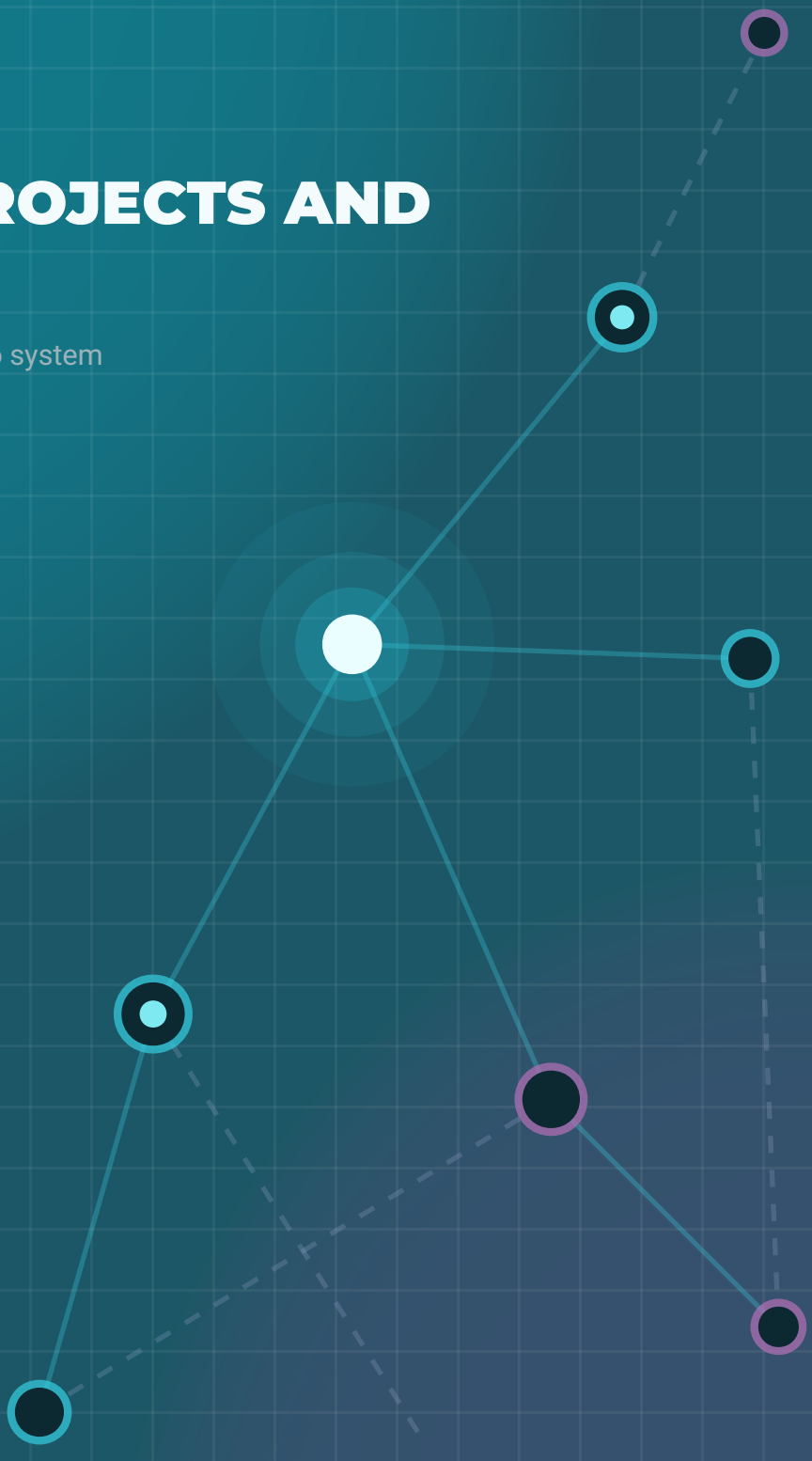
Viindoo

EBOOK · DEMO HANDBOOK

SERVICES, PROJECTS AND RENTAL

53 hands-on lessons on the demo system



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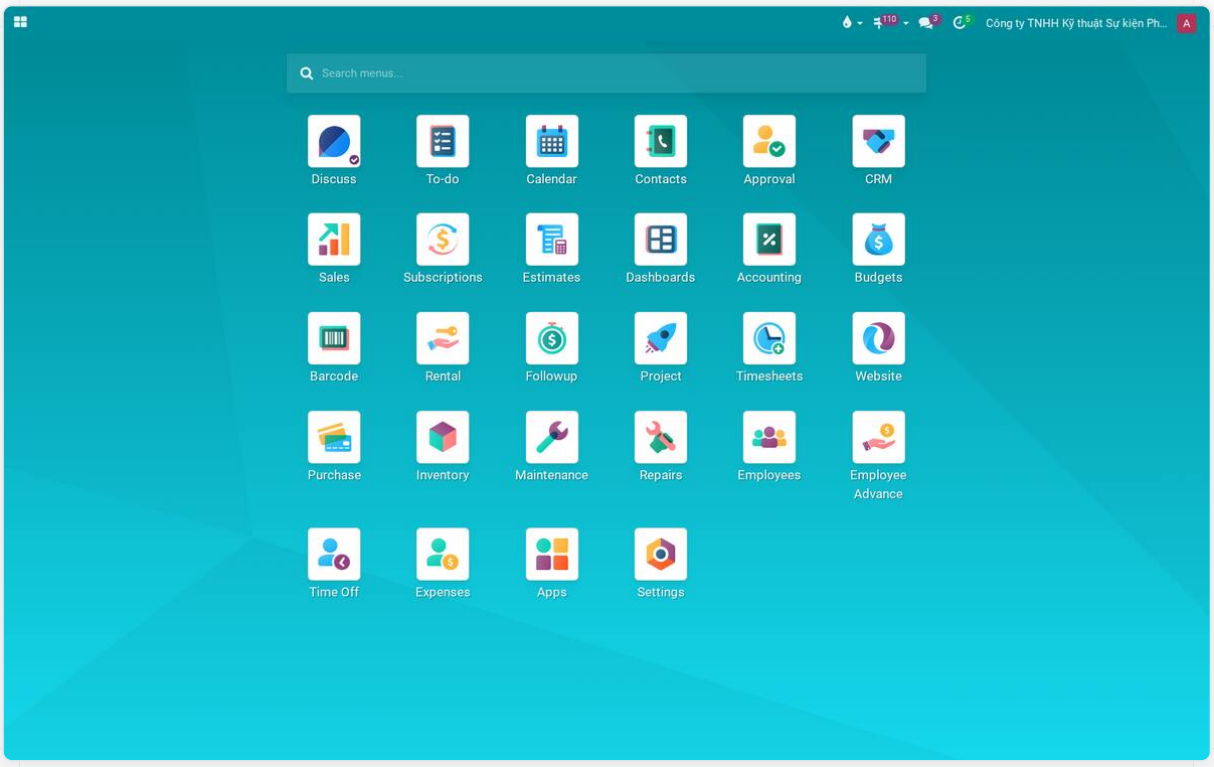
HOW TO USE THIS HANDBOOK

This handbook walks your company through a business that runs **technical services for events as projects** and also **rents out equipment**, on a live system, using ready-made data. Each lesson has steps to follow, screenshots, and a **You should see** line so you can tell for yourself whether you did it right. You can read in order or jump straight to the part for your role (see the table "Which part for which role" below).

The story: Công ty TNHH Kỹ thuật Sự kiện Phương Nam (Phương Nam Event Technology Co., Ltd)

Phương Nam (a made-up name) designs and runs the technical side of events for business clients: conferences, launches, anniversary celebrations and exhibition booths. The company has 18 employees, each with an hourly rate, and an equipment warehouse. It runs two lines of business on one system:

- **The project line.** Each event is a project. Phương Nam bills in three ways: **by milestone** (contract signing, installation, acceptance), **by actual hours** together with pass-through costs re-invoiced to the client, or **by deposit** that is then deducted from later invoices. Revenue, hours, subcontractor purchase orders and staff costs all roll up to each project, so you can see whether a project makes a profit or a loss.
- **The equipment rental line.** The company owns 12 types of audio, lighting, LED screen and projector equipment, 77 units in total, tracked by serial number. Clients rent short-term (31 contracts in the period) or long-term with monthly renewal (3 contracts). Equipment has a regular maintenance schedule and repair orders when it breaks. The equipment is a fixed asset, depreciated over 60 months.



The four projects in the story (covered in detail in Part VII. Invoicing, receivables and project profit and loss)

Project	How it is billed	Result as of 29/10/2026
DA01 - Customer Conference 2026, client Thiên Phúc	3 milestones at 30% / 40% / 30%	Closed, **profit of 280,050,000 VND** (24%)
DA02 - New Product Launch Series, client Gia Khang	By hours at 380,000 VND/hour plus pass-through costs	Finished, **profit of 111,400,000 VND** (36%)
DA03 - 20th Anniversary Celebration, client Tân Long	2 milestones at 50% / 50%	Finished, **loss of 67,550,000 VND** (-13%): the client asked for two extra LED screens and overtime but did not sign an addendum, so there is no invoice for the extra work
DA04 - Exhibition booth, client Hòa Bình	3 milestones, **30% deposit** already paid	In progress, no milestone reached yet; the 408,000,000 VND deposit is sitting in deferred revenue

Login account

Address: `https://prjrental.demo.viindoo.cloud`

For	Account	Password
Every lesson in this handbook	`admin`	`admin`

The `admin` account is **Director Lâm Quốc Vinh**: the person who approves quotations over 1.5 billion VND, purchase orders over 500 million VND, estimates, project plans and advances. The Director can also do everything the other roles do, so this handbook needs only one account. Where reality calls for separate roles (for example, timesheets are approved by the project manager, not the Director), the lesson says so.

This is a shared system for trying things out: create your own documents, but please do not change the password, language or settings of the `admin` account, because many people use it. The document numbers you create (quotations, invoices and so on) will differ from the numbers in the screenshots, because someone else may have tried before you.

Which part for which role

Role	Read first	Read next
Director	Lesson 1. A milestone-billed project, from quotation to profit and loss; Part VII. Invoicing, receivables and project profit and loss (Profit table, aged receivables); Part VIII. Accounting (B01-DN, B02-DN, B03-DN); the Reference and appendices ("Management questions: which report to open")	Part II. Project sales and CRM; Part IV. Equipment rental (rental performance)
Salesperson	Lesson 1. A milestone-billed project, from quotation to profit and loss; Part II. Project sales and CRM and Part VI. Website	Part IV. Equipment rental (rental quotations); Part VII. Invoicing, receivables and project profit and loss (invoices and receivables for each client)
Project manager	Lesson 1. A milestone-billed project, from quotation to profit and loss; Part III. Project planning and execution	Part VII. Invoicing, receivables and project profit and loss (milestones, Profit table, closing a project)
Technician	Part III. Project planning and execution (logging hours and costs); Part V. Equipment maintenance and repair	Part IV. Equipment rental (handing out and receiving equipment)
Warehouse keeper	Part IV. Equipment rental; Part V. Equipment maintenance and repair	Part I. General configuration (warehouses, products)
Accountant	Part VII. Invoicing, receivables and project profit and loss; Part VIII. Accounting; Part I. General configuration (accounting regime, product categories and accounts)	Part II. Project sales and CRM (the three ways of billing); Part IV. Equipment rental (rental invoices)

What your company needs and where it is covered

Your company needs to	Open the part
Quote the three ways of billing, track opportunities from the website	Part II. Project sales and CRM; Part VI. Website
Plan, assign people, log hours and track the cost of each project	Part III. Project planning and execution
Rent equipment by serial number, charge late fees, run long-term rentals	Part IV. Equipment rental
Maintain equipment on a schedule and repair it	Part V. Equipment maintenance and repair
Invoice the way the client agreed to pay, track receivables, send reminders	Part VII. Invoicing, receivables and project profit and loss

Your company needs to	Open the part
Know which project makes a profit, which makes a loss, and why	Part VII. Invoicing, receivables and project profit and loss (Profit table)
Reconcile bank statements, depreciate equipment, produce financial statements	Part VIII. Accounting
Quickly find the report for a management question	*Reference and Appendices*

How to read a lesson

Each lesson opens with an estimated time and what you will have done by the end. Each step has four parts:

- **An instruction:** one thing to do, with button names in bold exactly as they appear on screen.
- **A *Path* line:** the menu path to open the screen, for example `Accounting > Reporting > Partner Reports > Aged Receivable`. Each `>` is one menu level. A level in the middle of a drop-down menu (such as *Partner Reports*) is a group heading to guide the eye, not something to click.
- **A screenshot** of the screen at that moment; the thing to click is usually circled in red.
- **You should see:** what appears on screen if you did it right. If you do not see it, go back to the previous step.

In each business part, the lessons follow this order: **configuration** (read and understand what is set up, with "what you lose if it is not enabled"), **step-by-step operations**, **reports**, then a **hands-on exercise**. Exercises have no step-by-step screenshots; each question says where to check your answer.

Four things to know about the data

- **The story's dates.** The transaction history runs from 01/07 to 29/10/2026; "today" in the story is 30/10/2026. Reports that are "as of today" (aged receivables, follow-ups, balances) may shift a little when you work through the exercises during the day. For that reason the handbook gives either **how to read** the report, or the figures as of **29/10/2026** (set the report date to 29/10/2026 to see exactly those figures).
- **Made-up figures.** Company, client and employee names, rental prices, hourly rates, equipment purchase prices and every number are made up to build the story; they are not your company's figures. When you deploy for real, you replace them with your own data by following the steps in the handbook. The list of figures your company needs to confirm is in the Reference and appendices.
- **Documents you create.** When you work through the hands-on lessons, new documents carry the real date you work on (30/10/2026 onwards) and sit next to the story's documents. The story's documents (the four projects and the running rental contracts) should only be **viewed**, not confirmed or cancelled, so the later lessons still match.

- **Dates and language on your screen.** The English screen writes dates as month/day/year (for example 29/10/2026 appears as 10/29/2026), while this handbook writes day/month/year. When you type a date, use the format you see on your screen. Text that the system generates while you work (for example the label of a down payment line) comes out in the language of your own session; some screenshots were taken on documents created earlier in a Vietnamese session, so that generated text appears there in Vietnamese.

01 A MILESTONE-BILLED PROJECT, FROM QUOTATION TO PROFIT AND LOSS

About 30 minutes. By the end of this lesson your company will have walked through a whole project of Công ty TNHH Kỹ thuật Sự kiện Phương Nam on its own: quote an event technical package that is billed by milestone; confirm the order so the system opens the project and the milestones; place three tasks on the Gantt chart and submit the plan for approval; log timesheet hours, an employee expense and a transport purchase against the right project; mark milestone 1 as reached and invoice by milestone; and finally open the overview report to read the project's revenue, costs and profit while the work is still running.

The lesson uses the customer "Công ty TNHH Truyền thông Mây Xanh". Your company creates its own documents, so your document numbers will differ from the ones in the images (in the images: quotation S00049, approval request APVL00063, purchase order P00017, customer invoice INV/2026/00052, vendor bill BILL/2026/10/0007). Follow the order, because each phase uses the documents of the phase before. The amounts (the VND 360 million package, the VND 6 million transport order, VND 1.8 million of meals, the number of hours) are assumptions made up for this lesson.

Log in with the account `admin` (password `admin`) as described in the section "How to use the handbook" (How to use this handbook). This account is the Director, Lâm Quốc Vinh, so it can approve every document in this lesson. All images in the lesson were taken on 10/30/2026.

> **About dates:** dates in this lesson use the month/day/year format of the English screen, so 11/02/2026 is 2 November 2026.

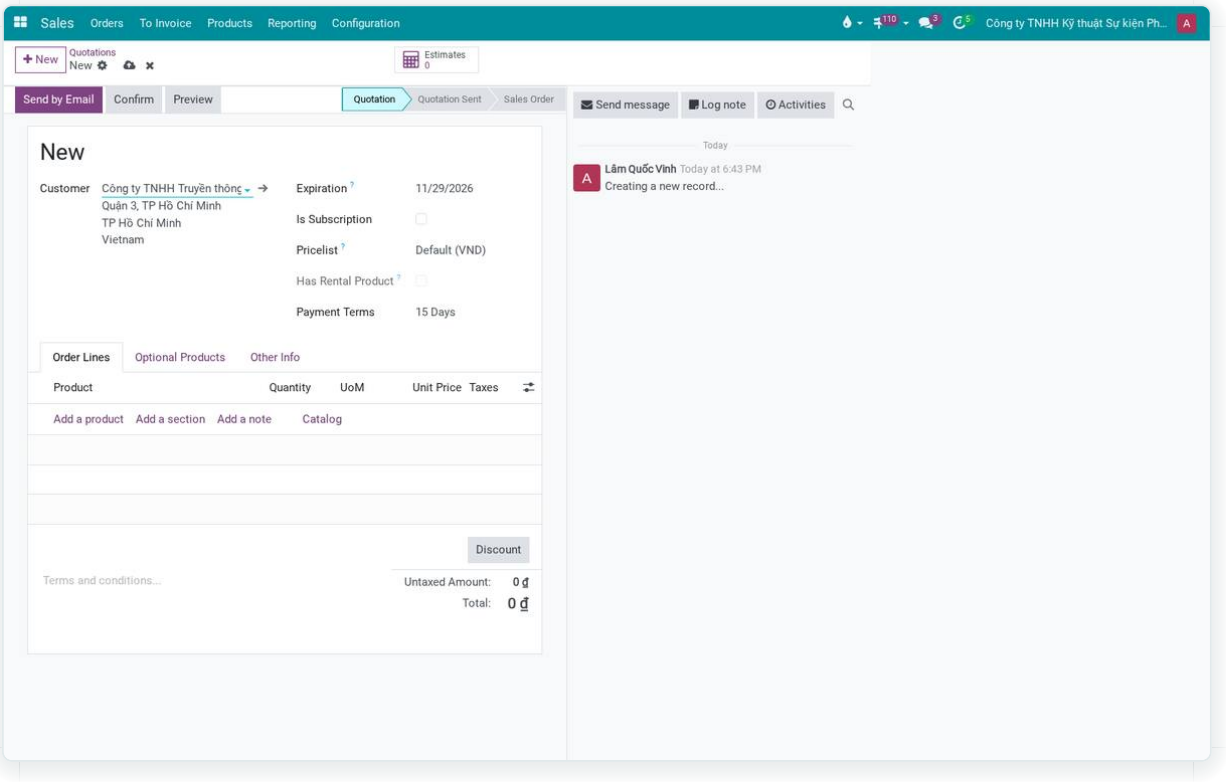
Phase 1. Quote a milestone-billed project

The service "Event technical services package (billed by milestone)" comes with two settings already in place: confirming the order opens a project, and the money is invoiced by the milestones of that project. The price of this service is left blank - the salesperson types the price for each contract. A quotation of VND 360 million is under the approval threshold (only quotations above VND 1.5 billion need approval, see Part II. Project sales and CRM), so your company can confirm it straight away.

Step 1 - Open a new quotation and choose the customer

Click **New**, type `Mây Xanh` in the **Customer** field and choose "Công ty TNHH Truyền thông Mây Xanh".

> *Path:* `Sales > Orders > Quotations`

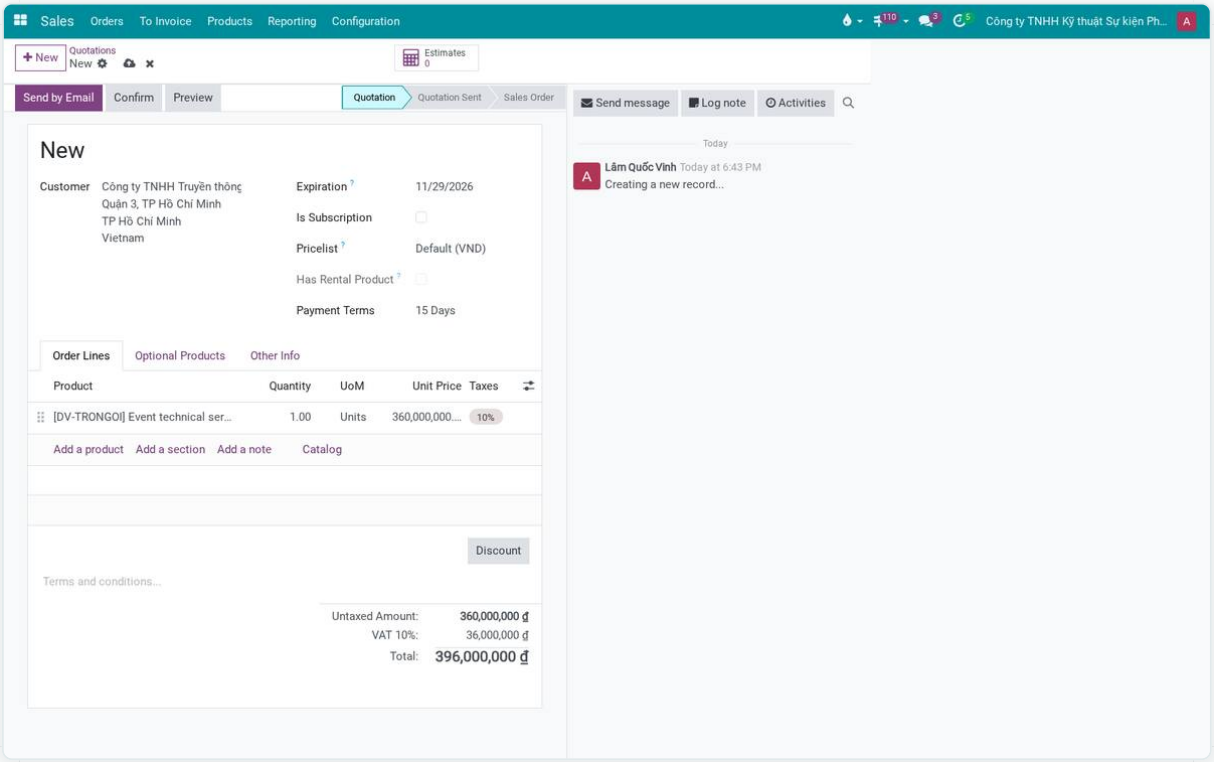


You should see: the customer's address ("Quận 3, TP Hồ Chí Minh", that is District 3, Ho Chi Minh City) under the name; **Pricelist** is "Default (VND)"; **Payment Terms** fills in "15 Days" automatically from the customer's record. The quotation is not saved yet, so the title is still "New".

Step 2 - Add the package line and type the price

On the **Order Lines** tab click **Add a product**, type `package` and choose "[DV-TRONGOI] Event technical services package (billed by milestone)". In the **Unit Price** column type `360000000`.

> *Path:* the quotation screen, **Order Lines** tab, **Add a product** button

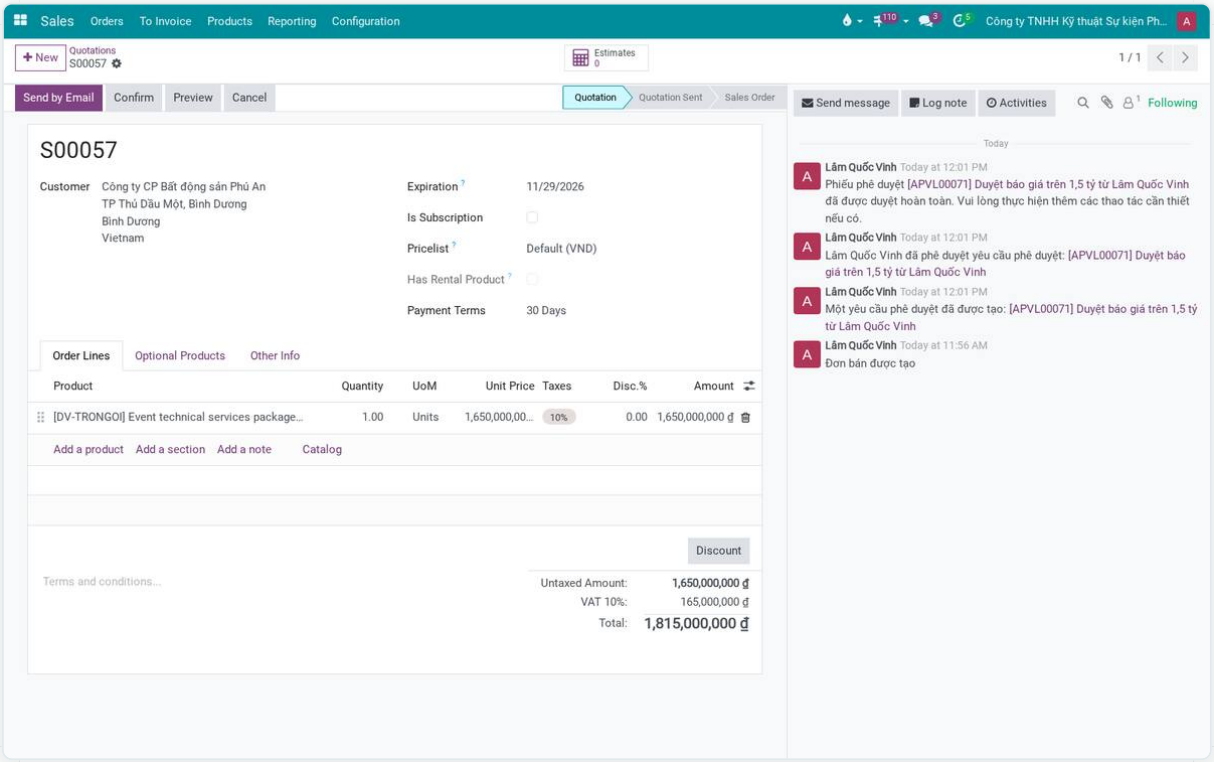


You should see: the line has **Quantity** 1.00 and tax 10% (its **Amount** reads 360,000,000 - that column is outside the image). The totals at the bottom show **Untaxed Amount** 360,000,000, **VAT 10%** 36,000,000 and **Total** 396,000,000.

Step 3 - Save the quotation and read it

Click the **Save manually** icon (the cloud) at the top of the page.

> *Path:* `Sales > Orders > Quotations` , the quotation you are creating, the cloud icon next to the title



> *Image note:* The image shows another quotation (S00057, customer Phú An, 1,650,000,000) that is still in the **Quotation** status, because S00049 is already confirmed. Your own quotation shows its own number, customer and amounts.

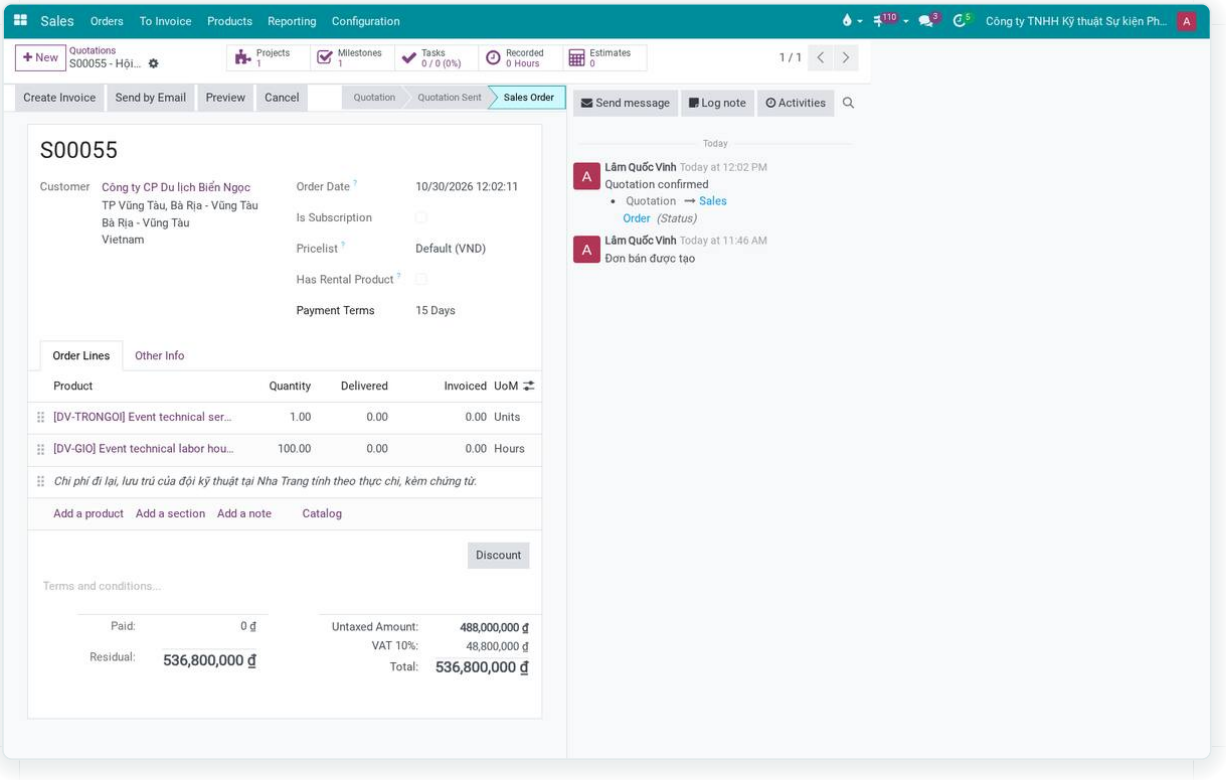
You should see: the title changes from "New" to the quotation number (for example S00049); the status bar is at **Quotation**; the button row above has **Send by Email**, **Confirm**, **Preview** and **Cancel**. Read the **Total** 396,000,000 and the **Payment Terms** 15 Days once more before you confirm.

Phase 2. Confirm the order, project and milestone open by themselves, schedule, submit the plan for approval

Step 1 - Confirm the order

Click **Confirm** at the top of the quotation.

> *Path:* the quotation you have just saved, **Confirm** button



> *Image note:* The image shows order S00055 (Công ty CP Du lịch Biển Ngọc), which is in the same state as the one described. Your order shows your own number and customer.

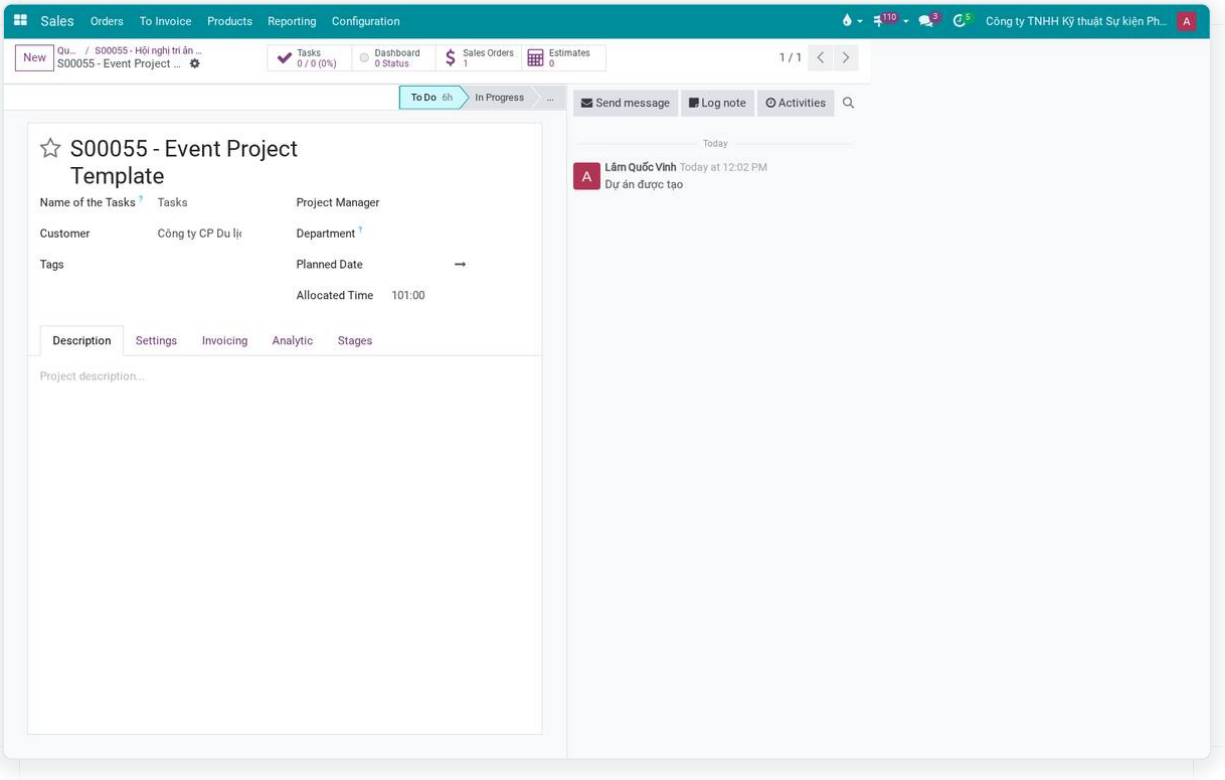
You should see: the status bar moves to **Sales Order**. The button row at the top shows **Projects** 1, **Milestones** 1 and **Tasks** 0 / 0 (0%). A single confirmation has opened a project and a milestone. The order lines table gains two columns, **Delivered** and **Invoiced**, both at 0.00.

The milestone opened at this point is one 100% milestone named after the order line. The project is opened from "Event Project Template", but that template has no tasks yet, so **Tasks** is 0; your company adds tasks in Step 5.

Step 2 - Open the project

Click the **Projects** button on the sales order.

> *Path:* `Sales > Orders > Quotations` , open the order you have just confirmed, **Projects** button



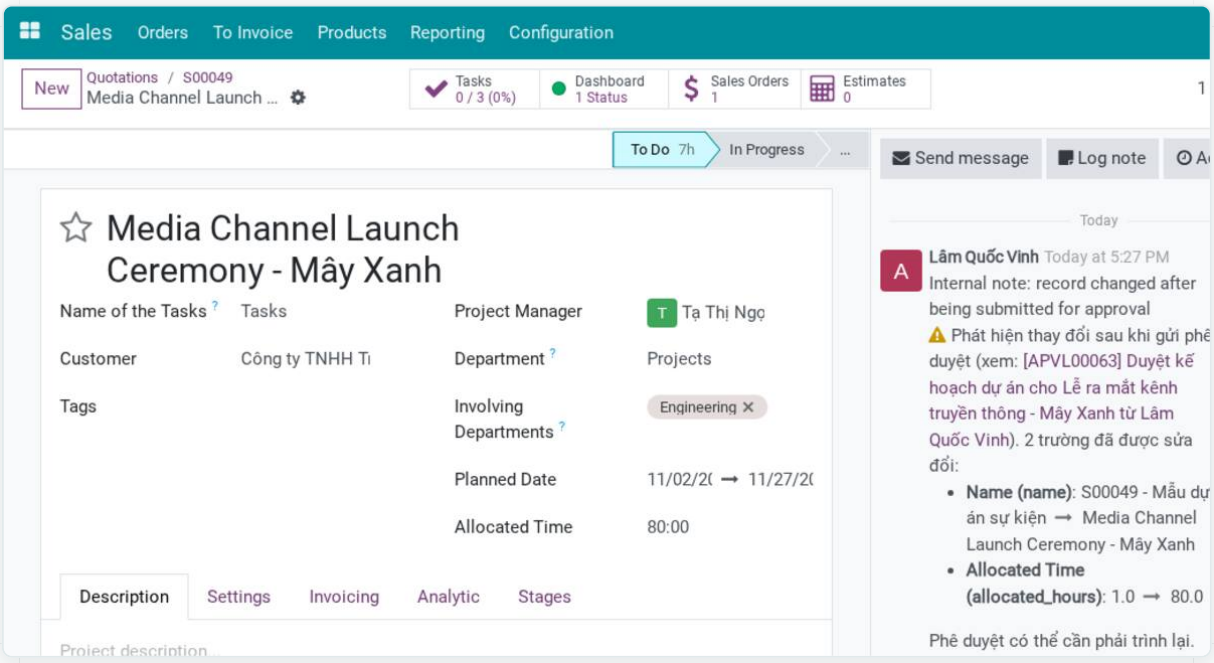
> *Image note:* The image shows the project of order S00055 just after it opened. Its **Allocated Time** reads 101:00 there; on your project it is 01:00, taken from the template.

You should see: the project is named "S00049 - Event Project Template" (the order number joined to the template name); **Customer** is filled in with "Công ty TNHH Truyền thông Mây Xanh"; **Project Manager** and **Planned Date** are still empty; **Allocated Time** is 01:00, taken from the template; the button row has **Tasks** 0 / 0 and **Sales Orders** 1.

Step 3 - Set the name, project manager, dates and planned hours

Type the project name `Media Channel Launch Ceremony - Mây Xanh`; in **Project Manager** choose "Tạ Thị Ngọc Ánh"; in **Planned Date** enter from `11/02/2026` to `11/27/2026`; in **Allocated Time** type `80:00`. Click **Save manually**.

> *Path:* `Sales > Orders > Quotations` , open the sales order, **Projects** button (the project screen you opened in Step 2)



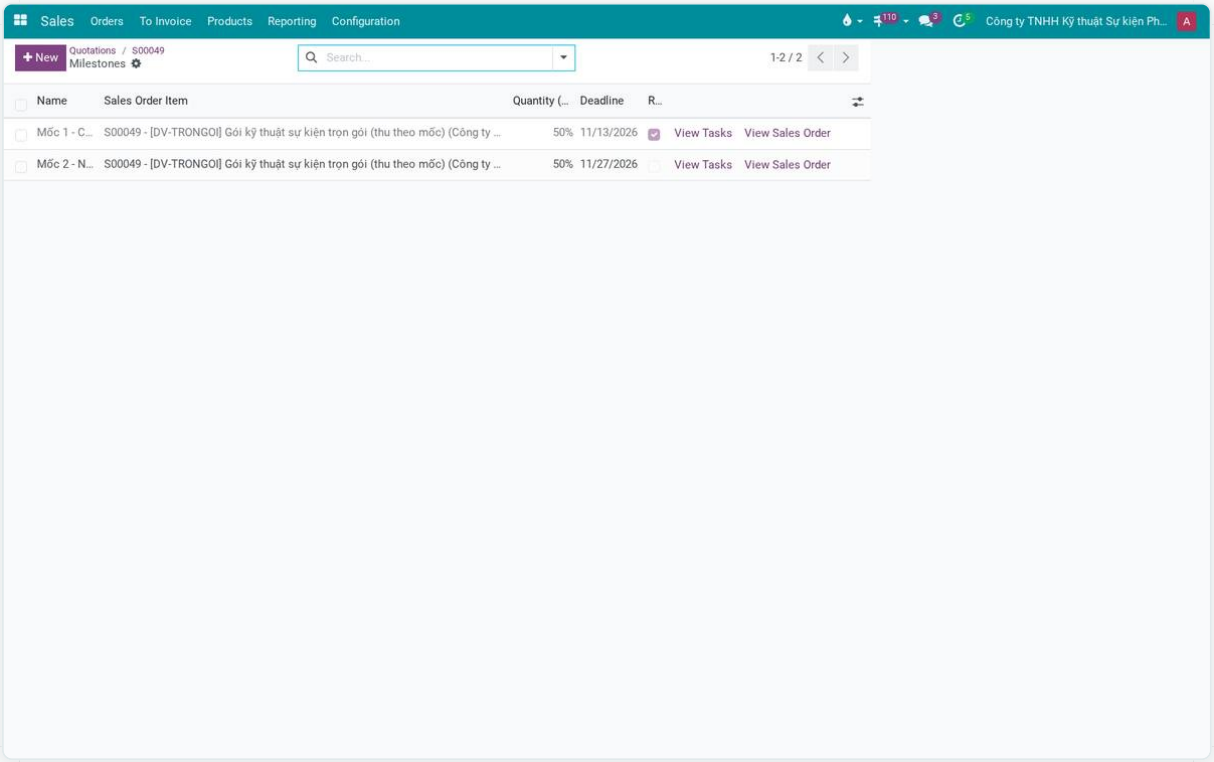
> *Image note:* The chatter in the image already shows a note about the project being changed after approval, because this project was edited after it had been approved; your chatter shows only the creation message at this step.

You should see: the new project title; **Project Manager** is Tạ Thị Ngọc Ánh; **Planned Date** runs 11/02/2026 to 11/27/2026; **Allocated Time** is 80:00 (the sum of the hours of the three tasks in Step 5: 24 + 40 + 16). If you leave the template's 01:00, the overview report shows "Extra Time" as soon as the first timesheet line is logged (for example, logging 6 hours shows 5 hours of extra time).

Step 4 - Split into two milestones, 50% - 50%

Click **S00049** in the breadcrumb at the top to go back to the sales order, then click the **Milestones** button. Click the milestone line and change its name to `Mốc 1 - Chốt kịch bản và dựng sân khấu` (Milestone 1 - Lock the script and build the stage), set **Quantity (%)** to `50` and **Deadline** to `11/13/2026`. Press Enter in the **Deadline** field to move to a new line and enter `Mốc 2 - Nghiệm thu sau sự kiện` (Milestone 2 - Acceptance after the event), **Quantity (%)** `50`, **Deadline** `11/27/2026`. Click **Save**.

> *Path:* `Sales > Orders > Quotations` , open the sales order, **Milestones** button



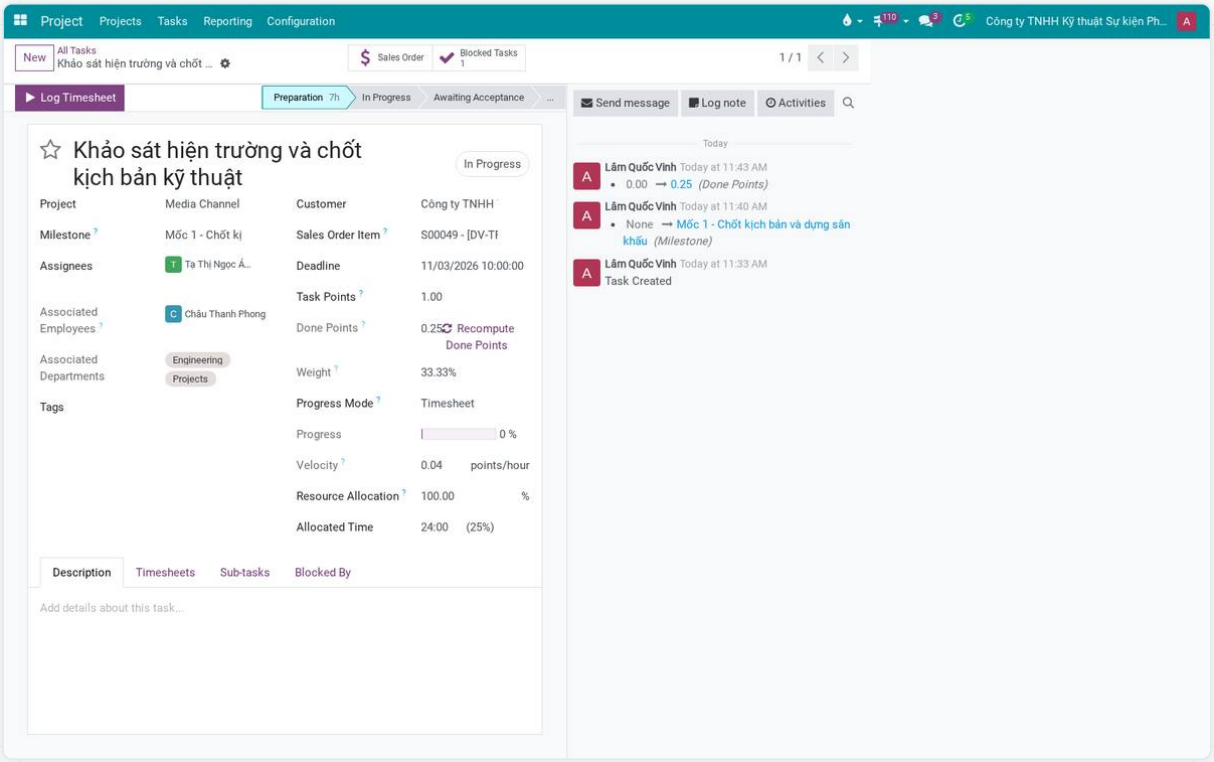
> *Image note:* The image shows the milestones list as it is later in the lesson, so milestone 1 already has its **Reached** box ticked; at this step the column is empty.

You should see: two milestone lines, both linked to the sales order line of the technical package, **Quantity (%)** 50% and 50% (100% in total), deadlines 11/13/2026 and 11/27/2026, and the **Reached** column still empty. A milestone's percentage decides how much money is invoiced when the milestone is reached (Phase 4).

Step 5 - Add the first task

Open the project again, click the **Tasks** button, switch to **List** view and click **New**. Type the title `Khảo sát hiện trường và chốt kịch bản kỹ thuật` (Site survey and sign-off of the technical script); in **Milestone** choose "Mốc 1 - Chốt kịch bản và dựng sân khấu"; in **Assignees** choose "Tạ Thị Ngọc Ánh"; in **Allocated Time** type `24:00`. Click **Save manually**.

> *Path:* `Sales > Orders > Quotations` , open the sales order, **Projects** button, **Tasks** button, **List** view, **New** button

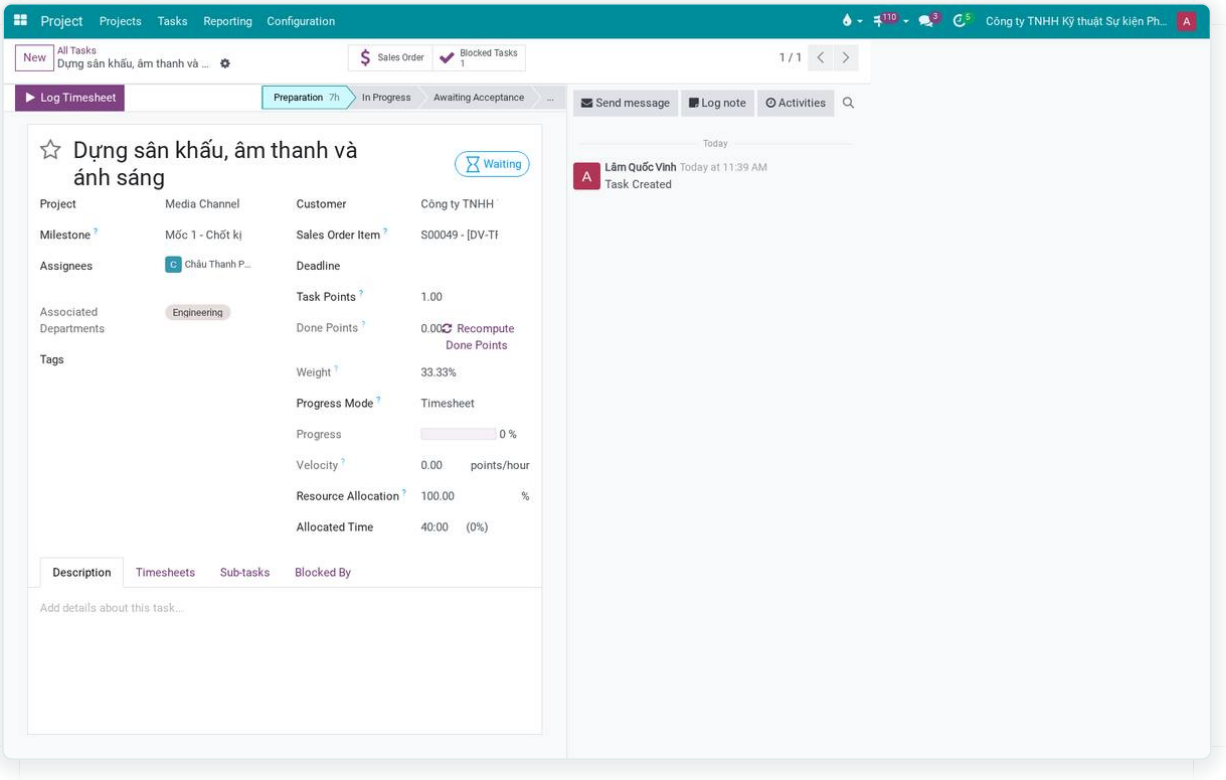


You should see: the task sits in the **Preparation** stage, the **Milestone** field is milestone 1, **Assignees** is Tạ Thị Ngọc Ánh, **Allocated Time** is 24:00. (This image was taken after the timesheet step of Phase 3, so it also shows **Deadline**, **Associated Employees** and **Done Points** 0.25; at this step your company will not see those lines yet.)

Step 6 - Add the second task and set a dependency

Click **New** to add a task: title `Dựng sân khấu, âm thanh và ánh sáng` (Stage, sound and lighting setup), **Milestone** milestone 1, **Assignees** "Châu Thanh Phong", **Allocated Time** `40:00`. Open the **Blocked By** tab, click **Add a line**, tick the task "Khảo sát hiện trường và chốt kịch bản kỹ thuật" and click **Select**. Click **Save manually**.

> *Path:* the new task screen, **Blocked By** tab



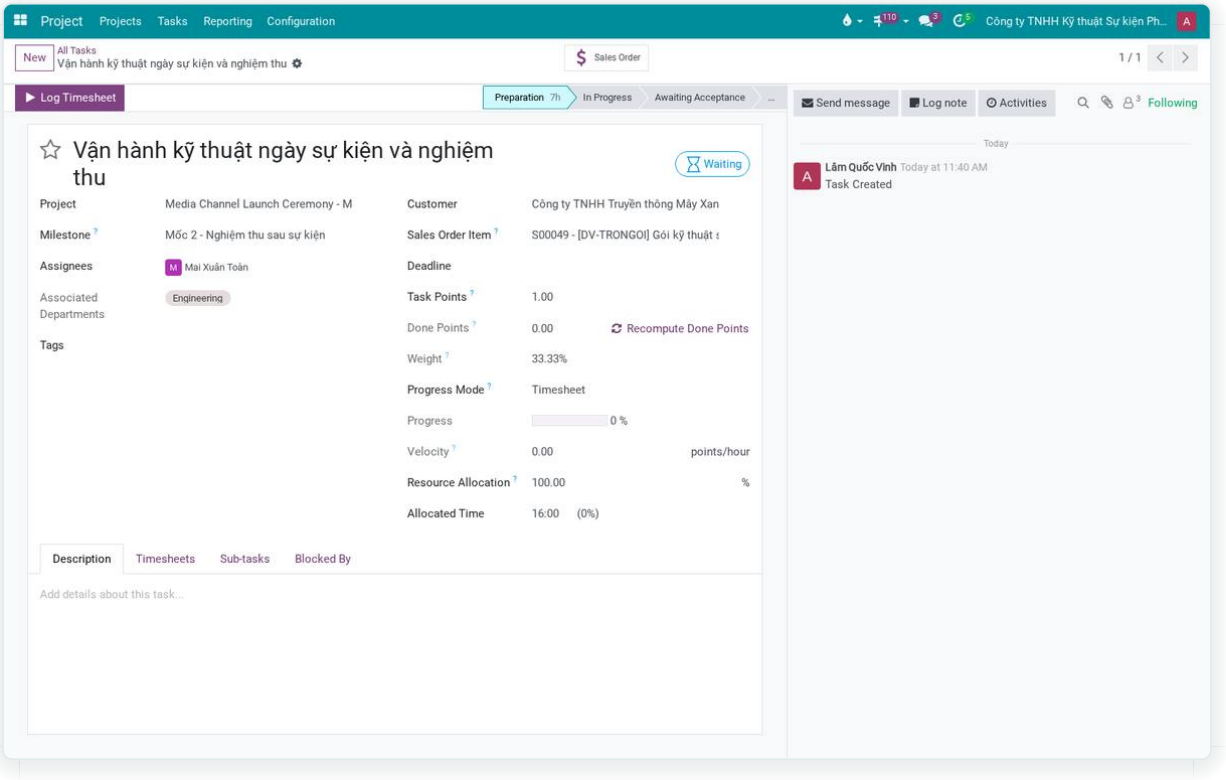
> *Image note:* The image shows the **Description** tab; click **Blocked By** to see the dependency list described above.

You should see: the **Blocked By** tab lists the survey task (assigned to Tạ Thị Ngọc Ánh); next to the title there is a **Waiting** label, because this task depends on a task that is not finished; the top button row shows **Blocked Tasks** 1 once Step 7 is done.

Step 7 - Add the third task, in sequence

Click **New**: title `Vận hành kỹ thuật ngày sự kiện và nghiệm thu` (Technical operation on event day and acceptance), **Milestone** "Mốc 2 - Nghiệm thu sau sự kiện", **Assignees** "Mai Xuân Toàn", **Allocated Time** `16:00`. On the **Blocked By** tab add the task "Dựng sân khấu, âm thanh và ánh sáng". Click **Save manually**.

> *Path:* the new task screen, **Blocked By** tab



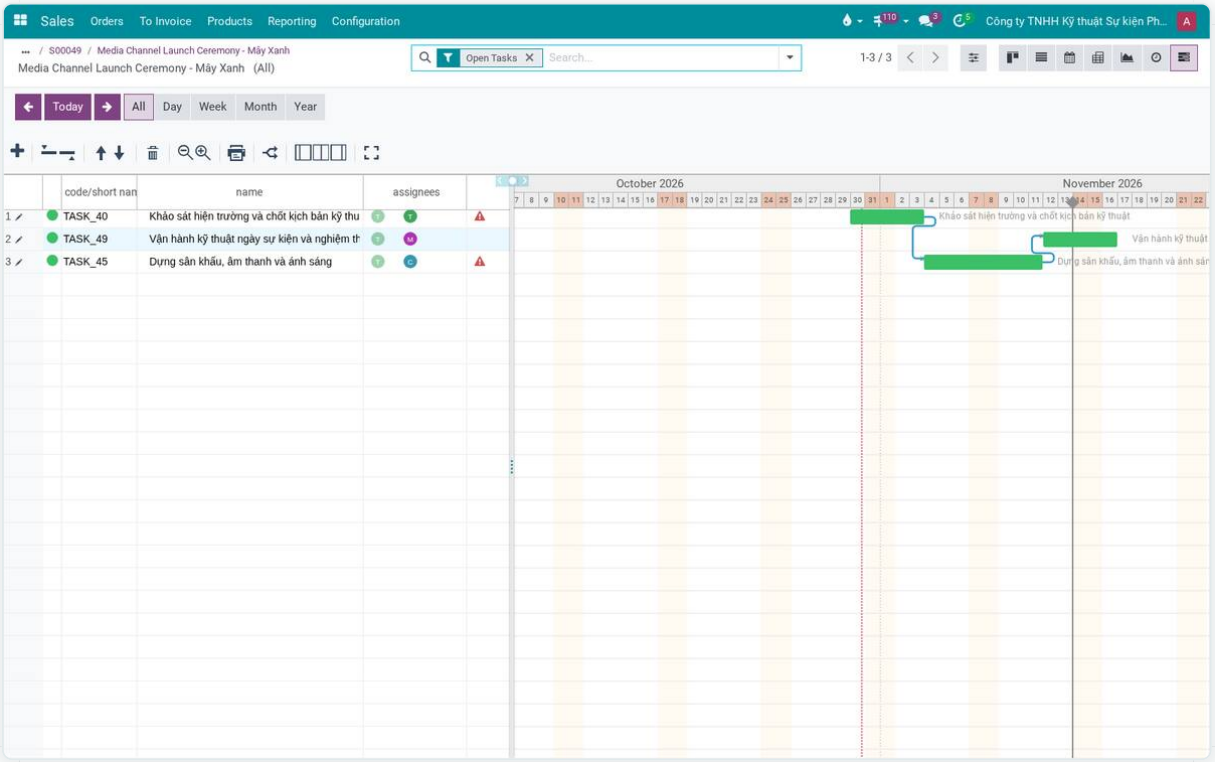
> *Image note:* The image shows the **Description** tab; click **Blocked By** to see the dependency rows described above.

You should see: the **Blocked By** tab shows the task "Dựng sân khấu, âm thanh và ánh sáng" on the lower row and, on the **Recursive Depend Tasks** row above it, both earlier tasks (stage setup and survey). The chain of work is: survey, then stage setup, then operation.

Step 8 - Open the Gantt chart and schedule

Go back to the project's task list and click the **Gantt Chart** view button in the top right corner. When newly created, all three bars start today: press and hold the bar "Dựng sân khấu, âm thanh và ánh sáng" and drag it to the right to 11/04, then drag the bar "Vận hành kỹ thuật ngày sự kiện và nghiệm thu" to 11/12, so that each task starts after the previous one ends.

> *Path:* `Sales > Orders > Quotations` , open the sales order, **Projects** button, **Tasks** button, **Gantt Chart** view

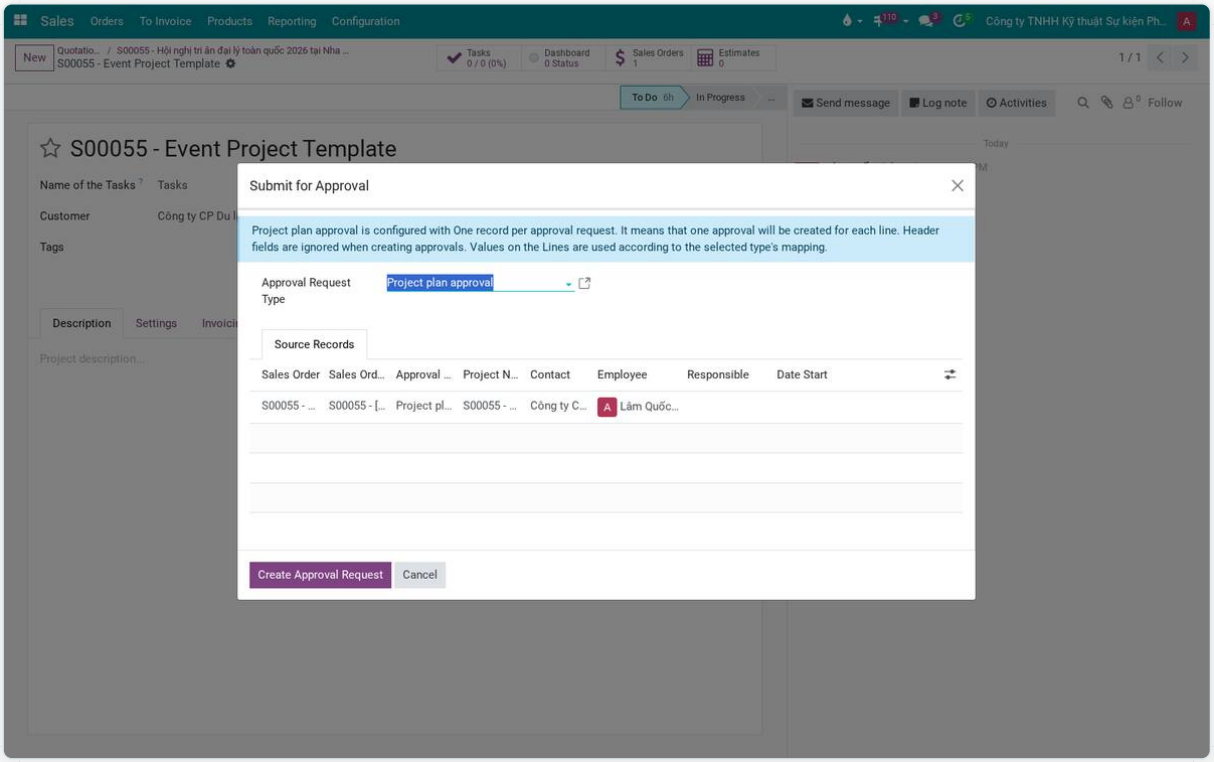


You should see: three blue bars, one per task, linked by arrows from each task to the next; in the last column of the survey task and the stage setup task there is a red warning icon, meaning that person has "1 other tasks for employees are scheduled at the same time!". The warning is only informative and does not block saving. The Gantt chart shows the tasks of one project; the system has no Gantt bar for a whole project and does not calculate a critical path. Open the Gantt chart once the project has at least two tasks.

Step 9 - Request approval of the project plan

Open the project again (Step 2), click the gear icon next to the project name and choose **Get Approved**.

> *Path:* `Sales > Orders > Quotations` , open the sales order, **Projects** button, gear next to the name, **Get Approved**



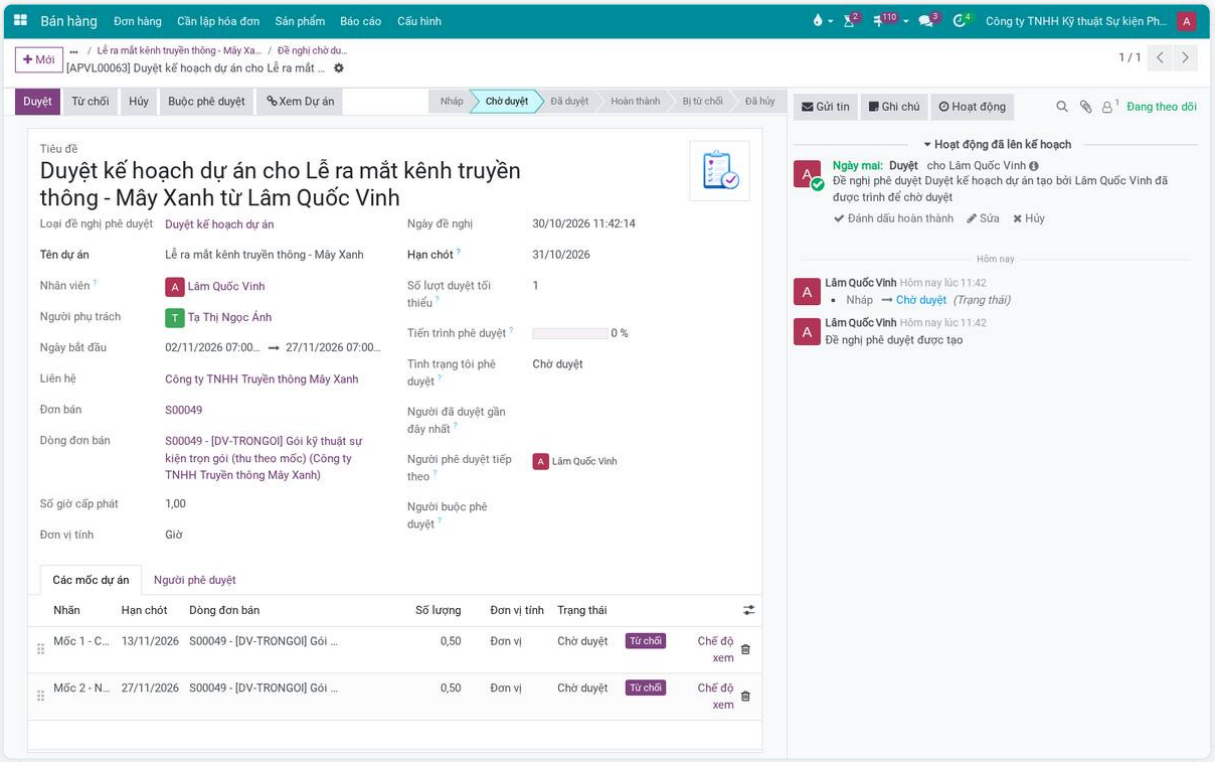
> *Image note:* The image shows the dialog for the project of order S00055, so the **Source Records** row carries S00055 values, not yours.

You should see: the **Submit for Approval** dialog, with the **Approval Request Type** field already set to "Project plan approval". The **Source Records** tab has one row with the sales order, the project name, the project manager Tạ Thị Ngọc Ánh and the project's start and end dates.

Step 10 - Create the request and submit it

Click **Create Approval Request**, then on the request that opens click **Submit**.

> *Path:* the **Submit for Approval** dialog of Step 9; afterwards `Approval > Approval Request > Request` to reopen the request



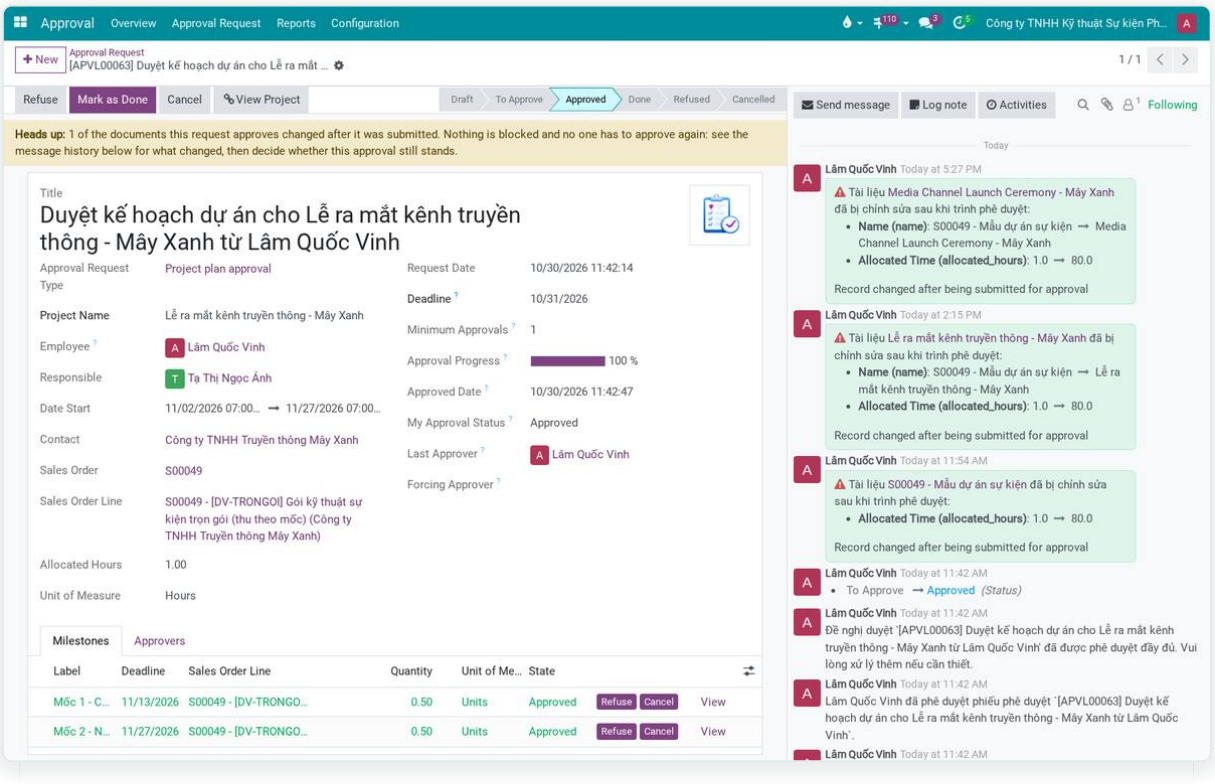
> *Image note:* This screenshot shows the Vietnamese interface. Read the English labels from the text.

You should see: the request has a number such as APVL00063, the status bar moves from **Draft** to **To Approve**; **Next Approver(s)** is Lâm Quốc Vinh; the **Milestones** table lists the two milestones (11/13/2026 and 11/27/2026) with the status **To Approve**; the button row has **Approve**, **Refuse**, **Cancel** and **Force Approval**.

Step 11 - Approve the plan

Click **Approve**.

> *Path:* the plan approval request screen, **Approve** button



> *Image note:* The status-bar buttons in the image are **Refuse**, **Mark as Done**, **Cancel** and **View Project**.

You should see: the status is **Approved**; **Approval Progress** is 100%; **Last Approver** is Lâm Quốc Vinh; both milestones in the **Milestones** table have moved to **Approved**. If the approved project is edited later, the request shows a yellow banner ("Heads up: 1 of the documents this request approves changed after it was submitted. Nothing is blocked and no one has to approve again...") and the chatter records "Record changed after being submitted for approval" with the fields that changed, so the approver can decide whether the approval still stands.

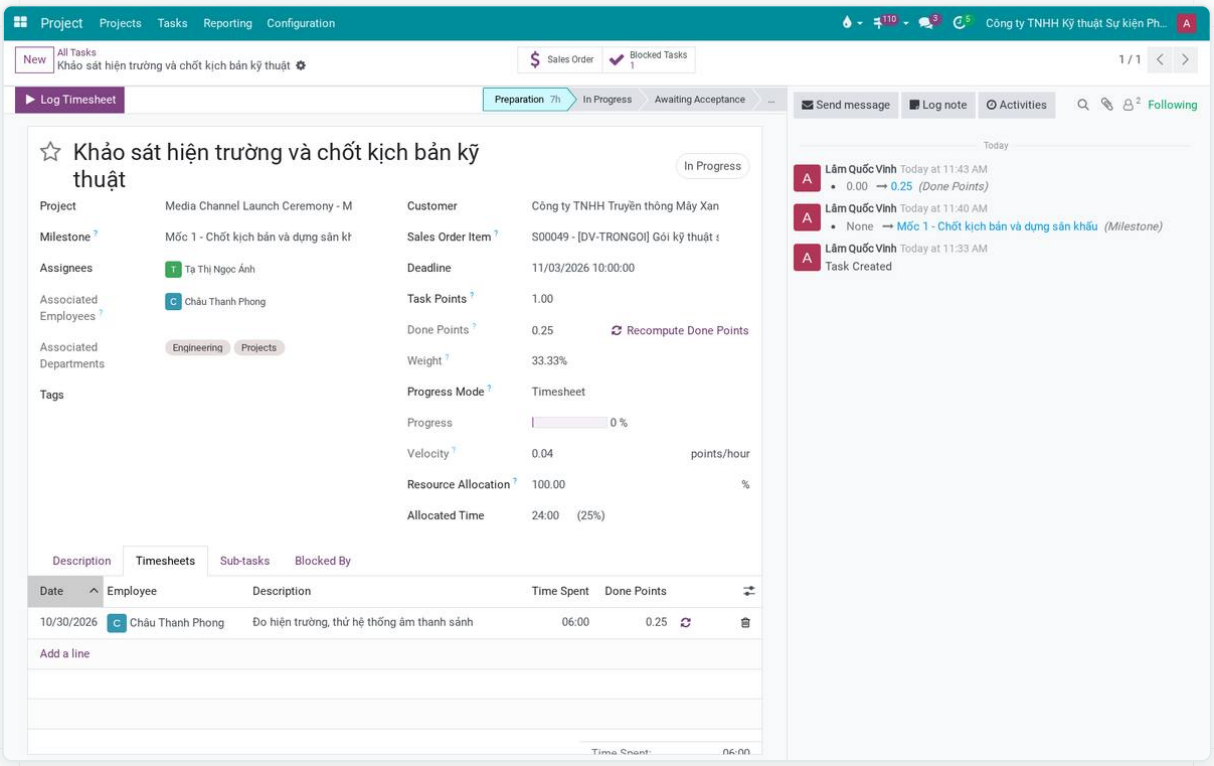
Phase 3. Log hours, employee expenses and a purchase order against the project

All three kinds of cost reach the right project through the project's **analytic account** (shown in the **Analytic Distribution** field of each document): timesheet hours at the hourly rate on the employee's record, employee expenses, and vendor bills.

Step 1 - Log hours for a technician

Open the task "Khảo sát hiện trường và chốt kịch bản kỹ thuật", open the **Timesheets** tab and click **Add a line**: in **Employee** choose "Châu Thanh Phong", in **Description** type `Đo hiện trường, thử hệ thống âm thanh sảnh` (Site measurements, test of the lobby sound system), in **Time Spent** type `6:00`. Click **Save manually**.

> *Path:* `Sales > Orders > Quotations` , open the sales order, **Projects** button, **Tasks** button, open the task, **Timesheets** tab

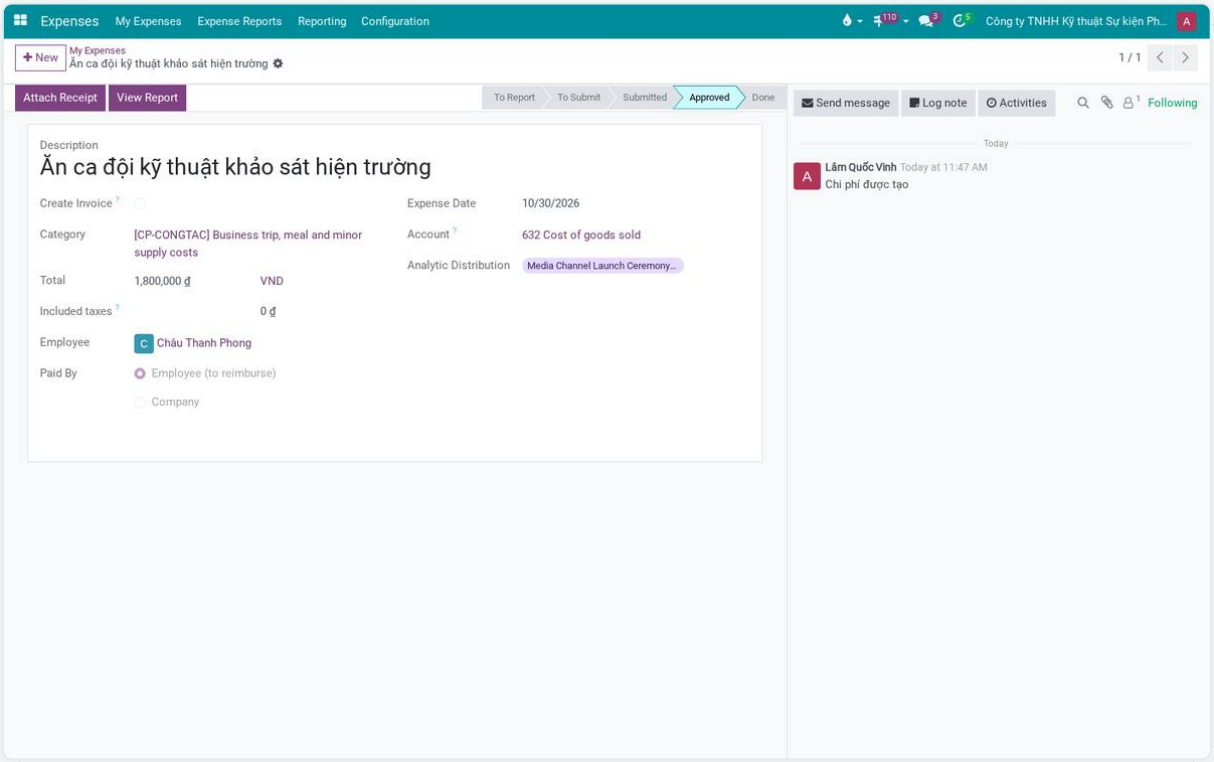


You should see: the timesheet line carries today's date (10/30/2026), the employee Châu Thanh Phong, **Time Spent** 06:00 and **Done Points** 0.25. The cost of this line is 6 hours times Châu Thanh Phong's hourly rate (VND 170,000 per hour), which is 1,020,000, and it will show up in Phase 5. Timesheets do not create an accounting entry; they only create the project's analytic cost.

Step 2 - Enter an employee expense linked to the project

Click **New** and type the **Description** `Ăn ca đội kỹ thuật khảo sát hiện trường` (Meals for the technical team on the site survey); in **Category** choose "[CP-CONGTAC] Business trip, meal and minor supply costs"; in **Total** type `1800000` ; in **Employee** choose "Châu Thanh Phong". Click the **Analytic Distribution** field, in the **Project** column type `Mây Xanh` and choose "Media Channel Launch Ceremony - Mây Xanh", keeping 100%.

> *Path:* `Expenses > My Expenses > My Expenses` , **New** button



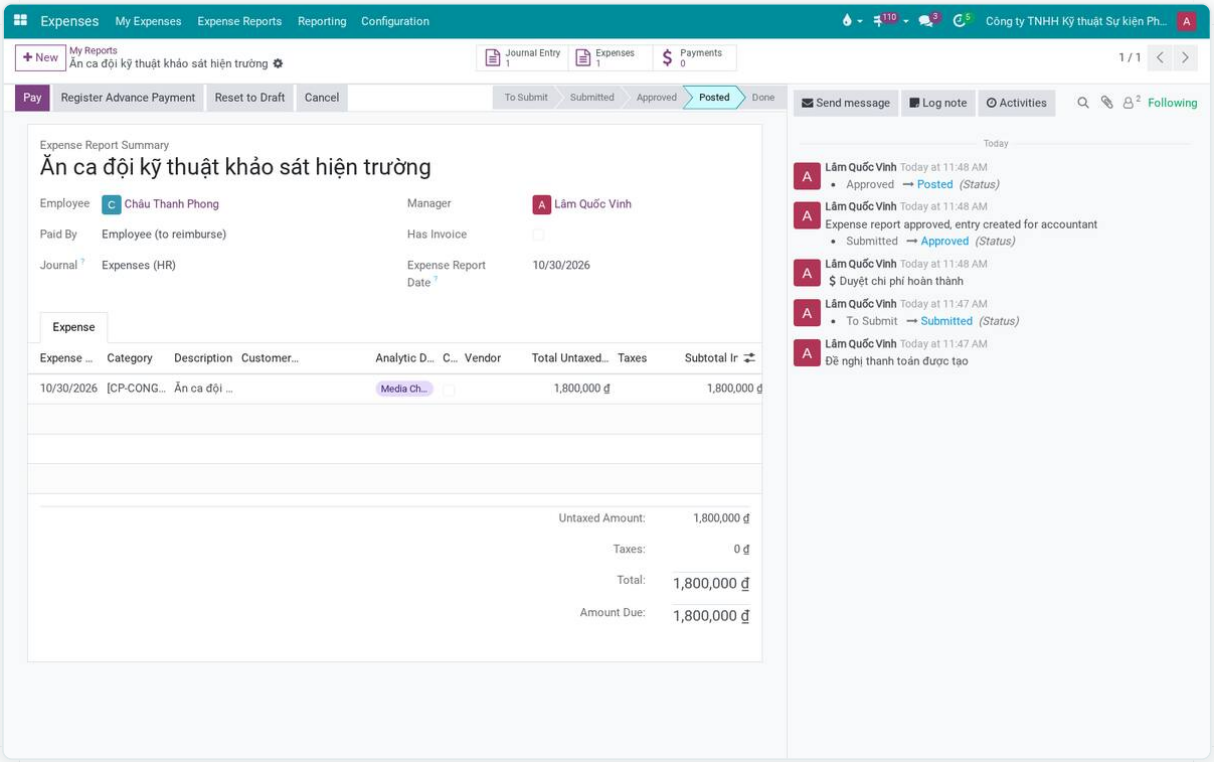
> *Image note:* The image shows the same expense after it was approved and reported, so its status bar reads **Approved**. On your own expense it reads **To Report** at this step.

You should see: the **Analytic Distribution** field shows a purple label with the project name; **Total** is 1,800,000; **Paid By** is "Employee (to reimburse)"; **Account** 632 Cost of goods sold fills in from the category; the status bar is at **To Report**.

Step 3 - Create the expense report

Click **Create Report**.

> *Path:* the expense screen you have just entered, **Create Report** button



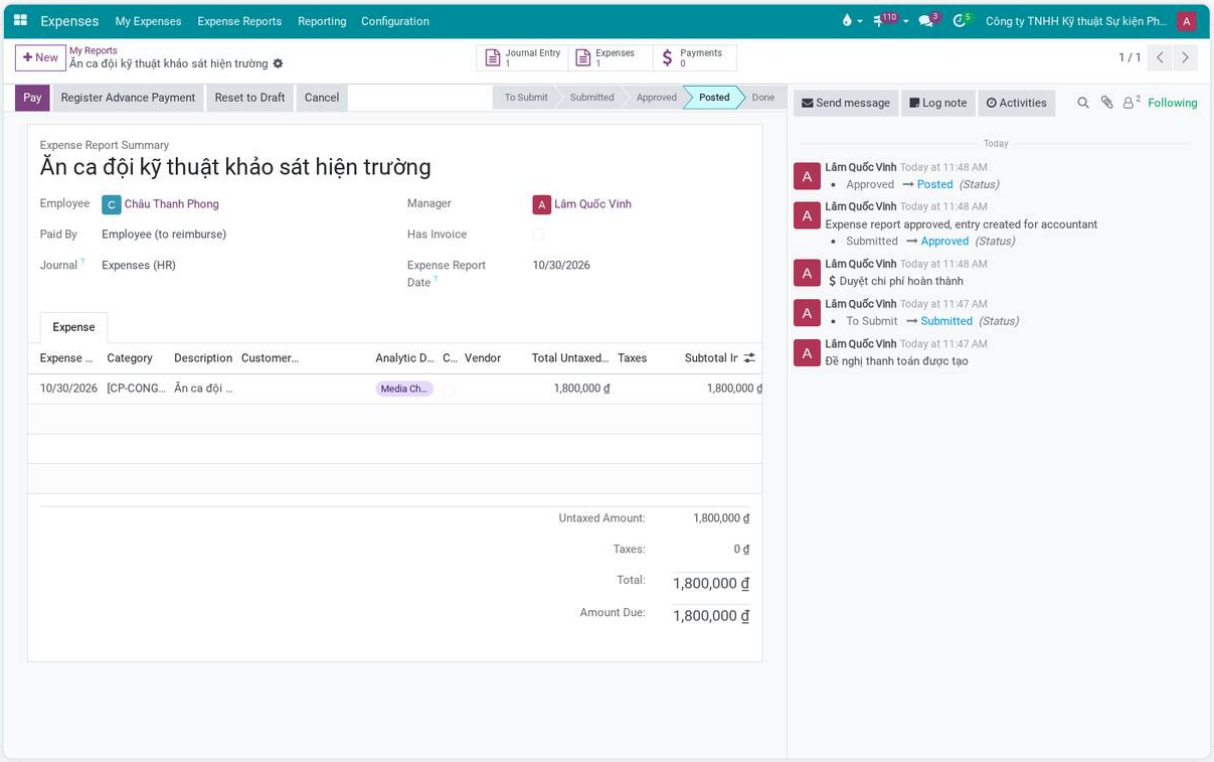
> *Image note:* The image shows the same report at a later state, **Posted**. On your own report the status is **To Submit** at this step.

You should see: a report whose **Expense Report Summary** has the same name as the expense; **Employee** Châu Thanh Phong, **Manager** Lâm Quốc Vinh; the status bar is at **To Submit**; the expense line still carries the purple project label in the **Analytic Distribution** column; **Total** is 1,800,000; the **Submit to Manager** button is at the top of the report.

Step 4 - Submit, approve and post

Click in turn **Submit to Manager**, **Approve**, then **Post Journal Entries**. After each click the button for the next step appears at the top of the report. Do not click **Pay** in this lesson.

> *Path:* `Expenses > Expense Reports` , open the report you created in Step 3

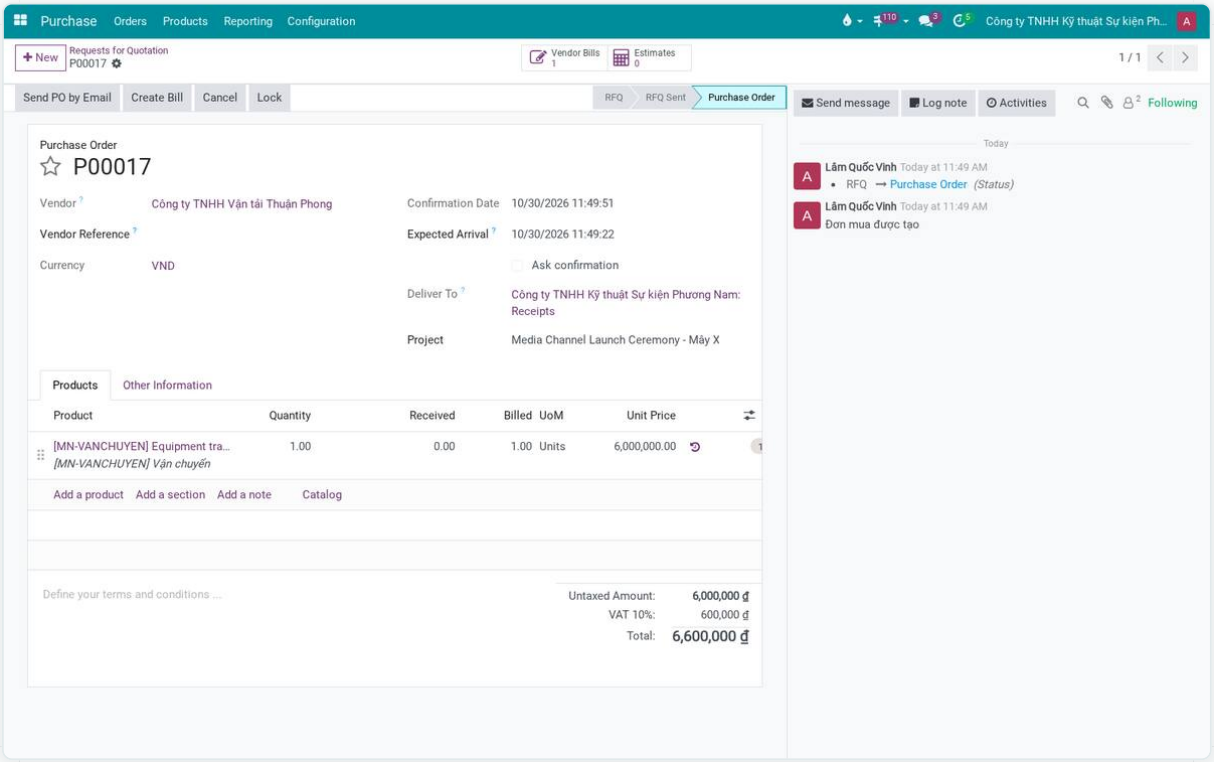


You should see: the status bar is at **Posted**; the button row at the top has **Journal Entry** 1 and **Expenses** 1; the chatter records the status changes **To Submit**, **Submitted**, **Approved**, **Posted** in turn. Only once the report is posted does the expense enter the project's profitability table.

Step 5 - Create a purchase order for a transport service, linked to the project

Click **New**: in **Vendor** choose "Công ty TNHH Vận tải Thuận Phong"; click **Add a product**, type `transport` and choose "[MN-VANCHUYEN] Equipment transport"; **Quantity** 1; **Unit Price** `6000000`; in the **Project** field (under **Deliver To**) choose "Media Channel Launch Ceremony - Mây Xanh". Click **Save manually**.

> *Path:* `Purchase > Orders > Requests for Quotation` , **New** button



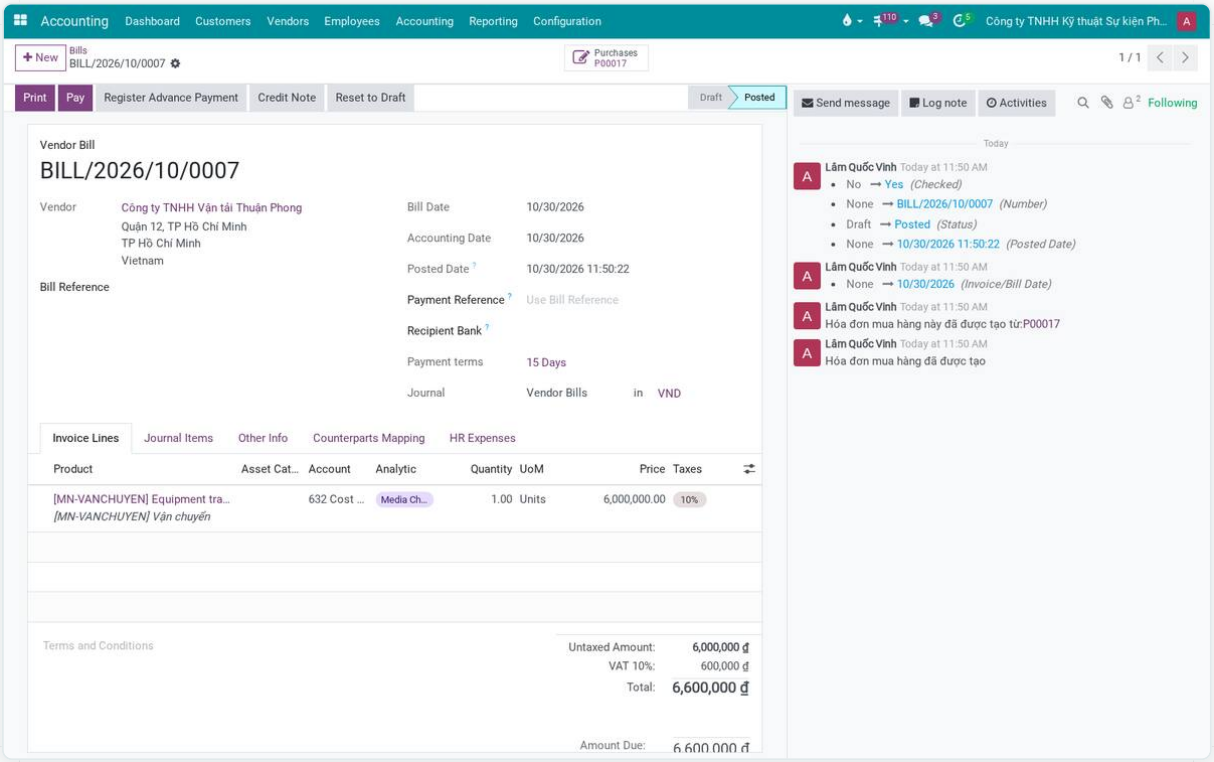
> *Image note:* The image shows the same purchase order at a later state (**Purchase Order**, with the line already billed). Yours is in the **RFQ** status at this step.

You should see: a document number (for example P00017) in the status **RFQ**; the **Project** field shows the project name; the line has **Quantity** 1.00 and **Unit Price** 6,000,000.00; **Untaxed Amount** 6,000,000, **VAT 10%** 600,000, **Total** 6,600,000. A purchase order under VND 500 million does not need approval.

Step 6 - Confirm the order and create the vendor bill

Click **Confirm Order**, then click **Create Bill**.

> *Path:* the purchase order you have just saved, **Confirm Order** button, **Create Bill** button



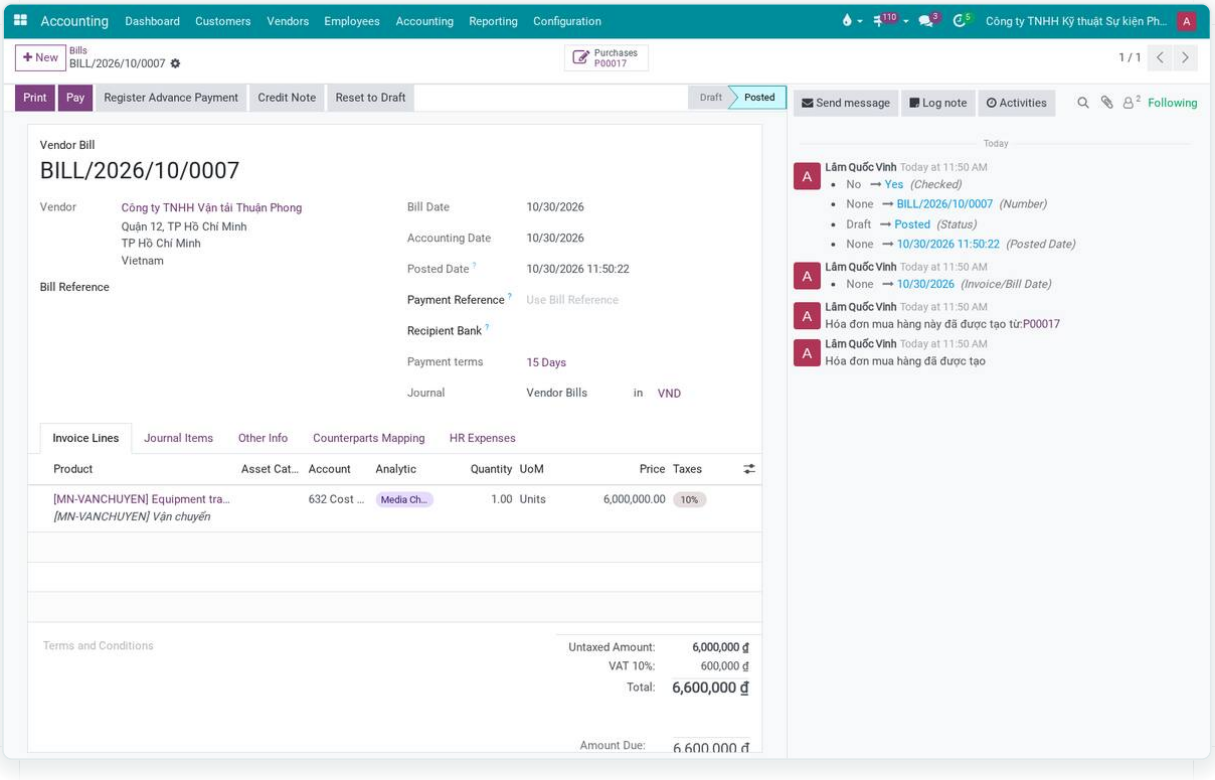
> *Image note:* The image shows the same vendor bill after it was posted (status **Posted**). Yours is in **Draft** at this step.

You should see: the purchase order moves to **Purchase Order**; **Create Bill** opens a "Vendor Bill" in the **Draft** status, vendor Công ty TNHH Vận tải Thuận Phong; the bill line has **Account** 632 and the **Analytic** column shows a purple label with the project name (the system copies it from the purchase order); **Bill Date** is still empty.

Step 7 - Enter the invoice date and confirm

In **Bill Date** type `10/30/2026` and click **Confirm**.

> *Path:* the draft vendor bill of Step 6



You should see: the bill has a number such as BILL/2026/10/0007 and the status **Posted**; **Total** is 6,600,000 (of which tax is 600,000). The project's cost records only the part before tax, 6,000,000.

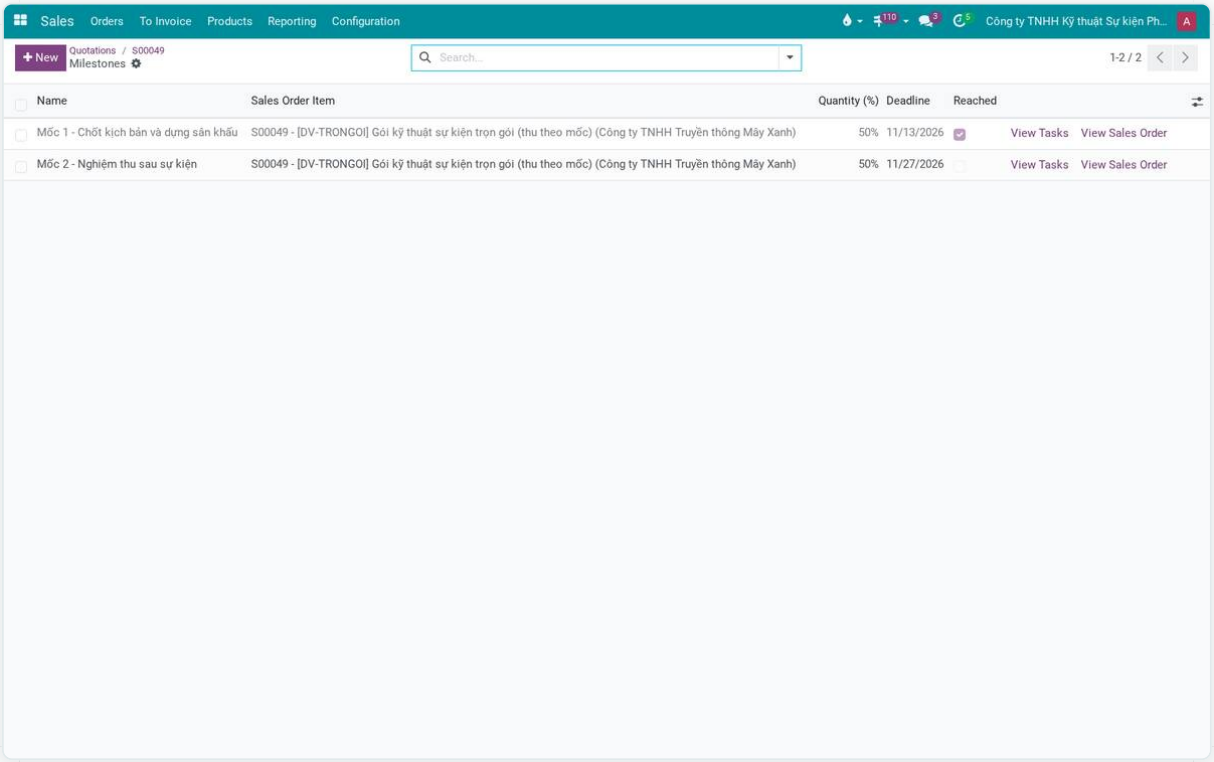
Phase 4. Reach milestone 1 and invoice by milestone

The principle: when a milestone is marked as reached, the **Delivered** quantity of the order line rises by the milestone's percentage, the order appears in the **Orders to Invoice** list, and accounting invoices exactly the part that has been reached. Until a milestone is reached there is no quantity to invoice.

Step 1 - Mark milestone 1 as reached

Click the **Milestones** button on the sales order and tick the **Reached** box on the line "Mốc 1 - Chốt kịch bản và dựng sân khấu".

> *Path:* `Sales > Orders > Quotations` , open the sales order, **Milestones** button

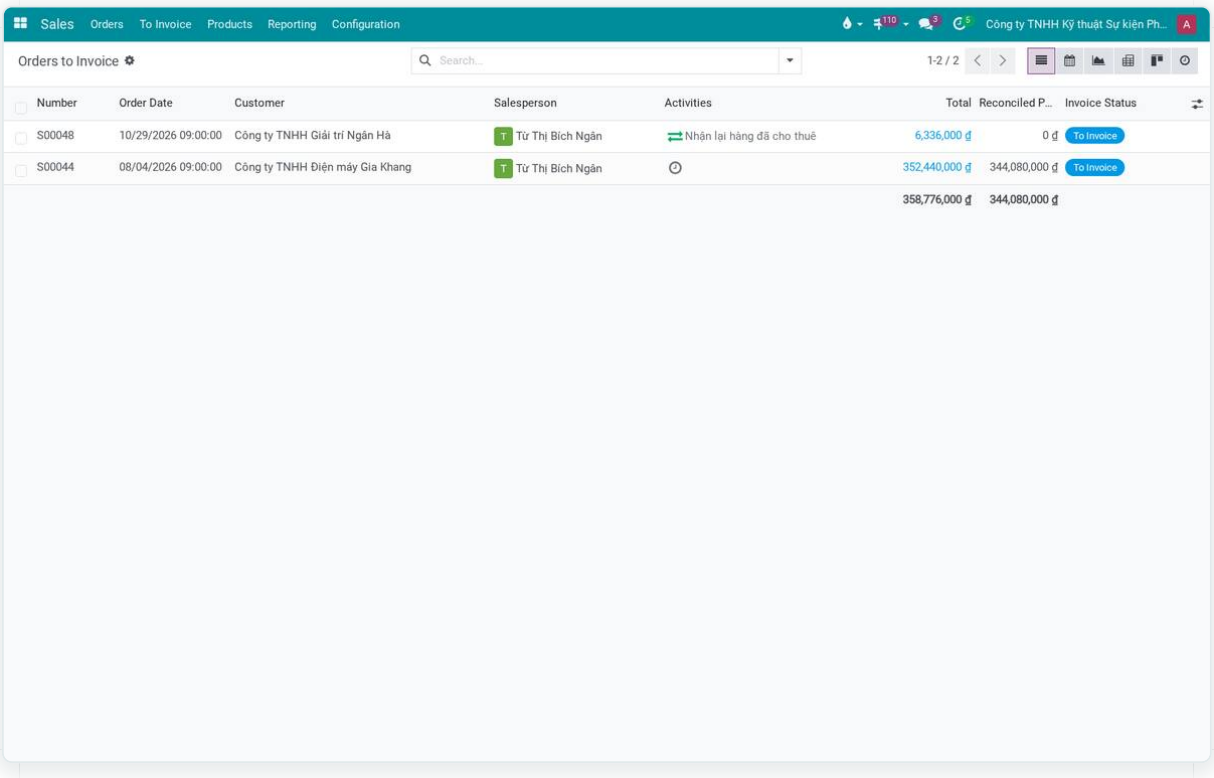


You should see: the **Reached** box of milestone 1 is ticked; milestone 2 stays empty.

Step 2 - Find the order in the to-invoice list

In the search box type `Mây Xanh` and press Enter.

> *Path:* `Sales > To Invoice > Orders to Invoice`



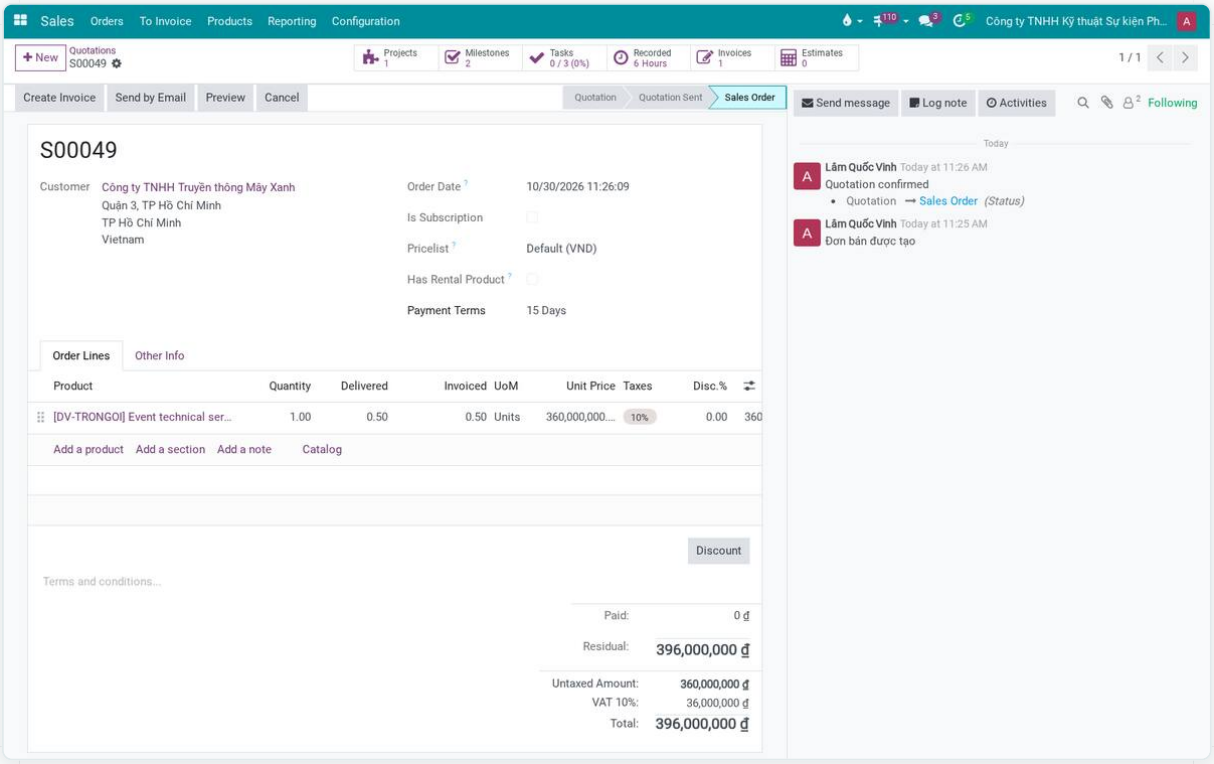
> *Image note:* The image shows the unfiltered list with other customers' orders (S00048, S00044), because order S00049 has already been invoiced. On your own system the search for `Mây Xanh` returns your order.

You should see: one row for order S00049, customer Công ty TNHH Truyền thông Mây Xanh, **Total** 396,000,000 and **Invoice Status** "To Invoice". The full list also holds orders of other customers.

Step 3 - Open the order and read the delivered quantity

Click the row of order S00049.

> *Path:* the **Orders to Invoice** screen, click the order row



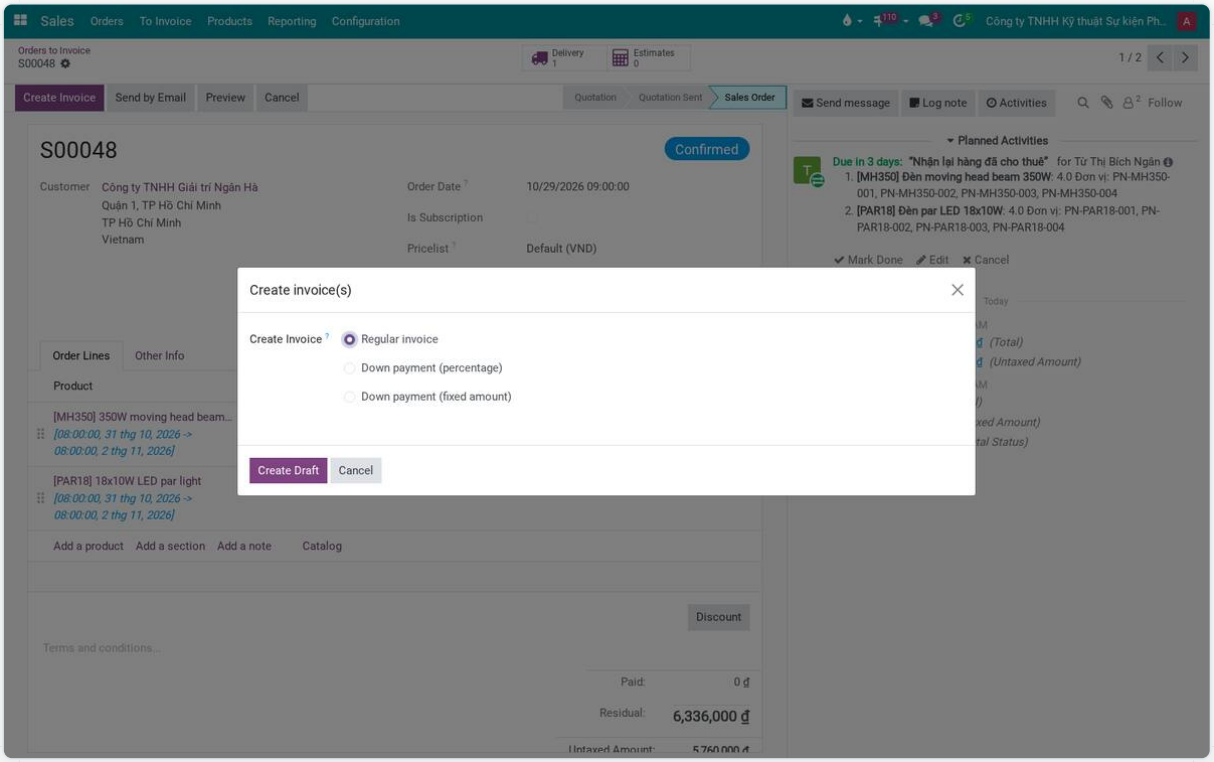
> *Image note:* The image shows the same order after it was invoiced, so **Invoiced** reads 0.50 and an **Invoices** button is present. At this step yours reads **Invoiced** 0.00.

You should see: the order line has **Quantity** 1.00, **Delivered** 0.50 (exactly the percentage of milestone 1) and **Invoiced** 0.00. The button row at the top has **Milestones** 2 and **Recorded** 6 Hours.

Step 4 - Open the invoice creation dialog

Click **Create Invoice** at the top of the page.

> *Path:* the sales order screen S00049, **Create Invoice** button



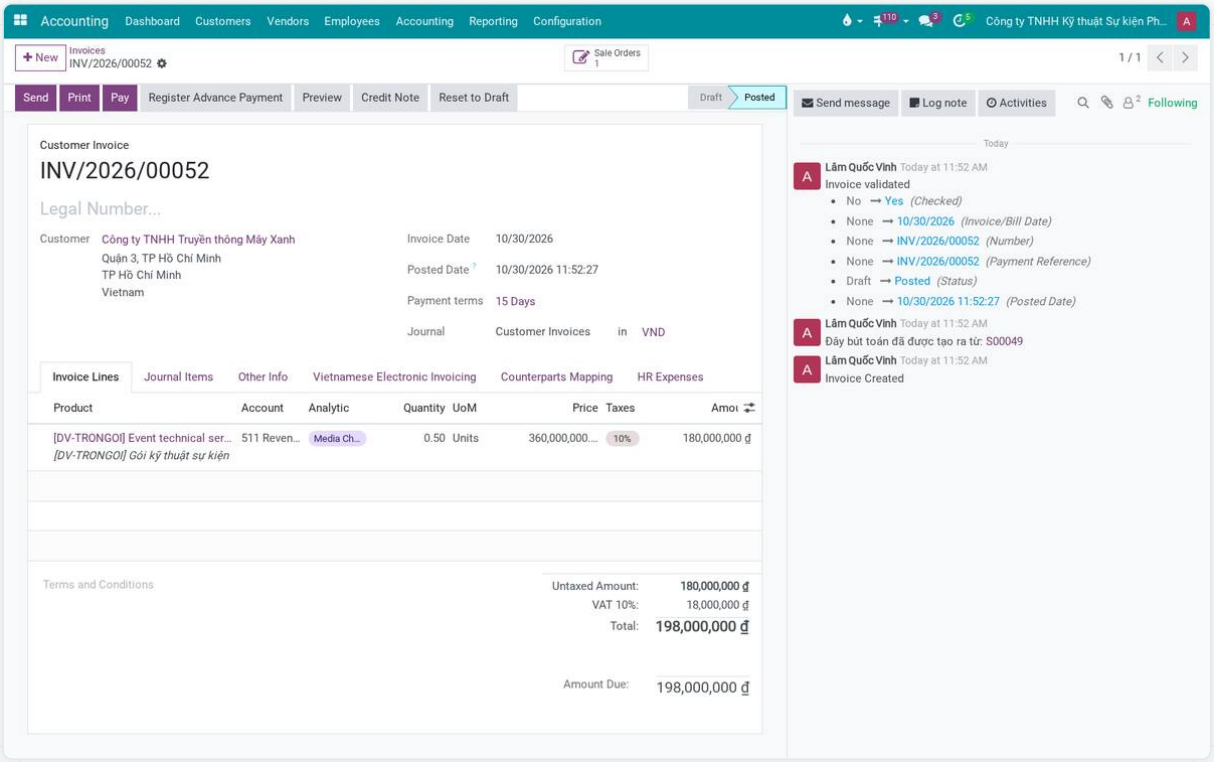
> *Image note:* The image shows the dialog opened from another order (S00048), because S00049 has nothing left to invoice. The dialog content is the same.

You should see: the "Create invoice(s)" dialog with three choices: **Regular invoice** (selected), **Down payment (percentage)** and **Down payment (fixed amount)**. Keep **Regular invoice**: the system invoices the part that has been delivered.

Step 5 - Create the draft invoice

Click **Create Draft**.

> *Path:* the **Create invoice(s)** dialog of Step 4



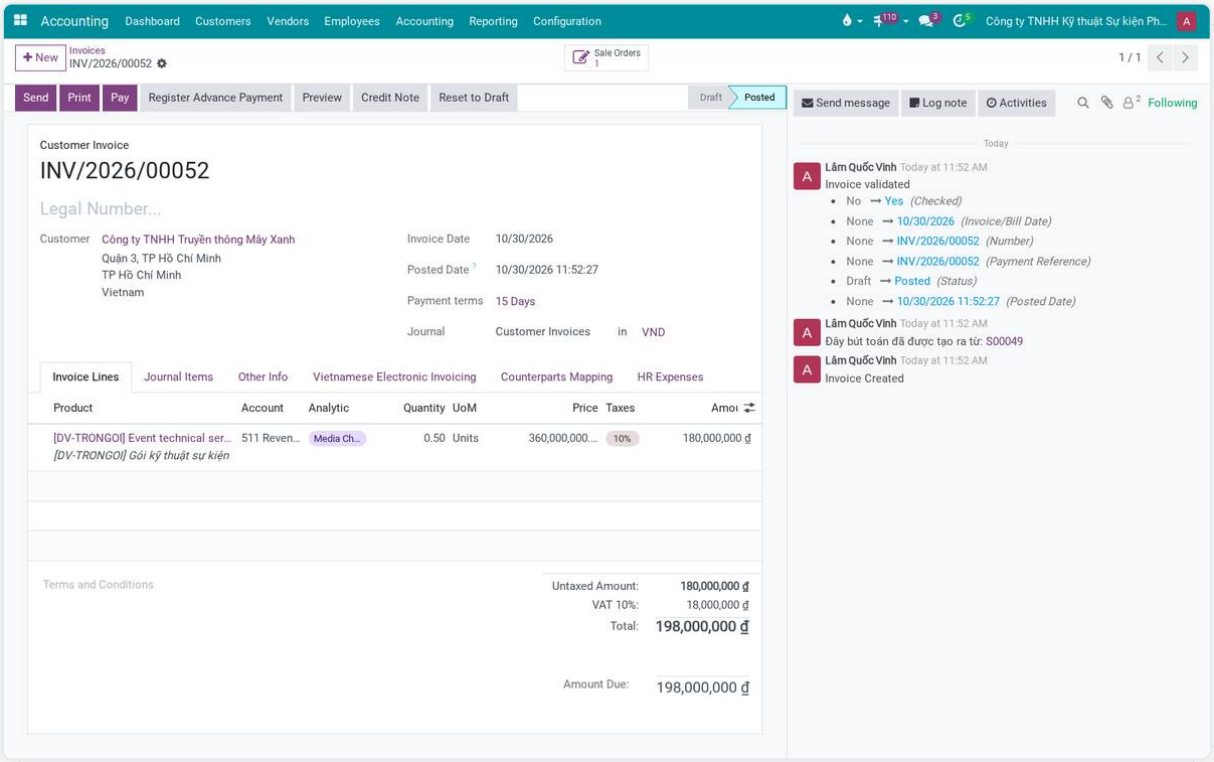
> *Image note:* The image shows the same invoice after it was posted (status **Posted**). Yours is in **Draft** at this step.

You should see: a "Customer Invoice" in the **Draft** status, one technical package line with **Quantity** 0.50, **Account** 511 Revenue from sales and services and the **Analytic** column carrying the project name; **Untaxed Amount** 180,000,000, **VAT 10%** 18,000,000, **Total** 198,000,000.

Step 6 - Confirm the invoice

Click **Confirm**.

> *Path:* `Accounting > Customers > Invoices` , open the draft invoice of Step 5



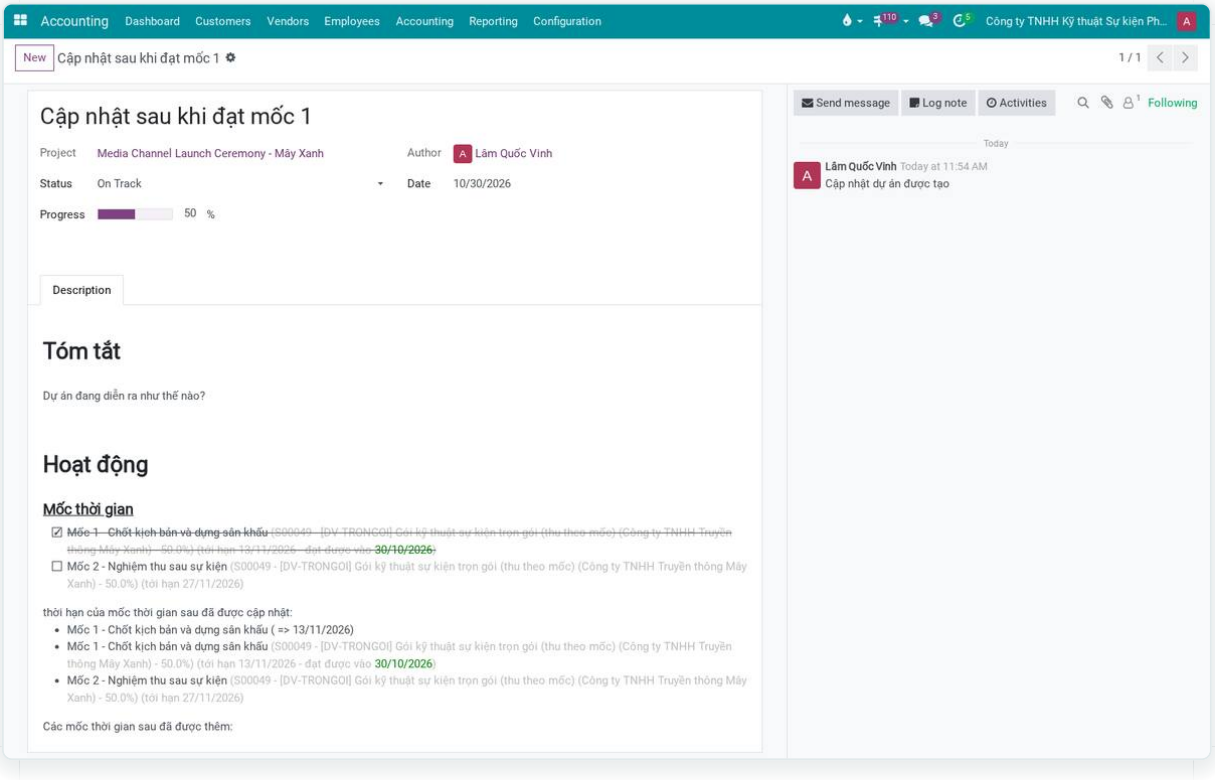
You should see: the invoice has a number such as INV/2026/00052, **Invoice Date** 10/30/2026, the status **Posted**, **Total** 198,000,000; the button row at the top has **Send**, **Print** and **Pay**. Your company does not need to collect the money in this lesson; collection and receivables aging are in the part on invoices, receivables and project profit and loss (Part VII. Invoicing, receivables and project profit and loss).

Phase 5. Read the project's profit and loss while the work is running

Step 1 - Create a status update

Open the project (Phase 2, Step 2), click the **Dashboard** button, then click **New**. Type the title `Cập nhật sau khi đạt mốc 1` (Update after milestone 1 reached), keep the status "On Track", type `50` in **Progress**, and click **Save manually**.

> *Path:* `Sales > Orders > Quotations` , open the sales order, **Projects** button, **Dashboard** button, **New** button

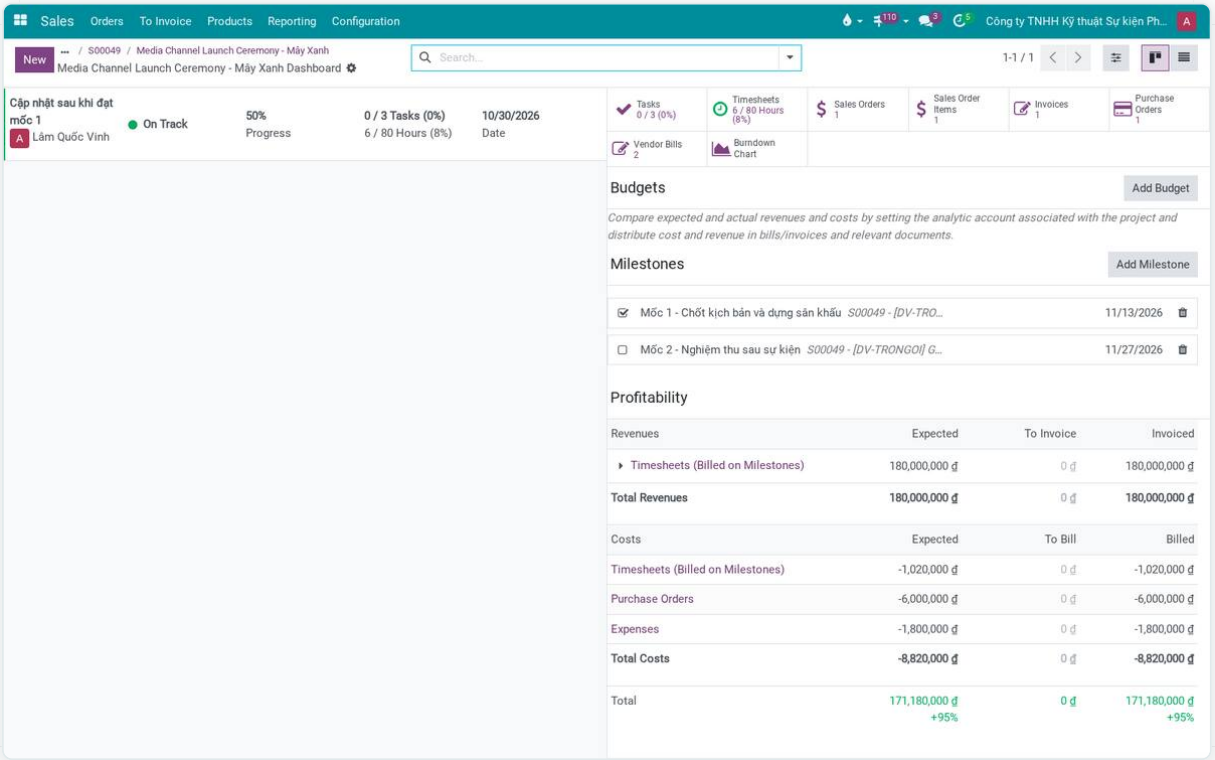


You should see: the update has the status **On Track** and **Progress** 50%; its description fills in the blocks **Summary**, **Activities** and a **Milestones** list in which milestone 1 is ticked (on this system the three headings read "Tóm tắt", "Hoạt động" and "Mốc thời gian", as in the image). Each update records the progress and the milestones at that moment, to compare with the next one.

Step 2 - Open the overview report and read the Profitability table

Click **Dashboard** on the project to go back to the overview report. Read the **Profitability** table in the right half of the screen.

> *Path:* `Sales > Orders > Quotations` , open the sales order, **Projects** button, **Dashboard** button



You should see:

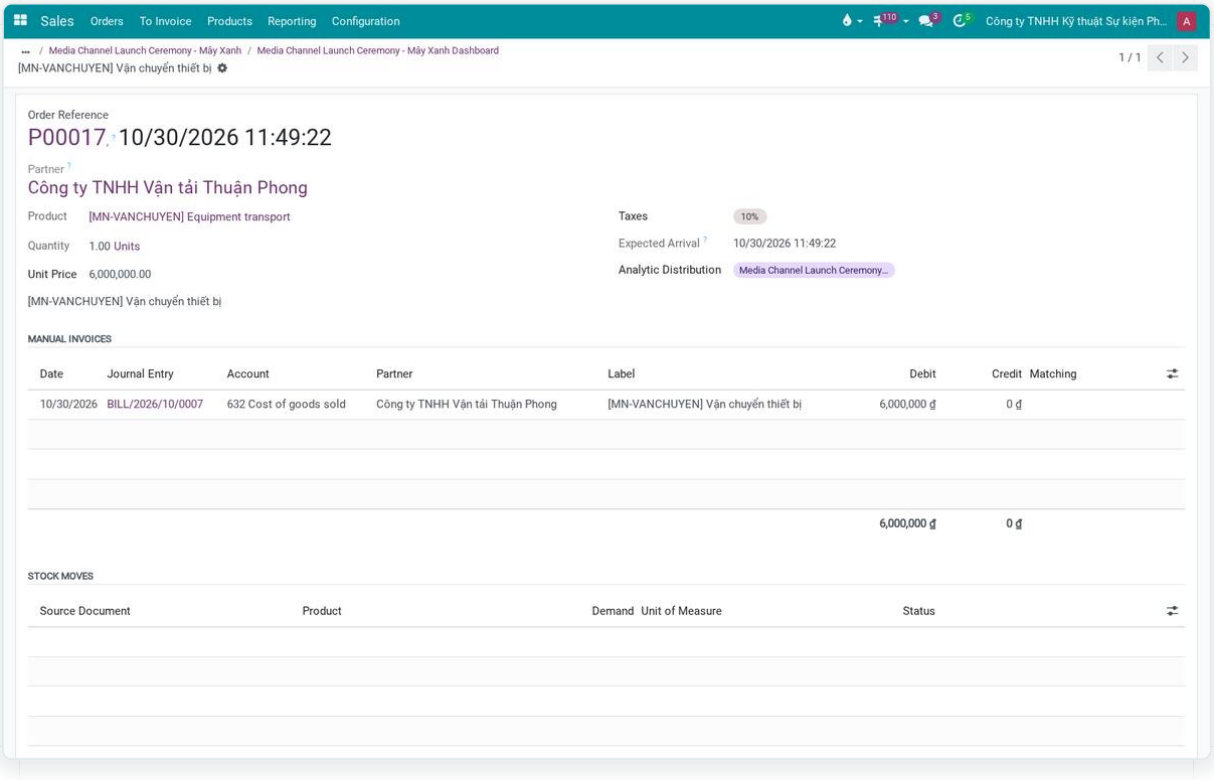
- The row of figure buttons: **Tasks** 0 / 3 (0%), **Timesheets** 6 / 80 Hours (8%), **Sales Orders** 1, **Invoices** 1, **Purchase Orders** 1, **Vendor Bills** 2 (the image also shows **Sales Order Items** 1 and **Burndown Chart**).
- The **Revenues** block (one row, **Timesheets (Billed on Milestones)**): **Expected** 180,000,000, **To Invoice** 0, **Invoiced** 180,000,000. At this moment "Expected" equals exactly the part of milestone 1 that was reached; milestone 2 is not reached, so it is not counted yet.
- The **Costs** block, three rows: timesheets -1,020,000 (6 hours times 170,000), purchase orders -6,000,000, expenses -1,800,000; **Total Costs** -8,820,000.
- The **Total** row: 171,180,000, with +95%. This is the provisional profit of the project (invoiced revenue minus recorded costs), equal to 95% of the revenue.
- On the left is the update you have just created (**On Track**, 50%).
- The **Budgets** block is empty and has an **Add Budget** button: this new project has no budget yet.

Every time a new invoice, new timesheet hours or a new cost is linked to the project, this table changes with it. Your company's figures will differ from the image if you enter extra documents.

Step 3 - Drill a cost row down to its source document

In the **Costs** block, click the words **Purchase Orders**.

> *Path:* the project overview report, **Profitability** block, **Purchase Orders** row

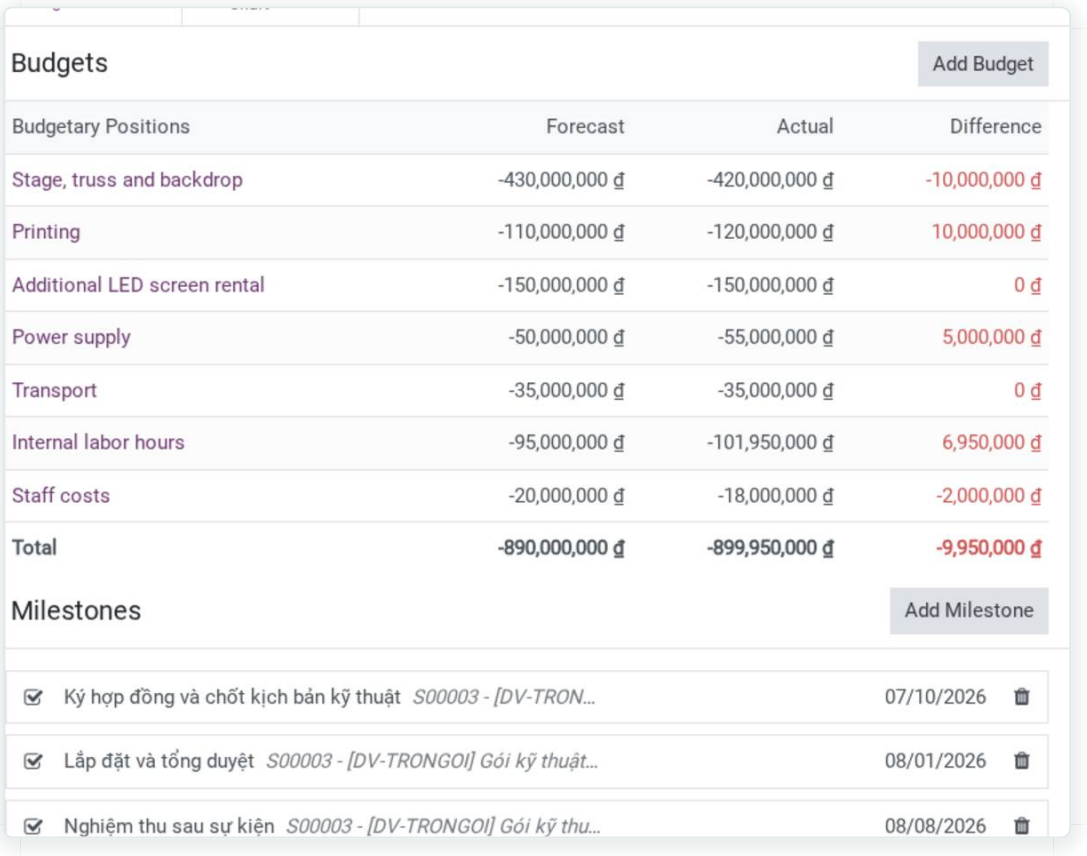


You should see: the row of purchase order P00017 (Công ty TNHH Vận tải Thuận Phong, "[MN-VANCHUYEN] Equipment transport", 1.00 unit, unit price 6,000,000.00), its **Analytic Distribution** showing the project name, and, in the bill table, the entry BILL/2026/10/0007 with a **Debit** of 6,000,000 to account 632. The timesheet row (**Timesheets (Billed on Milestones)**) in the **Costs** block opens the timesheet line of Châu Thanh Phong, and the **Expenses** row opens the meal expense. From there your company goes from the profit figure back to the exact document that produced it.

Step 4 - Compare against a budget: see a sample on a closed project

The new project has no budget, so its **Budgets** block is empty. To see this block when a budget exists, open the project "Customer Conference 2026 - Thiên Phúc" (closed, view only, do not edit): open order S00003, click the **Projects** button, then click the **Dashboard** button.

> *Path:* `Sales > Orders > Orders` , open order S00003, **Projects** button, **Dashboard** button



Budgets

Add Budget

Budgetary Positions	Forecast	Actual	Difference
Stage, truss and backdrop	-430,000,000 ₫	-420,000,000 ₫	-10,000,000 ₫
Printing	-110,000,000 ₫	-120,000,000 ₫	10,000,000 ₫
Additional LED screen rental	-150,000,000 ₫	-150,000,000 ₫	0 ₫
Power supply	-50,000,000 ₫	-55,000,000 ₫	5,000,000 ₫
Transport	-35,000,000 ₫	-35,000,000 ₫	0 ₫
Internal labor hours	-95,000,000 ₫	-101,950,000 ₫	6,950,000 ₫
Staff costs	-20,000,000 ₫	-18,000,000 ₫	-2,000,000 ₫
Total	**-890,000,000 ₫**	**-899,950,000 ₫**	**-9,950,000 ₫**

Milestones

Add Milestone

☑ Ký hợp đồng và chốt kịch bản kỹ thuật *S00003 - [DV-TRON...*	07/10/2026	🗑
☑ Lắp đặt và tổng duyệt *S00003 - [DV-TRONGOI] Gói kỹ thuật...*	08/01/2026	🗑
☑ Nghiệm thu sau sự kiện *S00003 - [DV-TRONGOI] Gói kỹ thu...*	08/08/2026	🗑

You should see: the **Budgets** table has four columns, **Budgetary Positions**, **Forecast**, **Actual** and **Difference**, and each row is a spending item (**Stage, truss and backdrop**, **Printing**, **Additional LED screen rental**, **Power supply**, **Transport**, **Internal labor hours**, **Staff costs**). Read the **Difference** column: a positive number means spending above the forecast (for example **Printing** forecast 110,000,000, actual 120,000,000, difference 10,000,000), a negative number means spending below the forecast (for example **Stage, truss and backdrop** -10,000,000). The **Total** row reverses the sign: -9,950,000 means the whole project spent 9,950,000 over its forecast. The system only compares; it does not block spending above the budget. Below that are the project's three milestones, all of them reached. How to create a budget for a new project is in the part on planning and running the project, under budgets by spending item (Part III. Project planning and execution); the screen that compares the budgets of all projects is at `Budgets > Budgets Analysis`.

At this point your company has walked through the whole chain of five jobs of a project: quotation, plan and approval, hours - expenses - purchasing, invoicing by milestone, and the profit and loss of that very project.

PART I. GENERAL CONFIGURATION

This part answers the question: how is the system of Công ty TNHH Kỹ thuật Sự kiện Phương Nam set up, and could your company set up the same for its own business? The Director, the chief accountant and the system administrator should read this part first; the other roles only need the lesson "Employees, users, roles and approvals". This part only reads the existing configuration and changes nothing: the demo system is shared by many people.

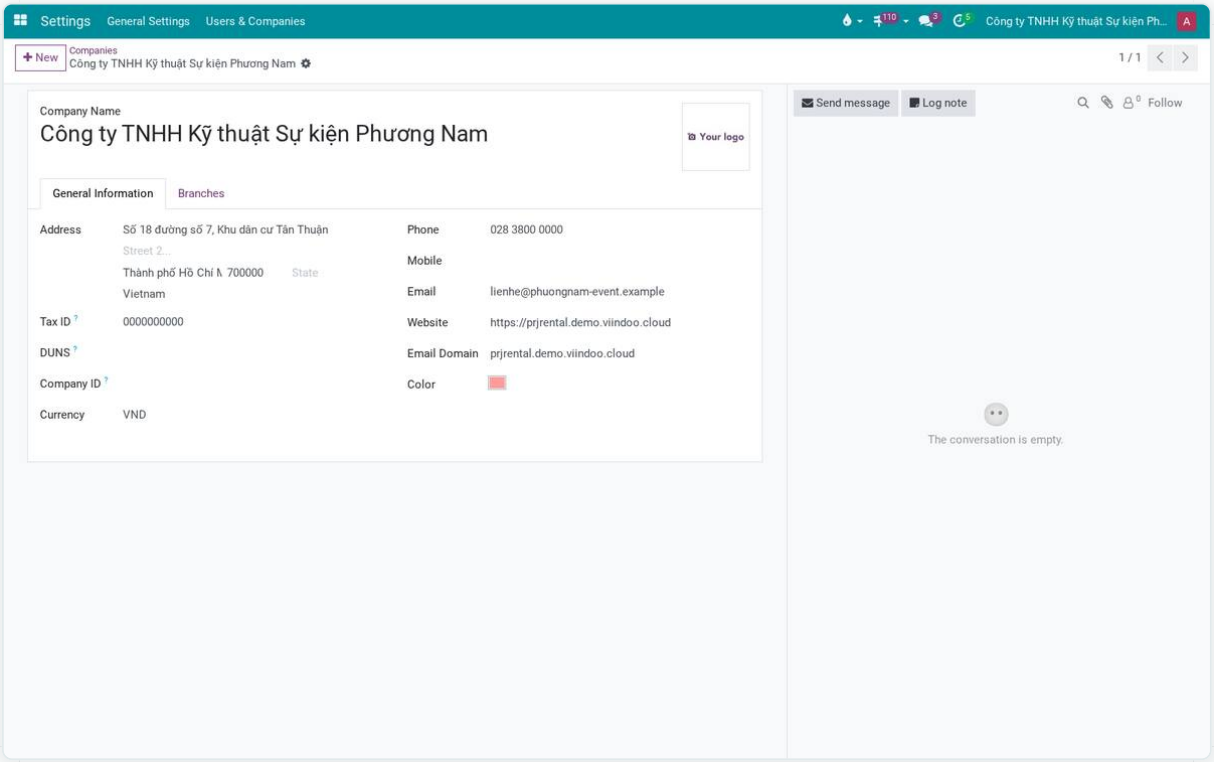
02 THE COMPANY, THE ACCOUNTING REGIME AND THE FEATURES SWITCHED ON

About 10 minutes. By the end of this lesson your company knows who the company on the system is, which accounting regime it follows, and what each switched-on feature is used for.

Step 1 - Open the company record

Open the **Companies** list and click the only company row.

> *Path:* `Settings > Users & Companies > Companies`

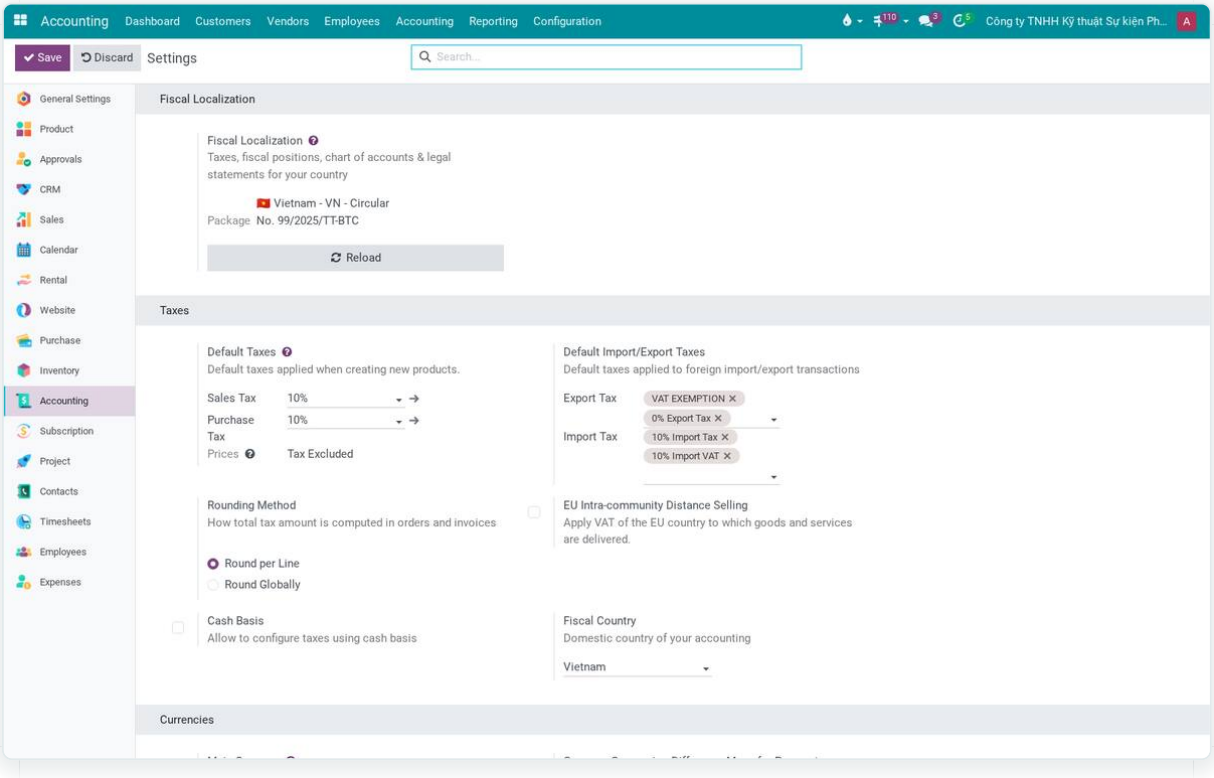


You should see: the name "Công ty TNHH Kỹ thuật Sự kiện Phương Nam", the address Số 18 đường số 7, Khu dân cư Tân Thuận, Thành phố Hồ Chí Minh (No. 18, Street 7, Tân Thuận Residential Area, Ho Chi Minh City), **Tax ID** 0000000000 and **Currency** VND. The name, address and tax ID are made-up data for the demo. The logo shows a "Your logo" placeholder because the company has not uploaded a logo.

Step 2 - See the accounting regime in use

Open the Accounting settings screen and look at the **Fiscal Localization** section.

> *Path:* `Accounting > Configuration > Settings`

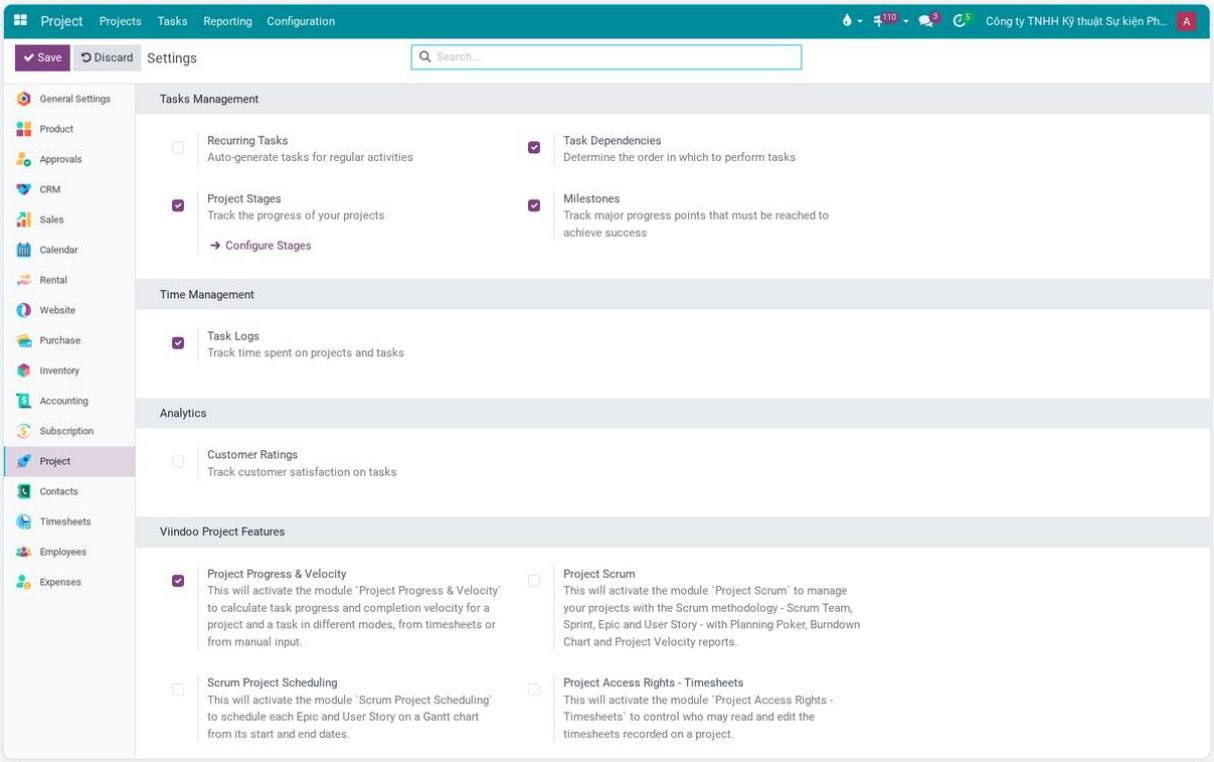


You should see: the package "Vietnam - VN - Circular No. 99/2025/TT-BTC", meaning the chart of accounts follows Circular 99/2025/TT-BTC. Below it are the 10% sales tax, the 10% purchase tax and the fiscal country Vietnam.

Step 3 - See the features of the Project application

Open the Project settings.

> *Path:* `Project > Configuration > Settings`

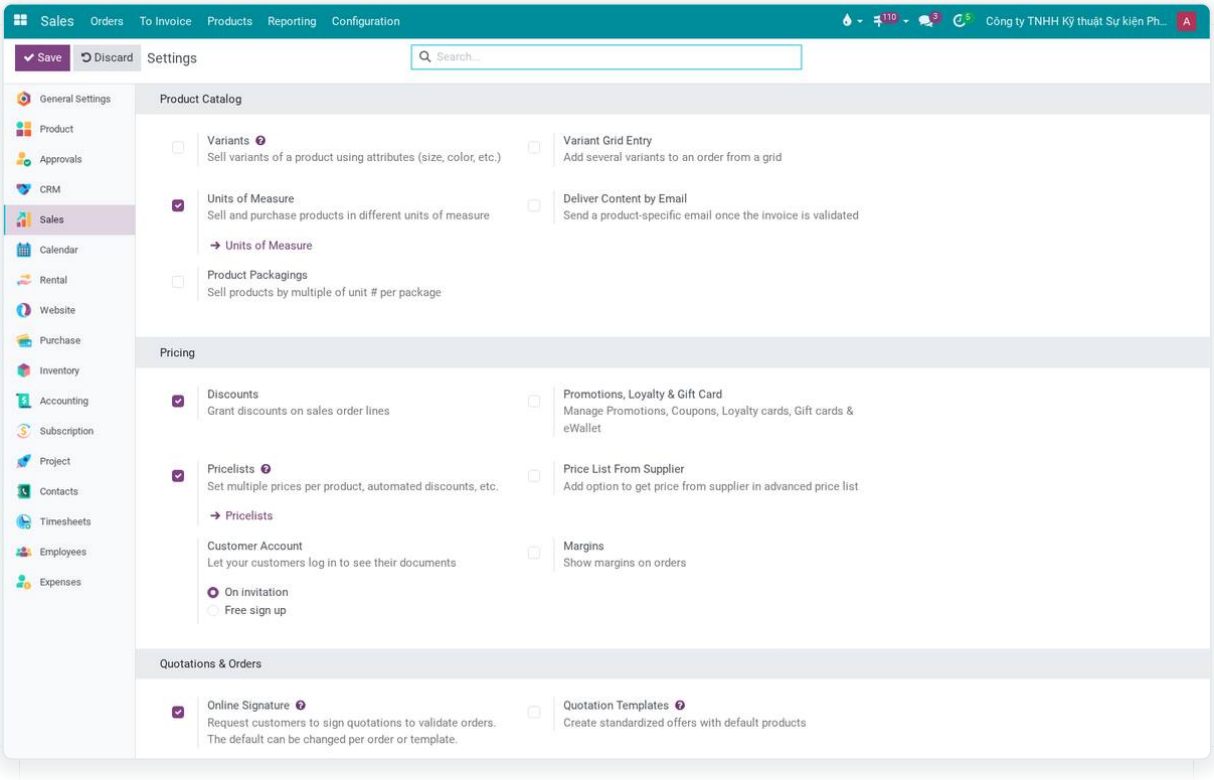


You should see: the boxes **Task Dependencies**, **Project Stages**, **Milestones** and **Task Logs** are ticked. **Recurring Tasks** and **Customer Ratings** are not ticked.

Step 4 - See the features of the Sales application

Open the Sales settings.

> *Path:* `Sales > Configuration > Settings`

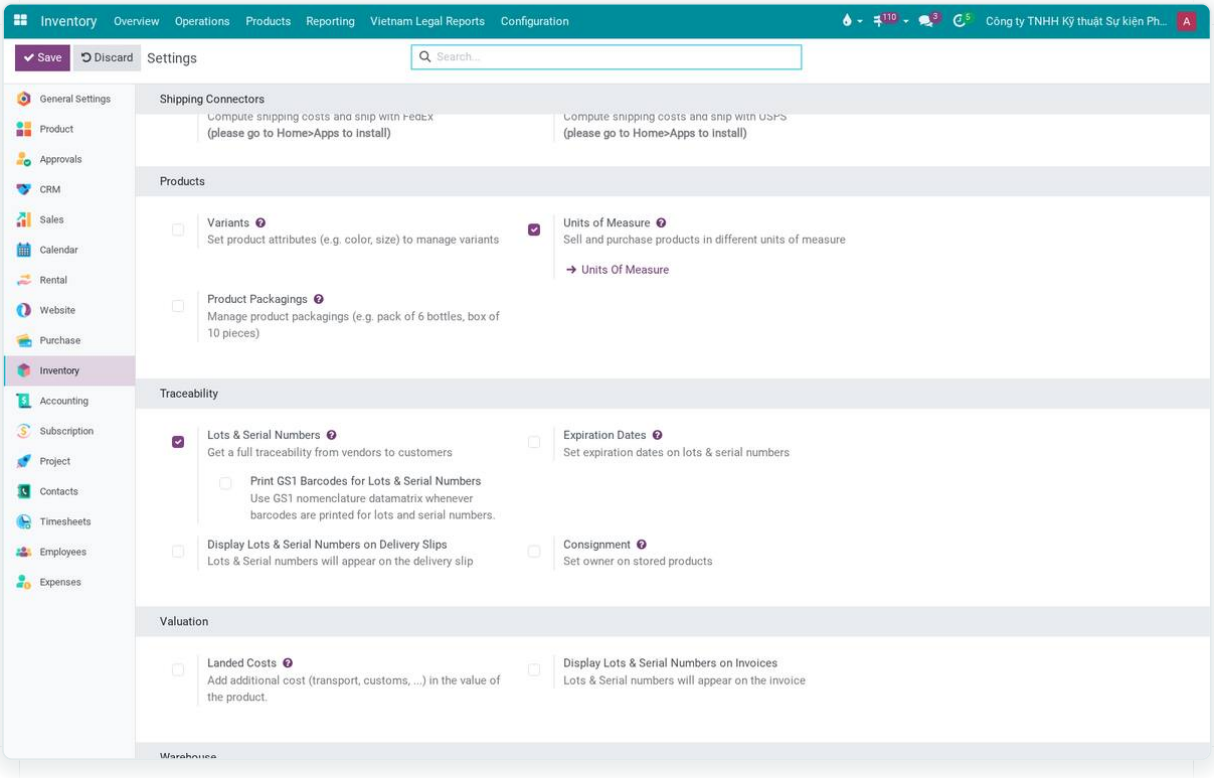


You should see: Units of Measure, **Discounts** and **Pricelists** are ticked; **Variants** and **Promotions, Loyalty & Gift Card** are not ticked.

Step 5 - See the features of the Inventory application

Open the Inventory settings and scroll down to the **Traceability** section.

