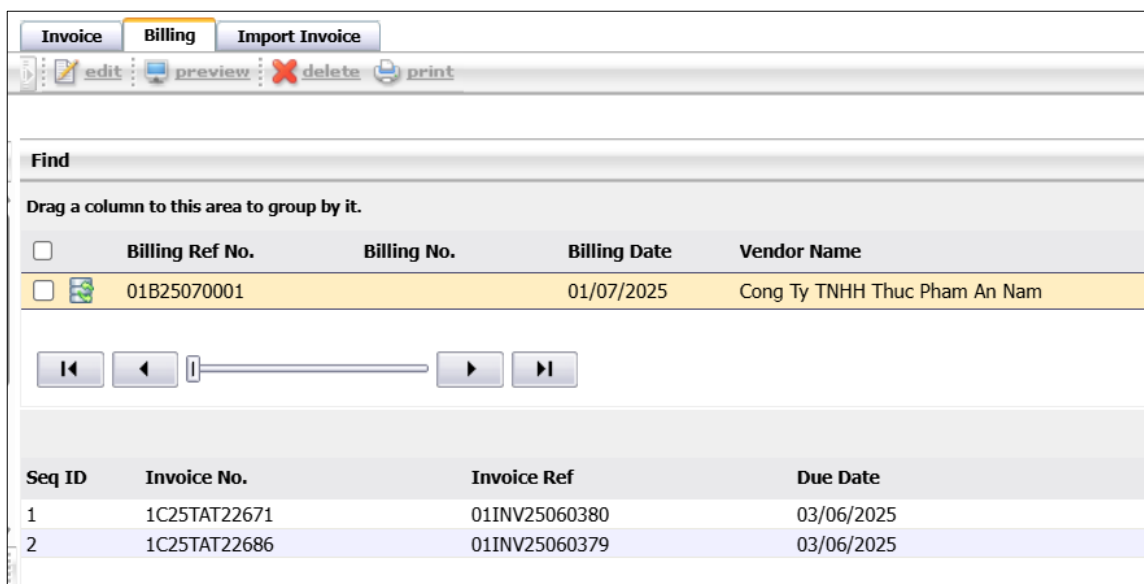
The screenshot shows the 'Invoice' screen with tabs for 'Invoice', 'Billing', and 'Import Invoice'. The 'create billing' button is highlighted with a red box. Below the tabs, there is a 'Find' section with fields for 'Invoice No.', 'Date' (01/06/2025 to 23/07/2025), 'Vendor', and 'Status' (Pending, Paid, Partial Paid, Rejected, All). A 'Find' button is at the bottom right.

3. Choose the Billing Date and click **Confirm**.



The screenshot shows a dialog box titled 'Please select date for billing'. It contains a date field with '01/07/2025' and a calendar icon. The date field is highlighted with a red box. Below the date field are 'Confirm' and 'Cancel' buttons.

4. Go to the Billing tab to view the newly created billing document and its related invoices.

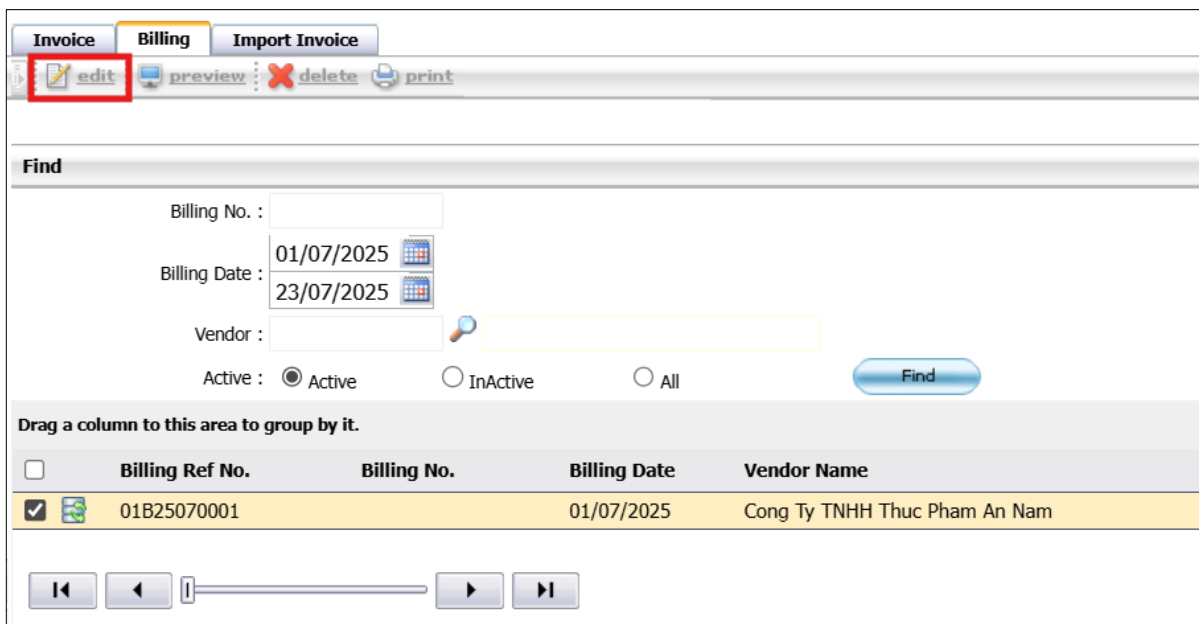


The screenshot shows the 'Billing' tab with a table of billing documents. The table has columns: 'Billing Ref No.', 'Billing No.', 'Billing Date', and 'Vendor Name'. One row is highlighted in yellow. Below the table, there is a pagination bar with 'First', 'Previous', 'Next', and 'Last' buttons. At the bottom, there is a table of related invoices with columns: 'Seq ID', 'Invoice No.', 'Invoice Ref', and 'Due Date'.

Billing Ref No.	Billing No.	Billing Date	Vendor Name
01B25070001		01/07/2025	Cong Ty TNHH Thuc Pham An Nam

Seq ID	Invoice No.	Invoice Ref	Due Date
1	1C25TAT22671	01INV25060380	03/06/2025
2	1C25TAT22686	01INV25060379	03/06/2025

5. To preview or print, click Preview or Print.
6. To add more invoices, click Edit on the billing document.



Find

Billing No. : 01B25070001

Billing Date : 01/07/2025

Vendor : Cong Ty TNHH Thuc Pham An Nam

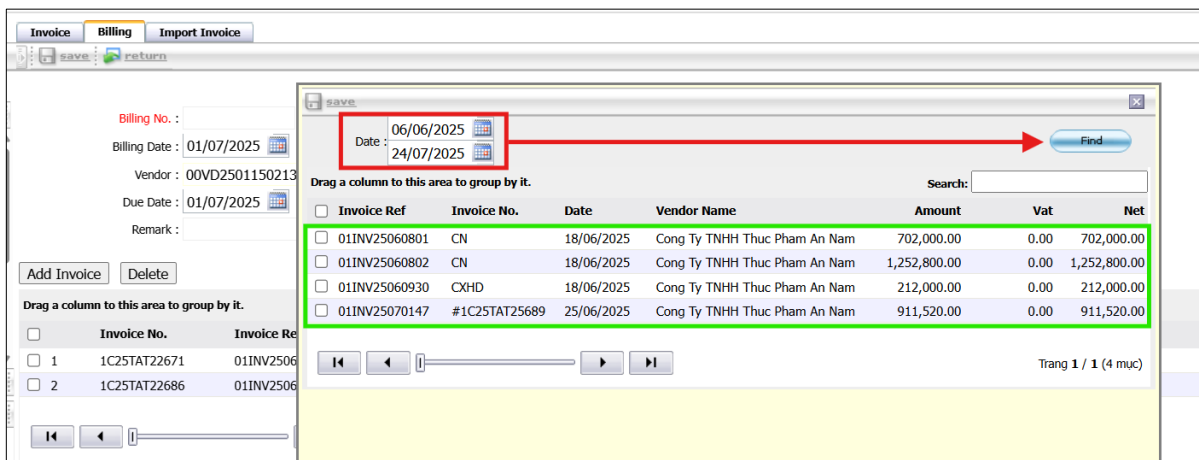
Active : ☒ Active ☐ InActive ☐ All **Find**

Drag a column to this area to group by it.

☐	Billing Ref No.	Billing No.	Billing Date	Vendor Name
☒	01B25070001		01/07/2025	Cong Ty TNHH Thuc Pham An Nam

Navigation buttons: Previous, First, Last, Next, End

7. In the edit screen:
 - Click Add Invoice.
 - Specify the Date parameter, then click Find.
 - Select the invoice(s) from the results and click Save.
 - Add or confirm the Billing No.



Find

Billing No. : 00VD2501150213

Billing Date : 01/07/2025

Vendor : Cong Ty TNHH Thuc Pham An Nam

Remark :

Add Invoice **Delete**

Drag a column to this area to group by it.

☐	Invoice Ref	Invoice No.	Date	Vendor Name	Amount	Vat	Net
☐	01INV25060801	CN	18/06/2025	Cong Ty TNHH Thuc Pham An Nam	702,000.00	0.00	702,000.00
☐	01INV25060802	CN	18/06/2025	Cong Ty TNHH Thuc Pham An Nam	1,252,800.00	0.00	1,252,800.00
☐	01INV25060930	CXHD	18/06/2025	Cong Ty TNHH Thuc Pham An Nam	212,000.00	0.00	212,000.00
☐	01INV25070147	#1C25TAT25689	25/06/2025	Cong Ty TNHH Thuc Pham An Nam	911,520.00	0.00	911,520.00

Navigation buttons: Previous, First, Last, Next, End

Trang 1 / 1 (4 mục)

8. Click Save at the top left of the editing screen to complete and return to the billing list.

Invoice Billing Import Invoice

save return

Billing No. :

Billing Date : 01/07/2025 01B25070001

Vendor : 00VD2501150213 Cong Ty TNHH Thuc Pham An Nam

Due Date : 01/07/2025

Remark :

Add Invoice Delete

Drag a column to this area to group by it.

