

## Petty Cash Payment

Means to pay cash to employees. Recording can pay cash accounts and posting (Posting) accounted for the General Ledger (General Ledger)

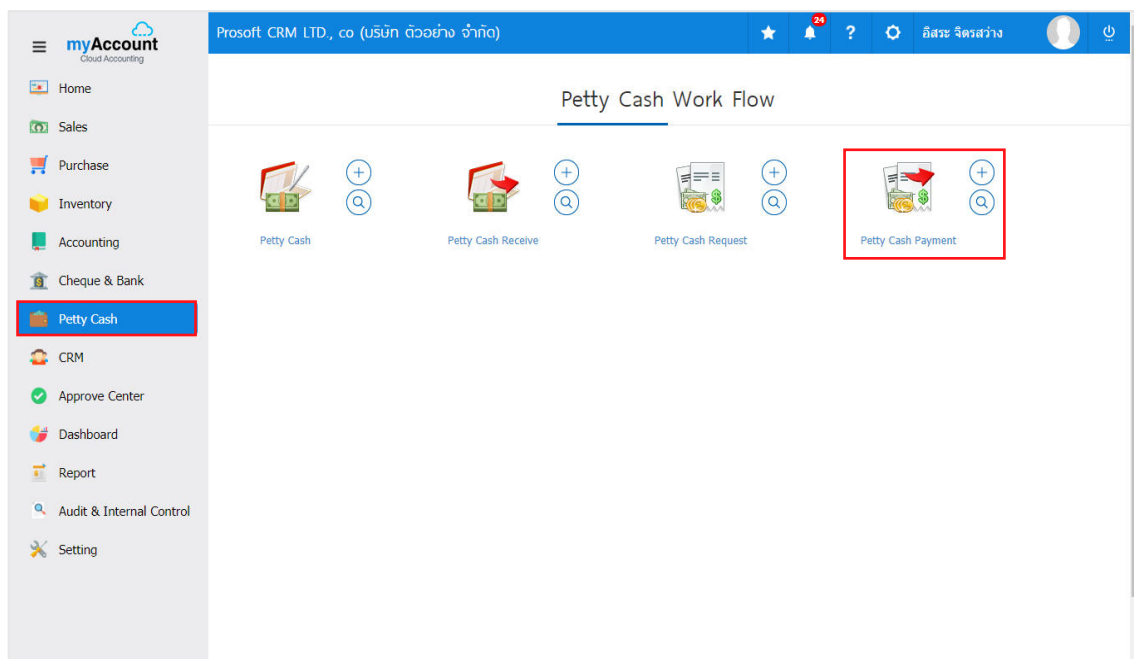
### Windows to save paying cash

Save data window is divided into 6 sections :

