MODULE:
SMART INVOICE APP

VERSION: 3.0

Revision History

Version No.	Revision Date	Summary of Changes
1.0	*6th July 2021*	*First draft*
2.0	*9th July 2024*	*Second draft*
3.0	*12th June 2025*	*Third Draft*

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2 Introduction

Welcome to Smart Invoice, a powerful and intuitive SaaS application built to simplify your e-Invoicing needs. Designed for all commercial taxpayers, Smart Invoice ensures full compliance with LHDN (Lembaga Hasil Dalam Negeri Malaysia) regulations. Acting as a middleware, it connects your ERP, POS, Shopping Cart, or Accounting System with LHDN's MyInvois platform through a secure and validated integration

2.1 Purpose

This document contains a user manual for the Smart Invoice Application.

2.2 Disclaimer

Note: The data presented in the documentation doesn't represent actual production data.

2.3 Application Environment

Smart Invoice has two application environments, Live App & Sandbox App

a. The Live Environment
b. The Sandbox Environment

Environment	Application URL
Live	https://app.smartinvoice.asia/dashboard
Sandbox, for testing and exploration	https://app.smartinvoicesandbox.asia/login

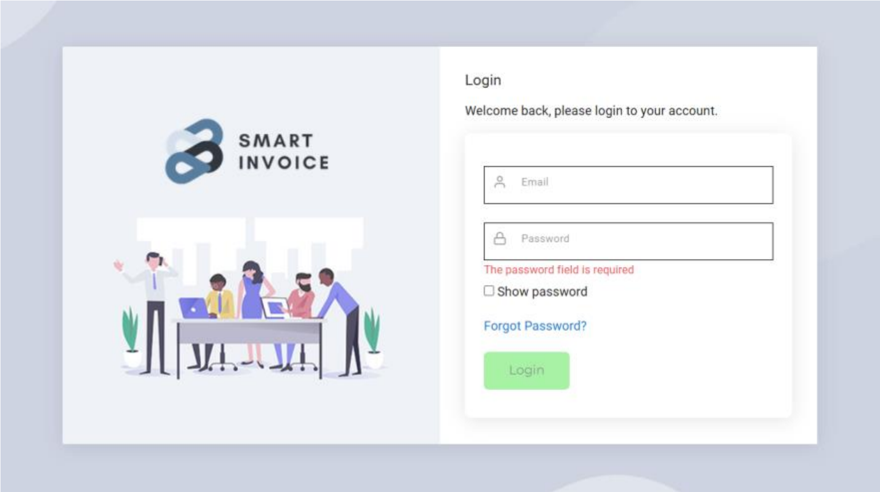
2.4 Supported Browser

Browser	Version
Chrome	Latest
Firefox	Latest
Safari	Latest

3 Smart Invoice Application

3.1 Log In - To log in, request the account details from your account manager

- To access your Smart Invoice account:
- Go to the Smart Invoice Login Page.
- Enter your registered email address and password.
- Click the Login button.



OTP Login for Enhanced Security

Smart Invoice supports OTP-based login for added protection: If you have enabled OTP validation in the settings under "OTP Settings," you will receive a One-Time Password (OTP) at your registered email address whenever you click the login button on the login page.

Enter the OTP and click Verify to log in securely.

We recommend enabling OTP login or Two-Factor Authentication (2FA) in your account settings for maximum data protection.

Troubleshooting Login Issues

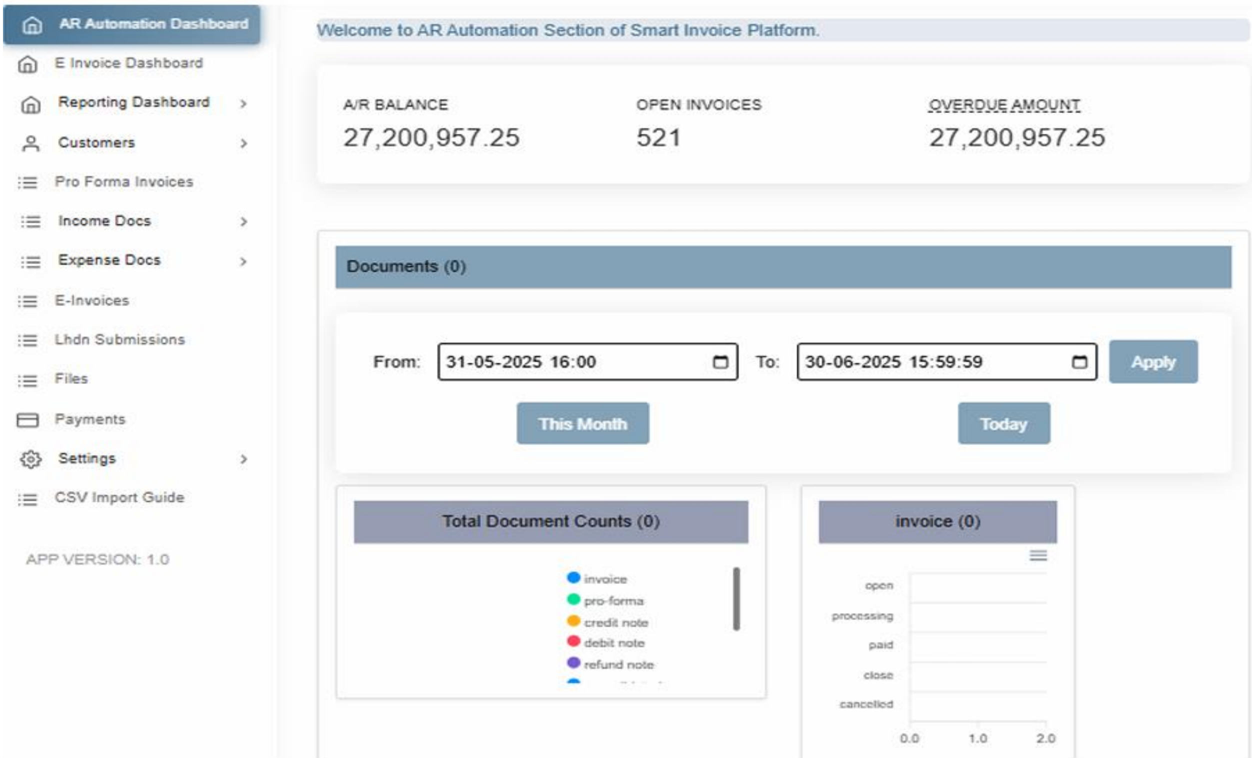
Forgot your password?

- Click "Forgot Password" on the login page and enter your registered email address to receive a link to reset your password.

Didn’t receive the OTP?

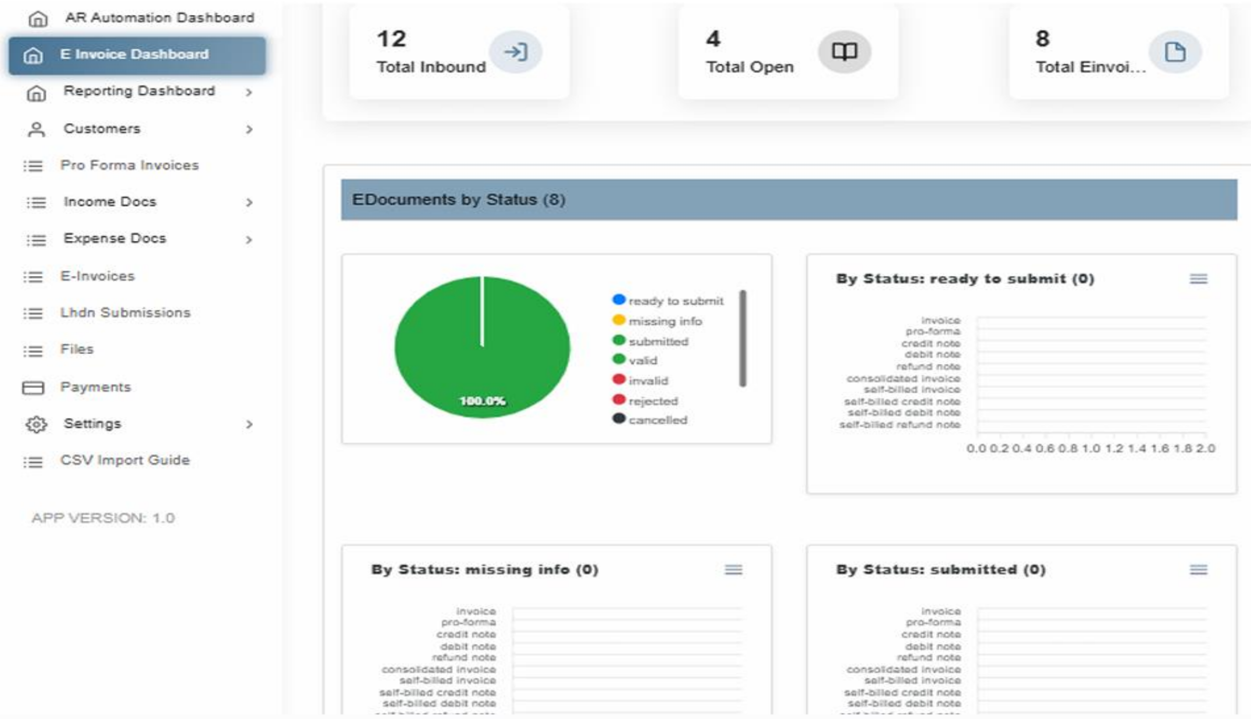
- Check your spam or junk folder (for email).
- Wait at least 60 seconds before requesting a new OTP.

2.2 Analytic Dashboard



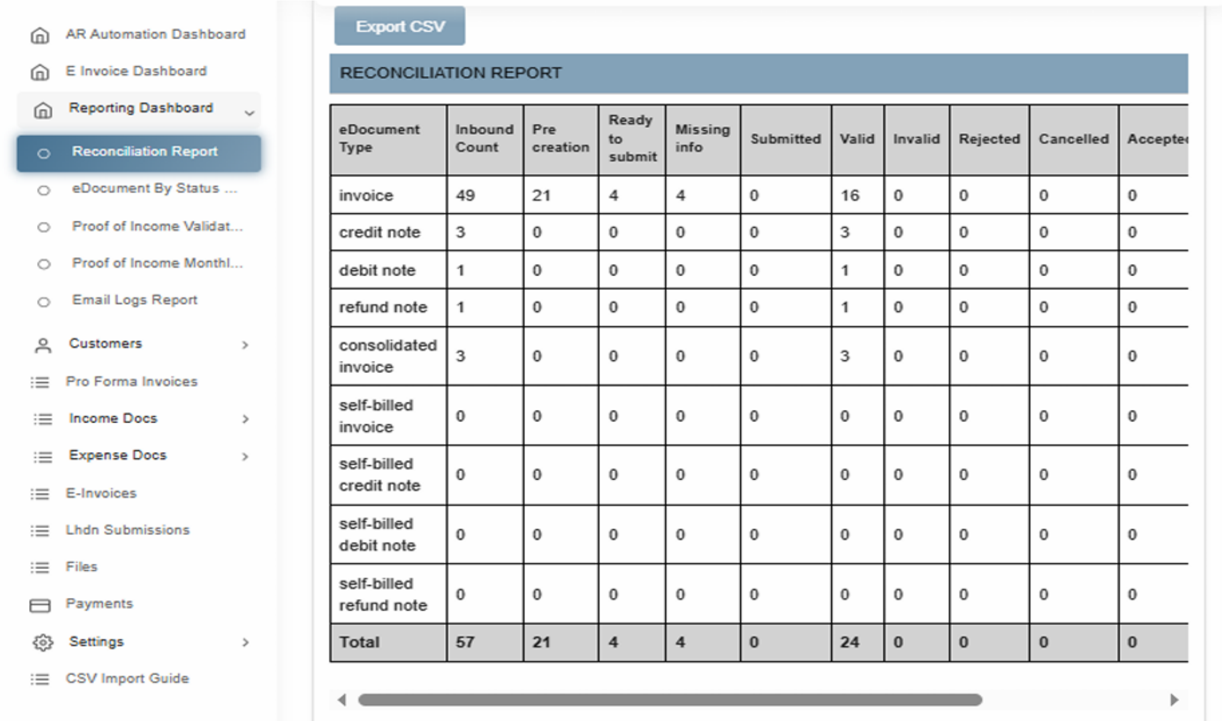
Overview	The AR (Accounts Receivable) Automation Dashboard in Smart Invoice offers a centralized view of your receivables, giving you real-time insights into your financial health
UI	**Key Metrics Displayed** ➢ A/R Balance – Total outstanding receivables across all invoices. ➢ Open Invoices – Number of unpaid or partially paid invoices currently active. ➢ Overdue Amount – The Total value of invoices that have surpassed their due dates **Date Filter for Documents** Use the from–To date range picker to filter documents by transaction date. ➢ Click Apply to refresh the data. ➢ Use shortcuts like This Month or Today for quick access. **Document Summary Widgets** ➢ Total Document Counts - A categorized pie chart showing counts of Invoices, Pro-forma Invoices, Credit Notes, Debit Notes, Refund Notes ➢ Invoice Status Overview - A chart showing the distribution of invoices by status: Open, Processing, Paid, Closed, Cancelled ➢ Collections – Invoiced & Collected Amount ➢ AR Aging ➢ Top Debtors

2.3 E-Invoice Dashboard



Overview	The E-Invoice Dashboard provides an overview of all electronic invoicing activities within the Smart Invoice platform. This section helps users track the status of documents submitted to LHDN in compliance with e-Invoicing regulations.
UI	**Top-Level Metrics** ➢ Total Inbound – Number of inbound documents received. ➢ Total Open – Documents that are currently pending or in the process of submission. ➢ Total E-Invoices – Total number of e-invoices generated and submitted to LHDN. **Date Filter for Documents** Use the from–To date range picker to filter documents by transaction date. ➢ Click Apply to refresh the data. ➢ Use shortcuts like This Month or Today for quick access. **Document Summary Widgets** ➢ EDocuments by Status – A visual breakdown of all e-invoice documents by submission status, shown using a color-coded pie chart: ➢ Status-Specific Charts – A chart showing the type and count of documents for the status of the documents. ➢ E Documents by Type – A visual breakdown of all e-invoice documents by document type, shown using a color-coded pie chart. ➢ Type-Specific Chart – A chart showing the status and count of documents categorized by type of document.

