

## Payments (Payment)

Referring to the record when the payment of debts to creditor. A detailed record of payments, as well as a detailed list of cuts in pay.

### The document recording payment

Save data window is divided into 8 sections :

- Basic Data is saved profile data, documents, payments
- Detail is to record the details of the bill. The delivery of the responsible department
- Deposit is a detailed record of deposit. To retrieve the cut portion of the entity to pay
- Payment is recorded in detail how payments
- VAT is to record the details. VAT
- WHT is a detailed record of withholding tax
- Note & Attachment is to record the details. Description of Notes and conditions
- Define Field is the data that users generate more forms to fill out manually (Define Field tab will only appear if it is set Define Field only)

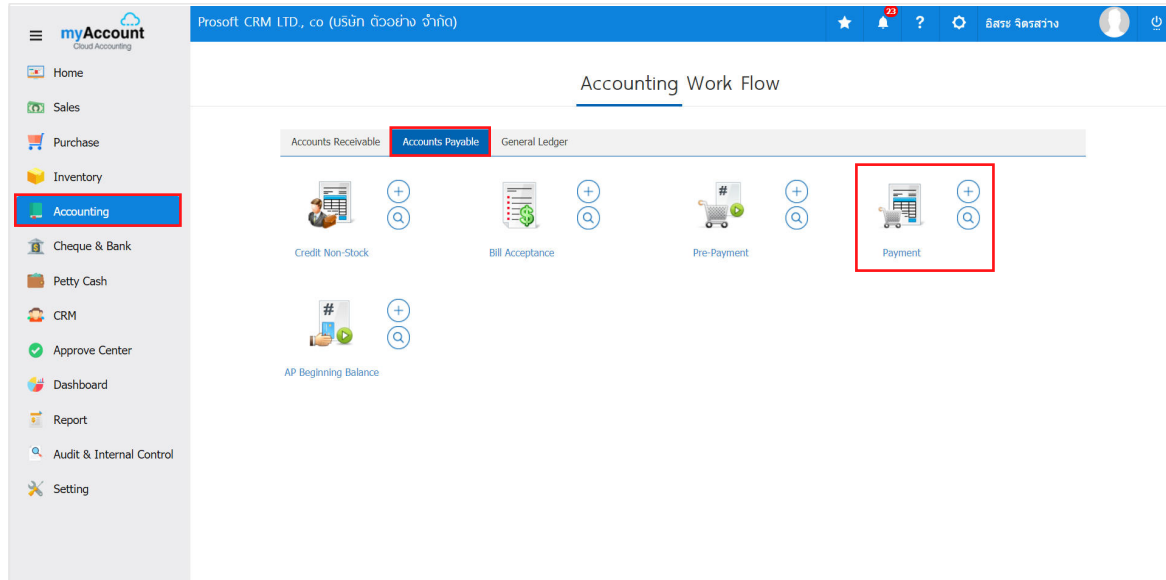
### The documents recording payment

Recording payments can save two ways :

- Document payments. Without reference document for credit / debt reduction accounts payable documents / document set. Other payables / receipt of invoice. Document preparation and settlement
- Document payments. With reference document for loan / credit memos, documents, accounts payable/ accounts payable documentation set. Other / receipts Billing Document preparation and settlement  
The program retrieves information such as name, list of creditors, which are shown in automatic payments. Users can update to complete

## The document repayment

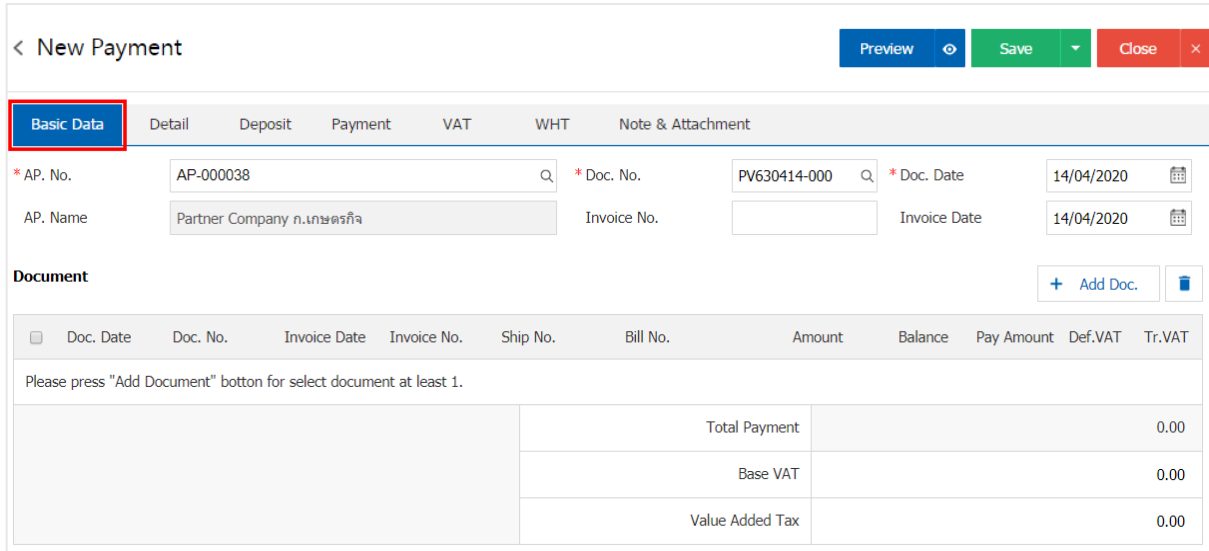
1. The user can document the payment by pressing the "Accounting" > "Account Payable" > "Payment" on Figure



2. The system will display the list of payments. Users can create documents, payment of debt by pressing the "New" button at the top right of the screen shown in Figure

Payment									
Doc. Date	Doc. No.	Invoice No.	AP. No.	AP. Name	Amount	Status	Owner		
05/04/2020	PV630405-001		AP-0001	บริษัท รุ่งฤดี จำกัด	20,865.00	Open	นวลชนก ตันวีเชียร		
03/04/2020	PV630403-000	123456	AAA	หจก. ดวงดีแพลร์	2,140.00	Open	จิตเพ็ญรา มังคละวงศ์		
03/04/2020	PV630403-001		0111	บริษัท MM จำกัด	535,000.00	Open	จิตเพ็ญรา มังคละวงศ์		
02/04/2020	PV630402-001	PV630402-001	AP-0003	บริษัท วายโอบู จำกัด	3,070.00	Open	อิสระ จิตรสว่าง		
02/04/2020	PV630402-002	APB200402-001	0111	บริษัท MM จำกัด	30,000.00	Open	อิสระ จิตรสว่าง		
12/03/2020	PV630312-000		0111	บริษัท MM จำกัด	52,965.00	Open	อิสระ จิตรสว่าง		
05/03/2020	PV630305-000	PV630305-000	AP-000038	หจก. ก.เกษตรกิจ	4,815.00	Open	อิสระ จิตรสว่าง		
05/03/2020	PV630305-001	PV630305-001	AP-0001	บริษัท รุ่งฤดี จำกัด	1,070.00	Open	อิสระ จิตรสว่าง		
05/03/2020	PV630305-002	PV630305-001	AP-0000038	บริษัท นวยนชัย เกษตรวิทย์ยา...	5,000.00	Open	อิสระ จิตรสว่าง		
20/02/2020	PV630220-000		0111	บริษัท MM จำกัด	267,500.00	Open	อิสระ จิตรสว่าง		
20/02/2020	PV630220-001		AP-0000001	บริษัท พาหนะ	5,350.00	Open	อิสระ จิตรสว่าง		
12/02/2020	PV630212-000		0111	บริษัท MM จำกัด	4,494.00	Open	นฤมล เนตรสว่าง		
12/02/2020	PV630212-001		AP-0006	บริษัท ดีอีเอฟ จำกัด	215,143.93	Open	นฤมล เนตรสว่าง		

3. In the "Basic Data" is to record detailed documentation payments, such as card accounts document number. Document date etc. users should fill in the form marked "\*" are required Figure



**New Payment** [Preview] [Save] [Close]

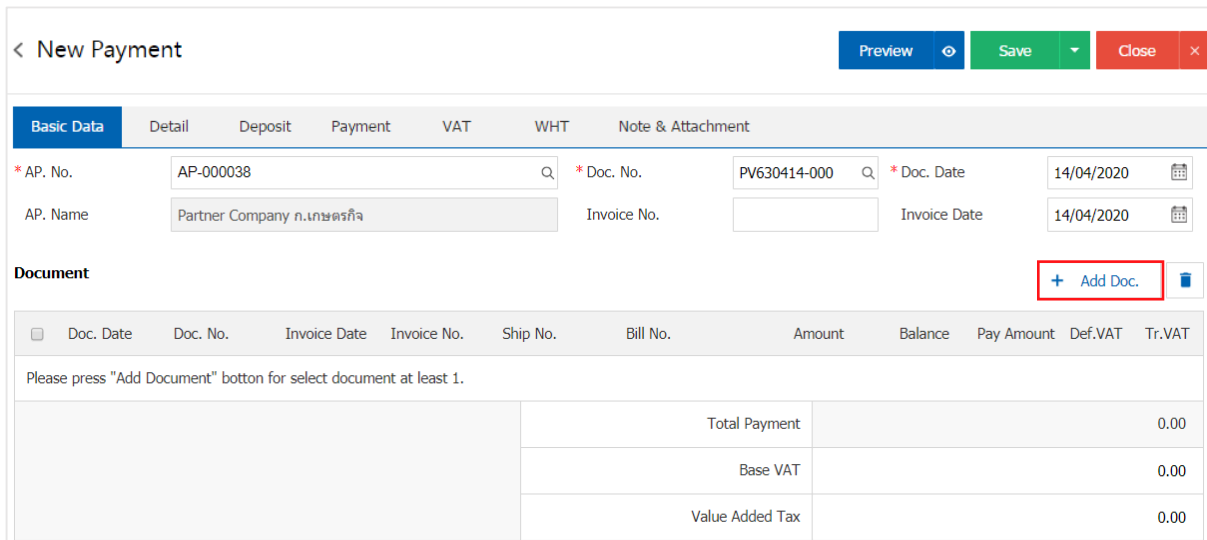
**Basic Data** | Detail | Deposit | Payment | VAT | WHT | Note & Attachment

