

## AC.04.04 PAYMENT VOUCHER - BANK

### 1. Path:

FM/ AC.04 Receipt/Payment/ AC.04.04 Payment voucher - Bank

### 2. Image:

The screenshot shows the 'AC.04.04 Payment Voucher - Bank' form. It includes fields for Company (CTY TNHH \), Voucher No, Pay (BANK), Seq, Trans Date (26/08/2010), Department (Roll Shop Part B), Proposed By (dieu), and NGUYEN NHU LAI. There are buttons for Confirm, Cancel, and Replicate. The form also has a section for Payment Type (Payment) and Payment Person. Below this is a table with columns: Acc.Code, Acc.Name, Ccy, Rate, Amount Trans, Amount Book, %VAT, VAT Trans, VAT Book, and VAT Deduct Trans. The table is divided into Debit and Credit sections. At the bottom, there is a Difference field. Numbered callouts 1 through 7 point to specific elements: 1 points to the Search icon, 2 points to the Print icon, 3 points to the Confirm button, 4 points to the Cancel button, 5 points to the Replicate button, 6 points to the Copy button, and 7 points to the UNC Thông Thường button.

### 3. Definition:

“AC.04.04 Payment voucher-Bank”: form is where user can input entry and print Payment Voucher-Bank

### 4. How to use:

#### a) How to use buttons on Form:

- Button : when press button , the form will appear a popup. User can searching criteria as: Company, Entry Date, Type, Seq, Voucher No. Please double click at row of voucher to view.

Search List -- Web Page Dialog


Company: CTY TNHH VINA GENUWIN - Seq:

Entry Date: 01/08/2010 ~ 31/08/2010 Voucher Type: Pay (BANK) Voucher no:

Slip Status: ☒ All ☐ Saved ☐ Confirmed ☐ Approved ☐ Cancelled Total: 8 vouchers

Seq	Voucher No.	Entry Date	Trs Type	Trs Name	Amount	Description	Status	Prps By	incol caus
		02/08/2010	Y001	Payment Voucher		test	Saved	truong	
24000	BN10/08-0001	05/08/2010	Y001	Payment Voucher	300,000	sdfsdkjkh	Confirmed	dieu	
24001	BN10/08-0002	05/08/2010	Y001	Payment Voucher	300,000	sdfsdkjkh	Confirmed	dieu	
		07/08/2010	Y001	Payment Voucher		fdjhyfk	Saved	truong	
24060	BN10/08-0003	10/08/2010	Y001	Payment Voucher	77,000,000	jkkykl	Confirmed	dieu	
24120	BN10/08-0004	11/08/2010	Y001	Payment Voucher	3,300	tret	Confirmed	dieu	
24420	BN10/08-0008	17/08/2010	Y001	Payment Voucher	1,000,000	test UNC	Confirmed	ntuyen	
24841	BN10/08-0011	19/08/2010	Y001	Payment Voucher	10,000,000	unc	Confirmed	ntuyen	

b) How to input information:

- Step 1: Button : when user press this button, the form will be clear. Please input information of new Pament Voucher – Bank.

Company: CTY TNHH Voucher No: ☒ Pay (BANK) Seq:  UNC Thông Thường

Trans Date: 26/08/2010 Department: Roll Shop Part B Proposed By: dieu NGUYỄN NHƯ LAI Confirm Cancel Replicate

Payment Type: Payment Payment Person: Vendor: Book 1 Copy

Enclose: Description: Local Description

Debit	Acc.Code	Acc.Name	Ccy	Rate	Amount Trans	Amount Book	%VAT	VAT Trans	VAT Book	VAT Deduct Trans

Credit:  Total:

Credit	Acc.Code	Acc.Name	Ccy	Rate	Amount Trans	Amount Book	%VAT	VAT Trans	VAT Book	VAT Deduct Trans

Difference:

- User input Company name, Trans Date, Type, Enclose.

