

## Cheque Cleared at Bank

Means the record cheque cleared. at bank which will be recorded after the introduction of cheque cleared at bank.

### Windows to save cheque cleared at bank

Windows recorded data is divided into 6 sections :

- **Tab Basic data** is saved profile data for the majors. cheque cleared at bank include the document number of the documents the bank the check / credit card at the check card receivables amount, etc.
- **Tab VAT** is to record the details of VAT.
- **Tab WHT** is to record the details of tax deducted at source.
- **Tab Post GL** is to save the entry to the Post account entries to the list cheque cleared at bank ledger.
- **Tab Note & Attachment** is to record detailed notes. Description Remarks conditions and attach additional documentation.
- **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).

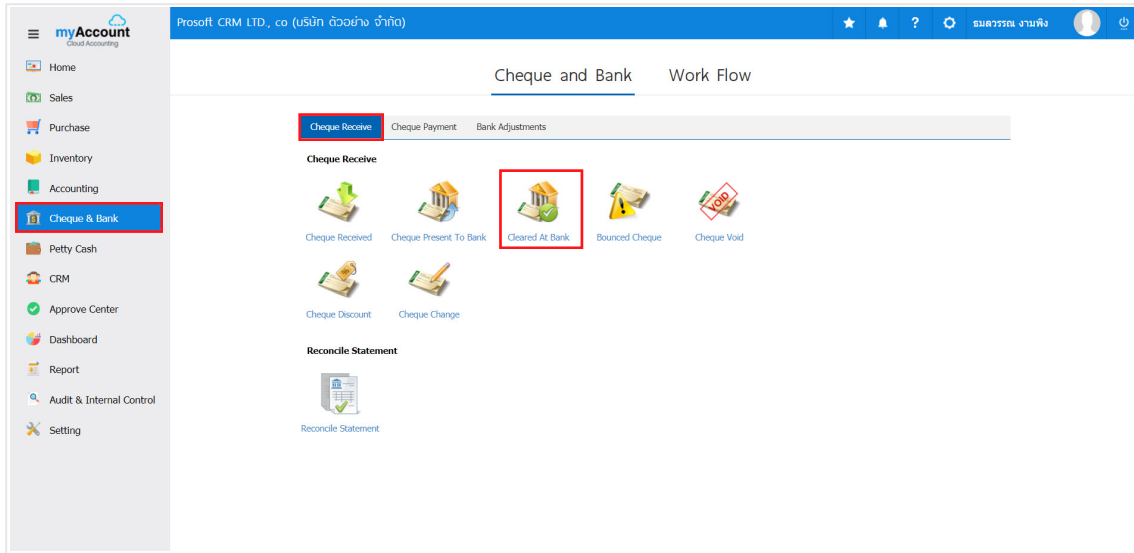
### Feature of document cheque cleared at bank

Records check through. Can save two ways :

- Records check through the system cheque cleared at bank directly.
- Document cheque cleared at bank with a quote from the deposit received. Program to retrieve important documents, such as document number, date, bank check number on the check and the amount shown in cheque cleared at bank automation users to improve data integrity.

## How to save a cleared cheque document at bank

1. Users can save the cheque document cleared at the bank by pressing the menu "Cheque & Bank" > "Cheque Receive" > "Cheque cleared at bank" as pictured.



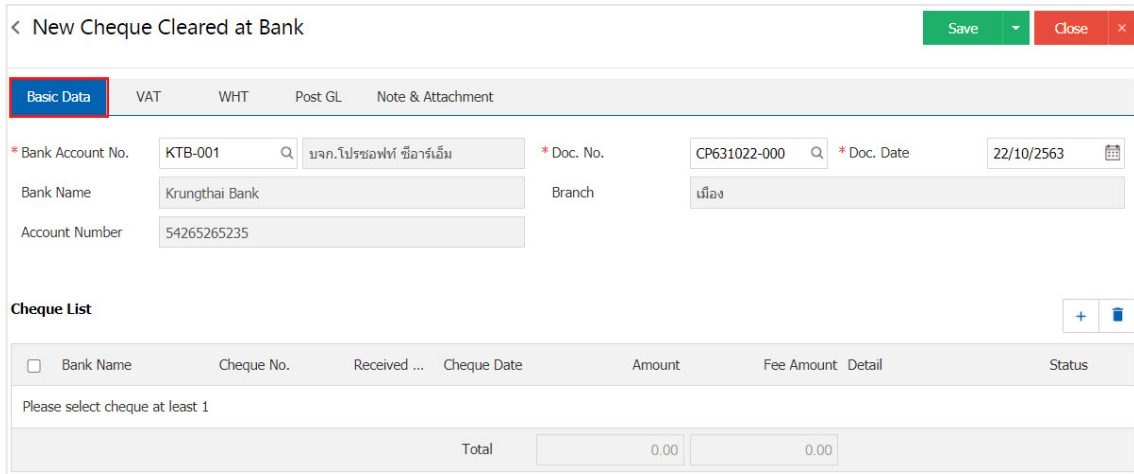
2. Then the system will display the cheque list screen cleared at the bank. Users can create a cleared cheque document at the bank by pressing the "New" button on the top right of the program screen.

