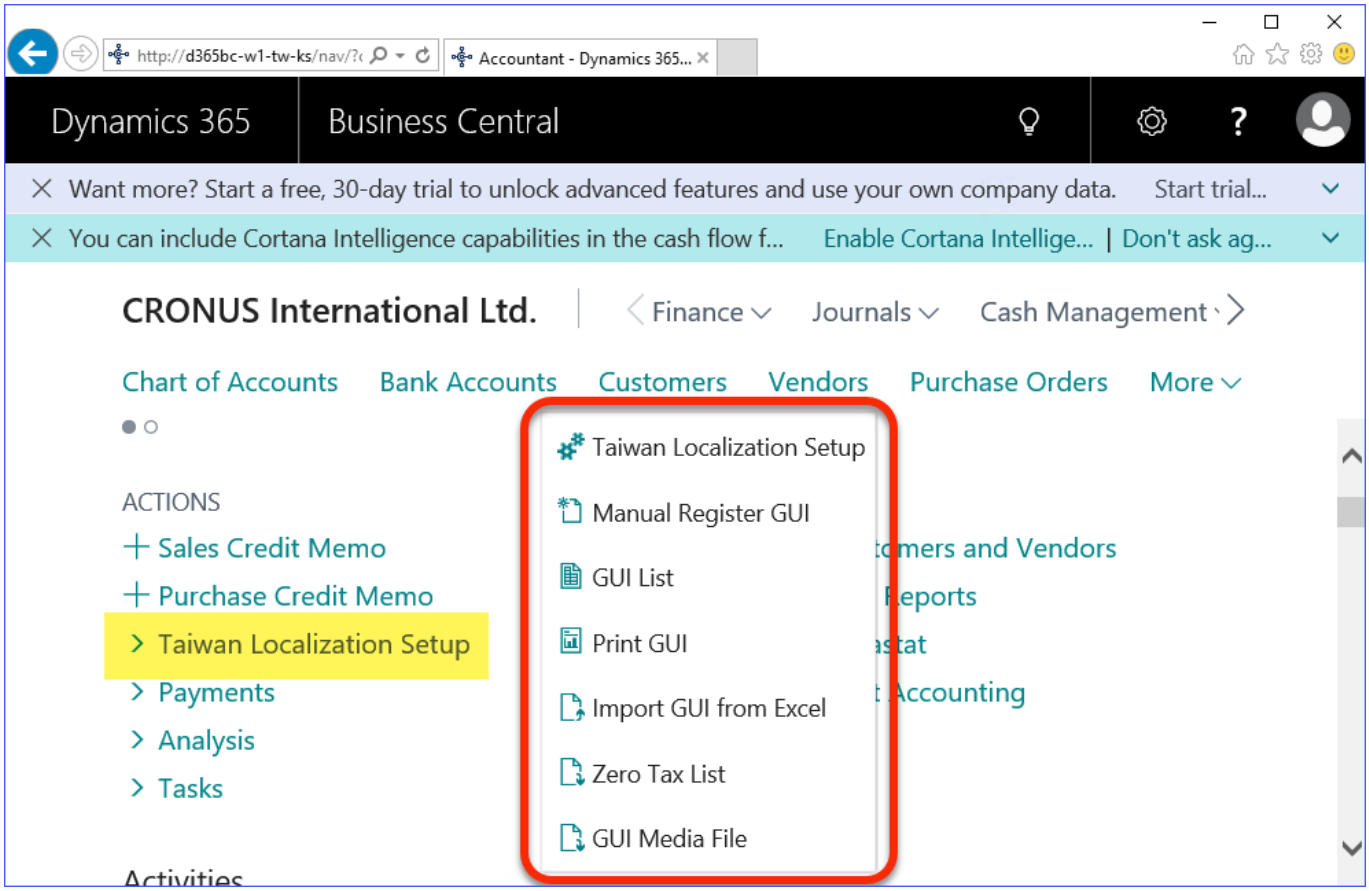
K&S Taiwan Government Uniform Invoice (GUI)

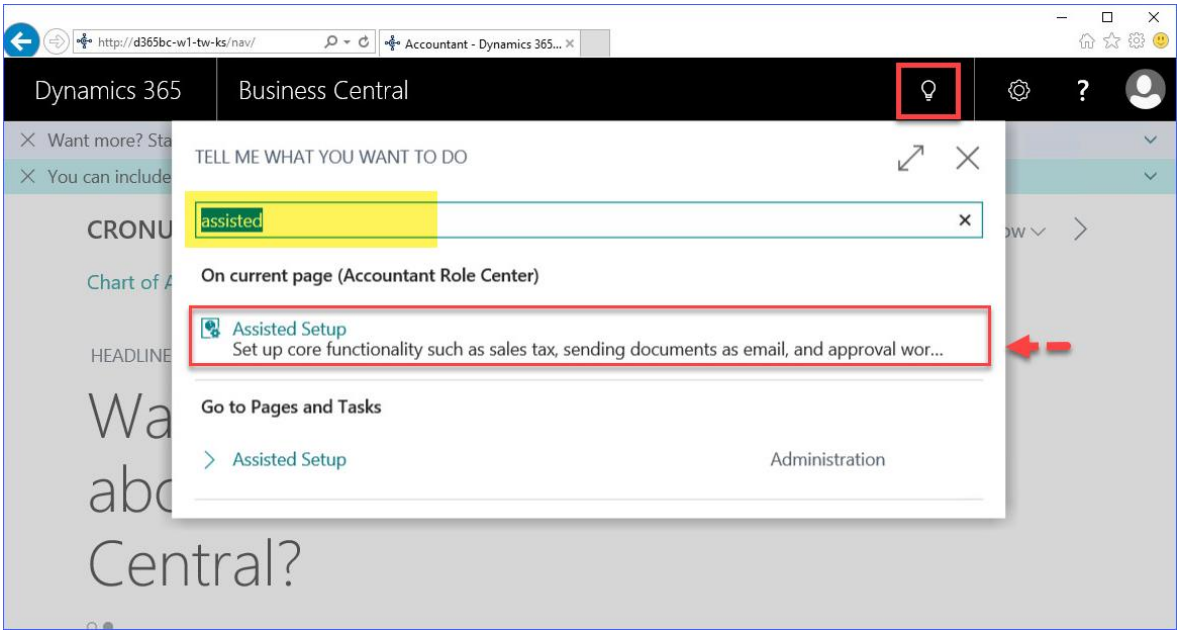
- After installed the “K&S Taiwan Government Uniform Invoice (GUI)” App.
  Login to **“Accountant”** Role Center, you will see the **K&S Taiwan Localization Functionality** List on it.



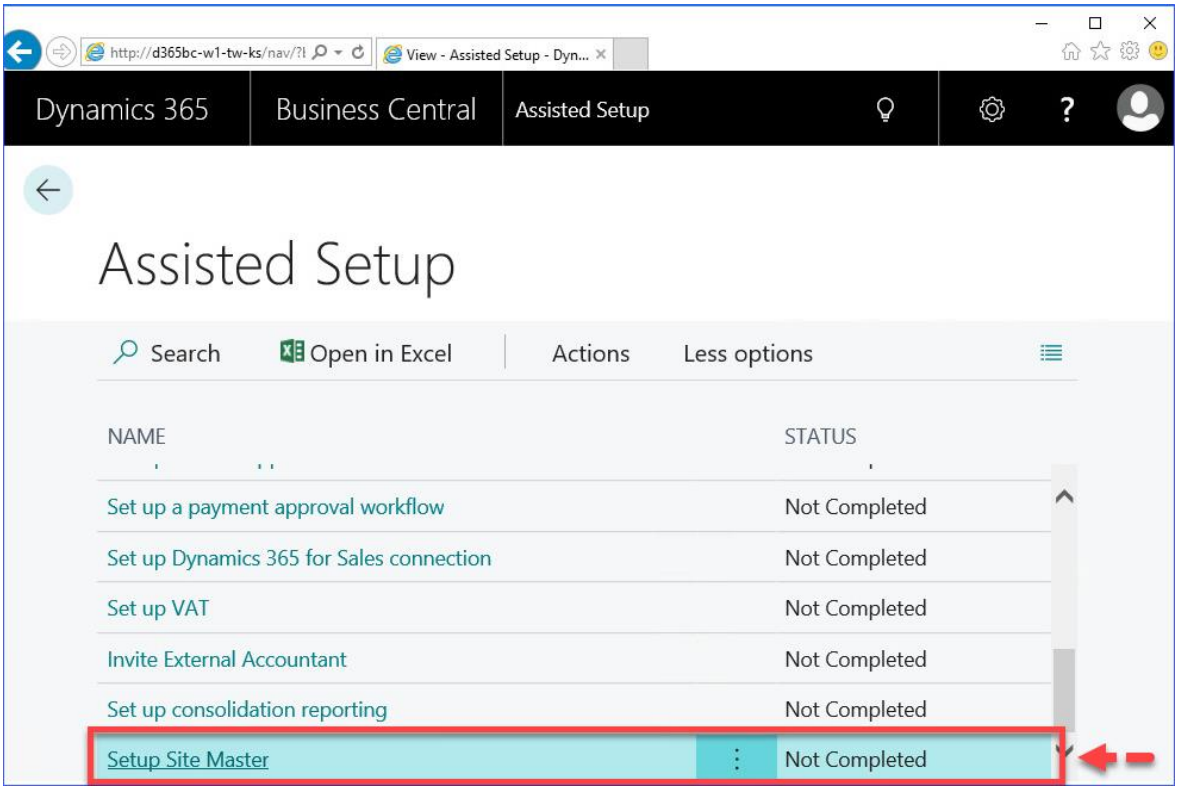
Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

Declaration Site Master

1-1. By clicking to enter “assisted” on the search bar to search the function **“Assisted Setup”** and click it to open the Assisted Setup page.

