

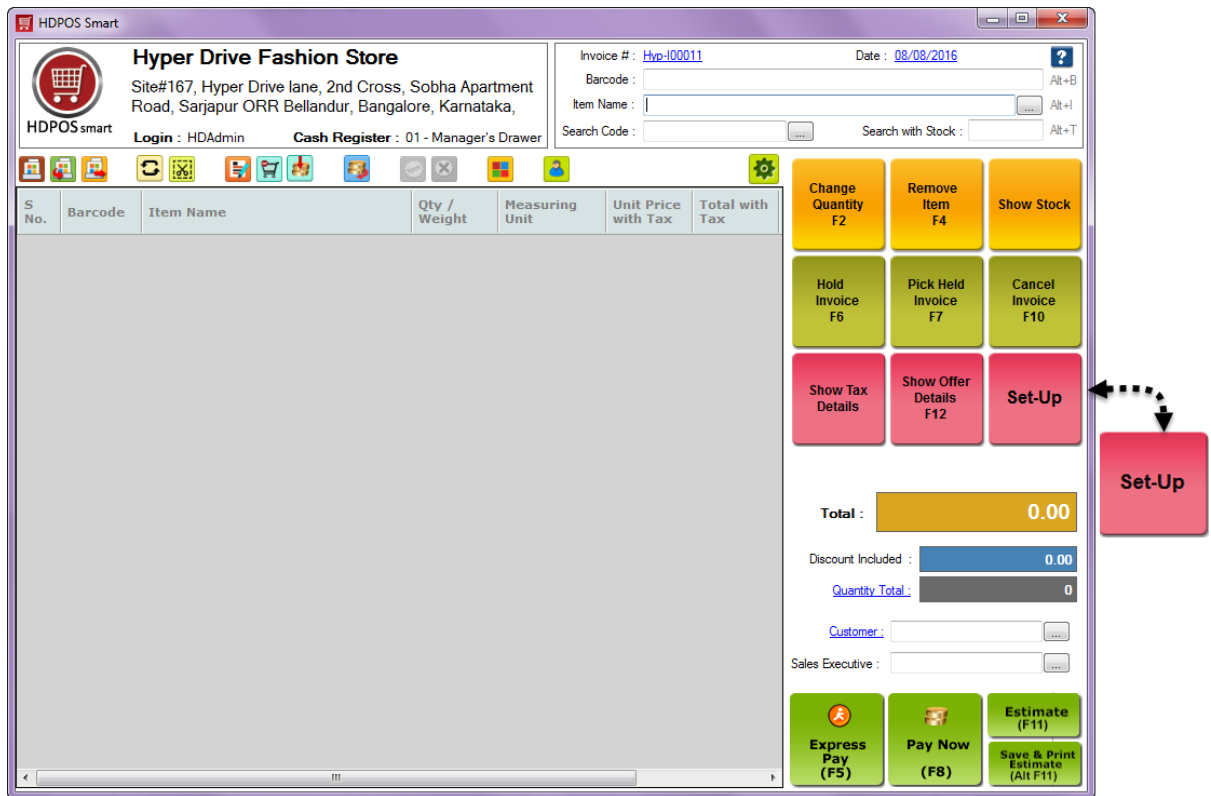
How to print supplier cheque in HDPOS smart?



