



## Cheque Discount

Meant to save Cheque. Receive a discount to the company, bank or other third parties. The amount The company has received from Cheque Discount may be discounted Cheque. or fees So you may get a number. No amount of money on Cheque.

### The document window Cheque Discount

The record will be broken out into 5 parts :

- **Tab Basic Data** is recorded details of the document Cheque Discount.
- **Tab WHT** is to record the details of tax deducted at source.
- **Tab Post GL** is to save the entry to. Post entry list Cheque Discount to Ledger.
- **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 Discount

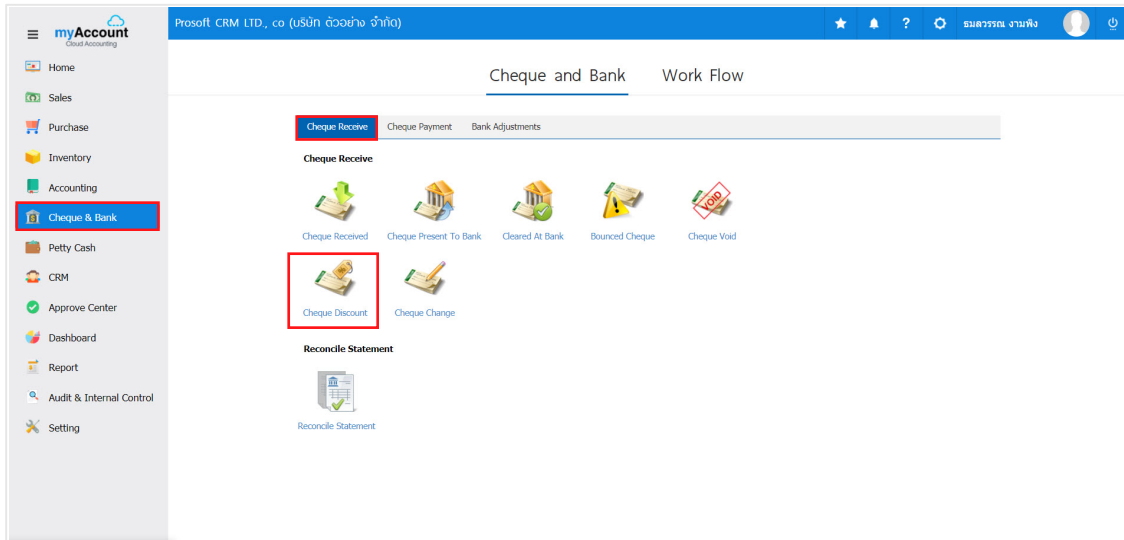
To save an item Cheque Discount can record two formats :

- Document Cheque. Discount Discounted check the system directly.
- Document Cheque Discount With reference system checks accepted. The program draws information including document number, date, document number, bank branch Cheque date on the check and the amount shown in Cheque. Discount automation users to improve data integrity.

