

Chapter 7 Payment Voucher

This section manages and keeps track your payment voucher for you.

You can generate payment voucher easily with predefine activity and locate a payment voucher quickly with system search function.

This system is able to generate a payment voucher with more than one file.

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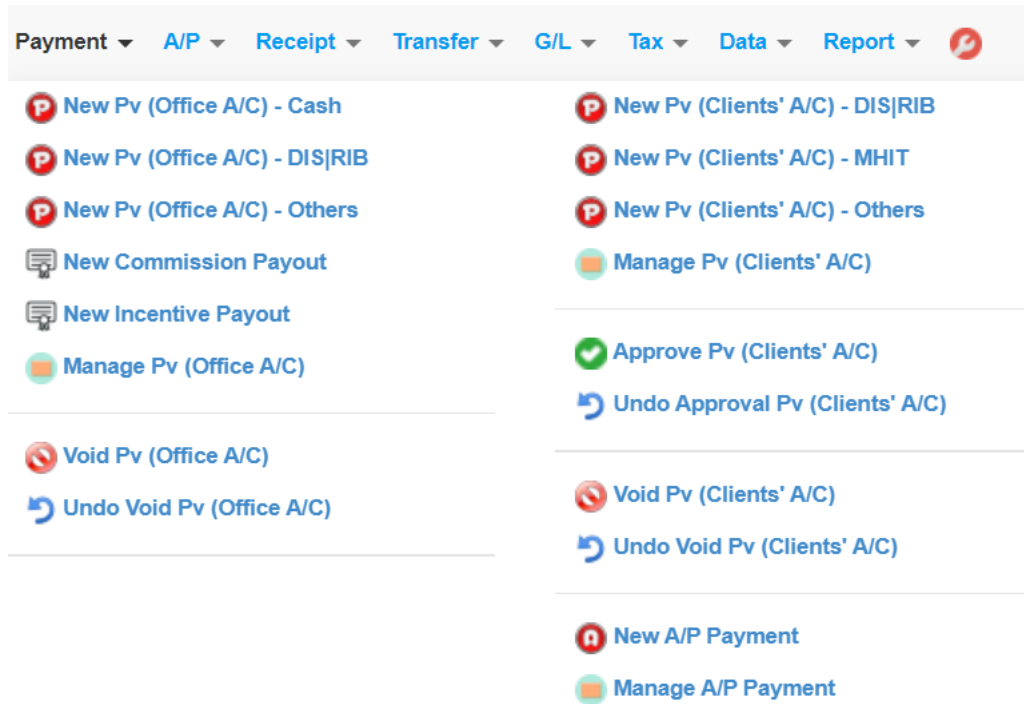
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7.1 Payment Voucher (Office Account)

- To open Payment Voucher window, click '**Payment**' on navigation bar and select a payment voucher according to payment term.



7.1.1 New Pv (Office A/C) – Cash

This function should be used to generate payment voucher when the payment method is cash.

- To begin, choose '**New Pv (Office A/C) – Cash**' and a window will appear as below.

New PV (Office Account) - Cash

Save Cancel # X Close

22/Nov/2023 | 320-0000 | MYR 0.00

General Details Properties

PV No.: PVC/O/2311/001

Currency: MYR Rate: 1.0000

☒ Private & Confidential

P Date: 22/Nov/2023

Department: [Dropdown]

Other Ref. No.: [Text]

Remarks: [Text]

Attachments: [Select files...]

Payment Info.

Withdraw From: 320-0000 - PETTY CASH

Payee Name: [Text]

Pymt. Ref. No.: [Text]

Received By: [Text]

#	Attachment	Description	Upload Date
No attachment found.			

- PV No is mandatory (auto generated or manually type in is according to ref no setup).
- Tick the 'Private and Confidential' checkbox if you want this PV as a Private and confidential PV.

PV No.: PVC/O/2010/001

☒ Private & Confidential

- Complete any field for information you want to record.
- You must add an item into the payment voucher in order to generate a payment voucher. Click 'Details' tab, a form will show up as shown in the image below.

New PV (Office Account) - Cash

Save Cancel # X Close

22/Nov/2023 | 320-0000 | MYR 0.00

General Details Properties

Payee Name cannot be blank.

1

Activity: [Dropdown]

Description: [Text]

File No.: [Text]

Client: [Dropdown]

Bill No.: [Text]

Amount: 1 x \$ 0.00 = 0.00

Taxable Amount: 0.00

Total (Exc.): 0.00

Tax Incl? ☐ Tax Incl? 0.00

Total (Inc.): 0.00

Debit A/C: [Dropdown]

Tax Code: [Dropdown]

Tax Rate(%): 0.00 Tax Amount: 0.00

Tax Submission Info.

Company Name: [Text]


Com. Reg. No.: [Text] GST Reg. No.: [Text]

Tax Invoice Date: [Text] Tax Inv. No.: [Text]

☒ Auto Save Supplier (non-primary)

Add Add a Copy Load From Bill... Load Expense... Remove

- Type amount for each item in the payment voucher.
- Click 'Add' button to add item into the record list.

- You may also click '**Remove**' button after clicking on the item that you wish to remove to remove the item from the record list.
- Click  button to search file no.
- Enter searching criteria then click the '**Search**' button.

Search File Master

Search Advanced File Master - Search

File No. : Test File Type : (All) File Date (From) : Date in text Clear

File Date (To): Date in text Subject : File Status : (All) Search

PIC : (All) File Tag : (All) File Group : (All)

Department : (All) Client Name : Client ID No.* : New/Old IC No./Passport/Com. Reg. No.

Client Category : (All)

Select & Close

- A result list will be displayed and choose the file you want to be linked with the payment voucher.

Select & Close

Drag a column header and drop it here to group by that column

#	R...	File No.	S...	FI...	File Type	O...	Client Name(s)	Subject
1	0	Testing 223	KIV	19/Jan/...	SPA SS WT	0.00	Maggie Tan	SPA

- Click '**Select & Close**' to proceed.
- Once you have completed, click '**Save**' to save payment voucher information.
- Click '**Preview**' to have a look at the receipt, and you may print out there payment Voucher here.



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(File Copy)

**PV (Office Account) - Cash****PVC/O/1910/001**

Payee : syima
 Bank/Cash : 320-0000-Petty Cash
 Cheque No. :

PV Date : 25-Oct-2019
 Department :

#.	Category	Description	File No.	Tax Amt (RM)	Tax Code	Amount (Exc.) (RM)	Total Amount (RM)
1	Office Matter	Admin - Transportation & Accommodation		0.00		200.00	200.00
Ringgit Malaysia Two Hundred Only						Grand Total:	200.00

Requisitioned by: _____ Approved by: _____

Checked By A/C Dept: _____ Received by: _____

Name & NRIC:

Load from Bill

- To load from bill, click **Load From Bill** and a new window will be displayed.

Total (Exc.): 265.00
Total (Inc.): 265.00

☐ **Auto Save Supplier (non-primary)**

#	Cat...	Activity	Description	File No.
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- Enter your search criteria and click **Search**, a result list will be displayed as below.

Select Quotation/Bill Items

Bill No.: ☐ Inc. Quotation Trans. Date: To

File No.: Bill To Name:

	Cate...	Activity	Amount	Unsettle	Pv Amt	Description
Trans. No.: BIL/1910/003, Trans. Date: 25/Oct/2019, File No.: SPA 004						
<input type="checkbox"/>	DIS	Stamping - Power of Attorney	20.00	20.00	0.00	Stamp Duty on Power of Attorney
<input type="checkbox"/>	DIS	Stamping - SD for own occupation/bankruptcy	10.00	10.00	0.00	Stamp Duty on Statutory Declaration for own occupation & bankruptcy
<input type="checkbox"/>	DIS	Stamping - Letter of Offer	10.00	10.00	0.00	Stamp Duty on Letter of Offer
<input type="checkbox"/>	DIS	Stamping - Supplemental Letter of Offer	10.00	10.00	0.00	Stamp Duty on Supplemental Letter of Offer
<input type="checkbox"/>	DIS	Stamping - Letter of Guarantee	10.00	10.00	0.00	Stamp Duty on Letter of Guarantee
<input type="checkbox"/>	RIB	Registration - Entry&Withdrawal PrivateCaveat	508.80	508.80	0.00	Registration Fee for Entry & Withdrawal of Private Caveat
<input type="checkbox"/>	RIB	Registration - Power of Attorney	74.20	74.20	0.00	Registration Fee for Power of Attorney
<input type="checkbox"/>	RIB	Registration - Form 34	318.00	318.00	0.00	Registration Fee for Forms 34
<input type="checkbox"/>	RIB	Affirmation of Statutory Declaration	53.00	53.00	0.00	Affirmation of Statutory Declaration

- Tick the checkboxes to load the item from bill into the PV. Click **OK** once you have finished.

7.1.2 New Pv (Office A/C) – DIS / RIB


This function should be used to generate payment voucher when the payment method is disbursement or reimbursement.

- To begin, choose ‘New Pv (Office A/C) – DIS / RIB’.

- PV No is mandatory (auto generated or manually type in is according to ref no setup).
- Tick the ‘Private and Confidential’ checkbox if you want this PV as a Private and confidential PV.

- Complete any field for information you want to record.
- You must add an item into the payment voucher in order to generate a payment voucher. Click ‘Details’ tab, a form will show up as shown in the image below.

- Type amount for each item in the payment voucher.
- Click ‘Add’ button to add item into the record list.

- You may also click '**Remove**' button after clicking on the item that you wish to remove to remove the item from the record list.
- Click  button to search file no.
- Enter searching criteria then click the '**Search**' button.

Search File Master

Search Advanced File Master - Search

File No. : File Type : File Date (From) :

File Date (To) : Subject : File Status :

PIC : File Tag : File Group :

Department : Client Name : Client ID No.* :

Client Category :

Select & Close


- A result list will be displayed and choose the file you want to be linked with the payment voucher.

Select & Close

Drag a column header and drop it here to group by that column


#	R...	File No.	S...	FI...	File Type	O...	Client Name(s)	Subject
1	★	0	Testing 223	KIV	19/Jan/...	SPA SS WT	0.00	Maggie Tan

- Click '**Select & Close**' to proceed.
- Once you have completed, click '**Save**' to save payment voucher information.
- Click '**Preview**' to have a look at the receipt, and you may print out there payment voucher here.



