



Cheque Change

Means saving a cheque change item for check items that have the status of "Return" and "Cancel", which will be changed cheque received with the status "Hand check".

Window to save cheque change

The recording to divide the data into 5 parts :

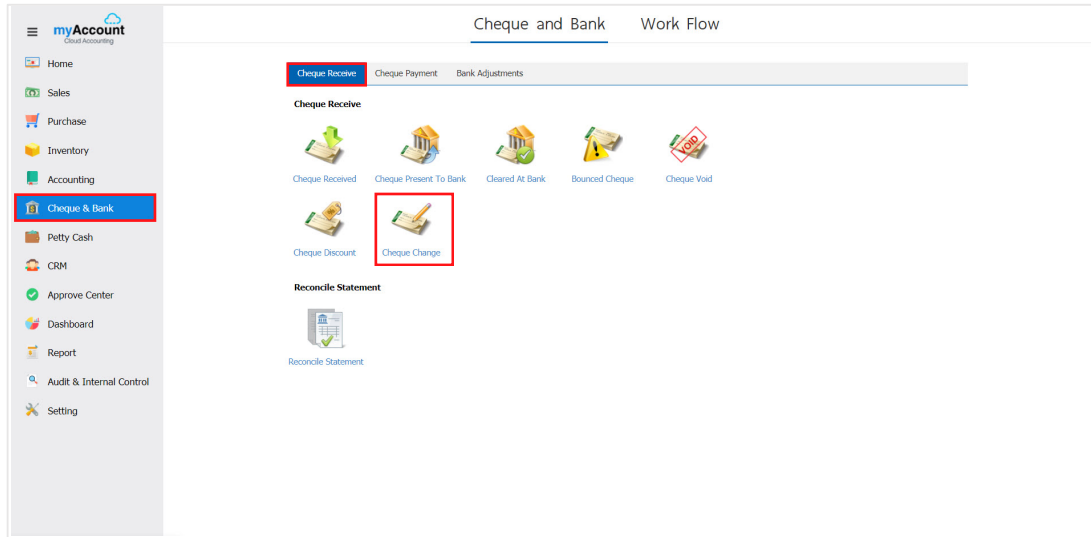
- **Tab Basic Data** is recorded details of the document deposits check a discount.
- **Tab Change Data** is recorded details given. payment The cheque change.
- **Tab Post GL** is the GL account entry for journal entries post cheque change to accounting ledger.
- **Tab Note & Attachment** is to record 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 cheque change

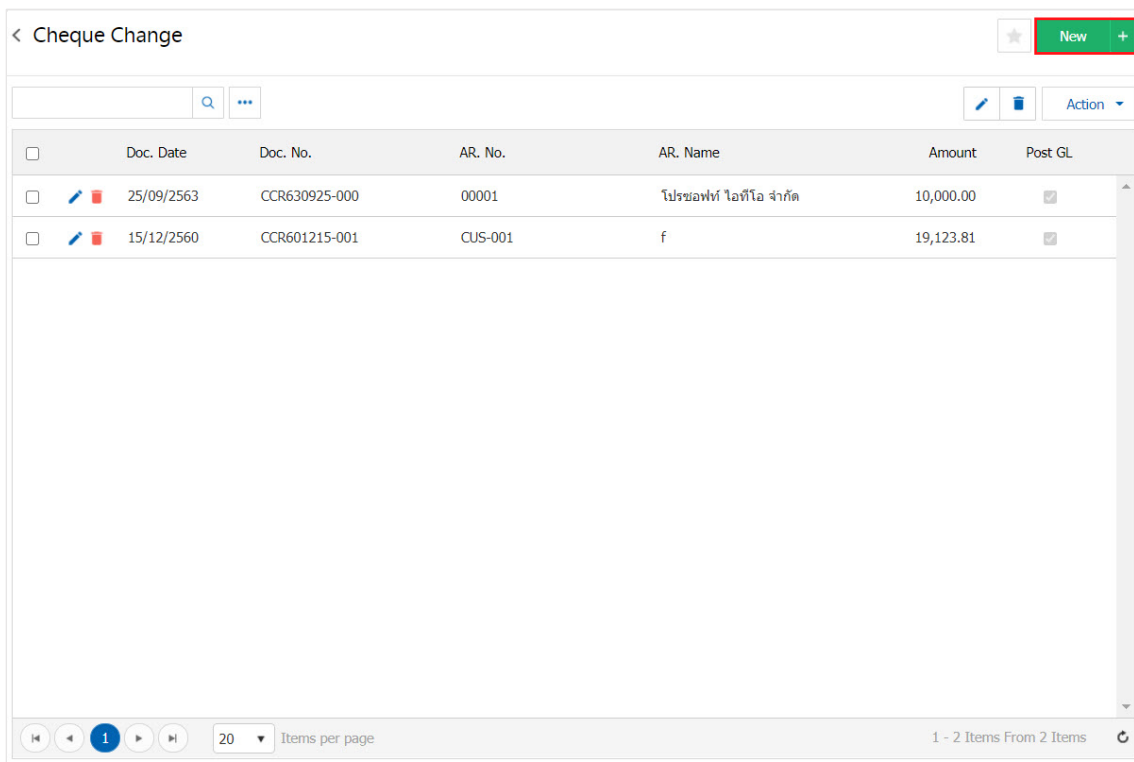
Recording cheque change can save the system cheque change direct.

