

Credit Purchase

This means raw material purchasing records or credit forms, thus increasing the amount of purchases and increases market.

Document window to buy.

The credit history window is usually divided into seven parts.

- **Basic Data** is recorded detailed information document that bought.
- **Detail** is to record the details of the bill. No. tax sent to the responsible code creditors.
- **Deposit** is to save the document deposit. Pull to cut spending, the Company paid.
- **VAT** is to record the details VAT.
- **Post GL** is to record transactions. To Ledger
- **Note & Attachment** is to record the details. Description of Notes and conditions.
- **Define Field** is the data that users generate more forms to fill out manually (Define Field tab will only appear if it is set Define Field only).

How to save the document data credit.

Memo save can be saved 2 The method is

- Save the purchase credit document without reference.
- Purchase the purchase credit document with reference to the purchase order. The program retrieves the important information, such as the payables name, the items listed on the Auto-trust document. The user can update the data to complete oranges.

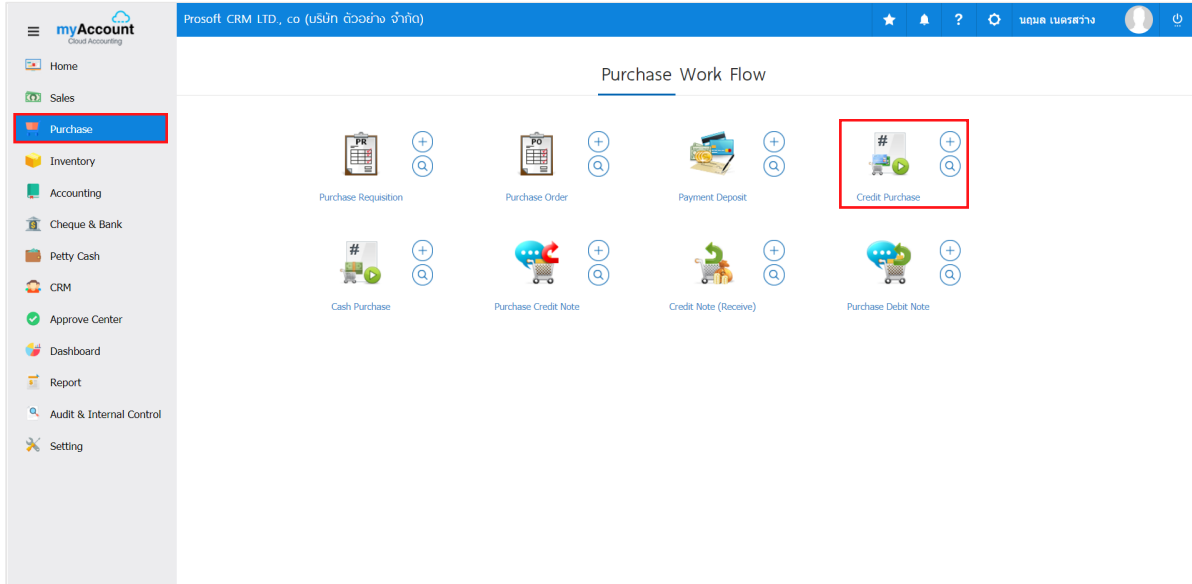
The document status

The document status of the purchase document is believed to be a total of 5 statuses :

- **Draft** is a newly-recorded document.
- **Open** is a new document or document opened from a pending purchase order. Open a billing Receipt/document Payable/payment Documents/Payables to Accounts Payable.
- **Partial** is a document that is already used.
- **Close** is open the billing Receipt/document, payment preparation/Payment Document/Credit memo document.
- **Cancel** is a document that is canceled can not be used again.

Steps of the document notes credit purchase.

1. Users can save their trust documents by pressing the "Purchase" menu > "Credit Purchase".



2. The system will display the purchase list screen. Users can create new trust documents by pressing the "New" button on the top right of the program screen.

< Credit Purchase ★ New +

All Credit Purch...

