

## Receipts Bill (Bill Acceptance)

Refers to the recording of accounts payable, billing receipts. When Bill creditors of the outstanding balance to be used to refer to the notes to repay debt

### Save receipts for billing window

Save data window is divided into 4 parts :

- **Basic Data** is a detailed record of the billing receipt
- **Detail** is to record the details of the bill. No. taxpayers responsible department
- **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 manner in which billing information is recorded

Billing receipt list recording Can record in 2 ways

- Save the billing receipt without reference to the purchase document / credit discount document And other accounts payable documents
- Save the billing receipt with reference to the purchase document / Credit discount document And other accounts payable documents The program pulls important information such as names of creditors, product lists and addresses to show on automatic billing receipts. Users can complete the update.

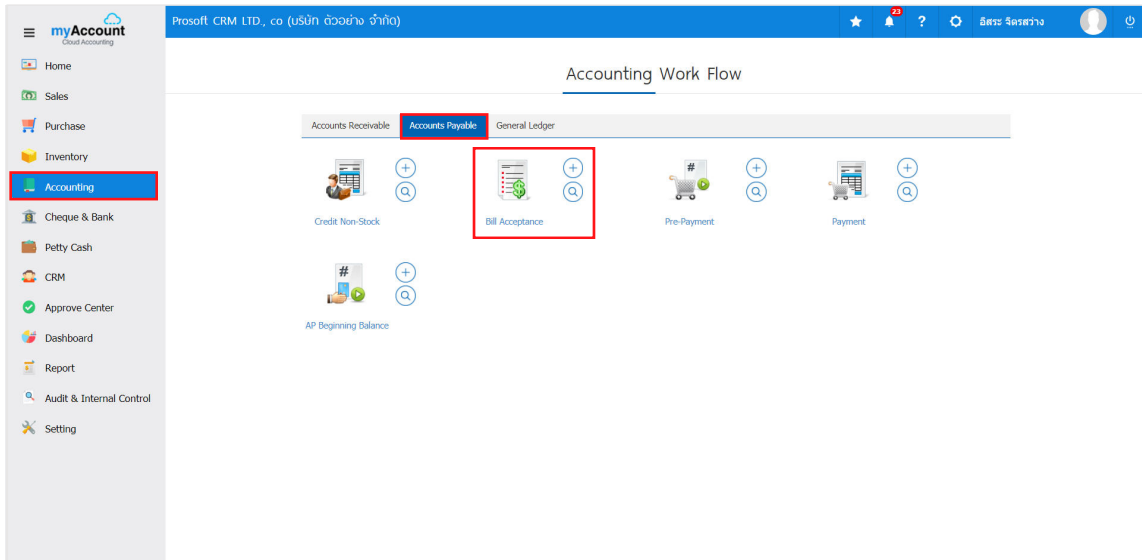
### Documents receipt Billing

Documents receipt billed a total of 5 states

- **Draft** is document was drafted with the recording
- **Open** a new document is created. Please refer to the documents that I purchased / discounted debt papers. The documents and other creditors pending the adoption of open document preparation paid Documents and payments
- **Partial** document is a field. Yes, to some already
- **Close** is the document opens the document that was prepared to pay. Documents and payments already
- **Cancel** is a document that has been canceled can not be used any more.

## The recording process billing receipts

- Users can save receipts Billing menu by pressing the "Accounting" > "Account Payable" > "Bill Acceptance" Figure



- The system will display the receipt of invoice. Users can create receipts, billing the new device by pressing the "New" button at the top right of the screen shown in Figure

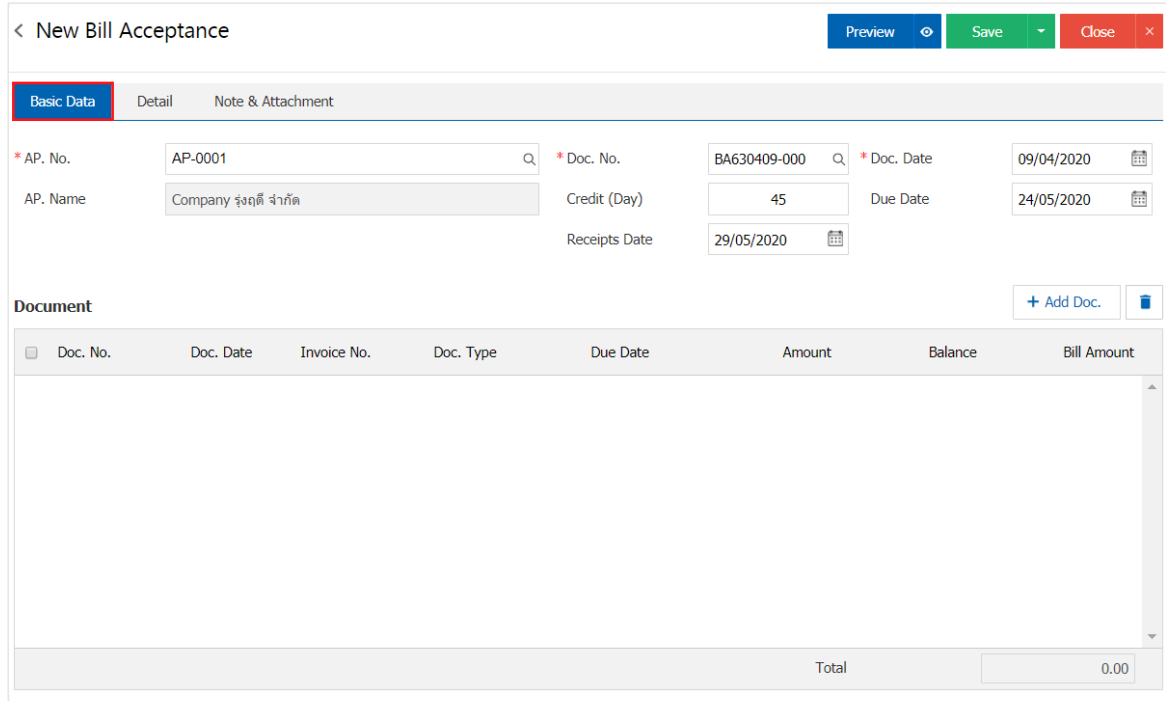
< Bill Acceptance ★ New +

All Bill Accepta...