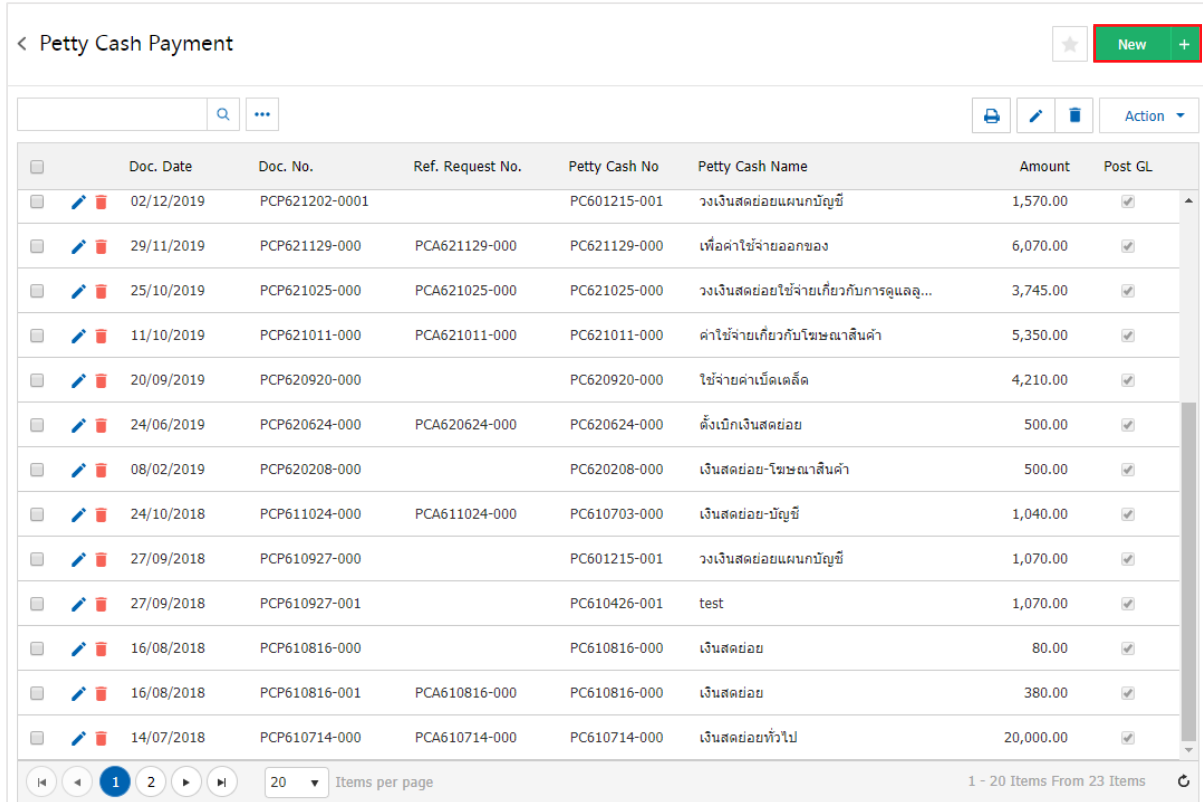
- Tab Basic Data is recorded detailed information Cash paid documents including Document Number Document Date petty cash account. The amount paid etc
- Tab VAT is to record the details. VAT
- Tab WHT is to record the details of tax deducted at source
- Tab Post GL is to record transactions. To Ledger
- Tab Note & Attachment is to record the details. Description of Notes and conditions
- Tab Define Field is the data that users generate more forms to fill out manually (Tab Define Field will only appear if it is set Define Field only)

### Steps to save the cash payment Document

1. The user makes the selection of the "Petty Cash" Menu > "Petty Cash Payment" as shown.



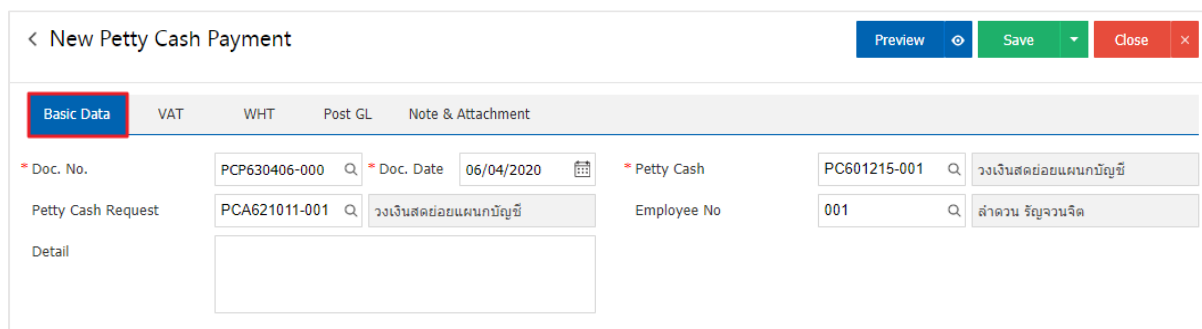
2. The system displays the cash Payment Document List screen. Users can create new sub-payment documents by pressing the "New" button at the top right of the program screen.



The screenshot shows a list of Petty Cash Payment documents. At the top right, there is a green "New +" button. Below the list, there are navigation controls including a search icon, a menu icon, and a "20" items per page selector. The list contains 13 items with columns for Doc. Date, Doc. No., Ref. Request No., Petty Cash No., Petty Cash Name, Amount, and Post GL.