\* AP. No. AP-000038 \* Doc. No. PV630414-000 \* Doc. Date 14/04/2020  
 AP. Name Partner Company ก.เกษตรวิสัย Invoice No. Invoice Date 14/04/2020

**Document** + Add Doc. [Trash]

Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount	Def.VAT	Tr.VAT
Please press "Add Document" button for select document at least 1.										
						Total Payment				0.00
						Base VAT				0.00
						Value Added Tax				0.00

4. In the list of documents. Users can add multiple documents by pressing the "+ Add Doc" document Figure



**New Payment** [Preview] [Save] [Close]

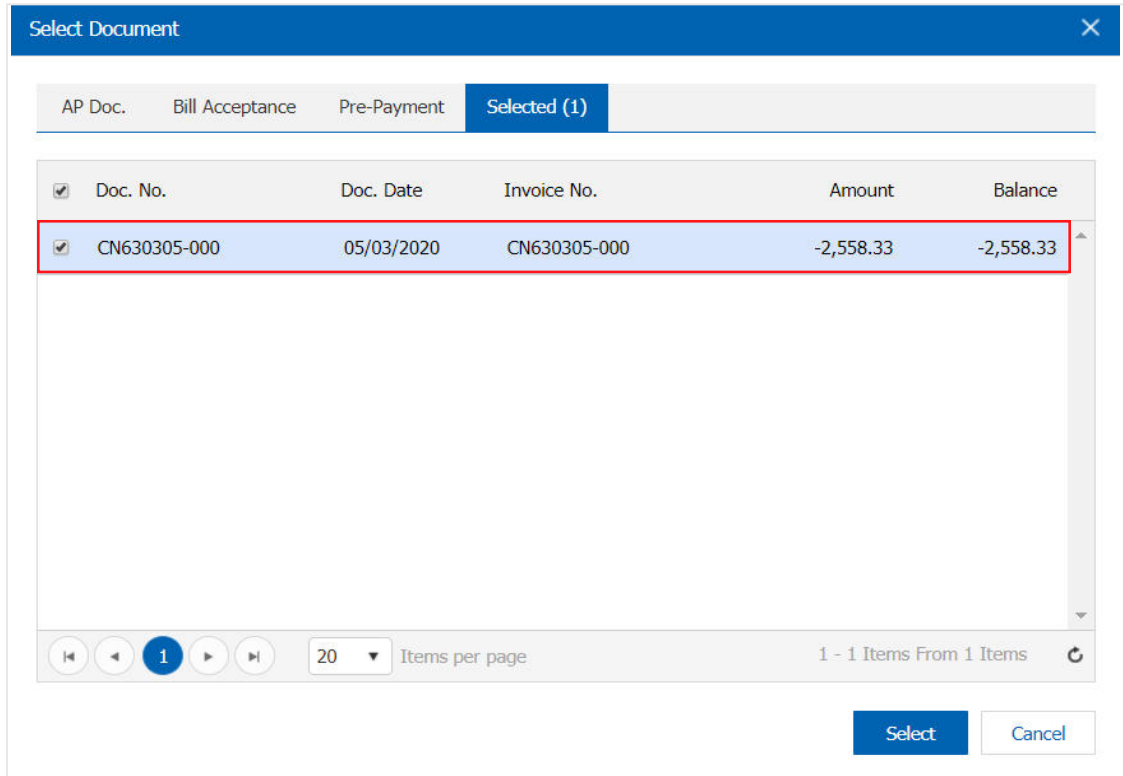
**Basic Data** | Detail | Deposit | Payment | VAT | WHT | Note & Attachment

\* AP. No. AP-000038 \* Doc. No. PV630414-000 \* Doc. Date 14/04/2020  
 AP. Name Partner Company ก.เกษตรวิสัย Invoice No. Invoice Date 14/04/2020

**Document** + Add Doc. [Trash]

Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount	Def.VAT	Tr.VAT
Please press "Add Document" button for select document at least 1.										
						Total Payment				0.00
						Base VAT				0.00
						Value Added Tax				0.00

5. The system will show all information such as document type, document date, document number, document number, etc. Figure

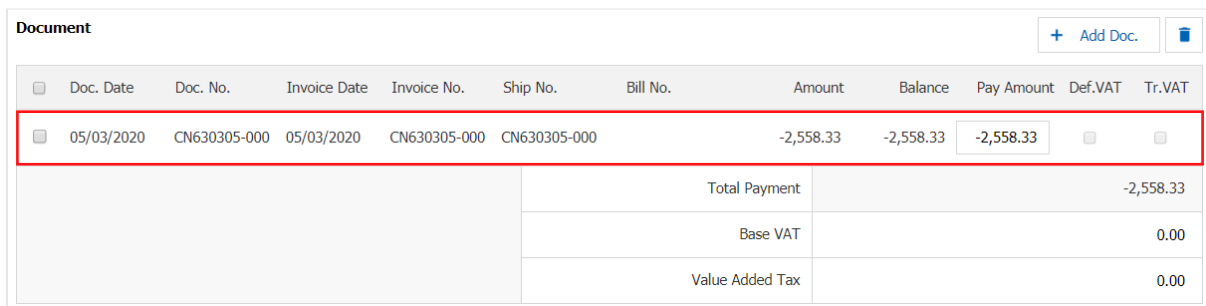


The screenshot shows a 'Select Document' dialog box with a blue header and a close button. Below the header are tabs for 'AP Doc.', 'Bill Acceptance', 'Pre-Payment', and 'Selected (1)'. A table lists document information with columns: Doc. No., Doc. Date, Invoice No., Amount, and Balance. One row is highlighted with a red border.

<input checked="" type="checkbox"/>	Doc. No.	Doc. Date	Invoice No.	Amount	Balance
<input checked="" type="checkbox"/>	CN630305-000	05/03/2020	CN630305-000	-2,558.33	-2,558.33

At the bottom, there are navigation buttons, a '20' items per page dropdown, and a status bar showing '1 - 1 Items From 1 Items'. 'Select' and 'Cancel' buttons are at the bottom right.

6. The user can set the amount to pay. During each Preferred payment method is cash

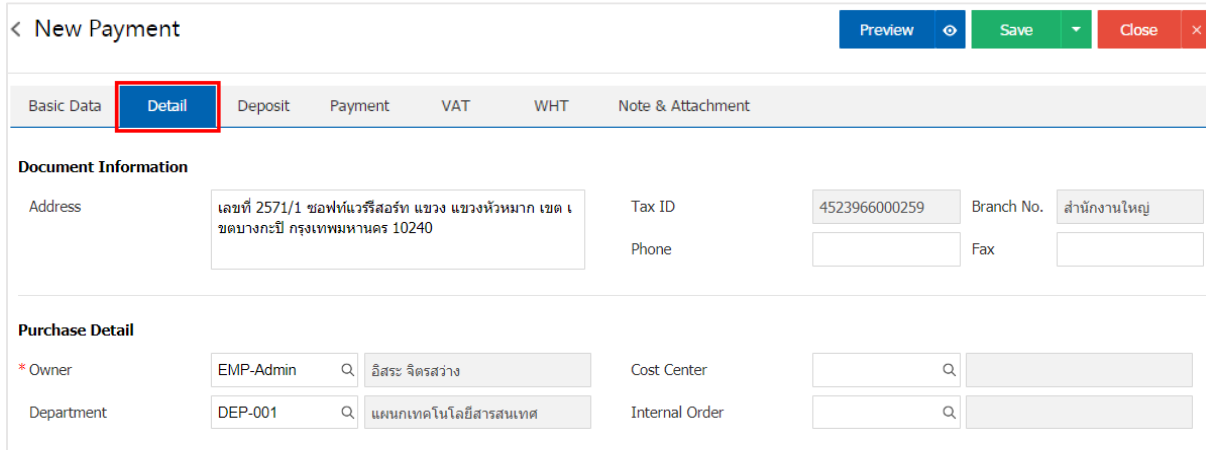


The screenshot shows a 'Document' table with columns: Doc. Date, Doc. No., Invoice Date, Invoice No., Ship No., Bill No., Amount, Balance, Pay Amount, Def.VAT, and Tr.VAT. A row is highlighted with a red border. Below the table is a summary section with rows for 'Total Payment', 'Base VAT', and 'Value Added Tax'.

