

Petty Cash Request

Refers to the recording of a cash deposit that may allow the employee to make a cash deposit. Save the picking list before with a cash settlement to an employee, it may be referred to as a cash payment document again

The record of the sub-cash request window

The Save window will divide the data into two sections :

- Tab Basic Data is to record details. The cash can be received in the bank. The sub-account document date. The amount of the receipt
- Tab Note & Attachment is to record the details of the transaction text. Note and Conditions

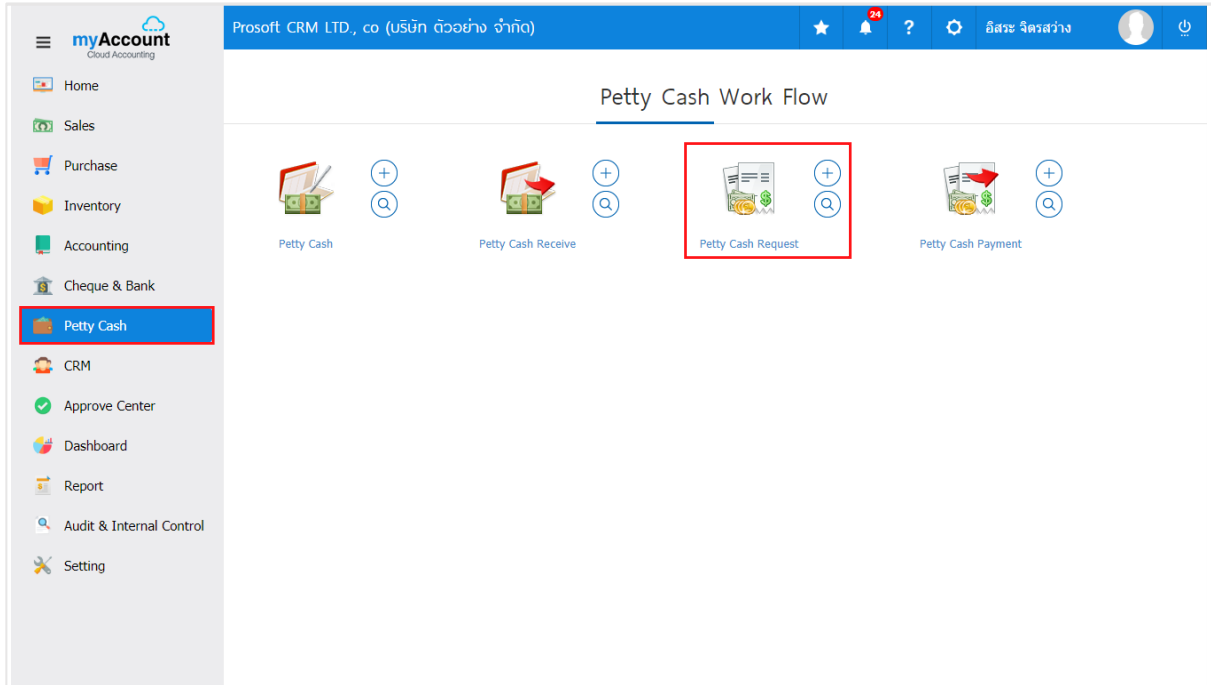
The document status details of the sub-cash request

Cash Payment Document Status There are two status

- **Pending** is the cash payment document that is saved in the system. To pay for the sub-cash later than the payment.
- **Paid** is the sub-payment document is based on Sub-paid lines have already been completed.

Petty cash recording procedure

1. The user presses a button "Petty Cash" > "Petty Cash Request" as shown in Figure.



2. The system will then display a list of documents requested to pay cash. Users can create documents for payment. Fresh small new device by pressing the "New" button at the top right of the screen shown in Figure.

