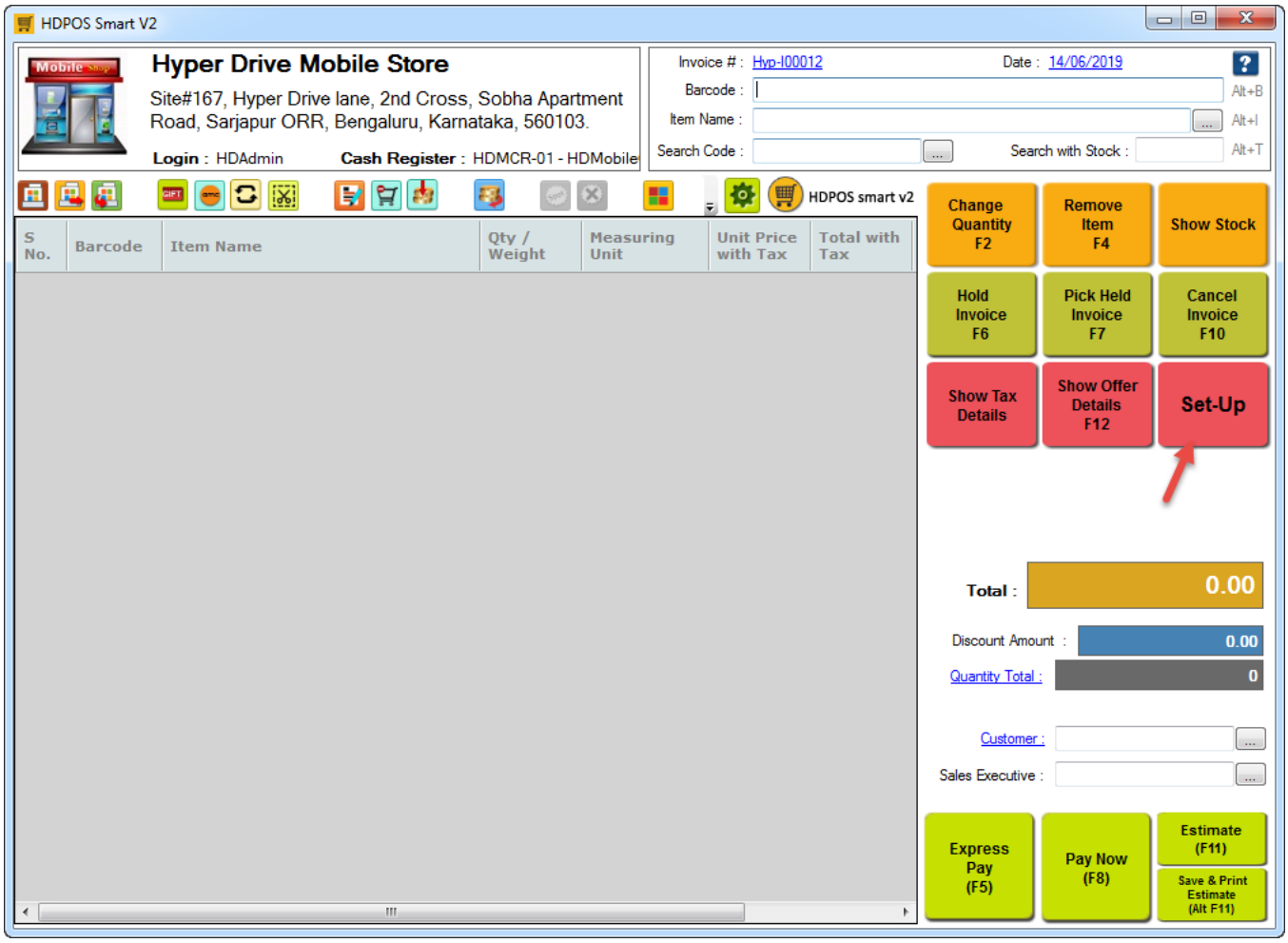
How to manage supplier cheque(s) in HDPOS smart?

To manage cheque(s) issued to supplier, you need to follow below steps:

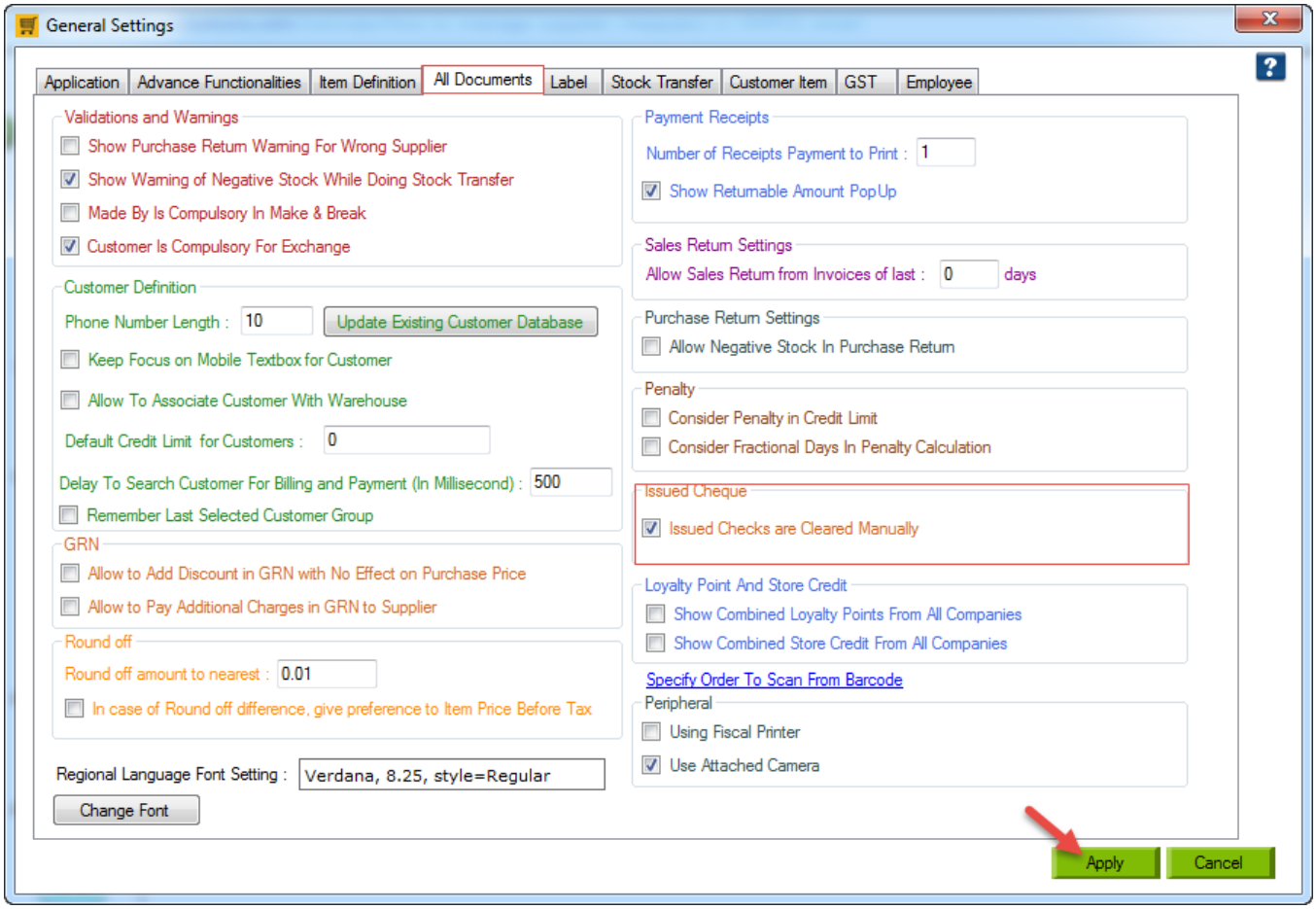
1. Run **HDPOS smart**. Click on **Set-Up** from **Main Screen.**



