
Chapter 9 Receipt

This section manages and keeps track all of your receipts.

You can generate receipt easily with predefined category and locate a receipt quickly with the system's search function.

This system is able to generate a receipt with more than one bill or without bill.

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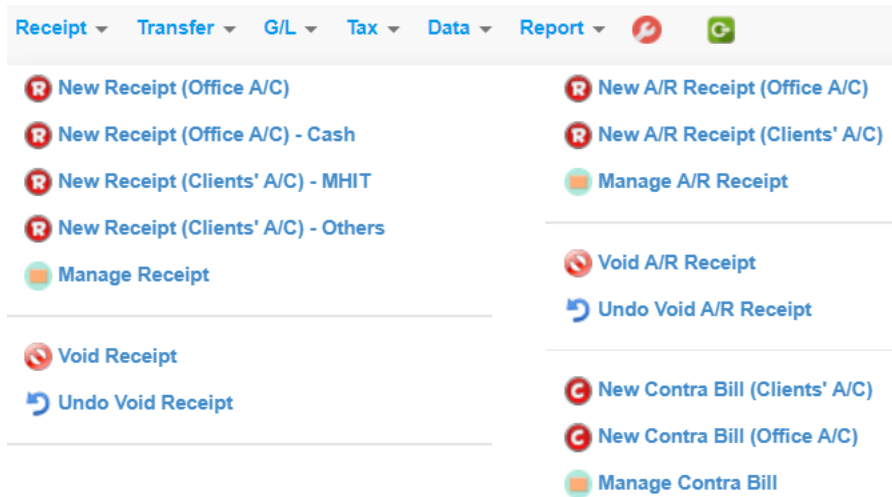
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9.1 Receipt

- To open '**Receipt**' window, click **Receipt** on the navigation bar.



9.1.1 New Receipt (Office A/C)

This function should be used to generate a receipt for office account.

- To begin, choose '**New Receipt (Office A/C)**'.
- Receipt No. is mandatory (auto generate or manual type in is according to ref no setup).
- In the pop-up window will display as below, fill in necessary information.

The screenshot shows the 'New Receipt (Office Account)' form with the following fields:

- General Tab:**
 - Receipt No.: RC/O/2311/001
 - Receipt Date: 22/Nov/2023
 - Department: (dropdown)
 - Other Ref. No.: (text)
 - Remarks: (text)
 - Attachments: (Select files... button)
- Details Tab:**
 - Received In: (dropdown)
 - Client: (text)
 - Received From: (text)
 - Payment Mode: Bank Transfer (dropdown)
 - Pymt. Ref. No.: (text)

- An item must be added to the receipt to generate receipt. Click '**Details**' tab, a form as shown in '*Figure: Receipt-Details*' will show up.

New Receipt (Office Account)

Save Cancel # Close

12/Nov/2023 | MYR 0.00

Receipt (Office Account)

General Details Properties

1

Activity: Dep...

Description:

Amount: 1 x \$ 0.00 = 0.00

Taxable Amount: 0.00 ☐ Tax Incl? 0.00

Total (Exc.): 0.00 Total (Inc.): 0.00

File No.:

Debit A/C:

Credit A/C:

Tax Code:

Tax Rate(%): 0.00 Tax Amount: 0.00

- Type amount for each item in the receipt.
- 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.
- Then, click button to search file no.
- Enter searching criteria then click the **'Search'** button.

Search File Master

Search File Master - Search

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

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

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

Department : (All) Client Name : Client ID No.* :

Client Category : (All) New/Old IC No./Passport/Com. Reg. No.

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

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...	File...	File Type	Client Name(s)	Op...	Subject
<input checked="" type="checkbox"/>	AW 280617/2020/06/...	280,618	KIV	30/Sep/...	SPA SS WT	AW SIEO LEY	0.00	400k
<input type="checkbox"/>	CSC280617/2020/06/...	280,617	KIV	29/Jun/...	plaintiff	CHAI SOO CHOONG	0.00	
<input type="checkbox"/>	testing1234	0	KIV	15/Dec/...	SPA SS WT	AW SIEO LEY	0.00	
<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
<input type="checkbox"/>	SPA 015	0	KIV	06/Dec/...	SPA SS WT	Ahmad Bin Ali Salam, CHAI SOO CHOONG	0.00	SPA
<input type="checkbox"/>	SPA 0014	0	KIV	02/Dec/...	SPA SS WT	Melissa	0.00	
<input type="checkbox"/>	lit 010	0	KIV	28/Nov/...	Litigation	Jason, Ahmad Bin Ali Salam	0.00	Litigation
<input type="checkbox"/>	lit010	0	KIV	22/Nov/...	Litigation	BELLA BUILDERS SDN BHD	0.00	lit
<input type="checkbox"/>	CSC280610/2019/11/...	280,610	KIV	15/Nov/...	SPA SS WT	CHAI SOO CHOONG	0.00	SPA
<input type="checkbox"/>	C/K/280605280606/2...	280,606	KIV	08/Nov/...	Litigation Hire Purchase	Kassim, Affin Islamic Bank Berhad	0.00	D1 vs P1
<input type="checkbox"/>	PL001	0	KIV	25/Oct/...	Litigation Plaintiff	Siva	0.00	
<input type="checkbox"/>	CSL280599/2019/08/...	280,599	KIV	29/Aug/...	SPA SS WT	CHOY & ASSOCIATES, CHEONG SOO I ENG	0.00	dsa

1 - 30 of 87 items

- Click **'Select & Close'** to proceed.

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

**DE ITSOL (DEV)**

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 Tel: 03-6730 6537 Fax: 03-6730 6537
 GST No.: 120002002201

(Client's Copy)

Receipt (Office Account)**RC/O/2010/002**

Received From : NotificationTest1
 Bank/Cash : Hong Leong Bank Office Acc
 Cheque No. : 123RHB123

Receipt Date : 27-Oct-2020
 Department : Conveyancing

#.	Description	File No.	Amount (Exc.) (RM)	Tax Code	Tax Amt (RM)	Total Amount (RM)
	Initial Disbursement		1,000.00		0.00	1,000.00
Ringgit Malaysia One Thousand Only			Grand Total:			1,000.00

Authorised by: _____


***Validity of this Receipt is subject to the clearance of Cheque*

9.1.2 New Receipt (Office Account) – Cash

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

- To begin, choose ‘**New Receipt (Office Account) - Cash**’.
- Receipt No. is mandatory (auto generate or manual type in is according to ref no setup).
- In the pop-up window will display as below, fill in necessary information.

- An item must be added to the receipt to generate receipt. Click ‘**Details**’ tab, a form as shown in ‘*Figure: Receipt-Details*’ will show up.

- Type amount for each item in the receipt.
- 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.
- Then, click  button to search file no.
- Enter searching criteria then click the ‘**Search**’ button.

Search File Master

Search 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 receipt.

