

INVOICENOW USER GUIDE REVISION 4

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1.0 Revision

Version	Update Date	Modified By	Remark
2.2.21.28	1 May 2025	Nicol Woo	Initial Release
2.2.21.29	18 June 2025	Nicol Woo	<ul style="list-style-type: none">- Aggregated Transaction submit document type: Sales / Purchase- Add resubmit for Aggregated Transaction- Add button manual get GST Status
2.2.24.33	25 September 2025	Nicol Woo	<ul style="list-style-type: none">- Standardize the grid column name with 'InvoiceNow IRAS' and 'Peppol'- Enhance error messages to be more user-friendly and clearer for layman understanding

2.0 Introduction

InvoiceNow is a module to perform sending and receiving of E-Invoice through access point – DataPost as well as sending invoice data to IRAS for tax administration purpose (GST INVOICENOW). This module is suitable for Singapore user only and require the user to register Peppol ID with DataPost. User can register their Peppol ID with Autocount under Datapost through email to

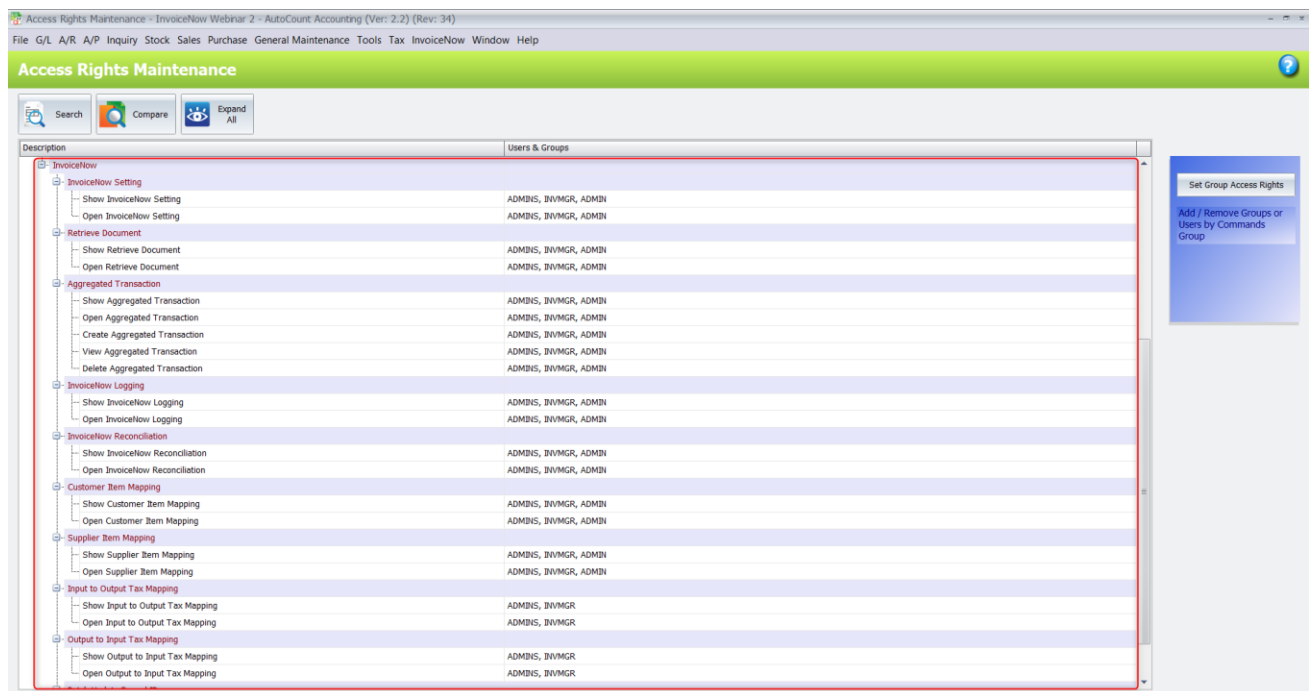
e-invoice@autocountsoft.com with the details of **Company Name, UEN, Contact Number, Contact Name and Email Address** so we can proceed on the application of the company for their Peppol ID. User will receive the successful registration email within 3 working days.

2.1 System Requirement

- AutoCount Accounting V2 Revision 2.2.21.28 and above

3.0 Access Right

User can browse the access rights of InvoiceNow from top Menu → General Maintenance → Access Right Maintenance → AutoCount Accounting → InvoiceNow.



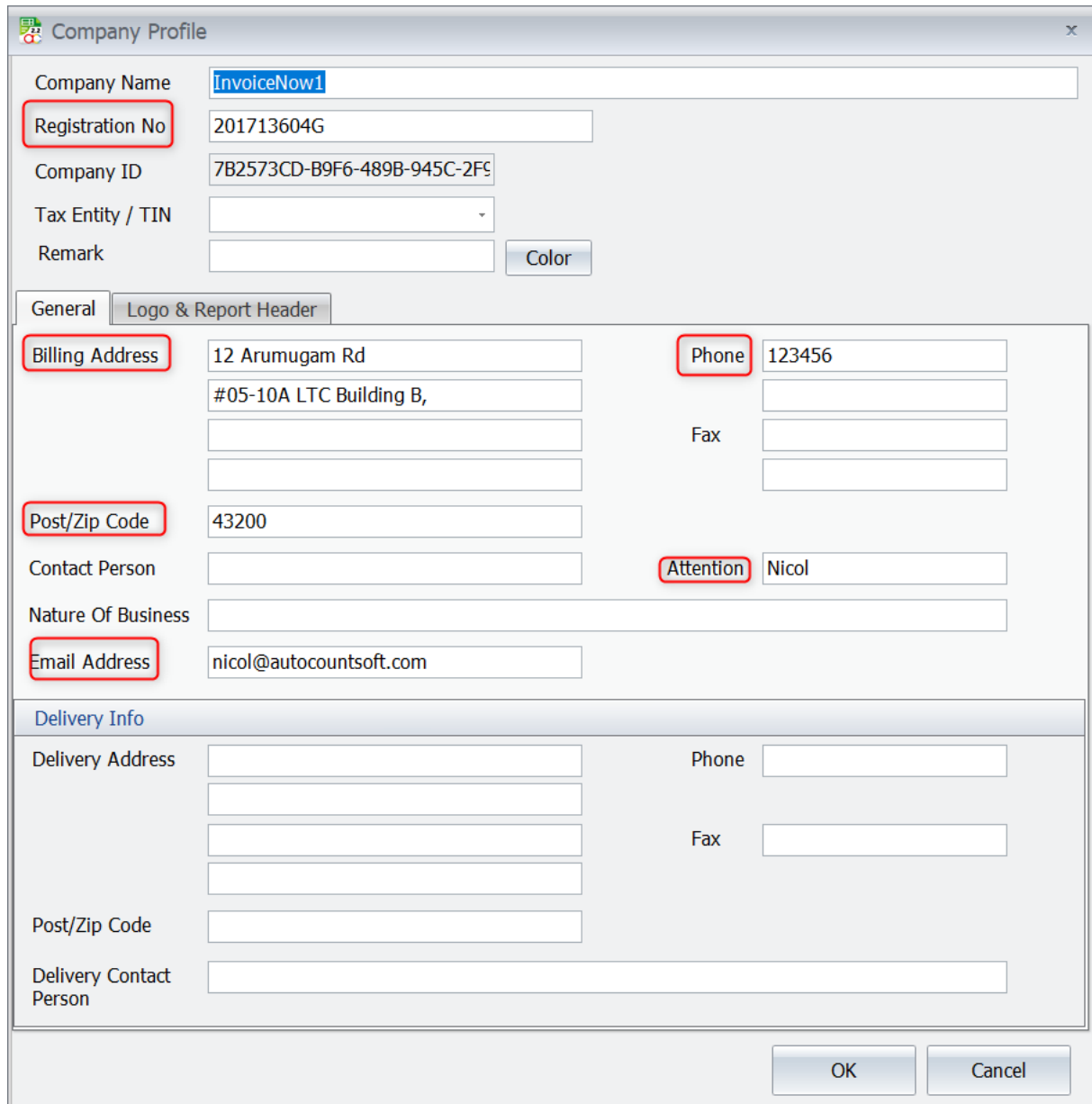
Access Right	Description
InvoiceNow Setting	
Show InvoiceNow Setting	To show InvoiceNow Menu
Open InvoiceNow Setting	Allow to open InvoiceNow
Retrieve Document	
Show Retrieve Document	To show Retrieve Document Menu
Open Retrieve Document	Allow to open Retrieve Document
Aggregated Transaction	
Show Aggregated Transaction	To show Aggregated Transaction Menu
Open Aggregated Transaction	Allow to open Aggregated Transaction
Create Aggregated Transaction	Allow to create Aggregated Transaction
View Aggregated Transaction	Allow to view created Aggregated Transaction
Delete Aggregated Transaction	Allow to delete created Aggregated Transaction
InvoiceNow Logging	
Show InvoiceNow Logging	To show InvoiceNow Logging Menu
Open InvoiceNow Logging	Allow to open InvoiceNow Logging
InvoiceNow Reconciliation	
Show InvoiceNow Reconciliation	To show InvoiceNow Reconciliation Menu
Open InvoiceNow Reconciliation	Allow to open InvoiceNow Reconciliation
Customer Item Mapping	
Show Customer Item Mapping	To show Customer Item Mapping Menu
Open Customer Item Mapping	Allow to open Customer Item Mapping

Supplier Item Mapping	
Show Supplier Item Mapping	To show Supplier Item Mapping Menu
Open Supplier Item Mapping	Allow to open Supplier Item Mapping
Batch Update Peppol ID	
Show Supplier Item Mapping	To show Batch Update Peppol ID Menu
Open Supplier Item Mapping	Allow to open Batch Update Peppol ID

4.0 Function & Feature

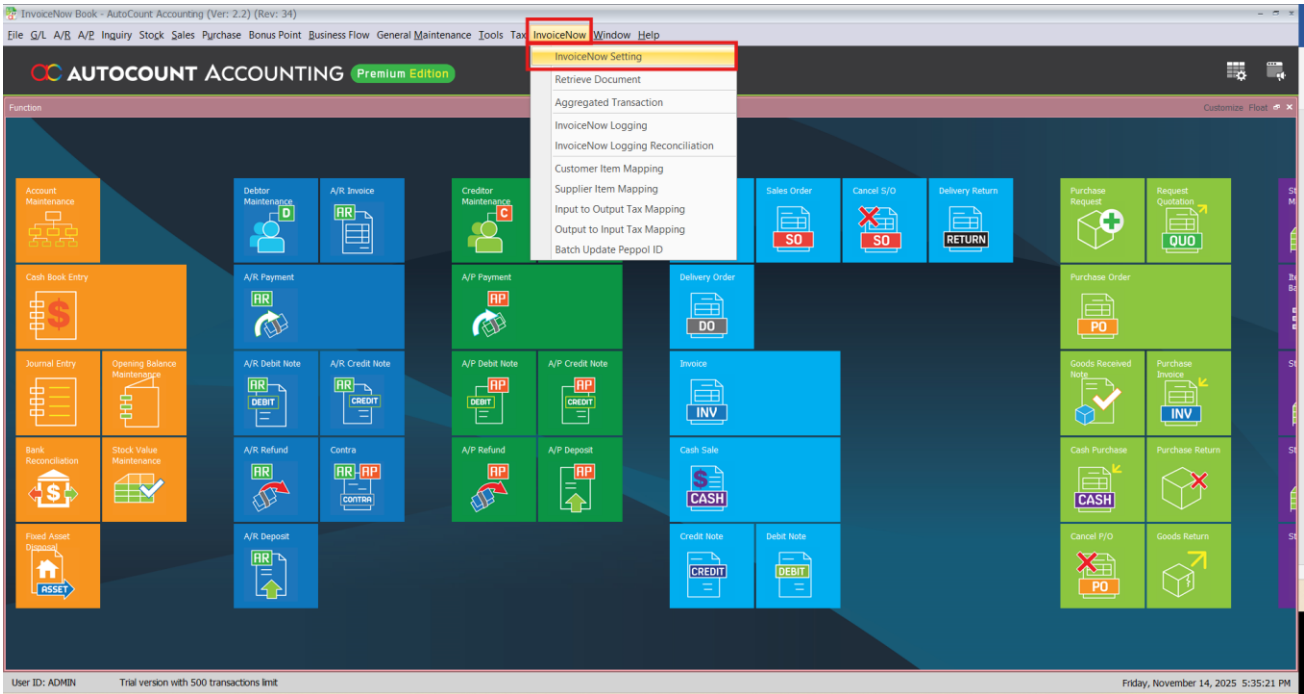
4.1 InvoiceNow Setup

First and foremost, user needs to fill in their Company **Registration No.** at Company Profile. User can find company profile from top Menu **General Maintenance → Company Profile.**

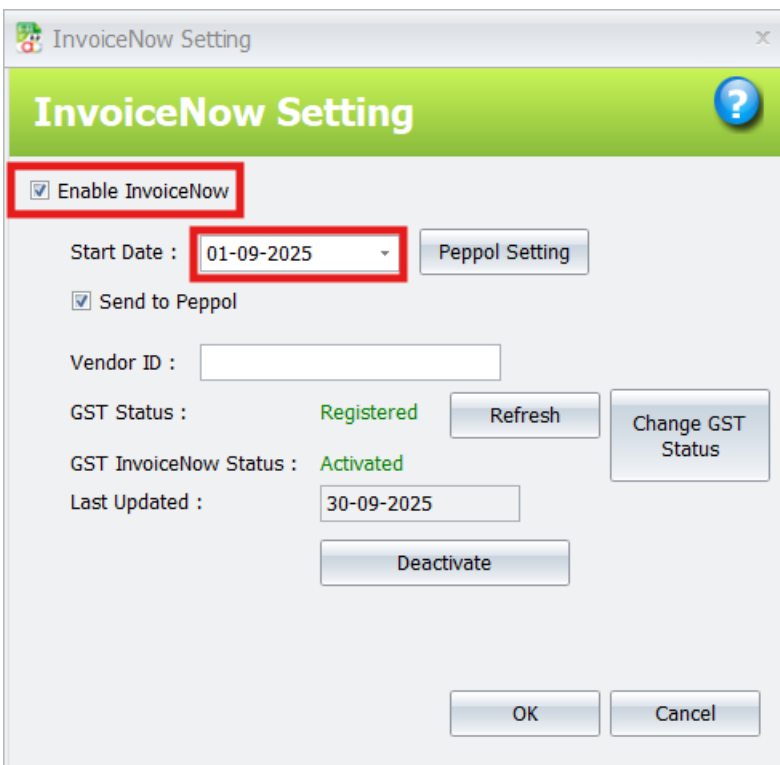


In addition, user needs to fill in the compulsory fields include first line of **Billing Address, Phone, Post/Zip Code, Attention and Email Address.**

After that, user can go to **InvoiceNow → InvoiceNow Setting.**



User needs to **enable InvoiceNow** to enable the function of sending InvoiceNow.

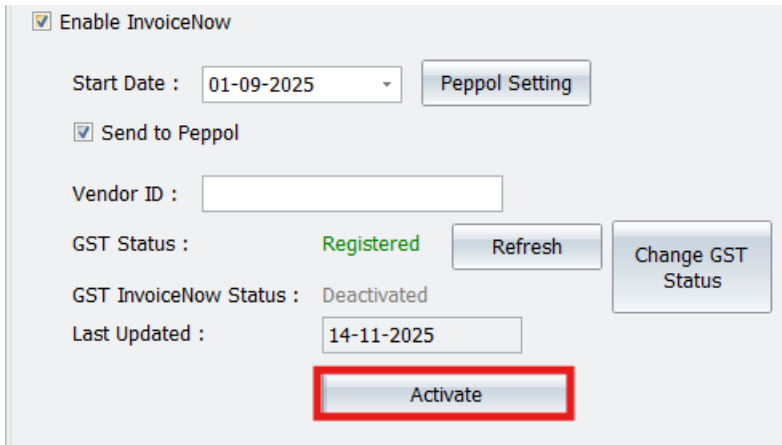


Start Date: Starting date for using InvoiceNow

Send to Peppol: Enable the function of sending peppol invoice (Send through peppol network for B2B transactions)

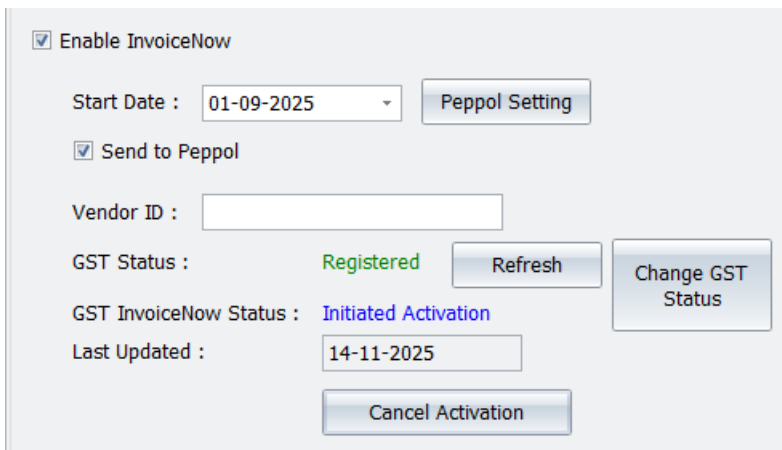
GST Status: The GST status will show ‘Registered’ if the company is a valid GST Registered company and it will show ‘Unregistered’ if the company is not a GST Registered company. (User can click Refresh to refresh the GST status)

GST INVOICENOW Status: User can activate GST INVOICENOW (Sending a copy of invoice to IRAS) by clicking Activate.



Enable InvoiceNow
 Start Date : 01-09-2025 Peppol Setting
 Send to Peppol
 Vendor ID :
 GST Status : Registered Refresh Change GST Status
 GST InvoiceNow Status : Deactivated
 Last Updated : 14-11-2025

Initiate Activation email will be sent to the email address that maintained in the Company Profile.



Enable InvoiceNow
 Start Date : 01-09-2025 Peppol Setting
 Send to Peppol
 Vendor ID :
 GST Status : Registered Refresh Change GST Status
 GST InvoiceNow Status : Initiated Activation
 Last Updated : 14-11-2025

Email below will be received. Select **Here** to proceed.

Activating data submission of 'AUTOCOUNT (S) PTE. LTD (C5 TEST)' to IRAS



SGNIC Support <donotreply@test.peppolsmp.sg>
To nicol@autocountsoft.com



4:20 PM

Dear Sir/Madam,

Thank you for your application to activate invoice data submission to IRAS with **DataPost Pte Ltd** as your Access Point provider. Your application was initiated by **Nicol Woo** as the business representative for **AUTOCOUNT (S) PTE. LTD (C5 TEST)**.

The CorpPass Administrator ID from **AUTOCOUNT (S) PTE. LTD (C5 TEST)** needs to log into CorpPass and authorise **DataPost Pte Ltd** as the access provider to submit invoice data on your company's behalf to IRAS.

Please proceed with the authorisation [HERE](#).

You may approach your business representative **Nicol Woo** or your Service Provider **DataPost Pte Ltd** for any clarification.

InvoiceNow Administrator

User needs to login Singpass to complete the GST INVOICENOW Activation.



DataPost Pte Ltd

In order to complete the activation process, we will require your CorpPass Administrator to authorise **DataPost Pte Ltd** to submit invoice data on your company's behalf to IRAS.

If you are the CorpPass Administrator please proceed with the authorisation below:



If your company does not have a CorpPass Account, kindly register [here](#).

InvoiceNow Administrator

to receive the victim's One-Time Passwords or take over the Singpass account to commit crimes. If you suspect your account has been compromised, call the Singpass hotline.



Log in with Singpass

Your trusted digital identity

Singpass app Password login

Log in

Log in

[Retrieve Singpass ID](#) [Reset password](#)

CONGRATULATIONS

Your activation is successfully completed

You have successfully authorised

[DataPost Pte Ltd](#)

to activate invoice data submission to IRAS.

A copy of the following details will be emailed to your business representative.

Company Details

Company Name: **AUTOCOUNT (S) PTE. LTD (C5 TEST)**
Company Peppol ID: **0195:SGUEN202400027E**
Business Representative: **Nicol Woo**
Business Rep. Email: **nicol@autocountsoft.com**

Service Provider Details

Company Name: **DataPost Pte Ltd**
Email Contact: **jerome.choo@datapost.com.sg**
Phone Contact: **67899876**

A successful activation email will be sent after activated.

[Successful] Activation of invoice data submission to IRAS for 'AUTOCOUNT (S) PTE. LTD (C5 TEST)'

SS SGNIC Support <donotreply@test.peppolsmp.sg>
To: nicol@autocountsoft.com

Reply Reply All Forward ...
Mon 24/02/2025 4:25 PM

Dear Sir/Madam,

Congratulations! You have successfully authorized **DataPost Pte Ltd** as the access point provider to submit invoice data on your company's behalf to IRAS. Please find the following details below for your retention.

Company Details:

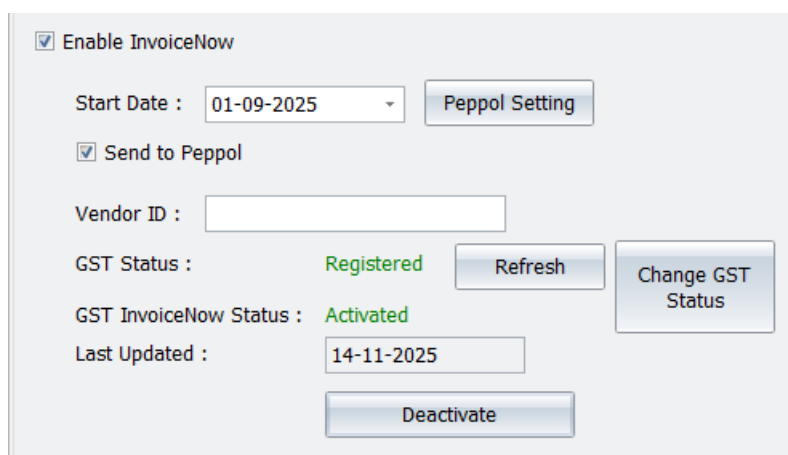
Company Name: AUTOCOUNT (S) PTE. LTD (C5 TEST)
Company Peppol ID: 0195:SGUEN202400027E
Business Representative: Nicol Woo
Business Representative Email: nicol@autocountsoft.com

Service Provider Details:

Company Name: DataPost Pte Ltd
Email Contact: jerome.choo@datapost.com.sg
Phone Contact: 67899876

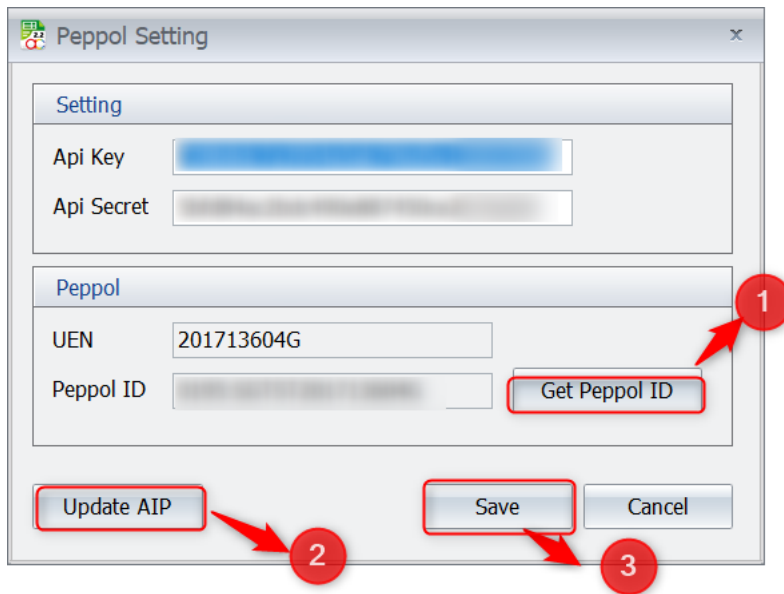
GST INVOICENOW Status will show Activated after completion.

Remark: Activating GST InvoiceNow is to send a copy of invoice that compliance with GST requirement to IRAS



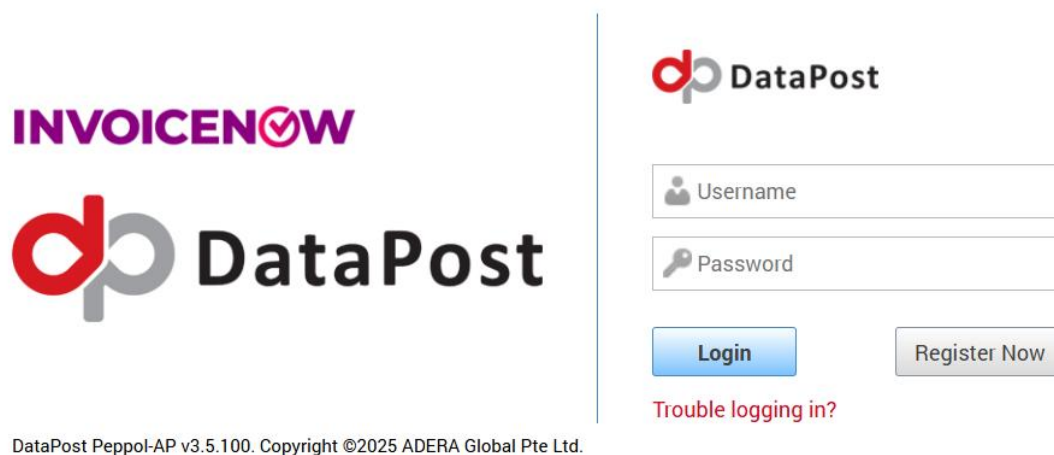
User can then select peppol setting, fill in API Key and API secret respectively. The API key and Secret are to determine if you are the genuine user of this Peppol account with DataPost and to uniquely identify your account for the sending of E-Invoice at the Peppol network (B2B) as well as sending Invoice to GST INVOICENOW. The UEN will auto capture from the column that filled in the Company Profile and user can then click **Get Peppol ID**. After done setting up of all the info, user needs to **select update AIP** to update the info to our AIP server and click **Save**.

Remark: User needs to register peppol ID with datapost through AutoCount in order to get the peppol ID. The process of registration may refer to 2.0 Introduction.