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PV (Office Account) - DIS|RIB

PVD/O/1911/001

Payee : Mahkamah Majestric Kuala Lumpur

Bank/Cash : 310-1000-Hong Leong Bank Office Acc

Cheque No. :

PV Date : 08-Nov-2019

Department :

#	Category	Description	File No.	Tax Amt (RM)	Tax Code	Amount (Exc.) (RM)	Total Amount (RM)
1	DIS	Stamp Duty on First Party Legal Charge over Property	C/K/280605280606/2019/11.08C /K/280605	0.00		100.00	100.00
						Grand Total:	100.00

Ringgit Malaysia One Hundred Only

Requisitioned by: _____

Approved by: _____

Checked By A/C Dept: _____

Received by: _____

Name & NRIC: _____

Load from Bill

- To load from bill, click **Load From Bill** and a new window will be displayed.

Total (Exc.):

265.00

Total (Inc.):

265.00

☐ **Auto Save Supplier (non-primary)**

+ Add

+ Add a Copy

+ Load From Bill...

- Remove

#	Cat...	Activity	Description	File No.
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- Enter your search criteria and click **Search**, a result list will be displayed as below.

Select Quotation/Bill Items

Bill No.: ☐ Inc. Quotation

File No.:

Trans. Date: To

Bill To Name:

#	Cate...	Activity	Amount	Unsettle	Pv Amt	Description
Trans. No.: BIL/1910/003, Trans. Date: 25/Oct/2019, File No.: SPA 004						
<input type="checkbox"/>	DIS	Stamping - Power of Attorney	20.00	20.00	0.00	Stamp Duty on Power of Attorney
<input type="checkbox"/>	DIS	Stamping - SD for own occupation/bankruptcy	10.00	10.00	0.00	Stamp Duty on Statutory Declaration for own occupation & bankruptcy
<input type="checkbox"/>	DIS	Stamping - Letter of Offer	10.00	10.00	0.00	Stamp Duty on Letter of Offer
<input type="checkbox"/>	DIS	Stamping - Supplemental Letter of Offer	10.00	10.00	0.00	Stamp Duty on Supplemental Letter of Offer
<input type="checkbox"/>	DIS	Stamping - Letter of Guarantee	10.00	10.00	0.00	Stamp Duty on Letter of Guarantee
<input type="checkbox"/>	RIB	Registration - Entry&Withdrawal PrivateCaveat	508.80	508.80	0.00	Registration Fee for Entry & Withdrawal of Private Caveat
<input type="checkbox"/>	RIB	Registration - Power of Attorney	74.20	74.20	0.00	Registration Fee for Power of Attorney
<input type="checkbox"/>	RIB	Registration - Form 34	318.00	318.00	0.00	Registration Fee for Forms 34
<input type="checkbox"/>	RIB	Affirmation of Statutory Declaration	53.00	53.00	0.00	Affirmation of Statutory Declaration

- Tick the checkboxes to load the item from bill into the PV. Click **OK** once you have finished.

7.1.3 New Pv (Office A/C) – Others


This function should be used to generate payment voucher when the payment method does not match any other options.

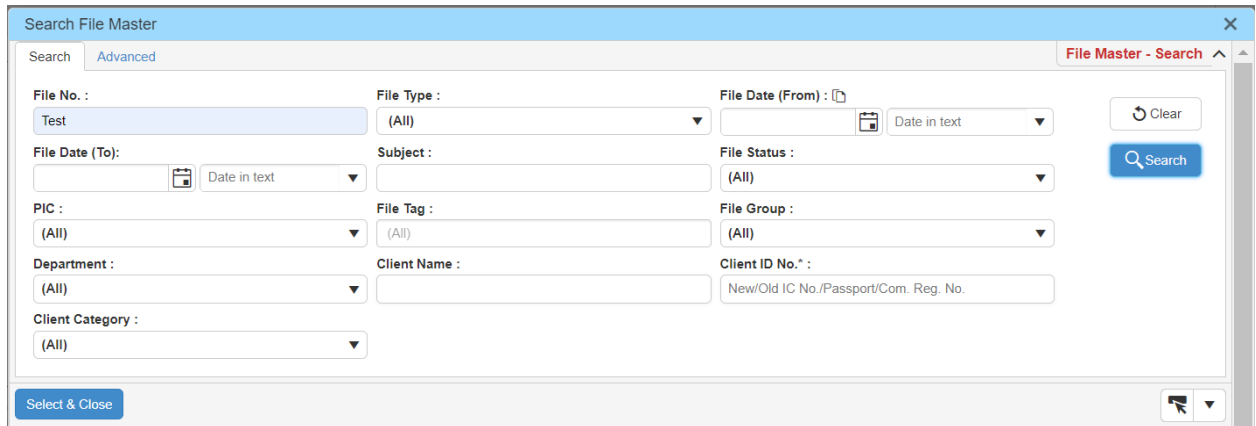
- To begin, choose ‘New Pv (Office A/C) – Others’.

- PV No is mandatory (auto generated or manually type in is according to ref no setup).
- Tick the ‘Private and Confidential’ checkbox if you want this PV as a Private and confidential PV.

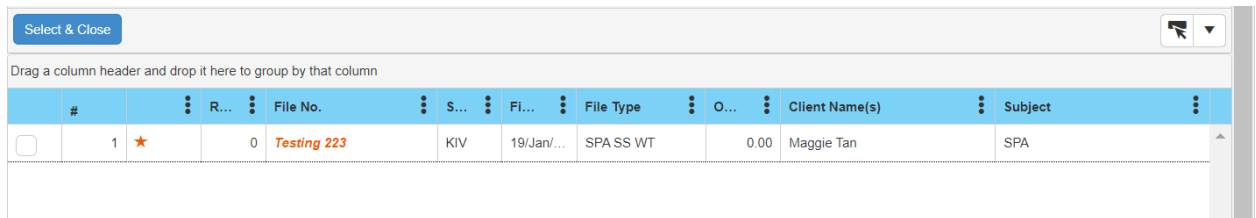
- Complete any field for information you want to record.
- You must add an item into the payment voucher in order to generate a payment voucher. Click ‘Details’ tab, a form will show up as shown in the image below.

- Type amount for each item in the payment voucher.
- Click ‘Add’ button to add item into the record list.

- You may also click '**Remove**' button after clicking on the item that you wish to remove to remove the item from the record list.
- Click  button to search file no.
- Enter searching criteria then click the '**Search**' button.




- A result list will be displayed and choose the file you want to be linked with the payment voucher.




#	R...	File No.	S...	Fl...	File Type	O...	Client Name(s)	Subject
1	★	0 Testing 223	KIV	19/Jan/...	SPASS WT	0.00	Maggie Tan	SPA

- Click '**Select & Close**' to proceed.
- Once you have completed, click '**Save**' to save payment voucher information.
- Click '**Preview**' to have a look at the receipt, and you may print out there payment voucher here.



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PV (Office Account) - Others

PV/O/1910/001

Payee : Mahkamah Tinggi Kuala Lumpur

Bank/Cash : 310-1000-Hong Leong Bank Office Acc

Cheque No. :

PV Date : 25-Oct-2019

Department :

#	Category	Description	File No.	Tax Amt (RM)	Tax Code	Amount (Exc.) (RM)	Total Amount (RM)
1	RIB	Filing Fee for Power Attorney at High Court	PL001	0.00		100.00	100.00
Ringgit Malaysia One Hundred Only						Grand Total:	100.00

Requisitioned by: _____

Approved by: _____

Checked By A/C Dept: _____

Received by: _____

Name & NRIC: _____

Load from Bill

- To load from bill, click **Load From Bill** and a new window will be displayed.

☐ Auto Save Supplier (non-primary)

Add
 Add a Copy
 Load From Bill...
 Load Expense...
 Remove

#	Cate...	Activity	Description	File No.
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- Enter your search criteria and click **Search**, a result list will be displayed as below.

Select Quotation/Bill Items

Bill No.: ☐ Inc. Quotation

Trans. Date: To

File No.:

Bill To Name: Search

#	Cate...	Activity	Amount	Unsettle	Pv Amt	Description
Trans. No.: BIL/1910/003, Trans. Date: 25/Oct/2019, File No.: SPA 004						
<input type="checkbox"/>	DIS	Stamping - Power of Attorney	20.00	20.00	0.00	Stamp Duty on Power of Attorney
<input type="checkbox"/>	DIS	Stamping - SD for own occupationbankruptcy	10.00	10.00	0.00	Stamp Duty on Statutory Declaration for own occupation & bankruptcy
<input type="checkbox"/>	DIS	Stamping - Letter of Offer	10.00	10.00	0.00	Stamp Duty on Letter of Offer
<input type="checkbox"/>	DIS	Stamping - Supplemental Letter of Offer	10.00	10.00	0.00	Stamp Duty on Supplemental Letter of Offer
<input type="checkbox"/>	DIS	Stamping - Letter of Guarantee	10.00	10.00	0.00	Stamp Duty on Letter of Guarantee
<input type="checkbox"/>	RIB	Registration - Entry&Withdrawal PrivateCaveat	508.80	508.80	0.00	Registration Fee for Entry & Withdrawal of Private Caveat
<input type="checkbox"/>	RIB	Registration - Power of Attorney	74.20	74.20	0.00	Registration Fee for Power of Attorney
<input type="checkbox"/>	RIB	Registration - Form 34	318.00	318.00	0.00	Registration Fee for Forms 34
<input type="checkbox"/>	RIB	Affirmation of Statutory Declaration	53.00	53.00	0.00	Affirmation of Statutory Declaration

- Tick the checkboxes to load the item from bill into the PV. Click **OK** once you have finished.

7.1.4 New Commission Payout

Setting up Commission Payout

- Go to **Maintenance > Activity**.
- Choose an activity and tick the checkbox for **commission entitled** for the chosen activity.

The screenshot shows the 'Activity Details' window with the 'Properties' tab selected. The window has a title bar with a maximize button and a close button. Below the title bar are three buttons: 'Save', 'Cancel', and 'Close'. The 'General' tab is also visible.

