



## Deposit

Meant to save. The trade debtors pay the deposit to order the parties to pay for goods. Customers who pre-order Insurance Purchases the deposit can be extracted for use in conjunction with Credit Sale / Cash Sale set of other receivables. And repayment to reduce the amount of the product, the customer must pay for the goods purchased on the documentation received deposits.

### Deposit document window.

The recorded data is divided into 8 sections:

- Basic Data is a detailed record of documents received deposits.
- Detail is to record the details of the bill. No. tax payers responsible department.
- Receive a detailed record of how to deposit cash, checks, deposit etc.
- VAT is to record the details of VAT.
- WHT is to record the details of tax deducted at source.
- Post GL record is posted to the ledger.
- Note & Attachment is to record the details. Description of Notes and conditions.
- Define Field is the data that users create a form to fill out information on their own tab (Define Field will only appear if it is set Define Field only).

### Guidance document deposit to

Documents received deposits could be used for 3 system is

- Credit Sale / Cash Sale is to be used to cut the balance to be paid in trust to sell.
- Other accounts receivable system is applied to the cut to be paid in the other receivables.
- Payment system is being used to cut outstanding debts have been paid.

### Documents received deposits.

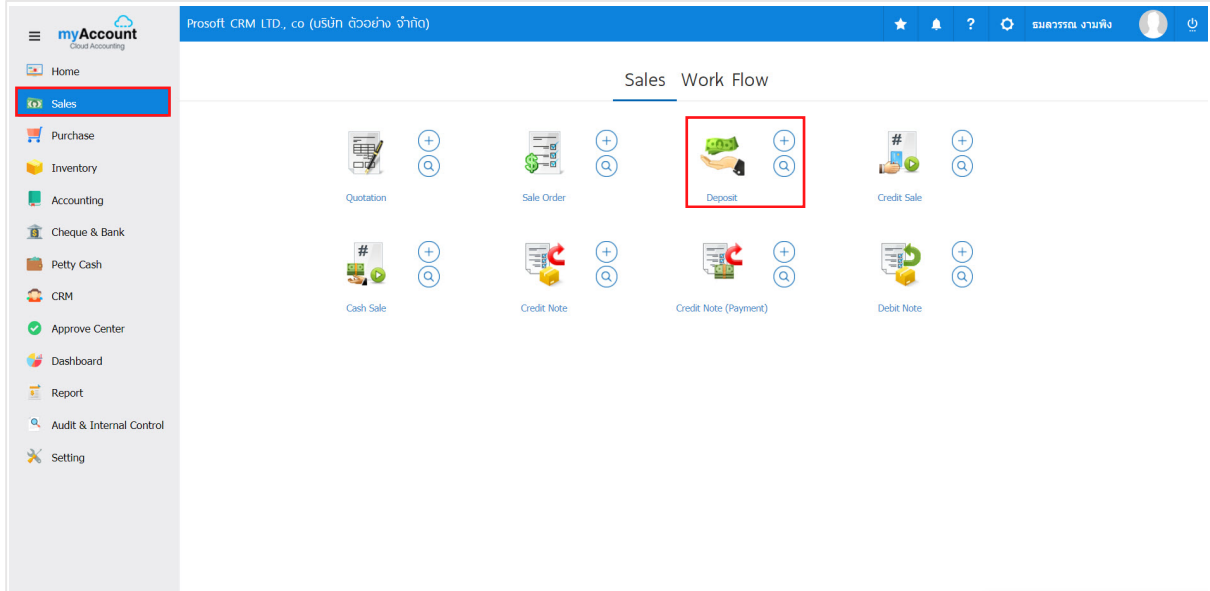
Documents received deposits with a total of 4 states

- Draft document was drafted with the recording.
- Open a new document is created. Waiting for adoption, reduce the amount of bills to be paid.
- Partial document is a field. To use some already.
- Close the document that was to pay for goods already.



### Steps for recording process was documented deposits

1. Users can save documents to receive payment by pressing the "Sales"> "Deposit" on Figure.



2. The system will display a list of documents received deposits. Users can create documents received deposits by pressing "New" button at the top right of the screen shown in Figure.