- Payment person: user click into “Payment person”, the form will have a popup to choose

Untitled Page -- Web Page Dialog

Company: CTY TNHH VINA GENUWIN - CTY TNHH VINA GENUWIN Search by: Emp ID Department: Select All

Double click on row to select

Department	Emp ID	Full Name	Full LName	Join Date	PL Unit	Company
Production Support Te	200221	PHAM CÔNG TRINH	PHAM CÔNG TRINH	18/02/2008		CTY TNHH VINA GENUWIN
Quality Control Part (CH	200423	BUI VĂN THƯỜNG	BUI VĂN THƯỜNG	06/10/2008		CTY TNHH VINA GENUWIN
Cold Rolling Department	200173	NGUYỄN ĐỨC ĐÀN	NGUYỄN ĐỨC ĐÀN	18/02/2008		CTY TNHH VINA GENUWIN
CAL Group A Part B	200392	LƯU VĂN BIỂN	LƯU VĂN BIỂN	06/10/2008		CTY TNHH VINA GENUWIN
CAL - RCL Department	200174	HOÀNG BỒI	HOÀNG BỒI	18/02/2008		CTY TNHH VINA GENUWIN
CAL - RCL Department	200265	HÀ THANH TÙNG	HÀ THANH TÙNG	18/02/2008		CTY TNHH VINA GENUWIN
Quality Control Part (ME	200214	NGUYỄN MINH ĐỨC	NGUYỄN MINH ĐỨC	18/02/2008		CTY TNHH VINA GENUWIN
Production Technology	200151	TRẦN CAO THẮNG	TRẦN CAO THẮNG	18/02/2008		CTY TNHH VINA GENUWIN
Production Technology	200561	TÔ VĂN NHÂN	TÔ VĂN NHÂN	05/01/2009		CTY TNHH VINA GENUWIN
Cold Rolling Department	200477	NGUYỄN NHƯ LẠI	NGUYỄN NHƯ LẠI	01/12/2008		CTY TNHH VINA GENUWIN
Mechanical Maintenance	200220	NGUYỄN ĐÌNH SƠN	NGUYỄN ĐÌNH SƠN	18/02/2008		CTY TNHH VINA GENUWIN

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- Vendor: click into “Vendor”, the form will appear to choose



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Partner: Vendor ☒ Customer ☐ Company ☐

Cust ID	Cust Name	Local Name	TAX CODE	SERIAL NO	FORM NO	R
HCM-HQ	Tổng cục hải quan TPHCM	Tổng cục hải quan TPHCM	987654	AE/2007		T
D000073	Công ty TNHH hàng công nghiệp	Công ty TNHH hàng công nghiệp	360055688	XG/2007N		9
D000089	Trung tâm thương mại Biti's Đồng nai	Trung tâm thương mại Biti's Đồng nai	030134049	AA/2007-T		1
D000093	Đại lý gas HIỀN PHÁT	Đại lý gas HIỀN PHÁT	360052221	KS/2007N		C
D000007	Sonadezi Long Thành	Sonadezi Long Thành	0123456			
SHB	SHIINHAN VINA DONGNAI BRANCH	SHIINHAN VINA DONGNAI BRANCH				
KH	dntn kieu hung	dntn kieu hung	030148423			5
039C02056	Phan Thị Việt Hương	Phan Thị Việt Hương				
039C02163	Nguyễn Thanh Sơn	Nguyễn Thanh Sơn				
039C02163	Phạm Thị Nhung	Phạm Thị Nhung				
039C02163	Đoàn Thị Mai	Đoàn Thị Mai				
039C02163	Vương Thị Thu Hiền	Vương Thị Thu Hiền				
039C02163	Hà Anh Đức	Hà Anh Đức				
039C02163	Tạ Khắc Trung	Tạ Khắc Trung				
039C02164	Lê Thị Vinh	Lê Thị Vinh				
039C02164	Nguyễn Thị Thuý Hoa	Nguyễn Thị Thuý Hoa				
039C02164	Phạm Minh Tuấn	Phạm Minh Tuấn				
039C02164	Thạch Quyền	Thạch Quyền				
039C02164	Nguyễn Thị Ngọc	Nguyễn Thị Ngọc				
039C02165	Nguyễn Thị Trà	Nguyễn Thị Trà				
039C02165	Nguyễn Thị Ngọc Bích	Nguyễn Thị Ngọc Bích				
039C02165	Nguyễn Duy Hải	Nguyễn Duy Hải				
039C02165	Võ Thị Ngọc Thái	Võ Thị Ngọc Thái				
039C02165	Vũ Thị Bích Thủy	Vũ Thị Bích Thủy				
VD0001	NK BIO		1111			
DEA_CNV	Daewon Conversion					