<input type="checkbox"/>	Doc. Date	Doc. No.	Invoice No.	Vendor No.	Vendor Name	Total Am...	Status	PO No.	Owner
<input type="checkbox"/>	26/04/2020	PV630426-002	IV202004002	AP-000001	ร้าน ใจดี	262,000...	Open	PO630426-002	นฤมล เนตรสว่าง
<input type="checkbox"/>	26/04/2020	PV630426-003	000125	0111	บริษัท MM จำกัด	1,241.20	Close	PO630426-003	นฤมล เนตรสว่าง
<input type="checkbox"/>	23/04/2020	PV630423-000	41586151	0111	บริษัท MM จำกัด	53,500.00	Close		อิสระ จิตรสว่าง
<input type="checkbox"/>	21/04/2020	PV630421-000	21/4/2563	0111	บริษัท MM จำกัด	26,750.00	Open	PO630327-001	นฤมล เนตรสว่าง
<input type="checkbox"/>	21/04/2020	PV630421-001	21/04/2563	0111	บริษัท MM จำกัด	53,500.00	Open	PO630326-000	นฤมล เนตรสว่าง
<input type="checkbox"/>	20/04/2020	PV630420-000	PV630420-000	AAA	หจก. ดวงดีเนอส์	27,017.50	Open	PO630420-000	อารีรัตน์ โนนศิริ
<input type="checkbox"/>	10/04/2020	PV630410-000	PV630410-000	0111	บริษัท MM จำกัด	74,900.00	Close		อิสระ จิตรสว่าง
<input type="checkbox"/>	10/04/2020	PV630410-002	PV630410-002	AP-0006	บริษัท ดีดีเอฟ จำกัด	10,700.00	Open		นฤมล เนตรสว่าง
<input type="checkbox"/>	08/04/2020	PV630408-000	PV630408-000	AP-0003	บริษัท วายโอบู จำกัด	4,280.00	Open		นฤมล เนตรสว่าง
<input type="checkbox"/>	07/04/2020	PV630407-0...	PV630407-0...	AP-0011	หจก. ดวงดีเนอส์	208,650...	Open		นฤมล เนตรสว่าง
<input type="checkbox"/>	02/04/2020	PV630402-000	PV630402-000	AP-0000001	บริษัท พาทเนอส์	9,630.00	Open	PO630213-000	อิสระ จิตรสว่าง
<input type="checkbox"/>	12/03/2020	PV630312-000	PV630312-000	0111	บริษัท MM จำกัด	52,965.00	Close	1234	อิสระ จิตรสว่าง
<input type="checkbox"/>	12/03/2020	PV630312-001	T63009882	AP-0046	หจก. ที ลีดี ที	2 188 15	Open		นฤมล เนตรสว่าง

1 2 3 4 5 ... 20 Items per page 1 - 20 Items From 103 Items

3. In the "Basic Data" bar is the record details of the purchased document, such as Payables, document, document date, etc. The user should fill out a form with a "*" marked as follows.

< New Credit Purchase

Preview
Save
Close

Basic Data

Detail

Deposit

VAT

Post GL

Note & Attachment

* Vendor No.

Vendor Name

Ref. PO

Credit (Day)

* Doc. No.

* Invoice No.

Ship No.

Due Date

* Doc. Date

* Invoice Date

Delivery Date

Item

+ Select Item
Insert Item
AVG Discount

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
Please click "Select Item" button for select item at lease 1.									
						Total			0.00
						Trade Discount	0.00/0.00%		0.00
						Deposit Amount			0.00
						Before VAT Amount			0.00
						Base VAT			0.00
						Value Added Tax	PO-EX7	7.00	0.00
						Total Amount			0.00

4. In the item list bar, the user can add multiple items by pressing the "+ Select Item" button as shown.

< New Credit Purchase

Preview
Save
Close

Basic Data

Detail

Deposit

VAT

Post GL

Note & Attachment

* Vendor No.

Vendor Name

Ref. PO

Credit (Day)

* Doc. No.

* Invoice No.

Ship No.

