

Receipt (Pre Paid) (Pre - Receipts)

Means the receipt to the collection of receivables. This is a bill before the payment. And list bill (Pre-paid) to save the debt has been paid. Save receipts (Pre-paid) would not cut receivables. Unless there is a reference to a transaction already paid.

Save the receipt window (Pre-paid)

The recorded data is divided into 4 parts :

- **Basic Data** is recorded details of the bill. (Pre-paid)
- **Detail** The detail is to save 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 logging bill (Pre-paid)

Recording receipts. (Pre-paid) can be saved in two ways:

- **Save your receipt. (Pre-paid) without reference document for faith / document recovery, reduce the debt / loans and other documents, the invoices**
- **Save your receipt. (Pre-paid) with reference document for I / document recovery, debt reduction / document, the other accounts receivable and billing software to extract important information such as customer name list is shown in the bill (pre-funded) automation. you can update your information by sending it**

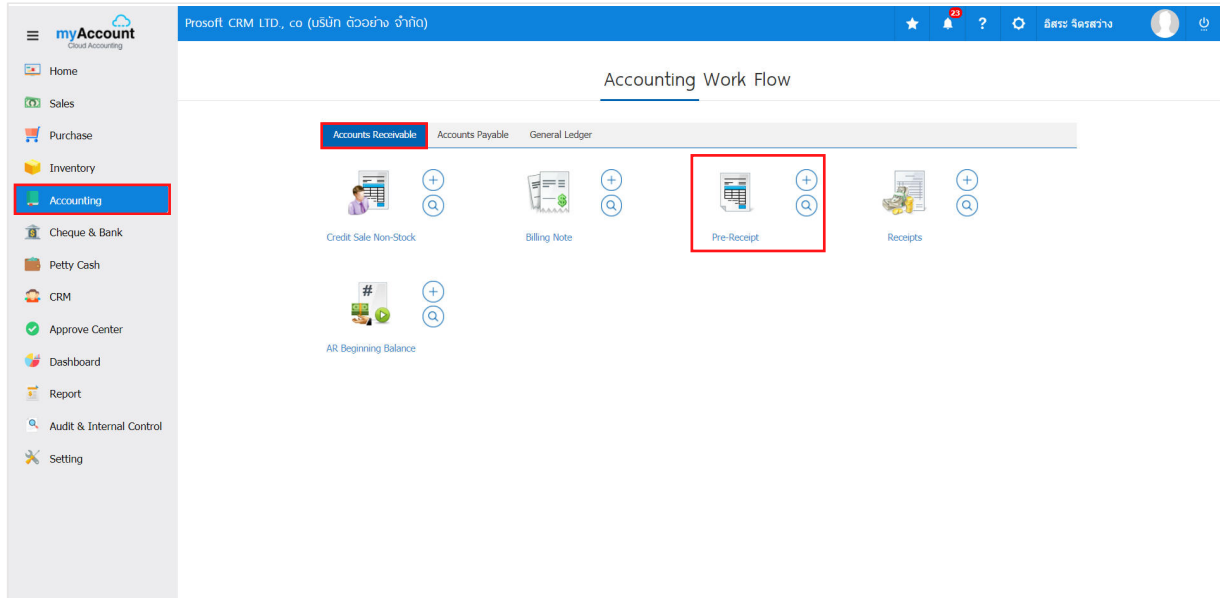
Documents Bill (Pre-paid)

Documents from the bill. (Pre-paid) with all five states :

- **Draft** document was drafted with the recording
- **Open** a new document is created. Open documents or documents that sell / document recovery, reduce the debt / loans and other documents, the invoices pending the adoption of open payment
- **Partial** document is a field. To use some already
- **Close** the document opens the document that led to the debt. Already
- **Cancel** the document was canceled. I can not use it again.

Steps to save the receipt (before receiving the payment)

1. Users can save receipts (before receiving money) by pressing the "Accounting" menu > "Account Receivable" > "Pre-Receipt" as shown in the form



2. The receipt list screen will be displayed (before receiving money). The user can create a new receipt (before receiving the payment) by pressing the "New" button at the top right of the program screen

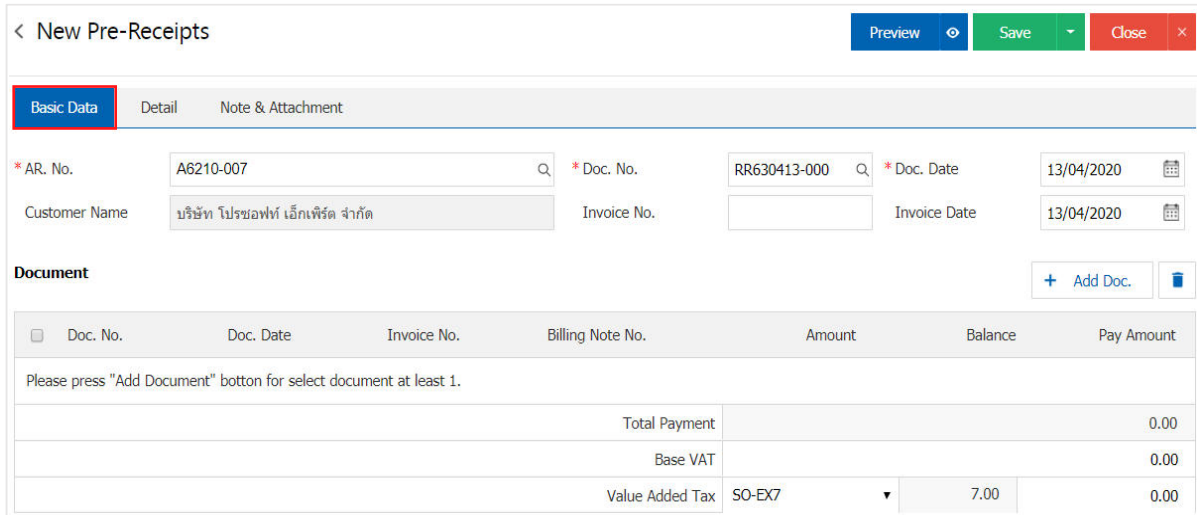
< Pre-Receipts New +

All Pre-Receipts

| | Doc. Date | Doc. No. | Invoice No. | AR. No. | AR. Name | Amount | Status | Owner |
|--------------------------|------------|--------------|--------------|-------------|-----------------------------------|--------------|--------|-----------------|
| <input type="checkbox"/> | 06/03/2020 | RR630306-000 | RR630306-000 | A6210-010 | บริษัท ออนไลน์ซอฟต์แวร์ จำกัด | 1,070.00 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 20/02/2020 | RR630220-000 | | A6209-00056 | หจก. กวางใจ โอเด | 535.00 | Open | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 07/02/2020 | RR630207-000 | | A6209-005 | บริษัท ขาวทองดี จำกัด | 535.00 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 27/01/2020 | RR630127-000 | | A6210-007 | โปรซอฟท์ ซีโอาร์เอ็ม | 5,000.00 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 24/01/2020 | RR630124-000 | | A6209-002 | ร้าน ขายของชำ | 68,480.00 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 10/01/2020 | RR630110-000 | | A6209-004 | บริษัท จรุงใจ จำกัด | 366.30 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 22/11/2019 | RR621122-000 | | A6209-004 | บริษัท จรุงใจ จำกัด | 3,745.00 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 08/11/2019 | RR621108-000 | | A6209-004 | บริษัท จรุงใจ จำกัด | 36,088.89 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 08/11/2019 | RR621108-001 | | A6209-001 | บริษัท ลูกคำใหม่ | 19,550.00 | Close | นฤมล เนตรสว่าง |
| <input type="checkbox"/> | 11/10/2019 | RR621011-000 | | A6209-004 | บริษัท จรุงใจ จำกัด | 46,559.80 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 20/09/2019 | RR620920-000 | | A6209-001 | บริษัท ลูกคำใหม่ | 42,211.50 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 09/09/2019 | RE1909-001 | RE1909-001 | BET | บริษัท บริษัท มิวเทรียม จำกัด ... | 2,873,271.00 | Close | นฤมล เนตรสว่าง |
| <input type="checkbox"/> | 29/08/2019 | RR620829-000 | RR620829-000 | BET | บริษัท บริษัท มิวเทรียม จำกัด ... | 166,278.00 | Close | นฤมล เนตรสว่าง |

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3. In the "Basic Data" bar, the information of the receipt is recorded (before receiving the payment), such as the customer ID, document number, document date, etc. The user should fill in a form marked with "*" as shown in the image