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- Description and Local Description(they aren't empty).

- Voucher No: check into beside box to Voucher No run automatic.
- Step 2: Button  on the top: after user input data, please press this button to Save.
- c) How to make T account:
  - Debit:
    - Step 3: Button : user press this button, the form will appear a popup

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Account Code

Account Name  Chk All

CHK	Account Code	Account Name	Local account	Local name
<input type="checkbox"/>	111100	CASH ON HAND - VND	111100	CASH ON HAND - VND
<input type="checkbox"/>	111200	CASH ON HAND - FOREIGN CURRENCY	111200	CASH ON HAND - FOREIGN CURRENCY
<input type="checkbox"/>	111300	GOLD, SILVER, GEMSTONES	111300	GOLD, SILVER, GEMSTONES
<input type="checkbox"/>	112100	CASH IN BANK - VND	112100	CASH IN BANK - VND
<input type="checkbox"/>	112200	CASH IN BANK - FOREIGN CURRENCY	112200	CASH IN BANK - FOREIGN CURRENCY
<input type="checkbox"/>	112300	GOLD, SILVER, GEMSTONES	112300	GOLD, SILVER, GEMSTONES
<input type="checkbox"/>	113100	CASH2 IN TRANSIT - VND	113100	CASH2 IN TRANSIT - VND
<input type="checkbox"/>	113200	CASH IN TRANSIT - FOREIGN CURRENCY	113200	CASH IN TRANSIT - FOREIGN CURRENCY
<input type="checkbox"/>	121100	STOCK	121100	STOCK
<input type="checkbox"/>	121200	BOND	121200	BOND
<input type="checkbox"/>	128100	LONG - TERM DEPOSITS	128100	LONG - TERM DEPOSITS
<input type="checkbox"/>	128800	OTHER SHORT-TERM INVESTMENTS	128800	OTHER SHORT-TERM INVESTMENTS
<input type="checkbox"/>	129000	PROVISION FOR SHORT TERM INVESTME	129000	PROVISION FOR SHORT TERM INVESTME
<input type="checkbox"/>	131100	A/R - DOMESTIC TRADE	131100	A/R - DOMESTIC TRADE
<input type="checkbox"/>	131200	A/R - FOREIGN TRADE	131200	A/R - FOREIGN TRADE
<input type="checkbox"/>	131300	ADVANCE FROM CUSTOMER - DOMESTIC	131300	ADVANCE FROM CUSTOMER - DOMESTIC
<input type="checkbox"/>	131400	ADVANCE FROM CUSTOMER - FOREIGN T	131400	ADVANCE FROM CUSTOMER - FOREIGN T
<input type="checkbox"/>	133110	VAT INPUT ON PURCHASING & SERVICES	133110	VAT INPUT ON PURCHASING & SERVICES
<input type="checkbox"/>	133180	VAT INPUT ON PURCHASING & SERVICES	133180	VAT INPUT ON PURCHASING & SERVICES

OK EXIT

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Live Support ONLINE Log out Refresh English

Base Rate Entry Payment Voucher - Bank

[/ESYS/form/gf/br/gfbr00040.aspx][Menu: 60020040] Welcome [NGUYỄN NHƯ LẠI]