Doc. Date	Doc. No.	Ref. Request No.	Petty Cash No.	Petty Cash Name	Amount	Post GL
02/12/2019	PCP621202-0001		PC601215-001	วงเงินสลดย่อยแผนกบัญชี	1,570.00	<input checked="" type="checkbox"/>
29/11/2019	PCP621129-000	PCA621129-000	PC621129-000	เพื่อค่าใช้จ่ายออกของ	6,070.00	<input checked="" type="checkbox"/>
25/10/2019	PCP621025-000	PCA621025-000	PC621025-000	วงเงินสลดย่อยใช้จ่ายเกี่ยวกับการดูแล...	3,745.00	<input checked="" type="checkbox"/>
11/10/2019	PCP621011-000	PCA621011-000	PC621011-000	ค่าใช้จ่ายเกี่ยวกับโฆษณาสินค้า	5,350.00	<input checked="" type="checkbox"/>
20/09/2019	PCP620920-000		PC620920-000	ใช้จ่ายค่าเบ็ดเตล็ด	4,210.00	<input checked="" type="checkbox"/>
24/06/2019	PCP620624-000	PCA620624-000	PC620624-000	ตั้งเบิกเงินสลดย่อย	500.00	<input checked="" type="checkbox"/>
08/02/2019	PCP620208-000		PC620208-000	เงินสลดย่อย-โฆษณาสินค้า	500.00	<input checked="" type="checkbox"/>
24/10/2018	PCP611024-000	PCA611024-000	PC610703-000	เงินสลดย่อย-บัญชี	1,040.00	<input checked="" type="checkbox"/>
27/09/2018	PCP610927-000		PC601215-001	วงเงินสลดย่อยแผนกบัญชี	1,070.00	<input checked="" type="checkbox"/>
27/09/2018	PCP610927-001		PC610426-001	test	1,070.00	<input checked="" type="checkbox"/>
16/08/2018	PCP610816-000		PC610816-000	เงินสลดย่อย	80.00	<input checked="" type="checkbox"/>
16/08/2018	PCP610816-001	PCA610816-000	PC610816-000	เงินสลดย่อย	380.00	<input checked="" type="checkbox"/>
14/07/2018	PCP610714-000	PCA610714-000	PC610714-000	เงินสลดย่อยทั่วไป	20,000.00	<input checked="" type="checkbox"/>

3. In the "Basic Data" Tab, is the record details of the cash payment document, The user should fill in a form marked with "\*" as shown in the image.

