AC.04.02 RECEIPT VOUCHER - BANK

1. **Path:**

FM/ AC.04 Receipt/Payment/ AC.04.02 Receipt voucher - Bank

2. **Image:**

3. Definition:

"AC.04.02 Receipt voucher-Bank": form is where user can input entry and print Receipt 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.

b) How to input information:

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

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

- Receipt person: user click into "Receipt person", the form will have a popup to choose

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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	PHẠM CÔNG TRÌNH	PHẠM CÔNG TRÌNH	18/02/2008		CTY TNHH VINA GENUWIN
Quality Control Part (CH	200423	BÙI VĂN THƯỜNG	BÙI VĂN THƯỜNG	06/10/2008		CTY TNHH VINA GENUWIN
Cold Rolling Departmen	200173	NGUYỄN ĐỨC ĐÀN	NGUYỄN ĐỨC ĐÀN	18/02/2008		CTY TNHH VINA GENUWIN
CAL Group A Part B	200392	LƯU VĂN BIÊN	LƯU VĂN BIÊN	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 Departmen	200477	NGUYỄN NHƯ LAI	NGUYỄN NHƯ LAI	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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- Customer: click into "Customer", 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
DO000073	Công ty TNHH hàng công nghiệp	Công ty TNHH hàng công nghiệp	360055688	XG/2007N		9
DO000089	Trung tâm thương mai Biti's Đồng n	Trung tâm thương mai Biti's Đồng nai	030134049	AA/2007-T		1
DO000093	Đại lý gas HIỀN PHÁT	Đại lý gas HIỀN PHÁT	360052221	KS/2007N		C
DO000007	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 Hường	Phan Thị Việt Hường				
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 lo Save.

c) How to make T account:
- Debit:
  - 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
☐	111100	CASH ON HAND - VND	111100	CASH ON HAND - VND
☐	111200	CASH ON HAND - FOREIGN CURRENCY	111200	CASH ON HAND - FOREIGN CURRENCY
☐	111300	GOLD, SILVER, GEMSTONES	111300	GOLD, SILVER, GEMSTONES
☐	112100	CASH IN BANK - VND	112100	CASH IN BANK - VND
☐	112200	CASH IN BANK - FOREIGN CURRENCY	112200	CASH IN BANK - FOREIGN CURRENCY
☐	112300	GOLD, SILVER, GEMSTONES	112300	GOLD, SILVER, GEMSTONES
☐	113100	CASH2 IN TRANSIT - VND	113100	CASH2 IN TRANSIT - VND
☐	113200	CASH IN TRANSIT - FOREIGN CURRENCY	113200	CASH IN TRANSIT - FOREIGN CURRENCY
☐	121100	STOCK	121100	STOCK
☐	121200	BOND	121200	BOND
☐	128100	LONG - TERM DEPOSITS	128100	LONG - TERM DEPOSITS
☐	128800	OTHER SHORT-TERM INVESTMENTS	128800	OTHER SHORT-TERM INVESTMENTS
☐	129000	PROVISION FOR SHORT TERM INVESTME	129000	PROVISION FOR SHORT TERM INVESTME
☐	131100	A/R - DOMESTIC TRADE	131100	A/R - DOMESTIC TRADE
☐	131200	A/R - FOREIGN TRADE	131200	A/R - FOREIGN TRADE
☐	131300	ADVANCE FROM CUSTOMER - DOMESTIC	131300	ADVANCE FROM CUSTOMER - DOMESTIC
☐	131400	ADVANCE FROM CUSTOMER - FOREIGN T	131400	ADVANCE FROM CUSTOMER - FOREIGN T
☐	133110	VAT INPUT ON PURCHASING & SERVICES	133110	VAT INPUT ON PURCHASING & SERVICES
☐	133180	VAT INPUT ON PURCHASING & SERVICES	133180	VAT INPUT ON PURCHASING & SERVICES

[OK]   [EXIT]

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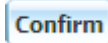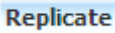
To choose a account, user click double into that account to choose.

- o Button 🖫: after input data, user must press this button to Save that account.
- o 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

  Treament to confirm.

- o Button 🖳*: user click into row need to delete, press this button the form will appear a popup.
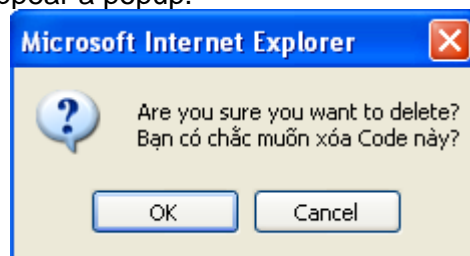
Press OK to delete or Cancel to cancel deleting.

- o 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 **Confirm**.

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

Button **Replicate** : 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.
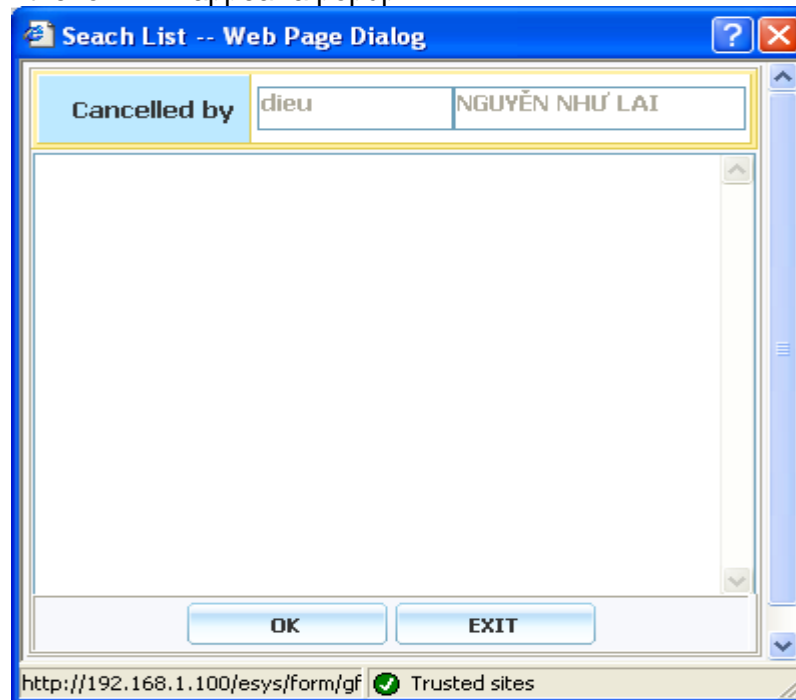
Please input reason to delete then click OK or click Exit.

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