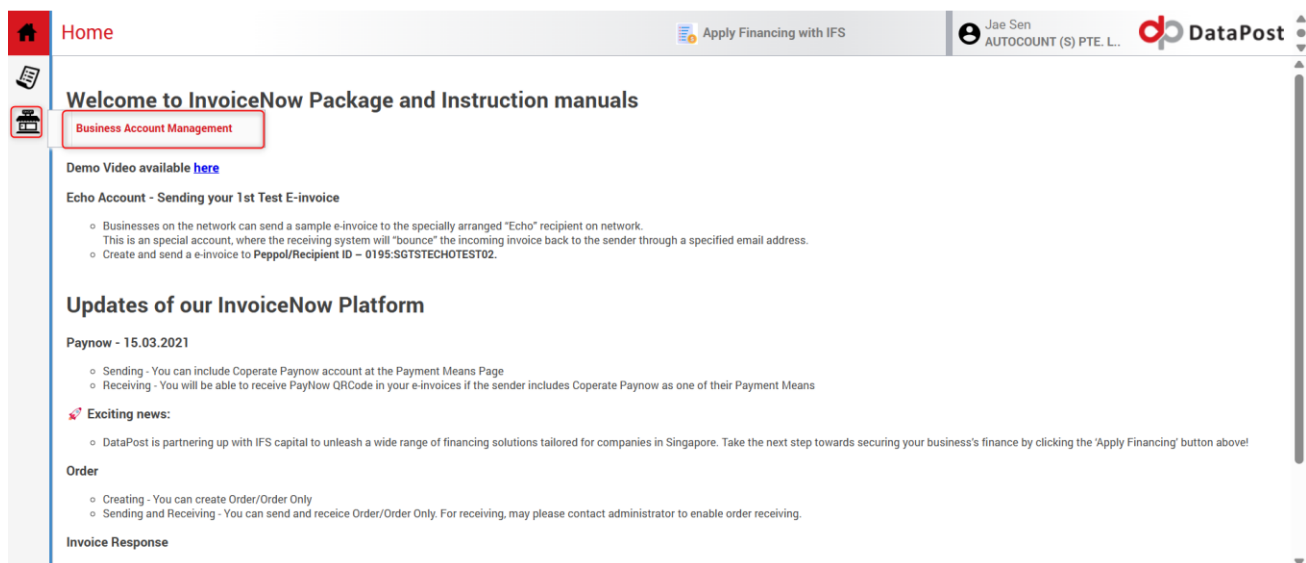


4.2 Where to get API Key and API Secret?

User needs to login into DataPost portal using the Username and Password provided by DataPost upon registration. The URL link for DataPost portal is: <https://peppol.datapost.com.sg/app/auth/login>

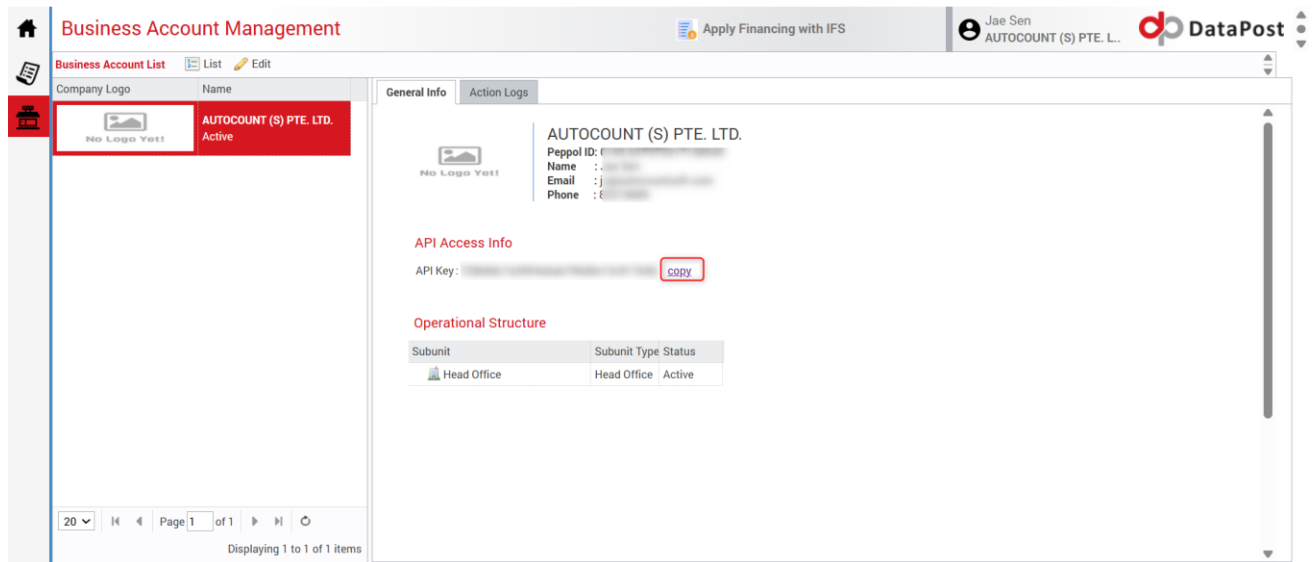


Key in the Username and Password to login. After login, access to the Business Account Module on the left and click on the Business Account Management.

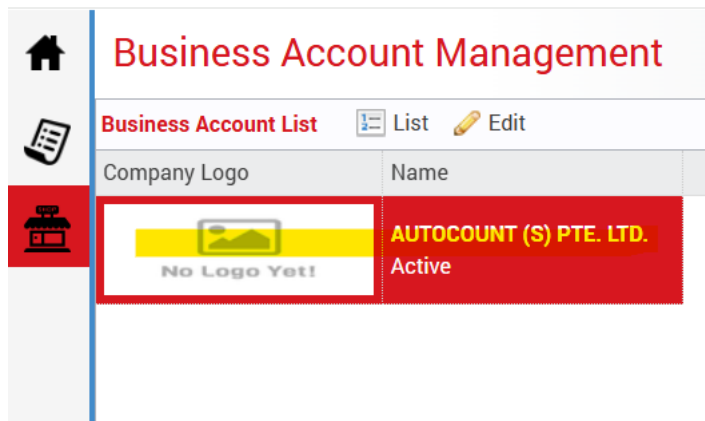


At Business Account Management page, there will be an API Access Info section. Click on the “Copy” to copy the API Key and paste it on the “API Key” field at the Peppol setting screen at AutoCount

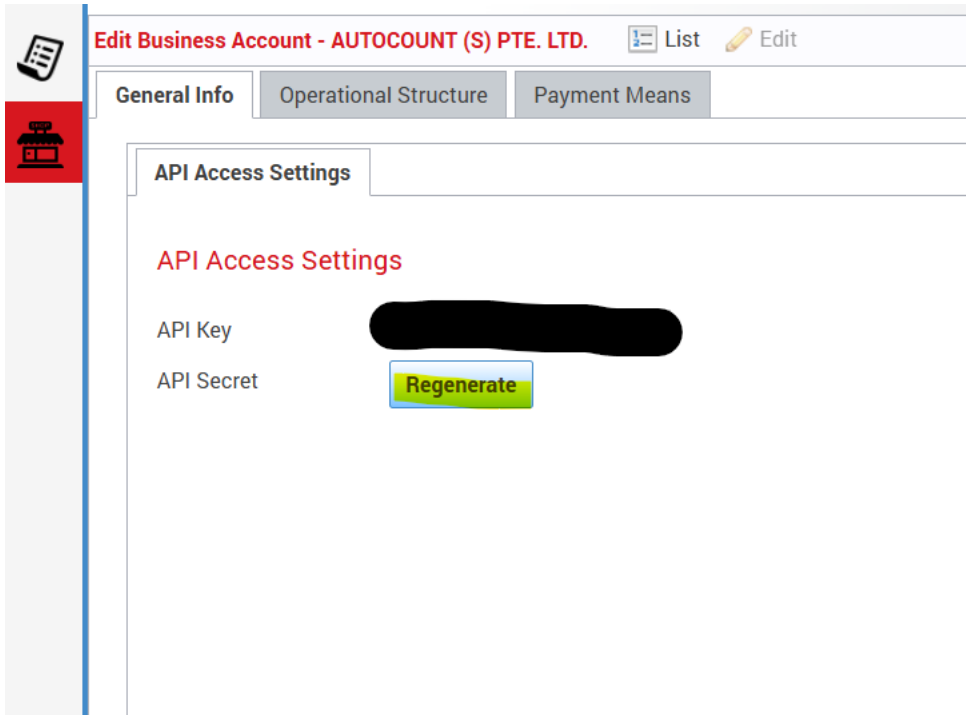
Accounting.



While for the API Secret, a Secret key will be emailed to your registered email account when the user register with DataPost. If the email is not received, user can regenerate the API Secret through Business Account Management Module > Double Click to select your company.

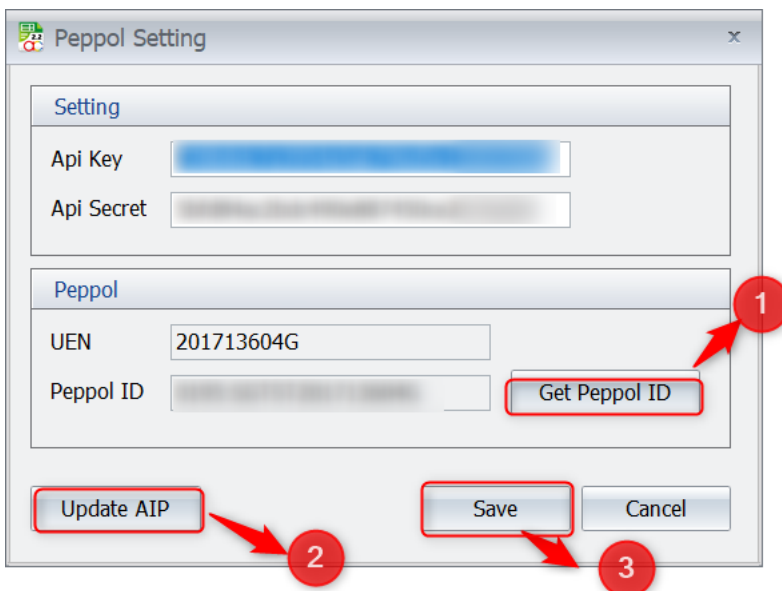


User can select **Regenerate** to trigger the API secret sent again to the registered email address.



Key in that API Secret into the “API Secret” field. After keying in the respective API, click on the “Get Peppol ID” button.

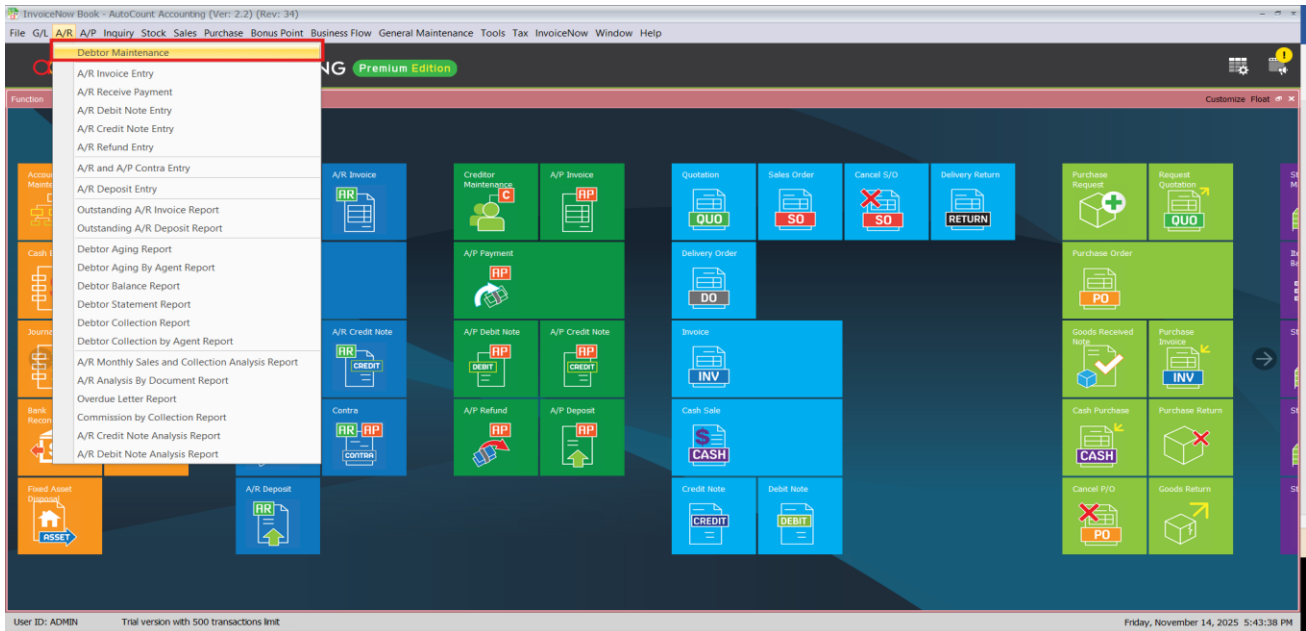
***Kindly do not share out this API Key and API Secret to untrusted parties.**



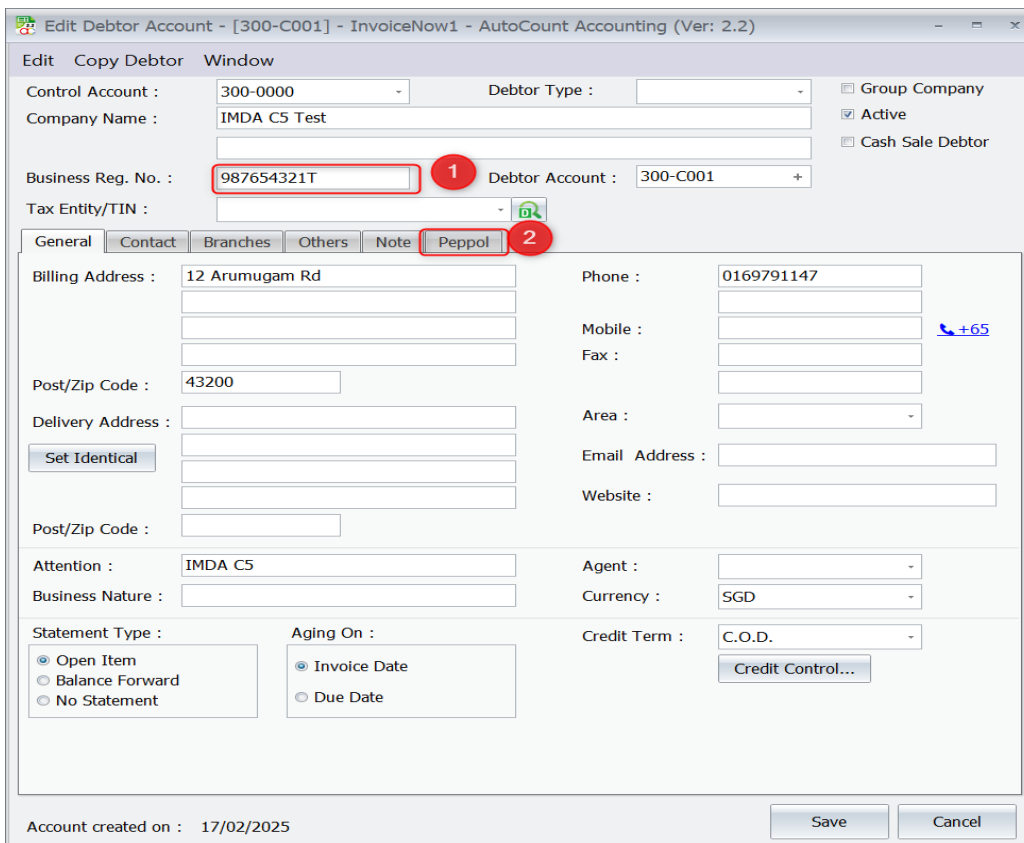
After getting the Peppol ID, user needs to click Update AIP to register the Peppol ID in our AIP server and click save.

4.3 Debtor Setup

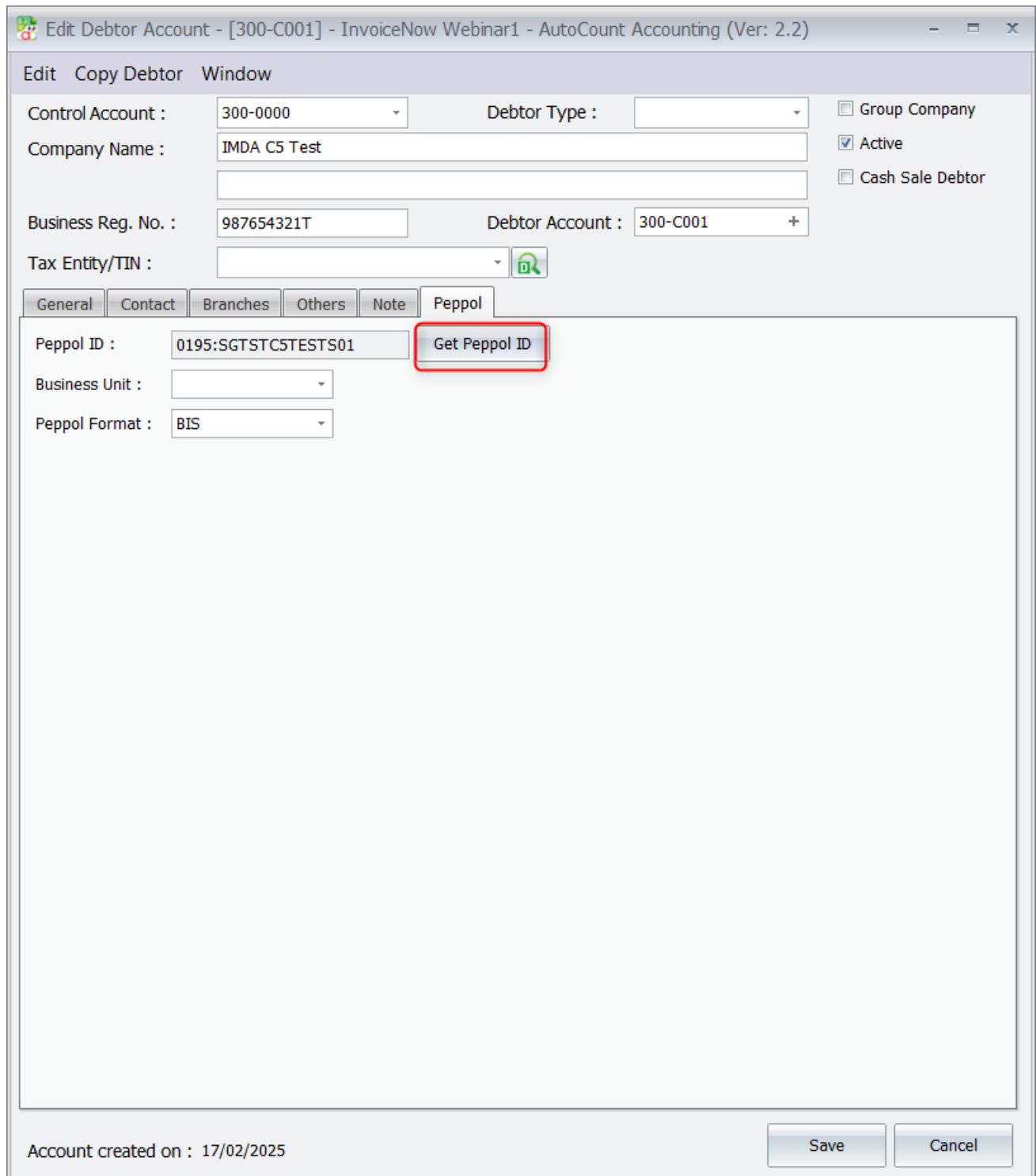
User will have to setup the Peppol account of their debtors. This step is only applicable to debtors that has Peppol account and wish to send E-Invoice as part of the business process. User can go to **Menu → A/R → Debtor Maintenance**.



Edit the debtor and key in the Registration No. of debtor → Switch to Peppol tab.



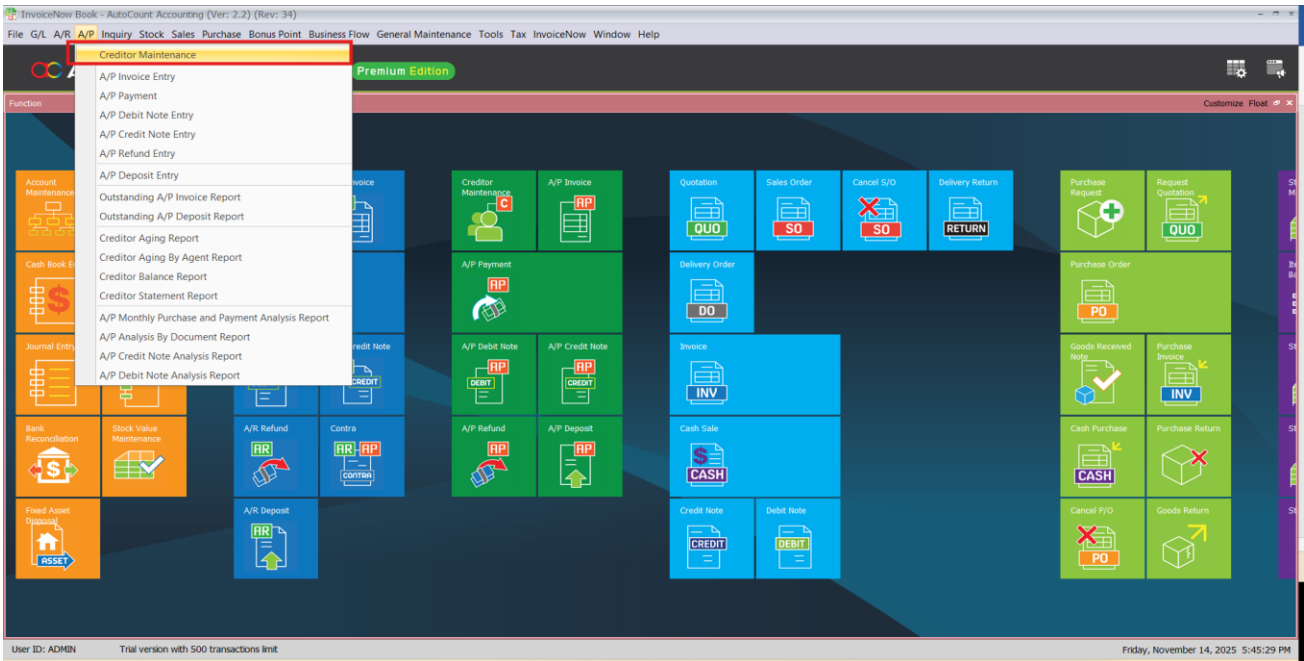
Click on the “Get Peppol ID” to validate if any related Peppol account is registered based on the Registration No. provided. If a valid account is found, it will automatically retrieve the Peppol ID. Click “Save” to map the Peppol ID to this debtor.



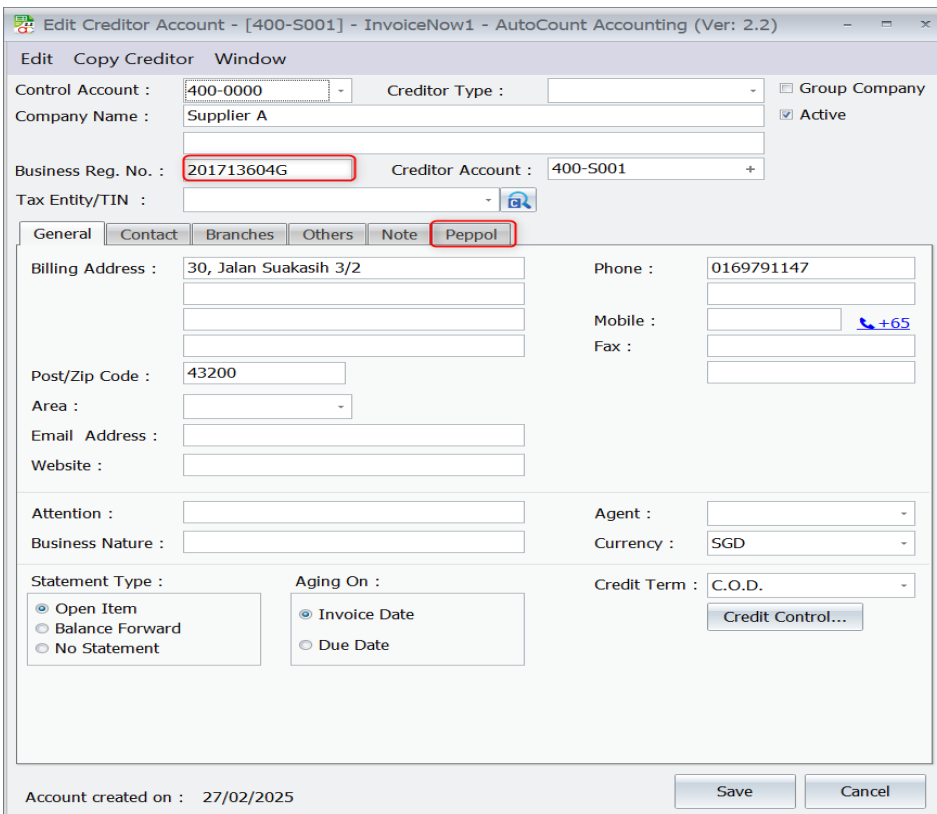
User will need to repeat this on the other debtors that wish to practice InvoiceNow.

4.4 Creditor Setup

User will need to make sure that the Registration No. of creditor is filled. This Registration No. will be used by the system to identify which Creditor when user attempts to retrieve their supplier invoice through E-Invoice. To do this, user can go to **Menu → A/P → Creditor Maintenance**.



Edit the creditor and key in the Registration No. of creditor → Switch to Peppol tab.



Edit Creditor Account - [400-S001] - InvoiceNow1 - AutoCount Accounting (Ver: 2.2)

Edit Copy Creditor Window

Control Account : 400-0000 Creditor Type : Group Company
 Company Name : Supplier A Active

Business Reg. No. : 201713604G Creditor Account : 400-S001 +

Tax Entity/TIN :

General Contact Branches Others Note **Peppol**

Billing Address : 30, Jalan Suakasih 3/2 Phone : 0169791147
 Mobile : +65
 Fax :

Post/Zip Code : 43200
 Area :

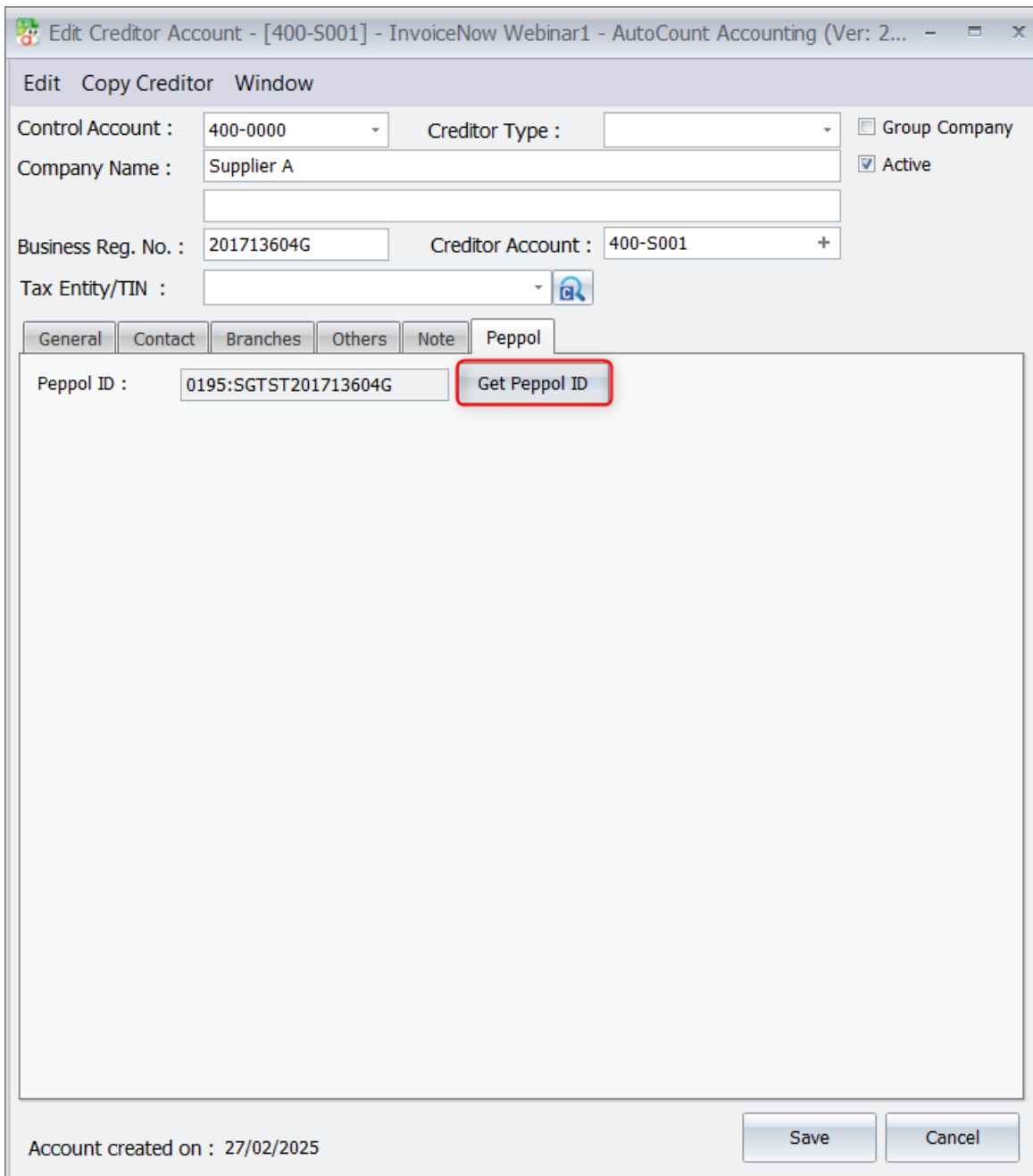
Email Address :
 Website :

Attention : Agent :
 Business Nature : Currency : SGD

Statement Type : Open Item Balance Forward No Statement
 Aging On : Invoice Date Due Date
 Credit Term : C.O.D.

Account created on : 27/02/2025

Click on the “Get Peppol ID” to validate if any related Peppol account is registered based on the Registration No. provided. If a valid account is found, it will automatically retrieve the Peppol ID. Click “Save” to map the Peppol ID to this creditor.