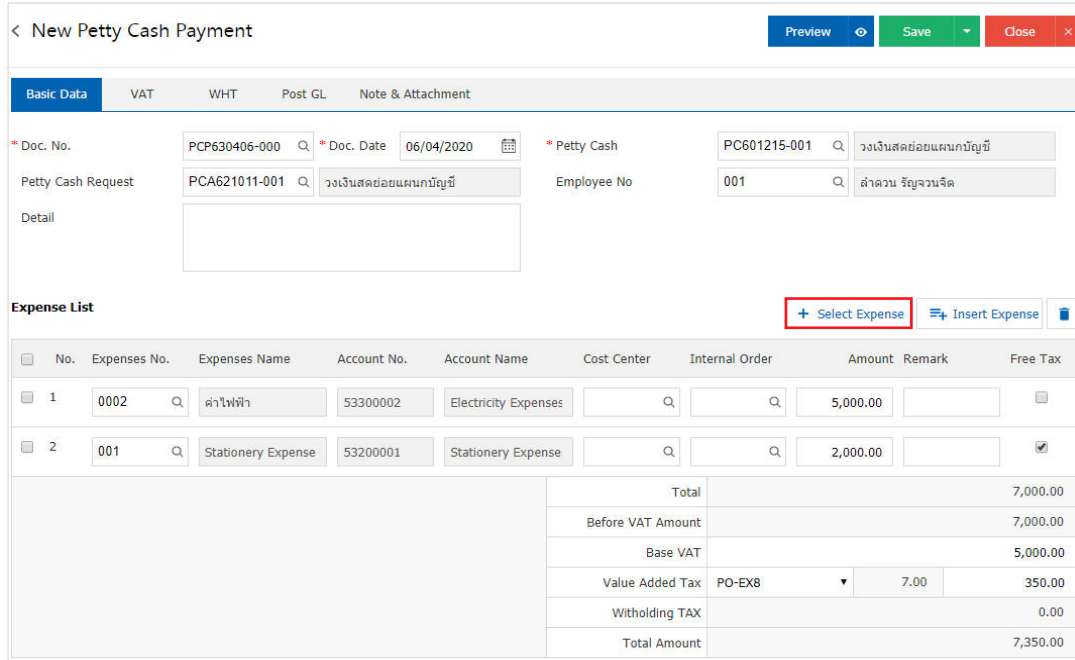


The screenshot shows the "New Petty Cash Payment" form. The "Basic Data" tab is selected. The form contains several fields with asterisks indicating required information:

- \* Doc. No.: PCP630406-000
- \* Doc. Date: 06/04/2020
- \* Petty Cash: PC601215-001
- Petty Cash Request: PCA621011-001
- Employee No: 001

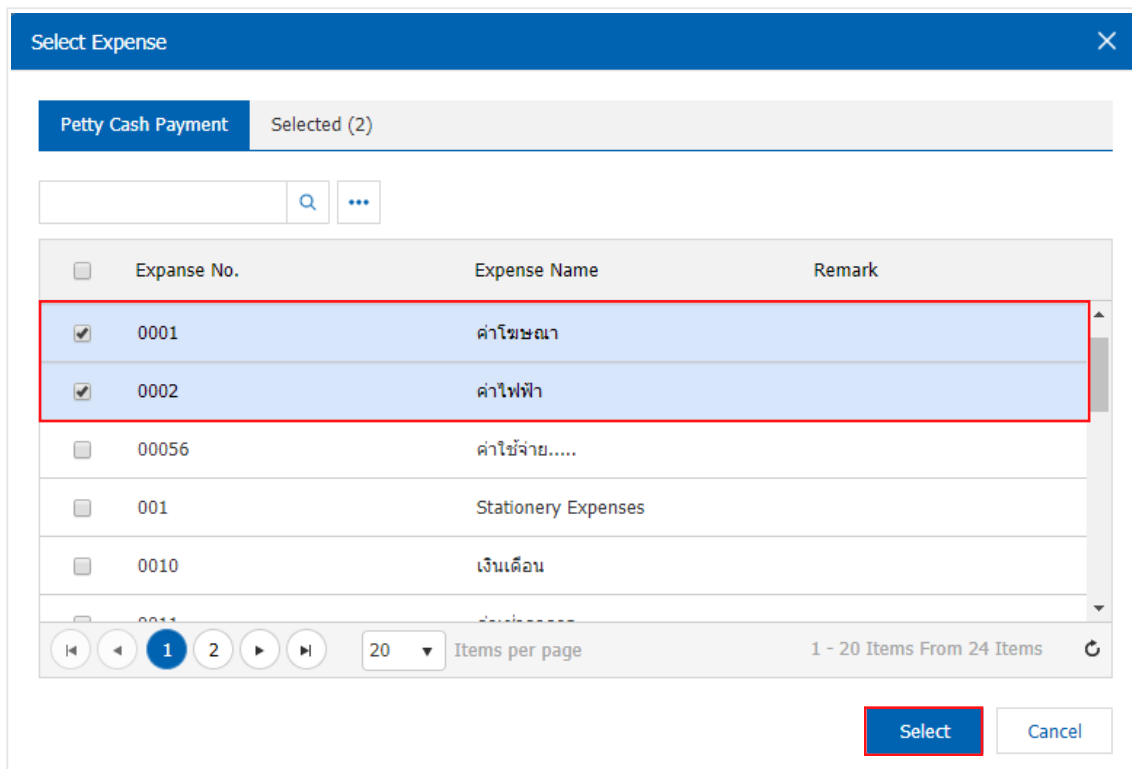
There is also a "Detail" section with a large empty text area.