☐	Invoice No.	Invoice Ref	Date	Amount	Vat	Net	
☐	1	1C25TAT22671	01INV25060380	03/06/2025	270,600.00	0.00	270,600.00
☐	2	1C25TAT22686	01INV25060379	03/06/2025	1,557,000.00	0.00	1,557,000.00
☐	3	01INV25070147	#1C25TAT25689	25/06/2025	911,520.00	0.00	911,520.00

⏮ ⏪ ⏩ ⏭

9. To print the document, select the record and click Print to generate or download the PDF file.

Invoice Billing Import Invoice

edit preview delete print

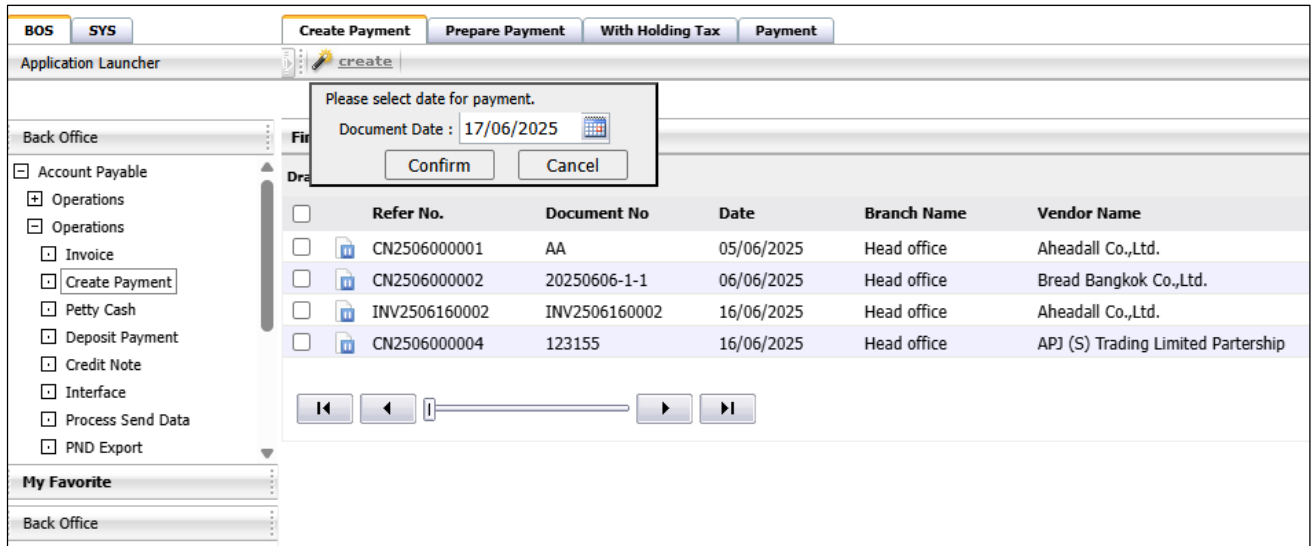
Note: Only invoices from the same vendor can be grouped under one billing document.

3.4 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.



Refer No.	Document No	Date	Branch Name	Vendor Name
CN2506000001	AA	05/06/2025	Head office	Aheadall Co.,Ltd.
CN2506000002	20250606-1-1	06/06/2025	Head office	Bread Bangkok Co.,Ltd.
INV2506160002	INV2506160002	16/06/2025	Head office	Aheadall Co.,Ltd.
CN2506000004	123155	16/06/2025	Head office	APJ (S) Trading Limited Partnership

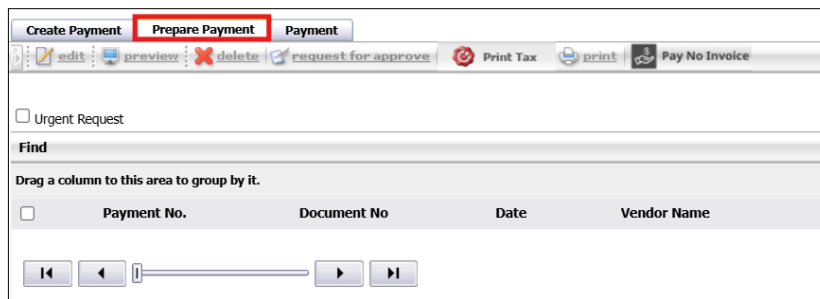
Note: Only approved invoices can be paid. Confirm payment method is aligned with setup in the system.

3.5 Payment No Invoice

This function allows users to record a payment to a vendor without referencing an existing invoice. The payment will be logged and can be offset against future transactions.

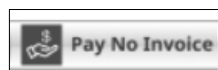
To perform the task:

1. Navigate to: **BOS > Account Payable > Operations > Create Payment**
2. Select the tab **Prepare Payment**.

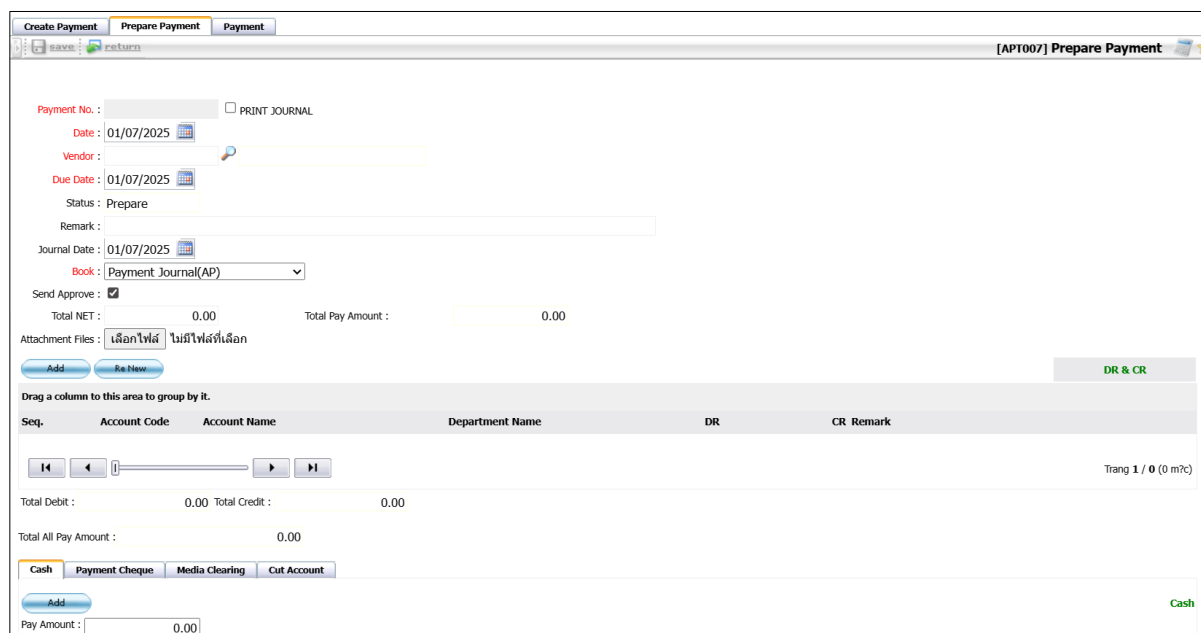


Payment No.	Document No	Date	Vendor Name
-------------	-------------	------	-------------

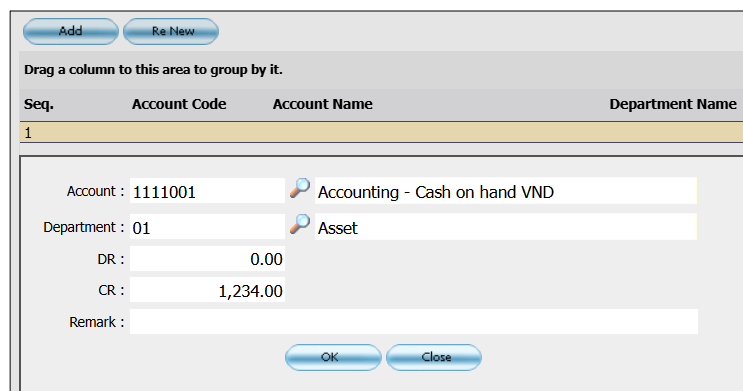
3. Click **Pay No Invoice**.



4. Enter the payment details:
 - Date
 - Vendor
 - Due Date
 - Remark and other necessary fields



5. To add debit and credit accounts:
 - Click Add
 - Select the account, then click OK.



6. The account entry will appear in the list below.

Payment No. : ☐ PRINT JOURNAL

Date : 01/07/2025

Vendor : 00VD2501150002 Cong Ty Co Phan Thien Nchien

Due Date : 01/07/2025

Status : Prepare

Remark :

Journal Date : 01/07/2025

Book : Payment Journal(AP)

Send Approve : ☒

Total NET : 1,234.00 Total Pay Amount : 1,234.00

Attachment Files :

Drag a column to this area to group by it.

