

Payment Deposit

Application of deposit voucher.

Deposit voucher can be applied to three systems:

- Credit card system.
- the system is used to reduce other creditors' debt repayment system.
- Accounts payable.

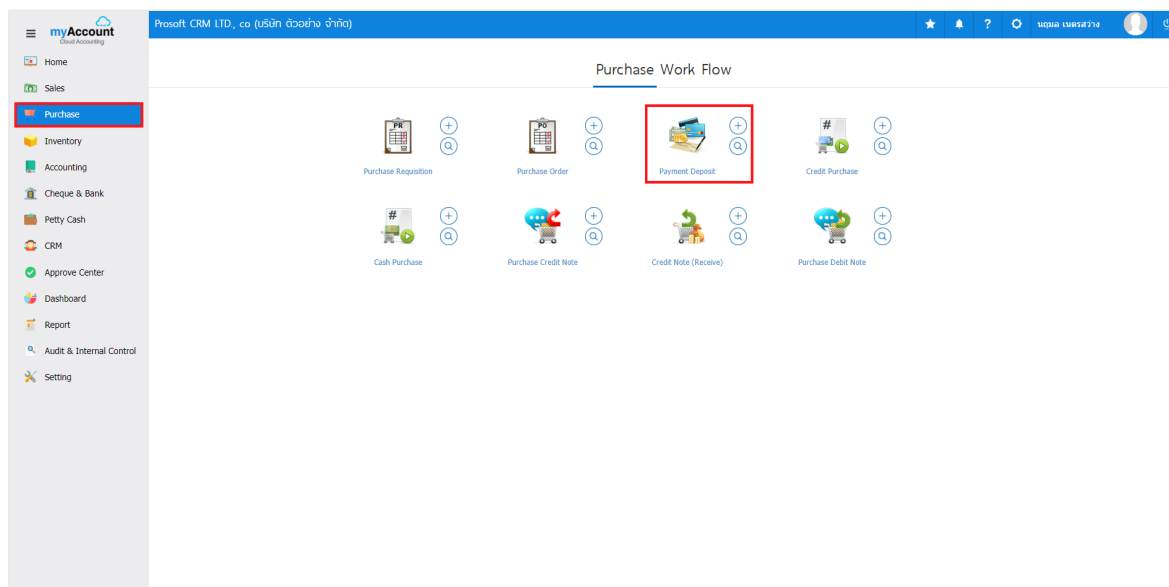
Deposit voucher status

Deposit voucher, There are 4 statuses :

- Draft is a newly-saved document.
- Open is a new, pending document to be used to reduce the amount of goods that must be paid.
- Partial is a document that has already been used in parts.
- Close is the document that has already been paid for the item.

How to save a deposit.

