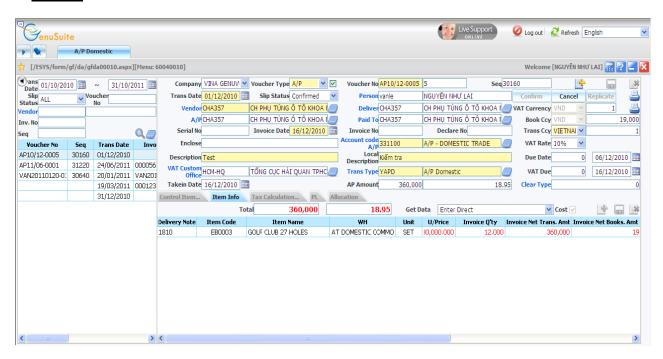
# **CLEAR AP OTHERS**

## 1. Path:

FM / Accounts Payable / Clear AP others

## 2. Image:

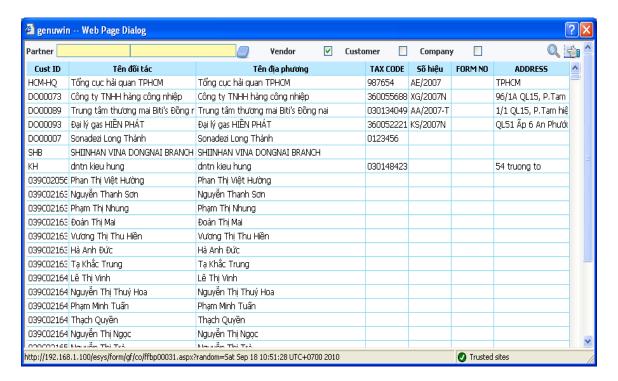


#### 3. Definition:

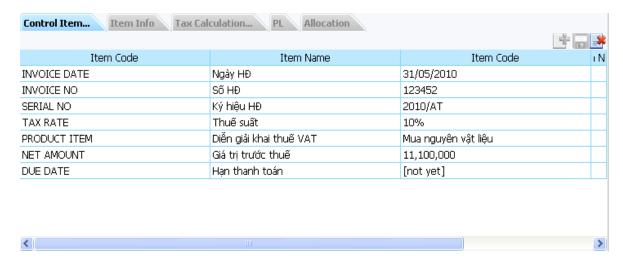
"Clear AP others": form is where user can input accounts payable: materials, tools, goods.

## 4. How to use:

- ❖ On the left: user can search accounts payable which user input in the system: trans date, slip status, Voucher No, Vendor, Inv.No, Seq, user press and then click on row to view.
- ❖ On the right: is where user input data for AP, press ☐ and begin input:
  - On master: input information for AP:
    - Register company name, Trans date, Serial no, invoice no, trans currency, check on box ✓ to run voucher no automatically).
    - Vendor, A/P, Deliver, Paid to: user lick on this blue work to select partner company, system will appear a popup to select



- Account code A/P: is default for AP domestic.
- Trans. Type: transaction type is default for AP domestic.
- Clear type: register advance account for vendor.
- Button on the top: after user input data, please press this button to Save.
- Tabs on the below:
  - Button :: press this button to add new for Tab
- Button press this button to Save for each Tab.
  - Button :: delete information on Tab.
  - Tab Control Item: is where user input information for red invoice.



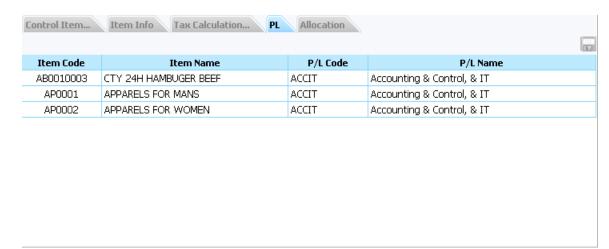
- Tab Item Info: is where user input detail information for materials, goods: Item code, item name, q'ty, unit price, account.



- Tab Tax Calculation: register tax rate for the item.



- Tab PL: register department where buying materials, goods.



Button Confirm: after input already user press confirm button.



Button Replicate: after cancelling slip, user can replicate that slip.



Button :: press this button to delete (can't replicate).



Button =: press here to print accounting slip and incoming slip.