

Taiwan Government Uniform Invoice (GUI)

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Overview

The GUI Module for Microsoft Dynamics 365 Business Central is a localized solution designed to comply with Taiwan's Tax Bureau regulations. It manages the lifecycle of Government Uniform Invoices, including electronic data exchange (E-Invoicing), automatic number range management, and VAT reporting.

Installation & Setup

This app is licensed through Microsoft. To purchase and deploy it in your production environment, follow the instructions in the link below:

[How to purchase and license the app through Microsoft AppSource](#)

Setup

Assign User Permission Set

- 1) **Open** the **User List** page.
- 2) On the Users list, **select** users that will require permission to the app.
- 3) On each of the selected **User Cards**, go to the **User Permission Sets** tab, add the necessary permission sets based on the role of the user:

Permission Set ↑	Description	Company	Extension Name	Permission Scope
→ APEGUIADMINE	APC.TW GUI - Admin		APC.TW GUI	System

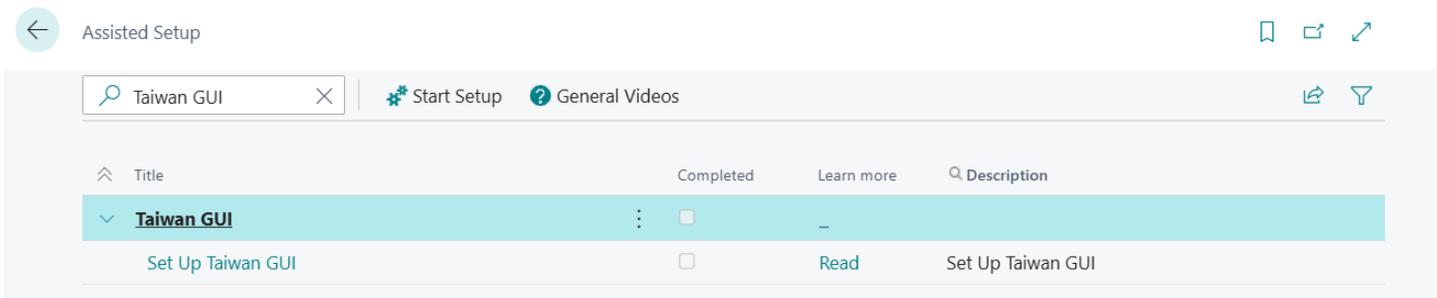
To access GUI functionalities, users must be assigned the following permission sets:

- 1) **APETWGUIADMIN**: Full configuration and maintenance rights.
- 2) **APETWGUIPURCHUSER**: Transactional access to create and view Purchase GUI documents.
- 3) **APETWGUISALESUSER**: Transactional access to create and view Sales GUI documents.
- 4) **APETWGUIREAD**: Provide read access to GUI Documents

Permission Set ↑	Name	Type ↑	Extension Name
→ APETWGUIADMIN	APC.TW GUI - Admin	System	Taiwan Government Uniform Invoice (GUI)
APETWGUIPURCHUSER	APC.TW GUI - Purch User	System	Taiwan Government Uniform Invoice (GUI)
APETWGUIREAD	APC.TW GUI - Read Only	System	Taiwan Government Uniform Invoice (GUI)
APETWGUISALESUSER	APC.TW GUI - Sales User	System	Taiwan Government Uniform Invoice (GUI)

Assisted Setup

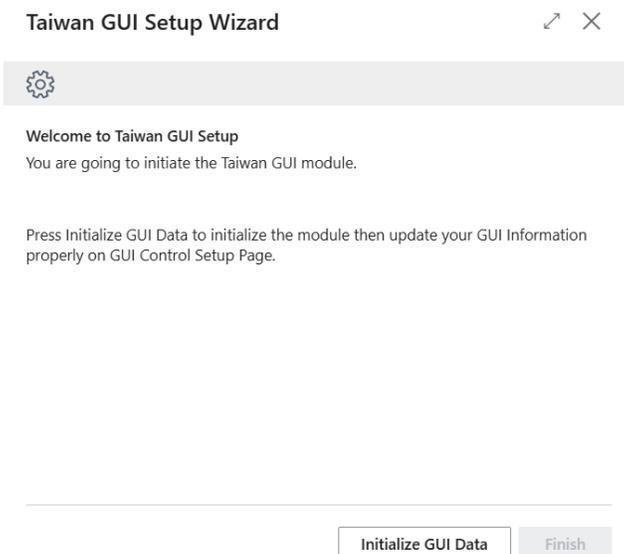
- 1) **Open** the Assisted Setup page and **select** “Set Up Taiwan GUI” in the Taiwan GUI Setup group to launch the setup wizard



The screenshot shows the 'Assisted Setup' interface. At the top, there is a search bar containing 'Taiwan GUI' and buttons for 'Start Setup' and 'General Videos'. Below this is a table with columns for 'Title', 'Completed', 'Learn more', and 'Description'. The table contains one main entry, 'Taiwan GUI', which is expanded to show a sub-entry 'Set Up Taiwan GUI'. The 'Completed' column for both entries shows an unchecked checkbox, and the 'Learn more' column for the sub-entry shows a 'Read' link.

Title	Completed	Learn more	Description
<ul style="list-style-type: none"> Taiwan GUI Set Up Taiwan GUI 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> - Read 	<ul style="list-style-type: none"> - Set Up Taiwan GUI

- 2) **Click** “Initialize GUI Data” to begin the setup



The screenshot shows the 'Taiwan GUI Setup Wizard' window. It has a title bar with a close button and a maximize button. Below the title bar is a gear icon. The main content area contains the following text:

Welcome to Taiwan GUI Setup
You are going to initiate the Taiwan GUI module.

