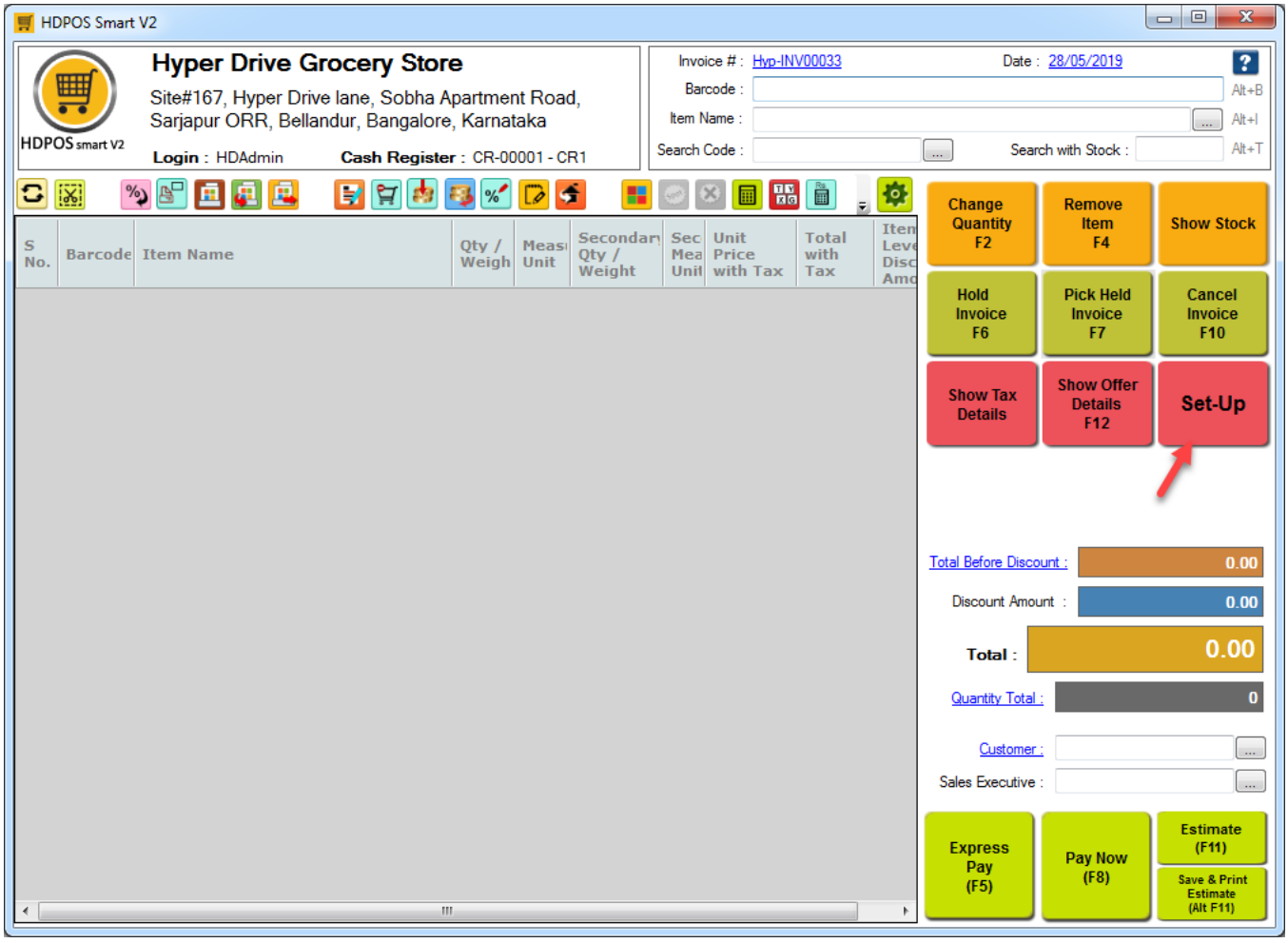
How to print supplier cheque in HDPOS smart?

