LAVA E-INVOICE USER MANUAL

LAVA SOFT®

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E-INVOICE SOLUTION

Customize invoice form:
Satisfy all demands for client invoice form

Modern user-friendly interface:
- Simple operation, easy to use
- Match all user objects

Reporting System:
- Full types of reports required
- The ability to customize reports by user requests

Input Method:
- General data entry
- Import from Excel
- Interface from another Database

The software works on the cloud platform:
- Microsoft Azure Database
- Data safety
- Quick Deployment
- Remove Geographic barriers

- COMPLETELY SOLUTION FOR E-INVOICE
- COMPLY WITH CURRENT REGULATIONS

Sending method:
- Email
- Website
- Barcode
- Paper invoice (Convert)

E-INVOICE SOLUTION

LAVA E-INVOICE
WORKFLOW

DIGITA COMPANY LIMITED
39B TRUONG SON STREET, WARD 4, TAN BINH DISTRICT, HCM CITY
028 7303 2017
www.digita.vn

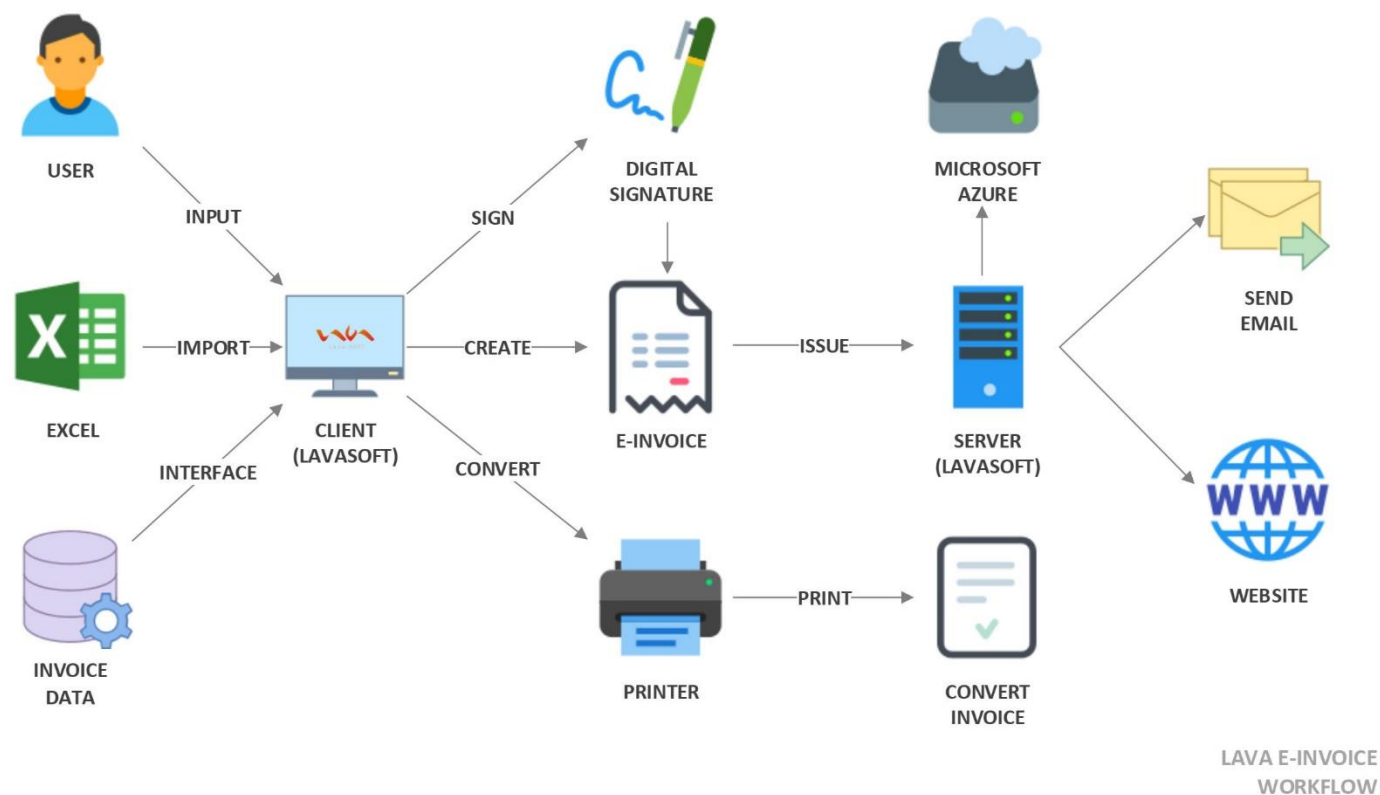**digita.**
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Lava 4.5.5.400: E-INVOICE