> *Path:* `Inventory > Configuration > Settings`



You should see: the **Lots & Serial Numbers** box is ticked. This is the foundation for tracking each piece of rental equipment by serial number.

Table of the features switched on

Feature	What it is switched on for	What you lose without it
Milestones	Split a project into milestones that carry a billing percentage	A service cannot be given the invoicing policy "Based on Milestones", so money is not collected by milestone
Task dependencies	Make one task start after another	No before-and-after relationship between tasks
Project stages	Split a project into stages (To Do, In Progress...)	Projects have no stage bar
Task logs (timesheets)	Log hours against projects and tasks	No hours, no timesheet cost, no billing by hour
Analytic accounting	Attach an analytic account to each project	Revenue and costs are not gathered per project, and there is no **Profitability** table
Discounts (per order line)	A discount % column on quotation lines	The discount column disappears from quotations
Pricelists (basic)	Different selling prices by pricelist	No separate pricelists, and the **Pricelists** menu disappears
Multiple units of measure	Sell by Hours or km instead of only "Units"	An hourly service has no Hours unit

Feature	What it is switched on for	What you lose without it
Lots and serial numbers	Track each piece of equipment by serial number	Only quantities are known, not which unit is at which customer
Multiple storage locations	Separate the Tồn kho (Stock) and Cho thuê (Rental) locations	No distinction between a unit in the warehouse and a unit at a customer
Multi-currency	Estimates and documents in another currency	Only VND can be used

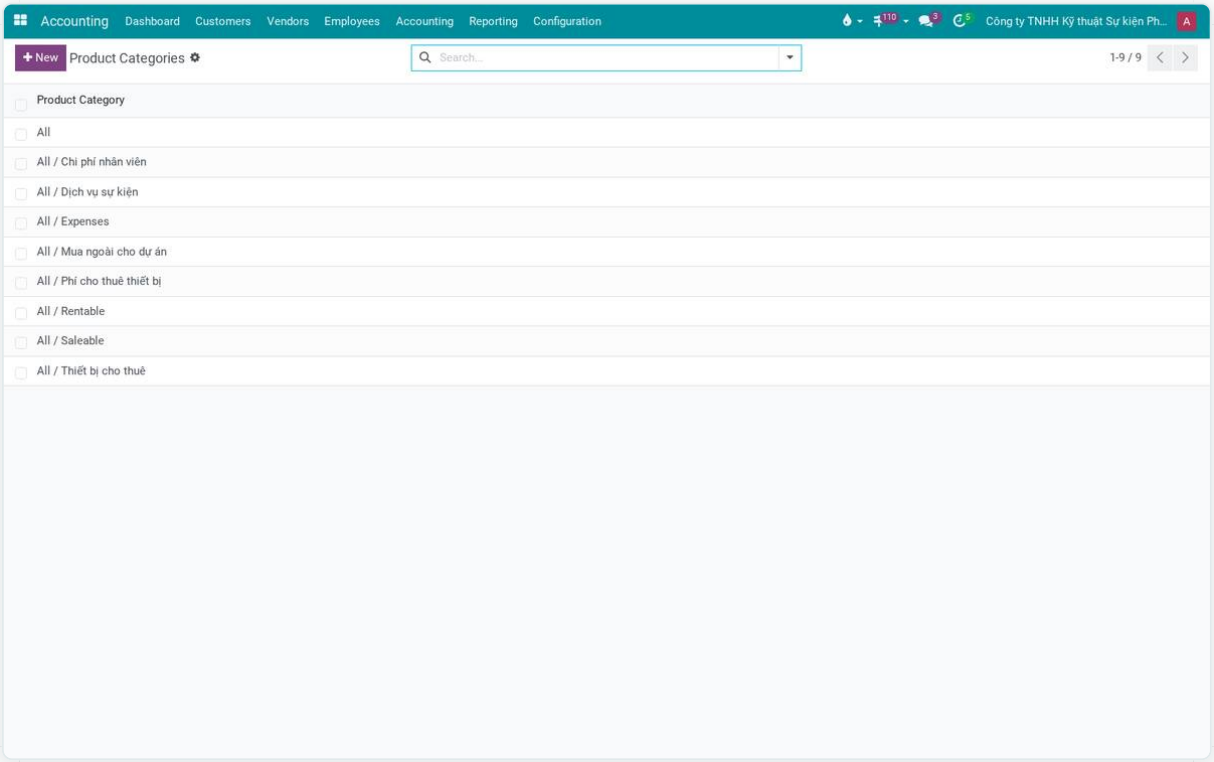
03 PRODUCT CATEGORIES AND ACCOUNTING ACCOUNTS

About 15 minutes. By the end of this lesson your company can read which account each product category records revenue and cost to, and why rental equipment takes its own path.

A product category decides the accounting routing of every product in the category. The company has three service categories (Dịch vụ sự kiện - Event services, Mua ngoài cho dự án - Project outsourcing, Chi phí nhân viên - Staff costs), one equipment category (Thiết bị cho thuê - Rental equipment) and one rental fee category (Phí cho thuê thiết bị - Equipment rental fees). Category names are stored as the company entered them, so they appear in Vietnamese on screen; the English meaning is given in brackets here.

Step 1 - Open the product category list

> *Path:* `Accounting > Configuration > Management > Product Categories`

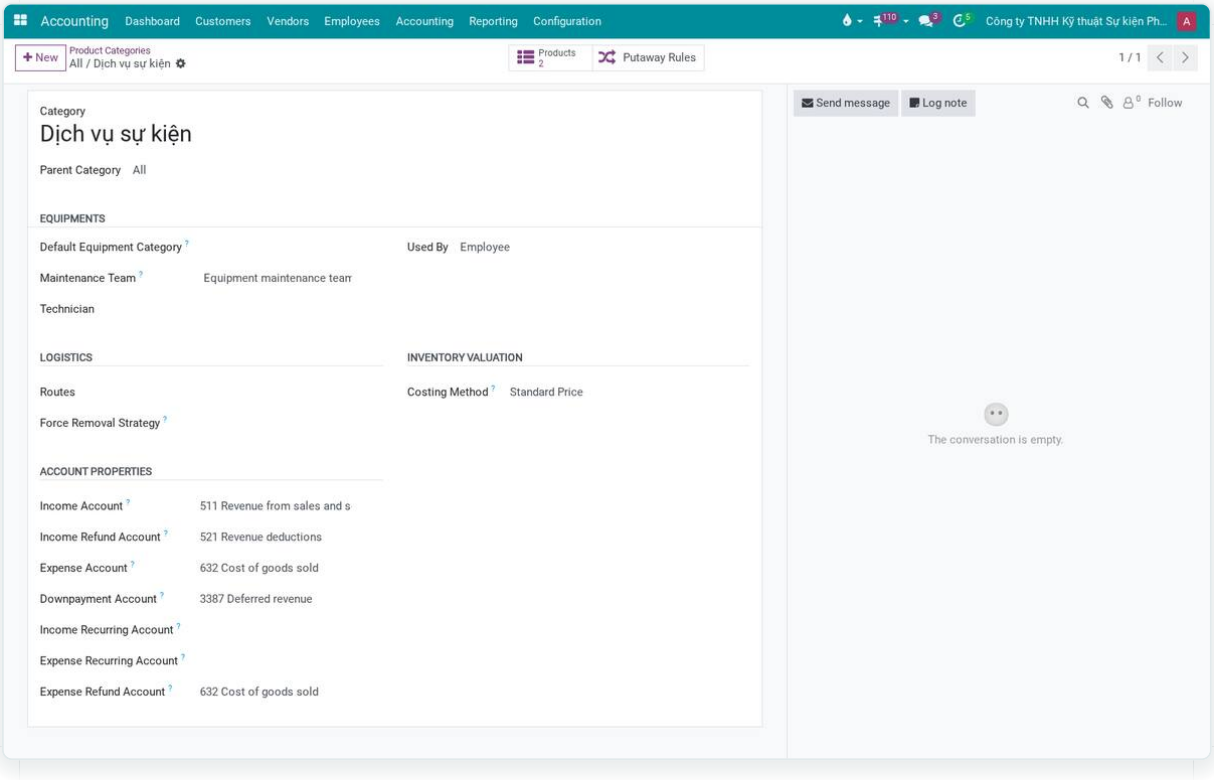


You should see: nine categories. "Expenses", "Rentable" and "Saleable" come with the system and the company hardly uses them.

Step 2 - Open the category "Dịch vụ sự kiện" (Event services)

Click the row **All / Dịch vụ sự kiện**.

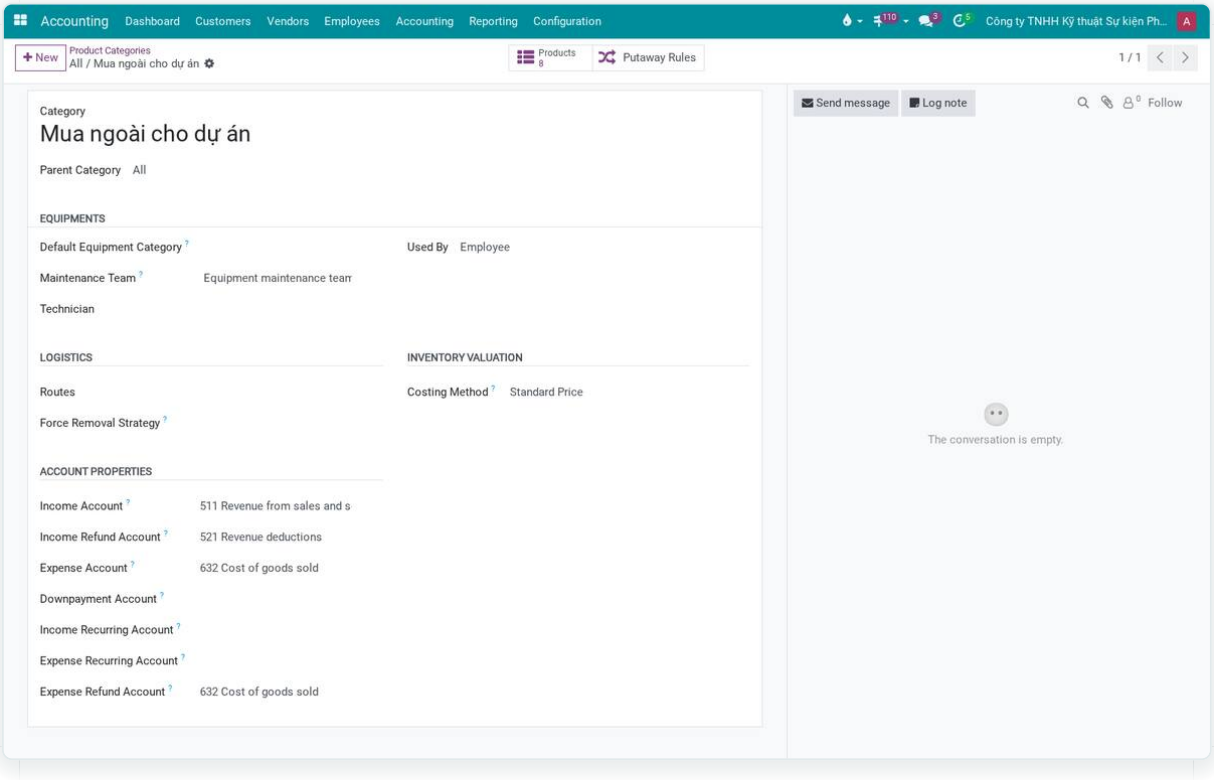
> *Path:* `Accounting > Configuration > Management > Product Categories` , click the row **All / Dịch vụ sự kiện**



You should see: the **Account Properties** section: **Income Account** 511, **Expense Account** 632 and **Downpayment Account** 3387. Account 3387 receives down payment invoices, so money a customer pays in advance is not yet counted as revenue.

Step 3 - Open the category "Mua ngoài cho dự án" (Project outsourcing)

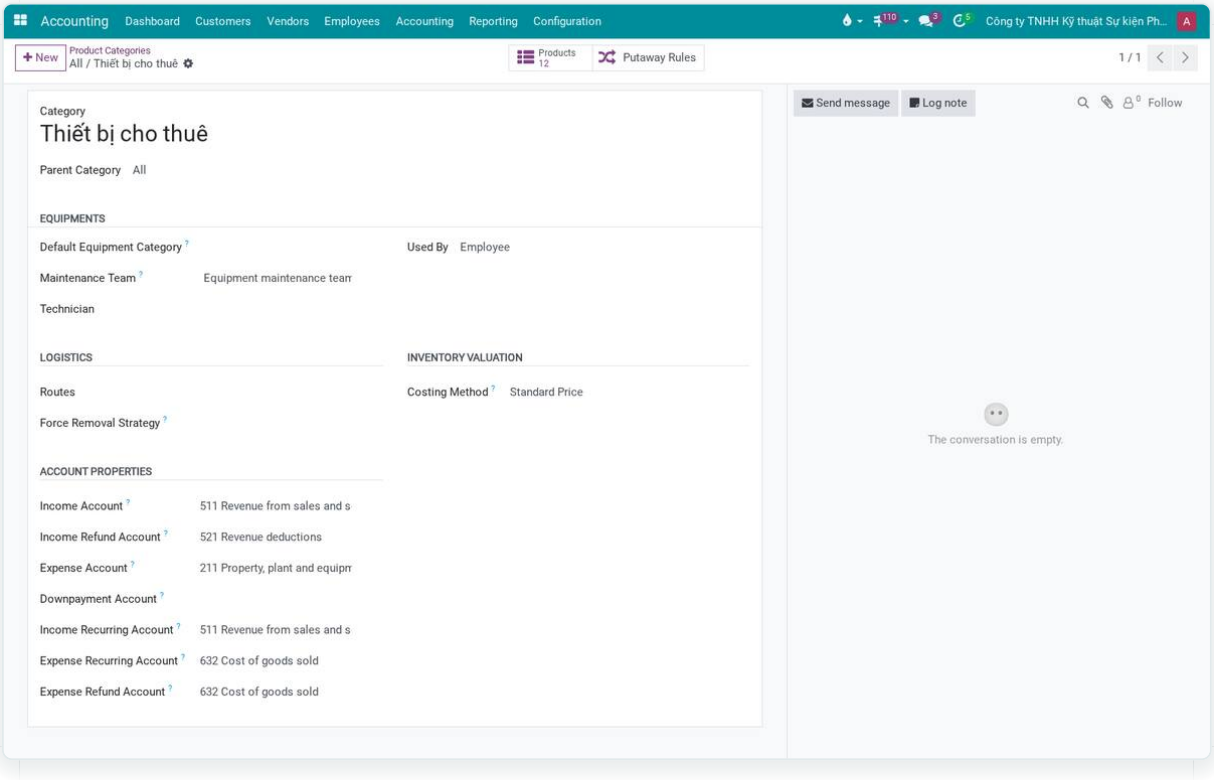
Path: `Accounting > Configuration > Management > Product Categories` , click the row **All / Mua ngoài cho dự án**



You should see: expense account 632, and **Downpayment Account** left empty. Vendor bills of this category record cost of goods sold 632 directly when posted.

Step 4 - Open the category "Thiết bị cho thuê" (Rental equipment)

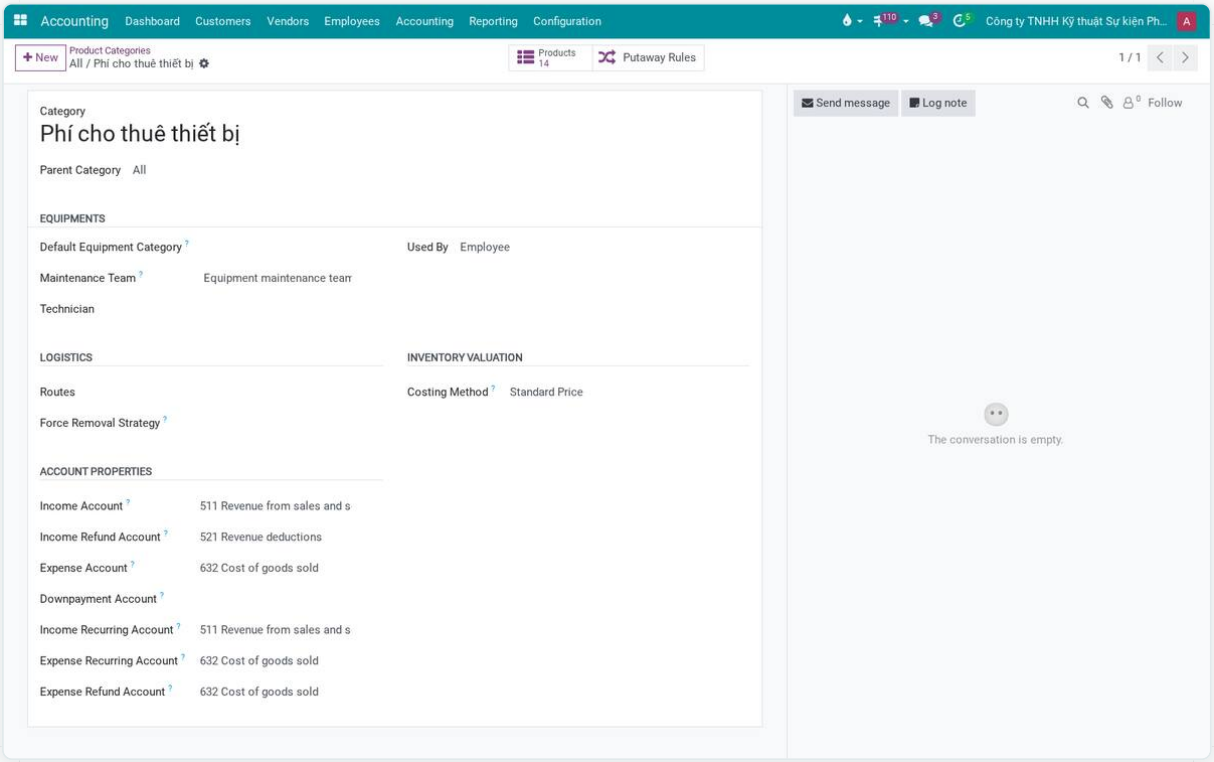
> *Path:* `Accounting > Configuration > Management > Product Categories` , click the row **All / Thiết bị cho thuê**



You should see: Expense Account is 211 Property, plant and equipment, unlike the two categories before. The **Products** smart button shows 12, exactly the 12 equipment codes.

Step 5 - Open the category "Phí cho thuê thiết bị" (Equipment rental fees)

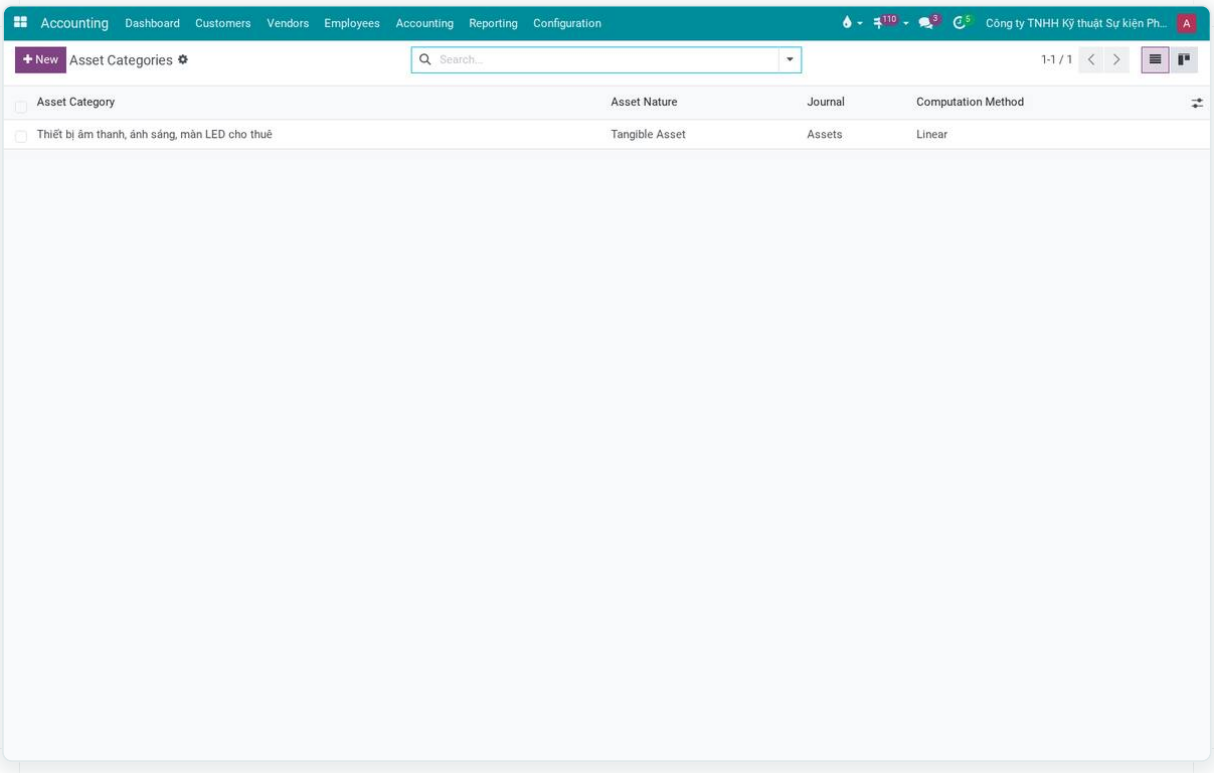
Path: `Accounting > Configuration > Management > Product Categories` , click the row **All / Phí cho thuê thiết bị**



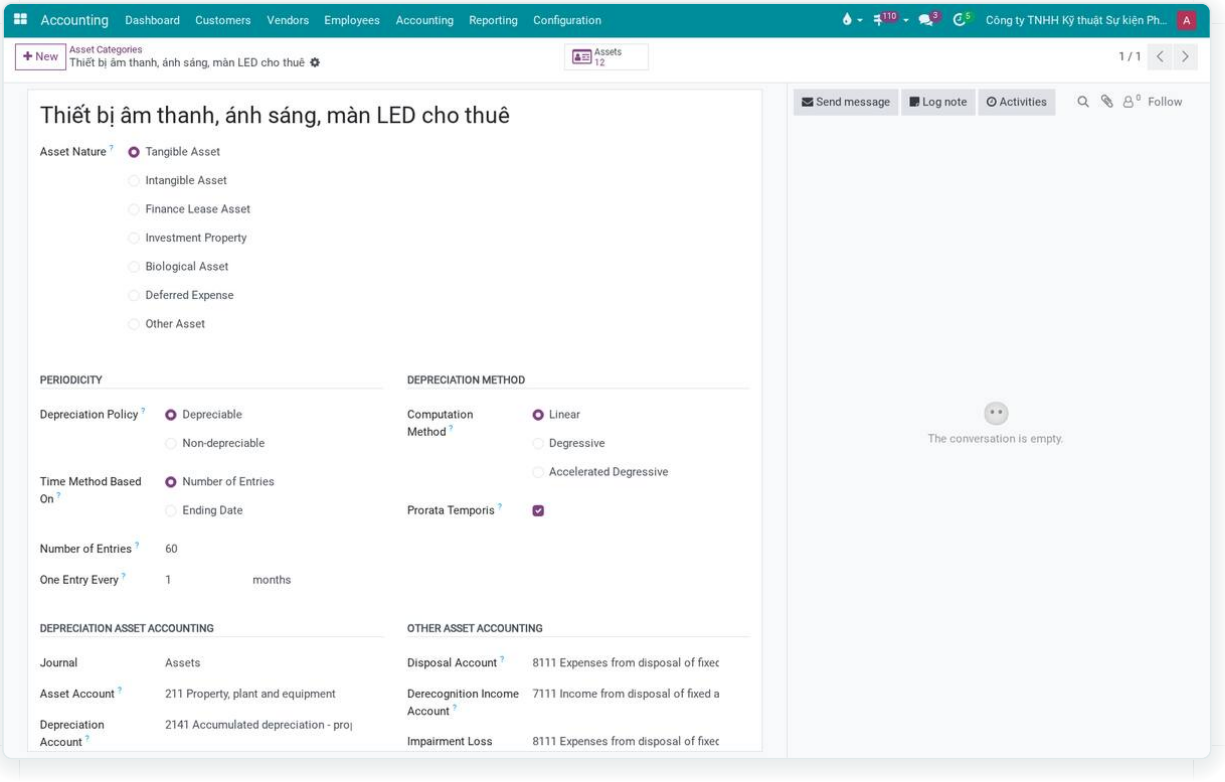
You should see: income 511, expense 632; the **Products** button shows 14 (the damage fee, a general late return fee and 12 late return fees, one per piece of equipment).

Step 6 - See the depreciation asset category for equipment

> *Path:* `Accounting > Configuration > Management > Asset Categories`



You should see: one category, "Thiết bị âm thanh, ánh sáng, màn LED cho thuê" (Sound, lighting and LED screen rental equipment), with **Asset Nature** Tangible Asset and **Computation Method** Linear. Click that row:



You should see: Number of Entries 60, **One Entry Every** 1 month, **Asset Account** 211, **Depreciation Account** 2141, and the **Assets** smart button showing 12. Depreciation runs over 60 months, and the depreciation expense is recorded to 632.

Table of categories and accounts (read from the system)

Category	Products	Costing Method	Inventory Valuation	Income	Expense	Downpayment	Income / Expense Recurring Account
All	6	Standard Price	Manual	511	632	-	-
Chi phí nhân viên (Staff costs)	2	Standard Price	Manual	511	632	-	-
Dịch vụ sự kiện (Event services)	2	Standard Price	Manual	511	632	3387	-

Category	Products	Costing Method	Inventory Valuation	Income	Expense	Downpayment	Income / Expense Recurring Account
Mua ngoài cho dự án (Project outsourcing)	8	Standard Price	Manual	511	632	-	-
Thiết bị cho thuê (Rental equipment)	12	Standard Price	Manual	511	211	-	511 / 632
Phí cho thuê thiết bị (Equipment rental fees)	14	Standard Price	Manual	511	632	-	511 / 632
Expenses, Rentable, Saleable	1 / 1 / 0	Standard Price	Manual	511	632	-	-

The remaining categories share the same stock accounts: **Stock Valuation Account** 156, **Stock Input Account** 151 and **Stock Output Account** 632. The **Inventory Valuation** column does not show on the category screen of this system; the value is read from the configuration data.

Account	Name	Used for
511	Revenue from sales and services	Service revenue, rental fees
632	Cost of goods sold	Project outsourcing, staff costs, equipment depreciation
3387	Deferred revenue	Money customers pay as a deposit, not yet revenue
211	Property, plant and equipment	Original cost of rental equipment
2141	Accumulated depreciation - property, plant and equipment	Accumulated depreciation of equipment
521	Revenue deductions	Returned goods, discounts
156 / 151	Merchandise inventory / Goods in transit	Valuation and receipt of categories that hold stock

Two choices on a product category

Choice	Meaning	Consequence of choosing wrongly
Costing Method: Standard Price	Cost of goods is taken from a fixed price on the product	Cost drifts from the real purchase price if you forget to update it
Costing Method: FIFO, AVCO	Cost by receipt batch or by average	Only meaningful for goods that are sold; rental equipment is not sold, so it is not needed
Inventory Valuation: Manual	No automatic stock entry on receipt or issue	If you want stock entries you must post them by hand
Inventory Valuation: Automated	Every receipt or issue posts an entry to 156	For rental equipment this posts an extra debit to 156 for the same equipment already recorded in 211: the asset is counted twice

The trap when you set up categories for rental equipment yourself. Equipment is a fixed asset: a purchase posts a debit to 211 through the vendor bill and the asset card, and handing the equipment out and taking it back creates no accounting entry. The screen **Inventory > Reporting > Valuation** still shows the value of the equipment but the ledger 156 is zero, so your company reads the value of the equipment at **Accounting > Accounting > Assets**, not on the inventory valuation screen. When you create a new category: choose **Manual** valuation and expense account 211 for the equipment category, then buy a test unit and check that the asset card was generated before using it for real. This handbook only reads configuration, so it does not create a test category.

04 THREE WAYS TO BILL A SERVICE

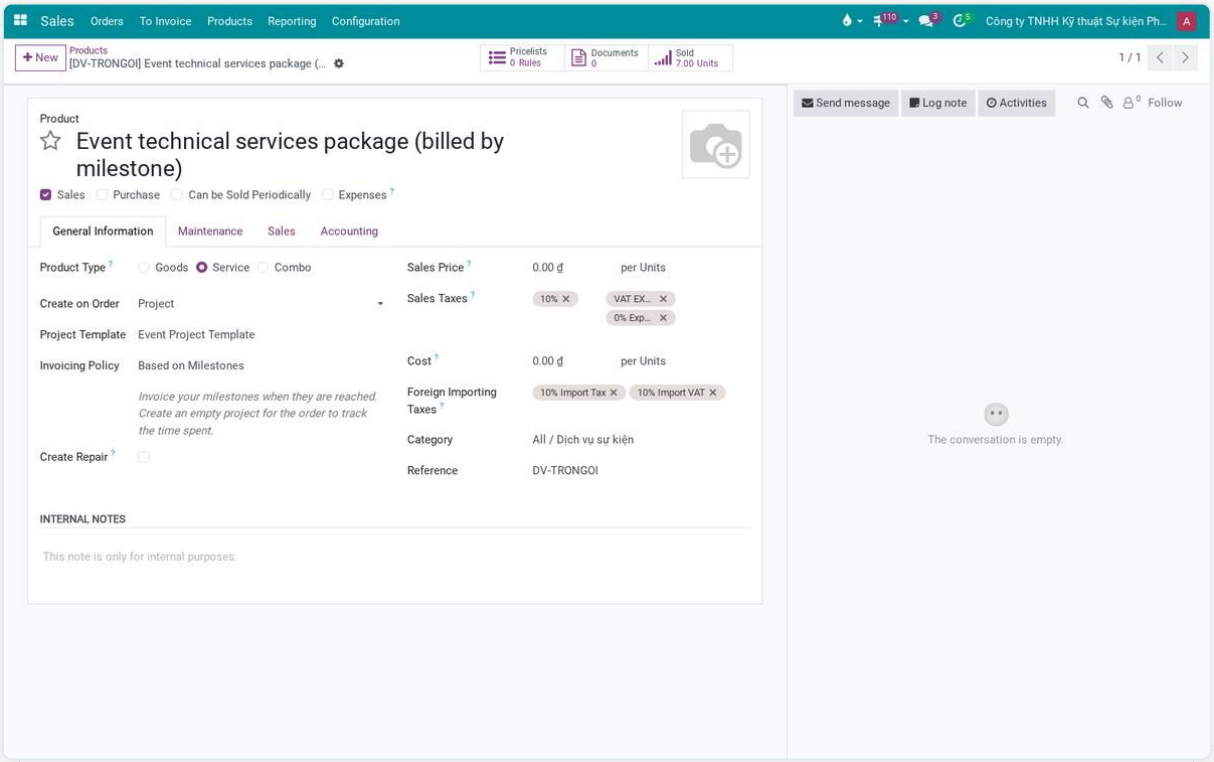
About 10 minutes. By the end of this lesson your company knows where each way of collecting money is set on the product.

The way of collecting money is set on the service product, in the **Invoicing Policy** field. Each quotation line carries the billing method of its product.

Step 1 - Billing by milestone

Open the product "Event technical services package (billed by milestone)".

> *Path:* `Sales > Products > Products`

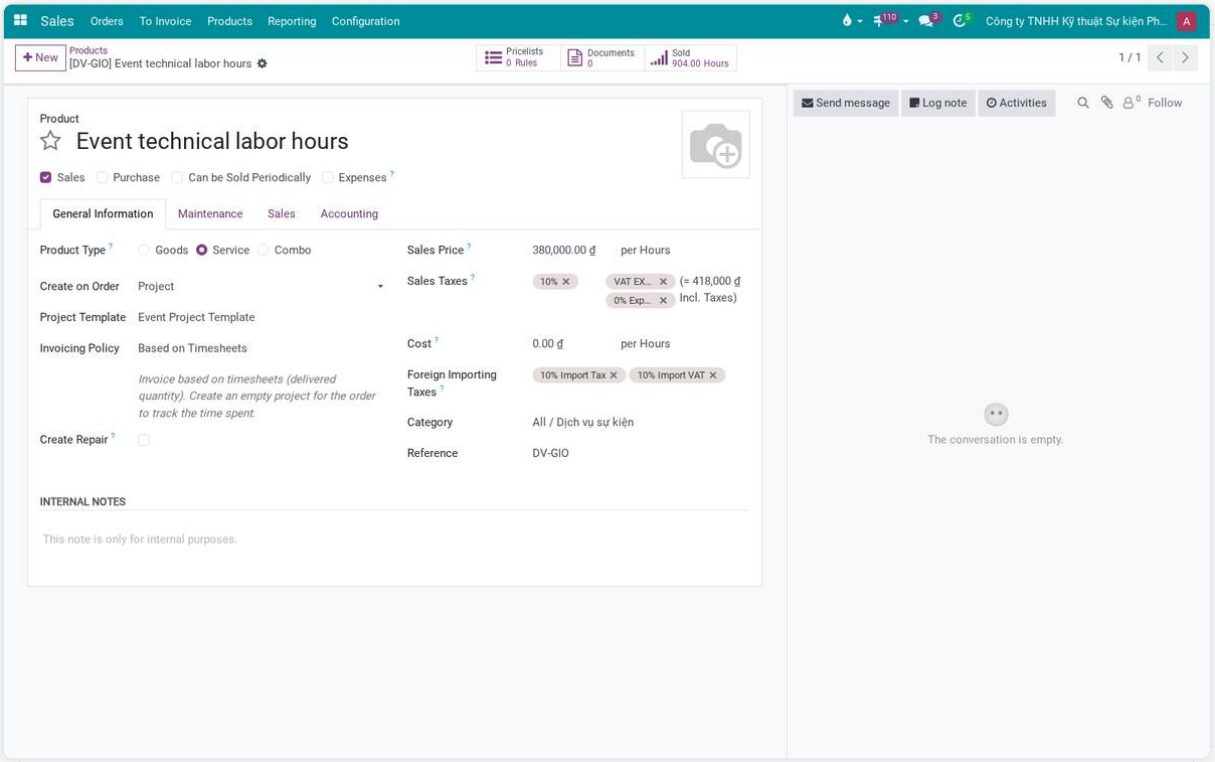


You should see: Create on Order is Project, **Project Template** is "Event Project Template", **Invoicing Policy** is "Based on Milestones". The **Sales Price** is left at 0 because every project has its own price, entered on the quotation.

Step 2 - Billing by hour

Open the product "Event technical labor hours".

> *Path:* `Sales > Products > Products`

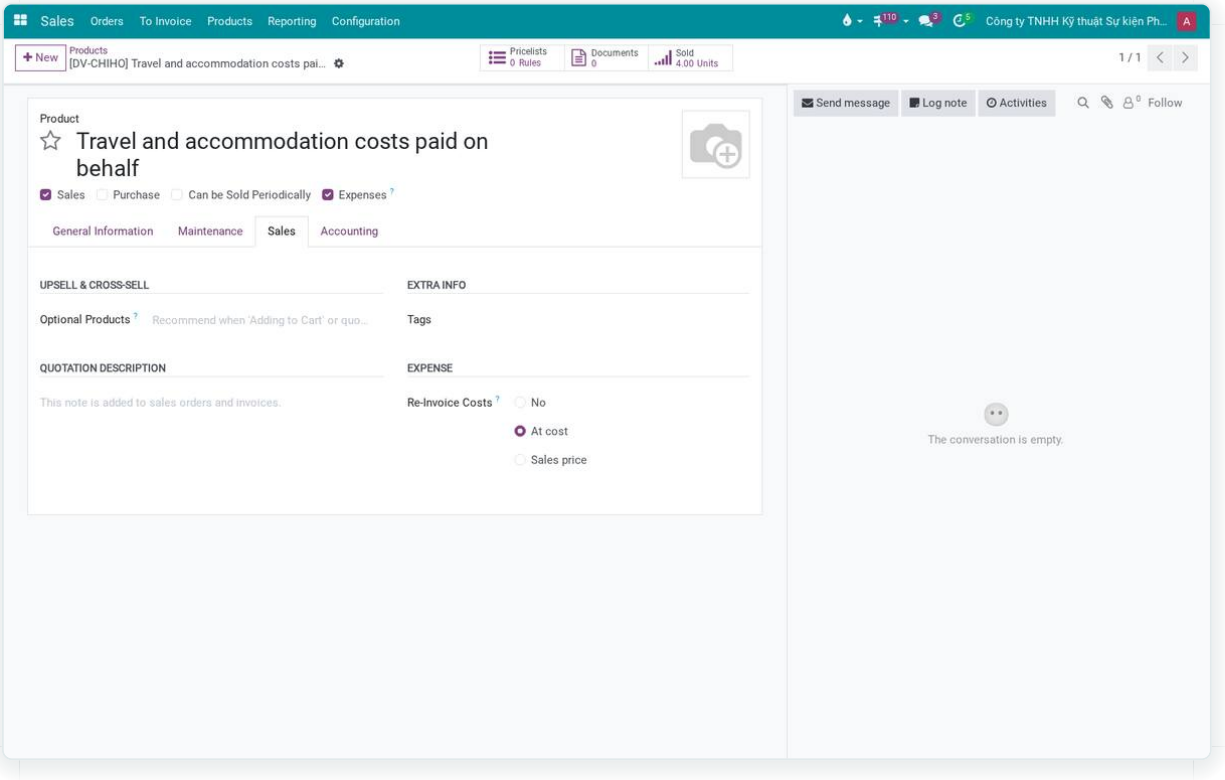


You should see: Invoicing Policy is by timesheets ("Based on Timesheets"), **Sales Price** VND 380,000 per Hour, with the same event project template. The invoice is issued for the real hours logged on the project.

Step 3 - Costs passed through at cost

Open the product "Travel and accommodation costs paid on behalf", click the **Sales** tab.

> *Path:* `Sales > Products > Products` , **Sales** tab, **Expense** section



You should see: the **Expenses** box is ticked and **Re-Invoice Costs** is set to "At cost". When an employee settles an expense linked to a sales order, it becomes a line on the order at exactly the amount spent, with no margin added.

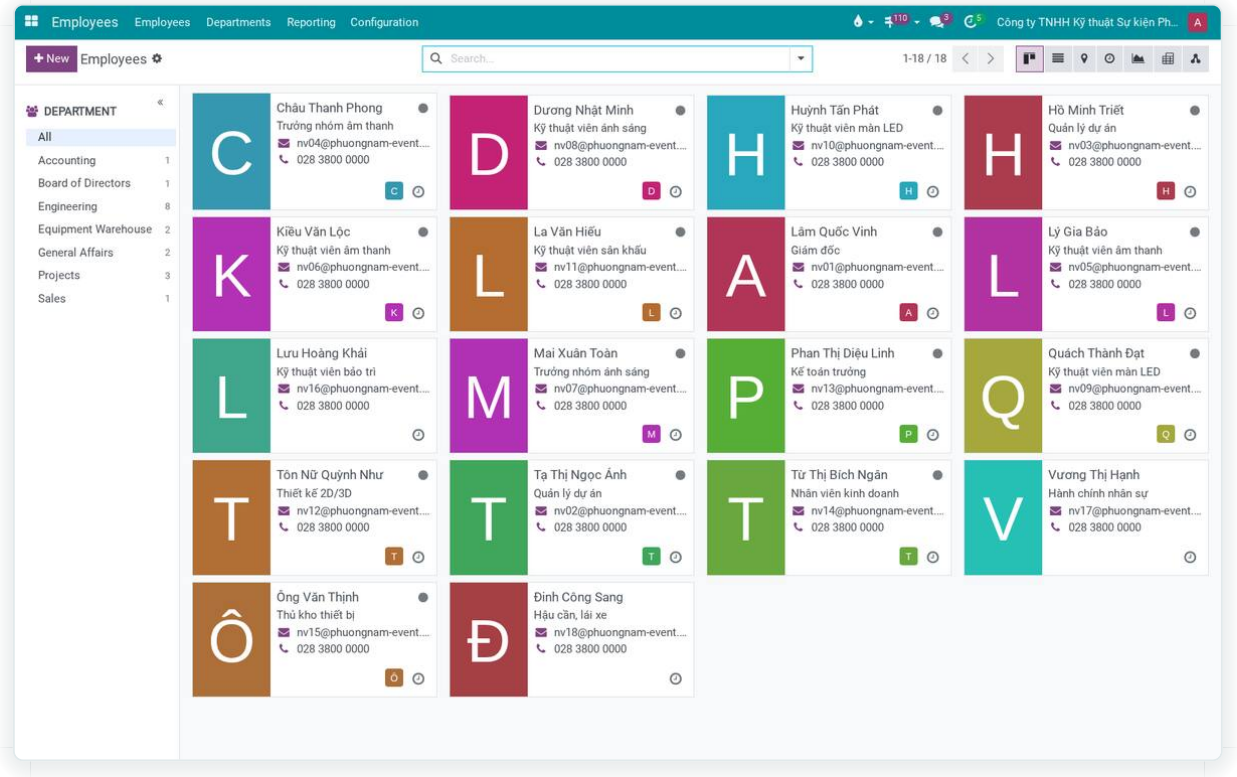
Way of billing	Product	Where it is set	Use when
By milestone	Event technical services package	**Invoicing Policy** = Based on Milestones	Fixed-price contract, billed by progress
By hour	Event technical labor hours	**Invoicing Policy** = Based on Timesheets, price VND 380,000 per hour	The customer pays for the actual work done
Pass-through	Travel and accommodation costs paid on behalf	**Sales** tab, **Re-Invoice Costs** = At cost	Amounts the company spends on behalf of the customer

05 EMPLOYEES, USERS, ROLES AND APPROVALS

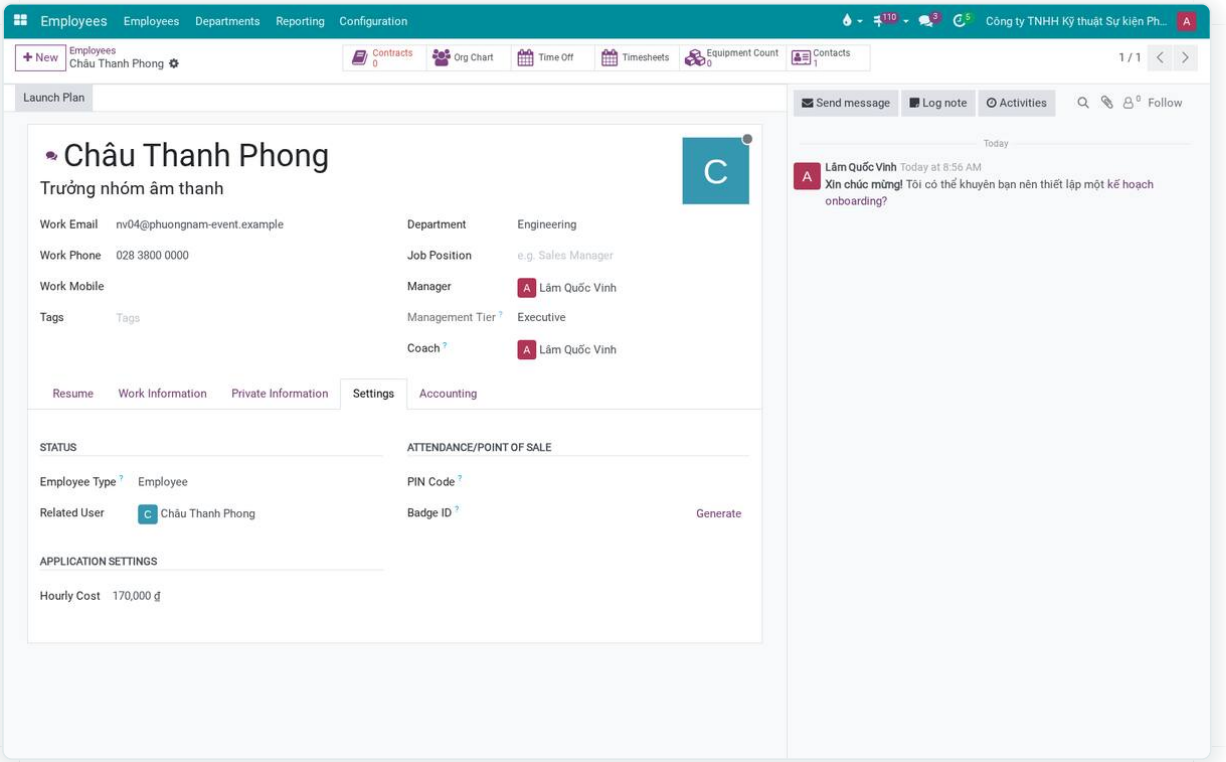
About 10 minutes. By the end of this lesson your company knows who does what in the system and which amounts must go through approval.

Step 1 - See the employees and their hourly rates

> *Path:* `Employees > Employees > Employees`



You should see: 18 employees grouped by department in the left column: Board of Directors, Projects, Engineering, Accounting, Sales, Equipment Warehouse, General Affairs. Click an employee and open the **Settings** tab:



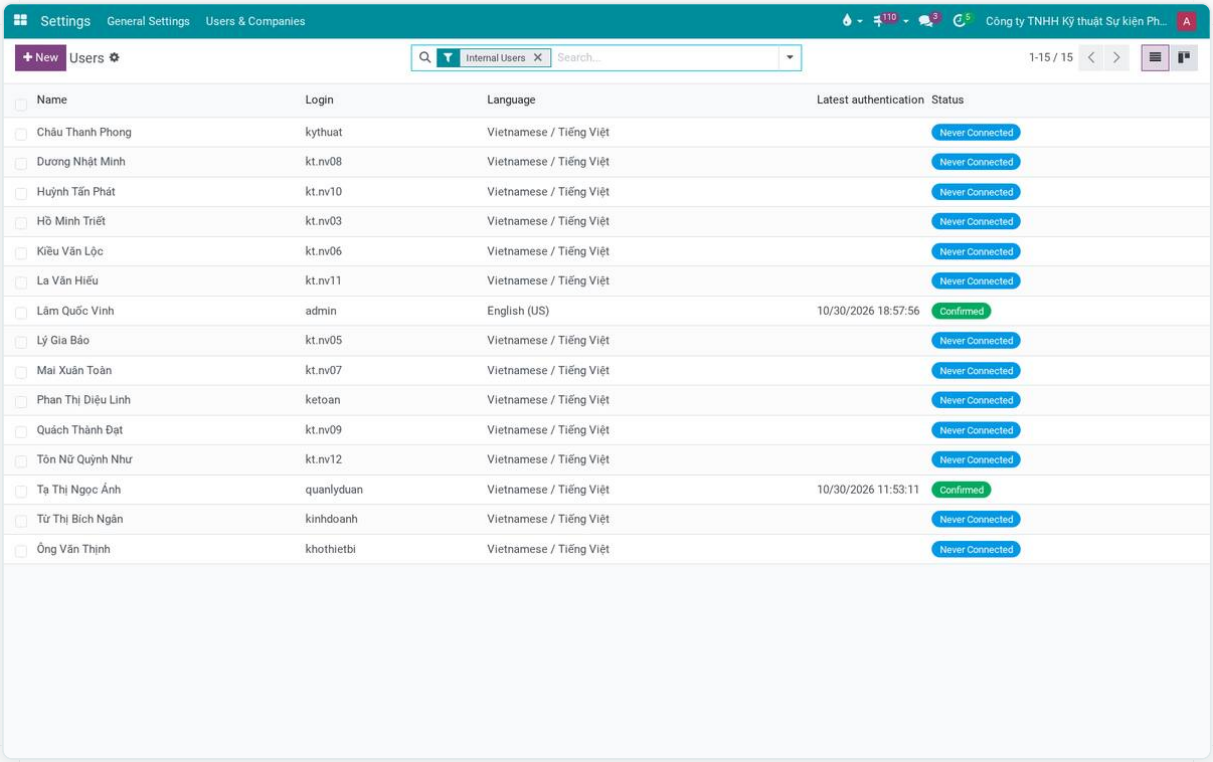
You should see: under **Application Settings** there is **Hourly Cost**. This is the rate that turns each logged hour on a project into a cost. The names and rates are made up.

Employee	Job title	Hourly Cost (VND)
Lâm Quốc Vinh	Giám đốc (Director)	350,000
Tạ Thị Ngọc Ánh	Quản lý dự án (Project manager)	230,000
Hồ Minh Triết	Quản lý dự án (Project manager)	220,000
Châu Thanh Phong	Trưởng nhóm âm thanh (Sound team leader)	170,000
Lý Gia Bảo	Kỹ thuật viên âm thanh (Sound technician)	140,000
Kiều Văn Lộc	Kỹ thuật viên âm thanh (Sound technician)	135,000
Mai Xuân Toàn	Trưởng nhóm ánh sáng (Lighting team leader)	165,000
Dương Nhật Minh	Kỹ thuật viên ánh sáng (Lighting technician)	135,000
Quách Thành Đạt	Kỹ thuật viên màn LED (LED screen technician)	145,000
Huỳnh Tấn Phát	Kỹ thuật viên màn LED (LED screen technician)	140,000
La Văn Hiếu	Kỹ thuật viên sân khấu (Stage technician)	125,000
Tôn Nữ Quỳnh Như	Thiết kế 2D/3D (2D/3D designer)	160,000
Phan Thị Diệu Linh	Kế toán trưởng (Chief accountant)	200,000
Từ Thị Bích Ngân	Nhân viên kinh doanh (Salesperson)	150,000
Ông Văn Thịnh	Thủ kho thiết bị (Equipment storekeeper)	130,000
Lưu Hoàng Khải	Kỹ thuật viên bảo trì (Maintenance technician)	130,000

Employee	Job title	Hourly Cost (VND)
Vương Thị Hạnh	Hành chính nhân sự (HR and administration)	140,000
Đinh Công Sang	Hậu cần, lái xe (Logistics, driver)	110,000

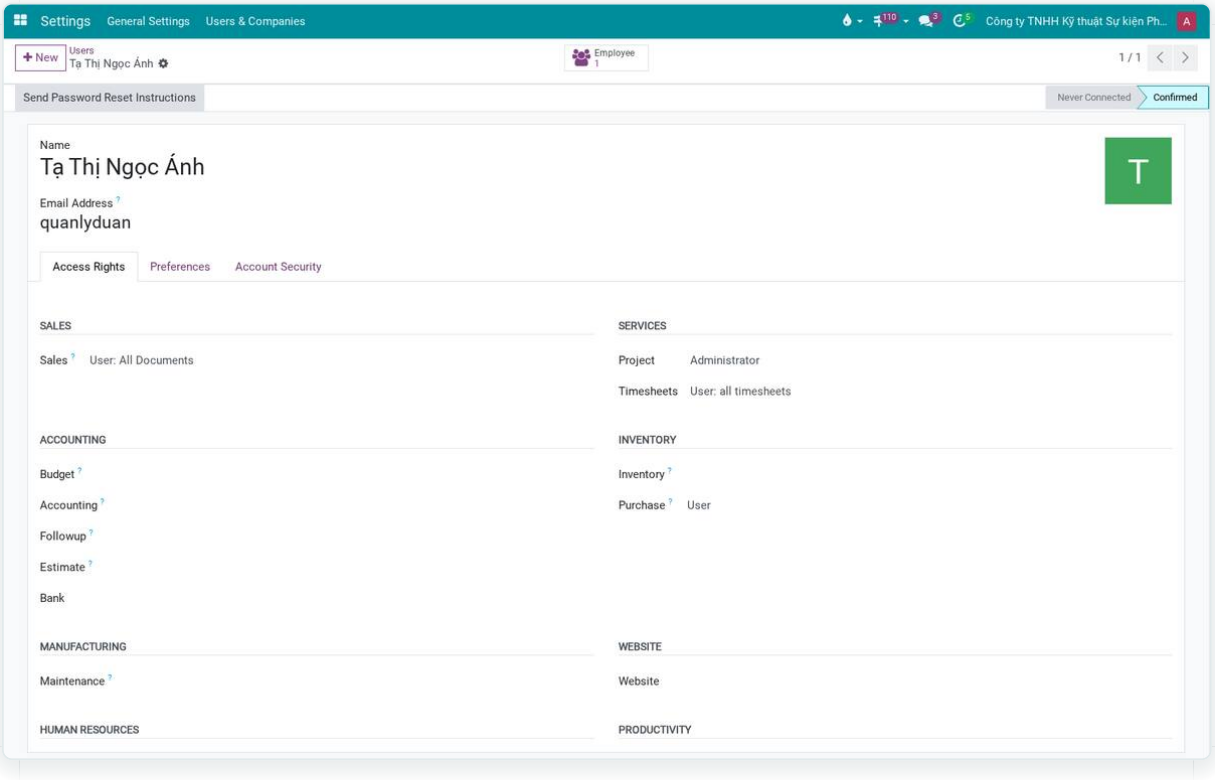
Step 2 - See the users

> *Path:* `Settings > Users & Companies > Users`



> *Image note:* In the image the **admin** row shows the language "English (US)"; the other users show Vietnamese.

You should see: 15 internal users; apart from the user switched to English for the screenshots, the language is Vietnamese (Tiếng Việt). Click "Tạ Thị Ngọc Ánh":

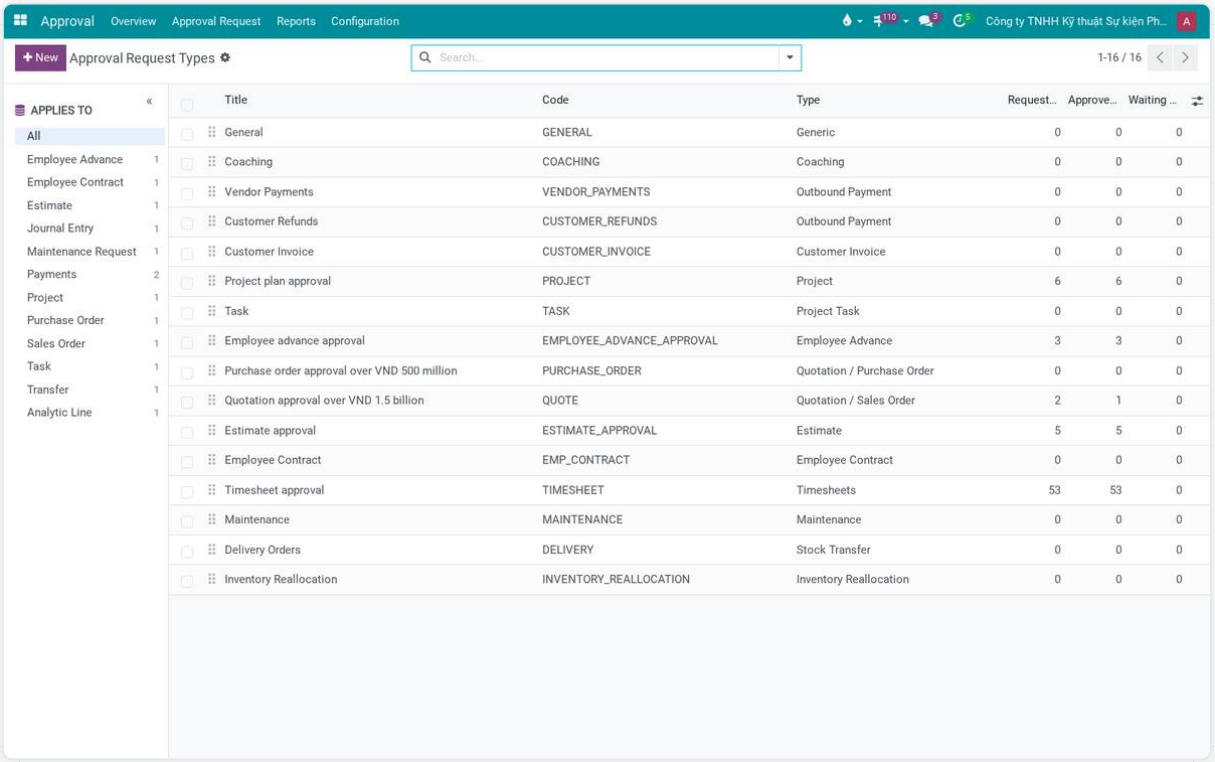


You should see: the **Access Rights** tab: Sales "User: All Documents", Project "Administrator", Timesheets "User: all timesheets", Purchase "User".

Login	User	Role	Main rights
admin	Lâm Quốc Vinh	Director	Administers every application, approver of all approval types
quanlyduan	Tạ Thị Ngọc Ánh	Project manager	Project administrator, sees all timesheets, Sales all documents
kt.nv03	Hồ Minh Triết	Project manager	Own projects and timesheets (project manager of the projects they run)
ketoan	Phan Thị Diệu Linh	Chief accountant	Accounting, and Expenses administrator
kinhdoanh	Từ Thị Bích Ngân	Salesperson	Sales administrator
khothietbi	Ông Văn Thịnh	Equipment storekeeper	Inventory administrator
kythuat, kt.nv05 to kt.nv12	The technicians	Engineering	Project user, only their own timesheets

Step 3 - See the approval types

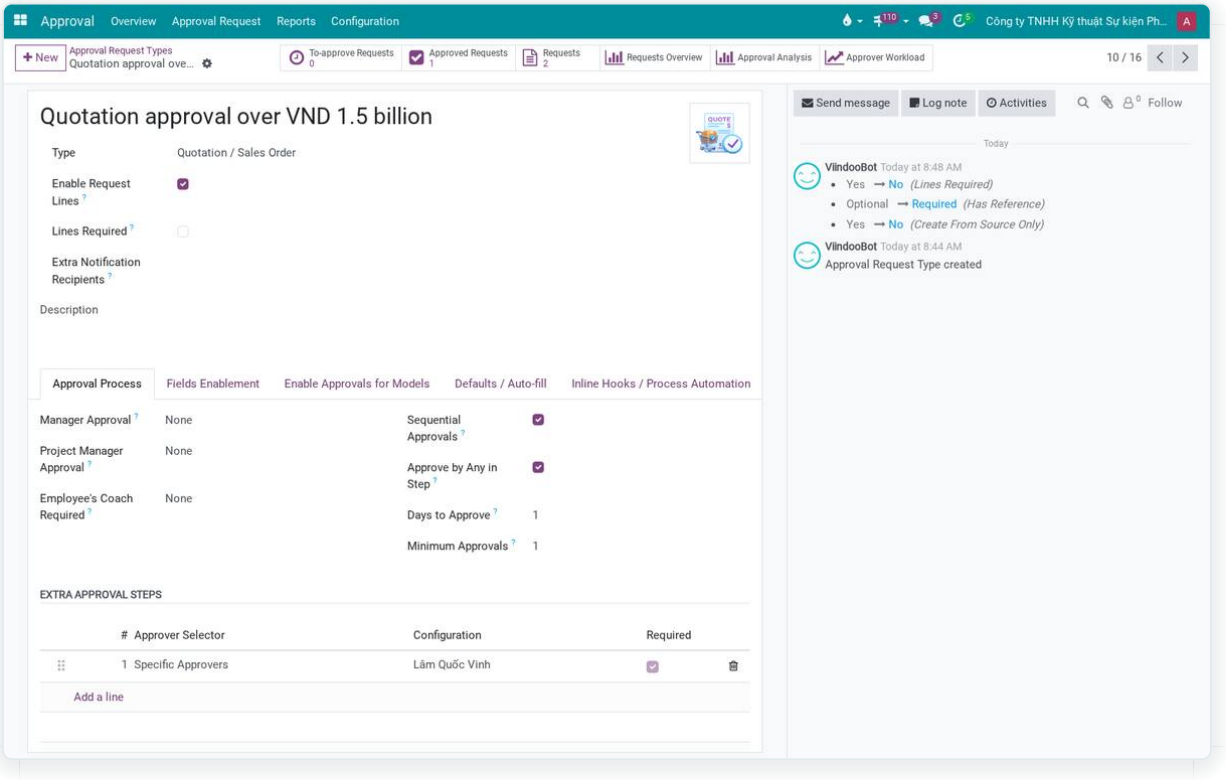
> *Path:* `Approval > Configuration > Approval Types`



You should see: 16 types. The types the company uses are "Project plan approval", "Employee advance approval", "Purchase order approval over VND 500 million", "Quotation approval over VND 1.5 billion", "Estimate approval" and "Timesheet approval". The other types, such as "Delivery Orders", come with the product and are not used.

Step 4 - Open the type "Quotation approval over VND 1.5 billion"

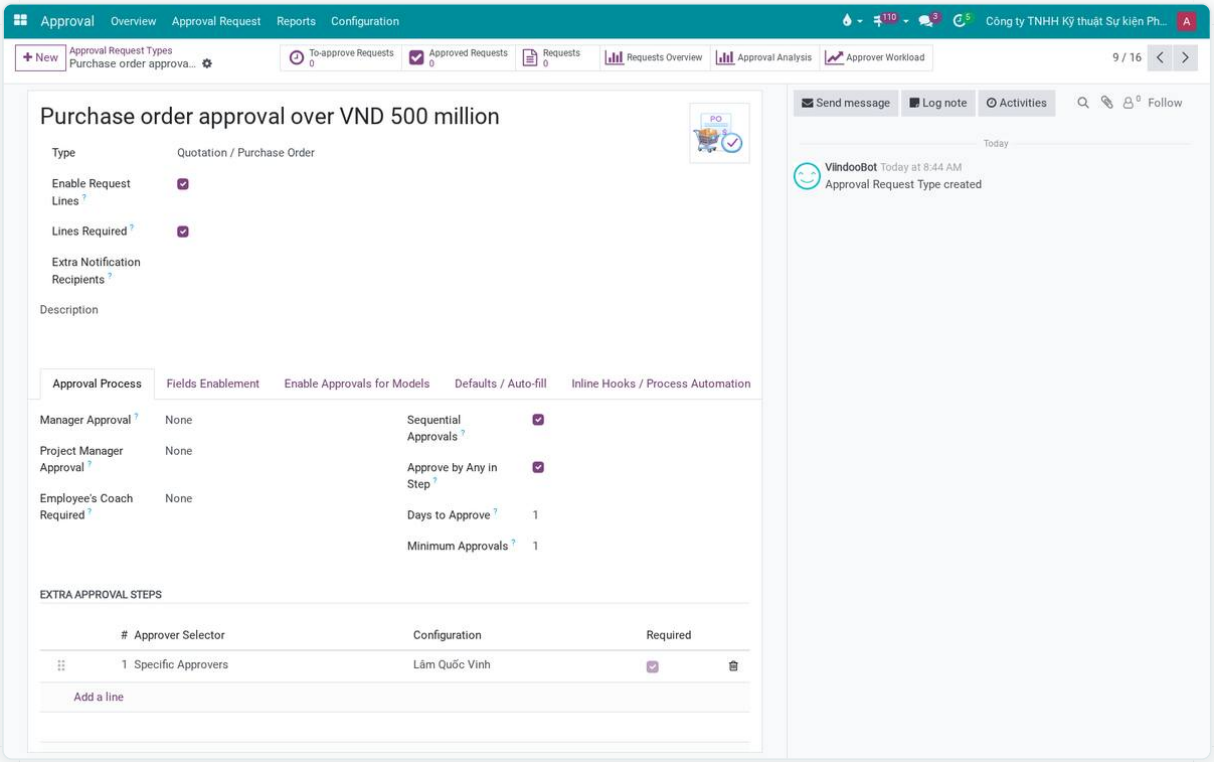
> *Path:* `Approval > Configuration > Approval Types` , click the row **Quotation approval over VND 1.5 billion**

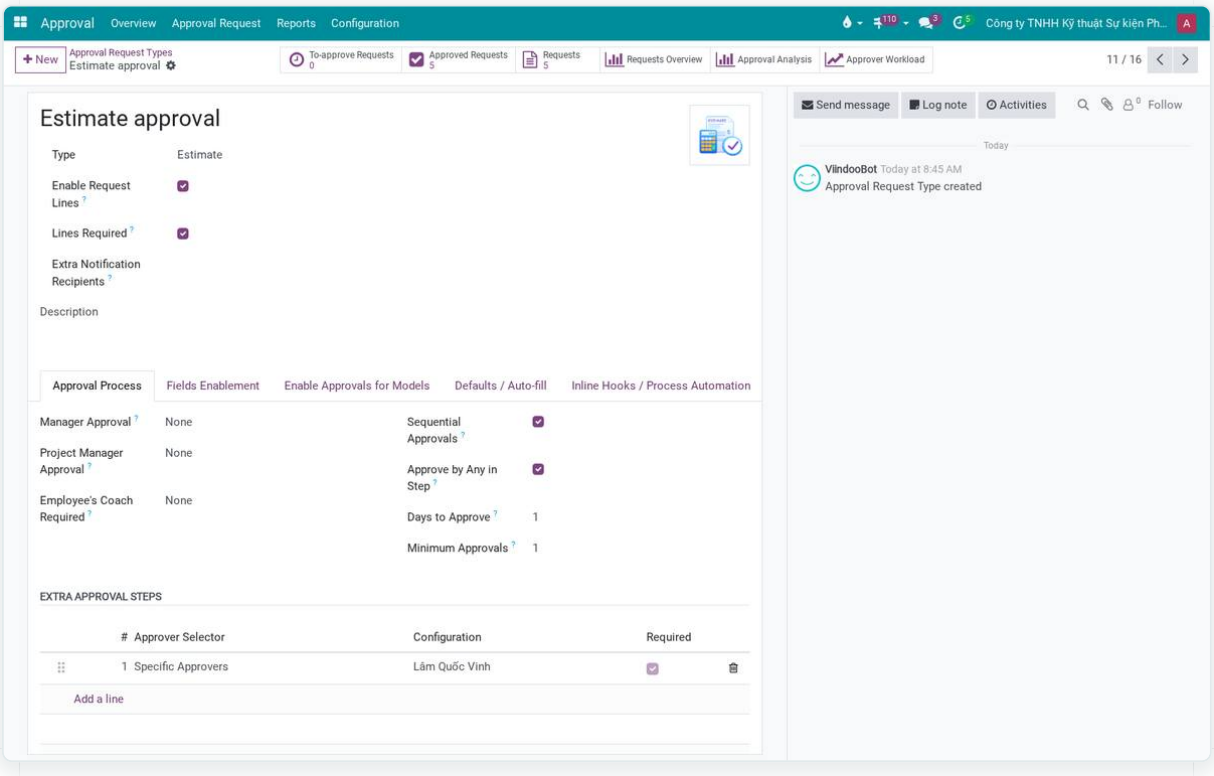


You should see: Type is "Quotation / Sales Order"; **Minimum Approvals** is 1; under **Extra Approval Steps** the approver is Lâm Quốc Vinh, marked required.

Step 5 - Open the types "Purchase order approval over VND 500 million" and "Estimate approval"

Path: `Approval > Configuration > Approval Types`





You should see: both types have the same approver, the Director. The type "Estimate approval" applies to every estimate.

Type	Applies to	Threshold	Approver
Quotation approval over VND 1.5 billion	Quotations, sales orders	Untaxed total above 1,500,000,000	Director

Type	Applies to	Threshold	Approver
Purchase order approval over VND 500 million	Purchase orders	Untaxed total above 500,000,000	Director
Estimate approval	Estimates	Every estimate	Director
Project plan approval	Projects	Every project	Director
Employee advance approval	Advances	Every amount	Director
Timesheet approval	Timesheet lines	Every line	Project manager (the Director may use "Force Approval")

Below the threshold no request needs to be created. The system only lets you pick quotations that exceed the threshold into a request (see the lesson "Quotations above VND 1.5 billion need approval").

PART II. PROJECT SALES AND CRM

This part answers the question: how does a customer request travel from an opportunity to a running project, and which amounts must be approved before signing? Salespeople, project managers and the Director read this part. The lessons use two new customers of Phương Nam: Công ty CP Du lịch Biển Ngọc (a small order that runs the whole cycle) and Công ty CP Bất động sản Phú An (a quotation above the approval threshold). Your company creates its own documents, so your document numbers will differ from the ones in the images (in the images: quotation S00055, request APVL00068, quotation S00057, request APVL00071).

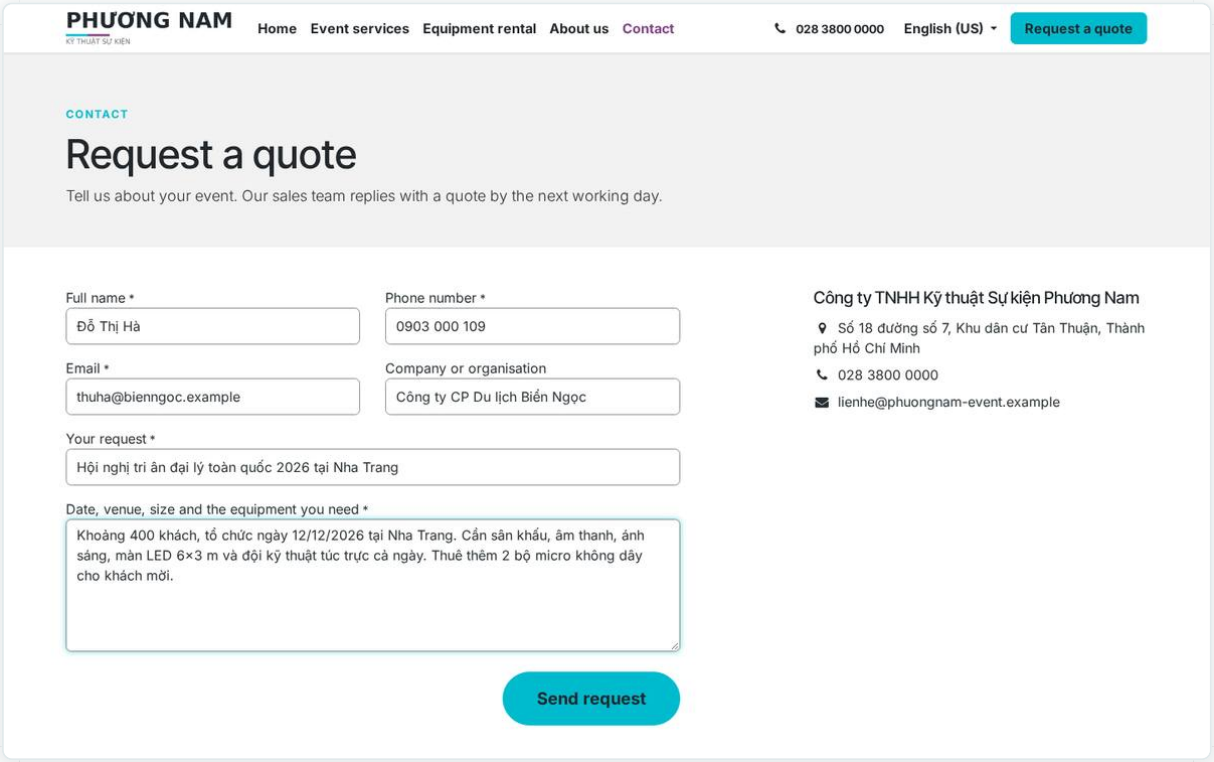
06 FROM A WEBSITE REQUEST TO A QUOTATION

About 20 minutes. By the end of this lesson your company has sent a quote request on the website like a customer, received it as an opportunity in the CRM, assigned it to a salesperson and built a quotation that carries all three ways of collecting money.

Step 1 - Send a request on the website as a customer

Open the Contact page of the website and fill in full name, phone number, email, company, the title of the request and the description. The lesson uses: Đỗ Thị Thu Hà, Công ty CP Du lịch Biển Ngọc, "Hội nghị tri ân đại lý toàn quốc 2026 tại Nha Trang" (National dealer appreciation conference 2026 in Nha Trang). Click **Send request**.

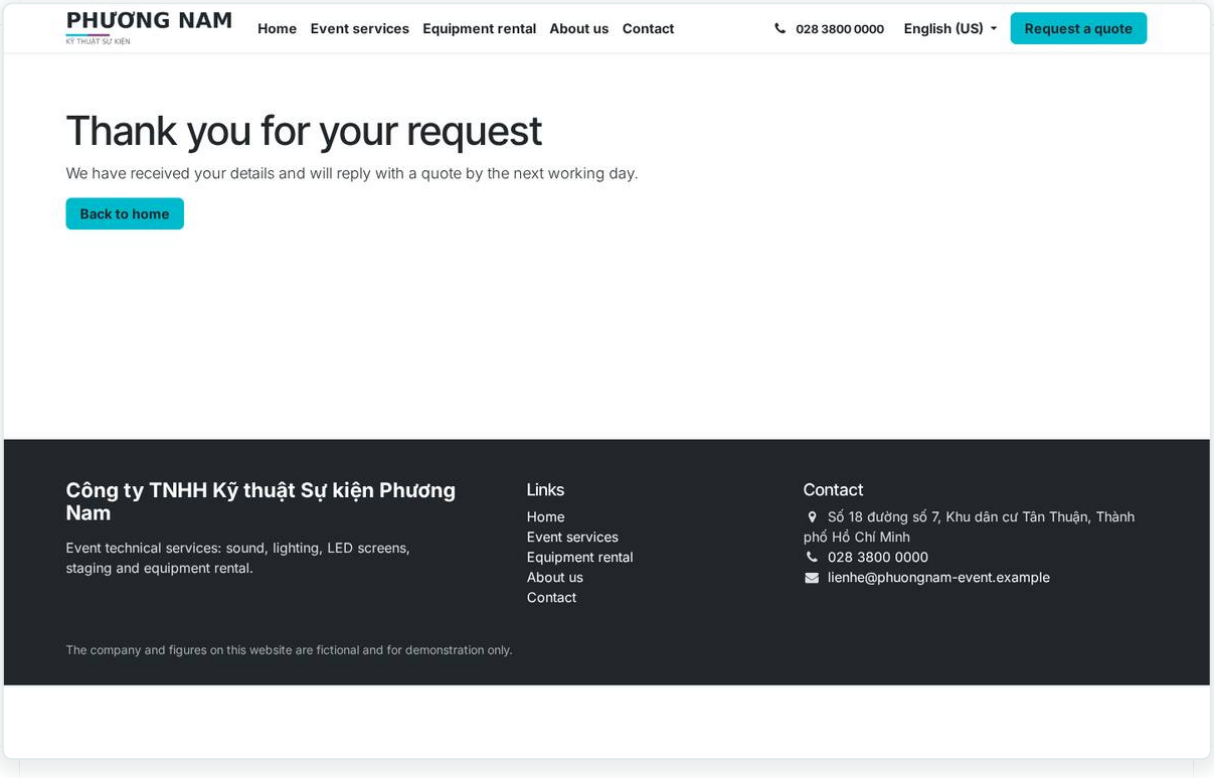
> *Path:* the system address followed by `/contactus` (the **Request a quote** button at the right of the website menu)



> *Image note:* The image shows the name "Đỗ Thị Hà" and a request description in Vietnamese; enter the values from the step above or your own.

You should see: the fields marked * are all filled in before you click send.

Step 2 - See the thank-you page

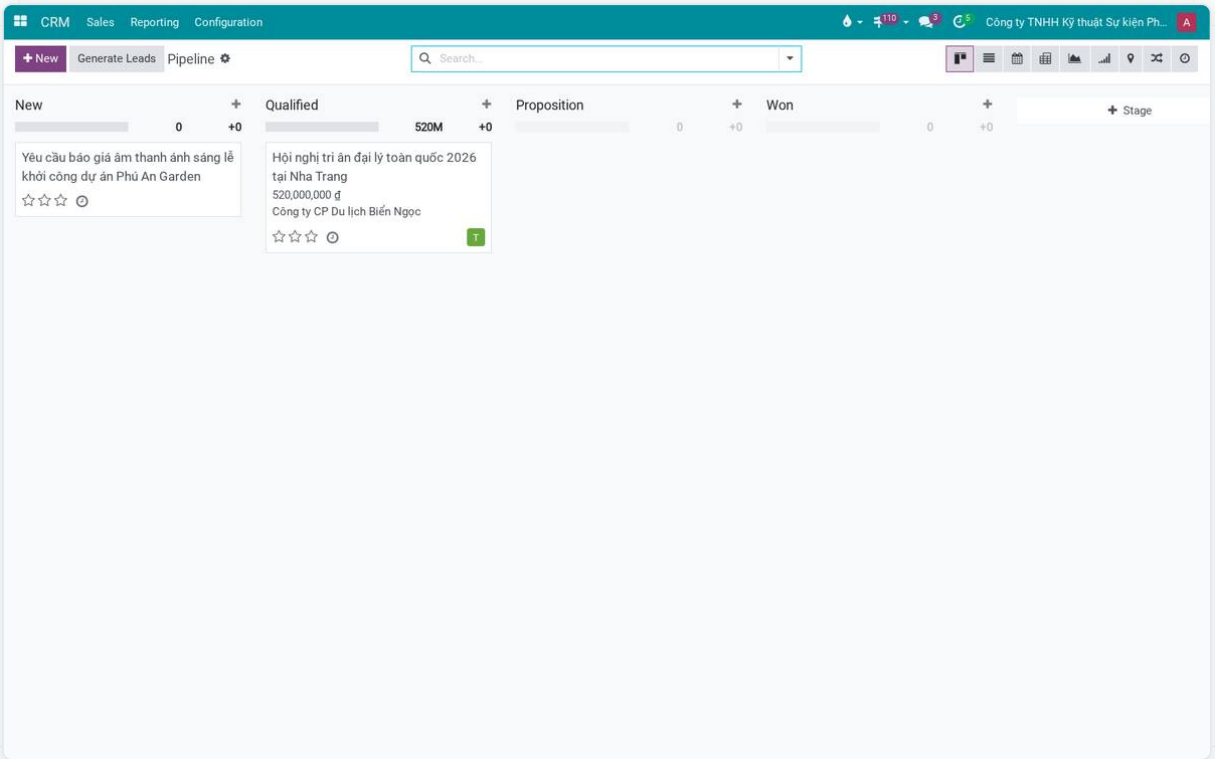


You should see: the page "Thank you for your request", saying that Phương Nam will reply with a quote by the next working day.

Step 3 - Find the new opportunity in the CRM

Log in as `admin` and open the sales pipeline. If the screen shows faded cards and the line "Create an opportunity to start playing with your pipeline.", that is sample data, because the **My Pipeline** filter is on: an opportunity from the website has no salesperson yet, so it does not belong to anyone. Click the **x** on the filter.

> *Path:* `CRM > Sales > My Pipeline`



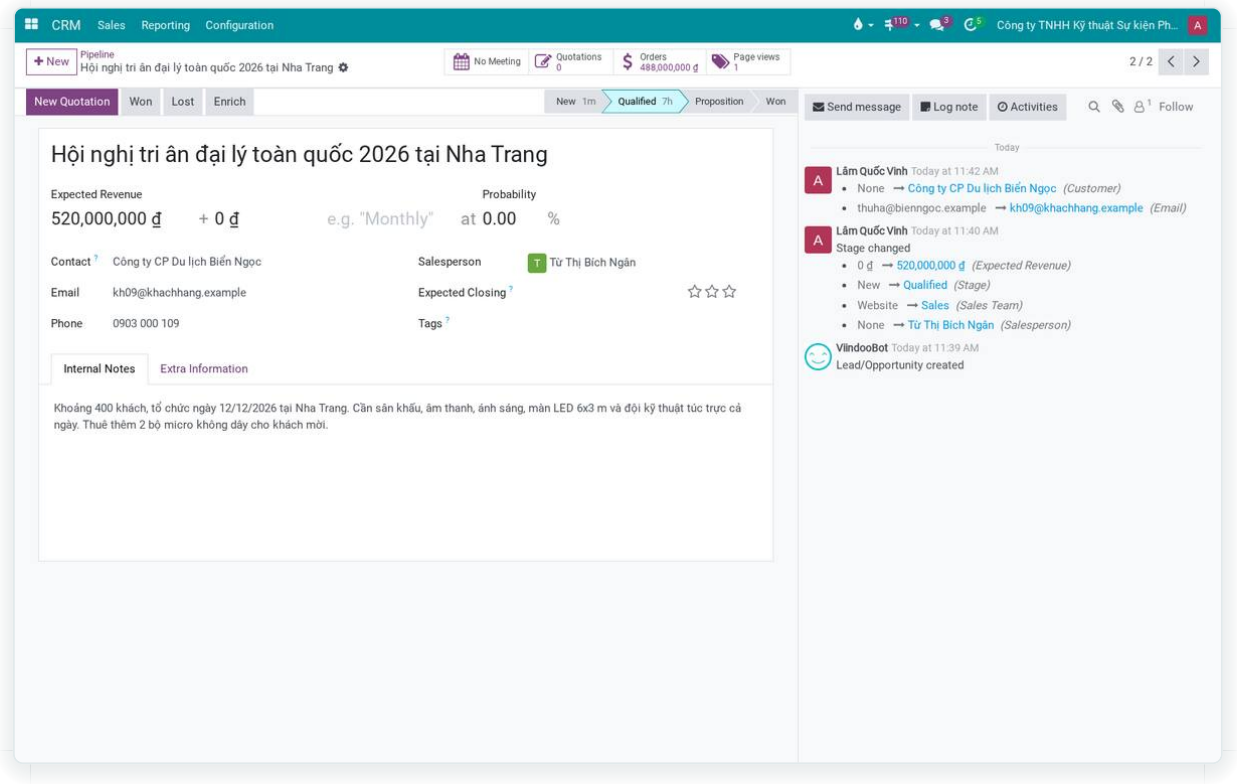
> *Image note:* In the image the Biển Ngọc opportunity has already moved to the **Qualified** column; on your system it starts in **New**. The Phú An card stays in **New**.

You should see: the card "Hội nghị tri ân đại lý toàn quốc 2026 tại Nha Trang" in the **New** column. The card below it, "Yêu cầu báo giá âm thanh ánh sáng lễ khởi công dự án Phú An Garden" (Request for a sound and lighting quote for the Phú An Garden groundbreaking ceremony), is an existing opportunity of another customer - leave it alone.

Step 4 - Assign it to a salesperson

Click the Biển Ngọc card. In **Salesperson** choose "Từ Thị Bích Ngân"; in **Expected Revenue** enter 520,000,000.

> *Path:* `CRM > Sales > My Pipeline` , click the opportunity card



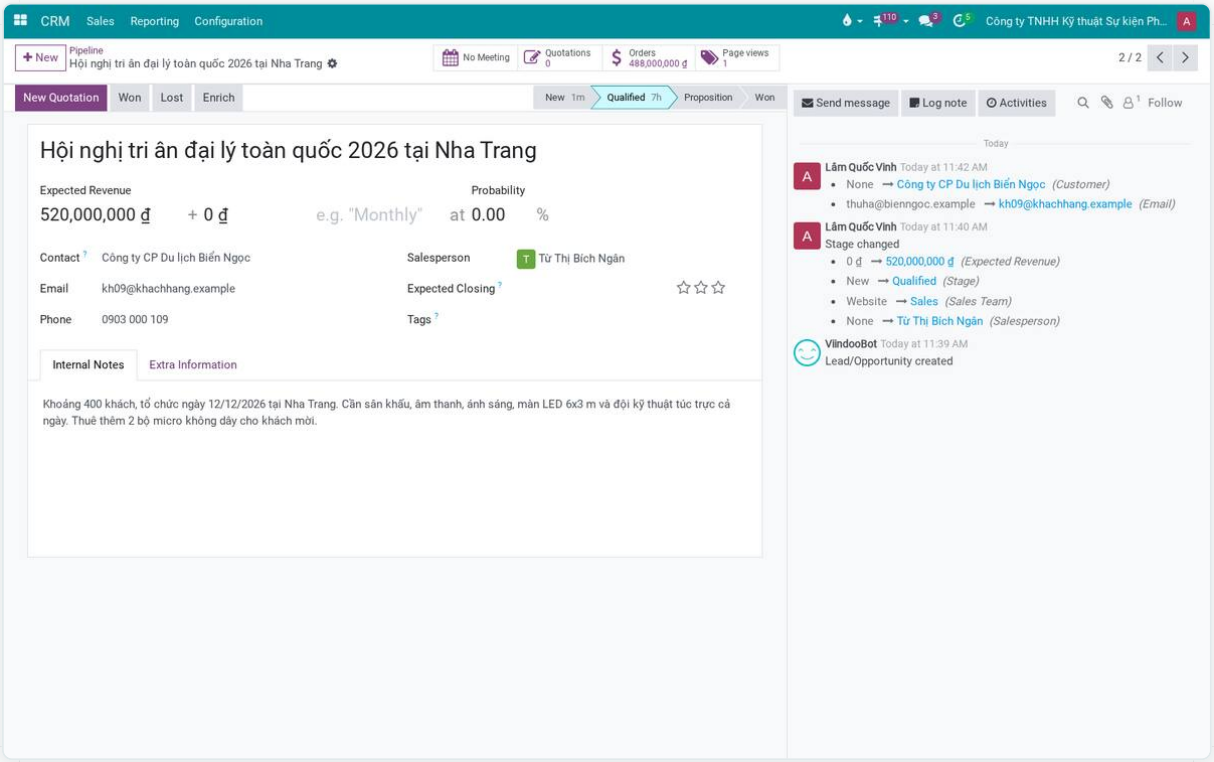
> *Image note:* The image shows the opportunity after it was qualified, so its stage is **Qualified** and the chatter holds later changes.

You should see: Expected Revenue 520,000,000 VND, **Salesperson** Từ Thị Bích Ngân. The customer's email, phone and description are already inside the opportunity.

Step 5 - Move it to the "Qualified" stage

Click **Qualified** on the status bar.

> *Path:* `CRM > Sales > My Pipeline` , open the opportunity card, the status bar at the top right



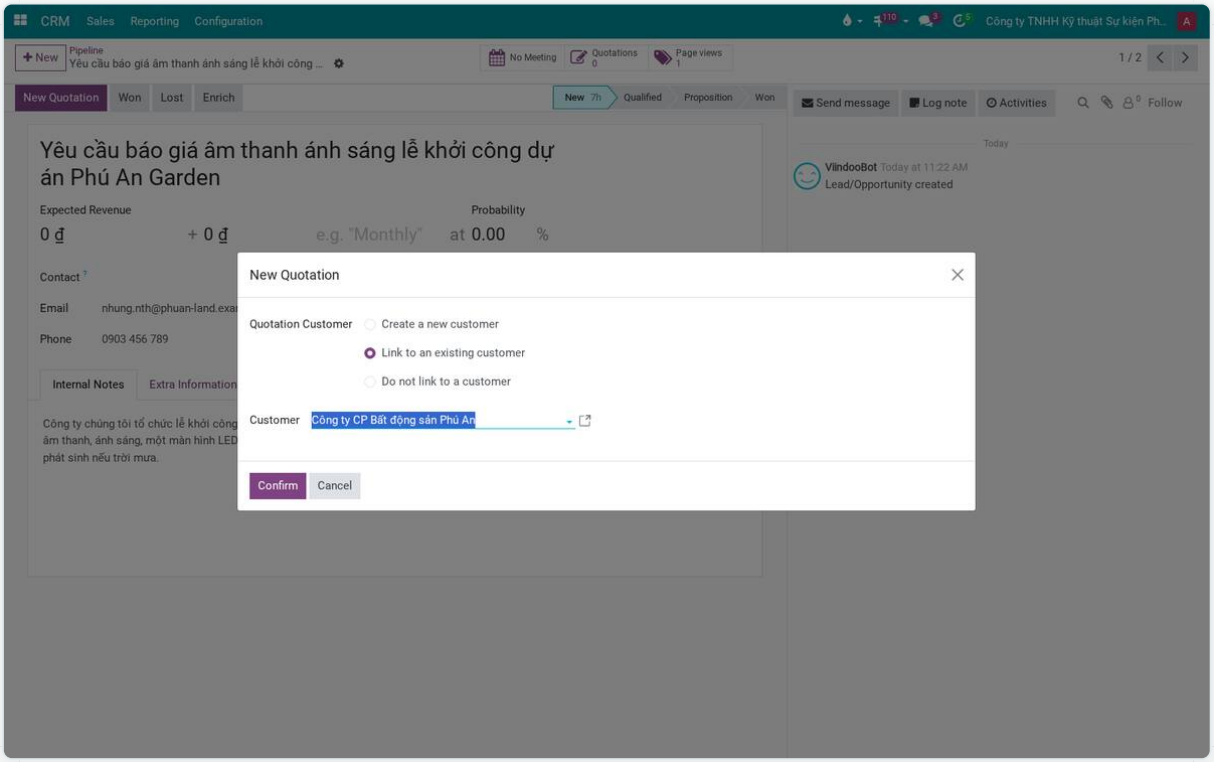
> *Image note:* This is the same screen as the previous image: both show the qualified opportunity.

You should see: the **Qualified** stage lights up; the chatter records "Stage changed" and the sales team changes from Website to Sales.

Step 6 - Create a quotation from the opportunity

Click **New Quotation**. The dialog asks about the customer: keep the choice "Link to an existing customer" with "Công ty CP Du lịch Biển Ngọc" and click **Confirm**.

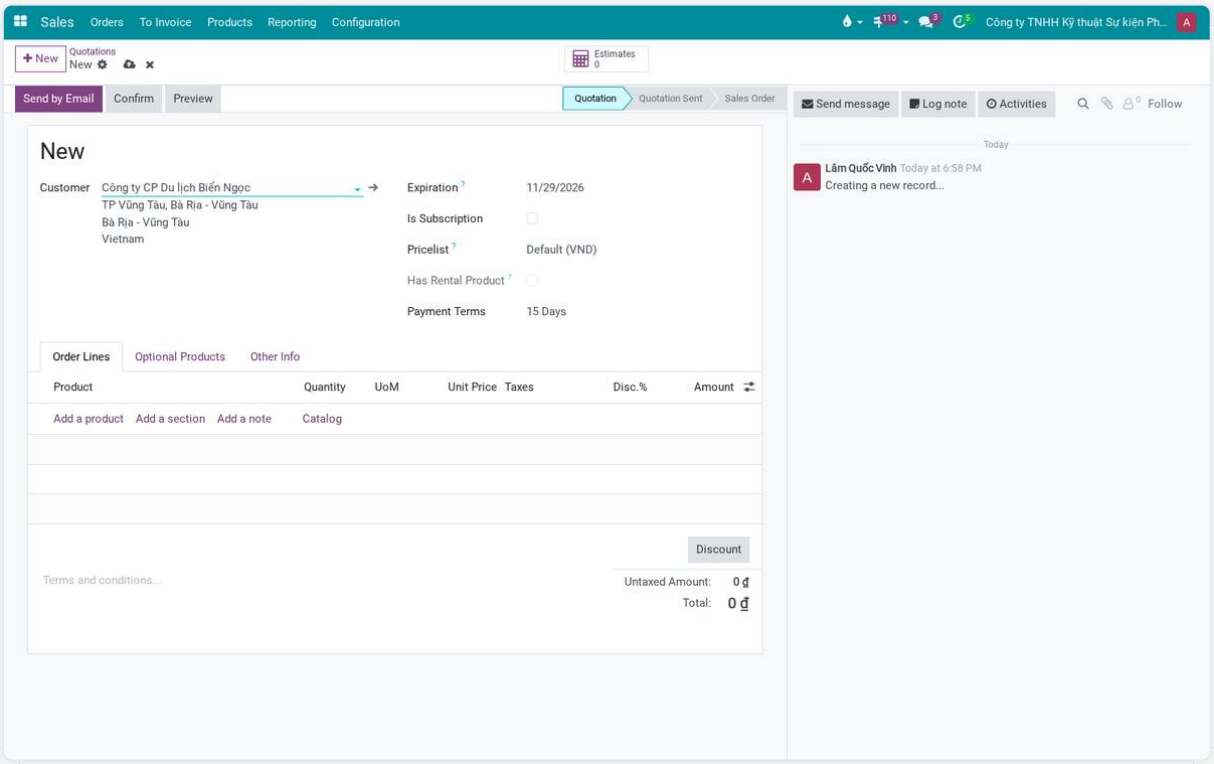
> *Path:* the opportunity screen, **New Quotation** button



> *Image note:* The image shows the dialog opened on the Phú An opportunity (customer Công ty CP Bất động sản Phú An), because the Biển Ngọc opportunity already has a quotation.

You should see: the system finds the right customer by the company name in the request. After you confirm, the new quotation screen opens with the customer filled in (the next time you click **New Quotation** on the same opportunity it goes straight into the quotation without asking).

Step 7 - The empty quotation with a customer

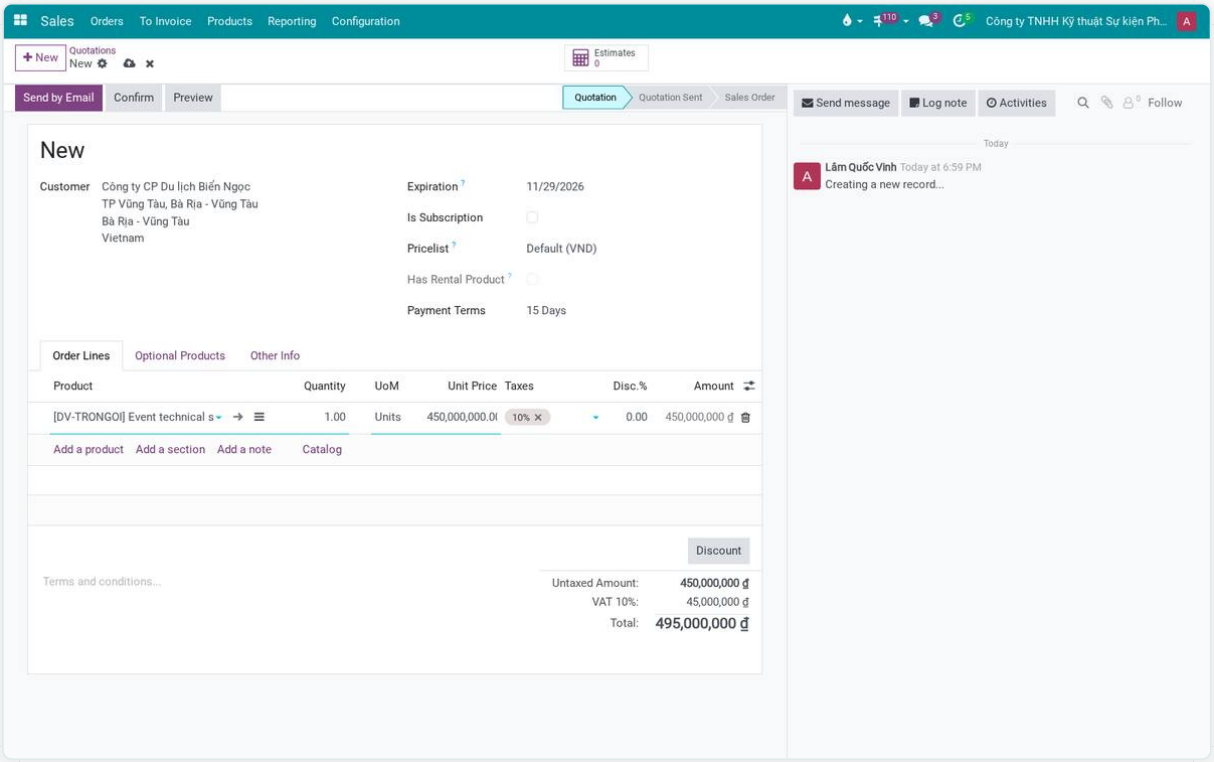


You should see: Customer is Công ty CP Du lịch Biển Ngọc, **Payment Terms** 15 Days, and an **Estimates** smart button. The title is still "New" until you save.

Step 8 - Add the milestone-billed line

On the **Order Lines** tab click **Add a product**, type `DV-TRONGOI` and choose "Event technical services package (billed by milestone)". Quantity 1, **Unit Price** 450,000,000.

> *Path:* the quotation screen, **Order Lines** tab, **Add a product** button

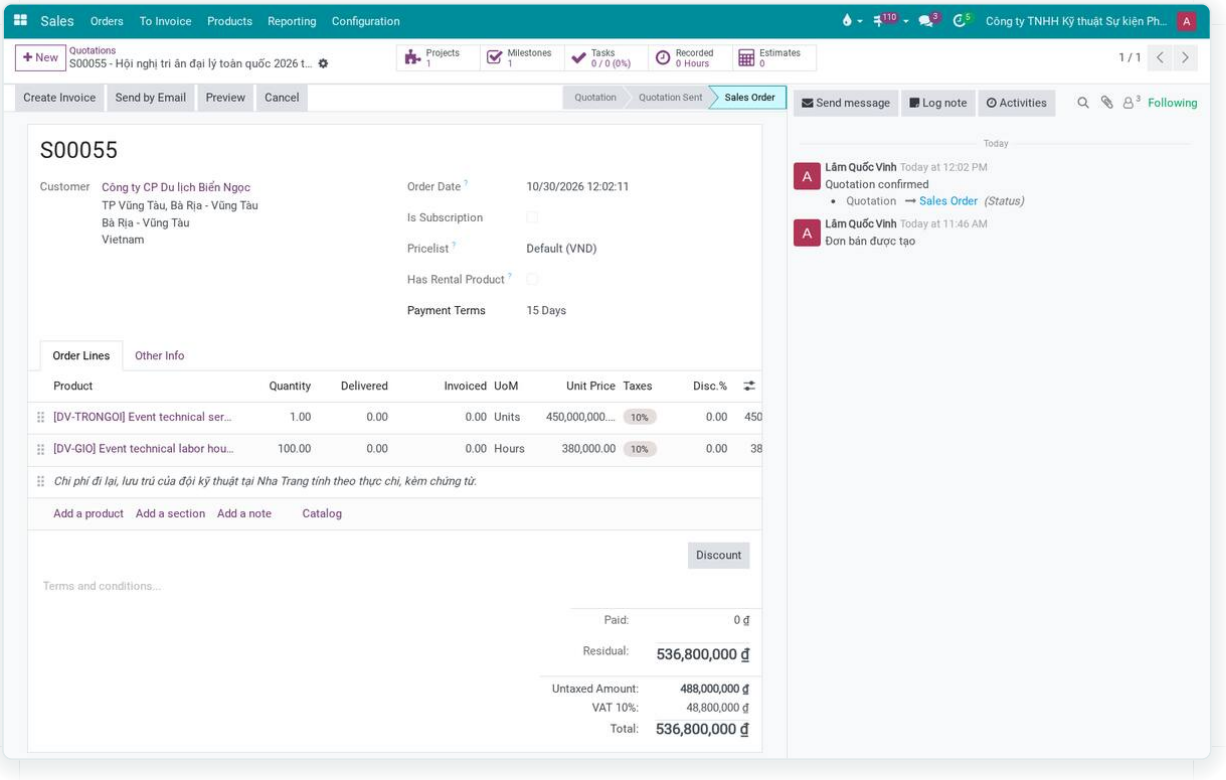


You should see: the line has a unit price of 450,000,000 and tax 10%. **Untaxed Amount** 450,000,000, **VAT 10%** 45,000,000 and **Total** 495,000,000 appear as soon as the line is entered.

Step 9 - Add the hourly line and the pass-through note, then save

Click **Add a product**, choose `DV-GIO` ("Event technical labor hours"), quantity 100 hours (the unit price fills in at 380,000). Click **Add a note** and type "Chi phí đi lại, lưu trú của đội kỹ thuật tại Nha Trang tính theo thực chi, kèm chứng từ." (Travel and accommodation costs of the technical team in Nha Trang are charged at actual cost, with supporting documents.) Click the save icon.

> *Path:* the quotation screen, **Add a product** and **Add a note** buttons



> *Image note:* The image shows the same order after it was confirmed (**Sales Order**). Yours is a saved quotation at this step.

You should see: the title becomes the quotation number (for example S00055). The milestone line
is 450,000,000, the hourly line is 100 x 380,000 = 38,000,000, and the line in italics is the note. **Untaxed Amount** 488,000,000 VND, tax 48,800,000 VND, **Total** 536,800,000 VND. The pass-through way of collecting has no amount on the quotation: the amount appears when an employee settles an expense linked to the order (see the lesson "Three ways to bill a service").

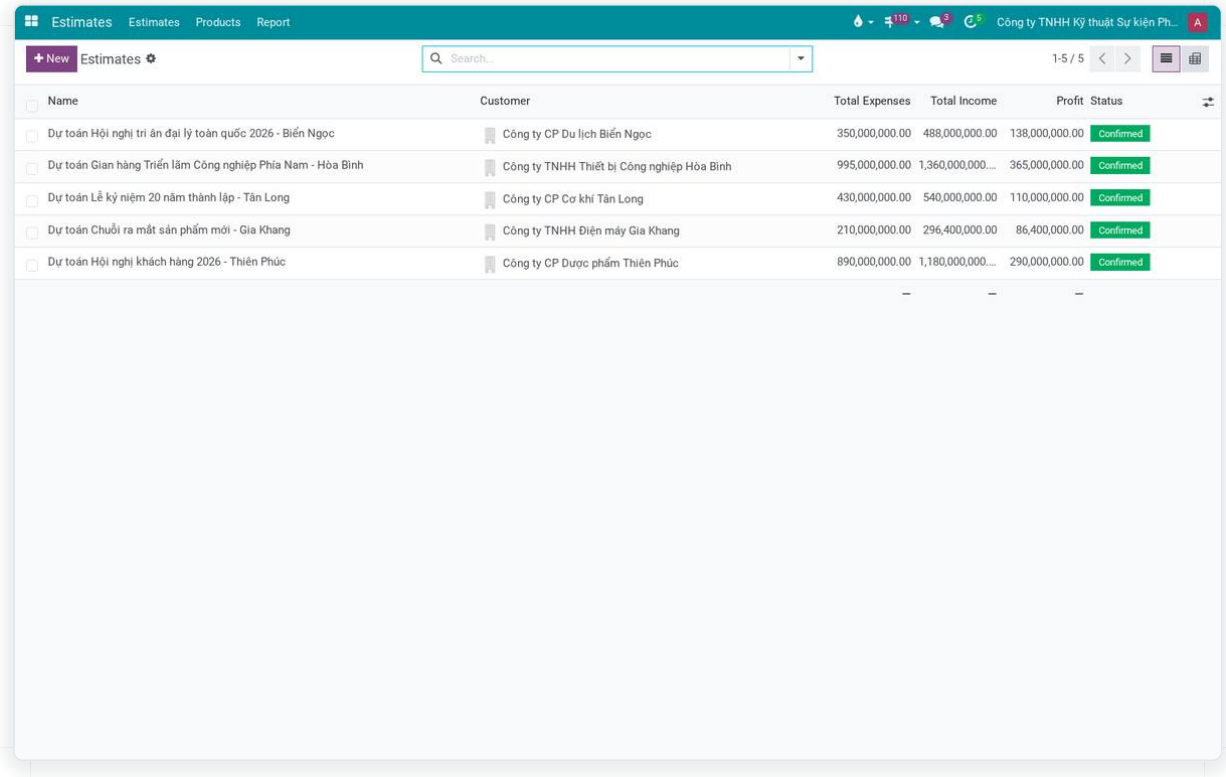
Note: the first time you click **Send by Email**, the system opens the company's "Configure your document layout" dialog (shared by every printed document). On the shared demo system, click **Discard** so that the configuration is not changed.

07 ESTIMATES AND ESTIMATE APPROVAL

About 15 minutes. By the end of this lesson your company has built a revenue - cost - profit estimate for a project before signing, sent it for approval and seen the estimate move to "Confirmed".

Step 1 - See the list of estimates

> *Path:* `Estimates > Estimates`



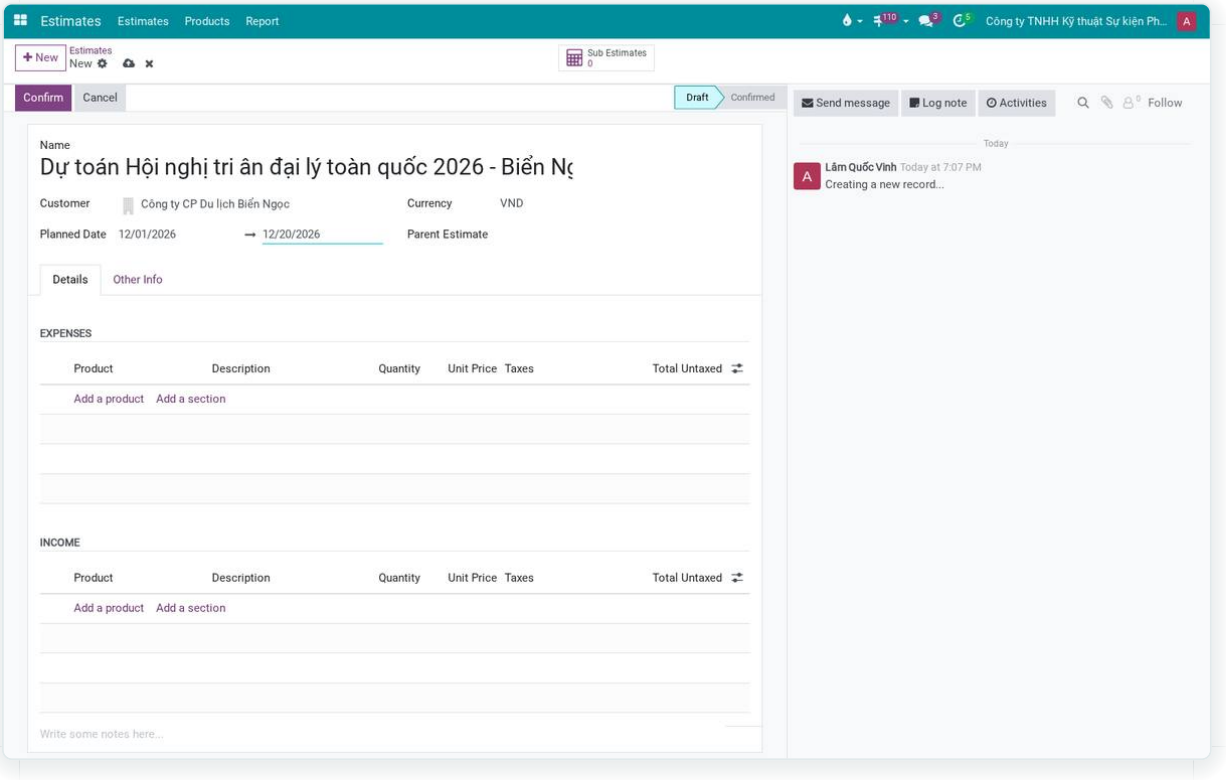
> *Image note:* The image shows five estimates (the four existing ones plus the one this handbook creates), all **Confirmed**. Your list shows four.

You should see: four estimates of projects already done, in the status **Confirmed**, with **Total Expenses**, **Total Income** and **Profit**.

Step 2 - Create a new estimate

Click **New**. Enter **Name** "Dự toán Hội nghị tri ân đại lý toàn quốc 2026 - Biển Ngọc" (Estimate - National dealer appreciation conference 2026 - Biển Ngọc), **Customer** Công ty CP Du lịch Biển Ngọc, **Planned Date** 12/01/2026 to 12/20/2026.

> *Path:* `Estimates > Estimates` , **New** button

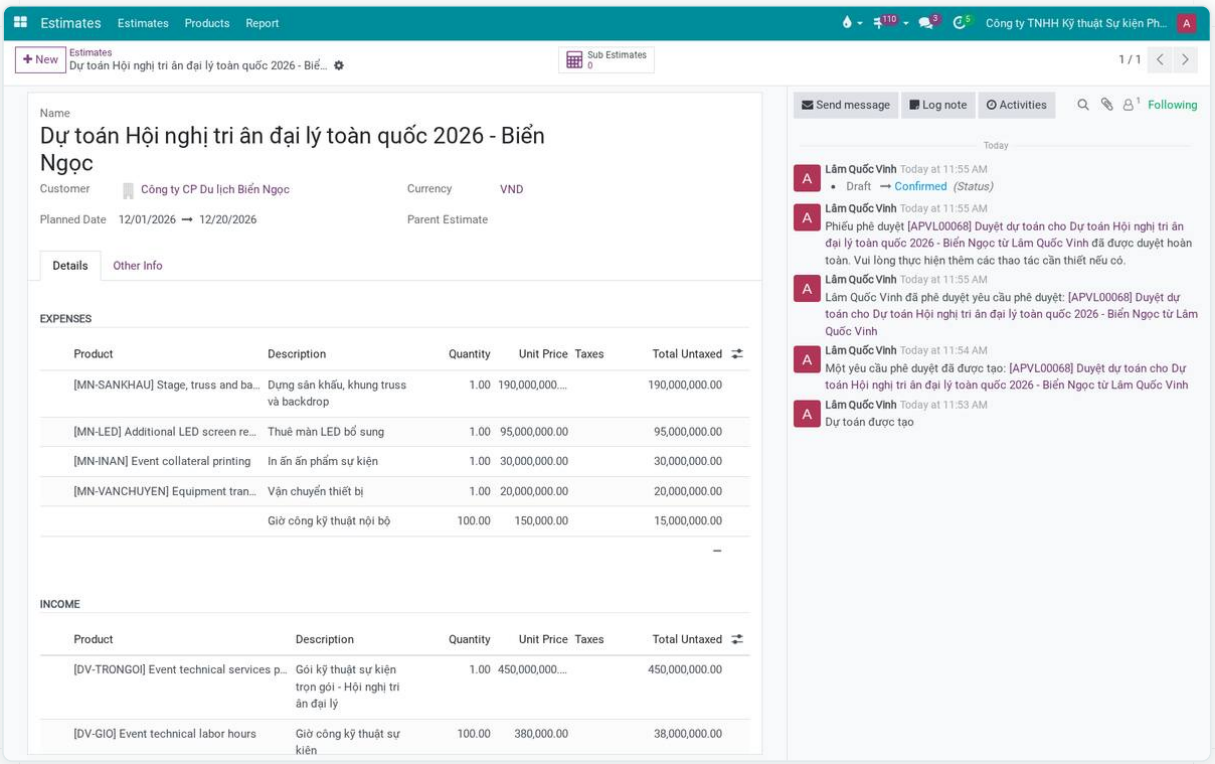


You should see: two empty tables: **Expenses** on top, **Income** below.

Step 3 - Enter the cost and revenue lines

In the **Expenses** table click **Add a product** and enter five lines: Stage, truss and backdrop setup 190,000,000; Additional LED screen rental 95,000,000; Event collateral printing 30,000,000; Equipment transport 20,000,000; internal technical labor hours 100 x 150,000. In the **Income** table enter two lines: the package 450,000,000 and 100 hours x 380,000. Click save.

> *Path:* the estimate screen, **Expenses** and **Income** tables



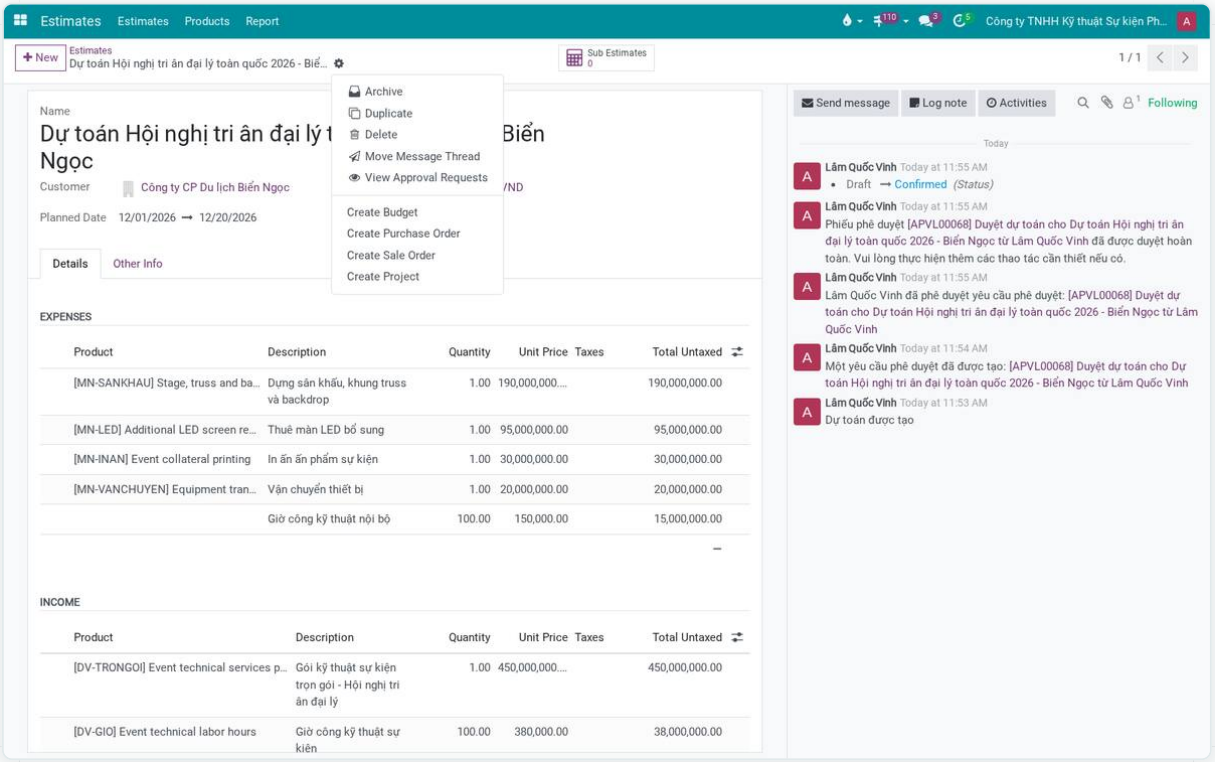
> *Image note:* The image shows the same estimate after approval, so the status bar reads **Confirmed**. At this step yours reads **Draft**.

You should see: costs of 350,000,000 (190 + 95 + 30 + 20 + 15 million), revenue of 488,000,000, planned profit of 138,000,000. The status is **Draft**. These figures are assumptions made up for this lesson.

Step 4 - Open the action menu

Click the gear icon next to the estimate name.

> *Path:* `Estimates > Estimates` , open the estimate, the gear next to its name



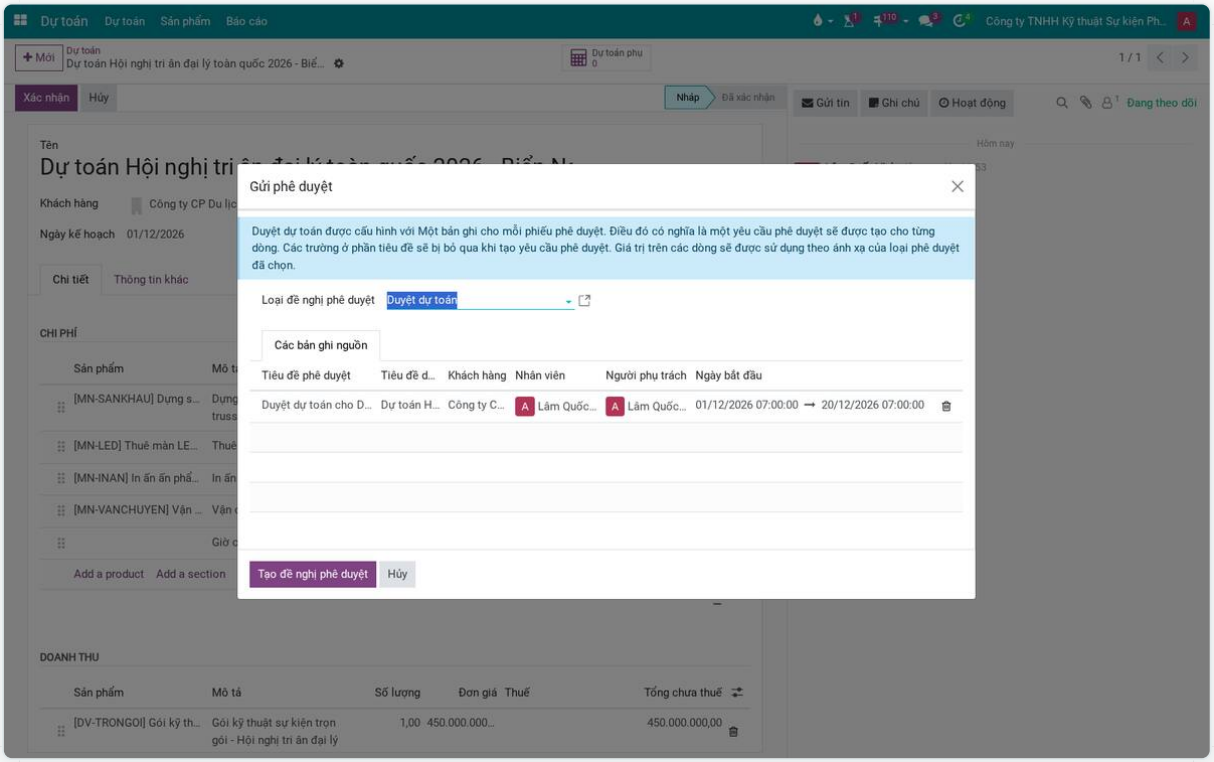
> *Image note:* In the image the menu has **View Approval Requests** instead of **Get Approved**, because that estimate was already sent for approval.

You should see: Get Approved, **Create Budget**, **Create Purchase Order**, **Create Sale Order** and **Create Project**.

Step 5 - Send for approval

Choose **Get Approved**.

> *Path:* the gear, **Get Approved**



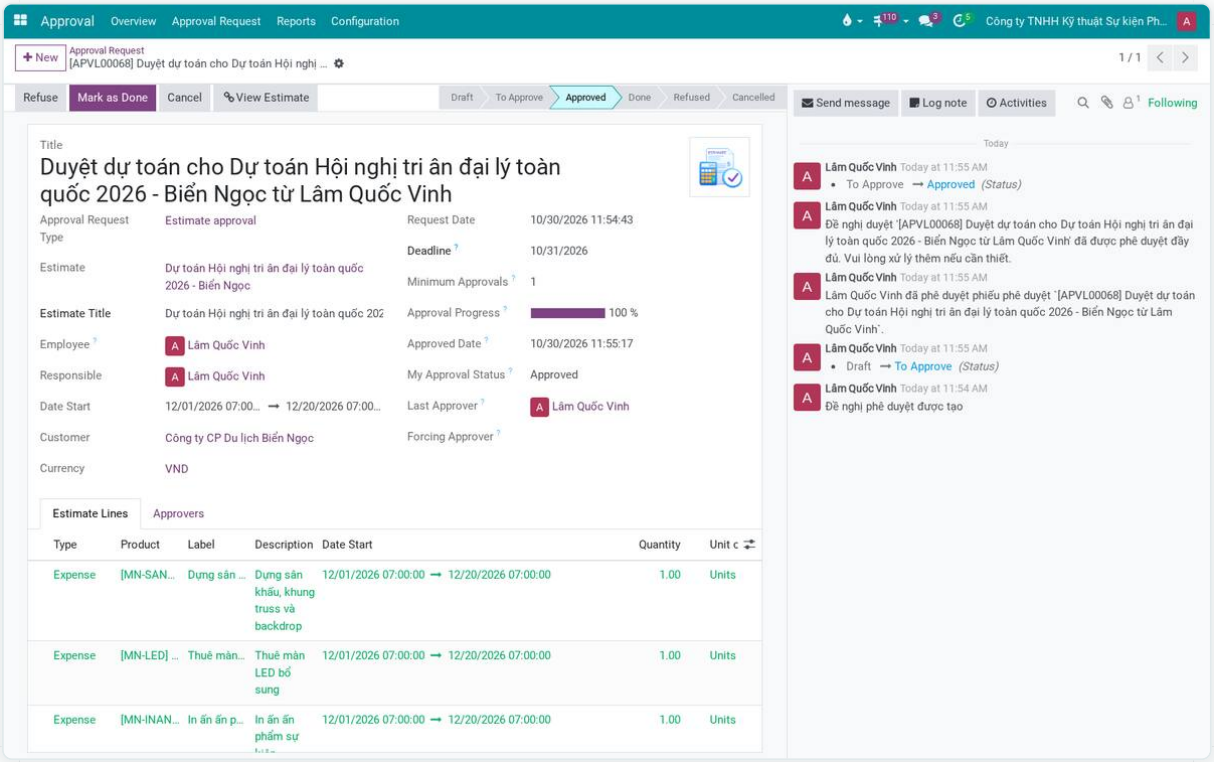
> *Image note:* This screenshot shows the Vietnamese interface. Read the English labels from the text.

You should see: Approval Request Type is already "Estimate approval"; the **Source Records** table holds the row of your company's estimate.

Step 6 - Create the request

Click **Create Approval Request**.

> *Path:* the **Submit for Approval** dialog



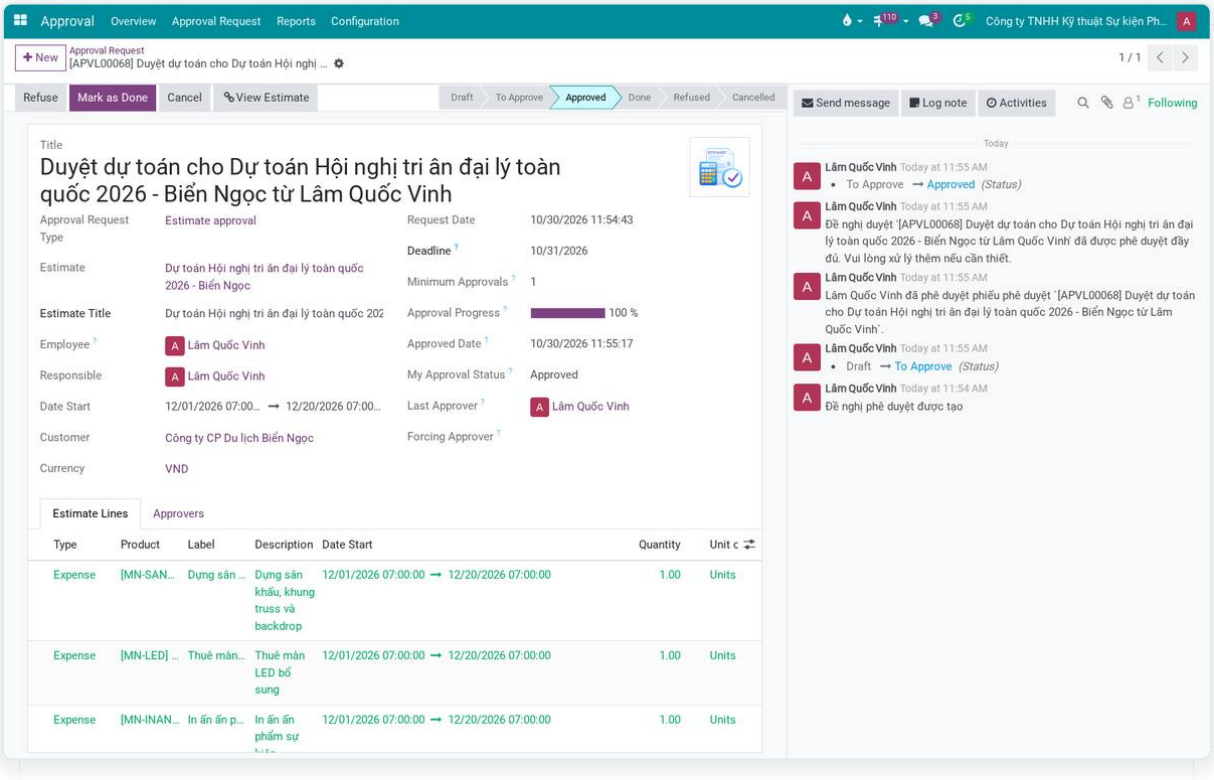
> *Image note:* The image shows the request after it was approved (**Approved**). Yours is in **Draft** at this step.

You should see: a new request (for example APVL00068) in the **Draft** status, already carrying the customer, the estimate period and the income and expense lines. The **Submit** and **View Estimate** buttons appear at the top.

Step 7 - Submit for approval

Click **Submit**.

> *Path:* `Approval > Approval Request > Request` , open the request you have just created



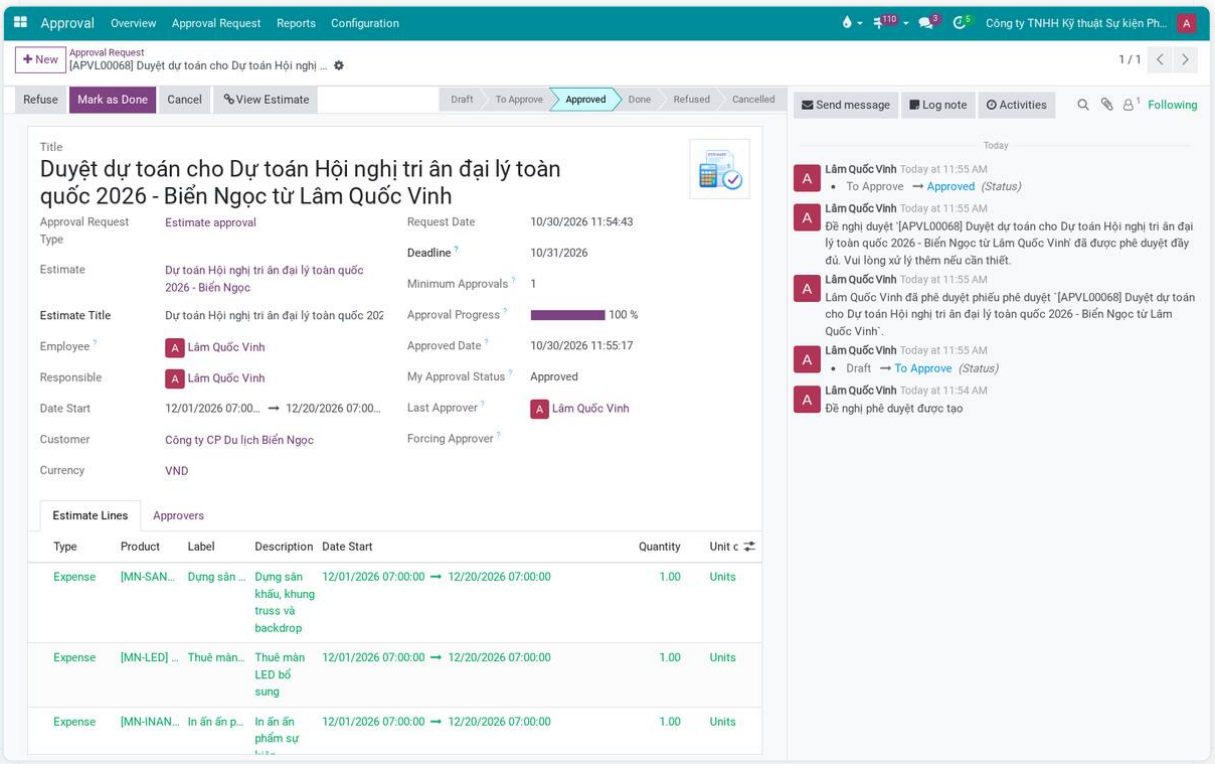
> *Image note:* The image shows the request after it was approved (**Approved**). Yours is in **To Approve** at this step.

You should see: the status **To Approve**; the buttons **Approve**, **Refuse**, **Cancel** and **Force Approval** appear; the next approver is Lâm Quốc Vinh.

Step 8 - Approve

Log in as the approver (on the demo this is `admin`, the Director) and click **Approve**.

> *Path:* `Approval > Approval Request > Request`, open the request

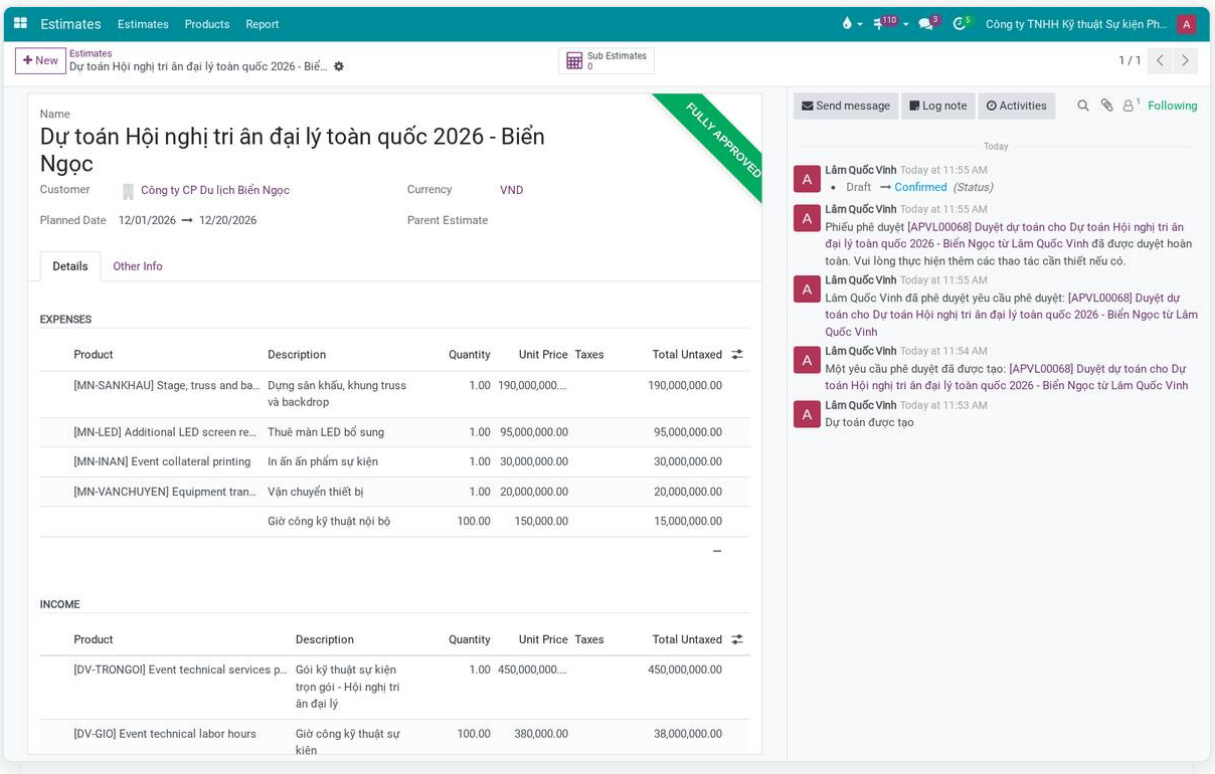


You should see: the status **Approved**, **Approval Progress** 100%.

Step 9 - The estimate is confirmed

Click **View Estimate** or reopen the estimate.

> *Path:* `Estimates > Estimates` , open your company's estimate



You should see: a green **FULLY APPROVED** ribbon in the corner and the status **Confirmed**; the direct **Confirm** button is gone, because the estimate follows the approval request.

08 QUOTATIONS ABOVE VND 1.5 BILLION NEED APPROVAL

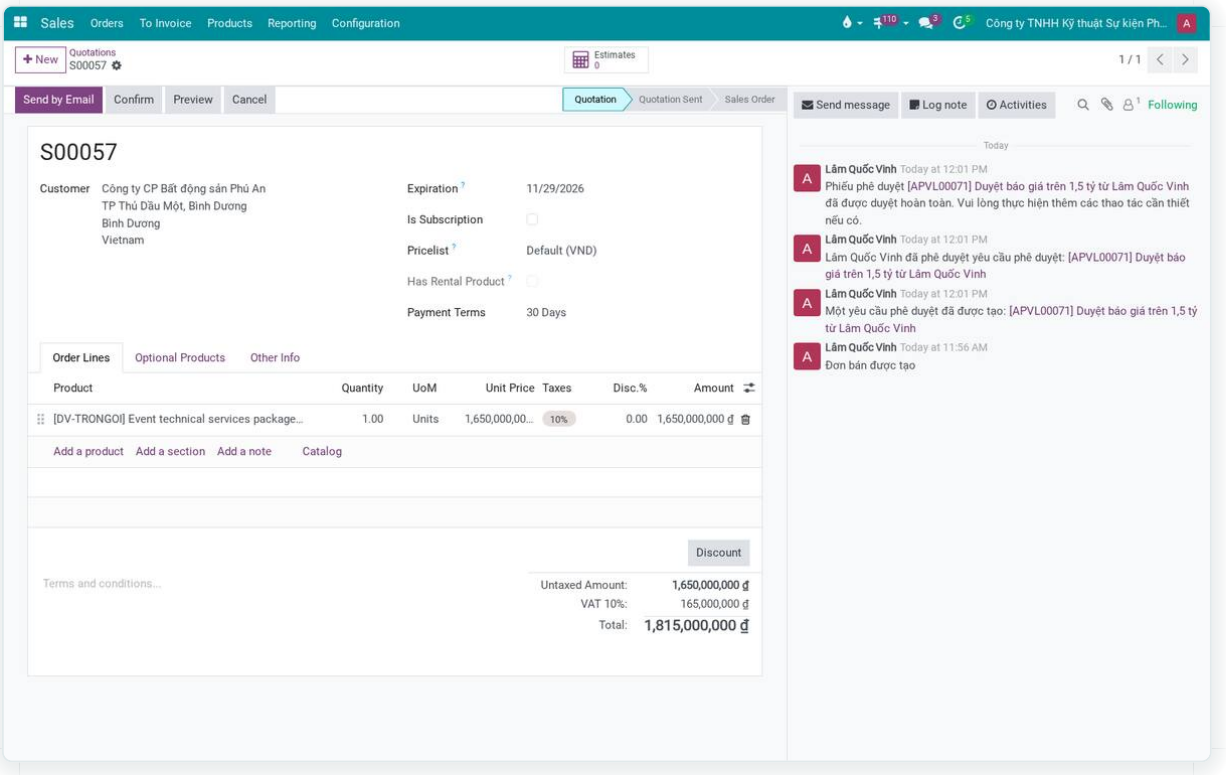
About 10 minutes. By the end of this lesson your company knows which quotations enter the approval flow and how to put them in.

The rule: a quotation whose **untaxed** total is above 1,500,000,000 VND must be approved by the Director. The system does this by only letting a request be created for quotations above the threshold, and by recording the approver and the approval date. The **Confirm** button of the quotation is not locked automatically: the company should agree a convention to click Confirm only after the request is in the Approved status.

Step 1 - Create a quotation for the customer Phú An

Create a new quotation for "Công ty CP Bất động sản Phú An", one line `DV-TRONGOI` at a unit price of 1,650,000,000, then save. (Do not use Phú An's existing opportunity.)

> *Path:* `Sales > Orders > Quotations` , **New** button



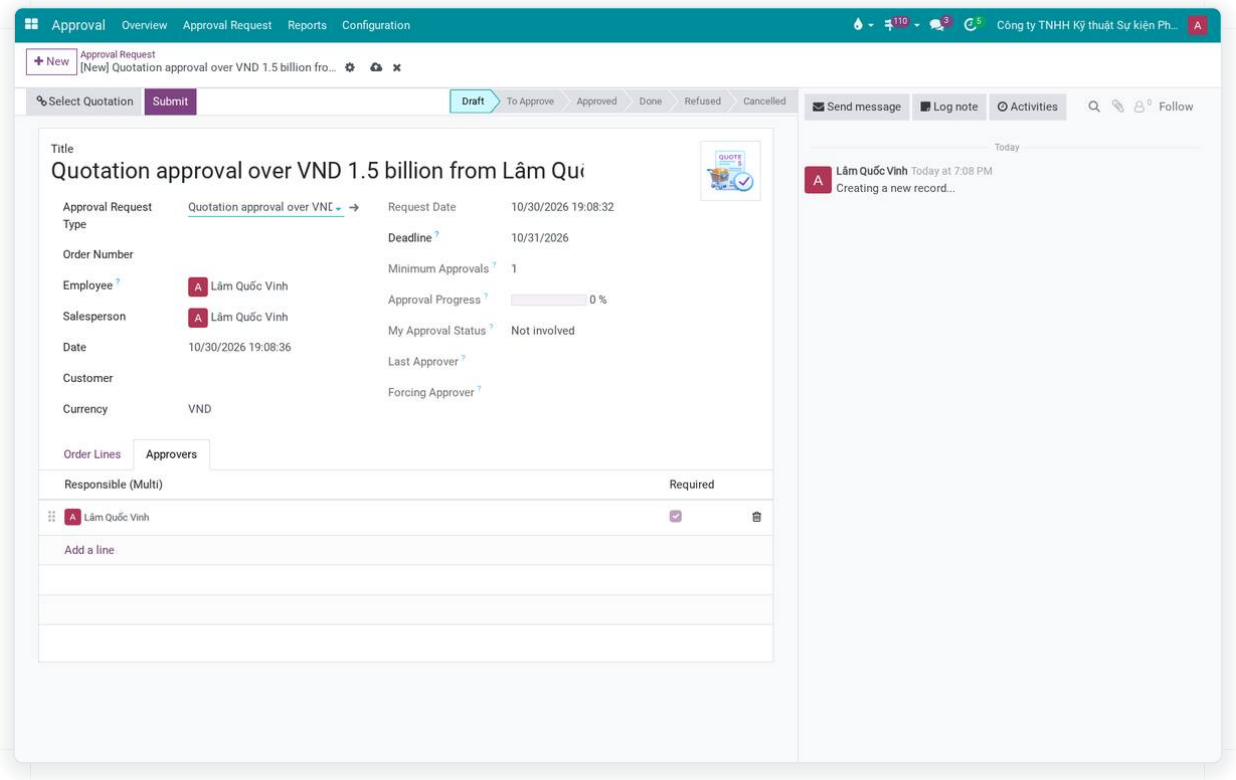
> *Image note:* The image shows the chatter with approval messages and a ribbon marking the quotation as approved; your new quotation has neither yet.

You should see: Untaxed Amount 1,650,000,000 VND, **Total** 1,815,000,000 VND, the status **Quotation**. The gear menu of the quotation screen has no get-approved item: you must start from the Approval screen.

Step 2 - Open a new request and choose the type

Open a new approval request, in **Approval Request Type** choose "Quotation approval over VND 1.5 billion", fill in **Customer** Phú An and **Order Number** with the quotation number (S00057).

> *Path:* `Approval > Approval Request > Request` , **New** button

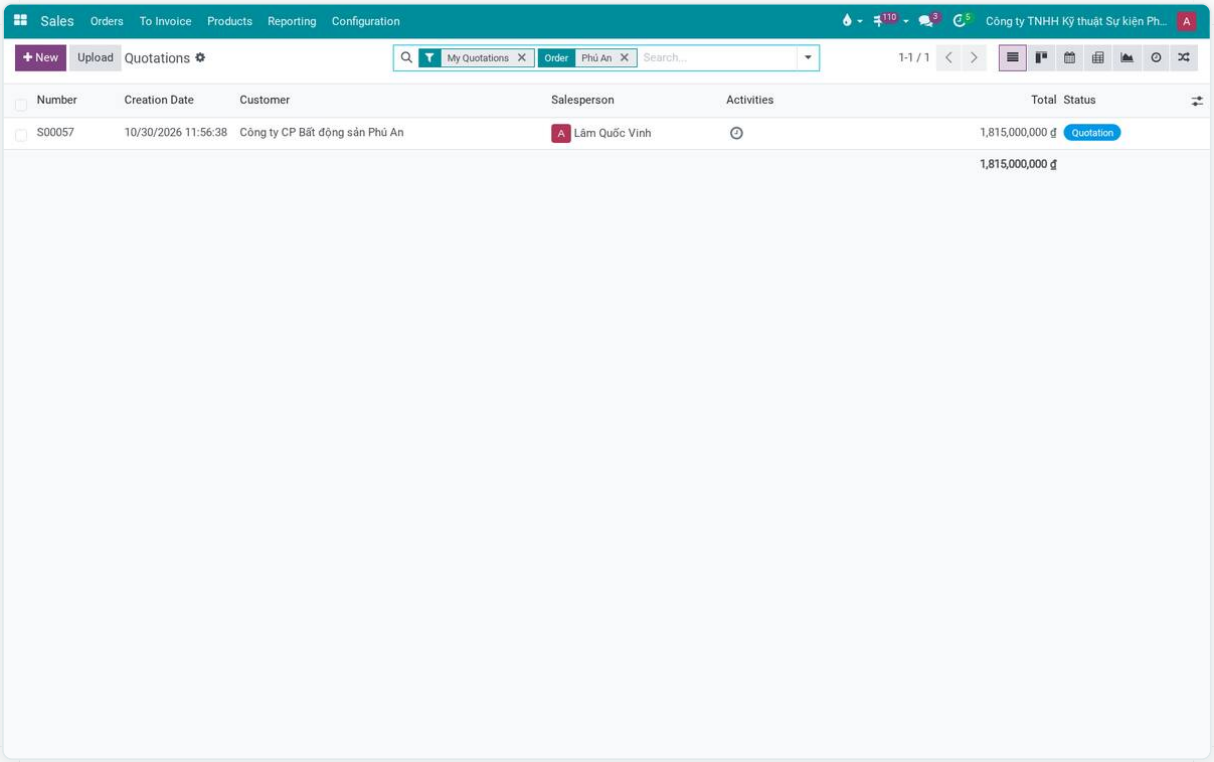


You should see: the **Select Quotation** and **Submit** buttons at the top. The two fields **Order Number** and **Customer** are required: clicking **Select Quotation** while one is missing shows "Invalid fields".

Step 3 - Select the quotation

Click **Select Quotation**.

> *Path:* the request screen, **Select Quotation** button



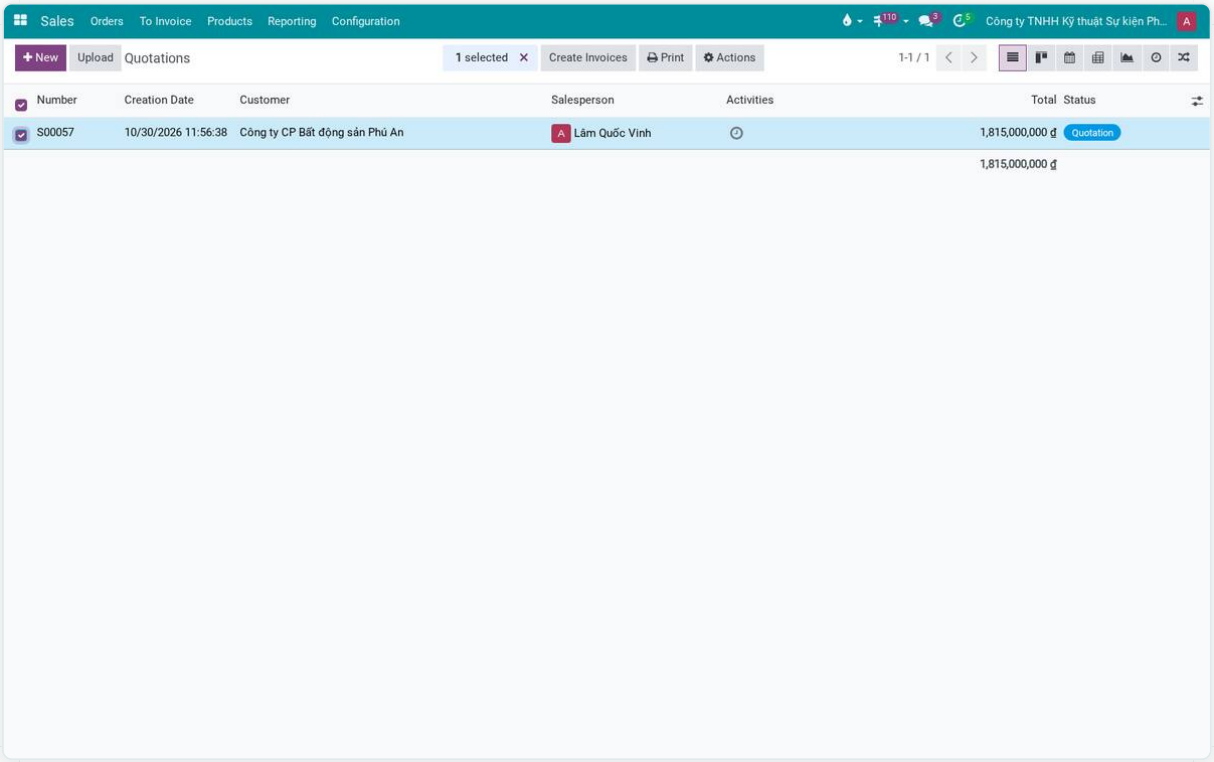
> *Image note:* The image shows the **Quotations** list (filter **My Quotations** and the customer Phú An, one row), not the **Select Quotation** dialog, because opening that dialog saves a draft request.

You should see: the list of quotations of the customer Phú An, showing only the quotation above the threshold. The **My Quotations** filter can be removed.

Step 4 - Tick the quotation

Tick the box at the start of the quotation row.

> *Path:* the quotation list you have just opened



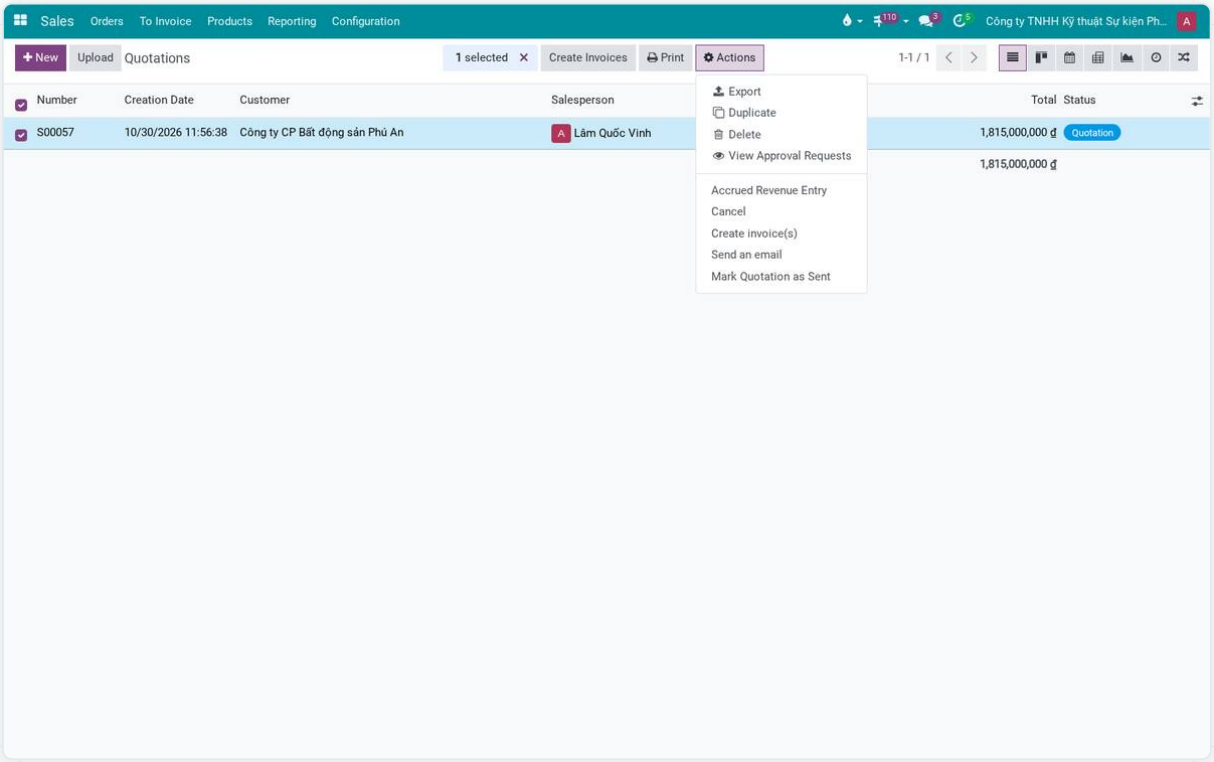
> *Image note:* The image shows the same list with the row ticked and "1 selected", for the same reason.

You should see: the line "1 selected" in the top bar, and an **Actions** button appears.

