



## A bill (Billing Note)

Means to save items to prepare invoices to customers or debtors. Based on the outstanding balance to be used to save the debt further

### The recording invoices

Save data window is divided into 4 parts:

- **Basic Data** is recorded detailed invoices
- **Detail** Detail is to record the details of the bill. No. taxpayers responsible department
- **Note & Attachment** is to record detailed description of the notes and conditions
- **Define Field** is the data that users create a form to fill out information on their own tab (Define Field will. Show only when the Define Field only).

### The billing records

The recording of invoices The recordable this two ways :

- Record invoices without reference document for loan / document recovery, debt reduction and document Credit Non Stock
- Record invoice with a reference document for loan / document recovery, reduce debt. Other documents the debtor The program retrieves information such as customer name, address, items shown in the invoices automatically. Users can update the data by sending it

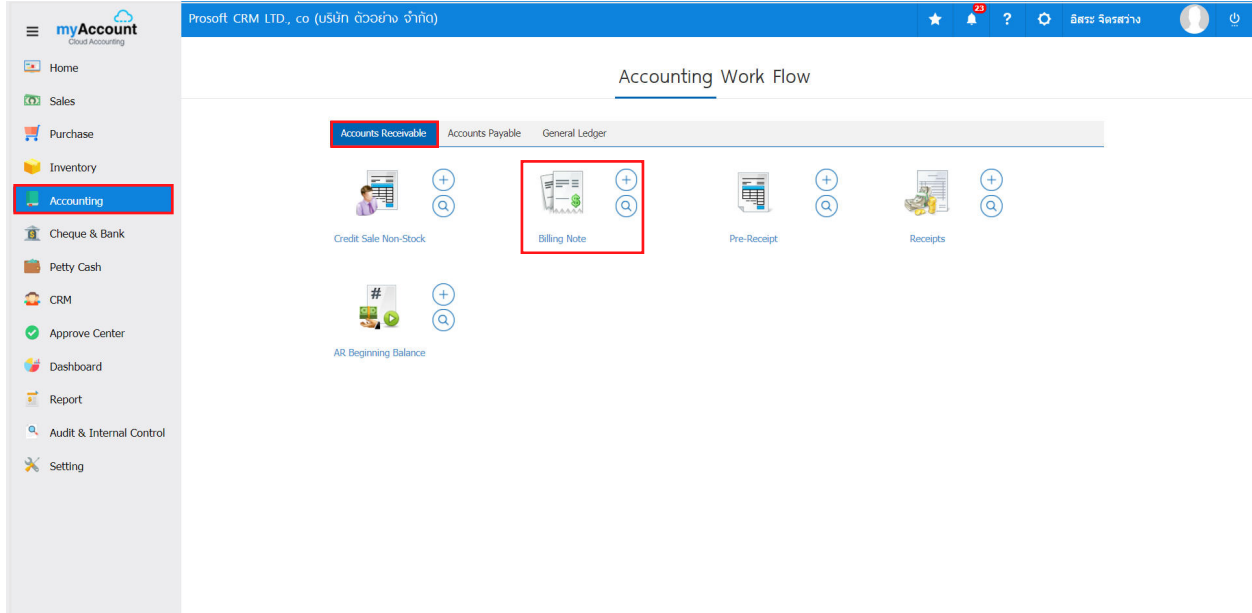
### Billing document status

Billing documents There are 5 products

- **Draft** is the document that is being saved
- **Open** is a newly created document or document that is opened from a sales document, credit/refund document, credit memo, and a credit non-cash document that is awaiting use. Open receipts (before receiving payment)/payment documents
- **Partial** is a document that has already been used in parts
- **Close** is the document that opens the receipt (before receiving the payment)
- **Cancel** is the document that was canceled. No more applications can be used

## The steps of saving the invoice

1. The user can save the bill by pressing the "Accounting" menu > "Account Receivable" > "Billing Note" as shown



2. The system will display the bill of lading screen. Users can create new billing by pressing the "New" button on the top right of the program screen

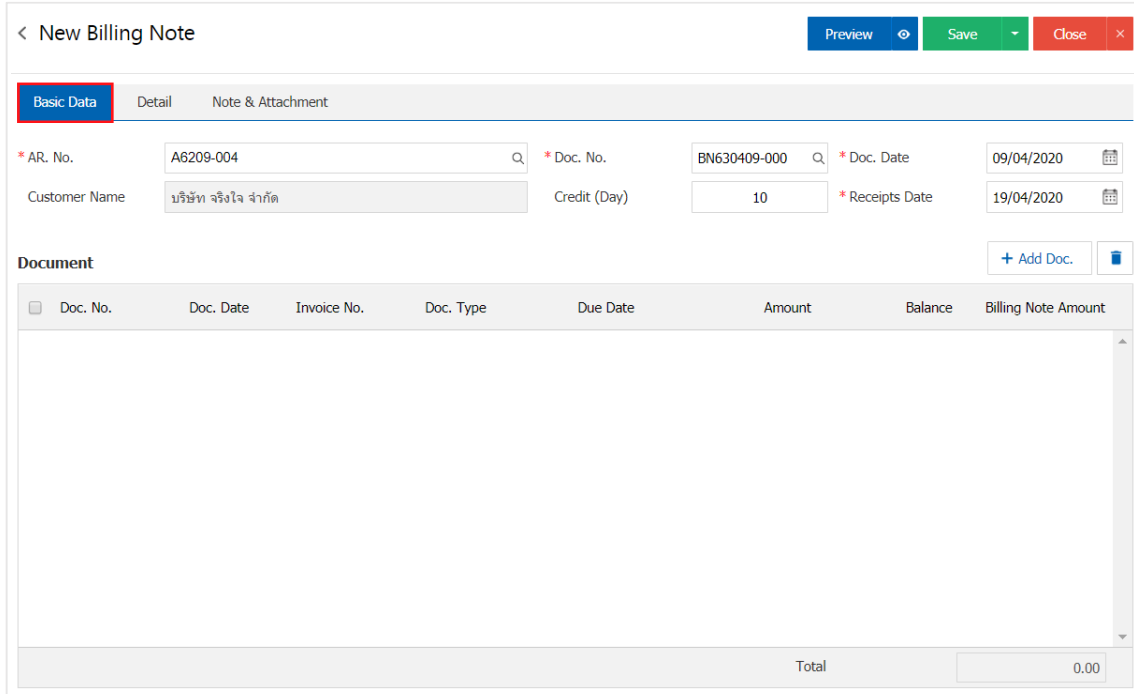
< Billing Note ★ New +

All Billing Note

	Doc. Date	Doc. No.	AR. No.	AR. Name	Receipts Da...	Total Amount	Status	Owner
<input type="checkbox"/>	03/04/2020	BN630403-000	A6209-001	ลูกค้าใหม่	03/04/2020	14,739.25	Open	อีสระ จิตรสว่าง
<input type="checkbox"/>	06/03/2020	BN630306-000	A6209-004	จริงใจ จำกัด	26/03/2020	67,945.00	Close	อีสระ จิตรสว่าง
<input type="checkbox"/>	06/03/2020	BN630306-001	A6210-010	ออนไลน์ซอฟต์แวร์ จำกัด	06/03/2020	1,070.00	Close	อีสระ จิตรสว่าง
<input type="checkbox"/>	27/02/2020	BN630227-000	A6209-00056	กว้างใจ โฉม	27/02/2020	69,550.00	Open	นฤมล เนตรสว่าง
<input type="checkbox"/>	20/02/2020	BN630220-000	A6209-00056	กว้างใจ โฉม	20/02/2020	535.00	Close	อีสระ จิตรสว่าง
<input type="checkbox"/>	07/02/2020	BN630207-000	A6209-005	ข้าวของดี จำกัด	27/02/2020	535.00	Close	อีสระ จิตรสว่าง
<input type="checkbox"/>	27/01/2020	BN630127-000	A6210-007	โปรซอฟท์ เอ็กเพิร์ต จำกัด	27/01/2020	5,000.00	Close	อีสระ จิตรสว่าง
<input type="checkbox"/>	24/01/2020	BN630124-000	A6209-002	ขายของชำ	24/01/2020	68,480.00	Close	อีสระ จิตรสว่าง
<input type="checkbox"/>	21/01/2020	BN630121-000	A6209-004	จริงใจ จำกัด	21/01/2020	9,523.00	Open	Support Account
<input type="checkbox"/>	16/01/2020	BN630116-000	CUS-119	นานการไฟฟ้า	16/01/2020	19,043.86	Open	นวลชนก ดันธีเชียร
<input type="checkbox"/>	10/01/2020	BN630110-000	A6209-006	ขายสินค้า จำกัด	09/02/2020	26,750.00	Open	อีสระ จิตรสว่าง
<input type="checkbox"/>	20/12/2019	BN621220-000	A6210-010	ออนไลน์ซอฟต์แวร์ จำกัด	19/01/2020	126,795.00	Open	อีสระ จิตรสว่าง
<input type="checkbox"/>	22/11/2019	BN621122-000	A6209-001	ลูกค้าใหม่	22/11/2019	3,263.50	Close	อีสระ จิตรสว่าง

