

This guide provides essential instructions for accessing the QubePOS MyInvoice platform, making it easy for users to navigate and utilize its features effectively. By following the simple steps outlined, users can quickly gain entry and start managing their invoices with confidence. It is a valuable resource for anyone looking to streamline their invoicing process.

## Main Navigation

1

**Accessing Your Invoice Platform:** *Guide to the initial login process and tenant subdomain selection.*

Navigate to <https://qubepos-myinvoice.com/>

2

Click this text field.



Sign In

Please enter subdomain name:

.qubepos-myinvoice.com

Continue

3

Type in your own business entity subdomain (e.g., 'diy' for a demo).

**4** Click "Continue"



The screenshot shows a 'Sign In' page. At the top, it says 'Sign In'. Below that, it asks 'Please enter subdomain name:'. There are two input fields: the first contains 'diy' and the second contains '.qubepos-myinvoice.com'. Below the input fields is a red button labeled 'Continue'. A yellow circle highlights the 'Continue' button.

**5** **Logging into Your Tenant:** *Step-by-step instructions for accessing your tenant-specific login page.*

**6** Navigate to <https://diy.qubepos-myinvoice.com/auth/login>

7

Click this email field. Input your email



**Welcome Back!**

**Email**

**Password**

[Forgot Password ?](#)

**Submit**

8

Click this password field. Input your password.



**Welcome Back!**

**Email**

**Password**

[Forgot Password ?](#)


**Submit**

**9** Click "Submit" to login



**Email**

**Password**

[Forgot Password ?](#)

**Submit**

## Dashboard Overview

**10** Introduction to your platform's main dashboard and its key functionalities.

**11** Click on the icon Dashboard to view it. It is the default page after login.

The dashboard features a dark sidebar on the left with navigation icons for Dashboard, Business Entity, Stores, Customer, and a settings icon. The main content area is titled 'Dashboard' and contains several data cards:

- Total Received:** Customer Submission via Portal, 211K
- Total Validated:** Portal to IRBM Submission, 172K
- LHDN Status:**
  - Submitted: 0 (B2B: 0, B2C: 0, Consolidated: 0)
  - Cancelled: 0 (B2B: 0, B2C: 0, Consolidated: 0)
- System Status:**
  - Total Transaction: 211K
  - Processed: 0 (B2B: 0, B2C: 0, Consolidated: 0)
  - Pending: 138K (B2B: 138K, B2C: 2, Consolidated: 0)
  - Accepted: 0 (B2B: 0, B2C: 0, Consolidated: 0)

**12** You may filter the data in dashboard clicking on 'Filter' icon.

This screenshot shows the dashboard with a red 'Filter' button highlighted in the top right corner. The data cards are updated to reflect filtered data:

- LHDN Status:**
  - Submitted: 0 (B2B: 0, B2C: 0, Consolidated: 0)
  - Cancelled: 0 (B2B: 0, B2C: 0, Consolidated: 0)
  - Valid: 1 (B2B: 1, B2C: 0, Consolidated: 0)
  - Invalid: 73K (B2B: 73K, B2C: 0, Consolidated: 0)
- System Status:**
  - Pending: 138K
  - Accepted: 0
  - Rejected: 1
  - Expired: 0

**13** Click "Apply" after completing the filters to made changes.

The screenshot shows a dashboard with several status filters: Pending (138K), Accepted (0), and Rejected (1). A 'Document Type Summary' chart is displayed, showing a 100% completion rate. The chart includes labels for Refund Note: 1, Debit Note: 1, and Credit Note: 1. A filter dropdown is open, showing 'MALAYSIA' and 'Johor' as location options, and 'Document Type' with radio buttons for Invoice, Credit Note, Debit Note, and Refund Note. The 'Apply' button is highlighted in red.

**14** You may click on each status to view the document related to the specific status

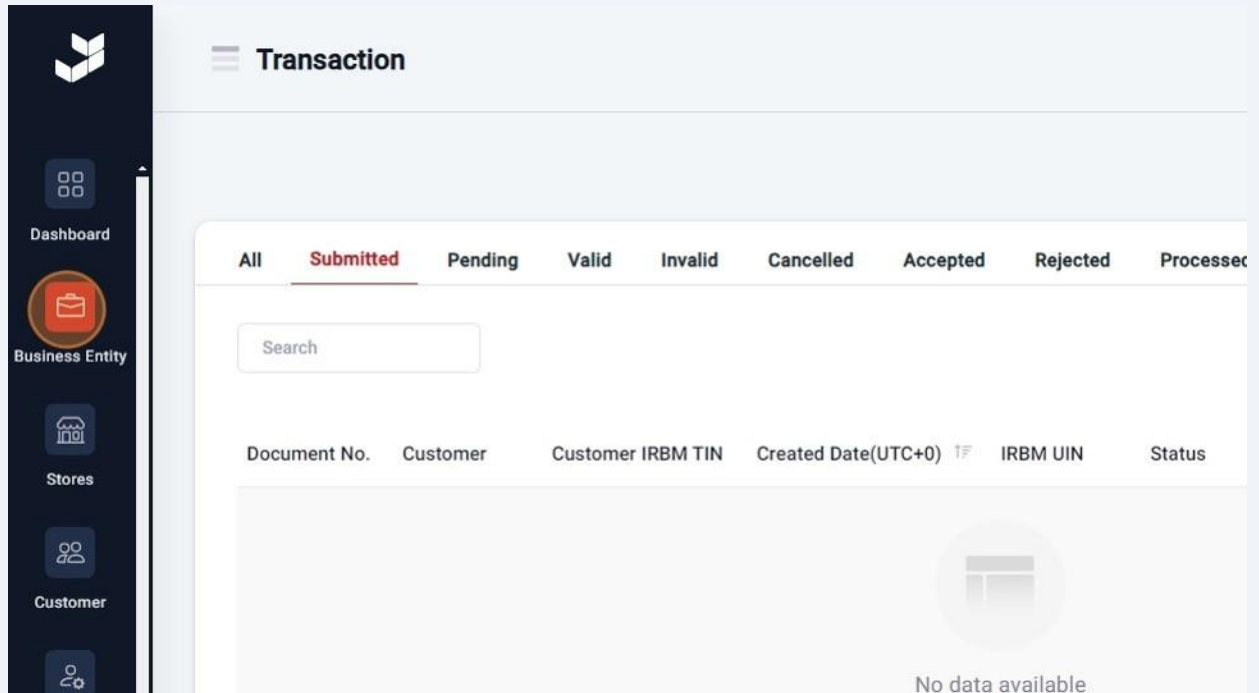
The screenshot shows a dashboard with several status cards and a table of document transactions. The 'LHDN Status' card is highlighted, showing Submitted (0), Cancelled (0), and Valid (0) counts. The 'Document Status' table shows transactions in Processed, Pending, Accepted, and Rejected states.

Document Status	Processed	Pending	Accepted	Rejected
Submitted	0	0	0	0
B2B	0	0	0	0
B2C	0	0	0	0
Consolidated	0	0	0	0

## Managing Business Entity

**15** How to create, edit, and manage your business entities within the platform.

**16** Navigate to <https://diy.qubepos-myinvoice.com/business-entity> by click on this icon.



**17** You can click on either 'All','Active','Inactive' to filter the data of business entity

The screenshot shows a web application interface for managing business entities. On the left is a dark sidebar with navigation icons for Dashboard, Business Entity, Stores, Customer, and a settings icon. The main content area is titled "Business Entity" and features a filter bar with three buttons: "All" (highlighted with an orange circle), "Active", and "Inactive". Below the filter bar is a search input field. The main area contains a table with the following columns: Business Entity Name, TIN No., Registration ID, SST Registration No., and Email. The table lists several entries, including "halo sdn bhd", "234242134", "testaddviportal", and "JVR Import Sdn Bhd".

Business Entity Name	TIN No.	Registration ID	SST Registration No.	Email
halo sdn bhd	123412341234	BRN:432143214321	sst12341234	melissa.yong@
234242134	213421342314	NRIC:123421342141324		superadmin45
testaddviportal	12433242342314	NRIC:1234213423143242		superadmin23
JVR Import Sdn Bhd				

**18** You may further filter by clicking on 'Pending','Success' and 'Failed'.

This screenshot shows a more detailed view of the business entity management interface. At the top right, there is a user profile dropdown for "diy@einvoice.com" and icons for settings and help. Below this is a "Filter LHDN Status:" section with three buttons: "Pending" (highlighted with an orange circle), "Success", and "Failed". Underneath the filter are three action buttons: "Import", "Export", and "Add Business Entity". The main table has columns for Registration ID, SST Registration No., Email, Contact, and Action. The table contains three rows of data, each with a registration ID, SST registration number, email address, and contact number, along with an edit icon in the Action column.

Registration ID	SST Registration No.	Email	Contact	Action
BRN:432143214321	sst12341234	melissa.yong@qubeapps.com	0123456789	
NRIC:123421342141324		superadmin454@cloudbite.com	12342142134	
NRIC:1234213423143242		superadmin234322342341@cloudbite.com	12342134234234	

**19** Click the "Search" field to filter selected data.

The screenshot shows a sidebar on the left with navigation options: Dashboard, Business Entity (selected), Stores, Customer, and a settings icon. The main content area is titled "Business Entity" and has tabs for "All", "Active", and "Inactive". A search input field is highlighted with an orange circle. Below the search field is a table with the following data:

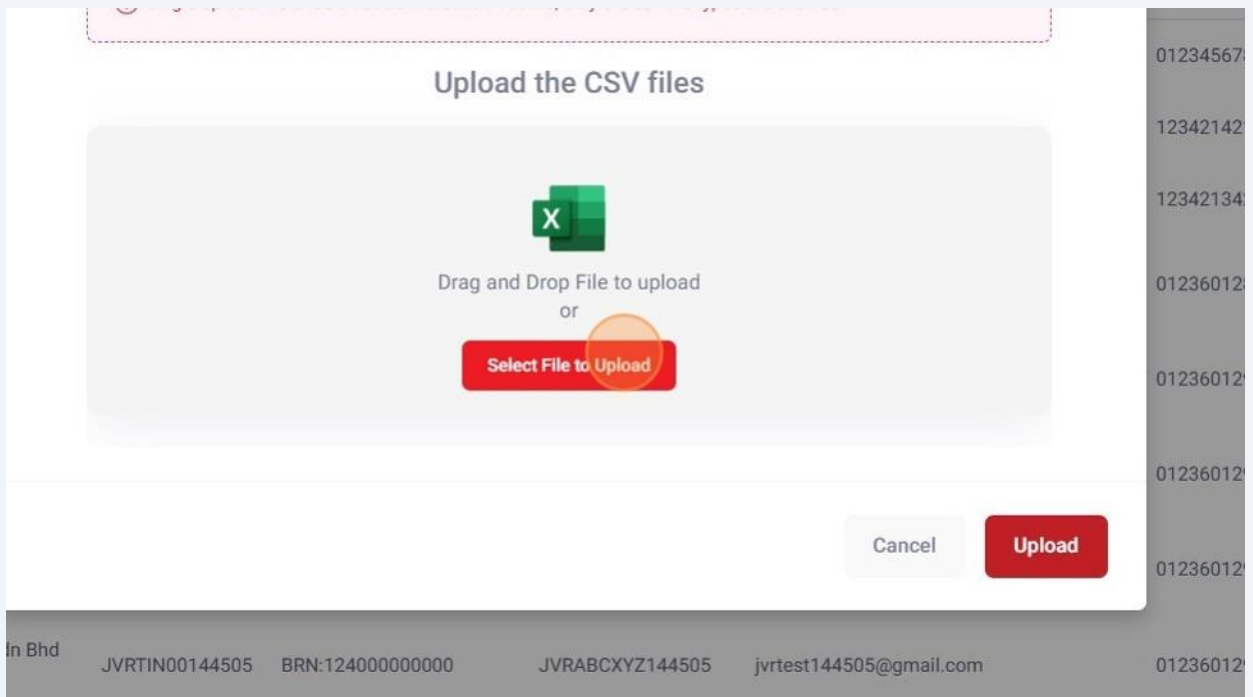
Business Entity Name	TIN No.	Registration ID	SST Registration No.	Email
halo sdn bhd	123412341234	BRN:432143214321	sst12341234	melissa.yong@
234242134	213421342314	NRIC:123421342141324		superadmin45
testaddviportal	12433242342314	NRIC:1234213423143242		superadmin23
JVR Import Sdn Bhd				

**20** Click "Import" to import business entity with excel.

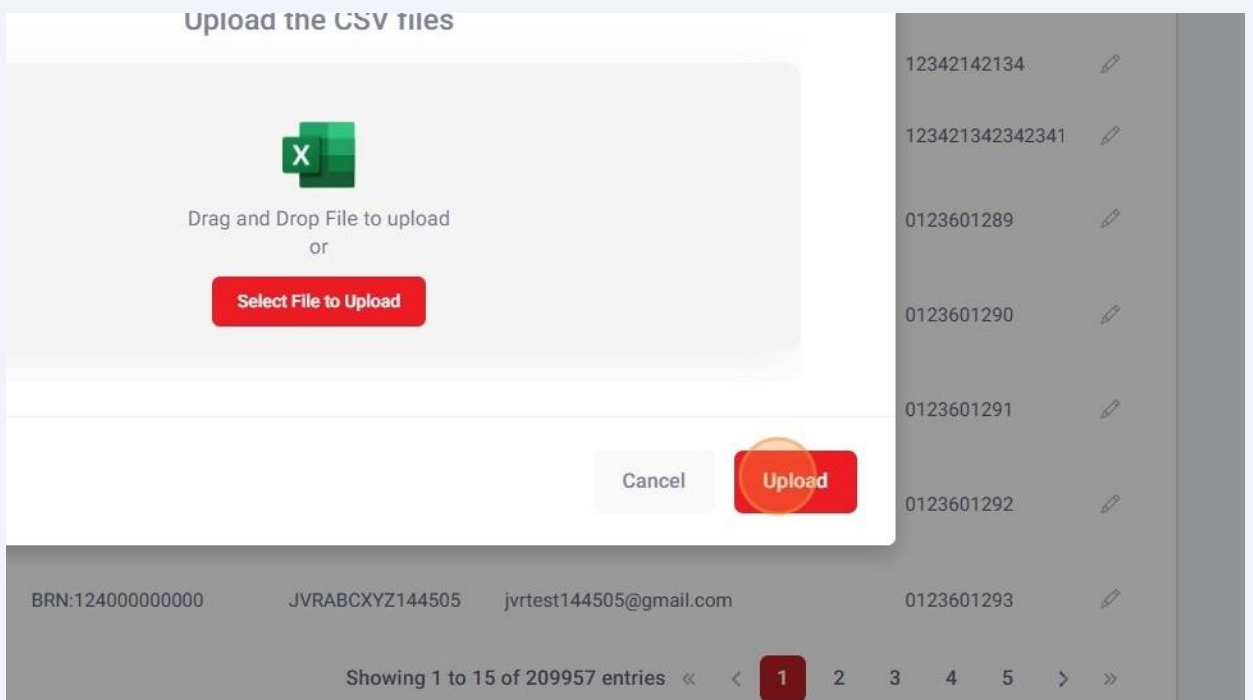
The screenshot shows the top right corner of the interface with a user profile "diy@einvoice.com", a settings gear, and a help icon. Below this is a "Filter LHDN Status:" section with buttons for "Pending" (selected), "Success", and "Failed". Below the filter are three buttons: "Import" (highlighted with an orange circle), "Export", and "Add Business Entity". Below these buttons is a table with the following data:

Registration ID	SST Registration No.	Email	Contact	Action
BRN:432143214321	sst12341234	melissa.yong@qubeapps.com	0123456789	
NRIC:123421342141324		superadmin454@cloudbite.com	12342142134	
NRIC:1234213423143242		superadmin234322342341@cloudbite.com	12342134234234	

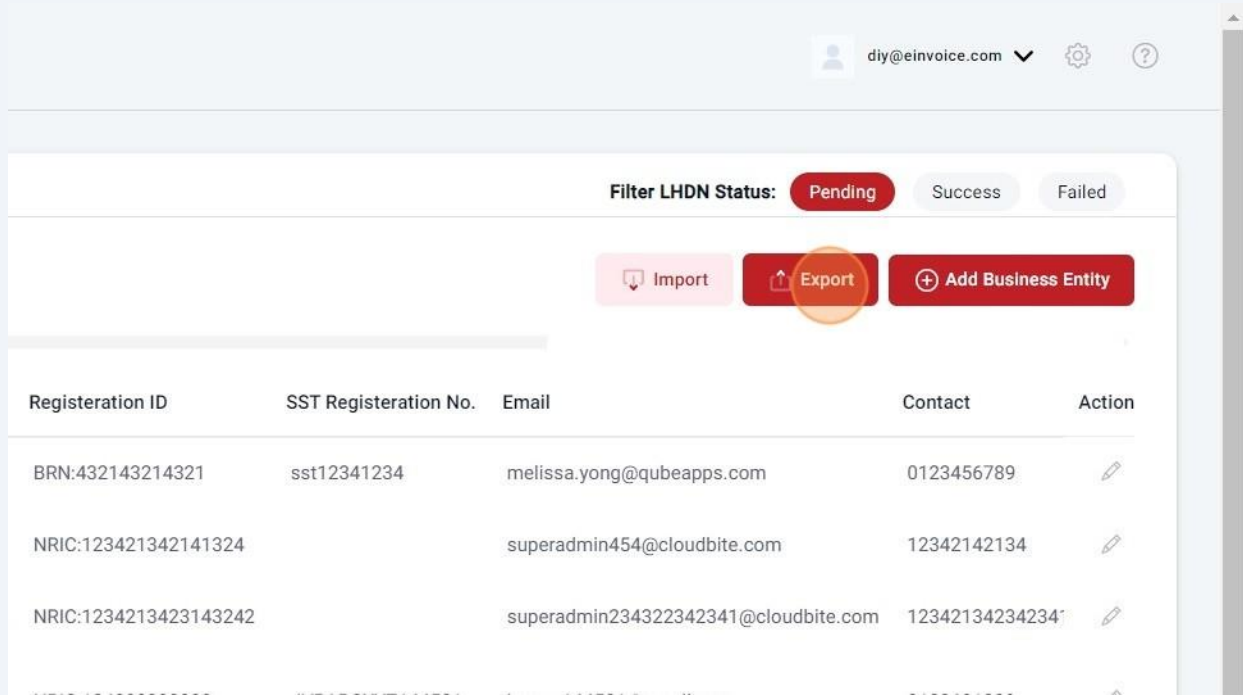
**21** Click "Select File to Upload" to upload the file to import



**22** Click "Upload" once it is confirmed to fully upload into the system.



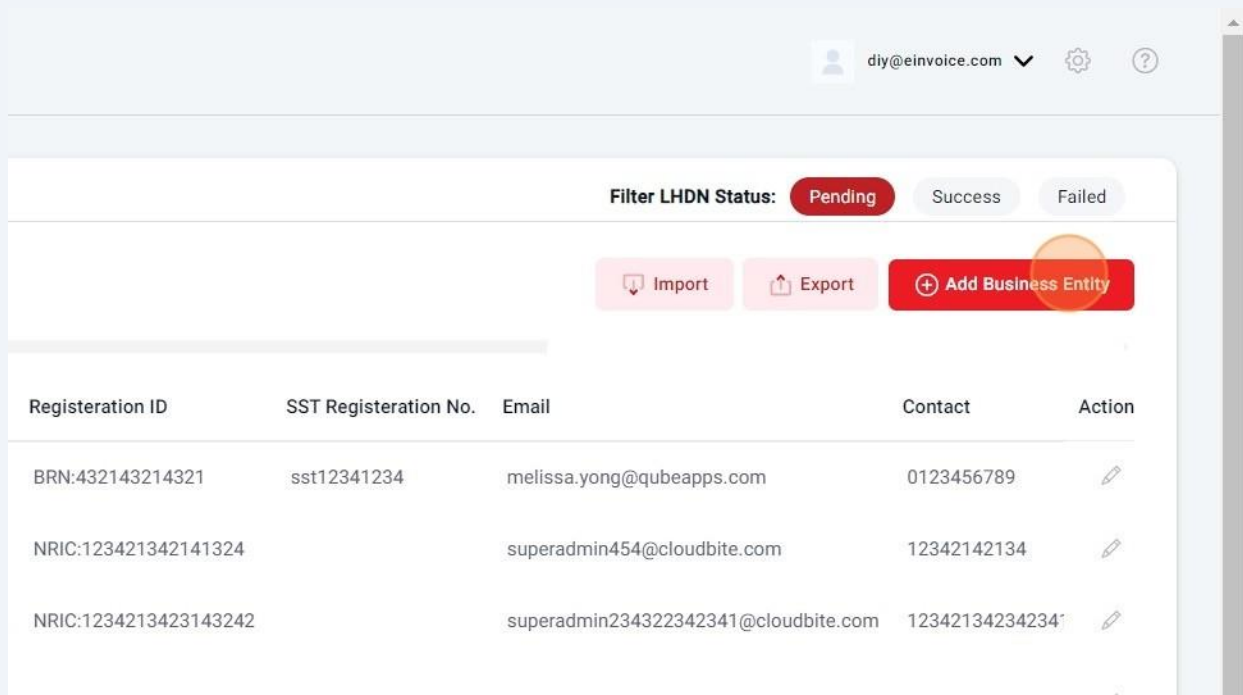
**23** Click "Export" to export the data into Excel sheet.



The screenshot shows a web application interface with a user profile 'diy@einvoice.com' and settings icons in the top right. Below the header, there is a 'Filter LHDN Status' section with three buttons: 'Pending' (selected), 'Success', and 'Failed'. Underneath, there are three action buttons: 'Import', 'Export' (highlighted with an orange circle), and 'Add Business Entity'. A table with five columns is displayed below: 'Registration ID', 'SST Registration No.', 'Email', 'Contact', and 'Action'. The table contains three rows of data.

Registration ID	SST Registration No.	Email	Contact	Action
BRN:432143214321	sst12341234	melissa.yong@qubeapps.com	0123456789	
NRIC:123421342141324		superadmin454@cloudbite.com	12342142134	
NRIC:1234213423143242		superadmin234322342341@cloudbite.com	12342134234234	

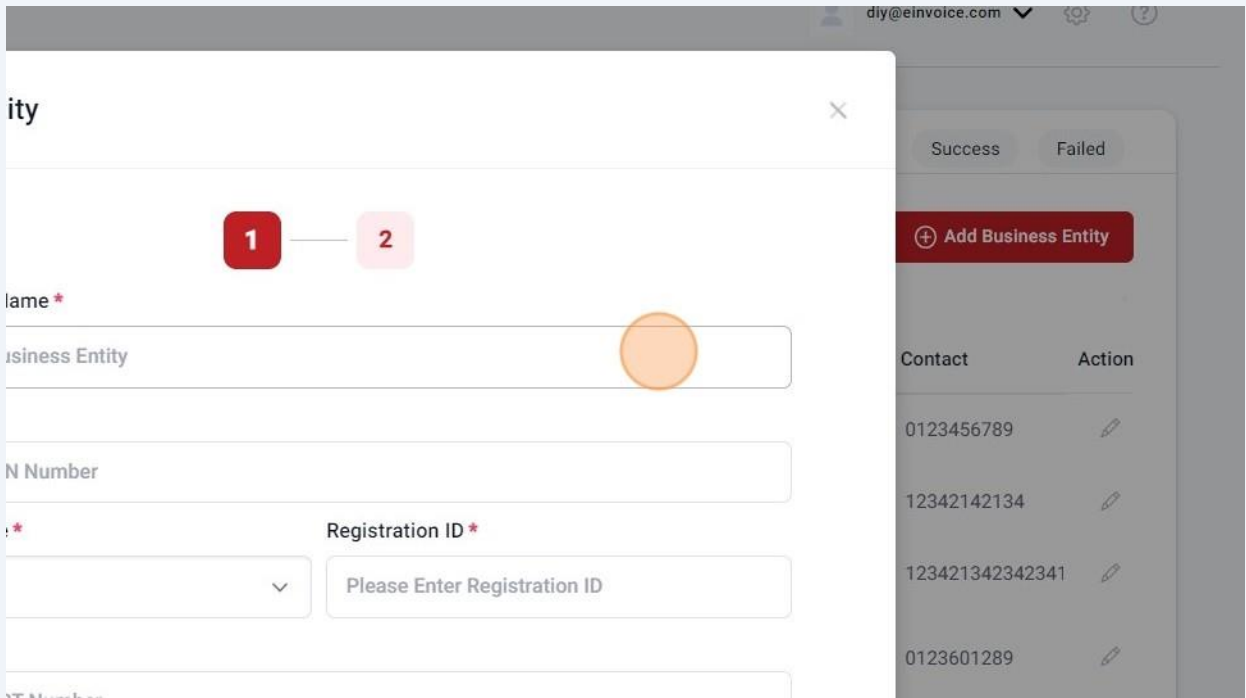
**24** Click "Add Business Entity" to create new entity.



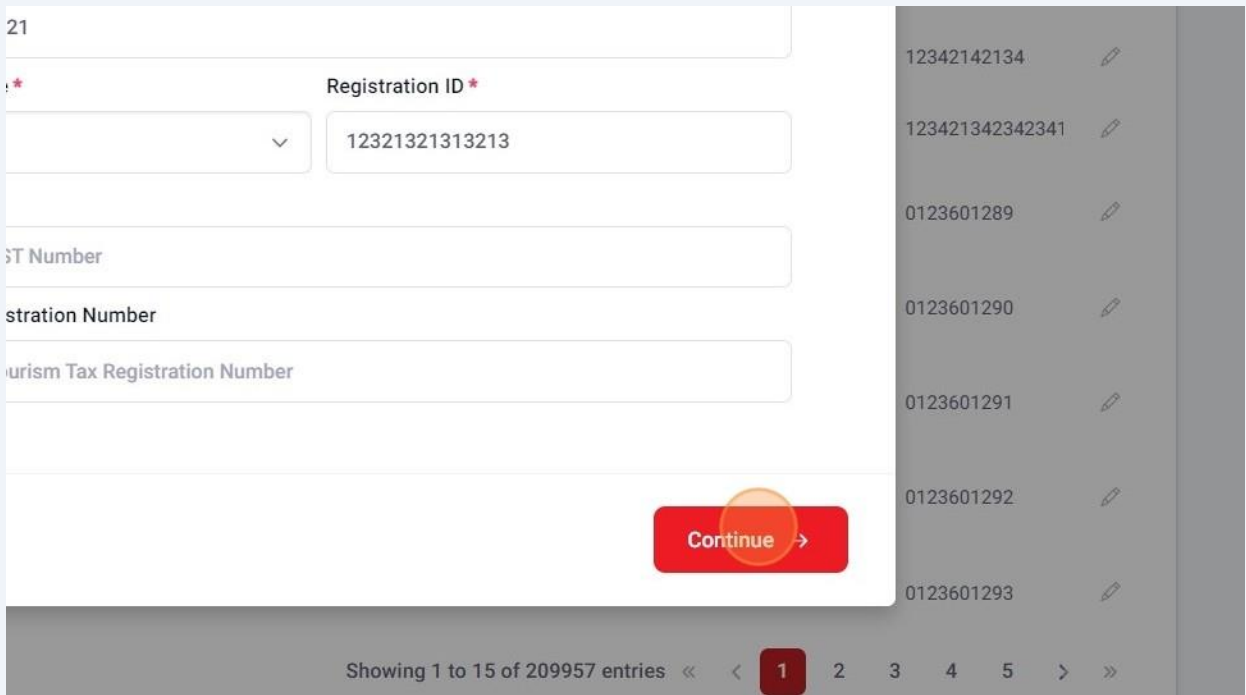
The screenshot shows the same web application interface as in step 23. The 'Filter LHDN Status' section is still set to 'Pending'. The 'Add Business Entity' button is now highlighted with an orange circle, indicating the next step in the tutorial.

Registration ID	SST Registration No.	Email	Contact	Action
BRN:432143214321	sst12341234	melissa.yong@qubeapps.com	0123456789	
NRIC:123421342141324		superadmin454@cloudbite.com	12342142134	
NRIC:1234213423143242		superadmin234322342341@cloudbite.com	12342134234234	

**25** Fill in all the information required to create Business Entity



**26** Click "Continue" once the information is complete.



**27** Fill in necessary information and click 'Submit' once confirmed.

Form fields for registration:

- Contact Number
- Email
- State \* (Dropdown: Johor)
- PostCode \* (Text: Please Enter PostCode)
- Address

Buttons: < Back, Submit

Showing 1 to 15 of 209957 entries << < 1 2 3 4 5 > >>

12342142134	
123421342342341	
0123601289	
0123601290	
0123601291	
0123601292	
0123601293	

**28** Click here to edit any existing 'Business Entity' information.

Filter LHDN Status: Pending Success Failed

Import Export Add Business Entity

Registration ID	SST Registration No.	Email	Contact	Action
BRN:432143214321	sst12341234	melissa.yong@qubeapps.com	0123456789	
NRIC:123421342141324		superadmin454@cloudbite.com	12342142134	
NRIC:1234213423143242		superadmin234322342341@cloudbite.com	123421342342341	
NRIC:124000000000	JVRBCXYZ144501	jvrttest144501@gmail.com	0123601289	
BRN:124000000000	JVRBCXYZ144502	jvrttest144502@gmail.com	0123601290	

**29** Click "Continue" after editing the information.

The screenshot shows a registration form with several input fields. The 'Registration ID' field is filled with '432143214321'. A red 'Continue' button with a right-pointing arrow is highlighted with a red circle. To the right of the form is a list of registration numbers, each with an edit icon. At the bottom, a pagination bar shows 'Showing 1 to 15 of 209957 entries' with page numbers 1 through 5, where '1' is highlighted.

