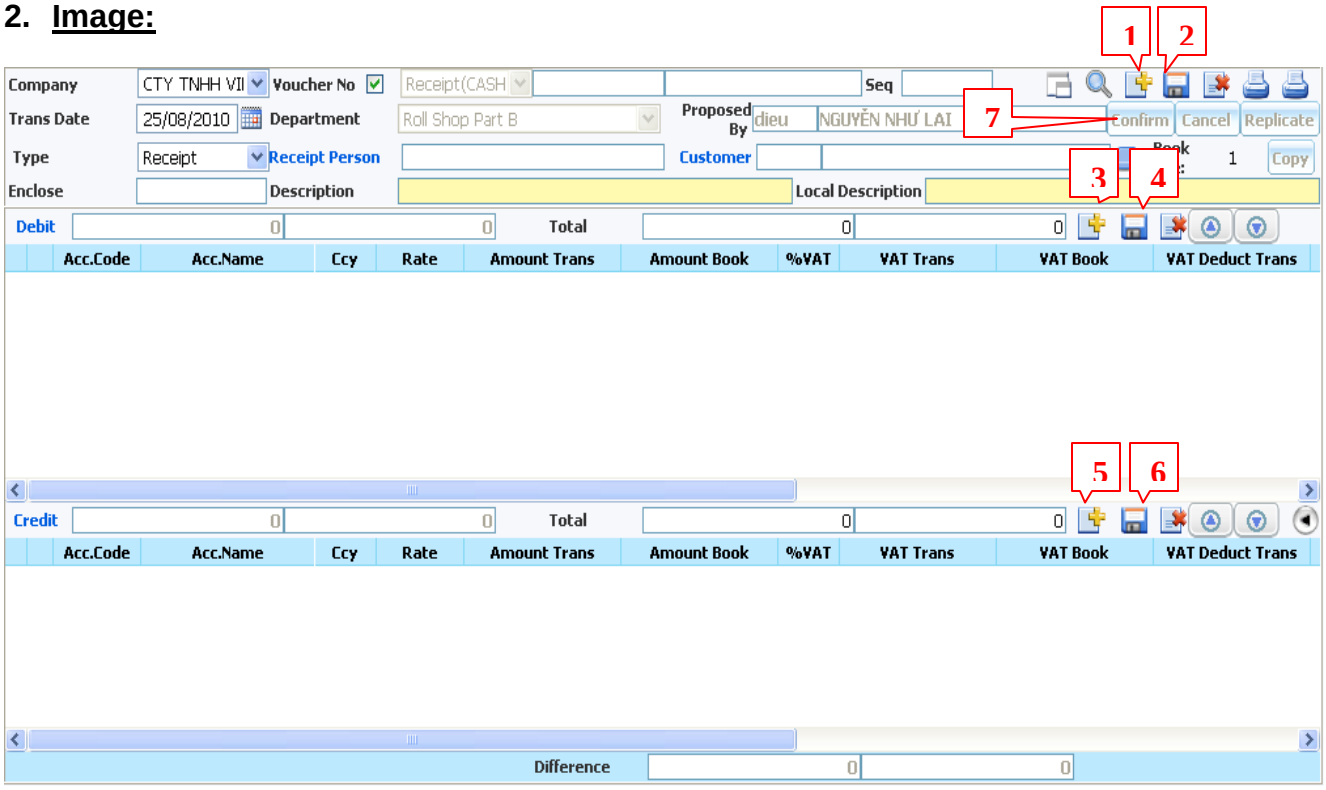
AC.04.01 RECEIPT VOUCHER

1. **Path:**

FM/ AC.04 Receipt/Payment/ AC.04.01 Receipt voucher

2. **Image:**



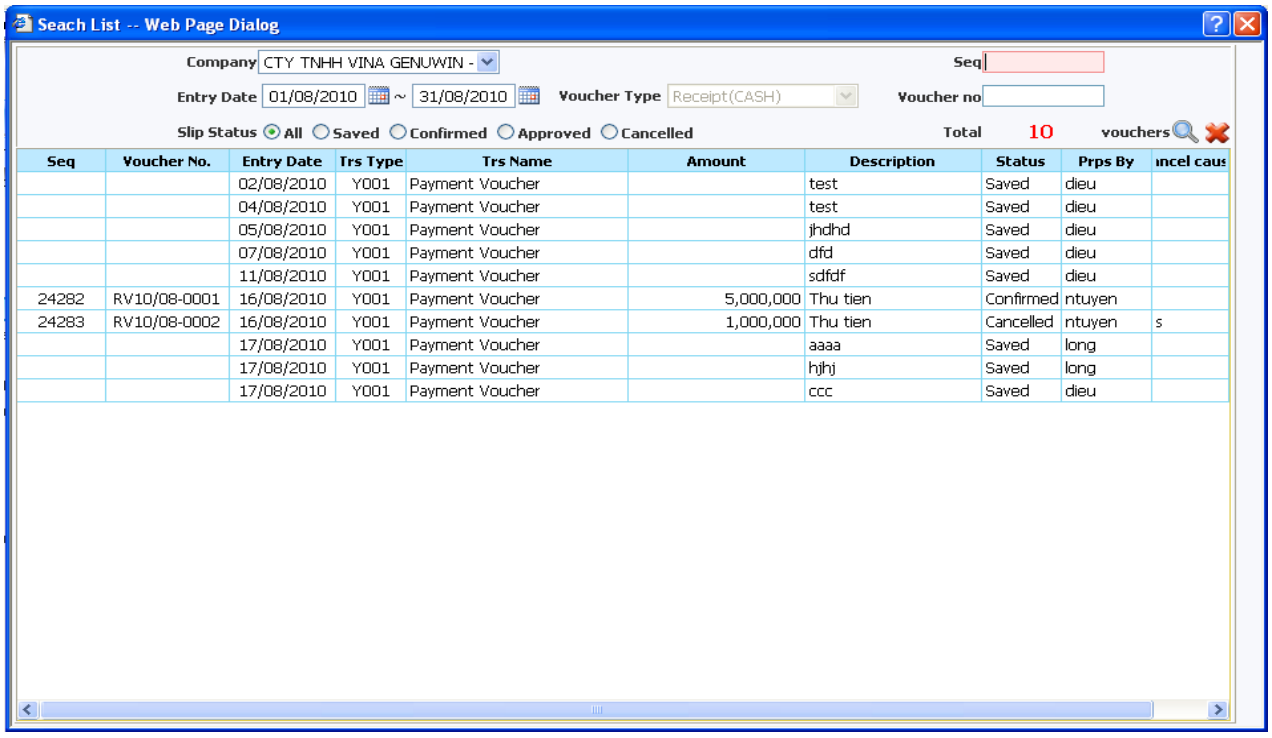
3. Definition:

"AC.04.01 Receipt voucher": form is where user can input entry and print Receipt Voucher.

4.How to use:

a) How to use buttons on Form:

