

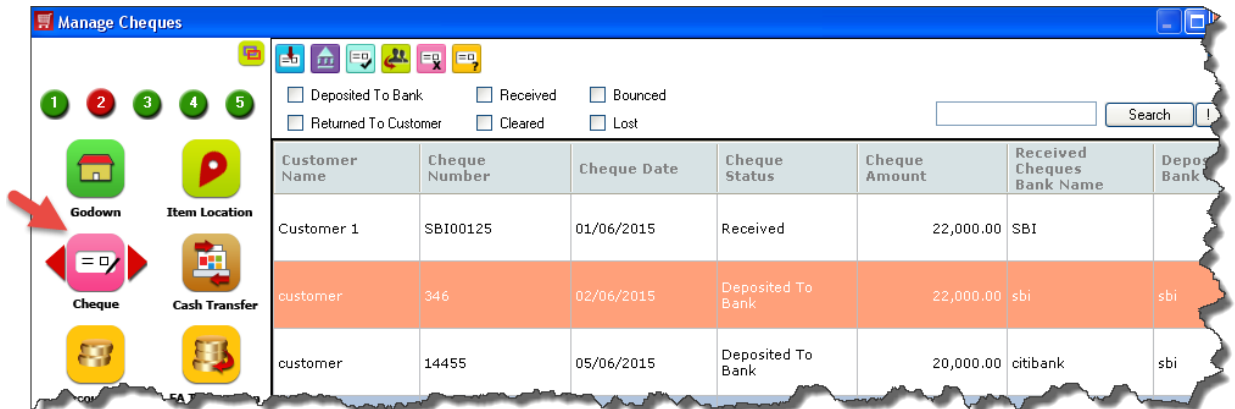
How to mark a cheque as cleared?

There are 2 places in HDPOS where we can receive a cheque

1. When creating a sales invoice and selecting cheque mode of payment.
2. In Receive Payment when customer tries to clear a pending invoice via cheque.

All cheques received from customer can be viewed in **Cheque manager**.

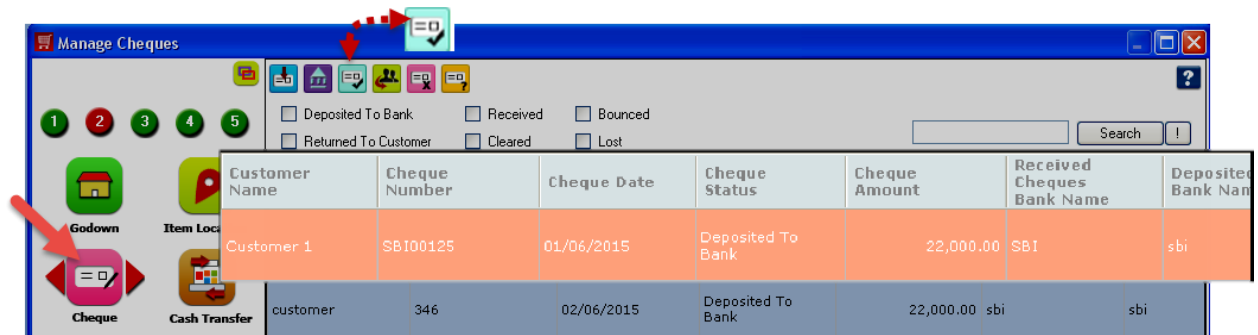
1. Run **HDPOSsmart**
2. Click on **Setup**
3. From the 2nd page of **setup** select **Cheque**



Customer Name	Cheque Number	Cheque Date	Cheque Status	Cheque Amount	Received Cheques Bank Name	Deposited Bank Name
Customer 1	SBI00125	01/06/2015	Received	22,000.00	SBI	
customer	346	02/06/2015	Deposited To Bank	22,000.00	sbi	sbi
customer	14455	05/06/2015	Deposited To Bank	20,000.00	citibank	sbi

To record clearance of cheque from bank follow the below steps

1. Select the cheque and click on **'Mark as cleared'** option from the tool strip



Customer Name	Cheque Number	Cheque Date	Cheque Status	Cheque Amount	Received Cheques Bank Name	Deposited Bank Name
Customer 1	SBI00125	01/06/2015	Deposited To Bank	22,000.00	SBI	sbi
customer	346	02/06/2015	Deposited To Bank	22,000.00	sbi	sbi

Note: Only cheque with status **'Deposited to Bank'** can be marked as cleared.



2. Selecting this option will bring up the **Pending Invoice Detail** screen where you can see details of the selected cheque like the cheque issue date time, the date of which it was deposited to the bank.

Pending Invoice Detail

Customer Details

Customer Name : Customer 1 Customer Email : Send Email to Customer
Other Pending Amount : 0.00 Customer Mobile : Send SMS to Customer
Clear Other Pending Amount : Current Payable Amount : 0.00

Pending Invoice Details

Select For Payment	Invoice Number	Invoice Date	Pending Amount	Adjusted Amount	Adjusted Penalty Amount	Adjust Balance
<input checked="" type="checkbox"/>	Opt-I00021	2015-05-24 11...	5,000.00	5,000.00	0.00	Adjust

Cheque Details

Cheque Amount : 5,000.00 Pending Invoice Amount : **5,000.00**
Pending Cheque Amount : 0.00 Total Pending Amount : **5,000.00**
Cheque Clearing Date : 26/05/2015 11:10 AM Total Selected Payable Amount : **5,000.00**
Cheque detail :
- Created for Sales Invoice Reference Number: Opt-I00021 on 24/05/2015 11:07 AM
- Deposited To Bank on 24/05/2015 11:07 AM Pick Message Remaining Amount After This Payment : **0.00**

Save & Print (F5) **Save (F8)** **Cancel**

3. Select the cheque that you are clearing by selecting the checkbox under **'Select for payment'** in **'Pending invoice Details'** section.