Due Date

* Doc. Date

* Invoice Date

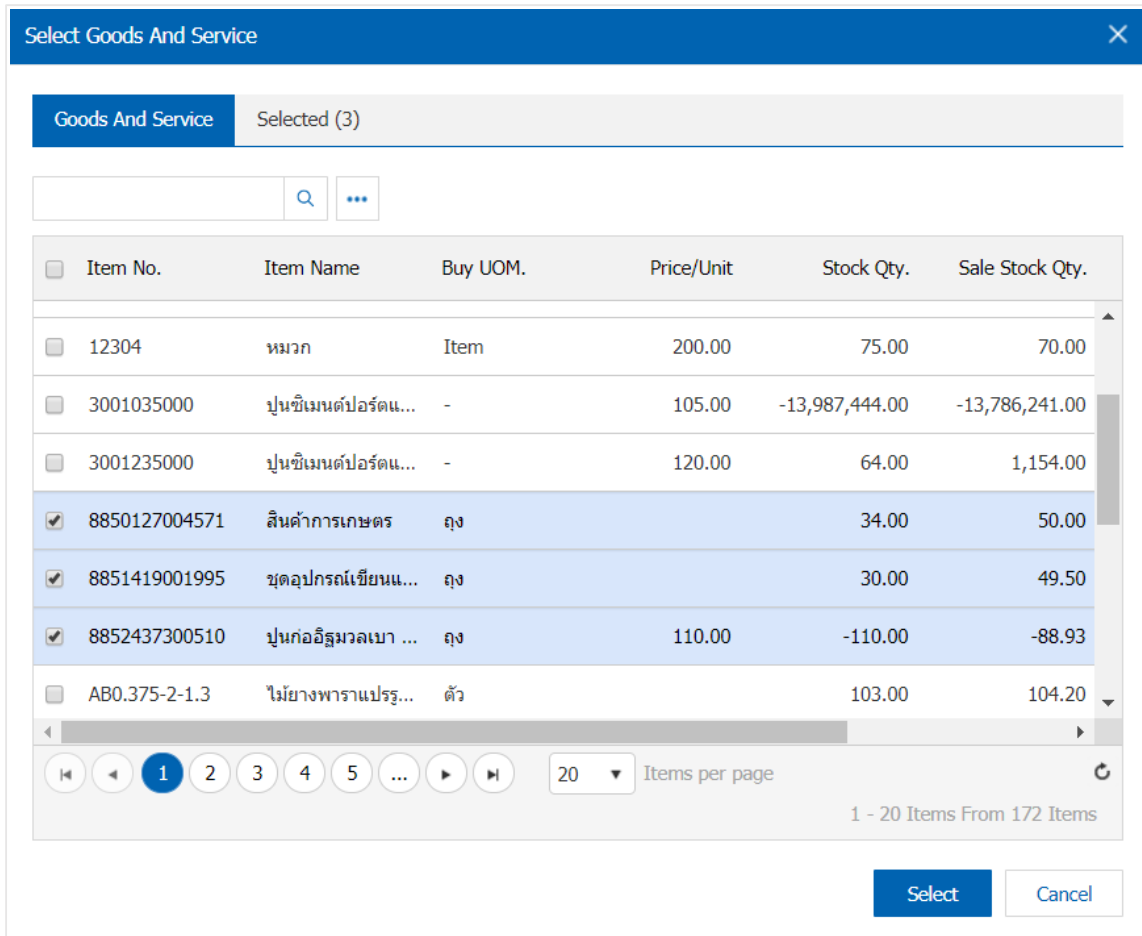
Delivery Date

Item

+ Select Item
Insert Item
AVG Discount

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
Please click "Select Item" button for select item at lease 1.									
						Total			0.00
						Trade Discount	0.00/0.00%		0.00
						Deposit Amount			0.00
						Before VAT Amount			0.00
						Base VAT			0.00
						Value Added Tax	PO-EX7	7.00	0.00
						Total Amount			0.00

5. All item information, such as item code, item name, price/unit, etc. As Picture



* Note: In case the product has many user can type the item code, product name, unit name, and other information in the search field.

6. The user can define a warehouse Storage of items and discounts for goods that need to be purchased as shown

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount
1	8850127004571	สินค้าการเกษตร	unt-001			10.00	47.00		470.00
2	8851419001995	ชุดอุปกรณ์เขียนแบบ	unt-001			10.00	50.00	10%	450.00
3	8852437300510	ปูนกอธิฐมวลเบา 50 กก.สีอม	unt-001			10.00	10.00		100.00

* Note: In the case of product discounts. Users can customize the discount is 2 "full amount" and "percent"

7. Users can insert products between other products. By selecting 1 product item then click "Insert Item"> "Select the product you want to add", the system will display the added product at the top of the selected item as in the picture

Item										
No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount	
<input type="checkbox"/>	1	88501270045	สินค้าการเกษตร	unt-001		10.00	47.00		470.00	
<input checked="" type="checkbox"/>	2	88514190015	ชุดอุปกรณ์เขียนแบบ	unt-001		10.00	50.00	10%	450.00	
<input type="checkbox"/>	3	88524373005	ปูนกอธิฐมวลเบา 50 กก.เลือก	unt-001		10.00	10.00		100.00	

Item										
No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount	
<input type="checkbox"/>	1	88501270045	สินค้าการเกษตร	unt-001		10.00	47.00		470.00	
<input type="checkbox"/>	2	AW-0001	น้ำดื่ม ขนาด 600 มล. (ชุด 6 ขวด)	001		0.00	0.00		0.00	
<input checked="" type="checkbox"/>	3	88514190015	ชุดอุปกรณ์เขียนแบบ	unt-001		10.00	50.00	10%	450.00	
<input type="checkbox"/>	4	88524373005	ปูนกอธิฐมวลเบา 50 กก.เลือก	unt-001		10.00	10.00		100.00	

8. The system will include the amount of the total. in the end the bill. Users can specify discounts. The form, amount and percentage.

Total			1,020.00
Trade Discount	10%	102.00	
Deposit Amount			0.00
Before VAT Amount			918.00
Base VAT			918.00
Value Added Tax	PO-EX7	7.00	64.26
Total Amount			982.26

9. The user can choose a tariff that appears in the documents. The tax information is based on information available as of the challenge, "the creditor data" or "data set tax" as shown.

Total			1,020.00
Trade Discount	10%		102.00
Deposit Amount			0.00
Before VAT Amount	PO-EX7		918.00
Base VAT	PO-EX10		918.00
	PO-NO		
	PO-IN7		
Value Added Tax	PO-EX7	7.00	64.26
Total Amount			982.26

10. In the "Detail" will refer to the address of the seller. The user has set up a detailed address information for the user to edit the information in this section. Including means of transport, responsible for the division of responsibility and creditors code shown below.