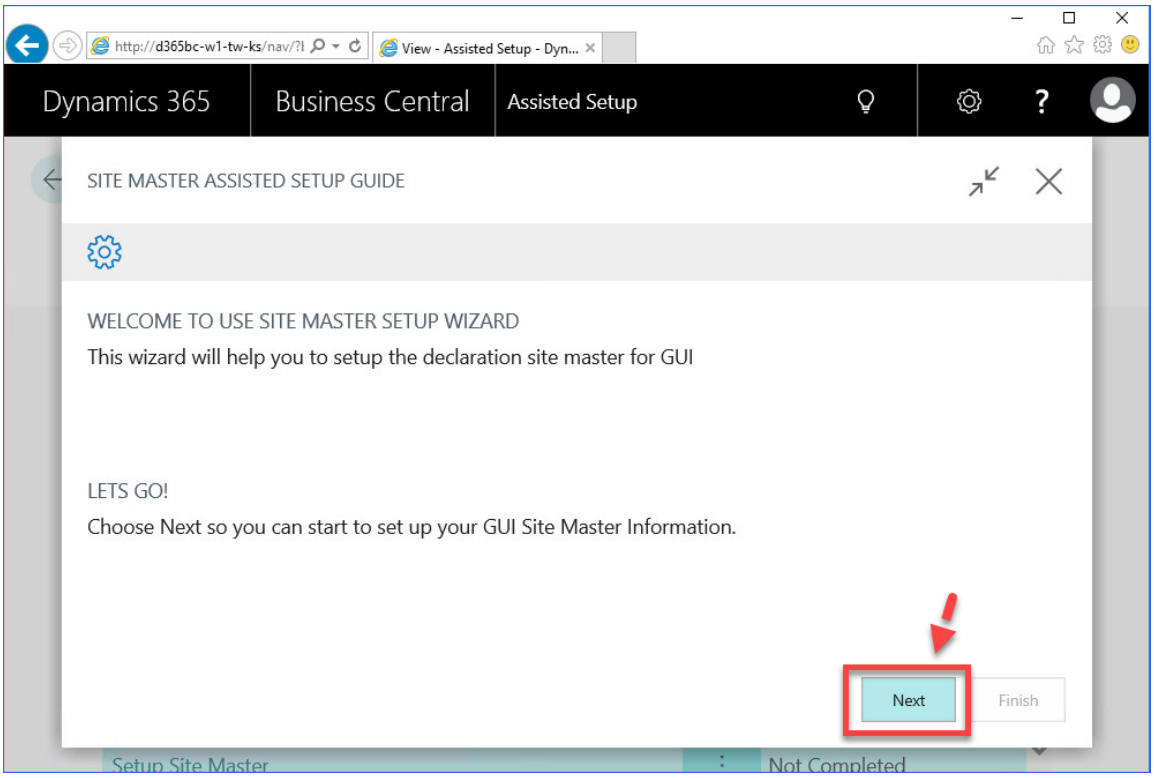


1-2. Click “Setup Site Master” on the list and open the “Site Master Assisted Setup Wizard” Page.

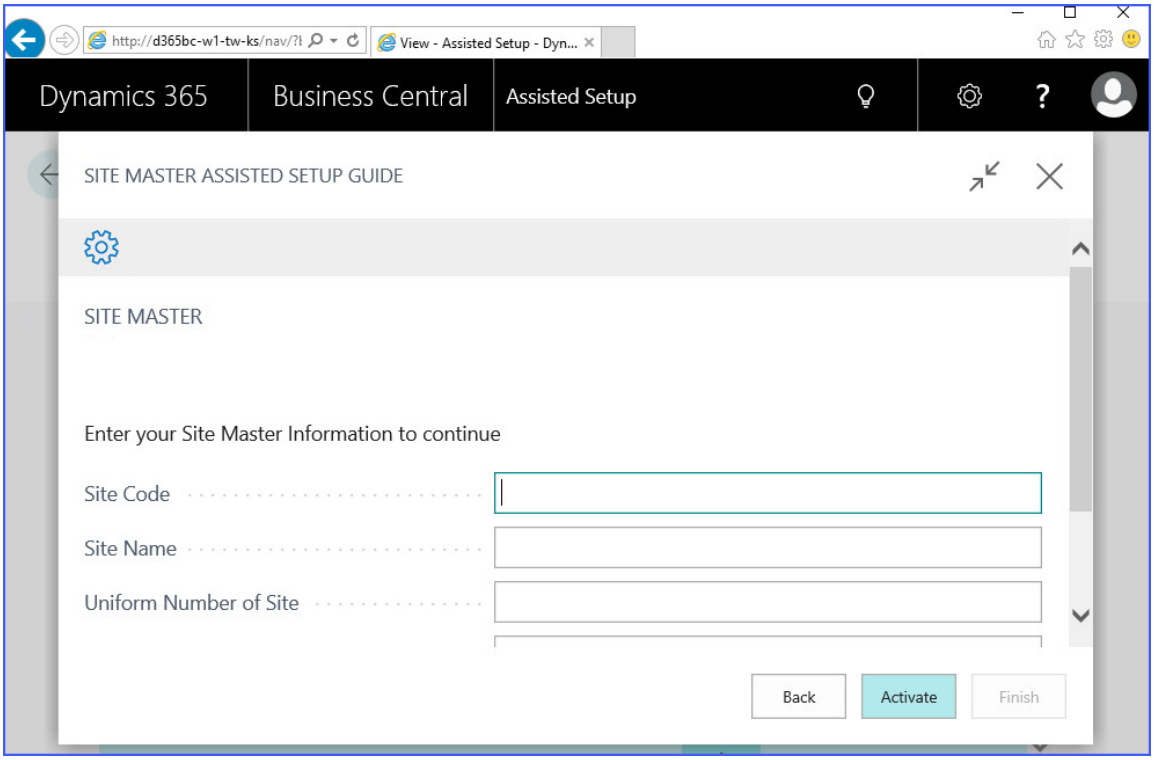


Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

1-3. Click **“Next”** button to start the Site Master Assisted Setup Wizard.



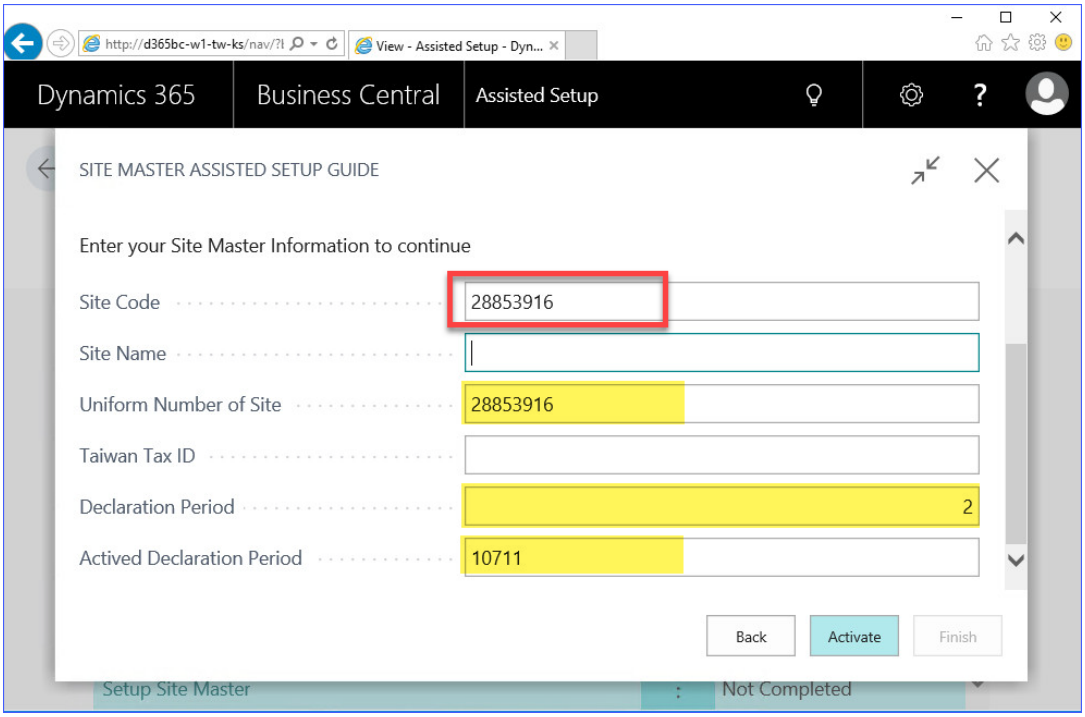
1-4. Enter your Site Master Information.



Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

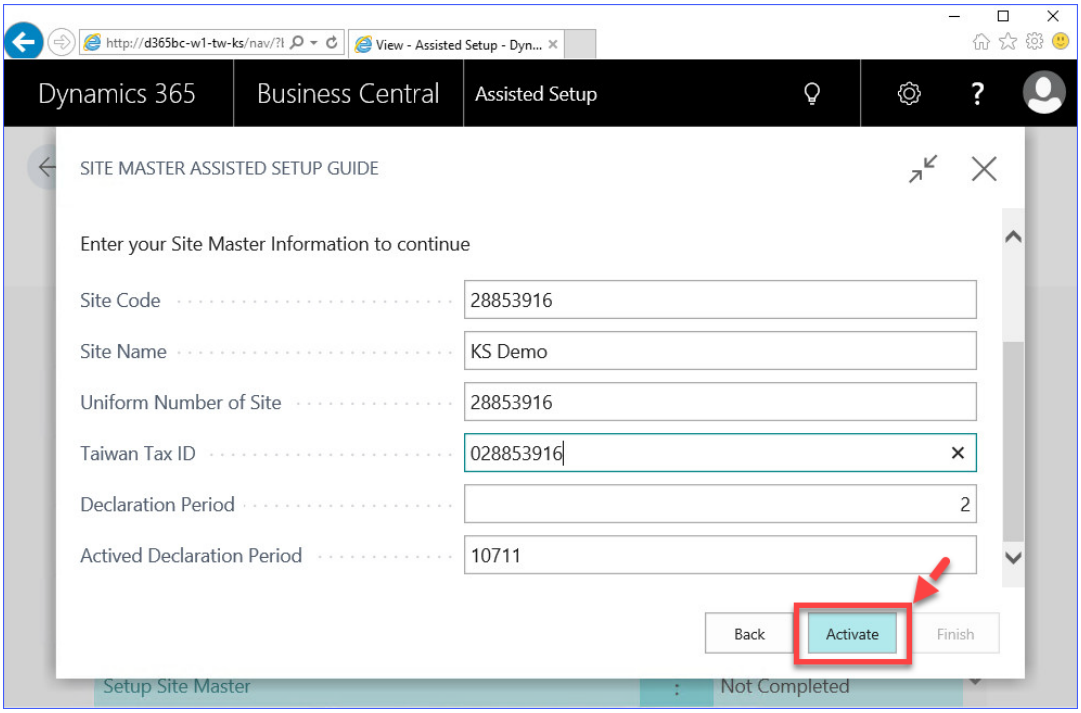
1-5. Fill in your company **Uniform Number** in the Site Code field and wizard will automatic show the default value in the other related fields.

(* Taiwan Uniform Number only allow 8 characters.)



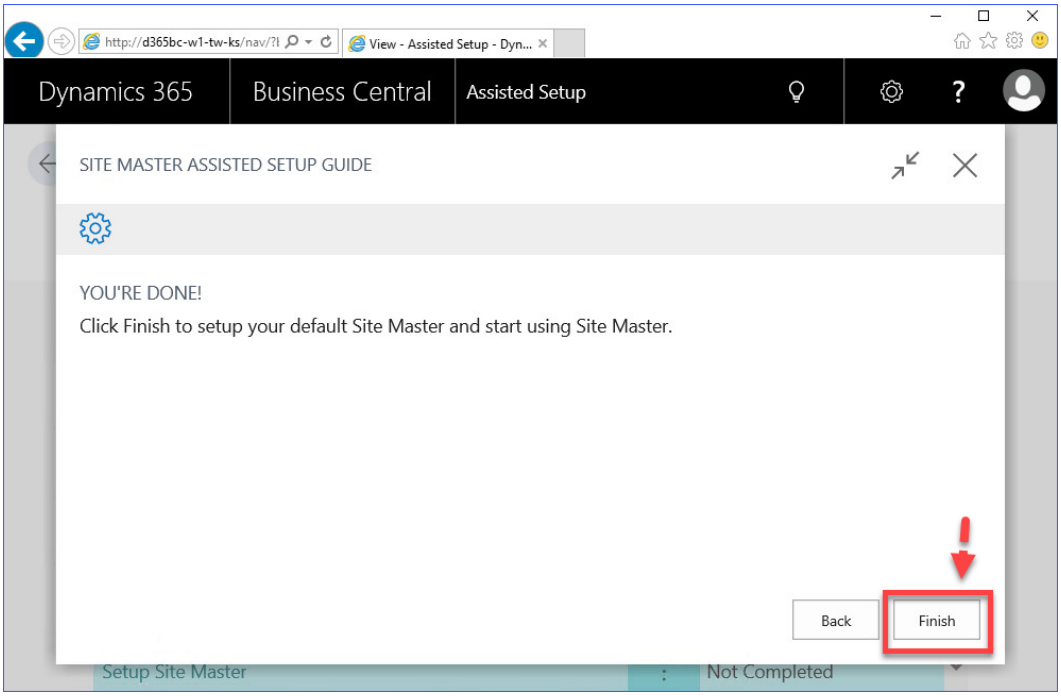
1-6. You must fill in all the fields on this page before triggering **"Activate"**.

- Site Name: Your company name
- Taiwan Tax ID: Taiwan VAT Register Number (9 characters).

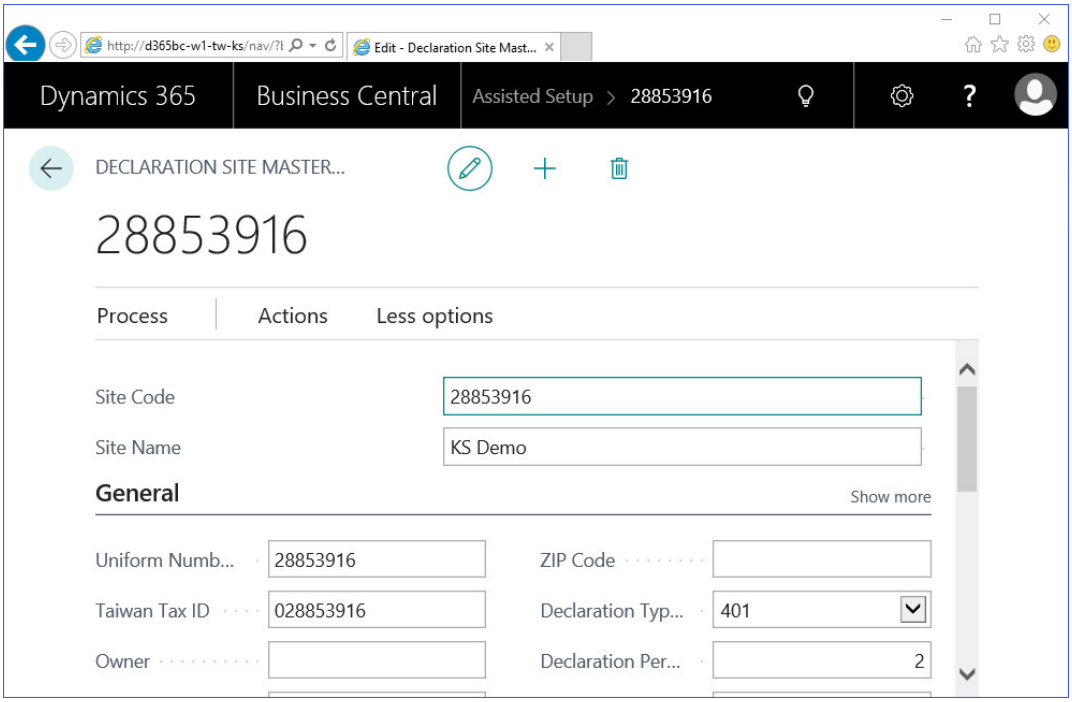


Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

1-7. After trigger “Activate”, your Site Master data has been created already.
You can click **“Finish”** button to open the Site Master Main Page to continue.