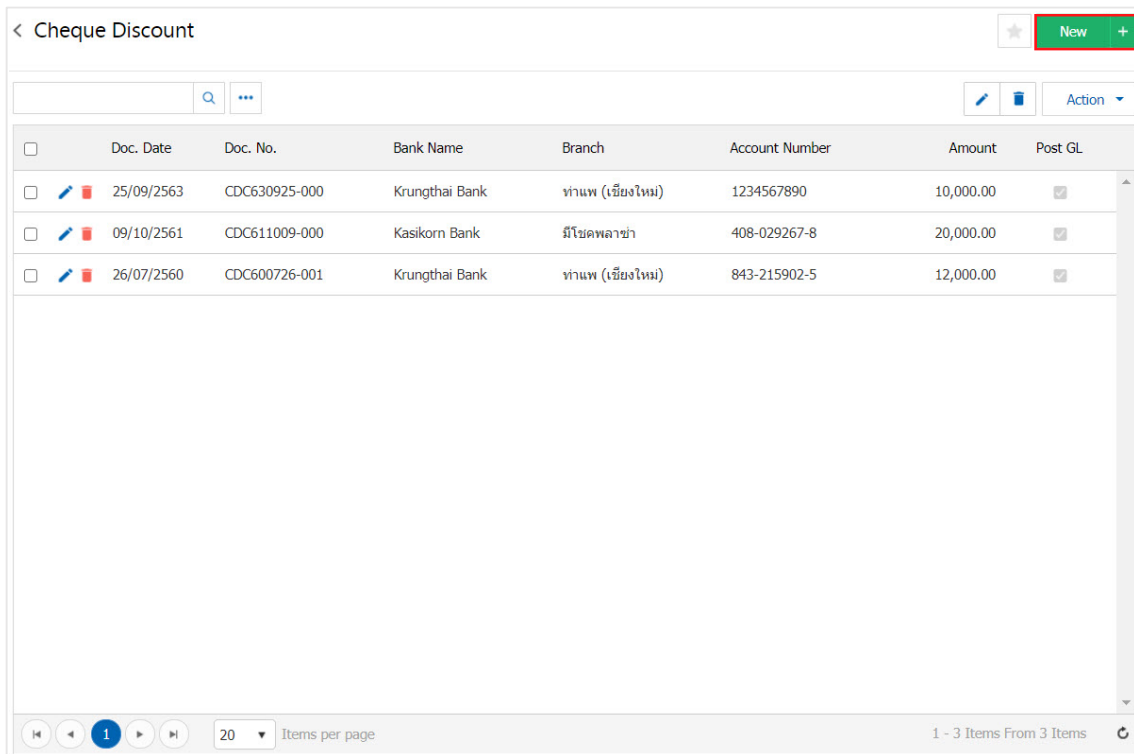


## The recording process for documents Cheque Discount

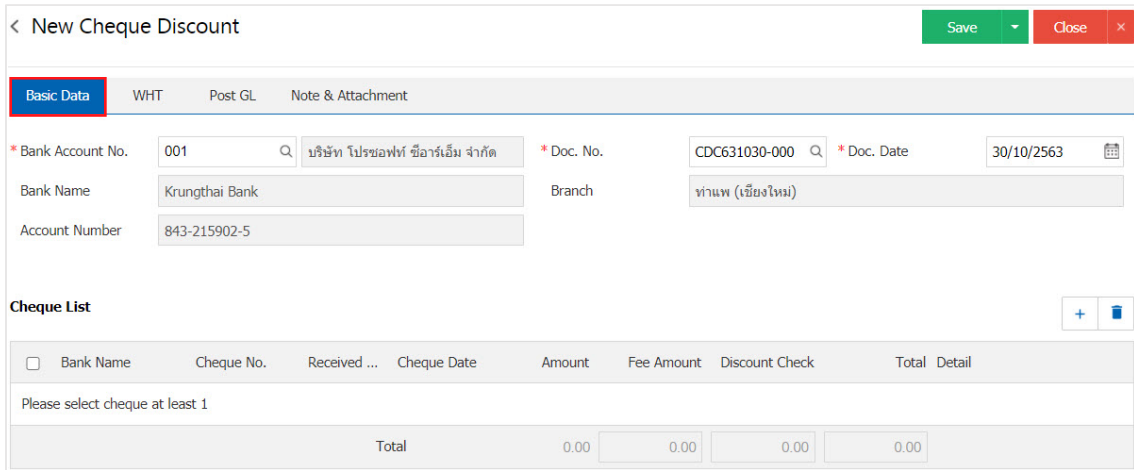
1. Users can save documents Cheque Discount menu by pressing the "Cheque & Bank">"Cheque Receive">"Cheque Discount" on Figure.



2. The system will then display a list Cheque Discount. users can create documents Cheque New Discount by pressing the "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. Discount include Code passbook document number, date of document, name of the bank branch at the passbook, the user should fill in the form marked "\*" are required Figure.



The screenshot shows the 'New Cheque Discount' form with the 'Basic Data' tab selected. The form contains the following fields:

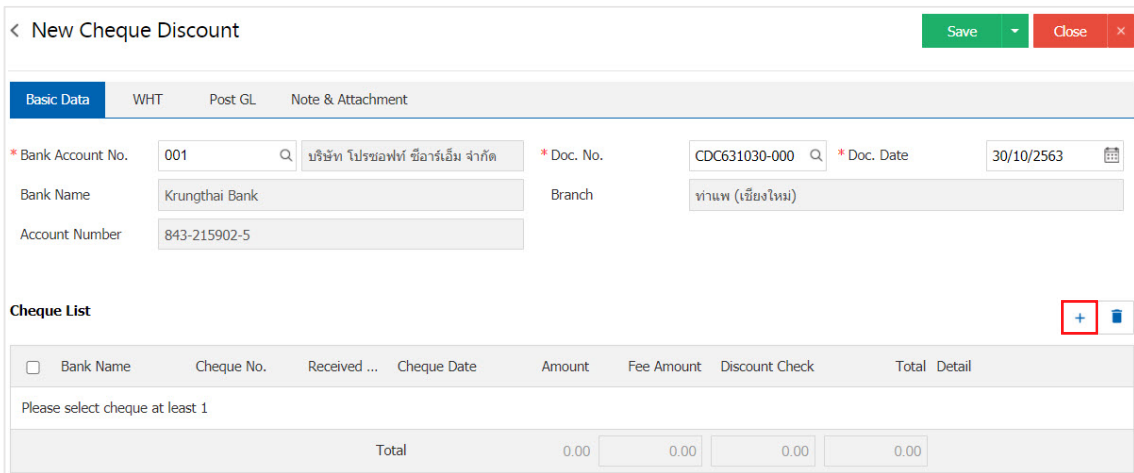
- \* Bank Account No.: 001 (with a search icon) and บริษัท โปรซอฟท์ ซอฟต์แวร์ จำกัด
- Bank Name: Krungthai Bank
- Account Number: 843-215902-5
- \* Doc. No.: CDC631030-000 (with a search icon)
- \* Doc. Date: 30/10/2563 (with a calendar icon)
- Branch: ท่าแพ (เชียงใหม่)

Below the form is a 'Cheque List' section with a table header:

<input type="checkbox"/>	Bank Name	Cheque No.	Received ...	Cheque Date	Amount	Fee Amount	Discount Check	Total	Detail
--------------------------	-----------	------------	--------------	-------------	--------	------------	----------------	-------	--------

The table contains one row with the text 'Please select cheque at least 1'. At the bottom of the table, there is a 'Total' row with values: 0.00, 0.00, 0.00, 0.00. A '+' button is visible in the top right corner of the Cheque List section.