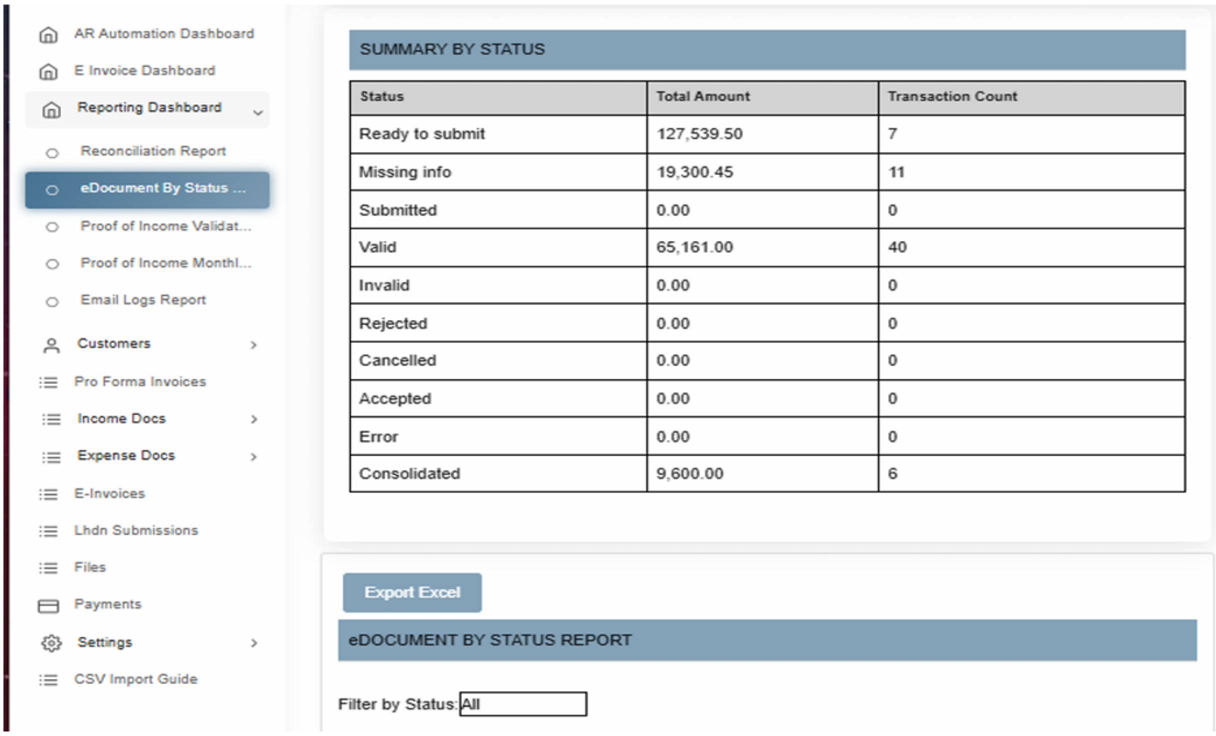
2.4 Reconciliation Report



eDocument Type	Inbound Count	Pre creation	Ready to submit	Missing info	Submitted	Valid	Invalid	Rejected	Cancelled	Accepte
invoice	49	21	4	4	0	16	0	0	0	0
credit note	3	0	0	0	0	3	0	0	0	0
debit note	1	0	0	0	0	1	0	0	0	0
refund note	1	0	0	0	0	1	0	0	0	0
consolidated invoice	3	0	0	0	0	3	0	0	0	0
self-billed invoice	0	0	0	0	0	0	0	0	0	0
self-billed credit note	0	0	0	0	0	0	0	0	0	0
self-billed debit note	0	0	0	0	0	0	0	0	0	0
self-billed refund note	0	0	0	0	0	0	0	0	0	0
Total	57	21	4	4	0	24	0	0	0	0

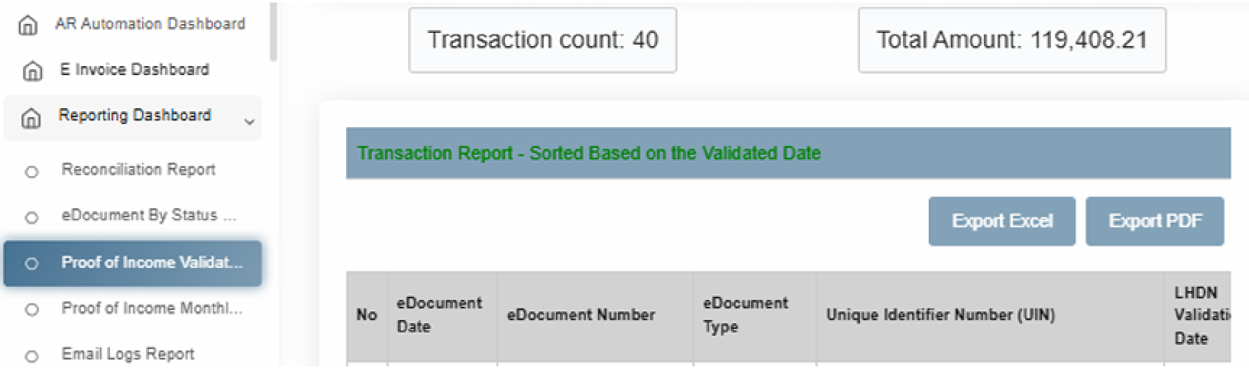
<table>
<tr><td>Overview</td><td>The Reconciliation Report in Smart Invoice provides a detailed breakdown of the status of each eDocument type as it flows through the invoicing pipeline—from inbound to validation to final LHDN status. This report is essential for ensuring complete and accurate compliance tracking.</td></tr>
<tr><td>UI</td><td>Date Filter for Documents
Use the From–To date range picker to filter documents by transaction date.
➢ Click Apply to refresh the data.
➢ Use shortcuts like This Month or Today for quick access.
Export CSV:
➢ Click this button to download the current report as a .csv file for auditing, internal reporting, or external review
How to Use This Report
➢ Track Document Flow – Ensure all documents progress from Inbound to Submitted → Valid status. Any that are stuck (e.g., in Missing Info or Invalid) should be reviewed and corrected promptly.
➢ Identify Data Gaps – A high number in the Missing Info or Invalid columns may indicate integration or data quality issues in source systems.
➢ Check for LHDN Compliance – A clean report will have:
- Low or zero values in Invalid, Rejected, and Cancelled
- High values in Valid
➢ Export Monthly Reports – Use the CSV export to archive or submit reconciliation data as part of compliance workflows.</td></tr>
</table>

2.5 eDocument By Status Report



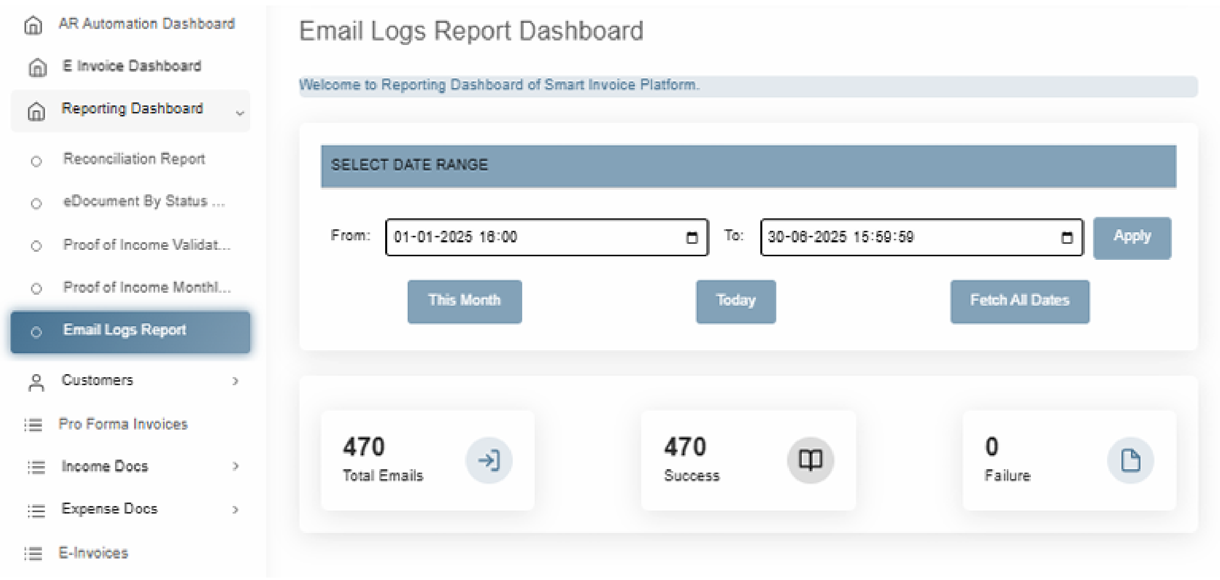
Overview	The eDocument by Status report provides a real-time snapshot of all eDocuments within the Smart Invoice system, categorised by their current lifecycle status. This report enables users to track document progress, troubleshoot stuck or failed documents, and monitor compliance readiness with LHDN.
UI	**Date Filter for Documents** At the top of the report, you can filter results based on: ➢ Creation Date: The date the document was created or ingested into the system. ➢ Validation Date: The date when the document was validated before LHDN submission. Click Apply to refresh the report based on selected dates. **Detailed status-wise Tabular View** The report displays tabular breakdowns grouped by status. **How to Use This Report** 1. Identify Problematic Documents • Check Missing Info and Invalid status blocks. • Click through or export specific document lists (if available) for correction 2.Monitor Submission Performance ➢ Track how many documents are successfully validated or submitted within a given period. 3.Audit Compliance Readiness ➢ Ensure a minimal number of documents are in pre-submission stages close to the due date.

2.6 Proof of Income Validation Report & Proof of Income Validation Monthly



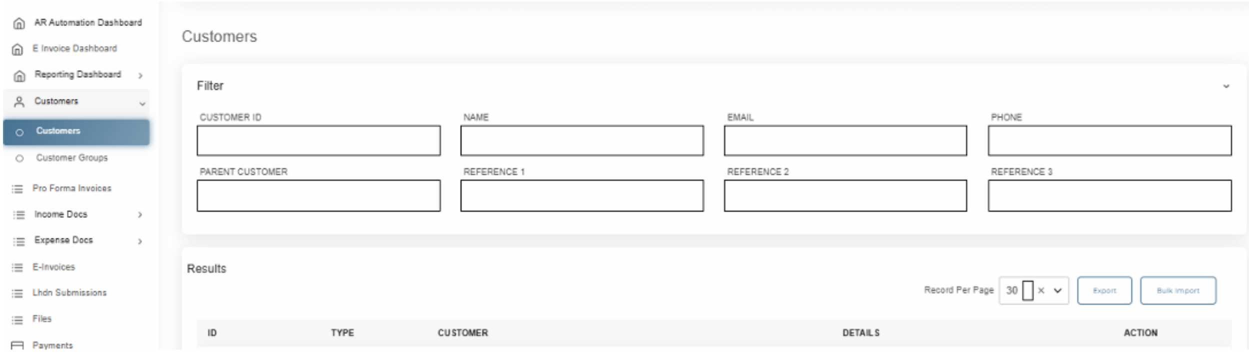
Overview	The Proof of Income Validation Report is designed to generate a verified summary of income-related eDocuments that have been successfully validated. This report is critical for financial audits, internal reviews, and regulatory compliance with LHDN. **Purpose** This report serves as evidence of income based on the validation of invoices and related documents during a selected date range. It confirms that the listed documents have passed validation checks and are ready for reporting or submission.
UI	**Date Filter for Documents** At the top of the report, you can filter results based on: ➢ Creation Date: The date the document was created or ingested into the system. ➢ Validation Date: The date when the document was validated before LHDN submission. Click Apply to refresh the report based on selected dates. **Report Table** The table contains a list of all validated documents within the chosen date range. **Export Functionality** A Download/Export CSV button is available at the top of the report table **How to Use This Report** ➢ Generate Proof for LHDN Compliance • Filter based on the relevant Validation Date. • Export and retain the data for submission or audit backup. ➢ Internal Income Reconciliation – Use this report to reconcile validated eDocuments with ERP/POS/Shopping Cart sales. ➢ Prepare for Audits – Export monthly or quarterly Proof of Income reports as evidence of proper eInvoicing practices

2.7 Emails Log Report



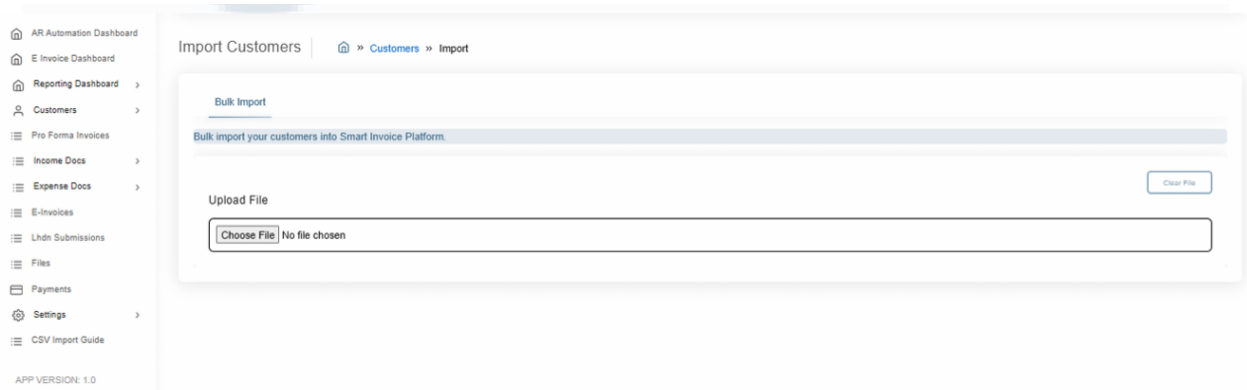
Overview	The Email Logs Report provides visibility into all automated email notifications sent from Smart Invoice to your customers. These emails are triggered after documents are validated by LHDN, helping ensure that recipients receive timely invoicing updates. **Purpose** This report helps you: ➢ Monitor the performance of email delivery. ➢ Track successful and failed email attempts. ➢ Take corrective actions for failed deliveries by resending them.
UI	**Prerequisites** To enable this feature: 1. SMTP Settings must be configured under the Settings menu. 2. Email Automation must be toggled ON. Only then will Smart Invoice automatically email validated documents to customers **Summary Metrics** At the top of the report, you'll find: ➢ Total Email Attempts: Number of email notifications sent. ➢ Successful Emails: Emails that were delivered successfully. ➢ Failed Emails: Emails that failed due to invalid addresses, server errors, etc. **Failed Email Details Table** A tabular display shows all documents for which email attempts failed. ➢ This allows administrators to quickly identify issues and resend failed emails. ➢ The Resend button will trigger a new attempt to send the validated document to the customer.