< New Credit Purchase

Preview
Save
Close

Basic Data
Detail
Deposit
VAT
Post GL
Note & Attachment

Document Information

Address	146 สาทรเหนือ แขวงสีลม เขตบางรัก กรุงเทพมหานคร 105 00	Tax ID	0152964783856	Branch No.	Head Office
		Phone	0866523498	Fax	

Shipping Information

Receive Address	เลขที่ 2571/1 ซอฟต์แวร์สีลมเลขที่ 2571/1 ซอฟต์แวร์สีลม แขวงหัวหมาก เขตบางกะปิ 10240	Shipping Method	
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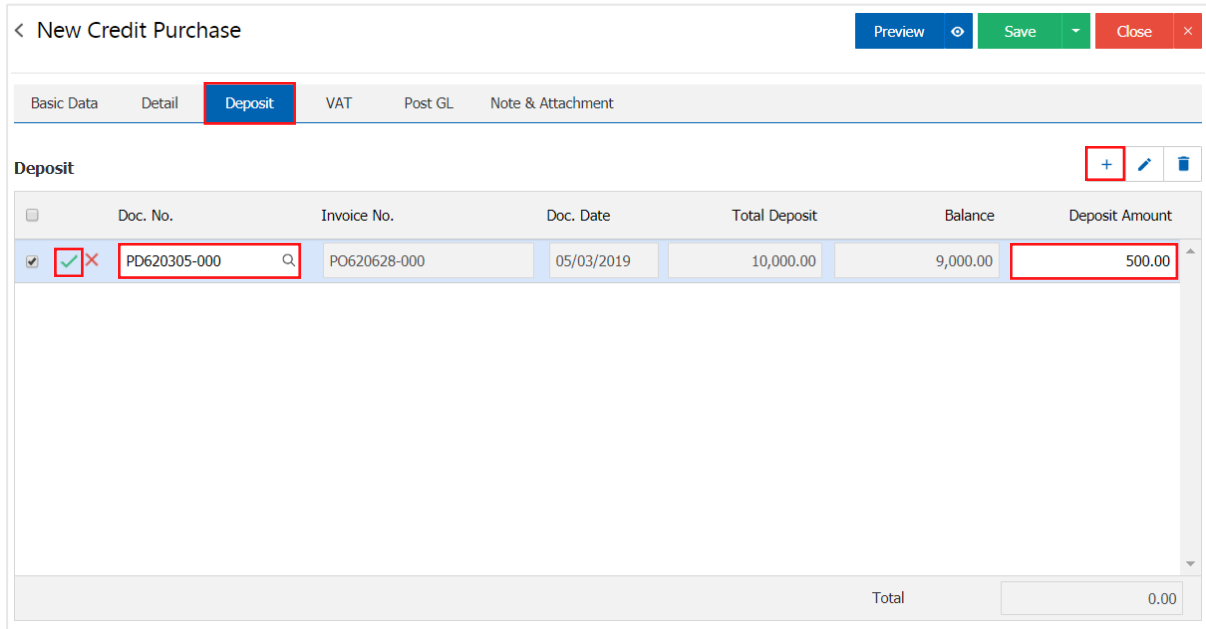
Purchase Detail

* Owner	EMP600704-002	นามสกุล เนตรสว่าง	Cost Center	
Department	DEP-003	Accounting	Internal Order	

Billing, Payment and Other

* AP. No.	AP-0004	Company ใจดี จำกัด
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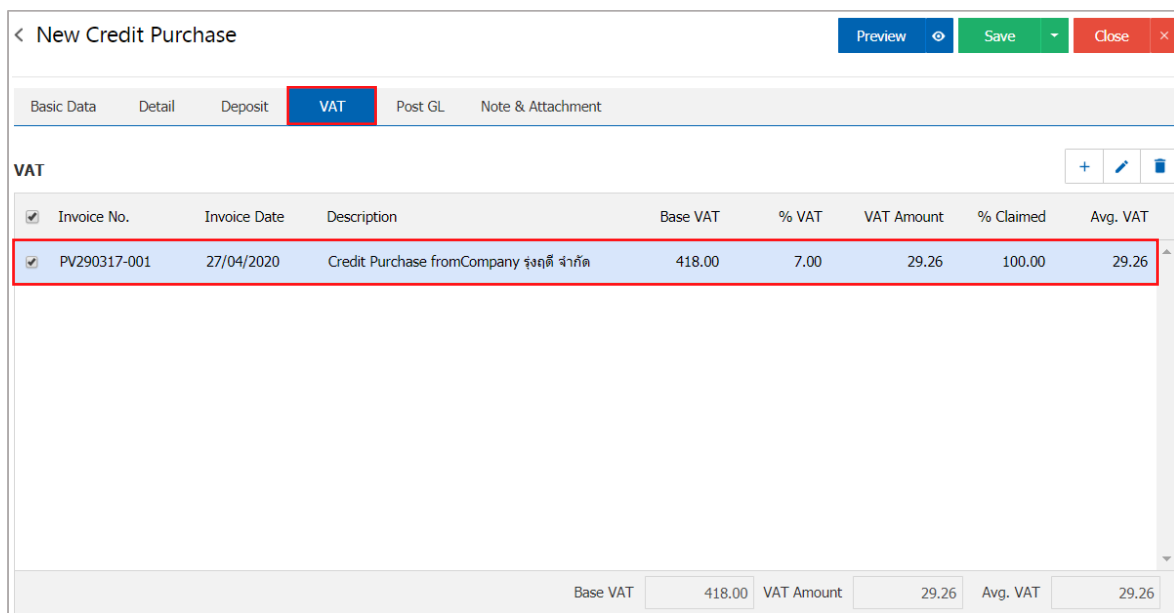
11. In the "Deposit" bar is the document reference. Deposit Payment The deposit amount can be pulled in order to cut the credit to the business. By pressing the "+" > "button, select the required document" > "to provide the deposit amount" > "✓" To Save the data as follows



The screenshot shows the 'New Credit Purchase' form with the 'Deposit' tab selected. The table below contains the data for the deposit entry.