< Deposit ★ New +

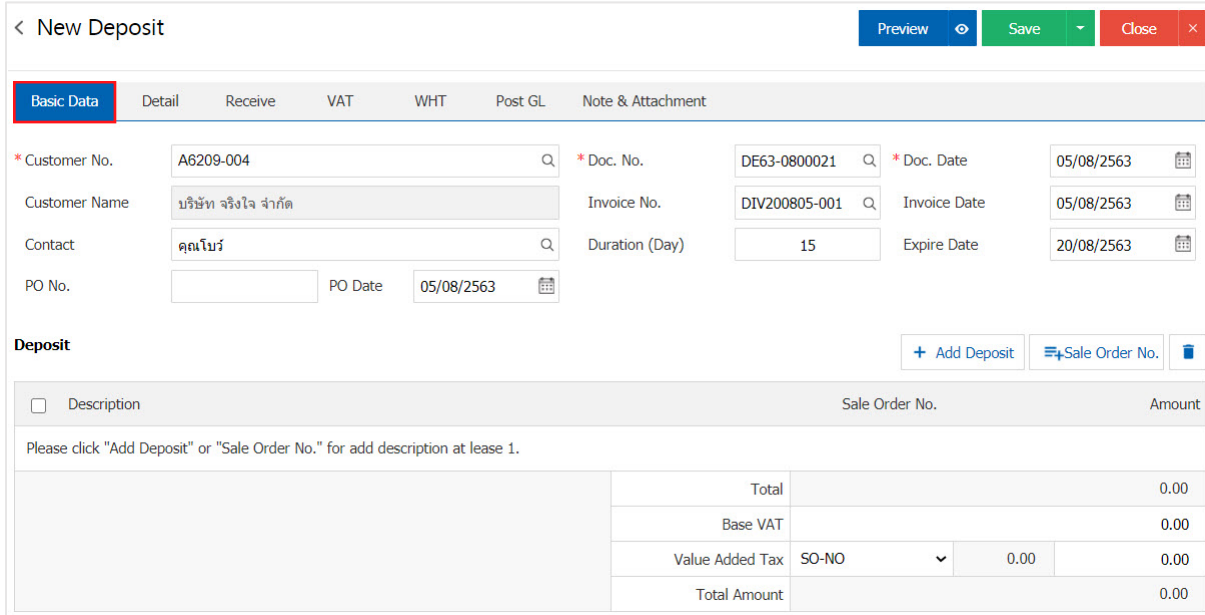
All Deposit

🖨️ ✎️ 🗑️ Action ▾

<input type="checkbox"/>	Doc. Date	Doc. No.	Customer No.	Customer Name	Total Amount	Status	Invoice No.	PO No.	Owner
<input type="checkbox"/>	09/07/2563	DE63-0700020	00001	บริษัท โปรซอฟท์ ไอทีโอ จำกัด	3,210.00	Close	DIV200709-001		อิสระ จิตรส
<input type="checkbox"/>	07/07/2563	DE63-0700019	A6209-001	บริษัท ลูกคำใหม่	2,500.00	Open	DIV200707-001		นฤมล เหมตร
<input type="checkbox"/>	25/06/2563	DE63-0600018	00001	บริษัท โปรซอฟท์ ไอทีโอ จำกัด	2,140.00	Close	DIV200625-001		อิสระ จิตรส
<input type="checkbox"/>	12/06/2563	DE63-0600017	A6209-004	บริษัท จริ่งใจ จำกัด	2,140.00	Close	DIV200612-001		อิสระ จิตรส
<input type="checkbox"/>	22/05/2563	DE63-0500016	A6209-004	บริษัท จริ่งใจ จำกัด	1,070.00	Close	DIV200522-001		อิสระ จิตรส
<input type="checkbox"/>	12/05/2563	DE63-0500015	00001	บริษัท โปรซอฟท์ ไอทีโอ จำกัด	5,350.00	Open	DIV200512-001	ABC-120563/0...	นฤมล เหมตร
<input type="checkbox"/>	07/05/2563	DE63-0500014	00001	บริษัท โปรซอฟท์ ไอทีโอ จำกัด	1,070.00	Open	DIV200507-001		อิสระ จิตรส
<input type="checkbox"/>	27/04/2563	DE63-0400013	00001	บริษัท โปรซอฟท์ ไอทีโอ จำกัด	535.00	Close	DIV200427-001		จิณห์วรา มัง
<input type="checkbox"/>	24/04/2563	DE63-0400012	00001	บริษัท โปรซอฟท์ ไอทีโอ จำกัด	500.00	Close	DIV200424-001		อิสระ จิตรส
<input type="checkbox"/>	22/04/2563	DE63-0400011	00001	บริษัท โปรซอฟท์ ไอทีโอ จำกัด	32,100.00	Close	DIV200422-001		จิณห์วรา มัง
<input type="checkbox"/>	03/04/2563	DE63-0400010	A6209-00056	หจก. กวางโจว โอเค	535.00	Open	DIV200403-001		อิสระ จิตรส
<input type="checkbox"/>	06/03/2563	DE63-03001010	A6210-007	บริษัท โปรซอฟท์ เอ็กพีเรียด ...	2,000.00	Close	DIV200306-001		อิสระ จิตรส
<input type="checkbox"/>	27/02/2563	DE63-0200009	A6209-00056	หจก. กวางโจว โอเค	2,140.00	Partial	DIV200227-001		นฤมล เหมตร

