Sawadee TAX · Start guide

Start guide — your first month

From sign-up to your first month-end, in this order.

1. **Sign up**
   Pick your business type and only the screens you need are switched on. The first 14 days are Premium for free (no card, 50 AI readings included).

2. **Snap your first receipt**
   Use 'Upload photos' on the dashboard or the ledger (on a phone, '+ Add' in the middle at the bottom) for receipts and tax invoices. Several at once, PDFs too.

3. **Check and save**
   Check what the AI read beside the original. Fix only what the tax ID / date / total checks flag.

4. **Add sales**
   Upload POS closing reports (photo or Excel) and daily sales add up. If you sell by invoice, issue sales documents.

5. **Link LINE**
   Send the bot the 8-digit code from Settings → LINE and you can send receipts on LINE and get reminders and reports.

6. **Your first month-end**
   In Ledger → Export → 'See the filing numbers', check the VAT return figures, then hand over the month with 'Send to the accountant'.

- ✓ After the trial the ledger, cash box, Excel and tax calendar stay free.
- ✓ Stuck? Ask us on LINE or KakaoTalk.
- ✓ You can look around the demo shop first, no sign-up.

ⓘ Sawadee TAX helps you keep the books and prepare filings. Check what you file with your accountant.