Steps to save the document cheque change

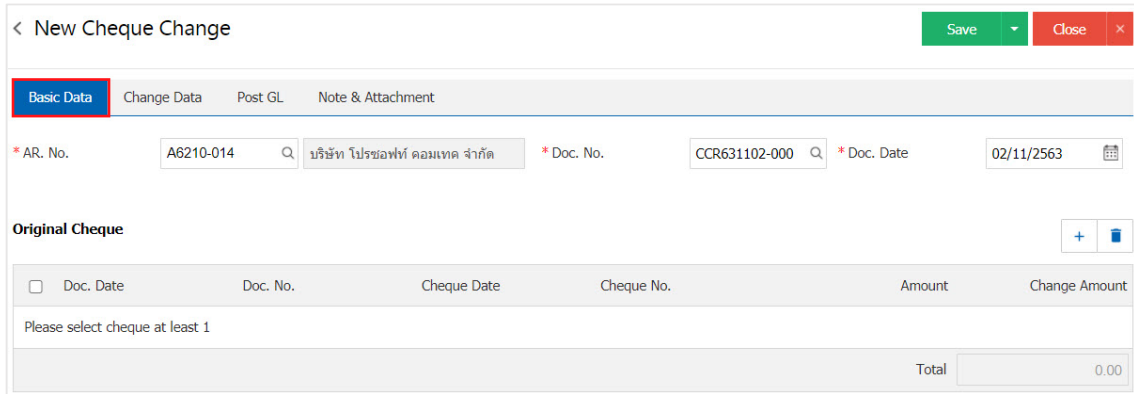
1. Users can save documents cheque change by pressing the "Cheque & Bank" > "Cheque Receive" > "Cheque Change" as shown in Figure.



2. The system will then display a list cheque. Users can change document cheque. change 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 change include code passbook Document Number Document Date Date. cheque No. cheque amount of change and so on. Users should fill in the form marked "*" are required Figure.



< New Cheque Change Save Close

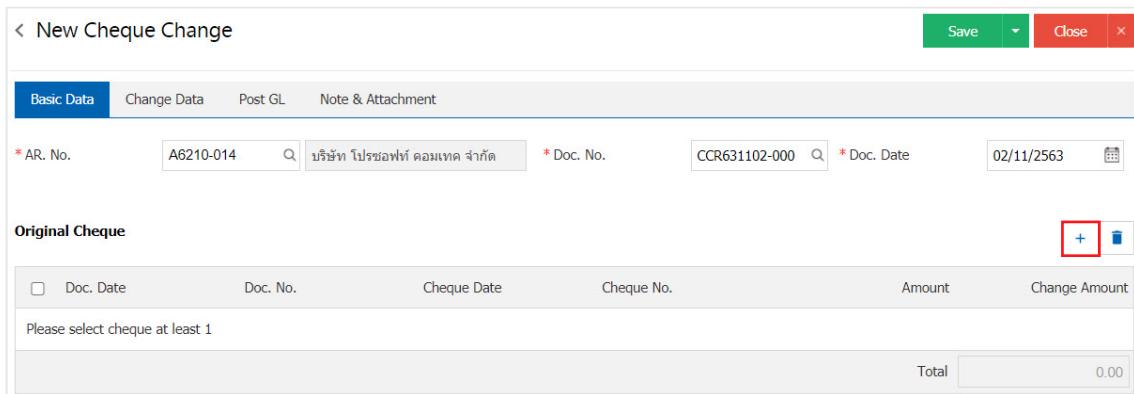
Basic Data Change Data Post GL Note & Attachment