4. Users can select cheque present to bank on cheque. The customer issued by pressing the "+" button as shown in Figure.



This screenshot is identical to the one above, but with a red box highlighting the '+' button in the top right corner of the 'Cheque List' section.



5. The system will show cheque present to bank information, including the number cheque cheque document number, bank name and state the amount shown.

Select Cheque

<input type="checkbox"/>	Cheque Date	Cheque No.	Doc. No.	Bank Name	Amount	Status
<input checked="" type="checkbox"/>	10/10/2563	0010080006	CR631010-000	Krungthai Bank	10,000.00	On Hand
<input type="checkbox"/>	06/10/2563	3008001	CR631006-000	Kasikorn Bank	1,000.00	On Hand
<input type="checkbox"/>	10/09/2563	12555500006	NO256309-0001	Kasikorn Bank	120,000.00	On Hand
<input type="checkbox"/>	14/08/2563	1234564987	DE63-0800021	ธนาคารกรุงเทพ	40.00	On Hand
<input type="checkbox"/>	12/06/2563	1523666	RR630612-000	Krungthai Bank	4,280.00	On Hand
<input type="checkbox"/>	05/06/2563	2424156	020	Bangkok Bank	21,200.00	On Hand
<input type="checkbox"/>	30/05/2563	2424154	1001	Bangkok Bank	10,000.00	On Hand
<input type="checkbox"/>	30/05/2563	2424155	020	Bangkok Bank	10,000.00	On Hand
<input type="checkbox"/>	12/05/2563	125512312352	CS630512-000	ธนาคารยูโอบี	13,000.00	On Hand

1 2 3 20 Items per page 1 - 20 Items From 56 Items

OK Cancel

6. The user can specify the bank charges. And discounts cheque The system calculates the amount outstanding cheque present to bank automatically Figure.

< New Cheque Discount Save Close

Basic Data WHT Post GL Note & Attachment

\* Bank Account No. 001 บริษัท โปรซอฟท์ ซิสเต็ม จำกัด \* Doc. No. CDC631030-000 \* Doc. Date 30/10/2563

Bank Name Krungthai Bank Branch ท่าหนพ (เชียงใหม่)

Account Number 843-215902-5

Cheque List

<input type="checkbox"/>	Bank Name	Cheque No.	Received ...	Cheque Date	Amount	Fee Amount	Discount Check	Total	Detail
<input type="checkbox"/>	Krungthai Bank	0010080006	10/10/2563	10/10/2563	10,000.00	5,000.00	3,000.00	2,000.00	
Total					10,000.00	5,000.00	3,000.00	2,000.00	



7. Tab "WHT" is to save tax withholding in cases where tax is deducted at source by pressing the "+" system. window displays documenting the tax withholding, the user should fill in the form marked "\*" are required, then press the "+" button to create a list of tax withholding to the user. "Select the type of tax ">" Enter the amount you pay ">" ✓ "to save the data in Figure.

< New Cheque Discount Save Close

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

WHT Return +

<input type="checkbox"/>	Doc. No.	Doc. Date	Month/Year	Bank	Amount	WHT Amount
					0.00	0.00

