

Contents

LOGIN TO BUSINESS CENTRAL.....	2
VMS SETUP OF CUSTOMER	5
VMS SETUP OF ITEM	8
HOW TO PRINT PROFORMA SALES AND PROFORMA COPY	11
HOW TO PRINT SALES INVOICE (NORMAL SALE).....	14
HOW TO REPRINT AN INVOICE (COPY SALE)	18
HOW TO PRINT ADVANCE SALES INVOICE (ADVANCE SALE).....	20
HOW TO PRINT PROFORMA SALES RETURN ORDERS	21
HOW TO PRINT SALES RETURN ORDER.....	25
HOW TO PRINT SALES RETURN ORDER COPY	28
HOW TO PRINT ADVANCE SALES REFUND	30
HOW TO SWITCH THE ENTIRE SYSTEM TO TRAINING MODE	31
HOW TO SEARCH FISCAL RESPONSES	31
IMPORT SALES LINES FROM EXCEL	32
HOW TO CREATE MULTIPLE PAMENT TYPES.....	35

VMS PROCESS GUIDE

LOGIN TO BUSINESS CENTRAL

Business Central is a SaaS-based solution. Business Central accepts command from operator using input devices such as a keyboard, mouse, or shortcut keys to enter customers, items, invoices, and return notes into the system.

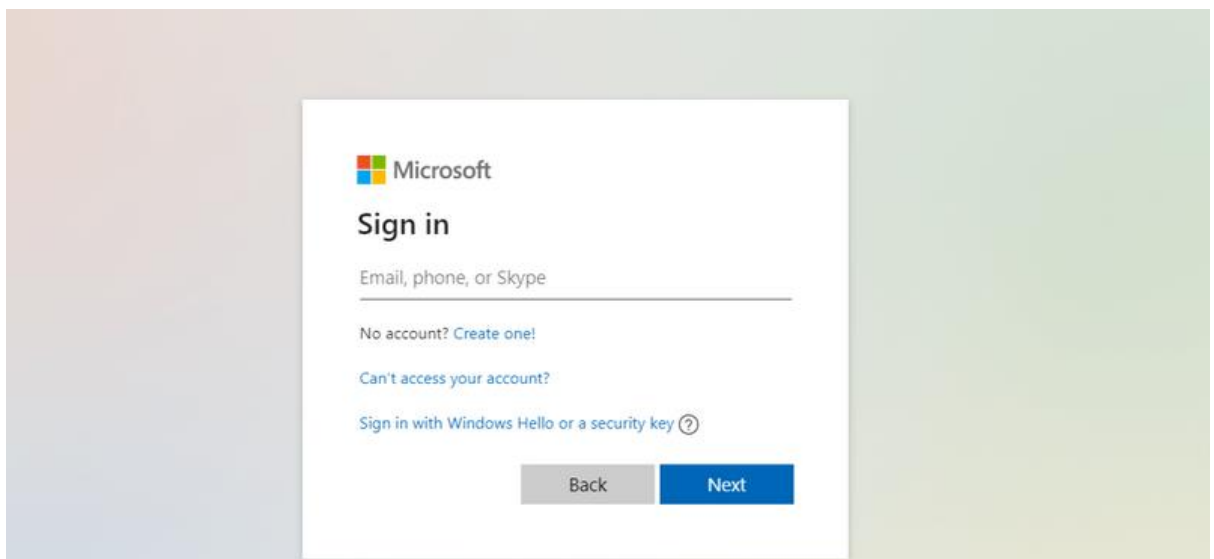
Logging into Microsoft Dynamics 365 Business Central (SaaS) is straightforward if you have an active account. Here's a step-by-step guide:

Step 1: Access the Business Central Login Page

1. Open a web browser (e.g., Chrome, Edge, Firefox).
2. Go to the Business Central login URL. Your Business Central Microsoft partner will provide you a URL including your tenant ID

Step 2: Enter Your Credentials

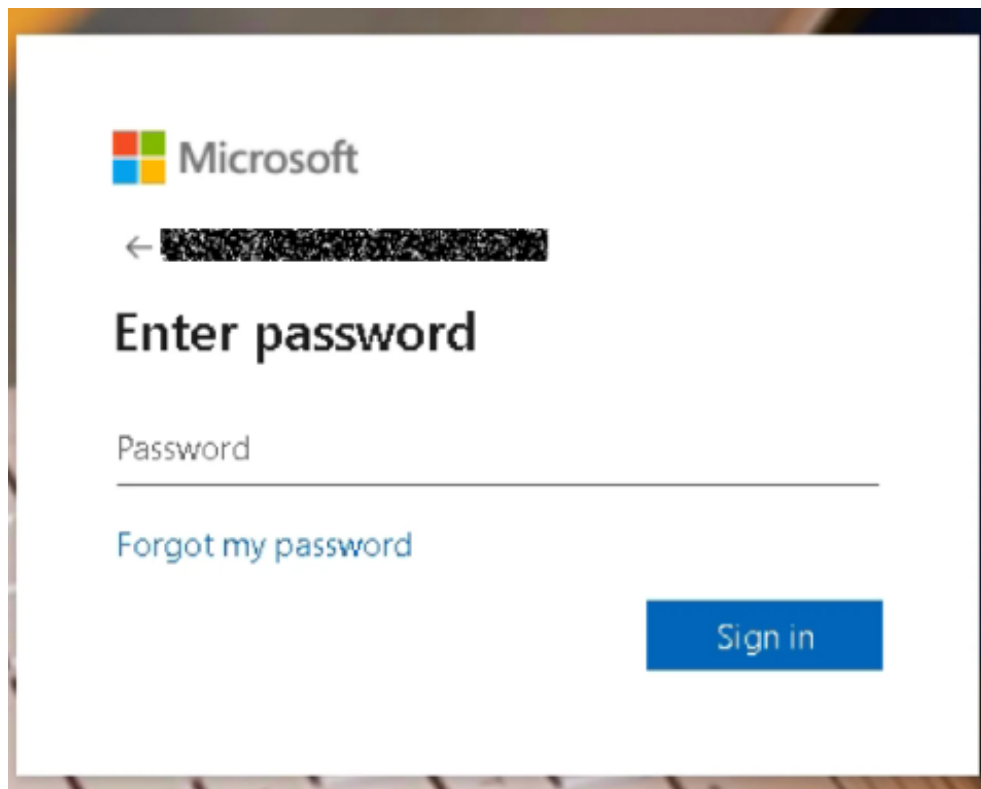
1. On the login page, you'll be prompted to sign in with your Microsoft work or school account:
 - Enter your email address associated with your Business Central subscription.
 - Click Next.



Step 3: Provide Password

1. Enter your password for the Microsoft account.

2. If you're logging in for the first time, you might be required to set a new password or complete a verification step.



Step 4: Verify Multi-Factor Authentication (if enabled)

1. If your organization requires multi-factor authentication (MFA):
 - Follow the instructions sent to your registered phone/email.
 - Approve the sign-in through your authentication app or code.

Approve sign in request

-  Open your Authenticator app, and enter the number shown to sign in.

98

No numbers in your app? Make sure to upgrade to the latest version.