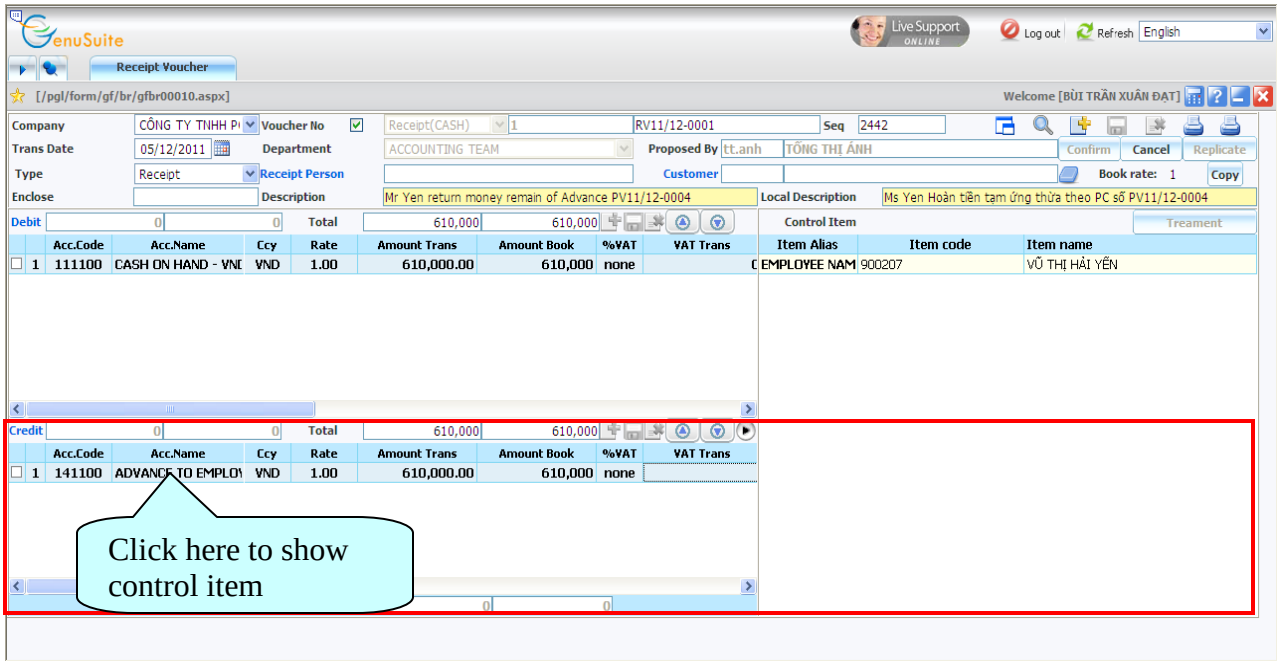
- Button : when press button , the form will appear a popup. User can searching criteria as: Company, Entry Date, Type, Seq, Voucher No. Please double click at row of voucher to view.