⏪ ⏩ 1 2 3 20 Items per page 1 - 20 Items From 52 Items 🔄

3. In the "Basic Data" is to save the details of the documents received deposits such as customer ID number. the document on the document, the user should fill in the form marked "\*" are required Figure.



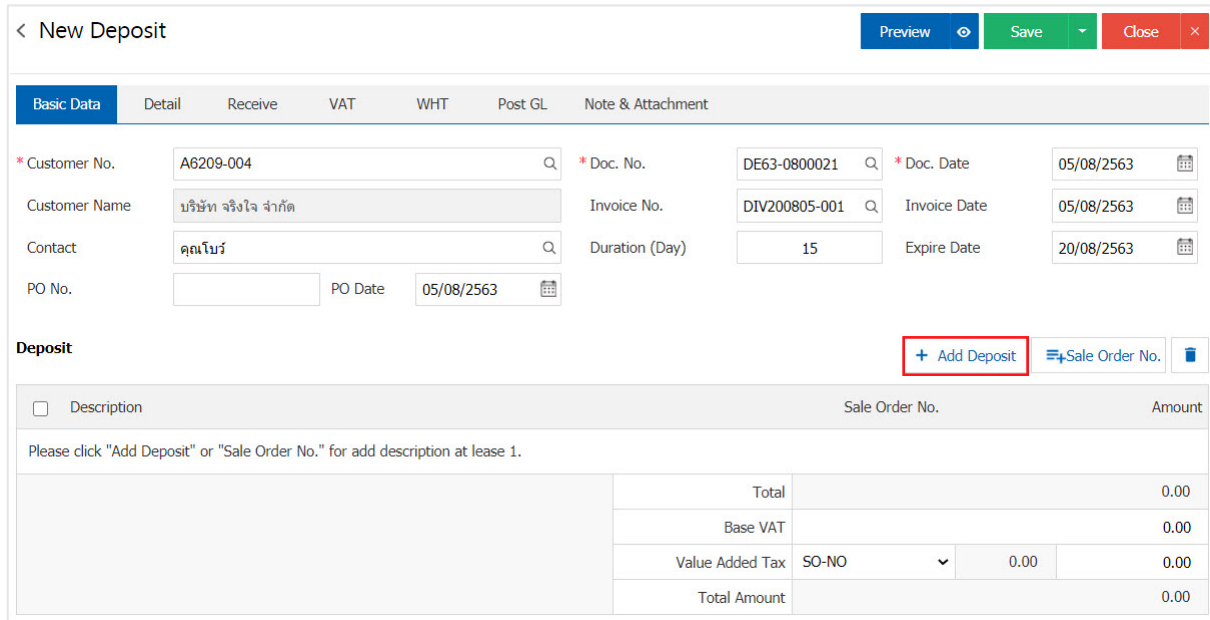
**Basic Data** | Detail | Receive | VAT | WHT | Post GL | Note & Attachment

\* Customer No. A6209-004 | \* Doc. No. DE63-0800021 | \* Doc. Date 05/08/2563  
 Customer Name บริษัท จรุงใจ จำกัด | Invoice No. DIV200805-001 | Invoice Date 05/08/2563  
 Contact คุณโบว์ | Duration (Day) 15 | Expire Date 20/08/2563  
 PO No. | PO Date 05/08/2563

**Deposit** | + Add Deposit | Sale Order No.

Description	Sale Order No.	Amount
Please click "Add Deposit" or "Sale Order No." for add description at lease 1.		
Total		0.00
Base VAT		0.00
Value Added Tax	SO-NO	0.00
Total Amount		0.00

