

## List daily (Journal Entry)

Means to save the account information that occur each day of the company. And a statement to the Daily Post Ledger's system. The Post GL entries from other systems. Will not be able to edit the menu daily in this

### Window to save the list daily

Save data window is divided into 5 parts :

- Tab Basic Data is a detailed record of daily transactions include the document number, date of documents and transactions, etc.
- Tab Cheque is to save the details of the checks received - pay checks, and credit cards, including ID debtor - creditor of the bank the check / credit card number, etc.
- Tab Transfer is to save the details of the transfer. - include a passbook passbooks, bank passbook numbers and amounts, etc.
- Tab VAT is to record details such as walking. B The invoice The invoice descriptions taxbase and tax amount, etc.
- Tab WHT is to save withholding tax - withholding tax include: Document Number, Document Date Month / year paid, a debtor - creditor number, payments and withholding tax, 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).

### Daily transaction data recording feature

Daily transaction data recording The user can save in 3 formats :

- Daily document recording by inserting all new data Which can be saved on the menu

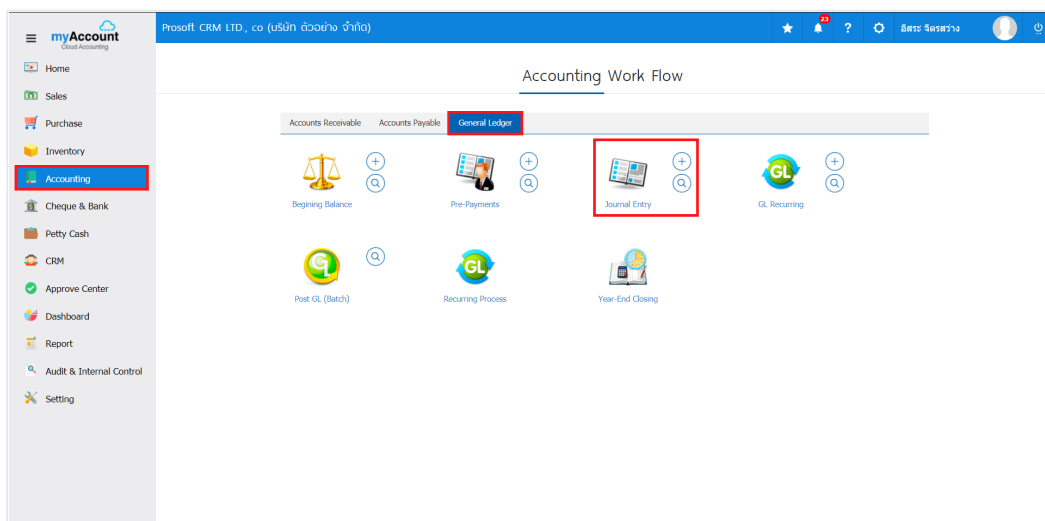
Direct daily list

- Daily journal document recording With the reference method from the daily menu (Batch), the system will retrieve important information such as document date, document number, description, total amount And document type etc., shown in the daily journal document automatically The user can edit the said document information for oranges.

■ Daily transaction document recording by Post GL from the Account Receivable, Account Payable, Sales, Purchase, etc. The system will retrieve important information such as document date, document number, description, total amount and document type. Onwards will be shown in the daily journal document. Users can edit information and complete that document.

### The document lists daily

1. The user can save the document lists a daily menu by pressing the "Accounting"> "General Ledger"> "Journal Entry" Figure



2. Then the system will then display a daily list. Users can create documents list the day by pressing the "New" button at the top right of the screen shown in Figure