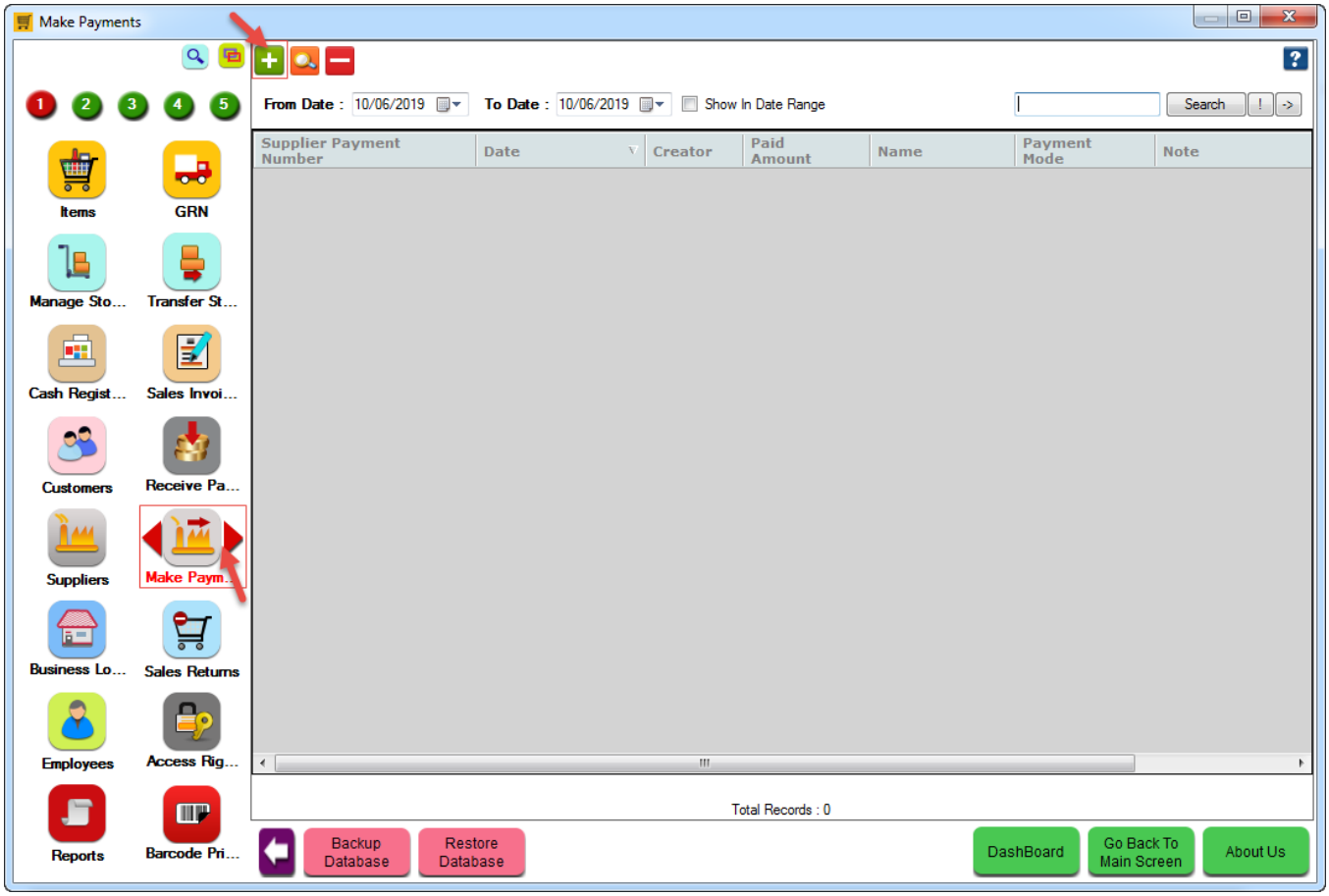
2. Go to **4th Page**, select **Settings** icon. Click on **General** button in **System Setting** window.



3. In **General Settings** window, click on **All Documents** tab and check the checkbox **Issued Checks are Cleared Manually**. Click on **Apply**.



4. Go to **1st Page,** select **Make Payments** icon. Click on **Add Make Payment** button from **Manage Payment to Supplier**.