4. In Tab, select an expense. Users can add multiple expenses by pressing the "+ Select Expenses" The system will list all expense information, such as expense code, expense name. Note, as a result, users select the expense item as needed.



**Expense List**

No.	Expenses No.	Expenses Name	Account No.	Account Name	Cost Center	Internal Order	Amount	Remark	Free Tax
1	0002	ค่าไฟฟ้า	53300002	Electricity Expenses			5,000.00		<input type="checkbox"/>
2	001	Stationery Expense	53200001	Stationery Expense			2,000.00		<input checked="" type="checkbox"/>
<b>Total</b>							7,000.00		
Before VAT Amount							7,000.00		
Base VAT							5,000.00		
Value Added Tax							PO-EX8	7.00	350.00
Withholding TAX									0.00
<b>Total Amount</b>									7,350.00



**Select Expense**

Petty Cash Payment Selected (2)

Expense No.	Expense Name	Remark
<input checked="" type="checkbox"/> 0001	ค่าโฆษณา	
<input checked="" type="checkbox"/> 0002	ค่าไฟฟ้า	
<input type="checkbox"/> 00056	ค่าใช้จ่าย.....	
<input type="checkbox"/> 001	Stationery Expenses	
<input type="checkbox"/> 0010	เงินเดือน	

1 - 20 Items From 24 Items

**Select** **Cancel**

\* Note: In case the expense code has a lot. The user can type the expense code. Name, expense, and other information in the Search list box.

5. Users can assign Cost Center in order amount. Note and tax calculator of the above expenses.

Expense List										
No.	Expenses No.	Expenses Name	Account No.	Account Name	Cost Center	Internal Order	Amount	Remark	Free Tax	
1	0002	ค่าไฟฟ้า	53300002	Electricity Expenses	BU02-DEP01	0001	5,000.00		<input checked="" type="checkbox"/>	
2	001	Stationery Expense	53200001	Stationery Expense	BU02-DEP01	0001	2,000.00		<input type="checkbox"/>	

6. Users can insert expenses between other expenses. Select 1 Expense line and then press the "Insert Expense" button > "Select the expenses that you want to insert Add" The system will display the added cost on the top of the selected item.

Expense List										
No.	Expenses No.	Expenses Name	Account No.	Account Name	Cost Center	Internal Order	Amount	Remark	Free Tax	
1	0002	ค่าไฟฟ้า	53300002	Electricity Expenses	BU02-DEP01	0001	5,000.00		<input checked="" type="checkbox"/>	
2	001	Stationery Expense	53200001	Stationery Expense	BU02-DEP01	0001	2,000.00		<input type="checkbox"/>	

Expense List										
No.	Expenses No.	Expenses Name	Account No.	Account Name	Cost Center	Internal Order	Amount	Remark	Free Tax	
1	0002	ค่าไฟฟ้า	53300002	Electricity Expenses	BU02-DEP01	0001	5,000.00		<input type="checkbox"/>	
2	001	Stationery Expense	53200001	Stationery Expense	BU02-DEP01	0001	2,000.00		<input type="checkbox"/>	
3	0002	ค่าไฟฟ้า	53300002	Electricity Expenses			0.00		<input type="checkbox"/>	

7. The system will include the total amount of costs.

Total				7,000.00
Before VAT Amount				7,000.00
Base VAT				7,000.00
Value Added Tax	PO-EX8	▼	7.00	490.00
Withholding TAX				0.00
Total Amount				7,490.00

8. Users can select the taxes that appear in the final bill.

Total	PO-EX7 PO-NO7		7,000.00
Before VAT Amount	PO-EX8 NO-EX7		7,000.00
Base VAT	DOP-EX9 NOP1-EX7		7,000.00
Value Added Tax	PO-EX8	7.00	490.00
Withholding TAX			0.00
Total Amount			7,490.00

9. In the "VAT" Tab, it is a record of VAT details. Users can add or edit value-added tax information by pressing "+" key to add value-added tax information or "✎" to make corrections by the system. The user has set up tax from the "Payables Setup" and "Purchase duty Setup" and the system automatically calculates the tax as an image.