Doc. No.	Invoice No.	Doc. Date	Total Deposit	Balance	Deposit Amount
PD620305-000	PO620628-000	05/03/2019	10,000.00	9,000.00	500.00
Total					0.00

12. In the "VAT" tab, this is a value-added tax information. Users can add or edit value-added tax information by pressing "+" key to add VAT or "✎" to apply The system will retrieve the information that the user has set up tax from the "Payables Setup" and "Tax setup" and the system will apply. Automatic calculation of tax as shown



The screenshot shows the 'New Credit Purchase' form with the 'VAT' tab selected. The table below contains the VAT information.

Invoice No.	Invoice Date	Description	Base VAT	% VAT	VAT Amount	% Claimed	Avg. VAT		
PV290317-001	27/04/2020	Credit Purchase from Company จำกัด	418.00	7.00	29.26	100.00	29.26		
Base VAT			418.00	VAT Amount		29.26	Avg. VAT		29.26

Edit VAT
✕

* Invoice No.

* Invoice Date

* Description

* Base VAT

* VAT

* VAT Amount

* % Claimed Use Average TAX

* Avg. VAT

* Period No.

Type * Time

13. In the "Post GL" Bar is the Save through list (Posting) to the ledger (General Ledger), a user can Post GL by pressing the "Simulated" button to add an account by pressing the "+ Select Acc" button to add the account information. Describe it by pressing the "Doc. Info" button.