1 - 20 Items From 55 Items

3. In the "Basic Data" Bar is a detailed record of the bill of lading, such as the customer account, document number, document date, etc. The user should fill in a form marked with "\*" as shown in the image



< New Billing Note Preview Save Close

**Basic Data** Detail Note & Attachment

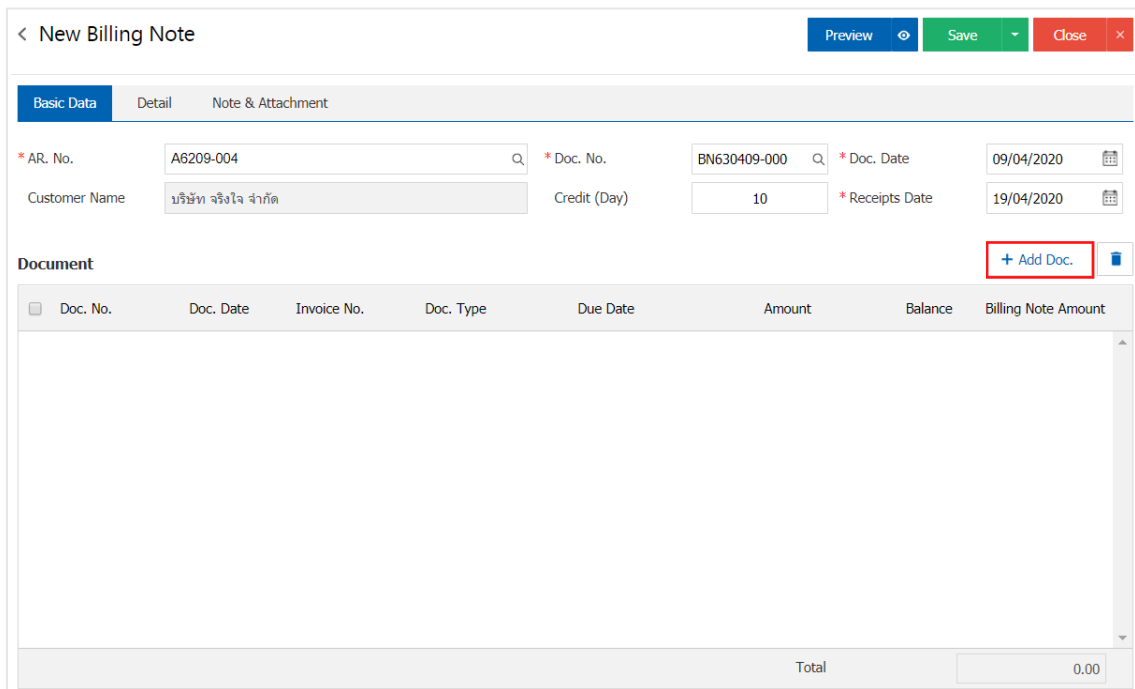
\* AR. No. A6209-004 \* Doc. No. BN630409-000 \* Doc. Date 09/04/2020  
Customer Name บริษัท จิ้งใจ จำกัด Credit (Day) 10 \* Receipts Date 19/04/2020

Document + Add Doc.

Doc. No.	Doc. Date	Invoice No.	Doc. Type	Due Date	Amount	Balance	Billing Note Amount
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Total 0.00

4. In the document Bar Users can add multiple billing documents by pressing the "+ Add Doc." button



< New Billing Note Preview Save Close

**Basic Data** Detail Note & Attachment

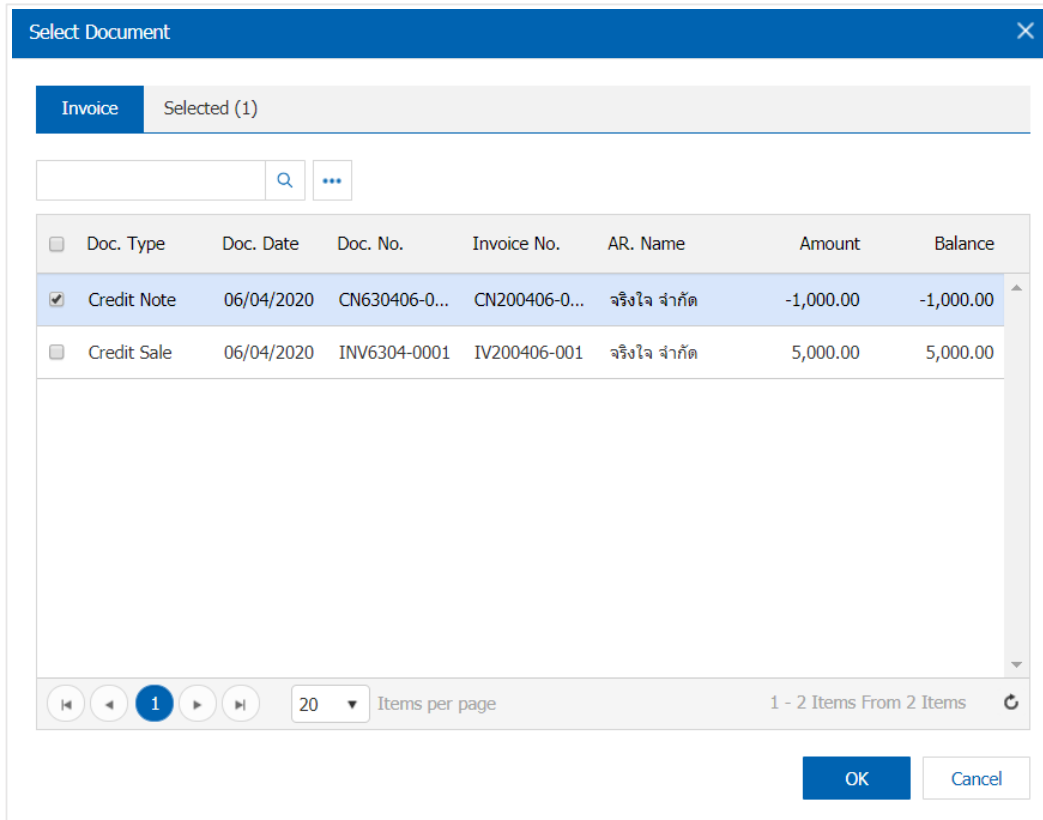
\* AR. No. A6209-004 \* Doc. No. BN630409-000 \* Doc. Date 09/04/2020  
Customer Name บริษัท จิ้งใจ จำกัด Credit (Day) 10 \* Receipts Date 19/04/2020

Document + Add Doc.