Lệnh | Liên kết | Hệ thống | Thiết lập

Làm mới

Lệnh

E-INVOICE

NHẬP LIỆU

TẠO HÓA ĐƠN

DANH SÁCH HÓA ĐƠN

INVDB — CHUYỂN DỮ LIỆU HÓA ĐƠN

INVDB — CẬP NHẬT THÔNG TIN HĐ

IMPORT EXCEL

GỬI EMAIL

DANH MỤC

KHÁCH HÀNG

HÀNG HÓA DỊCH VỤ

INVDB — CHUYỂN DỮ LIỆU KHÁCH HÀNG

INVDB — CHUYỂN DỮ LIỆU HHDV

MẪU TẢI NHẬP

BÁO CÁO

01-1/GTGT — BẢNG KÊ HHDV BÁN RA

BC26/AC — TÌNH HÌNH SỬ DỤNG HĐ

CHI TIẾT TÌNH TRẠNG HĐ

BẢNG KÊ HÓA ĐƠN

DOANH THU THEO THÁNG

DOANH THU THEO KHÁCH HÀNG

PHÂN TÍCH DOANH THU

CÀI ĐẶT

THÔNG TIN ĐƠN VỊ

ĐĂNG KÝ HÓA ĐƠN

ENGLISH

NÂNG CẤP

ĐĂNG XUẤT

LIÊN HỆ

CÔNG TY TNHH DIGITA
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.:| Sẵn sàng |:.

User US5 working@VIS/A,server:einvoice.digita.vn\EINVOI... | 07/2018

3
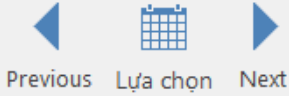
1. ABBREVIATIONS AND SYMBOLS

STT	Abbreviation	Description
	Dashboard	The main screen has tiles to enter the software features
	PM	Software
	HĐ	Invoice
	TT	Information
	KH	Customer
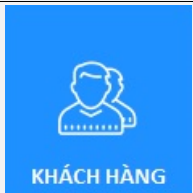
STT	Sign	Name & Sign	Description
1	New	New	Create new record
2	Edit	Edit	Edit the selected record
3	View	View	Detail record is selected

4	Delete	Delete	Delete the selected record
5	Copy	Copy	Copy record selected
6	✕	Close	Close the work window, When done at any screen, the user clicks the close button to exit the screen.
7	⊗		Field required to enter, record will not be saved if the user does not enter this field.
8	▾	Select from list	Select from the list, users are not allowed to type information
9	Print	Print	Print
10	Preview	Preview	View as printed sheet
11	Pivot	Pivot	Perform pivot table statistics
12	Mail Merge	Mail Merge	Perform the mail function

13	Transfer In	Transfer in	Import data into the system
14	Transfer Out	Transfer out	Export data from the system
15	? Help	Help	Function buttons display user instructions
16	Register	Register	Button to submit company information to the system
17	Activate	Activate	Button to unlock software after being licensed by Supplier
18	Nộp	Submit	Button function to purchase invoices
19	G Get Authorization Code	Get Authorization Code	Button function receives the license using the invoice from the supplier
20	XLS Excel	Excel	Button to export report / invoice to Excel file

21	Word	Word	Button output report to Word file
22	Pdf	Pdf	Button output report to Pdf file
23	Previous Lựa chọn Next	Period	Select invoice period
24	Lấy số HĐ	Get Invoice No	The button takes the invoice number before signing
25	Ký hóa đơn	Sign Invoice	Button to sign and issue invoice
26	Chuyển đổi HĐ	Convert Invoice	A button to create invoice conversion to paper invoice
27	Hủy	Cancel Invoice	A button to cancel invoices in case need to adjust due to incorrect invoicing information
28	HĐ thay thế	Replace Invoice	A button to cancel an old invoice while making a new invoice for an incorrect invoice

29		Create	Create new invoice
30		Invoice listing	Open the list of invoices entered, imported into the system
31		Transfer invoice data	Open the Invoice data transfer function (only applicable for customers with custom built integration)
32		Update invoice information	Open the Invoice Information Update function (only applicable to customers that have custom built integration)
33		Import EXCEL	Import invoice data from excel file according to program format

34	GỬI EMAIL	Sent email	Open the email list that was created to send to the customer
35	KHÁCH HÀNG	Customer	Open Customer Directory
36	HÀNG HÓA DỊCH VỤ	Goods/Services	Open the list of goods and services
37	CHUYỂN DỮ LIỆU KHÁCH HÀNG	Transfer customer data	Open the Customer Portfolio Data Transfer function (only applicable to customers who have custom built integration)
38	MẪU TẢI NHẬP	Import template	Invoice import template download, excel file

