

MNG RGD Document Templates

Does the default printed documents included in Microsoft Dynamics 365 Finance and Supply Chain fall short of your expectations? MNG RGD Documents replaces them with professional-looking designs that enable you to jumpstart your Microsoft Dynamics 365 Finance and Supply Chain Management implementation and saves precious time and cost on report development.

Get started quickly with a set of ready-made document templates, designed and optimized for Microsoft Dynamics 365 Finance and Supply Chain Management.

Features and Benefits:

- Improved look and feel of the standard business documents
- Ready-to-go and Customizable
- Configurable color template

Ready Document Templates for Finance:

1. Free Text Invoice
2. Voucher Journal Listing
3. AP Payment Advice
4. Customer Account Statement
5. Collection Letter
6. Receipt Voucher
7. Payment Voucher

Ready Document Templates for Supply Chain Management:

1. Sales Confirmation
2. Packing Slip
3. Pro forma Invoice
4. Invoice
5. Pro forma Credit note
6. Credit Note
7. Purchase Order
8. Goods Received Note

Supported Editions:

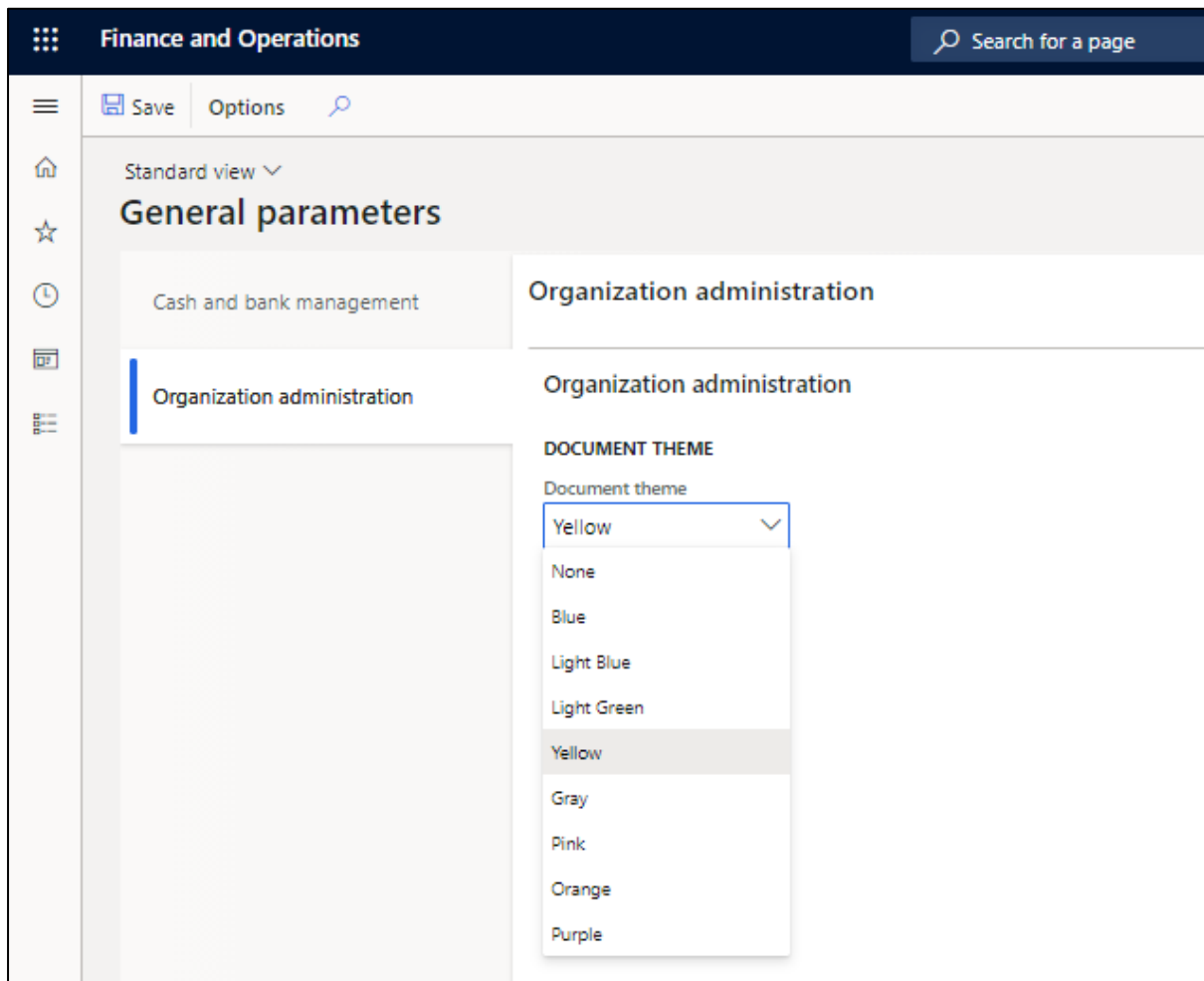
- This app supports Microsoft Dynamics 365 Finance and Supply Chain Management.

