

Chapter 6 Billing

This section manages and keeps track your billing details.

You can generate bill easily with predefined bill template and you can check your service tax amount at any time.

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6.1 Create New Quotation

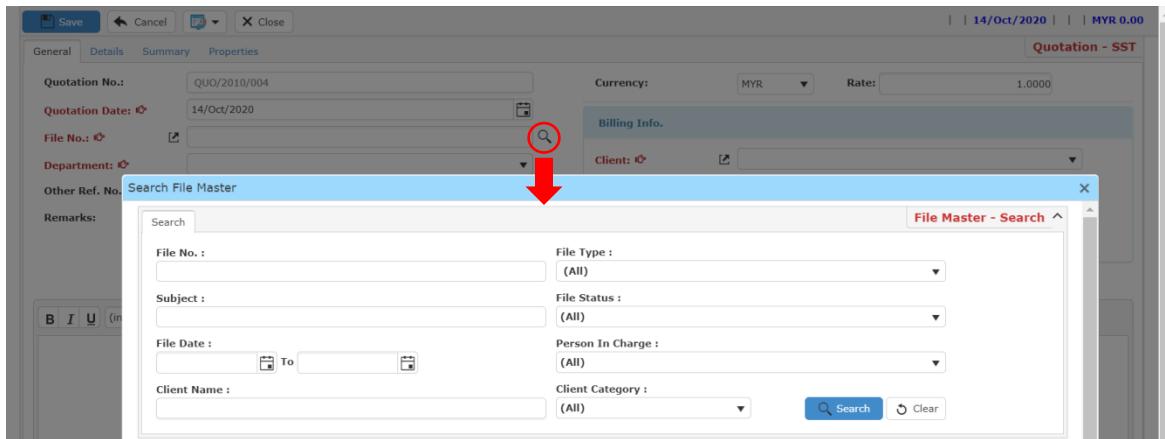
- Create Quotation with adding items manually
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 - 6.11 Manage A/R Debit Note
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 - 6.13 Manage Past Bill
-

6.1 Create New Quotation

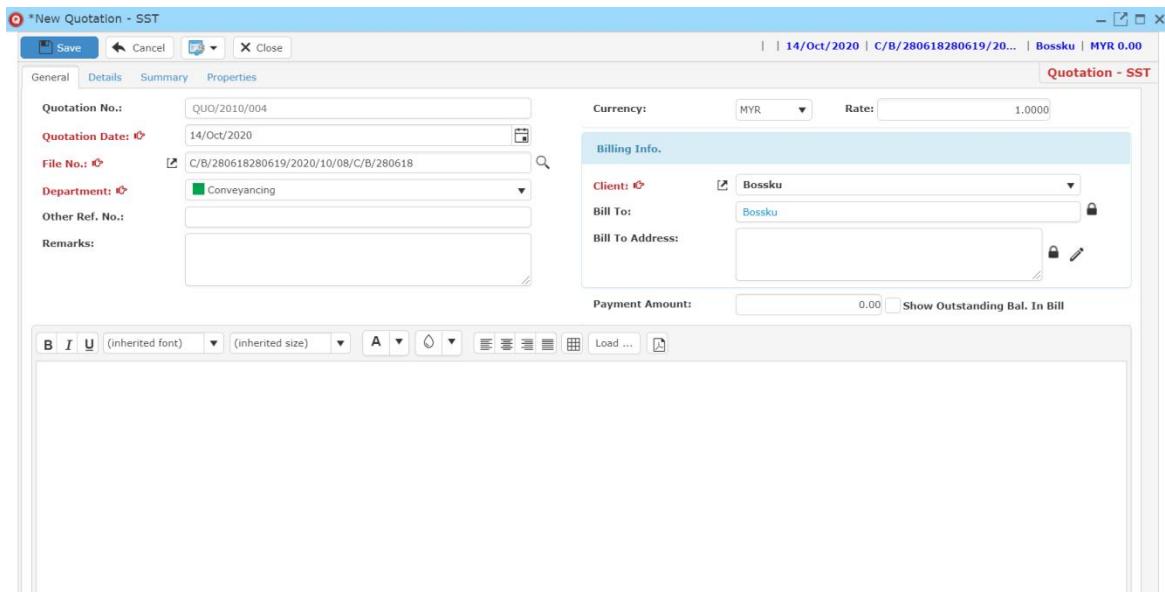
- To open New Quotation, on the **SmartLeg@I** navigation, click **Billing** and go to **New Quotation**.

Bill link with file:

- Choose a file from File Master by clicking the browse button:



Note: If you fill the file information more completely, after you choose the file field like Client, Department and Quotation Date will be auto filled.



Create Bill Items / Bill Template:

- Go to **Details** tab

Go to Details tab to add bill items.

Quotation - SST

Save Cancel Close

14/Oct/2020 | C/B/280618280619/20... | Bossku | MYR 0.00

Quotation - SST

Details Summary Properties

Activity: DIS

Account Type: Clients' Account Office Account

Credit A/C:

Tax Code:

Tax Rate(%): Tax Amount: 0.00

Pv No.:

Rounding Adjustment

Add Load Remove

C...	Activity	Description	T...	Amount	Tax...	Total (Inc)	A	Credit ...	Tax Cre...	Pv No.	...
1.	DIS			0.00	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

*New Quotation - SST

Save Cancel Close

14/Oct/2020 | C/B/280618280619/20... | Bossku | MYR 5,687.40

Quotation - SST

General Details Summary Properties

1 Activity: LF - Property Sale Agreement

Description: Property Sale Agreement

Account Type: Clients' Account Office Account

Amount: 1 x

Total (Exc.):

Rounding Adjustment

Add Load Remove

C...	Activity	Description	Type	Amount:
1.	LF - Property Sale Agreement	Property Sale Agreement	N/A	30.00
2.	LF - Property Purchase Agreement	Property Purchase Agreement	N/A	30.00
3.	LF - Deed of Assignment	Deed of Assignment	N/A	30.00
4.	LF - Power of Attorney	Power of Attorney	N/A	30.00
5.	LF - Letter of Guarantee	Letter of Guarantee	N/A	30.00
6.	LF - Legal Fees	Legal Fees	N/A	0.00

Figure: New Quotation – Details, Activity Code

- You can edit the amount or type in a new amount by select the activity
- Moreover, you can choose the calculation by choosing a calculator
- You can 'Tick' to select account type either client or office account

Select a calculation by choosing a calculator

The screenshot shows a software interface for managing legal fees. At the top, there's a toolbar with Save, Cancel, and Close buttons. Below the toolbar, there are tabs for General, Details, Summary, and Properties. The main area displays a list of activities:

Activity	Description	Amount	Tax	Total (Inc.)	A	Credit	Tax Cre...	Pv No.
1. LF	LF - Property Sale Agreement	500.00	30.00	530.00	O	500-000	430-0000	
2. LF	LF - Property Purchase Agreement	300.00	18.00	318.00	O	500-000	430-0000	
3. LF	LF - Deed of Assignment	300.00	18.00	318.00	O	500-000	430-0000	
4. LF	LF - Power of Attorney	300.00	18.00	318.00	O	500-000	430-0000	
5. LF	LF - Letter of Guarantee	300.00	18.00	318.00	O	500-000	430-0000	
6. LF	Legal Fees	0.00	0.00	0.00	O	500-000	430-0000	
7. LF	LF - Entry & Withdrawal of	550.00	33.00	583.00	O	500-000	430-0000	
		5.370.00	317.40	5.687.40				

On the right side of the interface, there's a calculator dialog box:

Calculator

- Calculator: **Solicitors' Remuneration 2017 (Standard)**
- Input Amount: **0.00**
- Min. Amount: **\$ 500,000.00**
- Max Amount: **\$ 0.0000**
- Calculated Amt: **500.00**
- Round up to nearest: **0.00**
- Round up to nearest: **0.00**

At the bottom of the calculator dialog, there are **Copy & Close** and **Cancel** buttons.

Figure: Calculator

Create Quotation with adding items manually

The screenshot shows the 'Quotation - SST' interface. In the top left, there's a toolbar with 'Save', 'Cancel', and other buttons. The top right displays the date '26/Oct/2020', user 'Catherine', and currency 'MYR 0.00'. Below the toolbar, tabs for 'General', 'Details', 'Summary', and 'Properties' are visible, with 'General' selected. A summary table on the right shows 'Clients' Account' checked, 'C500-0001 - Clients' AC Disbursement' selected for 'Credit A/C', and '0.00' for 'Tax Amount'. The main area contains a table with one row:

C.	Activity	Description	T...	Amount	Tax...	Total (Inc.)	A	Credit ...	Tax Cre...	Pv No.
1.	DIS	Documentation Fees		0.00	0.00	0.00	C	C500-0001		

- When you click add, it will add in a row allow you to select activity and key in amount

This screenshot shows the same 'Quotation - SST' interface after adding another line item. The table now has two rows:

C.	Activity	Description	T...	Amount	Tax...	Total (Inc.)	A	Credit ...	Tax Cre...	Pv No.
1.	DIS	Documentation Fees		0.00	0.00	0.00	C	C500-0001		
2.	DIS	Documentation Fees		0.00	0.00	0.00	X			

The screenshot shows the 'New Quotation - SST' window. At the top, there are buttons for Save, Cancel, and Close. The status bar indicates the date as 26/Oct/2020, the file number as SPA/SS/WT/001, and the client name as Catherine with a balance of MYR 0.00. Below the toolbar, tabs for General, Details, Summary, and Properties are visible, with 'Quotation - SST' selected.

Activity: RIB (Affirmation fee for Form 43)

Description: Affirmation fee for Form 43

Amount: 1 x \$ 0.00 = 0.00 Tax Incl?

Total (Exc.): 0.00 **Total (Inc.):** 0.00

Account Type: Clients' Account Office Account

Credit A/C: 500-1000 - Reimbursement

Tax Code: 430-0000 - Service Tax (SST)

Tax Rate(%): 6.00 **Tax Amount:** 0.00

Pv No.: []

Rounding Adjustment

C.	Activity	Description	Amount	Tax...	Total (Inc.)	A	Credit ...	Tax Cre...	Pv No.
1.	DIS	Documentation Fees	0.00	0.00	0.00	C	C500-0001		
2.	RIB	Affirmation fee for Form 43	0.00	0.00	0.00	O	500-1000	430-0000	

Create Quotation with Load Bill Template

To load a bill template, you can click to load and you can select bill template it will shown template sample as figure below

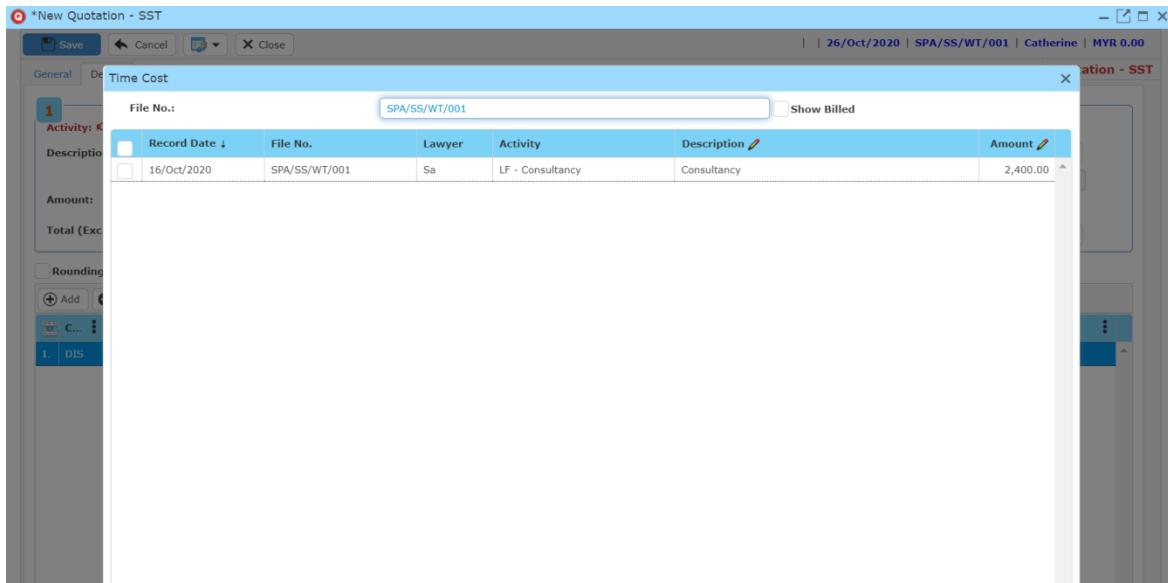
The screenshot shows the 'New Quotation - Details, Load Bill Template' window. It displays a list of bill items from a template named 'Company Loan WOT-islamic (1st Party)'.

Category	Activity	Description	Qty...	Amount
LF	LF - Property Sale Agreement	Property Sale Agreement	1	500.00
LF	LF - Property Purchase Agreement	Property Purchase Agreement	1	300.00
LF	LF - Deed of Assignment	Deed of Assignment	1	300.00
LF	LF - Power of Attorney	Power of Attorney	1	300.00
LF	LF - Letter of Guarantee	Letter of Guarantee	1	300.00
LF	Legal Fees	Legal Fees	1	0.00
LF	LF - Entry & Withdrawal of Private Caveat	Entry & Withdrawal of Private Caveat	1	550.00
LF	LF - Withdrawal of Private Caveat	Entry & Withdrawal of Private Caveat	1	150.00
LF	LF - Statutory Declaration	Statutory Declaration	1	50.00
LF	LF - Consent to Charge	Application to State Authority for consent to charge	1	300.00
LF	LF - Form 34	Form 34	1	300.00
LF	LF - Sale and Purchase Agreement	Sale and Purchase Agreement	1	500.00
DIS	Stamping - Property Sale Agreement (Master)	Stamp Duty on Property Sale Agreement (Master)	1	0.00
DIS	Stamping - Power of Attorney	Stamp Duty on Power of Attorney	1	20.00
DIS	Stamping - Deed of Assignment	Stamp Duty on Deed of Assignment	1	20.00
DIS	Stamping - SD for own occupation/bankruptcy	Stamp Duty on Statutory Declaration for own occupation & bankruptcy	1	10.00
DIS	Stamping - Letter of Offer	Stamp Duty on Letter of Offer	1	10.00

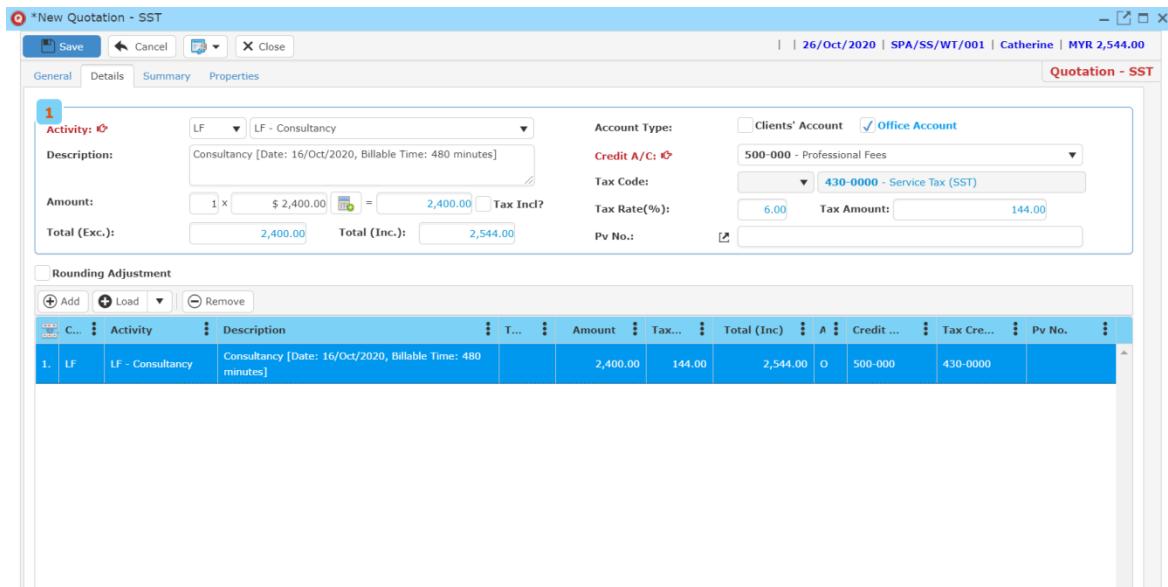
Figure: New Quotation – Details, Load Bill Template