Activity Code: Legal Fees ☒ Active

Description: Legal Fees

Fund Category: LF - Legal Fee **Transfer Type:** [Dropdown]

Activity Type: [Dropdown] **Unit Amount:** 0.00

☒ Commission Entitled ☒ Incentive Entitled

☒ Always adopt settings from Fund Category

Output Tax: SR **Input Tax:** TX

Bill's Account Type: ☐ Clients' Account ☒ Office Account

Bill's Clients' CR A/C: C500-1000 - Clients' AC Income

Bill's Office CR A/C: 500-000 - Professional Fees

Invoice's Office DR A/C: 500-000 - Professional Fees

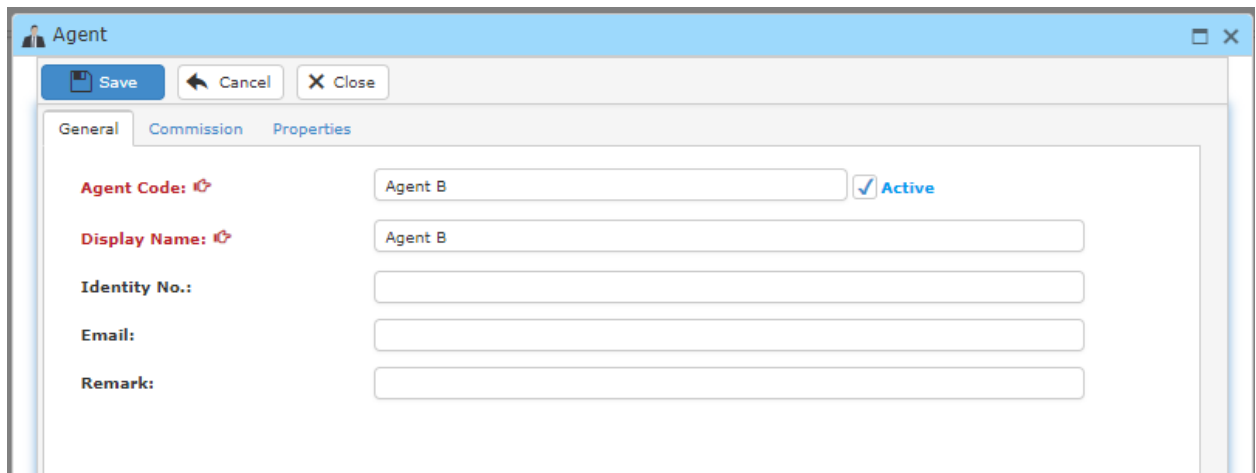
Pv's Clients' DR A/C: C500-1000 - Clients' AC Income

Pv's Office DR A/C: 500-000 - Professional Fees

Receipt's Clients' CR A/C: C500-1000 - Clients' AC Income

Receipt's Office CR A/C: 500-000 - Professional Fees

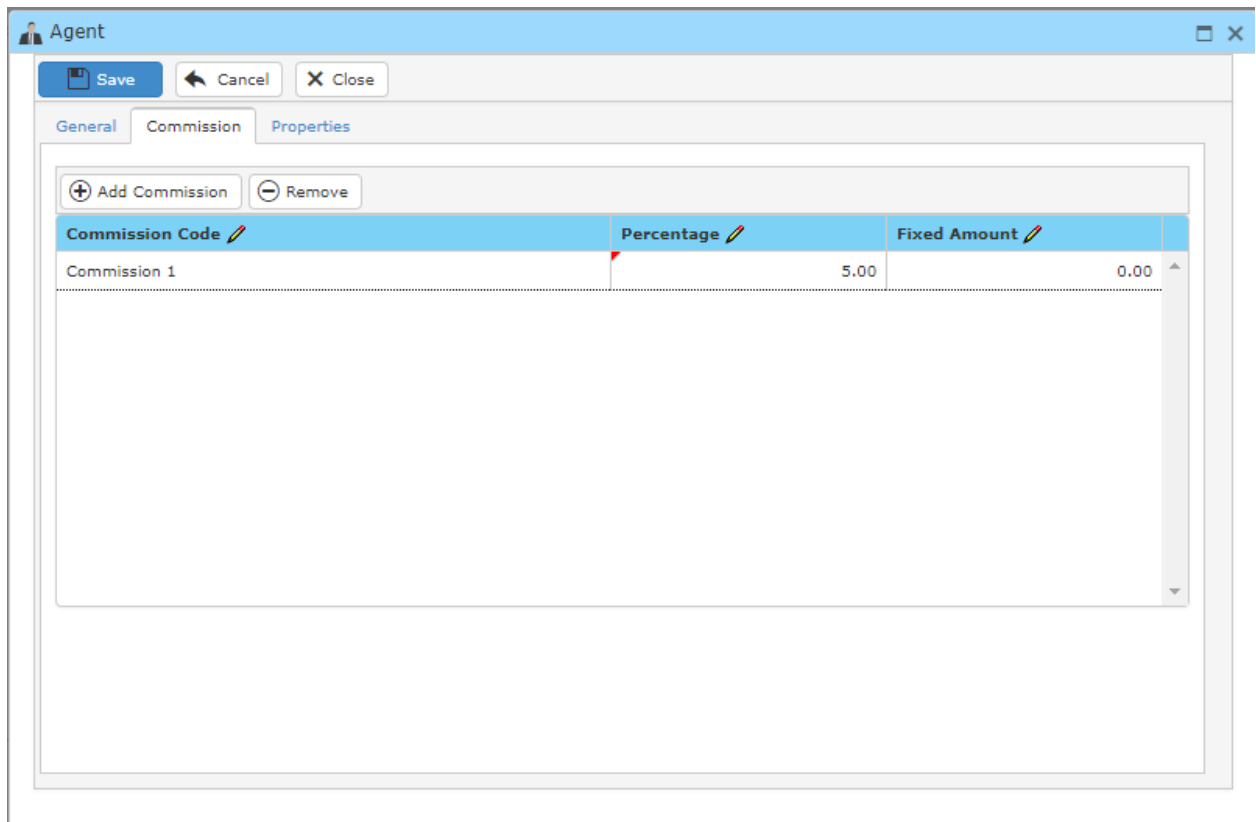
- Next, go to **Maintenance > Agent**
- Setup your agent here by clicking **New Agent**.



The screenshot shows the 'Agent' form with the following details:

- Agent Code:** Agent B
- Display Name:** Agent B
- Identity No.:** (empty field)
- Email:** (empty field)
- Remark:** (empty field)
- Active:** ☒

- To setup a new commission
- Click **New Agent > Commission**



The screenshot shows the 'Agent' form with the 'Commission' tab selected. It features a table with the following data:

Commission Code	Percentage	Fixed Amount
Commission 1	5.00	0.00

Buttons: + Add Commission, - Remove

- To setup commission agent code, go to **Maintenance > Data Lookup > Agent Commission Code**

Data Lookup Maintenance

Data List

Lookup Types: Agent Commission Code | Record Sorting...

#	Value	Value (2)	Value (3)	Description	Icon
1.					<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Insert"/>

- Once you are done filling in the fields, click save.

Creating a bill that is entitled for Commission payout

- Go to **File > Manage File** and enter your search criteria.
- Select a file by double clicking them and click **Edit > Details** to add **Agent Commission** or **Staff Incentive**.

Testing 223

Save Cancel File Details Close

Testing 223 | 19/Jan/2022 | SPA Dev WOT | Sa

General Details Summary Documents Tasks Workflow Messaging Billing Receipt Payment FD Transfer Journal Properties File Master

+ Add Lawyer - Remove

Lawyer Name	Share %
Super Administrator	100.00
	100.00

+ Add Comm./Incentive - Remove

Type	Incentive/Commission	Percentage %	Fixed Amount
Agent	AG1 - Commission Agent 1	20.00	0.00

File Opening Info.

Opening Balance: 0.00

Bank Account: [Dropdown]

Remark 1: [Text Area]

Remark 2: [Text Area]

Remark 3: [Text Area]

Remark 4: [Text Area]

Remark 5: [Text Area]

Remark 6: [Text Area]

(inherited font) (inherited size) A

- Then go to **Billing** and create a new quotation.

Save Cancel Close

09/Nov/2020 | 0000001400 | NotificationTest1 | MYR 1,000.00

General Details Summary Properties Quotation - SST

Activity: [Dropdown] Legal Fee

Descriptions: Legal Fee

Amount: \$ 1,000.00 Tax IncP: 1,000.00

Total (Exc.): 1,000.00 Total (Inc.): 1,000.00

Account Types: Clients' Account Office Account

Credit A/C: 500-000 - Professional Fees

Tax Code: 430-0000 - Service Tax (SST)

Tax Rate(%): 6.00 Tax Amount: 60.00

Pv No.: [Text]

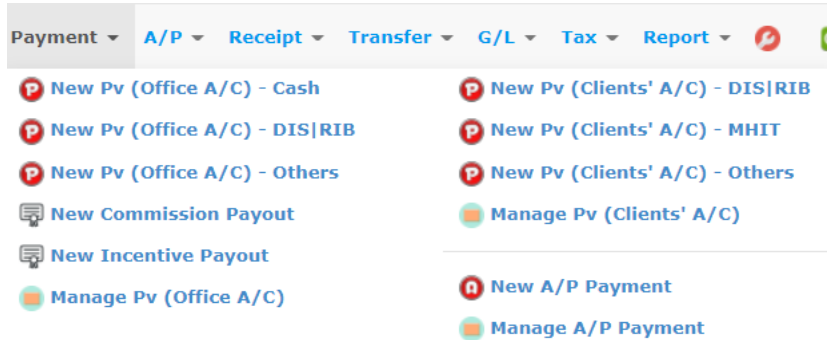
Rounding Adjustment

#	Activity	Description	Tax Code	Amount	Tax Amount	Total (Inc.)	A...	Credit A/C	Tax Credit A/C	Pv No.
1.	LF	Legal Fee		1,000.00	60.00	1,060.00	0	500-000	430-0000	

Note: Remember to POST the quotation.

Commission Payout.

- To create a new commission make sure you have created a bill that has an item that is entitled for commission, on the “**Payment**” Menu, click ‘**New Commission Payout**’.



- A new window will display as below.