< Cheque Cleared at Bank New +

Doc. Date	Doc. No.	Bank Name	Branch	Account Num...	Amount	Post GL	Status
21/10/2563	CP631021-000	ธนาคารกรุงเทพ	เชียงใหม่	0501233333	12,000.00	<input checked="" type="checkbox"/>	Open
09/10/2563	CP631009-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	30,000.00	<input checked="" type="checkbox"/>	Open
25/09/2563	CP630925-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	300,000.00	<input checked="" type="checkbox"/>	Open
06/08/2563	CP630806-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	1202365254	8,453.00	<input checked="" type="checkbox"/>	Open
09/07/2563	CP630709-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	3,210.00	<input checked="" type="checkbox"/>	Open
25/06/2563	CP630625-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	294.25	<input checked="" type="checkbox"/>	Open
03/04/2563	CP630403-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	2,000.00	<input checked="" type="checkbox"/>	Open
27/02/2563	CP630227-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	4080000000	2,000.00	<input checked="" type="checkbox"/>	Open
15/02/2563	CP630215-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	2,350.00	<input checked="" type="checkbox"/>	Open
10/01/2563	CP630110-000	Kasikorn Bank	มีโชคพลาซ่า	408-029267-8	150,000.00	<input checked="" type="checkbox"/>	Open
02/12/2562	CP621202-000	Krungthai Bank	เมือง	2562534521	30,000.00	<input checked="" type="checkbox"/>	Open
20/04/2562	CP620420-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	1202365254	10,000.00	<input checked="" type="checkbox"/>	Open
09/10/2561	CP611009-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	1,000.00	<input checked="" type="checkbox"/>	Open

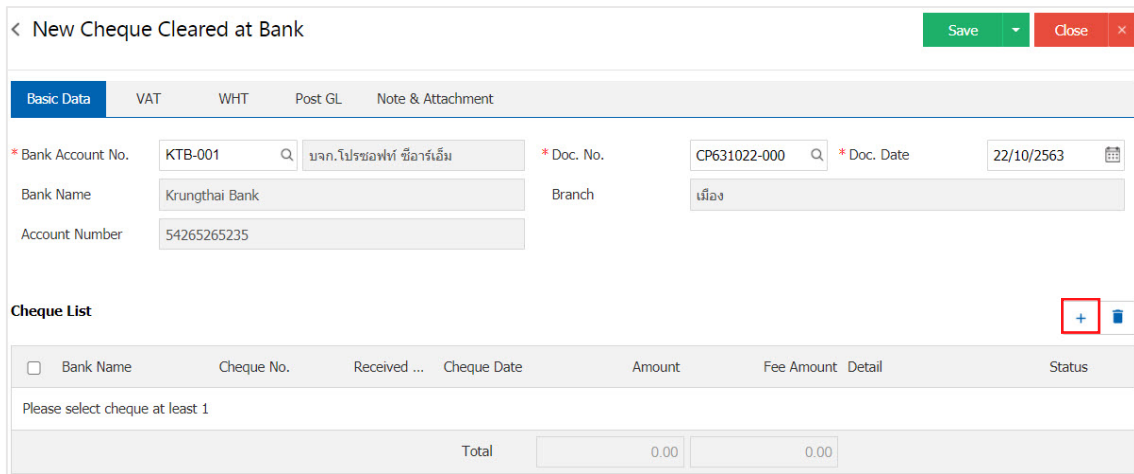
1 - 18 Items From 18 Items

3. In tab "Basic Data" is to record the details of the cheque document cleared at the bank: Bank Account No. document number, document date, bank name, branch, Account number, etc. Users should fill in a form marked "\*" as shown.



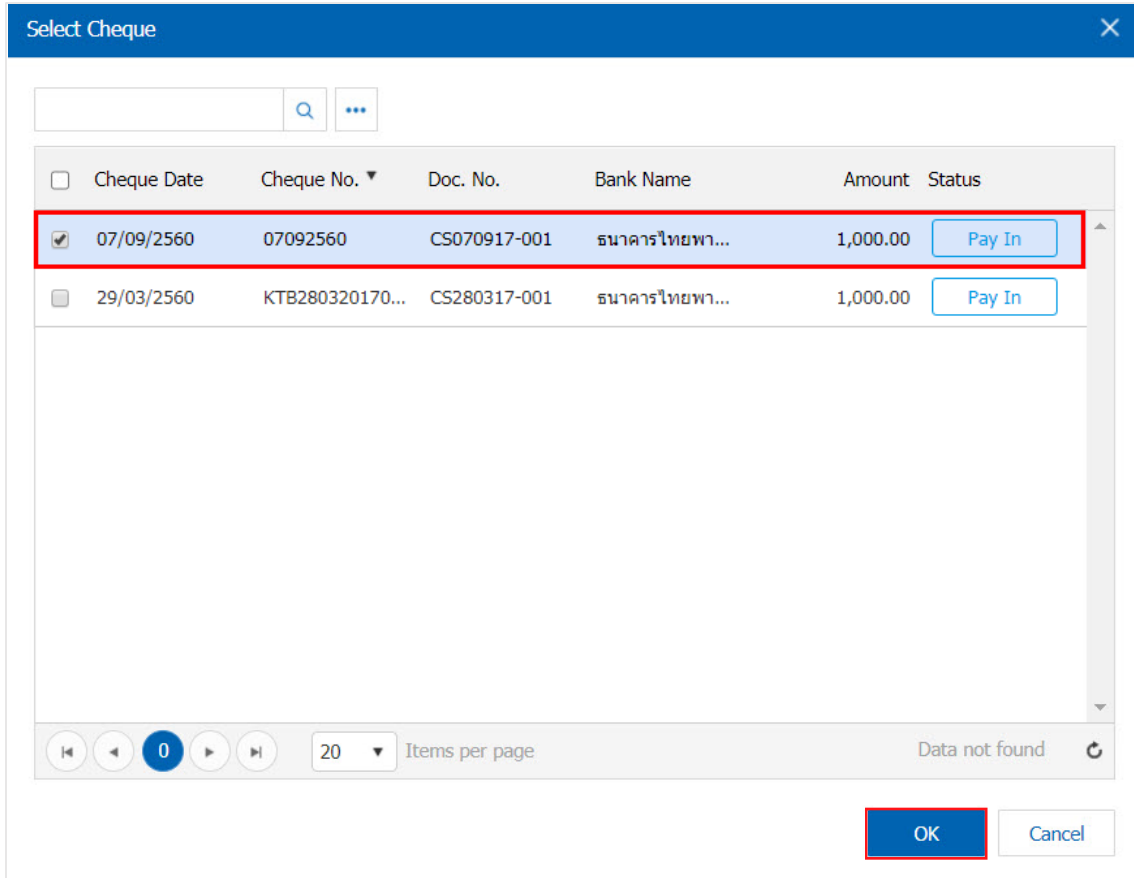
The screenshot shows a web form titled "New Cheque Cleared at Bank" with a "Save" button and a "Close" button. The "Basic Data" tab is active. Fields include: \* Bank Account No. (KTB-001), Bank Name (Krungthai Bank), Account Number (54265265235), \* Doc. No. (CP631022-000), and \* Doc. Date (22/10/2563). Below the form is a "Cheque List" table with columns: Bank Name, Cheque No., Received ..., Cheque Date, Amount, Fee Amount, Detail, and Status. The table is currently empty with a "Total" row showing 0.00 for both Amount and Fee Amount.

