

## Payment arrangements (Pre - Payment)

Means a record prepared to settle obligations to trade creditors. After Bill creditors unpaid balance to be used to refer to the notes to repay debt

### The documentation prepared to pay

Save data window is divided into 4 parts :

- **Basic Data** is recorded detailed information document preparation paid
- **Detail** is to record the details of the bill. No. tax payers responsible department
- **WHT** is to record the details of tax deducted at source
- **Note & Attachment** is to record detailed notes and descriptions of various conditions
- **Define Field** is the data that users generate more forms to fill out manually (the Define Field will only appear if it is set Define Field only).

### The records document preparation paid

Recording prepared to pay, this can save two ways :

- **Document preparation paid. Without reference document for faith / reduce debt papers / documents set.**  
Other creditors Documentation and billing receipt
- **Document preparation paid. With reference document for faith / reduce debt papers / documents set.**  
Other creditors Auditing and Billing The program retrieves information such as name, list of creditors is shown in preparation Payable automation users to improve data by sending it

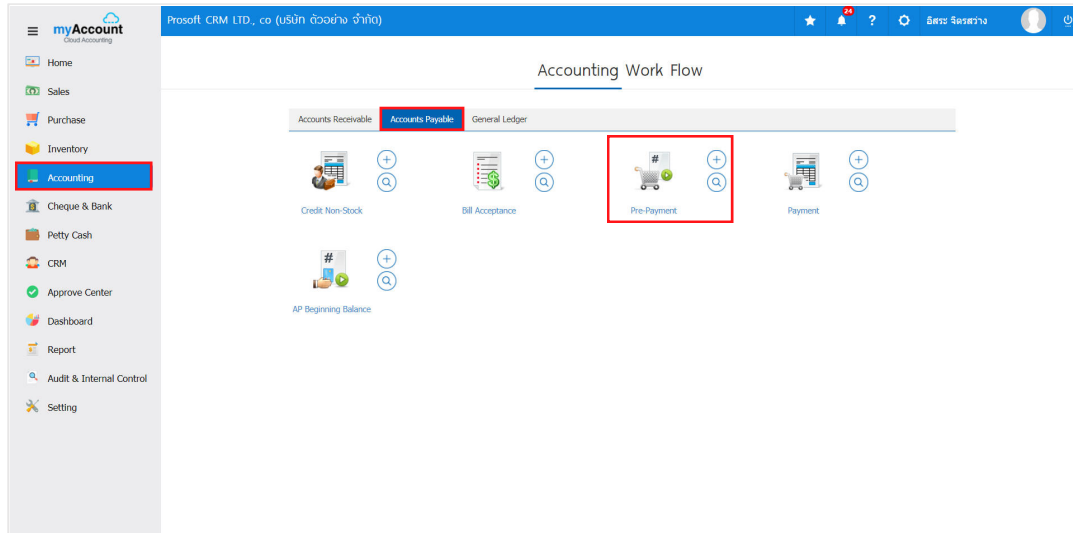
### Documents prepared for settlement

Documents prepared to pay a total of 5 states

- **Draft** document was drafted with the recording
- **Open** a new document is created. Please refer to the documents that I purchased / discounted debt papers / documents, the other creditors. Auditing and Billing Pending the adoption of open document payments
- **Partial** is a document that has already used some of the
- **Close** the document opens the document to make payments. Already
- **Cancel** is a document that has been canceled can not be used any more

## The process of document preparation, settlement

1. The user can save the document prepared by the payment of the "Accounting" > "Account Payable" > "Pre-Payment" on Figure



2. The system will display the list of pre-paid. Users can create documents, prepare to pay a new device by pressing the "New" button at the top right of the screen shown in Figure

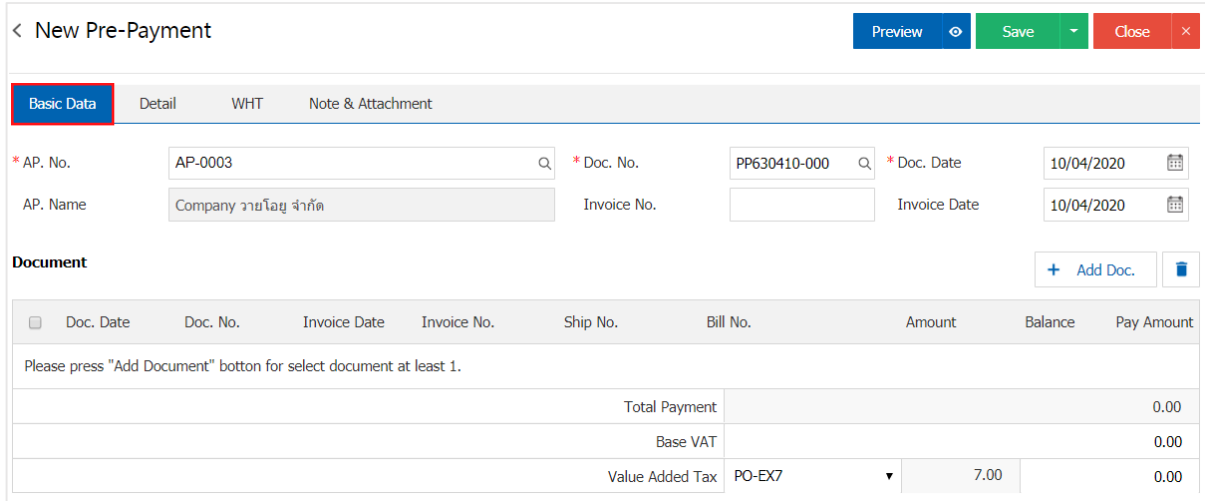
< Pre-Payment ★ New +

All Pre-Payment

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice No.	AP. No.	AP. Name	Amount	Status	Owner
<input type="checkbox"/>	26/03/2020	PP630326-000		0111	บริษัท MM จำกัด	2,140.00	Open	จิณห์วรา มังคละวงษ์
<input type="checkbox"/>	05/03/2020	PP630305-000		AP-0001	บริษัท รุ่งฤดี จำกัด	1,070.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	20/02/2020	PP630220-000		AP-0000001	บริษัท พาหนะ	5,350.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	15/02/2020	PP630215-000	11111111	EX	บริษัท ลองในขอซื้อ	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	พ.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 ดีอีเอฟ จำกัด	2,140.00	Close	จิณห์วรา มังคละวงษ์
<input type="checkbox"/>	03/02/2020	PP630203-001		AP-0013	บริษัท แกรนด์อินเตอร์สโกล จำกัด	265,360.00	Close	จิณห์วรา มังคละวงษ์
<input type="checkbox"/>	09/01/2020	PP630109-0001		AP-0003	บริษัท วายโอยู จำกัด	34,181.34	Open	อิสระ จิตรสว่าง
<input type="checkbox"/>	24/10/2019	PP621024-000		AP-0000001	พาหนะ	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

Items per page: 20 1 - 20 Items From 23 Items

3. In the "Basic Data" is to save the information document prepared to pay such a code creditors document number. Document date etc. users should fill in the form marked "\*" are required Figure



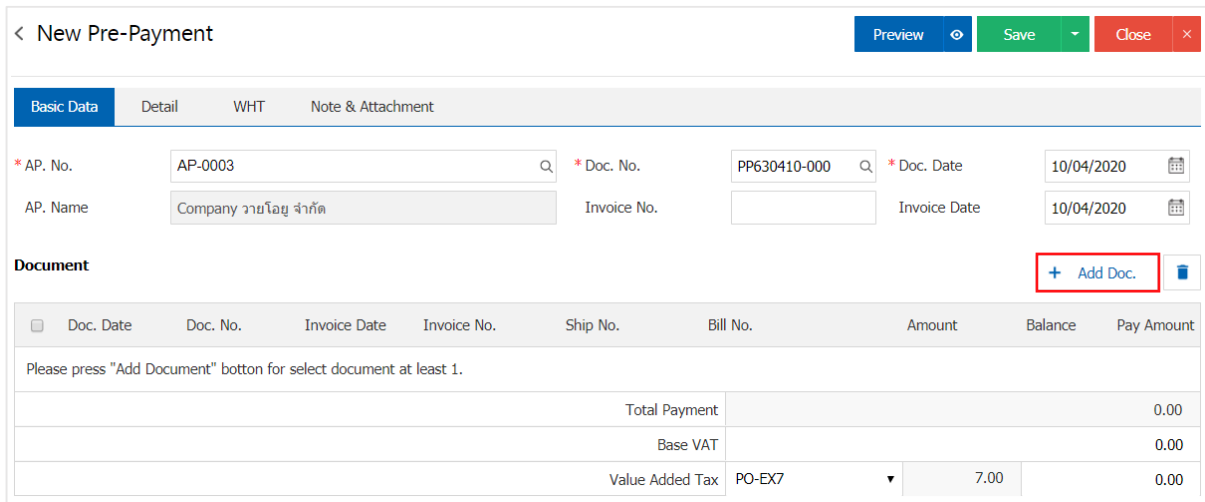
**Basic Data** | Detail | WHT | Note & Attachment

