

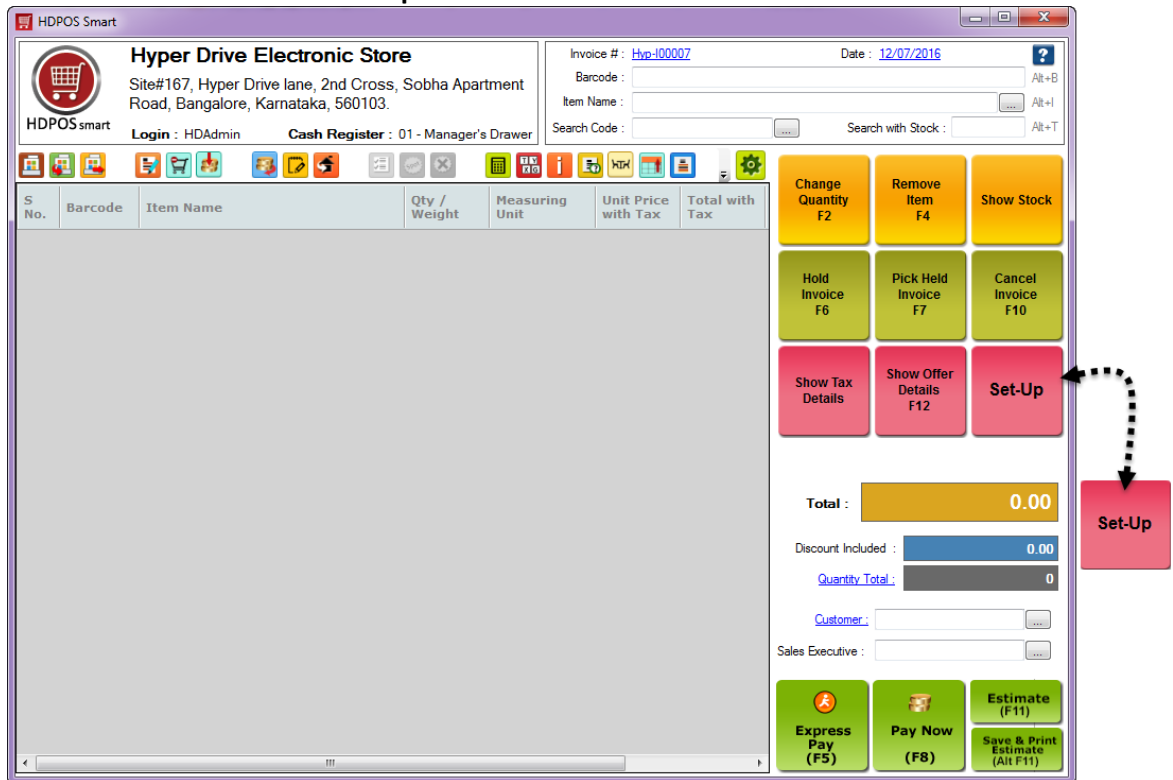
# How to issue cheque(s) and manage bank payments?



