



## Bounced Cheque Payment

Means recording bounced cheque payment if the company cannot pay by check payable.

### Save the document window, bounced cheque payment

Window for recording data is divided into 3 parts :

- **Tab Basic Data** is recorded details of the document bounced cheque payment.
- **Tab Note & Attachment** is added to the profile. 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 bounced cheque. payment

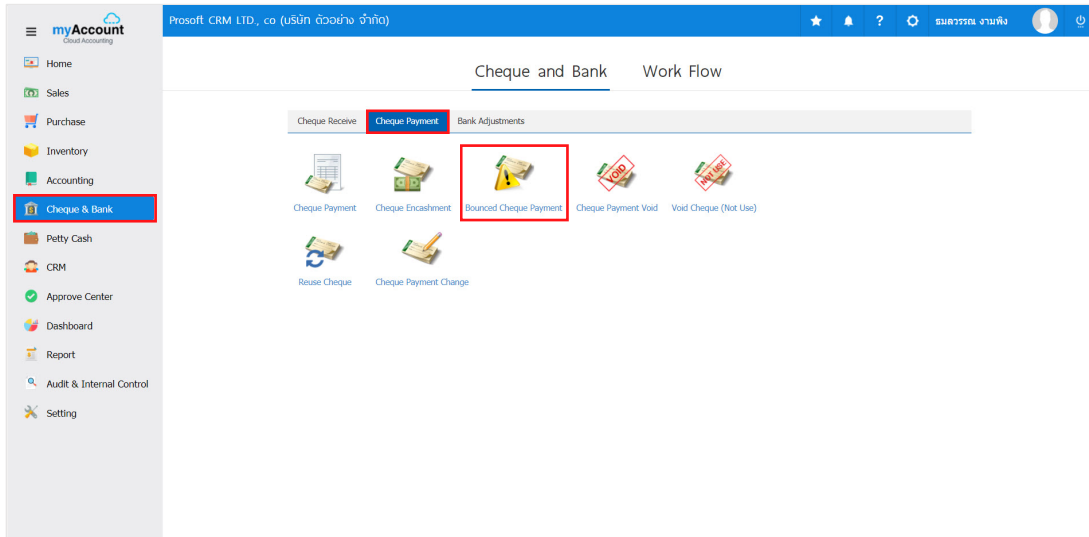
Records bounced cheque payment can record two formats :

- Record majors can check bounced cheque payment system directly.
- Document bounced cheque payment with a reference from the pay check. The program retrieves information such as document number, date, document number, bank branch cheque date on cheque. And amounts shown in the document bounced cheque payment automation users to improve data integrity.