<input type="checkbox"/>	Doc. Date	Doc. No.	AP. No.	AP. Name	Receipts Da...	Total Amount	Status	Owner
<input type="checkbox"/>	02/04/2020	BA630402-000	AP-0003	บริษัท วายโอบี จำกัด	02/04/2020	3,070.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	30/03/2020	BA630330-000	AP-0001	บริษัท รุ่งฤดี จำกัด	15/05/2020	20,865.00	Close	นวลชนก ดันวิเชียร
<input type="checkbox"/>	05/03/2020	BA630305-000	AP-0001	บริษัท รุ่งฤดี จำกัด	01/05/2020	1,070.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	20/02/2020	BA630220-000	AP-0000001	บริษัท พาหนะ	20/02/2020	5,350.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	15/02/2020	BA630215-000	EX	บริษัท ลองโมอ์	15/02/2020	2,311.20	Close	นฤมล เนตรสว่าง
<input type="checkbox"/>	12/02/2020	BA630212-000	AP-0000038	บริษัท หยวนชิว เกษตรวิทยา...	27/02/2020	4,280.00	Open	นฤมล เนตรสว่าง
<input type="checkbox"/>	06/02/2020	BA630206-000	AP-000038	หจก. ก.เกษตรกรกิจ	07/02/2020	5,174.27	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	03/02/2020	BA630203-000	AP-0006	บริษัท ดีไอเอฟ จำกัด	03/02/2020	2,140.00	Close	จิตเพ็ญ มังคละวงศ์
<input type="checkbox"/>	03/02/2020	BA630203-001	AP-0013	บริษัท แกรนอินเตอร์สโตนอลจำกัด	03/02/2020	265,360.00	Close	จิตเพ็ญ มังคละวงศ์
<input type="checkbox"/>	09/01/2020	BA630109-0001	AP-0003	บริษัท วายโอบี จำกัด	08/02/2020	34,181.34	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	07/11/2019	BA621107-000	AP-0001	บริษัท รุ่งฤดี จำกัด	27/12/2019	37,100.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	24/10/2019	BA621024-000	AP-0000001	พาหนะ	08/12/2019	35,136.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	10/10/2019	BA621010-000	AP-0001	บริษัท รุ่งฤดี จำกัด	29/11/2019	12,840.00	Close	อิสระ จิตรสว่าง

1 - 20 Items From 30 Items

3. In the "Basic Data" is to record details of receipts billed as code creditors document number. Document date etc. users should fill in the form marked "\*" are required Figure



< New Bill Acceptance

Preview Save Close

Basic Data Detail Note & Attachment

\* AP. No. AP-0001 \* Doc. No. BA630409-000 \* Doc. Date 09/04/2020

AP. Name Company จำกัด จำกัด Credit (Day) 45 Due Date 24/05/2020

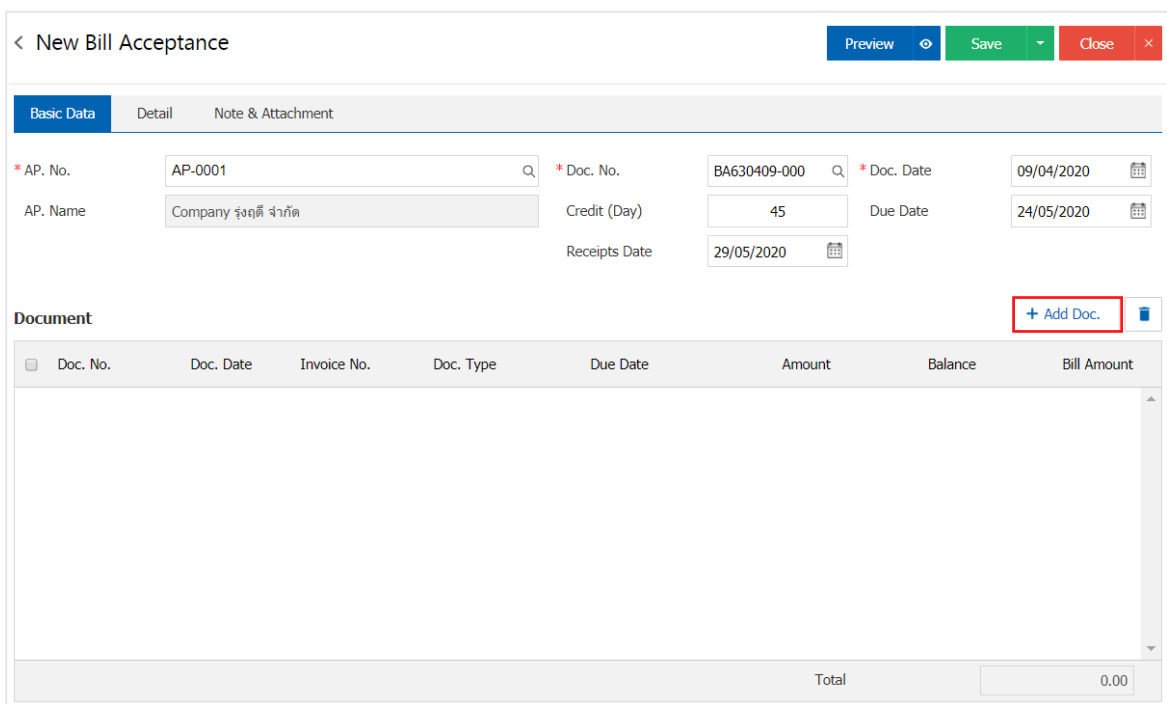
Receipts Date 29/05/2020

Document + Add Doc.

Doc. No.	Doc. Date	Invoice No.	Doc. Type	Due Date	Amount	Balance	Bill Amount
----------	-----------	-------------	-----------	----------	--------	---------	-------------

