

Operation Card

It is a process of preparing a process that is used frequently, for example, electricity bills to facilitate the process of entering this expense through an operations payment muniment

The screenshot shows the 'Operation Card' window with the following details:

- Name:** Payment of bills
- Type of operation:** Debit
- Group:** (empty)
- Folder:** Expenses with tax
- Account:** 1810101 - CASH BOX
- Value:** (empty)
- Departments:** (empty)
- Sub Account Group:** (empty)
- Ranking:** 1
- Options:**
 - ☐ Impose insert dealer
 - ☒ Force Sub Account entry
 - ☐ Accepts a corresponding account entry
 - ☐ Force a corresponding account entry
 - ☐ Debit check
 - ☐ Apply descriptors on both ends of the Vi
- Accounts Table:**

	Account	Beneficiary	Rate	Value	Print	unt in local curr	ciary in local cur
1	5102 - ELECTRICITY, TELEPHONE			95.24	☐	☐	☐
2	23-0101 - VAT FOR PURCHASES			4.76	☒	☐	☐
3							
4							
5							
6							
7							
8							
9							
2				100			

Card Includes

Name: The name of the operation

Type of operation: debit or credit

Group: When you want to link the practical card to a specific group of accounts

Folder: We put the folder that was created in an operation folder card

Account: The account linked to the transaction and may be left blank if you specify a group of accounts

Value: the value of the invoice (if the invoice is fixed, we put its value here and it can be modified from within the operation) Departments: showing the operation at a specific department

Sub Account Group: To link the operation to a sub account group

Ranking: Ranking the card among other cards

Color: The color of the card you will show in

Table) Accounts: In it the accounts associated with the operation are placed)

In the operations payment muniment, the added transaction will appear, and here is the example invoices

You will click on Bills, enter the expense value, and press OK, then this process will be stored

Operation

Tools

Voucher

Edit

Delete

Report

Design

Preview

Print

المعاملات

ALL

Sales

Purchases

Payment of bills

Expenses with tax

February 18/02/2021 Corresponding 1442-07-06

	7	14	21	28	
Sunday					▲
Monday	1	8	15	22	▼
Tuesday	2	9	16	23	☰
Wednesday	3	10	17	24	☷
Thursday	4	11	18	25	●
Friday	5	12	19	26	✓
Saturday	6	13	20	27	✕

Payments

Account	Dealer	Sub Account	Operation	Currency	Value	Document	Notes	User

Close

0

Operations

Payment of bills

18-02-2021

350

Account 1810101 - CASH BOX

Sub Account Electricity bills

Currency LOCAL CURRENCY

Dealer

Exchange 1

Document

Notes

OK

Cancel



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