Press Initialize GUI Data to initialize the module then update your GUI Information properly on GUI Control Setup Page.

At the bottom of the window, there are two buttons: 'Initialize GUI Data' and 'Finish'.



3) Fill in the "GUI No." for the company and **click** OK to continue.

Default GUI No.  

Please fill in the default GUI No. for the company.

GUI No.*

OK

Cancel

4) Once initialization is complete, a message will show that "Data Initializing Completed" and **click** OK.



Data Initializing Completed.

OK

5) **Click** Finish to complete the setup

Taiwan GUI Setup Wizard  



You have Finished the Setup.

That's it!

Choose 'Finish' To save the Setup.

Initialize GUI Data

Finish

GUI Control Setup

This page defines the global behavior of the GUI module at the company level.

1. Search for **GUI Control Setup**.
2. Configure the following fields in the **General** FastTab:
 - **Active:** Set to **Yes** to enable GUI Phase 1 features.
 - **GUI 2 Active:** Set to **Yes** to enable E-Invoicing and API integration. (option)
 - **Opening GUI:** Define the invoicing behavior: *Always, Optional, or Never*.
Set to Option to prompt a GUI record for every sales transaction.
3. In the **Cetustek Setup** FastTab, enter the **GUI No. For Cetustek** (API Key for integration). (option)

←
✎
🔗
+
🗑️
✓ Saved
🔖
📄
↗️

GUI Control Setup

Initialize Data
Excel Exp/Imp GUI Data
⚙️ GUI Companies
More options

General

Active

Opening GUI

TW GUI 2G

GUI 2 Active

Cetustek Setup

GUI No. For Cetustek ...

Cetustek API URI



GUI Company Setup

Define specific tax information for each legal entity or branch.

1. Search for **GUI Setup List**.
2. Select **New** or edit an existing entry.
3. Fill in the **General** information:
 - **Company GUI No.:** Enter the company's 8-digit GUI ID.
 - **Company Name / Address:** Legal registration details.
4. Define **Number Series** for GUI documents:
 - **GUI Sales Nos.:** e.g., GUI-SI.
 - **GUI Purchase Nos.:** e.g., GUI-PI.
 - **GUI Sales Return Nos.:** e.g., GUI-SR.
5. **Enable** setting as default company.



53028576

Cetustek POS Setup Initialize Data Excel Exp/Imp GUI Data | More options

General

Company GUI No.	<input type="text" value="53028576"/>	Phone No.	<input type="text" value="02-66169999"/>
Company Name	<input type="text" value="APC GUI COMPANY"/>	Contact	<input type="text"/>
Tax Registration No.	<input type="text" value="441204838"/>	Fax No.	<input type="text" value="886-2-6616-7236"/>
President	<input type="text" value="Alex"/>	City	<input type="text" value="F"/>
Address	<input type="text" value="台北市中山區長春路"/>		

Declaration Setup

Approved Declaratio...	<input type="text" value="台北市中山區"/>	GUI Sales Return Nos. . .	<input type="text" value="GUI-SR"/>
VAT Declaration Type . . .	<input type="text" value="By Period"/>	GUI Purchase Nos.	<input type="text" value="GUI-PI"/>
Return VAT Method	<input type="text" value="Bank Account"/>	GUI Purchase Return ...	<input type="text" value="GUI-PR"/>
Last Declaration Period .	<input type="text" value="202404"/>	Purchase Invoice Edit...	<input checked="" type="checkbox"/>
Excess Purch. VAT Ac... .	<input type="text" value="1265"/>	Auto Gen. GUI Remar...	<input checked="" type="checkbox"/>
GUI Sales Nos.	<input type="text" value="GUI-SI"/>		

Additional Settings

Use as Default Company

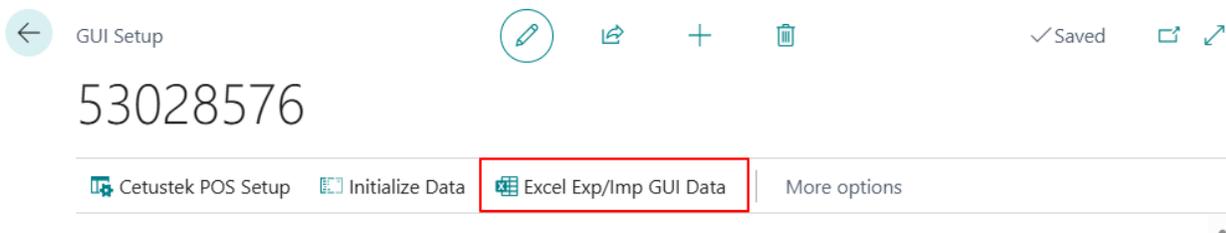
User Guide

Customer & Vendor GUI Data Maintenance

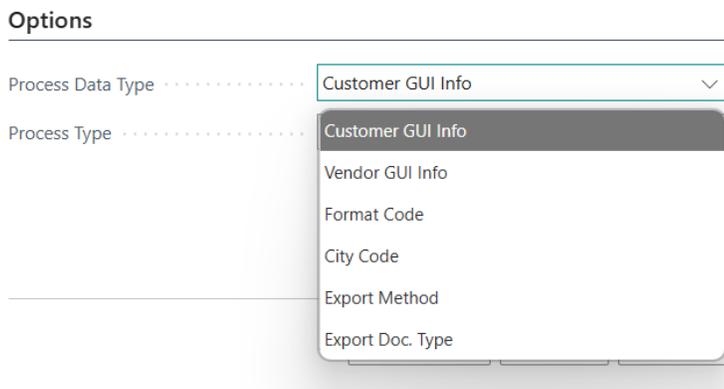
Maintain GUI IDs for business partners to ensure correct GUI generation.