* AR. No. A6210-014 บริษัท โปรซอฟท์ คอมเทค จำกัด * Doc. No. CCR631102-000 * Doc. Date 02/11/2563

Original Cheque + 🗑

<input type="checkbox"/>	Doc. Date	Doc. No.	Cheque Date	Cheque No.	Amount	Change Amount
Please select cheque at least 1						
Total						0.00

4. Users can select cheque received by cheque The customer issued by pressing the "+" button below.



< New Cheque Change Save Close

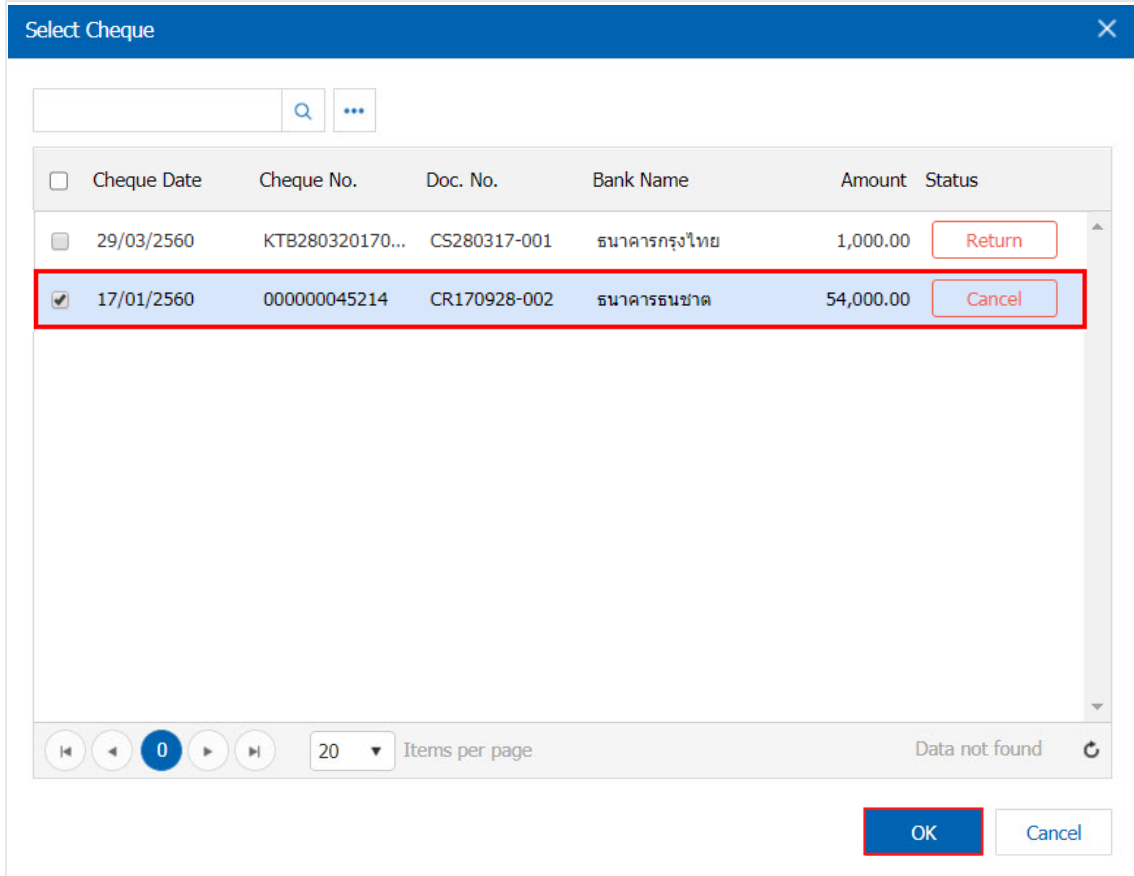
Basic Data Change Data Post GL Note & Attachment

