

Petty Cash Receive

Means to save cash after receiving the petty cash already.

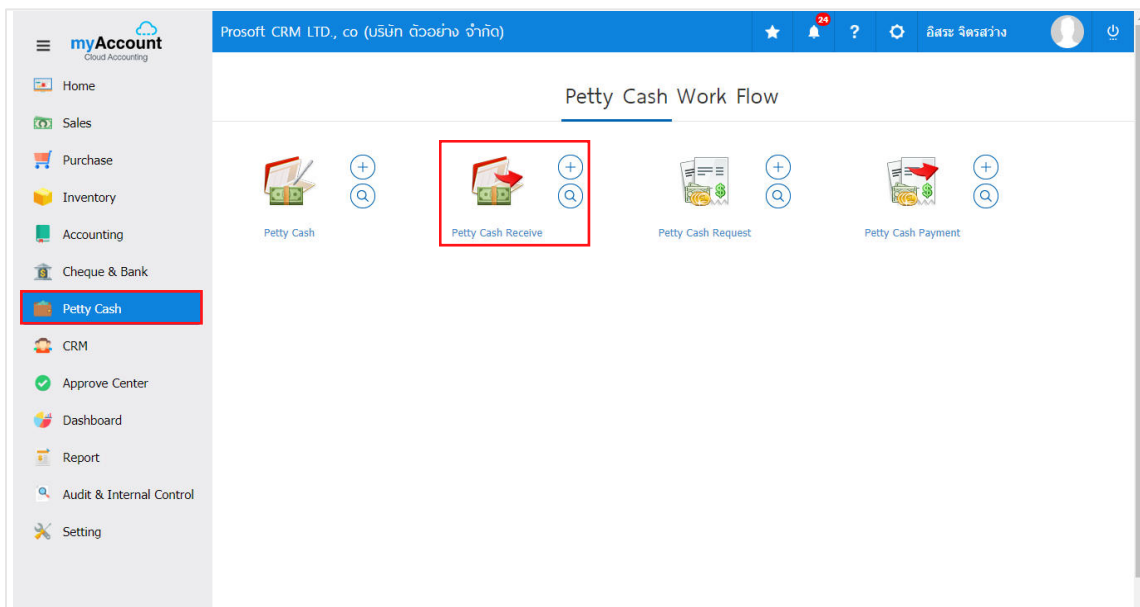
Cash Receipt document window

The Save window divides the data into four sections :

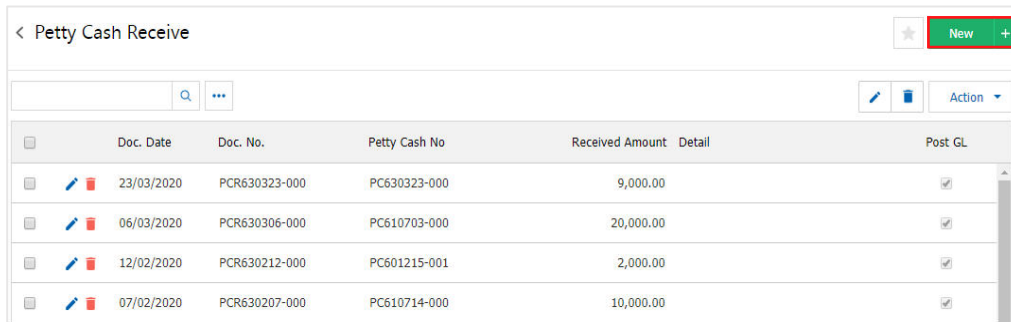
- Tab Basic Data is to record information about the cash, including document number, the sub-account document date.
- Tab Post GL is to save entries to the ledger account.
- Tab Note & Attachment is the record description detail. Note and the conditions
- Tab Define Field is to save the data that the user has created. Fill out additional information manually (Tab Define Field is displayed only if the Define Field is set only).

