

Chapter 8 A/P

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8.1 New Supplier

This section is for the registration of new supplier as well as for supplier data maintenance.

- To open New Supplier, on the **SmartLeg@I** navigation, click **A/P** and go to **New Supplier**.

The screenshot shows the 'New Supplier' dialog box. At the top, there are buttons for Save, Cancel, and Close. The title bar says 'New Supplier'. On the right, there's a 'Supplier' button. The main area has tabs: General, Details, Invoice, Payment, and Properties. The 'General' tab is selected. It contains fields for Supplier Code (with a dropdown for Active/Inactive status), Control Account (set to 400-0000 - Trade Creditors), and GST Info. The GST Info section includes fields for GST Reg. No., GST Status Verified, GST Status Deregistration, and a Remark field. Other visible fields include Supplier Name, Category (Office Enq), Register Date (19/Oct/2020), Com. Reg. No., Tel No., Mobile No., Fax No., Email, Billing Address, and Register Address.

- Fill in all necessary information and it will make the process easier while mail-merge

*Supplier A

Save Cancel Close

General Details Invoice Payment Properties

Supplier Code: S/SA **Control Account:** 400-0000 - Trade Creditors

Supplier Name: **Category:** Office Enq

Register Date: 19/Oct/2020 **GST Info.**

Com. Reg. No.: SupA **GST Reg. No.:** GST123

Tel No.: 03123456 **GST Status Verified:** 01/Jan/2020

Mobile No.: 0123456789 **GST Status Deregistration:**

Fax No.: 123 **Remark:** remark 1

Email: abc@email.com

Billing Address: Aras 17, Menara Afin, 80, Jalan Raja Chulan, 50200 Kuala Lumpur
Wilayah Persekutuan Wilayah Persekutuan, Malaysia

Register Address: Aras 17, Menara Afin, 80, Jalan Raja Chulan, 50200 Kuala Lumpur
Wilayah Persekutuan, Malaysia

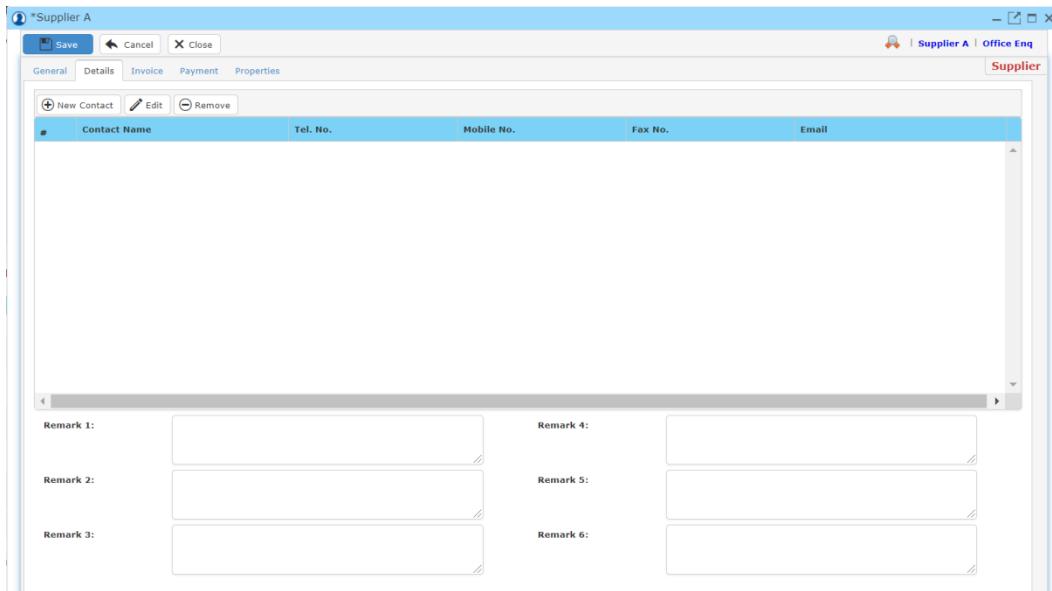
- After you finished to fill the general information, click to the next tab 'Details'

*Supplier A

Save Cancel Close

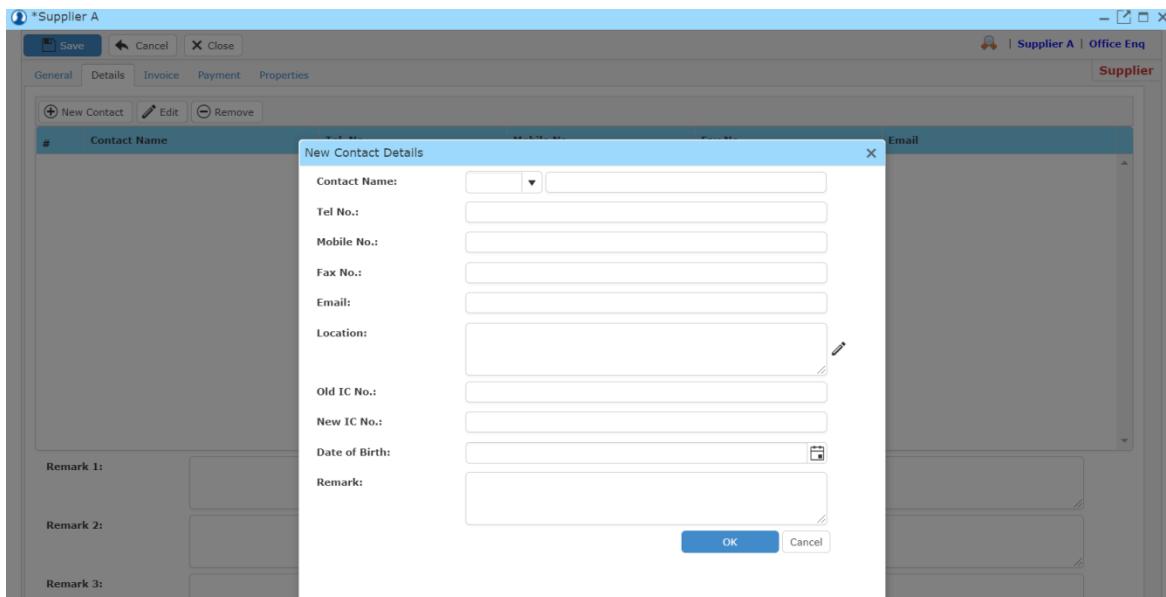
General **Details** Invoice Payment Properties

- You are required to have an existing supplier record or create a new supplier before adding supplier details and contact.
- There are 6 remarks fields provided for user to input useful data.



New Contact

- You can add new contact of supplier by clicking **+ New Contact**, after you click 'New Contact' it will pop-up a input form for you to key in supplier's contact details



- After you insert all the contact details the record will shown in the table

#	Contact Name	Tel. No.	Mobile No.	Fax No.	Email
1.	(Mr) Lim	0312346789	0123456789		
2.	(Ms.) Kau	0312346789	0123456789		

Remark 1: Remark 1 Remark 4: _____
 Remark 2: Remark 2 Remark 5: _____
 Remark 3: _____ Remark 6: _____

Edit

- You can edit the contact you insert into the table; select the record you wish to edit and click 'Edit'
- It will pop-up the contact details of the record you selected and you can edit those you wish to modify

#	Contact Name
1.	(Mr) Lim
2.	(Ms.) Kau

New Contact Details

Contact Name: Mr Lim
 Tel No.: 0312346789
 Mobile No.: 0123456789
 Fax No.:
 Email:
 Location:
 Old IC No.:
 New IC No.: 1234001234
 Date of Birth: 29/Jan/2001
 Remark:
 Remark 1: Remark 1
 Remark 2: Remark 2
 Remark 3: _____

Remove

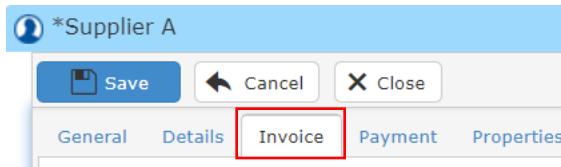
- You can remove the record in the table by selected the record you want to remove

The screenshot shows a software interface titled "Supplier A". At the top, there are buttons for "Save", "Cancel", and "Close". Below the buttons, there are tabs: "General", "Details", "Invoice", "Payment", and "Properties". On the right side, there is a status bar with icons for "Supplier A" and "Office Eng" and the word "Supplier". The main area contains a table with columns: "#", "Contact Name", "Tel. No.", "Mobile No.", "Fax No.", and "Email". There are two rows of data. The first row has a red border around it, indicating it is selected. The second row contains "(Ms.) Kau" in the Contact Name column, "0312346789" in Tel. No., "0123456789" in Mobile No., and empty fields for Fax No. and Email. Below the table, there are six text input fields labeled "Remark 1" through "Remark 6", each with a corresponding empty box.

- Click to 'Remove' then it will remove the contact you selected

This screenshot is identical to the one above, but the contact "1. (Mr) Lim" has been removed. Now, only the contact "(Ms.) Kau" is listed in the table. The rest of the interface, including the remarks section at the bottom, remains the same.

-
- After that, click to the next tab ‘Invoice’

A screenshot of a software interface titled '*Supplier A'. At the top, there are three buttons: 'Save' (blue), 'Cancel' (white with black outline), and 'Close' (white with black outline). To the right, it says 'Supplier A | Office Enq' and 'Supplier'. Below the buttons are four small icons: '+ New Invoice', 'View', 'Preview', and 'Refresh'. The main area is a table with the following columns: 'Invoice No.', 'Invoice Date', 'Supplier's Inv...', 'Department', 'Total ...', 'Total Amount', 'Outstanding Amt', and 'Remark'. A message 'No records available.' is displayed in the center of the table. At the bottom, there are some totals: 'Total : 0.00', 'Total : 0.00', 'Total : 0.00', and a note 'No Items to display'.

- You can add new invoice for you supplier by clicking and it will jump to create new invoice function. And please refer to Chapter 7.3 New Invoice

Save Cancel Close

General Details Credit Notes Debit Notes Payment Properties

Invoice

Invoice No.: INV/2010/001

Invoice Date: 19/Oct/2020

Department:

Remarks:

Currency: MYR Rate: 1.0000

Tax Date: 19/Oct/2020

Supplier Info.

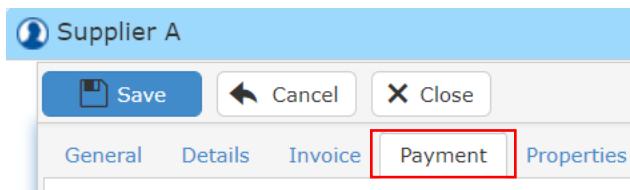
Supplier: S/SA Supplier A

Supplier's Invoice No.:

GST Reg. No.: GST123

B I U (inherited font) (inherited size) A Load...

- After you create add invoice for your supplier, you can view, preview or refresh to get make sure the latest invoice
- After invoice, click to the next tab ‘Payment’

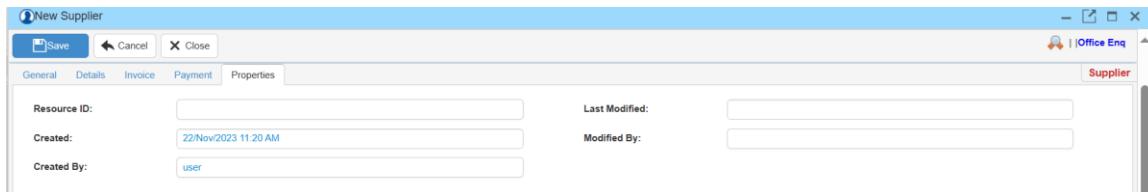
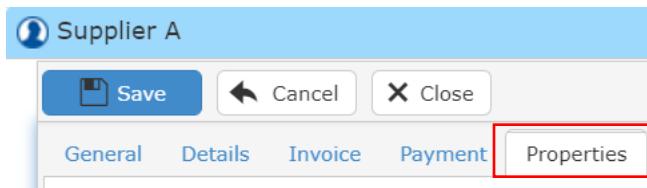


This screenshot shows the 'Supplier A' payment history screen. The top navigation bar includes 'Save', 'Cancel', 'Close', 'General', 'Details', 'Invoice', 'Payment', and 'Properties'. The main area displays a table with columns: AP Pv No., Pv Date, Department, Other Ref..., Cheque No., Payment Amount, and Remark. A message 'No records available.' is centered in the table area. The bottom right corner shows a total of 'Total : 0.00'.

