

## Cheque Payment

Means recording cheque. The payment of cash purchases. The deposit paid in advance for goods and payments to trade creditors.

### The document window cheque payment

Window for recording data is divided into 3 parts :

- **Tab Basic Data** is recorded details of the document cheque payment.
- **Tab Note & Attachment** is to record the details. Description of Notes and conditions.
- **Tab Define Field** is the data that users create a form to fill out more information on manually (Tab Define Field will only appear if it is set Define Field only).

### The document cheque payment.

Recording cheque payment can record two formats :

- Document cheque. Check the direct payment system According to other systems, including systems for fresh deposit and payment transactions daily.
- Document cheque payment with reference fresh buying Deposit and payment transactions daily. Program to retrieve important documents, such as document number, date, bank check number, check date code on the debtor and the amount shown in cheque. Auto payment Users can update to complete.

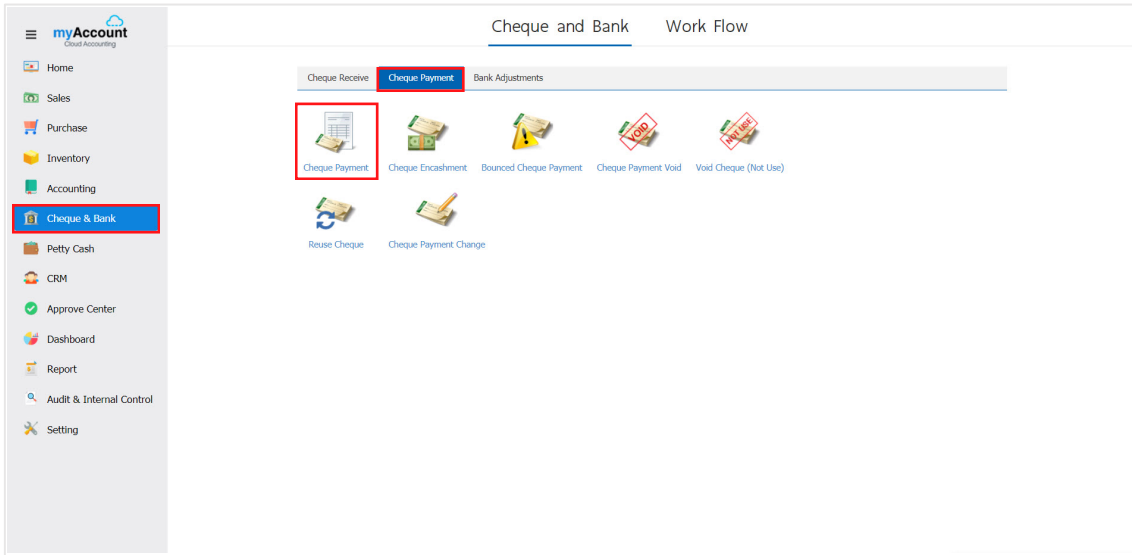
### Documents cheque payment

Status documents cheque payment has 7 status include.