Supported Countries:

- This app is available in Singapore and Malaysia


Application Features in detail:

Configurable template can be set-up according to your preferred theme. There are currently 9 colors available to choose from.



Ready Document Templates for Finance:

1. Free Text Invoice



Contoso Entertainment System USA
 123 Coffee Street
 Suite 300
 Redmond, WA 98052
 USA

GST Reg. No.: TEST2345 | Co Reg. No.: 123456
 T : 8421 0981 | F : 8421 0982

Contoso Retail Los Angeles
 456 Silver Road
 Pasadena, CA 91103
 USA

Attention:

INVOICE

No.

Your reference

Our reference

Date

Due Date

Page No.

FTI-00000032

AbbyMNG

12/22/2020

1/21/2021

1 of 1

No.	Main Account	Description	Qty.	Tax	Unit Price	Amount
1	401200	Service Revenue	1.00	SR	20,000.00	20,000.00
2	401300	Management Fee	1.00	SR	1,200.00	1,200.00

Payment Remittance Information

Bank Name: Operating account - USD

Bank Acc No.: 34567453

SWIFT Code: 12345

Bank Code:

Branch Name: Main branch

Branch Code:

Branch Address: 2341 176th Ave
 Bellevue, WA 98004
 USA

Currency Exchange Rate

1 SGD = USD 0.71429

Gross Amount	SGD	21,200.00
Discount	SGD	-
Total Excl. Tax	SGD	21,200.00
Tax Amount	SGD	1,484.00
Total Incl. Tax	SGD	22,684.00

Amount in Local Currency

Gross Amount	USD	15,142.86
Discount	USD	-
Total Excl. Tax	USD	15,142.86
Tax Amount	USD	1,060.00
Total Incl. Tax	USD	16,202.86

Total Amount

SINGAPORE DOLLAR(S) TWENTY TWO THOUSAND SIX HUNDRED EIGHTY FOUR AND CENT ZERO ONLY

Tax Legend

EXEMPT: Exempt supplies | SR: Standard-rated supplies 7% | NO GST: GST not applicable | OS: Out of scope supplies | ZERO: Zero-rated supplies

This is a computer generated documents and no signature required

2. Voucher Journal Listing

Contoso Entertainment System USA

Type of journal : Vendor invoice recording

Page 1

Voucher journal listing

12/22/2020 2:35:18 PM

JNL No.: 00667 JNL Name : APInvoice Description : AP Invoice Posted : Yes
Acc Type Account Name Description Tax Curr Dr Cr

Voucher : APIN000060 Date : 12/22/2020 Doc Number : API60 Payment Ref :