39	01-1/GTGT BẢNG KÊ HHDV BÁN RA	Open Report	Report on the list of goods sold (Form 01-1 / GTGT)
40	BC26/AC TÌNH HÌNH SỬ DỤNG HĐ	Open Report	Report on the use of invoices (Form BC26 / AC)
41	CHI TIẾT TÌNH TRẠNG HĐ	Open Report	Statement of Invoice Status Details
42	BẢNG KÊ HÓA ĐƠN	Open Report	Bill statement
43	DOANH THU THEO THÁNG	Open Report	Monthly Revenue Report

44	DOANH THU THEO KHÁCH HÀNG	Open Report	Revenue report by customer
45	PHÂN TÍCH DOANH THU	Open Report	Pivot function analyzes revenue
46	THÔNG TIN ĐƠN VỊ	Enity information	Open entity information declaration and tax code register
47	ĐĂNG KÝ HÓA ĐƠN	Invoice registration	Open the registration function invoice form and number
48	NÂNG CẤP	Upgrade	Open the Software Update function

49	 ĐĂNG XUẤT	Log out	Sign out of your Cloud account
50	 ENGLISH	English	Switch the Dashboard language to English

2. SOFTWARE SETUP

Download the installation file at http://lavasetup.digita.vn and install the software
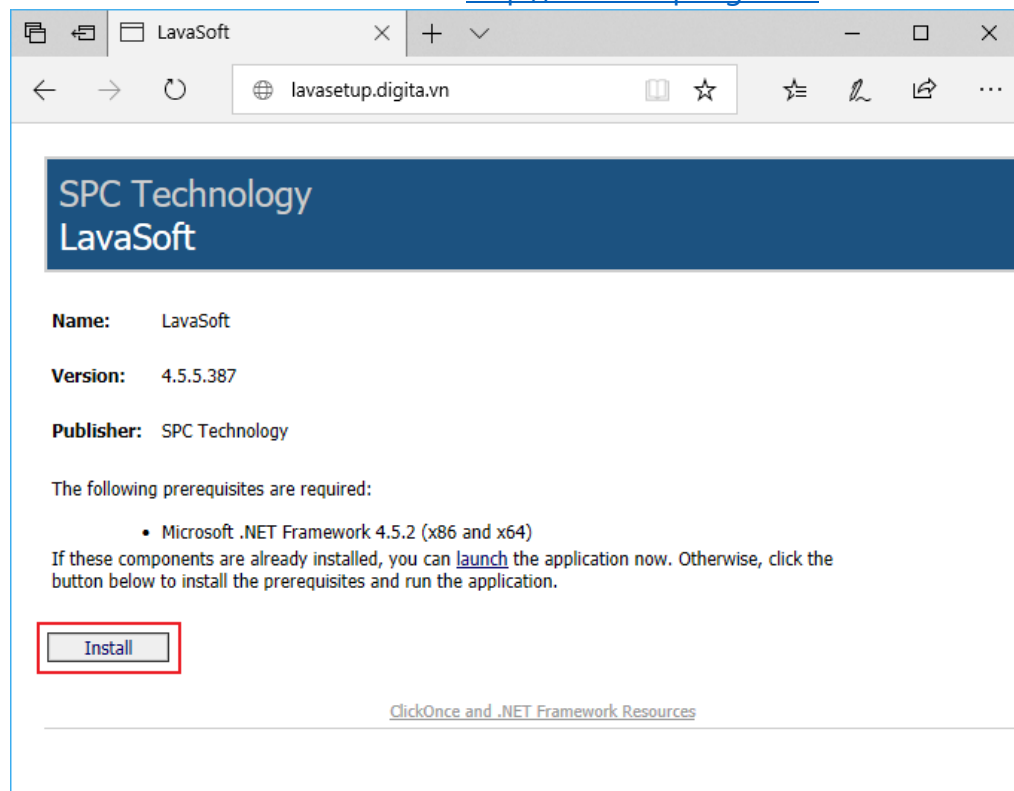

After successfully installing the program icon will be created in Desktop

3. ACCOUNT AND LOGIN

3.1 Account login

Customers using e-invoices Lava is granted account to log into the software via email. This account is pre-connected to the customer's database, just log into the software and use

Thu 19/07/2018 2:39 PM

info@digita.vn

Your password for login to Lava

To   @digita.vn
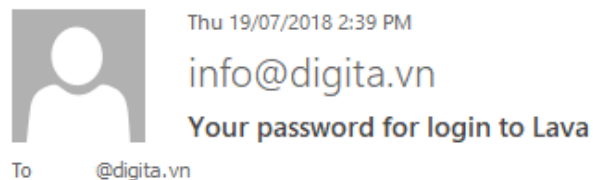
Dear DIGITA,

Your password to login to Lava is :

You can now login to Lava using your email and the password above.