WHT Return

\* Doc. No. WHT201102-000

\* Doc. Date 02/11/2563 November 2563 \* Period No. 11/2563

\* Bank No. Bank-001 Krungthai Bank \* Type Ordinary Filing

\* Branch 002 ในเมือง \* Time

\* Tax ID 0115556011877

\* Address

\* Type P.N.D. 53

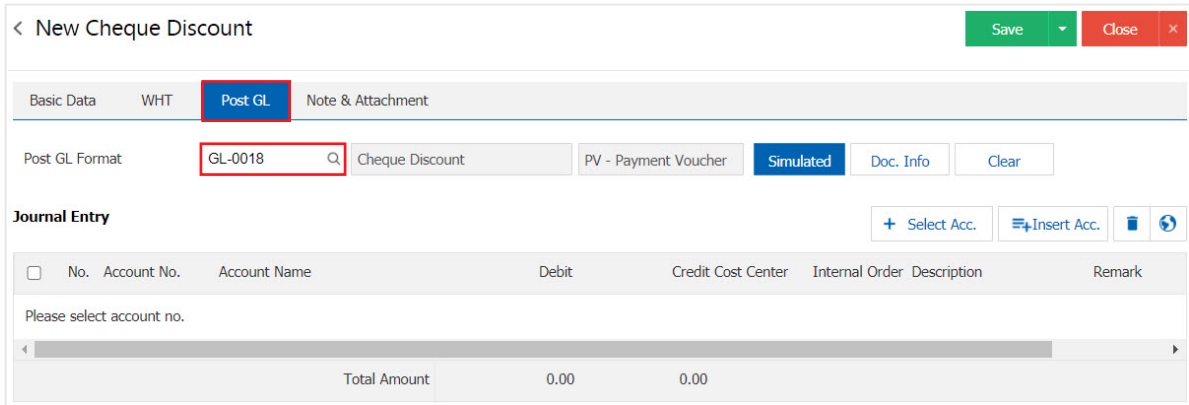
\* Payee Type Withholding Tax

WHT Return +

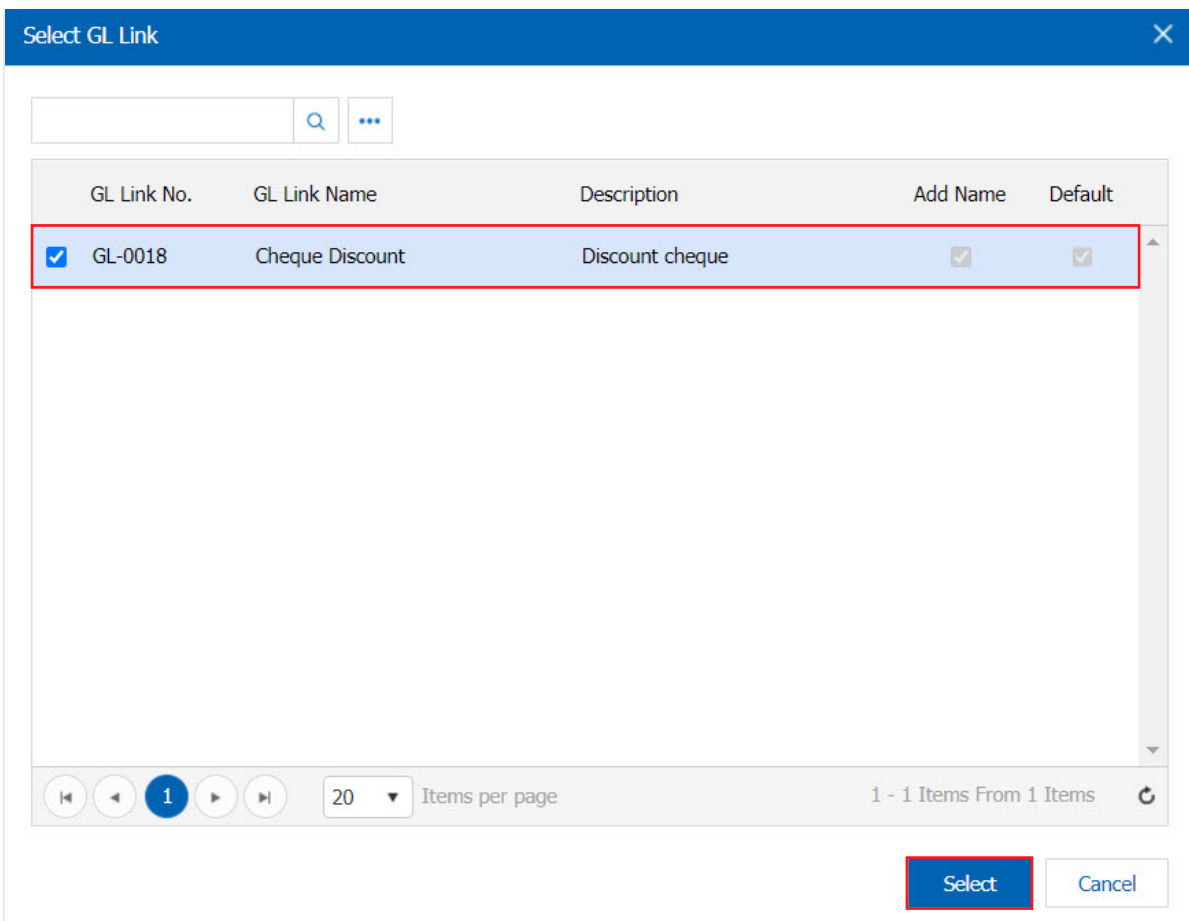
<input type="checkbox"/>	Withholding Tax	Section	Tax Rate %	Pay Amount	WHT Amount
<input checked="" type="checkbox"/>	3% ค่าธรรมเนียม	3 เศรษฐ การจ่ายเงิ	3.00	1,792,000.00	53,760.00
Total				0.00	0.00

OK Cancel

8. Tab "Post GL" is to save statement to the Post account entries with a check list to go through this. Ledger Users can click on the "Post GL Format" system lists all documents connected GL connect users to select the desired document types.