[can't use my Microsoft Authenticator app right now](#)

[More information](#)

Step 5: Select Your Environment

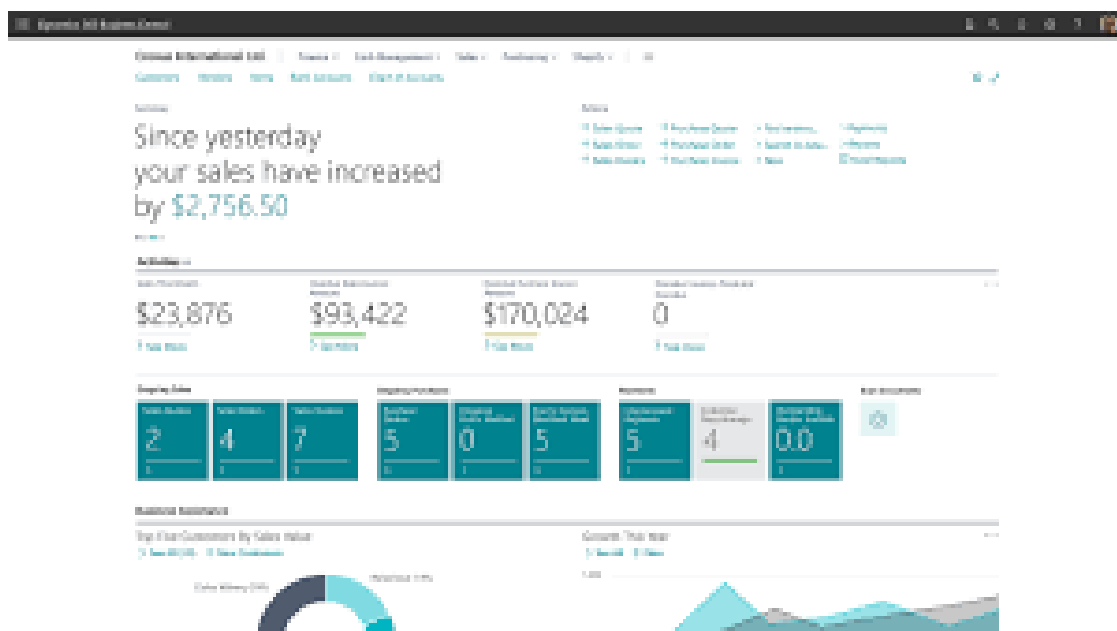
1. If your Business Central subscription includes multiple environments (e.g., Sandbox, Production), select the desired one from the list.
2. Click Open to proceed to the Business Central dashboard.

Upon operation start, the POS and E-SDC or V-SDC are mutually authenticated there's no manual authentication needed. (See VMS Configuration guide-page 16)

<https://erp365.com.au/downloads/#vms-configuration>

Please Note:

The POS system must be prevented from issuing any invoices unless it is actively connected to the SDC. This ensures that all sales transactions are validated and recorded through the tax authority, maintaining compliance with regulatory requirements.

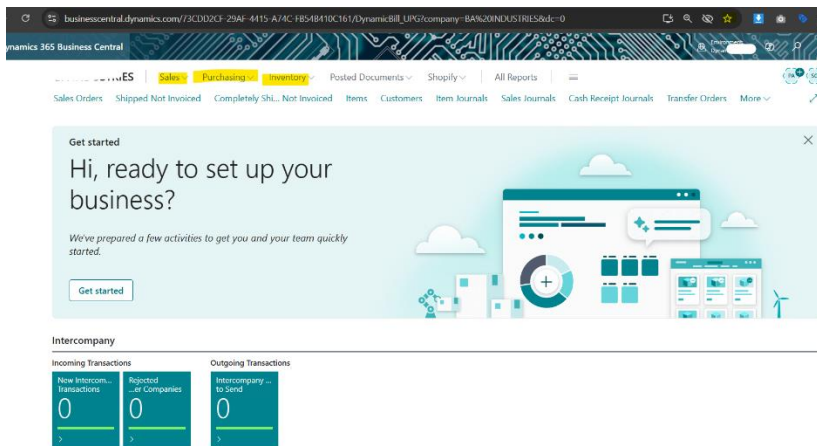


Optional: Save Login Information

- You can check the "Keep me signed in" box during login for faster access in the future (useful on personal devices but not recommended on shared devices).

Step 6: Start Using Business Central

1. After logging in, you'll land on the Role Center (the main dashboard tailored to your role).
2. From here, you can navigate to modules such as Finance, Sales, or Inventory.



Tips for First-Time Users:

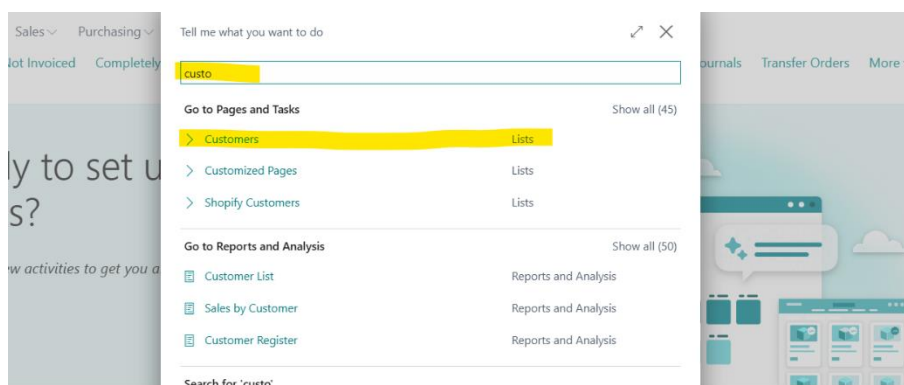
- **Bookmark the Login Page:** Save the Business Central URL in your browser for easy access.
- **Use Microsoft Teams Integration:** If available, you can open Business Central from within Teams.
- **Install Business Central Apps:** Download the Business Central mobile app for Android or iOS for on-the-go access.

If you encounter issues, contact your system administrator or refer to Microsoft support for troubleshooting. Let me know if you need detailed troubleshooting steps!

VMS SETUP OF CUSTOMER

Step 1: Access the Customers Page

1. Open **Dynamics 365 Business Central**.
2. Use the search function (🔍) at the top and type **Customers**.
3. Select **Customers** from the search results.



Step 2: Create a New Customer

1. On the **Customers** page, select **New** to create a new customer record.

Customers

× You can create contacts automatically from newly created customers. [Create contacts from customers](#) | [Disable notification](#)

Home New Document Customer Prices & Discounts Report More options

Register Customer Payments Send Email Apply Template

No. 1	Name	Responsibility Centre	Location Code	Phone No.	Balance	Contact
AB001	NEWWORLD PTE LIMITED			6674600/9996661	5,053.39	Warsi
BA003	Aggregate Solutions (Fiji) Pte Ltd		FINISHGOOD	9995444	6.70	Sheik
BA005	Mr. Arveen Chandra Prakash		FINISHGOOD	9235153/	-321.27	Mr.Ar
BB001	Bombay Trading (Inv) Ltd (Ba C...			6670099	-200.00	Reshr

2. The **Customer Card** page will open, where you can enter detailed information about the customer.

Step 3: Fill in General Information

Customer Card

Home Request Approval New Document Prices & Discounts Customer Report More options

Contact Apply Template Merge With... Send Email

General Show more

No.		Post Dated Checks (L...	0.00
Name		Provisional Balance (L...	0.00
Balance (LCY)	0.00	Blocked	
Balance (LCY) As Ven...	0.00	Total Sales - Fiscal Year	0.00
Balance Due (LCY)	0.00	Costs (LCY)	0.00
Credit Limit (LCY)	0.00		

Registration

IRD No.		ABN Division Part No.	
ABN		Registered	☐

Details Attachments (0)

Customer Picture

Sell-to Customer Sales History

Customer No.

0 0 0

1. In the **Customer Name** field, enter the name of the customer.
2. Enter **Customer No.** (if numbering is not automatic) to assign a unique identifier.
3. Fill in the **Address, City, State, ZIP Code**, and **Country/Region** fields.
4. Enter the **Phone Number** and **Email Address**.

Step 4: Set Invoicing and Payment Terms

1. Scroll down to the **Invoicing** FastTab.
2. In the **Customer Posting Group** field, select the appropriate posting group (to determine the general ledger accounts).
3. Choose the **VAT Business Posting Group** if (Local or Foreign).

