**PETROLIMEX INFORMATION TECHNOLOGY**

**AND TELECOMMUNICATION JSC**

**USER GUIDE**

**ENTERPRISE RESOURCES PLANNING PROJECT**

**ENHANCEMENT FUNCTIONAL UPGRADES FOR DATA TRANSFER TO TAXRIS SYSTEM**

**LSFC-ERP**

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# DOCUMENT OVERVIEW

1. **The Scope of the Document**

* This document is used to guide end-users to use the function of transfer data to TaxRIS system of Tax Department of MOF (Laos).
* The business processes and workflows are guided in detail, which included: Process overview, data entry steps, explanation of displayed fields.
* When the software is changed or updated, the project team will update the document and its version, specifying which versions and modified the content.
* The completed process is detailed in this document, which could replace the process in the previous version and is confirmed by both parties related.

## Acronyms and Abbreviations

| **Index** | **Acronyms/Abbreviations** | **Explanation** |
| --- | --- | --- |
|  | LSFC | Lao State Fuel Company |
|  | PIACOM | Petrolimex Information Technology and Telecommunication Joint-Stock Company |
|  | Tax Department | Tax Department Of The Ministry Of Finance (Laos) |
|  | TaxRIS | TaxRIS system of The Ministry Of Finance (Laos) |
|  | ASYCUDA | The Automated System for Customs Data (ASYCUDA) |

# Workflow Process

## Data transmission to TaxRIS system

### Purpose of Use

* The process allowed user to select the document created on the LSFC-ERP system built by PIACOM and pull data to the TaxRIS system.

### User guide

#### Declare the period of data transmission

##### Purpose of Use

* Declare the period of data transmission.

##### Performance criteria

* Agreement on the data transfer period to the TaxRIS system.

##### Path

* Logistics/ Reports / Data Transfer to TaxRIS Period

##### Detailed User Guide

* Go to Base tab id=TaxRisDay or follw the path above to declare the period of data transmission.
* Displayed screen:



* Select Add  to declare new period.
* General information:

| **Index** | **Parameter** | **Decriptions** | **Information Type** | **Requied** |
| --- | --- | --- | --- | --- |
| 1 | Code | Period ID code | Input | X |
| 2 | Company | Công ty | Choose in list | X |
| 3 | Warehouse | Mã Kho | Choose in list |  |
| 4 | From date | Ngày mở kỳ | Choose in list | X |
| 5 | To date | Ngày đóng kỳ | Choose in list | X |

* Use shortcut Ctrl + S or choose Save as  to save the declared period.

#### Sales Data Transfer To TaxRIS

##### Purpose of Use

* Report is used to select documents whose data will be transferred to the TaxRIS system.
* LSFC may integrate and re-transfer any documents that had been edited/deleted after the transmission.

##### Performance criteria

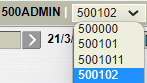
* Data transfer period has been declared.
* In case of not declaring data transfer period or transfer the data not belong to the period that has been declared, the document data cannot be transferred to TaxRIS the system.

##### Path

* Logistics/ Reports/ Sales Data Transfer To TaxRIS

##### Detailed User Guide

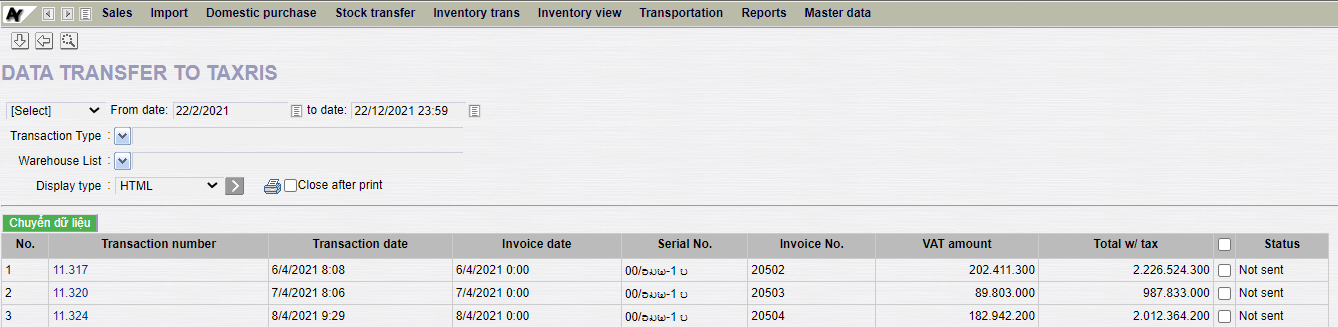
* Go to report id=senttaxris or follow the path above to transfer data.
* User selects the warehouse whose document data need to be transferred.