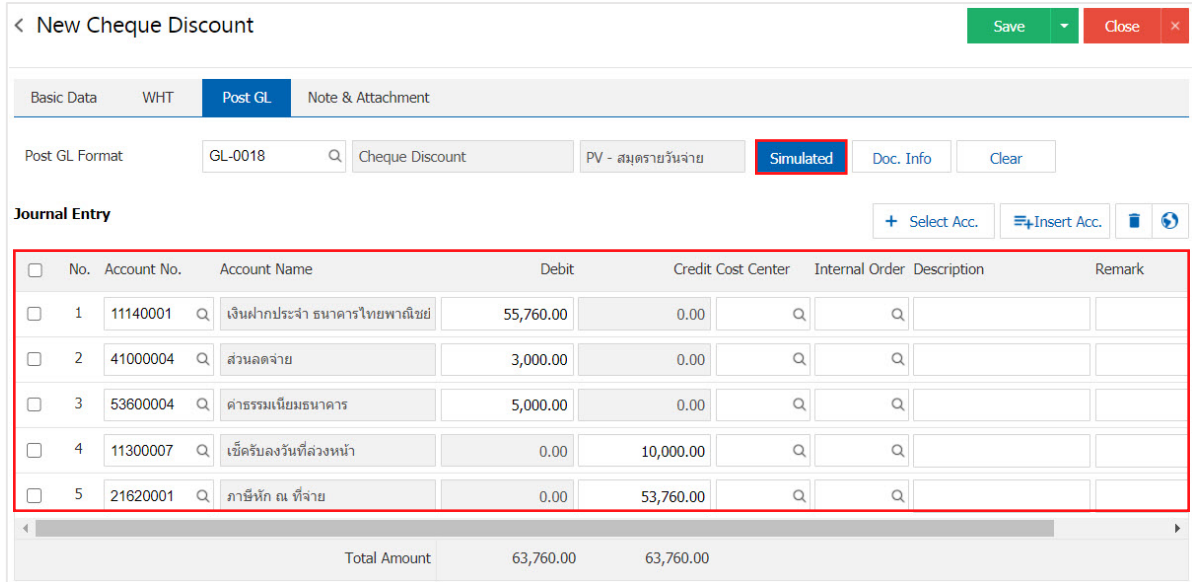


The screenshot shows a web form titled "New Cheque Discount". At the top right, there are "Save" and "Close" buttons. Below the title bar, there are tabs: "Basic Data", "WHT", "Post GL" (which is highlighted in red), and "Note & Attachment". Under the "Post GL" tab, there is a "Post GL Format" field containing "GL-0018" (highlighted in red), followed by "Cheque Discount", "PV - Payment Voucher", "Simulated", "Doc. Info", and "Clear" buttons. Below this is a "Journal Entry" section with a table header: "No.", "Account No.", "Account Name", "Debit", "Credit Cost Center", "Internal Order", "Description", and "Remark". The table content is currently empty, with a "Please select account no." message. At the bottom of the table, there is a "Total Amount" row showing "0.00" for both Debit and Credit columns.



The screenshot shows a "Select GL Link" dialog box. It features a search bar at the top. Below the search bar is a table with the following columns: "GL Link No.", "GL Link Name", "Description", "Add Name", and "Default". The table contains one row: "GL-0018", "Cheque Discount", "Discount cheque", with checkboxes in the "Add Name" and "Default" columns. This row is highlighted in blue and has a red border around it. At the bottom of the dialog, there are navigation buttons (back, forward, home, refresh), a "20" items per page dropdown, and a "1 - 1 Items From 1 Items" status indicator. "Select" and "Cancel" buttons are located at the bottom right.

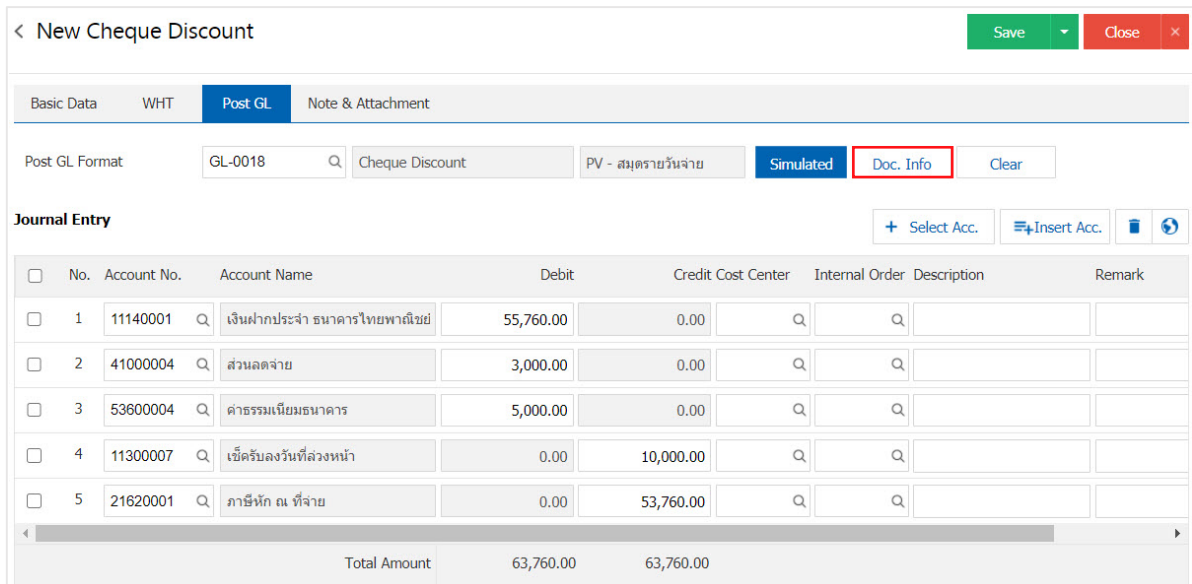
9. Then, the user presses the "Simulated" will show the account automatically as users connect GL has tie in Figure.



The screenshot shows the 'New Cheque Discount' form. The 'Post GL' tab is selected. The 'Post GL Format' is 'GL-0018'. The 'Cheque Discount' type is selected. The 'PV - สมุดรายวันจ่าย' (Daily Cash Book) is selected. The 'Simulated' button is highlighted in red. The 'Journal Entry' table is visible below.