Pending Invoice Detail

Customer Details

Customer Name : Customer 1 Customer Email : Send Email to Customer
Other Pending Amount : 0.00 Customer Mobile : Send SMS to Customer
Clear Other Pending Amount : Current Payable Amount : 0.00

Pending Invoice Details

Select For Payment	Invoice Number	Invoice Date	Pending Amount	Adjusted Amount	Adjusted Penalty Amount	Adjust Balance
<input checked="" type="checkbox"/>	Opt-I00021	2015-05-24 11...	5,000.00	5,000.00	0.00	Adjust



4. Select the date on which cheque is cleared and click on **Save**

The screenshot shows the 'Pending Invoice Detail' window. It contains several sections: 'Customer Details' with fields for Customer Name, Email, Mobile, and checkboxes for sending emails and SMS; 'Pending Invoice Details' table with columns for Select For Payment, Invoice Number, Invoice Date, Pending Amount, Adjusted Amount, Adjusted Penalty Amount, and Adjusted Balance; 'Cheque Details' with fields for Cheque Amount, Pending Cheque Amount, and Cheque Clearing Date; and summary boxes for Pending Invoice Amount, Total Pending Amount, Total Selected Payable Amount, and Remaining Amount After This Payment. A red arrow points to the 'Cheque Clearing Date' dropdown menu, and another red arrow points to the 'Save (F8)' button.

Select For Payment	Invoice Number	Invoice Date	Pending Amount	Adjusted Amount	Adjusted Penalty Amount	Adjusted Balance
<input checked="" type="checkbox"/>	Opt-I00021	2015-05-24 11:07 AM	5,000.00	5,000.00	0.00	Adjust

Cheque Amount: 5,000.00
Pending Cheque Amount: 0.00
Cheque Clearing Date: 26/05/2015 11:10 AM

Pending Invoice Amount: 5,000.00
Total Pending Amount: 5,000.00
Total Selected Payable Amount: 5,000.00
Remaining Amount After This Payment: 0.00

Buttons: Save & Print (F5), Save (F8), Cancel

5. This will mark the cheque as **cleared** and also change the **payment status** of the selected invoice as **Cleared**.

The screenshot shows the 'Manage Sales Invoice' window. It features a toolbar with various icons, a filter section for 'Show Invoices Only' with checkboxes for Cleared, Pending, Delivered, Not Delivered, and Web-Shopping Carts, and a table of invoices. A red arrow points to the 'Manage Sales Invoice' title bar, and another red arrow points to the 'Cleared' status in the 'Payment Status' column of the selected invoice row.

Business Location	Inv Number	Invoice Date	Customer Name	Estimate Inv Number	Payment Status
Hyper DRive Varitey Store	Opt-I00022	03/06/2015 12:03 PM	Customer 1		Pending
Hyper DRive Varitey Store	Opt-I00019	03/06/2015 10:55 AM	Customer 245		Pending
Hyper DRive Varitey Store	Opt-I00021	24/05/2015 11:07 AM	Customer 1		Cleared
Hyper DRive Varitey Store	Opt-I00020	18/05/2015 10:55 AM	Customer 245		Pending
Hyper DRive Varitey Store	Opt-I00018	03/06/2015 12:03 PM	Customer 1		Cleared



6. If you check the **FA transaction** in the 2nd page of Setup you will see a transaction passed in the backend where **Customer A/c** will receive a **Credit** and the **selected bank** where the cheque is deposited will receive a **Debit**.

The screenshot shows a software window titled "Manage Financial Account Transaction". It features a sidebar with icons for Godown, Item Location, Cheque, Cash Transaction, Accounting, FA Transaction, Make & Break, and Sorting. The main area contains a table with columns for Transaction Type, Account Name, Transaction Date, Credit Amount, Debit Amount, and Narration Text. The table shows several transactions, with one transaction on 26/05/2015 highlighted in blue, indicating it is selected. The selected transaction shows a credit of 5,000.00 to Customer 1[C-C00849] A/c and a debit of 5,000.00 to 123445566 (B-ICICI) A/c. The narration text for this transaction is "Credited based on the Cheque Cleared for the Invoice Refer No.Opt-100021" and "Debited based on the Cheque Cleared for the Invoice Refer No.Opt-100021".

Transaction Type	Account Name	Transaction Date	Credit Amount	Debit Amount	Narration Text
Cheque	Customer 1[C-C00849] A/c	26/05/2015 11:10 AM	5,000.00	0.00	Credited based on the Cheque Cleared for the Invoice Refer No.Opt-100021
Cheque	123445566 (B-ICICI) A/c	26/05/2015 11:10 AM	0.00	5,000.00	Debited based on the Cheque Cleared for the Invoice Refer No.Opt-100021
Cheque	Sales A/c	24/05/2015 11:07 AM	5,000.00	0.00	Credited based on the Invoice Reference Number.Opt-10002 ChequeNumber: CITI000451 ChequeDate: 2015-05-24 11: BankName: Citibank
Cheque	Customer 1[C-C00849] A/c	24/05/2015 11:07 AM	0.00	5,000.00	Debited based on the Invoice Reference Number.Opt-10002 ChequeNumber: CITI000451 ChequeDate: 2015-05-24 11: BankName: Citibank