- As well as invoice, you can click **New Payment** to add new payment for your supplier then while you click that it will jump to the create new payment function. Please refer to Chapter 7.5 New Payment

This screenshot shows the 'A/P Payment' creation screen. The top navigation bar includes 'Save', 'Cancel', 'Properties', '19/Oct/2020 | Supplier A | MYR 0.00', and 'A/P Payment'. The left side has fields for AP Pv No., Pv Date, Department, Other Ref. No., and Remarks. The right side shows 'Payment Info.' fields for Withdraw From, Supplier (S/SA), Cheque No., Payment Amount (0.00), and Unapplied Amount (0.00). Below these is a table with columns: Trans. No., Type, Trans. Date, Supplier's Ref..., Amount, Outstanding, Knock-off Amt, Knock-off Date, and Description. A message 'No records available.' is centered in the table area.

- After you create add payment for your supplier, you can view, preview or refresh to get make sure the latest payment
- The last tab for you when creating new supplier is 'Properties'



- You can view the information of the supplier once who modify the supplier 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 supplier.

8.2 Manage Supplier

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

- To open Manage Supplier, on the **SmartLeg@l** navigation, click **A/P** and go to **Manage Supplier**.

Manage Supplier

- Search the supplier 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 Supplier - 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 software interface titled 'Supplier - Search'. At the top, there are buttons for 'New Supplier' and 'Supplier List Report'. Below these are tabs for 'Search' and 'Advanced'. The main area contains a search form with the following fields: 'Field' dropdown set to 'Active ? (Yes = 1, No = 0)', 'Condition' dropdown set to 'Equals', and a 'Value' input field. There is also a 'Add Criteria' button and a 'search' button with a magnifying glass icon.

Figure: Manage Supplier – Advanced Search

Note: You can straightly type the Supplier Name to search the supplier

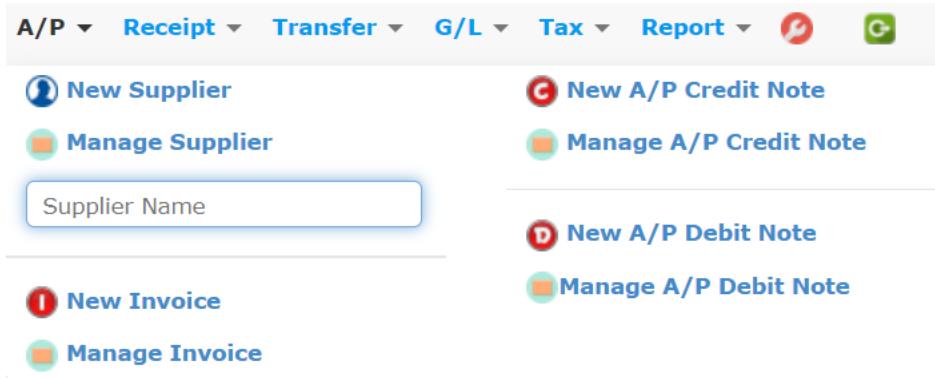


Figure: A/P – Supplier Name

Searched Result

- Click '**Search**' once, to show all supplier
- 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.

Supplier Code : ✓ Primary

Category : (All)

GST Reg. No. :

Supplier Name :

Com. Reg. No. :

Supplier's Status : ✓ Active In-active

Supplier Code	Supplier Name	Category	Company Reg No.	GST Reg. No.	Remarks
S/ESB	Exabytes Sdn Bhd	Office Enq			
S/SA	Supplier A	Office Enq	SupA	GST123	remark 1

Figure: Manage Spplier – Search All Quotations

Supplier Code : ✓ Primary

Category : (All)

GST Reg. No. :

Supplier Name : Supplier A

Com. Reg. No. :

Supplier's Status : ✓ Active In-active

Supplier Code	Supplier Name	Category	Company Reg No.	GST Reg. No.	Remarks
S/SA	Supplier A	Office Enq	SupA	GST123	remark 1

Figure: Manage Supplier – Searched Result

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

Supplier A

New Edit Close

Supplier Code: S/SA ✓ Primary

Category: Office Enq

Register Date: 19/Oct/2020

Com. Reg. No.: SupA

Tel No.: 03123456

Mobile No.: 0123456789

Fax No.: 123

Email: abc@email.com

Billing Address: Aras 17, Menara Affin, 80, Jalan Raja Chulan, 50200 Kuala Lumpur Wilayah Persekutuan Wilayah Persekutuan, Malaysia

Register Address: Aras 17, Menara Affin, 80, Jalan Raja Chulan, 50200 Kuala Lumpur Wilayah Persekutuan, Malaysia

Control Account: 400-0000 - Trade Creditors

GST Info.

GST Reg. No.: GST123

GST Status Verified: 01/Jan/2020

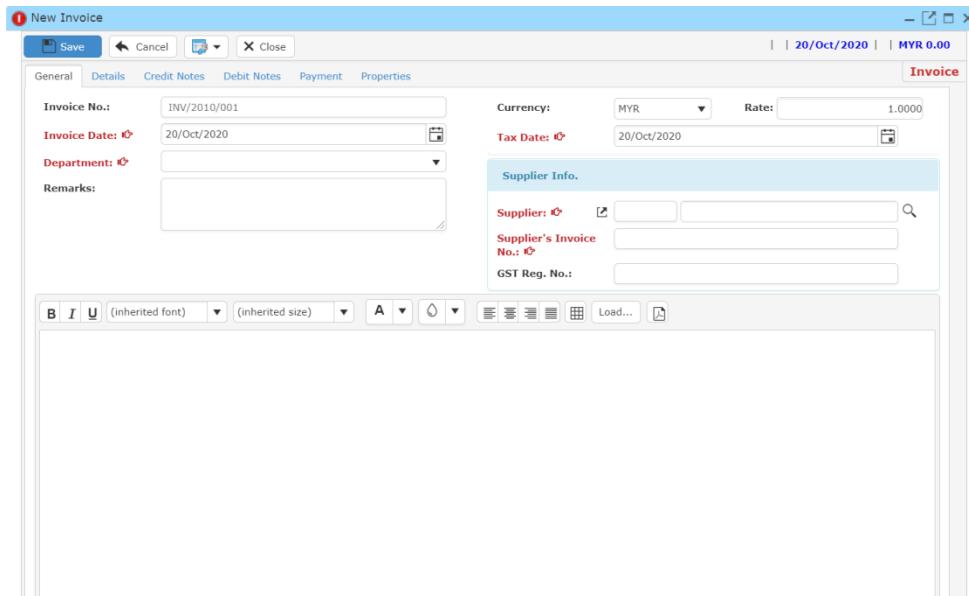
GST Status Deregistration:

Remark: remark 1

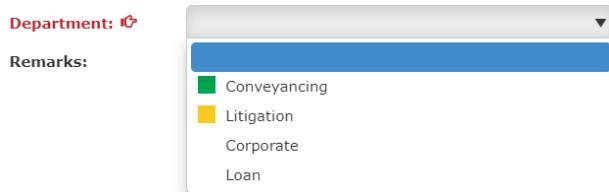
Figure: Manage Supplier – Searched Result, Supplier Info

8.3 New Invoice

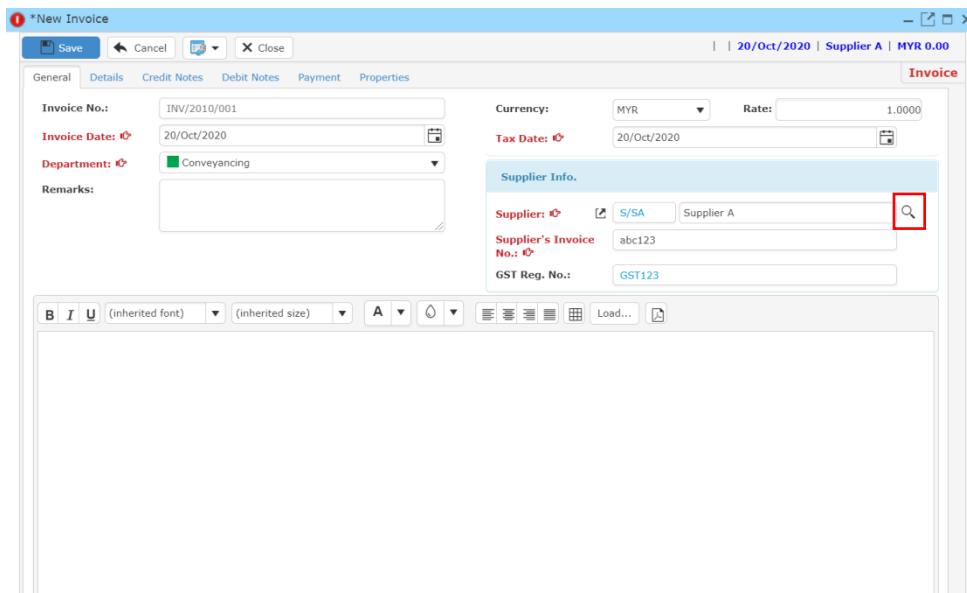
- To open New Invoice, on the **SmartLeg@I** navigation, click **A/P** and go to **New Invoice**.



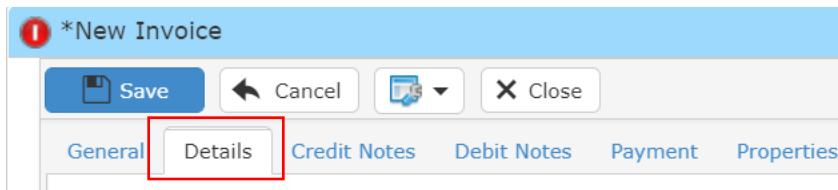
- Invoice Date and Tax Date will auto generated and by default it will be the date you click to new invoice.
- You have to choose department from the combo box



- You can browse supplier by clicking the search icon



- After you finished filling the general information, please click to next tab 'Details'



- Once you insert the activity then the debit a/c will auto generate based on the activity you selected or you can select the credit a/c by yourself as well.

The screenshot shows the *New Invoice window with the following details:

- Activity:** LF - Legal Fees
- Description:** Legal Fees
- Amount:** 1 x \$ 500.00 = 500.00
- Taxable Amount:** 500.00
- Total (Exc.):** 500.00
- Total (Inc.):** 500.00
- Debit A/C:** 500-000 - Professional Fees
- Credit A/C:** 400-0000 - Trade Creditors
- Tax Rate(%):** 0.00
- Tax Amount:** 0.00
- File No.:** []

Below the main entry, there is a table with the following data:

C...	Activity	Description	File No.	Tax ...	Amount	Tax Am...	Total (Inc)	Debit A/C	Tax Debit...
1..	LF	Legal Fees			500.00	0.00	500.00	500-000	

Buttons at the bottom left: **+ Add**, **Add a Copy**, **- Remove**.