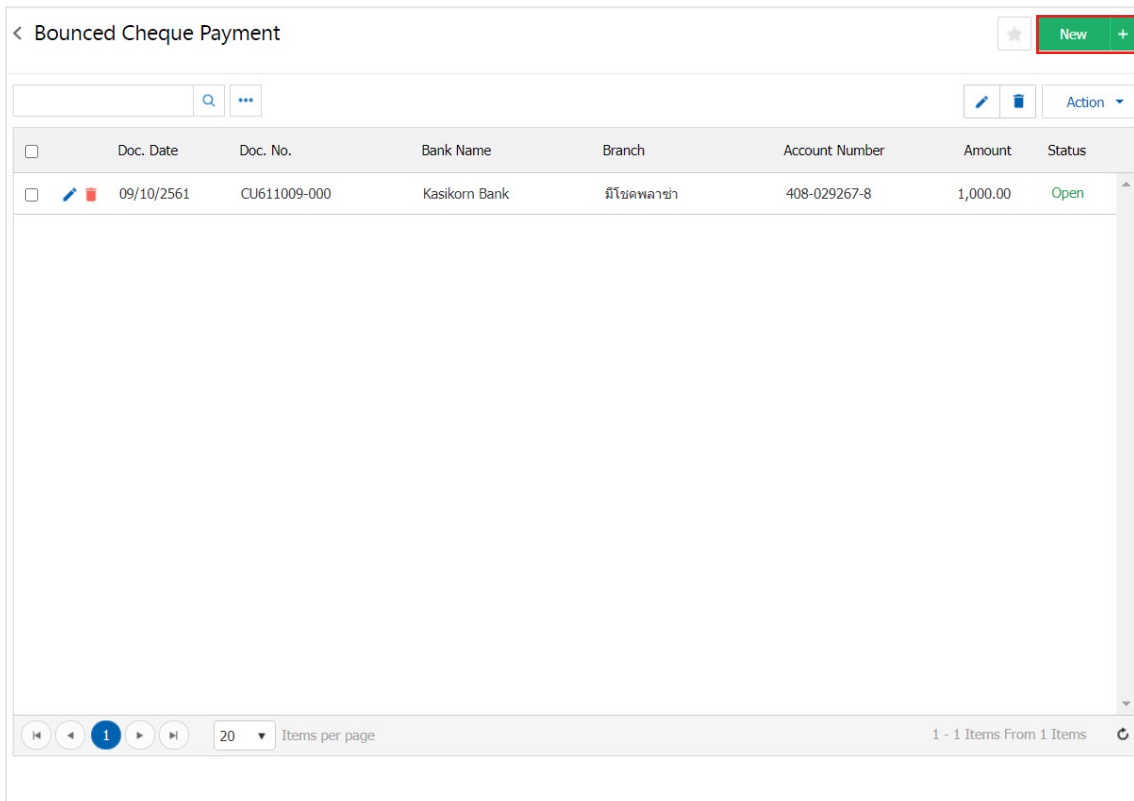


### The document bounced cheque payment

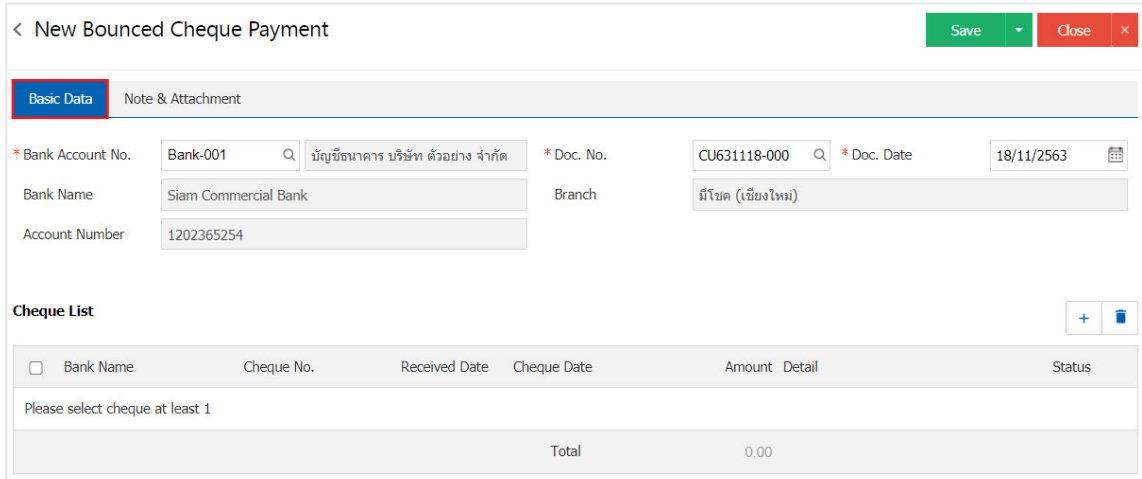
1. Users can save documents bounced cheque payment by pressing the "Cheque & Bank"> "Cheque Payment"> "Bounced Cheque Payment" on Figure.



2. The system will then display a list of bounced. cheque payment users to create documents bounced 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 bounced cheque payment, such as the code book. Document No., Document Date, Bank Name., Branch, Account Number, Cheque / Credit Card, Cheque No., Cheque Date, Amount Deal. The date on the amount cheque users should fill in. The form marked "\*" are required Figure.