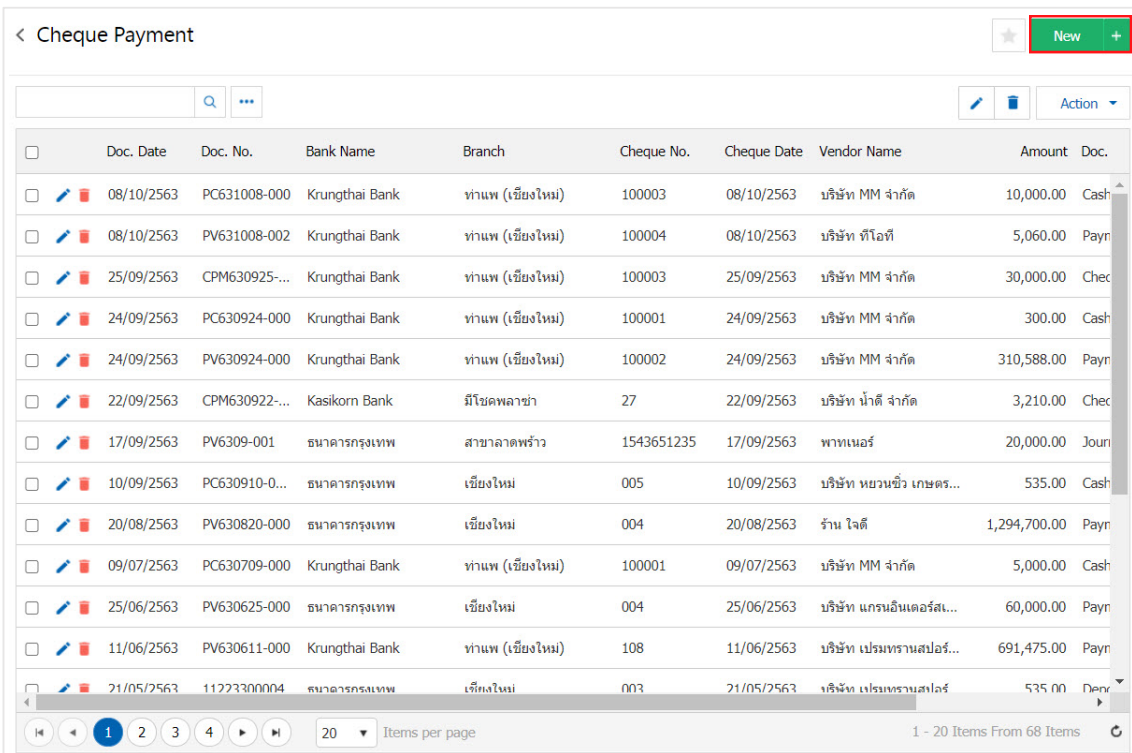
- **On Hand** is a check in hand that has not been referred to other documents in the system Deposits Check Payment equal.
- **Send** is cheque payment was remitted to trade successfully.
- **Print** is printed cheque payment was successfully.
- **Passed** cheque payment is being made cheque. Payment through the bank successfully.
- **Return** cheque payment is being made cheque. Payment from the bank.
- **Cancel** cheque payment is being made and then canceled checks.
- **Changed** cheque payment that is not valid. Or a canceled check New and changing cheque payment.

## The document cheque payment

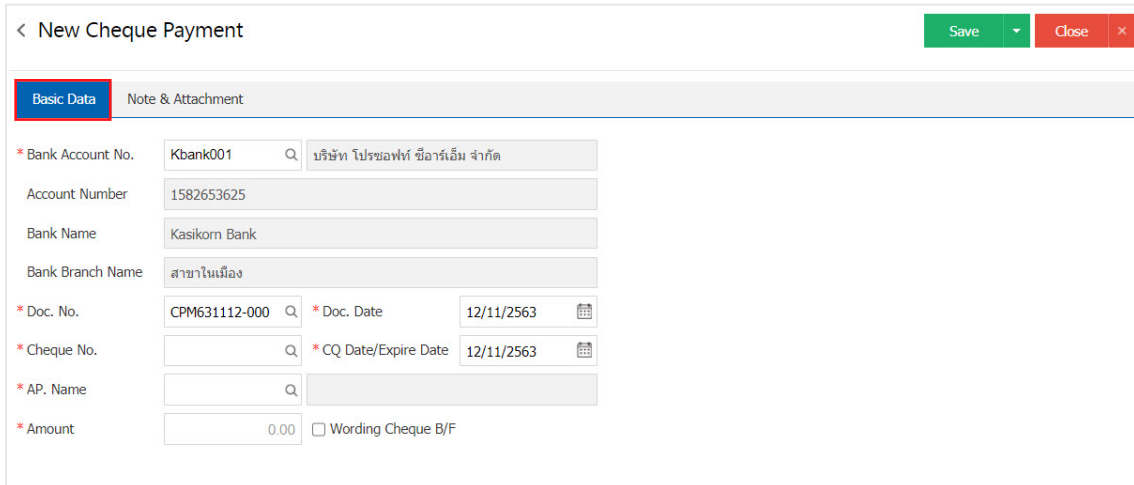
1. Users can save documents cheque payment by pressing the "Cheque & Bank"> "Cheque Payment"> "Cheque Payment" on Figure.



2. The system will then display a list cheque payment users. You can create documents cheque payment by pressing "New" button at the top right of the screen shown in Figure.



3. In the Tab "Basic Data" is to save the details of the document cheque payment as code passbook Document Number Document Date banking. No. cheque / credit on the amount payable cheque code, users should enter. Information on the form marked "\*" to complete the picture.

