

## Reconcile Statement

Means to record the payment from the customer. In credit card format.

## Reconciliation Document window

The record will be broken out into six sections :

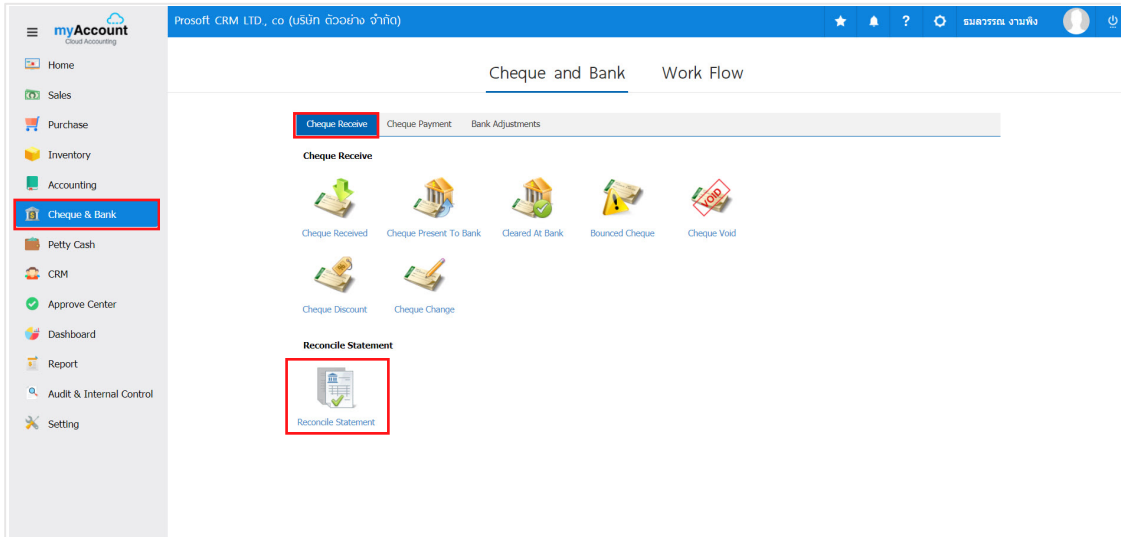
- **Tab Basic Data** is recorded details of the document Reconciliation.
- **Tab VAT** is to record the details of VAT.
- **Tab WHT** is to record the details of tax deducted at source.
- **Tab Post GL** is a record entry for Journal entries, account reconciliations Post account. To the ledger.
- **Tab 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 reconciliation account

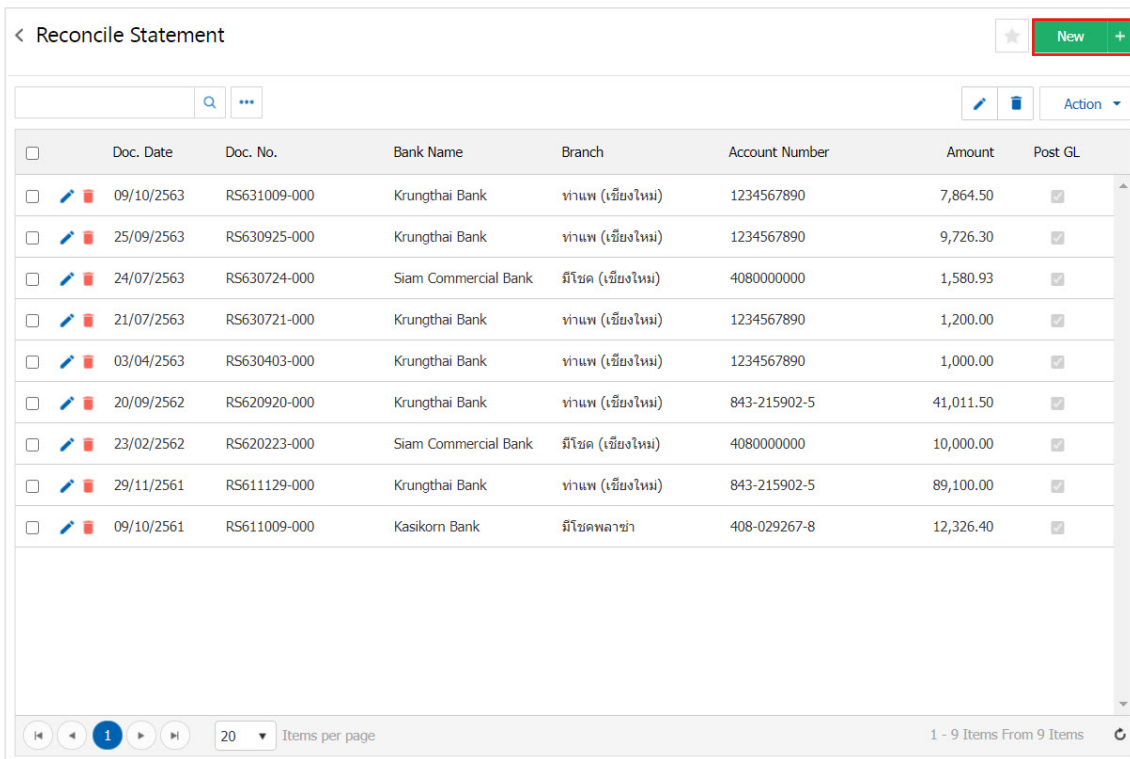
The recording of Reconciliation The system can record directly reconciliation.