\* AP. No. AP-0003 \* Doc. No. PP630410-000 \* Doc. Date 10/04/2020  
 AP. Name Company วรรณโณทัย จำกัด Invoice No. Invoice Date 10/04/2020

**Document** + Add Doc.

Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount
Please press "Add Document" button for select document at least 1.								
Total Payment								0.00
Base VAT								0.00
Value Added Tax						PO-EX7	7.00	0.00

4. In the list of documents. Users can add documents to create a document prepared to pay multiple items by pressing the "+Add Doc" below



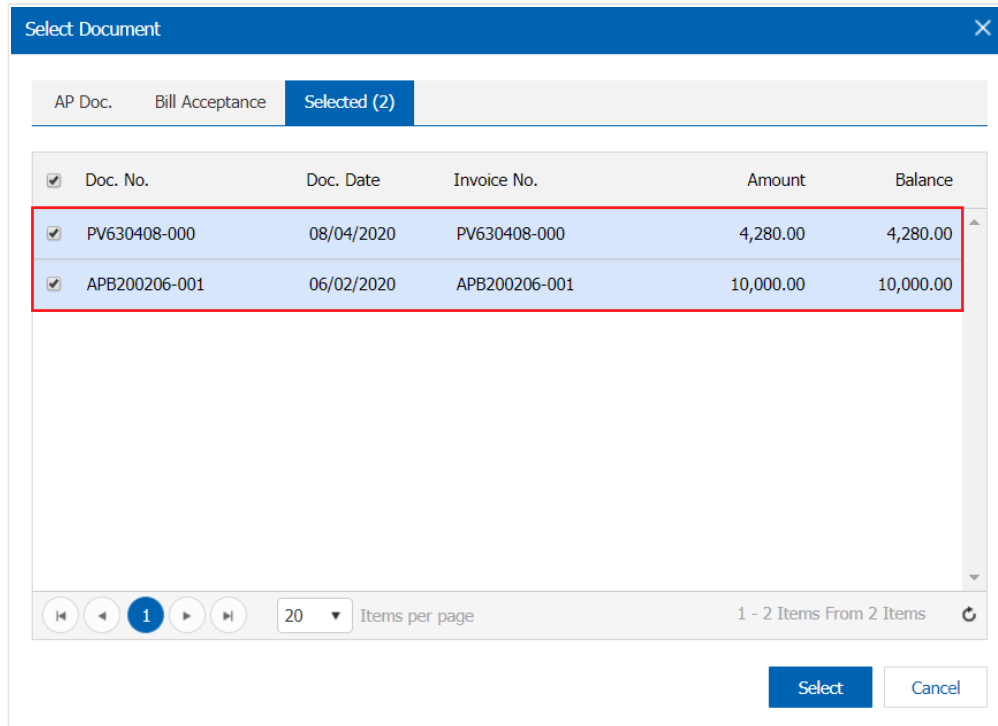
**Basic Data** | Detail | WHT | Note & Attachment

\* AP. No. AP-0003 \* Doc. No. PP630410-000 \* Doc. Date 10/04/2020  
 AP. Name Company วรรณโณทัย จำกัด Invoice No. Invoice Date 10/04/2020

**Document** + Add Doc.

Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount
Please press "Add Document" button for select document at least 1.								
Total Payment								0.00
Base VAT								0.00
Value Added Tax						PO-EX7	7.00	0.00

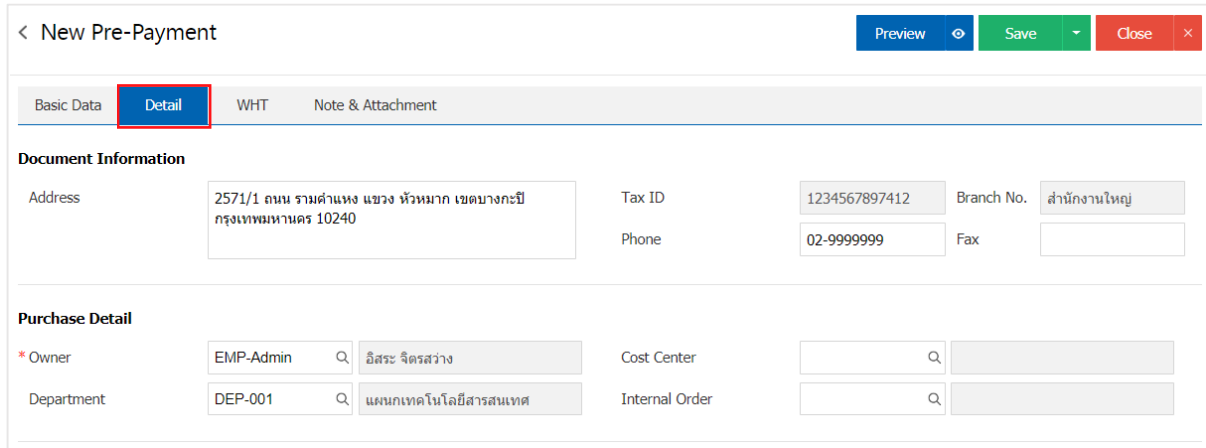
5. The system lists the documents you create a document prepared to pay, such as the document number, document / card check amount / balance etc. Then, users select the document you want to create a document prepared settle Figure



6. Users can define the tax base and VAT amount payable on demand as shown in Figure

Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount	
08/04/2020	PV630408-000	08/04/2020	PV630408-000	PV630408-000		4,280.00	4,280.00	4,280.00	
06/02/2020	APB200206-001	06/02/2020	APB200206-001			10,000.00	10,000.00	10,000.00	
Total Payment								14,280.00	
Base VAT								0.00	
Value Added Tax							PO-EX7	7.00	0.00

7. In the "Detail" will be based on information that is available to the creditors of a check. The setting detailed address information. Since the beginning of creditors Users can modify information in this document is as responsible front figure and so on.



The screenshot shows the 'New Pre-Payment' form with the 'Detail' tab selected. The form is divided into two main sections: 'Document Information' and 'Purchase Detail'.