Seq.	Account Code	Account Name	Department Name	DR	CR Remark
1	1111001	Accounting - Cash on hand VND	Asset	0.00	1,234.00
2	3311001	Supplier Payable	Liability	1,234.00	0.00

Total Debit : 1,234.00 Total Credit : 1,234.00

Total All Pay Amount : 0.00

7. Select the payment method tab, then click **Add** or enter the amount.

Total Debit : 1,234.00 Total Credit : 1,234.00

Total All Pay Amount : 1,234.00

Cash (1,234.00) Payment Cheque Media Clearing Cut Account

Pay Amount : 1,234.00

8. Click **Save** at the top left to return to the Prepare Payment page; the document will appear under the Payment tab.

Create Payment Prepare Payment **Payment**

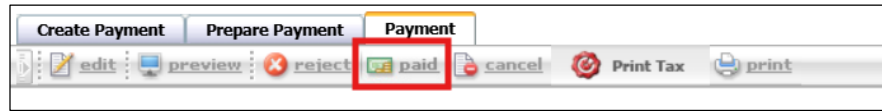
edit preview reject paid cancel Print Tax print

Find

Drag a column to this area to group by it.

	Payment No.	Date	Vendor Name	Cheque No.
☐	01PY25070005	01/07/2025	Công Ty TNHH Trịnh Đăng Khôi	
☐	01PY25070006	01/07/2025	Cá nhân - Thực phẩm Nha Tran...	
☒	01PY25070007	01/07/2025	Cong Ty Co Phan Thien Nchien	
☐	01PY25070003	02/07/2025	Cá nhân - Nhà May Hà Quận 4	
☐	01PY25070004	02/07/2025	Cá nhân - Anh Tâm Xóm Chiếu ...	

- Click **Paid** to mark the document as completed.



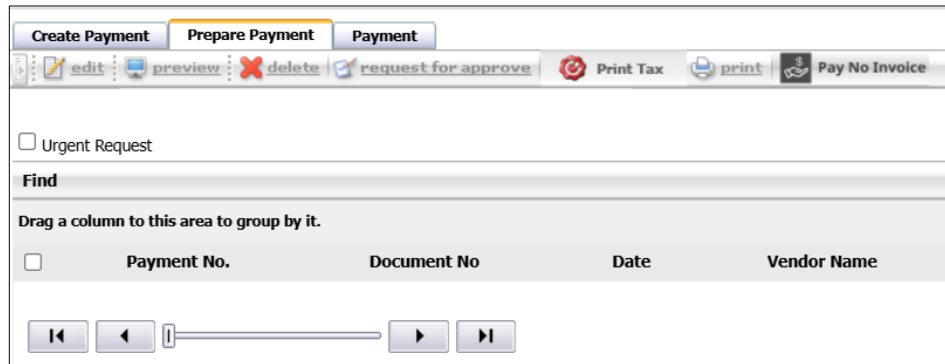
Note: This function is useful for recording advance payments or standalone transactions without prior invoices.

3.6 Prepare Payment

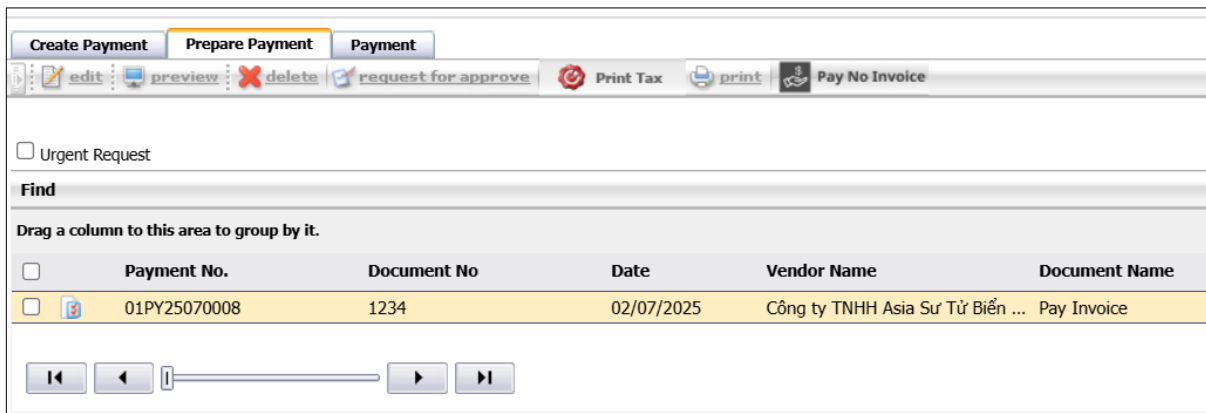
This page lists pending payments awaiting review. Users can edit payment details, assign payment methods, and finalize the document before approval. It ensures all information is complete and accurate prior to processing.

To perform the task:

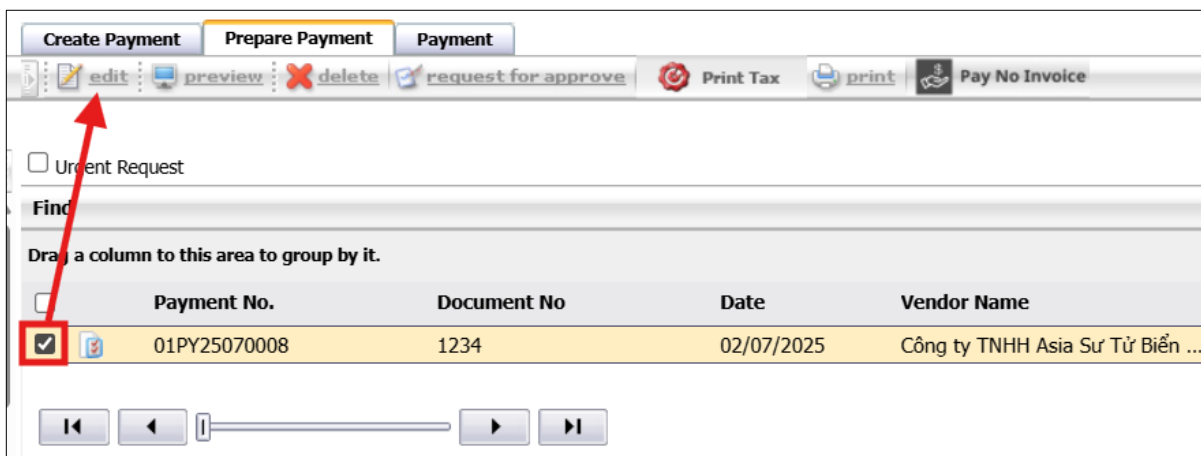
- Navigate to: **BOS > Account Payable > Create Payment**
- Select the tab **Prepare Payment**.



- All created payment records will be shown here, except those from Pay No Invoice.



4. To edit a record, select it by ticking the checkbox, then click **Edit**.



Create Payment **Prepare Payment** **Payment**

☐ Urgent Request

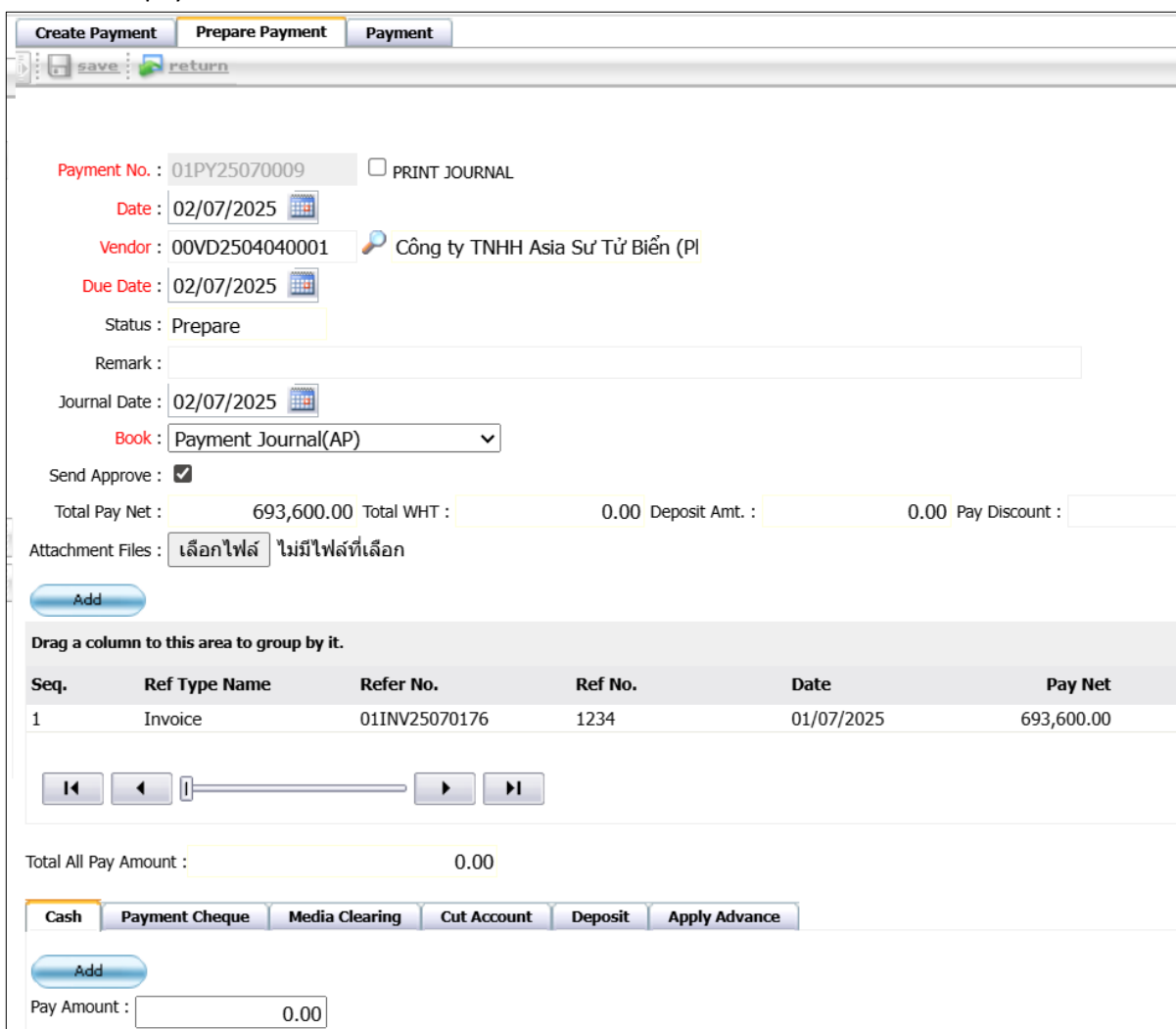
Find

Drag a column to this area to group by it.