< Petty Cash Request ★ New +

🔍 ... 🖨️ ✎️ 🗑️ Action ▾

<input type="checkbox"/>	Doc. Date	Doc. No.	Petty Cash No	Petty Cash Name	Amount	Status
<input type="checkbox"/>	09/04/2020	PCA630409-000	PC630409-000	PC_AY_Branch01	407.00	Pending
<input type="checkbox"/>	23/03/2020	PCA630323-000	PC630323-000	pppppp	9,630.00	Pending
<input type="checkbox"/>	13/03/2020	PCA630313-000	PC601215-001	วงเงินสลดยอยแผนกบัญชี	5,350.00	Pending
<input type="checkbox"/>	12/03/2020	PCA630312-000	0001023	ค่าใช้จ่ายค่าโทรศัพท์	4,140.00	Paid
<input type="checkbox"/>	27/02/2020	PCA630227-000	PC601215-001	วงเงินสลดยอยแผนกบัญชี	1,000.00	Pending
<input type="checkbox"/>	24/01/2020	PCA630124-000	PC630124-000	เงินสลดยอย	5,350.00	Paid
<input type="checkbox"/>	29/11/2019	PCA621129-000	PC621129-000	เพื่อค่าใช้จ่ายออกของ	6,070.00	Paid
<input type="checkbox"/>	25/10/2019	PCA621025-000	PC621025-000	วงเงินสลดยอยใช้จ่ายเกี่ยวกับการดูแลลูกค้า	3,745.00	Paid
<input type="checkbox"/>	14/10/2019	PCA621014-000	PC621012-000	petty cash	34,294.63	Pending
<input type="checkbox"/>	11/10/2019	PCA621011-000	PC621011-000	ค่าใช้จ่ายเกี่ยวกับโฆษณาสินค้า	5,350.00	Paid
<input type="checkbox"/>	11/10/2019	PCA621011-001	PC601215-001	วงเงินสลดยอยแผนกบัญชี	7,350.00	Pending
<input type="checkbox"/>	09/10/2019	PCA621009-000	PC610714-000	เงินสลดยอยทั่วไป	14,445.00	Pending
<input type="checkbox"/>	24/06/2019	PCA620624-000	PC620624-000	ตั้งเบิกเงินสลดยอย	500.00	Paid

⏪ ⏩ 1 2 ... 20 Items per page 1 - 20 Items From 26 Items 🔄

3. In the Tab "Basic Data" is to save the details of the documents requested to pay cash include the document number, date, document the cash. sub-code employees can select the charge by pressing the "+ Select Expense" stated the amount of notes and more. Users should fill in the form marked "*" are required Figure.

< New Petty Cash Request

Preview
Save
Close

Basic Data

Note & Attachment

* Doc. No.

Employee No.

* Doc. Date

* Petty Cash

Expense List
+ Select Expense
+ Insert Expense
🗑

<input type="checkbox"/>	No.	Expenses No.	Expenses Name	Account No.	Account Name	Cost Center	Internal Order	Amount	Remark	Free Tax	
<input type="checkbox"/>	1	0001	ค่าโฆษณา	53700005	Miscellaneous Expe	Acc01		100.00		<input type="checkbox"/>	
<input type="checkbox"/>	2	002	Express Way Expen	52000009	Travelling Expenses			1,500.00		<input type="checkbox"/>	
								Total		1,600.00	
								Before VAT Amount		1,600.00	
								Base VAT		1,600.00	
								Value Added Tax	PO-EX7	7.00	112.00
								Total Amount		1,712.00	

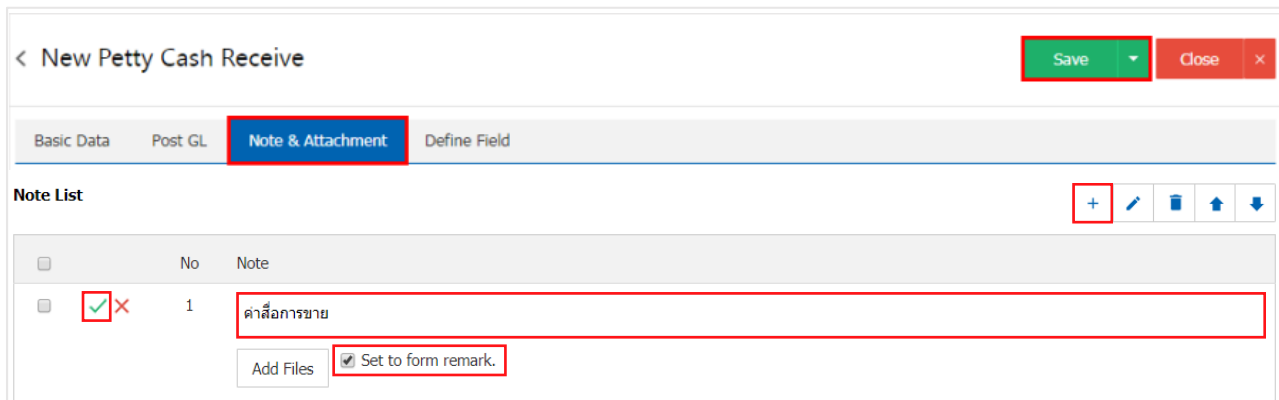
4. Option to choose a tax code in each expense item. The system calculates the base Tax on items that are not only choose Option.