Vendor 1001 Acme Office Supplies Monthly expenses GST2, SR SGD 10,700.00

BusinessUnit : Home Department : Sales & Marketing CostCenter : Trade Shows

Ledger 202106 GST Receivable Input Tax GST2, SR SGD 700.00

BusinessUnit : Home Department : Sales & Marketing CostCenter : Trade Shows

Ledger 618900 Miscellaneous Expense Monthly expenses GST2, SR SGD 10,000.00

BusinessUnit : Home Department : Sales & Marketing CostCenter : Trade Shows

Total Amount for Voucher in Foreign Currency

200110 Accounts Payable - Other SGD 10,700.00

202106 GST Receivable SGD 700.00

618900 Miscellaneous Expense SGD 10,000.00

10,700.00 10,700.00

Total Amount for Voucher in Local Currency

200110 Accounts Payable - Other USD 7,642.86

202106 GST Receivable USD 500.00

618900 Miscellaneous Expense USD 7,142.86

7,642.86 7,642.86

Total Amount Include Tax USD 7,642.86

Total Amount Exclude Tax USD 7,142.86


Tax Amount USD 500.00

Prepared By

Reviewed By

Approved By

3. AP Payment Advice



Contoso Entertainment System USA
123 Coffee Street
Suite 300
Redmond, WA 98052
USA
GST Reg. No.: TEST2345 | Co Reg. No.: 123456
T : 8421 0981 | F : 8421 0982

PAYMENT ADVICE

Pay to : Acme Office Supplies
711 Louisiana
Houston, TX 77020
USA

No. **APPM001406**
Account No. 1001
Date 12/8/2020
Payment Ref CHQ000663
Journal No. 00663
Page No. 1 of 1

No.	Invoice No.	Invoice Date	Currency	Amount
1	10012	28/06/2017	USD	2,000.00
2	100189	23/06/2017	USD	1,000.99

Total transaction amount	3,000.99
Total transaction (SGD)	4,201.39

Prepared By


Reviewed By

Authorized By

Received By

E&OE


4. Customer Account Statement



MNG

SOLUTIONS

Moving the Next Generation



ACCOUNT STATEMENT

Print Date

Customer No.

To Date

10/3/2021

AXI0001

31/3/2021

MNG1

1 Commonwealth Ln, #06-10 One Commonwealth

149544

SGP

Singapore

SGP149544

GST Reg. No.: SG000GST | Co Reg. No.: MNG001

T : 11223344 | F : 22334455

Axionsplus Pte Ltd

1 Commonwealth Lane #06-10

One Commonwealth

Singapore

SGP149544

Document Date	Document No.	Description	Due Date	Amount
Entries SGD		Opening		33,253.41
9/2/2021	FTI0000051	Free text invoice	11/3/2021	321,000.00
24/2/2021			24/2/2021	-200.00
9/3/2021	SI000015		8/4/2021	1.07
10/3/2021	FTI0000053	Free text invoice	9/4/2021	1.07
			Total SGD	320,802.14
Entries USD		Opening		2,835.50
5/1/2021	FTI0000049	Free text invoice	4/2/2021	1,070.00
6/1/2021	FTI0000050	Free text invoice	5/2/2021	1,070.00
			Total USD	2,140.00

Aged Summary by 31/3/2021

	Balance	After	1/3/2021	31/12/2020	2/10/2020	5/4/2020	Before
Currency	31/3/2021	31/3/2021	31/3/2021	28/2/2021	30/12/2020	1/10/2020	5/4/2020
SGD	354,055.55	2.14	321,000.00	109.14	20,885.77	12,593.50	-535.00
USD	4,975.50	0.00	0.00	4,280.00	0.00	0.00	695.50

5. Collection Letter

MNG1

1 Commonwealth Ln, #06-10 One Commonwealth
149544
SGP
Singapore
SGP149544
GST Reg. No.: SG000GST | Co Reg. No.:
T : 11223344 | F : 22334455

1st Reminder

Axionsplus Pte Ltd

1 Commonwealth Lane #06-10
One Commonwealth
Singapore
SGP149544
Dear Sirs

8 May 2020

REMINDER - LONG OVERDUE INVOICES

We refer to the long overdue invoice(s) listed in the attached Statement of Account as of February 2021, which you may have overlooked.

We seek your co-operation to look into the outstanding account and settle it within (14) days from the date of this letter. If not then there will be additional charges will be posted on January 1900

Please do not hesitate to contact Mr Jimmi Tandiah at +65 8903 9800 or email us at jimmi.tandiah@axionsplus.com if you require any clarifications.

We look forward to receiving your payment.

Please ignore this letter if payment has already been made.