**New Bounced Cheque Payment** [Save] [Close]

**Basic Data** | Note & Attachment

\* Bank Account No. Bank-001  บัญชีธนาคาร บริษัท ตัวอย่าง จำกัด \* Doc. No. CU631118-000  \* Doc. Date 18/11/2563

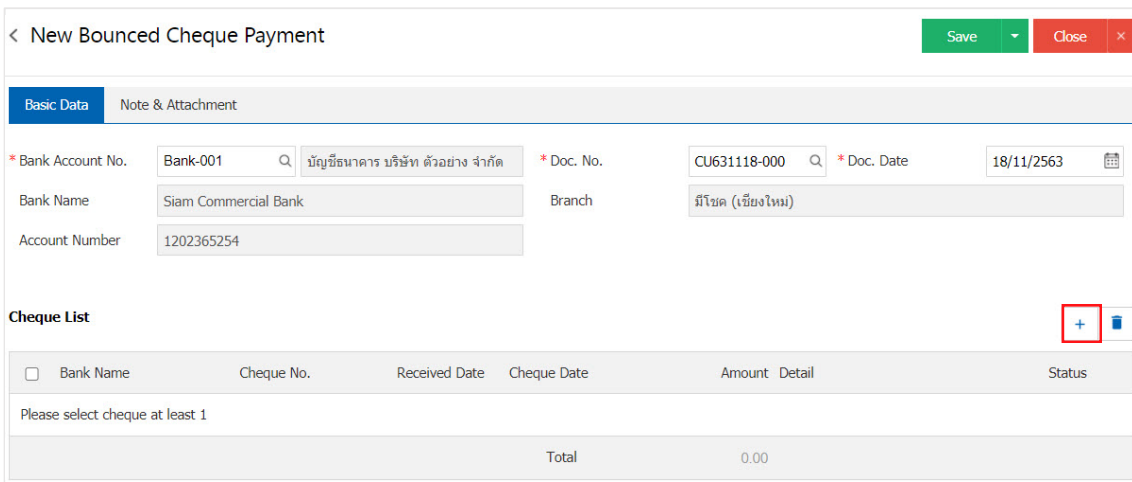
Bank Name Siam Commercial Bank Branch มีโชค (เชียงใหม่)

Account Number 1202365254

**Cheque List**

<input type="checkbox"/>	Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
Please select cheque at least 1							
Total					0.00		

4. Users can select cheque. payment by cheque User accounts issued by the "+" button below.



**New Bounced Cheque Payment** [Save] [Close]

**Basic Data** | Note & Attachment

\* Bank Account No. Bank-001  บัญชีธนาคาร บริษัท ตัวอย่าง จำกัด \* Doc. No. CU631118-000  \* Doc. Date 18/11/2563

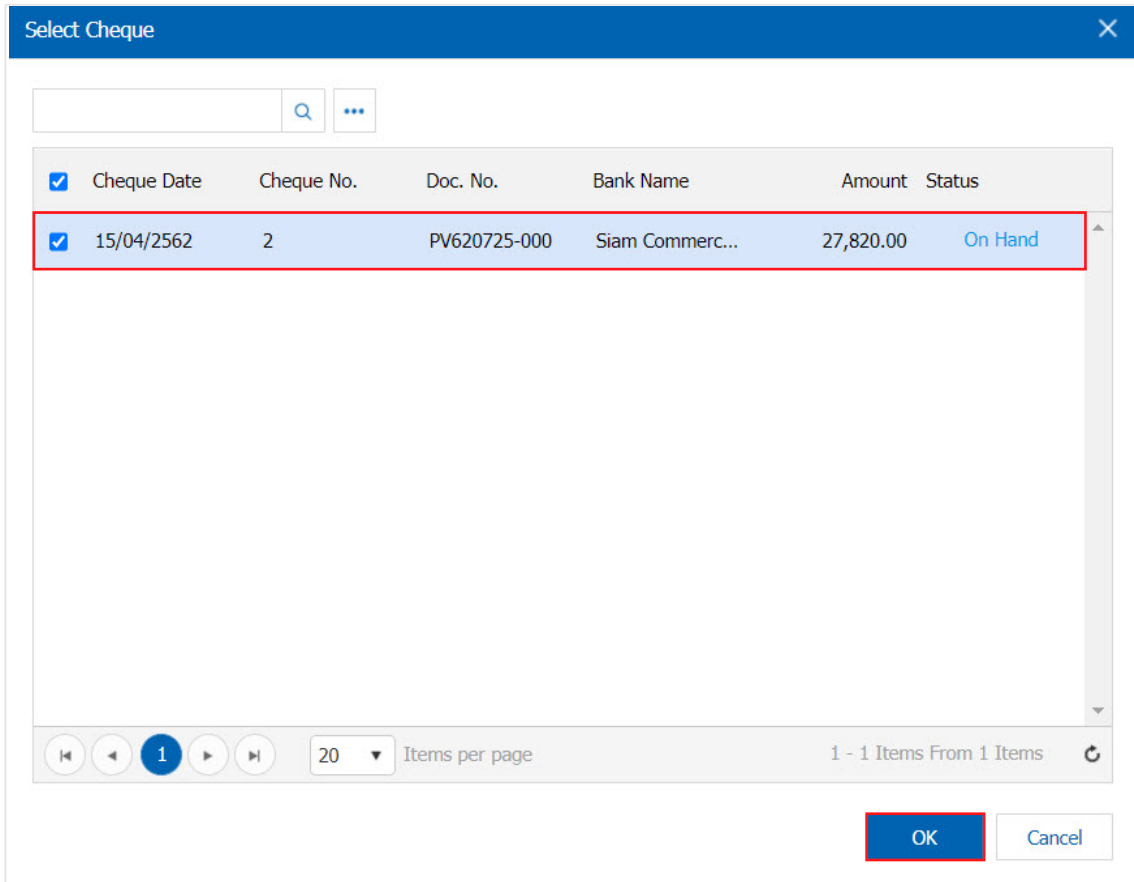
Bank Name Siam Commercial Bank Branch มีโชค (เชียงใหม่)