The screenshot shows the 'New Commission Payout' window. It has a title bar with 'New Commission Payout' and standard window controls. Below the title bar are buttons for 'Next', 'Previous', and 'Cancel'. The window is divided into three tabs: '1. Select Bill(s)', '2. Confirm Payment', and '3. Finish'. The '1. Select Bill(s)' tab is active. It contains a 'Bill Date' field with a calendar icon and a 'Search' button. Below this is a table with the following columns: 'Bill No.', 'Bill Date', 'File No.', 'Client Names', 'Commission Code', 'Bill Total ...', 'Activity Amt', 'Commissi...', 'Paid Amt', 'To Pay', and 'Remaining'. The table has one data row for 'Agent B - Agent B (\$ 0.00)' with a sub-row for 'BIL/2011/001' dated '09/Nov/2020' with file number '0000001400' and client 'NotificationTest1'. The 'To Pay' amount is '0.00' and the 'Remaining' amount is '50.00'. The bottom of the window shows a summary row with '0.00' for 'To Pay' and '0.00' for 'Remaining'.

- Tick the checkbox for the correct bill and click **Next**.

The screenshot shows the 'New Commission Payout' window with the '2. Confirm Payment' tab active. It has a title bar with 'New Commission Payout' and standard window controls. Below the title bar are buttons for 'Save', 'Previous', and 'Cancel'. The window is divided into three tabs: '1. Select Bill(s)', '2. Confirm Payment', and '3. Finish'. The '2. Confirm Payment' tab is active. It contains a 'Withdraw From' dropdown menu with '310-1000 - HONG LEONG BANK OFFICE ACC' selected. There is a 'Payment Mode' dropdown menu with 'Bank Transfer' selected. There is a 'Department' dropdown menu with 'Conveyancing' selected. There is a 'Payment Date' field with '22/Nov/2023' and a calendar icon. There is a 'Private & Confidential' checkbox which is checked. Below this is a table with the following columns: 'Name', 'To Pay', and 'Pymt. Ref. No.'. The table has one data row for 'AG1 - Agent 1' with a 'To Pay' amount of '900.00'.

- Select an account for **Withdraw From** and **Department** and click **Process & Save**.

Pv No.	Pv Date	Payee Name	Cheque No.	Amount
PVCC/O/2011/001	09/Nov/2020	Agent B		50.00

- The payout is completed.

7.1.5 New Incentive Payout

Setting up Incentive Payout

- Go to **Maintenance > Activity**.
- Choose an activity and tick the checkbox for **incentive entitled** for the chosen activity.

Activity Details

Save Cancel Close

General Properties

Activity Code: Legal Fees ☒ Active

Description: Legal Fees

Fund Category: LF - Legal Fee Transfer Type:
 Activity Type: Unit Amount: 0.00

☒ Commission Entitled ☒ Incentive Entitled

☒ Always adopt settings from Fund Category

Output Tax: SR Input Tax: TX

Bill's Account Type: ☐ Clients' Account ☒ Office Account

Bill's Clients' CR A/C: C500-1000 - Clients' AC Income

Bill's Office CR A/C: 500-000 - Professional Fees

Invoice's Office DR A/C: 500-000 - Professional Fees

Pv's Clients' DR A/C: C500-1000 - Clients' AC Income

Pv's Office DR A/C: 500-000 - Professional Fees

Receipt's Clients' CR A/C: C500-1000 - Clients' AC Income

Receipt's Office CR A/C: 500-000 - Professional Fees

- Then, setup staff incentive code by going **Maintenance > Data Lookup Maintenance**.
- Create an Incentive code by filling in the blank, click **Update** when you are done.

Data List

Lookup Type: Staff Incentive Code 1 Record Sorting...

#	Value	Value (2)	Value (3)	Description	Item	Action
1.	Incentive A			Incentive A		Update Cancel Insert

- Next, go to **Maintenance > User Account Details** to setup incentive for a staff.
- Double click a user and a window will appear as below.

User Account Details

General Details Settings Time Cost Incentive Properties

User ID: Sa ☒ Active ☒ Remote Access

Display Name: Super Administrator Initials: SAT

Password: (No changes)
Passwords must be at least 6 characters. Passwords must have at least one non letter or digit character, at least one lowercase ('a'-'z'), at least one uppercase ('A'-'Z').

Confirm Password: (No changes)

Email: classic2005@gmail.com

Security Groups:

	Group Name	Description
<input type="checkbox"/>	Account	Account
<input checked="" type="checkbox"/>	Administrators	Administrators
<input type="checkbox"/>	Lawyer	Lawyer
<input checked="" type="checkbox"/>	Normal Users	Normal Users

System Roles:

	Role Name	Description
<input checked="" type="checkbox"/>	Lawyers	Lawyers (System Role)
<input type="checkbox"/>	Partners	Partners
<input checked="" type="checkbox"/>	PICs	Person In Charges

- Click on incentive and click on **Add Incentive** to add new incentive to the staff.

User Account Details

Save Cancel Close

General Details Settings Time Cost Incentive Properties

+ Add Incentive - Remove

Incentive Code	Percentage	Fixed Amount
Incentive A	0.00	0.00

Creating a bill that is entitled for Incentive payout

- Go to **File > Manage File** and enter your search criteria.
- Select a file by double clicking them and click **Edit > Details** to add **Agent Commission** and **Staff Incentive**.

- Then go to **Billing** and create a new quotation.

Sl	Category	Activity	Description	Tax Code	Amount	Tax Amount	Total (Inc.)	A/c	Credit A/C	Tax Credit A/C	Pv No.
1	LF	Legal Fee	Legal Fee		1,000.00	60.00	1,060.00	D	500-000	430-0000	

Note: Remember to POST the quotation.

New Incentive Payout

- To create a new commission, on the “**Payment**” Menu, click ‘**New Incentive Payout**’.

- A new window will display as below.

The screenshot shows the 'New Incentive Payout' window. At the top, there are navigation buttons: 'Next', 'Previous', and 'Cancel'. Below these are tabs for '1. Select Bill(s)', '2. Confirm Payment', and '3. Finish'. The '1. Select Bill(s)' tab is active. It features a search bar with 'Bill Date', 'To', and a search icon. Below the search bar is a table with the following columns: 'Bill No.', 'Bill Date', 'File No.', 'Client Names', 'Incentive Code', 'Bill Total ...', 'Activity Amt', 'Incentive ...', 'Paid Amt', 'To Pay', and 'Remaining'. The table contains three rows of data:

Bill No.	Bill Date	File No.	Client Names	Incentive Code	Bill Total ...	Activity Amt	Incentive ...	Paid Amt	To Pay	Remaining
<input checked="" type="checkbox"/> BIL/2011/001	09/Nov/2020	0000001400	NotificationTest1	Incentive A	1,060.00	1,000.00	100.00	0.00	100.00	0.00
<input type="checkbox"/> BIL/2011/002	09/Nov/2020	0000001400	NotificationTest1	Incentive A	530.00	500.00	100.00	0.00	0.00	100.00
<input type="checkbox"/> BIL/2011/003	09/Nov/2020	0000001401	Chiaw	Incentive A	10,600.00	10,000.00	100.00	0.00	0.00	100.00

Below the table, there is a summary row showing a total of 100.00. At the bottom right, there is a '100.00' label.

- Tick the checkbox for the correct bill and click **Next**.

The screenshot shows the 'New Incentive Payout' window with the '2. Confirm Payment' tab selected. At the top, there are navigation buttons: 'Save', 'Previous', and 'Cancel'. Below these are tabs for '1. Select Bill(s)', '2. Confirm Payment', and '3. Finish'. The '2. Confirm Payment' tab is active. It features a 'Withdraw From' dropdown menu with '310-1000 - HONG LEONG BANK OFFICE ACC' selected. To the right of this is a 'Payment Mode' dropdown menu with 'Bank Transfer' selected. Further right is a 'Department' dropdown menu with 'Conveyancing' selected. Below these is a 'Payment Date' field with '22/Nov/2023' entered. To the right of this is a checkbox labeled 'Private & Confidential' which is checked. Below the 'Payment Date' field is a table with the following columns: 'Name', 'To Pay', and 'Pymt. Ref. No.'. The table contains one row of data:

Name	To Pay	Pymt. Ref. No.
Jay - Jay	100.00	

At the bottom right, there is a '100.00' label.

- Select an account for **Withdraw From** and **Department** and click **Process & Save**.

Close Incentive Payout

1. Select Bill(s) 2. Confirm Payment 3. Finish

Finish



Payment Voucher(s): Export













Pv No.	Pv Date	Payee Name	Cheque No.	Amount
PVTI/O/2011/001	09/Nov/2020	Super Administrator		100.00

- The payout is completed.

7.1.6 Manage P/v (Office A/C)

- To find a payment voucher for office account, on the **'Payment'** Menu, click **'Manage Pv (Office A/C)'**.

Payment ▾ A/P ▾ Receipt ▾ Transfer ▾ G/L ▾ Tax ▾ Report ▾  

-  New Pv (Office A/C) - Cash
-  New Pv (Office A/C) - DIS|RIB
-  New Pv (Office A/C) - Others
-  New Commission Payout
-  New Incentive Payout
-  Manage Pv (Office A/C)
-  New Pv (Clients' A/C) - DIS|RIB
-  New Pv (Clients' A/C) - MHIT
-  New Pv (Clients' A/C) - Others
-  Manage Pv (Clients' A/C)
-  New A/P Payment
-  Manage A/P Payment

- Type your search criteria to begin.

New PV (Office Account) - Cash ▾

Search Payment Voucher (Office Account) - Search

Advanced

Pv No. : Pv Date (From) : Date in text ▾ Pv Date (To) : Date in text ▾ File No. :

Payee Name : Department : (All) ▾ Payment Ref. No. : Pv Type : (All) ▾

Pv's Status : ☒ Draft ☒ Approved ☒ Including Private & Confidential

- Click **'Search'** and search results will display at search record list. You can open an item in the search results list by double-clicking.
- Click **'Export'** to print the desired search result in excel, pdf or csv format.
- Click **'Report'** to download the desired search result in pdf format.

- After double clicking an item, click **‘Preview’** to print the desired search result.
- To start a new search or to clear the search results, close the pop-up window and click **‘Clear’**.