How to save a cash receipt document

1. Allows users to press the "Petty Cash" menu > "Petty Cash Receive" as shown.

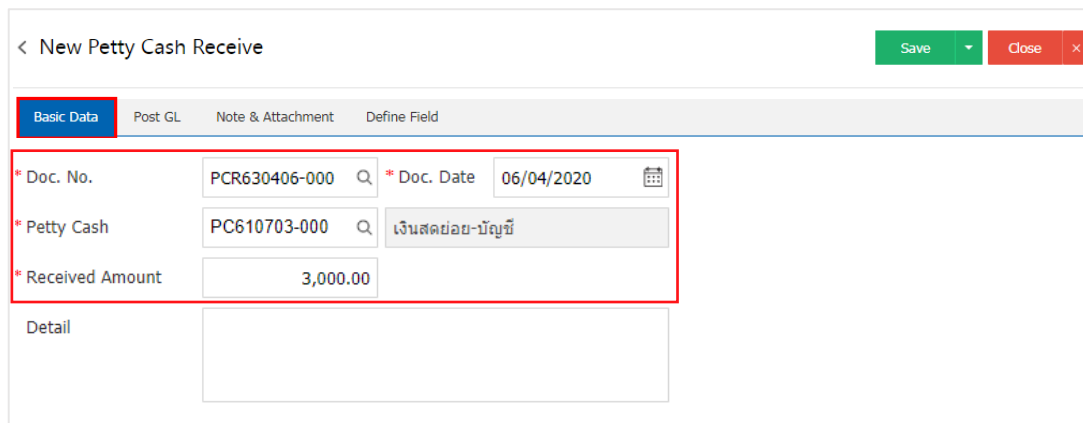


2. The system displays the Cash Receipt document List screen. The user can create a new cash receipt document by pressing the "New" button at the top right of the program screen.



Doc. Date	Doc. No.	Petty Cash No	Received Amount	Detail	Post GL
23/03/2020	PCR630323-000	PC630323-000	9,000.00		<input checked="" type="checkbox"/>
06/03/2020	PCR630306-000	PC610703-000	20,000.00		<input checked="" type="checkbox"/>
12/02/2020	PCR630212-000	PC601215-001	2,000.00		<input checked="" type="checkbox"/>
07/02/2020	PCR630207-000	PC610714-000	10,000.00		<input checked="" type="checkbox"/>

3. In Tab "Basic Data" is the information record of the cash-receiving document, namely the document number, the sub-account document date. Amount of income, etc. The user should fill out a form with a "*" marked as follows.



New Petty Cash Receive [Save] [Close]

Basic Data | Post GL | Note & Attachment | Define Field

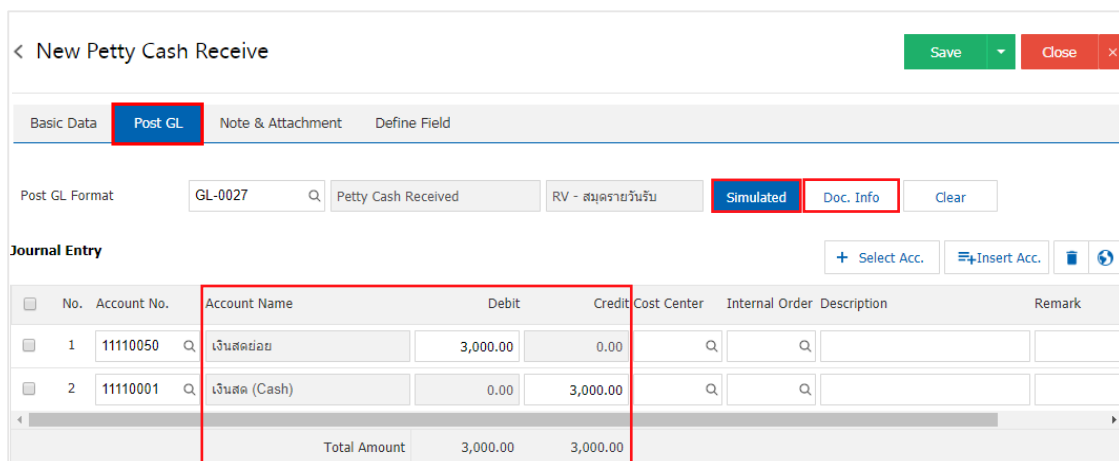
* Doc. No. PCR630406-000 * Doc. Date 06/04/2020