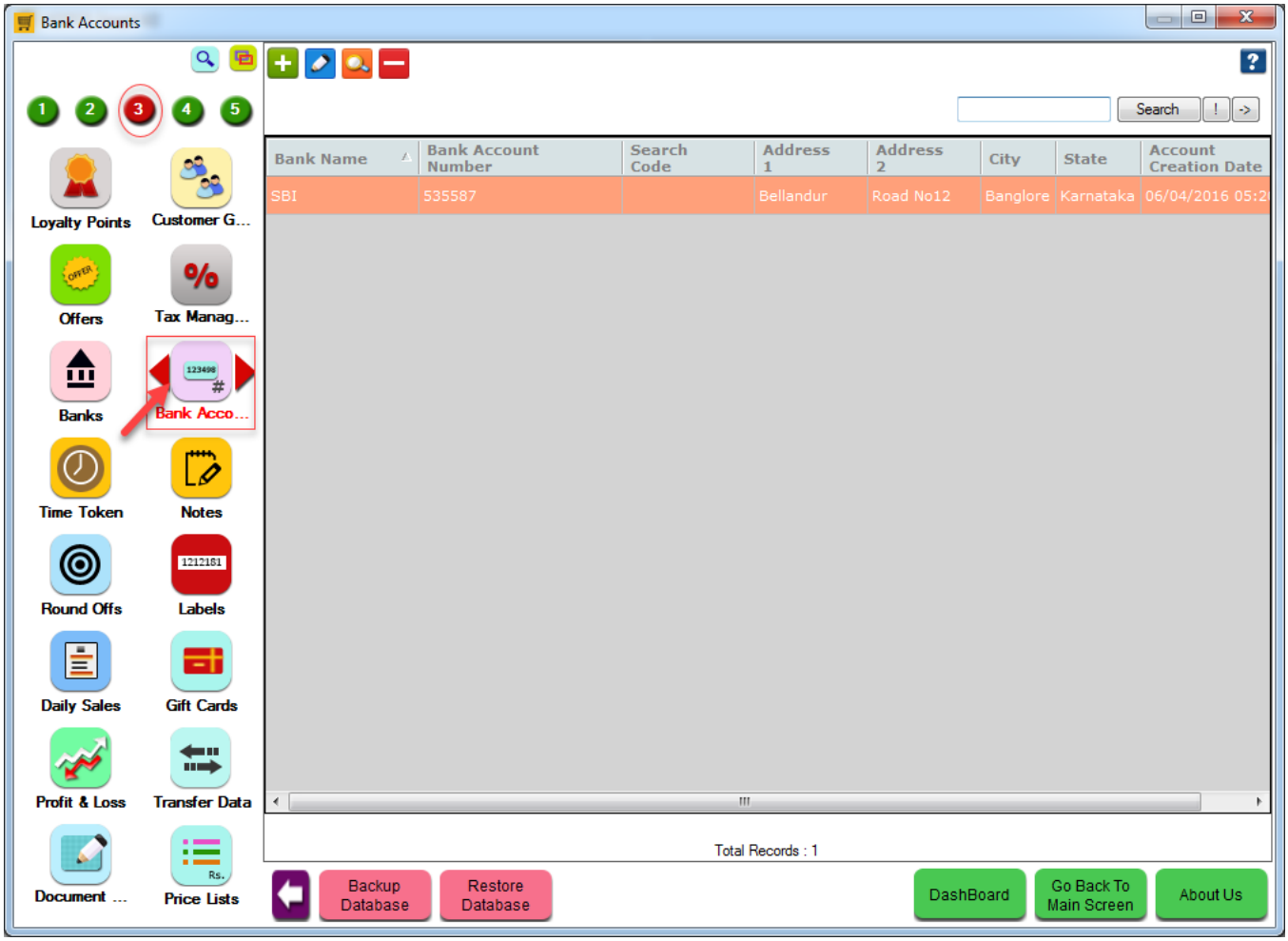
HDPOS smart allows you to print cheque(s) that has been defined in HDPOS smart. To print the cheque(s) issued by you to a supplier in HDPOS smart follow the steps below:

1. Run **HDPOS smart**.

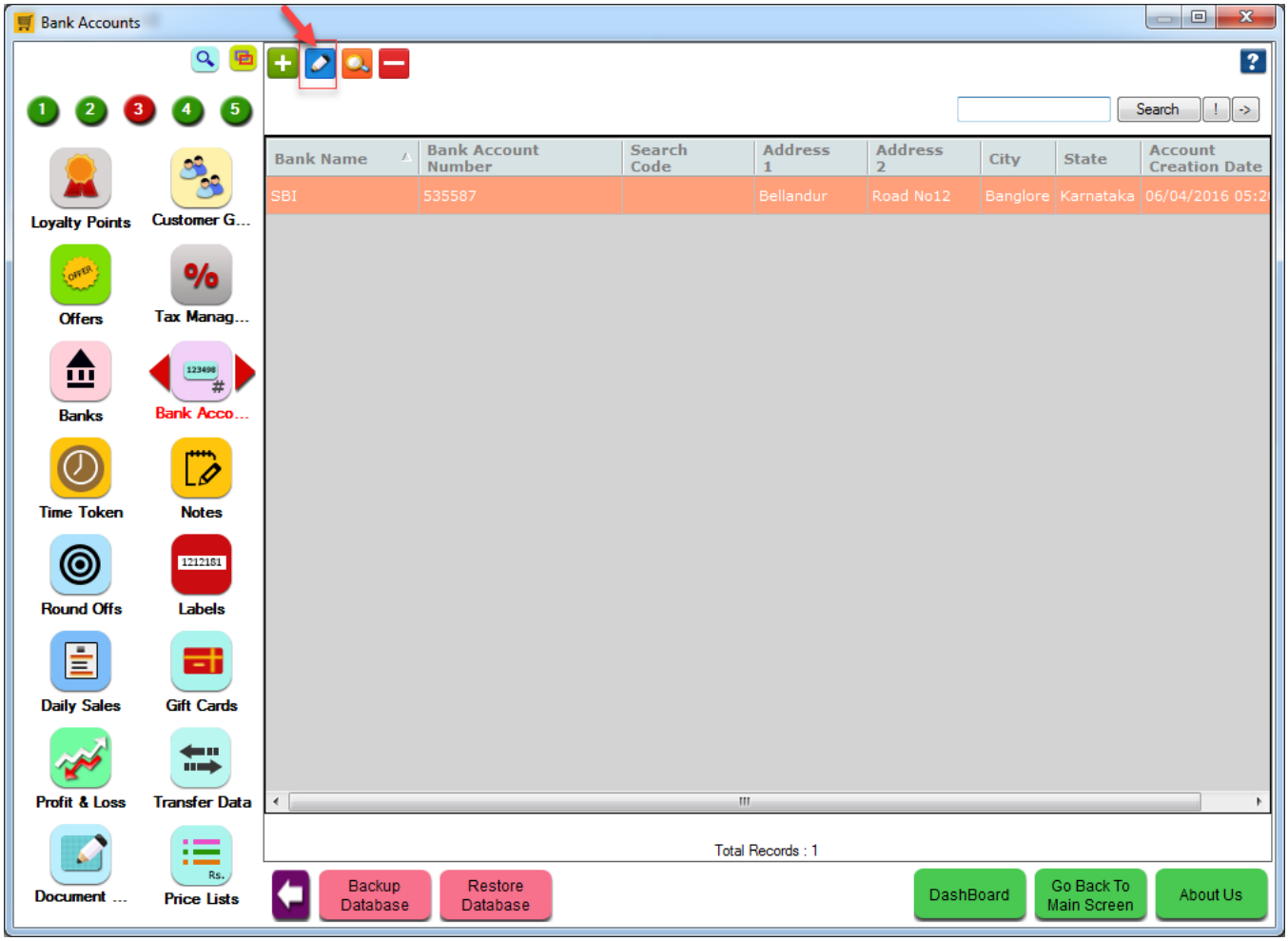
2. From main screen, select **Set-Up**.