Step 5 - Get approval

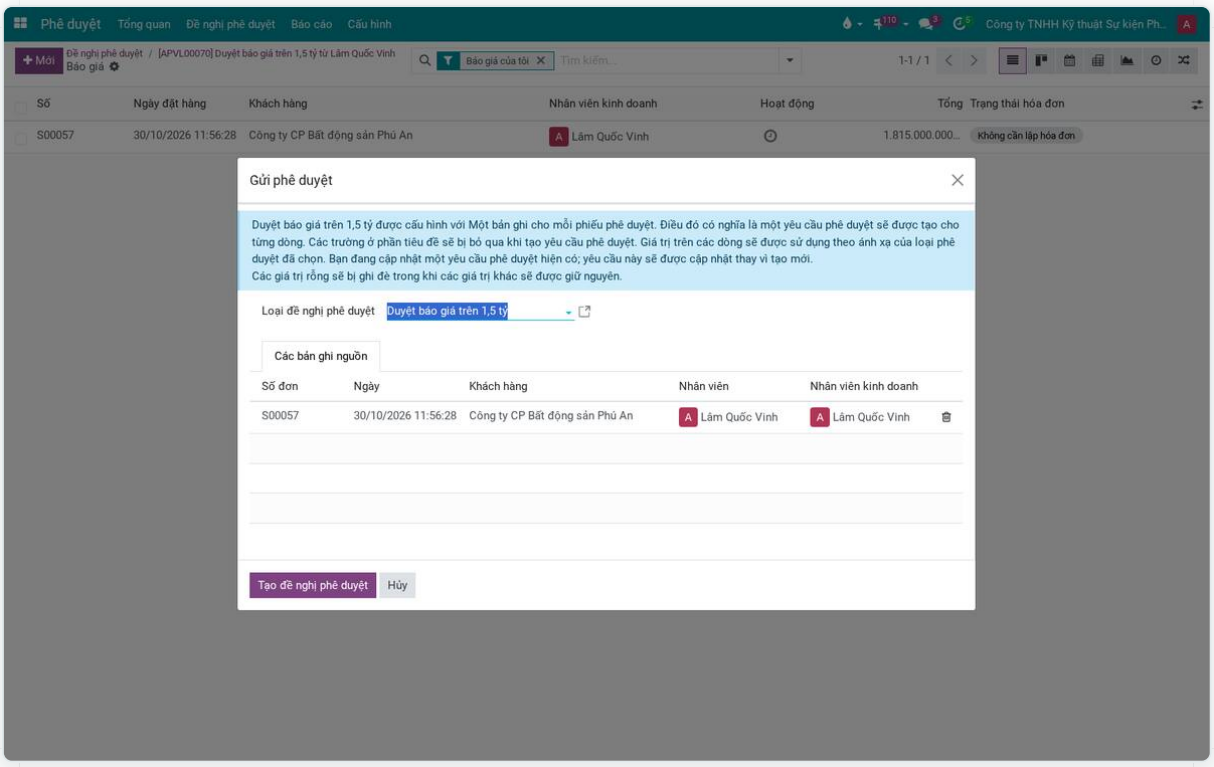
Click **Actions** and choose **Get Approved**.

> *Path:* the quotation list, **Actions**



> *Image note:* In the image the menu has **View Approval Requests** instead of **Get Approved**, because that quotation was already approved. On your quotation the menu has **Get Approved**.

You should see: the menu has **Get Approved** (together with **Cancel**, **Create invoice(s)** and **Send an email**). A dialog opens:



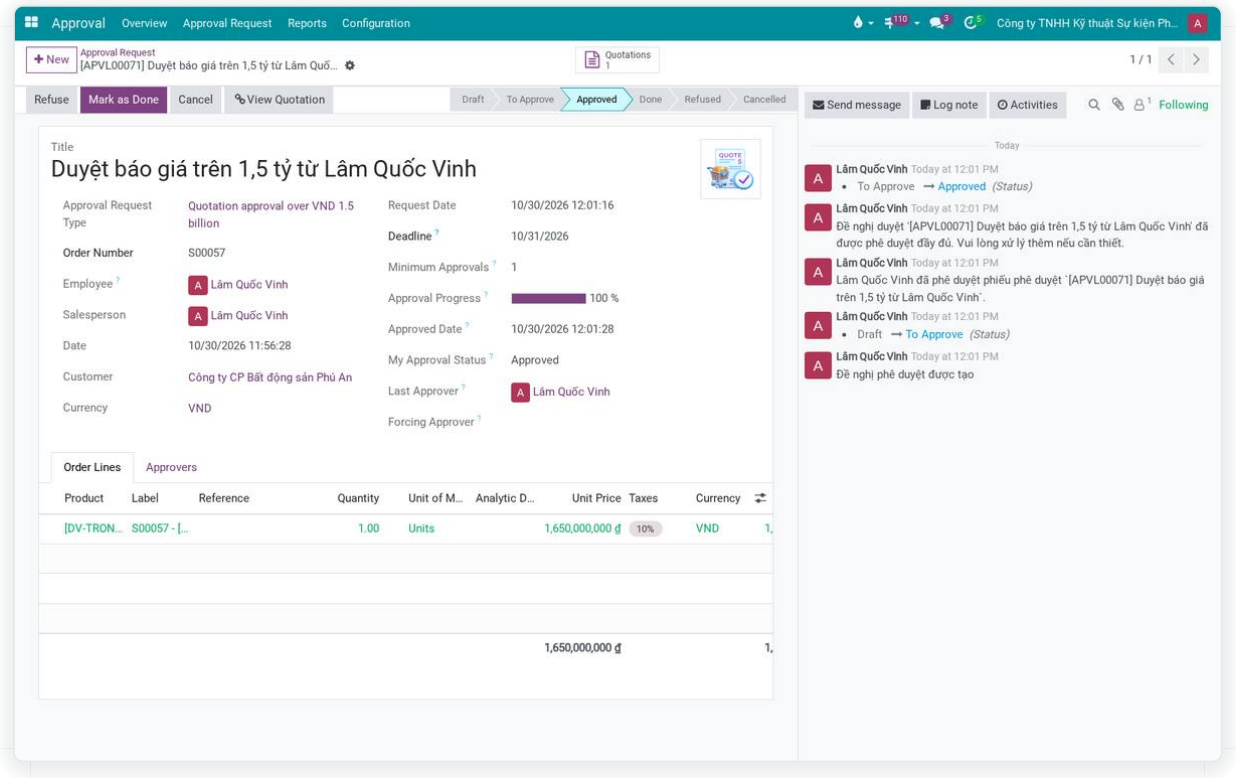
> *Image note:* This screenshot shows the Vietnamese interface. Read the English labels from the text.

You should see: Approval Request Type "Quotation approval over VND 1.5 billion" and the quotation row in the **Source Records** table.

Step 6 - Create the request

Click **Create Approval Request**.

> *Path:* the **Submit for Approval** dialog



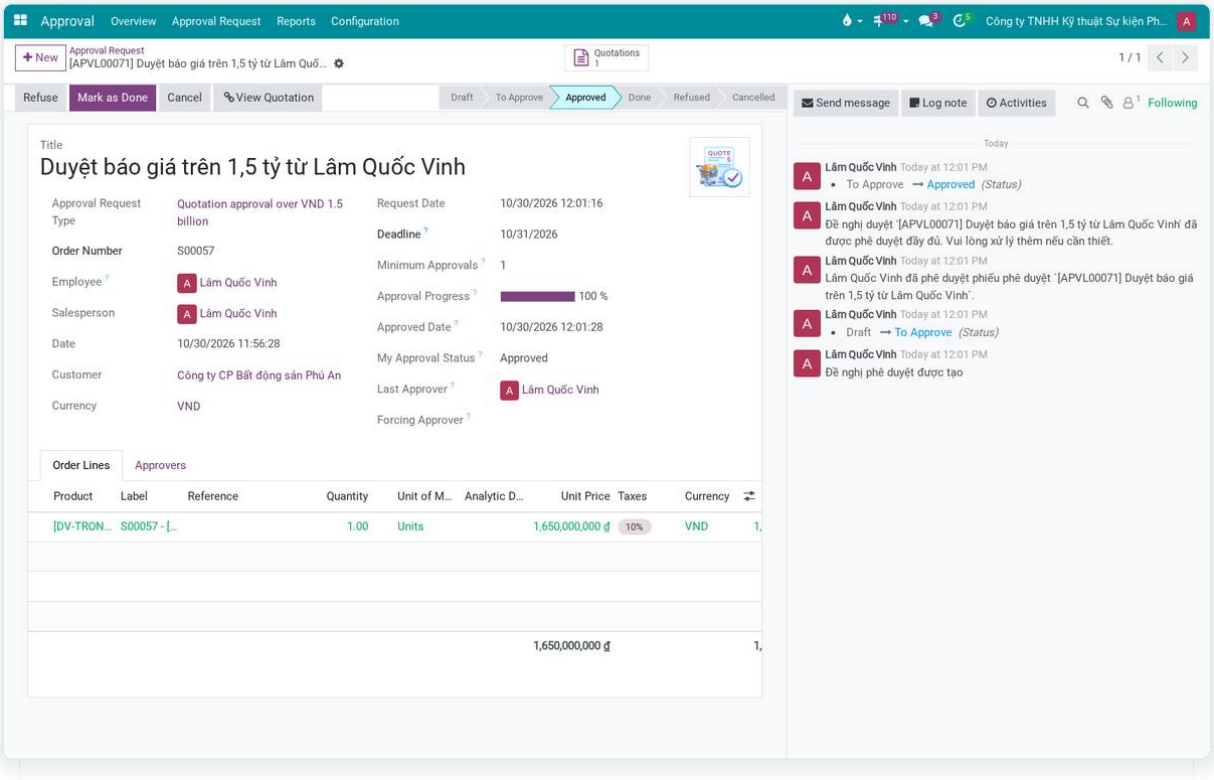
> *Image note:* The image shows the request after it was approved (**Approved**). Yours is in **Draft** at this step.

You should see: a request with a new number (for example APVL00071), status **Draft**, and the **Order Lines** tab holds a row of 1,650,000,000. The first request started in Step 2 stays in Draft (a duplicate): your company ignores it and does not submit it.

Step 7 - Submit and approve

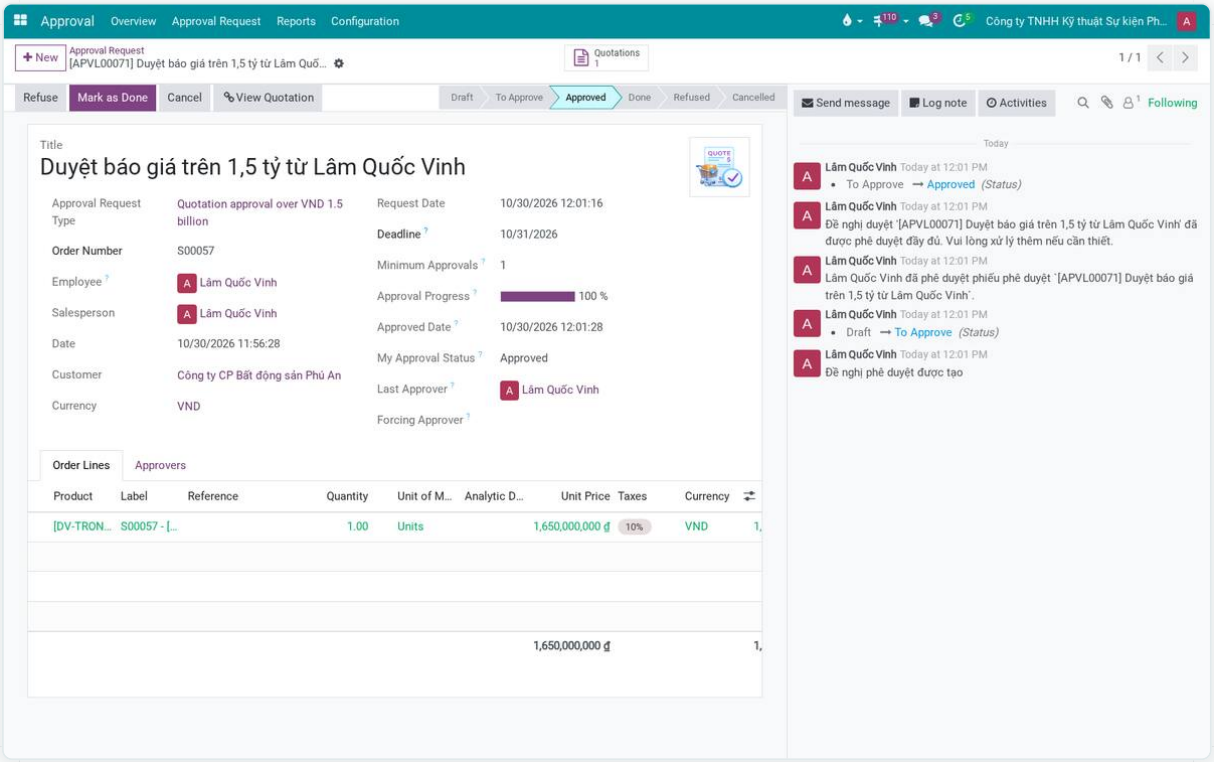
Click **Submit**:

> *Path:* `Approval > Approval Request > Request` , open the request you have just created



> *Image note:* The image shows the request after it was approved (**Approved**). Yours is in **To Approve** at this step.

You should see: the status **To Approve**. The Director clicks **Approve**:



You should see: the status **Approved**, **Approval Progress** 100%. Only from here does your company click **Confirm** on the quotation.

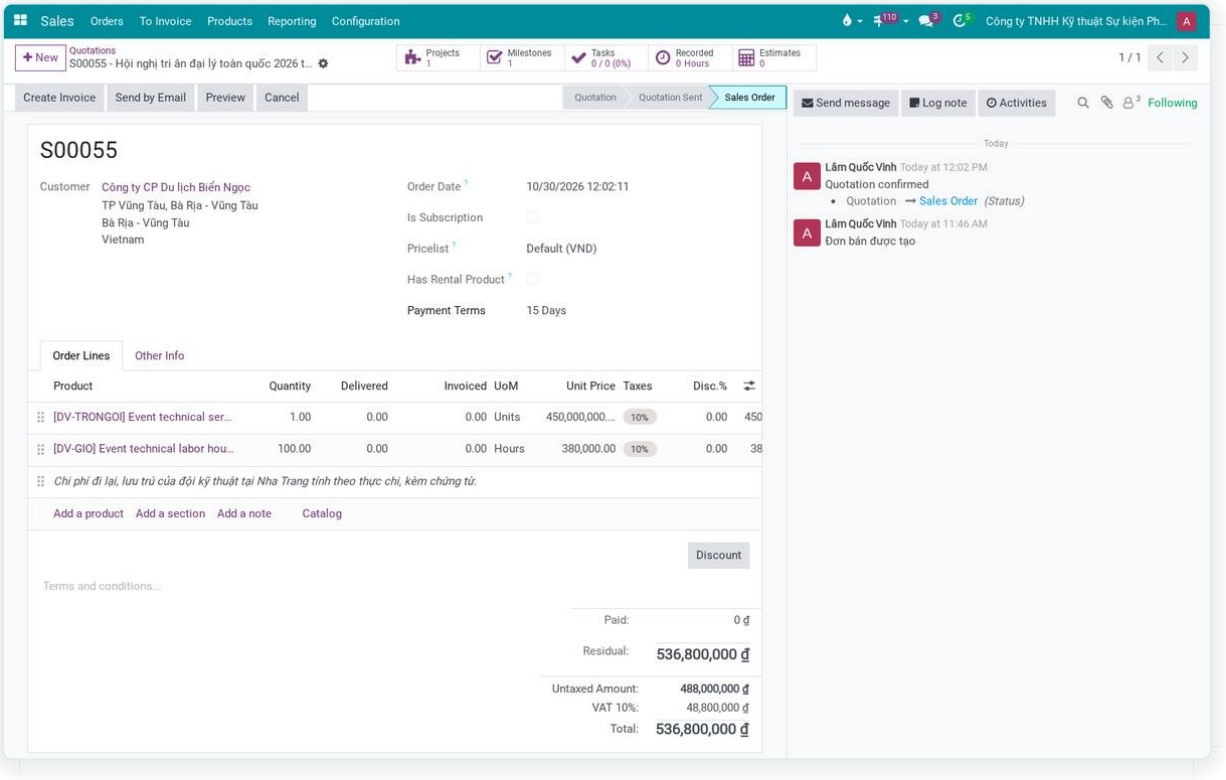
09 CONFIRM A QUOTATION: THE SYSTEM OPENS THE PROJECT

About 5 minutes. By the end of this lesson your company sees that confirming a service quotation opens a project and a milestone by itself.

Step 1 - Confirm Biển Ngọc's quotation

Open Biển Ngọc's quotation (S00055) and click **Confirm**.

> *Path:* `Sales > Orders > Quotations` , open the quotation, **Confirm** button

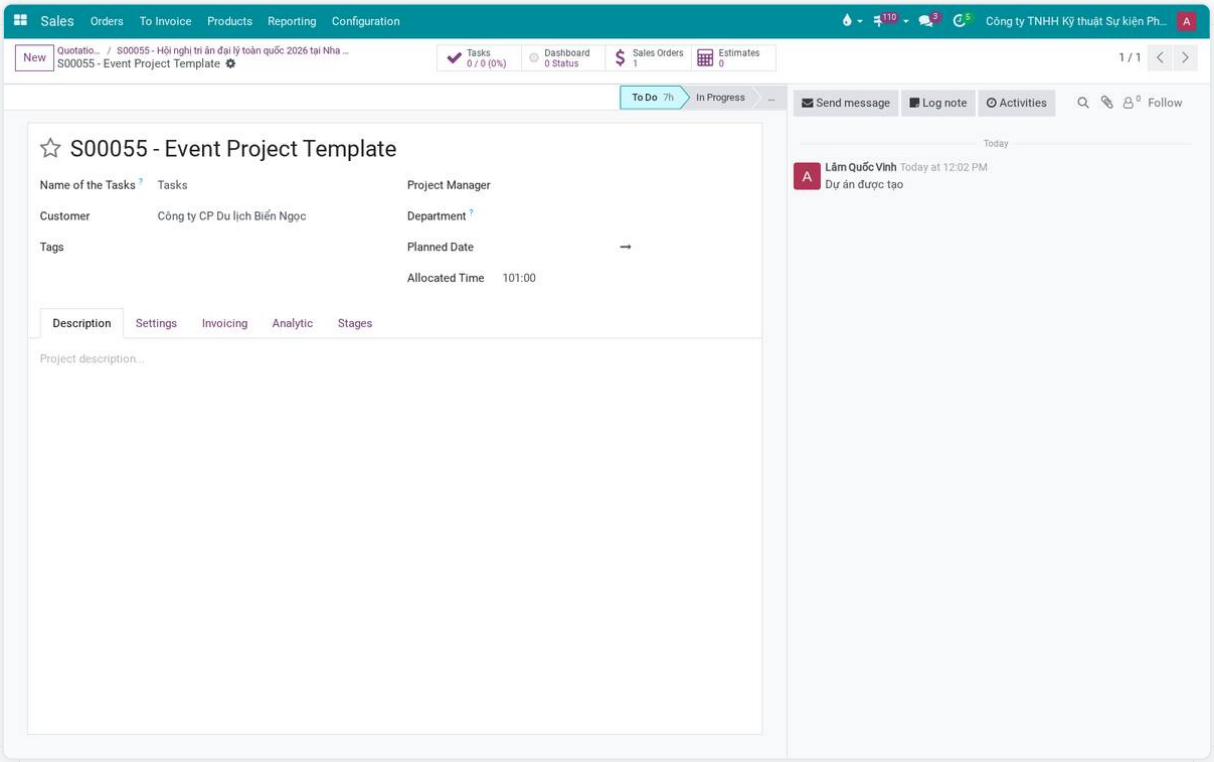


You should see: the status **Sales Order**; the smart buttons **Projects** 1, **Milestones** 1, **Tasks**, **Recorded** hours and **Estimates**. The lines table gains the columns **Delivered** and **Invoiced**, both 0.

Step 2 - Open the project just generated

Click the **Projects** button.

> *Path:* the sales order screen, the **Projects** smart button

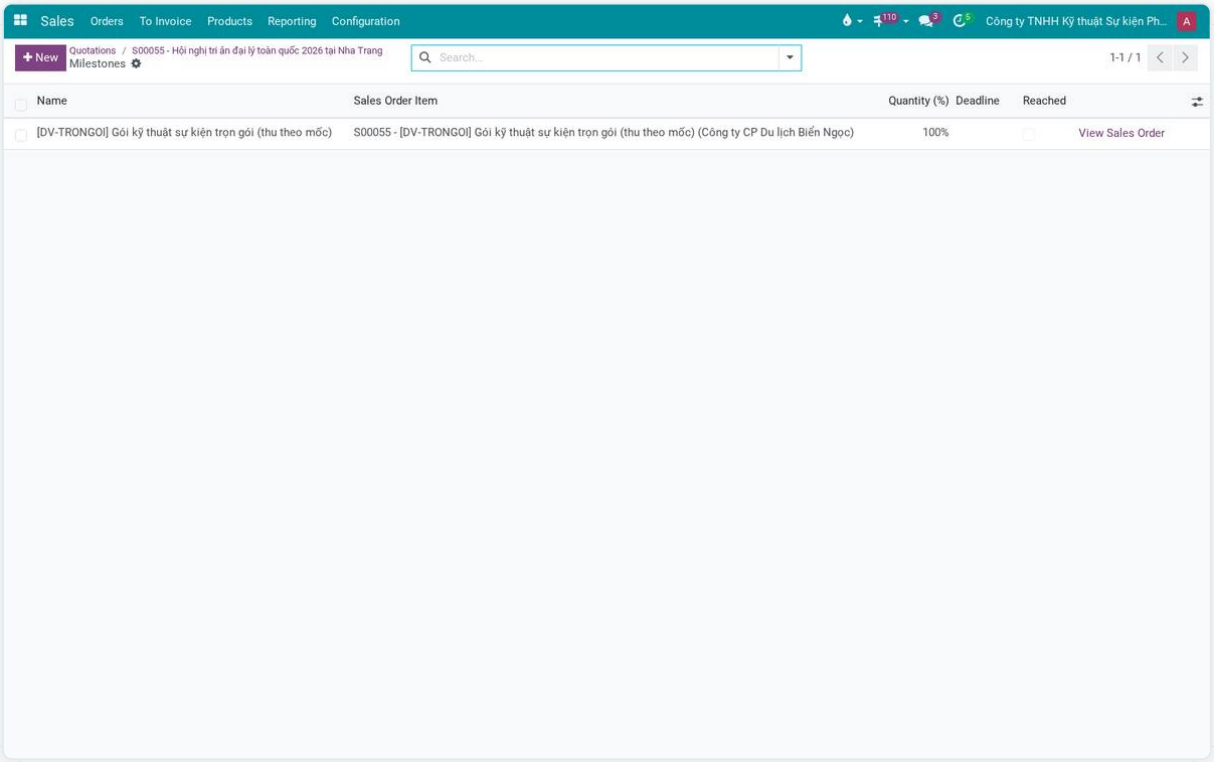


You should see: the project is named from the order number and the template ("S00055 - Event Project Template"), the customer is Công ty CP Du lịch Biển Ngọc, and the buttons **Tasks**, **Sales Orders** and **Estimates** are there. The two service lines use the same project template, so there is only one project. Rename the project after the job before you plan.

Step 3 - See the milestone generated

Go back to the sales order and click **Milestones**.

> *Path:* the sales order screen, the **Milestones** smart button



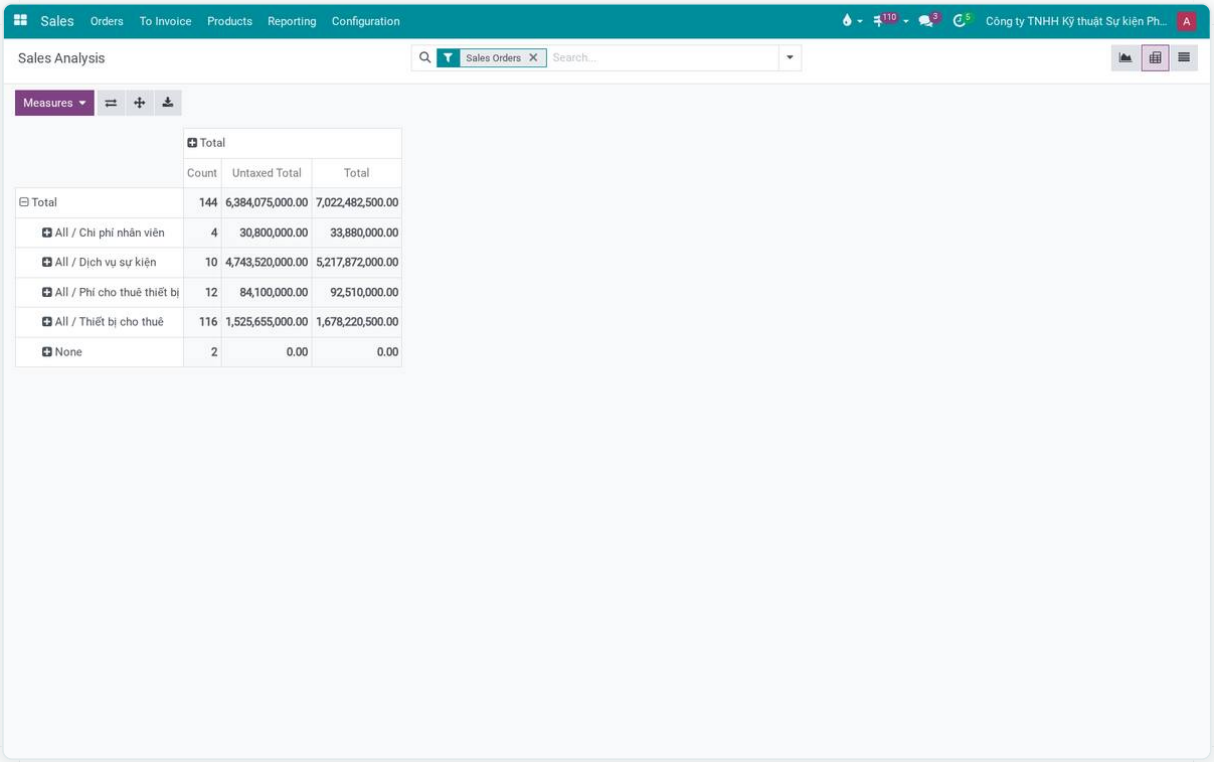
You should see: one 100% milestone named after the order line, not yet reached. The system creates a single 100% milestone only when the project has no milestone yet: rename this milestone, change its percentage, then add other milestones (see the lesson "A milestone-billed project, from quotation to profit and loss").

10 SALES AND CRM REPORTS

About 10 minutes. By the end of this lesson your company knows which report to open for each question about sales, opportunities and approvals.

Step 1 - The sales summary report

> *Path:* `Sales > Reporting > Dashboard`

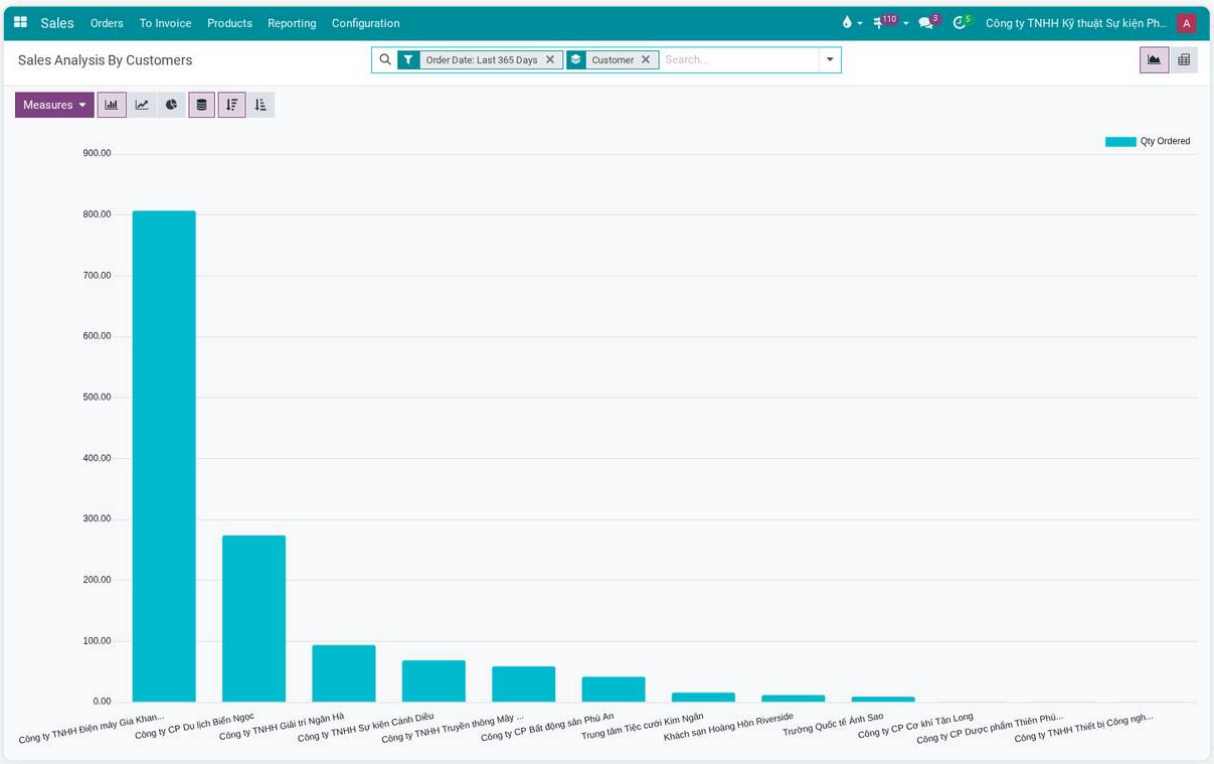


> *Image note:* The totals in the image include orders created by other parts of the handbook (**Count** 144 instead of 143); yours will differ slightly.

You should see: a table by product category with **Count**, **Untaxed Total** and **Total**.

Step 2 - The report by customer

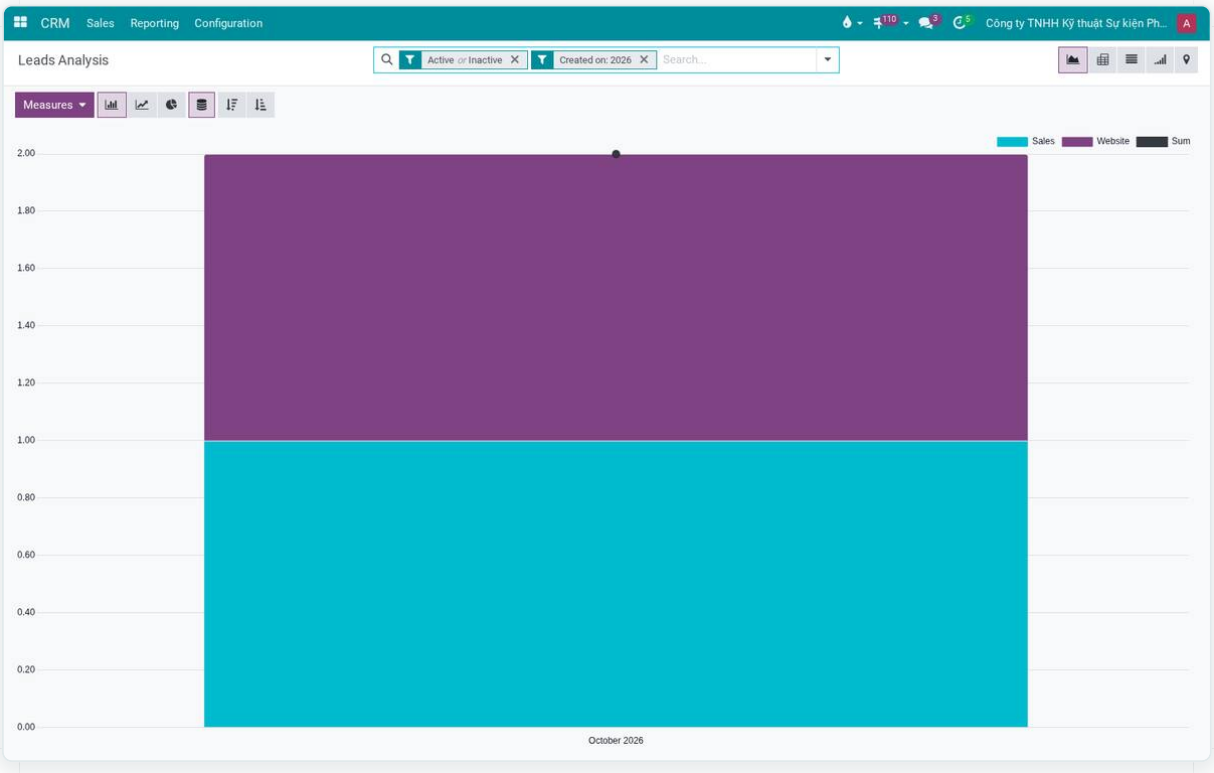
> *Path:* `Sales > Reporting > Customers`



You should see: a bar chart with one bar per customer, measuring **Qty Ordered**. To see it in money, change **Measures**.

Step 3 - Lead analysis

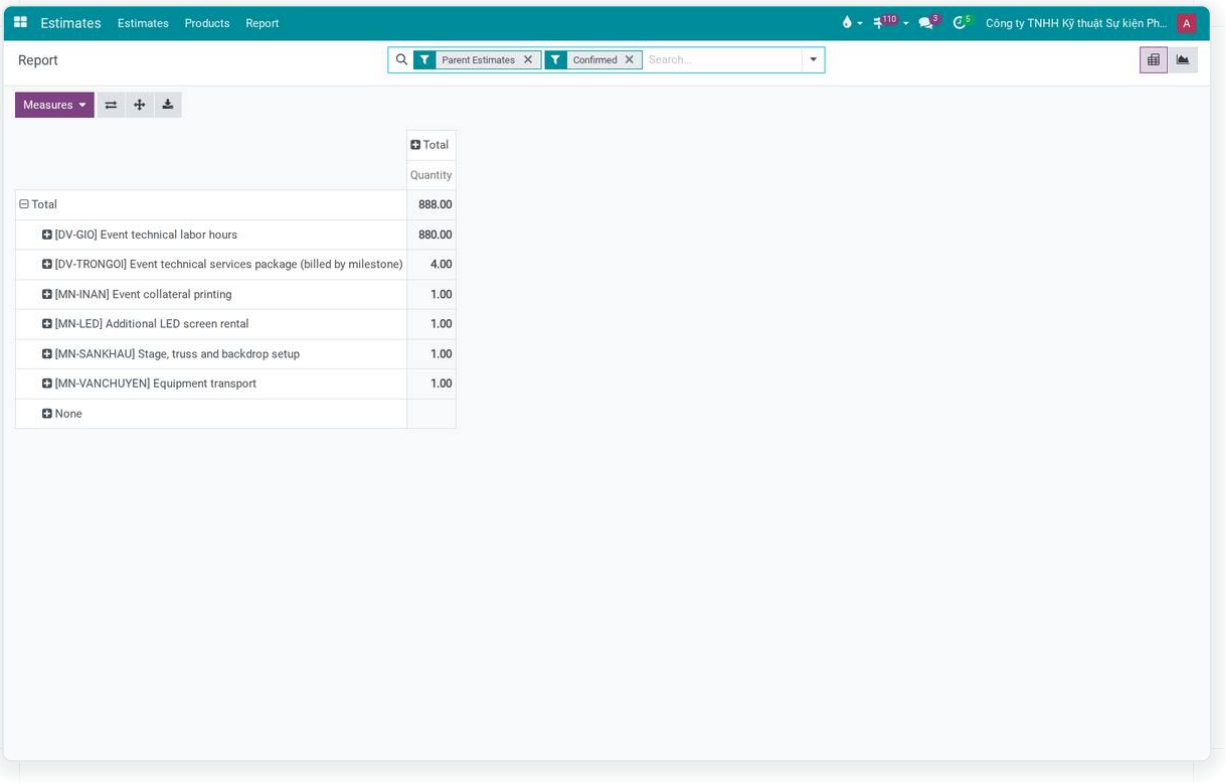
> *Path:* `CRM > Reporting > Leads`



You should see: the number of opportunities by month, split by team (Sales, Website).

Step 4 - The estimate report

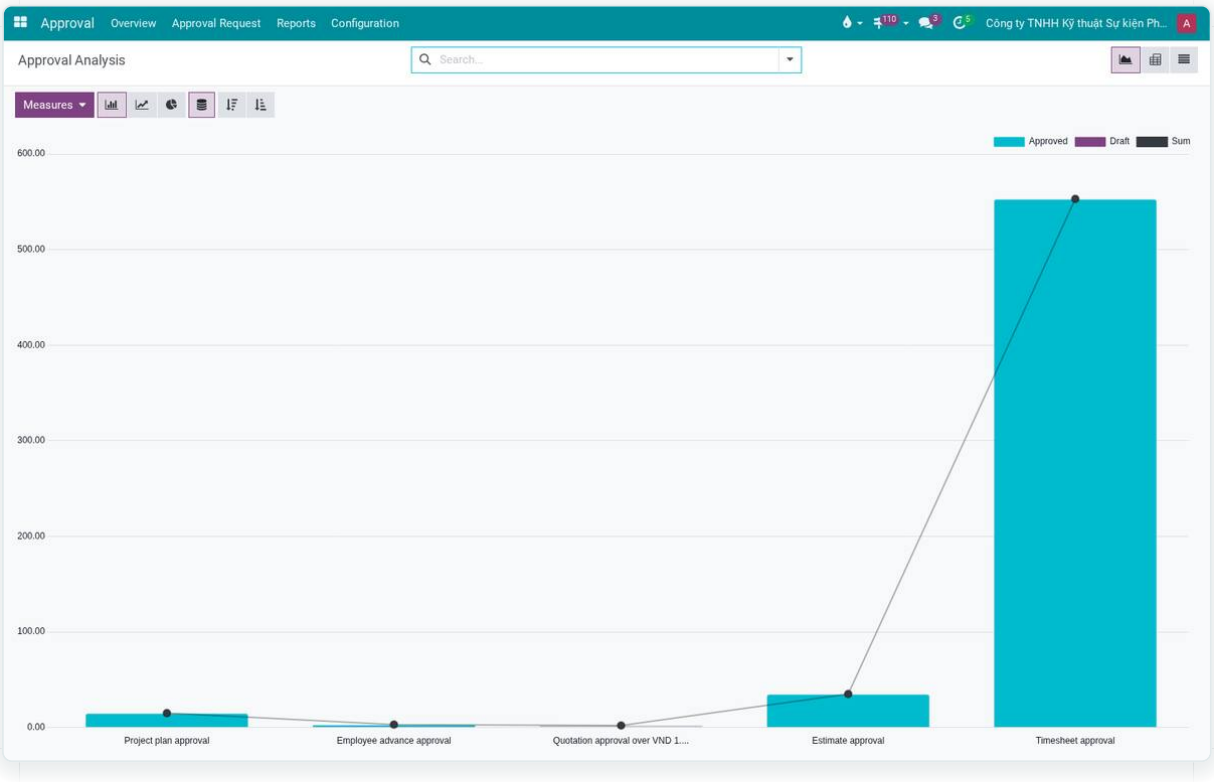
> *Path:* `Estimates > Report`



You should see: a table of quantities by product for the confirmed main estimates.

Step 5 - Approval analysis

> *Path:* `Approval > Reports > Approval Analysis`



You should see: the number of requests by approval type, split into approved and draft.

Report	Path	The question it answers
Sales	`Sales > Reporting > Sales`	Are sales going up or down over time?
Customers	`Sales > Reporting > Customers`	Which customer buys the most?
Salespersons	`Sales > Reporting > Salespersons`	Who sells the most?
Products	`Sales > Reporting > Products`	Which service or equipment sells best?
Dashboard	`Sales > Reporting > Dashboard`	How much revenue does each product category make?
Forecast	`CRM > Reporting > Forecast`	How much is expected to close next month?
Activities	`CRM > Reporting > Activities`	Which follow-up activities have been done?
Conversion Analysis	`CRM > Reporting > Conversion Analysis`	How many opportunities pass through each stage?
Pipeline	`CRM > Reporting > Pipeline`	Which stage are the opportunities in?
Leads	`CRM > Reporting > Leads`	How many new opportunities arrive each month, from which channel?
Estimates	`Estimates > Report`	Which items do the estimates cost, and how much?

Report	Path	The question it answers
Approver Workload	`Approval > Reports > Approver Workload`	How many requests is each person holding?
Approval Analysis	`Approval > Reports > Approval Analysis`	Which request type is most common, and how many are approved?
Overview	`Approval > Reports > Overview`	How many requests per month and per status?

The **Forecast** and **Activities** reports show a faded "sample data" picture while no opportunity has a closing date or no activity has been completed.

11 SELF-PRACTICE: PROJECT SALES AND CRM

About 20 minutes. There are no step-by-step images; each question says where to check yourself.

1. Send a new quote request on the website with any company. Check: the opportunity appears in the **New** column, in the *Part VI. Website* team.
2. Assign the opportunity to a salesperson and create a quotation billed by hour for 60 hours. Check: **Untaxed Amount** 22,800,000 VND.
3. Build an estimate for that quotation with costs equal to 70% of revenue, send it for approval and approve it. Check: the estimate is **Confirmed**, and profit equals 30% of revenue.
4. Does a quotation with an untaxed total of 1,400,000,000 VND show up in the **Select Quotation** list? Check: no, because it does not exceed 1.5 billion.
5. Confirm the quotation from question 2. Check: the order has a **Projects** button showing 1.

PART III. PROJECT PLANNING AND EXECUTION

This part answers one question: **once a project is signed, how do you split the work, assign people, track hours, costs and outside purchases, and know whether it is still within budget?** Executives read it to see how the plan is approved and how the budget warns. Project managers, technicians, accountants and buyers work through the lessons step by step. The lessons run on a new project for the customer "Trung tâm Tiệc cưới Kim Ngân" (Kim Ngân Wedding Center, a fictional name), so your company never touches the story projects DA01-DA04; only DA03 (the loss-making project) is opened, and only to read its reports.

The part has nine lessons: one configuration lesson, six hands-on lessons, one reporting lesson and one self-guided exercise. Every document your company creates carries its own number, different from the numbers in the screenshots (for example, in the screenshots: quotation S00050, purchase order P00018, advance AD000003). Dates and numbers follow the system's English display: dates as MM/DD/YYYY (for example 11/02/2026 is 2 November 2026) and amounts as 1,234,567.89.

12 CONFIGURATION FOR PROJECT PLANNING AND TRACKING

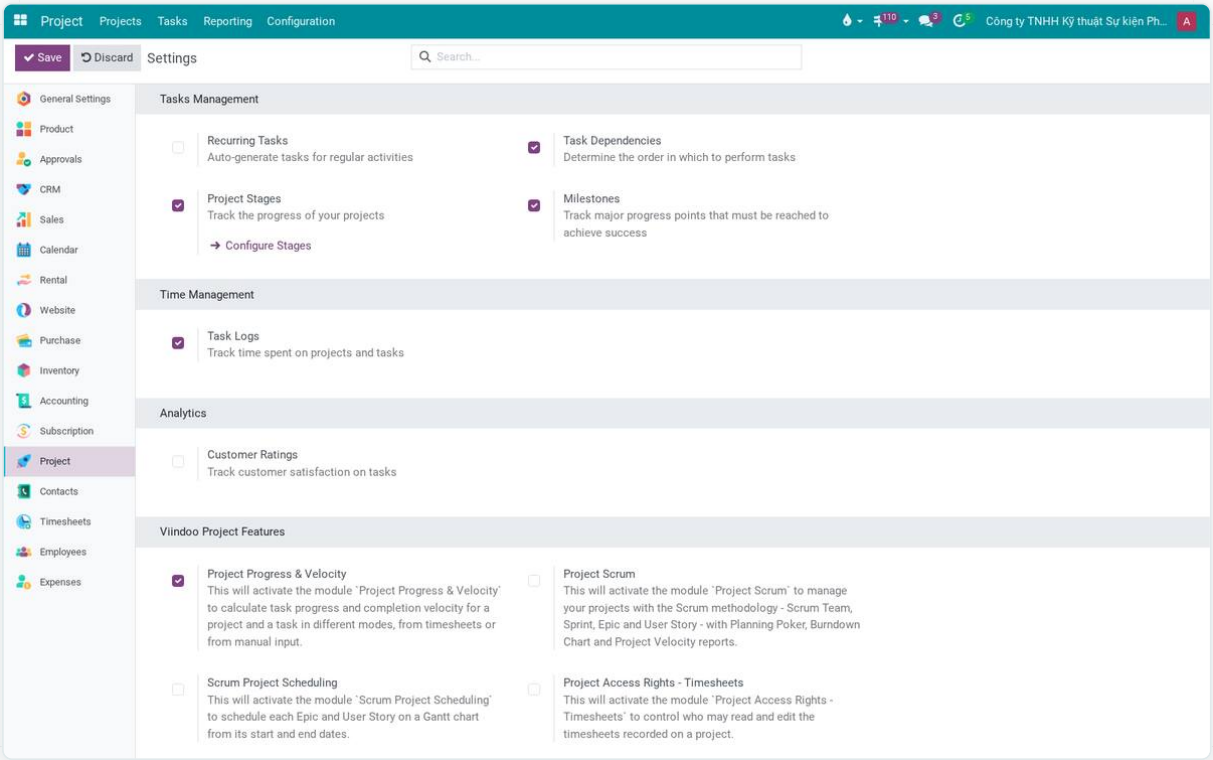
About 15 minutes. By the end of this lesson your company will have read the six configuration items that make up project planning and execution, and will know what you lose if you switch each one off. The lesson is read-only: nothing in the configuration changes.

Log in to `https://prjrental.demo.viindoo.cloud` with `admin` / `admin` (the Director, Lâm Quốc Vinh).

Step 1 - Open the Project app settings

Open the settings menu of the Project app and read the ticked boxes.

> *Path:* `Project > Configuration > Settings`



You should see: five ticked boxes: **Task Dependencies**, **Project Stages**, **Milestones**, **Task Logs** (hours worked) and **Project Progress & Velocity**. Your company has not clicked **Save**, because nothing changes; leave the page by opening another menu.

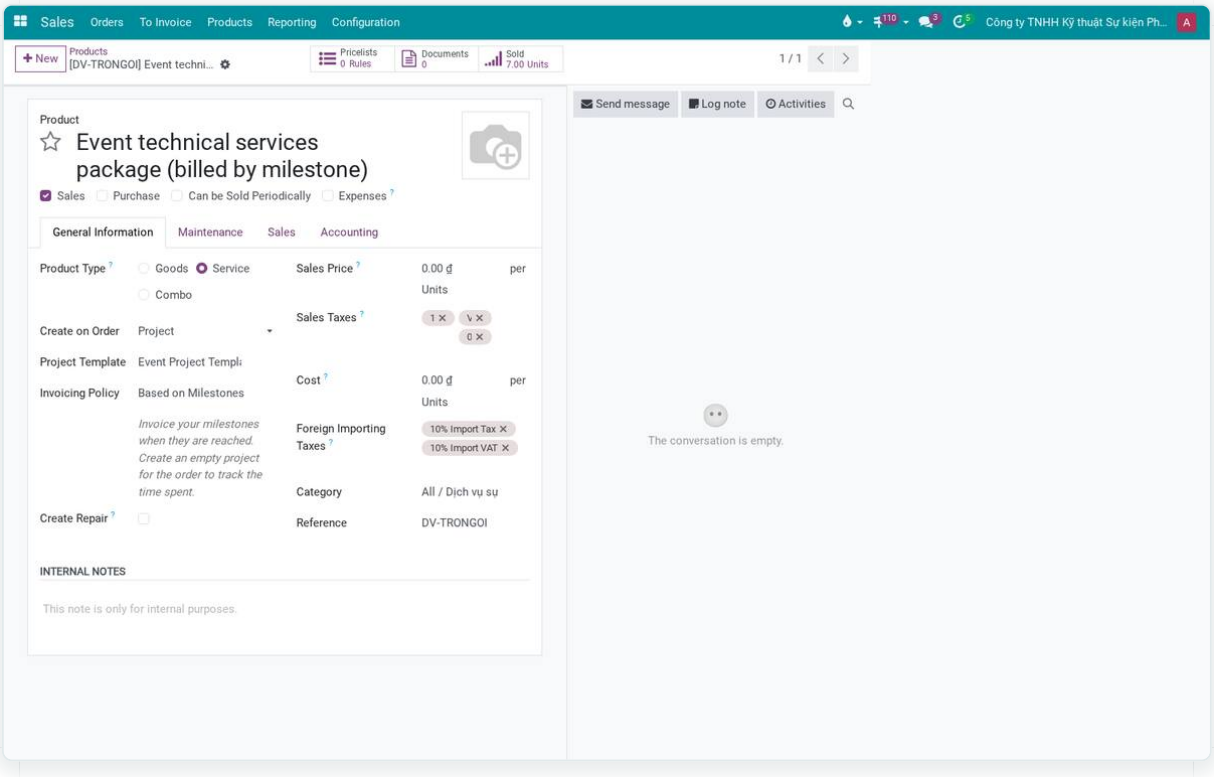
Feature	What it is for	What you lose if it is off
Milestones	Splits the project into acceptance milestones, each with a payment percentage	There are no milestones to mark as reached, so you cannot invoice by milestone
Task Dependencies	Declares that one task is blocked by another, and draws arrows on the Gantt chart	There is nowhere to declare dependencies, tasks do not show the *Waiting* label and the Gantt chart has no arrows
Task Logs	Records hours on tasks and computes labor cost	There is no timesheet table, and the profit and loss report loses its labor hours
Project Progress & Velocity	Computes progress from task points and completion velocity	There are no task points and no Velocity Analysis report
Project Stages	Classifies projects by stage (for example *To Do*, *In Progress*)	Projects have no stage bar at the top of the form

Each project also has its own switch for **Milestones** and **Task Dependencies** (on the project's **Settings** tab, which you will see in the next lesson). If the project's own switch is off, that project loses the place to declare them.

Step 2 - Look at the project template on the product

Open the milestone-billed service product and read the three lines that decide whether "signing a deal produces a project".

> *Path:* `Sales > Products > Products` (type `DV-TRONGOI` in the search box, then open the product)



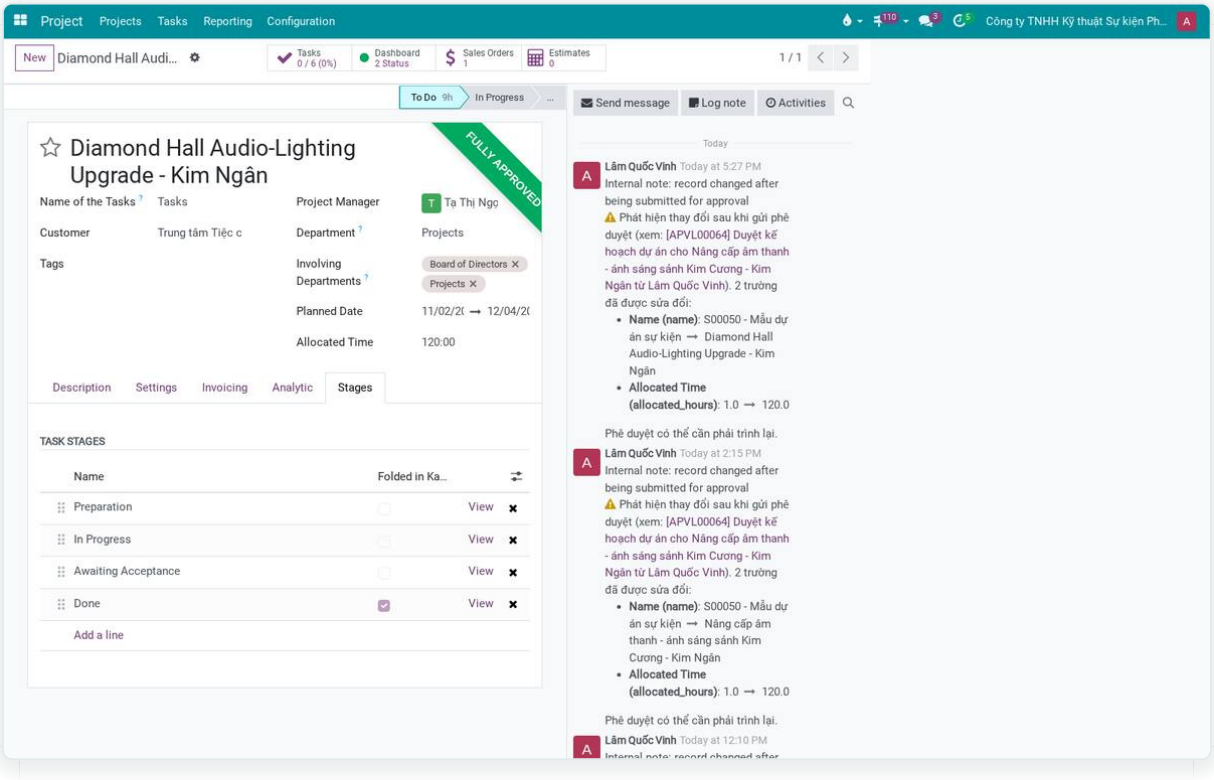
You should see: Product Type is *Service*; **Create on Order** is *Project*; **Project Template** is *Event Project Template*; **Invoicing Policy** is *Based on Milestones*. This is why confirming a quotation that contains this product makes the system open a project from the template and create one milestone automatically.

If **Create on Order** is left empty, confirming the order does not open a project; your company then has to create one by hand and link it to the order.

Step 3 - Look at the project's task stages

Open the sample project that was created from the template and go to the **Stages** tab. This step uses the project from the next lesson; if your company has not done that lesson yet, just read the screenshot.

> *Path:* `Project > Projects` (open a project) > **Stages** tab

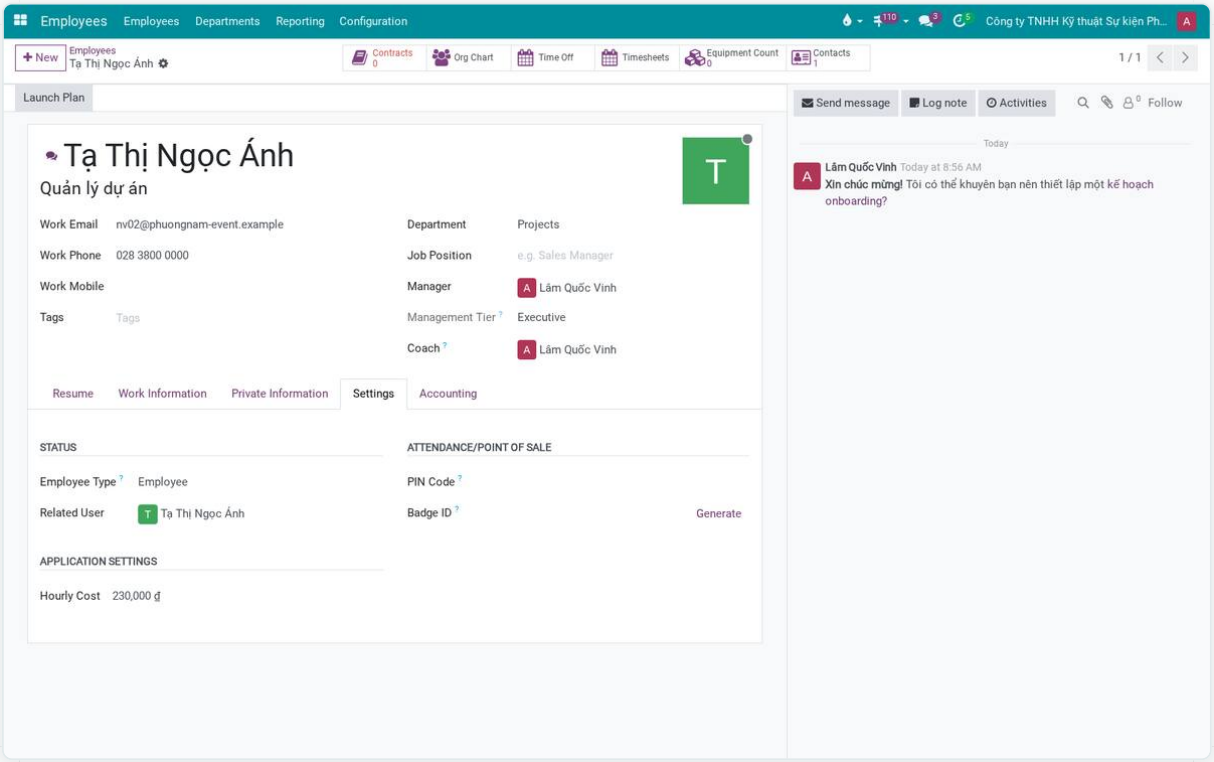


You should see: four task stages - *Preparation*, *In Progress*, *Awaiting Acceptance*, *Done*; the *Done* stage has the **Folded in Kanban** box ticked. A new task starts in the first stage, and you drag it to the next column as the work progresses.

Step 4 - Look at an employee's hourly rate

The hourly rate is what turns every hour worked into project cost.

> *Path:* `Employees > Employees` (open the employee Tạ Thị Ngọc Ánh) > **Settings** tab

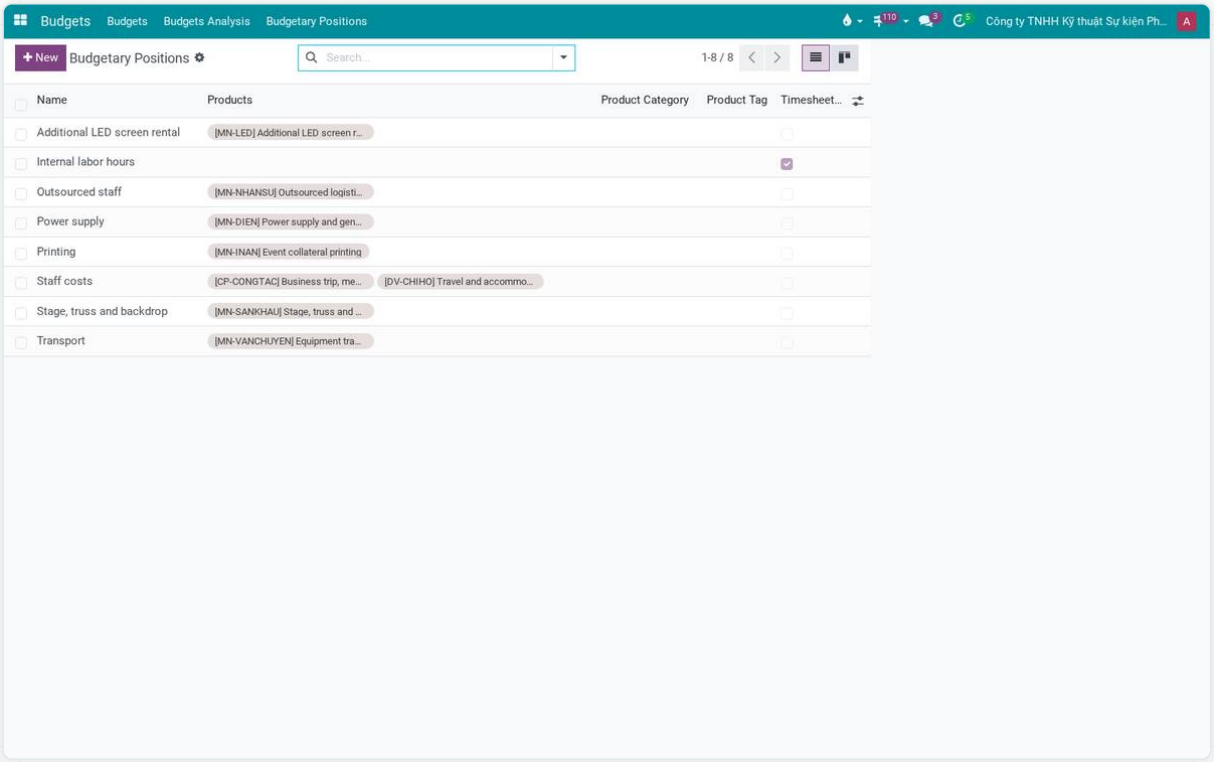


You should see: the **Hourly Cost** field, in the **Application Settings** section, shows `230,000 VND [demo assumption]`. Log one hour of this employee on a project and the project cost goes up by 230,000 VND. If this field is left empty, hours can still be logged, but the project's labor cost is zero and the project profit and loss looks artificially good.

Step 5 - Look at the budget types

A budget type is a "category" that a project budget is split into. Each type collects costs either by product or by labor hours.

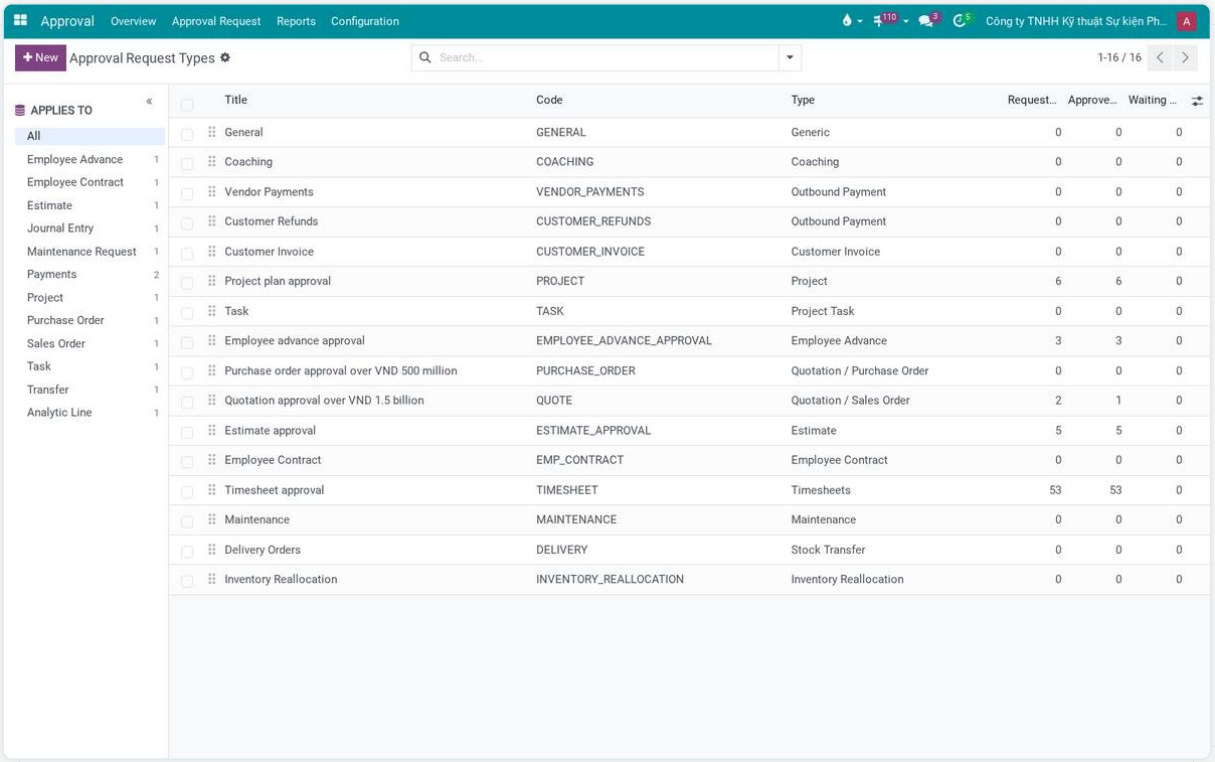
> *Path:* `Budgets > Budgetary Positions`



You should see: eight types; the **Products** column of each type shows the products it collects (for example *Printing* collects the product `MN-INAN`, and *Staff costs* collects `CP-CONGTAC` and `DV-CHIHO`). *Internal labor hours* collects no product but has a ticked box in the last column (the column title is cut off and starts with *Timesheets Only*): this type collects timesheet lines. A type should collect **either** by product **or** by labor hours; if you declare both, timesheet lines have no product, so the actual amount is always zero (recorded when the demo set was built).

Step 6 - Look at the approval types for projects, timesheets and advances

Path: `Approval > Configuration > Approval Types`



You should see: the types used in this part are *Project plan approval* (type Project), *Timesheet approval* (type Timesheets) and *Employee advance approval* (type Employee Advance). The two types *Quotation approval over VND 1.5 billion* and *Purchase order approval over VND 500 million* only block when a document exceeds the threshold; the documents in this part are all below the threshold. The request counts in the columns on the right change with each person who tries the demo, so your company does not need to match them.

13 OPEN A NEW PROJECT AND PLAN IT: MILESTONES, TASKS, GANTT, PLAN APPROVAL

About 40 minutes. By the end of this lesson your company will have created a quotation for a milestone-billed service, confirmed it so the system opens a project, split the project into three milestones and six tasks with dependencies, scheduled people on the Gantt chart and seen the overlap warning, and then sent the plan to the Director for approval.

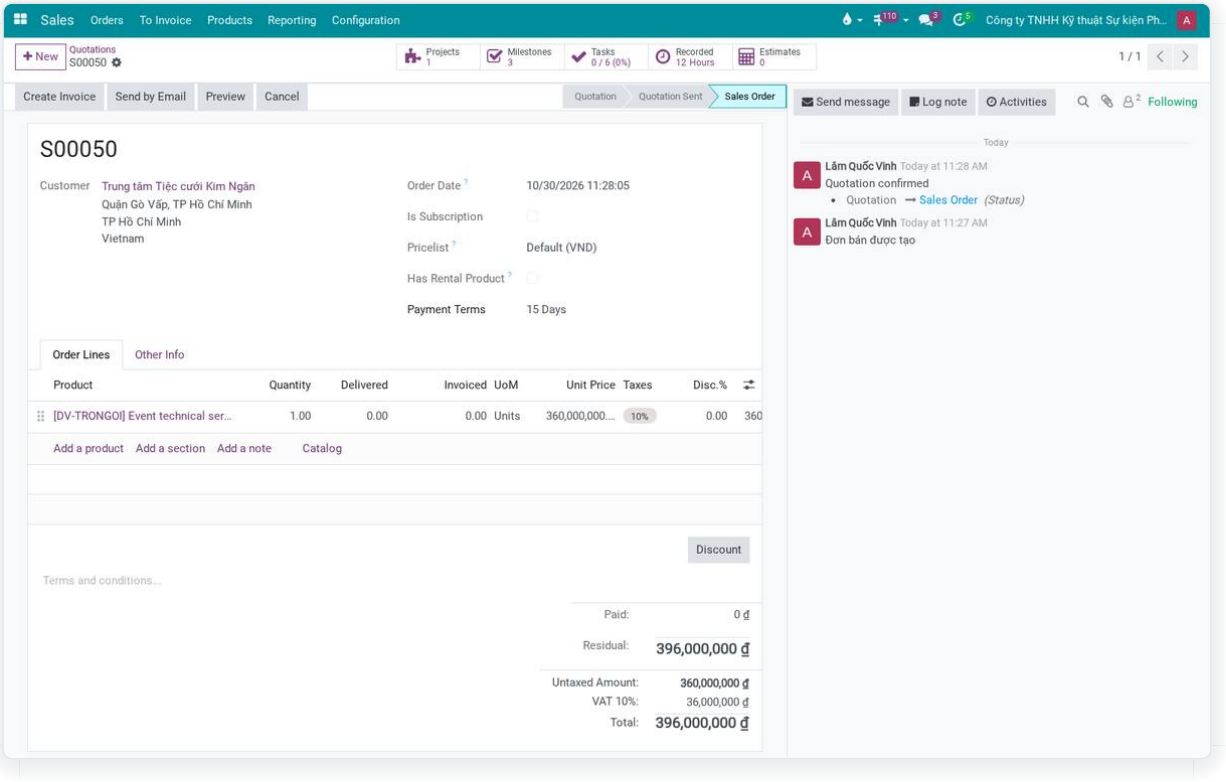
The lesson uses the customer "Trung tâm Tiệc cưới Kim Ngân" and the job "upgrade the audio and lighting of the Kim Cương banquet hall" `[demo assumption]`. Follow the steps in order; each step uses the document from the step before.

Step 1 - Create a one-line, fixed-price quotation

Create a new quotation for the customer and add one milestone-billed product line.

> *Path:* `Sales > Orders > Quotations` > **New**

Set **Customer** to *Trung tâm Tiệc cưới Kim Ngân*. Click **Add a product**, type `DV-TRONGOI` and choose the product. Set **Unit Price** to `360,000,000` `[demo assumption]` and the quantity to 1. Click the cloud icon **Save manually** in the top left corner.

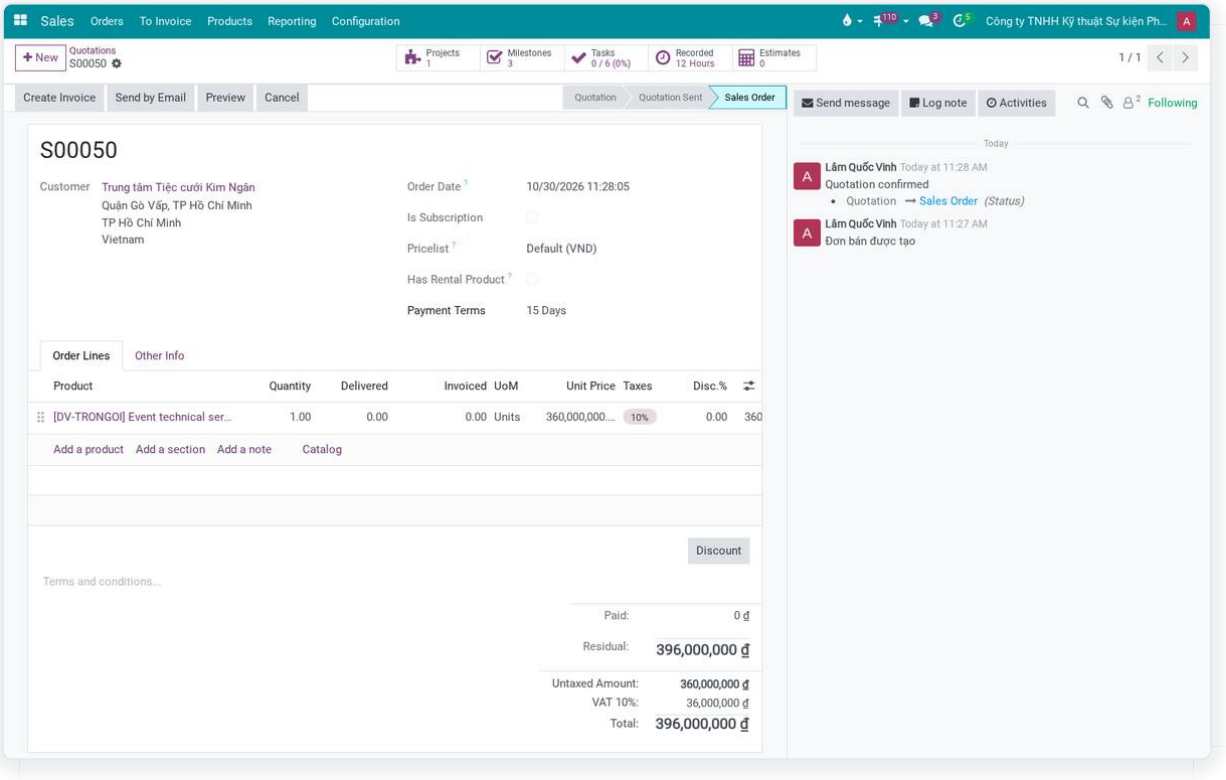


You should see: the quotation has a number (for example `S00050`), the status *Quotation*, **Untaxed Amount** of 360,000,000 VND and **Total** of 396,000,000 VND (10% tax included). The screenshot was taken after the order was confirmed, so its status bar already reads *Sales Order* and its smart buttons show later counts; the amounts are the same: **Untaxed Amount** 360,000,000 VND, VAT 10% 36,000,000 VND, **Total** 396,000,000 VND. This total is below the VND 1.5 billion threshold, so the quotation needs no approval; above 1.5 billion it would have to be sent for approval (see the part on project sales and CRM Part II. Project sales and CRM).

Step 2 - Confirm the quotation so the system opens the project

> *Path:* `Sales > Orders > Quotations` (open the quotation you just created) > **Confirm**

Click **Confirm** in the top left corner.

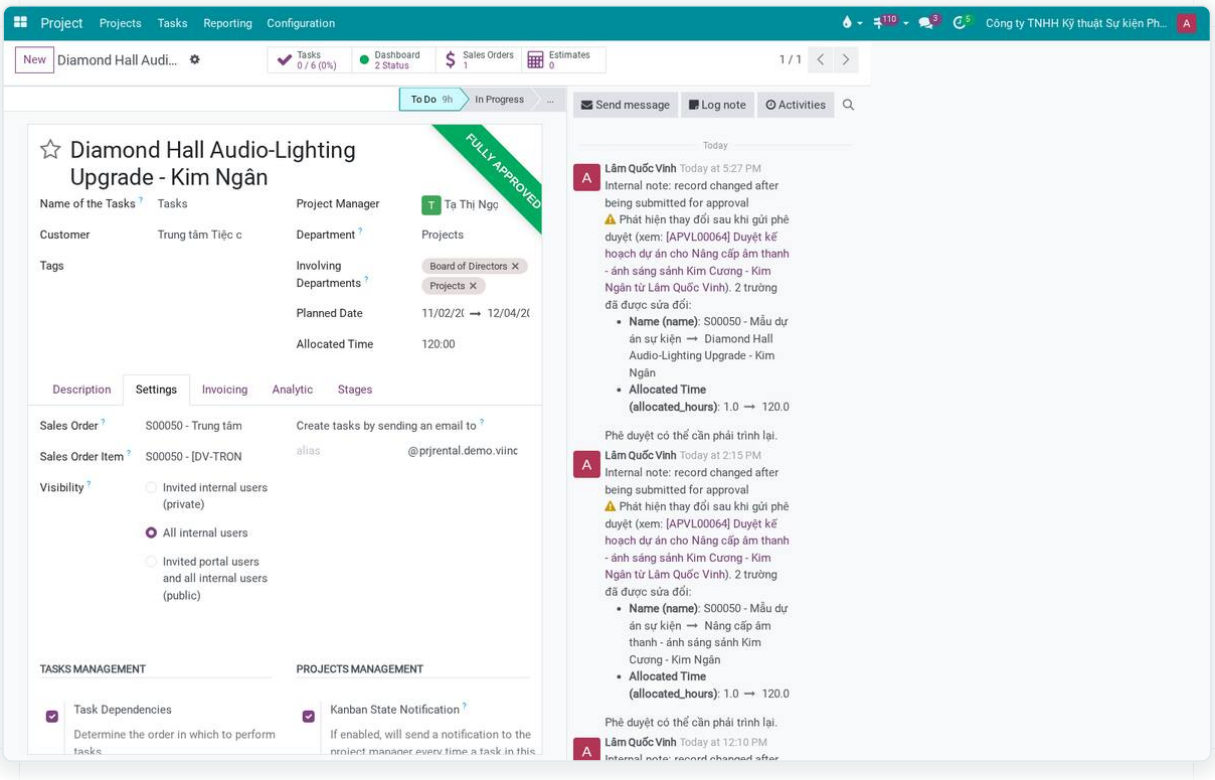


You should see: the status bar moves to *Sales Order*; four buttons appear at the top of the order: **Projects** (1), **Milestones** (1), **Tasks** (0 / 0) and **Estimates** (0). The system has opened a project from the template and automatically created a 100% milestone named after the order line. The screenshot was taken a little later, so its smart buttons show **Milestones** 3, **Tasks** 0 / 6 and a **Recorded** hours button.

Step 3 - Name the project, set the project manager and dates

> *Path:* `Sales > Orders > Quotations` (open the order) > **Projects** button

The new project carries the template name (`S00050 - Event Project Template`). Rename it to `Diamond Hall Audio-Lighting Upgrade - Kim Ngân` . In **Project Manager** choose *Tạ Thị Ngọc Ánh*. In **Planned Date** enter `11/02/2026` to `12/04/2026` . Click **Save manually**.



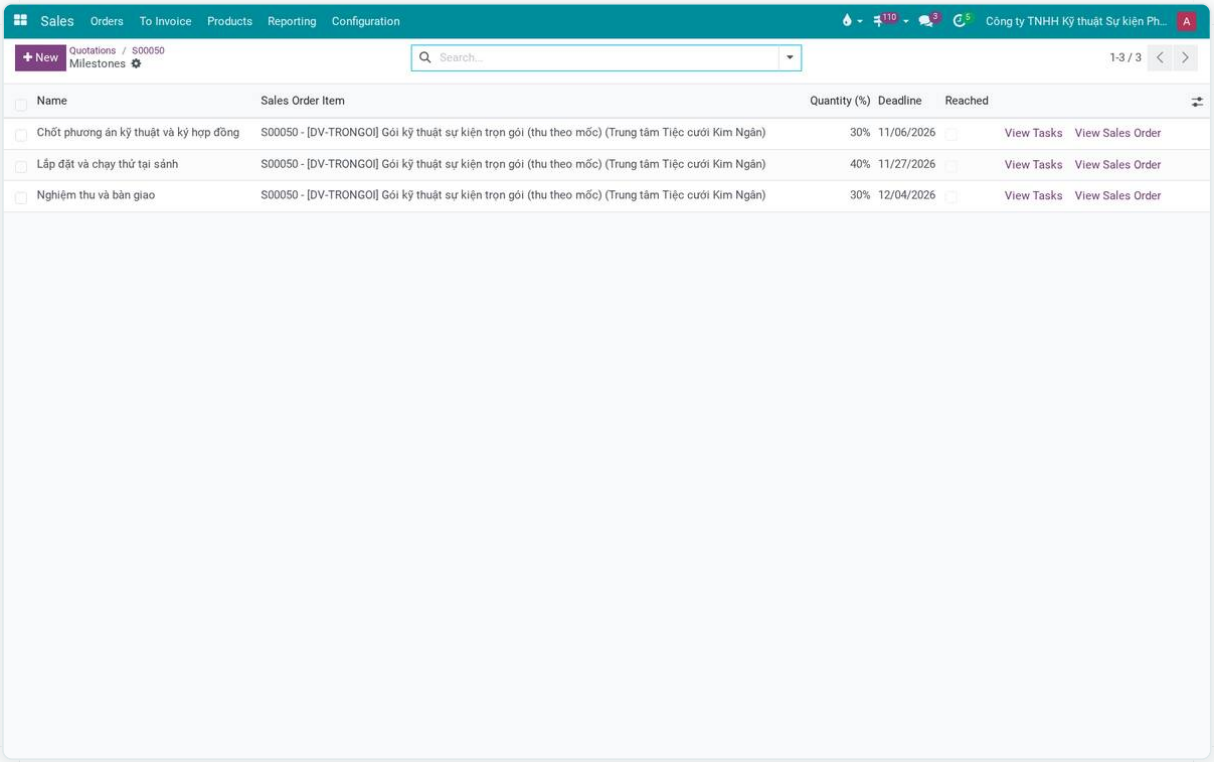
You should see: the project name changes at the top of the page; the **Settings** tab has the two boxes **Task Dependencies** and **Milestones** already ticked - these are the project's own switches mentioned in the configuration lesson.

Step 4 - Split the project into three milestones with percentages

Open the milestone list from the sales order.

> *Path:* `Sales > Orders > Quotations` (open the order) > **Milestones** button

Click the existing milestone line, change **Name** to `Chốt phương án kỹ thuật và ký hợp đồng` (Finalize the technical plan and sign the contract), **Quantity (%)** to `30` and **Deadline** to `11/06/2026`. Click **Save**. If the system opens a new empty line after saving, fill in the next milestone right away: `Lắp đặt và chạy thử tại sảnh` (Installation and trial run in the hall), `40`, `11/27/2026`. The last milestone is `Nghiệm thu và bàn giao` (Acceptance and handover), `30`, `12/04/2026`. For each new milestone, the sales order line is the `DV-TRONGOI` line (the system fills it in). Click **Discard** on any spare empty line.



You should see: three milestones whose percentages add up to 100% (30 + 40 + 30), with the **Reached** column still empty. If the total is not 100%, the amounts will be off when you invoice by milestone; the system does not block you when you save.

Step 5 - Create tasks, assign people, link to milestones

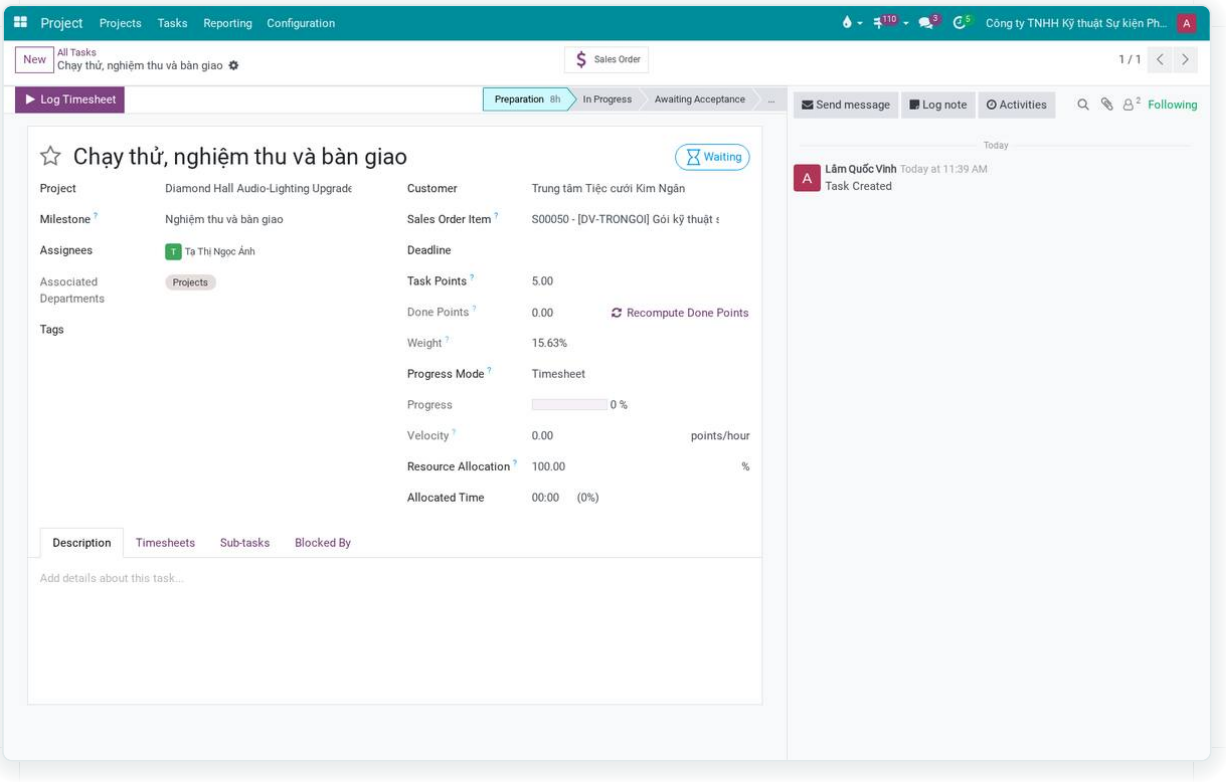
The new project has no tasks yet (the **Tasks** button shows 0 / 0). Create six tasks.

> *Path:* `Sales > Orders > Quotations` (open the order) > **Projects** button > **Tasks** button, switch to **List** view, click **New**

For each task, type the name at the top of the form, choose the **Milestone**, choose the **Assignees**, set the **Task Points**, then **Save manually**:

Task	Milestone	Assignee	Points
Khảo sát sảnh và chốt phương án kỹ thuật (Survey the hall and finalize the technical plan)	Chốt phương án...	Tạ Thị Ngọc Ánh	3
Thiết kế bố trí loa, đèn và màn LED (Design the speaker, light and LED screen layout)	Chốt phương án...	Tôn Nữ Quỳnh Như	5
Đặt thiết bị và vật tư thầu phụ (Order subcontracted equipment and materials)	Lắp đặt và chạy thử	Tạ Thị Ngọc Ánh	3
Lắp hệ thống âm thanh (Install the sound system)	Lắp đặt và chạy thử	Kiều Văn Lộc	8

Task	Milestone	Assignee	Points
Lắp hệ thống ánh sáng (Install the lighting system)	Lắp đặt và chạy thử	Dương Nhật Minh	8
Chạy thử, nghiệm thu và bàn giao (Trial run, acceptance and handover)	Nghiệm thu và bàn giao	Tạ Thị Ngọc Ánh	5



You should see: each task, once saved, sits in the *Preparation* stage; the **Milestone** field shows the right milestone; in **Associated Departments** the system fills in *Projects*. A task that is not yet its turn (something blocks it) shows the *Waiting* label.

Step 6 - Declare dependencies: one task blocked by another

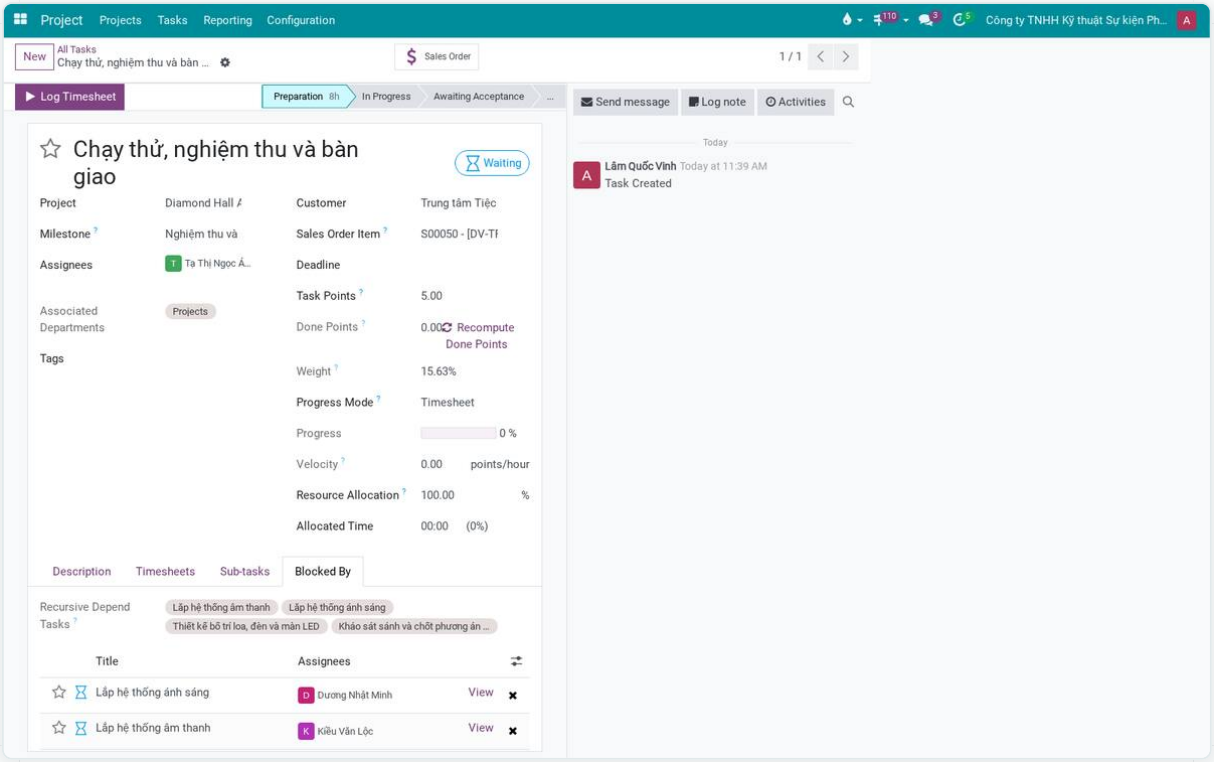
Open the task `Chạy thử, nghiệm thu và bàn giao` and go to the **Blocked By** tab.

> *Path:* `Project > Projects` (click the project card) > open the task > **Blocked By** tab

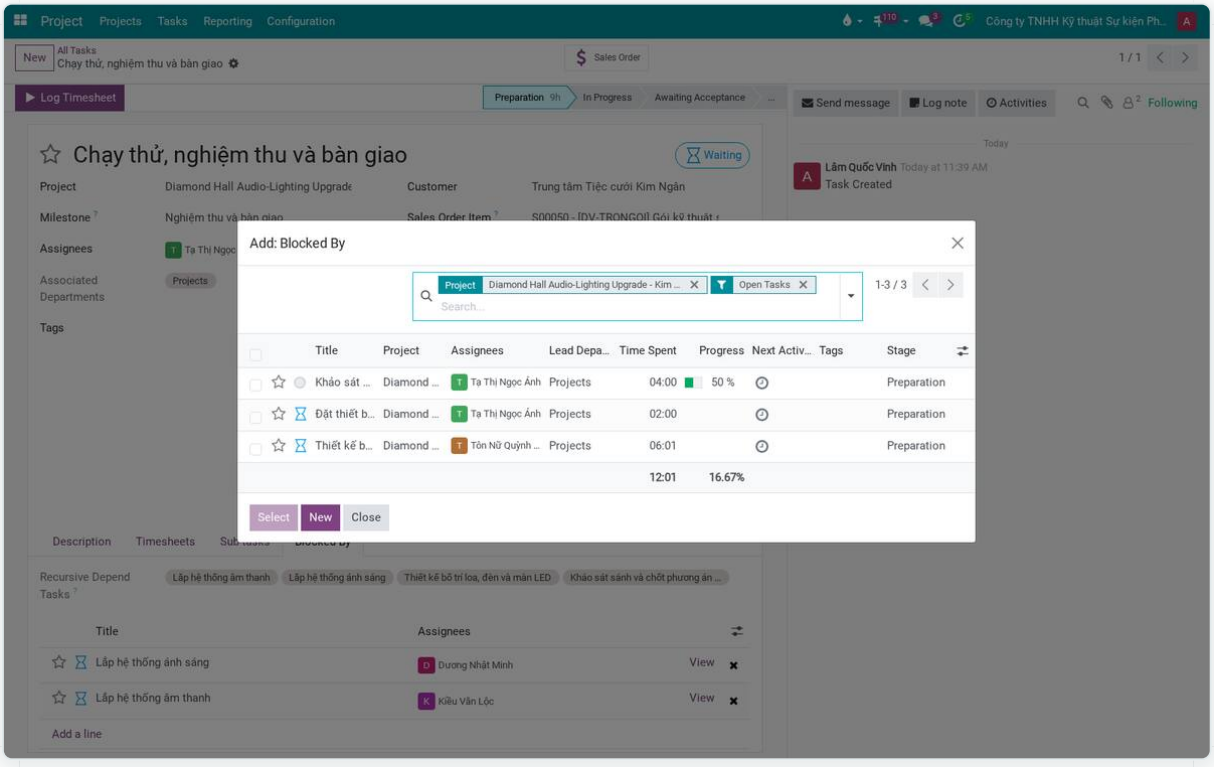
Click **Add a line**, search for `Lắp hệ thống âm thanh`, tick the box at the start of the line, then click **Select**. Repeat for `Lắp hệ thống ánh sáng`. Click **Save manually**. Declare the other tasks the same way, following the table:

Task	Blocked by
Thiết kế bố trí loa, đèn và màn LED	Khảo sát sảnh và chốt phương án kỹ thuật
Đặt thiết bị và vật tư thầu phụ	Khảo sát sảnh và chốt phương án kỹ thuật
Lắp hệ thống âm thanh	Thiết kế bố trí loa, đèn và màn LED

Task	Blocked by
Lắp hệ thống ánh sáng	Thiết kế bố trí loa, đèn và màn LED
Chạy thử, nghiệm thu và bàn giao	Lắp hệ thống âm thanh; Lắp hệ thống ánh sáng



You should see: the tab lists both blocking tasks. When you click **Add a line**, the system opens a selection dialog like the screenshot below; the list contains only tasks of the same project that are open.



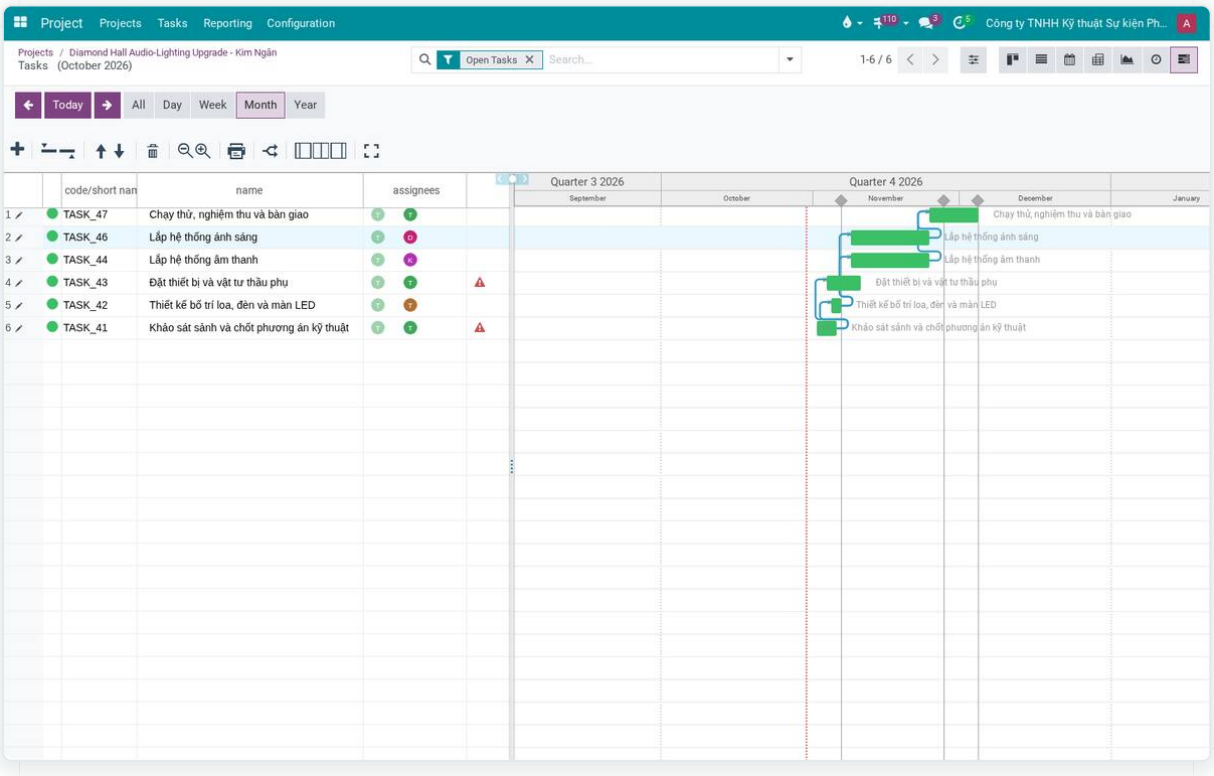
You should see (selection dialog): three buttons at the foot of the dialog - **Select**, **New**, **Close**; **Select** is enabled only after you tick a line. The system blocks circular dependencies: if you try to declare the first task as blocked by the last, the system shows `Two tasks cannot depend on each other.` and does not save.

Step 7 - Schedule dates and people on the Gantt chart

Open the Gantt chart for this project alone.

> *Path:* `Project > Projects` (click the project card) > click the **Gantt Chart** icon in the top right corner

A new task has today as its planned date and a length of zero, so it shows as a small square. Click **Month** to choose the scale. Drag the body of a bar to its start date, then drag the right edge of the bar to its end date. We suggest your company use this schedule `[demo assumption]`: survey Nov 2-5; design Nov 5-6; subcontractor ordering Nov 4-10; sound and lighting installation Nov 9-24; trial run Nov 25 to Dec 4. Work from the earlier task to the later one.



You should see: six bars with arrows linking each earlier task to the later one; the diamonds on the time scale are the three milestones. The **assignees** column names the person on each task.

During the trial run, each time you drag an earlier bar the system may shift the later bars. So after each drag, check the dates of the next bar before dragging it.

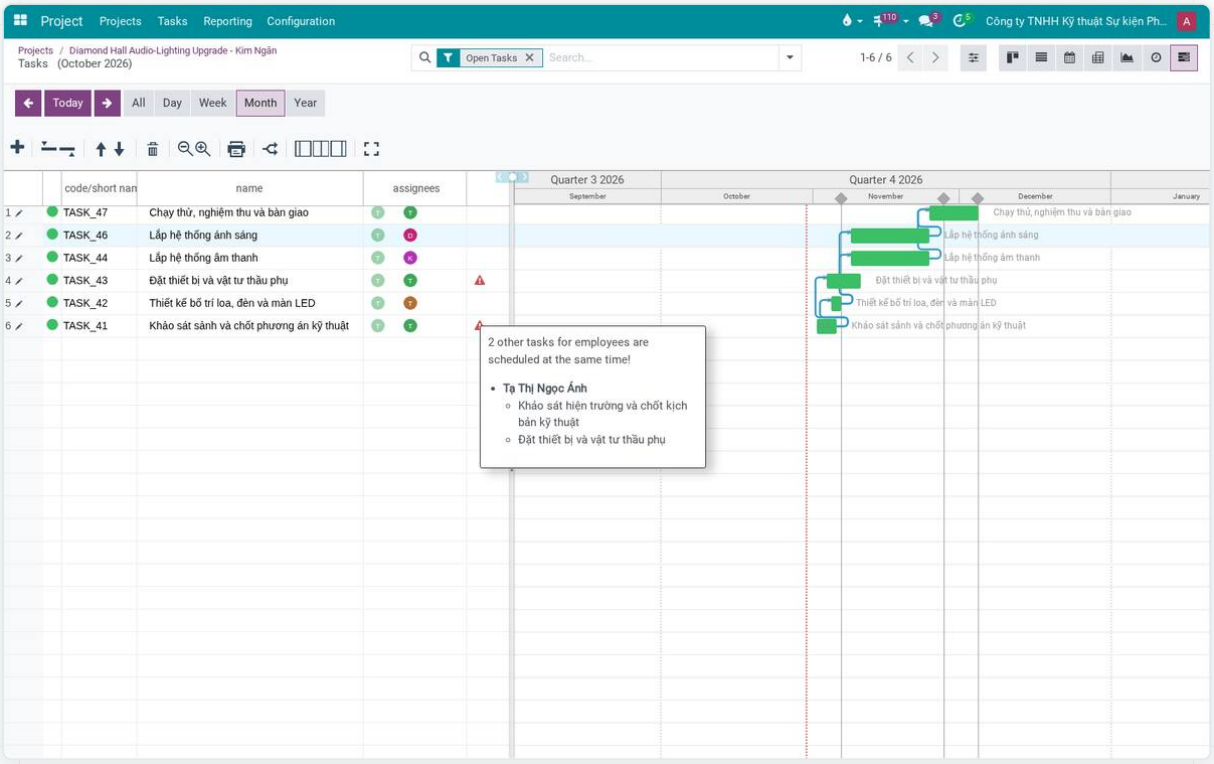
Several projects on one screen: the Gantt chart exists only at task level. The system does not yet have a Gantt for whole projects (one bar per project) and does not compute a critical path.

Step 8 - Read the overlap warning (a warning only, it does not block)

Tạ Thị Ngọc Ánh is assigned both the survey task (Nov 2-5) and the subcontractor ordering task (Nov 4-10); the two tasks overlap on Nov 4-5.

> *Path:* the project Gantt chart, the warning column at the end of the left-hand table

Hover over the red triangle on the row `Khảo sát sảnh và chốt phương án kỹ thuật`.



You should see: a small box reading `2 other tasks for employees are scheduled at the same time!`, and below it the person's name and the overlapping tasks (in the screenshot, a task named `Khảo sát hiện trường và chốt kịch bản kỹ thuật` (Site survey and technical script sign-off) from another project and `Đặt thiết bị và vật tư thầu phụ`) (including tasks from other projects, if any). A red triangle also appears on the subcontractor ordering row.

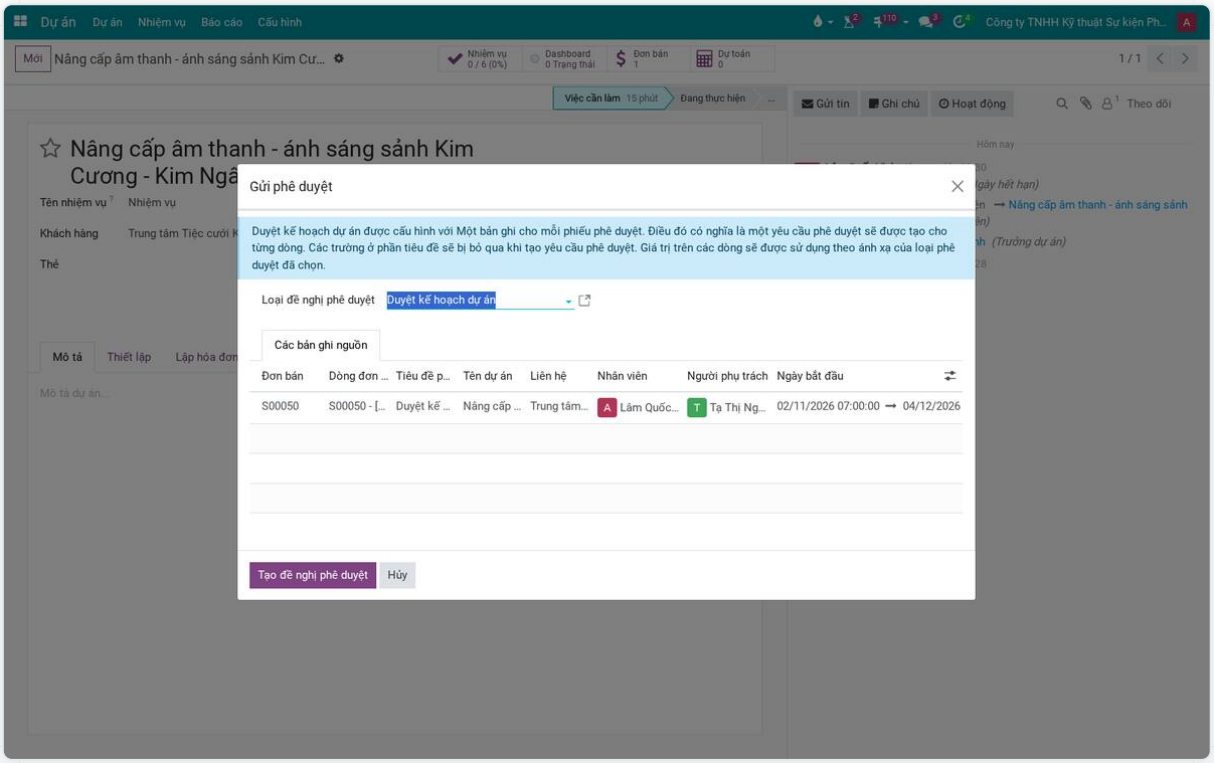
This is only a warning: the system still saves the overlapping schedule and does not block it. To clear the warning, your company changes the assignee or moves the dates. The warning only compares tasks of the same person; the system does not warn when two projects borrow the same rental equipment, and it does not show leave days on the Gantt chart (see the Time Off app for the leave calendar).

Step 9 - Send the project plan to the Director for approval

Submit for approval from the project itself.

> *Path:* `Project > Projects` (open the project form) > **Actions** (the gear icon next to the name) > **Get Approved**

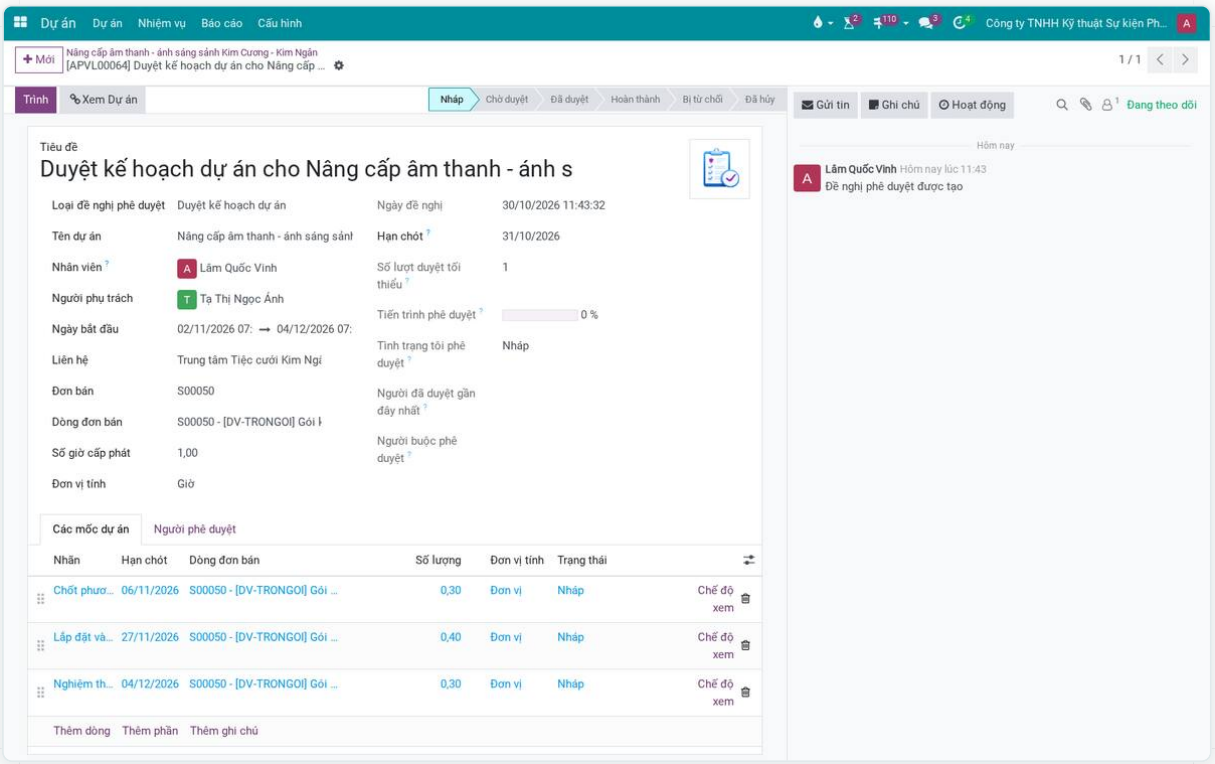
The **Submit for Approval** dialog shows the type *Project plan approval* and one source line, the project's sales order. Click **Create Approval Request**.



(The screenshot shows the Vietnamese interface.)

You should see: the dialog states "Project plan approval is configured with One record per approval request" (as displayed on screen); after you click the button, the system opens a new request slip.

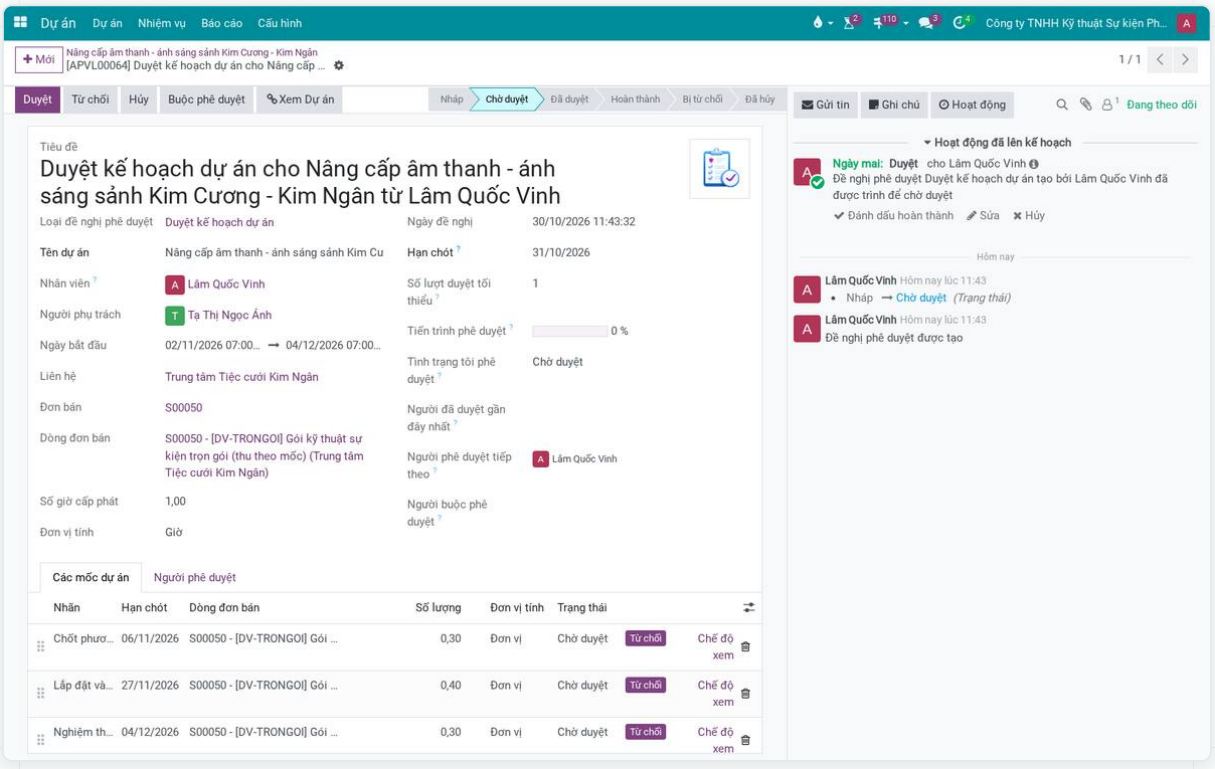
The new slip has a number of the form `APVL...`, the status *Draft*, a **Project Milestones** tab listing the three milestones and an **Approvers** tab. Click **Submit** in the top left corner.



(The screenshot shows the Vietnamese interface.)

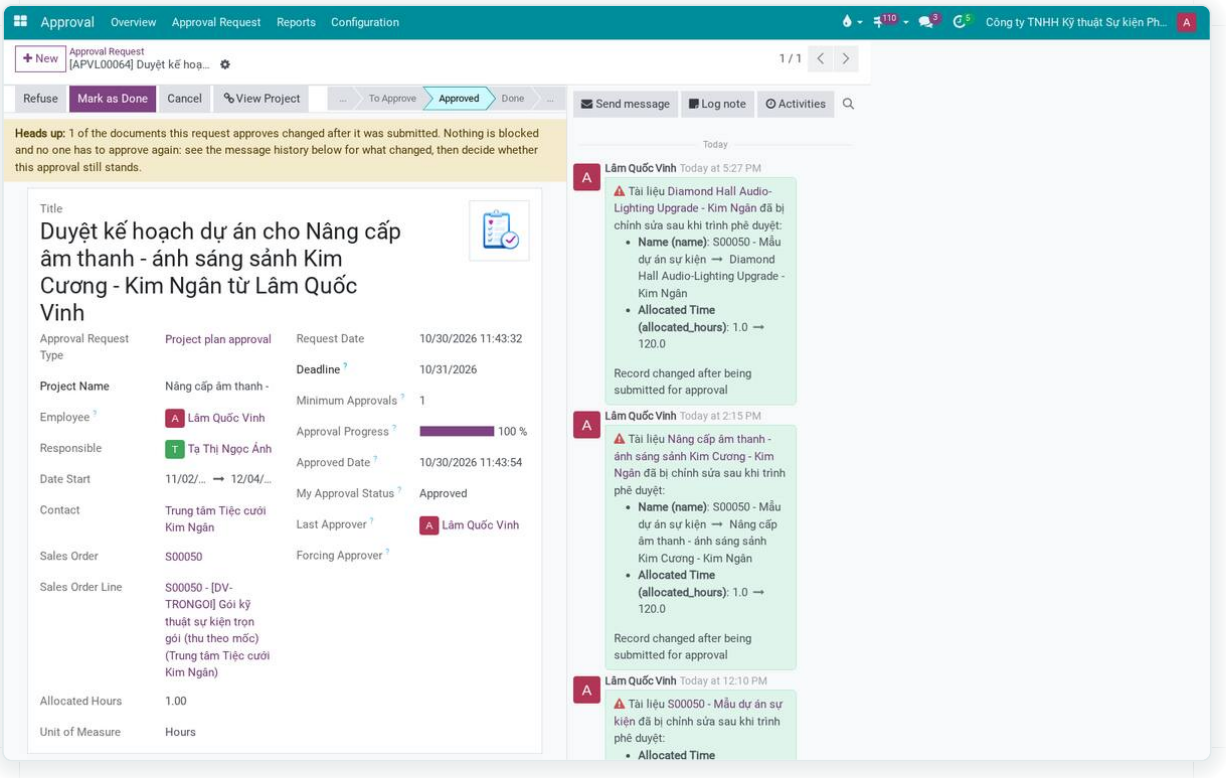
You should see (draft slip): the **Submit** button and a **View Project** button; the **Date Start** field reads `11/02/2026 ... 12/04/2026` ; **Minimum Approvals** is 1.

After you click **Submit**, the slip moves to *To Approve*. The next approver is the Director Lâm Quốc Vinh (admin).



(The screenshot shows the Vietnamese interface.)

You should see (awaiting approval): the status bar moves to *To Approve*; the buttons **Approve**, **Refuse**, **Cancel** and **Force Approval** appear; each milestone line has its own **Refuse** button. Click **Approve**.



You should see (approved): the status bar shows *Approved*, **Approval Progress** is 100%, and all three milestones are *Approved*; the project shows a diagonal ribbon `FULLY APPROVED` (the timesheet lesson shows this ribbon). The screenshot shows the slip as it is now: it also carries a yellow *Heads up* banner and extra chatter notes saying the plan changed after submission (**Allocated Time** 1.0 -> 120.0), which come from the timesheet lesson.

Approving the plan here means approving the project's **name, dates, person in charge and milestones**. The system has no separate approval type for scheduling people or equipment.

14 BUDGET BY CATEGORY

About 15 minutes. By the end of this lesson your company will have set a six-category budget for the project, confirmed it, and read the actual figures against the plan on the project report. You will also know why costs must be entered as negative numbers.

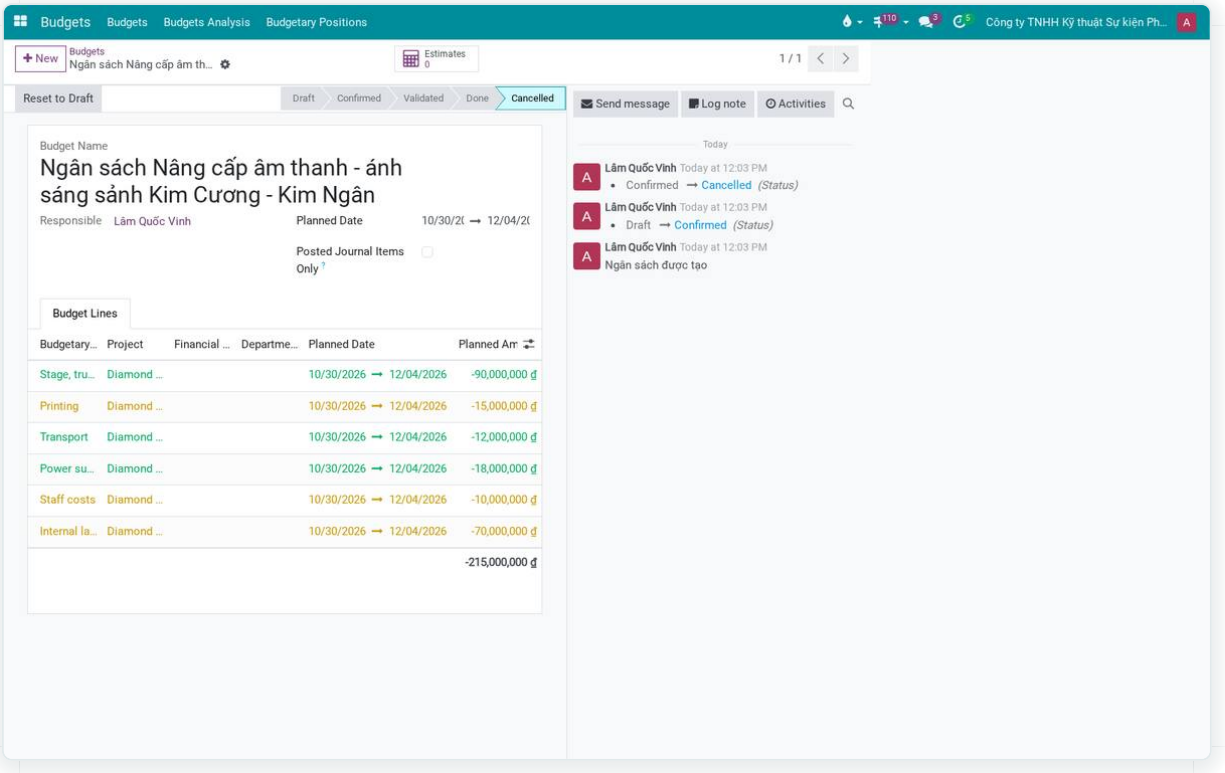
Step 1 - Set a six-category budget

> *Path:* `Budgets > Budgets` > **New**

Set **Budget Name** to `Ngân sách Nâng cấp âm thanh - ánh sáng sảnh Kim Cương - Kim Ngân` (the budget for the Kim Cương hall audio-lighting upgrade, Kim Ngân). In **Planned Date** enter `10/30/2026` to `12/04/2026`. On the **Budget Lines** tab, click **Add a line** six times; on each line choose the **Budgetary Position**, choose the **Project** (the analytic account named after the project) and enter the **Planned Amount** as a **negative number**:

Budgetary Position	Planned Amount `[demo assumption]`
Stage, truss and backdrop	-90,000,000
Printing	-15,000,000
Transport	-12,000,000
Power supply	-18,000,000
Staff costs	-10,000,000
Internal labor hours	-70,000,000

The **Project** field searches by the project name you set (for example type `Diamond Hall`), not by the sales order number. If you pick the wrong thing, a "Create Project" dialog opens; click **Discard** and type again. Click **Save manually**.



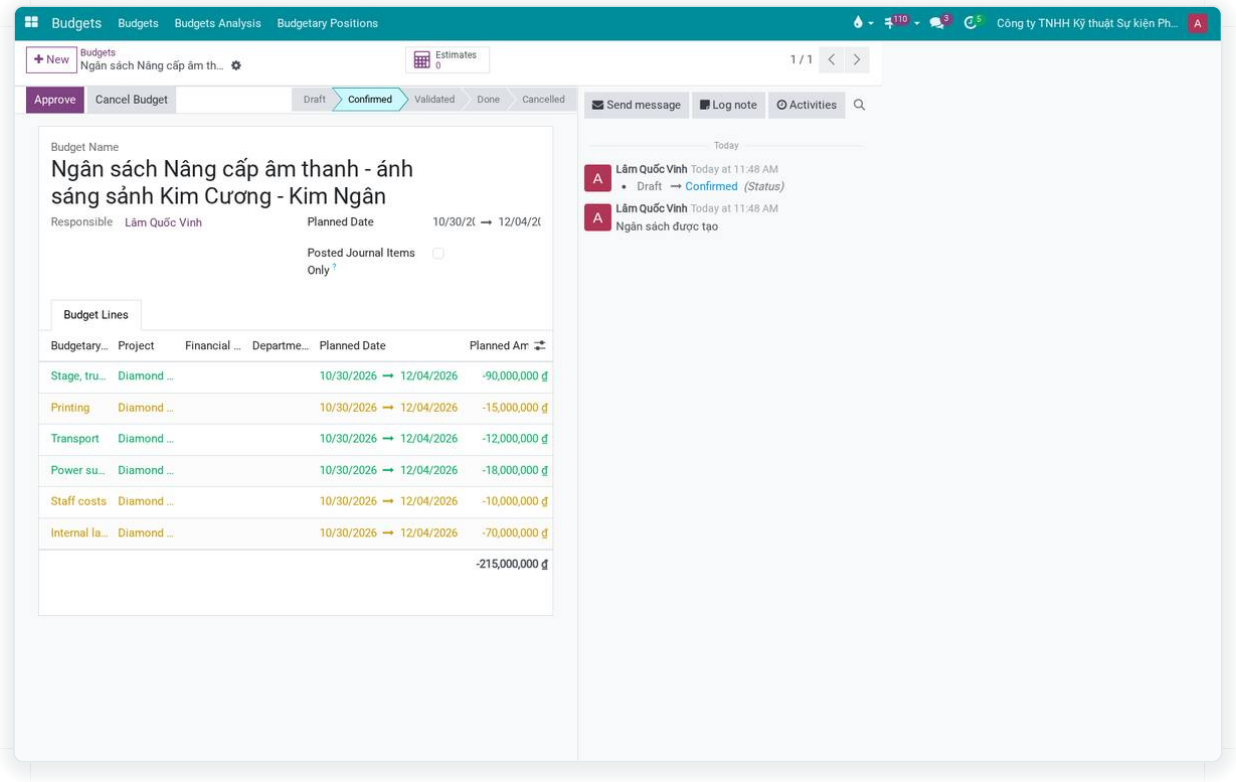
You should see: six lines, with a total **Planned Amount** of `-215,000,000 VND`. The screenshot was taken after costs had already been incurred, so the **Actual Amount** column has figures (for example *Printing* `-14,000,000 VND`); the first time your company sets it up, these cells still show `0 VND`. The screenshot also shows a copy of this budget that was later cancelled (status *Cancelled*, **Reset to Draft** button); the six lines and the total are the same.

Why costs are entered as negatives: the system records costs as negative numbers in the project's management ledger (money out is negative, revenue in is positive). If you enter a positive plan, every category will look as if it were over budget. A plan of **-15,000,000** and an actual of **-14,000,000** means 14 of the 15 million has been used.

Step 2 - Confirm the budget

> *Path:* `Budgets > Budgets` (open the budget you just created) > **Confirm**

Click **Confirm**.



You should see: the status bar shows *Confirmed*; two buttons remain, **Approve** and **Cancel Budget**. Only a confirmed budget can go on to **Approve**; to drop it, use **Cancel Budget**.

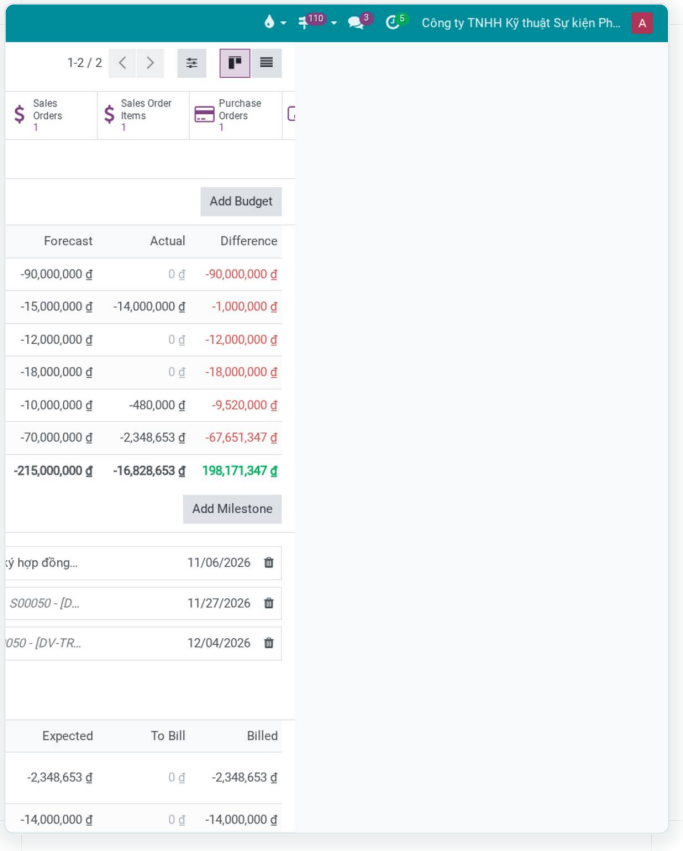
The planned dates decide the actual figures. The **Actual Amount** column only adds up the entries that fall within the date range of the budget line. In the first trial run, the Planned Date started on `11/02/2026` while the first cost was dated `10/30/2026`, so every category showed an actual of `0 VND`; once the start date was moved back to `10/30/2026`, the actual figures appeared in full. So set the start date to the day of the first expenditure.

The % column rounds roughly. The Printing category has used 14 of 15 million (93%) but the column shows `1 %`. Read the amounts, not the percentage column.

Step 3 - Read budget against actual on the project report (the system only warns)

The actual figures fill in as your company works through the later lessons (hours, expenses, outside purchases). The project overview report has the table that is quickest to read.

> *Path:* `Project > Projects` (open the project form) > **Dashboard** button



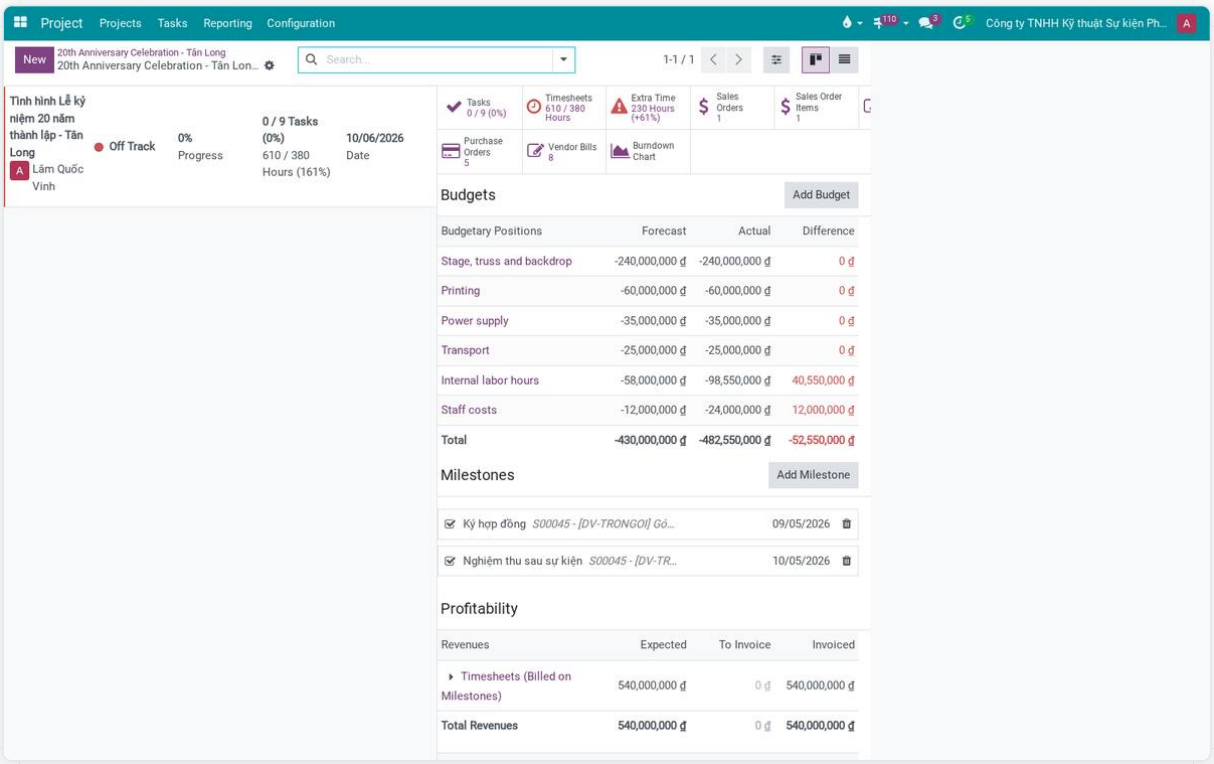
You should see: the **Budgets** table has the columns **Forecast**, **Actual** and **Difference**. The *Printing* category has a plan of `-15,000,000 VND`, an actual of `-14,000,000 VND` and a difference of `-1,000,000 VND`.

How to read the **Difference** column:

- On each category, a **negative** number means **under budget** (not fully used), and a **positive** number means **over budget**.
- The **Total** row flips the sign: in the table above, a green **Total** of `198,171,347 VND` means about 198 million is **left**; a red negative total means over budget.

Project DA03 (the loss-making anniversary event) shows what an over-budget project looks like. Open it to read only:

> *Path:* `Project > Projects` (open the project *20th Anniversary Celebration - Tân Long*) > **Dashboard** button



You should see: *Internal labor hours* with a difference of `40,550,000 VND` and *Staff costs* with `12,000,000 VND` in red (over budget), and a red **Total** row of `-52,550,000 VND`. The hours button reads `610/380 Hours`.

A budget only warns; it does not block. DA03 has spent past its plan, and the system still lets people log hours, record expenses and make outside purchases. The system has no mechanism that automatically blocks purchasing or spending above budget.

15 LOG HOURS, USE THE TIMER AND APPROVE THE TIMESHEET

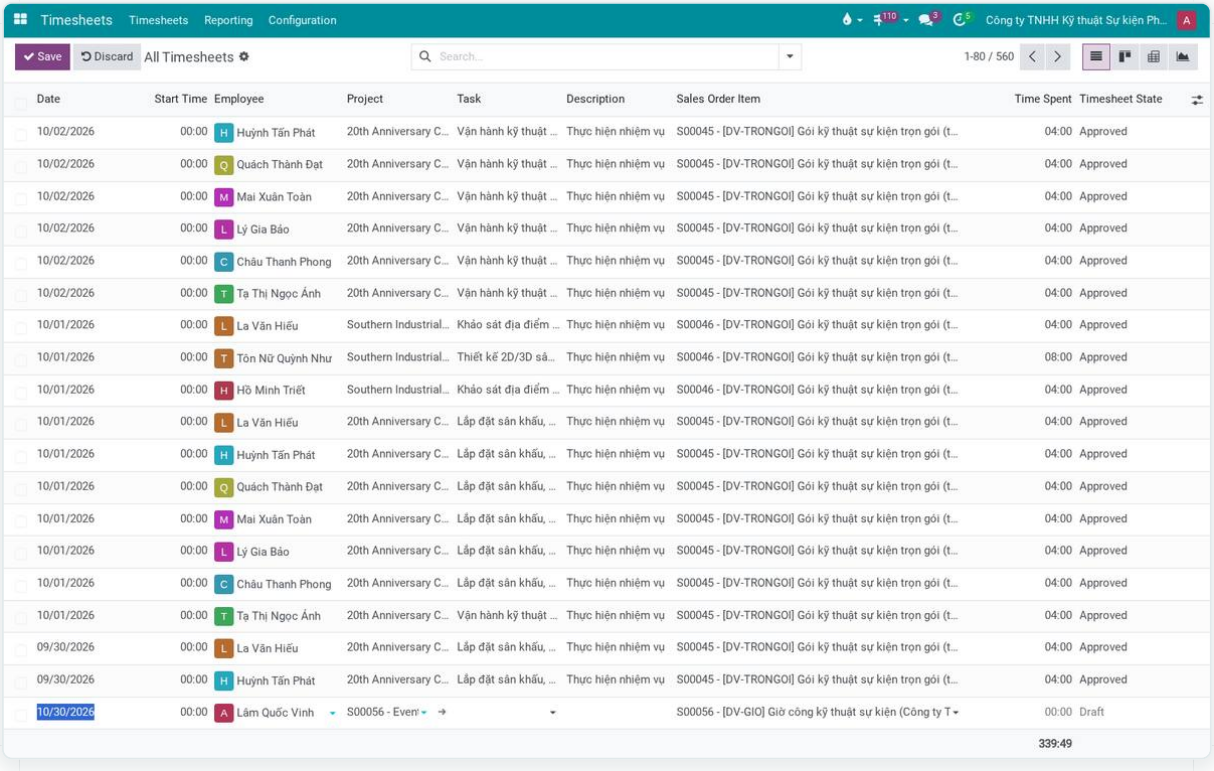
About 30 minutes. By the end of this lesson your company will have logged hours on tasks in two ways (manual entry and the timer), seen each hour turn into project cost at the hourly rate, and sent the timesheet through the project manager's approval.

Step 1 - Enter hours on a task

> *Path:* `Timesheets > Timesheets > All Timesheets` > **New**

Fill in one line: **Employee** `Tạ Thị Ngọc Ánh`, **Project** `Diamond Hall...` (the project you named in the planning lesson), **Task** `Khảo sát sảnh và chốt phương án kỹ thuật` (Hall survey and technical plan sign-off), **Description** `Khảo sát sảnh, đo đạc và chụp ảnh hiện trường` (hall survey, measuring and site photos), **Time Spent** `4:00`. Click **Save**. Click **New** for the next line and fill in the two other lines from the table.

Employee	Task	Hours
Tạ Thị Ngọc Ánh	Khảo sát sảnh và chốt phương án kỹ thuật	4:00
Tôn Nữ Quỳnh Như	Thiết kế bố trí loa, đèn và màn LED (Speaker, light and LED screen layout design)	6:00
Tạ Thị Ngọc Ánh	Đặt thiết bị và vật tư thầu phụ (Order subcontractor equipment and materials)	2:00



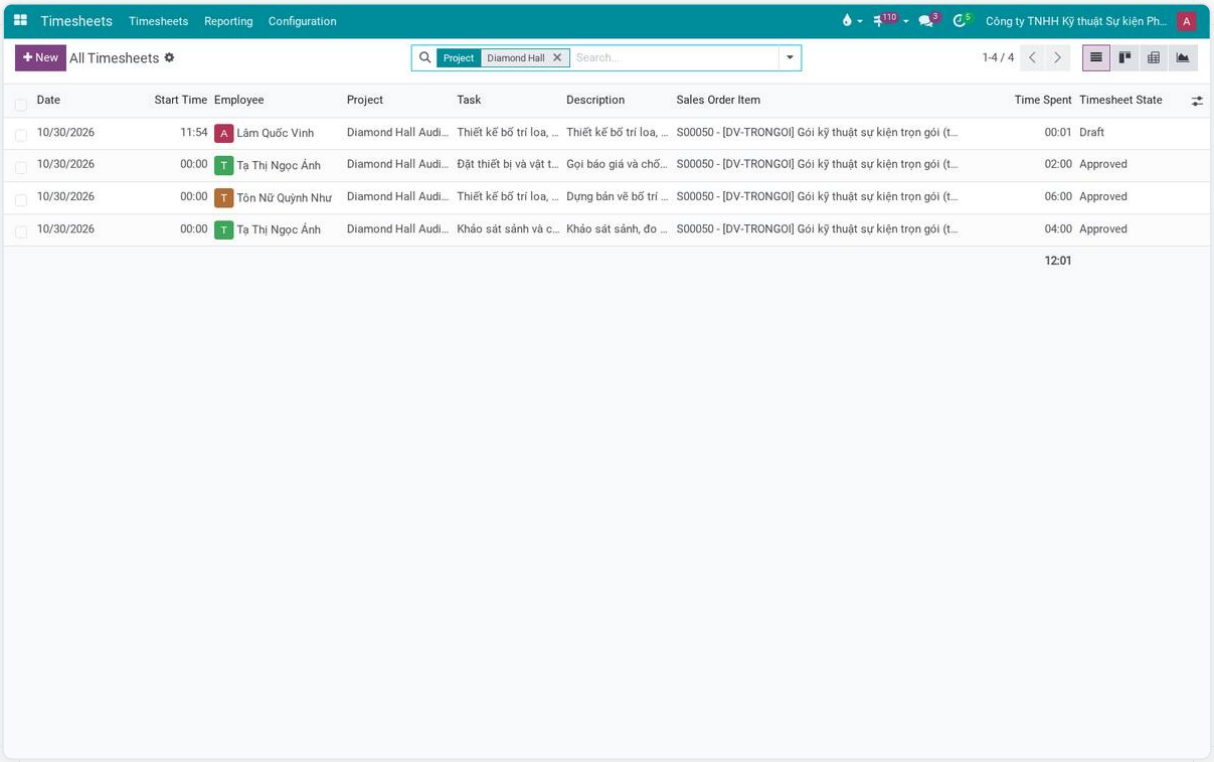
Date	Start Time	Employee	Project	Task	Description	Sales Order Item	Time Spent	Timesheet State
10/02/2026	00:00	Huỳnh Tấn Phát	20th Anniversary C...	Vận hành kỹ thuật ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/02/2026	00:00	Quách Thành Đạt	20th Anniversary C...	Vận hành kỹ thuật ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/02/2026	00:00	Mai Xuân Toàn	20th Anniversary C...	Vận hành kỹ thuật ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/02/2026	00:00	Lý Gia Bảo	20th Anniversary C...	Vận hành kỹ thuật ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/02/2026	00:00	Châu Thanh Phong	20th Anniversary C...	Vận hành kỹ thuật ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/02/2026	00:00	Tạ Thị Ngọc Ánh	20th Anniversary C...	Vận hành kỹ thuật ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/01/2026	00:00	La Văn Hiếu	Southern Industrial...	Khảo sát địa điểm ...	Thực hiện nhiệm vụ	S00046 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/01/2026	00:00	Tôn Nữ Quỳnh Như	Southern Industrial...	Thiết kế 2D/3D sâ...	Thực hiện nhiệm vụ	S00046 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	08:00	Approved
10/01/2026	00:00	Hồ Minh Triết	Southern Industrial...	Khảo sát địa điểm ...	Thực hiện nhiệm vụ	S00046 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/01/2026	00:00	La Văn Hiếu	20th Anniversary C...	Lắp đặt sân khấu, ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/01/2026	00:00	Huỳnh Tấn Phát	20th Anniversary C...	Lắp đặt sân khấu, ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/01/2026	00:00	Quách Thành Đạt	20th Anniversary C...	Lắp đặt sân khấu, ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/01/2026	00:00	Mai Xuân Toàn	20th Anniversary C...	Lắp đặt sân khấu, ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/01/2026	00:00	Lý Gia Bảo	20th Anniversary C...	Lắp đặt sân khấu, ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/01/2026	00:00	Châu Thanh Phong	20th Anniversary C...	Lắp đặt sân khấu, ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/01/2026	00:00	Tạ Thị Ngọc Ánh	20th Anniversary C...	Vận hành kỹ thuật ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
09/30/2026	00:00	La Văn Hiếu	20th Anniversary C...	Lắp đặt sân khấu, ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
09/30/2026	00:00	Huỳnh Tấn Phát	20th Anniversary C...	Lắp đặt sân khấu, ...	Thực hiện nhiệm vụ	S00045 - [DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (t...	04:00	Approved
10/30/2026	00:00	Lâm Quốc Vinh	S00056 - Even			S00056 - [DV-GIO] Giờ công kỹ thuật sự kiện (Công ty T	00:00	Draft
							339:49	

You should see: the columns **Date**, **Start Time**, **Employee**, **Project**, **Task**, **Description**, **Sales Order Item**, **Time Spent** and **Timesheet State**; the new line is in the *Draft* status. This list also contains the hours of the story's other projects.

Step 2 - Filter by project to see the hours you just logged

In the search box type `Diamond Hall` and choose the line **Search Project for: ...**.

> *Path:* `Timesheets > Timesheets > All Timesheets`



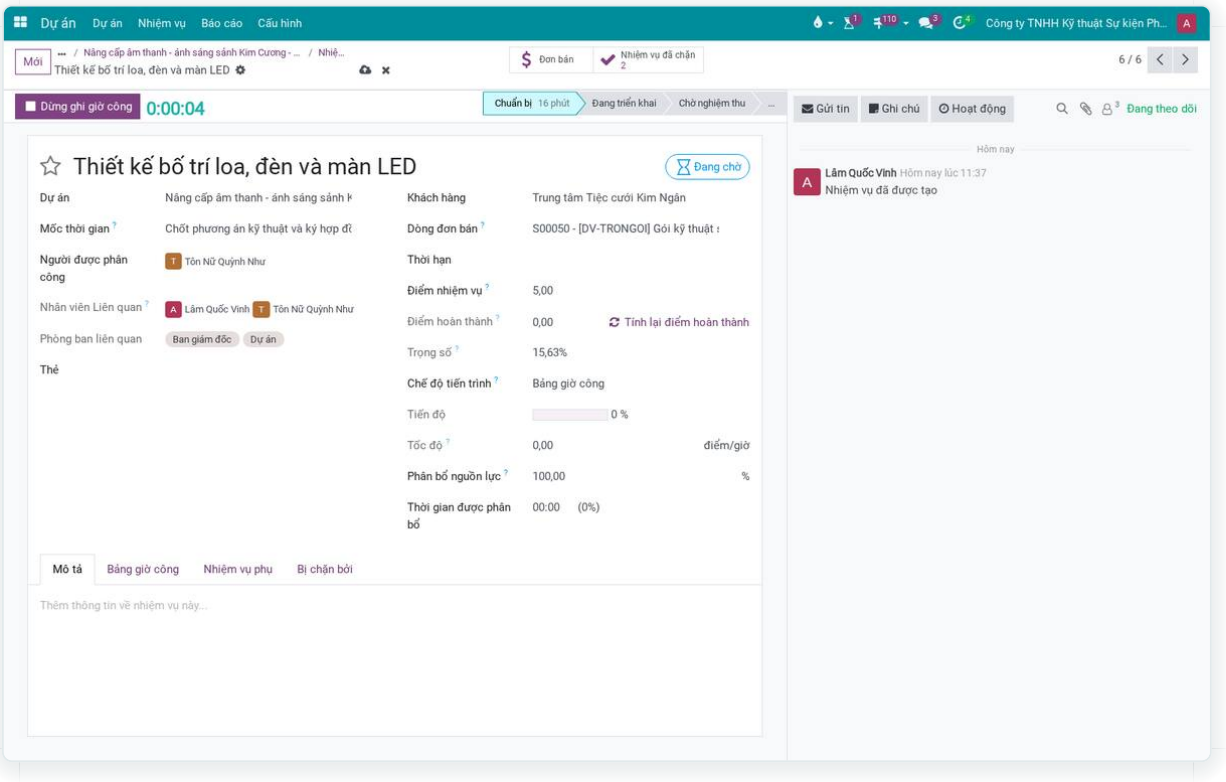
You should see: three lines, total `12:00`, all *Draft*. (The screenshot was taken later: it shows four rows, total `12:01`, because of the timer line logged in step 3, and the three original lines already *Approved* after the approval steps.) The cost of each line = hours x the employee's hourly cost: 4 hours of Tạ Thị Ngọc Ánh is 920,000 VND, 6 hours of Tôn Nữ Quỳnh Như is 960,000 VND, and 2 hours is 460,000 VND (read in the management ledger).

Step 3 - Log hours with the timer on a task

Open the task and click the start button.

> *Path:* `Project > Projects` (click the project card) > open the task `Thiết kế bố trí loa, đèn và màn LED`

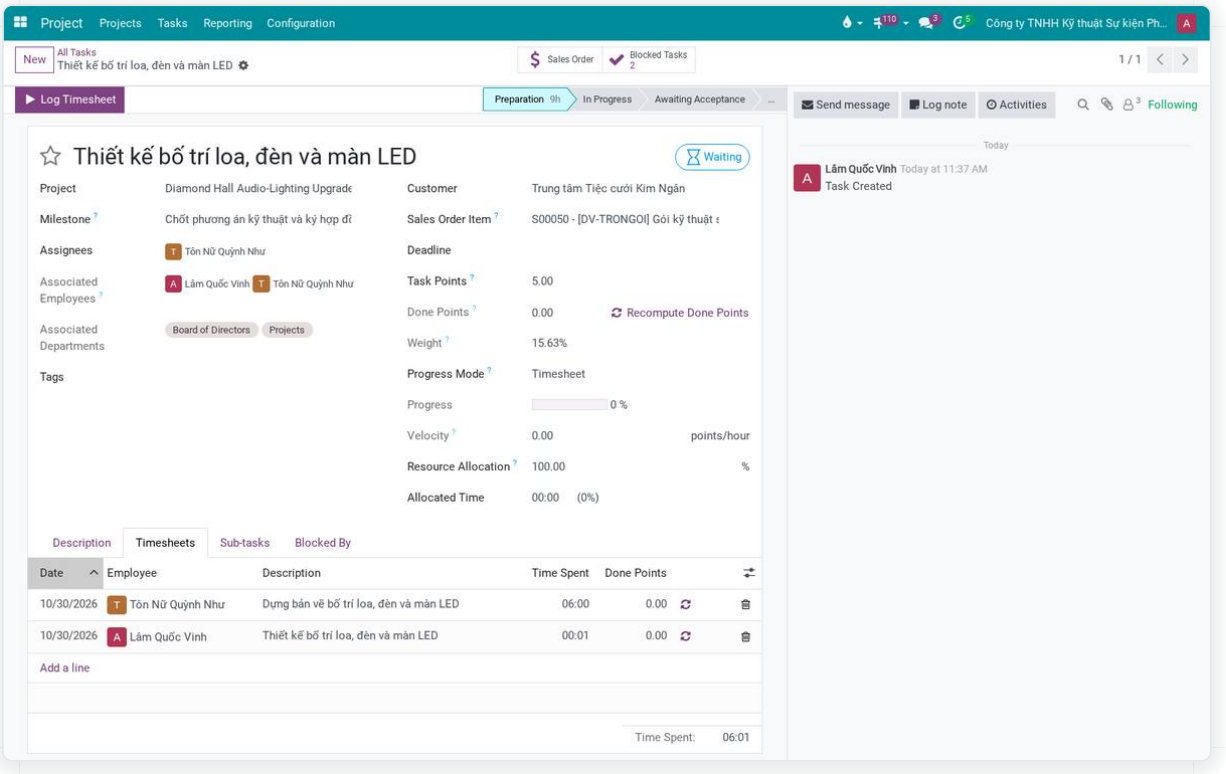
Click **Log Timesheet** in the top left corner.



(The screenshot shows the Vietnamese interface.)

You should see: the button changes to a dark **Stop Timesheet Log** button, with a running clock next to it, `0:00:04...`. This task shows the *Waiting* label because it is blocked by the survey task, which is not finished; the timer still runs, since the system does not stop you logging hours on a waiting task.

Wait a few minutes, click **Stop Timesheet Log**, then open the task's **Timesheets** tab.



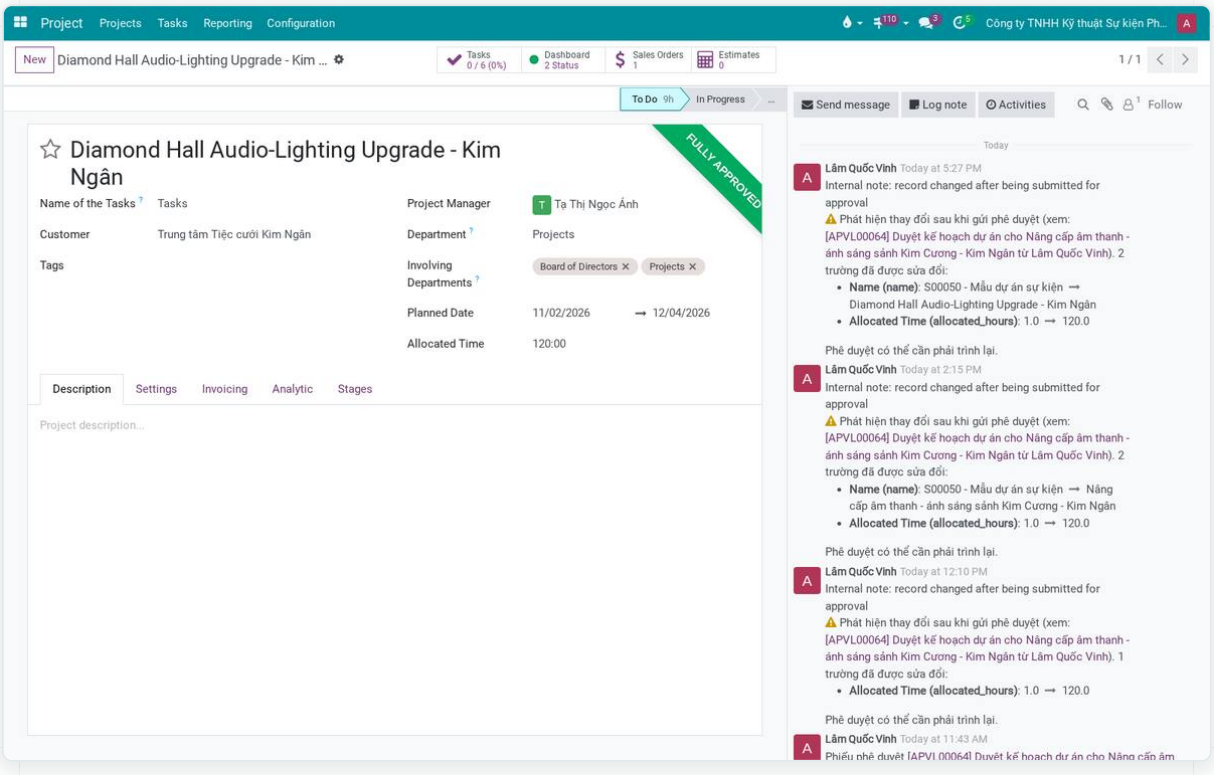
You should see: the **Timesheets** tab has one more line for the logged-in user (*Lâm Quốc Vinh*), with **Time Spent** equal to the time counted (in the screenshot it is `00:01`, because the timer ran for just over a minute). The timer logs time against the logged-in user; you cannot pick another employee.

Step 4 - Set the planned hours for the project

A new project starts with a default planned time of `01:00`, so the overview report will show "Extra Time" of thousands of percent (+1100% in the screenshot). Enter the real planned hours.

> *Path:* `Project > Projects` (open the project form) > **Allocated Time** field

Enter `120:00` `[demo assumption]`. Click **Save manually**.