Edit Creditor Account - [400-S001] - InvoiceNow Webinar1 - AutoCount Accounting (Ver: 2... - - x

Edit Copy Creditor Window

Control Account : 400-0000 C Creditor Type : Group Company

Company Name : Supplier A Active

Business Reg. No. : 201713604G C Creditor Account : 400-S001 +

Tax Entity/TIN : 

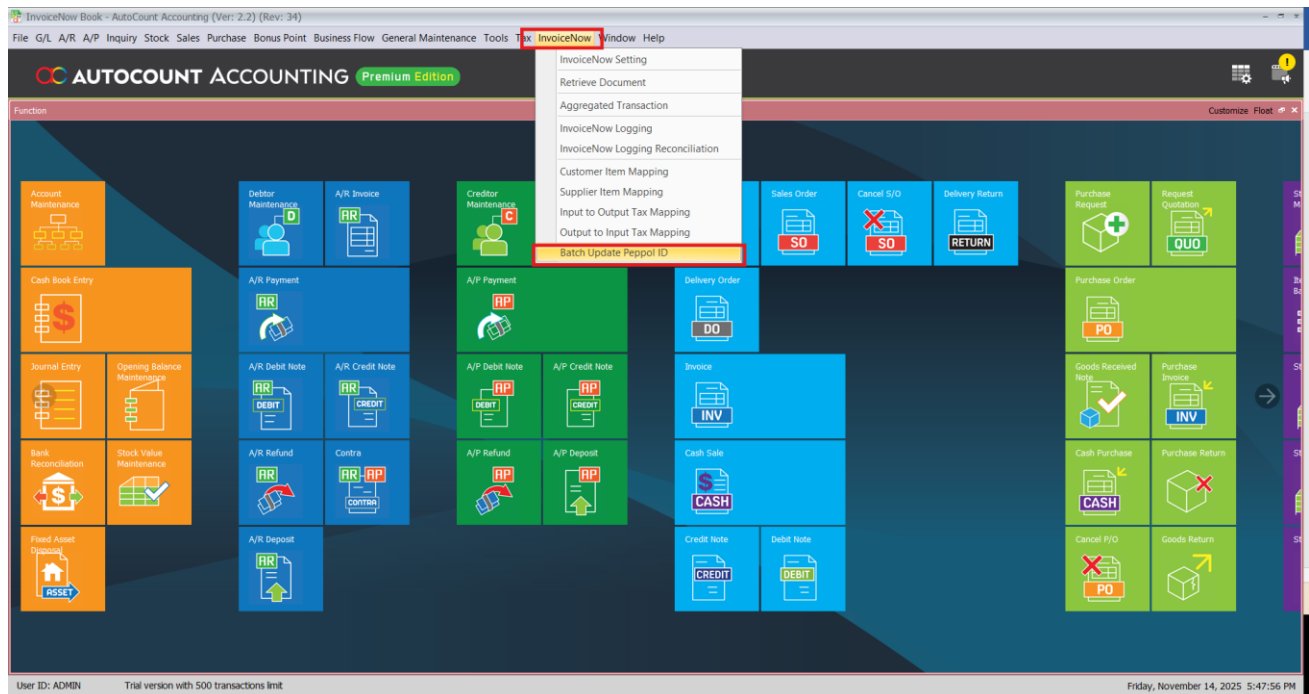
General Contact Branches Others Note Peppol

Peppol ID : 0195:SGTST201713604G **Get Peppol ID**

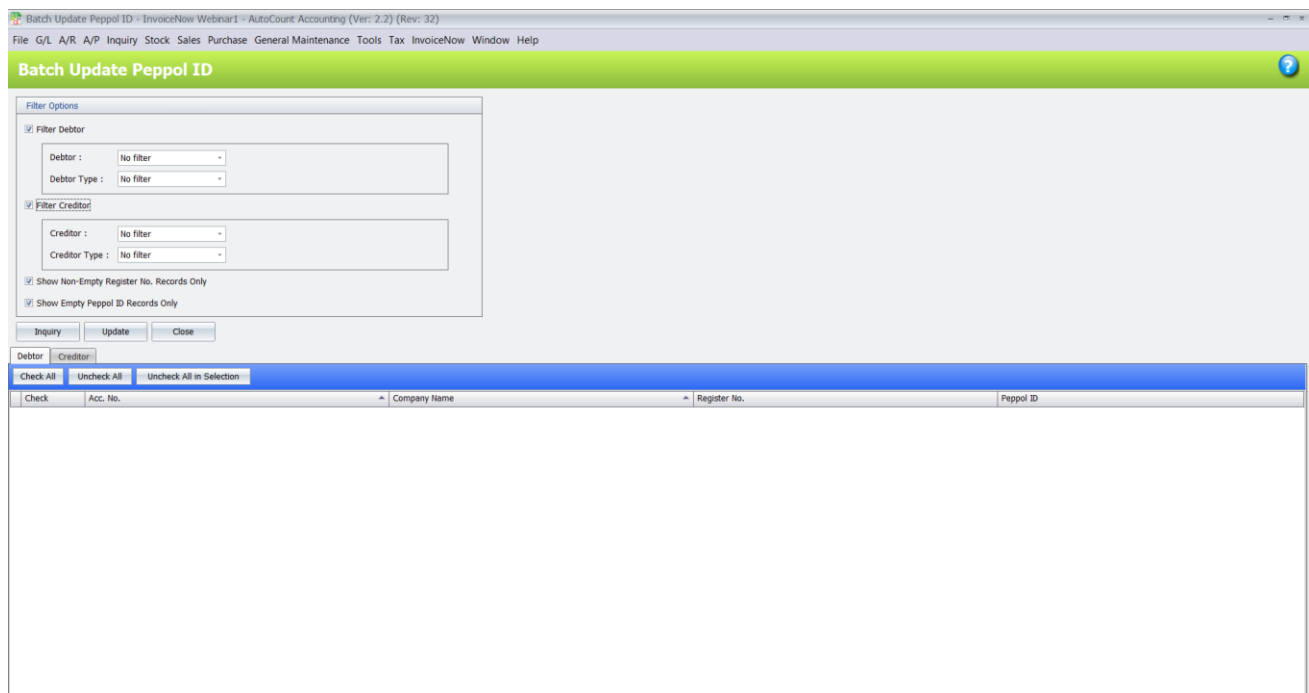
Account created on : 27/02/2025 Save Cancel

4.5 Batch Update Peppol ID

For existing user who has already maintained the Registration No. of debtor or creditor (either from the beginning of AutoCount setup or import the list from excel), user can batch update the Peppol ID through **InvoiceNow** → **Batch Update Peppol ID** instead of editing the debtor or creditor one by one.



To batch update the Peppol ID of debtor or creditor, user can first filter the options that required and Inquiry.



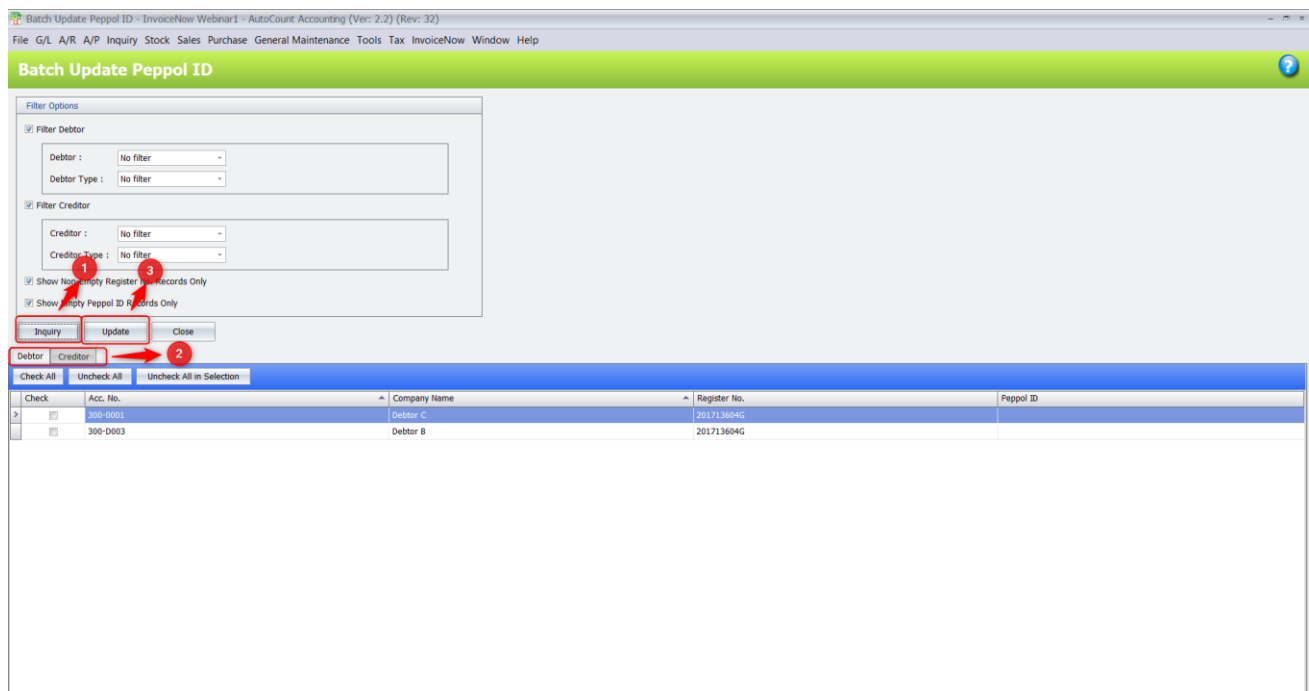
Filter Debtor: Filter the debtor code and debtor type

Filter Creditor: Filter the creditor code and creditor type

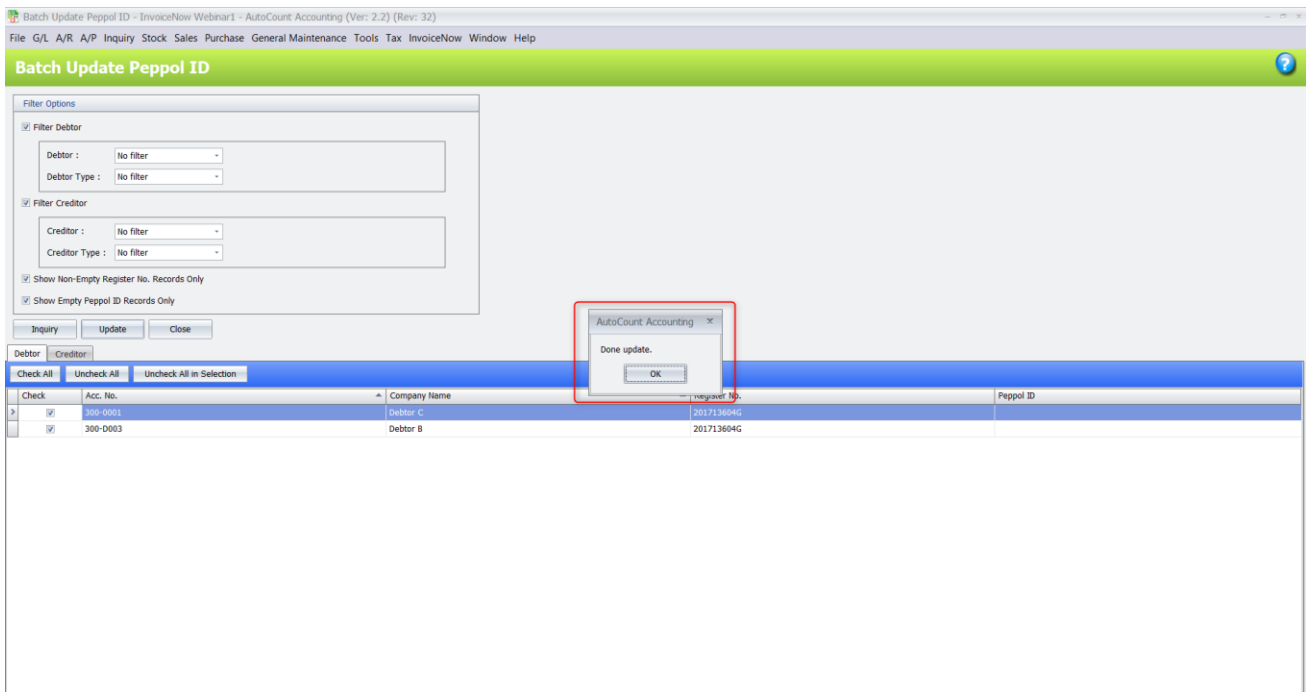
Show Non-Empty Register No. Records Only:

Show Empty Peppol ID Records Only:

For example, user can filter all the debtors and creditors with non-empty Register No. records but empty Peppol ID records. After applying the appropriate filter → **Inquiry**. User can check the list by switching from the debtor and creditor tab → **Check All** → **Update**.

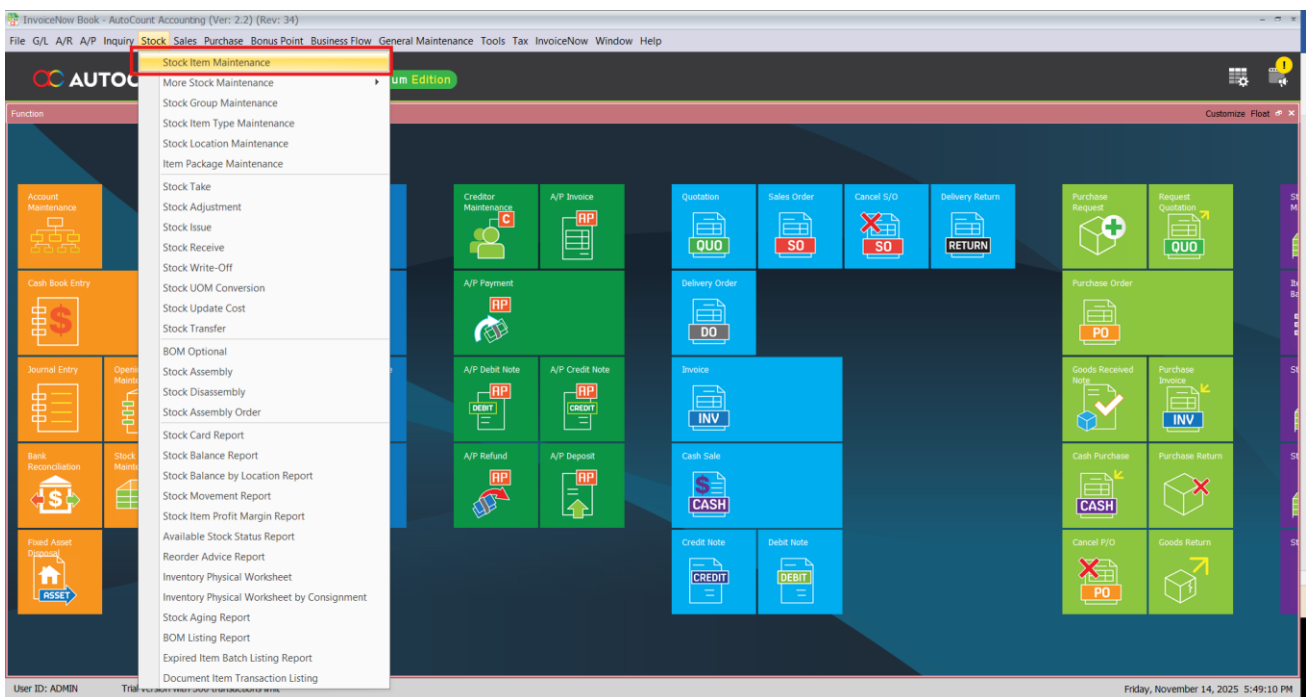


Batch update Peppol ID will be completed once the message of **Done Update** appears.

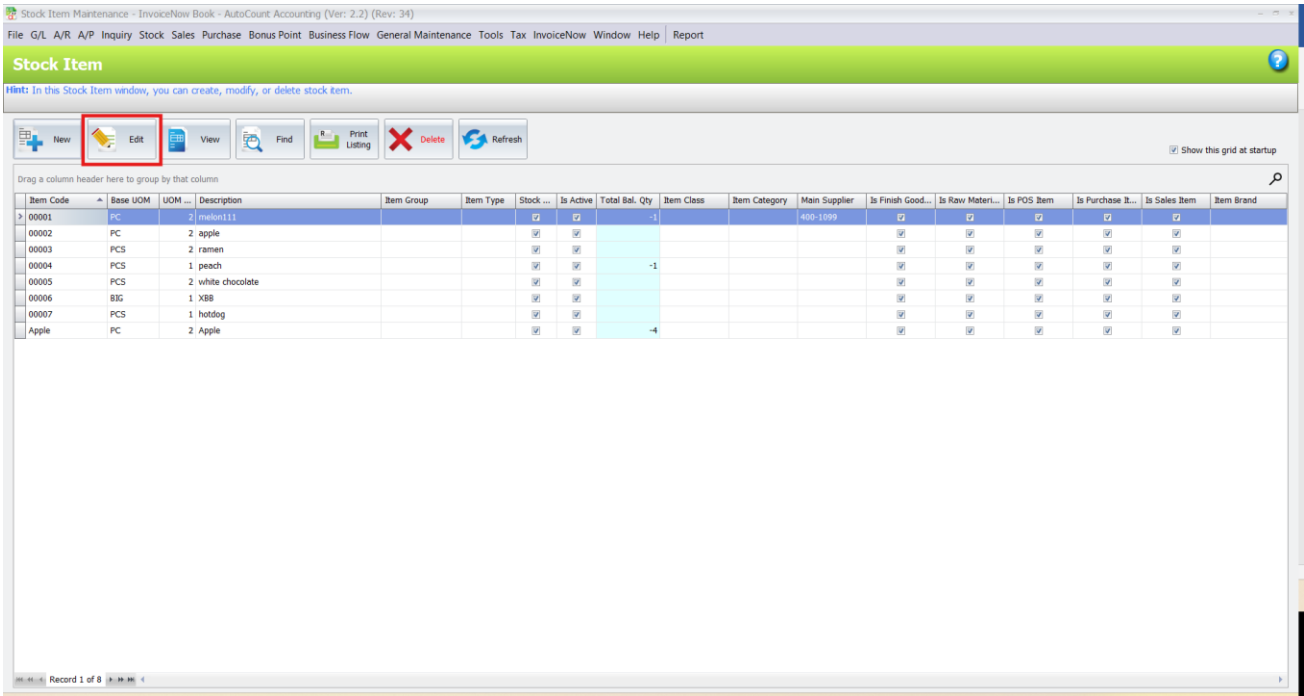


4.6 UOM Setup

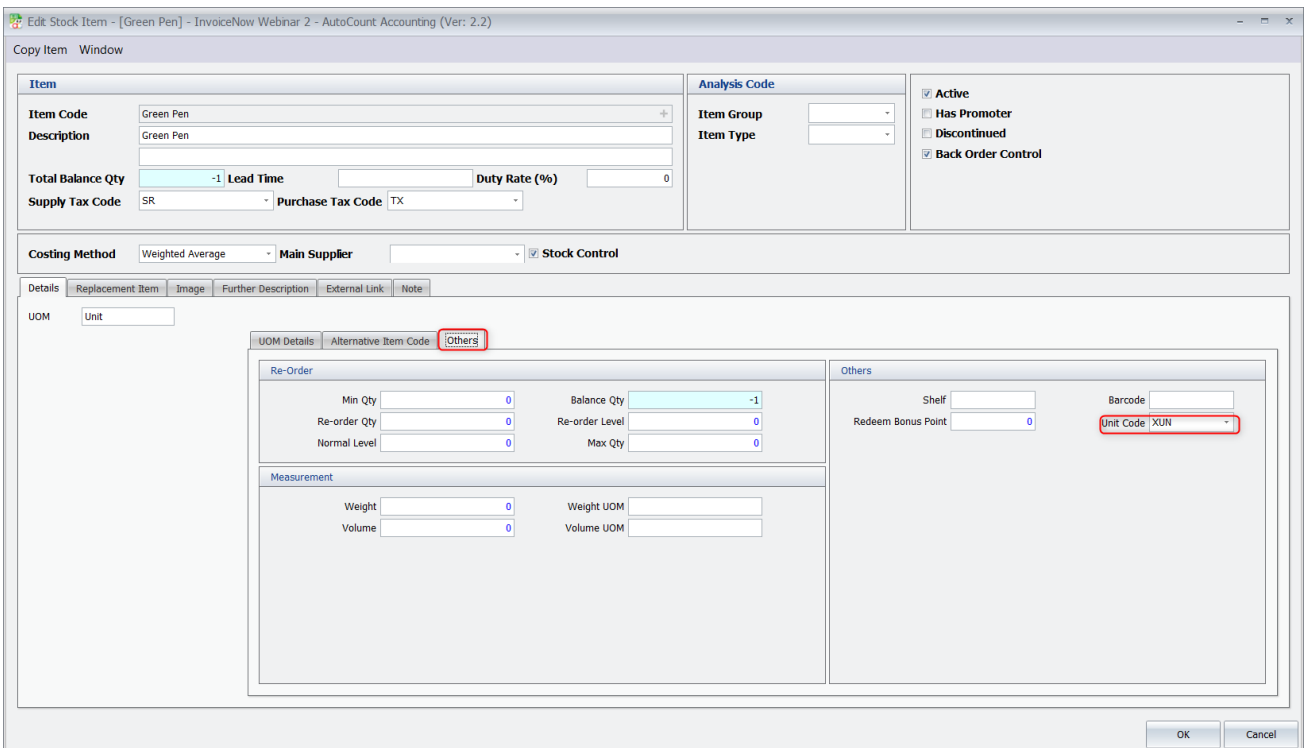
User will have to perform mapping for Stock Item UOM. This is to uniquely identify each of the user’s existing UOM to a standardize set of recognized UOM. User can go to **Menu → Stock → Stock Item Maintenance**.



Edit the Stock Item.

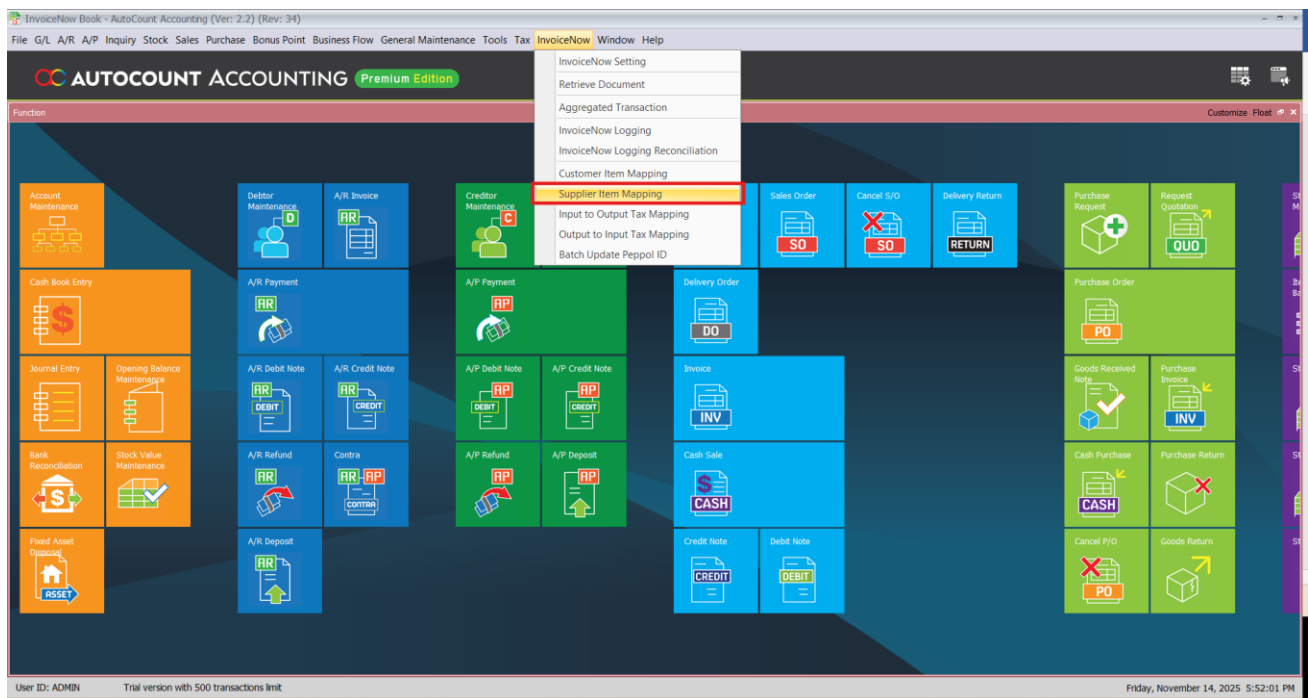


Click Others and select the Unit Code for the respective UOM.

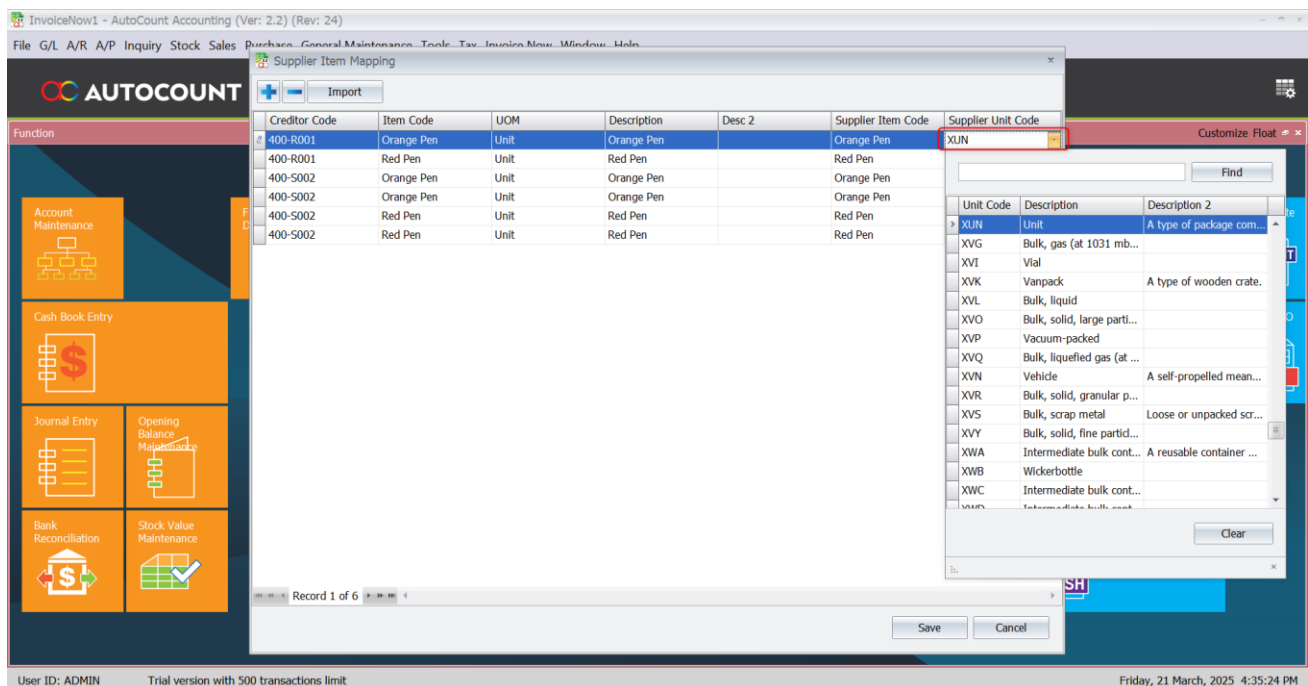


Vice versa, for receiving any E-Invoices, the creditor or supplier will send E-Invoices with those standardized UOM codes. User will have to map those standardized code into the system available UOMs.

User can do this mapping through **Menu** → **InvoiceNow** → **Supplier Item Mapping**.



User can map their own Item Code with the Supplier Item Code as well as the Supplier Unit Code field. This field supports multiple UOM codes.