1. Use to save a deposit
 - Menu by pressing the "Purchase"
 - > "Payment Deposit" on Figure.



2. The system will display the list of deposit
 - Press "New" to create a new document deposit.

< Payment Deposit ★ New +

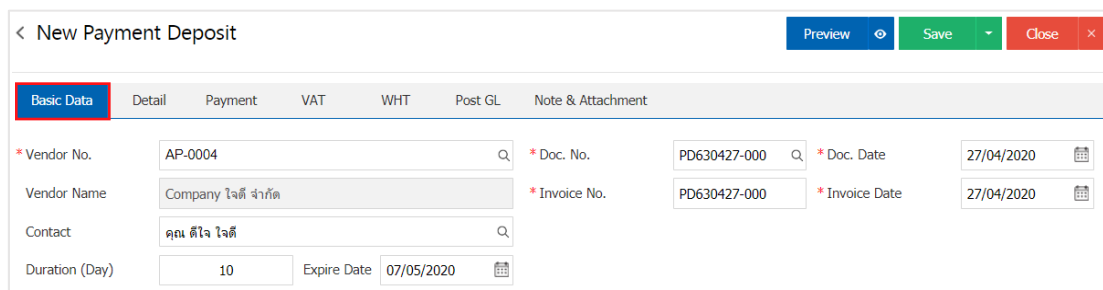
All Payment De... 🔍 ... 🖨️ ✎️ 🗑️ Action

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice No.	AP. No.	AP. Name	Amount	Status	Owner
<input type="checkbox"/>	23/04/2020	11223310111		0111	บริษัท MM จำกัด	5,000.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	08/04/2020	112233400	112233400	AP-0001	บริษัท รุ่งฤดี จำกัด	535.00	Open	นฤมล เบลตรสว่าง
<input type="checkbox"/>	02/04/2020	9634585	11223340	AP-0000001	บริษัท พาทเนอ	5,350.00	Partial	อิสระ จิตรสว่าง
<input type="checkbox"/>	05/03/2020	112200334	1122334	AP-000038	หจก. ก.เกษตรกิจ	1,070.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	20/02/2020	1122331011		0111	บริษัท MM จำกัด	500.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	06/02/2020	112233100041	11223310	AP-000038	หจก. ก.เกษตรกิจ	535.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	09/01/2020	11223310001	11223310001	AP-0006	บริษัท ดีอีเอฟ จำกัด	5,000.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	19/12/2019	PD621219-0001	PD621219-0001	AP-0003	บริษัท วายโอยู จำกัด	16,050.00	Open	อิสระ จิตรสว่าง
<input type="checkbox"/>	02/12/2019	1122331001	1122331001	AP-0000001	บริษัท พาทเนอ	5,350.00	Open	อิสระ จิตรสว่าง
<input type="checkbox"/>	21/11/2019	1122331021	1122331021	AP-0001	บริษัท รุ่งฤดี จำกัด	5,350.00	Close	อิสระ จิตรสว่าง
<input type="checkbox"/>	19/11/2019	PD621119-000	123456	AP-0003	บริษัท วายโอยู จำกัด	8,560.00	Open	นฤมล เบลตรสว่าง
<input type="checkbox"/>	18/11/2019	PD621118-000	1234	AP-0001	บริษัท รุ่งฤดี จำกัด	5,350.00	Close	นฤมล เบลตรสว่าง
<input type="checkbox"/>	18/11/2019	PD621118-001	123456	0111	บริษัท MM จำกัด	3,210.00	Close	นฤมล เบลตรสว่าง

1 - 20 Items From 34 Items

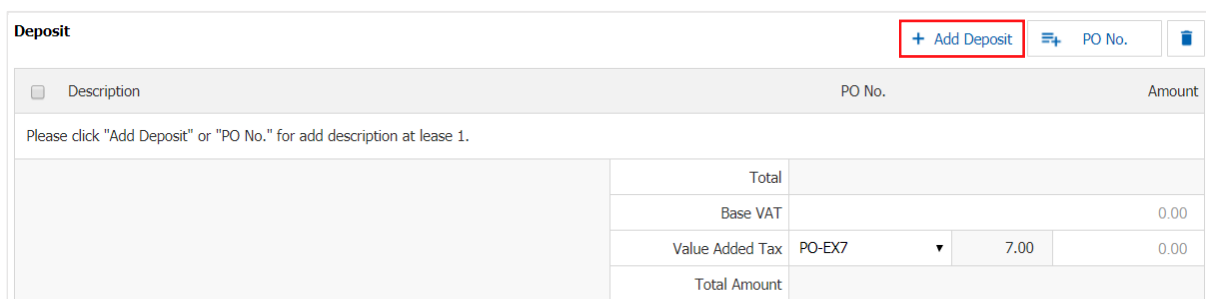
3. In the "Basic Data" is to save the document deposit. Fields marked with "*" to complete the picture.

- Merchant
- Document No.
- Document date
- Invoice
- Date of invoice
- Time Deposits
- Expires



4. In the list of deposit service.

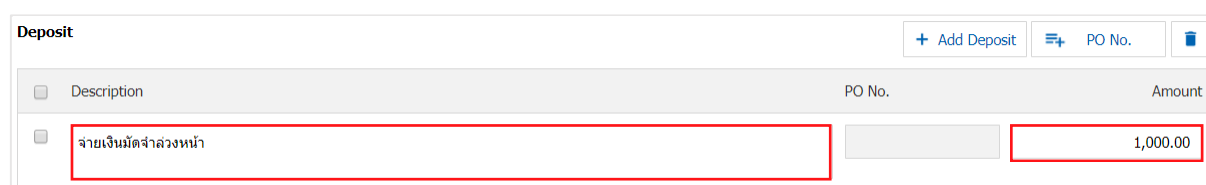
- Increasing the deposit, press the "+ Add Deposits" in Figure



Description	PO No.	Amount
Please click "Add Deposit" or "PO No." for add description at lease 1.		
Total		
Base VAT		0.00
Value Added Tax	PO-EX7	7.00
Total Amount		1,000.00

5. The system displays the item Description

- Item Description
- Identify the amount.