## The document reconciliation

1. Reconciliation, users can save documents by pressing the Menu "Cheque & Bank" > "Cheque Receive" > "Reconcile Statement" on Figure.



2. The system then displays the list. account statements Users can create documents Reconciliation new account by pressing the "New" button at the top right of the screen shown in Figure.



The screenshot shows the 'Reconcile Statement' screen. At the top right, there is a 'New' button highlighted with a red box. Below the header, there is a table with the following columns: Doc. Date, Doc. No., Bank Name, Branch, Account Number, Amount, and Post GL. The table contains 9 rows of data.

<input type="checkbox"/>	Doc. Date	Doc. No.	Bank Name	Branch	Account Number	Amount	Post GL
<input type="checkbox"/>	09/10/2563	RS631009-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	7,864.50	<input checked="" type="checkbox"/>
<input type="checkbox"/>	25/09/2563	RS630925-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	9,726.30	<input checked="" type="checkbox"/>
<input type="checkbox"/>	24/07/2563	RS630724-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	4080000000	1,580.93	<input checked="" type="checkbox"/>
<input type="checkbox"/>	21/07/2563	RS630721-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	1,200.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	03/04/2563	RS630403-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	1234567890	1,000.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	20/09/2562	RS620920-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	41,011.50	<input checked="" type="checkbox"/>
<input type="checkbox"/>	23/02/2562	RS620223-000	Siam Commercial Bank	มีโชค (เชียงใหม่)	4080000000	10,000.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	29/11/2561	RS611129-000	Krungthai Bank	ท่าแพ (เชียงใหม่)	843-215902-5	89,100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	09/10/2561	RS611009-000	Kasikorn Bank	มีโชคพลาซ่า	408-029267-8	12,326.40	<input checked="" type="checkbox"/>

At the bottom of the screen, there is a pagination control showing '1' of 9 items, '20' items per page, and '1 - 9 Items From 9 Items'.

3. In the Tab "Basic Data" is to save the details of the document reconciliation, including code passbook. document number document date data bank fee amount, the user should fill in. The form marked "\*" are required, then the user presses the search button. "Bank Account No." are getting paid. Credit card format Figure

< New Reconcile Statement Save Close

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

\* Bank Account No.  \* Doc. No. RS631111-000 \* Doc. Date 11/11/2563

Bank Name  Branch

Account Number

**Credit Card List** + -

<input type="checkbox"/>	Credit Card No.	Pay Date	Amount	Customer Name	Receipt Date	Receipt Amo...	Fee Amount
Please select cheque at least 1							
Total						0.00	0.00

Select Bank Account X

Bank Accoun...	Bank Account Na...	Account Num...	Bank Name	Branch	Bank Account Ty...	
<input type="checkbox"/>	201013	บริษัท รุ่งฤดี จำกัด	4546854685	Siam Commerci...	มีโชค (เชียงใหม่)	บัญชีเงินฝากกระ...
<input type="checkbox"/>	45216	บริษัท นานา จำกัด	49859956	Bangkok Bank	รวมคำแหง	บัญชีเงินฝากออม...
<input type="checkbox"/>	9945545	ลาวดวงเดือน	1122339	Bangkok Bank	หัวหมาก	บัญชีเงินฝากกระ...
<input type="checkbox"/>	B001	บริษัท โปรซอฟท์...	8459562352	Bangkok Bank	เพชรบุรีตัดใหม่	บัญชีเงินฝากกระ...
<input type="checkbox"/>	Bank-001	บัญชีธนาคาร บริ...	1202365254	Siam Commerci...	มีโชค (เชียงใหม่)	บัญชีเงินฝากกระ...
<input checked="" type="checkbox"/>	Kbank001	บริษัท โปรซอฟท์...	1582653625	Kasikorn Bank	สาขาในเมือง	บัญชีเงินฝากประจำ
<input type="checkbox"/>	KTB	กรุงเทพ	2562534521	Krungthai Bank	เมือง	บัญชีเงินฝากกระ...
<input type="checkbox"/>	KTB-001	บจก.โปรซอฟท์ ซี...	54265265235	Krungthai Bank	เมือง	บัญชีเงินฝากกระ...