Registration ID *	432143214321
Registration Number	
Tourism Tax Registration Number	

Continue →

Showing 1 to 15 of 209957 entries << < 1 2 3 4 5 > >>

12342142134	✎
123421342342341	✎
0123601289	✎
0123601290	✎
0123601291	✎
0123601292	✎
0123601293	✎

**30** Click "Submit" once confirmed.

The screenshot shows a registration form with several input fields. The 'State' dropdown is set to 'Wilayah Persekutuan Ku' and the 'PostCode' field is filled with '52100'. A red 'Submit' button is highlighted with a red circle. To the right of the form is a list of registration numbers, each with an edit icon. At the bottom, a pagination bar shows 'Showing 1 to 15 of 209957 entries' with page numbers 1 through 5, where '1' is highlighted.

qubeapps.com

State \* PostCode \*

Wilayah Persekutuan Ku 52100

< Back Submit

Showing 1 to 15 of 209957 entries << < 1 2 3 4 5 > >>

12342142134	✎
123421342342341	✎
0123601289	✎
0123601290	✎
0123601291	✎
0123601292	✎
0123601293	✎

## Setting Up Stores

**31** Instructions for adding, modifying, and organizing your stores.

**32** Navigate to <https://diy.qubepos-myinvoice.com/store> by clicking on the 'Store' icon.

Store Code	Store Name	Address	Status	Created Date
STR_293031	Store JQA 4501	No. 4501, Jalan SS22/4537, 47600, Petaling Jaya, Negeri Sembilan, MALAYSIA	Inactive	2024-09-24
STR_293032	Store JQA 4502	No. 4502, Jalan SS22/4538, 47600, Petaling Jaya, Pahang, MALAYSIA	Active	2024-09-24
		No. 4503, Jalan SS22/4539, 47600, Petaling		

**33** You can click on either 'All','Active','Inactive' to filter the data of store

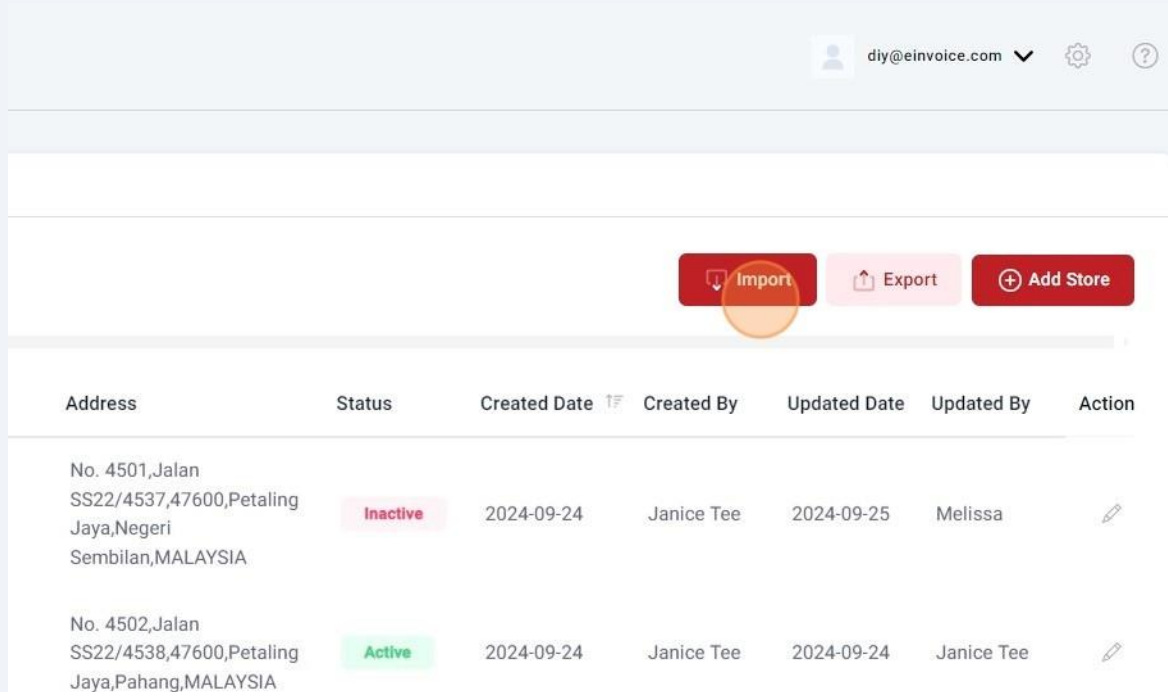
The screenshot shows a web application interface for managing stores. On the left is a dark sidebar with navigation icons for Dashboard, Business Entity, Stores, Customer, and a settings icon. The main content area is titled 'Store' and features three filter tabs: 'All' (selected), 'Active', and 'Inactive'. Below the filters is a search input field. A table displays the following data:

Store Code	Store Name	Address	Status	Created Date
STR_293031	Store JQA 4501	No. 4501,Jalan SS22/4537,47600,Petaling Jaya,Negeri Sembilan,MALAYSIA	Inactive	2024-09-24
STR_293032	Store JQA 4502	No. 4502,Jalan SS22/4538,47600,Petaling Jaya,Pahang,MALAYSIA	Active	2024-09-24

**34** Click the "Search" field to filter specific store data.

This screenshot is identical to the previous one, but with an orange circle highlighting the search input field in the 'Store' management interface.

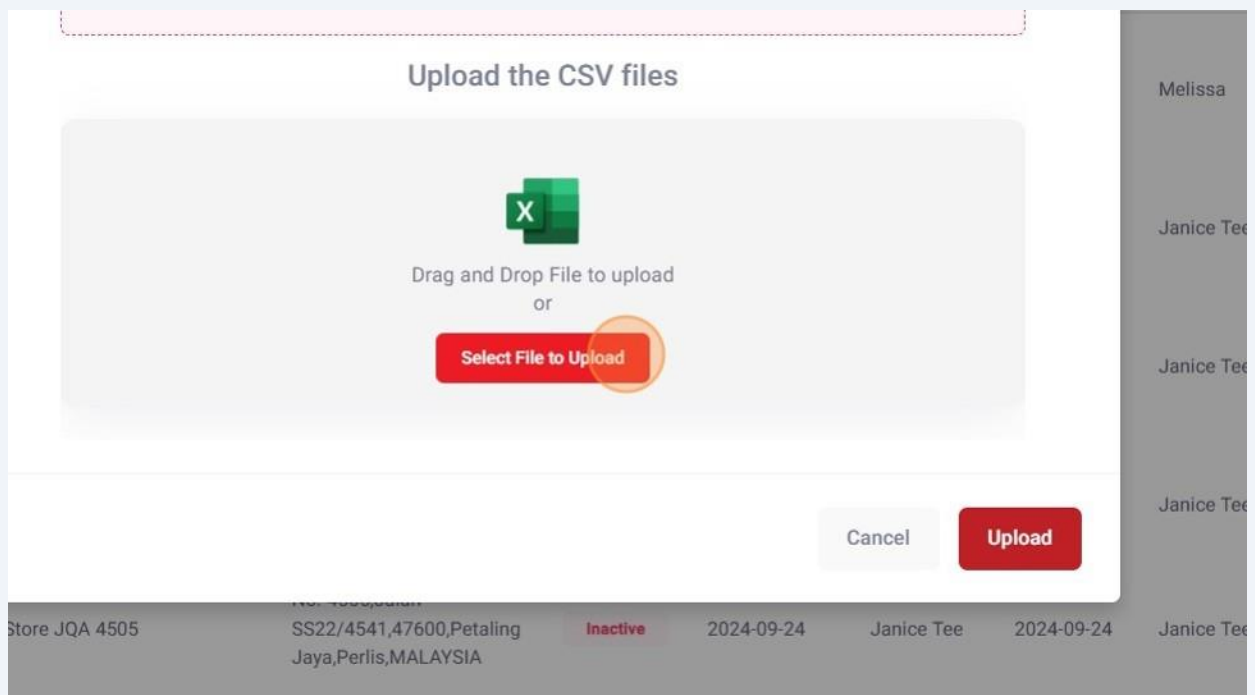
**35** Click "Import" to import store using Excel sheet.



The screenshot shows a user interface for managing stores. At the top right, there is a user profile icon, the email 'diy@einvoice.com', and settings and help icons. Below this is a table with columns: Address, Status, Created Date, Created By, Updated Date, Updated By, and Action. Two rows of store data are visible. Above the table, there are three buttons: 'Import' (highlighted with a red circle), 'Export', and 'Add Store'.

Address	Status	Created Date	Created By	Updated Date	Updated By	Action
No. 4501,Jalan SS22/4537,47600,Petaling Jaya,Negeri Sembilan,MALAYSIA	Inactive	2024-09-24	Janice Tee	2024-09-25	Melissa	
No. 4502,Jalan SS22/4538,47600,Petaling Jaya,Pahang,MALAYSIA	Active	2024-09-24	Janice Tee	2024-09-24	Janice Tee	


**36** Click "Select File to Upload" to upload the specific Excel sheet.



The screenshot shows a modal dialog box titled 'Upload the CSV files'. It features a large grey area with a Microsoft Excel icon and the text 'Drag and Drop File to upload or'. Below this is a red button labeled 'Select File to Upload', which is highlighted with a red circle. At the bottom right of the dialog are 'Cancel' and 'Upload' buttons. The background shows a blurred view of the store table from the previous screenshot.

**37** Click "Upload" once confirmed to upload into system.


Upload the CSV files



Drag and Drop File to upload  
or

Select File to Upload

Cancel Upload



Address	Status	Created Date	Created By	Updated Date	Updated By	Action
SS22/4541,47600,Petaling Jaya,Perlis,MALAYSIA	Inactive	2024-09-24	Janice Tee	2024-09-24	Janice Tee	

Showing 1 to 15 of 5000 entries << < 1 2 3 4 5 > >>

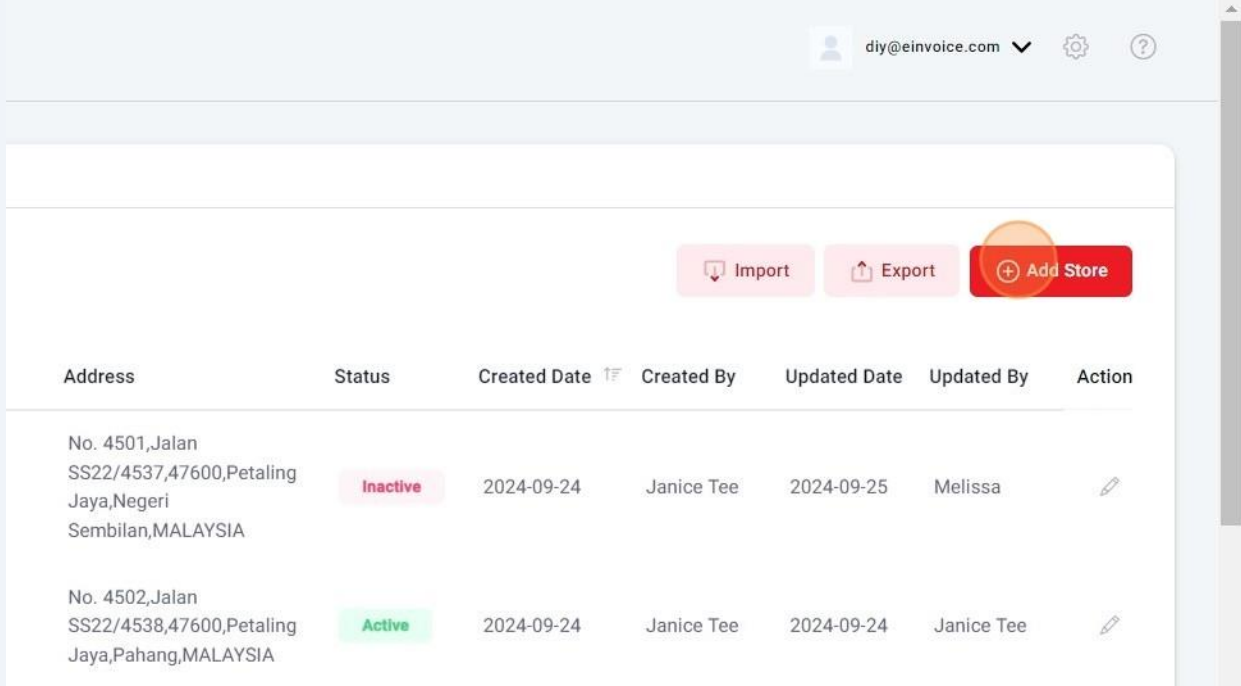
**38** Click "Export" to export selected data into Excel sheet

diy@einvoice.com

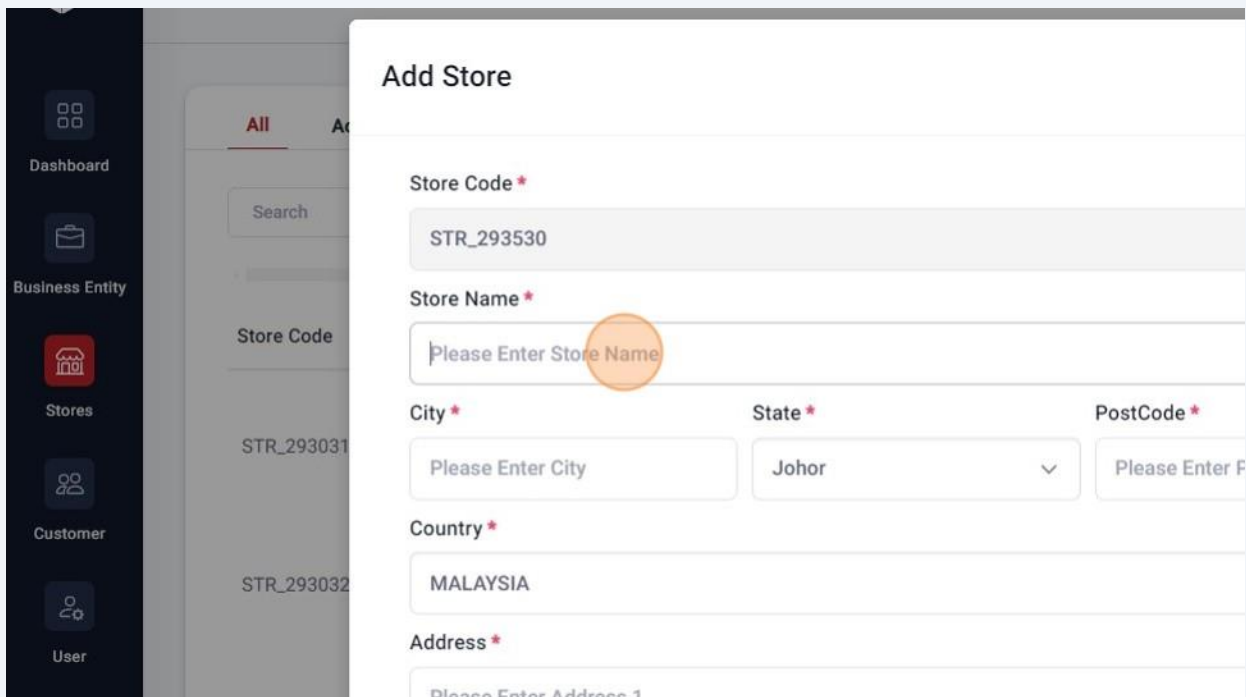
Import Export Add Store

Address	Status	Created Date	Created By	Updated Date	Updated By	Action
No. 4501,Jalan SS22/4537,47600,Petaling Jaya,Negeri Sembilan,MALAYSIA	Inactive	2024-09-24	Janice Tee	2024-09-25	Melissa	
No. 4502,Jalan SS22/4538,47600,Petaling Jaya,Pahang,MALAYSIA	Active	2024-09-24	Janice Tee	2024-09-24	Janice Tee	

**39** Click "Add Store" to add new store



**40** Fill in the necessary information.



## 41 Click "Submit" once confirmed to create store

is 1

is 2

al Code

Submit

Melissa

Janice Tee

Janice Tee




Janice Tee

Janice Tee

Showing 1 to 15 of 4999 entries << < 1 2 3 4 5 > >>

## 42 Click here to edit on existing store

Import Export Add Store

Address	Status	Created Date	Created By	Updated Date	Updated By	Action
No. 4501,Jalan SS22/4537,47600,Petaling Jaya,Negeri Sembilan,MALAYSIA	Inactive	2024-09-24	Janice Tee	2024-09-25	Melissa	
No. 4502,Jalan SS22/4538,47600,Petaling Jaya,Pahang,MALAYSIA	Active	2024-09-24	Janice Tee	2024-09-24	Janice Tee	
No. 4503,Jalan SS22/4539,47600,Petaling Jaya,Pulau Pinang,MALAYSIA	Inactive	2024-09-24	Janice Tee	2024-09-24	Janice Tee	

**43** Click "Submit" after confirmed on changes.

The screenshot shows a form with several input fields. The first field contains 'Negeri Sembilan' and the second contains '47600'. Below these are several empty text and dropdown fields. A red 'Submit' button is located at the bottom right of the form. To the right of the form is a list of entries, each with a name and an edit icon. The entries are: Melissa, Janice Tee, Janice Tee, Janice Tee, and Janice Tee. At the bottom of the list, there is a pagination bar that reads 'Showing 1 to 15 of 4999 entries' and includes page numbers 1, 2, 3, 4, 5, and navigation arrows.