4. In the list of deposits. Users can deposit Multiple entries by pressing the "+ Add Deposit" in Figure.



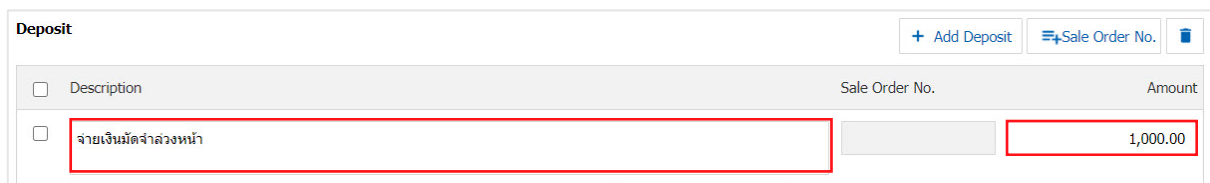
**Basic Data** | Detail | Receive | VAT | WHT | Post GL | Note & Attachment

\* Customer No. A6209-004 | \* Doc. No. DE63-0800021 | \* Doc. Date 05/08/2563  
 Customer Name บริษัท จรุงใจ จำกัด | Invoice No. DIV200805-001 | Invoice Date 05/08/2563  
 Contact คุณโบว์ | Duration (Day) 15 | Expire Date 20/08/2563  
 PO No. | PO Date 05/08/2563

**Deposit** | + Add Deposit | Sale Order No.

Description	Sale Order No.	Amount
Please click "Add Deposit" or "Sale Order No." for add description at lease 1.		
Total		0.00
Base VAT		0.00
Value Added Tax	SO-NO	0.00
Total Amount		0.00

5. The system displays the item description. Users can specify item descriptions. And specify the amount as shown in Figure.



**Deposit** | + Add Deposit | Sale Order No.

Description	Sale Order No.	Amount
จ่ายเงินมัดจำล่วงหน้า		1,000.00

6. The user can reference "Sales Order No." > "Select Order" below.

Deposit			+ Add Deposit	=> Sale Order No.	🗑
<input type="checkbox"/>	Description	Sale Order No.	Amount		
<input type="checkbox"/>	จ่ายเงินมัดจำล่วงหน้า		1,000.00		
<input type="checkbox"/>	ABC-251162/001-3	ABC-251162/001-3	2,100.00		

7. The total deposit amount will be included at the end of the bill below. The user can select the tax that appears at the end of the document. The tax information will refer to the information as the user set up "Set up receivables" or "Set sales tax information" as in the picture.

Total		1,000.00
Base VAT		1,000.00
Value Added Tax	SO-EX07	100.00
Total Amount		1,100.00

- SO-NO
- SO-D7
- SO-DF
- SO-DIN7
- SO-EX07
- SO-EX7
- SO-IN7

8. In the "Detail" is a reference data the client user is set up to display the address of the customer from beginning users to edit data in this section. Including the sales department and responsible tasks Figure.

< New Deposit

Preview
Save
Close

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Basic Data

**Detail**

Receive

VAT

WHT

Post GL

Note & Attachment

**Billing Information**

Billing Address	287 ม.5 ด.สันทรายน้อย อ.สันทราย จ.เชียงใหม่	Tax ID		Branch No.	Head Office
		Phone		Fax	

**Sale Information**

* Owner	EMP-1910001	ชมลวรรณ งามพิง	Cost Center		
Department	DEP-001	แผนกเทคโนโลยีสารสนเทศ	Internal Order		
Territory					

**Other Information**

* Payer No.	A6209-004	บริษัท จรุงใจ จำกัด			
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9. In the "Receive" is to record details on the payment deposit. The user must log on. Customers have to pay a deposit account yet. Either in the form of cash Check / credit card or money transfer, etc. "Includes all money paid" must be equal. "Total revenues were" below.