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

a. Select the supplier for payment.

b. You will see all pending GRNs in the grid below.

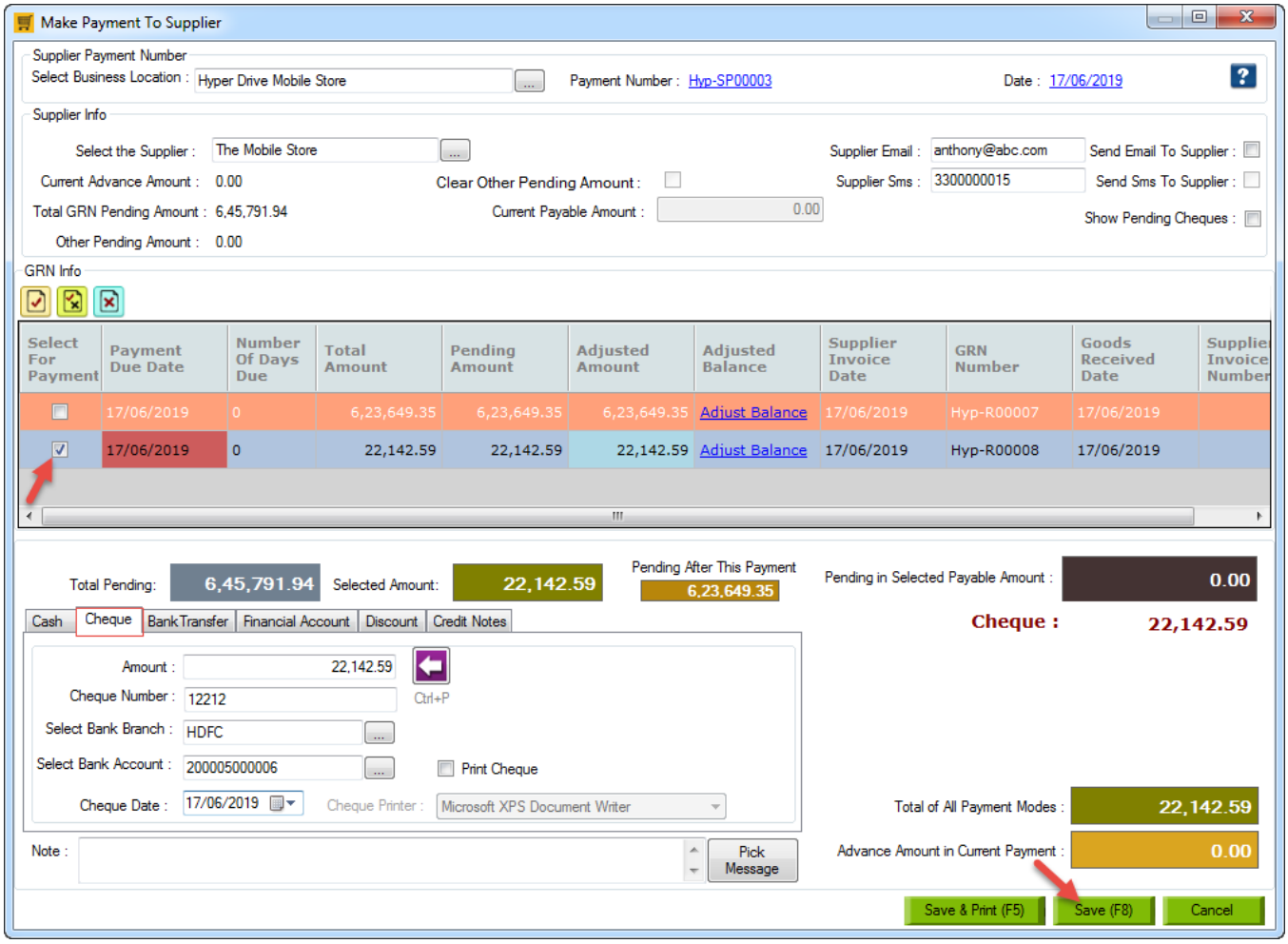
c. Select the **GRNs** for which you want to clear the pending payment by checking the check boxes beside them.

