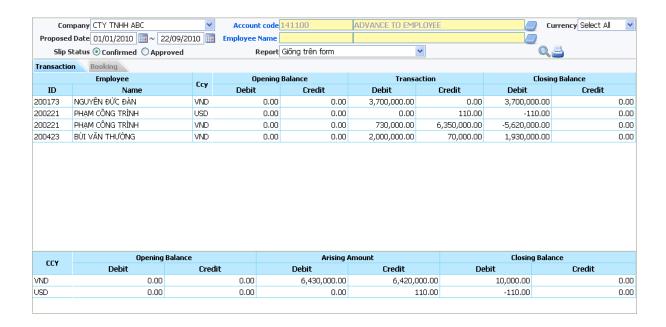
# AC.13.12 ADVANCE FOR EMPLOYEE SUMMARY INQUIRY

## 1. Path:

FM/ AC.13 Accounting Statement / AC.13.12 Advance for Employee Summary Inquiry

## 2. Image:

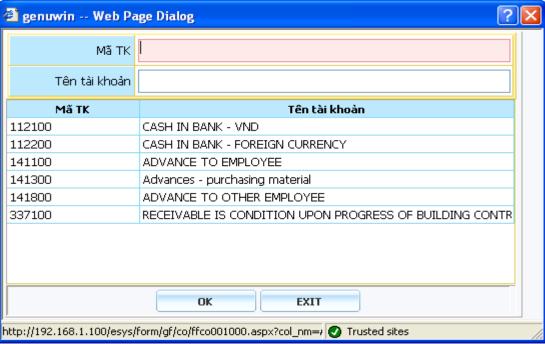


### 3. Definition:

"AC.13.12 Advance for Employee Inquiry": form is where user can view detail information about advance of each Employee.

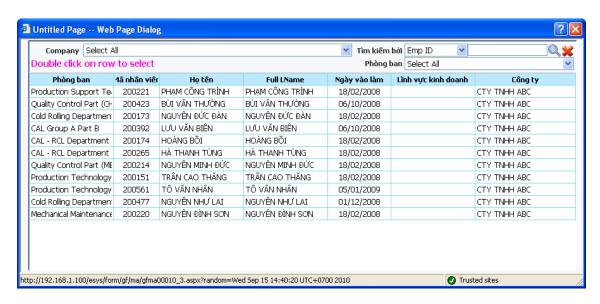
### 4. How to use:

- Button : user press this button to filter the data which you want to view follow: propsed date, slip status, account code, Employee name, Amount type, Currency.
- Account code: when user click here, the form will appear a popup to choose account.



User choose account then click OK to choose and EXIT to exit

Employee Name: when user click here, the form will appear a popup to choose
Employee Name. You press to show list employee.



Button X: user press this button to load the data to Excel file.



- Tab Transaction: in this tab, user can view advance information of Employee follow currency is VND or USD.
- Tab Booking: in this tab, user view summary advance of each Employee follow booking currency.