4. Users can select the cheque to present bank list based on the cheque that the customer issued by pressing the "+" button as pictured.



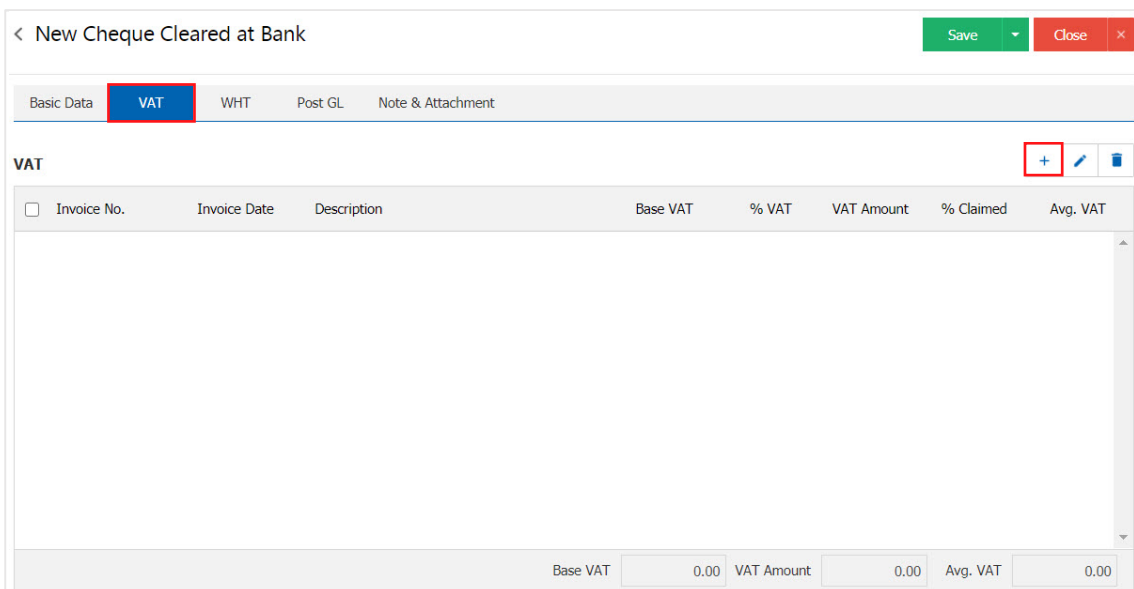
This screenshot is identical to the previous one, but the "+" button in the "Cheque List" section is highlighted with a red box, indicating where users should click to add cheques.

5. Cheque present to bank information is listed, including cheque dates, check numbers, document numbers, bank names, amounts, and status as shown.



<input type="checkbox"/>	Cheque Date	Cheque No.	Doc. No.	Bank Name	Amount	Status
<input checked="" type="checkbox"/>	07/09/2560	07092560	CS070917-001	ธนาคารไทยพา...	1,000.00	<input type="button" value="Pay In"/>
<input type="checkbox"/>	29/03/2560	KTB280320170...	CS280317-001	ธนาคารไทยพา...	1,000.00	<input type="button" value="Pay In"/>

6. In tab "VAT" is to record VAT details, users can add VAT information by pressing the "+" button to add VAT information.



<input type="checkbox"/>	Invoice No.	Invoice Date	Description	Base VAT	% VAT	VAT Amount	% Claimed	Avg. VAT
--------------------------	-------------	--------------	-------------	----------	-------	------------	-----------	----------

Base VAT: 0.00    VAT Amount: 0.00    Avg. VAT: 0.00

Add VAT
✕

\* Invoice No.

\* Invoice Date

\* Description

Tax ID  Bra...

\* Base VAT

\* VAT

\* VAT Amount

\* % Claimed   Use Average TAX

\* Avg. VAT

\* Period No.

Type  \* Time

7. In tab "WHT" is to save withholding tax in case of withholding tax by pressing the "+" button, the system displays the Recording window withholding tax. Users should fill in a form marked "\*" complete, then press the "+" button to create a Withholding tax list for the user to "Select tax type" > "Specify the amount paid" > "✓" to save the data.

< New Cheque Cleared at Bank
Save
Close
✕

Basic Data

VAT

WHT

Post GL

Note & Attachment

**WHT Return** + ✎ 🗑

	Doc. No.	Doc. Date	Month/Year	Bank	Amount	WHT Amount
<div style="display: flex; justify-content: space-between; width: 100%;"> <span>0.00</span> <span>0.00</span> </div>						

WHT Return
✕

\* Doc. No.

\* Doc. Date    \* Period No.

\* Bank No.   \* Type

\* Branch   \* Time

\* Tax ID

\* Address

\* Type

\* Payee Type

**WHT Return** + ✎ 🗑

<input type="checkbox"/>	Withholding Tax	Section	Tax Rate %	Pay Amount	WHT Amount
<input checked="" type="checkbox"/>	ภาษีหัก ณ ที่จ่าย	3 เศษ การจ่ายเงิน	3.00	1,000.00	30.00
Total				0.00	0.00

OK Cancel

8. In the "Post GL" tab is to save entries to post, save entries to this Cheque Cleared at Bank entry account to the ledger system. User can press "Post Format" button. The system will show all GL linked documents for user to select desired GL linked document as shown in the picture.