Description	PO No.	Amount
จ่ายเงินมัดจำล่วงหน้า		1,000.00

6. If reference. Users can reference the document

- "PO NO."
- > "Select Order" below.

Deposit			+ Add Deposit	PO No.	
Description	PO No.	Amount			
จ่ายเงินมัดจำล่วงหน้า		1,000.00			
PO621107-000	PO621107-000	5,600.00			

7. The system's total deposits at the end of all your tax slips below 7 percent

- Can be separated

Total		6,600.00
Base VAT		6,600.00
Value Added Tax	PO-EX7	7.00
Total Amount	PO-EX7 PO-EX10 PO-NO PO-IN7	7,062.00

8. In the "Detail" will be based on data that are creditors of data

- Address
- Means of transport
- County Transportation district sales
- Responsible department

< New Payment Deposit				Preview	Save	Close
Basic Data	Detail	Payment	VAT	WHT	Post GL	Note & Attachment
Document Information						
Address	146 สาทรเหนือ แขวงสีลม เขตบางรัก กรุงเทพมหานคร 105 00	Tax ID	0152964783856	Branch No.	Head Office	
		Phone	0866523498	Fax		
Purchase Detail						
* Owner	EMP600704-002	นฤมล เนตรสว่าง	Cost Center			
Department	DEP-003	Accounting	Internal Order			

9. In the "Payment" is to record the payment as a deposit

- Record has to pay. Pay cash deposits
- Check Transfer
- "Total Total Amount" shall be equal. "Total Amount" in Figure

< New Payment Deposit
Preview
Save
Close

Basic Data	Detail	Payment	VAT	WHT	Post GL	Note & Attachment
Total		7,062.00			Cash	100.00
Other Expenses		10.00			Other Revenue	100.00
Bank Fee		20.00			Cheque	0.00
					Transfer	0.00
					WHT Name	0.00
Total Amount		7,092.00			Total Payment	200.00
					Balance Payment	6,892.00

Cheque
Add Cheque
+

	Bank Account	Account Numb...	Bank	Cheque No.	Cheque Date	Amount	Balance Amo...	Deduct Amo...	Remark
<input checked="" type="checkbox"/>	KTB	2562534521	Krungthai Bank		27/04/2020	500.00	500.00	500.00	
Total						0.00			

Transfer Out
+

	Bank Account	Bank	Branch	Account Number	Amount	Remark
<input checked="" type="checkbox"/>	KTB	Krungthai Bank	เมือง	2562534521	400.00	
Total					0.00	

10. In the "VAT" is to save tax. The system will display the VAT increase automation

- Users can add or edit the VAT
- By pressing the "+" button to add the VAT
- Or "✎" to apply the fix
- The system will calculate taxes automatically shown.

< New Payment Deposit Preview Save Close

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

VAT + ✎ 🗑

<input checked="" type="checkbox"/>	Invoice No.	Invoice Date	Description	Base VAT	% VAT	VAT Amount	% Claimed	Avg. VAT
<input checked="" type="checkbox"/>	PD630427-000	27/04/2020	Deposit toCompany ใจดี จำกัด	6,600.00	7.00	462.00	100.00	462.00

Base VAT 6,600.00 VAT Amount 462.00 Avg. VAT 462.00

VAT data editing.