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

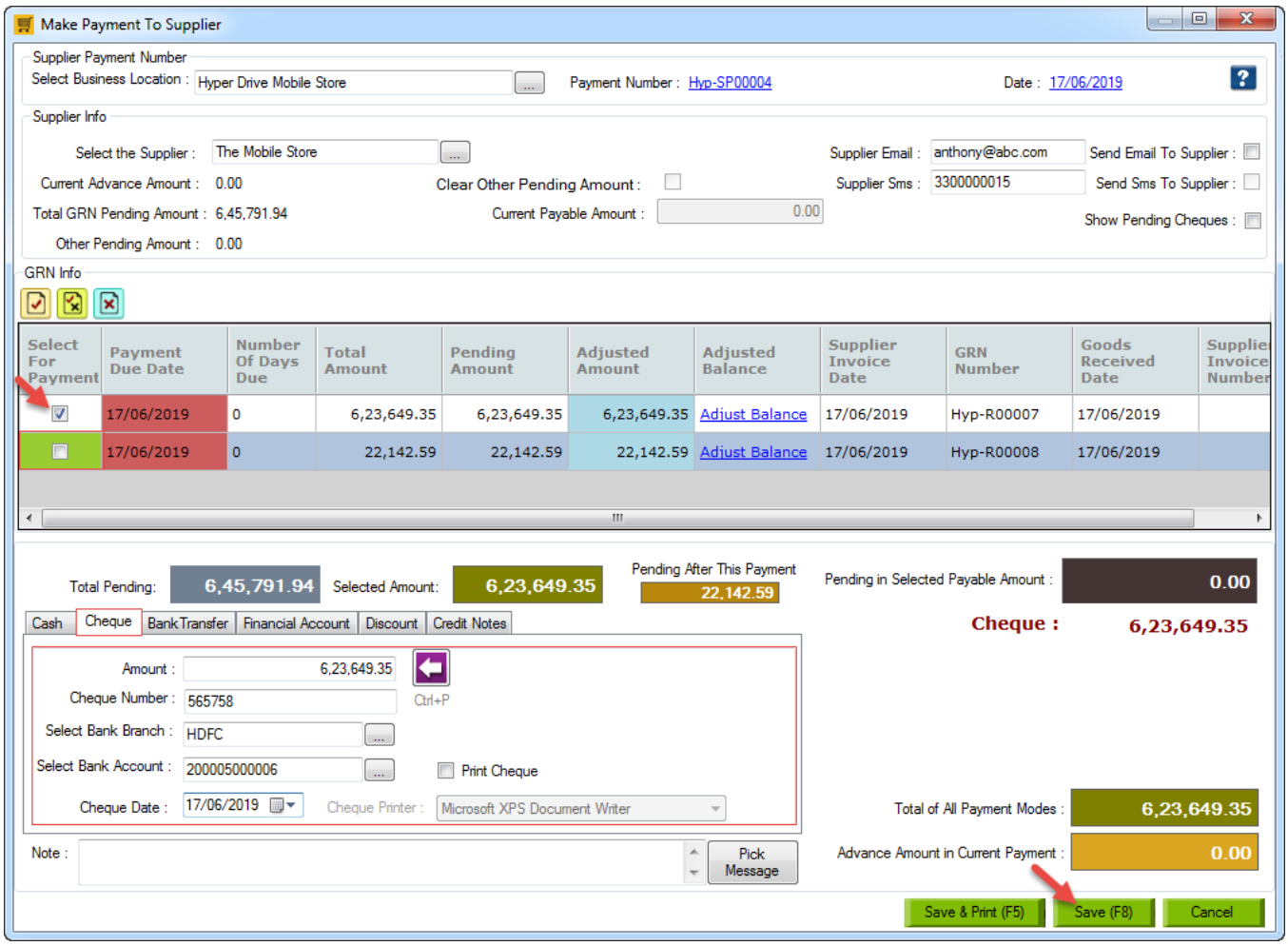
1. Enter the **Amount**.
2. Enter the **Cheque Number**.
3. Enter the **Bank Branch**.
4. Enter the **Bank Account** and
5. Select the **Cheque Date**.

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

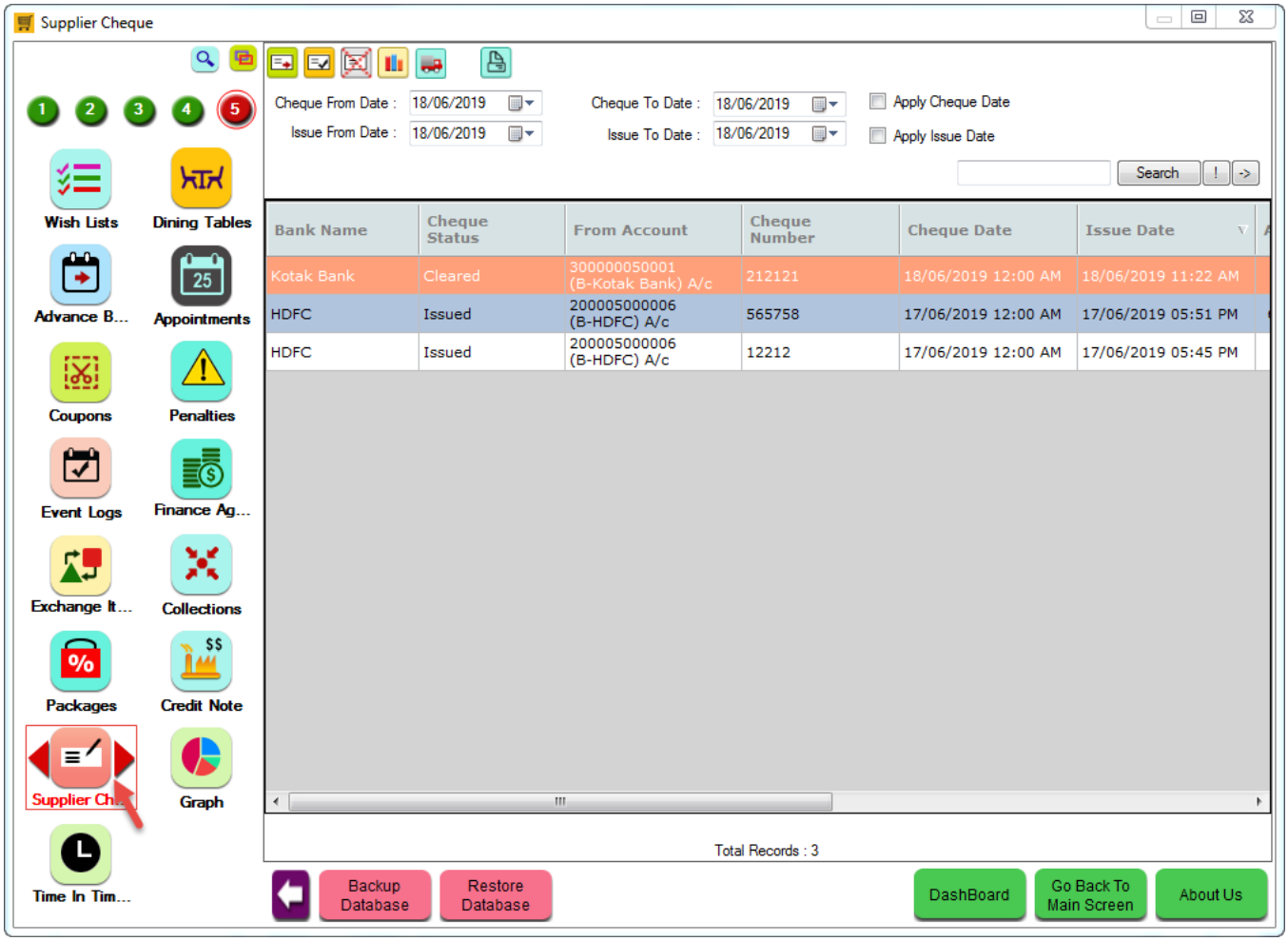
f. Click on **Save**.



