



Bounced Cheque

Means a record bounced cheque after the field. Check your bank And depositing fail The information document cheque incorrectly or with e damaged.

Window to save the document bounced cheque

The recording to divide the data into four parts :

- **Tab Basic Data** is recorded details of the document bounced cheque.
- **Tab Post GL** is. Post entries to accounting records account for returned checks to ledger.
- **Tab Note & Attachment** is to record the details. Description of Notes and criteria.
- **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).

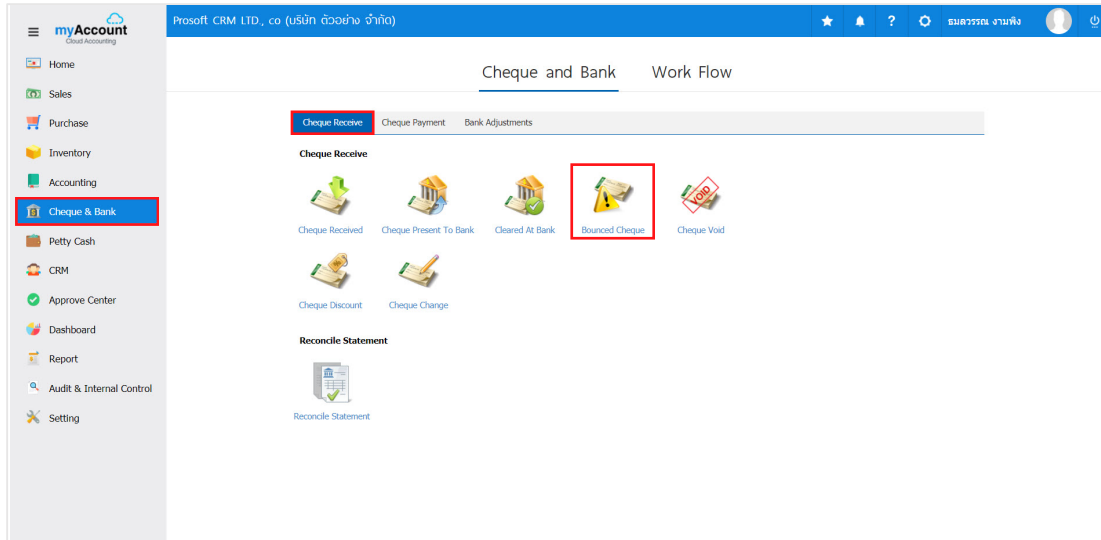
The document bounced cheque

Recording bounced cheque can record two formats :

- Document bounced. cheque the system bounced cheque direct.
- Document bounced cheque With reference system cheque present to bank program to retrieve important documents, such as document number, date, number of field days on cheque cheque. And amounts shown in the document bounced. cheque automation users to improve data integrity.

The document bounced cheque

1. Users can save documents bounced cheque menu by pressing the "Cheque & Bank"> "Cheque Receive"> "Bounced Cheque" Figure.



2. The system will then display a list of bounced. cheque users to create documents bounced cheque Notes by pressing the "New" button at the top right of the screen as shown below.

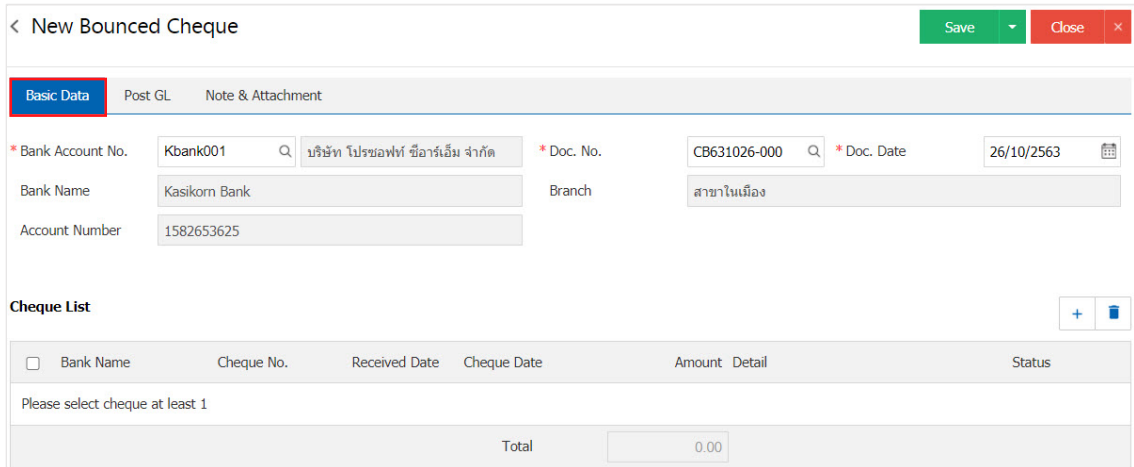
< Bounced Cheque ★ **New** +

🔍 ... ✎ 🗑️ Action ▾

<input type="checkbox"/>	Doc. Date	Doc. No.	Bank Name	Branch	Account Num...	Amount	Post GL	Status
<input type="checkbox"/>	25/09/2563	CB630925-001	Krungthai Bank	ท่าแพ (เชียงใหม่)	0221504471	10,000.00	<input checked="" type="checkbox"/>	Close
<input type="checkbox"/>	25/06/2563	CB630625-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	4080000000	2,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	21/04/2562	CB620421-000	Kasikorn Bank	มีโชคพลาซ่า	408-029267-8	2,000.00	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	15/12/2560	CB601215-001	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	100,000.00	<input checked="" type="checkbox"/>	Open

1 - 4 Items From 4 Items

3. Tab "Basic Data" is to save the details of the document bounced cheque include code passbook document number, date of document, name of the bank branch at the passbook, the user should fill in the form with the mark " * "complete Figure.