< New Pre-Receipts Preview Save Close

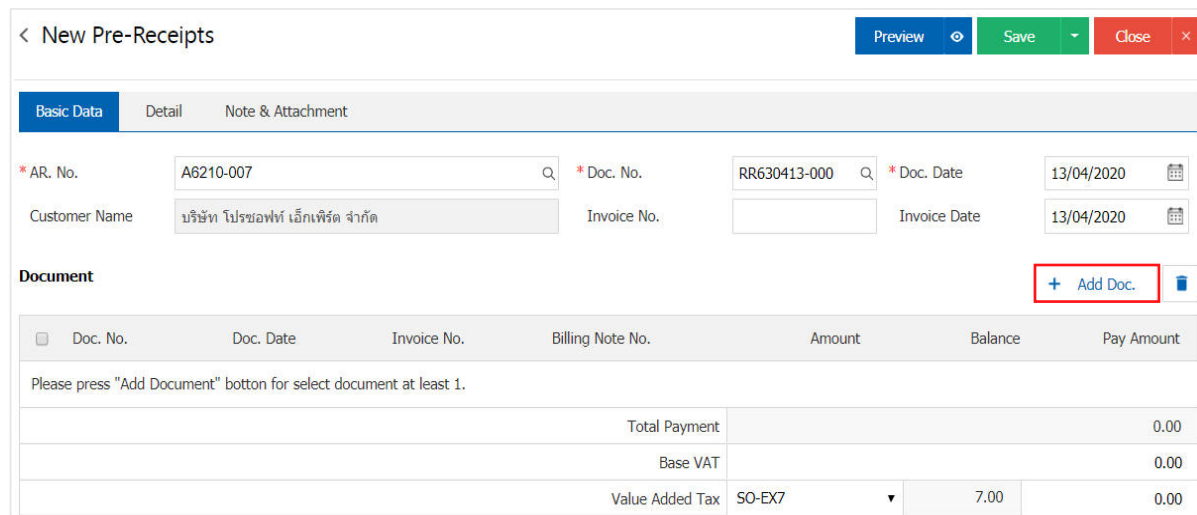
Basic Data Detail Note & Attachment

* AR. No. A6210-007 * Doc. No. RR630413-000 * Doc. Date 13/04/2020
Customer Name บริษัท โปรซอฟท์ เอ็กเพิร์ต จำกัด Invoice No. Invoice Date 13/04/2020

Document + Add Doc.

| Doc. No. | Doc. Date | Invoice No. | Billing Note 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 | | | | SO-EX7 | 7.00 | 0.00 |

4. In the document List bar, the user can add a list of documents you want to create a receipt (before receiving multiple payments) by pressing the "+ Add Doc" button



< New Pre-Receipts Preview Save Close

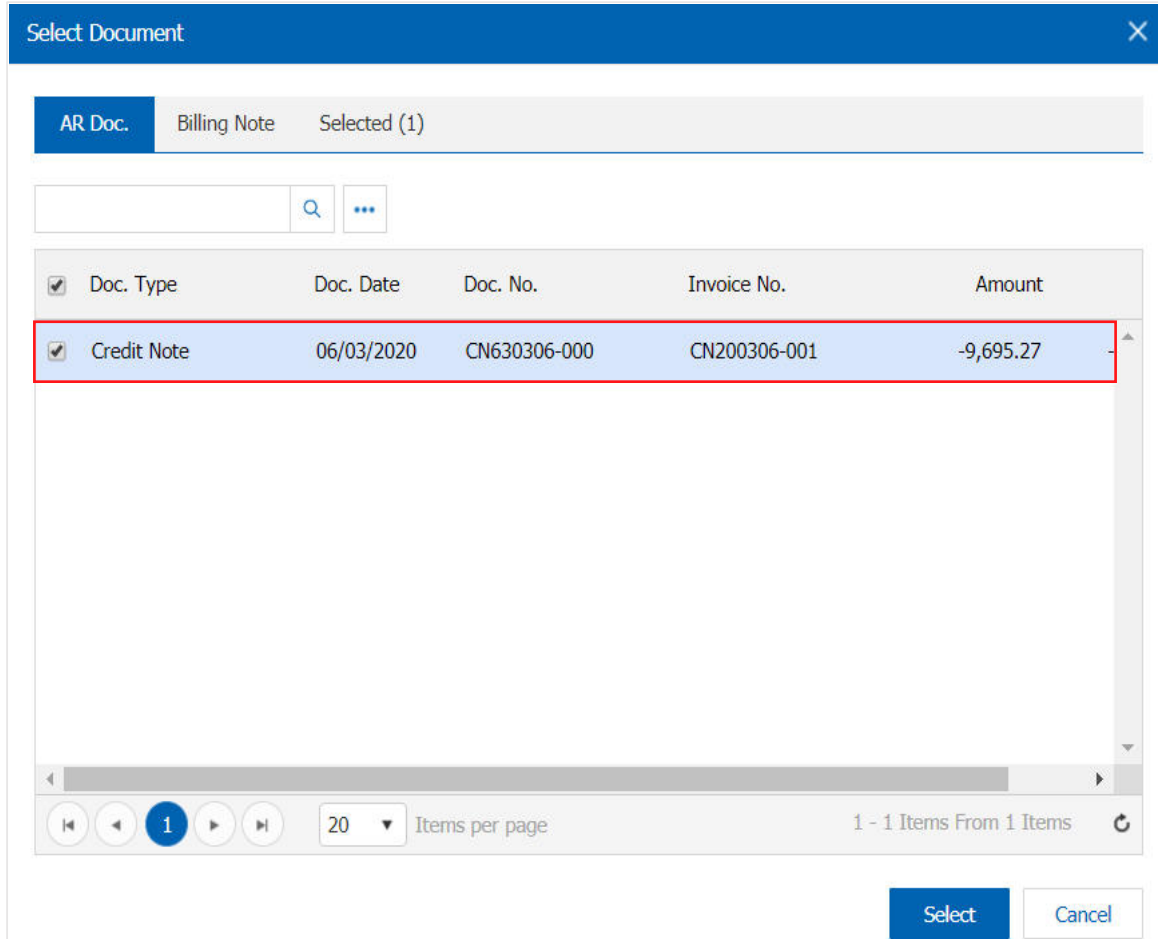
Basic Data Detail Note & Attachment

* AR. No. A6210-007 * Doc. No. RR630413-000 * Doc. Date 13/04/2020
Customer Name บริษัท โปรซอฟท์ เอ็กเพิร์ต จำกัด Invoice No. Invoice Date 13/04/2020

Document + Add Doc.

| Doc. No. | Doc. Date | Invoice No. | Billing Note 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 | | | | SO-EX7 | 7.00 | 0.00 |

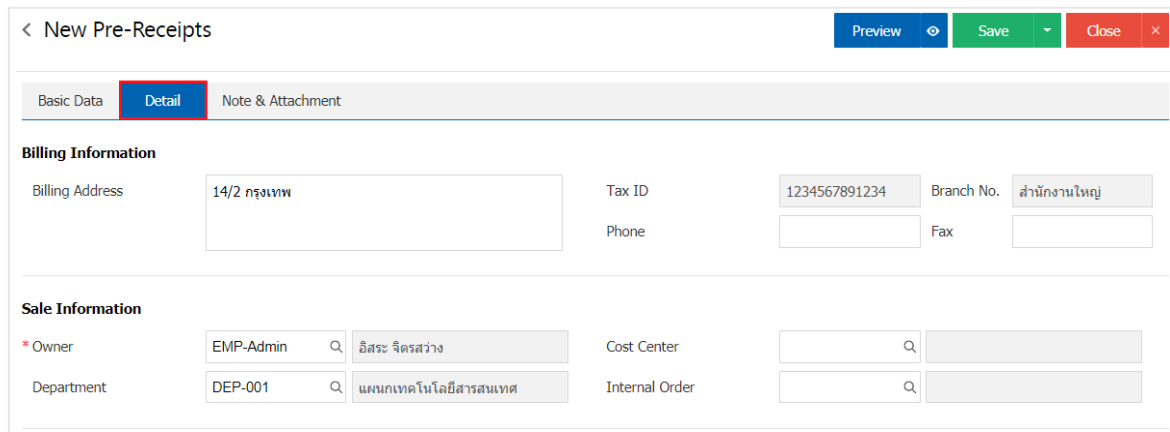
5. The system will list the document information waiting for the receipt (before receiving the payment), such as document type, document date, documents, document number/invoice, and then the user selects the document to which you want to create a receipt (before receiving the payment) as an image