	Payment No.	Document No	Date	Vendor Name
☒	01PY25070008	1234	02/07/2025	Công ty TNHH Asia Sư Tử Biển ...

5. Choose the payment method from the tabs below the invoice details.



Create Payment **Prepare Payment** **Payment**

Payment No. : 01PY25070009 ☐ PRINT JOURNAL

Date : 02/07/2025

Vendor : 00VD2504040001  Công ty TNHH Asia Sư Tử Biển (P)

Due Date : 02/07/2025

Status : Prepare

Remark :

Journal Date : 02/07/2025

Book : Payment Journal(AP) ▼

Send Approve : ☒

Total Pay Net : 693,600.00 Total WHT : 0.00 Deposit Amt. : 0.00 Pay Discount :

Attachment Files :  เลือกไฟล์  ไม่มีไฟล์ที่เลือก



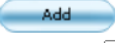
Drag a column to this area to group by it.

Seq.	Ref Type Name	Refer No.	Ref No.	Date	Pay Net
1	Invoice	01INV25070176	1234	01/07/2025	693,600.00

Total All Pay Amount : 0.00

Cash **Payment Cheque** **Media Clearing** **Cut Account** **Deposit** **Apply Advance**



Pay Amount : 0.00

- Complete the form based on the selected payment method (e.g., amount, bank), then click Add.

Total All Pay Amount : 693,600.00

Cash (693,600.00) Payment Cheque Media Clearing Cut Account Deposit Apply Advance

Add

Pay Amount : 693,600.00

- Click the DR&CR tab to view accounting entries.

Add Prepare Payment Detail WHIT Detail **DR & CR**

Drag a column to this area to group by it.

Seq.	Ref Type Name	Refer No.	Ref No.	Date	Pay Net	Deposit	Net Remark
1	Invoice	01INV25070176	1234	01/07/2025	693,600.00	0.00	693,600.00 Xóa

Trang 1 / 1 (1 mục)

- Debit and credit account codes will auto-fill from system settings. Users can edit them as needed.

Add Re New Prepare Payment Detail WHIT Detail **DR & CR**

Drag a column to this area to group by it.

Seq.	Account Code	Account Name	Department Name	DR	CR Remark
1	3311001	Supplier Payable	Liability	693,600.00	0.00 Xóa
2	1111001	Accounting - Cash on hand VND	Asset	0.00	693,600.00 Xóa

Total Debit : 693,600.00 Total Credit : 693,600.00

Total All Pay Amount : 693,600.00

Trang 1 / 1 (2 mục)

- Click **Save** to finalize the payment; you'll be redirected to the previous page.

Create Payment Prepare Payment **Payment**

edit preview delete request for approve Print Tax print Pay No Invoice

☐ Urgent Request

Find

- Once approved, the document will appear on the Payment page. Confirm the payment after completion.

Create Payment Prepare Payment **Payment**

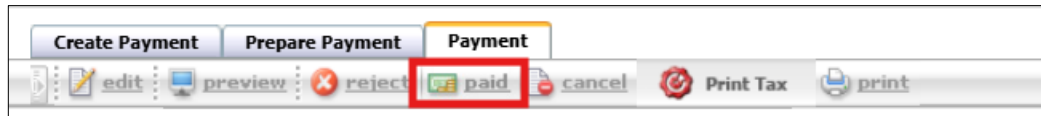
edit preview reject paid cancel Print Tax print

Find

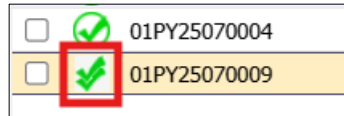
Drag a column to this area to group by it.

	Payment No.	Date	Vendor Name	Cheque No.	Bank Name (1)	Document Name	Due Date	Remark	Net Journal Date
☐	01PY25070005	01/07/2025	Công Ty TNHH Trịnh Đăng Khởi		Ngân hàng Sài Gòn Thương...	Pay Invoice	01/07/2025	FT25183G2XJD, EWX627409477 05...	1,050,000.00 01/07/2025
☒	01PY25070006	01/07/2025	Cá nhân - Thực phẩm Nhà Tràn...		Ngân hàng Sài Gòn Thương...	Pay Invoice	01/07/2025	FT25183FV7VK, EWX627421089 05...	560,000.00 01/07/2025
☒	01PY25070007	01/07/2025	Công Ty Co Phan Thien Nhen			Pay No Invoice	01/07/2025		1,234.00 01/07/2025
☒	01PY25070003	02/07/2025	Cá nhân - Nhà Máy Hà Quận 4		Ngân hàng Sài Gòn Thương...	Pay Invoice	02/07/2025	FT251833MMX6, EWX628434649 A...	2,500,000.00 02/07/2025
☒	01PY25070004	02/07/2025	Cá nhân - Anh Tâm Xóm Chiều ...		Ngân hàng Sài Gòn Thương...	Pay Invoice	02/07/2025	FT2518341BDK, EWX628446849 05...	210,000.00 02/07/2025
☒	01PY25070009	02/07/2025	Công ty TNHH Asia Sư Tử Biển ...			Pay Invoice	02/07/2025		693,600.00 02/07/2025

11. Click Paid to mark the document as completed.



12. Use Preview or Print at the top of the page if needed.



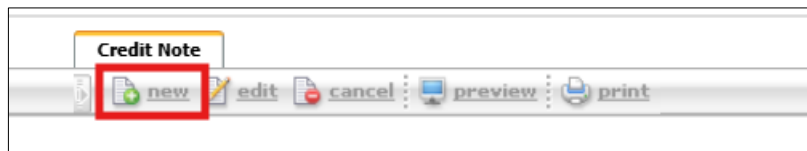
Note: Payment methods and account codes can be edited before final approval.

3.7 Credit Note

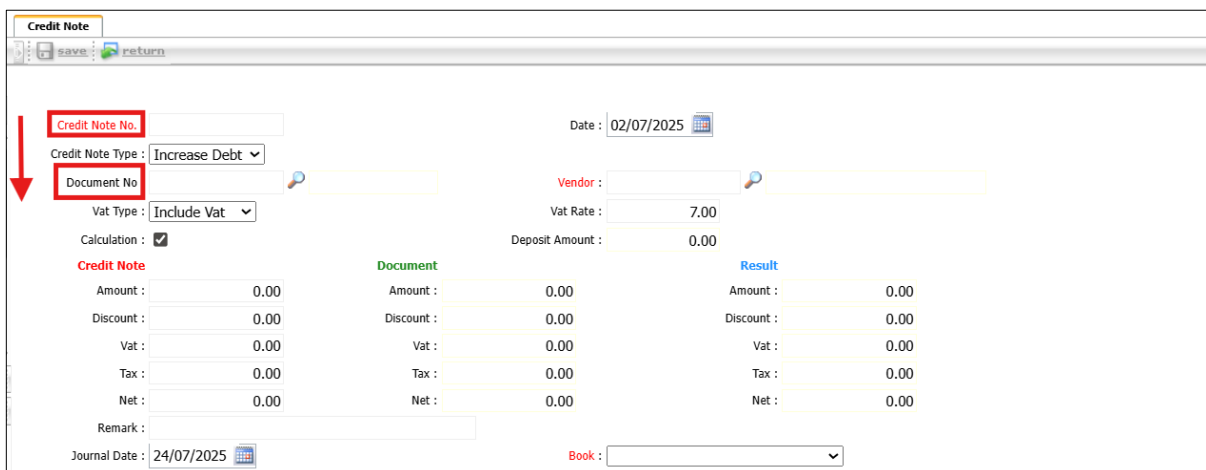
A Credit Note is used to reduce the balance of an invoice or payable document due to returns, overcharges, or other adjustments, ensuring accurate account reconciliation.

To perform the task:

1. Navigate to: **BOS > Account Payable > Operations(2) > Credit Note**
2. Click **New** to create a new credit note document.



3. Enter the Credit Note number, select the adjustment type (increase/decrease), choose the date, and click **Document No.** to link the credit note to a payable document.