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...	File...	File Type	Client Name(s)	Op...	Subject
<input checked="" type="checkbox"/>	RCC 000116/2020/08/...	280,618	KIV	30/Sep/...	SPA SS WT	AW SIEO LEY	0.00	400k
<input type="checkbox"/>	CSC280617/2020/06/...	280,617	KIV	29/Jun/...	plaintiff	CHAI SOO CHOONG	0.00	
<input type="checkbox"/>	testing1234	0	KIV	15/Dec/...	SPA SS WT	AW SIEO LEY	0.00	
<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
<input type="checkbox"/>	SPA 015	0	KIV	06/Dec/...	SPA SS WT	Ahmad Bin Ali Salam, CHAI SOO CHOONG	0.00	SPA
<input type="checkbox"/>	SPA 0014	0	KIV	02/Dec/...	SPA SS WT	Melissa	0.00	
<input type="checkbox"/>	lit 010	0	KIV	28/Nov/...	Litigation	Jason, Ahmad Bin Ali Salam	0.00	Litigation
<input type="checkbox"/>	lit010	0	KIV	22/Nov/...	Litigation	BELLA BUILDERS SDN BHD	0.00	lit
<input type="checkbox"/>	CSC280610/2019/11/...	280,610	KIV	15/Nov/...	SPA SS WT	CHAI SOO CHOONG	0.00	SPA
<input type="checkbox"/>	C/K/280605280606/2...	280,606	KIV	08/Nov/...	Litigation Hire Purchase	Kassim, Affin Islamic Bank Berhad	0.00	D1 vs P1
<input type="checkbox"/>	PL001	0	KIV	25/Oct/...	Litigation Plaintiff	Siva	0.00	
<input type="checkbox"/>	CSL280599/2019/08/...	280,599	KIV	29/Aug/...	SPA SS WT	CHOY & ASSOCIATES, CHEONG SOO I ENG	0.00	dsa

1 - 30 of 87 items

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



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GST No.: 120002002201

(Client's Copy)

Receipt (Office Account) - Cash

RCC/O/2010/001

Received From : Usermanual
Bank/Cash : Petty Cash
Cheque No. :

Receipt Date : 27-Oct-2020
Department : Conveyancing

#.	Description	File No.	Amount (Exc.) (RM)	Tax Code	Tax Amt (RM)	Total Amount (RM)
	Initial Disbursement		10.00		0.00	10.00
	Ringgit Malaysia Ten Only					
					Grand Total:	10.00

Authorised by: _____

***Validity of this Receipt is subject to the clearance of Cheque*


9.1.3 New Receipt (Clients' A/C) – MHIT

This function should be used to generate receipt when the transaction is related to money hold in trust (Stake holder's money).

- To begin, choose 'New Receipt (Clients' A/C) – MHIT'.
- Receipt No. is mandatory (auto generate or manual type in is according to ref no setup).
- In the pop-up window will display as below, fill in necessary information.

- An item must be added to the receipt to generate receipt. Click 'Details' tab, a form as shown in 'Figure: Receipt-Details' will show up.

- Type amount for each item in the receipt.
- 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.

- Then, click  button to search file no.
- Enter searching criteria then click the **'Search'** button.

Search File Master

Search File Master - Search

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

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

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)

Clear Search

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

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 checked="" type="checkbox"/>	AW 2009 1K/2020/08/...	280,618	KIV	30/Sep/...	SPA SS WT	AW SIEO LEY	0.00	400k
<input type="checkbox"/>	CSC280617/2020/06/...	280,617	KIV	29/Jun/...	plaintiff	CHAI SOO CHOONG	0.00	
<input type="checkbox"/>	testing1234	0	KIV	15/Dec/...	SPA SS WT	AW SIEO LEY	0.00	
<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
<input type="checkbox"/>	SPA 015	0	KIV	06/Dec/...	SPA SS WT	Ahmad Bin Ali Salam, CHAI SOO CHOONG	0.00	SPA
<input type="checkbox"/>	SPA 0014	0	KIV	02/Dec/...	SPA SS WT	Melissa	0.00	
<input type="checkbox"/>	lit 010	0	KIV	28/Nov/...	Litigation	Jason, Ahmad Bin Ali Salam	0.00	Litigation
<input type="checkbox"/>	lit010	0	KIV	22/Nov/...	Litigation	BELLA BUILDERS SDN BHD	0.00	lit
<input type="checkbox"/>	CSC280610/2019/11/...	280,610	KIV	15/Nov/...	SPA SS WT	CHAI SOO CHOONG	0.00	SPA
<input type="checkbox"/>	C/K/280605280606/2...	280,606	KIV	08/Nov/...	Litigation Hire Purchase	Kassim, Affin Islamic Bank Berhad	0.00	D1 vs P1
<input type="checkbox"/>	PL001	0	KIV	25/Oct/...	Litigation Plaintiff	Siva	0.00	
<input type="checkbox"/>	CS1280599/2019/08/...	280,599	KIV	29/Aug/...	SPA SS WT	CHOY & ASSOCIATES, CHEONG SOO I ENG	0.00	dsa

1 - 30 of 87 items

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

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 Tel: 03-6730 6537 Fax: 03-6730 6537
 GST No.: 120002002201

(Client's Copy)

Receipt (Clients' Account) - MHIT**RCM/C/2004/001**

Received From : Public Bank Berhad
 Bank/Cash : CIMB Client's Acc
 Cheque No. :

Receipt Date : 14-Apr-2020
 Department : Litigation

#.	Description	File No.	Amount (Exc.) (RM)	Tax Code	Tax Amt (RM)	Total Amount (RM)
	10% Deposit of Purchase Price	HP001	1,000.00		0.00	1,000.00
Ringgit Malaysia One Thousand Only			Grand Total:			1,000.00

Authorised by: _____


****Validity of this Receipt is subject to the clearance of Cheque**

9.1.4 New Receipt (Clients' A/C) – Others

This function should be used to generate receipt if non-of the payment terms meets the other options.

- To begin, choose '**New Receipt (Clients' A/C) - Others**'.
- Receipt No. is mandatory (auto generate or manual type in is according to ref no setup).
- In the pop-up window will display as below, fill in necessary information.

- An item must be added to the receipt to generate receipt. Click '**Details**' tab, a form as shown in '*Figure: Receipt-Details*' will show up.

- Type amount for each item in the receipt.
- 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.
- Then, click  button to search file no.
- Enter searching criteria then click the '**Search**' button.

Search File Master

Search File Master - Search

File No. : 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)

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

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...	File...	File Type	Client Name(s)	Op...	Subject
<input checked="" type="checkbox"/>	AW 280618/2020/06/...	280,618	KIV	30/Sep/...	SPA SS WT	AW SIEO LEY	0.00	400k
<input type="checkbox"/>	CSC280617/2020/06/...	280,617	KIV	29/Jun/...	plaintiff	CHAI SOO CHOONG	0.00	
<input type="checkbox"/>	testing1234	0	KIV	15/Dec/...	SPA SS WT	AW SIEO LEY	0.00	
<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
<input type="checkbox"/>	SPA 015	0	KIV	06/Dec/...	SPA SS WT	Ahmad Bin Ali Salam, CHAI SOO CHOONG	0.00	SPA
<input type="checkbox"/>	SPA 0014	0	KIV	02/Dec/...	SPA SS WT	Melissa	0.00	
<input type="checkbox"/>	lit 010	0	KIV	28/Nov/...	Litigation	Jason, Ahmad Bin Ali Salam	0.00	Litigation
<input type="checkbox"/>	lit010	0	KIV	22/Nov/...	Litigation	BELLA BUILDERS SDN BHD	0.00	lit
<input type="checkbox"/>	CSC280610/2019/11/...	280,610	KIV	15/Nov/...	SPA SS WT	CHAI SOO CHOONG	0.00	SPA
<input type="checkbox"/>	C/K/280605280606/2...	280,606	KIV	08/Nov/...	Litigation Hire Purchase	Kassim, Affin Islamic Bank Berhad	0.00	D1 vs P1
<input type="checkbox"/>	PL001	0	KIV	25/Oct/...	Litigation Plaintiff	Siva	0.00	
<input type="checkbox"/>	CSL280599/2019/08/...	280,599	KIV	29/Aug/...	SPA SS WT	CHOY & ASSOCIATES, CHEONG SOO I FENG	0.00	dsa

1 - 30 of 87 items

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

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 GST No.: 120002002201

(Client's Copy)

