

The petty cash (Petty Cash)

Means to save the petty cash. This is a cost-based management within a company or organization in each department works. The company or organization, such as the cost accounting department, Sales department costs etc.

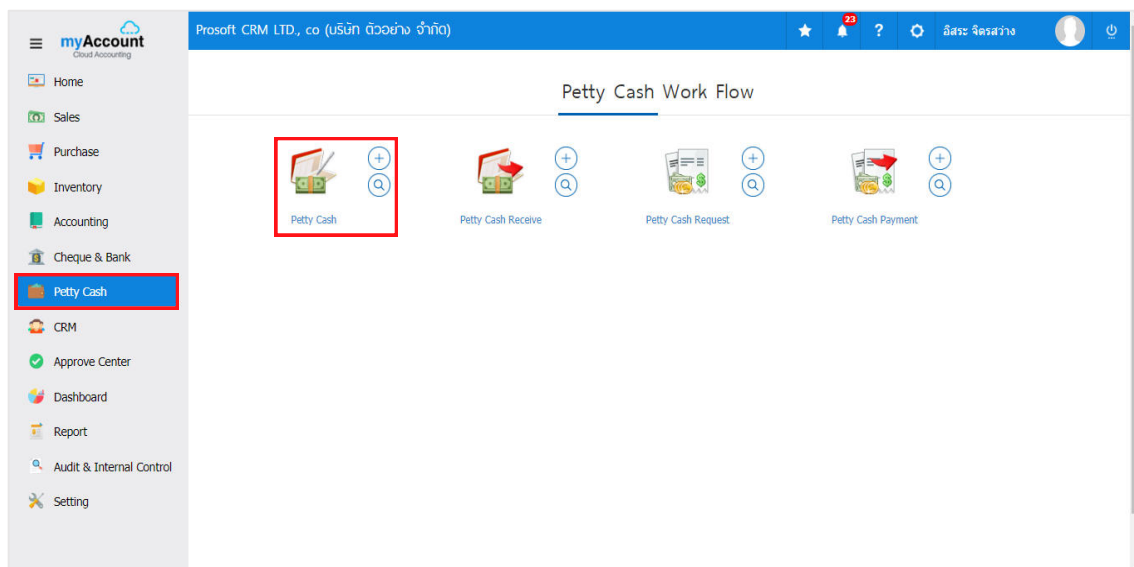
The Document of set up Petty cash

The record is divided into 3 sections :

- Tab Basic Data is being saved. Other receivables document details include a petty cash code, petty cash name, amount of petty cash and account code etc.
- Tab Note & Attachment is to detailed note the transaction text. The conditions and attach additional document files
- Tab Define Field is to record the data that the user has created. Fill out additional information manually (Tab Define Field is displayed only if the Define Field is set)

Step for saving the Petty Cash

1. Select the user to press the "Petty cash"> "Petty Cash" as shown in Figure



2. The system will then display a list of documents the petty cash. Users can create a new set petty cash by pressing the "New" button at the top right of the screen as shown below

< Petty Cash ★ New +




	Petty Cash No	Petty Cash Name	Amount	Inactive
<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value="PC630323-000"/>	<input type="text" value="pppppp"/>	9,000.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value="PC630313-000"/>	<input type="text" value="Dir4"/>	17,000.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value="PC630227-000"/>	<input type="text" value="เงินสดย่อย"/>	30,000.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value="PC630212-000"/>	<input type="text" value="tgkmdl"/>	1,000.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value="PC630124-000"/>	<input type="text" value="เงินสดย่อย"/>	30,000.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value="PC630115-000"/>	<input type="text" value="เงินสดย่อย"/>	30,000.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value="PC630110-0001"/>	<input type="text" value="ค่าใช้จ่ายเกี่ยวกับการโฆษณาสินค้า"/>	30,000.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value="PC621220-000"/>	<input type="text" value="ใช้สำหรับวางระบบไฟฉุกเฉิน"/>	100,000.00	<input type="checkbox"/>

* Note: If users want to edit the original data by pressing the "  " button to edit

* Note: If the user wants to delete it by pressing "  " to erase

3. Tab "Basic Data" is to save the details, the document is petty cash. The details are as follows :

- Petty Cash Code is a document ID number is petty cash. To apply for classification Each document is petty cash. Users can set up a form of ID document number is petty cash to Setting> General> Running.
- Petty Cash Name is to specify a name for setting up a petty cash That helps to identify the usage.
- Amount is specifying the amount of money setting the petty cash.
- Account code is the selection of the relevant account code in daily postings (Post GL).
- Note is to specify additional user should do to fill, in form marked "*" to complete the picture.