* AR. No. A6210-014 บริษัท โปรซอฟท์ คอมเทค จำกัด * Doc. No. CCR631102-000 * Doc. Date 02/11/2563

Original Cheque + 🗑

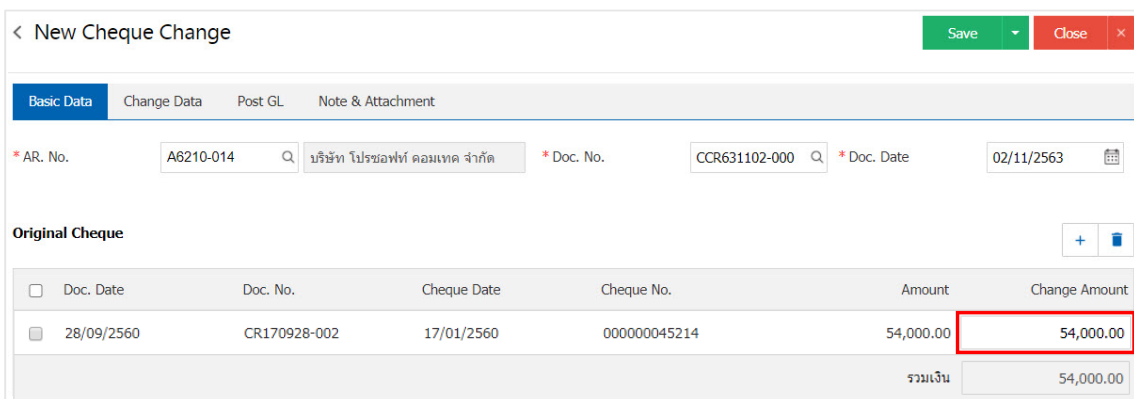
<input type="checkbox"/>	Doc. Date	Doc. No.	Cheque Date	Cheque No.	Amount	Change Amount
Please select cheque at least 1						
Total						0.00

5. The system will show information bounced. cheque cheque void and include the check number, bank name cheque document number, amount, status Figure.



<input type="checkbox"/>	Cheque Date	Cheque No.	Doc. No.	Bank Name	Amount	Status
<input type="checkbox"/>	29/03/2560	KTB280320170...	CS280317-001	ธนาคารกรุงไทย	1,000.00	Return
<input checked="" type="checkbox"/>	17/01/2560	000000045214	CR170928-002	ธนาคารธนชาต	54,000.00	Cancel

6. The user can specify the amount of the change is shown in Figure.



Original Cheque

<input type="checkbox"/>	Doc. Date	Doc. No.	Cheque Date	Cheque No.	Amount	Change Amount
<input type="checkbox"/>	28/09/2560	CR170928-002	17/01/2560	000000045214	54,000.00	54,000.00
รวมเงิน						54,000.00

7. Tab "Change Data" is to save the details. payment cheque Users must change the record According to the information the customer has to pay cheque change came in the form of cash or money transfer, etc. cheque "Included in the original" must be equal. "Included in the new" Figure.

< New Cheque Change

Save
Close

Basic Data
Change Data
Post GL
Note & Attachment

Total Changed Amount	54,000.00	Cash	24,000.00
Other Revenue	0.00	Other Expenses	0.00
		New Cheque Amount	10,000.00
		Transfer	20,000.00
Total Original Cheque	54,000.00	Total New Cheque	54,000.00