1 2  Items per page 1 - 20 Items From 21 Items



4. Users can select a credit card. According to customers issued by pressing the "+" > "Select Credit Card Payment" below.

< New Reconcile Statement Save Close

Basic Data VAT WHT Post GL Note & Attachment

\* Bank Account No.  \* Doc. No. RS631111-000 \* Doc. Date 11/11/2563

Bank Name  Branch

Account Number

Credit Card List +

<input type="checkbox"/>	Credit Card No.	Pay Date	Amount	Customer Name	Receipt Date	Receipt Amo...	Fee Amount
Please select cheque at least 1							
Total						0.00	0.00

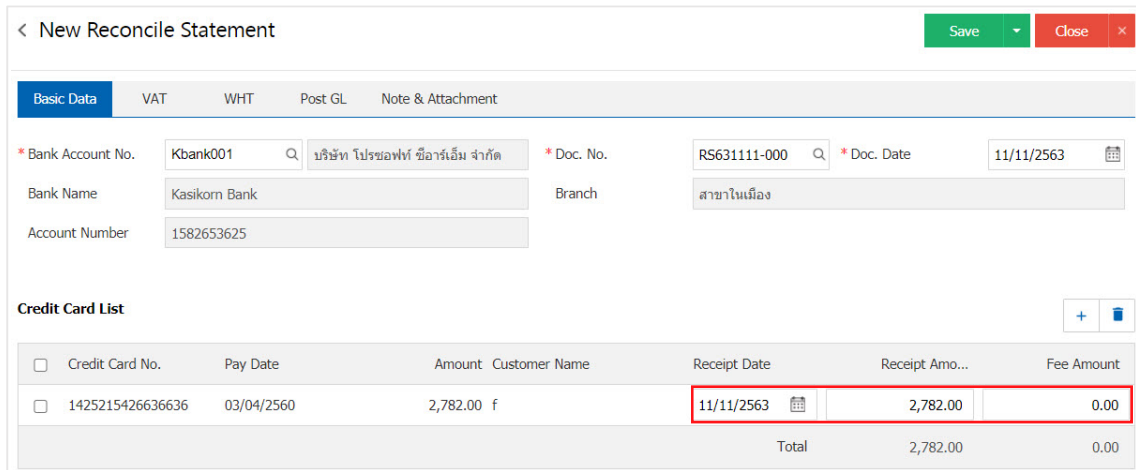
Select Credit Card ×

<input type="checkbox"/>	Pay Date	Credit Card No.	Doc. No.	Bank Name	Amount	Status
<input type="checkbox"/>	31/08/2560	0123456789	RD600817-001	Krungthai Bank	500.00	On Hand
<input type="checkbox"/>	25/07/2560	453215323824...	CS600703-001	Siam Commerc...	10,000.00	On Hand
<input checked="" type="checkbox"/>	03/04/2560	142521542663...	RV600726-001	Kasikorn Bank	2,782.00	On Hand

20 Items per page 1 - 3 Items From 3 Items

OK Cancel

5. The user can specify the date of payment. Amount received Bank fees and Figure.



**New Reconcile Statement** [Save] [Close]

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

\* Bank Account No. Kbank001 บริษัท โปรซอฟท์ ซิสเต็ม จำกัด \* Doc. No. RS631111-000 \* Doc. Date 11/11/2563