Total 0.00

4. In the document, the user can add documents like receipts, billing multiple press. "+ Add Doc." on Figure



< New Bill Acceptance

Preview Save Close

Basic Data Detail Note & Attachment

\* AP. No. AP-0001 \* Doc. No. BA630409-000 \* Doc. Date 09/04/2020

AP. Name Company จำกัด จำกัด Credit (Day) 45 Due Date 24/05/2020

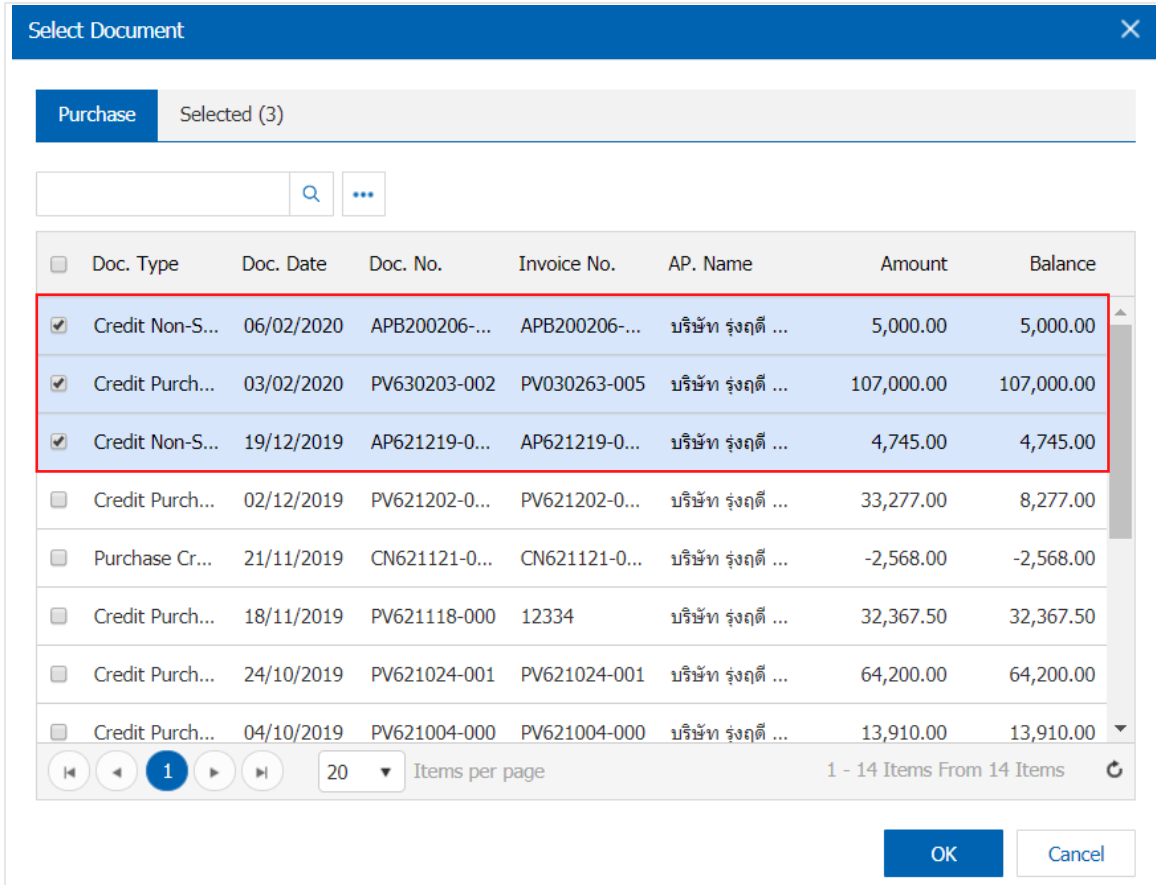
Receipts Date 29/05/2020

Document + Add Doc.

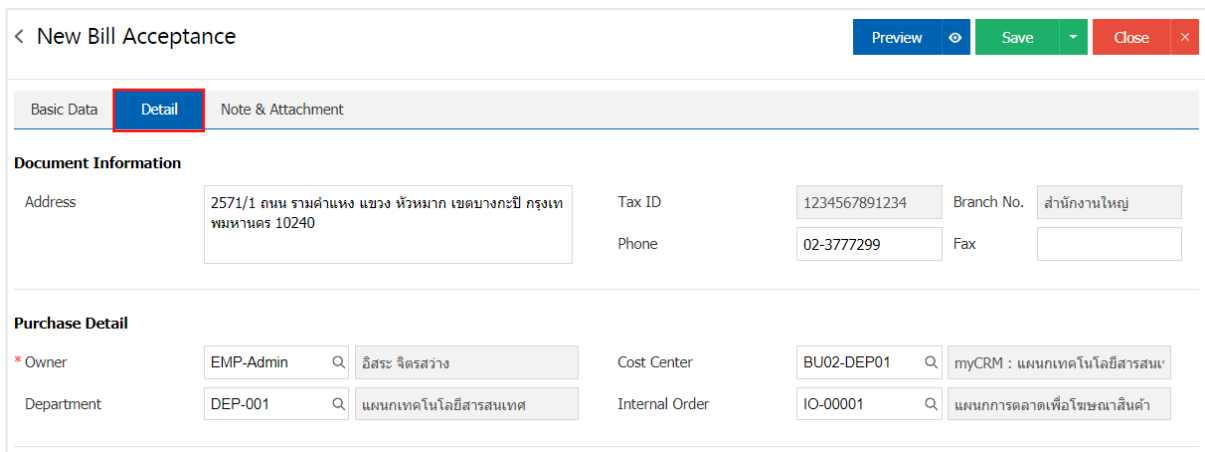
Doc. No.	Doc. Date	Invoice No.	Doc. Type	Due Date	Amount	Balance	Bill Amount
----------	-----------	-------------	-----------	----------	--------	---------	-------------

Total 0.00

5. The system lists the documents you create receipts, billing, such as document type, date, document, document number, invoice / Name payable amount / balance etc. Then, users select the document. To create a billing receipts shown



6. In the "Detail" will refer to the address of the creditor. The user has set up a detailed address information. Since the beginning of creditors Users can modify information in this section, such as the number of taxpayers responsible department, etc. Figure

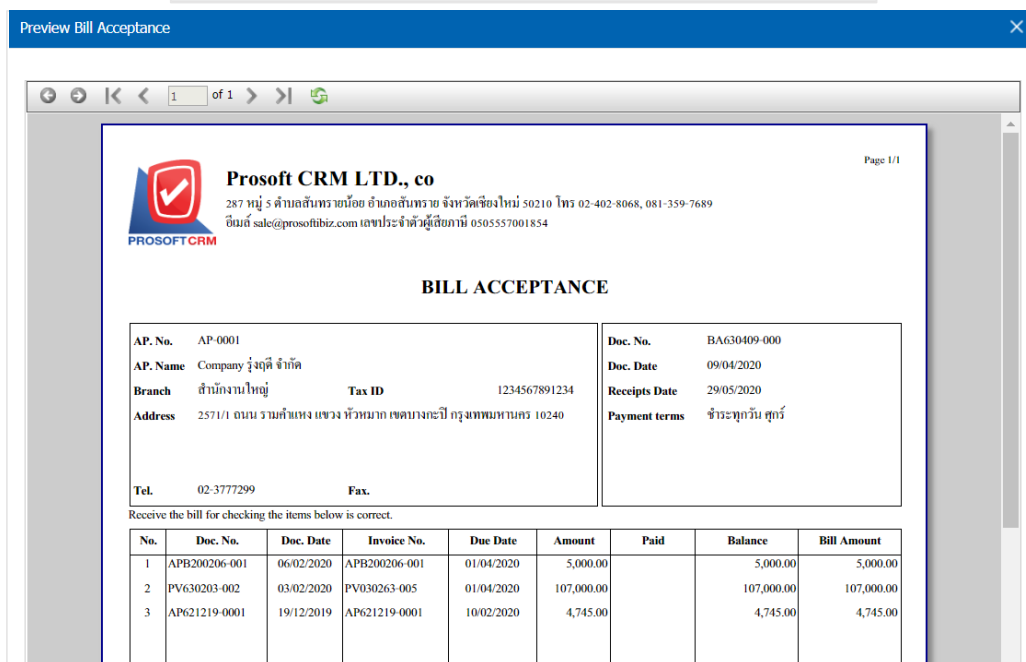
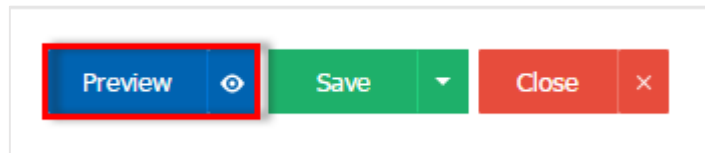