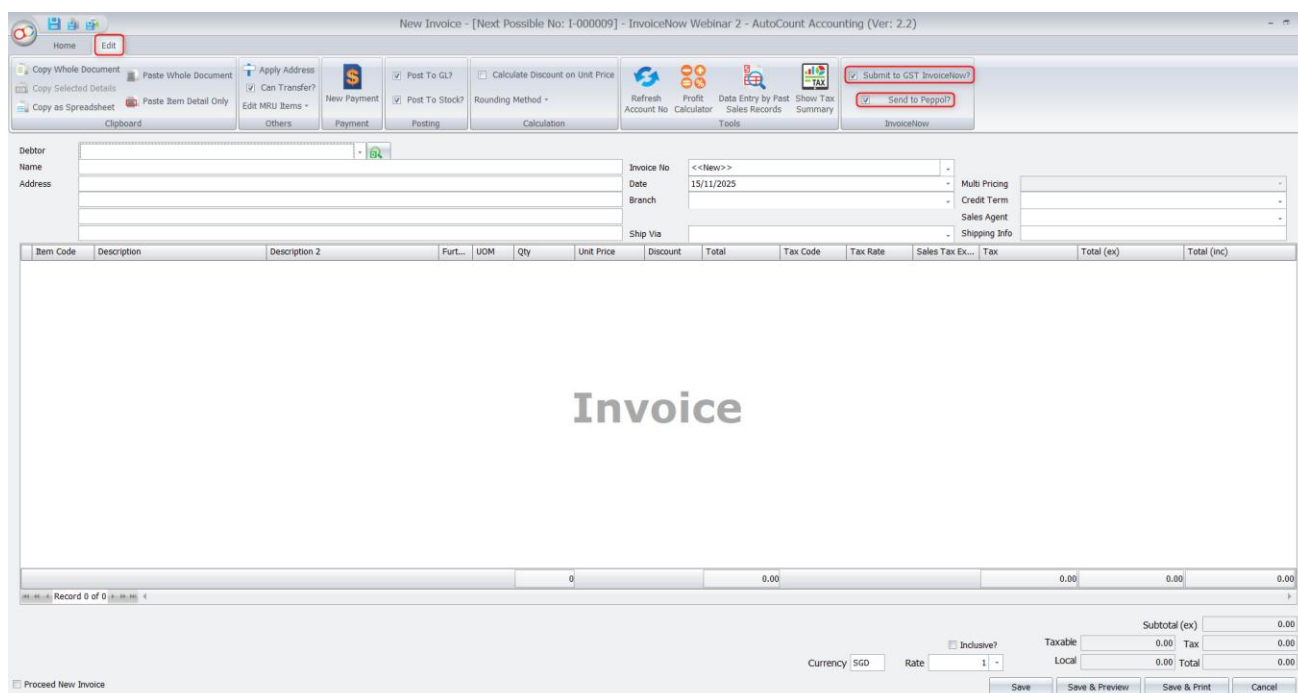


Remark: Setting up of InvoiceNow is done until this stage and all the required documents will be automatically sent to IRAS after the document has been created and saved.

4.7 Sending Peppol Invoice and Credit Note

After setting up, user can now proceed to create Invoice and Credit note and send them thru the Peppol network. The explanation and example below will be using Invoice, but it is also applicable to Credit Note.

User just need to create an Invoice as usual and save them. If the registration number of the debtor has been maintained, by default, at the ‘Edit’ Tab ‘Submit to GST InvoiceNow’ and ‘Send to Peppol’ will be checked. User can choose to uncheck the option if they are not intended to send this invoice thru peppol network.



Submit to GST InvoiceNow: When the submit to GST InvoiceNow is checked, the document will be automatically sent to IRAS after the document has been created and saved.

Send to Peppol: When send to Peppol is checked, the document will be sent to Peppol network so that the other party is able to retrieve the document thru the Peppol network.

The Invoice that is successfully sent will have the status of success and info in the column include **InvoiceNow Doc. UUID, InvoiceNow IRAS Submission Status, InvoiceNow IRAS Transmission ID, InvoiceNow Peppol Instance ID, InvoiceNow Peppol Submission Status, InvoiceNow Submission Date Time, InvoiceNow Submission UUID and InvoiceNow Trace ID.**

Invoice - InvoiceNow Webinar 2 - AutoCount Accounting (Ver: 2.2) (Rev: 34)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Tax InvoiceNow Window Help Report Others

Invoice

Hint: In this Invoice window, you can create, modify, or delete Invoice for your customer.

Show this grid at startup

Drag a column header here to group by that column

Doc. No.	Date	Debtor Code	Debtor Name	Agent	Inclusive?	Sub-Total (ex)	InvoiceNow IRAS Submission Status	Peppol Submission Status	InvoiceNow Document UUID	Invoice...	Tax	Total	Outsta...	Cancel...	Multi Pricing
I-000008	07/11/2025	300-T001	test		No	45.00	Success	Send Success	e8ea4f0-e14a-454b-92b2-4b15f4d1e79	15/11/2...	4.05	49.05	49.05		Price 1
I-000007	07/11/2025	300-T001	test		No	14.00	Success	Send Success	42d7d5ea-ca6c-46c0-8b62-009e0b46c25e	11/11/2...	1.26	15.26	15.26		Price 1
I-000006	07/11/2025	300-T001	test		No	78.00	Success	Send Success	ee9e313e-5411-4963-ba48-1ad5437a6d3	11/11/2...	7.02	85.02	85.02		Price 1
I-000005	30/10/2025	300-T001	test		No	28.00	Success	Send Success	d78a89d3-ae94-4b55-ae7f-75c42f651105	02/11/2...	2.52	30.52	30.52		Price 1
I-000004	30/10/2025	300-T001	test		No	23.00	Success	Send Success	95925946-de72-4476-a61f-4f618891978f	30/10/2...	2.07	25.07	25.07		Price 1
I-000003	30/10/2025	300-T001	test		No	4.00	Success	Send Success	71a23a70-9665-49e6-8e18-2a871699677e	30/10/2...	0.36	4.36	4.36		Price 1
I-000002	30/10/2025	300-T001	test		No	79.00	Success	Send Success	f0af462e-1b57-47c7-b4ac-451042baac8d	30/10/2...	7.11	86.11	86.11		Price 1
I-000001	29/10/2025	300-T001	test		No	78.00	Success	Send Success	598ae834-681d-44c6-8b16-03d35658e404	30/10/2...	7.02	85.02	85.02		Price 1

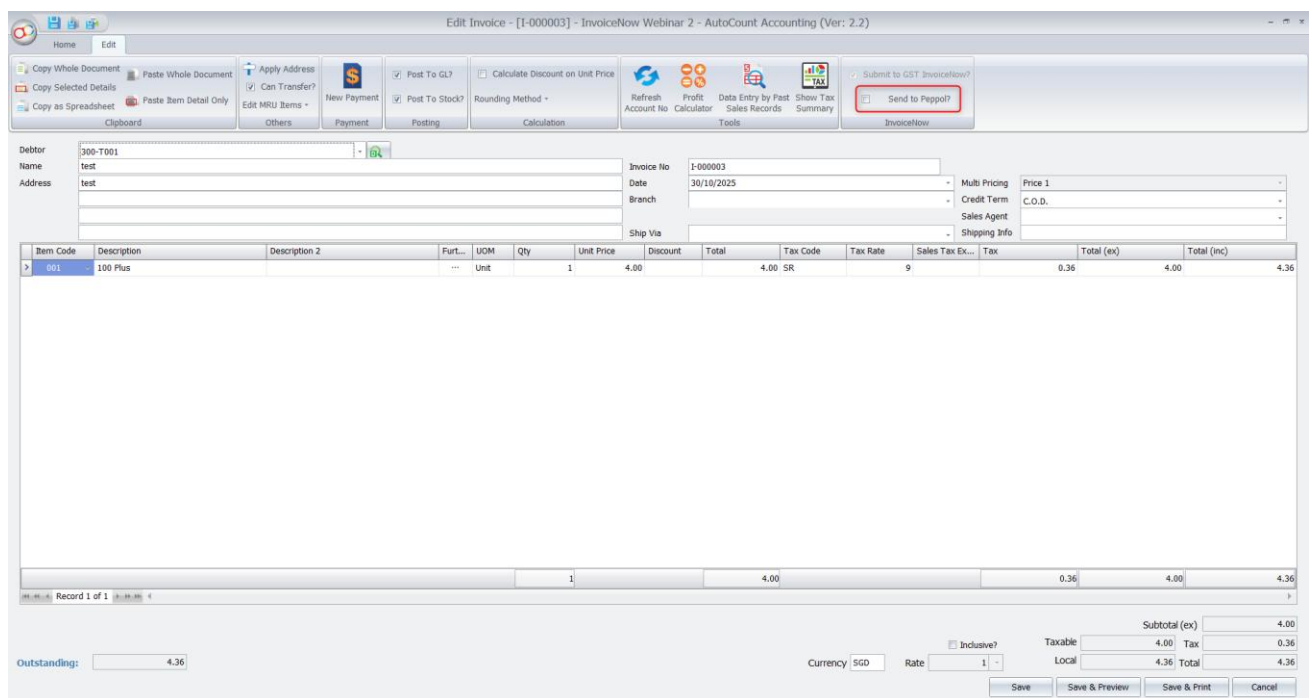
Record 1 of 8

Remarks: The process of sending non-GST invoice/credit note is same from GST invoice/credit note as without GST selected in the transaction, the invoice/credit note will not be submitted to InvoiceNow.

4.8 Sending Non-Peppol Invoice and Credit Note

User can proceed to create Non-Peppol Invoice and Credit note (The process is the same with 4.7, the only difference is unchecked Send to Peppol). The explanation and example below will be using Invoice, but it is also applicable to Credit Note.

User just need to create an Invoice as usual and save them. By default, at the ‘Edit’ Tab ‘Submit to GST InvoiceNow’ and ‘Send to Peppol’ will be checked once user has activated InvoiceNow. User can choose to uncheck the option of ‘Send to Peppol’ if they are intended to send a copy of invoice that compliance with GST requirement to IRAS but not intended to send this invoice thru peppol network for the other party to retrieve it from peppol network.



Submit to GST InvoiceNow: When the submit InvoiceNow is checked, the document will be automatically sent to IRAS after the document has been created and saved.

Send to Peppol: When send to Peppol is checked, the document will be sent to Peppol network so that the other party is able to retrieve the document thru the Peppol network.

The Invoice that is successfully sent will have the status of success and info in the column include **InvoiceNow Document UUID, InvoiceNow IRAS Submission Status and InvoiceNow Submission Date Time.**

Invoice - InvoiceNow Webinar1 - AutoCount Accounting (Ver: 2.2) (Rev: 34)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Tax InvoiceNow Window Help Report Others

Invoice

Hint: In this Invoice window, you can create, modify, or delete Invoice for your customer.

Show this grid at startup

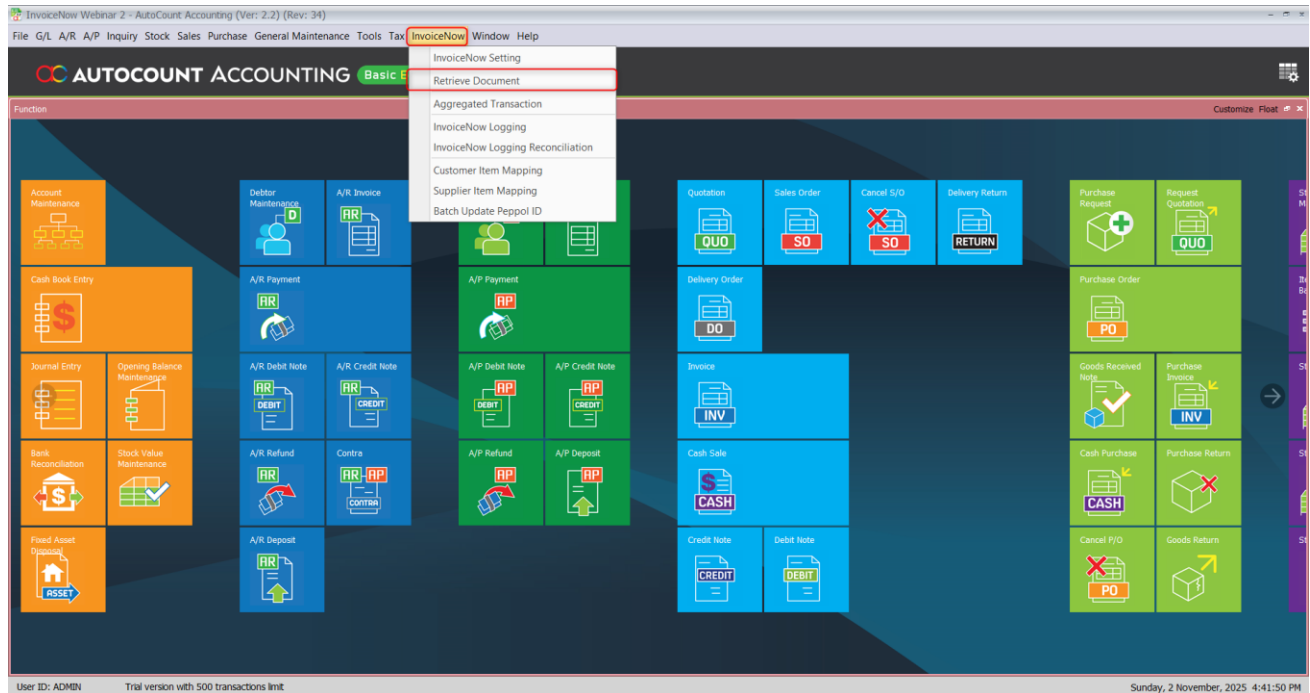
Drag a column header here to group by that column

Doc. No.	Date	Debtor Code	Debtor Name	Sub-Total (ex)	Invoiceflow IRAS Submission Status	Peppol Submission Status	Invoiceflow Document UUID	Invoiceflow A/P Submission Date Time	Tax	Total	Outstanding	Cancelled	Multi Pricing
I-000012	29/10/2025	300-T001	test	58.00	Success		403722ef-5126-4342-a3d7-9c...	29/10/2025 23:04	5.22	63.22	63.22		Price 1
I-000011	29/10/2025	300-T001	test	58.00	Success	Send Success	36ec1474-0802-46dc-8c01-81...	29/10/2025 23:17	5.22	63.22	63.22		Price 1
I-000010	29/10/2025	300-T001	test	45.00					0.00	45.00	45.00		Price 1
I-000009	29/10/2025	300-T001	test	34.00	Success	Send Success	87541046-6568-4a35-a8ba-4f...	29/10/2025 20:26	3.06	37.06	37.06		Price 1
I-000008	29/10/2025	300-E002	Empty	56.00					5.04	61.04	61.04		Price 1
I-000007	19/09/2025	300-E001	Error Testing	56.00					5.04	61.04	61.04		Price 1
I-000005	19/09/2025	300-S001	SUKASUKI	45.00	Success	Send Success	0ab8f3dc-f702-4928-8d3d-04...	19/09/2025 15:19	0.00	45.00	45.00		Price 1
I-000004	19/09/2025	300-T001	test	78.00	Success	Send Success	6a599f79-5dee-4e07-9ff2-0d...	19/09/2025 12:14	7.02	85.02	85.02		Price 1
I-000003	19/09/2025	300-S001	SUKASUKI	3.00	Success	Send Success	a219ae46-f767-439c-a0a7-7a...	19/09/2025 12:04	0.27	3.27	3.27		Price 1
I-000002	19/09/2025	300-T001	test	45.00	Success	Send Success	b1be700c-e344-4c72-b7b3-09...	19/09/2025 12:00	4.05	49.05	49.05		Price 1

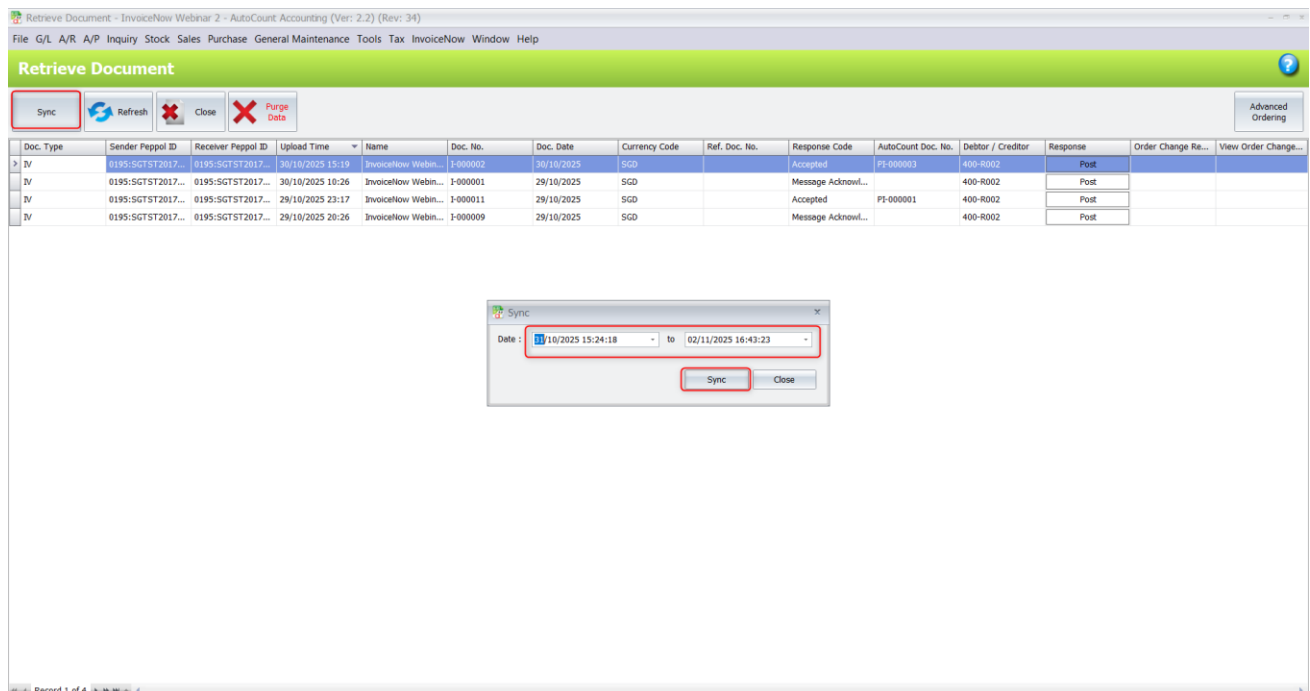
Record 1 of 10

4.9 Retrieve Document (Peppol Purchase Invoice and Credit Note to GST InvoiceNow)

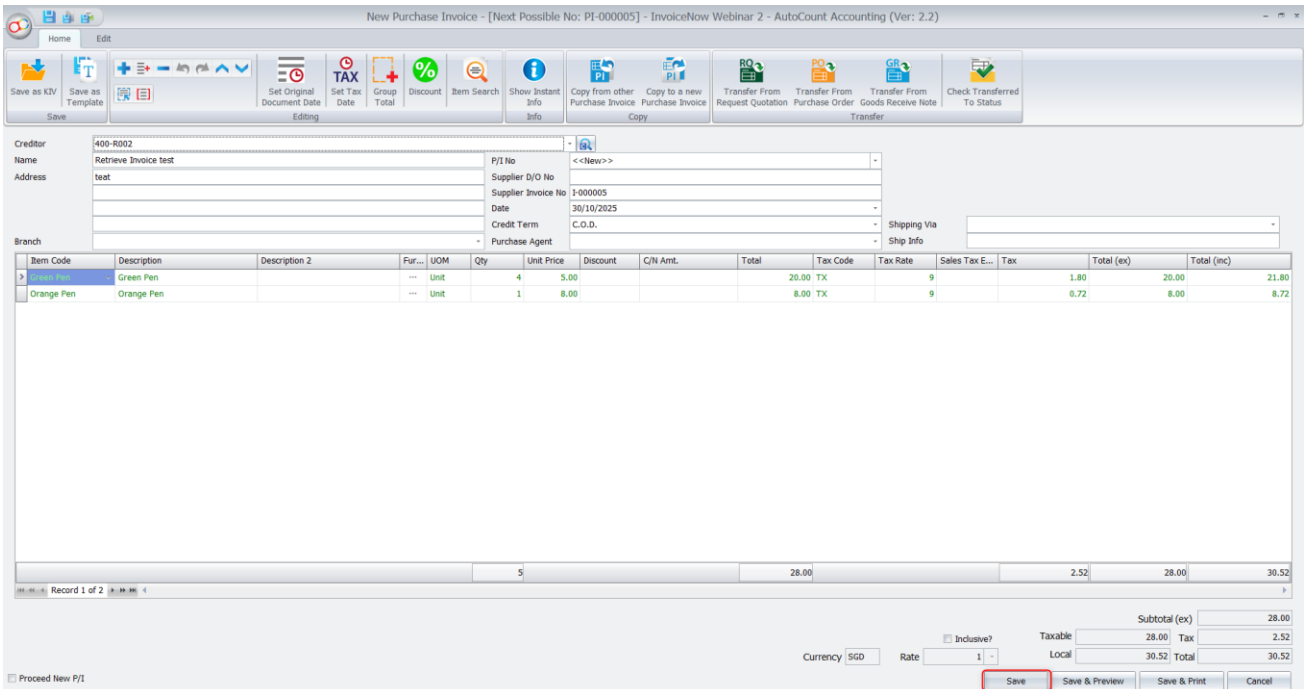
User can retrieve any Peppol Invoice or Credit Note that sent by creditor or supplier. User can access this function at **Menu → InvoiceNow → Retrieve Document.**



User can click **Sync → Filter the date → Sync** to get the documents available within the period.



A purchase invoice interface will be prompt, and user can check the details before saving the purchase invoice.



After saving, the posted document number will be shown.

Doc. Type	Sender Peppol ID	Receiver Peppol ID	Upload Time	Name	Doc. No.	Doc. Date	Currency Code	Ref. Doc. No.	Response Code	AutoCount Doc. No.	Debtor / Creditor	Response	Order Change Re...	View Order Chang...
IV	0195-SGTST2017...	0195-SGTST2017...	30/10/2025 10:26	InvoiceNow Webin...	I-000001	29/10/2025	SGD		Message Acknowl...		400-R002	Post		
IV	0195-SGTST2017...	0195-SGTST2017...	29/10/2025 23:17	InvoiceNow Webin...	I-000011	29/10/2025	SGD		Accepted	PI-000001	400-R002	Post		
IV	0195-SGTST2017...	0195-SGTST2017...	29/10/2025 20:26	InvoiceNow Webin...	I-000009	29/10/2025	SGD		Message Acknowl...		400-R002	Post		
IV	0195-SGTST2017...	0195-SGTST2017...	30/10/2025 15:19	InvoiceNow Webin...	I-000002	30/10/2025	SGD		Accepted	PI-000003	400-R002	Post		
IV	0195-SGTST2017...	0195-SGTST2017...	02/11/2025 16:42	InvoiceNow Webin...	I-000005	30/10/2025	SGD		Accepted	PI-000005	400-R002	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:32	PEPPOL SUPPLIER	PO-000109	31/10/2025	SGD		Message Acknowl...		300-T001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:32	PEPPOL SUPPLIER	PO-000109	31/10/2025	SGD		Message Acknowl...		300-C002	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:32	PEPPOL SUPPLIER	PO-000109	31/10/2025	SGD		Message Acknowl...		300-P001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:32	PEPPOL SUPPLIER	PO-000109	31/10/2025	SGD		Message Acknowl...		300-E001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:32	MYR PEPPOL	PO-000108	31/10/2025	MYR		Message Acknowl...		300-T001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:32	MYR PEPPOL	PO-000108	31/10/2025	MYR		Message Acknowl...		300-C002	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:32	MYR PEPPOL	PO-000108	31/10/2025	MYR		Message Acknowl...		300-P001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:32	MYR PEPPOL	PO-000108	31/10/2025	MYR		Message Acknowl...		300-E001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000107	31/10/2025	MYR		Message Acknowl...		300-T001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000107	31/10/2025	MYR		Message Acknowl...		300-C002	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000107	31/10/2025	MYR		Message Acknowl...		300-P001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000107	31/10/2025	MYR		Message Acknowl...		300-E001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000106	31/10/2025	MYR		Message Acknowl...		300-T001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000106	31/10/2025	MYR		Message Acknowl...		300-C002	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000106	31/10/2025	MYR		Message Acknowl...		300-P001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000106	31/10/2025	MYR		Message Acknowl...		300-E001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000105	31/10/2025	MYR		Message Acknowl...		300-T001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000105	31/10/2025	MYR		Message Acknowl...		300-C002	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000105	31/10/2025	MYR		Message Acknowl...		300-P001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:30	MYR PEPPOL	PO-000105	31/10/2025	MYR		Message Acknowl...		300-E001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:29	PEPPOL SUPPLIER	PO-000104	31/10/2025	SGD		Message Acknowl...		300-T001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:29	PEPPOL SUPPLIER	PO-000104	31/10/2025	SGD		Message Acknowl...		300-C002	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:29	PEPPOL SUPPLIER	PO-000104	31/10/2025	SGD		Message Acknowl...		300-P001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:29	PEPPOL SUPPLIER	PO-000104	31/10/2025	SGD		Message Acknowl...		300-E001	Post		
PO	0195-SGTST2017...	0195-SGTST2017...	31/10/2025 17:29	PEPPOL SUPPLIER	PO-000103	31/10/2025	SGD		Message Acknowl...		300-T001	Post		

It will then be shown in your Purchase Invoice.

Purchase Invoice - InvoiceNow Webinar 2 - AutoCount Accounting (Ver: 2.2) (Rev: 34)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Tax InvoiceNow Window Help Report Others

Purchase Invoice

Hint: In this Purchase Invoice window, you can create, modify, or delete Purchase Invoice for your supplier.