Thank You,

…This email is generated automatically. Please don't reply …

3.2 Sign in and use

Press the Cloud Account button and use the account provided via email to login

If the email account is registered by one of the **Google services, Microsoft, Azure** may choose this form of authentication to log into the software.

3.3 Declare company information

Every business using the e-invoice Lava must provide complete and accurate information of the business. Company information is used to register accounts, serve the needs of management and issue invoices in accordance with the requirements of the customer.

Business information is also provided by the supplier to manage the customer system to report to the tax authorities timely and accurately.

Company information to be declared:

Field	Description	Mandatory	Notes
Company name	Business name written in full	x	This data is used to print on invoices or other documents during the invoice issuance process. Therefore, the following requirements must be met: 1 / Accuracy between data declared on software - Invoice form - Business registration information 2 / Enter the full and correct information for the required fields
Address	Business address under business license	x	
City	City / province operating under business license	x	
Tax code	Company tax identification number	x	The user enters the correct tax code of the business to be provided by the supplier to use electronic invoices. * If the user enters the MST by the "TEST [MST]" syntax, the software switches to the trial system allowing the user to issue an invoice.
phone number	Phone number of the business		Enter the phone number of the business,
Email	Business use email		Enter your business or accounting email * If the system is trying, the invoices issued will be sent to this email
Website	Website address of the business		Entering business website
Director	Full name of director		
Chief accountant	Full name of chief accountant		

Client	Number of workstations used		If customers use invoice service at many billing points, users will enter the workstation information by syntax: 001,002,003, … corresponding to the number of workstations used
Registrated Tax Id	Tax registration number		The tax code is updated on the system

Operations:

- <u>Step 1</u>: Access the "Entity Information" screen

- <u>Step 2</u>: Fill in the form. Cells with red marks in front of them are required

- <u>Step 3</u>: Upload the company logo by clicking the logo download logo

4. REGISTRATION AND ACCOUNT ACTIVATION

4.1 Company registration

To use the electronic invoicing service, the user must register the account with the provider

Operations:

- Step 1: Click the "Register" button at the Entity Information.

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- Step 2: The program will display the registration message in the bottom left corner of the screen
- Step 3: Once the registration is approved by the service provider, an activation code will be sent to the email address entered in the company information.

← Reply   ← Reply all   → Forward   ▢ Archive   🗑 Delete   •••

N   noreply@spc-technology.com   ↗
9:06 AM

Activation Info
To: phan-thanh.thuan@spc-technology.com

📄 5cd4c2bf-2932-48ce...
324 bytes

Hello,

Please find attached your Activation Code for Cty cổ phần công nghệ San Phú :
'MHjeBvwU+WUMe1s' Address: 67 Mai Chí Thọ. Q2. TPHCM TaxId: 0303430878 Email: phan-thanh.thuan@spc-technology.com

Thank You for Your Business.

4.2   Account activation

User activates by clicking the "Activate" button and entering the activation code into the dialog box.

5. INVOICE REGISTRATION

Forms of invoices, invoice symbols and invoice numbers are information that enterprises use to register with the tax authorities through the issuance of invoices. To issue an electronic invoice, you will need to purchase the invoice amount to use for the invoice-related information under the release notice and pay the vendor for the invoice to use.

5.1 Create request

Click the "Invoice registration" section to create a request.

- Step 1: Press the create button

- Step 2: Fill in the required information

* The user must ensure that the information provided to the tax authorities is correct.

Tên Trường Dữ Liệu	Diễn giải	Bắt buộc
Code required	Each invoice registration request corresponds to one required code	* The software automatically generates the required number
Petitioner	Company name required to purchase invoice	
Request Date	Date of using the invoice	* The software defaults to the current date
Denominator	Form of invoices registered with the tax authority (eg: 01GTTKT0/001)	
Symbol	Signed invoices registered with the tax authorities (eg: AA/18E)	
From number	Invoice number begins: 0000001	
to some	The last invoice number (for example, the user who bought 2000 invoices is 0002000)	

Total payment	Total Purchase Invoice (For example, if you purchase 2000 invoices, 2000)	* Software self-calculation
Current number	In the case of new registration, the start number is 1	
Provider	In case of use, PM will inform the invoice number which will be issued next	* The software automatically updates when the user activates the bill for use with the "Get Authorization Code" button.
Date Range	Licensee uses invoices	
Transaction Id	Date is licensed to use invoices	
Status	Enrollment invoice code	