Receipt (Clients' Account) - Others**RC/C/1911/001**

Received From : Public Bank Berhad
 Bank/Cash : CIMB Client's Acc
 Cheque No. : 213

Receipt Date : 15-Nov-2019
 Department : Bill to Developer

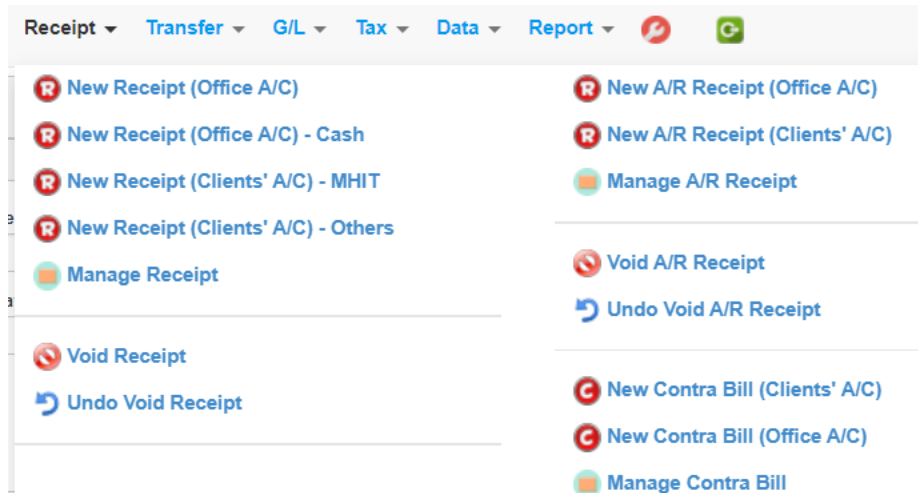
#.	Description	File No.	Amount (Exc.) (RM)	Tax Code	Tax Amt (RM)	Total Amount (RM)
	Initial Disbursement	HP001	5,000.00		0.00	5,000.00
Ringgit Malaysia Five Thousand Only			Grand Total:			5,000.00

Authorised by: _____

***Validity of this Receipt is subject to the clearance of Cheque*

9.1.5 Manage Receipt

- To find a receipt, on the 'Receipt' Menu, click 'Manage Receipt'.



- Type your search criteria to begin.

The screenshot shows the 'Search' form for Receipts. It includes fields for: Receipt No., Receipt Date (From), Receipt Date (To), File No., Received From, Department, Payment Ref. No., Receipt Type, and Other Ref. No. There are also buttons for 'Search', 'Clear', and 'Advanced'.

- 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.

Receipt No.	Type	Recipient Name	Receipt Date	Other Ref. No.	Total Tax	Total Amount
RC/O/2010/001	Receipt (Office Account)	abc	08/Oct/2020		0.00	0.00
RCM/C/2004/001	Receipt (Clients' Account) - MHIT	Public Bank Berhad	14/Apr/2020		0.00	1,000.00
RCFD/C/1912/002	Receipt (Clients' Account) - FD	(FD UpIR)	12/Dec/2019	332132	0.00	1,010.00
RCFD/C/1912/001	Receipt (Clients' Account) - FD	(FD Deposit)	10/Dec/2019		0.00	1,000.00
RCM/C/1912/001	Receipt (Clients' Account) - MHIT	Catherine	09/Dec/2019		0.00	2,000.00
RC/C/1911/001	Receipt (Clients' Account) - Others	Public Bank Berhad	15/Nov/2019		0.00	5,000.00
RCM/C/1910/001	Receipt (Clients' Account) - MHIT	Siva	25/Oct/2019		0.00	50,000.00

- 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'.

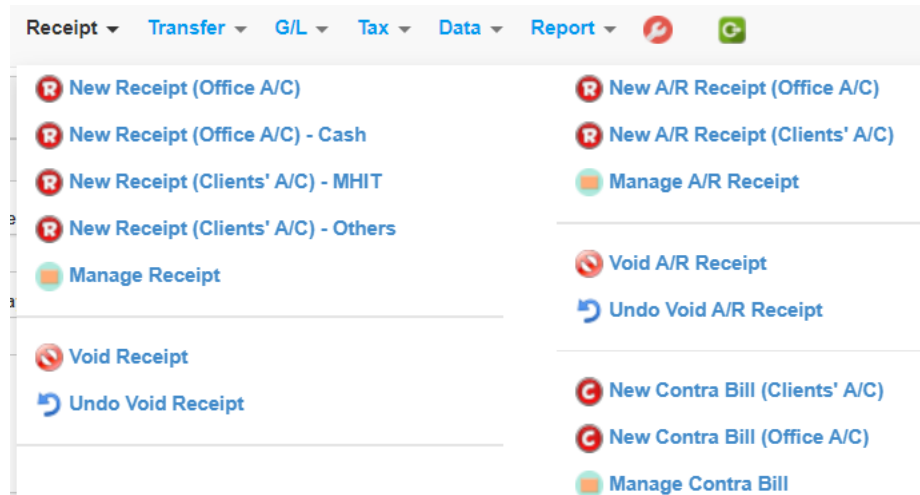
Delete Receipt

- To delete a receipt, select the receipt in the search record list after entering search criteria in the ‘**Manage Receipt**’ by ticking the box and click ‘**Delete**’.

<div><div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div><div><div>Result Per Page: 30</div><div>of 300</div></div></div>							
Drag a column header and drop it here to group by that column							
<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div>	Receipt No.	Type	Recipient Name	Receipt Date	Other Ref. No.	Total Tax	Total Amount
<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div>	RC/O/2019/001	Receipt (Office Account)	NotificationTest	27/04/2020		0.00	1,000.00
<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div>	RC/O/2019/001	Receipt (Office Account)	NotificationTest	27/04/2020		0.00	1,000.00
<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div>	RCN/C/2004/001	Receipt (Client's Account) - MINT	Public Bank Berhad	14/Apr/2020		0.00	1,000.00
<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div>	RCFD/C/2005/001	Receipt (Client's Account) - FD	(FD Deposit)	01/Jun/2020		0.00	10,000.00
<div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div>	RCFD/C/1812/002	Receipt (Client's Account) - FD	(FD upRR)	12/Oct/2019	332132	0.00	1,010.00

9.2 A/R Receipt


- To Open **Receipt** window, Click '**Receipt**' on the navigation bar.



9.2.1 New A/R Receipt (Office A/C)

This function should be used to generate Account Receivable receipt for Office Account.

- To begin, choose '**New A/R Receipt (Office A/C)**'.
- In the pop-up window will display as below, fill in necessary information.

- Receipt No. is mandatory (auto generate or manual type in is according to ref no setup).
- Then, click  button to search for a client.
- A window will pop-up as below.

Search Client

Search Client - Search

Client Code : Client Name : Register Date (From) : Date in text Clear

Register Date (To) : Date in text Client Category : (All) Client ID No.* : New/Old IC No./Passport/Com. Reg. No. Search

Contact Info.*: Tel No./Mobile No./Fax No./Email Client Tag : (All) Branch/Office :

Client's Status : ☒ Active ☐ In-active File No. :

- In 'Search Client', Enter any search criteria to find your client.
- A result list will be displayed and choose the client you want to be linked with the receipt.

Select & Close Result Per Page: 30 of 300 ?