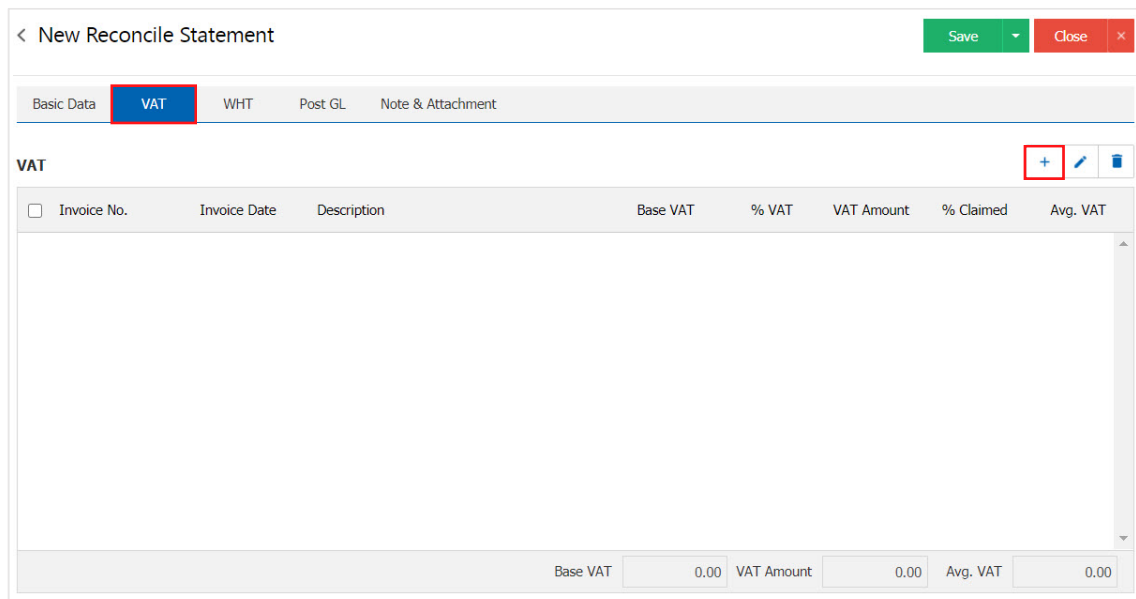
Bank Name Kasikorn Bank Branch สาขาในเมือง

Account Number 1582653625

**Credit Card List** [+] [x]

<input type="checkbox"/>	Credit Card No.	Pay Date	Amount	Customer Name	Receipt Date	Receipt Amo...	Fee Amount
<input type="checkbox"/>	1425215426636636	03/04/2560	2,782.00	f	11/11/2563	2,782.00	0.00
Total						2,782.00	0.00

6. Tab "VAT" is a detailed record of VAT. Users can add more value added by pressing the "+" button to add VAT. The system retrieves the user is setting the tax. "Tariff preferences" as shown in Figure



**New Reconcile Statement** [Save] [Close]

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

**VAT** [+] [x]

<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

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 เศรษฐ การจ่ายเงิน	3.00	10,389.27	311.68
Total				0.00	0.00

OK Cancel

7. Tab "WHT" is to save tax withholding by pressing the "+" button will display the recorded tax withholding up, then press the "+" button. to create tax withholding users to "opt out" tax> "Enter the amount you pay"> "✓" to save the image.

< New Reconcile Statement
Save ▼ Close ✕

Basic Data
VAT
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.

\* 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"/>	<input checked="" type="checkbox"/>	<input type="text" value="ภาษีหัก ณ ที่จ่าย"/>	<input type="text" value="3 เดรส การจ่ายเงิน"/>	<input type="text" value="3.00"/>	<input type="text" value="10,389.27"/>	<input type="text" value="311.68"/>
Total				<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