Invoicing Show less

Bill-to Customer		Prices and Discounts	
VAT Registration No.	50-13572-0-9	Currency Code	
GLN		Customer Price Group	
Use GLN in Electronic Doc...	☐	Customer Disc. Group	
Copy Sell-to Addr. to Qte ...	Company	Allow Line Disc.	☒
Tax Document Type		Invoice Disc. Code	AB001
Registration No.		Prices Including VAT	☐
Posting Details		E-Document Service Partici...	0
Gen. Bus. Posting Group	DOMESTIC		
VAT Bus. Posting Group	DOMESTIC		
WHT Business Posting Gro...			
Customer Posting Group	DOMESTIC		

4. Set **Payment Terms Code** to define payment terms (e.g., Net 30).

Payments

Prepayment %	0	Fin. Charge Terms Code	
Application Method	Manual	Cash Flow Payment Terms ...	
Partner Type		Print Statements	☒
Intrastat Partner Type		Last Statement No.	
Payment Terms Code	30 DAYS	Block Payment Tolerance	☒
Payment Method Code	CARD	Preferred Bank Account Co...	
Reminder Terms Code	DOMESTIC	Exclude from Payment Pra...	☒

5. Set **Payment Method Code** to define payment terms (Cash,Card,Bank).

Payments Show less

Prepayment %	0	Fin. Charge Terms Code	
Application Method	Manual	Cash Flow Payment Terms ...	
Partner Type		Print Statements	☒
Intrastat Partner Type		Last Statement No.	0
Payment Terms Code	30 DAYS	Block Payment Tolerance	☒
Payment Method Code	CARD	Preferred Bank Account Co...	
Reminder Terms Code	DOMESTIC	Exclude from Payment Pra...	☒

6. If the customer is a B2B customer you must fill in the TIN number and for B2C customer TIN number is optional

Home Request Approval New Document Prices & Discounts Customer Report Actions Related Reports Automate Fewer options

Contact Apply Template Merge With... Send Email

General Show less

No. 10000 ...	Post Dated Cheques (LCY) ... 0.00	Total Sales - Fiscal Year ... 174,107.00
Name Adatum Corporation	Provisional Balance (LCY) ... 77,330.85	Costs (LCY) ... 135,805.00
IC Partner Code	Blocked	Profit (LCY) ... 38,302.00
Balance (LCY) ... 77,330.85	Privacy Blocked ...	Profit % ... 22.0
Balance (LCY) As Vendor ... 0.00	Salesperson Code ... JO	Last Date Modified ... 6/11/2024
Balance Due (LCY) ... -40,745.10	Responsibility Centre ...	Disable Search by Name ...
Credit Limit (LCY) ... 0.00	Document Sending Profile ... DIRECTFILE	Customer TIN ... 5024790006

Registration

ACN (Australian Compan... .. ABN ... ABN Division Part No. ...

Registered ...

Address & Contact Show more

Address

Address ... Station Road, 21 Ba

Address 2 ...

Country/Region Code ... FJ

City ...

Postcode ...

Phone No.

Mobile Phone No.

Email ... anthony.lording@contoso.com

Home Page ...

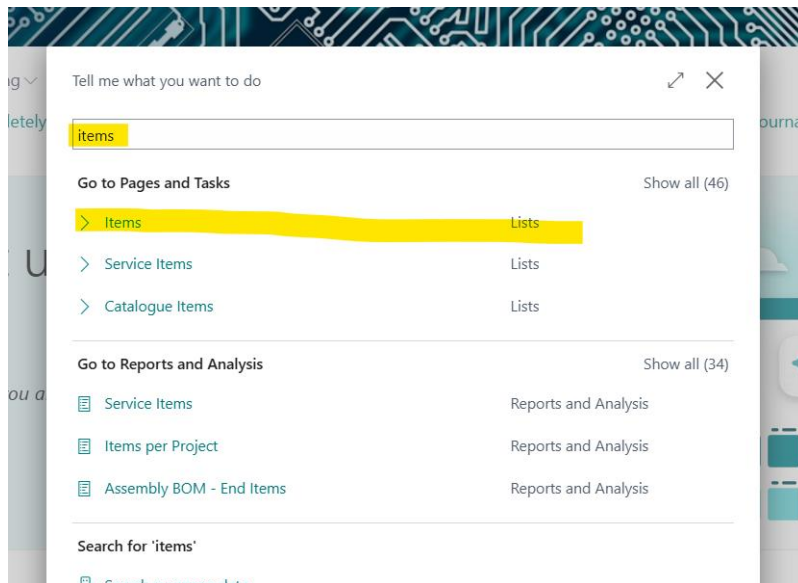
Contact

Contact Name ... Anthony Lording

VMS SETUP OF ITEM

Step 1: Access the Items Page

1. Open **Dynamics 365 Business Central**.
2. Use the search function (🔍) at the top and type **Items**.
3. Select **Items** from the search results.



Step 2: Create a New Item

1. On the **Items** page, select **New** to create a new item record.

Items

✕ You can get the sales forecast updated automatically every week. [Set Up Scheduled Forecasting](#) | [Don't ask again](#)

No.†	Description	Base Unit of Measure	Inventory	Sales Unit of Measure	Purch. Unit of Measure	Production BOM No.
1/4ROD5MMX5MT	1/4 ROD 5.00mm x 5mtrs	LTH	17,051	LTH	LTH	1/4ROD5MMX5MT
1101020160025	JOLT HD BRT 020x1.60mm	PCK25	6	PCK25	PCK25	11010
1101040200251	JOLT HD BRT 040x2.00mm	PCK251	9	PCK251	PCK251	11010
1101050280001	JOLT HD BRT 050x2.80mm	PCK01	2	PCK01	PCK01	11010

Details | **Attach**

Item Details - Invoicing

Item No. 1/4f

Costing Method

Cost is Adjusted

Cost is Posted to G/L

2. The **Item Card** page will open, where you can enter Item Noo, Description UOM selling price etc..

Step 3: Fill in General Information

- Fill VAT Posting Group with item whether its VAT item Non-VAT item.

Qty. on Component Lines 0

Qty. on Sales Order 815

Qty. on Service Order 0

Gross Weight 0.75

Unit Volume

Over-Receipt Code

Costs & Posting

Cost Details

Costing Method Standard

Standard Cost 1.41

Unit Cost 1.41

Indirect Cost % 0

Last Direct Cost 1.162

Net Invoiced Qty. 17,051

Cost is Adjusted ☐

Posting Details

Gen. Prod. Posting Group GST Prod. Posting Group

WHT Product Posting Group

Inventory Posting Group MFG

Default Deferral Template

Foreign Trade

Tariff No.

Code ↑ Description

VAT0 Zero Vat

VAT100 Full

→ VAT12.5 VAT 12.5

VAT15 VAT 15

VAT9 VAT 9

+ New Show details Select from full list

- You can enter the item GTIN by the time you create the item. (Any item which has Global trade item number)

Item Show less

No. 1/4ROD5MMX5MT

Description 1/4 ROD 5.00mm x 5mtrs

Blocked ☒

Type Inventory

Base Unit of Measure LTH

Last Date Modified 7/10/2025

GTIN

Item Category Code MESH/WIRE

Service Item Group

Automatic Ext. Texts ☒

Common Item No.

Purchasing Code

Variant Mandatory if Exists Default (No)

Fill in all the required information of the item.

✓ Also, bulk import is possible via excel import . The system supports importing and exporting a catalog of products/services

Click on Edit in Excel System will create a excel template . enter user name and password with MFA in Excel update the items in and Click on Publish in Excel Business central applet.

The screenshot displays the Microsoft Dynamics 365 Business Central interface. The top navigation bar includes tabs for 'New', 'Manage', 'Home', 'Item', 'Prices & Discounts', 'Attributes', 'Report', 'Actions', 'Related', 'Reports', and a search icon. The main area shows a table of items with columns: No., Description, Base Unit of Measure, Inventory, Sales Unit of Measure, Purch. Unit of Measure, and Production BOM No. A context menu is open over the first item, showing options like 'Open in Excel', 'Edit in Excel', 'Share to Teams', 'Copy link', 'Costing memo', 'Cost is Adjusted', 'Cost is Posted to G/L', 'Standard Cost', and 'Unit Cost'.