Create Quotation with Load Time Cost

- To load a time cost, you can click to load and you can select time cost of the file you selected in general

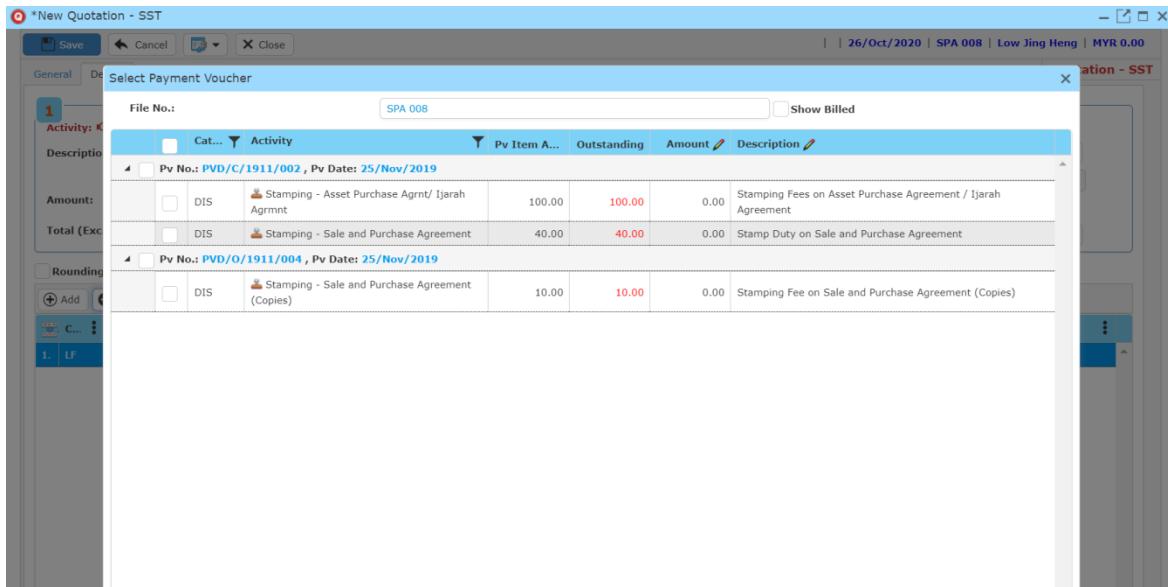


- After you select the record, it will categories and add in to the table directly

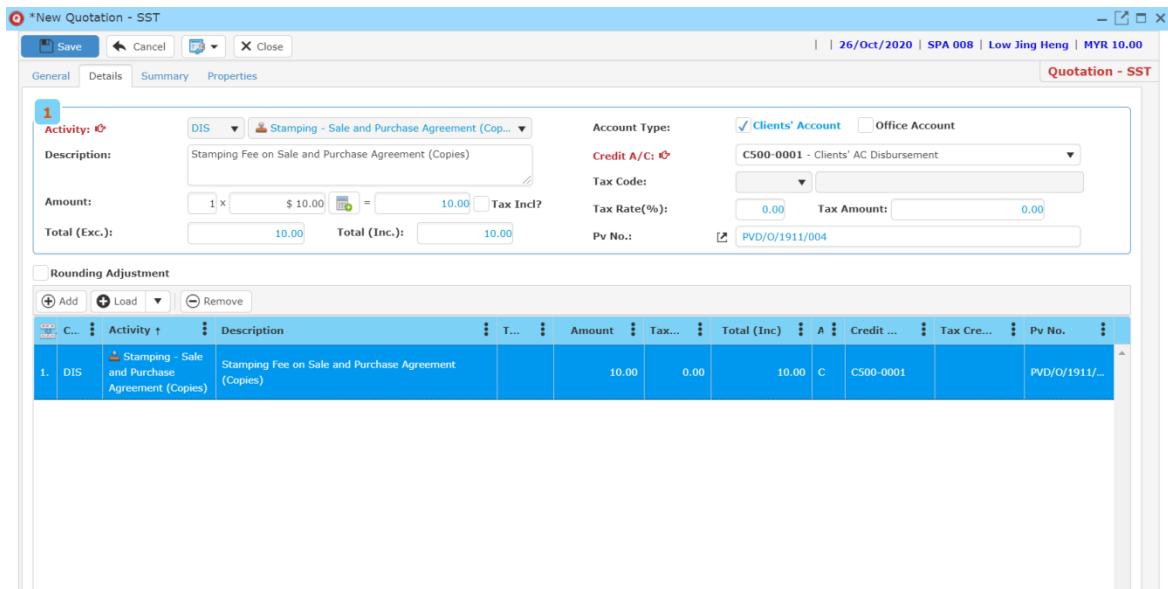


Create Quotation with Load Payment Voucher

- To load a payment voucher, you can click to load and you can select payment voucher of the file you selected in general



- As well as you load the time cost, when you select the record it will shown in the table list



Arrangement

- You can drag to re-order bill item sequence for print out.

The screenshot shows the 'New Quotation - SST' application interface. At the top, there are buttons for Save, Cancel, and Close. The title bar indicates the date (14/Oct/2020), file number (C/B/280618280619/20...), and company (Bossku). The total amount is listed as MYR 5,687.40. Below the title bar, tabs for General, Details, Summary, and Properties are present, with 'Details' being the active tab. A sub-header 'Quotation - SST' is also visible. The main area contains a table with the following data:

	Activity	Description	Amount	Tax...	Total (Inc.)	A	Credit ...	Tax Cre...	Pv No.
1.	LF - Property Sale Agreement	Property Sale Agreement	\$ 500.00	30.00	\$30.00	O	500-000	430-0000	
2.	LF - Property Purchase Agreement	Property Purchase Agreement	\$ 300.00	18.00	\$18.00	O	500-000	430-0000	
3.	LF - Deed of Assignment	Deed of Assignment	\$ 300.00	18.00	\$18.00	O	500-000	430-0000	
4.	LF - Power of Attorney	Power of Attorney	\$ 300.00	18.00	\$18.00	O	500-000	430-0000	
5.	LF - Letter of Guarantee	Letter of Guarantee	\$ 300.00	18.00	\$18.00	O	500-000	430-0000	
6.	Legal Fees	Legal Fees	0.00	0.00	0.00	O	500-000	430-0000	
	LF - Entry 8.								

Figure: New Quotation – Drag to make arrangement to print out

- **Create your own items:** Click on ‘Activity Code’ browser button and choose any item you want;
- Click ‘Add’ to add item into the record list.
- Click ‘Remove’ to remove the item from the record list.

Summary to check sum up of categories:

- Go to ‘Summary’ tab
- To check figures

The screenshot shows the 'New Quotation - SST' application interface with the 'Properties' tab selected. The title bar and date information are the same as the previous screenshot. The main area contains a summary table with the following data:

Category	Tax Code	Amount	Tax Amount	Total (Inc.)
DIS		80.00	0.00	80.00
LF		3,550.00	213.00	3,763.00
RIB		1,740.00	104.40	1,844.40
		5,370.00	317.40	5,687.40

Figure: New Quotation – Summary

- Go to ‘properties’ you can view the information of the record once who modify the record then there will show the last modified and modified by who

Figure: New Quotation - Properties

- Click ‘Save’ to save the new quotation

8.2 Manage Quotation

This option enables you to add, edit, and delete a Quotation. It also allows you to keep track of Quotation details and all related information.

- To open Manage Quotation, on the **SmartLeg@I** navigation, click **Billing** and go to **Manage Quotation** then search the quotation you wish to modify.

Manage Quotation

- Search the quotation you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click ‘Clear’.

Figure: Manage Quotation - Search

Advanced Search

- This function can be used to find a task by searching other information that is not captured in the ‘General’ section.
- Define search criteria:
 - **Field** - Choose the field you want to search.
 - **Condition** - Search condition
 - **Value** - Type in the detail you want to find.
- Click ‘Add to list’, to define more than one criteria.
- Click ‘Find’, search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click ‘Clear’.
- Click ‘Export’ to print the desired search results in txt, excel or html format.

The screenshot shows a search interface titled "Quotation - Search". At the top, there are three buttons: "New Quotation", "Posting", and "Quotation List Report". Below these are two tabs: "Search" (selected) and "Advanced". The main area contains a search form with a "Field" dropdown set to "Bill To Name", a "Condition" dropdown set to "Contains", and a "Value" input field. A "Add Criteria" button is available to add more search conditions. A "Search" button is located at the bottom right of the search form.

Figure: Manage Quotation – Advanced Search

Searched Result

- Click 'Search' once, to show all Quotations
- The Searched result will appear at below, otherwise it will show no record available if the quotation you searched do not exist.
- Click 'Export' to print the desired search results in txt, excel or html format.

The screenshot shows a search interface titled "Quotation - Search". At the top, there are three buttons: "New Quotation", "Posting", and "Quotation List Report". Below these are two tabs: "Search" (selected) and "Advanced". The main area contains a search form with fields for Quotation No., Quotation Date (from/to), File No., Client Name, Department (All), and Quotation's Status (Draft, Approved, Posted). Below the search form is a table header with columns: Quotation No., Quotation Date, File No., Bill To, Total Tax, and Total Amount. The table body contains 11 rows of quotation data. The first row is highlighted in orange.

	Quotation No.	Quotation Date	File No.	Bill To	Total Tax	Total Amount
►	QUO/2010/004	14/Oct/2020	C/B/280618280619/2020/10/08/...	Bossku	317.40	5,687.40
►	QUO/2010/003	09/Oct/2020	C/B/280618280619/2020/10/08/...	Bossku	663.31	17,738.06
►	QUO/2010/002	09/Oct/2020	testing1234	AW SIEO LEY	120.00	2,475.00
►	QUO/2010/001	09/Oct/2020	testing1234	AW SIEO LEY	1,467.00	132,102.00
►	QUO/2004/001	14/Apr/2020	testing1234	AW SIEO LEY	0.00	1,000.00
►	QUO/2004/002	14/Apr/2020	HP001	Public Bank Berhad	0.00	1,000.00
►	QUO/1912/003	02/Dec/2019	SPA 0014	Melissa	36.00	636.00
►	QUO/1912/002	02/Dec/2019	SPA 0014	Melissa	309.00	5,539.00
►	QUO/1911/011	28/Nov/2019	lit 010	Jason	6.00	106.00
►	QUO/1911/009	25/Nov/2019	SPA 008	Low Jina Heng	36.00	636.00

Figure: Manage Quotation – Search All Quotations

The screenshot shows a search interface titled "Quotation - Search". At the top, there are three buttons: "New Quotation", "Posting", and "Quotation List Report". Below these are two tabs: "Search" (selected) and "Advanced". The main area contains a search form with fields for Quotation No., Quotation Date (from/to), File No., Client Name (set to "Bossku"), Department (All), and Quotation's Status (Draft, Approved, Posted). Below the search form is a table header with columns: Quotation No., Quotation Date, File No., Bill To, Total Tax, and Total Amount. The table body contains 2 rows of quotation data, both of which are highlighted in orange.

	Quotation No.	Quotation Date	File No.	Bill To	Total Tax	Total Amount
►	QUO/2010/004	14/Oct/2020	C/B/280618280619/2020/10/08/...	Bossku	317.40	5,687.40
►	QUO/2010/003	09/Oct/2020	C/B/280618280619/2020/10/08/...	Bossku	663.31	17,738.06

Figure: Manage Quotation – Searched Result

- After the quotation you searched appeal, you can choose to view, edit and preview those details by double-clicking the record.

The screenshot shows a software interface for managing quotations. At the top, it displays 'QUO/2010/004' and various navigation buttons. Below this, there are tabs for 'General', 'Details', 'Summary', and 'Properties'. The 'General' tab is active, showing fields for 'Quotation No.' (QUO/2010/004), 'Quotation Date' (14/Oct/2020), 'File No.' (C/B/280618280619/2020/10/08/C/B/280618), 'Department' (Conveyancing), and 'Other Ref. No.'. There's also a 'Remarks' section with a rich text editor. On the right side, under 'Billing Info.', there are fields for 'Client' (Bossku), 'Bill To' (Bossku), and 'Bill To Address'. A note at the bottom states: 'To our professional charges in taking all instruction for this above captioned matters, to all attendances, correspondences and work incidental not specifically mentioned'.

Figure: Manage Quotation – Searched Result, Quotation Info

8.3 Quotation Posting

This option enables you to transform quotation to bill. System will show all un-post quotation by default.

- To open Quotation Posting, on the **SmartLeg@I** navigation, click **Billing** and go to **Quotation Posting** then search the quotation you wish to post.

Quotation Posting

- Search the quotation you wish to post through type the search criteria.
- To start a new search or to clear the search results, click ‘**Clear**’.

The screenshot shows a search interface for quotations. It has a 'Search' button and fields for 'Quotation No.', 'Quotation Date', 'File No.', 'Client Name', 'Department', and 'Quotation's Status' (with options for Draft, Approved, and Posted). There are also 'Search' and 'Clear' buttons at the bottom.

Figure: Quotation Posting – Search

Searched Result

- Click ‘Search’ once, to show all Quotations
- The Searched result will appear at below, otherwise it will show no record available if the client you searched do not exist.
- Click ‘Post’ to post the selected quotation.
- Click ‘Export’ to print the desired search results in txt, excel or html format.

Quotation - Post

The screenshot shows a search interface for quotations. At the top, there are fields for 'Quotation No.', 'Quotation Date' (with a date range selector), 'File No.', 'Client Name', 'Department' (set to '(All)'), and 'Quotation's Status' (with options for Draft, Approved, and Posted). Below these are 'Search' and 'Clear' buttons. Underneath is a toolbar with 'Post', 'Export...', and a dropdown for 'Result Per Page' (set to 30) showing 'of 300'. A note says 'Drag a column header and drop it here to group by that column'. The main area is a table listing 10 quotations:

	Quotation No.	Quotation D...	Approve Date	File No.	Bill To	Total Amount
►	QUO/2010/004	14/Oct/2020		C/B/280618280619/202...	Bossku	5,687.40
►	QUO/2010/003	09/Oct/2020		C/B/280618280619/202...	Bossku	17,738.06
►	QUO/2010/002	09/Oct/2020		testing1234	AW SIEO LEY	2,475.00
►	QUO/2010/001	09/Oct/2020		testing1234	AW SIEO LEY	132,102.00
►	QUO/2004/001	14/Apr/2020		testing1234	AW SIEO LEY	1,000.00
►	QUO/2004/002	14/Apr/2020		HP001	Public Bank Berhad	1,000.00
►	QUO/1912/003	02/Dec/2019		SPA 0014	Melissa	636.00
►	QUO/1912/002	02/Dec/2019		SPA 0014	Melissa	5,539.00
►	QUO/1911/011	28/Nov/2019		lit 010	Jason	106.00
►	QUO/1911/009	25/Nov/2019		SPA 008	Low Linn Henn	636.00

Figure: Quotation Posting – Search All Quotations

- After the quotation you searched appears, you can choose to edit, post or preview the quotation.

The screenshot shows a detailed view of a quotation. At the top, there are buttons for 'New', 'Edit', 'Post', 'Preview', and 'Close'. The URL in the address bar is 'QUO/2010/004 | 14/Oct/2020 | C/B/280618280619/20... | Bossku | MYR 5,687.40'. The main area has tabs for 'General', 'Details', 'Summary', and 'Properties'. The 'General' tab shows fields for 'Quotation No.' (QUO/2010/004), 'Quotation Date' (14/Oct/2020), 'File No.' (C/B/280618280619/2020/10/08/C/B/280618), 'Department' (Conveyancing), 'Other Ref. No.', and 'Remarks'. The 'Properties' tab shows 'Currency: MYR', 'Rate: 1.0000', and 'Billing Info.' which includes 'Client: Bossku', 'Bill To: Bossku', and 'Bill To Address'. Below these is a 'Payment Amount' field set to '0.00' with a checkbox for 'Show Outstanding Bal. In Bill'. At the bottom, there is a rich text editor with font and size tools, and a note: 'To our professional charges in taking all instruction for this above captioned matters, to all attendances, correspondences and work incidental not specifically mentioned'.