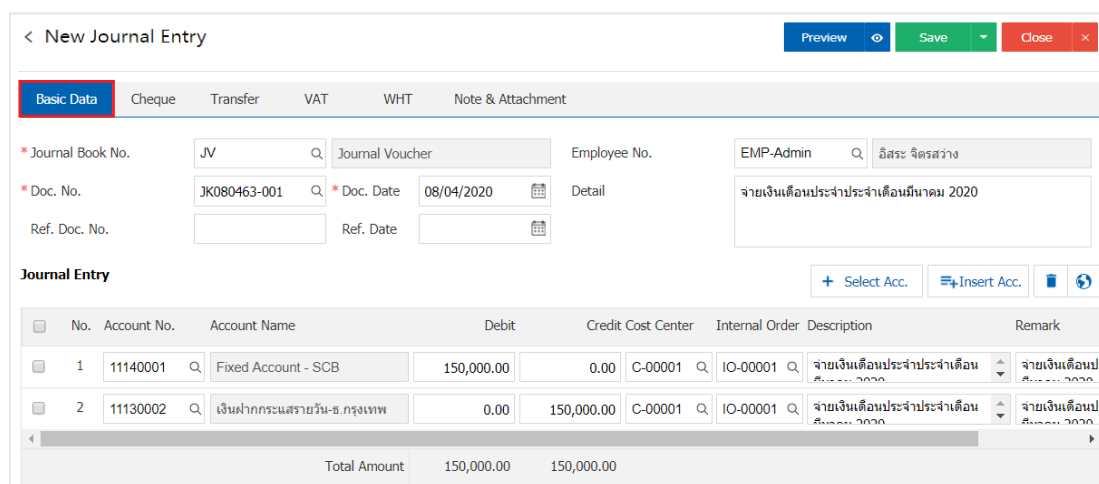
< Journal Entry New +

Doc. Date	Doc. No.	Description	Amount	VAT	Cheq	Ref. Doc. No.	Status	Menu
15/05/2020	RV200122-001	รับชำระหนี้จากบริษัท นานาการไฟ...	34,200.00			00111	Open	Receipts
30/04/2020	RV200115-001	ตั้งหนี้ลูกหนี้อื่น จุฬอนิบริษัท นานา...	32,100.00			AR630115-000	Open	Credit Sale N...
25/04/2020	IV200115-003	ขายเงินเชื่อให้บริษัท นานาการไฟฟ้...	19,043.86			IV200425-001	Open	Credit Sale
21/04/2020	IV200115-002	รับคืน, ลดหนี้ให้บริษัท นานาการ...	9,523.00			CC200115-001	Open	Credit Note (...)
20/04/2020	IV200115-001	ขายสดให้บริษัท นานาการไฟฟ้...	28,408.50			CS-200420-001	Open	Cash Sale
11/04/2020	RV200117-001	รับชำระหนี้จากบริษัท นานาการไฟ...	52,430.00				Open	Receipts
10/04/2020	IV200117-001	ขายเงินเชื่อให้บริษัท นานาการไฟฟ้...	52,430.00			IV200117-001	Open	Credit Sale
08/04/2020	IIV2020.04.08-001	ขายสดให้พหจก. ทั่วใจ โฉม...	69,550.00			CS-200408-001	Open	Cash Sale
08/04/2020	PCV200408-001	จ่ายเงินสดย่อย	1,305.00				Open	Petty Cash P...
08/04/2020	PCV200408-002	จ่ายเงินสดย่อย	2,250.00				Open	Petty Cash P...
08/04/2020	PCV200408-005	จ่ายเงินสดย่อย	401.00				Open	Petty Cash P...
08/04/2020	PCV200408-006	จ่ายเงินสดย่อยค่าใช้จ่ายสำนักงาน	200.00			PCP630408-005	Open	Petty Cash P...
08/04/2020	PCV200408-008	จ่ายเงินสดย่อย	415.00				Open	Petty Cash P...