< New Bounced Cheque Save Close

Basic Data Post GL Note & Attachment

* Bank Account No. Kbank001 บริษัท โปรซอฟท์ ซิสเต็ม จำกัด * Doc. No. CB631026-000 * Doc. Date 26/10/2563

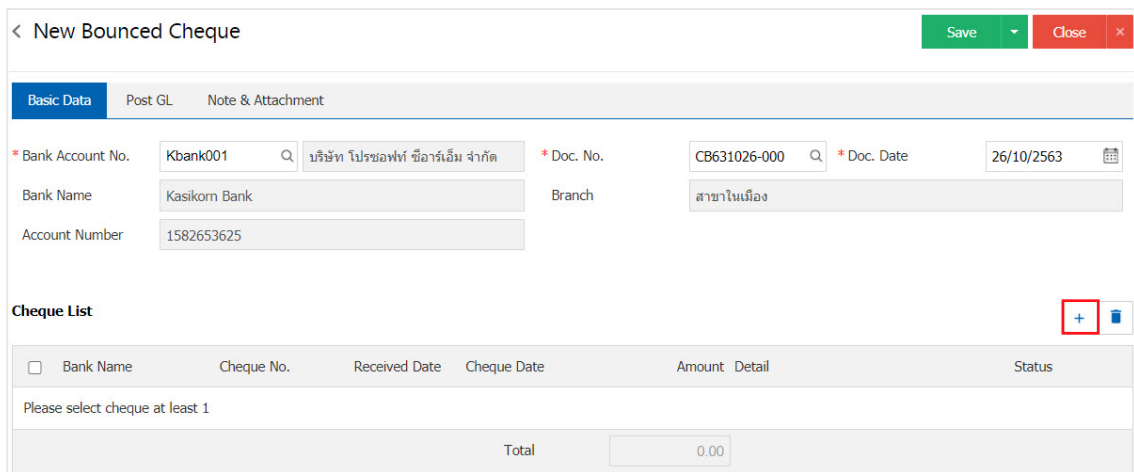
Bank Name Kasikorn Bank Branch สาขาในเมือง

Account Number 1582653625

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 present to bank the check is issued to the customer by pressing the " + " button as shown in Figure.



< New Bounced Cheque Save Close

Basic Data Post GL Note & Attachment

* Bank Account No. Kbank001 บริษัท โปรซอฟท์ ซิสเต็ม จำกัด * Doc. No. CB631026-000 * Doc. Date 26/10/2563

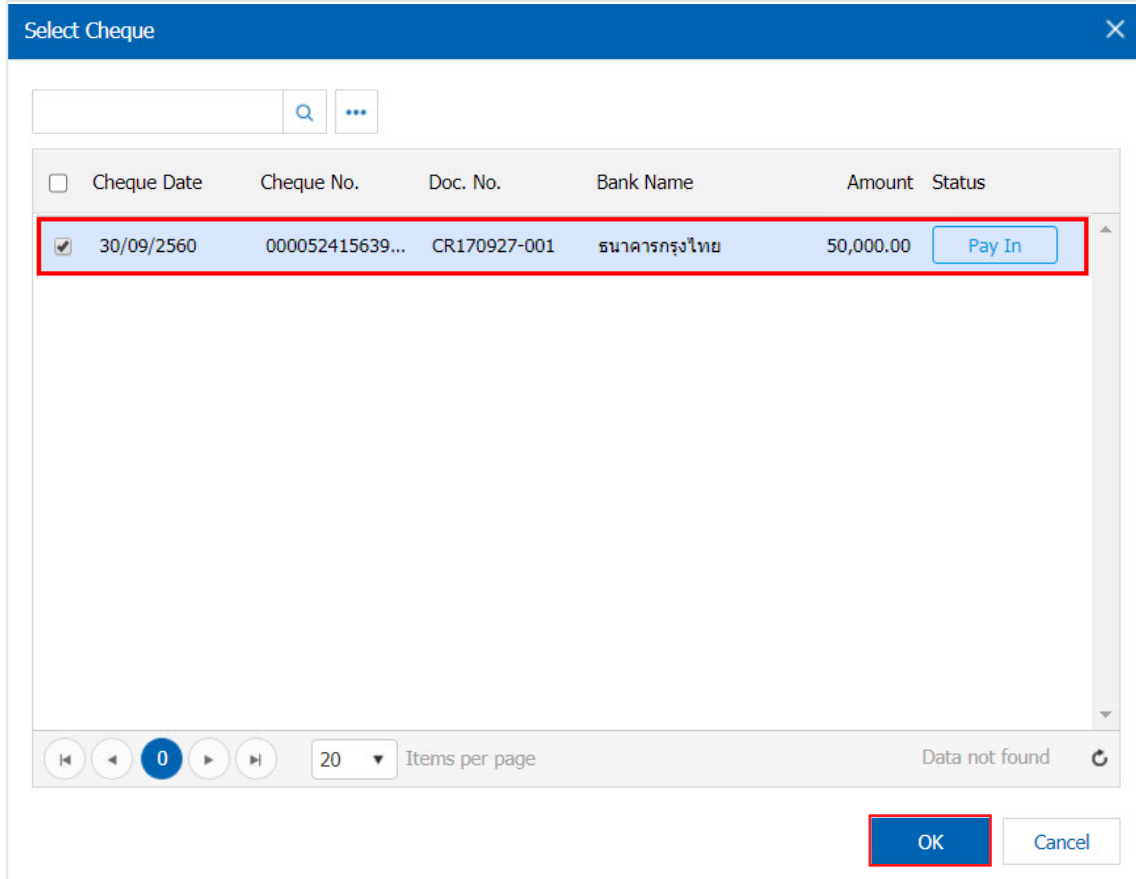
Bank Name Kasikorn Bank Branch สาขาในเมือง