Company: VINA GENUWIN Voucher No: [ ] Pay (BANK) Seq: [ ] Acct: [ ]

Trans Date: 25/11/2011 Department: Roll Shop Section Proposed By: dieu NGUYỄN NHƯ LẠI Confirm Cancel Replicate

Payment Type: Payment Payment Person: [ ] Vendor: [ ] Book rate: 1 Copy

Enclose: [ ] Description: Payment to supplier Local Description: thanh toán cho người bán NVL



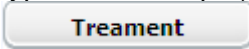

Debit	0	0	Total	1,000,000	1,000,000	%VAT	VAT Trans	Control Item	Treatment
1	331100	A/P - DOMESTIC TR	VND	1.00	1,000,000.00	1,000,000	none	C CUSTOMER AA0001	CTY TNHH TÂN SANH
								INVOICE DATE [not yet]	
								INVOICE NO	
								CONTRACT NOAF	
								CUSTOMER NAM	
								STOCK TYPE	

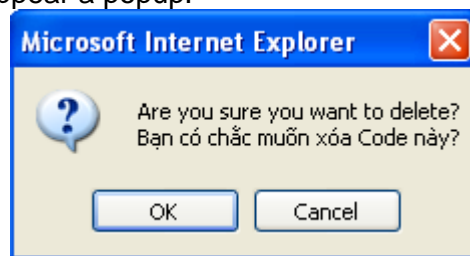
Click here to show control item

Credit	0	0	Total	1,000,000	1,000,000	%VAT	VAT Trans
1	111100	CASH ON HAND - VNE	VND	1.00	1,000,000.00	1,000,000	none

Difference: 0 0

To choose a account, user click double into that account to choose.

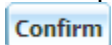
- Step 4: Button : after input data, user must press this button to Save that account.
- If user need follow any account so they can click at that account then press button , the form will show information about "Control Item". User can click double to find and choose detail information(Boldface type must be input) . After user chosse information, user press  to confirm.
- Button : user click into row need to delete, press this button the form will appear a popup.




Press OK to delete or Cancel to cancel deleting.


- Button  : is button to move up or down of row.

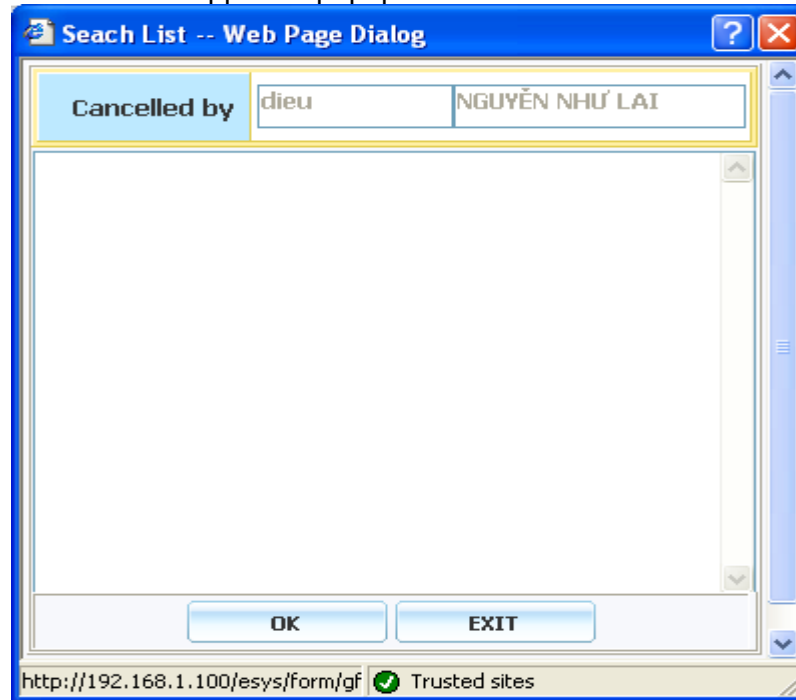
- Step 5, 6: Credit: it is similar Debit.
- Step 7: Finally, If user want to confirm this voucher so please press button




Button : user press this button to delete the voucher which confirmed.