7. In the "Note & Attachment" is to note the bill. Users can specify the notes you want by pressing the "+"> "specify the desired"> "✓Set to form remark" used in the definition. Because the bill of over 1 and up to the present in the form> "✓" to save the image



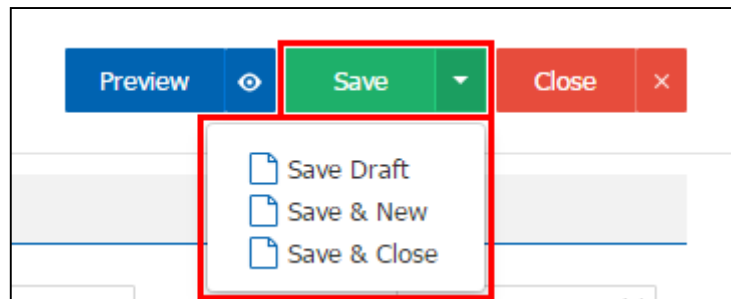
- \* Note: The "▲" and "▼" to scroll the text up. Or according to user requirements
- \* Note: If the user has other documents. According to bring in receipts, billing, users can "Add Files" other documents.

8. The user can press the "Preview" button on the top right of the screen. First, save receipts Billing To determine the accuracy of the data shown in Figure



9. After the check is complete, press the "Save" button at the top right of the screen to record the receipt of invoice. The recorded data can be divided into 4 recording format :

- **Save** is to save receipts for regular billing. Available data show that the record is complete
- **Save Draft** to save a draft document. When users log receipts, billing system will then display the billing records receipts draft immediately
- **Save & New** to save and open a new billing records, receipts. When a user records a The billing is complete the system will display the data for billing receipt immediately
- **Save & Close** to save and return to receipt of invoice. When a user records a The billing is complete The system will return receipt display all billing immediately.



### To verify the status of receipts, billing

1. Users can confirm the status change bill billing this by pressing "select Receipt bill to change the status 1" > "Action" > "Change Status" will show Pop. - up to the user to verify the status of the billing status change conditions are as follows :

- Status **Open** a **Cancel** button
- Status **Partial**, **Close**, **Cancel** can not be changed from the original. Since the document's reference to other documents are closed or canceled already.

Doc. Date	Doc. No.	AP. No.	AP. Name	Receipts Da...	Total Amount	Status	Action
02/04/2020	BA630402-000	AP-0003	บริษัท วายโอยู จำกัด	02/04/2020	3,070.00	Close	Copy Change Status Assign
30/03/2020	BA630330-000	AP-0001	บริษัท รุ่งฤดี จำกัด	15/05/2020	20,865.00	Close	มวลชนก ดันวิเชียร
05/03/2020	BA630305-000	AP-0001	บริษัท รุ่งฤดี จำกัด	01/05/2020	1,070.00	Close	อิสระ จิตรสว่าง

### Change Status Confirmation

Confirm change Bill Acceptance status

Do you want to change bill acceptance status 1 item?

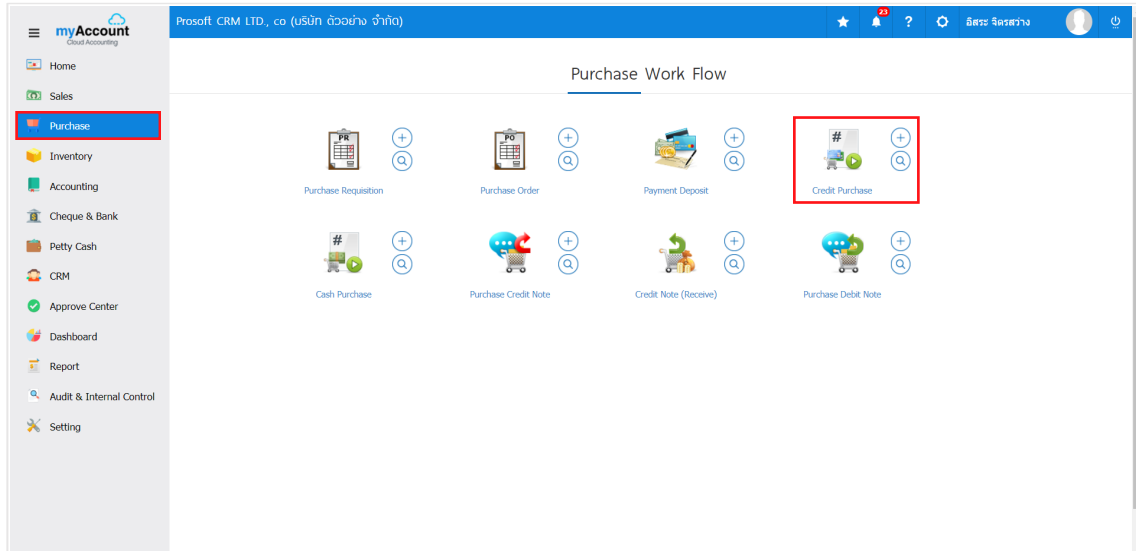
Current Status: Open

New Status:

\* Reason:

## Opening receipt Billing By buying credit reference document

1. Users can turn on receipt of invoice. By buying credit reference document by pressing the "Purchase"> "Credit Purchase" on Figure