## Customer Management

**44** Guide to creating, updating, and managing customer information.

45

Navigate to <https://diy.qubeapos-myinvoice.com/customer> by clicking on 'Customer'

Customer Code	Business Name	Email Address	Phone Number	Address
CUST_690410	halo yong	melissa.yong@qubeapps.com	0123456789	eqe,67810,Johor,MAL
CUST_690409	A2509_ADIC_100000	adib0100000@yahoo.com	019-6314476	No 100000,Jalan 1/99900,PJ,109899,V Kuala Lumpur,MALAY
CUST_690408	A2509_ADIC_099999	adib0099999@yahoo.com	019-6314475	No 99999,Jalan 1/99899,PJ,109898,S
CUST_690407	A2509_ADIC_099998	adib0099998@yahoo.com	019-6314476	No 99998,Jalan 1/99900,PJ,109899,V Kuala Lumpur,MALAY
CUST_690406	A2509_ADIC_099997	adib0099997@yahoo.com	019-6314475	No 99997,Jalan

46

You can click on either 'All','Active','Inactive' to filter the data of store

Customer

All Active Inactive Filter

Customer Code	Business Name	Email Address	Phone Number	Address
CUST_690410	halo yong	melissa.yong@qubeapps.com	0123456789	eqe,67810,Johor,MAL
CUST_690409	A2509_ADIC_100000	adib0100000@yahoo.com	019-6314476	No 100000,Jalan 1/99900,PJ,109899,V Kuala Lumpur,MALAY
CUST_690408	A2509_ADIC_099999	adib0099999@yahoo.com	019-6314475	No 99999,Jalan 1/99899,PJ,109898,S

**47** You may further filter by clicking on 'Pending', 'Success' and 'Failed'.

The screenshot shows a web application interface with a user profile 'diy@einvoice.com' in the top right. Below the header, there is a 'Filter LHDN Status:' section with three buttons: 'Pending' (highlighted with an orange circle), 'Success', and 'Failed'. Below the filters are three buttons: 'Import', 'Export', and 'Add Customer'. The main content is a table with the following columns: Email Address, Phone Number, Address, Status, Validation, and Action.

Email Address	Phone Number	Address	Status	Validation	Action
melissa.yong@qubeapps.com	0123456789	eqe,67810,Johor,MALAYSIA	Active	Failed	
adib0100000@yahoo.com	019-6314476	No 100000,Jalan 1/99900,PJ,109899,Wilayah Persekutuan Kuala Lumpur,MALAYSIA	Inactive	Pending	
adib0099999@yahoo.com	019-6314475	No 99999,Jalan 1/00000,PJ,100000,Wilayah Persekutuan Kuala Lumpur,MALAYSIA	Inactive	Pending	

**48** Click the "Search" field to filter respective customer

The screenshot shows a web application interface with a dark sidebar on the left containing navigation icons for Dashboard, Business Entity, Stores, Customer, and a profile icon. The main content area is titled 'Customer' and has a filter section with 'All', 'Active', and 'Inactive' tabs. Below the tabs is a search field with the word 'Search' inside, highlighted with an orange circle. Below the search field is a table with the following columns: Customer Code, Business Name, Email Address, Phone Number, and Address.

Customer Code	Business Name	Email Address	Phone Number	Address
CUST_690410	halo yong	melissa.yong@qubeapps.com	0123456789	eqe,67810,Johor,MAL
CUST_690409	A2509_ADIC_100000	adib0100000@yahoo.com	019-6314476	No 100000,Jalan 1/99900,PJ,109899,W Kuala Lumpur,MALAY
CUST_690408	A2509_ADIC_099999	adib0099999@yahoo.com	019-6314475	No 99999,Jalan 1/00000,PJ,100000

**49** Click "Import" to import customer using Excel sheet.

The screenshot shows a web application interface with a user profile 'diy@einvoice.com' in the top right. Below the profile, there are filter buttons for 'Filter LHDN Status: Pending', 'Success', and 'Failed'. A toolbar contains three buttons: 'Import' (highlighted with a red circle), 'Export', and 'Add Customer'. Below the toolbar is a table with the following columns: Email Address, Phone Number, Address, Status, Validation by, and Action. The table contains two rows of data:


Email Address	Phone Number	Address	Status	Validation by	Action
adib0100000@yahoo.com	019-6314476	No 100000,Jalan 1/99900,PJ,109899,Wilayah Persekutuan Kuala Lumpur,MALAYSIA	Inactive	Pending	
adib0099999@yahoo.com	019-6314475	No 99999,Jalan 1/99899,PJ,109898,Sarawak,MALAYSIA	Inactive	Pending	

**50** Click "Select File to Upload" to upload selected Excel

The screenshot shows a modal dialog box titled 'Upload the CSV files'. Inside the dialog, there is a green Excel icon with a white 'X' on it. Below the icon, the text reads 'Drag and Drop File to upload or'. A red button labeled 'Select File to Upload' is highlighted with a red circle. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Upload'. The background of the dialog is semi-transparent, showing a blurred view of the customer table from the previous screenshot.

**51** Click "Upload" once confirmed to upload into the system

Upload the CSV files



Drag and Drop File to upload  
or

Select File to Upload

Cancel Upload

Email Address	Phone Number	Address	Status	Validation by	Action
		1/99897,PJ,109896,Terengganu,MALAYSIA		Pending	
adib0099994@yahoo.com	019-6314472	No 99994,Jalan 1/99896,PJ,109895,Selangor,MALAYSIA	Inactive	Pending	

Showing 1 to 15 of 299877 entries << < 1 2 3 4 5 > >>

**52** Click "Export" to export selected customer to Excel sheet

diy@einvoice.com

Filter LHDN Status: Pending Success Failed

Import Export Add Customer

Email Address	Phone Number	Address	Status	Validation by	Action
adib0100000@yahoo.com	019-6314476	No 100000,Jalan 1/99900,PJ,109899,Wilayah Persekutuan Kuala Lumpur,MALAYSIA	Inactive	Pending	
adib0099999@yahoo.com	019-6314475	No 99999,Jalan 1/99899,PJ,109898,Sarawak,MALAYSIA	Inactive	Pending	
		No 99998,Jalan			

**53** Click "Add Customer" to create new customer

The screenshot shows a web interface for managing customers. At the top right, there is a user profile for 'diy@einvoice.com' and icons for settings and help. Below this is a 'Filter LHDN Status' section with three buttons: 'Pending' (highlighted in red), 'Success', and 'Failed'. Underneath are three buttons: 'Import', 'Export', and 'Add Customer' (highlighted with a red circle). The main area contains a table with the following columns: 'Email Address', 'Phone Number', 'Address', 'Status', 'Validation by', and 'Action'. The table lists two customers with 'Inactive' status and 'Pending' validation.

Email Address	Phone Number	Address	Status	Validation by	Action
adib0100000@yahoo.com	019-6314476	No 100000,Jalan 1/99900,PJ,109899,Wilayah Persekutuan Kuala Lumpur,MALAYSIA	Inactive	Pending	
adib0099999@yahoo.com	019-6314475	No 99999,Jalan 1/99899,PJ,109898,Sarawak,MALAYSIA	Inactive	Pending	
		No 99998.Jalan			

**54** Fill in the required information

The screenshot shows a customer registration form. At the top, there are two numbered steps: '1' (highlighted with a red circle) and '2'. The form fields are as follows:

- Customer Code \***: CUST\_690411
- Customer Name \***: Please Enter Customer Name (highlighted with a red circle)
- Customer TIN Number \***: Please Enter TIN Number
- Customer Registration Type \***: NRIC (dropdown menu)
- Customer Registration ID \***: Please Enter Customer Registration ID
- Customer SST Number**: Please Enter Customer SST Number

**55** Click "Continue" once completed

Member \*

Registration Type \* Customer Registration ID \*

Member Number

Customer SST Number

Customer Email

Continue →

adib0099994@yahoo.com 019-6314472 1/99896,PJ,109895,Selangor,MALAYSIA Inactive

Showing 1 to 15 of 299877 entries << < 1 2 3 4 5 >>

**56** Click 'Submit' once confirmed to create customer

State: Johor Please Enter PostCode

Address 1

Address 2

Address 3

< Back Submit

adib0099994@yahoo.com 019-6314472 1/99896,PJ,109895,Selangor,MALAYSIA Inactive

Showing 1 to 15 of 299877 entries << < 1 2 3 4 5 >>



**59** Click "Submit" once confirmed on the changes to update customer

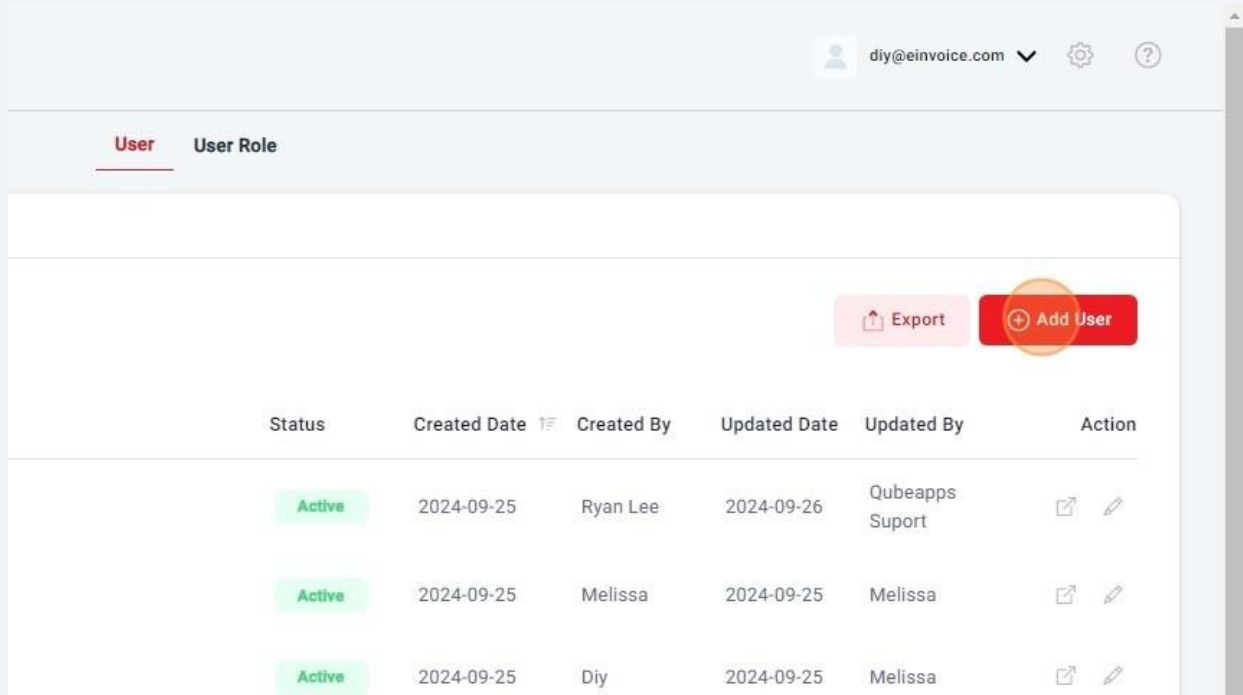
The screenshot shows a mobile application interface. On the left, there is a form for updating a customer. The form includes a dropdown menu for 'Wilayah Persekutuan Ku' with a downward arrow, a text input field containing '109899', and several other empty text input fields. At the bottom of the form are two buttons: a light pink button with a left arrow and the text 'Back', and a red button with the text 'Submit'. On the right side of the screen, there is a list of entries, each with a yellow 'Pending' label and a pencil icon for editing. The list is partially obscured by the form. At the bottom of the screen, there is a status bar showing 'Showing 1 to 15 of 299877 entries' and a pagination control with numbers 1, 2, 3, 4, 5 and arrows.

## User Administration

**60** How to add, remove, and manage user accounts within your tenant.

Navigate to <https://diy.qubepos-myinvoice.com/user>

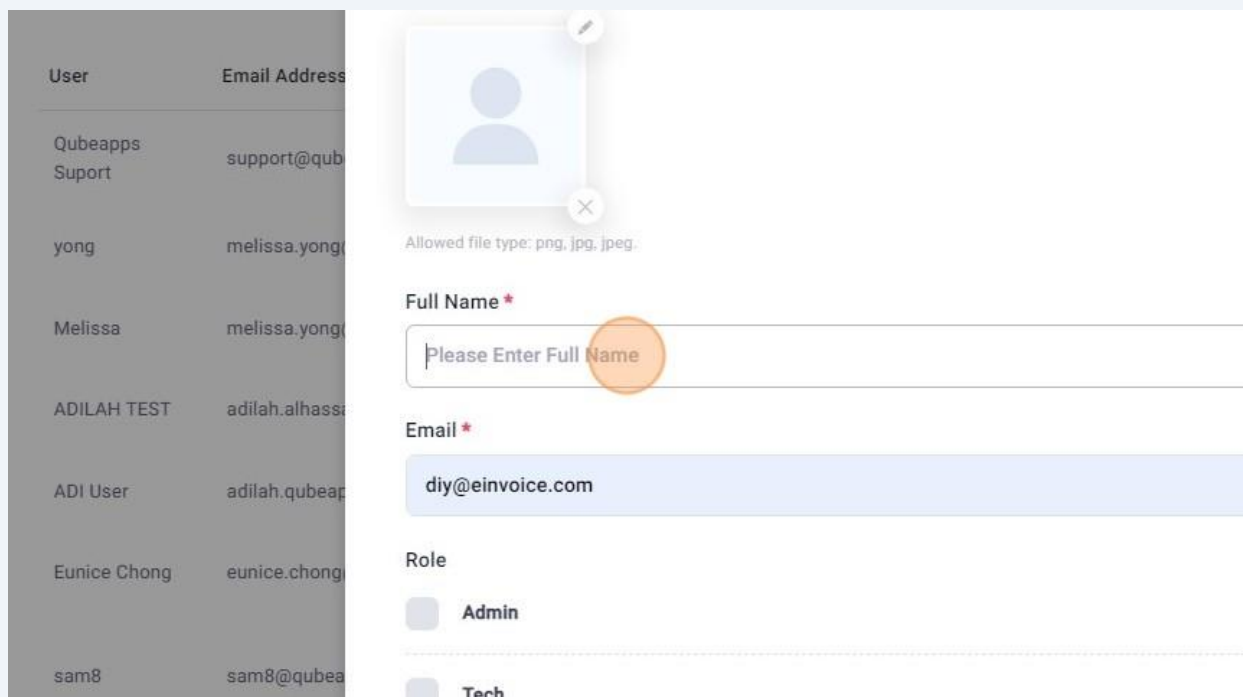
**61** To add user, click "Add User"



The screenshot shows a user management interface. At the top right, there is a user profile icon with the email 'diy@einvoice.com', a settings gear icon, and a help icon. Below this is a header with 'User' and 'User Role' tabs. The main content area contains a table of users and two buttons: 'Export' and 'Add User'. The 'Add User' button is highlighted with an orange circle. The table has the following data:

Status	Created Date	Created By	Updated Date	Updated By	Action
Active	2024-09-25	Ryan Lee	2024-09-26	Qubeapps Support	
Active	2024-09-25	Melissa	2024-09-25	Melissa	
Active	2024-09-25	Diy	2024-09-25	Melissa	

**62** Go to the "Please Enter Full Name" field.



The screenshot shows a user creation form. On the left is a table of existing users. The main form area includes a profile picture upload section with a placeholder icon and a close button. Below this is a text input field for 'Full Name' with a placeholder 'Please Enter Full Name' and an orange circle highlighting it. The 'Email' field contains 'diy@einvoice.com'. The 'Role' section has radio buttons for 'Admin' and 'Tech'.