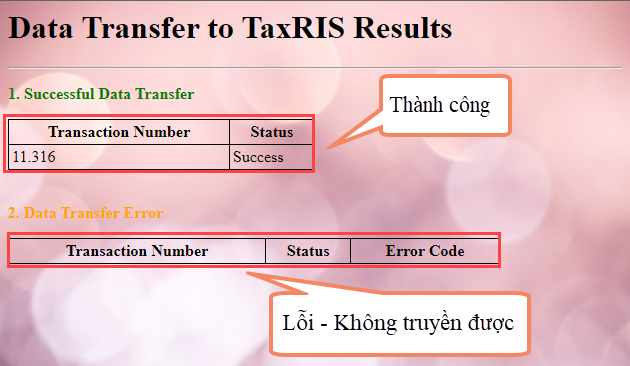
* Parameter declarations

| **Index** | **Parameter** | **Decriptions** | **Information Type** | **Requied** |
| --- | --- | --- | --- | --- |
| 1 | From date | Document date | Choose in list | X |
| 2 | To date | Document date | Choose in list | X |
| 3 | Transaction Type | Type of transfer document | Choose in list |  |

* After declare thep parameter, select  to run the report.
* The report displays:



* The user selects the documents they want to transfer in the Status column.
* User selects "Transfer data" to transfer data to TaxRIS.
* After completing the operation, a Pop-up appeared. In this new screen, the user can check which documents have been successfully transferred.
  + Successful Data Transfer: The data has been transferred to TaxRIS.
  + Data Transfer Error: The data encountered an error and could not be transferred to TaxRIS.



#### Purchase Data Transfer To TaxRIS

##### Purpose of Use

* Report is used to select documents whose data will be transferred to the TaxRIS system.
* LSFC may integrate and re-transfer any documents that had been edited/deleted after the transmission.

##### Performance criteria

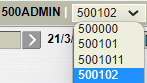
* Data transfer period has been declared.
* In case of not declaring data transfer period or transfer the data not belong to the period that has been declared, the document data cannot be transferred to TaxRIS the system.

##### Path

* Logistics/ Reports/ Purchase Data Transfer To TaxRIS

##### Detailed User Guide

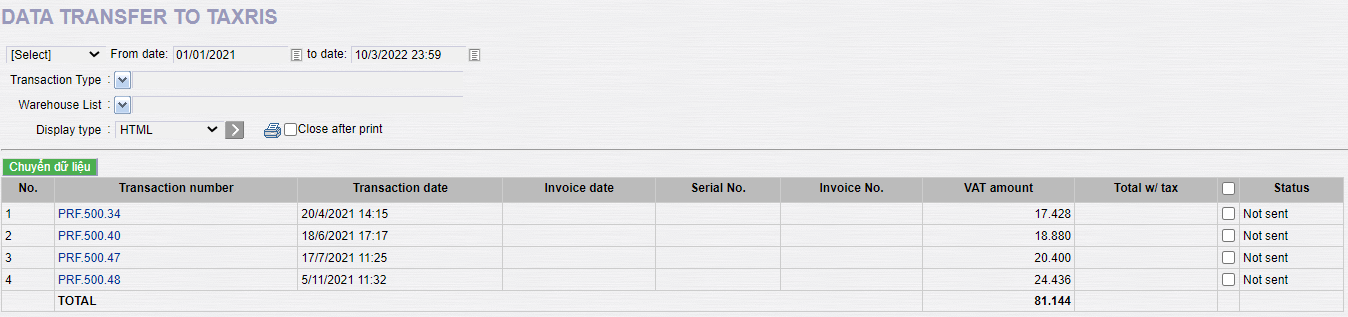
* Go to report id=senttaxris or follow the path above to transfer data.
* User selects the warehouse whose document data need to be transferred.