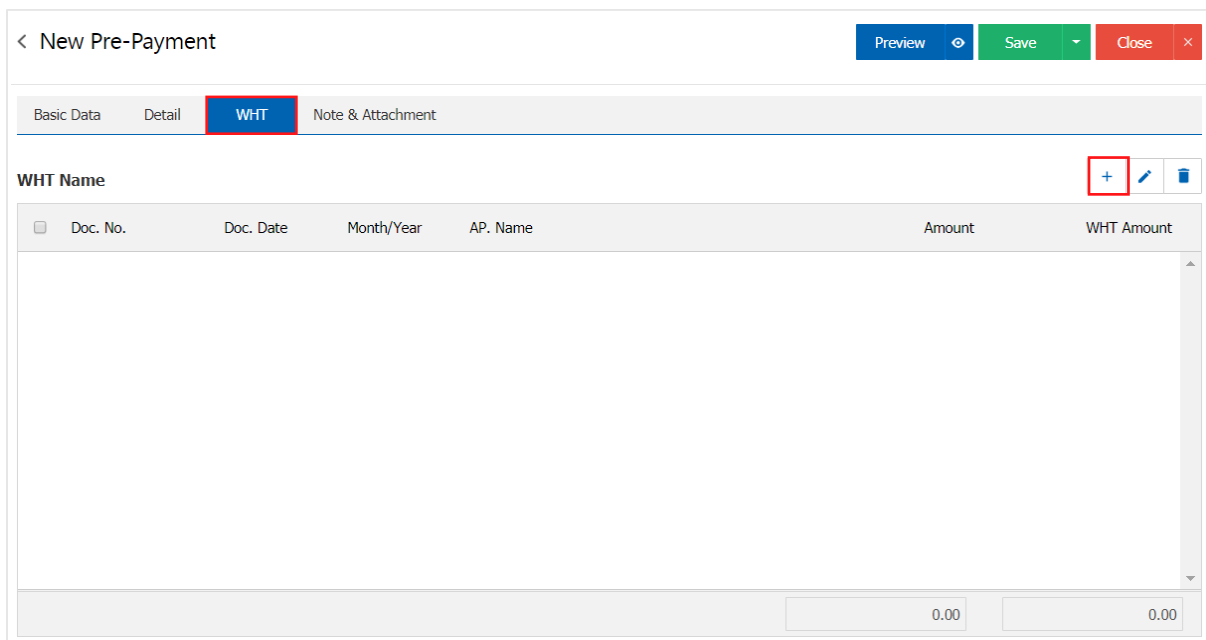
**Document Information:**

- Address: 2571/1 ถนน รามคำแหง แขวง หัวหมาก เขตบางกะปิ กรุงเทพมหานคร 10240
- Tax ID: 1234567897412
- Branch No.: สำนักงานใหญ่
- Phone: 02-9999999
- Fax: (empty)

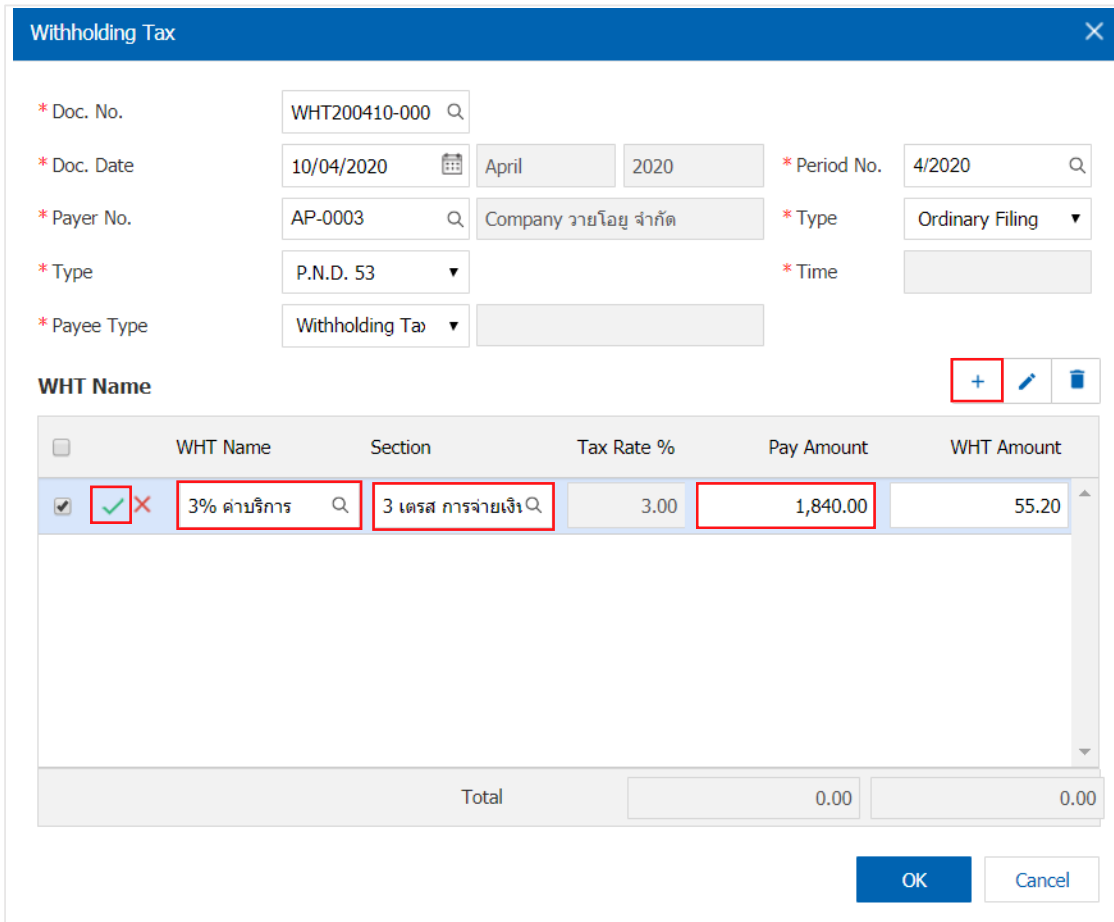
**Purchase Detail:**

- \* Owner: EMP-Admin (selected), อิศระ จิตรสว่าง
- Cost Center: (empty)
- Department: DEP-001 (selected), แผนกเทคโนโลยีสารสนเทศ
- Internal Order: (empty)

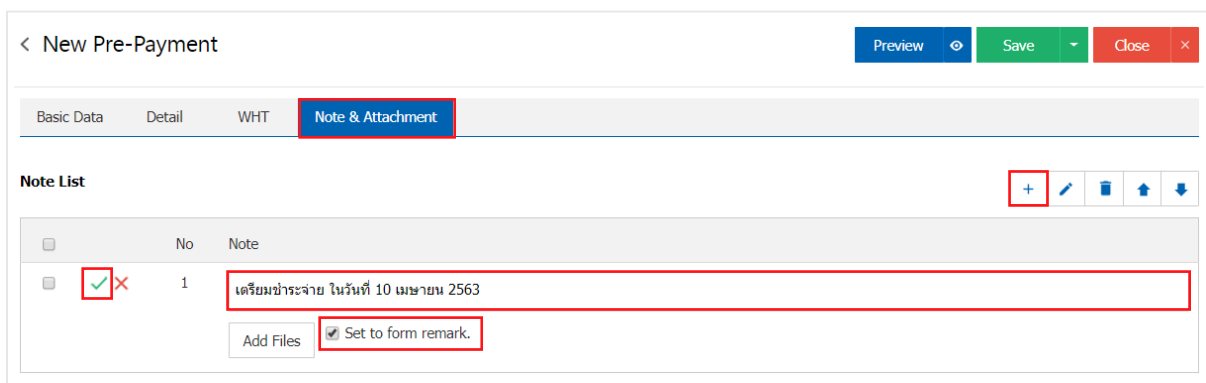
8. In the "WHT" is to save tax withholding in the case of tax withholding by pressing the "+" button will display the recorded tax withholding, a user should enter. information on the form marked "\*" are required, then press the "+" button to create a tax withholding, the user may select "tax bracket"> "Select section"> "Enter the amount you pay"> "✓" to Brian To save the data in Figure



The screenshot shows the 'New Pre-Payment' form with the 'WHT' tab selected. The 'WHT Name' section is highlighted with a red box, showing a table with columns for Doc. No., Doc. Date, Month/Year, AP. Name, Amount, and WHT Amount. The table is currently empty, and the bottom right corner shows '0.00' for both Amount and WHT Amount.