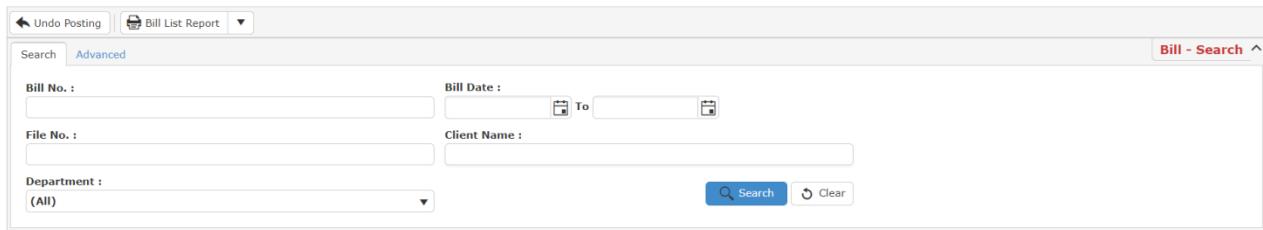
Figure: Quotation Posting – Search Result, Quotation Info

8.4 Manage Bill

- To open Manage Bill, on the **SmartLeg@I** navigation, click **Billing** and go to **Manage Bill** then search the bill you wish to manage.

Manage Bill

- Search the bill you wish to manage through type the search criteria.
- To start a new search or to clear the search results, click ‘**Clear**’.



The screenshot shows a search interface titled 'Bill - Search'. At the top, there are buttons for 'Undo Posting' and 'Bill List Report'. Below these are tabs for 'Search' and 'Advanced'. The search fields include 'Bill No.' (with a dropdown arrow), 'Bill Date' (with two date pickers and a 'To' label), 'File No.' (with a dropdown arrow), 'Client Name' (with a dropdown arrow), and 'Department' (with a dropdown arrow containing '(All)'). At the bottom right of the search area are 'Search' and 'Clear' buttons.

Figure: Manage Bill – Search

Searched Result

- Click ‘**Search**’ once, to show all bills
- The Searched result will appear at below, otherwise it will show no record available if the client you searched do not exist.
- Click ‘**Delete**’ to delete the selected record.
- Click ‘**Export**’ to print the desired search results in txt, excel or html format.

The screenshot shows a search interface for bills. At the top, there are fields for 'Bill No.', 'File No.', 'Client Name', 'Department', and search/clear buttons. Below this is a toolbar with 'Delete', 'Export...', 'Result Per Page' (set to 30), and a total count of 300. The main area is a table with the following columns: Bill No., Bill Date, File No., Bill To, Total Tax, and Total Amount. The table contains 10 rows of bill information.

	Bill No.	Bill Date	File No.	Bill To	Total Tax	Total Amount
▶	BIL/2004/001	14/Apr/2020	HP001	Public Bank Berhad	0.00	1,000.00
▶	BIL/2002/001	04/Feb/2020	SPA 004	Catherine	474.60	14,534.60
▶	BIL/1912/003	09/Dec/2019	SPA 0045	Shahurudin	120.00	2,220.00
▶	BIL/1912/004	09/Dec/2019	SPA 0045	Shahurudin	6.00	306.00
▶	BIL/1912/002	09/Dec/2019	SPA 0045	Shahurudin	456.60	14,216.60
▶	BIL/1912/001	02/Dec/2019	SPA 0014	Melissa	504.60	16,464.60
▶	BIL/1911/005	28/Nov/2019	lit 010	Jason	36.00	636.00
▶	BIL/1911/004	25/Nov/2019	SPA 008	Low Jing Heng	504.60	16,464.60
▶	BIL/1911/003	21/Nov/2019	SPA 007	Raman	456.60	14,126.60
▶	BIL/1911/002	15/Nov/2019	HP001	Public Bank Berhad	60.00	1,060.00

Figure: Manage Bill – Search All Bills

- After the bill you searched appeal, you can choose to edit or preview the bill by double clicking the record.

General

- you can modify bill general information.
- Once you have completed, click ‘Save’ to save bill information.

The screenshot shows the 'Edit Bill' dialog. At the top, there are buttons for 'Save', 'Cancel', and 'Close'. The title bar shows the bill details: BIL/1910/003, 25/Oct/2019, SPA 004, Catherine, MYR 541,305.40. The main area has tabs for General, Details, Summary, Credit Notes, Debit Notes, Receipt, and Properties. The General tab is selected, showing fields for Bill No. (BIL/1910/003), Bill Date (25/Oct/2019), File No. (SPA 004), Department (Conveyancing), Other Ref. No., Remarks, and Quotation No. (QUO/1910/004). To the right, there is a 'Billing Info.' section with fields for Client (Catherine), Bill To (Catherine), Bill To Address (15, Jalan Petaling,, 47300 Petaling Jaya Selangor Darul Ehsan, Malaysia), and Payment Amount (0.00). A checkbox for 'Show Outstanding Bal. In Bill' is also present. At the bottom, there are rich text editor tools and a 'Load...' button.

Details

- Go to next tab, ‘Details’

C..	Activity	Description	Amount	Tax...	Total (Inc)	A	Credit ...	Tax Cre...	Pv No.
1.	LF	LF - Property Sale Agreement	\$ 5,000.00	300.00	\$ 5,300.00	O	500-000	430-0000	
2.	LF	LF - Property Purchase Agreement	\$ 500.00	30.00	\$ 530.00	O	500-000	430-0000	
3.	LF	LF - Deed of Assignment	\$ 500.00	30.00	\$ 530.00	O	500-000	430-0000	
4.	LF	LF - Power of Attorney	\$ 500.00	30.00	\$ 530.00	O	500-000	430-0000	
5.	LF	LF - Letter of Guarantee	\$ 500.00	30.00	\$ 530.00	O	500-000	430-0000	
6.	LF	Legal Fees	500,000.00	30,000.00	\$ 530,000.00	O	500-000	430-0000	
7.	LF	LF - Entry & Withdrawal of	\$ 550.00	33.00	\$ 583.00	O	500-000	430-0000	

- Here you can view the contents of the bill with its figures.
- To edit the **Bill Account Code**, you just need to select which bill item you want to edit and **double click** on it and you can change the amount then click ‘Save’ once finished

C..	Activity	Description	Amount	Tax...	Total (Inc)	A	Credit ...	Tax Cre...	Pv No.
1.	LF	LF - Property Sale Agreement	\$ 5,000.00	300.00	\$ 5,300.00	O	500-000	430-0000	
2.	LF	LF - Property Purchase Agreement	\$ 500.00	30.00	\$ 530.00	O	500-000	430-0000	
3.	LF	LF - Deed of Assignment	\$ 500.00	30.00	\$ 530.00	O	500-000	430-0000	
4.	LF	LF - Power of Attorney	\$ 500.00	30.00	\$ 530.00	O	500-000	430-0000	
5.	LF	LF - Letter of Guarantee	\$ 500.00	30.00	\$ 530.00	O	500-000	430-0000	
6.	LF	Legal Fees	500,000.00	30,000.00	\$ 530,000.00	O	500-000	430-0000	
7.	LF	LF - Entry & Withdrawal of	\$ 550.00	33.00	\$ 583.00	O	500-000	430-0000	

Summary

- Go to next tab, ‘**Summary**’
- Here you can view the figures of the bill with its amount. You cannot change any details at this stage.

The screenshot shows a software interface for managing bills. At the top, there are tabs: General, Details, **Summary**, Credit Notes, Debit Notes, Receipt, and Properties. The **Summary** tab is active. Below the tabs, there are two main sections:

- Bill Items Summary:** A table showing bill items categorized by Category (DIS, LF, RIB) and Tax Code. The columns include Category, Tax Code, Amount, Tax Amount, and Total (Inc.). The total for DIS is 80.00, LF is 508,850.00, and RIB is 1,740.00. The grand total is MYR 541,305.40.
- Bill/CN/Receipt Summary:** A table showing transaction types (Bill, Receipts) and their corresponding amounts. The columns include Trans. Type, Total (Exc. Tax), Tax Amount, Total (Inc. Tax), and Balance. The total for Bills is MYR 510,670.00, and for Receipts is MYR 30,635.40. The balance is MYR 541,305.40.

Credit Note

- Go to next tab, ‘**Credit Note**’
- You can create credit note by clicking the ‘New’ button. Then choose type of account (Clients’ Account or Office Account).

The screenshot shows the Credit Notes tab in the software. The top navigation bar includes Save, Cancel, Refresh, and Close buttons. The tabs are: General, Details, **Summary**, Credit Notes, Debit Notes, Receipt, and Properties. The **Summary** tab is active. On the left, there is a dropdown menu with three options: A/R C/N (Clients' Account), A/R C/N (Office Account) - SST, and A/R C/N (Office Account). A tooltip says "to group by that column". Below the dropdown is a table with columns: AR CN Date, Other Ref. No., Tax Amount, Total Amount, and Remark.

Debit Note

- Go to next tab, ‘**Debit Note**’
- You can create debit note by clicking the ‘New’ button. Then choose type of account (Clients’ Account or Office Account).

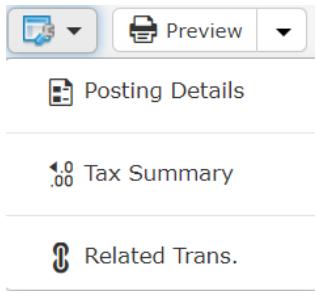


Receipt

- Go to next tab, ‘Receipt’
- You can create debit note by clicking the ‘New’ button. Then choose A/R Receipt or Contra Bill for type of account (Clients’ Account or Office Account).



- You can also see other information like, posting details, tax summary and related trans



8.5 Bill Undo Posting

- To open Bill Undo Posting, on the **SmartLeg@l** navigation, click **Billing** and go to **Bill Undo Posting** then search the bill you wish to undo posting.

Bill Undo Posting

- Search the bill to undo posting you wish to manage through type the search criteria.
- To start a new search or to clear the search results, click ‘Clear’.

Bill - Undo Posting

Search

Bill No. :

Bill Date : To

File No. :

Client Name :

Department : (All)

Figure – Bill Undo Posting - Search

Searched Result

- Click ‘Search’ once, to show all bills
- The Searched result will appear at below, otherwise it will shown no record available if the client you searched do not exist.
- Click ‘Undo Posting’ to undo posting the selected bill.
- Click ‘Export’ to print the desired search results in txt, excel or html format.

Bill - Search

Search Advanced

Bill No. :

Bill Date : To

File No. :

Client Name :

Department : (All)

Result Per Page: 30 of 300 [?](#)

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Bill No.	Bill Date	File No.	Bill To	Total Tax	Total Amount
<input type="checkbox"/>	BIL/2004/001	14/Apr/2020	HP001	Public Bank Berhad	0.00	1,000.00
<input type="checkbox"/>	BIL/2002/001	04/Feb/2020	SPA 004	Catherine	474.60	14,534.60
<input type="checkbox"/>	BIL/1912/003	09/Dec/2019	SPA 0045	Shahurudin	120.00	2,220.00
<input type="checkbox"/>	BIL/1912/004	09/Dec/2019	SPA 0045	Shahurudin	6.00	306.00
<input type="checkbox"/>	BIL/1912/002	09/Dec/2019	SPA 0045	Shahurudin	456.60	14,216.60
<input type="checkbox"/>	BIL/1912/001	02/Dec/2019	SPA 0014	Melissa	504.60	16,464.60
<input type="checkbox"/>	BIL/1911/005	28/Nov/2019	lit 010	Jason	36.00	636.00
<input type="checkbox"/>	BIL/1911/004	25/Nov/2019	SPA 008	Low Jing Heng	504.60	16,464.60
<input type="checkbox"/>	BIL/1911/003	21/Nov/2019	SPA 007	Raman	456.60	14,126.60
<input type="checkbox"/>	BIL/1911/002	15/Nov/2019	HP001	Public Bank Berhad	60.00	1,060.00

Figure – Bill Undo Posting – Search All Bills

- After the bill you searched appeal, you can choose to edit or preview the bill or see other related information same as in the **8.5 Manage Bill**.

BIL/2004/001

Bill Info.

General

Bill No.: BIL/2004/001
Bill Date: 14/Apr/2020
File No.: HP001
Department: Litigation
Other Ref. No.:
Remarks:
Quotation No.: QUO/2004/003

Currency: MYR Rate: 1.0000

Billing Info.

Client: Public Bank Berhad
Bill To: Public Bank Berhad
Bill To Address: 45, 47 & 49, Jalan 2/3A, Pusat Bandar Utara Selayang, Batu Caves, 68100 Kuala Lumpur
Payment Amount: 0.00 Show Outstanding Bal. In Bill

Figure: Bill Undo Posting – Searched Result, Bill Info

8.6 New Time Cost Record

This section enables you to setup the hourly rate charge by the lawyer.

- To open New Time Cost Record, on the **SmartLeg@I** navigation, click **Billing** and go to **New Time Cost Record** then create your own time cost record.

New Time Cost

General Properties

Time Cost No.: TC/201016/001
Record Date: 16/Oct/2020
File No.:
Client Name(s):
Activity: LF
Description:

Billing Info.

Lawyer: Sa (Super Administrator)
Type Of Work: Consultant Hourly Rate: 300.00
Total Time Spent: 0 hour Total Amt: 0.00
Billable Time: 0 hrs 0 mins Billable Amt: 0.00
Remark:

#	Start Time	End Time	Time Spent

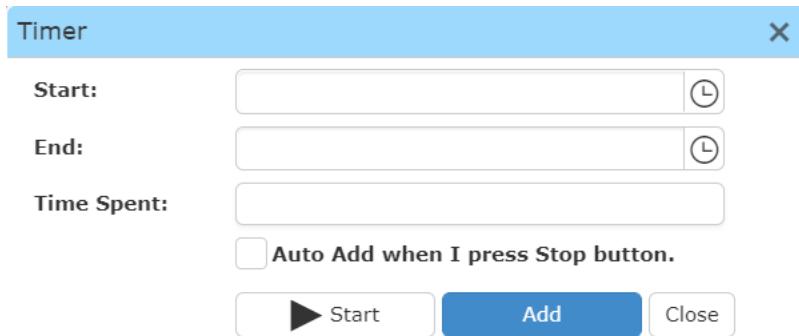
- Enter your Record Date, by default it will be the date you create the record
- Select the Activity from the combo box
- Select the Lawyer in the billing info

The screenshot shows the 'Time Cost' entry window for record TC/Test/001. The 'General' tab is selected. The 'Properties' section contains fields for Time Cost No. (TC/Test/001), Record Date (16/Oct/2020), File No. (SPA/SS/WT/001), Client Name(s) (Catherine, Tey Chee Hong, ABC company), Activity (LF - Consultancy), and Description (Consultancy). The 'Billing Info.' section shows a Lawyer (Super Administrator), Type Of Work (Consultant), Hourly Rate (300.00), Total Time Spent (0 hour), Total Amt (0.00), Billable Time (1 hrs 0 mins), and Billable Amt (300.00). A 'Time Cost' table at the bottom lists one entry: Start Time, End Time, and Time Spent.

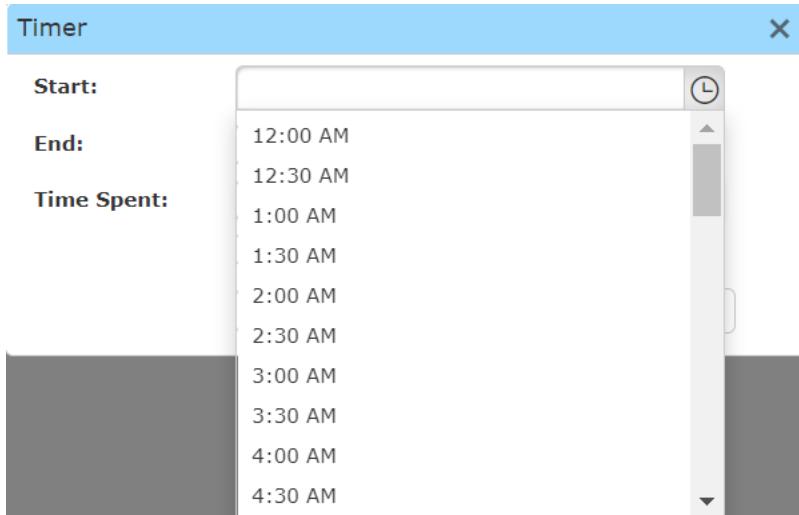
- Click 'New Timer' to add a timer

The screenshot shows the same 'Time Cost' entry window as above, but with a red box highlighting the '+ New Timer' button in the 'Properties' section. The rest of the interface is identical to the first screenshot.