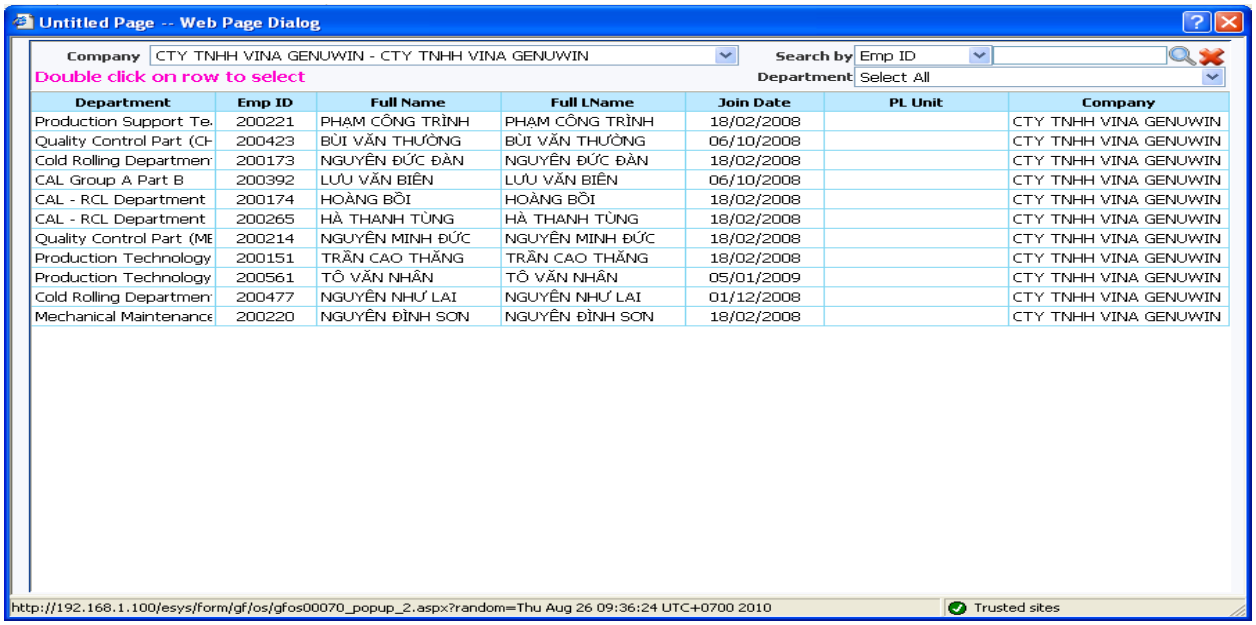
Seq	Voucher No.	Entry Date	Trs Type	Trs Name	Amount	Description	Status	Prps By	ıncel caus
		02/08/2010	Y001	Payment Voucher		test	Saved	dieu	
		04/08/2010	Y001	Payment Voucher		test	Saved	dieu	
		05/08/2010	Y001	Payment Voucher		jhdhd	Saved	dieu	
		07/08/2010	Y001	Payment Voucher		dfd	Saved	dieu	
		11/08/2010	Y001	Payment Voucher		sdfdf	Saved	dieu	
24282	RV10/08-0001	16/08/2010	Y001	Payment Voucher	5,000,000	Thu tien	Confirmed	ntuyen	
24283	RV10/08-0002	16/08/2010	Y001	Payment Voucher	1,000,000	Thu tien	Cancelled	ntuyen	s
		17/08/2010	Y001	Payment Voucher		aaaa	Saved	long	
		17/08/2010	Y001	Payment Voucher		hjhj	Saved	long	
		17/08/2010	Y001	Payment Voucher		ccc	Saved	dieu	

b) <u>How to input information:</u>

Button : when user press this button, the form will be clear. Please input information of new Receipt Voucher :



- User input Company name, Trans Date, Type, Enclose.
- Receipt person: user click into “Receipt person”, the form will have a popup to choose