Account Number 1582653625

Cheque List + 🗑

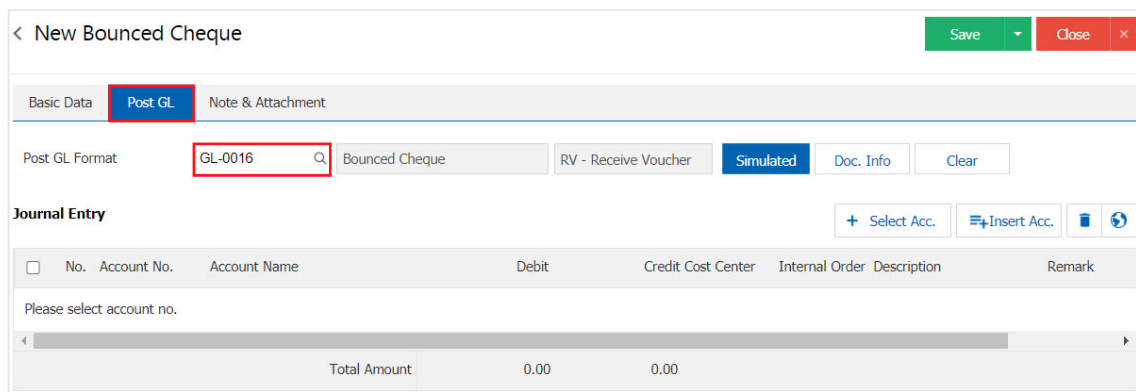
<input type="checkbox"/>	Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
Please select cheque at least 1							
Total					0.00		

5. The system will include a statement cheque present to bank the check number of the defendants. Keep the document number, bank name, amount and type of Figure.



<input type="checkbox"/>	Cheque Date	Cheque No.	Doc. No.	Bank Name	Amount	Status
<input checked="" type="checkbox"/>	30/09/2560	000052415639...	CR170927-001	ธนาคารกรุงเทพ	50,000.00	Pay In

6. In the Tab "Post GL" is recorded for accounting entries to the Post account bounced. cheque to Ledger Users can click on the "Post GL Format" system lists all documents connected GL connect users to select the desired document types.



New Bounced Cheque

Basic Data | **Post GL** | Note & Attachment

Post GL Format: GL-0016 Bounced Cheque RV - Receive Voucher Simulated Doc. Info Clear

Journal Entry

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
✕

Q
⋮

GL Link No.	GL Link Name	Description	Add Name	Default	
<input checked="" type="checkbox"/>	GL-0016	Bounced Cheque	Bounced cheque	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