1. Bulk Import:

- Navigate to **GUI Setup > Excel Exp/Imp GUI Data**.
- Use the provided templates (**Customer GUI Info.xlsx / Vendor GUI Info.xlsx**) to import GUI IDs and Titles.



Excel Export/Import GUI Data ↗ ✕





Excel Export/Import GUI Data



Options

Process Data Type Customer GUI Info

Process Type Export to Excel

Export to Excel

Import from Excel

Schedule... OK Cancel

2. Manual Maintenance:

- Open a **Customer Card** or **Vendor Card**.
- Locate the **TW GUI** FastTab.
- Enter the **GUI NO.** and **GUI Title**.



Customer Card ✓ Saved

CUST-006

Home | Request Approval | New Document | Prices & Discounts | Customer | Report | More options

Contact | Apply Template | Merge With... | Send Email

Invoicing Show more

VAT Registration No.	53114066	...	Posting Details	
EORI Number			Gen. Bus. Posting Group	GENERAL
Use GLN in Electronic Documents	<input checked="" type="checkbox"/>		Customer Posting Group	GENERAL
Copy Sell-to Addr. to Qte From	Company		Prices and Discounts	
			Customer Price Group	
			Customer Disc. Group	

Payments > N30

Shipping > Partial

Intrastat >

Statistics >

TW GUI

GUI No.	53114066	AG2 Ctek GUI Email	
GUI Title	CUST-006		

Vendor Card ✓ Saved

APC-AH · Archer H

Home | Request Approval | New Document | Vendor | Prices & Discounts | Report | More options

Contact | Merge With... | Apply Template | Send Email | Pay Vendor

General > Archer H

Address & Contact >

Invoicing Show more

VAT Registration No.	53028576	...	Prices Including VAT	<input checked="" type="checkbox"/>
---------------------------	----------	-----	----------------------------	-------------------------------------

Payments > 1M+EOM

Receiving >

Intrastat >

TW GUI

GUI No.	53028576
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GUI Sales Invoice Book

Before issuing invoices, you must obtain a range of invoice numbers from the tax authorities or service provider.

1. Navigate to **GUI Sales Invoice Book**.
 2. Select **Actions > New**.
 3. **Enter** the Buy Date and **select** GUI Sales Type (Electronic Invoice), and **fill** Company GUI No, Track Code, Starting No, Ending No Declaration Period.
- The invoice date must not be earlier than the last date used.
 - Example: If using the invoice book QA20000050-QA20000099, the invoice date must be on or after 2022/7/7.
 - User ID: to restrict the use of this invoice book to specific users. If left blank, everyone can use it.

GUI Sales Invoice Book ✓ Saved

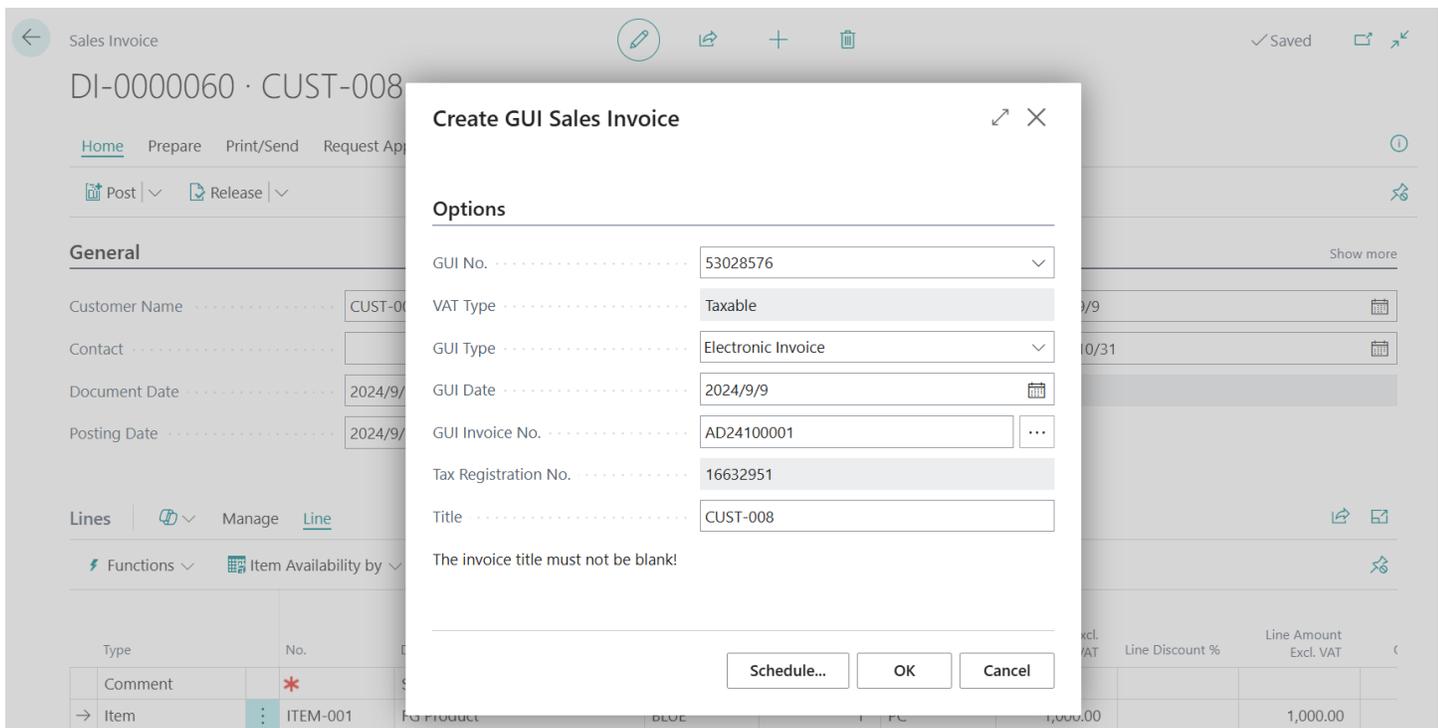
⏪ 🔍 📄 + New Edit List Delete Apply Invoice No. From Cetustek Split Sales Invoice Book More options 🔗 🔍 ☰