Credit Note

save return

Credit Note No. [] Date: 02/07/2025

Credit Note Type: Increase Debt

Document No. [] Vendor: []

Vat Type: Include Vat

Vat Rate: 7.00

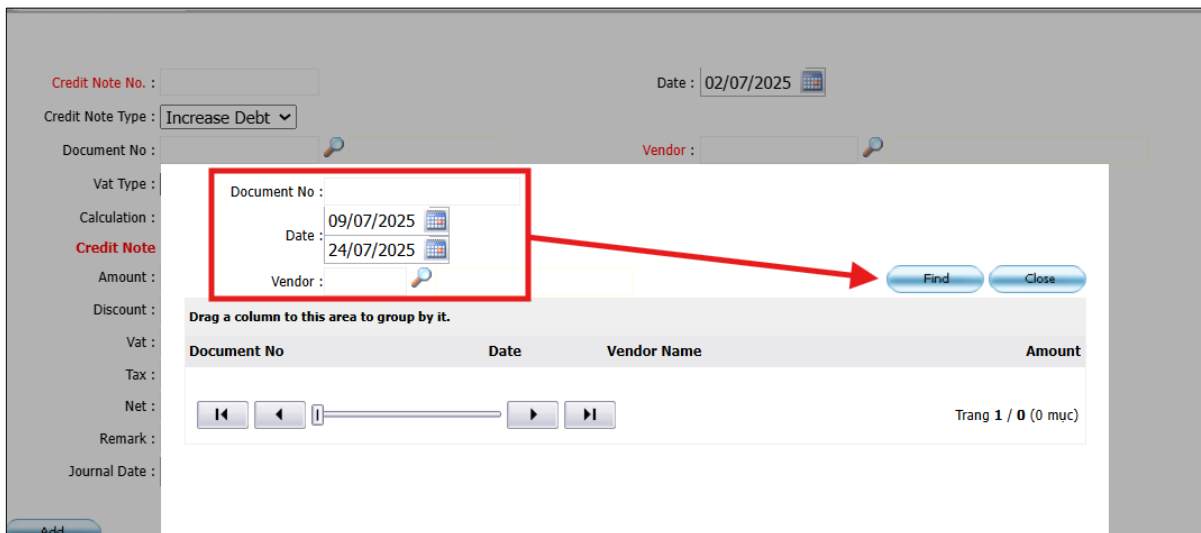
Calculation: [x] Deposit Amount: 0.00

Credit Note	Document	Result
Amount : 0.00	Amount : 0.00	Amount : 0.00
Discount : 0.00	Discount : 0.00	Discount : 0.00
Vat : 0.00	Vat : 0.00	Vat : 0.00
Tax : 0.00	Tax : 0.00	Tax : 0.00
Net : 0.00	Net : 0.00	Net : 0.00

Remark: []

Journal Date: 24/07/2025 Book: []

- Set parameters such as **Document No.**, **Date**, and **Vendor**, then click **Find**.



Credit Note No. : Date : 02/07/2025

Credit Note Type : Increase Debt

Document No. : Vendor :

Vat Type :

Calculation :

Credit Note

Amount :

Discount :

Vat :

Tax :

Net :

Remark :

Journal Date :

Document No. : Date : 09/07/2025

Date : 24/07/2025

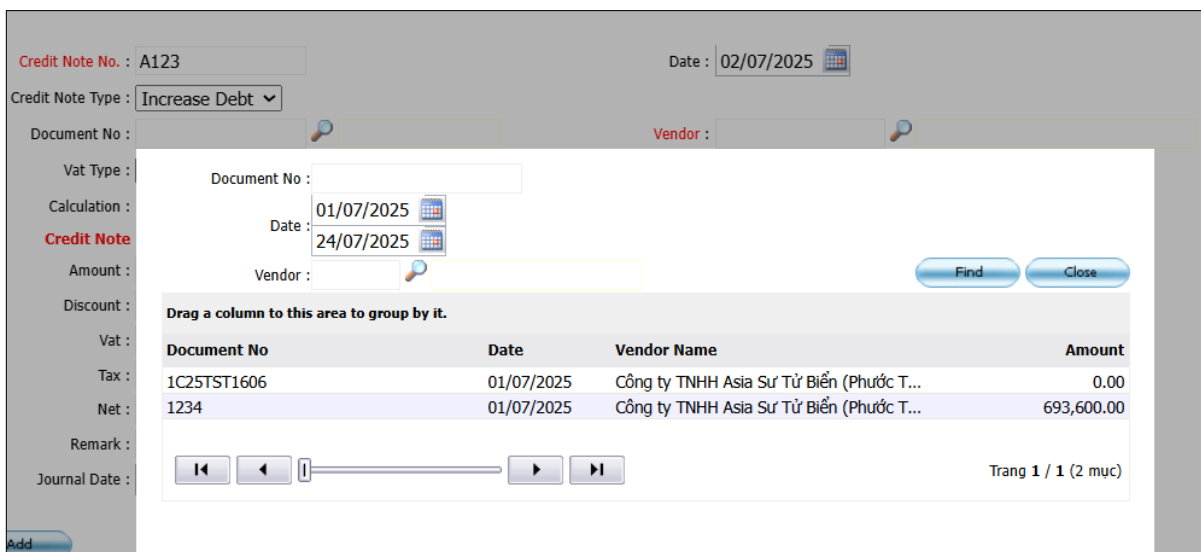
Vendor :

Find Close

Drag a column to this area to group by it.

Document No	Date	Vendor Name	Amount
Trang 1 / 0 (0 mục)			

- Select the desired document from the result list below.



Credit Note No. : A123 Date : 02/07/2025

Credit Note Type : Increase Debt

Document No. : Vendor :

Vat Type :

Calculation :

Credit Note

Amount :

Discount :

Vat :

Tax :

Net :

Remark :

Journal Date :

Document No. : Date : 01/07/2025

Date : 24/07/2025

Vendor :

Find Close

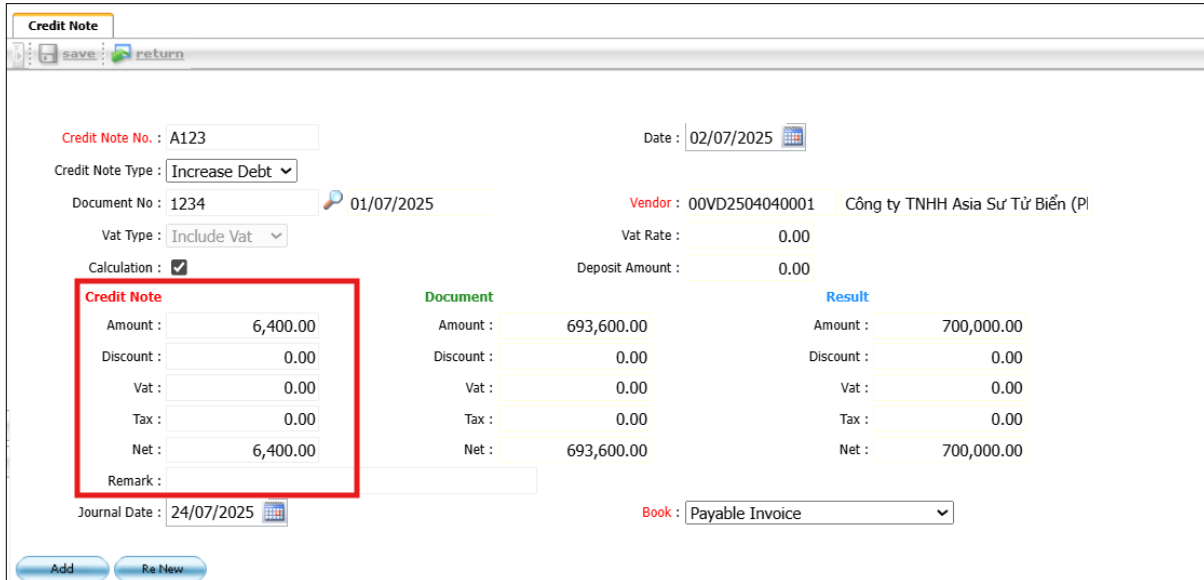
Drag a column to this area to group by it.

Document No	Date	Vendor Name	Amount
1C25TST1606	01/07/2025	Công ty TNHH Asia Sư Tử Biển (Phước T...	0.00
1234	01/07/2025	Công ty TNHH Asia Sư Tử Biển (Phước T...	693,600.00

Trang 1 / 1 (2 mục)

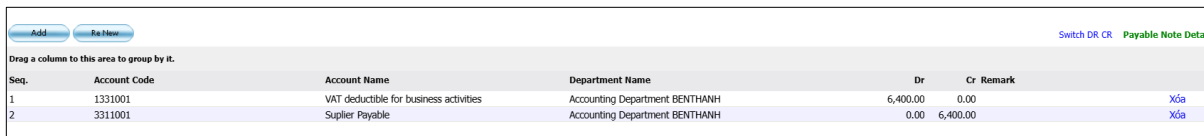
Version : 1.0
 Last Updated : 6 June 2025
 Author : Documentation Team

6. Enter the credit amount; the system will automatically update the UI.



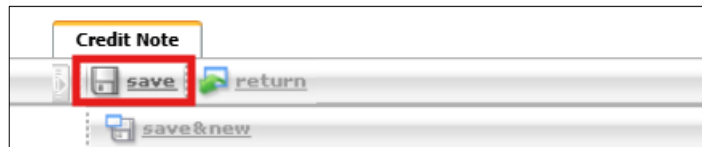
Credit Note	Document	Result
Amount : 6,400.00	Amount : 693,600.00	Amount : 700,000.00
Discount : 0.00	Discount : 0.00	Discount : 0.00
Vat : 0.00	Vat : 0.00	Vat : 0.00
Tax : 0.00	Tax : 0.00	Tax : 0.00
Net : 6,400.00	Net : 693,600.00	Net : 700,000.00

7. Click **Renew** to recalculate debit/credit entries or adjust account lines manually.

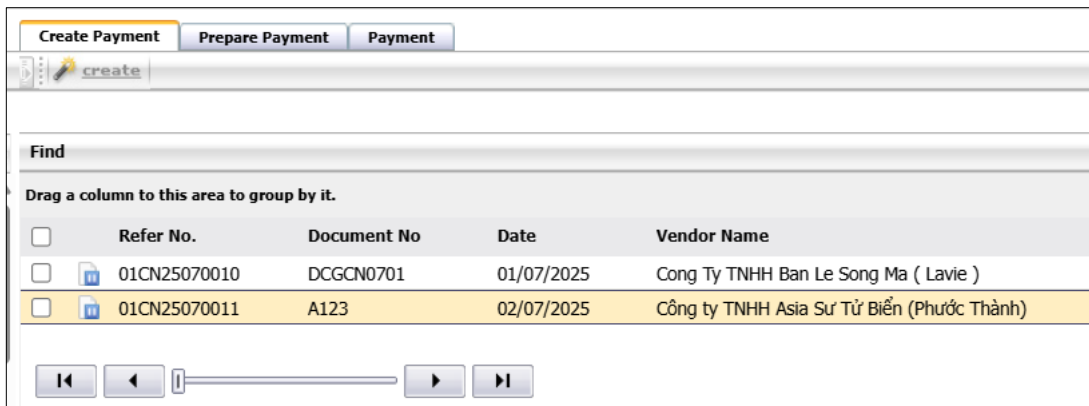


Seq.	Account Code	Account Name	Department Name	Dr	Cr	Remark
1	1331001	VAT deductible for business activities	Accounting Department BENTHANH	6,400.00	0.00	Xóa
2	3311001	Supplier Payable	Accounting Department BENTHANH	0.00	6,400.00	Xóa

8. Click Save to complete and return to the previous screen.



9. The Credit Note will also appear in the Create Payment page and can be selected together with other payable documents to offset the total amount.