6. When you want to issue cheque to other pending payments to supplier, then again click on **Add Make Payment** button from **Manage Payment to Supplier**. You will see Make Payment to Supplier screen. Fill all the required details. Here **Green** color shows that the cheque is already issued against GRN. Check the other checkbox of GRNs to clear the pending payments. Click on **Save**.

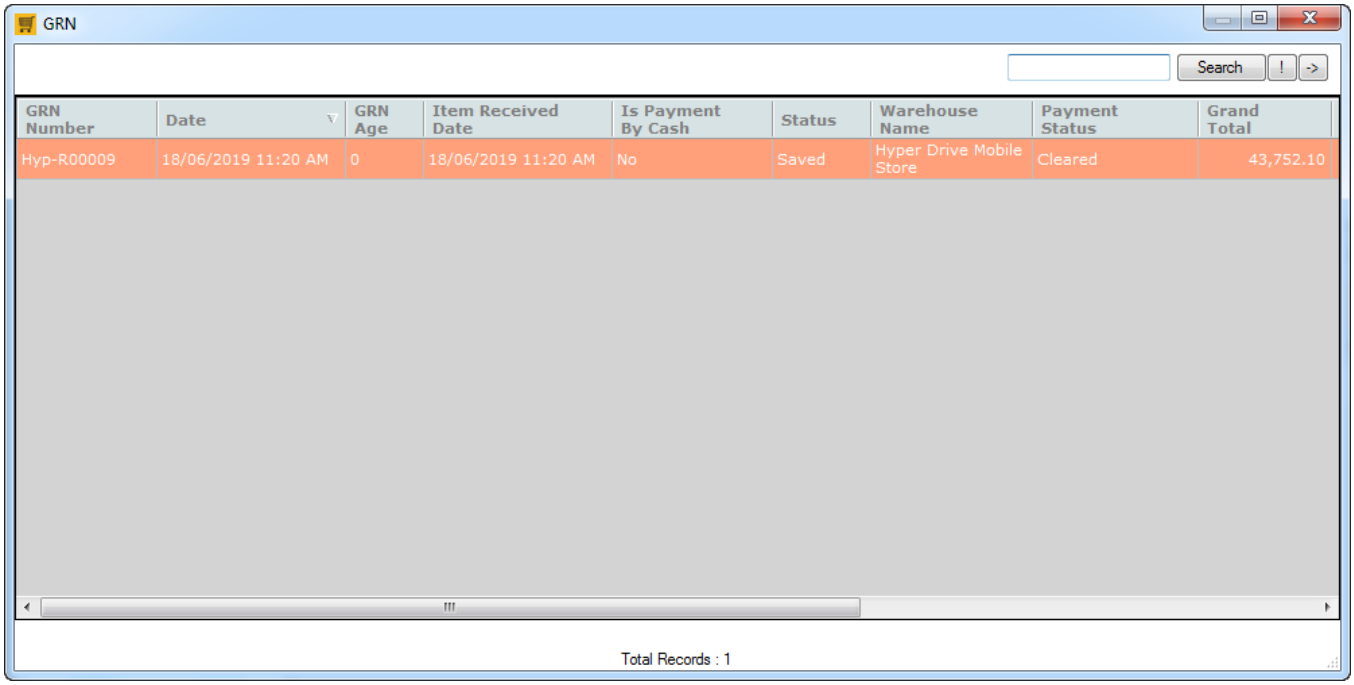


7. Go to **5th Page**, select **Supplier Cheque** icon. You can see the payment entry of the cheque Issued and Cleared in the **Manage Supplier Issued Cheque** screen.