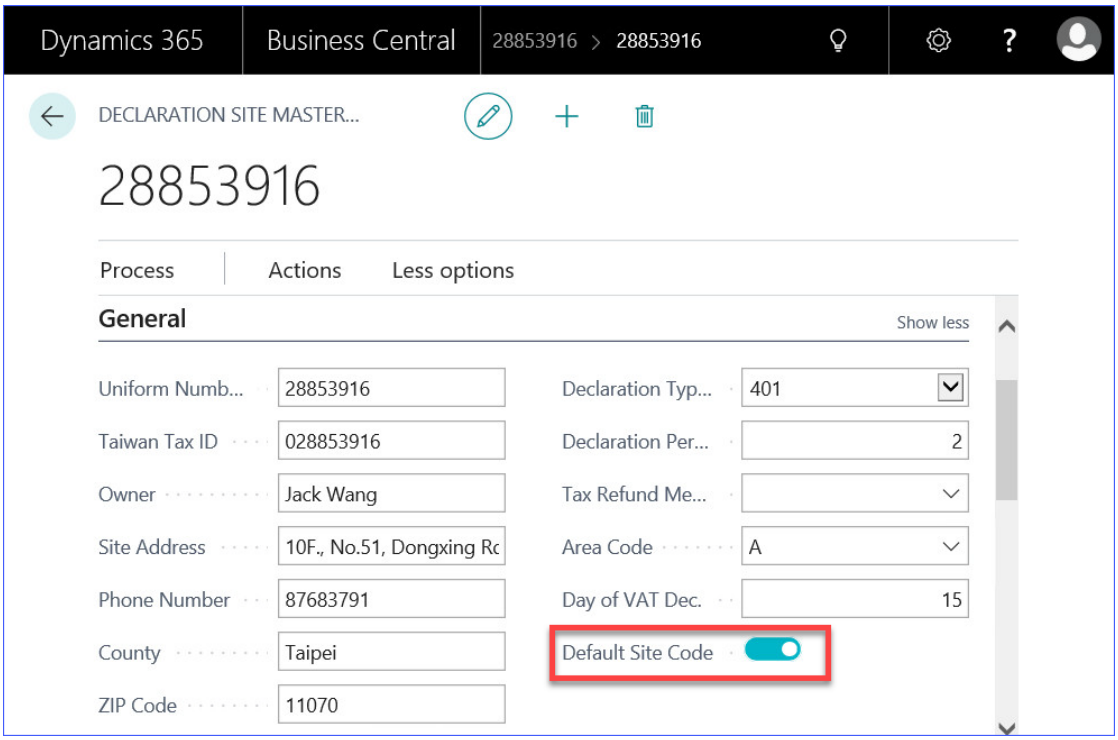
1-8. Open Site Master Page.



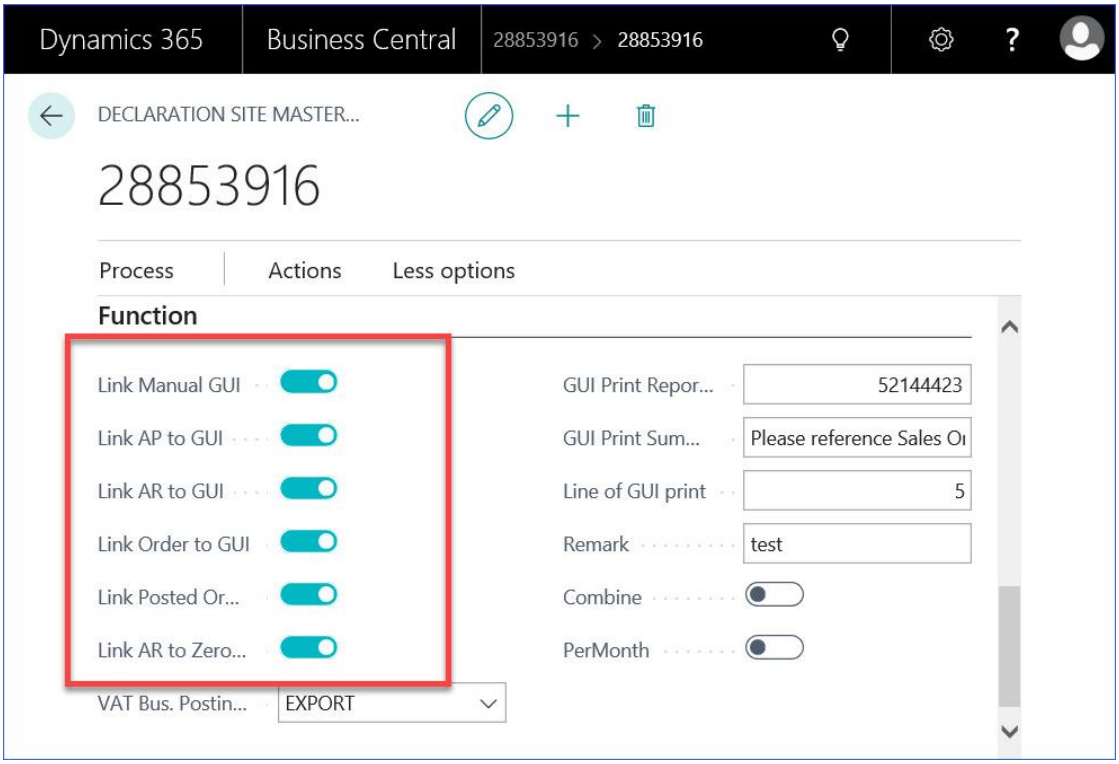
Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

1-9. Fill in the other information for Site Master.

- Default Site Master: If your company has many declartion site master, you can create more than one in the system. But the system only allow one Site Master be set to “default”.

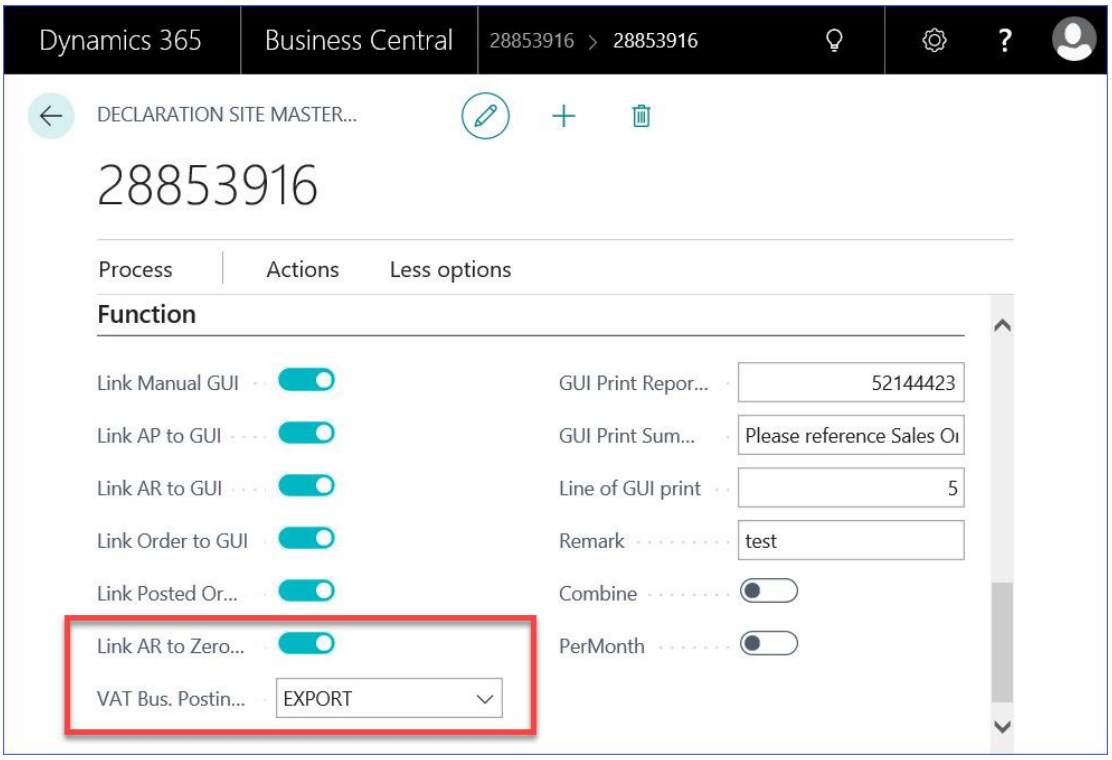


1-10. Enable user can create the Taiwan GUI on which module process.

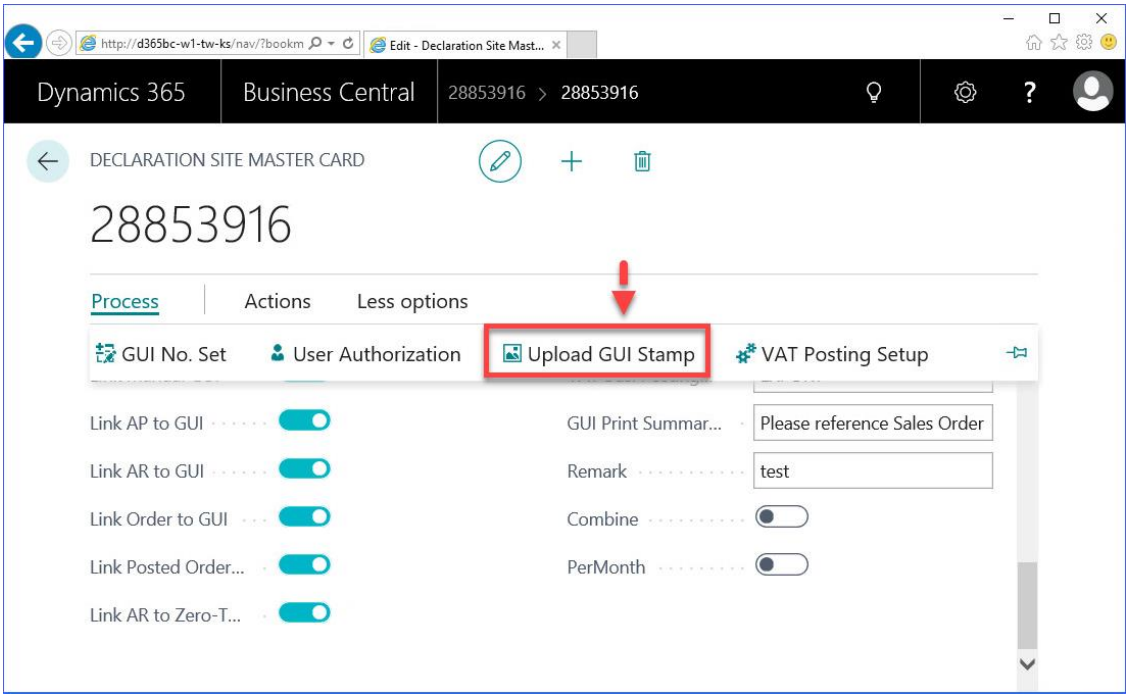


Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

1-11. If your company has sales export and you enable the “Link AR to Zero Tax” function, please set up the “VAT Bus. Posting Group for Zero Tax” configure.