⏪
⏩
1
⏪
⏩

20

Items per page

1 - 1 Items From 1 Items

🔄

Select
Cancel

7. Then, the user presses the "Simulated" will show the account automatically as users connect GL has tie in Figure.

< New Bounced Cheque

Save
Close

Basic Data
Post GL
Note & Attachment

Post GL Format

GL-0016

Bounced Cheque

RV - สมุดรายวันรับ

Simulated

Doc. Info

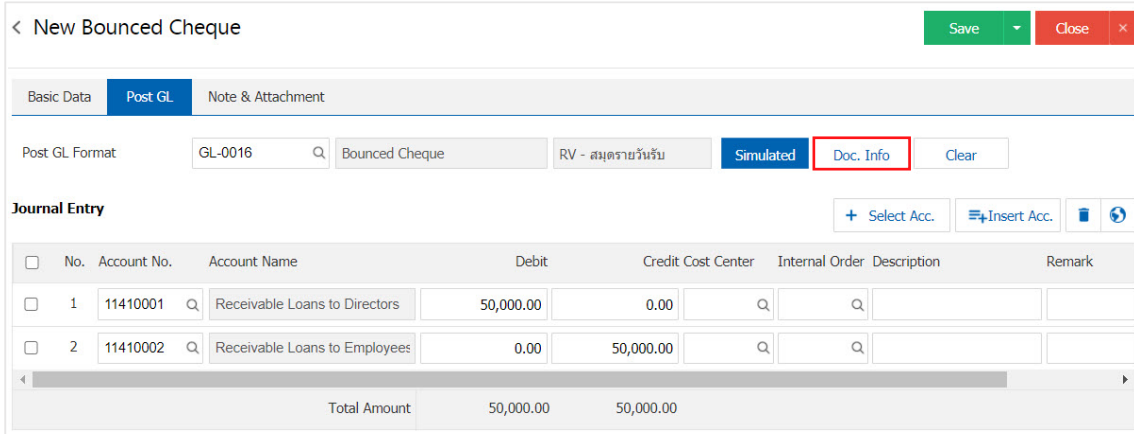
Clear

Journal Entry

+ Select Acc.
⇄ Insert Acc.
🗑
🔄

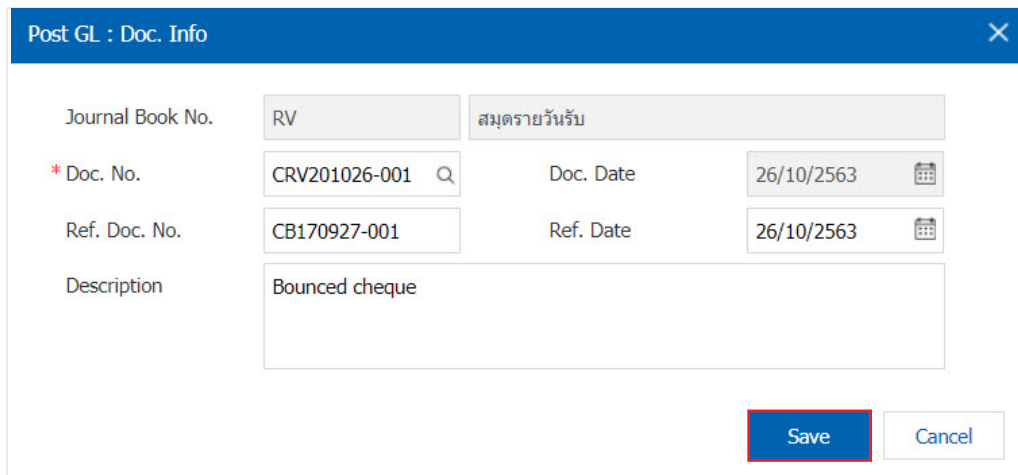
No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
<input type="checkbox"/>	1	11410001	Receivable Loans to Directors	50,000.00	0.00		
<input type="checkbox"/>	2	11410002	Receivable Loans to Employees	0.00	50,000.00		
Total Amount			50,000.00	50,000.00			

8. When the user presses the "Doc. Info" to browse to. document No. Reference Document date reference date and description to record daily Figure.



The screenshot shows the 'New Bounced Cheque' form. The 'Post GL' tab is active. In the 'Post GL Format' section, the 'Doc. Info' button is highlighted with a red box. Below this, the 'Journal Entry' table is visible with two entries:

No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
1	11410001	Receivable Loans to Directors	50,000.00	0.00				
2	11410002	Receivable Loans to Employees	0.00	50,000.00				
Total Amount			50,000.00	50,000.00				

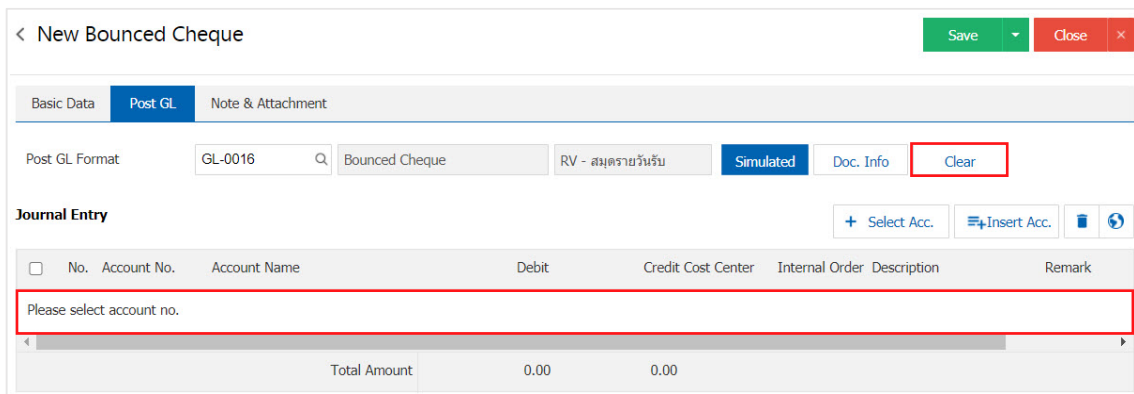


The screenshot shows the 'Post GL : Doc. Info' dialog box. It contains the following fields:

- Journal Book No.: RV
- สมุดรายวันรับ: สมุดรายวันรับ
- * Doc. No.: CRV201026-001
- Doc. Date: 26/10/2563
- Ref. Doc. No.: CB170927-001
- Ref. Date: 26/10/2563
- Description: Bounced cheque

Buttons for 'Save' and 'Cancel' are at the bottom right.

