

PAYMENT VOUCHER

1. Path:

FM/ Receipt/Payment/ Payment voucher - Bank

2. Image:



The screenshot shows a software interface for creating a Payment Voucher. The form is divided into several sections. At the top, there are fields for Company (CTY TNHH VI), Voucher No. (checked), Pay (CASH), and Seq. Below these are fields for Trans Date (26/08/2010), Department (Roll Shop Part B), Proposed By (dieu NGUYEN NHU LAI), and Customer (NGUYEN NHU LAI). There are also fields for Payment Type (Payment), Payment Person, and Enclose. A Description field is highlighted in yellow. Below the form fields, there are two tables: a Debit table and a Credit table. Both tables have columns for Acc.Code, Acc.Name, Ccy, Rate, Amount Trans, Amount Book, %VAT, VAT Trans, VAT Book, and VAT Deduct Trans. At the bottom, there is a Difference field. Numbered callouts 1 through 7 point to specific elements: 1 points to the 'ACCOUNTING' button, 2 points to the 'Confirm' button, 3 points to the 'Customer' field, 4 points to the 'Local Description' field, 5 points to the 'Debit' table header, 6 points to the 'Credit' table header, and 7 points to the 'Seq' field.

3. Definition:

"Payment voucher": form is where user can input entry and print Payment 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.

Search List -- Web Page Dialog


Company: CTY TNHH VINA GENUWIN - Seq: []

Entry Date: 01/08/2010 ~ 31/08/2010 Voucher Type: Pay (CASH) Voucher no: []

Slip Status: ☒ All ☐ Saved ☐ Confirmed ☐ Approved ☐ Cancelled Total: 7 vouchers

Seq	Voucher No.	Entry Date	Trs Type	Trs Name	Amount	Description	Status	Prps By	Incl caus
23861	PV10/08-0001	02/08/2010	Y001	Payment Voucher	59	Test	Cancelled	vanle	TEST
23862	PV10/08-0002	02/08/2010	Y001	Payment Voucher	59	Test	Cancelled	vanle	TEST
23880	PV10/08-0003	02/08/2010	Y001	Payment Voucher	59	Test	Confirmed	vanle	
		03/08/2010	Y001	Payment Voucher		hf	Saved	truong	
		07/08/2010	Y001	Payment Voucher		aaa	Saved	ntuyen	
24280	PV10/08-0004	16/08/2010	Y001	Payment Voucher	100,000	Thanh toan tien	Confirmed	ntuyen	
24281	PV10/08-0005	16/08/2010	Y001	Payment Voucher	2,100,000	Thanh toan tien	Confirmed	ntuyen	

a) How to input information:

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

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Payment Voucher

Company: VINA GENUWIN Voucher No: [] Voucher Type: Pay (CASH) Seq: []

Trans Date: 24/01/2011 Department: Roll Shop Section Proposed By: NGUYEN NHU LAI

Payment Type: Payment Payment Person: [] Customer: SA0001 CTY TNHH TÂN CANG

Enclose: [] Description: Buying NVL Local Description: Mua NVL

Debit	Acc.Code	Acc.Name	Ccy	Rate	Amount Trans	Amount Book	%VAT	VAT Trans	Control Item	Treatment
1	152000	MATERIALS	VND	1.00	1,000,000.00	1,000,000	none			

Credit	Acc.Code	Acc.Name	Rate	Amount Trans	Amount Book	%VAT	VAT Trans
1	112100	CASH IN BANK - VND	1.00	1,000,000.00	1,000,000	none	

Difference: 0

- User input Company name, Trans Date, Type, Enclose.
- Payment person: user click into "Payment 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	PHAM CÔNG TRÌNH	PHAM CÔNG TRÌNH	18/02/2008		CTY TNHH VINA GENUWIN
Quality Control Part (C-	200423	BÙI VĂN THƯỜNG	BÙI 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 BIẾN	LƯU VĂN BIẾN	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 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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- 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
DO00073	Công ty TNHH hàng công nghiệp	Công ty TNHH hàng công nghiệp	360055688	XG/2007N		9
DO00089	Trung tâm thương mại Biti's Đồng nai	Trung tâm thương mại Biti's Đồng nai	030134049	AA/2007-T		1
DO00093	Đại lý gas HIỀN PHÁT	Đại lý gas HIỀN PHÁT	360052221	KS/2007N		C
DO00007	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.

b) 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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Payment Voucher

Star [ESYS/form/gf/br/gfbr00030.aspx][Menu: 60020030]

Welcome [NGUYỄN NHƯ LAI]

Company: VINA GENUWIN Voucher No: ☒ Pay (CASH) Seq:

Trans Date: 24/01/2011 Department: Roll Shop Section Proposed By: dieu NGUYỄN NHƯ LAI Confirm Cancel Replicate

Payment Type: Payment Payment Person: PHAM CÔNG TRINH Customer: AA0001 CTY TNHH TÂN SANH Book rate: 1 Copy

Enclose: Description: Buying NVL Local Description: Mua NVL

Debit	Acc.Code	Acc.Name	Ccy	Rate	Amount Trans	Amount Book	%VAT	VAT Trans	Control Item
<input type="checkbox"/> 1	152000	MATERIALS	VND	1.00	1,000,000.00	1,000,000	none		<div> <div>Item Alias</div> <div>Item code</div> <div>Item name</div> </div> <div> <div>CPL UNIT</div> <div>DEPOSIT ACCOI</div> <div>EMPLOYEE NAME</div> <div>BENEFICIARY BAI</div> </div>

Click here to show control item



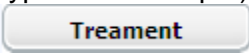

Treatment

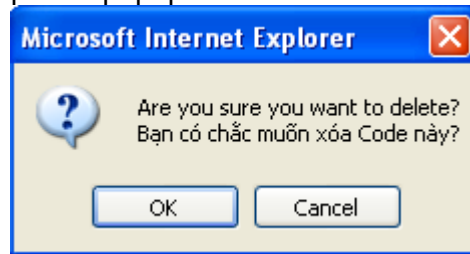
Credit: Total:

Acc.Code	Acc.Name	Rate	Amount Trans	Amount Book	%VAT	VAT Trans
<input type="checkbox"/> 1	112100 CASH IN BANK - VND	1.00	1,000,000.00	1,000,000	none	



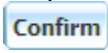



Difference:

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.

Search List -- Web Page Dialog

Cancelled by:

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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	Q	R	S	T
1							Form No/Mẫu số: 02-TT													
2							Voucher No/Số: PC11-0004													
3	Tax Code/MST: 030300717856						Seq: 67795													
4	PAYMENT VOUCHER/PHIẾU CHI						Ng:													
5							Ng:													
6							C:													
7	Date/Ngày: 06/01/2011																			
8																				
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		RECEIVER									
20	Tổng giám đốc		Giám đốc tài chính		Kế toán trưởng		Thủ quỹ		Người lập phiếu		Người nhận tiền									
21	(Ký, họ tên, đóng dấu)		(Ký, họ tên, đóng dấu)		(Ký, họ tên)		(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