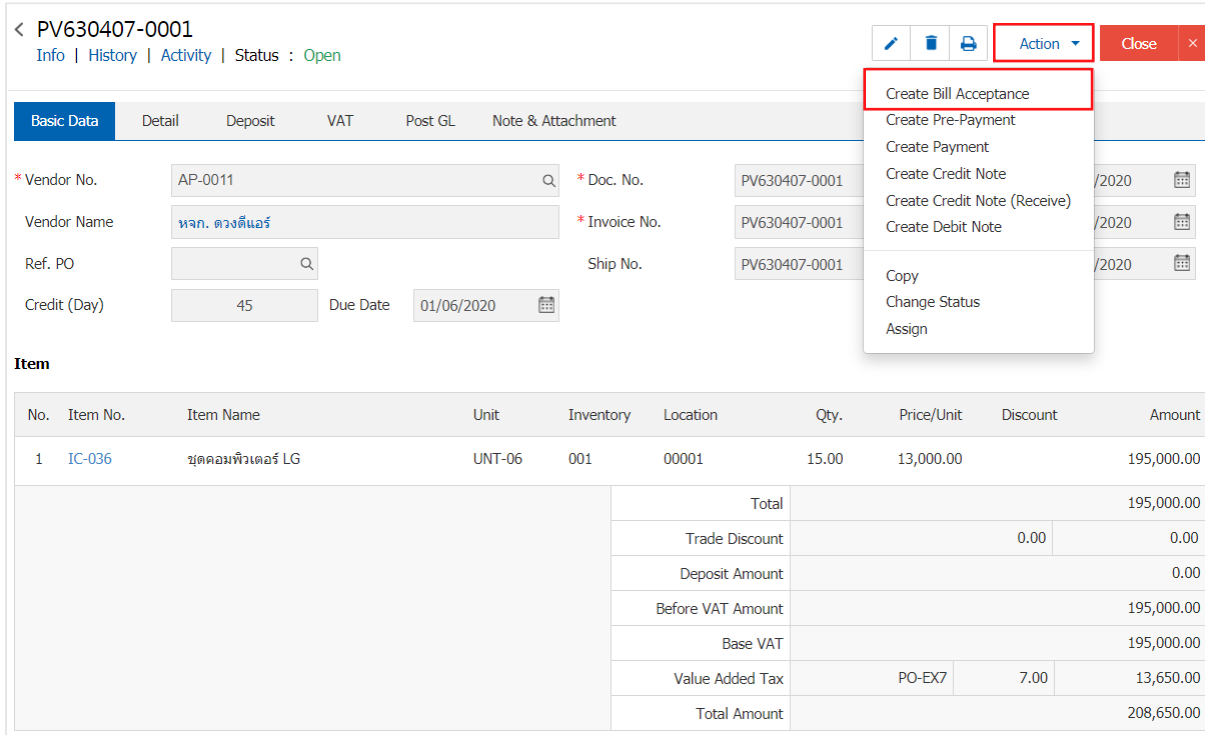


2. The system will display the list of credit sale. The user must select the document purchase mortgages with the status "Open" or "Partial" is shown

Doc. Date	Doc. No.	Invoice No.	Vendor No.	Vendor Name	Total Am...	Status	PO No.	Owner
03/01/2020	PV630103-0...	PV630103-0...	AP-0002	บริษัท วัดอุดมเมกะเทวี	40,125.00	Open		อิสระ จิตรสว่าง
19/12/2019	PV621219-0...	PV621219-0...	AP-0003	บริษัท วายโอย จำกัด	5,581.34	Close	PO621219-000	อิสระ จิตรสว่าง
10/12/2019	PV621210-0...	PV621210-0...	AP-0006	บริษัท ดีอีเอฟ จำกัด	193,538....	Close		อิสระ จิตรสว่าง
02/12/2019	PV621202-0...	PV621202-0...	AP-0001	บริษัท รุ่งฤดี จำกัด	33,277.00	Partial	PO620628-000	อิสระ จิตรสว่าง
28/11/2019	PV621128-000	PV621128-000	AP-0001	บริษัท รุ่งฤดี จำกัด	8,025.00	Close	PO621128-000	อิสระ จิตรสว่าง
21/11/2019	PV621121-0...	PV621121-0...	AP-0001	บริษัท รุ่งฤดี จำกัด	20,330.00	Close	PO620830-000	อิสระ จิตรสว่าง
18/11/2019	PV621118-000	12334	AP-0001	บริษัท รุ่งฤดี จำกัด	32,367.50	Open	PO621118-000	นฤมล เนตรสว่าง
07/11/2019	PV621107-000	PV621107-001	AP-0001	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-0001	บริษัท รุ่งฤดี จำกัด	64,200.00	Open	PO620626-000	อิสระ จิตรสว่าง
20/10/2019	PV621020-000	1111111111...	AP-0000001	บริษัท พาหนะ	1,123,50...	Close		นฤมล เนตรสว่าง
10/10/2019	PV621010-000	PV621010-000	AP-0001	บริษัท รุ่งฤดี จำกัด	19,795.00	Close	PO621010-001	อิสระ จิตรสว่าง
04/10/2019	PV621004-000	PV621004-000	AP-0001	บริษัท รุ่งฤดี จำกัด	13,910.00	Open		อิสระ จิตรสว่าง



3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Bill Acceptance" will show Pop - up to users to confirm the receipt opening Billing Figure



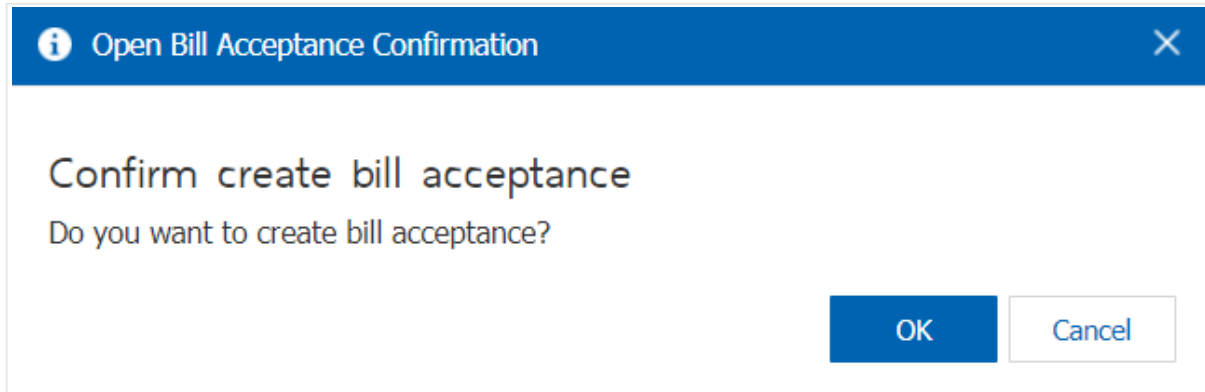
< PV630407-0001  
Info | History | Activity | Status : Open

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

\* Vendor No. AP-0011 \* Doc. No. PV630407-0001  
Vendor Name หจก. ดวงดีแอร์ \* Invoice No. PV630407-0001  
Ref. PO Ship No. PV630407-0001  
Credit (Day) 45 Due Date 01/06/2020

**Item**

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
1	IC-036	ชุดคอมพิวเตอร์ LG	UNT-06	001	00001	15.00	13,000.00		195,000.00
Total									195,000.00
Trade Discount									0.00
Deposit Amount									0.00
Before VAT Amount									195,000.00
Base VAT									195,000.00
Value Added Tax							PO-EX7	7.00	13,650.00
Total Amount									208,650.00



**Open Bill Acceptance Confirmation**

Confirm create bill acceptance  
Do you want to create bill acceptance?

OK Cancel

4. When users open a receipt confirming the bill already. The system will display a form to create a billing receipt. The creditors and the credit is based on the documents purchased by the user should complete the form marked "\*" are required following

< New Bill Acceptance

Preview
Save
Close

Basic Data
Detail
Note & Attachment

\* AP. No.

AP. Name

\* Doc. No.