Edit VAT ✕

* Invoice No. PD630427-000

* Invoice Date 27/04/2020 📅

* Description Deposit toCompany ใจดี จำกัด

* Base VAT 6,600.00

* VAT PO-EX7 ▼ 7.00

* VAT Amount 462.00

* % Claimed 100.00 ☒ Use Average TAX

* Avg. VAT 462.00

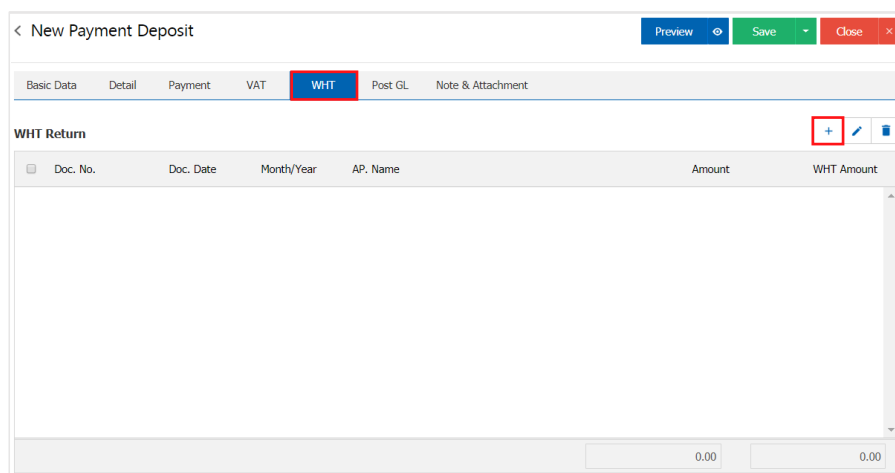
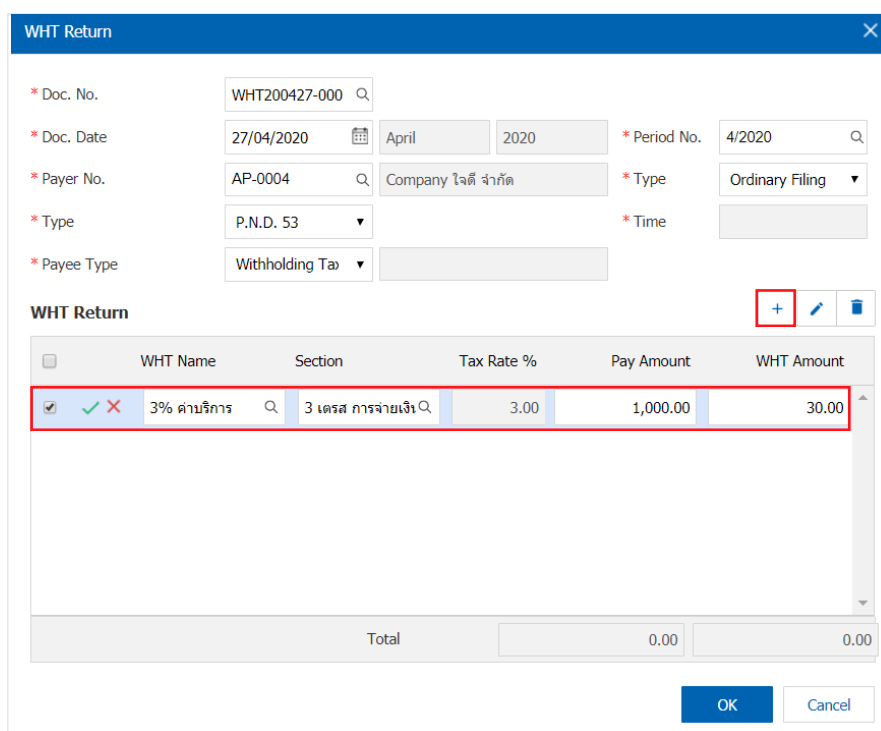
* Period No. 4/2020 🔍

Type Ordinary Filing ▼ * Time

OK Cancel

11. In the "WHT" tab, the withholding tax is saved.

- Used in the event of withholding tax.
- By pressing the "+" button will display the Withholding Tax Logging window.
- Fill in a form marked with "*".
- And then press "+" key to create withholding tax entries.
- "Select the withholding tax type"
- > "Select section"
- > "Specify the amount of money paid"
- > "✓" In order to save the data as shown

Doc. No.	Doc. Date	Payer No.	Type	Payee Type	Period No.	Type
WHT200427-000	27/04/2020	AP-0004	P.N.D. 53	Withholding Tax	4/2020	Ordinary Filing

WHT Name	Section	Tax Rate %	Pay Amount	WHT Amount
3% ค่าบริการ	3 เศรษฐ การจ่ายเงิ	3.00	1,000.00	30.00
Total			0.00	0.00

12. In the "Post GL" bar is saved to the ledger (General Ledger)

- You can Post GL by pressing the "Simulated" button.
- Add additional accounts by pressing the "+ Select Acc" button.
- Described by pressing the "Doc. Info" button.
- The recording if the GL amount does not match.