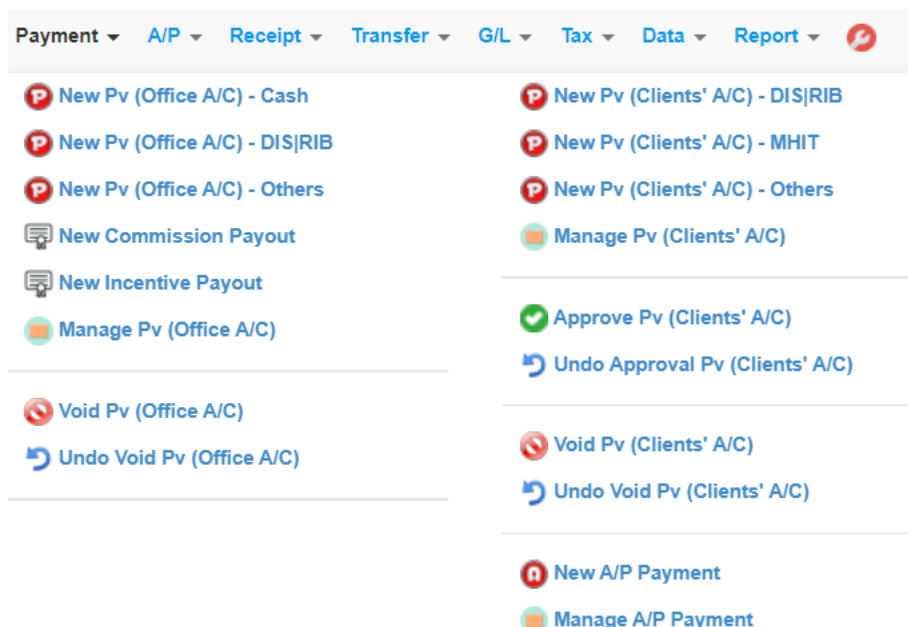
Delete Payment Voucher

- To delete a payment voucher, select the payment voucher in the search record list after entering search criteria in the **‘Manage Pv (Office A/C)’** by ticking the box and click **‘Delete’**.

Drag a column header and drop it here to group by that column												
<input type="checkbox"/>	PV No.		Pv Date	Type	Payee Name	Paym...	Paym...	Department	Total ...	Total Amount	File No.	Remark
<input checked="" type="checkbox"/>	PVC/O/2311/001		22/Nov/2023	PV (Office Account) - Incentive Payout	Jay	310-1000		Conveyancing	0.00	100.00	PCALAW 0034.Jay	Incentive Payment to Jay
<input type="checkbox"/>	PVC/O/2311/001		22/Nov/2023	PV (Office Account) - Cash	TNB	320-0000			0.00	1,000.00	Testing 223	
<input type="checkbox"/>	PVC/O/2311/001		22/Nov/2023	PV (Office Account) - Commission Payout	Agent 1	310-1000		Conveyancing	0.00	900.00	PCALAW 0034.Jay	Commission Payment to Agent 1
<input type="checkbox"/>	PVC/O/2310/001		27/Oct/2023	PV (Office Account) - Cash	1	320-0000		Conveyancing	0.00	100,888.98	SPA 004	

7.2 Payment Voucher (Clients' Account)

- To open Payment Voucher window, click **'Payment'** on navigation bar and select a payment voucher according to payment term.



7.2.1 New Pv (Clients' A/C) – DIS / RIB

This function should be used to generate payment voucher when the payment method is disbursement or reimbursement from client's account.

- To begin, choose **'New Pv (Clients' A/C) – DIS / RIB'**.

The screenshot shows the 'New Pv (Clients' Account) - DIS|RIB' window. The 'General' tab is active, and the 'Details' sub-tab is selected. The window contains the following fields and options:


- Pv No.:** PVD/C/2311/001
- Private & Confidential:** ☐
- Pv Date:** 22/Nov/2023
- Department:** Conveyancing
- Other Ref. No.:** Usermanual
- Remarks:** (Empty text area)
- Attachments:** Select files... (Drop files here to upload)
- Currency:** MYR
- Rate:** 1.0000
- Payment Info.:**
 - Withdraw From:** C330-0000 - CIMB CLIENT'S ACC
 - Payee Name:** KWSP
 - Payment Mode:** Bank Transfer
 - Pymt. Ref. No.:** XXXX
 - Received By:** Usermanual

- PV No is mandatory (auto generated or manually type in is according to ref no setup).
- Tick the 'Private and Confidential' checkbox if you want this PV as a Private and confidential PV.

PV No.:

☒ Private & Confidential

- Complete any field for information you want to record.
- You must add an item into the payment voucher in order to generate a payment voucher. Click **'Details'** tab, a form will show up as shown in the image below.

- Type amount for each item in the payment voucher.
- Click **'Add'** button to add item into the record list.
- You may also click **'Remove'** button after clicking on the item that you wish to remove to remove the item from the record list.
- Click  button to search file no.
- Enter searching criteria then click the **'Search'** button.

- A result list will be displayed and choose the file you want to be linked with the payment voucher.

Select & Close Result Per Page: 30 of 300 ?

Drag a column header and drop it here to group by that column

	File No.	R...	S...	Fil...	File Type	Client Name(s)	Op...	Subject
<input type="checkbox"/>	test1	0	KIV	07/Dec/...	SPA SS WT	Ahmad Bin Ali Salam	0.00	SPA
<input type="checkbox"/>	test1000	0	KIV	07/Dec/...	SPA SS WT	Ahmad Bin Ali Salam	0.00	SPA
<input type="checkbox"/>	test10001	0	KIV	07/Dec/...	SPA SS WT	Ahmad Bin Ali Salam	0.00	SPA

- Click 'Select & Close' to proceed.
- Once you have completed, click 'Save' to save payment voucher information.
- Click 'Preview' to have a look at the receipt, and you may print out there payment voucher here.



DE ITSOL (DEV)

(File Copy)



PV (Clients' Account) - DIS|RIB

PVD/C/2004/001

Payee : Mahkamah Tinggi Kuala Lumpur

PV Date : 14-Apr-2020

Bank/Cash : C330-0000-CIMB Client's Acc

Department : Litigation

Cheque No. :

#	Category	Description	File No.	Tax Amt (RM)	Tax Code	Amount (Exc.) (RM)	Total Amount (RM)
1	DIS	Filing Fee for Affidavit(DIS)	HP001	0.00		100.00	100.00
Ringgit Malaysia One Hundred Only						Grand Total:	100.00

Requisitioned by: _____

Approved by: _____

Checked By A/C Dept: _____

Received by: _____

Name & NRIC: _____

Load from Bill

- To load from bill, click **Load From Bill** and a new window will be displayed.

Total (Exc.): 265.00 Total (Inc.): 265.00

☐ Auto Save Supplier (non-primary)

#	Cat...	Activity	Description	File No.
---	--------	----------	-------------	----------

- Enter your search criteria and click **Search**, a result list will be displayed as below.

Select Quotation/Bill Items

Bill No.: ☐ Inc. Quotation Trans. Date: To

File No.: Bill To Name:

<input type="checkbox"/>	Cate...	Activity	Amount	Unsettle	Pv Amt	Description
<input type="checkbox"/>	Trans. No.: BIL/1910/003, Trans. Date: 25/Oct/2019, File No.: SPA 004					
<input type="checkbox"/>	DIS	Stamping - Power of Attorney	20.00	20.00	0.00	Stamp Duty on Power of Attorney
<input type="checkbox"/>	DIS	Stamping - SD for own occupationbankruptcy	10.00	10.00	0.00	Stamp Duty on Statutory Declaration for own occupation & bankruptcy
<input type="checkbox"/>	DIS	Stamping - Letter of Offer	10.00	10.00	0.00	Stamp Duty on Letter of Offer
<input type="checkbox"/>	DIS	Stamping - Supplemental Letter of Offer	10.00	10.00	0.00	Stamp Duty on Supplemental Letter of Offer
<input type="checkbox"/>	DIS	Stamping - Letter of Guarantee	10.00	10.00	0.00	Stamp Duty on Letter of Guarantee
<input type="checkbox"/>	RIB	Registration - Entry&Withdrawal PrivateCaveat	508.80	508.80	0.00	Registration Fee for Entry & Withdrawal of Private Caveat
<input type="checkbox"/>	RIB	Registration - Power of Attorney	74.20	74.20	0.00	Registration Fee for Power of Attorney
<input type="checkbox"/>	RIB	Registration - Form 34	318.00	318.00	0.00	Registration Fee for Forms 34
<input type="checkbox"/>	RIB	Affirmation of Statutory Declaration	53.00	53.00	0.00	Affirmation of Statutory Declaration

- Tick the checkboxes to load the item from bill into the PV. Click **OK** once you have finished.

7.2.2 New Pv (Clients' A/C) – MHIT


This function should be used to generate payment voucher when the payment method is by stakeholder's money from client's account.

- To begin, choose 'New Pv (Clients' A/C) – MHIT'.

- PV No is mandatory (auto generated or manually type in is according to ref no setup).
- Tick the 'Private and Confidential' checkbox if you want this PV as a Private and confidential PV.

- Complete any field for information you want to record.
- You must add an item into the payment voucher in order to generate a payment voucher. Click 'Details' tab, a form will show up as shown in the image below.

- Type amount for each item in the payment voucher.
- Click 'Add' button to add item into the record list.
- You may also click 'Remove' button after clicking on the item that you wish to remove to remove the item from the record list.

- Click  button to search file no.
- Enter searching criteria then click the 'Search' button.

Search File Master

Search **Advanced** File Master - Search

File No. : File Type : (All) File Date (From) : Date in text

File Date (To): Date in text

PIC : (All) File Tag : (All) File Group : (All)

Department : (All) Client Name : Client ID No.* : New/Old IC No./Passport/Com. Reg. No.

Client Category : (All)

- A result list will be displayed and choose the file you want to be linked with the payment voucher.



Result Per Page: 30 of 300 ?

Drag a column header and drop it here to group by that column

	File No.	R...	S...	Fil...	File Type	Client Name(s)	Op...	Subject
<input type="checkbox"/>	test1	0	KIV	07/Dec/...	SPA SS WT	Ahmad Bin Ali Salam	0.00	SPA
<input type="checkbox"/>	test1000	0	KIV	07/Dec/...	SPA SS WT	Ahmad Bin Ali Salam	0.00	SPA
<input type="checkbox"/>	test10001	0	KIV	07/Dec/...	SPA SS WT	Ahmad Bin Ali Salam	0.00	SPA

- Click 'Select & Close' to proceed.
- Once you have completed, click 'Save' to save payment voucher information.
- Click 'Preview' to have a look at the receipt, and you may print out there payment voucher here.