New Cheque
+

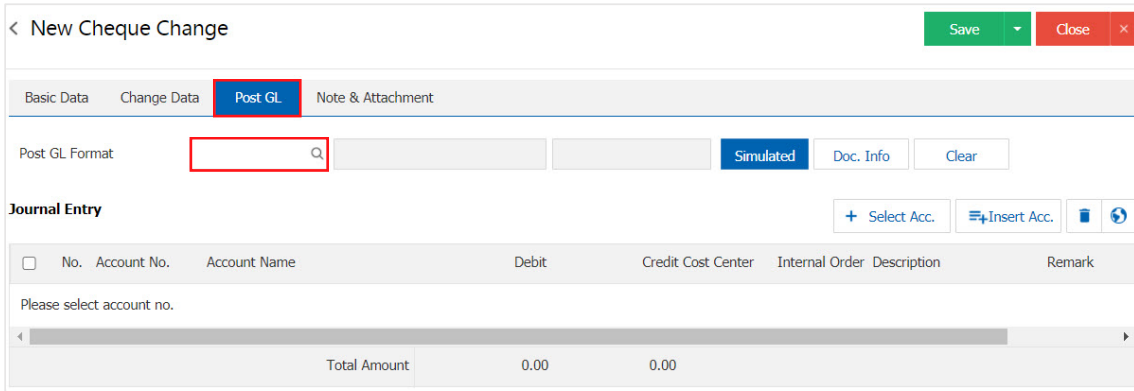
<input checked="" type="checkbox"/>	Doc. Date	Doc. No.	CQ Date/Expire Date	CQ No./Credit Card No.	Amount	Change Amount
<input checked="" type="checkbox"/>	04/10/2560	CR171004-001	31/10/2560	001120415474470	10,000.00	10,000.00
Total						0.00

Transfer
+

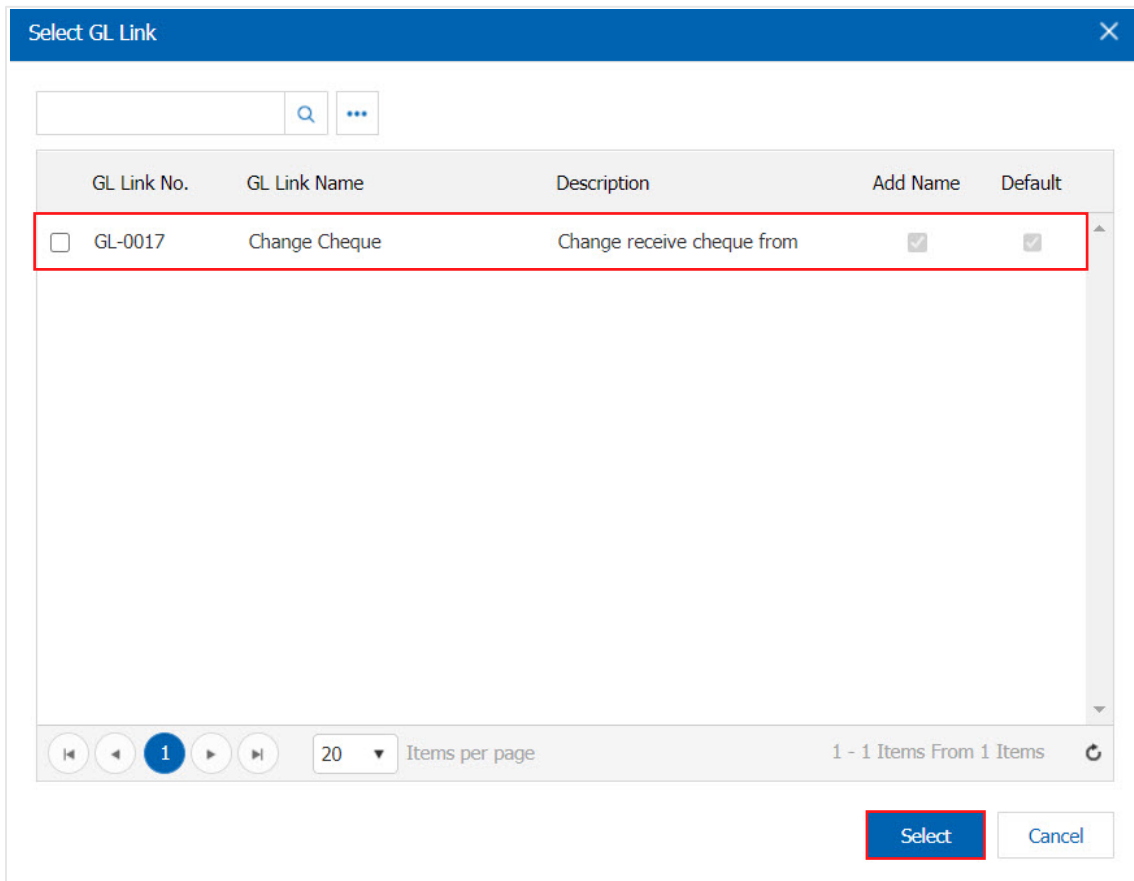
<input checked="" type="checkbox"/>	Bank Account	Bank	Branch	Account Number	Amount	Remark
<input checked="" type="checkbox"/>	KTB	Krungthai Bank	เมือง	2562534521	20,000.00	
Total					20,000.00	