3.1.1 Customer



Overview	The Customer section of Smart Invoice allows tenant users to view, export, delete, and import customer records efficiently. This module ensures seamless integration and synchronisation of customer data between Smart Invoice and external systems such as ERP or POS platforms. **Purpose** This module helps tenant users: ➢ Access and review all existing customer records. ➢ Export customer data for reconciliation with external systems. ➢ Import customer lists via CSV to save time and reduce manual entry.

3.1.2 Upload Customers



Overview	Only users with the appropriate Tenant User Role and permissions will be able to view or manage the Customer module.
Steps	**How to Import Customers** ➢ Click on Bulk Import. ➢ Download the sample/template CSV file (optional but recommended). ➢ Fill in customer records as per template structure. ➢ Upload the filled file using the import option. ➢ Review the success or error message after the upload.

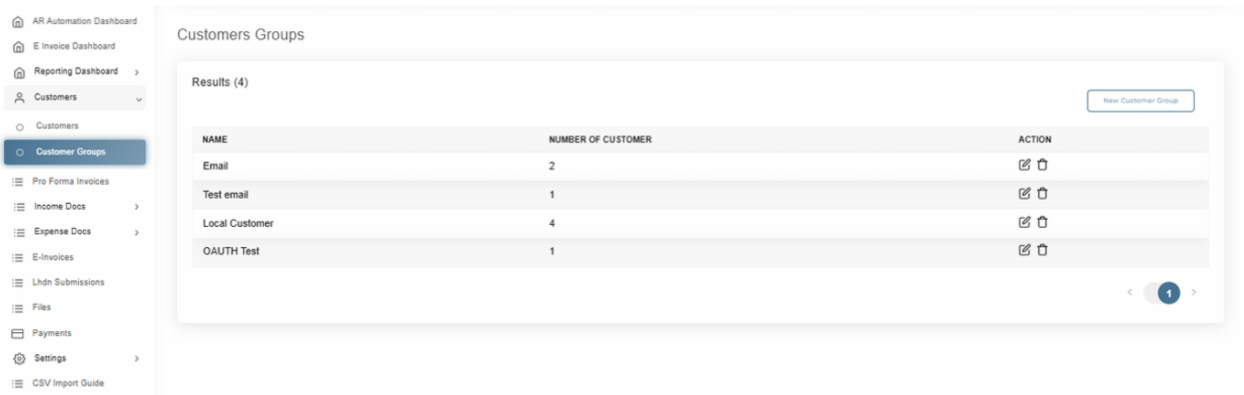
3.1.3 Delete Customer

Overview	To update customer
UI	1. Clicks on “Customers” on side menu 2. Select a customer record and clicks button.  3. Click “Submit” button to submit changes. 4. Click “Cancel” button to cancel changes.

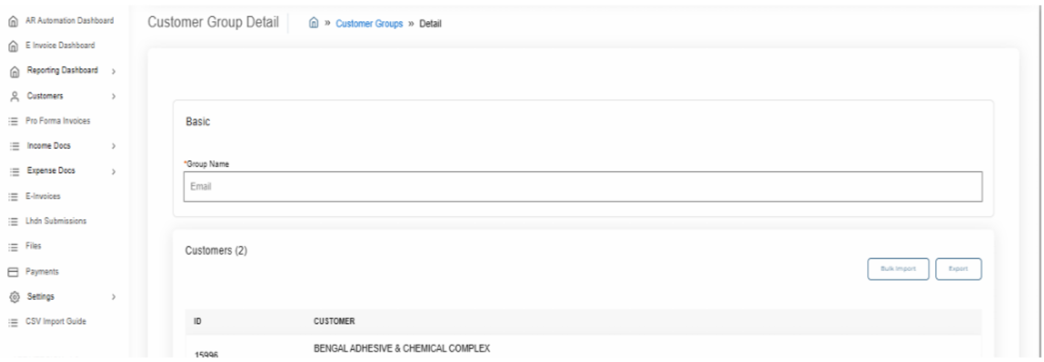
3.1.4 Delete Customer

Overview	To delete your customer Pre-requisites: Selected customer doesn’t attach with any income or expense docs.
Steps	1. Clicks on “Customers” on side menu 2. Select a customer record and clicks button. 3. Customer is deleted

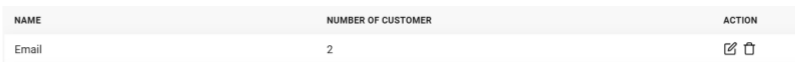
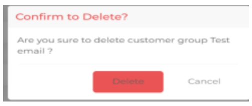
3.1.5 Customer Groups



Overview	The **Customer Groups** section in Smart Invoice enables tenant users to organise customers into logical groups. These groups can then be used to control automation

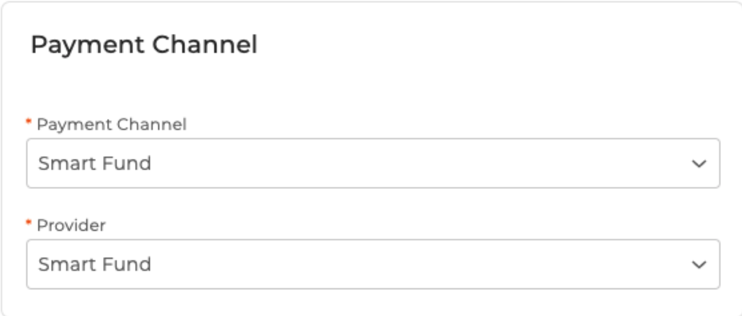
	settings for document submission and email notifications, allowing for flexible and targeted invoicing workflows.
Steps	**List of Customer Groups:** This view displays all previously created customer groups in a tabular format: **Create New Group** Users can easily create a group in two steps: ➢ Enter a Group Name - (e.g., Malaysia Clients, Tax Exempted Customers, Retail POS Segment) ➢ Upload List of Customer IDs • Upload via CSV containing customer IDs that should belong to this group. • Only valid customer IDs from your existing customer list will be accepted.  **How to Use Customer Groups** ➢ Navigate to Customer Groups from the sidebar. ➢ Click Create New Group. ➢ Enter a meaningful Group Name. ➢ Upload a CSV file with customer IDs to include in the group. ➢ Save the group. 6.Go to Settings → Automation Rules to assign automation behaviours based on group membership.

3.1.6 Delete Customer Groups

Overview	To Delete Customer groups
Steps	1. Clicks on “Customers” on side menu 2. Clicks on “Customer Groups” sub option 3. Clicks on “ 🗑 ” icon next to the required Customer Group to delete it.  4. Click on “Delete” button to Delete the Customer Group. 

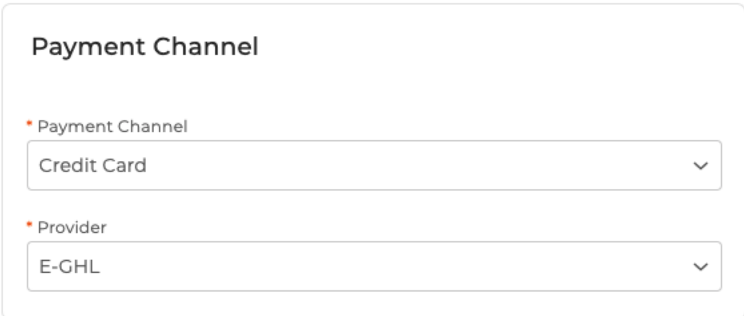
3.2 Setup

3.2.1 Setup Smart Fund (Payment Channel Setup - Optional)

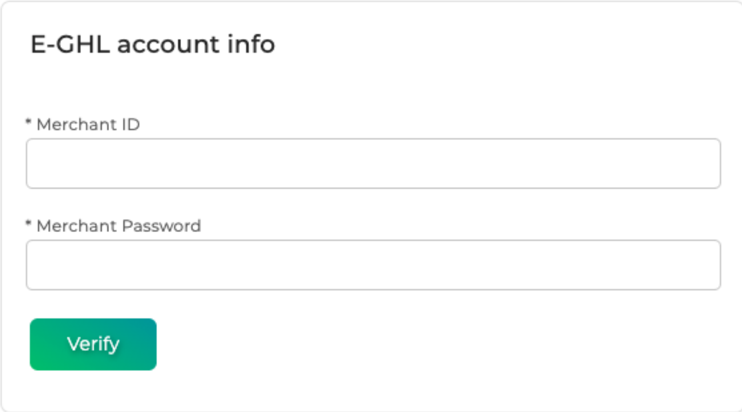
<table>
<tr><td>Overview</td><td>To setup Smart Fund.
*Pre-requisite: apply an account and get integration detail from Smart Fund.</td></tr>
<tr><td>Steps</td><td>
1. Clicks on “Setting” on side menu
2. Clicks on “Setting” sub option
3. Clicks “New Payment Channel” button
4. In Payment Channel Section, select as below:


5. In Smart Fund account info section, fill up the merchant ID provided by Smart Fund.
6. Clicks “Verify” button to verify the merchant ID.
7. If success, clicks “Submit” Button to setup the integration.
</td></tr>
</table>

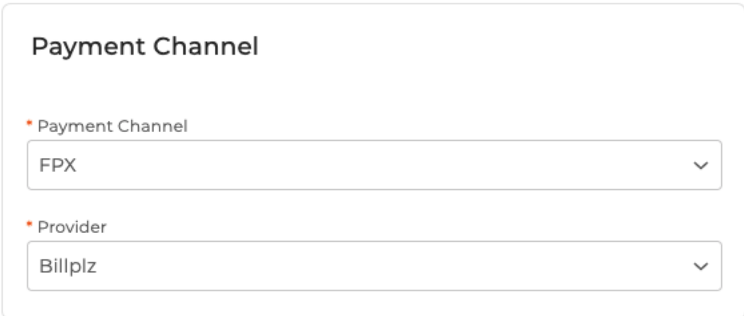
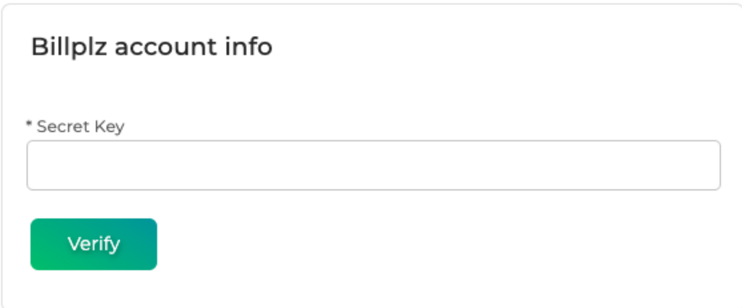
3.2.2 Setup e-GHL (Payment Channel Setup - Optional)

<table>
<tr><td>Overview</td><td>To setup e-GHL.
*Pre-requisite: apply an account and get integration detail from e-GHL.</td></tr>
<tr><td>Steps</td><td>
1. Clicks on “Setting” on side menu
2. Clicks on “Setting” sub option
3. Clicks “New Payment Channel” button
4. In Payment Channel Section, fill up the form as below:


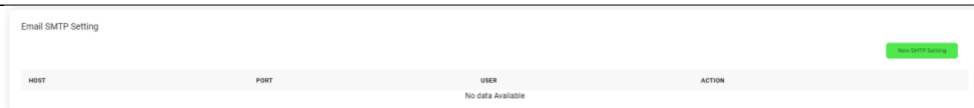
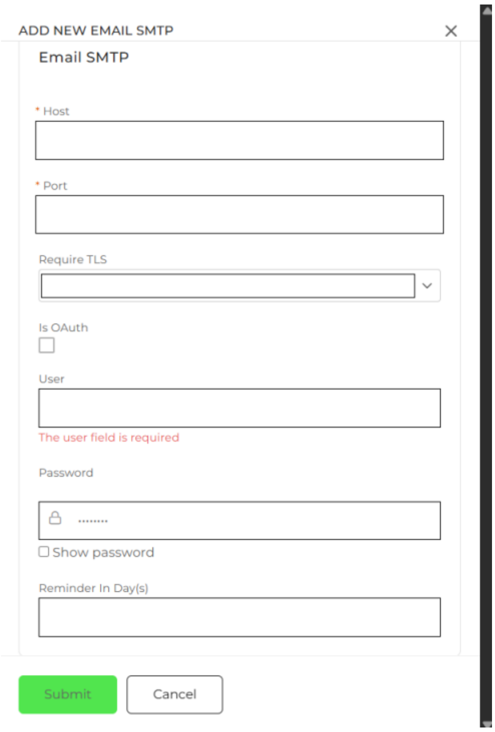
5. In E-GHL account info section, fill up the detail provided by E-GHL.
</td></tr>
</table>

	 6. Clicks “Verify” button to verify the merchant ID & password. 7. If success, clicks “Submit” Button to setup the integration.

3.2.3 Setup BillPlz (Payment Channel Setup - Optional)

Overview	To set up BillPlz. *Pre-requisite: apply an account and get integration detail from BillPlz.
Steps	1. Clicks on “Setting” on side menu 2. Clicks on “Setting” sub option 3. Clicks “New Payment Channel” button 4. In Payment Channel Section, fill up the form as below:  5. In Billplz account info section, fill up the detail provided by Billplz.  6. Clicks “Verify” button to verify the Secret Key. 7. If success, clicks “Submit” Button to setup the integration.

3.2.4 Email SMTP Setup

Overview	**Email SMTP Settings (For Sending Emails After Document Validation)** To allow the system to send emails to customers after a document is validated, tenants must configure the **Email SMTP** settings.
Steps	 There are two setup options: 1. **Standard SMTP Setup** ➢ Fill in the required fields: **Host**, **Port**, **User**, and **Password**. ➢ Choose whether **TLS** is required. ➢ Enter a reminder period if needed. 2. **OAuth Setup** ➢ If using OAuth, check the **Is OAuth** box. ➢ The required fields will adjust based on OAuth configuration. After entering the required details, click **Submit** to save the settings. 