No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
1	11140001	เงินฝากประจำ ธนาคารไทยพาณิชย์	55,760.00	0.00				
2	41000004	ส่วนลดจ่าย	3,000.00	0.00				
3	53600004	ค่าธรรมเนียมธนาคาร	5,000.00	0.00				
4	11300007	เช็ครับลงวันที่ล่วงหน้า	0.00	10,000.00				
5	21620001	ภาษีหัก ณ ที่จ่าย	0.00	53,760.00				
Total Amount			63,760.00	63,760.00				

10. 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 Cheque Discount' form. The 'Post GL' tab is selected. The 'Post GL Format' is 'GL-0018'. The 'Cheque Discount' type is selected. The 'PV - สมุดรายวันจ่าย' (Daily Cash Book) is selected. The 'Doc. Info' button is highlighted in red. The 'Journal Entry' table is visible below.

No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
1	11140001	เงินฝากประจำ ธนาคารไทยพาณิชย์	55,760.00	0.00				
2	41000004	ส่วนลดจ่าย	3,000.00	0.00				
3	53600004	ค่าธรรมเนียมธนาคาร	5,000.00	0.00				
4	11300007	เช็ครับลงวันที่ล่วงหน้า	0.00	10,000.00				
5	21620001	ภาษีหัก ณ ที่จ่าย	0.00	53,760.00				
Total Amount			63,760.00	63,760.00				



Post GL : Doc. Info

Journal Book No. PV สมุดรายวันจ่าย

\* Doc. No. CRV201102-003 Doc. Date 02/11/2563

Ref. Doc. No. CDC631102-000 Ref. Date 02/11/2563

Description Discount cheque

Save Cancel

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

Post GL Format: GL-0018 Cheque Discount PV - สมุดรายวันจ่าย Simulated Doc. Info Clear

Journal Entry + Select Acc. Insert Acc. [Icons]

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." adds additional channels such accounts.

Post GL Format: GL-0018 Cheque Discount PV - สมุดรายวันจ่าย Simulated Doc. Info Clear

Journal Entry + Select Acc. Insert Acc. [Icons]

No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
1	11140001	เงินฝากประจำ ธนาคารไทยพาณิชย์	55,760.00	0.00				
2	41000004	ส่วนลดจ่าย	3,000.00	0.00				
3	53600004	ค่าธรรมเนียมธนาคาร	5,000.00	0.00				
4	11300007	เช็ครับลงวันที่ล่วงหน้า	0.00	10,000.00				
5	21620001	ภาษีหัก ณ ที่จ่าย	0.00	53,760.00				
6			0.00	0.00				
Total Amount			63,760.00	63,760.00				

\* Note: The user must make the Check box "Edit GL" to be added. Or edit entries to the "Document to the GL".





13. Users can insert between the accounts 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 below.

< New Cheque Discount Save Close

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

Post GL Format: GL-0018 Cheque Discount PV - สมุดรายวันจ่าย Simulated Doc. Info Clear

Journal Entry + Select Acc. **Insert Acc.**

No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11140001	เงินฝากประจำ ธนาคารไทยพาณิชย์	55,760.00	0.00			
2	41000004	ส่วนลดจ่าย	3,000.00	0.00			
3	53600004	ค่าธรรมเนียมธนาคาร	5,000.00	0.00			
4	11300007	เช็ครับลงวันที่ล่วงหน้า	0.00	10,000.00			
<input checked="" type="checkbox"/>	5	21620001	ภาษีหัก ณ ที่จ่าย	0.00	53,760.00		
Total Amount			63,760.00	63,760.00			

< New Cheque Discount Save Close

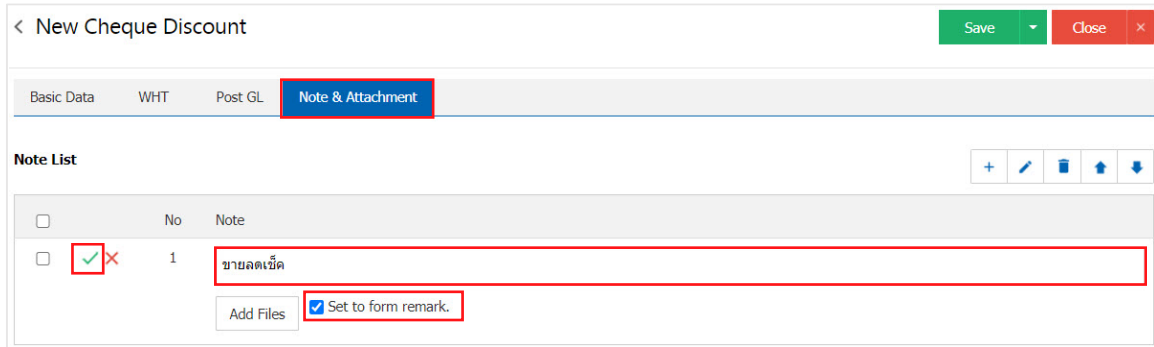
Basic Data WHT **Post GL** Note & Attachment

Post GL Format: GL-0018 Cheque Discount PV - สมุดรายวันจ่าย Simulated Doc. Info Clear