6. The user can define the required amount of tax base payment and VAT. As shown

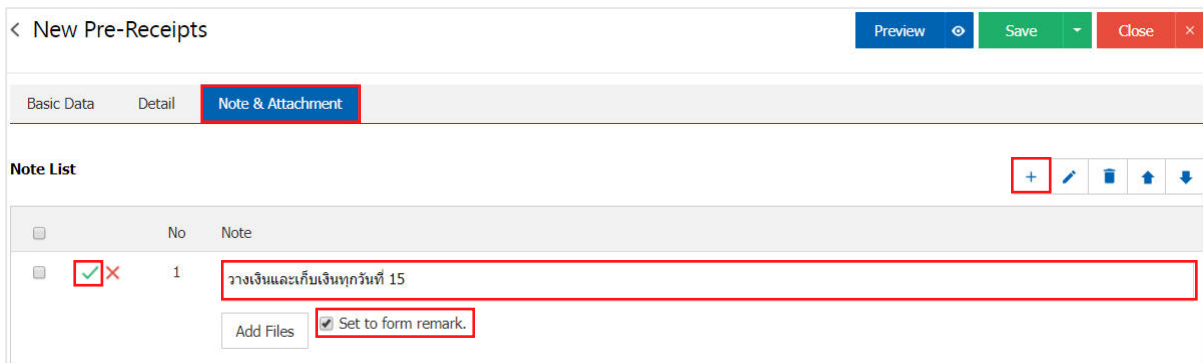
| Doc. No. | Doc. Date | Invoice No. | Billing Note No. | Amount | Balance | Pay Amount |
|---------------------------------------|------------|--------------|------------------|-----------|-----------|------------|
| <input type="checkbox"/> CN630306-000 | 06/03/2020 | CN200306-001 | | -9,695.27 | -9,695.27 | -9,695.27 |
| Total Payment | | | | | | -9,695.27 |
| Base VAT | | | | | | 0.00 |
| Value Added Tax | | | | | SO-EX7 | 7.00 |
| | | | | | | 0.00 |

7. In the "Detail" bar, the system refers to the customer address information that the user has set up a customer's address information from the beginning. Users can edit the information in this section, such as taxpayer numbers. The person responsible for the Department of responsibility, etc.



The screenshot shows the 'New Pre-Receipts' form with the 'Detail' tab selected. It contains two main sections: 'Billing Information' and 'Sale Information'.
Billing Information:
 - Billing Address: 14/2 กรุงเทพฯ
 - Tax ID: 1234567891234
 - Branch No.: สำนักงานใหญ่
 - Phone and Fax fields are empty.
Sale Information:
 - * Owner: EMP-Admin (selected), ชื่อ: จิตร์สว่าง
 - Department: DEP-001 (selected), แผนกเทคโนโลยีสารสนเทศ
 - Cost Center and Internal Order fields are empty.

8. In the "Note & Attachment" Bar is to specify the end of the bill, the user can specify the required notes by pressing the "+" button > "Specify the required details" > "✓ Set to form remark " Used in the case of the end of a bill with more than 1 or more to be shown in the end of the form > " ✓ " To record the data as shown



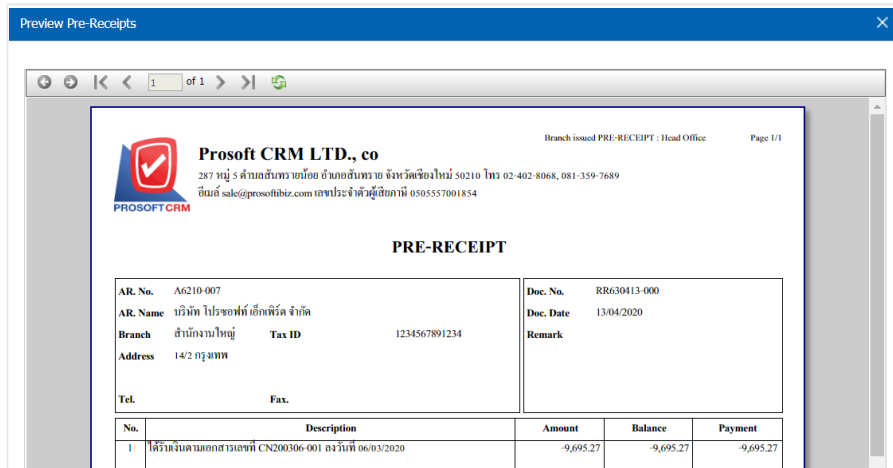
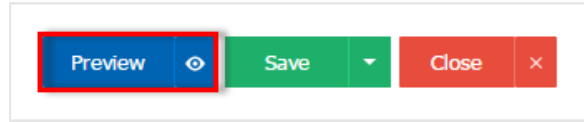
The screenshot shows the 'New Pre-Receipts' form with the 'Note & Attachment' tab selected. It features a 'Note List' table with one entry:

| No | Note |
|----|--------------------------------|
| 1 | วางเงินและเก็บเงินทุกวันที่ 15 |

 Below the table, there is an 'Add Files' button and a checked checkbox labeled 'Set to form remark'. A '+' button is visible in the top right corner of the Note List area.

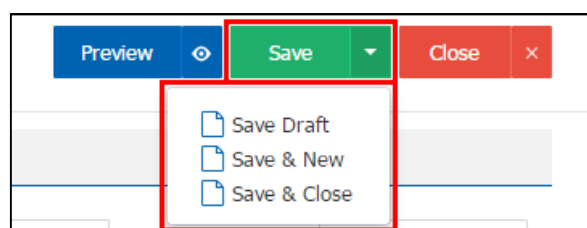
- * Note: the symbol " ⬆ " and " ⬇ " is to scroll the message up or down according to the user
- * Note: If a user has other documents to be referenced in the receipt (before receiving the payment), the user can " Add Files " other documents

9. Users can Press "Preview" button at the top right of the program screen before saving the receipt document (before receiving the payment) to verify the accuracy of the information. As shown



10. After the user completes the data, press the "Save" button at the top right of the program screen to save receipt information (before receiving the payment). The records can be divided into 4 formats :

- Save is the saving receipt document (before receiving money). The information that has been saved has already been displayed
- Save Draft is a document draft recording When the user saves the receipt information (before receiving the payment), the system will display the receipt recording screen (before receiving the payment). Instant Draft
- Save & New is a record ready to open a new receipt (before receiving money) page when a user saves receipt information (before receiving money). The Receipt recording screen (before receiving money) is displayed immediately
- Save & Close is the recording and return to the Receipt list page (before receiving money) When the user saves receipt information (before receiving the payment), the The system will reverse the Receipt list screen (before receiving all payments) immediately

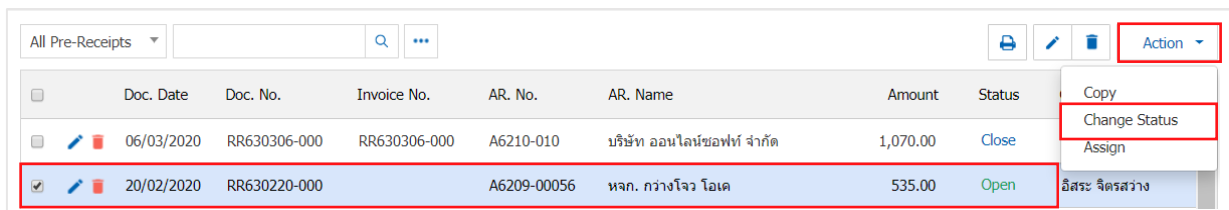


Confirmation of the status change bill (Pre-paid)

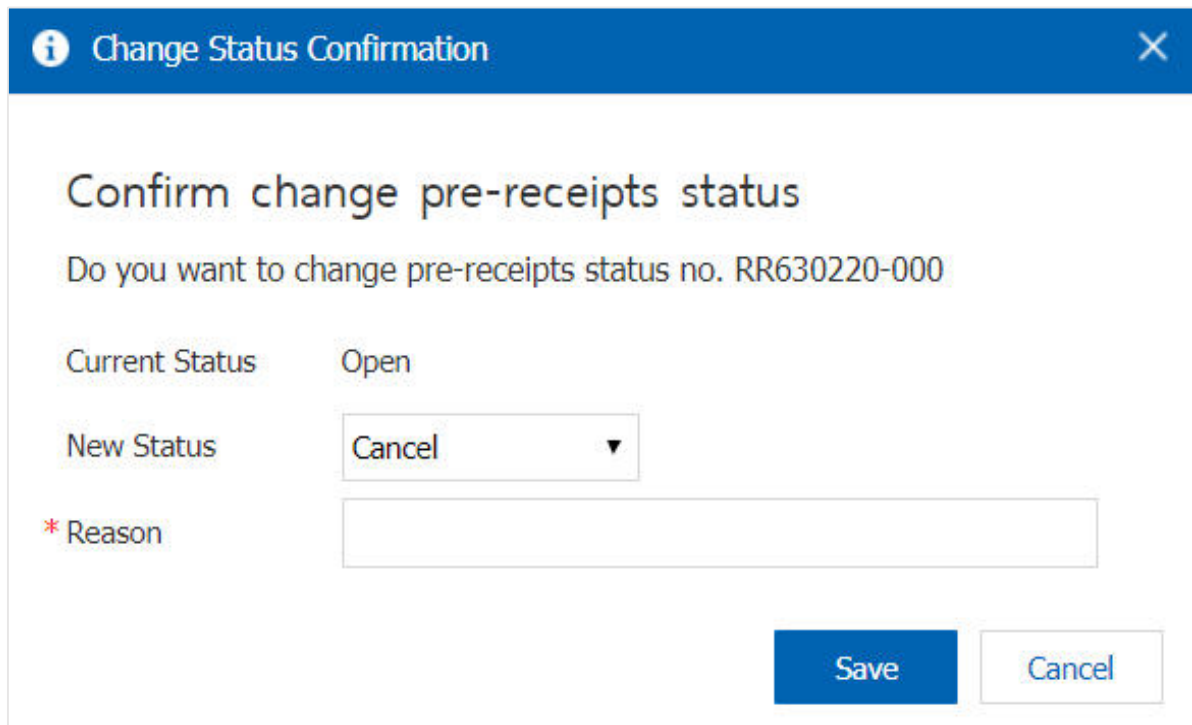
1. Users can confirm the status change bill. (Pre-paid) for this process by pressing the "Select the bill. (Pre-paid) to change the status 1 ">" Action ">" Change Status " will show Pop - up to the user to confirm