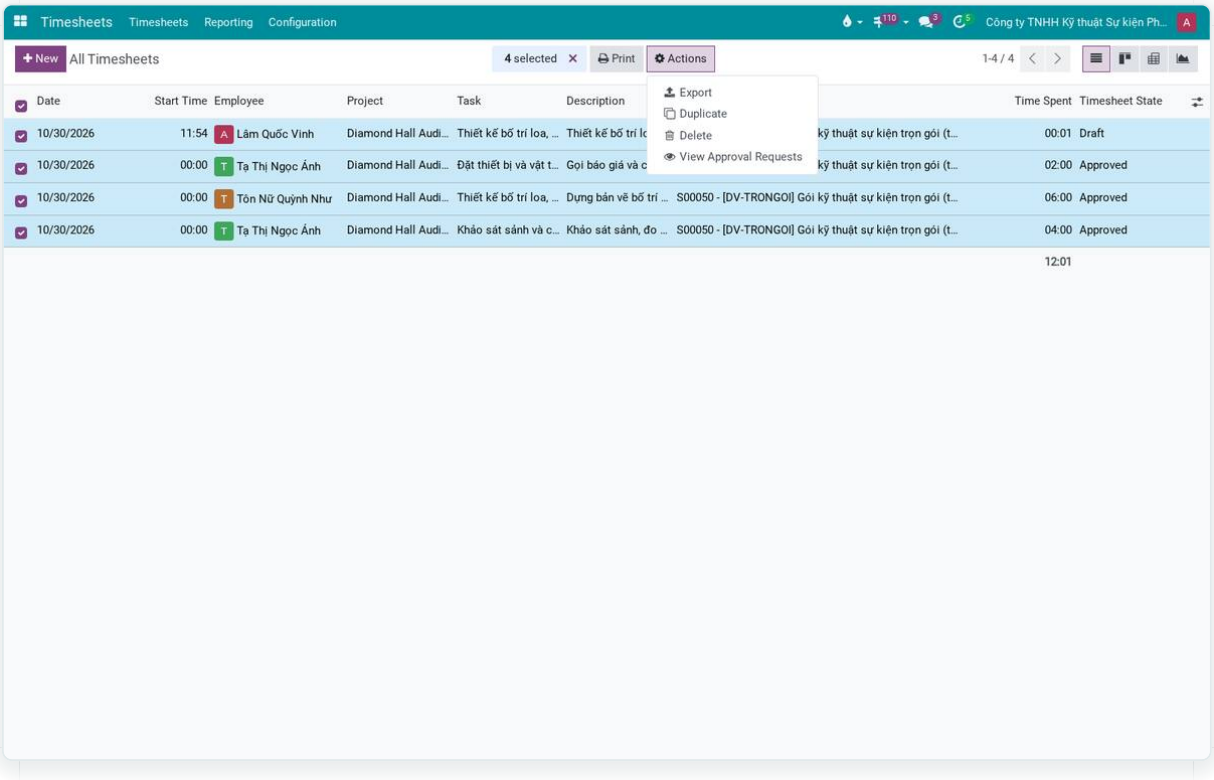
You should see: the **Allocated Time** field shows `120:00`. Because the project plan was approved in the earlier lesson, the project's chatter (right column) adds *Internal note: record changed after being submitted for approval* with the changed field (`1.0 → 120.0`) and a line saying that the approval may need to be submitted again (on the demo record this detail text appears in Vietnamese, because it was written when the system language was Vietnamese). The system only leaves a note: it does not block the edit and does not send the approval slip back to draft.

Step 5 - Select one employee's lines to send for approval

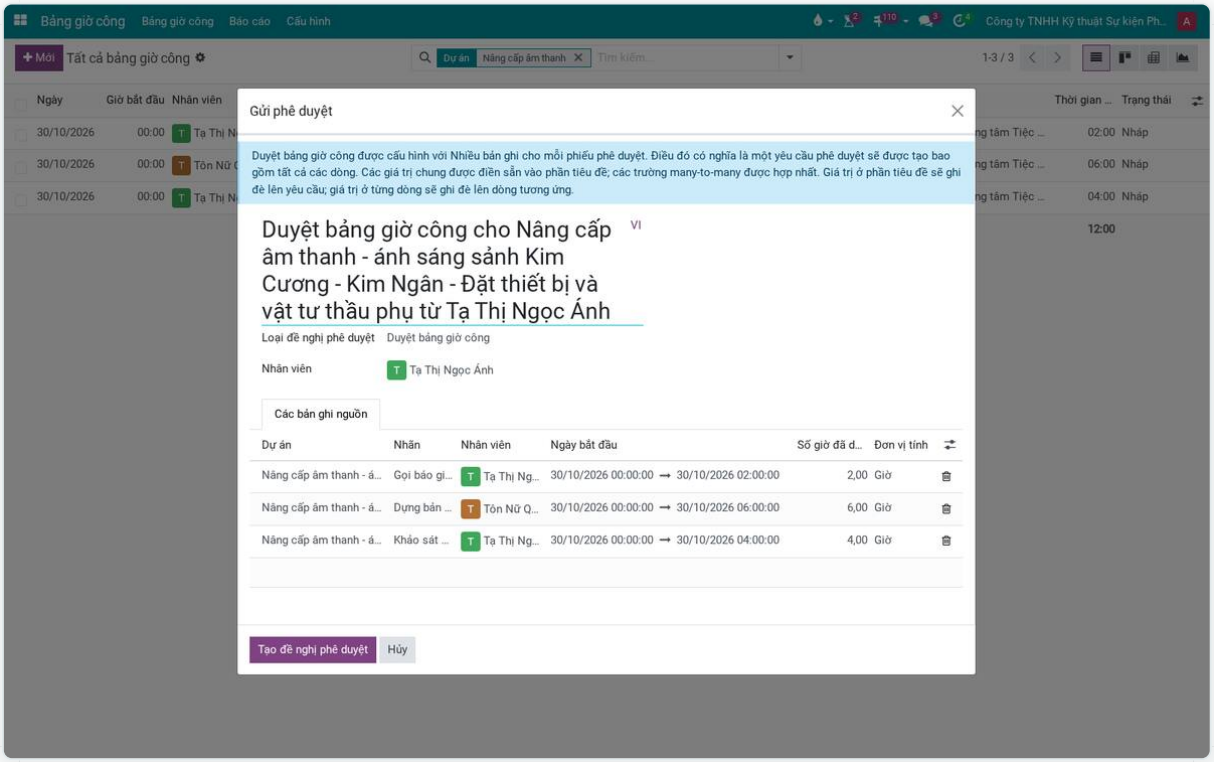
Send the timesheets for approval from the timesheet list, selecting the lines to be approved.

> *Path:* `Timesheets > Timesheets > All Timesheets` (filtered by project), tick the lines, **Actions** > **Get Approved**

Tick the box at the start of all three lines, then open **Actions**.

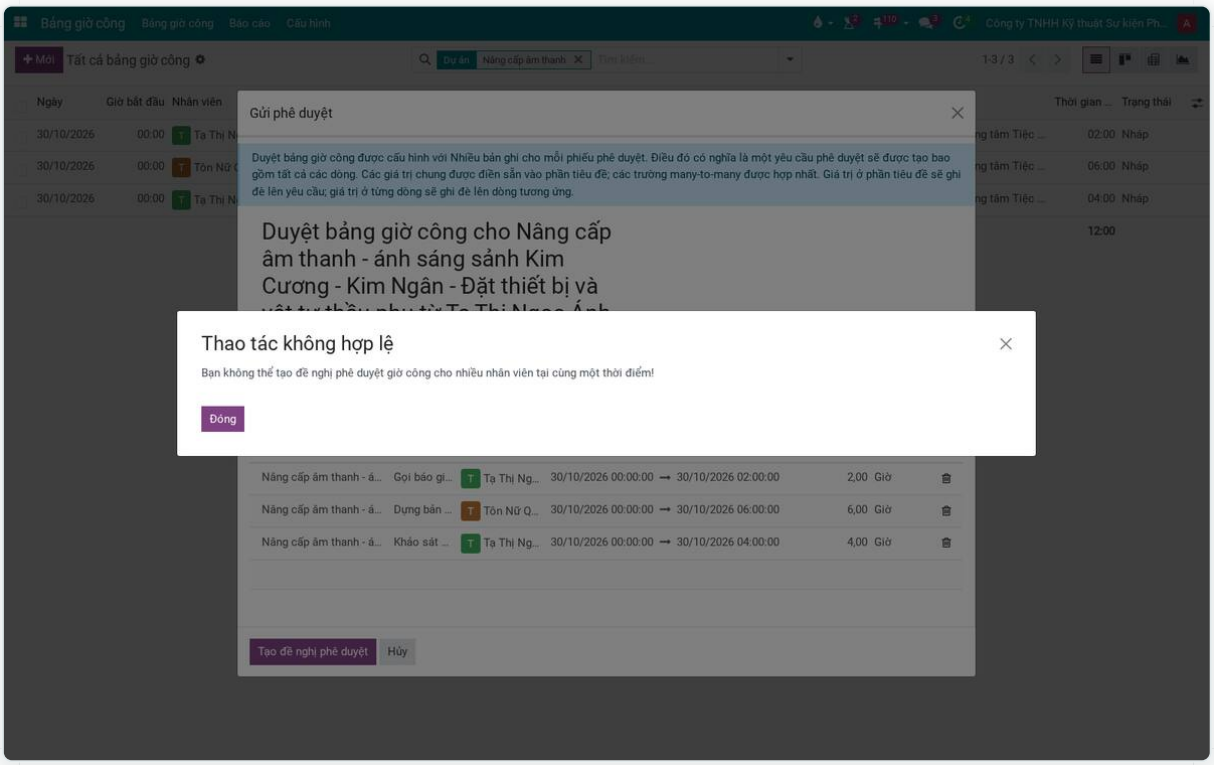


You should see: the bar at the top shows `3 selected`; the **Actions** menu has **Export**, **Duplicate**, **Delete**, **Get Approved**. (The screenshot was taken later, after the lines had been approved: it shows `4 selected` including the timer line, and the menu offers **View Approval Requests** instead of **Get Approved**.) Click **Get Approved**; the **Submit for Approval** dialog shows the type *Timesheet approval* and the source lines.



(The screenshot shows the Vietnamese interface.)

Click **Create Approval Request**.



(The screenshot shows the Vietnamese interface.)

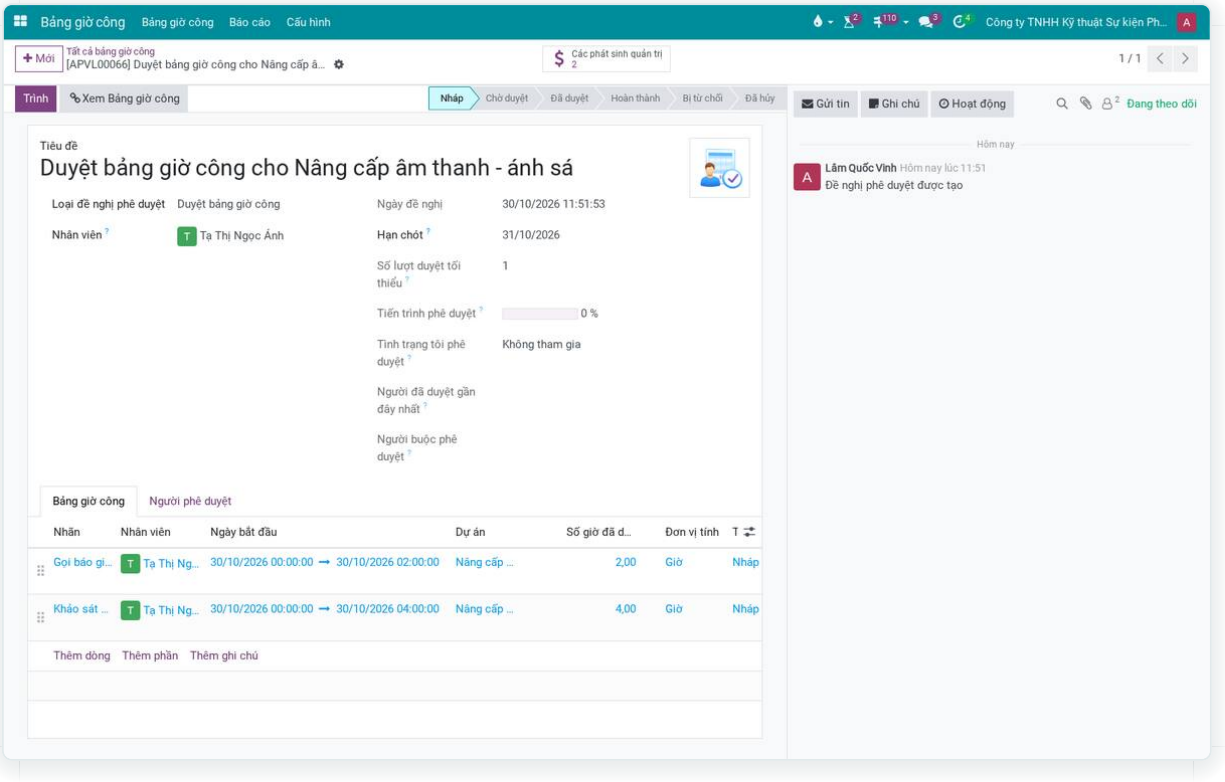
You should see: an error box titled *Invalid Operation*, reading `You can not create Timesheet Approval Request for multiple employees !`. The system's rule: each timesheet approval

request covers **one employee** only. Click **Close**, click **Cancel** on the previous dialog, then tick only the two lines of Tạ Thị Ngọc Ánh and repeat **Get Approved** > **Create Approval Request**. The line of Tôn Nữ Quỳnh Như goes out as a separate request.

Step 6 - Submit the timesheet request

The new request is in the *Draft* status. Check the title, the request type, the employee and the list of hours on the **Timesheets** tab.

> *Path:* the timesheet request you just created (the system opens it automatically), or `Approval > Approval Request`



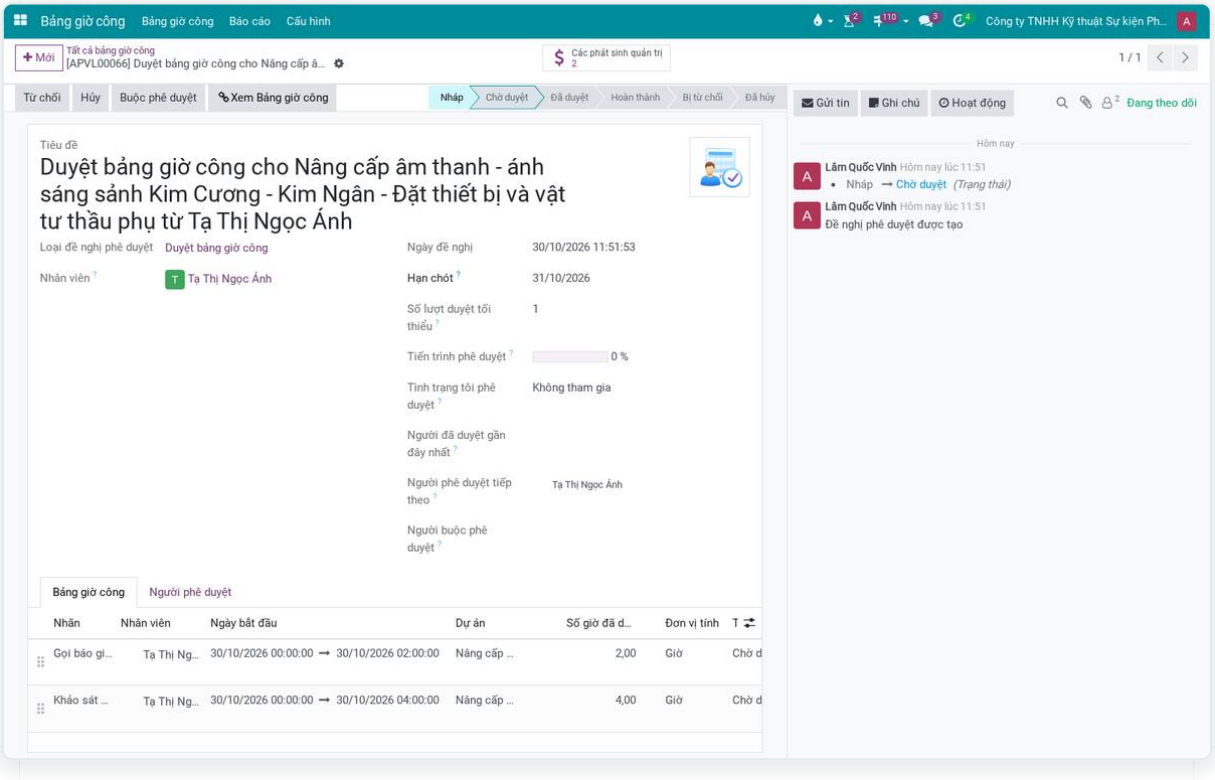
(The screenshot shows the Vietnamese interface.)

You should see: the **Submit** button and **View Timesheets**; **Employee** is *Tạ Thị Ngọc Ánh*; the **Timesheets** tab has two lines (2:00 and 4:00). Click **Submit**.

Step 7 - What the Director sees, and what the project manager sees

After **Submit**, the request moves to *To Approve*; the **Next Approver(s)** field reads *Tạ Thị Ngọc Ánh* (the project manager), not the Director.

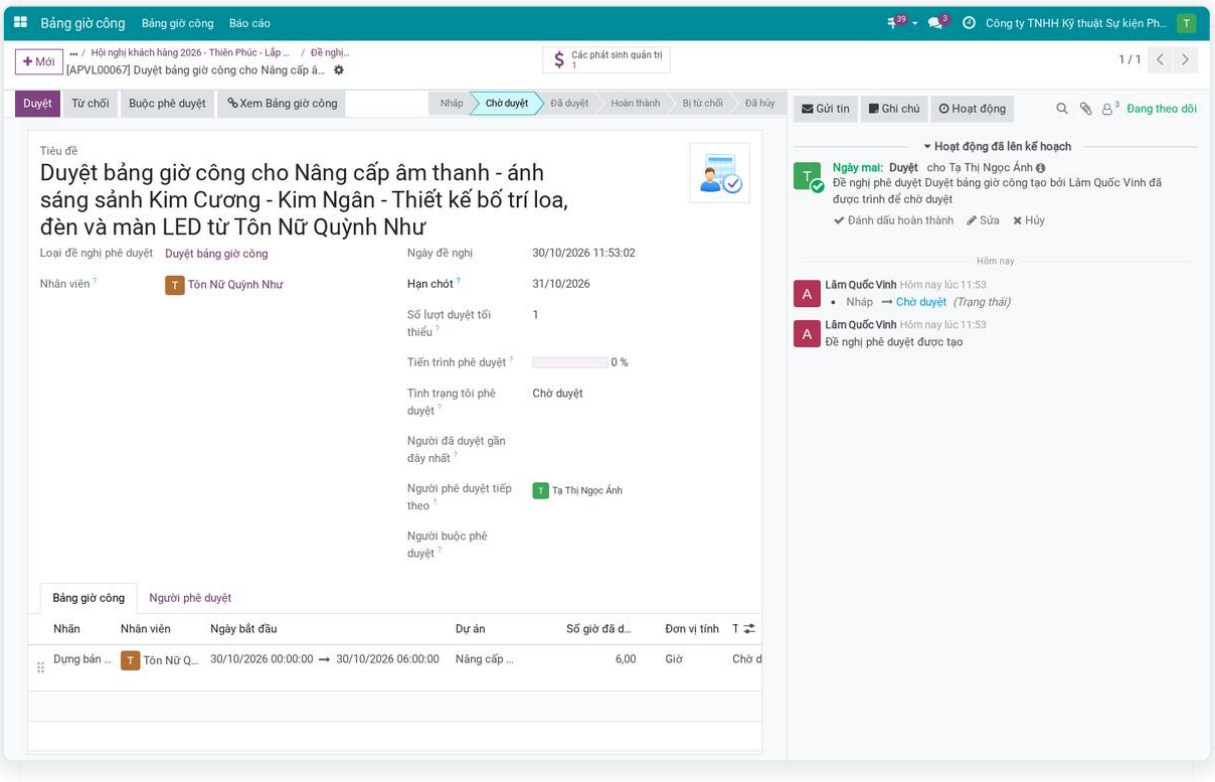
> *Path:* the timesheet request you just submitted (open it from `Timesheets > Timesheets > All Timesheets` > **Get Approved**, or from `Approval > Approval Request`)



(The screenshot shows the Vietnamese interface.)

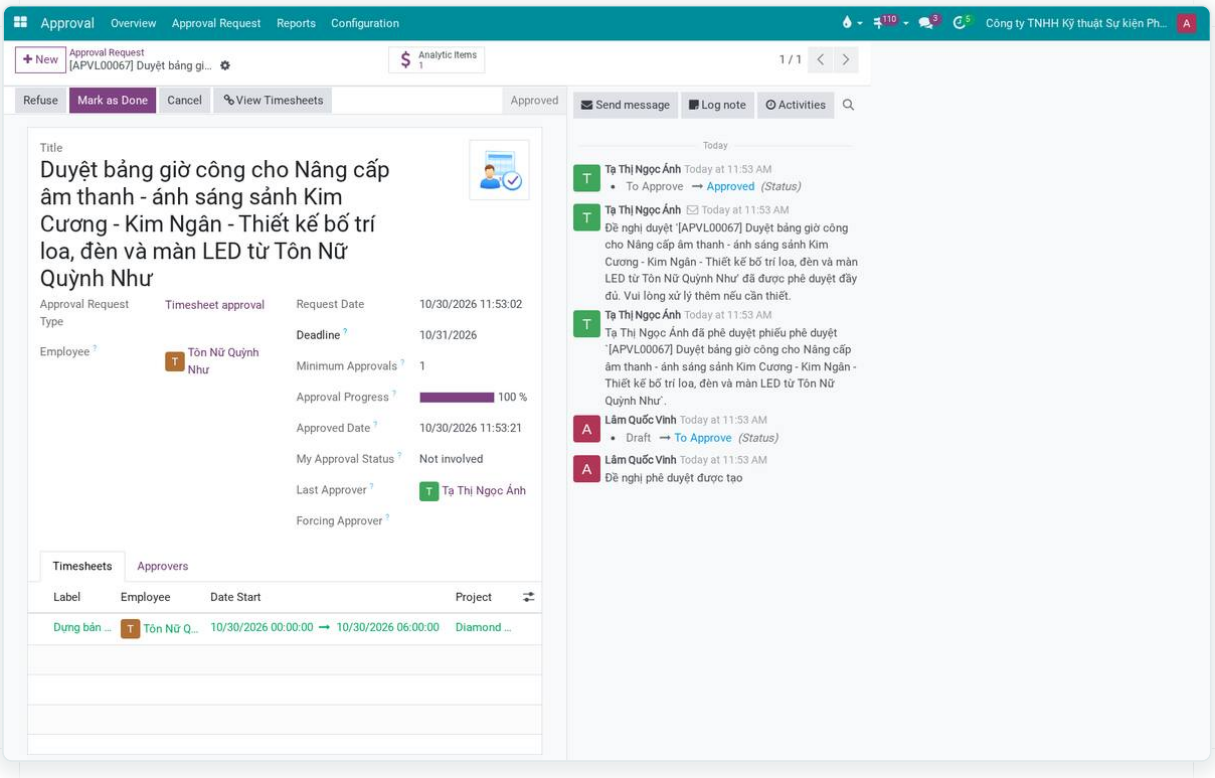
You should see (logged in as `admin`): the buttons **Refuse**, **Cancel**, **Force Approval** and **View Timesheets**; **no Approve** button, because admin is not the approver. On the demo system, your company clicks **Force Approval** to move on.

With the project manager's account (the `quanlyduan` role account; its password is held by whoever runs the demo site, so it is not printed here) the screen is different. The two screenshots below use the timesheet request of Tôn Nữ Quỳnh Như as an illustration; the steps are identical.



(The screenshot shows the Vietnamese interface.)

You should see (project manager): the buttons **Approve**, **Refuse**, **Cancel** and **Force Approval** appear. Click **Approve**.



You should see (approved): the status bar shows *Approved*, **Approval Progress** is 100%, **Last Approver** is *Tạ Thị Ngọc Ánh*; the buttons **Refuse**, **Mark as Done**, **Cancel** and **View Timesheets** remain (the screenshot shows the request of Tôn Nữ Quỳnh Như, APVL00067).

Approving timesheets here changes the status of the timesheet lines; the system does **not** use this approval as a condition for time-based invoicing (invoicing by hours does not wait for approval).

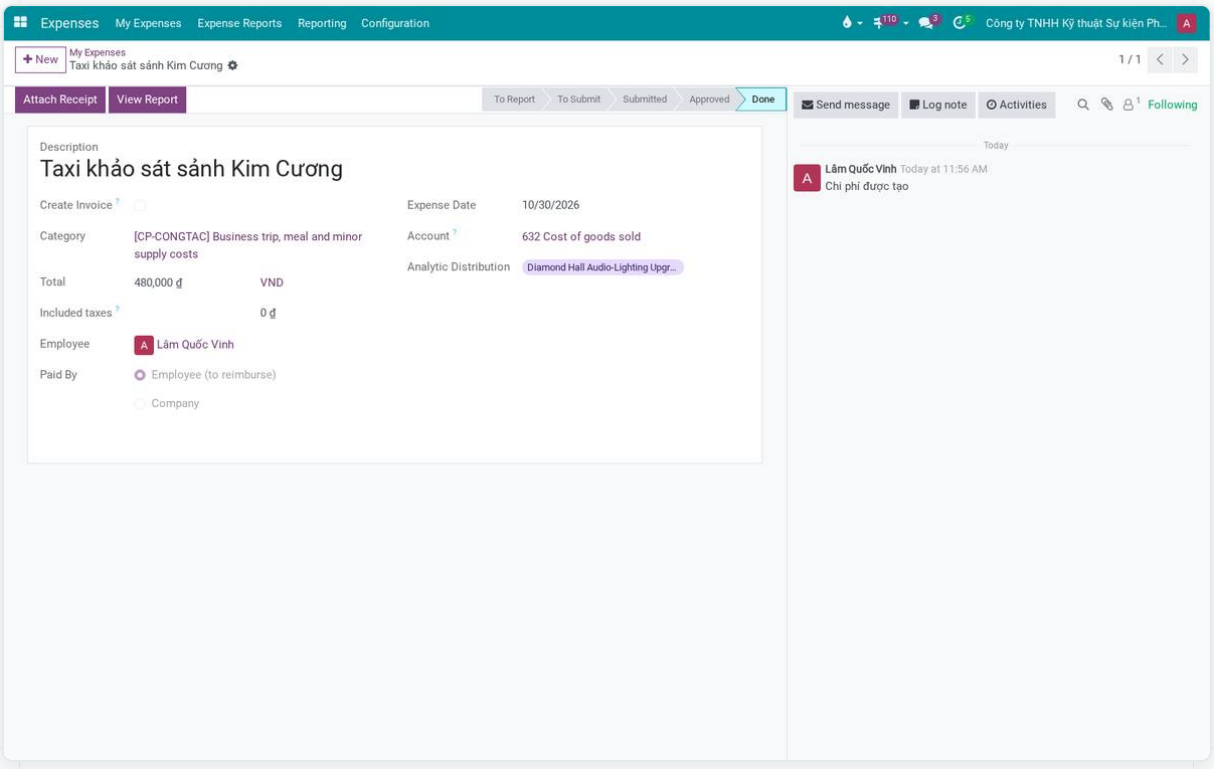
16 EMPLOYEE EXPENSES, ADVANCES AND SETTLEMENT

About 35 minutes. By the end of this lesson your company will have recorded a small employee expense against the right project, sent it for approval and posted it; requested an advance for the project team, paid it, and then settled that advance with the expense itself.

Step 1 - Record an employee expense and link it to the project

> *Path:* `Expenses > My Expenses > My Expenses` > **New**

Fill in **Description** `Taxi khảo sát sảnh Kim Cương` (taxi for the Kim Cương hall survey), **Category** `CP-CONGTAC` (*Business trip, meal and minor supply costs*), **Total** `480,000` `[demo assumption]`. Click the **Analytic Distribution** field, and in the **Analytic Accounting** dialog type `Diamond Hall` in the **Project** field and choose the project; close the dialog by clicking outside it. Leave **Paid By** as *Employee (to reimburse)*. Click **Save manually**.

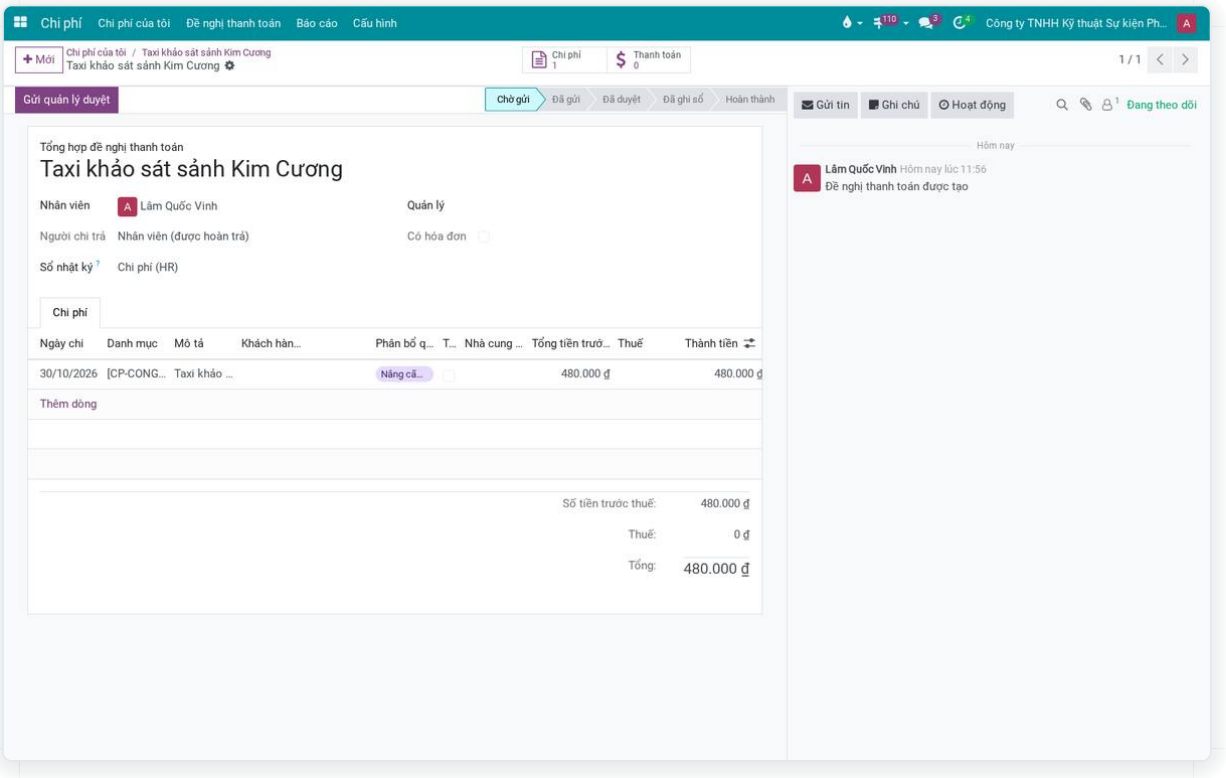


You should see: the **Analytic Distribution** field shows a purple tag bearing the project name. The status is *To Report* (the screenshot was taken after the whole lesson, so its status bar already reads *Done*). This distribution is what brings the expense into the project budget and project profit and loss; without it the expense does not reach the project.

Step 2 - Create an expense report and send it to the manager for approval

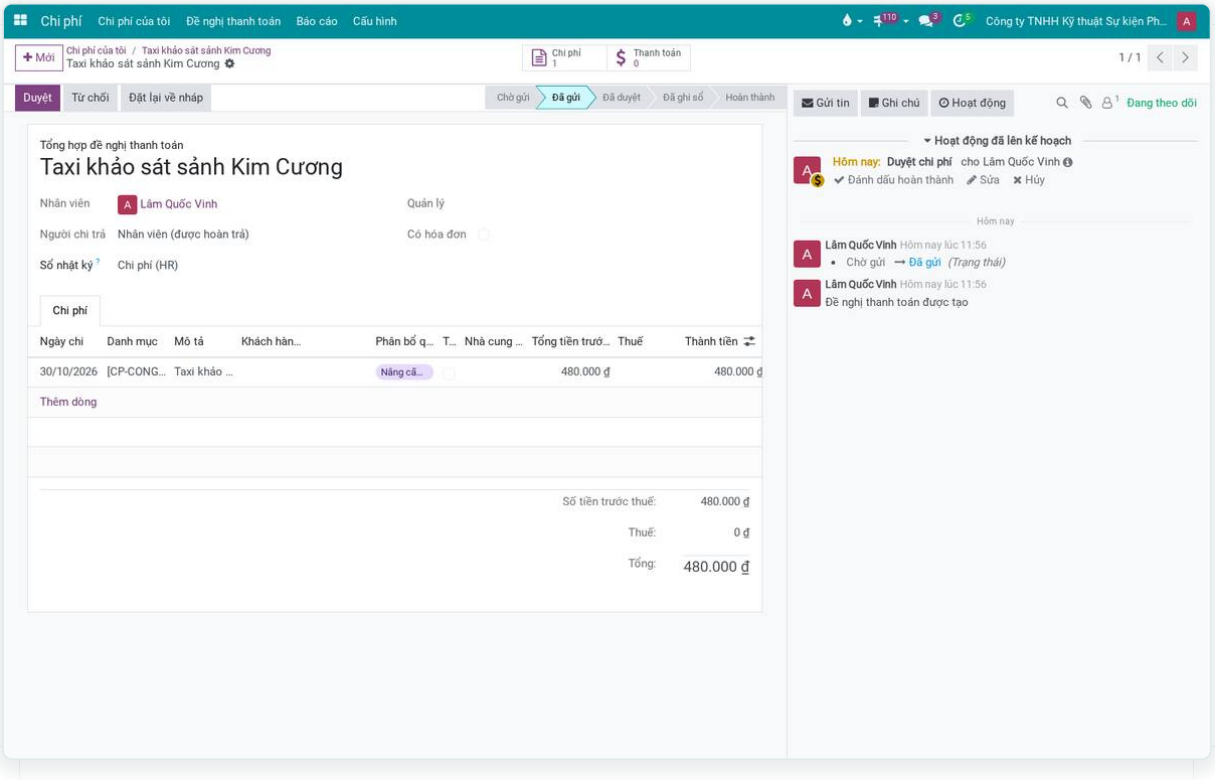
Path: `Expenses > My Expenses > My Expenses` (open the expense) > **Create Report**

Click **Create Report**.



(The screenshot shows the Vietnamese interface.)

You should see: an *Expense Report Summary* slip with the **Submit to Manager** button; the **Expenses** tab has exactly one line. Click **Submit to Manager**.



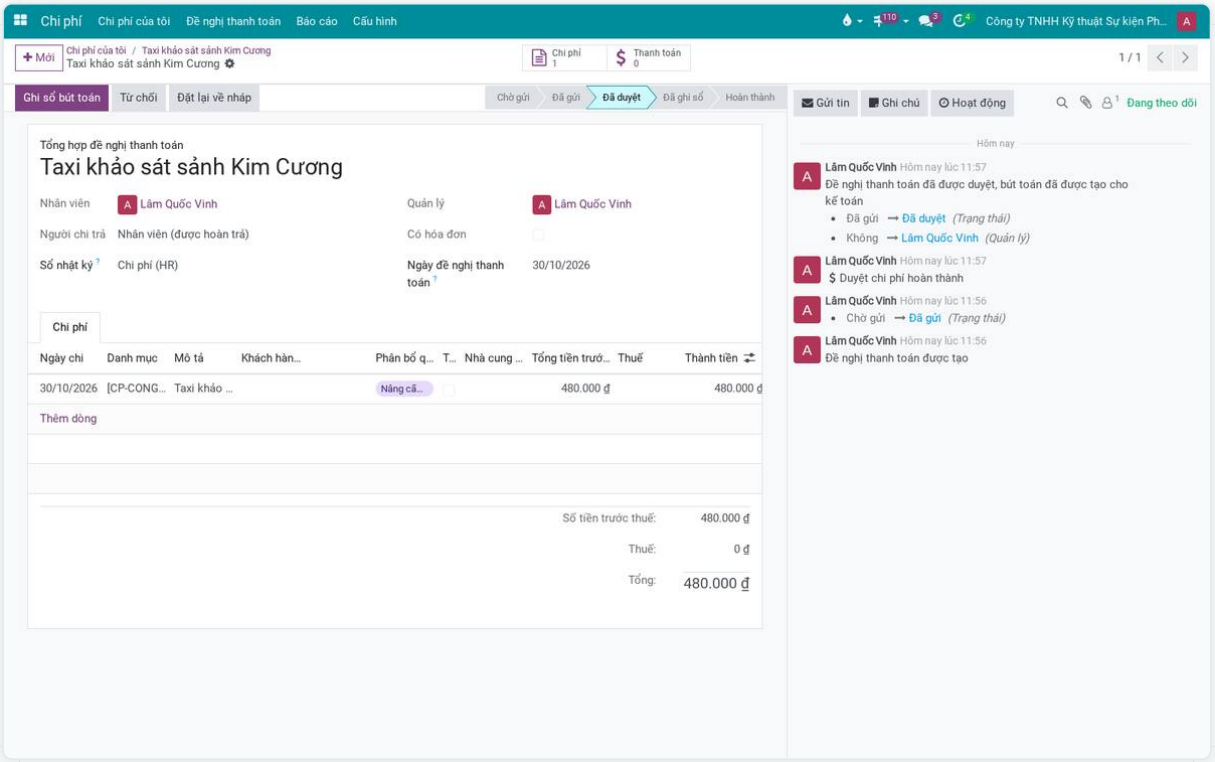
(The screenshot shows the Vietnamese interface.)

You should see: the status *Submitted*; the buttons **Approve**, **Refuse**, **Reset to Draft**. The slip's **Manager** field is still empty; when you click **Approve**, the system fills in the person who clicked.

Step 3 - Approve and post the journal entry

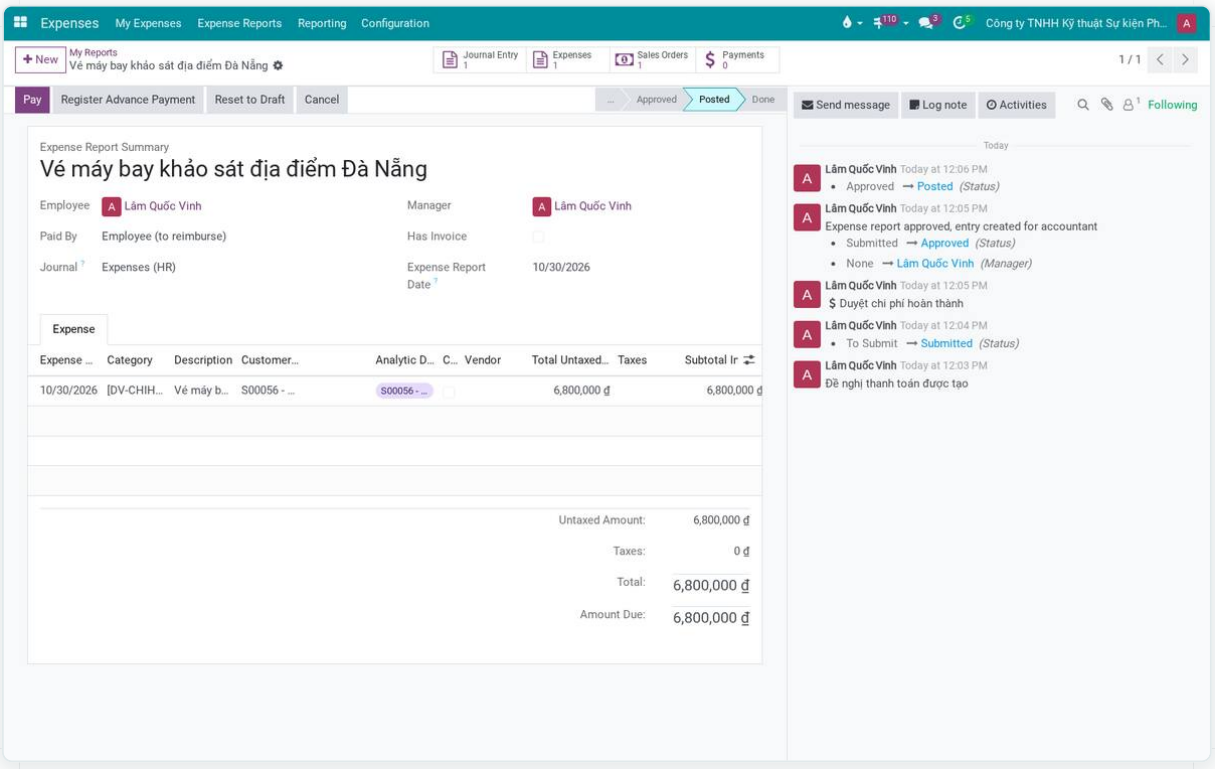
> *Path:* `Expenses > Expense Reports` (open the slip)

Click **Approve**, then click **Post Journal Entries**.



(The screenshot shows the Vietnamese interface.)

You should see (after Approve): the status *Approved*; the **Post Journal Entries** button.



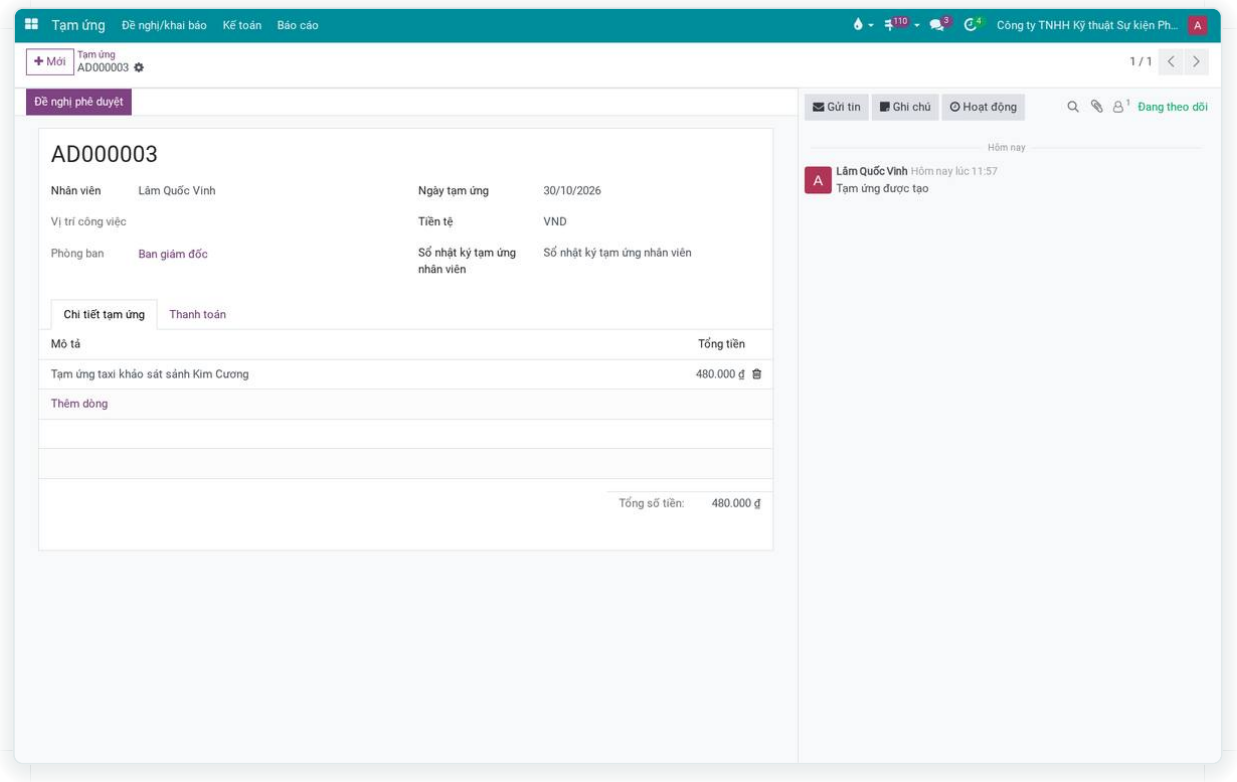
You should see (after posting): the status *Posted*; the **Journal Entry** button (1) appears, and two ways to reimburse: **Pay** and **Register Advance Payment**. Your company will use the second one in step 7. The screenshot shows another posted expense report,

`Vé máy bay khảo sát địa điểm Đà Nẵng` (a flight ticket for a site survey in Da Nang), standing in for the taxi one; the buttons are the same.

Step 4 - Create an advance for the employee

> *Path:* `Employee Advance > Requests/Declarations > Advances` > **New**

Keep **Employee** as *Lâm Quốc Vinh*. On the **Advance Lines** tab click **Add a line**, **Description** `Tạm ứng taxi khảo sát sảnh Kim Cương` (advance for the Kim Cương hall survey taxi), **Amount** `480,000`. Click **Save manually**.



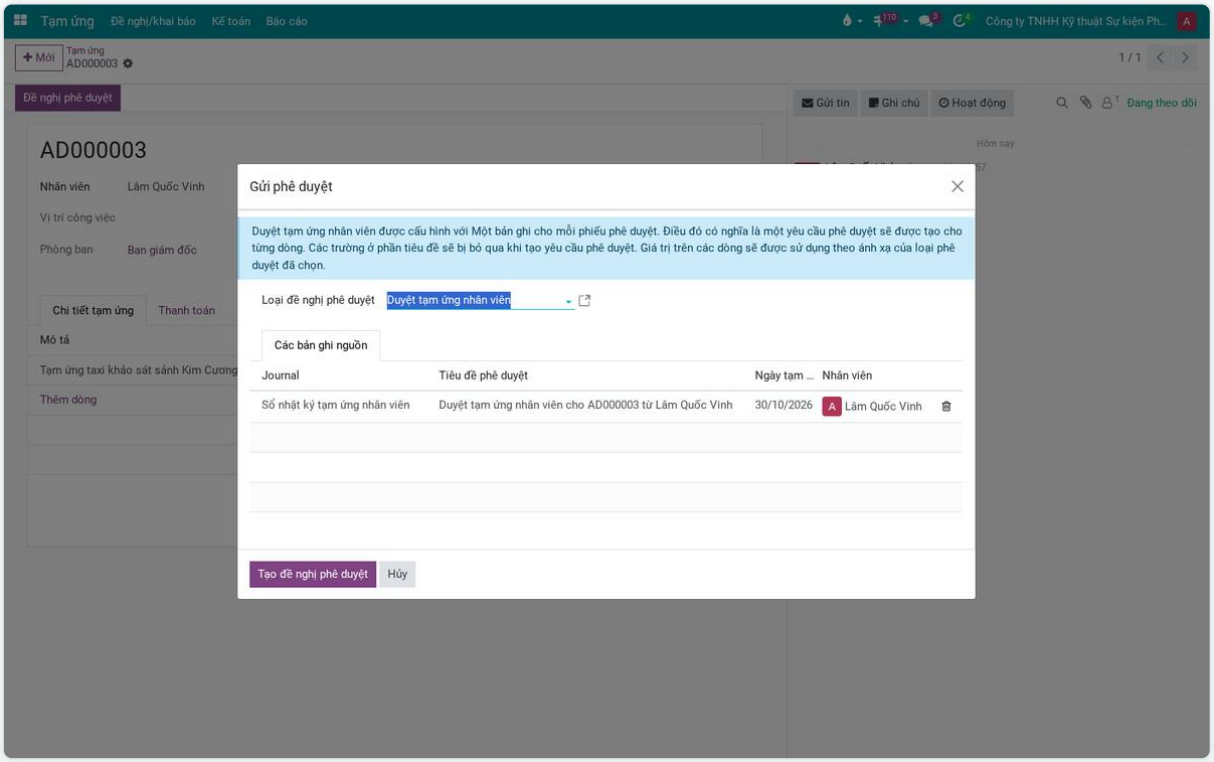
(The screenshot shows the Vietnamese interface.)

You should see: the slip has a reference (for example `AD000003`); **Total Amount** `480,000 VND`; the **Request Approval** button. The advance and the expense are deliberately the same amount, 480,000 VND, so that the lesson can settle exactly this figure.

Step 5 - Send the advance for approval

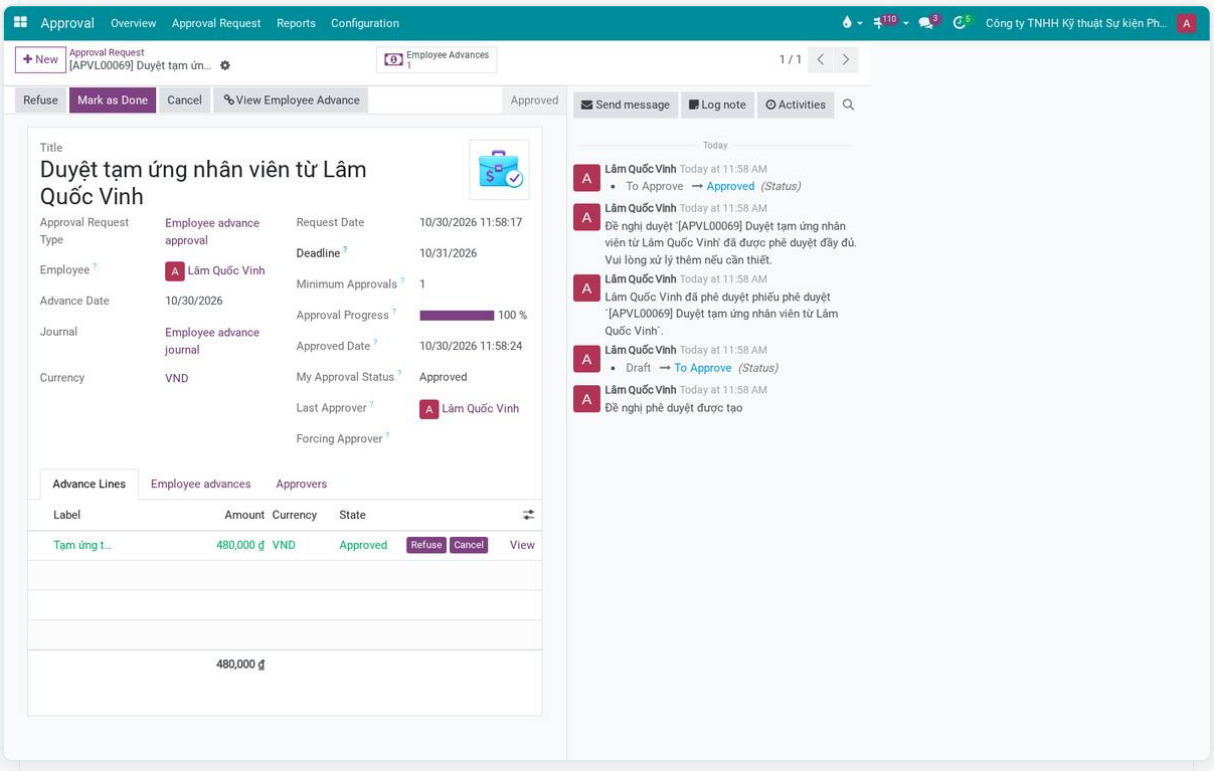
> *Path:* `Employee Advance > Requests/Declarations > Advances` (open the slip) > **Request Approval**

Click **Request Approval**, then **Create Approval Request** in the **Submit for Approval** dialog.



(The screenshot shows the Vietnamese interface.)

You should see: the type *Employee advance approval* and one source line, *Employee advance journal*. The request slip opens in the *Draft* status; click **Submit**, then **Approve** (admin is the approver for advances).

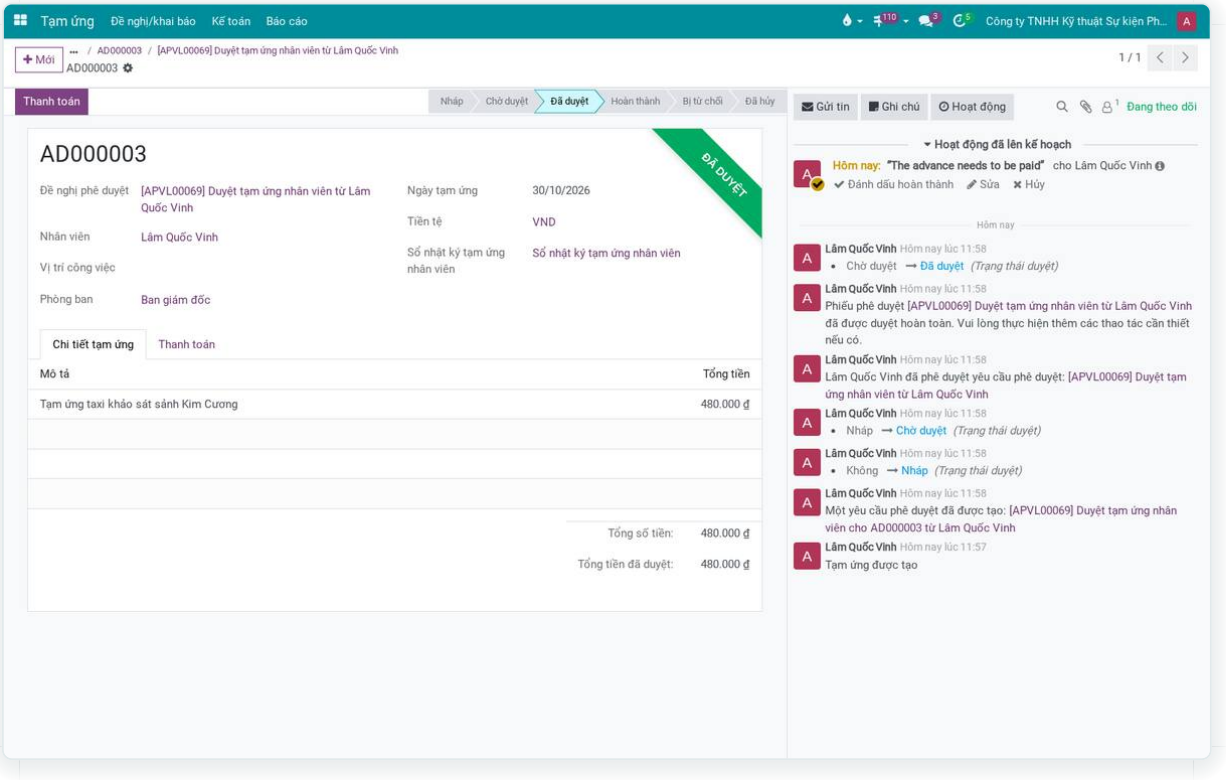


You should see: the status *Approved*, progress 100%, and the advance line *Approved*. The tab is labeled **Advance Lines** and the button **View Employee Advance**.

Step 6 - Pay the advance

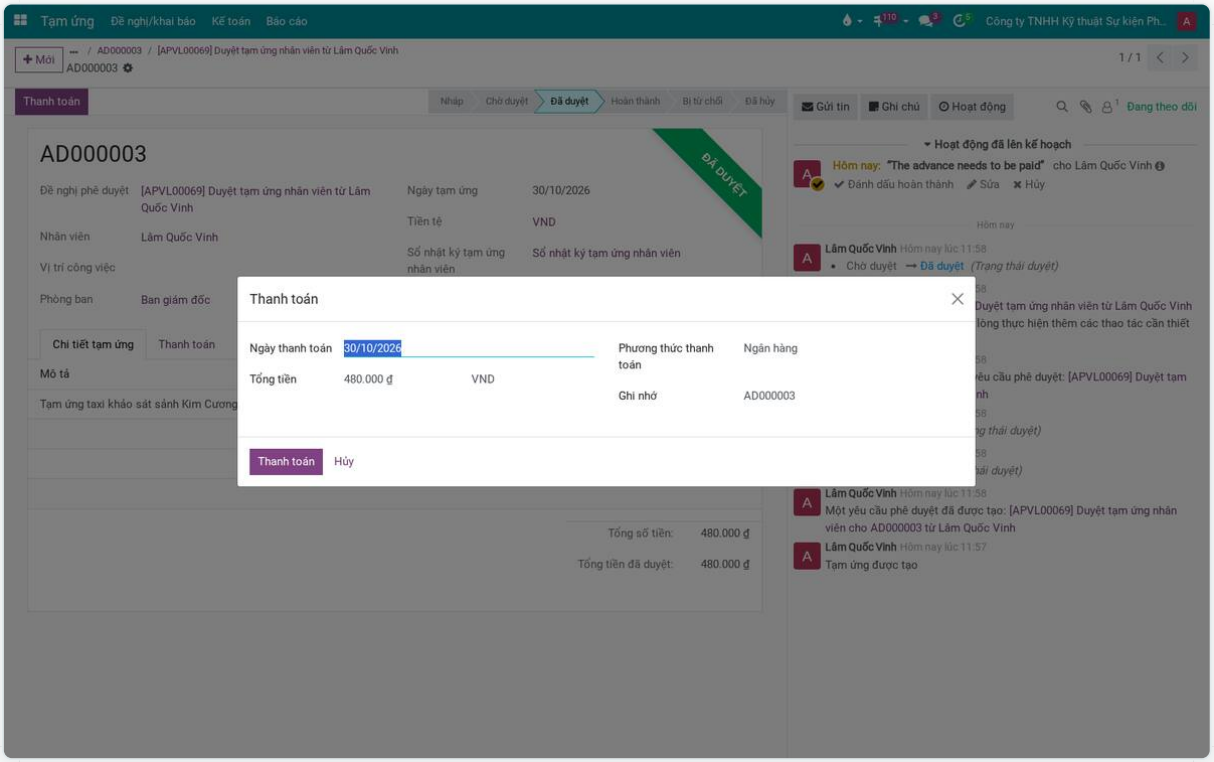
> *Path:* the **Employee Advance** button on the approved request slip, or `Employee Advance > Requests/Declarations > Advances`

Open the approved advance slip.



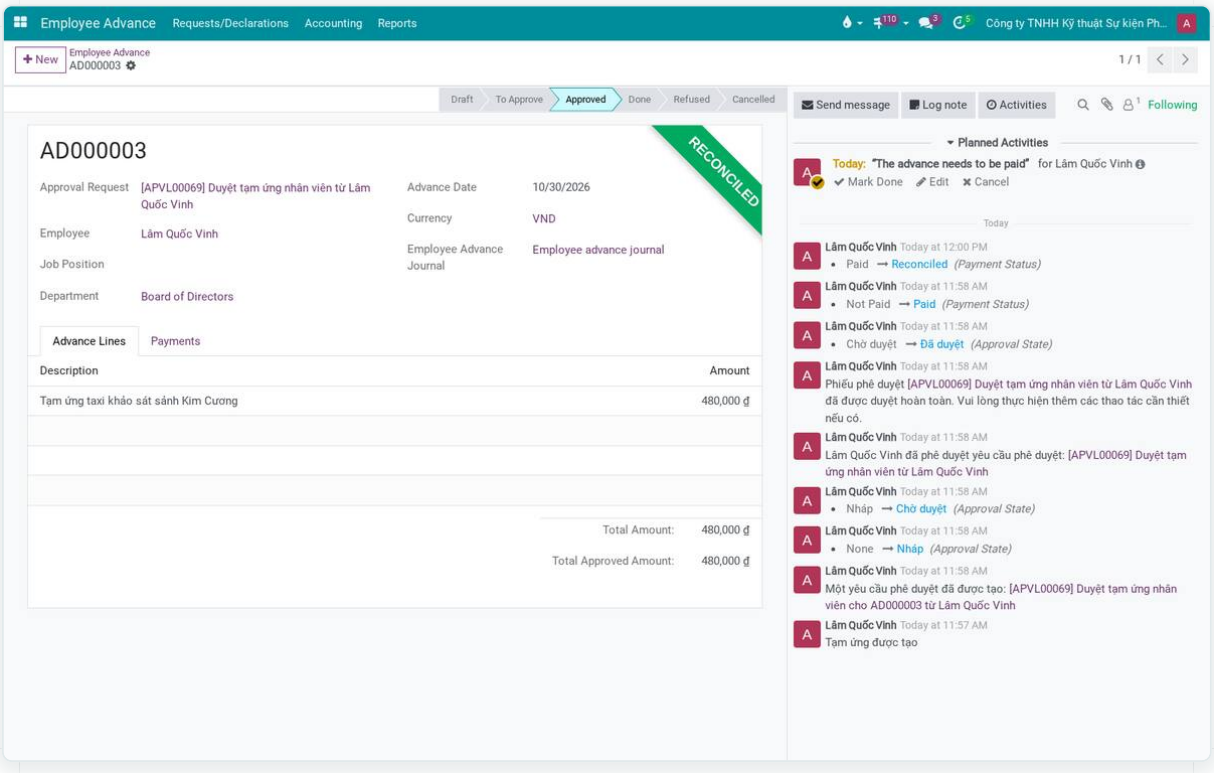
(The screenshot shows the Vietnamese interface.)

You should see: the diagonal ribbon `APPROVED` and the **Pay** button. Click **Pay**.



(The screenshot shows the Vietnamese interface.)

You should see: the **Pay** dialog has **Payment Date** `10/30/2026`, **Amount** `480,000 VND` and **Payment Method** *Bank*. Click **Pay** at the foot of the dialog.



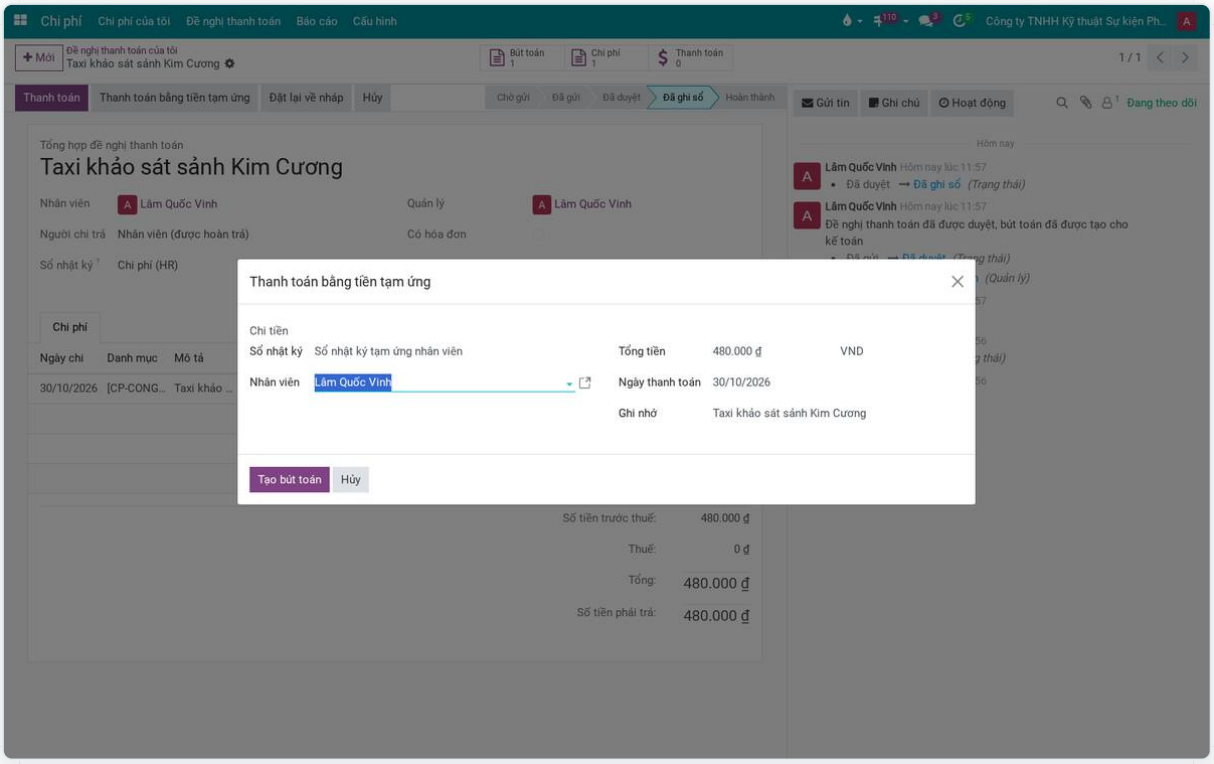
You should see: the ribbon changes to `PAID`; the chatter records *Payment Status: Not Paid → Paid*. The screenshot was taken after the reconciliation step, so its ribbon already reads `RECONCILED` and the chatter also shows *Paid → Reconciled*.

Step 7 - Settle the advance with the expense report

Go back to the expense report `Taxi khảo sát sảnh Kim Cương`.

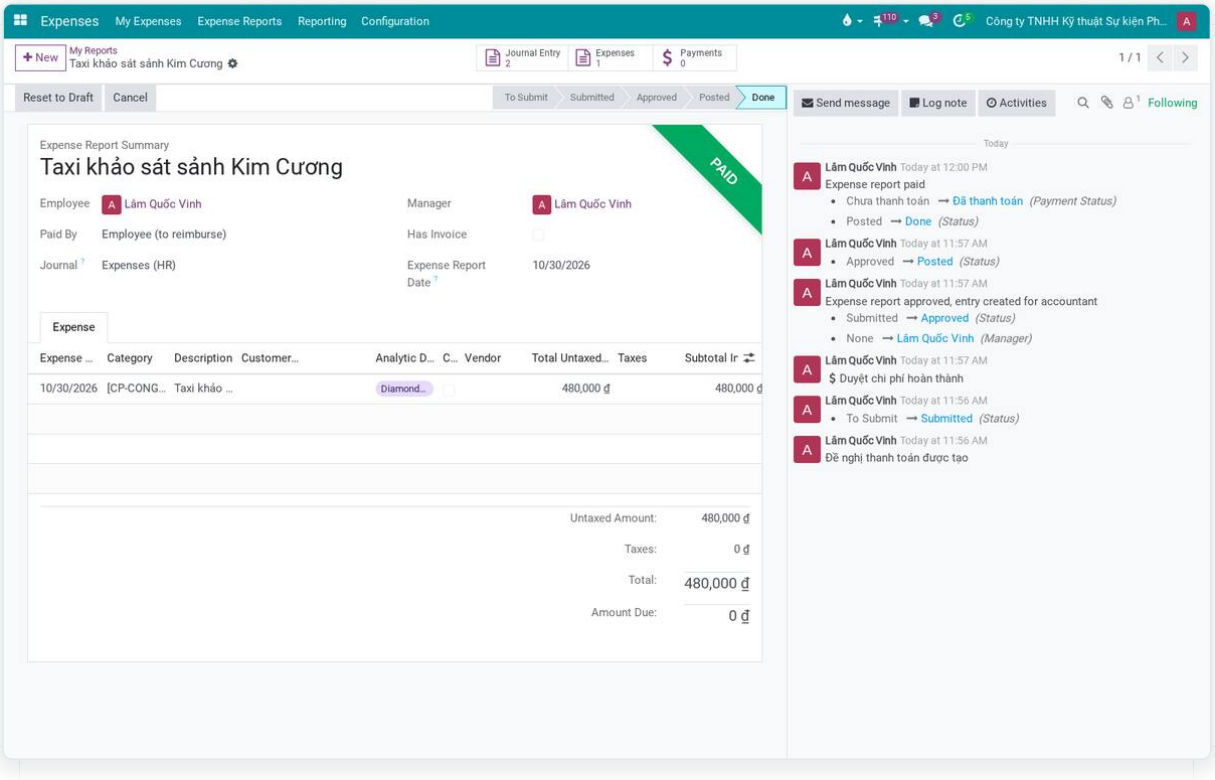
> *Path:* `Expenses > My Expenses > My Reports` (open the slip) > **Register Advance Payment**

Click **Register Advance Payment**.



(The screenshot shows the Vietnamese interface.)

You should see: the dialog has **Journal** *Employee advance journal*, **Employee** *Lâm Quốc Vinh* and **Amount** `480,000 VND`. Click **Create Advance Journal Entries**.

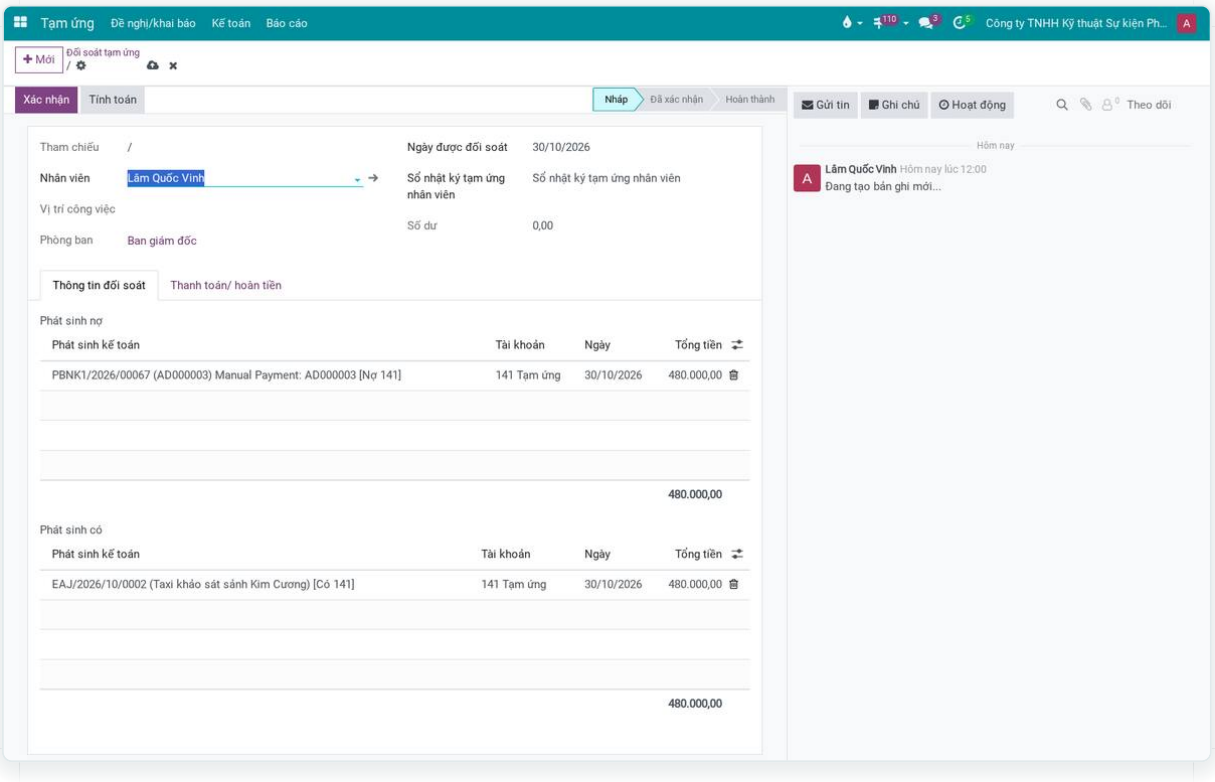


You should see: the slip has the `PAID` ribbon and the **Journal Entry** button shows 2. The expense has been deducted from the advance; but the advance still has to be reconciled in the next step.

Step 8 - Reconcile the advance

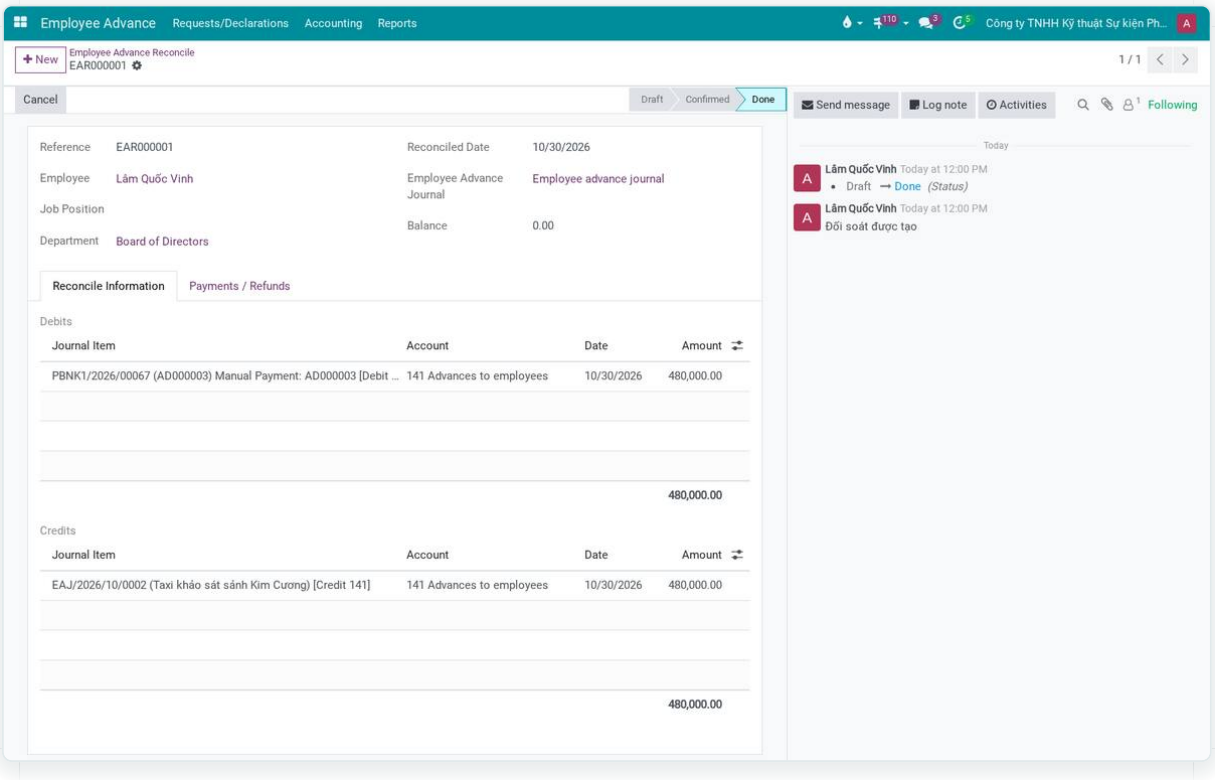
> *Path:* `Employee Advance > Accounting > Employee Advance Reconcile` > **New**

Keep **Employee** *Lâm Quốc Vinh*. The system fills in two tables: **Debits** is the advance payment entry (account `141`) and **Credits** is the entry of the expense (account `141`).



(The screenshot shows the Vietnamese interface.)

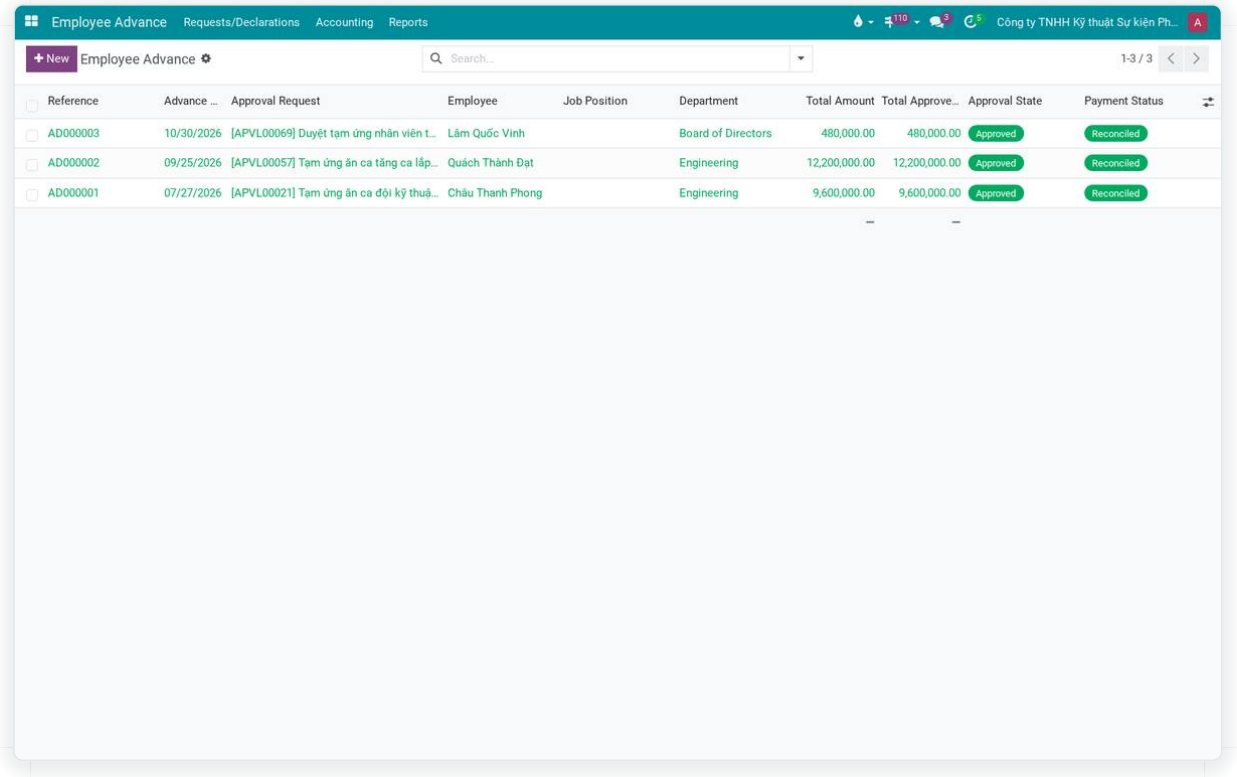
You should see: both tables show `480,000.00`; **Balance** `0.00`; the **Confirm** and **Compute** buttons. Click **Confirm**.



You should see: the slip has a reference (for example `EAR000001`) and the status *Done*. If the Balance is not zero (the advance is larger or smaller than the expense), the remaining difference has to be handled with a refund or an additional payment.

Step 9 - Check the status in the advance list

> *Path:* `Employee Advance > Requests/Declarations > Advances`



You should see: the **Payment Status** column of the advance you just made reads *Reconciled*, like the two advances of DA01 and DA03. This list contains advances only; read the reconciliation status here.

17 OUTSIDE PURCHASES FOR THE PROJECT

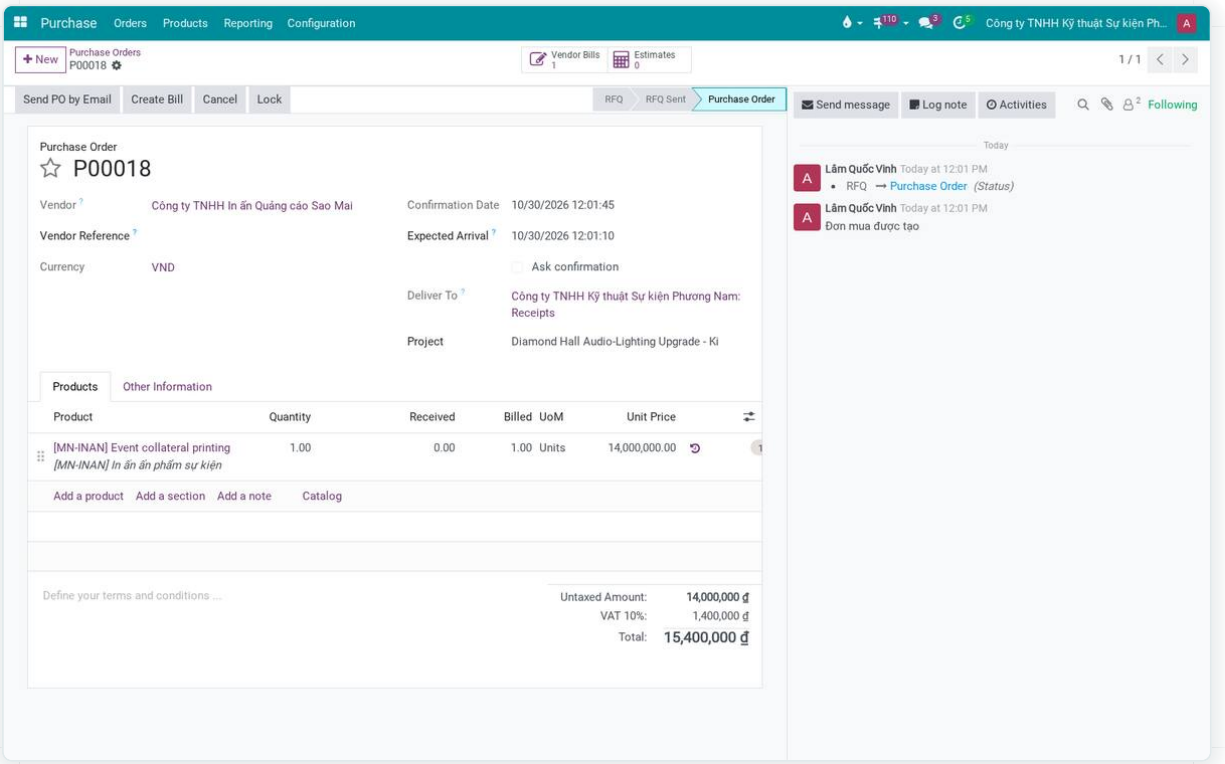
About 15 minutes. By the end of this lesson your company will have created a subcontractor purchase order linked to the project, confirmed it, and received the vendor bill so that the cost reaches the right project.

Step 1 - Create a request for quotation for an outside purchase, linked to the project

> *Path:* `Purchase > Orders > Requests for Quotation` > **New**

Choose **Vendor** `Công ty TNHH In ấn Quảng cáo Sao Mai` (Sao Mai Printing and Advertising Co., Ltd.). In the **Project** field (next to **Deliver To**) choose the project `Diamond Hall Audio-Lighting`

`Upgrade - Kim Ngân`. Click **Add a product**, choose `MN-INAN`, **Unit Price** `14,000,000` `[demo assumption]`. Click **Save manually**.

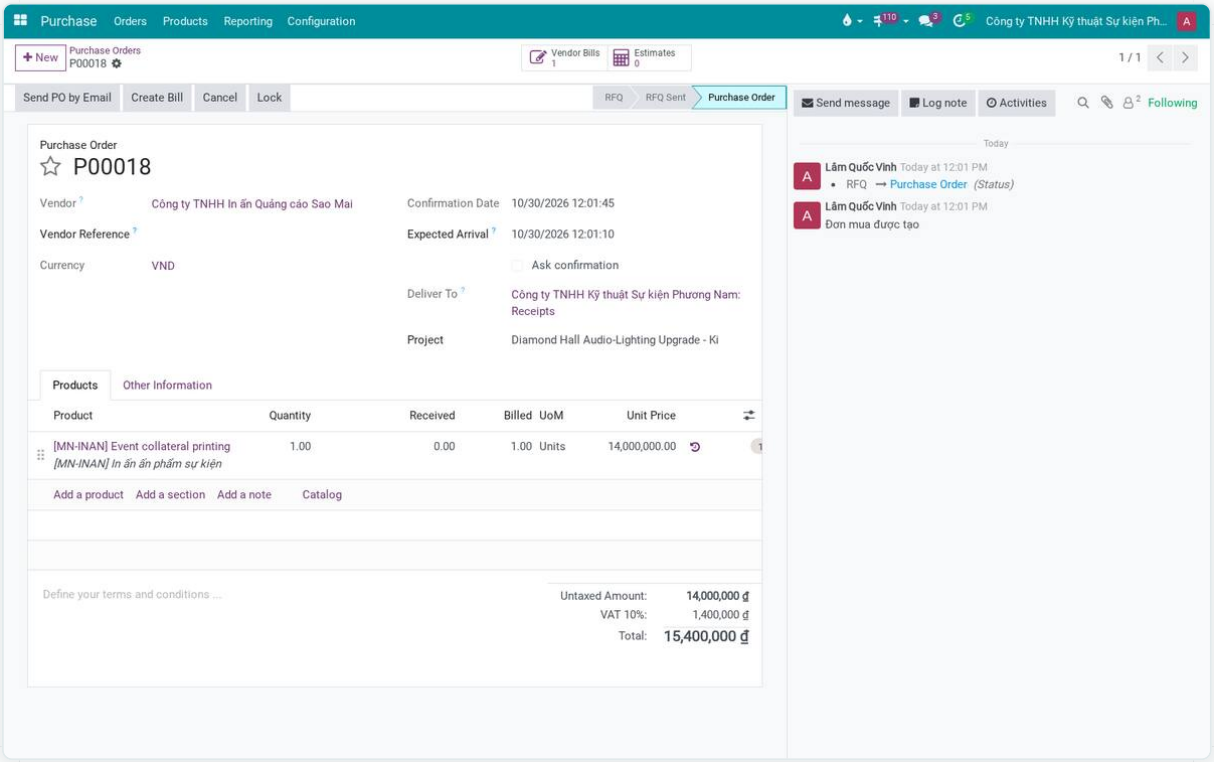


You should see: the order has a number (for example `P00018`; the screenshot shows it later, already confirmed, with the status bar at *Purchase Order*), **Project** is the project you just created, and **Total** is `15,400,000 VND` (10% tax included). The order is below VND 500 million, so it needs no approval; above 500 million the system forces the purchase order to be approved before it can be confirmed.

Step 2 - Confirm the purchase order

> *Path:* `Purchase > Orders > Requests for Quotation` (open the order) > **Confirm Order**

Click **Confirm Order**.

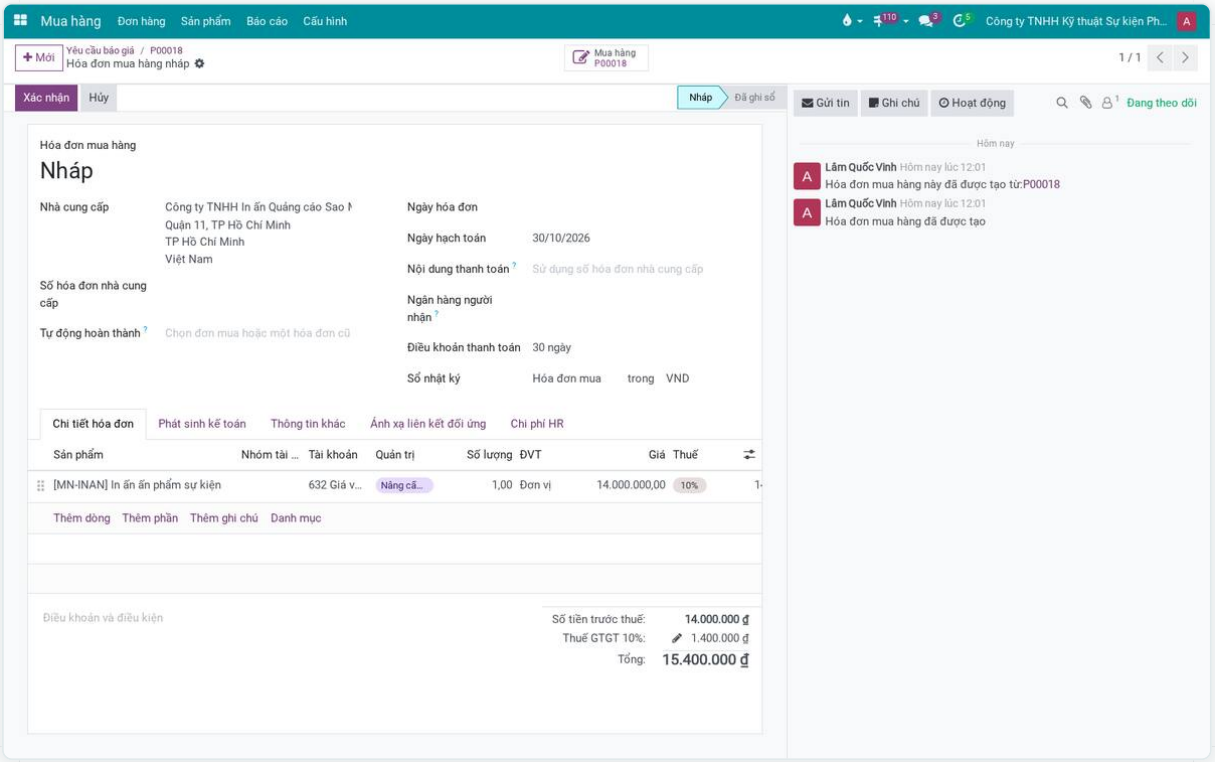


You should see: the status bar moves to *Purchase Order*; the **Create Bill** button appears (the screenshot, taken after the bill was created, also shows a **Vendor Bills** smart button with 1). The purchase order line automatically carries the project's analytic distribution (100%). The cost does not reach the project report until there is a vendor bill.

Step 3 - Create the vendor bill and post it

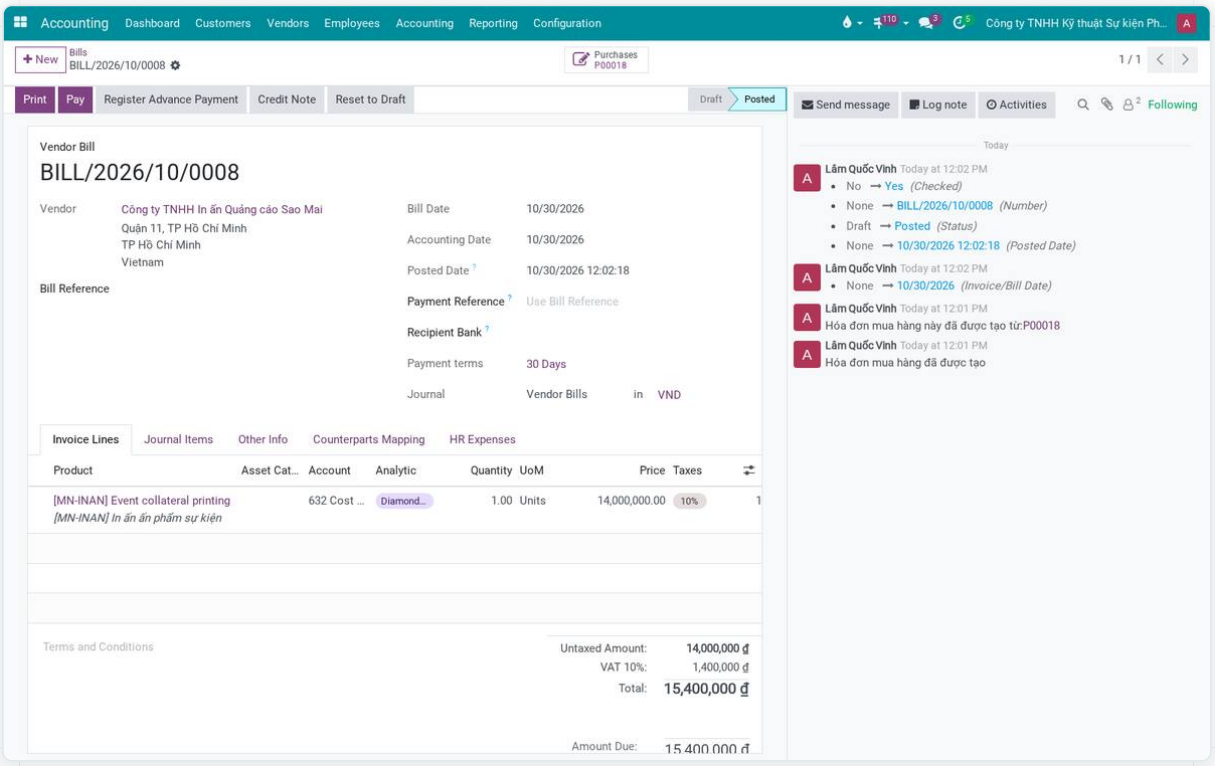
> *Path:* `Purchase > Orders > Requests for Quotation` (open the confirmed purchase order) > **Create Bill**

Click **Create Bill**.



(The screenshot shows the Vietnamese interface.)

You should see: a *Draft* bill whose product line carries the project's **Analytic** tag. If you click **Confirm** straight away, the system says *The Bill/Refund date is required to validate this document.*; enter **Invoice Date** `10/30/2026` and click **Confirm**.



You should see: the bill has a number (for example `BILL/2026/10/0008`), the status *Posted*, and the buttons **Pay**, **Register Advance Payment**, **Credit Note**. From the moment the bill is posted, the

amount of 14,000,000 VND appears in the *Printing* category of the budget and on the **Purchase Order** line of the Profitability table (next lesson).

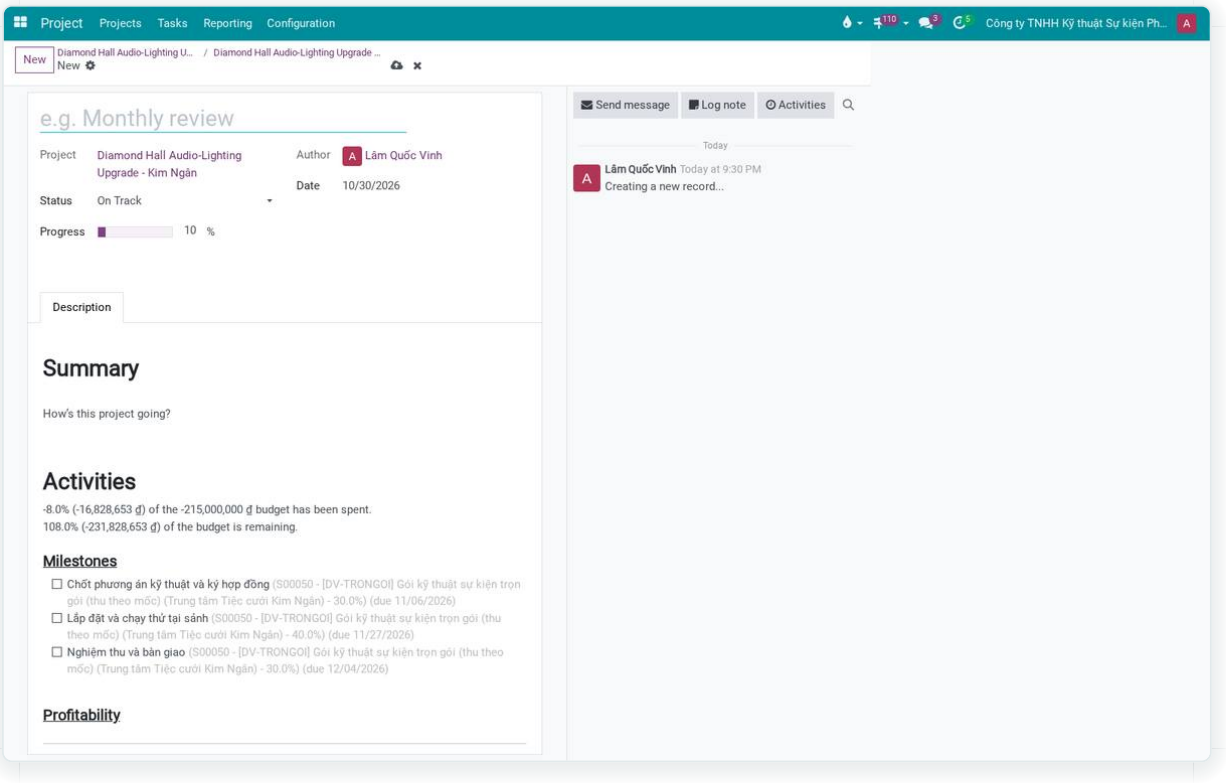
18 PROJECT STATUS UPDATES, TASK POINTS AND PROGRESS

About 25 minutes. By the end of this lesson your company will have created a status update, read the project's interim profitability table once hours, expenses and outside purchases have come in, and tracked task progress with points.

Step 1 - Open the project dashboard and create a status update

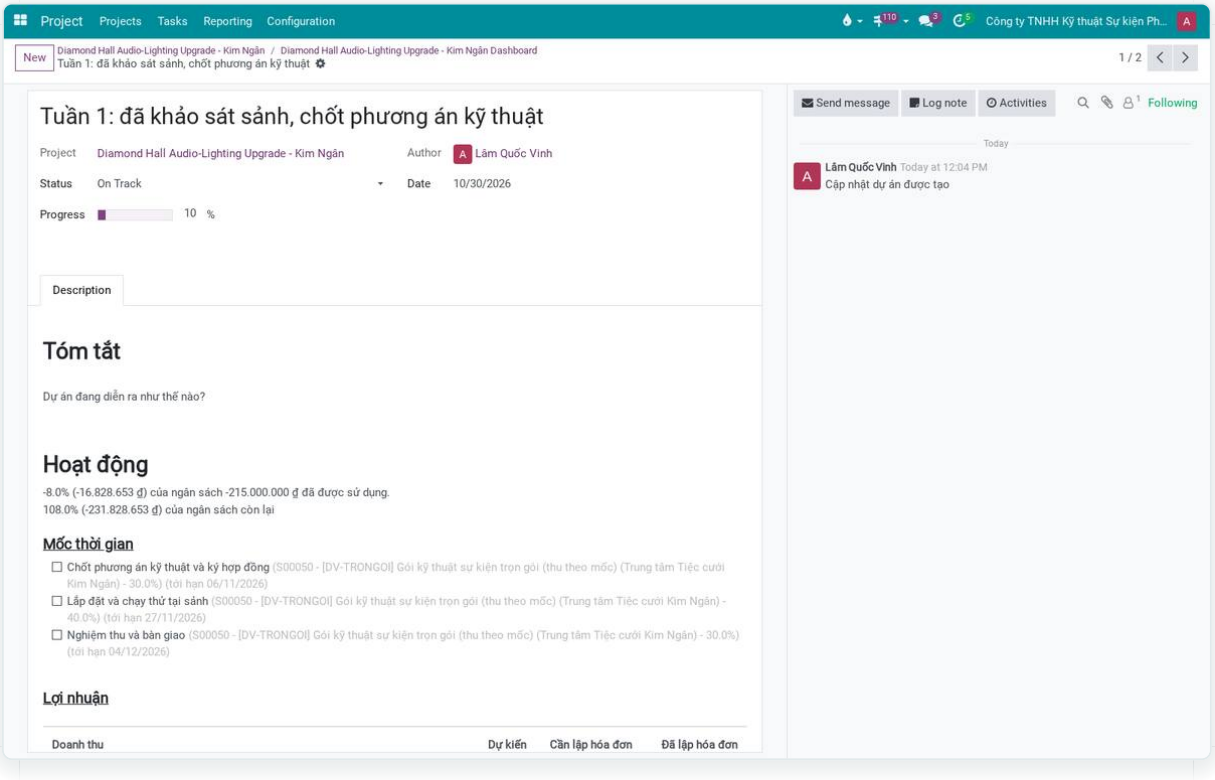
> *Path:* `Project > Projects` (open the project form) > **Dashboard** button, click **New**

Set the title `Tuần 1: đã khảo sát sảnh, chốt phương án kỹ thuật` (Week 1: hall surveyed, technical plan agreed). Leave **Status** as `On Track`. In **Progress** enter `10`. Click **Save manually** once (clicking twice creates two duplicates).



You should see: the content below is already there, filled in by the system from real figures: `-8.0% (-16,828,653 VND) of the -215,000,000 VND budget has been spent`, the list of the three milestones and the **Profitability** table.

On the update, the budget percentages (`-8.0%` used, `108.0%` left) are not usable because plan and actual are both negative; read the amount **-16,828,653 VND** instead.

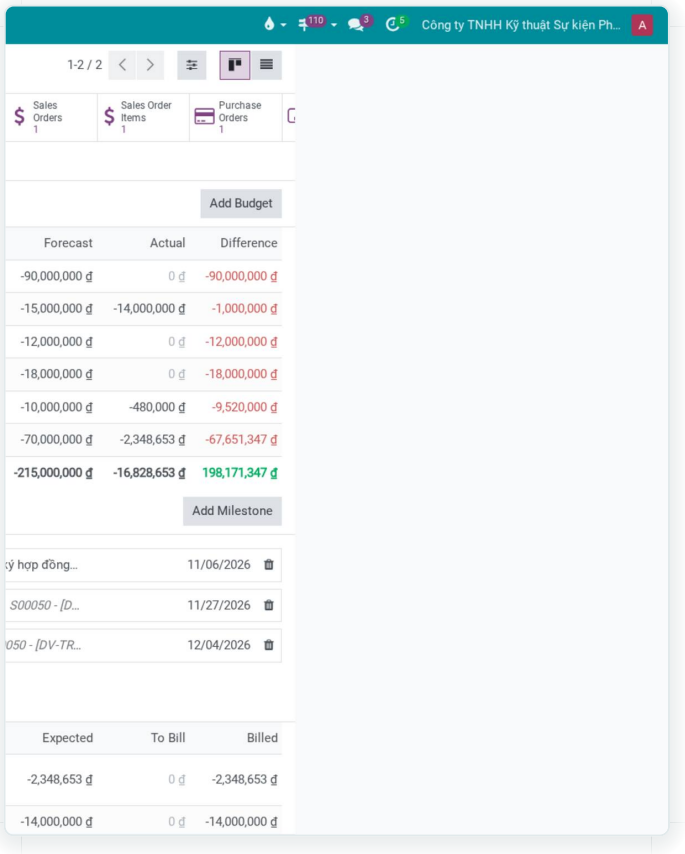


You should see: the title at the top of the page, **Progress** `10 %`, and the pager `1 / 2` in the right corner (a second update was created while testing). On the demo record the body of the update is stored in Vietnamese. An update is a **snapshot taken at the time you create it**: if the hours change later, the old update does not.

Step 2 - Read the update together with the budget, milestones and profitability

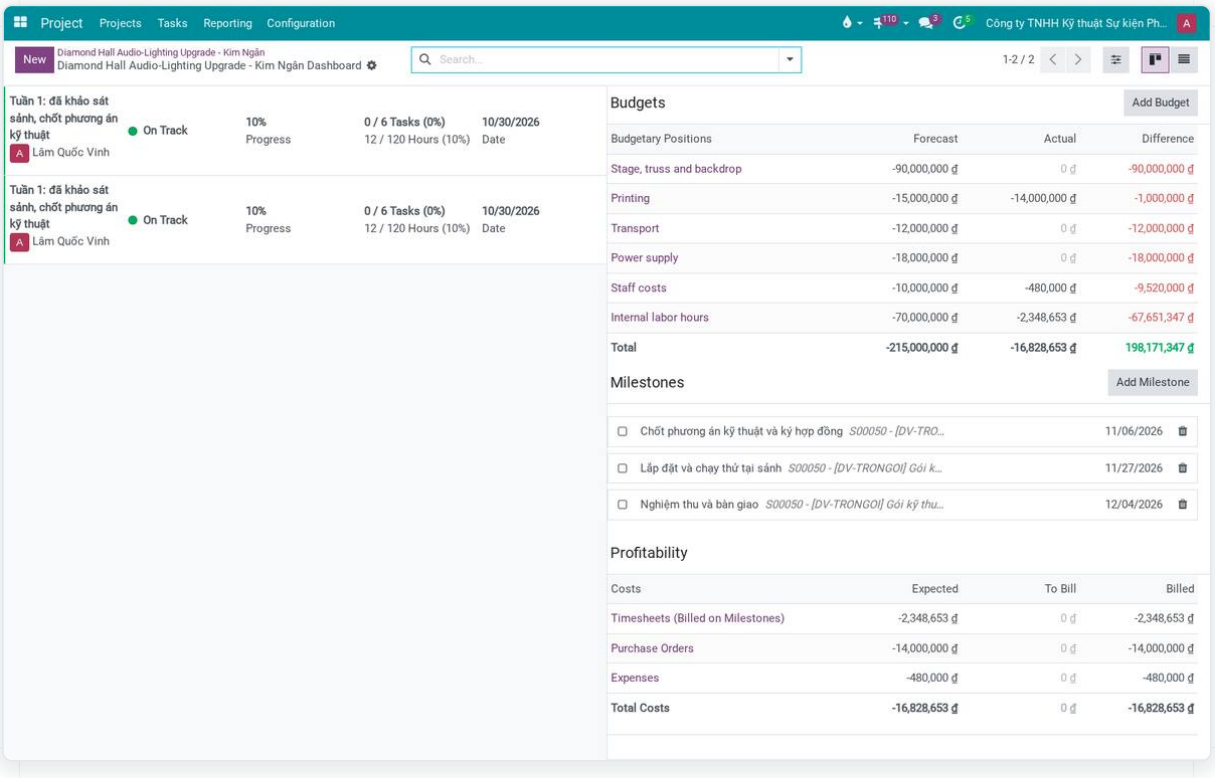
> *Path:* `Project > Projects` (open the project form) > **Dashboard** button

Click the **Dashboard ...** breadcrumb at the top of the page to go back.



You should see: the **Timesheets** button reads `12/120 Hours (10%)` ; the **Purchase Order** button (1) and the **Vendor Bills** button (2: the vendor bill and the journal entry of the employee expense, because both carry the project's analytic distribution). The left half of the page (not in the screenshot) is the list of status updates.

Scroll down to see the **Profitability** table.

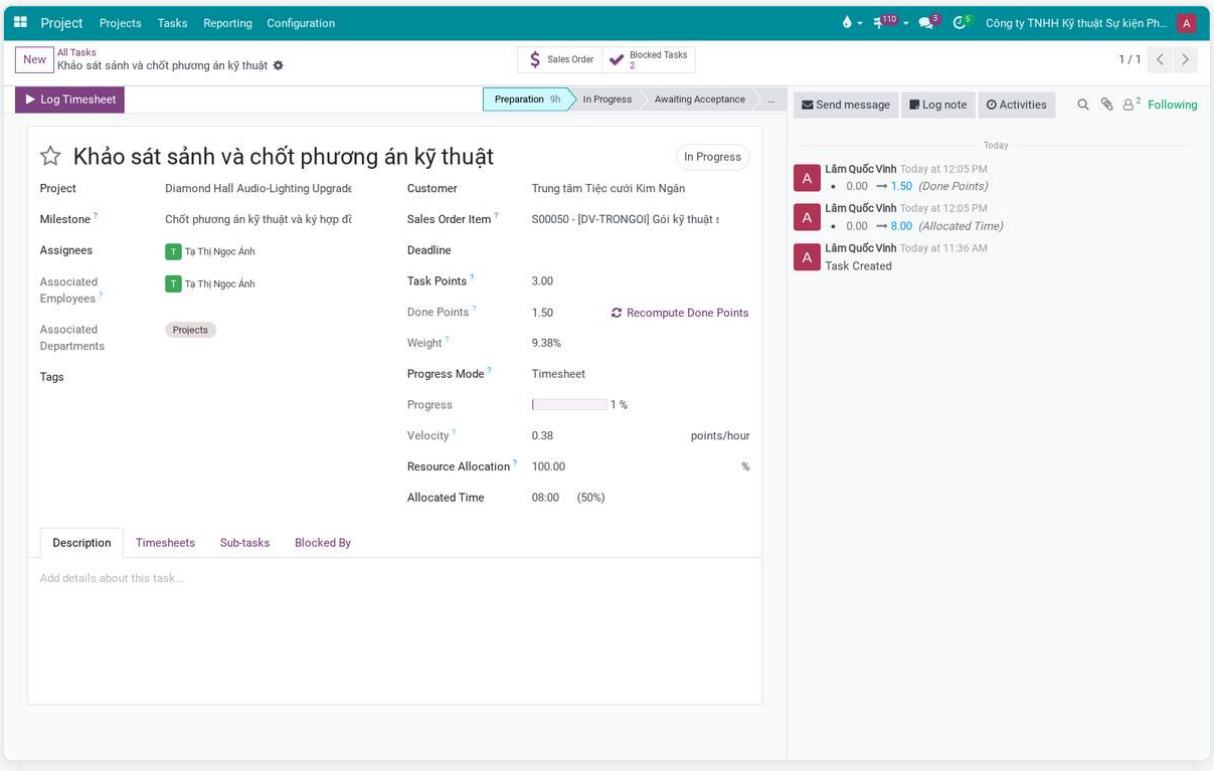


You should see: the cost lines **Timesheets (Billed on Milestones)** `-2,348,653 VND`, **Purchase Order** `-14,000,000 VND`, **Expenses** `-480,000 VND`, **Total Costs** `-16,828,653 VND`. There is no revenue yet because no milestone has been marked as reached; once you mark milestones and invoice by milestone (the part on invoices, receivables and project profit and loss Part VII. Invoicing, receivables and project profit and loss), revenue will enter this table.

Step 3 - Set allocated hours on a task and read the done points

> *Path:* `Project > Projects` (click the project card) > open the task `Khảo sát sảnh và chốt phương án kỹ thuật` (Hall survey and technical plan sign-off)

This task already has 4 hours logged. In the **Allocated Time** field enter `8:00` `[demo assumption]`, click **Save manually**, then click **Recompute Done Points** and **OK** in the confirmation dialog.



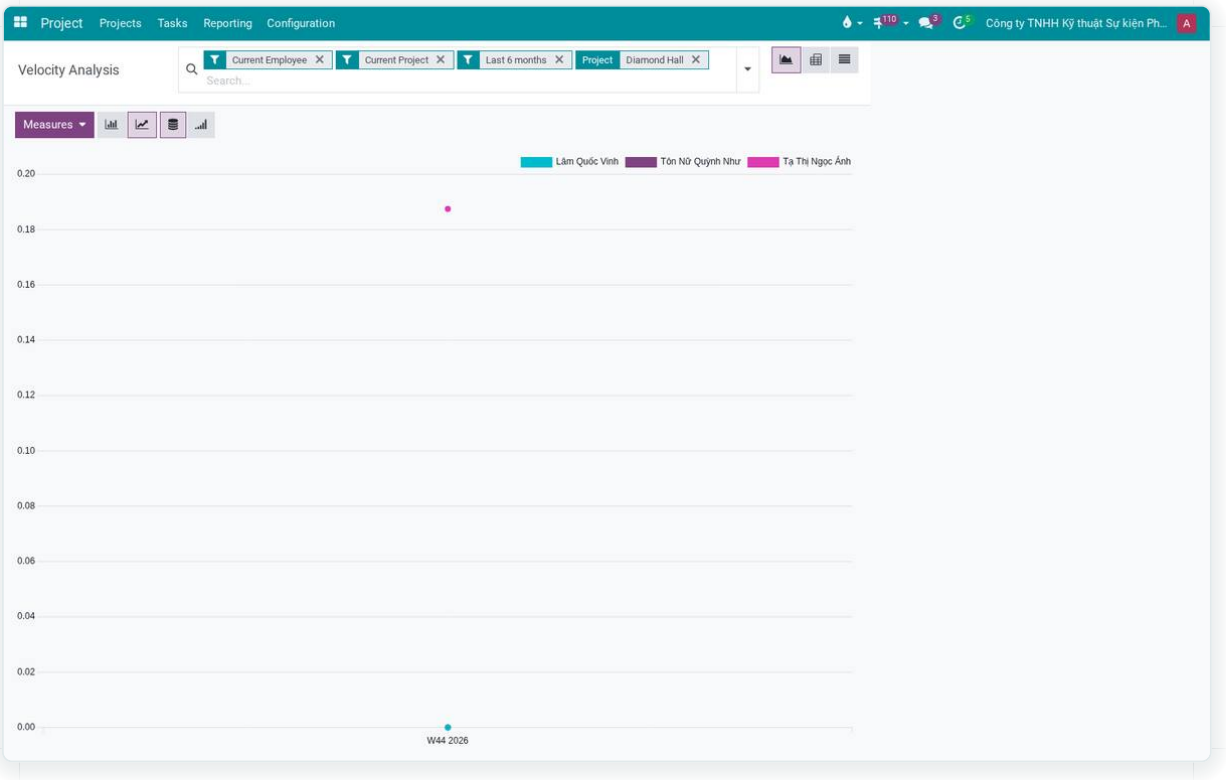
You should see: Done Points `1.50` (3 points x 50%), **Allocated Time** `08:00 (50%)`, **Velocity** `0.38 points/hour`. The **Progress** field shows `1 %` although the real figure is 50% (a display bug in the scale); read the `(50%)` next to **Allocated Time**.

Note: entering **Allocated Time** makes the system recompute the task's **planned end date** from the number of hours. If you have already scheduled on the Gantt chart, open the Gantt chart after entering the hours and check the dates, or enter the hours first and drag the bar afterwards.

Step 4 - Look at completion velocity

> *Path:* `Project > Reporting > Velocity Analysis`

Type `Diamond Hall` into the search box and choose the line **Search Project for: ...**.



You should see: a weekly chart (`W44 2026`) with one dot per employee who logged hours; the filters *Current Employee*, *Current Project* and *Last 6 months* are switched on by default. Velocity only means something once tasks have done points.

19 REPORTS FOR PROJECT PLANNING AND EXECUTION

About 10 minutes. This lesson is read-only. Thirteen reports or report screens serve this part; each row says which question it answers and where to open it.

Report	Question it answers
Project dashboard (the **Dashboard** button on the project form)	Is the project on schedule, how much of the budget is used, which milestones are reached, and what is the interim profit or loss
`Project > Reporting > Tasks Analysis`	Which tasks are late, who is carrying the most work, how tasks are spread across stages

Report	Question it answers
`Project > Reporting > Velocity Analysis`	How many task points each person completes per hour
`Timesheets > Reporting > Timesheets > By Project`	How many hours each project has logged
`Timesheets > Reporting > Timesheets > By Task`	How many hours each task has consumed
`Timesheets > Reporting > Timesheets > By Employee`	Who logged how many hours, on which project
`Timesheets > Reporting > Timesheets > By Billing Type`	Which hours are billed to the customer and which are internal
`Timesheets > Reporting > Timesheets > By Department`	Which department uses the most hours
`Expenses > Reporting > Expenses Analysis`	Employee expenses by category, by person and by approval status
`Budgets > Budgets Analysis`	For every project in planning, the planned and actual amount of each budget category
`Purchase > Reporting > Purchase`	How much has been bought from outside, and from which vendor
`Employee Advance > Reports`	Which advances have not been reconciled
`Approval > Reports > Overview`	Which approval requests are waiting, and waiting for whom

The full catalog of reports for the whole system is in the part on reference and appendices the Reference and appendices.

20 SELF-GUIDED EXERCISE: KIM NGÂN'S SECOND PROJECT

About 45 minutes. Run one complete cycle on a second small project for the same customer Kim Ngân, or for another customer. The exercise has no step-by-step screenshots; each item says where to check your own work.

1. **Quotation and milestones (10 minutes).** Create a `DV-TRONGOI` quotation at a unit price of `180,000,000` `[assumption]` for the customer `Trung tâm Tiệc cưới Kim Ngân`, confirm it, rename the project, and split it into two milestones of 50% and 50%. *Self-check:* in the milestone list the percentages add up to exactly 100%; the **Tasks** button on the order shows 0 / 0.
2. **Tasks and dependencies (10 minutes).** Create three tasks, with task 3 blocked by tasks 1 and 2. *Self-check:* open task 3, and the **Blocked By** tab lists both tasks; try declaring task 1 as blocked by task 3 and read the error message.

3. **Gantt and overlap (5 minutes).** Assign the first two tasks to the same person and schedule them on the same day on the Gantt chart. *Self-check:* both rows have a red triangle; hovering shows the name of the overlapping task. Change one task to another person and the red triangle on that row disappears.
4. **Budget (10 minutes).** Set a two-category budget, *Printing* `-5,000,000` and *Internal labor hours* `-20,000,000`, with the Planned Date starting today, and confirm it. Log 3 hours on the project. *Self-check:* on the project **Dashboard**, *Internal labor hours* has an actual equal to 3 hours x the employee's hourly cost (a negative number), and a negative difference means under budget.
5. **Expenses and advance (10 minutes).** Create an expense of `300,000` distributed to the project, send it for approval and post it; create an advance of exactly `300,000`, approve it, pay it, then **Register Advance Payment** and reconcile. *Self-check:* the reconcile slip has a Balance of `0.00`; the advance shows *Reconciled* in the list.

At the end of the exercise, try three things to see that the system **only warns and does not block**: (a) drag two tasks of the same person onto the same day and save; (b) log more hours than the project's planned hours; (c) make an outside purchase larger than the category plan. All three succeed, and are reflected only in the report figures.

PART IV. EQUIPMENT RENTAL

This part answers one question: **where is your company's equipment, who is holding it, how much does it earn in rent, and what happens when a customer returns it late or damages it.** It is written for the equipment storekeeper (handing out, taking back and swapping units), sales staff (quotations and rental contracts), accountants (rental invoices) and the director (how well the rental business performs).

Công ty Phương Nam (Phương Nam Company) has 12 audio, lighting and display equipment codes, and each unit is its own **serial number** of the form `PN-<code>-NNN` (for example `PN-LA12-007`). Units sit in two warehouse locations: **WH/Tồn kho** (WH/Stock in English; units ready to go) and **Cho thuê** (Rental in English; units out with customers). These two location names are stored in Vietnamese and appear that way on screen. Each rental contract is one **rental order**; a customer renting for a few days gets one order per contract, and a customer renting long term gets one renewal order per month.

The lessons in this part follow this order: read the configuration, run a rental contract from quotation to invoice, look at the reports, then a self-guided exercise. The lessons **Weekly equipment rental** and **Taking equipment back, late fees and the invoice** use two different customers (Công ty TNHH Sự kiện Cánh Diều and Công ty TNHH Giải trí Ngân Hà) so that the two lessons do not step on each other. The document numbers your company creates will differ from the numbers in the screenshots (for example, in the screenshots: S00052, S00051). Dates and numbers follow the system's English display: dates as MM/DD/YYYY (for example 10/31/2026 is 31 October 2026) and amounts as 1,234,567.89.

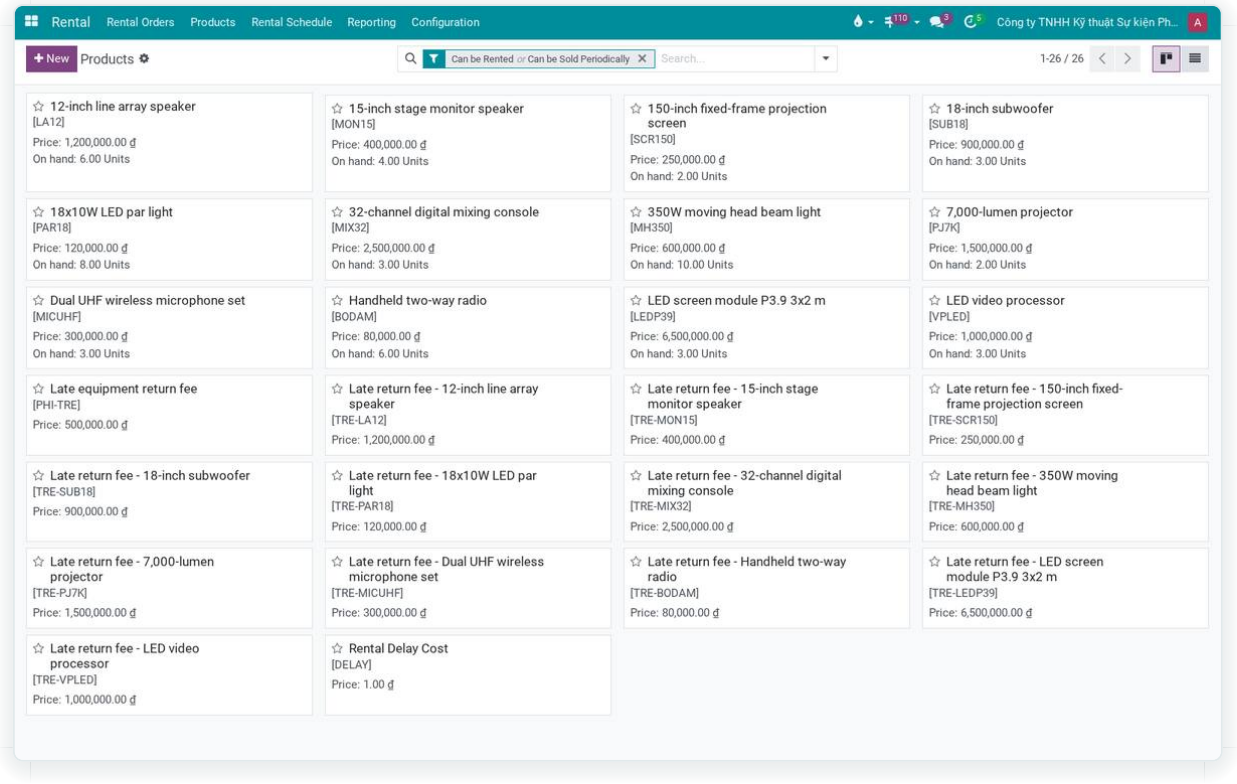
21 READ THE RENTAL CONFIGURATION

About 15 minutes. By the end of this lesson your company will know how a piece of equipment is set up for rental: the price per period, the weekly and monthly discounts, the late-return fee, the lateness threshold, and how the system separates equipment at a customer from equipment in the warehouse. The lesson is read-only; nothing is edited.

Step 1 - Open the list of rental equipment

Open the **Rental** menu, go to **Products**, and choose **Products**.

> *Path:* `Rental > Products > Products`

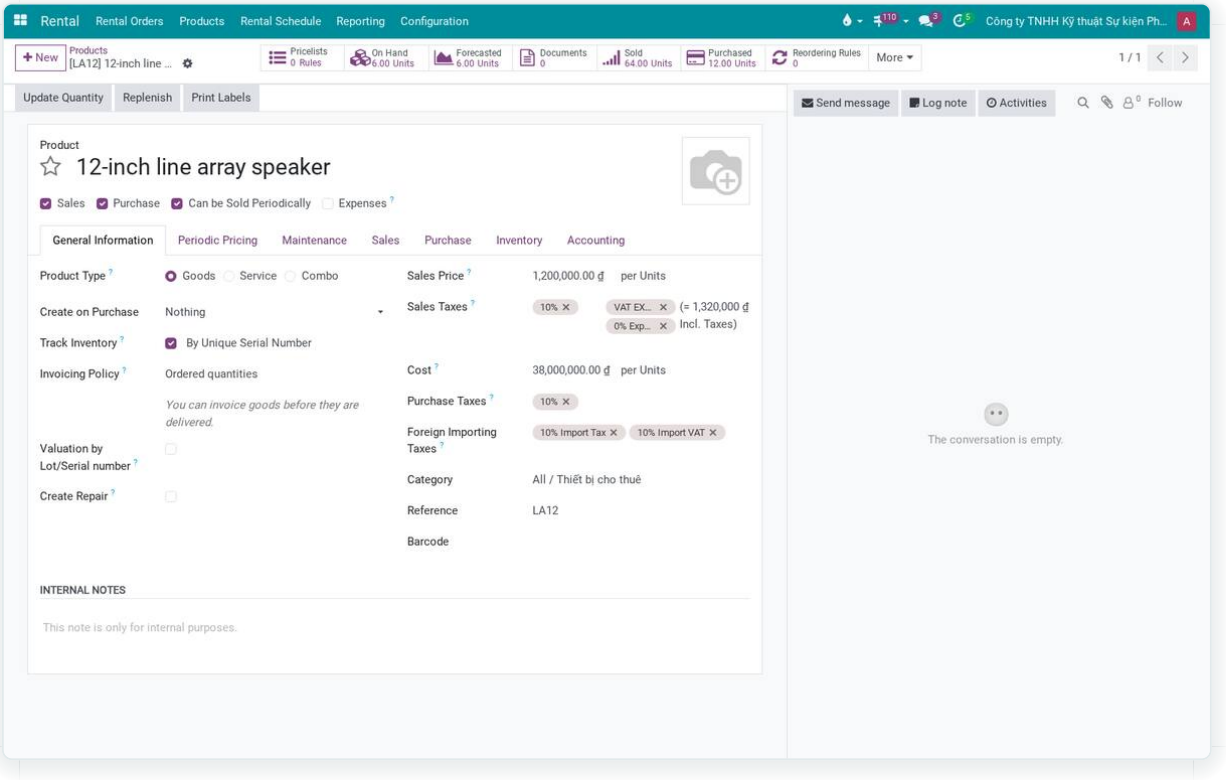


You should see: one card per piece of equipment, with its name, the code in square brackets (for example `[LA12]`), the daily rental **Price** and the **On Hand** quantity. The filter switched on is *Can be Rented or Can be Sold Periodically*. Besides the 12 pieces of equipment there are the services **Late return fee -** , one service per equipment (for example `[TRE-LA12]`), priced at the daily rental price of that equipment.

Step 2 - Open a piece of equipment and see how serial numbers are tracked

Click the card **12-inch line array speaker**. On the **General Information** tab look at the **Track Inventory** field.

> *Path:* `Rental > Products > Products > 12-inch line array speaker > General Information`

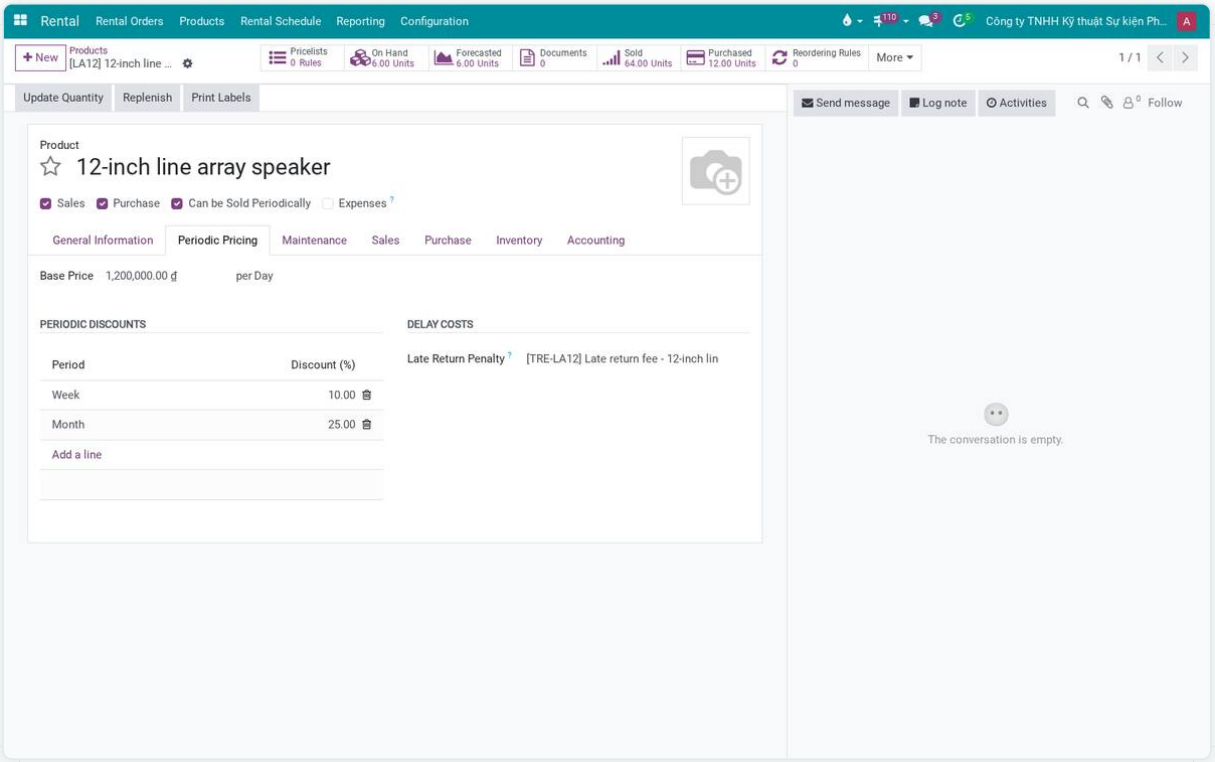


You should see: the **Can be Sold Periodically** box is ticked (this is the box that allows period pricing), **Track Inventory** is **By Unique Serial Number**, and **Category** is *All / Thiết bị cho thuê* (Rental equipment). This means the 12 speakers are 12 separate serial numbers, and the system knows where each one is.

Step 3 - Read the period price list and the late-return fee

Click the **Periodic Pricing** tab.

> *Path:* `Rental > Products > Products > 12-inch line array speaker > Periodic Pricing`

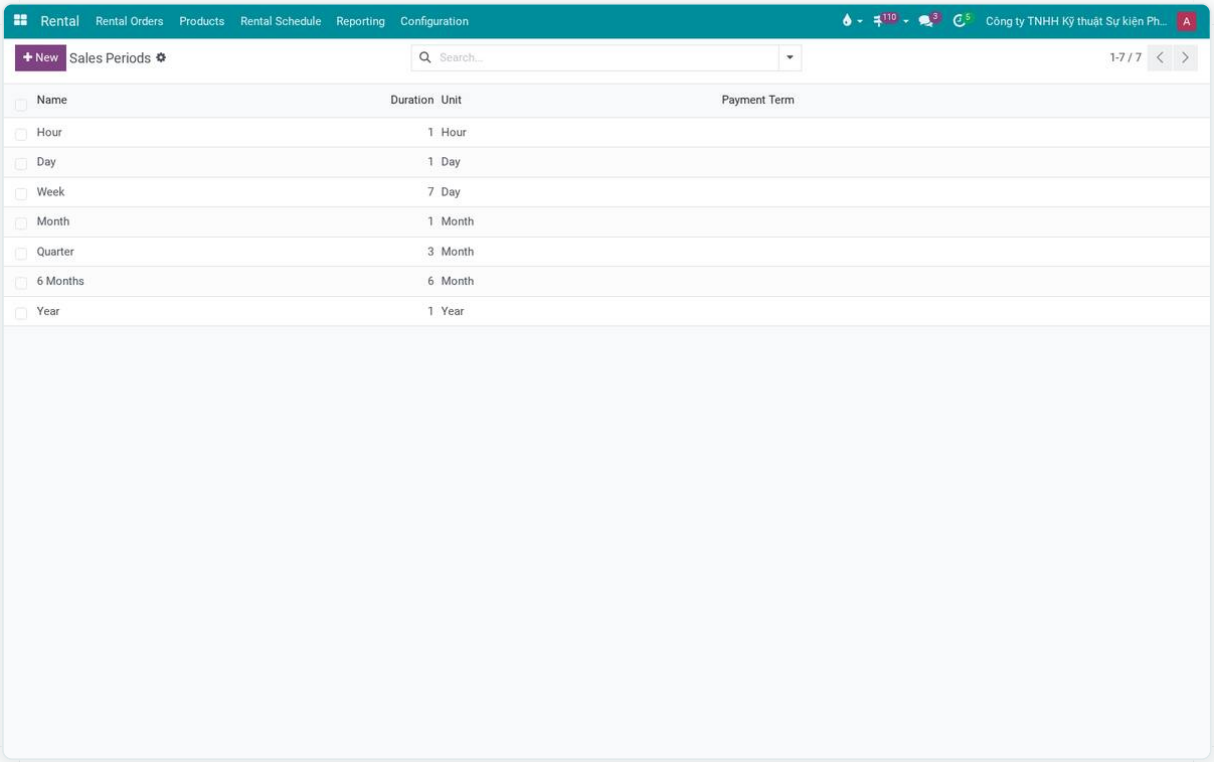


You should see: Base Price `1,200,000.00 VND per Day` ; the **Periodic Discounts** table has two lines, **Week** 10.00 and **Month** 25.00 (the unit is percent); the **Delay Costs** section has a **Late Return Penalty** field pointing to `[TRE-LA12] Late return fee - 12-inch line array speaker`. Every other piece of equipment is set up the same way: its own daily price, a 10% weekly discount and a 25% monthly discount.

Step 4 - Look at the periods that can be priced

Open **Configuration** and choose **Recurrence**.

> *Path:* `Rental > Configuration > Recurrence`

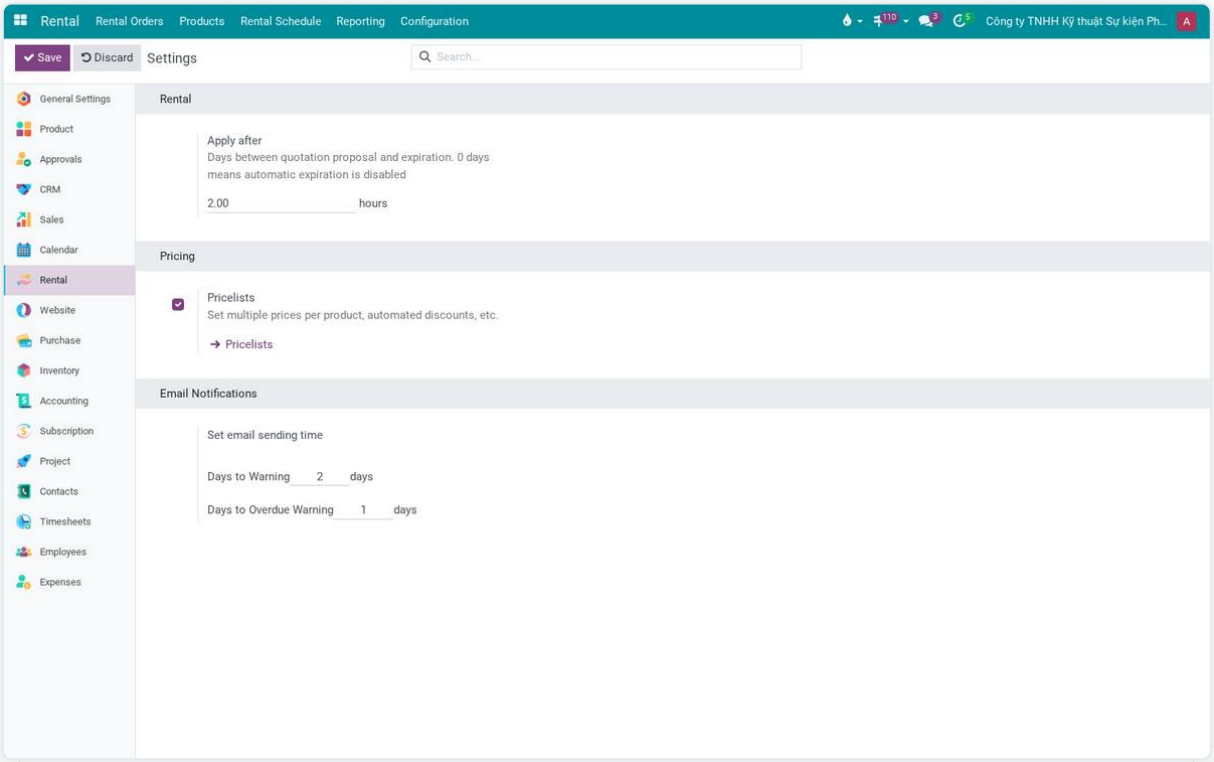


You should see: seven periods (the list screen is titled **Sales Periods**): **Hour**, **Day**, **Week** (7 days), **Month**, **Quarter** (3 months), **6 Months**, **Year**. The price is set only for the base period, the Day; the Hours period takes the daily price divided by 24 (1,200,000 VND a day gives 50,000 VND an hour), and the Week and Month periods take the daily price multiplied by the number of days, then subtract the discount.

Step 5 - Look at the lateness threshold and warnings

Open **Configuration** and choose **Settings**.

> *Path:* `Rental > Configuration > Settings`

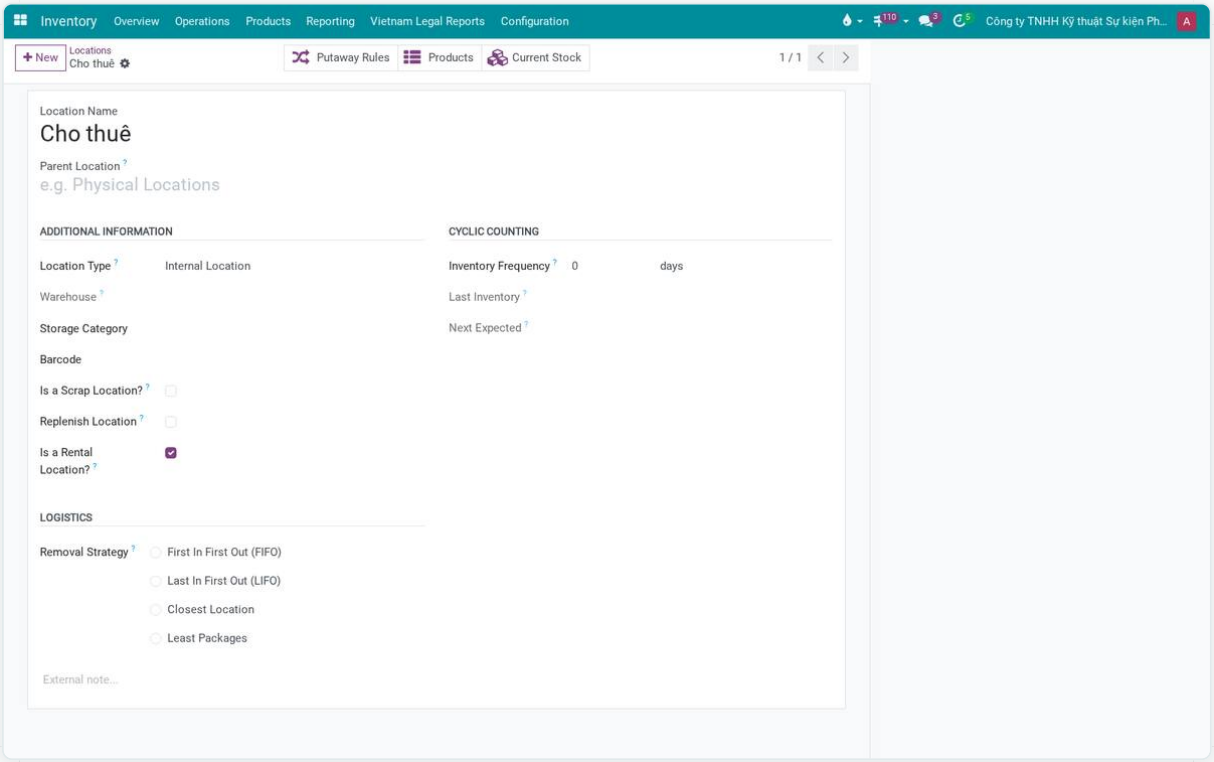


You should see: the first box in the **Rental** section has the value `2.00` hours. This is the **minimum lateness threshold**: a customer who returns equipment no more than 2 hours late is not charged. The label of this box on screen reads *Apply after*, with a description about quotation expiry; that label is wrong in the product, and the box is really *Min Delay Hour*. The **Email Notifications** section has **Days to Warning** `2` days and **Days to Overdue Warning** `1` day, used to remind the person in charge of getting the equipment back.

Step 6 - Look at the Rental location

Open **Inventory**, go to **Configuration**, **Warehouse Management**, **Locations**, and open the line **Cho thuê** (the Rental location).

> *Path:* `Inventory > Configuration > Warehouse Management > Locations > Cho thuê`

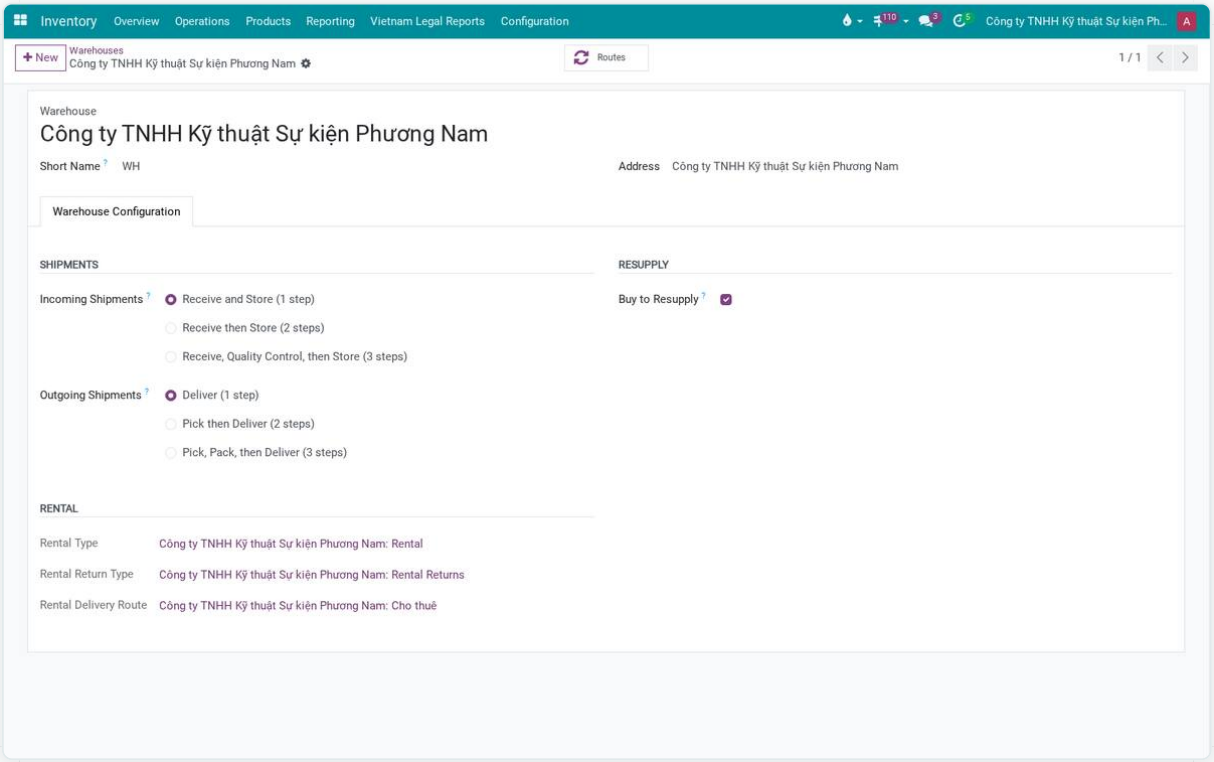


You should see: Location Type is *Internal Location* and the **Is a Rental Location?** box is ticked. Any equipment in this location is out with a customer and no longer counts as ready stock in **WH/ Tồn kho** (WH/Stock).

Step 7 - Look at the warehouse and the rental operation types

Open **Inventory**, go to **Configuration**, **Warehouse Management**, **Warehouses**, and open the company's warehouse.

> *Path:* `Inventory > Configuration > Warehouse Management > Warehouses`



You should see: at the bottom of the **Warehouse Configuration** tab there are three read-only lines: **Rental Type** (the delivery slip for handing out equipment, with numbers of the form `WH/RENT/...`), **Rental Return Type** (the receipt slip for equipment coming back, `WH/RENT-RET/...`) and **Rental Delivery Route**. The group heading on screen reads **Rental**.

What this configuration is for, and what you lose without it

Configuration	What it is for	What you lose if it is off
Can be Sold Periodically on the equipment	Opens the **Rental Configure** dialog (rental period, quantity, serial numbers) when you add the equipment to an order	The equipment is sold like ordinary goods, with no rental period and no period pricing
Track Inventory: By Unique Serial Number	One serial number per unit; you pick the exact unit when handing it out and know where each one is	You cannot pick a specific unit; the **Swap** button is unusable because swapping works only by serial number
Base Price and **Periodic Discounts**	Calculates hourly, daily, weekly and monthly prices automatically	There are no weekly and monthly discounted prices; staff must type the price of every line by hand
Late Return Penalty (the service attached to the equipment)	When equipment comes back later than the threshold, the system adds a late fee line to the order	Equipment with no such service gets no automatic late fee line; the storekeeper has to add it by hand

Configuration	What it is for	What you lose if it is off
Min Delay Hour (2 hours)	Does not penalize a customer who is a few tens of minutes late	Set low, every small delay is charged; set high, more lateness is forgiven
Rental location and the warehouse operation types	Separates equipment at customers from equipment in the warehouse; handing out and taking back are two numbered warehouse slips	Equipment on rental is mixed into stock, and you cannot tell which units can still be rented
Days to Warning, Days to Overdue Warning	Reminds the person in charge to take the equipment back	There is no reminder, and lateness is only noticed when someone opens the list

22 WEEKLY EQUIPMENT RENTAL: QUOTATION, HANDING OUT, SWAPPING

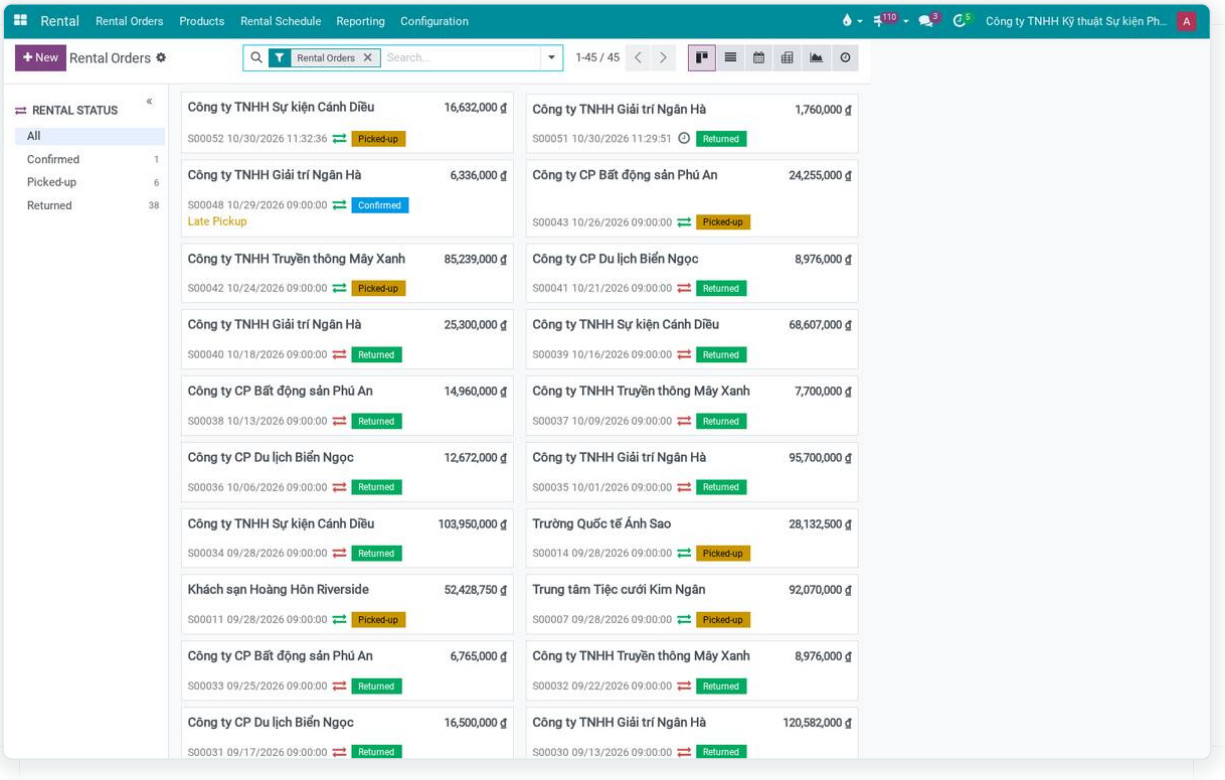
About 30 minutes. By the end of this lesson your company will have created a one-week rental quotation for a customer, checked that units are available for the period, picked serial numbers, confirmed the contract, handed out the equipment with a warehouse slip, swapped one rented unit for another, and created the rental invoice.

The lesson uses the customer **Công ty TNHH Sự kiện Cánh Diều** renting **2 Dual UHF wireless microphone sets** and **2 18-inch subwoofers**, from 08:00 tomorrow to 08:00 seven days later. In the screenshots: 10/31/2026 08:00 to 11/07/2026 08:00. Your company chooses its own dates, as long as they are today or later.

Step 1 - Open the list of rental orders

Open the **Rental** menu, go to **Rental Orders**, and choose **Orders**.

> *Path:* `Rental > Rental Orders > Orders`

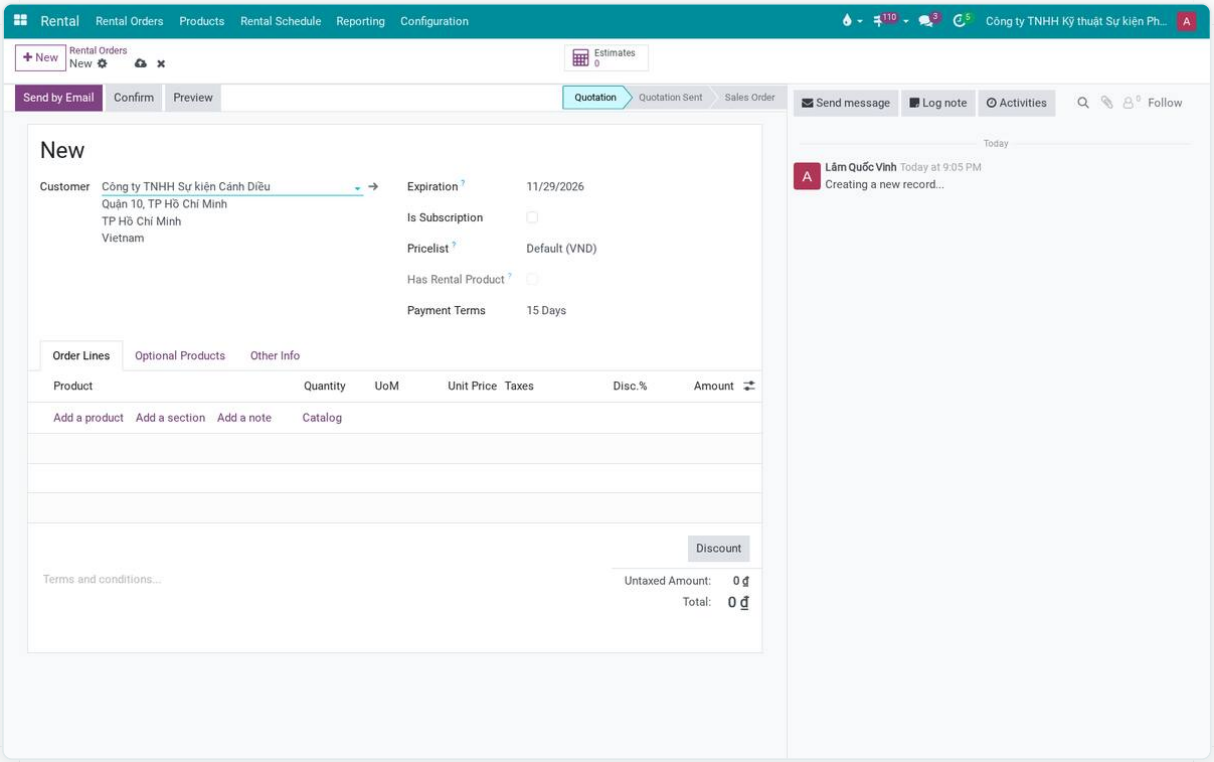


You should see: one card per order, with the customer name, the total, the order number, the date, and a status label **Confirmed**, **Picked-up** or **Returned**. The **Rental Status** column on the left filters quickly by those three statuses.