User	Email Address
Qubeapps Support	support@qub
yong	melissa.yong
Melissa	melissa.yong
ADILAH TEST	adilah.alhass
ADI User	adilah.qubeap
Eunice Chong	eunice.chong
sam8	sam8@qubea

**63** Type "Alan Demo"

**64** Go to the "Please Enter Email" field.

The screenshot shows a user registration interface. On the left, there is a table with the following data:

User	Email Address
Qubeapps Suport	support@qub
yong	melissa.yong
Melissa	melissa.yong
ADILAH TEST	adilah.alhass
ADI User	adilah.qubeap
Eunice Chong	eunice.chong
com8	com8@qubea

On the right, there is a registration form with the following fields:

- A profile picture upload area with a close button (X) and the text "Allowed file type: png, jpg, jpeg."
- A "Full Name \*" field containing the text "Alan Demo".
- An "Email \*" field containing the text "diy@einvoice.com". An orange circle highlights the end of the text in this field.
- A "Role" section with three radio button options: "Admin", "Tech", and "Test Samuell".

**65** Type "[alandemo@gmail.com](mailto:alandemo@gmail.com)"

**66** Check the "Admin" role.

The screenshot shows a user management interface. On the left is a dark sidebar with navigation icons for Stores, Customer, User, Transaction, Log, and Template Editor. The main area is divided into two columns. The left column is a table of users with columns for Name, Email, and Role. The right column is a form for editing a user's details. The form includes fields for Full Name (containing "Alan Demo") and Email (containing "alandemo@gmail.com"). Below these is a "Role" section with several radio button options: Admin (selected), Tech, Test Samuell, and AllQubeAppsBE.

Name	Email	Role
Qubeapps Support	support@qub	
yong	melissa.yong	
Melissa	melissa.yong	
ADILAH TEST	adilah.alhass	
ADI User	adilah.qubeap	
Eunice Chong	eunice.chong	
sam8	sam8@qubea	
sam7	sam7@qubea	

Full Name \*  
Alan Demo

Email \*  
alandemo@gmail.com

Role

- Admin
- Tech
- Test Samuell
- AllQubeAppsBE

**67** Go to the "Please Enter Password" field. Type password.

The screenshot shows a form for creating or updating a user. The form is divided into several sections. The top section has a "Security" dropdown menu. Below it is a "Password" field with a blue background and a cursor. The password field is currently empty, but there are red error messages below it: "Password must contain at least 1 uppercase letter." and "Password must contain at least 1 number." Below the password field is a "Confirm Password" field with a placeholder text "Please Enter Confirm Password". At the bottom of the form is a "Status" section with a toggle switch.

Email Address

- Melissa TEST
- 0 store permission

**Security** ▾

Password \*

.....|

Password must contain at least 1 uppercase letter.  
Password must contain at least 1 number.

Confirm Password \*

Please Enter Confirm Password

Status

**68** Go to the "Please Enter Confirm Password" field. Type in once more password.

The screenshot shows a user profile form with the following elements:

- Header: "u store permission" with a dropdown arrow.
- Section: "Security" with a dropdown arrow.
- Field: "Password \*" with a masked input field (dots) and a toggle icon.
- Field: "Confirm Password \*" with a text input field containing "Please Enter Confirm Password", highlighted with an orange circle, and a toggle icon.
- Field: "Status" with a toggle switch.
- Button: "Submit" in a red box at the bottom right.
- Timeline: A vertical list of dates on the right side: 2024-09-25, 2024-09-25, 2024-09-25, 2024-09-09, 2024-09-06, 2024-09-06, 2024-08-27, 2024-08-27.

**69** Change status to active.

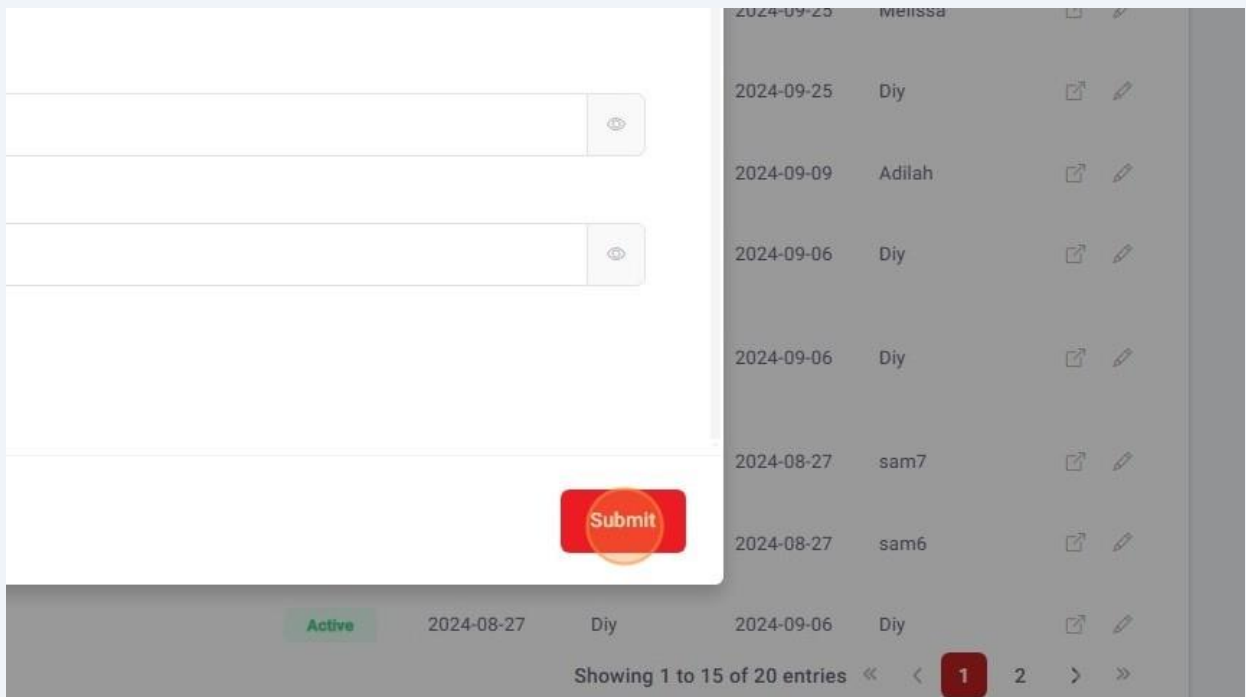
The screenshot shows a user list with a modal form for editing a user's status. The user list has a dark sidebar on the left with navigation options: User, Transaction, Log, Template Editor, Batch Process, and Status. The user list contains the following data:

User	meissa	meissa.yong
ADILAH TEST	adilah.alhassa	
ADI User	adilah.qubea	
Eunice Chong	eunice.chong	
sam8	sam8@qubea	
sam7	sam7@qubea	
sam6	sam6@gmail	
asadsda	asadsda@hotmail.com	Admin

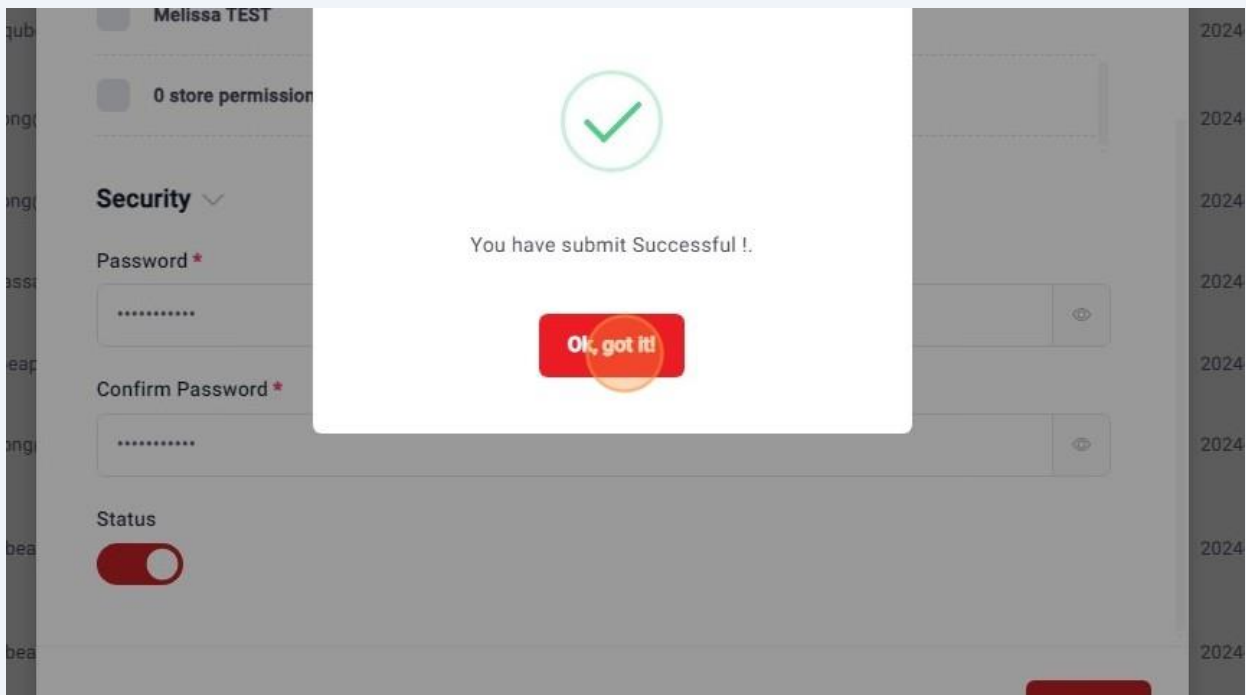
The modal form for editing the user "sam8" has the following elements:

- Section: "Security" with a dropdown arrow.
- Field: "Password \*" with a masked input field (dots).
- Field: "Confirm Password \*" with a masked input field (dots).
- Field: "Status" with a toggle switch that is currently turned on (active).

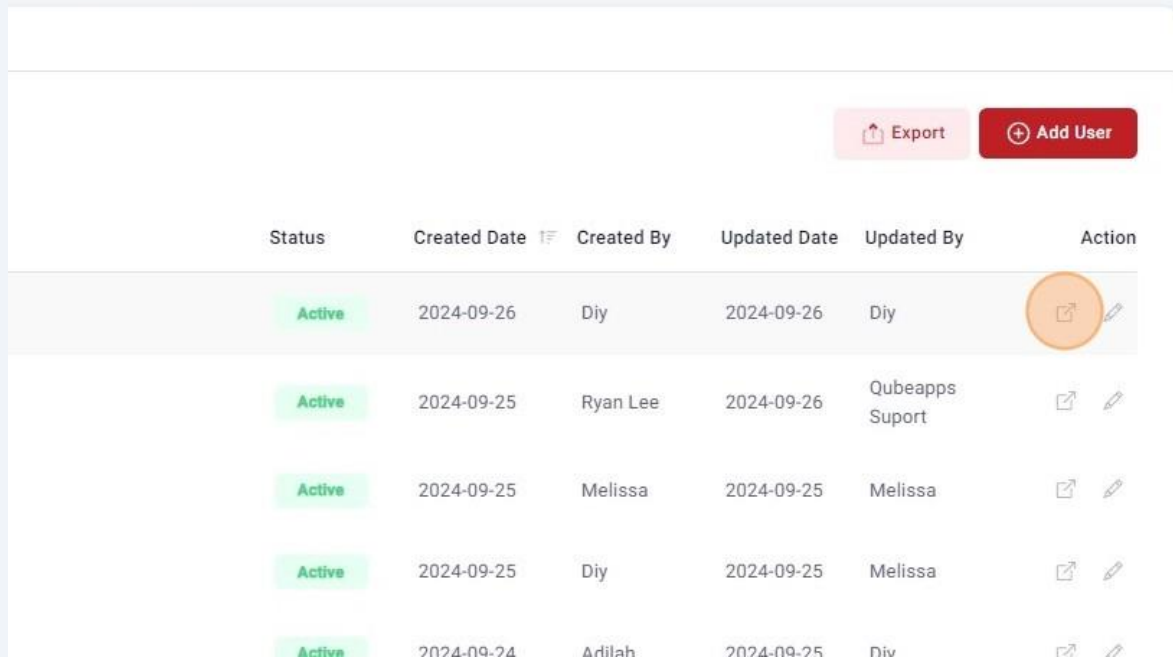
**70** Press "Submit"













**71** User account has been created successfully.



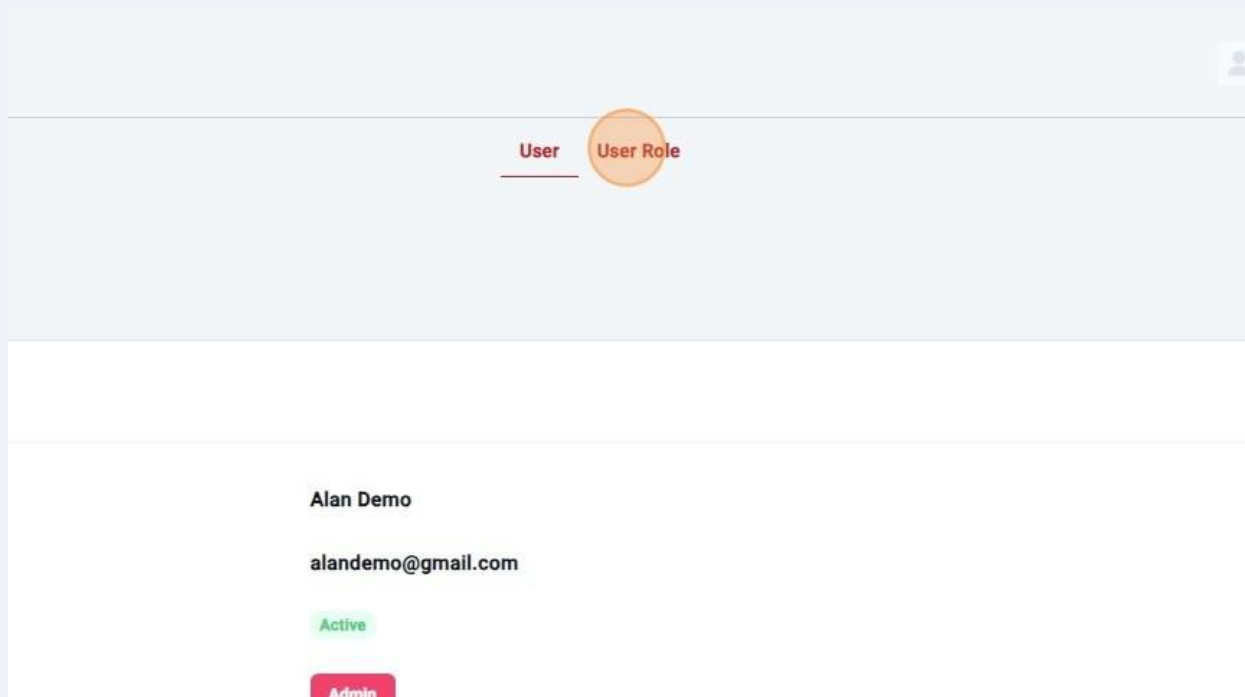
**72** View the detail of the user account just created.



