Prosoft CRM Co., Ltd.

2571/1 Software Resort, Ramkhamhaeng Rd.Huamak, Bangkapi, Bangkok 10240

Tel.:02-402-6141, 02-402-6143-4, 02-402-6561 **Email:** support@myaccount-cloud.com **Website:** www.myaccount-cloud.com

Daily (Regular)

Means to save the account information of the company occur regularly, such as rent housing, expense reimbursement, etc. and regular monthly statement to the Post Ledger's system. The Post GL entries from other systems. Will not be able to edit the menu daily

The recording of documents daily

Recording window to break into 5 parts:

- Tab Basic Data is a detailed record of daily entries include the document number, date of the document and posting etc.

- Tab VAT is to record the details of VAT, including that invoice. The invoice descriptions tax base and tax amount, etc.

- Tab WHT is to save tax withholding - tax withholding include: Document Number Document Date Month / year paid a debtor - creditor number. payments and tax withholding, etc.

- Tab Note & Attachment is to record detailed notes. Item Description Conditions and attach additional documentation

- Tab Define Field is the data that users generate more forms to fill out manually (Tab Define Field will only appear if it is set Define Field only)

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The document lists daily

1. The user can save the document lists a daily menu by pressing the "Accounting"> "General Ledger" > "GL Recurring" as shown in Figure
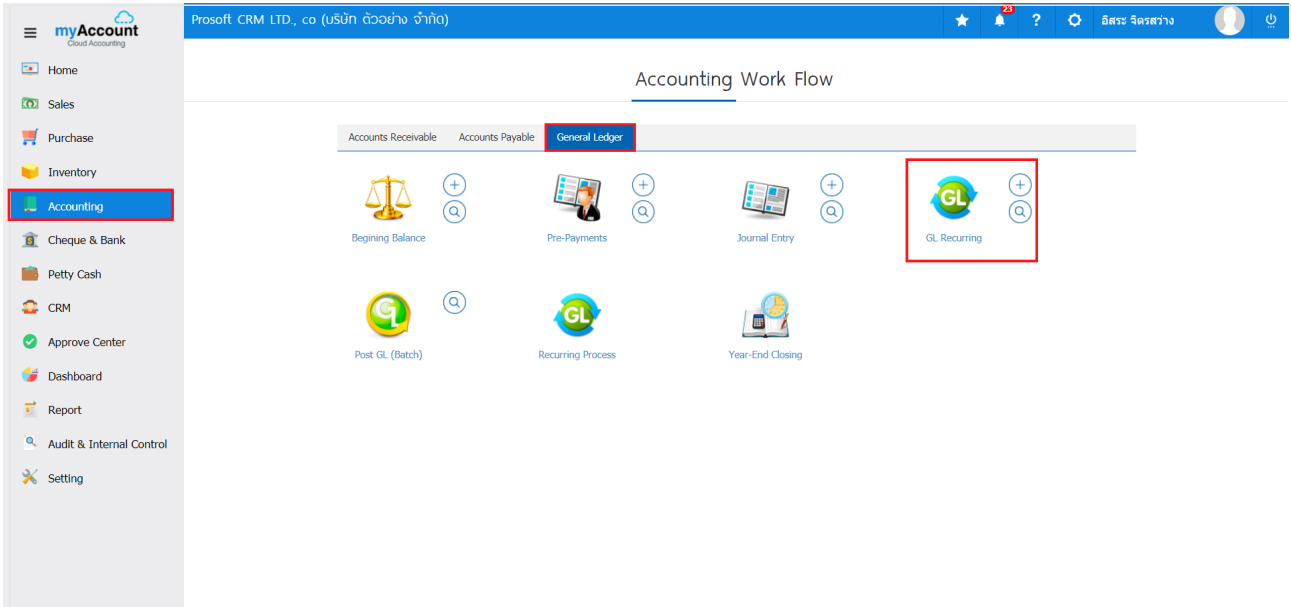
2. The system will then display. List daily (regular) users can create documents daily (routine), the new device by pressing the "New" button at the top right of the screen shown in Figure