< New Cheque Cleared at Bank
Save
Close
✕

Basic Data   VAT   WHT   Post GL   Note & Attachment

Post GL Format    Simulated Doc. Info Clear

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

<input type="checkbox"/>	No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
Please select account no.								
Total Amount				0.00	0.00			

Select GL Link
✕

GL Link No.	GL Link Name	Description	Add Name	Default	
<input checked="" type="checkbox"/>	GL-0015	Cheque Cleared to Bank	Cheque cleared to bank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

20
Items per page

1 - 1 Items From 1 Items

9. Then let the user press the "Simulated" button, the system automatically displays the entry as the user has tied in GL welding documents as shown.

< New Cheque Cleared at Bank

Basic Data
VAT
WHT
Post GL
Note & Attachment

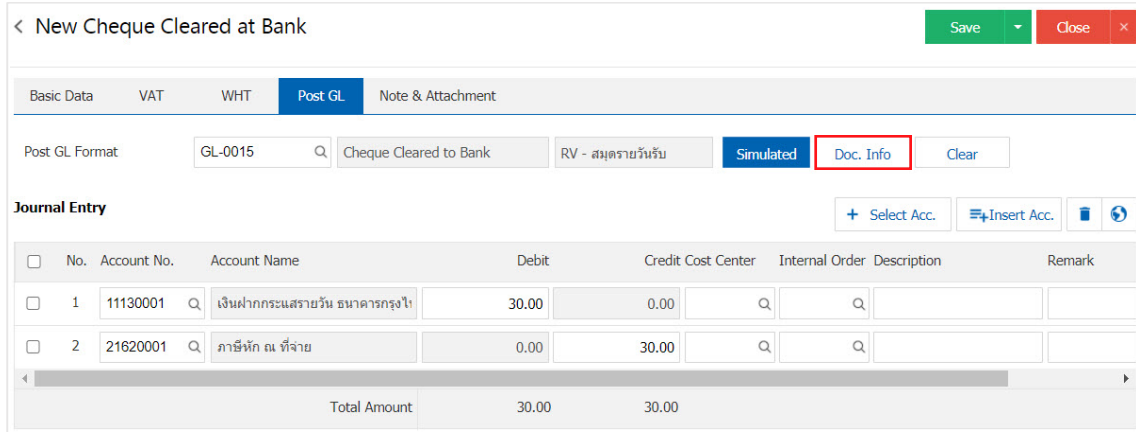
Post GL Format

Simulated

**Journal Entry**

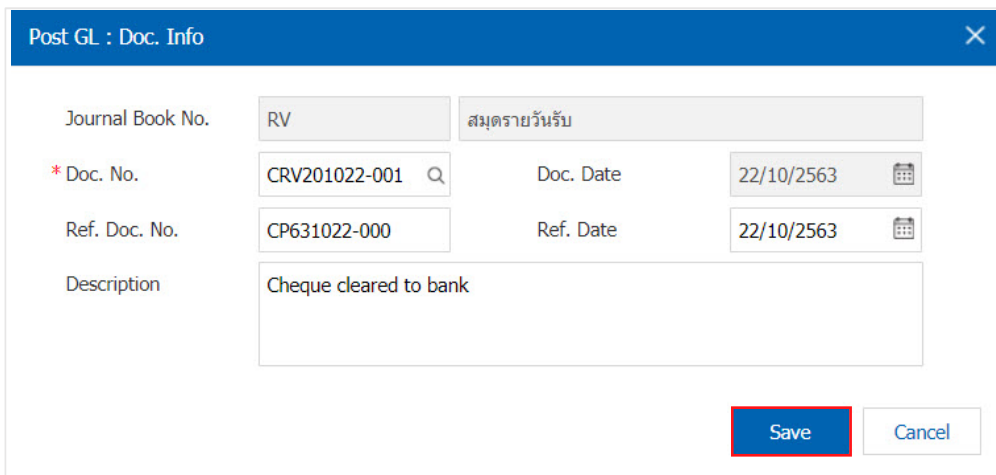
No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
<input type="checkbox"/>	1	11130001	เงินฝากกระแสรายวัน ธนาคารกรุงไทย	30.00	0.00			
<input type="checkbox"/>	2	21620001	ภาษีหัก ณ ที่จ่าย	0.00	30.00			
Total Amount			30.00	30.00				

10. When a user presses the "Doc. Info" button, it is browsing the document number, reference number, document date, reference date, and daily recording description.



The screenshot shows the 'New Cheque Cleared at Bank' form. The 'Post GL' tab is active. The 'Post GL Format' section shows 'GL-0015', 'Cheque Cleared to Bank', 'RV - สมุดรายวันรับ', 'Simulated', and a highlighted 'Doc. Info' button. Below is a 'Journal Entry' table with two entries:

No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
1	11130001	เงินฝากกระแสรายวัน ธนาคารกรุงไทย	30.00	0.00				
2	21620001	ภาษีหัก ณ ที่จ่าย	0.00	30.00				
Total Amount			30.00	30.00				

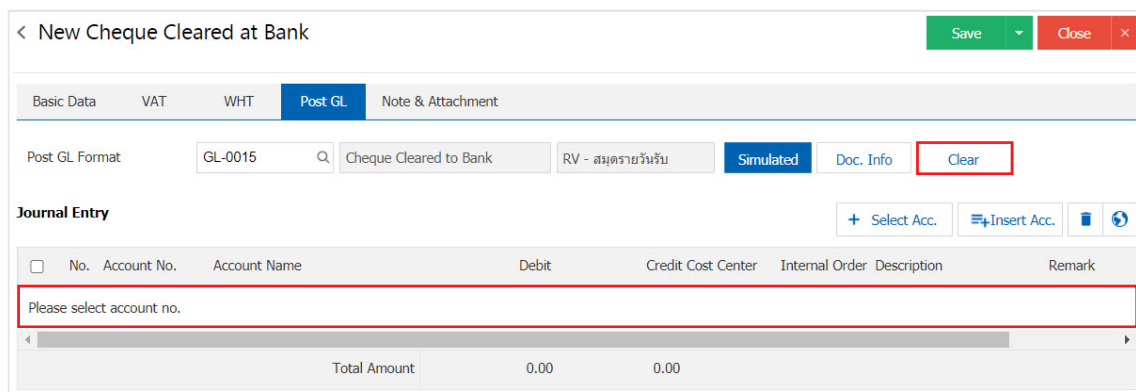


The screenshot shows the 'Post GL : Doc. Info' dialog box. It contains the following fields:

- Journal Book No.: RV สมุดรายวันรับ
- \* Doc. No.: CRV201022-001 Doc. Date: 22/10/2563
- Ref. Doc. No.: CP631022-000 Ref. Date: 22/10/2563
- Description: Cheque cleared to bank

Buttons: Save, Cancel

11. When a user presses the "Clear" button deletes all displayed entries as shown, as shown.

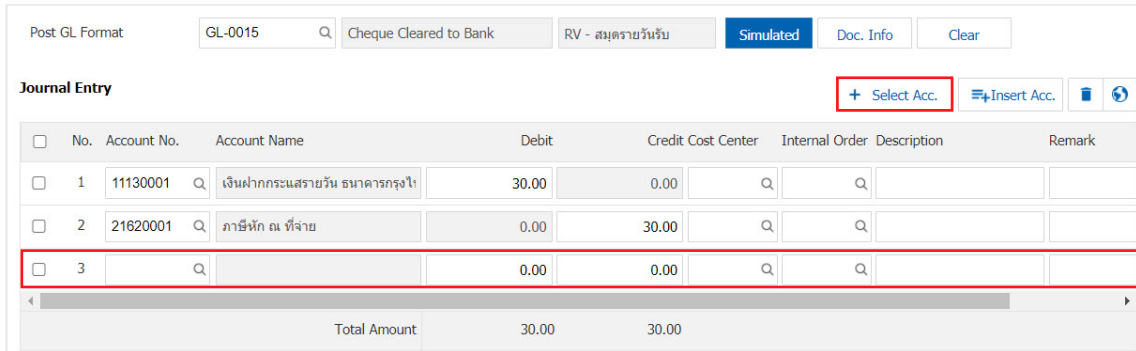


The screenshot shows the 'New Cheque Cleared at Bank' form after clicking 'Clear'. The 'Post GL' tab is active. The 'Post GL Format' section shows 'GL-0015', 'Cheque Cleared to Bank', 'RV - สมุดรายวันรับ', 'Simulated', 'Doc. Info', and a highlighted 'Clear' button. Below is an empty 'Journal Entry' table with a red box around the header area containing the text 'Please select account no.':

No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
Please select account no.								
Total Amount			0.00	0.00				



12. When the user presses the "+ Select Acc." as an addition to the entry field as shown



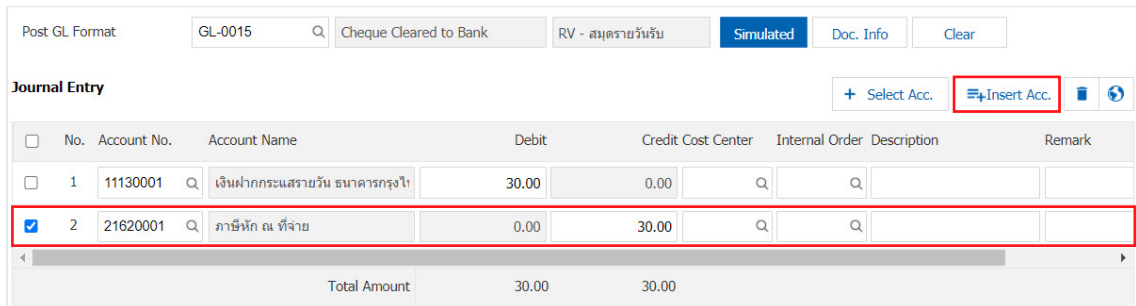
Post GL Format: GL-0015, Cheque Cleared to Bank, RV - สมุดรายวันรับ, Simulated, Doc. Info, Clear

Journal Entry: + Select Acc., Insert Acc., [trash], [refresh]

No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11130001	เงินฝากกระแสรายวัน ธนาคารกรุงไทย	30.00	0.00			
2	21620001	ภาษีหัก ณ ที่จ่าย	0.00	30.00			
3			0.00	0.00			
Total Amount			30.00	30.00			

\* Note: Users must check the "Edit GL" box to be able to add or edit entries on the "GL Welding Documents" menu.

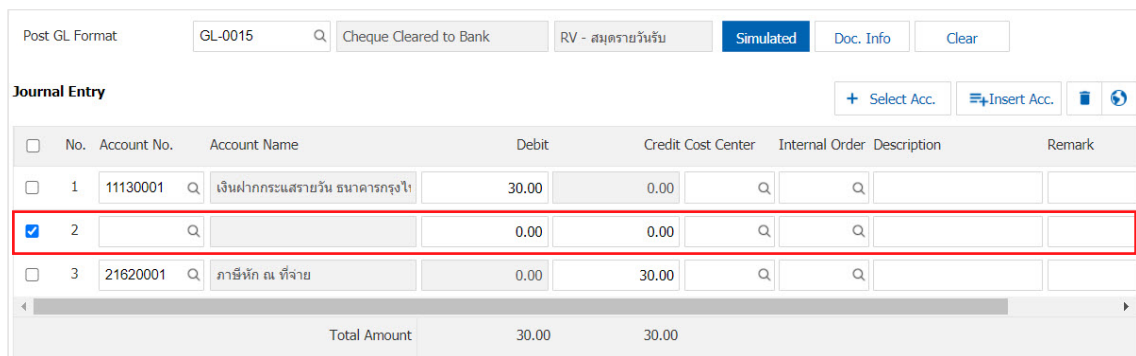
13. Users can insert them with accounts between other items. By selecting 1 entry, then Pressing "Insert Acc." button the account will display the added entries at the top of the selected item as shown.