Credit (Day)

Receipts Date

\* Doc. Date

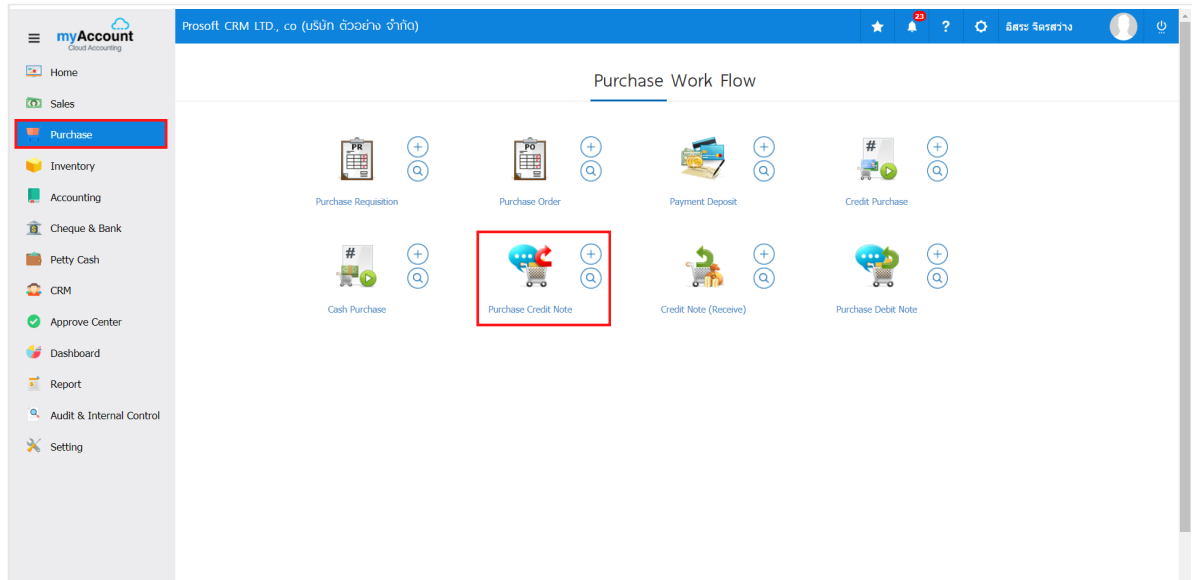
Due Date

**Document** + Add Doc.

Doc. No.	Doc. Date	Invoice No.	Doc. Type	Due Date	Amount	Balance	Bill Amount
PV630407-0001	07/04/2020	PV630407-0001	Credit Purchase	01/06/2020	208,650.00	208,650.00	208,650.00
<b>Total</b>							208,650.00

### The opening of the receipt of invoice. According to the document, reduce debt

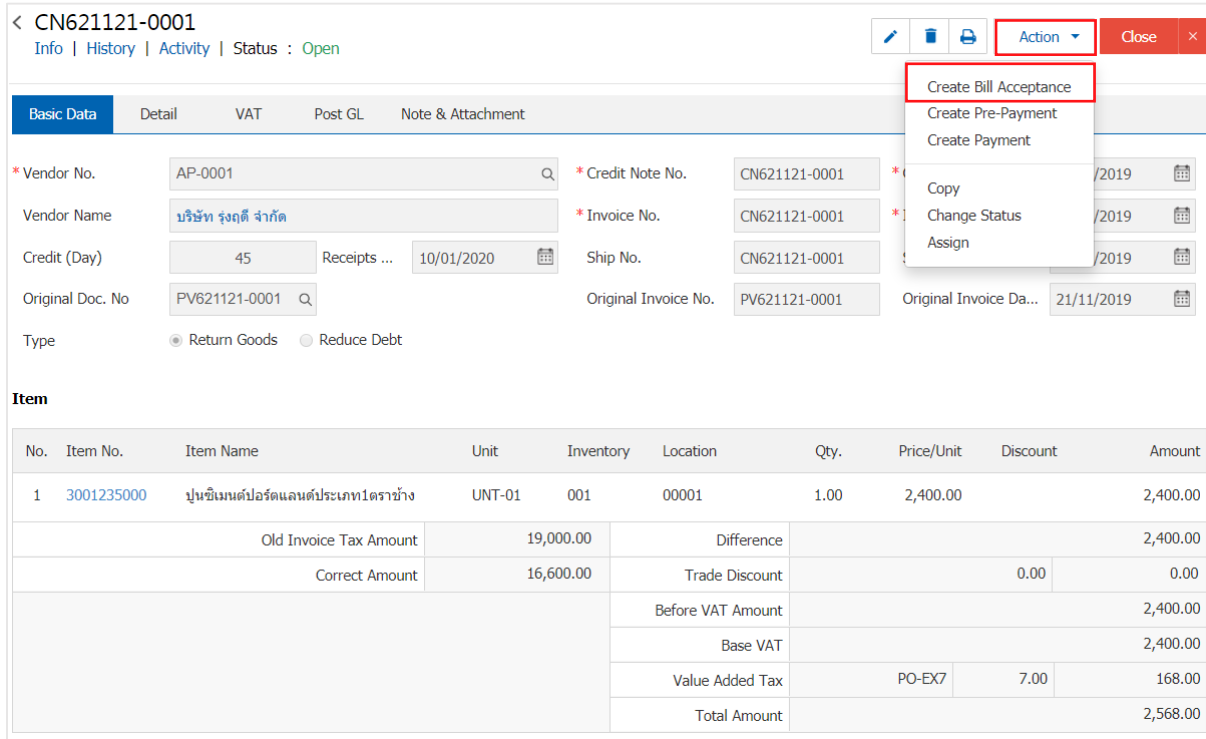
1. Users can turn on receipt of invoice. According to the document, reducing debt by pressing the "Purchase"> "Purchase Credit Note" as shown in Figure



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

Doc. Date	Doc. No.	Original Invoice ...	Vendor No.	Vendor Name	Total Amount	Status	Owner
02/04/2020	CN630402-000	PC630402-000	AP-0000001	บริษัท พาทเนลล์	395.90	Open	อิสระ จิตรสว่าง
16/03/2020	CN630316-000	0113	AP-0001	บริษัท รุ่งฤดี จำกัด	6,955.00	Close	นฤมล เนตรสว่าง
12/03/2020	CN630312-000		0111	บริษัท MM จำกัด	428.00	Open	อิสระ จิตรสว่าง
05/03/2020	CN630305-000	PC630305-000	AP-000038	หจก. ก.เกษตรกิจ	2,558.33	Open	อิสระ จิตรสว่าง
22/02/2020	CN630222-000	99999	0111	บริษัท MM จำกัด	53,500.00	Open	นฤมล เนตรสว่าง
21/11/2019	CN621121-0001	PV621121-0001	AP-0001	บริษัท รุ่งฤดี จำกัด	2,568.00	Open	อิสระ จิตรสว่าง
18/11/2019	CN621118-000	12334	AP-0001	บริษัท รุ่งฤดี จำกัด	23,807.50	Close	นฤมล เนตรสว่าง
24/10/2019	CN621024-000	PV620506-001	AP-0006	บริษัท ดีไอเอฟ 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	ฉัตรพรวิภา มังคละวงษ์
08/12/2018	CN611208-000	111111	AP-0001	บริษัท รุ่งฤดี จำกัด	267.50	Open	นฤมล เนตรสว่าง

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Bill Acceptance" will show Pop - up to users to confirm the receipt opening Billing Figure