No.	Description	Base Unit of Measure	Inventory	Sales Unit of Measure	Purch. Unit of Measure	Production BOM No.
1/4RODSMMXSMT	1/4 ROD 5.00mm x 5mtrs	LTH	17,051	LTH	LTH	1/4RO
1101020160025	JOLT HD BRT 020x1.60mm	PCK25	6	PCK25	PCK25	11010
1101040200251	JOLT HD BRT 040x2.00mm	PCK251	9	PCK251	PCK251	11010
1101050280001	JOLT HD BRT 050x2.80mm	PCK01	2	PCK01	PCK01	11010
1101050280025	JOLT HD BRT 050x2.80mm	PCK25	0	PCK25	PCK25	11010
1101050280251	JOLT HD BRT 050x2.80mm	PCK251	89	PCK251	PCK251	11010
1101075375001	JOLT HD BRT 075x3.75mm	PCK01	3	PCK01	PCK01	11010

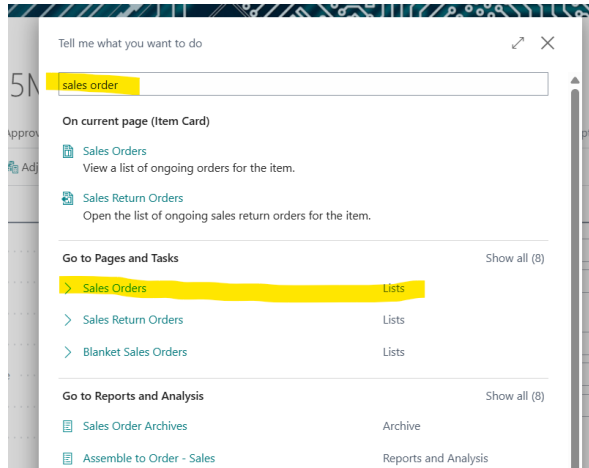
Below the table, a detailed view of the 'Items' table is shown, including columns for 'Blocked', 'Type', 'Base Unit of Measure', 'Last Date Modified', and 'GTIN'. The table lists various items with their descriptions, units, and dates.

On the right side, the 'Microsoft Dynamics' window is open, showing the 'Data Connector' section. It displays the source 'Item_Card_Excel' and the field 'Field: No.'. Below this, there are buttons for 'New', 'Refresh', 'Publish', 'Filter', and 'Design'.

HOW TO PRINT PROFORMA SALES AND PROFORMA COPY

Step 1: Sales order creation

1. Choose the  icon, enter **Sales Orders**, then choose the related link.



2. Select **New** to create a new entry.

BA INDUSTRIES							
Sales Orders: All							
New Delete Home Release Post... Print/Send Order More options							
No. ↑	Sell-to Customer No.	Quote No.	Currency Code	Sell-to Customer Name	External Document No.	Location Code	Docum Date
2001	BA003		FJDS	Aggregate Solutions (Fiji) Pte Ltd	ASDSAD	FINISHGOOD	22
2002	NS010	6291		R V Singh			22
2003	BB003		FJDS	Blueoak Construction Pte Limited		FINISHGOOD	22

3. In a new Sales Order, entering the **Customer No.** will automatically populate all the related customer details.

Sales Order

2045 · NEWWORLD PTE LIMITED

This customer has an overdue balance. Show details

Home Prepare Print/Send Request Approval Order Actions Related Automate Fewer options

Post... Release Create Warehouse Shipment Create Inventory Put-away/Pick... Archive Document

General

Customer No. AB003 Posting Date 23/10/2025

Customer Name NEWWORLD PTE LIMITED Order Date 23/10/2025

Address P.O. Box 68, BA Language Code

Address 2 BA Requested Delivery Date 30/11/2025

City Ba Promised Delivery Date

State Fiji Island External Document No.

Postcode BA Your Reference

Country/Region Code Campaign No.

Contact No. Opportunity No.

Phone No. 6674600/9996661 Responsibility Centre

Minibill Phone No.

Then, fill out the line details for each item as described below.

4. In the **No.** field, enter the number of an inventory item or service.

Lines | Manage | Line | Order | Show Lines with Issues |

New Line | Delete Line | Select items...

Type	No.	Item Refe... No.	Description	Location Code	Qty. to Ass... to Order	Reserved Quantity	Unit of Mea... Code	Unit Price Excl. GST	Line Discount
Item	1/4ROD5M...		1/4 ROD 5.00m...	FINISHGOOD	2		LTH	100.00	
Item	WATER		Water 375ml		1		EACH	4.00	

Subtotal Excl. GST (FJD) 204.00 Total Excl. GST (FJD) 204.00

Inv. Discount Amount Excl. 0.00 Total GST (FJD) 25.00

Invoice Discount % 0 Total Incl. GST (FJD) 229.00

5. In the **Quantity** field, enter the number of items to be sold.

The **Line Amount** field is updated to show the value in the **Unit Price** field multiplied by the number in the **Quantity** field.

6. Enter the payment method (e.g., cash, card, etc.). This is a mandatory field

Invoice Details | Show less

Currency Code Payment Method Code CARD

Company Bank Account C... Payment Service No payment service is made available.

Prices Including GST ☒

GST Country/Region Code Bustype Code

Exemption Certificate No. 50-13572-0-9 Region Code

Gen. Bus. Posting Group DOMESTIC Payment Discount % 0

GST Bus. Posting Group DOMESTIC Pmt. Discount Date 23/10/2025

Customer Posting Group DOMESTIC Direct Debit Mandate ID

Payment Terms Code 30 DAYS

7. Then, fill out all other required information.

Package Tracking No.

Bill-to Default (Customer)

Completely Shipped No

Prepayment

Prepayment % 0 Prepayment Due Date 30/11/2025

Compress Prepayment ☒ Prepm. Payment Discount... 0

Prepm. Payment Terms Co... 30 DAYS Prepm. Pmt. Discount Date 23/10/2025

VSDC Details

FRCS Reference No. Advance Sale ☒

FRCS Posted Invoice No.

Type	No.	Item Refe... No.	Description	Location Code	Qua...	to Ass... to Order	Reserved Quantity	Unit of Mea... Code	Unit Price Excl. GST	Line Discount
→ Item	:	1/4ROD5M...	1/4 ROD 5.00m...	FINISHGOOD	100			LTH	2.66	

Subtotal Excl. GST (FJDS)

252.70

Total Excl. GST (FJDS)

252.70

Inv. Discount Amount Excl....

0.00

Total GST (FJDS)

31.59

Invoice Discount %

0

Total Incl. GST (FJDS)

284.29

- ## Step 2: Print Proforma invoice

- ←

Sales Order

2046 · NEWWORLD PTE LIMITED

Notifications: 2

This customer has an overdue balance. | Reminder: your work date is 23/10/2025

Home

Prepare

Print/Send

Request Approval

Order

Actions

Related

Automate

Fewer options

Email Confirmation...

Print Confirmation...

Pick Instruction

Attach as PDF...

Work Order...

Pro Forma Invoice...

General

Show less

- Sales Order

2001 : Aggregate

Home
Prepare
Print/Send
Request Ag

Email Confirmation...
Print Confirm

City
Bia

Post Code

Country/Region Code
TUI

Contact No.

Phone No.

Mobile Phone No.

Email

Contact

No. of Archived Vers...

Document Date
9/23/2025

Printer
Handled by the browser

Report Layout
/sro/report/Sales Order VSDC.rdl

Options

No. of Copies
0

Show Internal Information
☐

Archive Document
☒

Log Interaction
☐

Show Assembly Components
☐

Filter: Sales Header

Document Type
Order

No.
2001

Bill to Customer No.
BA003

Sell to Customer No.

Send to...
Print
Preview
Cancel

Summary

Hot tips: AI to gather valuable insights from data you already have access to.

See terms & Learn more

Start summarizing

Details
Attachments (0)

Document Check

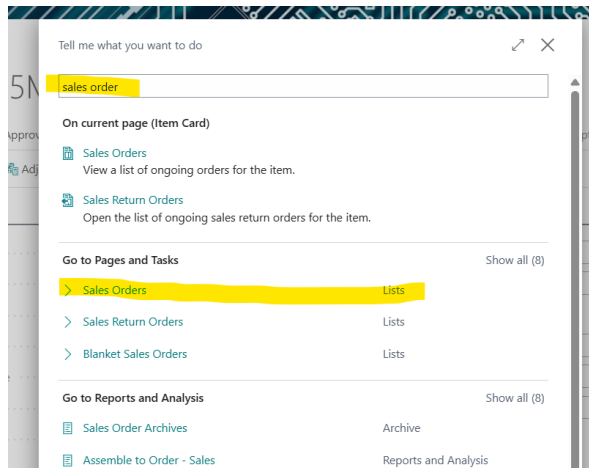
0

Total

HOW TO PRINT SALES INVOICE (NORMAL SALE)

Step 1: Sales order creation

1. Choose the  icon, enter **Sales Orders**, then choose the related link.



2. Select **New** to create a new entry.

BA INDUSTRIES							
Sales Orders: All        							
No. ↑	Sell-to Customer No.	Quote No.	Currency Code	Sell-to Customer Name	External Document No.	Location Code	Docum Date
2001	BA003		FJDS	Aggregate Solutions (Fiji) Pte Ltd	ASDSAD	FINISHGOOD	22
2002	NS010	6291		R V Singh			22
2003	BB003		FJDS	Blueoak Construction Pte Limited		FINISHGOOD	22

3. In a new Sales Order, entering the **Customer No.** will automatically populate all the related customer details.

Sales Order          

2045 · NEWWORLD PTE LIMITED

 This customer has an overdue balance. 