Post GL Format: GL-0015, Cheque Cleared to Bank, RV - สมุดรายวันรับ, Simulated, Doc. Info, Clear

Journal Entry: + Select Acc., Insert Acc., [trash], [refresh]

No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11130001	เงินฝากกระแสรายวัน ธนาคารกรุงไทย	30.00	0.00			
<input checked="" type="checkbox"/>	2	21620001	ภาษีหัก ณ ที่จ่าย	0.00	30.00		
Total Amount			30.00	30.00			

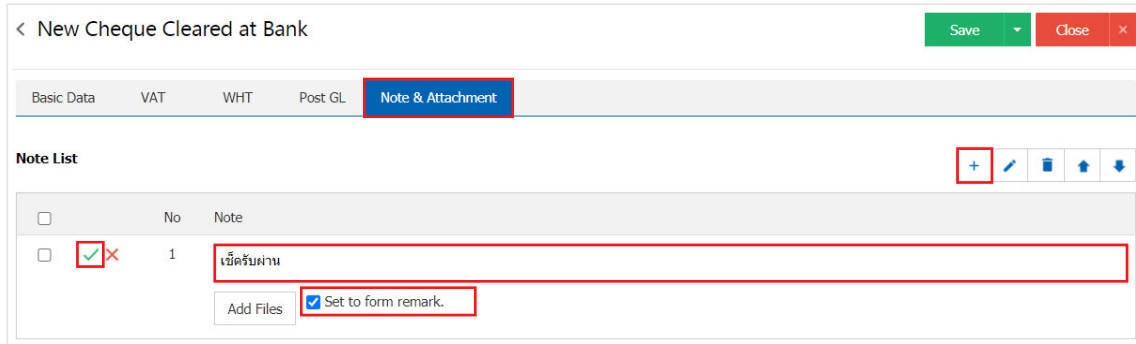


Post GL Format: GL-0015, Cheque Cleared to Bank, RV - สมุดรายวันรับ, Simulated, Doc. Info, Clear

Journal Entry: + Select Acc., Insert Acc., [trash], [refresh]

No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11130001	เงินฝากกระแสรายวัน ธนาคารกรุงไทย	30.00	0.00			
<input checked="" type="checkbox"/>	2		0.00	0.00			
3	21620001	ภาษีหัก ณ ที่จ่าย	0.00	30.00			
Total Amount			30.00	30.00			

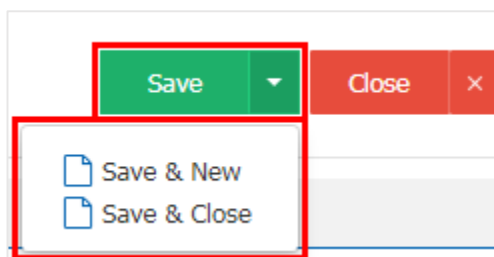
14. In tab "Note & Attachment" is to specify the note at the end of the bill. User can specify any desired notes by pressing "+" > "Specify required details" > "✓ Set to form remark" There are more than 1 reason at the end of the bill to be shown in the end of the form > "✓" to save the information as in the picture.



- \* Note: The symbol "▲" and "▼" is to scroll up or down as the user wants.
- \* Note: Users can "Add Files" to other documents.

15. After the user completes the data, press the "Save" button on the top right of the program screen to save the Cheque Cleared at Bank document. By saving data can be divided into three formats :

- Save a regular Cheque Cleared at Bank document with already recorded information.
- Save & New is to save and open the page to save information, check documents to get through a new. When a user successfully records the Cheque Cleared at Bank document, the user can save the Cheque Cleared document. The system displays the cheque cleared at Bank document recording screen instantly.
- Save & Close is recording ready to go back to the Cheque Cleared at Bank list page. When a user has successfully saved the Data, the Cheque Cleared at Bank document is saved. The system will immediately return the Cheque Cleared at Bank list screen.



16. Display ing information, create documents, Cheque Cleared at Bank and fix Cheque Cleared at Bank Users can press the "Info" button after the recording is complete. on the top left of the program screen, as picture.

< CP631021-000

Info
Status : Open

Close

<b>Created By</b>	อิสระ จิตสว่าง	<b>Post GL</b>	<b>Note &amp; Attachment</b>
<b>Created Date</b>	21/10/2563 , 13:38		
<b>Modified By</b>	อิสระ จิตสว่าง		
<b>Modified Date</b>	21/10/2563 , 13:38		

<b>* Doc. No.</b>	CP631021-000	<b>* Doc. Date</b>	21/10/2563
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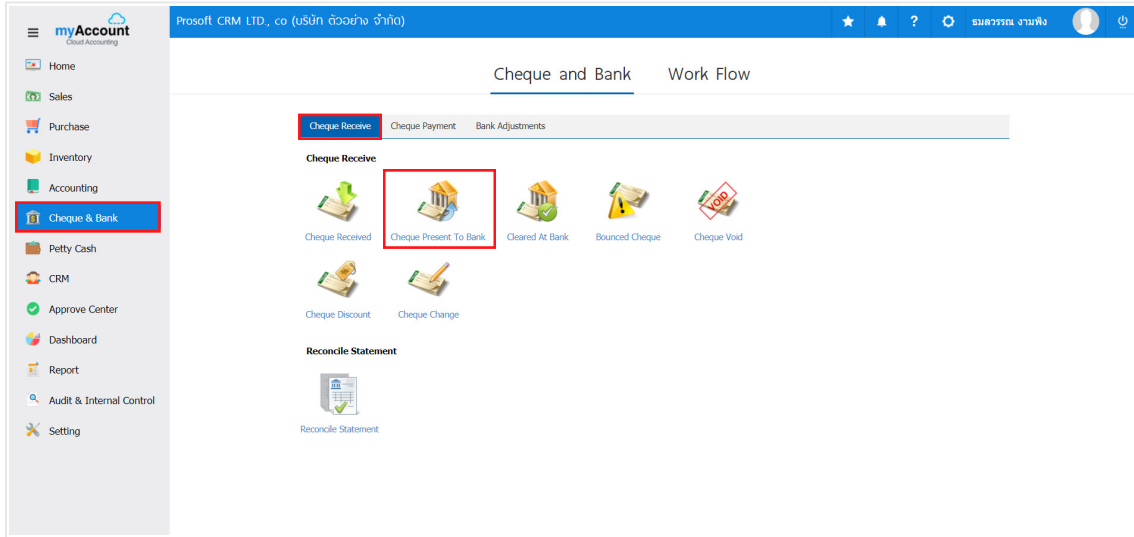
<b>Bank Name</b>	ธนาคารกรุงเทพ	<b>Branch</b>	เชียงใหม่
<b>Account Number</b>	0501233333		