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

	Client ...	Client Name	Regist...	C...	New IC No.	Com. ...	Office...	Remark
<input type="checkbox"/>	C/AC/280...	ABC company	14/Oct/2020	Client		325	Cheras	
<input type="checkbox"/>	C/ABA/33...	Ahmad Bin Ali Salam	21/Sep/2017	Client	123456-01-2345			7
<input type="checkbox"/>	C/B/280618	Bossku	05/Oct/2020	Client				
<input type="checkbox"/>	C/J/280614	Jason	28/Nov/2019	Client	870808-10-3301			
<input type="checkbox"/>	C/LLL/280...	lee li li	19/Nov/2019	Client				
<input type="checkbox"/>	C/LJH/280...	Low Jing Heng	25/Nov/2019	Client	880101-10-4513			
<input type="checkbox"/>	C/M/2806...	Melissa	02/Dec/2019	Client	880909-10-5542			
<input type="checkbox"/>	M1DSB	MERIDIAN 101 DEGREE SDN BHD	02/Mar/2017			1019231-K		
<input type="checkbox"/>	C/R/280612	Raman	21/Nov/2019	Client	660606-10-3321			
<input type="checkbox"/>	C/S/280616	Shahurudin	09/Dec/2019	Client	770707-10-4321			
<input type="checkbox"/>	C/S/280601	Siva	25/Oct/2019	Client	700707-10-5501			

- Choose a client and click 'Select & Close' to proceed.
- Click **Add Bill**.

Bill No.	Bill Date
----------	-----------

- Enter your search criteria and click **Search** and select the relevant bill by ticking the checkbox and click **OK**.

Select Bill Items

Bill No.: Bill Date: 01/Nov/2010 To

File No.: Bill To Name: Chiaw

	C...	Activity	Amount	Unsettled	Knock-off Amt	Credit A/C Code	Description
Trans. No.: BIL/2011/003 , Trans. Date: 09/Nov/2020, File No.: 0000001401							
<input checked="" type="checkbox"/>	1	LF	Legal Fees	10,600.00	0.00	10,600.00	300-0001 Legal Fees
				10,600.00			

Amount :

- You may also enter the amount the client is going to pay by entering in the text field for **Amount** and click **Distribute**. Please take note that the outstanding balance will go to the last item that is selected as last item.
- Once you have completed, fill in other information needed.
- Click '**Save**' to save receipt information.
- Click '**Preview**' to have a look at the receipt, and you may print out there receipt here.

**DE ITSOL (DEV)**

Level 27, Menara Haw Par, Jalan Sultan Ismail,, 50250 Kuala Lumpur, Wilayah
Persekutuan, Malaysia
Tel: 03-6730 6537 Fax: 03-6730 6537
GST No.: 120002002201

(Client's Copy)

A/R Receipt (Office Account)**ARRC/O/2010/001**

Received From : Tey Chee Hong
Bank/Cash : Hong Leong Bank Office Acc
Cheque No. :

Receipt Date : 23-Oct-2020
Department : Conveyancing
Received Amount : **RM 187.80**
UnApplied Amount : **RM 0.00**


Knock Off Trans No.	Fund Category	File No.	Knockoff Amount (RM)
BIL/2010/002	Disbursement	SPA/SS/WT/001	50.00
BIL/2010/002	Legal Fee	SPA/SS/WT/001	80.00
BIL/2010/002	Reimbursement	SPA/SS/WT/001	50.00
BIL/2010/002	Tax	SPA/SS/WT/001	7.80
Ringgit Malaysia One Hundred and Eighty Seven and Cents Eighty Only			Total Knock Off Amt: 187.80

Authorised by: _____ ***Validity of this Receipt is subject to the clearance of Cheque*

9.2.2 New A/R Receipt (Clients' A/C)

This function should be used to generate Account Receivable receipt for Clients' Account.

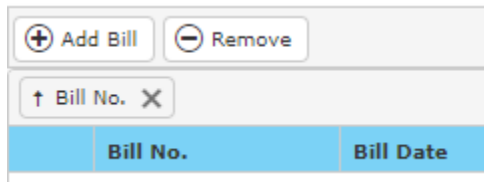
- To begin, choose 'New A/R Receipt (Clients' A/C)'.
- In the pop-up window will display as below, fill in necessary information.

- Receipt No. is mandatory (auto generate or manual type in is according to ref no setup).
- Then, click  button to search for a client.
- A window will pop-up as below.

- In 'Search Client', Enter any search criteria to find your client.
- A result list will be displayed and choose the client you want to be linked with the receipt.

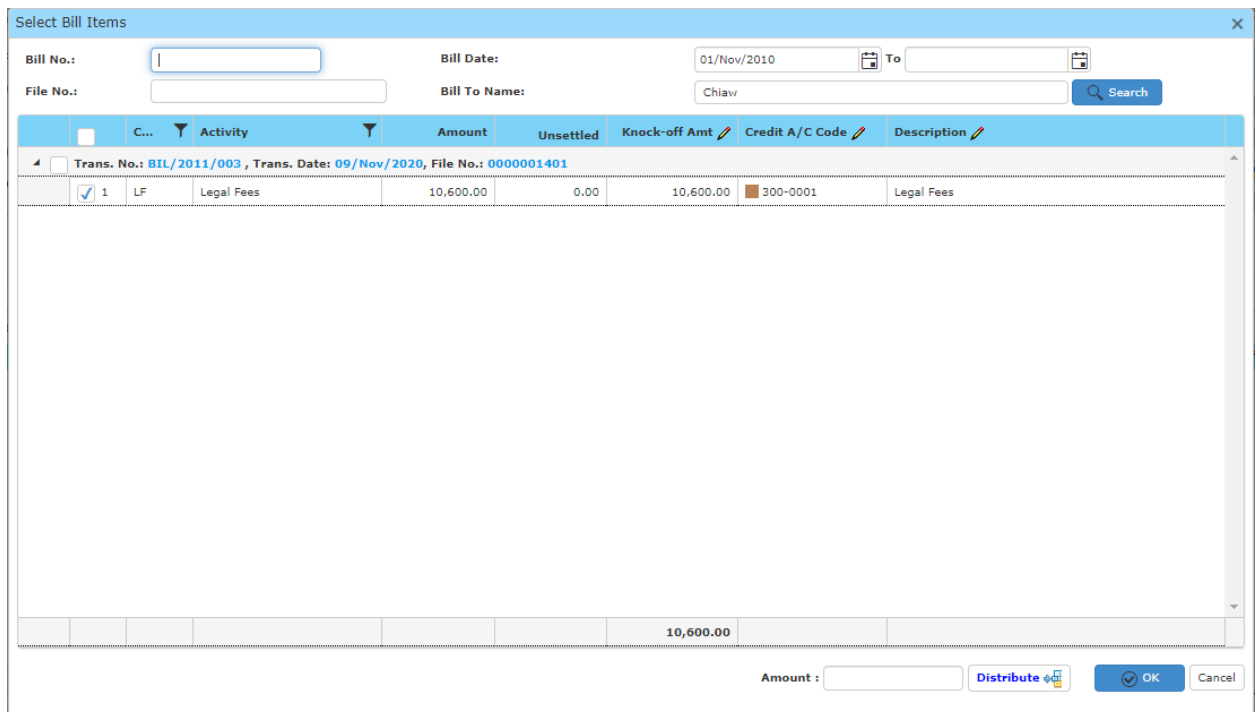
Select & Close Result Per Page: 30 of 300 ?								
Drag a column header and drop it here to group by that column								
	Client ...	Client Name	Regist...	C...	New IC No.	Com. ...	Office...	Remark
<input type="checkbox"/>	C/AC/280...	ABC company	14/Oct/2020	Client		325	Cheras	
<input type="checkbox"/>	C/ABA/33...	Ahmad Bin Ali Salam	21/Sep/2017	Client	123456-01-2345			7
<input type="checkbox"/>	C/B/280618	Bosku	05/Oct/2020	Client				
<input type="checkbox"/>	C/J/280614	Jason	28/Nov/2019	Client	870808-10-3301			
<input type="checkbox"/>	C/LLL/280...	lee li li	19/Nov/2019	Client				
<input type="checkbox"/>	C/LJH/280...	Low Jing Heng	25/Nov/2019	Client	880101-10-4513			
<input type="checkbox"/>	C/M/2806...	Melissa	02/Dec/2019	Client	880909-10-5542			
<input type="checkbox"/>	M1DSB	MERIDIAN 101 DEGREE SDN BHD	02/Mar/2017			1019231-K		
<input type="checkbox"/>	C/R/280612	Raman	21/Nov/2019	Client	660606-10-3321			
<input type="checkbox"/>	C/S/280616	Shahurudin	09/Dec/2019	Client	770707-10-4321			
<input type="checkbox"/>	C/S/280601	Siva	25/Oct/2019	Client	700707-10-5501			

- Choose a client and click '**Select & Close**' to proceed.
- Click **Add Bill**.