Status change bill (Pre-paid) 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. | Invoice No. | AR. No. | AR. Name | Amount | Status |
|------------|--------------|--------------|-------------|-------------------------------|----------|--------|
| 06/03/2020 | RR630306-000 | RR630306-000 | A6210-010 | บริษัท ออนไลน์ซอฟต์แวร์ จำกัด | 1,070.00 | Close |
| 20/02/2020 | RR630220-000 | | A6209-00056 | พจก. กวางใจว โอบเด | 535.00 | Open |



Change Status Confirmation

Confirm change pre-receipts status

Do you want to change pre-receipts status no. RR630220-000

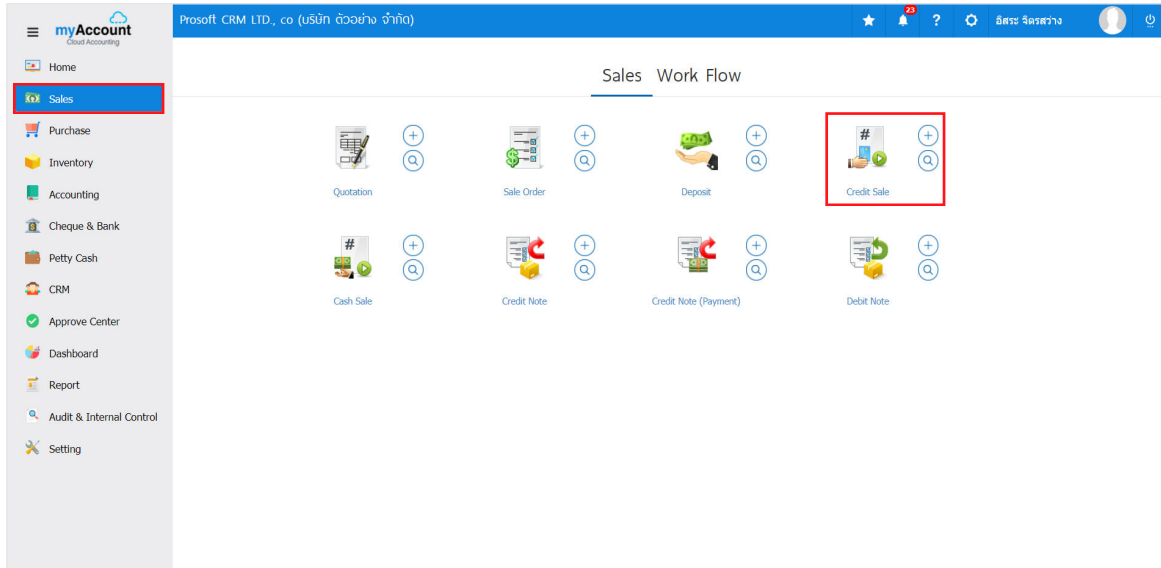
Current Status: Open

New Status:

* Reason:

The bill (pre-paid) by selling credit reference document

1. The user can make the bill. (Pre-paid) by selling credit reference document by pressing the "Sales"> "Credit Sale" on Figure



2. The system will display the list of loan sales. The user must select documents for loans with status "Open" or "Partial" is shown in Figure

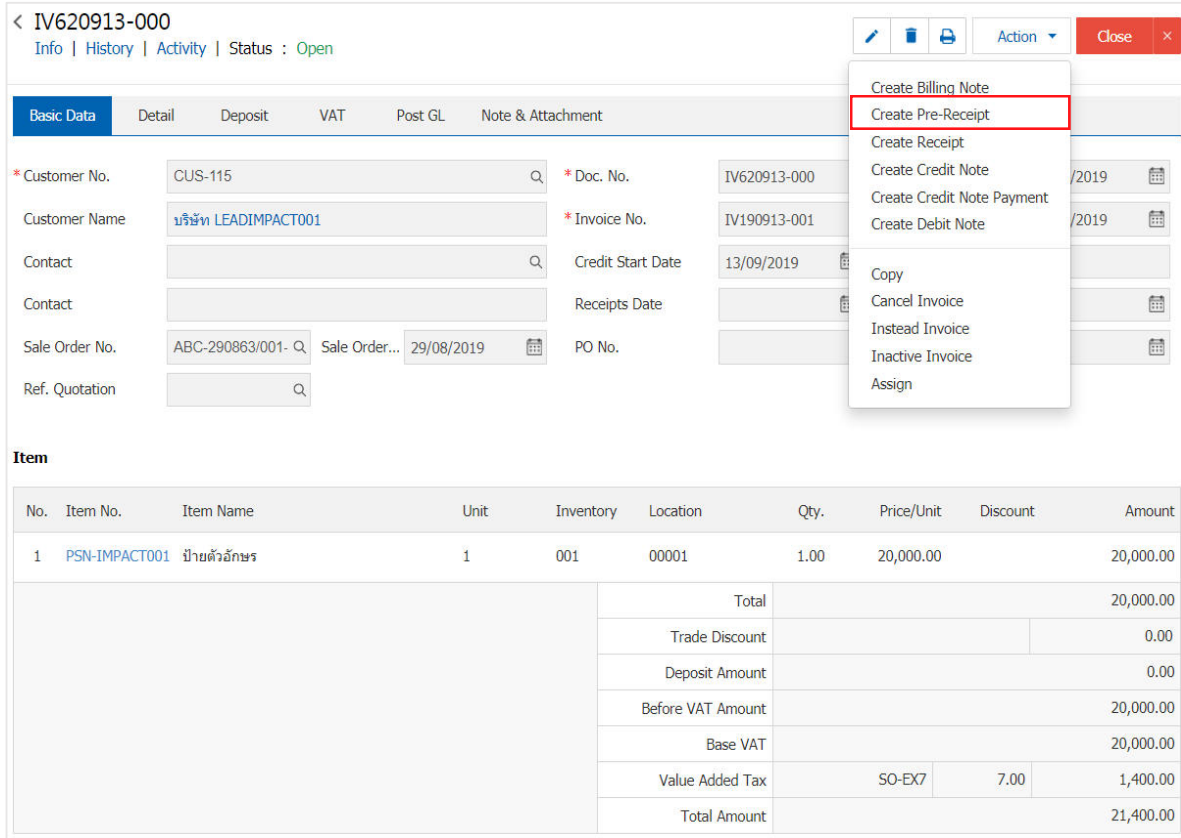
< Credit Sale New +

All Credit Sale

| | Doc. Date | Doc. No. | Customer No. | Customer Name | Total Amount | Status | Invoice No. | Ref. Sale Order | Ref. Qu |
|-------------------------------------|------------|--------------|--------------|----------------------------------|--------------|---------|--------------|------------------|---------|
| <input type="checkbox"/> | 22/09/2019 | IV620207-004 | CUS-081 | บริษัท ขายทองจกทต | 193,343.48 | Close | IV190207-005 | ABC-070202/00... | |
| <input type="checkbox"/> | 19/09/2019 | IV620919-000 | A6209-001 | บริษัท ลูกค้าใหม่ | 42,211.50 | Close | IV190919-001 | ABC-190962/00... | |
| <input type="checkbox"/> | 17/09/2019 | IV620917-000 | CUS-003 | ร้าน Green Zone | 321.00 | Partial | IV190917-001 | | |
| <input checked="" type="checkbox"/> | 13/09/2019 | IV620913-000 | CUS-115 | บริษัท LEADIMPACT001 | 21,400.00 | Open | IV190913-001 | ABC-290863/00... | |
| <input type="checkbox"/> | 11/09/2019 | IV620911-000 | CUS-001 | สยามสโตร์โมโนเนเจอร์ จำกัด | 44,239.15 | Open | IV190911-001 | ABC-211161/00... | |
| <input type="checkbox"/> | 09/09/2019 | IV1909-001 | BET | บริษัท บริษัท บิวเพรียม จำกัด... | 2,846,200.00 | Close | | SO190909-001 | |
| <input type="checkbox"/> | 04/09/2019 | IV620904-000 | BET | บริษัท บริษัท บิวเพรียม จำกัด... | 400.00 | Close | IV190904-001 | ABC-200862/00... | |
| <input type="checkbox"/> | 02/09/2019 | IV620902-000 | CUS-001 | สยามสโตร์โมโนเนเจอร์ จำกัด | 17,120.00 | Close | IV190902-001 | | |
| <input type="checkbox"/> | 29/08/2019 | IV620829-000 | CUS-001 | บริษัท สยามสโตร์โมโนเนเจอร์... | 61,200.00 | Open | IV190829-001 | ABC-170961/00... | |
| <input type="checkbox"/> | 22/08/2019 | IV620822-001 | BET | บริษัท บริษัท บิวเพรียม จำกัด... | 166,278.00 | Close | IV190822-001 | | |
| <input type="checkbox"/> | 04/08/2019 | IV620804-000 | CUS-100 | บริษัท จรุงใจ จำกัด | 16,000.00 | Close | IV190804-001 | | |
| <input type="checkbox"/> | 27/07/2019 | IV440101-002 | CUS-00018 | ตัวอย่าง | 6,900.00 | Open | IV010101-002 | ABC-250762/00... | |
| <input type="checkbox"/> | 27/07/2019 | IV620727-000 | CUS-00018 | ตัวอย่าง | 6,900.00 | Cancel | IV190727-001 | ABC-250762/00... | |