Account Number 1202365254

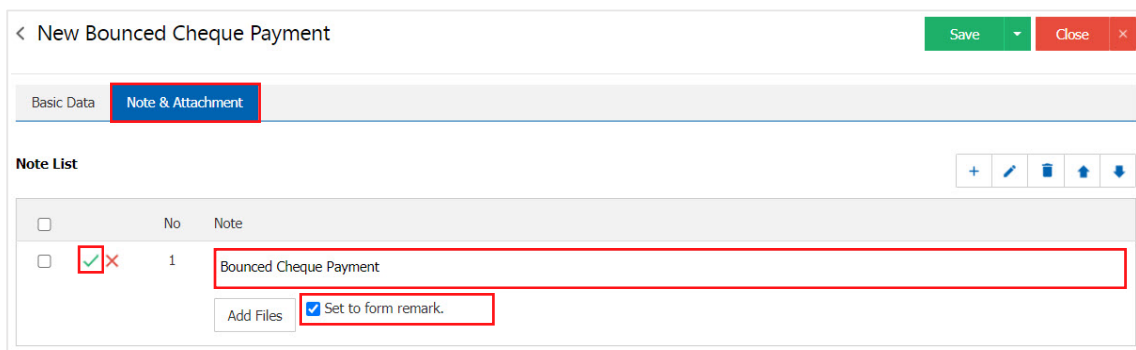
**Cheque List**

<input type="checkbox"/>	Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
Please select cheque at least 1							
Total					0.00		

5. The system lists the documents cheque. Total payment Users select the document cheque. payment required Figure.



6. 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.

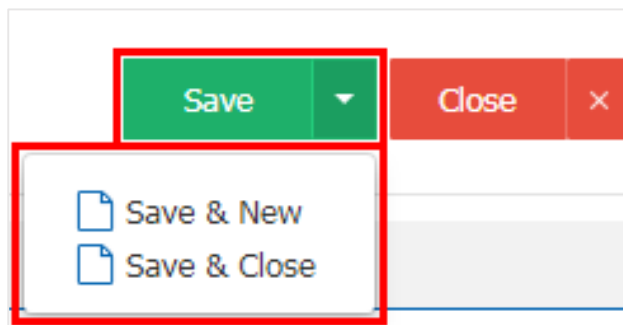


\* Note: The " ⬆ " and " ⬇ " to scroll the text up. Or according to user requirements.

\* Note: If the user has other documents to bring to the reference document bounced cheque payment users to "Add Files" other documents.

7. After the check is complete, press the "Save" button at the top right of the screen to save the document checks payable. The recorded data can be saved into 3 types.

- **Save** the document with normal bounced cheque payment information is successfully saved.
- **Save & New** to save and open documents log bounced cheque payment on the new record. Information document bounced cheque payment is complete. The system will display the recorded document bounced cheque payment immediately.
- **Save & Close** to save and return to the list bounced cheque payment on the record. Documents already bounced cheque payment Will be added to the list bounced cheque payment immediately.