The screenshot shows a user management interface. At the top right, there are two buttons: "Export" (with a download icon) and "Add User" (with a plus icon). Below these is a table with the following columns: Status, Created Date, Created By, Updated Date, Updated By, and Action. The first row is highlighted with a light blue background and has a blue circle around its Action column, which contains a plus icon and a pencil icon. The other rows have a light gray background and their Action columns contain a plus icon and a pencil icon.

Status	Created Date	Created By	Updated Date	Updated By	Action
Active	2024-09-26	Diy	2024-09-26	Diy	 
Active	2024-09-25	Ryan Lee	2024-09-26	Qubeapps Suport	 
Active	2024-09-25	Melissa	2024-09-25	Melissa	 
Active	2024-09-25	Diy	2024-09-25	Melissa	 
Active	2024-09-24	Adilah	2024-09-25	Diy	 

**73** To manage the User Role, click "User Role".

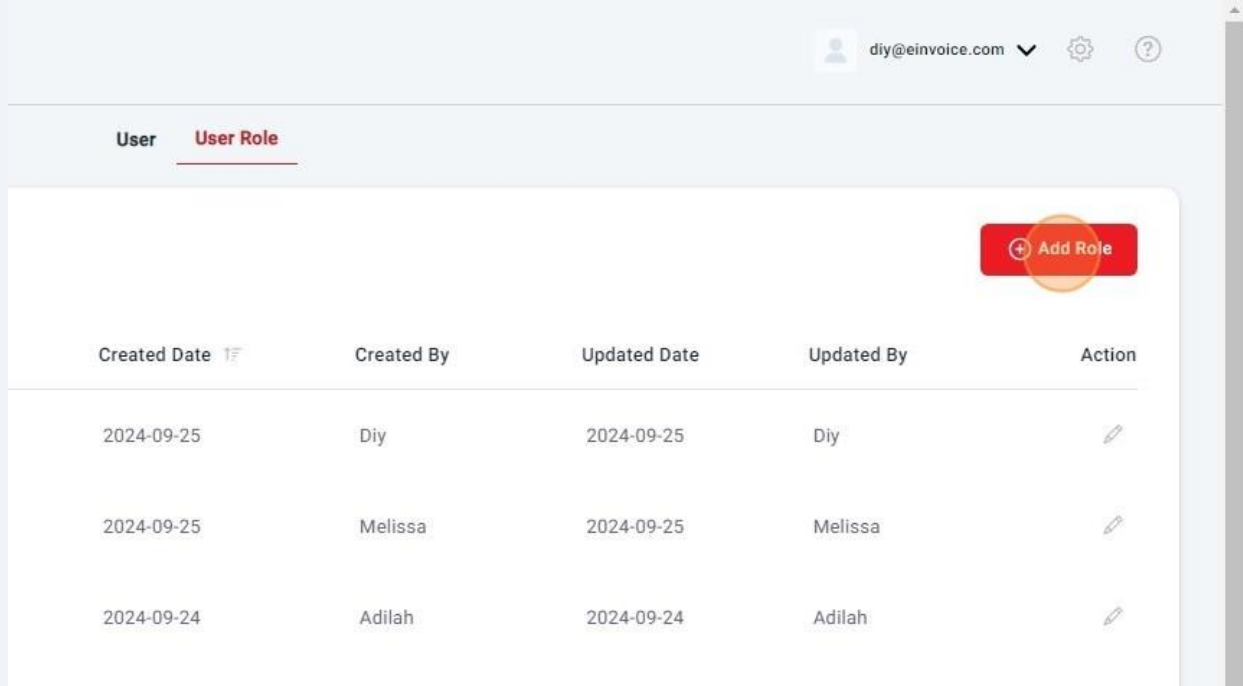


The screenshot shows a user management interface. At the top right, there is a user icon. Below it, there are two tabs: "User" and "User Role". The "User Role" tab is highlighted with a blue circle. Below the tabs, there is a user profile card for "Alan Demo" with the email address "alandemo@gmail.com". The status is "Active" and the role is "Admin".




**User** **User Role**

**Alan Demo**  
alandemo@gmail.com  
Active  
Admin

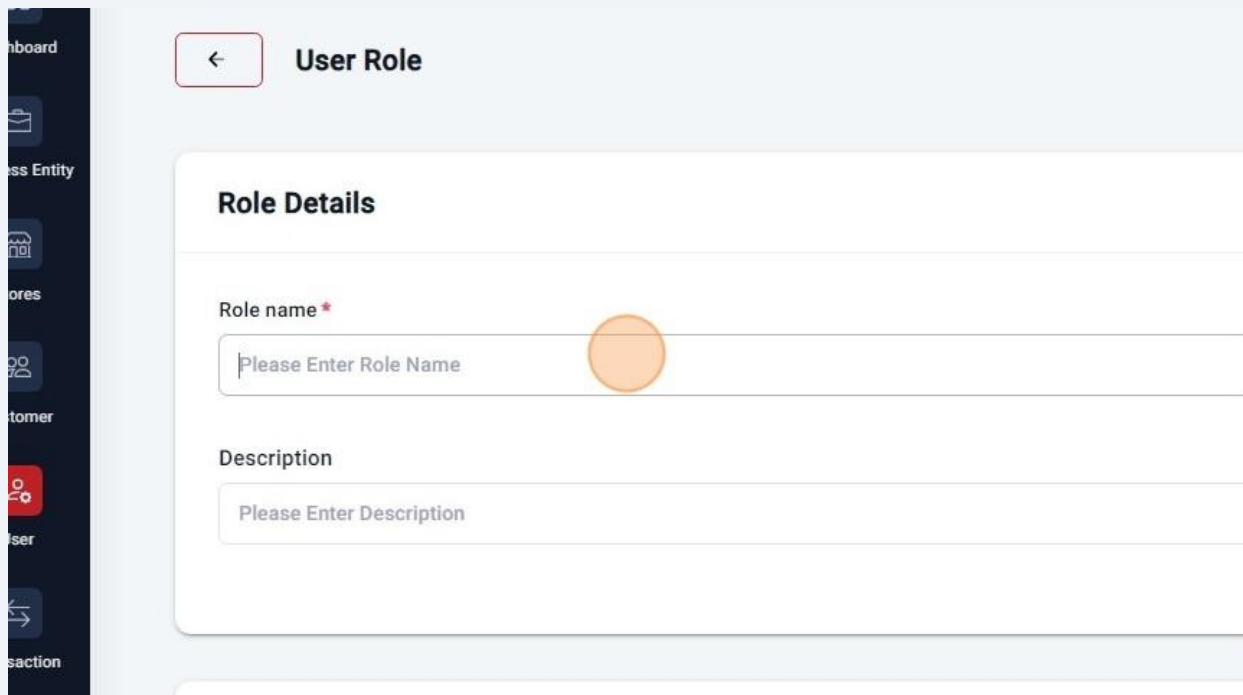
**74** To add use role, Click "Add Role"



The screenshot shows a web application interface. At the top right, there is a user profile icon, the email address 'diy@einvoice.com', and icons for settings and help. Below this, there are two tabs: 'User' and 'User Role', with 'User Role' being the active tab. A table is displayed with the following columns: 'Created Date', 'Created By', 'Updated Date', 'Updated By', and 'Action'. The table contains three rows of data. A red button with a white plus sign and the text 'Add Role' is located in the top right corner of the table area, highlighted with an orange circle.

Created Date	Created By	Updated Date	Updated By	Action
2024-09-25	Diy	2024-09-25	Diy	
2024-09-25	Melissa	2024-09-25	Melissa	
2024-09-24	Adilah	2024-09-24	Adilah	

**75** Go to "Please Enter Role Name" field.



The screenshot shows a 'User Role' form. At the top left, there is a back arrow icon and the title 'User Role'. Below this, there is a 'Role Details' section. The first field is 'Role name \*', which is highlighted with an orange circle. The text 'Please Enter Role Name' is visible in the input field. Below this is a 'Description' field with the text 'Please Enter Description'.

**Role Details**

Role name \*  
Please Enter Role Name

Description  
Please Enter Description

**76** Type "Demo Role"

**77** Pick a color for the role indicator

The image shows a screenshot of a web application interface. At the top, there is a light blue header bar with the instruction "76 Type 'Demo Role'". Below this, another light blue header bar contains the instruction "77 Pick a color for the role indicator". The main content area is a white rounded rectangle containing a form. On the left side of the form, there is a text input field. To its right, there is a section titled "Pick Tag Colour \*". Inside this section, there is a "Pick Color" label and a yellow color swatch. Below the label and swatch is a color picker palette with eight circular color options: red, grey, green, pink, yellow, blue (selected), white, and black. Below the color picker is a "Set to default" button. The entire form is set against a light blue background with a vertical scrollbar on the right side.

**78** Go to the "Please Enter Description" field.

The screenshot displays a web application interface. On the left is a dark sidebar with the title "Business Entity" and five menu items: "Stores" (store icon), "Customer" (person icon), "User" (person with gear icon, highlighted in red), "Transaction" (double arrows icon), and "Log" (document icon). The main content area is titled "Role Details" and contains two sections. The first section, "Role name \*", has a text input field containing "Demo Role". The second section, "Description", has a text input field containing "Please Enter Description", which is highlighted with an orange circle. Below this is a section titled "Permission" with a partially visible "Store Permission" field.

**79** Type "Demo Role"

**80** Click "Edit" to select store permissions

Update      Export      Import      Access      Consolidate

Tick All

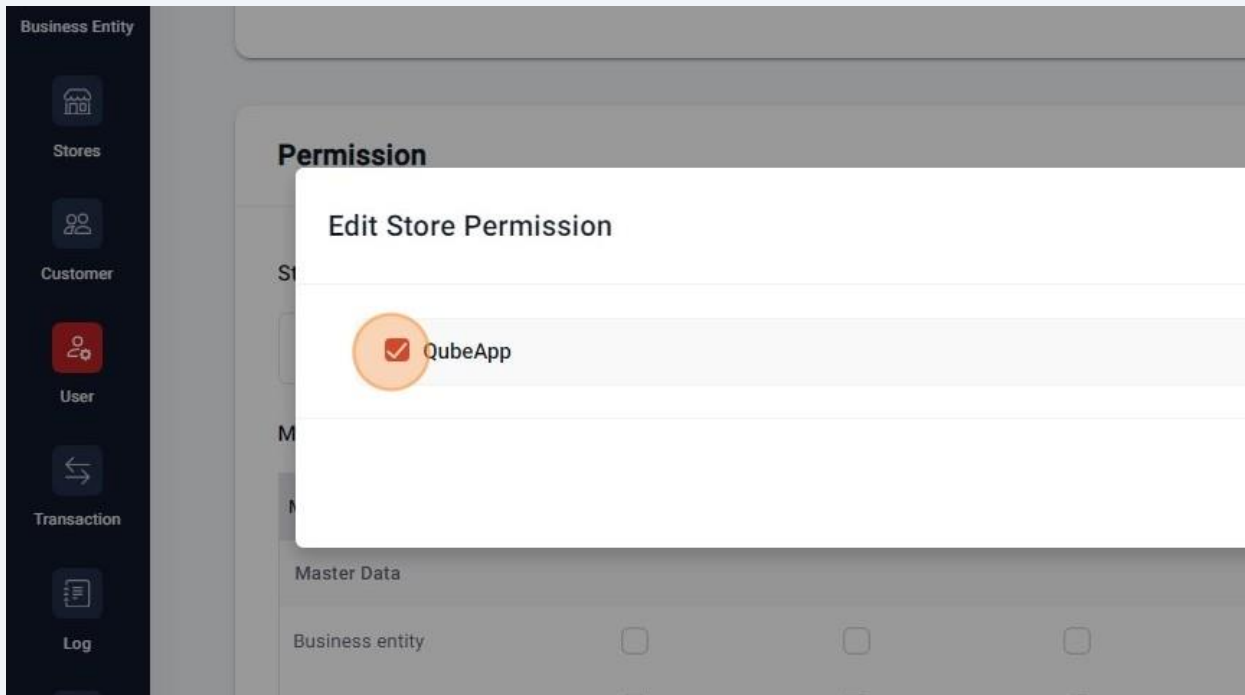
**81** Click "QubeApp" to expand the view for all stores

**Add User Role**

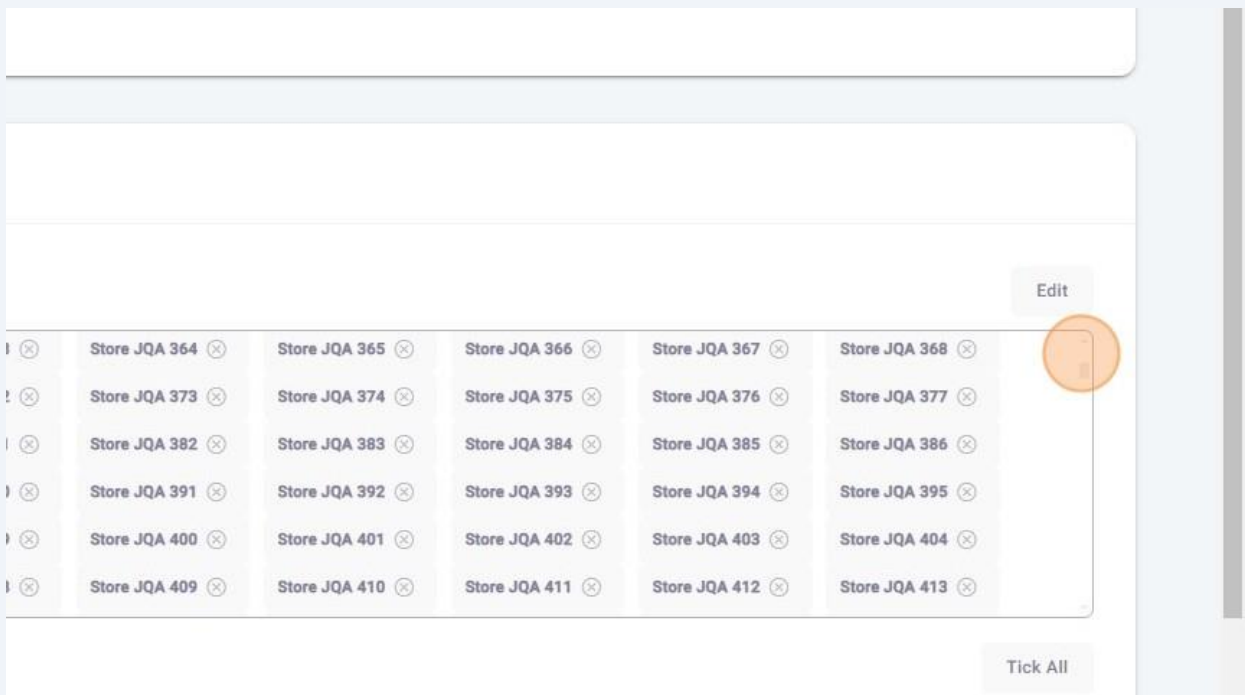
QubeApp

ADILAH TEST STORE	<input type="checkbox"/>	Store JQA 01	<input type="checkbox"/>	Store JQA 02	<input type="checkbox"/>	Store JQA 03
Store JQA 04	<input type="checkbox"/>	Store JQA 05	<input type="checkbox"/>	Store JQA 06	<input type="checkbox"/>	Store JQA 07
Store JQA 08	<input type="checkbox"/>	Store JQA 09	<input type="checkbox"/>	Store JQA 10	<input type="checkbox"/>	Store JQA 11
Store JQA 12	<input type="checkbox"/>	Store JQA 13	<input type="checkbox"/>	Store JQA 14	<input type="checkbox"/>	Store JQA 15
Store JQA 16	<input type="checkbox"/>	Store JQA 17	<input type="checkbox"/>	Store JQA 18	<input type="checkbox"/>	Store JQA 19
Store JQA 20	<input type="checkbox"/>	Store JQA 21	<input type="checkbox"/>	Store JQA 22	<input type="checkbox"/>	Store JQA 23
Store JQA 24	<input type="checkbox"/>	Store JQA 25	<input type="checkbox"/>	Store JQA 26	<input type="checkbox"/>	Store JQA 27
Store JQA 28	<input type="checkbox"/>	Store JQA 29	<input type="checkbox"/>	Store JQA 30	<input type="checkbox"/>	Store JQA 31
Store JQA 32	<input type="checkbox"/>	Store JQA 33	<input type="checkbox"/>	Store JQA 34	<input type="checkbox"/>	Store JQA 35
Store JQA 36	<input type="checkbox"/>	Store JQA 37	<input type="checkbox"/>	Store JQA 38	<input type="checkbox"/>	Store JQA 39
Store JQA 40	<input type="checkbox"/>	Store JQA 41	<input type="checkbox"/>	Store JQA 42	<input type="checkbox"/>	Store JQA 43
Store JQA 44	<input type="checkbox"/>	Store JQA 45	<input type="checkbox"/>	Store JQA 46	<input type="checkbox"/>	Store JQA 47