3.2.5 Tenant Info

The **Tenant Info** section stores the tenant's profile data. This information is used in invoices, validations, and eInvoice submissions.

Fields

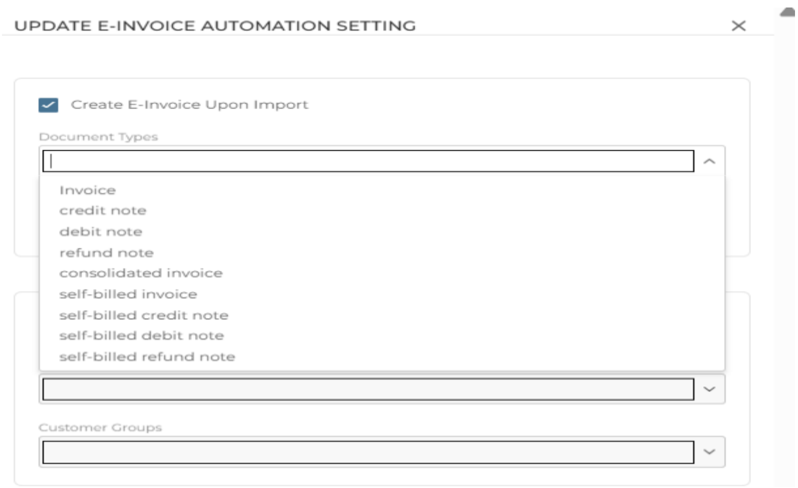
- Tenant Name
- Company Registration Number
- Tax Identification Number (TIN)
- SST Number
- Tourism Registration Number
- MSIC Code
- Business Activity Description
- Default Currency Code
- Address Number
- Address Line 1 & 2
- Postal Code, City, State, Country
- Phone Number
- Support Email Address

Note: Additional settings will be documented in future revisions.

3.2.6 Update E-Invoice Automation

Overview	Update E-Invoice Automation Setting
Steps	**Access the Settings Menu** ➢ Click on **"Settings"** from the side menu. **Open the Settings Subsection** ➢ In the expanded menu, click on the **"Settings"** sub-option. **Update E-Invoice Automation** ➢ Click the **"Update E-Invoice Automation"** button to apply the necessary updates.  **Setting Up E-Invoice Automation** In the **Update E-Invoice Automation Settings** section, you will find two configuration options. Follow the steps below to enable one of them: ➢ **Create E-Invoice Upon Import**

- Check the **"Create E-Invoice Upon Import"** option.
- Then, select the relevant **Document Types** and **Customer Groups** to which this setting should apply.



Enable the Option

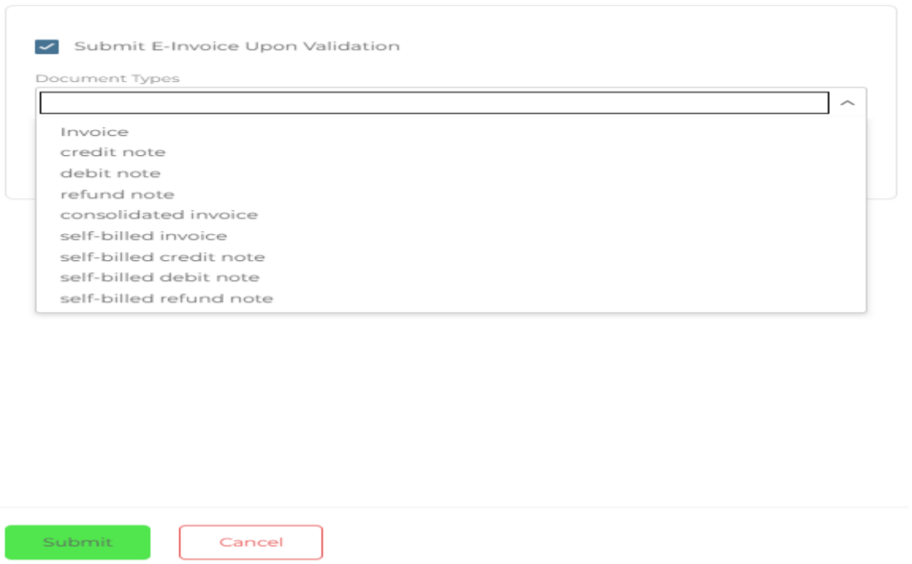
- Tick the checkbox for **"Submit E-Invoice Upon 'Ready To Submit'"**.

Select Applicable Criteria

- Choose the appropriate **Document Types** and **Customer Groups** to which this setting should apply.

Save the Settings

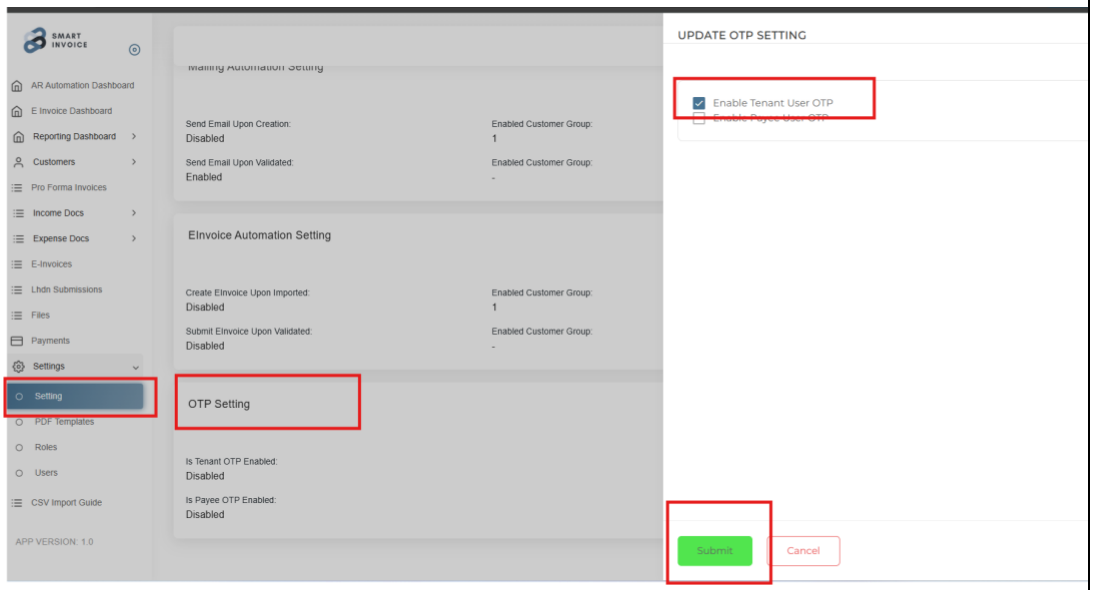
- After completing the above selections, click **"Submit"** to save and apply the configuration.



3.2.7 OTP Setting

<table>
<tr>
<td>Overview</td>
<td>OTP Verification for Enhanced Security
When you log in using your email and password, an OTP (One-Time Password) will be sent to your registered email. Enter the OTP on the verification page to complete the login and access the SI portal.</td>
</tr>
<tr>
<td>UI</td>
<td>How to Enable OTP for Tenant Users

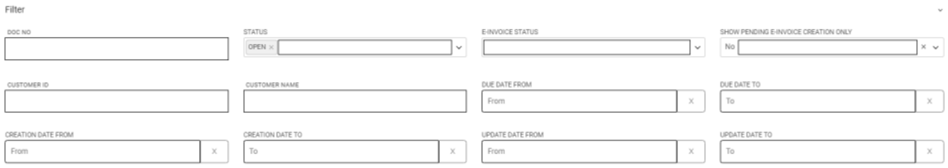
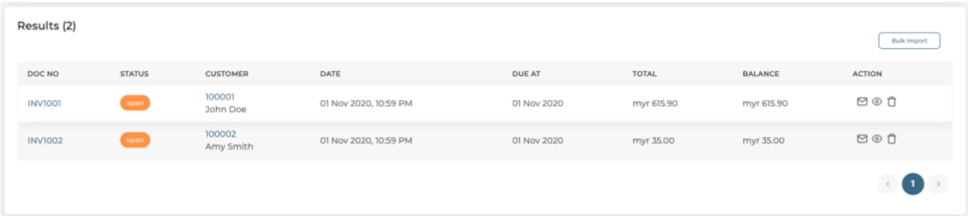
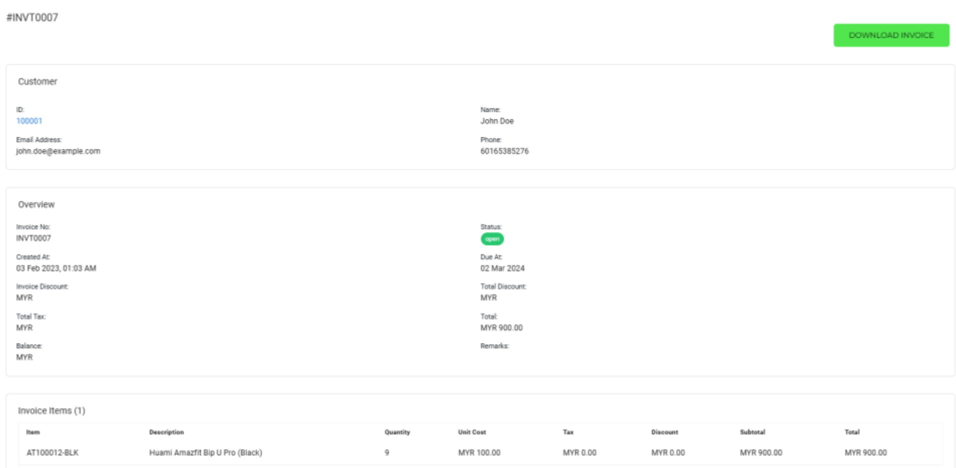
Go to Settings.
Find and click on OTP Setting.
Click Update OTP Setting.
Select the first option: Enable Tenant User OTP.
Click Submit to save the changes.



</td>
</tr>
</table>

3.3 Manage Your Invoices

3.3.1 View Invoices

Overview	View invoices after importing the invoice list (API/SFTP)
Steps	1. Clicks on "Income Docs" or "Expense Docs" on side menu, a sub menu will be opened 2. Clicks on "Invoices" sub option. 3. Filter the invoices by update the filter form  1. The invoice list will be updated accordingly to applied filter.  2. Clicks on ◎ at the side of each individual invoices to view detail. 

3.3.2 Upload Invoices

<table>
<tr><td>Overview</td><td>To upload your invoices manually.</td></tr>
<tr><td>Steps</td><td>

Navigate to the Invoice Section

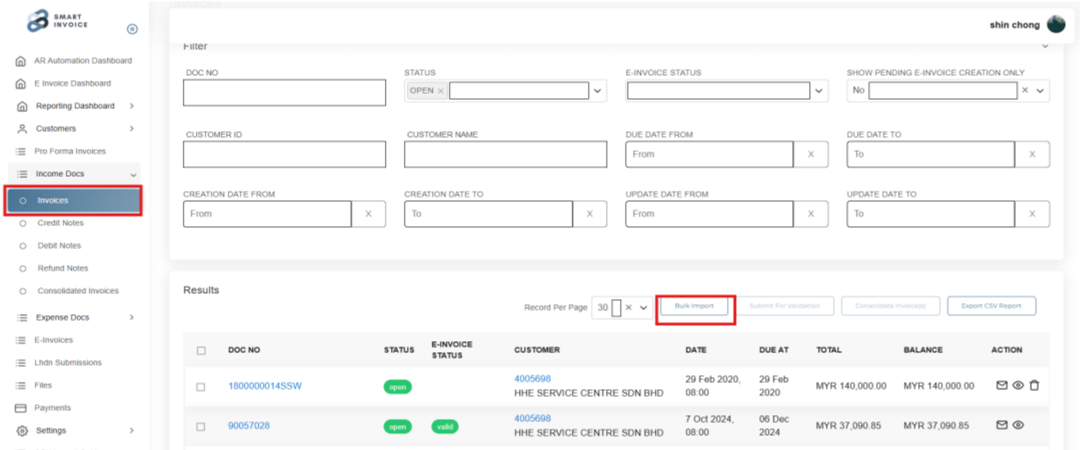
- Click on **“Income Docs”** or **“Expense Docs”** from the side menu to expand the options.

Access the Invoices Page

- Click on the **“Invoices”** sub-option under the selected section.

Open Bulk Import Module

- Click the **“Bulk Import”** button to open the invoice import interface.



Upload the CSV File

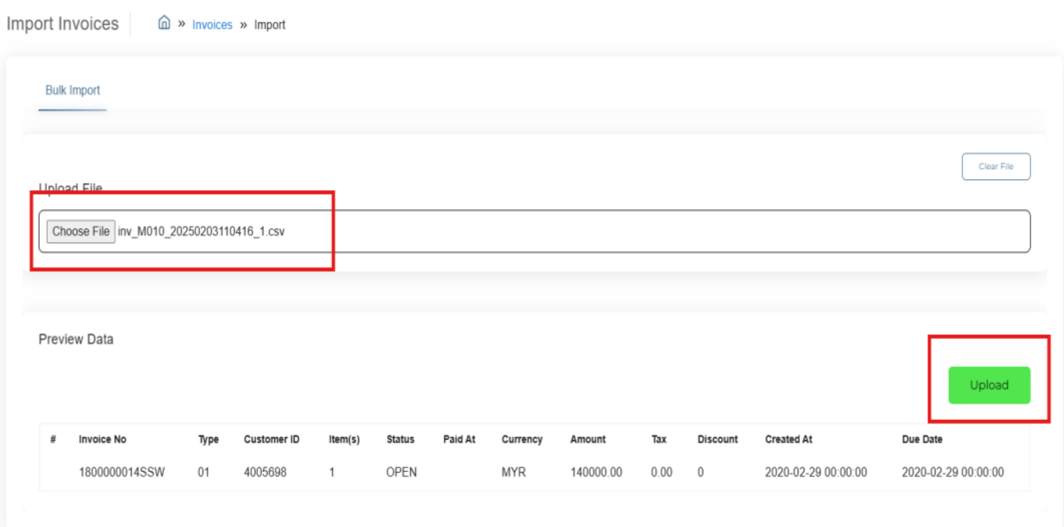
- In the **“Upload File”** section, click **“Choose File”** to select and upload your filled template.