Bill No.	Bill Date
----------	-----------

- Enter your search criteria and click **Search** and select the relevant bill by ticking the checkbox and click **OK**.



C...	Activity	Amount	Unsettled	Knock-off Amt	Credit A/C Code	Description
<input checked="" type="checkbox"/>	1 LF	Legal Fees	10,600.00	0.00	10,600.00	300-0001 Legal Fees

Amount : Distribute OK Cancel

You may also enter the amount the client is going to pay by entering in the text field for **Amount** and click **Distribute**. Please take note that the outstanding balance will go to the last item that is selected as last item.

- Once you have completed, fill in other information needed.
- Click '**Save**' to save receipt information.
- Click '**Preview**' to have a look at the receipt, and you may print out there receipt here.

**DE ITSOL (DEV)**

Level 27, Menara Haw Par, Jalan Sultan Ismail,, 50250 Kuala Lumpur, Wilayah
Persekutuan, Malaysia
Tel: 03-6730 6537 Fax: 03-6730 6537
GST No.: 120002002201

(Client's Copy)

A/R Receipt (Clients' Account)**ARRC/C/2006/001**

Received From : Public Bank Berhad

Receipt Date : 25-Jun-2020

Bank/Cash : CIMB Client's Acc

Department : Conveyancing

Cheque No. :

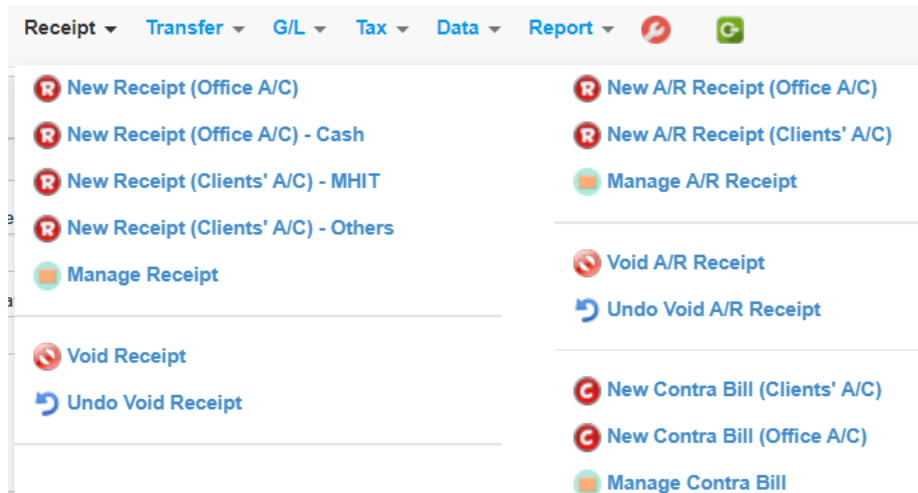
Received Amount : **RM 990.00**UnApplied Amount : **RM 0.00**

Knock Off Trans No.	Fund Category	File No.	Knockoff Amount (RM)
ARD/N -ARDN/O/2004/001	Legal Fee	HP001	1,000.00
BIL/2004/001	Disbursement	HP001	-10.00
Ringgit Malaysia Nine Hundred and Ninety Only			Total Knock Off Amt: 990.00

Authorised by: _____ ****Validity of this Receipt is subject to the clearance of Cheque**

9.2.3 Manage A/R Receipt

- To find an A/R receipt, on the **'Receipt'** Menu, click **'Manage A/R Receipt'**.



- Type your search criteria to begin.

The screenshot shows the 'A/R Receipt - Search' form with the following fields:

- A/R Receipt No.:
- Receipt Date (From):
- Receipt Date (To):
- Client Name:
- Department:
- Other Ref. No.:
- Bill's File No.:
- Bill/DN No.:
- A/R Receipt Type:
- Buttons: Search, Clear, Export...



- 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.

Receipt No.	Type	Receipt Date	Other Ref. No.	Recipient Name	Total Amount
ARRC/C/2008/001	A/R Receipt (Office Account)	21/Aug/2020		Catherine	50.00
ARRC/C/2009/001	A/R Receipt (Clients' Account)	25/Jun/2020		Public Bank Berhad	990.00
ARRC/C/2009/001	A/R Receipt (Clients' Account)	14/Apr/2020		Public Bank Berhad	1,000.00
ARRC/C/2009/001	A/R Receipt (Office Account)	04/Feb/2020		Catherine	14,536.60
ARRC/C/1912/001	A/R Receipt (Office Account)	09/Dec/2019		Shahurudin	1,000.00
ARRC/C/1912/002	A/R Receipt (Clients' Account)	09/Dec/2019		Shahurudin	14,218.60
ARRC/C/1912/001	A/R Receipt (Office Account)	02/Dec/2019		Malissa	16,464.60
ARRC/C/1912/001	A/R Receipt (Office Account)	28/Nov/2019		Jasim	500.00
ARRC/C/1911/003	A/R Receipt (Clients' Account)	25/Nov/2019		Levi Jing Heng	16,252.60
ARRC/C/1911/002	A/R Receipt (Clients' Account)	21/Nov/2019		Raman	8,134.20
ARRC/C/1911/001	A/R Receipt (Clients' Account)	15/Nov/2019		CHAI BOO CHOONG	14,126.60

- 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'**.

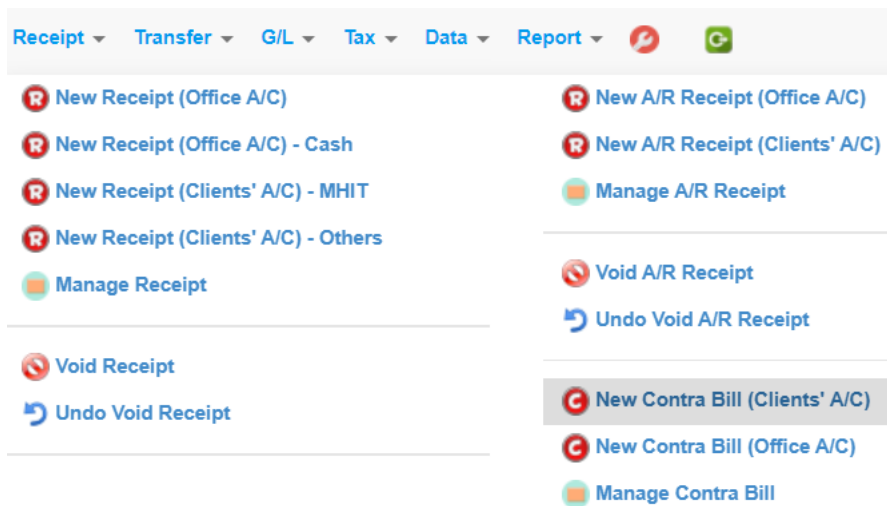
Delete A/R Receipt

- To delete an A/R receipt, select the A/R receipt in the search record list after entering search criteria in the ‘**Manage A/R Receipt**’ by ticking the box and click ‘**Delete**’.