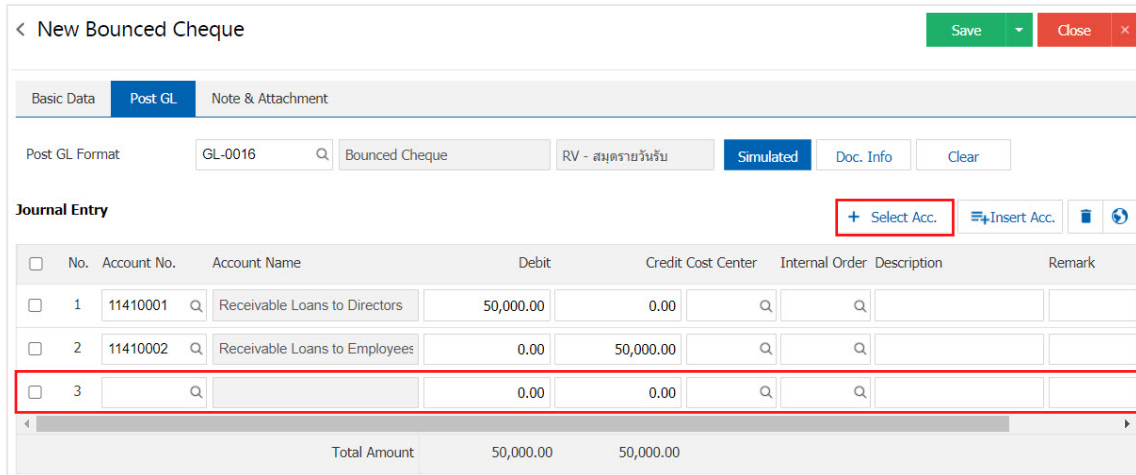
9. When the user presses the "Clear" button will remove all items listed in Figure.



The screenshot shows the 'New Bounced Cheque' form after the 'Clear' button has been pressed. The 'Journal Entry' table is now empty and contains the message 'Please select account no.' highlighted with a red box. The 'Total Amount' row shows 0.00 for both Debit and Credit.

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

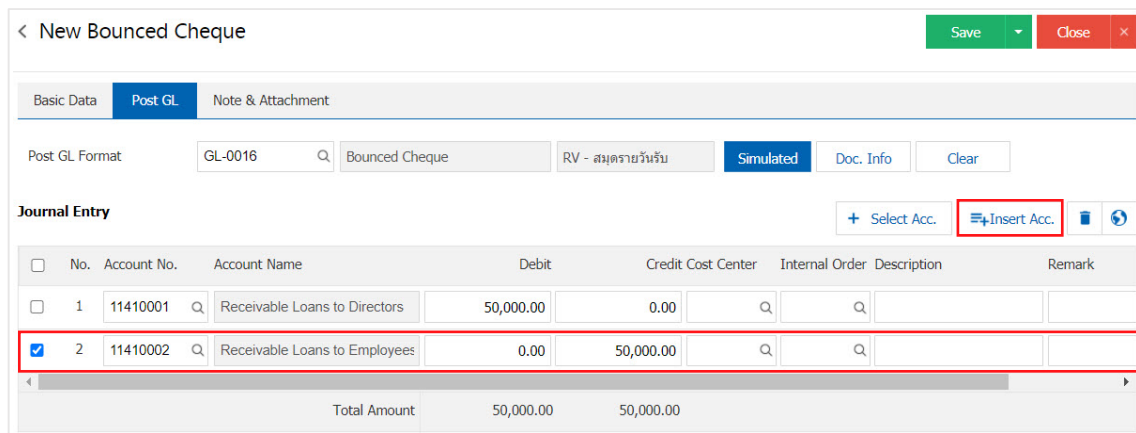
10. When the user presses the "+ Select Acc." the increase posted increases below.



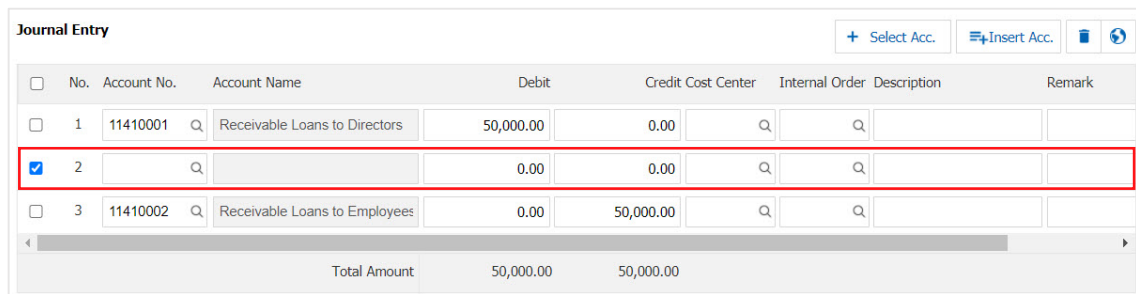
No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11410001	Receivable Loans to Directors	50,000.00	0.00			
2	11410002	Receivable Loans to Employees	0.00	50,000.00			
3			0.00	0.00			
Total Amount			50,000.00	50,000.00			

* Note: the user must make the Check box "Edit GL" to be added. Or edit entries to the "Documents connected GL".

11. The user can insert the account of others. The first entry, then press the "Insert Acc." will show exactly where the top of the account to add selected items as shown in Figure.

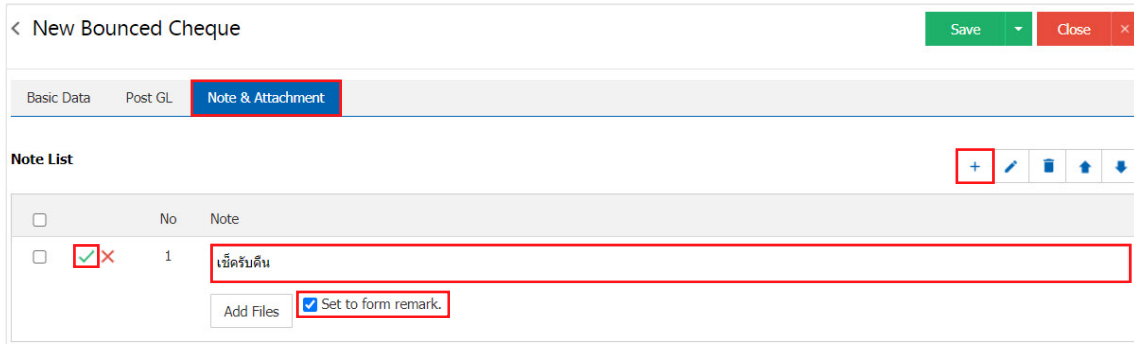


No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11410001	Receivable Loans to Directors	50,000.00	0.00			
<input checked="" type="checkbox"/>	2	11410002	Receivable Loans to Employees	0.00	50,000.00		
Total Amount			50,000.00	50,000.00			