- A Timer window will appear as below:



- Click the clock icon to select your start and end time



- Click 'Add' to add the timer in your record

Timer

Start:	10:00 AM	<input type="button" value="🕒"/>
End:	6:00 PM	<input type="button" value="🕒"/>
Time Spent:	8 hours	
<input type="checkbox"/> Auto Add when I press Stop button.		
<input type="button" value="▶ Start"/>		<input type="button" value="Add"/>
		<input type="button" value="Close"/>

<input type="button" value="➕ New Timer"/>	<input type="button" value="📝 Edit"/>	<input type="button" value="➖ Remove"/>	
#	Start Time	End Time	Time Spent
1.	10:00 AM	6:00 PM	8 hours

- Click ‘start’ to start the time

Timer

Start:	11:24 AM	<input type="button" value="🕒"/>
Current Time:	11:24 AM	<input type="button" value="🕒"/>
Time Spent:	3 seconds	
<input type="checkbox"/> Auto Add when I press Stop button.		
<input type="button" value="█████ Stop"/>		<input type="button" value="Add"/>
		<input type="button" value="Close"/>

8.7 Manage Time Cost

This option enables you to add, edit, and delete a time cost record. It also allows you to keep track of your time cost record details and all related information.

- To open Manage Time Cost, on the **SmartLeg@l** navigation, click **Billing** and go to **Manage Time Cost** then search the time cost record you wish to modify.

Manage Time Cost

- Search the time cost record you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click ‘Clear’.

The screenshot shows a search interface titled 'Time Cost - Search'. It includes fields for 'File No.', 'Record Date', 'Lawyer', 'Client Name', 'Type of Work', and 'Billed ?'. There are dropdown menus for Lawyer and Type of Work, and checkboxes for 'Yes' and 'No' under Billed?. Buttons for 'Search' and 'Clear' are at the bottom.

Figure: Manage Time Cost - Search

Advanced Search

- This function can be used to find a task by searching other information that is not captured in the 'General' section.
- Define search criteria:
 - **Field** - Choose the field you want to search.
 - **Condition** - Search condition
 - **Value** - Type in the detail you want to find.
- Click '**Add to list**', to define more than one criteria.
- Click '**Find**', search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click '**Clear**'.
- Click '**Export**' to print the desired search results in txt, excel or html format.

The screenshot shows an advanced search interface with a single criterion: 'Billed ? (Yes = 1, No = 0)' set to 'Equals' with value 'Yes'. A 'Search' button is visible at the bottom.

Figure: Manage Time Cost – Advanced Search

Searched Result

- Click '**Search**' once, to show all Time Cost Record
- The Searched result will appear at below, otherwise it will show no record available if the quotation you searched does not exist.
- Click '**Export**' to print the desired search results in txt, excel or html format.

The screenshot shows a search interface for time cost records. At the top, there are buttons for 'New Time Cost' and 'Time Cost List Report'. Below that, tabs for 'Search' and 'Advanced' are visible. The main search area includes fields for 'File No.', 'Record Date', 'Lawyer', 'Client Name', and 'Type of Work'. There are also checkboxes for 'Billed ?' (Yes or No) and a 'Search' button. Below the search area, a message says 'Drag a column header and drop it here to group by that column'. A table lists 300 results, each with columns for Time Cost No., File No., Lawyer, Date, Billable Time, Billable Amount, and Type Of Work. The first few rows of data are:

Time Cost No.	File No.	Lawyer	Date	Billable Time	Billable Amount	Type Of Work
TC/201016/001	SPA/SS/WT/001	Sa	16/Oct/2020	08:00	2,400.00	Consultant
TC/200204/001	SPA 004	Sa	04/Feb/2020	01:00	300.00	Consultant
TC/191202/001	SPA 0014	Sa	02/Dec/2019	02:00	600.00	Consultant
TC/191128/004	lit 010	Sa	28/Nov/2019	02:00	600.00	Consultant
TC/191125/003	SPA 008	Sa	25/Nov/2019	02:00	600.00	Consultant
TC/191121/002	Lit007	Sa	21/Nov/2019	02:00	600.00	Consultant
TC/191108/001	C/K/280605280606/2019/11/08/C/K/28...	Ray	08/Nov/2019	08:00	1,600.00	Consultant
TC/191025/002		Ray	25/Oct/2019	02:00	400.00	Consultant
TC/191022/001	SPA 004	Ray	22/Oct/2019	01:30	300.00	Consultant

Figure: Manage Time Cost Record – Search All

This screenshot shows the same search interface but with a single result highlighted. The search parameters are identical to the previous screenshot. The table below shows the details for the one record found.

Time Cost No.	File No.	Lawyer	Date	Billable Time	Billable Amount	Type Of Work
TC/201016/001	SPA/SS/WT/001	Sa	16/Oct/2020	08:00	2,400.00	Consultant

Figure: Manage Time Cost Record – Searched Result

- After the time cost record you searched appeal, you can choose to edit those details by double-clicking the record.

TC/201016/001

General Properties

Time Cost No.: TC/201016/001

Record Date: 16/Oct/2020

File No.: SPA/SS/WT/001

Client Name(s): ABC company, Tey Chee Hong, Catherine

Activity: LF - Consultancy

Description: Consultancy

Billing Info.

Lawyer: Sa Super Administrator

Type Of Work: Consultant Hourly Rate: 300.00

Total Time Spent: 8 hours Total Amt: 2,400.00

Billable Time: 8 hrs 0 mins Billable Amt: 2,400.00

Remark:

#	Start Time	End Time	Time Spent
1.	10:00 AM	6:00 PM	8 hours

Figure: Manage Time Cost Record – Searched Result, Info

8.8 New A/R Credit Note

- To open New A/R Credit Note, on the **SmartLeg@I** navigation, click **Billing** and go to **New A/R Credit Note**.

New A/R C/N (Office Account) - SST

Save Cancel

General Details Properties

A/R CN No.: ARCN/O/2010/001

C/N Date: 16/Oct/2020

Department:

Other Ref. No.:

Remarks:

Billing Info.

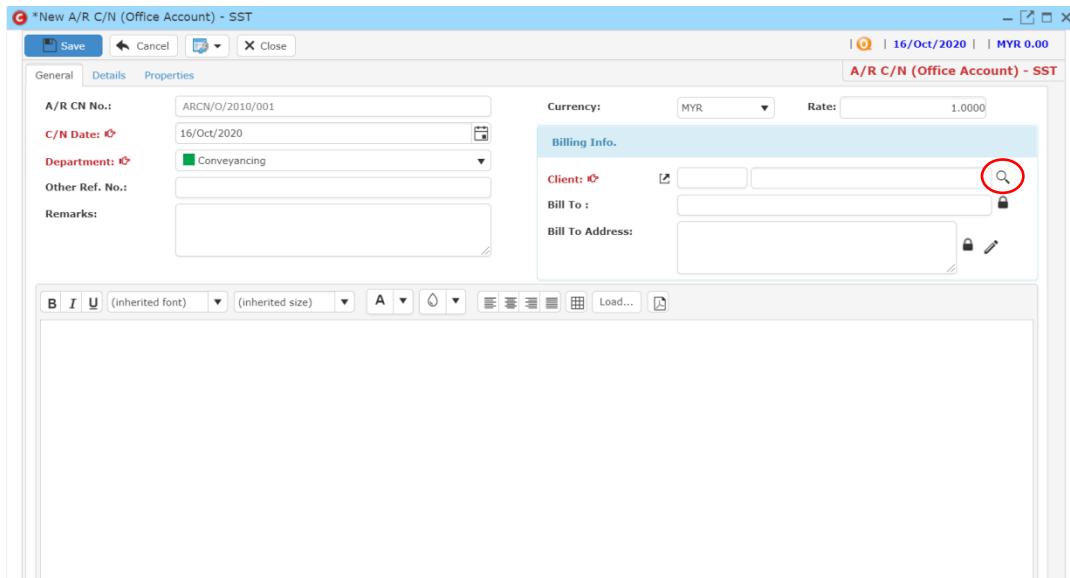
Currency: MYR Rate: 1.0000

Client:

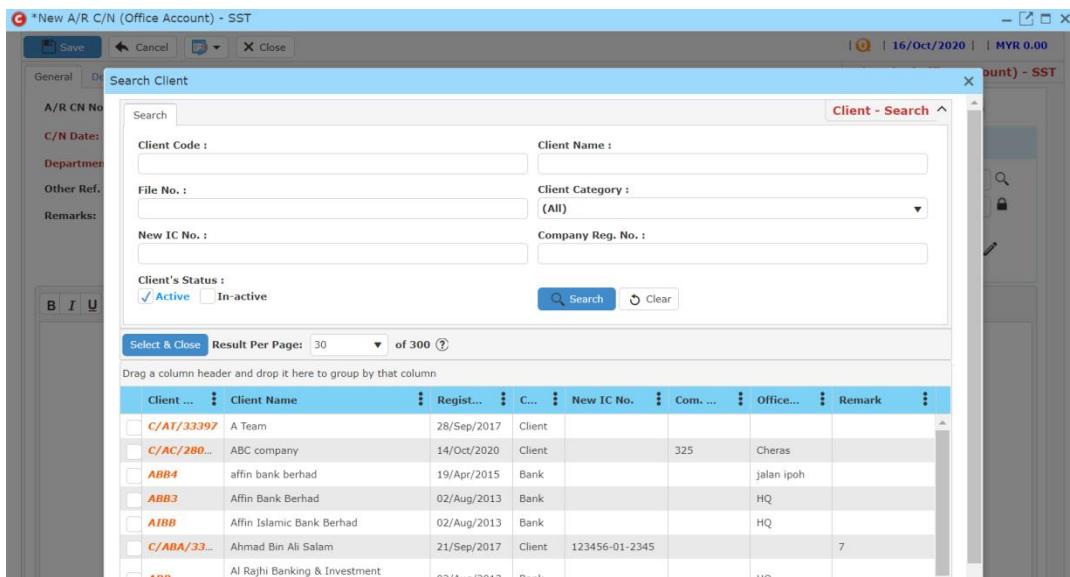
Bill To :

Bill To Address:

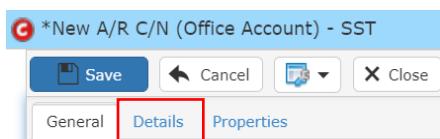
- Select C/N date and Department
- Click icon to browse your client



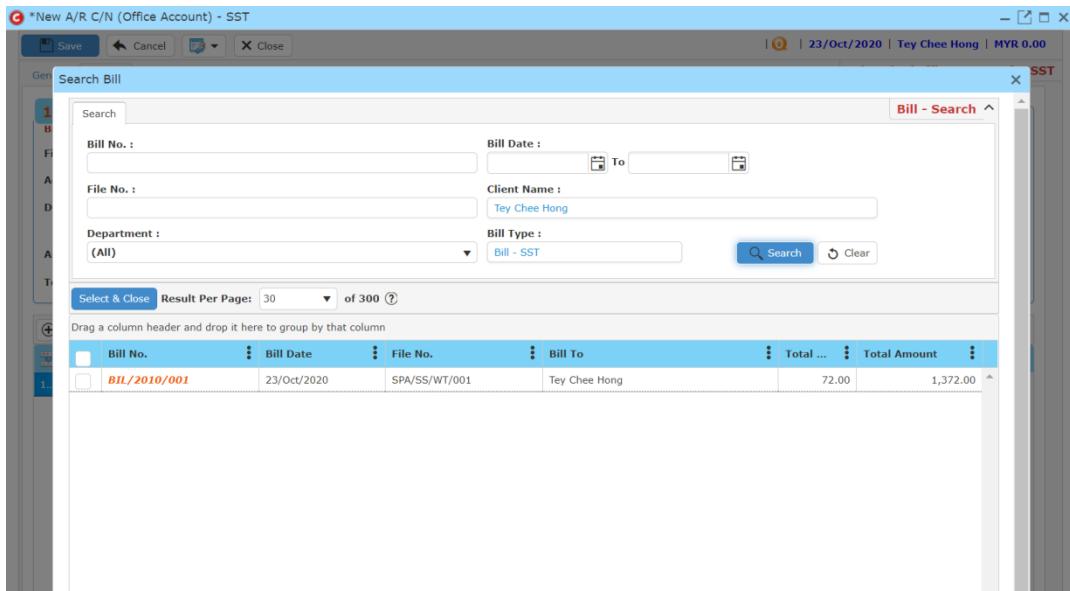
- The Search Client will pop up as figure below shown and click ‘Search’ once to show all clients



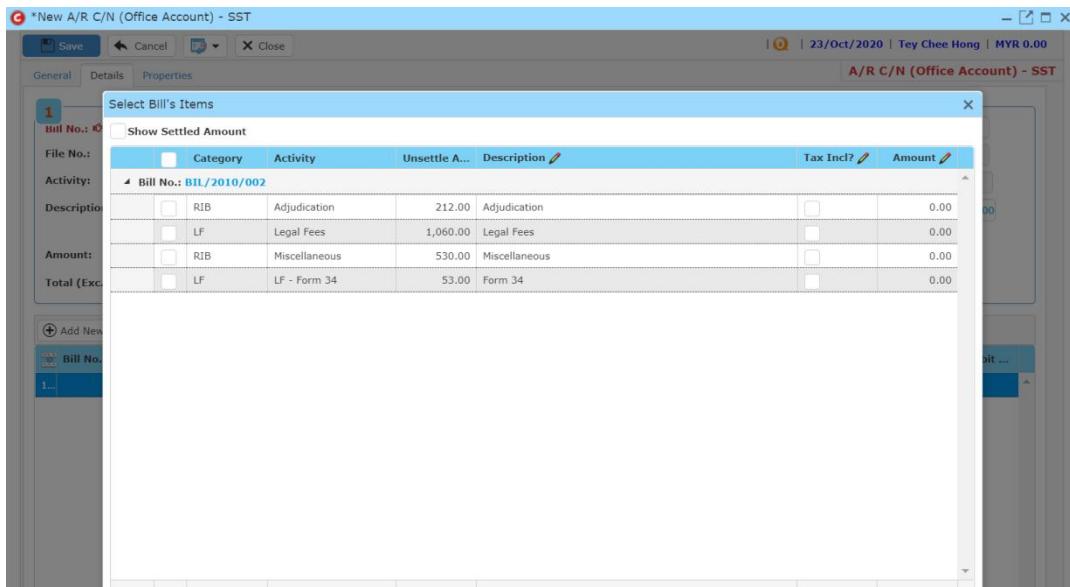
- Click to next tab ‘Details’



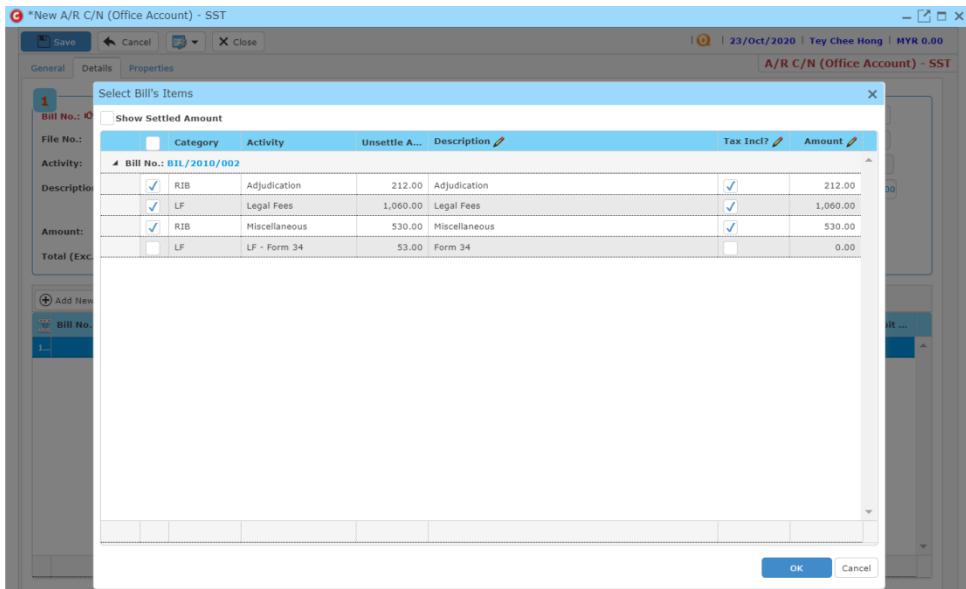
- While you click to details tab, it will auto pop up a search bill for the client you selected
- Click search to your client’s bill (e.g. Tey Chee Hong’s bill)