1 - 20 Items From 999 Items

3. In the Tab "Basic Data" is to save the details of daily occurring on a daily base

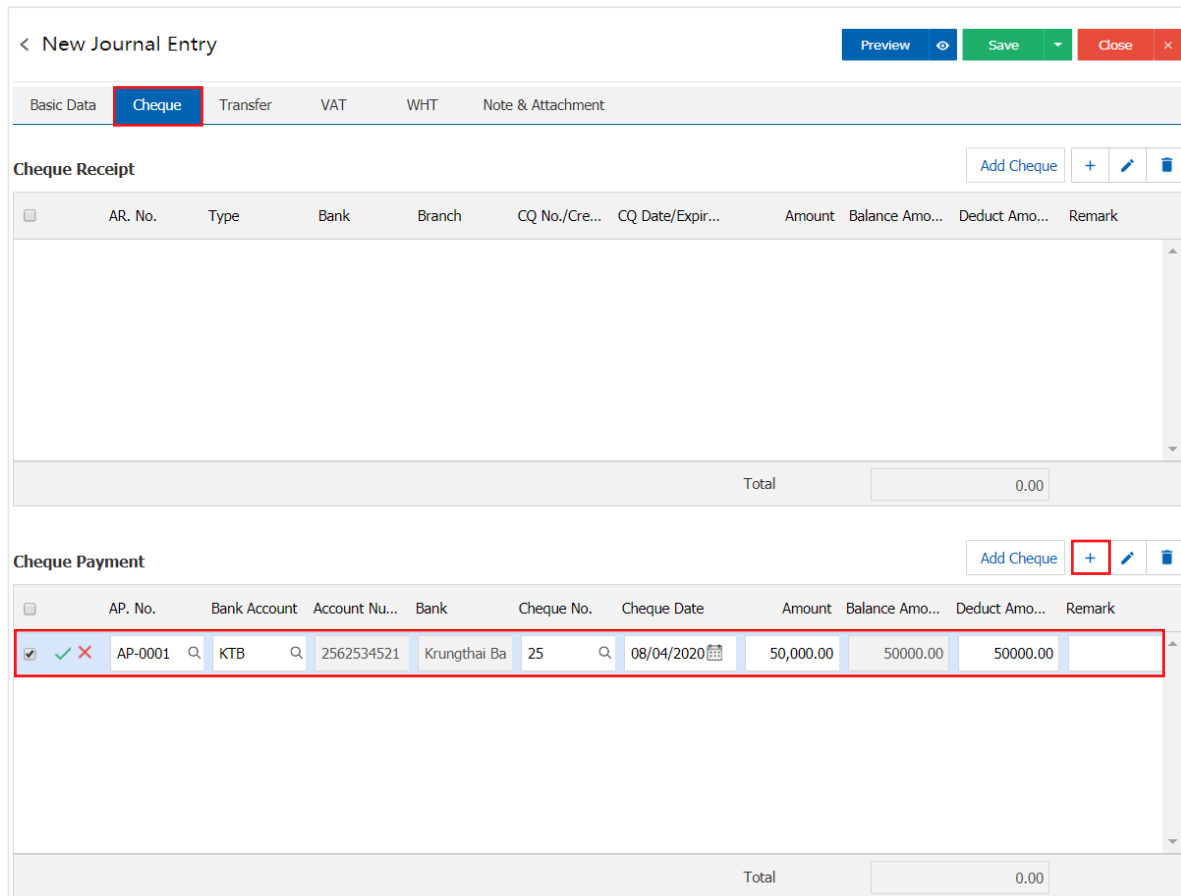
- Document number is the document number list daily. Running the program will document number, users can automatically perform a modified form of the document number on Setting> GL> document number the GL.
- Document date is the date the documents were recorded daily. The system displays the current document is always recorded. Users can select the display format for the document to Setting> General> General Option.
- Employee ID is your employee records list daily. Users can add or edit Employee ID to Setting> Company> Employees
  - Reference number is a record number of daily reference. The user can specify or optional.
  - The reference date is to record the daily list of references. The user can specify or optional.
  - Description is the description of the daily record. To display the information report and Ledger.
  - Transactions are recorded account of the daily "debit, credit," the desired information by pressing the "Select Account"> "specify the desired account" if you like. insert the account, press the "insert" button to insert a row into account to save if you want to delete an unwanted press "X"
- 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. In a warning or public address on each item.



**Journal Entry**

No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
1	11140001	Fixed Account - SCB	150,000.00	0.00	C-00001	IO-00001	จ่ายเงินเดือนประจำเดือนมีนาคม 2020	จ่ายเงินเดือนประจำเดือนมีนาคม 2020
2	11130002	เงินฝากกระแสรายวัน-ธ.กรุงเพท	0.00	150,000.00	C-00001	IO-00001	จ่ายเงินเดือนประจำเดือนมีนาคม 2020	จ่ายเงินเดือนประจำเดือนมีนาคม 2020
Total Amount			150,000.00	150,000.00				

4. Tab "Cheque" is to record information received checks - pay checks are offered
- Cheque Receipt a detailed record of payment in the form of a check. The trade
  - Cheque Payment is a detailed record of payment in the form of a check. To trade creditors Which allows users to record checks received - pay check by pressing the "+" > "Fill code debtor - creditor, passbooks, type, bank check number, the date on the check and the amount" > "✓" loud Photos



The screenshot shows the 'New Journal Entry' form with the 'Cheque' tab selected. It is divided into two main sections: 'Cheque Receipt' and 'Cheque Payment'.