* Note: cheque will be based cheque receive status "Cheque receive hands" only.

8. Tab "Post GL" is to save statement to the Post entries to the list cheque change to the ledger. Users can click on the "Post GL Format" system lists the documents connected GL all the users select documents to GL desired Figure.



The screenshot shows the 'New Cheque Change' form with the 'Post GL' tab selected. The 'Post GL Format' field is highlighted with a red box. Below it, the 'Journal Entry' section contains a table with columns: No., Account No., Account Name, Debit, Credit Cost Center, Internal Order, Description, and Remark. The table is currently empty, with a 'Total Amount' row showing 0.00 for both Debit and Credit. Buttons for '+ Select Acc.', '+ Insert Acc.', and 'Clear' are visible.

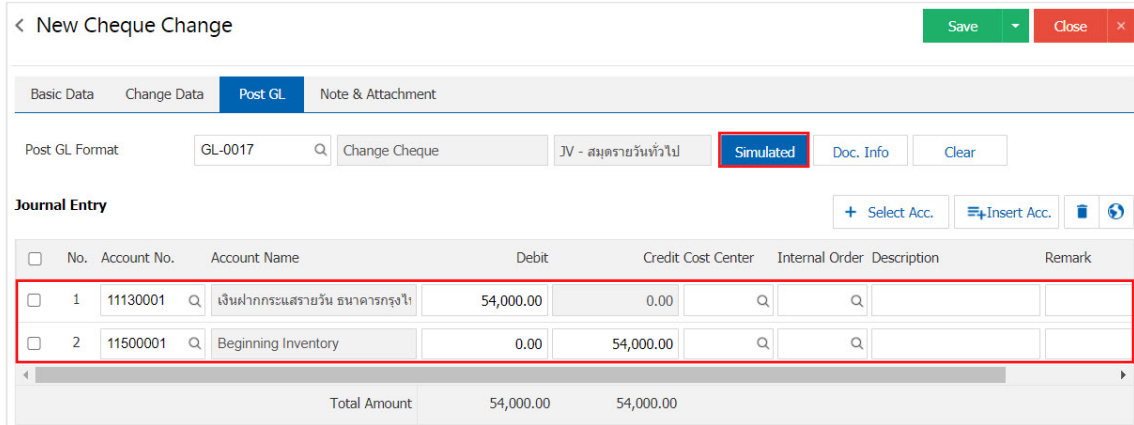


The screenshot shows the 'Select GL Link' dialog box. It features a search bar at the top. Below is a table with columns: GL Link No., GL Link Name, Description, Add Name, and Default. The first row is highlighted with a red box:

GL Link No.	GL Link Name	Description	Add Name	Default
<input type="checkbox"/> GL-0017	Change Cheque	Change receive cheque from	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom, there are navigation controls, a '20' items per page dropdown, and a '1 - 1 Items From 1 Items' status. A 'Select' button is highlighted with a red box.