		Result Per Page: 30	of 300					
Drag a column header and drop it here to group by that column								
<input type="checkbox"/>	Receipt No.	Type	Recipient Name	Receipt Date	Other Ref. No.	Total Tax	Total Amount	
<input checked="" type="checkbox"/>	RC/O/2019/001	Receipt (Office Account)	NotificationTest	27/04/2020		0.00	1,000.00	
<input type="checkbox"/>	RC/O/2019/001	Receipt (Office Account)	NotificationTest	27/04/2020		0.00	1,000.00	
<input type="checkbox"/>	RCN/C/2004/001	Receipt (Client's Account) - MIST	Public Bank Berhad	14/Apr/2020		0.00	1,000.00	
<input type="checkbox"/>	RCFO/C/2005/001	Receipt (Client's Account) - FO	(FO Deposit)	01/Jun/2020		0.00	10,000.00	
<input type="checkbox"/>	RCFO/C/1812/002	Receipt (Client's Account) - FO	(FO upRR)	12/Dec/2019	332132	0.00	1,010.00	

9.3 Contra Bill

- When you are using the contra bill function, please take note of certain criteria. For instance, you may be using Stake holder Money to pay for a bill.
- To Open **Contra Bill** window, Click '**Receipt**' on the navigation bar.



9.3.1 New Contra Bill (Clients' A/C)

This function should be used to generate Contra Bill for Clients' Account.



- To begin, choose '**New Contra Bill (Clients' A/C)**'.
- In the pop-up window will display as below, fill in necessary information.



The screenshot shows the 'New Contra Bill (Client's Account)' window. The window has a title bar with the text 'New Contra Bill (Client's Account)'. Below the title bar, there are buttons for 'Save', 'Cancel', and 'Close'. The window is divided into two main sections: 'General' and 'Properties'. The 'General' section contains fields for 'Contra Bill No.' (CB/2311/001), 'Contra Bill Date' (22/Nov/2023), 'Department', 'Other Ref. No.', and 'Remarks'. The 'Properties' section contains a 'Transfer Info.' table with fields for 'File No.(Withdraw)', 'Client', 'Received From', 'Activity', and 'Withdraw From'. The 'Total Knockoff Amount' is displayed at the bottom of the window.


- Receipt No. is mandatory (auto generate or manual type in is according to ref no setup).



- When you are making a contra bill, please make sure that the file you choose has higher available amount comparing to the knock off amount. You may check the available balance of the file here.



Transfer Info.


File No.(Withdraw):  Testing 223 

Client:  Maggie Tan 


Received From: Maggie Tan 




Activity:  Deposit 




Withdraw From:  C330-0000 - CIMB CLIENT'S ACC  Avai. Bal: 0.00




- Click  button to search for a file.
- A window will pop-up as below.


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  Subject : File Status : (All) 


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

Department : (All)  Client Name : Client ID No.* :

Client Category : (All)  New/Old IC No./Passport/Com. Reg. No.

 Clear  Search

- In 'Search File Master', Enter any search criteria to find your file.
- A result list will be displayed and choose the file you want to be linked with the receipt.

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...	File...	File Type	Client Name(s)	Op...	Subject
<input type="checkbox"/>	LAW/TEST/0001	0	KIV	14/Oct/...	SPA SS WT	Tey Chee Hong, ABC company	0.00	Condo 400k
<input type="checkbox"/>	SPA/SS/WT/001	0	KIV	14/Oct/...	SPA SS WT	Catherine, Tey Chee Hong, ABC company	0.00	Test File Bk
<input type="checkbox"/>	C/B/280618280619/2...	280,619	KIV	08/Oct/...	Additional loan	Bosku	0.00	
<input type="checkbox"/>	CSC280617/2020/06/...	280,617	KIV	29/Jun/...	plaintiff	CHAI SOO CHOONG	0.00	
<input type="checkbox"/>	testing1234	0	KIV	15/Dec/...	SPA SS WT	AW SIEO LEY	0.00	
<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
<input type="checkbox"/>	SPA 015	0	KIV	06/Dec/...	SPA SS WT	Ahmad Bin Ali Salam, CHAI SOO CHOONG	0.00	SPA


- Choose a client and click 'Select & Close' to proceed.
- Then, click **Add Bill**.

Add Bill	Remove	Total Knockoff Amount: <input type="text"/>	Auto Distribute
↑ Bill No. X			
	Bill Date	File No.	Categ... Activity

- Enter your search criteria and click **Search**. Then select the correct bill to be linked with the contra bill. You may also enter the amount the client is going to pay by entering in the text field for **Amount** and click **Auto Distribute**. Please take note that the outstanding balance will go to the last item that is selected as last item.

Select Bill Items								
Bill No.:		Bill Date:		To				
File No.:		Bill To Name:				Search		
		C...	Activity	Amount	Unsettled	Knockoff Amt	Credit A/C Code	Description
Trans. No.: BIL/1910/004, Trans. Date: 25/Oct/2019, File No.: SPA005								
<input checked="" type="checkbox"/>	2	RIB	Telephone and Facsimile Charges	53.00	46.00	7.00	C500-0001	Telephone and Facsimile Charges
<input checked="" type="checkbox"/>	1	LF	[DN] LF - Consultancy	53.00	0.00	53.00	C500-1000	Consultancy
Trans. No.: BIL/1911/003, Trans. Date: 21/Nov/2019, File No.: SPA 007								
<input type="checkbox"/>		LF	LF - Sale and Purchase Agreement	6,148.00	5,409.40	0.00	C500-1000	Sale and Purchase Agreement
<input type="checkbox"/>		LF	LF - Entry & Withdrawal of Private Caveat	371.00	371.00	0.00	C500-1000	Entry & Withdrawal of Private Caveat
<input type="checkbox"/>		LF	LF - Filing Form CKHT 2A	212.00	212.00	0.00	C500-1000	Filing for Form CKHT 2A
Trans. No.: BIL/1911/005, Trans. Date: 28/Nov/2019, File No.: lit 010								
<input type="checkbox"/>		LF	Legal Fees	636.00	136.00	0.00	C500-1000	Legal Fees [Date: 28/Nov/2019, Billable Time: 120 minutes] - court attendance/ discussion
Trans. No.: BIL/1912/003, Trans. Date: 09/Dec/2019, File No.: SPA 0045								
<input type="checkbox"/>		DIS	Filing - Affidavit(DIS)	100.00	100.00	0.00	C500-0001	Filing Fee for Affidavit(DIS)
<input type="checkbox"/>		LF	Legal Fees	2,120.00	1,120.00	0.00	C500-1000	Legal Fees
Trans. No.: BIL/1912/004, Trans. Date: 09/Dec/2019, File No.: SPA 0045								
<input type="checkbox"/>		LF	Legal Fees	106.00	106.00	0.00	C500-1000	Legal Fees
				60.00				
Amount :				60.00		Auto Distribute		OK Cancel

- Once you have completed, fill in other information needed.
- Click **'Save'** to save receipt information.
- Click **'Preview'** to have a look at the receipt, and you may print out there receipt here.