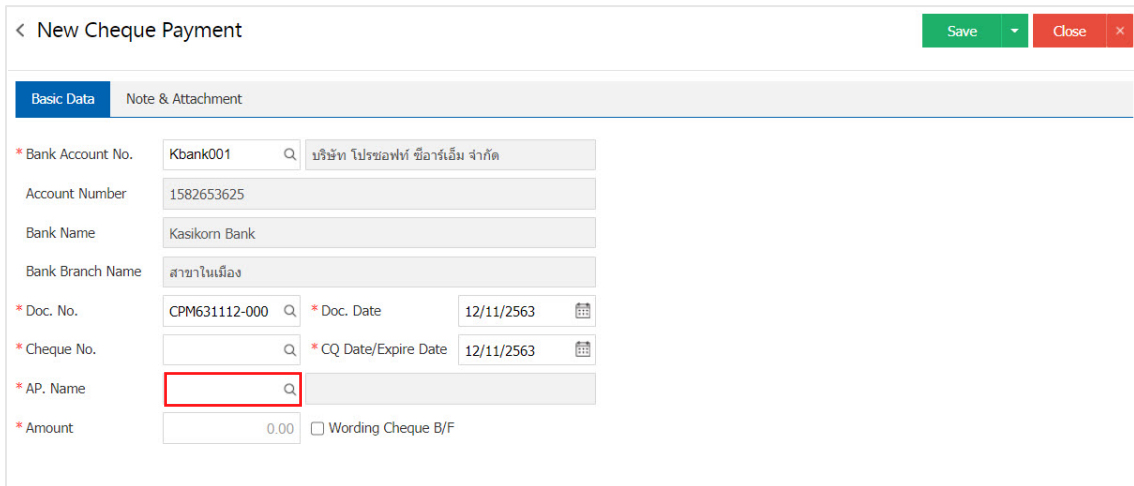


The screenshot shows a web form titled "New Cheque Payment" with a "Save" button and a "Close" button. The "Basic Data" tab is active. The form contains the following fields:

- \* Bank Account No.: Kbank001 (with a search icon and dropdown menu showing "บริษัท โปรซอฟท์ ซิสเต็ม จำกัด")
- Account Number: 1582653625
- Bank Name: Kasikorn Bank
- Bank Branch Name: สาขาในเมือง
- \* Doc. No.: CPM631112-000 (with a search icon)
- \* Doc. Date: 12/11/2563 (with a calendar icon)
- \* Cheque No. (with a search icon)
- \* CQ Date/Expire Date: 12/11/2563 (with a calendar icon)
- \* AP. Name (with a search icon)
- \* Amount: 0.00 (with a checkbox for "Wording Cheque B/F")

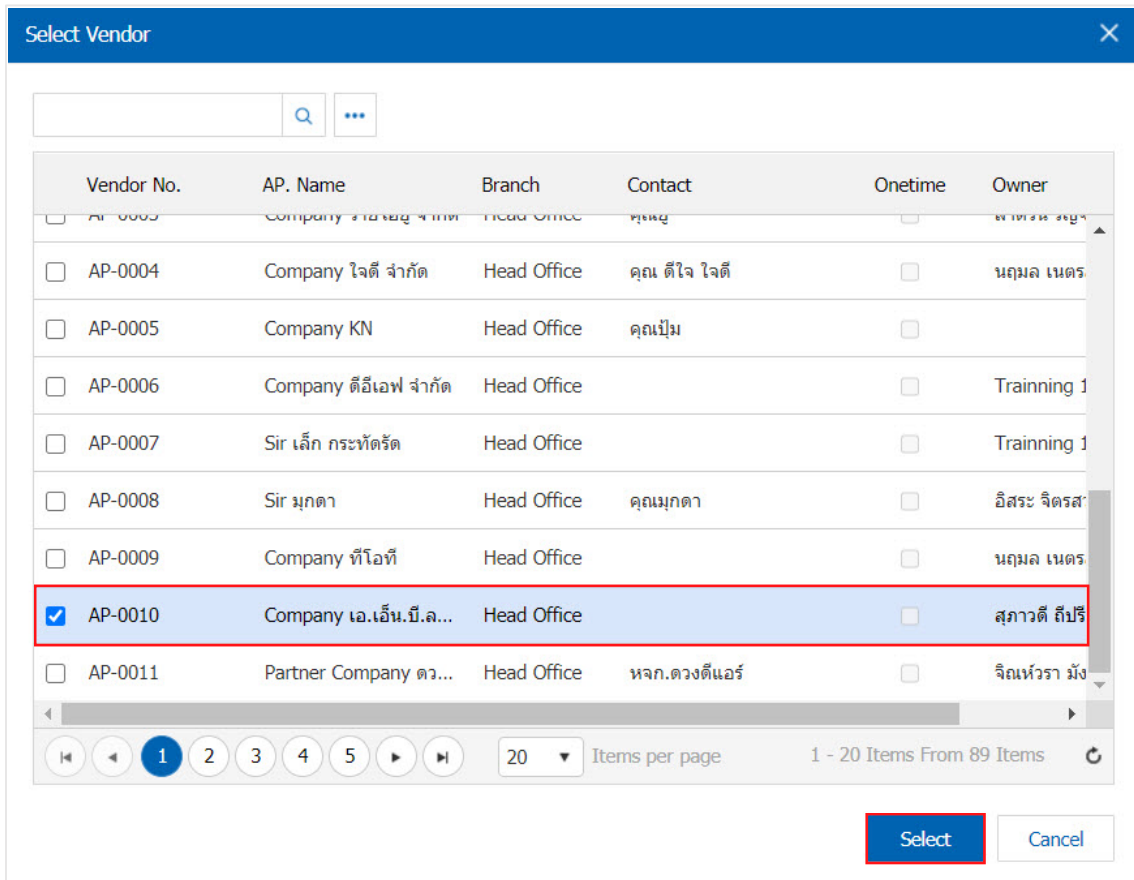
\* Note: The "check-raise" is quoted cheque payment will be recorded at the time of the first system only. By the time the Cheque status is held in the hand. Not to make the system more.