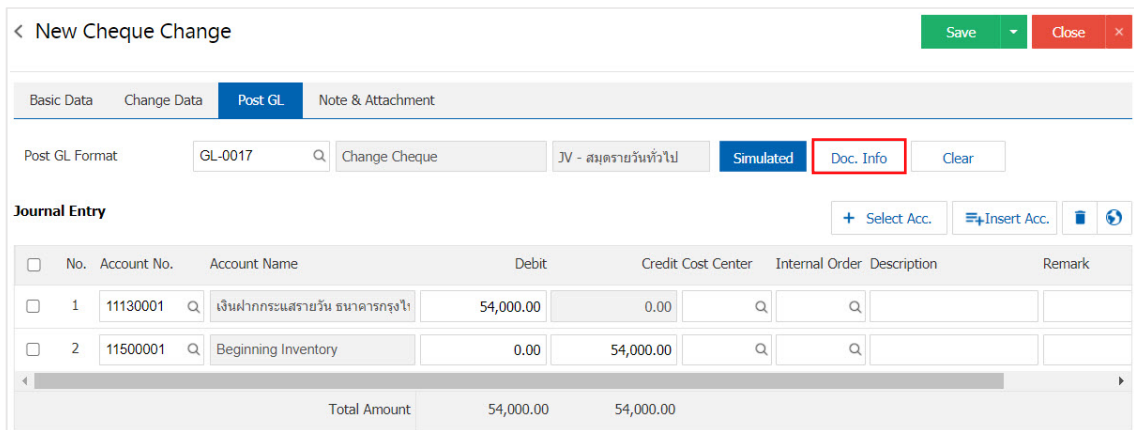
9. Then, the user presses the "Simulated" system of accounting by automatically as users connect GL has tie in Figure.



The screenshot shows the 'New Cheque Change' form with the 'Post GL' tab selected. The 'Post GL Format' is 'GL-0017'. The 'Change Cheque' dropdown is set to 'JV - สมุดรายวันทั่วไป'. The 'Simulated' button is highlighted with a red box. Below the form 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	54,000.00	0.00			
2	11500001	Beginning Inventory	0.00	54,000.00			
Total Amount			54,000.00	54,000.00			

10. When the user presses the "Doc. Info" to browse to the document number. Reference Document date reference date and description to record daily Figure.



The screenshot shows the 'New Cheque Change' form with the 'Post GL' tab selected. The 'Post GL Format' is 'GL-0017'. The 'Change Cheque' dropdown is set to 'JV - สมุดรายวันทั่วไป'. The 'Doc. Info' button is highlighted with a red box. Below the form 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	54,000.00	0.00			
2	11500001	Beginning Inventory	0.00	54,000.00			
Total Amount			54,000.00	54,000.00			

Post GL : Doc. Info
✕

Journal Book No.

* Doc. No.

Ref. Doc. No.

Description

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

< New Cheque Change
Save
Close
✕

Basic Data
Change Data
Post GL
Note & Attachment

Post GL Format Simulated Doc. Info Clear

Journal Entry + Select 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		

12. When the user presses the "+ Select Acc." adds additional channels such accounts.

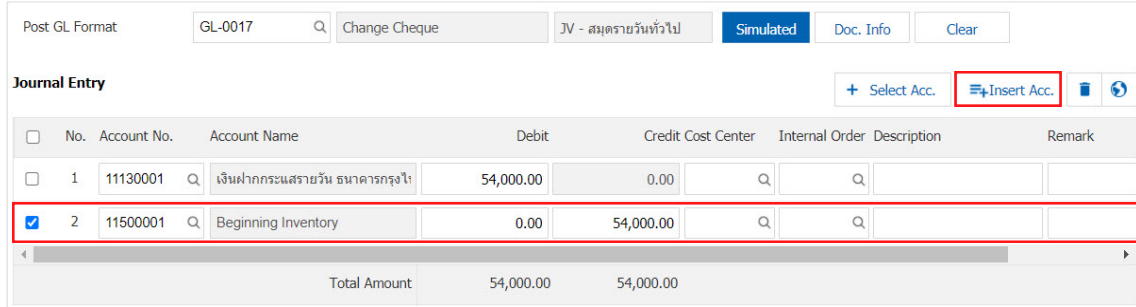
Post GL Format Simulated Doc. Info Clear

Journal Entry + Select Acc.