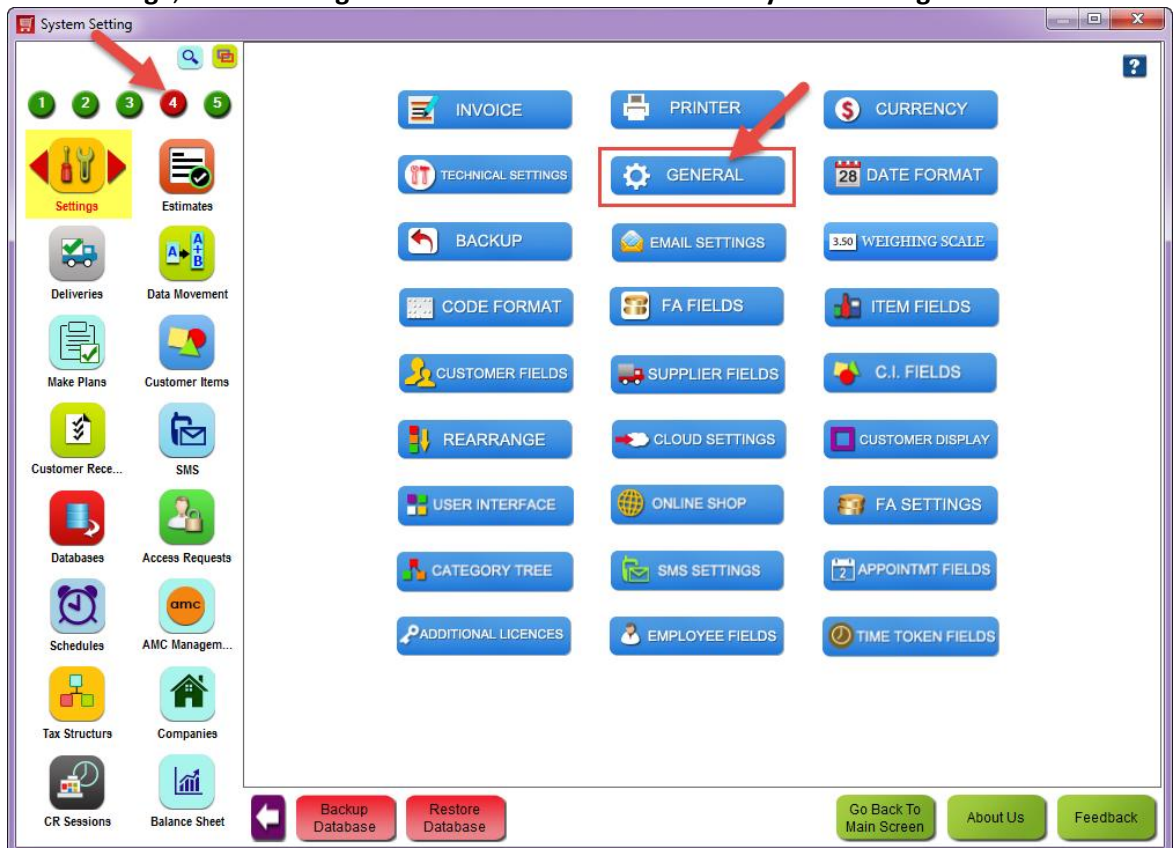
HDPOS smart Tutorials

To issue cheque(s) and manage bank payments, you need to follow below steps:

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

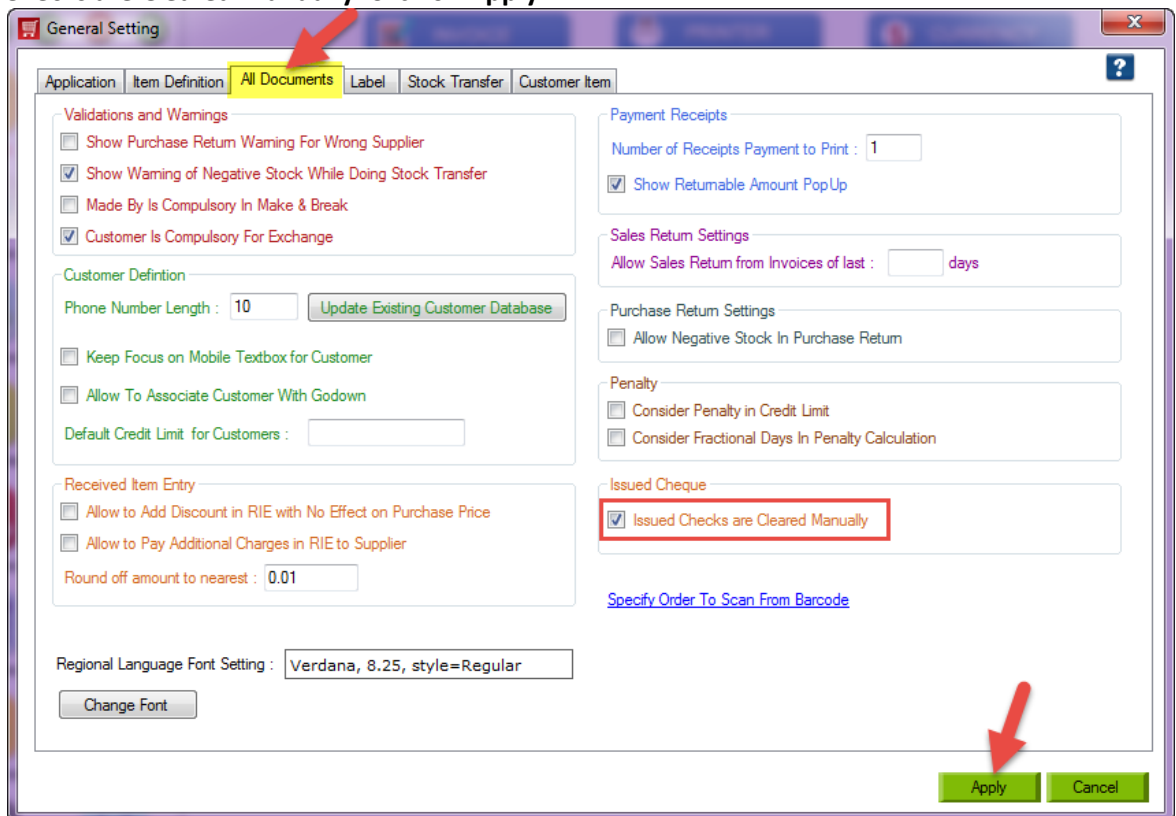


2. Go to **4<sup>th</sup> Page**, select **Settings** icon. Click on **General** button in **System Setting** window.

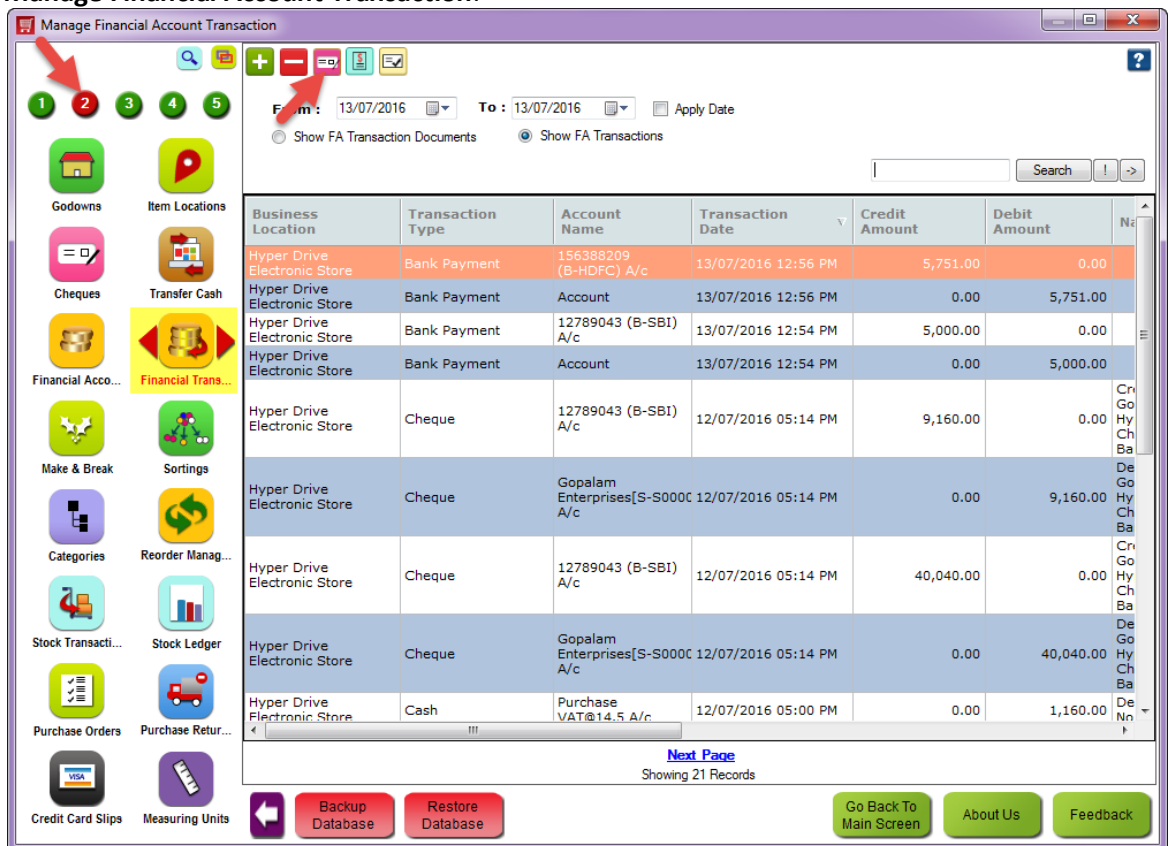




3. In **General Settings** window, click on **All Documents** tab and check the checkbox **Issued Checks are Cleared Manually**. Click on **Apply**.



4. Go to **2<sup>nd</sup> Page**, select **Financial Transactions** icon. Click on **Issue Cheque** button from **Manage Financial Account Transaction**.





5. You will see the **Issue Cheque Detail** window. Enter all required details.
- **Business location:** The default Business Location in which you are logged in will be shown to you. You can also select required Business Location.
  - **Cheque Issue on Date:** Enter date on which cheque is issued.
  - **Select Bank Name:** Select the Bank name from which you want to issue the cheque.
  - **Bank Account:** Select the Bank Account from which you want to issue the cheque.
  - **Cheque Date:** Enter the date of cheque here.
  - **Cheque Number:** Enter the cheque number here.
  - **Amount:** Enter the amount to be issued.
  - **Issue To:** Select the account to whom you are issuing the cheque.
  - **Narration:** Enter the narration here.
  - Click on **OK**.