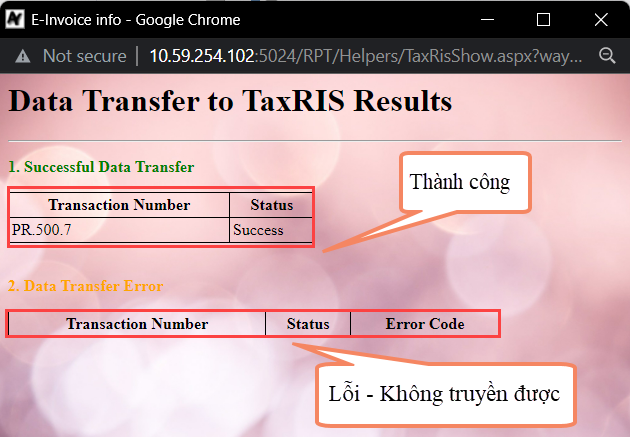
* Parameter declarations

| **Index** | **Parameter** | **Decriptions** | **Information Type** | **Requied** |
| --- | --- | --- | --- | --- |
| 1 | From date | Document date | Choose in list | X |
| 2 | To date | Document date | Choose in list | X |
| 3 | Transaction Type | Type of transfer document | Choose in list |  |

* After declare thep parameter, select  to run the report.
* The report displays:



* The user selects the documents they want to transfer in the Status column.
* User selects "Transfer data" to transfer data to TaxRIS.
* After completing the operation, a Pop-up appeared. In this new screen, the user can check which documents have been successfully transferred.
  + Successful Data Transfer: The data has been transferred to TaxRIS.
  + Data Transfer Error: The data encountered an error and could not be transferred to TaxRIS.



## Custom information on ASYCUDA system

### Purpose of Use

- In order to meet the demand of transmitting customs information on the ASYCUDA system of the import purchasing service of the Tax Department, PIACOM has added a field to declare the above information.

### User Guide

#### Declare Product Code and Brand of the product

##### Purpose of Use

* Declare Product Code and Brand of the product for each product.

##### Performance criteria

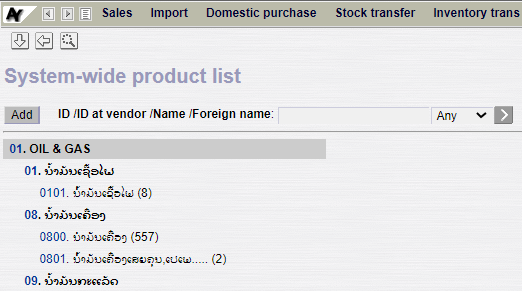
* Employee in charged of Import Goods correctly declare Product Code and Brand of the product as ASYCUDA system.
* Product Code and Brand of the product are fixed for each item.

##### Path

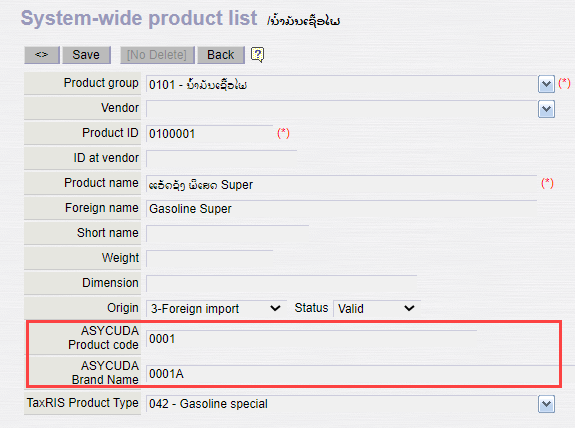
* Logistics/ Master data/ Products

##### Detailed User Guide

* Go to Base tab id=P1 or follow the path above to transfer data.
* The screen displays:



* User selects each item to declare as follows:
  + Product Code: ASYCUDA Product code
  + Brand of the Product: ASYCUDA Brand Name



* Use shortcut Ctrl + S or choose Save  to save the product information.

#### Declare information on the Custom Declaration

##### Purpose

* Declare information about the import border gate, custom declare number and custom declare date.

##### Performance criteria

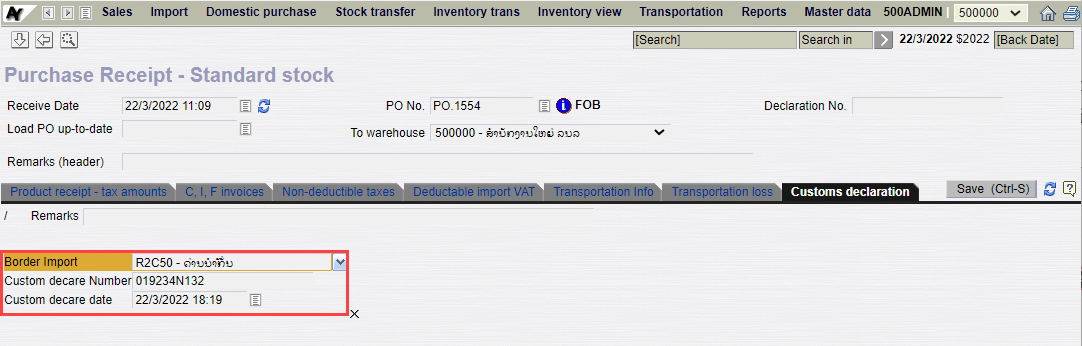
* Employee in charged of Import Goods correctly declare the import border gate, custom declare number and custom declare date.