<input type="checkbox"/>	No.	Expenses No.	Expenses Name	Account No.	Account Name	Cost Center	Internal Order	Amount	Remark	Free Tax	
<input type="checkbox"/>	1	0001	ค่าโฆษณา	53700005	Miscellaneous Expe	Acc01		100.00		<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	002	Express Way Expen	52000009	Travelling Expenses			1,500.00		<input checked="" type="checkbox"/>	
								Total		1,600.00	
								Before VAT Amount		1,600.00	
								Base VAT		1,500.00	
								Value Added Tax	PO-EX7	7.00	105.00
								Total Amount		1,705.00	

5. The user can choose a tariff that appears in the documents by the tax, according to data by the user is working. "Having the data input tax" on the default form.

Total			1,600.00
Before VAT Amount			1,600.00
Base VAT			1,500.00
Value Added Tax	PO-EX7	7.00	105.00
Total Amount	PO-EX7		1,705.00
	PO-EX8		
	NO-EX7		
	DOP-EX9		

6. In Tab "Note & Attachment" is a record of notes, note the list of conditions, and attach additional document files. Users can specify the notes you want by pressing the "+" button > "specify the details" > "✓ Set to form remark" Used in cases where the end of the bill has more than one or more items to be taken. As shown in the End document form > "✓" is the data as the image.



< New Petty Cash Receive Save Close

Basic Data Post GL **Note & Attachment** Define Field

Note List + ✎ 🗑️ ⬆️ ⬆️

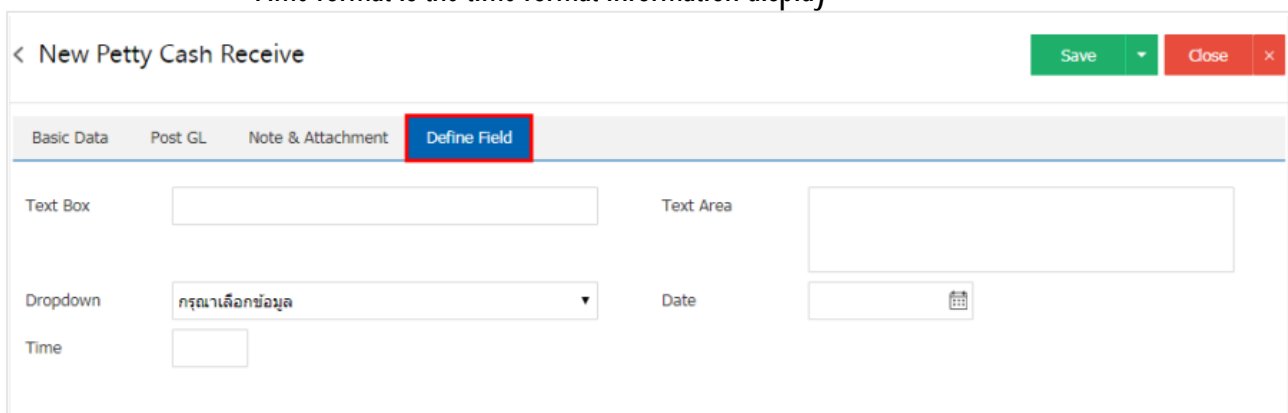
No	Note
1	ค่าสื่อการขาย

Add Files Set to form remark.

