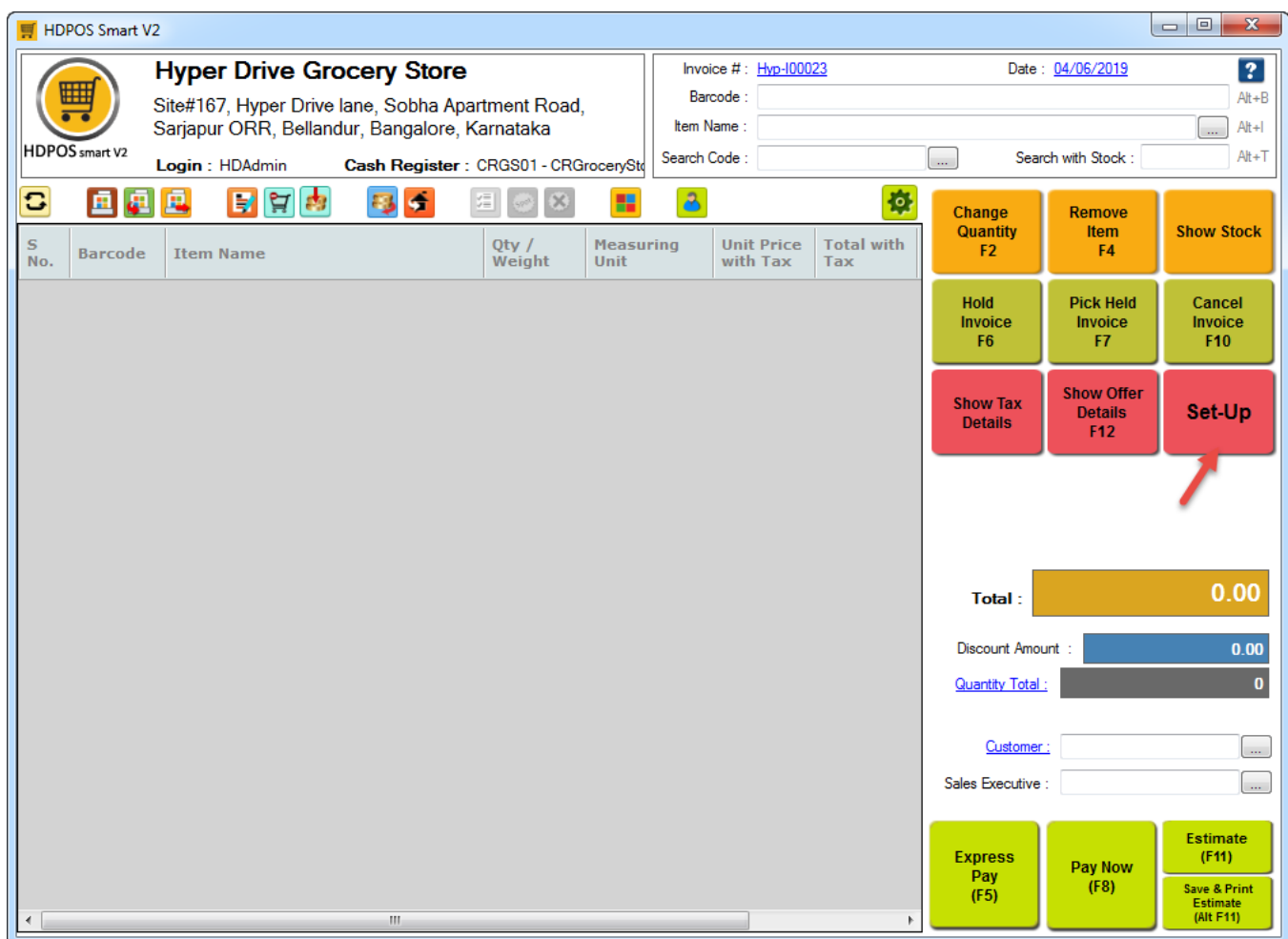


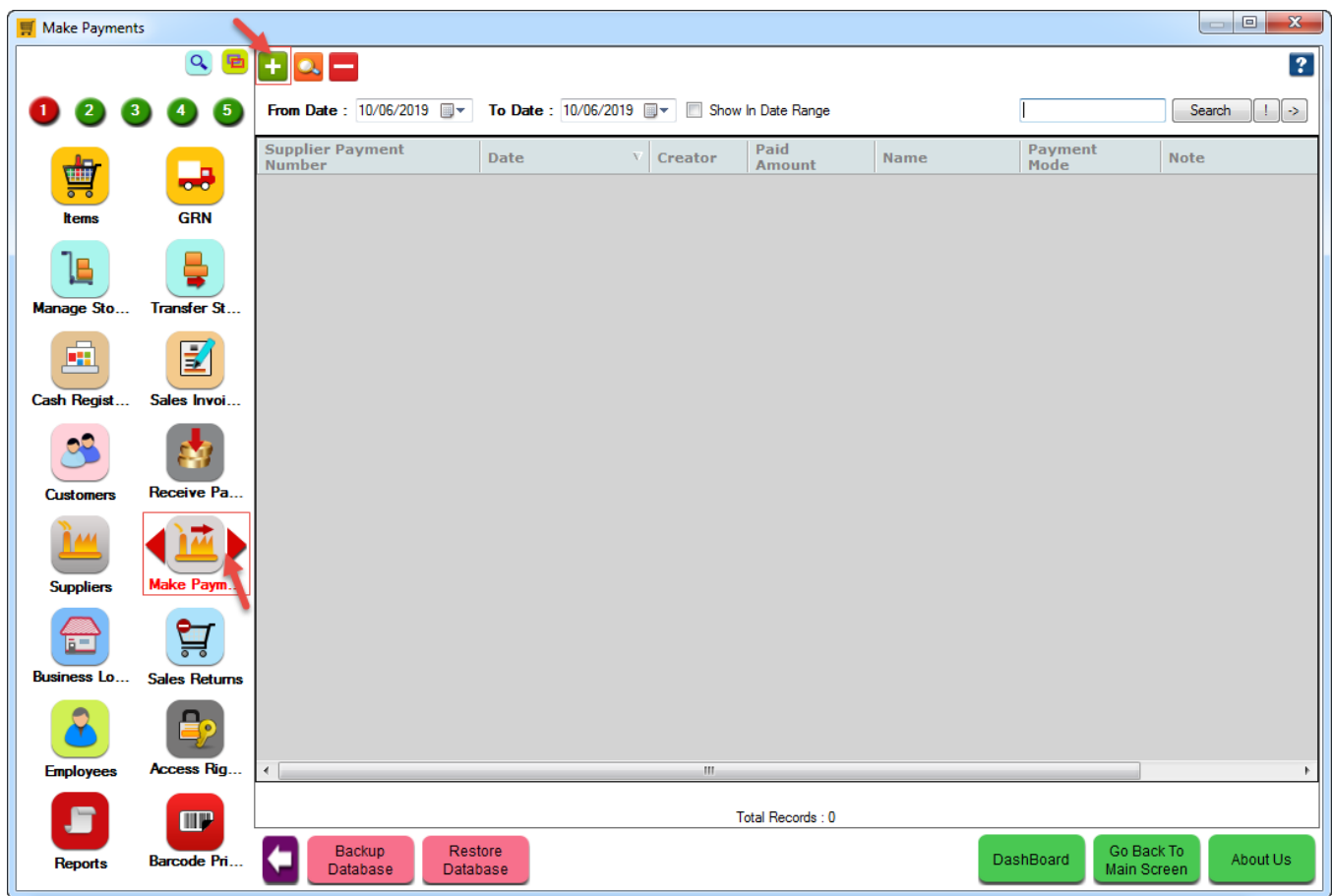
How to make payment to supplier through cheque?

To make payment to supplier through a cheque, follow the steps below:

1. Run **HDPOS smart**. Click on **Set-Up** button from **Main Screen**.



2. Go to **1st page**. Click on **Make Payments** icon to open the **Manage Payment to Supplier** screen. Click on **Add Make Payment** button from the tool strip.



3. You will see **Make Payment to Supplier** screen as shown below.

a. Select the **supplier** for payment.

b. You will see all **pending GRNs** of selected supplier in the grid below.

c. **Select the GRNs** for which you want to clear the pending payment by checking the check boxes beside them.

d. From the Payment Detail section, click on **Cheque**.

i. Enter the **Amount**.

ii. Enter the **Cheque Number**.

iii. Enter the **Bank Branch**.

v. Enter the **Bank Account**.

v. Select the **Cheque Date**.

vi. If you want to print cheque then check the checkbox **Print Cheque** and

vii. Select **Cheque Printer**.

e. You will see the pending and payable amount as shown in the screen.

f. Click on **Save**.

Make Payment To Supplier

Supplier Payment Number

Select Business Location : Hyper Drive Grocery Store

Payment Number : [Hyp-SP00007](#)

Date : 10/06/2019

Supplier Info