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount	Def.VAT	Tr.VAT
<input type="checkbox"/>	05/03/2020	CN630305-000	05/03/2020	CN630305-000	CN630305-000		-2,558.33	-2,558.33	-2,558.33	<input type="checkbox"/>	<input type="checkbox"/>

Total Payment	-2,558.33
Base VAT	0.00
Value Added Tax	0.00

7. In the "Detail" will be based on information that is available to the creditors of the detailed address information. Since the beginning of creditors Users can modify information in this section. The responsible department Figure



**Document Information**

Address: เลขที่ 2571/1 ซอฟต์แวร์รีสอร์ท แขวง แขวงหัวหมาก เขต ุ  
เขตบางกะปิ กรุงเทพมหานคร 10240

Tax ID: 4523966000259

Branch No.: สำนักงานใหญ่

Phone: [ ] Fax: [ ]

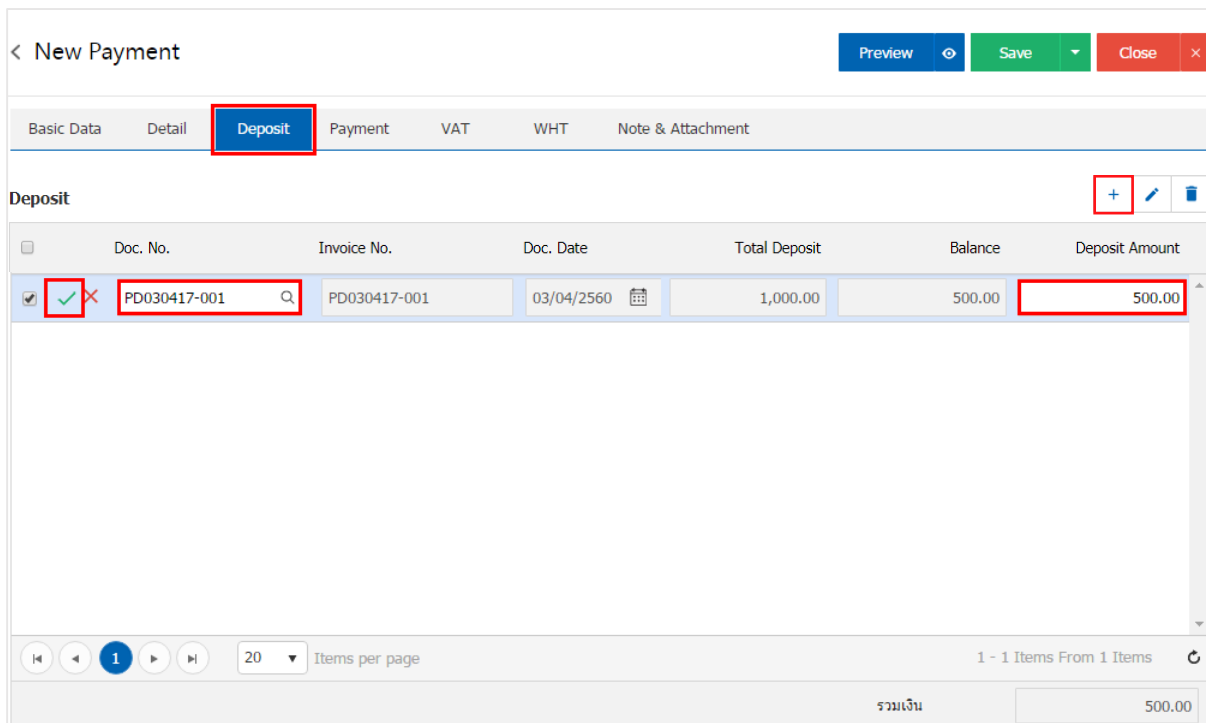
**Purchase Detail**

\* Owner: EMP-Admin | อิศระ จิตรสว่าง

Department: DEP-001 | แผนกเทคโนโลยีสารสนเทศ

Cost Center: [ ] Internal Order: [ ]

8. In the "Deposit" is a reference document deposit. The deposit can be pulled To cut pay The Company paid this by pressing the "+" > "select the document deposit" > "Enter the amount you want to edit" > "✓" to save the data in Figure



**Deposit**

Doc. No.	Invoice No.	Doc. Date	Total Deposit	Balance	Deposit Amount
✓ PD030417-001	PD030417-001	03/04/2560	1,000.00	500.00	500.00

รวมเงิน 500.00

9. In the "Payment" is to save money. How to pay in cash The user must log on. The Company has paid. Either in the form of cash, check or money transfer, etc. "Total Total Amount" shall be equal to the "Total Amount" below

< New Payment

Preview
Save
Close

Basic Data	Detail	Deposit	Payment	VAT	WHT	Note & Attachment
Total		0.00		Cash		400.00
Other Expenses		0.00		Purchase Discount		10.45
Bank Fee		0.00		Other Revenue		0.00
Interest Paid		15.20		Deposit		0.00
Over Payment		0.00		Cheque		100,000.00
Loss Payment (-)		0.00		Transfer		0.00
				WHT Name		0.00
<b>Total Amount</b>		<b>15.20</b>		<b>Total Payment</b>		<b>100,410.45</b>

**Cheque** Add Cheque +

<input type="checkbox"/>	Bank Account	Account Numb...	Bank	Cheque No.	Cheque Date	Amount	Balance Amo...	Deduct Amo...	Remark
<input type="checkbox"/>	000055	0221504471	Krungthai Bank	4317867	21/02/2020	100,000.00	100,000.00	100,000.00	
<b>Total</b>						100,000.00			

**Transfer Out** +

<input type="checkbox"/>	Bank Account	Bank	Branch	Account Number	Amount	Remark
<input checked="" type="checkbox"/>	KTB	Krungthai Bank	เมือง	2562534521	0.00	
<b>Total</b>					0.00	

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. "Setting payable" and "tax preferences" and the system will calculate taxes automatically, as shown in Figure

< New Payment Preview Save Close

Basic Data Detail Deposit Payment **VAT** WHT Note & Attachment

VAT + ✎

Invoice No.	Invoice Date	Description	Base VAT	% VAT	VAT Amount	% Claimed	Avg. VAT
<input checked="" type="checkbox"/> PV040417	14/04/2020	Payment toCompany หยวนซึ่ว เกษตรวิทยาศ...	2,984.98	7.00	208.95	100.00	208.95

Base VAT: 2,984.98 VAT Amount: 208.95 Avg. VAT: 208.95

Edit VAT ✕

\* Invoice No.

\* Invoice Date

\* Description

\* Base VAT

\* VAT

\* VAT Amount

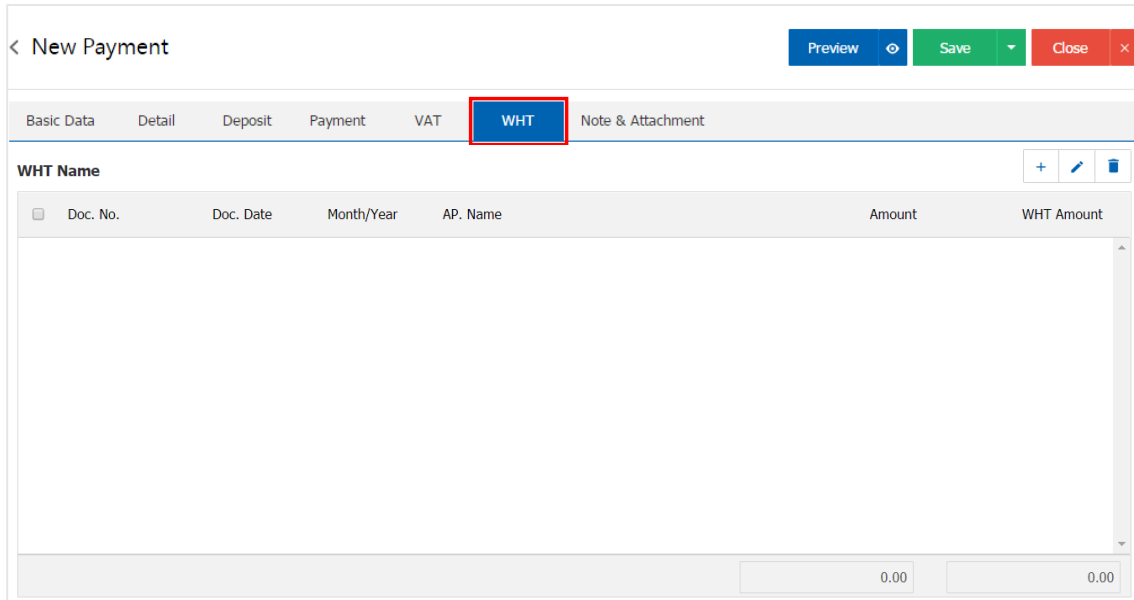
\* % Claimed   Use Average TAX

\* Avg. VAT

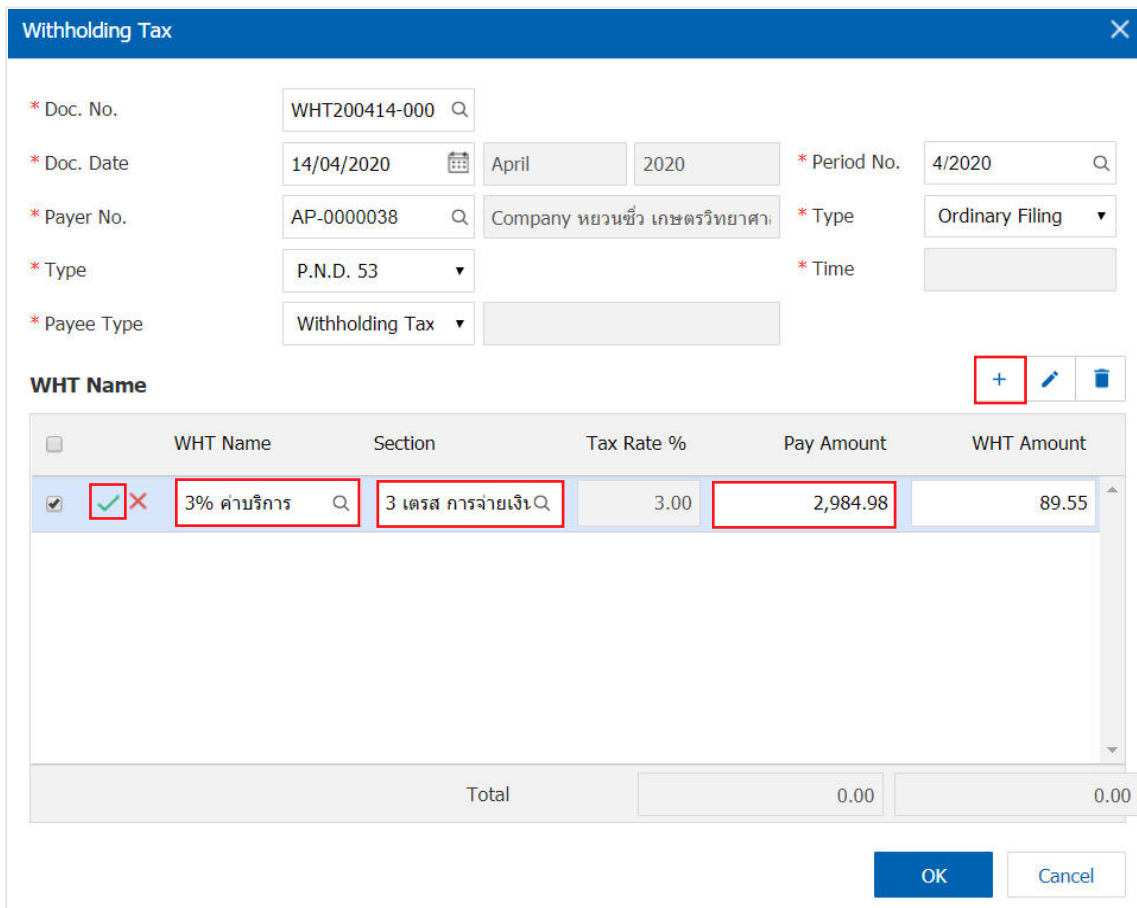
\* Period No.