Thank you.

Your faithfully

Jimmi Tandiah
Consultant

This is computer generated letter. No signature is required.

6. Receipt Voucher



MNG1
1 Commonwealth Ln, #06-10 One Commonwealth
149544
SGP
Singapore
SGP149544
GST Reg. No.: SG000GST | Co Reg. No.: MNG001
T : 11223344 | F : 22334455

Axionsplus Pte Ltd
1 Commonwealth Lane #06-10
One Commonwealth
Singapore
SGP149544
GST No.: sgechotest01
Jessie

RECEIPT VOUCHER

No.	ARP0000019
Date	3/9/2021
Ext Doc No	
Bank Code	DBS-SGD
Page No.	1 of 1

A/C Code	A/C Name	Description	Currency	Amount
AX0001	Axionsplus Pte Ltd		SGD	1,070.00

Total	SGD	1,070.00
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Payment Details

Type	Doc No.	Due Date	Currency	Rem. Amt	Paid Amt.
Invoice	FTI0000033	11/28/2020	SGD	1,070.00	1,070.00


Total Paid Amt.	1,070.00
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SINGAPORE DOLLAR(S) ONE THOUSAND SEVENTY AND CENT ZERO ONLY

Approved By

Received By

7. Payment Voucher



MNG1
1 Commonwealth Ln, #06-10 One Commonwealth
149544
SGP
Singapore
SGP149544
GST Reg. No.: SG000GST | Co Reg. No.: MNG001
T : 11223344 | F : 22334455

MNG SOLUTIONS1

PAYMENT VOUCHER

No.	APP0000018
Date	3/10/2021
Ext Doc No	
Bank Code	DBS-SGD
Page No.	1 of 1

A/C Code	A/C Name	Description	Currency	Amount
V00007	MNG SOLUTIONS1		SGD	1,000.00

	Total	SGD	1,000.00
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Payment Details

Type	Doc No.	Due Date	Currency	Rem. Amt	Paid Amt.
Invoice	INV001	4/9/2021	SGD	1,000.00	1,000.00

	Total Paid Amt.	1,000.00
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SINGAPORE DOLLAR(S) ONE THOUSAND AND CENT ZERO ONLY

Approved By

Received By

Ready Document Templates for Supply Chain Management:

1. Sales Confirmation



Contoso Entertainment System USA
 123 Coffee Street
 Suite 300
 Redmond, WA 98052
 USA
 GST Reg. No.: TEST2345 | Co Reg. No.: 123456
 T : 8421 0981 | F : 8421 0982

Sell-to:
Contoso Retail New York
 678 Orange Street
 New York, NY 10006
 USA
 Attention:

CONFIRMATION

No.	001210-1
Your ref.	
Our ref.	AbbyMNG
Date	12/22/2020
Payment Term	Net 10 days
Salesperson Name	AbbyMNG
Page No.	1 of 1

Ship-to:
Contoso Retail New York
 678 Orange Street
 New York, NY 10006
 USA

No.	Item No.	Description	Qty	UOM	Tax	Unit Price	Discount	Amount
1	Z001	Microsoft Surface 1	10.00	pcs	SR	3,500.00	0.00	35,000.00
2	Z002	Microsoft Surface 2	15.00	pcs	SR	4,900.00	0.00	73,500.00
3	Z003	Microsoft Surface 3	20.00	pcs	SR	6,300.00	0.00	126,000.00

Gross Amount	SGD	234,500.00
Discount	SGD	-
Total Excl. Tax	SGD	234,500.00
GST Amount	SGD	16,415.00
Total Incl. Tax	SGD	250,915.00

Total Amount
 SINGAPORE DOLLAR(S) TWO HUNDRED FIFTY THOUSAND NINE HUNDRED FIFTEEN AND CENT ZERO ONLY

Tax Legend
 EXEMPT: Exempt supplies | SR: Standard-rated supplies 7% | NO GST: GST not applicable | OS: Out of scope supplies | ZERO: Zero-rated supplies