Show this grid at startup

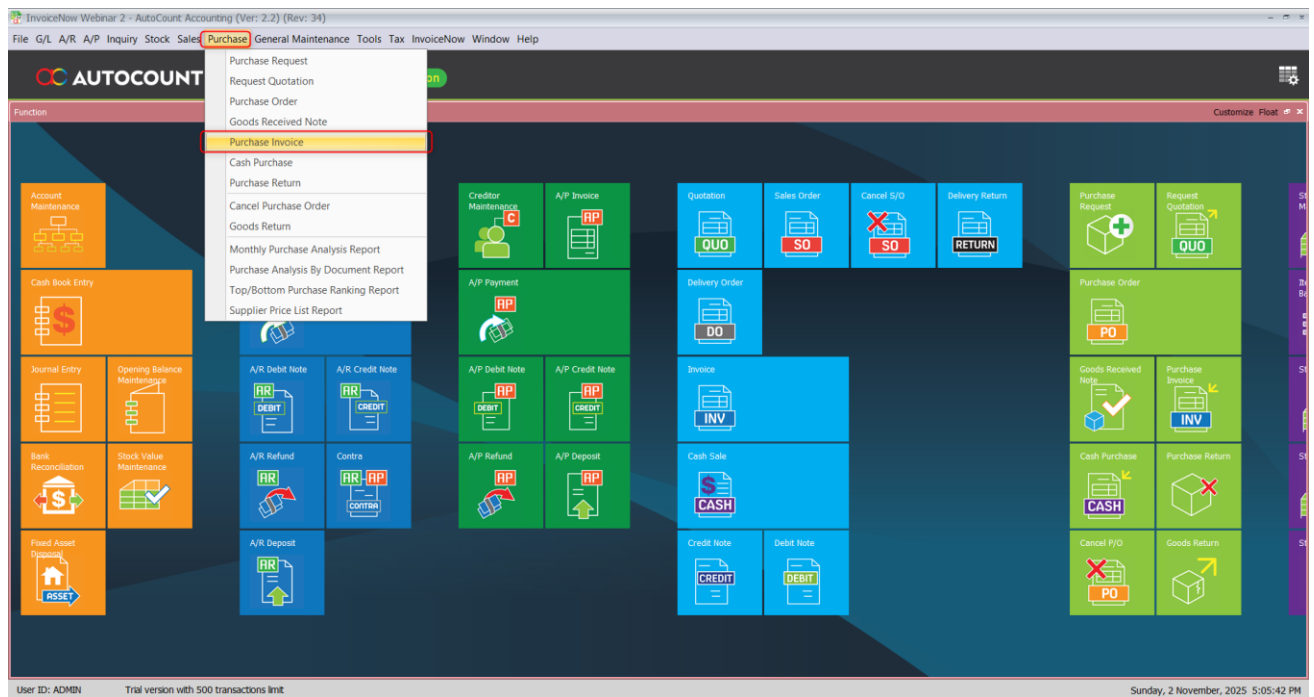
Drag a column header here to group by that column

Doc. No.	Supplier Invoice	Supple...	Invoice Now IRAS Submission ...	Date	Creditor Code	Creditor Name	Agent	Curr. Code	Curr. Rate	Inclusive?	Sub-Total ...	Tax	Local Tax	Total	Local Total	Outstanding	Cancelled
PF-000005	I-000005		Success	30/10/2025	400-R002	Retrieve Invo...		SGD		1 No	28.00	2.52	2.52	30.52	30.52	30.52	
PF-000004			Success	30/10/2025	400-R002	Retrieve Invo...		SGD		1 No	112.00	10.08	10.08	122.08	122.08	122.08	
PF-000003	I-000002		Success	30/10/2025	400-R002	Retrieve Invo...		SGD		1 No	79.00	7.11	7.11	86.11	86.11	86.11	
PF-000002			Success	30/10/2025	400-R002	Retrieve Invo...		SGD		1 No	45.00	4.05	4.05	49.05	49.05	49.05	
PF-000001	I-000011		Success	29/10/2025	400-R002	Retrieve Invo...		SGD		1 No	58.00	5.22	5.22	63.22	63.22	63.22	
														28.98	350.98		

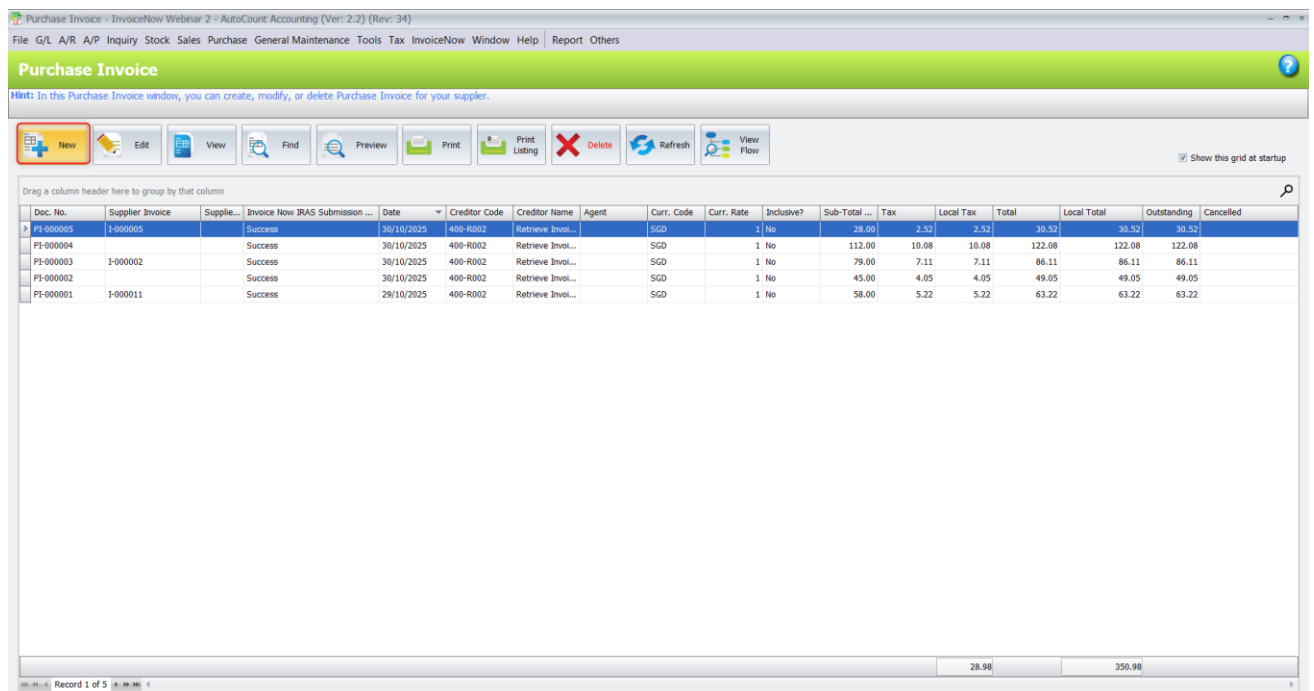
Record 1 of 5

4.10 Create Non-Peppol Purchase Invoice to GST InvoiceNow (Submission to IRAS)

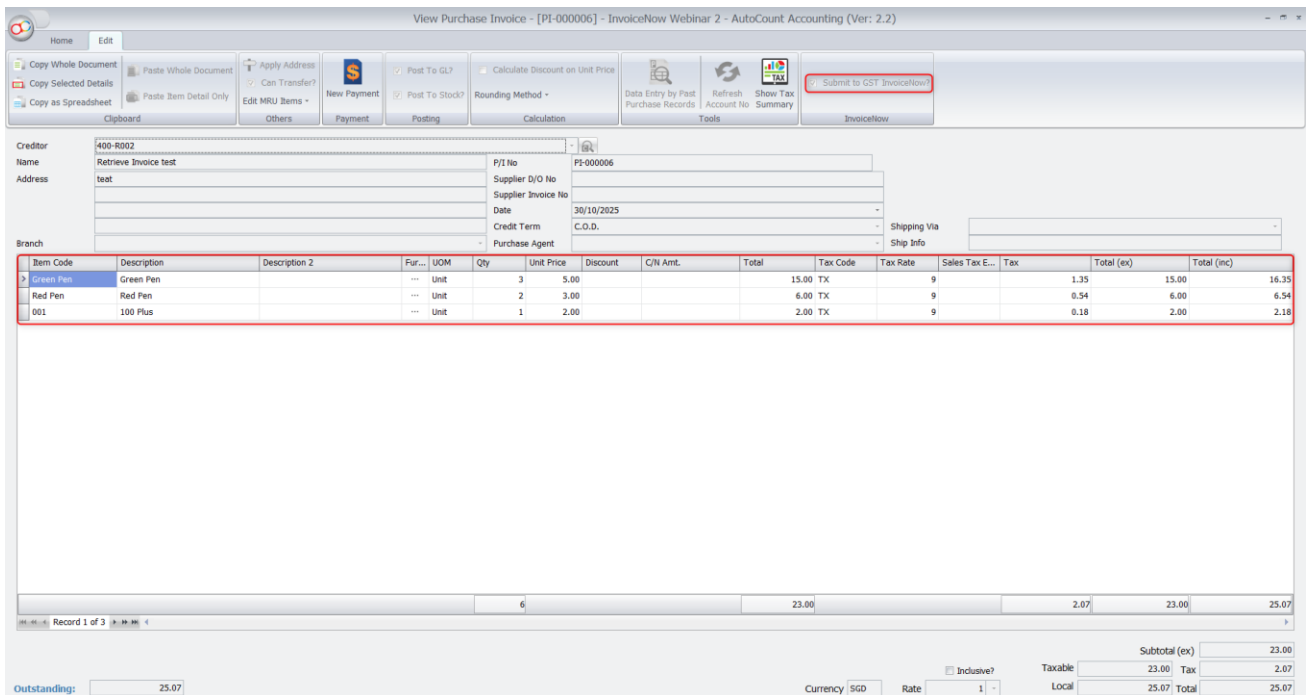
In the case of user would like to create a purchase invoice manually with the submission requirement to IRAS (instead of retrieving it from the peppol network), user can go to **Menu → Purchase → Purchase Invoice**.



Create New.

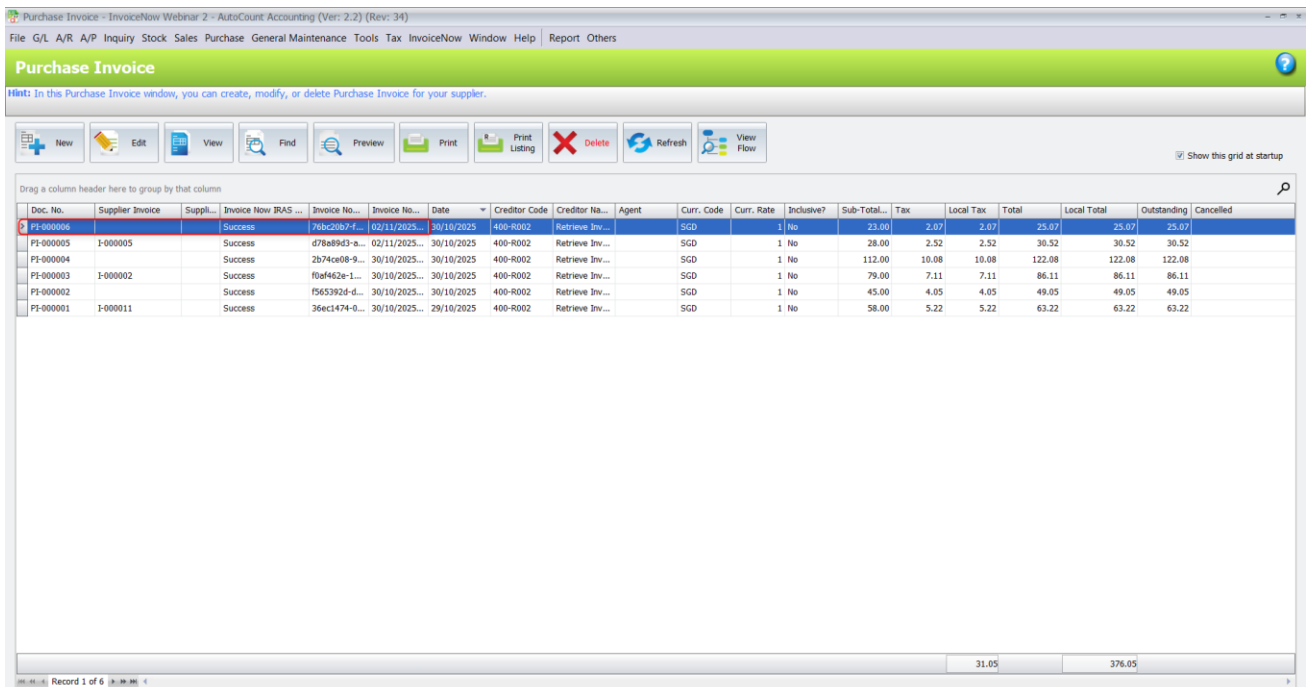


User can create the purchase invoice accordingly and by default ‘Submit to GST InvoiceNow’ will be checked once InvoiceNow has been enabled → Save.



Item Code	Description	Description 2	UOM	Qty	Unit Price	Discount	C/N Amt.	Total	Tax Code	Tax Rate	Sales Tax E.	Tax	Total (ex)	Total (inc)
Green Pen	Green Pen		Unit	3	5.00			15.00	TX	9		1.35	15.00	16.35
Red Pen	Red Pen		Unit	2	3.00			6.00	TX	9		0.54	6.00	6.54
001	100 Plus		Unit	1	2.00			2.00	TX	9		0.18	2.00	2.18

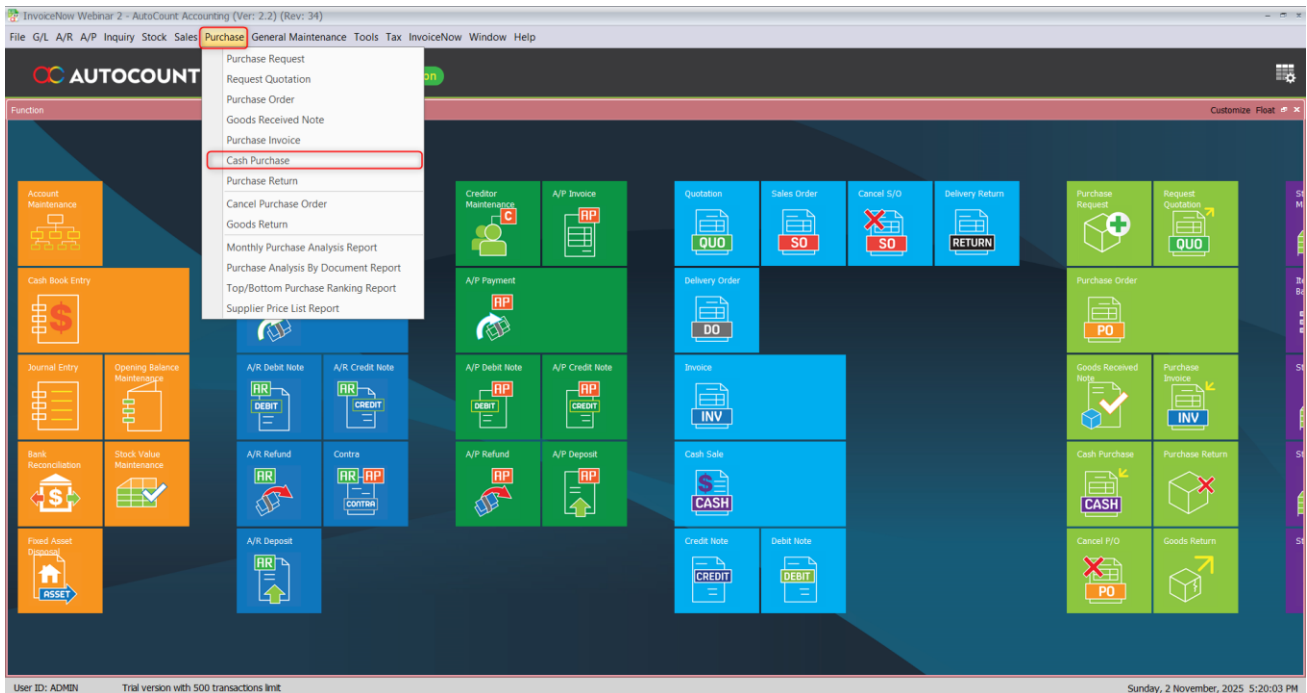
A purchase invoice will be generated and the submission status to IRAS will show success.



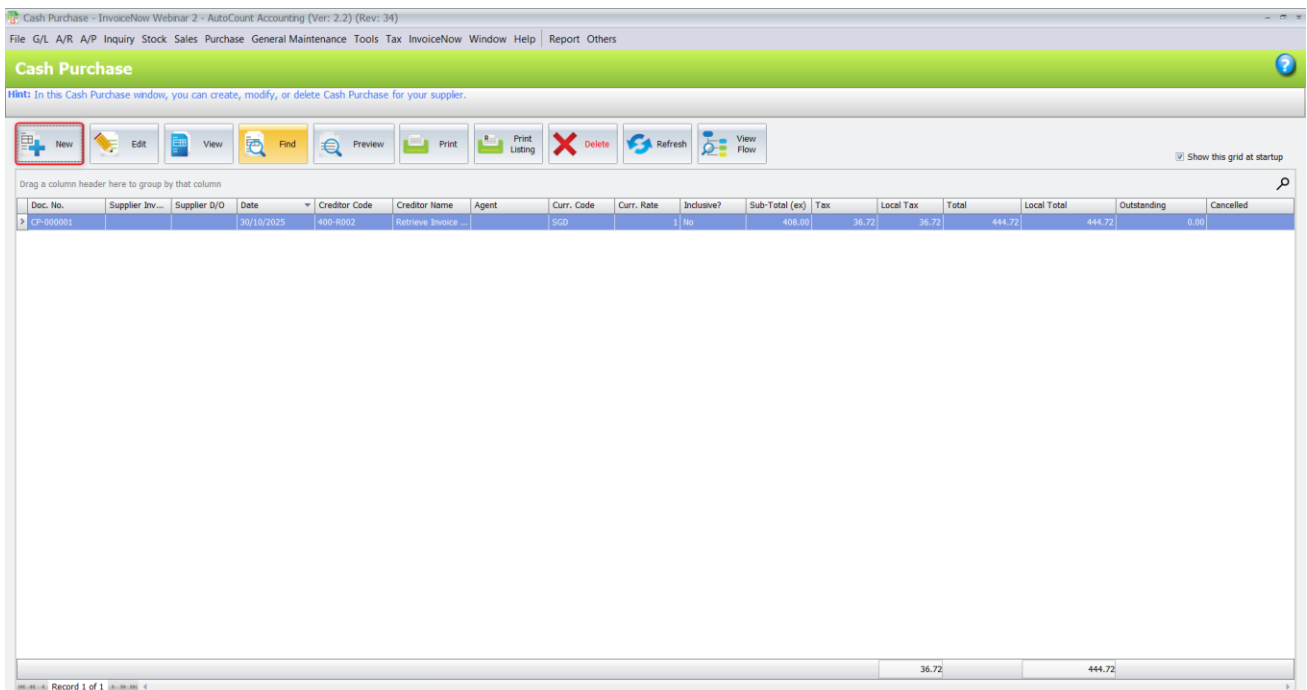
Doc. No.	Supplier Invoice	Suppl...	Invoice Now IRAS ...	Invoice No...	Invoice No...	Date	Creditor Code	Creditor Na...	Agent	Curr. Code	Curr. Rate	Inclusive?	Sub-Total...	Tax	Local Tax	Total	Local Total	Outstanding	Cancelled
PI-000006	I-000005	Success	76bc2067f...	02/11/2025...	30/10/2025	400-R002	Retrieve Inv...		SGD	1	No	23.00	2.07	2.07	25.07	25.07	25.07	25.07	
PI-000005	I-000005	Success	d78a89d3-e...	02/11/2025...	30/10/2025	400-R002	Retrieve Inv...		SGD	1	No	28.00	2.52	2.52	30.52	30.52	30.52	30.52	
PI-000004	I-000002	Success	2b74ca08-9...	30/10/2025...	30/10/2025	400-R002	Retrieve Inv...		SGD	1	No	112.00	10.08	10.08	122.08	122.08	122.08	122.08	
PI-000003	I-000002	Success	f0ef462e-1...	30/10/2025...	30/10/2025	400-R002	Retrieve Inv...		SGD	1	No	79.00	7.11	7.11	86.11	86.11	86.11	86.11	
PI-000002	I-000002	Success	f565392d-d...	30/10/2025...	30/10/2025	400-R002	Retrieve Inv...		SGD	1	No	45.00	4.05	4.05	49.05	49.05	49.05	49.05	
PI-000001	I-000011	Success	36ec1474-0...	30/10/2025...	29/10/2025	400-R002	Retrieve Inv...		SGD	1	No	58.00	5.22	5.22	63.22	63.22	63.22	63.22	

4.11 Petty Cash Purchases

To create a petty cash purchase with the submission requirement to IRAS, user can go to **Menu** → **Purchase** → **Cash Purchase**.



Create New.



User can create the cash purchase details accordingly and select the payment method of this purchase. In this case, cash will be selected as we are creating the example of petty cash purchase.

Edit Cash Purchase - [CP-000002] - InvoiceNow Webinar 2 - AutoCount Accounting (Ver: 2.2)

Home Edit

Save as KIV Save as Template Save Set Original Document Date Editing TAX Set Tax Date Group Total Discount Change Unit Price Item Search Show Instant Info Copy from other Cash Purchase Copy to a new Cash Purchase Transfer From Request Quotation Transfer From Purchase Order Transfer From Goods Receive Note

Creditor Name: 400-R002 Retrieve Invoice test C/P No: CP-000002
 Address: test Supplier DO No:
 Supplier Invoice No:
 Date: 30/10/2025
 Credit Term: C.O.D. Ship Via:
 Purchase Agent: Ship Info:

Item	Description	Acc. No.	Description 2	Furt...	UOM	Batch...	Location	Dept...	Proj...	Qty	Unit Price	Discount	C/N Amt.	SubTotal	Tax Code	Tax Rate	Sales Ta...	Tax	Total (ex)	Total (inc)	
Green	Green Pen	610-0000			Unit		HQ			2	4.00			8.00	TX	9		0.72	8.00	8.72	
Orang	Orange Pen	610-0000			Unit		HQ			3	5.00			15.00	TX	9		1.35	15.00	16.35	
														5			23.00		2.07	23.00	25.07

Record 1 of 2

Outstanding: 0.00

Currency SGD Rate 1

Inclusive? Taxable: 23.00 Tax: 2.07
 Local: 25.07 Total: 25.07

Subtotal (ex) 23.00
 Tax 2.07
 Total 25.07

Cash Credit Card Multi Payment Credit Purchase Cancel

F2 - Open Cash Drawer F3 - Cash Payment F5 - Credit Purchase F7 - Credit Card Payment F8 - Multi-Payment

User can then key in the cash amount received and click OK.

Edit Cash Purchase - [CP-000002] - InvoiceNow Webinar 2 - AutoCount Accounting (Ver: 2.2)

Home Edit

Save as KIV Save as Template Save Set Original Document Date Editing TAX Set Tax Date Group Total Discount Change Unit Price Item Search Show Instant Info Copy from other Cash Purchase Copy to a new Cash Purchase Transfer From Request Quotation Transfer From Purchase Order Transfer From Goods Receive Note

Creditor Name: 400-R002 Retrieve Invoice test C/P No: CP-000002
 Address: test Supplier DO No:
 Supplier Invoice No:
 Date: 30/10/2025
 Credit Term: C.O.D. Ship Via:
 Purchase Agent: Ship Info:

Item	Description	Acc. No.	Description 2	Furt...	UO
Green	Green Pen	610-0000			Unit
Orang	Orange Pen	610-0000			Unit

Record 1 of 2

Outstanding: 0.00

Currency SGD Rate 1

Inclusive? Taxable: 23.00 Tax: 2.07
 Local: 25.07 Total: 25.07

Subtotal (ex) 23.00
 Tax 2.07
 Total 25.07

Cash Credit Card Multi Payment Credit Purchase Cancel

F2 - Open Cash Drawer F3 - Cash Payment F5 - Credit Purchase F7 - Credit Card Payment F8 - Multi-Payment

SGD

Net Total: 25.07

Cash: 25.07

Change:

F5 - Pay 25.07

OK Cancel

Cash Purchase will be created and ready for Aggregated Transaction for the submission requirement to IRAS.

Cash Purchase - InvoiceNow Webinar 2 - AutoCount Accounting (Ver: 2.2) (Rev: 34)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Tax InvoiceNow Window Help Report Others

Cash Purchase

Hint: In this Cash Purchase window, you can create, modify, or delete Cash Purchase for your supplier.

Show this grid at startup

Drag a column header here to group by that column

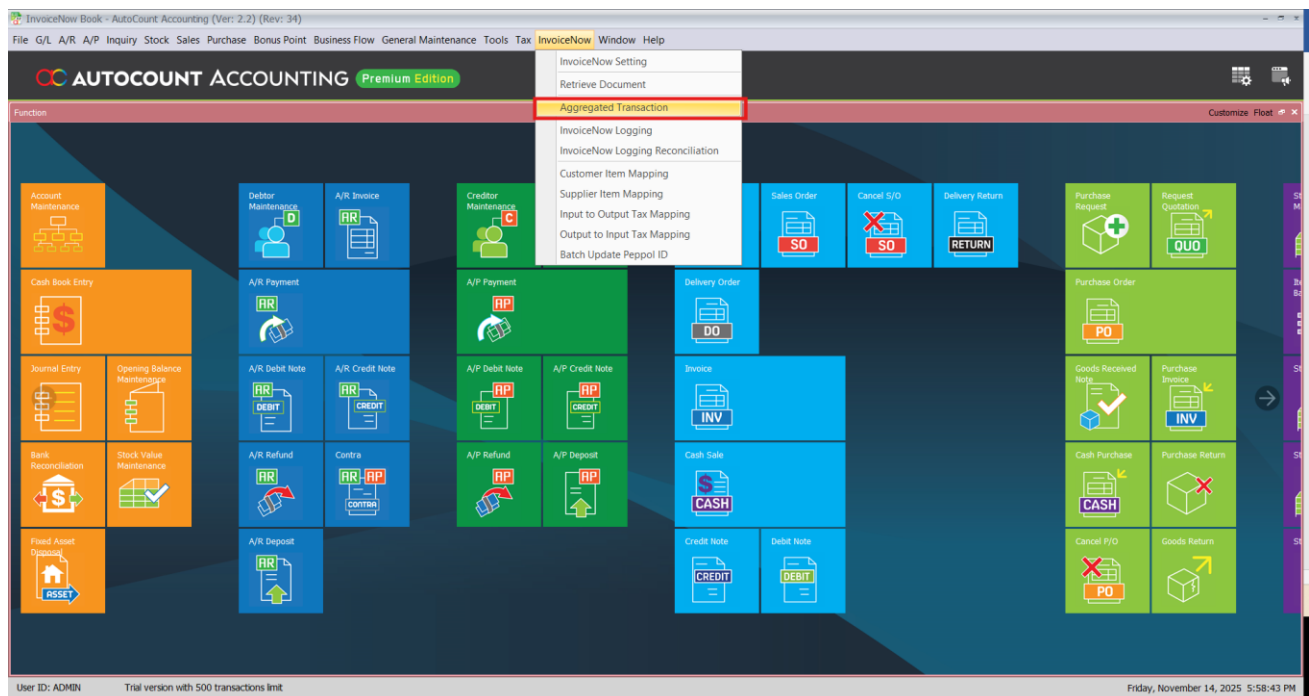
Doc. No.	Supplier Inv...	Supplier D/O	Date	Creditor Code	Creditor Name	Agent	Curr. Code	Curr. Rate	Inclusive?	Sub-Total (ex)	Tax	Local Tax	Total	Local Total	Outstanding	Cancelled
CP-000002			30/10/2025	400-R002	Retrieve Invoice ...		SGD		1 No	408.00	36.72	36.72	444.72	444.72	0.00	
															39.06	473.06

Record 1 of 2

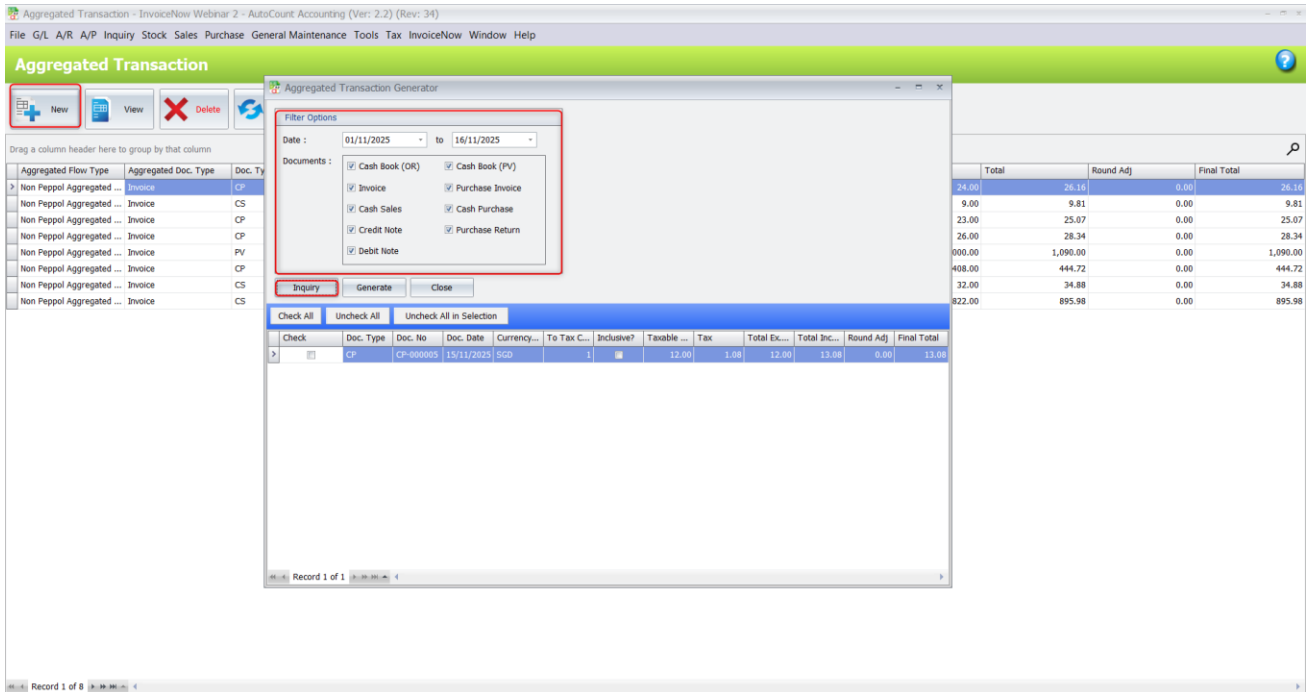
Continuing with Aggregation

User can then continue to submit the petty cash purchase through Aggregated Transactions to IRAS.