GL Recurring

		Doc. Date	Doc. No.	Detail	Amount	Start Date	End Date	Last Day	Next Day	Status
☐	✏🗑	03/04/2020	GLR200403-001		0.00	01/01/2020	31/12/2020		30/12/2020	Open
☐	✏🗑	27/01/2020	GLR200127-001	เงินเดือนไก่	10,000.00	01/01/2020	31/12/2020		30/12/2020	Open
☐	✏🗑	22/11/2019	GLR191122-001	รายการปรับปรุง	0.00	22/11/2019	22/11/2020		01/12/2019	Open
☐	✏🗑	20/09/2019	GLR190920-001		0.00	20/09/2019	20/09/2020		20/09/2019	Open
☐	✏🗑	05/02/2019	GLR190205-001		100,000.00	05/02/2019	01/02/2020		28/02/2019	Open
☐	✏🗑	31/01/2019	GLR1901001		5,000.00	31/01/2019	28/02/2019		28/02/2019	Open
☐	✏🗑	26/10/2018	GLR181026-001		9,000.00	01/10/2018	31/10/2019		30/10/2018	Open
☐	✏🗑	02/10/2018	GLR181002-001	จ่ายค่าเช่าตึก	5,000.00	02/10/2018	31/01/2019		25/10/2018	Open
☐	✏🗑	02/10/2018	GLR181002-002	จ่ายค่าเช่าตึก	5,000.00	02/10/2018	31/01/2019		25/10/2018	Open
☐	✏🗑	02/10/2018	GLR181002-004		500.00	02/11/2018	10/11/2018		02/11/2018	Open
☐	✏🗑	27/09/2018	GLR180927-001	จ่ายค่าเช่าตึก	15,000.00	01/10/2018	31/12/2019		25/10/2018	Open
☐	✏🗑	08/07/2018	GLR180708-001	ถอนเงินสด	12,000.00	08/07/2018	31/07/2019	08/11/2018	08/11/2018	Open
☐	✏🗑	08/07/2018	GLR181002-003	ซื้อสินค้า	12,000.00	08/07/2018	31/07/2019	10/02/2019	10/02/2019	Open

1 - 13 Items From 13 Items

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3. In the Tab "Basic Data" is to record detailed information. daily transactions that occur regularly online. Each web

- Document number is the document number list daily (fiscal) program, which will automatically Running document number. Users can perform a modified form of the document number at Setting> General> No Running

- Document date is the record date, which record daily papers (identification), the system displays the current document is always recorded. Users can choose to display the document on Digital Setting> the General> the General the Option

- Description is recorded description of daily (regularly) for which the user can specify whether or not specified

- Information is recorded. List daily (routine), according to which the user can be identified or not identified

- The start date is the start date of recording daily (routine)

- The end date is specified. At the end of the recorded daily (routine)

- Frequency (months) is to specify how often you want to save money on each month

- Processing date is the date you want the processing of transactions daily (Daily)

- Processor is the latest to show the date of processing of transactions daily (regularly) the latest

- Next date is the date to complete the processing of transactions daily (regularly) in the next. based on the frequency and date of processing challenges listed

- Posted a record daily transaction account "debit, credit," the desired information by pressing the "Select account"> "code Blue. Account required "To insert an account, click" Insert "button to insert a row into account. To save If you want to delete an unwanted press " 🗑 "

- Debit - credit is a record amount of transactions. Or events that occur

- Cost Center is recorded daily by the project, type of work, or to work outside so users can browse the daily reports. And Ledger report by Cost Center users can add or edit code Cost Center to Setting> GL> Structural Cost Center> Cost Center

- Name Internal Order from the recorded daily by department, job title, or internal. for example, users can view reports daily. Ledger report by the Internal Order and users can add or edit code on Internal Order Setting> GL> Structure Internal Order> Internal Order