- **Bước 3: Save**
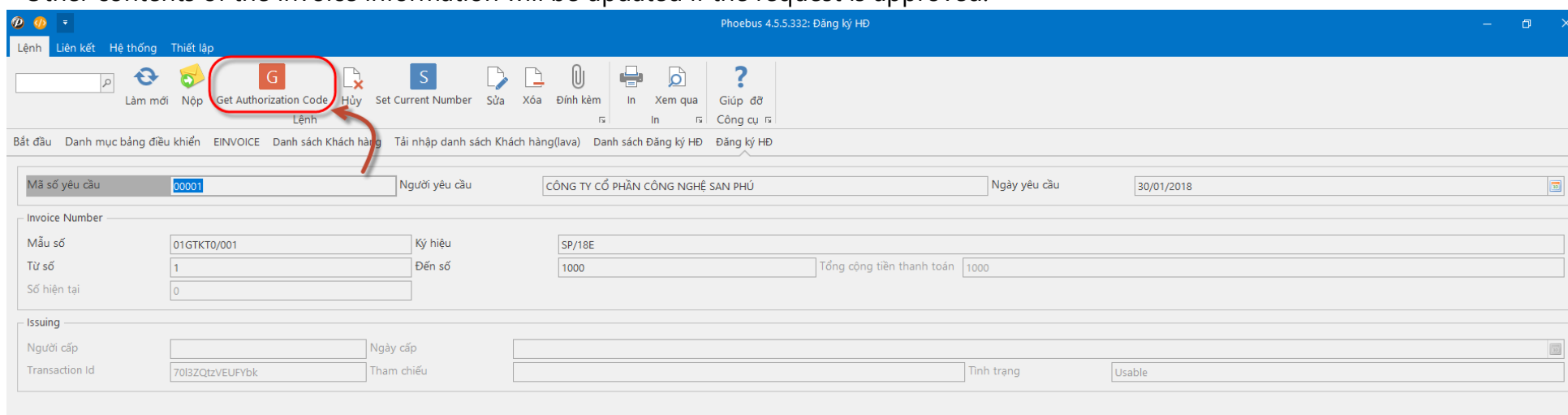
5.2 Submit

- Open the request form saved in the above step and click the "Submit" button to send the request to the service provider.

- After this operation the status of the request will be automatically updated to "Submitted" – Submitted

5.3 Activation

- When the user completes the payment steps specified by the service provider, the invoice purchase request will be approved.

- User activates successfully purchased invoice numbers for use by clicking the "Get Authorization Code" button.

- Other contents of the invoice information will be updated if the request is approved.

6. LIST OF CUSTOMERS

You can use two ways to import customer data:

Option 1: Direct input

Open the customer information feature on the software and then select the Create New button, the software will open an Input Form to enter your customer information.

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This is considered to be the information that will be used to issue invoices to customers, so we encourage you to enter the correct information to avoid errors.

Field name	Mandatory	Description
Customer's code	x	Enter customer code (number or letter, not in Vietnamese)
Buyer		Enter the name of the buyer
Company name	x	Enter the customer company name
Tax code		Enter your tax code
Address		Enter your customer's address
phone number		
Email		Enter the email used by the customer, the software will automatically send the invoice when released to these emails
Bank account		Bank account number
Branch		Name of bank and branch
Payments		The default payment method when entering invoices

Option 2: Import customer information into the software

Step 1: Open the customer information feature on the software and then export the report to Excel (button 20).

Step 2: The software opens an Excel file, the user enters information into the Excel spreadsheet. Note the Business and Business Name columns as mandatory fields. ᐧ Save the Excel File to the computer