< New Petty Cash Translate  Save  Close 

Basic Data Note & Attachment Define Field

* Petty Cash No

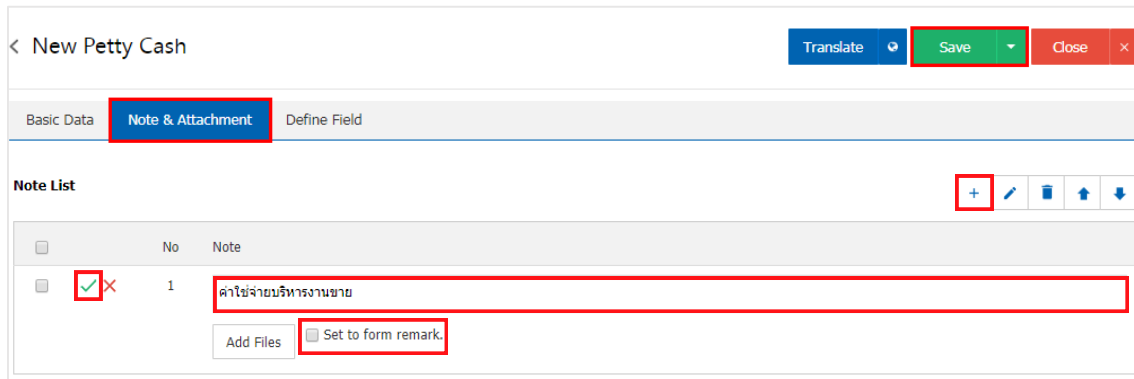
* Petty Cash Name

* Amount

* GL Account Petty Cash

Remark

4. In Tab "Note & Attachment" is a record of note details, the list of conditions, and attach additional document files. Users can specify the notes you want by pressing the "+" button. "Enter 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 document form > "✓" to record the data as shown



< New Petty Cash

Translate Save Close

Basic Data **Note & Attachment** Define Field

Note List

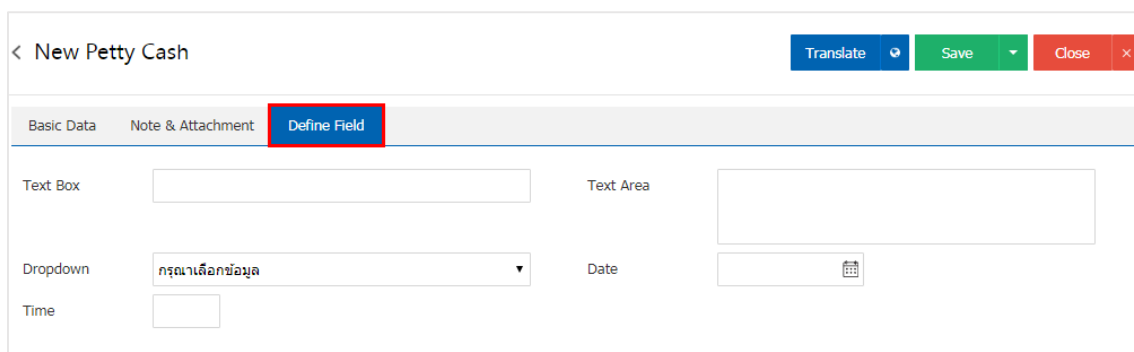
No	Note
1	ค่าใช้จ่ายบริหารงานขาย

Add Files Set to form remark.

- * Note: the symbol "↑" and "↓" is to scroll the message up or down according to the user
- * Note: If a user has other documents to be referenced in the document, the user can "Add Files" to other documents

5. In Tab "Define Field" is a record of the data that a user has created. Fill out additional information manually, which define Field will contain all 5 types:

- The Text Box is a small box display of data that a user can fill in an unlimited number of characters and fill only one line of information.
- The Text Area format is a large display of text box formats that users can fill in an unlimited number of characters and fill multiple lines of information.
- The Dropdown format is to display the option format information that the user can customize the options in the "Setting" menu > "General" > "ENUM".
- Date format is to display the data format of date, month, year.
- Time format is the time format information display.



< New Petty Cash

Translate Save Close

Basic Data Note & Attachment **Define Field**

Text Box

Text Area

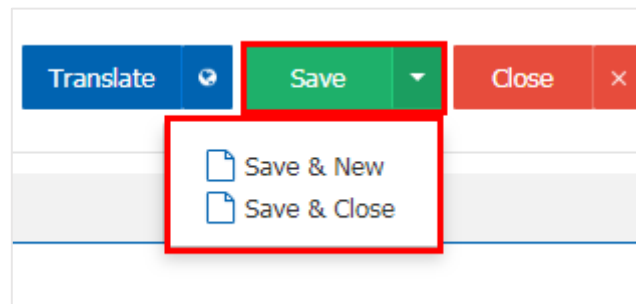
Dropdown

Date

Time

6. After the user has completed the information, press the "Save" button at the top right of the program screen to save the document data. A separate limit is divided into three types :