Doc. No.	Doc. Date	Invoice No.	Doc. Type	Due Date	Amount	Balance	Billing Note Amount
----------	-----------	-------------	-----------	----------	--------	---------	---------------------

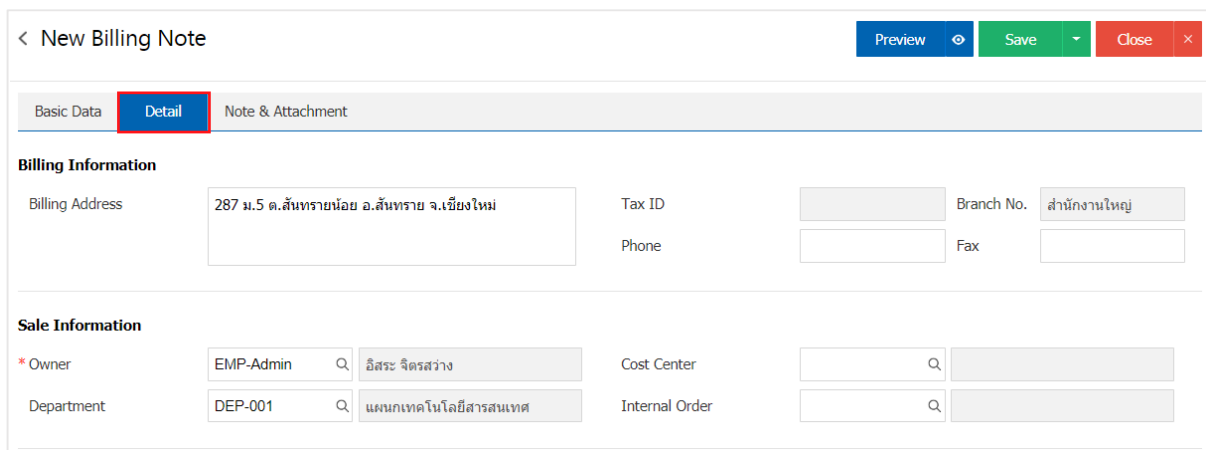
Total 0.00

5. The system displays a list of document information waiting for the creation of all invoices, such as document category, document date, documents number/invoice name, Accounts receivable. The user selects the document to which the bill of lading is to be created



Doc. Type	Doc. Date	Doc. No.	Invoice No.	AR. Name	Amount	Balance
<input checked="" type="checkbox"/> Credit Note	06/04/2020	CN630406-0...	CN200406-0...	จริงใจ จำกัด	-1,000.00	-1,000.00
<input type="checkbox"/> Credit Sale	06/04/2020	INV6304-0001	IV200406-001	จริงใจ จำกัด	5,000.00	5,000.00

6. In the "Detail" bar, the system refers to the customer address information that the user has set up a customer's address information from the beginning. Users can edit the information in this section, such as taxpayer numbers. The person responsible for the Department of responsibility, etc.



**Billing Information**

Billing Address: 287 ม.5 ต.สันทรายน้อย อ.สันทราย จ.เชียงใหม่

Tax ID: [ ] Branch No. สำนักงานใหญ่

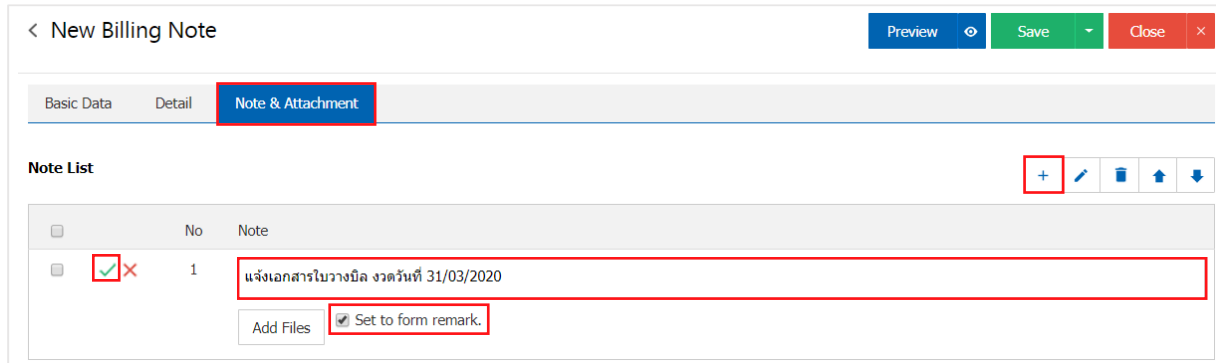
Phone: [ ] Fax: [ ]

**Sale Information**

\* Owner: EMP-Admin | อิศระ จิตรสว่าง | Cost Center: [ ]

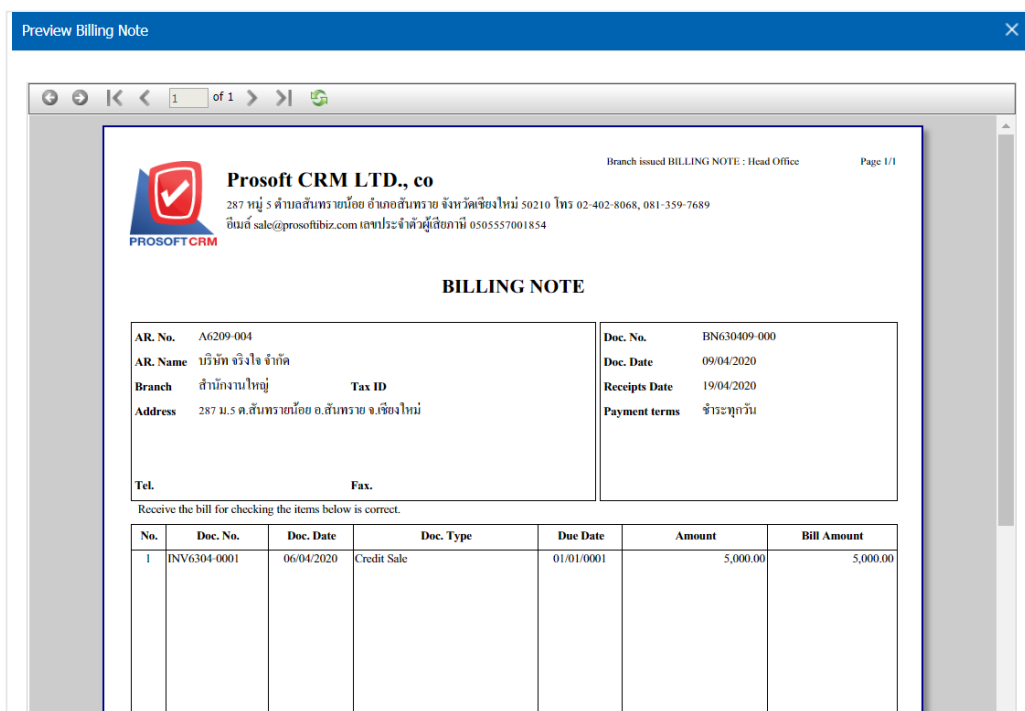
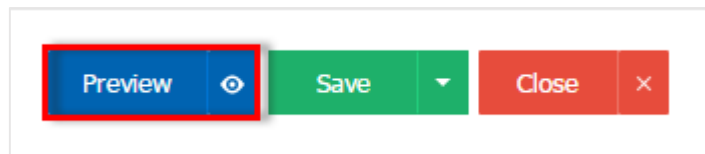
Department: DEP-001 | แผนกเทคโนโลยีสารสนเทศ | Internal Order: [ ]

7. In the "Note & Attachment" Bar is to specify the end of the bill, the user can specify the required notes by pressing the button "+" > "specify the required details" > "✓ Set to form remark" In case the end of the bill has more than 1 or more to be shown in the end of the form > "✓" To save the data as a result



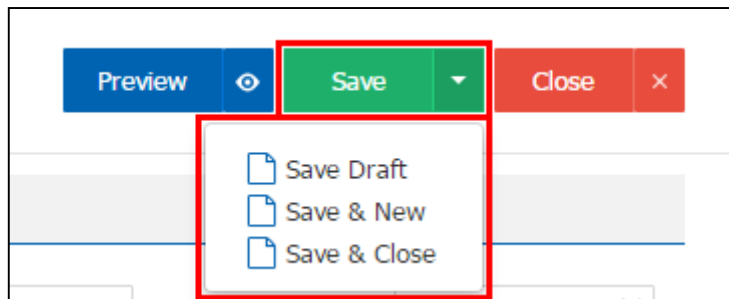
- \* Note: the symbol "↑" and "↓" is to scroll the message up or down according to the user
- \* Note: If a user has other documents to be referenced in the bill, the user can "Add files" other documents

8. Users can press the "Preview" button at the top right of the program screen before saving the billing document to validate the information. As shown



9. After the user checks the information, press the "Save" button at the top right of the program screen to save the billing information. The records can be divided into 4 formats:

