

## Payment Voucher - Receipt Voucher

A muniment for conducting the process of receiving or disbursing cash, checks, or bank transfers, where a single entry is stored for each transaction and it is also used in the inventory to make bill payment

To access Voucher/accounting, vouchers - cash receive or cash payment

**:We fill in the voucher as follows**

**Movement account:** the account of the movement of receipts or payment is determined (cash box - (bank deposit - checks

**Beneficiary:** Beneficiary account

**Sub Account :** The sub account is entered if the sub account is found

**Date:** Enter the current date automatically with the possibility of modification according to the user's powers

**.Dealer:** The name of the dealer when using dealers or distributors

**Currency:** The currency used in the notice is specified

**Exchange:** When entering the cash advance in a currency other than the base currency, the conversion factor is set

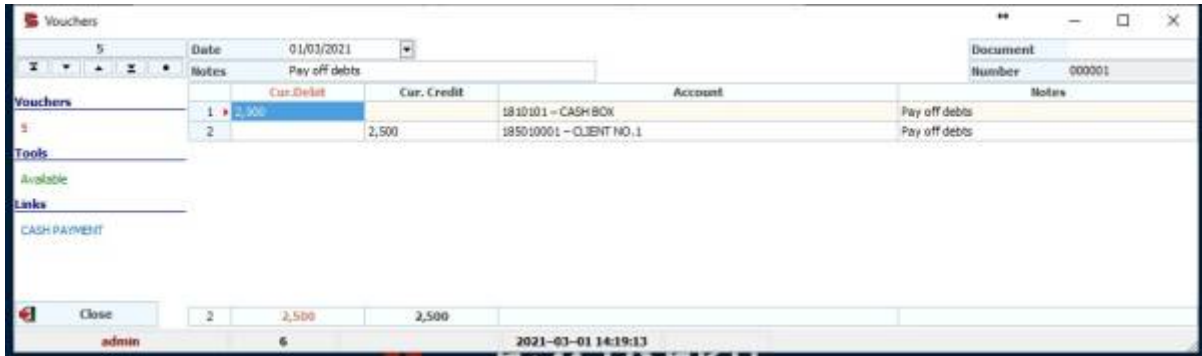
**Value:** Entry value

**.Document:** To enter the manual entry number, for example, when using it

**Notes:** Voucher notes

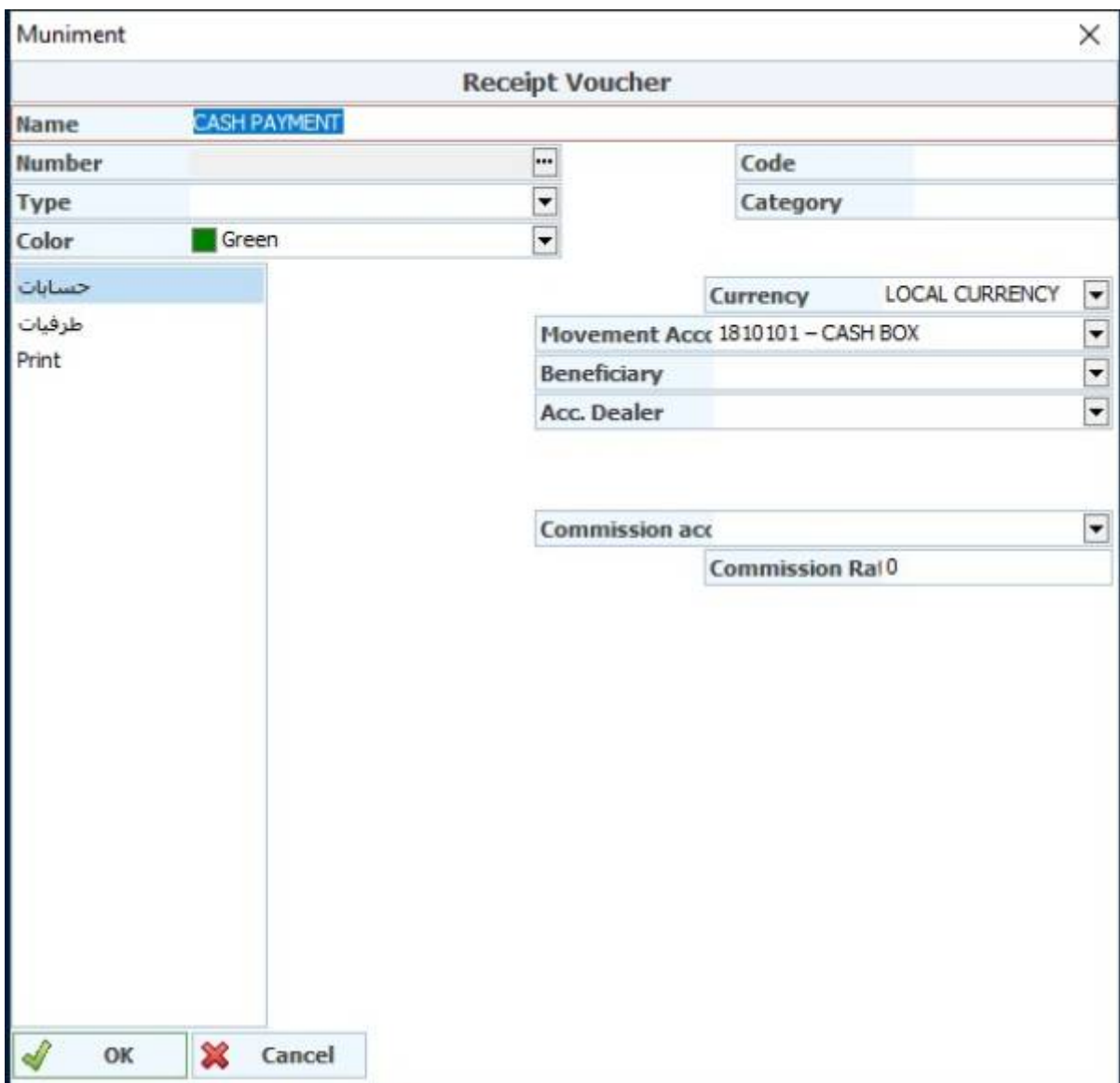
.The Save button has been clicked and the input process has finished

**:The resulting accounting entry can be viewed by clicking on the voucher link**



**:To customize this muniment we go to**

File - Tools - Muniments - New - Accounting - Receipt Voucher / Payment Voucher





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