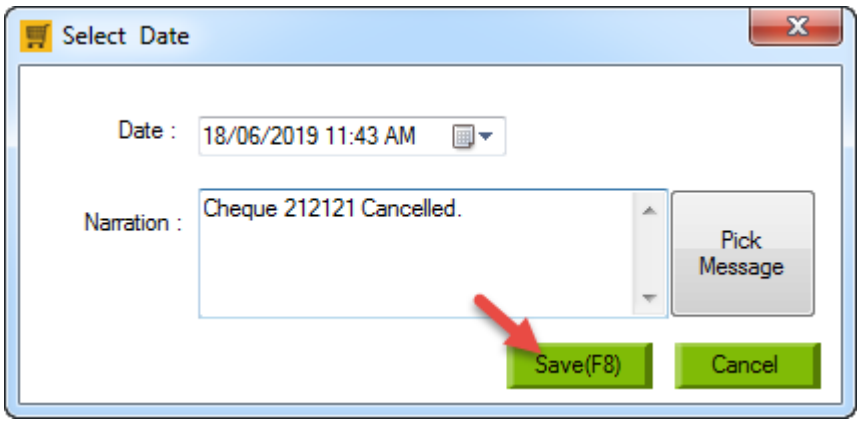


8. In **Manage Supplier Issued Cheque** window, you can:

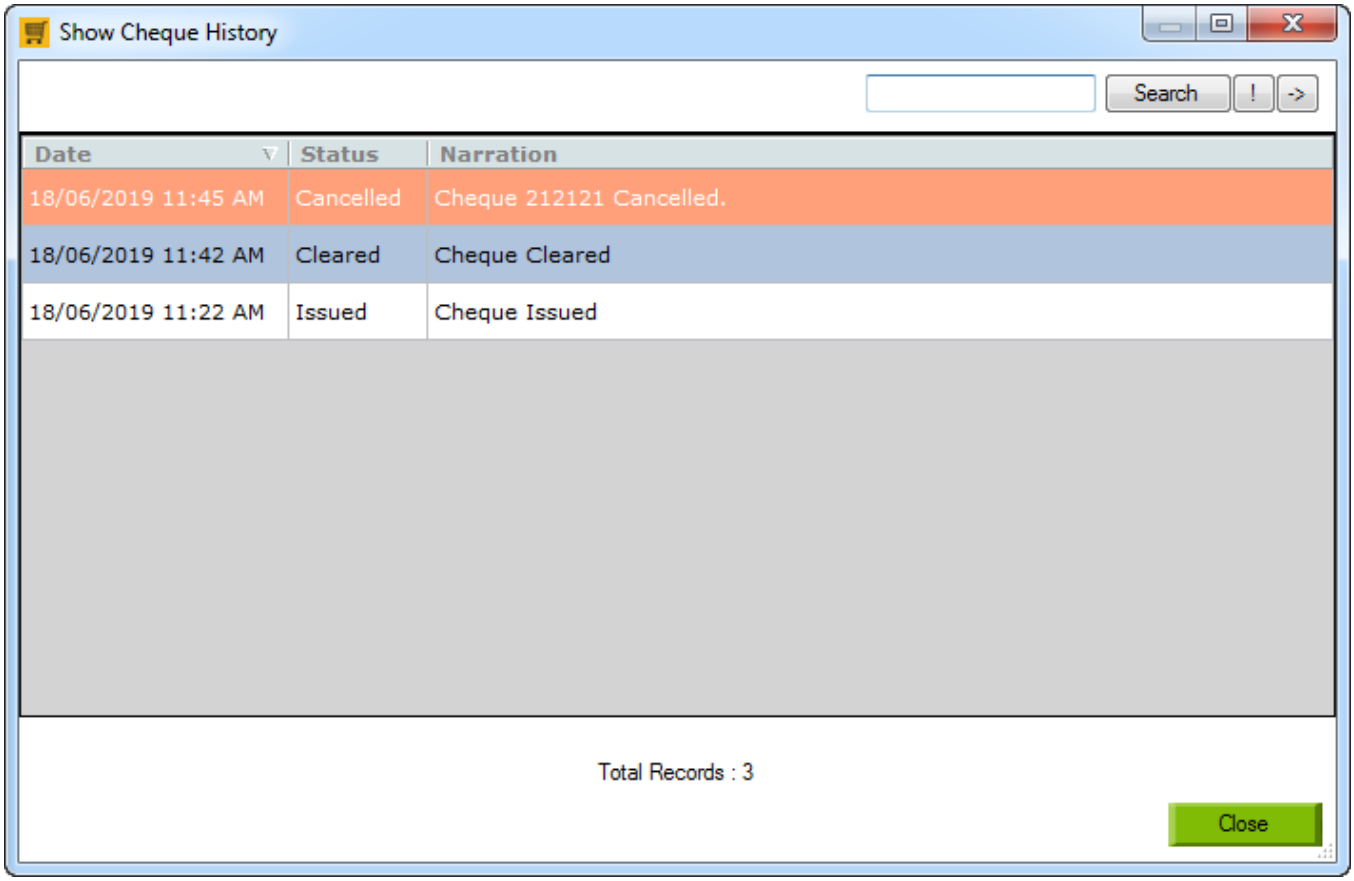
a. **View GRN** : You can view GRN associated with selected cheque.



b. **Mark As Cancelled** : You can cancel the cheque.