General 

Customer No.  AB003 Posting Date  23/10/2025

Customer Name  NEWWORLD PTE LIMITED Order Date  23/10/2025

Sell-to Address  P.O. Box 68, BA Language Code 

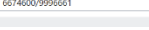
Address 2  BA Requested Delivery Date  30/11/2025

City  Ba Promised Delivery Date 

State  Fiji Island External Document No. 

Postcode  BA Your Reference 

Country/Region Code  Campaign No. 

Contact No.  Opportunity No. 

Phone No.  6674600/9996661 Responsibility Centre 

Minibill Phone No. 

Then, fill out the line details for each item as described below.

4. In the **No.** field, enter the number of an inventory item or service. Or click on item drop down list and Enter the GTIN number to pick the item.

Type	No.	Item Refe... No.	Description	Location Code	Qty. to Ass... to Order	Reserved Quantity	Unit of Mea... Code	Unit Price Excl. GST	Line Discount
Item	1/4ROD5M...		1/4 ROD 5.00m...	FINISHGOOD	2		LTH	100.00	
Item	WATER		Water 375ml		1		EACH	4.00	

Subtotal Excl. GST (FJD)	204.00	Total Excl. GST (FJD)	204.00
Inv. Discount Amount Excl...	0.00	Total GST (FJD)	25.00
Invoice Discount %	0	Total Incl. GST (FJD)	229.00

5. In the **Quantity** field, enter the number of items to be sold.

The **Line Amount** field is updated to show the value in the **Unit Price** field multiplied by the number in the **Quantity** field.

Business Central supports the use of input devices such as scanners and barcode readers to capture data directly into the system. This allows data entry to occur seamlessly without disrupting day-to-day POS operations.

6. Line discount percentage can be entered item lines individually.
7. VAT Rate will be shown

Type	Description	Location Code	Qty.	Unit of Mea... Code	Unit Price Excl. GST	Line Discount %	Line Amount Excl. GST	GST Prod. Posting Group
Item	1/4 ROD 5.00mm x 5mtrs	FINISHGOOD	100	LTH	2.66		266.00	VAT12.5

When a price is entered in the system, it is automatically rounded to two decimal places.

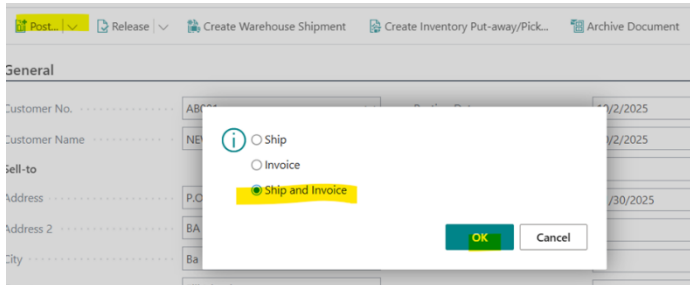
The price and line amounts are displayed including or excluding sales tax, depending on the selection in the Prices Including Tax field on the Customer Card. Tax will be rounded to two decimal places.

The system displays tax rates and labels.

8. Enter the payment method (e.g., cash, card, etc.).

Step 2: Print the Normal Sales Invoice

1. Please make sure Printer is connected to the ERP
2. Use A4 Size Paper to print all VMS related documents.
3. Go to Home, Post and select Ship and Invoice

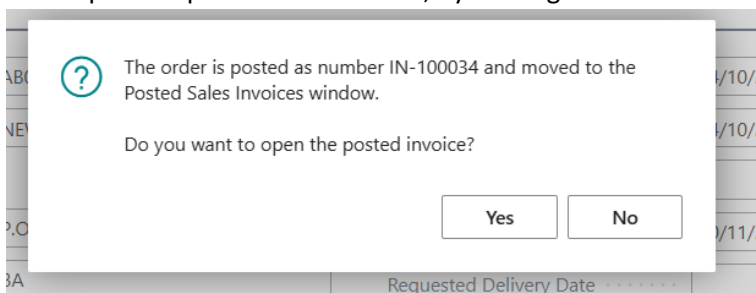


- * When the Posting button is pressed, the invoice information is sent to VMS for fiscalization. The system will then display options to print or send the invoice via email.
- * Once the button is pressed, the system will send all information to FRCS for validation, retrieve the validated data (the FRCS reference number will be automatically populated), and print the normal sales invoice.

FRCS Reference No. J-119 Advance Sale ☐

FRCS Posted Invoice ... 00-41 ▾

4. Then open the posted sales invoice, by clicking “Yes”



5. Once the posted sales invoice is opened, go to Print/Send via Email the invoice.

Posted Sales Invoice

IN-100030 · NEWWORLD PTE LIMITED

Home **Print/Send** Invoice Incoming Document Actions Related Automate Fewer options

Print... Email Attach as PDF Send...

General [Show more](#)

No.	IN-100030	Quote No.	
Customer	NEWWORLD PTE LIMITED	Order No.	2037
Contact	Warsha/Reshma	Cancelled	No
Posting Date	10/2/2025	Closed	☒
Due Date	11/30/2025	Dispute Status	
Promised Pay Date			

Lines [Manage](#) Line [+](#) [-](#)

[New Line](#) [Delete Line](#)

Type	No.	Item Reference No.	Description	Quantity	Unit Measure
→ Item	J4RQ05M...		1/4 ROD 5.00mm x 5mtrs	2	LT

Summary [Preview](#)

[Details](#) [Attach](#)

Incoming Document

Name

(There is nothing to ...)

you can select other options such as Email, and Attach as PDF. See Page 34 for sample invoice

Home **Print/Send** Invoice

Print... Email

- If you issuing a paper invoice printer must be installed and configured otherwise email can be used to send the invoice
- The system does not permit the registration of any sales amount unless a fiscal invoice is issued. Every transaction must generate a valid fiscal invoice to ensure proper fiscal reporting, transparency, and regulatory compliance.

HOW TO REPRINT AN INVOICE (COPY SALE)

When a Normal Sales Invoice is printed a second time, the invoice will be marked and printed as a COPY.

To reprint the invoice, open the same Posted Sales Invoice, click Print/Send, and then select Print.

Rather than printing the invoice, you can select other options such as Email, and Attach as PDF.

Since the invoice is already printed and normal sale system will keep the original invoice reference and send the reference automatically

FRCS Reference No. J-119 Advance Sale ☐

FRCS Posted Invoice No. 00-41 ▾

HOW TO PRINT ADVANCE SALES INVOICE (ADVANCE SALE)

Step 1: Sales order creation

1. Create a Sales Order by following Step 1 in the HOW TO PRINT SALES INVOICE (NORMAL SALE) section.
2. Then turn the Advance Sale option “on”.

FRCS Reference No. Advance Sale ☒

FRCS Posted Invoice No. ▾

3. Next, select Post → Ship and Invoice.

4. View the generated posted sales invoice and print it.

Posted Sales Invoice

IN-100030 · NEWWORLD PTE LIMITED

Home **Print/Send** Invoice Incoming Document Actions Related Automate Fewer options

Print... Email Attach as PDF Send...