Preview Uploaded Data

- Once the file is uploaded, preview the data to ensure accuracy.

Confirm the Upload

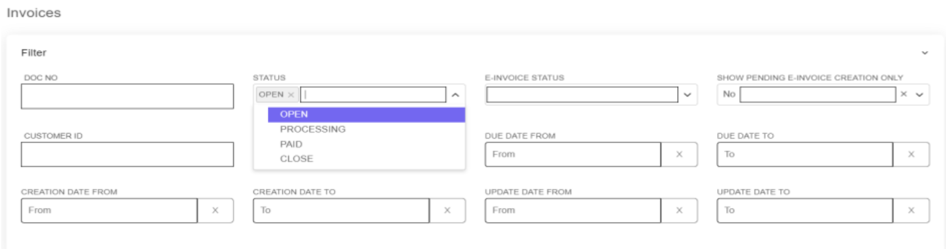
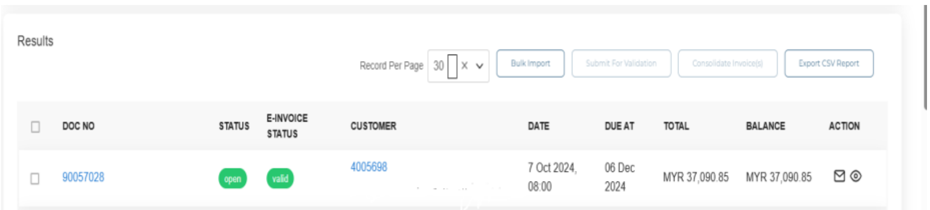
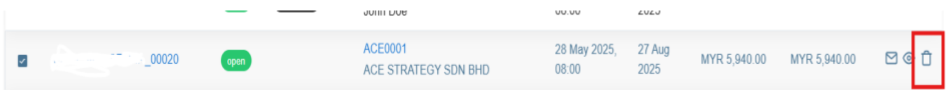
- Click on the **“UPLOAD”** button to submit the file.



</td></tr>
</table>

	Check Upload Status ➢ The system will redirect you to the **File** menu, where you can view the upload status. ***(Refer to the Appendix for explanations of each status.)*** After reviewing the status, return to the **Invoice** menu. **Submit for Validation** ➢ Select all the invoices that are ready for submission, then click **"Submit For Validation"**. The system will validate the invoices and store them under the **"E-Invoice"** section in the side menu for further action before submission to LHDN. ***(See Section 2.7: Manage Your E-Invoice for next steps.)***

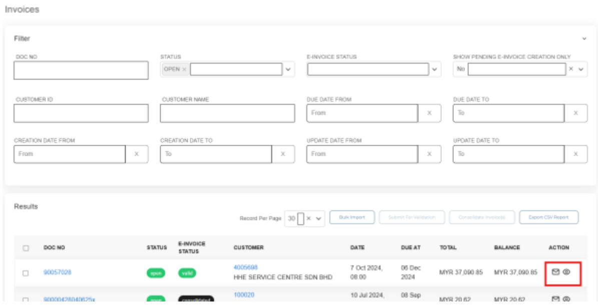
3.3.3 Delete Invoices

Overview	To delete invoices.
Steps	1. Clicks on "Income Docs" or "Expense Docs" on side menu, a sub menu will be opened 4. Clicks on "Invoices" sub option. 5. Filter the invoices by update the filter form  3. The invoice list will be updated accordingly to applied filter.  4. Clicks on 🗑 at the side of each individual invoices to delete the invoices. 

3.4 Send Payment Links/Validated E-Invoice to Customer

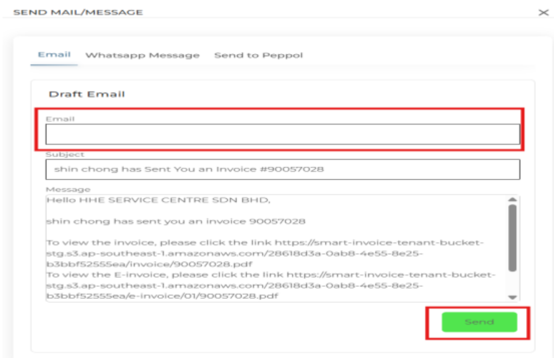
Overview	Sending Invoices via Email or WhatsApp
Steps	1. **Step 1: Access the Invoice Section** 2. Navigate to the **side menu** and click on **"Income Docs."** 3. A sub-menu will appear. Click on **"Invoices."** 4. **Step 2: Select a Validated Invoice**

5. In the displayed list, locate a validated invoice.
6. Click the **action button** (represented by an icon or label next to the invoice).



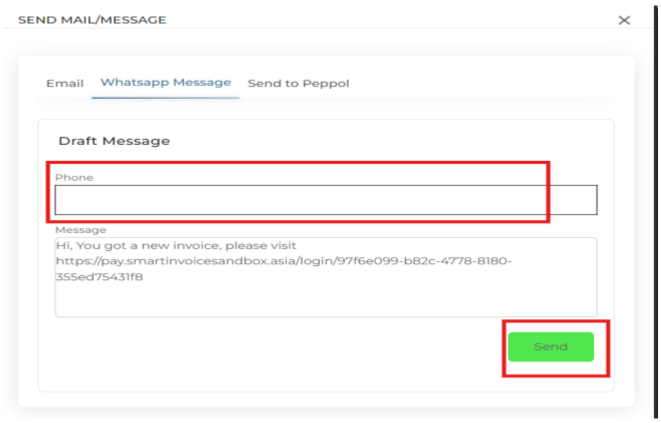
Step 3: Send Invoice via Email

- Select the option **“Send by Email.”**
- If needed, **edit the email message** in the text field.
- Click the **“Send”** button to dispatch the invoice to the recipient via email.



Step 4: Send Invoice via WhatsApp

- Alternatively, choose the **“WhatsApp Message”** option.
- Modify the message content if required.
- Click **“Send”** to transmit the invoice through WhatsApp.



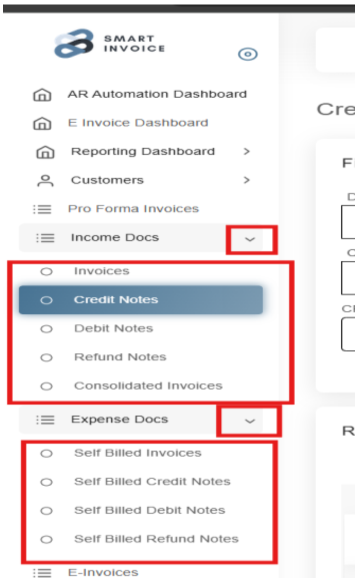
3.5 Manage Your Credit/Debit/Refund Notes

3.5.1 View CN/DN/RN

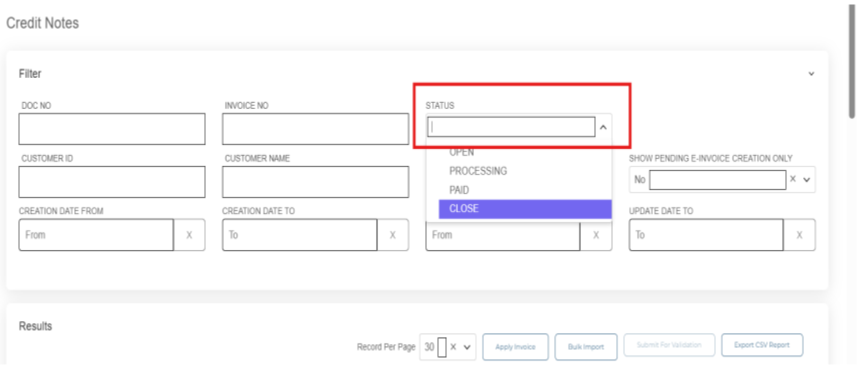
<table>
<tr><td>Overview</td><td>Viewing CN/DN/RN (Credit Note / Debit Note / Refund Note)</td></tr>
<tr><td>Steps</td><td>

Follow the steps below to view your CN/DN/RN documents:

1. **Navigate to the Menu**
   - ➢ On the left-hand side menu, click on either **“Income Docs”** or **“Expense Docs.”**
   - ➢ A sub-menu will expand.

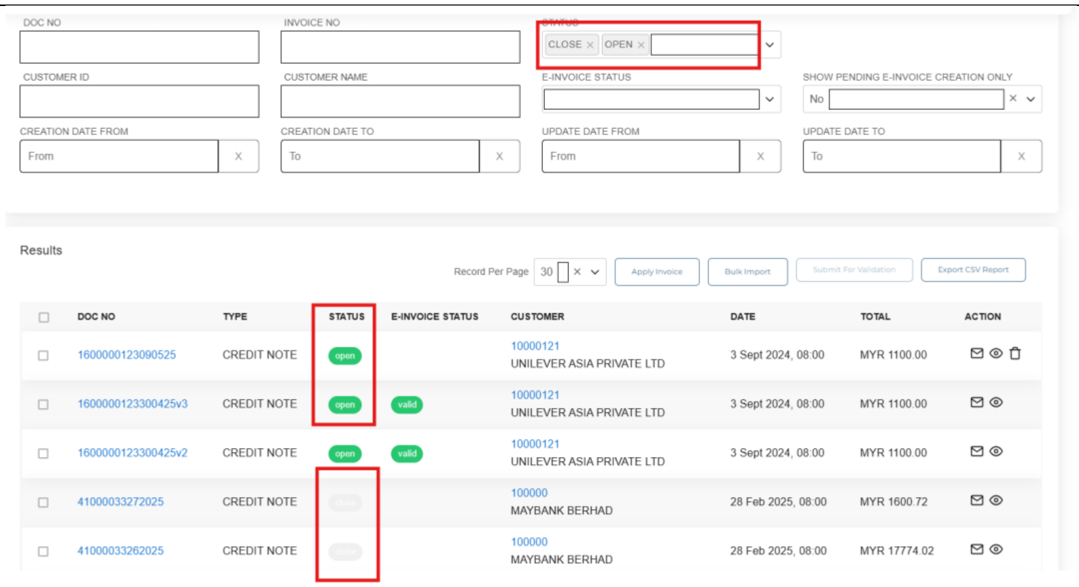


2. **Open the CN/DN/RN Section**
   - ➢ Click on the **“CN/DN/RN”** option under the expanded menu.
3. **Apply Filters (If required)**
   - ➢ Use the filter form at the top of the page to refine your search based on billing document detail



4. **View Filtered Results**
   - ➢ The document list will update automatically based on the selected filters and chosen sub-options.

</td></tr>
</table>

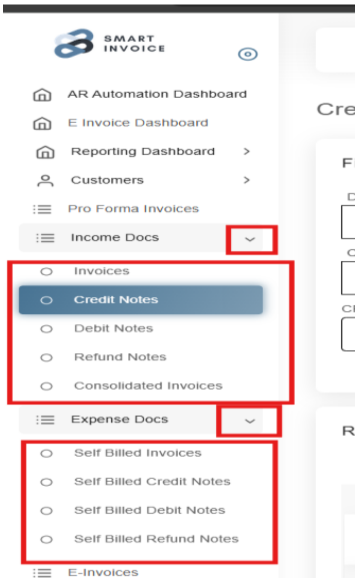
	

3.5.1 Upload CN/DN/RN

<table>
<tr><td>Overview</td><td>Uploading CN/DN/RN (Credit Note / Debit Note / Refund Note)</td></tr>
<tr><td>Steps</td><td>

Step 1: Navigate to the Upload Section

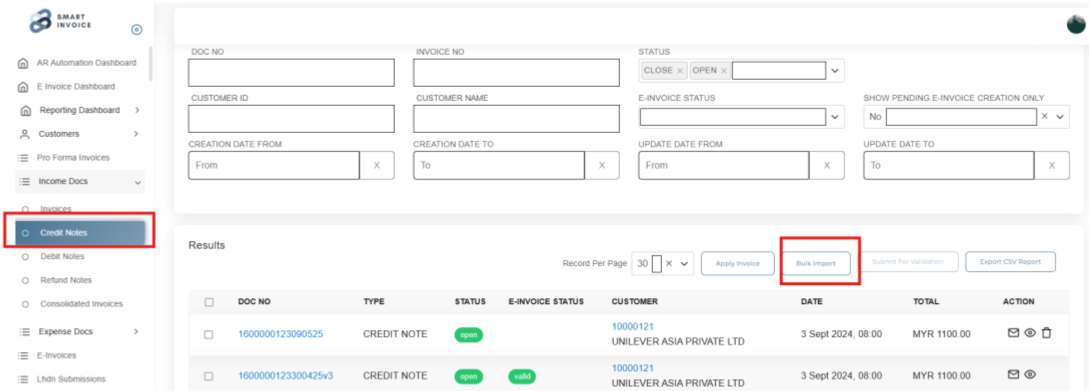
1. Open the **side menu**.
2. Click on either **“Income Docs”** or **“Expense Docs”**—depending on the type of document.
3. From the submenu, select **“CN/DN/RN.”**



Step 2: Access the Bulk Import Feature

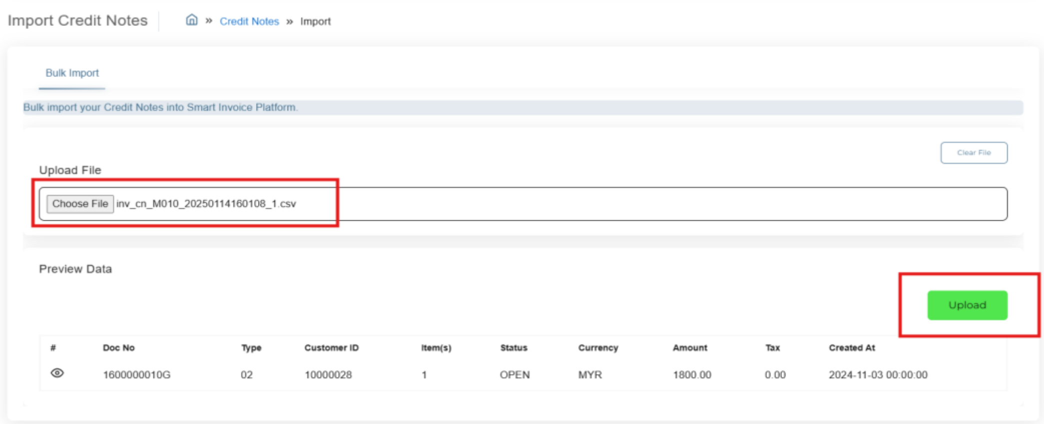
4. Click on the **“Bulk Import”** button.
5. The **CN/DN/RN Import Module** will be displayed on your screen.