4. Users can opt out cheque payment payable in Figure.

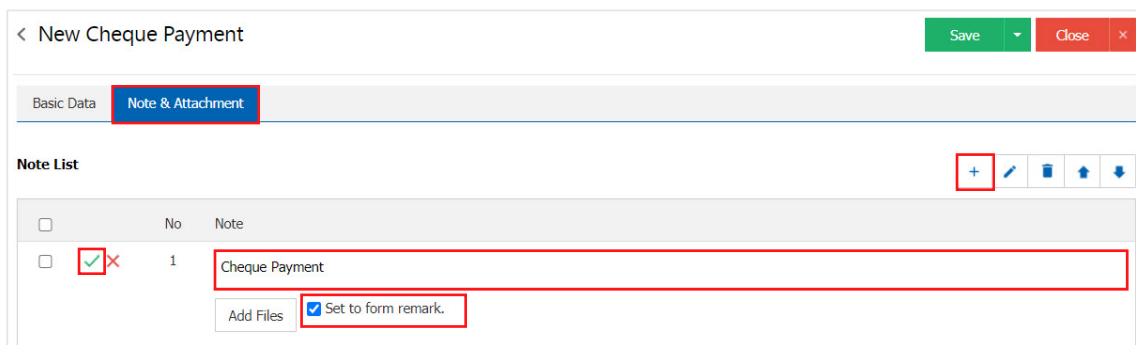


This screenshot is identical to the one above, but the "AP. Name" input field is highlighted with a red rectangular border to indicate it is a required field for completion.

5. The system displays a list of all creditors. Creditors want to use the list as shown in Figure.



6. In the Tab "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.

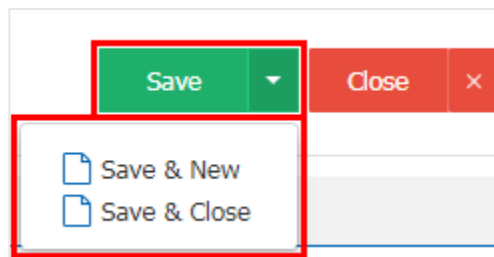


\* Note: The " ⬆ " and " ⬇ " to scroll the text up. Or according to user requirements.

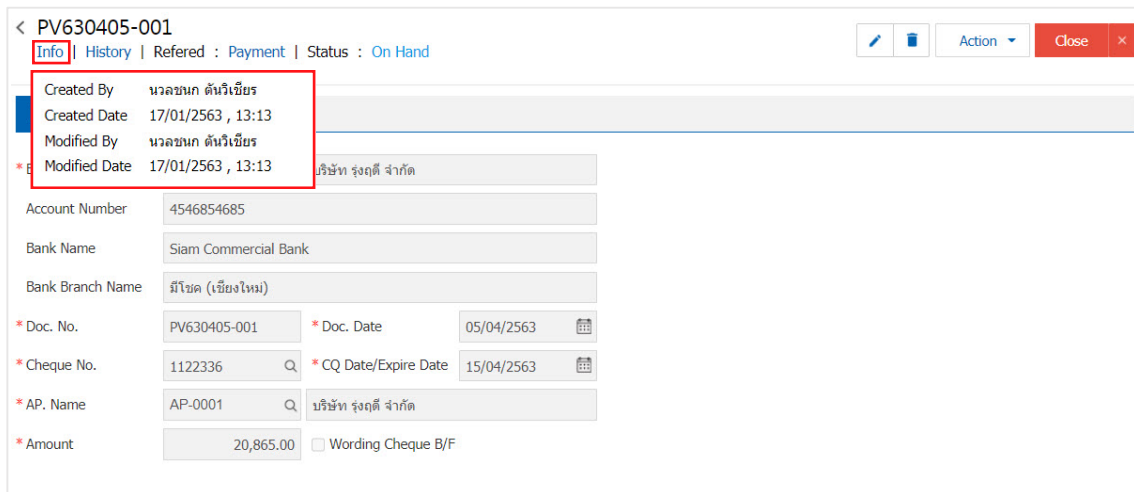
\* Note: If the user has to bring other documents referenced in cheque. payment users to "Add Files" other documents.