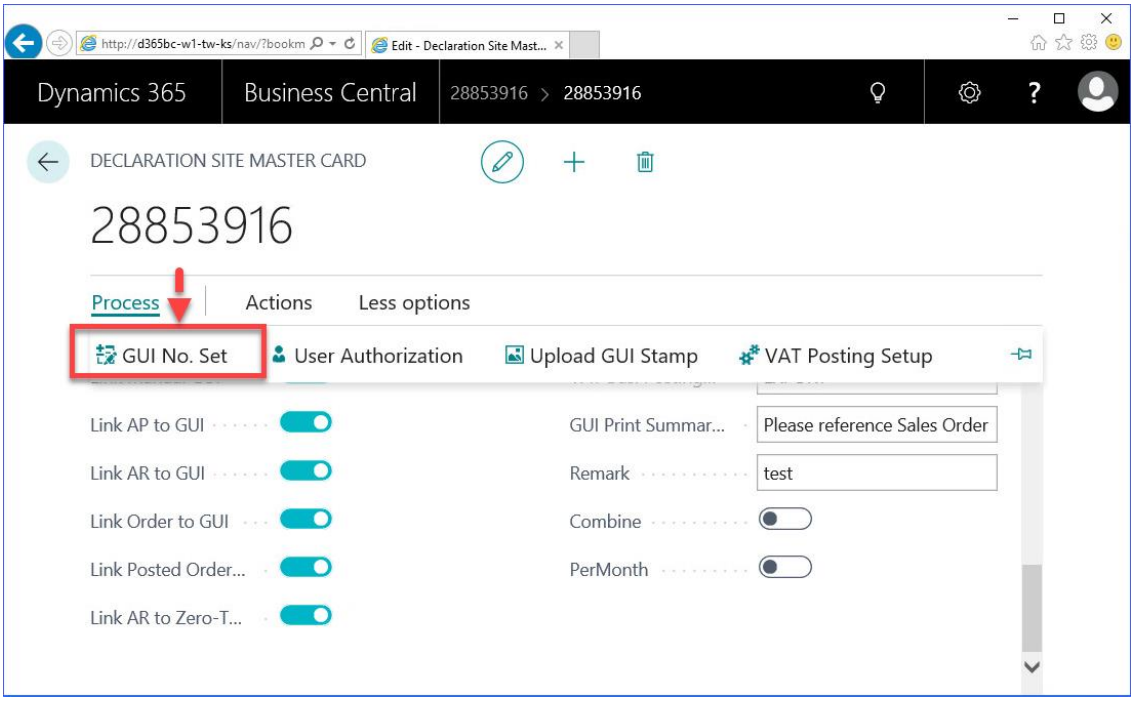


1-12. Upload your company GUI Stamp. (It’s optional)
It will show on the “Computer Uniform Invoice report”.

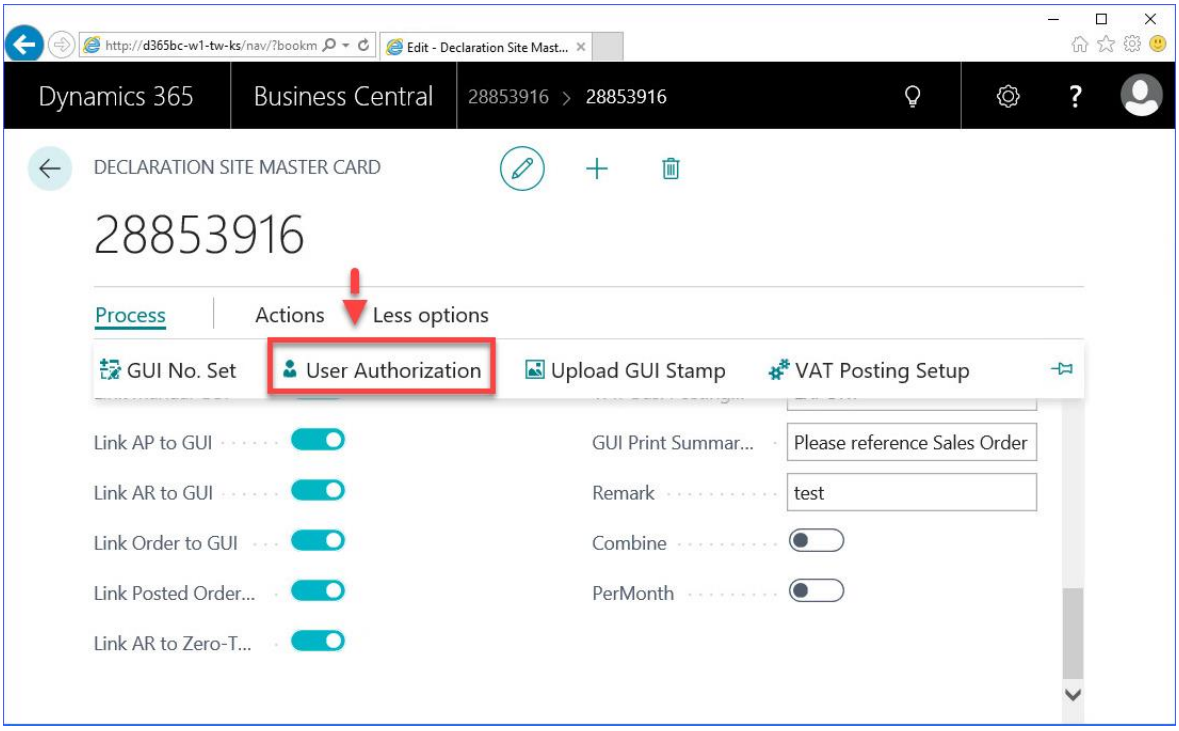


Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

1-13. Click “GUI No. Set” to fill in your GUI No. Set which your local National Taxation Bureau assigned to your company.

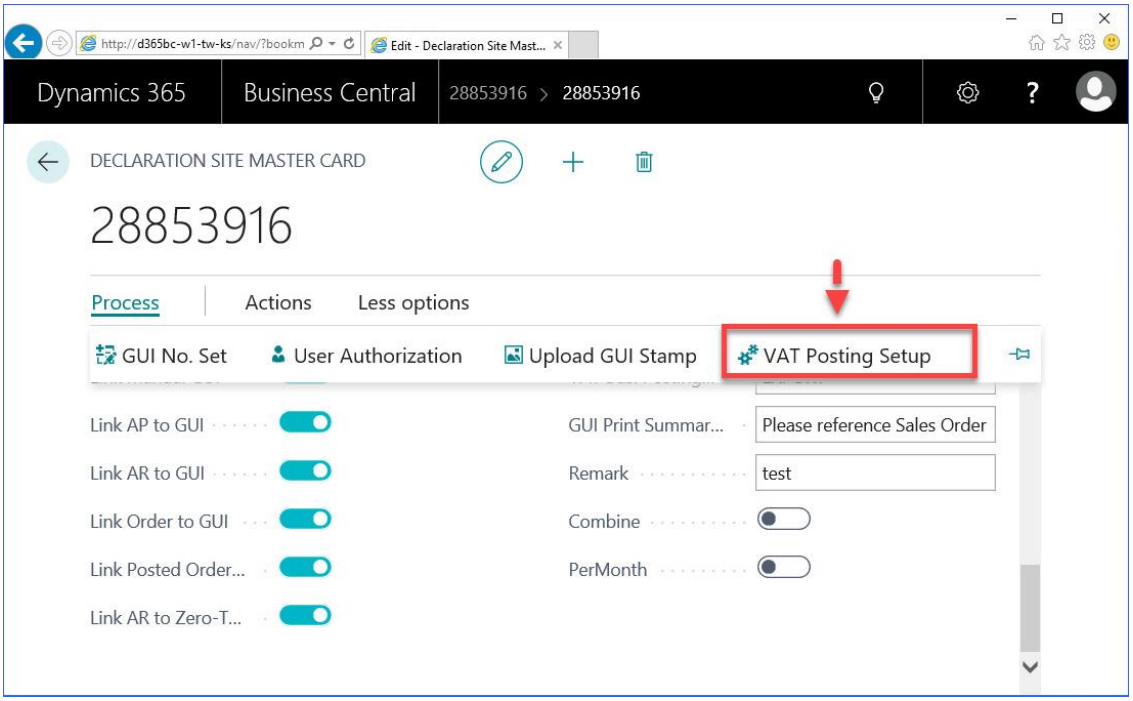


1-14. Click **“User Authorization”** to set up who has permission to use the “GUI No. Set”.



Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

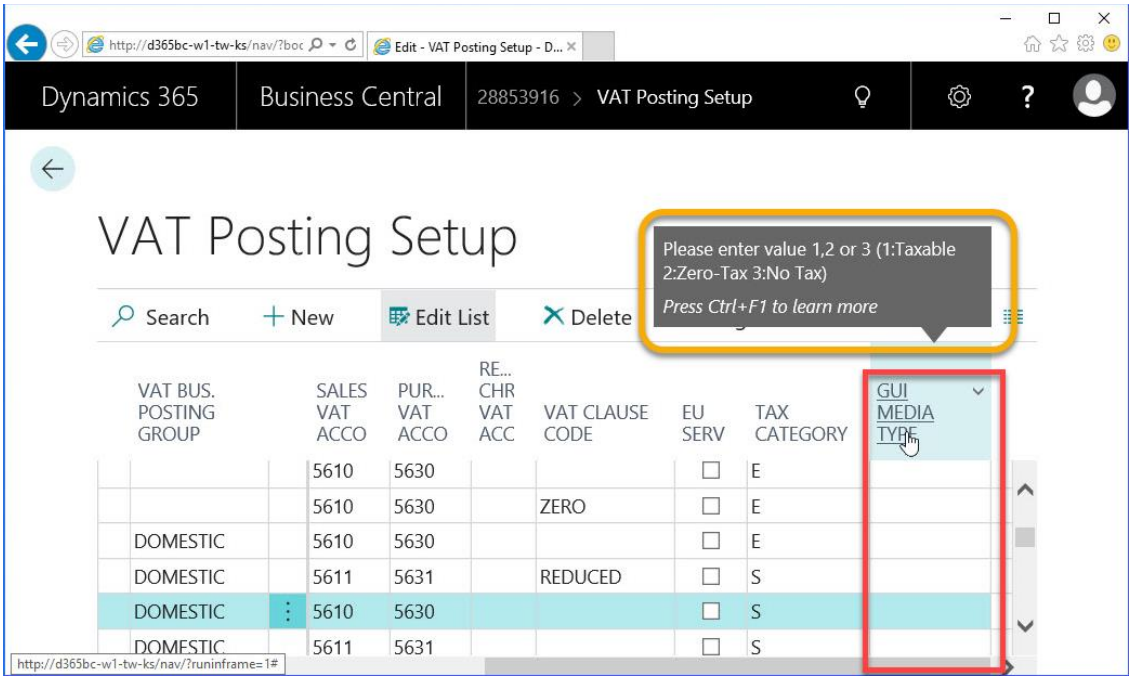
1-15. Click **“VAT Posting Setup”** to set up the “GUI Media Type”.



1-16. Fill in the **“GUI MEDIA TYPE”** field.

1: Taxable – VAT% is 5 and need to declare VAT report to National Taxation Bureau.

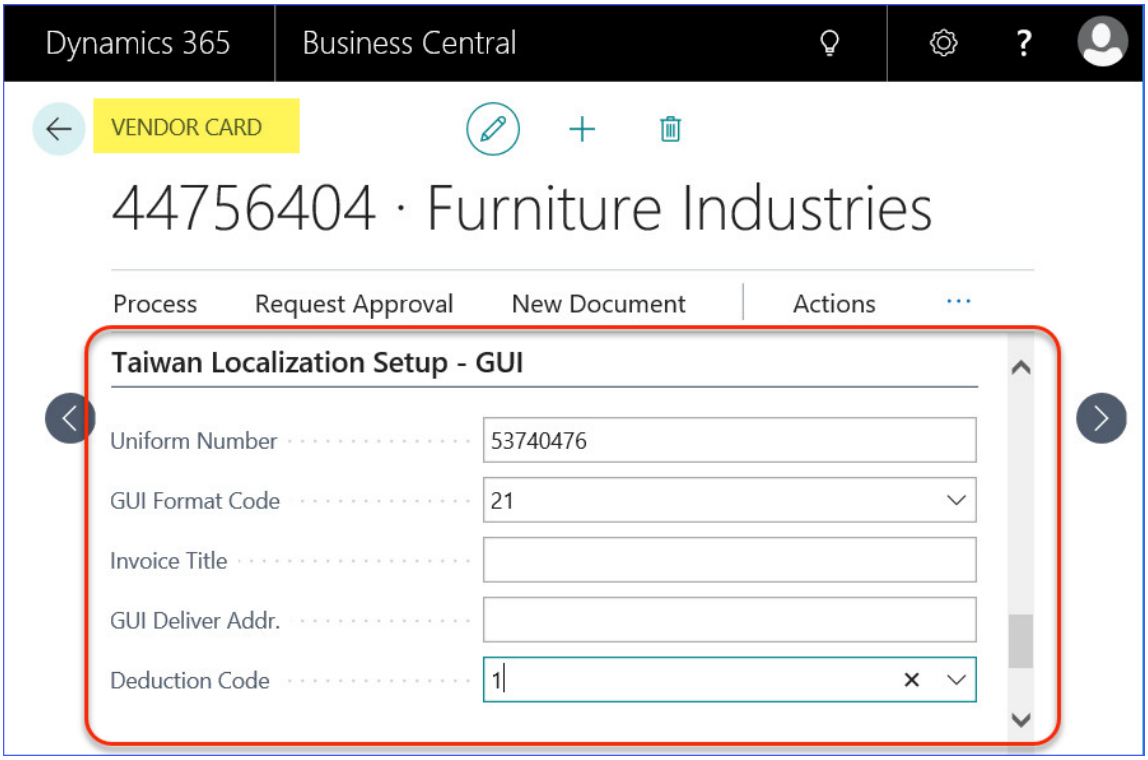
2: Zero-Tax – VAT% is 0 and need to declare Zero Tax List to National Taxation Bureau.



Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

Vendor Card

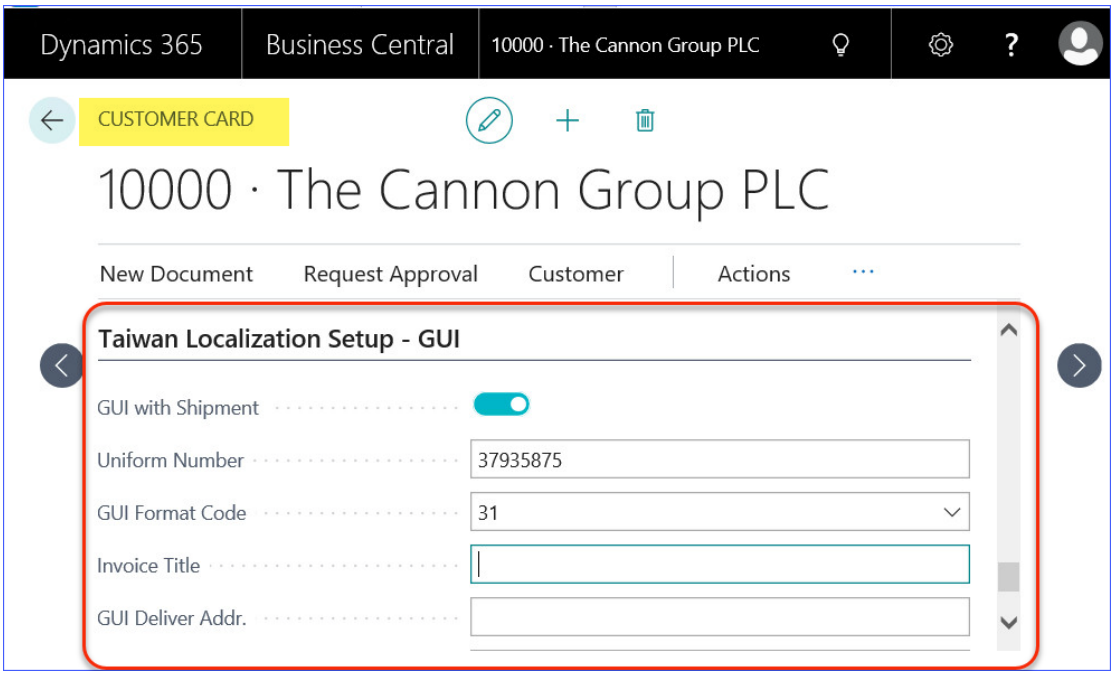
2-1. Edit Vendor Card to setup the domestic vendor's Taiwan Uniform Number information.