< New Petty Cash Payment

Save
Close

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Basic Data

VAT

WHT

Post GL

Note & Attachment

Define Field

VAT

+
✎
🗑

☐ Invoice No.	Invoice Date	Description	Base VAT	% VAT	VAT Amount	% Claimed	Avg. VAT
☐	06/04/2020	Petty cash payment	7,000.00	7.00	490.00	100.00	490.00

Base VAT

7,000.00

VAT Amount

490.00

Avg. VAT

490.00

Add VAT
✕

\* Invoice No.

\* Invoice Date  📅

\* Payer No.  🔍

\* Tax ID  \* Branch ...

\* Description

\* Base VAT

\* VAT

\* VAT Amount

\* % Claimed   Use Average TAX

\* Avg. VAT

\* Period No.  🔍

Type  \* Time

10. In "WHT" Tab is to record the withholding tax. Used if the tax is deducted at the expense by pressing the "+" button, the Withholding Tax logging window will be displayed. The user should fill in a form marked with "\*" and then press "+" key to create a tax entry. Withholding to "Select tax type" > "Enter the amount paid" > "✓" in order to save the data as shown.

< New Petty Cash Payment

Basic Data
VAT
WHT
Post GL
Note & Attachment
Define Field

**WHT Return** + ✎ 🗑

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

WHT Return
✕

\* Doc. No.

\* Doc. Date    \* Period No.

\* Payer No.   \* Type

\* Tax ID  \* Branch  \* Time

\* Address

\* Type

\* Payee Type

**WHT Return** + ✎ 🗑

<input type="checkbox"/>	WHT Name	Section	Tax Rate %	Pay Amount	WHT Amount
<input checked="" type="checkbox"/>	3% ค่าบริการ	3 เศรษฐ การจ่ายเงิ	3.00	895.00	26.85
<b>Total</b>				0.00	0.00

11. In Tab "Post GL" is the recording via list (Posting) to the ledger (General Ledger) user can Post GL by pressing the "Simulated" button. Users can add more accounts by pressing the "+ Select Acc" button to add account information. The description can be edited by pressing the "DOC. Info" button

< New Petty Cash Payment
Save
Close

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

Post GL Format    Simulated Doc. Info

**Journal Entry** + Select Acc. ⇄ Insert Acc. 🗑 🌐

<input type="checkbox"/>	No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
<input type="checkbox"/>	1	53300002	ค่าไฟฟ้า	5,000.00	0.00	BU02-DEI	0001		
<input type="checkbox"/>	2	53200001	ค่าเครื่องเขียนแบบพิมพ์	2,000.00	0.00	BU02-DEI	0001		
<input type="checkbox"/>	3	11110050	เงินสดย่อย	0.00	7,490.00				
<b>Total Amount</b>				7,000.00	7,490.00				

12. 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 the case of the end of a bill with more than 1 or more to be shown in the end of the document form > "✓" to record the data as shown .