7. Once the check is complete, press the "Save" button at the top right of the screen to save paper pay checks. The recorded data can be saved in 3 ways:

- **Save** the document cheque payment normally available information that has been successfully saved.
- **Save & New** to save and open records, documents cheque payment when a new user. The recordable documents cheque payment is complete. The system will display the recorded document cheque. Payment immediately.
- **Save & Close** to save and return to the list cheque payment when users save documents. Already pay check The system will display a list back cheque. All payment immediately.



8. The document creation and editing cheque payment cheque payment user can press the "Info" After the recording is finished. On the left side of the screen.



The image shows a screenshot of a software interface displaying document details for "PV630405-001". At the top left, there is a navigation bar with "Info" (highlighted with a red box), "History", "Referred : Payment", and "Status : On Hand". To the right of the navigation bar are icons for edit, delete, and a dropdown menu labeled "Action", followed by a red "Close" button with an "x" icon. Below the navigation bar, there is a table of document metadata:

Created By	นวลชนก ตันวีเชียร
Created Date	17/01/2563 , 13:13
Modified By	นวลชนก ตันวีเชียร
* Modified Date	17/01/2563 , 13:13

Below the metadata table, there are several input fields for document information:

- Account Number: 4546854685
- Bank Name: Siam Commercial Bank
- Bank Branch Name: มีโชค (เชียงใหม่)
- \* Doc. No.: PV630405-001
- \* Doc. Date: 05/04/2563
- \* Cheque No.: 1122336
- \* CQ Date/Expire Date: 15/04/2563
- \* AP. Name: AP-0001
- \* Amount: 20,865.00

There is also a checkbox for "Wording Cheque B/F" which is currently unchecked. The "Info" button in the top left is highlighted with a red box.

9. The History Press "**History**" at the top left of the screen. The system will list Reference cheque Other items to note include payment.

- **Status History** is the history of cheque. The payment was recorded.
- **Reference** is to show the history of the reference pay check to pay check through records, canceled checks, pay and pay check.

< PV630405-001  
 Info | **History** | Referred : Payment | Status : On Hand

Basic Data | Note & Attachment

\* Bank Account No. 201013 บริษัท รุ่งฤดี จำกัด  
 Account Number 4546854685  
 Bank Name Siam Commercial Bank  
 Bank Branch Name มีโชค (เชียงใหม่)

\* Doc. No. PV630405-001 \* Doc. Date 05/04/2563  
 \* Cheque No. 1122336 \* CQ Date/Expire Date 15/04/2563  
 \* AP. Name AP-0001 บริษัท รุ่งฤดี จำกัด  
 \* Amount 20,865.00  Wording Cheque B/F