**82** Click this checkbox to select all stores.



**83** View of selected stores permission.



**84** Configure the module permissions for the role.

Module	Create	Read	Update
Master Data			
Business entity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others			
Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**85** Click this checkbox.

Module	Create	Read	Update
Master Data			
Business entity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others			
Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**86** Click "Submit"

A screenshot of a web form with a grid of checkboxes. The grid has 5 rows and 5 columns. The checkboxes in the 4th column are checked, while all others are unchecked. A red "Submit" button is located at the bottom right of the form area. Below the form, the text "Powered by Qube Apps Solutions Sdn Bhd (981542-A)" is visible.

**87** The new role "Demo Role" has been created





A screenshot of a user management interface. On the left is a dark sidebar with navigation icons for Dashboard, Business Entity, Stores, Customer, and User. The main content area shows a table of roles with a search bar at the top. The table has columns for Role, Description, and Created Date. The "Demo Role" is highlighted with a blue circle. The table also includes a "0 store permission" entry.

Role	Description	Created Date
Demo Role	Demo Role	2024-09-26
0 store permission		2024-09-25
Melissa TEST	Melissa Testing	2024-09-25
ADILAH TEST	ADILAH TEST	2024-09-24


**88** Click the pencil icon to view the detail of the user role.

User User Role

[+ Add Role](#)

Created Date	Created By	Updated Date	Updated By	Action
2024-09-26	Diy	2024-09-26	Diy	
2024-09-25	Diy	2024-09-25	Diy	
2024-09-25	Melissa	2024-09-25	Melissa	
2024-09-24	Adilah	2024-09-24	Adilah	

**89** Users can be filtered by status of All, Active or Inactive

 **User**

User User Rol

All Active Inactive

Search

User	Email Address	Role	Status
Alan Demo	alandemo@gmail.com	<a href="#">Admin</a>	<a href="#">Active</a>
Qubeapps Suport	support@qubeapps.com	<a href="#">Admin</a>	<a href="#">Active</a>
yong	melissa.yong@qubeapps.com1	<a href="#">Melissa TEST</a>	<a href="#">Active</a>

90 Can search the users, type in "ala"

The screenshot shows a user management interface. On the left is a dark sidebar with navigation icons for Dashboard, Business Entity, Stores, Customer, and a red gear icon. The main area is titled 'User' and has tabs for 'All', 'Active', and 'Inactive'. A search bar with the placeholder 'Search' is highlighted with an orange circle. Below the search bar is a table with columns 'User', 'Email Address', and 'Role'. The table contains three rows of user data.

User	Email Address	Role
ADI User	adilah.qubeapps3@gmail.com	All Store
sam8	sam8@qubeapps.com	Admin, Tech, Test Samueli, AllQubeAppsBE
samuel2	sam2@qubeapps.com	Admin

91 The search result of "ala" as shown

The screenshot shows the search results for 'ala'. The sidebar is partially visible, showing 'Business Entity', 'Stores', 'Customer', 'User', 'Transaction', and 'Log'. The main area shows a table with columns 'User', 'Email Address', 'Role', 'Status', and 'Created I'. Two results are shown: 'Alan Demo' and 'Alan Ong'. A dropdown menu with '15' is visible at the bottom left of the table area, and an orange circle highlights the table content.

User	Email Address	Role	Status	Created I
Alan Demo	alandemo@gmail.com	Admin	Active	2024-09
Alan Ong	alan.ong@qubeapps.com	Admin	Active	2024-08

## Transaction Processing

92

Steps involved in creating, approving, and managing e-invoices and other transactions.

- **Processed:** These transactions have been consolidated and sent to the Inland Revenue Board (IRB) for processing.
- **Pending:** These transactions have been recorded in the system but are awaiting submission to the IRB.
- **Accepted:** These transactions have been submitted to the IRB with correct information and formatting but are still undergoing validation.
- **Rejected:** These transactions have been submitted to the IRB with incorrect information or formatting and have been rejected.
- **Expired:** These transactions were pending but were not submitted to the IRB before the end of the month.
- **Submitted:** These transactions have passed initial structural validation but are still awaiting additional validations.
- **Valid:** These submitted transactions have successfully passed all required validations.
- **Invalid:** These submitted transactions have failed one or more validation checks.
- **Cancelled:** These transactions were initiated but were subsequently canceled by the issuer.

93

Navigate to <https://diy.qubepos-myinvoice.com/transaction>

**94** Click "All"

The screenshot shows a web application interface for 'Transaction'. On the left is a dark sidebar with icons for Dashboard, Business Entity, Stores, Customer, and another Customer icon. The main content area has a title 'Transaction' and a filter bar with tabs: All (highlighted), Submitted, Pending, Valid, Invalid, Cancelled, Accepted, Rejected, and Processed. Below the filter bar is a search input field. A table displays transaction data with columns: Document No., Customer, Customer IRBM TIN, and Created Date(UTC+0).

Document No.	Customer	Customer IRBM TIN	Created Date(UTC+0)
ADIINV-12			2024-09-26 07:21:50
ADIINV-11	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-26 03:18:00
A2509_ADIINVIMP_100000	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14

**95** Click this link.

The screenshot shows a table with 8 rows of transaction data. Each row contains a date '2024-09-25 10:07:14', a status 'Pending' in a yellow box, another date '2024-09-25 18:07:14', a date '2024-09-22', and an information icon. At the bottom, a pagination control displays 'Showing 1 to 15 of 211116 entries' with navigation arrows and page numbers 1, 2, 3, 4, 5. The number '1' is highlighted with a red box, and a red circle highlights the right arrow '»'.

**96** Click here.

diy@einvoice.com

Import Filter

Rejected Processed Expired **Ready to send to LHDN**

Send Export

Created Date(UTC+0)	IRBM UIN	Status	System Date(UTC+8)	Document Date	Action
24-09-24 01:20:36	R5H1TNAEWB4N9T1QW1583H8J10	Invalid	2024-09-24 09:20:36	2024-09-22	
24-09-24 01:20:36	BRCA7PM19X7YVYMNW1583H8J10	Invalid	2024-09-24 09:20:36	2024-09-22	
24-09-24 01:20:36	7MD6GCH IU1BE22B IU1583H8 J10	Invalid	2024-09-24 09:20:36	2024-09-22	

**97** Click "Ready to send to LHDN"

diy@einvoice.com

Import Filter

Accepted Rejected Processed Expired **Ready to send to LHDN**

Send Export

Created Date(UTC+0)	IRBM UIN	Status	System Date(UTC+8)	Document Date	Action
2024-09-24 01:20:36	R5H1TNAEWB4N9T1QW1583H8J10	Invalid	2024-09-24 09:20:36	2024-09-22	
2024-09-24 01:20:36	BRCA7PM19X7YVYMNW1583H8J10	Invalid	2024-09-24 09:20:36	2024-09-22	
2024-09-24 01:20:36	7MD6GCH IU1BE22B IU1583H8 J10	Invalid	2024-09-24 09:20:36	2024-09-22	

98 Click "Ok, got it!"

The screenshot shows a data table with a modal overlay. The modal contains a red 'X' icon and the text: "You are not able to submit during this period. (Submission is only allowed from the 1st to the 6th of each month.)" Below the text is a red button labeled "Ok, got it!". The table in the background has columns for name, ID, date, and status. The status column contains "Invalid" for several rows.

Name	ID	Date	Status
TI ADILAH BINTI AL ASSAN	IG2		Invalid
TI ADILAH BINTI AL ASSAN	IG2		Invalid
TI ADILAH BINTI AL ASSAN	IG2		Invalid
TI ADILAH BINTI AL ASSAN	IG2		Invalid
TI ADILAH BINTI AL ASSAN	IG2		Invalid
TI ADILAH BINTI AL ASSAN	IG25017156020	2024-09-24 01:20:36	Invalid

Showing 211111 to 211116 of 211116 entries

99 Click "Export"

The screenshot shows a data table with a header row and two data rows. The header row has columns: "ated Date(UTC+0)", "IRBM UIN", "Status", "System Date(UTC+8)", "Document Date", and "Action". The data rows show "Invalid" status for two entries. The "Export" button is highlighted with a red circle.


ated Date(UTC+0)	IRBM UIN	Status	System Date(UTC+8)	Document Date	Action
24-09-24 01:20:36	R5H1TNAEWB4N9T1QW1583H8J10	Invalid	2024-09-24 09:20:36	2024-09-22	
24-09-24 01:20:36	BRCA7PM19X7YVYMNW1583H8J10	Invalid	2024-09-24 09:20:36	2024-09-22	

## 100 Click "Accepted"

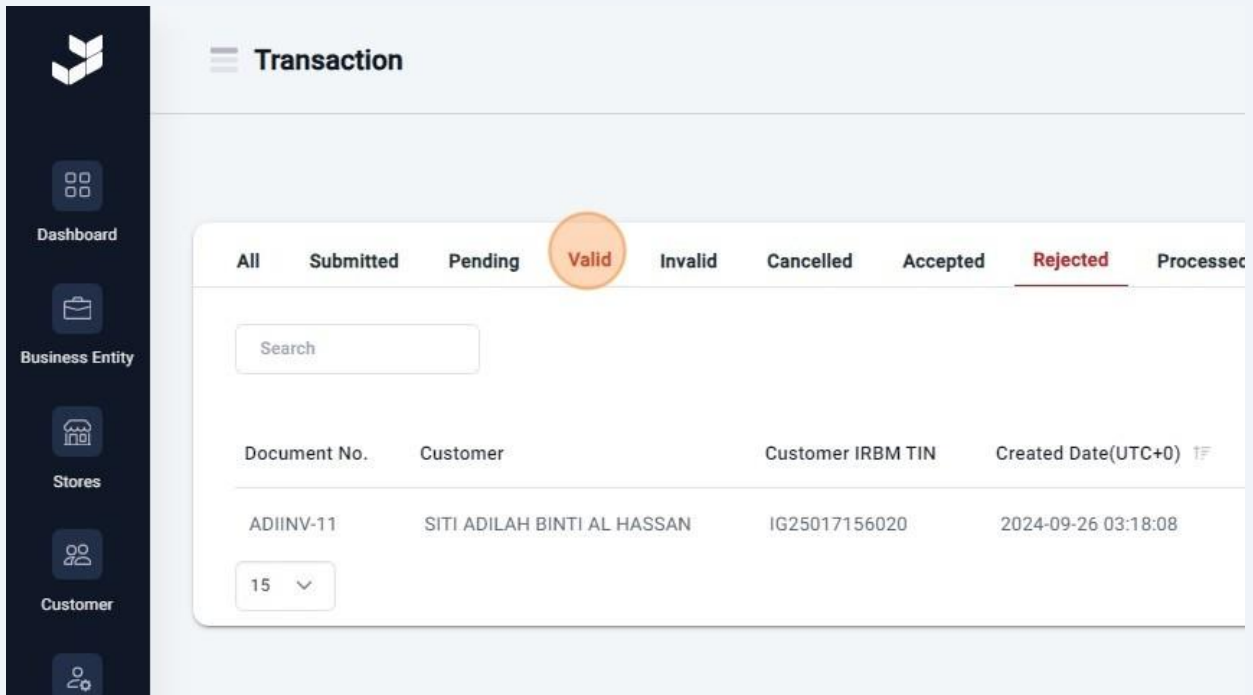
### Transaction

Submitted	Pending	Valid	Invalid	Cancelled	Accepted	Rejected	Processed	Expired	Ready to s
<input type="text" value="rch"/>									
ment No.	Customer	Customer IRBM TIN	Created Date(UTC+0)	IRBM UIN					
9_ADIINVIMP_000025	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-24 01:20:36	R5H1TNAEWB4N9T1QW1583H8J10					
9_ADIINVIMP_000026	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-24 01:20:36	BRCA7PM19X7YVYMNW1583H8J10					

## 101 Click "Rejected"

Pending	Valid	Invalid	Cancelled	Accepted	Rejected	Processed	Expired	Ready to send to LHDN
<input type="text"/>								
Customer	Customer IRBM TIN	Created Date(UTC+0)	IRBM UIN	Status	System Date(UT			
 No data available								

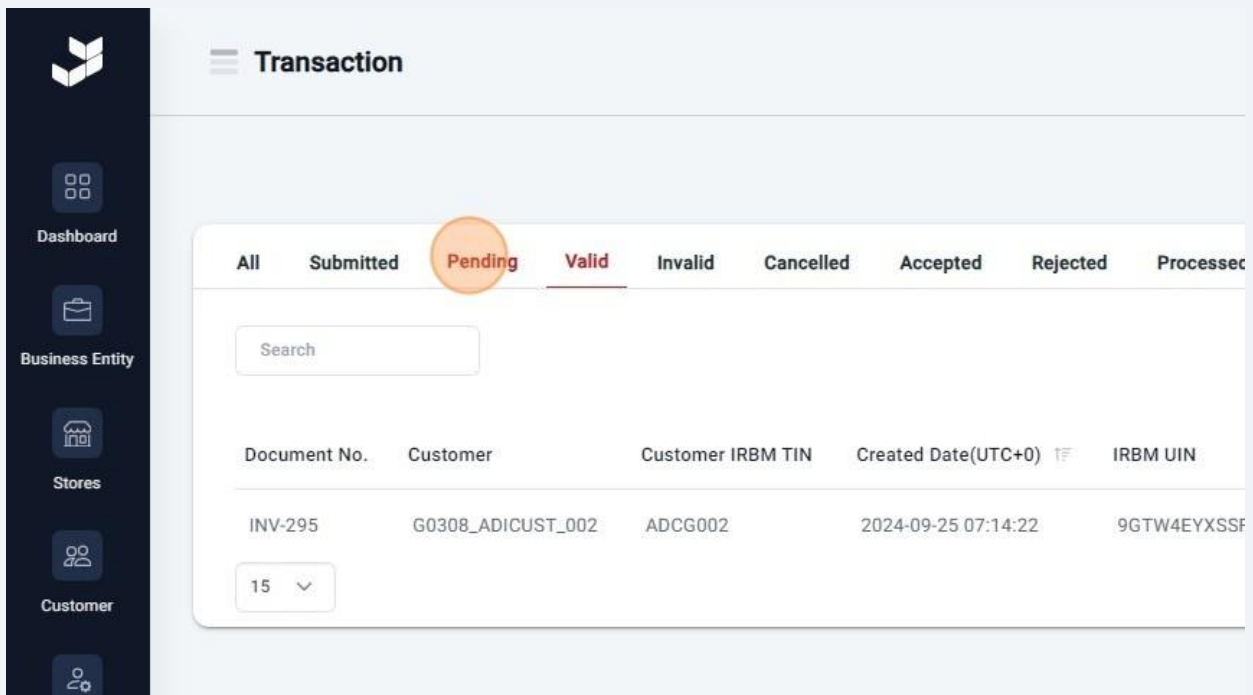
## 102 Click "Valid"



The screenshot shows the 'Transaction' page in a web application. On the left is a dark sidebar with navigation icons for Dashboard, Business Entity, Stores, Customer, and another icon. The main content area has a 'Transaction' header and a filter bar with tabs: All, Submitted, Pending, Valid (highlighted with an orange circle), Invalid, Cancelled, Accepted, Rejected, and Prosessec. Below the filter bar is a search input field. A table displays transaction data with columns: Document No., Customer, Customer IRBM TIN, and Created Date(UTC+0). A dropdown menu shows '15' items.