Refer No.	Document No	Date	Vendor Name
01CN25070010	DCGCN0701	01/07/2025	Cong Ty TNHH Ban Le Song Ma (Lavie)
01CN25070011	A123	02/07/2025	Công ty TNHH Asia Sư Tử Biển (Phước Thành)

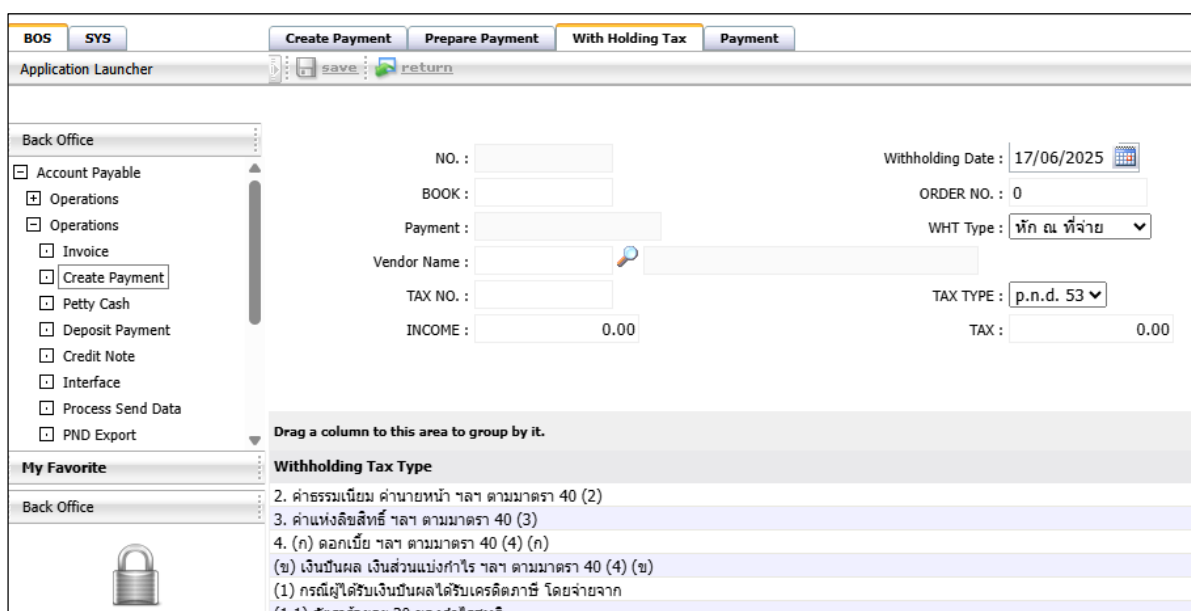
Note: Only one credit note can be applied per vendor per payment transaction.

3.8 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.



Withholding Tax Type

2. ค่าธรรมเนียม ค่านายหน้า ฯลฯ ตามมาตรา 40 (2)
3. ค่าขนส่งสินค้า ฯลฯ ตามมาตรา 40 (3)
4. (ก) ดอกเบี้ย ฯลฯ ตามมาตรา 40 (4) (ก)
(ข) เงินปันผล เงินส่วนแบ่งกำไร ฯลฯ ตามมาตรา 40 (4) (ข)
(1) กรณีผู้ได้รับเงินปันผลได้รับเครดิตภาษี โดยจ่ายจาก
(1.1) อัตราจ่ายลด 30 ของค่าภาษี

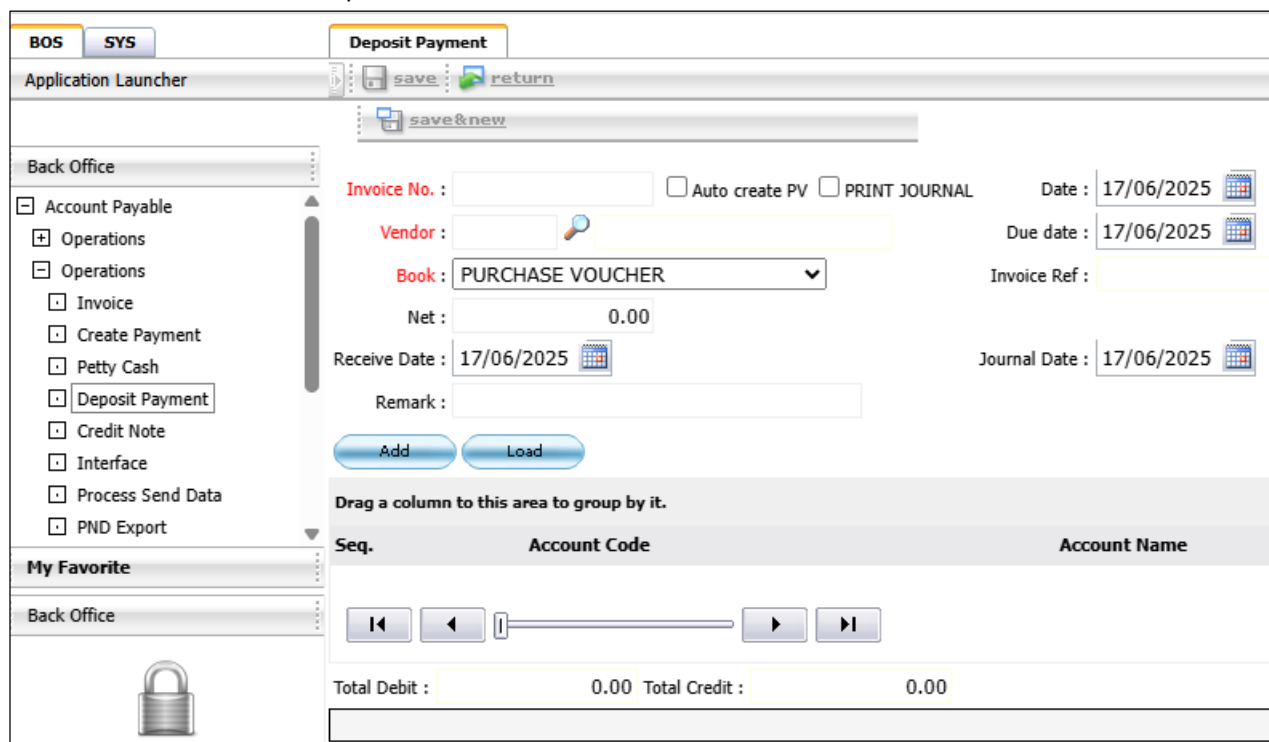
Note: Income type setup must be completed before processing withholding tax.

3.9 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.



The screenshot shows the 'Deposit Payment' form in the BOS system. The form is divided into several sections:

- Top Bar:** Includes 'BOS' and 'SYS' tabs, and a 'Deposit Payment' title bar with 'save' and 'return' buttons.
- Left Sidebar:** Contains a tree view with 'Back Office' and 'My Favorite' sections. Under 'Back Office', 'Account Payable' is expanded, showing 'Operations', 'Invoice', 'Create Payment', 'Petty Cash', 'Deposit Payment' (selected), 'Credit Note', 'Interface', 'Process Send Data', and 'PND Export'.
- Main Form Area:**
 - Fields:** 'Invoice No.', 'Vendor' (with a search icon), 'Book' (dropdown menu set to 'PURCHASE VOUCHER'), 'Net' (0.00), 'Receive Date' (17/06/2025), 'Remark', 'Date' (17/06/2025), 'Due date' (17/06/2025), 'Invoice Ref', and 'Journal Date' (17/06/2025).
 - Buttons:** 'Add' and 'Load' buttons are located below the 'Remark' field.
 - Table:** A table with columns 'Seq.', 'Account Code', and 'Account Name'. Below the table is a pagination bar with navigation buttons.
 - Totals:** 'Total Debit : 0.00' and 'Total Credit : 0.00' are displayed at the bottom.