Step 2 - Create a new order and choose the customer

Click **New**. In the **Customer** field type `Cánh Diều` and choose **Công ty TNHH Sự kiện Cánh Diều**.

> *Path:* `Rental > Rental Orders > Orders > New`

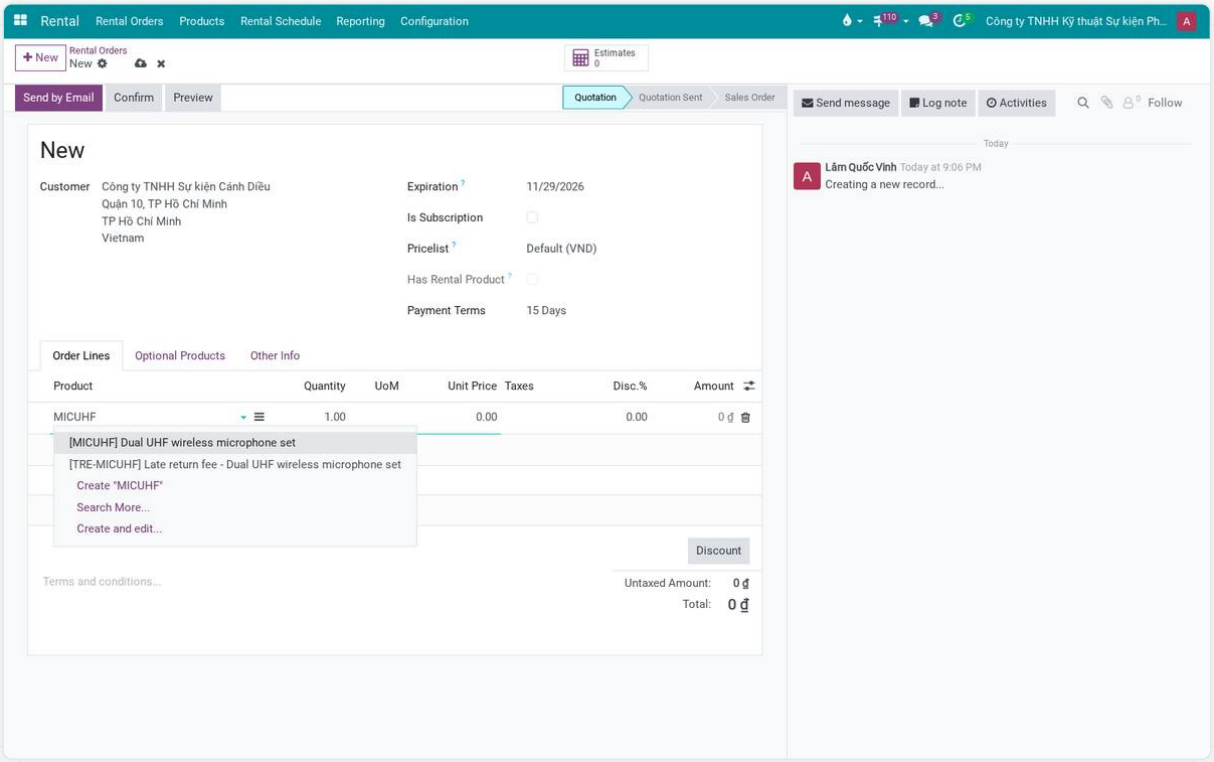


You should see: the customer's address appears under the name. **Expiration** is the validity deadline of the quotation. **Is Subscription** is left empty because this is a short-term rental contract.

Step 3 - Add the first piece of equipment

On the **Order Lines** tab click **Add a product**, type `MICUHF`, and choose **[MICUHF] Dual UHF wireless microphone set**.

> *Path:* `Rental > Rental Orders > Orders > New > Add a product`

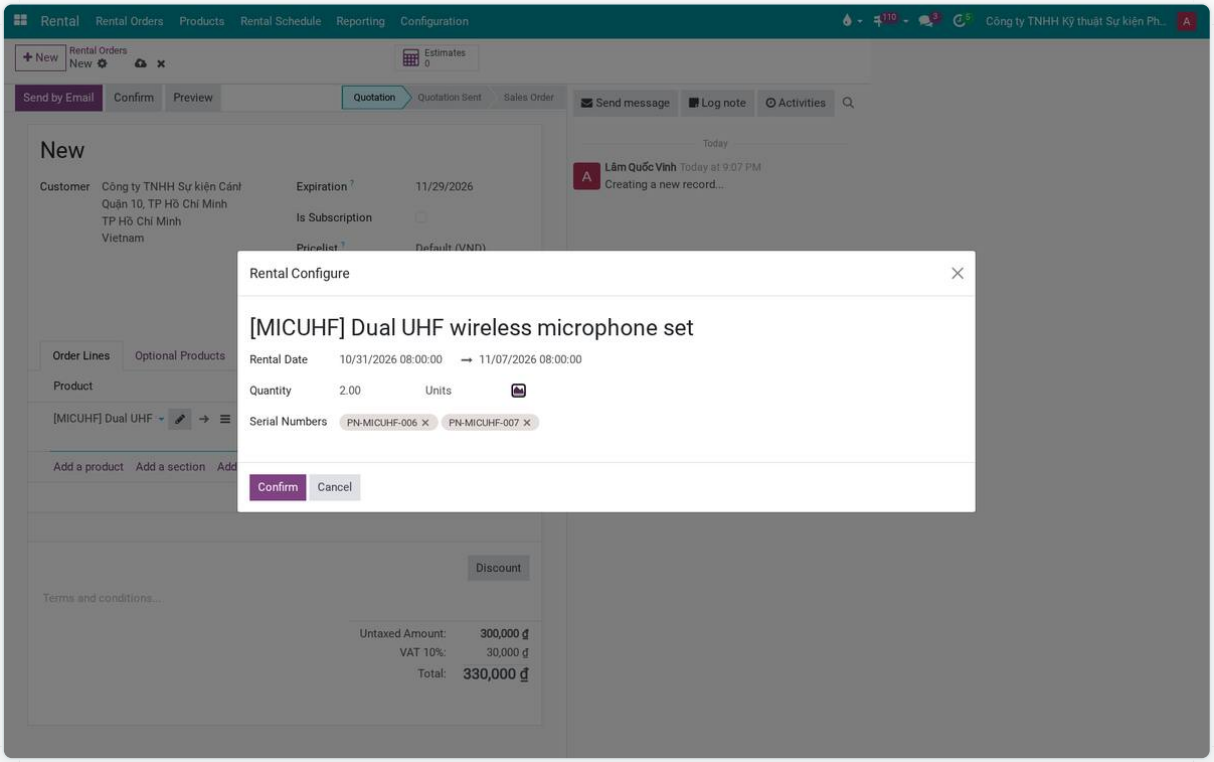


You should see: because the equipment is set up as **Can be Sold Periodically**, the **Rental Configure** dialog opens straight away.

Step 4 - Choose the rental period and quantity, and check availability for the period

In **Rental Date** enter `10/31/2026 08:00:00`, then the arrow, then the end date `11/07/2026 08:00:00`. In **Quantity** enter `2`. Click the chart icon next to **Unit**.

> *Path:* `Rental > Rental Orders > Orders > New > Add a product > Rental Configure`

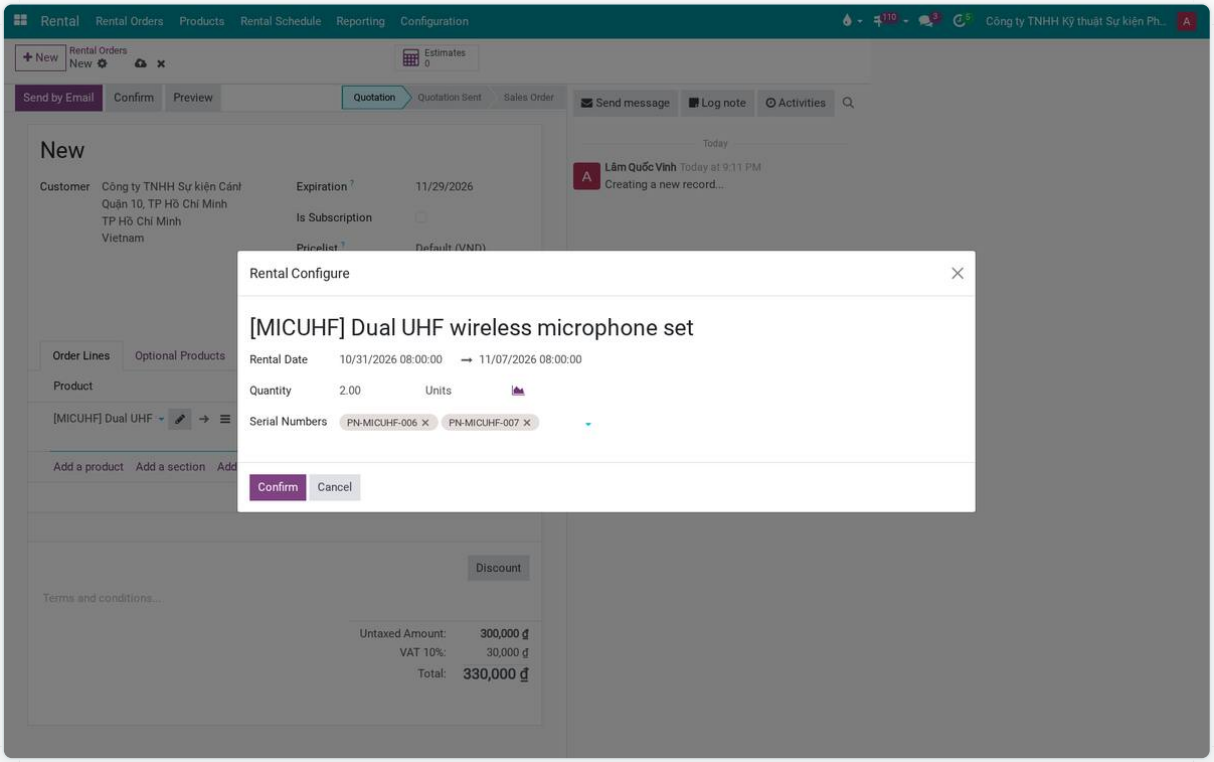


You should see: the **Rental Availability** panel shows **Residual**: the maximum quantity available in exactly the period you just chose. The screenshot shows the dialog with the chart icon next to **Unit** highlighted; the availability panel itself is not captured. This number changes with the period: pick a period in which another contract already holds units and the residual drops. When the quantity exceeds the residual, the system cannot fill in enough serial numbers, and the dialog shows *Invalid fields: Serial Numbers* instead of letting you confirm. A period that lies entirely in the past always shows `0` residual, so start the rental period from now onwards.

Step 5 - Choose the right serial numbers

Look at the **Serial Numbers** field: the system has already suggested two available units. To change one, click the `x` on its tag and type another serial number (the list shows only units that are available in the period). Click **Confirm**.

> *Path:* `Rental > Rental Orders > Orders > New > Rental Configure > Serial Numbers`

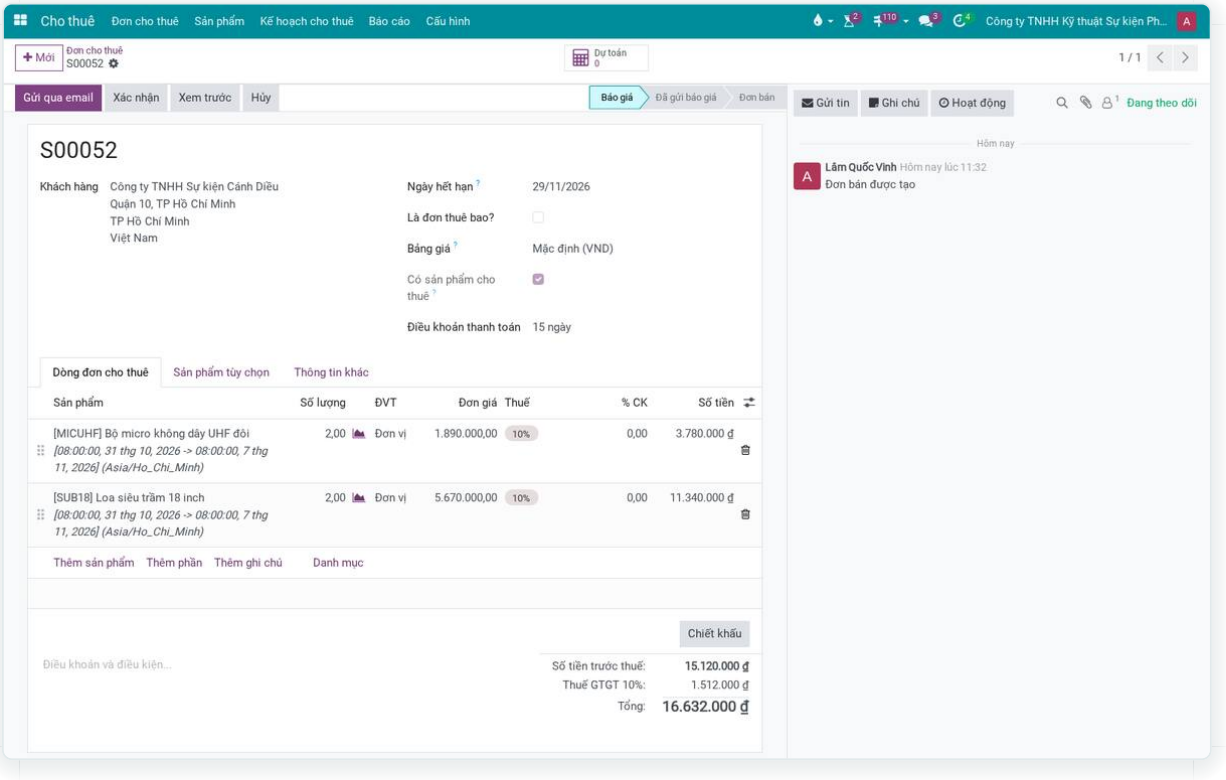


You should see: two serial number tags (`PN-MICUHF-006` , `PN-MICUHF-007` in the screenshot, because units 003 and 004 were already rented out by then; your company may see other available units). The number of tags must equal **Quantity**; if they differ, the system does not let you confirm.

Step 6 - Add the second piece of equipment and save the quotation

Click **Add a product** again, choose **[SUB18] 18-inch subwoofer**, with the same rental period and **Quantity** `2` , and click **Confirm**. Then click the save icon (the cloud) at the top of the form.

> *Path:* `Rental > Rental Orders > Orders > New > Add a product`



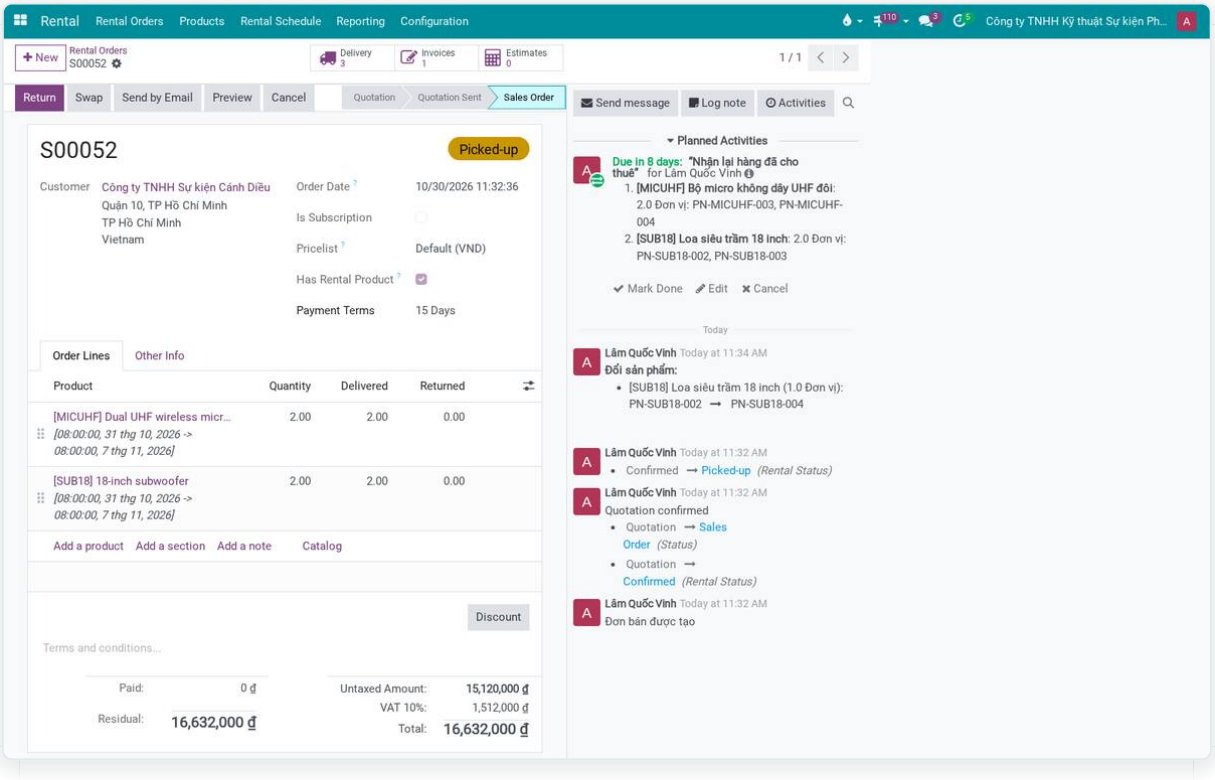
(The screenshot shows the Vietnamese interface.)

You should see: the order has the number `S00052` (your company's number will differ). Each line shows the equipment, the rental period and the **Unit Price**: the microphone set `1,890,000.00` and the subwoofer `5,670,000.00`. These two figures are the daily price multiplied by 7 days, minus the 10% weekly discount (300,000 x 7 x 0.9 and 900,000 x 7 x 0.9). The `10%` next to the unit price is VAT, not a discount. **Untaxed Amount** `15,120,000 VND`, **Total** `16,632,000 VND`.

Step 7 - Confirm the rental contract

Click **Confirm**.

> *Path:* `Rental > Rental Orders > Orders > (open the order) > Confirm`

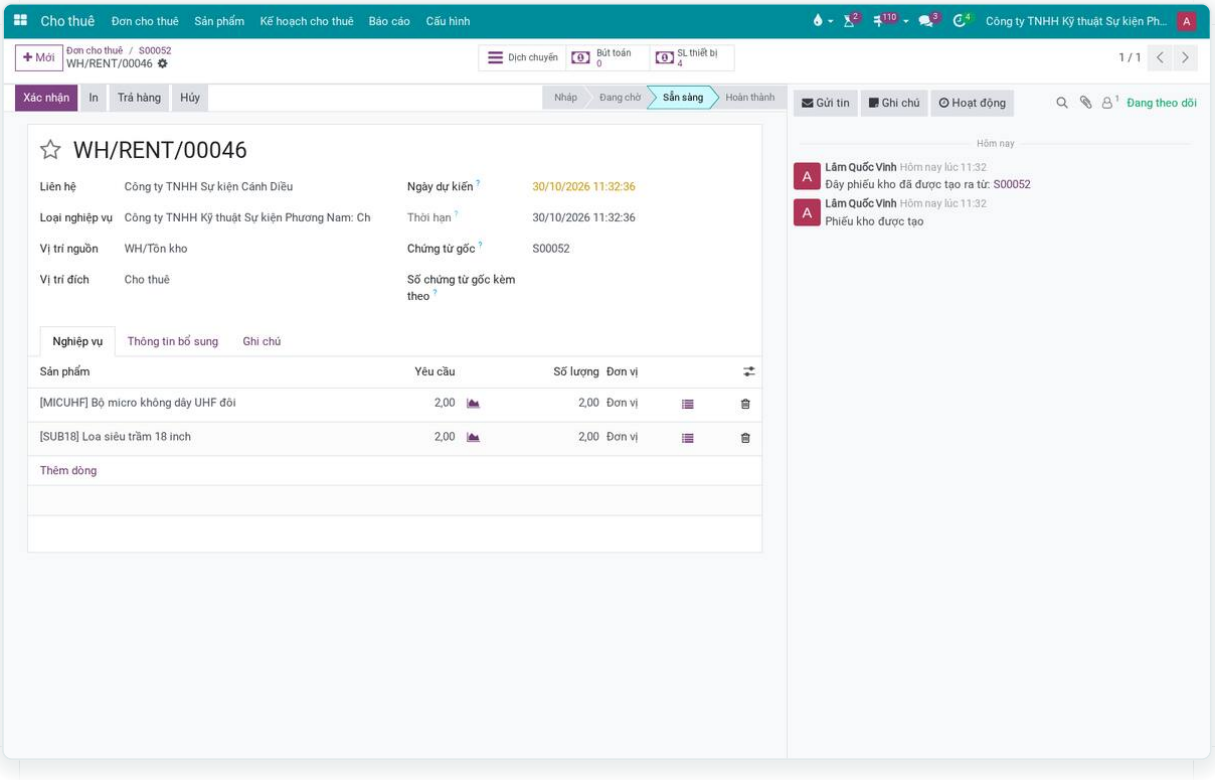


You should see: the **Confirmed** label, the status bar moves to **Sales Order**, the **Delivery** smart button shows `1` (the delivery slip has been created), and in the right panel an activity reminding the responsible person to take the rented equipment back, with the list of equipment and serial numbers. The equipment has not left the warehouse yet: the order has no delivered quantity. The screenshot was taken later: the order already shows **Picked-up**, **Delivery** 3 and **Invoices** 1, and the activity text is stored in Vietnamese (`Nhận lại hàng đã cho thuê` , "get back the rented goods").

Step 8 - Open the delivery slip

Click the **Delivery** smart button.

> *Path:* `Rental > Rental Orders > Orders > (open the order) > Delivery`



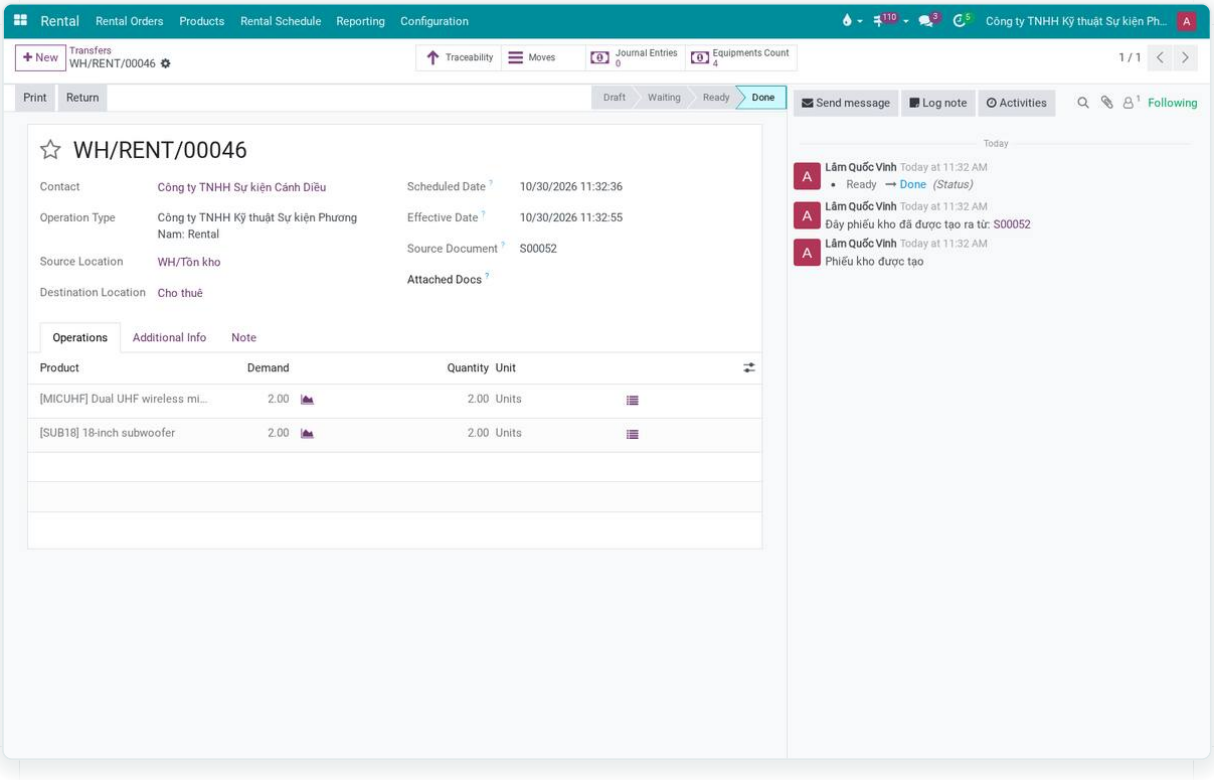
(The screenshot shows the Vietnamese interface.)

You should see: a slip numbered `WH/RENT/...`, **Source Location** `WH/Tồn kho` (WH/Stock), **Destination Location** `Cho thuê` (Rental), the status **Ready**, and two equipment lines with the requested quantity. The order has no separate "Deliver" button: handing out the equipment means validating this slip. The **Equipments Count** smart button shows the number of serial lines attached; **Journal Entries** is `0` because handing out equipment creates no accounting entry.

Step 9 - Validate the delivery slip

Click **Confirm** on the slip.

> *Path:* `Rental > Rental Orders > Orders > (open the order) > Delivery > Confirm`

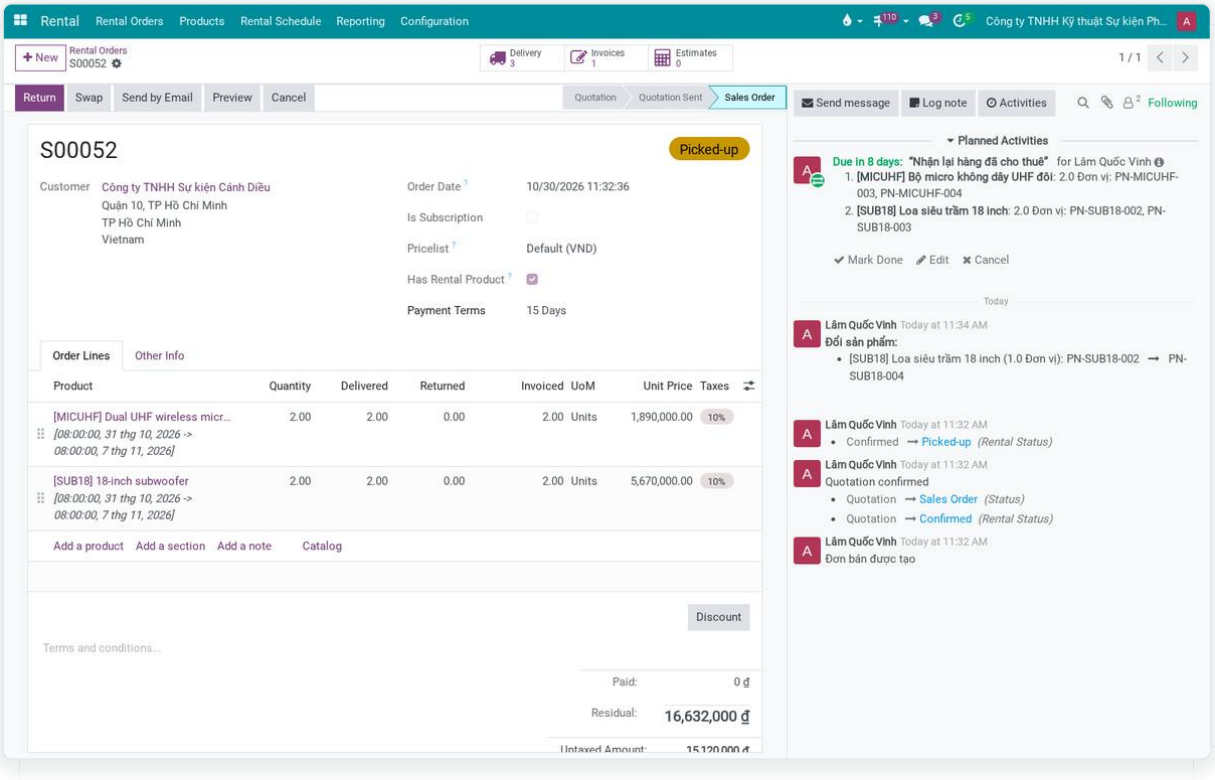


You should see: the slip's status bar moves to **Done**, there is an **Effective Date**, and the slip's own **Return** button is still shown (it is for warehouse slips and is not a substitute for the rental order's **Return** button in the next lesson).

Step 10 - Check the order status after delivery

Go back to the rental order.

> *Path:* `Rental > Rental Orders > Orders > (open the order)`

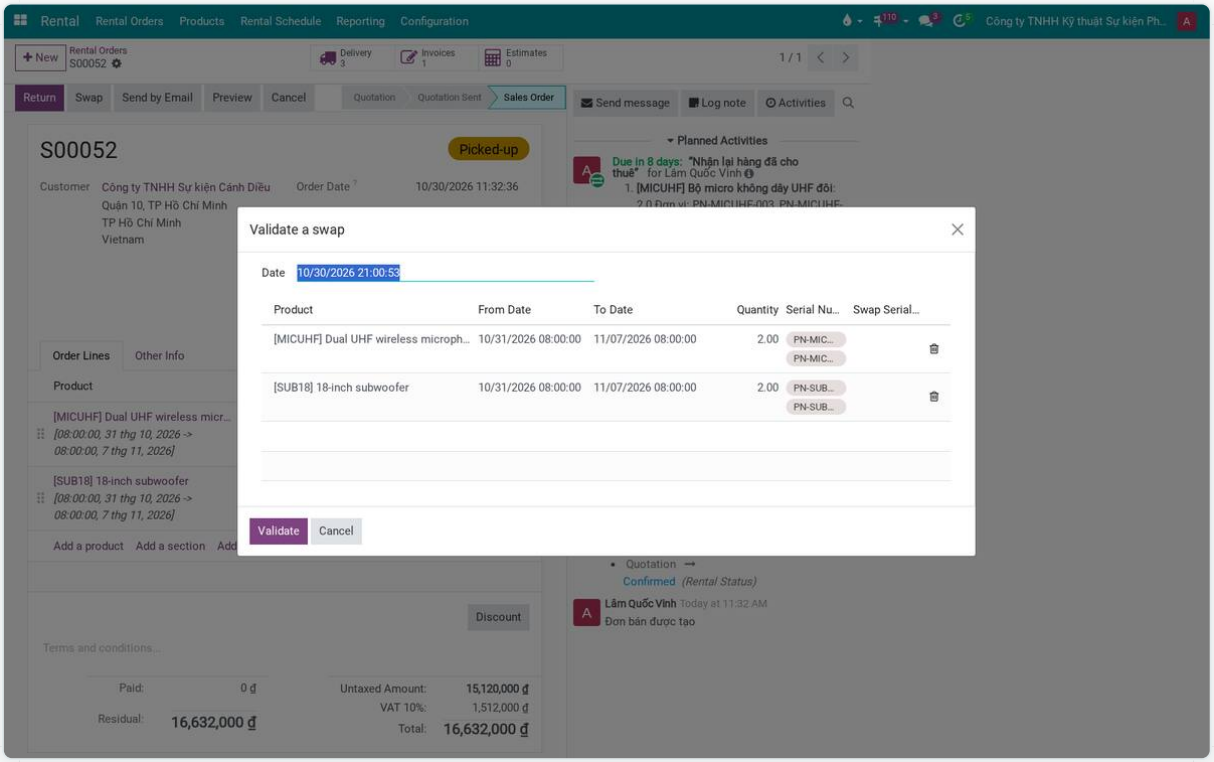


You should see: the **Picked-up** label; the **Delivered** column of both lines is `2.00`; the button bar gains **Return** and **Swap**; the chatter records `Confirmed -> Picked-up` (the screenshot also shows the later swap entry).

Step 11 - Swap a unit that is out on rental

In the middle of the rental period, one subwoofer reports a fault. Click **Swap**.

> *Path:* `Rental > Rental Orders > Orders > (open the order) > Swap`

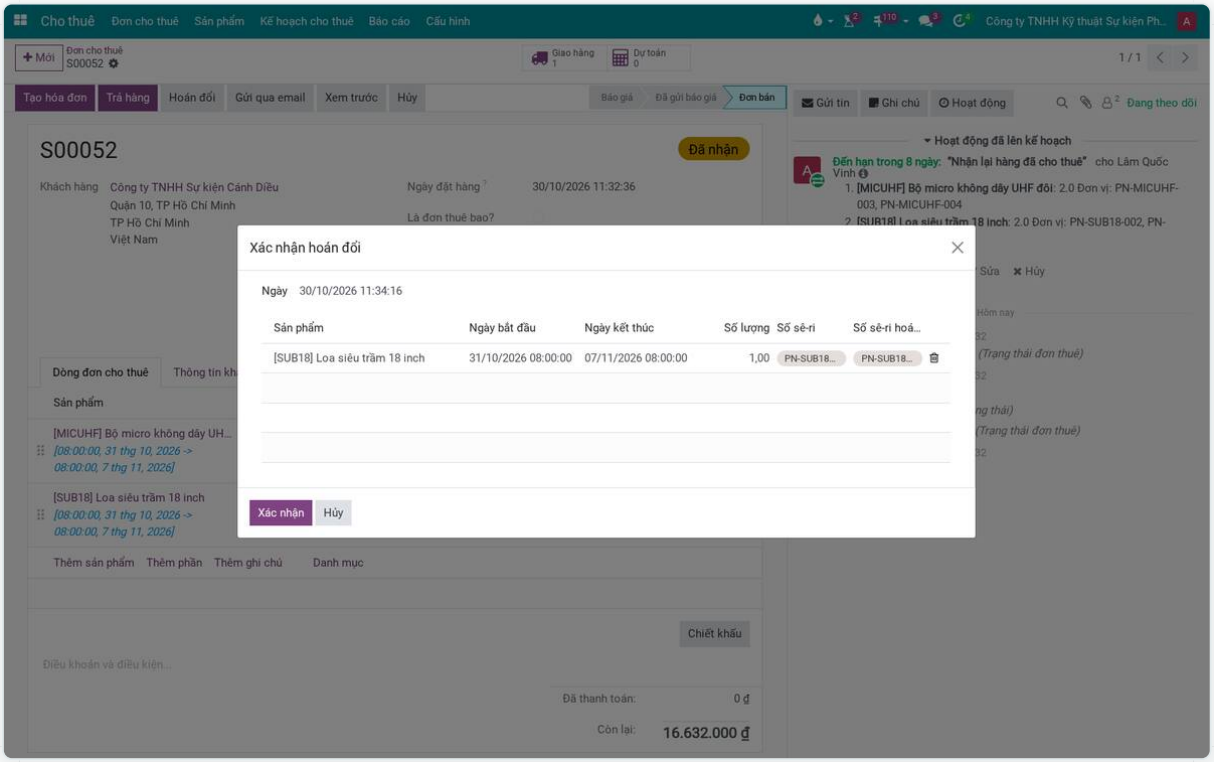


You should see: the swap dialog (titled *Validate a swap*; the screenshot shows it on order S00052) lists the lines that are at the customer, with a **Serial Numbers** column (the unit currently held) and a **Swap Serial Numbers** column (the new unit, left empty).

Step 12 - Choose the replacement unit

Click the trash icon on the microphone line to drop that line. On the subwoofer line change **Quantity** to `1`, then in the **Swap Serial Numbers** field type `SUB18-004` and choose `PN-SUB18-004` (do not choose the *Create* ... entry). Click **Validate**.

> *Path:* `Rental > Rental Orders > Orders > (open the order) > Swap > Validate`



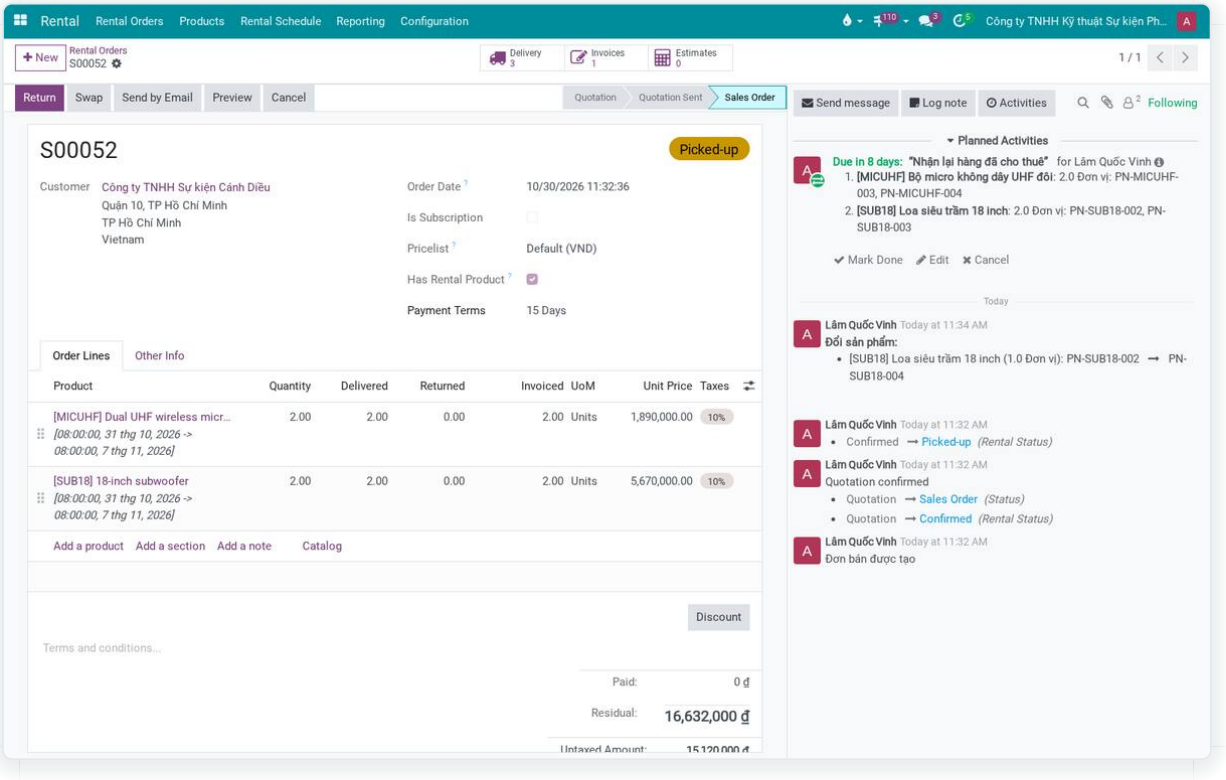
(The screenshot shows the Vietnamese interface.)

You should see: the remaining line has **Quantity** `1.00`, the **Serial Numbers** field holds one tag (the old unit) and the **Swap Serial Numbers** field holds one tag (the new unit). Only equipment tracked by serial number can be swapped.

Step 13 - Read the result of the swap

After you click **Validate**, read the order's chatter.

> *Path:* `Rental > Rental Orders > Orders > (open the order)`

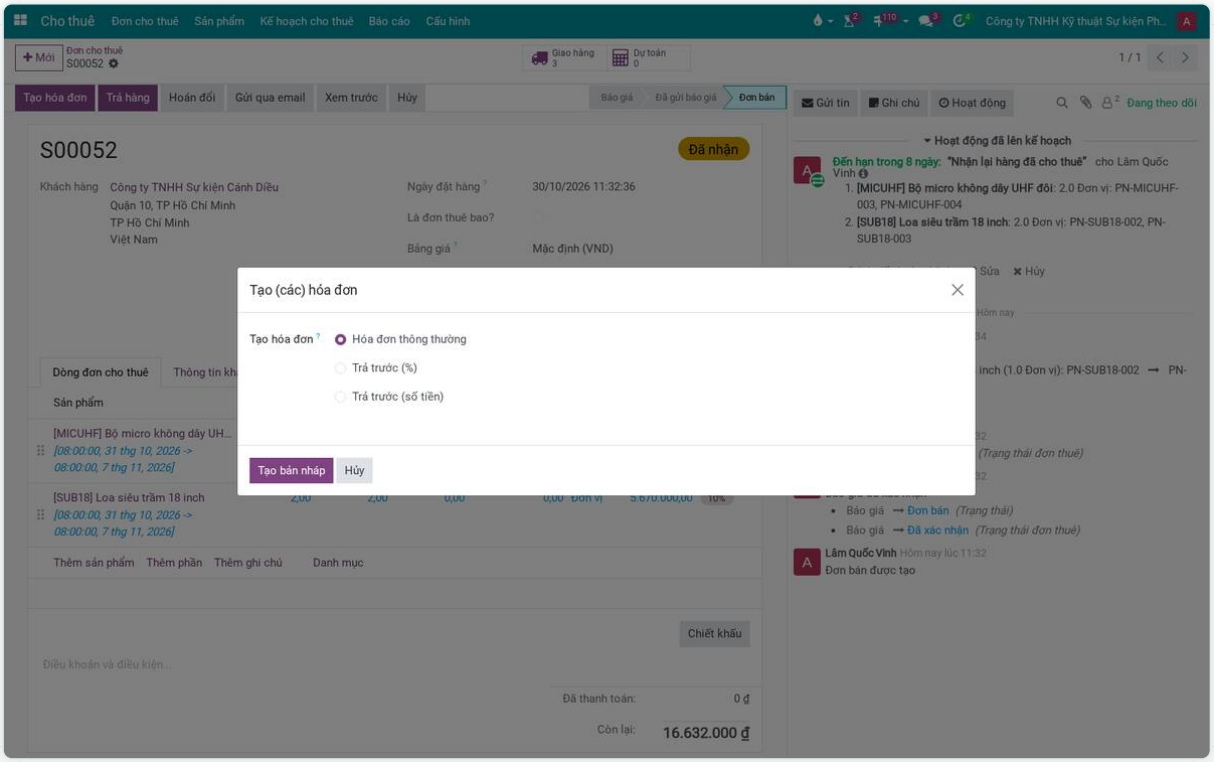


You should see: the chatter has a line **Swapped:** (shown as `Đổi sản phẩm:` on the demo record, which was written in a Vietnamese session) `[SUB18] Loa siêu trầm 18 inch (1.0 Đơn vị): PN-SUB18-002 -> PN-SUB18-004` ([SUB18] 18-inch subwoofer); the **Delivery** smart button goes from `1` to `3` (the system created one more slip for the old unit coming back to the warehouse and one for the new unit going out). A swap carries no late fee. Note: the activity reminding the responsible person to get back the rented goods still lists the original serial numbers and is not updated by the swap; the correct figures are in the chatter and in the slips.

Step 14 - Create the rental invoice

Click **Create Invoice**, keep **Regular invoice**, and click **Create Draft**.

> *Path:* `Rental > Rental Orders > Orders > (open the order) > Create Invoice`



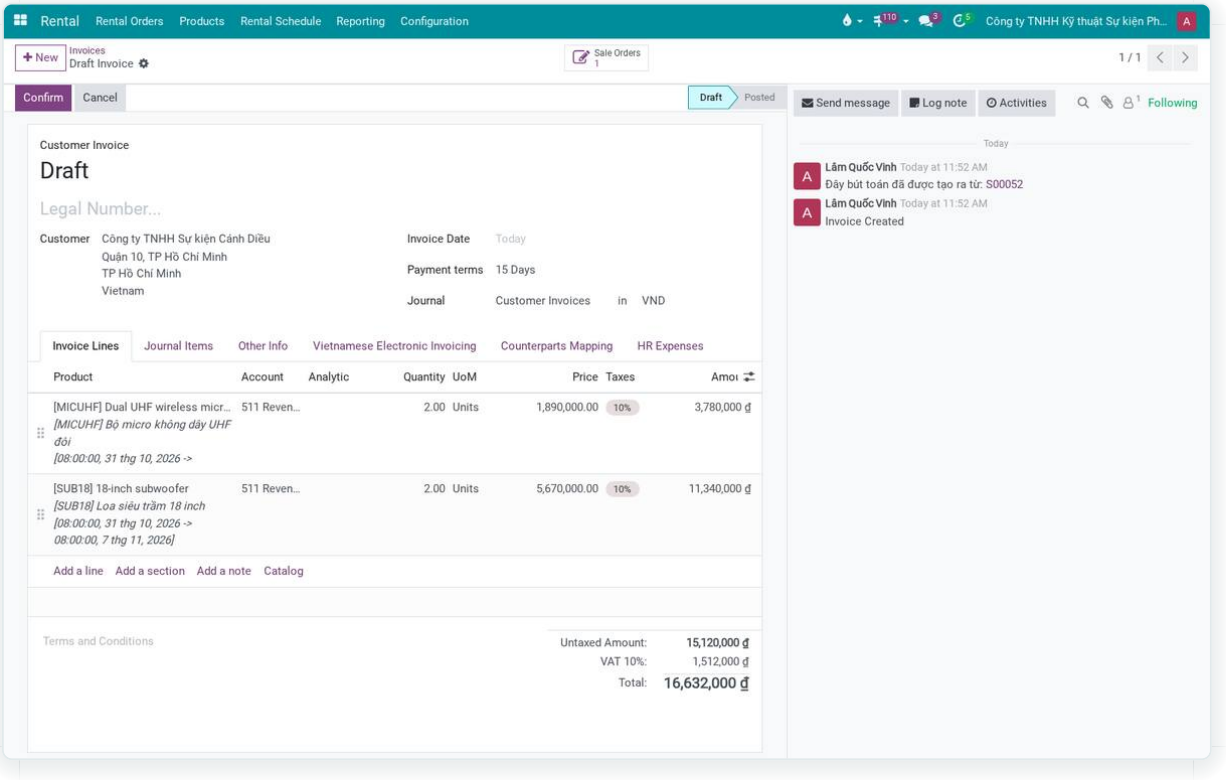
(The screenshot shows the Vietnamese interface.)

You should see: the **Create invoice(s)** dialog has three choices: **Regular invoice**, **Down payment (percentage)** and **Down payment (fixed amount)**.

Step 15 - Read the draft invoice

The system opens the invoice you just created.

> *Path:* `Rental > Rental Orders > Orders > (open the order) > Invoices`



You should see: the status **Draft**, two equipment lines with the rental period, **Account** `511` (revenue), **Untaxed Amount** `15,120,000 VND`, **Total** `16,632,000 VND`. Click **Confirm** when your company wants to post it. This lesson stops at the draft so as not to change the accounting figures shared by the sample system.

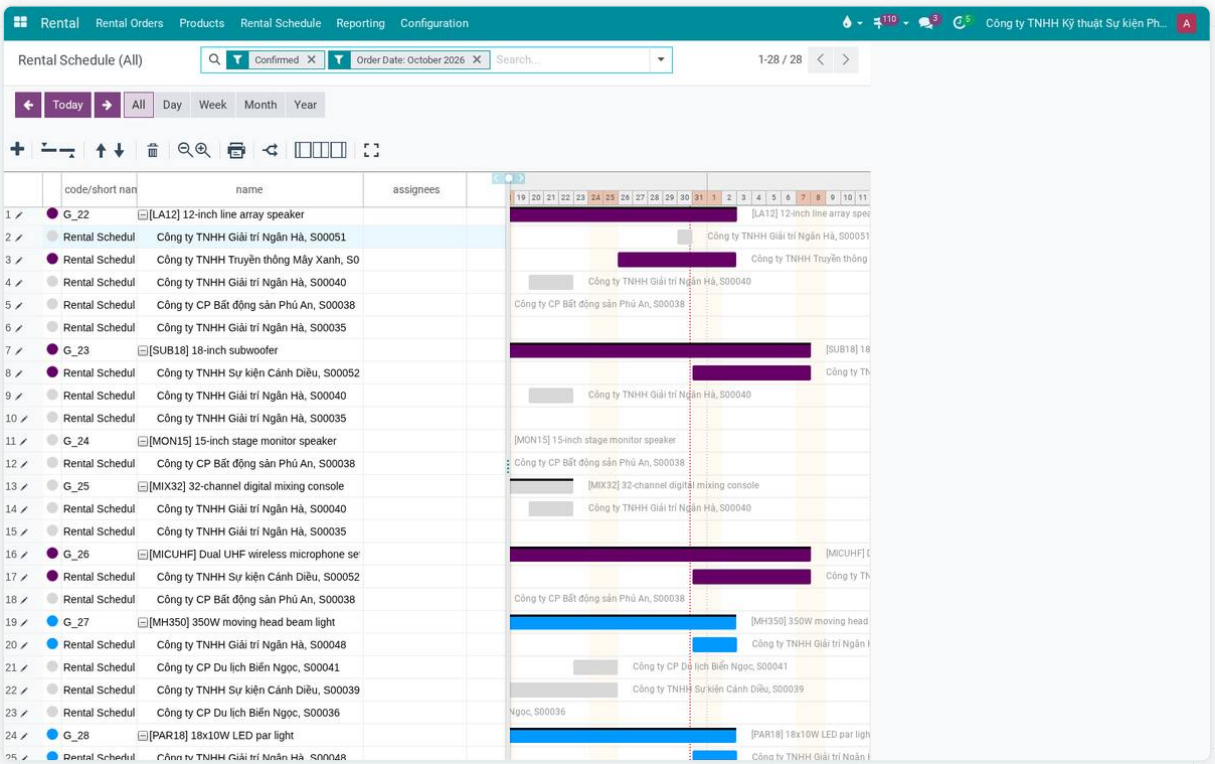
23 KNOW WHERE THE EQUIPMENT IS

About 10 minutes. By the end of this lesson your company can answer three questions: which units are out with customers, which customer holds them, and how many units remain in the warehouse.

Step 1 - Look at the rental schedule by equipment

Open the **Rental** menu and choose **Rental Schedule**.

> *Path:* `Rental > Rental Schedule`

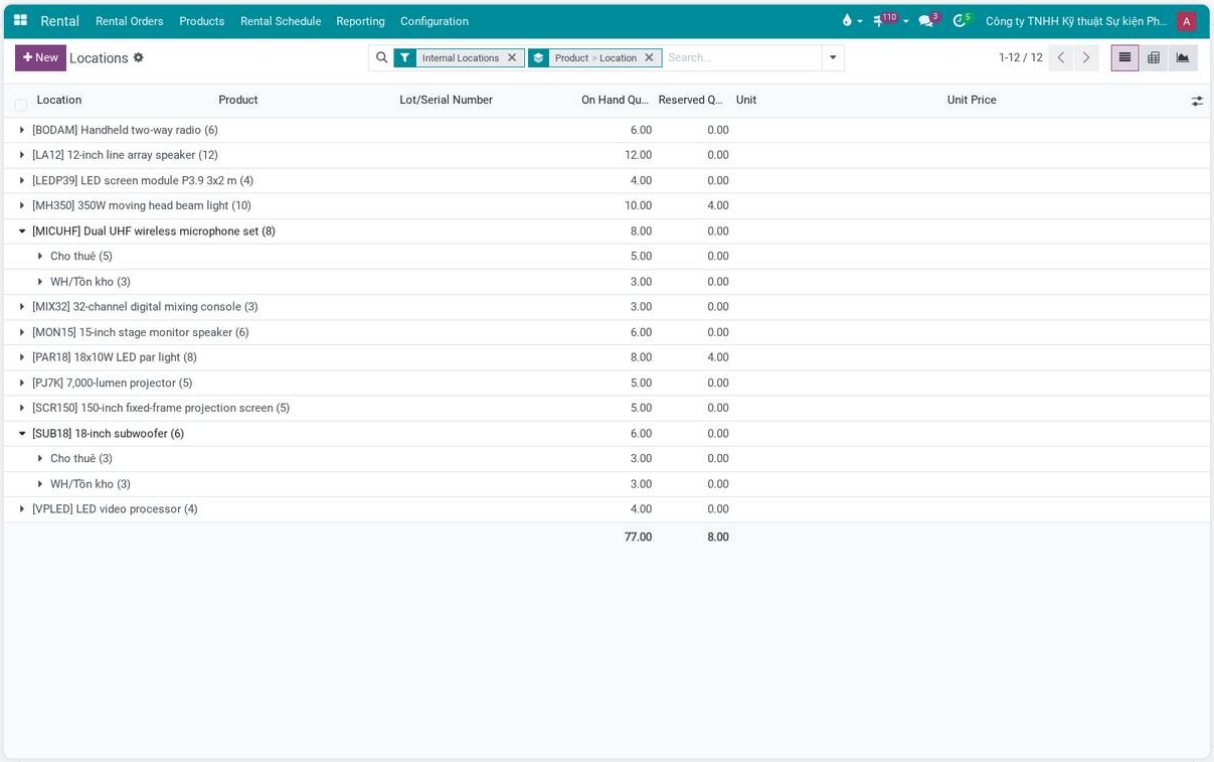


You should see: each piece of equipment is a group row (for example `[LA12] 12-inch line array speaker`), and below each row are the rental contracts for that equipment, showing the **customer name and order number** (for example `Công ty TNHH Sự kiện Cánh Diều, S00052` (Cánh Diều Events Co., Ltd, S00052)). The colored bars show from which date to which date it is rented: grey is a **Returned** order, purple is a **Picked-up** order (the equipment is at the customer), and blue is a **Confirmed** order that has not been delivered yet. The vertical red line is today.

Step 2 - See how many units are in the warehouse and how many are at customers

Open the **Rental** menu, go to **Reporting**, and choose **Inventory Report**. Click the **[SUB18]** equipment row and then the **[MICUHF]** row to expand them.

> *Path:* `Rental > Reporting > Inventory Report`

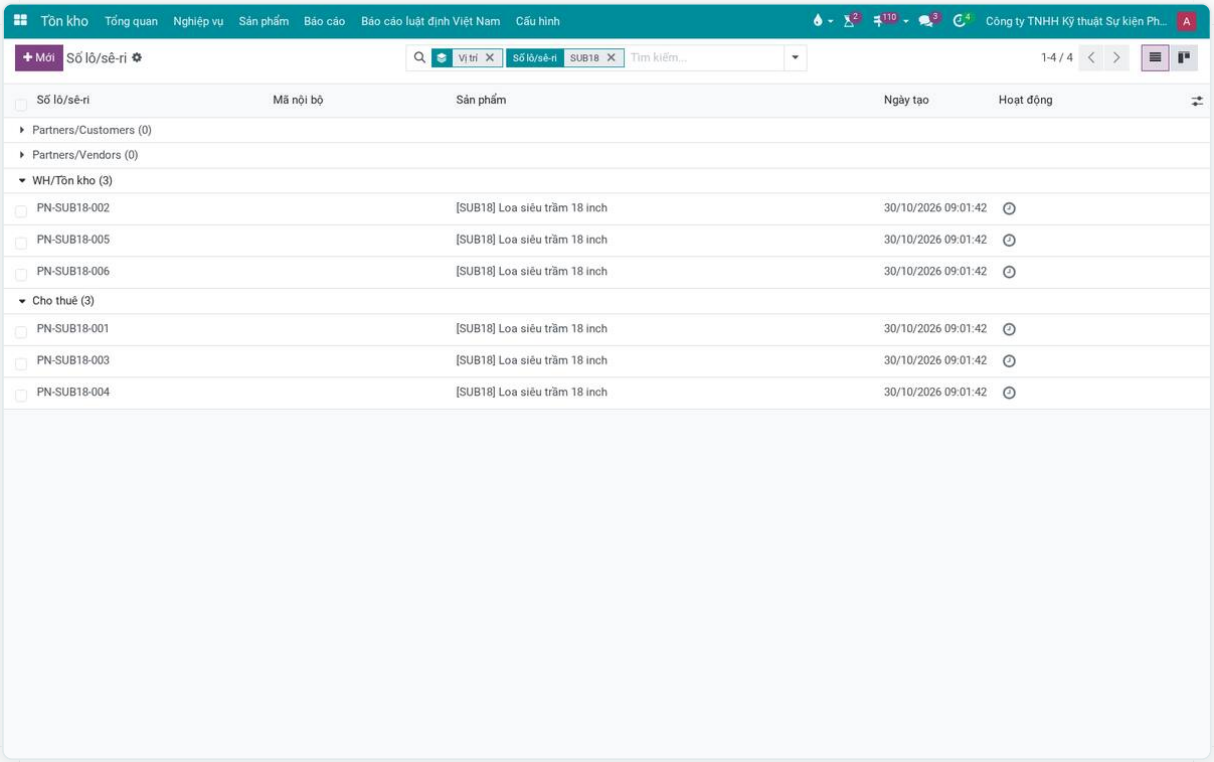


You should see: the screen that opens is called **Locations**, grouped by **Product** and then **Location**. Each piece of equipment splits into two rows: **Cho thuê** (Rental) is the number of units at customers, and **WH/Tồn kho** (WH/Stock) is the number of units ready to go. The two rows add up to the number of serial numbers of that equipment.

Step 3 - See which location each serial number is in

Open the **Inventory** menu, go to **Products**, and choose **Lots / Serial Numbers**. In the search box type `SUB18`, choose **Lot/Serial Number**, then click the two groups **WH/Tồn kho** and **Cho thuê** to expand them.

> *Path:* `Inventory > Products > Lots / Serial Numbers`



(The screenshot shows the Vietnamese interface.)

You should see: each serial number `PN-SUB18-...` sits under its own location. In the example, `PN-SUB18-004` (the unit swapped in during the previous lesson) is in **Cho thuê** and `PN-SUB18-002` (the old unit) has gone back to **WH/Tồn kho**. This screen does not say which customer holds the unit; to find the customer, look at the customer name column in **Rental Schedule** or open the rental order. A serial number has no coordinates: "where" here means a warehouse location or the Rental location, not satellite positioning.

24 TAKING EQUIPMENT BACK, LATE FEES, DAMAGE FEES AND THE INVOICE

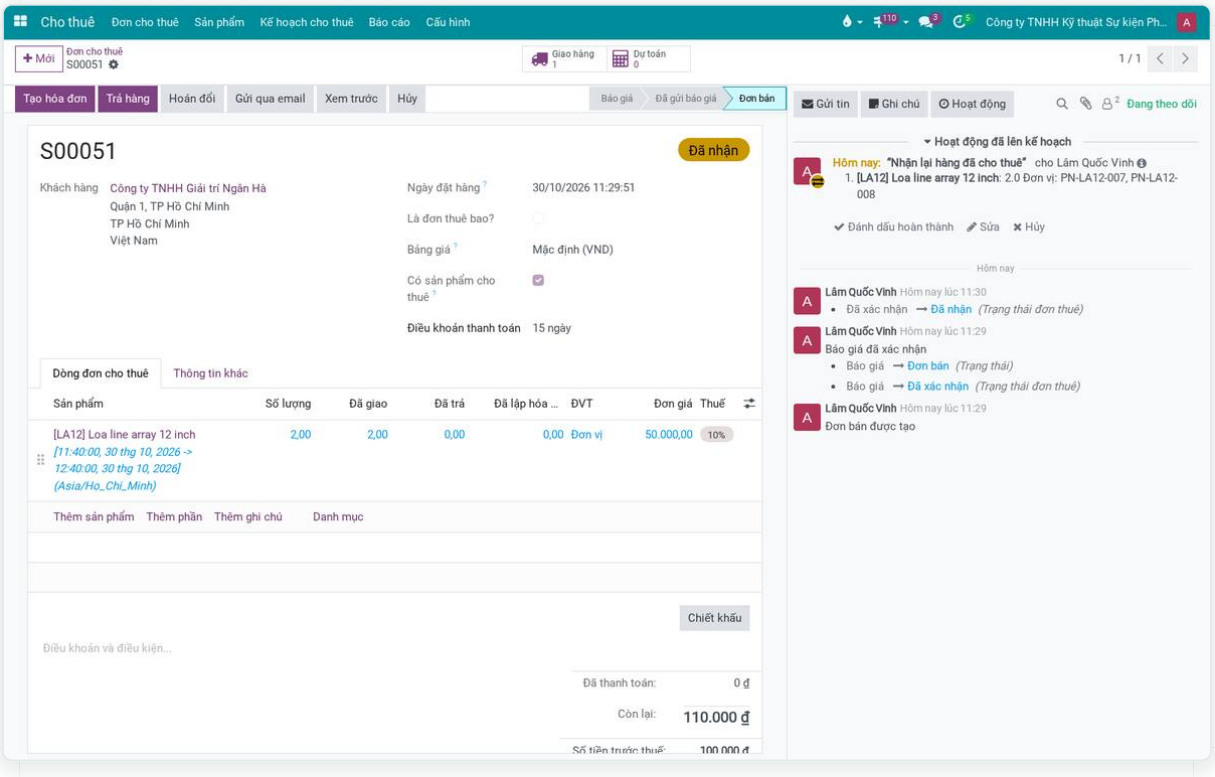
About 25 minutes. By the end of this lesson your company will have taken equipment back with the **Return** button, added a damage fee by hand, created the rental invoice, and read the **late return fee** line that the system adds automatically when a customer returns late. The lesson uses the customer **Công ty TNHH Giải trí Ngân Hà**.

A late return fee only arises when equipment is received more than 2 hours after the due time, and the system does not let you record a return date in the future, so you cannot produce a late return during the practice session. This lesson therefore runs with an on-time return, and the late fee is read on a contract that was returned late earlier (`S00035`). Your company's own contract will generate similar lines automatically when it is returned late.

Step 1 - Create an hourly rental contract

Create a contract as in the lesson **Weekly equipment rental** for **Công ty TNHH Giải trí Ngân Hà**, renting **2 12-inch line array speakers**, for a rental period of **1 Hour** starting from now. Confirm the order and validate the delivery slip.

> *Path:* `Rental > Rental Orders > Orders > New`



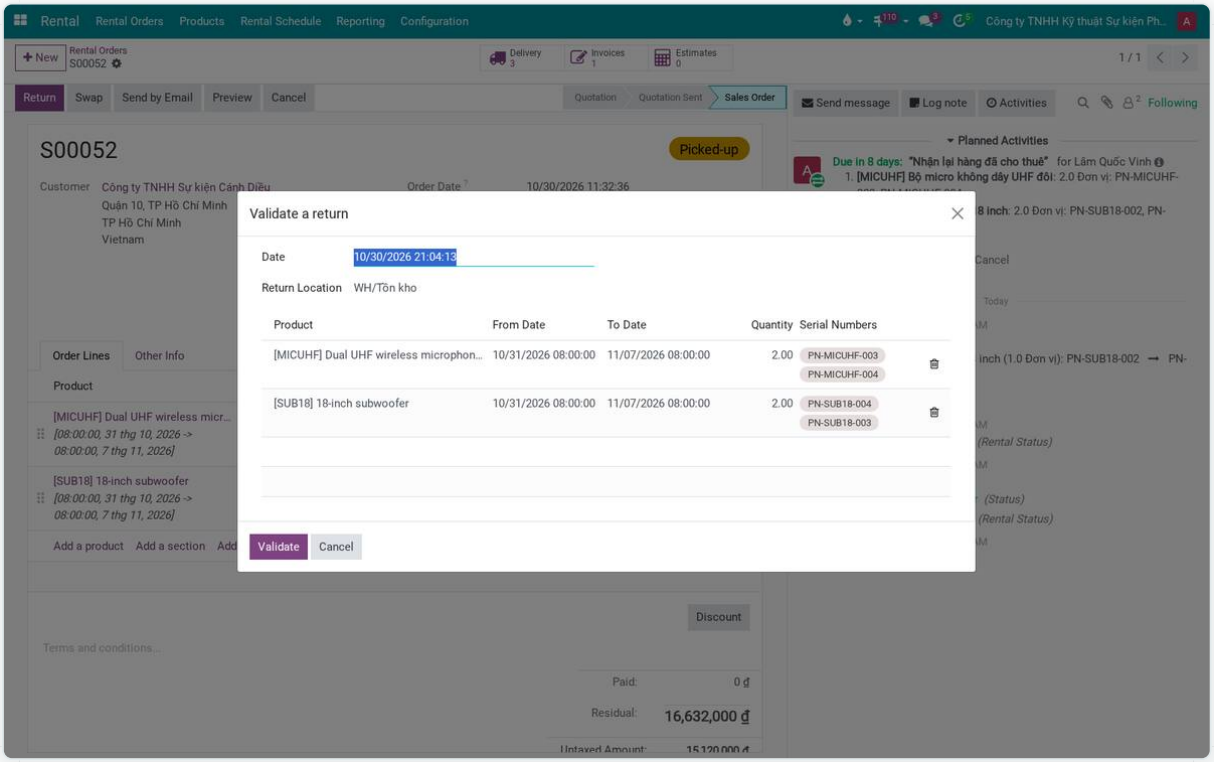
(The screenshot shows the Vietnamese interface.)

You should see: the order is **Picked-up**; the equipment line shows a one-hour rental period (11:40 to 12:40 in the screenshot), **Unit Price** `50,000.00` (the daily price of 1,200,000 divided by 24), **Amount** `100,000` for the two units.

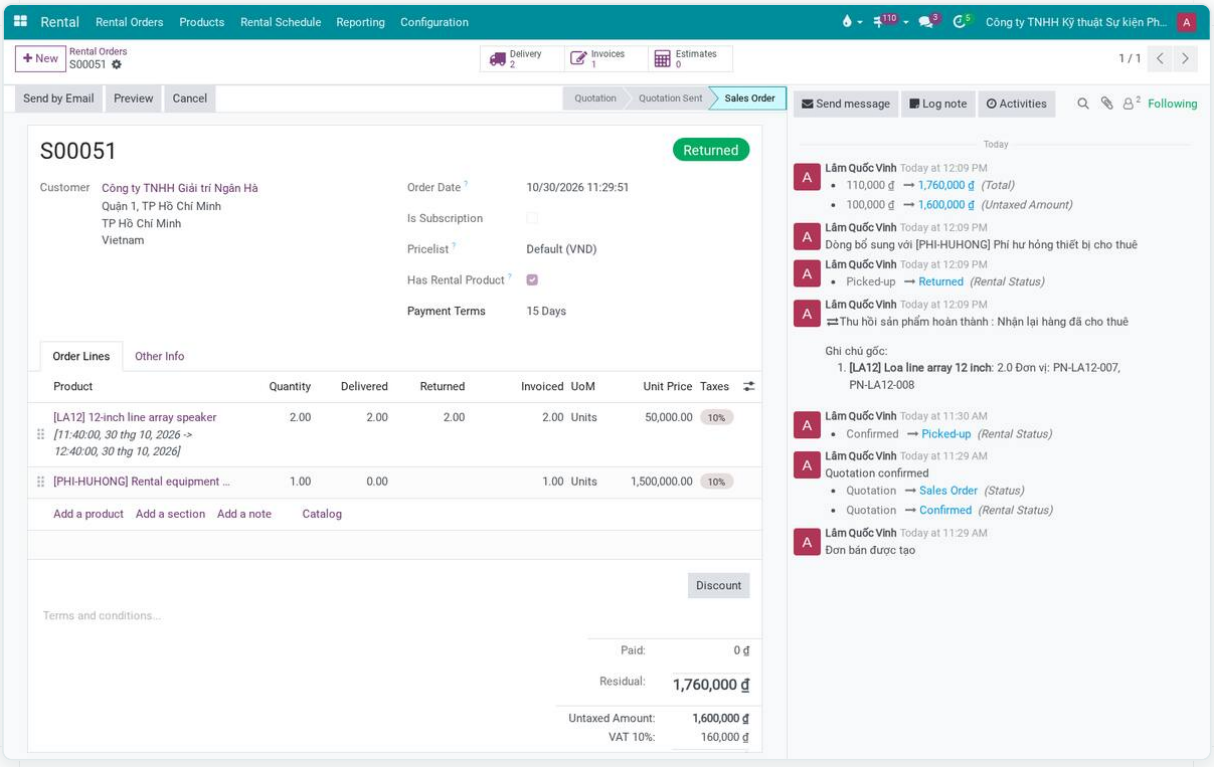
Step 2 - Take the equipment back

Click **Return**, check **Date** and **Quantity**, then click **Validate**.

> *Path:* `Rental > Rental Orders > Orders > (open the order) > Return`



You should see: the return dialog (titled *Validate a return*; the screenshot shows it on the weekly order S00052, not on the hourly order) has **Date** (by default, now), **Return Location** `WH/Tồn kho` (WH/Stock), and an equipment line with **Quantity** `2.00` and the two serial numbers being held. To return only part, reduce **Quantity** and drop some of the serial numbers.



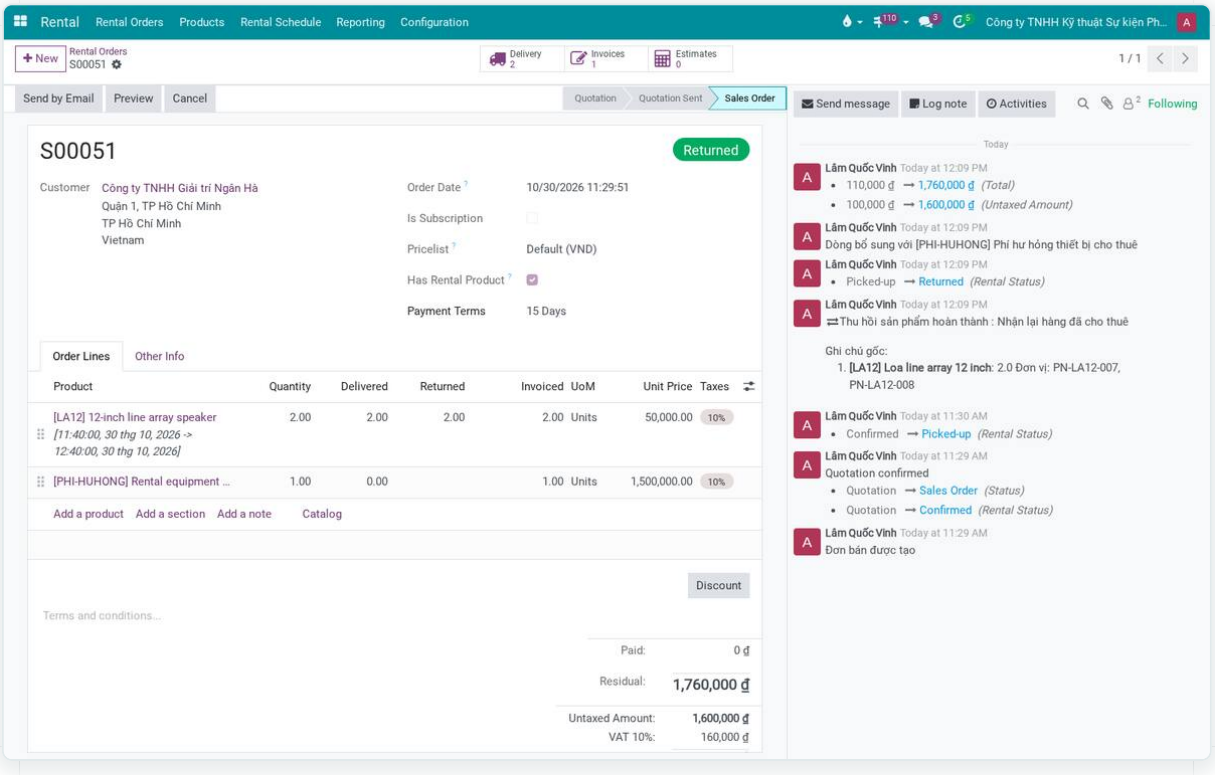
You should see: the **Returned** label; the **Returned** column of the line is `2.00`; the chatter records `Picked-up -> Returned` and the pick-up activity done; there is no late fee line because the return

was before the deadline. The serial numbers are back in **WH/Tồn kho**. The screenshot was taken after the next step, so it also shows the damage fee line, and parts of its chatter are in Vietnamese.

Step 3 - Add a damage fee by hand

Suppose the equipment was scratched. Click **Add a product**, type `HUHONG`, choose **Rental equipment damage fee**, enter **Unit Price** `1500000`, and save.

> *Path:* `Rental > Rental Orders > Orders > (open the order) > Add a product`

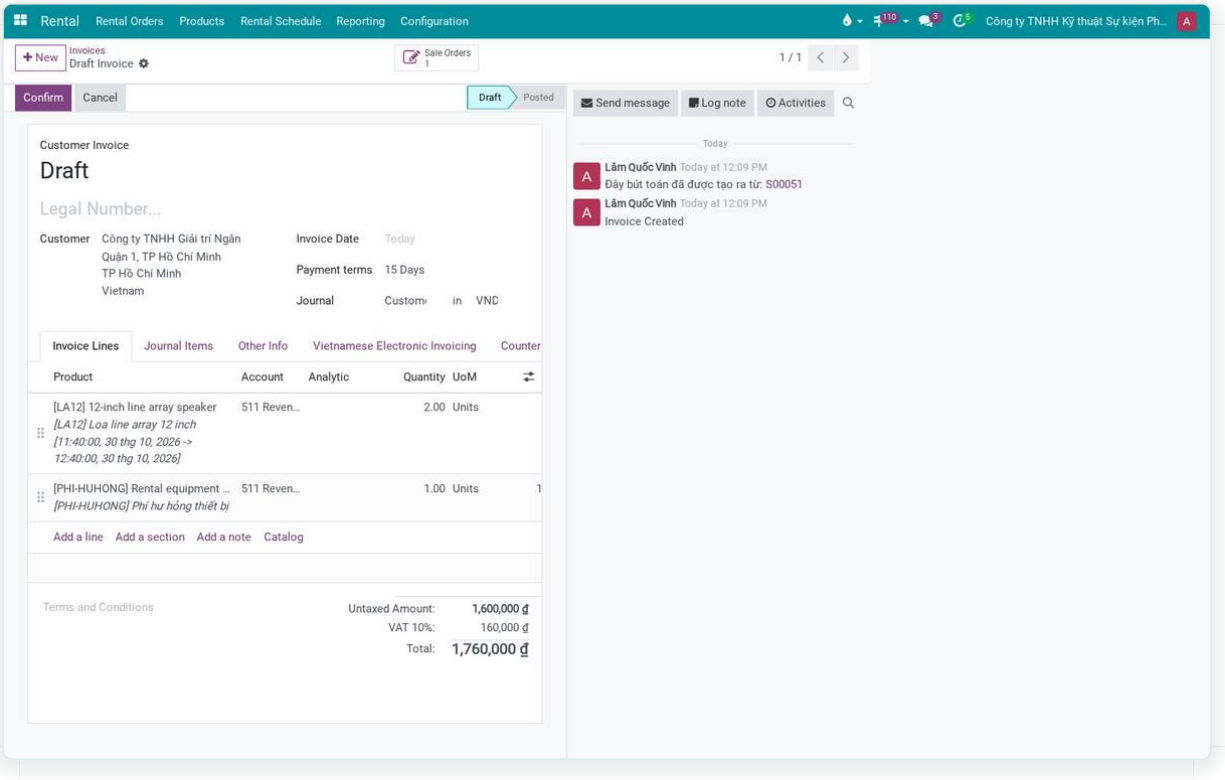


You should see: the line `[PHI-HUHONG] Rental equipment damage fee`, quantity `1`, unit price `1,500,000.00`; the order's **Untaxed Amount** becomes `1,600,000 VND`. The system does not calculate damage fees on its own: this service has a unit price of `0`, so the amount is decided by whoever prepares the order.

Step 4 - Create the invoice

Click **Create Invoice**, keep **Regular invoice**, and click **Create Draft**.

> *Path:* `Rental > Rental Orders > Orders > (open the order) > Create Invoice`

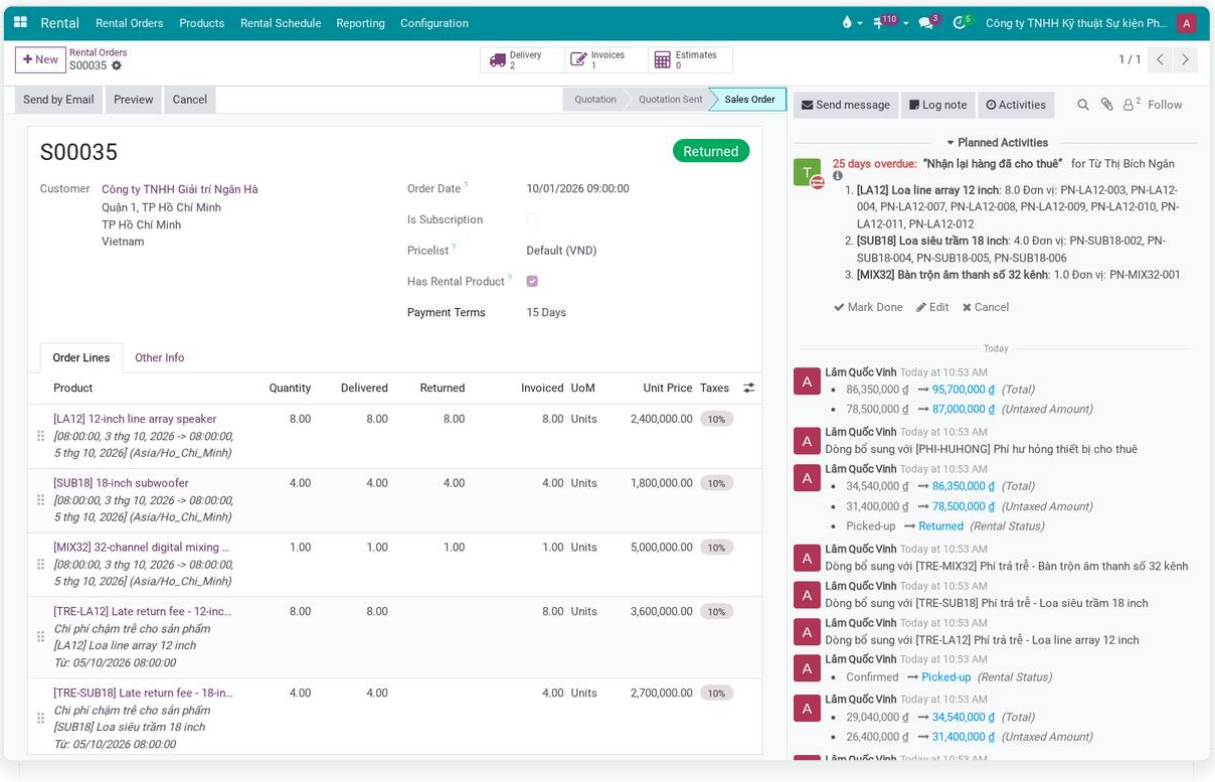


You should see: a **Draft** invoice with two lines (rent `100,000`, damage fee `1,500,000`), **Untaxed Amount** `1,600,000 VND`, **Total** `1,760,000 VND`. Click **Confirm** when you want to post it; the lesson stops at the draft so as not to change the shared accounting figures.

Step 5 - Read the late fee on a contract that was returned late

Open **Rental > Rental Orders > Orders**, choose the **Returned** filter and open the order **S00035** (rented from Oct 3 to Oct 5, returned on Oct 8).

> *Path:* `Rental > Rental Orders > Orders > S00035`

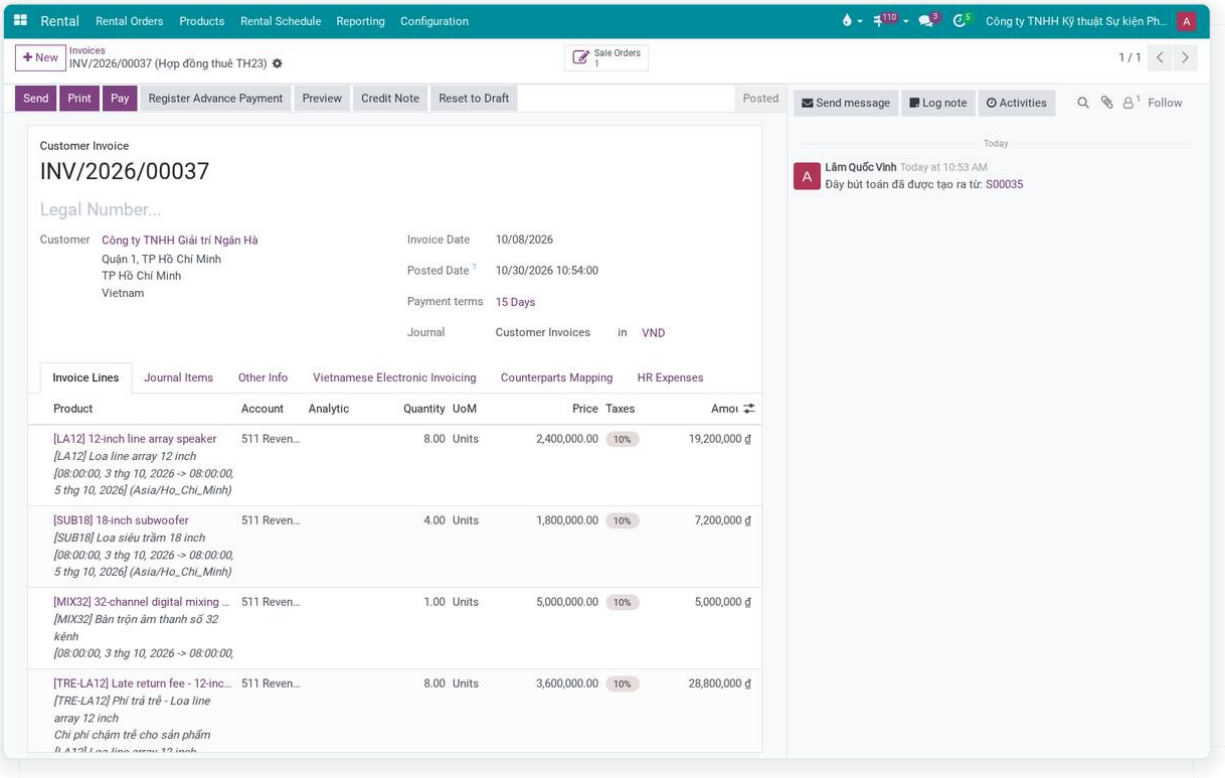


You should see: after the three equipment lines come the **Late return fee -** lines that the system added automatically when the return was confirmed. Each line description is stored in Vietnamese (`Chi phí chậm trễ cho sản phẩm ...`, delay costs for the product), with `Từ: 05/10/2026 08:00:00` (from: the due time, written day/month) and `Đến: 08/10/2026 10:00:00` (to: the time of return). The fee is charged for the lateness after subtracting the 2-hour threshold, at the daily rental price of that equipment itself: 3 days and 2 hours late is charged as 3 days. For example the 12-inch line array speaker: quantity `8`, unit price `3,600,000` (1,200,000 x 3 days) per unit, amount `28,800,000`. A delay shorter than a day is charged in proportion to the day. Swapping equipment is not charged a late fee.

Step 6 - Read the invoice with all the charges

Click the **Invoices** smart button of the order `S00035`.

> *Path:* `Rental > Rental Orders > Orders > S00035 > Invoices`



You should see: a posted invoice containing the rent line, the late fee line and the `[PHI-HUHONG]` line of `8,500,000`, all booked to revenue account `511`; **Untaxed Amount** `87,000,000 VND`, **Total** `95,700,000 VND`.

Note: taking equipment back does not create a maintenance request by itself. Open `Maintenance > Maintenance > Maintenance Requests`: the number of requests does not go up after a return (there is no bridge between **Return** and **Maintenance Request**). To record broken equipment, create a repair request as in the lesson **From broken equipment to a repair order with parts** From broken equipment to a repair order with parts.

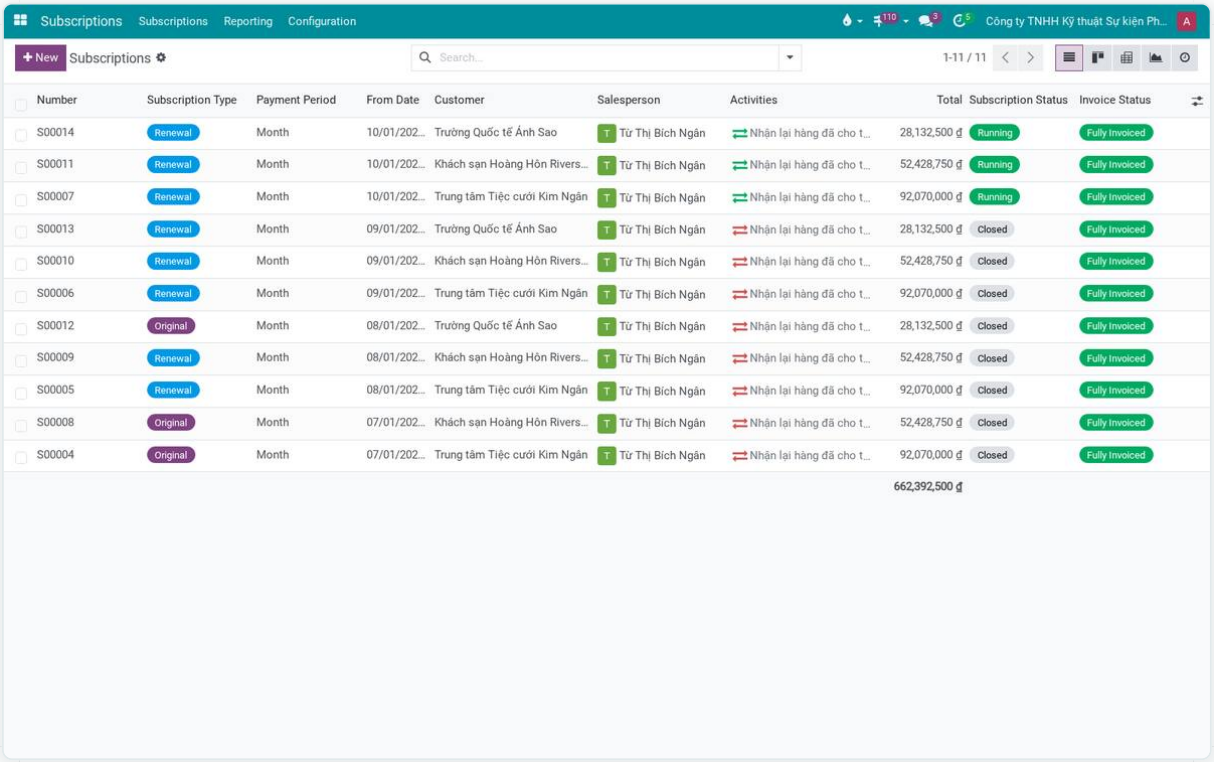
25 LONG-TERM RENTAL AND MONTHLY RENEWAL

About 15 minutes. By the end of this lesson your company will understand how a long-term rental contract runs: one renewal order a month, one invoice, and why each period has two warehouse slips on the same day. The lesson only reads three running contracts; do not click **Renewal** or **Close**.

Step 1 - Look at the subscription list

Open the **Subscriptions** app and choose **Subscriptions**.

> *Path:* `Subscriptions > Subscriptions > Subscriptions`

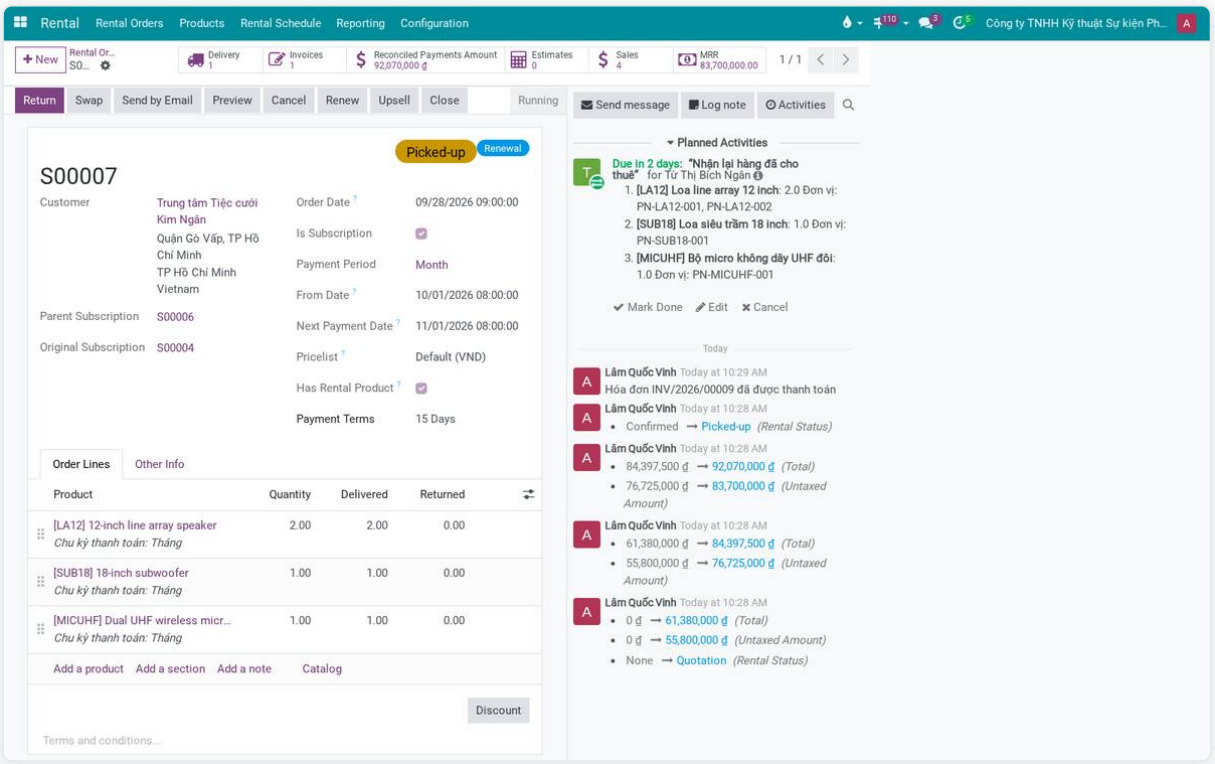


You should see: each month of each contract is one line. The **Subscription Type** column is **Original** (the first month) or **Renewal** (the following months), and **Payment Period** is **Month**. The order for the current month has **Subscription Status Running**, and past months are **Closed**. The three long-term customers: Trung tâm Tiệc cưới Kim Ngân, Khách sạn Hoàng Hôn Riverside, Trường Quốc tế Ánh Sao.

Step 2 - Open the current month's order

Open **Rental**, go to **Rental Orders**, choose **Orders**, then click the card of order **S00007** (Trung tâm Tiệc cưới Kim Ngân, October, label **Picked-up**).

> *Path:* `Rental > Rental Orders > Orders > S00007`

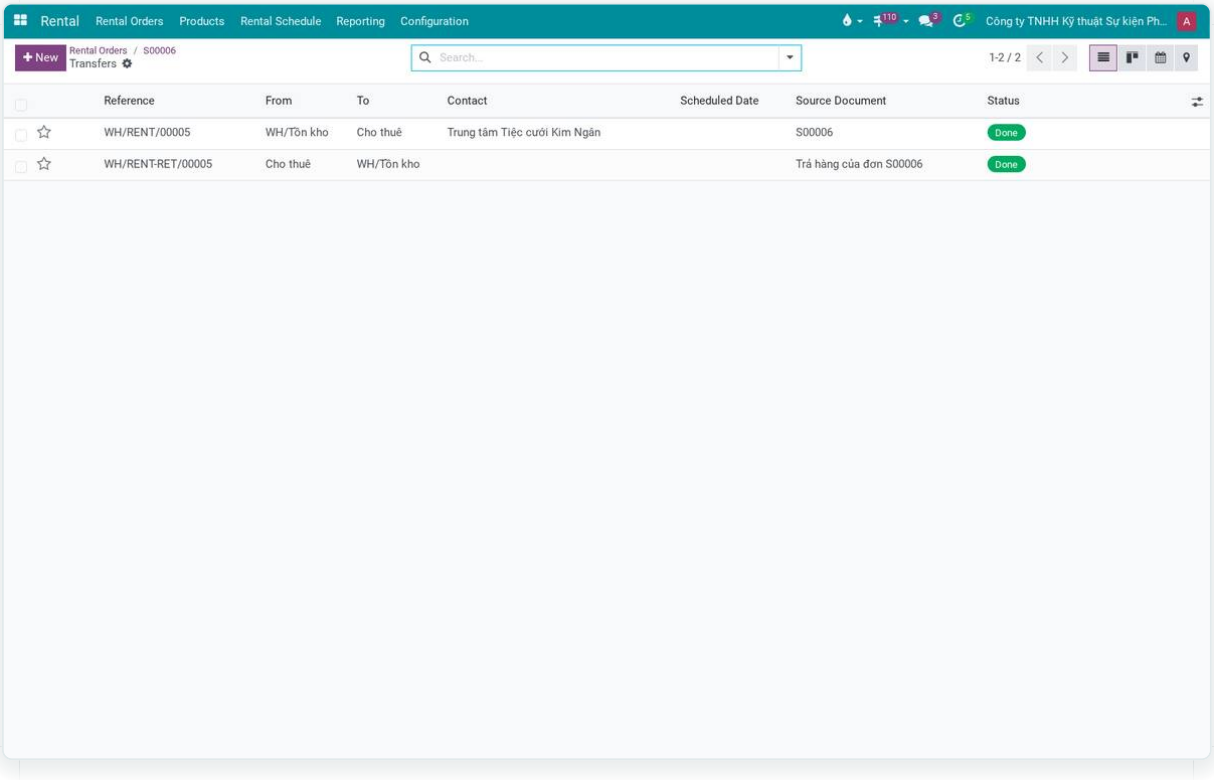


You should see: Parent Subscription is the previous month's order, **Original Subscription** is the first order, **Payment Period Month**, **From Date** `10/01/2026`, **Next Payment Date** `11/01/2026`. The equipment lines show the text `Chu kỳ thanh toán: Tháng` (Billing period: Month, in Vietnamese on this record). The button bar has **Return** and **Swap** (as on a short-term order) and adds **Renew**, **Upsell** and **Close**. The price for a month is the daily price multiplied by the days in the month, minus the 25% monthly discount (for example the 12-inch line array speaker: `27,900,000` VND per unit for the 31 days of October).

Step 3 - Look at last month's two warehouse slips

Open the same customer's September order (`S00006`) and click **Delivery**.

> *Path:* `Rental > Rental Orders > Orders > S00006 > Delivery`

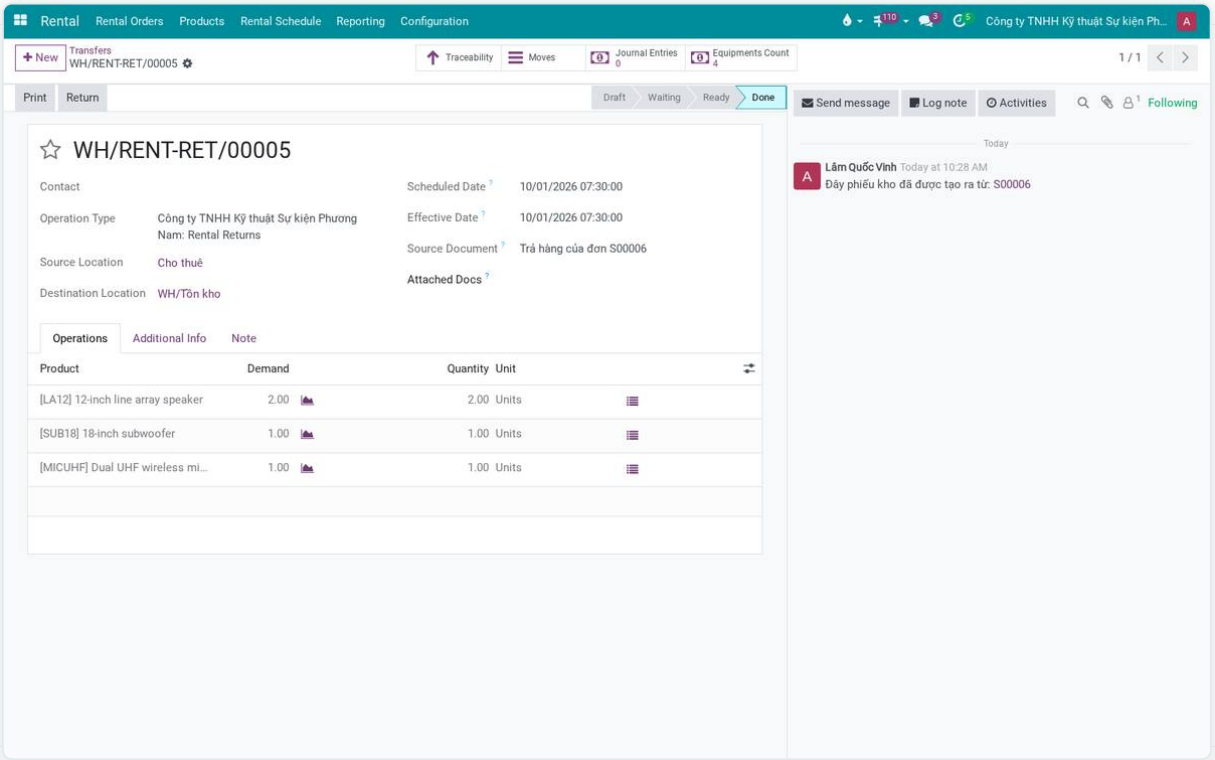


You should see: two slips: `WH/RENT/...` from **WH/Tồn kho** (WH/Stock) to **Cho thuê** (handing out equipment at the start of the period) and `WH/RENT-RET/...` from **Cho thuê** back to **WH/Tồn kho**, whose **Source Document** is `Trả hàng của đơn S00006` (Return of S00006 order, in Vietnamese on this record). The second slip is the take-back slip of the old order, dated on exactly the day the new order starts.

Step 4 - Look at the take-back slip

Open the slip `WH/RENT-RET/...`.

> *Path:* `Rental > Rental Orders > Orders > S00006 > Delivery > WH/RENT-RET/...`

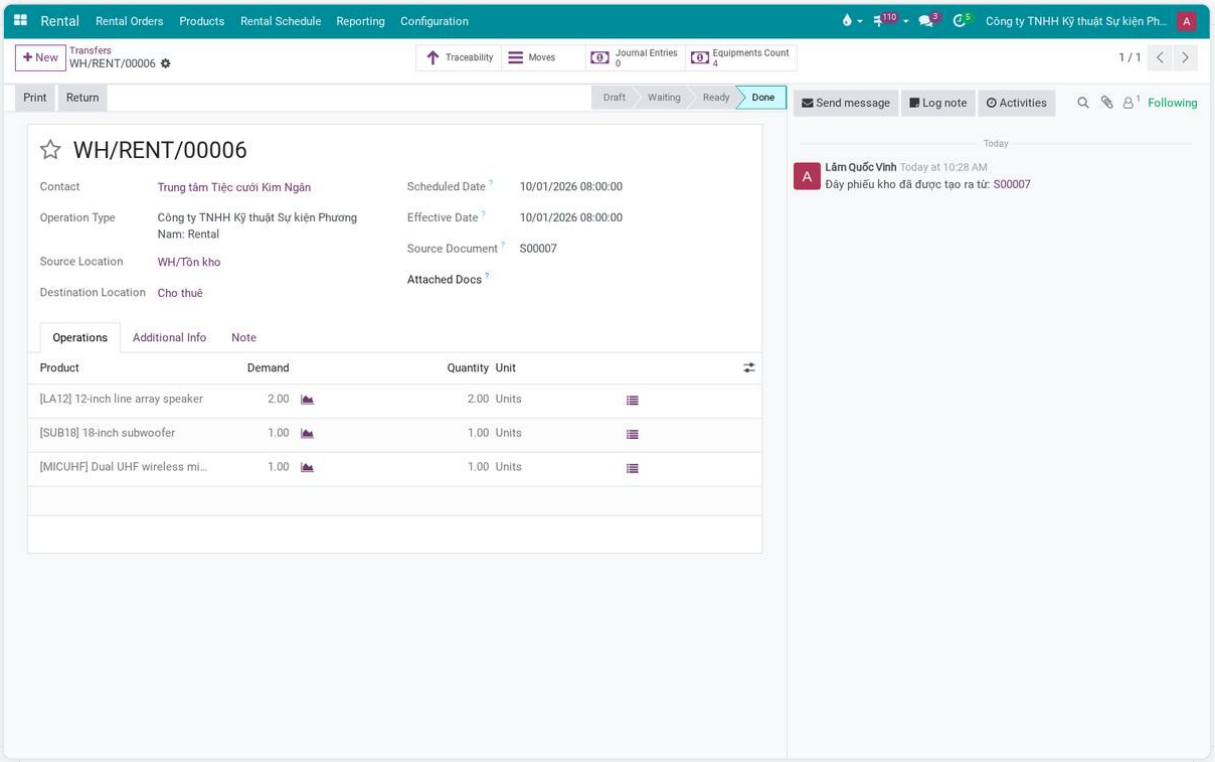


You should see: Effective Date `10/01/2026 07:30:00`, from **Cho thuê** back to **WH/Tồn kho**, and the lines are exactly the contract's three pieces of equipment.

Step 5 - Look at the delivery slip of the new period

Open the delivery slip of the October order.

> *Path:* `Rental > Rental Orders > Orders > S00007 > Delivery`

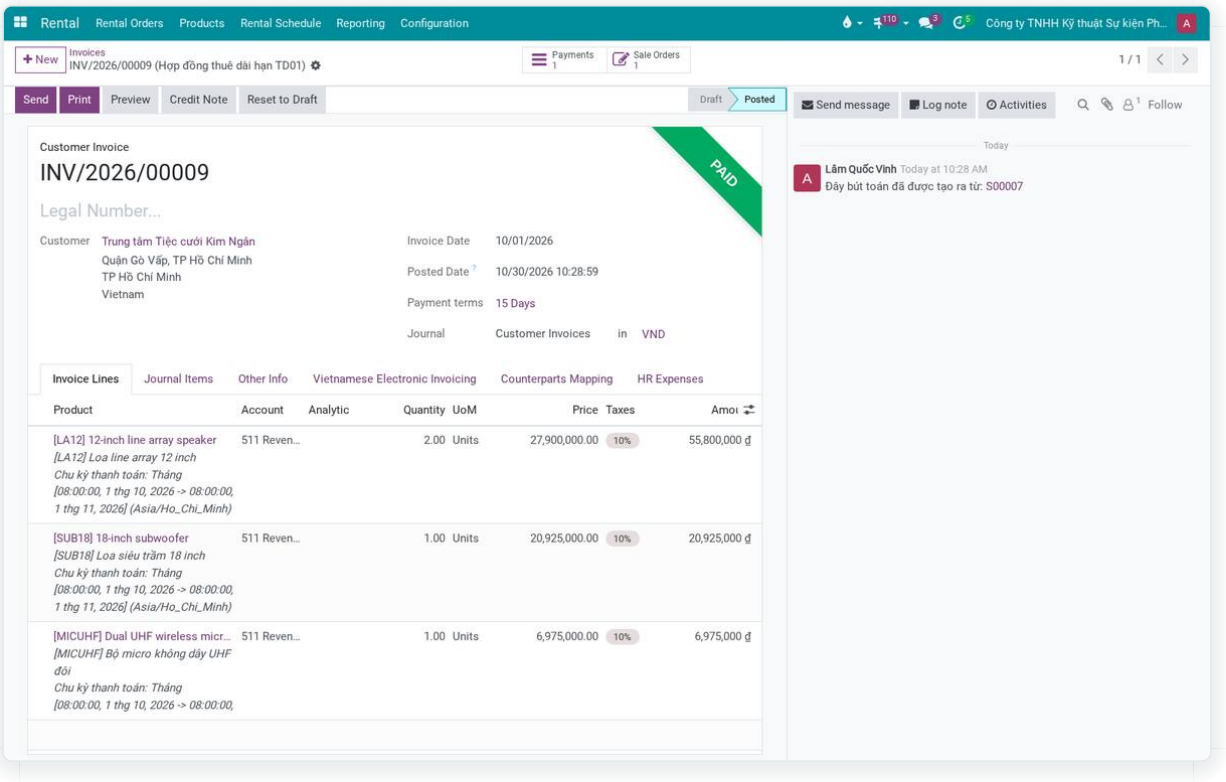


You should see: the slip `WH/RENT/...` of the October order, **Effective Date** `10/01/2026 08:00:00`, from **WH/Tồn kho** to **Cho thuê**, with the same three pieces of equipment. So each period has one take-back slip on the old order (07:30) and one delivery slip on the new order (08:00) on the same day; the equipment goes back into the warehouse and out to the Rental location again within half an hour, while in the real world it stays with the customer.

Step 6 - Look at the month's invoice

Go back to the October order and click **Invoices**.

> *Path:* `Rental > Rental Orders > Orders > S00007 > Invoices`



You should see: one invoice for exactly one month, each line showing `Chu kỳ thanh toán: Tháng` (Billing period: Month) and the rental period, booked to revenue account `511`. Each following month has one such invoice; any order that has not been fully collected shows up in the aging report (see the part on invoices, receivables and project profit and loss Part VII. Invoicing, receivables and project profit and loss).

26 RENTAL REPORTS

About 10 minutes. The reports for the rental part live in the **Rental** and **Subscriptions** apps.

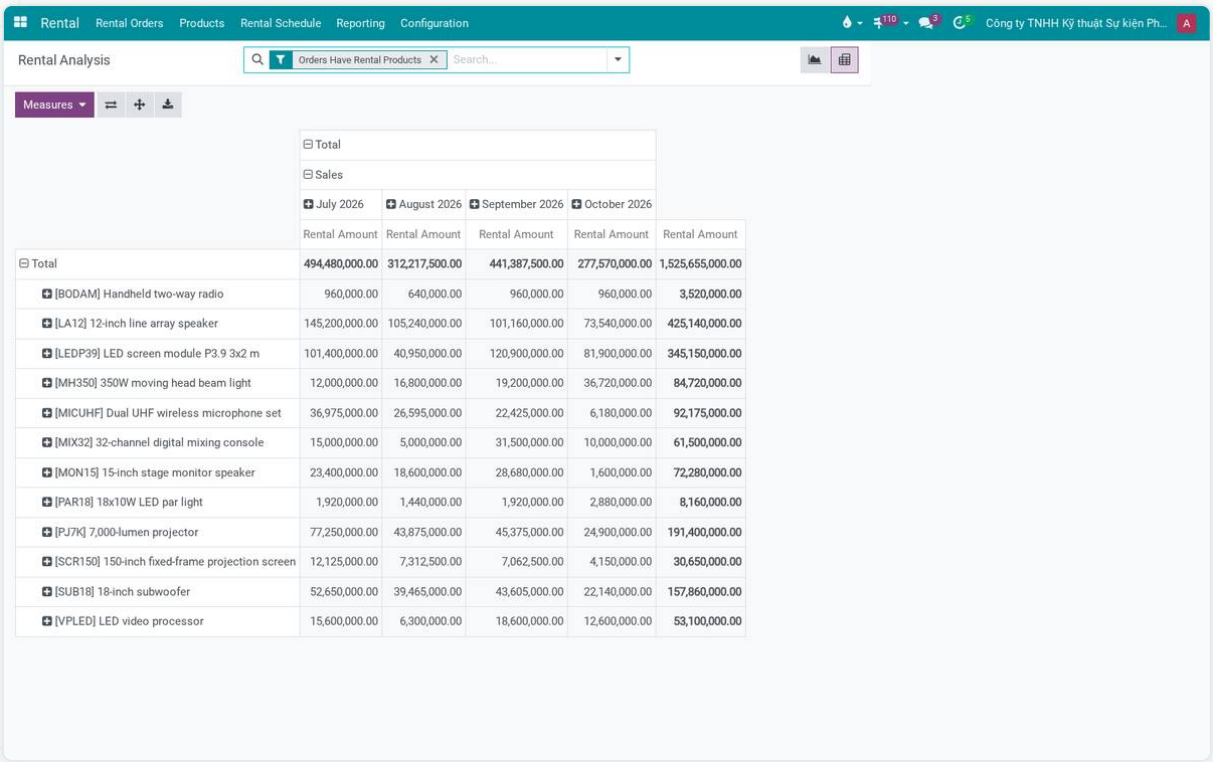
Report	Path	Question it answers
Rental Schedule	`Rental > Rental Schedule`	Which equipment is out, until when, and which customer holds it? Are there gaps in which to take another contract?
Inventory Report	`Rental > Reporting > Inventory Report`	For each piece of equipment, how many units are ready in the warehouse and how many are at customers?
Rental Analysis	`Rental > Reporting > Rental Analysis`	Which equipment, which customer and which month bring in how much rent? How many units are ordered, delivered and waiting to be delivered?
Monthly recurring revenue	`Subscriptions > Reporting > MRR`	How much revenue do long-term rental contracts bring in each month, and in which month are new subscriptions added?

Report	Path	Question it answers
Annual recurring revenue	`Subscriptions > Reporting > ARR`	The same question as above, expressed per year

Step 1 - Open Rental Analysis and switch to the table view

Open **Rental**, go to **Reporting**, choose **Rental Analysis**, and click the **Pivot** button in the right corner.

> *Path:* `Rental > Reporting > Rental Analysis`

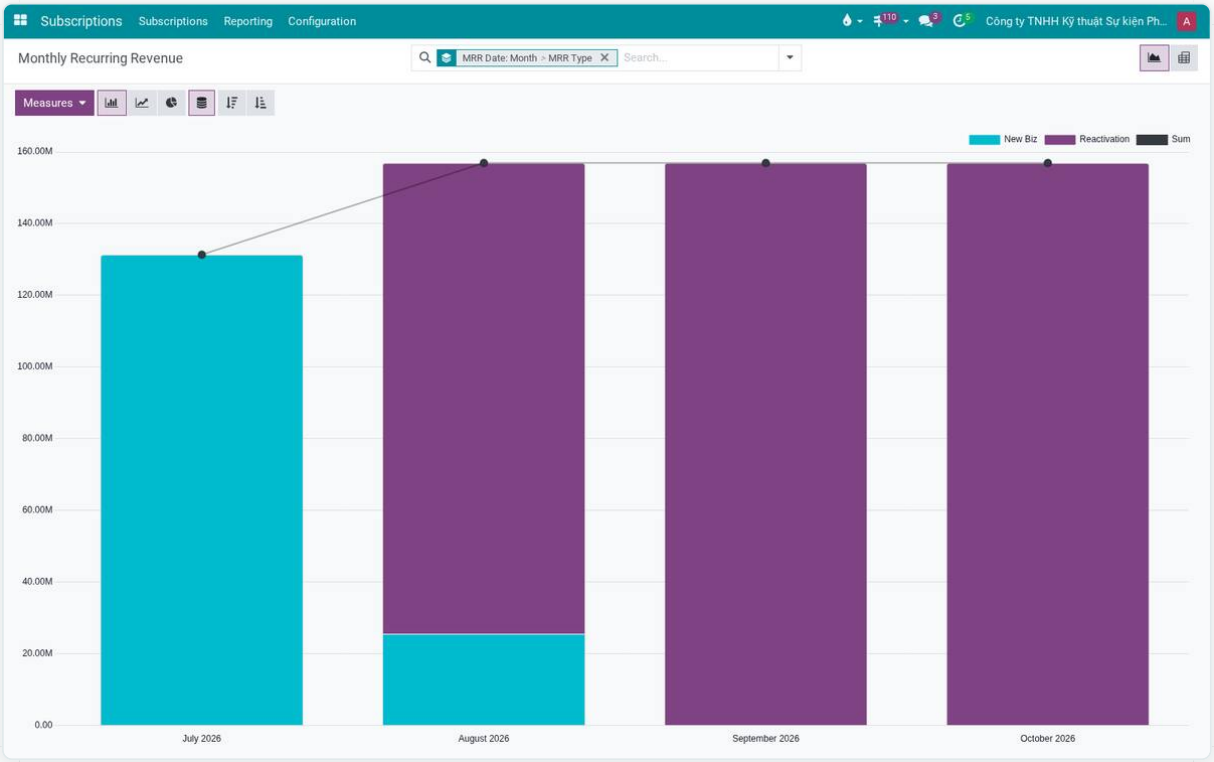


You should see: rows are the individual pieces of equipment, columns are months, and the value is **Rental Amount**; a **Total** row at the top and a **Total** column on the right. Click **Measures** to switch to **Qty Ordered**, **Qty Delivered**, **Qty To Deliver**, **Amount Unpaid** and so on. The figures change from day to day, so read them on the screen.

Step 2 - Open the monthly recurring revenue report

Open the **Subscriptions** app, go to **Reporting**, and choose **MRR**.

> *Path:* `Subscriptions > Reporting > MRR`



You should see: stacked columns by month, teal for **New Biz**, purple for **Reactivation** (renewed subscriptions), and a line for **Sum**.

27 SELF-GUIDED EXERCISE: THE RENTAL PART

About 45 minutes for all three exercises. There are no step-by-step screenshots; each exercise says where to check your own work.

Exercise 1 (about 10 minutes). Quote a rental of two-way radios. Create a quotation for any customer: **4 Handheld two-way radios**, rented for **3 days** starting tomorrow. Then change the period to **7 days**. Self-check: the daily price of the radio is `80,000 VND`. For 3 days the unit price is `240,000 VND` per unit, and the untaxed amount of the whole line is `960,000 VND`. For 7 days the unit price is `504,000 VND` (80,000 x 7 x 0.9), and the untaxed amount of the whole line is `2,016,000 VND`.

Exercise 2 (about 20 minutes). Hand out and swap equipment. With the quotation from exercise 1: confirm it, hand out the equipment with the warehouse slip, then swap one radio for another. Finally, open **Inventory Report** and **Lots / Serial Numbers**. Self-check: the order's chatter has a line **Swapped:** (`Đổi sản phẩm:` on a record written in a Vietnamese session) showing two serial numbers `PN-BODAM-...`; the order's **Delivery** button shows `3`; in **Inventory Report** the **[BODAM]** row has `4` units in **Cho thuê** (Rental) for this exercise (plus the contracts currently holding radios, if any).

Exercise 3 (about 15 minutes). Read the late fee on an existing contract. Open order `S00035` (the rental contract of Công ty TNHH Giải trí Ngân Hà from Oct 3; find it in **Rental > Rental Orders**

> Orders with the **Returned** filter) and read the **Late return fee** lines. Self-check: there are three late fee lines, one for each type of equipment rented. For example the line **Late return fee - 12-inch line array speaker** has quantity `8` and unit price `3,600,000 VND` (the daily price of 1,200,000 x 3 days late), amount `28,800,000 VND`. The order also has one line **Rental equipment damage fee** `8,500,000 VND` added by hand by the storekeeper.

PART V. EQUIPMENT MAINTENANCE AND REPAIR

This part answers one question: **how is each piece of rental equipment maintained and repaired, and what do you record, fix and follow up when a customer returns broken equipment.** It is written for technicians, equipment storekeepers and the director.

Each serial number has its own **maintenance equipment** record, linked to the serial number in the warehouse. Maintenance consists of two types of **maintenance request**: **Preventive** (periodic checks) and **Corrective** (broken equipment). When parts need to be replaced, you open a **repair order** from the corrective request. One thing to know in advance: **the system does not create a maintenance request by itself when equipment comes back from a customer.** Taking equipment back is only a warehouse slip; if the equipment is broken, the technician or storekeeper creates a corrective request, as in the hands-on lesson below.

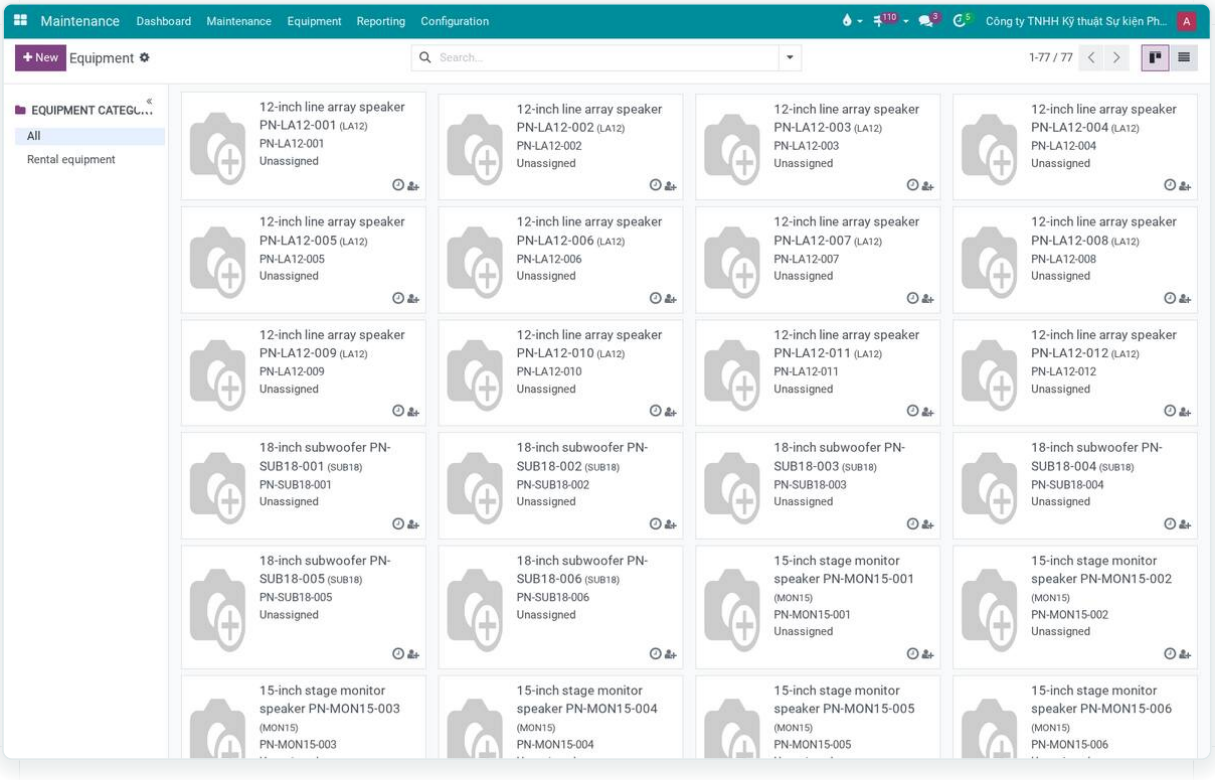
28 READ THE EQUIPMENT MAINTENANCE CONFIGURATION

About 10 minutes. By the end of this lesson your company will know how maintenance equipment is tied to serial numbers, where the preventive maintenance mode sits, and where to see each unit's maintenance history. The lesson is read-only.

Step 1 - Open the list of maintenance equipment

Open the **Maintenance** app and choose **Equipment**.

> *Path:* `Maintenance > Equipment`

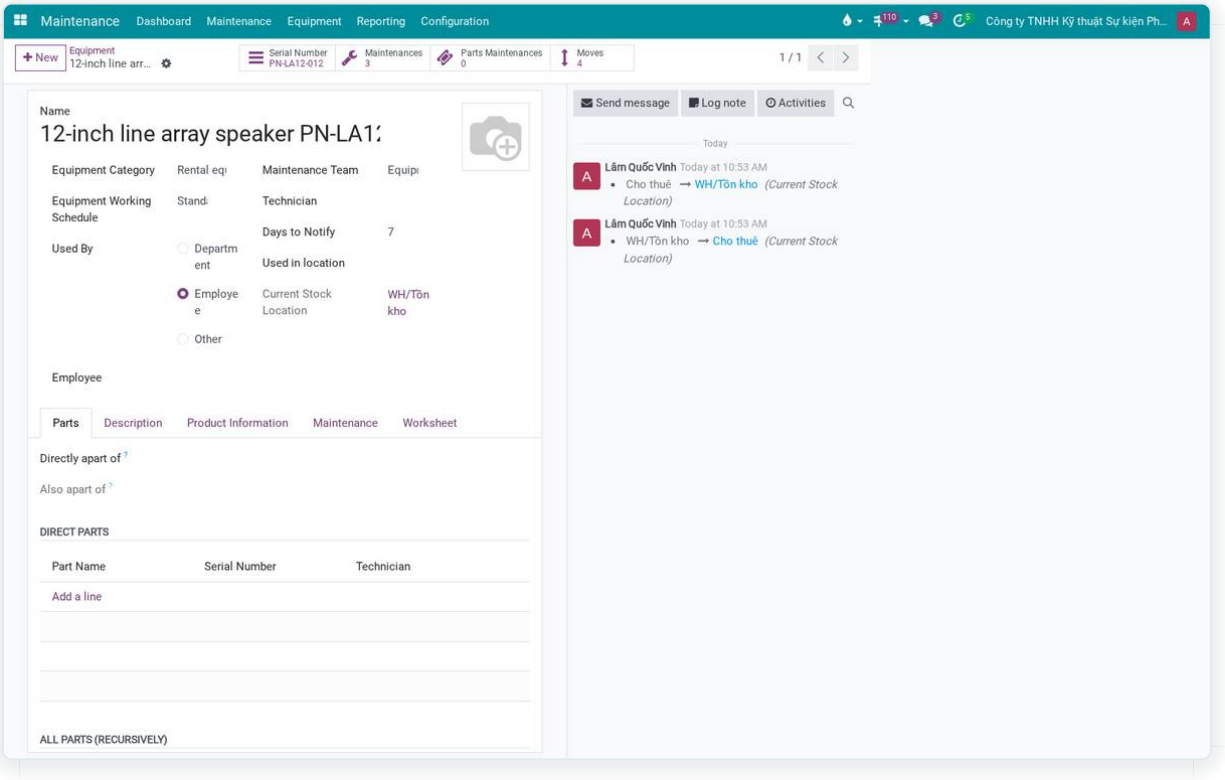


You should see: each card is one unit, with the name including the serial number (for example `12-inch line array speaker PN-LA12-001`), the equipment code in brackets, the serial number, and the assigned person (*Unassigned* in the screenshot). The **Equipment Categories** column on the left has **Rental equipment**. The number of cards equals the number of rental serial numbers the company has.

Step 2 - Open a piece of equipment

Click the card **12-inch line array speaker PN-LA12-012**.

> *Path:* `Maintenance > Equipment > 12-inch line array speaker PN-LA12-012`

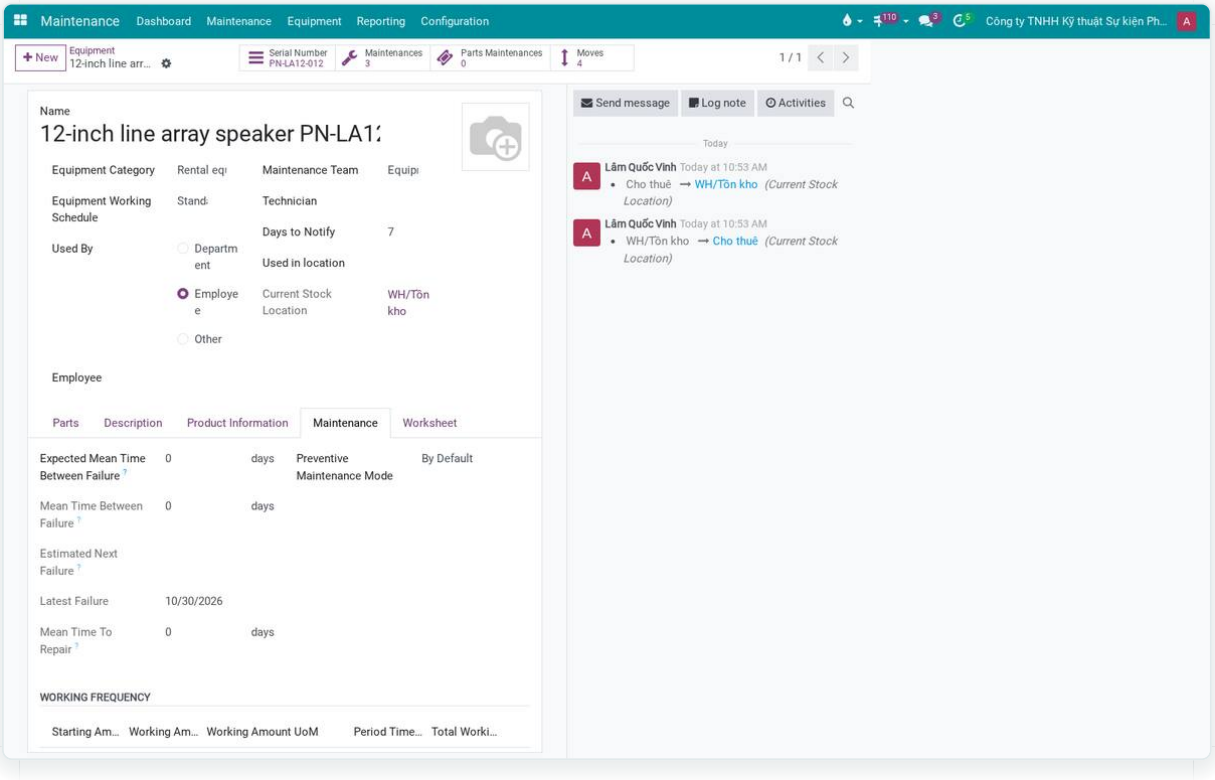


You should see: Equipment Category *Rental equipment*, **Maintenance Team** *Equipment maintenance team*, **Current Stock Location** (for example `WH/Tồn kho`). The row of smart buttons has **Serial Number** (click to open the serial number in the warehouse), **Maintenance** (the number of requests for this unit alone), **Parts Maintenances** and **Moves**. The chatter on the right records each time the unit changes location, for example `Cho thuê -> WH/Tồn kho (Current Stock Location)` (Rental -> WH/Stock).

Step 3 - Look at the preventive maintenance mode

Click the **Maintenance** tab of the equipment.

> *Path:* `Maintenance > Equipment > 12-inch line array speaker PN-LA12-012 > Maintenance`

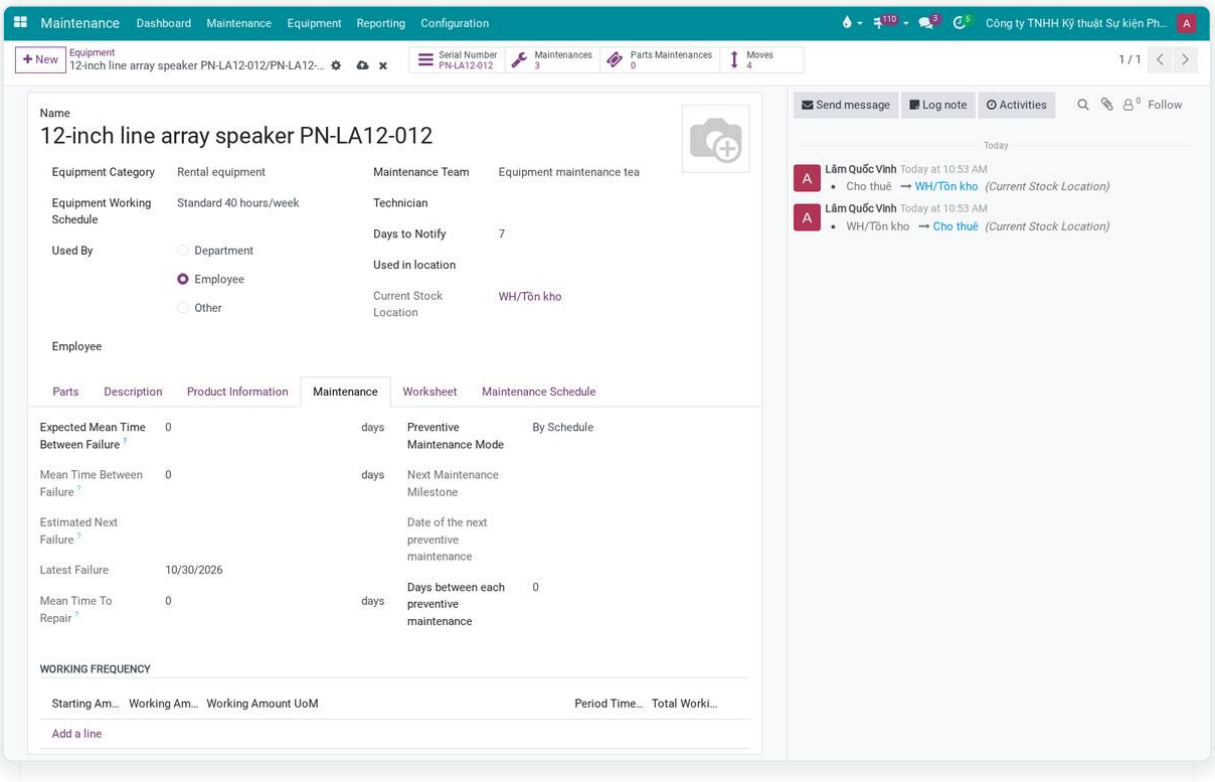


You should see: Preventive Maintenance Mode is **By Default**, with the indicators **Latest Failure** and **Mean Time To Repair**. In this mode there is no separate interval field on the equipment.

Step 4 - Look at the By Schedule mode (do not save)

In **Preventive Maintenance Mode** choose **By Schedule**, look at the new fields that appear, then click the `x` icon (discard changes) at the top of the form. Do not save.

> *Path:* `Maintenance > Equipment > 12-inch line array speaker PN-LA12-012 > Maintenance`

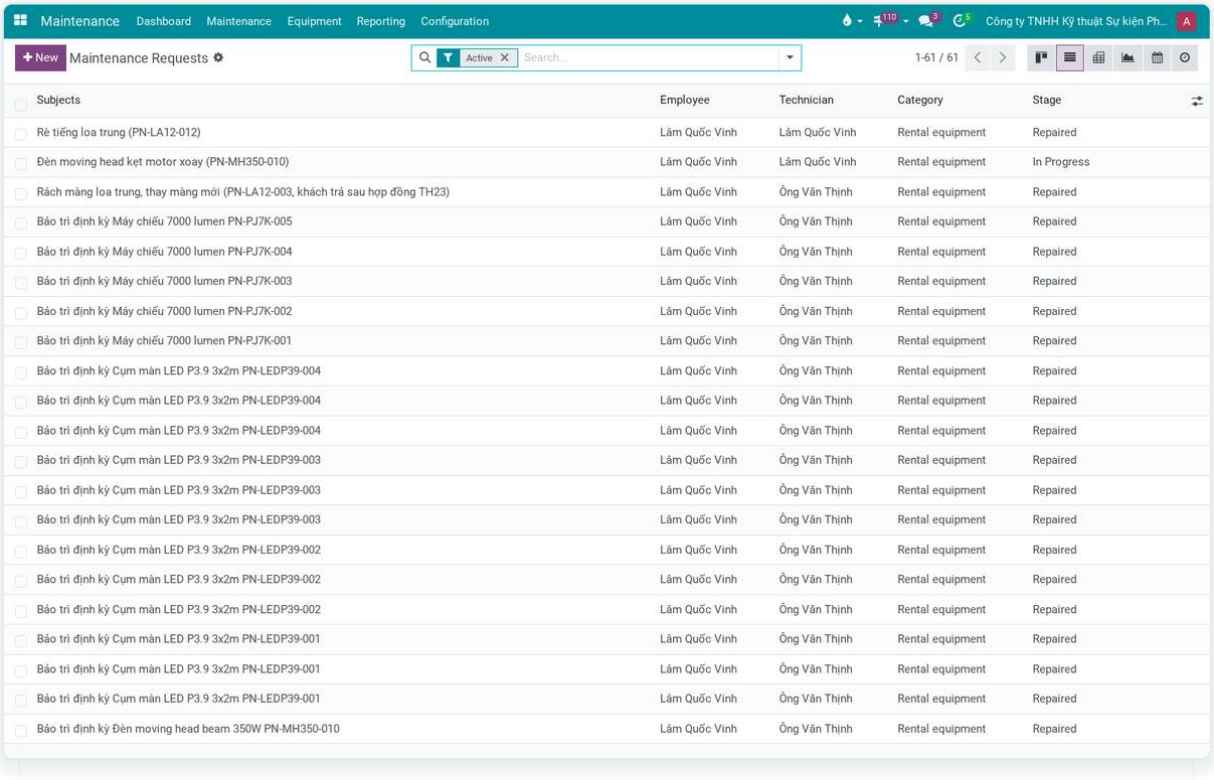


You should see: the fields **Next Maintenance Milestone**, **Date of the next preventive maintenance** and **Days between each preventive maintenance** appear, plus a **Maintenance Schedule** tab next to the existing tabs. This mode is for equipment that has its own maintenance plan; Phương Nam's sample system leaves all equipment on **By Default** and records periodic maintenance as requests of type **Preventive**, as in the next step.

Step 5 - Read the maintenance request history

Open **Maintenance**, choose **Maintenance**, then **Maintenance Requests**. Click the list icon in the right corner.

> *Path:* `Maintenance > Maintenance > Maintenance Requests`

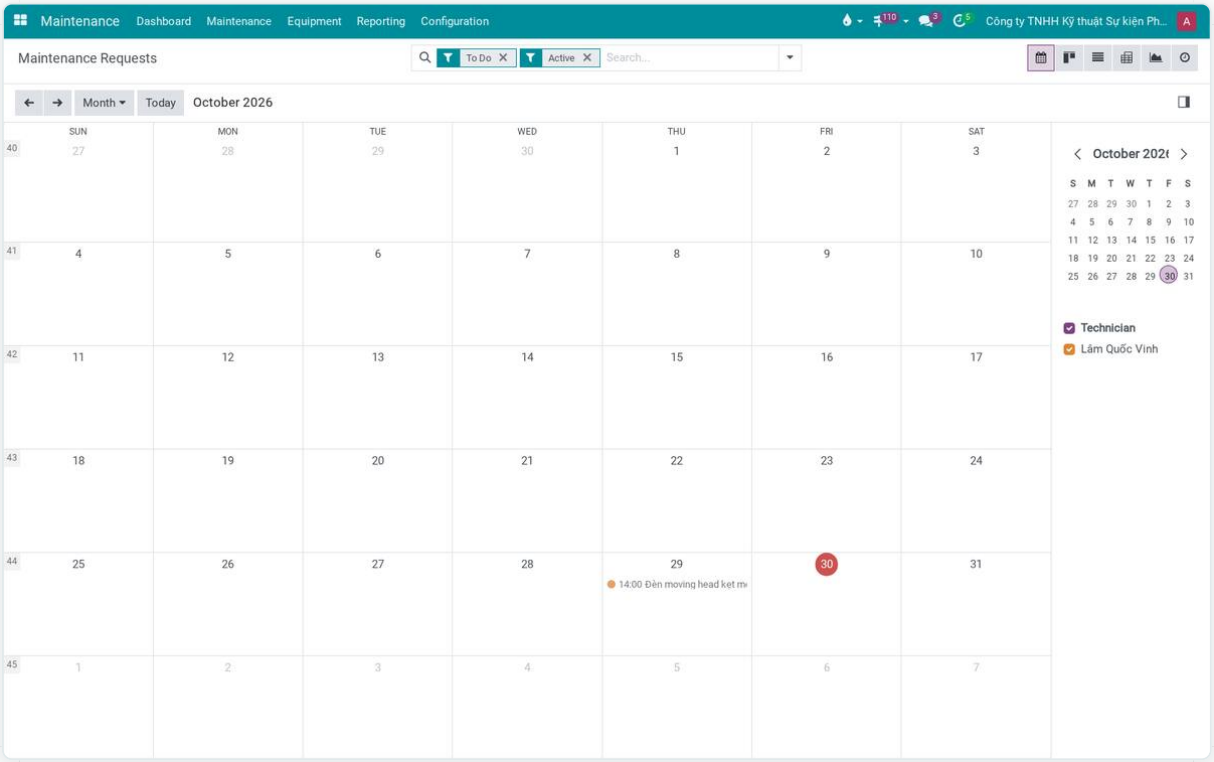


You should see: requests named in the form `Bảo trì định kỳ <equipment name> <serial number>` (Vietnamese for "Periodic maintenance"; preventive) and corrective requests with a description of the fault (for example `Rách màng loa trung, thay màng mới ...`, meaning torn mid-range speaker cone, new cone fitted; the request you create in the next lesson is also in the list). The **Stage** column is **Repaired** for finished work and **In Progress** for work still open. The LED screen module appears more often than the other equipment because it is maintained more frequently.

Step 6 - Look at the maintenance calendar

Open **Maintenance**, choose **Maintenance**, then **Maintenance Calendar**. The screen opens with the filters **To Do** and **Active**, which the screenshot keeps; choose the **Month** mode.

> *Path:* `Maintenance > Maintenance > Maintenance Calendar`



You should see: each request is a bar on its scheduled date, with the time. When many requests fall on the same day, **+ N more** appears; click it to open them all. The panel on the right filters by **Technician**.

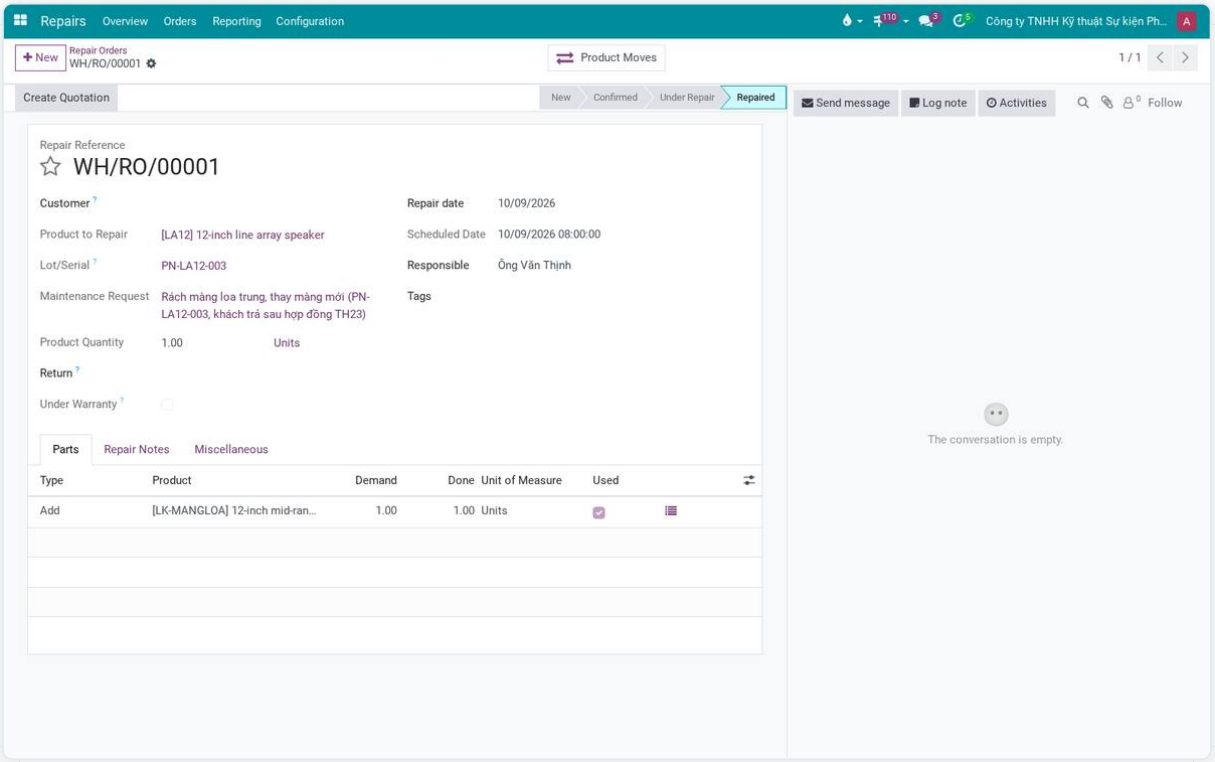
29 FROM BROKEN EQUIPMENT TO A REPAIR ORDER WITH PARTS

About 25 minutes. By the end of this lesson your company will have recorded a speaker with a crackling sound, opened a repair order with one replacement part, finished the repair and closed the request. The scenario: serial number `PN-LA12-012` is in **WH/Tồn kho** (WH/Stock) and a technician hears the mid-range speaker crackle during a check before renting it out. Your company can pick another **12-inch line array speaker** serial number that is in the warehouse.

Step 1 - Look at a finished repair order

Open the **Repairs** app, choose **Orders**, and click the line `WH/RO/00001`.

> *Path:* `Repairs > Orders > WH/RO/00001`

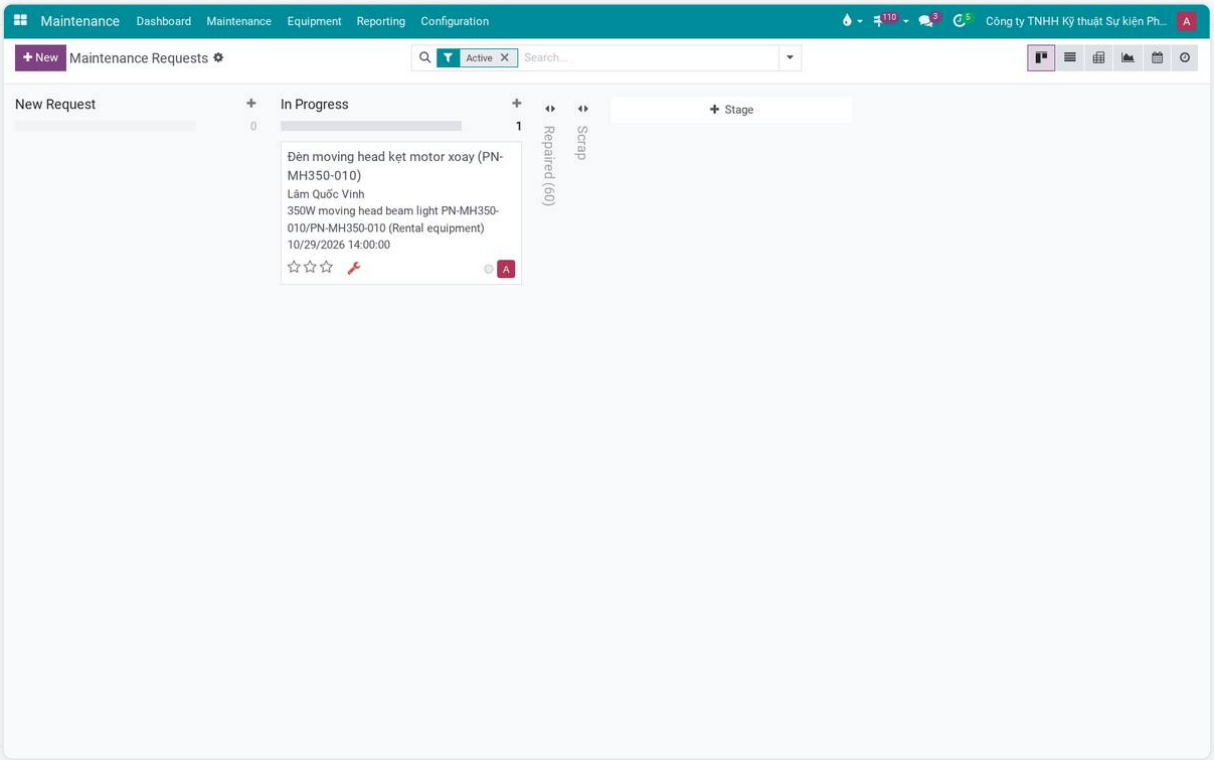


You should see: the order is **Repaired**; **Product to Repair** `[LA12] 12-inch line array speaker`, **Lot/Serial** `PN-LA12-003`, **Maintenance Request** pointing back to the original corrective request, and the **Parts** tab has `[LK-MANGLOA] 12-inch mid-range speaker cone`, quantity `1.00`, with the **Used** column ticked. This order is the result of exactly the process your company is about to follow.

Step 2 - Open the maintenance requests

Open **Maintenance**, choose **Maintenance**, then **Maintenance Requests**.

> *Path:* `Maintenance > Maintenance > Maintenance Requests`

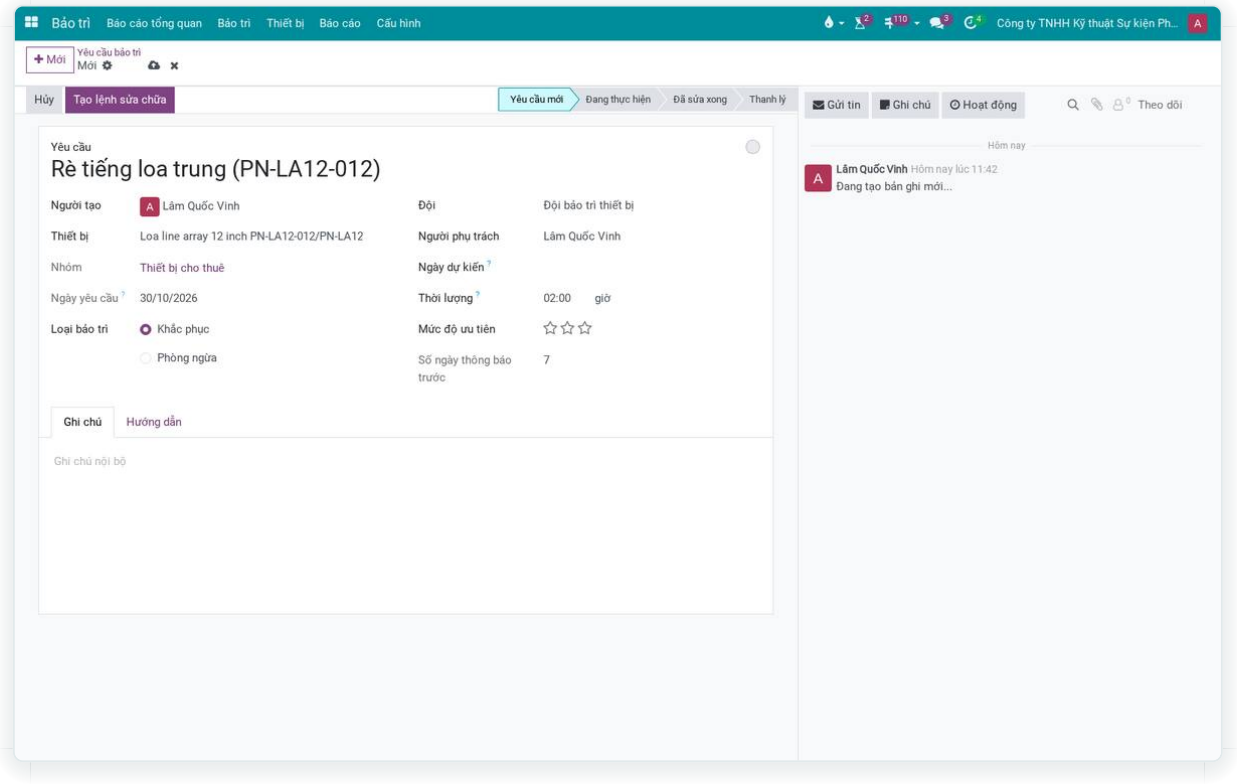


You should see: the stage columns **New Request**, **In Progress**, **Repaired**, **Scrap**; each request is a card.

Step 3 - Create a corrective request

Click **New**. In **Request** type `Rè tiếng loa trung (PN-LA12-012)` (crackling mid-range speaker). In **Equipment** type `PN-LA12-012` and choose **12-inch line array speaker PN-LA12-012**. Keep **Maintenance Type** as **Corrective**. In **Duration** enter `2` hours.