**Issue Cheque Detail**

Business Location : Hyper Drive Electronic Store

Cheque Issue On Date : 10/07/2016

Bank Name : HDFC

Bank Account : 156388209 (B-HDFC) A/c

Cheque Date : 20/07/2016

Cheque Number : 5689

Amount : 25,000.00

Issue To : Gopal Varkala[E-E00001] A/c

Narration : Issued cheque to Gopal

Pick Message

OK (F8) Cancel

6. Click on **Manage Issued Cheques** button from **Manage Financial Account Transaction**.

**Manage Financial Account Transaction**

From : 13/07/2016 To : 13/07/2016 Apply Date


Show FA Transaction Documents Show FA Transactions

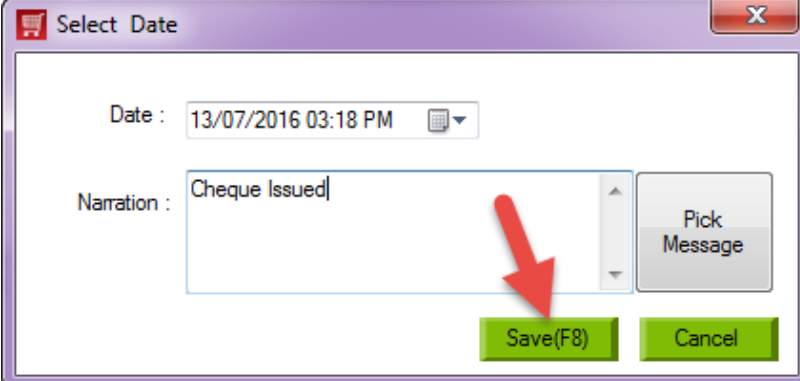
Business Location	Transaction Type	Account Name	Transaction Date	Credit Amount	Debit Amount	Narration
Hyper Drive Electronic Store	Bank Payment	156388209 (B-HDFC) A/c	13/07/2016 12:56 PM	5,751.00	0.00	
Hyper Drive Electronic Store	Bank Payment	Account	13/07/2016 12:56 PM	0.00	5,751.00	
Hyper Drive Electronic Store	Bank Payment	12789043 (B-SBI) A/c	13/07/2016 12:54 PM	5,000.00	0.00	
Hyper Drive Electronic Store	Bank Payment	Account	13/07/2016 12:54 PM	0.00	5,000.00	
Hyper Drive Electronic Store	Cheque	12789043 (B-SBI) A/c	12/07/2016 05:14 PM	9,160.00	0.00	Gopalam





7. **Manage Issued Cheque** window will open, there you can:

- **Mark As Issued** : You can mark the cleared cheque as issued. You cannot mark the cheque as issued if its status is cancelled.




Select Date

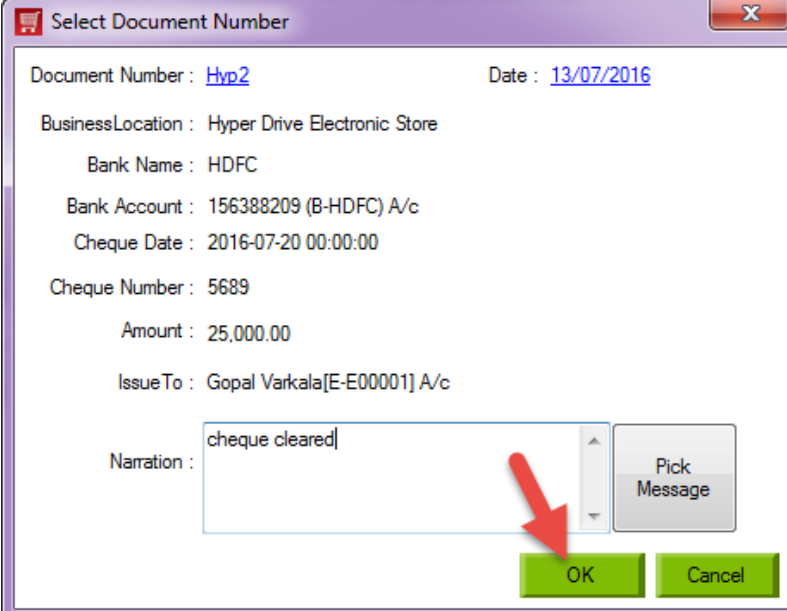
Date : 13/07/2016 03:18 PM

Narration : Cheque Issued

Pick Message

Save(F8) Cancel

- **Mark As Cleared** : You can mark the issued cheque as cleared.