</td></tr>
</table>



Step 3: Upload the File

- In the **"Upload File**" section, click **"Choose File"** and select the CSV File .
- The system will preview the uploaded data—review it to ensure all information is accurate.



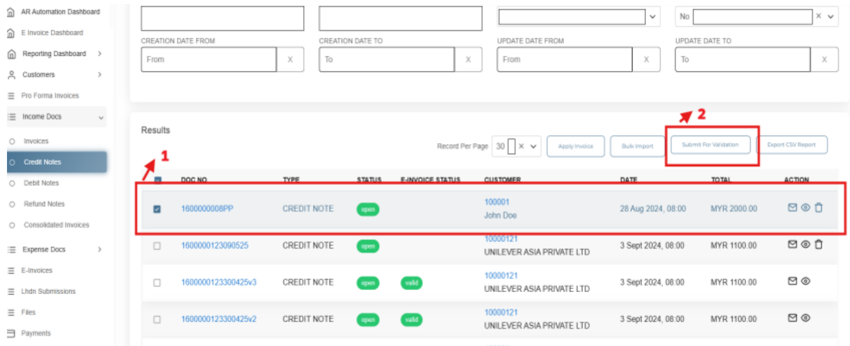
Step 4: Finalize the Upload

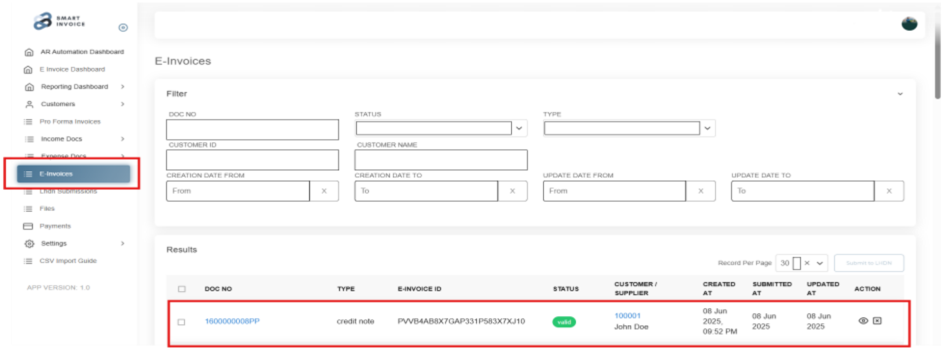
- Click the **"UPLOAD"** button to complete the file upload.
- The system will automatically redirect you to the File Menu where you can view the upload status.

Note: Refer to the Appendix for a full explanation of each status.

Step 5: Submit for Validation

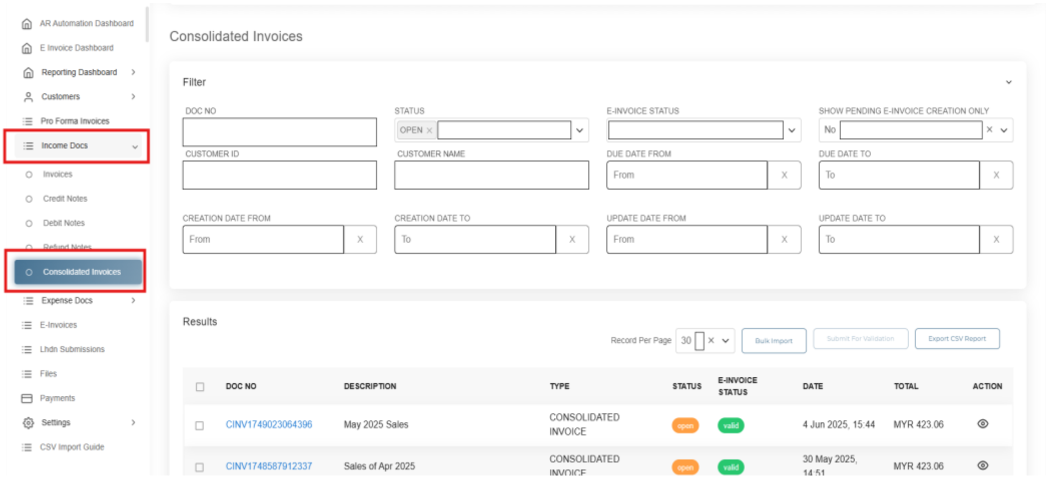
- Once the upload is confirmed, return to the **CN/DN/RN** section.
- Select the **CN/DN/RN** records that need to be **submitted to LHDN**.
- Click on **"Submit for Validation."**

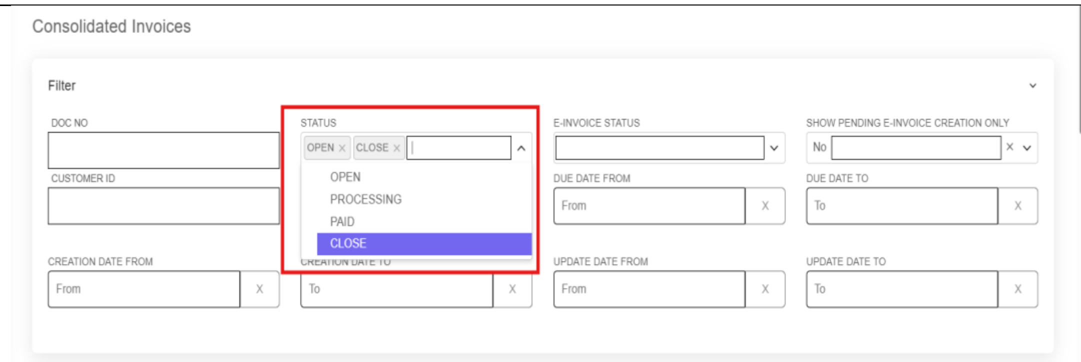


	➢ Smart Invoice will validate the documents and move them to the **"E-Invoice"** section in the side menu.  ➢ The document status will be updated accordingly. ***Refer to the Appendix for further details on each status and what actions to take next.***

3.6 Manage Your Consolidated Invoices

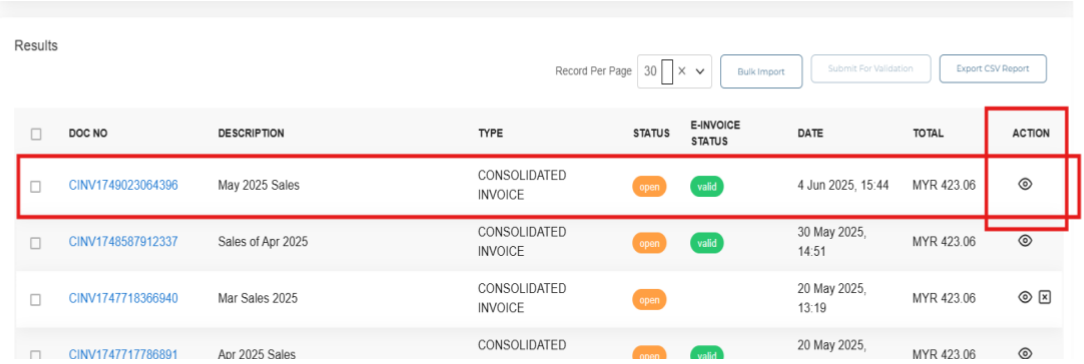
3.6.1 View Consolidated Invoices

Overview	Once the consolidated invoice list has been successfully imported via API or SFTP, follow the steps below to view and manage the records.
Steps	**Step 1: Navigate to the Consolidated Invoice Section** ➢ Go to the **left-hand side menu** and click on **"Income Docs."** ➢ A submenu will expand. Click on **"Consolidated Invoices."**  **Step 2: Apply Filters (If Required)** ➢ Use the **filter form** at the top of the page to narrow down the list of consolidated invoices based on your preferred criteria (e.g., date range, invoice number, customer). ➢ The **invoice list** will automatically update based on the filters applied.

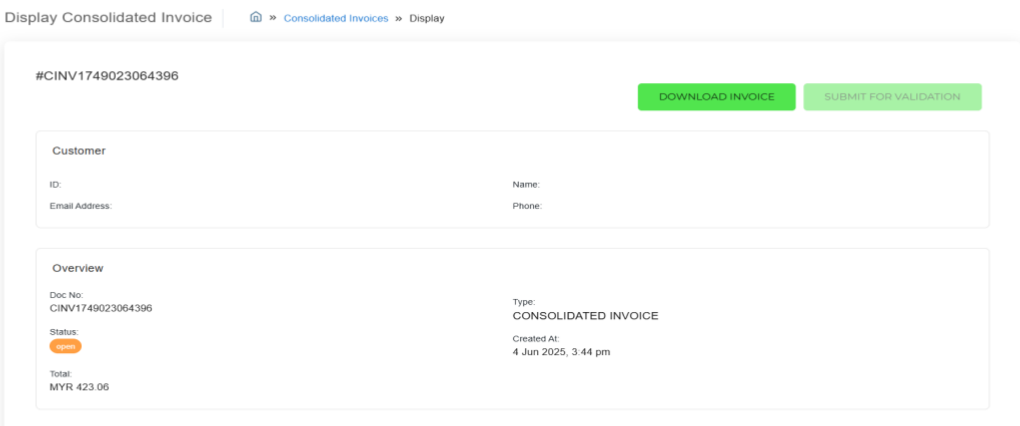


Step 3: View Invoice Details

- Locate the desired consolidated invoice from the list.
- Click on the **action icon** (usually represented by a view or details button) located next to each invoice entry

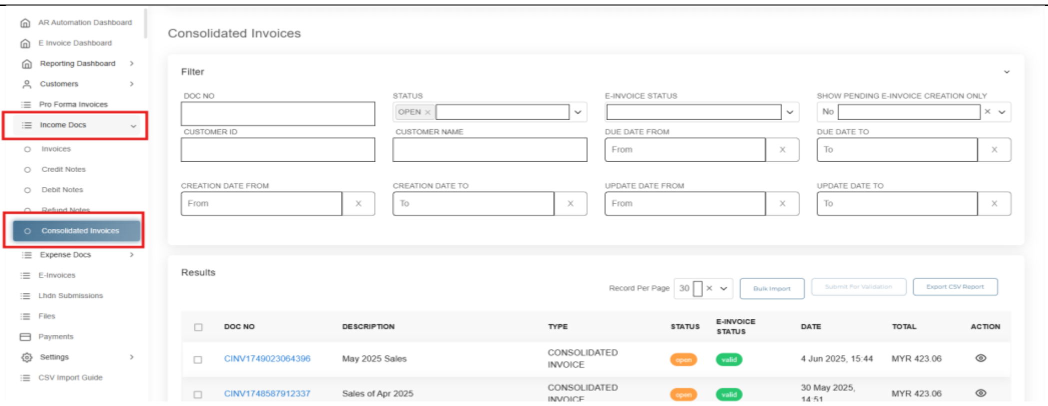


- A detailed view of the selected **consolidated invoice** will be displayed for review.



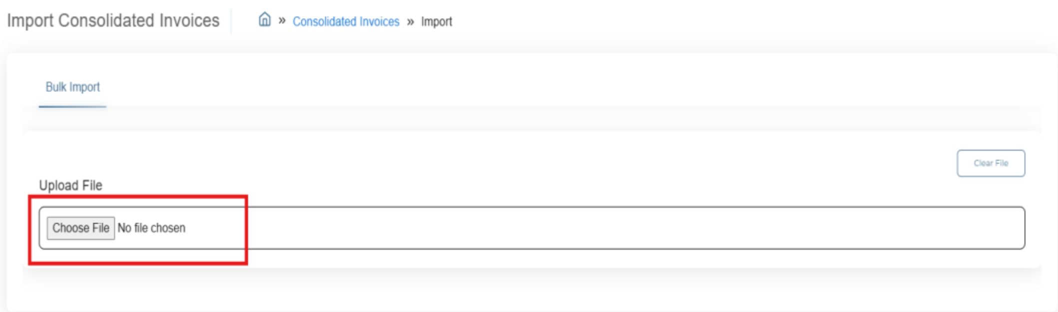
3.6.1 Upload Consolidated Invoices

Overview	Uploading Consolidated Invoices (via Bulk Import)
Steps	**Step 1: Access the Consolidated Invoices Section** ➢ From the **left-hand side menu**, click on **"Income Docs."** ➢ A submenu will appear. Click on **"Consolidated Invoices."**



Step 2: Open the Bulk Import Module

- Click the **"Bulk Import"** button located at the top of the Consolidated Invoices page.
- The **Import Consolidated Invoices** module will appear.



Step 3: Upload the CSV File

- In the **"Upload File"** section, click **"Choose File"** and select your completed template.
- After selecting the file, a **preview** of the data will be shown for verification.

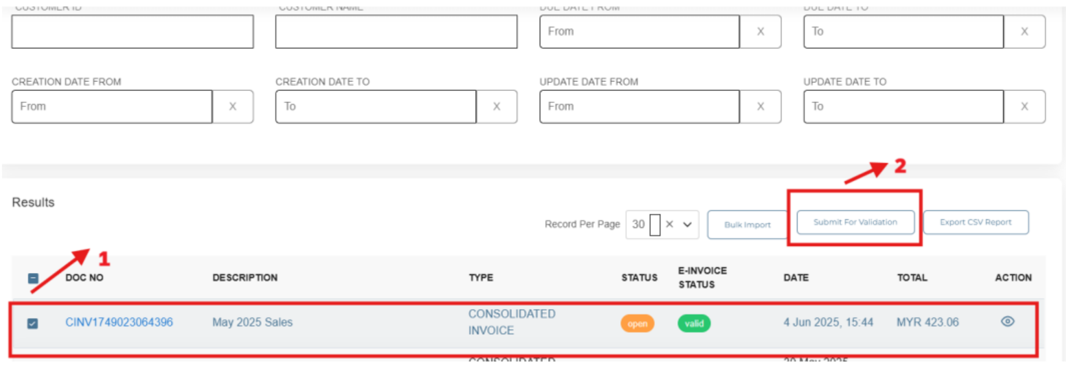
Step 4: Submit the File

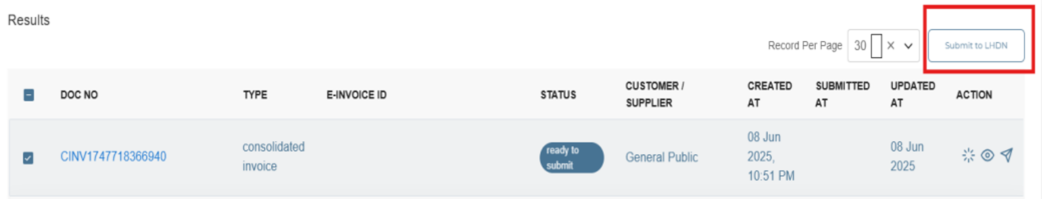
- Click the **"UPLOAD"** button to upload the file into the system.
- Upon successful upload, the system will **redirect to the File Menu**, where you can check the **upload status**.