- **Save** is to save the bill normally. Available data show that the record is complete
- **Save Draft** to save a draft document. When a user logs billing system will then display the save draft bill immediately
- **Save & New** to save and open a new billing records. When a user records a drop. The bill already The system will display documenting invoices immediately
- **Save & Close** to save and return to the list of invoices. When a user records a drop. The bill already Will be added to the list of all invoices promptly

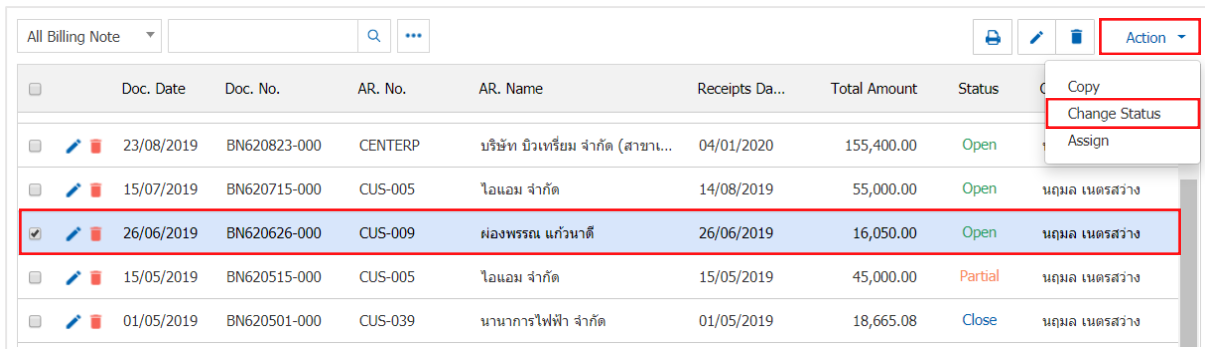


### To verify the status of invoices

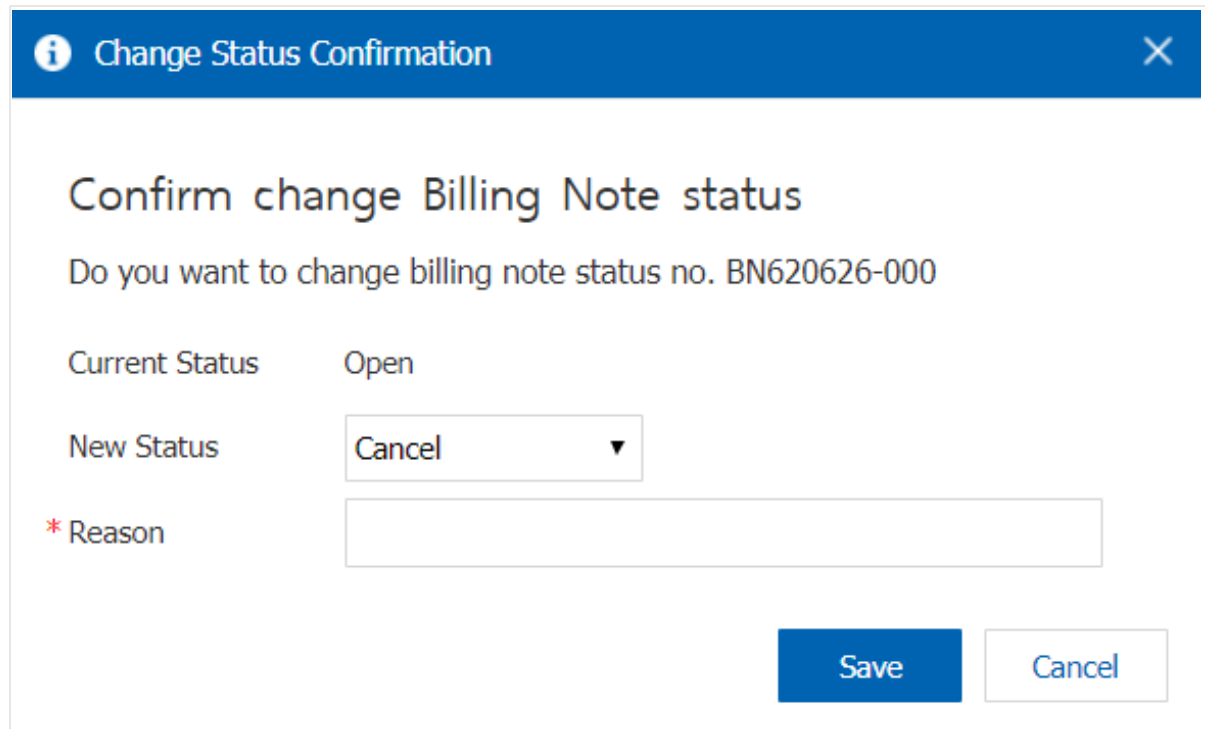
1. Users can confirm the status change bill by pressing a button. "Choose the items you want to change billing status 1" > "Action" > "Change Status" will show Pop - up to the user to verify the status of invoices

Status change conditions are as follows :

- Status **Open** a **Cancel** button
- Status **Partial**, **Close**, **Cancel** can not be changed from the original. Since the document's reference to other documents are closed or canceled already



Doc. Date	Doc. No.	AR. No.	AR. Name	Receipts Da...	Total Amount	Status	
23/08/2019	BN620823-000	CENTERP	บริษัท อีวเพรียม จำกัด (สาขา...	04/01/2020	155,400.00	Open	Copy Change Status Assign
15/07/2019	BN620715-000	CUS-005	ไอแอม จำกัด	14/08/2019	55,000.00	Open	นฤมล เนตรสว่าง
26/06/2019	BN620626-000	CUS-009	ห้องพรรณ แก้วนาดี	26/06/2019	16,050.00	Open	นฤมล เนตรสว่าง
15/05/2019	BN620515-000	CUS-005	ไอแอม จำกัด	15/05/2019	45,000.00	Partial	นฤมล เนตรสว่าง
01/05/2019	BN620501-000	CUS-039	นานาการไฟฟ้า จำกัด	01/05/2019	18,665.08	Close	นฤมล เนตรสว่าง



**Change Status Confirmation**

Confirm change Billing Note status

Do you want to change billing note status no. BN620626-000

Current Status: Open

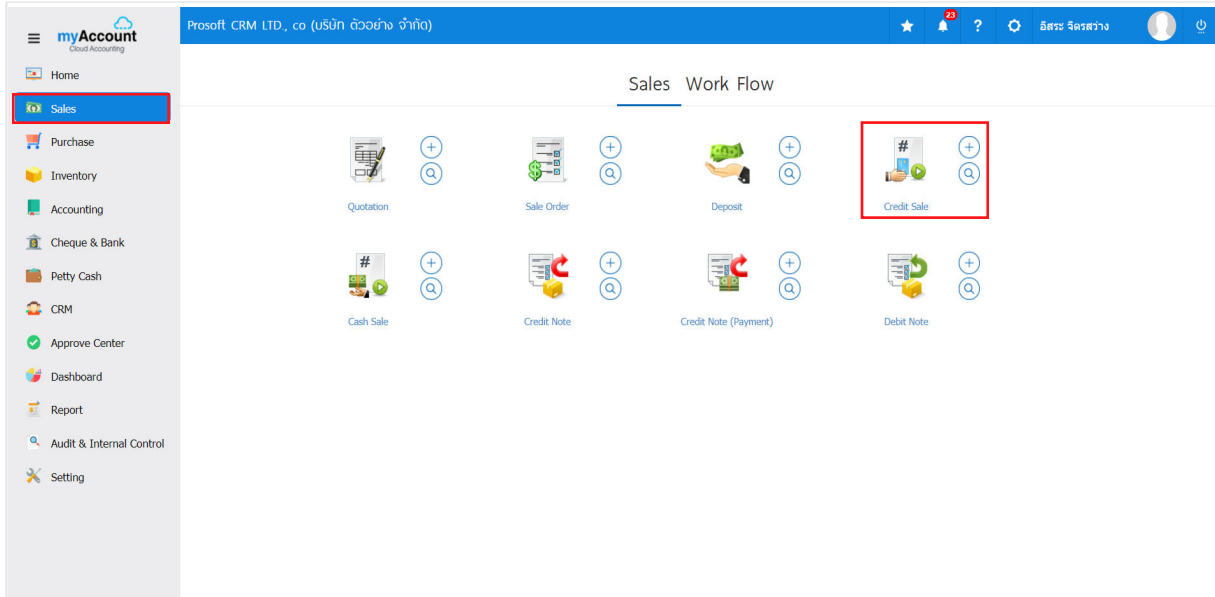
New Status: **Cancel**

\* Reason:

