



How to create and issue a Payment Voucher in Cloud Accounting system?

Scenario:

Here's how to create and issue a payment voucher in Cloud Accounting system. Only a few clicks and you are done. Learn more.

Solution

Payment Voucher is used for entering disbursement transactions except payments made to Account Payables or to Supplier with maintained Subsidiary Ledger Account.

For an example: outright expenses or purchases

In the **Navigation Pane** click **General Ledger**, then choose **Payment 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 view containing: Dashboard, General Ledger (highlighted), Chart of Account, Journal Vouchers, Receipt Vouchers, Payment Vouchers (highlighted with a yellow box), Assets And Depreciation, Opening Balances, Bank Reconciliation, Bank Reconciliation OB, and Stock Value Maintenance. The main area shows the 'Payment Vouchers' page for 'SAMPLE TRADING (M) SDN. BHD.' with a search bar and an 'Add' button highlighted with a yellow box. Below this is a table of payment vouchers for December 2022.

| | Doc # | To | Desc. | Amount |
|--------------------------|----------------------------|---|--------------------------------|----------------------------|
| Dec, 2022 | | | | |
| <input type="checkbox"/> | PV2212/004 Dec 31, 2022 | PERFECT CAR SERVICE AND REPAIR Pay by: MAYBANK | PERFECT CAR SERVICE AND REPAIR | MYR1,000.00 PAID |
| <input type="checkbox"/> | PV2212/003 Dec 31, 2022 | SALARY FOR DEC'22 Pay by: MAYBANK | SALARY FOR DEC'22 | MYR9,200.00 PAID |
| <input type="checkbox"/> | PV2212/002 Dec 31, 2022 | TELEKOM & PUAS Pay by: MAYBANK | TELEKOM & PUAS | MYR800.00 PAID |
| <input type="checkbox"/> | PV2212/001 Dec 31, 2022 | ADVERTISEMENT Pay by: MAYBANK | ADVERTISEMENT | MYR320.00 PAID |
| Nov, 2022 | | | | |



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

Payment Voucher
Add Edit Preview ...

Pay To
TELEKOM MALAYSIA

Date
10/04/2023

Currency Rate
MYR
1.000000

Payment By
MAYBANK

Cheque/Ref No.
BANK TRANSFER

Bank Charges (Local Amt.)

Description
PHONE BILLS

Tax Inclusive
☐

Bank/Cash Balance
-MYR13,729.90

Details
Notes
Others

| # | Account | Account Name | Description | Ref No. | Amount | Tax |
|---|----------|--------------------|-------------|---------|--------|-----|
| 1 | 400-0900 | TELEPHONE EXPENSES | PHONE BILLS | | 278.90 | |

Taxable
278.90

Tax
0.00

Net Total
MYR278.90

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

Payment Voucher
Cancel Save Save & New

Pay To
TELEKOM MALAYSIA

Date
10/04/2023

Currency Rate
MYR
1.000000

Payment By
MAYBANK

Cheque/Ref No.
BANK TRANSFER

Bank Charges (Local Amt.)

Description
PHONE BILLS

Tax Inclusive
☐

Bank/Cash Balance
-MYR13,729.90

Details
Notes
Others

| # | Account | Account Name | Description | Ref No. | Amount | Tax |
|---|---------|--------------|--------------------|-------------|--------|-----|
| + | 1 | 400-0900 | TELEPHONE EXPENSES | PHONE BILLS | 278.90 | |

View the Payment Voucher's **GL Journals** through the icon provided.

Payment Voucher

CancelSaveSave & New

PV2304/002

Pay To

TELEKOM MALAYSIA

Date

10/04/2023

Currency Rate

MYR

1.000000

Payment By

MAYBANK

Cheque/Ref No.

BANK TRANSFER

Bank Charges (Local Amt.)

Description

PHONE BILLS

Tax Inclusive

Bank/Cash Balance

-MYR13,729.90

Details

Notes

Others

| # | Account | Account Name | Description | Ref No. | Amount | Tax |
|---|----------|--------------------|-------------|---------|--------|-----|
| 1 | 400-0900 | TELEPHONE EXPENSES | PHONE BILLS | | 278.90 | |

GL Posting

| Date | Account # | Account Name | Description | Reference No. | Debit | Credit |
|--------------|-----------|--------------------|------------------|---------------|---------------|---------------|
| Apr 10, 2023 | 400-0900 | TELEPHONE EXPENSES | PHONE BILLS | BANK TRANSFER | 278.90 | |
| Apr 10, 2023 | 700-0310 | MAYBANK | TELEKOM MALAYSIA | BANK TRANSFER | | 278.90 |
| | | | TOTAL | | 278.90 | 278.90 |

Close

Preview and/or Print the Payment Voucher or Export it to a different file format if needed.

<<1 of 1>>

100%

Print

Export

Fullscreen

Help

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

Payment Voucher**PV2304/002**

Bill To:
TELEKOM MALAYSIA

Date:
Apr 10, 2023

Tel No.:
Registration No.:

Cheque No.:
BANK TRANSFER

| ACCOUNT CODE | ACCOUNT NAME | DESCRIPTION | AMOUNT |
|--------------|--------------------|-------------|--------|
| 400-0900 | TELEPHONE EXPENSES | PHONE BILLS | 278.90 |