Type  \* Time

11. In the "WHT" is to save tax withholding in the case of withholding tax paid by the press. "+" 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 withholding. This allows users to "opt out" tax > "section, select" > "Enter the amount you pay" > "✓" to save the image



The screenshot shows the 'New Payment' form with the 'WHT' tab selected. The form includes tabs for Basic Data, Detail, Deposit, Payment, VAT, WHT, and Note & Attachment. The WHT section is currently empty, with a table header for 'WHT Name' containing columns for Doc. No., Doc. Date, Month/Year, AP. Name, Amount, and WHT Amount. The total amount is shown as 0.00.



The screenshot shows the 'Withholding Tax' form. The form contains the following fields:

- \* Doc. No.: WHT200414-000
- \* Doc. Date: 14/04/2020 (April 2020)
- \* Payer No.: AP-0000038 (Company หยวนซิว เกษตรวิทยาสา)
- \* Type: P.N.D. 53
- \* Payee Type: Withholding Tax
- \* Period No.: 4/2020
- \* Type: Ordinary Filing
- \* Time: (empty)

The 'WHT Name' table contains one entry:

WHT Name	Section	Tax Rate %	Pay Amount	WHT Amount
3% ค่าบริการ	3 เศรษฐ การจ่ายเงิ	3.00	2,984.98	89.55
Total			0.00	0.00

The form also includes 'OK' and 'Cancel' buttons at the bottom.

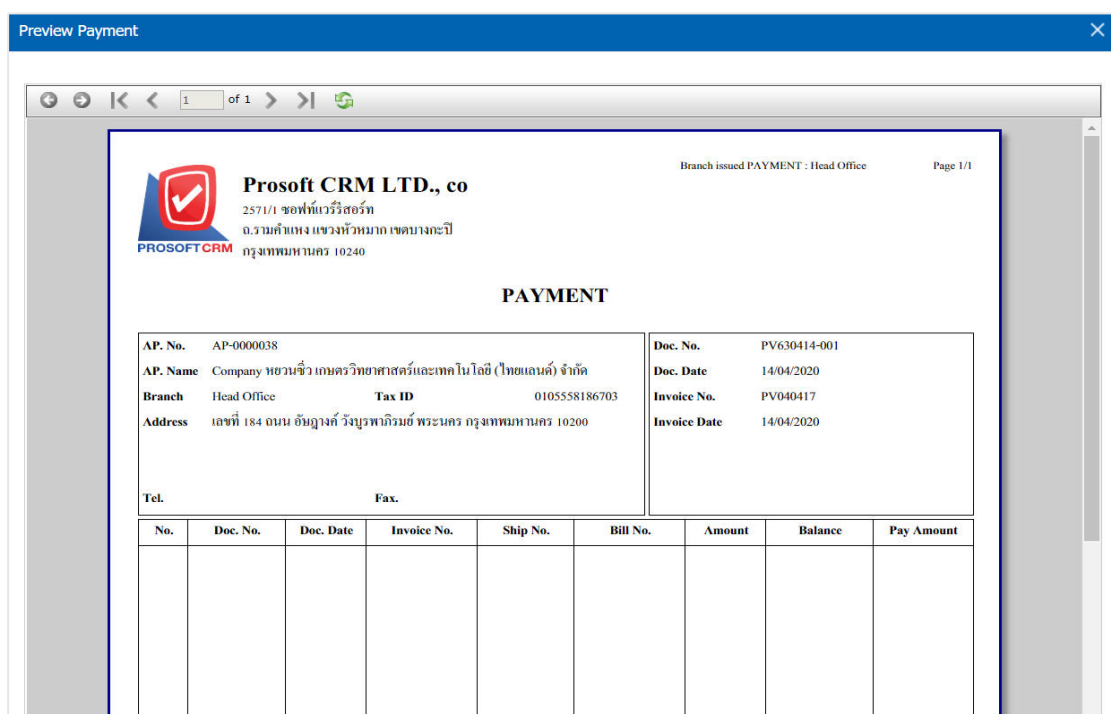
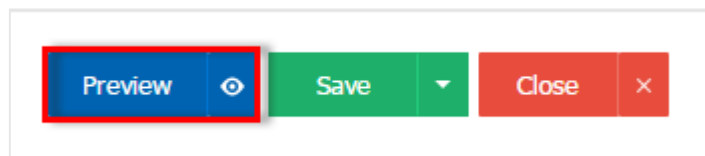


12. In the "Note & Attachment" is to note the bill. Users can specify the notes you want by pressing the "+"> "specify the desired"> "✓Set to form remark" used in the definition. Because the bill of over 1 and up to the present in the form> "✓" to save the image



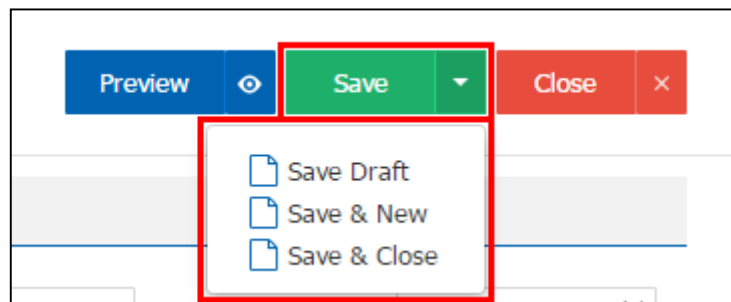
- \* Note: The "▲" and "▼" to scroll the text up. Or according to user requirements
- \* Note: If the user has other documents. According to the documents, payments, users can "Add Files" documents other

13. The user can press the "Preview" button to save the document before payment. To determine the accuracy of the data shown in Figure



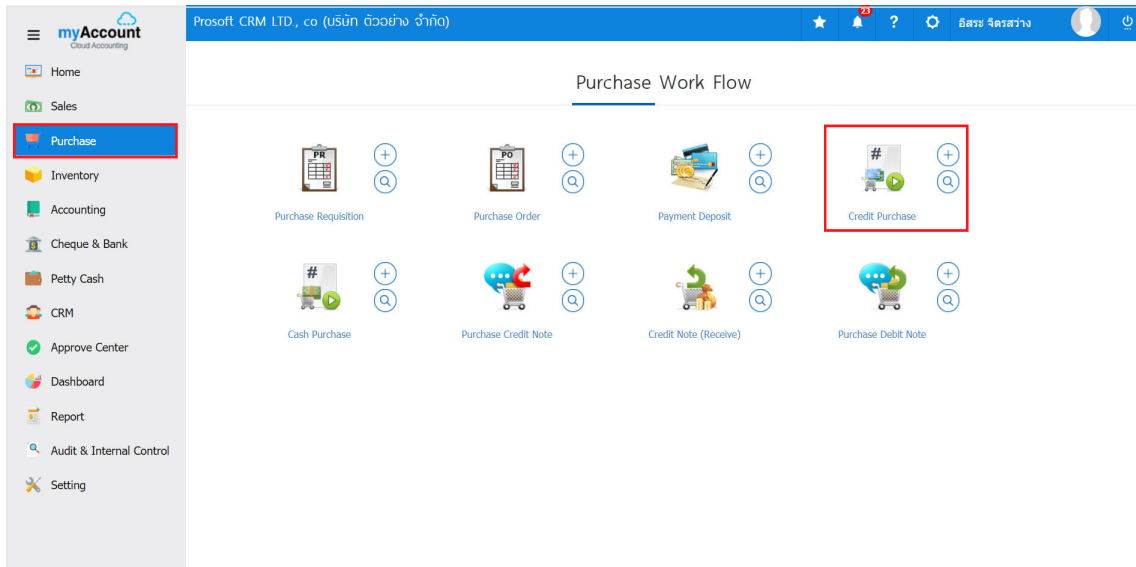
14. After the check is complete, press the "Save" button at the top right of the screen to save the document to settle the debt. The recorded data can be divided into 4 recording format

- Save the document recording payment default. Available data show that the record is complete
- Save Draft to save a draft document. When users save documents to pay debts already. The system will display the document as a draft payments
- Save & New to save and open documents recording payment of debt. When a user logs Information document repayment successfully. The system will display a record settlement documents. New debt immediately
- Save & Close to save and return to the list of payments. When a user logs Document payments already The system will display the reverse payment settlements, all of a sudden



### To open a document by reference buyer credit payments

1. Users can open documents payments. By buying credit reference document by pressing the "Purchase"> "Credit Purchase " on Figure



2. The system will display a list of purchased loans. The user must select the document purchase mortgages with the status "Open" or "Partial" is shown in Figure