Select Document Number

Document Number : [Hyp2](#) Date : [13/07/2016](#)

BusinessLocation : Hyper Drive Electronic Store

Bank Name : HDFC

Bank Account : 156388209 (B-HDFC) A/c

Cheque Date : 2016-07-20 00:00:00

Cheque Number : 5689


Amount : 25,000.00

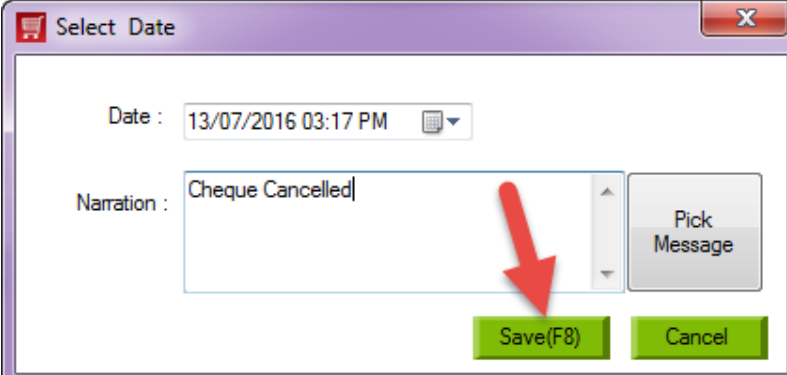
Issue To : Gopal Varkala[E-E00001] A/c

Narration : cheque cleared

Pick Message

OK Cancel

- **Mark As Cancelled** : You can mark the issued and cleared cheque as cancelled.



Select Date



Date : 13/07/2016 03:17 PM

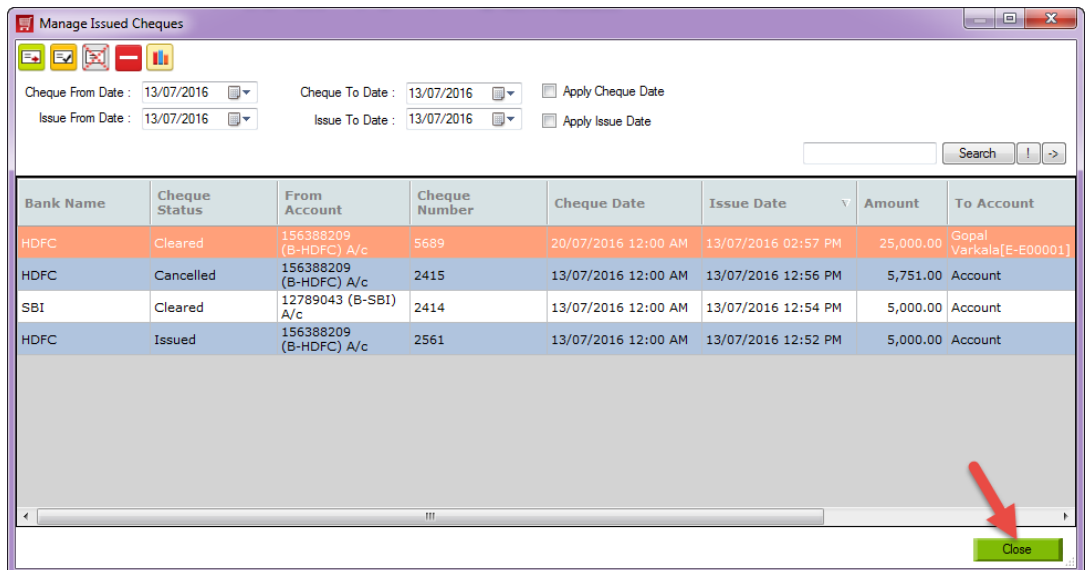
Narration : Cheque Cancelled

Pick Message

Save(F8) Cancel



- **Delete** : You can delete the selected cheque.
- **Cheque History** : You can check the history of the cheque.
- Click on **Close**.



8. Now you can see the Journal voucher transaction that is created.

Business Location	Transaction Type	Account Name	Transaction Date	Credit Amount	Debit Amount	Narration Text	Cheque Date	Cheque Number	Bank N
Hyper Drive Electronic Store	Bank Payment	156388209 (B-HDFC) A/c	13/07/2016 03:17 PM	25,000.00	0.00	Issued cheque to Gopal	20/07/2016 12:00 AM	5689	HDFC
Hyper Drive Electronic Store	Bank Payment	Gopal Varkala[E-E00001] A/c	13/07/2016 03:17 PM	0.00	25,000.00	Issued cheque to Gopal	20/07/2016 12:00 AM	5689	HDFC