Document No.	Customer	Customer IRBM TIN	Created Date(UTC+0)
ADIINV-11	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-26 03:18:08









## 103 Click "Pending"



The screenshot shows the 'Transaction' page with the 'Pending' filter selected (highlighted with an orange circle). The table now displays a different transaction with an additional 'IRBM UIN' column.

Document No.	Customer	Customer IRBM TIN	Created Date(UTC+0)	IRBM UIN
INV-295	G0308_ADICUST_002	ADCG002	2024-09-25 07:14:22	9GTW4EYXSSF

## 104 Click "Pending"

IRBM TIN	Created Date(UTC+0)	IRBM UIN	Status	System Date(UTC+8)	Document Date	Action
	2024-09-26 07:21:50		Pending	2024-09-26 15:21:50	2024-09-23	
7156020	2024-09-25 10:07:14		Pending	2024-09-25 18:07:14	2024-09-22	
7156020	2024-09-25 10:07:14		Pending	2024-09-25 18:07:14	2024-09-22	
7156020	2024-09-25 10:07:14		Pending	2024-09-25 18:07:14	2024-09-22	
7156020	2024-09-25 10:07:14		Pending	2024-09-25 18:07:14	2024-09-22	
7156020	2024-09-25 10:07:14		Pending	2024-09-25 18:07:14	2024-09-22	
7156020	2024-09-25 10:07:14		Pending	2024-09-25 18:07:14	2024-09-22	
7156020	2024-09-25 10:07:14		Pending	2024-09-25 18:07:14	2024-09-22	

## Log and Audit Trail

105 Understanding the platform's logging system and how to access audit trails.

106 Navigate to <https://diy.qubepos-myinvoice.com/transaction>

**107** Click here.

ID	Name	ID Number	Date/Time
A2509_ADIINVIMP_100000	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14
A2509_ADIINVIMP_099999	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14
A2509_ADIINVIMP_099998	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14
A2509_ADIINVIMP_099997	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14
A2509_ADIINVIMP_099996	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14
A2509_ADIINVIMP_099995	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14
A2509_ADIINVIMP_099994	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14
A2509_ADIINVIMP_099993	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14
A2509_ADIINVIMP_099992	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14
A2509_ADIINVIMP_099991	SITI ADILAH BINTI AL HASSAN	IG25017156020	2024-09-25 10:07:14

**108** Select the "79b8e73d-7097-495f-8c0f-84c9b1057202" option.

**Log-Details**

Filter tabs: All, Created, Exported, Imported, Login, Logout, Updated

Search:  Diy

Date/Time	User	Detail

**109** Click "Reset"

diy@einvoice.com

Updated

Reset Export

	Detail	Type
diy@einvoice.com	Transaction exported	exported
diy@einvoice.com	Role created	created
diy@einvoice.com	User created	created
diy@einvoice.com	User login	login

**110** Click this icon.

diy@einvoice.com

Updated

Reset Export

	Detail	Type
e.com	Transaction exported	exported
j@qubeapps.com	User updated	updated
j@qubeapps.com	User updated	updated
j@qubeapps.com	User updated	updated

## 111 Click "Ok, got it!"

The screenshot shows a modal dialog box centered on the screen. At the top of the dialog is a yellow circular icon containing a black exclamation mark. Below the icon, the text "No data found" is displayed. At the bottom of the dialog is a red button with white text that says "Ok, got it!". The background is a dimmed view of a table with activity logs. The table has two columns: the first column contains email addresses, and the second column contains action types. The entries in the table are as follows:

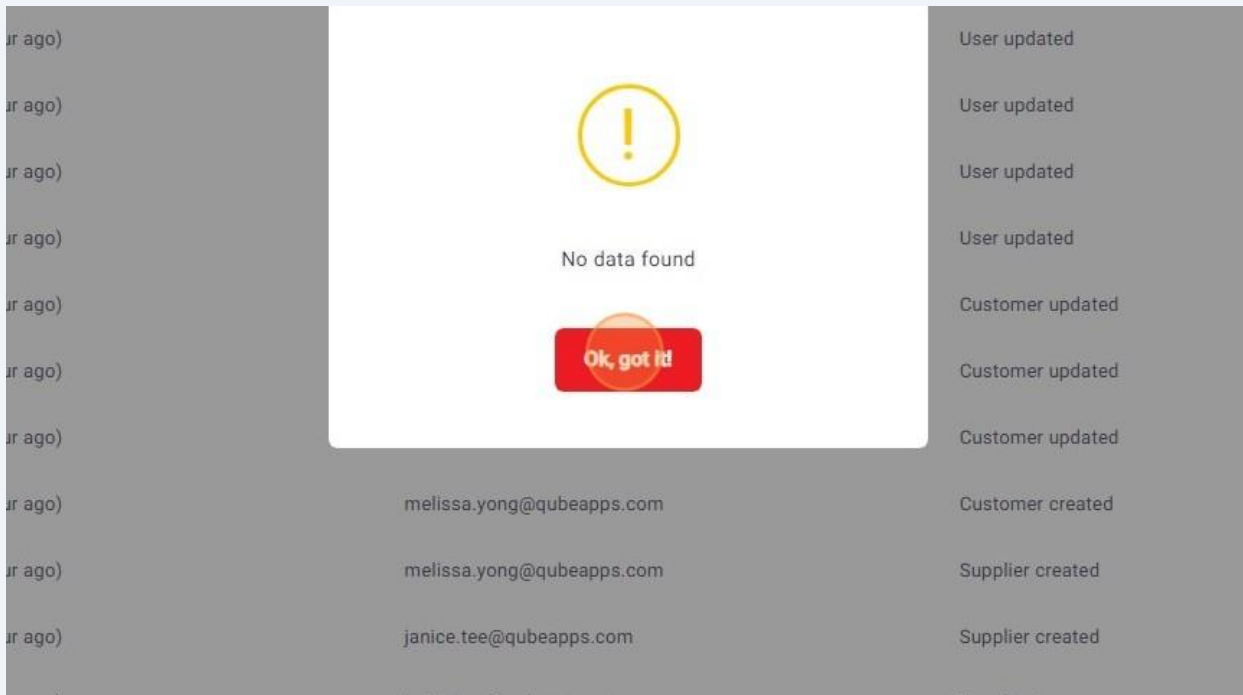
Detail	Type
	User updated
	User updated
	User updated
	User updated
	Customer updated
	Customer updated
	Customer updated
melissa.yong@qubeapps.com	Customer created
melissa.yong@qubeapps.com	Supplier created
janice.tee@qubeapps.com	Supplier created
janice.tee@qubeapps.com	User login

## 112 Click "Export"

The screenshot shows a web application interface. At the top right, there is a user profile icon with the email "diy@invoice.com", a settings gear icon, and a help question mark icon. Below this is a section titled "Updated" which contains a table. The table has two columns: "Detail" and "Type". The "Export" button is highlighted with a red circle. The table data is as follows:

Detail	Type
e.com	Transaction exported
g@qubeapps.com	exported
	updated
g@qubeapps.com	updated
g@qubeapps.com	updated

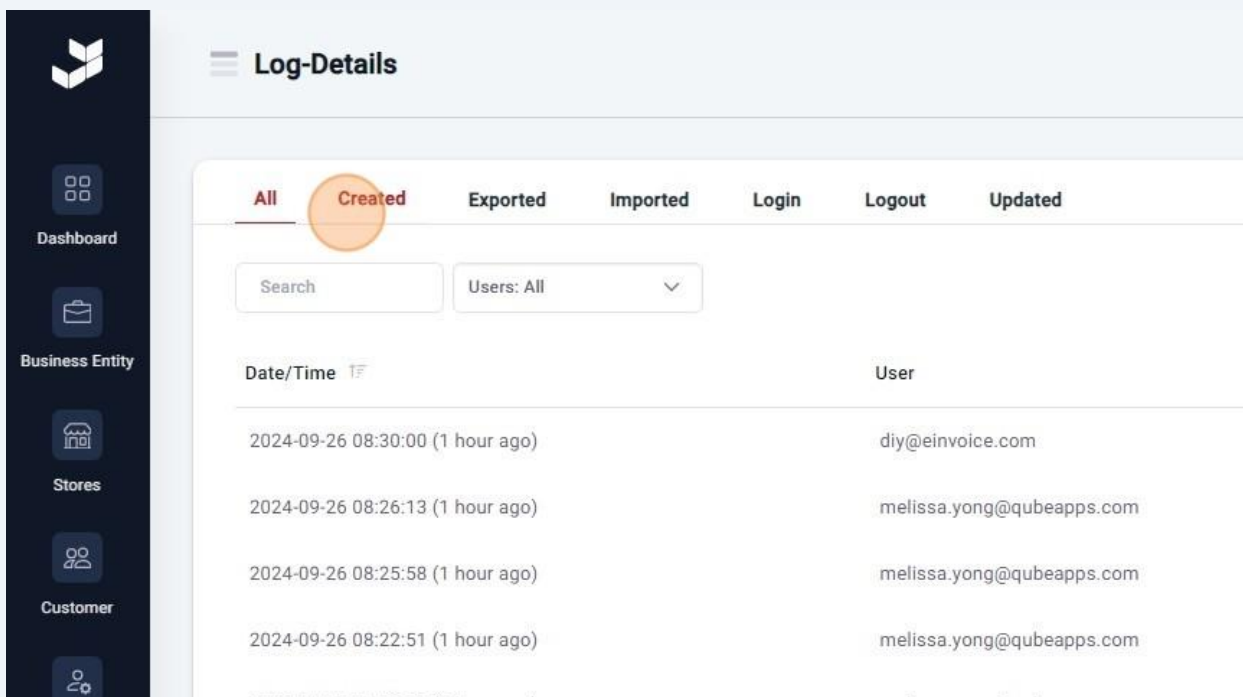
### 113 Click "Ok, got it!"



A modal dialog box is centered on the screen. It features a yellow circular icon with a white exclamation mark at the top. Below the icon, the text "No data found" is displayed. At the bottom of the dialog, there is a red button with white text that says "Ok, got it!". The background of the application is dimmed, showing a list of log entries on the right side of the screen.

Date/Time	User	Action
1 hour ago)		User updated
1 hour ago)		User updated
1 hour ago)		User updated
1 hour ago)		User updated
1 hour ago)		User updated
1 hour ago)		Customer updated
1 hour ago)		Customer updated
1 hour ago)		Customer updated
1 hour ago)	melissa.yong@qubeapps.com	Customer created
1 hour ago)	melissa.yong@qubeapps.com	Supplier created
1 hour ago)	janice.tee@qubeapps.com	Supplier created

### 114 Click "Created"



The screenshot shows a web application interface. On the left is a dark sidebar with navigation icons for Dashboard, Business Entity, Stores, Customer, and another icon. The main content area is titled "Log-Details". At the top of the log area, there are filter tabs: "All", "Created" (which is highlighted with an orange circle), "Exported", "Imported", "Login", "Logout", and "Updated". Below the filters are a search input field and a dropdown menu labeled "Users: All". The log table below has two columns: "Date/Time" and "User".

Date/Time	User
2024-09-26 08:30:00 (1 hour ago)	diy@einvoice.com
2024-09-26 08:26:13 (1 hour ago)	melissa.yong@qubeapps.com
2024-09-26 08:25:58 (1 hour ago)	melissa.yong@qubeapps.com
2024-09-26 08:22:51 (1 hour ago)	melissa.yong@qubeapps.com

## 115 Click "Export"

The screenshot shows a web application interface with a user profile 'diy@einvoice.com' in the top right. Below the header is a table with the title 'Updated'. The table has columns for 'Detail' and 'Type'. The 'Export' button is highlighted with a red circle. The table contains the following data:

	Detail	Type
iqubeapps.com	Customer created	created
iqubeapps.com	Supplier created	created
ieapps.com	Supplier created	created
om	Role created	created

## Template Customization

### 116 Instructions for creating, editing, and using custom templates for your e-invoices.

The screenshot shows the 'Template Editor' interface. The top navigation bar includes a hamburger menu, the title 'Template Editor', and a user profile 'support@slcc.com'. The main content area has tabs for 'All', 'Active', and 'Inactive', with 'All' selected. A search bar and an 'Add Template' button are present. The table below lists templates with columns for Template Code, Template Name, Template Description, Template Type, Template Default, Template Status, Created Date, Created By, Updated Date, and Action. The table contains two entries:

Template Code	Template Name	Template Description	Template Type	Template Default	Template Status	Created Date	Created By	Updated Date	Action
DCT_000002	Refund		refund_note	Default	Active	2025-01-08	Superadmin	2025-01-0	
DCT_000001	Invoice		invoice	Default	Active	2025-01-01	Superadmin	2025-01-0	

At the bottom of the table, there is a pagination control showing '15' items per page and 'Showing 1 to 2 of 2 entries'.

# Batch Processing

**117** How to use batch processing to automate repetitive tasks and improve efficiency.

The screenshot shows a web application interface for 'Batch Process Status'. On the left is a dark sidebar with navigation icons for Customer, User, Transaction, Log, Template Editor, and Batch Process Status. The main content area has a header 'Batch Process Status' and a user profile 'support@slcc.com'. Below is a table with columns 'No.', 'File Name', and 'Action'. The table is empty, displaying a 'No data available' message with a circular icon. At the bottom, there is a copyright notice 'Copyright ©2025 v1.0.0.1' and a footer 'Powered by Qube Apps Solutions Sdn Bhd (981542-A)'.