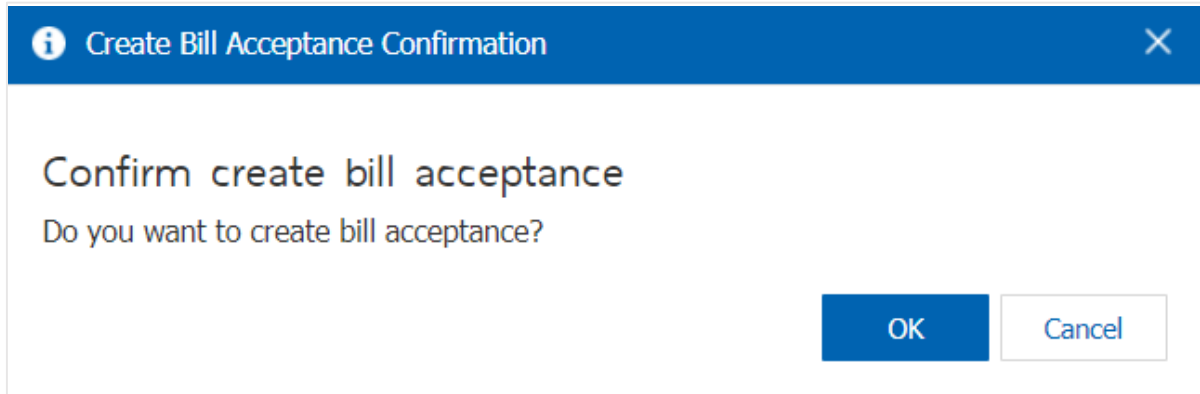
< CN621121-0001  
Info | History | Activity | Status : Open

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

\* Vendor No. AP-0001 \* Credit Note No. CN621121-0001  
Vendor Name บริษัท รุ่งฤดี จำกัด \* Invoice No. CN621121-0001  
Credit (Day) 45 Receipts ... 10/01/2020 Ship No. CN621121-0001  
Original Doc. No. PV621121-0001 Original Invoice No. PV621121-0001 Original Invoice Da... 21/11/2019  
Type  Return Goods  Reduce Debt

Item

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
1	3001235000	ปูนซีเมนต์ปอร์ตแลนด์ประเภท1ตราช้าง	UNT-01	001	00001	1.00	2,400.00		2,400.00
Old Invoice Tax Amount			19,000.00	Difference					2,400.00
Correct Amount			16,600.00	Trade Discount				0.00	0.00
				Before VAT Amount					2,400.00
				Base VAT					2,400.00
				Value Added Tax			PO-EX7	7.00	168.00
				Total Amount					2,568.00



**Create Bill Acceptance Confirmation**

Confirm create bill acceptance  
Do you want to create bill acceptance?

OK Cancel

4. When users open a receipt confirming the bill already. The system will display a form to create a billing receipt. The creditors and the referenced documents, reduce the debt by the user should complete the form marked "\*" are required following

< New Bill Acceptance

Preview
Save
Close

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Basic Data

Detail

Note & Attachment

\* AP. No.

AP. Name

\* Doc. No.

Credit (Day)

Receipts Date

\* Doc. Date

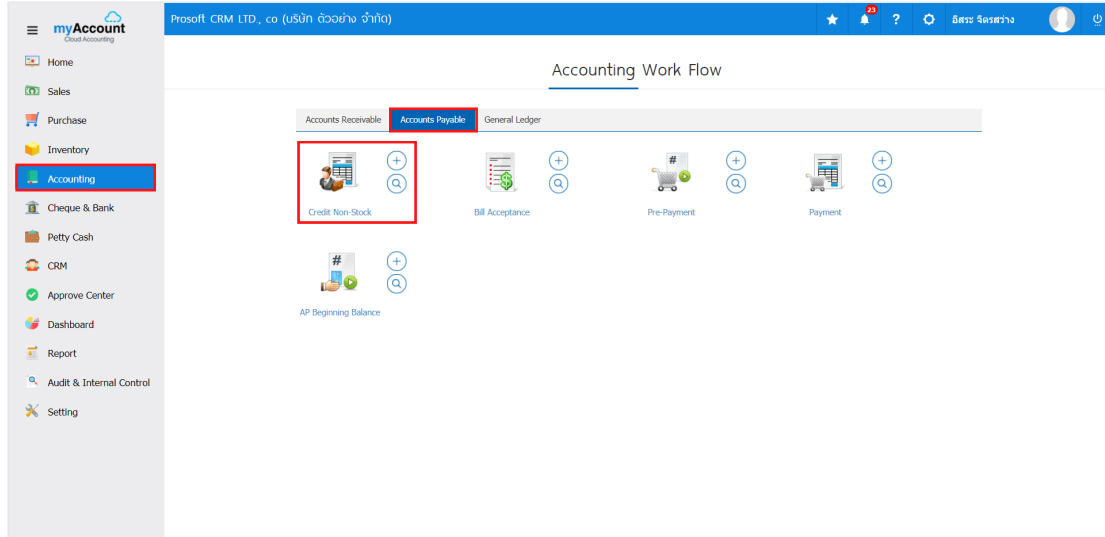
Due Date

**Document** + Add Doc.

Doc. No.	Doc. Date	Invoice No.	Doc. Type	Due Date	Amount	Balance	Bill Amount
<input type="checkbox"/> CN621121-0001	21/11/2019	CN621121-0001	Purchase Credit Note	10/01/2020	-2,568.00	-2,568.00	-2,568.00
<b>Total</b>							-2,568.00

## The opening of the receipt of invoice. The document Non Stock Credit

1. Users can turn on receipt of invoice. The reference credit non stock by depressing the "Accounting"> "Account Payable" > "Credit Non-Stock" as shown in Figure



2. The system will display a list of credit non stock, the user must select the document set creditors other status. "Open" or "Partial" is shown

วันที่เอกสาร	เลขที่เอกสาร	รหัสลูกค้า	ชื่อลูกค้า	จำนวนเงินทั้งสิ้น	สถานะ	เลขที่ใบกำกับภาษี	อ้างอิงใบสั่งขาย	ผู้รับผิดชอบ
24/01/2020	AR630124-000	A6209-002	ร้าน ขายของชำ	10,000.00	Cancel	AR630124-000		อิสระ จิตรส
24/01/2020	AR630124-001	A6209-002	ร้าน ขายของชำ	10,000.00	Open			อิสระ จิตรส
10/01/2020	AR630110-0001	A6209-006	บริษัท ขายสินค้า จำกัด	26,750.00	Close	AR630110-0001		อิสระ จิตรส
02/01/2020	AR630102-000	A6209-00056	ลูกค้า	2,140,000,0...	Open	AR630102-000		นฤมล เนตร
20/12/2019	AR621220-0001	A6209-004	บริษัท จริ่งใจ จำกัด	3,210.00	Close	AR621220-0001		อิสระ จิตรส
22/11/2019	AR621122-000	A6209-004	บริษัท จริ่งใจ จำกัด	3,745.00	Close	AR621122-000		อิสระ จิตรส
08/11/2019	AR621108-000	A6209-004	บริษัท จริ่งใจ จำกัด	5,000.00	Close	AR621108-000		อิสระ จิตรส
20/09/2019	AR620920-000	A6209-002	ร้าน ขายของชำ	21,400.00	Close	AR620917-000		นฤมล เนตร
26/06/2019	AR620626-000	CUS-101	คุณ เตียว	6,000.00	Open	AR620626-000		นฤมล เนตร
25/06/2019	AR620625-000	CUS-033	คุณ อรอนงค์	1,070.00	Open	AR620625-000		นฤมล เนตร
30/04/2019	AR620430-000	CUS-039	บริษัท นานาการไฟฟ้า จำกัด	32,100.00	Close	AR620627-000		นฤมล เนตร
30/04/2019	AR620430-001	CUS-039	บริษัท นานาการไฟฟ้า จำกัด	32,100.00	Close	AR620430-001		นฤมล เนตร
30/04/2019	AR620430-002	CUS-039	บริษัท นานาการไฟฟ้า จำกัด	32,100.00	Open	AR620701-000		อิสระ จิตรส