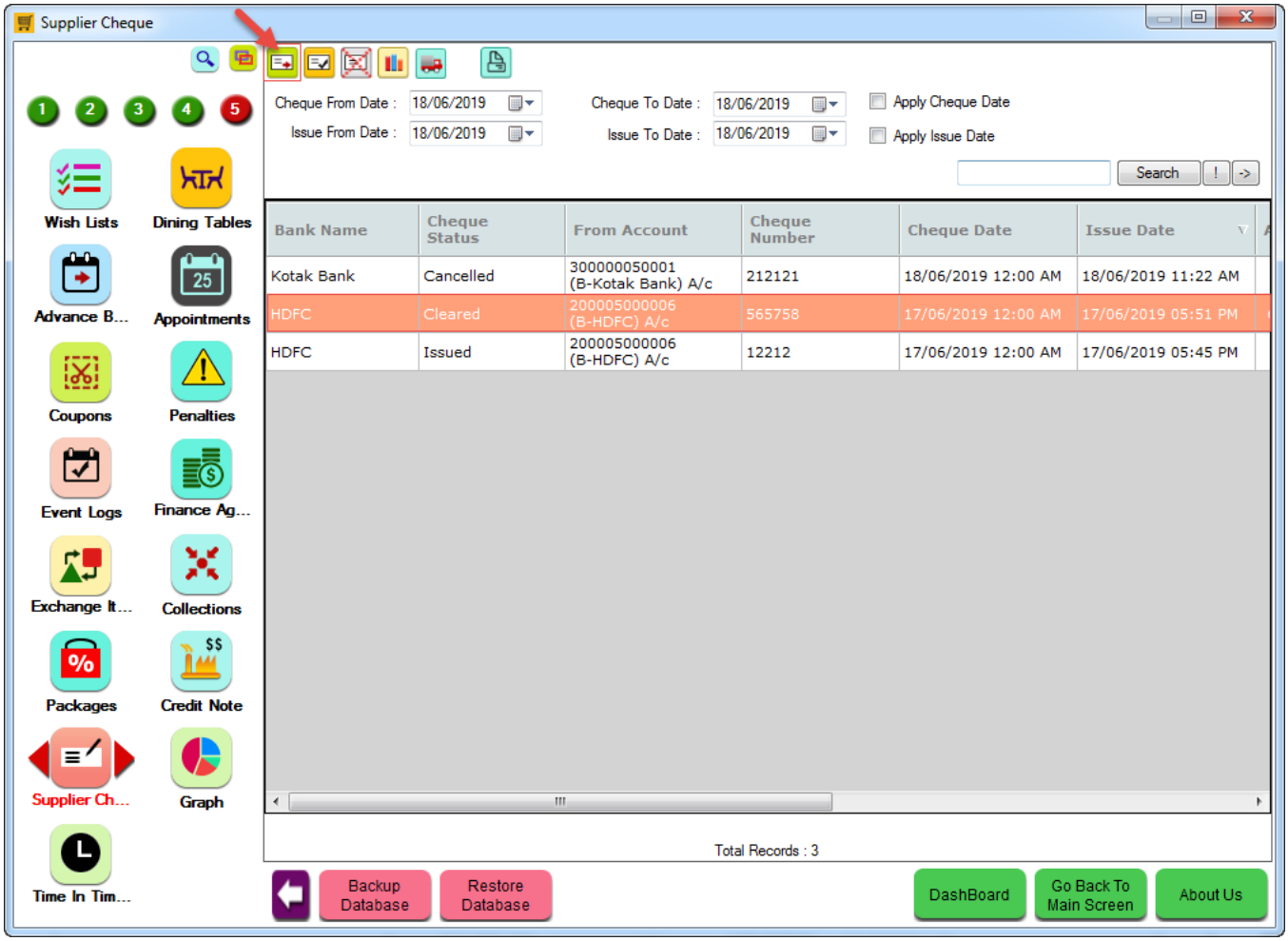


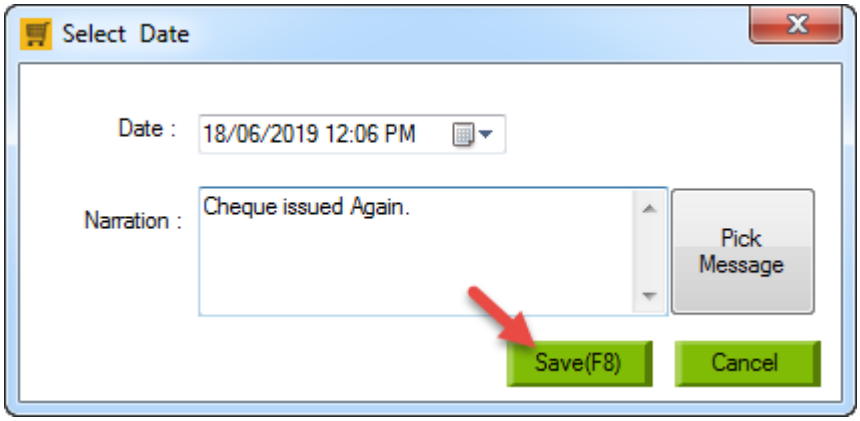
c. **Cheque History** : You can see the history of the cheque.



d. **Print Selected Cheque** : You can print selected cheque.

e. **Mark As Issued** : You can mark cheque as issued. You cannot mark cancelled cheque as issued. Only the cleared cheque can be marked as issued.

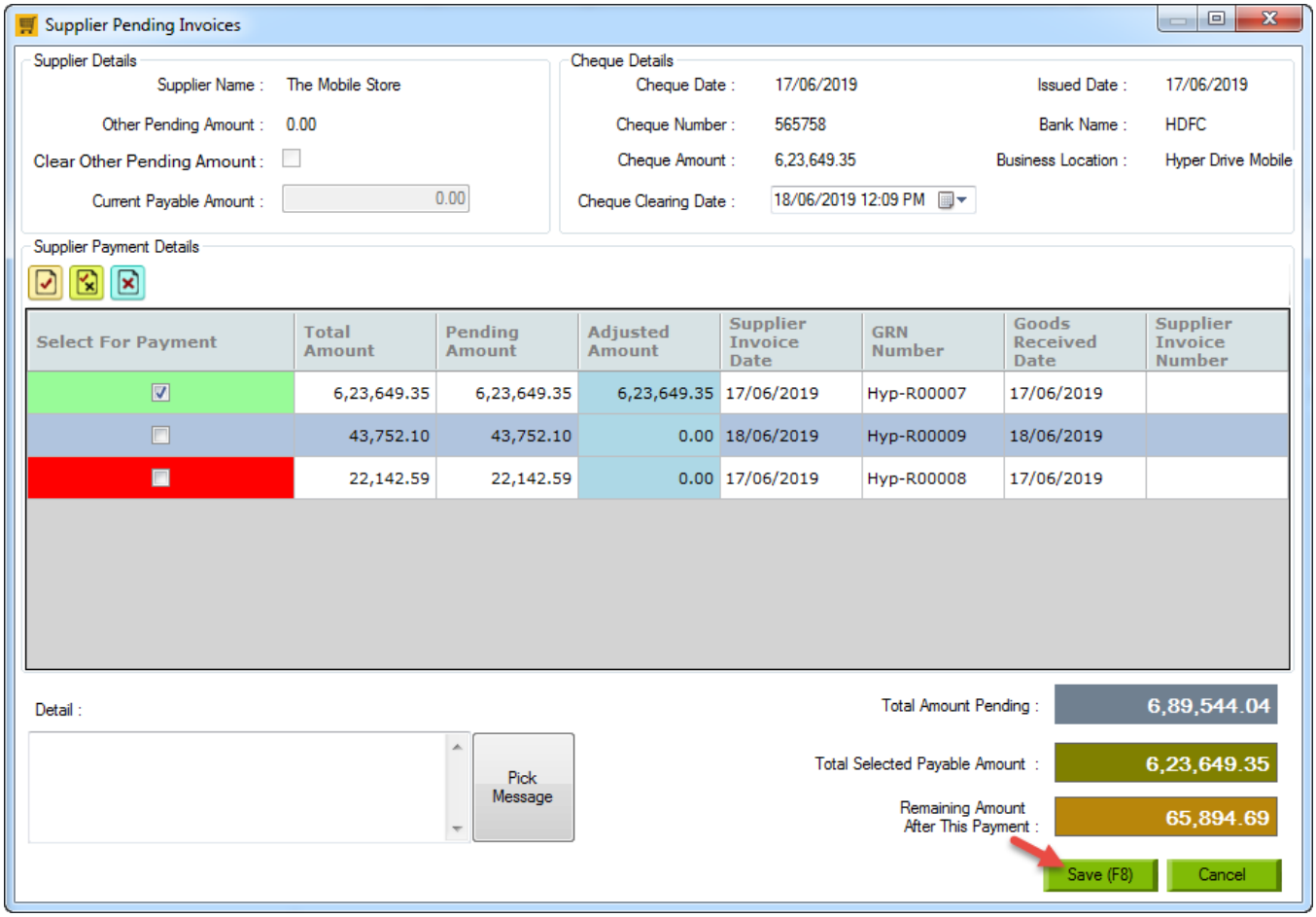




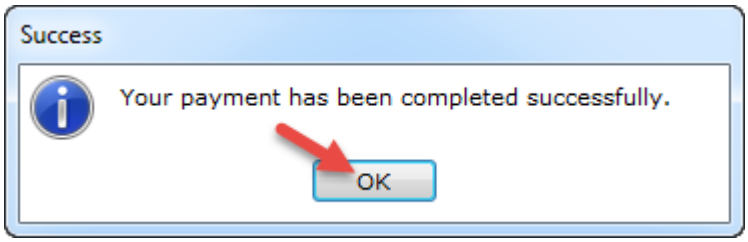
f. **Mark As Cleared** : You can mark cheque as cleared by:

i. Select Issued cheque and click on Mark As Cleared button from tool strip buttons.