< New Deposit Preview Save Close

Basic Data Detail **Receive** VAT WHT Post GL Note & Attachment

**Receive**

Cash	<input type="text" value="100.00"/>	Total	<input type="text" value="1,100.00"/>
Bank Fees	<input type="text" value="20.00"/>	Other Revenue	<input type="text" value="0.00"/>
Other Expenses	<input type="text" value="50.00"/>		
Cheque	<input type="text" value="500.00"/>		
Credit Card	<input type="text" value="200.00"/>		
Transfer	<input type="text" value="230.00"/>		
Withholding Tax	<input type="text" value="0.00"/>		
Total Receive	<input type="text" value="1,100.00"/>	Total Revenue	<input type="text" value="1,100.00"/>

**Cheque** Add Cheque + [edit] [delete]

<input type="checkbox"/>	Type	Bank	Branch	CQ No./Credit ...	CQ Date/Expir...	Amount	Balance Amo...	Deduct Amo...	Remark
<input type="checkbox"/>	Cheque	Bank-002	พญาไท	SCB2305011	07/08/2563	500.00	500.00	500.00	
<input type="checkbox"/>	Credit Card	Bank-001	พญาไท	5211000001	07/08/2563	200.00	200.00	200.00	
Total								<input type="text" value="700.00"/>	

**Transfer In** + [edit] [delete]

<input type="checkbox"/>	Bank Account	Bank	Branch	Account Number	Amount	Remark
<input type="checkbox"/>	KTB	Krungthai Bank	จตุจักร	2562534521	230.00	
Total					<input type="text" value="230.00"/>	



10. In the "VAT" is a detailed record of VAT. The system displays the current value added tax as the main tax from recorded data. Users can add or edit the VAT by pressing the "+" button to add information. Value added "+" to make a change. The system will retrieve the user has set up a tax. "The debtor" and "Tax preferences" and the system will calculate taxes automatically, as shown in Figure.

< New Deposit Preview Save Close

Basic Data Detail Receive **VAT** WHT Post GL Note & Attachment

VAT + ✎ 🗑

<input checked="" type="checkbox"/>	Invoice No.	Invoice Date	Description	Base VAT	% VAT	VAT Amount
<input checked="" type="checkbox"/>	DIV200807-001	07/08/2563	Deposit fromบริษัท จริ่งใจ จำกัด	1,000.00	10.00	100.00

Base VAT: 1,000.00 VAT Amount: 100.00

Edit VAT ✕

\* Invoice No.

\* Invoice Date 📅

\* Description

\* Base VAT

\* VAT ▼

\* VAT Amount

\* Period No. 🔍

Type ▼ \* Time

OK Cancel



11. In the "WHT" is to save tax withholding in cases where tax is deducted at source. by pressing the "+" button will display the recorded tax withholding, the user should fill in the form marked "\*" are required, then press the "+" button to create a tax rub. Withholding users to "opt out" tax> "Enter the amount you pay"> "✓" to save the image.

< New Deposit Preview Save Close

Basic Data Detail Receive VAT **WHT** Post GL Note & Attachment

**Withholding Tax** + ✎ 🗑

<input type="checkbox"/>	Doc. No.	Doc. Date	Month/Year	Accounts Receivable	Amount	WHT Amount	Received Doc.
					0.00	0.00	

**Withholding Tax** ✕

\* Doc. No.   Received Withholding Tax Document

\* Doc. Date

\* Payer No.

\* Tax ID  \* Branch

\* Address

\* Payer Type

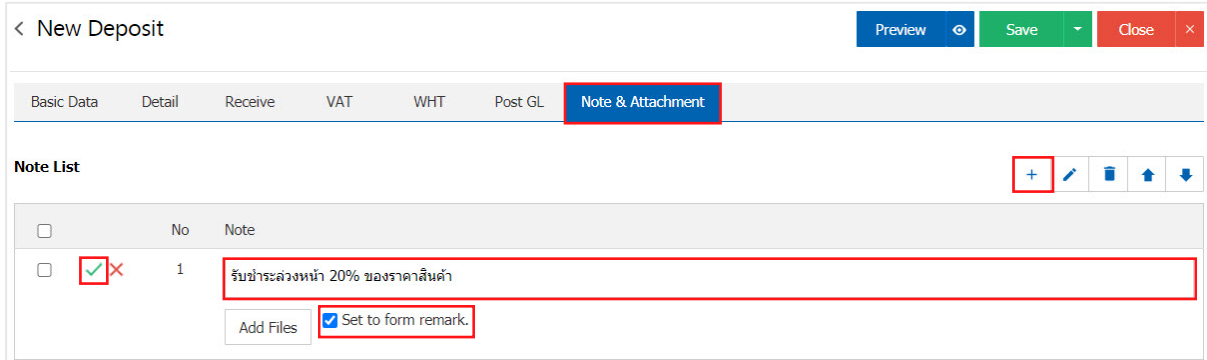
**Withholding Tax** + ✎ 🗑

<input type="checkbox"/>	Withholding Tax	Tax Rate %	Pay Amount	WHT Amount
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text" value="ภาษีหัก ณ ที่จ่าย"/>	3.00	<input type="text" value="1,000.00"/>	30.00
Total			0.00	0.00