DE ITSOL (DEV)

 (File Copy) 

PV (Clients' Account) - MHIT **PVM/C/2010/001**

Payee : usermanual PV Date : 27-Oct-2020

Bank/Cash : C330-0000-CIMB Client's Acc Department : Conveyancing

Cheque No. :

#.	Category	Description	File No.	Tax Amt (RM)	Tax Code	Amount (Exc.) (RM)	Total Amount (RM)
1	MHIT	10% Deposit of Purchase Price	testing1234	0.00		0.00	0.00
Ringgit Malaysia Zero Only						Grand Total:	.00

Requisitioned by: _____ Approved by: _____

Checked By A/C Dept: _____ Received by: _____

Name & NRIC: _____

Load from Bill

- To load from bill, click **Load From Bill** and a new window will be displayed.

Total (Exc.):
Total (Inc.):

☐ **Auto Save Supplier (non-primary)**

#	Cat...	Activity	Description	File No.
---	--------	----------	-------------	----------

- Enter your search criteria and click **Search**, a result list will be displayed as below.

Select Quotation/Bill Items

Bill No.: ☐ Inc. Quotation Trans. Date: To

File No.: Bill To Name:

	<input type="checkbox"/>	Cate...	Activity	Amount	Unsettle	Pv Amt	Description
Trans. No.: BIL/1910/003, Trans. Date: 25/Oct/2019, File No.: SPA 004							
	<input type="checkbox"/>	DIS	Stamping - Power of Attorney	20.00	20.00	0.00	Stamp Duty on Power of Attorney
	<input type="checkbox"/>	DIS	Stamping - SD for own occupationbankruptcy	10.00	10.00	0.00	Stamp Duty on Statutory Declaration for own occupation & bankruptcy
	<input type="checkbox"/>	DIS	Stamping - Letter of Offer	10.00	10.00	0.00	Stamp Duty on Letter of Offer
	<input type="checkbox"/>	DIS	Stamping - Supplemental Letter of Offer	10.00	10.00	0.00	Stamp Duty on Supplemental Letter of Offer
	<input type="checkbox"/>	DIS	Stamping - Letter of Guarantee	10.00	10.00	0.00	Stamp Duty on Letter of Guarantee
	<input type="checkbox"/>	RIB	Registration - Entry&Withdrawal PrivateCaveat	508.80	508.80	0.00	Registration Fee for Entry & Withdrawal of Private Caveat
	<input type="checkbox"/>	RIB	Registration - Power of Attorney	74.20	74.20	0.00	Registration Fee for Power of Attorney
	<input type="checkbox"/>	RIB	Registration - Form 34	318.00	318.00	0.00	Registration Fee for Forms 34
	<input type="checkbox"/>	RIB	Affirmation of Statutory Declaration	53.00	53.00	0.00	Affirmation of Statutory Declaration

- Tick the checkboxes to load the item from bill into the PV. Click **OK** once you have finished.

7.2.3 New Pv (Clients' A/C) – Others

This function should be used to generate payment voucher when the payment method does not meet the other options.

- To begin, choose 'New Pv (Clients' A/C) – Others'.

- PV No is mandatory (auto generated or manually type in is according to ref no setup).
- Tick the 'Private and Confidential' checkbox if you want this PV as a Private and confidential PV.


PV No.:

PVC/O/2010/001

☒ Private & Confidential

- Complete any field for information you want to record.
- You must add an item into the payment voucher in order to generate a payment voucher. Click 'Details' tab, a form will show up as shown in the image below.

- Type amount for each item in the payment voucher.
- Click 'Add' button to add item into the record list.

- You may also click '**Remove**' button after clicking on the item that you wish to remove to remove the item from the record list.
- Click  button to search file no.
- Enter searching criteria then click the '**Search**' button.

Search File Master

Search Advanced File Master - Search

File No. : File Type : (All) File Date (From) : Date in text

File Date (To): Date in text

PIC : (All) File Tag : (All) File Status : (All)

Department : (All) Client Name : Client ID No.* : New/Old IC No./Passport/Com. Reg. No.

Client Category : (All)

Select & Close

- A result list will be displayed and choose the file you want to be linked with the payment voucher.

Select & Close Result Per Page: 30 of 300 ?


Drag a column header and drop it here to group by that column

	File No.	R...	S...	Fil...	File Type	Client Name(s)	Op...	Subject
<input type="checkbox"/>	test1	0	KIV	07/Dec/...	SPA SS WT	Ahmad Bin Ali Salam	0.00	SPA
<input type="checkbox"/>	test1000	0	KIV	07/Dec/...	SPA SS WT	Ahmad Bin Ali Salam	0.00	SPA
<input type="checkbox"/>	test10001	0	KIV	07/Dec/...	SPA SS WT	Ahmad Bin Ali Salam	0.00	SPA

- Click '**Select & Close**' to proceed.
- Once you have completed, click '**Save**' to save payment voucher information.
- Click '**Preview**' to have a look at the receipt, and you may print out there payment voucher here.

DE ITSOL (DEV)

(File Copy)



PV (Clients' Account) - Others PV/C/2010/001

Payee : usermanual PV Date : 27-Oct-2020

Bank/Cash : C330-0000-CIMB Client's Acc Department : Conveyancing

Cheque No. :

#.	Category	Description	File No.	Tax Amt (RM)	Tax Code	Amount (Exc.) (RM)	Total Amount (RM)
1	Deposit	Initial Disbursement	testing1234	0.00		0.00	0.00
Ringgit Malaysia Zero Only							Grand Total: .00

Requisitioned by: _____ Approved by: _____

Checked By A/C Dept: _____ Received by: _____

Name & NRIC: _____

Load from Bill

- To load from bill, click **Load From Bill** and a new window will be displayed.

Total (Exc.):
Total (Inc.):

☐ **Auto Save Supplier (non-primary)**

#	Cat...	Activity	Description	File No.
---	--------	----------	-------------	----------

- Enter your search criteria and click **Search**, a result list will be displayed as below.

Select Quotation/Bill Items

Bill No.: ☐ Inc. Quotation Trans. Date: To:

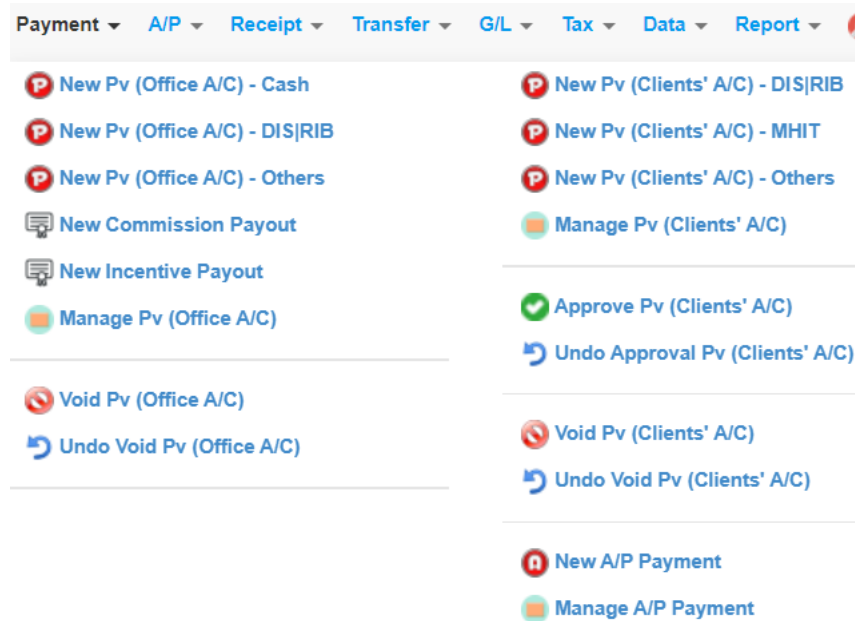
File No.: Bill To Name:

	<input type="checkbox"/>	Cate...	Activity	Amount	Unsettle	Pv Amt	Description
<input type="checkbox"/> Trans. No.: BIL/1910/003 , Trans. Date: 25/Oct/2019 , File No.: SPA 004							
	<input type="checkbox"/>	DIS	Stamping - Power of Attorney	20.00	20.00	0.00	Stamp Duty on Power of Attorney
	<input type="checkbox"/>	DIS	Stamping - SD for own occupationbankruptcy	10.00	10.00	0.00	Stamp Duty on Statutory Declaration for own occupation & bankruptcy
	<input type="checkbox"/>	DIS	Stamping - Letter of Offer	10.00	10.00	0.00	Stamp Duty on Letter of Offer
	<input type="checkbox"/>	DIS	Stamping - Supplemental Letter of Offer	10.00	10.00	0.00	Stamp Duty on Supplemental Letter of Offer
	<input type="checkbox"/>	DIS	Stamping - Letter of Guarantee	10.00	10.00	0.00	Stamp Duty on Letter of Guarantee
	<input type="checkbox"/>	RIB	Registration - Entry&Withdrawal PrivateCaveat	508.80	508.80	0.00	Registration Fee for Entry & Withdrawal of Private Caveat
	<input type="checkbox"/>	RIB	Registration - Power of Attorney	74.20	74.20	0.00	Registration Fee for Power of Attorney
	<input type="checkbox"/>	RIB	Registration - Form 34	318.00	318.00	0.00	Registration Fee for Forms 34
	<input type="checkbox"/>	RIB	Affirmation of Statutory Declaration	53.00	53.00	0.00	Affirmation of Statutory Declaration

- Tick the checkboxes to load the item from bill into the PV. Click **OK** once you have finished.

7.2.4 Manage Pv (Clients' A/C)

- To find a payment voucher for clients' account, on the **'Payment'** Menu, click **'Manage Pv (Clients' A/C)'**.



- Type your search criteria to begin.

- Click **'Search'** and search results will display at search record list. You can open an item in the search results list by double-clicking.
- Click **'Export'** to print the desired search result in excel, pdf or csv format.