This is a computer generated documents and no signature required

2. Packing Slip



Contoso Entertainment System USA

123 Coffee Street
Suite 300
Redmond, WA 98052
USA

GST Reg. No.: TEST2345 | Co Reg. No.: 123456
T : 8421 0981 | F : 8421 0982

Contoso Retail New York

678 Orange Street
New York, NY 10006
USA

Attention:

PACKING SLIP

No. SPK-00001996
Your ref.
Our ref. AbbyMNG
Date 12/22/2020
Salesperson Name AbbyMNG
Page No. 1 of 1

No.	Item No.	Description	Site	Warehouse	Quantity	UOM
1	Z001	Microsoft Surface 1	2	21	10.00	pcs
2	Z002	Microsoft Surface 2	2	21	15.00	pcs
3	Z003	Microsoft Surface 3	2	21	20.00	pcs
No. of Items					3.00	

The above goods received are in good order and condition

Signature & Company Stamp
Contoso Entertainment System USA

This is a computer generated document and so signature required

3. Pro Forma Invoice



Contoso Entertainment System USA

123 Coffee Street
Suite 300
Redmond, WA 98052
USA

GST Reg. No.: TEST2345 | Co Reg. No.: 123456
T : 8421 0981 | F : 8421 0982

Contoso Retail New York

678 Orange Street
New York, NY 10006
USA

Attention:

PRO FORMA TAX INVOICE

No.

Your reference
Our reference
Date
Due Date
Salesperson Name
Page No.

AbbyMNG
12/22/2020
1/1/2021
AbbyMNG
1 of 1

No.	Item No.	Description	Qty.	UOM	Tax	Unit Price	Amount
1	Z001	Microsoft Surface 1	10.00	pcs	SR	3,500.00	35,000.00
2	Z002	Microsoft Surface 2	15.00	pcs	SR	4,900.00	73,500.00
3	Z003	Microsoft Surface 3	20.00	pcs	SR	6,300.00	126,000.00

Payment Remittance Information

Bank Name: Operating account - USD
Bank Acc No.: 34567453
SWIFT Code: 12345
Bank Code:

Branch Name: Main branch
Branch Code:
Branch Address: 2341 176th Ave
Bellevue, WA 98004
USA

Currency Exchange Rate
1 SGD = USD 1.50000

Gross Amount	SGD	234,500.00
Discount	SGD	-
Total Excl. Tax	SGD	234,500.00
GST Amount	SGD	16,415.00
Total Incl. Tax	SGD	250,915.00

<u>Amount in Local Currency</u>		
Gross Amount	USD	351,750.00
Discount	USD	-
Total Excl. Tax	USD	351,750.00
GST Amount	USD	24,622.50
Total Incl. Tax	USD	376,372.50

Total Amount

SINGAPORE DOLLAR(S) TWO HUNDRED FIFTY THOUSAND NINE HUNDRED FIFTEEN AND CENT ZERO ONLY

Tax Legend

EXEMPT: Exempt supplies | SR: Standard-rated supplies 7% | NO GST: GST not applicable | OS: Out of scope supplies | ZERO: Zero-rated supplies

This is a computer generated documents and no signature required

4. Tax Invoice



Contoso Entertainment System USA

123 Coffee Street
Suite 300
Redmond, WA 98052
USA

GST Reg. No.: TEST2345 | Co Reg. No.: 123456
T : 8421 0981 | F : 8421 0982

Contoso Retail New York

678 Orange Street
New York, NY 10006
USA

Attention:

TAX INVOICE

No. CIV-00000731
Your reference
Our reference AbbyMNG
Date 12/22/2020
Due Date 1/1/2021
Salesperson Name AbbyMNG
Page No. 1 of 1

No.	Item No.	Description	Qty.	UOM	Tax	Unit Price	Amount
1	Z001	Microsoft Surface 1	10.00	pcs	SR	3,500.00	35,000.00
2	Z002	Microsoft Surface 2	15.00	pcs	SR	4,900.00	73,500.00
3	Z003	Microsoft Surface 3	20.00	pcs	SR	6,300.00	126,000.00

Payment Remittance Information

Bank Name: Operating account - USD
Bank Acc No.: 34567453
SWIFT Code: 12345
Bank Code:

Branch Name: Main branch
Branch Code:
Branch Address: 2341 176th Ave
Bellevue, WA 98004
USA

Currency Exchange Rate
1 SGD = USD 1.50000

Gross Amount	SGD	234,500.00
Discount	SGD	-
Total Excl. Tax	SGD	234,500.00
GST Amount	SGD	16,415.00
Total Incl. Tax	SGD	250,915.00

Amount in Local Currency		
Gross Amount	USD	351,750.00
Discount	USD	-
Total Excl. Tax	USD	351,750.00
GST Amount	USD	24,622.50
Total Incl. Tax	USD	376,372.50

Total Amount

SINGAPORE DOLLAR(S) TWO HUNDRED FIFTY THOUSAND NINE HUNDRED FIFTEEN AND CENT ZERO ONLY

Tax Legend

EXEMPT: Exempt supplies | SR: Standard-rated supplies 7% | NO GST: GST not applicable | OS: Out of scope supplies | ZERO: Zero-rated supplies

5. Pro forma Credit Note



Contoso Entertainment System USA

123 Coffee Street
Suite 300
Redmond, WA 98052
USA

GST Reg. No.: TEST2345 | Co Reg. No.: 123456
T : 8421 0981 | F : 8421 0982

Contoso Retail New York

678 Orange Street
New York, NY 10006
USA

Attention:

PRO FORMA CREDIT NOTE

No.

Your reference
Our reference
Date
Due Date
Salesperson Name
Page No.

AbbyMNG
12/22/2020
1/1/2021
AbbyMNG
1 of 1

No.	Item No.	Description	Qty.	UOM	Tax	Unit Price	Amount
1	Z001	Microsoft Surface 1	-10.00	pcs	SR	3,500.00	-35,000.00
2	Z002	Microsoft Surface 2	-15.00	pcs	SR	4,900.00	-73,500.00
3	Z003	Microsoft Surface 3	-20.00	pcs	SR	6,300.00	-126,000.00

Payment Remittance Information

Bank Name: Operating account - USD
Bank Acc No.: 34567453
SWIFT Code: 12345
Bank Code:

Branch Name: Main branch
Branch Code:
Branch Address: 2341 176th Ave
Bellevue, WA 98004
USA

Gross Amount	SGD	-234,500.00
Discount	SGD	-
Total Excl. Tax	SGD	-234,500.00
GST Amount	SGD	-16,415.00
Total Incl. Tax	SGD	-250,915.00

Currency Exchange Rate
1 SGD = USD 1.50000

Amount in Local Currency

Gross Amount	USD	-351,750.00
Discount	USD	-
Total Excl. Tax	USD	-351,750.00
GST Amount	USD	-24,622.50
Total Incl. Tax	USD	-376,372.50

Total Amount

SINGAPORE DOLLAR(S) TWO HUNDRED FIFTY THOUSAND NINE HUNDRED FIFTEEN AND CENT ZERO ONLY

Tax Legend

TEXEMPT: Exempt supplies | SR: Standard-rated supplies 7% | NO GST: GST not applicable | OS: Out of scope supplies | ZERO: Zero-rated supplies

This is a computer generated documents and no signature required

6. Credit Note



Contoso Entertainment System USA

123 Coffee Street
Suite 300
Redmond, WA 98052
USA

GST Reg. No.: TEST2345 | Co Reg. No.: 123456
T : 8421 0981 | F : 8421 0982

Contoso Retail New York

678 Orange Street
New York, NY 10006
USA

Attention:

CREDIT NOTE

No. CCN-000007
Your reference
Our reference AbbyMNG
Date 12/22/2020
Due Date 1/1/2021
Salesperson Name AbbyMNG
Page No. 1 of 1

No.	Item No.	Description	Qty.	UOM	Tax	Unit Price	Amount
1	Z001	Microsoft Surface 1	-10.00	pcs	SR	3,500.00	-35,000.00
2	Z002	Microsoft Surface 2	-15.00	pcs	SR	4,900.00	-73,500.00
3	Z003	Microsoft Surface 3	-20.00	pcs	SR	6,300.00	-126,000.00