Step 3: Back to the software select button Download button (command number 13) , software opens message, users select the path Excel saved just file and select Read File to retrieve data
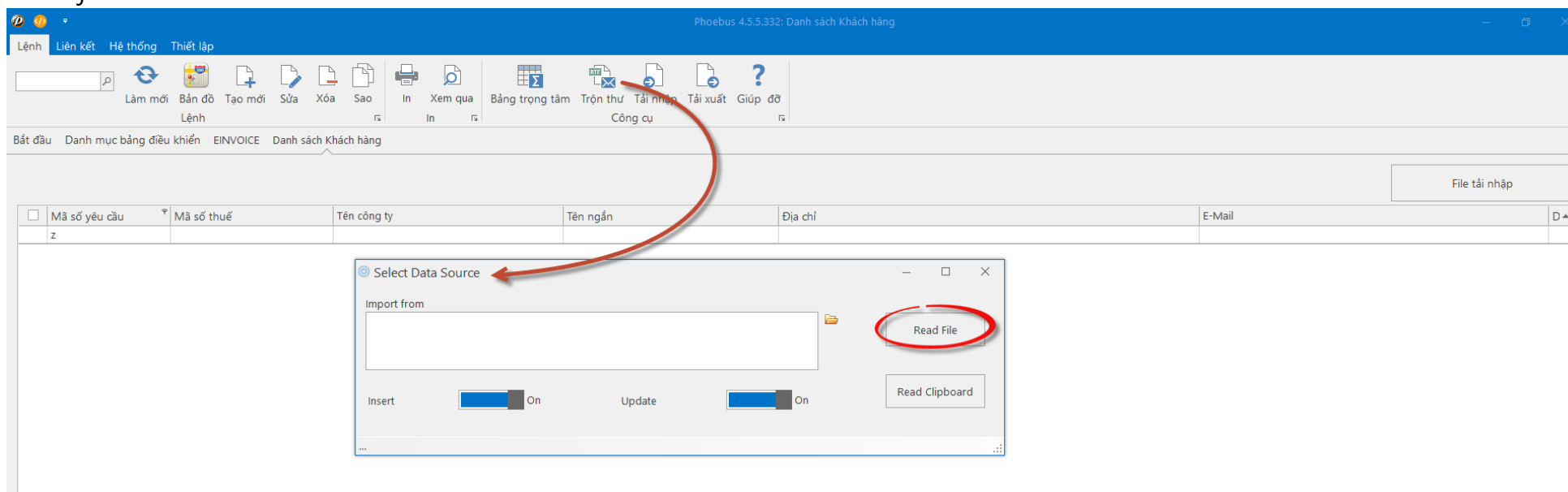
Step 4: Check and reconcile import data

Data stream red: errors need to adjust, additional information required entry

Blue data stream: can save information to the system

Select button saved

7. LIST OF GOODS - SERVICES

This feature saves the company's list of sold-out services. This item will be linked to the invoice form for the user to select when creating a sales invoice.

This is considered to be the information that will be used to issue invoices to customers, so we encourage you to enter the correct information to avoid errors.

Field name	Mandatory	Descripton
Code of goods / services	x	Enter customer code (numeric or text format, not using vietnamese)
Group of goods / services	x	Goods / services are grouped by group to analyze the final report
Explain		Enter the name of the goods / services, which will be entered into the description of the invoice
Note		Open interpretation of goods / services
Unit		Enter the unit of calculation of the goods / services
Price		Enter the unit price

You can enter this catalog at once and only have to choose to automatically display the interpretation of goods and services in the invoice content without having to enter and retype multiple times.

However, this category is not required. You can still enter a description of the goods and services in the invoice form.

How to enter and use features similar to the customer category, you can re-open section 6. LIST OF CUSTOMERS for instructions.

8. INVOICE INPUT

Visit the "Create invoice" section.

Enter invoice content

Tên Trường Dữ Liệu	Bắt buộc	Diễn giải	Ghi chú
Voucher information			
Proforma no.		Each invoice registration request corresponds to one required code	* The software automatically generates the required number
Invoice type		New entries will not be used	
Invoice date		In cases where the invoices are adjusted, the users shall choose categories 2 and 3	* The software defaults to the current date
Accounting period		In case of invoice replacement program will automatically select category 4	
Tax information (VAT)			
Form		Form of invoice	* Self-updating when the user signs the invoice
Serial		Serial	
Invoice no.		Invoice no.	
Tax rate		Tax rate applicable to goods / services	* User select tax rate
Customer information			
Customer's code		The customer code can be entered by: 1 / Choose from the customer list 2 / Enter directly into the invoice import software 3 / Enter KH into the software and then select from the Customer list	
Company name		Business name	* Software lookup by customer code
Tax code		Company tax identification number	

Buyer Name		Name of the purchasing representative or individual customer	
Address		Business address / buyer	
Payments		Customer's payment method	
Email		Enter customer receipt email	
	Bill information		
ItemCode		Chọn mã HHDV từ doanh mục (hoặc để trống)	
Description	x	Nội dung Hàng hóa Dịch vụ	
Unit		Đơn vị tính	
Amount		Số lượng	
Unit price		Đơn giá	
Add money		Tiền hàng	
Tax		Thuế suất	Automatically deduct tax rates in the VAT Information section
VAT		Tiền thuế	Automatically calculate at tax rate, choose to correct when necessary

If a user does not have a customer list available, the customer information on the invoice from the cloud database includes a list of all Vietnamese organizations and businesses that are stored and updated. Period. Company name, address is automatically filled based on tax code.

If a user does not have a list of the goods / services that you provide to the customer, you can enter directly the invoice the necessary information according to the goods, services, value you provide. granted to customers

Click "Save" to save. A new invoice is created and you will switch to the invoice management feature to process the invoice

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Làm mới | Lưu | Đính kèm | Giúp đỡ

Lệnh | Công...