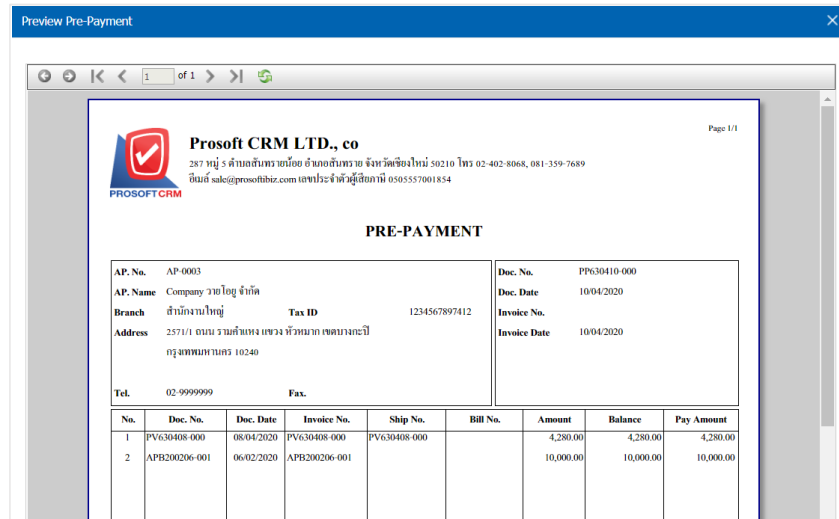
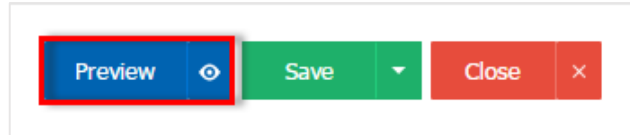
9. In the "Note & Attachment" is to note the bill. Users can specify the notes you want by pressing the "+"> "specify the desired"> "✓ Set to form remark" used in the definition. Because the bill of over 1 and up to the present in the form> "✓" to save the image



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

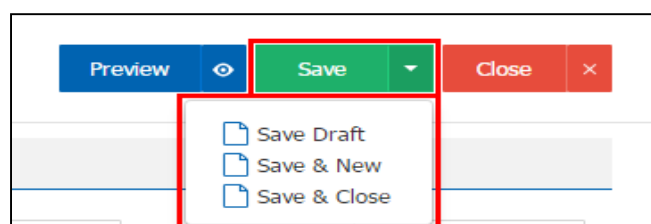
\* Note: If the user has other documents referenced in this document were prepared to pay to bring tea. The user can "Add Files" documents other

10. The user can press the "Preview" button on the top right of the screen. First, document preparation paid to determine the accuracy of the data shown in Figure



11. After the check is complete, press the "Save" button at the top right of the screen to save a document prepared to pay. The recorded data can be divided into 4 recording format :

- Save the document prepared for the regular payment. Available data show that the record is complete
- Save Draft to save a draft document. When users save documents already prepared payment system will display a document prepared drafts payable immediately
- Save & New to save and open documents, data preparation, payment on the new record. Information document preparation paid already. The system will display the recorded document preparation. Payable immediately
- Save & Close to save and return to the list of pre-paid. When a user logs Document preparation paid already Will be added to the list prepared all paid immediately



## Prepare documents confirming the change of status settlement

1. Users can confirm the status change document was prepared to settle this by pressing "[select preparations settlement. To change the status 1](#)" ">" **Action** ">" **Change Status** " will show Pop - up to the user to confirm. Change the status settlement document preparation

Status change conditions are as follows :

- Status **Open** a **Cancel** button
- Status **Partial**, **Close**, **Cancel** can not be changed from the original. Due to this document According to other documents are closed or canceled already

Doc. Date	Doc. No.	Invoice No.	AP. No.	AP. Name	Amount	Status	Action
03/02/2020	PP630203-000		AP-0006	บริษัท ดีไอเอฟ จำกัด	2,140.00	Close	Copy Change Status Assign
03/02/2020	PP630203-001		AP-0013	บริษัท แกรนด์อินเตอร์สโกลจำกัด	265,360.00	Close	ฉัตรหรรษา มังคละวงศ์
09/01/2020	PP630109-0001		AP-0003	บริษัท วายโอย จำกัด	34,181.34	Open	ฉัตรระ จิตรสว่าง
24/10/2019	PP621024-000		AP-0000001	พาทเนอร์	35,136.00	Close	ฉัตรระ จิตรสว่าง

**Change Status Confirmation**
✕

### Confirm change pre-payment status

Do you want to change pre-payment status no. PP630109-0001

Current Status    Open

New Status        Cancel ▼

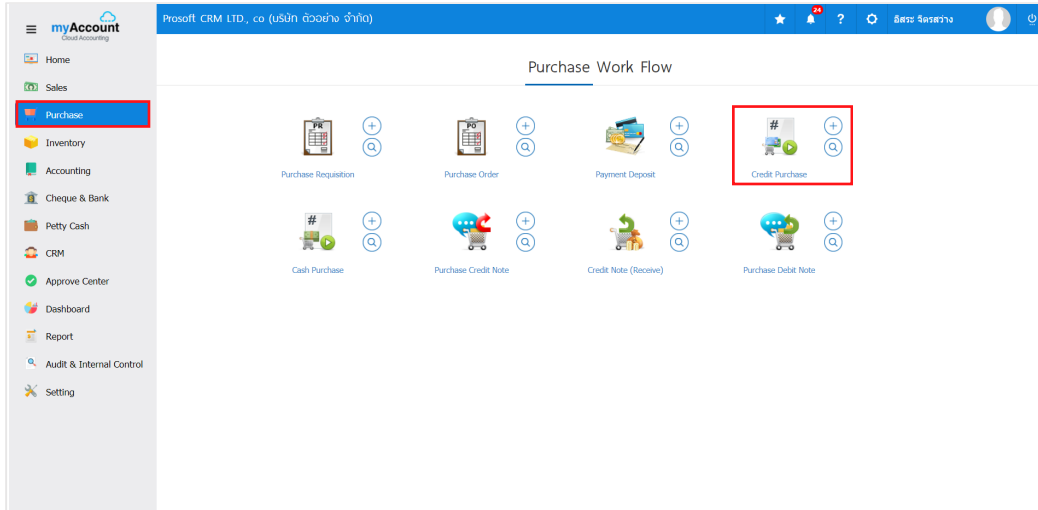
\* Reason

Save
Cancel



## Opening a payment preparation document based on credit purchase document

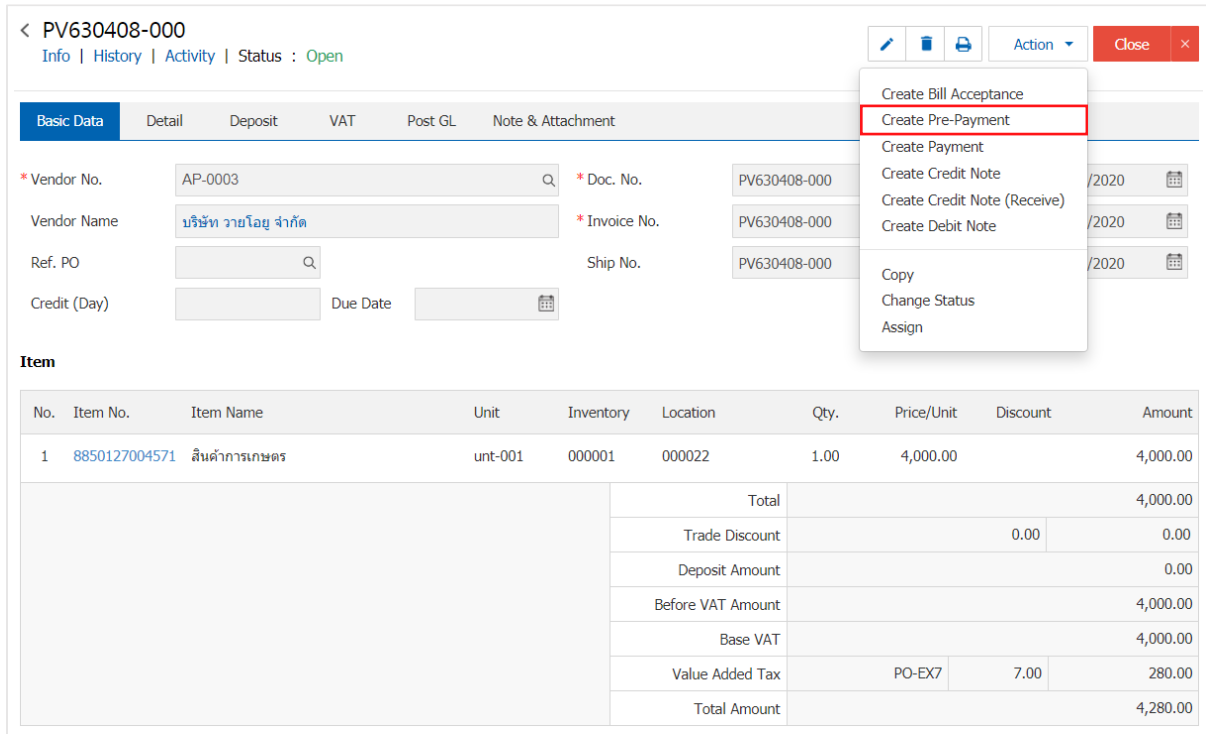
1. The user can open the payment preparation document by referring to the credit purchase document by pressing the "Purchase" menu > "Credit Purchase" as shown in Form