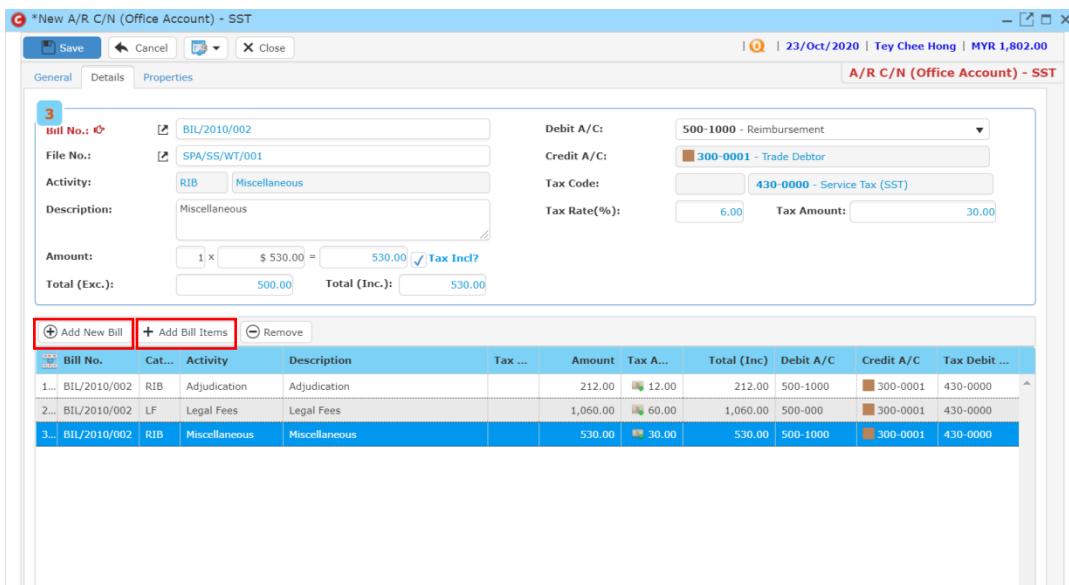
- After you select the bill, it will show to the information of the bill selected like, unsettle figure and others



- Moreover, you can tick the Show Settled Amount it will show all the settle and unsettle amount of you client
- After that, click the unsettle amount you wish to credit then click 'ok'



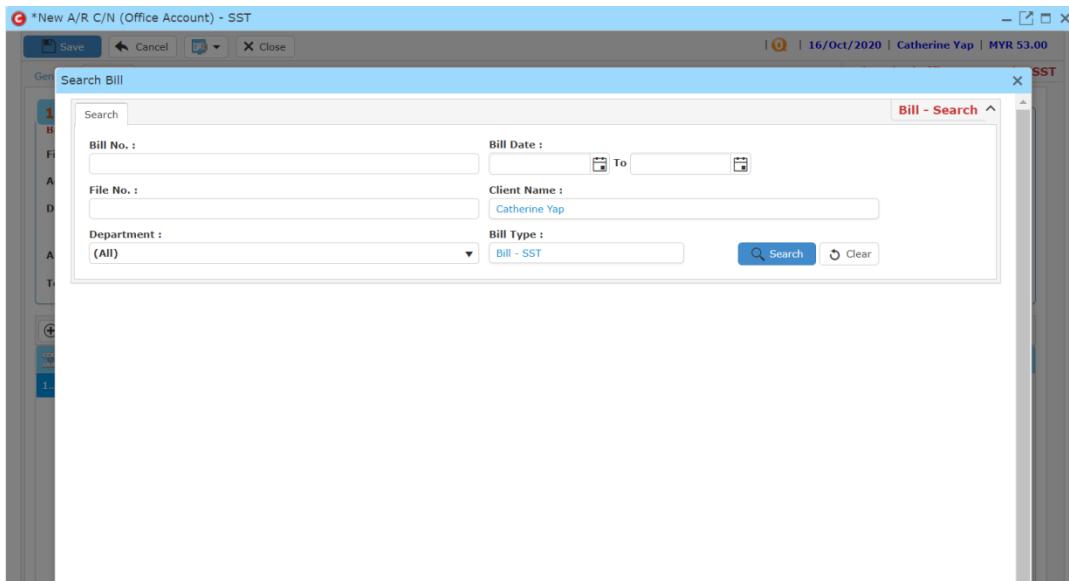
- The New A/R Credit Note will appeal the record of the bill



- Other than that, you can Add New Bill and Add Bill Item in this section

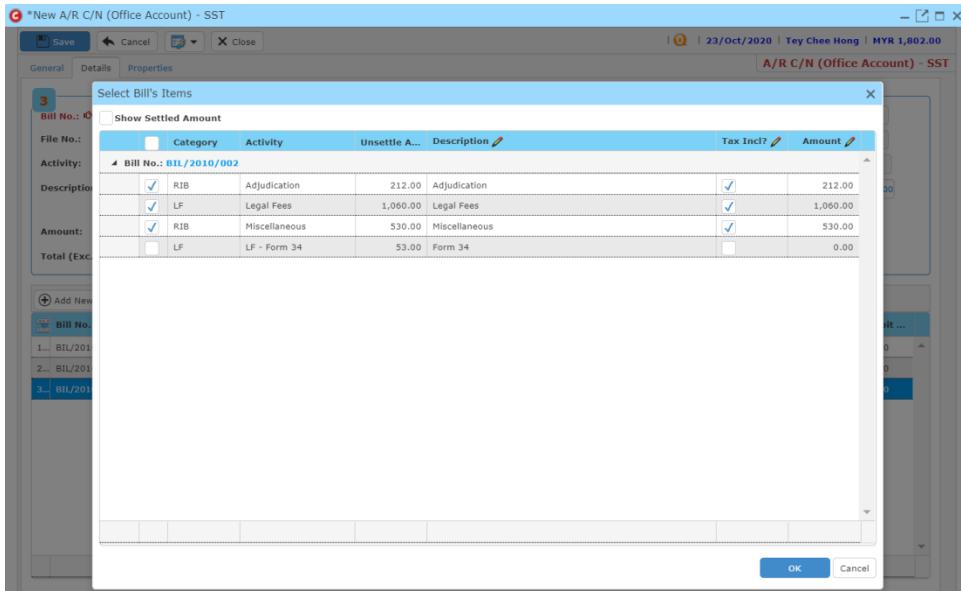
Add New Bill

- When you click ‘Add New Bill’ it will go to the search again and follow the process of above after you click to ‘Details’ tab



Add Bill Items

- When you click to 'Add Bill Items' it will direct go to the unsettle amount of the bill for the client you choose



- Then you can click to the next tab 'Properties'

- After you finish insert all the information and details click ‘Save’
- You can view the information of the supplier once who modify the A/R Credit Note then there will show the last modified and modified by who

8.9 Manage A/R Credit Note

This option enables you to add, edit, and delete a A/R Credit Note Record. It also allows you to keep track of your A/R Credit Note record details and all related information.

- To open Manage A/R Credit Note, on the **SmartLeg@I** navigation, click **Billing** and go to **Manage A/R Credit Note** then search the A/R Credit Note record you wish to modify.

Manage A/R Credit Note

- Search the A/R Credit Note record you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click ‘Clear’.

Figure: Manage A/R Credit Note - Search

Advanced Search

- This function can be used to find a task by searching other information that is not captured in the ‘General’ section.
- Define search criteria:
 - **Field** - Choose the field you want to search.
 - **Condition** - Search condition

- **Value** - Type in the detail you want to find.
- Click ‘**Add to list**’, to define more than one criteria.
- Click ‘**Find**’, search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click ‘**Clear**’.
- Click ‘**Export**’ to print the desired search results in txt, excel or html format.

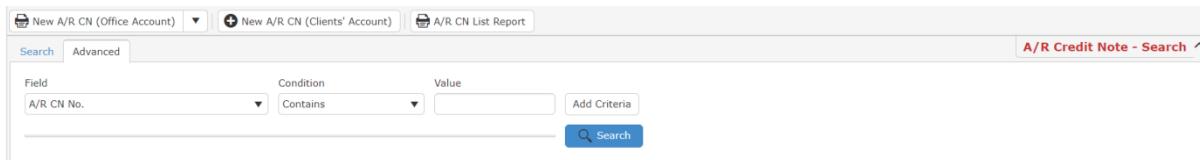
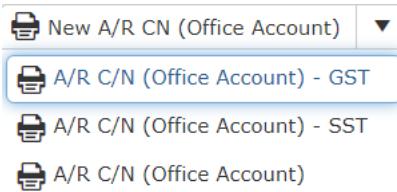


Figure: Manage A/R Credit Note– Advanced Search

- Other than Search A/R Credit Note you can create 3 type of new A/R CN of official account by clicking and it will appeal a combo box as figure below shown



- You can also create A/R Credit Note of client's account by clicking
- It will pop up a input form for A/R Credit Note of client's account

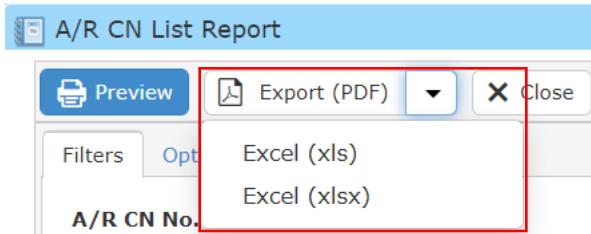
- You can print or preview the A/R Credit Note List Report while you click to



- Besides, you can preview the report as figure below shown

A/R CN List					
A/R CN No.	CN Date	CN Type	Bill To	Department	Amount
ARCN/C/2004/001	15/04/2020	A/R CN (Clients' Account)	Public Bank Berhad	Litigation	10.00
ARCN/O/1911/001	25/11/2019	A/R CN (Office Account) - SST	Low Jing Heng		212.00
ARCN/O/2008/001	21/08/2020	A/R CN (Office Account) - SST	Catherine	Conveyancing	900.00
ARCN/O/2010/001	16/10/2020	A/R CN (Office Account) - SST	Catherine Yap	Conveyancing	53.00

- You can also export the report into PDF or excel by clicking



Searched Result

- Click '**Search**' once, to show all A/R Credit Note Record
- The Searched result will appear at below, otherwise it will show no record available if the quotation you searched does not exist.
- Click '**Export**' to print the desired search results in txt, excel or html format.

A/R CN No.	CN Date	Type	Bill To Name	Department	Total ...	Total Amount	Remark
ARCN/O/2010/001	16/Oct/2020	A/R CN (Office Account) - SST	Catherine Yap	Conveyancing	3.00	53.00	
ARCN/O/2008/001	21/Aug/2020	A/R CN (Office Account) - SST	Catherine	Conveyancing	0.00	900.00	
ARCN/C/2004/001	15/Apr/2020	A/R CN (Clients' Account)	Public Bank Berhad	Litigation	0.00	10.00	
ARCN/O/1911/001	25/Nov/2019	A/R CN (Office Account) - SST	Low Jing Heng		12.00	212.00	

Figure: Manage A/R Credit Note – Search All

A/R CN No.	CN Date	Type	Bill To Name	Department	Total ...	Total Amount	Remark
ARCN/O/2010/001	16/Oct/2020	A/R CN (Office Account) - SST	Catherine Yap	Conveyancing	3.00	53.00	

Figure: Manage A/R Credit Note – Searched Result

- After the A/R Credit Note record you searched appeal, you can choose to view, edit and preview those details by double-clicking the record.

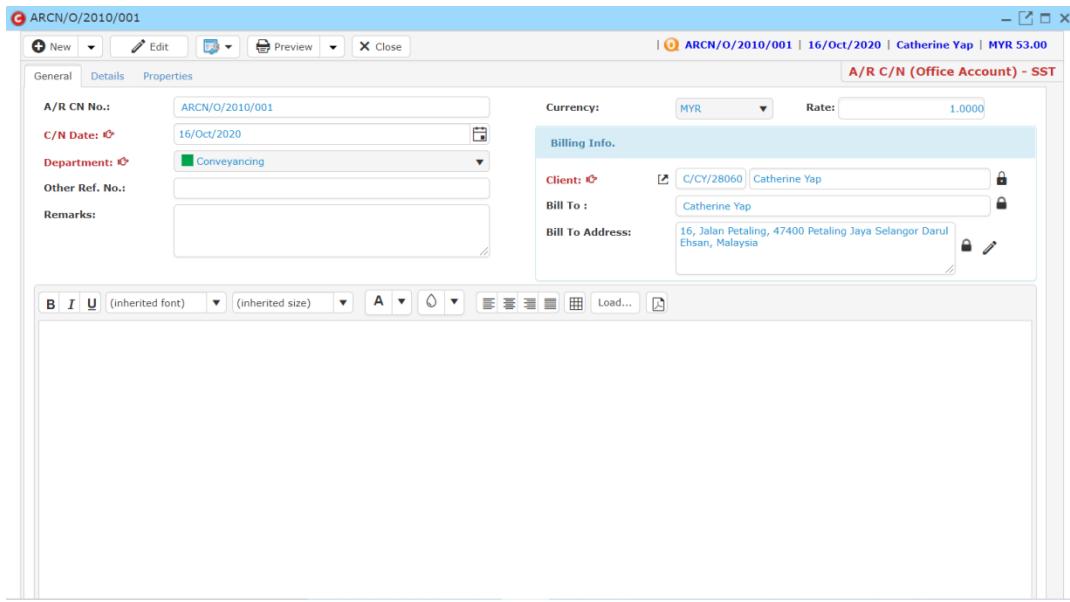
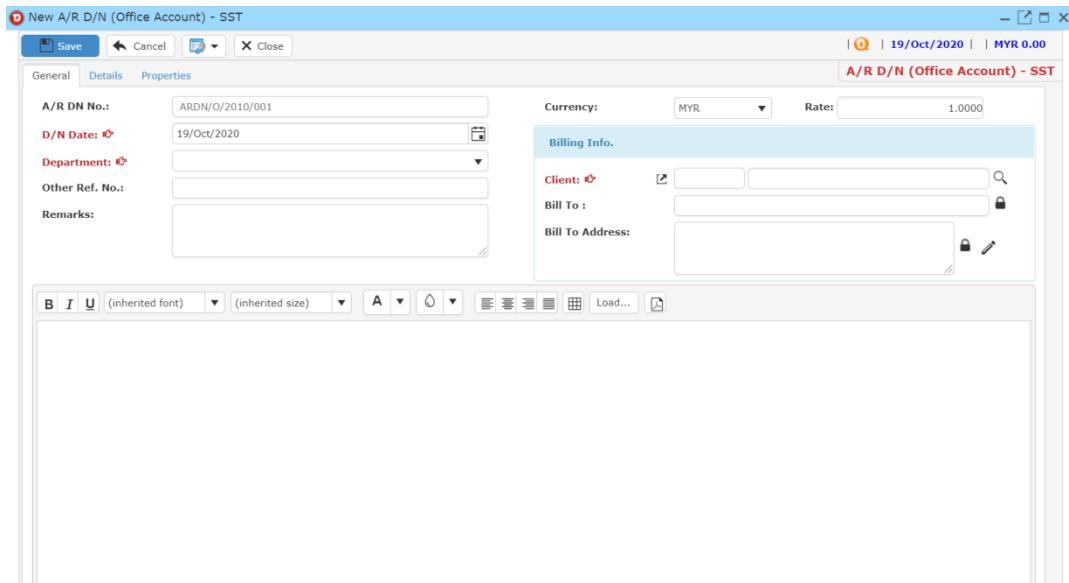


Figure: Manage A/R Credit Note Record – Searched Result, Info

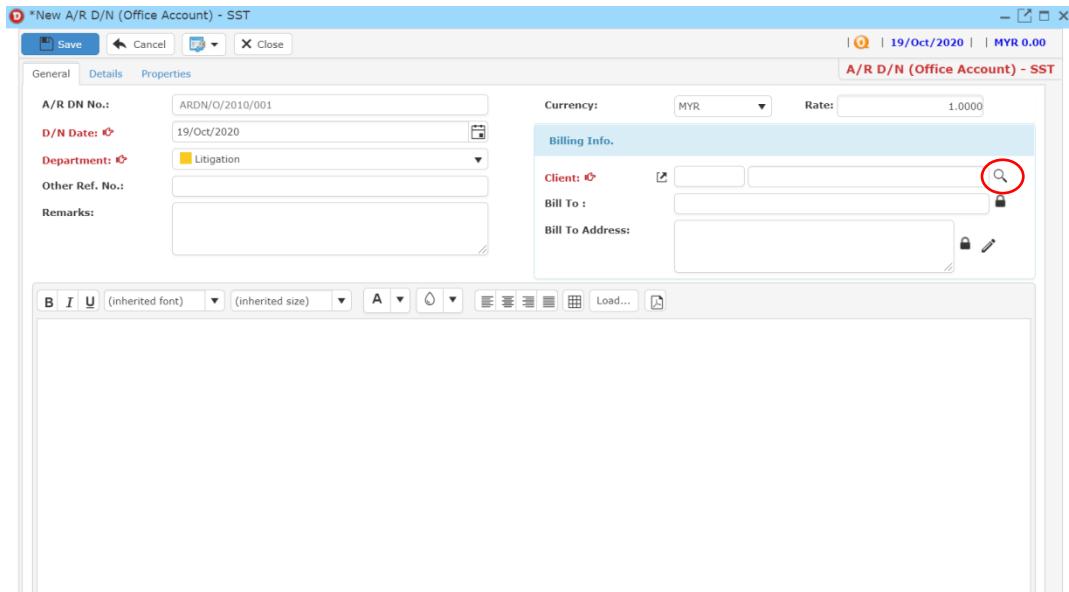
8.10 New A/R Debit Note

- To open New A/R Credit Note, on the **SmartLeg@I** navigation, click **Billing** and go to **New A/R Debit Note**.