No	Note
1	จ่ายเงินสดย่อยฝ่ายขาย

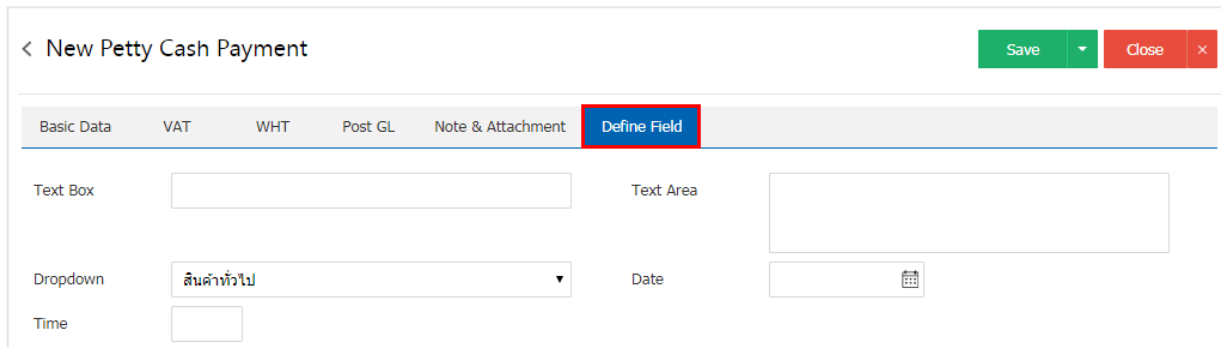
Add Files
  Set to form remark.

- \* 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 "✎" button to make the modification.
- \* 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.

13. Tab "Define Field" is data that users generate more forms to fill out manually Define Field which will feature all five forms :

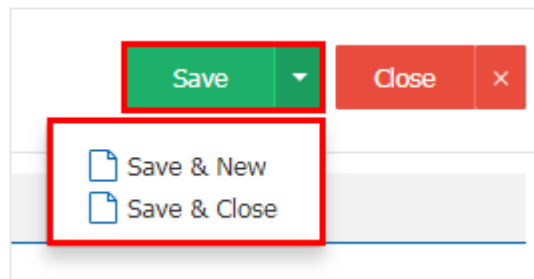
- Data Format Text Box is a small text box. The user can not enter. A limited number of characters And enter only one line only
- Format Text Area is to display large text box model. The user can enter An unlimited number of characters. And enter several lines
- Forms Dropdown is a display format options. The user can set the option in the menu "Setting"> "General"> "ENUM"
- Date format is the data format, date
- Time format is the data format.





14. After the users have checked all the information, click "Save" on the top right of the program screen to save the petty cash documents. By recording data into 3 types :

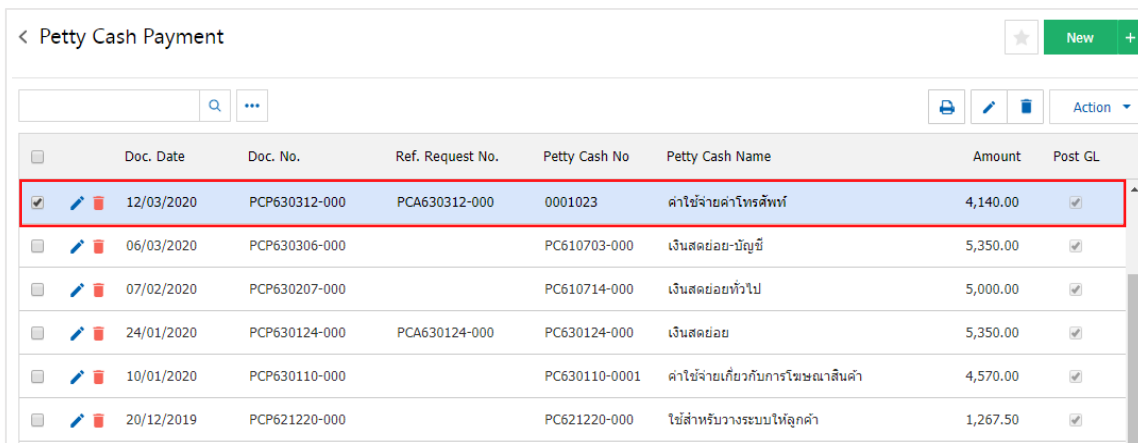
- Save is to save the petty cash document normally Ready to show the recorded information
- Save & New is a document to save petty cash. While also opening the document recording screen to set New petty cash immediately
- Save & Close is a document to record petty cash receipt. Ready to return to the document set screen All petty cash bands immediately



## The copying petty cash

Is to copy documents to pay cash. If the user would like to pay cash, documents and details have been changed. To help reduce the time to create documents. The user can copy documents. Cash subsidiary Here's how to copy follows :