**Cheque Receipt Section:**

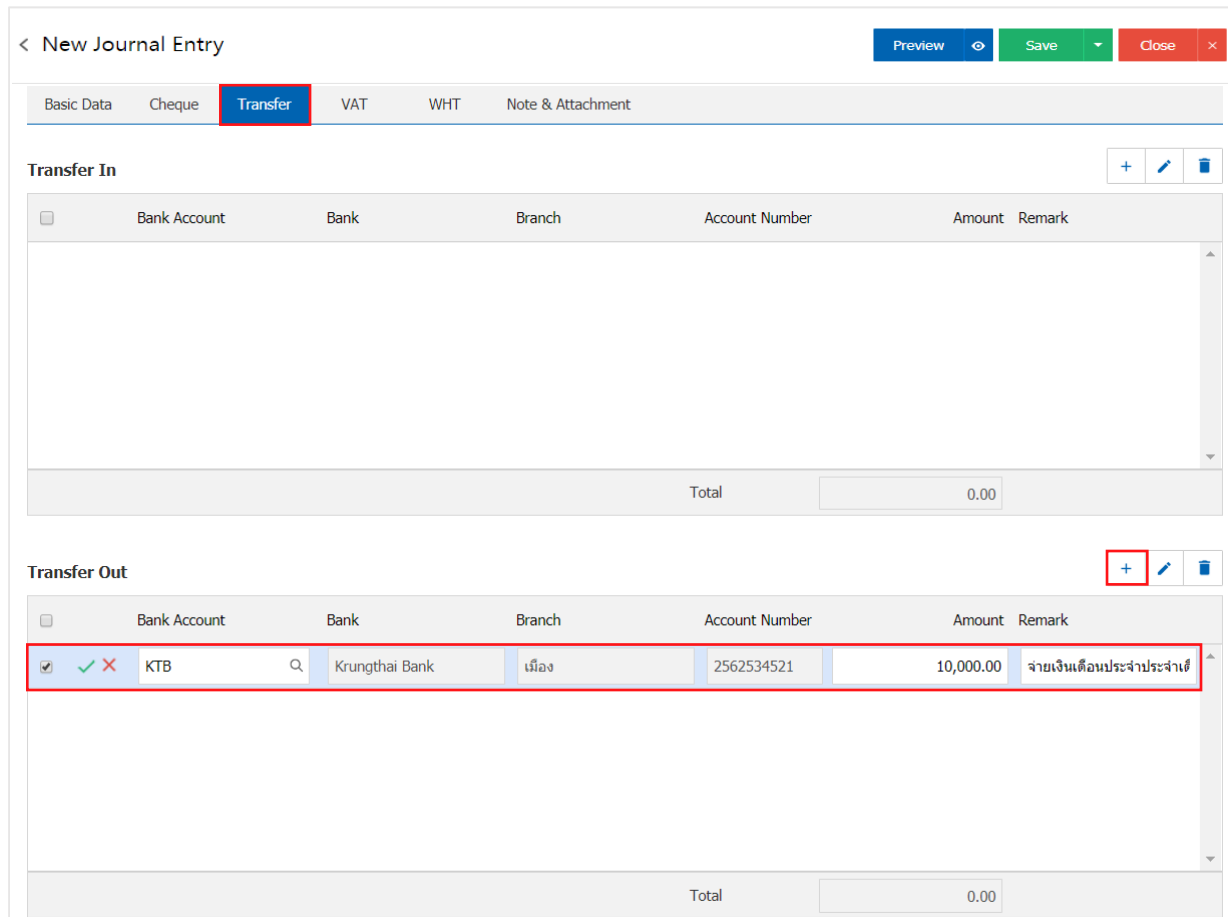
AR. No.	Type	Bank	Branch	CQ No./Cre...	CQ Date/Expir...	Amount	Balance Amo...	Deduct Amo...	Remark
						Total	0.00		

**Cheque Payment Section:**

AP. No.	Bank Account	Account Nu...	Bank	Cheque No.	Cheque Date	Amount	Balance Amo...	Deduct Amo...	Remark
✓ ✗ AP-0001	KTB	2562534521	Krungthai Ba	25	08/04/2020	50,000.00	50000.00	50000.00	
						Total	0.00		

\* Note: "Add the cheque" if user is creating a cheque document already, the cheque payment can bring the reference for pay.

5. In the Tab "Transfer" is to save the details of money transfers in - transfers out include
  - Transfer money in is a record detail about receipts in the form of money transfer from Accounts receivable.
  - Cheque payment is a detailed record of payment in the form of money transfer to Accounts payable.
 can save the money transfer - money transfer by pressing the "+" > "Fill code passbook, bank, branch, No. passbook. And the amount ">" ✓" below.



**New Journal Entry** [Preview] [Save] [Close]

Basic Data | Cheque | **Transfer** | VAT | WHT | Note & Attachment

**Transfer In** [Add] [Edit] [Delete]

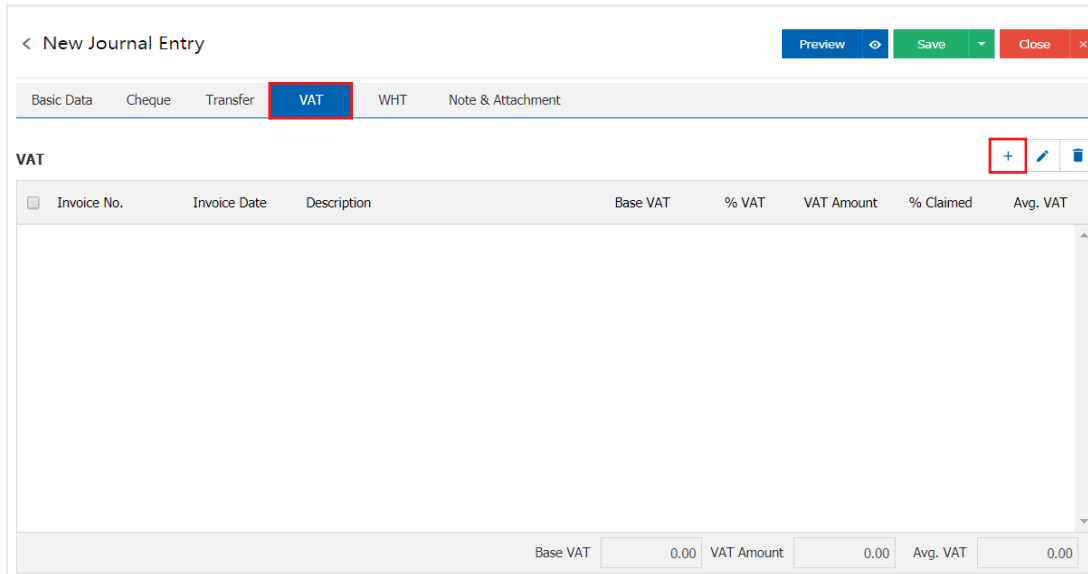
Bank Account	Bank	Branch	Account Number	Amount	Remark
Total 0.00					

