



How PV and RV - Display Detail Description Works

Overview:

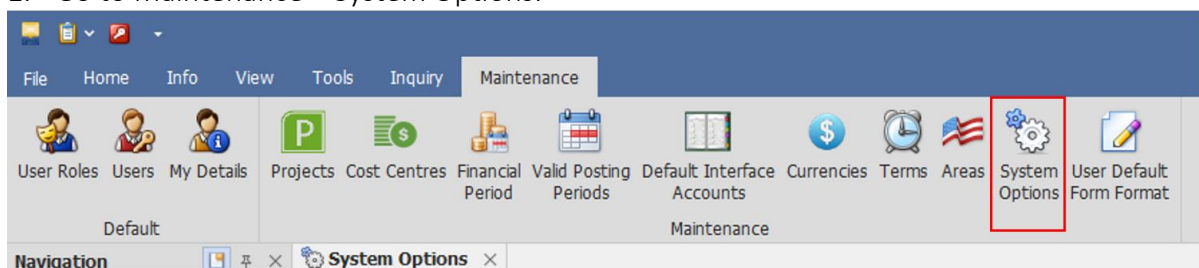
In System Option, there is a setting on what data the system will automatically reflects in the Detail Description portion of Payment Voucher (PV) and Receipt Voucher (RV). This will lessen the time and effort of the user to re-input the Description per line especially if it is just the same with the Global/Header Transaction Description.

Scenario:

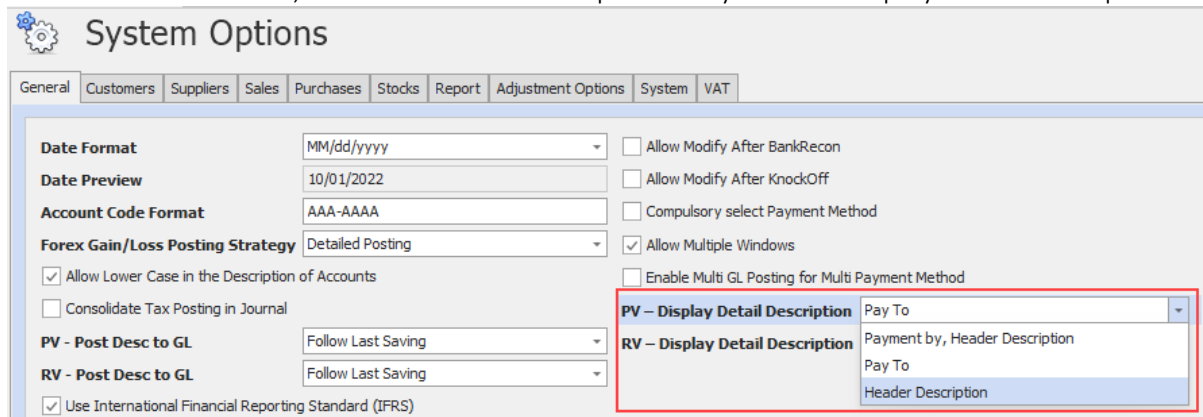
Use Header Description in Payment Voucher's Detail Description.

Procedure:

1. Go to Maintenance > System Options.



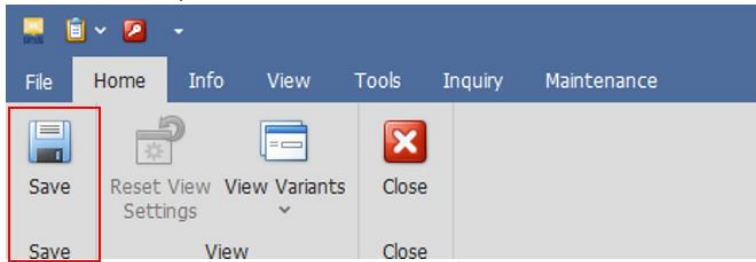
2. Under General tab, choose 'Header Description' only for PV - Display Detail Description.



Legend:

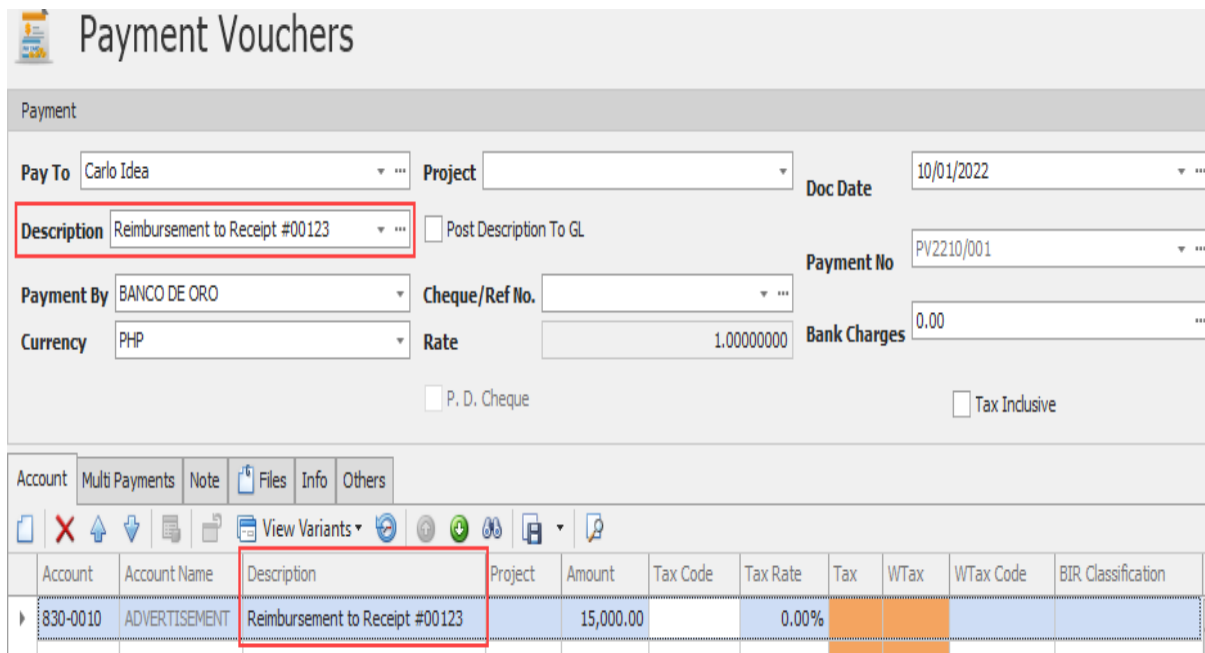
- *Payment To, Header Description* - will copy the selected Payment By/Bank followed by the Header Description separated by a comma (,)
- *Pay To* - will copy the selected Payment By/Bank
- *Header Description* - will copy the Global/Header Description (inputted on the upper part)

3. Once done, click Save.



Application:

Create Payment Voucher. Notice that the Header Description was automatically copied on the Detail Description.


 A screenshot of the 'Payment Vouchers' application. The 'Description' field in the header section is highlighted with a red rectangle. Below the header, there is a table with columns: Account, Account Name, Description, Project, Amount, Tax Code, Tax Rate, Tax, WTax, WTax Code, and BIR Classification. The first row of the table shows '830-0010', 'ADVERTISEMENT', 'Reimbursement to Receipt #00123', and an amount of '15,000.00'.

Account	Account Name	Description	Project	Amount	Tax Code	Tax Rate	Tax	WTax	WTax Code	BIR Classification
830-0010	ADVERTISEMENT	Reimbursement to Receipt #00123		15,000.00		0.00%				

Note:

Same setup to follow to configure RV- Display Detail Description.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>