* Petty Cash PC610703-000 เงินสดย่อย-บัญชี

* Received Amount 3,000.00

Detail

4. In Tab "Post GL" is a recording through a list (Posting) to the ledger (General Ledger), the user can Post GL by pressing the "Simulated" button. Users can add additional accounts by pressing the "+ Select Acc" button to add account information. The description can be edited by pressing the "Doc. Info" button.



New Petty Cash Receive [Save] [Close]

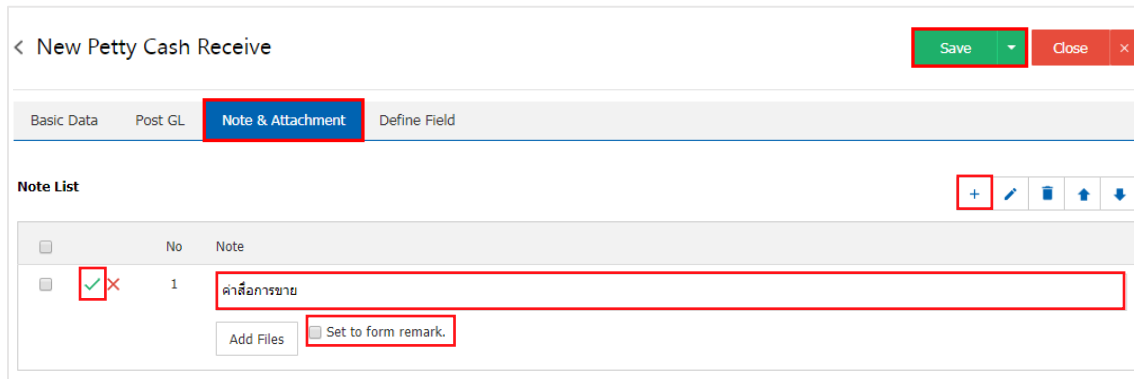
Basic Data | **Post GL** | Note & Attachment | Define Field

Post GL Format GL-0027 Petty Cash Received RV - สมุทรราชวันรับ [Simulated] [Doc. Info] [Clear]

Journal Entry [Select Acc.] [Insert Acc.]

No.	Account No.	Account Name	Debit	Credit	Cost Center	Internal Order	Description	Remark
1	11110050	เงินสดย่อย	3,000.00	0.00				
2	11110001	เงินสด (Cash)	0.00	3,000.00				
Total Amount			3,000.00	3,000.00				

5. In Tab "Note & Attachment" is a record of notes, note the list of conditions, and attach additional document files. Users can specify the notes you want by pressing the "+" button > "Specify the 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