- * Note: the symbol " ⬆️ "and" ⬇️ "is to scroll the message up or down as required by the user
- * Note: If the user wants to edit the original information by pressing the " ✎ " to make the correction
- * Note: If the user wants to erase the original data by pressing the " 🗑️ "to erase the data
- * Note: If the user has other documents to be referenced in the cash payment document. Users can "Add Files" other documents

7. In Tab "Define Field" is a record of information that users have created. Fill in additional information manually Define Field will have 5 types :

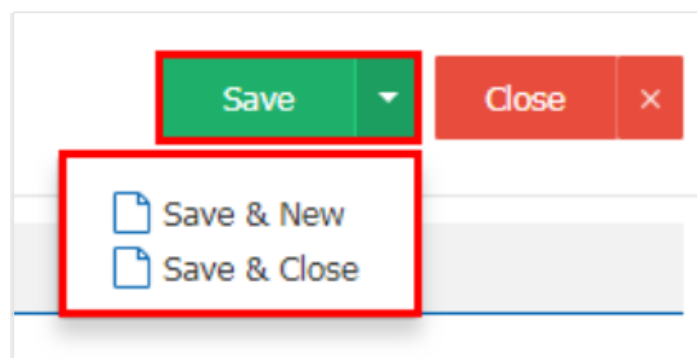
- The Text Box is a small display of data erector that a user can fill in an unlimited number of characters and fill only one line of information
- The Text Area is a large display of text box formats that users can fill in an unlimited number of characters and fill
- The Dropdown format is to display the option format information that the user can customize the options in the "Setting" menu > "General"> "ENUM"
- Date format is to display the data format of date, month, year
- Time format is the time format information display



The screenshot shows a web interface for 'New Petty Cash Receive'. At the top right are 'Save' and 'Close' buttons. Below is a tabbed interface with 'Define Field' selected. The 'Define Field' section contains five input types: 'Text Box' (a single-line text field), 'Text Area' (a multi-line text field), 'Dropdown' (a dropdown menu with Thai text), 'Date' (a date picker), and 'Time' (a time picker).

8. After the user has completed the information, press the "Save" button at the top right of the program screen to save the cash payment document information. There are 3 types of records:

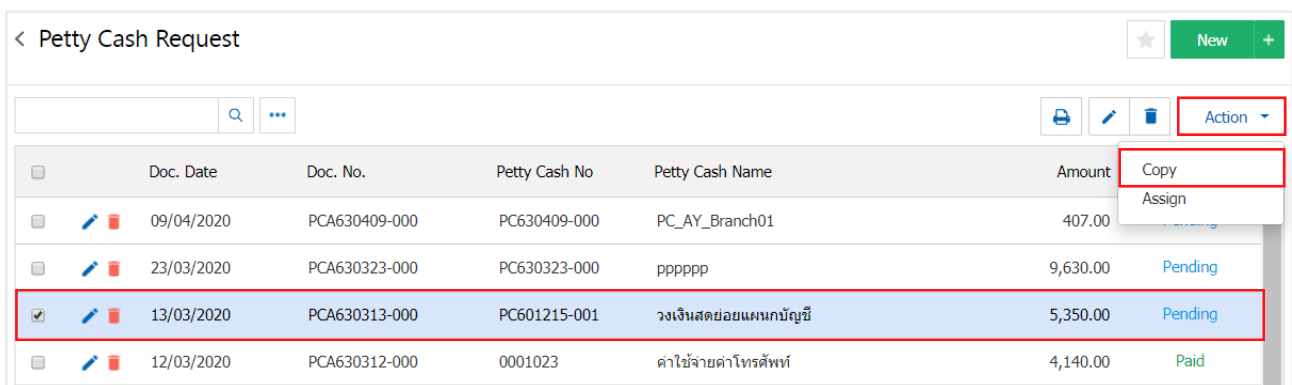
- Save is a record of the sub-cash payment document. It is normally ready to display the recorded information
- Save & New is a request for a cash payment document and open the Record screen. Request a new cash deposit now
- Save & Close is to save a cash payment document and return to the list screen. Documents for all cash payments immediately