3. From the 3rd page of setup, click on **Bank Accounts**.

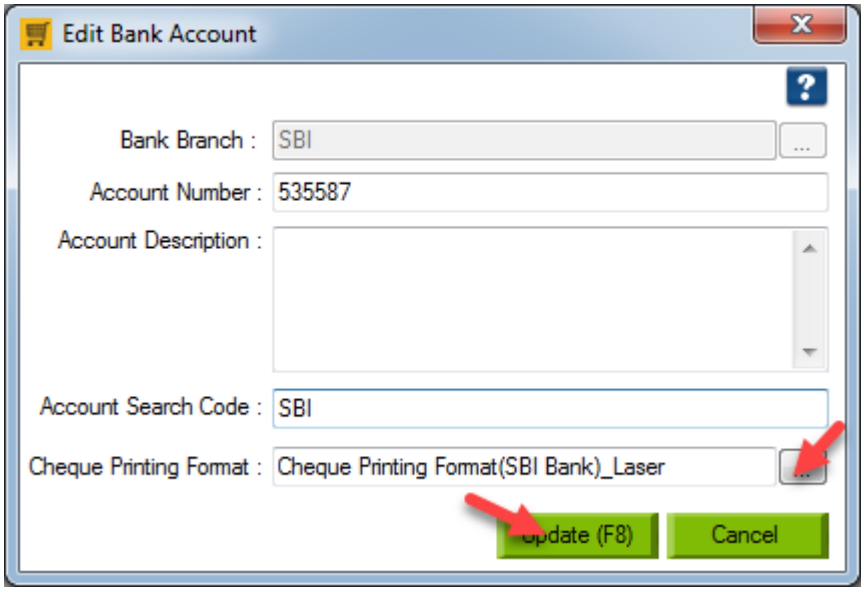


4. From **Bank Account Manager**, Click on **Edit Account**.