PV No.	Pv Date	Type	Payee Name	Paym...	Paym...	Department	Total ...	Total Amount	File No.	Remark
PVD/C/2302/001	24Feb/2023	PV (Clients' Account) - DISRIB	ere	C330-0000			0.00	0.00	DEIT/0042/Sa/23	
PVD/C/2301/002	30/Jan/2023	PV (Clients' Account) - DISRIB	Pengarah Kastam Negeri	C330-0000			0.00	1,000.00	DEIT/0042/Sa/23	
PVD/C/2301/001	16/Jan/2023	PV (Clients' Account) - DISRIB	Pengarah Kastam Negeri	C330-0000		Conveyancing	0.00	100.00	SPA 004	
PVD/C/2211/001	28/Nov/2022	PV (Clients' Account) - DISRIB	KWSP	C330-0000	1		0.00	10.00	DEIT/0040/lawyer A/22	
PVD/C/2211/004	03/Nov/2022	PV (Clients' Account) - FD	(FD Withdraw)	C330-0000			0.00	2,000.00	SPA 004	

- After double clicking an item, click **'Preview'** to print the desired search result.
- Click **'Report'** to download the desired search result in pdf.
- To start a new search or to clear the search results, close the pop-up window and click **'Clear'**.

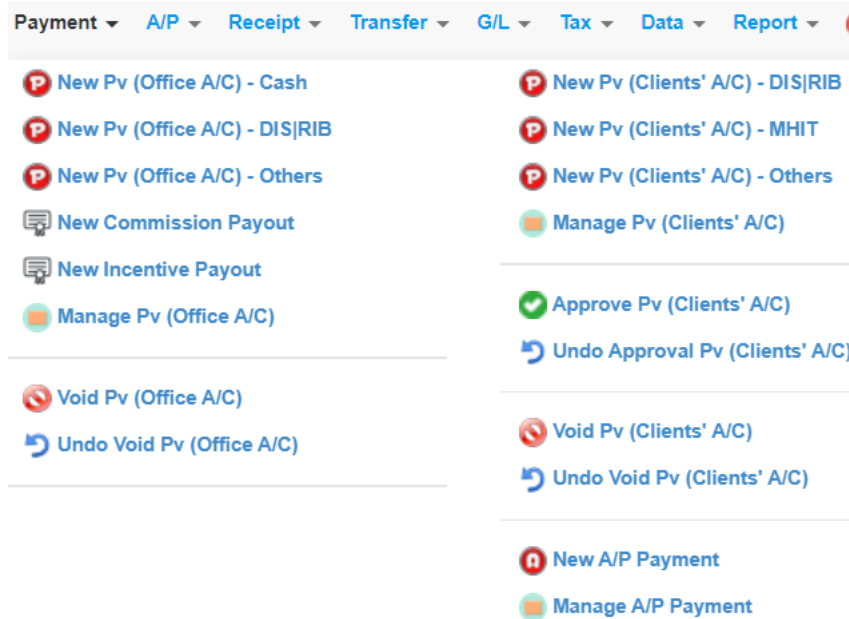
Delete Payment Voucher

- To delete a payment voucher, select the payment voucher in the search record list after entering search criteria in the **'Manage Pv (Clients' A/C)'** by ticking the box and click **'Delete'**.

PV No.	Pv Date	Type	Payee Name	Paym...	Paym...	Department	Total ...	Total Amount	File No.	Remark
<input checked="" type="checkbox"/> PVD/C/2302/001	24Feb/2023	PV (Clients' Account) - DISRIB	ere	C330-0000			0.00	0.00	DEIT/0042/Sa/23	
<input type="checkbox"/> PVD/C/2301/002	30/Jan/2023	PV (Clients' Account) - DISRIB	Pengarah Kastam Negeri	C330-0000			0.00	1,000.00	DEIT/0042/Sa/23	
<input type="checkbox"/> PVD/C/2301/001	16/Jan/2023	PV (Clients' Account) - DISRIB	Pengarah Kastam Negeri	C330-0000		Conveyancing	0.00	100.00	SPA 004	
<input type="checkbox"/> PVD/C/2211/001	28/Nov/2022	PV (Clients' Account) - DISRIB	KWSP	C330-0000	1		0.00	10.00	DEIT/0040/lawyer A/22	

7.3 Account Payable Payment

- To open Payment Voucher window, click **Payment** on navigation bar and select a payment voucher according to payment term.




7.3.1 New A/P Payment

This function should be used to generate account payable payment voucher.

- To begin, choose **New A/P Payment**.

The screenshot shows the 'New A/P Payment' window. It has a title bar with a red icon and the text 'New A/P Payment'. Below the title bar are buttons for 'Save', 'Cancel', and 'Close'. The window is divided into two main sections: 'General' and 'Properties'. The 'General' section contains fields for 'AP Pv No.' (with value APPV/2311/001), 'Pv Date' (22/Nov/2023), 'Supplier' (S/T), 'Department' (Conveyancing), 'Other Ref. No.' (Usermanual), and 'Remarks' (Usermanual). The 'Properties' section contains 'Payment Info.' with fields for 'Withdraw From' (310-1000 - HONG LEONG BANK OFFICE ACC), 'Payment Mode' (Bank Transfer), 'Pymt. Ref. No.' (xxxx), 'Payment Amount' (10,000.00), and 'Unapplied Amount' (10,000.00). There is a magnifying glass icon next to the 'Supplier' field.

- PV No is mandatory (auto generated or manually type in is according to ref no setup).
- Complete any field for information you want to record.
- You must add a supplier into the payment voucher in order to generate a payment voucher.
- Click  button to search file no.

Search Supplier

Search Supplier - Search

Supplier Code : ☒ Primary

Supplier Name :

Category :

Com. Reg. No. :

GST Reg. No. :

Supplier's Status : ☒ Active ☐ In-active


- Fill in any search criteria to find your supplier and click the 'Search' button.
- A result list will be displayed and choose the file you want to be linked with the payment voucher.

Select & Close

Drag a column header and drop it here to group by that column

	Supplier Code	Supplier Name	Category	Company Reg No.	GST Reg. No.	Remarks
<input type="checkbox"/>	S/T	TNB	Office Enq			

- Click 'Select & Close' to proceed.
- Once you have completed, click 'Save' to save payment voucher information.
- Click 'Preview' to have a look at the receipt, and you may print out there payment voucher here.



DE ITSOL (DEV)

A/P Payment

Payee : Exabytes Sdn Bhd

Control A/C : 400-0000-Trade Creditors

Bank/Cash : 310-1000-Hong Leong Bank Office Acc

Paid Amt : RM 1,500.00

APPV/2004/001

PV Date : 15-Apr-2020

Department : Litigation

Cheque No. :

#.	KnockOff Trans Type	Knock Off Trans No.	TransDate	Knock Off Amt (RM)
1.	AP Invoice	IN2312321	15-Apr-2020	1,500.00

Ringgit Malaysia One Thousand Five Hundred Only

Requisitioned by: _____

Checked By A/C Dept: _____

Knock Off Amt(RM): 1,500.00

Unapplied Amt(RM): 0.00

Total Paid Amt(RM): 1,500.00

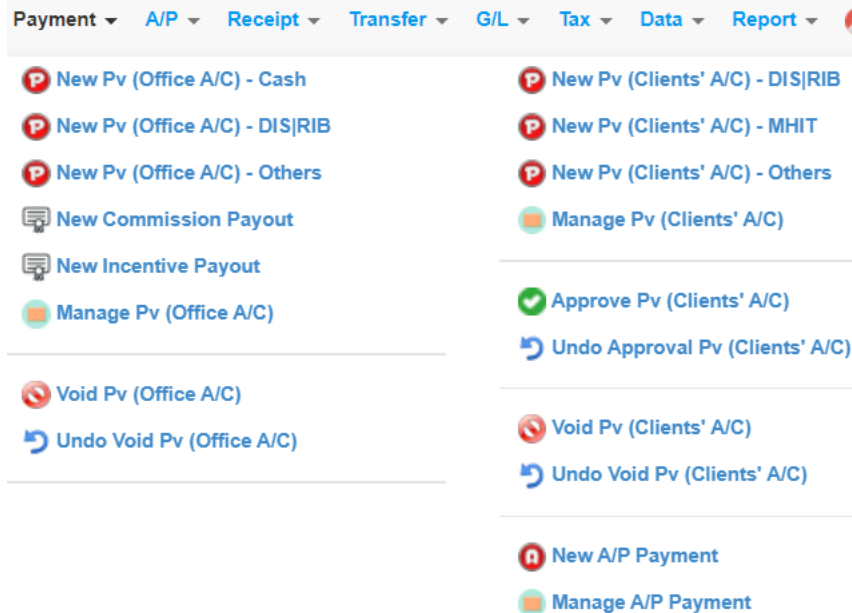
Approved by: _____

Received by: _____

Name & NRIC: _____

7.3.2 Manage A/P Payment Voucher

- To find a A/P Payment for clients' account, on the '**Payment**' Menu, click '**Manage A/P Payment**'.



- Type your search criteria to begin.

The screenshot shows the 'New A/P Payment' form. It has a search bar with 'Advanced' selected. Below the search bar, there are input fields for 'AP Pv No.', 'Supplier Name', 'Department', 'Cheque No.', 'AP Pv Date', 'Invoice/DN No.', and 'Other Ref. No.'. There are 'Search' and 'Clear' buttons at the bottom right of the form.

- Click '**Search**' and search results will display at search record list. You can open an item in the search results list by double-clicking.
- Click '**Export**' to print the desired search result in excel, pdf or csv format.

AP Pv No.	AP Pv Date	Supplier Name	Payment Amount	Knock-off Amount	Department	Remark
APPV/2004/001	15/Apr/2020	Enabryes Sdn Bhd	1,500.00	1,500.00	Litigation	


- After double clicking an item, click '**Preview**' to print the desired search result.
- To start a new search or to clear the search results, close the pop-up window and click '**Clear**'.




Delete Payment Voucher


- To delete a A/P Payment voucher, select the payment voucher in the search record list after entering search criteria in the '**Manage A/P Payment**' by ticking the box and click '**Delete**'.