Copying documents petty cash

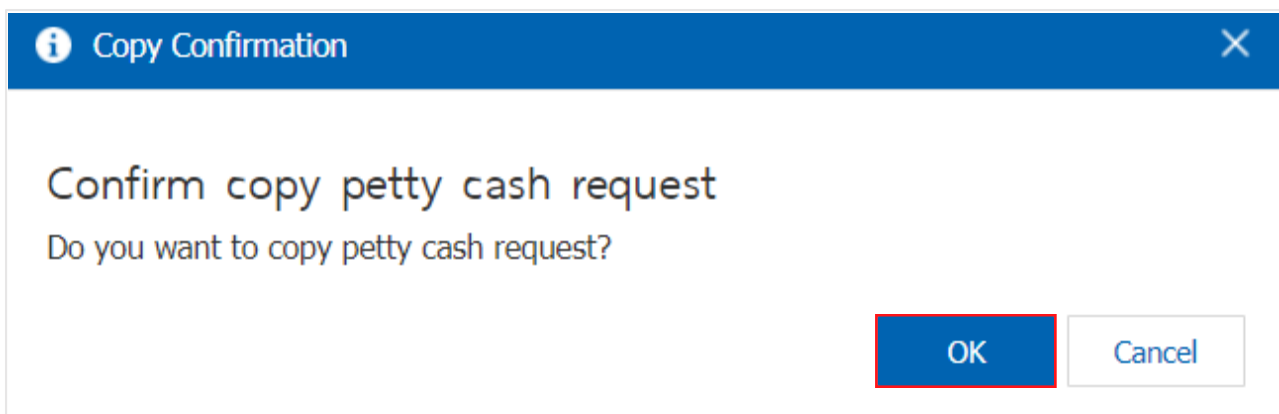
Copying documents petty cash is to copy the documents received cash. In case the user to create new documents, cash and small details do not change. To help reduce the time to create documents. The user can copy documents. How to copy petty cash follows:

1. The user selects the document receiving cash to copy the document, then the user presses the "Action" > "Copy" will show Pop - up to copy the diagram



Doc. Date	Doc. No.	Petty Cash No	Petty Cash Name	Amount	
09/04/2020	PCA630409-000	PC630409-000	PC_AY_Branch01	407.00	
23/03/2020	PCA630323-000	PC630323-000	pppppp	9,630.00	Pending
13/03/2020	PCA630313-000	PC601215-001	วงเงินสลดขอยแผนกบัญชี	5,350.00	Pending
12/03/2020	PCA630312-000	0001023	ค่าใช้จ่ายค่าโทรศัพท์	4,140.00	Paid

- * Note: If users want to edit the data store by pressing the "✎" button to edit
- * Note: If the user wants to delete the data store by pressing the "🗑" button to delete the data



Copy Confirmation

Confirm copy petty cash request

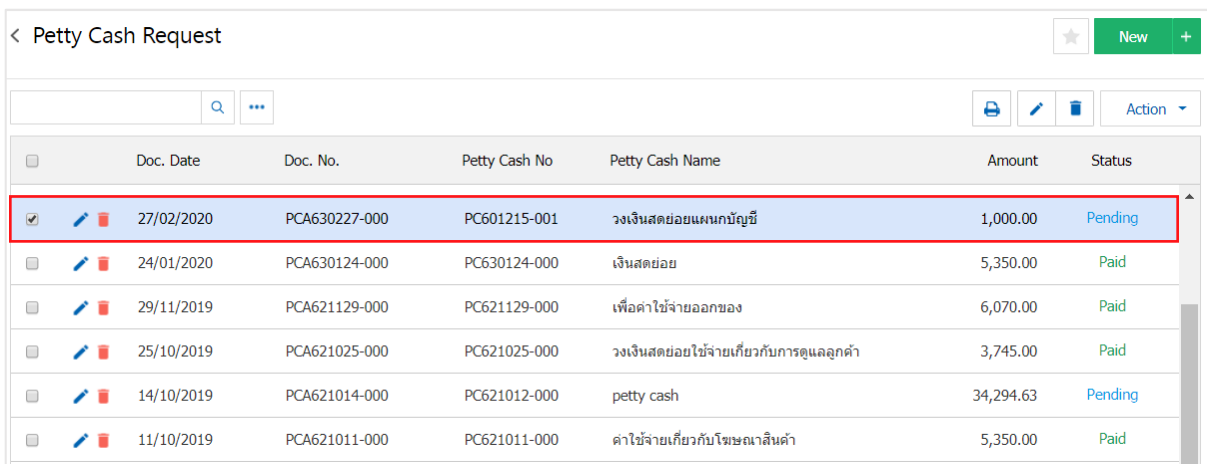
Do you want to copy petty cash request?