Select the Supplier : Allen Brothers Wholesalers

Supplier Email : shankam@abc.com

Send Email To Supplier : ☐

Current Advance Amount : 0.00

Clear Other Pending Amount : ☐

Supplier Sms : 2200000012

Send Sms To Supplier : ☐

Total GRN Pending Amount : 11,800.20

Current Payable Amount : 0.00

Show Pending Cheques : ☐

Other Pending Amount : 0.00

GRN Info

Select For Payment	Payment Due Date	Number Of Days Due	Total Amount	Pending Amount	Adjusted Amount	Adjusted Balance	Supplier Invoice Date	GRN Number	Goods Received Date	Supplier Invoice Number
<input checked="" type="checkbox"/>	15/07/2017	695	21,053.83	295.00	295.00	Adjust Balance	15/07/2017	Hyp-R00003	15/07/2017	ABW-I12
<input checked="" type="checkbox"/>	25/07/2017	685	11,505.20	11,505.20	11,505.20	Adjust Balance	25/07/2017	Hyp-R00005	25/07/2017	ABW-I12

Total Pending : 11,800.20

Selected Amount : 11,800.20

Pending After This Payment : 0.00

Pending in Selected Payable Amount : 0.00

Cash

Cheque

Bank Transfer

Financial Account

Discount

Credit Notes

Amount : 11,800.20

Cheque Number : 1100221

Select Bank Branch : SBI

Select Bank Account : 535587

Cheque Date : 10/06/2019

Cheque Printer : Microsoft XPS Document Writer

Print Cheque

Note :

Pick Message

Cheque : 11,800.20

Total of All Payment Modes : 11,800.20

Advance Amount in Current Payment : 0.00

Save & Print (F5)

Save (F8)

Cancel