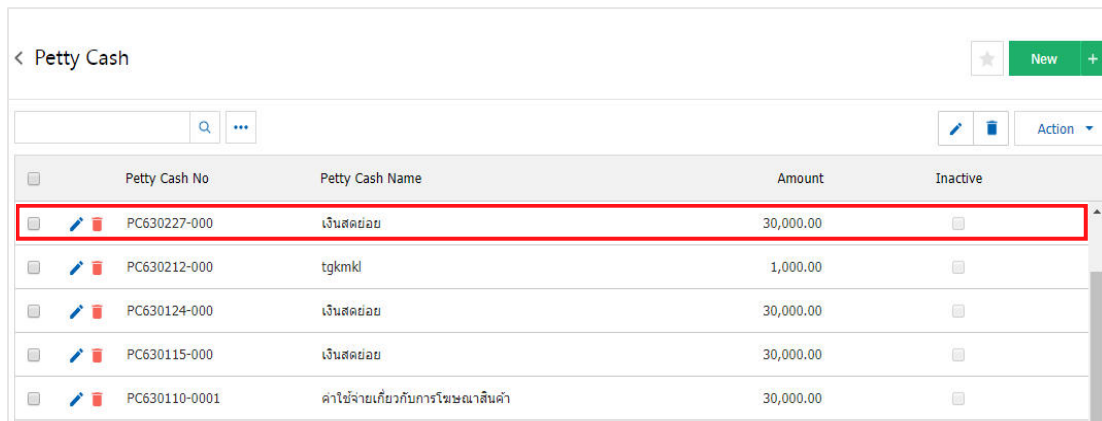
- Save is a save pretty cash document normally and the data that is saved successfully.
- Save & New is to save the document and open a new document immediately.
- Save & Close is to save the document and return to all of document pretty cash immediately.



The petty cash copying

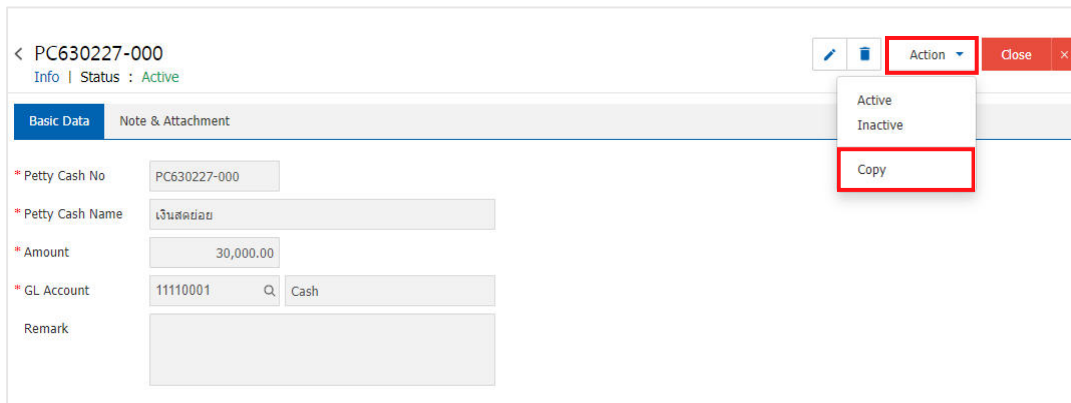
That is to copy the petty cash. If the user wants to create a new document, the petty cash and details of any change. To help reduce the time to create documents. Users can copy the document petty cash has Here's how to copy follows:

1. The user selects the document is petty cash to be copied documents Figure



Petty Cash No	Petty Cash Name	Amount	Inactive
PC630227-000	เงินสดย่อย	30,000.00	<input type="checkbox"/>
PC630212-000	tgkmdl	1,000.00	<input type="checkbox"/>
PC630124-000	เงินสดย่อย	30,000.00	<input type="checkbox"/>
PC630115-000	เงินสดย่อย	30,000.00	<input type="checkbox"/>
PC630110-0001	ค่าใช้จ่ายเกี่ยวกับการโฆษณาสินค้า	30,000.00	<input type="checkbox"/>

2. Then, press the "Action"> "Copy" will show Pop - up to. copy document The petty cash form



< PC630227-000
Info | Status : Active

Basic Data | Note & Attachment

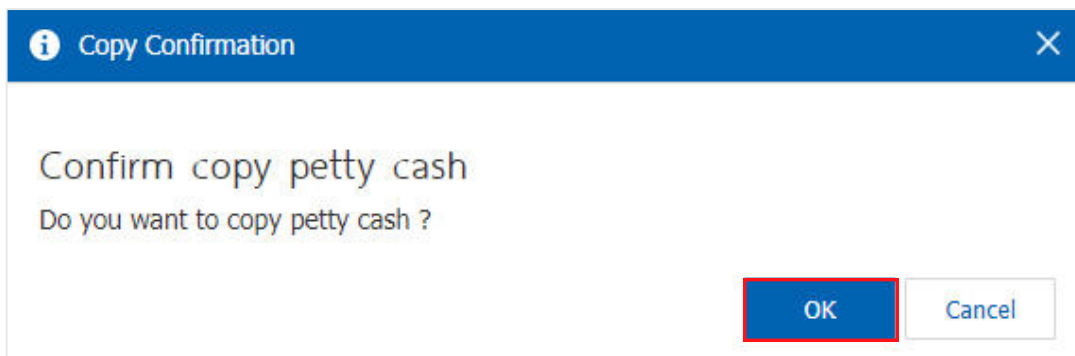
* Petty Cash No: PC630227-000

* Petty Cash Name: เงินสดย่อย

* Amount: 30,000.00

* GL Account: 11110001 Cash

Remark:



Copy Confirmation

Confirm copy petty cash

Do you want to copy petty cash ?

OK Cancel