Buy Date	GUI Sales Type	Company GUI No.	Track Code	Starting No.	Ending No.	Declaration Period	Last No. Used	Last Date Used	Decla...	User ID	From Cetus...	POS No.
2022/7/1	Triplicate Uniform ...	53028576	ZP	10000050	10000099	202208			<input checked="" type="checkbox"/>		<input type="checkbox"/>	
2022/7/1	Triplicate Uniform ...	53118823	QA	20000050	20000099	202208	20000050	2022/7/7	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
2022/7/1	Duplicate Uniform...	53028576	WS	11000000	11000049	202208			<input checked="" type="checkbox"/>		<input type="checkbox"/>	
2022/7/1	Duplicate Uniform...	53028576	WS	11000050	11000099	202208			<input checked="" type="checkbox"/>		<input type="checkbox"/>	
2022/7/1	Duplicate Uniform...	53028576	ED	21000000	21000149	202208			<input checked="" type="checkbox"/>		<input type="checkbox"/>	
2022/7/1	Duplicate Uniform...	53028576	ED	21000050	21000099	202208			<input checked="" type="checkbox"/>		<input type="checkbox"/>	
2022/8/8	Electronic Invoice	53028576	DN	:0719025	:0719049	202208			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	apcommerce001
2022/8/8	Electronic Invoice	53028576	DN	07190500	07190749	202208	07190503	2022/8/22	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	apcommerce001
2022/8/10	Electronic Invoice	53028576	DN	07190750	07190999	202208	07190765	2022/8/30	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	apcommerce001
2022/8/19	Electronic Invoice	53028576	DN	07191000	07191049	202208	07191001	2022/8/10	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	apcommerce001

Processing Sales Invoices

GUI documents can be created during or after the posting of a Sales Order or Sales Invoice.

1. **At Posting:** When posting a Sales Order or Sales Invoice, the system will prompt: *"Do you want to create a GUI Invoice?"*.



Create GUI Sales Invoice

Options

GUI No. 53028576

VAT Type Taxable

GUI Type Electronic Invoice

GUI Date 2024/9/9

GUI Invoice No. AD24100001

Tax Registration No. 16632951

Title CUST-008

The invoice title must not be blank!

Schedule... OK Cancel

2. **Post-Posting:**

- o If not created during posting, navigate to **Create GUI Sales Invoice from Posted Doc.**
- o Select the posted document to generate the GUI record.



APC GUI Company | Finance | Cash Management | Sales | Purchasing | Shopify | MDP Process | All Reports

Create GUI Sales Invoice from Posted Doc. | All | Delete | Print... | Navigate | Create GUI Invoice | Exclude

No. ↓	Sell-to Customer No.	Sell-to Customer Name	Amount	Amount Including VAT	Posting Date	Location Code	No. Printed	External Document No.	Order No.	GUI Invoice No.
SI-0000288	CUST-008	CUST-008	100.00	105.00	2024/9/9		0	123	SO-0000206	
SI-0000287	CUST-008	CUST-008	1,000.00	1,000.00	2024/9/9		0	20240909	SO-0000205	
SI-0000286	680001		1,000.00	1,050.00	2024/9/9		0	TEST GUI C...	SO-0000204	
SI-0000285	680001		1,000.00	1,050.00	2024/9/9		0	GUI OPTIO...	SO-0000203	
SI-0000284	680001		1,000.00	1,050.00	2024/9/6		0	PERMISSIO...	SO-0000202	
SI-0000283	CUST-008	CUST-008	1,000.00	1,000.00	2024/7/17		0	R1	SO-0000188	
SI-0000282	680001		1,000.00	1,050.00	2024/9/6		0	GUI	SO-0000201	
SI-0000281	680001		1,000.00	1,050.00	2024/8/23		0	TEST	SO-0000195	

APC GUI Company | Finance | Cash Management | Sales | Purchasing | Shopify | MDP Process | All Reports

Create GUI Sales Invoice from Posted Doc. | All | Delete | Print... | Navigate | Create GUI Invoice | Exclude

Create GUI Sales Invoice

Options

GUI No. : 53028576

VAT Type : Taxable

GUI Type : Triplicate Uniform Invoice

GUI Date : 2024/9/9

GUI Invoice No. : AA24090000

Tax Registration No. : 16632951

Title : CUST-008

The invoice title must not be blank!