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

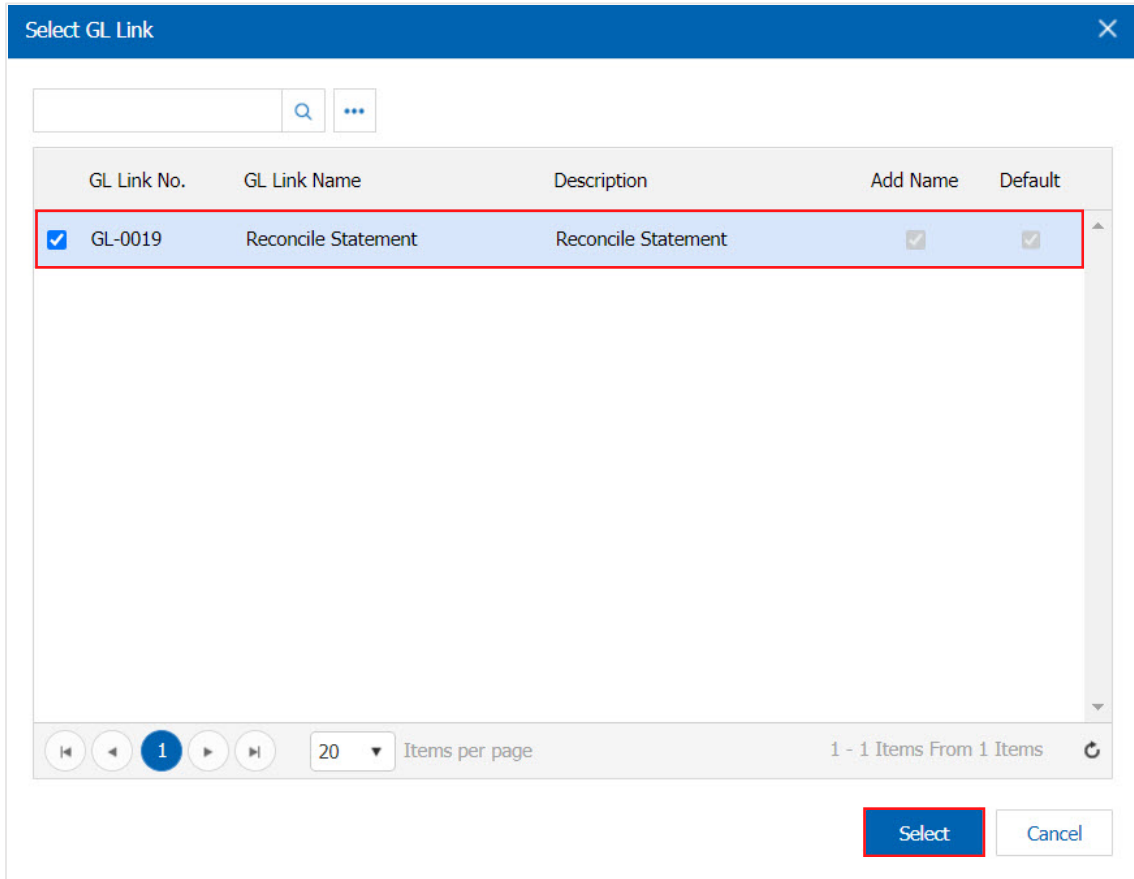
< New Reconcile Statement
Save
Close

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

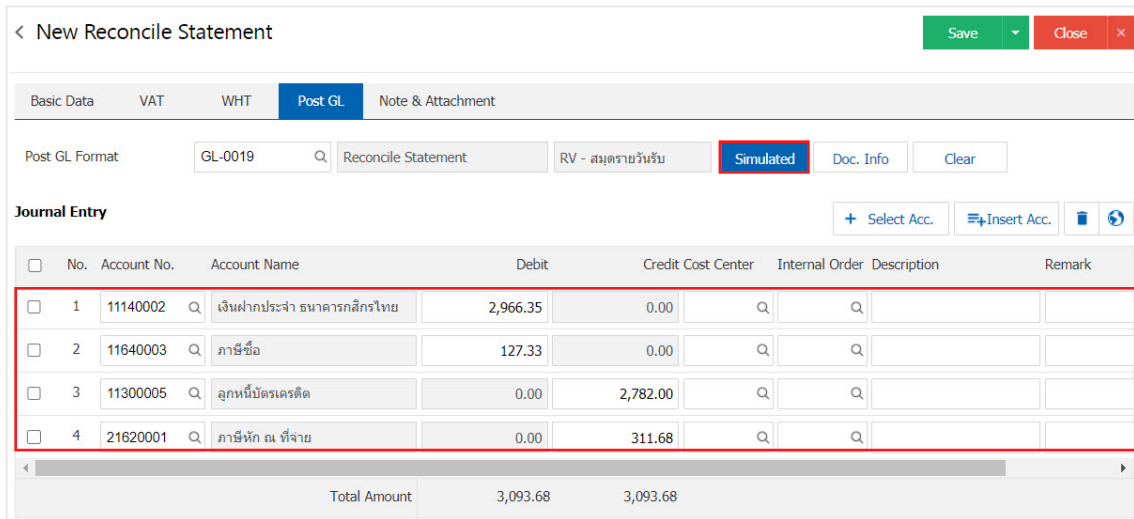
Post GL Format

**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				<input type="text" value="0.00"/>	<input type="text" value="0.00"/>			