**Save** **Cancel**

## The open invoices by reference documents for the loan

1. The user can open invoices. According to documents obtained by selling credits by pressing the "Sales"> "Credit Sale" on Figure

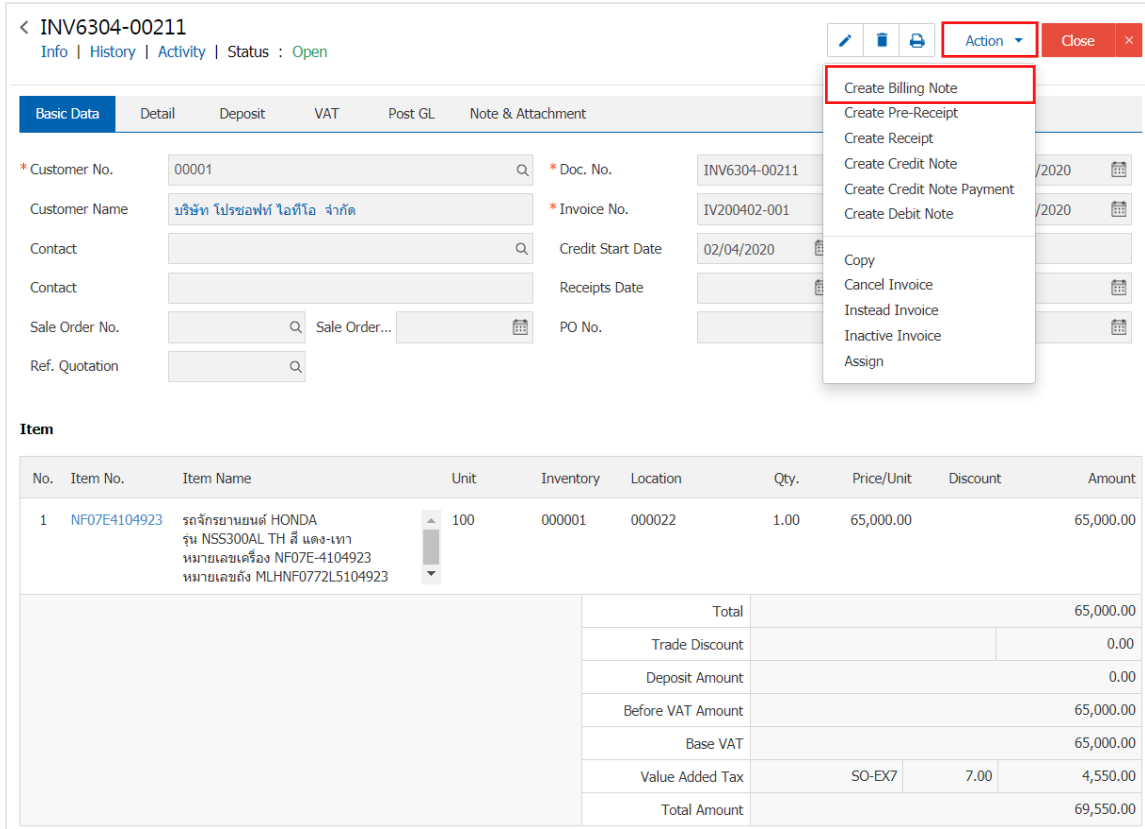


2. The system will display the list of loan sales. The user must select documents for loans with status "Open" or "Partial" is shown

Doc. Date	Doc. No.	Customer No.	Customer Name	Total Amount	Status	Invoice No.	Ref. Sale Order	Ref. Qur
07/04/2020	INV6304-002	A6211-017	บริษัท ไทยยามาฮ่ามอเตอร์ ...	17,376.80	Open	IV200407-001		
07/04/2020	INV6304-003	A6210-013	ร้าน ขายสินค้ามือสอง	8,025.00	Open	IV200407-002		
06/04/2020	INV6304-0001	A6209-004	บริษัท จรุงใจ จำกัด	5,000.00	Open	IV200406-001	ABC-060463/00...	QT-04-C
03/04/2020	IV200403-001	A6209-001	บริษัท ลูกคำใหม่	14,739.25	Close	IV200403-001	ABC-130263/00...	
02/04/2020	INV6304-00211	00001	บริษัท โปรซอฟท์ ไอทีโอ จำกัด	69,550.00	Open	IV200402-001		
30/03/2020	INV6303-003	00001	บริษัท โปรซอฟท์ ไอทีโอ จำกัด	64.20	Open	IV200330-001		
30/03/2020	INV6303-004	00001	บริษัท โปรซอฟท์ ไอทีโอ จำกัด	107.00	Open	IV200330-002		
12/03/2020	INV6303-002	A6209-00056	หลก. กวางโจว โบลเด	1,955.43	Close	IV200312-001	ABC-120363/00...	
09/03/2020	INV6303-001	A6210-015	บริษัท ซี ดับบลิว ที เอเชีย ...	37,450.00	Open	IV200309-002		
06/03/2020	INV63003-001	A6209-004	บริษัท จรุงใจ จำกัด	51,895.00	Close	IV200306-0001	ABC-060363	
27/02/2020	INV6302-008	A6302-050	บริษัท จ้างเกา จำกัด	65,000.00	Open	IV200227-001		
21/02/2020	INV6302-007	A6211-020	ยูเอฟโอ ซีซีทีวี แอนด์ ซีเอสดี...	5,350.00	Open	IV200221-001		
20/02/2020	INV6302-006	A6209-00056	หลก. กวางโจว โบลเด	535.00	Close	IV200220-001		

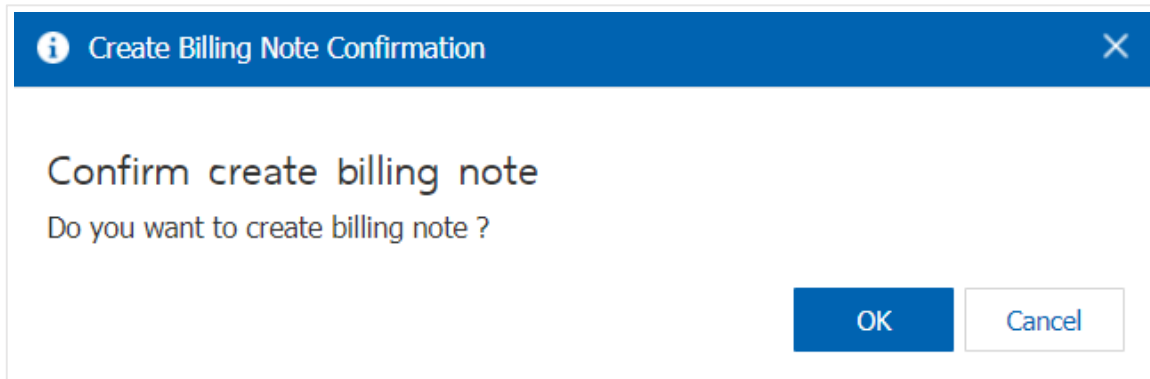


3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Billing Note" will show Pop - up to the user to confirm open invoices Figure



The screenshot shows the Prosoft CRM interface for an invoice with ID INV6304-00211. The 'Action' menu is open, and 'Create Billing Note' is highlighted. The invoice details include Customer No. 00001, Doc. No. INV6304-00211, and Invoice No. IV200402-001. The item list shows a Honda NSS300AL TH scooter with a unit price of 65,000.00. The total amount is 69,550.00, including VAT.