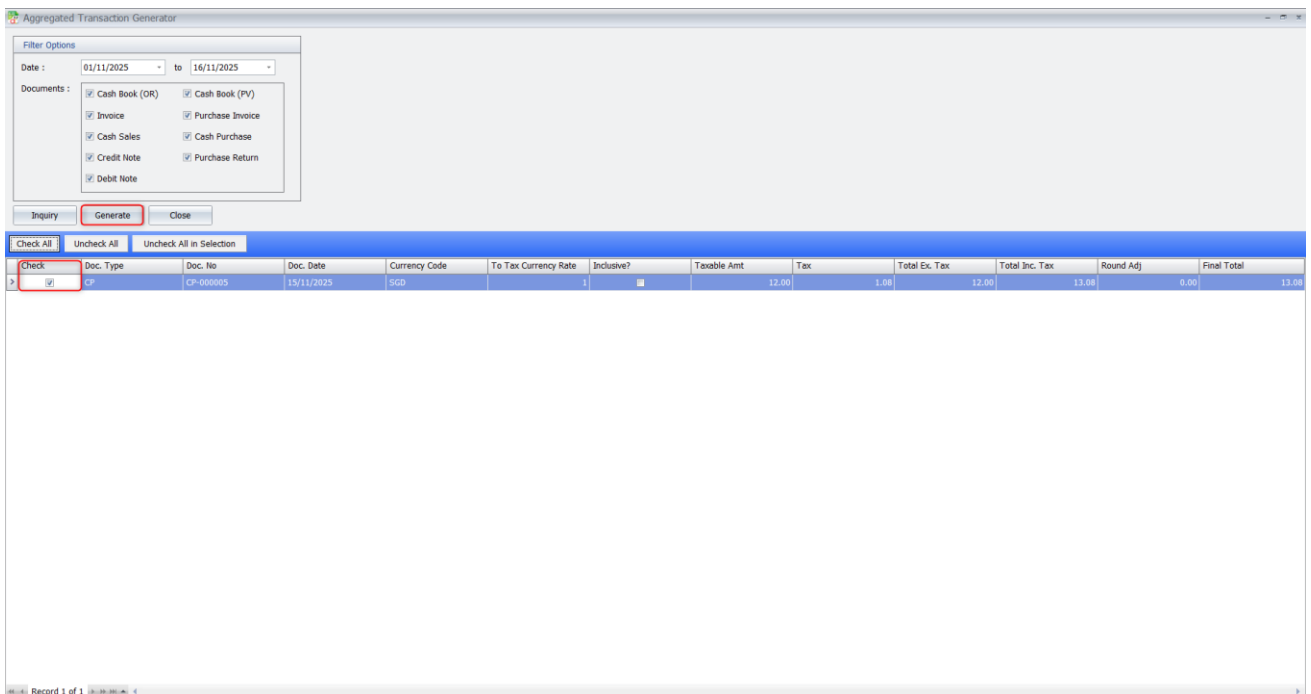
User can access this function at **Menu → InvoiceNow → Aggregated Transaction.**



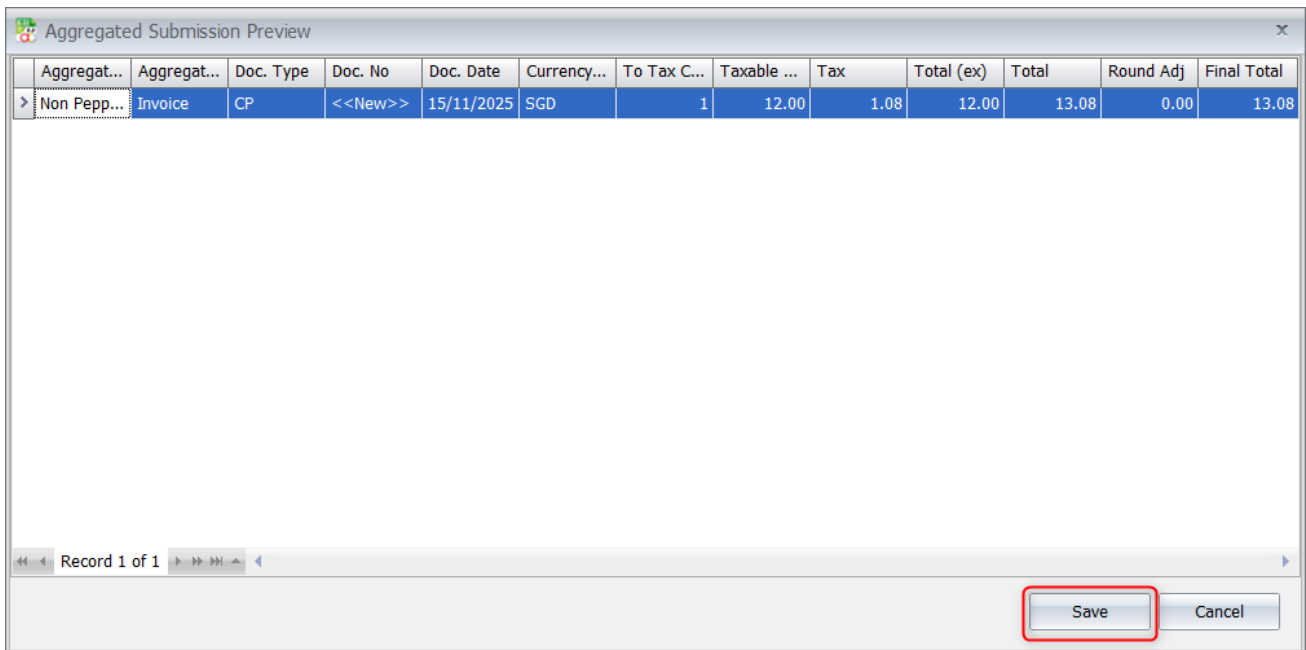
Create new > filter the date that want to do for aggregated transaction > select inquiry.



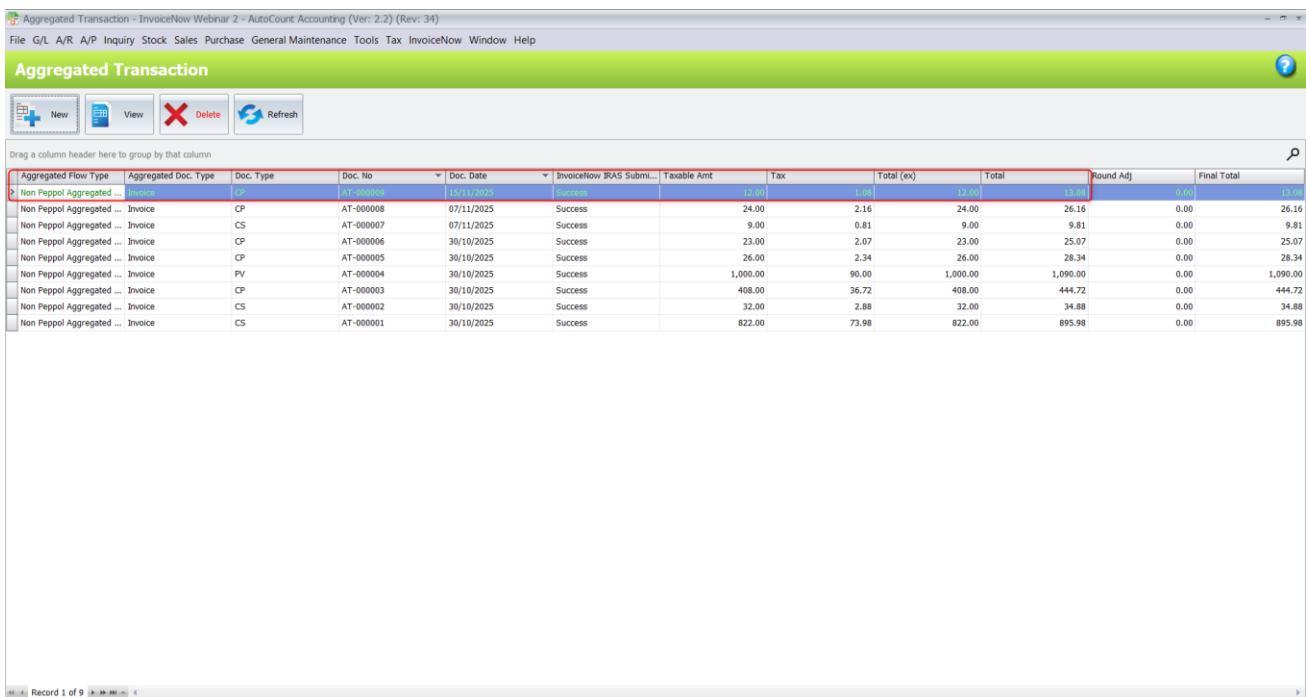
User can check the documents that required to do for aggregated transactions > **Generate**.



A preview of Aggregated Submission will be generated. User can click **Save** after previewing.



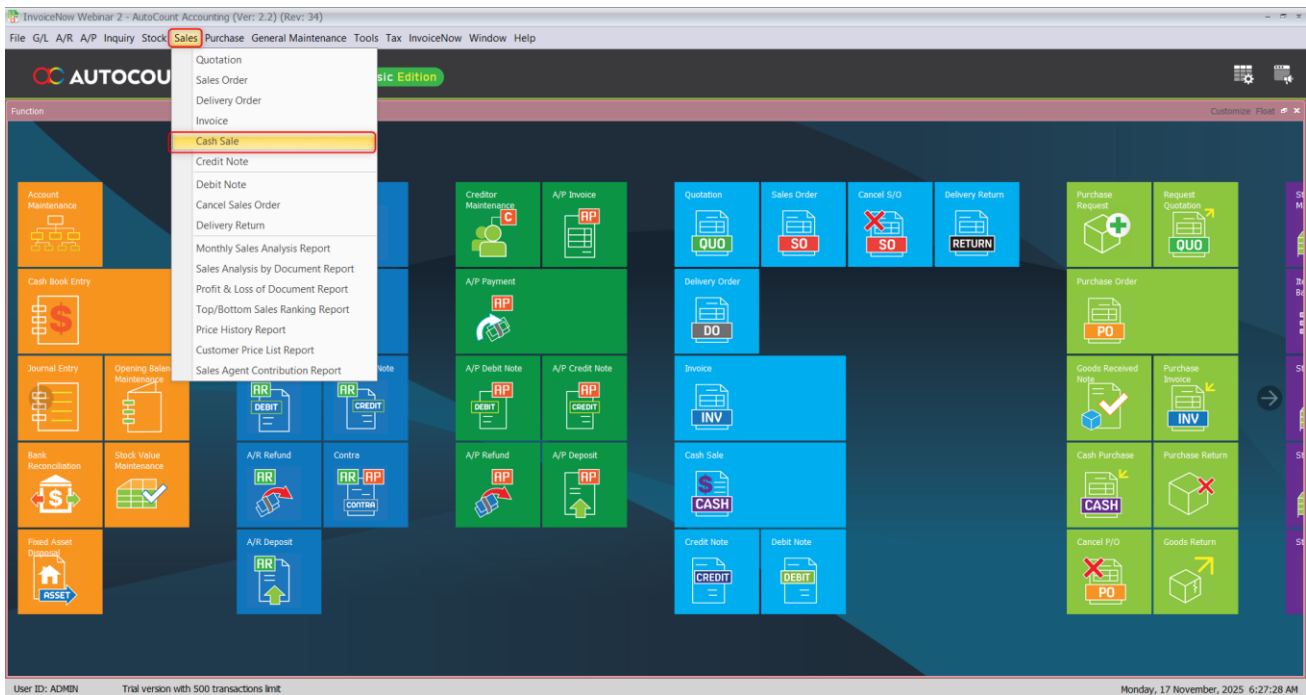
The new Aggregated Transactions Records will be generated.



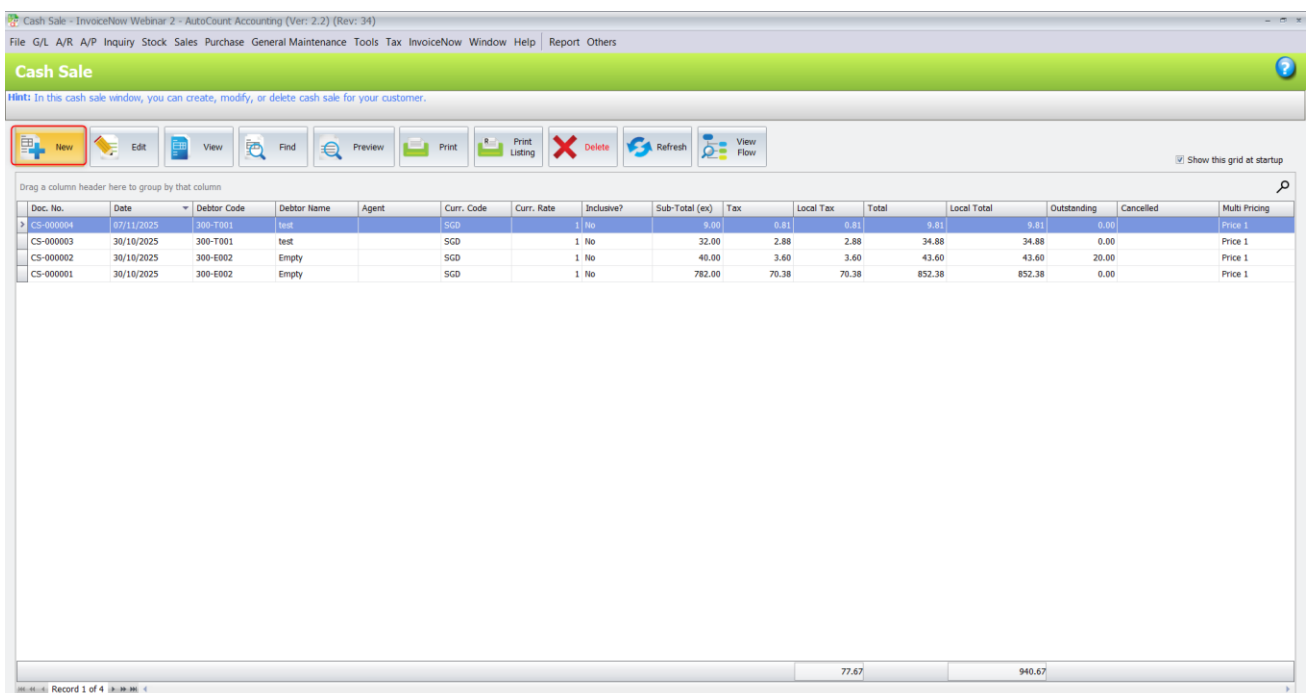
User can check the submission status from the 'InvoiceNow IRAS Submission Status' column.

4.12 Petty Cash Sales (POS)

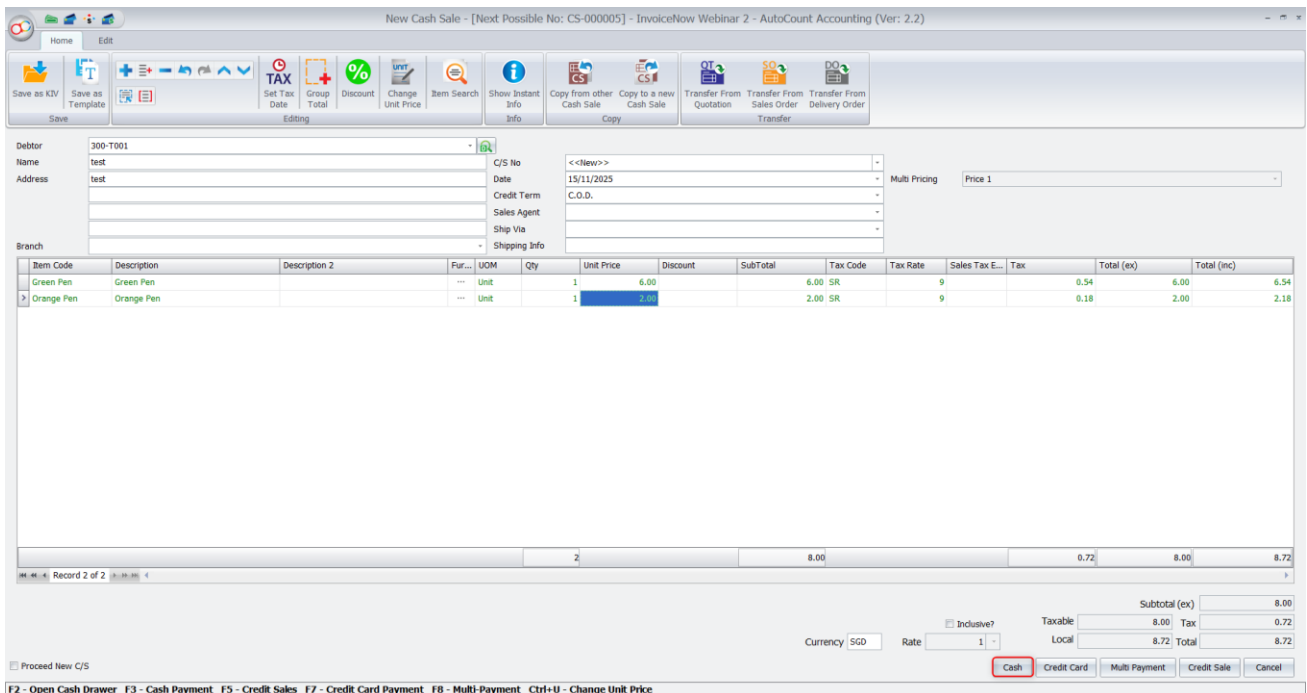
To create a petty cash sale (Petty cash sales that synchronized from POS can directly proceed to Aggregated Transaction) with the submission requirement to IRAS, user can go to **Menu** → **Sales** → **Cash Sales**.



Create New.

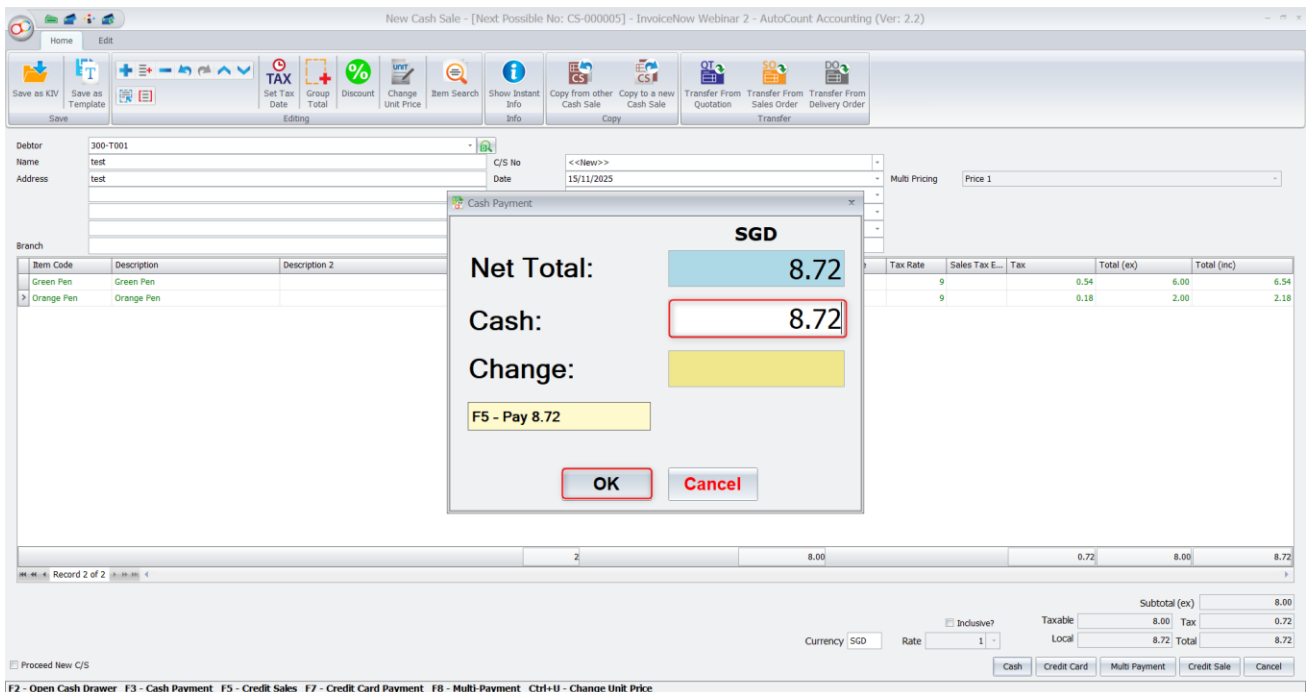


User can create the cash sales details accordingly and select the payment method of this sale. In this case, cash will be selected as we are creating the example of petty cash sales.

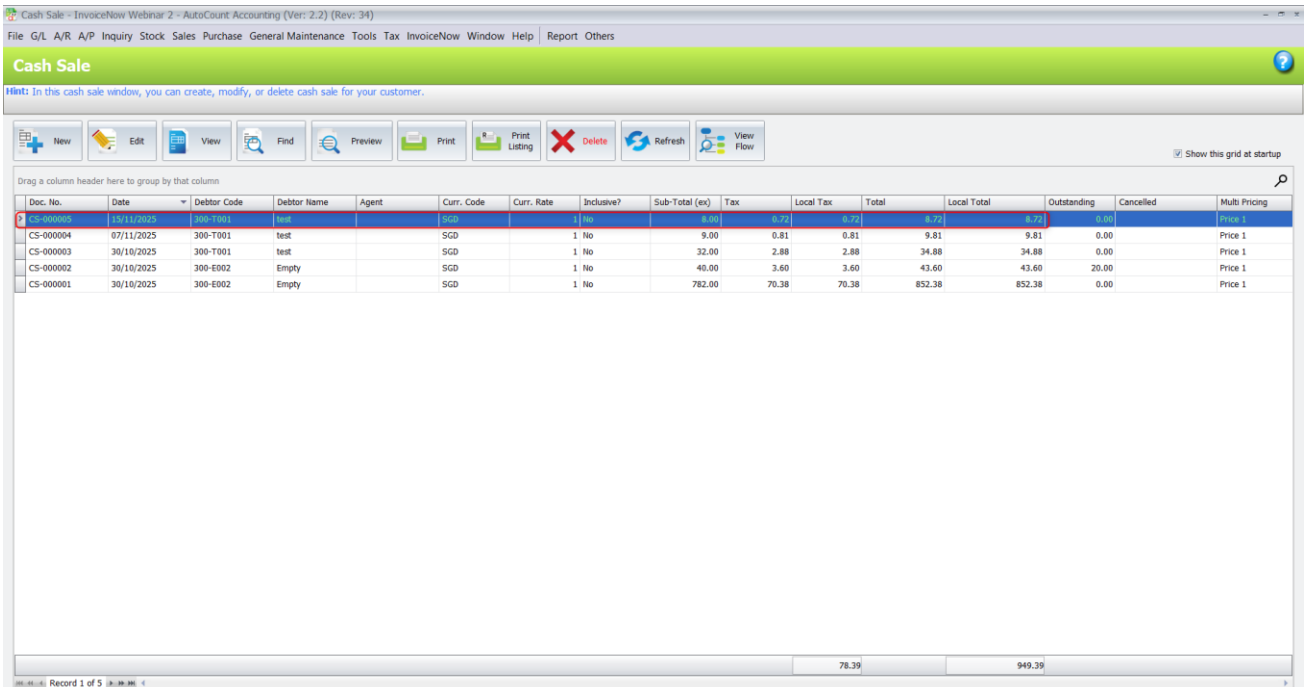


Item Code	Description	Description 2	Fur.	UOM	Qty	Unit Price	Discount	SubTotal	Tax Code	Tax Rate	Sales Tax E.	Tax	Total (ex)	Total (inc)
Green Pen	Green Pen			Unit	1	6.00		6.00	SR	9		0.54	6.00	6.54
Orange Pen	Orange Pen			Unit	1	2.00		2.00	SR	9		0.18	2.00	2.18
													8.00	8.72

User can then key in the cash amount received and click OK.



Cash Sales will be created and ready for Aggregated Transaction for the submission requirement to IRAS.



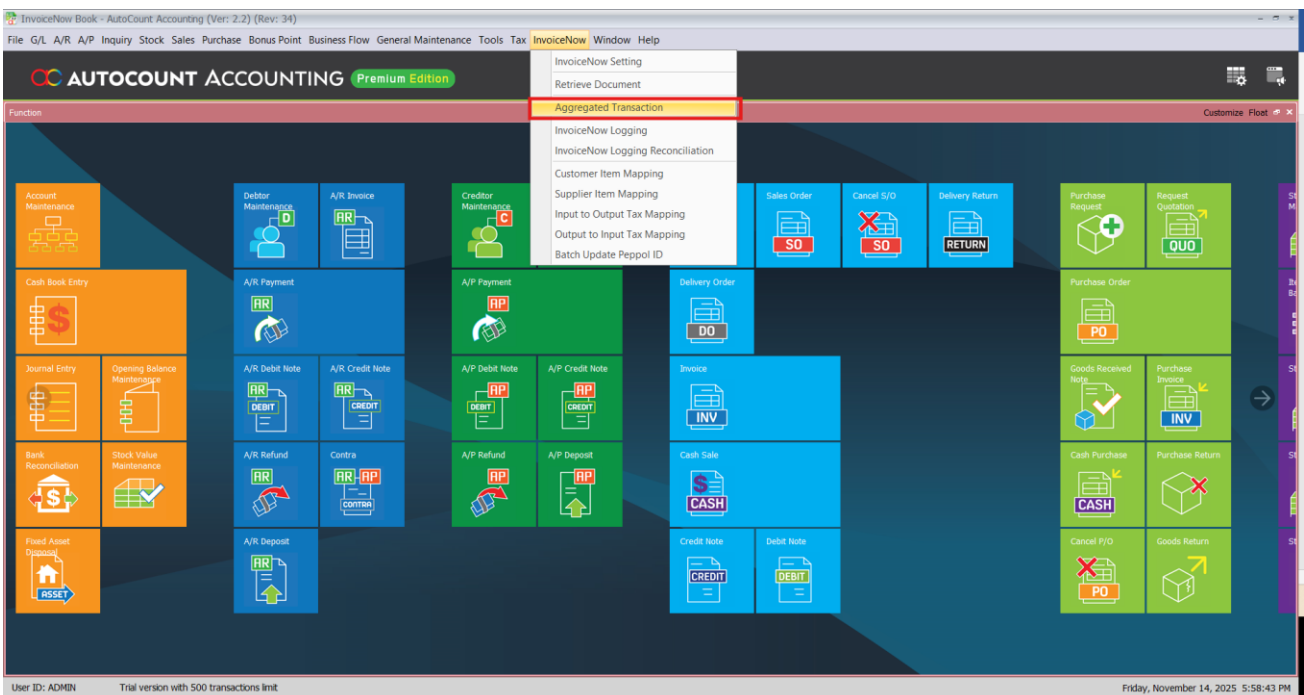
Hit: In this cash sale window, you can create, modify, or delete cash sale for your customer.

Doc. No.	Date	Debtor Code	Debtor Name	Agent	Curr. Code	Curr. Rate	Inclusive?	Sub-Total (ex)	Tax	Local Tax	Total	Local Total	Outstanding	Cancelled	Multi Pricing
CS-000005	15/11/2025	300-T001	test		SGD		1 No	9.00	0.81	0.81	9.81	9.81	0.00		Price 1
CS-000004	07/11/2025	300-T001	test		SGD		1 No	32.00	2.88	2.88	34.88	34.88	0.00		Price 1
CS-000003	30/10/2025	300-T001	test		SGD		1 No	40.00	3.60	3.60	43.60	43.60	20.00		Price 1
CS-000002	30/10/2025	300-E002	Empty		SGD		1 No	782.00	70.38	70.38	852.38	852.38	0.00		Price 1
CS-000001	30/10/2025	300-E002	Empty		SGD		1 No								Price 1

Record 1 of 5

Continuing with Aggregation

User can then continue to submit the petty cash sales through Aggregated Transactions to IRAS. User can access this function at **Menu → InvoiceNow → Aggregated Transaction**.