No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11410001	Receivable Loans to Directors	50,000.00	0.00			
<input checked="" type="checkbox"/>	2		0.00	0.00			
3	11410002	Receivable Loans to Employees	0.00	50,000.00			
Total Amount			50,000.00	50,000.00			

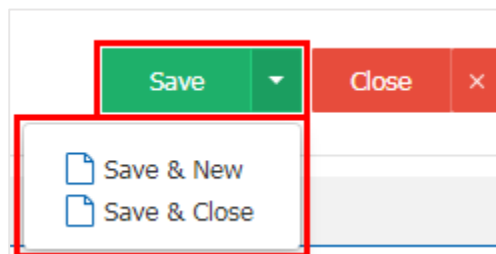
12. In the Tab "Note & Attachment" is to note the bill. Users can identify notes You want by pressing the "+"> "Specify the desired"> " ✓ Set to form remark" used in the definition. Because the bill of over 1 and up to the present in the form> " ✓ " to save the image.



- * Note: The " ⬆ " and " ⬇ " to scroll the text up. Or according to user requirements.
- * Note: If the user has to bring other documents referred to in the document Bounced. Cheque users can "Add Files" other documents.

13. After the check is complete, press the "Save" button at the top right of the screen to save the document Bounced. Cheque by recording data can be recorded into 3 types :

- **Save** the document Bounced. Cheque normal niQht Available data show that the record is complete.
- **Save & New** to save and open documents Bounced Cheque new record on the record. Information document Bounced Already Cheque The system will display the recorded document Bounced Cheque immediately.
- **Save & Close** to save and return to the top of the list when users loQ Bounced Cheque. Bounced documents Already Cheque The system will display a list back Bounced. All riQht Cheque.



14. The document creation and editing Bounced Cheque Bounced Cheque user can press the "Info" after recording finished. In the top left of the screen shown below.

< CB630925-001

✎ 🗑 Action ▾ Close ✕

Info Status : Close

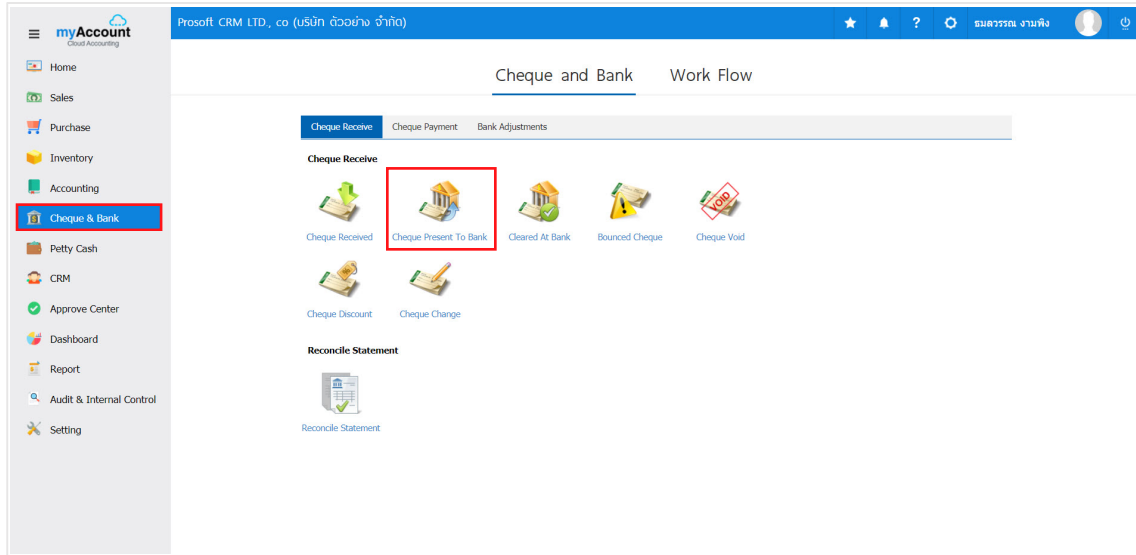
Created By	ฉิสระ จิตรสวาง					
Created Date	25/09/2563 , 13:18	Attachment				
Modified By	ฉิสระ จิตรสวาง					
* B Modified Date	25/09/2563 , 13:23	<input type="text" value="ตัวอย่าง"/>	* Doc. No.	CB630925-001	* Doc. Date	25/09/2563 📅
Bank Name	ธนาคารกรุงไทย	Branch	ท่าแพ (เชียงใหม่)			
Account Number	0221504471					