Schedule... OK Cancel

3. **Viewing Records:** Open the **GUI Sales Invoices** list to view the **Declaration Period**, **GUI Invoice No.**, and **Upload State**.



GUI Sales Invoices

No. ↓	Declaration Period	Seller GUI No.	GUI Invoice No.	GUI Date	VAT Type	VAT Base Amount	VAT Amount	Amount Including VAT	Dealer No.	Buyer GUI No.	Format Code
GSI0000177	202410	53028576	AD24100001	2024/9/9	Taxable	1,000	50	1,050	CUST-008	16632951	35
GSI0000176	202410	53028576	AD24100000	2024/9/9	Taxable	100	5	105	CUST-008	16632951	35
GSI0000175	202408	53028576	AC24080002	2024/8/23	Taxable	1,000	50	1,050	680001	53048094	35
GSI0000174	202408	53028576	AC24080001	2024/8/23	Taxable	1,000	50	1,050	680001	53048094	35
GSI0000173	202408	53028576	AC24080000	2024/8/23	Taxable	1,000	50	1,050	680001	53048094	35

GUI Sales Invoice

GSI0000177 · AD24100001

Home Reports Source More options

Upload Log Cetustek Mail GUI Invoice Invalid

General

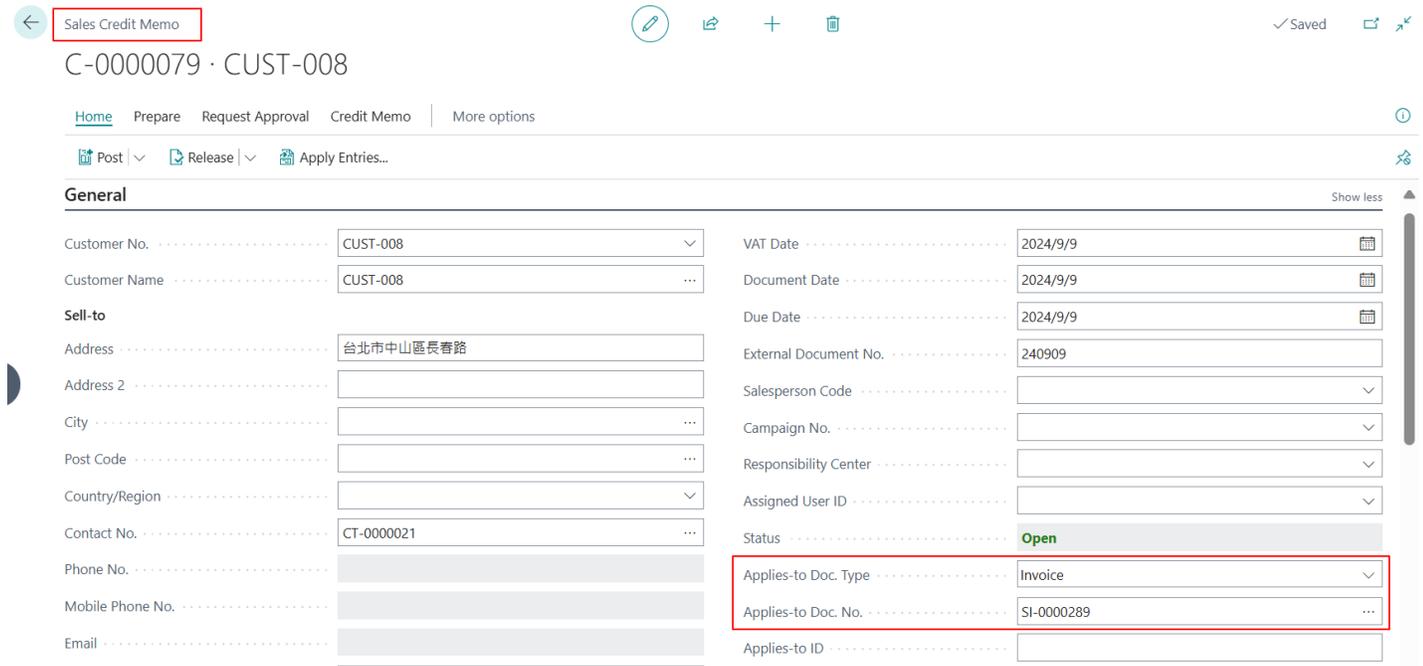
Invoice Type	Sales Invoice	VAT Base Amount	1,000
Seller GUI No.	53028576	VAT Amount	50
GUI Invoice No.	AD24100001	Amount Including VAT	1,050
Declaration Period	202410	Declared	<input type="checkbox"/>
GUI Date	2024/9/9	GUI Remark	Shipment No. SS-0000294:
Format Code	35	Need to Email	<input type="checkbox"/>
VAT Type	Taxable	Emailed	<input type="checkbox"/>
VAT %	5		

Dealer Information

Dealer No.	CUST-008	GUI Title	CUST-008
Buyer GUI No.	16632951	GUI Address	

Processing Sales Returns (Credit Memos)

1. Create a **Sales Return Order** and ensure the **Applies-to Doc No.** refers to the original invoice.



Sales Credit Memo

C-0000079 · CUST-008

Home Prepare Request Approval Credit Memo More options

Post Release Apply Entries...