General Show more

No.	IN-100030	Quote No.	
Customer	NEWWORLD PTE LIMITED	Order No.	2037
Contact	Warsha/Reshma	Cancelled	No
Posting Date	10/2/2025	Closed	☐
Due Date	11/30/2025	Dispute Status	
Promised Pay Date			

Lines **Manage** Line Share Print

New Line Delete Line

Type	No.	Item Reference No.	Description	Quantity	Unit Measure
Item	1245	Q03MIM...	1/4 ROD 5.00mm x 5mtrs	2	LT

Summary Preview

Details Attach

Incoming Document

Name

(There is nothing to show)

HOW TO PRINT PROFORMA SALES RETURN ORDERS

Step 1: Access the Sales Return Orders Page

1. Open **Dynamics 365 Business Central**.
2. Use the search function (🔍) and type **Sales Return Orders**.
3. Select **Sales Return Orders** from the search results to open the page.

← Sales Return Orders 🔍 📄

🔍 + New **Manage** Home 📄 Release 📄 Post... 📄 Print/Send 📄 Return Order More options

📄 Get Posted Document Lines to Reverse...

No. ↑	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Assigned User ID	Status
1005	AB001	N...				Open
1012	AB001	N...	D			Open
1013	BA005			FINISHGOOD		Open
1014	AB001		ED			Open

Details Attachments (0)

Customer Statistics

Customer No.	AB001
Balance (LCY)	4,814.38
Balance (LCY) As Vendor	0.00

Step 2: Create a New Sales Return Order

1. On the **Sales Return Orders** page, select **New** to create a new return order.

Invoice Details Show less

Currency Code		EU 3-Party Trade	☐
Company Bank Account C...		Payment Method Code	CASH
Prices Including GST	☐	Bustype Code	
GST Country/Region Code		Region Code	
Exemption Certificate No.	50-13572-0-9	Shipment Date	
Gen. Bus. Posting Group	DOMESTIC	Applies-to Doc. Type	
GST Bus. Posting Group	DOMESTIC	Applies-to Doc. No.	
Customer Posting Group	DOMESTIC	Applies-to ID	
Payment Terms Code	30 DAYS		

Step 5: Add Lines for Items Being Returned

1. Scroll to the **Lines** section of the Sales Return Order.
2. In the **Type** field, select **Item** (or **G/L Account** for non-inventory items).
3. In the **Item No.** field, enter the item being returned.
4. Set the **Quantity** to the number of units being returned.
5. Adjust the **Unit Price** if necessary; typically, this will match the original sale price.

Lines | Manage | Functions | Line | ☒ Show Lines with Issues | ↗ ↖

➕ New Line ✖ Delete Line ↗

Type	No.	Item Reference No.	Description	Return Reason Code	Location Cc
→ Item	1/4ROD5MM...		1/4 ROD 5.00mm x 5mtrs		FINISHGC

Subtotal Excl. VAT (FJ...	100.00	Total Excl. VAT (FJD)	100.00
Inv. Discount Amoun...	0.00	Total VAT (FJD)	12.50
Invoice Discount %	0	Total Incl. VAT (FJD)	112.50

Step 6: Print Proforma Sales Return Order

1. In the Sales Return Order, go to Actions → Other → Print.

← **Sales Return Order** ✎ 🔗 + 🗑️ ✓ Saved 📄 ✎

1012 · NEWWORLD PTE LIMITED

Home Prepare **Print/Send** Request Approval **Return Order** **Actions** Related Automate Fewer options

📏 Dimensions 📊 Statistics 💬 Comments 🔗 A ⚡ Functions >
🏠 Customer 📄 Return Receipts 📄 CR/Adj Notes ✂️

Name Ba Industries Pte Limited 🏠 Warehouse >
 Address Kings Road, Yalalevu, 📬 Posting >
 Address 2 P.O.Box 707, 🗑️ Other > 🖨️ Print...
 City Ba 📎 Attach as PDF
 Postcode ✓ Use short menu
 Country/Region FIJI
 Phone No. (679) 7764967/6674966

2. Preview the refund invoice, then print.

PROFORMA REFUND 🔖 🔗 ✕

Printer (Handled by the browser) ▼
 Report Layout/src/report/Sales Return Order VSD... ⋮
 Use default values from Last used options and filters ▼

Options

No. of Copies 0
 Show Internal Information ☒
 Archive Document ☒
 Log Interaction ☐
 Show Assembly Components ☒

Filter: Sales Header

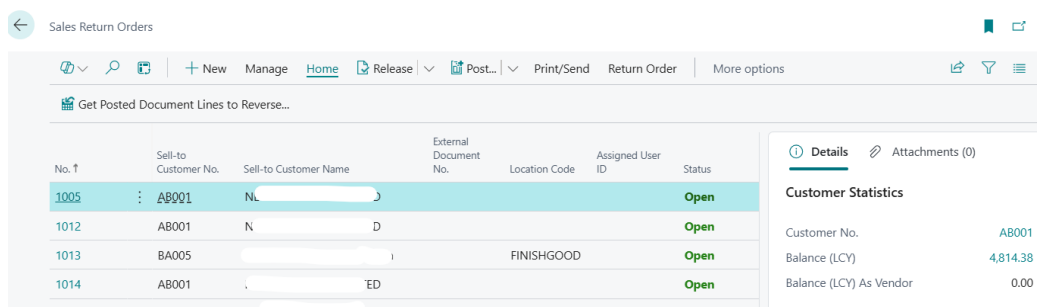
× Document Type Return Order ▼
 × No. 1012

Send to... **Print** Preview Cancel

HOW TO PRINT SALES RETURN ORDER

Step 1: Access the Sales Return Orders Page

1. Open **Dynamics 365 Business Central**.
2. Use the search function (🔍) and type **Sales Return Orders**.
3. Select **Sales Return Orders** from the search results to open the page.



No. ↑	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Assigned User ID	Status
1005	AB001	N...				Open
1012	AB001	N...				Open
1013	BA005			FINISHGOOD		Open
1014	AB001				ED	Open

Details

Attachments (0)

Customer Statistics

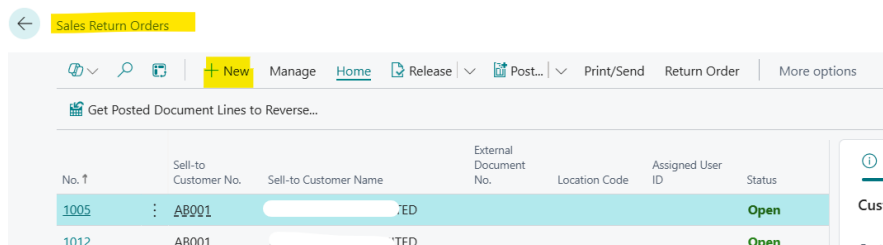
Customer No. AB001

Balance (LCY) 4,814.38

Balance (LCY) As Vendor 0.00

Step 2: Create a New Sales Return Order

1. On the **Sales Return Orders** list page, select **New** to create a new return order.



No. ↑	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Location Code	Assigned User ID	Status
1005	AB001				ED	Open
1012	AB001				ED	Open

2. A new **Sales Return Order** card will open.

Step 3: Select the Customer

1. In the **Customer Name** or **Customer No.** field, enter or select the customer who is returning items.

Sales Return Order

1020

Home Prepare Print/Send Request Approval Return Order Actions Related Automate Fewer options

Post... Release Create Whse. Receipt Create Return-Related Documents... Apply Entries... Archive Document

General Show less

Customer No. AB001 Contact 1

Customer Name Document Date 10/1/2025

Sell-to Posting Date 10/1/2025

Address P.C. Order Date 10/1/2025

Address 2 BA External Document ...

County Fj Your Reference

City Ba No. of Archived Versi... 0

Post Code BA Salesperson Code

Country/Region Campaign No.

Contact No. Responsibility Center

Phase No.

Document Check

Issues Total 1

Refresh

Issues

There is nothing to

Sell-to Custom

Customer No.

2. Business Central will auto-populate fields like **Billing Address**, **Payment Terms**, and other customer details based on the selected customer.

Step 4: Set Up General Information

1. Fill in the **Posting Date** (the date the return is being processed).
2. If applicable, enter the **External Document No.** (e.g., the customer's original return reference number).
3. Select the FRCS invoice number (Reference No.). Means, mention which invoice that is to be refunded. This field is a mandatory field.

Adjustment Details >

VSDC Details

FRCS Reference No. RXTM8XNL-XLNZ9V00-98 Advance Sale ☐

FRCS Posted Invoice No. *

- The Customer Payment Method field is mandatory; please ensure it is filled in.