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Bill Acceptance" will show Pop - up to users to confirm the receipt opening Billing Figure

< APB200206-001  
Info | History | Activity | Status : Open

✎ 🗑️ 🖨️ Action ▾ Close ×

- Create Bill Acceptance
- Create Pre-Payment
- Create Payment
- Create Credit Note
- Create Credit Note (Receive)
- Create Debit Note
- Copy
- Change Status
- Assign

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

\* Vendor No. AP-0001 \* Doc. No. APB200206-001  
 Vendor Name บริษัท รุ่งฤดี จำกัด Invoice No. APB200206-001  
 Credit (Day) 45 Due Date 01/04/2020 Ship No. APB200206-001  
 Ref. PO

**Expenses**

No.	Expenses No.	Expenses Name	Description	Amount	Free Tax
1	002	Express Way Expenses		5,000.00	<input type="checkbox"/>
Total				5,000.00	
Trade Discount				0.00	0.00
Deposit Amount					0.00
Before VAT Amount				5,000.00	
Base VAT				5,000.00	
Value Added Tax				PO-NO7	0.00
Total Amount					5,000.00

**Open Bill Acceptance Confirmation** ×

Confirm create bill acceptance  
Do you want to create bill acceptance?

4. When users open a receipt confirming the bill already. The system will display a form to create a billing receipt. The creditors and the referenced documents from credit non stock automatically, the user should complete the form marked "\*" to complete as the picture

< New Bill Acceptance

Preview
Save
Close

Basic Data

Detail

Note & Attachment

\* AP. No.

AP. Name

\* Doc. No.

Credit (Day)

Receipts Date

\* Doc. Date


Due Date

**Document** + Add Doc.

Doc. No.	Doc. Date	Invoice No.	Doc. Type	Due Date	Amount	Balance	Bill Amount
<input type="checkbox"/> APB200206-001	06/02/2020	APB200206-001	Credit Non-Stock	01/04/2020	5,000.00	5,000.00	<input type="text" value="5,000.00"/>
<b>Total</b>							<input type="text" value="5,000.00"/>

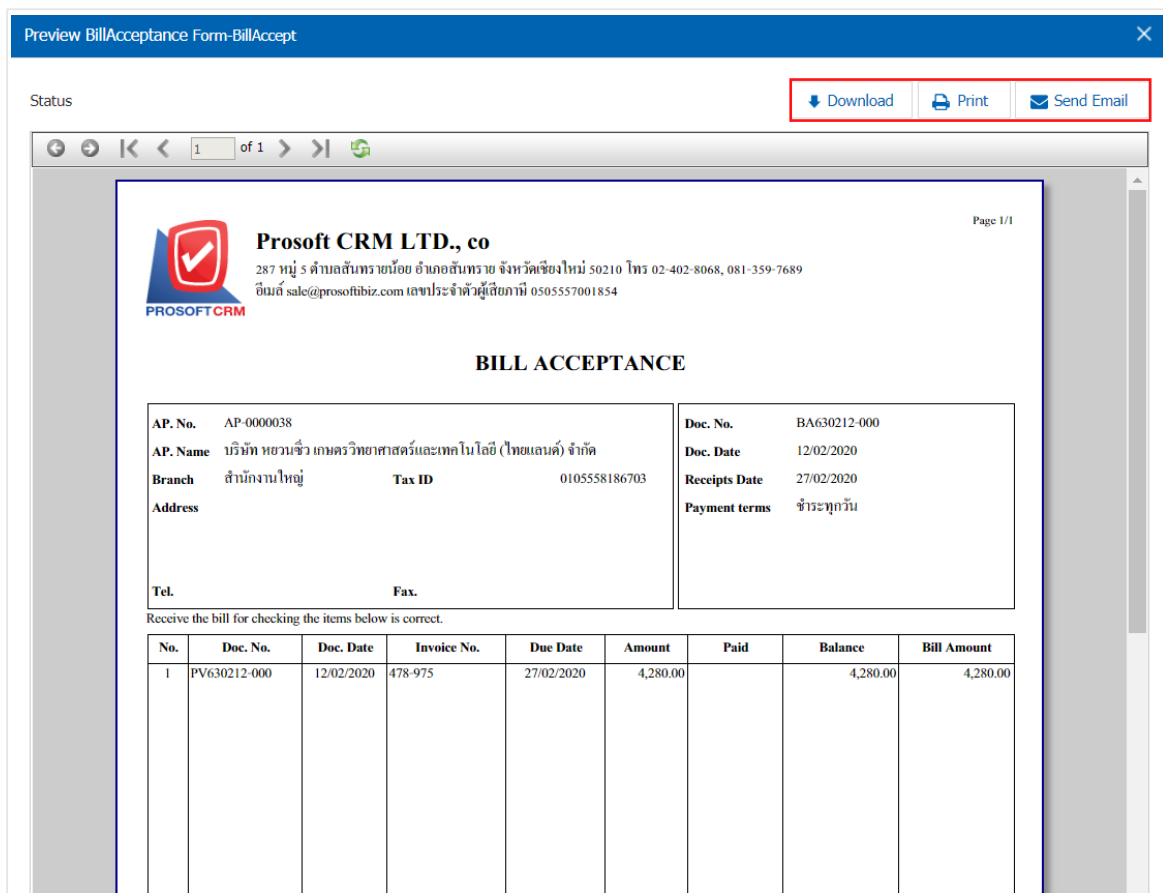


### Download, print, and send a bill of lading email

1. When the user creates a bill of lading, you need to download, print, or send an email to the user press the "  " button in the upper right of the program screen. In the Billing Details screen, follow the form



2. The system displays the Billing slip form screen. The user can select the "Download", "Print" or "Send Email" button at the top right of the program screen, as required by the user. As Picture



No.	Doc. No.	Doc. Date	Invoice No.	Due Date	Amount	Paid	Balance	Bill Amount
1	PV630212-000	12/02/2020	478-975	27/02/2020	4,280.00		4,280.00	4,280.00

\* Note: The billing document file is in the. pdf extension.