**Cheque List**

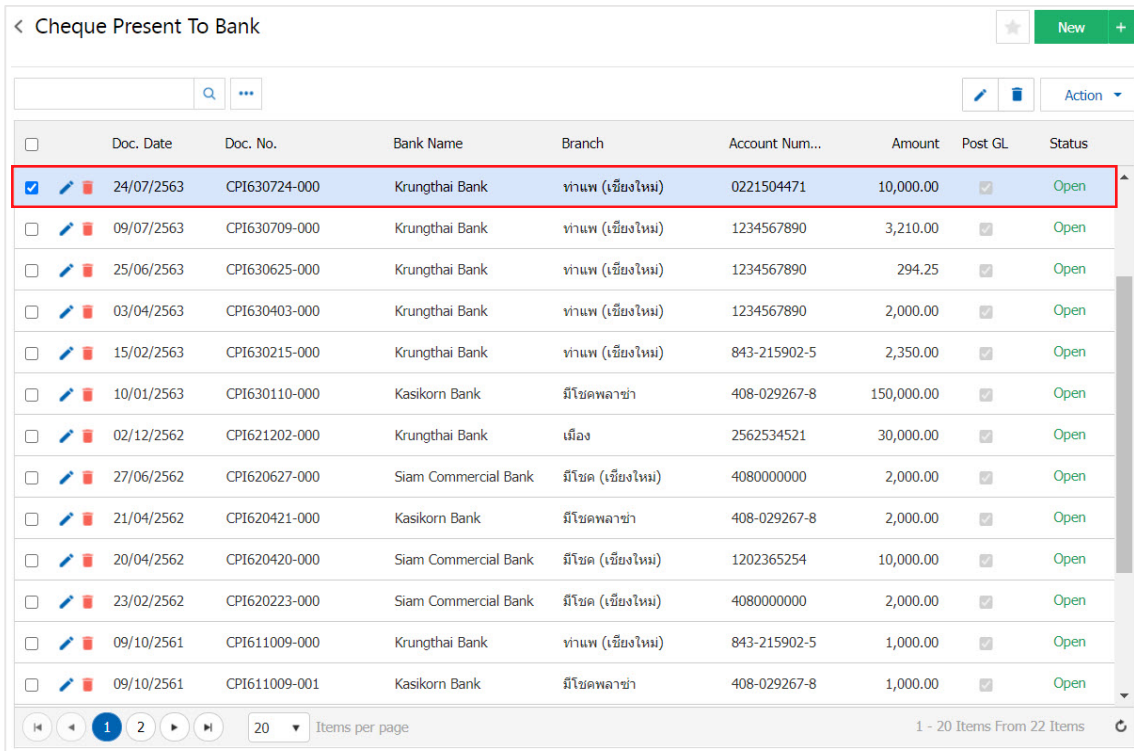
Bank Name	Cheque No.	Received ...	Cheque Date	Amount	Fee Amount	Detail	Status
ธนาคารกรุงเทพ	123456789	21/10/2563	21/10/2563	12,000.00	0.00		Pass
<b>Total</b>				12,000.00	0.00		

## The document opens cheque cleared at bank by reference cheque present to bank

1. Users can open documents cheque cleared at bank by reference cheque present to bank by pressing the Menu "Cheque & Bank"> "Cheque Present To Bank" as shown.

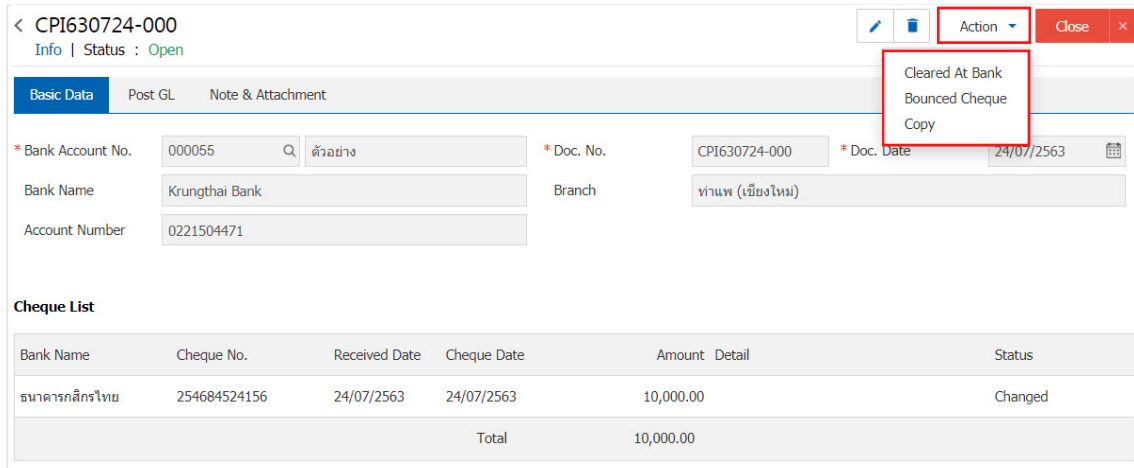


2. The system will display a list of documents cheque present to bank the user must select the document cheque present to bank on Figure.