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

The screenshot shows the *New Invoice window with the following details:

- Activity:** LF - Legal Fees
- Description:** Legal Fees
- Amount:** 1 x \$ 0.00 = 0.00
- Taxable Amount:** 500.00
- Total (Exc.):** 0.00
- Total (Inc.):** 0.00
- Debit A/C:** 500-000 - Professional Fees
- Credit A/C:** 400-0000 - Trade Creditors
- Tax Rate(%):** 0.00
- Tax Amount:** 0.00
- File No.:** []

Below the main entry, there is a table with the following data:

C...	Activity	Description	File No.	Tax ...	Amount	Tax Am...	Total (Inc)	Debit A/C	Tax Deb...
1..	LF	Legal Fees			0.00	0.00	0.00	500-000	

Buttons at the bottom left: **+ Add** (highlighted with a red box), **Add a Copy**, **- Remove**.

Add

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

*New Invoice

Save Cancel Close

20/Oct/2020 | Supplier A | MYR 0.00

General Details Credit Notes Debit Notes Payment Properties

Invoice

Activity:	LF	Description:	Debit A/C:	Credit A/C:
Amount:	1 x \$ 0.00 =	0.00	400-0000 - Trade Creditors	
Taxable Amount:	0.00	<input type="checkbox"/> Tax Incl?	0.00	
Total (Exc.):	0.00	Total (Inc.):	0.00	
File No.:	<input type="text"/>			

Table:

C...	Activity	Description	File No.	Tax ...	Amount	Tax Am...	Total (Inc)	Debit A/C	Tax Deb
1..	LF	Legal Fees			0.00	0.00	0.00	500-000	
2..	LF	Legal Fees			0.00	0.00	0.00	500-000	

Add a Copy

- For Add a Copy, you can duplicate a selected row in the table

*New Invoice

Save Cancel Close

20/Oct/2020 | Supplier A | MYR 100.00

General Details Credit Notes Debit Notes Payment Properties

Invoice

Activity:	RIB	Description:	Debit A/C:	Credit A/C:
Amount:	1 x \$ 100.00 =	100.00	500-1000 - Reimbursement	400-0000 - Trade Creditors
Taxable Amount:	100.00	<input type="checkbox"/> Tax Incl?	100.00	
Total (Exc.):	100.00	Total (Inc.):	100.00	
File No.:	<input type="text"/>			

Table:

C...	Activity	Description	File No.	Tax ...	Amount	Tax Am...	Total (Inc)	Debit A/C	Tax Deb
1..	LF	Legal Fees			0.00	0.00	0.00	500-000	
2..	RIB	Adjudication			100.00	0.00	100.00	500-1000	

- After you click add a copy, it will copy the row as below figure shown

The screenshot shows the *New Invoice window with the following details:

- General Tab:**
 - Activity: RIB - Adjudication
 - Description: Adjudication
 - Amount: \$100.00
 - Taxable Amount: 100.00
 - Total (Exc.): 100.00
 - Total (Inc.): 100.00
- Debit A/C:** 500-1000 - Reimbursement
- Credit A/C:** 400-0000 - Trade Creditors
- Tax Code:**
- Tax Rate(%):** 0.00
- Tax Amount:** 0.00

Bills List:

C...	Activity	Description	File No.	Tax ...	Amount	Tax Am...	Total (Inc)	Debit A/C	Tax Deb
1...	LF	Legal Fees			0.00	0.00	0.00	500-0000	
2...	RIB	Adjudication	Adjudication		100.00	0.00	100.00	500-1000	
3...	RIB	Adjudication	Adjudication		100.00	0.00	100.00	500-1000	

Remove

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

The screenshot shows the *New Invoice window with the following details:

- General Tab:**
 - Activity: RIB - Adjudication
 - Description: Adjudication
 - Amount: \$100.00
 - Taxable Amount: 100.00
 - Total (Exc.): 100.00
 - Total (Inc.): 100.00
- Debit A/C:** 500-1000 - Reimbursement
- Credit A/C:** 400-0000 - Trade Creditors
- Tax Code:**
- Tax Rate(%):** 0.00
- Tax Amount:** 0.00

Bills List:

C...	Activity	Description	File No.	Tax ...	Amount	Tax Am...	Total (Inc)	Debit A/C	Tax Deb
1...	LF	Legal Fees			0.00	0.00	0.00	500-0000	
2...	RIB	Adjudication	Adjudication		100.00	0.00	100.00	500-1000	
3...	RIB	Adjudication	Adjudication		100.00	0.00	100.00	500-1000	

- After you click the remove button it will erase the selected row

*New Invoice

Save Cancel Close

General Details Credit Notes Debit Notes Payment Properties

Activity: RIB Adjudication

Description: Adjudication

Amount: 1 x \$ 100.00 = 100.00

Taxable Amount: 100.00 Tax Incl? 100.00

Total (Exc.): 100.00 Total (Inc.): 100.00

File No.:

Debit A/C: 500-1000 - Reimbursement

Credit A/C: 400-0000 - Trade Creditors

Tax Code:

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

Invoice

C...	Activity	Description	File No.	Tax ...	Amount	Tax Am...	Total (Inc)	Debit A/C	Tax Deb...
1.. LF	Legal Fees	Legal Fees			0.00	0.00	0.00	500-000	
2.. RIB	Adjudication	Adjudication			100.00	0.00	100.00	500-1000	

- After that you can click to the next tab ‘Credit Note’

*New Invoice

Save Cancel Close

General Details **Credit Notes** Debit Notes Payment Properties

*New Invoice

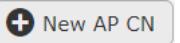
Save Cancel Close

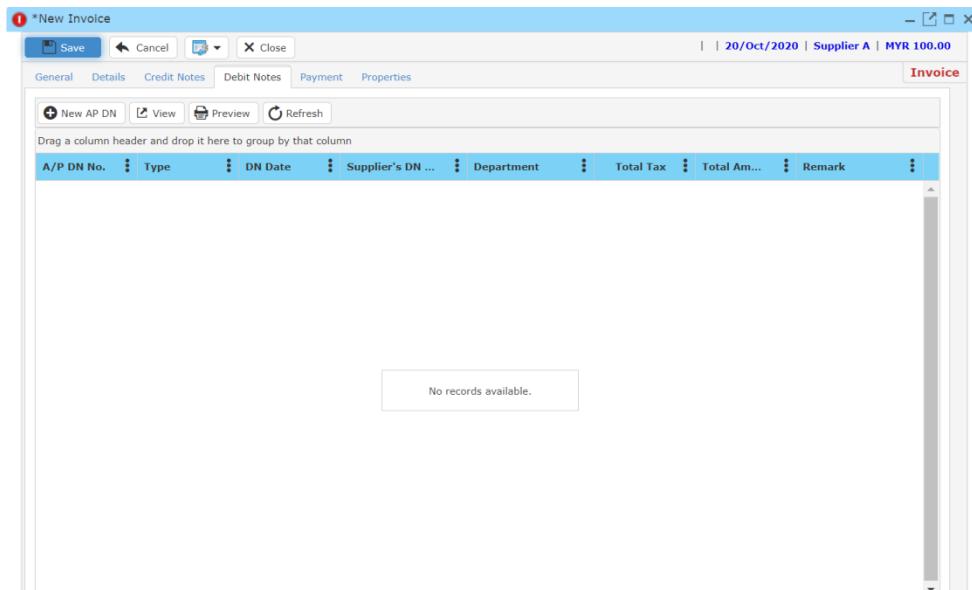
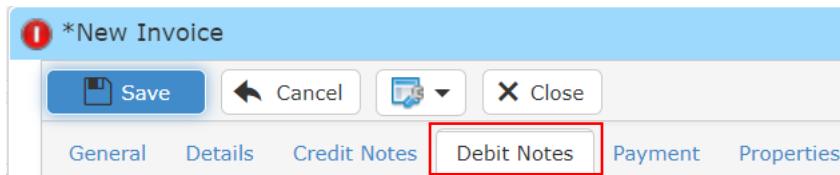
General Details Credit Notes Debit Notes Payment Properties

New AP CN View Preview Refresh

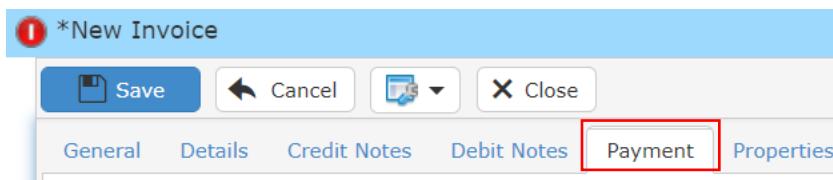
Drag a column header and drop it here to group by that column

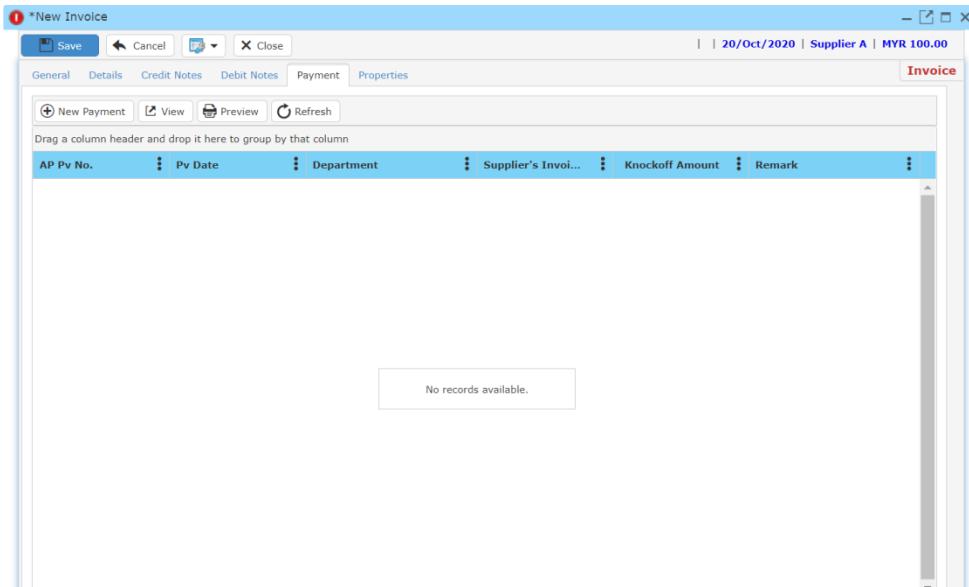
A/P CN No.	Type	CN Date	Supplier's CN ...	Department	Total Tax	Total Am...	Remark
No records available.							

- Credit Note in new invoice you can Add New AP CN by clicking  and you may refer to Chapter 7.5 A/P New Credit Note
- Besides you can use other function like view or preview before print after you create the A/P CN.
- When you click to the next tab 'Debit Note'

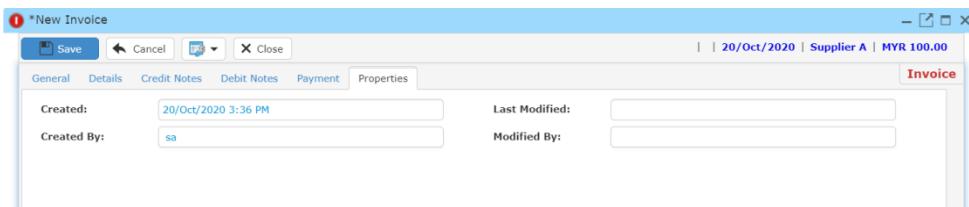
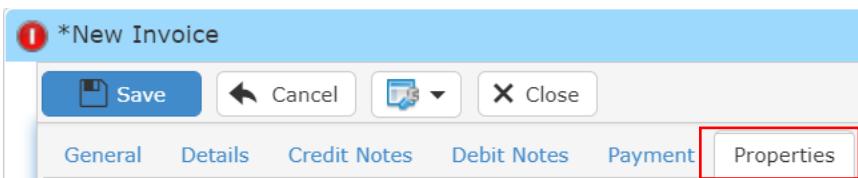


- There are exactly same operate method as A/P CN and you can add A/P DN by clicking  and you may refer to Chapter 7.7 A/P New Debit Note and you can view or preview after you created the A/P DN as well
- Click to the next tab 'Payment' Tab





- Payment in new invoice you can Add New Payment by clicking and you may refer to New A/P Payment
- Besides you can use other functions like view or preview before print after you create the payment
- The last tab when you creating a new invoice is 'Properties'



- You can view the information of the invoice once who modify the invoice 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 invoice.