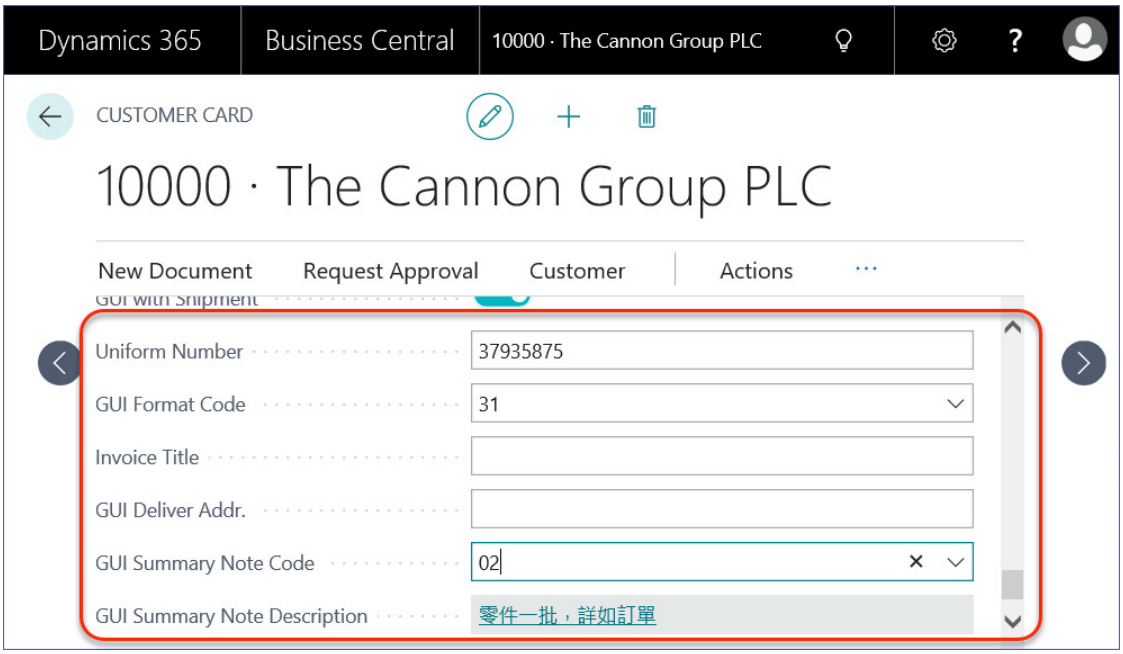


Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

Customer Card

3-1. Edit Customer Card to fill in the domestic customer's Taiwan Uniform Number information.

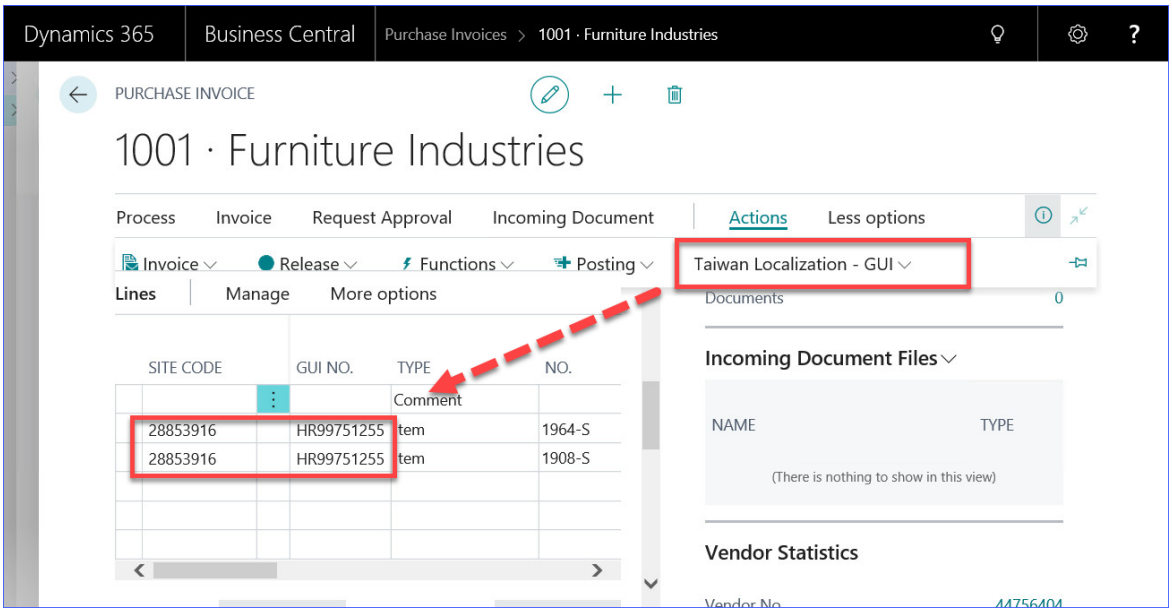




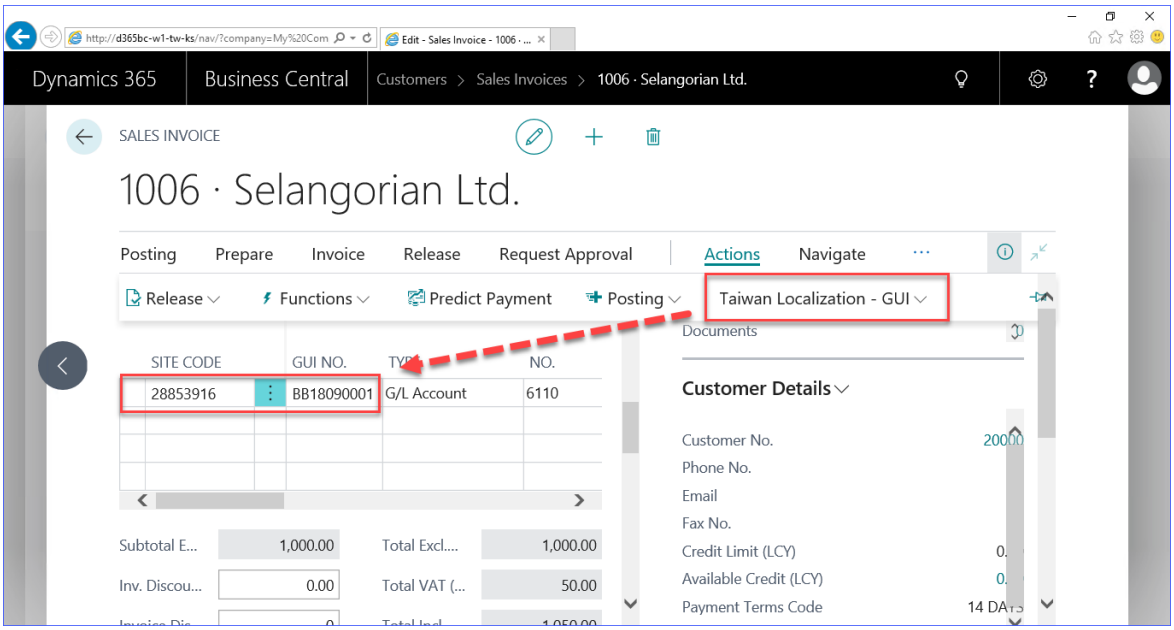
Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

Purchase Procedure / Sales Procedure

4-1. Register the GUI No. Information from Purchase Invoice to GUI Module.



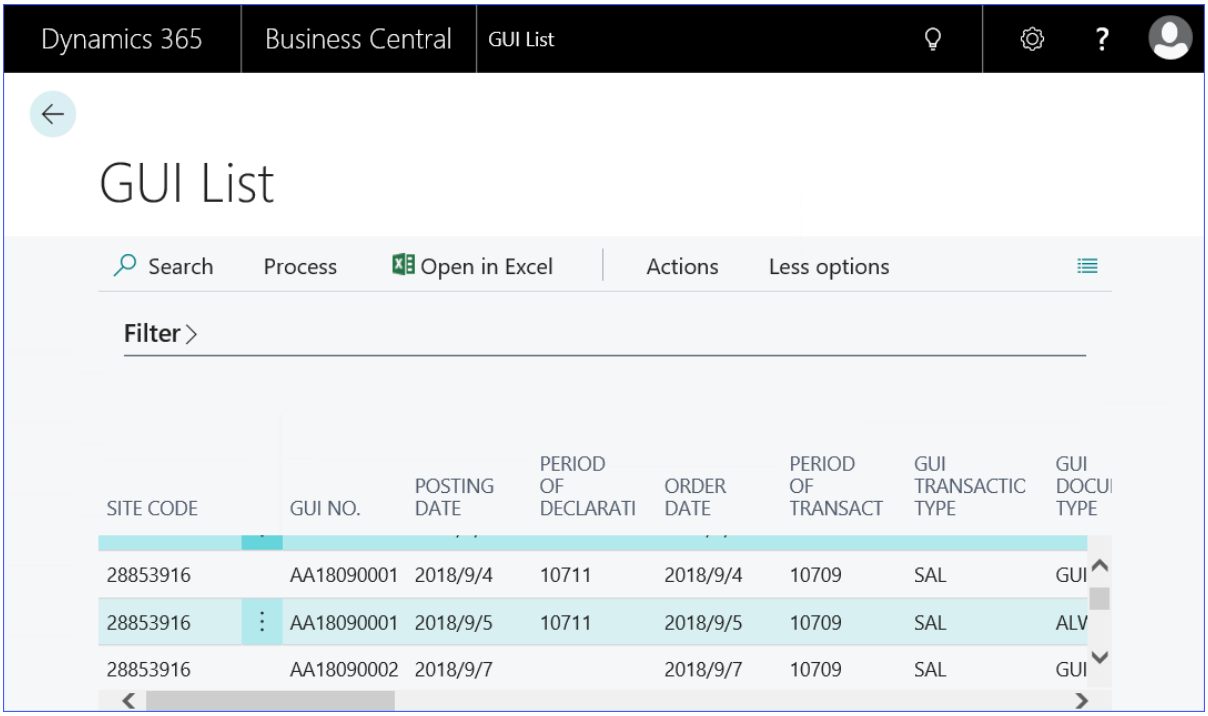
4-2. You can decide to create Sales GUI No. from which process of Sales procedure.
(Sales Order / Warehouse shipment / Sales Invoice)