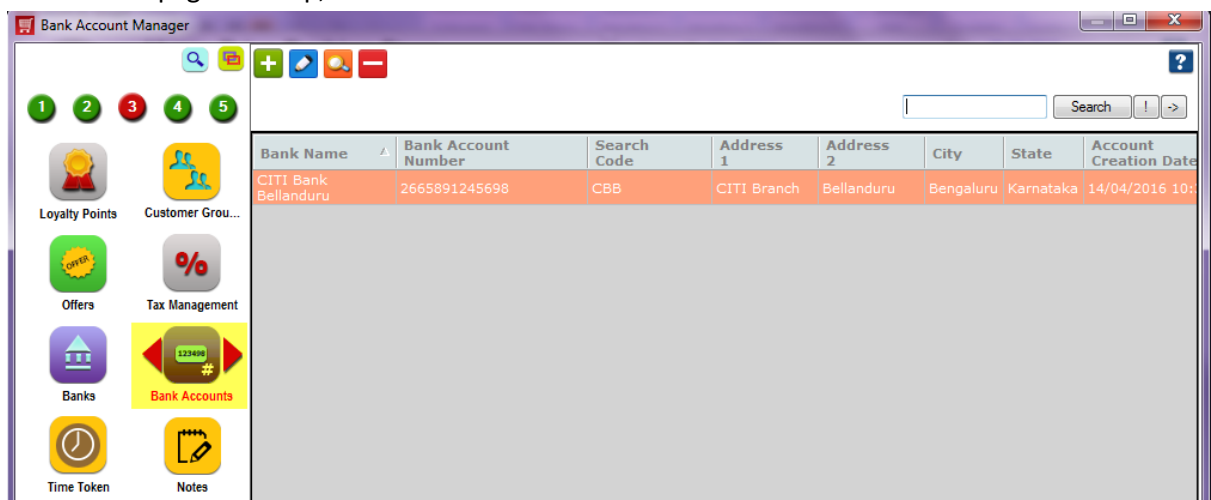
HDPOS smart Tutorials

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**.