Cheque List

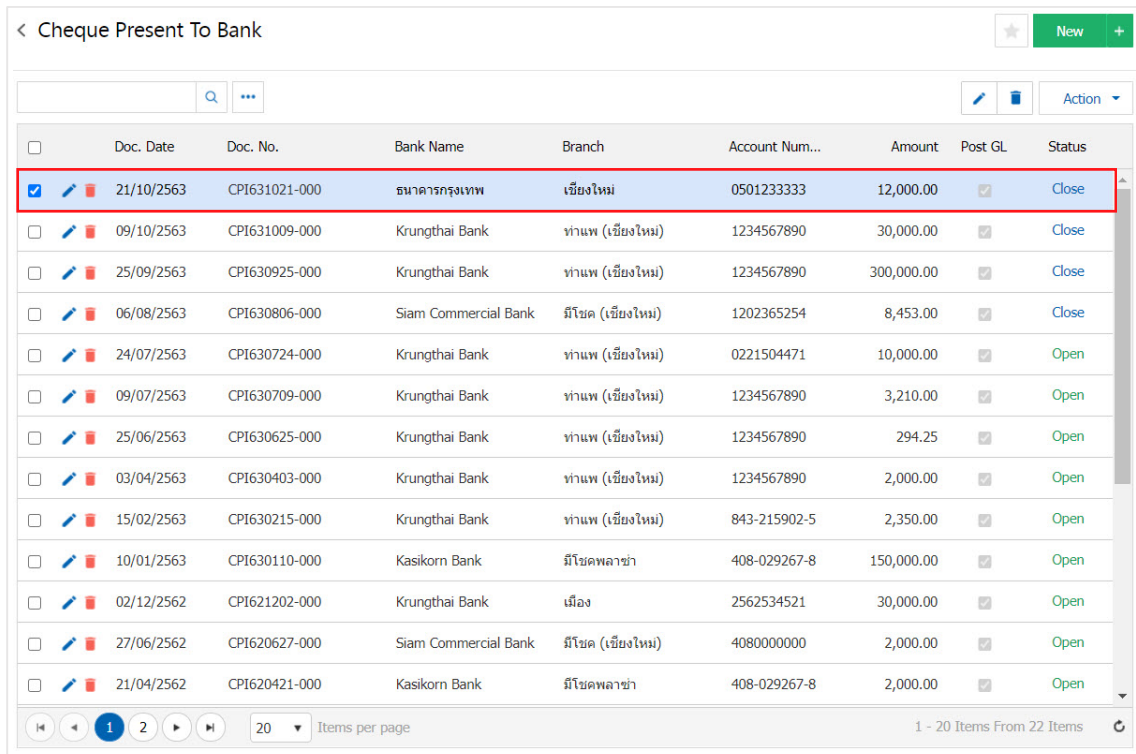
Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
ธนาคารกรุงไทย	254684524156	24/07/2563	24/07/2563	10,000.00		Changed
Total				10,000.00		

To open the document Bounced Cheque by reference Cheque Present To Bank

1. Users can open documents Bounced Cheque by reference Cheque Present to Bank by pressing the Menu "Cheque & Bank" > "Cheque Present To Bank" Figure.



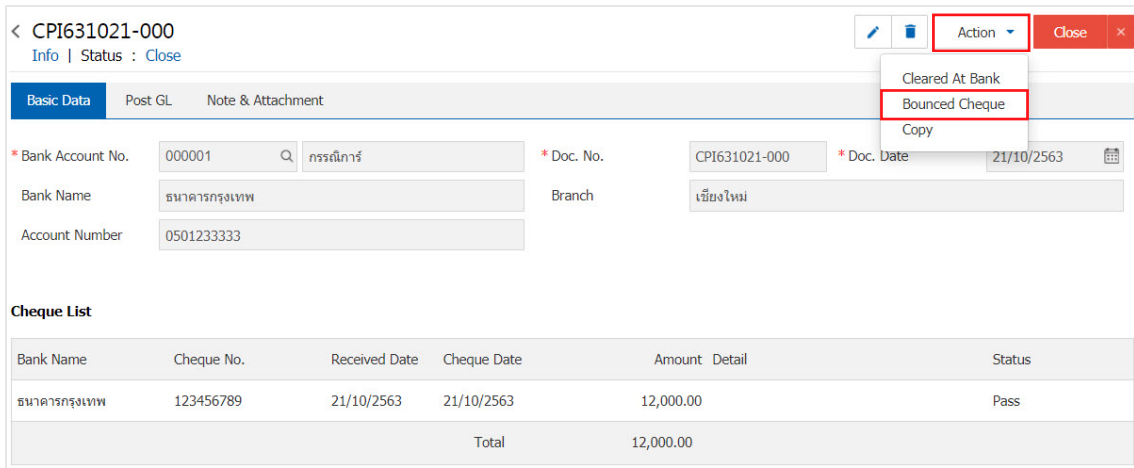
2. The system will display a list of documents Cheque present to Bank documents, users must select Cheque present to Bank Figure.