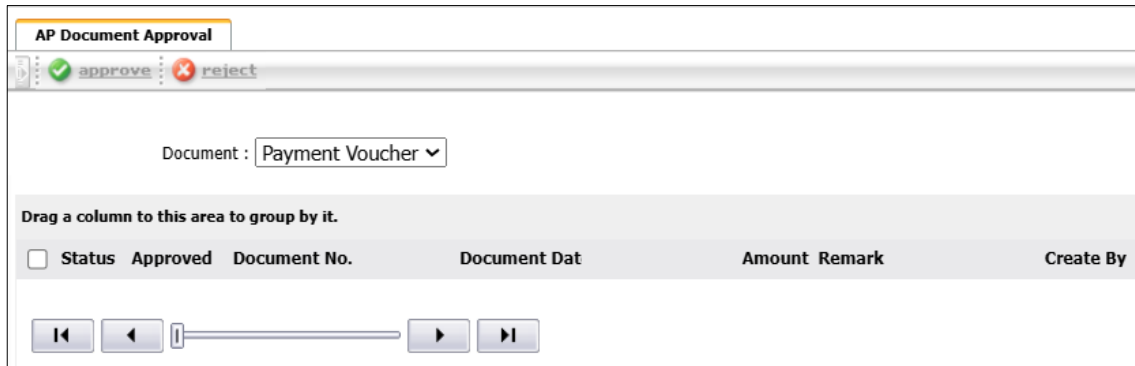
Note: Deposits can later be applied to offset against future invoices.

3.10 AP Document Approval

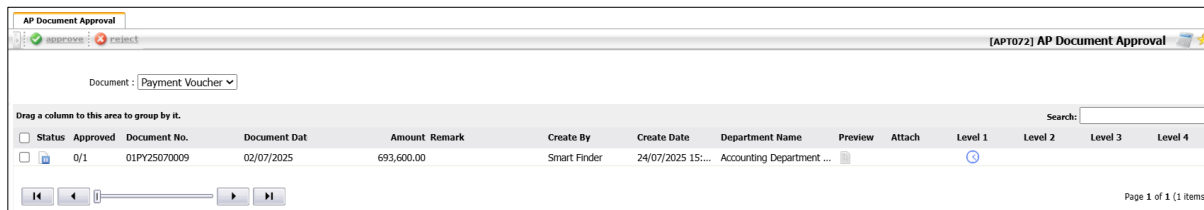
This function allows users to manage the approval workflow for Accounts Payable documents. Documents must be reviewed and approved before they can be printed or processed further.

To perform the task:

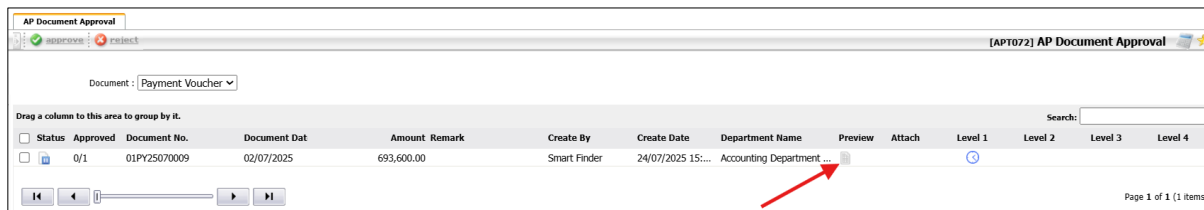
1. Navigate to: **BOS > Account Payable > AP Document Approval**



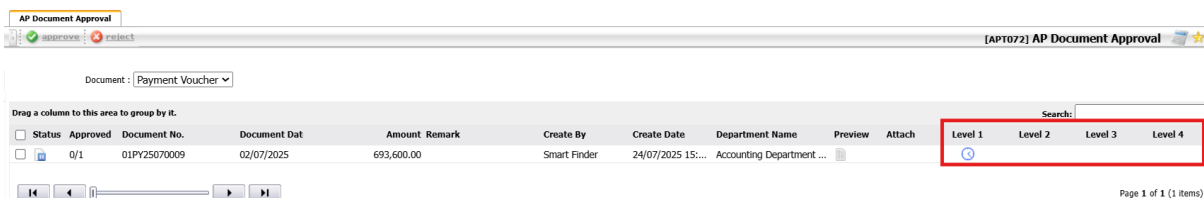
2. All pending approval documents will be listed on this page.



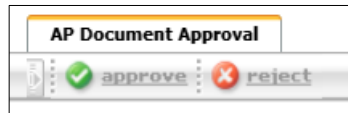
3. Click the document icon to view or preview the document in PDF format.



4. The Levels section shows how many approval stages the document has passed.
 - Up to 4 approval levels can be configured.



5. To approve or reject, select the document and click the appropriate button at the top of the screen.



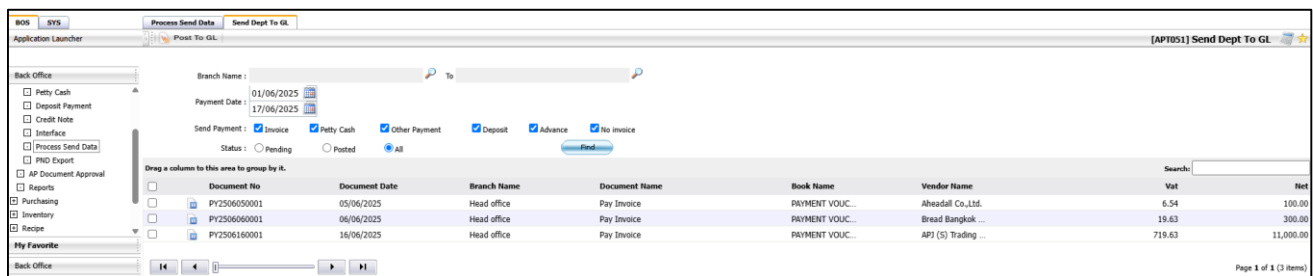
Note: Only users with approval rights can take action on documents.

3.11 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.



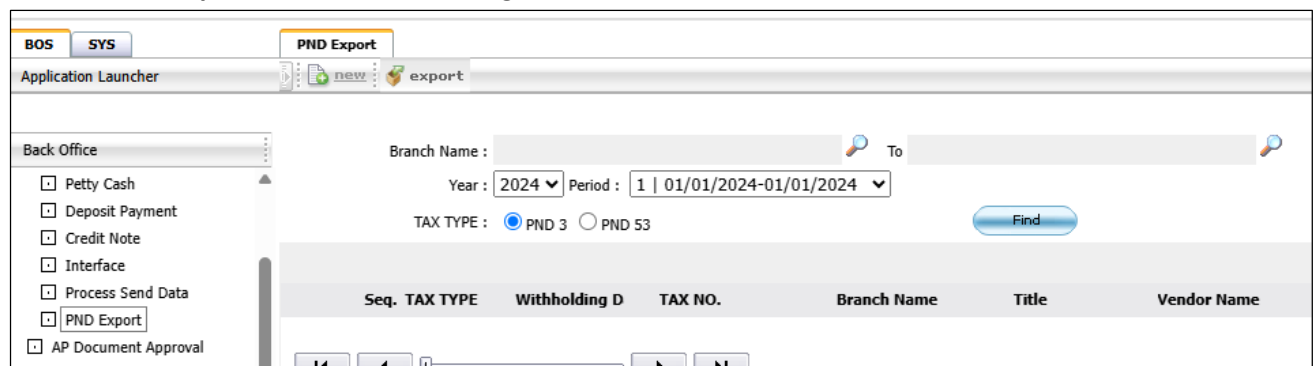
Note: Only finalized and approved documents can be submitted to GL.

3.12 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.



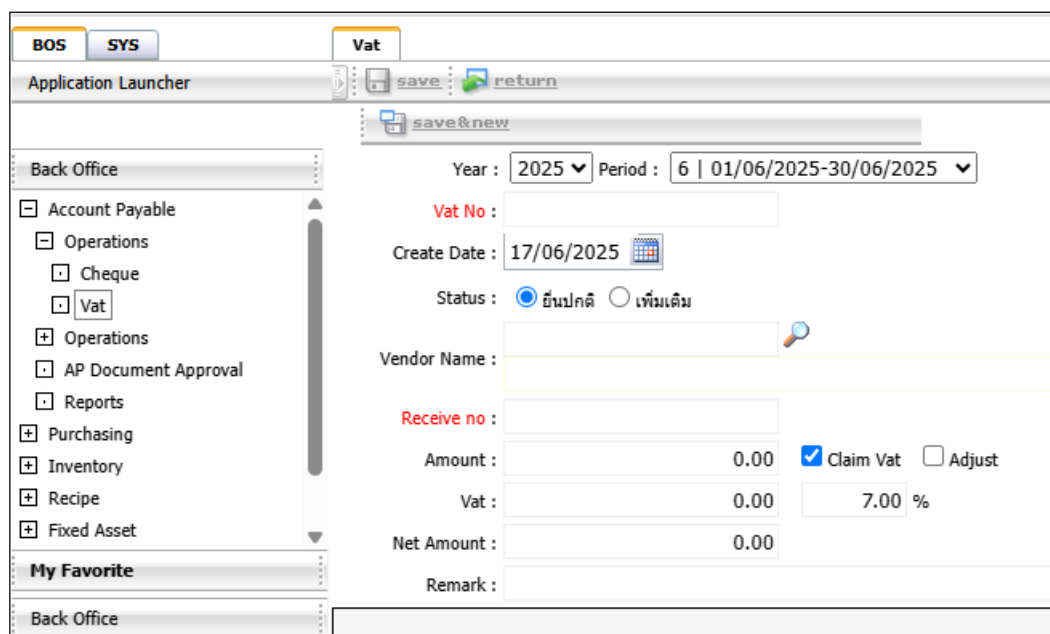
Note: Ensure file is reviewed before submitting to revenue authorities or auditors.

3.13 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.



The screenshot shows the 'Vat' module in the BOS system. The left sidebar contains a tree view with 'Back Office' expanded, showing 'Account Payable' > 'Operations' > 'Cheque' > 'Vat'. The main area has a 'Vat' tab selected. It includes a 'save' button and a 'return' button. Below the toolbar, there are dropdowns for 'Year' (2025) and 'Period' (6 | 01/06/2025-30/06/2025). The form fields include: 'Vat No' (empty), 'Create Date' (17/06/2025), 'Status' (radio buttons for 'ยื่นปกติ' and 'เพิ่มเติม'), 'Vendor Name' (empty), 'Receive no' (empty), 'Amount' (0.00), 'Vat' (0.00), 'Net Amount' (0.00), and 'Remark' (empty). There are also checkboxes for 'Claim Vat' (checked) and 'Adjust' (unchecked), and a '7.00 %' field.