8. The document creation bounced cheque payment and edit bounced cheque payment user can press the "Info" after he finished at the top left of the screen as shown below.

< CU631118-000 Info Status : Open Action Close

Created By สมลวรรณ งานพิง  
Created Date 18/11/2563 , 09:33  
Modified By สมลวรรณ งานพิง  
Modified Date 18/11/2563 , 09:33

\* บัญชีธนาคาร บริษัท ตัวอย่าง จำกัด \* Doc. No. CU631118-000 \* Doc. Date 18/11/2563

Bank Name ธนาคารไทยพาณิชย์ Branch มีโชค (เชียงใหม่)

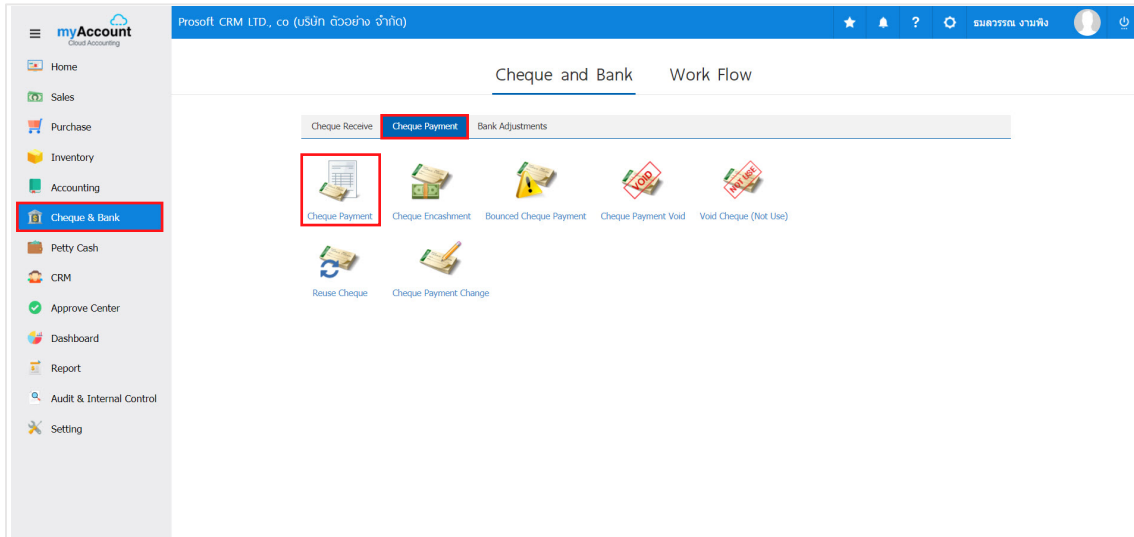
Account Number 1202365254

**Cheque List**

Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
ธนาคารไทยพาณิชย์	2	05/04/2562	15/04/2562	27,820.00		Return
Total				27,820.00		

## To open a document by document bounced cheque payment Payment Cheque

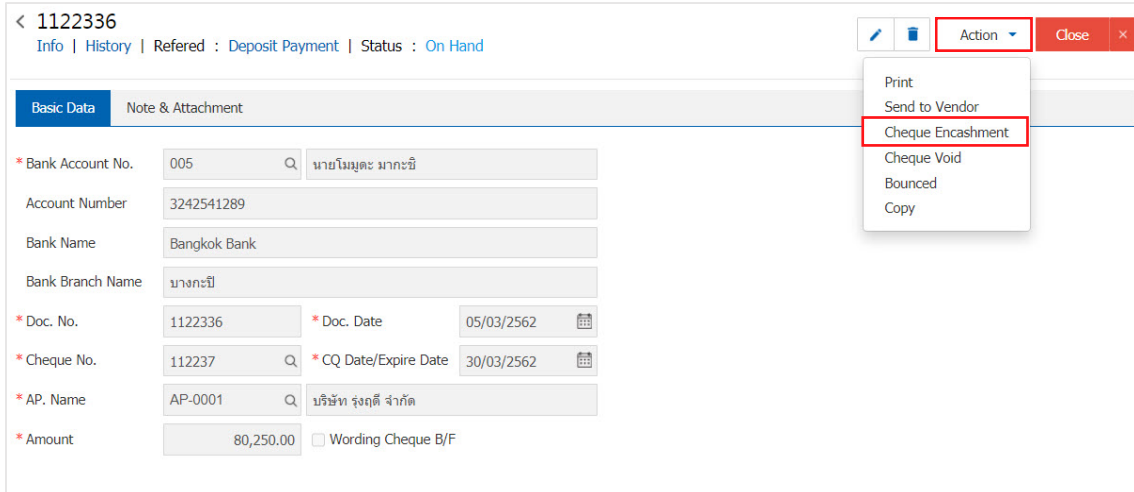
1. Users can open documents bounced cheque payment by reference cheque. payment by pressing the "Cheque & Bank" > "Cheque Payment" > "Cheque Payment" on Figure.