DE ITSOL (DEV)

Public Bank Berhad

CB/1911/001
15/11/2019

Withdraw From File: HP001

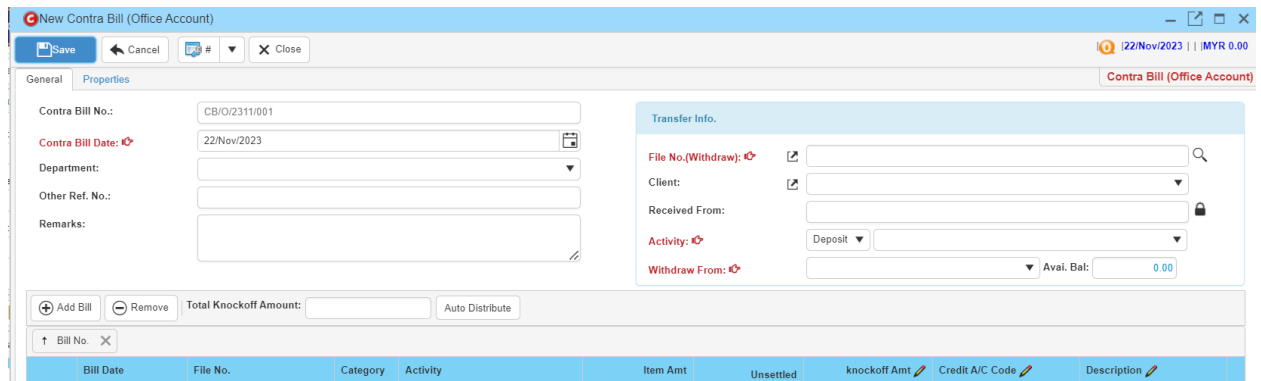
Bank : CIMB Client's Acc

#	Trans. No.	Trans. Date	Category	Description	Credit Account	Knockoff Amou
1.	BIL/1911/002	15/11/2019	LF	Legal Fees	Clients' AC Income	1,060.00
Ringgit Malaysia One Thousand and Sixty Only						1,060.00

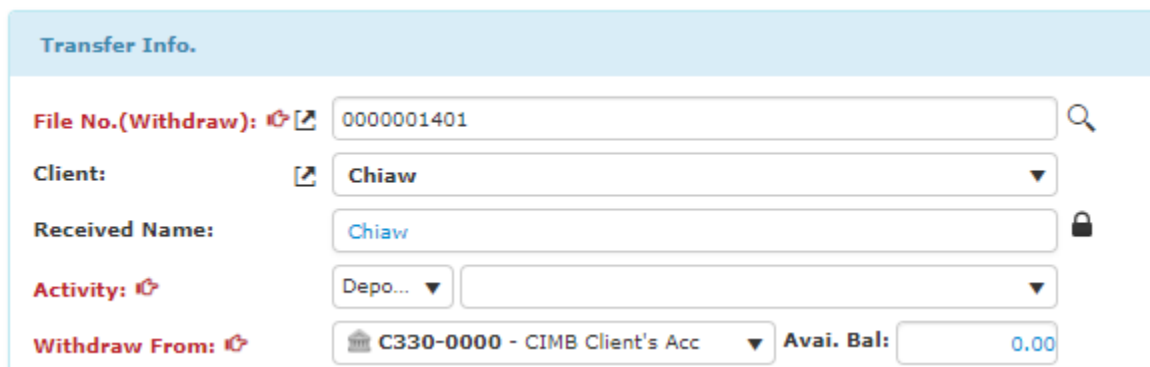
9.3.2 New Contra Bill (Office A/C)


This function should be used to generate Contra Bill for Office Account.

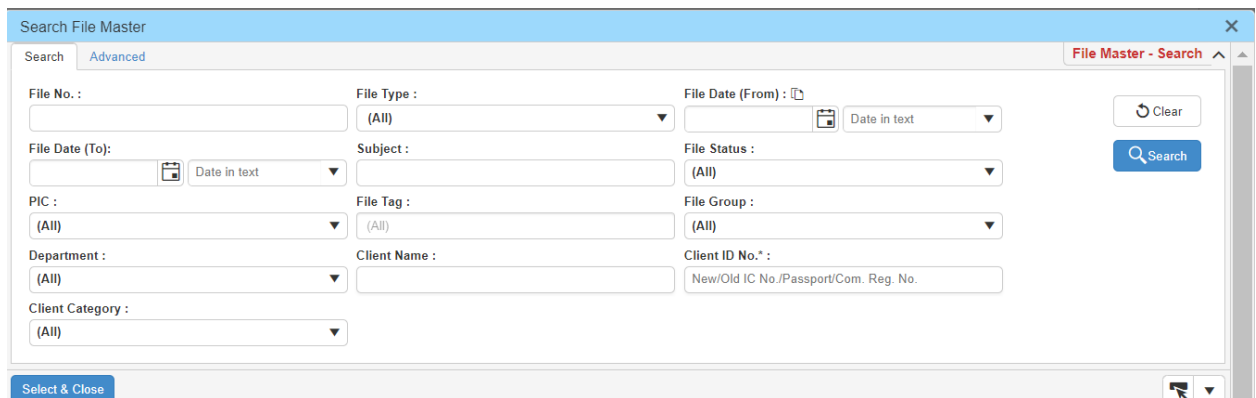
- To begin, choose 'New Contra Bill (Office A/C)'.
- In the pop-up window will display as below, fill in necessary information.



- Receipt No. is mandatory (auto generate or manual type in is according to ref no setup).
- When you are making a contra bill, please make sure that the file you choose has higher available amount comparing to the knock off amount. You may check the available balance of the file here.



- Click  button to search for a file.
- A window will pop-up as below.



The 'Search File Master' window contains the following search criteria fields:

- 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 :

Buttons: Clear, Search, Select & Close.

- In 'Search File Master', Enter any search criteria to find your file.
- A result list will be displayed and choose the file you want to be linked with the receipt.

Select & Close

Result Per Page:

30

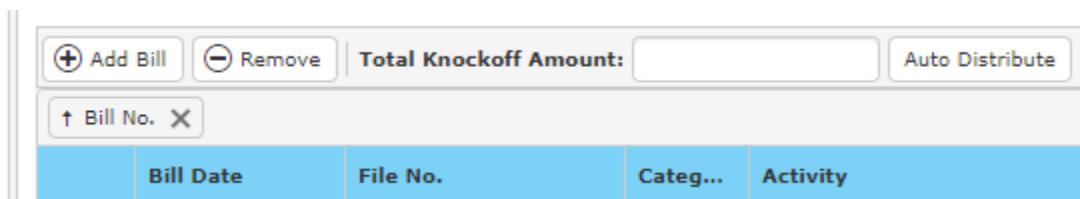
▼

of 300 ?

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

	File No.	R...	S...	File...	File Type	Client Name(s)	Op...	Subject
<input type="checkbox"/>	LAW/TEST/0001	0	KIV	14/Oct/...	SPA SS WT	Tey Chee Hong, ABC company	0.00	Condo 400k
<input type="checkbox"/>	SPA/SS/WT/001	0	KIV	14/Oct/...	SPA SS WT	Catherine, Tey Chee Hong, ABC company	0.00	Test File Bk
<input type="checkbox"/>	C/B/280618280619/2...	280,619	KIV	08/Oct/...	Additional loan	Bosku	0.00	
<input type="checkbox"/>	CSC280617/2020/06/...	280,617	KIV	29/Jun/...	plaintiff	CHAI SOO CHOONG	0.00	
<input type="checkbox"/>	testing1234	0	KIV	15/Dec/...	SPA SS WT	AW SIEO LEY	0.00	
<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
<input type="checkbox"/>	SPA 015	0	KIV	06/Dec/...	SPA SS WT	Ahmad Bin Ali Salam, CHAI SOO CHOONG	0.00	SPA

- Choose a File and click 'Select & Close' to proceed.
- Click **Add Bill**.