General

Customer No.	CUST-008	VAT Date	2024/9/9
Customer Name	CUST-008	Document Date	2024/9/9
Sell-to		Due Date	2024/9/9
Address	台北市中山區長春路	External Document No.	240909
Address 2		Salesperson Code	
City		Campaign No.	
Post Code		Responsibility Center	
Country/Region		Assigned User ID	
Contact No.	CT-0000021	Status	Open
Phone No.		Applies-to Doc. Type	Invoice
Mobile Phone No.		Applies-to Doc. No.	SI-0000289
Email		Applies-to ID	

2. Upon posting, the system will prompt to create a **GUI Sales Return (Allowance)**.



Sales Credit Memo C-0000079 · CUST-008

Home Prepare Request Approval Credit Memo More options

Post Release Apply Entries...

General

Customer No. CUST-008
Customer Name CUST-008

Sell-to
Address 台北市中山區長
Address 2
City
Post Code
Country/Region
Contact No. CT-0000021
Phone No.
Mobile Phone No.
Email

2024/9/9
2024/9/9
2024/9/9
240909
Open
Invoice
SI-0000289

Applies-to Doc. No.
Applies-to ID

Create GUI Sales Return

Options

Original GUI Invoice No. AD24100000
GUI Date 2024/9/9

Schedule... OK Cancel

3. The record will be visible in the **GUI Sales Return** list.

GUI Sales Returns

Manage Home Source More options

Upload GUI Invoice Set Ready Upload Log Invalid

No.	Seller GUI No.	GUI Invoice No. ↑	Declaration Period	GUI Date ↑	VAT Type	VAT Base Amount	VAT Amount	Amount Including VAT	Dealer No.	Buyer GUI No.	Format Code	Source Document No.	Upl... Cet...	Uploac State
GSR0000058	53028576	AD24100000	202410	2024/9/9	Taxable	1	0	1	CUST-008	16632951	33	SC-0000108	<input type="checkbox"/>	Re
GSR0000004	53028576	DN07190759	202208	2022/8/12	Invalid	2,300	115	2,415	CUST-001	53048094	35	SC-0000005	<input checked="" type="checkbox"/>	Err
GSR0000005	53028576	DN07190761	202208	2022/8/19	Invalid	200	10	210	CUST-001	53048094	35	SC-0000007	<input checked="" type="checkbox"/>	Err
GSR0000006	53028576	DN07190763	202208	2022/8/25	Invalid	2,300	115	2,415	CUST-001	53048094	35	SC-0000009	<input checked="" type="checkbox"/>	Su
GSR0000007	53028576	DN07190764	202208	2022/8/29	Invalid	3,000	150	3,150	CUST-001	53048094	35	SC-0000010	<input checked="" type="checkbox"/>	Su



Recording Purchase Invoices

1. On a **Purchase Invoice**, enter the **GUI Invoice No.** and **GUI Date**.

Purchase Invoice ✎ 📄 + 🗑️ ✓ Saved 🔗 🔍

PI-0000054 · VEND-001 VAT 5%

[Home](#) [Prepare](#) [Request Approval](#) [Invoice](#) | [More options](#) ⓘ

[Post](#) | [Release](#) | 🔗

General Show more

Vendor Name	VEND-001 VAT 5%	VAT Date	2024/9/9
Contact		Due Date	2024/11/24
Document Date	2024/9/9	Vendor Invoice No.	PV20240909001
Posting Date	2024/9/9	Status	Open

Lines | [Manage](#) | [Line](#) 🔗 📄

[Functions](#) | [Item Availability by](#) | [Related Information](#) 🔗

Type	No.	Description/Comment	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Discount %	Line Amount Excl. VAT	Qty. to Assign	App... For Serv... Decl...
Comment	*	Receipt No. PR-0000187:							0	<input type="checkbox"/>
→ Item	ITEM-001	FG Product	BLUE	5	PC	110.00		550.00	0	<input type="checkbox"/>

TW GUI

GUI Invoice No.	PV20240909001	GUI Invoice Date	2024/9/9
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2. After posting, open PPI and **Create GUI Invoice**, the system logs the GUI No. and the recorded invoice details.

Posted Purchase Invoice

PPI-0000169 · VEND-001 VAT 5%

Home | Print/Send | Invoice | Incoming Document | More options

Update Document | Find entries... | Correct | **Create GUI Invoice** | Exclude

Type	No.	Item Reference No.	Description	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Unit Price (LCY)	Line Discount %	Line Amount Excl. VAT	Project
→ Comment	:		Receipt No. PR-0000187:				0.00			
Item	ITEM-001		FG Product	5	PC	110.00	1,000.00		550.00	

Invoice Discount Amount Excl. VAT 0.00 Total VAT (TWD) 28.00

Total Excl. VAT (TWD) 550.00 Total Incl. VAT (TWD) **578.00**

Posted Purchase Invoice

PPI-0000169 · VEND-001 VAT 5%

Home | Print/Send | Invoice | Incoming Document | Related | Automate | Fewer options

Update Document | Find entries... | Correct

Record GUI Purchase Invoice

Options

GUI No. 53028576

VAT Type Taxable

Format Code 25

Deduction Code Deductible Purchase

GUI Invoice No. PV20240909001

GUI Date 2024/9/9

Schedule... OK Cancel

Type	No.	Item Reference No.	Description	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Unit Price (LCY)	Line Discount %	Line Amount Excl. VAT	Project
→ Comment	:		Receipt No. PR-0000187:				0.00			
Item	ITEM-001		FG Product	5	PC	110.00	1,000.00		550.00	