8.4 Manage Invoice

This option enables you to add, edit, and delete an Invoice. It also allows you to keep track of your invoice details and all related information.

- To open Manage Invoice, on the **SmartLeg@I** navigation, click **A/P** and go to **Manage Invoice** then search the invoice you wish to modify.

Manage Invoice

- Search the invoice 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 the 'Manage Invoice - Search' interface. At the top, there are buttons for 'New Invoice' and 'Invoice List Report'. Below that is a dropdown menu with 'Search' and 'Advanced' options. The main area contains several search fields: 'Invoice No.', 'Supplier's Invoice No.', 'File No.', 'Invoice Date' (with 'To' and calendar icons), 'Supplier Name', 'Department' (with a dropdown menu showing '(All)'), and 'Invoice's Status' (with checkboxes for 'Outstanding' and 'Settled'). At the bottom right are 'Search' and 'Clear' buttons.

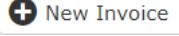
Figure: Manage Invoice - Search

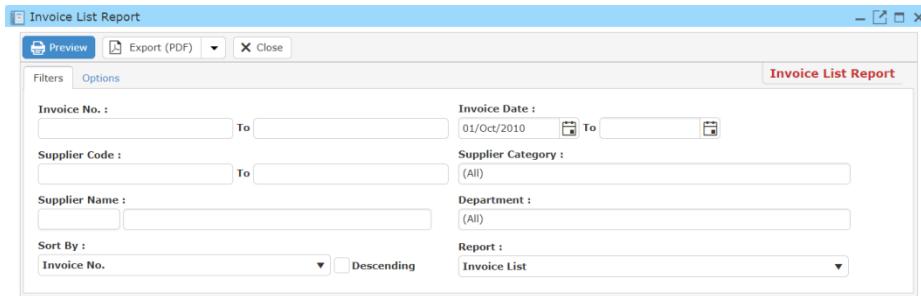
Advanced Search

- This function can be used to find an invoice 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 the 'Manage Invoice - Advanced Search' interface. At the top, there are buttons for 'New Invoice' and 'Invoice List Report'. Below that is a dropdown menu with 'Search' and 'Advanced' options. The main area shows a single search criterion: 'Field' set to 'Bad Debt ?(Yes = 1, No = 0)', 'Condition' set to 'Equals', and 'Value' set to '1'. There is an 'Add Criteria' button and a 'Search' button at the bottom.

Figure: Manage Invoice— Advanced Search

- You can choose to create a new past bill by click  and refer to ‘Chapter 7.3 New Invoice’
- 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

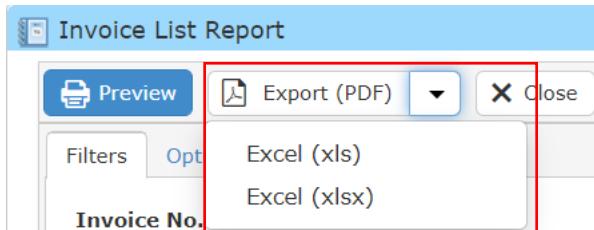


- Besides, you can preview the report as figure below shown

The screenshot shows a report preview window titled 'DE ITSOL (DEV)'. At the top, there's a toolbar with navigation icons (back, forward, search, etc.) and a PDF export icon. Below the toolbar is a table with two rows of invoice data:

Invoice No.	Invoice Date	Tax Date	Supplier	Other Ref. No.	Department	Total Amount
INV/2004/001	15-Apr-2020	15-Apr-2020	Exabytes Sdn Bhd		Litigation	2,000.00
INV/2010/001	20-Oct-2020	20-Oct-2020	Supplier A		Conveyancing	100.00
						100.00

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



Searched Result

- Click ‘Search’ once, to show all Invoice 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.

The screenshot shows a web-based application for managing invoices. At the top, there are buttons for 'New Invoice' and 'Invoice List Report'. Below these are search filters for 'Invoice No.', 'Supplier's Invoice No.', 'File No.', 'Invoice Date' (with 'To' and date pickers), 'Supplier Name', 'Department' (with a dropdown menu showing '(All)'), and 'Invoice's Status' (with checkboxes for 'Outstanding' and 'Settled'). There is also a 'Search' button and a 'Clear' button. Below the search area, there are buttons for 'Delete' and 'Export...', and a 'Result Per Page' dropdown set to 30, showing 'of 300' results. A note says 'Drag a column header and drop it here to group by that column'. The main area displays a table with columns: Invoice No., Invoice Date, Supplier Name, Supplier's Invoice No., Department, Total Tax, Total Amount, and Remark. Two rows are visible: one for 'INV/2010/001' dated 20/Oct/2020 from Supplier A with ID abc123, and another for 'INV/2004/001' dated 15/Apr/2020 from Exabytes Sdn Bhd with ID IN2312321.

Invoice No.	Invoice Date	Supplier Name	Supplier's Invoice No.	Department	Total Tax	Total Amount	Remark
INV/2010/001	20/Oct/2020	Supplier A	abc123	Conveyancing	0.00	100.00	
INV/2004/001	15/Apr/2020	Exabytes Sdn Bhd	IN2312321	Litigation	0.00	2,000.00	

Figure: Manage Invoice – Search All

This screenshot is identical to the one above, showing the 'Manage Invoice - Search All' interface. It includes the same search filters, export options, and a results grid. The results grid shows the same two invoice entries: 'INV/2010/001' and 'INV/2004/001'.

Figure: Manage Invoice – Searched Result

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

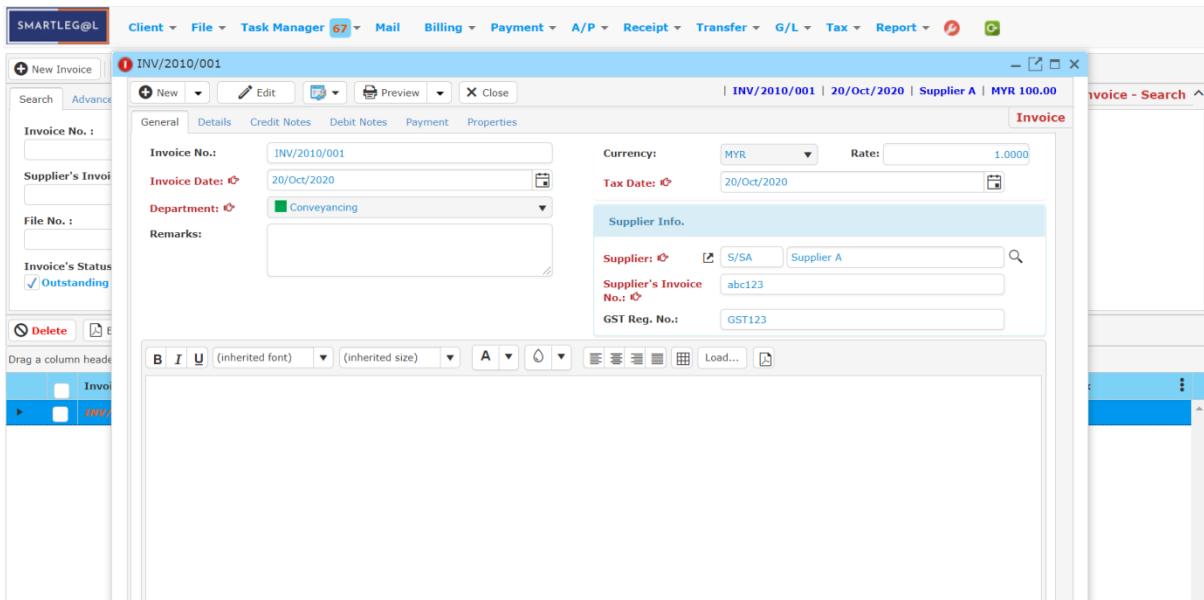
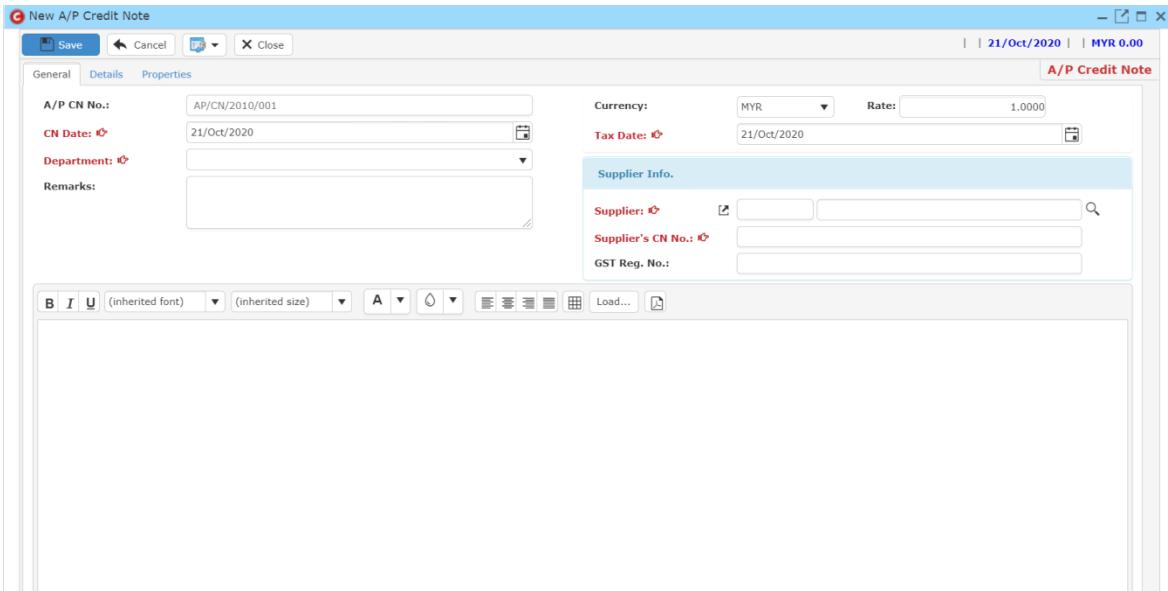


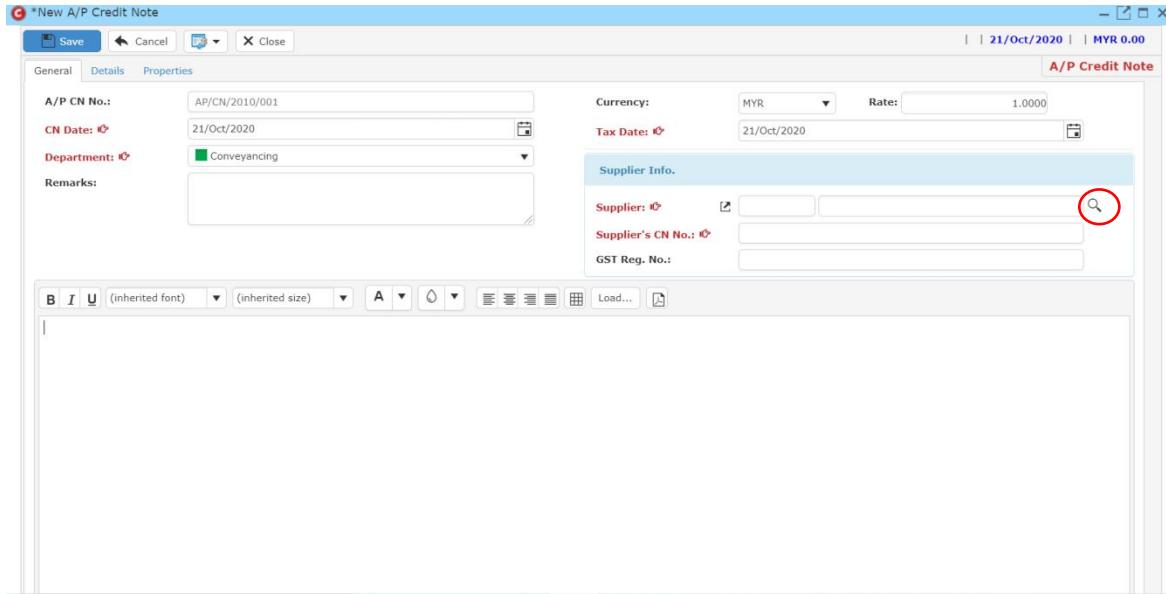
Figure: Manage Invoice – Searched Result, Info