<input type="checkbox"/>	No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
<input type="checkbox"/>	1	11130001	เงินฝากกระแสรายวัน ธนาคารกรุงไทย	54,000.00	0.00	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	2	11500001	Beginning Inventory	0.00	54,000.00	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	3			0.00	0.00	<input type="text"/>	<input type="text"/>	
				Total Amount	54,000.00	54,000.00		

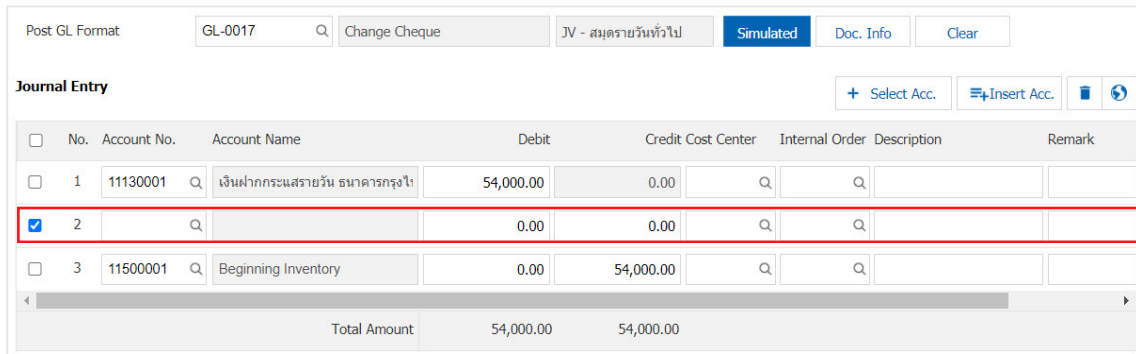
* Note: The user must make the Check box "Edit GL" to be added. Or edit entries to the "Document to the GL".

13. Users can insert between the accounts of others. The first entry, then press the "Insert Acc." will display a list of accounts added at the top of the list of selected Figure.



Journal Entry

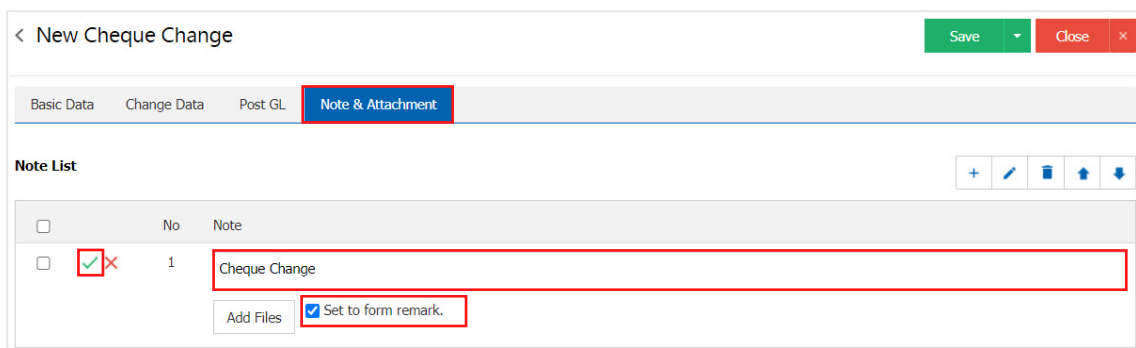
No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11130001	เงินฝากกระแสรายวัน ธนาคารกรุงไทย	54,000.00	0.00			
<input checked="" type="checkbox"/>	2	11500001	Beginning Inventory	0.00	54,000.00		
Total Amount			54,000.00	54,000.00			



Journal Entry

No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
<input checked="" type="checkbox"/>	2		0.00	0.00			
3	11500001	Beginning Inventory	0.00	54,000.00			
Total Amount			54,000.00	54,000.00			

14. 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.



New Cheque Change

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

Note List

No	Note
1	Cheque Change

Add Files Set to form remark.

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

* Note: If the user has other documents. According to the document cheque. Users can change the "Add File" other documents.

15. After the check is complete, press the "Save" button at the top right of the screen to save the documents received in change. The recorded data can be saved into 3 types:

- **Save** the document cheque change is a show that has successfully saved.
- **Save & New** to save and open records, documents cheque change when a new user. the recordable documents cheque changes successfully. The system will display the recorded document cheque change immediately.
- **Save & Close** to save and return to the list cheque. change when users save documents cheque change successfully. The system will display a list back cheque. All of a sudden change.