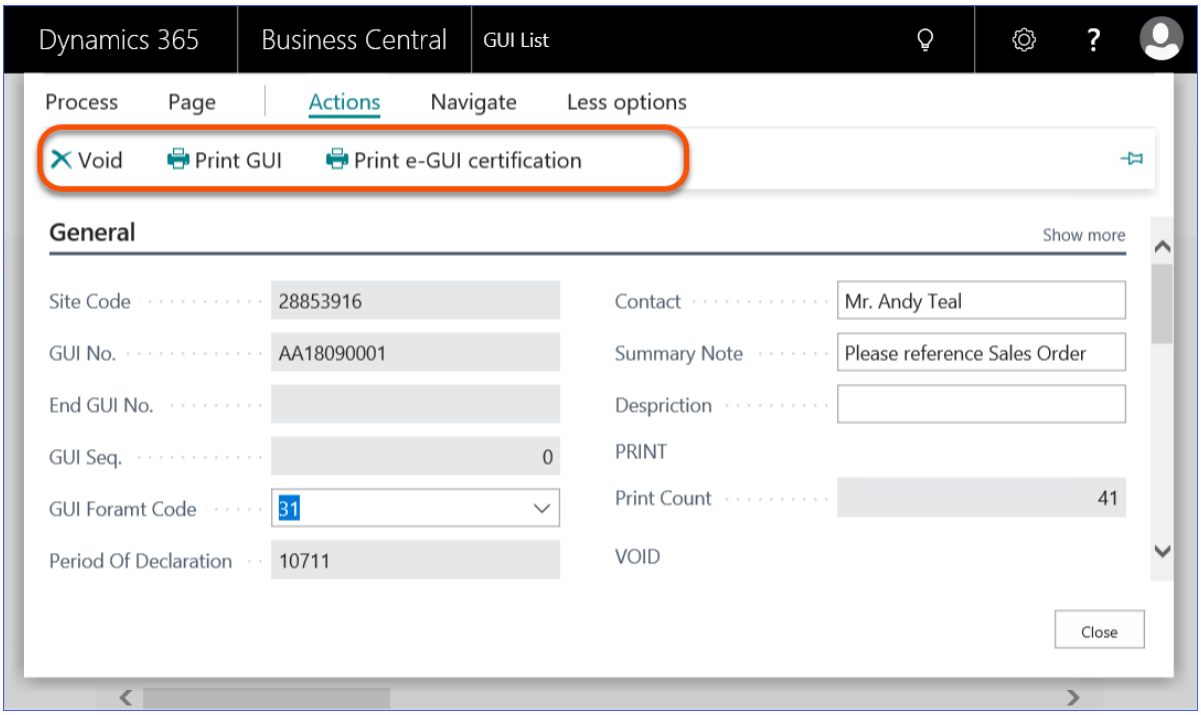
Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

GUI List

5-1. You can check the all GUI which has been registered to GUI Module from GUI List.



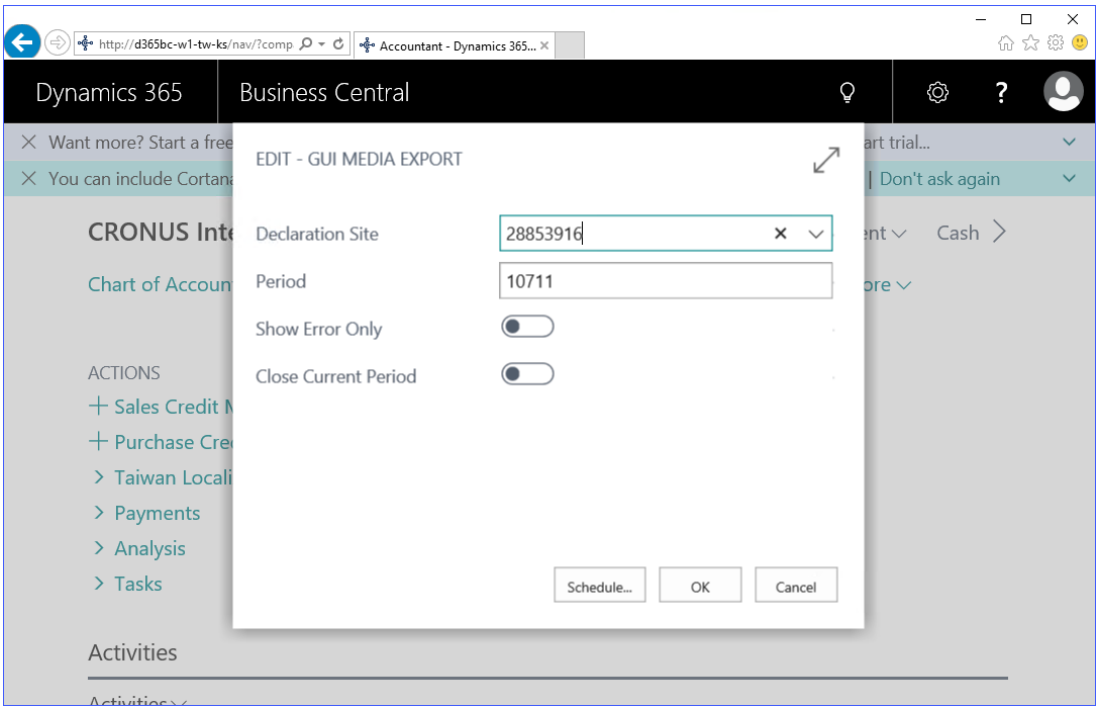
5-2. Select what you want to action for existing GUI.



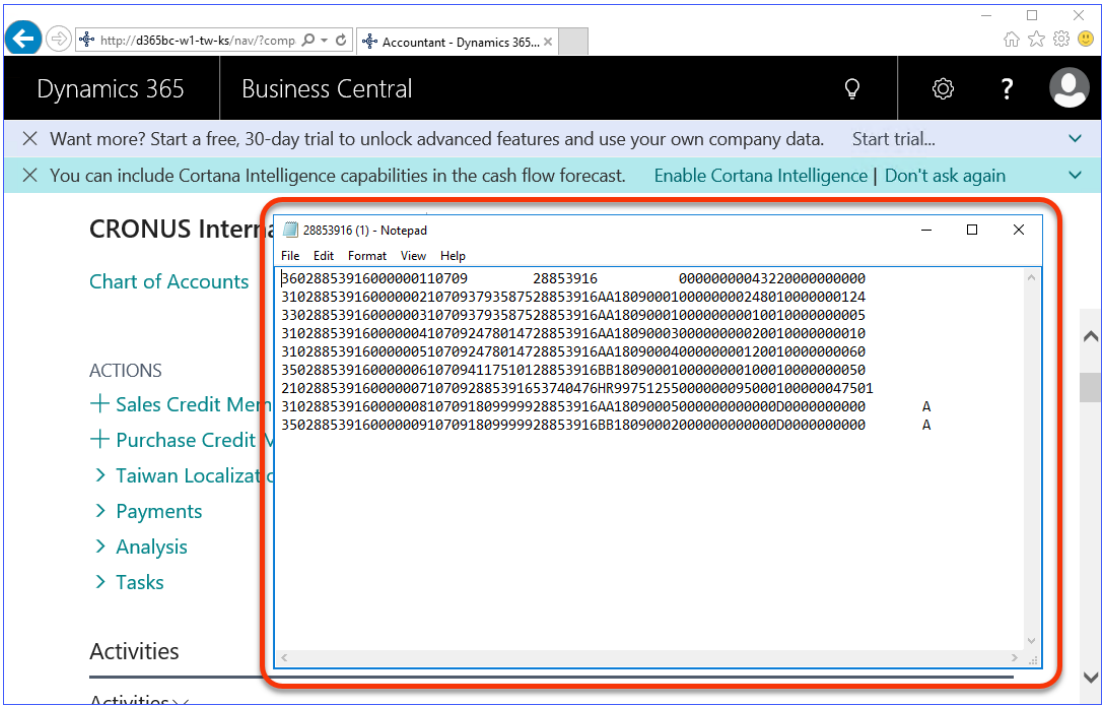
Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.

GUI MEDIA EXPORT

6-1. Lookup the **Site Master** in the Declaration Site field and enter which **period** GUI data you want to export.



6-1. You can upload this file to National Taxation Bureau declaration system to complete your VAT declaration.



Copyright 2018. Knowledge & Strategy Information Co., Ltd. All rights reserved.