Document Status History

Status History | Reference

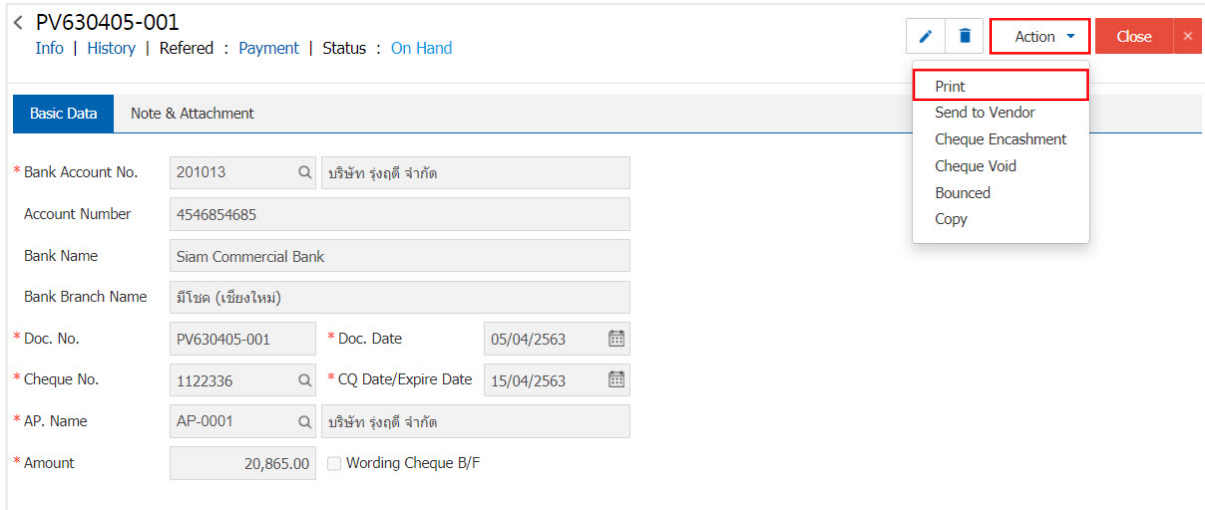
Status	Reference Doc.	Modified Date	Modified By
On Hand		09/10/2560	พิชิตพล อนุวงศ์

1 20 Items per page 1 - 1 Items From 1 Items

Close

## Print Payment Cheque

1. When users create documents cheque. payment completion I want to print a user presses the "Action"> "Print" on the top right of the screen. In the document cheque. payment method.



The screenshot shows a document titled 'PV630405-001' with a status of 'On Hand'. The 'Action' menu is open, showing options: Print, Send to Vendor, Cheque Encashment, Cheque Void, Bounced, and Copy. The form fields include:

* Bank Account No.	201013	บริษัท รุ่งฤดี จำกัด
Account Number	4546854685	
Bank Name	Siam Commercial Bank	
Bank Branch Name	มีโชค (เชียงใหม่)	
* Doc. No.	PV630405-001	* Doc. Date 05/04/2563
* Cheque No.	1122336	* CQ Date/Expire Date 15/04/2563
* AP. Name	AP-0001	บริษัท รุ่งฤดี จำกัด
* Amount	20,865.00	<input type="checkbox"/> Wording Cheque B/F

2. The system will display forms cheque. payment user can press the "Preview" button to browse sample documents cheque payment and "Print" to browse and print cheque payment by cheque payment, the user has performed the check printing completed status cheque payment will change. status "Print" immediate and select messages on cheque. All forms of payment 6 below shows.

- A/C PAYEE ONLY pay check is to be deposited by the specified page cheque. payment and is non-transferable
- Name of the company was ordered to pay the company to open a bank account. And sign checks Payment to the payee.
- Show Company Logo Company Logo payer is the person who opens an account with the bank. And signed a check payable to the payee's payment.
- Crossed "Holder" is the payee check to deposit the check into an account before withdrawing cash, by check only. Cross is divided into two categories: general crossed check. Check payable.
- Display "Holder" is a Person who holds the Payment Cheque.
- Show separator is the separator amount of money. To avoid increasing the amount.

**Print Cheque Payment** [Close]


Cheque No. : 1122336      สั่งจ่ายให้ : บริษัท รุ่งฤดี จำกัด

<input checked="" type="checkbox"/> แสดง A/C PAYEE ONLY	<input checked="" type="checkbox"/> ขีดคร่อม "หรือผู้ถือ"
<input checked="" type="checkbox"/> แสดงชื่อบริษัทของผู้สั่งจ่าย	<input checked="" type="checkbox"/> แสดงข้อความ "หรือผู้ถือ"
<input checked="" type="checkbox"/> แสดง Logo บริษัทของผู้สั่งจ่าย	<input checked="" type="checkbox"/> แสดงเครื่องหมายคั่นจำนวนเงิน

[Preview](#)   [Print](#)