< New Credit Purchase

Basic Data
Detail
Deposit
VAT
Post GL
Note & Attachment

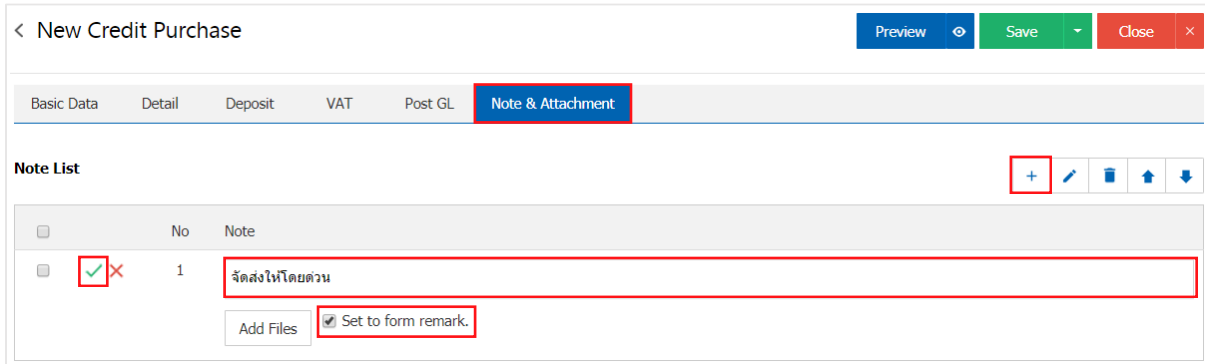
Post GL Format

Simulated

Journal Entry

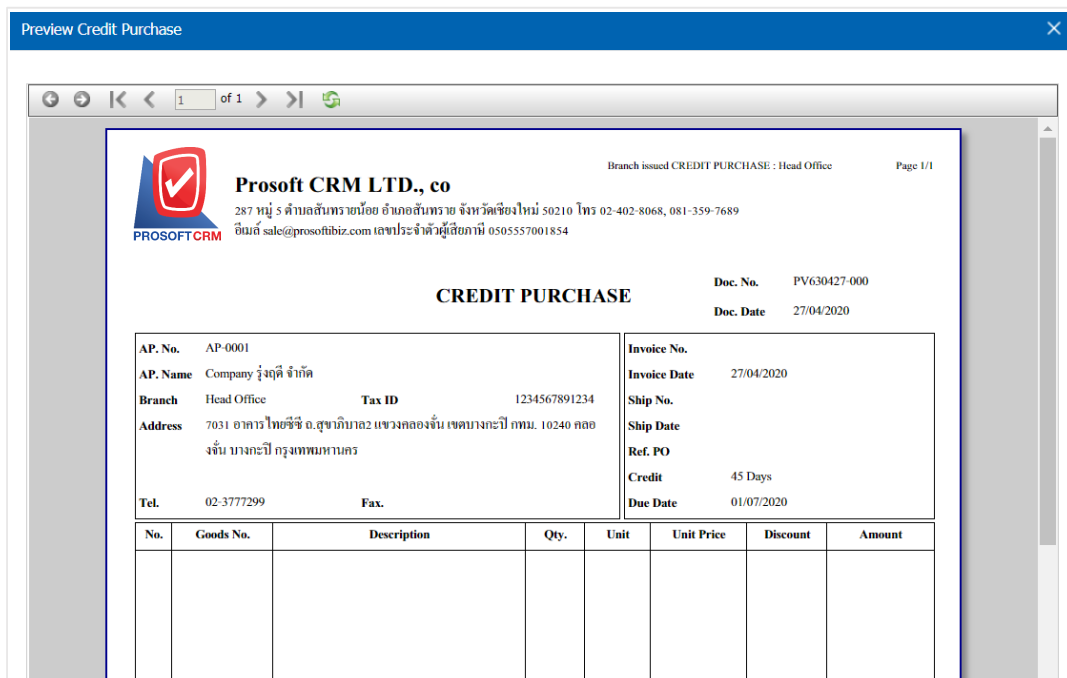
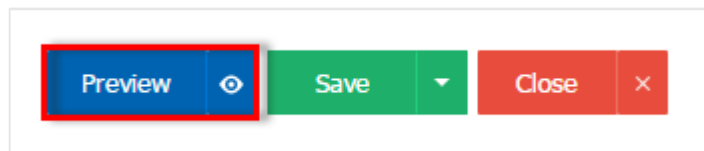
No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
1	11640003	ภาษีซื้อ	29.26	0.00				
2	21200002	เจ้าหน้าที่การค้าต่างประเทศ	0.00	29.26				
Total Amount			29.26	29.26				

14. In the "Note & Attachment" Bar is to specify the end of the bill, the user can specify the required notes by pressing the "+" button > "specify the required details" > "✓Set to form remark" used in the case of the end of a bill with more than 1 or more to be shown in the end of the form > "✓" to record the data as shown.



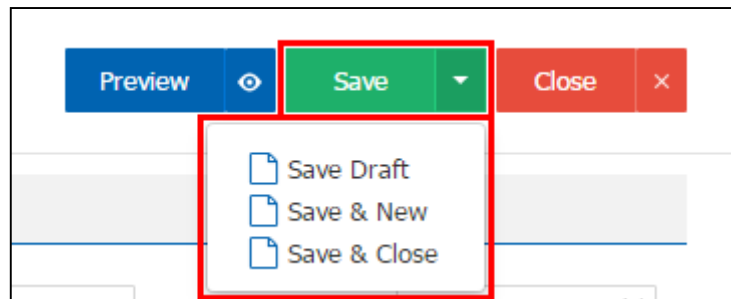
- * Note: The symbol "▲" and "▼" is to scroll the message up or down as required by the user.
- * Note: If the user has other documents to be referenced in the document, the user can also "Add Files" other documents are.

15. The user can press the "Preview" button before saving the document. Purchase credit to verify the accuracy of the information. As shown



16. After the check is complete, press the "Save" button at the top right of the screen to save a document to buy it. The recorded data can be divided into 4 recording format :

- Save a document that normally buy. Available data show that the record is complete.
- Save Draft to save a draft document. When users save documents that have already bought the system will display the document notes that the draft purchase immediately.
- Save & New to save and open documents, records, purchase new believers. When a user logs already bought papers The system will display recorded Document buy it immediately.
- Save & Close to save and return to buy it.



To verify the status of documents for a loan

1. Users can confirm the status change documents for credit purchase by pressing "select credit purchase to change the status 1" > "Action" > "Change Status" will show Pop - up. So that users confirm the status change.

Buy credit documents There are all conditions for changing the status.

- **Open, Partial** changing the state status **Cancel**
- **Close, Cancel** cannot be changed from the original. Because the document is closed or canceled already.

Doc. Date	Doc. No.	Invoice No.	Vendor No.	Vendor Name	Total Am...	Status	PO No.
20/04/2020	PV630420-000	PV630420-000	AAA	หจก. ดวงดีเนอรั	27,017.50	Open	PO630420-000
10/04/2020	PV630410-000	PV630410-000	0111	บริษัท MM จำกัด	74,900.00	Close	
10/04/2020	PV630410-002	PV630410-002	AP-0006	บริษัท ดีอีเอฟ จำกัด	10,700.00	Open	
08/04/2020	PV630408-000	PV630408-000	AP-0003	บริษัท วายโอยู จำกัด	4,280.00	Open	