> *Path:* `Maintenance > Maintenance > Maintenance Requests > New`



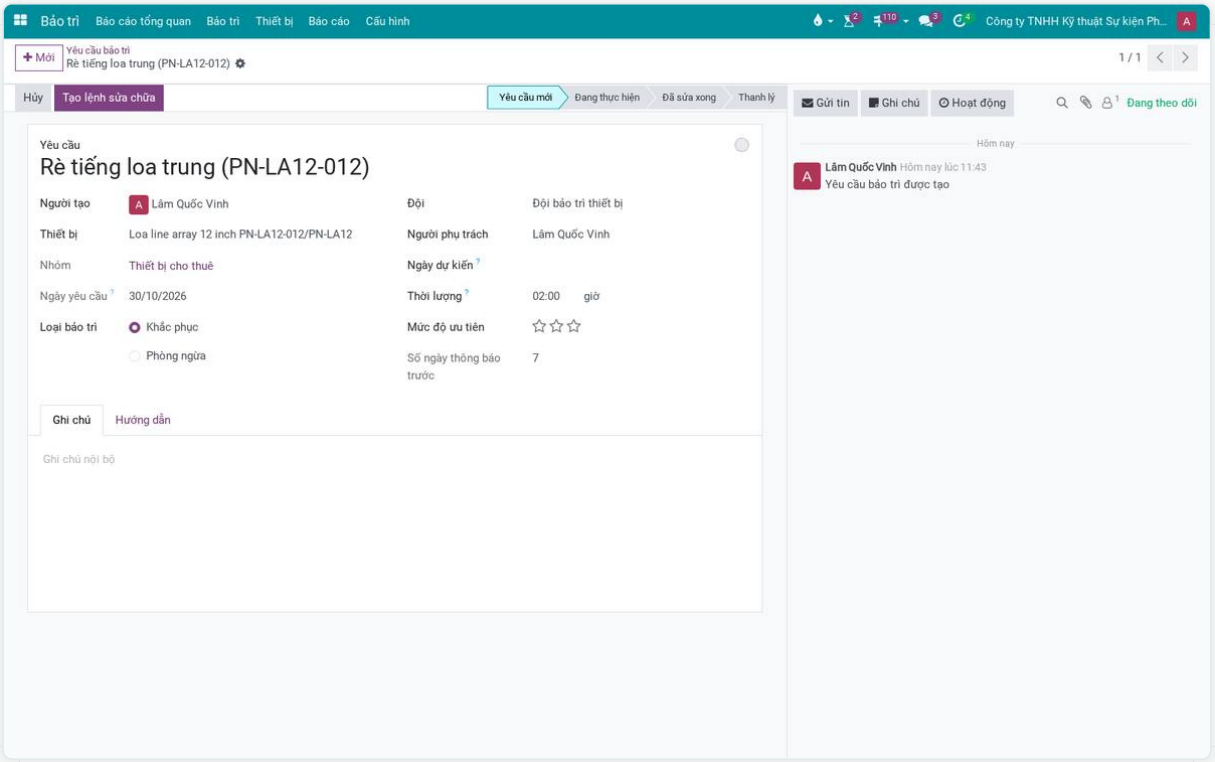
(The screenshot shows the Vietnamese interface.)

You should see: Category fills in automatically as *Rental equipment*, **Team** as *Equipment maintenance team*, and **Request Date** is today.

Step 4 - Save the request

Click the save icon (the cloud).

> *Path:* `Maintenance > Maintenance > Maintenance Requests > (open the request)`



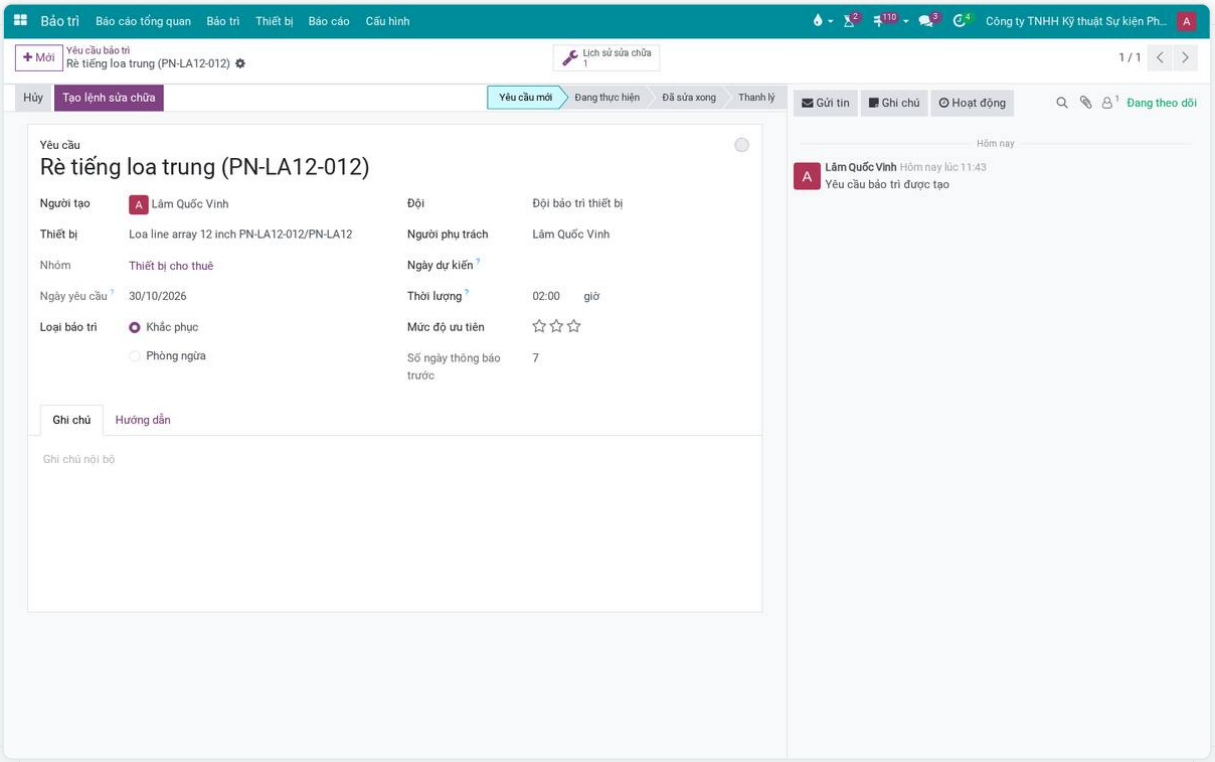
(The screenshot shows the Vietnamese interface.)

You should see: the stage bar at **New Request**, and the chatter on the right reads *Maintenance Request created*. The button bar has **Cancel** and **Create Repair Order**.

Step 5 - Open a repair order from the request

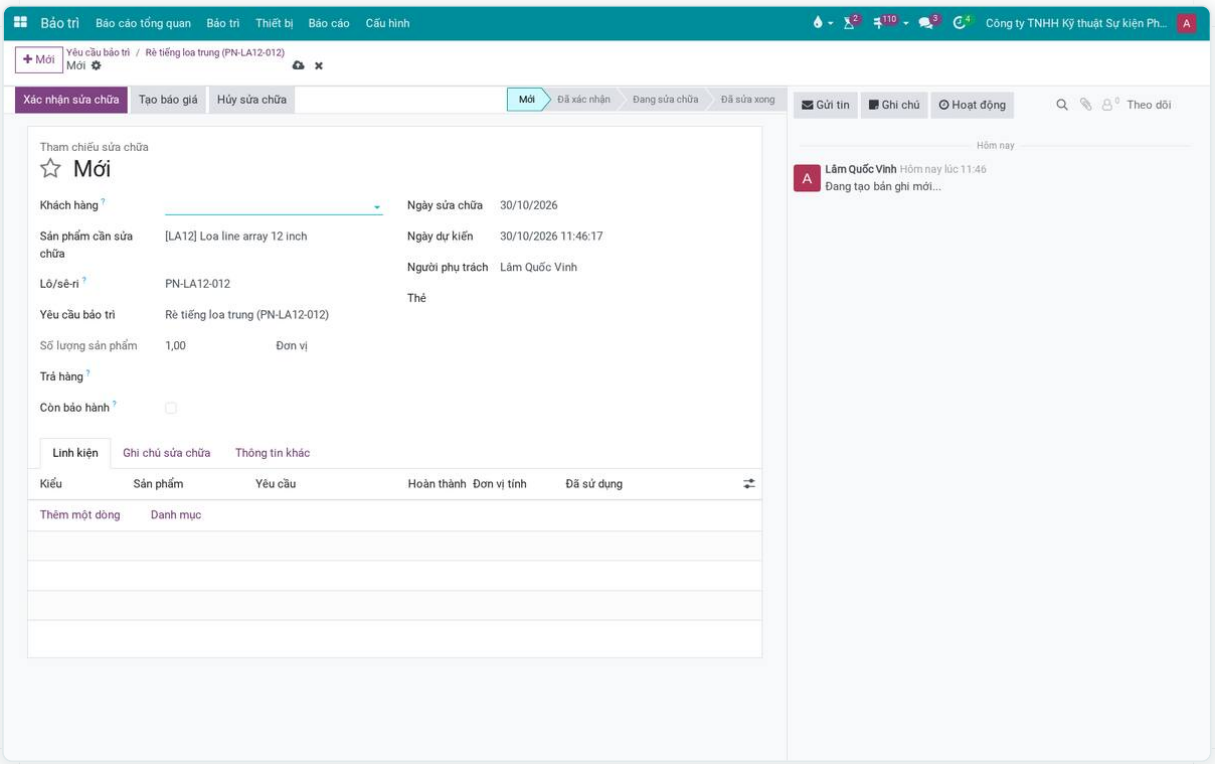
Click **Create Repair Order**.

> *Path:* `Maintenance > Maintenance > Maintenance Requests > (open the request) > Create Repair Order`



(The screenshot shows the Vietnamese interface.)

The system switches to a new repair order screen.



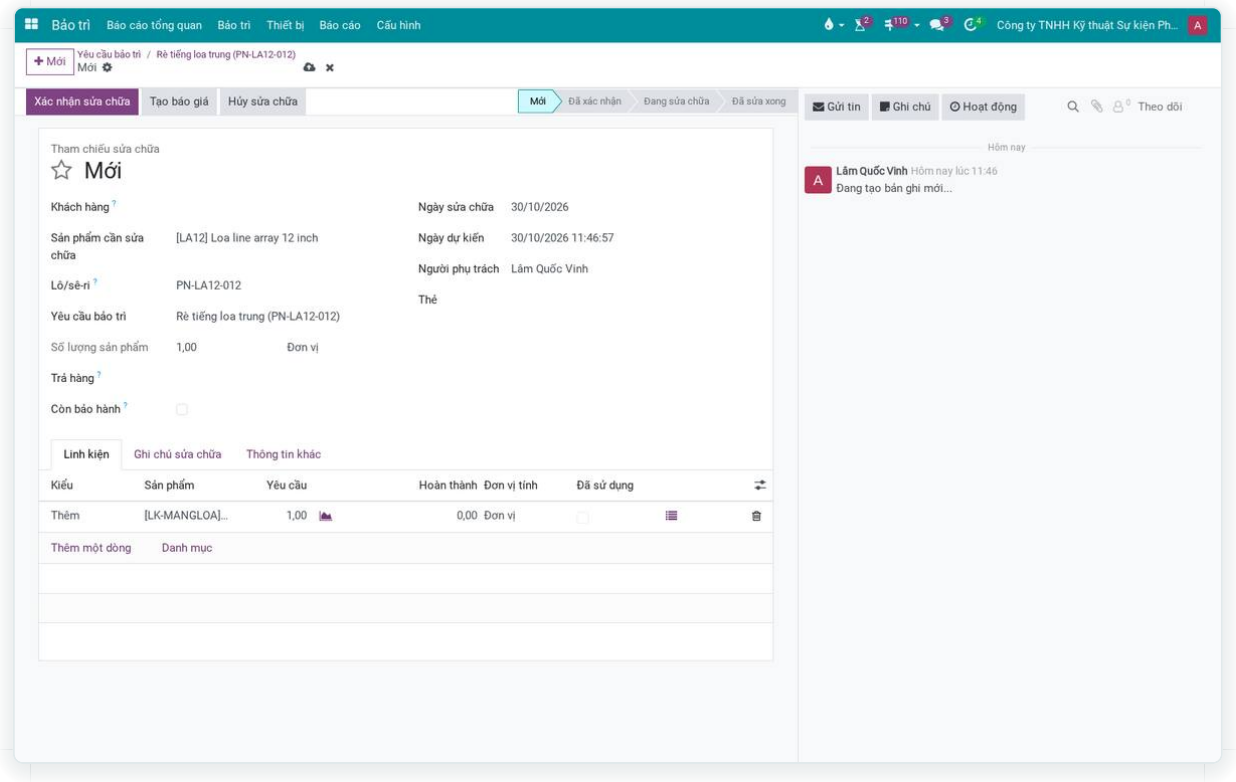
(The screenshot shows the Vietnamese interface.)

You should see: Product to Repair `[LA12] 12-inch line array speaker`, **Lot/Serial** `PN-LA12-012`, **Maintenance Request** is the request you just created, **Product Quantity** `1.00`. The status bar is at **New**; the button bar has **Confirm Repair**, **Create Quotation**, **Cancel Repair**.

Step 6 - Add a replacement part

On the **Parts** tab click **Add a line**. In **Type** choose **Add**; in **Product** type `MANGLOA` and choose `[LK-MANGLOA] 12-inch mid-range speaker cone`; leave **Demand** at `1`.

> *Path:* `Repairs > Orders > (open the order) > Parts > Add a line`



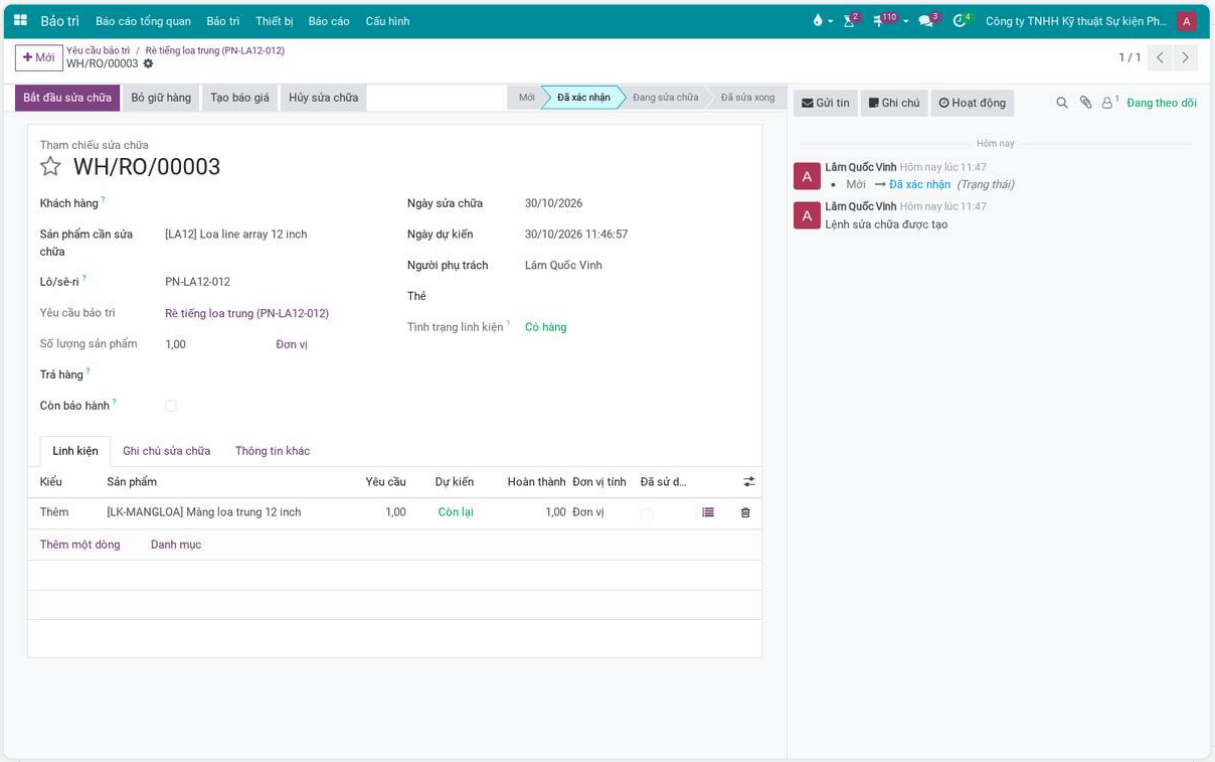
(The screenshot shows the Vietnamese interface.)

You should see: the new line has **Type** *Add*, the product `[LK-MANGLOA]`, **Demand** `1.00`. The **Type** column offers **Add**, **Remove** and **Recycle**: **Add** is a part fitted into the equipment.

Step 7 - Confirm the repair

Click **Confirm Repair**.

> *Path:* `Repairs > Orders > (open the order) > Confirm Repair`



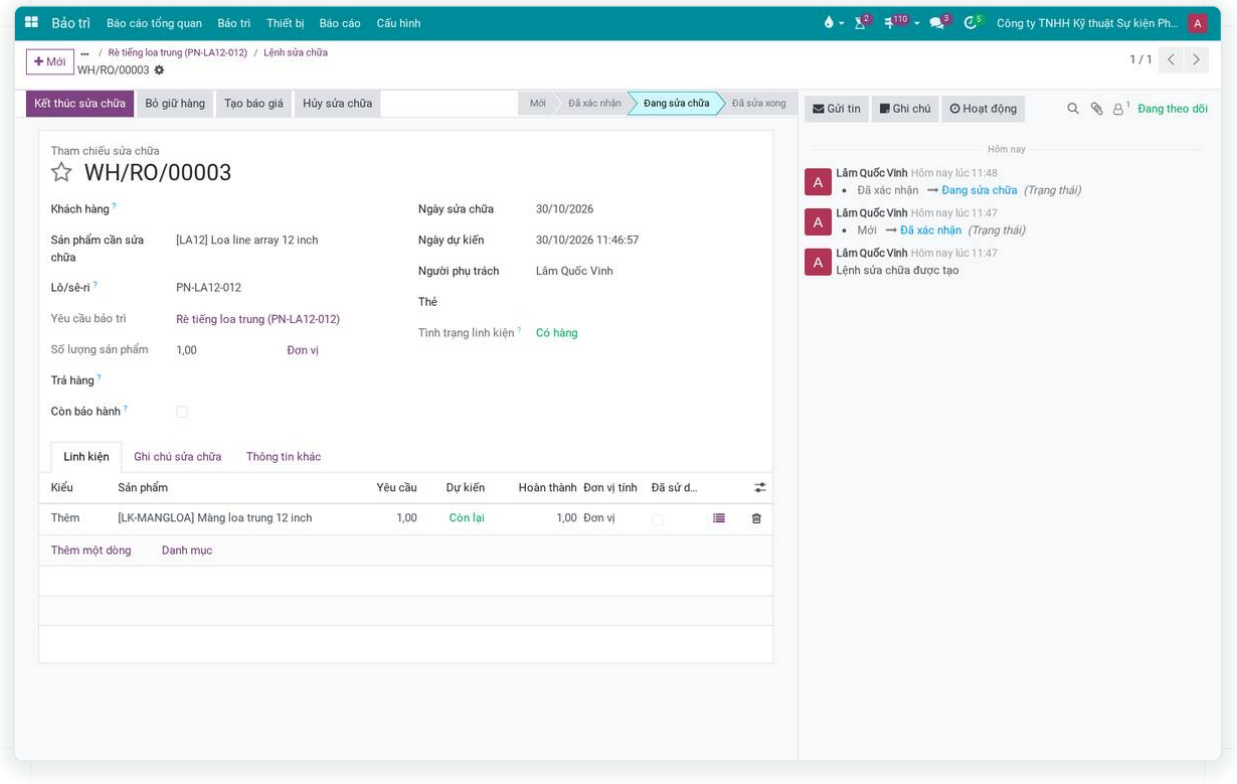
(The screenshot shows the Vietnamese interface.)

You should see: the order has a number `WH/RO/...` (`WH/RO/00003` in the screenshot), the status **Confirmed**, **Component Status** *Available*, and the part line shows *Available* in the **Forecasted** column. The button bar changes to **Start Repair**, **Unreserve**, **Create Quotation**, **Cancel Repair**.

Step 8 - Start the repair

Click **Start Repair**.

> *Path:* `Repairs > Orders > (open the order) > Start Repair`



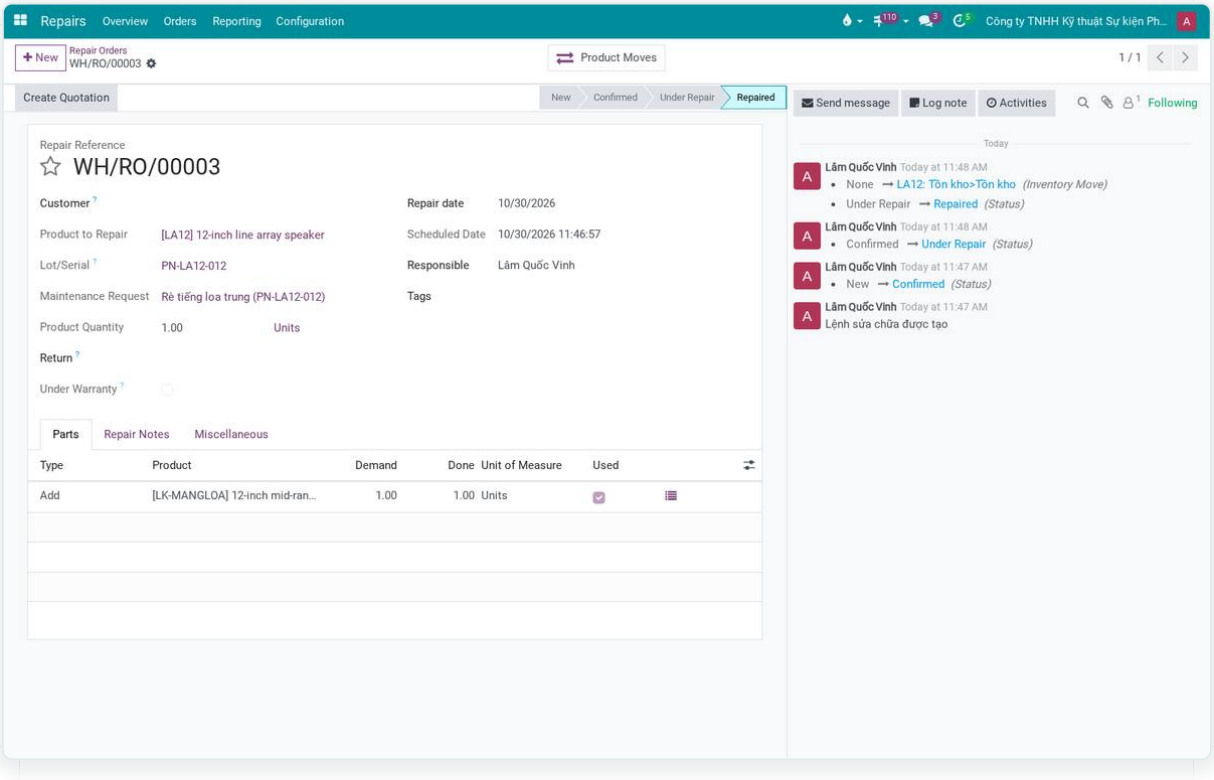
(The screenshot shows the Vietnamese interface.)

You should see: the status **Under Repair**, and the button bar has **End Repair**.

Step 9 - End the repair

Click **End Repair**.

> *Path:* `Repairs > Orders > (open the order) > End Repair`

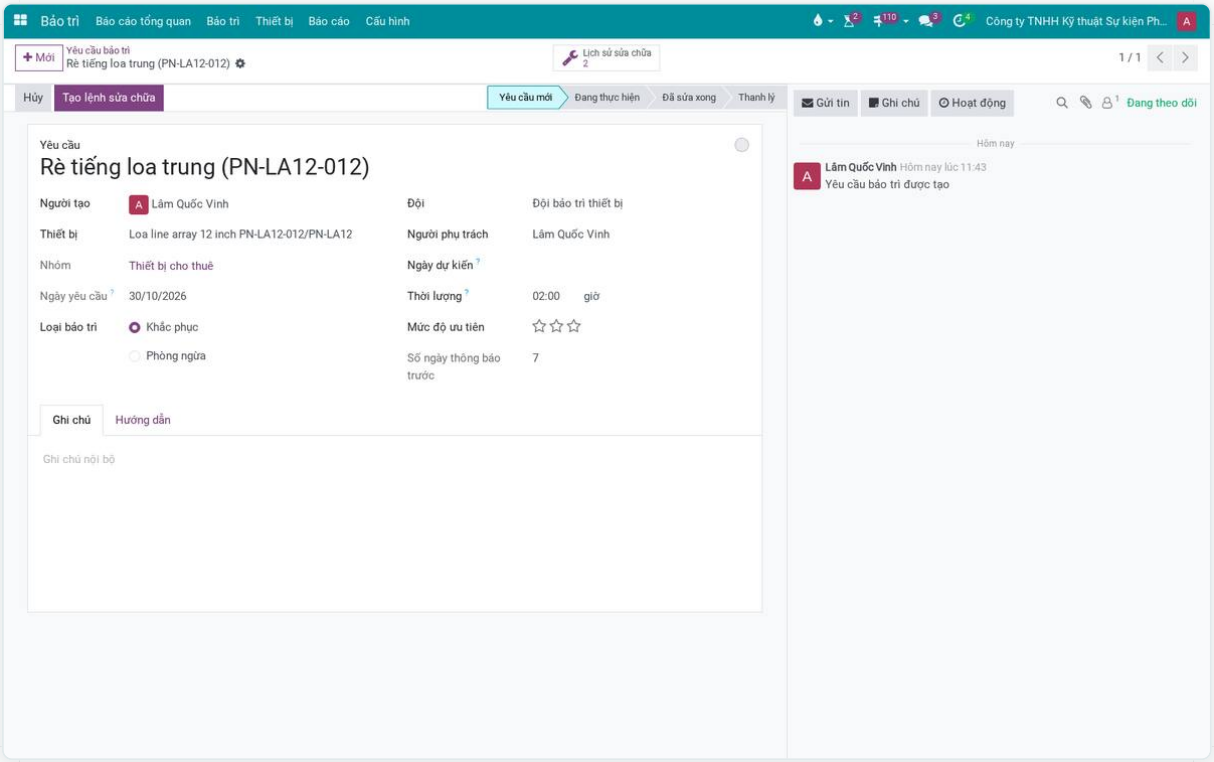


You should see: the status **Repaired**, the **Done** column of the part is `1.00` and **Used** is ticked. The **Product Moves** smart button appears, and the chatter records both status changes as well as a stock move of the product.

Step 10 - Close the maintenance request

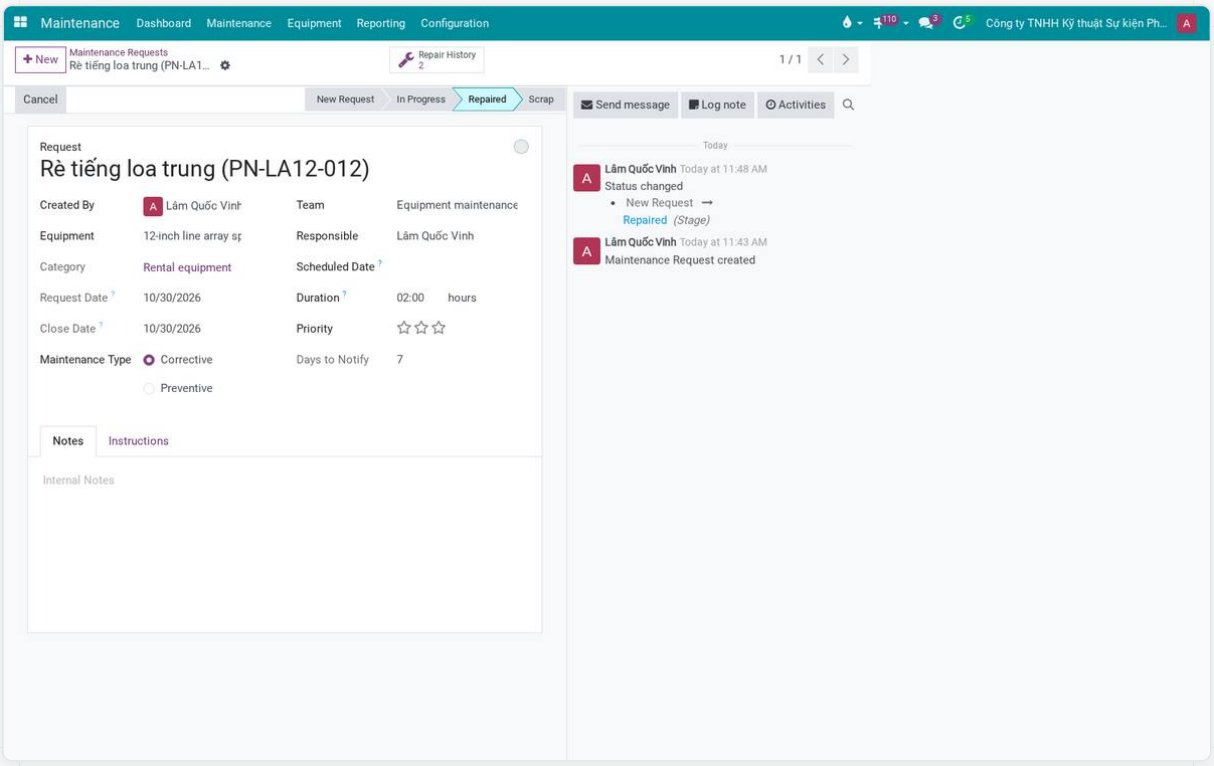
A finished repair order does **not** move the maintenance request to **Repaired** by itself. Click the breadcrumb to go back to the request (**Rè tiếng loa trung (PN-LA12-012)**).

> *Path:* `Repairs > Orders > (open the order) > Maintenance Request`



(The screenshot shows the Vietnamese interface.)

You should see: the stage bar is still at **New Request**, and the **Repair History** smart button shows the number of repair orders linked to the request (normally `1`; in the screenshot it is `2` because a cancelled draft order was left during testing). Click the **Repaired** stage on the status bar.



You should see: the stage **Repaired**, **Close Date** shows today's date, and the chatter records *Stage: New Request -> Repaired*.

30 MAINTENANCE AND REPAIR REPORTS

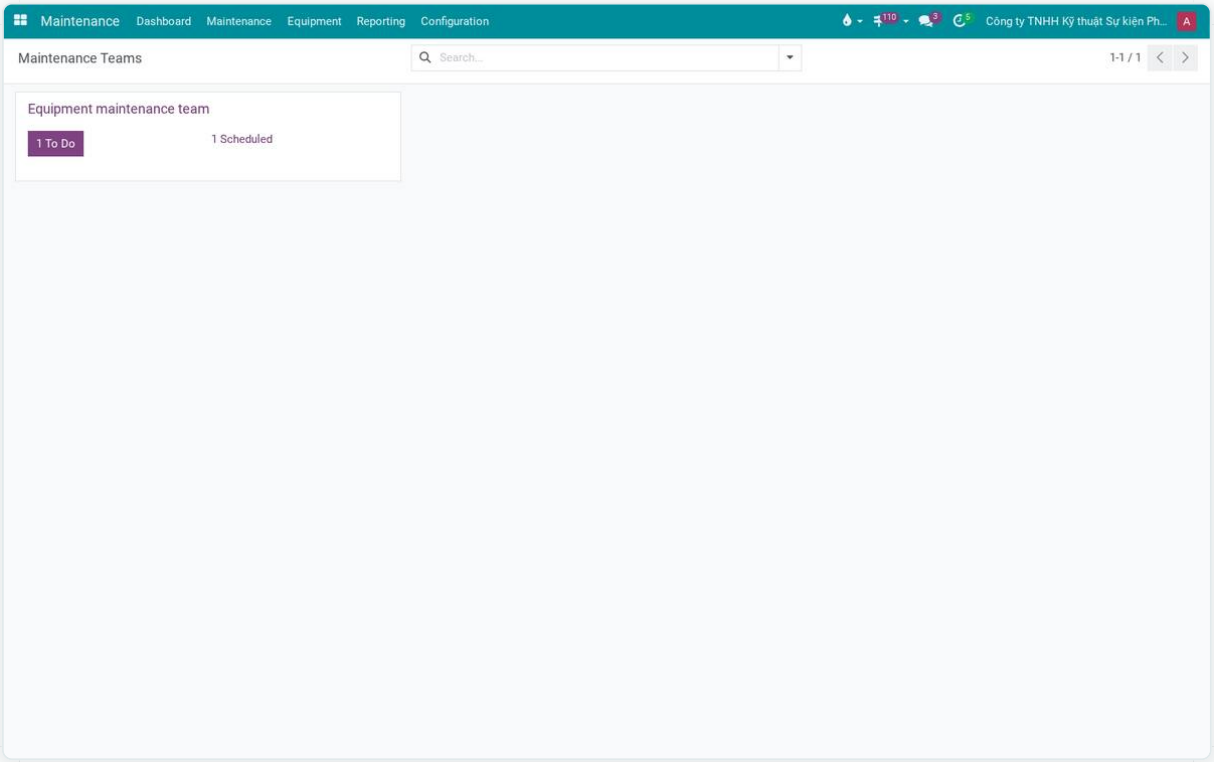
About 10 minutes. The maintenance reports live in the **Maintenance** and **Repairs** apps.

Report	Path	Question it answers
Dashboard	`Maintenance > Dashboard`	How much work does each maintenance team have to do, and how much is scheduled?
Maintenance Requests	`Maintenance > Reporting > Maintenance Requests`	How many requests does each technician have, how many are repaired, how many are in progress?
Maintenance Calendar	`Maintenance > Maintenance > Maintenance Calendar`	What must technicians do this week and this month, and on which day?
Repair orders	`Repairs > Reporting > Orders`	How many repair orders are there, for which products?
Repair Analysis	`Repairs > Reporting > Repair Analysis`	For each type of equipment, how many of which parts were used for repairs?
The **Repair Order** and **Repair Report (PDF)** print templates	Open a repair order, click the gear icon next to the order name, choose **Print**	A printout of the repair order to send to a technician or keep on file

Step 1 - Open the maintenance team dashboard

Open **Maintenance** and choose **Dashboard**.

> *Path:* `Maintenance > Dashboard`

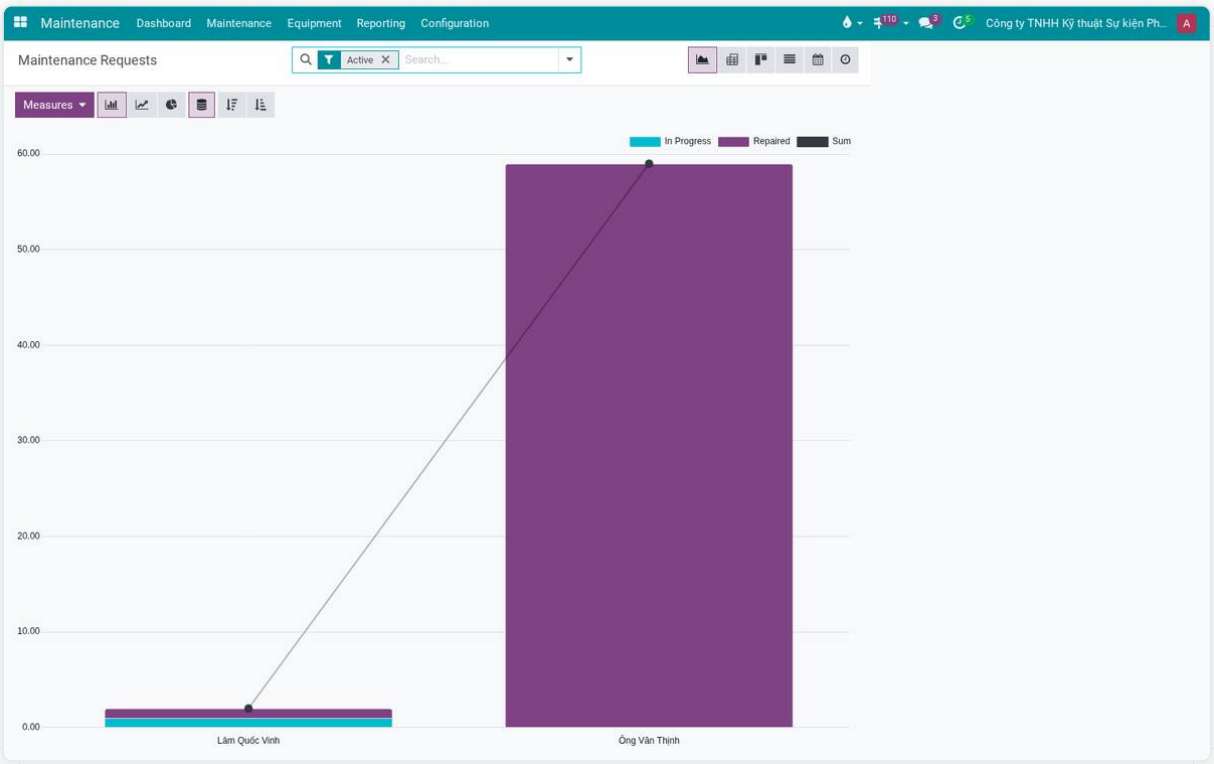


You should see: one card per team (here, **Equipment maintenance team**), with a **To Do** button showing the number of open requests and the number **Scheduled**.

Step 2 - Open the maintenance requests report

Open **Maintenance**, go to **Reporting**, and choose **Maintenance Requests**.

> *Path:* `Maintenance > Reporting > Maintenance Requests`

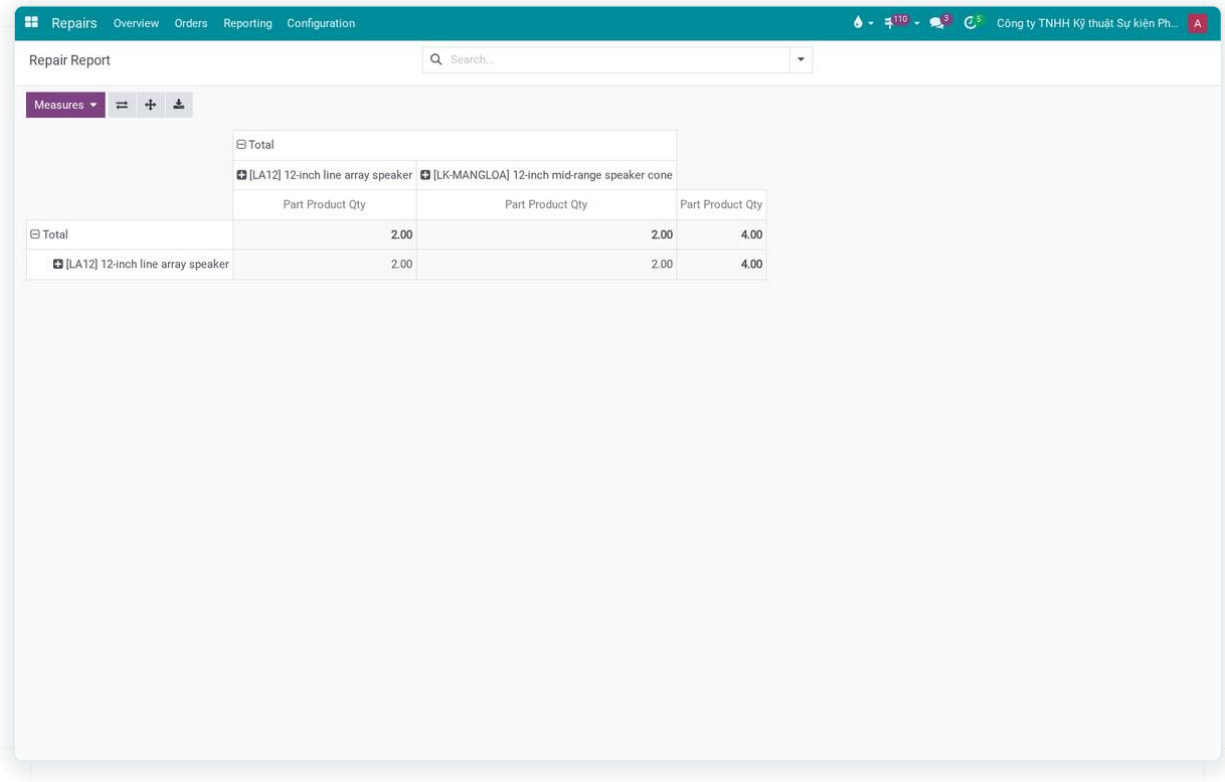


You should see: each column is a person in charge, the colors are the stages (**In Progress**, **Repaired**), and a **Sum** line. The buttons in the right corner switch to table, kanban, list or calendar.

Step 3 - Open the repair analysis

Open **Repairs**, go to **Reporting**, and choose **Repair Analysis**.

> *Path:* `Repairs > Reporting > Repair Analysis`

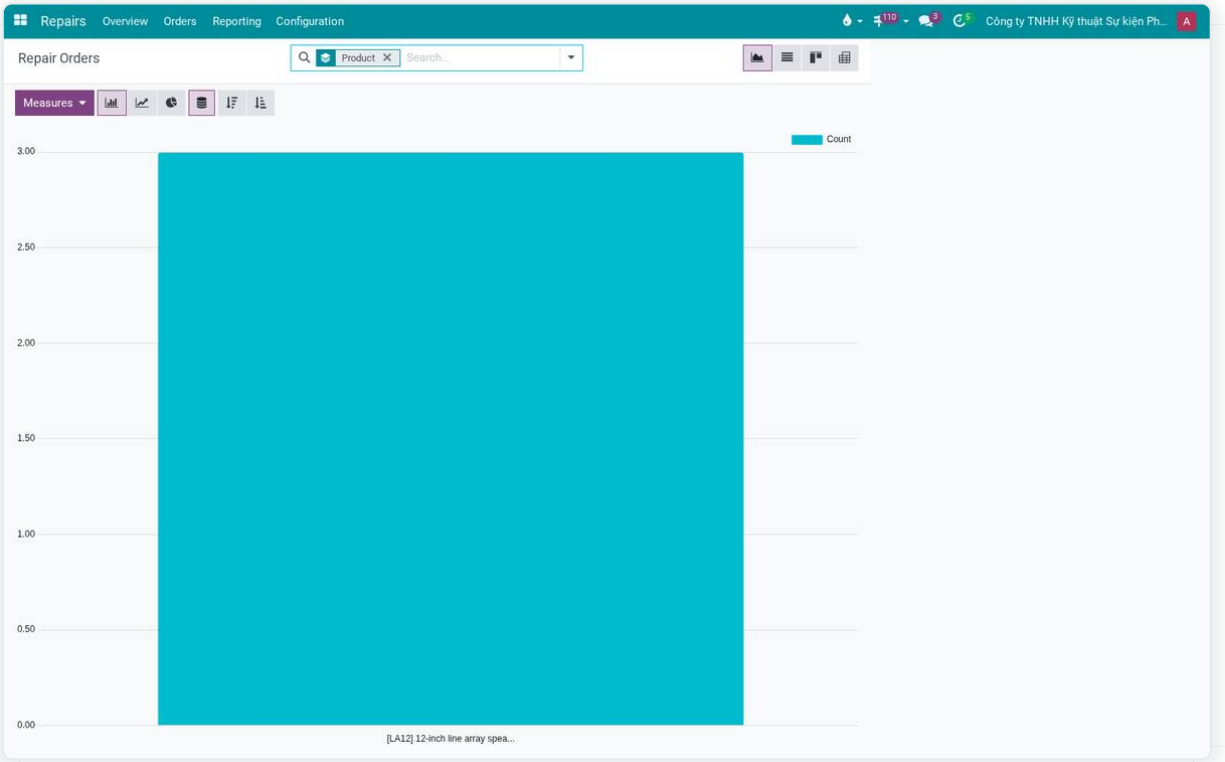


You should see: a pivot table with the repaired equipment as rows and the products (equipment and parts) as columns, and the value **Part Product Qty** (the screen is titled **Repair Report**). Click the `+` sign on a row or column to open another dimension.

Step 4 - Open the repair orders report

Open **Repairs**, go to **Reporting**, and choose **Orders**.

> *Path:* `Repairs > Reporting > Orders`

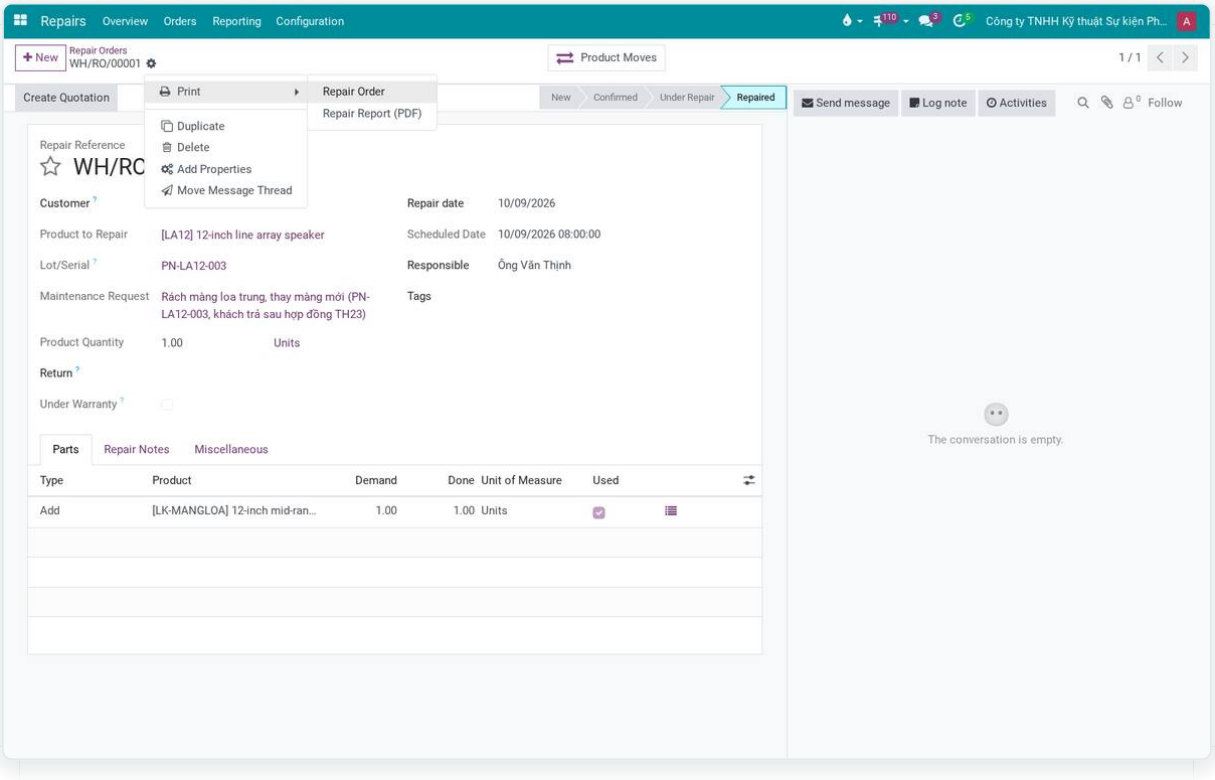


You should see: a bar chart of **Count** by **Product**. Cancelled orders are counted too, so the bar can be higher than the number of repaired orders. The buttons in the right corner switch to list, kanban or table.

Step 5 - Print a repair order

Open a repair order, click the gear icon next to the order name, and choose **Print**.

> *Path:* `Repairs > Orders > (open the order) > gear icon > Print`



You should see: two print templates: **Repair Order** and **Repair Report (PDF)**. Choose **Repair Order** and the order's PDF file downloads, with the company name, product, serial number, person in charge, the list of parts and the repair notes.

31 SELF-GUIDED EXERCISE: MAINTENANCE AND REPAIR

About 35 minutes for all three exercises. There are no step-by-step screenshots; each exercise says where to check your own work.

Exercise 1 (about 15 minutes). Repair another speaker. Choose a **12-inch line array speaker** serial number that is in **WH/Tồn kho** (look in **Lots / Serial Numbers**, grouped by location), create a corrective request *Damaged speaker edge*, create a repair order with the part **12-inch mid-range speaker cone**, run all four steps from **Confirm Repair** to **End Repair**, and then close the request. Self-check: the order is **Repaired**; the request is **Repaired**; on the corresponding equipment the **Maintenance** smart button goes up by `1`; **Repair Analysis** has one more row for that serial number.

Exercise 2 (about 10 minutes). Does taking equipment back create a maintenance request? Note the number of requests in **Maintenance > Maintenance > Maintenance Requests** (in the top right it reads `1-n / n`). Open a rental contract that is **Picked-up**, click **Return**, and confirm. Go back to the request list. Self-check: the number of requests does not change. To follow up broken equipment, your company creates a corrective request as in the lesson above.

Exercise 3 (about 10 minutes). Read the maintenance status of one unit. Open any equipment in **Maintenance > Equipment**, click the **Maintenance** smart button and read the requests for that unit alone; then click **Moves** to see each time the unit changed location. Self-check: the requests show exactly that serial number and the stage of each request; the number of lines in **Moves** equals the number of times the unit went out to a customer and came back to the warehouse, plus the initial receipt.

PART VI. WEBSITE

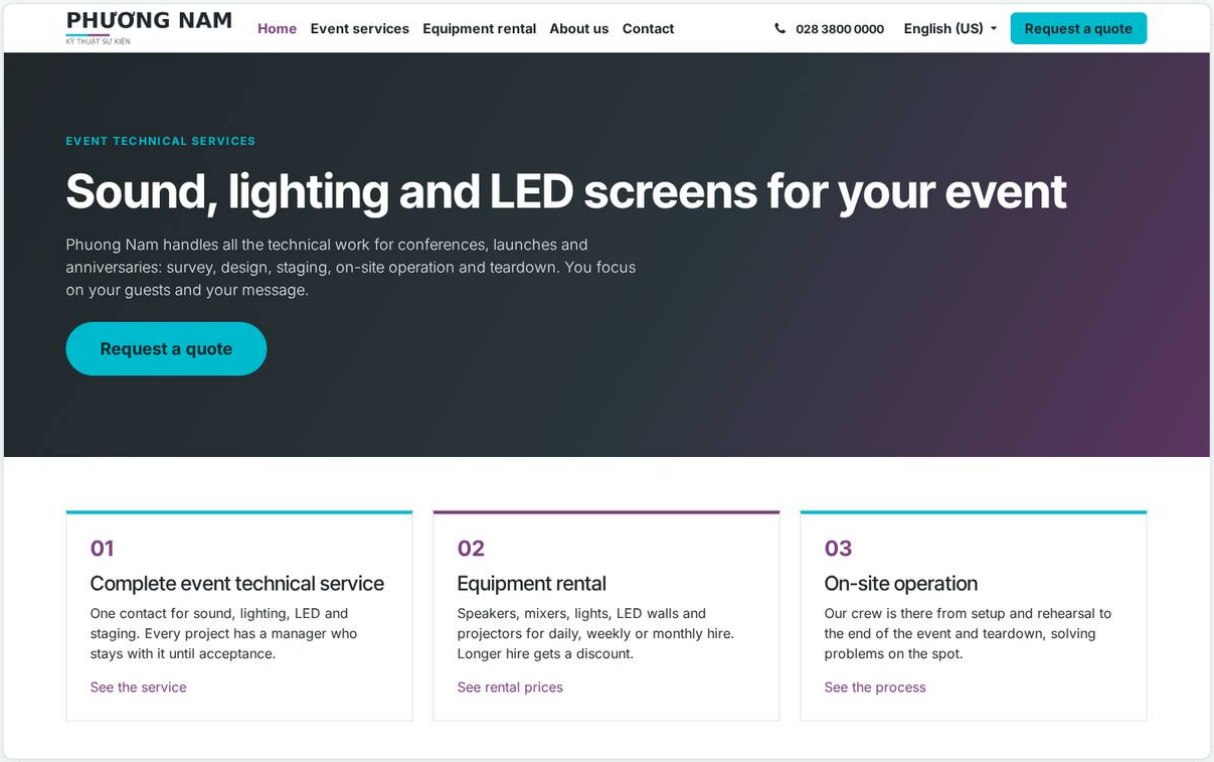
This part answers the question: what do the customers of Phương Nam see on the website, and where does their request go? Salespeople and whoever runs communications read this part. The website is a public site that needs no login; the figures and the company are made up for the demo. The images in this part show the English version of the site (the address contains `/en/`); the Vietnamese version has the same pages in the same order.

32 THE PAGES OF THE WEBSITE

About 10 minutes. By the end of this lesson your company has browsed the pages of the website, seen the rental equipment price list and switched the language.

Step 1 - Open the home page

> *Path:* the system address (no login needed)

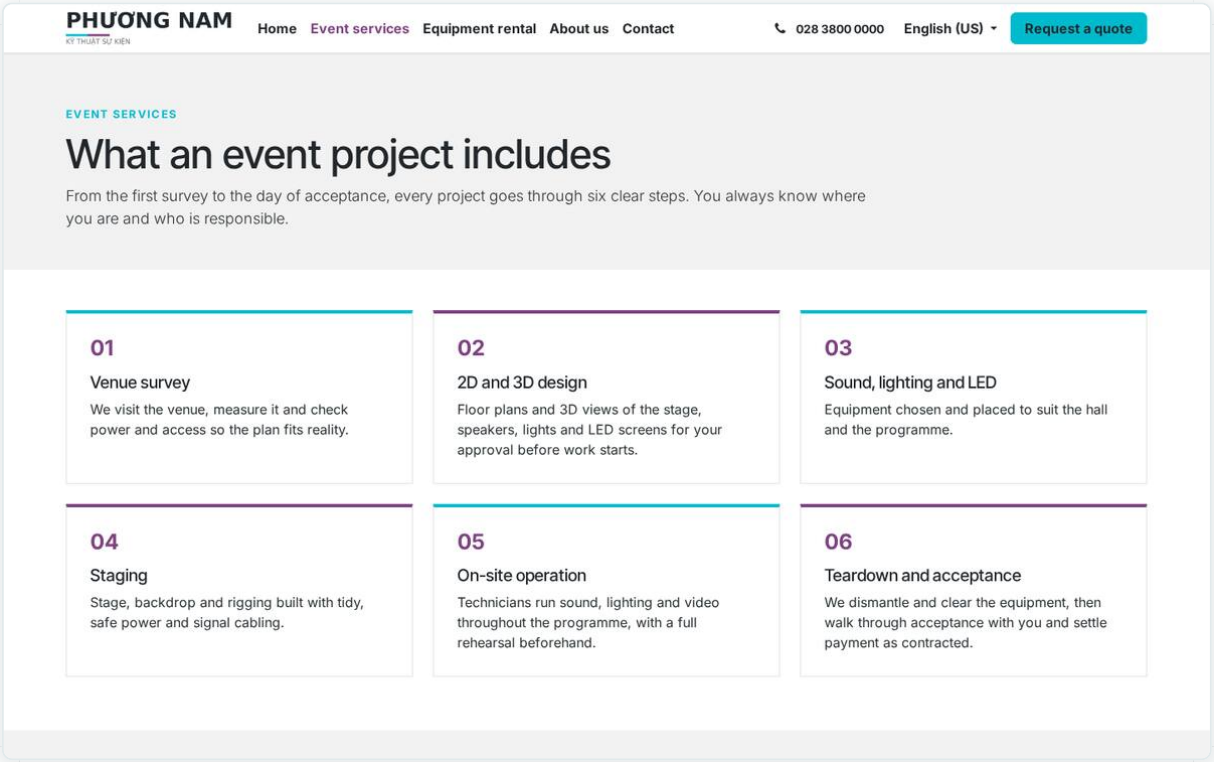


You should see: a menu of five items (Home, Event services, Equipment rental, About us, Contact), a phone number, the **Request a quote** button, the heading "Sound, lighting and LED screens for your event" and three service cards.

Step 2 - Open the Event services page

Click **Event services**.

> *Path:* the website menu, **Event services**

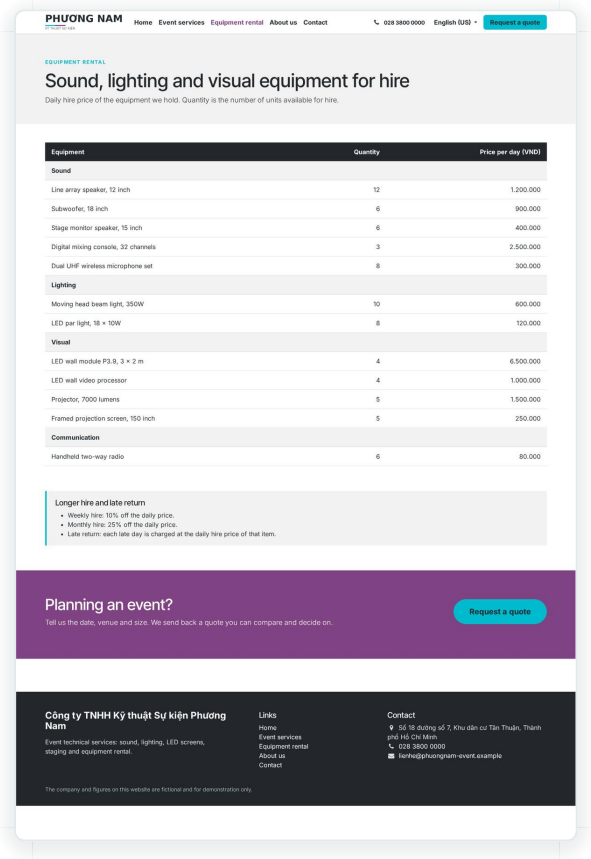


You should see: "What an event project includes", with six steps from the venue survey to teardown and acceptance.

Step 3 - Open the equipment rental catalogue

Click **Equipment rental**.

> *Path:* the website menu, **Equipment rental**

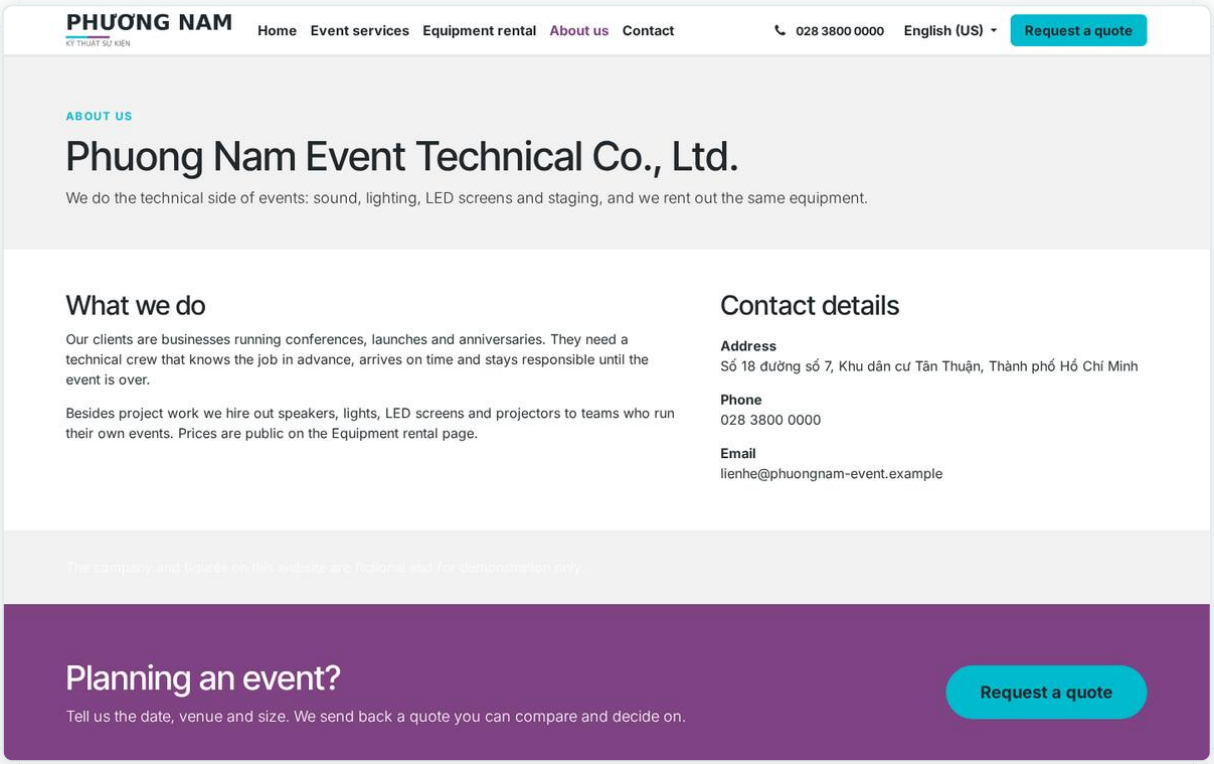


You should see: a table of 12 pieces of equipment in four groups (Sound, Lighting, Visual, Communication) with **Quantity** and **Price per day (VND)**, for example Line array speaker, 12 inch 1,200,000 VND and LED wall module P3.9, 3 x 2 m 6,500,000 VND (the page writes prices with dots as thousands separators, so 1.200.000 means 1,200,000). Below it the page states that weekly hire is 10% off, monthly hire is 25% off, and a late return is charged at the daily hire price for each late day. These figures come from the same data as the rental quotations in the system.

Step 4 - Open the About us page

Click **About us**.

> *Path:* the website menu, **About us**

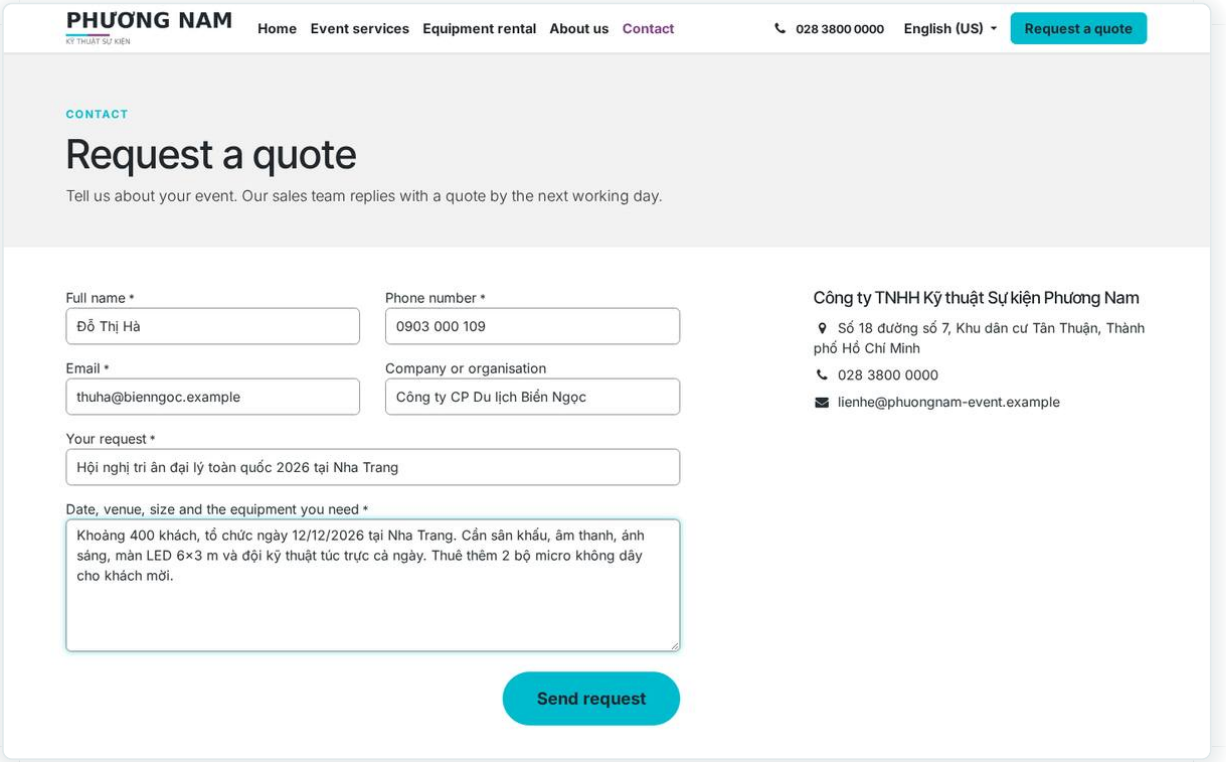


You should see: "Phuong Nam Event Technical Co., Ltd.", the "What we do" section and the contact details.

Step 5 - Send a quote request

Click **Request a quote** and fill in the form. The steps to fill it in, receive the opportunity in the CRM and build a quotation are written in the lesson "From a website request to a quotation" (the two images of the form and the thank-you page are there).

> *Path:* the **Request a quote** button at the right of the website menu

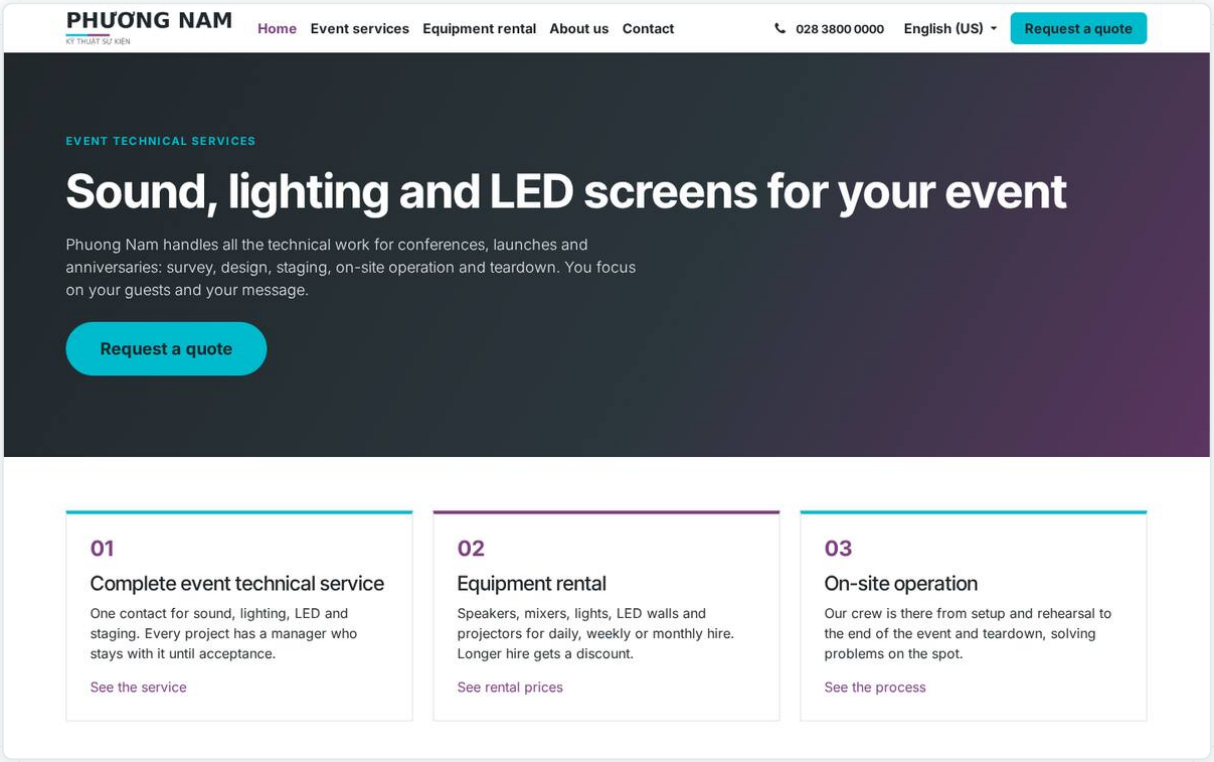


You should see: the "Request a quote" form; once sent, the request becomes an opportunity in the *Part VI. Website* team in the CRM, not an email.

Step 6 - Switch the language

Click the language button next to **Request a quote** (it shows the current language) and choose the other language: **English** or **Tiếng Việt** (Vietnamese).

> *Path:* the website, the language button next to **Request a quote**



> *Image note:* The image shows the English home page, with the language selector reading "English (US)"; after switching to Vietnamese the same pages show Vietnamese menu names.

You should see: the menu changes between Home, Event services, Equipment rental, About us, Contact (English) and the Vietnamese menu names (Trang chủ, Dịch vụ sự kiện, Thiết bị cho thuê, Giới thiệu, Liên hệ); the address of the English pages contains `/en/`.

33 SELF-PRACTICE: WEBSITE

About 10 minutes. There are no step-by-step images.

1. Open the Equipment rental page and find the daily hire price of the Dual UHF wireless microphone set. Check: 300,000 VND; hired for a full 7 days it is 10% off, which is 270,000 VND per day.
2. Open the Vietnamese version of the Equipment rental page. Check: the address has no `/en/` and the menu names are in Vietnamese.
3. Send a quote request, then go to `CRM > Sales > My Pipeline` and remove the filter. Check: the new opportunity is in the **New** column.

PART VII. INVOICING, RECEIVABLES AND PROJECT PROFIT AND LOSS

This part answers five questions for people who run service projects: **how to issue invoices the way you agreed with the client** (deposit, by milestone, by hours, re-invoicing pass-through costs), **how long the client has owed you and how they get reminded**, **whether this project makes a profit or a loss**, **how it compares with the budget**, and **when to close the project**. The main readers are accountants, project managers and the Director; salespeople should read the two invoicing lessons to understand what invoices their clients will receive.

The lessons run in this order: **reading the configuration** (the first lesson), **step-by-step operations** (the two invoicing lessons, the lesson on aged receivables and follow-ups, the lesson on the Profit table, and the lesson on budget and closing a project), **reports**, then a **hands-on exercise**. In the two invoicing lessons you create the documents yourself, for the clients *Khách sạn Hoàng Hôn Riverside* and *Công ty TNHH Điện máy Gia Khang*; the Profit table lessons only **view** the story's four projects DA01 - DA04.

34 READING THE CONFIGURATION FOR INVOICING, RECEIVABLES AND PROJECT PROFIT AND LOSS

About 20 minutes. By the end of this lesson you know what the system is configured to **invoice the way you collect money**, **calculate due dates**, **send multi-level payment reminders** and **roll revenue and costs up to each project**, and what you lose if you turn each setting off. This lesson is read-only; it changes nothing. Readers: accountants, project managers, the Director.

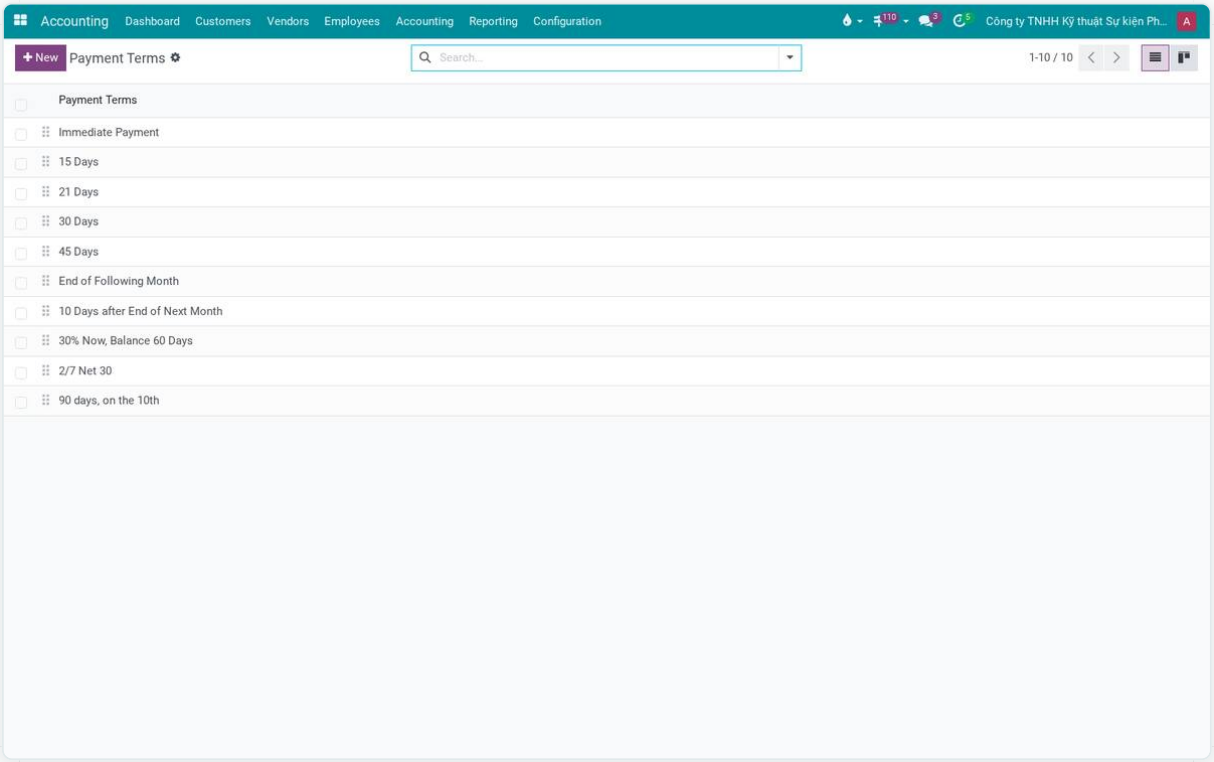
Setting	Used for	What you lose if it is off or empty
The client's payment terms (15, 30 days...)	Calculating the invoice **due date**	Invoices have no due date: the aged receivables and follow-up reports cannot tell which amounts are overdue

Setting	Used for	What you lose if it is off or empty
Follow-up levels (5, 15, 30 days overdue)	Each level is a threshold of days overdue, with a letter template and an assigned activity	With no levels: the debt still shows in the report, but the system does not know when to send a reminder or with which letter
The scheduled actions for follow-ups (run at 9:00 every day)	Automatically build the follow-up report, work out the level and send the letter	These three scheduled actions are switched on when the system is handed over; the follow-up report and levels refresh every day on their own. Switch them off and the report stands still, leaving only manual reminders
Services with an **invoicing policy** (by milestone, by hours, pass-through costs)	Decides which orders appear in the list of orders to invoice and which quantity is invoiced	A service left on the default policy does not produce a delivered quantity by milestone or by hours on the order line (see Part I. General configuration)
A project that is **billable** (the *Invoicing* tab appears on the project)	Lets you invoice from timesheets and shows the **Profitability** panel	The Profitability panel is hidden or empty **without any warning**
The project's **analytic account** (the *Project* plan)	Every invoice line, timesheet and cost carrying this account counts toward the project	Revenue and costs do not flow to the project; the project always shows 0
Viewers in the project manager group	Can see the Profitability panel on the project	People outside the group see no panel and get no message

Step 1 - Read the payment terms

Open the list of payment terms.

> *Path:* `Accounting > Configuration > Invoicing > Payment Terms`

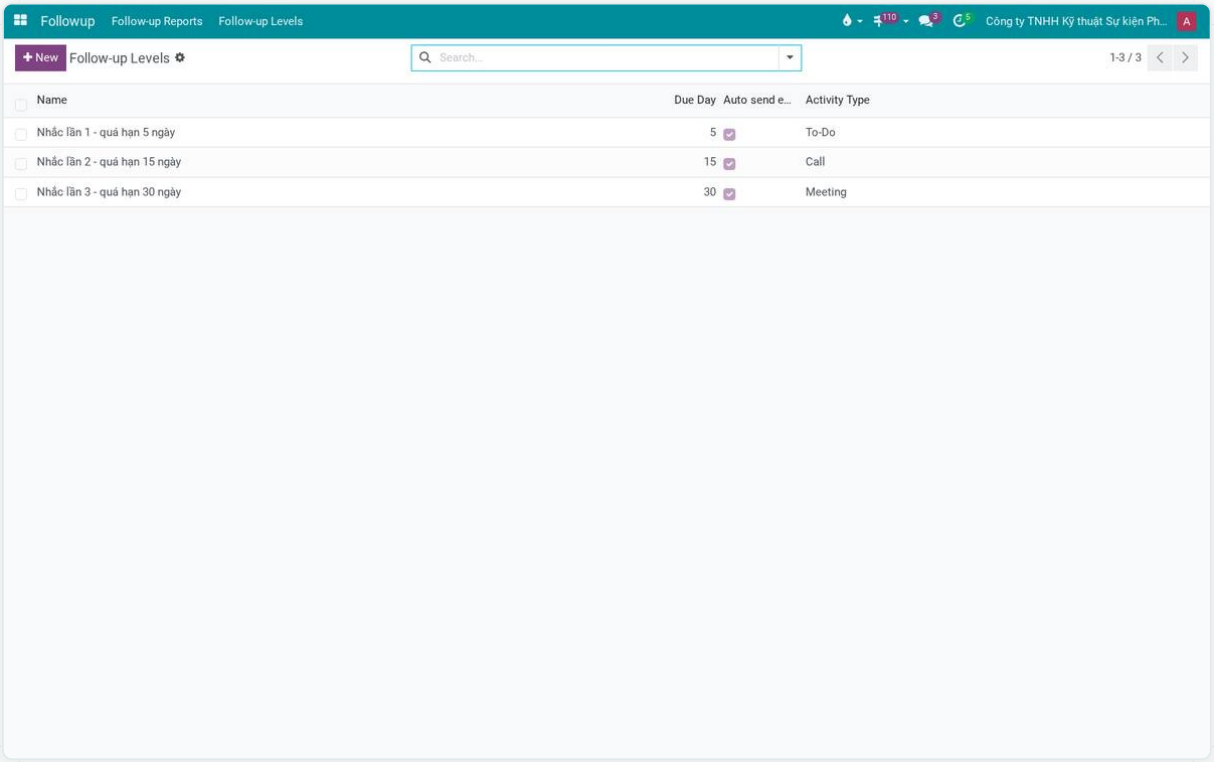


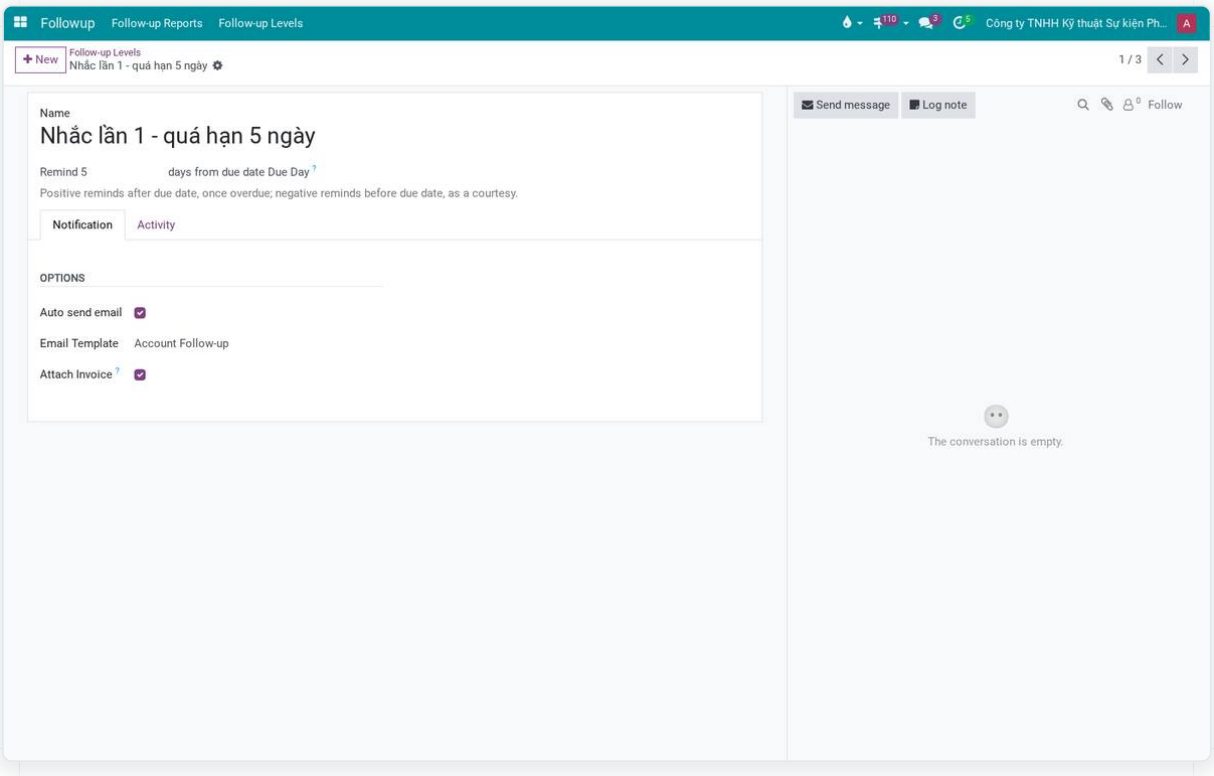
You should see: ten payment terms, of which **15 Days** and **30 Days** are the two that Phương Nam's clients actually use (clients Kim Ngân, Mây Xanh, Cánh Diều... use 15 days; Thiên Phúc, Gia Khang, Hòa Bình, Hoàng Hôn... use 30 days). Each client carries its own term, so invoices get a due date automatically.

Step 2 - Read the three follow-up levels

Open the list of follow-up levels, then click level 1.

> *Path:* `Followup > Follow-up Levels`





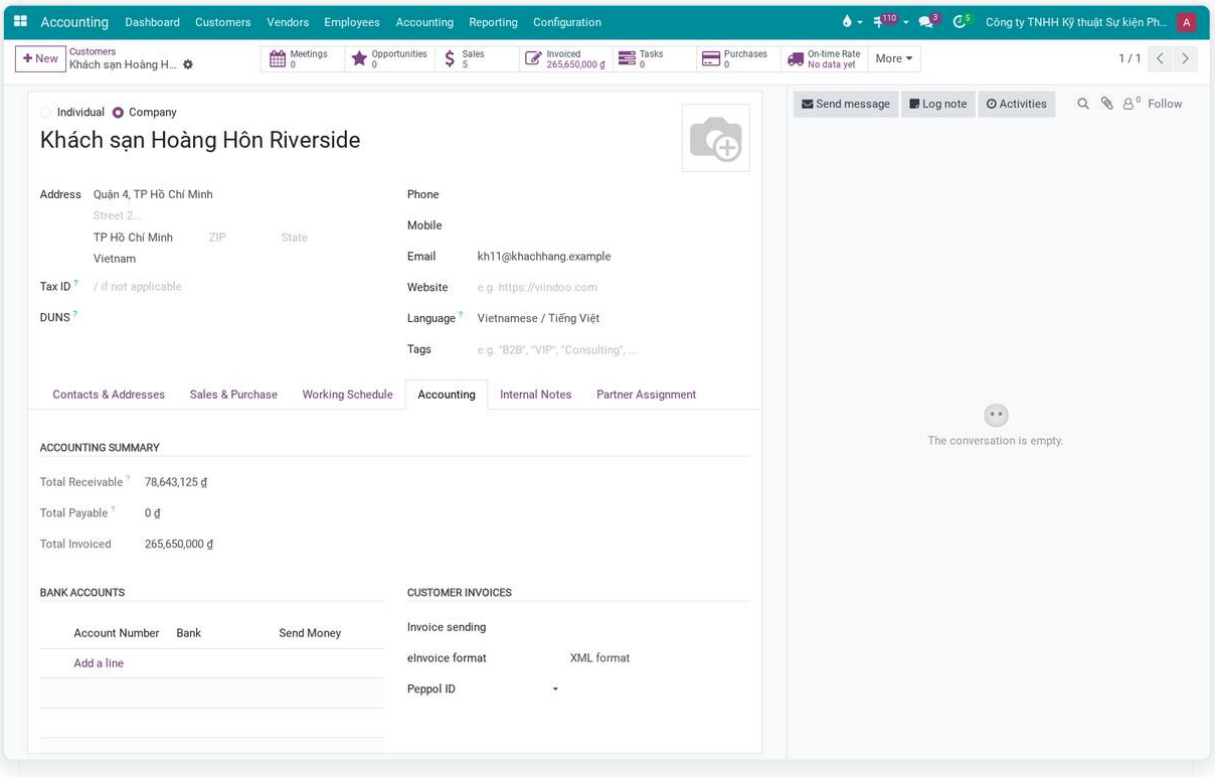
You should see: three levels: *Nhắc lần 1 - quá hạn 5 ngày* (reminder 1 - 5 days overdue), *Nhắc lần 2 - quá hạn 15 ngày* (reminder 2 - 15 days overdue) and *Nhắc lần 3 - quá hạn 30 ngày* (reminder 3 - 30 days overdue). The *Activity Type* column shows that level 1 assigns a **To-Do**, level 2 a **Call**, and level 3 a **Meeting**: the longer the debt stays overdue, the stronger the response. On the level form, the *Due Day* field takes a positive number (remind **after** the due date) or a negative number (remind **before** the due date, as a courtesy reminder); the *Auto send email*, *Email Template* and

Attach Invoice fields decide what letter goes out. A company cannot define two levels with the same number of days.

Step 3 - Look at the accounting information of one client

Open the client Khách sạn Hoàng Hôn Riverside and click the *Part VIII. Accounting* tab.

> *Path:* `Accounting > Customers > Customers > Khách sạn Hoàng Hôn Riverside`

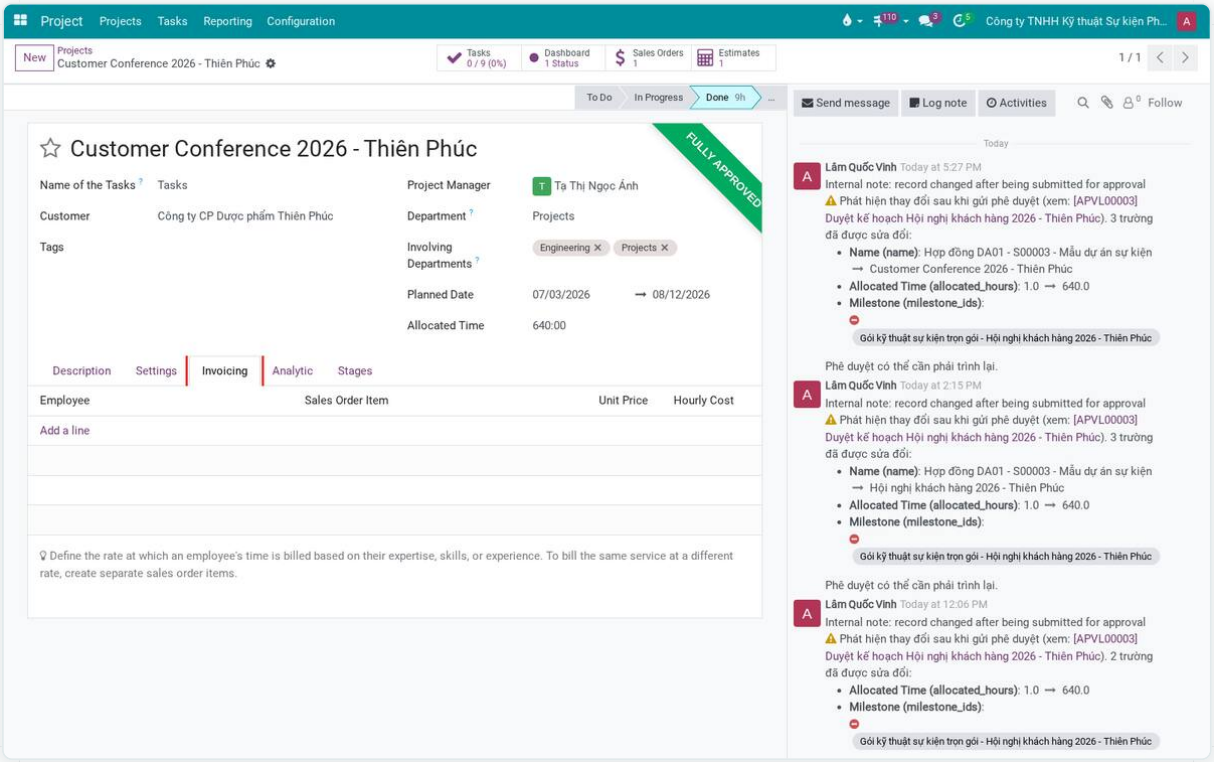


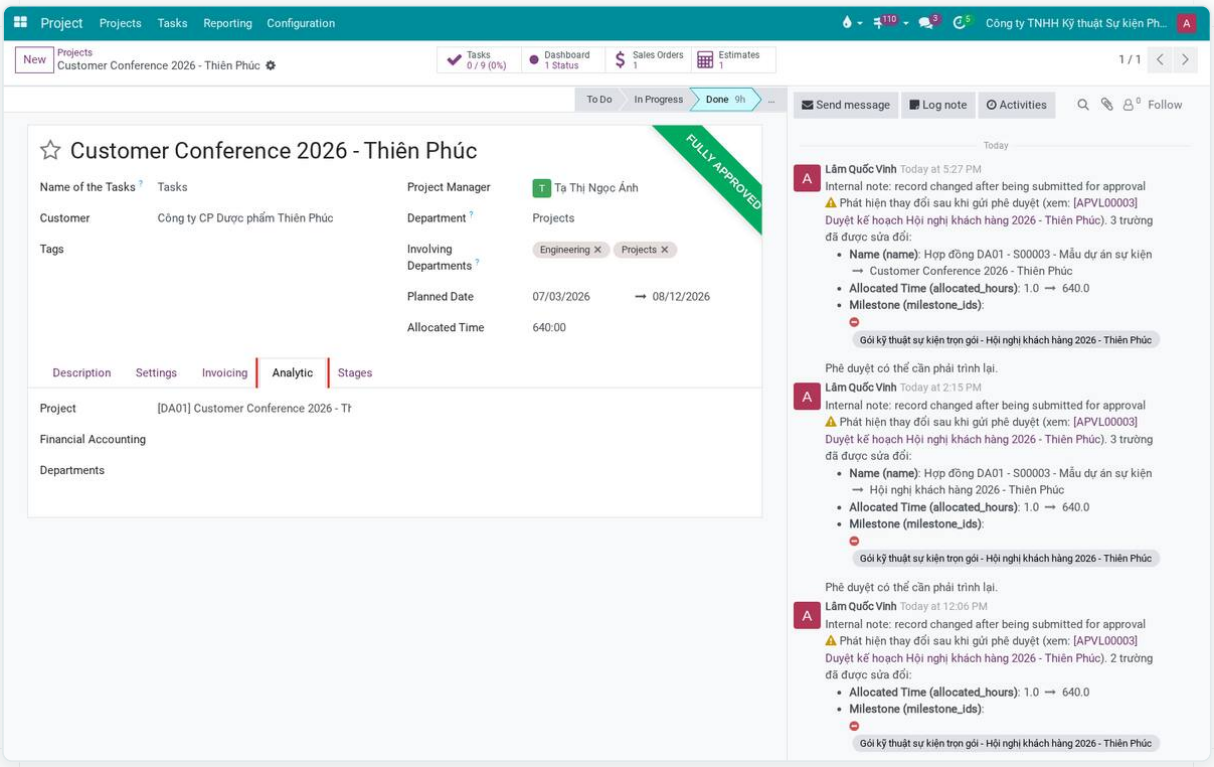
You should see: *Total Receivable* and *Total Invoiced* for this client alone, together with the *Sales* and *Invoiced* stat buttons. The client's 30-day payment term is on the *Sales & Purchase* tab.

Step 4 - Read the project's billing settings

Open the project *Customer Conference 2026 - Thiên Phúc*, click the **Invoicing** tab, then the **Analytic** tab.

> *Path:* `Project > Projects > Customer Conference 2026 - Thiên Phúc`



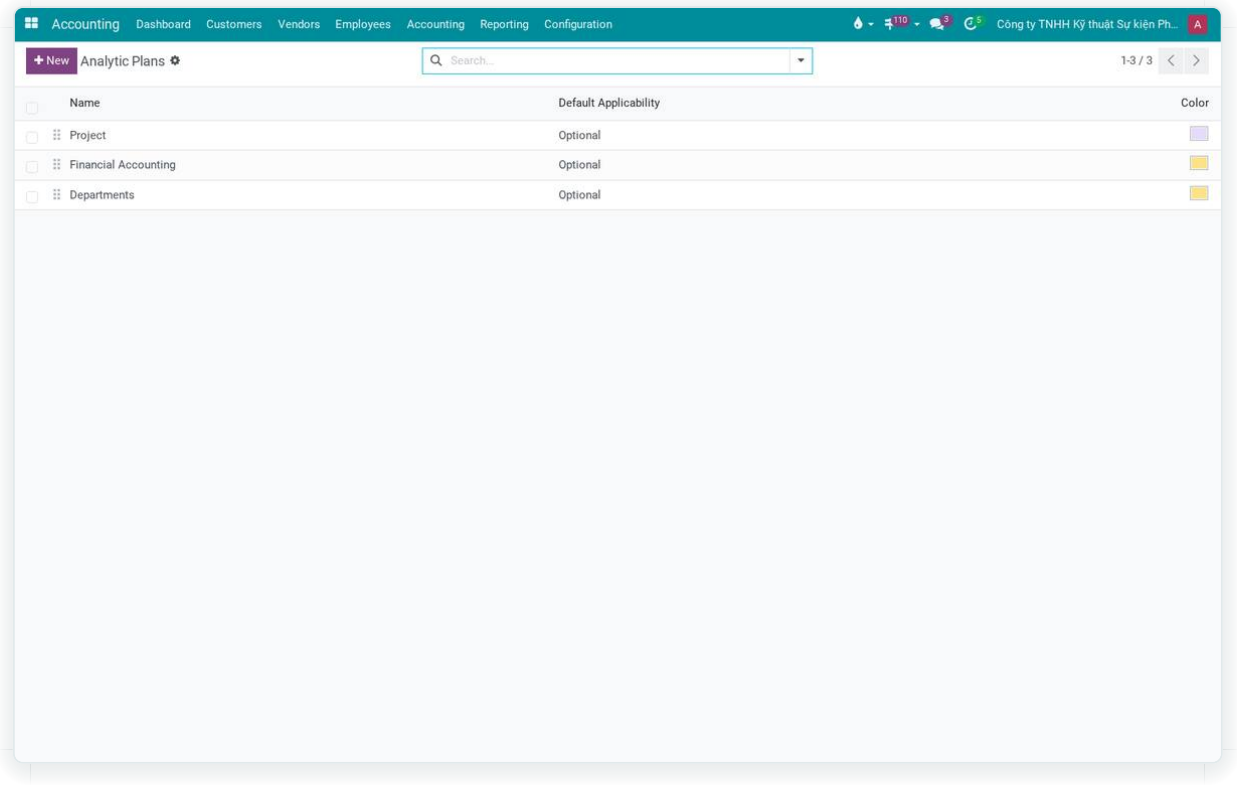


You should see: the *Invoicing* tab appears only when the project is billable; the table here records a separate hourly rate for each employee when one service has several rates, and is left empty if everyone has the same rate. The *Analytic* tab records the project's **analytic account** (`[DA01] Customer Conference 2026 - Thiên Phúc`), which is how revenue and costs attach to the right project.

Step 5 - Read the analytic plans

Open the list of analytic plans.

> *Path:* `Accounting > Configuration > Analytic Accounting > Analytic Plans`



You should see: the plans **Project**, **Financial Accounting** and **Departments**. One cost line can carry several plans at once (for example, belong to project DA03 and to the Engineering department at the same time) without re-entering it. A project's account must sit under the *Project* plan; put it under another plan by mistake and the project receives no revenue.

35 INVOICING A PROJECT BY MILESTONE WITH A DEPOSIT (CLIENT HOÀNG HÔN)

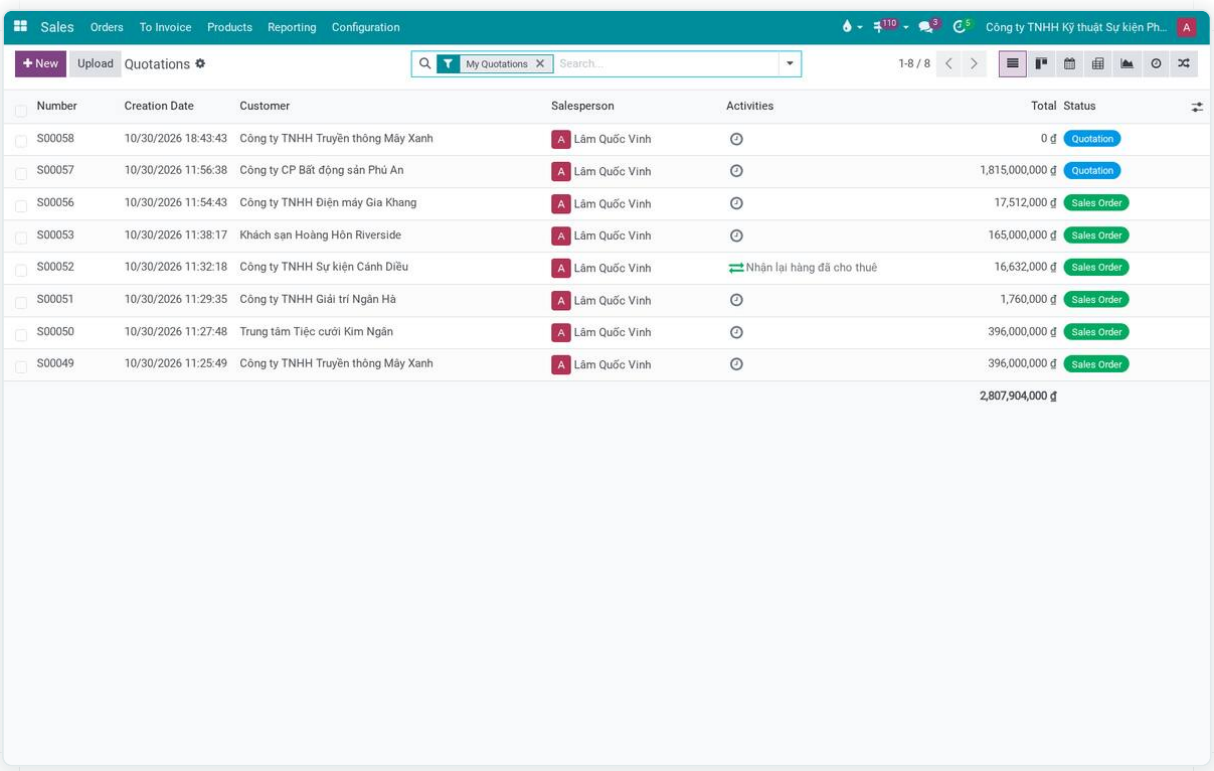
About 25 minutes. By the end of this lesson you will have created a fixed-price project order for Khách sạn Hoàng Hôn Riverside, collected a **30% deposit** with a down payment invoice, then marked a **milestone as reached** to raise the second invoice, on which the system **deducts the deposit automatically**. This is how Phương Nam collects on large projects such as the Customer Conference and the Exhibition Booth. Who does it: a salesperson creates the order, the project manager marks the milestone, the accountant invoices and collects (admin can do all three).

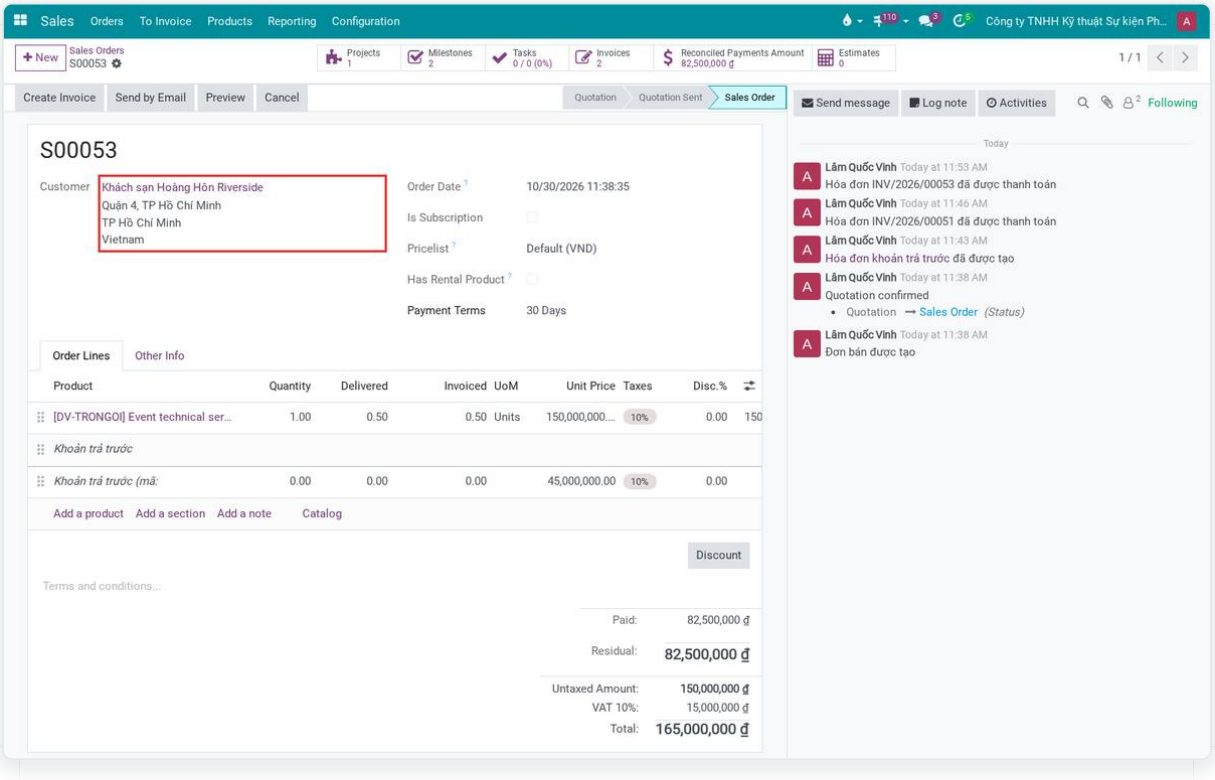
> The documents you create in this lesson carry the numbers of your own session (for example quotation S000xx, invoice INV/2026/000xx); the numbers in the screenshots may differ from what you see on screen. The amounts are the same because you enter them yourself. The screenshots in this lesson were taken on one finished order (S00053), so some of them already show later states (for example the stat buttons *Milestones* and *Invoices*, or an invoice that is already paid); the text next to each screenshot describes the step you are on.

Step 1 - Create a quotation for client Hoàng Hôn

Click **New**, choose the client **Khách sạn Hoàng Hôn Riverside**, add one product line **Event technical services package (billed by milestone)**, quantity 1, unit price **150000000**.

> *Path:* `Sales > Orders > Quotations`



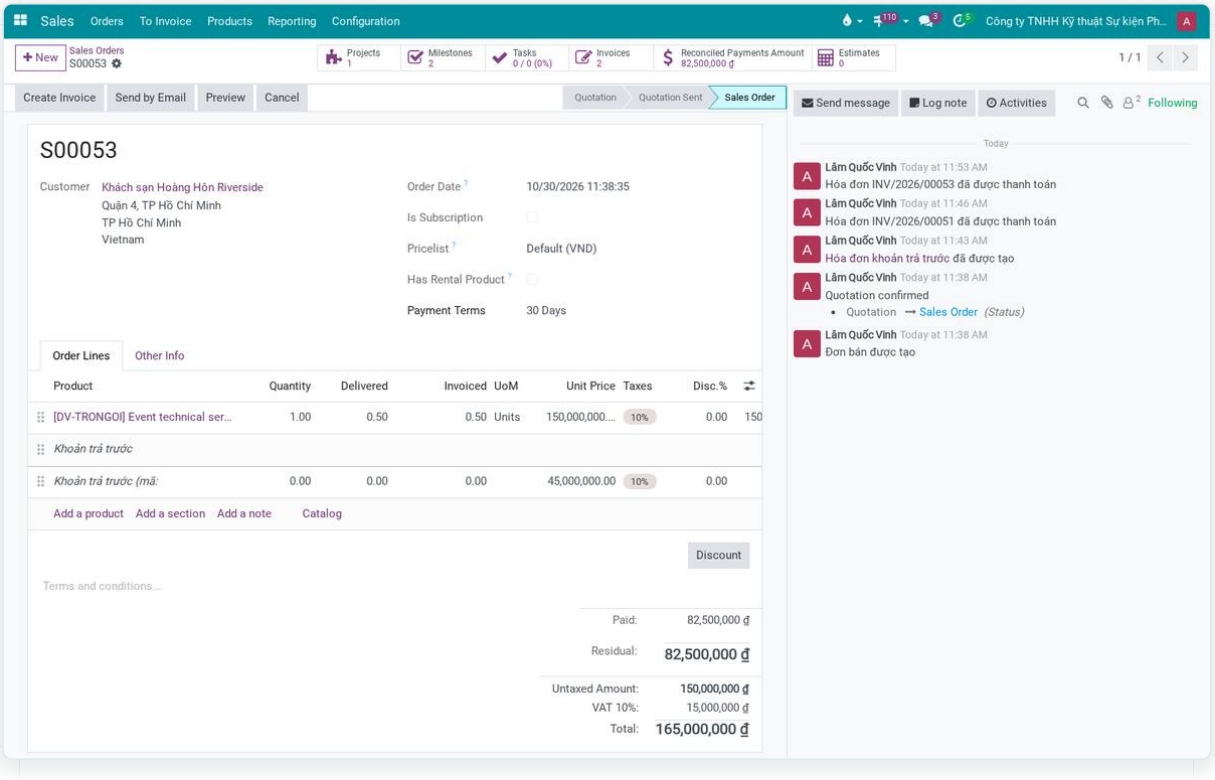


You should see: the order line reads `[DV-TRONGOI] Event technical services package...`, the amount before tax is **150,000,000 VND**, 10% VAT is 15,000,000 VND, and the total is **165,000,000 VND**. The payment terms pick up **30 Days** from the client automatically.

Step 2 - Save the quotation

Click the cloud icon (save) next to the quotation name.

> *Path:* `Sales > Orders > Quotations > (the quotation you are creating)`

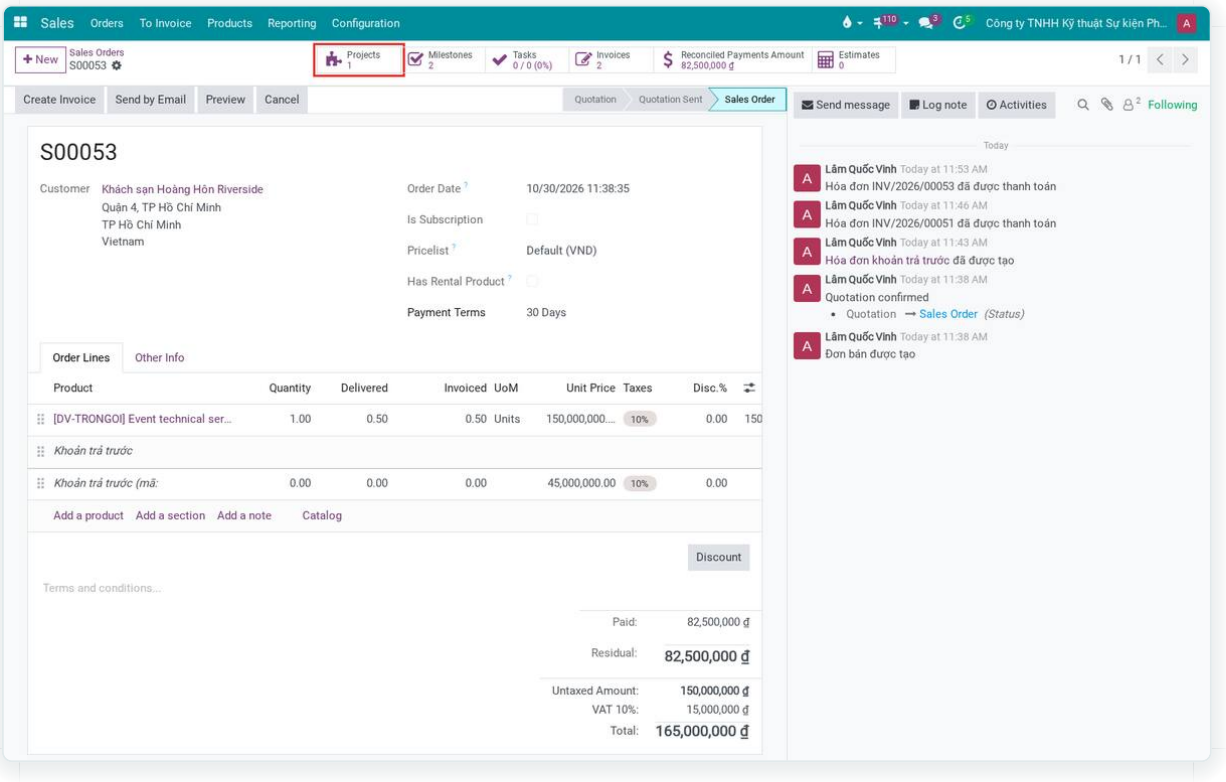


You should see: the quotation name changes from *New* to a code of the form **S000xx**; the status is *Quotation*; the **Confirm** button lights up on the top bar.

Step 3 - Confirm the order; the system opens a project by itself

Click **Confirm**.

> *Path:* `Sales > Orders > Quotations > (the quotation you just saved)`

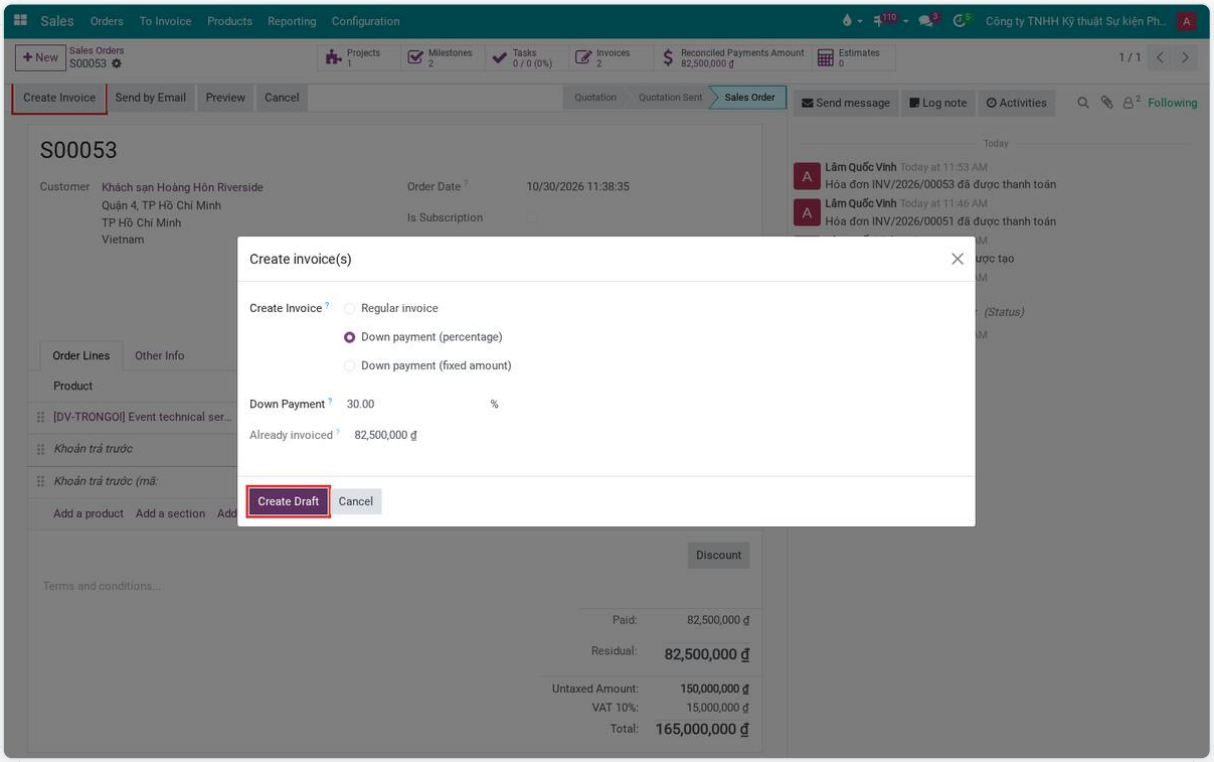


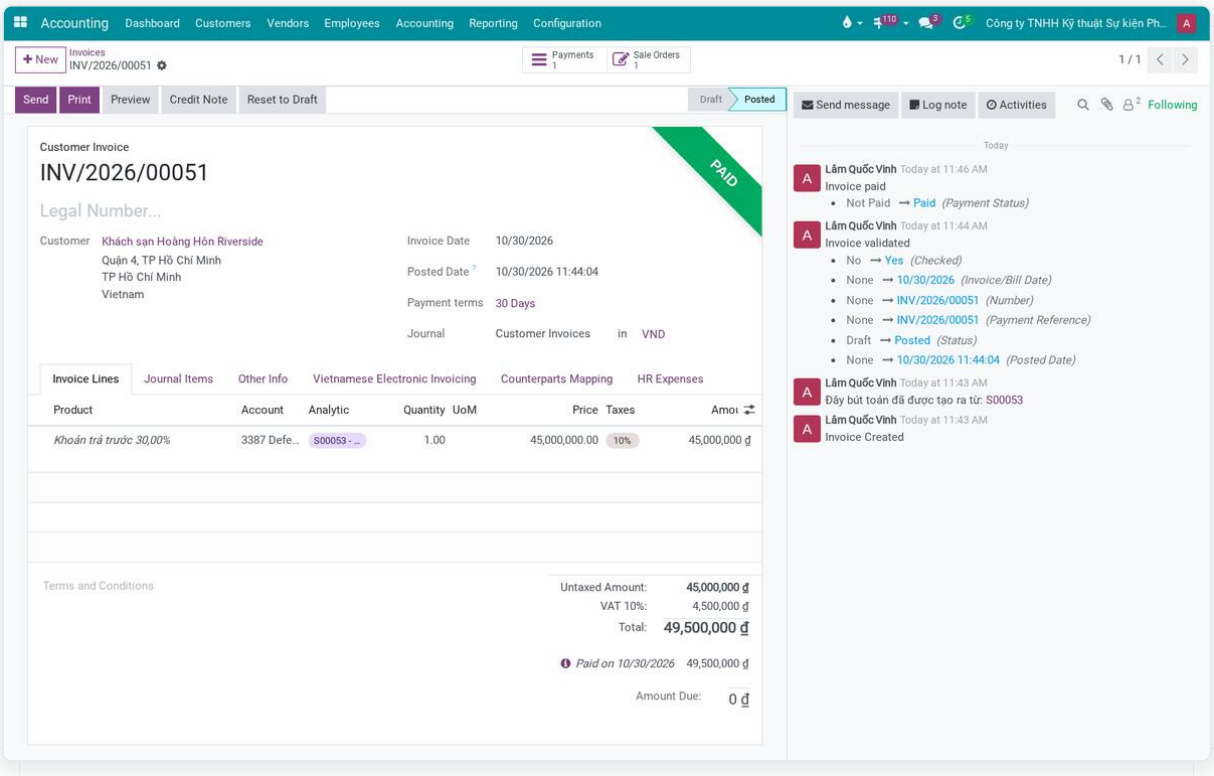
You should see: the status *Sales Order*; the stat buttons **Projects**, **Milestones**, **Tasks** and **Estimates** appear. The project has been opened from the *Event Project Template* and comes with **one 100% milestone** named after the order line.

Step 4 - Create the 30% deposit invoice

Click **Create Invoice**, choose **Down payment (percentage)**, enter **30** in the *Down Payment* field, then click **Create Draft**.

> *Path:* `Sales > Orders > Orders > (the order you just confirmed) > Create Invoice`



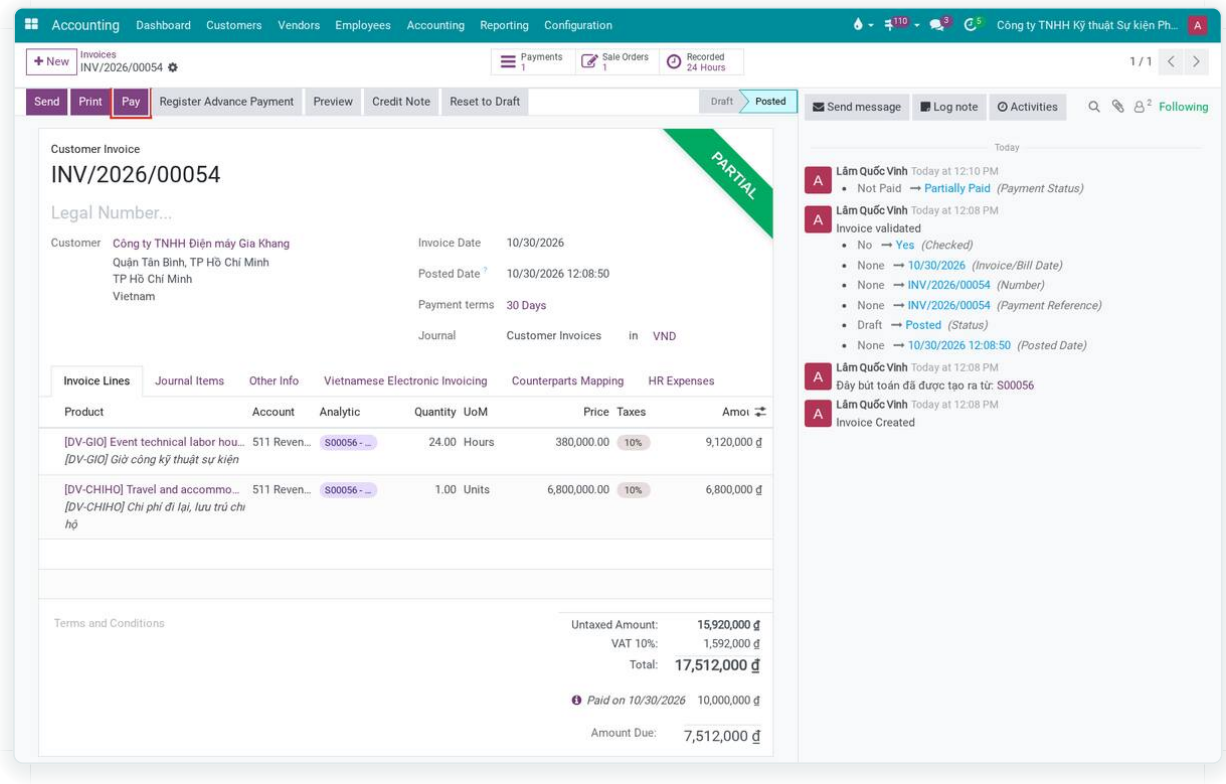


You should see: a draft invoice with one line *Down payment of 30.00%*, account **3387** (deferred revenue), **45,000,000 VND** before tax, and a total of **49,500,000 VND**. The deposit is **not** revenue yet: it sits in 3387 until the real invoice is raised.

Step 5 - Confirm the deposit invoice

Click **Confirm** on the draft invoice.

> *Path:* `Accounting > Customers > Invoices`

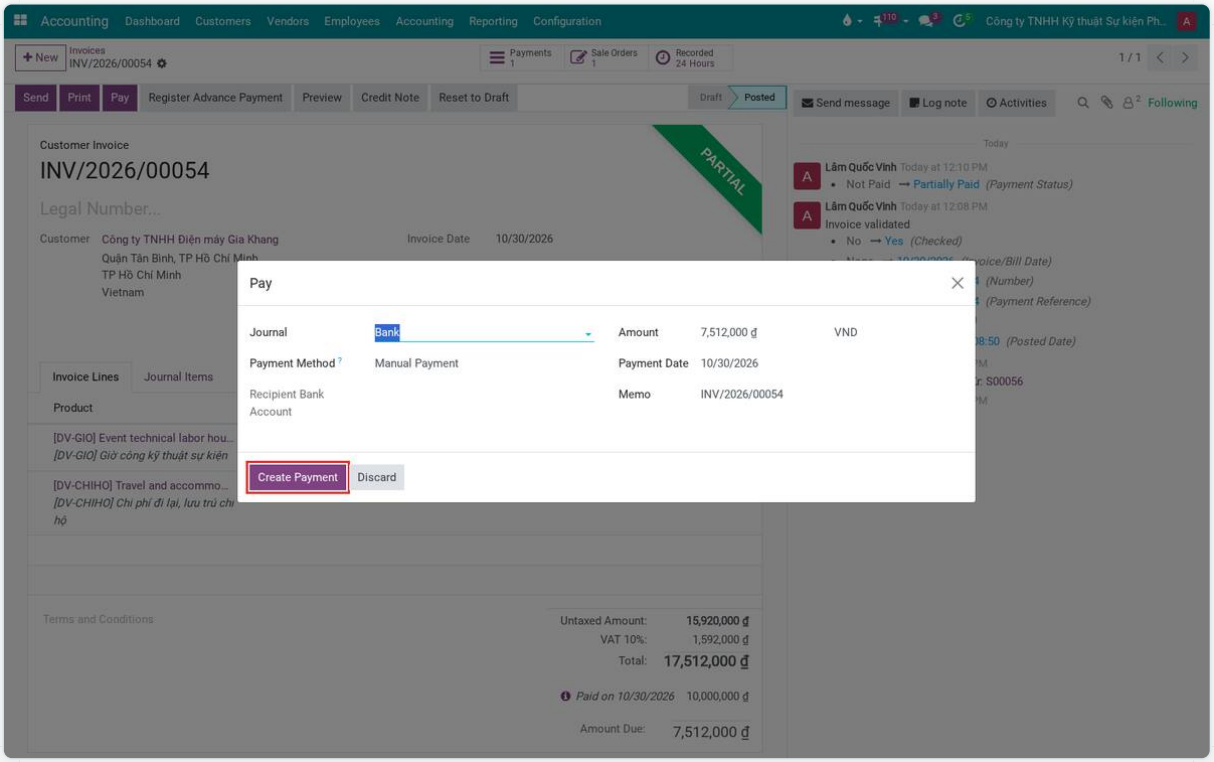


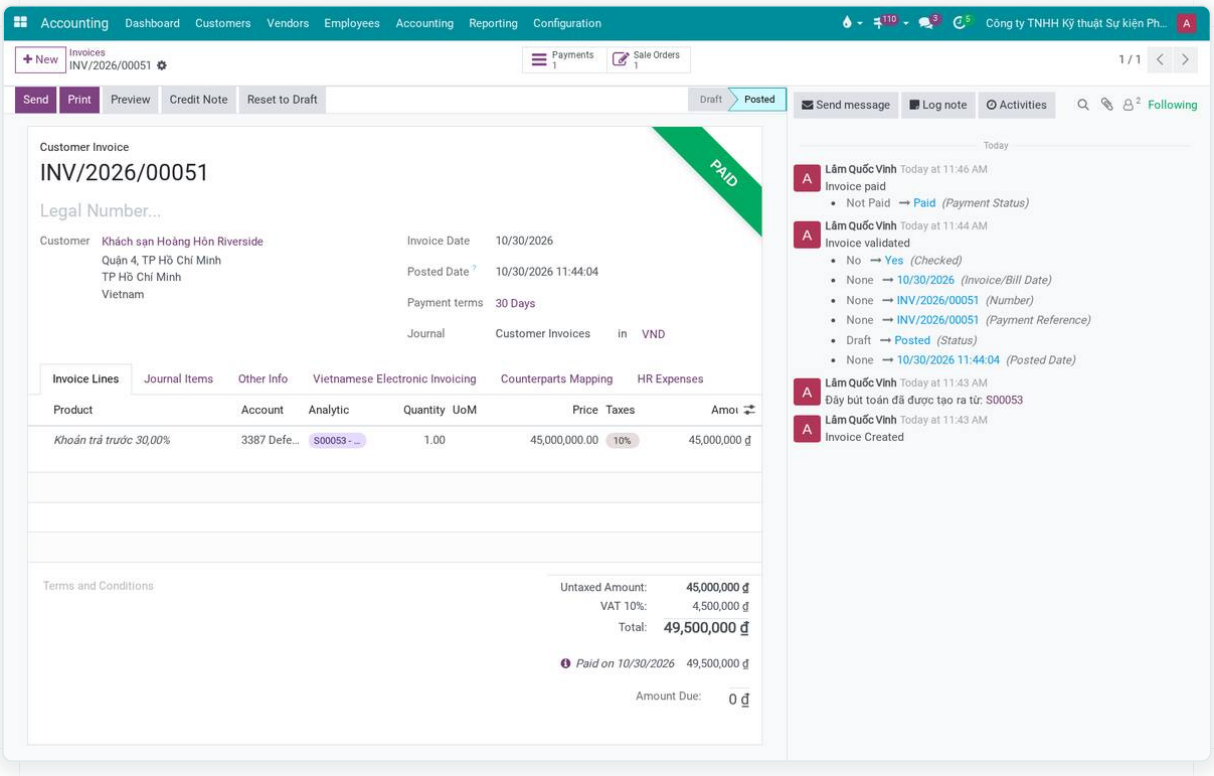
You should see: the invoice has a number **INV/2026/000xx**, the status *Posted*, and shows the **Pay** button.

Step 6 - Record that the client has transferred the deposit

Click **Pay**, keep the **Bank** journal and the amount of 49,500,000 VND, and click **Create Payment**.

> *Path:* `Accounting > Customers > Invoices > (the deposit invoice) > Pay`





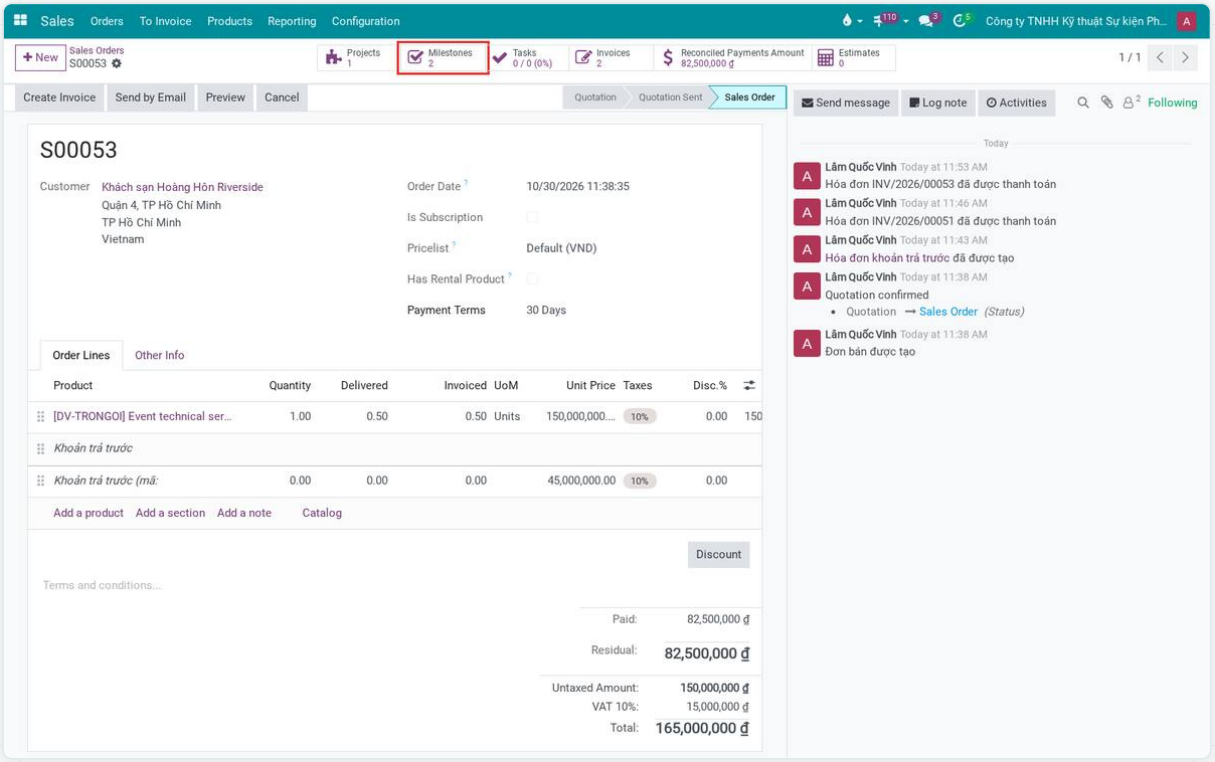
You should see: a green **PAID** label in the right corner of the invoice; the *Amount Due* field drops to **0 VND**; and a **Payments** button with a count of 1 appears on the button bar.

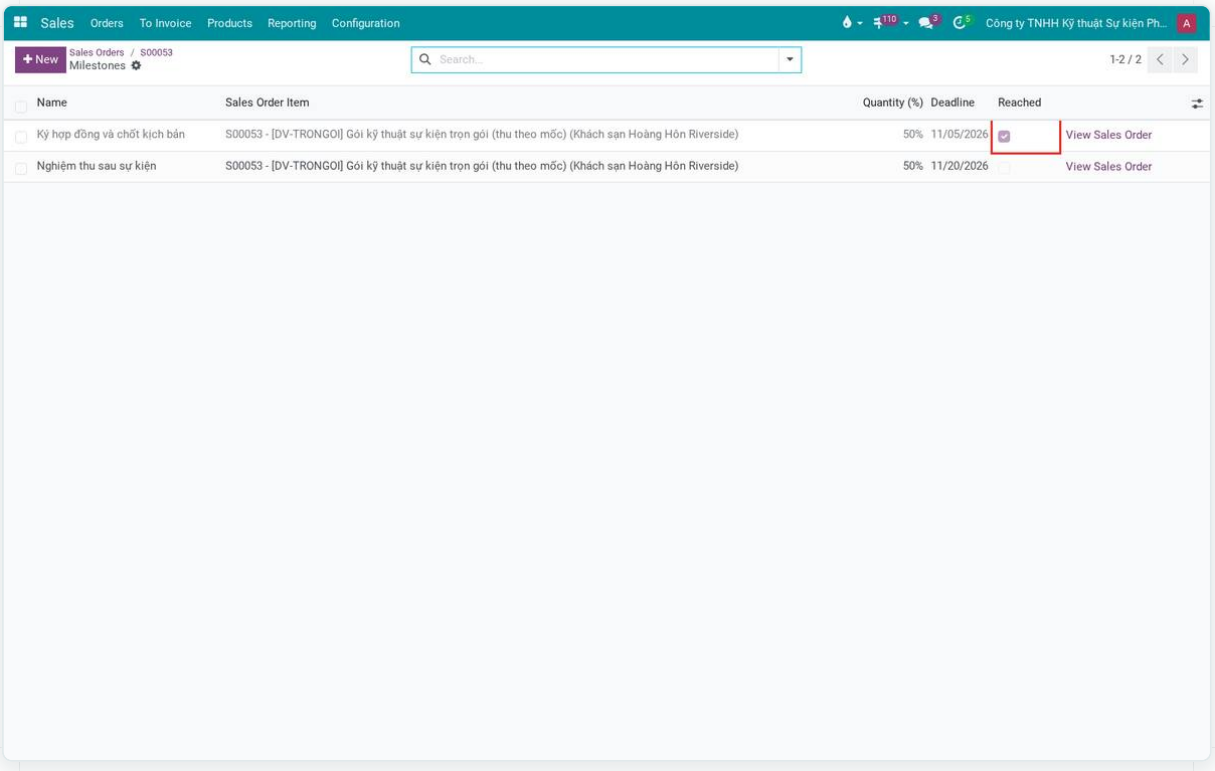
Step 7 - Set two milestones for the project

Reopen the order and click the **Milestones** button. Edit the existing milestone to **Ký hợp đồng và chốt kịch bản** (contract signing and script sign-off), proportion **50%**, deadline 05/11/2026. Click

New, add the milestone **Nghiệm thu sau sự kiện** (acceptance after the event), choose the same sales order line, proportion **50%**, deadline 20/11/2026, then save.

> *Path:* `Sales > Orders > Orders > (the order) > Milestones`



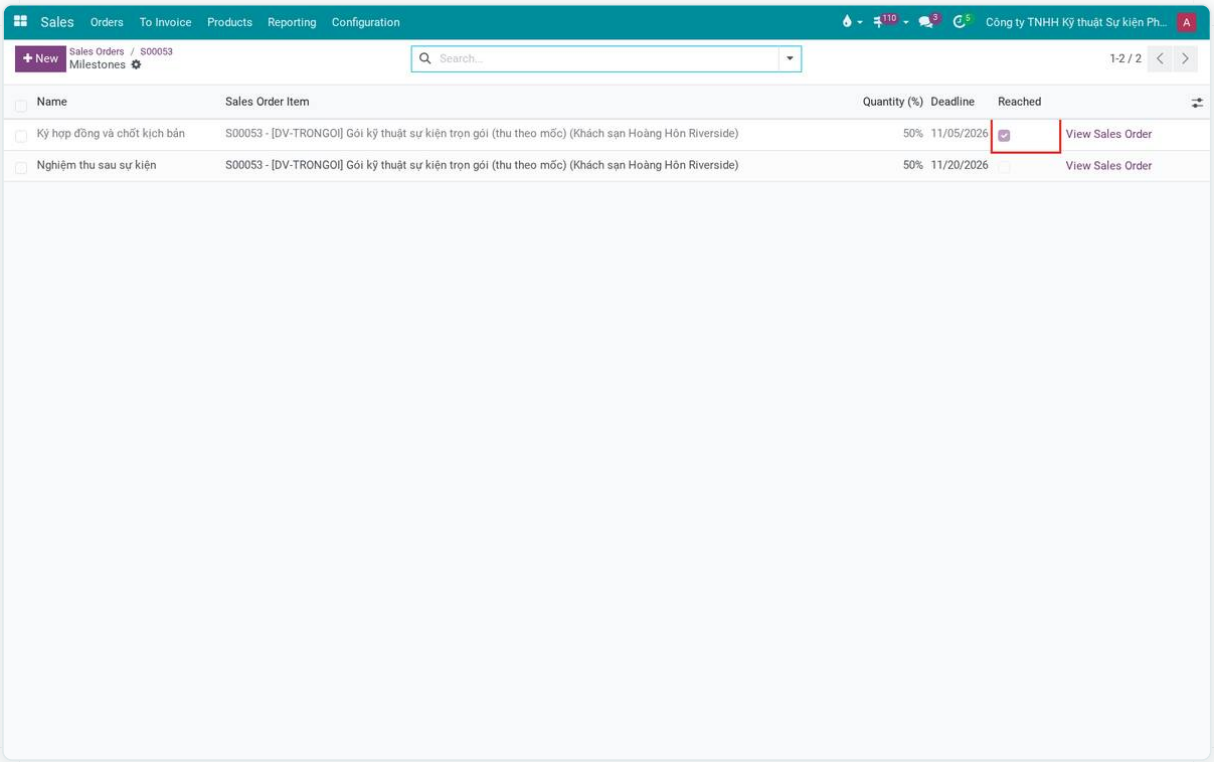


You should see: two milestone lines, with the *Quantity (%)* column showing **50%** and **50%** (a total of 100%), and the *Reached* column still empty. If the total is not 100%, the money collected by milestone will not match the order amount.

Step 8 - Mark milestone 1 as reached

Click the line of milestone 1, tick the **Reached** box, then save.

> *Path:* `Sales > Orders > Orders > (the order) > Milestones`



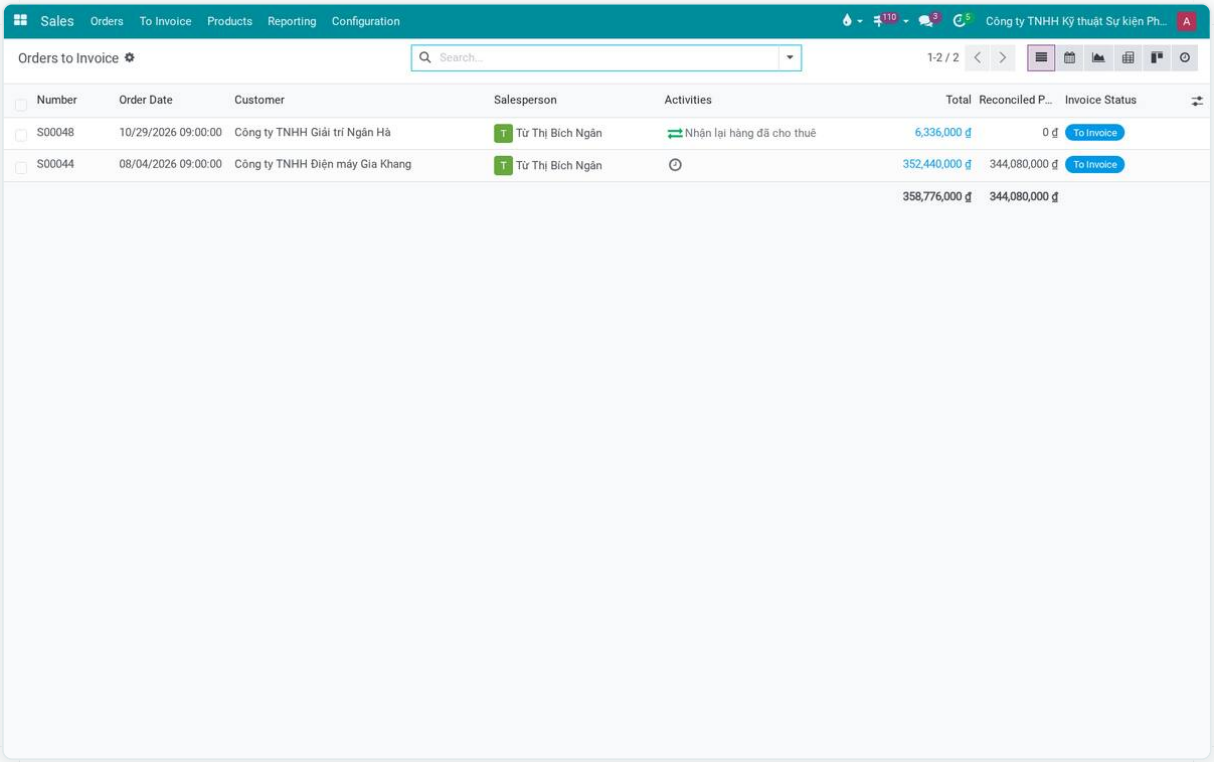
You should see: the *Reached* box of milestone 1 is ticked and the line turns grey. This raises the *Delivered* quantity of the order line to **0.50** (exactly the milestone's proportion).

> On a real project, marking a milestone is the project manager's job, done after the client accepts each phase. The system has **no** rule forcing you to approve timesheets before invoicing.

Step 9 - Find the order waiting to be invoiced

Open the **Orders to Invoice** list and find the order whose milestone you just marked.

> *Path:* `Sales > To Invoice > Orders to Invoice`

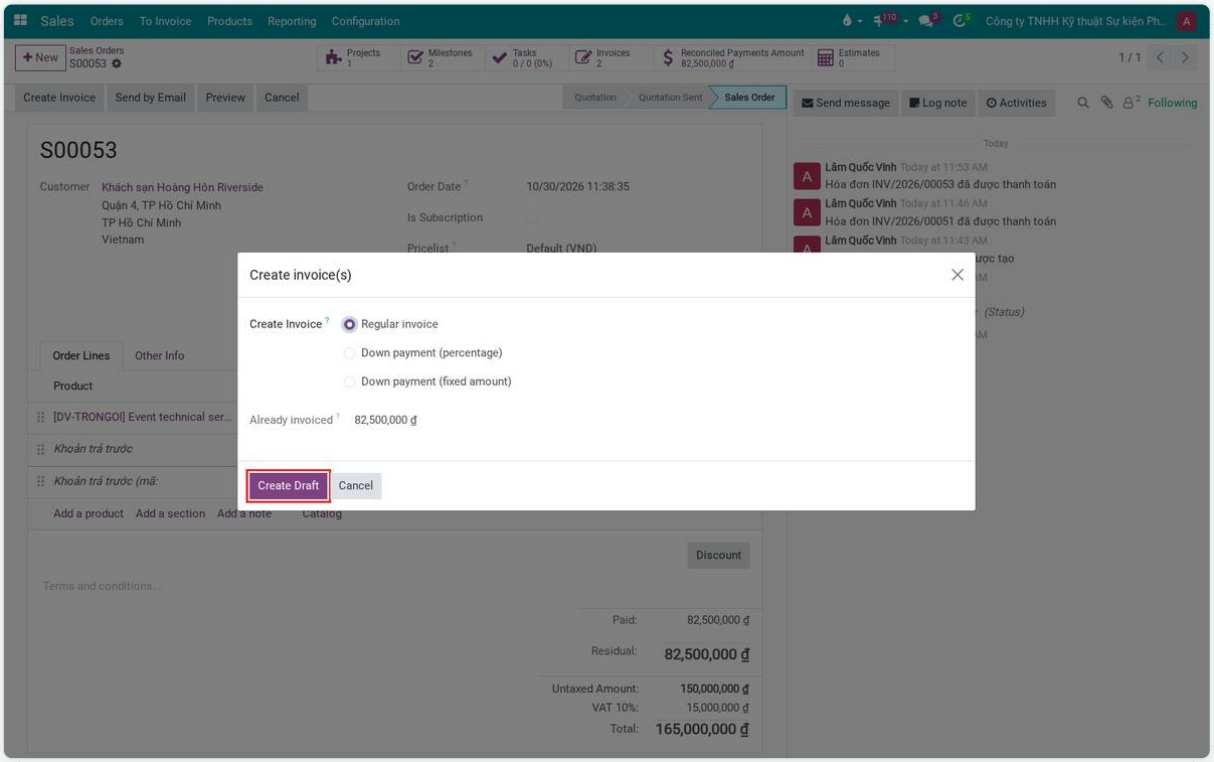


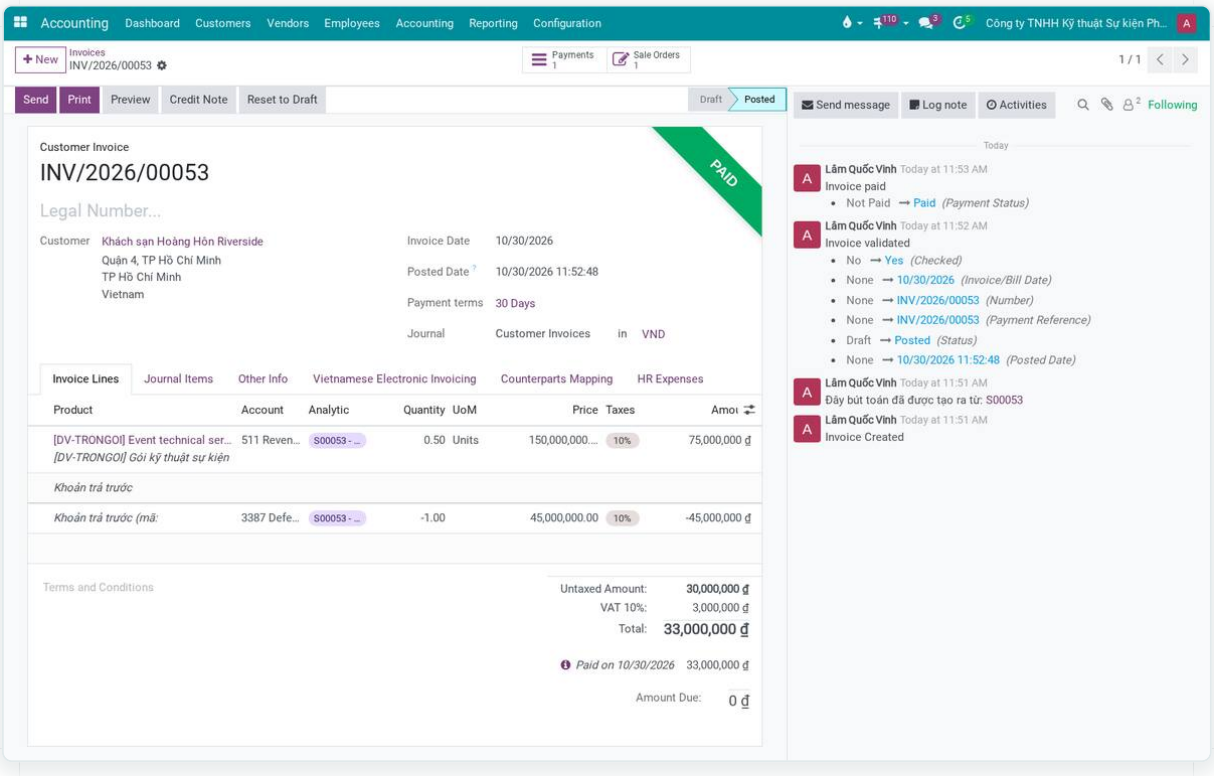
You should see: Khách sạn Hoàng Hôn's order appears with the invoice status *To Invoice* (the list columns are *Number*, *Order Date*, *Customer*, *Salesperson*, *Activities*, *Total* and *Invoice Status*). An order with no milestone reached does not appear in this list.

Step 10 - Invoice by milestone

Open the order, click **Create Invoice**, choose **Regular invoice**, then click **Create Draft**.

> *Path:* `Sales > To Invoice > Orders to Invoice > (the order) > Create Invoice`



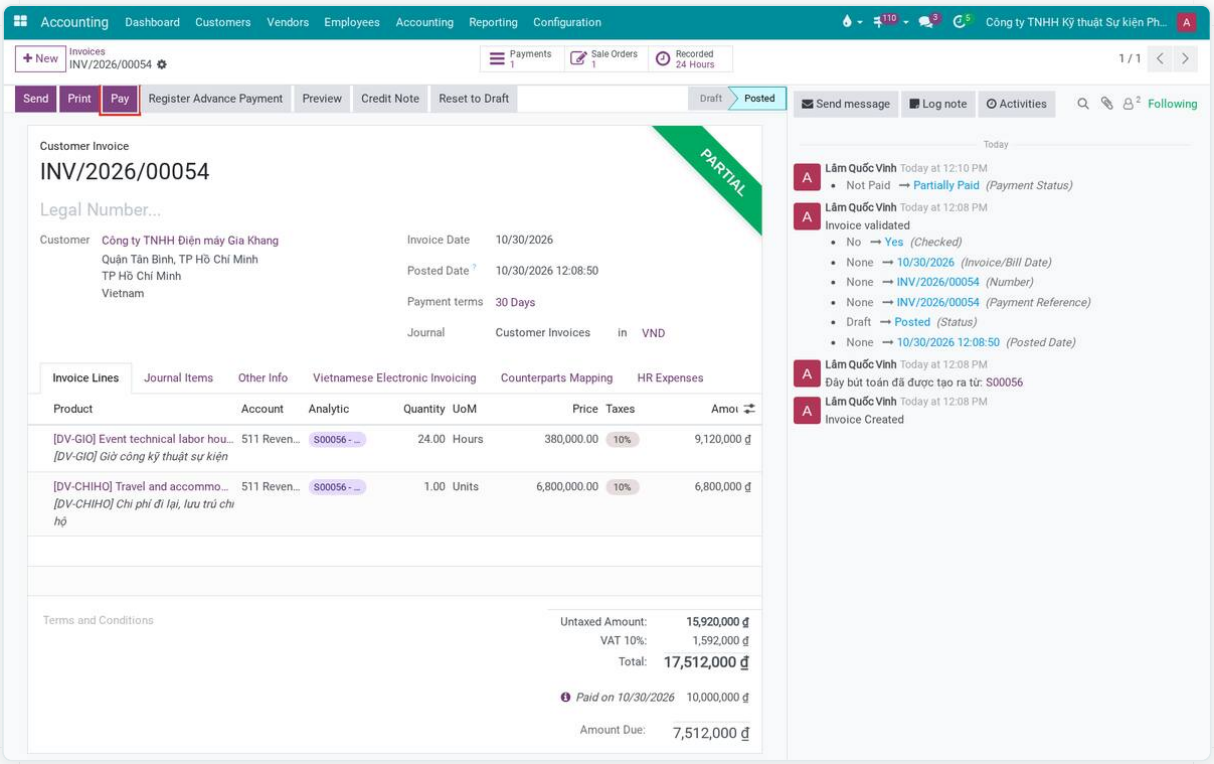


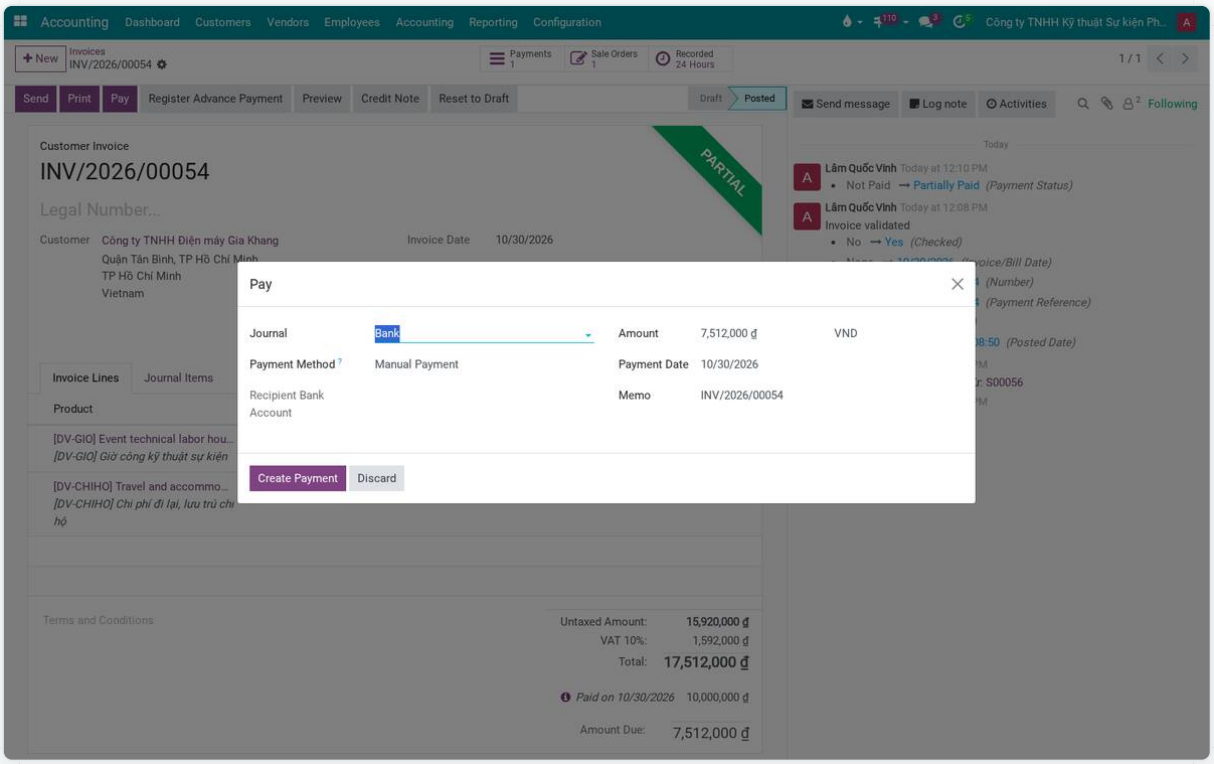
You should see: a draft invoice with three lines: the lump-sum service at quantity **0.50**, making **75,000,000 VND**; a heading line *Down Payments*; and a line *Down Payment (ref: INV/2026/000xx ...)* at quantity **-1**, making **-45,000,000 VND**. The total before tax is **30,000,000 VND**, tax 3,000,000 VND, total **33,000,000 VND**. That is 50% of 150 million, less the deposit already collected.