Hóa đơn VAT | Hóa đơn bán hàng

Thông tin HĐ

Số HĐ nội bộ	I0000000030	Ngày hóa đơn	28/07/2017
Loại HĐ		Kỳ kế toán	07/2017

VAT

Quyển	KH/PT07	Số sê ri	
Số H.Đơn		Mức thuế GTGT	10

Khách hàng

Mã KH		Tên Khách hàng	Cty cổ phần công nghệ San Phú
Mã số thuế	0303430876		
Tên người mua			
Địa chỉ	Tòa nhà Lexington, 67 Mai Chí Thọ., An Phú, 2, Vietnam		
Hình thức thanh toán	TM/CK		

Mã HHVT	Diễn giải	Đơn vị	Số lượng	Đơn giá	Thành tiền	Mức thuế GTGT	Thuế GTGT
			Kích vào để thêm bản ghi				
HH0017001	Giấy A4	Ram	10.00	1 800 000.00	18 000 000	10.00	1 800 000
HH0017002	Bút bi	Cây	30.00	12 000.00	360 000	10.00	36 000

Ghi chú

Thành tiền	18 360 000
Thuế GTGT	1 836 000
Tổng cộng	20 196 000

9. INVOICING PROCESS

9.1 Install and use digital signature

   - An e-invoice is completed upon confirmation of the digital signature.

   - Before you can issue an electronic invoice, you need to perform a digital signature installation on your computer. Digital signatures can used together whit the signature that an enterprise uses to tax online declaration.

9.2 Issuance of invoice

- Step 1: Access the "Invoice List" at the main screen, here summarize the situation using the invoice of the month.

You can use the Period button (button # 23) to move from one period to another to view your invoice data.

The information displayed on the screen include:

Field name	Description
Number invoice from	Show the first invoice number in the period
Bill to	Show the largest invoice number in the period
Wait for delivery	Number of invoices has been prepared but wait for issuance
Export	Number of invoices issued
Cancel	Number of invoices canceled or canceled for replacement billing
total	Total amount invoiced
Total VAT	Total tax invoiced

- Step 2: Double click on the month with the invoice you want to release to open the list of all created invoices

- An invoice may have one of the following status:

Status	Description
Proforma	Not yet released
Issued	Published
Adjusted	Adjusted

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Cancelled	Cancelled
Replaced	Instead of, replace
NoInvoice	No invoice
Sign	The invoice has been prepared and waiting to sign

Operations:

- Step 1: Tick the invoice with the status "PROFORMA", the user can select one or more invoices to sign one time.

- Step 2: Click "Issue"

- Step 3: Choose digital signature

* Black digital signature is a valid and usable digital signature

* The digital signature is an invalid digital signature; the user does not select this digital signature to issue the invoice

* The invoice software will ask for the digital signature password at each issuance

- Step 4: Results received after signing the invoice

* Software will update information Invoice form, invoice serial, invoice number

* The software will change to the Issue status - Issued

* Software will open the invoice as pdf file after signing (in case of signing a single invoice)

* The software will open the C: \ User \ [Username] \ Document \ Lava \ backup folder for you to view the pdf invoice file (in case of signing multiple invoices)

* The software will automatically synchronize invoice data to vendor's Data archiving system

Note: In principle, the provider will secure all invoice data and archives to ensure that the invoice data is safe, whenever you can also access the invoice through the website system (http://einvoice.digita.vn). You can optionally save the invoices in pdf format by adding 1 copy on the machine for accounting purposes.

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9.3   Convert invoice

In case you need a paper invoice for the purpose of presenting the goods in transit, you can make the invoice conversion by:

- Tick the invoice line you want to convert

- Click "**Convert**"

- Print the printout on the screen -> sign the stamp as a regular paper bill.

* Note: The invoice for converting from electronic invoices to basic paper invoices is a form of e-invoice to ensure the legality of electronic invoices being stored on computer systems. sellers, buyers and suppliers of electronic invoices.

Invoices are converted from e-invoices to paper invoices with contents and forms similar to electronic invoices, which are distinguished by the words "invoices converted from paper invoices".

After the conversion, the corresponding invoice flow will be ticked ☑ indicating the converted invoice and can not be converted.

9.4 Cancellation of invoice

- Tick the invoice you want to cancel

- Click "Cancel"

- Invoice after cancellation will change status to Canceled

- Note: Unused invoices can not be canceled; Can not cancel previously canceled invoices.