Doc. Date	Doc. No.	Invoice No.	Vendor No.	Vendor Name	Total Am...	Status	PO No.	Owner
15/01/2020	PV630115-000	0113	AP-001	บริษัท รุ่งฤดี จำกัด	27,820.00	Close	PO630301-000	นวลชนก ดันรุ่งชัย
03/01/2020	PV630103-0...	PV630103-0...	AP-002	บริษัท รัตตติบเมทอซี	40,125.00	Open		อิสระ จิตรสว่าง
19/12/2019	PV621219-0...	PV621219-0...	AP-003	บริษัท วายโพล จำกัด	5,581.34	Close	PO621219-000	อิสระ จิตรสว่าง
10/12/2019	PV621210-0...	PV621210-0...	AP-006	บริษัท ดีอีเอฟ จำกัด	193,538....	Close		อิสระ จิตรสว่าง
02/12/2019	PV621202-0...	PV621202-0...	AP-001	บริษัท รุ่งฤดี จำกัด	33,277.00	Partial	PO620628-000	อิสระ จิตรสว่าง
28/11/2019	PV621128-000	PV621128-000	AP-001	บริษัท รุ่งฤดี จำกัด	8,025.00	Close	PO621128-000	อิสระ จิตรสว่าง
21/11/2019	PV621121-0...	PV621121-0...	AP-001	บริษัท รุ่งฤดี จำกัด	20,330.00	Close	PO620830-000	อิสระ จิตรสว่าง
18/11/2019	PV621118-000	12334	AP-001	บริษัท รุ่งฤดี จำกัด	32,367.50	Open	PO621118-000	นฤมล เนตรสว่าง
07/11/2019	PV621107-001	PV621107-001	AP-001	บริษัท รุ่งฤดี จำกัด	4,960.52	Close	PO621024-001	อิสระ จิตรสว่าง
29/10/2019	PV621029-000	123456789	0111	บริษัท MM จำกัด	26,750.00	Close	PO621029-000	อิสระ จิตรสว่าง
24/10/2019	PV621024-001	PV621024-001	AP-001	บริษัท รุ่งฤดี จำกัด	64,200.00	Open	PO620626-000	อิสระ จิตรสว่าง
20/10/2019	PV621020-000	1111111111...	AP-0000001	บริษัท พาหเนอร์	1,123,50...	Close		นฤมล เนตรสว่าง
10/10/2019	PV621010-000	PV621010-000	AP-001	บริษัท รุ่งฤดี จำกัด	19,795.00	Close	PO621010-001	อิสระ จิตรสว่าง

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Payment" will show Pop - up to the user to open a document confirming payment Figure

< CN610920-000  
Info | History | Activity | Status : Open

Basic Data | Detail | VAT | Post GL | Note & Attachment

\* Vendor No. AP-0001 \* Credit Note No. CN610920-000 /2018  
 Vendor Name บริษัท รุ่งฤดี จำกัด \* Invoice No. 00006 /2018  
 Credit (Day) 45 Receipts ... 10/11/2018 Ship No. 00006 /2018  
 Original Doc. No. PV610920-000 Original Invoice No. 000004 Original Invoice Da... 20/09/2018  
 Type  Return Goods  Reduce Debt

Item

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
1	BAG-001	กระเป๋าสตางค์	UNT-02	001	W001	1.00	25.00		25.00
Old Invoice Tax Amount			61,797.20	Difference					25.00
Correct Amount			61,772.70	Trade Discount		2%			0.50
			Before VAT Amount						24.50
			Base VAT						24.50
			Value Added Tax		PO-EX7	7.00			1.72
			Total Amount						26.22

**Open Payment Confirmation**

Confirm create payment  
Do you want to create payment?

OK Cancel

4. When a user opens a document confirming the payment is complete. The system will display a form to create documents and payment information creditors are referred to the documents purchased by credit users should fill in the form. Marked "\*" to complete the picture

< New Payment

Preview
Save
Close

Basic Data
Detail
Deposit
Payment
VAT
WHT
Post GL
Note & Attachment
Define Field

\* AP. No.

AP. Name

\* Doc. No.   \* Doc. Date

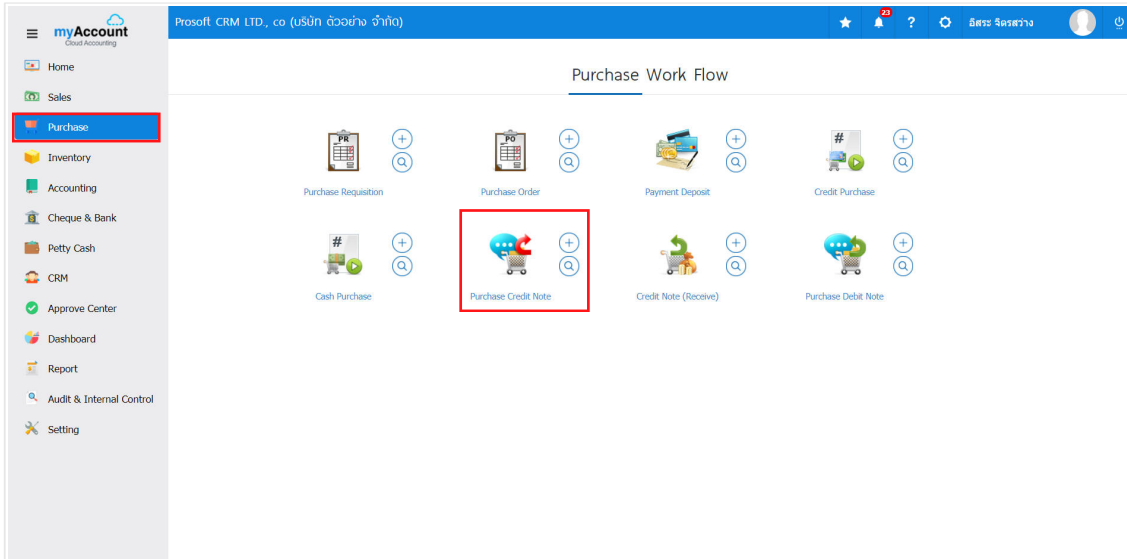
Invoice No.  Invoice Date

**Document** + Add Doc.

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount	Def.VAT	Tr.VAT	
<input type="checkbox"/>	02/04/2020	CN630402-000	02/04/2020	CN630402-000	CN630402-000		-395.90	-395.90	-395.90	<input type="checkbox"/>	<input type="checkbox"/>	
							Total Payment		-395.90			
							Base VAT			0.00		
							Value Added Tax			0.00		

### To open a document by document payments reduce debt

1. Users can open documents payments. According to the document, reducing debt by pressing the "Purchase" > "Purchase Credit Note" as shown in Figure



2. The system will display the list of creditors to reduce debt. The user must select the document to reduce debt with the status "Open" or "Partial" is shown in Figure

Doc. Date	Doc. No.	Original Invoice ...	Vendor No.	Vendor Name	Total Amount	Status	Owner
29/10/2019	CN021024-000	PV020500-001	AP-0000	บริษัท ดลเมฆ จำกัด	321.00	Open	อิสระ จิตรสว่าง
10/10/2019	CN621010-000	PV621010-000	AP-0001	บริษัท รุ่งฤดี จำกัด	6,955.00	Close	อิสระ จิตรสว่าง
16/03/2019	CN620316-000	1113	AP-0001	บริษัท รุ่งฤดี จำกัด	6,955.00	Close	นฤมล เนตรสว่าง
16/03/2019	CN620316-001	PV620315-001	AP-0001	บริษัท รุ่งฤดี จำกัด	6,955.00	Close	นฤมล เนตรสว่าง
16/03/2019	CN620316-002	113333	AP-0001	บริษัท รุ่งฤดี จำกัด	6,955.00	Close	จิตพรวรา มังคละวงศ์
08/12/2018	CN611208-000	111111	AP-0001	บริษัท รุ่งฤดี จำกัด	267.50	Open	นฤมล เนตรสว่าง
09/11/2018	CN611109-000	PC611109-000	AP-0001	บริษัท รุ่งฤดี จำกัด	47,829.00	Close	อิสระ จิตรสว่าง
20/09/2018	CN610920-000	000004	AP-0001	บริษัท รุ่งฤดี จำกัด	26.22	Open	นฤมล เนตรสว่าง
06/06/2018	CN610606-004	113	AP-0001	บริษัท รุ่งฤดี จำกัด	6,420.00	Close	Training 3
06/06/2018	CN610606-005		AP-0001	บริษัท รุ่งฤดี จำกัด	6,420.00	Close	Training 2
06/06/2018	CN610606-006	113	AP-0001	บริษัท รุ่งฤดี จำกัด	6,420.00	Close	Training 2
16/07/2017	CN170716-002	PV600716-025	VD-003	บริษัท เอสคอร์ป เอ็นจิ...	321.00	Close	อิสระ จิตรสว่าง
16/07/2017	CN170716-010	PV600716-014	VD-006	KSOFT Enterprise Co...	2,140.00	Partial	Training 13

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Payment" will show Pop - up to the user to open a document confirming payment Figure

< CN610920-000  
Info | History | Activity | Status : Open

Basic Data | Detail | VAT | Post GL | Note & Attachment

\* Vendor No. AP-0001 \* Credit Note No. CN610920-000  
Vendor Name บริษัท รุ่งฤดี จำกัด \* Invoice No. 00006  
Credit (Day) 45 Receipts ... 10/11/2018 Ship No. 00006  
Original Doc. No. PV610920-000 Original Invoice No. 000004 Original Invoice Da... 20/09/2018  
Type  Return Goods  Reduce Debt

Item

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
1	BAG-001	กระเป๋าสีฟ้า	UNT-02	001	W001	1.00	25.00		25.00
Old Invoice Tax Amount			61,797.20	Difference					25.00
Correct Amount			61,772.70	Trade Discount		2%		0.50	
			Before VAT Amount						24.50
			Base VAT						24.50
			Value Added Tax		PO-EX7	7.00			1.72
			Total Amount						26.22

**Create Payment Confirmation**

Confirm create payment  
Do you want to create payment?

OK Cancel

4. When a user opens a document confirming the payment is complete. The system will display a form of payment and document information from documents that are referenced creditors to reduce debts payable by the user should fill in. The form marked "\*" to complete the picture

< New Payment

Preview
Save
Close

Basic Data

Detail

Deposit

Payment

VAT

WHT

Post GL

Note & Attachment

Define Field

\* AP. No.

AP. Name

\* Doc. No.

Invoice No.