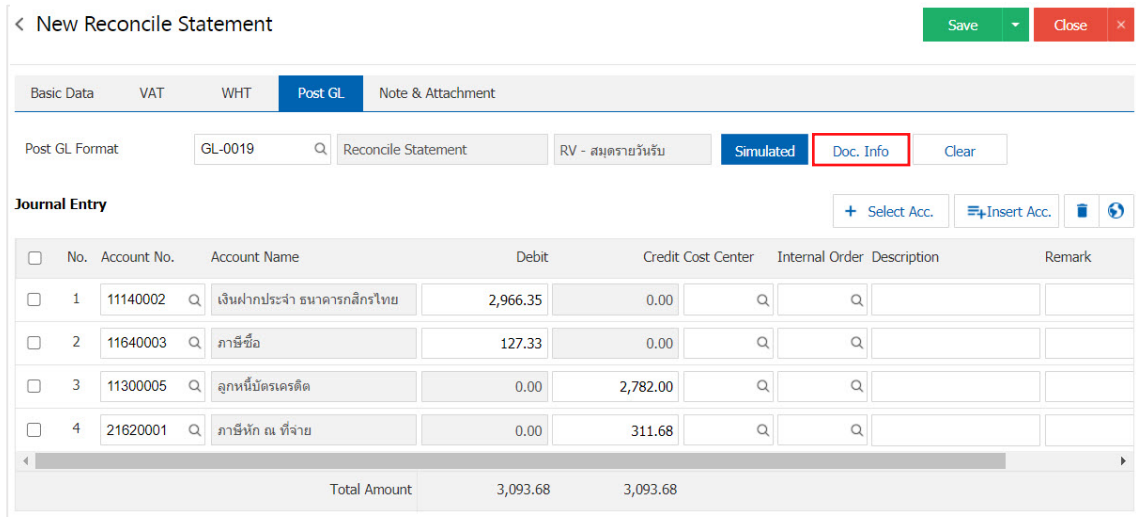


9. Then, the user presses the "Simulated" system of accounting by automatically as users connect GL has tie in Figure.



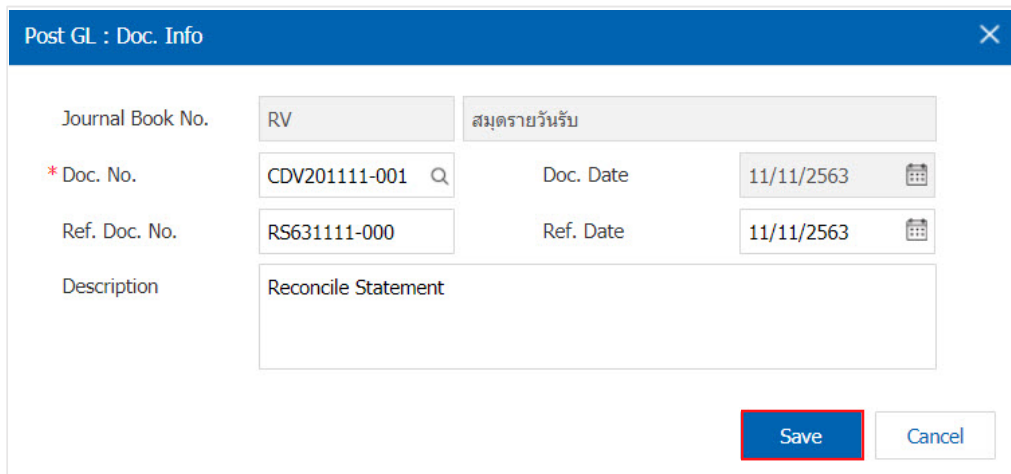


10. When the user presses the "Doc. Info" to browse to the document number. Reference Document date reference date and description to record daily Figure.