OK Cancel

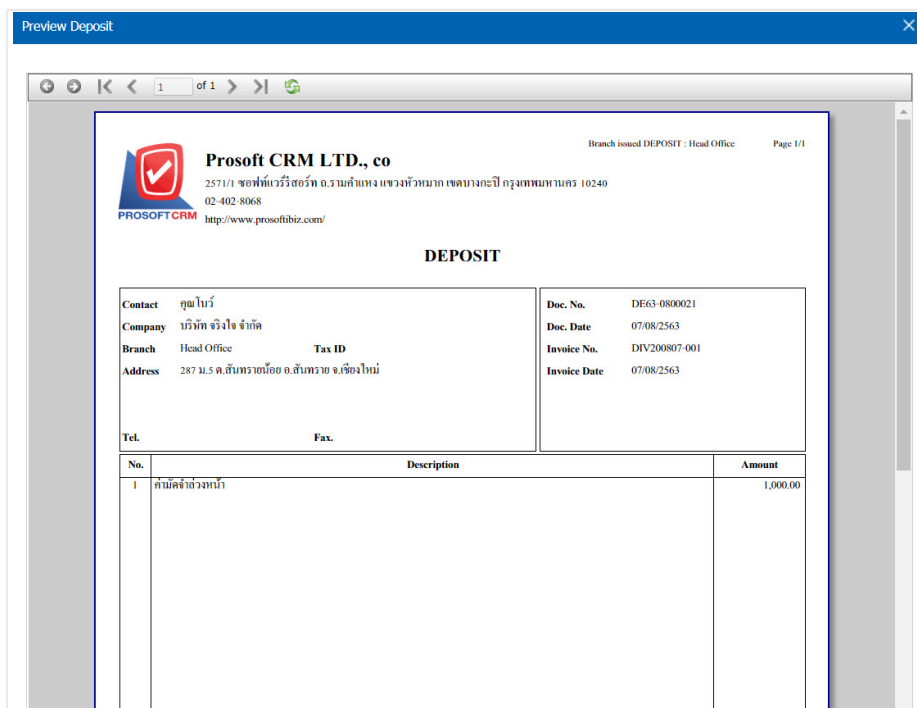
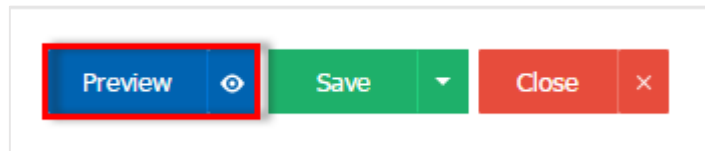


12. . In the "Note & Attachment" is to note the bill. Users can specify the notes you want by pressing the "+" > "specify the desired" > "✓Set to form remark" used in the definition. Because the bill of over 1 and up to the present in the form> "✓" to save the image.



- \* Note: The "▲" and "▼" to scroll the text up. Or according to user requirements.
- \* Note: If the user has other documents. According to the document deposit, the user can "Add Files" documents.

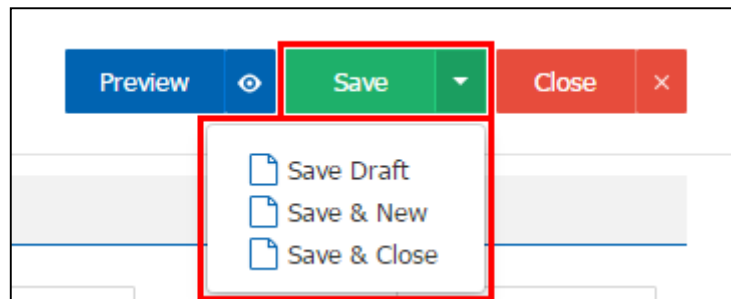
13. The user can press the "Preview" button to save the document first deposit. To determine the accuracy of the information shown.





14. After the check is complete, press the "Save" button at the top right of the screen to save the documents received deposits. The recorded data can be divided into 4 recording format is as follows:

- Save to save the document with the usual deposit data is successfully saved.
- Save Draft to save a draft document. When users save documents to receive deposits. Already The system will display a document received deposits draft immediately.
- Save & New to save and open documents received deposits recorded a new user logs on. Document information received deposits already The system will display the recorded document deposit immediately.
- Save & Close to save and return to receiving the deposit. When a user logs Documents received deposits already Will be added to the list to receive all deposits immediately.