**Transfer Out** [Add] [Edit] [Delete]

Bank Account	Bank	Branch	Account Number	Amount	Remark	
<input checked="" type="checkbox"/> ✓ ✗	KTB	Krungthai Bank	เมือง	2562534521	10,000.00	จ่ายเงินเดือนประจำประจำเข้า
Total 0.00						

6. 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 :
    - Input Tax is options in case the user has to buy the product or services with payable.
    - Output Tax is options in case the user has to sale the product or services with Account receivable.
  - Identification number Taxpayer's Identification Number Taxpayer's accounts receivable or accounts payable.

- Invoice number is to identify document number for submitted to The revenue officer.
- Invoice date is the record date of invoice for submitted to The Revenue officer. 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 Option.
    - For tax average is the activation tax average
    - The average tax is the tax that the average user has set. The application will be processed by automated % Claimed
  - Period to choose the date of birth or the date of payment of VAT. The user must apply Defined period at Setting> General> period, if the user is not building period will not be recorded detail at that moment.
  - Types of alternative forms of tax filing. There are two types :
    - Ordinary filing is to file by time period prescribed by the Revenue officer.
    - Additional filing is in case a user Tax filed but there is some document has not been filed and require to file on next month.



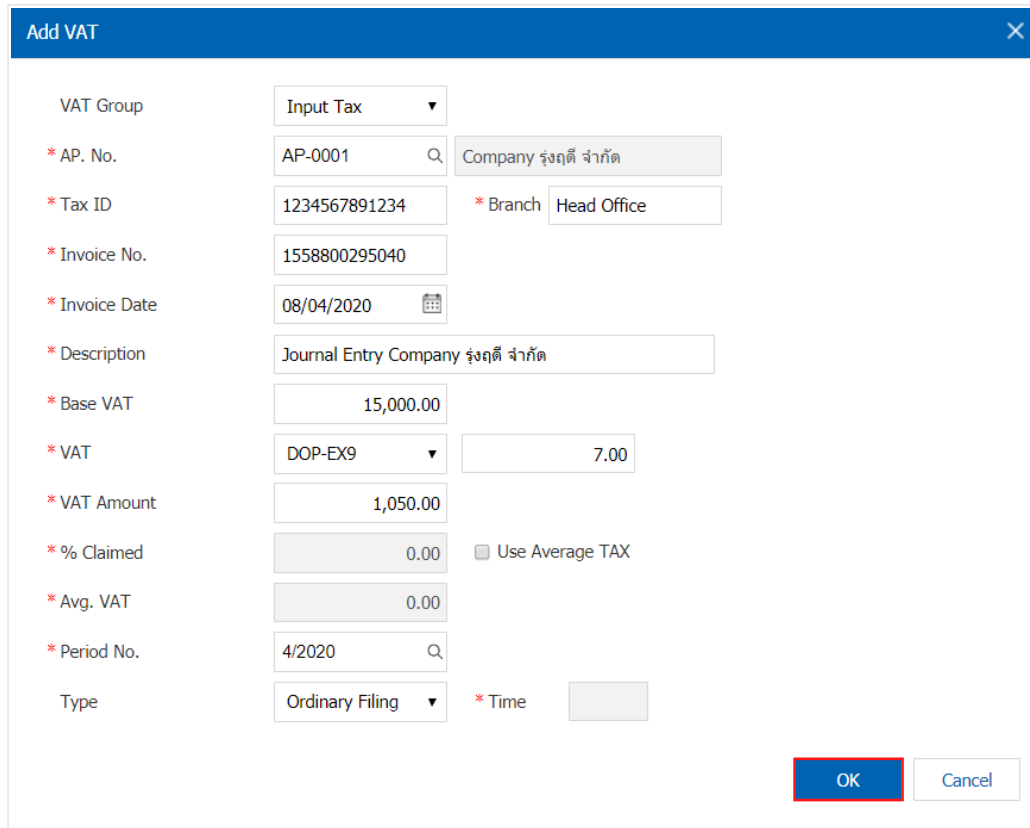
< New Journal Entry Preview Save Close

Basic Data Cheque Transfer **VAT** WHT Note & Attachment

VAT + ✎ 🗑

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 ✕

VAT Group Input Tax

\* AP. No. AP-0001 Company รุ่งฤดี จำกัด

\* Tax ID 1234567891234 \* Branch Head Office

\* Invoice No. 1558800295040

\* Invoice Date 08/04/2020

\* Description Journal Entry Company รุ่งฤดี จำกัด

\* Base VAT 15,000.00

\* VAT DOP-EX9 7.00

\* VAT Amount 1,050.00

\* % Claimed 0.00  Use Average TAX

\* Avg. VAT 0.00

\* Period No. 4/2020

Type Ordinary Filing \* Time

OK Cancel

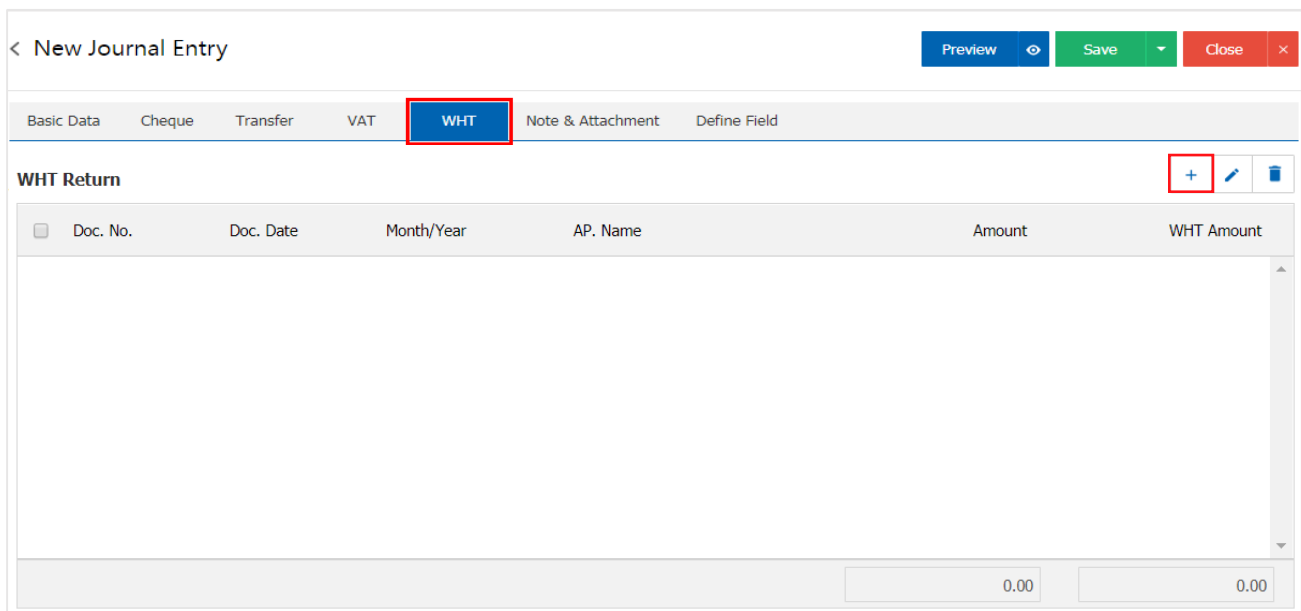
- Tab "WHT" is to save the details of tax deducted at source - Withholding tax expense consists