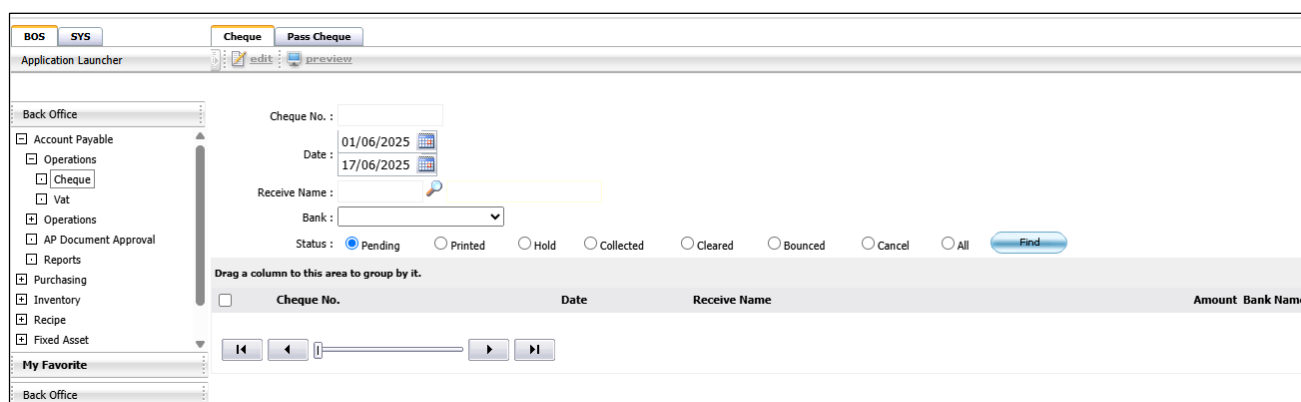
Note: Only transactions marked with income type and withholding setup will appear in tax reports.

3.14 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.



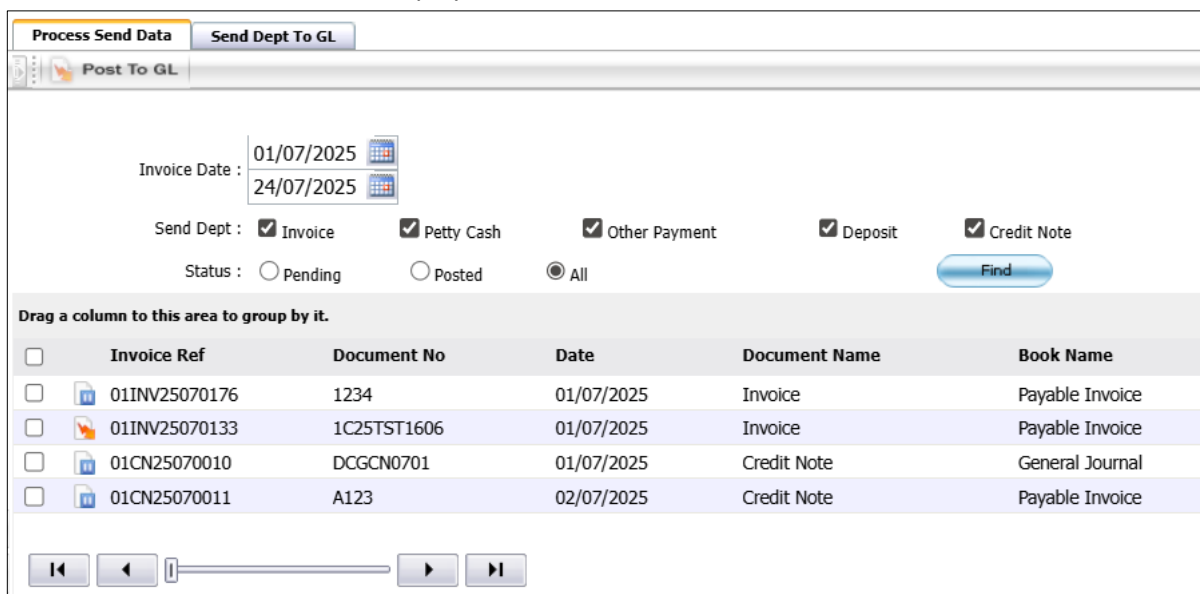
Note: Always cross-reference cheque status with bank statement before marking as cleared.

4. Process Send Data

This function allows users to post finalized debt and payment documents from the Accounts Payable module to the General Ledger (GL), ensuring the accounting system is up-to-date.

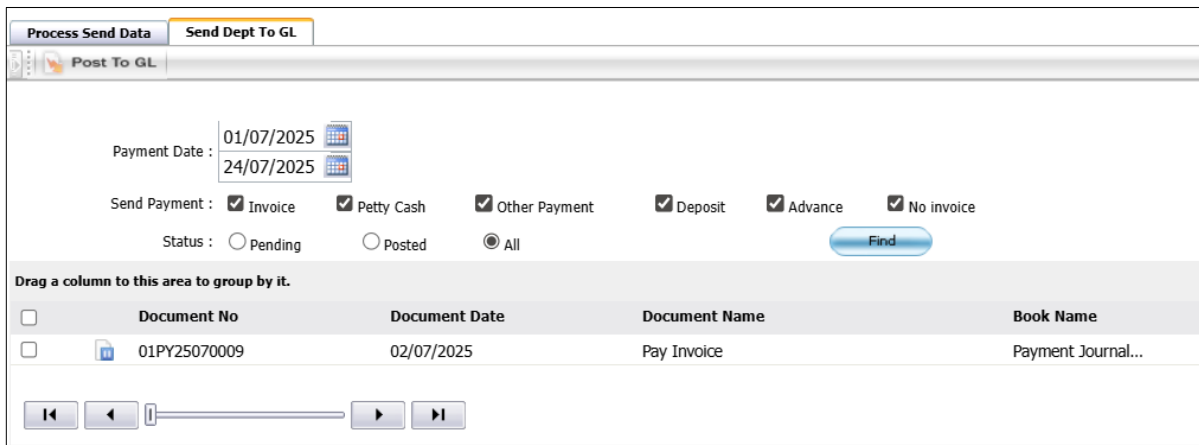
To perform the task:

1. Navigate to: **BOS > Account Payable > Operations> Process Send Data**
2. The **Process Send Data** tab will display all debt documents.

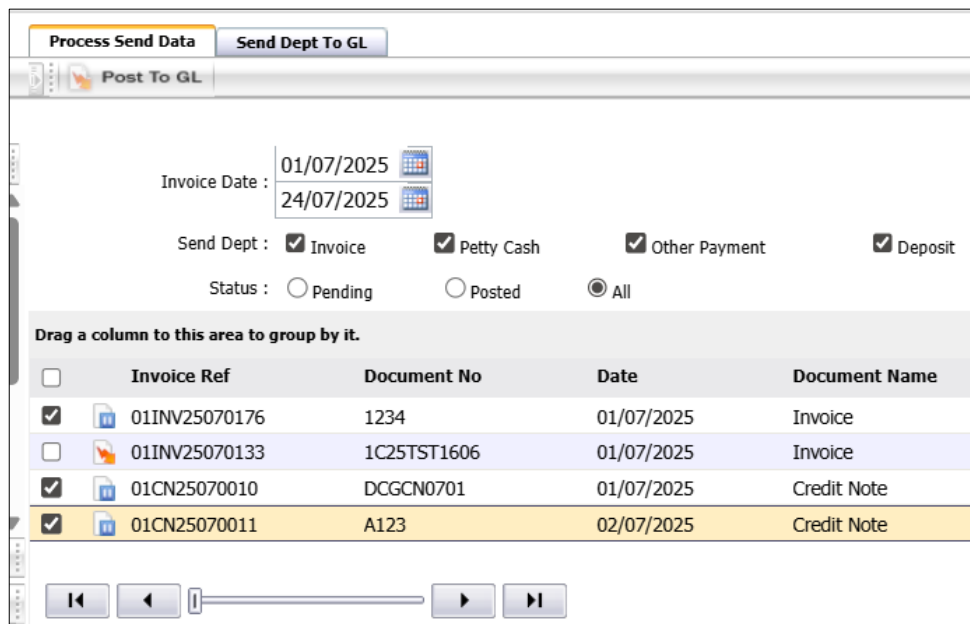


Invoice Ref	Document No	Date	Document Name	Book Name
01INV25070176	1234	01/07/2025	Invoice	Payable Invoice
01INV25070133	1C25TST1606	01/07/2025	Invoice	Payable Invoice
01CN25070010	DCGCN0701	01/07/2025	Credit Note	General Journal
01CN25070011	A123	02/07/2025	Credit Note	Payable Invoice

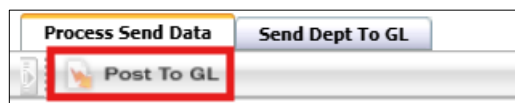
3. The Send Debt to GL tab will display all payment documents.



4. To post, select the documents by ticking the checkboxes.



5. Click Post to GL to send the selected documents to the General Ledger.



6. Once complete, a system message will confirm success, and the document status icons will update.

Post to GL system complete

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

☐	Invoice Ref
☐	 01INV25070176
☐	 01INV25070133
☐	 01CN25070010
☐	 01CN25070011

Note: Only finalized documents can be posted to the GL.