The screenshot shows the 'New Reconcile Statement' 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 the following data:

No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11140002	เงินฝากประจำ ธนาคารกรุงไทย	2,966.35	0.00			
2	11640003	ภาษีซื้อ	127.33	0.00			
3	11300005	ลูกหนี้บัตรเครดิต	0.00	2,782.00			
4	21620001	ภาษีหัก ณ ที่จ่าย	0.00	311.68			
Total Amount			3,093.68	3,093.68			

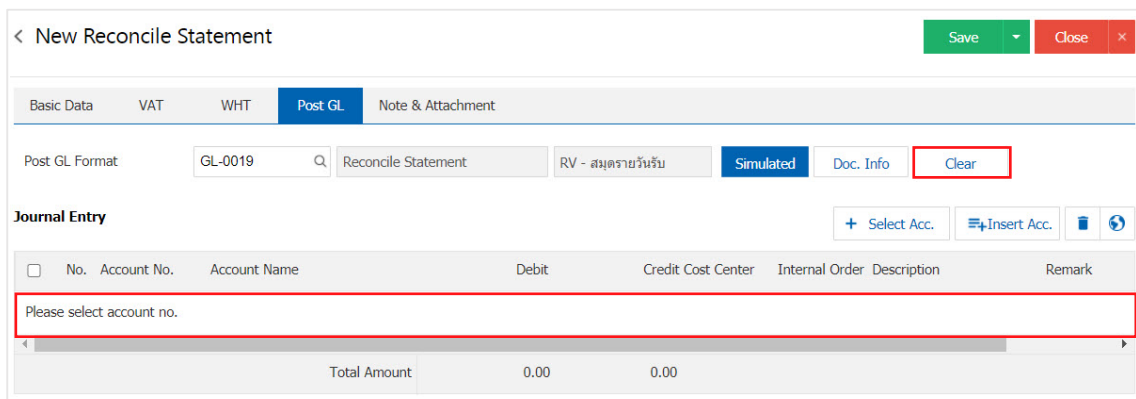


The screenshot shows the 'Post GL : Doc. Info' dialog box. It contains the following fields:

- Journal Book No.: RV, สมุดรายวันรับ
- \* Doc. No.: CDV201111-001, Doc. Date: 11/11/2563
- Ref. Doc. No.: RS631111-000, Ref. Date: 11/11/2563
- Description: Reconcile Statement

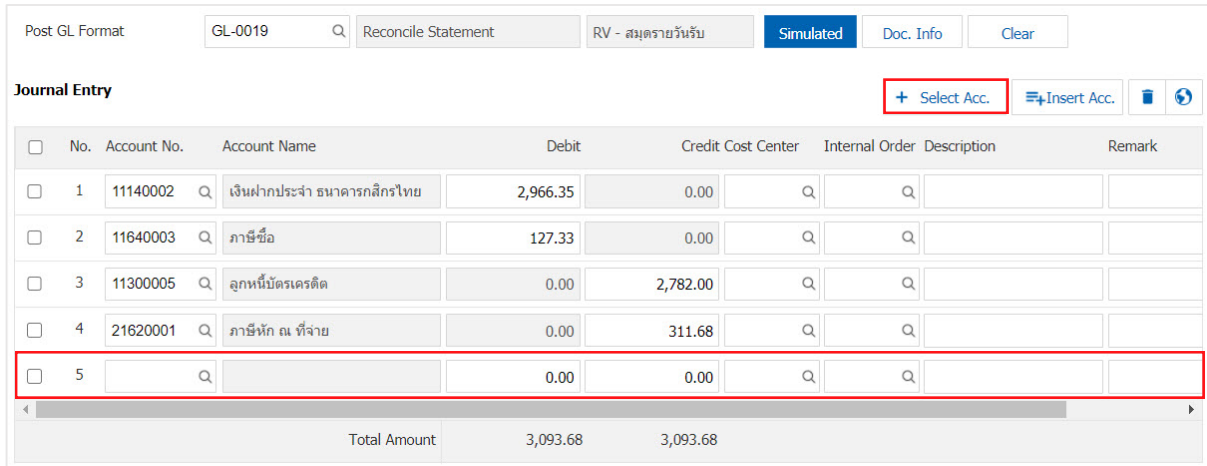
Buttons for 'Save' and 'Cancel' are at the bottom right.

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



The screenshot shows the 'New Reconcile Statement' form after clicking 'Clear'. The 'Clear' button in the 'Post GL Format' section is highlighted with a red box. The 'Journal Entry' table is now empty, with a message 'Please select account no.' displayed in a red-bordered box. The 'Total Amount' row shows 0.00 for both Debit and Credit.