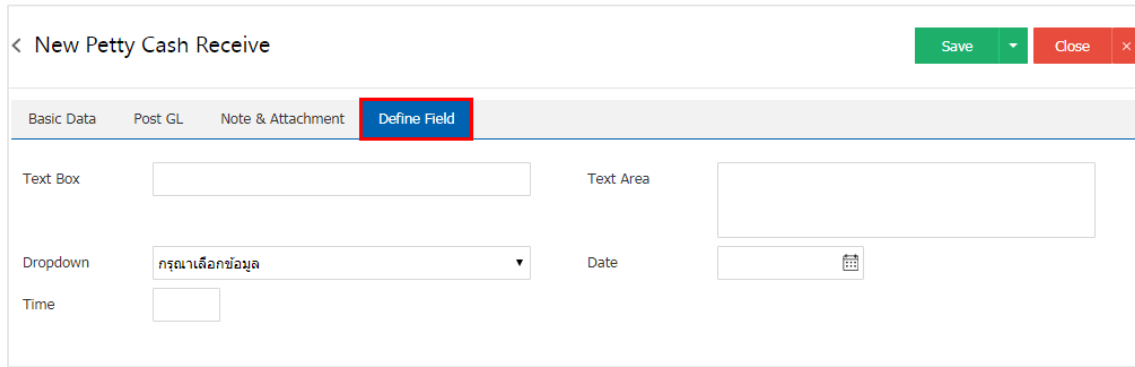


No	Note
1	ค่าสีการหมาย

- * Note: The symbol "▲" and "▼" is to scroll the message up or down as required by the user
- * Note: If the user wants to edit the original information by pressing the "✎" button to make the modification
- * Note: If the user wants to erase the original data by pressing the "🗑" to erase the data
- * Note: If the user has any other documents to be referenced in the cash receipt document. Users can "Add Files" other documents

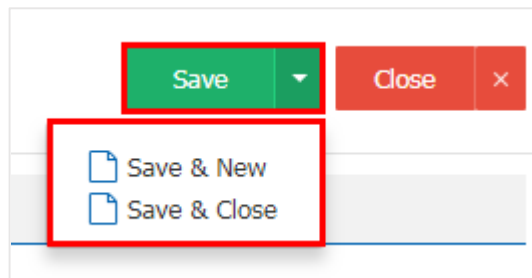
6. In Tab "Define Field" is a record of the data that a user has created. Fill out additional information manually, where Define Field will contain all 5 types:

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



7. After the user has completed the data, press the "Save" button at the top right of the program screen to save the cash document information by saving the data divided into 3 images

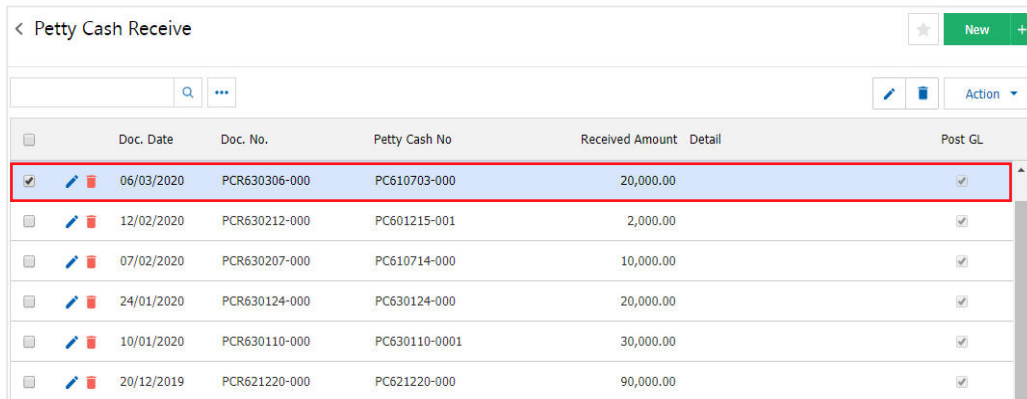
- Save is a regular cash deposit document with the information that has been saved
- Save & New is a cash deposit document and open the Save Payment document screen
- Save & Close is to save the cash receipt document and get back to the list screen immediately



Copy of petty cash

That is to copy the documents received cash. If the user wants to create new documents, cash and small details do not change. To help reduce the time to create documents. Users can copy the document. How to copy petty cash follows:

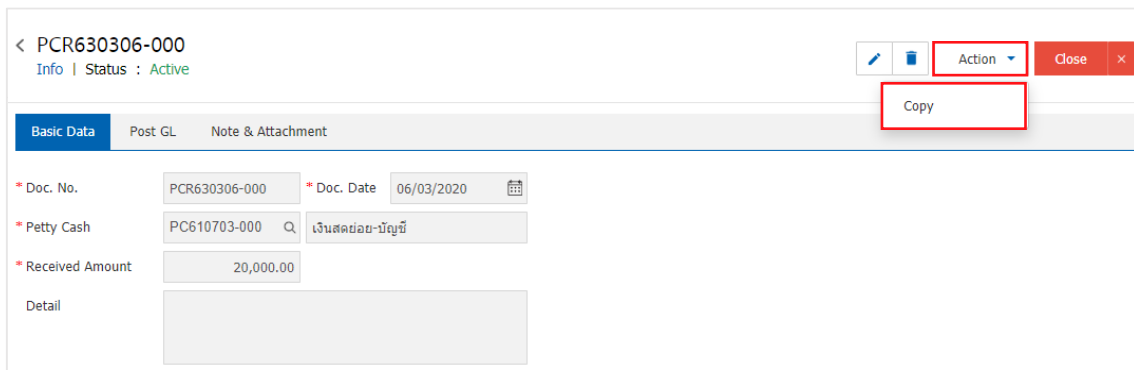
1. The user selects the document receiving cash to copy the document image



	Doc. Date	Doc. No.	Petty Cash No.	Received Amount	Detail	Post GL
<input checked="" type="checkbox"/>	06/03/2020	PCR630306-000	PC610703-000	20,000.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	12/02/2020	PCR630212-000	PC601215-001	2,000.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	07/02/2020	PCR630207-000	PC610714-000	10,000.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	24/01/2020	PCR630124-000	PC630124-000	20,000.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	10/01/2020	PCR630110-000	PC630110-0001	30,000.00		<input checked="" type="checkbox"/>
<input type="checkbox"/>	20/12/2019	PCR621220-000	PC621220-000	90,000.00		<input checked="" type="checkbox"/>

- * Note: If users want to edit the original data by pressing the "✎" button to edit.
- * Note: If the user to delete the original data by pressing the "🗑" button to delete.

2. Next, the user presses the "Action" > "Copy" will show Pop - up to copy the document. Cash received as shown



PCR630306-000
Info | Status : Active

Action

Copy

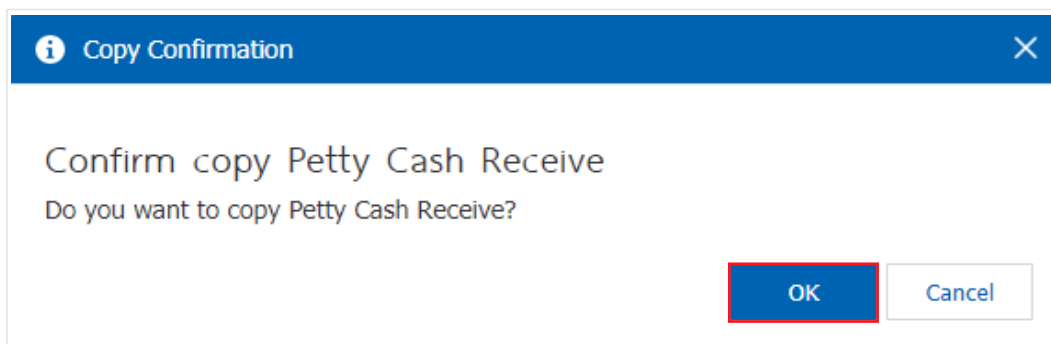
* Doc. No. PCR630306-000 * Doc. Date 06/03/2020

* Petty Cash PC610703-000 เงินสดจ่าย-บัญชี

* Received Amount 20,000.00

Detail

- * Note: If users want to edit the original data by pressing the "✎" button to edit.
- * Note: If the user wants to delete the original data by pressing the "🗑" button to delete the data.



Copy Confirmation

Confirm copy Petty Cash Receive

Do you want to copy Petty Cash Receive?

OK Cancel