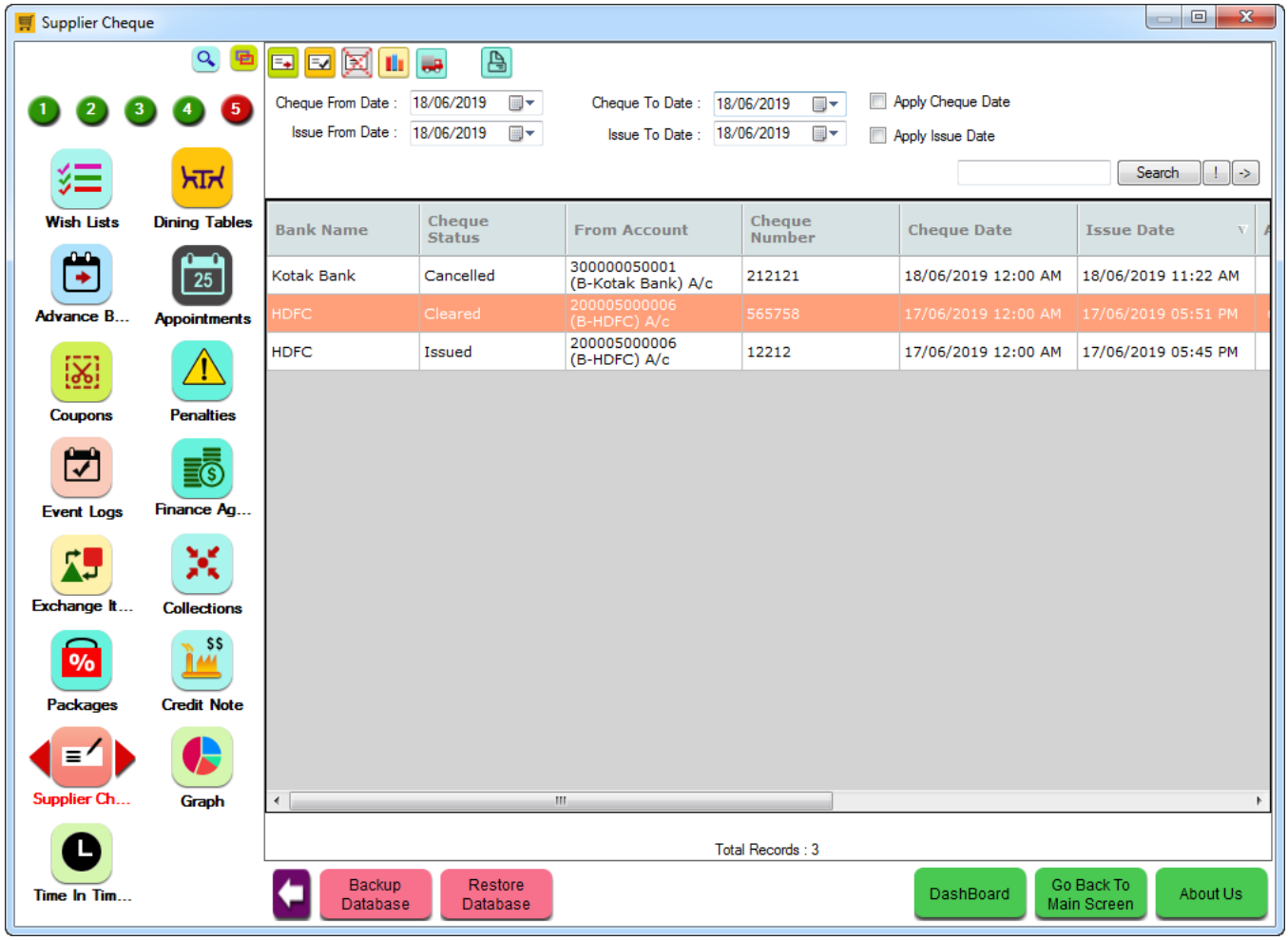
ii. Supplier Pending Invoices window will open. It automatically checks the checkbox of the selected issued cheque. And that is shown by **Green** color. Click on **Save**.



iii. When you click on save **Success** window will open and click on **OK**.



9. This way you can manage supplier issued cheque.


Supplier Cheque
Wish Lists
Dining Tables
Advance B...
Appointments
Coupons
Penalties
Event Logs
Finance Ag...
Exchange It...
Collections
Packages
Credit Note
Supplier Ch...
Graph
Time In Tim...
Cheque From Date : 18/06/2019
Cheque To Date : 18/06/2019
Apply Cheque Date
Issue From Date : 18/06/2019
Issue To Date : 18/06/2019
Apply Issue Date
Search
Bank Name
Cheque Status
From Account
Cheque Number
Cheque Date
Issue Date
Kotak Bank
Cancelled
300000050001 (B-Kotak Bank) A/c
212121
18/06/2019 12:00 AM
18/06/2019 11:22 AM
HDFC
Cleared
200005000006 (B-HDFC) A/c
565758
17/06/2019 12:00 AM
17/06/2019 05:51 PM
HDFC
Issued
200005000006 (B-HDFC) A/c
12212
17/06/2019 12:00 AM
17/06/2019 05:45 PM
Total Records : 3
Backup Database
Restore Database
DashBoard
Go Back To Main Screen
About Us