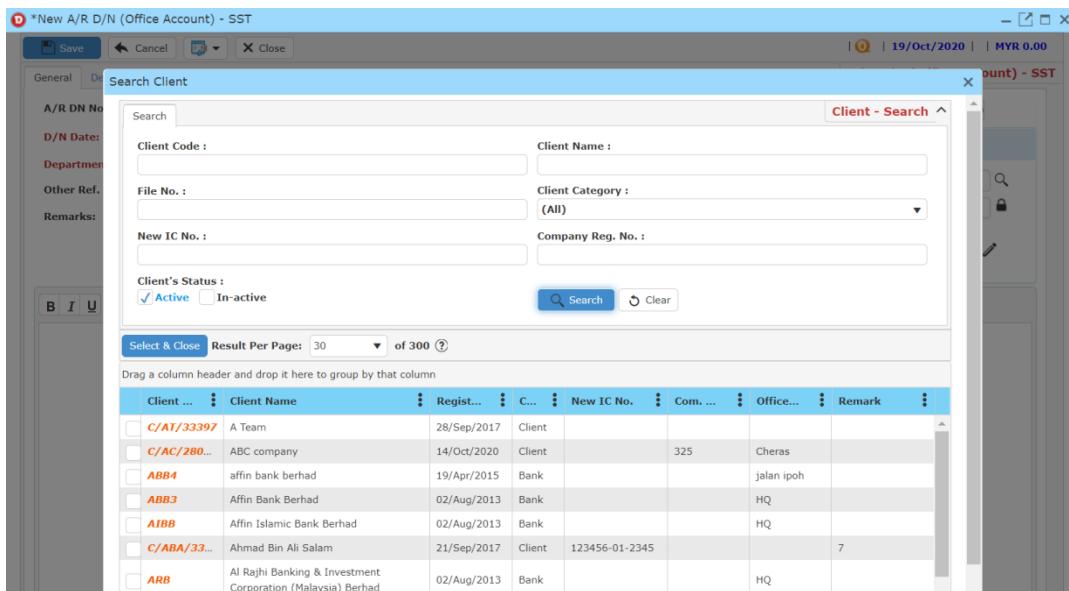


- Select C/N date and Department

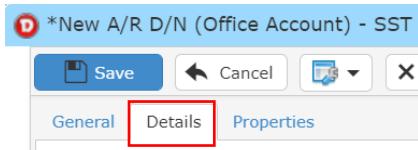
- Click  icon to browse your client



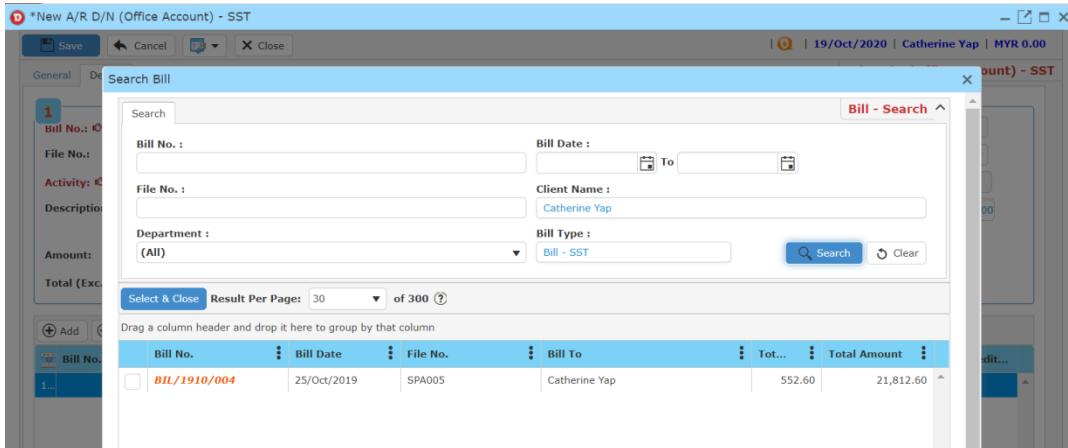
- The Search Client will pop up as figure below shown and click 'Search' once to show all clients



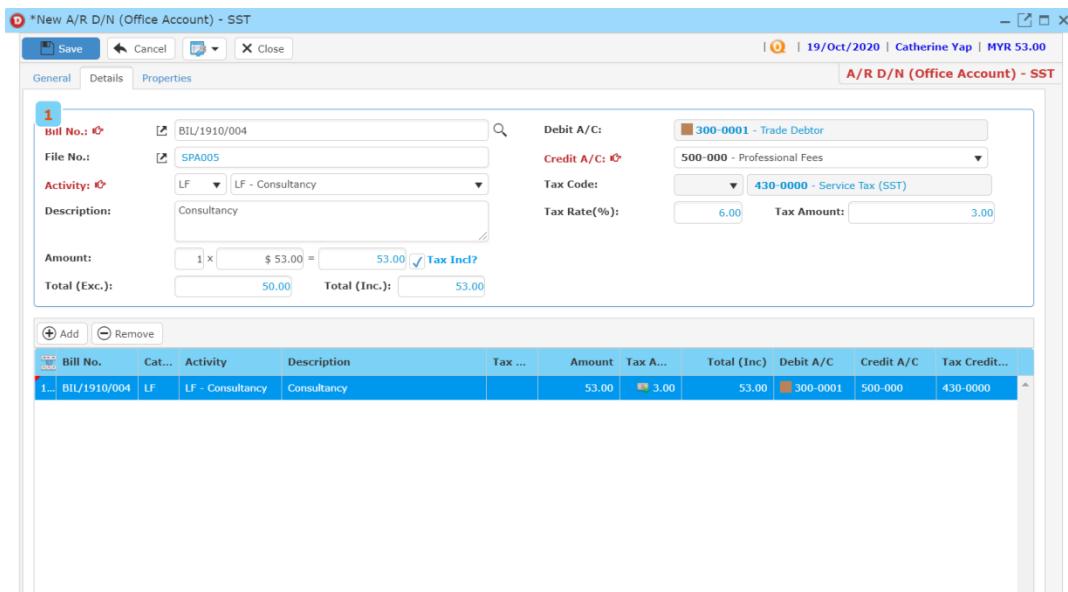
Click to next tab 'Details'



- While you click to details tab, it will auto pop up a search bill for the client you selected
- Click search to your client's bill (e.g. Catherine Yap's bill)



- After you select the bill, it will fill the bill no that you selected and once you insert the activity then the credit a/c will auto generate based on the activity you selected or you can select the credit a/c by yourself as well.



- Other than that, you can Add or Remove the bill in this section

*New A/R D/N (Office Account) - SST

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>	19/Oct/2020 Catherine Yap MYR 53.00																																
<input type="button" value="General"/> <input type="button" value="Details"/> <input type="button" value="Properties"/>		A/R D/N (Office Account) - SST																																	
<table border="1"> <tr> <td>Bill No.: <input type="text" value="BIL/1910/004"/></td> <td>Debit A/C: <input type="text" value="300-0001 - Trade Debtor"/></td> </tr> <tr> <td>File No.: <input type="text" value="SPA005"/></td> <td>Credit A/C: <input type="text" value="500-000 - Professional Fees"/></td> </tr> <tr> <td>Activity: <input type="text" value="LF - Consultancy"/></td> <td>Tax Codes: <input type="text" value="430-0000 - Service Tax (SST)"/></td> </tr> <tr> <td>Description: <input type="text" value="Consultancy"/></td> <td>Tax Rate(%): <input type="text" value="6.00"/> Tax Amount: <input type="text" value="3.00"/></td> </tr> <tr> <td>Amount: <input type="text" value="1 x \$ 53.00 = 53.00"/> <input checked="" type="checkbox" value="Tax Incl?"/></td> <td>Total (Exc.): <input type="text" value="50.00"/> Total (Inc.): <input type="text" value="53.00"/></td> </tr> </table> <input type="button" value="Add"/> <input type="button" value="Remove"/> <table border="1"> <thead> <tr> <th>Bill No.</th> <th>Cat...</th> <th>Activity</th> <th>Description</th> <th>Tax ...</th> <th>Amount</th> <th>Tax A...</th> <th>Total (Inc)</th> <th>Debit A/C</th> <th>Credit A/C</th> <th>Tax Credit...</th> </tr> </thead> <tbody> <tr> <td>1... BIL/1910/004</td> <td>LF</td> <td>LF - Consultancy</td> <td>Consultancy</td> <td></td> <td>53.00</td> <td>3.00</td> <td>53.00</td> <td>300-0001</td> <td>500-000</td> <td>430-0000</td> </tr> </tbody> </table>				Bill No.: <input type="text" value="BIL/1910/004"/>	Debit A/C: <input type="text" value="300-0001 - Trade Debtor"/>	File No.: <input type="text" value="SPA005"/>	Credit A/C: <input type="text" value="500-000 - Professional Fees"/>	Activity: <input type="text" value="LF - Consultancy"/>	Tax Codes: <input type="text" value="430-0000 - Service Tax (SST)"/>	Description: <input type="text" value="Consultancy"/>	Tax Rate(%): <input type="text" value="6.00"/> Tax Amount: <input type="text" value="3.00"/>	Amount: <input type="text" value="1 x \$ 53.00 = 53.00"/> <input checked="" type="checkbox" value="Tax Incl?"/>	Total (Exc.): <input type="text" value="50.00"/> Total (Inc.): <input type="text" value="53.00"/>	Bill No.	Cat...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Debit A/C	Credit A/C	Tax Credit...	1... BIL/1910/004	LF	LF - Consultancy	Consultancy		53.00	3.00	53.00	300-0001	500-000	430-0000
Bill No.: <input type="text" value="BIL/1910/004"/>	Debit A/C: <input type="text" value="300-0001 - Trade Debtor"/>																																		
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1... BIL/1910/004	LF	LF - Consultancy	Consultancy		53.00	3.00	53.00	300-0001	500-000	430-0000																									

Add

- When you click ‘Add’ it will come out a new row and follow the process of above select and key in the activity, credit a/c and amount.

*New A/R D/N (Office Account) - SST

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>	19/Oct/2020 Catherine Yap MYR 53.00																																											
<input type="button" value="General"/> <input type="button" value="Details"/> <input type="button" value="Properties"/>		A/R D/N (Office Account) - SST																																												
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2... BIL/1910/004	LF				0.00	0.00	0.00	300-0001																																						

Remove

- For the remove, you have to select the bill in the list and click remove to erase the bill

*New A/R D/N (Office Account) - SST

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value=""/>	<input type="button" value="Close"/>																																	
19/Oct/2020 Catherine Yap MYR 53.00																																				
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<input type="button" value="General"/> <input type="button" value="Details"/> <input type="button" value="Properties"/>																																				
2 Bill No.: BIL/1910/004 File No.: SPA005 Activity: LF Description: Amount: 1 x \$ 0.00 = 0.00 <input checked="" type="checkbox" value="Tax Incl?"/> Tax Incl? Total (Exc.): 0.00 Total (Inc.): 0.00																																				
<input type="button" value="Add"/> <input type="button" value="Remove"/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Bill No.</th> <th>Cat...</th> <th>Activity</th> <th>Description</th> <th>Tax ...</th> <th>Amount</th> <th>Tax A...</th> <th>Total (Inc)</th> <th>Debit A/C</th> <th>Credit A/C</th> <th>Tax Credit...</th> </tr> </thead> <tbody> <tr> <td>1.. BIL/1910/004</td> <td>LF</td> <td>LF - Consultancy</td> <td>Consultancy</td> <td></td> <td>53.00</td> <td>3.00</td> <td>53.00</td> <td>300-0001</td> <td>500-000</td> <td>430-0000</td> </tr> <tr> <td>2.. BIL/1910/004</td> <td>LF</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>300-0001</td> <td></td> <td></td> </tr> </tbody> </table>				Bill No.	Cat...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Debit A/C	Credit A/C	Tax Credit...	1.. BIL/1910/004	LF	LF - Consultancy	Consultancy		53.00	3.00	53.00	300-0001	500-000	430-0000	2.. BIL/1910/004	LF				0.00	0.00	0.00	300-0001		
Bill No.	Cat...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Debit A/C	Credit A/C	Tax Credit...																										
1.. BIL/1910/004	LF	LF - Consultancy	Consultancy		53.00	3.00	53.00	300-0001	500-000	430-0000																										
2.. BIL/1910/004	LF				0.00	0.00	0.00	300-0001																												

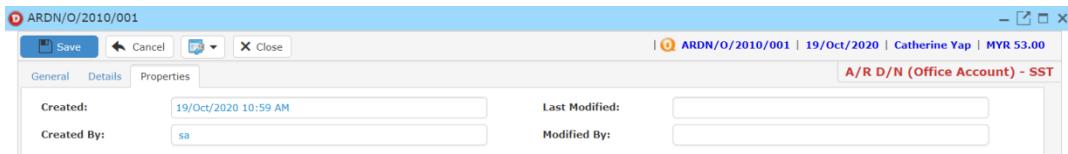
*New A/R D/N (Office Account) - SST

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value=""/>	<input type="button" value="Close"/>																						
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<input type="button" value="General"/> <input type="button" value="Details"/> <input type="button" value="Properties"/>																									
1 Bill No.: BIL/1910/004 File No.: SPA005 Activity: LF - Consultancy Description: Consultancy Amount: 1 x \$ 53.00 = 53.00 <input checked="" type="checkbox" value="Tax Incl?"/> Tax Incl? Total (Exc.): 50.00 Total (Inc.): 53.00																									
<input type="button" value="Add"/> <input type="button" value="Remove"/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Bill No.</th> <th>Cat...</th> <th>Activity</th> <th>Description</th> <th>Tax ...</th> <th>Amount</th> <th>Tax A...</th> <th>Total (Inc)</th> <th>Debit A/C</th> <th>Credit A/C</th> <th>Tax Credit...</th> </tr> </thead> <tbody> <tr> <td>1.. BIL/1910/004</td> <td>LF</td> <td>LF - Consultancy</td> <td>Consultancy</td> <td></td> <td>53.00</td> <td>3.00</td> <td>53.00</td> <td>300-0001</td> <td>500-000</td> <td>430-0000</td> </tr> </tbody> </table>				Bill No.	Cat...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Debit A/C	Credit A/C	Tax Credit...	1.. BIL/1910/004	LF	LF - Consultancy	Consultancy		53.00	3.00	53.00	300-0001	500-000	430-0000
Bill No.	Cat...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Debit A/C	Credit A/C	Tax Credit...															
1.. BIL/1910/004	LF	LF - Consultancy	Consultancy		53.00	3.00	53.00	300-0001	500-000	430-0000															

- You can click to the next tab 'Properties'

ARDN/O/2010/001

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value=""/>	<input type="button" value="Close"/>
<input type="button" value="General"/> <input type="button" value="Details"/> <input type="button" value="Properties"/>			



- After you finish insert all the information and details click ‘Save’
- You can view the information of the supplier once who modify the A/R Debit Note then there will show the last modified and modified by who

8.11 Manage A/R Debit Note

This option enables you to add, edit, and delete a A/R Debit Note Record. It also allows you to keep track of your A/R Debit Note record details and all related information.