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
1	NF07E4104923	รถจักรยานยนต์ HONDA รุ่น NSS300AL TH สีแดง-เทา หมายเลขเครื่อง NF07E-4104923 หมายเลขถัง MLHNF0772L5104923	100	000001	000022	1.00	65,000.00		65,000.00
Total									65,000.00
Trade Discount									0.00
Deposit Amount									0.00
Before VAT Amount									65,000.00
Base VAT									65,000.00
Value Added Tax							SO-EX7	7.00	4,550.00
Total Amount									69,550.00



The screenshot shows a confirmation dialog box titled "Create Billing Note Confirmation". The text inside reads: "Confirm create billing note" and "Do you want to create billing note?". There are two buttons: "OK" and "Cancel".

4. When the Confirm open invoices already. The system will display the form for creating invoices and customer information was derived from loan sales documents automatically, the user should complete the form marked "\*" to complete the picture

< New Billing Note Preview Save Close

**Basic Data** | Detail | Note & Attachment

\* AR. No.  \* Doc. No.  \* Doc. Date

Customer Name  Credit (Day)  \* Receipts Date

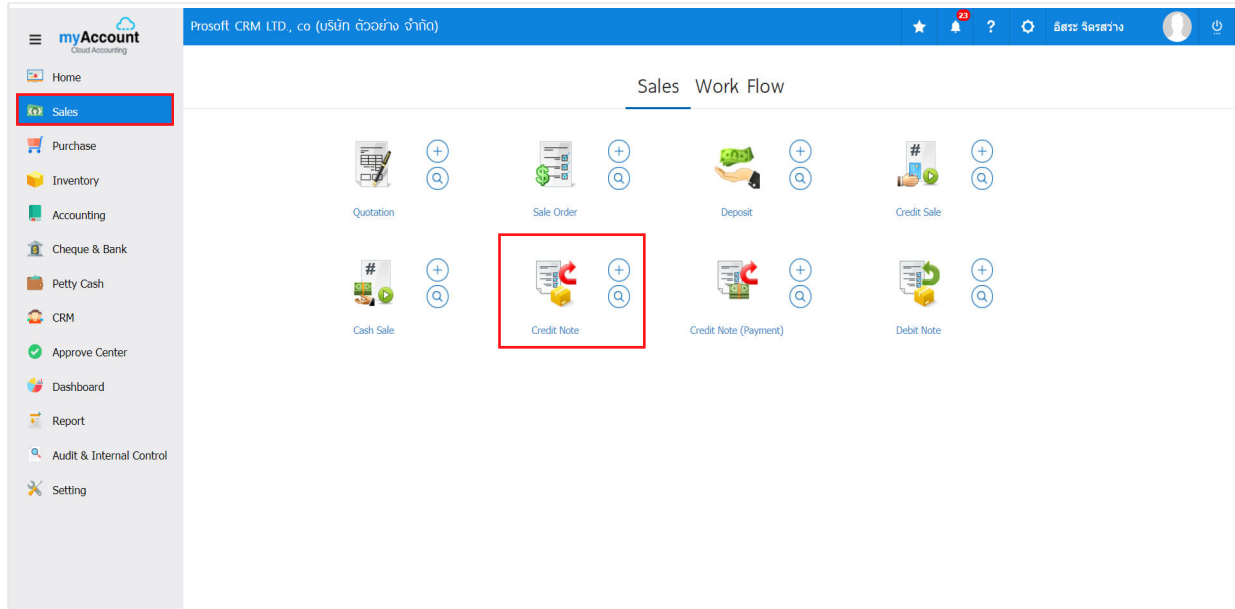
**Document** + Add Doc.

Doc. No.	Doc. Date	Invoice No.	Doc. Type	Due Date	Amount	Balance	Billing Note Amount
<input type="checkbox"/> INV6304-00211	02/04/2020	IV200402-001	Credit Sale		69,550.00	69,550.00	<input type="text" value="69,550.00"/>

Total

## The bill According to documents recovered, debt reduction

1. Use to open invoices. According to documents recovered, reduced debt by pressing the "Sales"> "Credit Note" as shown in Figure



2. The system will display a list of rebates, debt reduction, users must select the document recovery, reduce debt. Status "Open" or "Partial" is shown in Figure

Doc. Date	Doc. No.	Original Invoice No.	Customer No.	Customer Name	Total Amount	Status	Owner
06/04/2020	CN630406-000	IV200406-001	A6209-004	บริษัท จริ่งใจ จำกัด	1,000.00	Open	นฤมล เนตรสว่าง
03/04/2020	CN630403-000	CS-200403-002	A6209-001	บริษัท ลูกคำใหม่	762.38	Open	อิสระ จิตรสว่าง
06/03/2020	CN630306-000	IV200306-001	A6210-007	บริษัท โปรซอฟท์ เอ็กเพิร์ต จำกัด	9,695.27	Open	อิสระ จิตรสว่าง
22/12/2019	SR611222001	IV611205001	CENTERP	บริษัท บริษัท บิวเทรียม จำกัด ...	25,900.00	Open	นฤมล เนตรสว่าง
20/12/2019	CN621220-0001	IV191220-001	A6210-010	บริษัท ออนไลน์ซอฟท์ จำกัด	69,550.00	Open	อิสระ จิตรสว่าง
25/11/2019	CN621125-000		A6209-002	ร้าน ขายของชำ	267.50	Open	นฤมล เนตรสว่าง
08/11/2019	CN621108-000	IV191108-001	A6209-004	บริษัท จริ่งใจ จำกัด	133.75	Close	อิสระ จิตรสว่าง
25/10/2019	CN621025-000		A6209-002	ร้าน ขายของชำ	192.60	Open	อิสระ จิตรสว่าง
25/10/2019	CN621025-001		A6209-004	บริษัท จริ่งใจ จำกัด	9,523.00	Close	อิสระ จิตรสว่าง
21/04/2019	CN620421-000	IV190720-001	CUS-039	บริษัท นานาการไฟฟ้า จำกัด	9,469.50	Open	อิสระ จิตรสว่าง
25/03/2019	CN620325-000		CUS-00018	ตัวอย่าง	321.00	Open	นฤมล เนตรสว่าง
07/02/2019	CN620207-000	IV190207-005	CUS-081	บริษัท ขายดีจริ่งใจจำกัด	12,840.00	Close	อิสระ จิตรสว่าง
06/12/2018	CN611206-001	IV181204-002	CUS-007	บริษัท แอล.พี.เอ็น.ดีเวลลอป...	214.00	Open	อิสระ จิตรสว่าง

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Billing Note" will show Pop - up to the user to confirm open invoices Figure

< CN630406-000

Info | History | Activity | Status : Open

✎
🗑️
📄
Action ▾
Close ✕

Basic Data

Detail

VAT

Post GL

Note & Attachment

\* Customer No.

Customer Name

Contact

PO No.  PO Date

Original Doc. No

Type  Receipts Goods  Reduce Debt

\* Credit Note No.

\* Invoice No.

Credit Start Date

Receipts Date

Original Invoice No.

\* Cre...

\* Inv...

Cre...

Delivery Date

Original Invoice Da...

**Item**

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
1	AB0.375-2-1.3	ไม้ยางพาราแปรรูป AB 0.375x2x1.3	000	001	00001	1.00	5,000.00		1,000.00
Old Invoice Tax Amount				5,000.00	Difference				1,000.00
Correct Amount				4,000.00	Trade Discount				0.00
						Before VAT Amount			1,000.00
						Base VAT			0.00
						Value Added Tax	SO-EX7	7.00	0.00
						Total Amount			1,000.00

**🔔 Create Billing Note Confirmation**
✕

Confirm create billing note

Do you want to create billing note ?