8.5 New A/P Credit Note

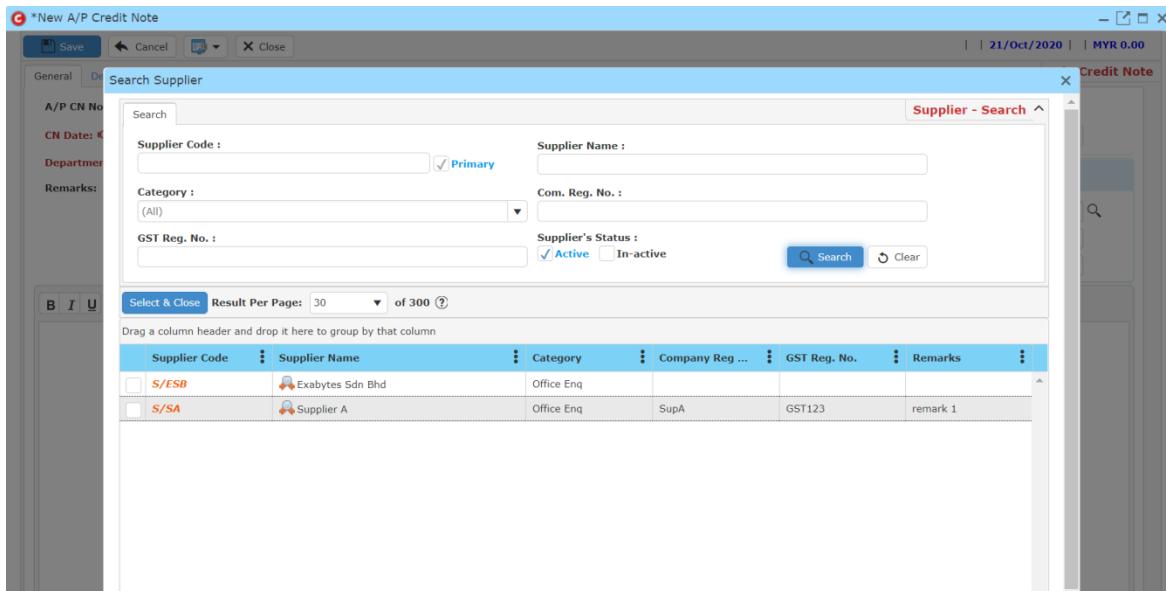
- To open New A/P Credit Note, on the SmartLeg@I navigation, click A/P and go to **New A/P Credit Note**.



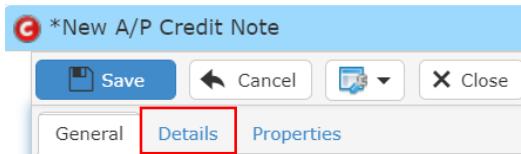
- Select C/N date, Department and Tax Date
- Click  icon to browse your supplier



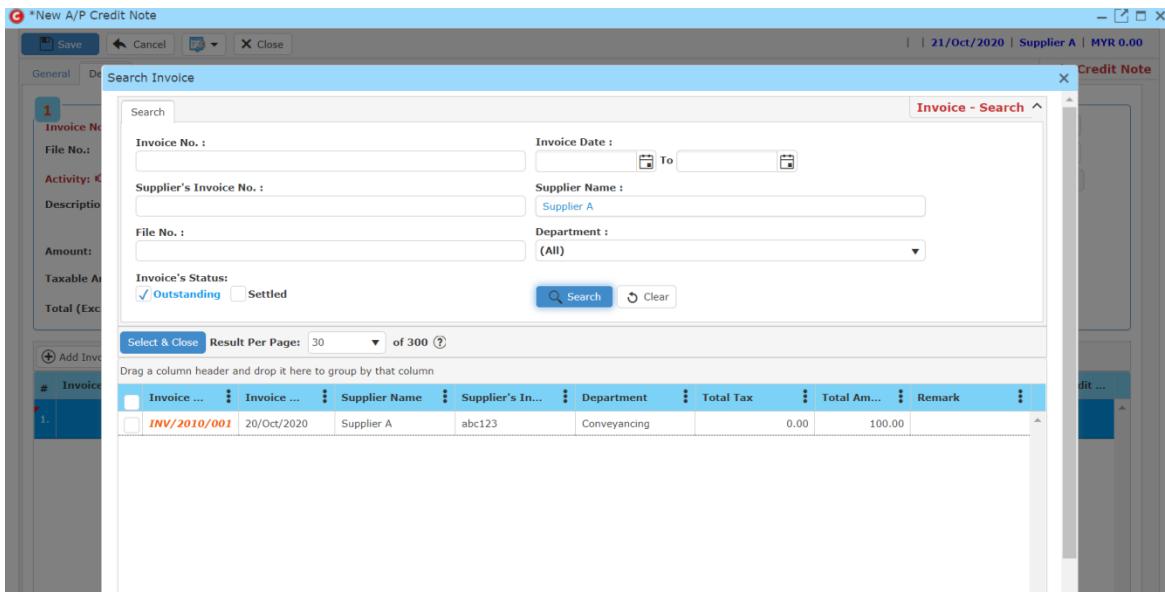
- The Search Supplier will pop up as figure below shown and click 'Search' once to show all suppliers



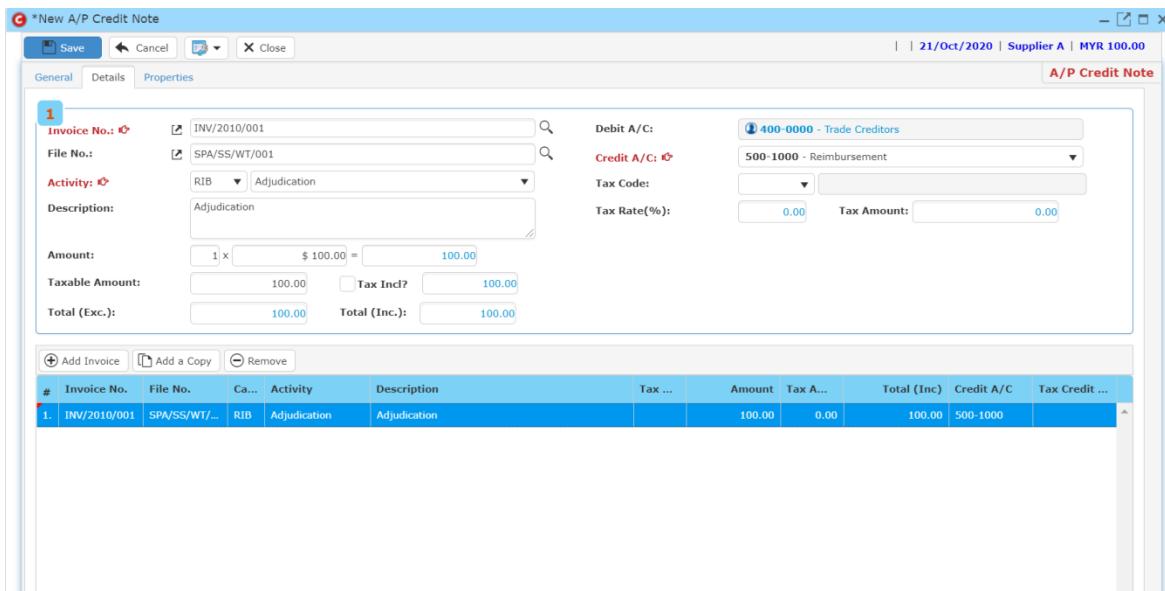
- Click to next tab 'Details'



- While you click to details tab, it will auto pop up a search invoice for the supplier you selected
- Click search to your supplier's invoice



- 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, Add a Copy or Remove the bill in this section

The screenshot shows the 'New A/P Credit Note' window. At the top, there are buttons for Save, Cancel, and Close. The date is 21/Oct/2020, and the supplier is Supplier A with a total amount of MYR 100.00. The main area has tabs for General, Details, and Properties, with General selected. The General tab displays the following information:

Invoice No.:	INV/2010/001
File No.:	SPA/SS/WT/001
Activity:	RIB ▾ Adjudication ▾
Description:	Adjudication
Amount:	1 x \$ 100.00 = 100.00
Taxable Amount:	100.00 Tax Incl? 100.00
Total (Exc.):	100.00 Total (Inc.): 100.00

Below this, there are three buttons: Add Invoice, Add a Copy, and Remove. A red box highlights these buttons.

The Details tab contains a table of invoices:

#	Invoice No.	File No.	Ca...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Credit A/C	Tax Credit ...
1.	INV/2010/001	SPA/SS/WT/...	RIB	Adjudication	Adjudication		100.00	0.00	100.00	500-1000	

Add Invoice

- When you click 'Add Invoice' it will pop up the search invoice above and follow the process of above select and key in the activity, debit a/c and amount.

The screenshot shows the 'Search Invoice' dialog box. It includes fields for Invoice No., File No., Supplier's Invoice No., Supplier Name, Invoice Date, Department, and Invoice's Status (checkboxes for Outstanding and Settled). Below the search form is a table of invoices:

#	Invoice No.	Supplier Name	Supplier's In...	Department	Total Tax	Total Am...	Remark
1.	INV/2010/001	Supplier A	abc123	Conveyancing	0.00	100.00	

Add a Copy

- For Add a Copy, you can duplicate a selected row in the table

The screenshot shows the 'New A/P Credit Note' window. At the top, there are buttons for Save, Cancel, and Close. The date is set to 21/Oct/2020, and the supplier is Supplier A with a total amount of MYR 100.00. The main area has tabs for General, Details, and Properties, with General selected. The General tab contains fields for Invoice No. (INV/2010/001), File No. (SPA/SS/WT/001), Activity (RIB, Adjudication), Description (Adjudication), Debit A/C (400-0000 - Trade Creditors), Credit A/C (500-1000 - Reimbursement), Tax Code, Tax Rate(%), and Tax Amount. Below these are fields for Amount (\$ 100.00 = 100.00), Taxable Amount (100.00), and Total (Exc.) (100.00). A table at the bottom lists one row: # 1, Invoice No. INV/2010/001, File No. SPA/SS/WT/..., Activity RIB, Description Adjudication, Amount 100.00, Tax A... 0.00, Total (Inc) 100.00, Credit A/C 500-1000, and Tax Credit ... 0.00. Below the table are buttons for Add Invoice, Add a Copy, and Remove.

- After you click add a copy, it will copy the row as below figure shown and you can insert the activity and amount again

The screenshot shows the 'New A/P Credit Note' window after a copy has been added. The General tab is selected. The main area shows the same fields as the first screenshot, but the table now contains two rows. The first row is identical to the original. The second row is a copy of the first, with a red border around it. It has the same number (# 2), invoice file numbers, activity, and description. The amount is \$ 0.00 = 0.00, and the tax amount is 0.00. The table headers are #, Invoice No., File No., Ca..., Activity, Description, Tax ..., Amount, Tax A..., Total (Inc), Credit A/C, and Tax Credit The copied row's values are: Amount 0.00, Tax A... 0.00, Total (Inc) 0.00, Credit A/C 500-1000, and Tax Credit ... 0.00. The table also includes buttons for Add Invoice, Add a Copy, and Remove.