2. The system will display the purchase Credit entry screen. The user must select a credit purchase document with the status "Open" or "Partial". As above Figure

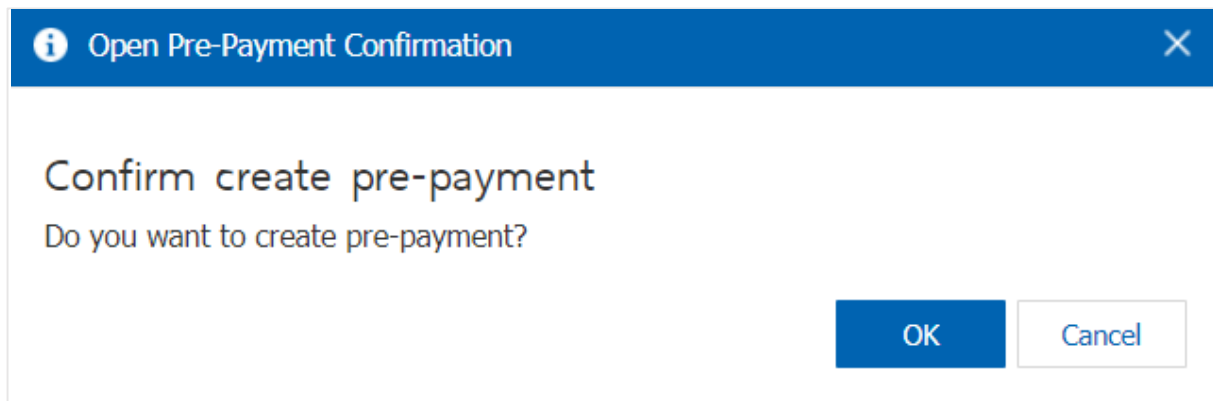
Credit Purchase									
Doc. Date	Doc. No.	Invoice No.	Vendor No.	Vendor Name	Total Am...	Status	PO No.	Owner	
08/04/2020	PV630408-000	PV630408-000	AP-0003	บริษัท วายโพลี จำกัด	4,280.00	Open		นฤมล เนตรสว่าง	<input checked="" type="checkbox"/>
07/04/2020	PV630407-0...	PV630407-0...	AP-0011	หจก. ดวงดีเนอรัล	208,650.00	Open		นฤมล เนตรสว่าง	<input type="checkbox"/>
02/04/2020	PV630402-000	PV630402-000	AP-0000001	บริษัท พาหเนอรัล	9,630.00	Open	PO630213-000	อิสระ จิตรสว่าง	<input type="checkbox"/>
12/03/2020	PV630312-000	PV630312-000	0111	บริษัท MM จำกัด	52,965.00	Close	1234	อิสระ จิตรสว่าง	<input type="checkbox"/>
12/03/2020	PV630312-001	I63009882	AP-0046	หจก. บี.ลีด.ที	2,188.15	Open		นฤมล เนตรสว่าง	<input type="checkbox"/>
10/03/2020	PV630310-000	101	AP-0010	บริษัท เอ.เอ็น.บี.ลานอราดอรั...	115,560.00	Open	PO630309-000	นฤมล เนตรสว่าง	<input type="checkbox"/>
07/03/2020	test	1	0111	บริษัท MM จำกัด	535,000.00	Close		นฤมล เนตรสว่าง	<input type="checkbox"/>
05/03/2020	PV630305-000	PV630305-000	AP-000038	หจก. ก.เกษตรกิจ	4,815.00	Close	PO630305-000	อิสระ จิตรสว่าง	<input type="checkbox"/>
20/02/2020	PV630220-000		0111	บริษัท MM จำกัด	267,500.00	Close	PO630220-000	อิสระ จิตรสว่าง	<input type="checkbox"/>
15/02/2020	PV630215-000	99999	0111	บริษัท MM จำกัด	1,070,000.00	Open		นฤมล เนตรสว่าง	<input type="checkbox"/>
15/02/2020	PV630215-001	1111111	EX	บริษัท ลองไบขออรัล	2,311.20	Close	PO630215-001	นฤมล เนตรสว่าง	<input type="checkbox"/>
15/02/2020	PV630215-002	12345	0111	บริษัท MM จำกัด	53,500.00	Open	PO630204-000	นฤมล เนตรสว่าง	<input type="checkbox"/>
15/02/2020	PV630215-100	123455	0111	บริษัท MM จำกัด	80,250.00	Open	PO630215-001	นฤมล เนตรสว่าง	<input type="checkbox"/>

3. Then, the user Press the "Action" button at the top right of the program screen and select the "Create Pre-Payment" statement. The system will display POP up to let the user confirm the opening of the payment preparation document. As Figure



The screenshot shows a document form for PV630408-000. The 'Action' dropdown menu is open, and 'Create Pre-Payment' is highlighted. The form includes fields for Vendor No. (AP-0003), Vendor Name (บริษัท วายโอบี จำกัด), Doc. No. (PV630408-000), Invoice No. (PV630408-000), and Ship No. (PV630408-000). Below the form is an 'Item' table with one row for 'สินค้าการเกษตร' (Agricultural Goods) with a quantity of 1.00 and a price of 4,000.00. A summary table at the bottom shows a total amount of 4,280.00, including VAT.

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
1	8850127004571	สินค้าการเกษตร	unt-001	000001	000022	1.00	4,000.00		4,000.00
Total									4,000.00
Trade Discount									0.00
Deposit Amount									0.00
Before VAT Amount									4,000.00
Base VAT									4,000.00
Value Added Tax									280.00
Total Amount									4,280.00



The dialog box has a blue header with an information icon and the text 'Open Pre-Payment Confirmation'. The main content area contains the text 'Confirm create pre-payment' and 'Do you want to create pre-payment?'. At the bottom right, there are two buttons: 'OK' (blue) and 'Cancel' (white with blue border).

4. Once the user has confirmed the opening of the document, the preparation has already been completed. The system will display the form screen, the creation of the document, preparation, payment, and display of payables information automatically derived from the purchase credit document. In a form with a "\*" Marked as follow

< New Pre-Payment

Preview
Save
Close

Basic Data
Detail
WHT
Note & Attachment

\* AP. No.

AP. Name

\* Doc. No.

Invoice No.

\* Doc. Date

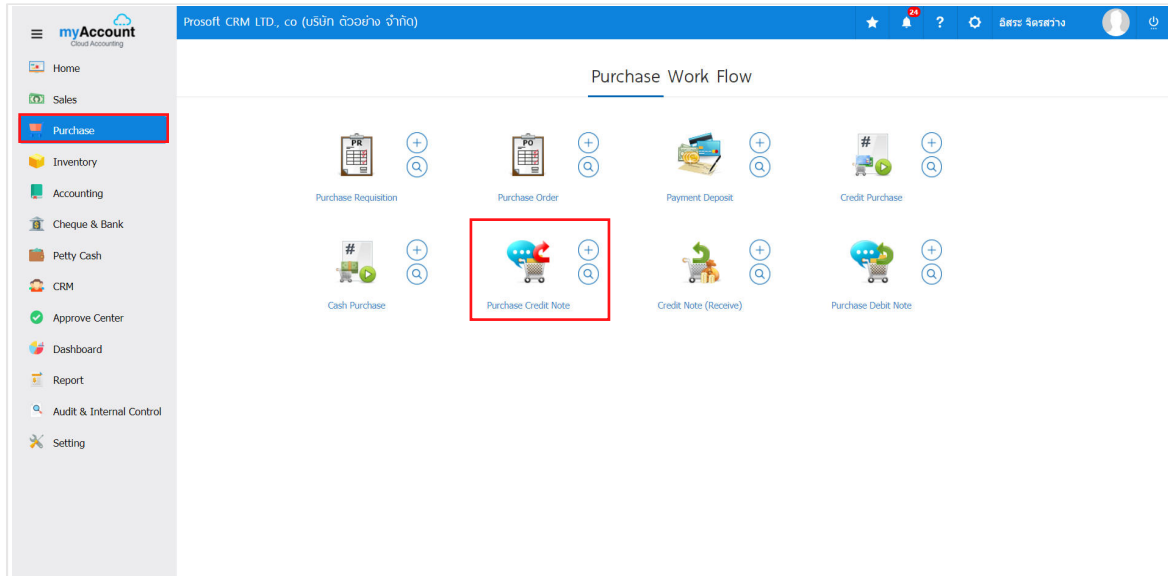
Invoice Date

**Document** + Add Doc.

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount
<input type="checkbox"/>	08/04/2020	PV630408-000	08/04/2020	PV630408-000	PV630408-000		4,280.00	4,280.00	4,280.00
Total Payment									4,280.00
Base VAT									0.00
Value Added Tax							PO-EX7	7.00	0.00

