



# How to Issue Official Receipt / Receipt Voucher in Cloud Accounting System?

## Scenario:

Create and issue Official Receipt / Receipt Voucher in Cloud Accounting System from General Ledger Module. Learn more.

## Solution

Receipt Voucher is used for entering receipts, collections or cash inflows transactions except those collections or payments received from an Account Receivable Accounts or Customers with maintained with Subsidiary Ledgers.

For an example: Transfer bank to petty cash.

In the **Navigation Pane** click **General Ledger**, then choose **Receipt Vouchers**. Next, click the **Add** button in the upper right to create a new transaction.

The screenshot displays the QNE Cloud Accounting System interface. On the left is a navigation pane with a tree structure. The 'General Ledger' section is expanded, and 'Receipt Vouchers' is highlighted. The main area shows the 'Receipt Vouchers' list for 'SAMPLE TRADING (M) SDN. BHD.' with a search bar and an 'Add' button highlighted by an orange box. The table below lists transactions:

	Doc #	From	Desc.	Amount
<b>Nov, 2022</b>				
<input type="checkbox"/>	OR2211/001 Nov 30, 2022	BEST TECH ENGINEERING SDN. BHD. Deposit to: PUBLIC BANK BERHAD	PAYMENT FOR ACCOUNT AROR	MYR2,000.00 PAID
<b>Feb, 2022</b>				
<input type="checkbox"/>	OR2202/005 Feb 10, 2022	TRIWAY DEBTOR Deposit to: MAYBANK	PAYMENT FOR ACCOUNT AROR	MYR25,000.00 PAID
<input type="checkbox"/>	OR2202/004 Feb 08, 2022	ADVANCE TRADING SDN. BHD. Deposit to: MAYBANK	PAYMENT FOR ACCOUNT AROR	MYR20,000.00 PAID
<input type="checkbox"/>	OR2202/003 Feb 04, 2022	CARE SOFTWARE SOLUTIONS Deposit to: MAYBANK	PAYMENT FOR ACCOUNT AROR	MYR25,000.00 PAID
<input type="checkbox"/>	OR2202/002 Feb 01, 2022	DELL COMPUTER SDN. BHD. Deposit to: MAYBANK	PAYMENT FOR ACCOUNT AROR	MYR23,000.00 PAID

Input the **Receive From**, indicate the **Doc Date**, and choose the **Deposit To**. Next, the **Cheque/Reference No.** and **Bank charges**, if applicable, the Transaction Description, then Toggle **Tax Inclusive**/Tax Exclusive to set Tax Calculation.

In the **Details** tab, choose the GL Account to credit. Input further remarks under **Description** Column, enter the **Amount**, and choose applicable SST Tax Code if there's any.

Home / GL / Receipt Vouchers / OR2303/001

### Receipt Voucher

Add Edit Preview ...

OR2303/001

Receive From: HEMINGWAY LOGISTICS \* Date: 31/03/2023

Currency Rate: MYR 1.000000 \* Deposit To: MAYBANK Cheque/Ref No.: BANK TRANSFER Bank Charges (Local Amt.):

Description: TRANSPORTATION CHARGES Tax Inclusive: ☐

Details Notes Others

#	Account	Account Name	Description	Ref No.	Amount	Tax
1	300-0200	TRANSPORTATION CHARGES RECEIVED	TRANSPORTATION CHARGES	BANK TRANSFER	950.00	

Taxable: 950.00  
Tax: 0.00  
Net Total: MYR950.00

Once done, click 'Save'.

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### Receipt Voucher

Cancel Save Save & New

OR2303/001

Receive From: HEMINGWAY LOGISTICS \* Date: 31/03/2023

Currency Rate: MYR 1.000000 \* Deposit To: MAYBANK Cheque/Ref No.: BANK TRANSFER Bank Charges (Local Amt.):

Description: TRANSPORTATION CHARGES Tax Inclusive: ☐

After saved, **GL Journals** may be viewed by clicking the provided icon in the screen.

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### Receipt Voucher

Cancel Save Save & New

OR2303/001

Receive From: HEMINGWAY LOGISTICS Date: 31/03/2023

Currency Rate: MYR Deposit To: MAYBANK Cheque/Ref No.: BANK TRANSFER Bank Charges (Local Amt.):

Description: TRANSPORTATION CHARGES Tax Inclusive: ☐

#### GL Posting

Date	Account #	Account Name	Description	Reference No.	Debit	Credit
Mar 31, 2023	700-0310	MAYBANK	HEMINGWAY LOGISTICS	BANK TRANSFER	950.00	
Mar 31, 2023	300-0200	TRANSPORTATION CHARGES RECEIVED	TRANSPORTATION CHARGES	BANK TRANSFER		950.00
TOTAL					950.00	950.00

Close

Options to **Preview**, **Print** or **Export** the Receipt Voucher are available as well.

1 of 1 110%

**SAMPLE TRADING (M) SDN. BHD.(123456-A)**  
99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur. Malaysia  
Tel: (603) 9133 8888 Fax: {Fax}  
Website: {Website} Email: admin@sampletrading.com

**Official Receipt**

HEMINGWAY LOGISTICS

OR NO.: OR2303/001  
DATE: Mar 31, 2023  
CHEQUE NO.: BANK TRANSFER

A/C CODE	A/C NAME	DESCRIPTION	AMOUNT
300-0200	TRANSPORTATION CHARGES RECEIVED	TRANSPORTATION CHARGES	950.00