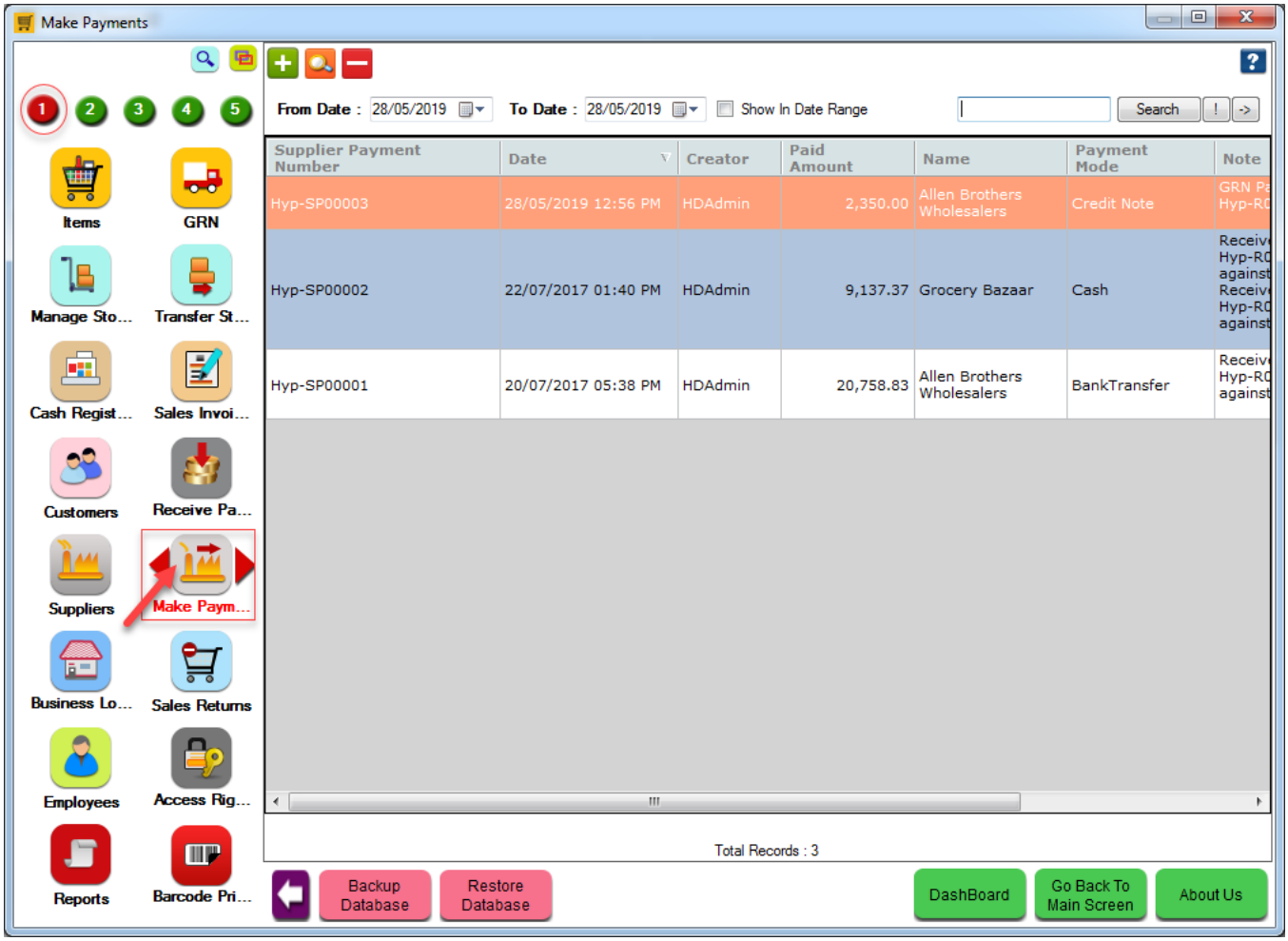


5. Select the cheque printing format by clicking 3 dotted button.

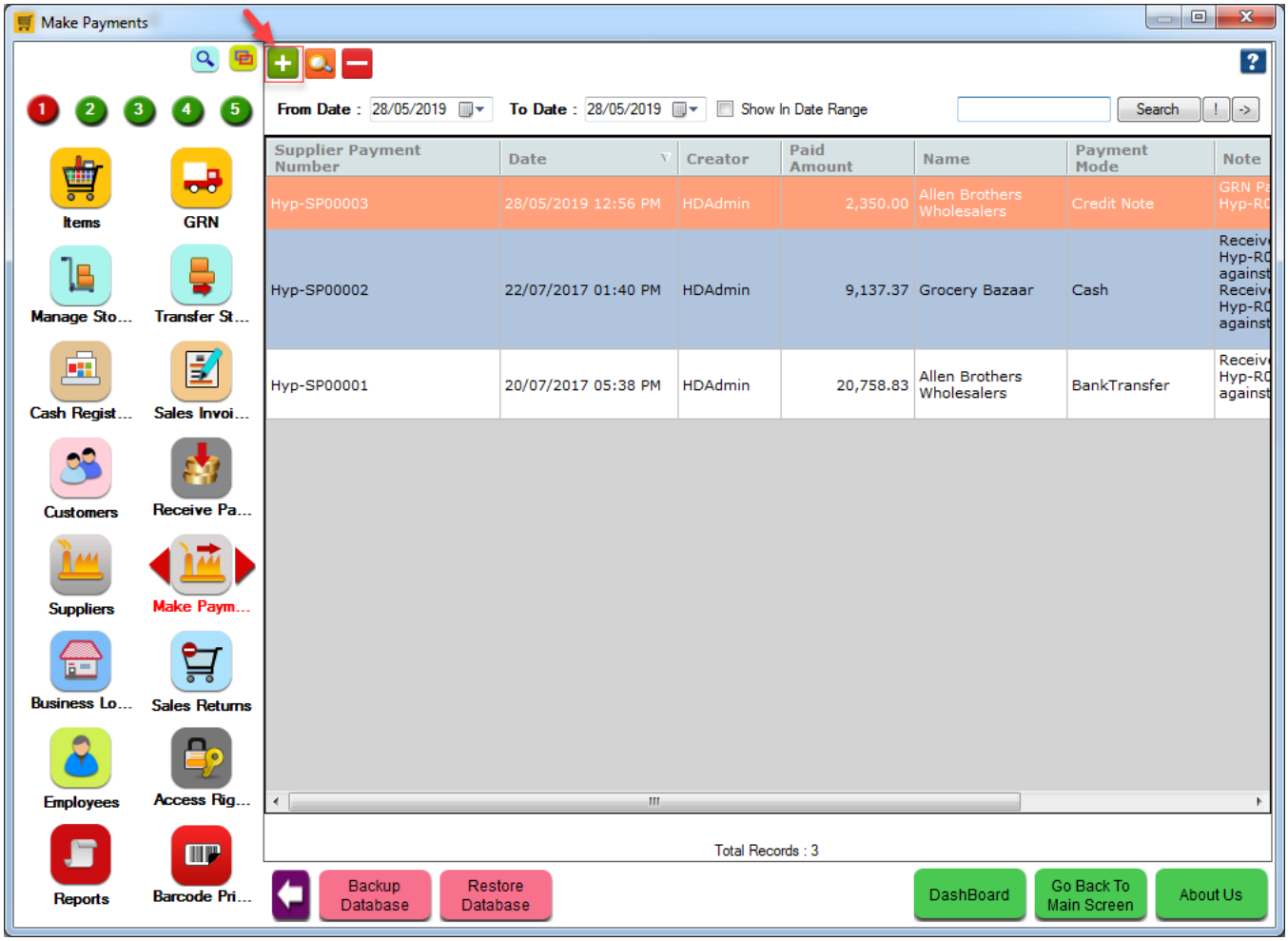
6. Click on Update to save the changes.