2. The system will then display a list of documents cheque payment, users must select the document cheque. payment with the status "On Hand, Send, Print" only Figure.

Cheque Payment										
Doc. Date	Doc. No.	Bank Name	Branch	Cheque ...	Cheque Date	Vendor Name	Amount	Doc. Type	Status	
05/04/2562	PV620725-000	Siam Commercia...	มีโชค (เชียงใหม่)	2	15/04/2562	บริษัท รุ่ง...	27,820.00	Payment	Return	
05/03/2562	1122336	Bangkok Bank	บางกะปิ	112237	30/03/2562	บริษัท รุ่ง...	80,250.00	Deposit P...	On Hand	<input checked="" type="checkbox"/>
05/03/2562	PD620305-0...	Bangkok Bank	บางกะปิ	1122334	30/03/2562	บริษัท รุ่ง...	10,700.00	Deposit P...	On Hand	
26/10/2561	JK261061-010	Krungthai Bank	ท่าพระ (เชียงใหม่)	100	26/10/2561	รุ่งดี จำกัด	5,000.00	Journal E...	Passed	
26/10/2561	JK261061-011	Krungthai Bank	ท่าพระ (เชียงใหม่)	100	26/10/2561	รุ่งดี จำกัด	5,000.00	Journal E...	On Hand	
09/10/2561	CPM611009-...	Kasikorn Bank	มีโชคพลาซ่า	1	09/10/2561	บริษัท รุ่ง...	1,000.00	Cheque P...	Passed	
09/10/2561	CPM611009-...	Krungthai Bank	ท่าพระ (เชียงใหม่)	6	09/10/2561	บริษัท รุ่ง...	1,000.00	Cheque P...	Cancel	
09/10/2561	CPM611009-...	Kasikorn Bank	มีโชคพลาซ่า	2	09/10/2561	บริษัท รุ่ง...	1,000.00	Cheque P...	Changed	
21/09/2561	CPM610921-...	Krungthai Bank	ท่าพระ (เชียงใหม่)	5	23/09/2561	บริษัท รุ่ง...	100,000.00	Cheque P...	Print	
01/08/2561	CH.2561000...	Bangkok Bank	บางกะปิ	1534566	15/08/2561	บริษัท รุ่ง...	50,000.00	Cheque P...	On Hand	
03/07/2561	PV610703-000	Krungthai Bank	ท่าพระ (เชียงใหม่)	6	24/10/2561	บริษัท รุ่ง...	535.00	Payment	Print	
09/06/2561	1122339	Bangkok Bank	บางกะปิ	1122334	30/03/2561	บริษัท รุ่ง...	10,000.00	Deposit P...	On Hand	
08/06/2561	PV610608-001	Bangkok Bank	บางกะปิ	112236	15/04/2561	บริษัท รุ่ง...	4,280.00	Payment	On Hand	

3. Then the user presses the "Action" on the top right of the screen. And choose the command "Cheque Encashment" will show Pop - up to the user to verify the document cheque encashment shown.