##### Path

|  |  |
| --- | --- |
| **T-code** | **Path** |
| PR | Logistics/ Import/ Purchase Receipt - Standard stock/ ***Tab Customs declaration*** |
| PRF | Logistics/ Import/ Purchase Receipt - Tax-free stock/ ***Tab Customs declaration*** |

##### Detailed User Guide

* Go to T-code PR.PRF or follow the above path.



* General information

| **Index** | **Parameter** | **Decriptions** | **Information Type** | **Requied** |
| --- | --- | --- | --- | --- |
| 1 | Remarks | Note | Input |  |
| 2 | Import Border Checkout |  | Choose in list | X |
| 3 | Custom decare Number |  | Input | X |
| 4 | Custom decare date |  | Input or Choose in list | X |

## Product classification

### Purpose of Use

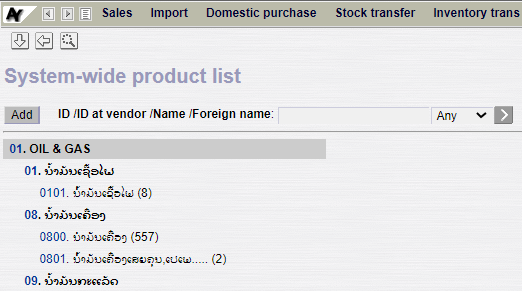
- According to the request of the Tax Department, to classify each product into Product Type, PIACOM has added a field for product classification.

### Path

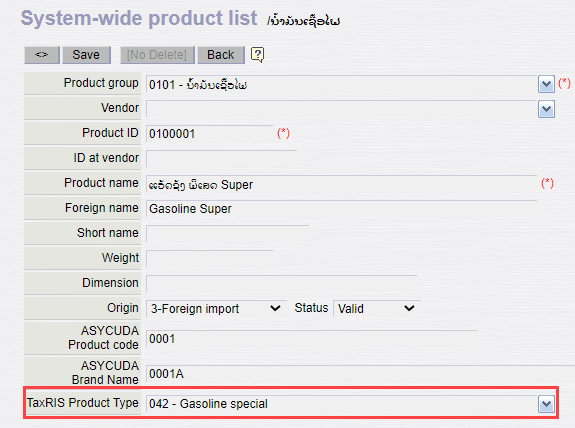
* Logistics/ Master data/ Products

### Detailed User Guide

* Go to Base tab id=P1 or follow the above path to classify Product type for each product.
* The screen displays:



* The user select each product to classify them according to the list in TaxRIS Product Type.



* Use shortcut Ctrl + S or choose Save  to save the product information.

## Declare Warehouse ID Code

### Purpose of Use

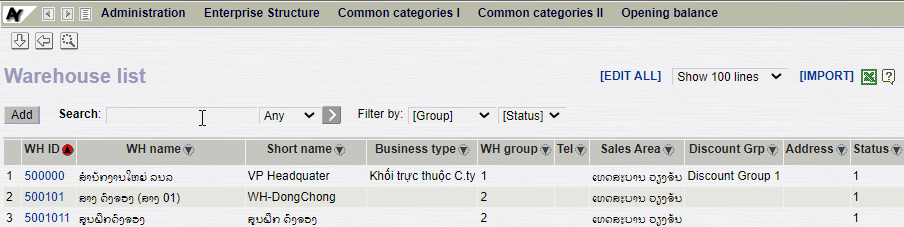
* To meet the Tax Department's demand for data transmission of Warehouse Code whose only has up to 5 characters, PIACOM has added a field so that customers can declare a new Warehouse Code according to above-mentioned request.

### Path

* Settings/ Enterprise Structure/ Warehouse list

### Detailed User Guide

* Go to Base tab id= POS1Auto or follow the above path to declare the warehouse code of each warehouse.
* The screen displays:



* User selects each warehouse to declare at TaxRis ID.
* Declare each Warehouse ID at TaxRisID.

Rule of Warehouse ID:

<Company code>.<Cardinal numbers>

*\* Note: Only 5 characters allowed in the above-mentioned field.*