## To open a document prepared by the reference document Payable Non Stock Credit

1. The user can open a document prepared to pay. The reference credit non stock by depressing the "Purchase" > "Purchase Credit Note" 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 in Figure

Doc. Date	Doc. No.	Original Invoice ...	Vendor No.	Vendor Name	Total Amount	Status	Owner
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 ดีอีเอฟ 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	จิณห์วรรณ มังคละวงษ์
08/12/2018	CN611208-000	111111	AP-0001	บริษัท รุ่งฤดี จำกัด	267.50	Open	นฤมล เนตรสว่าง
09/11/2018	CN611109-000	PG611109-000	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

3. Then, the user presses the " Action "on the top right of the screen. Then select the " Create Pre – Payment " will show Pop - up to the user to verify the document were prepared to pay between Figure

< CN621024-000

Info | History | Activity | Status : Open

Action
Close

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Basic Data

Detail    VAT    Post GL    Note & Attachment

* Vendor No.	AP-0006	* Credit Note No.	CN621024-000
Vendor Name	บริษัท ดีลิเวฟ จำกัด	* Invoice No.	CN621024-000
Credit (Day)	Receipts ...	Ship No.	CN621024-000
Original Doc. No	PV620506-001	Original Invoice No.	PV620506-001
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	FG-00131	ทุเรียนแห้ง	ลัง	001	00001	2.00	150.00		300.00
Old Invoice Tax Amount				1,500.00	Difference				300.00
Correct Amount				1,200.00	Trade Discount		0.00	0.00	
Before VAT Amount									300.00
Base VAT									300.00
Value Added Tax							PO-EX7	7.00	21.00
Total Amount									321.00

**Create Pre-Payment Confirmation**
✕

## Confirm create pre-payment

Do you want to create pre-payment?

OK

Cancel

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

4. When a user opens a document confirming payment of already prepared. The system will display the form creation. Document preparation paid The creditors and the referenced documents from credit non stock automatically, the user should complete the form marked "\*" to complete the picture

< New Pre-Payment

Preview
Save
Close

Basic Data

Detail

WHT

Note & Attachment

\* AP. No.

AP. Name

\* Doc. No.

Invoice No.

\* Doc. Date

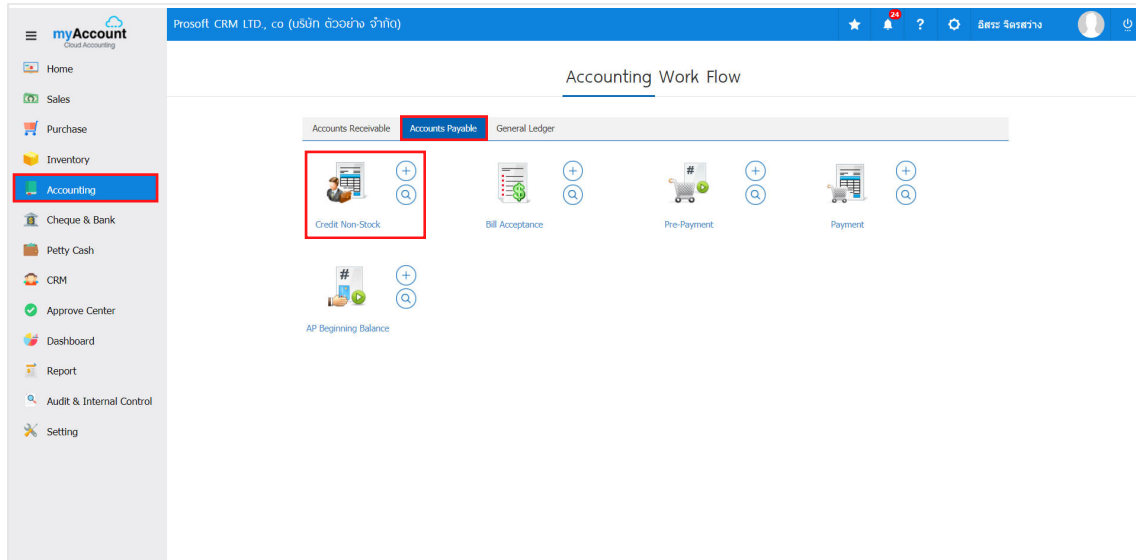
Invoice Date

+ Add Doc.

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount
<input type="checkbox"/>	24/10/2019	CN621024-000	24/10/2019	CN621024-000	CN621024-000		-321.00	-321.00	-321.00
Total Payment									-321.00
Base VAT									0.00
Value Added Tax							PO-EX7	7.00	0.00

## To open a document prepared by the reference document Payable Non Stock Credit

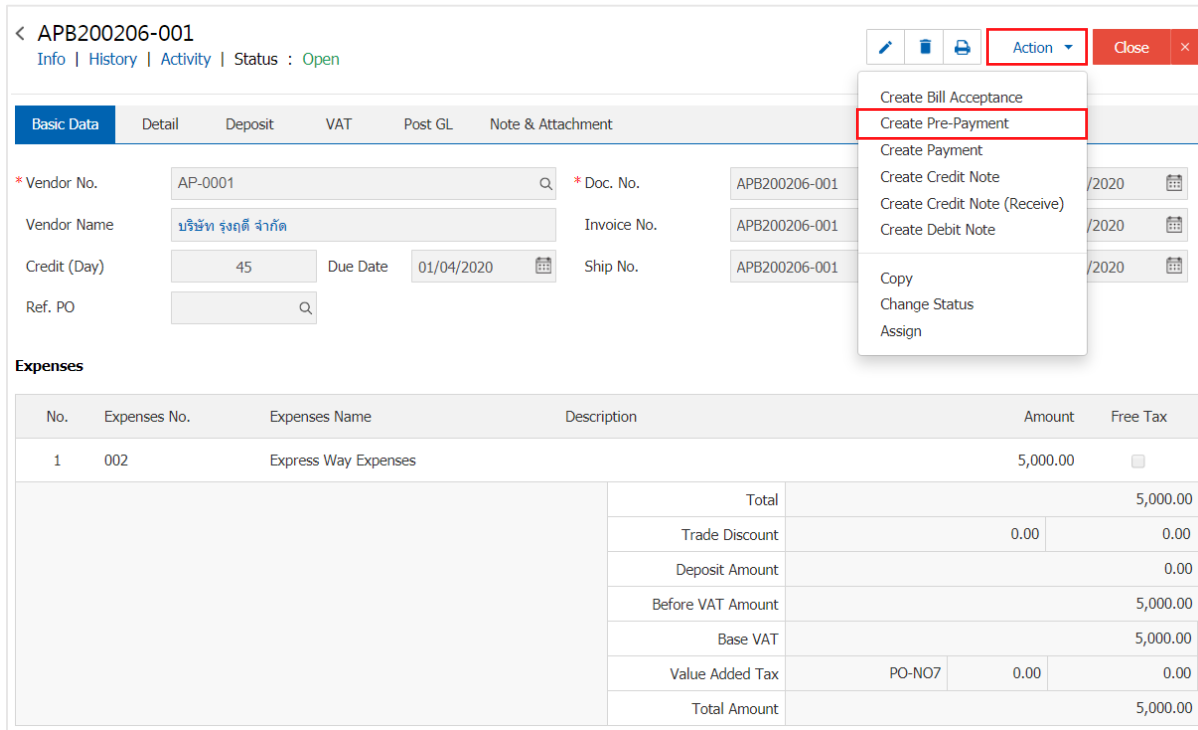
1. The user can open a document prepared to pay. The reference credit non stock by depressing the "Accounting" > "Account Payable" > "Credit Non Stock" as shown in Figure