Note: Refer to the Appendix section of this manual for details on status definitions and troubleshooting.

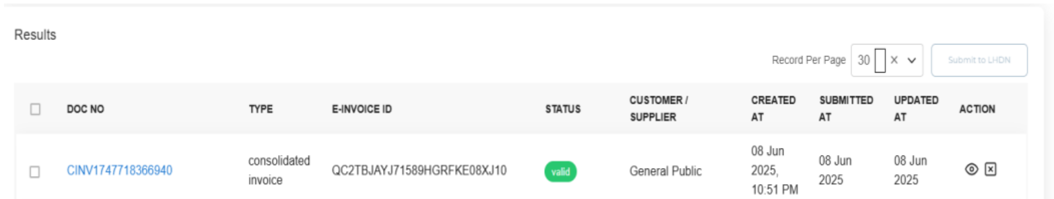
Step 5: Submit for Validation

- Return to the **Consolidated Invoices** menu.
- Select the invoices that are ready for submission to **LHDN**.
- Click the **"Submit for Validation"** button.





- ➢ The selected invoices will be validated and transferred to the **"E-Invoice"** section (accessible from the side menu), with updated statuses for the next steps.



Note: Please refer to the Appendix for details on the validation statuses and their meanings.

3.6.1 Convert Individual Invoices to Consolidated Invoices

<table>
<tr><td>Overview</td><td>Converting Individual Invoices to Consolidated Invoices</td></tr>
<tr><td>Steps</td><td>

Step 1: Access the Invoices Section

- In the **left-hand side menu**, click on **"Income Docs."**
- A submenu will appear. Click on **"Invoices."**

Step 2: Filter Invoices

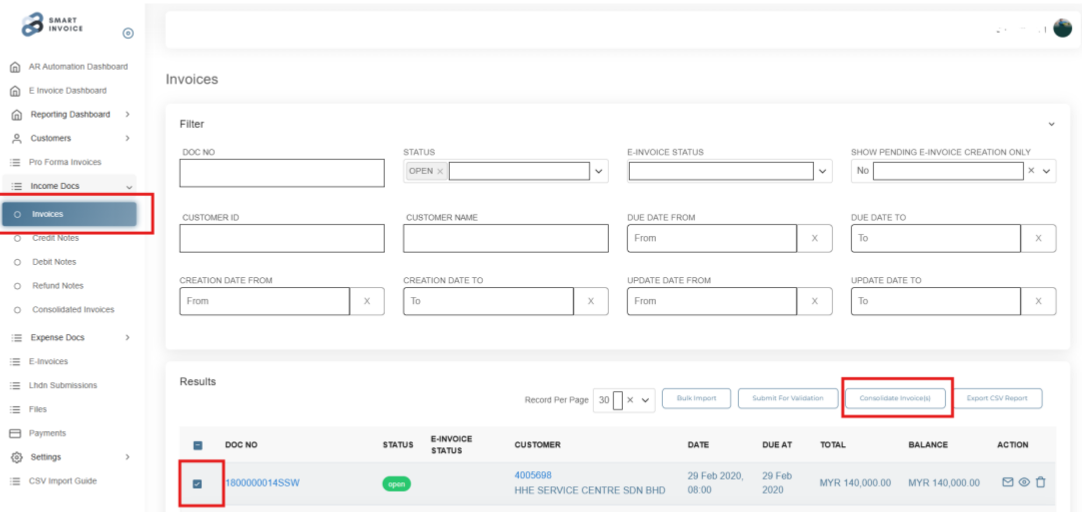
- Use the **filter form** at the top of the page to search and refine the list of invoices based on your desired criteria (e.g., date, customer, invoice number).
- The **invoice list** will automatically update to display only the records matching the applied filters.

Step 3: Select Invoices for Consolidation

- From the filtered list, **select the individual invoices** you wish to combine into a consolidated invoice.

Step 4: Convert to Consolidated Invoice

- Click the **"Consolidated Invoices"** button.
- The system will **automatically generate a consolidated invoice** based on the selected items and store it under the **"Consolidated Invoices"** section, accessible via the side menu.



</td></tr>
</table>

3.7 Manage Your E-Invoice

3.7.1 Manage E-Invoice & Send to LHDN

<table>
<tr><td>Overview</td><td>Managing E-Invoices and Submitting to LHDN</td></tr>
<tr><td>Steps</td><td>

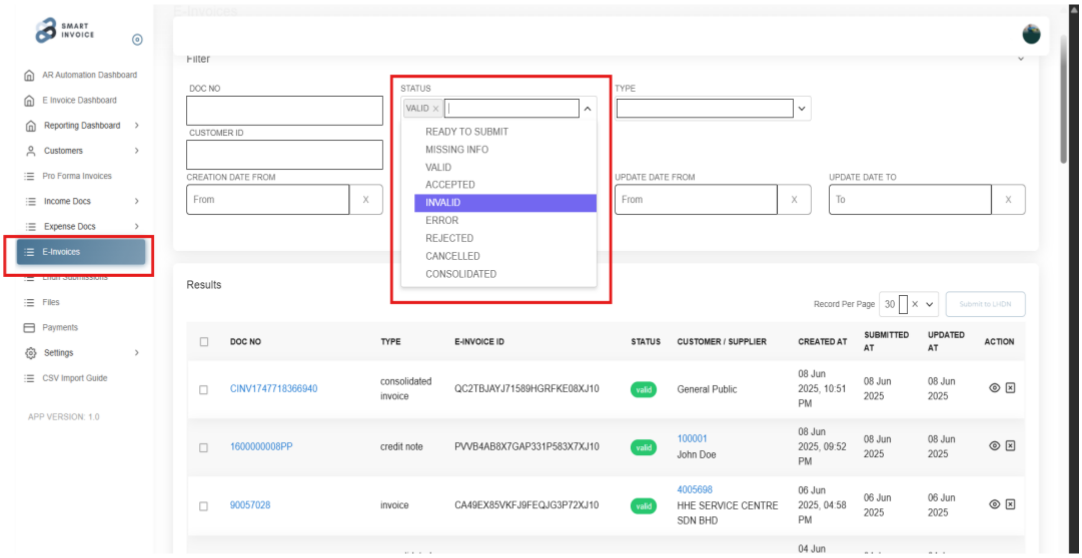
4 Step 1: Access E-Invoices

- **From the** left-hand side menu**, click on** "E-Invoices."

Step 2: Filter the Invoice List

- Use the filter form at the top of the page to search for specific E-Invoices (e.g., by date, customer, status).

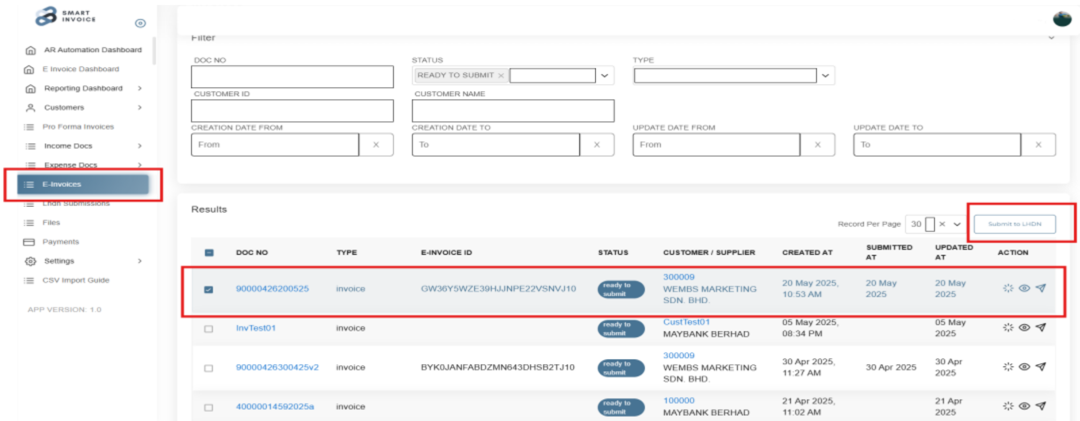
Note : The list will automatically update based on your filter criteria.



Step 3: Submit E-Invoices to LHDN

- From the filtered results, **select invoices** with the status **"Ready To Submit."**
- Click the **"Submit to LHDN"** button.

Note: Smart Invoice only allows documents with "Ready To Submit" status to be submitted to LHDN to avoid rejection.

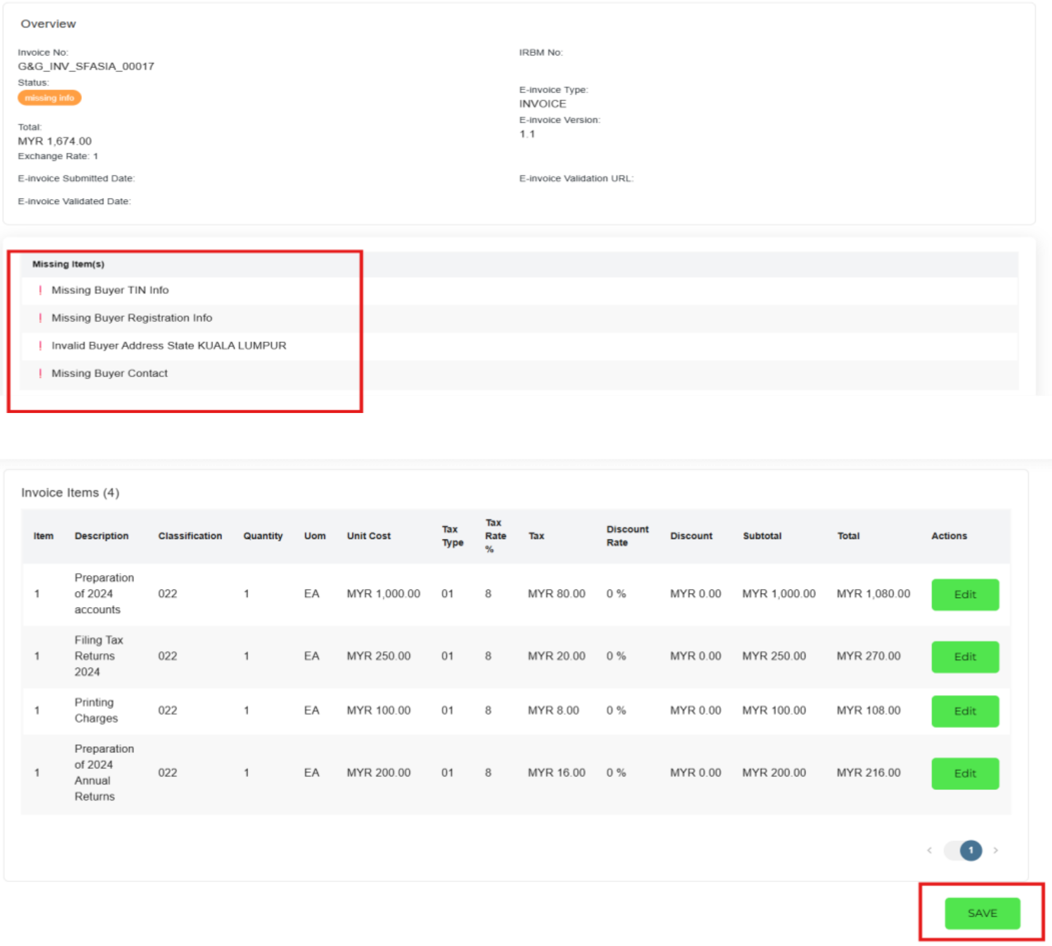


Step 4: Edit Invoices with Missing Information

For invoices with a **"Missing Info"** status:

</td></tr>
</table>

- Click the edit icon next to the specific invoice to open it in edit mode.
- Fill in all the mandatory fields or update the necessary details.
- Click **"Save"** at the bottom of the form.



4.1.1 Download E-Invoice

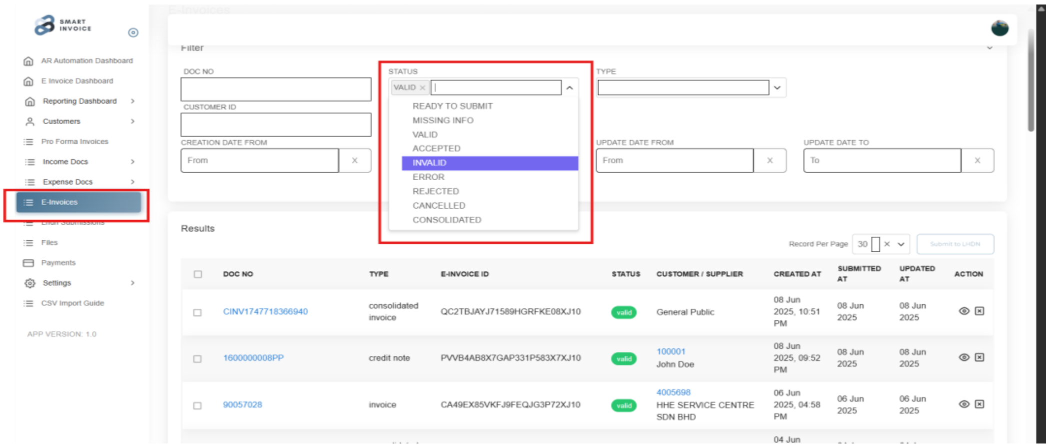
<table>
<tr><td>Overview</td><td>How to Download an E-Invoice</td></tr>
<tr><td>Steps</td><td>

Navigate to the E-Invoice Section

- From the side menu, click on **"E-Invoice"** to open the list of available e-invoices.