\* Doc. Date

Invoice Date

**Document** + Add Doc.

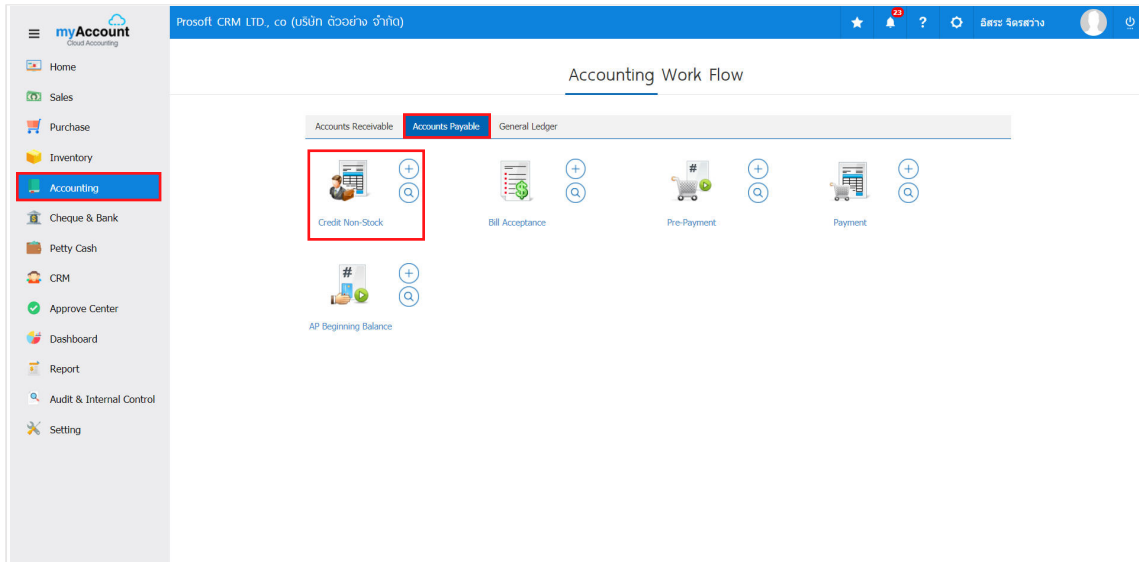
<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount	Def.VAT	Tr.VAT	
<input type="checkbox"/>	02/04/2020	CN630402-000	02/04/2020	CN630402-000	CN630402-000		-395.90	-395.90	<input type="text" value="-395.90"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							Total Payment				-395.90	
							Base VAT					0.00
							Value Added Tax					0.00

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



### The document opens payments by reference the other escapes

1. Users can open documents payments. Payable documents from the other by pressing the Menu "Accounting" > "Account Payable" > "Credit Non-Stock" as shown in Figure



2. The system will display the list of other creditors. The user must select the document other creditors with the status "Open" or "Partial" is shown in Figure

< Credit Non-Stock ★ New +

All Credit Non-...

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice No.	Vendor No.	Vendor Name	Total Amount	Status	PO No.	Owner
<input type="checkbox"/>	07/04/2020	AP630407-000		0111	บริษัท MM จำกัด	1,070.00	Open		จิตเพ็ชร :
<input type="checkbox"/>	03/04/2020	AP630403-000	123456	AAA	พท. ดงดีแฉร์	2,140.00	Close		จิตเพ็ชร :
<input type="checkbox"/>	02/04/2020	AP630402-000	AP630402-000	AP-0003	บริษัท วายโอยู จำกัด	3,070.00	Close		อิสระ จิตร
<input type="checkbox"/>	01/04/2020	AP630401-000		AP-0000001	บริษัท พาทเนอร์	1,070.00	Open		จิตเพ็ชร :
<input type="checkbox"/>	01/04/2020	AP630401-001		AP-0000001	บริษัท พาทเนอร์	1,070.00	Open		จิตเพ็ชร :
<input type="checkbox"/>	05/03/2020	AP630305-000	AP630305-000	AP-0001	บริษัท รุ่งฤดี จำกัด	1,070.00	Close		อิสระ จิตร
<input type="checkbox"/>	20/02/2020	AP630220-000		AP-0000001	บริษัท พาทเนอร์	5,350.00	Close		อิสระ จิตร
<input checked="" type="checkbox"/>	06/02/2020	APB200206-001	APB200206-001	AP-0001	บริษัท รุ่งฤดี จำกัด	5,000.00	Open		อิสระ จิตร
<input type="checkbox"/>	05/02/2020	AP630205-000	1234	0111	บริษัท MM จำกัด	535.00	Close		นฤมล เน
<input type="checkbox"/>	09/01/2020	AP630109-0001	AP630109-0001	AP-0003	บริษัท วายโอยู จำกัด	32,100.00	Close		อิสระ จิตร
<input type="checkbox"/>	07/01/2020	AP630107-000	INV1000011	AP-00399	ซูมิโตโม คอร์ปอเรชั่น	8,560.00	Close	PO630107-000	นฤมล เน
<input type="checkbox"/>	19/12/2019	AP621219-0001	AP621219-0001	AP-0001	บริษัท รุ่งฤดี จำกัด	4,745.00	Open		อิสระ จิตร
<input type="checkbox"/>	21/11/2019	AP621121-000		AP-0004	บริษัท ไอลี จำกัด	3,745.00	Open		พิศโฉพล :

1 2 3 20 Items per page 1 - 20 Items From 41 Items

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Payment" will show Pop - up to the user to open a document confirming payment Figure

< CN610920-000

Action Close

Info | History | Activity | Status : Open

Basic Data

Detail

VAT

Post GL

Note & Attachment

* Vendor No.	AP-0001	* Credit Note No.	CN610920-000
Vendor Name	บริษัท รุ่งฤดี จำกัด	* Invoice No.	00006
Credit (Day)	45	Ship No.	00006
Original Doc. No	PV610920-000	Original Invoice No.	000004
Type	<input checked="" type="radio"/> Return Goods <input type="radio"/> Reduce Debt		

**Item**

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount	
1	BAG-001	กระเป๋าสตางค์	UNT-02	001	W001	1.00	25.00		25.00	
Old Invoice Tax Amount				61,797.20	Difference				25.00	
Correct Amount				61,772.70	Trade Discount	2%			0.50	
									Before VAT Amount	24.50
									Base VAT	24.50
							Value Added Tax	PO-EX7	7.00	1.72
									Total Amount	26.22

**Open Payment Confirmation**
✕

## Confirm create payment

Do you want to create payment?

OK

Cancel

4. When a user opens a document confirming the payment is complete. The system will display a form of payment and create documents show creditors that are referenced by other documents, the creditor should automatically fill in user. The form marked "\*" to complete the picture

< New Payment

Preview
Save
Close

Basic Data

Detail

Deposit

Payment

VAT

WHT

Post GL

Note & Attachment

Define Field

\* AP. No.

AP. Name

\* Doc. No.

Invoice No.

\* Doc. Date

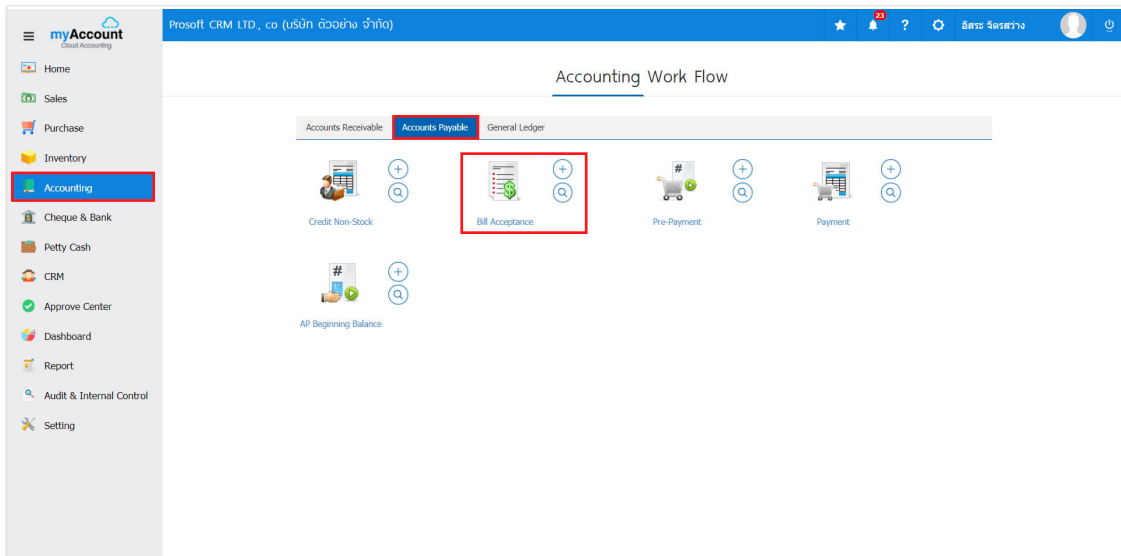
Invoice Date

**Document** + Add Doc.

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount	Def.VAT	Tr.VAT
<input type="checkbox"/>	12/02/2020	PV630212-000	12/02/2020	478-975	478-975	BA630212-000	4,280.00	4,280.00	<input type="text" value="4,280.00"/>	<input type="checkbox"/>	<input type="checkbox"/>
								Total Payment		4,280.00	
								Base VAT		0.00	
								Value Added Tax		0.00	