- Note is to specify other details. That helps to alert Or by individual account

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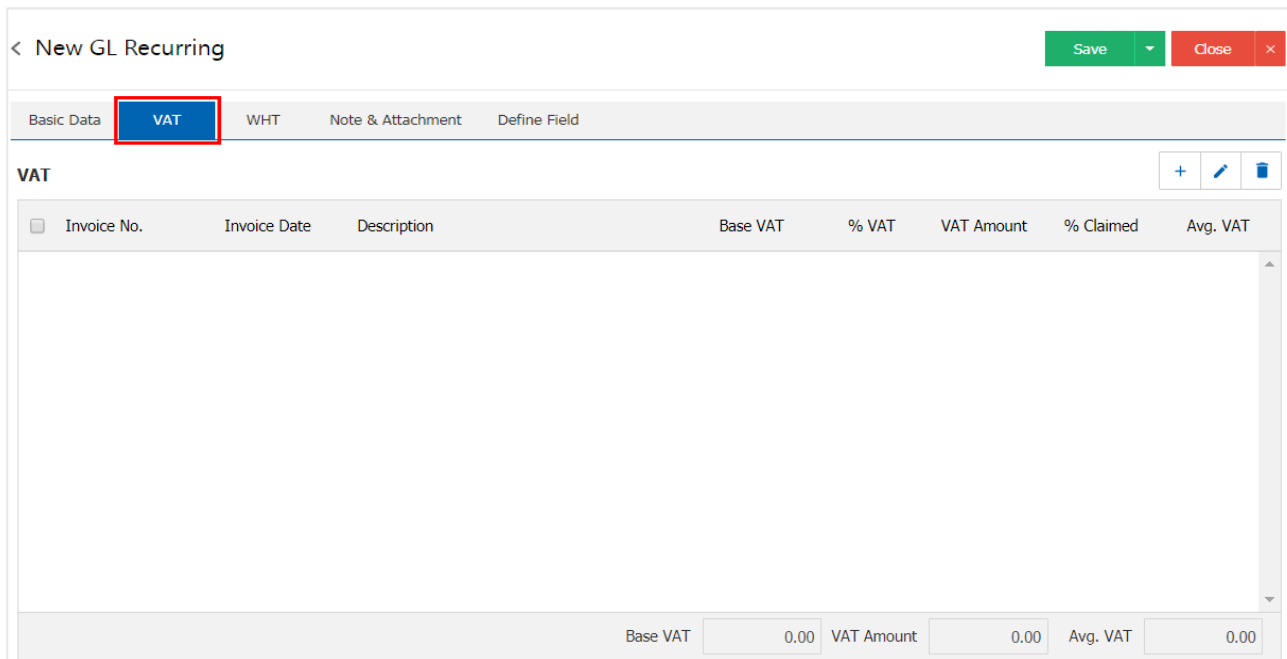
4. In the Tab "VAT" VAT is recorded. In order to present a report on the tax system (Tax Report) which allows users to record tax value by pressing the "+" button, which will show Pop - Up Details are as follows:

- The number of newly issued is identified. document No. VAT Used to browse by document number in the VAT report

- Tax Group is a selection of the VAT. There are two groups:
    - Tax options in case the user has to buy the product. Or services payable
    - If the sales tax option is available with the sale. Or with respect to trade

- taxpayer ID number is fixed. Taxpayer's accounts receivable or accounts payable

- No tax is to identify, document number, check with a tax for farms that such documents be delivered. IRS officials

- Invoice date is the record date of invoice. VAT friends or dates of the date of the document. Such shipments to tax officials. The program is always present at Default

- Description is to record detailed explanation of the VAT incurred. For users to know VAT and shown in the report

- The tax base is the amount used to calculate VAT

- Tax is a form of tax. Buy a 3 types split off, the VAT included in or excluded. The tax is set at Setting> Accounting> Tax

- Tax identification number, VAT is incurred. The application will be processed according to the tax base and the tax for which they are set automatically

- Claimed is VAT%. Take the case of VAT refund to accounts payable, which is expressed in a percentage (%), only the user can set up a Digital Setting>, Accounting> of Tax the Option

- For tax average is the activation tax average

- The average sales tax is the tax that the average user has set. The application will be processed by automated% Claimed