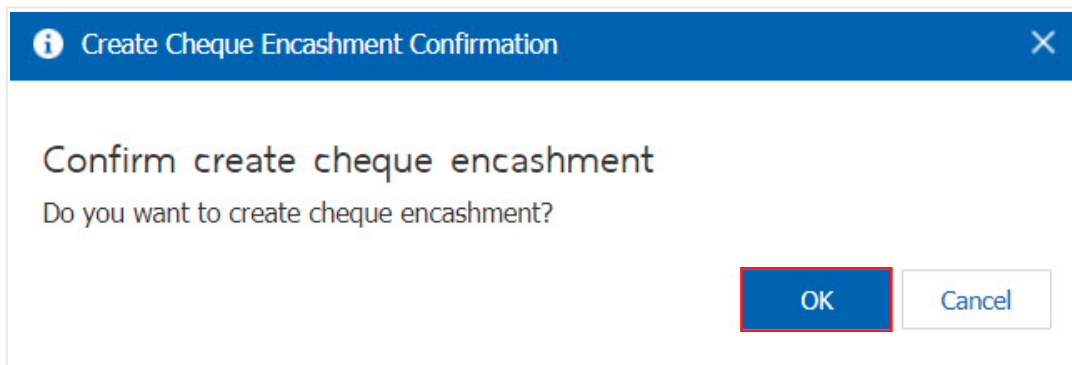


1122336  
Info | History | Referred : Deposit Payment | Status : On Hand

Basic Data | Note & Attachment

\* Bank Account No. 005 นายโมมุดะ มากะซึ  
Account Number 3242541289  
Bank Name Bangkok Bank  
Bank Branch Name บางกะปิ

\* Doc. No. 1122336 \* Doc. Date 05/03/2562  
\* Cheque No. 112237 \* CQ Date/Expire Date 30/03/2562  
\* AP. Name AP-0001 บริษัท รุ่งฤดี จำกัด  
\* Amount 80,250.00  Wording Cheque B/F

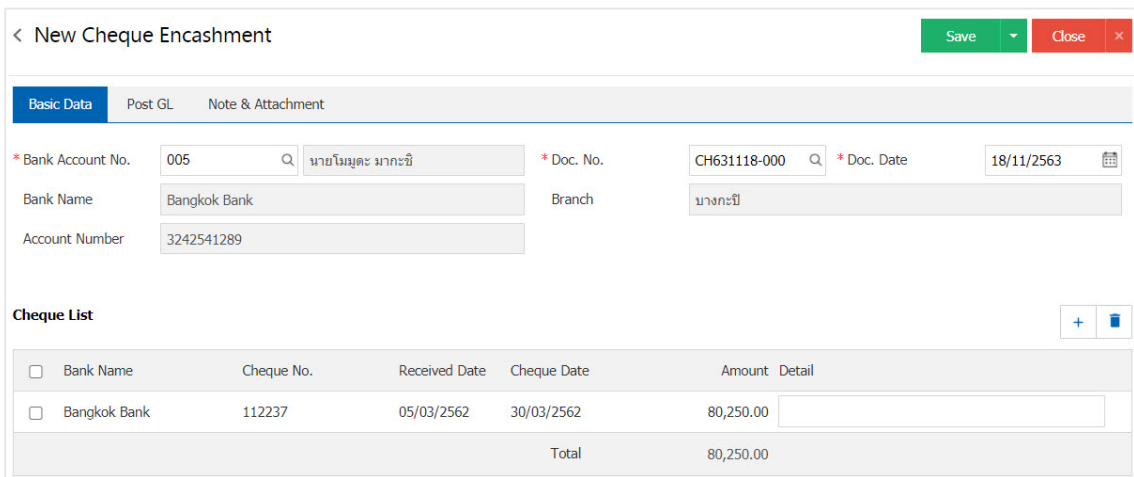


**Create Cheque Encashment Confirmation**

Confirm create cheque encashment  
Do you want to create cheque encashment?

OK Cancel

4. When a user opens a document confirming cheque. encashment already The system will display a form to create documents and information cheque encashment cheque. According to documents from the bank and was cheque payment automatically, users should fill. In form marked "\*" to complete the picture.



New Cheque Encashment

Basic Data | Post GL | Note & Attachment

\* Bank Account No. 005 นายโมมุดะ มากะซึ \* Doc. No. CH631118-000 \* Doc. Date 18/11/2563  
Bank Name Bangkok Bank Branch บางกะปิ  
Account Number 3242541289

**Cheque List**

<input type="checkbox"/>	Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail
<input type="checkbox"/>	Bangkok Bank	112237	05/03/2562	30/03/2562	80,250.00	
Total					80,250.00	