The screenshot shows a list of 'Cheque Present To Bank' documents. The first row is highlighted with a red box, indicating it is selected. The table contains the following data:

Doc. Date	Doc. No.	Bank Name	Branch	Account Num...	Amount	Post GL	Status
21/10/2563	CPI631021-000	ธนาคารกรุงเทพ	เชียงใหม่	0501233333	12,000.00	<input checked="" type="checkbox"/>	Close
09/10/2563	CPI631009-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	30,000.00	<input checked="" type="checkbox"/>	Close
25/09/2563	CPI630925-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	300,000.00	<input checked="" type="checkbox"/>	Close
06/08/2563	CPI630806-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	1202365254	8,453.00	<input checked="" type="checkbox"/>	Close
24/07/2563	CPI630724-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	0221504471	10,000.00	<input checked="" type="checkbox"/>	Open
09/07/2563	CPI630709-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	3,210.00	<input checked="" type="checkbox"/>	Open
25/06/2563	CPI630625-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	294.25	<input checked="" type="checkbox"/>	Open
03/04/2563	CPI630403-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	2,000.00	<input checked="" type="checkbox"/>	Open
15/02/2563	CPI630215-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	2,350.00	<input checked="" type="checkbox"/>	Open
10/01/2563	CPI630110-000	Kasikorn Bank	มีโชคพลาซ่า	408-029267-8	150,000.00	<input checked="" type="checkbox"/>	Open
02/12/2562	CPI621202-000	Krungthai Bank	เมือง	2562534521	30,000.00	<input checked="" type="checkbox"/>	Open
27/06/2562	CPI620627-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	4080000000	2,000.00	<input checked="" type="checkbox"/>	Open
21/04/2562	CPI620421-000	Kasikorn Bank	มีโชคพลาซ่า	408-029267-8	2,000.00	<input checked="" type="checkbox"/>	Open

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



Basic Data

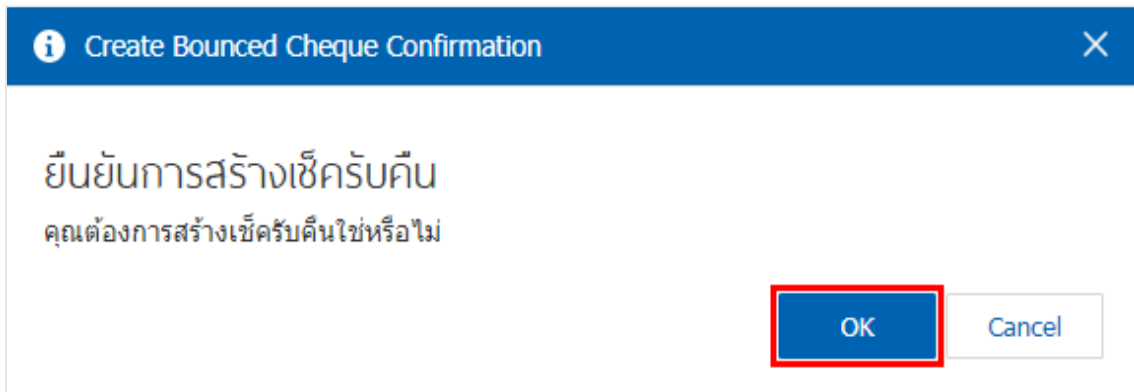
* Bank Account No. 000001 ค้นหา * Doc. No. CPI631021-000 * Doc. Date 21/10/2563

Bank Name ธนาคารกรุงเทพ Branch เชียงใหม่

Account Number 0501233333

Cheque List

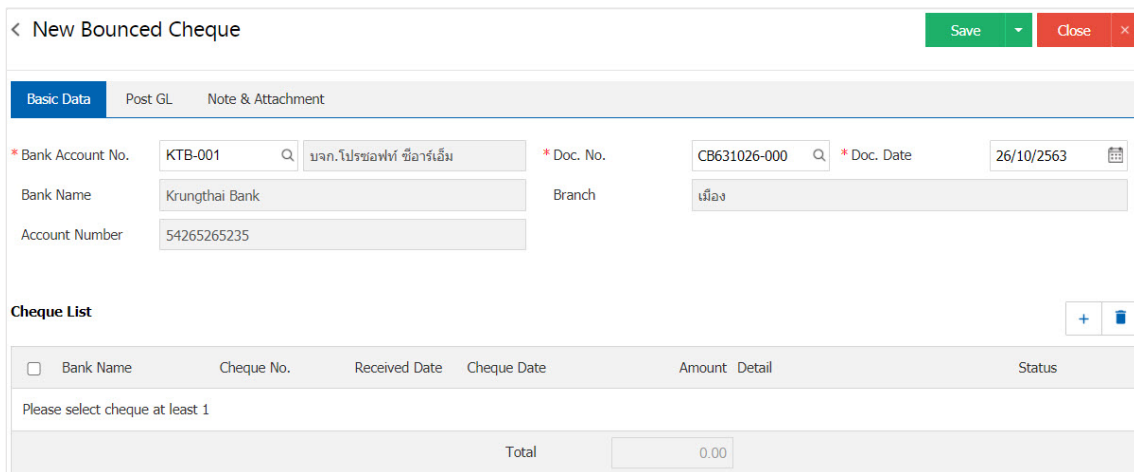
Bank Name	Cheque No.	Received Date	Cheque Date	Amount	Detail	Status
ธนาคารกรุงเทพ	123456789	21/10/2563	21/10/2563	12,000.00		Pass
Total				12,000.00		



Create Bounced Cheque Confirmation

ยืนยันการสร้างเช็ครับคืน
คุณต้องการสร้างเช็ครับคืนใช่หรือไม่

4. When a user opens a document confirming Bounced. Already Cheque The system will display a form of document checks and returned check information. 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 Bounced Cheque

* Bank Account No. KTB-001 บจก.โปรซอฟท์ ซ็อร์อีส * Doc. No. CB631026-000 * Doc. Date 26/10/2563

Bank Name Krungthai Bank Branch เมือง

Account Number 54265265235

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	