PV No.	PV Date	St	Type	Payee Name	Department	Cheque No.	Total Tax	Total Amount	File No.	Remark
PV/O/2019/001	27/Oct/2019	✓	PV (Office Account) - D05/R08	test	Conveyancing	123RHB	0.00	1,000.00		
PV/O/2003/001	04/Feb/2020	✓	PV (Office Account) - D05/R08	Pengarah Kastam Negeri			0.00	40.00	SRA 004	
PV/O/1912/002	09/Dec/2019	✓	PV (Office Account) - D05/R08	Pemungut Out Sistem			0.00	100.00	SRA 0045	
PV/O/1912/001	09/Dec/2019	✓	PV (Office Account) - D05/R08	Mahkamah Tinggi Kuala Lumpur			0.00	100.00	SRA 0045	


7.4 Cheque Return Function


- If the cheque is bounced back from the bank. You may display returned cheque date with the Cheque Return function.
- Go to the specific payment voucher and click .
- Choose show returned cheque date.


 Preview
  Close

 Posting Details

 Tax Summary


 Bank Recon. Details


 Show Returned Cheque Date

- Under recipient info, a new text field, “Returned Cheque Date” will be added.
- Click **Edit** and enter the returned cheque date.
- Click **Save** once you have completed.


Sample:

Payment Info.

Withdraw From:  C330-0000 - CIMB Client's Acc

Payee Name:  usermanual

Cheque No.: 123RHB

Returned Cheque Date: 27/Oct/2020 

Received By:

7.5 Manage Returned Cheque

- To manage a returned cheque, go to **Manage Pv** and a window will be displayed as below.

The screenshot shows the 'Manage Pv' window with the following fields and options:

- Buttons: New PV (Office Account) - Cash, Pv (Office A/C) List Report
- Tabs: Search, Advanced
- Fields:
 - Pv No. : [Text Box]
 - Pv Date : [Calendar Icon] To [Calendar Icon]
 - ☒ Including Private & Confidential
 - File No. : [Text Box]
 - Payee Name : [Text Box]
 - Department : (All) [Dropdown]
 - Cheque No. : [Text Box]
 - Pv Type : (All) [Dropdown]
 - Pv's Status : ☒ Draft ☒ Approved
- Buttons: Search, Clear

- Click **Advanced**.
- In field, choose returned cheque, fill in a value and click **Add Criteria**.

The screenshot shows the 'Advanced' search criteria configuration window with the following details:

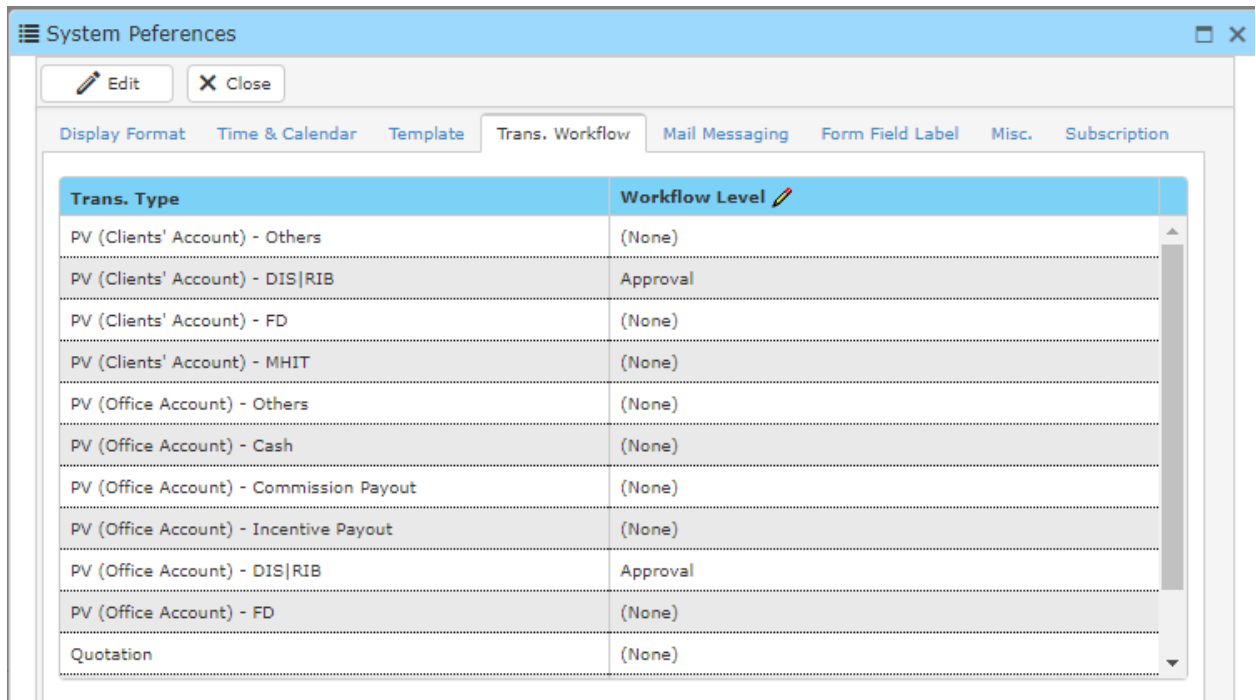
- Tabs: Search, Advanced
- Fields:

Field	Condition	Value
Returned Cheque ?(Yes = 1, No = 0)	Equals	[Text Box]
- Buttons: Add Criteria, Search
- Dropdown Menu (Field):
 - Receipt Type
 - Received In (A/C Code)
 - Recipient Name
 - Remarks
 - Returned Cheque ?(Yes = 1, No = 0)**
 - Returned Cheque Date
 - Tax Submitted ?(Yes = 1, No = 0)
 - Total Amount
 - Total Tax Amount

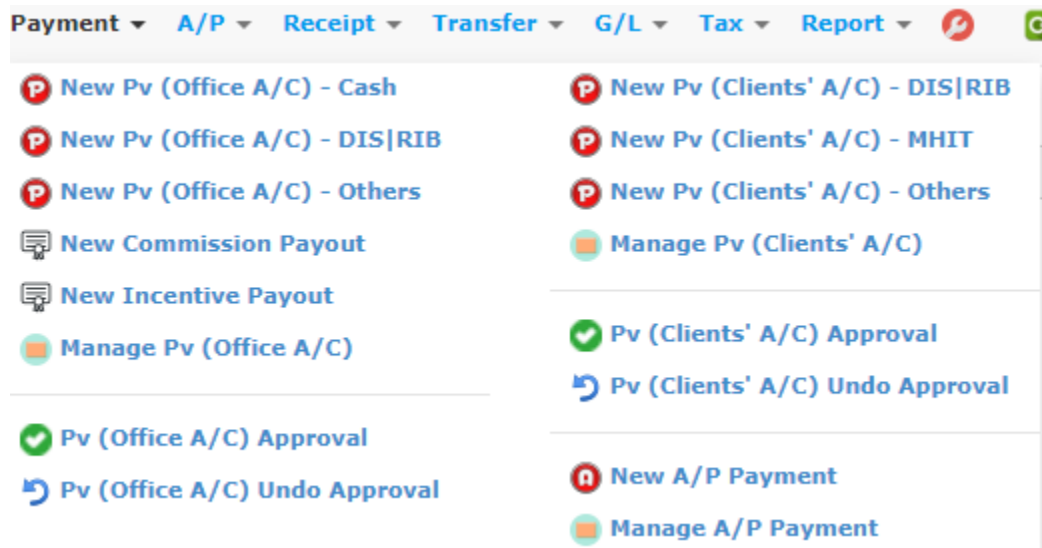
- Click **Search** and a result list will be displayed.

7.6 Payment Voucher Approval

- To enable payment voucher approval, go to **System Preferences > Trans. Workflow** and select which PV you wish to have approval.



- After approval level has been activated you will see a new category under **Payment** tab.



- Go to **PV (Office A/C) Approval** and a new window will be shown as below.

Payment Voucher (Office A/C) - Approval

Search

Pv No. : Pv Date : To :

☒ Including Private & Confidential

File No. : Payee Name :

Department : Cheque No. :

Pv Type : Pv's Status : ☒ Draft ☐ Approved

- After entering your search criteria, click **Search** and result will be displayed.

Approve Export... Result Per Page: 10 of 300

Drag a column header and drop it here to group by that column

	PV No.	Type	Payee Name	Cheque No.	Department	Total Amount	Remark
<input checked="" type="checkbox"/>	PV/O/2010/003	Pv (Office Account) - DISBUR	Manmural		Conveyancing	1,000.00	
<input type="checkbox"/>	PV/O/1910/002	Pv (Office Account) - Others	Kumar			100.00	

- Tick the checkbox of the PV you want to approve and click **Approve**.
- Click **Confirm** and the PV will be approved.

Payment Voucher (Office A/C) - Approval

Are you sure you want to approve the selected payment vouchers?

Description	Status
PVD/O/2010/003	

Payment Voucher (Office A/C) - Approval

Are you sure you want to approve the selected payment vouchers?

	Description	Status
✓	PVD/O/2010/003	

Close **Cancel**

Undo Approval

- To undo an approval of payment voucher. Go to **PV (Office A/C) Undo Approval** and a new window will display as below.

Payment Voucher (Office A/C) - Undo Approval

Search

PV No. : Pv Date : To :

☒ Including Private & Confidential

File No. : Payee Name :

Department : Cheque No. :

Pv Type : Pv's Status : ☐ Draft ☒ Approved **Search** **Clear**

- Enter your search criteria and click **Search** and result will be displayed below.
- Tick the checkbox of the PV you want wish to undo the approval status and click **Undo Approval**.


Undo Approval **Export...** **Result Per Pages:** 20 **of 300**


Drag a column header and drop it here to group by that column

	PV No.	Type	Payee Name	Approve Date	Cheque No.	Department	Total Amount	Remark
<input checked="" type="checkbox"/>	PVD/O/2010/003	PV (Office Account) - DSE(RIS)	unarmatural	09/Nov/2020		Conveyancing	1,000.00	
<input type="checkbox"/>	PVD/O/2010/001	PV (Office Account) - DSE(RIS)	test		123RnBtest	Conveyancing	1,000.00	

- Click **Confirm** and undo approval will be carried out for the PV.


Payment Voucher (Office A/C) - Undo Approval ✕

 Are you sure you want to undo approval the selected payment vouchers?

	Description	Status
	PVD/O/2010/001	

Close Cancel

Payment Voucher (Office A/C) - Undo Approval ✕

 Are you sure you want to undo approval the selected payment vouchers?

	Description	Status
	PVD/O/2010/001	

Confirm Cancel