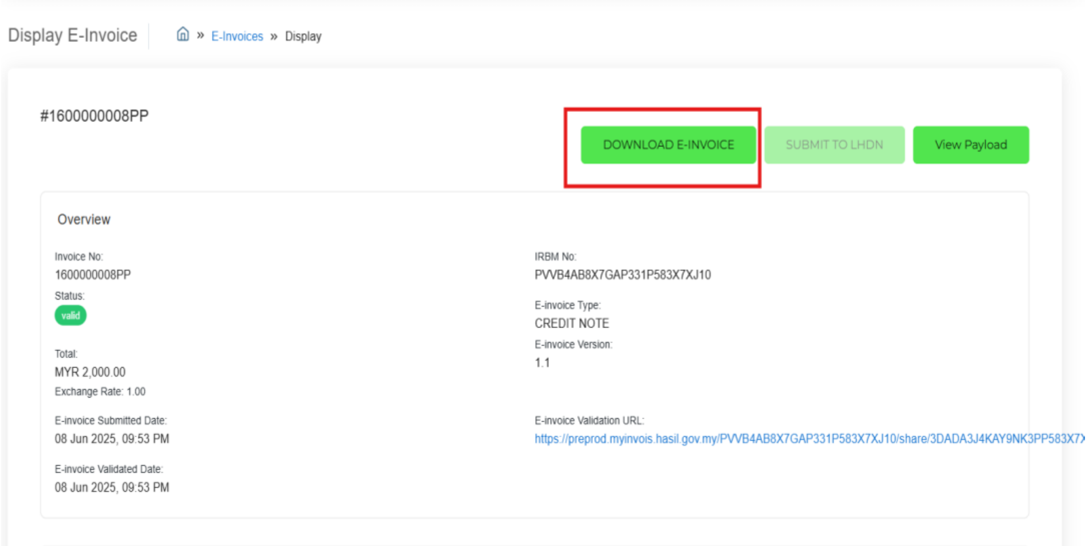
Apply Filter by Status

- Use the **status filter** at the top of the page and select **"Validated"** to view only validated invoices.



Open and Download the E-Invoice

- Click on the **invoice number** or relevant icon to open the individual e-invoice details.
- Once inside the invoice view, click the **"Download E-Invoice"** button to download the invoice to your device.



</td></tr>
</table>

4.2 Manage Your Payments

4.2.1 Add Payments

Overview	How to Add a Cash or Cheque Payment

Steps

Go to the Customers Section

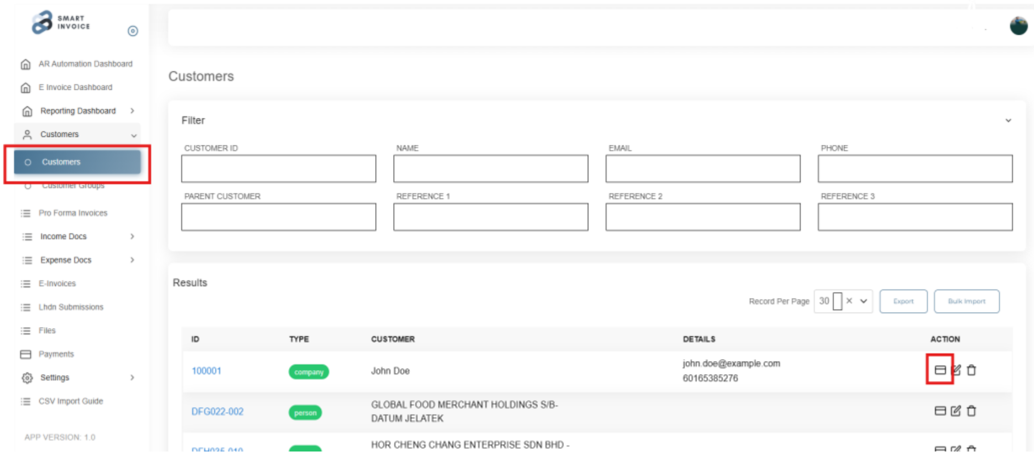
- From the side menu, click on **"Customers"** to view the customer list.

Select the Customer

- Choose the customer who has made a cash or cheque payment.

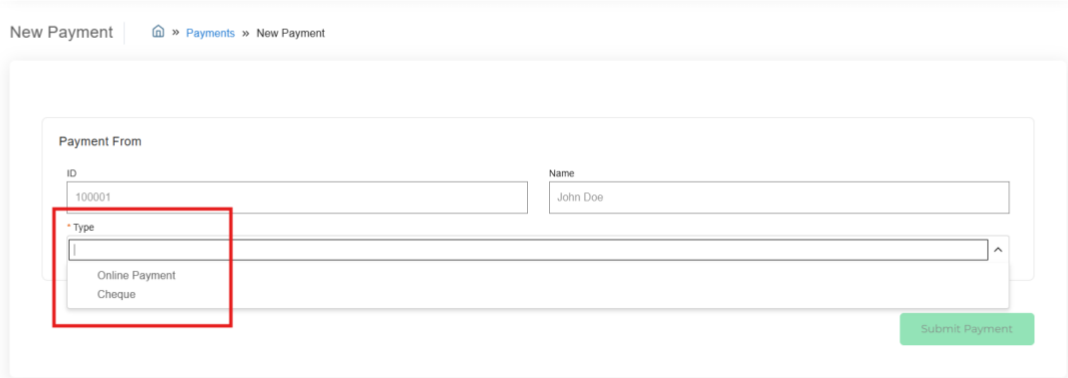
Add Payment

- Click the **"Add Payment"** icon/button next to the selected customer.



Select Payment Type

- In the payment form, choose the appropriate **"Type"** (Cash or Cheque) from the dropdown menu.



Enter Payment Details

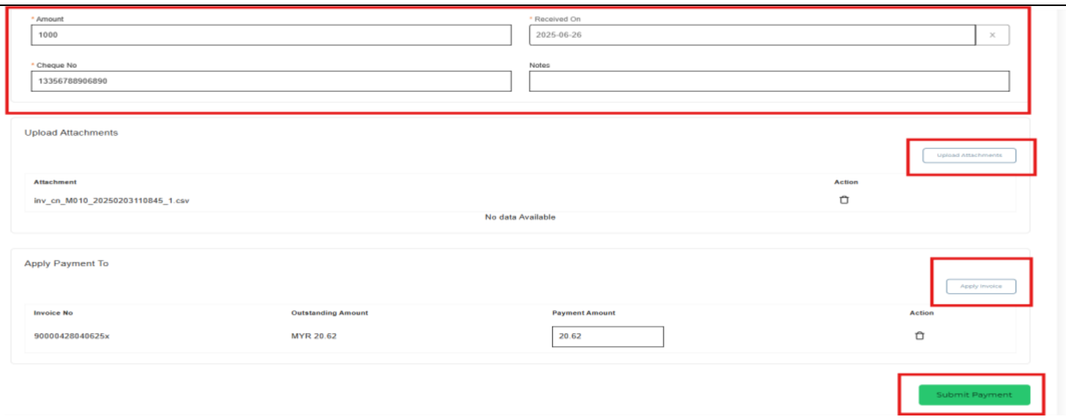
- Fill in the necessary **Cash or Cheque information**, such as amount, cheque number, date, and bank (if applicable).

Add Invoice(s)

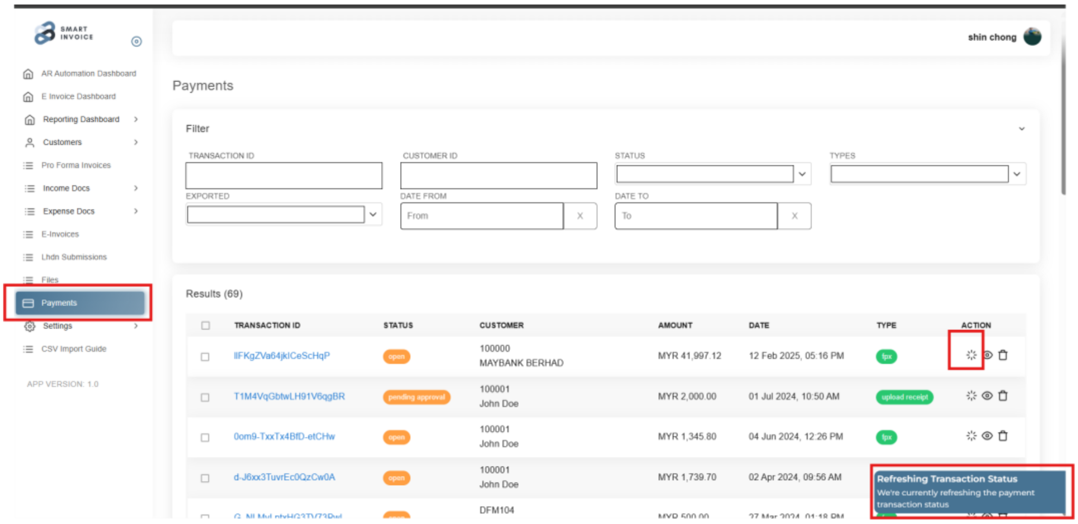
- Click on the **"Add Invoice"** button and select the invoice(s) to apply the payment to.

Submit the Payment

- Once all details are completed, click on **"Submit Payment"** to save the transaction.

4.2.1 Refresh Payment Status

Overview	How to Refresh Payment Status from the Payment Gateway
Steps	**Navigate to the Payments Section** ➢ Click on **"Payments"** from the side menu to access the payment records. **Apply Filters (Optional)** ➢ If needed, use the filter options to narrow down the list of payments you want to update. **Refresh Payment Status** ➢ Click the **"Refresh"** button/icon to initiate a status check with the payment gateway. ➢ Wait for the system to update the payment status accordingly. 

4.2.1 Export Payments from Customers

<table>
<tr><td>Overview</td><td>How to Export Payments to a CSV File</td></tr>
<tr><td>Steps</td><td>

Open the Payments Section

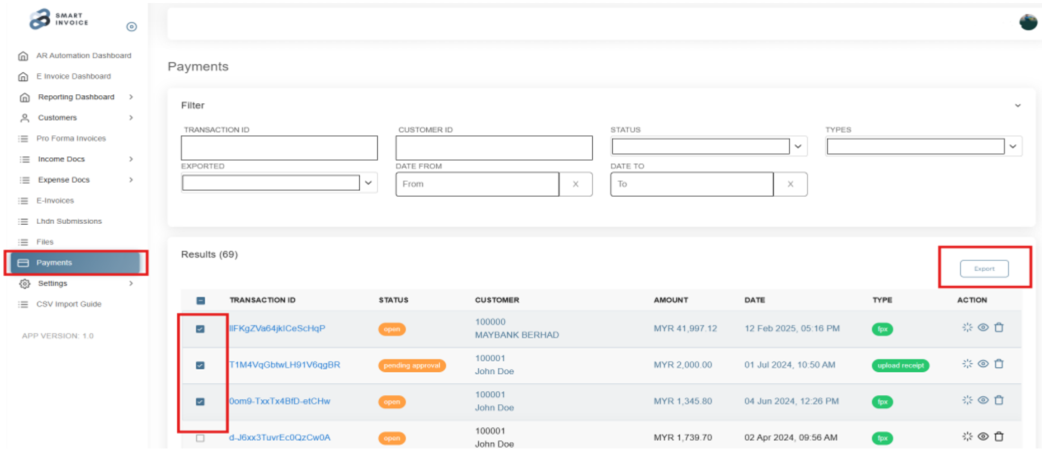
➢ Click on **“Payments”** from the side menu to view all payment records.

Apply Filters (Optional)

➢ Use the available filter options to narrow down the payment data you want to export.

Export the Data

➢ Click the **“Export”** button to start the export process.

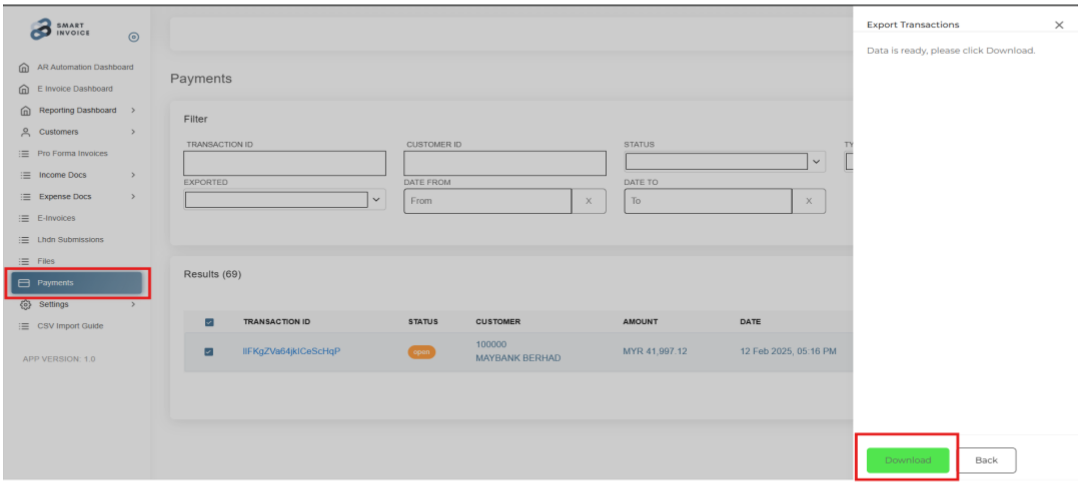


Wait for Processing

➢ The system will prepare the data for download. Please wait until the process is complete.

Download the CSV File

➢ Once the data is ready, click the **“Download”** button to save the CSV file to your device.



</td></tr>
</table>

4.3 Appendix

Document Status	***Description***
Open	- document ready to submit for validation
Processing	- document in processing
Paid	- document has been paid off
Close	- document closed
E-Invoices/LHDN Submissions Status	
Ready To Submit	- document ready to submit to LHDN
Missing Info	- document had missing mandatory field
Submitted	- document submitted to LHDN
Valid	- document validated by LHDN
Invalid	- document had invalid data
Error	- document failed to submit to LHDN with error returned.Please check the error message in detail providedby LHDN.
Rejected	- document rejected by the buyer
Accepted	- ducument accepted by LHDN
Cancelled	- document cancel by the supplier
Files Status	
Open	- document ready to submit for validation
Failed	- document failed to upload
Completed	- document succesfully uploaded