- Installment is to choose the date of birth. Or the date of payment of VAT. Users must Defined period at Setting> General> period, if the user is not challenged. Building period will not be recorded. In such moments it

- Type is to choose the form of filing VAT. There are two types :
  - Filing regular VAT is to stand by time period prescribed by the Revenue Commissioners
  - filing of additional cases filed at the weekend. But the document has not been filed. Then add to file next month

	Invoice No.	Invoice Date	Description	Base VAT	% VAT	VAT Amount	% Claimed	Avg. VAT

Base VAT 0.00 VAT Amount 0.00 Avg. VAT 0.00

Add VAT

เลขที่ออกใหม่	JV180417
VAT Group	Input Tax ▼ * Tax ID 0105558186703
* AP. No.	AP-0000038 🔍 Company หยวนซิ่ว เกษตรวิทยาศา
* Invoice No.	JV180417
* Invoice Date	13/04/2020 📅
* Description	จ่ายเงินเดือนประจำเดือนมีนาคม 2020
* Base VAT	10,000.00
* VAT	DOP-EX9 ▼ 7.00
* VAT Amount	700.00
* % Claimed	100.00 ☑ Use Average TAX
* Avg. VAT	700.00
* Period No.	4/2020 🔍
Type	Ordinary Filing ▼ * Time

OK   Cancel

5. In the Tab "WHT" is to save the details of tax deducted at source - Withholding tax expense consists

- Tax withholding is to record the details of tax deducted at source from the Trade

- Tax withholding is to record details of withholding tax on accounts payable. The user can save tax withholding - tax withholding by pressing the "+" button, which will show Pop - Up Up Details are as follows:

- The document number is an identifying number on tax documents. was withholding - tax withholding to bring No. such documents submitted to tax officials

- Document date is the record date of the tax withholding - tax withholding purposes. The date of delivery of such documents to tax officials. The application will always Default, as at present

- Installment is to choose the date of birth. Or the date of the tax deducted at source - Withholding tax paid by users must apply. Defined period at Setting> General> period, if the user is not challenged. Building period will not be able to record data over time such

- Player code is selecting a list of accounts receivable. The tax is deducted at source, or a list of payable tax withholding to bring such information to be displayed in the certificate, withholding, tax is deducted at source, tax deduction. withholding tax withholding and reporting

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- Type (filing) is to choose the form of filing tax withholding - tax withholding which are 2 types:

  - Yue. The normal course is to tax deducted at source - Withholding tax paid over the period. Revenue officials determined
  - Filing of additional cases of skin. Filing tax withholding - tax withholding order, but the document has not been filed. Then add in the next month to file

- Type (PND) is a form of filing income tax withholding under Section 3 and Section 69 bis Assays There are 4 types:

  - Security. 1 income tax is income tax withholding under Section 50 (1) of the Revenue Code, for an individual, partnership, firm, association or group of persons as payers of assessable income under Section 40 (1) and 40 (2.) of the Each mass taxable to the person liable to pay personal income tax
  - PND 2 is the income tax withholding under Section 50 (2) of the Revenue Code, for an individual, partnership, firm, association or group of persons as payers of assessable income under Section 40 (3). 40 (4) of the Code, a person liable to income tax
  - PND 2 is the income tax withholding under Section 50 (2) of the Revenue Code, for an individual, partnership, firm, association or group of persons as payers of assessable income under Section 40 (3). 40 (4) of the Code, a person liable to income tax
  - PND 53 is applied to the income of the business. Business services to its clients as the "payers" have the duty to deduct tax as part of the service. The tax withholding, the IRS requires that the Company Limited Partnership (registered) and Company (Thailand) Limited has paid. Assessable income under Section 40 shall be deducted each time paying assessable income under the threshold. Conditions according to the law and apply the tax withholding deducted shall submit the Revenue Department within 7 days of the following month calendar tax

- Time that is specified in the tax deducted at source. tax withholding more
- Payer is to select the form of payment. There are 4 types:
  - Issued once the issue is tax withholding - tax withholding only once
  - Off forever is to be issued tax withholding - tax withholding at a time. Purchase Or services