< New Payment Deposit Preview Save Close

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

Post GL Format GL-0007 Payment Deposit PI - Purchase Voucher Simulated Doc. Info Clear

Journal Entry + Select Acc. + Insert Acc.

No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
1	11620004	เงินมัดจำล่วงหน้า	6,600.00	0.00				
2	11640003	ภาษีซื้อ	462.00	0.00				
3	53700006	ค่าใช้จ่ายอื่นๆ	10.00	0.00				
4	53600004	ค่าธรรมเนียมธนาคาร	20.00	0.00				
5	11110001	เงินสด (Cash)	0.00	100.00				
6	43000004	รายได้อื่นๆ	0.00	100.00				
Total Amount			7,092.00	200.00				

Post GL : Doc. Info

Journal Book No. PI Purchase Voucher

* Doc. No. PI200427-001 Doc. Date 27/04/2020

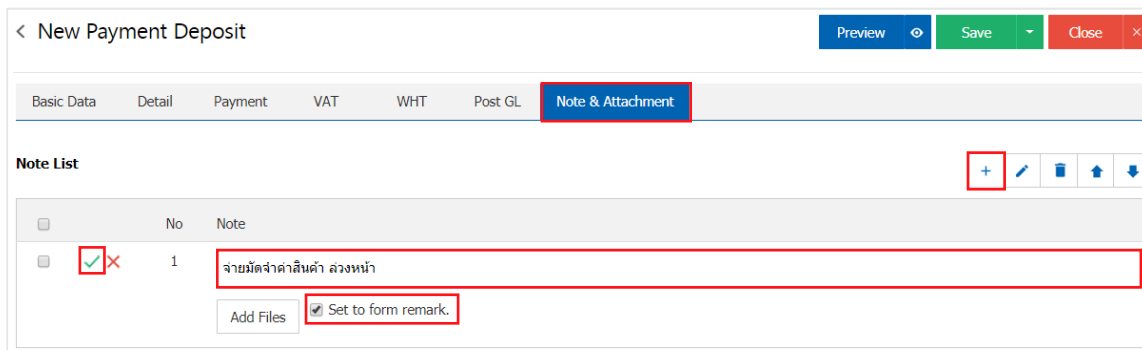
Ref. Doc. No. PD630427-000 Ref. Date 27/04/2020

Description จ่ายเงินมัดจำให้ Company ใจดี จำกัด

Save Cancel

13. In the "Note & Attachment" Bar is the final

- Identification of the bill by pressing the "+" button > "Specify the required details"
- > "✓ Set to form remark" to show in the end of the form
- > "✓" in order to save the information as in the picture.



< New Payment Deposit

Preview Save Close

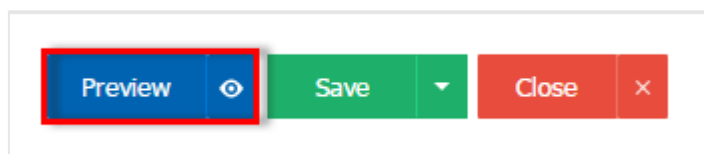
Basic Data Detail Payment VAT WHT Post GL **Note & Attachment**