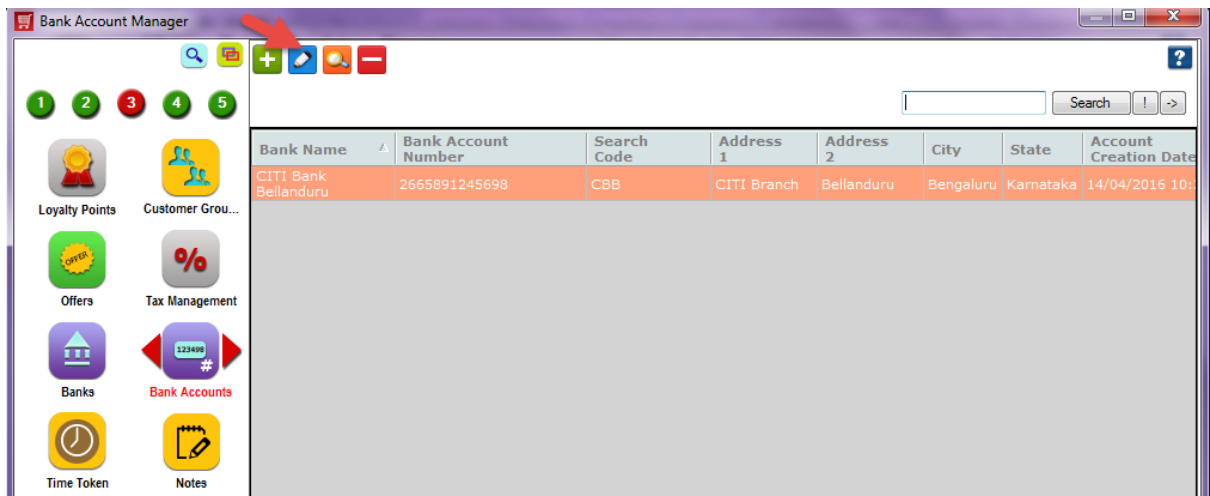



3. From the 3rd page of setup, click on **Bank Accounts**.

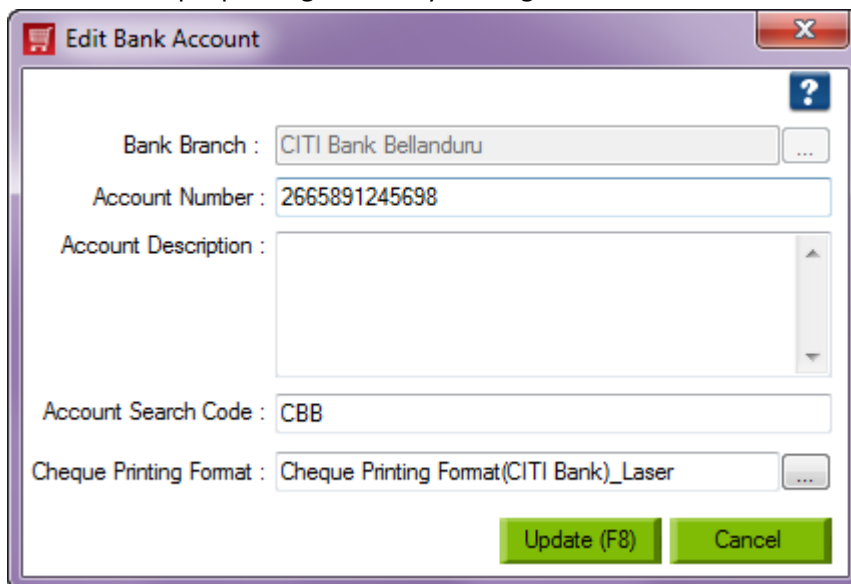




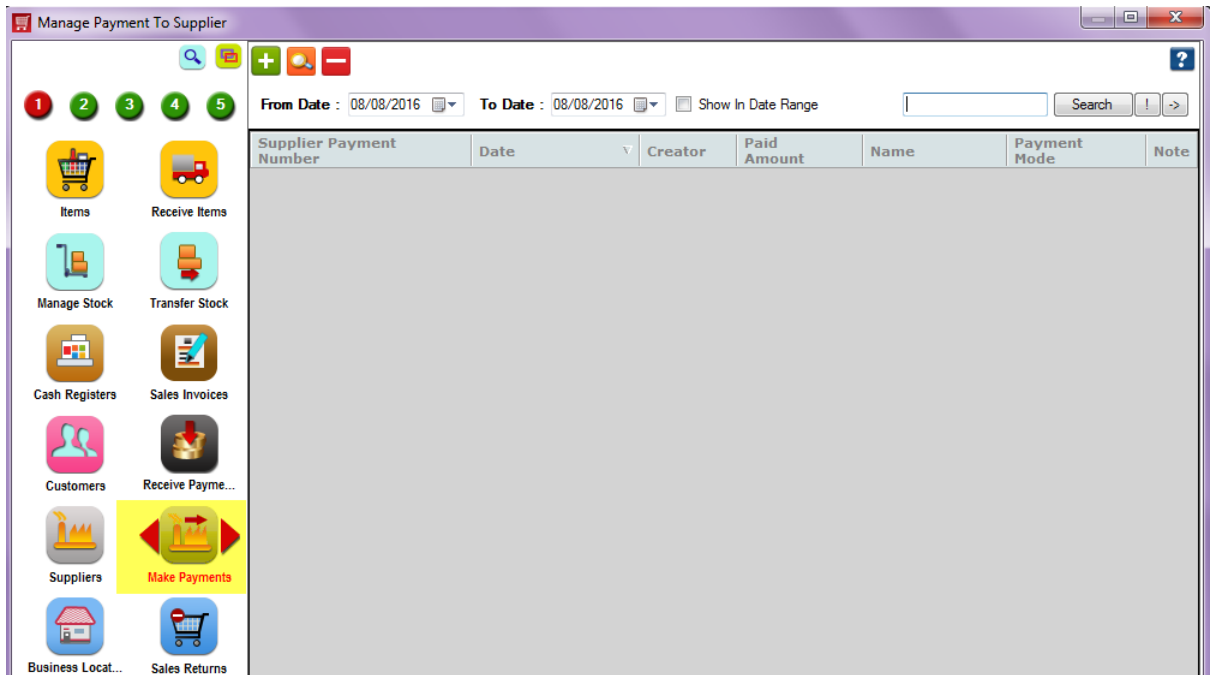
4. From **Bank Account Manager**, Click on **Edit Account**.