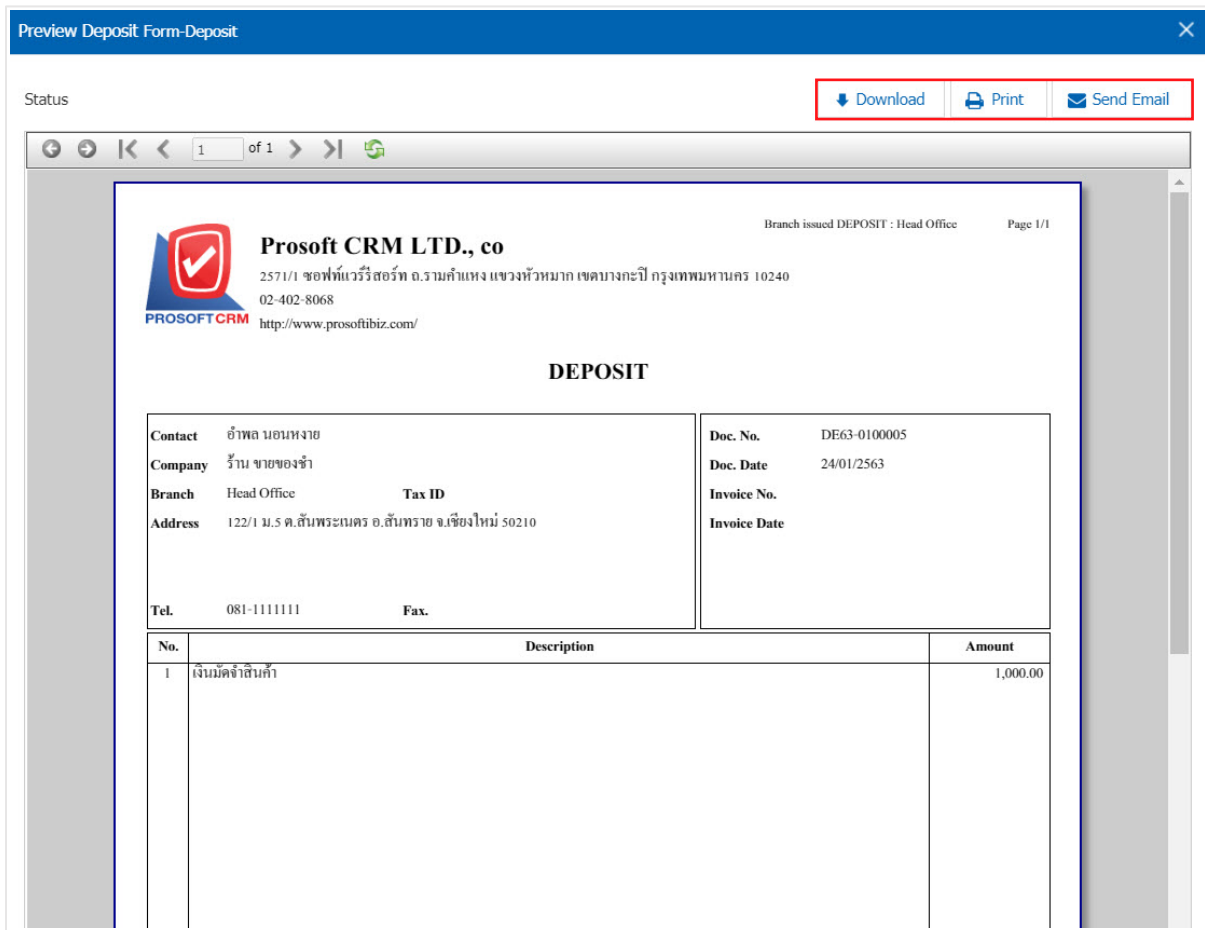


### The downloading, printing and e-mailing documents received deposits

1. When a user creates a document deposit is completed, you want to download. Print or email the user to press the "🖨️" button on the top right of the screen. In the document deposit Figure.



2. The system will display a form document deposit. The user can select the button "Download" "Print" or "Send Email" on the top right of the screen. According to user needs immediately following.



\* Note: The documents received deposits. Will be in the form of extension. PDF .