Payment Remittance Information

Bank Name: Operating account - USD
Bank Acc No.: 34567453
SWIFT Code: 12345
Bank Code:

Branch Name: Main branch
Branch Code:
Branch Address: 2341 176th Ave
Bellevue, WA 98004
USA

Currency Exchange Rate
1 SGD = USD 1.50000

Gross Amount	SGD	-234,500.00
Discount	SGD	-
Total Excl. Tax	SGD	-234,500.00
GST Amount	SGD	-16,415.00
Total Incl. Tax	SGD	-250,915.00

Amount in Local Currency

Gross Amount	USD	-351,750.00
Discount	USD	-
Total Excl. Tax	USD	-351,750.00
GST Amount	USD	-24,622.50
Total Incl. Tax	USD	-376,372.50

Total Amount

SINGAPORE DOLLAR(S) TWO HUNDRED FIFTY THOUSAND NINE HUNDRED FIFTEEN AND CENT ZERO ONLY

Tax Legend

TEXEMPT: Exempt supplies | SR: Standard-rated supplies 7% | NO GST: GST not applicable | OS: Out of scope supplies | ZERO: Zero-rated supplies

This is a computer generated documents and no signature required

7. Purchase Order



Contoso Entertainment System USA

123 Coffee Street
Suite 300
Redmond, WA 98052
USA

GST Reg. No.: TEST2345 | Co Reg. No.: 123456
T : 8421 0981 | F : 8421 0982

Vendor:

Acme Office Supplies

711 Louisiana
Houston, TX 77020
USA

PURCHASE ORDER

No. 00000275-1
Date 12/22/2020
Purchaser Name AbbyMNG
Shipment Method
Payment Term Net 30 days
Page No. 1 of 1

Deliver to:

Site 2

321 North Street, Gate 2
Tacoma, WA 98401
USA

No.	Item No.	Description	Qty.	UOM	Tax	Unit price	Discount	Amount
1	1000	Surface Pro 128 GB	10.00	ea	SR	1,258.60	0.00	12,586.00
2	M0001	Wiring Harness	200.00	ea	SR	5.39	0.00	1,078.00
3	M0002	Mid-Range Speaker Unit	20.00	ea	SR	110.59	0.00	2,211.80

Gross Amount	SGD	15,875.80
Discount	SGD	-
Total Excl. Tax	SGD	15,875.80
GST Amount	SGD	1,111.31
Total Incl. Tax	SGD	16,987.11

Total Amount

SINGAPORE DOLLAR(S) SIXTEEN THOUSAND NINE HUNDRED EIGHTY SEVEN AND ELEVEN CENTS

Tax Legend

EXEMPT: Exempt supplies | SR: Standard-rated supplies 7% | NO GST: GST not applicable | OS: Out of scope supplies | ZERO: Zero-rated supplies

This is a computer generated documents and no signature required

8. Product Receipt



Contoso Entertainment System USA

123 Coffee Street
Suite 300
Redmond, WA 98052
USA

GST Reg. No.: TEST2345 | Co Reg. No.: 123456
T : 8421 0981 | F : 8421 0982

Vendor:

Acme Office Supplies

711 Louisiana
Houston, TX 77020
USA

Attention:

PRODUCT RECEIPT

Purchase Order

Internal Product Receipt

Packing Slip

Date

Page No.

00000275

IPR-00000060

GRN275

12/22/2020

1 of 1

Deliver to:

Site 2

321 North Street, Gate 2
Tacoma, WA 98401
USA

No.	Item No.	Description	Qty.	UOM	Received	Rem. Qty.
1	1000	1000 Surface Pro 128 GB	10.00	ea	10.00	0.00
		Home speakers production Site 1 - Raw Materials				
2	M0001	M0001 Wiring Harness	200.00	ea	200.00	0.00
		Home speakers production Site 1 - Raw Materials				
3	M0002	M0002 Mid-Range Speaker Unit	20.00	ea	20.00	0.00
		Home speakers production Site 1 - Raw Materials				
No. of Items :			230.00		230.00	0.00

Received By:

Date:

This is a computer generated documents and no signature required