InvoiceNow Book - AutoCount Accounting (Ver: 2.2) (Rev: 34)

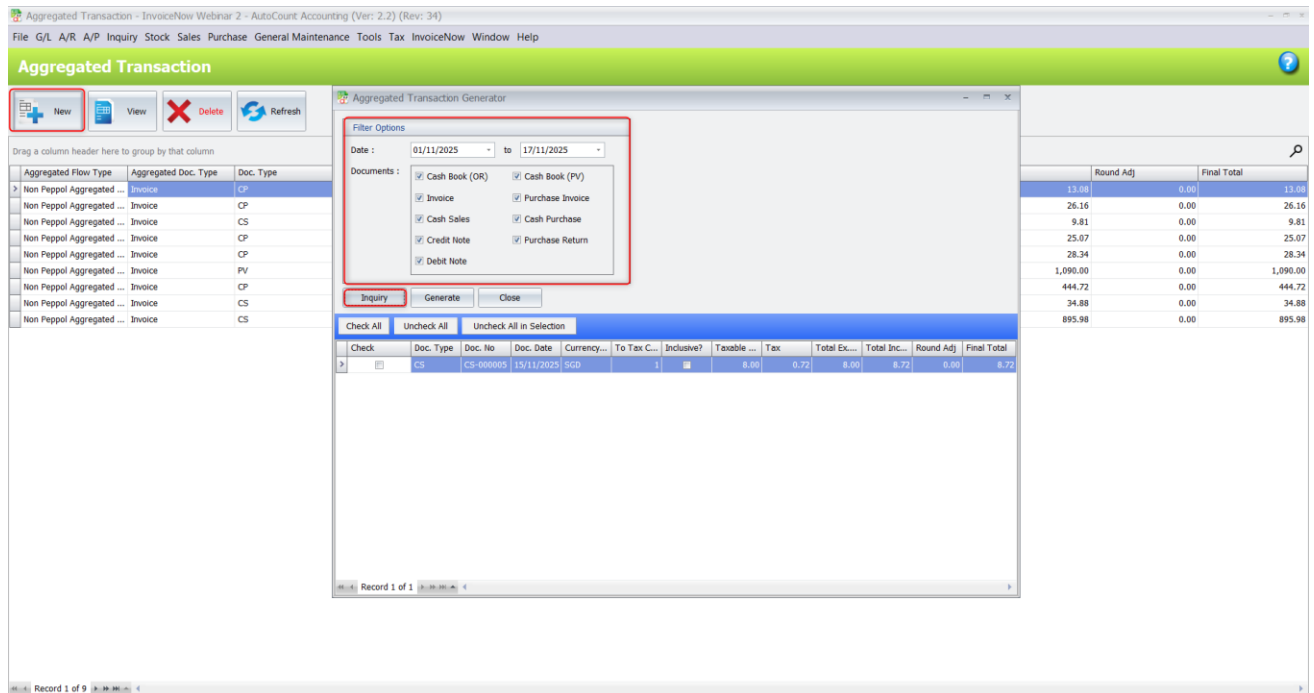
File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point Business Flow General Maintenance Tools Tax InvoiceNow Window Help

Function

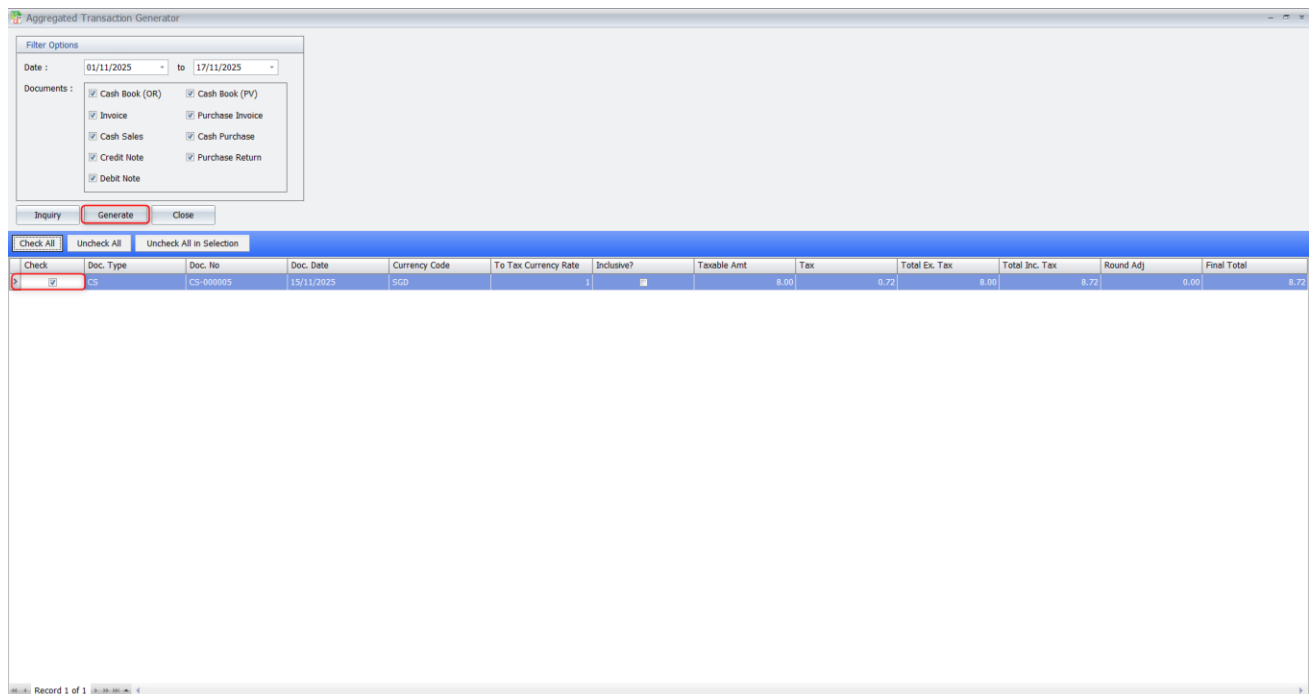
- Account Maintenance
- Cash Book Entry
- Journal Entry
- Bank Reconciliation
- Fixed Asset Disposal
- Debtor Maintenance
- A/R Invoice
- A/R Payment
- A/R Debit Note
- A/R Credit Note
- A/R Refund
- Contract
- A/R Deposit
- Creditor Maintenance
- A/P Invoice
- A/P Payment
- A/P Debit Note
- A/P Credit Note
- A/P Refund
- A/P Deposit
- Supplier Item Mapping
- Input to Output Tax Mapping
- Output to Input Tax Mapping
- Batch Update Peppol ID
- Sales Order
- Cancel S/O
- Delivery Return
- Delivery Order
- Invoice
- Cash Sale
- Credit Note
- Debit Note
- Purchase Request
- Request Quotation
- Purchase Order
- Goods Received Note
- Purchase Invoice
- Cash Purchase
- Purchase Return
- Cancel P/O
- Goods Return

User ID: ADMIN Trial version with 500 transactions limit Friday, November 14, 2025 5:58:43 PM

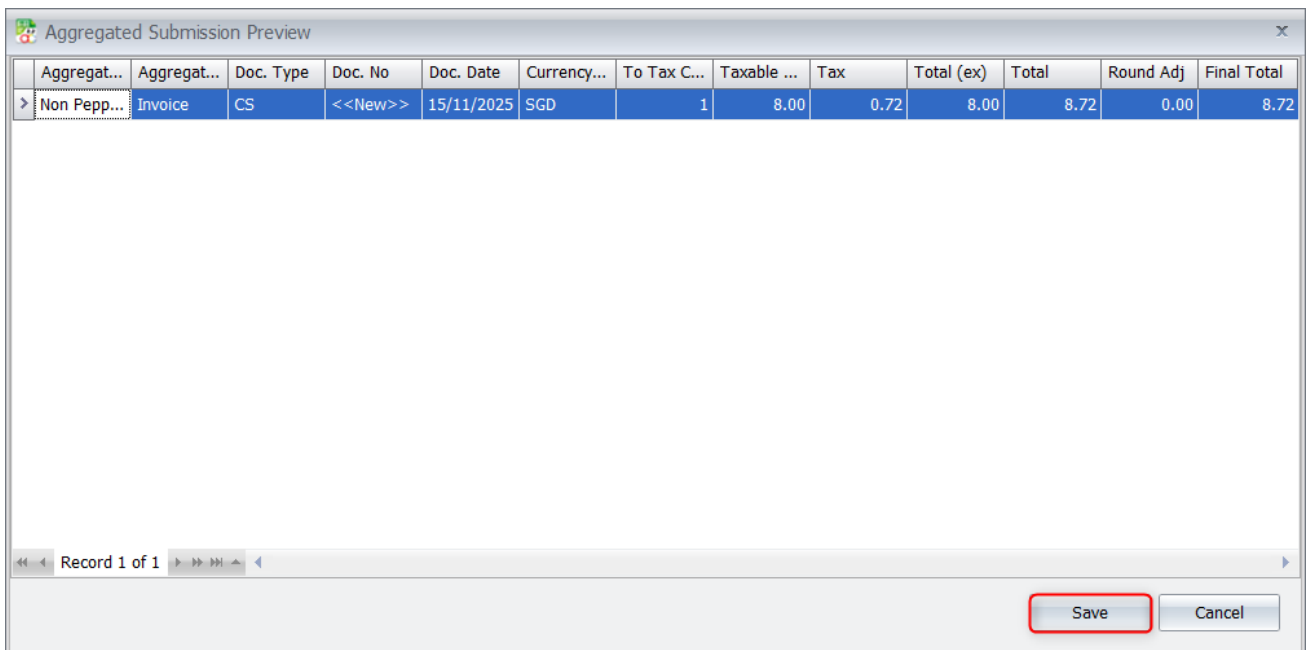
Create new > filter the date that want to do for aggregated transaction > select inquiry.



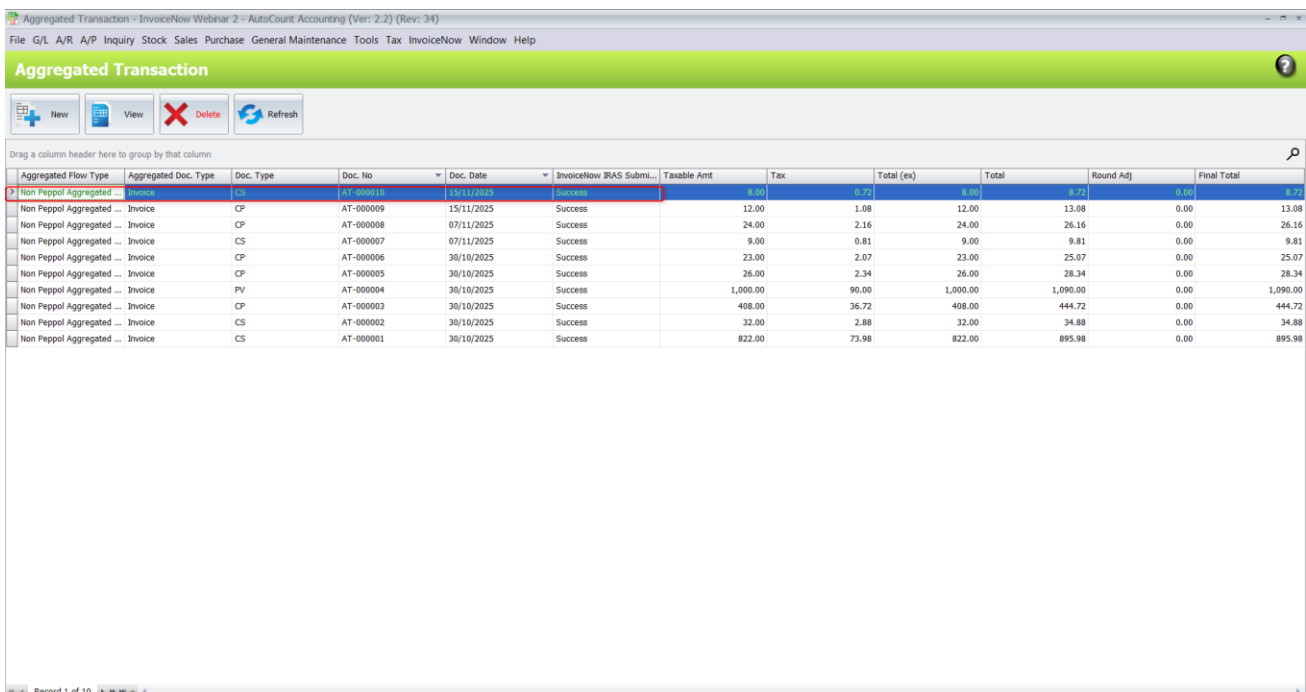
User can check the documents that required to do for aggregated transactions > Generate.



A preview of Aggregated Submission will be generated. User can click **Save** after previewing.



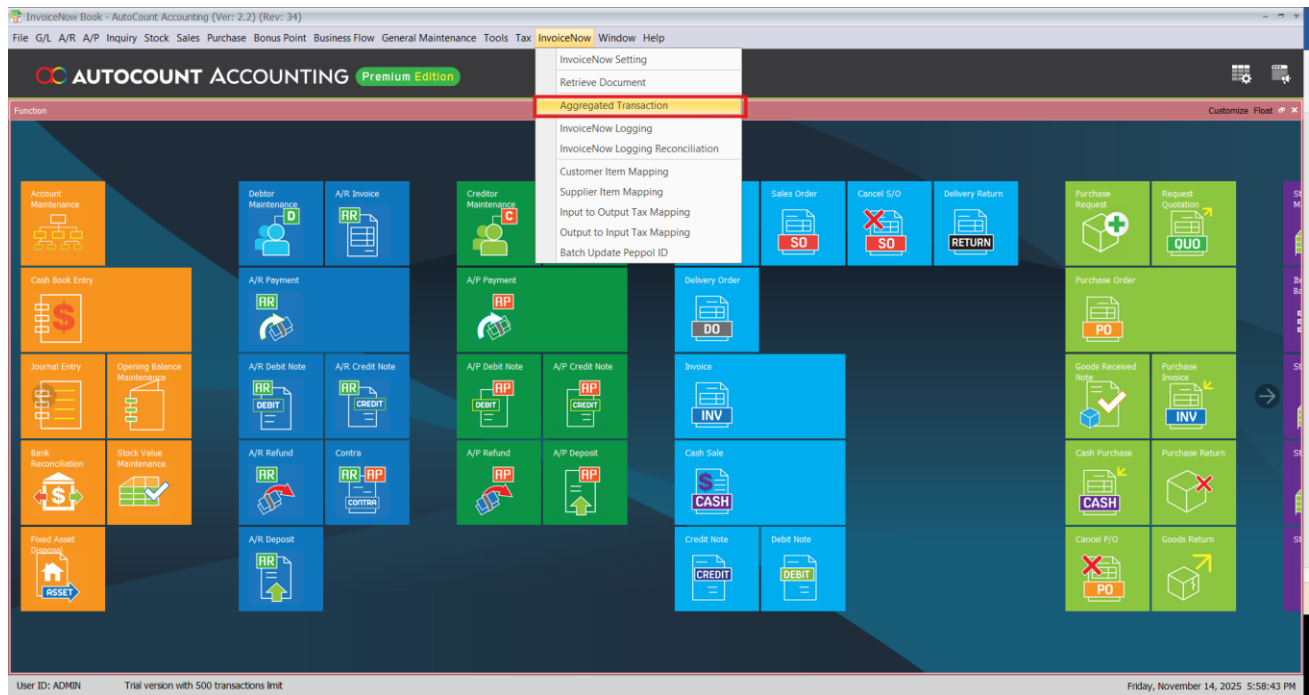
The new Aggregated Transactions Records will be generated.



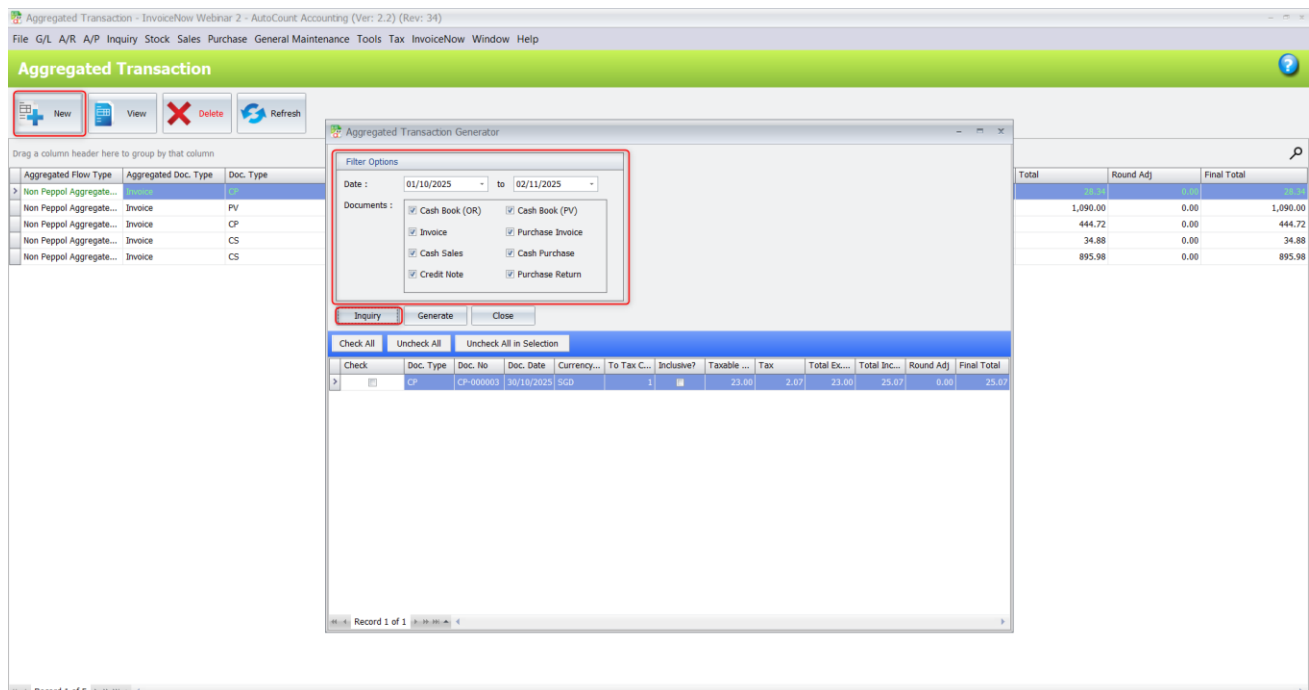
User can check the submission status from the 'InvoiceNow IRAS Submission Status' column.

4.13 Aggregated Transaction

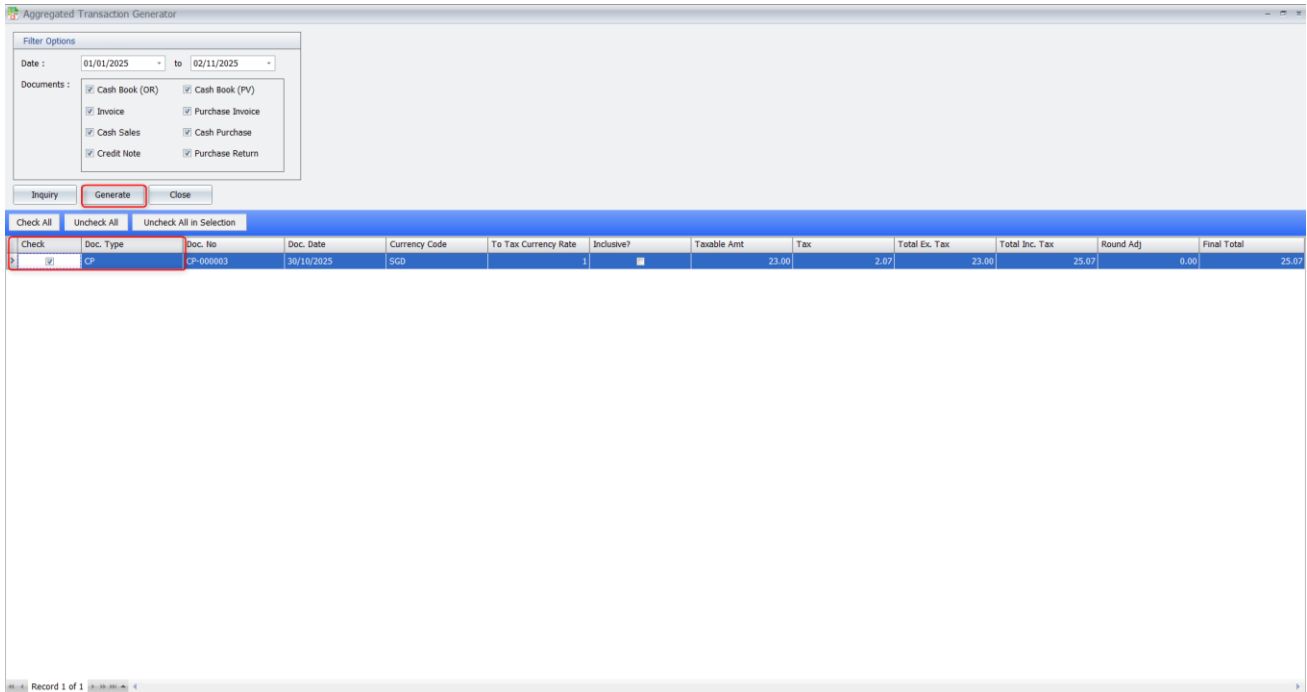
User can submit their Aggregated Transactions such as petty cash sales and petty cash purchase to IRAS. User can access this function at **Menu → InvoiceNow → Aggregated Transaction**.



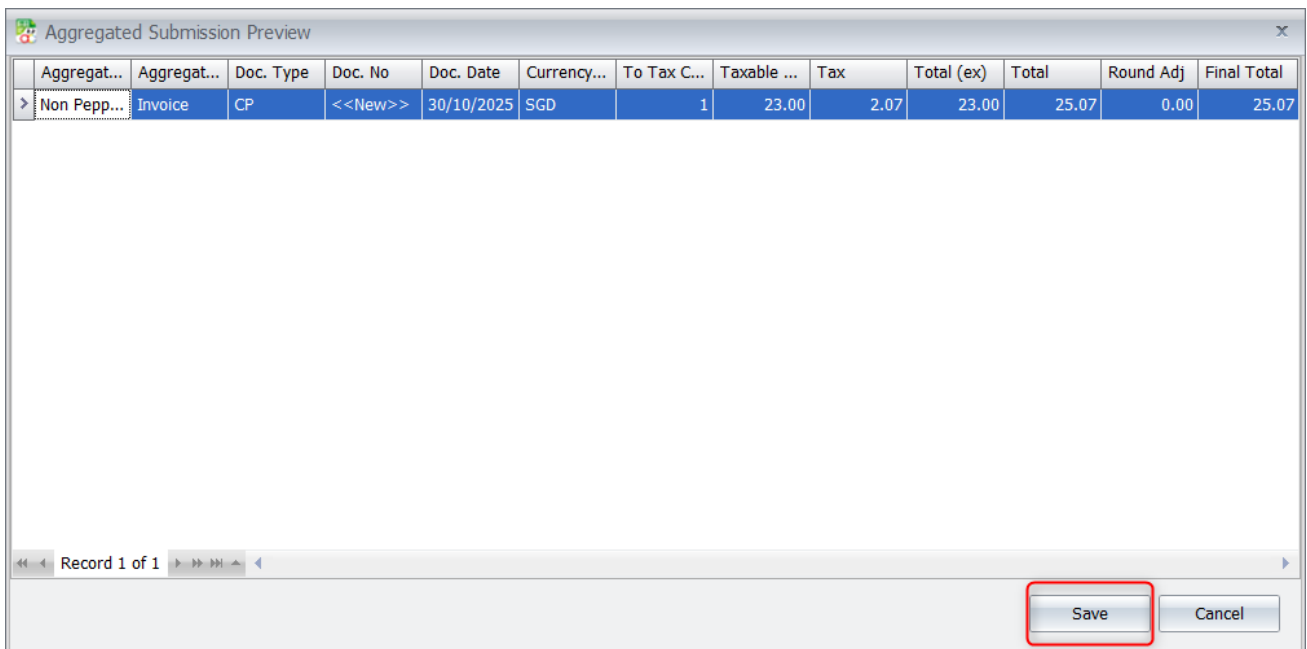
Create new > filter the date that want to do for aggregated transaction > select inquiry.



User can **check the documents** that required to do for aggregated transactions > **Generate**.



A preview of Aggregated Submission will be generated. User can click **Save** after previewing.



The new Aggregated Transactions Records will be generated.

Aggregated Transaction - InvoiceNow Webinar 2 - AutoCount Accounting (Ver: 2.2) (Rev: 34)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Tax InvoiceNow Window Help

Aggregated Transaction

New View Delete Refresh

Drag a column header here to group by that column

Aggregated Flow Type	Aggregated Doc. Type	Doc. Type	Doc. No	Doc. Date	InvoiceNow IRAS Sub...	InvoiceNow Error	Taxable Amt	Tax	Total (ex)	Total	Round Adj	Final Total
Non Peppol Aggregate...	Invoice	CP	AT-000006	30/10/2025	Success		33.90	2.07	23.88	25.07	0.00	25.07
Non Peppol Aggregate...	Invoice	CP	AT-000005	30/10/2025	Success		26.00	2.34	26.00	28.34	0.00	28.34
Non Peppol Aggregate...	Invoice	PV	AT-000004	30/10/2025	Success		1,000.00	90.00	1,000.00	1,090.00	0.00	1,090.00
Non Peppol Aggregate...	Invoice	CP	AT-000003	30/10/2025	Success		408.00	36.72	408.00	444.72	0.00	444.72
Non Peppol Aggregate...	Invoice	CS	AT-000002	30/10/2025	Success		32.00	2.88	32.00	34.88	0.00	34.88
Non Peppol Aggregate...	Invoice	CS	AT-000001	30/10/2025	Success		822.00	73.98	822.00	895.98	0.00	895.98

Record 1 of 6

User can check the submission status from the ‘InvoiceNow IRAS Submission Status’ column.

Remarks: All the documents that related with the IRAS submission come with a column of ‘InvoiceNow Error’ and the error information showed is actionable and come with the solution for the error.

In addition, the documents from Cash Book, Invoice, Purchase Invoice, Cash Sales, Cash Purchase, Credit Note, Purchase Return and Debit Noted are all available in Aggregated Transaction.

Filter Options

Date : 01/11/2025 to 17/11/2025

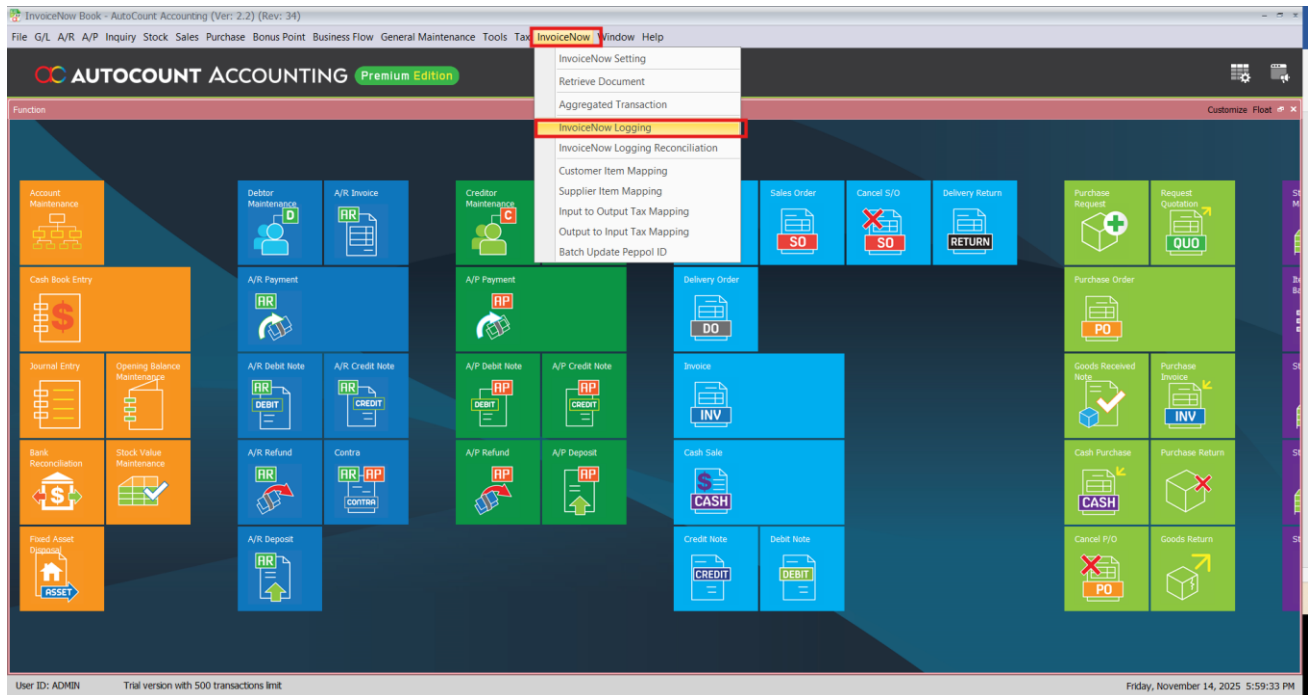
Documents :

- Cash Book (OR)
- Cash Book (PV)
- Invoice
- Purchase Invoice
- Cash Sales
- Cash Purchase
- Credit Note
- Purchase Return
- Debit Note

5.0 InvoiceNow Logging

User can check all the InvoiceNow submission records listing with the corresponding acknowledgment ID through InvoiceNow Logging.