Remove

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

***New A/P Credit Note**

Save Cancel Close | 21/Oct/2020 | Supplier A | MYR 400.00

General Details Properties **A/P Credit Note**

3

Invoice No.:	INV/2010/001	Description:	Debit A/C:	400-0000 - Trade Creditors
File No.:	SPA/SS/WT/001	Activity:	Credit A/C:	
		Tax Code:		
		Tax Rate(%):	0.00	Tax Amount: 0.00
Amount: 1 x \$ 0.00 = 0.00				
Taxable Amount: 0.00 <input type="checkbox"/> Tax Incl? 0.00				
Total (Exc.): 0.00 Total (Inc.): 0.00				

#	Invoice No.	File No.	Ca...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Credit A/C	Tax Credit ...
1.	INV/2010/001	SPA/SS/WT/...	RIB	Adjudication	Adjudication		100.00	0.00	100.00	500-1000	
2.	INV/2010/001	SPA/SS/WT/...	Off...	Admin - Advertisements	Admin-Advertisements		300.00	0.00	300.00	910-0100	
3.	INV/2010/001	SPA/SS/WT/...	Off...	Ma...			0.00	0.00	0.00		

- After you click the remove button it will erase the selected row

***New A/P Credit Note**

Save Cancel Close | 21/Oct/2020 | Supplier A | MYR 400.00

General Details Properties **A/P Credit Note**

2

Invoice No.:	INV/2010/001	Description:	Debit A/C:	400-0000 - Trade Creditors
File No.:	SPA/SS/WT/001	Activity:	Credit A/C:	910-0100 - Advertisements
		Tax Code:		
		Tax Rate(%):	0.00	Tax Amount: 0.00
Amount: 1 x \$ 300.00 = 300.00				
Taxable Amount: 300.00 <input type="checkbox"/> Tax Incl? 300.00				
Total (Exc.): 300.00 Total (Inc.): 300.00				

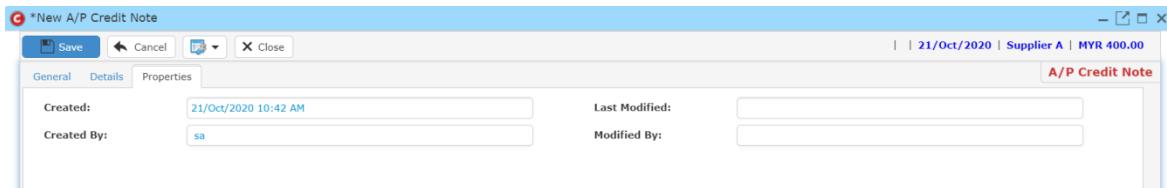
#	Invoice No.	File No.	Ca...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Credit A/C	Tax Credit ...
1.	INV/2010/001	SPA/SS/WT/...	RIB	Adjudication	Adjudication		100.00	0.00	100.00	500-1000	
2.	INV/2010/001	SPA/SS/WT/...	Off...	Admin - Advertisements	Admin-Advertisements		300.00	0.00	300.00	910-0100	

- Click to the next tab ‘Properties’

***New A/P Credit Note**

Save Cancel Close

General Details **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/P Credit Note then there will show the last modified and modified by who

8.6 Manage A/P Credit Note

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

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

Manage A/P Credit Note

- Search the A/P 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/P 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.

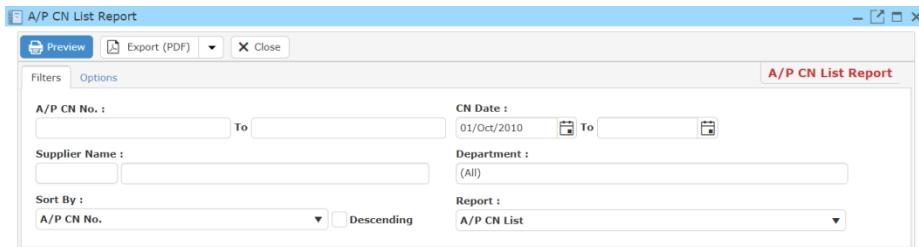
The screenshot shows a search interface titled 'A/P Credit Note - Search'. It includes a search bar with dropdown menus for 'Field' (set to 'A/P CN No.'), 'Condition' (set to 'Contains'), and a text input field for 'Value'. There is also a 'Add Criteria' button and a 'Search' button.

Figure: Manage A/P Credit Note– Advanced Search

- Other than Search A/P Credit Note you can create of New A/P CN by clicking and it will pop up New A/P Credit Note input form and you may refer to Chapter 7.5 New A/P Credit Note

The screenshot shows a 'New A/P Credit Note' input form. It has tabs for 'General', 'Details', and 'Properties'. Under 'General', fields include 'A/P CN No.' (AP/CN/2010/002), 'CN Date' (21/Oct/2020), 'Department', 'Remarks', 'Currency' (MYR), 'Rate' (1.0000), and 'Tax Date' (21/Oct/2020). The 'Supplier Info.' section contains fields for 'Supplier', 'Supplier's CN No.', and 'GST Reg. No.'. Below the form is a rich text editor toolbar.

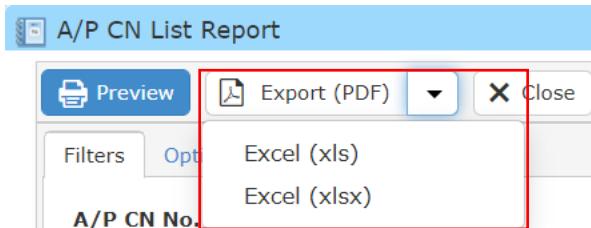
- You can print or preview the A/P Credit Note List Report while you click to
- It will pop-up a A/P CN List Report as below and you can insert you requirement to filter the report



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

A/P CN No.	CN Date	Tax Date	Supplier	Department	Amount
AP/CN/2004/001	15/04/2020	15/04/2020	Exabytes Sdn Bhd	Litigation	200.00
AP/CN/2010/001	21/10/2020	21/10/2020	Supplier A	Conveyancing	400.00

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



Searched Result

- Click ‘Search’ once, to show all A/P Credit Note Record
- The Searched result will appear at below, otherwise it will show no record available if the record 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 for A/P Credit Notes. At the top, there are search filters for 'A/P CN No.', 'CN Date', 'Supplier Name', 'Supplier's CN No.', 'Invoice No.', and 'Department'. Below the filters is a table with two rows of data.

A/P CN No.	CN Date	Supplier Name	Supplier's CN No.	Department	Total Tax	Total Amount
AP/CN/2010/001	21/Oct/2020	Supplier A	abc123	Conveyancing	0.00	400.00
AP/CN/2004/001	15/Apr/2020	Exabytes Sdn Bhd	CN43232	Litigation	0.00	200.00

Figure: Manage A/P Credit Note – Search All

This screenshot shows the same search interface as above, but it has been filtered to show only one record. The record for 'AP/CN/2010/001' is displayed.

A/P CN No.	CN Date	Supplier Name	Supplier's CN No.	Department	Total Tax	Total Amount
AP/CN/2010/001	21/Oct/2020	Supplier A	abc123	Conveyancing	0.00	400.00

Figure: Manage A/P Credit Note – Searched Result

- After the A/P Credit Note record 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 A/P Credit Notes. At the top, it displays the record number AP/CN/2010/001. The main area is titled 'A/P Credit Note' and contains several sections: 'General' (with fields for A/P CN No., CN Date, Department, and Remarks), 'Currency' (MYR, Rate 1.0000), 'Tax Date' (21/Oct/2020), and 'Supplier Info.' (Supplier: S/SA, Supplier A, Supplier's CN No.: abc123, GST Reg. No.: GST123). Below these sections is a rich text editor toolbar.

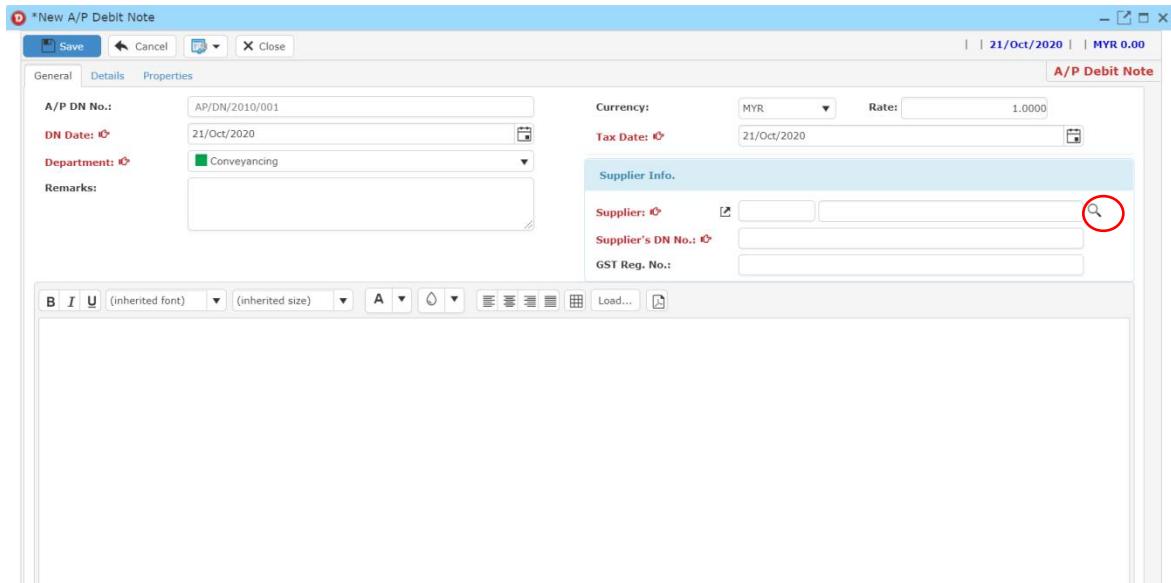
Figure: Manage A/P Credit Note Record – Searched Result, Info

8.7 New A/P Debit Note

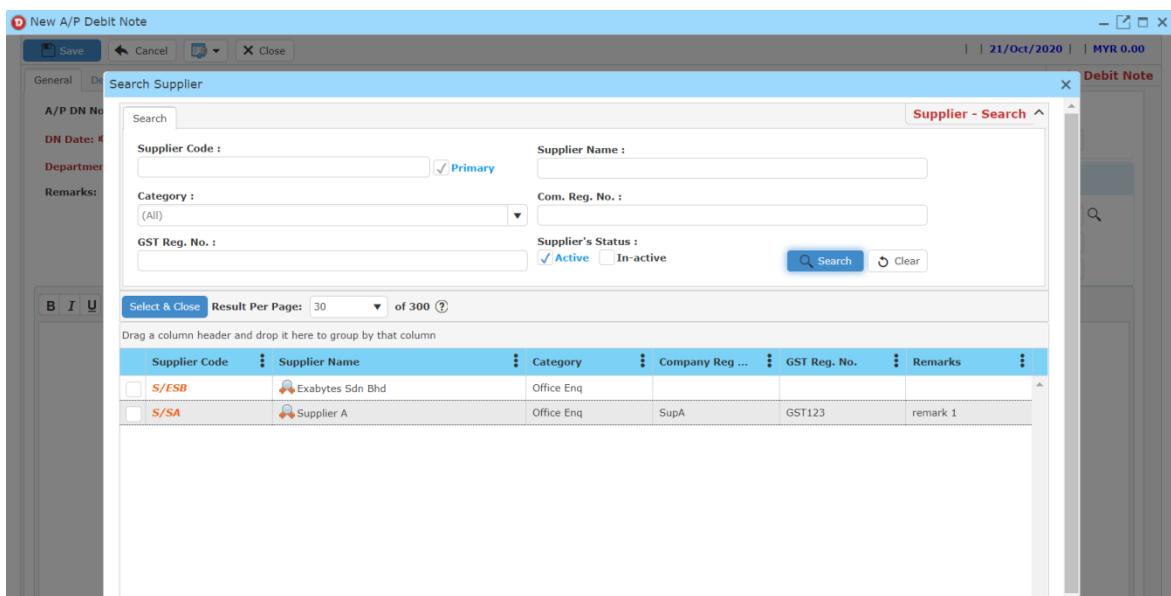
- To open New A/P Debit Note, on the SmartLeg@I navigation, click A/P and go to **New A/P Debit Note**.