Change Status Confirmation
✕

Confirm change credit purchase status

Do you want to change credit purchase status no. PV630410-002

Current Status Open

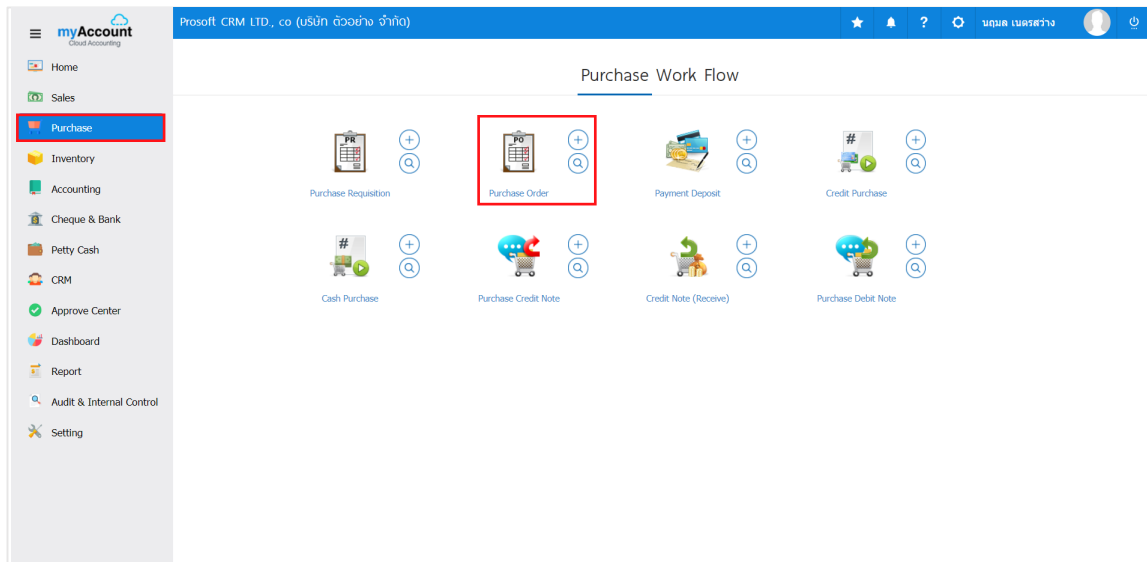
New Status Cancel ▼

* Reason

OK
Cancel

Opening the purchase credit document by referencing the purchase order

- The user can open the purchase credit document by referencing the purchase order by pressing the "Purchase" menu > "Purchase Order" as shown.



- The Purchase Order list screen is displayed. The user must select a purchase order with the status "Approve" or "Partial" only. As above Figure

Doc. Date	Doc. No.	Vendor No.	Vendor Name	Total Amount	Ref. Quotation	Ref. PR	Status
01/03/2020	PO630301-000	AP-0001	บริษัท รุ่งฤดี จำกัด	69,550.00			Partial
20/02/2020	PO630220-000	0111	บริษัท MM จำกัด	267,500.00		POR200220-001	Close
17/02/2020	PO630217-000	AP-0003	บริษัท วายโอยู จำกัด	5,136.00			Approve
15/02/2020	1234	0111	บริษัท MM จำกัด	53,500.00			Close
15/02/2020	PO630215-000	AP-0000038	บริษัท หยวนซิว เกษตรวิทยาศาสตร์...	1,070.00			Approve
15/02/2020	PO630215-001	EX	บริษัท ลองไบขอซื้อ	2,311.20			Close
15/02/2020	PO630215-002	AP-0035	บริษัท ทดลองงาน จำกัด	107,000.00			Approve
13/02/2020	PO630213-000	AP-0000001	บริษัท พาทเนอร์	53,500.00			Close
12/02/2020	PO630212-000	AP-0038	บริษัท เมเจอร์เรซิ่น จำกัด	66,340.00	001		Approve
12/02/2020	PO630212-001	AP-0002	บริษัท วิตุคตินเบเกอร์รี่	2,675.00			Approve
06/02/2020	PO630206-000	AP-000038	หจก. ก.เกษตรกิจ	5,709.27		POR200206-001	Close
04/02/2020	PO630204-000	0111	บริษัท MM จำกัด	53,500.00			Close
03/02/2020	PO630203-000	AP-0006	บริษัท ดีอีเอฟ จำกัด	7,490.00		POR200203-001	Close

3. Then, the user Press the "Action" button at the top right of the program screen and select the "Create Credit Purchase" command. The system will display Pop up to allow the user to confirm the opening of the document.

