# 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:**

| Employee | | Ccy | Opening Balance | | Transaction | | Closing Balance | |
|---|---|---|---|---|---|---|---|---|
| ID | Name | | Debit | Credit | Debit | Credit | Debit | Credit |
| 200173 | NGUYỄN ĐỨC ĐÀN | VND | 0.00 | 0.00 | 3,700,000.00 | 0.00 | 3,700,000.00 | 0.00 |
| 200221 | PHẠM CÔNG TRÌNH | USD | 0.00 | 0.00 | 0.00 | 110.00 | -110.00 | 0.00 |
| 200221 | PHẠM CÔNG TRÌNH | VND | 0.00 | 0.00 | 730,000.00 | 6,350,000.00 | -5,620,000.00 | 0.00 |
| 200423 | BÙI VĂN THƯỜNG | VND | 0.00 | 0.00 | 2,000,000.00 | 70,000.00 | 1,930,000.00 | 0.00 |

| CCY | Opening Balance | | Arising Amount | | Closing Balance | |
|---|---|---|---|---|---|---|
| | Debit | Credit | Debit | Credit | Debit | Credit |
| VND | 0.00 | 0.00 | 6,430,000.00 | 6,420,000.00 | 10,000.00 | 0.00 |
| USD | 0.00 | 0.00 | 0.00 | 110.00 | -110.00 | 0.00 |

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

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ABC COMPANY | | | | | | | | | | | | | |
| 2 | Nhon Trach 1 Industrial Zone - Dong Nai | | | | | | | | | | | | | |
| 3 | MST : 0303026656 | | | | | | | | | | | | | |
| 4 | | | ADVANCE FOR EMPLOYEE SUMMARY INQUIRY | | | | | | | | | | | |
| 5 | | | Từ ngày 01/12/2010 - 02/12/2011 | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | |
| 7 | SỐ TT | ĐỐI TƯỢNG | | CCY | OPENNING | | ARISING | | ENDING | | GHI CHÚ | | | |
| 8 | | CODE | NAME | | DEBIT | CREDIT | DEBIT | CREDIT | DEBIT | CREDIT | | | | |
| 9 | 1 | 200173 | NGUYỄN ĐỨC ĐÀN | VND | - | - | 1,500,000 | - | 1,500,000 | - | | | | |
| 10 | 2 | 200214 | NGUYỄN MINH ĐỨC | VND | - | - | 1,200,000 | 1,100,000 | 100,000 | - | | | | |
| 11 | TỔNG CỘNG | | | VND | - | - | 2,700,000 | 1,100,000 | 1,600,000 | - | | | | |
| 12 | | | | | | | | | | | | | | |
| 13 | | | | | | | | Lập ngày 02 tháng 12 năm 2011 | | | | | | |
| 14 | | | NGƯỜI LẬP BIỂU | | | | | KẾ TOÁN TRƯỞNG | | | | | | |
| 15 | | | (Ký, họ tên) | | | | | (Ký, họ tên) | | | | | | |
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Tạm Ứng

- 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.