  - Tax withholding is to record the details of withholding tax from account receivable.
  - Tax withholding is to record details of withholding tax on accounts payable. The user can save tax withholding - tax withholding by pressing the "+" button, which will show Pop - Up Details are as follows:

- The document number is an identifying number on tax documents was withholding tax to bring No. documents submitted to the Revenue officer.
  - Document date is the record date of the withholding tax to bring on such a document submitted to the Revenue officer. The program is always present at default.
  - Period 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 building period will not be able to record data at that time.
  - Payer 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
  - Type (filing) is to choose the form of filing tax withholding which are 2 types :
    - Ordinary filing is to file by time period prescribed by the Revenue officer.
    - Additional filing is in case a user Tax filed but there is some document has not been filed and require to file on next month.
  - Type P.N.D is a form of filing income tax withholding under Section 3 and Section 69 bis Assays There are 4 types :
    - P.N.D 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 individual income tax.
    - P.N.D 2 is the income taxwithholding under Section 50 (2) of the Revenue Code for an individual, partnership, firm, association or group of persons who have paid interdependence under Section 40 (3). and 40 (4) of the Code, of the each mass taxable to the person liable to pay individual income tax.
    - P.N.D 3 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 individual partnership. (Unregistered) Association or the person paying assessable income under Section 40 shall be deducted each time paying assessable income under the threshold. Conditions according to the law and withholding tax was deducted at the IRS delivered within 7 days of the calendar month following the tax.
    - P.N.D 53 is applied to the income of the business. The company's businesses provideservices to customers in general as "payers" have the duty to deduct tax as part of the service. The withholding tax that the IRS.