Invoice Details Show less

Currency Code		EU 3-Party Trade	☐
Company Bank Account C... ..		Payment Method Code	CASH
Prices Including GST	☐	Bustype Code	
GST Country/Region Code		Region Code	
Exemption Certificate No.	50-13572-0-9	Shipment Date	
Gen. Bus. Posting Group	DOMESTIC	Applies-to Doc. Type	

Step 5: Add Lines for Items Being Returned

- Scroll to the **Lines** section of the Sales Return Order.
- In the **Type** field, select **Item** (or **G/L Account** for non-inventory items).
- In the **Item No.** field, enter the item being returned.
- Set the **Quantity** to the number of units being returned.
- Adjust the **Unit Price** if necessary; typically, this will match the original sale price.

Lines | Manage | Functions | Line | ☒ Show Lines with Issues |

Type	No.	Item Reference No.	Description	Return Reason Code	Location Cc
→ Item	1/4ROD5MM...		1/4 ROD 5.00mm x 5mtrs		FINISHGC

Subtotal Excl. VAT (FJD) ...	100.00	Total Excl. VAT (FJD)	100.00
Inv. Discount Amoun... ..	0.00	Total VAT (FJD)	12.50
Invoice Discount %	0	Total Incl. VAT (FJD)	112.50

Step 6: Print Sales Return Order

- In the Sales Return Order, go to Home → Post → Post and Print.

Sales Return Order

1012 · NEWWORLD PTE LIMITED

Home Prepare Print/Send Request Approval Return Order Actions Related Automate Fewer options

Post... Create Whse. Receipt Apply Entries...
 Post... Return-Related Documents... Archive Document
 Post and Print...
 Preview Posting
 Post Batch...

Customer Name NEWWORLD PTE LIMITED Contact Warsha/Reshma
 Document Date 1/10/2025
 Posting Date 1/10/2025

Sell-to

2. Click on Receive and Invoice

☐ Receive
☐ Invoice
☒ Receive and Invoice

OK Cancel

- * Any information can be deleted or modified before sending it to VMS or creating the return order. Once the document is sent to VMS for fiscalization and the fiscal invoice is created, no further changes can be made to the invoice.

FISCAL INVOICE

RELIABLE
 ISO 9001:2015 Wire and Fencing Products Manufacturing Company

Ba Industries Pte Limited
 Kings Rd, Yateview, P.O. Box 707, Ba.
 P: (679) 7764967/6767496 | F: (679) 6678700 | E: ba@econnect.com.fj
 H: www.baindustriesfj.com

NORMAL REFUND

Date: 02/10/2025 03:12:55 AM
 No: SR104026
 Code: AB001
 TIN: 69676255397
 Store: FORDPMS PTY LTD
 Cashier TIN: 69676255397
 Customer TIN: 501357209
 Ref No: RXTMBXNL-XLNZ9V0043

TIN numbers →

Invoice to: NEWWORLD PTE LIMITED
 Warsha/Reshma
 P.O. Box 68, BA
 BA
 Ba Fiji Island BA

Deliver to: Reference No

No.	Description	Tax Label	Qty	UOM	Unit Price (Ex. GST)	Discount %	Amount
144R0DSM	1/4 ROD 5.00mm x 5mtrs	G	1	Length	100.00		-100.00

Original Invoice Date: Original Invoice No: Reason Code: Salesperson:

SDC Time: 02/10/2025 03:12:55 AM
 SDC Invoice No: RXTMBXNL-XLNZ9V00-192
 Invoice Counter: 13/192NR

Label	Name	Rate	Tax
G	VAT 12.5%	12.5%	12.5
Total Tax			12.5

Tax information

END OF FISCAL INVOICE

Payment Method: CARD

Thank you for your business.
 www.baindustriesfj.com

Page 1/1

HOW TO PRINT SALES RETURN ORDER COPY

Step 1: Create a New Sales Return Order

1. Create a Sales Return Order by following Step 1 in the HOW TO PRINT SALES RETURN ORDER section.

Step 2: Print a Copy of Sales Return Invoice

1. Once the Sales Return Order is printed, the following dialog will appear

 The return order is posted as number SR104035 and moved to the Posted Sales CR/Adj notes window.

Do you want to open the posted CR/Adj notes?

2. Click on “Yes”

3. When the relevant Posted Credit/Adjustment Note is opened, click Print/Send to print a copy of the Sales Return Order.

← Posted Sales CR/Adj Note   +  ✓ Saved

SR104035 · NEWWORLD PTE LIMITED

[Home](#) [Print/Send](#) [CR/Adj Note](#) [Incoming Document](#) [Related](#) [Automate](#) [Fewer options](#)

[Update Document](#) [Find entries...](#) [Track Package](#)

General		Show less	
No.	SR104035	Contact	Warsha/Reshma
Customer	NEWWORLD PTE LIMITED	Posting Date	1/10/2025
Sell-to		Your Reference	
Address	P.O. Box 68, BA	Document Date	1/10/2025
Address 2	BA	Pre-Assigned No.	
City	Ba	External Document No.	
State	Fiji Island	Salesperson Code	
Postcode	BA	Responsibility Centre	

[Summary](#) [Preview](#)

[Details](#) [Attachments \(0\)](#)

Incoming Document Files

Name

(There is nothing to show in this view)

4. The pop-up window will display the title **Normal Refund**; however, in the preview, the title **Copy Refund** will be shown.

NORMAL REFUND



Printer	(Handled by the browser) ▾
Report Layout	./src/report/Sales Credit Memo VSD... ⋮
Use default values from	Last used options and filters ▾

Options

No. of Copies	0
Show Internal Information	☒
Log Interaction	☐
Show Total In Words	☒
Show LCY for FCY	☒
Show TH Amount In Words	☒

Filter: Sales CR/Adj Note Header

× No.	SR104035 ▾
------------	------------

HOW TO PRINT ADVANCE SALES REFUND

Step 1: Create a New Sales Return Order

1. Create a Sales Return Order by following Step 1 in the HOW TO PRINT SALES RETURN ORDER section.

Step 2: Print an Advance Sales Return Order

As with printing the Advance Sales Invoice (as in page 18), ensure that the Advance Sale option is turned on in the Sales Return Order before posting. (Also, make sure that Training Mode is turned off.)

When issuing an Advance Sales Refund Invoice, it is mandatory to enable the Advance Sale option and enter the FRCS Posted Invoice Number in the designated field.

VSDC Details

FRCS Reference No. RXTM8XNL-XLNZ9VO0-98

Advance Sale

FRCS Posted Invoice ...



HOW TO SWITCH THE ENTIRE SYSTEM TO TRAINING MODE

1. Choose the  icon, enter **VMS Profile Card Setup**, then choose the related link.
2. Switch on Training Mode
3. Above transaction can be done in training mode

✓ Saved

VMS Profile Setup Card

General

Name FIJI

Omit QR Code ☐

VMS Service Impleme... .. V-SDC

Training ☒

Mode Test

Format Json ☐

Time Zone Offset 3600000

Test

Test Certificate Name R4JUSA82

Test Port 443

Test PAC HBUNCG

Test Timeout 60000

Test Password Q4LT26B7

Test UserName R4JUSA82

Test Pin 0000

Test Api Root /API/

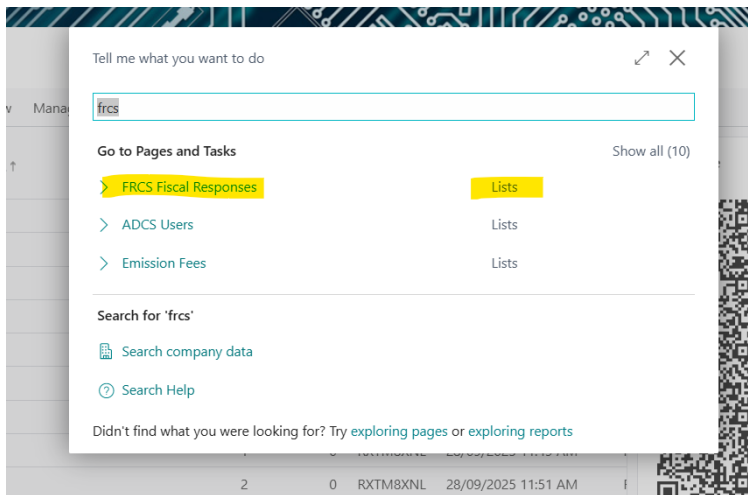
Test Server https://vsdcstaging.vms.fracs.org.fj

- ✓ This system can be integrated with barcode scanners. However, the data will be fed into Business Central, and there won't be any interference with the VMS, since the invoice will be generated from the ERP.