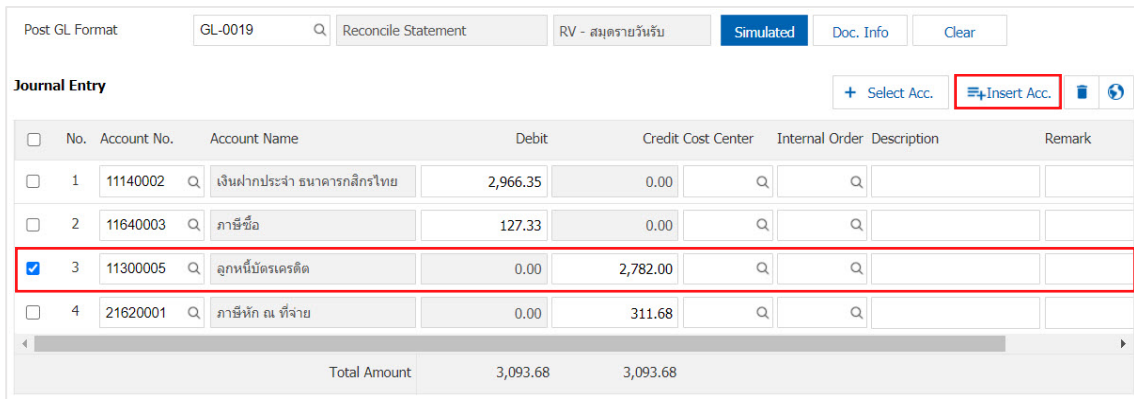
12. When the user presses the "+ Select Acc." adds additional channels such accounts.



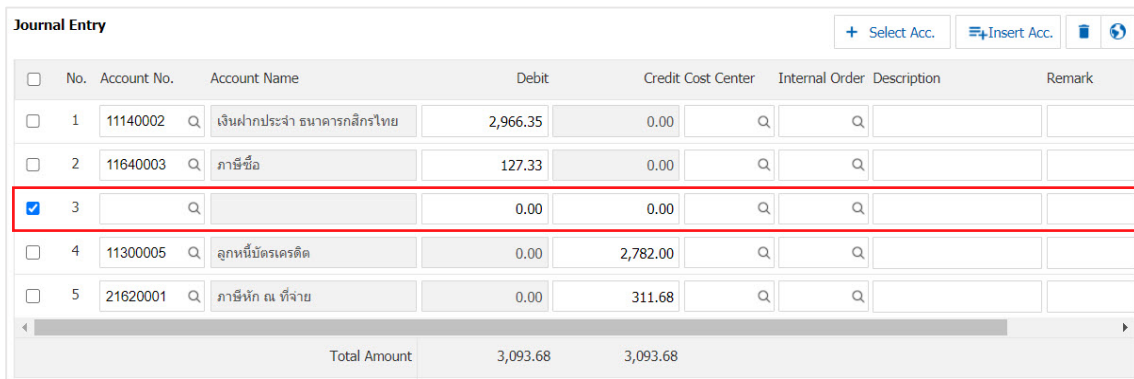
No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11140002	เงินฝากประจำ ธนาคารกสิกรไทย	2,966.35	0.00			
2	11640003	ภาษีซื้อ	127.33	0.00			
3	11300005	ลูกหนี้บัตรเครดิต	0.00	2,782.00			
4	21620001	ภาษีหัก ณ ที่จ่าย	0.00	311.68			
5			0.00	0.00			
Total Amount			3,093.68	3,093.68			

\* 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 in Figure.



No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11140002	เงินฝากประจำ ธนาคารกสิกรไทย	2,966.35	0.00			
2	11640003	ภาษีซื้อ	127.33	0.00			
3	11300005	ลูกหนี้บัตรเครดิต	0.00	2,782.00			
4	21620001	ภาษีหัก ณ ที่จ่าย	0.00	311.68			
Total Amount			3,093.68	3,093.68			



No.	Account No.	Account Name	Debit	Credit Cost Center	Internal Order	Description	Remark
1	11140002	เงินฝากประจำ ธนาคารกสิกรไทย	2,966.35	0.00			
2	11640003	ภาษีซื้อ	127.33	0.00			
3			0.00	0.00			
4	11300005	ลูกหนี้บัตรเครดิต	0.00	2,782.00			
5	21620001	ภาษีหัก ณ ที่จ่าย	0.00	311.68			
Total Amount			3,093.68	3,093.68			

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 other documents. According to the document to be changed Check the user can "Add Files" 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 turns out normally Get. Available data show that the record is complete.
- Save & New to save and open documents to change the record to Get a new check. When a user logs Change document information check was completed. The system will display the records change documents. Get out immediately.
- Save & Close to save and return to the list page, change the check received. When a user logs The document has already been changed Check Will be added to the list screen turns out all right.