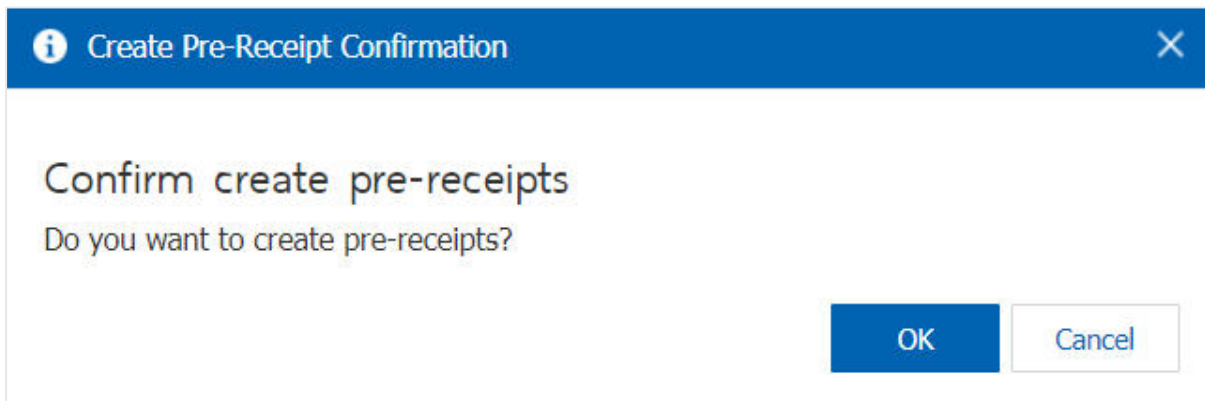
20 Items per page 61 - 80 Items From 177 Items

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Pre - Receipt" will show Pop - up to the user to confirm the opening of the bill. (Pre-paid) as shown in Figure



The screenshot shows a document view for IV620913-000. The 'Action' dropdown menu is open, and 'Create Pre-Receipt' is highlighted. Below the menu, there is a table with item details and a summary table.

| No. | Item No. | Item Name | Unit | Inventory | Location | Qty. | Price/Unit | Discount | Amount |
|-------------------|---------------|--------------|------|-----------|----------|------|------------|----------|-----------|
| 1 | PSN-IMPACT001 | ป้ายตัวอักษร | 1 | 001 | 00001 | 1.00 | 20,000.00 | | 20,000.00 |
| Total | | | | | | | | | 20,000.00 |
| Trade Discount | | | | | | | | | 0.00 |
| Deposit Amount | | | | | | | | | 0.00 |
| Before VAT Amount | | | | | | | | | 20,000.00 |
| Base VAT | | | | | | | | | 20,000.00 |
| Value Added Tax | | | | | | | SO-EX7 | 7.00 | 1,400.00 |
| Total Amount | | | | | | | | | 21,400.00 |



The dialog box has a title bar 'Create Pre-Receipt Confirmation' and a close button. The main text reads: 'Confirm create pre-receipts' and 'Do you want to create pre-receipts?'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

4. Once the user has confirmed the opening of the bill. (Pre-paid) already. The system will display a form to create a bill (pre-paid) and customer data were derived from loan sales documents automatically, the user should fill. In form marked "*" to complete the picture

< New Pre-Receipts

Preview
Save
Close

Basic Data
Detail
Note & Attachment

* AR. No.

Customer Name:

* Doc. No.

Invoice No.

* Doc. Date

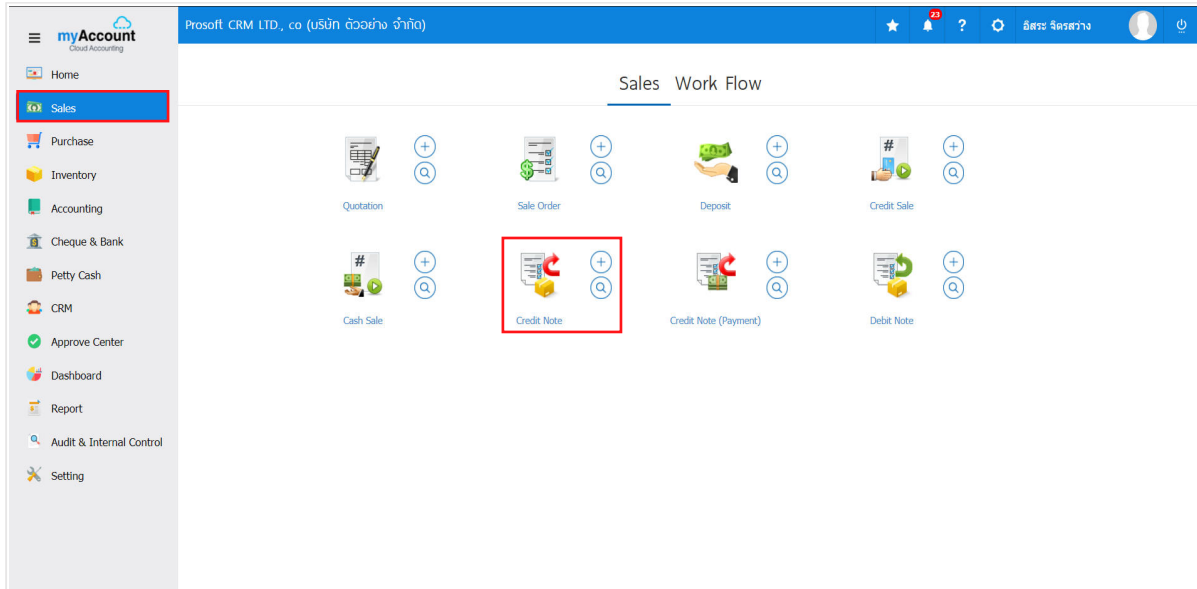
Invoice Date

Document + Add Doc.

| <input type="checkbox"/> | Doc. No. | Doc. Date | Invoice No. | Billing Note No. | Amount | Balance | Pay Amount |
|--------------------------|-------------|------------|--------------|------------------|-----------|-----------------|--|
| <input type="checkbox"/> | INV6304-002 | 07/04/2020 | IV200407-001 | | 17,376.80 | 17,376.80 | <input type="text" value="17,376.80"/> |
| | | | | | | Total Payment | 17,376.80 |
| | | | | | | Base VAT | 0.00 |
| | | | | | | Value Added Tax | SO-EX7 <input type="text" value="7.00"/> |

Receipt (before receipt of payment) by reference to the return document, credit memo

1. The user can open the receipt (before receiving the payment) by referencing the return document, reducing the debt by pressing the menu "Sales" > "Credit Note" debt off "as shown in Form



2. The system displays a recovery list screen, credit memos. The user must select a return document, credit memo with the status "Open" or "Partial". As above Figure