2. The system will display a list pendleton credit non stock, the user must select the document credit non stock with status "Open" or "Partial" is shown in Figure

Doc. Date	Doc. No.	Invoice No.	Vendor No.	Vendor Name	Total Amount	Status	PO No.	Owner
06/02/2020	APB200206-001	APB200206-001	AP-0001	บริษัท รุ่งฤดี จำกัด	5,000.00	Open		อิสระ จิตร
05/02/2020	AP630205-000	1234	0111	บริษัท MM จำกัด	535.00	Close		นฤมล เน
09/01/2020	AP630109-0001	AP630109-0001	AP-0003	บริษัท วายโอยู จำกัด	32,100.00	Close		อิสระ จิตร
07/01/2020	AP630107-000	INV1000011	AP-00399	ซูมิโตโม คอร์ปอเรชั่น	8,560.00	Close	PO630107-000	นฤมล เน
19/12/2019	AP621219-0001	AP621219-0001	AP-0001	บริษัท รุ่งฤดี จำกัด	4,745.00	Open		อิสระ จิตร
21/11/2019	AP621121-000		AP-0004	บริษัท ใจดี จำกัด	3,745.00	Open		พิชิตพล ส
21/11/2019	AP621121-001		AP-0004	บริษัท ใจดี จำกัด	3,745.00	Open		พิชิตพล ส
21/11/2019	AP621121-002	AP621121-002	AP-0001	บริษัท รุ่งฤดี จำกัด	3,745.00	Close		อิสระ จิตร
07/11/2019	AP621107-000	AP621107-000	AP-0001	บริษัท รุ่งฤดี จำกัด	37,100.00	Close		อิสระ จิตร
24/10/2019	AP621024-000	AP621024-000	AP-0000001	บริษัท พาหนะ	35,136.00	Close		อิสระ จิตร
10/10/2019	AP621010-000	AP621010-000	AP-0004	บริษัท ใจดี จำกัด	5,245.00	Close		อิสระ จิตร
25/09/2019	AP620925-000	AP620925-000	AP-0001	บริษัท รุ่งฤดี จำกัด	15,000.00	Close		อิสระ จิตร
19/09/2019	AP620919-000	AP620919-000	AP-0002	บริษัท รัตติณเนทอรี่	5,350.00	Open		อิสระ จิตร

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



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

**Action** | Close

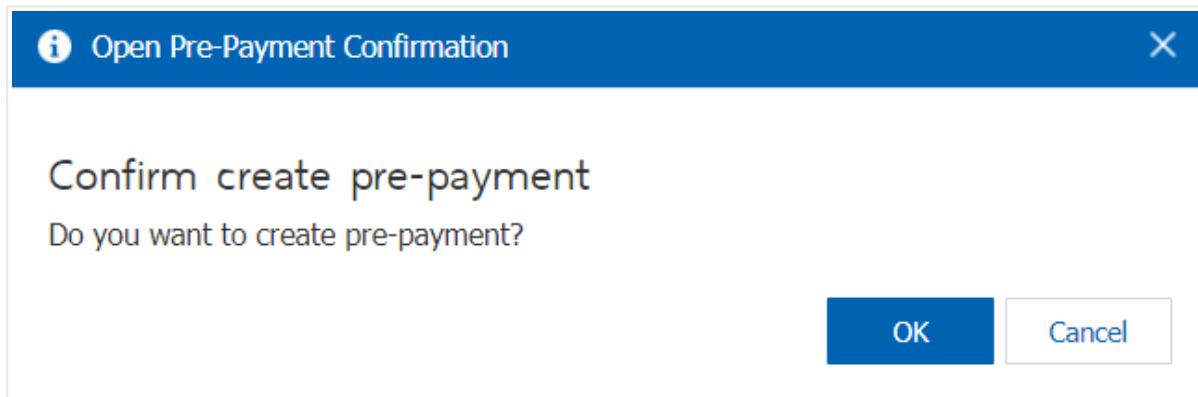
- Create Bill Acceptance
- Create Pre-Payment**
- Create Payment
- Create Credit Note
- Create Credit Note (Receive)
- Create Debit Note
- Copy
- Change Status
- Assign

**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	0.00
Total Amount					5,000.00



**Open Pre-Payment Confirmation**

Confirm create pre-payment  
Do you want to create pre-payment?

OK Cancel



4. When a user opens a document confirming payment of already prepared. The system will display the form creation. Document preparation paid The creditors and the referenced documents from credit non stock automatically, the user should complete the form marked "\*" to complete the picture

< New Pre-Payment

Preview
Save
Close

Basic Data

Detail

WHT

Note & Attachment

\* AP. No.

AP. Name

\* Doc. No.

Invoice No.

\* Doc. Date

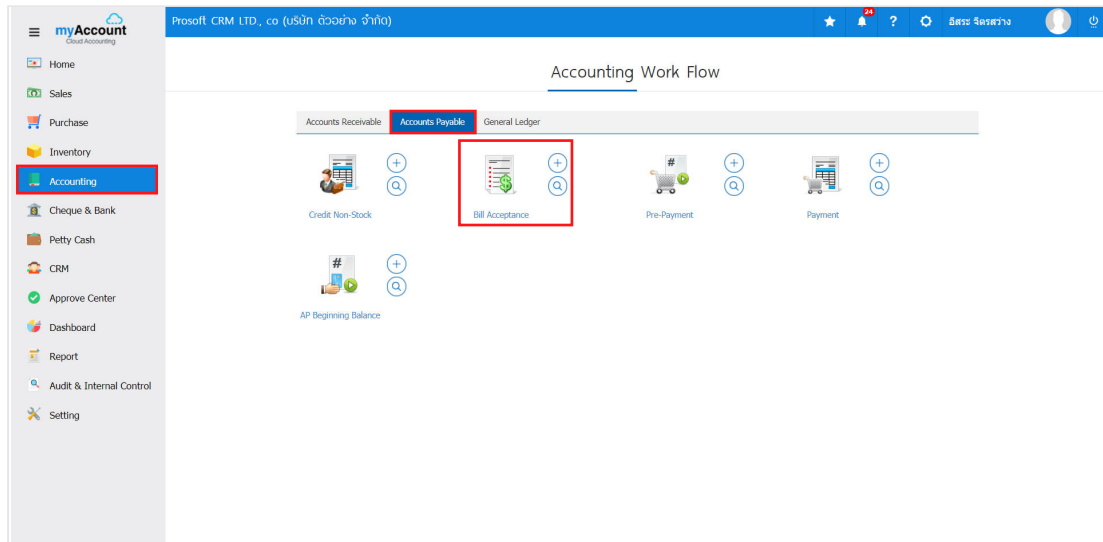
Invoice Date

**Document** + Add Doc.

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount
<input type="checkbox"/>	06/02/2020	APB200206-001	06/02/2020	APB200206-001	APB200206-001		5,000.00	5,000.00	5,000.00
Total Payment									5,000.00
Base VAT									0.00
Value Added Tax							PO-EX7	7.00	0.00