- To open Manage A/R Debit Note, on the **SmartLeg@I** navigation, click **Billing** and go to **Manage A/R Debit Note** then search the A/R Debit Note record you wish to modify.

Manage A/R Debit Note

- Search the A/R Debit Note record you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click ‘Clear’.

Figure: Manage A/R Debit Note - Search

Advanced Search

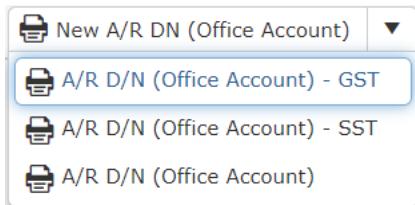
- This function can be used to find a task by searching other information that is not captured in the ‘General’ section.
- Define search criteria:
 - **Field** - Choose the field you want to search.
 - **Condition** - Search condition
 - **Value** - Type in the detail you want to find.
- Click ‘Add to list’, to define more than one criteria.
- Click ‘Find’, search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click ‘Clear’.

- Click ‘Export’ to print the desired search results in txt, excel or html format.

The screenshot shows a search interface titled 'Quotation - Search'. It includes a search bar with dropdown menus for 'Field' (set to 'Bill To Name'), 'Condition' (set to 'Contains'), and a text input field for 'Value'. There is also a 'Add Criteria' button and a 'Search' button.

Figure: Manage A/R Debit Note– Advanced Search

- Other than Search A/R Debit Note you can create 3 type of new A/R DN of official account by clicking and it will appeal a combo box as figure below shown



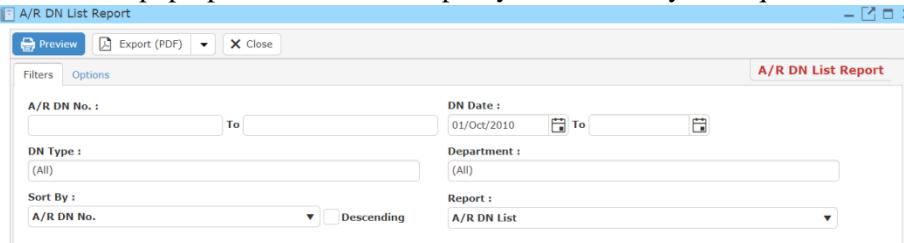
- You can also create A/R Debit Note of client's account by clicking
- It will pop up a input form for A/R Debit Note of client's account

The screenshot shows an input form titled 'New A/R D/N (Clients' Account)'. It has tabs for 'General', 'Details', and 'Properties'. Under 'General', there are fields for 'A/R DN No.' (ARDN/C/2010/001), 'D/N Date' (19/Oct/2020), 'Department', 'Other Ref. No.', and 'Remarks'. Under 'Details', there are 'Currency' (MYR) and 'Rate' (1.0000). Under 'Properties', there is a 'Billing Info.' section with fields for 'Client' (with a dropdown and search icon), 'Bill To', and 'Bill To Address'. At the bottom is a toolbar with font and size controls.

- You can print or preview the A/R Debit Note List Report while you click to



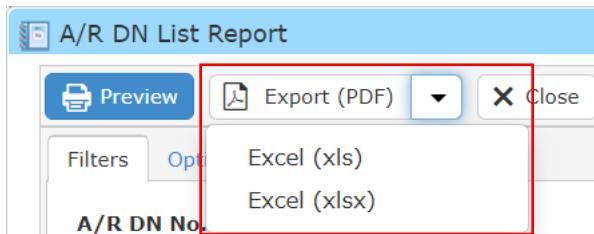
- Then it will pop-up a A/R DN List Report you can insert your requirement and filter the report



- Besides, you can preview the report as figure below shown

A/R DN No.	DN Date	DN Type	Bill To	Department	Amount
ARDN/O/2004/001	15/04/2020	A/R DN (Office Account)	Public Bank Berhad	Litigation	1,000.00
ARDN/O/2010/001	19/10/2020	A/R DN (Office Account) - SST	Catherine Yap	Conveyancing	53.00

- You can also export the report into PDF or excel by clicking



Searched Result

- Click 'Search' once, to show all A/R Debit Note Record
- The Searched result will appear at below, otherwise it will show no record available if the quotation you searched do not exist.
- Click 'Export' to print the desired search results in txt, excel or html format.

A/R Debit Note - Search ^									
Search		Advanced							
AR D/N No. :		D/N Date :		To					
File No. :		Bill No. :							
Bill To :		Other Ref. No. :							
Department :	(All)	DN Type :	(All)		Search	Clear			
<input type="button" value="Delete"/> <input type="button" value="Export..."/> Result Per Page: 30 of 300 ?									
Drag a column header and drop it here to group by that column									
DN No.	Type	D/N Date	Bill To Name	Department	Total ...	Total Amount	Remark		
ARDN/O/2010/001	A/R.DN (Office Account) - SST	19/Oct/2020	Catherine Yap	Conveyancing	3.00	53.00			
ARDN/O/2004/001	A/R.DN (Office Account)	15/Apr/2020	Public Bank Berhad	Litigation	0.00	1,000.00			

Figure: Manage A/R Debit Note– Search All

The screenshot shows the 'A/R Debit Note - Search' interface. At the top, there are search filters for 'AR D/N No.', 'D/N Date', 'File No.', 'Bill No.', 'Bill To', 'Other Ref. No.', 'Department', and 'DN Type'. Below the filters is a search button and a clear button. The results grid displays columns for 'DN No.', 'Type', 'DN Date', 'Bill To Name', 'Department', 'Total ...', 'Total Amount', and 'Remark'. One record is visible in the grid:

DN No.	Type	DN Date	Bill To Name	Department	Total ...	Total Amount	Remark
ARDN/O/2010/001	A/R DN (Office Account) - SST	19/Oct/2020	Catherine Yap	Conveyancing	3.00	53.00	

Figure: Manage A/R Debit Note – Searched Result

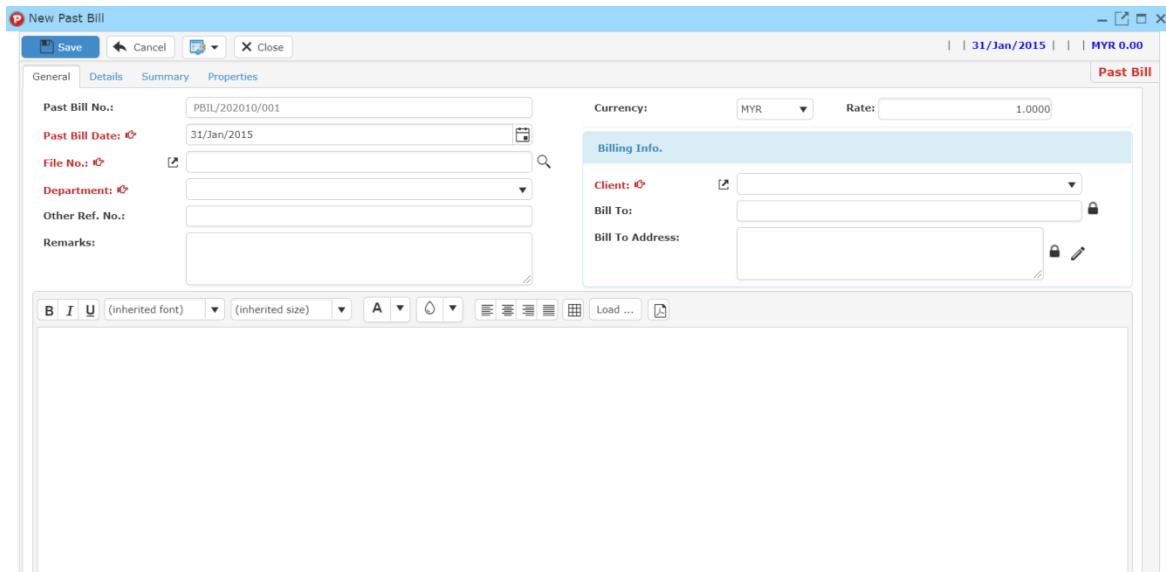
- After the A/R Debit Note record you searched appeal, you can choose to view, edit and preview those details by double-clicking the record.

The screenshot shows the 'ARDN/O/2010/001' record details. The top bar includes 'New', 'Edit', 'Preview', and 'Close' buttons. The main area has tabs for 'General', 'Details', and 'Properties'. The 'Details' tab is active, displaying fields for 'A/R DN No.' (ARDN/O/2010/001), 'D/N Date' (19/Oct/2020), 'Department' (Conveyancing), 'Other Ref. No.', and 'Remarks'. On the right, there's a 'Billing Info.' panel with 'Currency' (MYR) and 'Rate' (1.0000). Below it are fields for 'Client' (C/CY/28060 Catherine Yap), 'Bill To' (Catherine Yap), and 'Bill To Address' (16, Jalan Petaling, 47400 Petaling Jaya Selangor Darul Ehsan, Malaysia). A rich text editor is at the bottom.

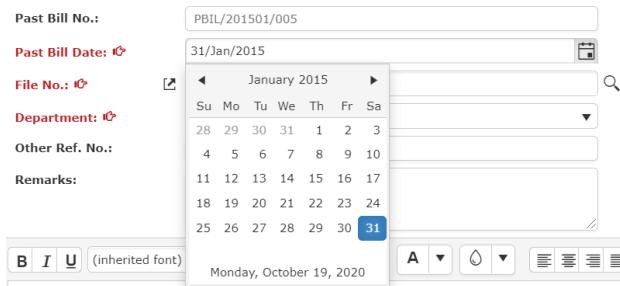
Figure: Manage A/R Debit Note Record – Searched Result, Info

8.12 New Past Bill

- To open New Past Bill, on the **SmartLeg@I** navigation, click **Billing** and go to **New Past Bill** then you can create a past bill.



- Key in the past bill date, by default the date will auto generate by the date you click to new past bill
- You can click the calendar icon to select a date on calendar



- Fill in file no and you can click the icon to browse the file master
- Key in information to search or click once to show all files

P New Past Bill

Save Cancel Close | 31/Jan/2015 | MYR 0.00

General Details Summary Properties

Search File Master

File No.: File Type : (All)

Subject : File Status : (All)

File Date : To Person In Charge : (All)

Client Name : Client Category : (All)

Search Clear

Select & Close Result Per Page: 30 of 300 ?

Drag a column header and drop it here to group by that column

File No.	R...	S...	Fil...	File Type	Client Name(s)	Op...	Subject
LAW/TEST/0001	0	KIV	14/Oct/2...	SPA SS WT	Tey Chee Hong, ABC company	0.00	Condo 400k
SPA/SS/WT/001	0	KIV	14/Oct/2...	SPA SS WT	Catherine, Tey Chee Hong, ABC company	0.00	Test File Bk
C/B/280618280619/2...	280,619	KIV	08/Oct/2...	Additional loan	Bosku	0.00	
CSC280617/2020/06/...	280,617	KIV	29/Jun/2...	plaintiff	CHAI SOO CHOONG	0.00	
testing1234	0	KIV	15/Dec/...	SPA SS WT	AW SIEO LEY	0.00	
SPA 0045	0	KIV	09/Dec/...	SPA SS WT	Shahurudin	0.00	SPA

- Select a depart from the combo box

Department:

Other Ref. No.:

Remarks:

- Conveyancing
- Litigation
- Corporate
- Loan

- Click to the next tab ‘Details’

P *New Past Bill

Save Cancel Close

General Details **Summary Properties**

*New Past Bill

Save Cancel Close

31/Jan/2015 | SPA 008 | Low Jing Heng | MYR 0.00

General Details Summary Properties Past Bill

Activity: <input type="button" value="Depo..."/>	Description:	Account Type: <input checked="" type="checkbox"/> Clients' Account <input type="checkbox"/> Office Account					
Amount: <input type="text" value="1"/> X <input type="text" value="\$ 0.00"/> = <input type="text" value="0.00"/> <input type="checkbox"/> Tax Incl?		Tax Code: <input type="text"/>					
Total (Exc.): <input type="text" value="0.00"/>		Tax Rate(%): <input type="text" value="0.00"/> Tax Amount: <input type="text" value="0.00"/>					
<input type="checkbox"/> Rounding Adjustment <input type="button"/> Add <input type="button"/> Load <input type="button"/> Remove							
Ca...	Activity	Description	Tax ...	Amount	Tax Am...	Total (Inc)	A..
1.	Deposit	Initial Disbursement		0.00	0.00	0.00	

- You have to select the activity and key in the amount

*New Past Bill

Save Cancel Close

31/Jan/2015 | SPA 008 | Low Jing Heng | MYR 100.00

General Details Summary Properties Past Bill

Activity: <input type="button" value="Depo..."/>	Description:	Account Type: <input checked="" type="checkbox"/> Clients' Account <input type="checkbox"/> Office Account					
Initial Disbursement		Tax Code: <input type="text"/>					
Amount: <input type="text" value="1"/> X <input type="text" value="\$ 100.00"/> = <input type="text" value="100.00"/> <input type="checkbox"/> Tax Incl?		Tax Rate(%): <input type="text" value="0.00"/> Tax Amount: <input type="text" value="0.00"/>					
<input type="checkbox"/> Rounding Adjustment <input type="button"/> Add <input type="button"/> Load <input type="button"/> Remove							
Ca...	Activity	Description	Tax ...	Amount	Tax Am...	Total (Inc)	A..
1.	Deposit	Initial Disbursement		100.00	0.00	100.00	C

Add

- You can add activity to the bill by clicking then it will generate a new row for you to insert activity and amount

*New Past Bill

Save Cancel Close

General Details Summary Properties

Past Bill

Activity: Depo... Description: Account Type: Clients' Account Office Account

Description: Tax Code: Tax Rate(%): 0.00 Tax Amount: 0.00

Amount: 1 x \$ 0.00 = 0.00 Tax Incl? Total (Exc.): 0.00 Total (Inc.): 0.00

Rounding Adjustment

Add Load Remove

Ca...	Activity	Description	Tax ...	Amount	Tax Am...	Total (Inc)	A..
1.	Deposit	Deposit - Initial Disbursement		100.00	0.00	100.00	C
2.	Deposit	Initial Disbursement		0.00	0.00	0.00	