Invoice Discount Amount Excl. VAT 0.00 Total VAT (TWD) 28.00

Total Excl. VAT (TWD) 550.00 Total Incl. VAT (TWD) **578.00**

Invoice Details >

Shipping and Payment >

3. View these in the **GUI Purchase Invoice** list, noting the **Deduction Code** for VAT purposes.



🗑 Invalid



No. ↓	Buyer GUI No.	GUI Invoice No.	Declaration Period	GUI Date	VAT Type	VAT Base Amount	VAT Amount	Amount Including VAT	Adj. Tax	Adj. Amount Excluding Tax	Dealer No.	Seller GUI No.	Format Code
GPI0000124	53028576	PV2024090...	202410	2024/9/9	Taxable	550	28	578	0.00	0.00	VEND-001	87430034	25
GPI0000119	53028576	AB12345000	202310	2023/10/5	Invalid	100	5	105	0.00	0.00	VEND-001	87430034	21
GPI0000111	53028576	AA11223344	202310	2023/10/5	Invalid	300	15	315	0.00	0.00	VEND-001	53118823	21
GPI0000110	53028576	AA12345678	202310	2023/10/5	Invalid	30,000	1,500	31,500	1,501.00	29,999.00	VEND-001	53118823	21

Invalidating GUI Documents

If a mistake is made, documents must be invalidated rather than deleted.

1. Open the relevant list (Sales Invoice, Sales Return, or Purchase Invoice).
2. Select the record and execute the **Invalid** action.
3. The **VAT Type** will update to **Invalid**.

GUI Sales Invoices

Search Manage Process Source More options

Upload GUI Invoice Set Ready Upload Log **Invalid**

No.	Declaration Period	Seller GUI No.	GUI Invoice No. †	GUI Date †	VAT Type	VAT Base Amount	VAT Amount	Amount Including VAT	Dealer No.	Buyer GUI No.	Format Code	Source Document No.	Upload Cetustek	Upload State	Upload Date	Upload Time
GSI0000001	202210	87430034	FT29020000	9/7/2022	Invalid	10,000	500	10,500	208654	24306240	31	2022090006	<input checked="" type="checkbox"/>	Ready		
GSI0000002	202210	87430034	FT29020001	9/8/2022	Taxable	20,000	1,000	21,000	208654	24306240	31	2022090007	<input checked="" type="checkbox"/>	Ready		
GSI0000003	202210	87430034	FT29020002	9/8/2022	Taxable	25,000	1,250	26,250	207554	28817031	31	2022090002	<input checked="" type="checkbox"/>	Ready		

GUI Sales Returns

Search Manage Process Source More options

Upload GUI Invoice Set Ready Upload Log **Invalid**

No.	Seller GUI No.	GUI Invoice No. †	Declaration Period	GUI Date †	VAT Type	VAT Base Amount	VAT Amount	Amount Including VAT	Dealer No.	Buyer GUI No.	Format Code	Source Document No.	Upl... Cetu...	Upload State	Upload Date	Upload Time
GSR0000001	87430034	FT29020001	202210	9/8/2022	Invalid	20,000	1,000	21,000	208654	24306240	33	2022090011	<input checked="" type="checkbox"/>	Ready		

GUI Purchase Invoices

Search Manage Process Source More options

Invalid

No. †	Buyer GUI No.	GUI Invoice No.	Declaration Period	GUI Date	VAT Type	VAT Base Amount	VAT Amount	Amount Including VAT	Adj. Tax	Adj. Amount Excluding Tax	Dealer No.	Seller GUI No.	Format Code	Deduction Code	Source Document No.
GPI0000001	53028576	PO000001	202208	7/7/2022	Invalid	200	10	210	0.00	0.00	VEND-001		21	Deductible ...	PPI-0000001
GPI0000002	53028576	53118823	202208	8/7/2022	Taxable	150	8	158	0.00	0.00	VEND-001		21	Deductible ...	PPI-0000002
GPI0000003	53028576	53118823	202208	8/19/2022	Taxable	50	3	53	0.00	0.00	VEND-001		21	Deductible ...	PPI-0000003



Create GUI Media File

- 1. Execute "Create GUI Media File"

Create GUI Media File



Options

GUI No. 53028576

Declaration Period 202406

Schedule... OK Cancel

- 2. Media TXT file generated

```

53028576 (12).txt - 記事本
檔案(F) 編輯(E) 格式(O) 檢視(V) 說明
2144120483800000011110853028576 BV294342320000000000510000000001
254412048380000002111105302857687430034AQ12345678000000008000100000004001
254412048380000003111105302857687430034AS12345678000000008012100000004001
254412048380000004111105302857687430034AZ12345678000000007999100000004011
254412048380000005111105302857687430034BV2341112300000000001010000000011
35441204838000000611109 53028576ED09020000 F000000000
354412048380000007111105304809453028576ED0902000100000000230010000000115
354412048380000008111105304809453028576ED0902000200000000230010000000115
354412048380000009111105304809453028576ED0902000300000000230010000000115
44120483800000010111100902024953028576ED09020004000000000000D0000000000 A
4412048380000001111100902049953028576ED09020250000000000000D0000000000 A
44120483800000012111100902074953028576ED09020500000000000000D0000000000 A
44120483800000013111100902099953028576ED09020750000000000000D0000000000 A
354412048380000001411110 53028576ED09021000 F000000000
3544120483800000015111105304809453028576ED0902100100000000015010000000008
3544120483800000016111105304809453028576ED0902100200000000015010000000008
3544120483800000017111105304809453028576ED0902100300000000400010000000200
3544120483800000018111105304809453028576ED0902100400000000012010000000006
3544120483800000019111105304809453028576ED0902100500000000015010000000008
44120483800000020111100902124953028576ED09021006000000000000D0000000000 A
354412048380000002111105304809453028576ED0902000500000000230010000000115