The screenshot shows a software interface for creating a new A/P Debit Note. The window title is 'New A/P Debit Note'. It includes fields for 'A/P DN No.' (AP/DN/2010/001), 'DN Date' (21/Oct/2020), 'Department' (Conveyancing), and 'Remarks'. On the right, there are currency and tax date settings (MYR, Rate 1.0000, Tax Date 21/Oct/2020). The 'Supplier Info.' section is identical to the credit note window, showing Supplier: S/SA, Supplier A, Supplier's DN No.: abc123, and GST Reg. No.: GST123. A rich text editor toolbar is at the bottom.

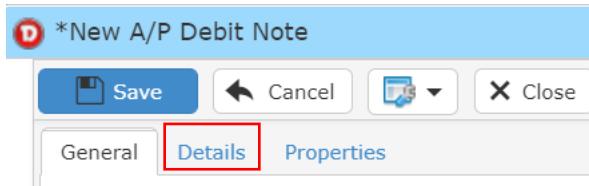
- Select C/N date, Department and Tax Date
- Click  icon to browse your supplier



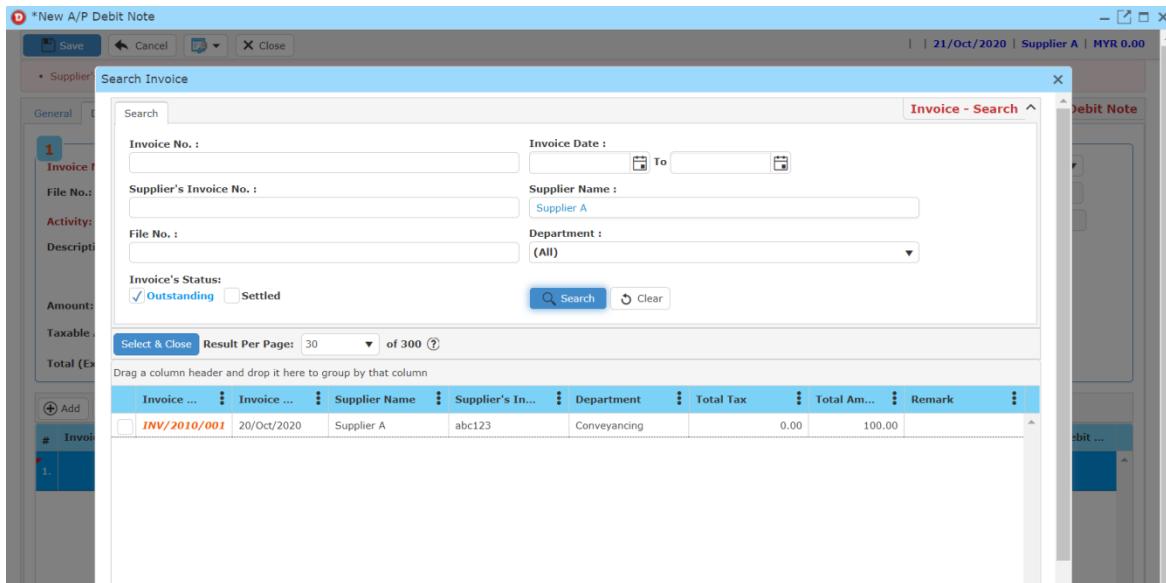
- The Search Supplier will pop up as figure below shown and click 'Search' once to show all suppliers



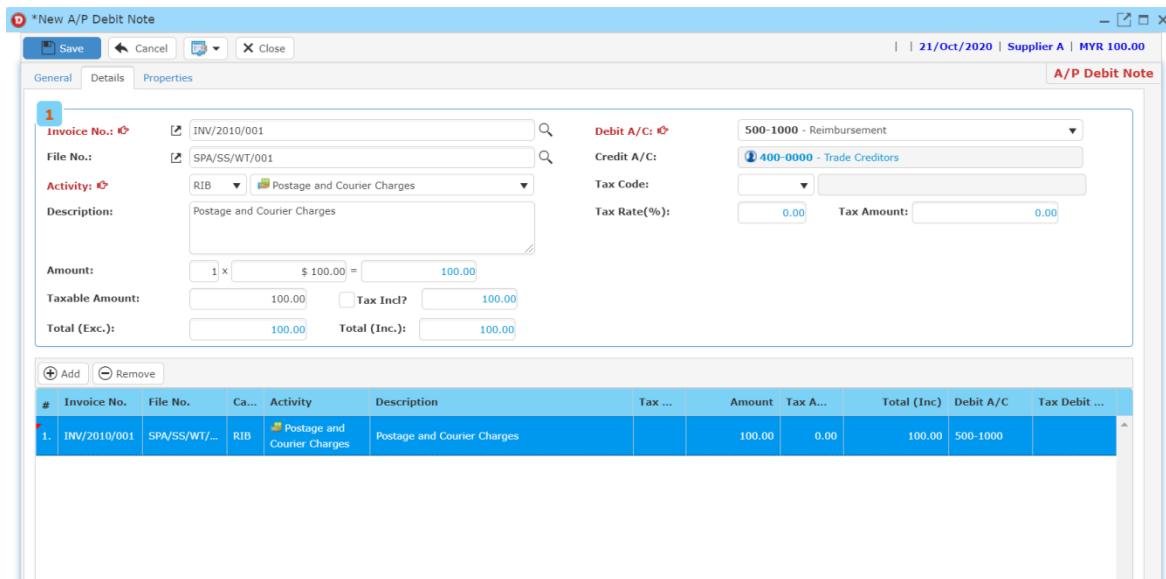
- Click to next tab 'Details'



- While you click to details tab, it will auto pop up a search invoice for the supplier you selected
- Click search to your supplier's invoice



- Once you insert the activity then the debit a/c will auto generate based on the activity you selected or you can select the debit a/c by yourself as well.



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

The screenshot shows the 'A/P Debit Note' window with the following details:

General Tab:

- Invoice No.: INV/2010/001
- File No.: SPA/SS/WT/001
- Activity: RIB - Postage and Courier Charges
- Description: Postage and Courier Charges
- Debit A/C: 500-1000 - Reimbursement
- Credit A/C: 400-0000 - Trade Creditors
- Tax Code: (dropdown menu)
- Tax Rate(%): 0.00
- Tax Amount: 0.00
- Amount: 1 x \$ 100.00 = 100.00
- Taxable Amount: 100.00
- Total (Exc.): 100.00
- Total (Inc.): 100.00

Action Buttons: Add (highlighted with a red box), Remove.

Table View:

#	Invoice No.	File No.	Ca...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Debit A/C	Tax Debit ...
1.	INV/2010/001	SPA/SS/WT/...	RIB	Postage and Courier Charges	Postage and Courier Charges		100.00	0.00	100.00	500-1000	

Add

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

The screenshot shows the 'A/P Debit Note' window with the following details:

General Tab:

- Invoice No.: INV/2010/001
- File No.: SPA/SS/WT/001
- Activity: RIB - Postage and Courier Charges
- Description: Postage and Courier Charges
- Debit A/C: 500-1000 - Reimbursement
- Credit A/C: 400-0000 - Trade Creditors
- Tax Code: (dropdown menu)
- Tax Rate(%): 0.00
- Tax Amount: 0.00
- Amount: 1 x \$ 100.00 = 100.00
- Taxable Amount: 100.00
- Total (Exc.): 100.00
- Total (Inc.): 100.00

Action Buttons: Add (highlighted with a red box), Remove.

Table View:

#	Invoice No.	File No.	Ca...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Debit A/C	Tax Debit ...
1.	INV/2010/001	SPA/SS/WT/...	RIB	Postage and Courier Charges	Postage and Courier Charges		100.00	0.00	100.00	500-1000	

- After you click 'Add'

* New A/P Debit Note

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Print"/>	<input type="button" value="Close"/>																																						
21/Oct/2020 Supplier A MYR 100.00																																									
A/P Debit Note																																									
<table border="1"> <tr> <td>2</td> <td>Invoice No.: <input type="text" value="INV/2010/001"/></td> <td>Debit A/C: <input type="text" value="400-0000 - Trade Creditors"/></td> </tr> <tr> <td>File No.: <input type="text" value="SPA/SS/WT/001"/></td> <td>Credit A/C: <input type="text" value="400-0000 - Trade Creditors"/></td> </tr> <tr> <td>Activity: <input type="text" value="RIB"/></td> <td>Tax Code: <input type="text"/></td> </tr> <tr> <td>Description: <input type="text"/></td> <td>Tax Rate(%): <input type="text" value="0.00"/> Tax Amount: <input type="text" value="0.00"/></td> </tr> <tr> <td>Amount: <input type="text" value="1"/> X <input type="text" value="\$ 0.00"/> = <input type="text" value="0.00"/></td> <td>Taxable Amount: <input type="text" value="0.00"/> <input type="checkbox"/> Tax Incl? <input type="text" value="0.00"/></td> </tr> <tr> <td>Total (Exc.): <input type="text" value="0.00"/></td> <td>Total (Inc.): <input type="text" value="0.00"/></td> </tr> </table>				2	Invoice No.: <input type="text" value="INV/2010/001"/>	Debit A/C: <input type="text" value="400-0000 - Trade Creditors"/>	File No.: <input type="text" value="SPA/SS/WT/001"/>	Credit A/C: <input type="text" value="400-0000 - Trade Creditors"/>	Activity: <input type="text" value="RIB"/>	Tax Code: <input type="text"/>	Description: <input type="text"/>	Tax Rate(%): <input type="text" value="0.00"/> Tax Amount: <input type="text" value="0.00"/>	Amount: <input type="text" value="1"/> X <input type="text" value="\$ 0.00"/> = <input type="text" value="0.00"/>	Taxable Amount: <input type="text" value="0.00"/> <input type="checkbox"/> Tax Incl? <input type="text" value="0.00"/>	Total (Exc.): <input type="text" value="0.00"/>	Total (Inc.): <input type="text" value="0.00"/>																									
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Activity: <input type="text" value="RIB"/>	Tax Code: <input type="text"/>																																								
Description: <input type="text"/>	Tax Rate(%): <input type="text" value="0.00"/> Tax Amount: <input type="text" value="0.00"/>																																								
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Total (Exc.): <input type="text" value="0.00"/>	Total (Inc.): <input type="text" value="0.00"/>																																								
<table border="1"> <tr> <td><input type="button" value="Add"/></td> <td><input type="button" value="Remove"/></td> </tr> <tr> <th>#</th> <th>Invoice No.</th> <th>File No.</th> <th>Ca...</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>Tax Debit ...</th> </tr> <tr> <td>1.</td> <td>INV/2010/001</td> <td>SPA/SS/WT/...</td> <td>RIB</td> <td></td> <td>Postage and Courier Charges</td> <td></td> <td>100.00</td> <td>0.00</td> <td>100.00</td> <td>500-1000</td> <td></td> </tr> <tr> <td>2.</td> <td>INV/2010/001</td> <td>SPA/SS/WT/...</td> <td>RIB</td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> </tr> </table>				<input type="button" value="Add"/>	<input type="button" value="Remove"/>	#	Invoice No.	File No.	Ca...	Activity	Description	Tax ...	Amount	Tax A...	Total (Inc)	Debit A/C	Tax Debit ...	1.	INV/2010/001	SPA/SS/WT/...	RIB		Postage and Courier Charges		100.00	0.00	100.00	500-1000		2.	INV/2010/001	SPA/SS/WT/...	RIB				0.00	0.00	0.00		
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2.	INV/2010/001	SPA/SS/WT/...	RIB				0.00	0.00	0.00																																