Company Limited, Partnership Limited (registered) and Public Company 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 withholding more.
- Payer is to select the form of payment. There are 4 types :
  - Issued once the issue of Withholding tax is paid only once.
  - Off forever is to issue tax withholding pay at all times Purchase or service.
  - Withholding tax is being issued tax withholding in the form of documents withholding only.
  - The other is to note in tax withholding document.
- Detail Recording the details of the tax withholding such type of tax withholding, section rate. Taxes (%), the amount paid. And the amount of withholding.



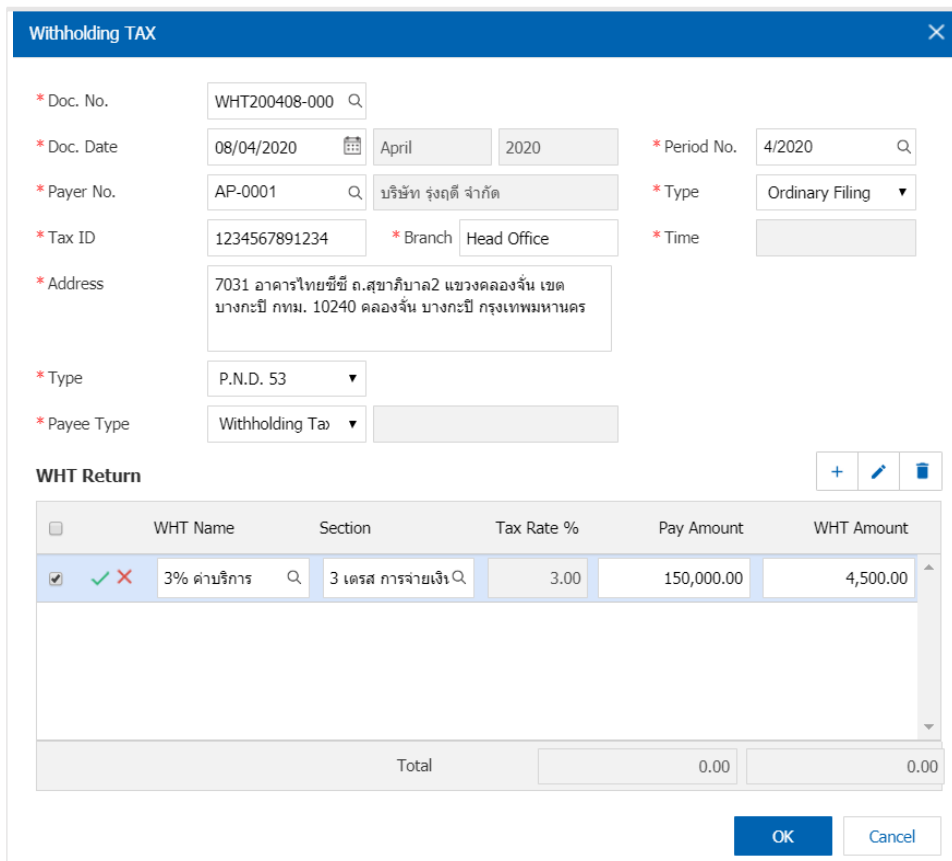
< New Journal Entry

Preview Save Close

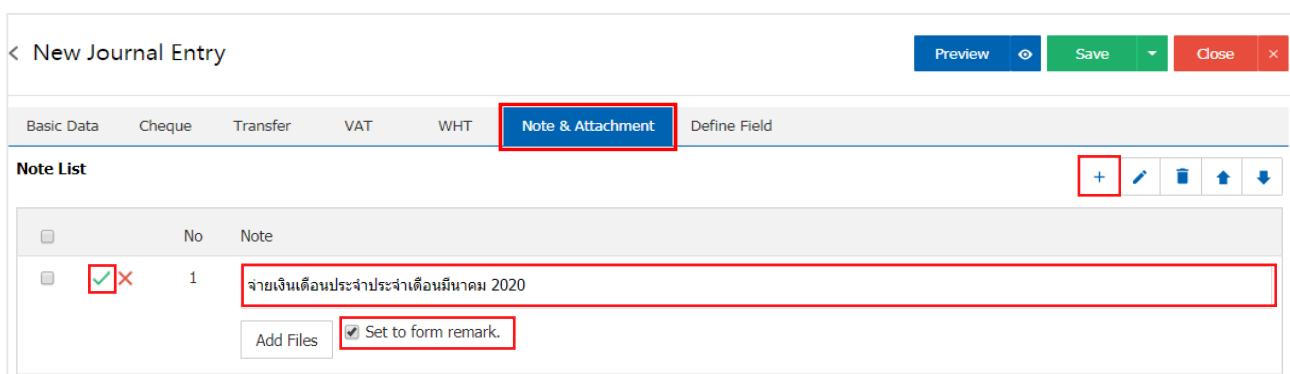
Basic Data Cheque Transfer VAT **WHT** Note & Attachment Define Field