---

Navigation: [Back] [Forward] [Home] [Refresh] [Print] | 1 of 1



บริษัท โปรซอฟท์ ซอร์ซแอม จำกัด      วันที่ Date 15/04/2563

จ่าย Pay บริษัท รุ่งฤดี จำกัด      ~~บริษัท รุ่งฤดี จำกัด~~

จำนวนเงิน (บาท) The Sum of (Baht) -สองหมื่นแปดร้อยหกสิบห้าบาทถ้วน-

ธนาคารไทยพาณิชย์ SIAM COMMERCIAL BANK

สาขาออม นิคมอุตสาหกรรมอมตะนคร 700/201 หมู่ 1 ต.คลองตำหรุ อ.เมือง ขลบุรี

ลายมือชื่อ Signature

Cheque No. Branch No. Account No. For Bank

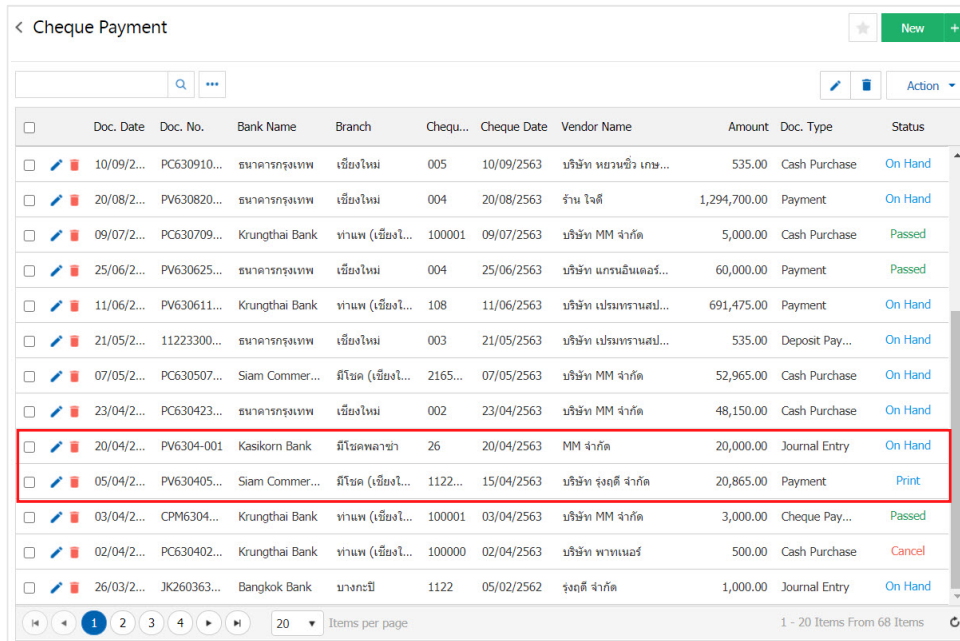
๐๐๐ ๑๑ ๑๙ ๑๑ ๗๙๖

\* Note: File pay check will be in the form of extension. Pdf.



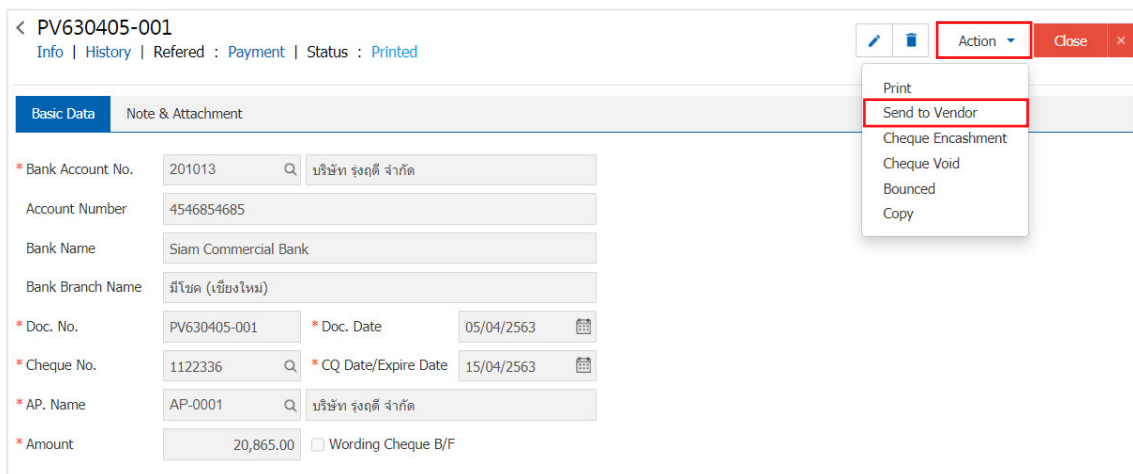
## How to change the status cheque payment status is sent to the vendor

1. After the user has taken cheque payment sent to trade successfully, already Should change the status cheque Such payment the classified documents cheque payment on delivery By giving users the option cheque payment with the status "On Hand" or "Print" on Figure.