<input type="checkbox"/>	Doc. Date	Doc. No.	Bank Name	Branch	Account Num...	Amount	Post GL	Status
<input checked="" type="checkbox"/>	24/07/2563	CPI630724-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	0221504471	10,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	09/07/2563	CPI630709-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	3,210.00	<input type="checkbox"/>	Open
<input type="checkbox"/>	25/06/2563	CPI630625-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	294.25	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	03/04/2563	CPI630403-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	2,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	15/02/2563	CPI630215-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	2,350.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	10/01/2563	CPI630110-000	Kasikorn Bank	มีโชคพลาซ่า	408-029267-8	150,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	02/12/2562	CPI621202-000	Krungthai Bank	เมือง	2562534521	30,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	27/06/2562	CPI620627-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	4080000000	2,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	21/04/2562	CPI620421-000	Kasikorn Bank	มีโชคพลาซ่า	408-029267-8	2,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	20/04/2562	CPI620420-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	1202365254	10,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	23/02/2562	CPI620223-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	4080000000	2,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	09/10/2561	CPI611009-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	1,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	09/10/2561	CPI611009-001	Kasikorn Bank	มีโชคพลาซ่า	408-029267-8	1,000.00	<input checked="" type="checkbox"/>	Open

3. Then the user presses the "Action" on the top right of the screen. And choose the command "Cleared At Bank" will show Pop - up to the user to verify the document cheque cleared at bank Figure.



< CPI630724-000  
Info | Status : Open

Basic Data | Post GL | Note & Attachment

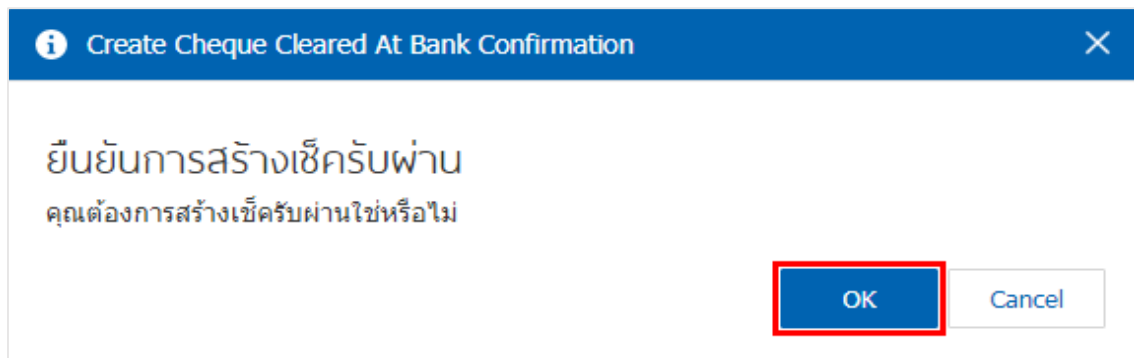
\* Bank Account No. 000055 ตัวอย่าง \* Doc. No. CPI630724-000 \* Doc. Date 24/07/2563

Bank Name Krungthai Bank Branch ท่าแพ (เชียงใหม่)

Account Number 0221504471

**Cheque List**

Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
ธนาคารกรุงไทย	254684524156	24/07/2563	24/07/2563	10,000.00		Changed
Total				10,000.00		

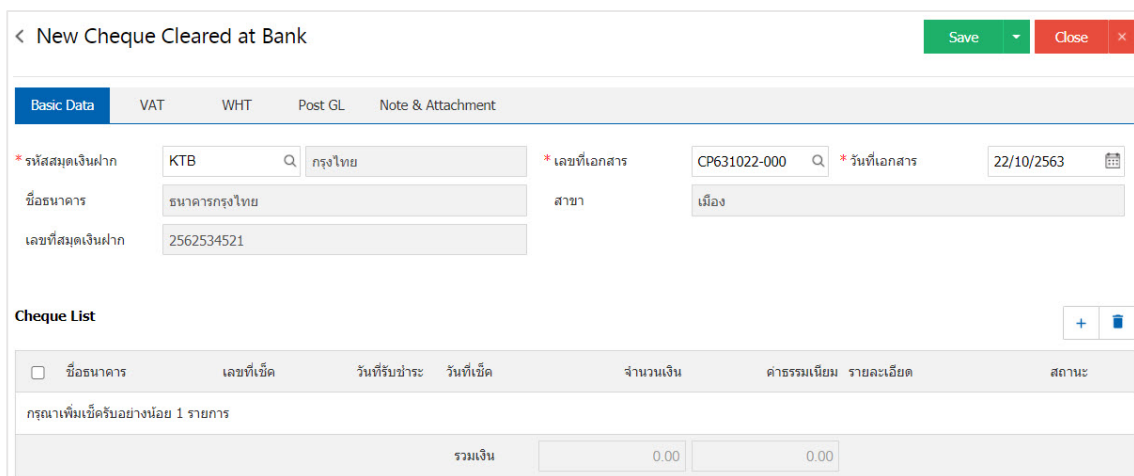


**Create Cheque Cleared At Bank Confirmation**

ยืนยันการสร้างเช็ครับผ่าน  
คุณต้องการสร้างเช็ครับผ่านใช่หรือไม่

OK Cancel

4. When a user opens a document confirming cheque cleared at bank successfully. The system will display a form to create documents and information cheque cheque cleared at bank and banks that are referenced from cheque present to bank documents automatically, the user should enter. Information on the form marked "\*" to complete the picture.



< New Cheque Cleared at Bank

Basic Data | VAT | WHT | Post GL | Note & Attachment

\* รหัสสมุดเงินฝาก KTB กรุงเทพฯ \* เลขที่เอกสาร CP631022-000 \* วันที่เอกสาร 22/10/2563

ชื่อธนาคาร ธนาคารกรุงไทย สาขา เมือง

เลขที่สมุดเงินฝาก 2562534521

**Cheque List**

<input type="checkbox"/>	ชื่อธนาคาร	เลขที่เช็ค	วันที่รับชำระ	วันที่เช็ค	จำนวนเงิน	ค่าธรรมเนียม	รายละเอียด	สถานะ
	กรุณาเพิ่มเช็ครับอย่างน้อย 1 รายการ							
รวมเงิน					0.00	0.00		