Button : press this button to Replicate the voucher which Canceled: find Seq Number and press this button.

- Button : this is the top Delete button to delete a voucher, user press this button the form will appear a popup.



Please input reason to delete then click OK or click Exit.

- Button : user can press this button to load to Excel file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
1						Voucher Approval No :												
2		ACCOUNTING SLIP/PHIẾU KẾ TOÁN																
3		Transaction Approval/ Ký duyệt			Date/ Ngày	Charger/ Người lập	Check/ Người kiểm	Chief Acc./ Kế toán	Manager/ Trưởng phòng	Director/ Giám đốc								
4																		
5																		
6																		
7		Company/ Tên công ty:			VINA GENUVIN		Voucher No / (Seq)/ Số chứng từ :		BN10/08-0013/(29360)									
8		Department/ Bộ phận:					Date/ Ngày:		17/08/2010									
9																		
10		Amount/ Số tiền		1,000,000		Proposed By/ Người lập		NGUYỄN BẢO LONG										
11		Booking Currency/ Tiền ghi sổ		VND		Approved Date/ Ngày duyệt												
12		Exchange Rate/ Tỷ giá		1		Approved By/ Người duyệt												
13		Transaction Code/ Mã nghiệp vụ		Y001		Transaction Name/ Tên nghiệp vụ		Receipt/Payment Voucher										
14		Description/ Diễn giải		test UNC		Local Description/ Diễn giải		test UNC										
15		Enclose/ Chứng từ đính kèm																
16																		
17		TRANSACTION DETAILS/ CHI TIẾT																
18		Account/ Tên TK		Description/ Diễn giải		Control Items/ Ghi chú		Debit/ Nợ		Credit/ Có								
19		112100 CASH IN BANK - VND		test UNC		[VND, 1,000,000 .Ex.Rate: 1][200174 HOÀNG BÔ I][234349329 VCB][VCB023 VND VIETCOMBANK .		1,000,000										
20	test UNC																	
21																		
22		112200 CASH IN BANK - FOREIGN CURRENCY		test UNC		[VND, 1,000,000 .Ex.Rate: 1][VCB023 VND VIETCOMBANK - NHON TRACH IZ BR.]				1,000,000								
23	test UNC																	
24																		
25																		
26																		
27		Total/ Tổng cộng						1,000,000		1,000,000								
28																		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1							<b>Form No/Mẫu số: 02-TT</b>													
2							Voucher No/Số: <b>BN11/12-0001</b>													
3	Tax Code/MST:		3501929359				Seq: <b>2422</b>													
4	<b>PAYMENT VOUCHER/ CHI NGÂN HÀNG</b>						Ng:													
5							Có:													
6																				
7																				
8	Date/Ngày: 02/12/2011																			
9	Receiver/ Họ tên người nhận tiền:																			
10	Address/ Địa chỉ:																			
11	Object/ Đơn vị:																			
12	Payment Reason/Lý do chi:																			
13																				
14	Total Amt/ Số tiền:						Rate/Tỷ giá:		1											
15	In Word/ Bằng chữ:																			
16																				
17	Enclose/ Kèm theo:																			
18																				
19	GENERAL DIRECTOR U		DIRECTOR CFO		CHIEF ACC		CASHIER		PREPARE BY											
20	Tổng giám đốc		Giám đốc tài chính		Kế toán trưởng		Thủ quỹ		Người lập phiếu											
21	(Ký, họ tên, đóng dấu)		(Ký, họ tên, đóng dấu)		(Ký, họ tên)		(Ký, họ tên)		(Ký, họ tên)											
22																				
23																				
24																				
25																				
26	Payment Received (In Word)/Đã nhận đủ số tiền (bằng chữ):.....																			
27	+ Số tiền quy đổi:.....																			
28																				

Phieu Chi /