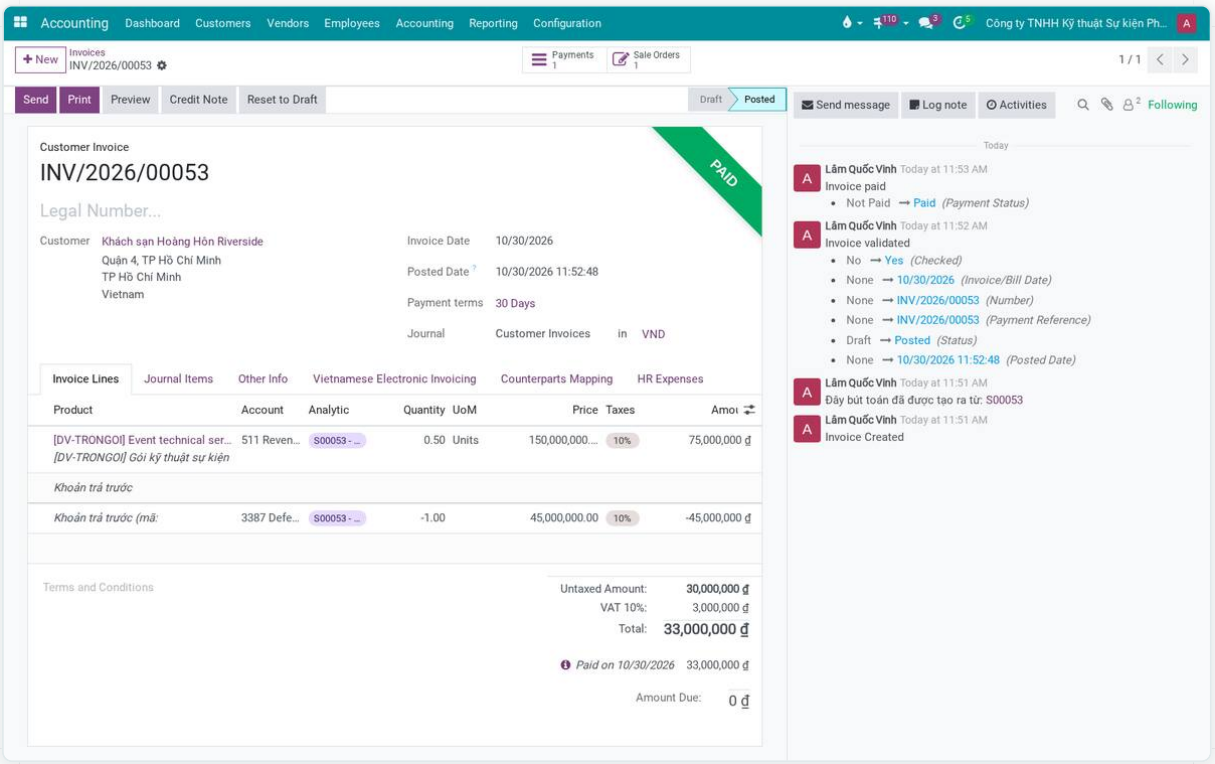
Step 11 - Confirm and collect the milestone 1 invoice

Click **Confirm**, then **Pay**, keep the amount of 33,000,000 VND and click **Create Payment**.

> *Path:* `Sales > Orders > Orders > (the order) > Invoices`







You should see: the invoice shows **PAID**, with 33,000,000 VND recorded as paid. Adding the two invoices, your company has collected **82,500,000 VND** (49,500,000 + 33,000,000) against an order value of 165,000,000 VND including tax; the remaining **82,500,000 VND** (75,000,000 for milestone 2 plus 7,500,000 tax) is collected when milestone 2 is reached.

Milestone 2: repeat steps 8-11 when the client accepts; the deposit was fully deducted on the milestone 1 invoice, so the milestone 2 invoice is 75,000,000 VND before tax, with no deduction line.

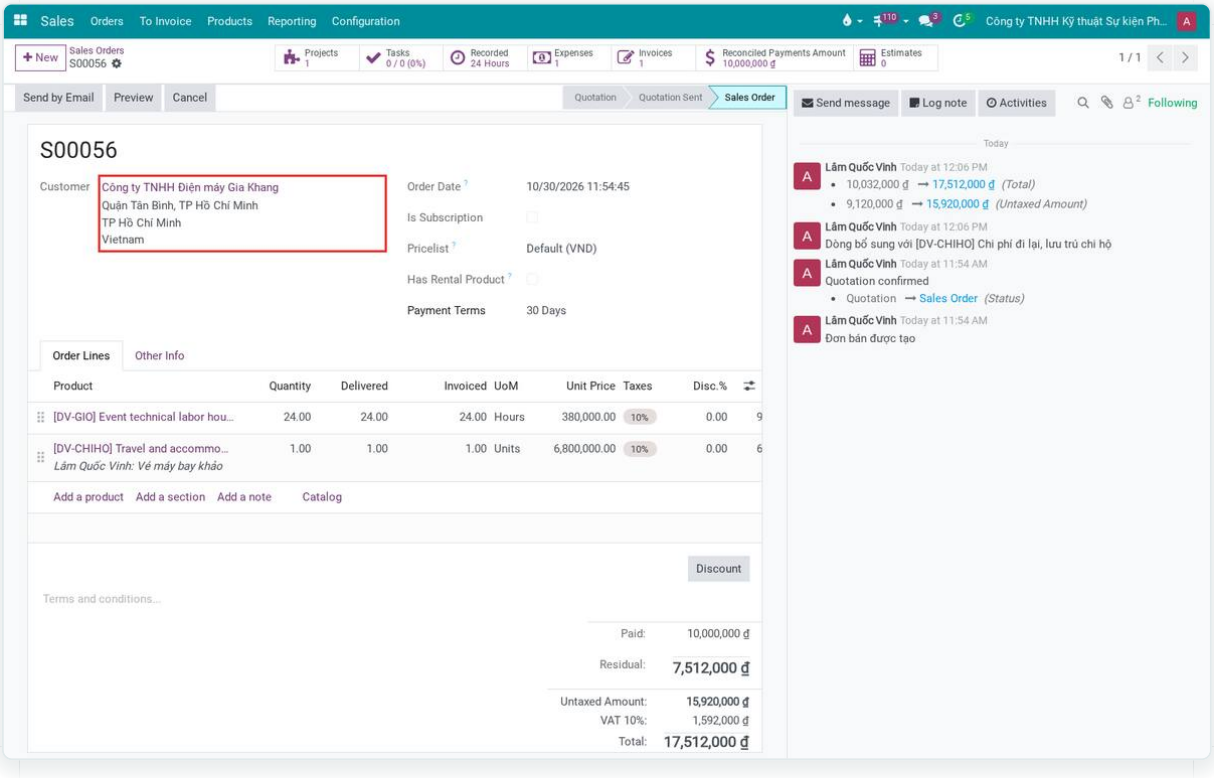
36 INVOICING BY HOURS AND RE-INVOICING PASS-THROUGH COSTS (CLIENT GIA KHANG)

About 30 minutes. By the end of this lesson you will have created a **billed-by-hours** order for Công ty TNHH Điện máy Gia Khang, logged hours to the project, recorded a **pass-through employee expense** (a survey flight ticket), then raised **one invoice** that gathers both the hours and the pass-through cost, and collected part of the payment. This is how Phương Nam handles the project *New Product Launch Series - Gia Khang* (DA02). Who does it: sales, the person logging hours and expenses, and the accountant.

Step 1 - Create a quotation billed by hours

Click **New**, choose the client **Công ty TNHH Điện máy Gia Khang**, add the product **Event technical labor hours**, quantity **24** (the unit price is taken automatically as 380,000 VND per hour), then save.

> *Path:* `Sales > Orders > Quotations`

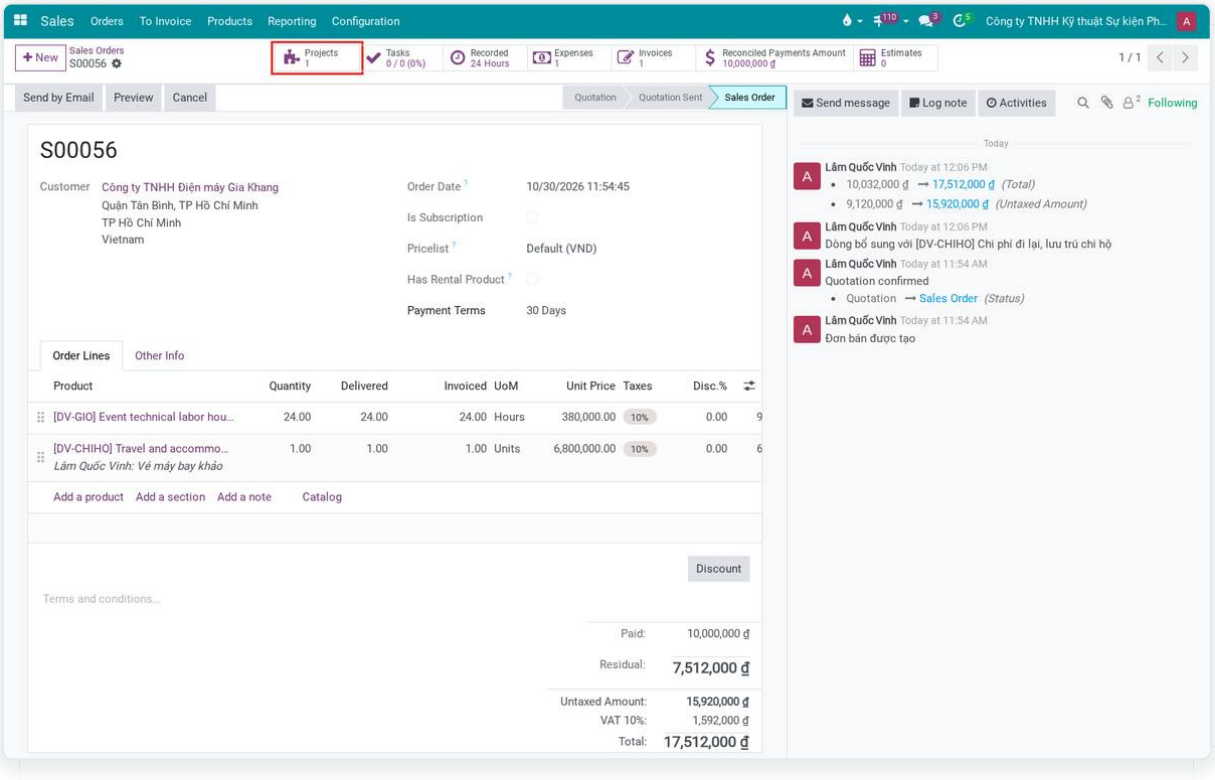


You should see: the line `[DV-GIO] Event technical labor hours`, quantity 24.00, unit *Hours*, unit price **380,000.00**; **9,120,000 VND** before tax and **10,032,000 VND** in total.

Step 2 - Confirm the order

Click **Confirm**.

> *Path:* `Sales > Orders > Quotations > (the quotation you just saved)`

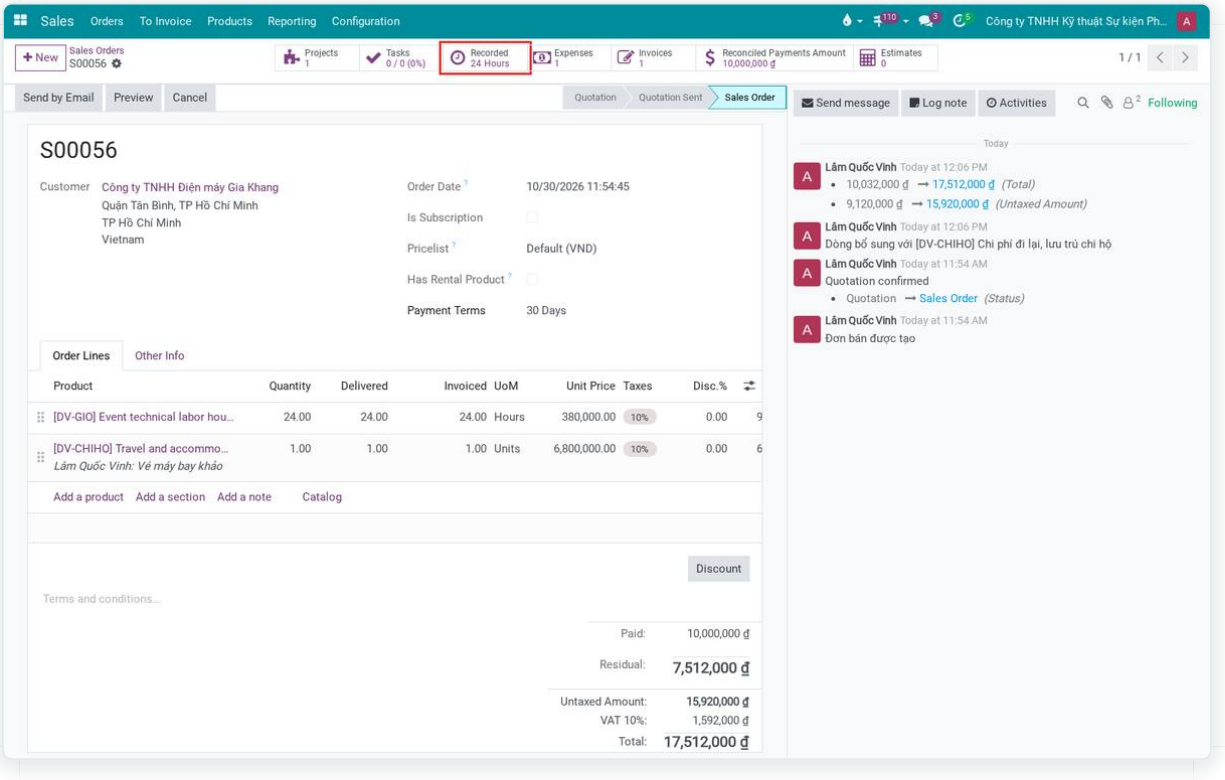


You should see: the status *Sales Order*; a **Projects** button with a count of 1 and a **Recorded 0 Hours** button (the hours logged against the order). The order line still shows *Delivered 0.00* because no hours have been logged yet.

Step 3 - Open the order's timesheet list

Click the **Recorded** button.

> *Path:* `Sales > Orders > Orders > (the order) > Recorded`

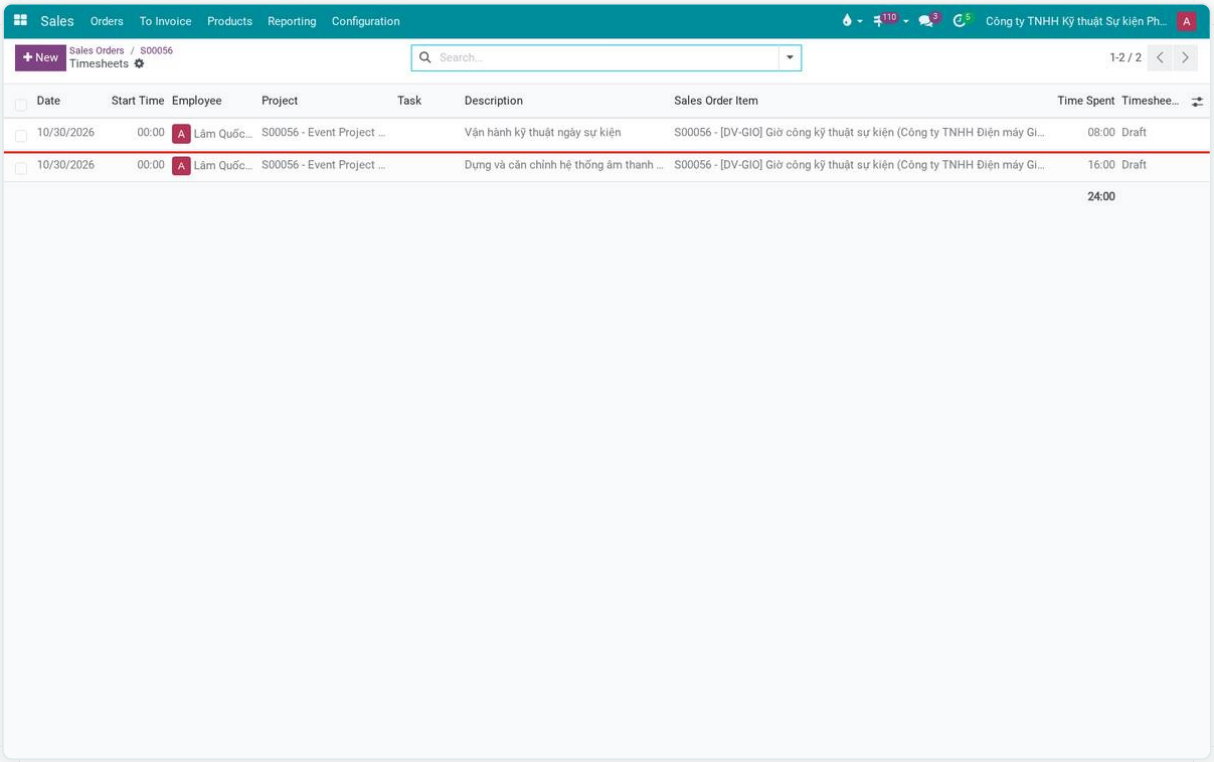


You should see: the *Timesheets* list of the order, currently empty.

Step 4 - Log 24 hours

Click **New**, choose the project (the one named *S000xx - Event Project Template* that the order has just opened), enter a description and the time **16:00**; click **New** again to add a line of **08:00**. Every line attaches itself to the sales order line.

> *Path:* `Sales > Orders > Orders > (the order) > Recorded > New`

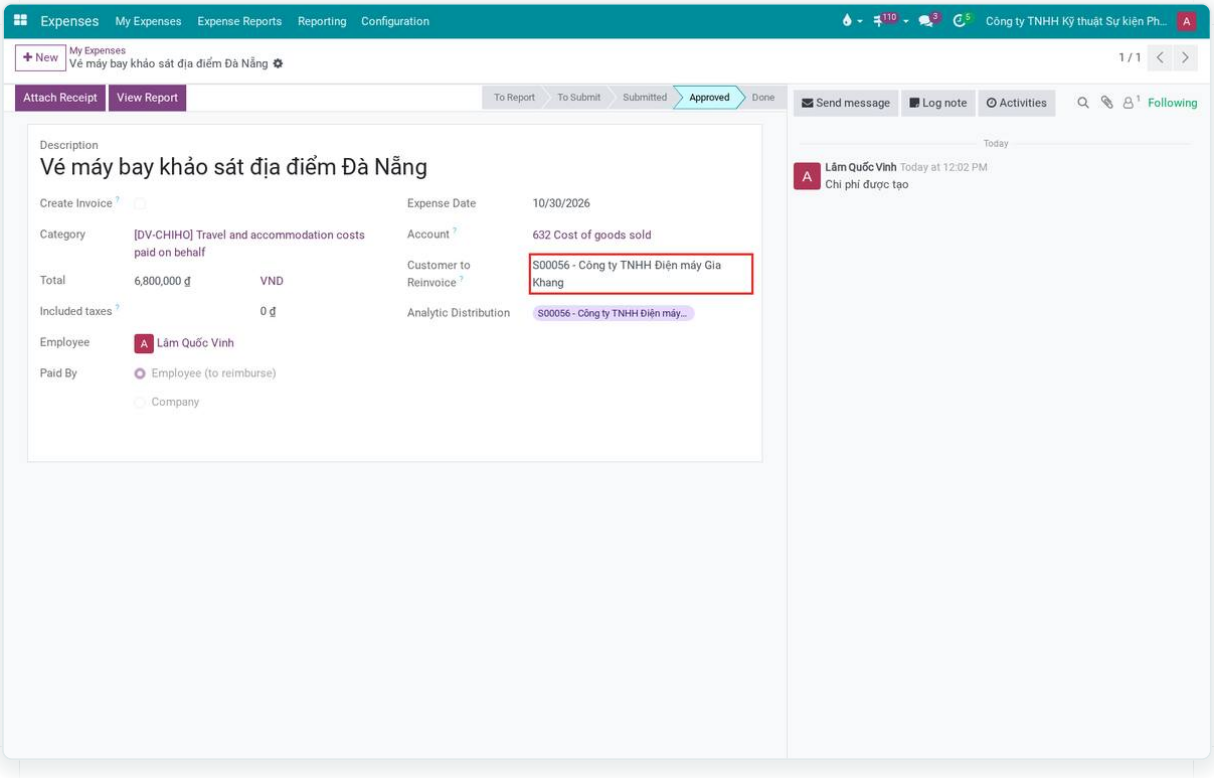


You should see: two timesheet lines, the *Sales Order Item* column showing Gia Khang's order, and the column total at the bottom reading **24:00**. The lines are in *Draft*: approving timesheets belongs to the Project part, and the system does **not** block invoicing while timesheets are unapproved.

Step 5 - Record the pass-through expense

Click the **Expenses** menu, go to **My Expenses**, and click **New**. Enter the description **Site survey flight ticket to Đà Nẵng**, the category **Travel and accommodation costs paid on behalf**, a total of **6800000**, and choose Gia Khang's order in the **Customer to Reinvoice** field.

> *Path:* `Expenses > My Expenses > My Expenses`

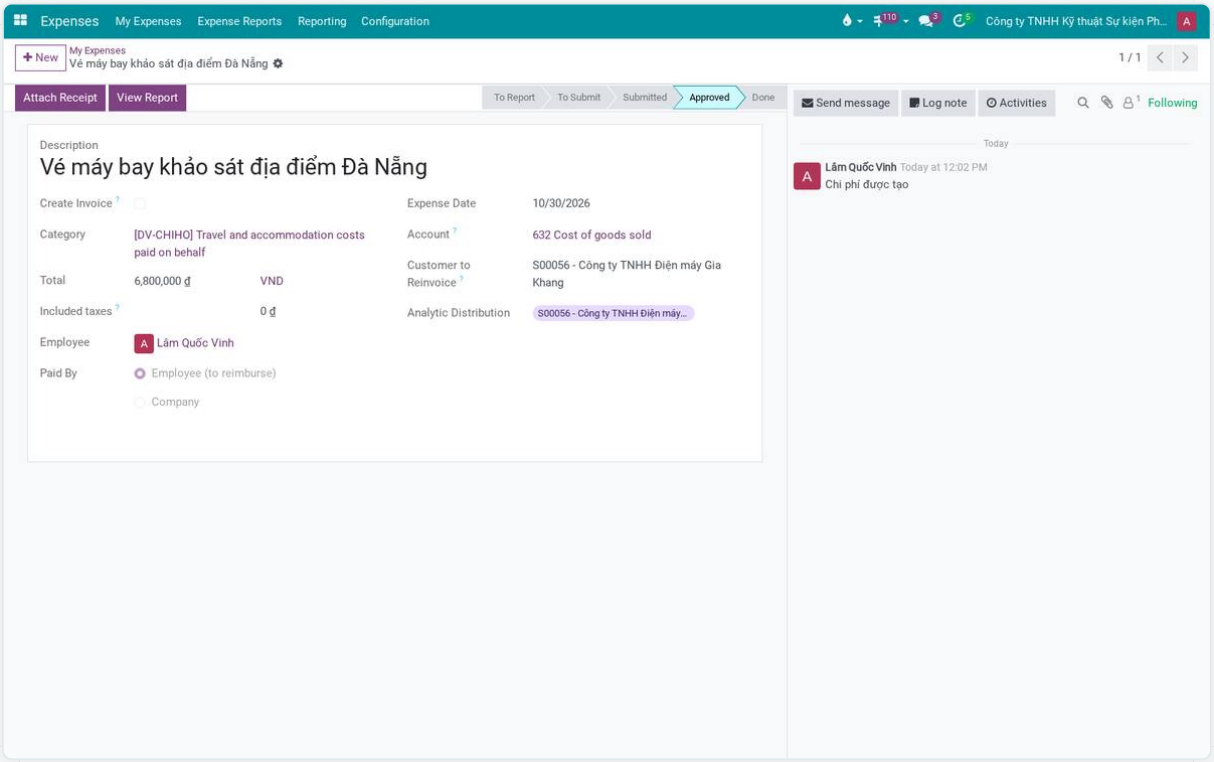


You should see: the *Customer to Reinvoice* field shows the order number; the *Analytic Distribution* field fills itself with this project's analytic account, so the expense lands on the right project in the Profit table.

Step 6 - Save and create an expense report

Save, then click **Create Report**.

> *Path:* `Expenses > My Expenses > My Expenses > (the expense)`

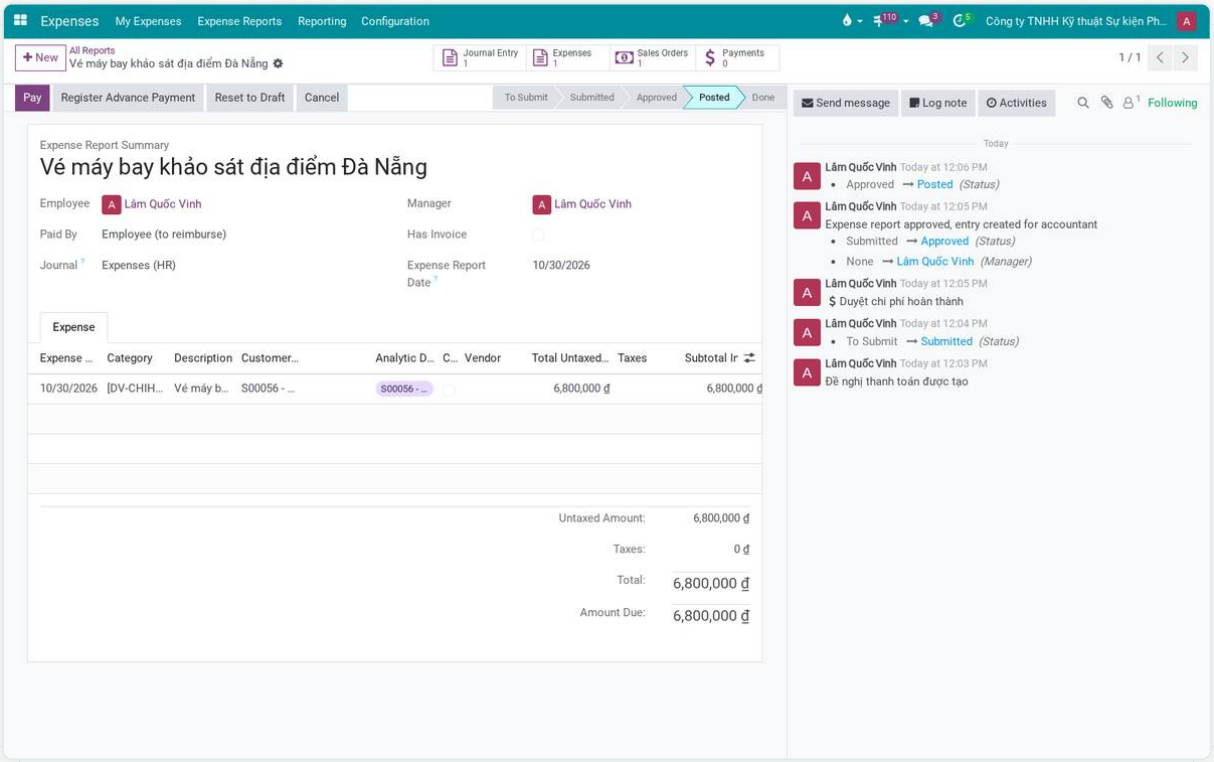


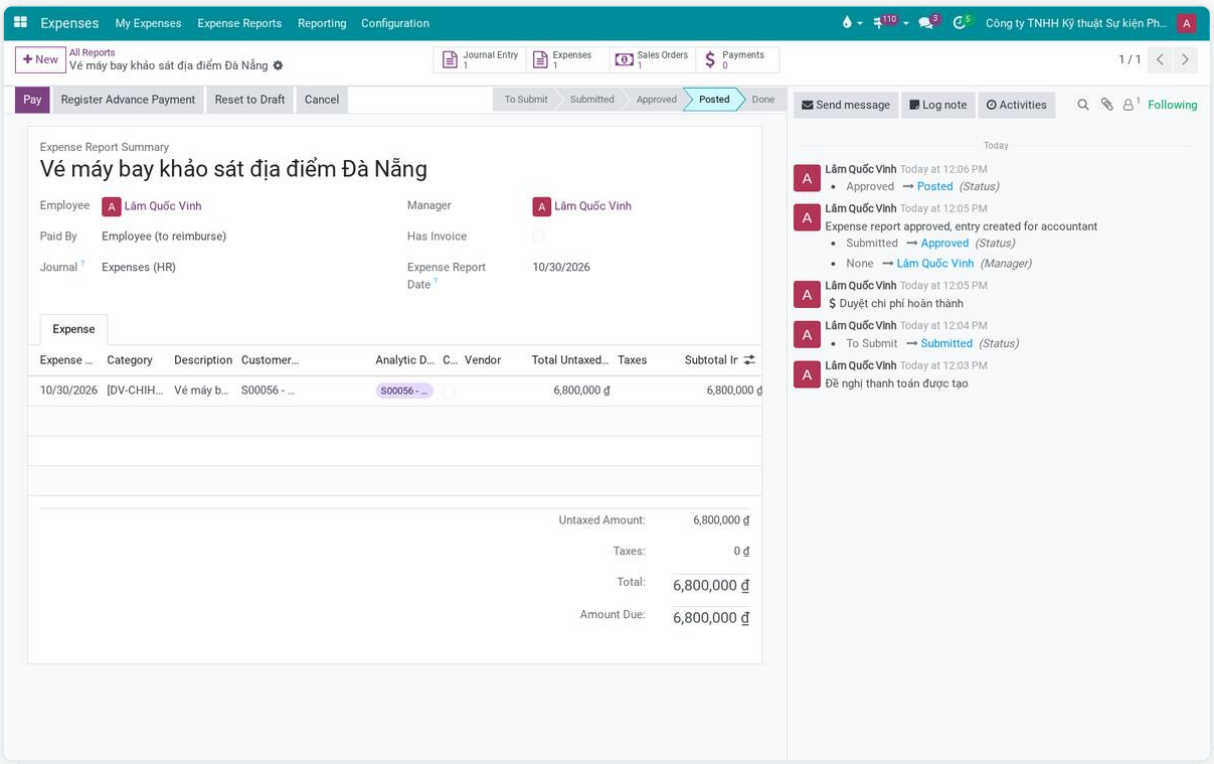
You should see: an *Expense Report Summary* form opens in the status *To Submit*, with one line of 6,800,000 VND.

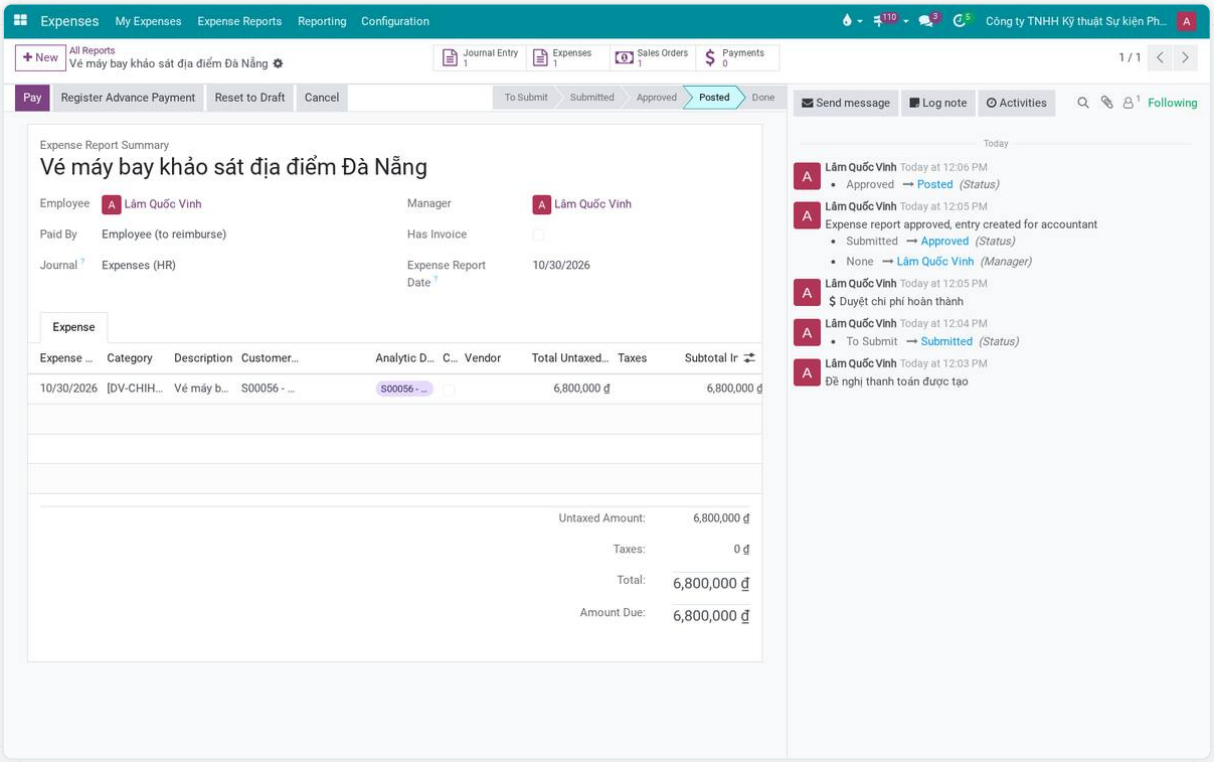
Step 7 - Submit to the manager, approve, and post

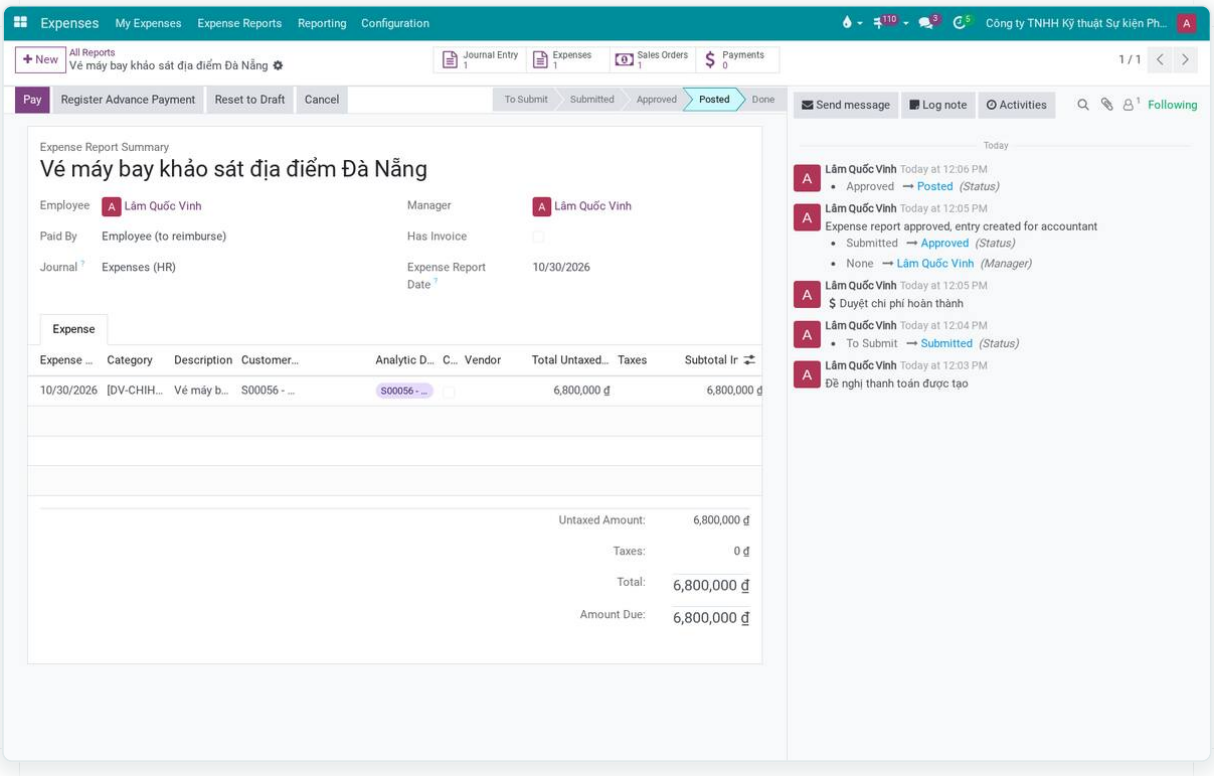
Click **Submit to Manager**; then click **Approve**; finally click **Post Journal Entries**.

> *Path:* `Expenses > Expense Reports > (the report you just created)`


Expenses
My Expenses
Expense Reports
Reporting
Configuration
Công ty TNHH Kỹ thuật Sự kiện Ph...
New
All Reports
Vé máy bay khảo sát địa điểm Đà Nẵng
Journal Entry 1
Expenses 1
Sales Orders 1
Payments 0
1 / 1
Pay
Register Advance Payment
Reset to Draft
Cancel
To Submit
Submitted
Approved
Posted
Done
Send message
Log note
Activities
Following
Expense Report Summary
Vé máy bay khảo sát địa điểm Đà Nẵng
Employee
Lâm Quốc Vinh
Manager
Lâm Quốc Vinh
Paid By
Employee (to reimburse)
Has Invoice
Journal
Expenses (HR)
Expense Report Date
10/30/2026
Expense
Expense ...
Category
Description
Customer...
Analytic D...
C...
Vendor
Total Untaxed...
Taxes
Subtotal Ir
10/30/2026
[DV-CHIH...
Vé máy b...
S00056 - ...
6,800,000 ₫
6,800,000 ₫
Untaxed Amount:
6,800,000 ₫
Taxes:
0 ₫
Total:
6,800,000 ₫
Amount Due:
6,800,000 ₫
Today
Lâm Quốc Vinh Today at 12:06 PM
Approved → Posted (Status)
Lâm Quốc Vinh Today at 12:05 PM
Expense report approved, entry created for accountant
Submitted → Approved (Status)
None → Lâm Quốc Vinh (Manager)
Lâm Quốc Vinh Today at 12:05 PM
$ Duyệt chi phí hoàn thành
Lâm Quốc Vinh Today at 12:04 PM
To Submit → Submitted (Status)
Lâm Quốc Vinh Today at 12:03 PM
Đề nghị thanh toán được tạo


Expenses
My Expenses
Expense Reports
Reporting
Configuration
Công ty TNHH Kỹ thuật Sự kiện Ph...
New
All Reports
Vé máy bay khảo sát địa điểm Đà Nẵng
Journal Entry 1
Expenses 1
Sales Orders 1
Payments 0
1 / 1
Pay
Register Advance Payment
Reset to Draft
Cancel
To Submit
Submitted
Approved
Posted
Done
Send message
Log note
Activities
Following
Expense Report Summary
Vé máy bay khảo sát địa điểm Đà Nẵng
Employee
Lâm Quốc Vinh
Manager
Lâm Quốc Vinh
Paid By
Employee (to reimburse)
Has Invoice
Journal
Expenses (HR)
Expense Report Date
10/30/2026
Expense
Expense ...
Category
Description
Customer...
Analytic D...
C...
Vendor
Total Untaxed...
Taxes
Subtotal Ir
10/30/2026
[DV-CHIH...
Vé máy b...
S00056 - ...
6,800,000 ₫
6,800,000 ₫
Untaxed Amount:
6,800,000 ₫
Taxes:
0 ₫
Total:
6,800,000 ₫
Amount Due:
6,800,000 ₫
Today
Lâm Quốc Vinh Today at 12:06 PM
Approved → Posted (Status)
Lâm Quốc Vinh Today at 12:05 PM
Expense report approved, entry created for accountant
Submitted → Approved (Status)
None → Lâm Quốc Vinh (Manager)
Lâm Quốc Vinh Today at 12:05 PM
$ Duyệt chi phí hoàn thành
Lâm Quốc Vinh Today at 12:04 PM
To Submit → Submitted (Status)
Lâm Quốc Vinh Today at 12:03 PM
Đề nghị thanh toán được tạo



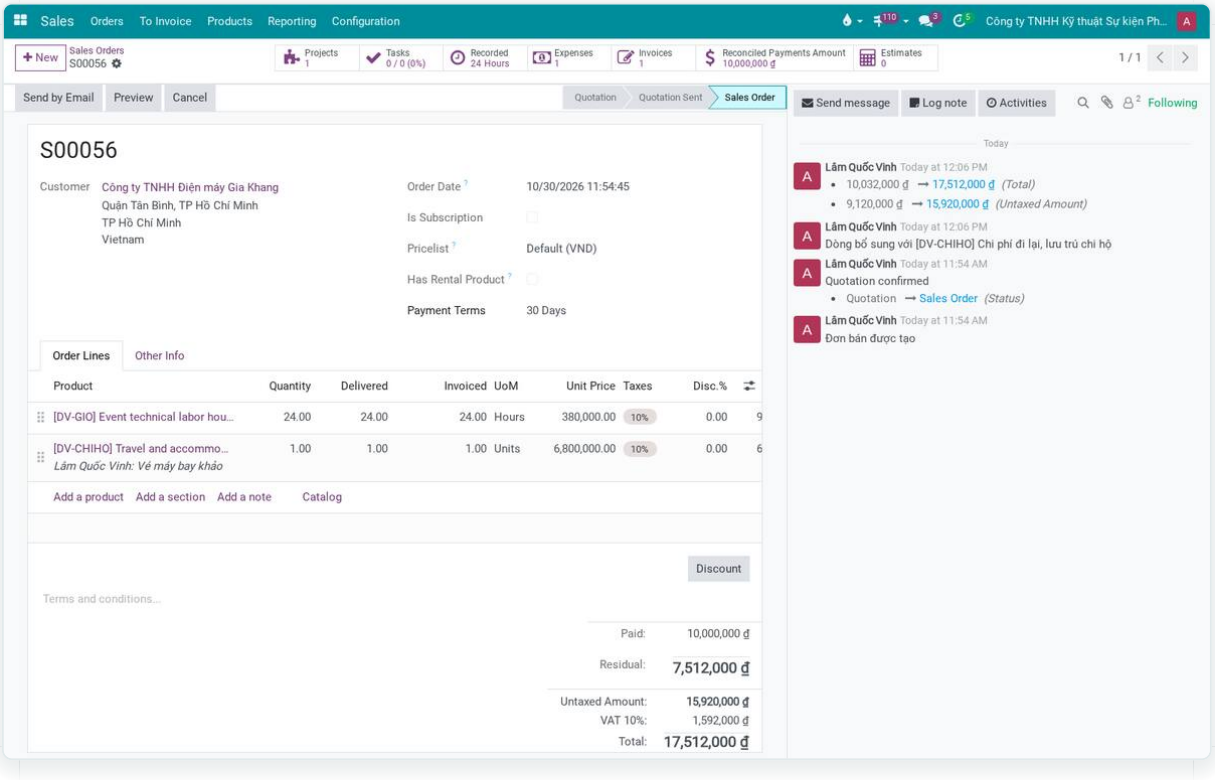


You should see: the status bar moves through *Submitted*, *Approved*, *Posted*; once posted, the **Pay** button (to reimburse the employee) and the **Register Advance Payment** button appear.

Step 8 - See that the order now has the pass-through line

Reopen Gia Khang's sales order.

> *Path:* `Sales > Orders > Orders > (the order)`

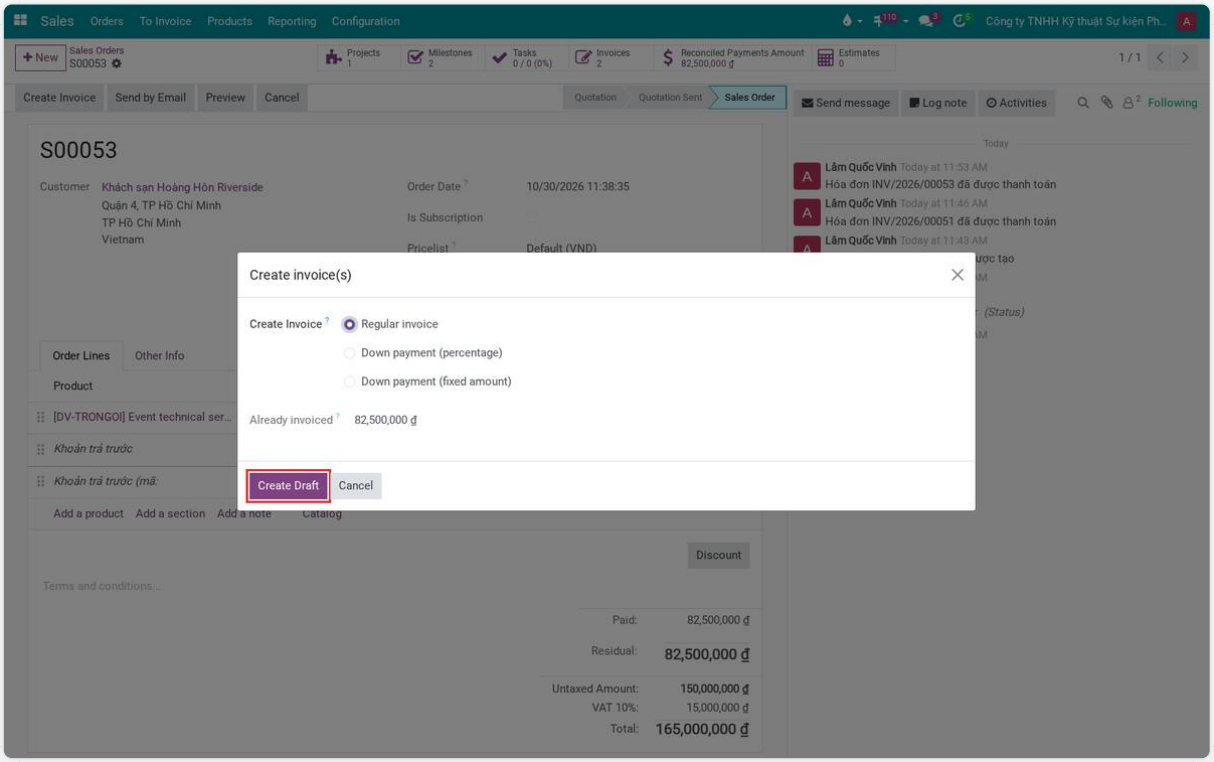


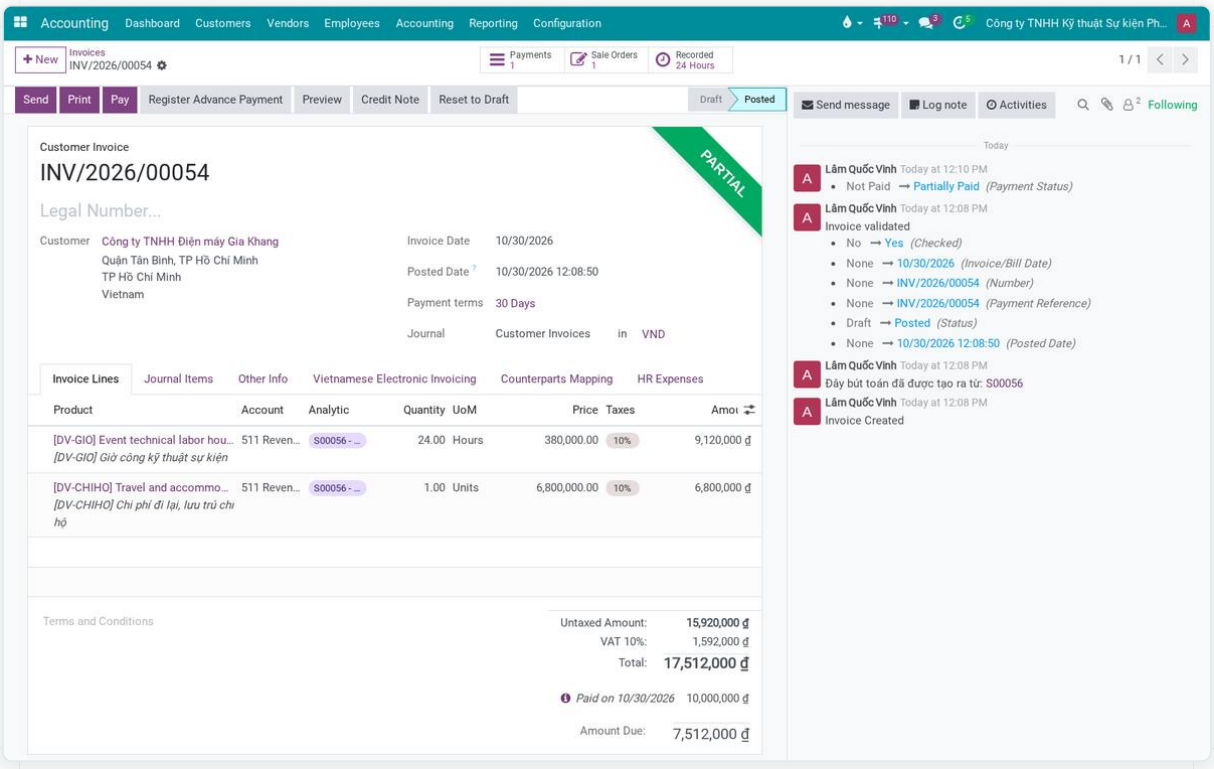
You should see: the order has gained the line `[DV-CHIHO] Travel and accommodation costs paid on behalf` at exactly **6,800,000.00**, delivered 1.00; the hours line shows **Delivered 24.00**; and the order total rises to **17,512,000 VND** (15,920,000 plus 1,592,000 tax). The system adds this line itself when the pass-through expense is posted; you do not enter it by hand.

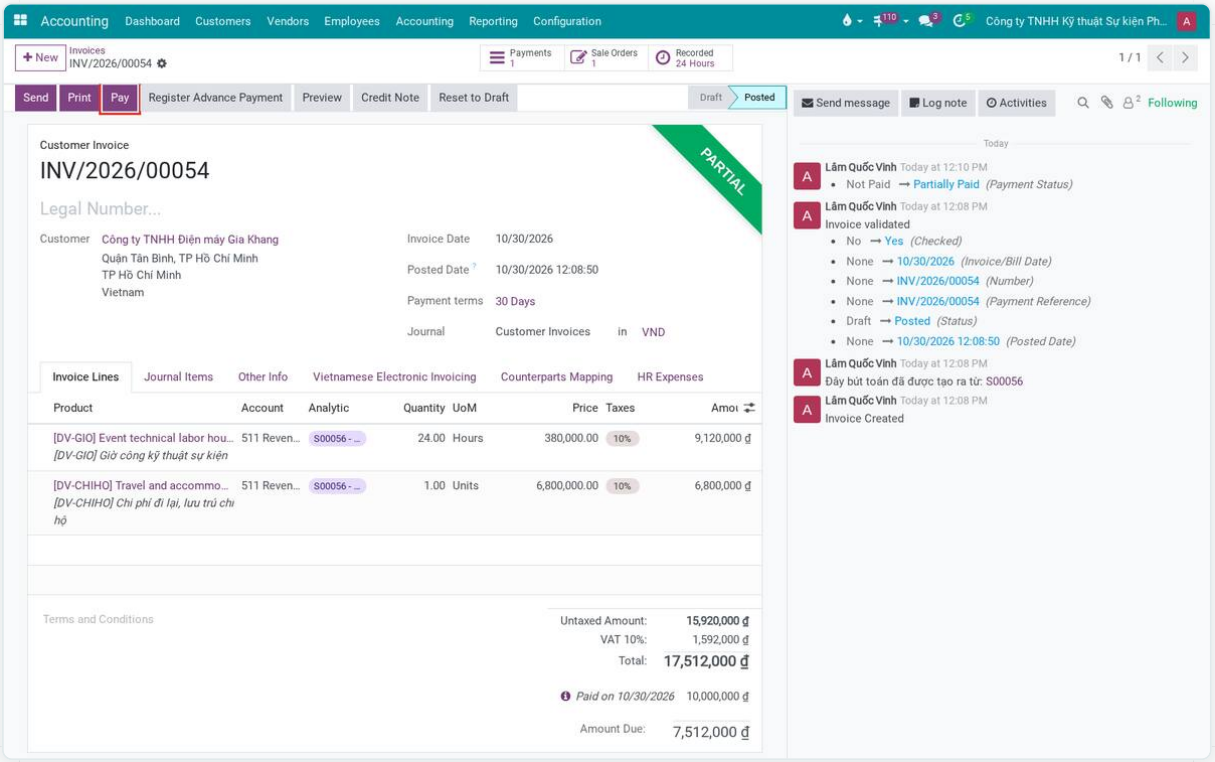
Step 9 - Raise one invoice for both hours and pass-through costs

Click **Create Invoice**, choose **Regular invoice**, click **Create Draft**; check the two lines, then click **Confirm**.

> *Path:* `Sales > Orders > Orders > (the order) > Create Invoice`


Sales Orders Invoices Products Reporting Configuration
Công ty TNHH Kỹ thuật Sự kiện Ph...
New
Create Invoice Send by Email Preview Cancel
Quotation Quotation Sent Sales Order
Send message Log note Activities Following
S00053
Customer Khách sạn Hoàng Hôn Riverside
Quận 4, TP Hồ Chí Minh
TP Hồ Chí Minh
Vietnam
Order Date 10/30/2026 11:38:35
Is Subscription
Pricelist Default (VND)
Create invoice(s)
Create Invoice
Regular invoice
Down payment (percentage)
Down payment (fixed amount)
Already invoiced 82,500,000 ₫
Create Draft
Cancel
Order Lines Other Info
Product
[DV-TRONGOI] Event technical ser...
Khoản trả trước
Khoản trả trước (mã:
Add a product Add a section Add a note Catalog
Discount
Terms and conditions...
Paid: 82,500,000 ₫
Residual: 82,500,000 ₫
Untaxed Amount: 150,000,000 ₫
VAT 10%: 15,000,000 ₫
Total: 165,000,000 ₫
Lâm Quốc Vinh Today at 11:53 AM
Hóa đơn INV/2026/00053 đã được thanh toán
Lâm Quốc Vinh Today at 11:46 AM
Hóa đơn INV/2026/00051 đã được thanh toán
Lâm Quốc Vinh Today at 11:43 AM


Accounting Dashboard Customers Vendors Employees Accounting Reporting Configuration
Công ty TNHH Kỹ thuật Sự kiện Ph...
New
Invoices
INV/2026/00054
Payments 1
Sale Orders 1
Recorded 24 Hours
Send Print Pay Register Advance Payment Preview Credit Note Reset to Draft
Draft Posted
Send message Log note Activities Following
Customer Invoice
INV/2026/00054
Legal Number...
PARTIAL
Customer Công ty TNHH Điện máy Gia Khang
Quận Tân Bình, TP Hồ Chí Minh
TP Hồ Chí Minh
Vietnam
Invoice Date 10/30/2026
Posted Date 10/30/2026 12:08:50
Payment terms 30 Days
Journal Customer Invoices in VND
Invoice Lines Journal Items Other Info Vietnamese Electronic Invoicing Counterparts Mapping HR Expenses
Product Account Analytic Quantity UoM Price Taxes Amou
[DV-GIO] Event technical labor hou... 511 Reven... S00056 - ... 24.00 Hours 380,000.00 10% 9,120,000 ₫
[DV-GIO] Giờ công kỹ thuật sự kiện
[DV-CHIHO] Travel and accommo... 511 Reven... S00056 - ... 1.00 Units 6,800,000.00 10% 6,800,000 ₫
[DV-CHIHO] Chi phí đi lại, lưu trú chi hộ
Terms and Conditions
Untaxed Amount: 15,920,000 ₫
VAT 10%: 1,592,000 ₫
Total: 17,512,000 ₫
Paid on 10/30/2026 10,000,000 ₫
Amount Due: 7,512,000 ₫
Lâm Quốc Vinh Today at 12:10 PM
Not Paid → Partially Paid (Payment Status)
Lâm Quốc Vinh Today at 12:08 PM
Invoice validated
No → Yes (Checked)
None → 10/30/2026 (Invoice/Bill Date)
None → INV/2026/00054 (Number)
None → INV/2026/00054 (Payment Reference)
Draft → Posted (Status)
None → 10/30/2026 12:08:50 (Posted Date)
Lâm Quốc Vinh Today at 12:08 PM
Dây bút toán đã được tạo ra từ: S00056
Lâm Quốc Vinh Today at 12:08 PM
Invoice Created

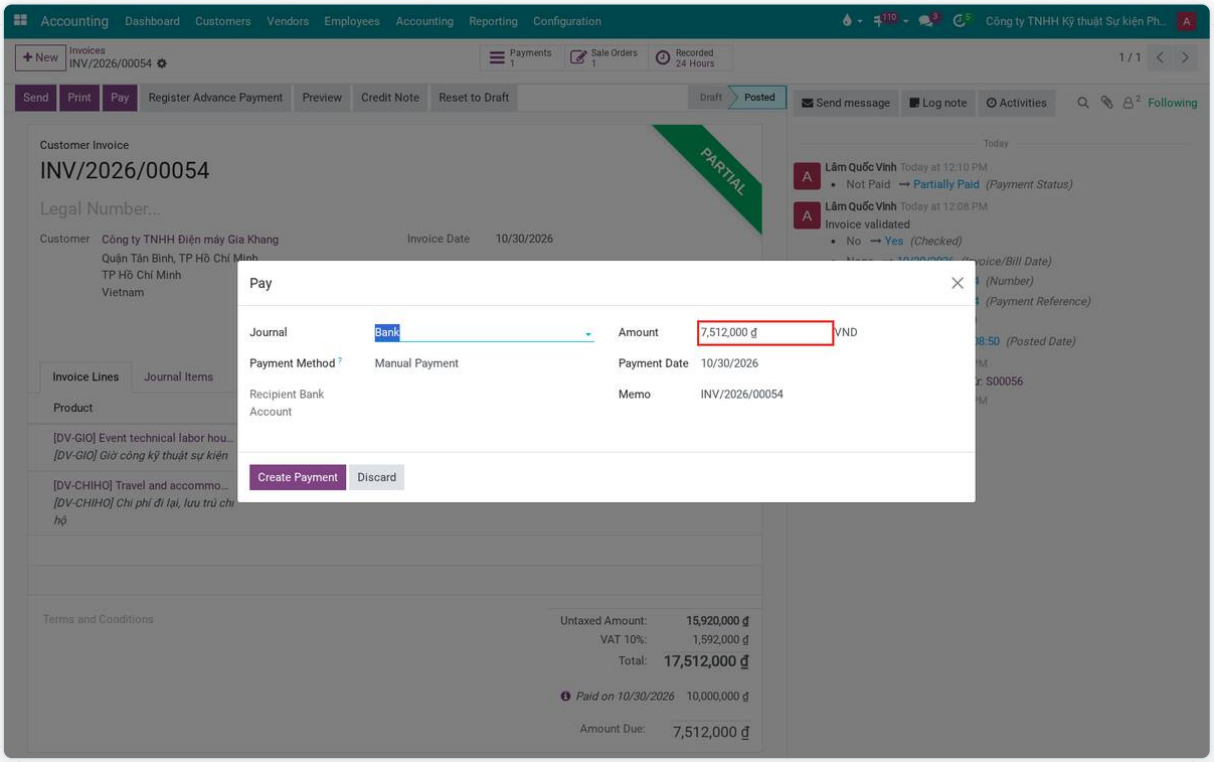


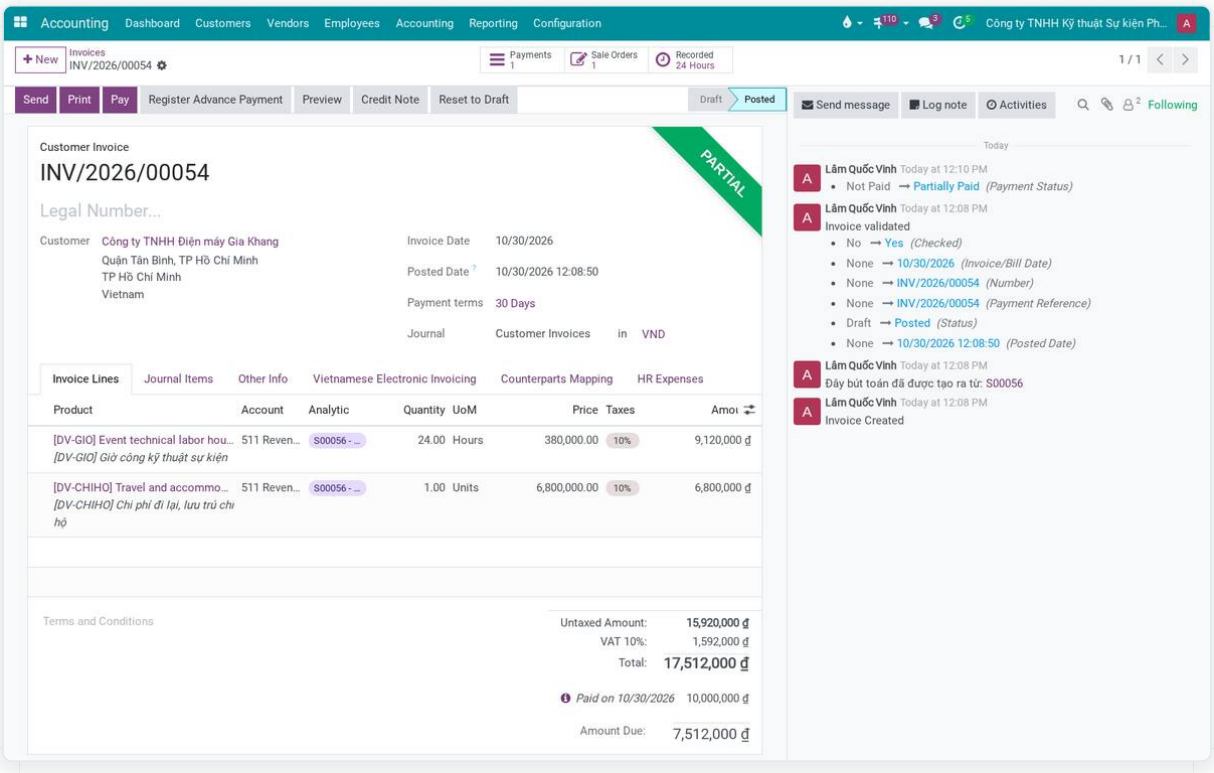
You should see: the invoice has the hours line 24.00 x 380,000 = **9,120,000 VND** and the pass-through line **6,800,000 VND**; the total is **17,512,000 VND**; the *Analytic* column of both lines carries the project's analytic account. The system re-invoices the expense **at exactly its cost** (6,800,000 VND), with no markup.

Step 10 - Collect part of the payment

Click **Pay**, change *Amount* to **10000000**, click **Create Payment**.

> *Path:* `Accounting > Customers > Invoices > (the invoice) > Pay`





You should see: a **PARTIAL** label in the corner of the invoice; 10,000,000 VND recorded as paid; *Amount Due* of **7,512,000 VND**. The remainder will show in the aged receivables report once the 30-day term runs out (see the lesson *Collecting payment, aged receivables and multi-level follow-ups*).

> **One thing to know:** the pass-through expense has been paid to the employee and sits in the expense report; the client's invoice is a separate journal entry. If the expense is settled by an *advance* (as on projects DA01 and DA03), the expense report still shows *Not Paid* even though the advance has been reconciled. This is a display fault in the product; read the status on the advance (*Reconciled*) and do not pay it again.

37 COLLECTING PAYMENT, AGED RECEIVABLES AND MULTI-LEVEL FOLLOW-UPS

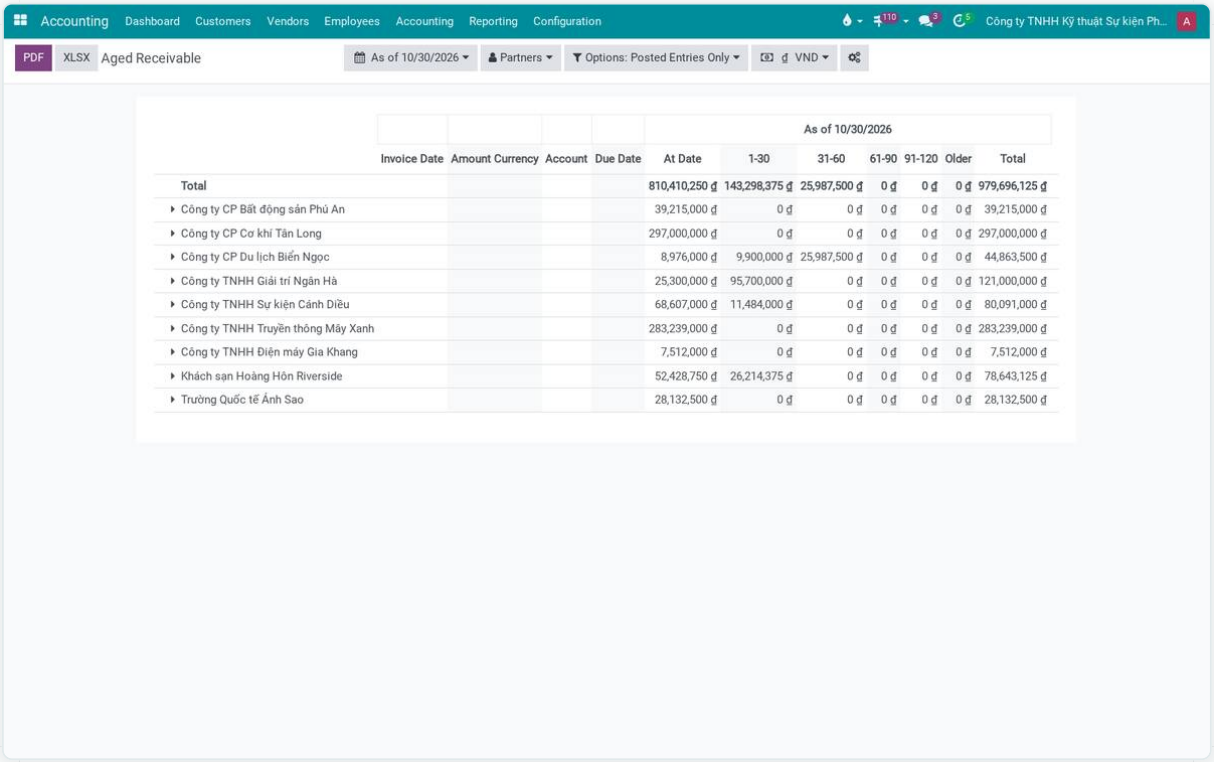
About 25 minutes. By the end of this lesson you will know how to read the **aged receivables** for each client, drill each amount down to its invoice, understand how the system **sorts clients into three follow-up levels** (5, 15 and 30 days overdue), and know which parts the system does **automatically** and which you must **click by hand**. Who does it: the receivables accountant, sales (viewing their own clients), the Director.

> **The report date.** This whole lesson reads "as of today". In the story, as of 29/10/2026 the total receivable is **774,184,125 VND**. If you have done the two invoicing lessons above, your own invoices (dated 30/10/2026) add to it, so the figure in the screenshots is larger. The way of reading is unchanged.

Step 1 - Open the aged receivables report

Open the report and keep the report date at today.

> *Path:* `Accounting > Reporting > Partner Reports > Aged Receivable`



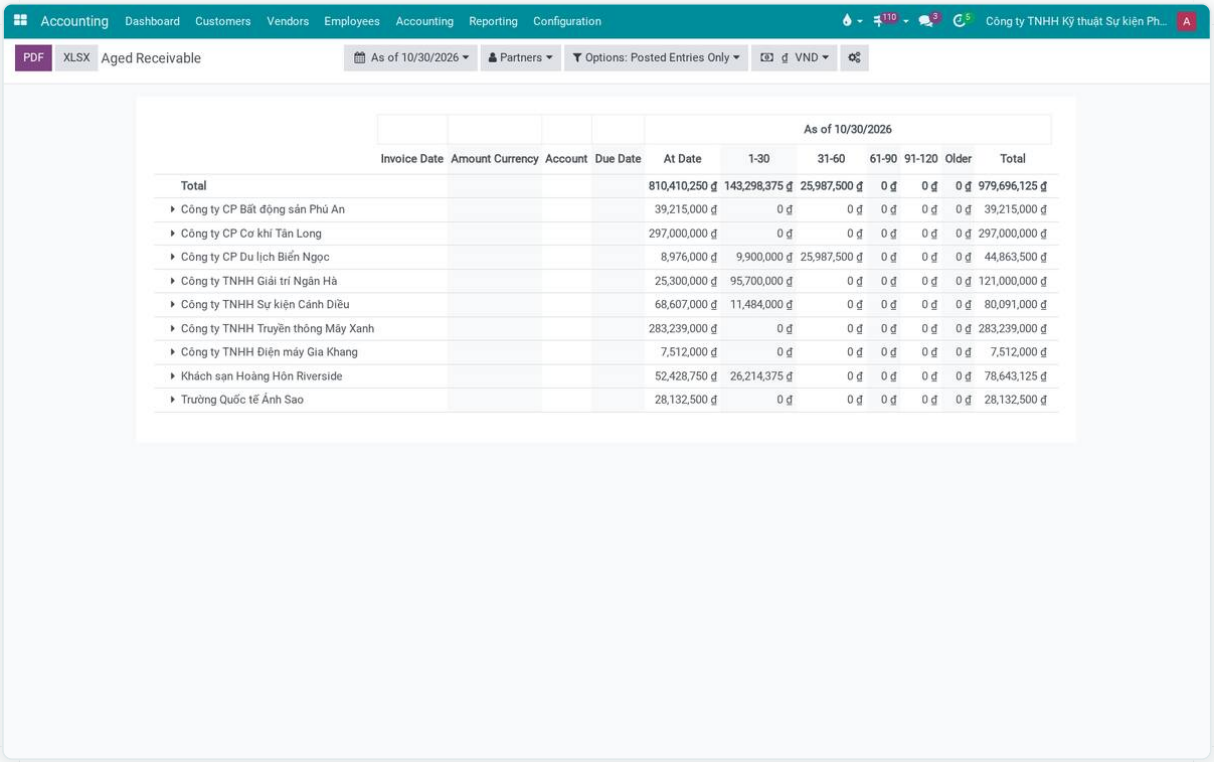
	Invoice Date	Amount Currency	Account	Due Date	As of 10/30/2026 At Date	1-30	31-60	61-90	91-120	Older	Total
Total					810,410,250 ₫	143,298,375 ₫	25,987,500 ₫	0 ₫	0 ₫	0 ₫	979,696,125 ₫
Công ty CP Bất động sản Phú An					39,215,000 ₫	0 ₫	0 ₫	0 ₫	0 ₫	0 ₫	39,215,000 ₫
Công ty CP Cơ khí Tân Long					297,000,000 ₫	0 ₫	0 ₫	0 ₫	0 ₫	0 ₫	297,000,000 ₫
Công ty CP Du lịch Biển Ngọc					8,976,000 ₫	9,900,000 ₫	25,987,500 ₫	0 ₫	0 ₫	0 ₫	44,863,500 ₫
Công ty TNHH Giải trí Ngân Hà					25,300,000 ₫	95,700,000 ₫	0 ₫	0 ₫	0 ₫	0 ₫	121,000,000 ₫
Công ty TNHH Sự kiện Cánh Diều					68,607,000 ₫	11,484,000 ₫	0 ₫	0 ₫	0 ₫	0 ₫	80,091,000 ₫
Công ty TNHH Truyền thông Mây Xanh					283,239,000 ₫	0 ₫	0 ₫	0 ₫	0 ₫	0 ₫	283,239,000 ₫
Công ty TNHH Điện máy Gia Khang					7,512,000 ₫	0 ₫	0 ₫	0 ₫	0 ₫	0 ₫	7,512,000 ₫
Khách sạn Hoàng Hôn Riverside					52,428,750 ₫	26,214,375 ₫	0 ₫	0 ₫	0 ₫	0 ₫	78,643,125 ₫
Trường Quốc tế Ánh Sao					28,132,500 ₫	0 ₫	0 ₫	0 ₫	0 ₫	0 ₫	28,132,500 ₫

You should see: each row is a client, and the columns are **At Date** (not yet due), **1-30**, **31-60**, **61-90**, **91-120**, **Older** (days overdue), with **Total** in the last column. The top *Total* row equals the balance of account **131** on the balance sheet. In the story's data, four clients - Biển Ngọc, Ngân Hà, Cánh Diều and Hoàng Hôn - have debt in the **1-30** column, and Biển Ngọc also has one amount in the **31-60** column (more than 30 days overdue).

Step 2 - Drill one client down to each invoice

Click the row *Khách sạn Hoàng Hôn Riverside*.

> *Path:* `Accounting > Reporting > Partner Reports > Aged Receivable > Khách sạn Hoàng Hôn Riverside`

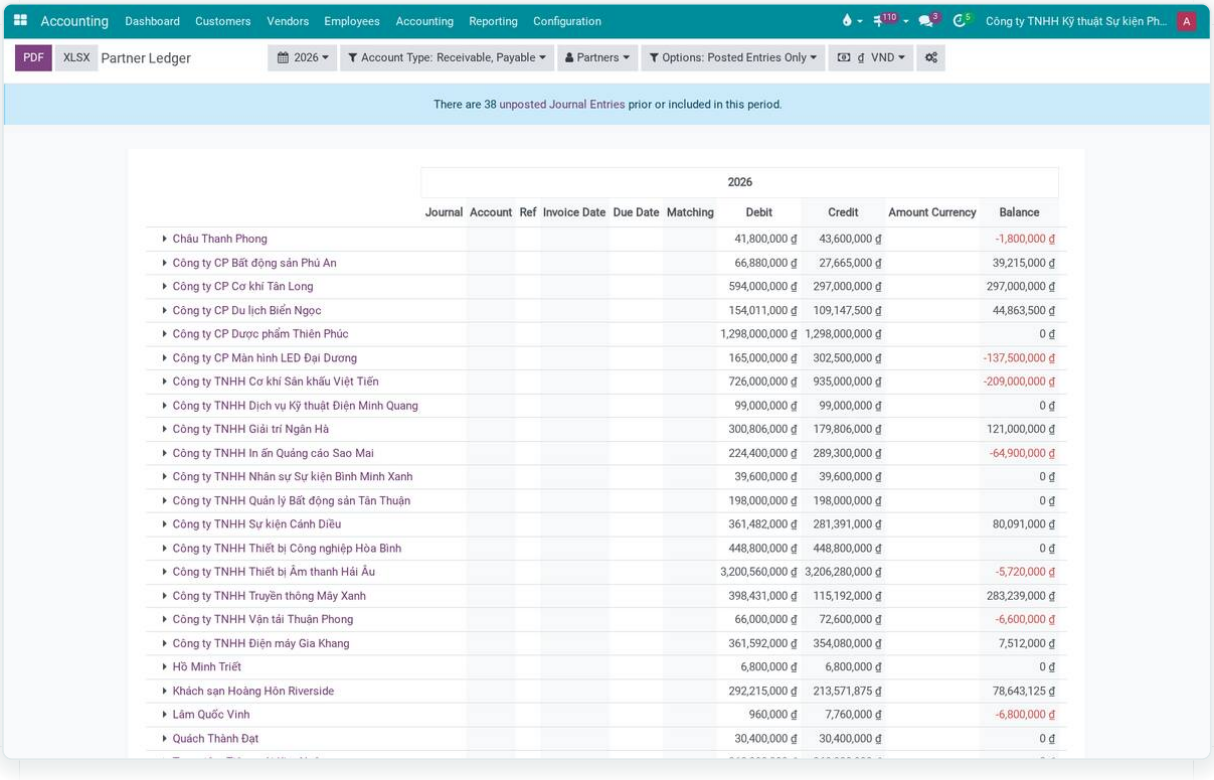


You should see: the client's row opens into its invoices (in the screenshot the row is still collapsed), with invoice date, due date, and the amount still owed in the right aging column. Hoàng Hôn has a September rent invoice that was only **partly** paid, so the remainder is overdue in the 1-30 column, and an October invoice that is not yet due.

Step 3 - See the partner ledger of one client

Open the partner ledger to see the total debit, credit and balance of each partner.

> *Path:* `Accounting > Reporting > Partner Reports > Partner Ledger`

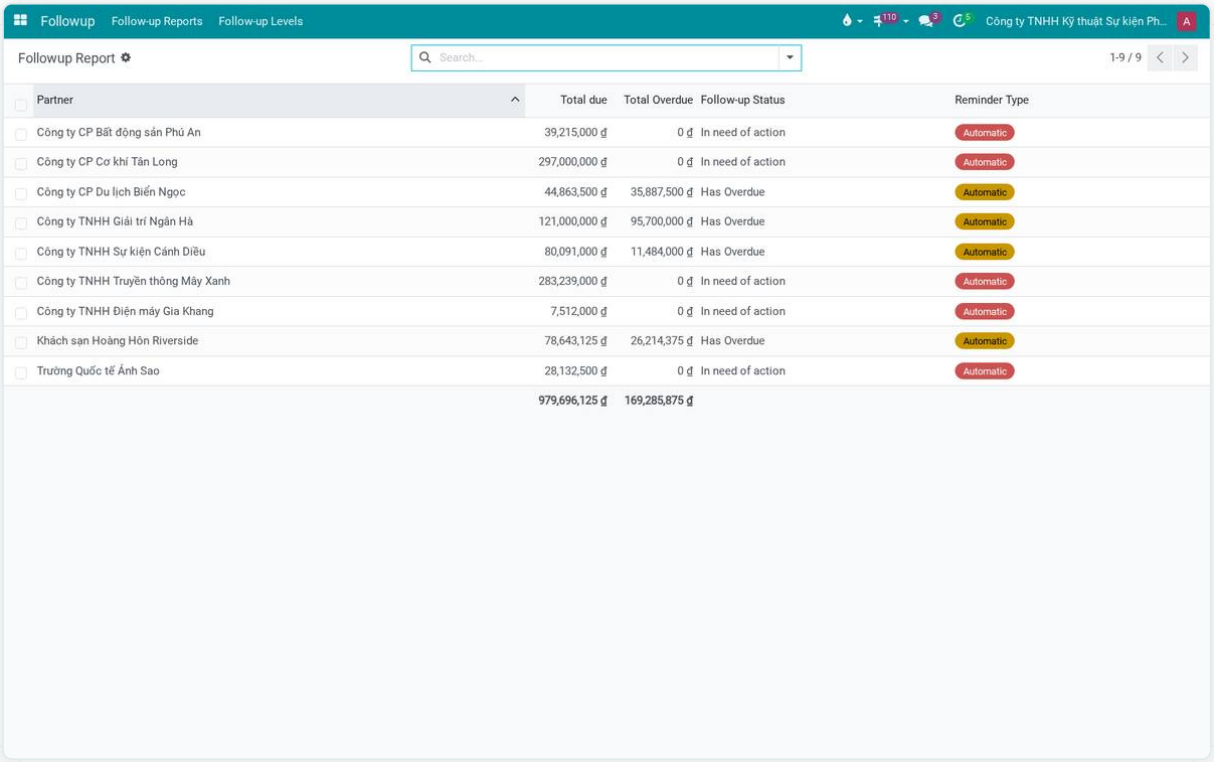


You should see: each partner (client, vendor, employee) is a row with the columns **Debit**, **Credit** and **Balance**; a positive balance means the client still owes your company, a negative one means your company still owes a vendor or employee. Click a row to see each document. A client's balance equals the figure on the aged receivables report (for example Hoàng Hôn **78,643,125 VND**).

Step 4 - Open the follow-up report

Open the follow-up report.

> *Path:* `Followup > Follow-up Reports`



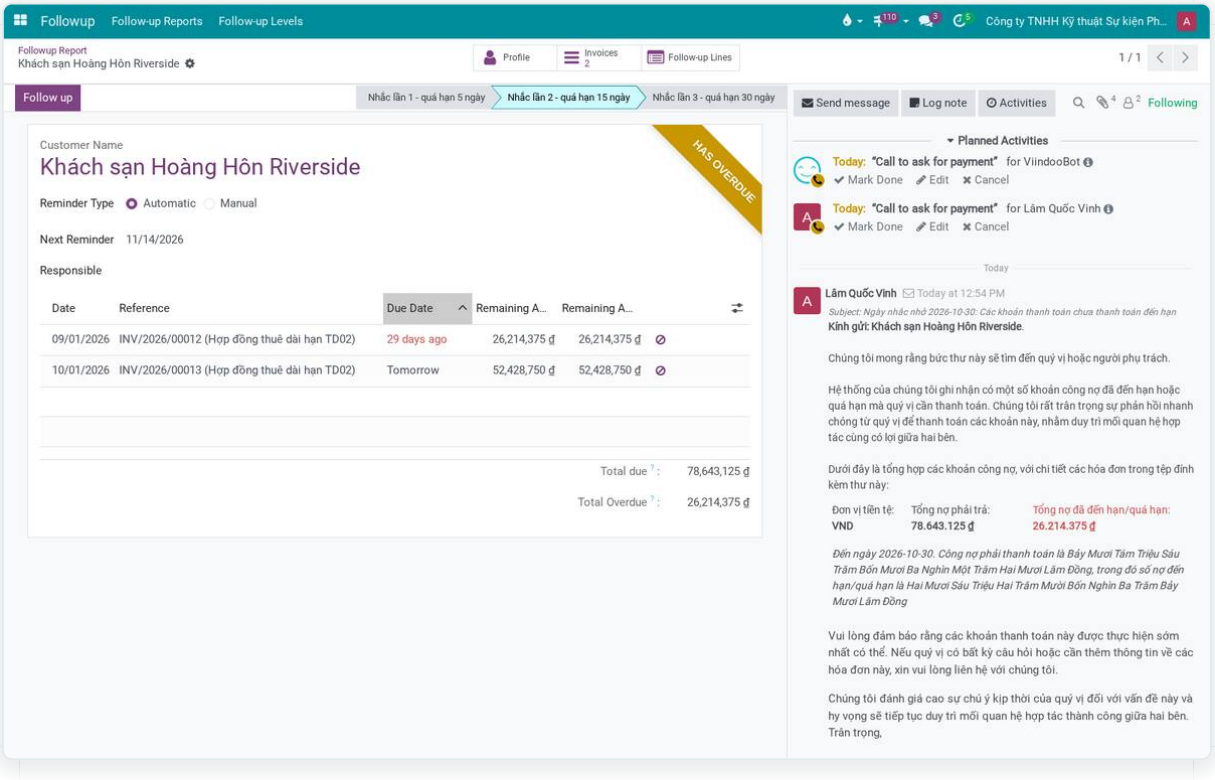
You should see: each client who still owes money is a row with *Total due*, *Total Overdue*, *Follow-up Status* and *Reminder Type*. A client with overdue debt has the status **Has Overdue** (a yellow label); a client with only debt within terms has the status *In need of action* (which here means "not overdue yet, awaiting follow-up"). The *Reminder Type* column of all nine clients is **Automatic**.

> **If the report is empty:** the follow-up report is generated by a scheduled action every day at 9:00; an empty report means the action has not run yet or is switched off. Ask the administrator to switch it on.

Step 5 - Open one client to see the follow-up level

Click the row *Khách sạn Hoàng Hôn Riverside*.

> *Path:* `Followup > Follow-up Reports > Khách sạn Hoàng Hôn Riverside`



You should see: the status bar shows the three levels *Nhắc lần 1 - quá hạn 5 ngày* (Reminder 1 - 5 days overdue), *Nhắc lần 2 - quá hạn 15 ngày* (Reminder 2 - 15 days overdue) and *Nhắc lần 3 - quá hạn 30 ngày* (Reminder 3 - 30 days overdue); **level 2 is lit** because Hoàng Hôn's longest-overdue amount is 29 days (past the 15-day mark, not yet at the 30-day mark). The middle table lists the two invoices still owed and the total overdue of **26,214,375 VND**. On the right, the communication panel records **the reminder letter the system has drafted** (with a PDF listing the invoices) and **"Call to ask for payment" activities** (one for the ViindooBot user and one for the Director) in the *Planned Activities* list. The *Next Reminder* date is when the system will remind again.

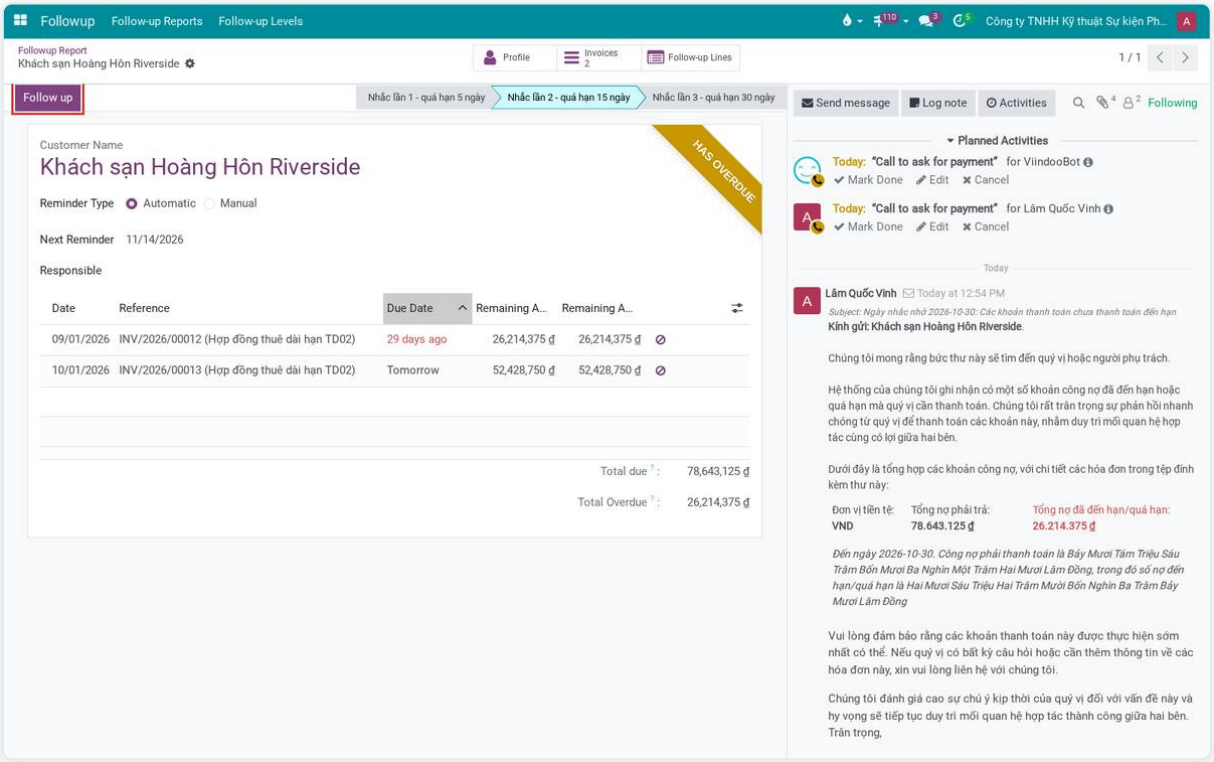
How the system assigns a level

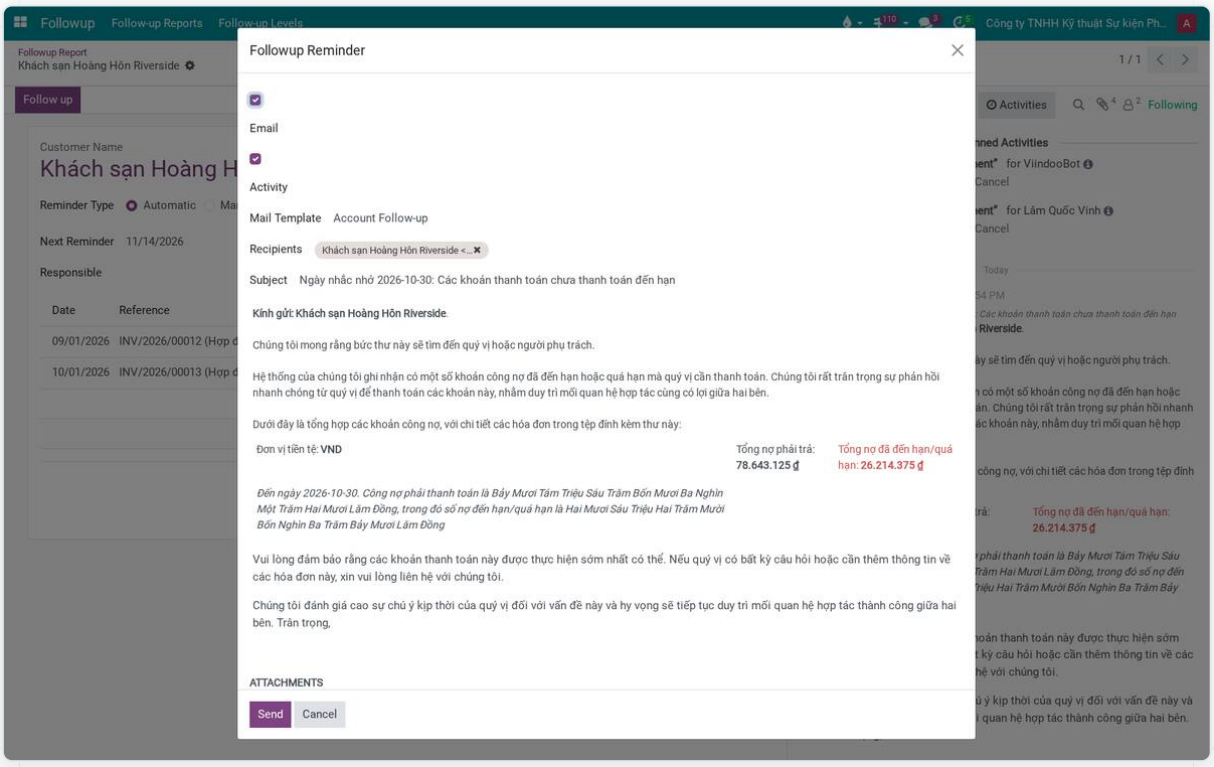
Client	Longest overdue amount	Level
Giải trí Ngân Hà	7 days	Level 1 (from 5 days)
Hoàng Hôn Riverside	29 days	Level 2 (from 15 days)
Sự kiện Cánh Diều	30 days	Level 3 (from 30 days)
Du lịch Biển Ngọc	41 days	Level 3
A client with only debt within terms	not overdue	Not in any level yet

Step 6 - Send a reminder by hand

Click the **Follow up** button in the top left corner of the client's report.

> *Path:* `Followup > Follow-up Reports > Khách sạn Hoàng Hôn Riverside > Follow up`



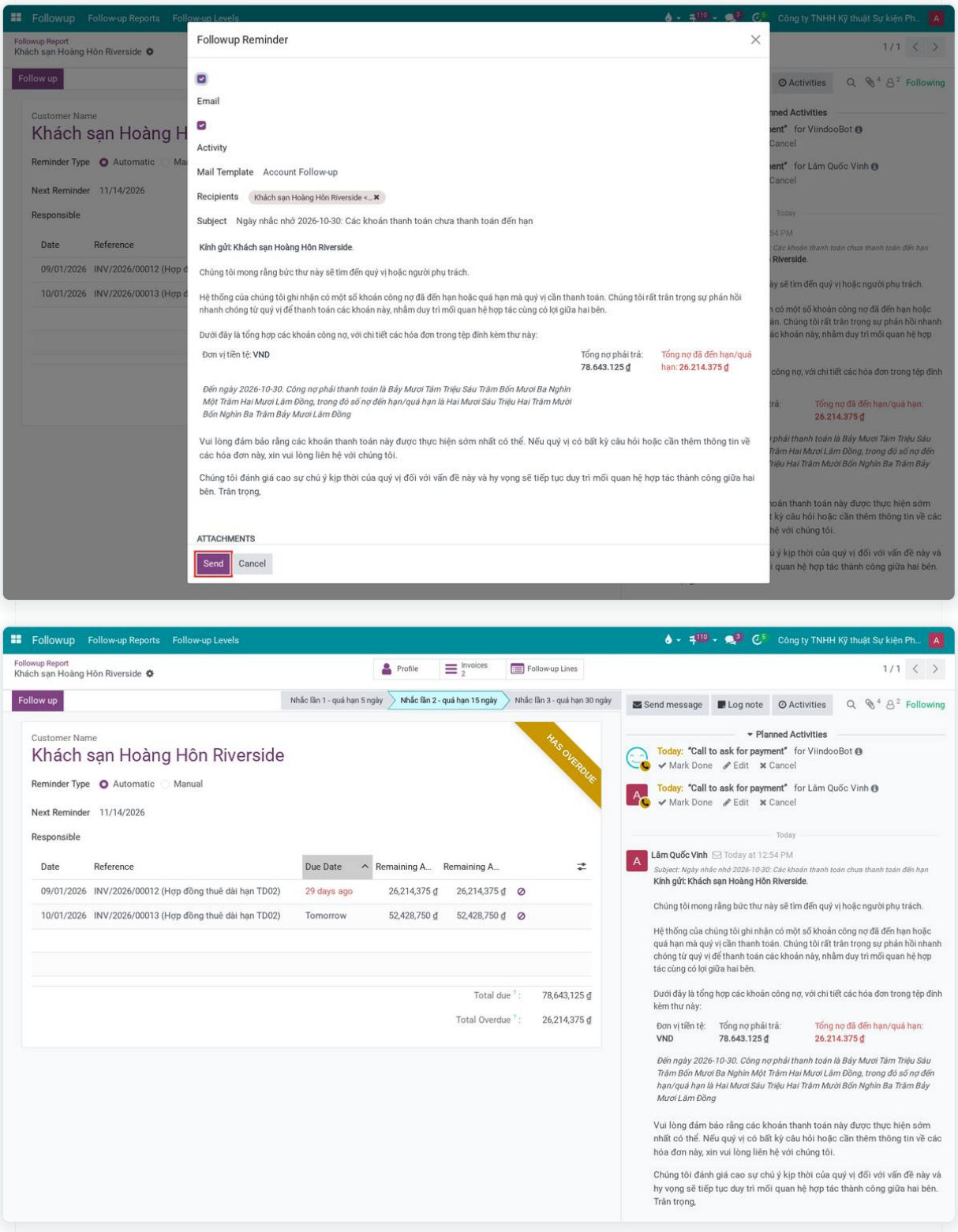


You should see: a dialog with two tick boxes, **Email** and **Activity**, the *Mail Template Account Follow-up*, the client as recipient, and the subject and body already drafted (with the real amounts and dates), plus the attachment. The dialog is titled *Followup Reminder*, and the letter text from the standard template is in Vietnamese on this system. Read it through and edit if needed.

Step 7 - Click Send

Click **Send**.

> *Path:* `Followup > Follow-up Reports > Khách sạn Hoàng Hôn Riverside > Follow up > Send`



You should see: the dialog closes and the communication panel on the right gains a new reminder letter with the PDF attached (as the screenshot is not taken after a manual send, it shows the letter the system generated automatically).

> This trial system is not connected to an outgoing mail server, so the letter does not reach a real client's mailbox; its content is still saved in the communication panel. In a real deployment, once the administrator sets up the outgoing mail server, letters go out by themselves.

What is automatic and what you click by hand

Task	Who does it	Condition
Generate the follow-up report for clients who owe money	**Automatic**	The 9:00 scheduled action is switched on
Assign a client to the 5 / 15 / 30 days overdue level	**Automatic**	The client is set to *Automatic*; the level changes with the real aging as the client pays
Send the reminder letter with the invoice PDF and assign an activity (to-do, call, meeting)	**Automatic**	The level has *Auto send email* and *Schedule Activity* ticked
Send one reminder right now, or remind a client left on *Manual*	**By hand**	The **Follow up** button on the client's report
Set the number of days, the letter template and the recipient for each level	**Configuration**	Menu *Followup > Follow-up Levels*

38 THE PROJECT PROFITABILITY PANEL: PROFIT OR LOSS, AND DRILLING DOWN TO DOCUMENTS

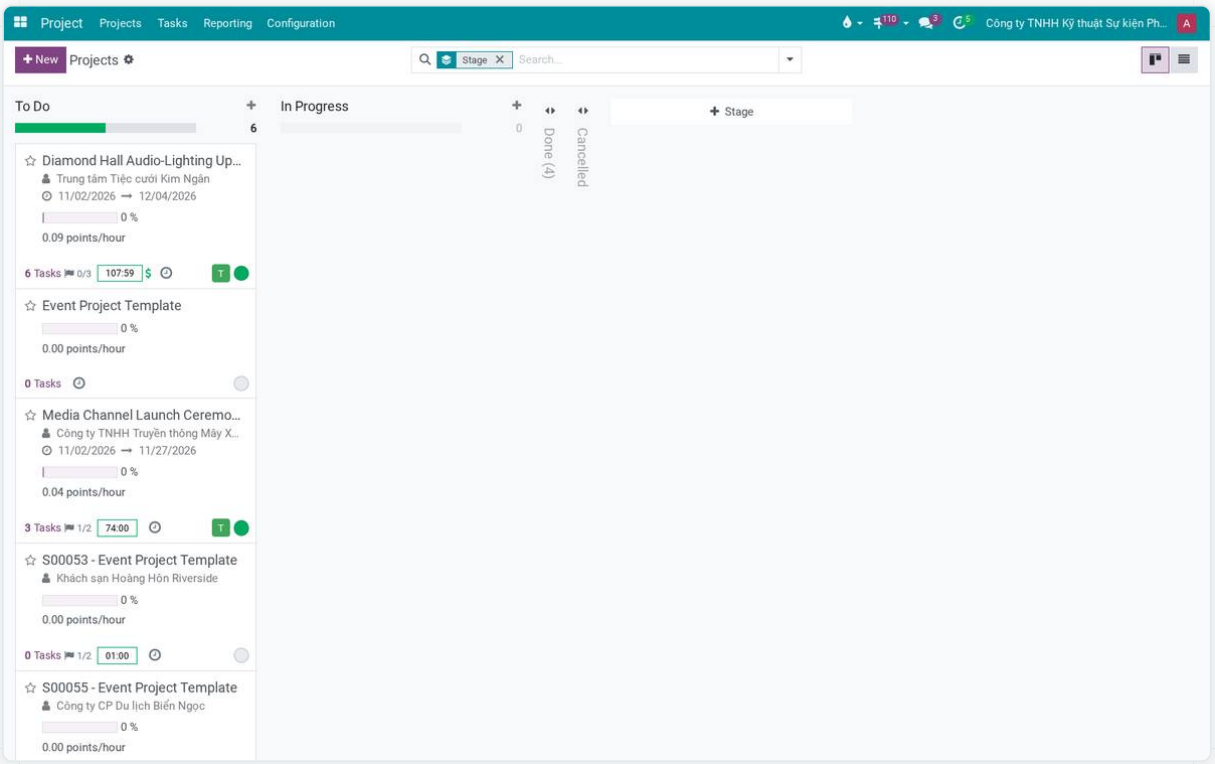
About 30 minutes. By the end of this lesson you can read the **Profitability** panel of each project, explain why DA01 and DA02 make a **profit** while DA03 makes a **loss of 67.55 million**, understand why DA04 cannot yet be read as a profit, and drill each number down to its **source documents**. This lesson is **view-only**: the four projects DA01 - DA04 are the story's documents and must not be edited. Readers: the Director, project managers, management accountants.

> **Three conditions for the Profitability panel to appear.** The project must be **billable**, it must have an **analytic account**, and the viewer must belong to the **project manager group**. If any one is missing, the panel is hidden or empty and the system shows **no error**. The `admin` account meets all three, so it always sees the panel.

Step 1 - Open the project list

Open the project list (it opens as cards grouped by stage; you can switch to the list view) and find the project *Customer Conference*.

> *Path:* `Project > Projects`

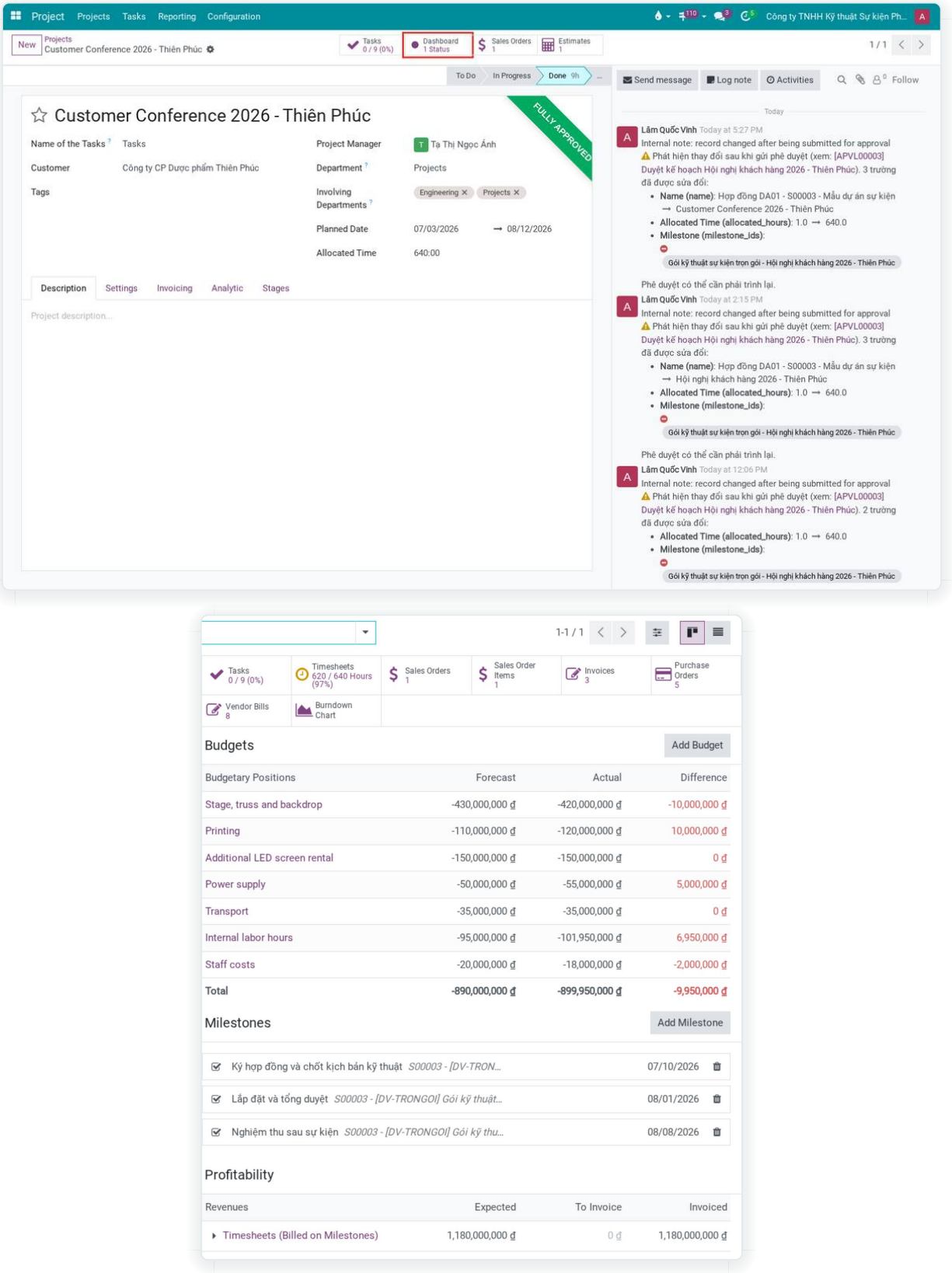


You should see: the projects arranged by stage *To Do*, *In Progress*, *Done*, *Cancelled*; the three projects DA01, DA02 and DA03 are in *Done* (a column that is collapsed in the screenshot), and DA04 is in *To Do*.

Step 2 - Open the project Dashboard

Open the project *Customer Conference 2026 - Thiên Phúc* and click the **Dashboard** button on the top bar.

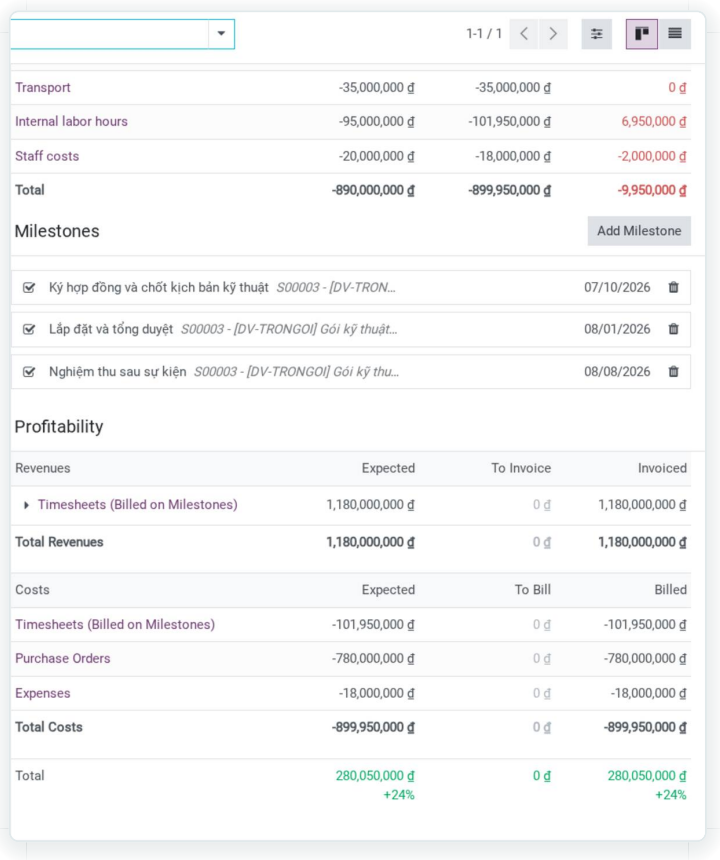
> *Path:* `Project > Projects > Customer Conference 2026 - Thiên Phúc > Dashboard`



You should see: the project's *Dashboard* page: a status card on the left; on the right the stat buttons (**Tasks**, **Timesheets**, **Sales Orders**, **Sales Order Items**, **Invoices**, **Purchase Orders**, **Vendor Bills**, **Burndown Chart**), then three blocks: **Budgets**, **Milestones** and **Profitability**. Scroll down to the Profitability block.

Step 3 - Read the Profitability panel of DA01 (profit)

> *Path:* `Project > Projects > Customer Conference 2026 - Thiên Phúc > Dashboard > Profitability`



You should see: (the screenshots of this lesson show the lower half of the Dashboard page, scrolled down, with the Budgets, Milestones and Profitability blocks) the panel is split into **Revenues** (columns *Expected*, *To Invoice*, *Invoiced*) and **Costs** (columns *Expected*, *To Bill*, *Billed*), with the rows *Total Revenues* and *Total Costs*; the last row, *Total*, is the profit.

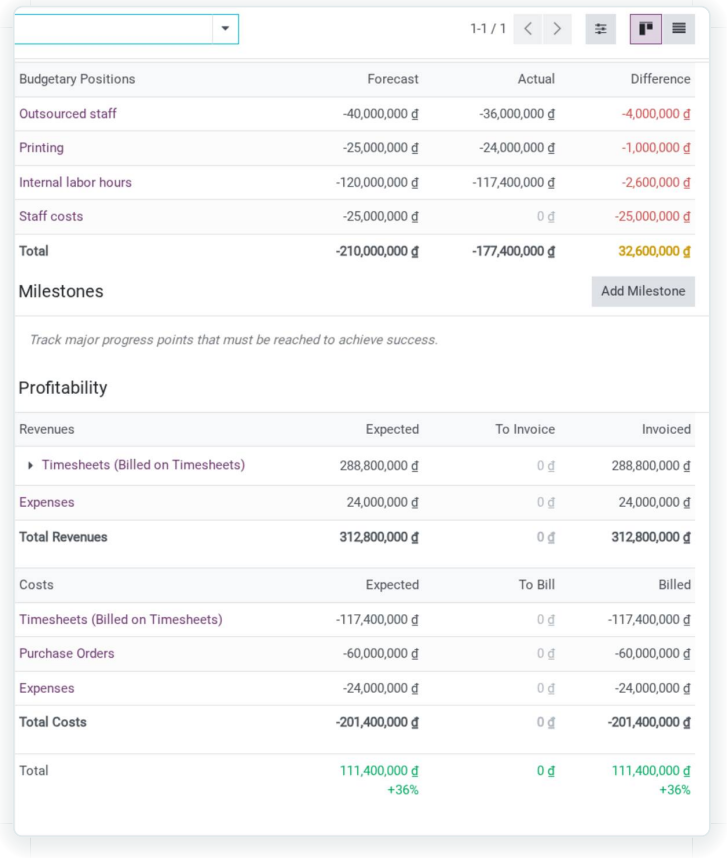
Item	Amount
Revenue invoiced, row *Timesheets (Billed on Milestones)* (three milestones: 30% + 40% + 30%)	**1,180,000,000 VND**
Costs, row *Timesheets (Billed on Milestones)* (internal labor hours)	-101,950,000 VND
Costs, row *Purchase Orders* (subcontractors: stage, printing, LED screens, power, transport)	-780,000,000 VND
Costs, row *Expenses* (staff expenses)	-18,000,000 VND
Total costs	-899,950,000 VND
Profit	**280,050,000 VND (+24%)**

The *To Invoice* column is 0: all three milestones have been invoiced, so there is nothing left to collect.

Step 4 - Read the Profitability panel of DA02 (profit, billed by hours)

Repeat steps 1-2 with the project *New Product Launch Series - Gia Khang*.

> *Path:* `Project > Projects > New Product Launch Series - Gia Khang > Dashboard`



Budgetary Positions	Forecast	Actual	Difference
Outsourced staff	-40,000,000 ₫	-36,000,000 ₫	-4,000,000 ₫
Printing	-25,000,000 ₫	-24,000,000 ₫	-1,000,000 ₫
Internal labor hours	-120,000,000 ₫	-117,400,000 ₫	-2,600,000 ₫
Staff costs	-25,000,000 ₫	0 ₫	-25,000,000 ₫
Total	**-210,000,000 ₫**	**-177,400,000 ₫**	32,600,000 ₫

Milestones — Add Milestone

Track major progress points that must be reached to achieve success.

Profitability

Revenues	Expected	To Invoice	Invoiced
Timesheets (Billed on Timesheets)	288,800,000 ₫	0 ₫	288,800,000 ₫
Expenses	24,000,000 ₫	0 ₫	24,000,000 ₫
Total Revenues	**312,800,000 ₫**	0 ₫	**312,800,000 ₫**

Costs	Expected	To Bill	Billed
Timesheets (Billed on Timesheets)	-117,400,000 ₫	0 ₫	-117,400,000 ₫
Purchase Orders	-60,000,000 ₫	0 ₫	-60,000,000 ₫
Expenses	-24,000,000 ₫	0 ₫	-24,000,000 ₫
Total Costs	**-201,400,000 ₫**	0 ₫	**-201,400,000 ₫**
Total	111,400,000 ₫ +36%	0 ₫	111,400,000 ₫ +36%

You should see:

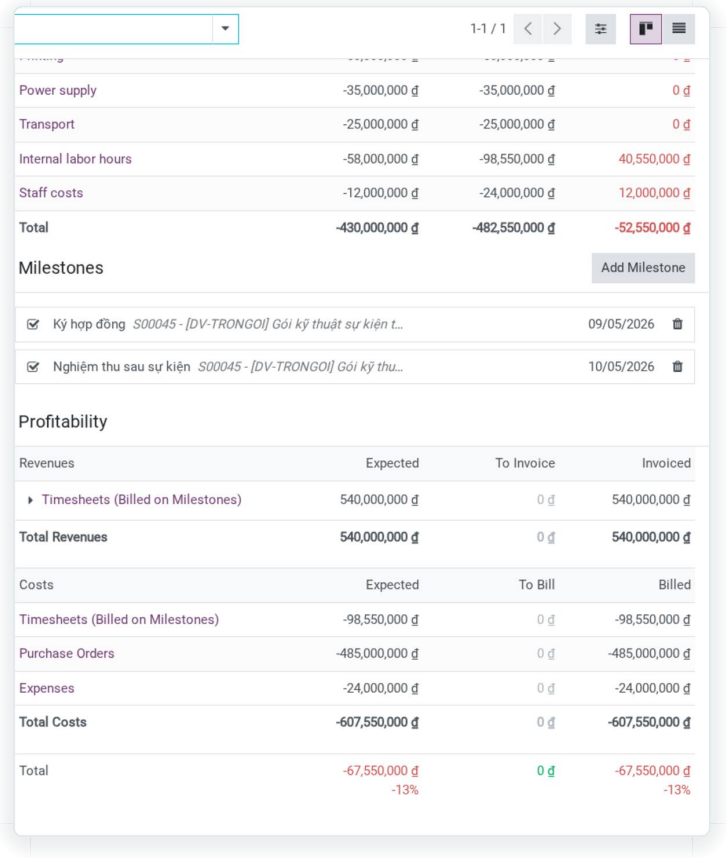
Item	Amount
Revenue, row *Timesheets (Billed on Timesheets)*: 760 hours x 380,000 VND	288,800,000 VND
Revenue, row *Expenses* (re-invoiced flights, hotels, fuel)	24,000,000 VND
Total revenue	**312,800,000 VND**
Costs: *Timesheets (Billed on Timesheets)* (internal labor hours) / *Purchase Orders* / *Expenses*	-117,400,000 / -60,000,000 / -24,000,000 VND
Total costs	-201,400,000 VND
Profit	**111,400,000 VND (+36%)**

The pass-through costs go on both sides (24 million of revenue, 24 million of cost), so they do not change the profit: Phương Nam re-invoices **at exactly cost**, with no markup.

Step 5 - Read the Profitability panel of DA03 (loss)

Repeat with the project *20th Anniversary Celebration - Tân Long*.

> *Path:* `Project > Projects > 20th Anniversary Celebration - Tân Long > Dashboard`



You should see:

Item	Amount
Revenue invoiced, row *Timesheets (Billed on Milestones)* (two milestones: 50% + 50%)	**540,000,000 VND**
Costs: internal labor hours	-98,550,000 VND
Costs: subcontractor purchase orders	-485,000,000 VND
Costs: expenses	-24,000,000 VND
Total costs	-607,550,000 VND
Loss	**-67,550,000 VND (-13%)**, the figure shown in red

Why the loss. DA03's plan (estimate) was costs of 430,000,000 VND against revenue of 540,000,000 VND, an expected profit of **110,000,000 VND**. In reality costs overran by **177,550,000 VND**, made up of three items:

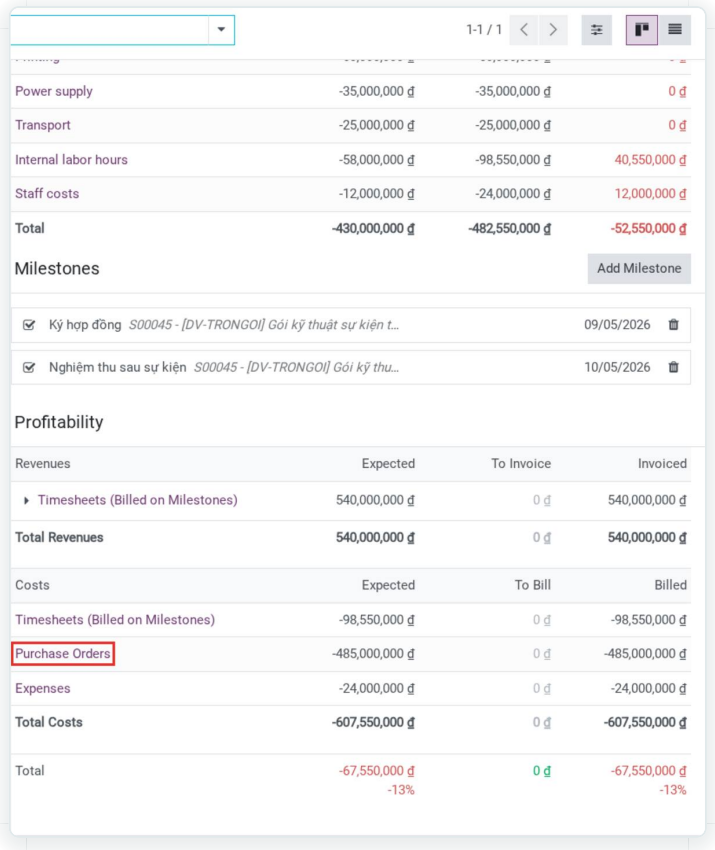
- **125,000,000 VND of extra LED screens**: the client asked for two more LED screens at the sides of the stage, the company rented them from an outside supplier, but **no addendum was signed**, so no invoice collects the extra money. This amount sits inside the 485 million purchase orders, and no budget line absorbs it.
- **40,550,000 VND of overtime hours**: planned 380 hours, actual 610 hours (230 hours over).
- **12,000,000 VND of staff expenses** (overtime meals, signal cable supplies): planned 12 million, actual 24 million.

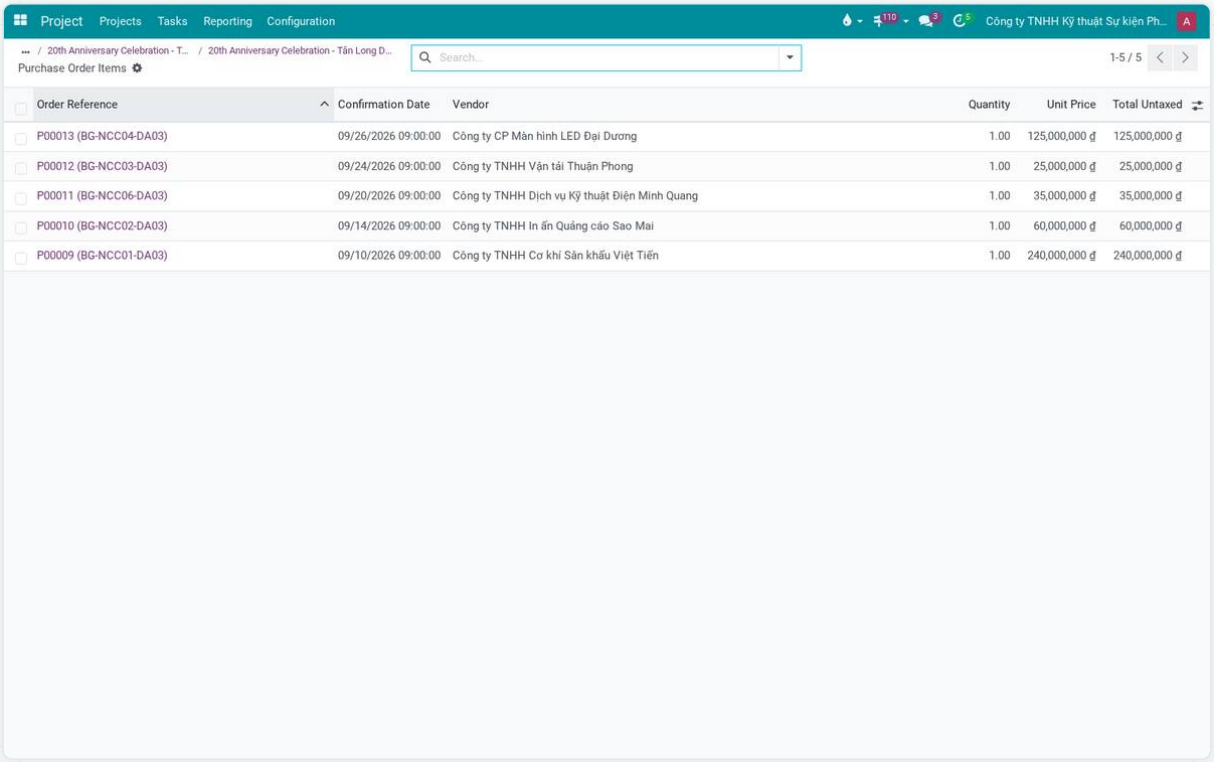
The three items add up to 177.55 million; the expected profit of 110 million minus 177.55 million gives exactly **-67.55 million**. The lesson you can read straight off the panel: the loss comes from **extra work with no signed addendum**, not from a wrong bid price.

Step 6 - Drill a number down to its source documents

On the DA03 panel, click the words **Purchase Orders** in the Costs block.

> *Path:* `Project > Projects > 20th Anniversary Celebration - Tân Long > Dashboard > Profitability > Purchase Orders`



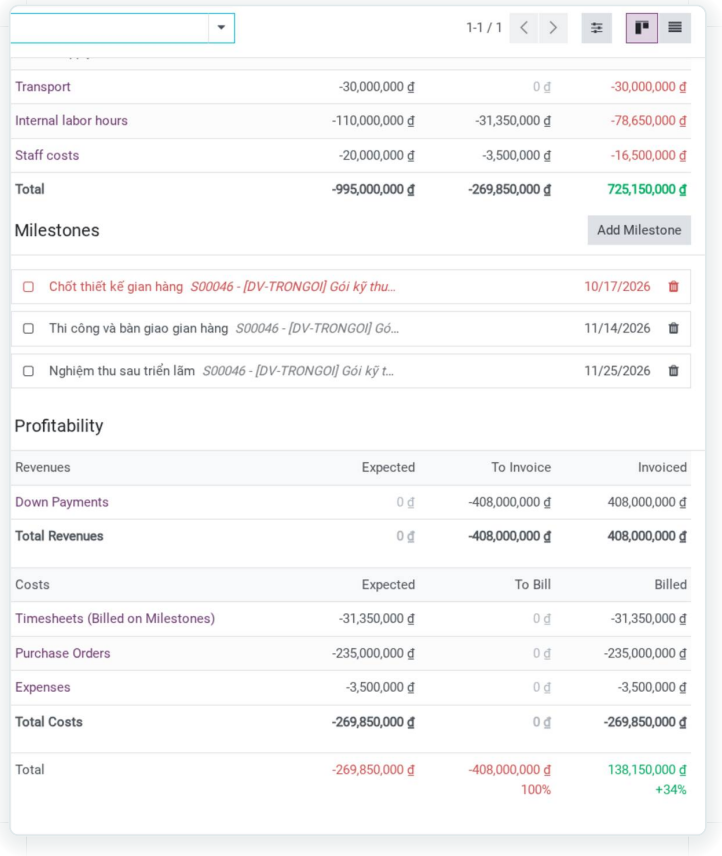


You should see: the *Purchase Order Items* list with **five lines**: Cơ khí Sân khấu Việt Tiến 240,000,000 VND, In ấn Quảng cáo Sao Mai 60,000,000 VND, Dịch vụ Kỹ thuật Điện Minh Quang 35,000,000 VND, Vận tải Thuận Phong 25,000,000 VND and **Màn hình LED Đại Dương 125,000,000 VND** (dated 26/09/2026). They add up to exactly **485,000,000 VND**. The purchase order number ends in `-DA03`: that is the sign that the order belongs to this project. Every other row on the panel (hours, expenses, customer invoices) can likewise be clicked through to its documents in the same way.

Step 7 - Read the Profitability panel of DA04 (in progress, with a deposit)

Repeat with the project *Southern Industrial Expo Booth - Hòa Bình*.

> *Path:*
> `Project > Projects > Southern Industrial Expo Booth - Hòa Bình > Dashboard`



You should see: revenue has only one row, **Down Payments**: the *Invoiced* column shows **408,000,000 VND** (30% of the 1.36 billion VND value) but the *To Invoice* column shows **-408,000,000 VND** and the *Expected* column is 0. Costs incurred are **269,850,000 VND** (hours 31,350,000, purchase orders 235,000,000, expenses 3,500,000).

Read it correctly. The deposit is money the client paid in advance, which will be **deducted from the next milestone invoice**; the system records it in account 3387 (deferred revenue), not yet as revenue. So the panel's 408 million "invoiced" and -408 million "to invoice" cancel each other. The figure at the end of the column (about 138 million, +34%) is only **cash collected minus costs spent**, **not profit**. DA04 has not reached any milestone, so it has no real revenue yet; read profit only once milestones are reached and invoiced.

Two different "profit" figures, both correct

A project's profit (the Profitability panel) and the profit on the **Profit and Loss statement (B02-DN)** are two different measures. The Profitability panel gathers **the revenue and costs tied to the project**; B02-DN also counts payroll, office rent and depreciation of rental equipment (which belong to no project). Adding up the profit of the four projects does not equal the profit on B02-DN, and you should not compare them. Part VIII. Accounting reads B02-DN.

> **Do not read profit month by month.** A project's outside purchases are booked to cost **as soon as the invoice arrives**, while revenue is booked **by milestone**, so monthly profit swings sharply (a loss in July, a large profit in August). Read profit and loss **by project** and **over the whole period**.

39 AGAINST THE BUDGET, ANALYSIS BY ANALYTIC PLAN, AND CLOSING A PROJECT

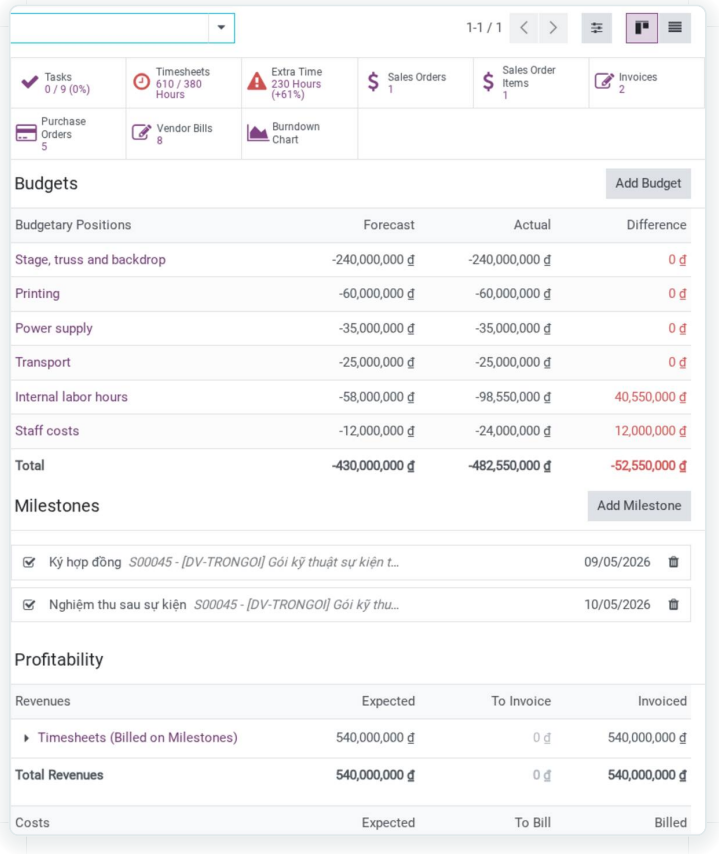
About 30 minutes. By the end of this lesson you can compare **plan with actual** for each budget line of a project, look at the same expense through **several plans** (project, department), and **close a project** once every invoice has been raised. Who does it: the Director, project managers, management accountants.

> **The budget here only compares; it does not block.** The system does not refuse a purchase order or expense that goes over budget; it only shows the difference so you can act on it. To block, use threshold-based approval (see Part I. General configuration).

Step 1 - Read the Budgets block on DA03's Dashboard

Open the Dashboard of the project *20th Anniversary Celebration - Tân Long* as in the previous lesson, and scroll to the **Budgets** block.

> *Path:* `Project > Projects > 20th Anniversary Celebration - Tân Long > Dashboard > Budgets`



You should see: a table of budget lines with three columns **Forecast** (the plan), **Actual** and **Difference**. For DA03: internal labor hours planned -58,000,000 VND, actual -98,550,000 VND, difference **40,550,000 VND**; staff expenses planned -12,000,000 VND, actual -24,000,000 VND, difference **12,000,000 VND**; the **Total** row -430,000,000 VND / -482,550,000 VND / **-52,550,000 VND**.

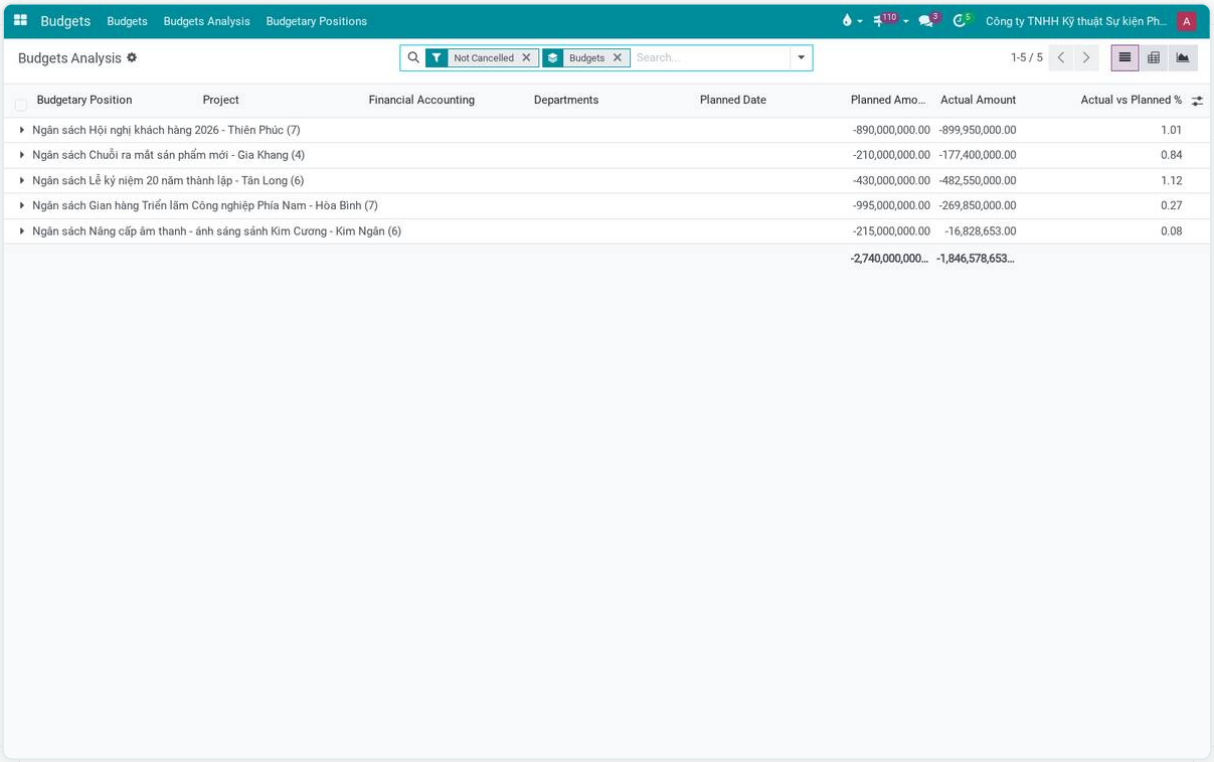
How to read the signs. Costs are negative numbers; the *Difference* column of each **line** equals *Forecast minus Actual*, so a **positive** number means **spent over** the plan and a negative number means there is room left. The **Total** row, however, is displayed with the **opposite sign** to the lines: a **negative** Total means overspending. The two lines that overran (+40.55 and +12 million) add up to 52.55 million, which shows on the Total row as -52.55 million.

An easy thing to mix up. This block adds up only the lines **that are in the budget**. The extra 125 million VND of LED screens on DA03 has no budget line, so it is **not** in the -52.55 million; to see it you must read the Profitability panel (previous lesson). That is why the Profitability panel is where costs are counted in full; the budget is a tool for comparing by planned line.

Step 2 - See the budgets of all projects at once

Open the budget analysis.

> *Path:* `Budgets > Budgets Analysis`



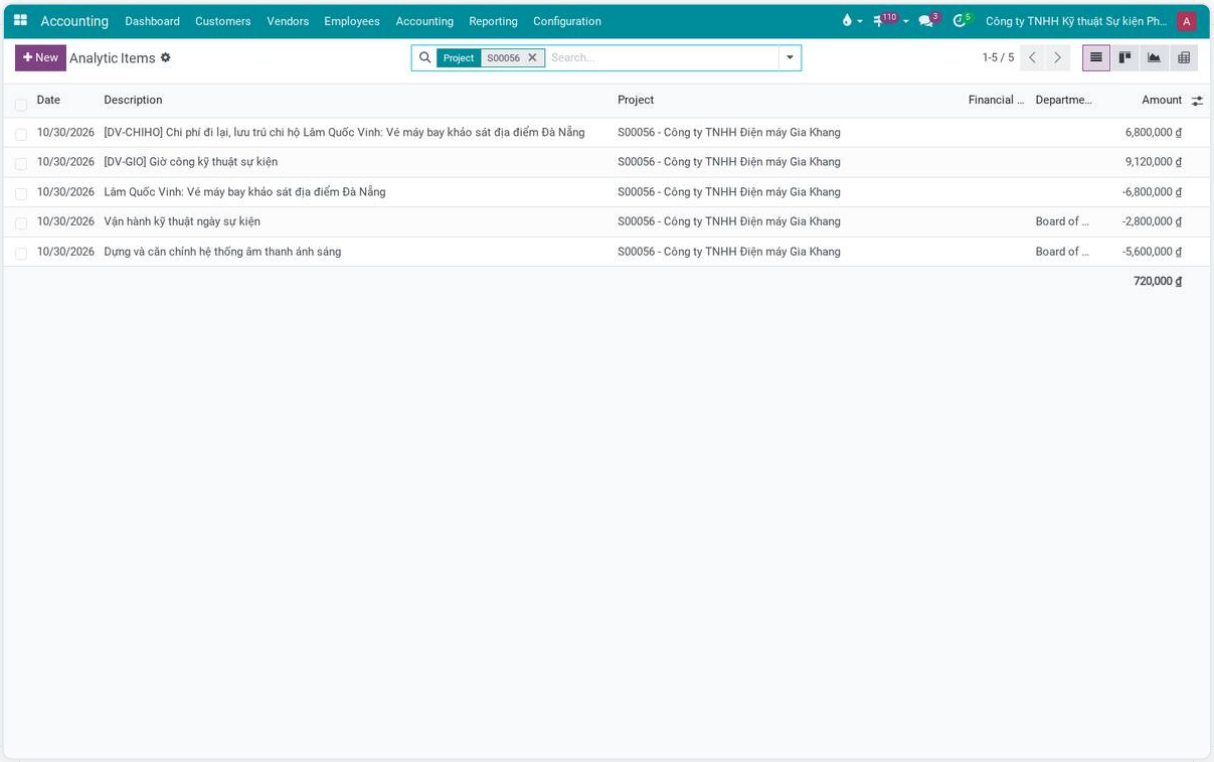
You should see: each project is a group (the number in brackets is the number of lines), with the columns **Planned Amount**, **Actual Amount** and **Actual vs Planned %**. For the story's four projects: DA01 **1.01** (spent almost exactly the plan, 1% over), DA02 **0.84** (spent less than planned), DA03 **1.12** (12% over), DA04 **0.27** (only 27% of the plan spent so far because it is still running); a fifth group, the Diamond Hall audio-lighting upgrade project, shows 0.08. The group names are budget names in Vietnamese (for example *Ngân sách Hội nghị khách hàng 2026 - Thiên Phúc*, "budget of the Customer Conference 2026"), and the columns are *Budgetary Position*, *Project*, *Financial Accounting*, *Departments*, *Planned Date*, *Planned Amount*, *Actual Amount* and *Actual vs Planned %*. Click a group to see each line; click an actual figure to open the analytic entries that produced that number.

> Only **confirmed** budgets count on a project's Dashboard; draft or cancelled budgets are ignored.

Step 3 - See the analytic items of one project

Open the list of analytic items and search by the name of the project you created in the lesson *Invoicing by hours and re-invoicing pass-through costs (client Gia Khang)* (for example, type `S00056`). The descriptions on these items are in Vietnamese because they were generated in a Vietnamese session.

> *Path:* `Accounting > Accounting > Analytic Items`

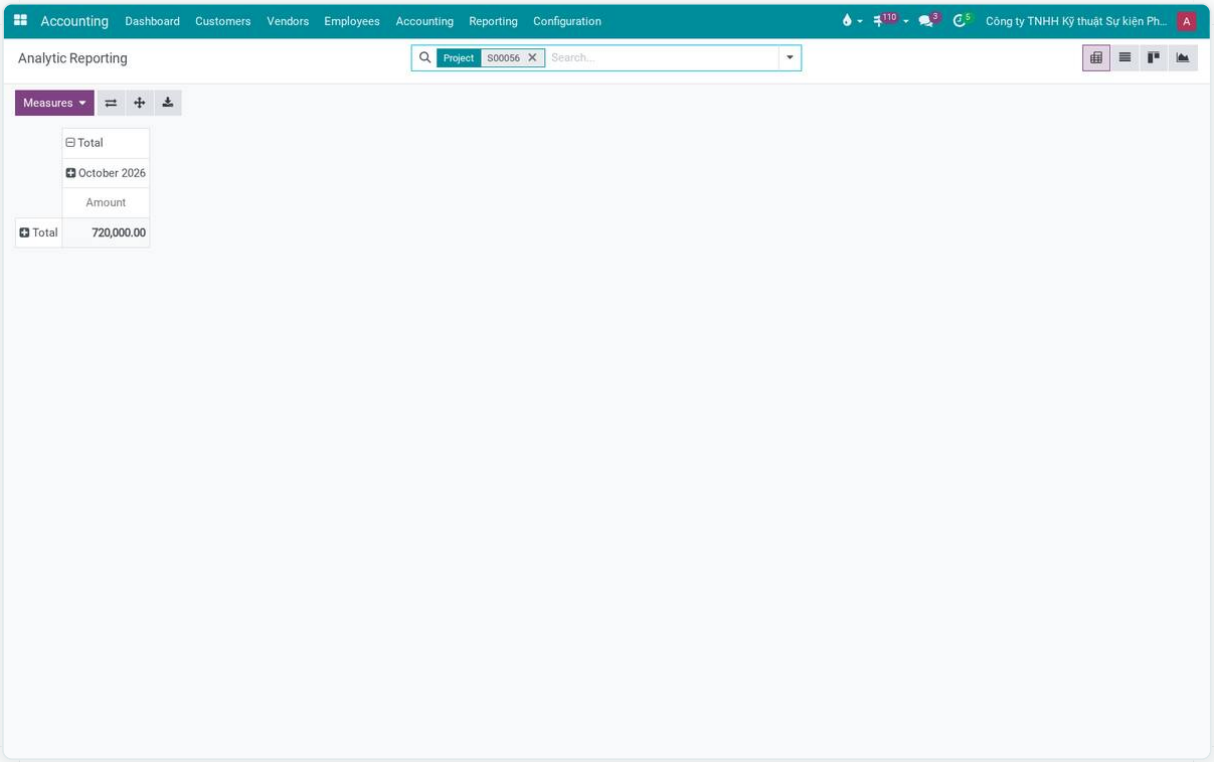


You should see: each row is an item tied to the project: **hours revenue +9,120,000 VND**, **pass-through revenue +6,800,000 VND**, **pass-through expense cost -6,800,000 VND**, and two **internal labor hours** items of **-5,600,000 VND and -2,800,000 VND** (16 hours and 8 hours at the Director's hourly rate of 350,000 VND). Added up, the project profit is 15,920,000 - 15,200,000 = **720,000 VND**. This is exactly where the Profitability panel comes from: the panel simply totals these items by project.

Step 4 - Analyze profit and loss by analytic plan

Open the analytic report, find the project, then group by the plan you want to see.

> *Path:* `Accounting > Reporting > Management > Analytic Report`

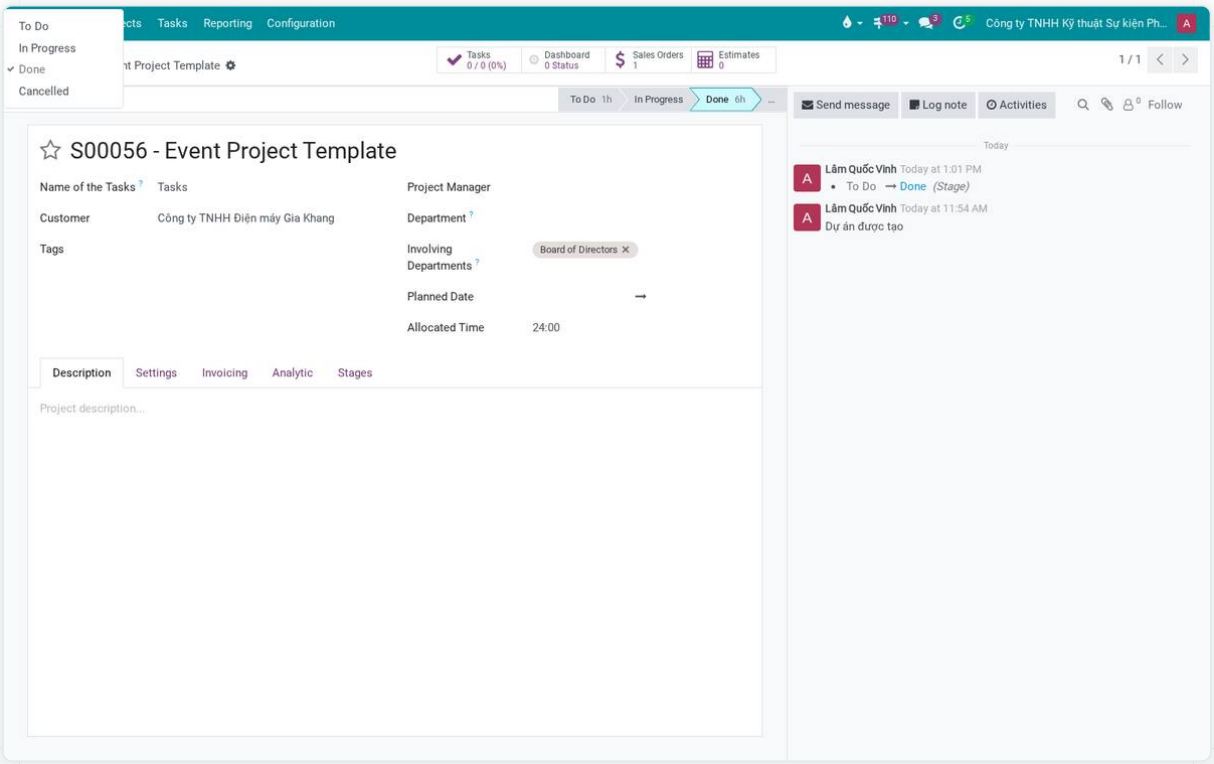


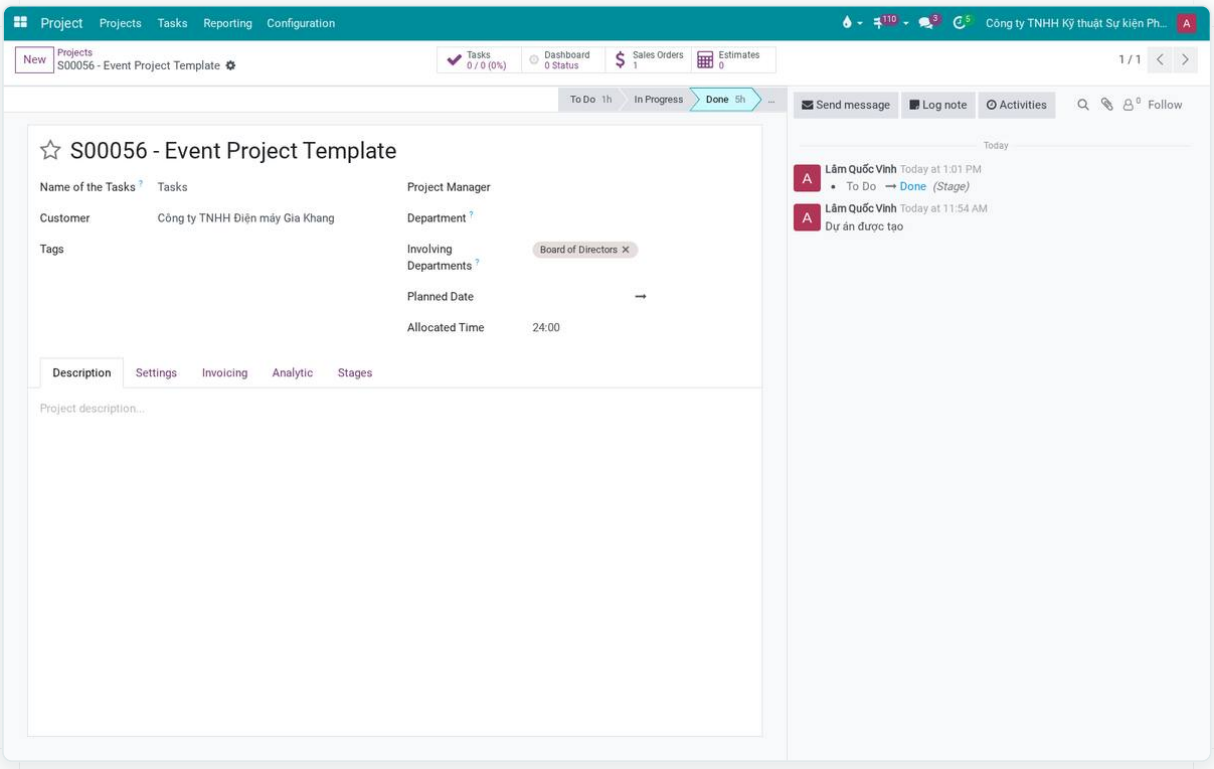
You should see: the *Analytic Reporting* screen, a pivot table (the screenshot shows it filtered on one project, 720,000 VND in total, with October 2026 in the columns) that lets you put **project** in the rows and **month** or **department** in the columns (the grouping buttons at the head of the rows and columns), with a chart. A cost line that carries both a project and a department shows up under both ways of grouping, without being entered again.

Step 5 - Close the project

When every milestone has been reached and every invoice raised, move the project to the **Done** stage: open your project (here, the hours project), click the **...** beside the stages, then click **Done**.

> *Path:* `Project > Projects > (the project) > the Done stage`





You should see: the stage bar lights up at **Done**; the project leaves the *To Do* column in card view and sits in the *Done* group in list view. Before closing, open the Dashboard and check the **To Invoice** column of the Profitability panel: a nonzero figure means an invoice is still to be raised. Changing the stage only fixes the project's status; checking for missing invoices is the accountant's own step.

> Project stages exist only when **Project Stages** is switched on at `Project > Configuration > Settings` ; Part I. General configuration covers the features that are switched on.

40 REPORTS FOR INVOICING, RECEIVABLES AND PROJECT PROFIT AND LOSS

About 10 minutes. This lesson lists the **ten reports** of this part, each answering one question, with the path that has been opened on the system. The financial accounting reports (B01-DN, B02-DN, B03-DN, ledgers) are in Part VIII. Accounting.