WHT Return

Doc. No.	Doc. Date	Month/Year	AP. Name	Amount	WHT Amount
				0.00	0.00



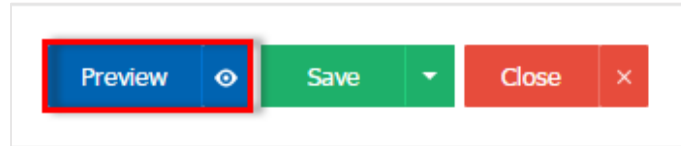
8. Tab "Note & Attachment" is to note the bill. Users can specify the notes you want by pressing the "+"> "specify the desired"> "✓Set to form remark" used in the definition. Because the bill of over 1 and up to the present in the form> "✓" to save the image



\* Note: The "↑" and "↓" to scroll the text up. Or according to user requirements

\* Note: If the user has other documents to bring to the reference in the document list daily, users can "Add Files" documents other

9. The user can press the "Preview" button way. top right of the screen. The previous record of daily papers to determine the accuracy of the data shown in Figure



Preview Journal Entry

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**บริษัท โปรซอฟท์ ซีอาร์เอ็ม จำกัด**

Payment Voucher       Purchase Voucher  
 Receipt Voucher       Sales Voucher  
 Journal Voucher

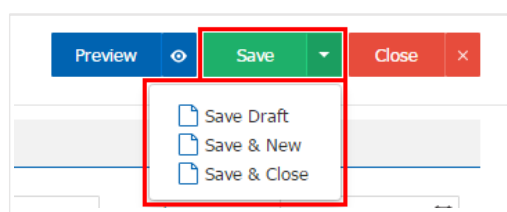
Journal Book : Receive Voucher  
 Doc. No. : RV200115-001      Doc. Date : 30/04/2020  
 Ref Doc. No. : AR630115-000      Ref Doc Date : 30/04/2020  
 Detail : ตั้งหนี้ลูกหนี้อื่น ๆ ให้บริษัท นานาการไฟฟ้า

GL Account No.	Account Name	Debit	Credit	Cost Center	Internal Order
11300001	ลูกหนี้การค้า-ในประเทศ	32,100.00			
43000004	รายได้อื่นๆ		30,000.00		
21640002	ภาษีขายยังไม่ถึงกำหนด		2,100.00		
Total Amount 3 Items		32,100.00	32,100.00		

Prepared by	Checked By	Approved by	Posted by	Payee by / Payer by

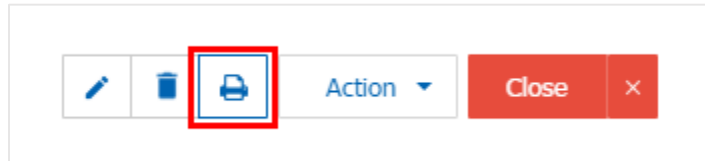
10. After the check is complete, press the "Save" button at the top right of the screen to save documents daily. The recorded data can be divided into 4 recording format :

- Save the document the daily list normally. 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 immediately.
- Save & Close to save and return to daily items. When a user logs The document is complete The system will display a daily list back immediately.



## Downloading, printing and e-mailing the document lists daily

1. When a user creates a daily list completed. The user require the download to print or send email. The user presses the "🖨️" button on the top right of the screen. In the detail screen lists daily Figure



2. The system will display a list of documents daily. 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 Journal Entry JV230817-001

สถานะ: Open

Download Print Send Email

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บริษัท โปรซอฟท์ ซิวอาร์เอ็ม จำกัด

Payment Voucher  Purchase Voucher  
 Receipt Voucher  Sales Voucher  
 Journal Voucher

Journal Book : Receive Voucher  
Doc. No. : RV200115-001 Doc. Date : 30/04/2020  
Ref Doc. No. : AR630115-000 Ref Doc Date : 30/04/2020  
Detail : ตั้งหนี้ลูกหนี้อื่น ๆ ให้บริษัท นานาการไฟฟ้า

GL Account No.	Account Name	Debit	Credit	Cost Center	Internal Order
11300001	ลูกหนี้การค้า-ไม่ประเภ	32,100.00			
43000004	รายได้อื่นๆ		30,000.00		
21640002	ภาษีขายยังไม่ถึงกำหนด		2,100.00		
Total Amount	3 Items	32,100.00	32,100.00		

Prepared by	Checked By	Approved by	Posted by	Payee by / Payer by

\* Note: The list of documents daily. Will be in the form of extension. PDF