< Credit Note New +

All Credit Note Action

| <input type="checkbox"/> | Doc. Date | Doc. No. | Original Invoice No. | Customer No. | Customer Name | Total Amount | Status | Owner |
|-------------------------------------|------------|---------------|----------------------|--------------|------------------------------------|--------------|--------|-----------------|
| <input checked="" type="checkbox"/> | 06/04/2020 | CN630406-000 | IV200406-001 | A6209-004 | บริษัท จรุงใจ จำกัด | 1,000.00 | Open | นฤมล เนตรสว่าง |
| <input type="checkbox"/> | 03/04/2020 | CN630403-000 | CS-200403-002 | A6209-001 | บริษัท ลูกคำใหม่ | 762.38 | Open | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 06/03/2020 | CN630306-000 | IV200306-001 | A6210-007 | บริษัท โปรรซอฟท์ เอ็กพีเรียด จำกัด | 9,695.27 | Open | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 22/12/2019 | SR611222001 | IV611205001 | CENTERP | บริษัท บริษัท นิวเตรียม จำกัด ... | 25,900.00 | Open | นฤมล เนตรสว่าง |
| <input type="checkbox"/> | 20/12/2019 | CN621220-0001 | IV191220-001 | A6210-010 | บริษัท ออนไลน์ซอฟท์ จำกัด | 69,550.00 | Open | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 25/11/2019 | CN621125-000 | | A6209-002 | ร้าน ขายของชำ | 267.50 | Open | นฤมล เนตรสว่าง |
| <input type="checkbox"/> | 08/11/2019 | CN621108-000 | IV191108-001 | A6209-004 | บริษัท จรุงใจ จำกัด | 133.75 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 25/10/2019 | CN621025-000 | | A6209-002 | ร้าน ขายของชำ | 192.60 | Open | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 25/10/2019 | CN621025-001 | | A6209-004 | บริษัท จรุงใจ จำกัด | 9,523.00 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 21/04/2019 | CN620421-000 | IV190720-001 | CUS-039 | บริษัท นานาการไฟฟ้า จำกัด | 9,469.50 | Open | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 25/03/2019 | CN620325-000 | | CUS-00018 | ตัวอย่าง | 321.00 | Open | นฤมล เนตรสว่าง |
| <input type="checkbox"/> | 07/02/2019 | CN620207-000 | IV190207-005 | CUS-081 | บริษัท ขายดีจุงจุง จำกัด | 12,840.00 | Close | อิสระ จิตรสว่าง |
| <input type="checkbox"/> | 06/12/2018 | CN611206-001 | IV181204-002 | CUS-007 | บริษัท แอล.พี.เอ็น.ดีเวลลอป... | 214.00 | Open | อิสระ จิตรสว่าง |

Items per page: 20 | 1 - 20 Items From 27 Items

3. Then, the user Press the "Action" button at the top right of the program screen and select the "Create Pre-Receipt" statement. The system will display Pop – up to allow the user to confirm the receipt (before receiving the money) as shown in

< CN630406-000

Info | History | Activity | Status : Open

✎ 🗑 🖨 Action ▾ Close ✕

Basic Data

Detail

VAT

Post GL

Note & Attachment

* Customer No.

Customer Name

Contact

PO No. PO Date

Original Doc. No.

Type Receipts Goods Reduce Debt

* Credit Note No.

* Invoice No.

Credit Start Date

Receipts Date

Original Invoice No.

* Cre...

* Inve...

Cre...

Delivery Date

Original Invoice Da...

Item

| No. | Item No. | Item Name | Unit | Inventory | Location | Qty. | Price/Unit | Discount | Amount |
|------------------------|---------------|----------------------------------|------|-----------|----------------|------|------------|----------|----------|
| 1 | AB0.375-2-1.3 | ไม้อ่างพาราเนพรูป AB 0.375x2x1.3 | 000 | 001 | 00001 | 1.00 | 5,000.00 | | 1,000.00 |
| Old Invoice Tax Amount | | | | 5,000.00 | Difference | | | | 1,000.00 |
| Correct Amount | | | | 4,000.00 | Trade Discount | | | | 0.00 |
| Before VAT Amount | | | | | | | | | 1,000.00 |
| Base VAT | | | | | | | | | 0.00 |
| Value Added Tax | | | | | | | SO-EX7 | 7.00 | 0.00 |
| Total Amount | | | | | | | | | 1,000.00 |

Create Pre-Receipt Confirmation
✕

Confirm create pre-receipts

Do you want to create pre-receipts?

OK

Cancel

4. Once the user has confirmed the opening of the receipt (before receiving the payment). The system displays the Receipt form screen (before receiving the payment) and displays the customer information that is referenced from the recoverable document, credit memos automatically. The user should fill in a form with a "*" Mark as the image

< New Pre-Receipts

Preview
Save
Close

Basic Data

Detail

Note & Attachment

* AR. No.

Customer Name

* Doc. No.

Invoice No.

* Doc. Date

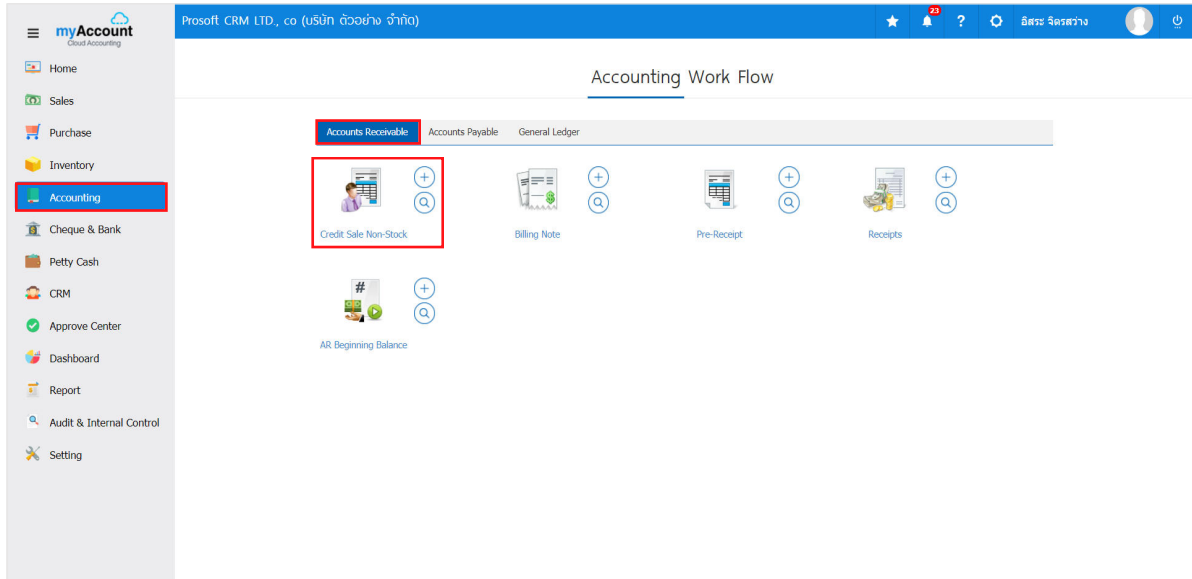
Invoice Date

Document + Add Doc.

| <input type="checkbox"/> | Doc. No. | Doc. Date | Invoice No. | Billing Note No. | Amount | Balance | Pay Amount |
|--------------------------|--------------|------------|--------------|------------------|-----------|-----------------|--|
| <input type="checkbox"/> | CN630406-000 | 06/04/2020 | CN200406-001 | | -1,000.00 | -1,000.00 | <input type="text" value="-1,000.00"/> |
| | | | | | | Total Payment | -1,000.00 |
| | | | | | | Base VAT | 0.00 |
| | | | | | | Value Added Tax | SO-EX7 <input type="text" value="7.00"/> |

The bill opens (Pre-paid) by reference Non Stock Credit

1. The user can open the bill. (Pre-paid) and reference the debtor other by pressing the Menu "Accounting"> "Account Receivable" > "Credit Sale Non-Stock" as shown in Figure



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

| < Credit Sale Non-Stock | | | | | | | | | |
|-------------------------|---------------|--------------|---------------------------|--------------|--------|---------------|-----------------|-------------|--|
| Doc. Date | Doc. No. | Customer No. | Customer Name | Total Amount | Status | Invoice No. | Ref. Sale Order | Owner | |
| 07/02/2020 | AR630207-000 | A6209-005 | บริษัท ข้าวของดี จำกัด | 535.00 | Close | AR630207-000 | | อิสระ จิตรส | |
| 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 | 2,140,000.00 | Open | AR630102-000 | | นฤมล เนตร | |
| 20/12/2019 | AR621220-0001 | A6209-004 | บริษัท จิ้งใจ จำกัด | 3,210.00 | Close | AR621220-0001 | | อิสระ จิตรส | |
| 22/11/2019 | AR621122-000 | A6209-004 | บริษัท จิ้งใจ จำกัด | 3,745.00 | Close | AR621122-000 | | อิสระ จิตรส | |
| 08/11/2019 | AR621108-000 | A6209-004 | บริษัท จิ้งใจ 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 เดียว | 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 | |

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Pre - Receipt" will show Pop - up to the user to confirm the opening of the bill. (Pre-paid) as shown in Figure

< AR630102-000

Info | History | Activity | Status : Open

✎
🗑
📄
Action ▾
Close ✕

Basic Data

Detail

Deposit

VAT

Post GL

Note & Attachment

| | | | |
|-----------------|-------------|---------------|--------------|
| * Customer No. | A6209-00056 | * Doc. No. | AR630102-000 |
| Customer Name | ลูกค้า | * Invoice No. | AR630102-000 |
| Contact | | Ship No. | |
| PO No. | | PO Date | |
| Ref. Sale Order | | Credit (Day) | |

Income

| No. | Income No. | Income Name | Description | Amount |
|-------------------|------------|--------------------|-------------|------------------|
| 1 | 003 | Revenus - Transfer | | 2,000,000,000.00 |
| Total | | | | 2,000,000,000.00 |
| Trade Discount | | | | 0.00 |
| Deposit Amount | | | | 0.00 |
| Before VAT Amount | | | | 2,000,000,000.00 |
| Base VAT | | | | 2,000,000,000.00 |
| Value Added Tax | | SO-EX7 | 7.00 | 140,000,000.00 |
| Total Amount | | | | 2,140,000,000.00 |

Create Billing Note

Create Pre-Receipt

Create Receipt

Create Credit Note

Create Debit Note

Copy

Cancel Invoice

Inactive Invoice

Assign

Open Pre-Receipt Confirmation
✕

Confirm create pre-receipts

Do you want to create pre-receipts?