OK

Cancel

4. When the Confirm open invoices already. The system will display the form for creating invoices and customer information are based on the documents recovered, debt reduction, users should automatically fill in forms with an asterisk "\*" to complete the picture

< New Billing Note Preview Save Close

**Basic Data** | Detail | Note & Attachment

\* AR. No.  \* Doc. No.  \* Doc. Date

Customer Name  Credit (Day)  \* Receipts Date

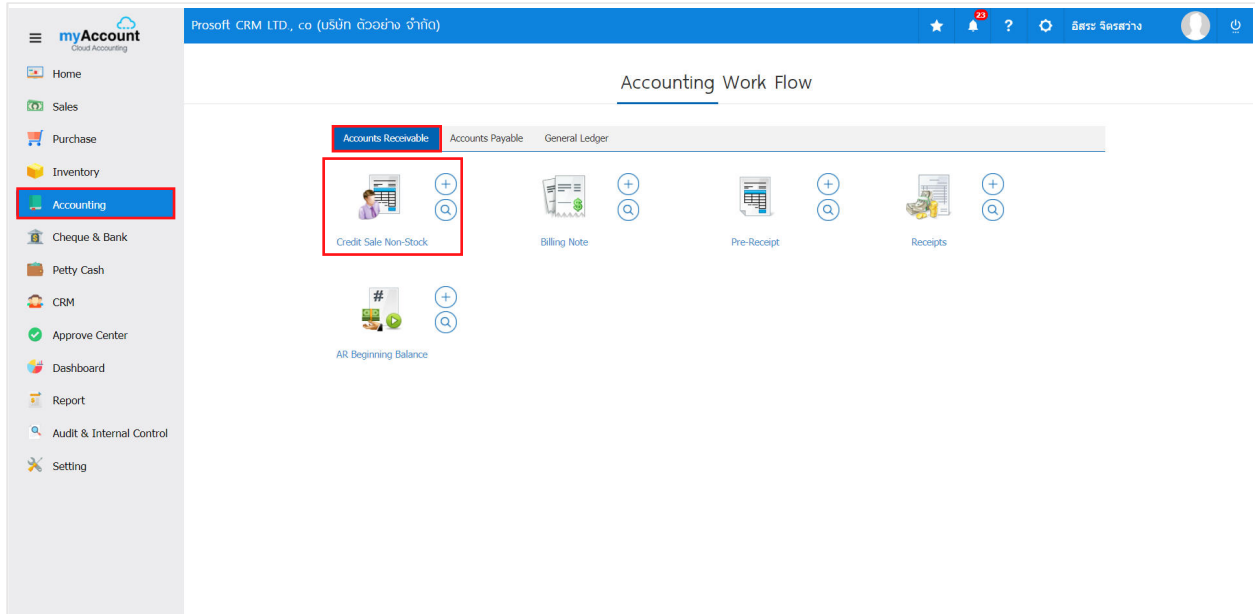
**Document** + Add Doc.

Doc. No.	Doc. Date	Invoice No.	Doc. Type	Due Date	Amount	Balance	Billing Note Amount
<input type="checkbox"/> CN630406-000	06/04/2020	CN200406-001	Credit Note		-1,000.00	-1,000.00	<input type="text" value="-1,000.00"/>

Total

## Making a bill by credit non-stock documentation

1. Users can open a bill by using the credit non-stock document by pressing the "Accounting" menu > "Account Receivable" > "Credit Sale Non-Stock" as shown in the form



2. The system will display the credit list screen. The user must select a credit non-stock document with the status "Open" or "Partial". As shown

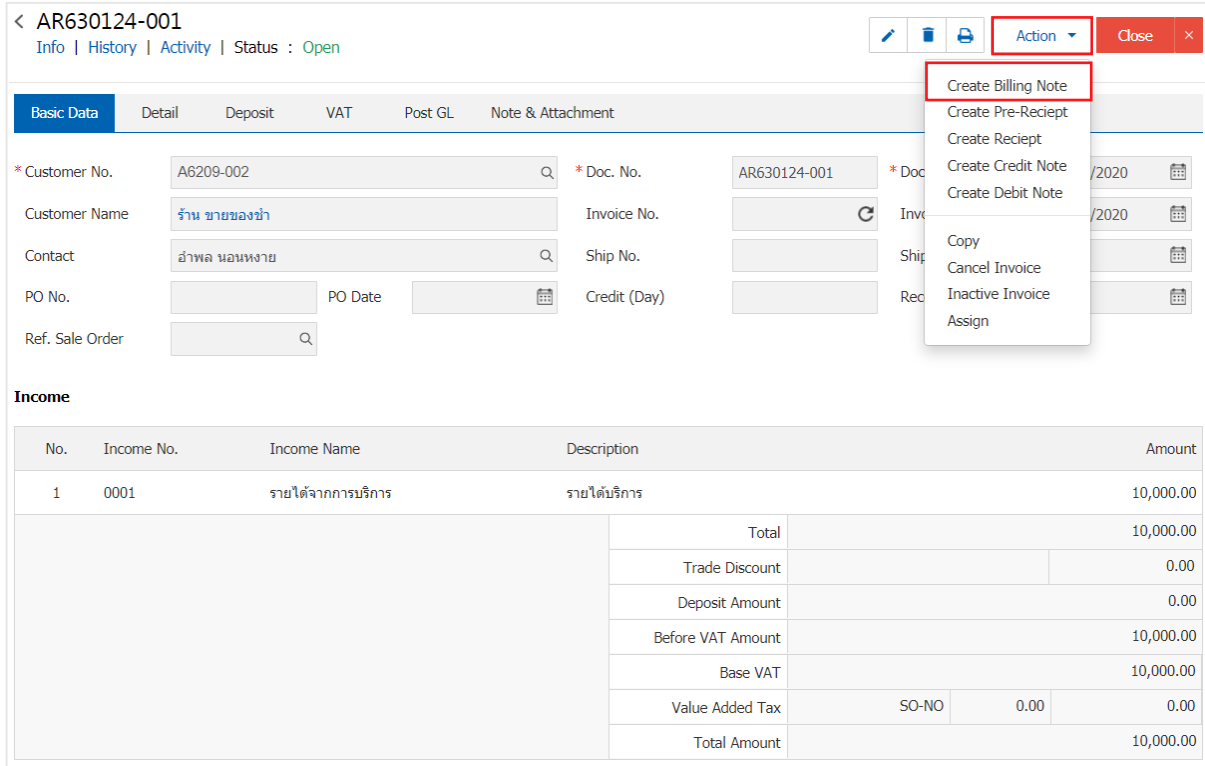
< Credit Sale Non-Stock New +

All Credit Sale ...

	Doc. Date	Doc. No.	Customer No.	Customer Name	Total Amount	Status	Invoice No.	Ref. Sale Order	Owner
<input type="checkbox"/>	07/02/2020	AR630207-000	A6209-005	บริษัท ข้าวของดี จำกัด	535.00	Close	AR630207-000		อิสระ จิตรส
<input type="checkbox"/>	24/01/2020	AR630124-000	A6209-002	ร้าน ขายของชำ	10,000.00	Cancel	AR630124-000		อิสระ จิตรส
<input checked="" type="checkbox"/>	24/01/2020	AR630124-001	A6209-002	ร้าน ขายของชำ	10,000.00	Open			อิสระ จิตรส
<input type="checkbox"/>	10/01/2020	AR630110-0001	A6209-006	บริษัท ขายสินค้า จำกัด	26,750.00	Close	AR630110-0001		อิสระ จิตรส
<input type="checkbox"/>	02/01/2020	AR630102-000	A6209-00056	ลูกค้า	2,140,000,0...	Open	AR630102-000		นฤมล เนตร
<input type="checkbox"/>	20/12/2019	AR621220-0001	A6209-004	บริษัท จรุงใจ จำกัด	3,210.00	Close	AR621220-0001		อิสระ จิตรส
<input type="checkbox"/>	22/11/2019	AR621122-000	A6209-004	บริษัท จรุงใจ จำกัด	3,745.00	Close	AR621122-000		อิสระ จิตรส
<input type="checkbox"/>	08/11/2019	AR621108-000	A6209-004	บริษัท จรุงใจ จำกัด	5,000.00	Close	AR621108-000		อิสระ จิตรส
<input type="checkbox"/>	20/09/2019	AR620920-000	A6209-002	ร้าน ขายของชำ	21,400.00	Close	AR620917-000		นฤมล เนตร
<input type="checkbox"/>	26/06/2019	AR620626-000	CUS-101	คุณ เตียว	6,000.00	Open	AR620626-000		นฤมล เนตร
<input type="checkbox"/>	25/06/2019	AR620625-000	CUS-033	คุณ อรอนงค์	1,070.00	Open	AR620625-000		นฤมล เนตร
<input type="checkbox"/>	30/04/2019	AR620430-000	CUS-039	บริษัท นานาการไฟฟ้า จำกัด	32,100.00	Close	AR620627-000		นฤมล เนตร
<input type="checkbox"/>	30/04/2019	AR620430-001	CUS-039	บริษัท นานาการไฟฟ้า จำกัด	32,100.00	Close	AR620430-001		นฤมล เนตร