Load

- Besides, you can click  to load a bill template

*New Past Bill

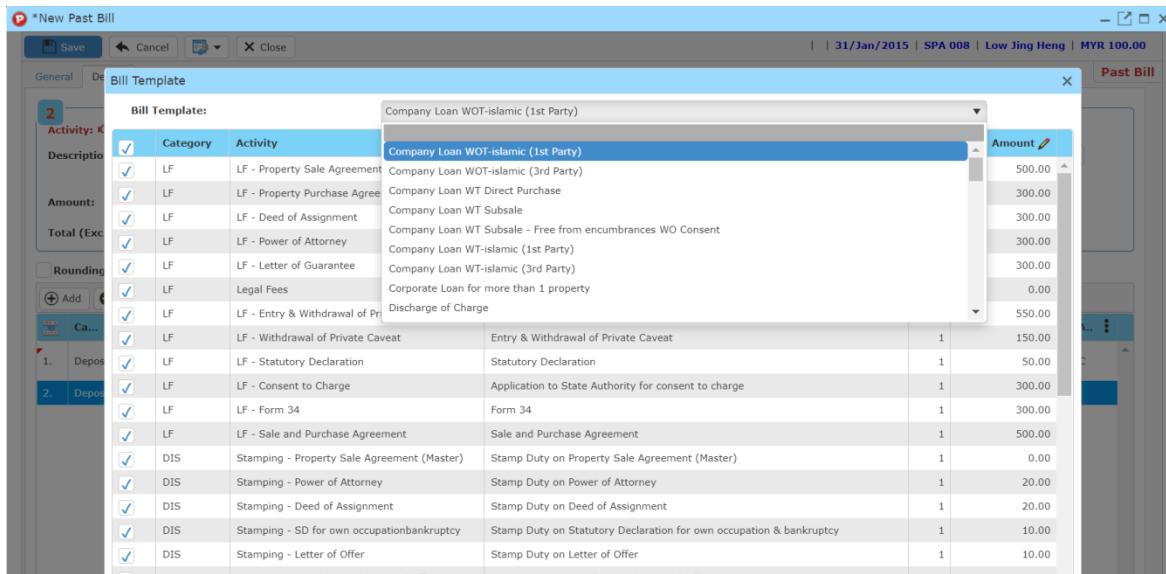
Save Cancel Close

General Details

Bill Template: Company Loan WOT-islamic (1st Party)

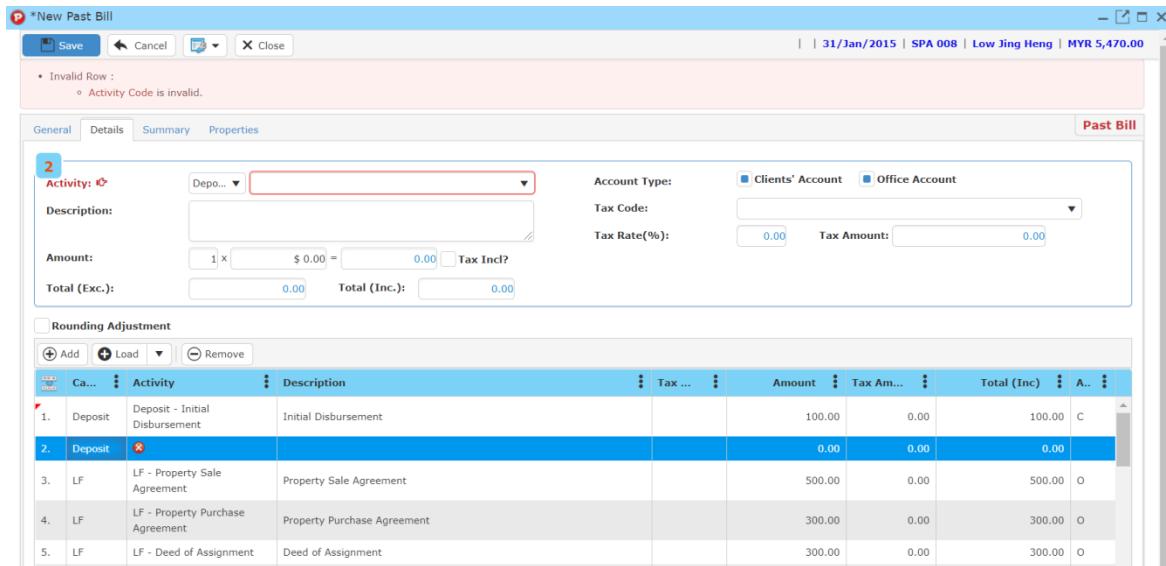
Category	Activity	Description	Qty...	Amount
LF	LF - Property Sale Agreement	Property Sale Agreement	1	500.00
LF	LF - Property Purchase Agreement	Property Purchase Agreement	1	300.00
LF	LF - Deed of Assignment	Deed of Assignment	1	300.00
LF	LF - Power of Attorney	Power of Attorney	1	300.00
LF	LF - Letter of Guarantee	Letter of Guarantee	1	300.00
LF	Legal Fees	Legal Fees	1	0.00
LF	LF - Entry & Withdrawal of Private Caveat	Entry & Withdrawal of Private Caveat	1	550.00
LF	LF - Withdrawal of Private Caveat	Entry & Withdrawal of Private Caveat	1	150.00
LF	LF - Statutory Declaration	Statutory Declaration	1	50.00
LF	LF - Consent to Charge	Application to State Authority for consent to charge	1	300.00
LF	LF - Form 34	Form 34	1	300.00
LF	LF - Sale and Purchase Agreement	Sale and Purchase Agreement	1	500.00
DIS	Stamping - Property Sale Agreement (Master)	Stamp Duty on Property Sale Agreement (Master)	1	0.00
DIS	Stamping - Power of Attorney	Stamp Duty on Power of Attorney	1	20.00
DIS	Stamping - Deed of Assignment	Stamp Duty on Deed of Assignment	1	20.00
DIS	Stamping - SD for own occupationbankruptcy	Stamp Duty on Statutory Declaration for own occupation & bankruptcy	1	10.00
DIS	Stamping - Letter of Offer	Stamp Duty on Letter of Offer	1	10.00

- You can select the bill template you want from the drop down box



Remove

- You can remove any activity row by select the row you want to remove and click ‘Remove’. (e.g. I choose to the blank row)



- After I click to the , it will delete the row

*New Past Bill

Save Cancel Close

31/Jan/2015 | SPA 008 | Low Jing Heng | MYR 5,470.00

Past Bill

General		Details		Summary		Properties																																																																									
Activity:	DIS	Stamping - Letter of Offer		Account Type:	<input checked="" type="checkbox"/> Clients' Account	<input type="checkbox"/> Office Account																																																																									
Description:	Stamp Duty on Letter of Offer			Tax Code:																																																																											
Amount:	1 x	\$ 10.00	=	10.00	<input type="checkbox"/> Tax Incl?	Tax Rate(%):																																																																									
Total (Exc.):	10.00		Total (Inc.):	10.00		Tax Amount:																																																																									
Rounding Adjustment																																																																															
<table border="1"> <thead> <tr> <th>Ca...</th> <th>Activity</th> <th>Description</th> <th>Tax ...</th> <th>Amount</th> <th>Tax Am...</th> <th>Total (Inc)</th> <th>A...</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Deposit</td> <td>Deposit - Initial Disbursement</td> <td></td> <td>100.00</td> <td>0.00</td> <td>100.00</td> <td>C</td> </tr> <tr> <td>2.</td> <td>LF</td> <td>LF - Property Sale Agreement</td> <td></td> <td>500.00</td> <td>0.00</td> <td>500.00</td> <td>O</td> </tr> <tr> <td>3.</td> <td>LF</td> <td>LF - Property Purchase Agreement</td> <td></td> <td>300.00</td> <td>0.00</td> <td>300.00</td> <td>O</td> </tr> <tr> <td>4.</td> <td>LF</td> <td>LF - Deed of Assignment</td> <td></td> <td>300.00</td> <td>0.00</td> <td>300.00</td> <td>O</td> </tr> <tr> <td>5.</td> <td>LF</td> <td>LF - Power of Attorney</td> <td></td> <td>300.00</td> <td>0.00</td> <td>300.00</td> <td>O</td> </tr> <tr> <td>6.</td> <td>LF</td> <td>LF - Letter of Guarantee</td> <td></td> <td>300.00</td> <td>0.00</td> <td>300.00</td> <td>O</td> </tr> <tr> <td>7.</td> <td>LF</td> <td>Legal Fees</td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>O</td> </tr> <tr> <td colspan="8">LF - Entry & Withdrawal of</td> </tr> </tbody> </table>								Ca...	Activity	Description	Tax ...	Amount	Tax Am...	Total (Inc)	A...	1.	Deposit	Deposit - Initial Disbursement		100.00	0.00	100.00	C	2.	LF	LF - Property Sale Agreement		500.00	0.00	500.00	O	3.	LF	LF - Property Purchase Agreement		300.00	0.00	300.00	O	4.	LF	LF - Deed of Assignment		300.00	0.00	300.00	O	5.	LF	LF - Power of Attorney		300.00	0.00	300.00	O	6.	LF	LF - Letter of Guarantee		300.00	0.00	300.00	O	7.	LF	Legal Fees		0.00	0.00	0.00	O	LF - Entry & Withdrawal of							
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- After that, when you click to the ‘Summary’ tab

Save Cancel Close

General Details **Summary** Properties

- It will calculate and generate a summary figure that based on the activity or bill template in the details

*New Past Bill

Save Cancel Close

31/Jan/2015 | SPA 008 | Low Jing Heng | MYR 5,470.00

Past Bill

General		Details		Summary		Properties																																											
<table border="1"> <thead> <tr> <th>Category</th> <th>Tax Code</th> <th>Amount</th> <th>Tax Amount</th> <th colspan="3">Total (Inc)</th> </tr> </thead> <tbody> <tr> <td>Deposit</td> <td></td> <td>100.00</td> <td>0.00</td> <td colspan="3">100.00</td> </tr> <tr> <td>DIS</td> <td></td> <td>80.00</td> <td>0.00</td> <td colspan="3">80.00</td> </tr> <tr> <td>LF</td> <td></td> <td>3,550.00</td> <td>0.00</td> <td colspan="3">3,550.00</td> </tr> <tr> <td>RIB</td> <td></td> <td>1,740.00</td> <td>0.00</td> <td colspan="3">1,740.00</td> </tr> <tr> <td></td> <td></td> <td>5,470.00</td> <td>0.00</td> <td colspan="3">5,470.00</td> </tr> </tbody> </table>								Category	Tax Code	Amount	Tax Amount	Total (Inc)			Deposit		100.00	0.00	100.00			DIS		80.00	0.00	80.00			LF		3,550.00	0.00	3,550.00			RIB		1,740.00	0.00	1,740.00					5,470.00	0.00	5,470.00		
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		5,470.00	0.00	5,470.00																																													

- When you click to the ‘Properties’ tab

- You can view the information of the past bill once who modify the past bill then there will show the last modified and modified by who
- Once you finish all the instruction above, click ‘Save’ then you are done to create a new past bill.

8.13 Manage Past Bill

This option enables you to add, edit, and delete a Past Bill Record. It also allows you to keep track of your past bill record details and all related information.

- To open Manage Past Bill, on the **SmartLeg@Inavigation**, click **Billing** and go to **Manage Past Bill** then search the past bill record you wish to modify.

Manage Past Bill

- Search the past bill record you wish to manage through type the search criteria or search by advanced.
- To start a new search or to clear the search results, click ‘Clear’.

Figure: Manage Past Bill - Search

Advanced Search

- This function can be used to find a task by searching other information that is not captured in the ‘General’ section.
- Define search criteria:
 - **Field** - Choose the field you want to search.
 - **Condition** - Search condition
 - **Value** - Type in the detail you want to find.
- Click ‘Add to list’, to define more than one criteria.

- Click ‘**Find**’, search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click ‘**Clear**’.
- Click ‘**Export**’ to print the desired search results in txt, excel or html format.

Figure: Manage Past Bill– Advanced Search

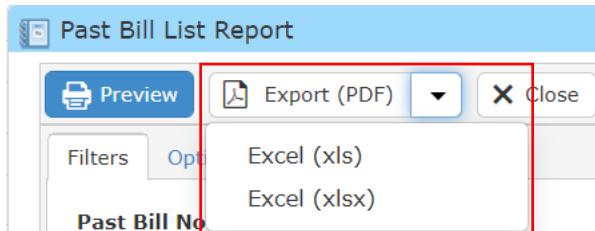
- You can choose to create a new past bill by click and refer to ‘Chapter 5.12 New Past Bill’
- You can print or preview the Past Bill List Report while you click to
- Then it will pop-up a Past Bill List Report you can insert your requirement and filter the report

- Besides, you can preview the report as figure below shown

Past Bill List Report

Bill No.	Bill Date	File No.	Bill To	Other Amount	DIS Amount	RIB Amount	LF Amount	Tax Amount	Total Amount
SPA 008			Low Jing Heng	100.00	80.00	1,740.00	3,550.00	0.00	5,470.00
SPA 004			Catherine				1,000.00	0.00	1,000.00
				Total:	100.00	80.00	1,740.00	4,550.00	0.00
									6,470.00

- You can also export the report into PDF or excel by clicking



Searched Result

- Click 'Search' once, to show all A/R Credit Note Record
- The Searched result will appear at below, otherwise it will show no record available if the quotation you searched does not exist.
- Click 'Export' to print the desired search results in txt, excel or html format.

The screenshot shows a search interface for past bills. At the top, there are buttons for 'New Past Bill' and 'Past Bill List Report'. Below that are tabs for 'Search' (selected) and 'Advanced'. The search criteria include fields for 'Past Bill No.', 'Past Bill Date' (with date pickers), 'File No.', 'Client Name', and 'Department' (set to '(All)'). There are also 'Search' and 'Clear' buttons. Below the search bar is a message: 'Drag a column header and drop it here to group by that column'. The results table has columns: Past Bill No., Past Bill Date, File No., Bill To, Total Tax, and Total Amount. Two rows of data are shown:

Past Bill No.	Past Bill Date	File No.	Bill To	Total Tax	Total Amount
PBIL/201501/005	31/Jan/2015	SPA 008	Low Jing Heng	0.00	5,470.00
PBIL/201501/004	31/Jan/2015	SPA 004	Catherine	0.00	1,000.00

At the bottom left are 'Delete' and 'Export...' buttons, and a 'Result Per Page' dropdown set to 30. A total of 300 results are indicated.

Figure: Manage Past Bill – Search All

This screenshot shows the same search interface as above, but with only one result row displayed. The result is identical to the one in the previous screenshot.

Past Bill No.	Past Bill Date	File No.	Bill To	Total Tax	Total Amount
PBIL/201501/004	31/Jan/2015	SPA 004	Catherine	0.00	1,000.00

Figure: Manage Past Bill – Searched Result

- After the A/R Credit Note record you searched appeal, you can choose to view, edit and preview those details by double-clicking the record.

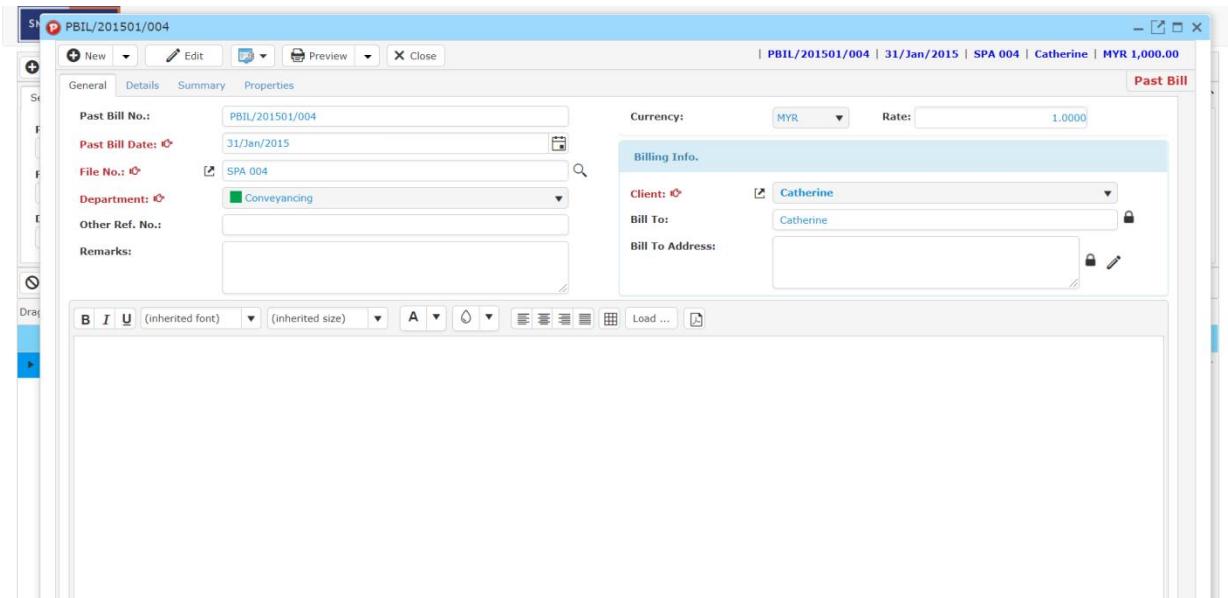


Figure: Manage Past Bill – Searched Result, Info