OK

Cancel

4. Once the user has confirmed the opening of the bill. (Pre-paid) already. The system will display a form to create a bill (pre-paid) and customer data that is referenced by the debtor other documents automatically, the user should enter. Information on the form marked "*" as the picture

< New Pre-Receipts

Preview
Save
Close

Basic Data

Detail

Note & Attachment

* AR. No.

Customer Name

* Doc. No.

Invoice No.

* Doc. Date

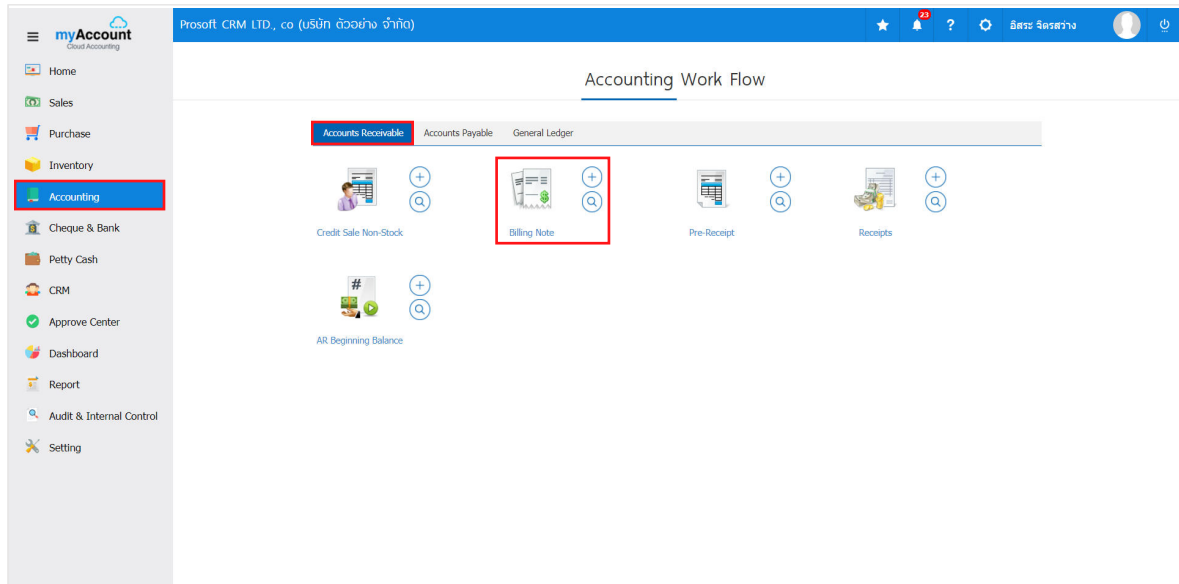
Invoice Date

Document + Add Doc.

| ☐ | Doc. No. | Doc. Date | Invoice No. | Billing Note No. | Amount | Balance | Pay Amount |
|---|--------------|------------|--------------|------------------|------------------|------------------|---|
| ☐ | AR630102-000 | 02/01/2020 | AR630102-000 | | 2,140,000,000.00 | 2,140,000,000.00 | <input type="text" value="2,140,000,000.00"/> |
| | | | | | | Total Payment | 2,140,000,000.00 |
| | | | | | | Base VAT | 0.00 |
| | | | | | | Value Added Tax | SO-EX7 <input type="text" value="7.00"/> |

The bill opens (Pre-paid) based billing

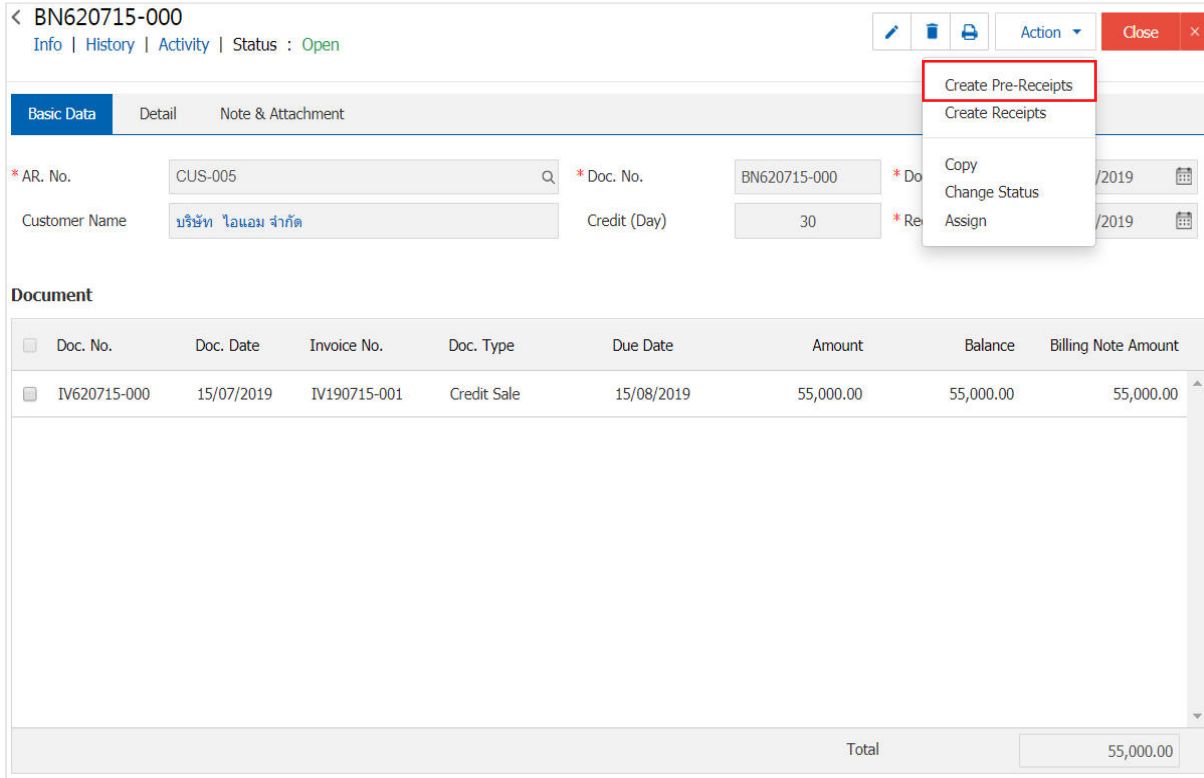
1. Users can turn the bill. (Pre-paid) from the Billing menu by pressing the "Accounting" > "Account Receivable" > "Billing Note" in Figure