OK Cancel

According to the documents would pay cash to pay cash documents

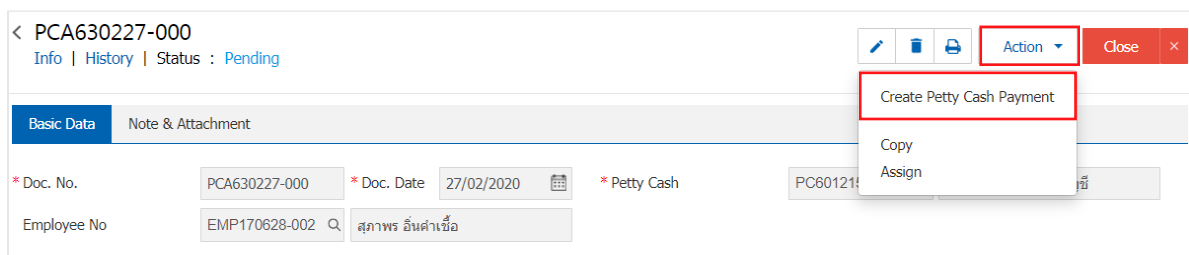
According to the documents requested to pay cash. Paying cash to a document that is a way that minimizes the time. To create a new document, pay cash. And allows data processing of cash is contiguous with the reference method are as follows :

1. The user selects the document requested to pay cash at a "Pending" only Figure.



	Doc. Date	Doc. No.	Petty Cash No	Petty Cash Name	Amount	Status
<input checked="" type="checkbox"/>	27/02/2020	PCA630227-000	PC601215-001	วงเงินสลดยอยแพนภกบญชชี	1,000.00	Pending
<input type="checkbox"/>	24/01/2020	PCA630124-000	PC630124-000	เงินสลดยอย	5,350.00	Paid
<input type="checkbox"/>	29/11/2019	PCA621129-000	PC621129-000	เพื่อค่าใช้จ่ายออกของ	6,070.00	Paid
<input type="checkbox"/>	25/10/2019	PCA621025-000	PC621025-000	วงเงินสลดยอยใช้จ่ายเกี่ยวกับการดูแลลูกค้า	3,745.00	Paid
<input type="checkbox"/>	14/10/2019	PCA621014-000	PC621012-000	petty cash	34,294.63	Pending
<input type="checkbox"/>	11/10/2019	PCA621011-000	PC621011-000	ค่าใช้จ่ายเกี่ยวกับโฆษณาสินค้า	5,350.00	Paid

2. Then, the user presses. the "Action" > "Create Petty Cash Payment" will show Pop - up document to confirm paying cash form.



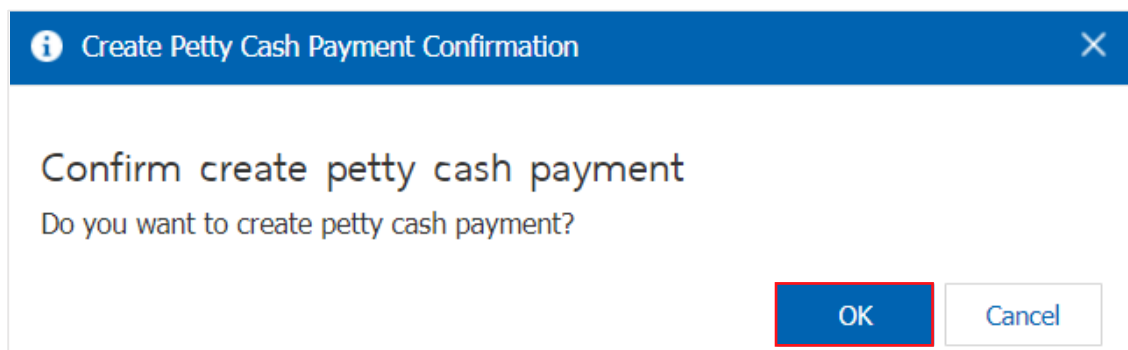
PCA630227-000
Info | History | Status : Pending

Action

- Create Petty Cash Payment
- Copy
- Assign

* Doc. No. PCA630227-000 * Doc. Date 27/02/2020 * Petty Cash PC601215-001

Employee No EMP170628-002 สภาพร อื่นค่าเชื้อ



Create Petty Cash Payment Confirmation

Confirm create petty cash payment
Do you want to create petty cash payment?

OK Cancel