```

Print GUI Invoice

To print a specific GUI Sales Invoice:

1. Navigate to **GUI Sales Invoices** list.
2. Select the document you wish to print.
3. Click **Actions > Print**.

GUI Sales Invoices

GUI Sales Invoices: All | Manage Home Reports Source | More options

Print

No.	Declaration Period	Seller GUI No.	GUI Invoice No. ↑ ▼	GUI Date ↑	VAT Type	VAT Base Amount	VAT Amount	Amount Including VAT	Dealer No.	Buyer GUI No.	Format Code	Source Document No.	Need to Email	Ema...	Upl... Cet...	Upl... State
GSI0000050	202212	53028576	GJ11010003	2022/11/16	Taxable	3,500	175	3,675	CUSI-001	53048094	35	SI-0000050	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Succ

4. A request page will appear; default filter **No.**, you also can filter by **GUI Invoice No.** or otherwise.

GUI Sales Invoice Proof



Printer (Handled by the browser) ▼

Report Layout/layout/GUISalesInvoiceProof.rdlc ...

Filter: GUI Invoice

× No. GSI0000050 ▼

× GUI Invoice No.

+ Filter...

Advanced >

Send to... Print Preview & Close Cancel

5. Click **Print** to send to your default printer, or **Preview** to view the document on screen.



APC GUI Company

電子發票證明聯

2022/11/16

發票號碼：GJ11010003

格 式：25

買 方：CUST-001 VAT 5%

隨機碼：7181

統一編號：53048094

貨單號碼：SI-0000050

地 址：台北市中山區長春路40號6樓之6

第 1 頁 / 共 1 頁

品 名	數 量	單 價	金 額	備 註
FG Product	2	1,000	2,000	出貨編號 SS-0000051:
FG Product	1	1,000	1,000	



Appendix

Field Definitions:

- **Declaration:** The Year/Month the invoice is reported for tax.
- **Format Code:** The Taiwan tax format code (e.g., 31, 32, 21).
- **VAT Type:** Indicates if the line is *Taxable, Zero-Tax, Exempt, or Invalid*.
- **Upload State:** Status of API transmission (*Ready, Success, or Error*).

VAT Posting Setup

Select the GUI VAT Type based on the specific VAT configurations of each customer. Refer to the image below for setup guidance.

VAT Posting Setup ✓ Saved

VAT Bus. Posting Group 1	VAT Prod. Posting Group 1	Description	Blocked	VAT Identifier	VAT %	VAT Calculation Type	Sales VAT Account	Purchase VAT Account	Reve... Chrg. VAT Acc.	VAT Clause Code	EU Service	Tax Category	GUI VAT Type
	VAT FREE		<input type="checkbox"/>	VAT FREE	0	Normal VAT	2214	1264			<input type="checkbox"/>		Tax Exemption
	VAT00		<input type="checkbox"/>	VAT00	0	Normal VAT	2214	1264			<input type="checkbox"/>		Tax Exemption
	VAT05		<input type="checkbox"/>	VAT05	5	Normal VAT	2214	1264			<input type="checkbox"/>		Taxable
NOTAX	VAT FREE		<input type="checkbox"/>	FREE	0	Normal VAT	2214	1264			<input type="checkbox"/>		Tax Exemption
NOTAX	VAT00		<input type="checkbox"/>	FREE	0	Normal VAT	2214	1264			<input type="checkbox"/>		Tax Exemption
NOTAX	VAT05		<input type="checkbox"/>	FREE	0	Normal VAT	2214	1264			<input type="checkbox"/>		Tax Exemption
TAX00			<input type="checkbox"/>	ZERO	0	Normal VAT	2214	1264			<input type="checkbox"/>		Zero-Rating
TAX00	VAT FREE		<input type="checkbox"/>	ZERO	0	Normal VAT	2214	1264			<input type="checkbox"/>		Zero-Rating
TAX00	VAT00		<input type="checkbox"/>	ZERO	0	Normal VAT	2214	1264			<input type="checkbox"/>		Zero-Rating
TAX00	VAT05		<input type="checkbox"/>	ZERO	0	Normal VAT	2214	1264			<input type="checkbox"/>		Zero-Rating
TAX05			<input type="checkbox"/>	VAT05	5	Normal VAT	2214	1264			<input type="checkbox"/>		Taxable
TAX05	VAT FREE		<input type="checkbox"/>	VAT FREE	0	Normal VAT	2214	1264			<input type="checkbox"/>		Tax Exemption
TAX05	VAT00		<input type="checkbox"/>	VAT00	0	Normal VAT	2214	1264			<input type="checkbox"/>		Zero-Rating
TAX05	VAT05		<input type="checkbox"/>	VAT05	5	Normal VAT	2214	1264			<input type="checkbox"/>		Taxable

Note:

- Ensure the Upload Cetustek flag is checked for all electronic invoices requiring API transmission.
- The Upload State should be monitored daily to ensure no API transmission failures.
- If you need to enable the Cetustek upload feature, please contact us.