Remove

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

* New A/P Debit Note

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Print"/>	<input type="button" value="Close"/>																																						
21/Oct/2020 Supplier A MYR 100.00																																									
A/P Debit Note																																									
<table border="1"> <tr> <td>2</td> <td>Invoice No.: <input type="text" value="INV/2010/001"/></td> <td>Debit A/C: <input type="text" value="400-0000 - Trade Creditors"/></td> </tr> <tr> <td>File No.: <input type="text" value="SPA/SS/WT/001"/></td> <td>Credit A/C: <input type="text" value="400-0000 - Trade Creditors"/></td> </tr> <tr> <td>Activity: <input type="text" value="RIB"/></td> <td>Tax Code: <input type="text"/></td> </tr> <tr> <td>Description: <input type="text"/></td> <td>Tax Rate(%): <input type="text" value="0.00"/> Tax Amount: <input type="text" value="0.00"/></td> </tr> <tr> <td>Amount: <input type="text" value="1"/> X <input type="text" value="\$ 0.00"/> = <input type="text" value="0.00"/></td> <td>Taxable Amount: <input type="text" value="0.00"/> <input type="checkbox"/> Tax Incl? <input type="text" value="0.00"/></td> </tr> <tr> <td>Total (Exc.): <input type="text" value="0.00"/></td> <td>Total (Inc.): <input type="text" value="0.00"/></td> </tr> </table>				2	Invoice No.: <input type="text" value="INV/2010/001"/>	Debit A/C: <input type="text" value="400-0000 - Trade Creditors"/>	File No.: <input type="text" value="SPA/SS/WT/001"/>	Credit A/C: <input type="text" value="400-0000 - Trade Creditors"/>	Activity: <input type="text" value="RIB"/>	Tax Code: <input type="text"/>	Description: <input type="text"/>	Tax Rate(%): <input type="text" value="0.00"/> Tax Amount: <input type="text" value="0.00"/>	Amount: <input type="text" value="1"/> X <input type="text" value="\$ 0.00"/> = <input type="text" value="0.00"/>	Taxable Amount: <input type="text" value="0.00"/> <input type="checkbox"/> Tax Incl? <input type="text" value="0.00"/>	Total (Exc.): <input type="text" value="0.00"/>	Total (Inc.): <input type="text" value="0.00"/>																									
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2.	INV/2010/001	SPA/SS/WT/...	RIB				0.00	0.00	0.00																																

The screenshot shows the *New A/P Debit Note window. The General tab is selected, displaying fields for Invoice No., File No., Activity, Description, Amount, Taxable Amount, and Total (Exc.). Below this is a grid of debit note items with columns for #, Invoice No., File No., Ca..., Activity, Description, Tax ..., Amount, Tax A..., Total (Inc), Debit A/C, and Tax Debit One item is listed: #1, INV/2010/001, SPA/SS/WT/001, RIB, Postage and Courier Charges, Postage and Courier Charges, 100.00, 0.00, 100.00, 500-1000, and 0.00.

- Click to the next tab ‘Properties’

The screenshot shows the *New A/P Debit Note window with the Properties tab highlighted. The General and Details tabs are also visible at the bottom.

The screenshot shows the *New A/P Debit Note window with the Properties tab selected. It displays creation details: Created: 21/Oct/2020 11:34 AM and Created By: sa. It also shows modification details: Last Modified: and Modified By:.

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

8.8 Manage A/P Debit Note

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

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

Manage A/P Debit Note

- Search the A/P 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**’.

The screenshot shows a search interface for A/P Debit Notes. At the top, there are buttons for 'New A/P DN' and 'A/P DN List Report'. Below these are tabs for 'Search' and 'Advanced'. The search form includes fields for 'A/P DN No.', 'DN Date' (with date pickers), 'Supplier Name', 'Supplier's DN No.', 'Invoice No.', 'Department' (with a dropdown menu showing '(All)'), and search buttons for 'Search' and 'Clear'. The title bar of the window says 'A/P Debit Note - Search'.

Figure: Manage A/P Debit Note - Search

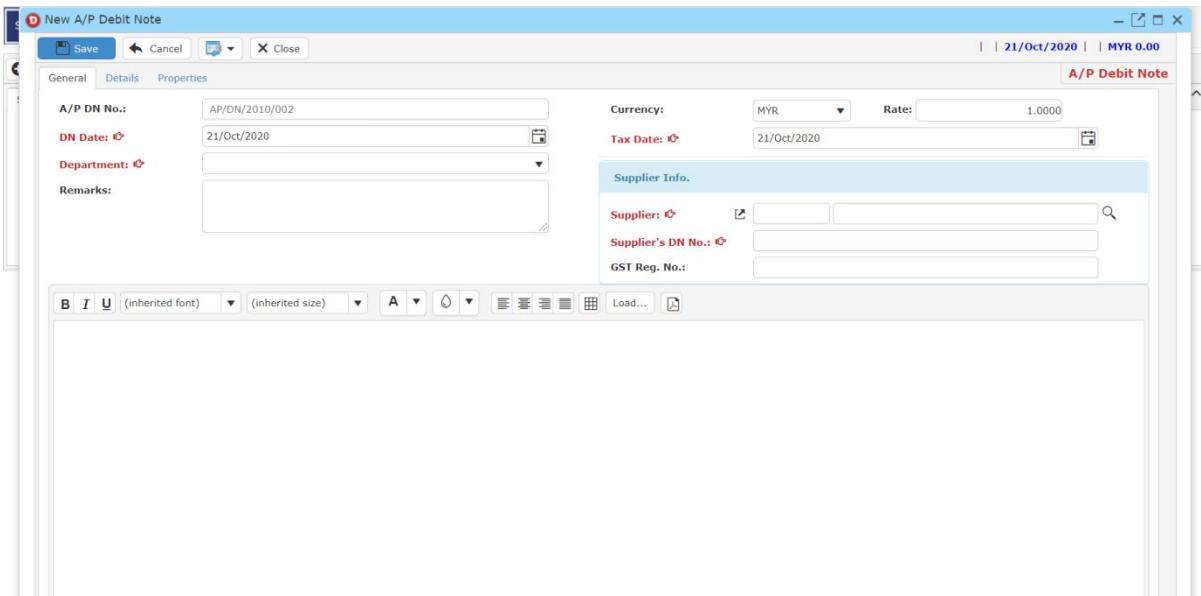
Advanced Search

- 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.

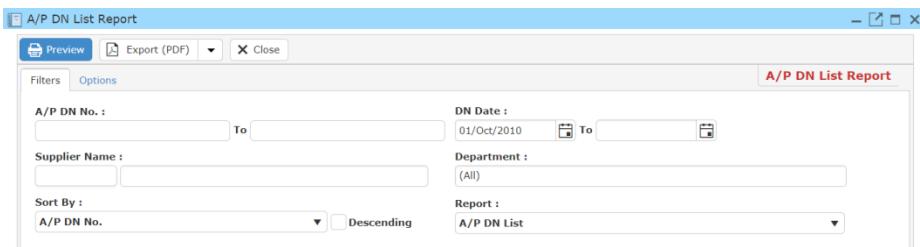
The screenshot shows the 'Advanced' search interface for A/P Debit Notes. It features a table-like structure with columns for 'Field' (set to 'A/P DN No.'), 'Condition' (set to 'Contains'), and 'Value' (an empty input field). There is also a 'Add Criteria' button and a 'Search' button. The title bar of the window says 'A/P Debit Note - Search'.

Figure: Manage A/P Debit Note– Advanced Search

- Other than Search A/P Debit Note you can create of New A/P DN by clicking and it will pop up New A/P Debit Note input form and you may refer to Chapter 7.7 New A/P Debit Note



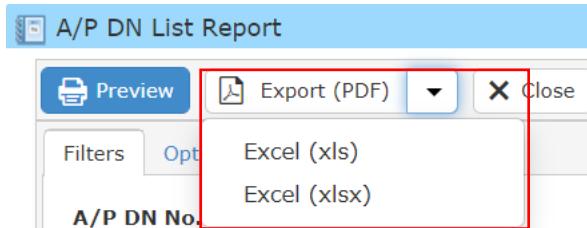
- You can print or preview the A/P Debit Note List Report while you click to A/P DN List Report
- It will pop-up a A/P DN List Report as below and you can insert your requirement to filter the report



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

A/P DN List					
A/P DN No.	DN Date	Tax Date	Supplier	Department	Amount
AP/DN/2004/001	15/04/2020	15/04/2020	Exabytes Sdn Bhd	Litigation	100.00
AP/DN/2010/001	21/10/2020	21/10/2020	Supplier A	Conveyancing	100.00

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



Searched Result

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

A/P DN No.		DN Date	Supplier Name	Supplier's DN No.	Department	Total Tax	Total Amount
		21/Oct/2020	Supplier A	abc123	Conveyancing	0.00	100.00
		15/Apr/2020	Exabytes Sdn Bhd	DN12132	Litigation	0.00	100.00

Figure: Manage A/P Debit Note – Search All

A/P DN No.		DN Date	Supplier Name	Supplier's DN No.	Department	Total Tax	Total Amount
		21/Oct/2020	Supplier A	abc123	Conveyancing	0.00	100.00

Figure: Manage A/P Debit Note – Searched Result

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

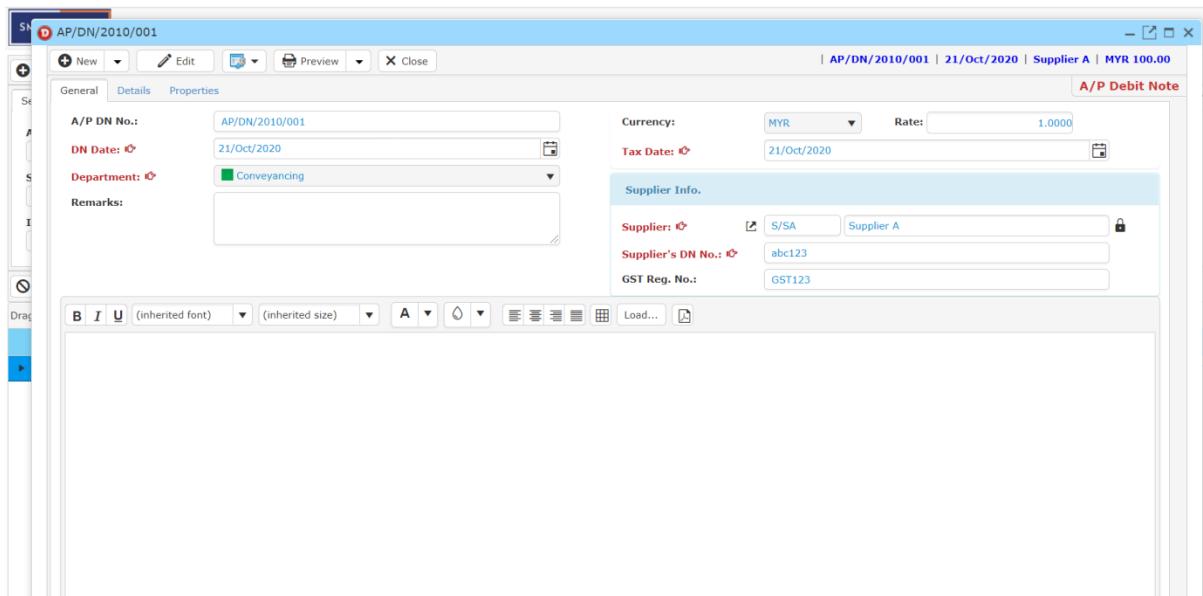


Figure: Manage A/P Debit Note Record – Searched Result, Info