HOW TO SEARCH FISCAL RESPONSES

Step 1: Search for FRCS Fiscal Responses

1. Choose the  icon, enter **FRCS Fiscal Responses**, then choose the related link.



2. Click on FRCS Fiscal Responses List.

3. Click the Filter icon at the top right corner of the page and apply a filter using the required category (e.g., Document No).

FRCS Fiscal Responses

+ New Manage

Views: All

Filter list by: + Filter...

Visible Fields:

- Document Type
- Document No.
- Entry No.
- Status Code
- Requested By
- Date Time
- Invoice Number
- Total Amount
- Last Modified DateTime

Document Type	Document No.	Entry No.	Status Code
Order	2001	1	
Order	2001	2	
Order	2004	1	
Order	2004	2	
Order	2004	3	
Order	2004	4	
Order	2004	5	
Order	2004	6	
Order	2005	1	
Order	2005	2	
Order	2005	3	
Order	2005	4	
Order	2007	1	
Order	2008	1	
Order	2008	2	
Order	2013	1	

QR Code

IMPORT SALES LINES FROM EXCEL

- ✓ The system supports entering transaction data through files containing the article ID, price, quantity, and other necessary information using configuration packages, as shown in the image below.

Config. Package Fields - Item

Dim...	Field ID	Field Name	Incl... Field	Vali... Field	Processing Order #	Relation Table ID	Relation Table Caption
☐	1	No.	☒	☒	1		
☐	2	No. 2	☐	☐	2		
☐	3	Description	☒	☒	3		
☐	4	Search Description	☐	☐	4		
☐	5	Description 2	☐	☐	5		
☐	8	Base Unit of Measure	☐	☐	6	204	Unit of Measure
☐	9	Price Unit Conversion	☐	☐	7		
☐	10	Type	☒	☒	8		
☐	11	Inventory Posting Group	☐	☐	9	94	Inventory Posting C
☐	12	Shelf No.	☐	☐	10		
☐	14	Item Disc. Group	☐	☐	11	341	Item Discount Grou
☐	15	Allow Invoice Disc.	☐	☐	12		
☐	16	Statistics Group	☐	☐	13		
☐	17	Commission Group	☐	☐	14		
☐	18	Unit Price	☒	☒	15		

Config. Package Card

[Apply Package](#)
[Validate Package](#)
[Import from Excel](#)
[Export to Excel](#)
[Get Tables...](#)
[More options](#)

General

Code: SALES ORDER
 Language ID: 0

Package Name: SALES ORDER
 Processing Order: 0

Product Version:
 Exclude Config. Tables: ☐

Tables | [Manage](#) | [Table](#) | [Functions](#) | [Excel](#)

[Export to Excel](#)
[Import from Excel](#)

Table ID #	Table Name	Parent Table ID	Data Template	Dim... as Col...	Skip Table Trig...	Del... Table Rec... Bel... Pro...	No. of Package Records	No. of Fields Available	No.
27	Item	0		☐	☐	☐	0	156	

SALES ORDER	Item	27			
No.	Description	Type	Unit Price		
1/4 ROD	1/4 ROD 5.00mm x 5.5mtrs	Inventory	2.77		
1/4ROD5MMX5	1/4 ROD 5.00mm x 5mtrs	Inventory	2.66		
1/4RODOFFCUT	1/4 ROD off cut	Inventory	0		
1/4RODT5X5MT	1/4 ROD 5.00mm x 5mtrs	Inventory	2.66		
1/4RODX5.5	1/4 ROD 5.5mm X 5.5mtrs	Inventory	3.2		
1101020160005	JOLT HD BRT 020x1.60mm	Inventory	30.61		
1101020160020	JOLT HD BRT 020x1.60mm	Inventory	74.86		
1101020160025	JOLT HD BRT 020x1.60mm	Inventory	129.576		
1101020160100	JOLT HD BRT 020x1.60mm	Inventory	1.45		
1101020160251	JOLT HD BRT 020x1.60mm	Inventory	134.67		
110102016025C	JOLT HD BRT 020x1.60mm	Inventory	112.25		
1101020160500	JOLT HD BRT 020x1.60mm	Inventory	2.88472		
1101025160005	JOLT HD BRT 025x1.60mm	Inventory	30.61		
1101025160020	JOLT HD BRT 025x1.60mm	Inventory	74.86		
1101025160025	JOLT HD BRT 025x1.60mm	Inventory	129.576		

Systems records and Shows that the fiscal invoice header, including all issuer identification details, will fully include all data returned by the SDC, with no omissions or modifications.

FISCAL INVOICE



ERP365 Pty Ltd

14 Sennar Road ERSKINE PARK
P: +61410099953 | F: (679) 6676700 | E: mark@erp365.com.au
H: www.erp365.com.au
69676255397

NORMAL SALE

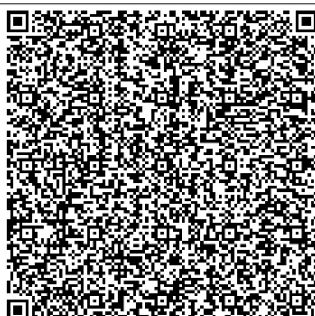
Cashier TIN: 69676255397
Buyer TIN: 501357209
Buyer Cost Center
POS Number : 80/2.0.0
POS Time : 13/11/2025 02:57:56 PM
Ref No:
Code : AB001
Del. Docket No.: 92463
Store: ERP365 PTY LTD.

Invoice to				Deliver to		
NEWWORLD PTE LIMITED Warsha/Reshma P.O. Box 68, BA BA Ba Fiji Island BA P: 6674600/9996661 F: 6670133						

Sales Person	Purchase Order	Order No.	Quote No.	Shipping Date	Shipping Agent	Payment Terms
		2158		13/11/25		End of Next Month

No.	Name	Tax Label	Qty	UOM	Price	Total
1/4ROD5MMX5MT	1/4 ROD 5.00mm x 5mtrs	G	2	Length	112.50	225.00
WATER	Water 375ml	B	1	EACH	4.00	4.00

SDC Time: 13/11/2025 02:57:56 PM	Label	Name	Rate	Tax	Payment Method	Amount
SDC Invoice No: RXTM8XNL-XLNZ9VO0-787	B	VAT 0%	0%	0.00	CASH	29.00
Invoice Counter: 66/787NS	G	VAT 12.5%	12.5%	25.00	CARD	200.00
			Total Tax	25		



EFT Payments

Account Name Ba Industries Pte Limited Account No. 91030400000059
Bank Name Bank of Baroda SWIFT Code BARBFJFXXX
Cheque

Total Purchase Excl. VAT:	204.00
Total Tax:	25.00
Total Purchase:	229.00

Thank you for your business.

www.erp365.com.au

This is system generated Invoice, doesnt required signature

END OF FISCAL INVOICE

Page 1/1

HOW TO CREATE MULTIPLE PAMENT TYPES

When creating an invoice if customer pays in multiple payment types

1. Complete the sales invoice creation process as mention in page 14
2. Click on Split Payment

← Sales Order

2001 · Aggregate Solutions (Fiji) Pte Ltd

Home

Prepare

Print/Send

Request Approval

Order

More options

Split Payment

Post...

Release

Create Warehouse Shipment

Create Invent

General

Customer Name

Aggregate Solutions (Fiji) Pte Ltd

Due Date

Contact

Sheik Shafil Sahib

Requested Delive

Document Date

22/09/2025

External Docume

Posting Date

22/09/2025

Status

Order Date

22/09/2025

Split Pavment

3. Enter Payment type and amount

Split Payment

+ New

Edit List

Delete

	Payment Method Code	Amount
	CASH	199.25
	BANK	100.00
→		0.00