Journal Entry + Select Acc. **Insert Acc.**

No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11140001	เงินฝากประจำ ธนาคารไทยพาณิชย์	55,760.00	0.00			
2	41000004	ส่วนลดจ่าย	3,000.00	0.00			
3	53600004	ค่าธรรมเนียมธนาคาร	5,000.00	0.00			
4	11300007	เช็ครับลงวันที่ล่วงหน้า	0.00	10,000.00			
<input type="checkbox"/>	5		0.00	0.00			
6	21620001	ภาษีหัก ณ ที่จ่าย	0.00	53,760.00			
Total Amount			63,760.00	63,760.00			

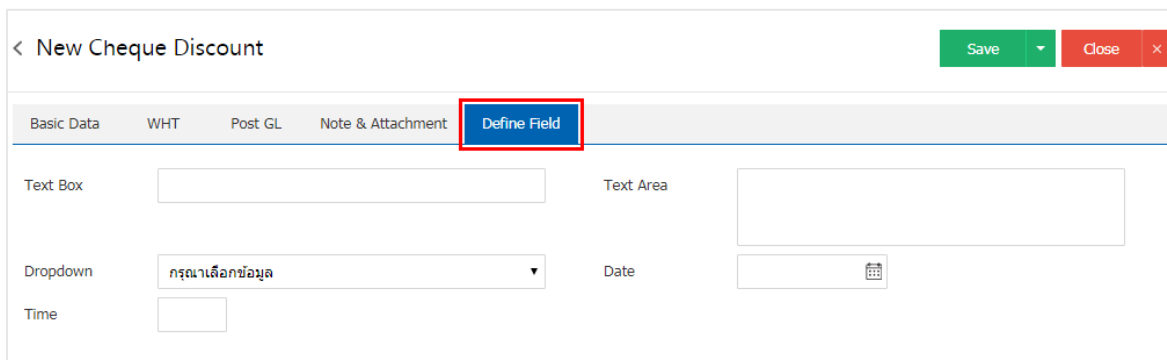
14. In the Tab "Note & Attachment" is to note the bill. Users can specify the notes you want by pressing the "+"> "Specify the desired"> " ✓ Set to form remark" used in the definition. Because the bill of over 1 and up to the present in the form> " ✓ " to save the image.



- \* 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. Discount users can "Add Files" documents other.

15. Tab "Define Field" is data that the user may create a form to fill out more information on manually Define Field will feature all five forms.

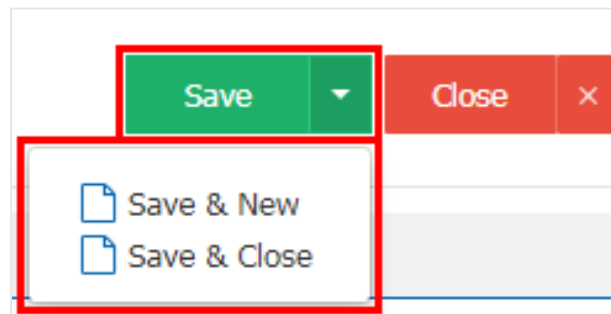
- **Format Text Box** is a small text box. The user cannot enter. A limited number of characters and enter only one line only.
- **Format Text Area** is to display large text box model. The user can enter An unlimited number of characters. And enter several lines.
- **Format Dropdown** is a display format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



- \* Note: Tab Define field will only appear if it is set Define field only.

16. After the check is complete, press the "Save" button at the top right of the screen to record lower sales document checks. The recorded data can be divided into 3 Recording format :

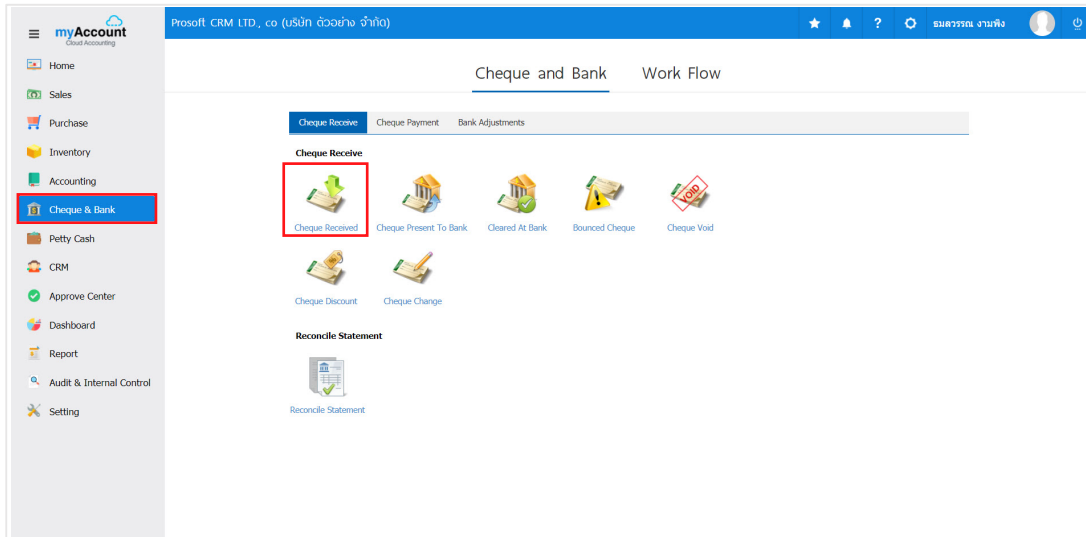
- **Save** the document Cheque Discount usually available data show that the record is complete.
- **Save & New** to save and open documents log Cheque Discount new user logs on. Discounted information document checks successfully. The system will display the recorded document Cheque. Discount immediately.
- **Save & Close** to save and return to the list Cheque Discount When users save documents Cheque Discount successfully. The system will display the list of backward sale all checks immediately.