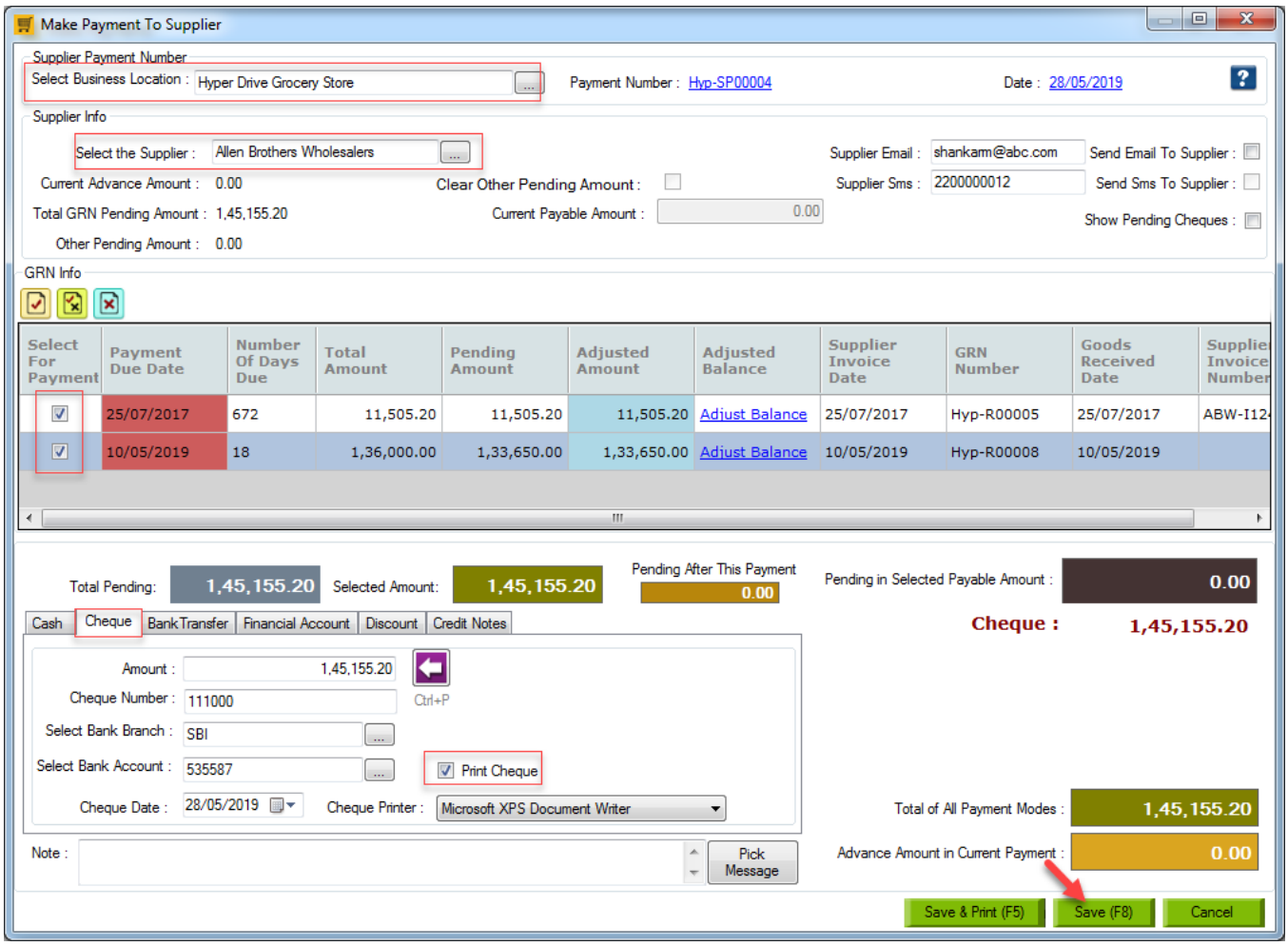
7. From 1st page of **Set-Up** click on **Make Payments**.



8. From **Manage Payment To Supplier** window, Click on **Add Make Payment**.



9. In Make Payment To Supplier window that opens enter the required details;



- **Select Business Location**: Select the business location for supplier payment.
- **Select The Supplier**: Select the supplier for payment.
- **Select For Payment**: Select the receive item entry (RIE) which you want to clear.
- **Payment Mode**: Select payment mode as Cheque.
- **Cheque Number**: Enter the cheque number.
- **Select Bank Branch**: Select the bank branch for the payment.
- **Select Bank Account**: Select the bank account for the payment.
- **Print Cheque Check Box**: Check this check box to print the cheque.
- **Cheque Date**: Enter the cheque date.
- **Cheque Printer**: Select the printer for printing the cheque from the list.

10. Click on **Save** to print the cheque and to save payment document. If you want to print payment document along with cheque click on **Save&Print**.