- Invoices canceled on the software system still need to make a written invoice cancellation with the customer

On the invoice list screen, right click on the canceled invoice file to run the invoice cancellation form:

9.5   Replacement invoice

- In case the invoice has been issued but is incorrect, the old invoice must be canceled and replaced with a new invoice with revised billing information; Then, the user selects the replacement invoice feature.
- Note: Unused invoices can not be canceled; Can not cancel previously canceled invoices.
- Invoices replaced on the software system still need to make a record of the old invoice with the customer
- Using this feature will perform three operations at the same time:
1 / Create a new invoice to adjust the information and replace the selected invoice.
2 / Mark new invoice as invoice replacing old invoice and cancel invoice
3 / Mark the link between the two invoice numbers to replace with the new invoice

Operation sequence at invoice list:

- **Step 1:** Select the invoice → click the invoice replacement icon.
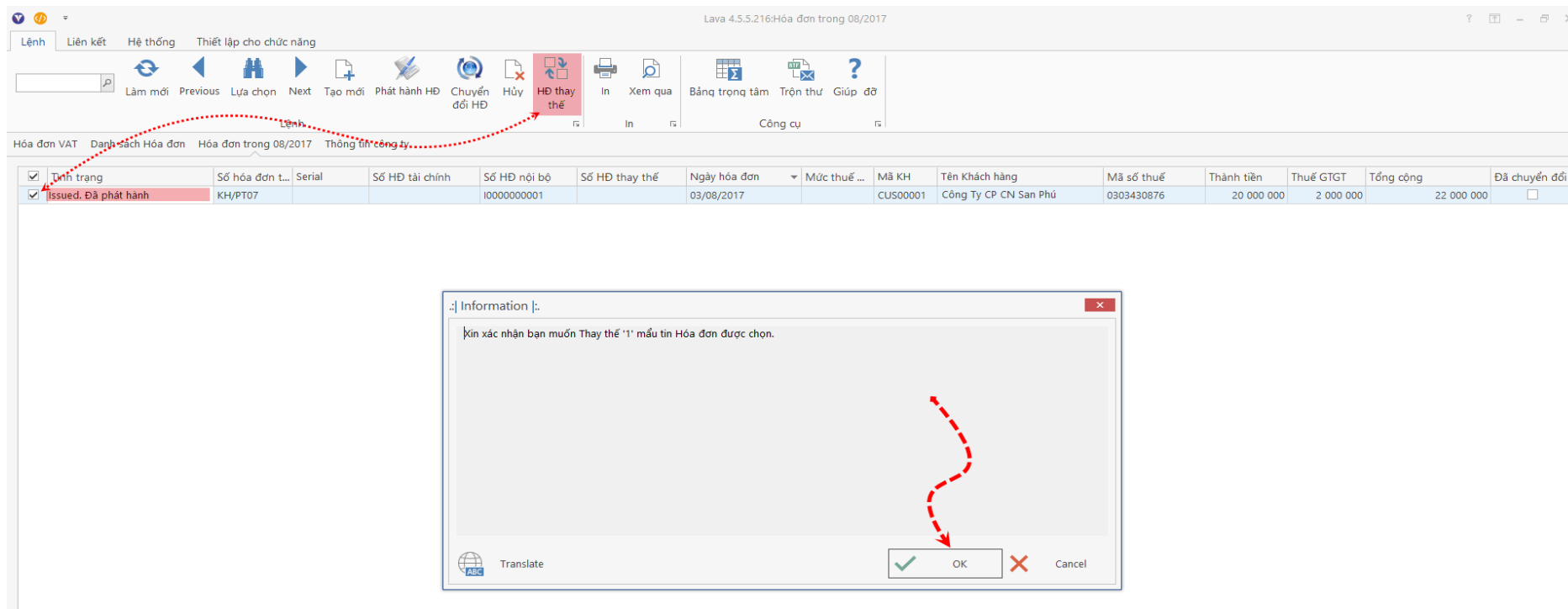
- **Step 2:** Change the information to create a new invoice replacing the old invoice, similar operation to create a new invoice, but just replace the wrong information → Save

- **Step 3:** Once completed, the invoice list will appear an alternative invoice (Status: Proforma. Not issued) and the old invoice is automatically updated software (status is Cancel. Cancelled)

* Note: Replace Invoice has just been created as proforma invoice, the user must sign and reissue this invoice.

On the invoice list screen, right-click on the canceled invoice file to run the invoice withdrawal form:

10. SEND EMAIL

Post-issued invoices can be emailed and sent to the customer

In the Invoice listing, right-click on the invoice issued and select "Create email"

The program will create an email and display the message in the lower left corner of the screen

After the program creates an email, go to the "Email" function to review and send to customers

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On the Email list screen, double-click the email to review the content, Tick the email and click Send selected to send the email

The email sent successfully has a status of Sent and shows the delivery time.

11.REPORTS

Report on the list of goods sold (Form 01-1 / GTGT)
Report on the use of invoices (Form BC26 / AC)
Statement of Invoice Status Details
Bill statement
Monthly Revenue Report
Revenue report by customer
Pivot function analyzes revenue