### To open a document by reference, payment receipts, billing

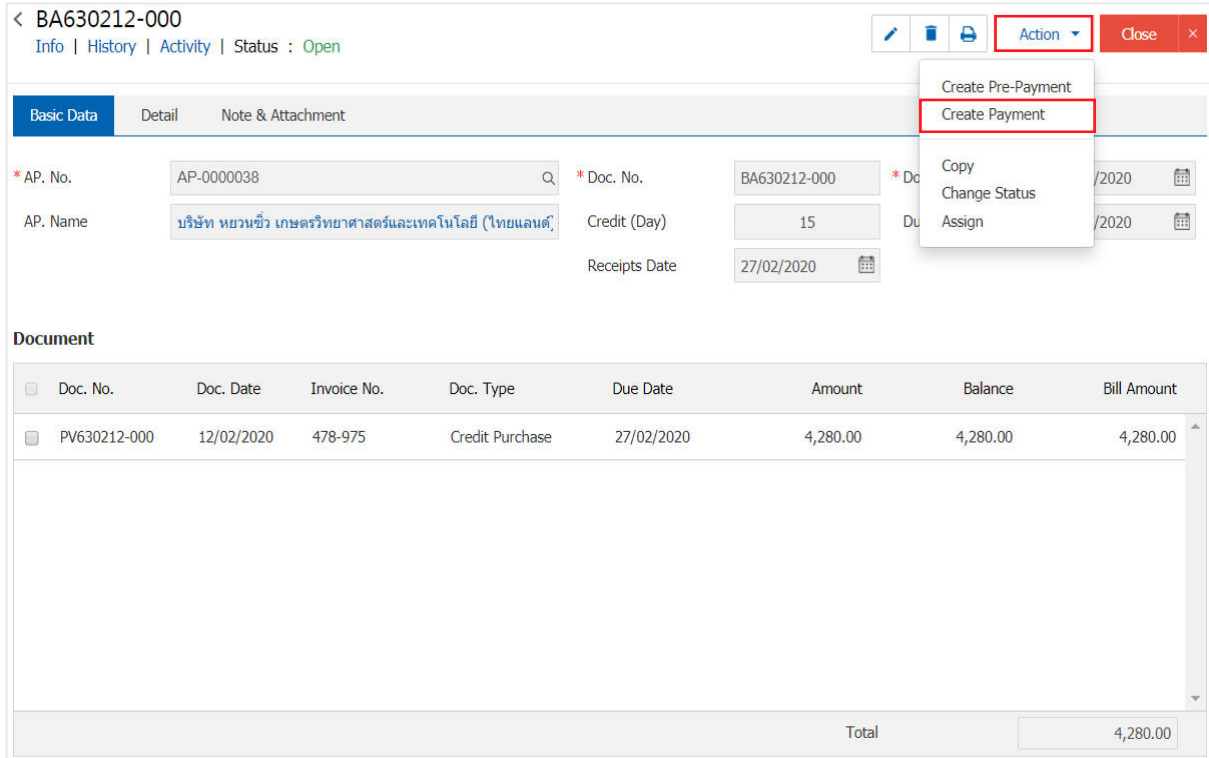
1. Users can open documents payments. Based billing receipts by pressing the "Accounting"> "Account Payable" > "Bill Acceptance" Figure



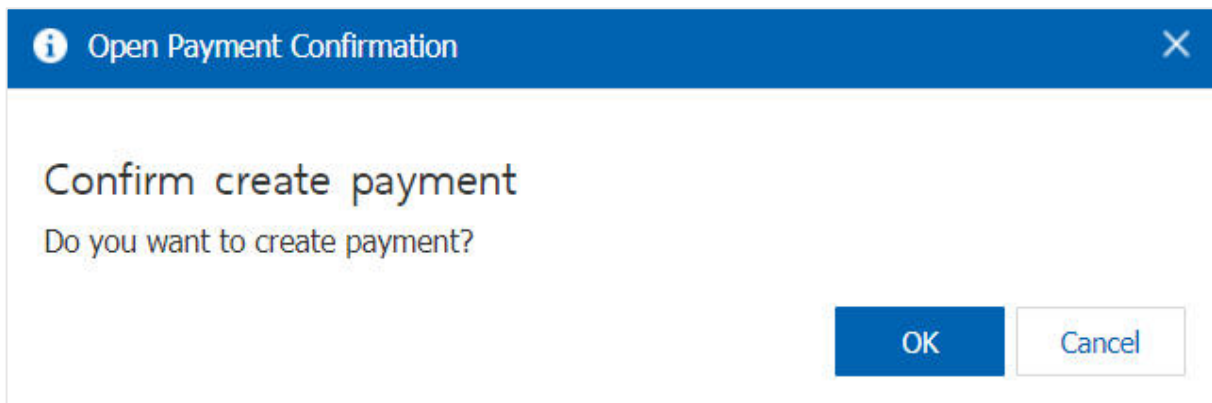
2. The system will display the receipt of invoice. The user must select a billing receipt with the status "Open" and "Partial" is shown in Figure

Bill Acceptance									New +
Doc. Date	Doc. No.	AP. No.	AP. Name	Receipts Da...	Total Amount	Status	Owner		
02/04/2020	BA630402-000	AP-0003	บริษัท วายโอยู จำกัด	02/04/2020	3,070.00	Close	อิสระ จิตรสว่าง		
30/03/2020	BA630330-000	AP-0001	บริษัท รุ่งฤดี จำกัด	15/05/2020	20,865.00	Close	นวลชนก ดันวีเชียร		
05/03/2020	BA630305-000	AP-0001	บริษัท รุ่งฤดี จำกัด	01/05/2020	1,070.00	Close	อิสระ จิตรสว่าง		
20/02/2020	BA630220-000	AP-0000001	บริษัท พาหนเนอร์	20/02/2020	5,350.00	Close	อิสระ จิตรสว่าง		
15/02/2020	BA630215-000	EX	บริษัท ลองไบชอซ็ือ	15/02/2020	2,311.20	Close	นฤมล เนตรสว่าง		
12/02/2020	BA630212-000	AP-0000038	บริษัท หยวนหิว เกษตรวิทยา...	27/02/2020	4,280.00	Open	นฤมล เนตรสว่าง		
06/02/2020	BA630206-000	AP-000038	หจก. ก.เกษตรกรกิจ	07/02/2020	5,174.27	Close	อิสระ จิตรสว่าง		
03/02/2020	BA630203-000	AP-0006	บริษัท ดีอีเอฟ จำกัด	03/02/2020	2,140.00	Close	ฉิมหวัรา มังคละวงศ์		
03/02/2020	BA630203-001	AP-0013	บริษัท แกรนอินเนทอร์สเทลจำกัด	03/02/2020	265,360.00	Close	ฉิมหวัรา มังคละวงศ์		
09/01/2020	BA630109-0001	AP-0003	บริษัท วายโอยู จำกัด	08/02/2020	34,181.34	Close	อิสระ จิตรสว่าง		
07/11/2019	BA621107-000	AP-0001	บริษัท รุ่งฤดี จำกัด	27/12/2019	37,100.00	Close	อิสระ จิตรสว่าง		
24/10/2019	BA621024-000	AP-0000001	พาหนเนอร์	08/12/2019	35,136.00	Close	อิสระ จิตรสว่าง		
10/10/2019	BA621010-000	AP-0001	บริษัท รุ่งฤดี จำกัด	29/11/2019	12,840.00	Close	อิสระ จิตรสว่าง		

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Payment" will show Pop - up to the user to open a document confirming payment Figure



The screenshot shows a document detail page for BA630212-000. The 'Action' menu is open, highlighting 'Create Payment'. The document details include AP No. AP-0000038, Doc. No. BA630212-000, Credit (Day) 15, and Receipts Date 27/02/2020. The 'Document' table lists a single entry with Doc. No. PV630212-000, Doc. Date 12/02/2020, Invoice No. 478-975, Doc. Type Credit Purchase, Due Date 27/02/2020, Amount 4,280.00, Balance 4,280.00, and Bill Amount 4,280.00. A total amount of 4,280.00 is shown at the bottom right.



The dialog box is titled 'Open Payment Confirmation' and contains the text 'Confirm create payment' and 'Do you want to create payment?'. It has two buttons: 'OK' and 'Cancel'.

4. When a user opens a document confirming the payment is complete. The system will display a form of payment and document referenced data creditor receipt of billing users should automatically fill in forms with an asterisk "\*" to complete the picture

< New Payment

Preview
Save
Close

Basic Data

Detail

Deposit

Payment

VAT

WHT

Post GL

Note & Attachment

Define Field

\* AP. No.

AP. Name

\* Doc. No.

Invoice No.

\* Doc. Date

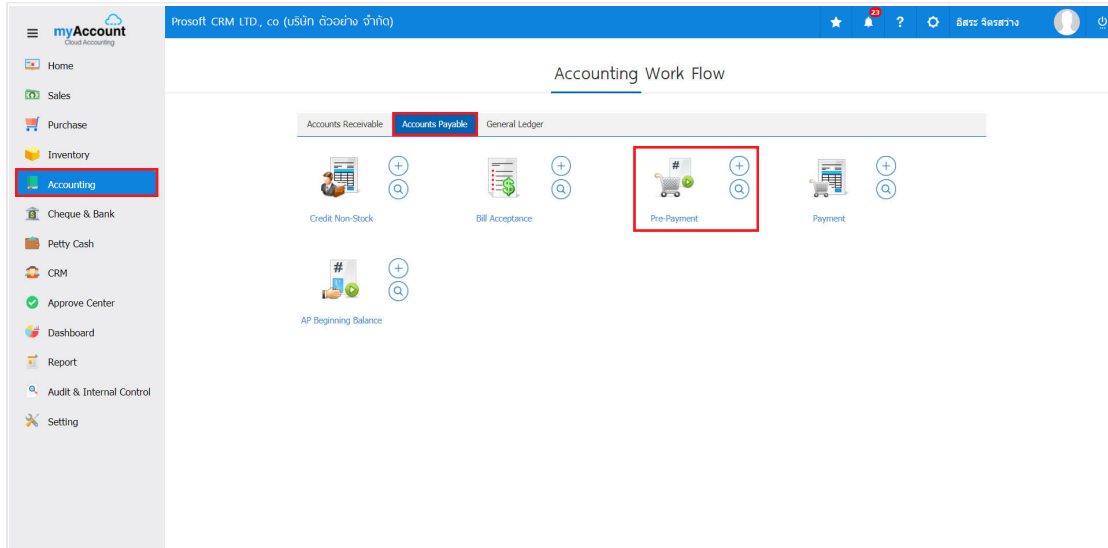
Invoice Date

**Document** + Add Doc.

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount	Def.VAT	Tr.VAT
<input type="checkbox"/>	12/02/2020	PV630212-000	12/02/2020	478-975	478-975	BA630212-000	4,280.00	4,280.00	4,280.00	<input type="checkbox"/>	<input type="checkbox"/>
							Total Payment			4,280.00	
							Base VAT			0.00	
							Value Added Tax			0.00	