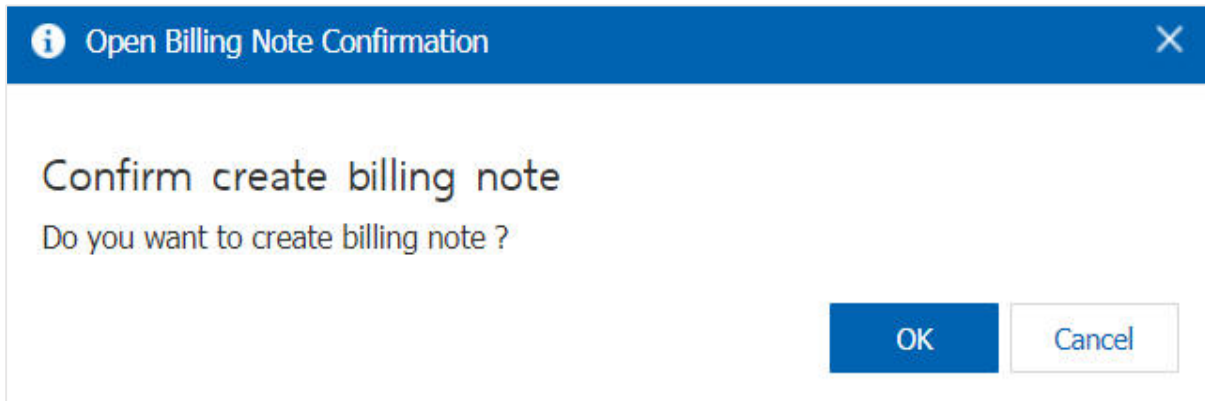
1 20 Items per page 1 - 20 Items From 37 Items

3. Then, the user Press the "Action" button at the top right of the program screen and select the "Create Billing Note" command. The system will display POP – up to let the user confirm the opening of the bill as shown



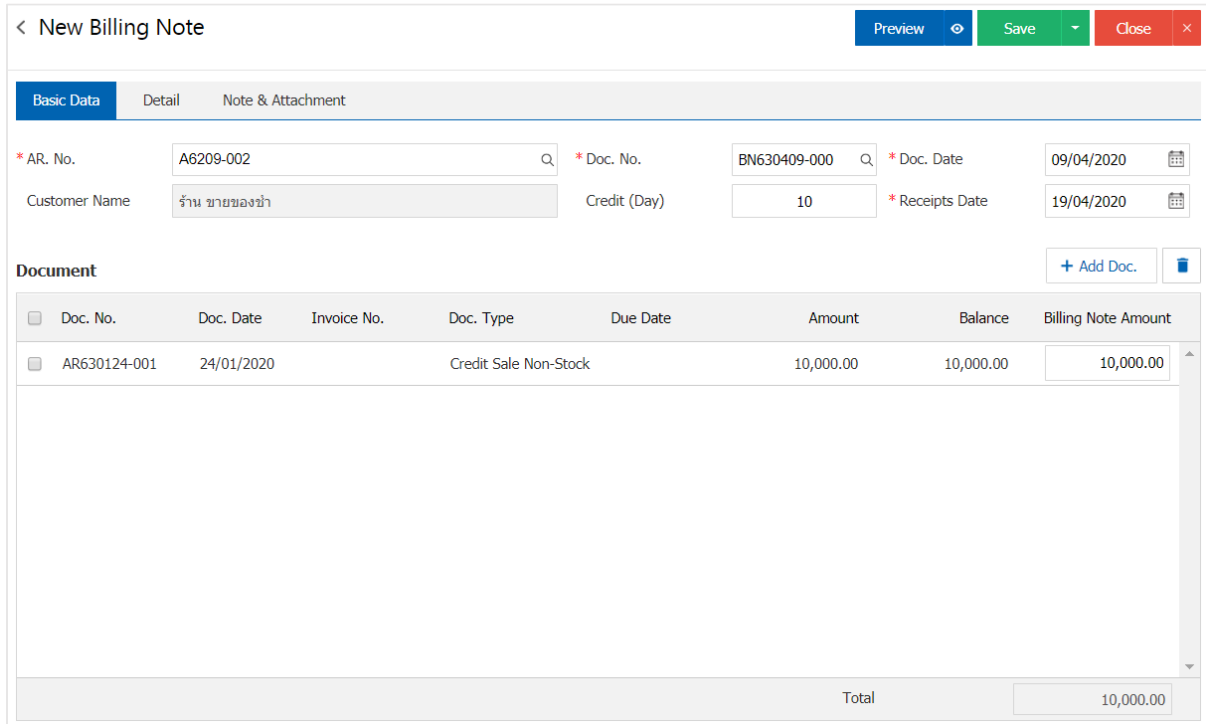
The screenshot shows the Prosoft CRM interface for document AR630124-001. The 'Action' menu is open, and 'Create Billing Note' is highlighted. The interface includes a header with navigation options (Info, History, Activity) and a status of 'Open'. Below the header are tabs for 'Basic Data', 'Detail', 'Deposit', 'VAT', 'Post GL', and 'Note & Attachment'. The 'Basic Data' tab is active, displaying fields for Customer No. (A6209-002), Customer Name (ร้าน ขายของชำ), Contact (อำเภอ นอนหงาย), PO No., Ref. Sale Order, Doc. No. (AR630124-001), Invoice No., Ship No., and Credit (Day). Below this is an 'Income' table with columns for No., Income No., Income Name, Description, and Amount.

No.	Income No.	Income Name	Description	Amount
1	0001	รายได้จากการบริการ	รายได้บริการ	10,000.00
Total				10,000.00
Trade Discount				0.00
Deposit Amount				0.00
Before VAT Amount				10,000.00
Base VAT				10,000.00
Value Added Tax		SO-NO	0.00	0.00
Total Amount				10,000.00



The screenshot shows a confirmation dialog box titled 'Open Billing Note Confirmation'. The dialog contains the text 'Confirm create billing note' and 'Do you want to create billing note?'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

4. Once the user has confirmed the opening of the bill of lading. The system displays a bill of lading form screen and automatically displays customer information that is referenced from the credit non-sales document. The user should fill in a form marked with "\*" as shown in the image



The screenshot shows a 'New Billing Note' form with the following fields and values:

- \* AR. No.: A6209-002
- \* Doc. No.: BN630409-000
- \* Doc. Date: 09/04/2020
- Customer Name: ร้านขายของชำ
- Credit (Day): 10
- \* Receipts Date: 19/04/2020

The 'Document' table contains one entry:

Doc. No.	Doc. Date	Invoice No.	Doc. Type	Due Date	Amount	Balance	Billing Note Amount
AR630124-001	24/01/2020		Credit Sale Non-Stock		10,000.00	10,000.00	10,000.00

Total: 10,000.00



### To download the print and email invoices

1. When a user creates invoices finish. I want to download and print or email. The user presses the "🖨️" button on the top right of the screen. The details screen billing Figure




2. The system will display the billing form. The user can select the button "Download" "Print" or "Send Email" on the top right of the screen. According to user needs immediately following

Preview BillingNote Form-BillingNote

Status Download Print Send Email

1 of 1

 **Prosoft CRM LTD., co**  
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อีเมล sale@prosoftbiz.com เลขประจำตัวผู้เสียภาษี 0505557001854

Branch issued BILLING NOTE : Head Office Page 1/1

**BILLING NOTE**

AR. No.	A6209-002	Doc. No.	BN620927-000
AR. Name	ร้าน ขายของชำ	Doc. Date	27/09/2019
Branch	สำนักงานใหญ่	Tax ID	
Address		Receipts Date	28/09/2019
Tel.		Payment terms	ชำระทุกวัน
Fax.			

Receive the bill for checking the items below is correct.

No.	Doc. No.	Doc. Date	Doc. Type	Due Date	Amount	Bill Amount
1	IV620927-000	27/09/2019	Credit Sale	28/09/2019	9,619.30	9,619.30

\* Note: The billing documents are in the form of extension. Pdf.