< Purchase Order ★ New +

All Order

	Doc. Date	Doc. No.	Vendor No.	Vendor Name	Total Amount	Ref. Quotation	Ref. PR	
<input type="checkbox"/>	05/03/2020	PO630305-000	AP-000038	หจก. ก.เกษตรกรกิจ	4,815.00		POR20030	Create Credit Purchase
<input type="checkbox"/>	01/03/2020	PO630301-000	AP-0001	บริษัท รุ่งฤดี จำกัด	69,550.00			Create Cash Purchase
<input type="checkbox"/>	20/02/2020	PO630220-000	0111	บริษัท MM จำกัด	267,500.00		POR20022	Copy
<input checked="" type="checkbox"/>	17/02/2020	PO630217-000	AP-0003	บริษัท วายโอย จำกัด	5,136.00			Change Status
<input type="checkbox"/>	15/02/2020	1234	0111	บริษัท MM จำกัด	53,500.00			Assign
<input type="checkbox"/>	15/02/2020	PO630215-000	AP-0000038	บริษัท หยวนชีวี เกษตรวิทยาตาส...	1,070.00			Approve
<input type="checkbox"/>	15/02/2020	PO630215-001	EX	บริษัท ลองใบขอซื้อ	2,311.20			Close
<input type="checkbox"/>	15/02/2020	PO630215-002	AP-0035	บริษัท ทดลองงาน จำกัด	107,000.00			Approve
<input type="checkbox"/>	13/02/2020	PO630213-000	AP-0000001	บริษัท พาทเนอร์	53,500.00			Close
<input type="checkbox"/>	12/02/2020	PO630212-000	AP-0038	บริษัท เมเยอร์เรซิน จำกัด	66,340.00	001		Approve
<input type="checkbox"/>	12/02/2020	PO630212-001	AP-0002	บริษัท วัลดูติเบมเกอร์รี	2,675.00			Approve
<input type="checkbox"/>	06/02/2020	PO630206-000	AP-000038	หจก. ก.เกษตรกรกิจ	5,709.27		POR200206-001	Close
<input type="checkbox"/>	04/02/2020	PO630204-000	0111	บริษัท MM จำกัด	53,500.00			Close

1 2 3 4 5 ... Items per page 21 - 40 Items From 165 Items

i Create Credit Purchase Confirmation ✕

Confirm create credit purchase

Do you want to create credit purchase?

4. When the user has confirmed the document opening, the purchase is successful. The system will display the purchase document creation form screen. Automatically believes and displays vendor-referenced information from the purchase order. The user should fill in a form with a "*" Marked as a download.

< New Credit Purchase

Preview
Save
Close

Basic Data
Detail
Deposit
VAT
Post GL
Note & Attachment

* Vendor No.

Vendor Name

Ref. PO

Credit (Day)

* Doc. No.

* Invoice No.

Ship No.

Due Date

* Doc. Date

* Invoice Date

Delivery Date

Item
+ Select Item
Insert Item
AVG Discount
✕

No.	Item No.	Item Name	Unit	Inventory	Location	Qty.	Price/Unit	Discount	Amount	
1	3001235000	ปูนซีเมนต์ปอร์ตแลนด์ประเภท1	unt-001	001	00001	2.00	2,400.00		4,800.00	
2	88524373006	ปูนกอธิร์มวลเบา 50 กก.เสียมอ	unt-001			0.00	110.00		0.00	
3	88514190018	ชุดอุปกรณ์เขียนแบบ	unt-001			0.00	0.00		0.00	
4	88501270046	สินค้ากระดาษ	unt-001			0.00	0.00		0.00	
Total									4,800.00	
								Trade Discount	10%	480.00
								Deposit Amount		0.00
								Before VAT Amount		4,320.00
								Base VAT		4,320.00
							Value Added Tax	PO-EX7	7.00	302.40
								Total Amount		4,622.40

Printing and sending email buying documents.

1. When a user creates a purchase trust document, you want to download the print or send email to the user. Press the "Print" button in the upper right of the program screen. In the document detail screen, buy as loud as Figure




2. The Purchase document form screen is displayed. You can choose to press "Download", "Print" or "Send Email" button at the top right of the program screen as you like. As Picture

Preview PurchaseOrder Form-PurchaseOrder ✕

Status

Download
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Prosoft CRM LTD., co

287 หมู่ 5 ตำบลสันทรายน้อย อำเภอสันทราย จังหวัดเชียงใหม่ 50210 โทร 02-402-8068, 081-359-7689

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Branch issued PURCHASE ORDER : Head Office Page 1/1

PURCHASE ORDER

Doc. No. PO630420-001
Doc. Date 20/04/2020

Contact		Quotation No.	
Company บริษัท วัตถุประสงค์ออร์วี	Branch สำนักงานใหญ่	Ship Date	Credit Day
Address 12345 บ้านไม้เท้า แขวง บางชั้น เขต สามวา กรุงเทพมหานคร 10510	Tax ID 1231231231231	Shipping Address เลขที่ 2571/1 ซอยพหลโยธินซอย 1 แขวง หัวหมาก เขต เขตลาดกระบัง กรุงเทพมหานคร 10240	
Tel. 021233456	Fax.		

No.	Goods No.	Description	Qty.	Unit	Unit Price	Discount	Amount
1	8850127004571	UNI	1.00	ถุง	15,000.00		15,000.00
2	8851419001995	MAGURO	0.50	ถุง	3,500.00		1,750.00
3	8852437300510	KEGANI	1.07	ถุง	3,000.00		3,210.00
4	AB0.375-2-1.3	HIRAME	1.20	ตัว	1,150.00		1,380.00
5	AW0001	EBI	0.38	ก๊น	3,180.00		1,208.40
6	AW-0001	KOHADA	0.40	กล่อง	357.00		142.80

* Note: The file trust document is in the format pdf extension.

Contact Tel : 02-402-6141, 02-402-6143-4 Email : support@myaccount-cloud.com Website : www.myaccount-cloud.com