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

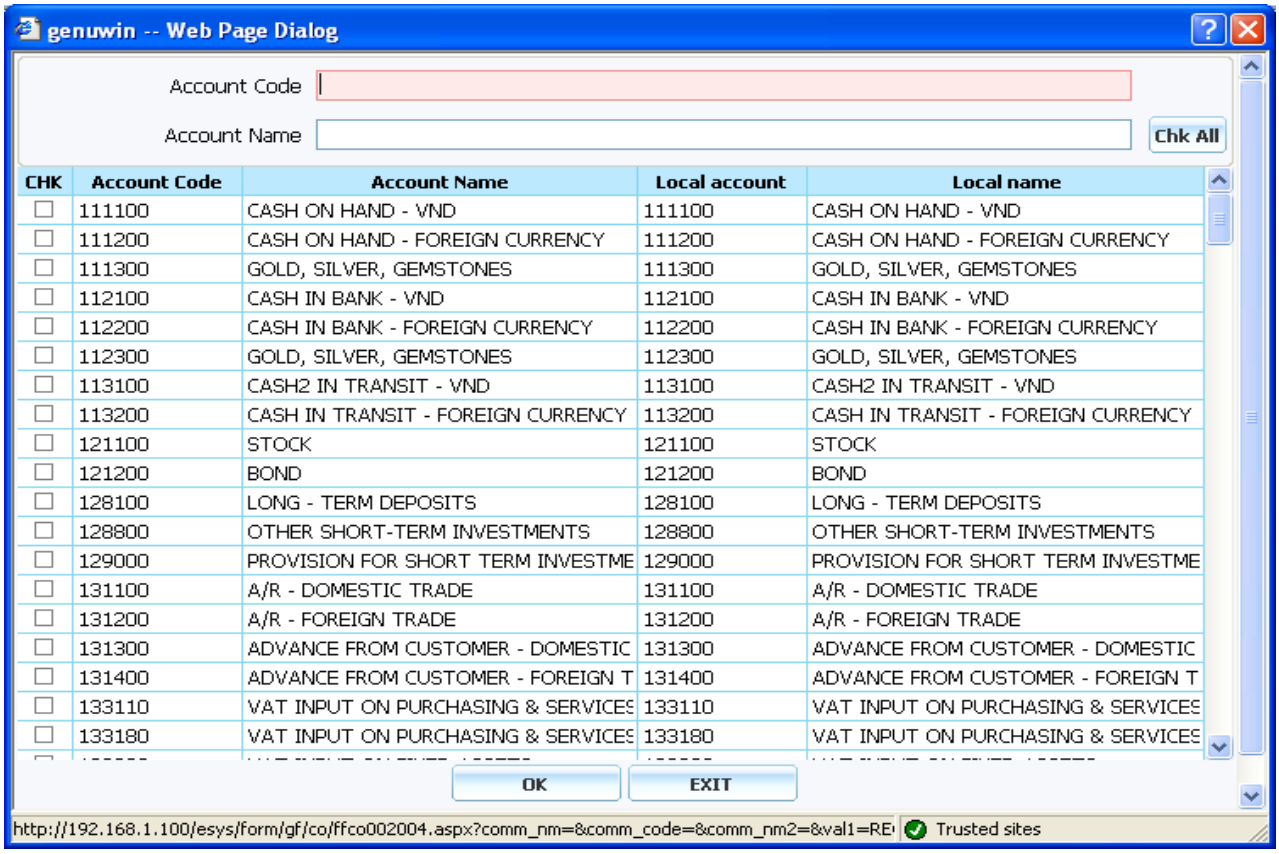
- Description and Local Description(they aren’t empty).
- Voucher No: check into beside box to Voucher No run automatic.

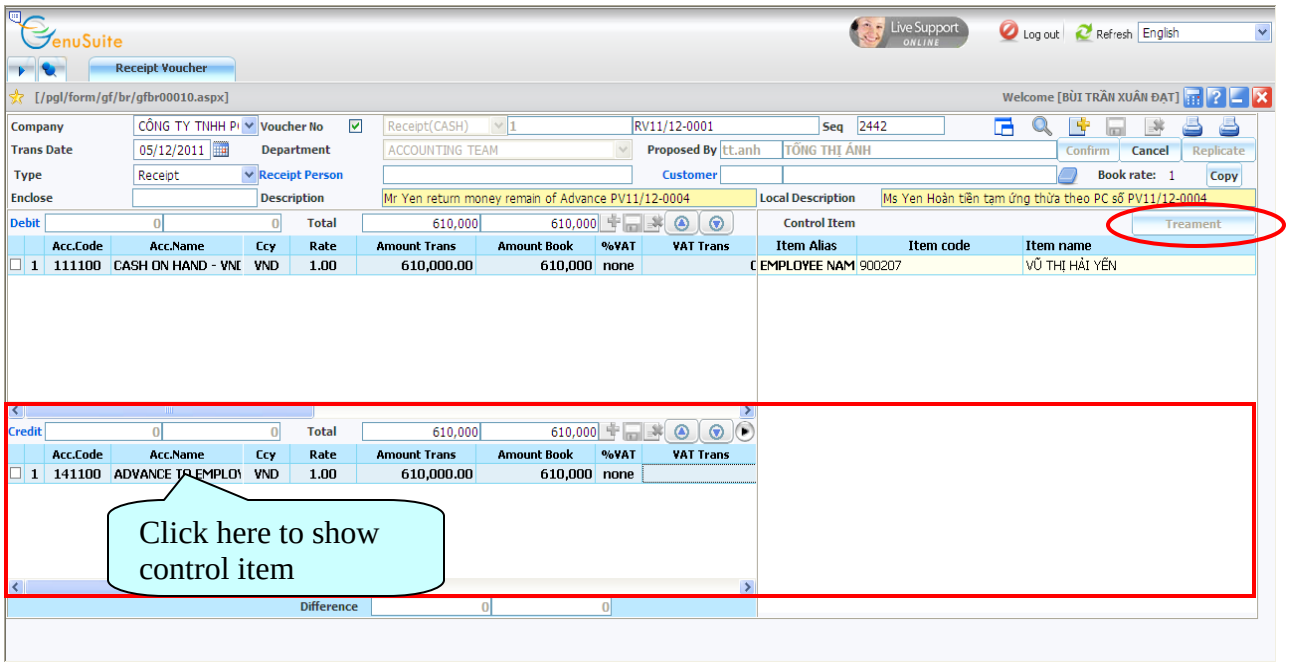
Button on the top: after user input data, please press this button lo Save.