Report	The question it answers	Path
Profitability (a block on the project Dashboard)	Does this project make a profit or a loss, which item causes the loss, and which documents can I click through to?	`Project > Projects > (the project) > Dashboard > Profitability`
Budgets (a block on the Dashboard)	For each line of this project, is spending over the plan or is there room left?	`Project > Projects > (the project) > Dashboard > Budgets`
Budgets Analysis	Which project is over its plan, and by what percentage?	`Budgets > Budgets Analysis`
Budget Report	Plan against actual, by budgetary position and by accounting account	`Accounting > Reporting > Management > Budget Report`
Analytic Report	Profit and loss by project, department or month, viewed along several plans	`Accounting > Reporting > Management > Analytic Report`
Aged Receivable	Which clients owe money, for how long, and how much is overdue?	`Accounting > Reporting > Partner Reports > Aged Receivable`
Partner Ledger	The balance and every movement of one client or one vendor	`Accounting > Reporting > Partner Reports > Partner Ledger`
Follow-up Reports	Which follow-up level is each client at, and have they been reminded?	`Followup > Follow-up Reports`
Invoice Analysis	Revenue by month, by client, by product, by salesperson	`Accounting > Reporting > Management > Invoice Analysis`
Timesheets by Billing Type	How many hours have been billed to clients and how many have not?	`Timesheets > Reporting > Timesheets > By Billing Type`

> The **timesheet** reports by project, by employee, by task and by department, and the **Tasks Analysis** and **Velocity Analysis** reports, are in Part III. Project planning and execution.

Exporting to Excel and PDF. The accounting reports (aged receivables, partner ledger, financial statements) have two buttons, **PDF** and **XLSX**, at the top left. Lists and pivot tables (budgets analysis, analytic report) export to Excel with the download button at the head of the table or the list's action menu.

41 HANDS-ON EXERCISE: ONE PROJECT FROM INVOICE TO PROFIT AND LOSS

About 45 minutes. Run one full cycle on your own documents, using the client **Khách sạn Hoàng Hôn Riverside** or **Công ty TNHH Điện máy Gia Khang**. Each question says where to check your answer. There are no step-by-step screenshots; if you forget how, go back to the matching lesson.

1. **A 20% deposit.** Create a lump-sum quotation of **200,000,000 VND** for Hoàng Hôn, confirm it, raise a down payment invoice of **20%**, then record that the client has transferred the money. *Check:* the deposit invoice is 40,000,000 VND before tax, 44,000,000 VND with tax, and sits in account 3387; the invoice is **Paid**.
2. **Three milestones.** Set three milestones of 30% / 30% / 40%. Mark milestone 1 as reached and raise a regular invoice. *Check:* the service line has quantity 0.30, making 60,000,000 VND; there is a down payment deduction line of -40,000,000 VND; the total before tax is **20,000,000 VND**. (The deposit is fully deducted on the first invoice.)
3. **Reach milestone 2.** Mark milestone 2 as reached and raise the invoice. *Check:* **60,000,000 VND** before tax, with no deposit deduction line.
4. **Hours and a pass-through cost.** With Gia Khang, create an order for **10 hours**, log 10 hours and a pass-through expense of **2,000,000 VND** attached to the order, and raise one invoice. *Check:* 10 x 380,000 = 3,800,000 VND plus 2,000,000 VND pass-through = **5,800,000 VND** before tax.
5. **Partial payment.** Collect **3,000,000 VND** of the invoice in question 4. *Check:* the invoice carries the label *Partial*; the amount still due is 5,800,000 x 1.1 - 3,000,000 = **3,380,000 VND**.
6. **Reconciliation.** Add a 3,000,000 VND bank transaction from Gia Khang and match it to the payment in question 5 (see Part VIII. Accounting). *Check:* the transaction card shows the **Reconciled** label.
7. **Aged receivables.** Open the aged receivables and find Gia Khang. *Check:* the amount owed is in the **At Date** column (30-day term); the figure matches question 5.
8. **Follow-up.** Open the follow-up report and find Gia Khang. *Check:* the client is in no follow-up level because nothing is overdue; Hoàng Hôn is at **level 2**.

9. **Drill into profit and loss.** Open the project Dashboard for question 4. *Check:* revenue is 5,800,000 VND; click a cost row to see the source documents. If the profit is thin, find which item drags it down.
10. **Close the project.** When the *To Invoice* column returns to 0, move the project to **Done**. *Check:* the stage bar lights up at *Done*.

PART VIII. ACCOUNTING

This part answers four questions from the chief accountant and the Director: **has the money the client transferred been matched to the bank ledger**, **how is rental equipment recorded and depreciated**, **where do payroll and office rent go**, and **what do the three financial statements B01-DN, B02-DN and B03-DN say about the company**. The end of the part has the print templates and the list of accounting reports. Main readers: accountants and the Director.

All financial figures in this part are the figures **as of 29/10/2026** (the end of the story's data period) unless the lesson says otherwise. They have been checked: *Total debit = Total credit*; *Total assets = Liabilities + Equity*; and no intermediate account is left holding a balance (1131, 1132, 154, 621, 151 and 3388 are all zero in the story's data).

42 READING THE ACCOUNTING CONFIGURATION: JOURNALS AND THE CHART OF ACCOUNTS

About 15 minutes. By the end of this lesson you know which **journals** are in use, can look up an **account** in the chart of accounts, and know the main accounting settings. This lesson is read-only. Reader: the accountant.

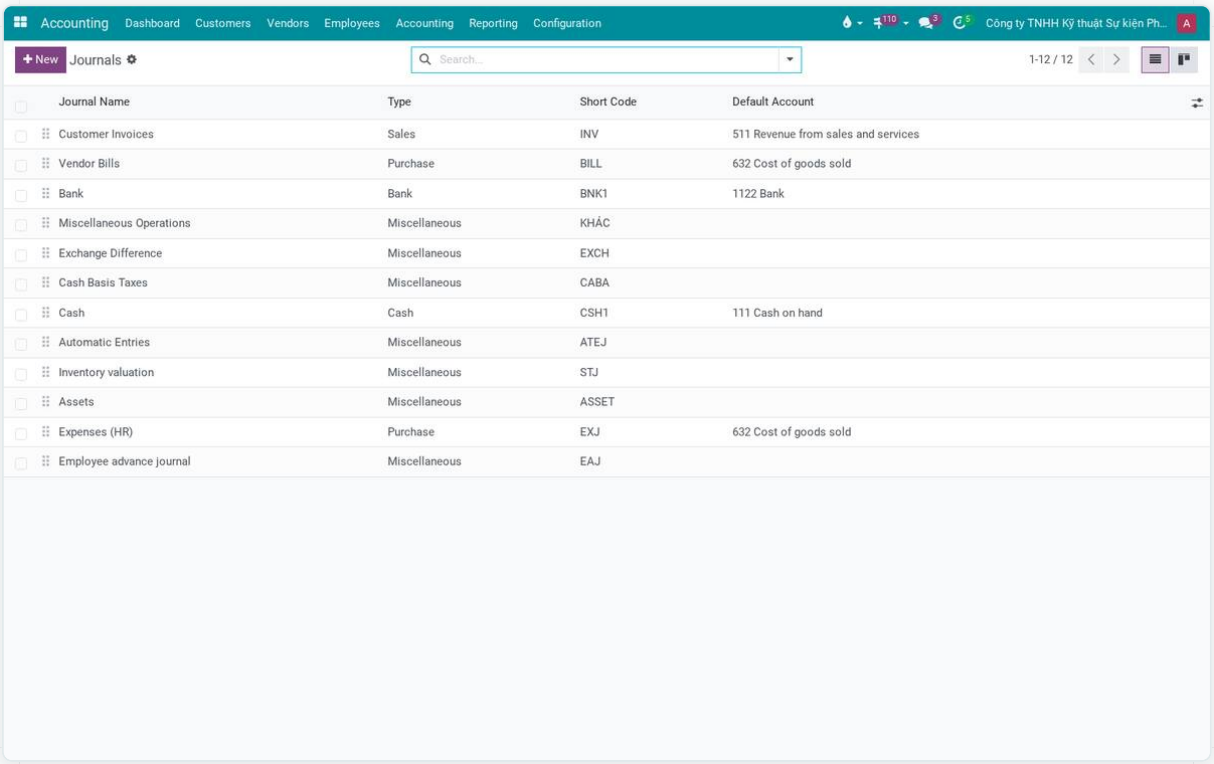
Setting	Used for	What you lose without it
The journals **Customer Invoices**, **Vendor Bills**, **Bank**, **Cash**	Each type of document has its own journal with automatic numbering (INV/, BILL/, BNK1/)	Documents have no journal to post to, and journal reports cannot be split by type
The journals **Assets**, **Miscellaneous Operations**, **Expenses (HR)**, **Employee advance journal**	Depreciation entries (ASSET/), payroll (KHÁC/), staff expenses, advances	Depreciation and payroll have no separate place to be recorded
The chart of accounts under Circular 99	Accounts 1122, 131, 211, 2141, 3387, 511, 632, 6411, 6421, 6427	The B01-DN and B02-DN reports do not show the right line codes

Setting	Used for	What you lose without it
The intermediate accounts **1131/1132** (money in transit)	Hold money recorded on an invoice that the bank has not yet reported	Receipts would go straight into 1122, with no reconciliation step

Step 1 - Read the journals

Open the list of journals.

> *Path:* `Accounting > Configuration > Accounting > Journals`

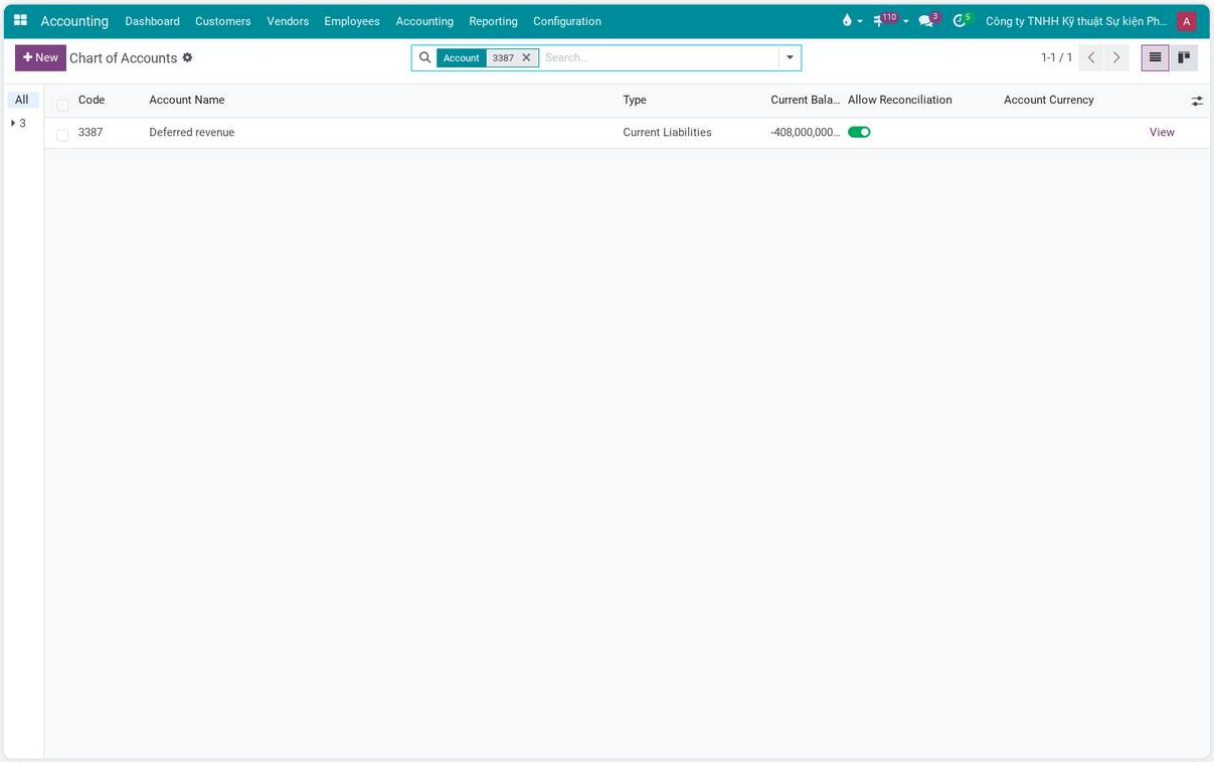


You should see: one journal per row with its name, type (*Sales*, *Purchase*, *Bank*, *Cash*, *Miscellaneous*), short code and default account: **Customer Invoices** (INV) posts to **511**, **Vendor Bills** (BILL) to **632**, **Bank** (BNK1) to **1122**, **Cash** (CSH1) to **111**. The journals *Miscellaneous Operations* (KHÁC), *Assets* (ASSET), *Exchange Difference*, *Automatic Entries* and *Inventory valuation* are of type *Miscellaneous*.

Step 2 - Look up an account

Open the chart of accounts and search for `3387`.

> *Path:* `Accounting > Configuration > Accounting > Chart of Accounts`

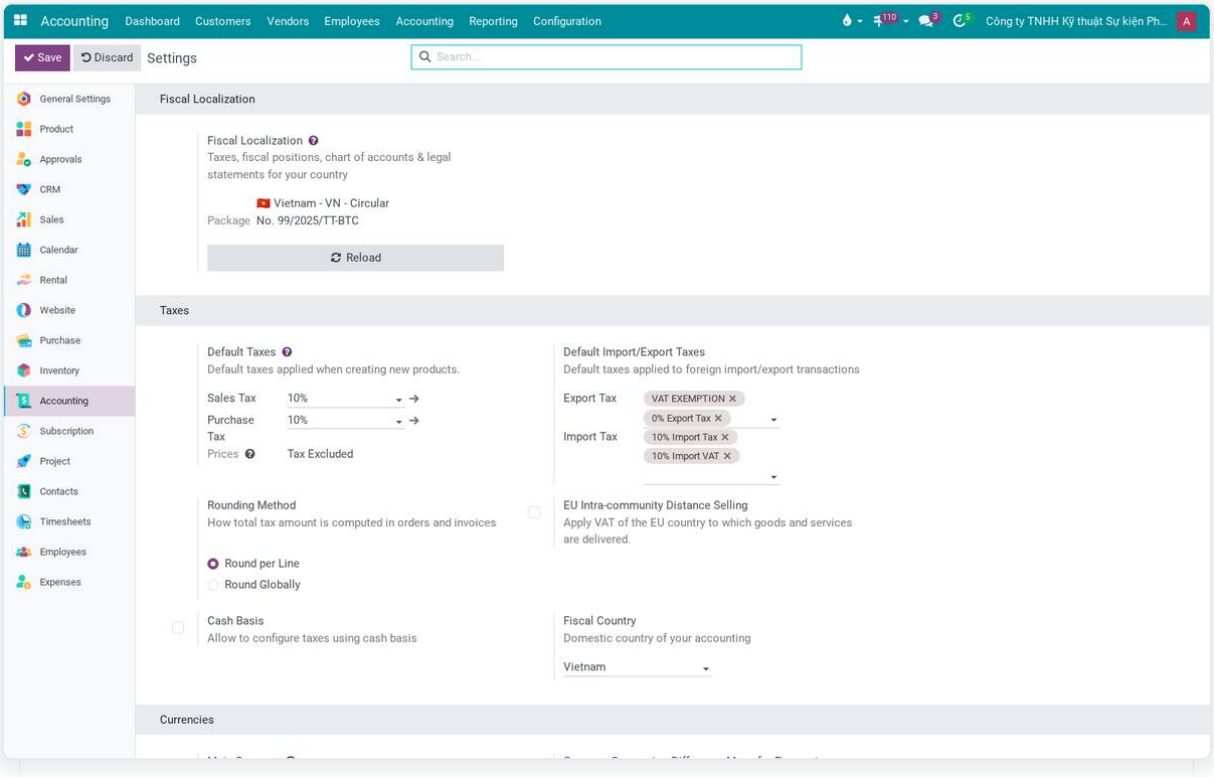


You should see: the account **3387 Deferred revenue**, type *Current Liabilities*, a current balance of **-408,000,000 VND** (negative because it is a credit balance; this is the deposit of DA04) and the **Allow Reconciliation** switch turned on. This is where the deposit is held until the real invoice is raised (see the lesson *Invoicing a project by milestone with a deposit (client Hoàng Hôn)*).

Step 3 - Open the accounting settings

Open the settings screen.

> *Path:* `Accounting > Configuration > Settings`



You should see: the **Fiscal Localization** section: the package *Vietnam - VN - Circular No. 99/2025/TT-BTC* (the chart of accounts under Circular 99); the **Taxes** section: default sales tax and purchase tax of **10%**, export taxes *VAT EXEMPTION* and *0% Export Tax*, and the rounding method *Round per Line*. Changes here affect the whole company, so only the administrator makes them.

43 BANK STATEMENTS AND RECONCILIATION

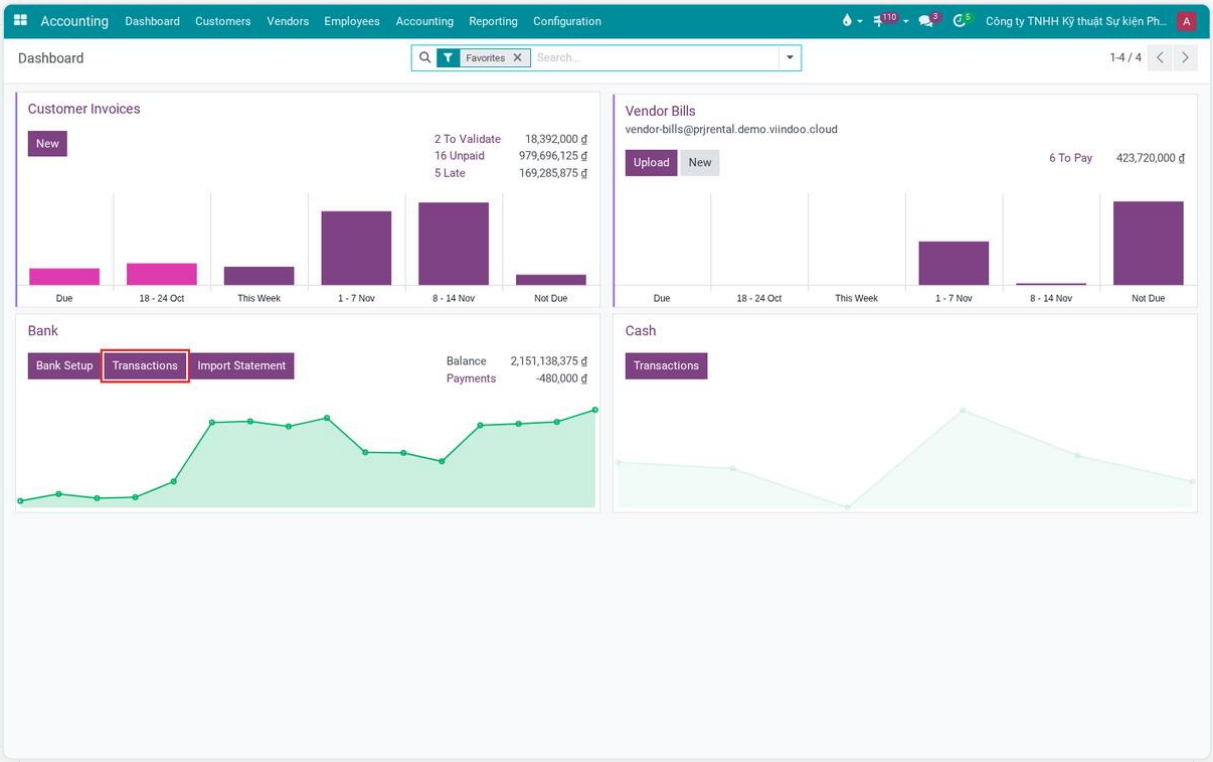
About 25 minutes. By the end of this lesson you know how to read the bank dashboard, add a **statement transaction** and **reconcile** it with the payment recorded on an invoice, so the money the client transferred matches the books. This lesson continues from the two invoicing lessons: you reconcile the three receipts you recorded (49,500,000 VND, 33,000,000 VND, 10,000,000 VND). Who does it: the accountant.

Why reconcile. When you click *Create Payment* on an invoice, the money first enters the intermediate account **1131 Cash receipts in transit** (receipts not yet reconciled), not yet **1122 Bank**. Only when the bank's statement line exists and you match the two sides does the money move from 1131 to 1122. The story's data has been fully reconciled: as of 29/10/2026 the balance of 1122 is **2,058,638,375 VND** and both 1131 and 1132 are **0**. (Account 1132 is **Cash payments in transit**, its counterpart for payments.)

Step 1 - Open the bank dashboard

Open the accounting dashboard.

> *Path:* `Accounting > Dashboard`

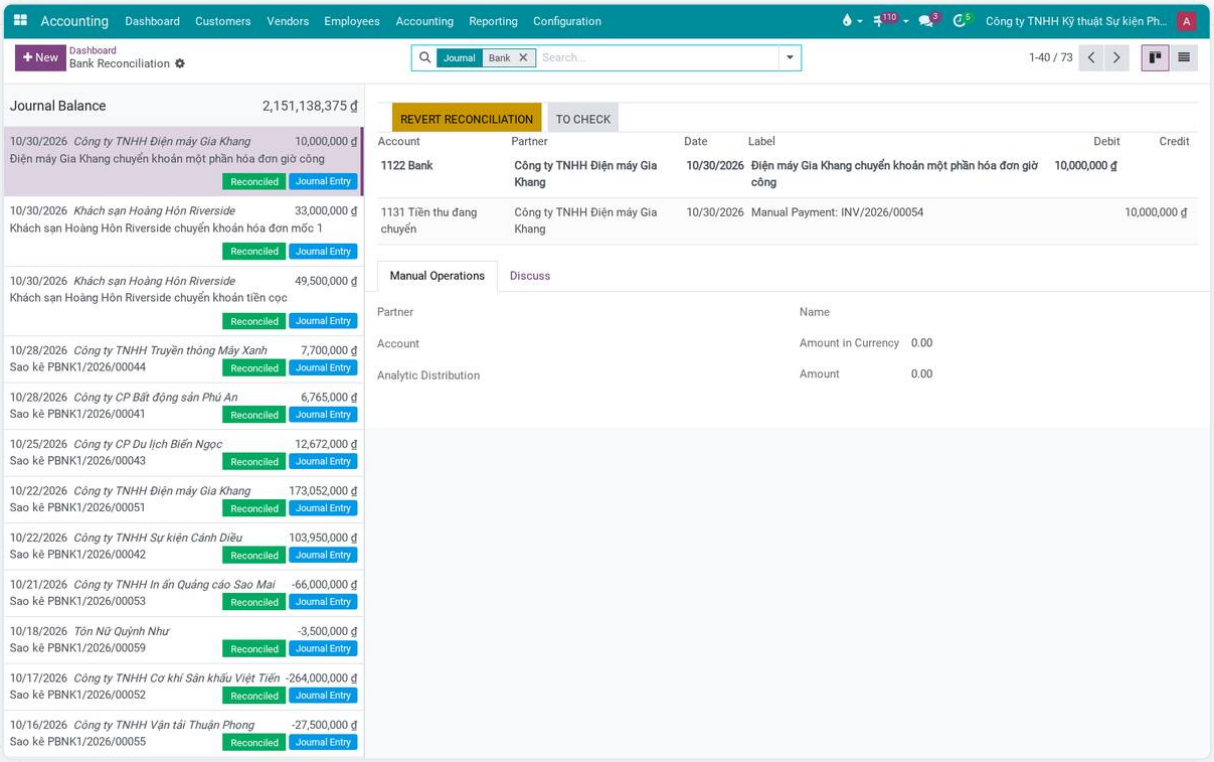


You should see: the **Bank** card with a balance, a **Payments** line (amounts waiting for reconciliation) and the buttons **Bank Setup**, **Transactions** and **Import Statement**. The *Customer Invoices* and *Vendor Bills* cards show the number of unpaid and late invoices.

Step 2 - Open the reconciliation screen

Click **Transactions** on the Bank card.

> *Path:* `Accounting > Dashboard > Bank > Transactions`

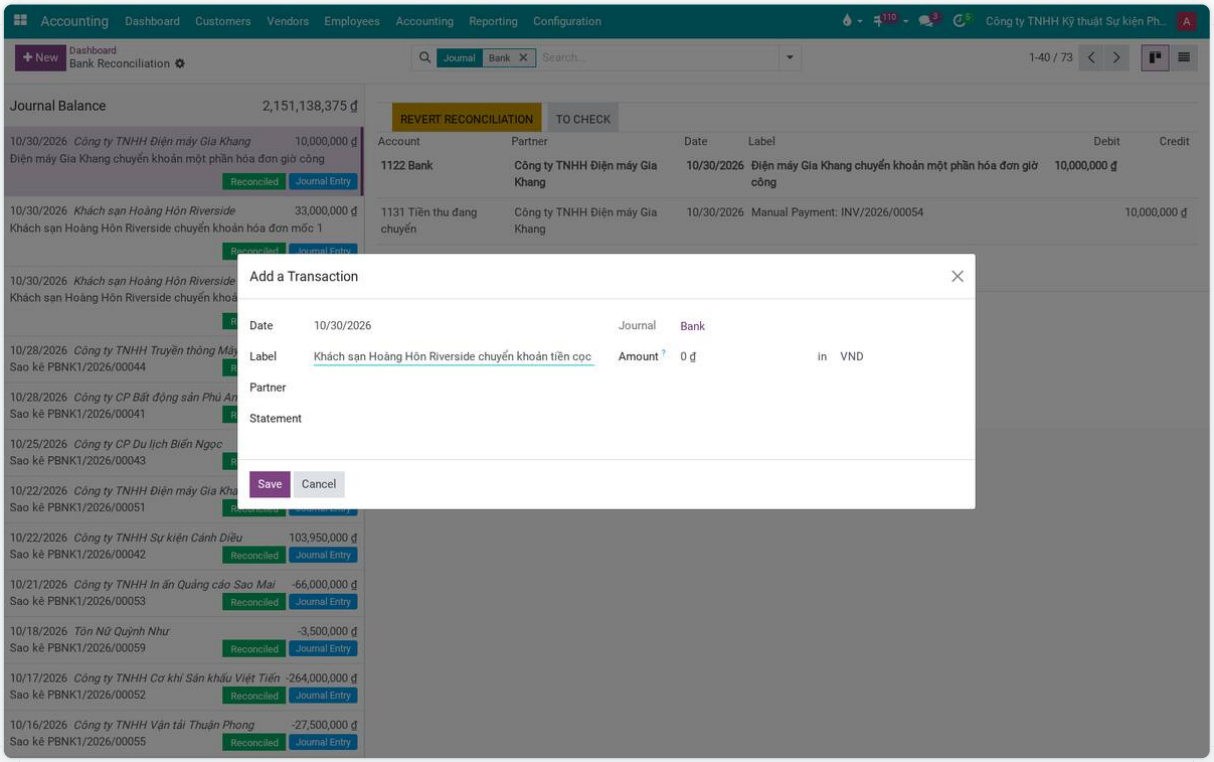


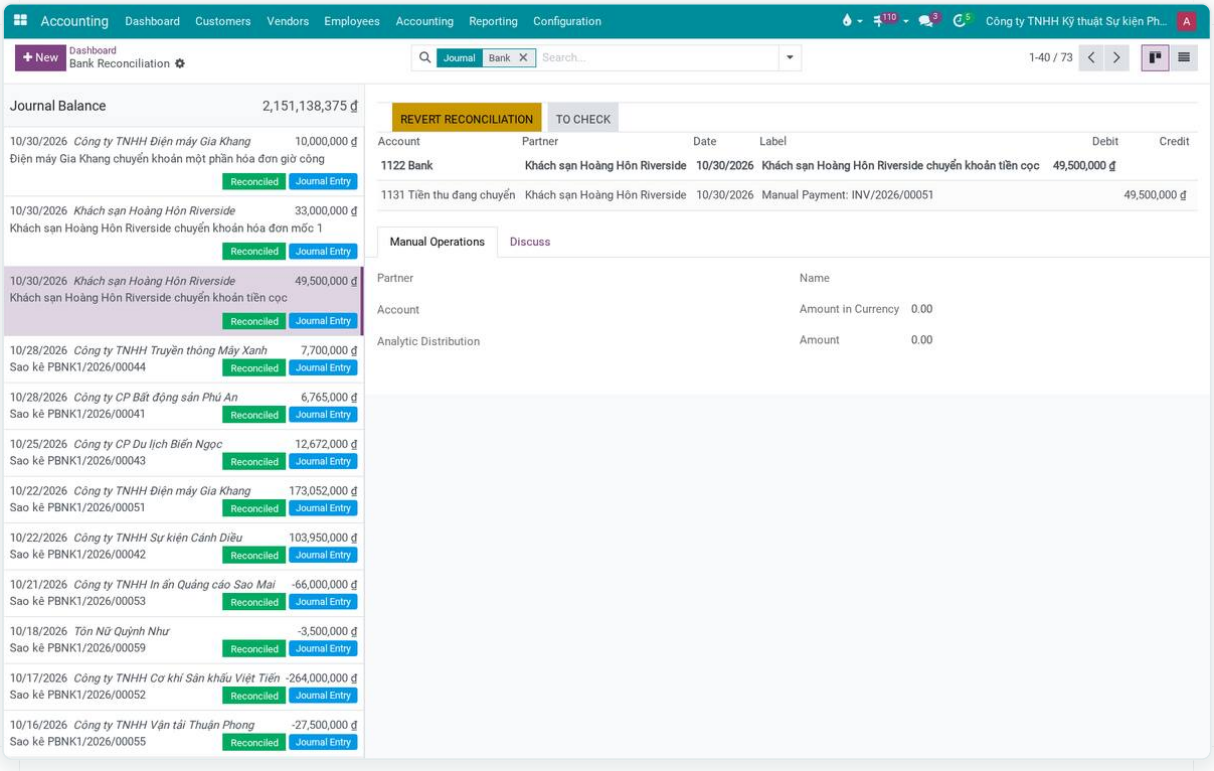
You should see: the *Bank Reconciliation* screen (with the filter *Journal: Bank* and the *Journal Balance* at the top left): on the left are the statement lines, each carrying a **Reconciled** label (green) or a **Journal Entry** button; on the right is the panel for processing the selected line. The story's data has 70 statement lines, all reconciled (the screenshot was taken after you finish this lesson, so it counts 73 lines).

Step 3 - Add Hoàng Hôn's deposit transaction

Click **New**, enter the date **30/10/2026** (typed as 10/30/2026 on the English screen), the label **Khách sạn Hoàng Hôn Riverside transferred the deposit**, the partner **Khách sạn Hoàng Hôn Riverside**, the amount **49500000**, then click **Save** (the dialog fields are *Date*, *Label*, *Partner*, *Statement*, *Journal* and *Amount*).

> *Path:* `Accounting > Dashboard > Bank > Transactions > New`



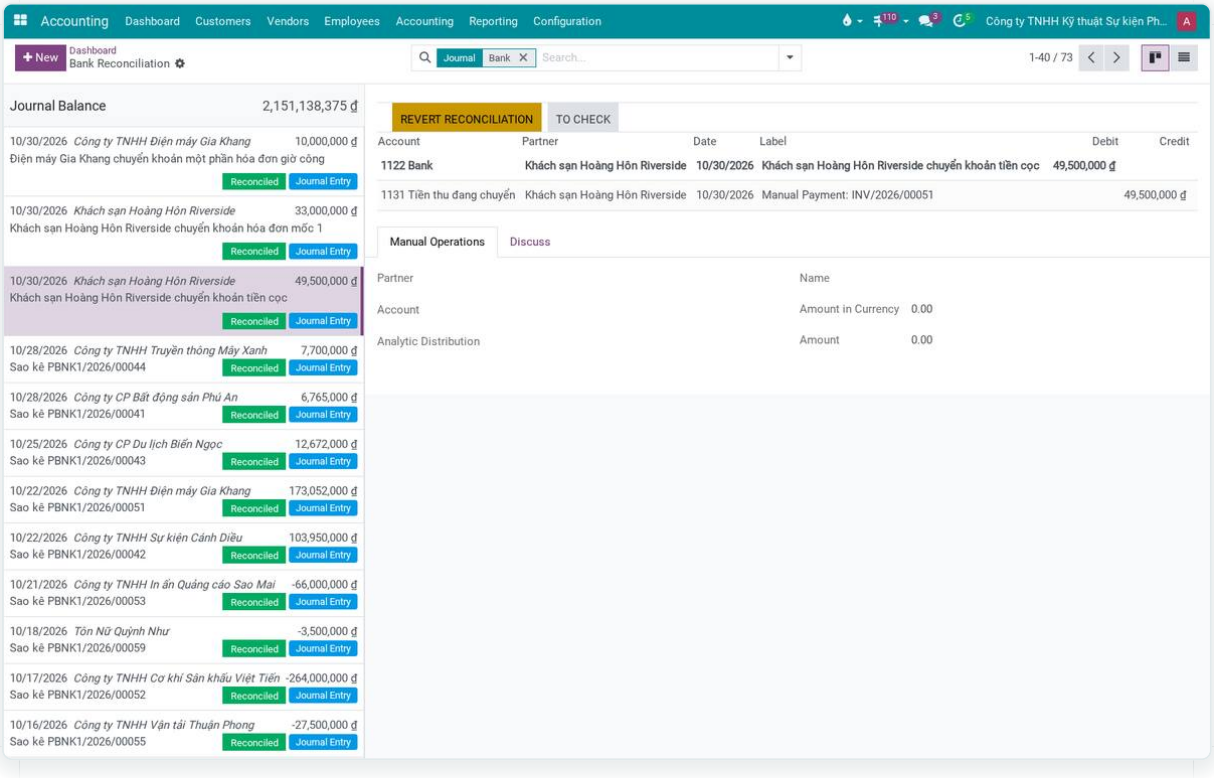


You should see: the new line appears at the **top of the list**, dated 30/10/2026, amount **49,500,000 VND**, without a *Reconciled* label yet. The journal balance rises by 49,500,000 VND.

Step 4 - Match it with the payment already recorded

Click the statement line you just added.

> *Path:* `Accounting > Dashboard > Bank > Transactions > (the new statement line)`

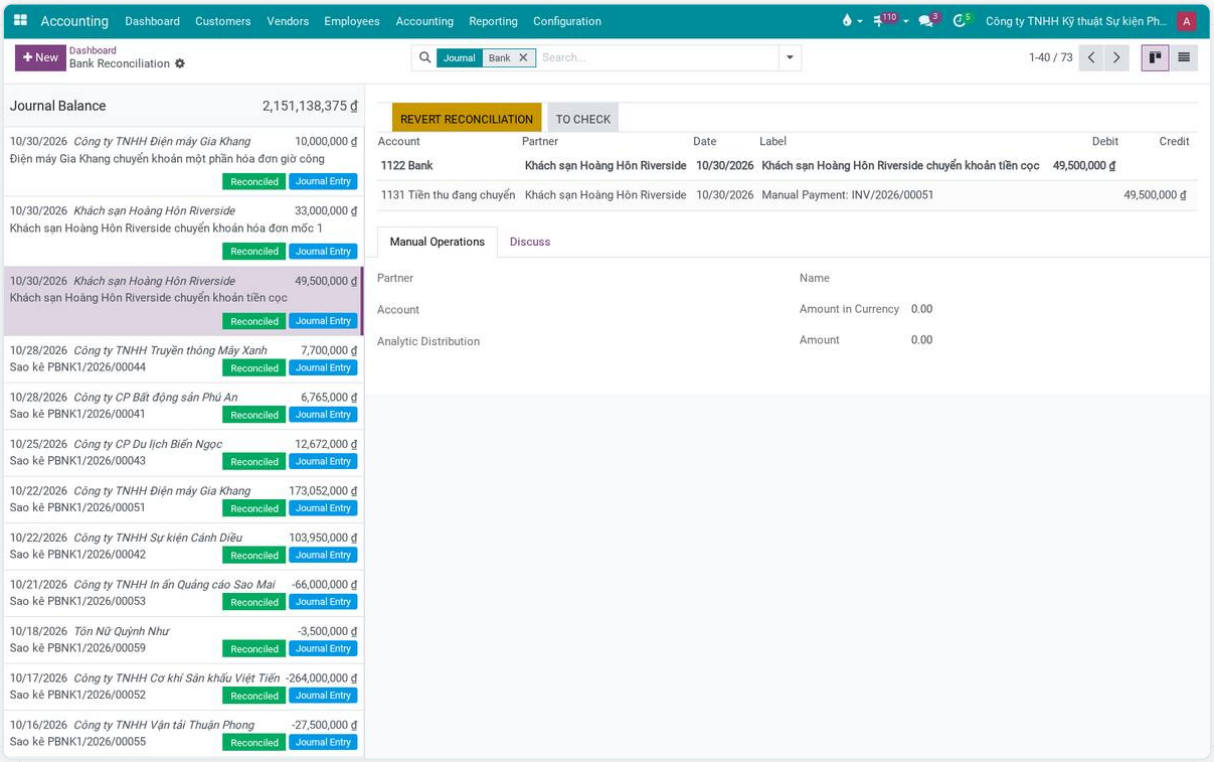


You should see: the right-hand panel has **matched** the statement line to the payment *Manual Payment: INV/2026/000xx* of the deposit invoice on account **1131**; both sides are **49,500,000 VND**, one side a debit to **1122 Bank**, the other a credit to **1131**. The **Validate** button (purple) is lit. Below are other items from the same client that you can match by hand (the *Match Existing Entries* tab; the screenshot shows an already reconciled line, whose tabs are *Manual Operations* and *Discuss*).

Step 5 - Validate

Click **Validate**.

> *Path:* `Accounting > Dashboard > Bank > Transactions > (the statement line) > Validate`

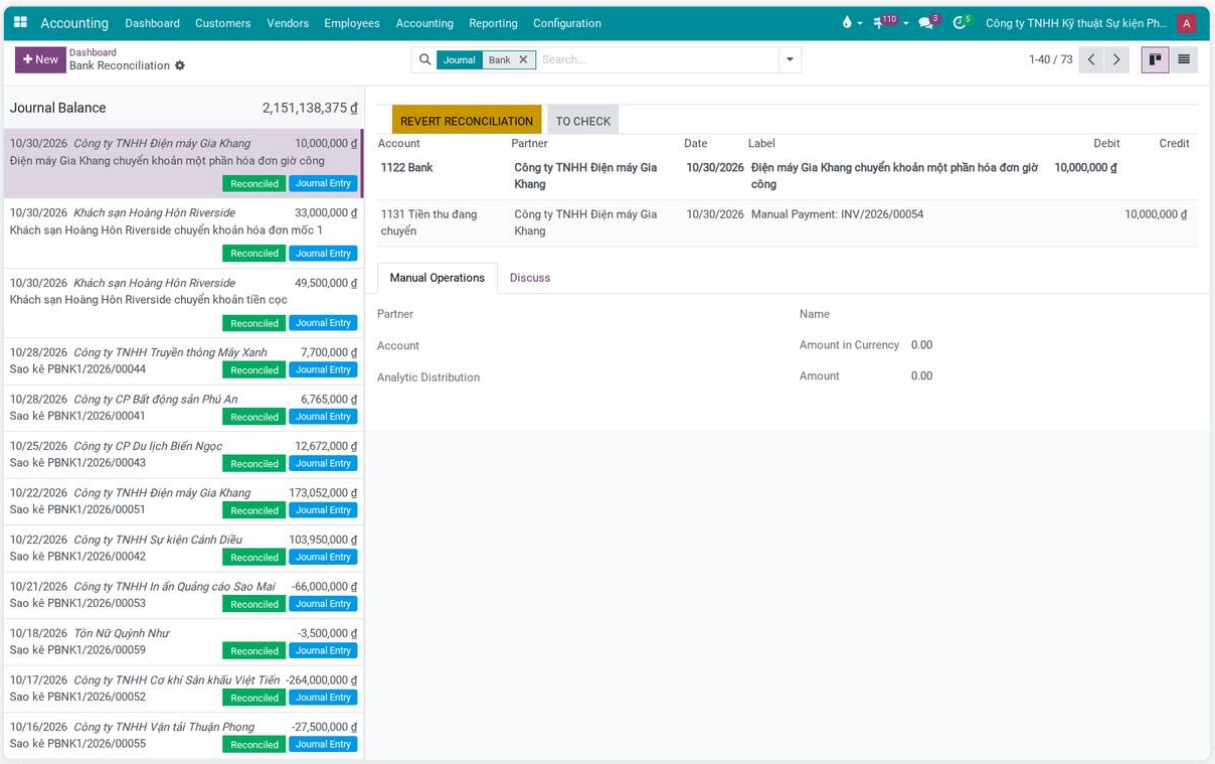


You should see: the statement line has a green **Reconciled** label; the **Validate** button changes to **Revert Reconciliation** (yellow, next to a **To Check** button), which lets you undo a wrong match.

Step 6 - Reconcile the other two receipts

Repeat steps 3-5 twice: one transaction of **33,000,000 VND** (Hoàng Hôn, the milestone 1 invoice) and one of **10,000,000 VND** (Gia Khang, the partial payment of the hours invoice).

> *Path:* `Accounting > Dashboard > Bank > Transactions`



You should see: three statement lines dated 30/10/2026 (49,500,000, 33,000,000, 10,000,000 VND) all with the **Reconciled** label. Account 1131 returns to **0**; the balance of 1122 rises by exactly **92,500,000 VND**.

When a statement line has no invoice to match (for example a bank fee), use the **Manual Operations** tab to choose an expense account, or the *Create Vendor Bills* and *Internal Transfers* buttons on the processing panel. For a real statement, the **Import Statement** button on the Bank card loads the file your bank sends, instead of typing each line by hand.

44 FIXED ASSETS AND DEPRECIATION OF RENTAL EQUIPMENT

About 20 minutes. By the end of this lesson you know how rental equipment is managed as a **fixed asset**, how it **depreciates** automatically each month, and where the depreciation goes on the reports. Who does it: the accountant.

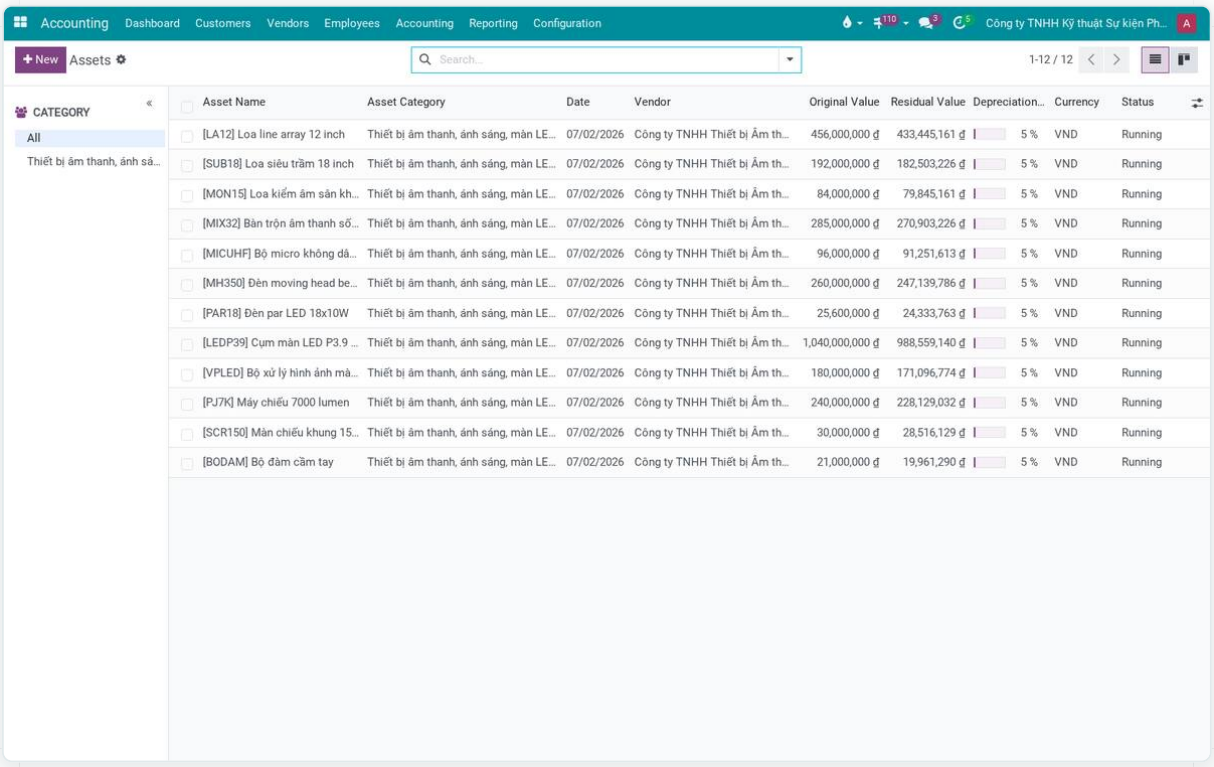
Phương Nam's principle. The twelve types of equipment bought on 02/07/2026 (total original value **2,909,600,000 VND**) are booked as **debit 211 Property, plant and equipment** when the purchase bill is entered, then depreciated on a straight line over **60 months**: each month **debit 632 Cost of goods sold, credit 2141 Accumulated depreciation - property, plant and equipment**. Handing equipment to a renting client, or taking it back, **creates no journal entry**, because the unit is still the company's asset. Depreciation goes to 632 because rental equipment produces the rental revenue.

> **Do not use the inventory valuation report to talk about the value of the equipment.** The equipment sits in account 211, not in the merchandise stock (156); the inventory valuation screen will show a value but the 156 ledger is zero. Look at the equipment's value in the **Assets** menu.

Step 1 - Open the asset list

Open the list of assets.

> *Path:* `Accounting > Accounting > Assets`

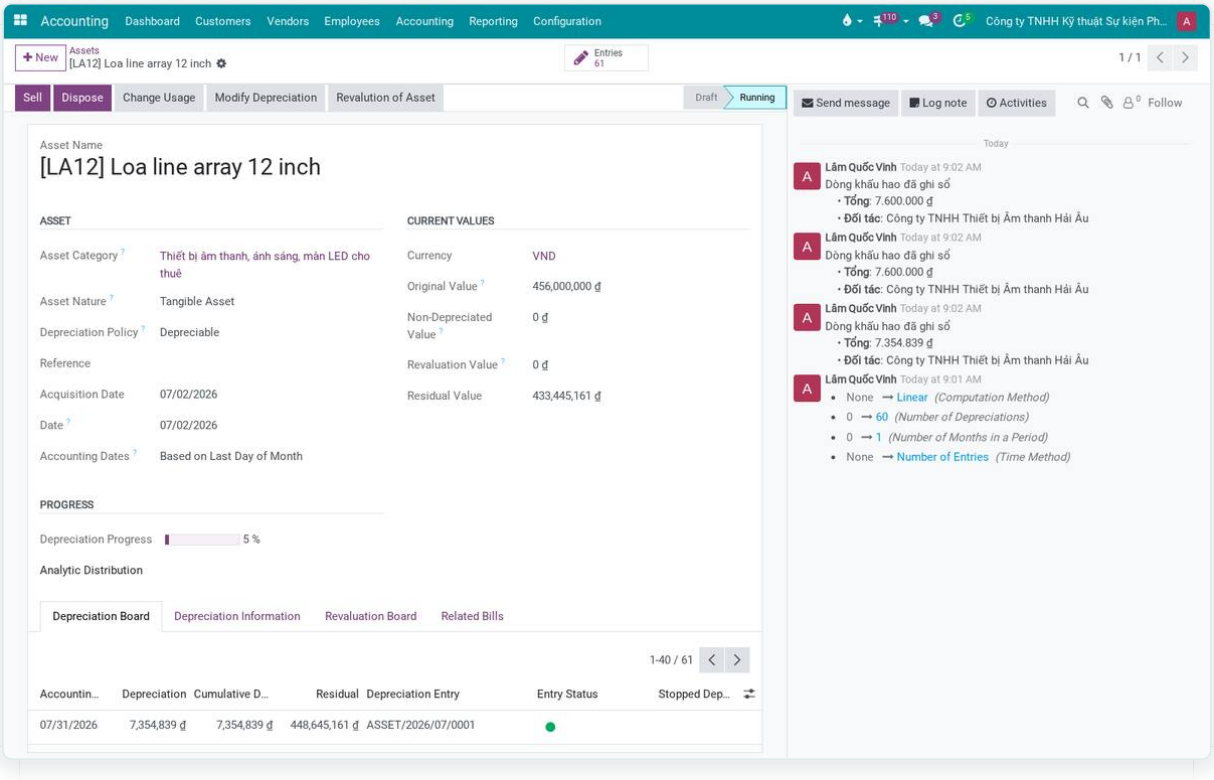


You should see: 12 assets, one row per type of equipment (for example `[LA12] Loa line array 12 inch`, the 12-inch line array speaker), with the original value column (LA12 is 12 units x 38,000,000 = **456,000,000 VND**), the residual value and the status *Running*.

Step 2 - Open one asset

Click `[LA12] Loa line array 12 inch`.

> *Path:* `Accounting > Accounting > Assets > [LA12] Loa line array 12 inch`

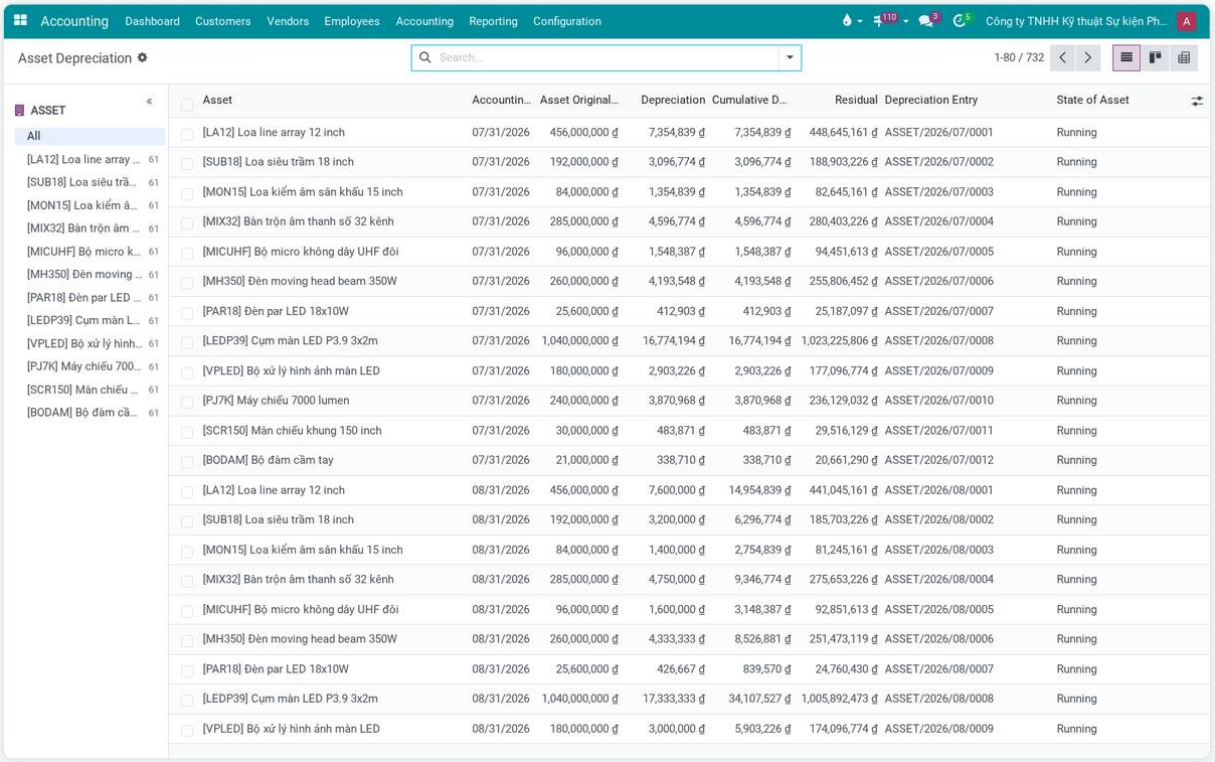


You should see: the asset category *Thiết bị âm thanh, ánh sáng, màn LED cho thuê* (audio, lighting and LED screen equipment for rent); original value **456,000,000 VND**; purchase date 02/07/2026; a *Depreciation Progress* bar; and a **Residual Value** that falls month by month (after three depreciation periods it is **433,445,161 VND**). The **Depreciation Board** tab lists each period (columns *Accounting Date*, *Depreciation*, *Cumulative Depreciation*, *Residual*, *Depreciation Entry* and *Entry Status*): the first, on 31/07/2026, is 7,354,839 VND (calculated by the days of the first month), the later ones 7,600,000 VND (456,000,000 / 60), each with a journal entry number of the form `ASSET/2026/07/0001` and a green dot once posted. The **Sell** and **Dispose** buttons are for when you sell or scrap a unit.

Step 3 - See the depreciation of all equipment

Open the asset depreciation list.

> *Path:* `Accounting > Accounting > Asset Depreciation`

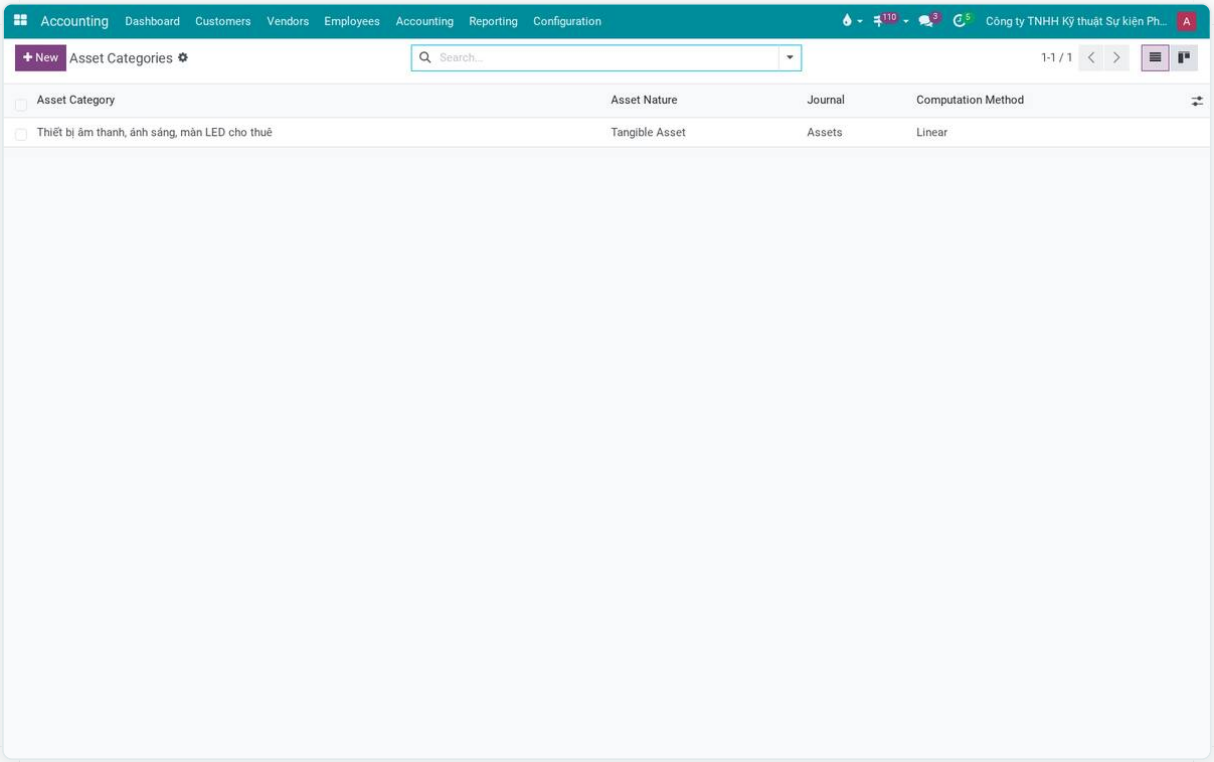


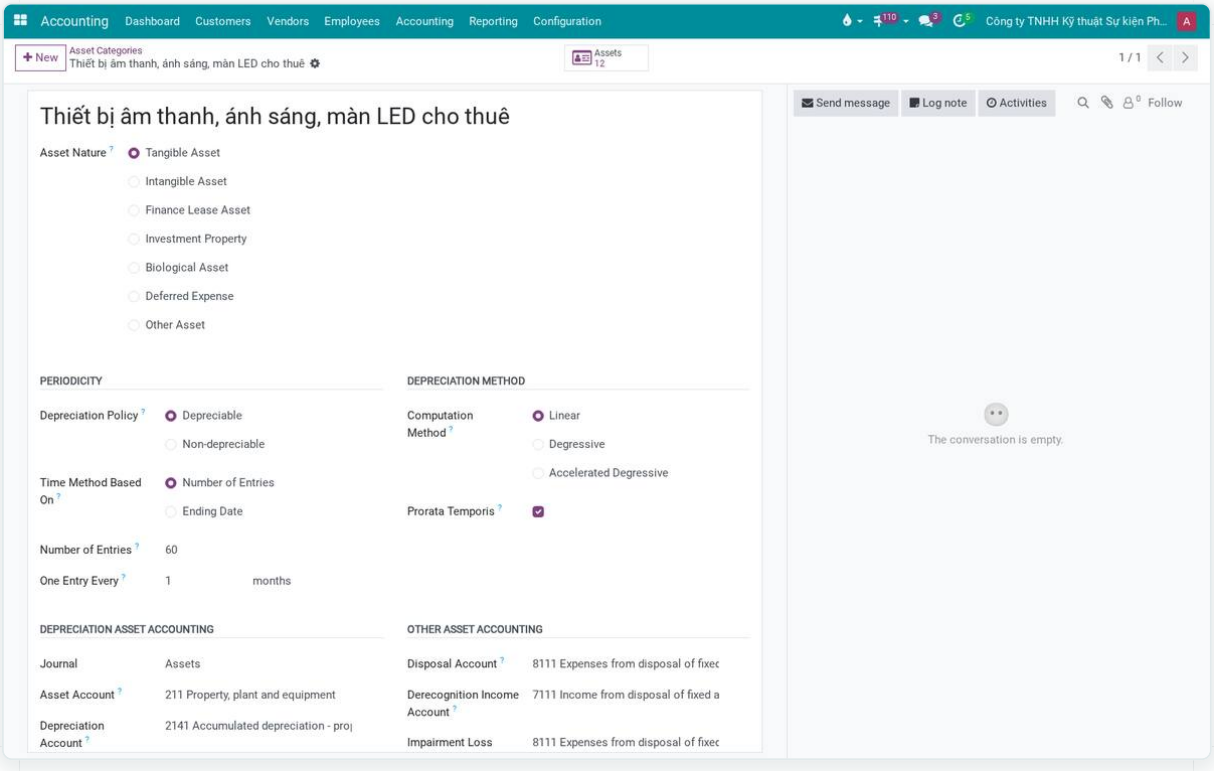
You should see: the left column groups by asset, each asset having 61 periods; each line shows the accounting date, original value, depreciation amount, cumulative depreciation, residual value, the depreciation entry number and the *State of Asset*. The three months 07, 08 and 09/2026 have been posted; the period of 31/10/2026 is not posted yet because the data period ends on 29/10.

Step 4 - Read the asset category (the depreciation configuration)

Open the list of asset categories and click the only category.

> *Path:* `Accounting > Configuration > Management > Asset Categories`



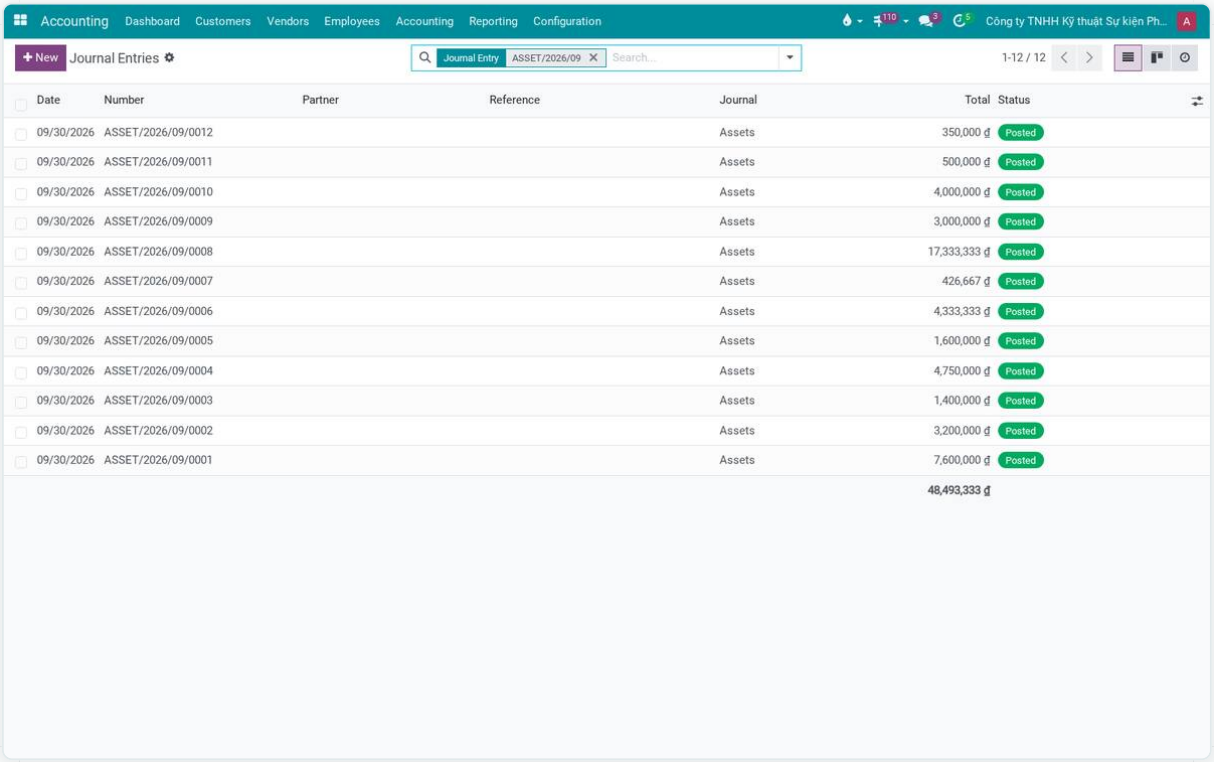


You should see: *Asset Nature* **Tangible Asset**; *Depreciation Policy* **Depreciable**, *Computation Method* **Linear**, *Number of Entries* **60**, *One Entry Every* **1** month; the journal **Assets**; the asset account **211** and the depreciation account **2141**. Every new piece of equipment placed in this category takes on that configuration automatically.

Step 5 - Read a depreciation entry

Open one depreciation entry.

> *Path:* `Accounting > Accounting > Journal Entries > ASSET/2026/09/0001`



Depreciation entry for one asset (the screenshot shows ASSET/2026/09/0012, the hand-held radio [BODAM], 350,000 VND, period 3 of 61; the LA12 entry has the same two lines with 7,600,000 VND)

You should see: an entry with two lines: **debit 632 Cost of goods sold 7,600,000 VND** and **credit 2141 Accumulated depreciation - property, plant and equipment 7,600,000 VND**, labelled `[LA12] Loa line array 12 inch (3/61)` (period 3 of 61).

Balances as of 29/10/2026. Original value **211 = 2,909,600,000 VND**; accumulated depreciation **2141 = 143,915,699 VND**; residual value **2,765,684,301 VND**, exactly the figure on the *II. Fixed assets* line of B01-DN (in the lesson after next).

45 PAYROLL AND THE RENT FOR OFFICE AND WAREHOUSE

About 15 minutes. By the end of this lesson you know which accounts Phương Nam's two fixed costs, **monthly payroll** and **rent for the office and equipment warehouse**, are booked to, and which line of the profit and loss statement they flow into. Who does it: the accountant.

Item	Booked to	July, August, September 2026
Payroll of the direct technical team (project work)	**632** Cost of goods sold	152,000,000 VND per month

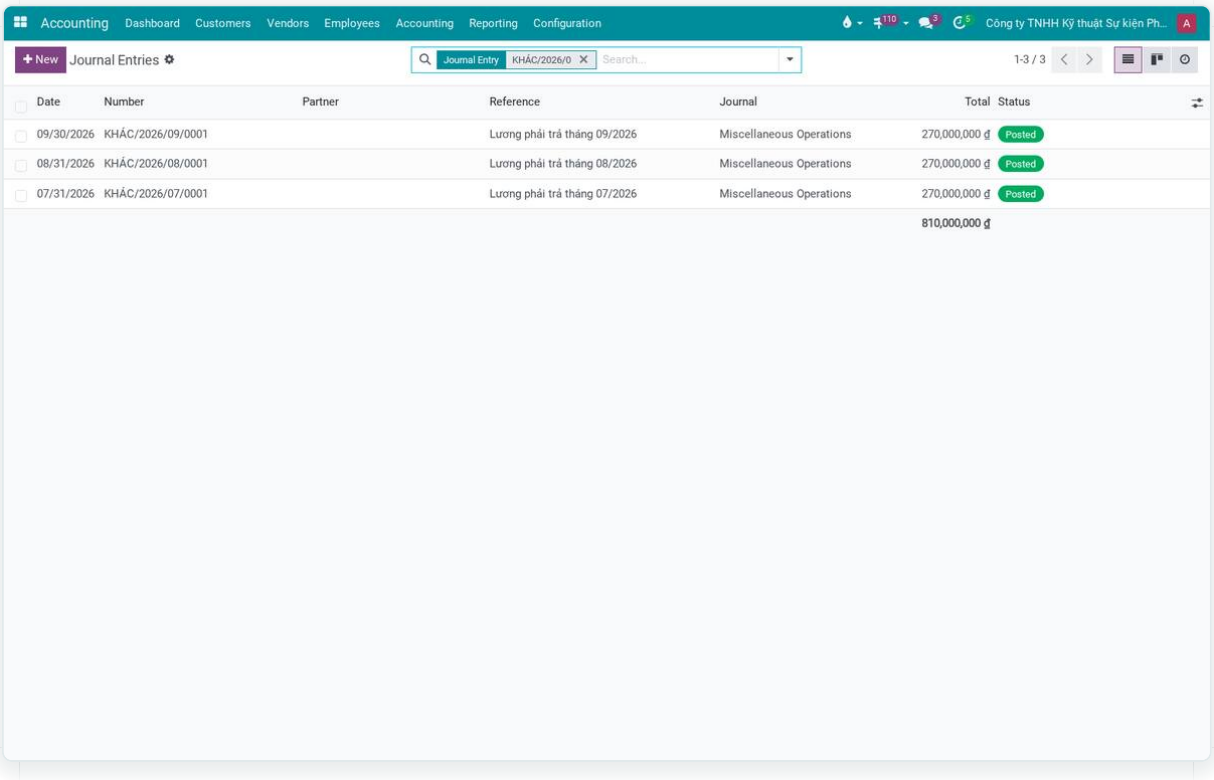
Item	Booked to	July, August, September 2026
Payroll of the sales team	**6411** Staff costs	22,000,000 VND per month
Payroll of management	**6421** Administrative staff costs	96,000,000 VND per month
Rent for the office and equipment warehouse (vendor Tân Thuận)	**6427** Purchased services expense	45,000,000 VND per month, plus 10% VAT making 49,500,000 VND

Payroll is booked in one entry **at the end of each month**: debit the three expense accounts, credit **334 Payables to employees** 270,000,000 VND; salaries are paid through the bank, so 334 returns to zero. October payroll is booked at the end of the month, so it is not yet in the data (the data period ends on 29/10). Office rent is booked with a **vendor bill** at the start of the month, paid immediately.

Step 1 - Find the payroll entries

Open the list of journal entries, type `Lương phải trả` (the Vietnamese wording of the entry reference, meaning "payroll payable") into the search box and press Enter.

> *Path:* `Accounting > Accounting > Journal Entries`

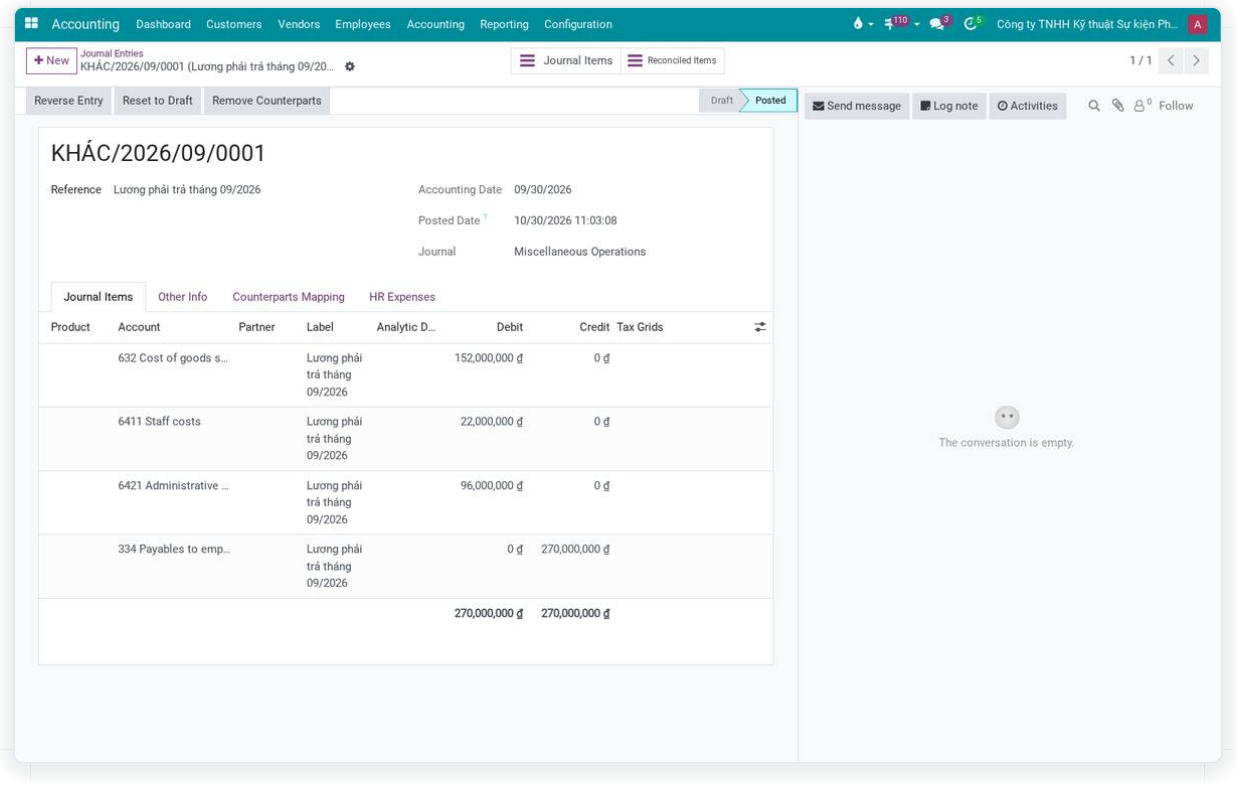


You should see: three entries `KHÁC/2026/07/0001`, `KHÁC/2026/08/0001`, `KHÁC/2026/09/0001` (reference *Lương phải trả tháng 07/2026*, "payroll payable for 07/2026", and the two following months), all in the journal **Miscellaneous Operations**, each for **270,000,000 VND**.

Step 2 - Open one month's payroll entry

Click the entry for 09/2026.

> *Path:* `Accounting > Accounting > Journal Entries > KHÁC/2026/09/0001`

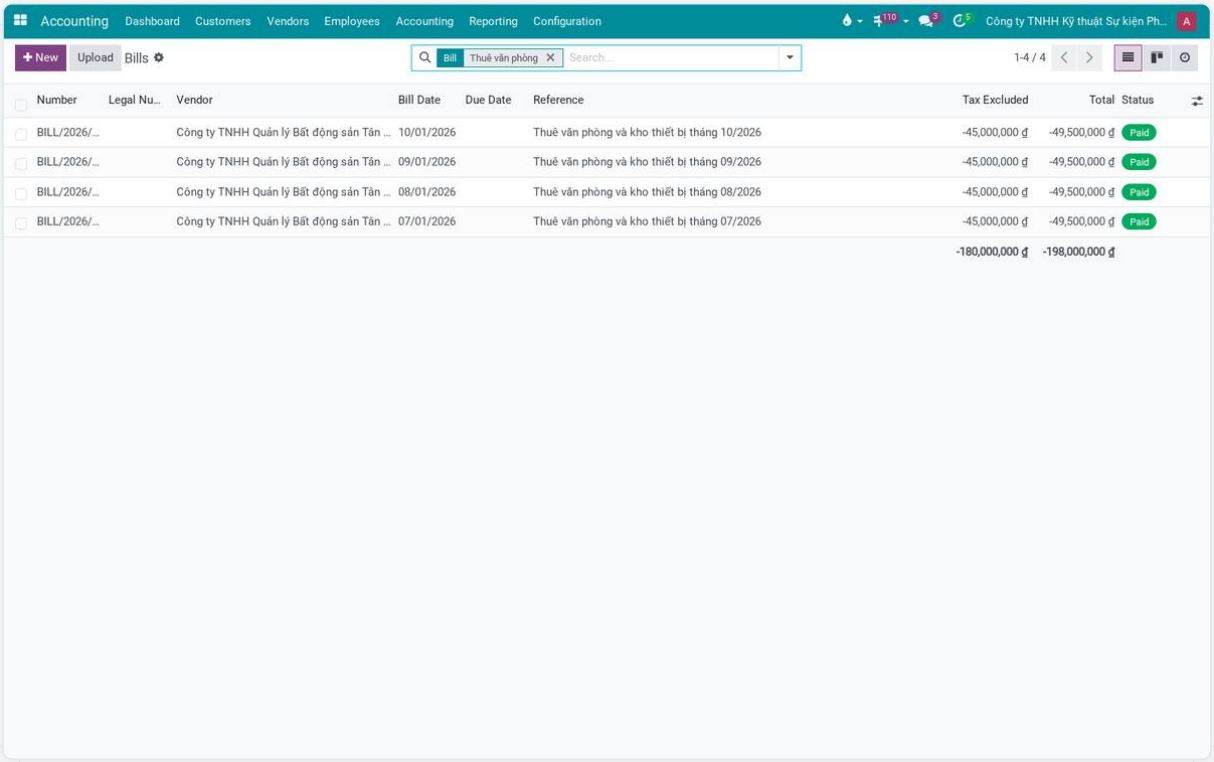


You should see: four lines: **debit 632 152,000,000 VND**, **debit 6411 22,000,000 VND**, **debit 6421 96,000,000 VND**, **credit 334 270,000,000 VND**; total debit equals total credit at 270,000,000 VND. The **Reverse Entry** button is used when you need to cancel with an opposite entry.

Step 3 - Find the office rent bills

Open the list of vendor bills, type `Thuê văn phòng` (Vietnamese for "office rent") and press Enter.

> *Path:* `Accounting > Vendors > Bills`

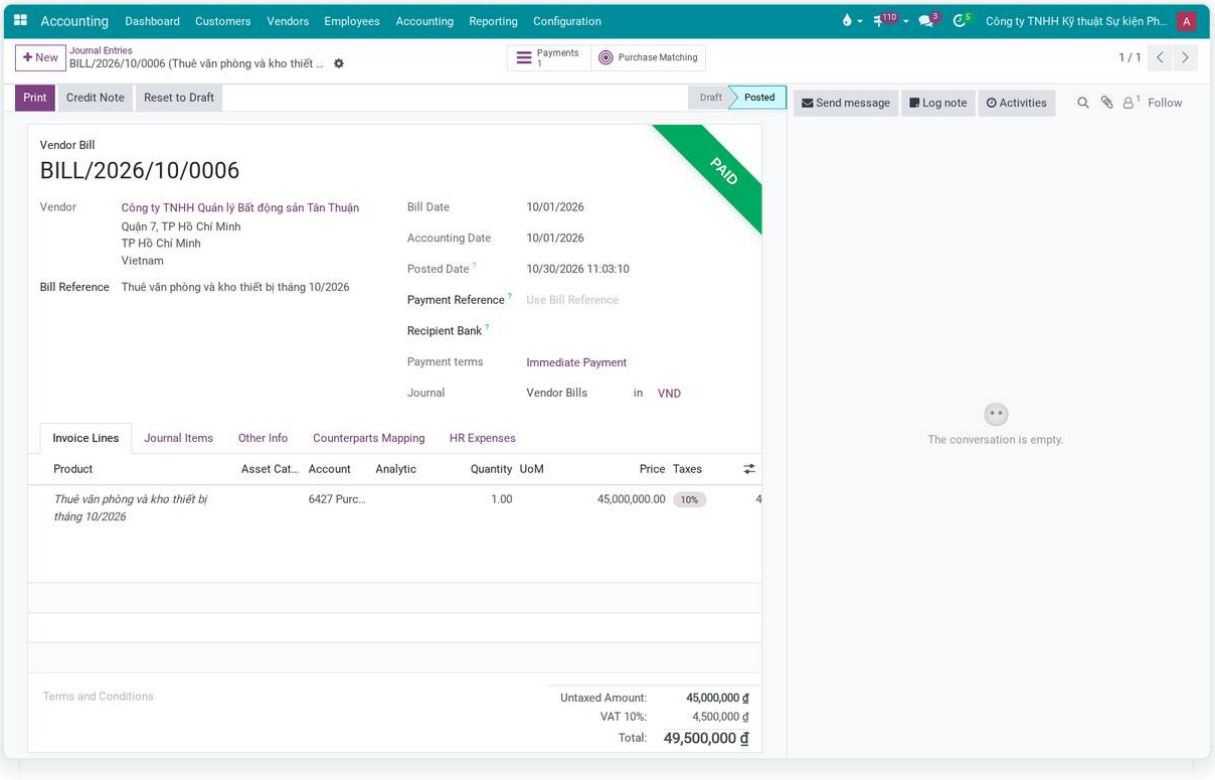


You should see: four bills `BILL/2026/07/0005` to `BILL/2026/10/0006`, vendor *Công ty TNHH Quản lý Bất động sản Tân Thuận* (Tân Thuận Real Estate Management Co., Ltd), each **49,500,000 VND**, all paid.

Step 4 - Open one rent bill

Click the bill for 10/2026.

> *Path:* `Accounting > Vendors > Bills > BILL/2026/10/0006`



You should see: one line *Thuê văn phòng và kho thiết bị tháng 10/2026* ("office and equipment warehouse rent for October 2026"), quantity 1, unit price **45,000,000**, tax 10%, account **6427 Purchased services expense**; the term *Immediate Payment*, and the label **PAID**.

Where these two items go on B02-DN. Direct payroll sits in the *4. Costs of goods sold* line; sales payroll becomes *9. Selling expenses* (66,000,000 VND for the whole period); management payroll plus the office rent becomes *10. General administration expenses* (288,000,000 + 180,000,000 = **468,000,000 VND** for the whole period).

46 THE THREE FINANCIAL STATEMENTS: B01-DN, B02-DN, B03-DN

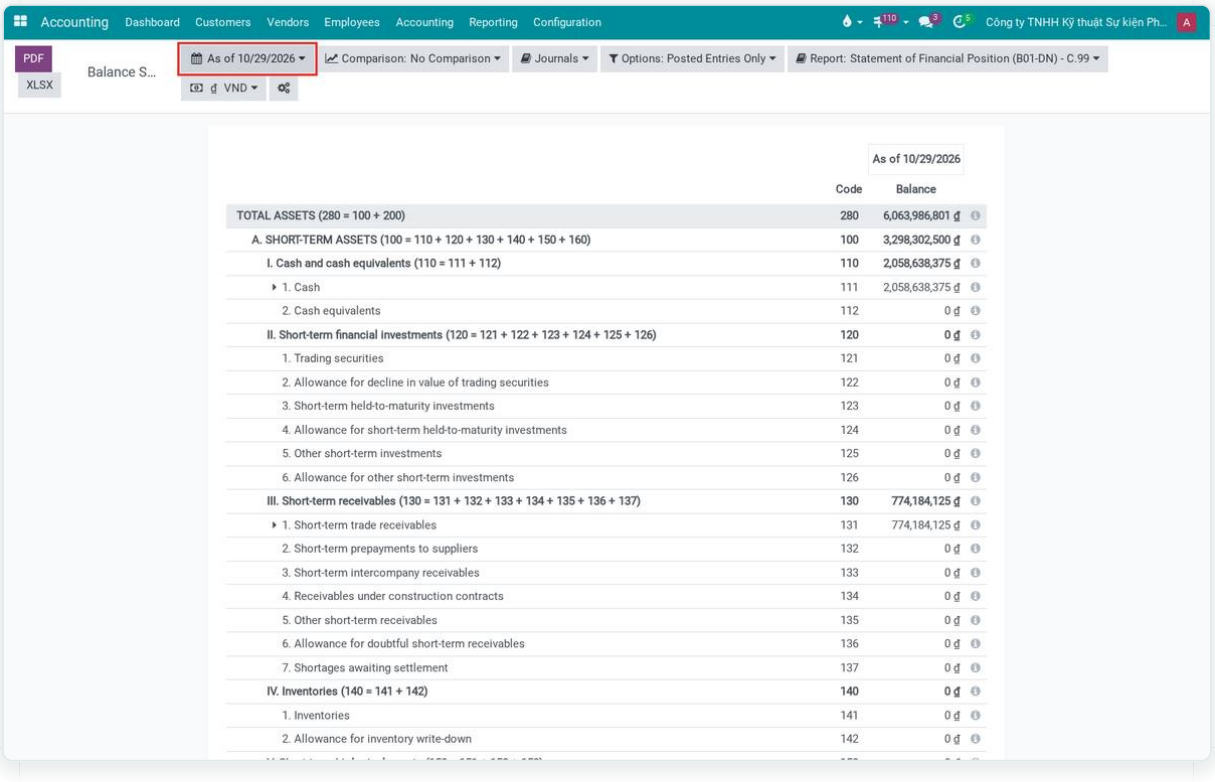
About 30 minutes. By the end of this lesson you can open the three financial statements under **Circular 99** (B01-DN statement of financial position, B02-DN profit and loss, B03-DN cash flow), set the right date, read each main line and **check for yourself** that the report balances. Who does it: the chief accountant, the Director.

> **Set the report date to 29/10/2026.** The figures below are the figures **as of 29/10/2026**, the end of the story's data period, before any document you create in the hands-on lessons (dated 30/10/2026 onwards). If you leave the default date at today, your figures will be larger because of the practice documents. All three reports count **posted entries only**.

Step 1 - Open B01-DN and set the date

Open the report, click the date box at the top of the report, under **Custom** enter **29/10/2026** in the *End Date :* field and click **Apply**.

> *Path:* `Accounting > Reporting > Statement Reports > Balance Sheet`



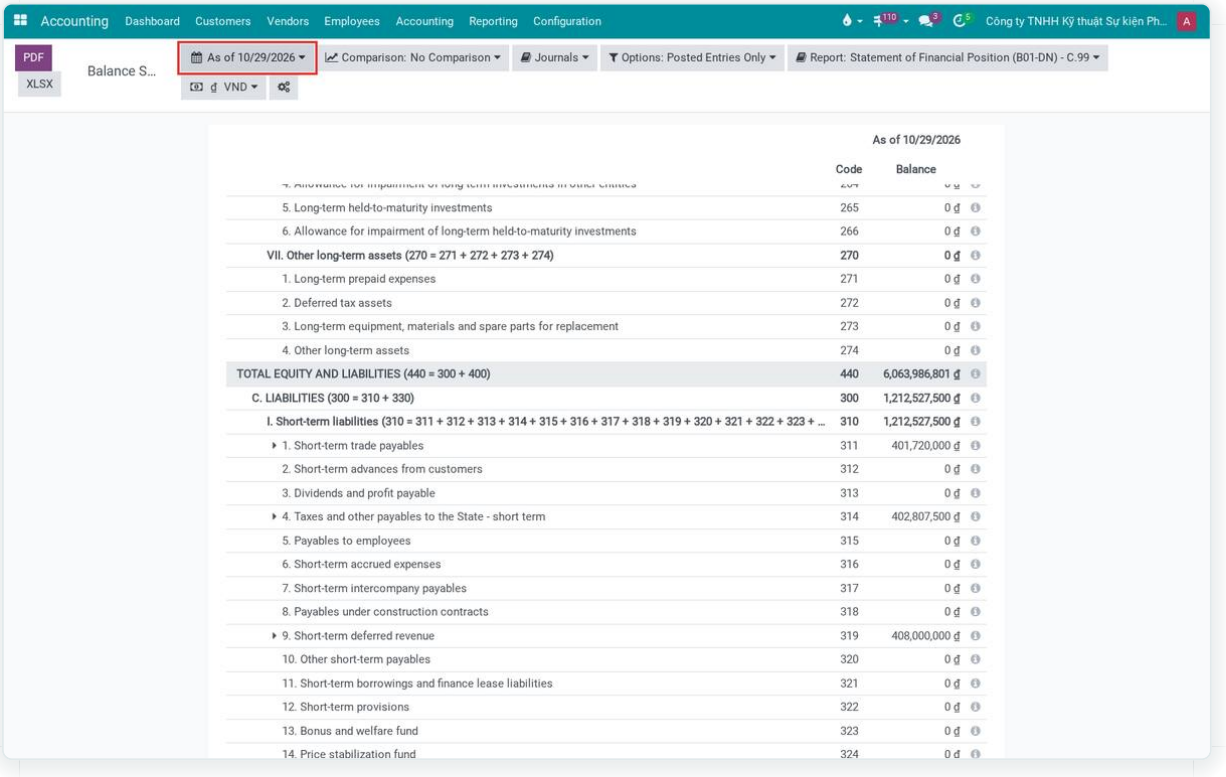
You should see: the report title reads **Statement of Financial Position (B01-DN) - C.99** and the date reads *29/10/2026*. The screenshot shows the top of the report; scroll down to see lines 162 and 220 of the table below. The assets section has:

Line	Code	Amount
TOTAL ASSETS	280	**6,063,986,801 VND**
A. SHORT-TERM ASSETS	100	3,298,302,500 VND
- 1. Cash (account 1122)	111	2,058,638,375 VND
- 1. Short-term trade receivables (131)	131	774,184,125 VND
- 2. Deductible VAT (1331)	162	465,480,000 VND
B. LONG-TERM ASSETS: II. Fixed assets (tangible)	220	2,765,684,301 VND (historical cost 2,909,600,000 less accumulated depreciation 143,915,699)

Step 2 - Read the liabilities and equity section and check the balance

Scroll down to the **Total equity and liabilities** section.

> *Path:*
> `Accounting > Reporting > Statement Reports > Balance Sheet > (scroll down)`



You should see:

Line	Code	Amount
TOTAL EQUITY AND LIABILITIES	440	**6,063,986,801 VND**
C. LIABILITIES	300	1,212,527,500 VND
- 1. Short-term trade payables (331)	311	401,720,000 VND
- 4. Taxes and other payables to the State - short term (output VAT payable, 33311)	314	402,807,500 VND
- 9. Short-term deferred revenue, which is DA04's deposit (3387)	319	408,000,000 VND
D. OWNERS' EQUITY	400	4,851,459,301 VND
- 1. Contributed capital (4111)	411	4,000,000,000 VND

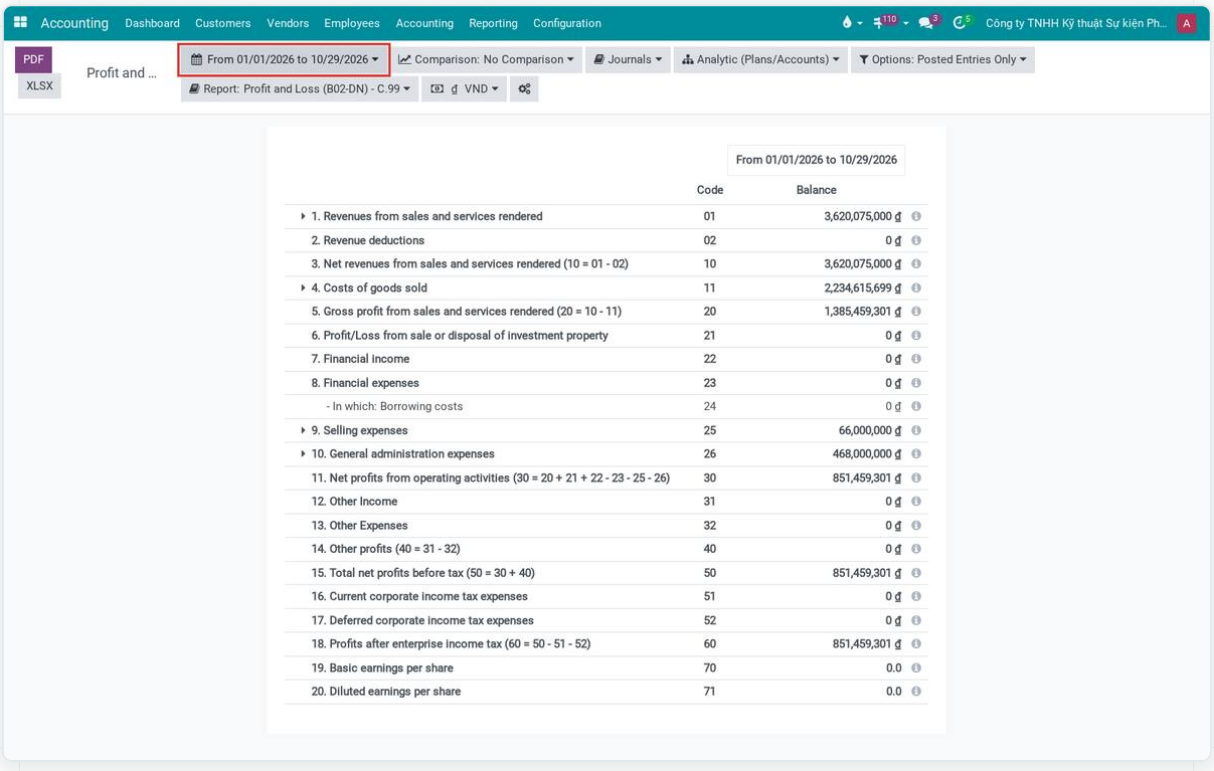
Line	Code	Amount
- Retained earnings for the current year	420b	851,459,301 VND

Check for yourself. *Total assets (280) = Total equity and liabilities (440) = 6,063,986,801 VND*: the report balances. Liabilities plus equity: 1,212,527,500 + 4,851,459,301 = 6,063,986,801. The profit of 851,459,301 VND in the equity section matches exactly the profit on B02-DN. *IV. Inventories* (140) is **0**: rental equipment is a fixed asset, not stock.

Step 3 - Open B02-DN

Open the report, click the period box, enter **Start Date 01/01/2026, End Date 29/10/2026**, then **Apply**.

> *Path:* `Accounting > Reporting > Statement Reports > Profit and Loss`



You should see: the title **Profit and Loss (B02-DN) - C.99**.

Line	Code	Amount
1. Revenues from sales and services rendered (account 511)	01 / 10	**3,620,075,000 VND**
4. Costs of goods sold (632)	11	2,234,615,699 VND
5. Gross profit from sales and services rendered	20	1,385,459,301 VND
9. Selling expenses (6411)	25	66,000,000 VND
10. General administration expenses (6421 + 6427)	26	468,000,000 VND

Line	Code	Amount
15. Total net profits before tax = 18. Profits after enterprise income tax	50 / 60	**851,459,301 VND**

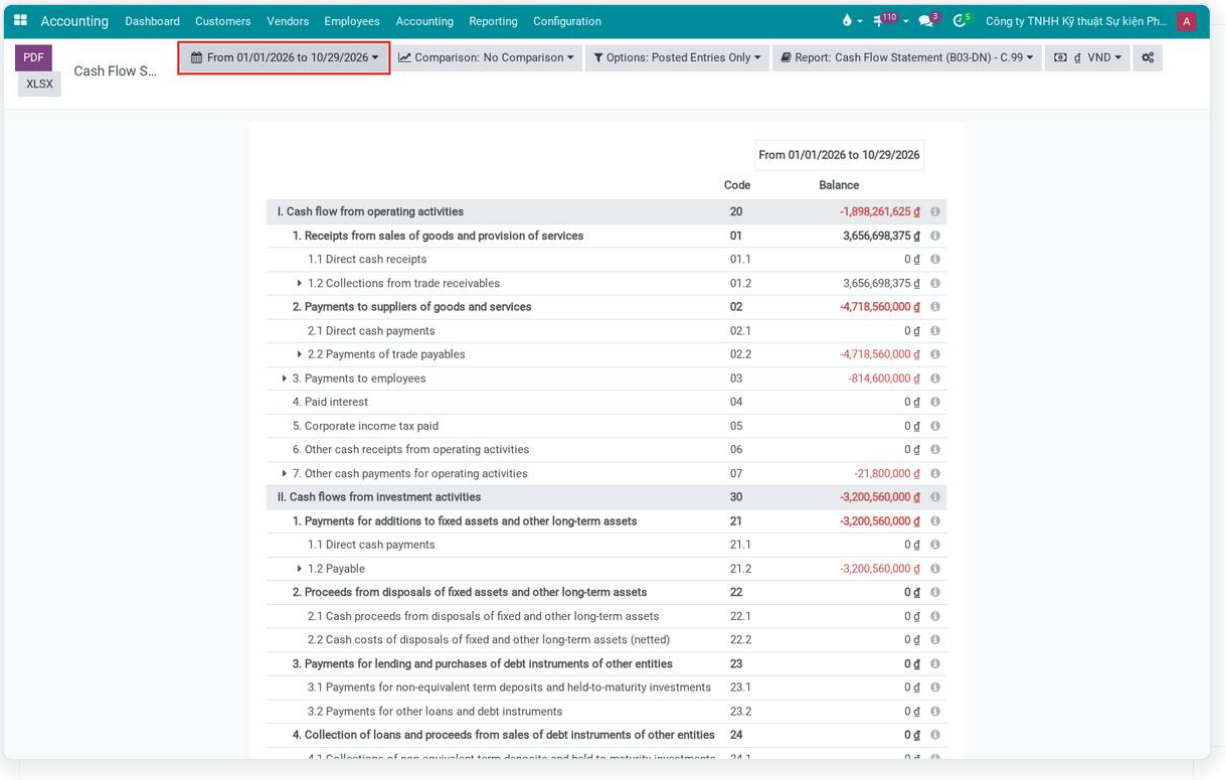
Check for yourself. 3,620,075,000 - 2,234,615,699 - 66,000,000 - 468,000,000 = **851,459,301**. The cost of goods sold of 2,234,615,699 includes the project's outside purchases, **depreciation of rental equipment** (143,915,699 VND in the period), the direct technical team's payroll and repair parts. Open the arrow beside line 11 to see each account. The two corporate income tax lines (51, 52) are zero because the data has no corporate income tax entries yet.

Why not read B02-DN month by month. A project's outside purchases are booked to cost of goods sold as soon as the invoice arrives, while revenue is booked by milestone, so monthly profit swings sharply (a loss in July, a large profit in August). Read the whole period.

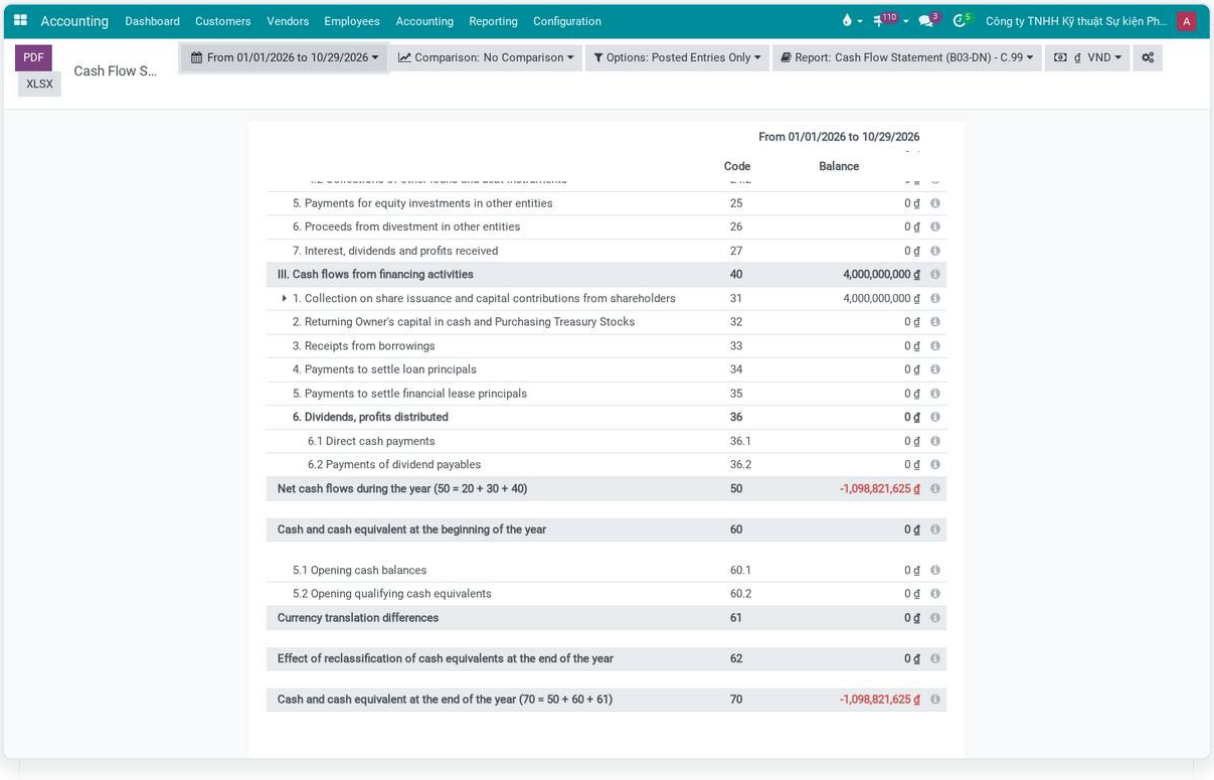
Step 4 - Open B03-DN

Open the report and set the period **01/01/2026 - 29/10/2026**.

> *Path:* `Accounting > Reporting > Statement Reports > Cash Flow Statement`



	Code	From 01/01/2026 to 10/29/2026 Balance
I. Cash flow from operating activities	20	-1,898,261,625 ₫
1. Receipts from sales of goods and provision of services	01	3,656,698,375 ₫
1.1 Direct cash receipts	01.1	0 ₫
1.2 Collections from trade receivables	01.2	3,656,698,375 ₫
2. Payments to suppliers of goods and services	02	-4,718,560,000 ₫
2.1 Direct cash payments	02.1	0 ₫
2.2 Payments of trade payables	02.2	-4,718,560,000 ₫
3. Payments to employees	03	-814,600,000 ₫
4. Paid interest	04	0 ₫
5. Corporate income tax paid	05	0 ₫
6. Other cash receipts from operating activities	06	0 ₫
7. Other cash payments for operating activities	07	-21,800,000 ₫
II. Cash flows from investment activities	30	-3,200,560,000 ₫
1. Payments for additions to fixed assets and other long-term assets	21	-3,200,560,000 ₫
1.1 Direct cash payments	21.1	0 ₫
1.2 Payable	21.2	-3,200,560,000 ₫
2. Proceeds from disposals of fixed assets and other long-term assets	22	0 ₫
2.1 Cash proceeds from disposals of fixed and other long-term assets	22.1	0 ₫
2.2 Cash costs of disposals of fixed and other long-term assets (netted)	22.2	0 ₫
3. Payments for lending and purchases of debt instruments of other entities	23	0 ₫
3.1 Payments for non-equivalent term deposits and held-to-maturity investments	23.1	0 ₫
3.2 Payments for other loans and debt instruments	23.2	0 ₫
4. Collection of loans and proceeds from sales of debt instruments of other entities	24	0 ₫



You should see: the title **Cash Flow Statement (B03-DN) - C.99**, prepared by the **direct method**, in three groups:

Group	Code	Amount
I. Cash flow from operating activities	20	-1,898,261,625 VND (receipts from clients 3,656,698,375; payments to suppliers -4,718,560,000; payments to employees -814,600,000; other cash payments for operating activities -21,800,000)
II. Cash flows from investment activities (buying equipment)	30	-3,200,560,000 VND
III. Cash flows from financing activities (receiving contributed capital)	40	4,000,000,000 VND
Net cash flows during the year	50	-1,098,821,625 VND

> **Important note: B03-DN on this demo system does not yet match B01-DN.** The closing cash (code 70) currently reads **-1,098,821,625 VND**, while the cash on B01-DN is **2,058,638,375 VND** (a gap of 3,157,460,000 VND). The main cause that can be seen: the payment of **3,200,560,000 VND** for equipment (dated 01/08/2026) is being counted **twice**, once in the payments to suppliers within operating activities (line 02.2, *2.2 Payments of trade payables*) and once within investment activities (line 21.2, *1.2 Payable*). Use B03-DN to see the **structure** of cash flow (receipts from clients, payments to suppliers, contributed capital) and **compare the closing cash with B01-DN or the bank balance** before relying on the final figure; this needs correcting at deployment.

A quick way to check the three reports balance

1. B01-DN: *Total assets (280) = Total equity and liabilities (440)*.
2. B02-DN: profit after enterprise income tax (60) = the line *Retained earnings for the current year* (420b) of B01-DN.
3. B01-DN: *1. Cash (111)* = the bank journal balance on the dashboard = *Cash and cash equivalent at the end of the year (70)* of B03-DN (B03-DN does not match yet; see the note above).
4. B01-DN's line *Short-term trade receivables (131)* = the *Total* row of the aged receivables report on the same date.

47 PRINT TEMPLATES: PRINTING INVOICES, QUOTATIONS, RECEIPTS AND ASSET CARDS

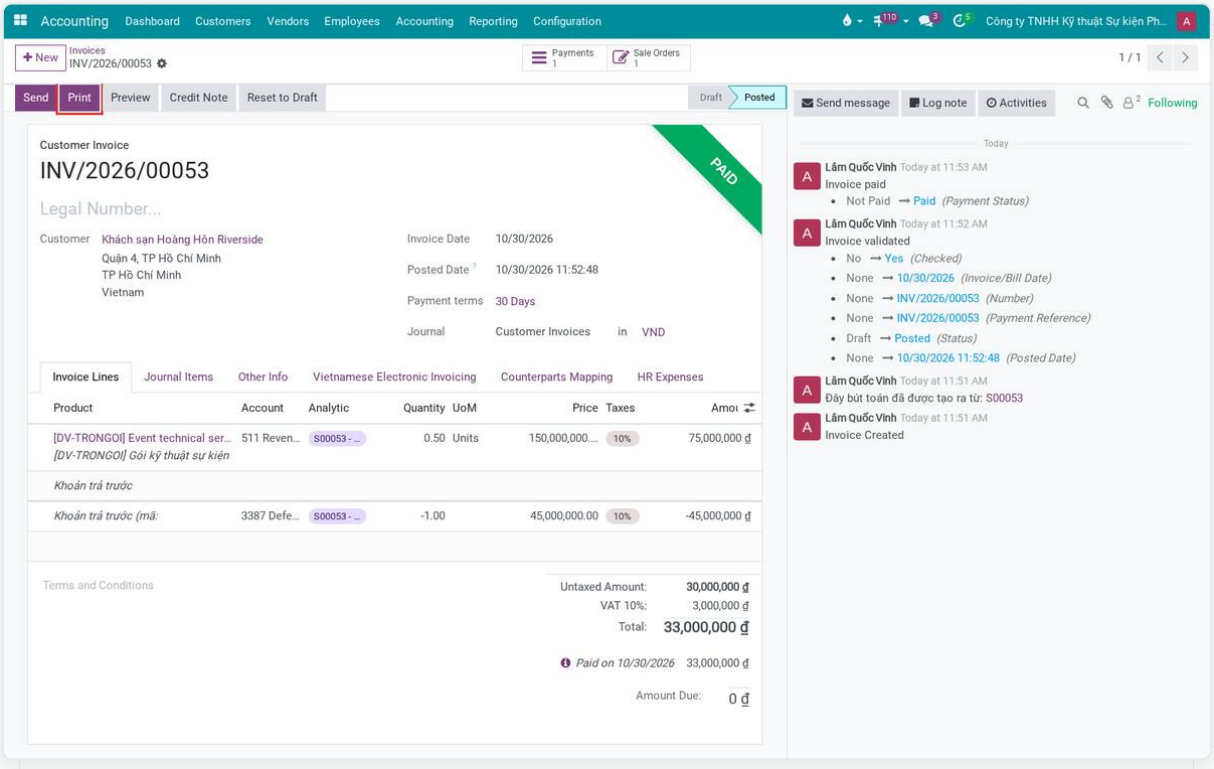
About 25 minutes. By the end of this lesson you can print the documents Phương Nam uses most to a **PDF** file and know how to read each template. The general way to print: on an **invoice** click the **Print** button on the top bar; on a sales order or a payment click the **cogwheel icon** beside the document name, then **Print**, then choose the template; in a **list** (assets, expense reports) tick the lines then click the **Print** button at the head of the list. The browser downloads a PDF file. The system has **74 print templates** (invoices, quotations, receipts and payments, expense reports, fixed asset cards, journal entries, statements, follow-up reports, timesheets, delivery slips...); this lesson prints the six common ones. Several printed templates have no English translation yet, so they print mostly in Vietnamese: the invoice and the quotation or order almost entirely, the fixed asset card in large part; the timesheet, credit note and expense report print in English apart from data names.

> **Replace before sending to a real client.** On every printed template the top left corner currently shows **"Your logo"** (the company logo has not been uploaded) and the tax code is **0000000000** (not yet entered), together with a **"Tax ID"** label in English on the invoice, quotation and expense report templates. At deployment, the administrator uploads the logo and enters the tax code in the company information.

Step 1 - Print an invoice

Open a customer invoice and click **Print**.

> *Path:* `Accounting > Customers > Invoices > (the invoice) > Print`





Your logo

Công ty TNHH Kỹ thuật Sự kiện Phương Nam
Số 18 đường số 7, Khu dân cư Tân Thuận
Thành phố Hồ Chí Minh
Việt Nam

Tax ID: 0000000000

Khách sạn Hoàng Hôn Riverside
Quận 4, TP Hồ Chí Minh
TP Hồ Chí Minh
Việt Nam

Hóa đơn INV/2026/00053

Ngày hóa đơn 30/10/2026 **Ngày đến hạn** 29/11/2026 **Nguồn** S00053

Diễn giải	Số lượng	Đơn giá	Thuế	Số tiền	Tiền thuế	Tổng tiền
[DV-TRONGOI] Gói kỹ thuật sự kiện trọn gói (thu theo mốc)	0,50 Đơn vị	150.000.000,00	Thuế GTGT phải nộp 10%	75.000.000 ₫	7.500.000 ₫	82.500.000 ₫
Khoản trả trước						
Khoản trả trước (mã: INV/2026/00051 vào 30/10/2026)	-1,00 đơn vị	45.000.000,00	Thuế GTGT phải nộp 10%	-45.000.000 ₫	-4.500.000 ₫	-49.500.000 ₫
					Thành tiền	-45.000.000 ₫

Điều khoản thanh toán: 30 ngày

Nội dung thanh toán: **INV/2026/00053**

Số tiền trước thuế	30.000.000 ₫
Thuế GTGT 10%	3.000.000 ₫
Tổng tiền	33.000.000 ₫
Thanh toán vào 30/10/2026	33.000.000 ₫
Số tiền còn phải thanh toán	**0 ₫**

Tổng tiền bằng chữ:
Ba Mươi Ba Triệu Đồng

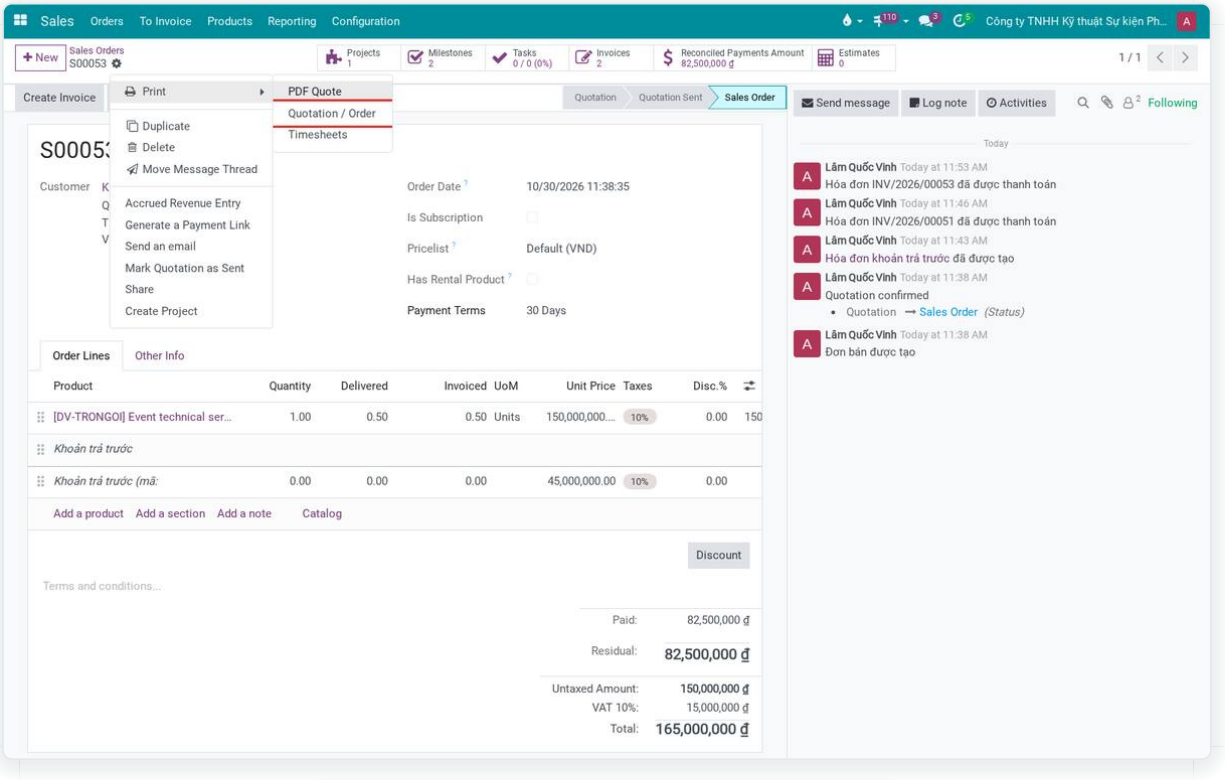
028 3800 0000 lienhe@phuongnam-event.example https://prjrental.demo.viindoo.cloud 0000000000 Trang 1/1

You should see: a one-page PDF file named after the invoice number: company name and address, the client, the invoice title with its number, the invoice date, due date, source (the sales order), the lines (the lump-sum service, the down payment deduction line), the amount before tax, 10% VAT, the total, the lines for the amount paid and the amount still due, and the **amount in words**.

Step 2 - Print a quotation or order

Open the sales order, click the cogwheel icon, **Print**, then **Quotation / Order**.

> *Path:* `Sales > Orders > Orders > (the order) > cogwheel > Print > Quotation / Order`



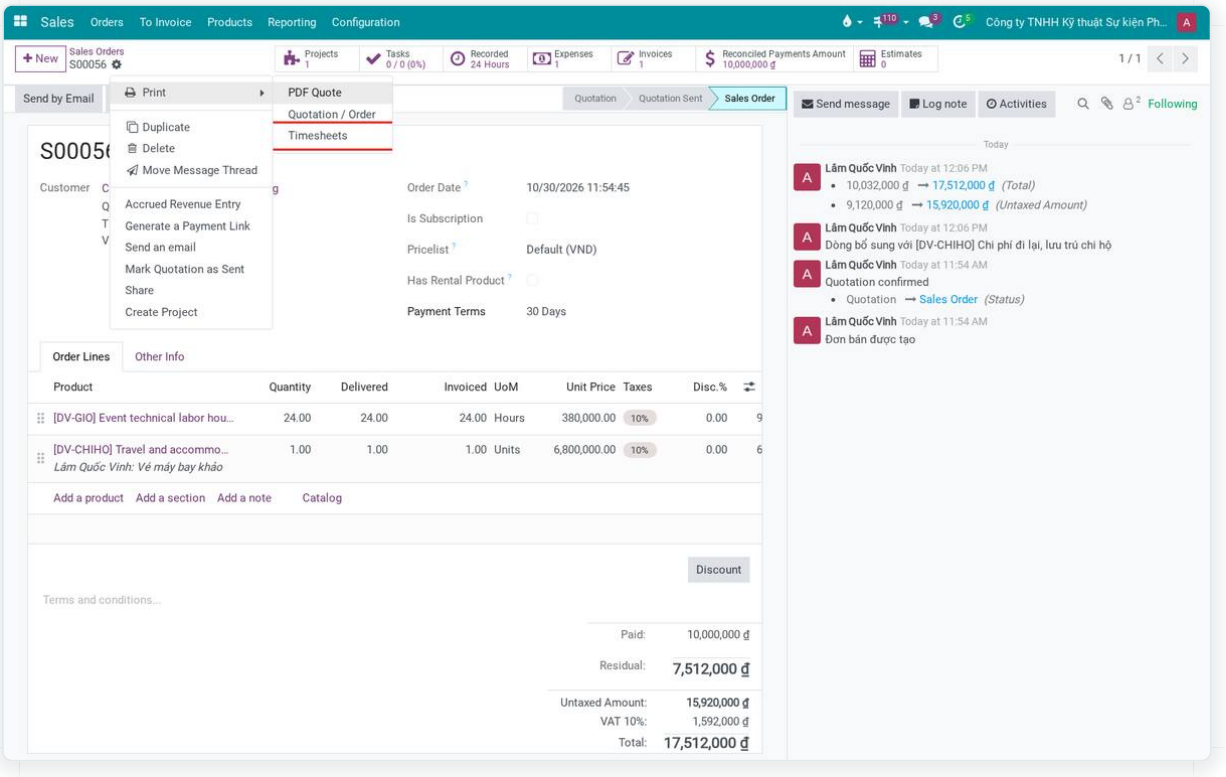


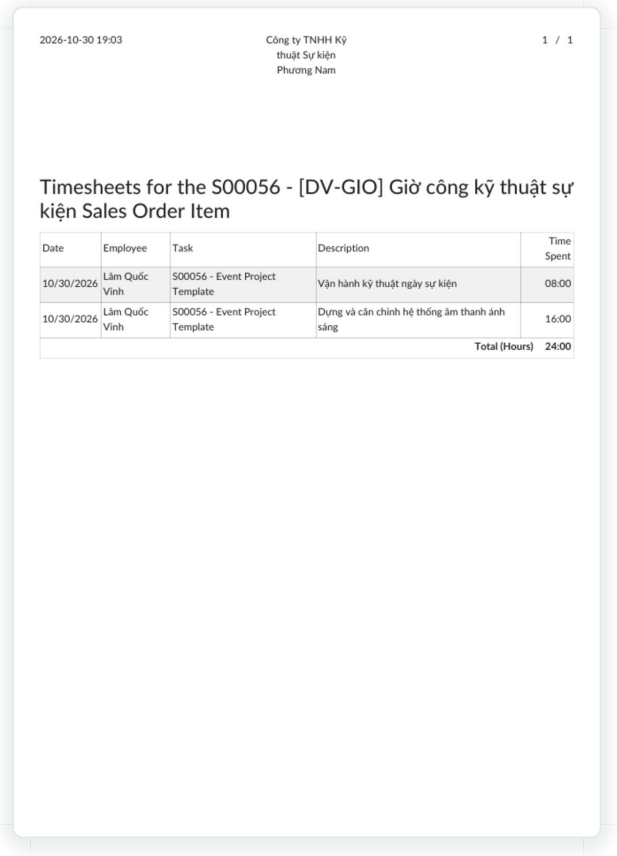
You should see: the *Print* menu has three templates: **PDF Quote**, **Quotation / Order**, **Timesheets**. The Quotation / Order template shows the order number (S000xx), the order date, the salesperson, the lines, a down payment line if a deposit was paid, the total of 165,000,000 VND and the 30-day payment term.

Step 3 - Print the timesheet of an order

Open Gia Khang's hourly order, the cogwheel, **Print**, **Timesheets**.

> *Path:* `Sales > Orders > Orders > (the hourly order) > cogwheel > Print > Timesheets`





2026-10-30 19:03 Công ty TNHH Kỹ thuật Sự kiện Phương Nam 1 / 1

Timesheets for the S00056 - [DV-GIO] Giờ công kỹ thuật sự kiện Sales Order Item

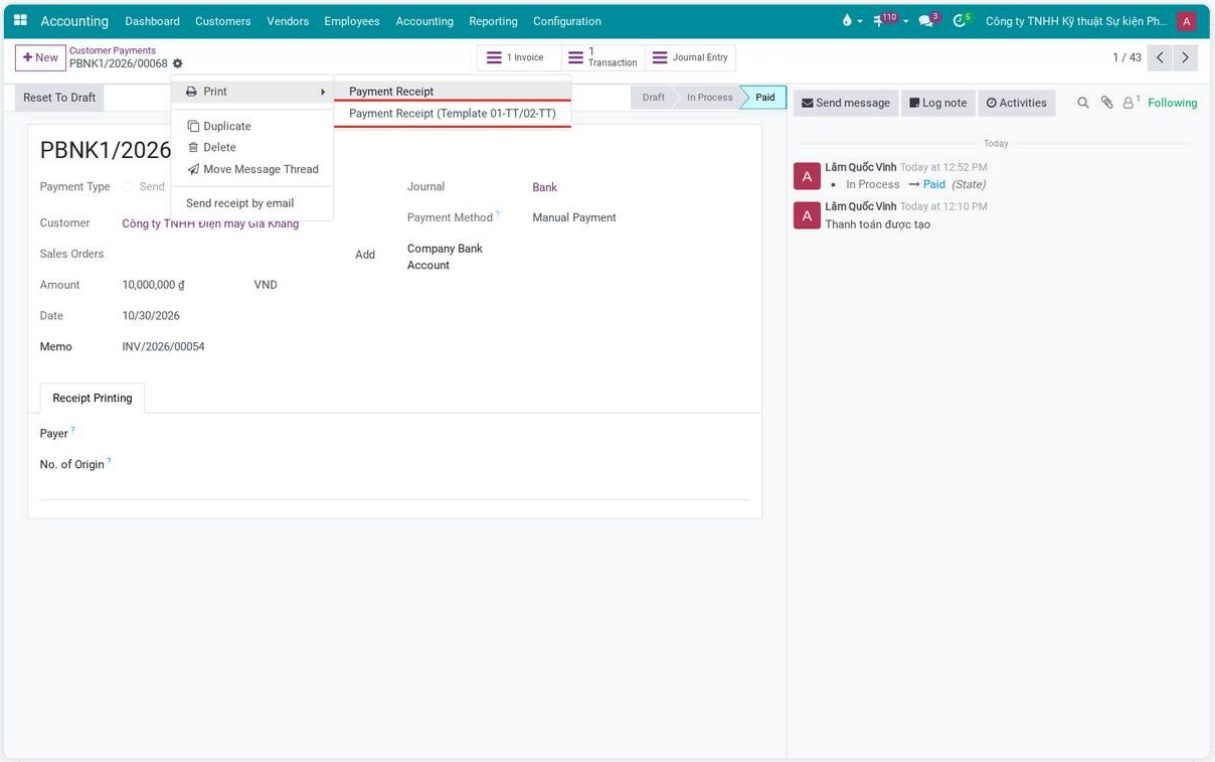
Date	Employee	Task	Description	Time Spent
10/30/2026	Lâm Quốc Vinh	S00056 - Event Project Template	Vận hành kỹ thuật ngày sự kiện	08:00
10/30/2026	Lâm Quốc Vinh	S00056 - Event Project Template	Dựng và căn chỉnh hệ thống âm thanh ánh sáng	16:00
			Total (Hours)	24:00

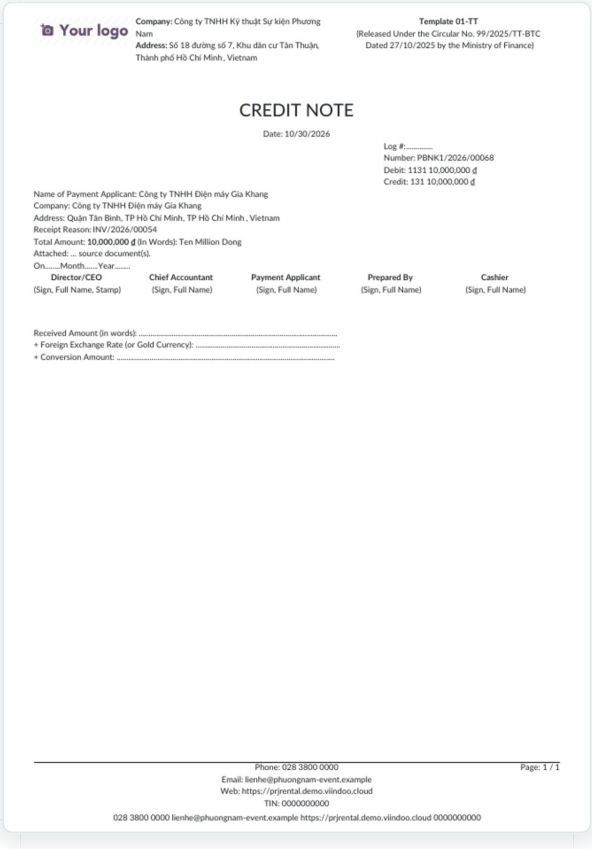
You should see: a title naming the order and the service line (`[DV-GIO] Event technical labor hours`), a table with date, employee, task, description and time spent (08:00 and 16:00), and a **total row of 24:00 hours**. This is the file you send with the invoice so the client can check the hours.

Step 4 - Print a credit advice or receipt

Open a payment, the cogwheel, **Print**, then **Payment Receipt (Template 01-TT/02-TT)**.

> *Path:* `Accounting > Customers > Payments > (the payment) > cogwheel > Print > Payment Receipt (Template 01-TT/02-TT)`





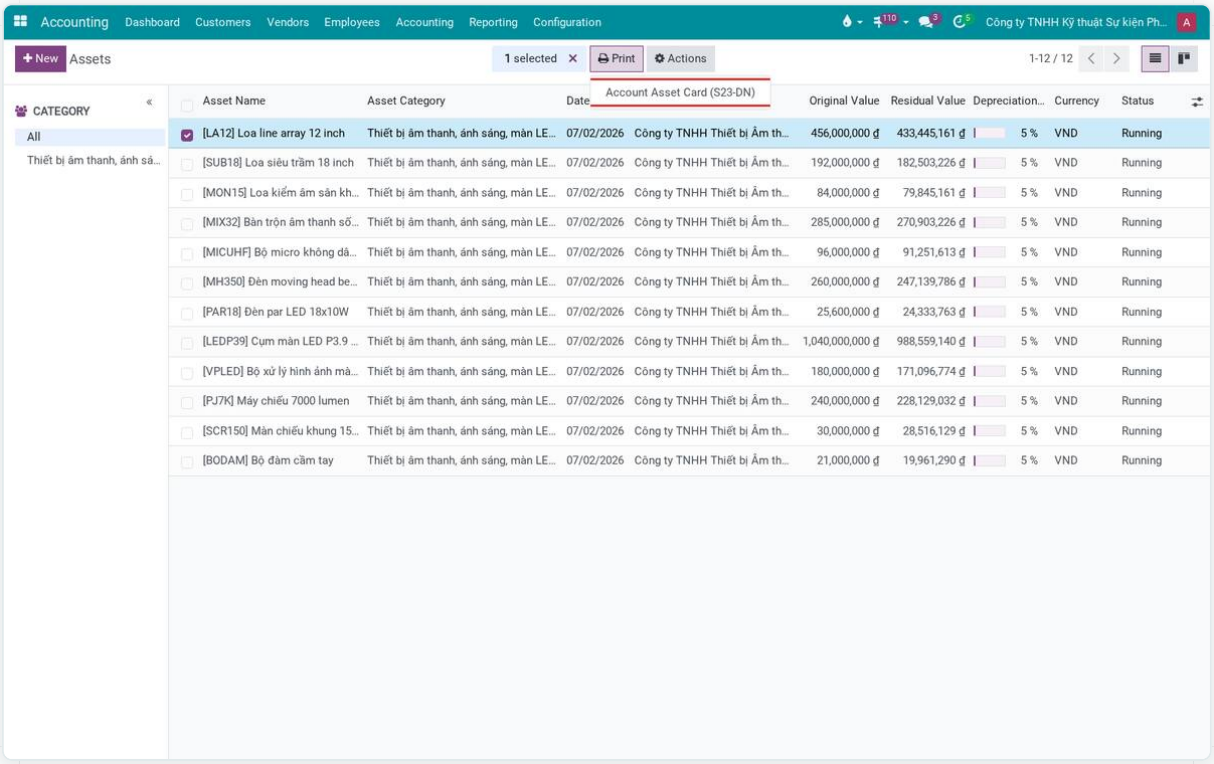
You should see: the menu has two templates, **Payment Receipt** and **Payment Receipt (Template 01-TT/02-TT)**. The template follows **Circular 99/2025/TT-BTC**; for a payment made through the bank the printout is titled **CREDIT NOTE** (the bank credit advice), shows the document number, the entry **debit 1131 / credit 131**, the reason for receipt (the invoice number), the amount in

figures and in words, and the signature boxes for the director, chief accountant, payer, preparer and cashier.

Step 5 - Print a fixed asset card (S23-DN)

In the asset list, **tick** the asset `[LA12] Loa line array 12 inch`, click the **Print** button at the head of the list, then choose **Account Asset Card (S23-DN)**.

> *Path:* `Accounting > Accounting > Assets > (tick the asset) > Print > Account Asset Card (S23-DN)`





Your logo

Company: Công ty TNHH Kỹ thuật Sự kiện Phương Nam
Address: Số 18 đường số 7, Khu dân cư Tân Thuận, Thành phố Hồ Chí Minh, Vietnam

Template S23-DN
(Released Under the Circular No. 99/2025/TT-BTC Dated 27/10/2025 by the Ministry of Finance)

THẺ TÀI SẢN CỐ ĐỊNH

Tên: [LA12] Loa line array 12 inch
Số: .....
Ngày 02 tháng 07 năm 2026 lập thẻ

Căn cứ vào biên bản giao nhận TSCĐ số ..... ngày 02 tháng 07 năm 2026
Tên, ký mã hiệu, quy cách (cấp hạng) TSCĐ: [LA12] Loa line array 12 inch, Số hiệu TSCĐ .....
Nước sản xuất (xây dựng) ..... Năm sản xuất .....
Bộ phận quản lý, sử dụng ..... Năm đưa vào sử dụng 2026
Công suất (diện tích) thiết kế .....
Đình chỉ sử dụng TSCĐ ngày ..... tháng ..... năm .....
Lý do đình chỉ .....

Số hiệu chứng từ	Nguyên giá tài sản cố định			Giá trị hao mòn tài sản cố định		
	Ngày tháng năm	Diễn giải	Nguyên giá	Năm	Giá trị hao mòn	Cộng dồn
	2026-07-02		456,000,000 ₫	2026	0 ₫	0 ₫
	2026-07-31		0 ₫	2026	7,354,839 ₫	7,354,839 ₫
	2026-08-31		0 ₫	2026	7,600,000 ₫	14,954,839 ₫
	2026-09-30		0 ₫	2026	7,600,000 ₫	22,554,839 ₫

Dụng cụ phụ tùng kèm theo

Số TT	Tên, quy cách dụng cụ, phụ tùng	Đơn vị tính	Số lượng	Giá trị

Ghi giảm TSCĐ chứng từ số.....ngày 02 tháng 07 năm 2026

Lý do giảm:.....

On.....Month.....Year.....

Prepared By
(Signature, Full Name)

Chief Accountant
(Signature, Full Name)

Director/CEO
(Signature, Full Name, Job Title)

Phone: 028 3800 0000
Email: lienhe@phuongnam-event.example
Web: https://prjrental.demo.viindoo.cloud
TIN: 0000000000

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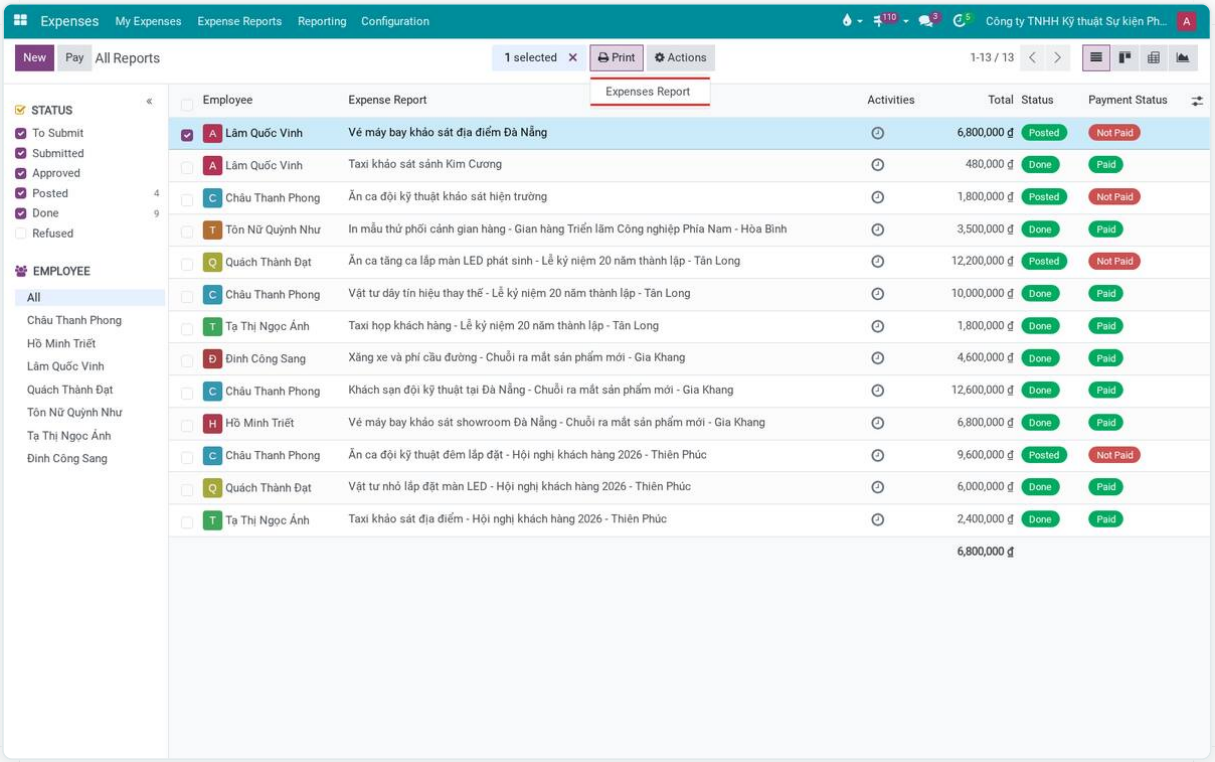
028 3800 0000 lienhe@phuongnam-event.example https://prjrental.demo.viindoo.cloud 0000000000

You should see: the **S23-DN** card under Circular 99/2025: the asset name, the card date 02/07/2026, the year it entered use, a table of the original value of **456,000,000 VND** and a table of the wear for each period (7,354,839 VND for the 31/07 period, then 7,600,000 VND a month, accumulating to **22,554,839 VND** after three periods), and the signature boxes for the preparer, chief accountant and director.

Step 6 - Print an expense report

In the list of expense reports, tick the report *Site survey flight ticket to Đà Nẵng*, click the **Print** button at the head of the list, then choose **Expenses Report**.

> *Path:* `Expenses > Expense Reports > (tick the report) > Print > Expenses Report`




Your logo

Công ty TNHH Kỹ thuật Sự kiện Phương Nam
Số 18 đường số 7, Khu dân cư Tân Thuận
Thành phố Hồ Chí Minh
Việt Nam

Tax ID: 0000000000

Expenses Report

Vé máy bay khảo sát địa điểm Đà Nẵng

Employee: Lâm Quốc Vinh
Date: 10/30/2026
Manager: Lâm Quốc Vinh
Paid by: Employee (to reimburse)

Date	Name	Unit Price	Quantity	Taxes	Subtotal
10/30/2026	Vé máy bay khảo sát địa điểm Đà Nẵng	6,800,000.00	1.00		6,800,000 ₫
			Untaxed Amount		6,800,000 ₫
			Taxes		0 ₫
			Total		**6,800,000 ₫**

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You should see: the title *Expenses Report*, the report name, the employee, the manager, the date, the payer, a table of expenses (date, name, unit price, quantity, tax, amount) and the total of **6,800,000 VND**.

Templates not tried. The delivery slip (the slip for handing out rental equipment, see Part IV. Equipment rental), journal entries, bank statements and the follow-up report have their own templates in the list of 74 but were not trial-printed in this lesson.

48 REPORTS IN THE ACCOUNTING PART

About 15 minutes. The **complete** list of accounting reports on the system, grouped. **Statutory** reports carry their form code (S03a-DN, S03b-DN, S07-DN, S08-DN, S38-DN, B01-DN, B02-DN, B03-DN, 01-1/GTGT, 01-2/GTGT, S10/S11/S12-DN). Open them all from `Accounting > Reporting`; financial statements and ledgers have **PDF** and **XLSX** buttons at the top left to export a file.

Vietnamese accounting ledgers (`Accounting > Reporting > Vietnam Accounting Reports`)

Report	The question it answers
General Journal (S03a-DN)	What did every entry record, in date order?
Ledger (S03b-DN)	The balance and movements of each account in time order
Account Detail Sheet (S38-DN)	Which entries make up one account (for example 511)?
Account Cash Book (S07-DN)	How is the cash fund received, paid and left?
Account Bank Deposit Book (S08-DN)	How are the bank deposits received, paid and left?

Financial statements (`Accounting > Reporting > Statement Reports`)

Report	The question it answers
Balance Sheet (the statement of financial position, B01-DN)	How much in assets, debts and equity does the company have on one date?
Profit and Loss (B02-DN)	How much profit or loss in the period?
Cash Flow Statement (B03-DN)	Which activities brought cash in and paid it out? (compare with B01-DN, see the earlier lesson)
Tax Report	Input and output VAT for each tax rate
Executive Summary	Cash received, cash spent, cash balance, revenue, cost of goods and profit in one table

Partner reports (`Accounting > Reporting > Partner Reports`)

Report	The question it answers
Aged Receivable	Which clients owe, and for how long (see the lesson *Collecting payment, aged receivables and multi-level follow-ups*)
Aged Payable	Which vendors the company owes, and for how long
Partner Ledger	Debit, credit and balance of each client, vendor and employee

Invoice declarations (`Accounting > Reporting > Invoice Declaration`)

Report	The question it answers
List of Invoice, Financial paper of Sold Goods (01 -1/GTGT)	The list of sales invoices for the tax return
List of Invoice, Financial paper of Purchased and Services (01 -2/GTGT)	The list of purchase invoices for the tax return

Audit reports (`Accounting > Reporting > Audit Reports`)

Report	The question it answers
Trial Balance	Opening balance, movements and closing balance of every account; total debit must equal total credit
Journal Items Analysis	A pivot of movements by account, partner and month
General Ledger	The detailed entries of each account

Management (`Accounting > Reporting > Management`)

Report	The question it answers
Budget Report	Plan, actual and theoretical amount of each analytic account (project)
Analytic Report	Profit and loss viewed along several plans (project, department, month)
Invoice Analysis	Revenue by client and by month
Invoice & Bill Analysis	Sales and purchase amounts by product category (event services, outside purchases for projects, rental equipment, rental fees) and by month
Assets	Analysis of fixed assets by category and by value
Asset Depreciation	Depreciation of each asset, each period (see the lesson *Fixed assets and depreciation of rental equipment*)
Transfer / Allocation Analysis	How deferred costs or revenues are being allocated (empty in the story's data)
Audit Trail	The log of changes to documents (see the note below)

Stock reports (`Accounting > Reporting > Stock Reports`)

Report	Note
General Inventory Journal (S11-DN); Stock-In Report; Stock-Out Report; Product Journal (S10-DN); Stock Card (S12-DN)	Phương Nam holds no stock (rental equipment is a fixed asset in account 211, not in the merchandise stock 156), so these five reports have no figures. They are ready for when the company buys and sells goods

> **Note.** In the trial, the *Audit Trail* menu could not be opened by clicking the menu the way the other reports can. The reports in the *Vietnam Accounting Reports* group (ledgers) and *Invoice Declaration* display in the form set by the Circular; open each report, choose the period, then click **PDF** to print the exact form.

Number of reports openable from the menu: 86 reports across the whole system (the admin account), including those for sales, projects, rental, maintenance and stock.

Number of printable document templates: 74 document templates across the whole system (invoices, quotations, receipts and payments, expense reports, fixed asset cards, journal entries, statements, follow-up reports, timesheets...); the lesson *Print templates: printing invoices, quotations, receipts and asset cards* trial-prints the ones Phương Nam uses most.

49 HANDS-ON EXERCISE: FROM DOCUMENTS TO FINANCIAL STATEMENTS

About 40 minutes. Work on your own documents (the invoices and receipts from the two invoicing lessons). Each question says where to check your answer.

1. **Bank balance.** Open the accounting dashboard and read the balance of the Bank card. *Check:* it equals the balance of account 1122 and the line *1. Cash (111)* of B01-DN on the same date.
2. **Reconcile a new receipt.** Raise any invoice for Khách sạn Hoàng Hôn Riverside, collect the payment, then add a bank transaction of the same amount and reconcile it. *Check:* the transaction card carries the **Reconciled** label; the balance of account **1131** returns to **0**.
3. **Undo a reconciliation.** Click **Revert Reconciliation** on the one you just made, then validate again. *Check:* the label switches back and forth between *Reconciled* and the *Validate* button.
4. **Depreciation.** Open the asset `[PJ7K] Máy chiếu 7000 lumen` (the 7,000-lumen projector). *Check:* original value 240,000,000 VND (5 units x 48,000,000 VND); a full period depreciates **4,000,000 VND** a month (240,000,000 / 60); the depreciation entry is debit **632**, credit **2141**.
5. **Payroll entry.** Open the payroll entry for 08/2026. *Check:* debit 632 152,000,000 + debit 6411 22,000,000 + debit 6421 96,000,000 = credit 334 **270,000,000 VND**.
6. **B01-DN on the right date.** Open B01-DN and set the *End Date :* to **29/10/2026**. *Check:* Total assets **6,063,986,801 VND**, equal to Total equity and liabilities; receivables (131) **774,184,125 VND**.
7. **B01-DN as of today.** Change the date back to today. *Check:* receivables (131) are larger than 774,184,125 VND by exactly the amount still owed on the invoices you created (for example the hours invoice with 7,512,000 VND remaining if you collected 10,000,000 VND).
8. **B02-DN profit.** Set the period 01/01/2026 - 29/10/2026. *Check:* profit **851,459,301 VND** = 3,620,075,000 - 2,234,615,699 - 66,000,000 - 468,000,000.

9. **Spot the B03-DN gap.** Open B03-DN for the same period and compare *Cash and cash equivalent at the end of the year* with *1. Cash* on B01-DN. *Check:* the two figures differ; find lines 02.2 and 21.2 to see the 3,200,560,000 VND payment appear in both.
10. **Print a document.** Open an invoice and click **Print**. *Check:* the browser downloads a PDF file named after the invoice number (see the lesson *Print templates: printing invoices, quotations, receipts and asset cards*).

PART REFERENCE AND APPENDICES

This part is for your company to use **after working through the lessons**: to find quickly the report for a management question, to know what the system **does not yet have** on this demo system, the **made-up** figures your company needs to confirm, and a table of paths to every screen mentioned.

50 MANAGEMENT QUESTIONS: WHICH REPORT TO OPEN

The right-hand column points to the lesson that has the report (lesson titles; the lesson numbers are assigned by whoever merges the parts).

The executive's question	Open this report	Path	See lesson
Does this project make a profit or a loss, and which item causes the loss?	The project's Profitability panel	`Project > Projects > (the project) > Dashboard > Profitability`	*The project Profitability panel: profit or loss, and drilling down to documents*
Which project is spending over plan?	Budgets Analysis	`Budgets > Budgets Analysis`	*Against the budget, analysis by analytic plan, and closing a project*
For the same expense, how does it look by department or by project?	Analytic Report	`Accounting > Reporting > Management > Analytic Report`	*Against the budget...*

The executive's question	Open this report	Path	See lesson
Which clients owe money, and how long overdue?	Aged Receivable	`Accounting > Reporting > Partner Reports > Aged Receivable`	*Collecting payment, aged receivables and multi-level follow-ups*
Which follow-up level is each client at, and have they been reminded?	Follow-up Reports	`Followup > Follow-up Reports`	*Collecting payment, aged receivables and multi-level follow-ups*
How much does the company still owe vendors, and for how long?	Aged Payable	`Accounting > Reporting > Partner Reports > Aged Payable`	*Reports in the Accounting part*
Is the company profitable, and by how much?	Profit and Loss, B02-DN	`Accounting > Reporting > Statement Reports > Profit and Loss`	*The three financial statements: B01-DN, B02-DN, B03-DN*
How much in assets and how much in debt does the company have?	Statement of Financial Position, B01-DN	`Accounting > Reporting > Statement Reports > Balance Sheet`	*The three financial statements: B01-DN, B02-DN, B03-DN*
Where did the cash come in and go out?	Cash Flow Statement, B03-DN (compare with B01-DN)	`Accounting > Reporting > Statement Reports > Cash Flow Statement`	*The three financial statements: B01-DN, B02-DN, B03-DN*
What are the rental equipment worth, and how much is this month's depreciation?	Assets; Asset Depreciation	`Accounting > Accounting > Assets` and `Asset Depreciation`	*Fixed assets and depreciation of rental equipment*
Has the money the client transferred been matched to the bank ledger?	Bank statement reconciliation	`Accounting > Dashboard > Bank > Transactions`	*Bank statements and reconciliation*
What are input and output VAT each month?	Tax Report; the invoice declarations for sales (01-1/GTGT) and purchases (01-2/GTGT)	`Accounting > Reporting > Statement Reports > Tax Report` ; `Accounting > Reporting > Invoice Declaration`	*Reports in the Accounting part*
The balance and movements of one account?	Account Detail Sheet (S38-DN); Ledger; Trial Balance	`Accounting > Reporting > Vietnam Accounting Reports` and `Audit Reports`	*Reports in the Accounting part*

The executive's question	Open this report	Path	See lesson
How many hours have been billed to clients and how many have not?	Timesheets by Billing Type	`Timesheets > Reporting > Timesheets > By Billing Type`	*Reports for invoicing, receivables and project profit and loss*
Which units are with clients and which are in the warehouse?	The rental Inventory Report	`Rental > Reporting > Inventory Report`	Part IV. Equipment rental
Which equipment rents out most profitably?	Rental Analysis	`Rental > Reporting > Rental Analysis`	Part IV. Equipment rental
Which tasks are late, and who works fastest?	Tasks Analysis; Velocity Analysis	`Project > Reporting > Tasks Analysis` and `Velocity Analysis`	Part III. Project planning and execution
What is waiting for someone's approval?	Approval Analysis; Approver Workload	`Approval > Reports > Approval Analysis`	Part I. General configuration
How much has been paid on behalf, and who is holding advances?	Expenses Analysis; the advance reports	`Expenses > Reporting > Expenses Analysis`; `Employee Advance > Reports`	Part III. Project planning and execution
Revenue by month, by client, by product?	Invoice Analysis	`Accounting > Reporting > Management > Invoice Analysis`	*Reports for invoicing, receivables and project profit and loss*

51 WHAT THIS DEMO SYSTEM DOES NOT YET HAVE

The items below are things the system **does not do** in the version your company is trying. The handbook does not promise them; the right-hand column says what to do instead.

Not available	What your company does instead
Approving a **resource plan** (assigning people and equipment) as its own type of approval	Approve the **project plan** (name, dates, person in charge, milestones) and approve the **estimate** through approvals
A Gantt chart **for the whole portfolio** (one bar per project) and a **critical path** calculation	A Gantt at **task** level inside each project, with dependency arrows

Not available	What your company does instead
A warning of **overlapping rental equipment bookings** on the project Gantt	Check the quantity and serial numbers still free in the period when you create the rental quotation; the system does not block a double rental, so check by hand before confirming
Seeing staff **time off** directly on the Gantt chart when assigning people	Look at the leave calendar in the **Time Off** application
A budget that **automatically blocks** purchases or spending over the limit	The budget only compares plan with actual; to block, use threshold-based approval (quotations over 1.5 billion VND, purchase orders over 500 million VND)
Approved timesheets as a condition for invoicing by hours	Approval only locks the timesheet lines against editing and shows a status; the accountant checks the approved hours before invoicing
Automatic charging of damage or loss of rental equipment	Add a damage fee line by hand on the rental contract. **Late-return fees are automatic** (the unit's own daily rental price, after a 2-hour threshold)
Automatically creating a maintenance request when equipment comes back	The technician creates the maintenance request by hand, or relies on the preventive maintenance schedule
GPS tracking of equipment	"Where it is" means the warehouse location, or the rental location and the client holding it, according to the delivery slip
Re-delivery of equipment on a rental contract that has been returned	Create a new rental contract
A separate application for **assigning shifts by skill**	The task Gantt inside each project
Holding in-progress project costs in account 154 until acceptance: not done on this data (it needs an extra transfer entry)	Outside purchases are booked to cost of goods sold when the bill arrives; read profit and loss by project and over the whole period, not by month
B03-DN matching closing cash to B01-DN	Compare the closing cash with B01-DN and the bank balance before relying on it (see the lesson *The three financial statements: B01-DN, B02-DN, B03-DN*)

52 MADE-UP FIGURES YOUR COMPANY NEEDS TO CONFIRM

Every figure below was **assumed** by the handbook to build the story. When you deploy for real, you replace it with the real figure.

Figure	Assumption in the handbook	Your company confirms
Names of the company, clients, vendors, employees	Fictional	The real list
Internal hourly rates	110,000 - 350,000 VND an hour depending on job title; the Director 350,000 VND	The real rate table
Selling price of one hour	380,000 VND	The hourly price list
Project contract values	540 million - 1.36 billion VND	The real values
Deposit percentage and milestone proportions	30% deposit; milestones 30/40/30 and 50/50	The real terms
VAT	10%	The rate that applies
Client payment terms	15 or 30 days	The real terms for each client
Follow-up levels	5, 15, 30 days overdue	The follow-up policy
Approval thresholds	Quotations over 1.5 billion VND, purchase orders over 500 million VND	The real thresholds
Daily rental price of equipment, long-rental discounts	For example a line array speaker at 1,200,000 VND/day; 10% off from 7 days, 25% off from a full month	The rental price list
Late-return fee	The unit's daily rental price, after a 2-hour threshold	The penalty policy
Equipment purchase price and depreciation	Total 2,909,600,000 VND; straight-line over 60 months	The purchase price and useful life
Monthly payroll	270,000,000 VND (152 million direct technical, 22 million sales, 96 million management)	The real payroll
Office and warehouse rent	45,000,000 VND a month plus tax	The lease contract
Contributed capital	4,000,000,000 VND	The charter capital
The story's dates	01/07 - 29/10/2026, today 30/10/2026	The real start date of use

53 QUICK REFERENCE

A table of paths to the screens mentioned in Part VII. Invoicing, receivables and project profit and loss and Part VIII. Accounting. Each `>` is one menu level; a group level in a drop-down menu is only there to guide the eye.

Configuration

To view or change	Path
Payment terms	`Accounting > Configuration > Invoicing > Payment Terms`
Follow-up levels	`Followup > Follow-up Levels`
Analytic plans (the plans)	`Accounting > Configuration > Analytic Accounting > Analytic Plans`
Asset categories (depreciation)	`Accounting > Configuration > Management > Asset Categories`
Chart of accounts	`Accounting > Configuration > Accounting > Chart of Accounts`
Journals	`Accounting > Configuration > Accounting > Journals`
Accounting settings	`Accounting > Configuration > Settings`
Project stages	`Project > Configuration > Project Stages`

Data and operations

What you need to do	Path
Create a quotation, view sales orders	`Sales > Orders > Quotations` ; `Sales > Orders > Orders`
Orders waiting to be invoiced	`Sales > To Invoice > Orders to Invoice`
Customer invoices, collecting payment	`Accounting > Customers > Invoices` ; `Accounting > Customers > Payments`
Vendor bills	`Accounting > Vendors > Bills`
Project milestones	`Sales > Orders > Orders > (the order) > Milestones`
The project Dashboard and Profitability panel	`Project > Projects > (the project) > Dashboard`
Staff expenses, expense reports	`Expenses > My Expenses` ; `Expenses > Expense Reports`
Analytic items	`Accounting > Accounting > Analytic Items`
Aged receivables, partner ledger	`Accounting > Reporting > Partner Reports`
Follow-up reports, sending reminders	`Followup > Follow-up Reports`
Budgets analysis	`Budgets > Budgets Analysis`
Bank reconciliation	`Accounting > Dashboard > Bank > Transactions`
Assets, depreciation	`Accounting > Accounting > Assets` ; `Accounting > Accounting > Asset Depreciation`
Journal entries	`Accounting > Accounting > Journal Entries`
B01-DN, B02-DN, B03-DN	`Accounting > Reporting > Statement Reports`

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