User can access this function at **Menu → InvoiceNow → InvoiceNow Logging**.



InvoiceNow Logging - InvoiceNow Book - AutoCount Accounting (Ver: 2.2) (Rev: 34)

File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point Business Flow General Maintenance Tools Tax InvoiceNow Window Help

InvoiceNow Logging

Filter Options
Submission Date : 01-01-2025 to 14-11-2025

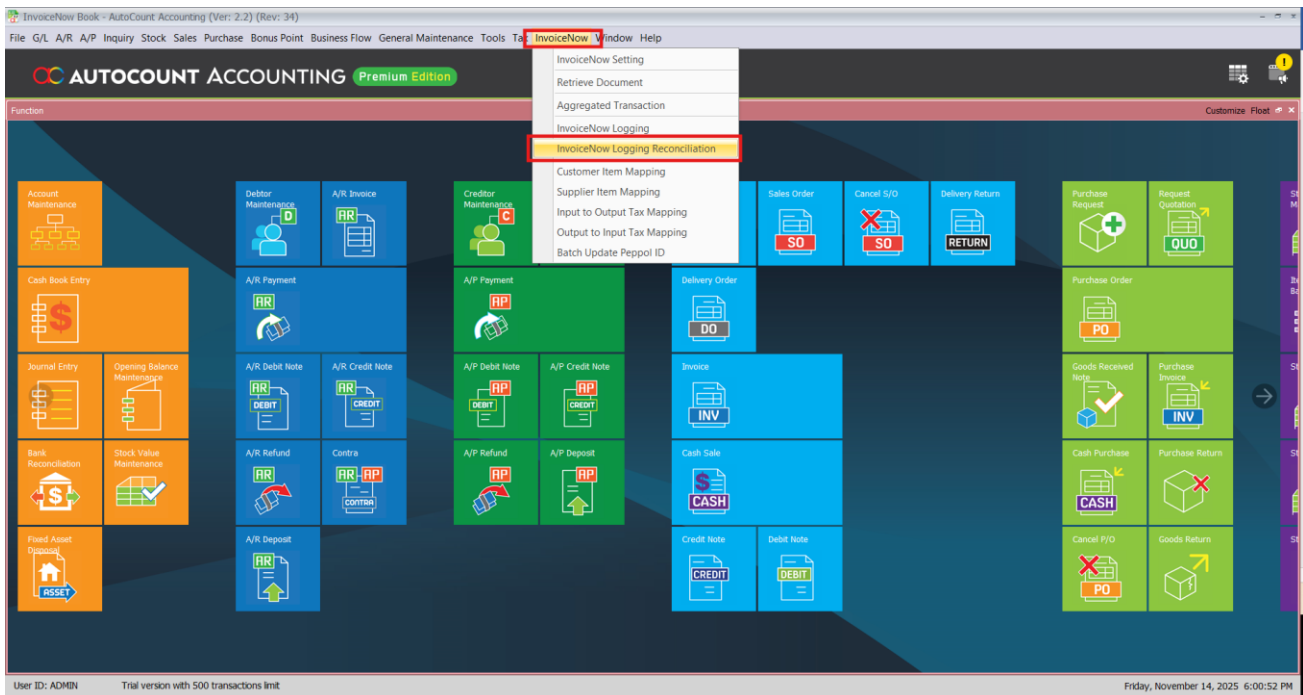
Inquiry Close

Flow Type	Doc. Type	Doc. No	Doc. Date	Debtor / Creditor	Currency Code	Tax	Total	NetTotal	Send to Peppol?	Send to IRAS?	InvoiceNow Docum...	InvoiceNow Trace Id	InvoiceNow ASP Sub...
Peppol Sales	Invoice	1-000009	18-09-2025	300-0001	SGD		2.70	30.00	32.70	<input checked="" type="checkbox"/>	35990a69-df8c-414...	30812236-e6f5-46f...	18-09-2025 18:03
Peppol Sales	Invoice	1-000011	19-09-2025	300-0001	SGD		0.90	10.90	10.90	<input checked="" type="checkbox"/>	9f88415b-8912-433...	1fd5d569-f2da-49b...	19-09-2025 17:09
Peppol Purchase	Order	PO-000001	25-09-2025	400-C002	SGD		0.90	10.90	10.90	<input checked="" type="checkbox"/>	92566f2f-754c-4ae...	92566f2f-754c-4ae...	25-09-2025 11:43
Peppol Sales	Invoice	1-000013	25-09-2025	300-0001	SGD		0.90	10.90	10.90	<input checked="" type="checkbox"/>	beba1462-df97-4d5...	8e493a5f-d2df-499e...	25-09-2025 11:49
Peppol Purchase	Order	PO-000002	25-09-2025	400-C002	SGD		0.09	1.09	1.09	<input checked="" type="checkbox"/>			25-09-2025 11:50
Peppol Sales	Invoice	1-000014	25-09-2025	300-0001	SGD		0.09	1.09	1.09	<input checked="" type="checkbox"/>	77544280-4f34-4ef...	e710a870-e0a3-428...	25-09-2025 11:51
Peppol Sales	Invoice	1-000014	25-09-2025	300-0001	SGD		0.18	2.00	2.18	<input checked="" type="checkbox"/>	77544280-4f34-4ef...	28712f6b-8379-43c...	26-09-2025 16:28
Peppol Sales	Invoice	1-000014	25-09-2025	300-0001	SGD		0.18	2.00	2.18	<input checked="" type="checkbox"/>	77544280-4f34-4ef...	2f623a69-9c7e-42c...	26-09-2025 16:34
Peppol Sales	Invoice	1-000018	30-09-2025	300-0001	SGD		1.35	15.00	16.35	<input checked="" type="checkbox"/>	f2803281-3686-4a9...	72a89960-2fba-4ba...	30-09-2025 12:11

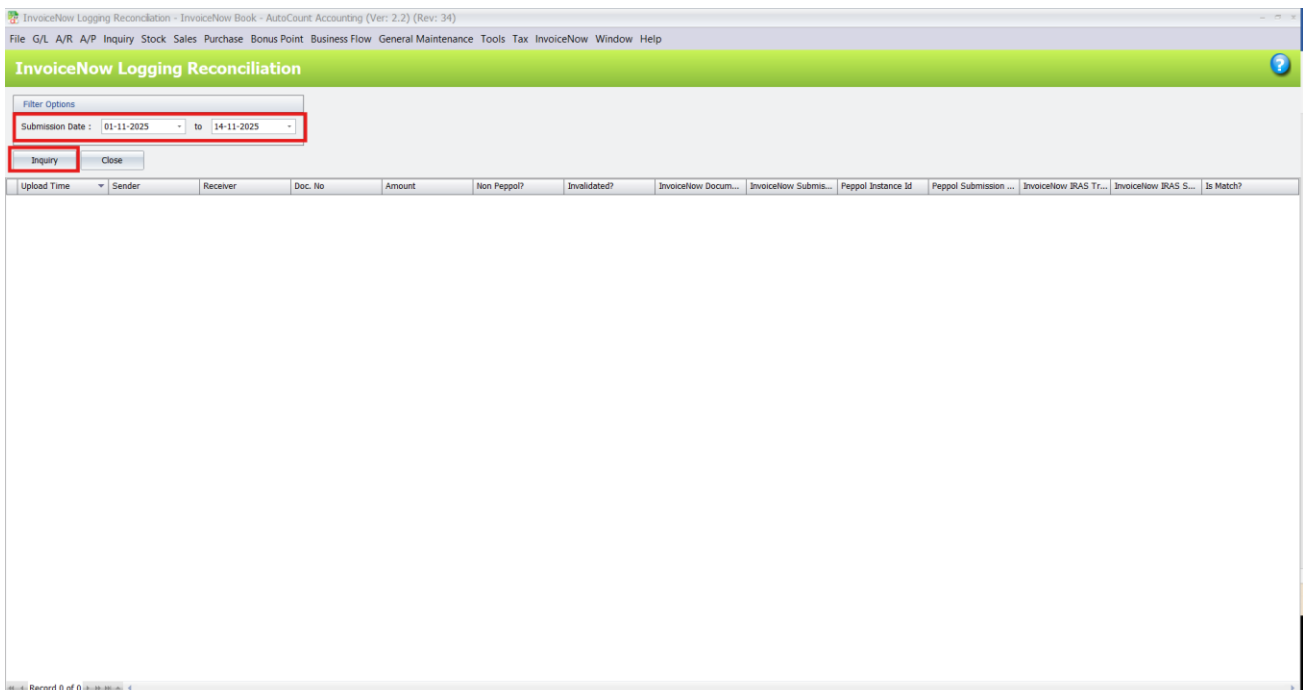
Record 1 of 9

6.0 InvoiceNow Logging Reconciliation

User can also reconcile Autocount submission records with Datapost (AP) transmission report. User can access this function at **Menu → InvoiceNow → InvoiceNow Logging Reconciliation**.



Inquiry submission date > Inquiry.



If the document is both appear in this account book and Datapost Transmission Report, 'Is Match?' column will be checked.

InvoiceNow Logging Reconciliation - InvoiceNow Book - AutoCount Accounting (Ver: 2.2) (Rev: 34)

File G/L A/R A/P Inquiry Stock Sales Purchase Bonus Point Business Flow General Maintenance Tools Tax InvoiceNow Window Help

InvoiceNow Logging Reconciliation

Filter Options
 Submission Date: 01-11-2025 to 14-11-2025

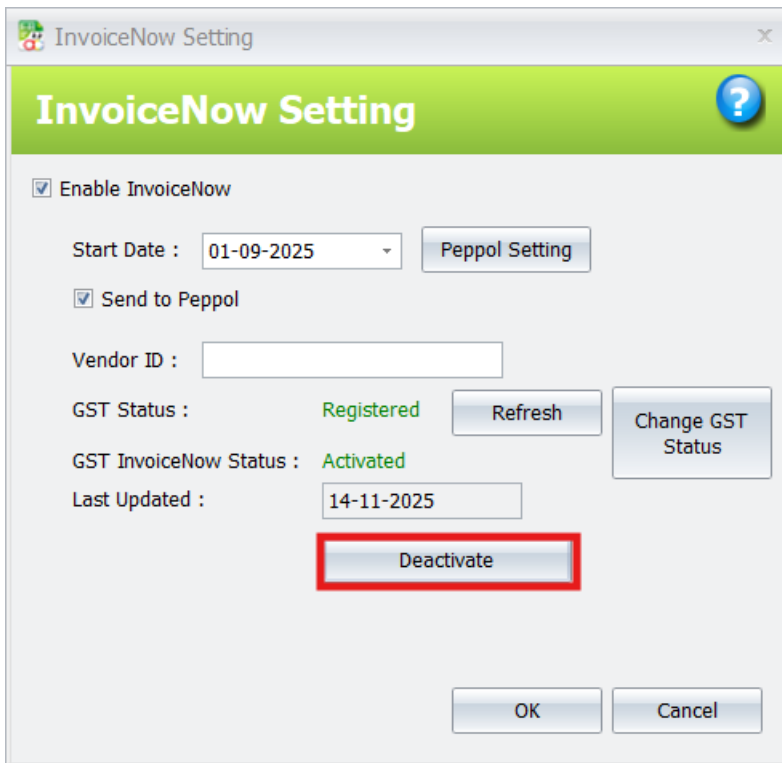
Inquiry Close

Upload Time	Sender	Receiver	Doc.No	Amount	Non Peppol?	Invalidated?	Invoice/Docum...	Invoice/Doc Submis...	Peppol Instance Id	Peppol Submission ...	InvoiceNow IRAS T...	InvoiceNow IRAS S...	Is Match?
2025-11-14 17:29:08	0195-SGTST201713...	0195-SGTST201713...	PO-000012	SGD 8.98				18c3294892046827...	uatd:1db8a698955...	Send Success		Disabled	
2025-11-14 17:17:42	0195-SGTST201713...	0195-SGTST201713...	PO-000012	SGD 2.20				382141482a574196...	uatd:d72e24145e3...	Send Success		Disabled	
2025-11-14 17:16:30	0195-SGTST201713...	0195-SGTST201713...	I-00018613	SGD 327.00			31f21532-2cf3-44d...	5389949a28b0481...	uatd:f19b21150e8...	Send Success	f19b21150e894b74...	Success	
2025-11-14 16:46:09	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000136	SGD 50.15			eba3f43a-b411-419...	5c59f66839f445a...	uatd:274b445d66f...	Send Success	274b445d66f49fa...	Success	
2025-11-14 16:45:55	0195-SGTST201713...	0195-SGTST201713...	Mei-000450	SGD 50.15			80a4f46f-980b-488...	0f422ea740114d718...	uatd:e72662a0be95...	Send Success	e72662a0be9488c...	Success	
2025-11-14 16:36:29	0195-SGTST201713...	0195-SGTST201713...	PMM-000370	M/R 362.97			513c14cc-9a0b-447...	5a78f5d9e9ef4ee9...	uatd:886e45255a...	Send Success	58ee0739-782-4ef...	Success	
2025-11-14 16:30:18	0195-SGTST201713...	0195-SGTST201713...	PO-000018	SGD 3.00				af4d891ca146448b...	uatd:886e45255a...	Send Success		Disabled	
2025-11-14 16:26:33	0195-SGTST201713...	0195-SGTST201713...	I-00018612	SGD 327.00			31f21532-2cf3-44d...	27d99c2225614232...	uatd:1cc329c599e4...	Send Success	1cc329c599e4980...	Success	
2025-11-14 16:15:53	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000135	SGD 50.14			63a9c6d6-90af-40b...	f039d243ee9483b...	uatd:afcac2f27274...	Send Success	afcac2f2727400b...	Success	
2025-11-14 16:13:54	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000134	SGD 50.14			bee019d5-ec5e-4c6...	008306707ba74ee...	uatd:fece9b1751d4...	Send Success	fece9b1751d46459...	Success	
2025-11-14 16:08:11	0195-SGTST201713...	0195-SGTST201713...	PO-000009	SGD 1.00				ec30566f14f0bb09...	uatd:5c0f81181c3...	Send Success		Disabled	
2025-11-14 15:43:52	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000133	SGD 50.14			a3e596a0-20ff-48e...	527860e7e1e44078...	uatd:bec90eaadef1...	Send Success	bec90eaadef14109...	Success	
2025-11-14 15:23:57	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000132	SGD 50.14			fb546893-f0f9-4dd...	535cb1a0970c4cc79...	uatd:ab04483d2283...	Send Success	ab04483d2283488...	Success	
2025-11-14 15:23:31	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000132	SGD 50.14			fb546893-f0f9-4dd...	62d685eeca740ea...	uatd:91c7f163e875...	Send Success	91c7f163e87548e...	Success	
2025-11-14 15:19:14	0195-SGTST201713...	0195-SGTST201713...	PO-000008	SGD 1.98				2ac55306873440a...	uatd:d3483d2866b...	Send Success		Disabled	
2025-11-14 15:13:56	0195-SGTST201713...	0195-SGTST201713...	I-000188	SGD 359.70			97a91abd-166f-404...	c714e81e979f618...	uatd:58376a585517...	Send Success	58376a5855174d6...	Success	
2025-11-14 15:13:32	0195-SGTST201713...	0195-SGTST201713...	I-000188	SGD 327.00			97a91abd-166f-404...	e27266d22f4b718...	uatd:ebc483b66c2...	Send Success	ebc483b66c240e...	Success	
2025-11-14 15:07:15	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000127	SGD 50.14			2396d0d8-9d05-4f3...	917bd6761e3473d...	uatd:6796fb0a88ea...	Send Success	6796fb0a88ea401...	Success	
2025-11-14 15:06:56	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000127	SGD 50.14			2396d0d8-9d05-4f3...	0f58c6d6e22f48e...	uatd:6343ee33f6e6...	Send Success	6343ee33f6e64149...	Success	
2025-11-14 15:06:01	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000131	SGD 50.14			d6a8d80e-e70a-43a...	f163fa2e402e42518...	uatd:0a76004a8d3c...	Send Success	0a76004a8d3c42d...	Success	
2025-11-14 15:05:10	0195-SGTST201713...	0195-SGTST201713...	I23456789012345...	SGD 50.14			ed45d2c-451-43b...	4dfe58581954f8f...	uatd:ada0672287c...	Send Success	ada0672287c49f8...	Success	
2025-11-14 14:59:49	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000131	SGD 50.14			d6a8d80e-e70a-43a...	794913773a344d4...	uatd:75604ec0f2c...	Send Success	75604ec0f2c4b91...	Success	
2025-11-14 14:59:46	0195-SGTST201713...	0195-SGTST201713...	PO-000006	SGD 1.00				ecf788dbbe054258...	uatd:80b6ef0d09de...	Send Success		Disabled	
2025-11-14 14:59:04	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000130	SGD 50.14			13ec6583-9c63-472...	7d115ee584f4225a...	uatd:97d8f53f144...	Send Success	97d8f53f14459a8...	Success	
2025-11-14 14:58:17	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000129	SGD 50.14			71897472-00a4-4ba...	4d957bd792d1019...	uatd:14ee72eaa8a9...	Send Success	14ee72eaa8a9452...	Success	
2025-11-14 14:57:57	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000128	SGD 50.14			8df0159-28ba-446...	c07e26e0a5e046e...	uatd:f1993b12a96c...	Send Success	f1993b12a96c400a...	Success	
2025-11-14 14:49:50	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000127	SGD 50.14			2396d0d8-9d05-4f3...	2701f450732e4b08...	uatd:e306505a7ee69...	Send Success	e306505a7ee69f07...	Success	
2025-11-14 14:48:25	0195-SGTST201713...	0195-SGTST201713...	MeiCH-000127	SGD 50.14			2396d0d8-9d05-4f3...	41184d5f9b94fdca...	uatd:235a80eb27b...	Send Success	235a80eb27b4706...	Success	
2025-11-14 14:46:20	0195-SGTST201713...	0195-SGTST201713...	I-000187	SGD 446.90			60b6ef8f-b231-42f...	1fe5c3c781c0f899...	uatd:1e51c751d0e5...	Send Success	1e51c751d0e5404...	Success	
2025-11-14 14:45:53	0195-SGTST201713...	0195-SGTST201713...	I-000187	SGD 381.50			60b6ef8f-b231-42f...	99527268eeb4625...	uatd:adb2943743b1...	Send Success	adb2943743b1437...	Success	

Record 1 of 663

7.0 Deactivation of InvoiceNow in Autocount

In the case of user would like to deactivate InvoiceNow in Autocount to stop sending IRAS Submission, user can access through **Menu → InvoiceNow → InvoiceNow setting > Deactivate.**



Initiated deactivation will be shown and an email will be sent to user email.



Select 'here' in the email to proceed.

Deactivating data submission of 'AUTOCOUNT (S) PTE. LTD (C5 TEST)' to IRAS

SS SGNIC Support <donotreply@test.peppolmp.sg>
To nicol@autocountsoft.com

Reply Reply All Forward
Mon 24/02/2025 4:31 PM

Dear Sir/Madam,

Thank you for your application to deactivate invoice data submission to IRAS with **DataPost Pte Ltd**. Your application was initiated by **Nicol Woo** as the business representative for **AUTOCOUNT (S) PTE. LTD (C5 TEST)**.

The CorpPass Administrator ID from **AUTOCOUNT (S) PTE. LTD (C5 TEST)** needs to log into CorpPass and authorise **DataPost Pte Ltd** as the access provider to submit invoice data on your company's behalf IRAS.

Please proceed with the authorisation [HERE](#).

You may approach your business representative **Nicol Woo** or your Service Provider **DataPost Pte Ltd** for any clarification.

InvoiceNow Administrator

User can proceed with Corppass Authorisation.



IRAS INVOICE DATA SUBMISSION DEACTIVATION

Authorise your Service Provider via CorpPass

Thank you for your application to deactivate data submission to IRAS with
[DataPost Pte Ltd](#)

In order to complete the deactivation process, we will require your CorpPass Administrator to acknowledge the deactivation to cease the submission of invoice data to IRAS.

If you are the CorpPass Administrator, please proceed with the authorisation below:

corppass Business Authorisation
with CorpPass

If your company does not have a CorpPass Account, kindly register [here](#).

InvoiceNow Administrator

to receive the victim's One-Time Passwords or take over the Singpass account to commit crimes. If you suspect your account has been compromised, call the Singpass hotline.



Log in with Singpass

Your trusted digital identity

Singpass app

Password login

Log in

S3250029C

.....

Log in

[Retrieve Singpass ID](#)

[Reset password](#)

After completing the Corppass Authorisation, the deactivation is successfully completed.

CONGRATULATIONS

Your deactivation is successfully completed

You have successfully deactivated invoice data submission to IRAS with [DataPost Pte Ltd](#).
A copy of the following details will be emailed to your business representative.

Company Details

Company Name: **AUTOCOUNT (S) PTE. LTD (C5 TEST)**
Company Peppol ID: **0195:SGUEN202400027E**
Business Representative: **Nicol Woo**
Business Rep. Email: **nicol@autocountsoft.com**

Service Provider Details

Company Name: **DataPost Pte Ltd**
Email Contact: **jerome.choo@datapost.com.sg**
Phone Contact: **67899876**

A deactivation email will be sent to the user email.

[Successful] Deactivation of invoice data submission to IRAS for 'AUTOCOUNT (S) PTE. LTD (C5 TEST)'

SS SGNIC Support <donotreply@test.peppolsmp.sg>
To: nicol@autocountsoft.com

Reply Reply All Forward

Mon 24/02/2025 4:34 PM

Dear Sir/Madam,

Congratulations! You have successfully authorized **DataPost Pte Ltd** to cease invoice data submission on your company's behalf to IRAS. Please find the following details below for your retention.

Company Details:

Company Name: AUTOCOUNT (S) PTE. LTD (C5 TEST)
Company Peppol ID: 0195:SGUEN202400027E
Business Representative: Nicol Woo
Business Representative Email: nicol@autocountsoft.com

Service Provider Details:

Company Name: DataPost Pte Ltd
Email Contact: jerome.choo@datapost.com.sg
Phone Contact: 67899876

Deactivated will then be shown in the GST INVOICENOW status.



The screenshot shows a dialog box titled "InvoiceNow Setting" with a close button (X) in the top right corner. The dialog has a green header bar with the title "InvoiceNow Setting" and a blue question mark icon. Below the header, there is a checked checkbox labeled "Enable InvoiceNow". Underneath, there is a "Start Date" field with a dropdown menu showing "01-09-2025" and a "Peppol Setting" button. A second checked checkbox is labeled "Send to Peppol". Below that is a "Vendor ID" text input field. The "GST Status" is displayed as "Registered" in green text, with a "Refresh" button next to it. To the right of the "Refresh" button is a "Change GST Status" button. The "GST InvoiceNow Status" is displayed as "Deactivated". The "Last Updated" field shows "14-11-2025". At the bottom center of the dialog is an "Activate" button. At the very bottom are "OK" and "Cancel" buttons.

8.0 InvoiceNow to Singapore Government Agencies – Accountant's General's Department (AGD)

Singapore Government Agencies also practices InvoiceNow and if users need to send E-Invoice to them, there are certain things that need to take note.

8.1 Setup in Debtor

When creating or updating a debtor which is Singapore Government Agencies, user will need to make sure the following:

1. **Registration number** is filled with **T08GA0028A** and map the Peppol ID under Peppol Account tab.
2. **Key in Attention field.** This is to make sure every Invoice that you sent has an attention person. Alternatively, user can key it when creating Invoice at the Attention field.
3. **Key in Email field.** This is required from AGD.
4. **Key in Business Unit.** Depending on which Ministries or Statutory Boards user is dealing with, user may need to key each of their respective Business Unit Code. User can check full list of business unit code here: <https://www.vendors.gov.sg/UsefulReferences/MinStatutoryBoards.aspx>. For non-Singapore Government Agencies, please leave this field blank.

New Debtor Account - InvoiceNow1 - AutoCount Accounting (Ver: 2.2)

Edit Copy Debtor Window

Control Account : 300-0000 Debtor Type :
 Company Name : Government Agencies
 Business Reg. No. : T08GA0028A Debtor Account :
 Tax Entity/TIN :

Group Company
 Active
 Cash Sale Debtor

General Contact Branches Others Note Peppol

Billing Address :
 Phone :
 Mobile : +65
 Fax :
 Post/Zip Code :
 Delivery Address :
 Area :
 Email Address : nicol@autocountsoft.com
 Website :
 Post/Zip Code :

Attention : IMDA
 Business Nature :
 Agent :
 Currency : SGD
 Statement Type :
 Aging On :
 Credit Term : C.O.D.
 Open Item
 Balance Forward
 No Statement
 Invoice Date
 Due Date
 Credit Control...

After save, proceed with new debtor
 Save Cancel

New Debtor Account - InvoiceNow1 - AutoCount Accounting (Ver: 2.2)

Edit Copy Debtor Window

Control Account : 300-0000 Debtor Type :
Company Name : Government Agencies
Business Reg. No. : T08GA0028A Debtor Account :
Tax Entity/TIN :
 Group Company
 Active
 Cash Sale Debtor

General Contact Branches Others Note Peppol

Peppol ID : 0195:SGTSTT08GA0028A Get Peppol ID
Business Unit : IMDA1

After save, proceed with new debtor Save Cancel

8.2 AGD Accepted Currencies

There is a list of currencies that are only accepted by AGD now. Please refer to the list below on the accepted currencies.

Acceptable Currencies

Currency	Description
AED	United Arab Emirates Dirham
AUD	Australian Dollar
BND	Brunei Dollar
CAD	Canadian Dollar
CHF	Swiss Franc
CNH	Chinese Renminbi
DKK	Danish Krone
EUR	Euro
GBP	Sterling Pound
HKD	Hong Kong Dollar
IDR	Indonesian Rupiah
ILS	Israel Shekel
INR	Indian Rupee
JPY	Japanese Yen
KRW	Korean Won
LKR	Sri Lanka Rupee
MYR	Malaysian Ringgit
NOK	Norwegian Krone
NZD	New Zealand Dollar

Currency	Description
PHP	Philippine Peso
PKR	Pakistan Rupee
SAR	Saudi Riyal
SEK	Swedish Krona
SGD	Singapore Dollar
THB	Thai Baht
TWD	Taiwan Dollar
USD	US Dollar
ZAR	South African Rand

This means that the currency code/naming applied should follow the code specified. For example, any business involving **Japanese Yen** should be **JPY**. Any other codes like **YEN** are not accepted. If user already used another currency code/naming for it, there is a function to change these codes under **Menu** → **Tools** → **Change Codes** → **Change Currency Code**.

9.0 Customer Support and Service Level Agreement (SLA)

For any assistance with InvoiceNow, our support team and self-help resources are available to help you on resolving issues quickly.

9.1 Helpdesk Support

If you encounter any issues while using InvoiceNow, our support team is here to assist you.

Customer Service Contact

Email: e-invoice@autocountsoft.com

Phone: 6747 9790

Support Hours: Monday – Friday, 9:00 AM – 6:00 PM (excluding public holidays)

Self-Help Resources

User Guide: This guide provides step-by-step instructions on setup and the best practice.

We encourage users to go through the user guide for InvoiceNow before raising a ticket as many common questions can be addressed in the user guide.

9.2 Service Level Agreement (SLA)

We are committed to resolving support requests in a timely manner. The SLA below applies to all InvoiceNow users:

Issue Severity	Description	Initial Response Time	Resolution Target
Critical (P1)	System outage	Within 4 hours	1 business day
High (P2)	Major function impaired but workarounds available	Within 1 business day	2 business days
Medium (P3)	Non-critical issue, partial impairment or individual user affected.	Within 2 business days	3 business days

Low (P4)	General queries, how-to requests or enhancements.	Within 3 business days	Subject to roadmap
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Notes:

1. SLA timelines apply during business hours.
2. Resolution may include a fix, workaround, or escalation depending on complexity.
3. Feature requests and enhancements fall outside SLA commitments but will be reviewed by the product team.

Last Modified 16/11/2025