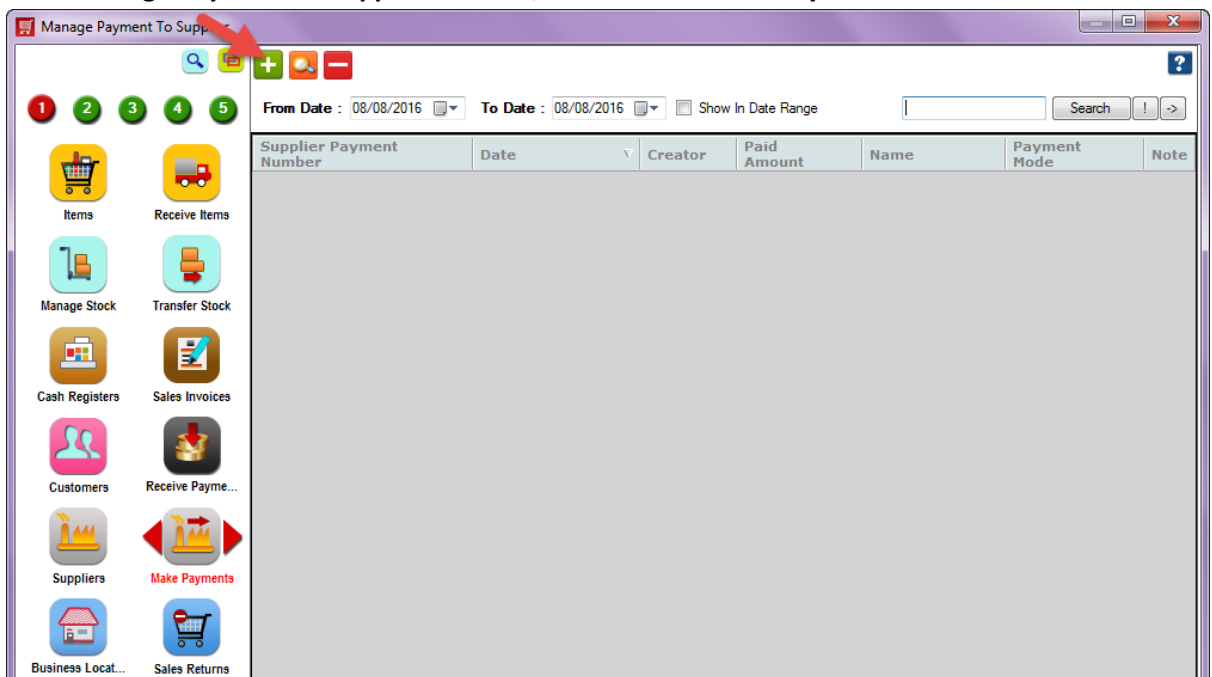
5. Select the cheque printing format by clicking 3 dotted button .



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;

Supplier Payment Number: Hyper Drive Fashion Store | Payment Number: Hyp-SP00001 | Date: 08/08/2016

Supplier Info: Select the Supplier: Delhi Cloth Company | Supplier Email: delhiclothebazzar@abcd. | Supplier Sms: 3300000011

Current Advance Amount: 0.00 | Clear Other Pending Amount: | Current Payable Amount: 0.00

Total RIE Pending Amount: 1,91,199.68 | Other Pending Amount: 0.00

Receive Item Entry Info

Select For Payment	Payment Due Date	Number Of Days Due	Total Amount	Pending Amount	Adjusted Amount	Adjusted Balance	Supplier Invoice Date	Received Item Entry Number	Goods Received Date	Supplier Invoice Number
<input checked="" type="checkbox"/>	18/07/2016	121	1,91,199.68	1,91,199.68	1,91,199.68	Adjust Balance	09/04/2016	Hyp-R00001	09/04/2016	DCW000

Total Pending: 1,91,199.68 | Selected Amount: 1,91,199.68 | Pending After This Payment: 0.00 | Pending in Selected Payable Amount: 0.00

Cash | **Cheque** | Bank Transfer | Financial Account | Discount | Credit Notes

Amount: 1,91,199.68 | Cheque Number: 101010 | Select Bank Branch: CITI Bank Bellanduru | Select Bank Account: 2665891245698 | Cheque Date: 08/08/2016 | Cheque Printer: PDF Architect 4

Print Cheque

Total of All Payment Modes: 1,91,199.68 | Advance Amount in Current Payment: 0.00

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

- **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**.