## To open a document prepared to pay Based billing receipts

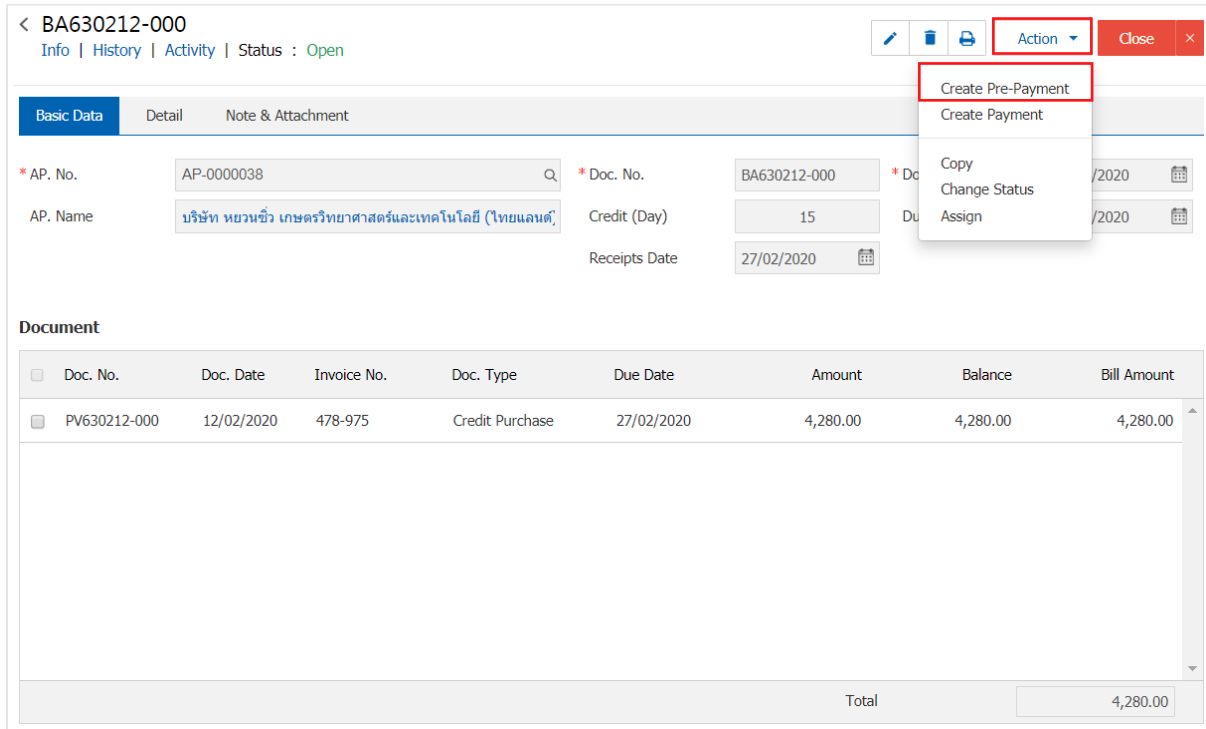
- The user can open a document prepared to pay. Based billing receipts obtained by pressing the "Accounting" > "Account Payable" > "Bill Acceptance" Figure



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

Doc. Date	Doc. No.	AP. No.	AP. Name	Receipts Da...	Total Amount	Status	Owner
20/02/2020	BA630220-000	AP-0000001	บริษัท พาทเนอร์	20/02/2020	5,350.00	Close	อิสระ จิตรสว่าง
15/02/2020	BA630215-000	EX	บริษัท ลองไบชอซึ่อ	15/02/2020	2,311.20	Close	นฤมล เนตรสว่าง
12/02/2020	BA630212-000	AP-0000038	บริษัท หมยวหนิว เกษตรรักษา...	27/02/2020	4,280.00	Open	นฤมล เนตรสว่าง
06/02/2020	BA630206-000	AP-000038	หจก. ก.เกษตรกรีก	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	จิตเหวรา มังคละวงศ
03/02/2020	BA630203-001	AP-0013	บริษัท แกรนอินเตอร์สเทลจำกัด	03/02/2020	265,360.00	Close	จิตเหวรา มังคละวงศ
09/01/2020	BA630109-0001	AP-0003	บริษัท วายโอบู 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	พาทเนอร์	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
19/09/2019	BA620919-000	AP-0001	บริษัท รุ่งฤดี จำกัด	08/11/2019	71,550.00	Close	อิสระ จิตรสว่าง
18/09/2019	BA620918-000	AP-0002	รัตติณเบเนกอรี่	18/10/2019	72,225.00	Close	นฤมล เนตรสว่าง
30/03/2019	BA620330-000	AP-0001	บริษัท รุ่งฤดี จำกัด	17/05/2019	20,865.00	Open	นฤมล เนตรสว่าง

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



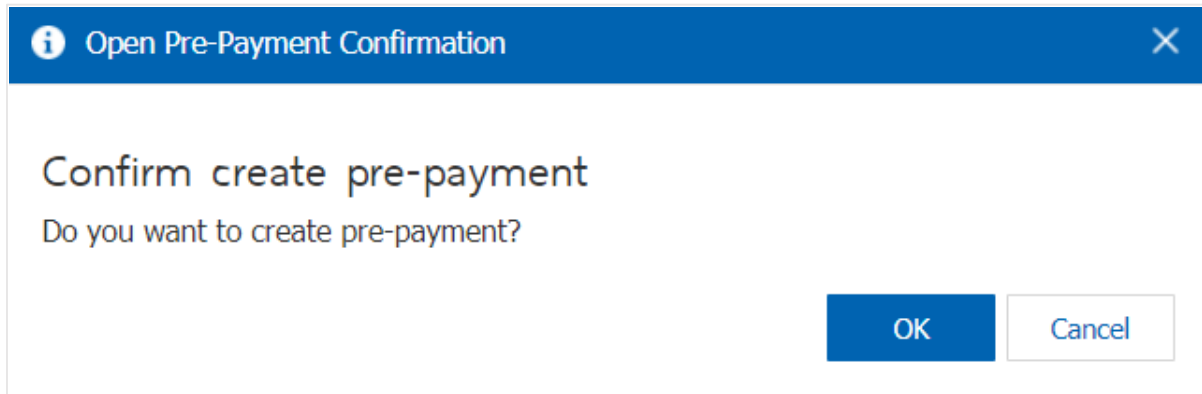
The screenshot shows a document detail page for BA630212-000. The 'Action' dropdown menu is open, highlighting 'Create Pre-Payment'. The document details include:

- AP. No.: AP-0000038
- Doc. No.: BA630212-000
- AP. Name: บริษัท หยวนชีว เกษตรวิทยาศาสตร์และเทคโนโลยี (ไทยแลนด์)
- Credit (Day): 15
- Receipts Date: 27/02/2020

The 'Document' table below shows a single entry:

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

Total: 4,280.00



The dialog box is titled "Open Pre-Payment Confirmation" and contains the following text:

Confirm create pre-payment  
Do you want to create pre-payment?

Buttons: OK, Cancel

4. When a user opens a document confirming prepared to pay. The completed The system will display the form creation. Document preparation paid And provides information that is payable based on the receipt of billing users should automatically fill. In form marked "\*" Complete the form as the picture

< New Pre-Payment

Preview
Save
Close

---

Basic Data

Detail

WHT

Note & Attachment

\* AP. No.

AP. Name

\* Doc. No.

Invoice No.

\* Doc. Date

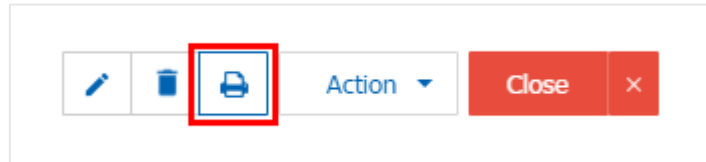
Invoice Date

**Document** + Add Doc.

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount
<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
Total Payment									4,280.00
Base VAT									0.00
Value Added Tax							PO-EX7	7.00	0.00

## To download and print documents, send e-mail payment arrangements

1. When a user creates a document preparation needs to settle finished downloading, printing or email. The user presses the "🖨️" button on the top right of the screen. In the document prepared settle Figure




2. The system will display a form document preparation paid. 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 Prepayment Form-PrePayment ✕

Status

↓ Download
🖨️ Print
✉️ Send Email

1 of 1
🔄



**Prosoft CRM LTD., co**  
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 อีเมล sale@prosoftbiz.com เลขประจำตัวผู้เสียภาษี 0505557001854

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**PRE-PAYMENT**

AP. No.	AP-0003	Doc. No.	PP630109-0001		
AP. Name	บริษัท วายโอยู จำกัด	Doc. Date	09/01/2020		
Branch	สำนักงานใหญ่	Tax ID	1234567897412		
Address					
Tel.	02-9999999	Fax.			

No.	Doc. No.	Doc. Date	Invoice No.	Ship No.	Bill No.	Amount	Balance	Pay Amount
1	AP630109-0001	09/01/2020	AP630109-0001	AP630109-0001	BA630109-0001	32,100.00	32,100.00	32,100.00
2	PV621219-0001	19/12/2019	PV621219-0001	PV621219-0001	BA630109-0001	5,581.34	2,081.34	2,081.34

\* Note: The documents prepared to pay. Shall be in the form of extension. Pdf

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