The 'Add Bill' window includes the following elements:

- Buttons: + Add Bill, - Remove, Auto Distribute
- Total Knockoff Amount:
- Bill No.
- Table with columns: Bill Date, File No., Categ..., Activity

- Enter your search criteria and click **Search**. Then select the correct bill to be linked with the contra bill. You may also enter the amount the client is going to pay by entering in the text field

for **Amount** and click **Auto Distribute**. Please take note that the outstanding balance will go to the last item that is selected as last item.

Select Bill Items

Bill No.: Bill Date: 01/Nov/2010 To

File No.: Bill To Name:

	C...	Activity	Amount	Unsettled	Knockoff Amt	Credit A/C Code	Description
Trans. No.: BIL/1910/004, Trans. Date: 25/Oct/2019, File No.: SPA005							
<input checked="" type="checkbox"/>	2	RIB	Telephone and Facsimile Charges	53.00	46.00	7.00	C500-0001 Telephone and Facsimile Charges
<input checked="" type="checkbox"/>	1	LF	[DN] LF - Consultancy	53.00	0.00	53.00	C500-1000 Consultancy
Trans. No.: BIL/1911/003, Trans. Date: 21/Nov/2019, File No.: SPA 007							
<input type="checkbox"/>	LF	LF - Sale and Purchase Agreement	6,148.00	5,409.40	0.00	C500-1000	Sale and Purchase Agreement
<input type="checkbox"/>	LF	LF - Entry & Withdrawal of Private Caveat	371.00	371.00	0.00	C500-1000	Entry & Withdrawal of Private Caveat
<input type="checkbox"/>	LF	LF - Filing Form CKHT 2A	212.00	212.00	0.00	C500-1000	Filing for Form CKHT 2A
Trans. No.: BIL/1911/005, Trans. Date: 28/Nov/2019, File No.: lit 010							
<input type="checkbox"/>	LF	Legal Fees	636.00	136.00	0.00	C500-1000	Legal Fees [Date: 28/Nov/2019, Billable Time: 120 minutes] - court attendance/ discussion
Trans. No.: BIL/1912/003, Trans. Date: 09/Dec/2019, File No.: SPA 0045							
<input type="checkbox"/>	DIS	Filing - Affidavit(DIS)	100.00	100.00	0.00	C500-0001	Filing Fee for Affidavit(DIS)
<input type="checkbox"/>	LF	Legal Fees	2,120.00	1,120.00	0.00	C500-1000	Legal Fees
Trans. No.: BIL/1912/004, Trans. Date: 09/Dec/2019, File No.: SPA 0045							
<input type="checkbox"/>	LF	Legal Fees	106.00	106.00	0.00	C500-1000	Legal Fees
				60.00			

Amount : 60.00

- Once you have completed, fill in other information needed.
- Click **'Save'** to save receipt information.
- Click **'Preview'** to have a look at the receipt, and you may print out there receipt here.

9.3.3 Manage Contra Bill

- To find a Contra Bill, on the ‘**Receipt**’ Menu, click ‘**Manage Contra Bill**’.

The screenshot shows a software interface with a top navigation bar containing 'Receipt', 'Transfer', 'G/L', 'Tax', 'Data', and 'Report' menus. Below this, there are two columns of options. The left column includes 'New Receipt (Office A/C)', 'New Receipt (Office A/C) - Cash', 'New Receipt (Clients' A/C) - MHIT', 'New Receipt (Clients' A/C) - Others', 'Manage Receipt', 'Void Receipt', and 'Undo Void Receipt'. The right column includes 'New A/R Receipt (Office A/C)', 'New A/R Receipt (Clients' A/C)', 'Manage A/R Receipt', 'Void A/R Receipt', 'Undo Void A/R Receipt', 'New Contra Bill (Clients' A/C)', 'New Contra Bill (Office A/C)', and 'Manage Contra Bill'.

- Type your search criteria to begin.

The screenshot shows a 'Contra Bill - Search' form. It has tabs for 'New Contra Bill (Client's Account)', 'New Contra Bill (Office Account)', and 'Contra Bill List Report'. The search criteria fields include: 'Contra Bill No.', 'Contra Bill Date (From)' and 'Contra Bill Date (To)' (both with date pickers), 'File No. (Withdraw)', 'Client Name', 'Department' (with a dropdown menu), 'Other Ref. No.', 'BIIDN No.', and 'C/B Type' (with a dropdown menu). There are 'Clear' and 'Search' buttons on the right.

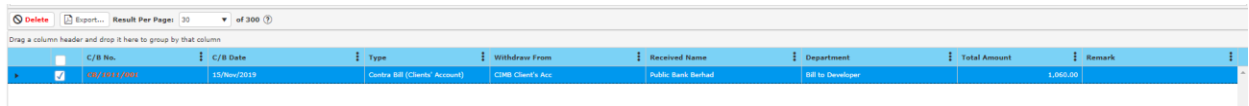
- Click ‘**Search**’ and search results will display at search record list. You can open an item in the search results list by double-clicking.
- Click ‘**Export**’ to print the desired search result in excel, pdf or csv format.

	C/B No.	C/B Date	Type	Withdraw From	Received Name	Department	Total Amount	Remark
	CR/1911/001	15/Nov/2019	Contra Bill (Client's Account)	CMH Client's Acc	Public Bank Berhad	Bill to Developer	1,260.00	

- 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 Contra Bill

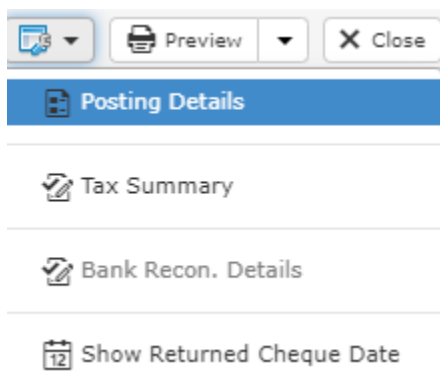
- To delete a contra bill, select the contra bill in the search record list after entering search criteria in the '**Manage Contra Bill**' by ticking the box and click '**Delete**'.



	C/B No.	C/B Date	Type	Withdraw From	Received Name	Department	Total Amount	Remark
<input checked="" type="checkbox"/>	002/001/0001	15/Nov/2019	Contra Bill (Client/ Account)	Client's Acc	Public Bank Berhad	Bill to Developer	1,000.00	

9.4 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 receipt and click .
- Choose show returned cheque date.




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.
- Enter the cheque returned date.
- Click **Save** once you have completed.


Sample:


Recipient Info.


Received In: 


310-1000 - Hong Leong Bank Office Acc

Client: 

C/N/28062
NotificationTest1



Recipient Name: 

NotificationTest1 

Cheque No.:

123RHB123

Returned Cheque Date:

20/Oct/2020 

9.5 Manage Returned Cheque

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

+ New Receipt (Office Account)
+ New Receipt (Clients' Account) - MHIT
Receipt List Report

Search
Advanced

Receipt No. :

Receipt Date :

File No. :

Recipient Name :

Department :
(All)

Cheque No. :

Receipt Type :
(All)

Other Ref. No. :

Search
Clear

- Click **Advanced**.

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

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

Search Advanced Receipt - Search

Field: Returned Cheque ?(Yes = 1, No = 0) Condition: Equals Value: Add Criteria

Returned Cheque ?(Yes = 1, No = 0) Equals 1

Result Per Page: 30 of 300

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

	Receipt No.	Type	Recipient Name	Receipt Date	Other Ref. No.	Total Tax	Total Amount
<input type="checkbox"/>	RC/O/2016/002	Receipt (Office Account)	NotificationTest1	27/Oct/2020		0.00	1,000.00
<input type="checkbox"/>	RC/O/2016/001	Receipt (Office Account)	NotificationTest1	27/Oct/2020		0.00	1,000.00

- These are the receipt with returned cheque.