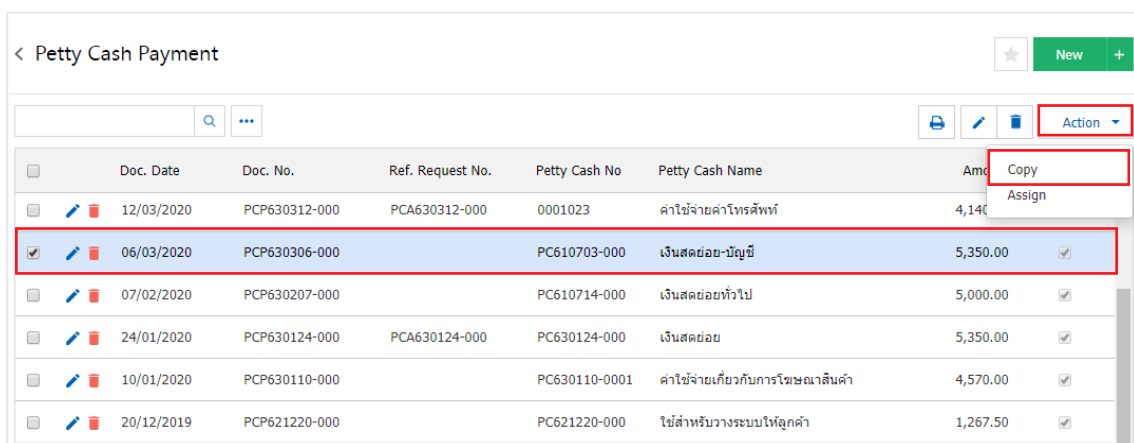
1. The user selects the document pays cash to copy the document image



<input type="checkbox"/>	Doc. Date	Doc. No.	Ref. Request No.	Petty Cash No	Petty Cash Name	Amount	Post GL
<input checked="" type="checkbox"/>	12/03/2020	PCP630312-000	PCA630312-000	0001023	ค่าใช้จ่ายค่าโทรศัพท์	4,140.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	06/03/2020	PCP630306-000		PC610703-000	เงินสดย่อย-บัญชี	5,350.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	07/02/2020	PCP630207-000		PC610714-000	เงินสดย่อยทั่วไป	5,000.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	24/01/2020	PCP630124-000	PCA630124-000	PC630124-000	เงินสดย่อย	5,350.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10/01/2020	PCP630110-000		PC630110-0001	ค่าใช้จ่ายเกี่ยวกับการโฆษณาสินค้า	4,570.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	20/12/2019	PCP621220-000		PC621220-000	ใช้สำหรับวางระบบให้ลูกค้า	1,267.50	<input checked="" type="checkbox"/>

- \* Note: If users want to edit the original data by pressing the "✎" button to edit
- \* Note: If the user. To delete the original data by pressing the "🗑" button to delete

2. Next, the user presses the "Action"> "Copy" will show Pop - up to copy the document. Cash payment method



<input type="checkbox"/>	Doc. Date	Doc. No.	Ref. Request No.	Petty Cash No	Petty Cash Name	Amount	Post GL
<input type="checkbox"/>	12/03/2020	PCP630312-000	PCA630312-000	0001023	ค่าใช้จ่ายค่าโทรศัพท์	4,140.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	06/03/2020	PCP630306-000		PC610703-000	เงินสดย่อย-บัญชี	5,350.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	07/02/2020	PCP630207-000		PC610714-000	เงินสดย่อยทั่วไป	5,000.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	24/01/2020	PCP630124-000	PCA630124-000	PC630124-000	เงินสดย่อย	5,350.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	10/01/2020	PCP630110-000		PC630110-0001	ค่าใช้จ่ายเกี่ยวกับการโฆษณาสินค้า	4,570.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	20/12/2019	PCP621220-000		PC621220-000	ใช้สำหรับวางระบบให้ลูกค้า	1,267.50	<input checked="" type="checkbox"/>

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



**i** Copy Confirmation ✕

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