### To open a document based on a document prepared payment settlement

1. Users can open documents payments. Based payment arrangements by pressing the "Accounting" > "Account Payable" > "Pre-Payment" as shown in Figure



2. The system will display the list of pre-paid. The user must select the document prepared settlement with the status "Open" and "Partial" is shown in Figure

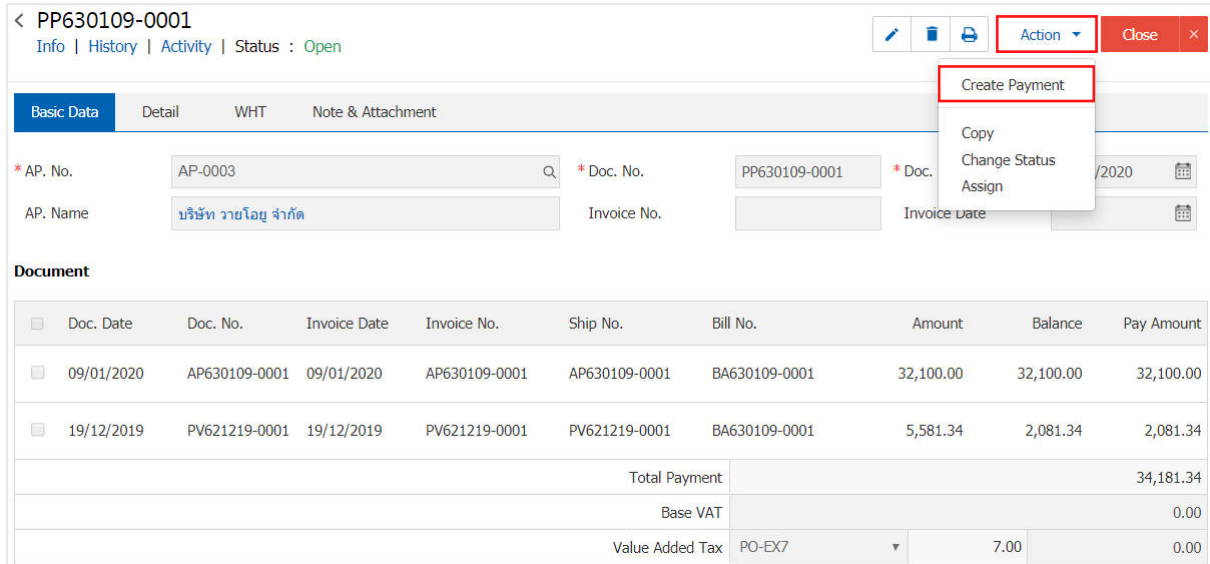
< Pre-Payment ★ New +

All Pre-Payment

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice No.	AP. No.	AP. Name	Amount	Status	Owner
<input type="checkbox"/>	20/02/2020	PP630220-000		AP-0000001	บริษัท พาหนะแอร์	5,350.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	15/02/2020	PP630215-000	11111111	EX	บริษัท ลองไบออดี	2,311.20	Open	นฤมล เนตรสว่าง
<input type="checkbox"/>	12/02/2020	PP630212-000		0111	บริษัท MM จำกัด	577.80	Open	นฤมล เนตรสว่าง
<input type="checkbox"/>	06/02/2020	PP630206-000	PP630206-000	AP-000038	หจก. ก.เกษตรกิจ	5,174.27	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	05/02/2020	PP630205-000	1234	0111	บริษัท MM จำกัด	535.00	Close	นฤมล เนตรสว่าง
<input type="checkbox"/>	03/02/2020	PP630203-000		AP-0006	บริษัท ซีอีเอฟ จำกัด	2,140.00	Close	จิตนหรรษา มังคละวงษ์
<input type="checkbox"/>	03/02/2020	PP630203-001		AP-0013	บริษัท แกรนด์อินเตอร์สโกล จำกัด	265,360.00	Close	จิตนหรรษา มังคละวงษ์
<input checked="" type="checkbox"/>	09/01/2020	PP630109-0001		AP-0003	บริษัท วายโอบู จำกัด	34,181.34	Open	อิสระ จิตรสว่าง
<input type="checkbox"/>	24/10/2019	PP621024-000		AP-0000001	พาหนะแอร์	35,136.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	10/10/2019	PP621010-000	PP621010-000	AP-0001	บริษัท รุ่งฤดี จำกัด	12,840.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	19/09/2019	PP620919-000		AP-0001	บริษัท รุ่งฤดี จำกัด	71,550.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	15/08/2019	PP620815-000		AP-0001	บริษัท รุ่งฤดี จำกัด	535.00	Close	นฤมล เนตรสว่าง
<input type="checkbox"/>	26/03/2019	PP620326-000	PP620326-000	AP-0003	บริษัท วายโอบู จำกัด	1,070.00	Open	นฤมล เนตรสว่าง

20 Items per page
1 - 20 Items From 24 Items

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Payment" will show Pop - up to the user to open a document confirming payment Figure



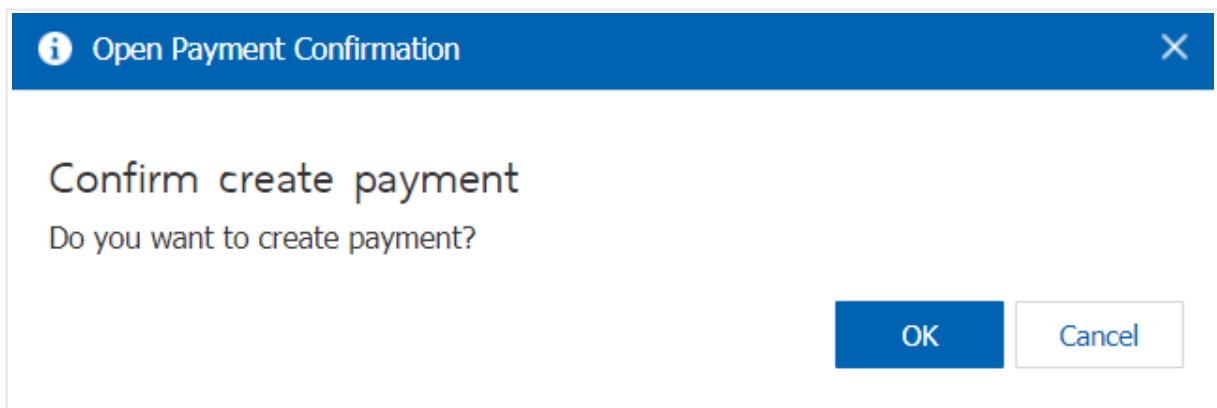
< PP630109-0001  
Info | History | Activity | Status : Open

Basic Data | Detail | WHT | Note & Attachment

\* AP. No. AP-0003 \* Doc. No. PP630109-0001 \* Doc. /2020  
AP. Name บริษัท วายโอยู จำกัด Invoice No. Invoice date

Document

Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount
09/01/2020	AP630109-0001	09/01/2020	AP630109-0001	AP630109-0001	BA630109-0001	32,100.00	32,100.00	32,100.00
19/12/2019	PV621219-0001	19/12/2019	PV621219-0001	PV621219-0001	BA630109-0001	5,581.34	2,081.34	2,081.34
Total Payment								34,181.34
Base VAT								0.00
Value Added Tax						PO-EX7	7.00	0.00



**i** Open Payment Confirmation ✕

Confirm create payment  
Do you want to create payment?

OK Cancel



4. When a user opens a document confirming the payment is complete. The system will display a form to create documents and payment information creditors are referred to the documents prepared by paid users should fill. In form marked "\*" to complete the picture

< New Payment

Preview
Save
Close

Basic Data

Detail

Deposit

Payment

VAT

WHT

Post GL

Note & Attachment

Define Field

\* AP. No.

AP. Name

\* Doc. No.

Invoice No.

\* Doc. Date


Invoice Date

**Document** + Add Doc.

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount	Def.VAT	Tr.VAT	
<input type="checkbox"/>	12/11/2018	AP611112-000	12/11/2018	AP611112-000	AP611112-000		1,070.00	1,070.00	<input type="text" value="1,070.00"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							Total Payment				1,070.00	
							Base VAT					0.00
							Value Added Tax					0.00

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

## The downloading, printing and e-mailing documents to settle obligations

1. When a user creates a payment document is completed. I want to download and print or email. The user presses the "  " button on the top right of the screen. In the document details payments in Figure




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

Preview Payment Form-Payment

Status Download Print Send Email

1 of 1

 **Prosoft CRM LTD., co**  
287 หมู่ 5 ตำบลสันทรายน้อย อำเภอสันทราย จังหวัดเชียงใหม่ 50210 โทร 02-402-8068, 081-359-7689  
อีเมล sale@prosoftbiz.com เลขประจำตัวผู้เสียภาษี 0505557001854

Branch issued PAYMENT : Head Office Page 1/1

**PAYMENT**

AP. No.	AP-0003	Doc. No.	PV630402-001
AP. Name	บริษัท วายไอยู จำกัด	Doc. Date	02/04/2020
Branch	สำนักงานใหญ่	Tax ID	1234567897412
Address		Invoice No.	PV630402-001
		Invoice Date	02/04/2020
Tel.	02-9999999	Fax.	

No.	Doc. No.	Doc. Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount
1	AP630402-000	02/04/2020	AP630402-000	AP630402-000	BA630402-000	3,070.00	3,070.00	3,070.00

\* Note: The document will be repaid in the form of extension. Pdf.