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

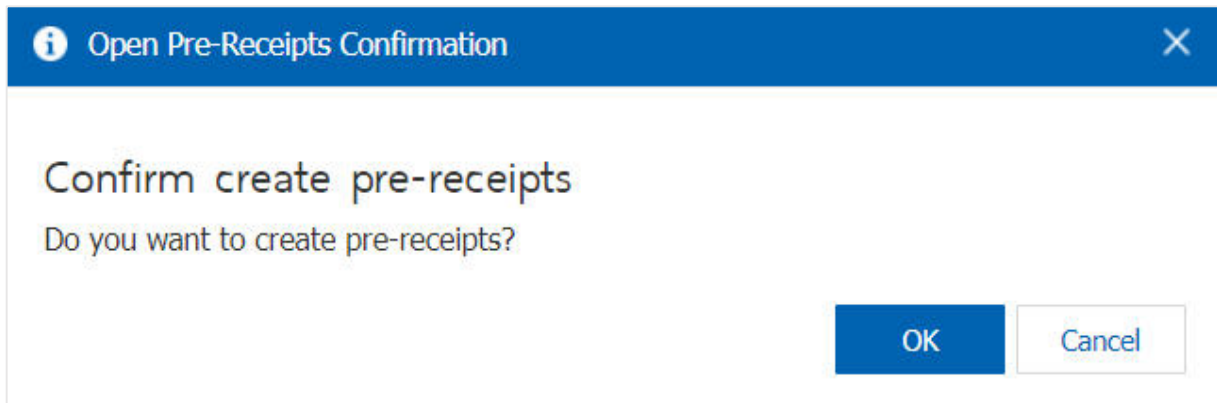
| Billing Note | | | | | | | | | |
|--------------|--------------|---------|----------------------------------|----------------|--------------|---------|-----------------|-------------------------------------|--|
| Doc. Date | Doc. No. | AR. No. | AR. Name | Receipts Da... | Total Amount | Status | Owner | | |
| 15/07/2019 | BN620715-000 | CUS-005 | ไอแอม จำกัด | 14/08/2019 | 55,000.00 | Open | นฤมล เนตรสว่าง | <input checked="" type="checkbox"/> | |
| 26/06/2019 | BN620626-000 | CUS-009 | ฟองพรรณ แก้วนาดี | 26/06/2019 | 16,050.00 | Open | นฤมล เนตรสว่าง | <input type="checkbox"/> | |
| 15/05/2019 | BN620515-000 | CUS-005 | ไอแอม จำกัด | 15/05/2019 | 45,000.00 | Partial | นฤมล เนตรสว่าง | <input type="checkbox"/> | |
| 01/05/2019 | BN620501-000 | CUS-039 | นานาการไฟฟ้า จำกัด | 01/05/2019 | 18,665.08 | Close | นฤมล เนตรสว่าง | <input type="checkbox"/> | |
| 01/05/2019 | BN620501-001 | CUS-039 | นานาการไฟฟ้า จำกัด | 03/06/2019 | 18,665.08 | Close | นฤมล เนตรสว่าง | <input type="checkbox"/> | |
| 01/05/2019 | BN620501-002 | CUS-039 | นานาการไฟฟ้า จำกัด | 03/06/2019 | 18,665.08 | Close | อิสระ จิตรสว่าง | <input type="checkbox"/> | |
| 29/04/2019 | BN620429-000 | CUS-007 | แอล.พี.เอ็น.ดีเวลอปเม้นท์ จ่า... | 29/04/2019 | 74,900.00 | Close | นฤมล เนตรสว่าง | <input type="checkbox"/> | |
| 18/04/2019 | BN620418-000 | CUS-001 | f | 20/04/2019 | 2,564.30 | Open | อิสระ จิตรสว่าง | <input type="checkbox"/> | |
| 17/04/2019 | BN620417-000 | CUS-081 | ขายดีจริงจำกัด | 22/10/2019 | 180,503.48 | Close | นฤมล เนตรสว่าง | <input type="checkbox"/> | |
| 08/04/2019 | BN620408-000 | CUS-001 | f | 08/04/2019 | 100.00 | Open | นฤมล เนตรสว่าง | <input type="checkbox"/> | |
| 04/04/2019 | BN620404-000 | CUS-003 | Green Zone | 04/04/2019 | 219,029.00 | Open | นฤมล เนตรสว่าง | <input type="checkbox"/> | |
| 04/04/2019 | BN620404-001 | CUS-003 | Green Zone | 04/04/2019 | 118.77 | Close | นฤมล เนตรสว่าง | <input type="checkbox"/> | |
| 02/04/2019 | BN620402-000 | CUS-005 | ไอแอม จำกัด | 02/04/2019 | 22,590.00 | Close | นฤมล เนตรสว่าง | <input type="checkbox"/> | |

3. Then, the user presses the "Action" on the top right of the screen. Then select the "Create Pre - Receipt" will show Pop - up to the user to confirm the opening of the bill. (Pre-paid) as shown in Figure



The screenshot shows a document detail page for BN620715-000. The 'Action' menu is open, highlighting 'Create Pre-Receipts'. The document details include AR No. CUS-005, Doc. No. BN620715-000, Customer Name บริษัท โอนอม จำกัด, and Credit (Day) 30. A table below lists document items with columns for Doc. No., Doc. Date, Invoice No., Doc. Type, Due Date, Amount, Balance, and Billing Note Amount. The total amount is 55,000.00.

| Doc. No. | Doc. Date | Invoice No. | Doc. Type | Due Date | Amount | Balance | Billing Note Amount |
|--------------|------------|--------------|-------------|------------|-----------|-----------|---------------------|
| IV620715-000 | 15/07/2019 | IV190715-001 | Credit Sale | 15/08/2019 | 55,000.00 | 55,000.00 | 55,000.00 |



The dialog box is titled 'Open Pre-Receipts Confirmation' and contains the text 'Confirm create pre-receipts' and 'Do you want to create pre-receipts?'. It has 'OK' and 'Cancel' buttons.

4. Once the user has confirmed the opening of the bill. (Pre-paid) already. The system will display a form to create a bill (pre-paid) and customer data are derived from invoices automatically, the user should fill in. The form marked "*" to complete as the picture

< New Pre-Receipts

Preview
Save
Close

Basic Data

Detail

Note & Attachment

*AR. No.

Customer Name

*Doc. No.

Invoice No.

*Doc. Date

Invoice Date

Document + Add Doc.

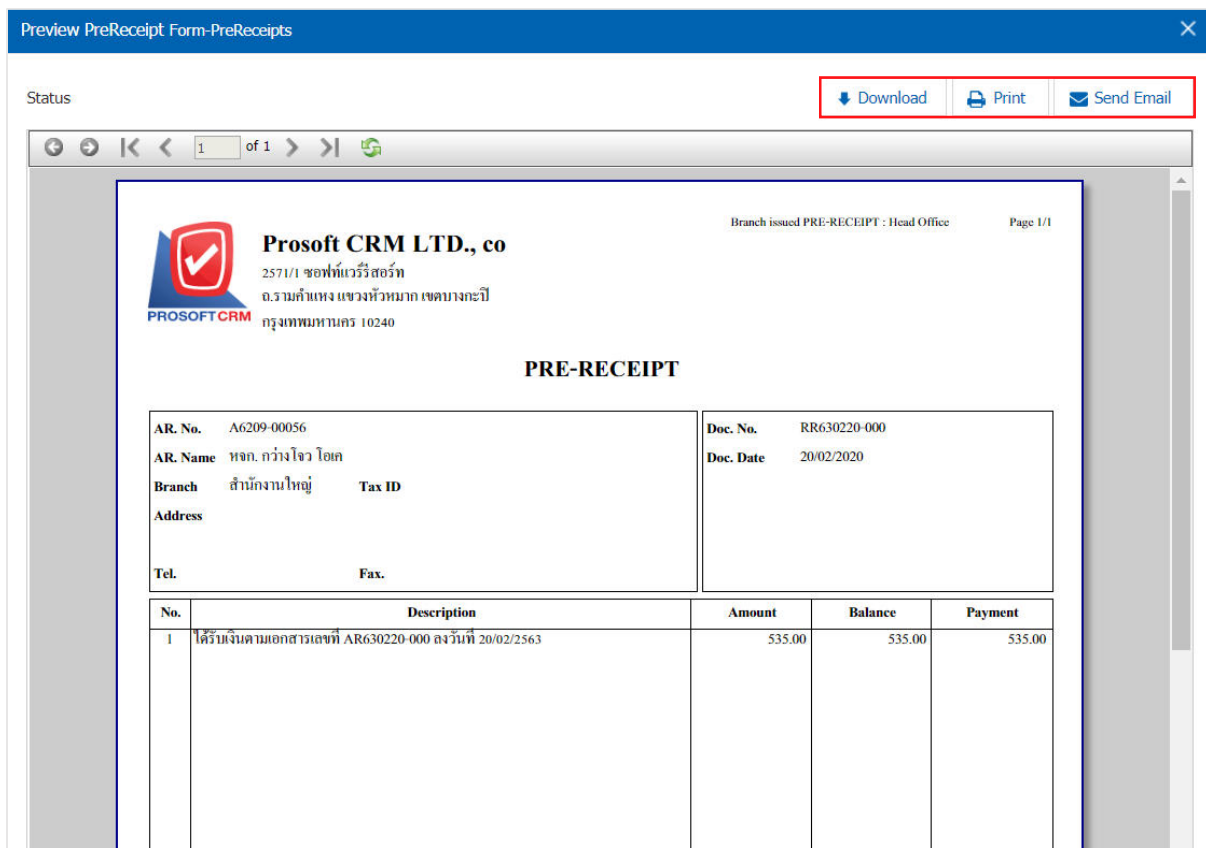
| Doc. No. | Doc. Date | Invoice No. | Billing Note No. | Amount | Balance | Pay Amount |
|---------------------------------------|------------|--------------|------------------|-----------|-----------|--|
| <input type="checkbox"/> IV620715-000 | 15/07/2019 | IV190715-001 | BN620715-000 | 55,000.00 | 55,000.00 | <input type="text" value="55,000.00"/> |
| Total Payment | | | | | | 55,000.00 |
| Base VAT | | | | | | 0.00 |
| Value Added Tax | | | | | | 0.00 |
| SO-IN7 | | | | | | 7.00 |

To download the print and email receipts. (Pre-paid)

1. When a user creates a receipt. (Pre-paid) finished want to download to print or email. The user presses the "Print" button on the top right of the screen. In the detailed bill (Pre-paid) as shown in Figure



2. The system will display a receipt form. (Pre-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



* Note: The receipt document. (Pre-paid) will be in the form of extension. Pdf