### Open the cheque discount document by referencing the cheque received document

1. Users can open the cheque discount document by referring to the cheque received document by pressing the "Cheque & Bank">"Cheque Received" as pictured.



2. Then the system displays the cheque received document list screen. The user must select the received cheque document. Status "On Hand" As shown.

Doc. ...	Doc. No.	Bank Name	Branch	Cheque No.	Cheque Date	Customer N...	Amount	Doc. Type	Type	Status
21/10/...	PV6310...	ธนาคารกรุงเทพ	โลตัส	123456789	21/10/2563	ไปรษณีย์ฟ...	12,000.00	Journal Entry	CQ	Passed
10/10/...	CR6310...	Krungthai Ba...		0010080006	10/10/2563	บริษัท แสง...	10,000.00	Cheque Received	CQ	On Hand
09/10/...	CR6310...	Krungthai Ba...	สาขาสา...	0101003546	09/10/2563	บริษัท โปรช...	30,000.00	Cheque Received	CQ	Passed
09/10/...	CS6310...	Krungthai Ba...	สวนดอก	010110002	09/10/2563	บริษัท ขาย...	7,864.50	Cash Sale	CD	Passed
06/10/...	CR6310...	Kasikorn Bank		3008001	06/10/2563	บริษัท ซี ดับ...	1,000.00	Cheque Received	CQ	On Hand
25/09/...	CR6309...	ธนาคารกรุงเทพ	สาขารวม...	2202355591	25/09/2563	บริษัท โปรช...	2,000.00	Cheque Received	CQ	Cancel
25/09/...	CS6309...	ธนาคารกรุงเทพ	สาขา...	1234560000	25/09/2563	บริษัท จีเอ็ม...	300,000.00	Cash Sale	CQ	Passed
10/09/...	NO2563...	Kasikorn Bank	ท่าแพ	1255550006	10/09/2563	บริษัท ออน...	120,000.00	Receipts	CQ	On Hand
07/08/...	DE63-0...	ธนาคารกรุงเทพ	ทอง	1234564987	14/08/2563	บริษัท ขาย...	40.00	Deposit	CQ	On Hand
24/07/...	CR6307...	Kasikorn Bank	เชียงใหม่	2546845241...	24/07/2563	บริษัท โปรช...	10,000.00	Cheque Received	CQ	Changed
20/07/...	CS6307...	ธนาคารกรุงเทพ	123	123	21/07/2563	บริษัท จริ่ง...	1,200.00	Cash Sale	CD	Passed
09/07/...	DE63-0...	ธนาคารกรุงเทพ	ลาดพร้าว	1101123692	09/07/2563	บริษัท โปรช...	3,210.00	Deposit	CQ	Passed
25/06/...	RR6306...	ธนาคารกรุงเทพ	ลาดพร้าว	0012365555	25/06/2563	บริษัท โปรช...	1 580 93	Receipts	CD	Passed



3. Give users Press the "Action" button on the top right of the program screen, and then select the "Discount Cheque" command as shown.

The screenshot shows a cheque form with the following fields:

- Type: Cheque
- \* Doc. No.: NO256309-0001
- \* Doc. Date: 10/09/2563
- \* Bank: Bank-004 (Kasikorn Bank)
- Branch: หนอง
- \* CQ No./Credit Car...: 12555500006
- \* CQ Date/Expire Date: 10/09/2563
- \* AR. No.: A6210-010 (บริษัท ออนไลน์ซอฟท์ จำกัด)
- \* Amount: 120,000.00
- Wording Cheque B/F:

The 'Action' dropdown menu is open, showing options: Present to Bank, Cheque Void, Discount Cheque (highlighted), and Copy.

The dialog box contains the following text:

**Create Cheque Discount Confirmation**

Confirm create cheque discount

Do you want to create cheque discount?

Buttons: OK, Cancel

4. When a user confirms the opening of the cheque discount document successfully. The cheque discount document creation form screen displays and automatically displays cheque and bank information referenced from the cheque received document. Users should fill in a form marked "\*" as shown.

The 'New Cheque Discount' form contains the following fields:

- \* Bank Account No.: Kbank001 (บริษัท ไปรษณีย์ไทย จำกัด)
- \* Doc. No.: CDC631102-000
- \* Doc. Date: 02/11/2563
- Bank Name: Kasikorn Bank
- Branch: สาขาในเมือง
- Account Number: 1582653625

**Cheque List**

<input type="checkbox"/>	Bank Name	Cheque No.	Received ...	Cheque Date	Amount	Fee Amount	Discount Check	Total	Detail
<input type="checkbox"/>	Kasikorn Bank	12555500006	10/09/2563	10/09/2563	120,000.00	0.00	0.00	0.00	
Total					120,000.00	0.00	0.00	0.00	