Doc. Date	Doc. No.	Bank Name	Branch	Cheque No.	Cheque Date	Vendor Name	Amount	Doc. Type	Status
10/09/2...	PC630910...	ธนาคารกรุงเทพ	เชียงใหม่	005	10/09/2563	บริษัท นวมทวี เกษ...	535.00	Cash Purchase	On Hand
20/08/2...	PV630820...	ธนาคารกรุงเทพ	เชียงใหม่	004	20/08/2563	ร้าน โจดี	1,294,700.00	Payment	On Hand
09/07/2...	PC630709...	Krungthai Bank	ท่าแพ (เชียงใหม่...	100001	09/07/2563	บริษัท MM จำกัด	5,000.00	Cash Purchase	Passed
25/06/2...	PV630625...	ธนาคารกรุงเทพ	เชียงใหม่	004	25/06/2563	บริษัท แกรนด์อินเตอร์...	60,000.00	Payment	Passed
11/06/2...	PV630611...	Krungthai Bank	ท่าแพ (เชียงใหม่...	108	11/06/2563	บริษัท เปรมาทรานสป...	691,475.00	Payment	On Hand
21/05/2...	11223300...	ธนาคารกรุงเทพ	เชียงใหม่	003	21/05/2563	บริษัท เปรมาทรานสป...	535.00	Deposit Pay...	On Hand
07/05/2...	PC630507...	Siam Commer...	มีโชค (เชียงใหม่...	2165...	07/05/2563	บริษัท MM จำกัด	52,965.00	Cash Purchase	On Hand
23/04/2...	PC630423...	ธนาคารกรุงเทพ	เชียงใหม่	002	23/04/2563	บริษัท MM จำกัด	48,150.00	Cash Purchase	On Hand
20/04/2...	PV6304-001	Kasikorn Bank	มีโชคพลาซ่า	26	20/04/2563	MM จำกัด	20,000.00	Journal Entry	On Hand
05/04/2...	PV630405...	Siam Commer...	มีโชค (เชียงใหม่...	1122...	15/04/2563	บริษัท รุ่งฤดี จำกัด	20,865.00	Payment	Print
03/04/2...	CPM6304...	Krungthai Bank	ท่าแพ (เชียงใหม่...	100001	03/04/2563	บริษัท MM จำกัด	3,000.00	Cheque Pay...	Passed
02/04/2...	PC630402...	Krungthai Bank	ท่าแพ (เชียงใหม่...	100000	02/04/2563	บริษัท พาหนะ	500.00	Cash Purchase	Cancel
26/03/2...	JK260363...	Bangkok Bank	นางครี	1122	05/02/2562	รุ่งฤดี จำกัด	1,000.00	Journal Entry	On Hand

2. The user presses the "Action"> "Send to Vendor" on the top right of the screen as shown.

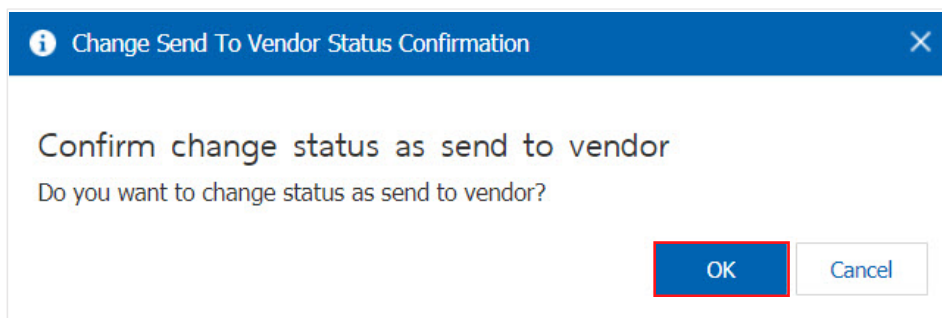


< PV630405-001  
 Info | History | Referred : Payment | Status : Printed

Basic Data | Note & Attachment

\* Bank Account No. 201013 บริษัท รุ่งฤดี จำกัด  
 Account Number 4546854685  
 Bank Name Siam Commercial Bank  
 Bank Branch Name มีโชค (เชียงใหม่)  
 \* Doc. No. PV630405-001 \* Doc. Date 05/04/2563  
 \* Cheque No. 1122336 \* CQ Date/Expire Date 15/04/2563  
 \* AP. Name AP-0001 บริษัท รุ่งฤดี จำกัด  
 \* Amount 20,865.00  Wording Cheque B/F

Action: Print, **Send to Vendor**, Cheque Encashment, Cheque Void, Bounced, Copy



**Change Send To Vendor Status Confirmation**

Confirm change status as send to vendor  
 Do you want to change status as send to vendor?

OK Cancel