- deduct tax at source is to issue tax withholding - tax withholding in the form of documents, withholding only

- The other is a note in the tax documents were broken. withholding - tax withholding

- Detail recording the details of the tax withholding - tax withholding such type of tax withholding, Section, tax rates (%) amount. the Village the And the amount of withholding

Withholding TAX

* Doc. No.	WHT200413-000			
* Doc. Date	13/04/2020	April	2020	* Period No. 4/2020
* Payer No.	AP-0000038	บริษัท หยวนซิ่ว เกษตรวิทยาศาสตร์		* Type Ordinary Filing
* Tax ID	0105558186703	* Branch Head Office		* Time
* Address	เลขที่ 184 ถนน อัษฎางค์ วังบูรพาภิรมย์ พระนคร กรุงเทพมหานคร 10200			
* Type	P.N.D. 53			
* Payee Type	Withholding Tax			

WHT Return + ✏ 🗑

	WHT Name	Section	Tax Rate %	Pay Amount	WHT Amount
✓ ✗	3% ค่าบริการ	3 เตรส การจ่ายเงิ	3.00	150,000.00	4,500.00

	Total			0.00	0.00

OK Cancel

6. 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

New GL Recurring

Save Close ✕

Basic Data	VAT	WHT	Note & Attachment	Define Field

Note List + ✏ 🗑 ⬆ ⬇

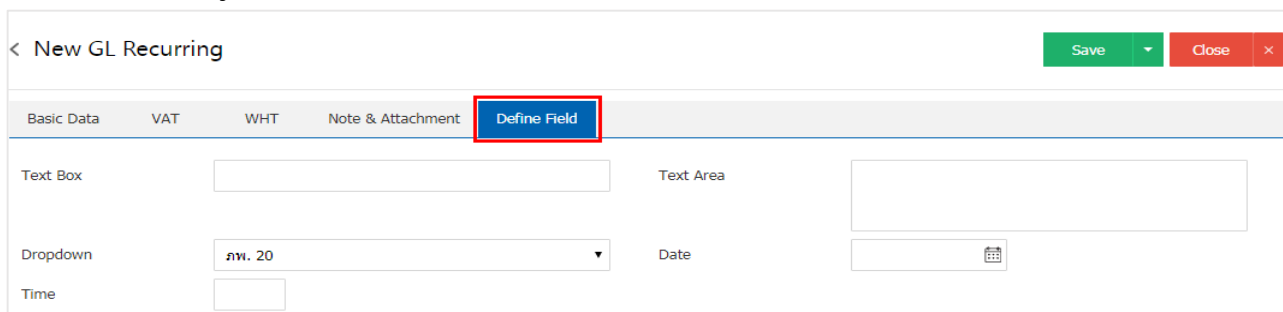|	No	Note
✓ ✗	1	ค่าเช่าอาคารสำนักงาน

Add Files ☑ Set to form remark.

* Note: The "⬆" and "⬇" to scroll the text up. Or according to user requirements

* Note: If the user has other documents referenced in this document were prepared to pay to bring tea. The user
can "Add Files" documents other

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7. Tab "Define Field" is data that users generate more forms to fill out manually Define Field which will feature all five forms:

   ▪ Data Format Text Box is a small text box. The user can not enter. A limited number of characters And enter only one line only

   ▪ Format Text Area is to display large text box model. The user can enter An unlimited number of characters. And enter the pattern lines

   ▪ Forms Dropdown is a display format options. The user can set the option in the menu "Digital Setting"> "the General"> "the ENUM"

   ▪ Style Date is the date format month year

   ▪ Style Time Is The Time

* Note: Tab Define. Field will only appear if it is set Define Field only

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

   ▪ Save the document lists a normal day. Available data show that the record is complete

   ▪ Save Draft to save a draft document. When users log information daily check is complete, the system will display a list of the documents daily drafts immediately

   ▪ Save & New to save and open documents recording new lists daily. When a user logs Information Documents List daily quoted. The system will display a daily list of documents recording the new record is immediately

   ▪ Save & Close and Return to list daily. When a user logs The document is complete The system will display a daily list back immediately.