Note List

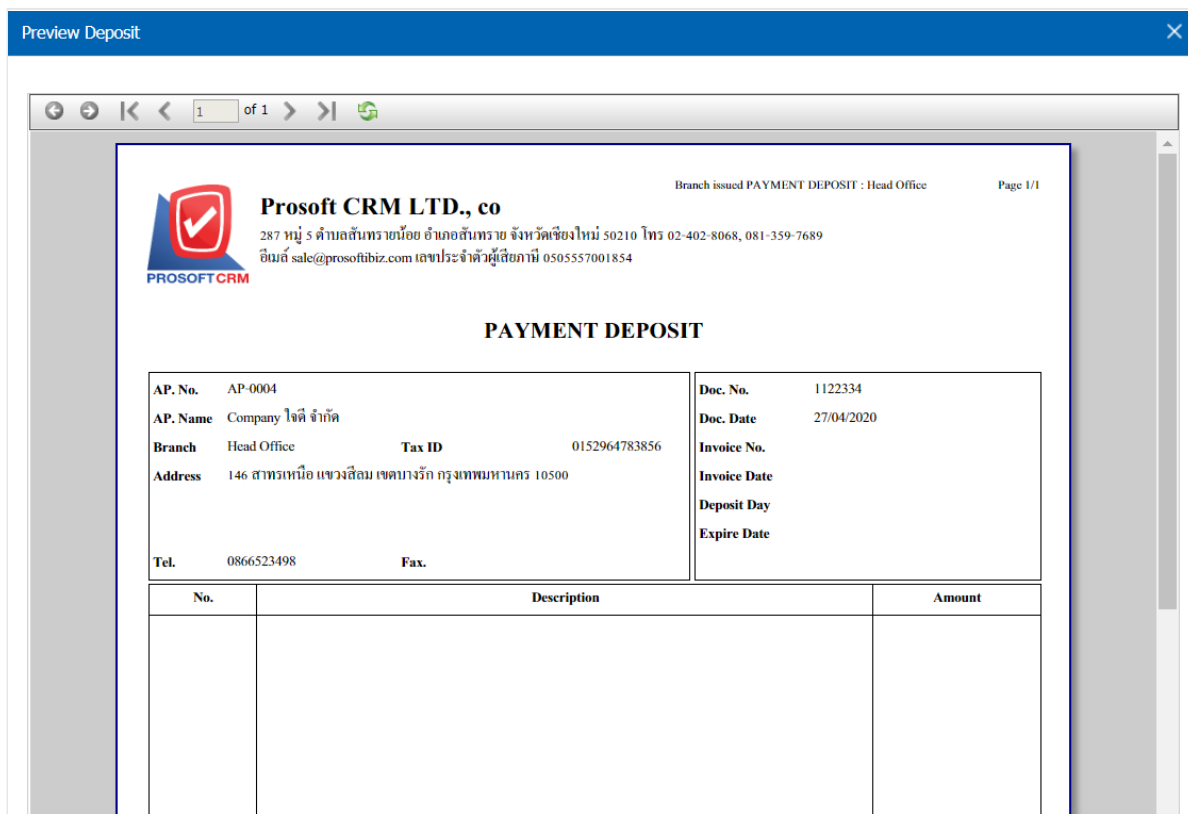
No	Note
1	จ่ายมัดจำค่าสินค้าล่วงหน้า

Add Files ☒ Set to form remark.

14. The user can press the "Preview" button to save the document before paying a deposit. To determine the accuracy of the data shown in Figure.



Preview Save Close



Preview Deposit

Prosoft CRM LTD., co

Branch issued PAYMENT DEPOSIT : Head Office Page 1/1

287 หมู่ 5 ตำบลสันทรายน้อย อำเภอสันทราย จังหวัดเชียงใหม่ 50210 โทร 02-402-8068, 081-359-7689
อีเมล sale@prosoftbiz.com เลขประจำตัวผู้เสียภาษี 0505557001854

PAYMENT DEPOSIT

AP. No.	AP-0004	Doc. No.	1122334
AP. Name	Company ใจดี จำกัด	Doc. Date	27/04/2020
Branch	Head Office	Tax ID	0152964783856
Address	146 สาทรเหนือ แขวงสีลม เขตบางรัก กรุงเทพมหานคร 10500		
Tel.	0866523498	Fax.	

No.	Description	Amount

15. After the check is complete, press the "Save" button at the top right of the screen to save the document deposit. The recorded data can be saved into 4 form

- Save is to save a deposit, usually
- Save Draft to save a draft document
- Save & New to save and open record documents for fresh
- Save & Close is to save and return to the list of deposit.