c) <u>How to make T account:</u>

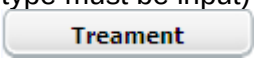
- Debit:

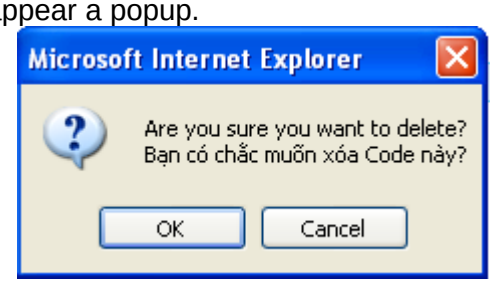
- Button : user press this button, the form will appear a popup





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

- 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 chosse information, user press  to confirm.
- Button : user click into row need to delete, press this button the form will appear a popup.



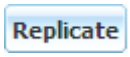
Press OK to delete or Cancel to cancel deleting.

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

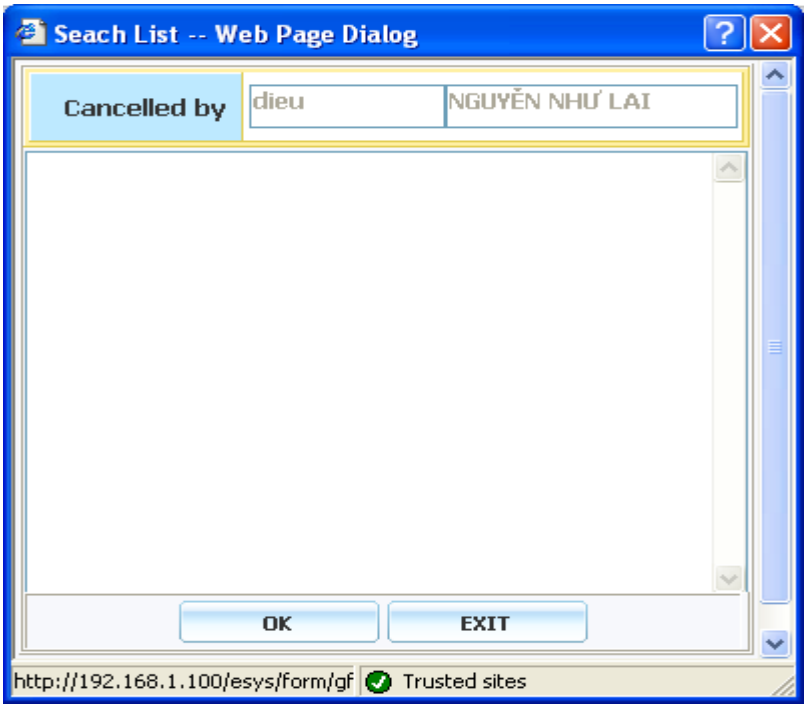
- Credit: it is similar Debit.

  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.