

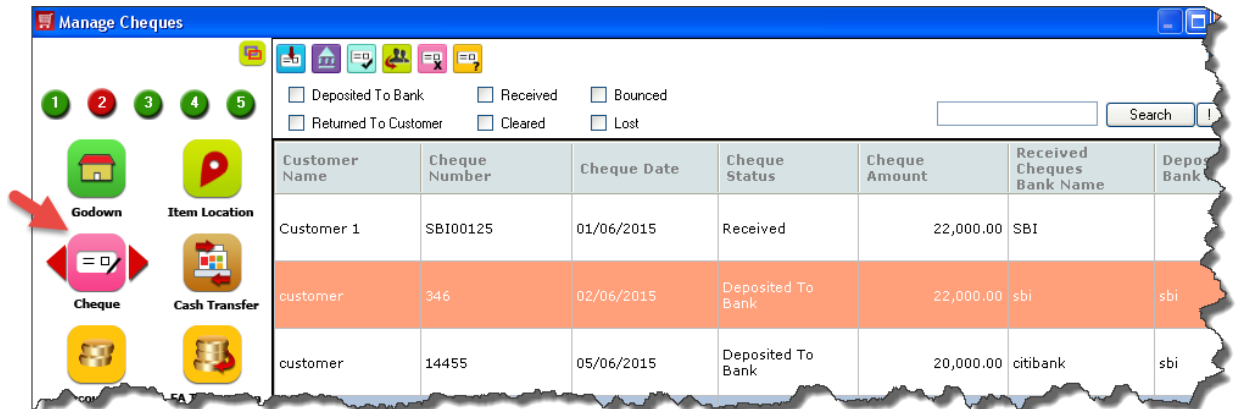
How to record Cheque deposited to bank?

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.

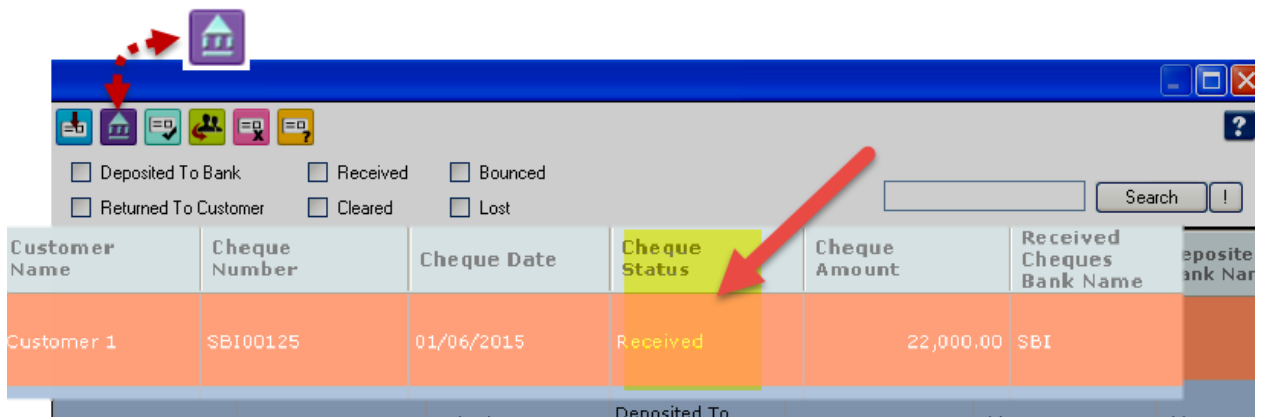
All cheques received from customer can be viewed in Cheque manager

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



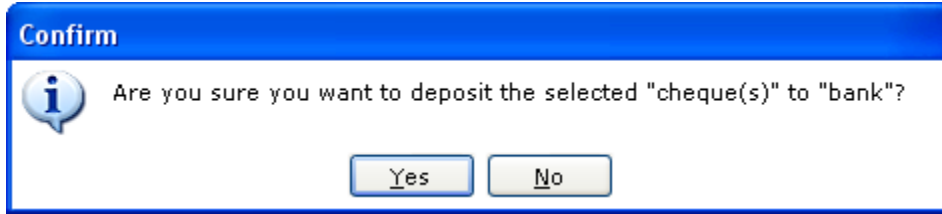
To record deposit of cheque to bank follow the below steps

1. Select the cheque and click on 'Deposit to bank' option from the tool strip

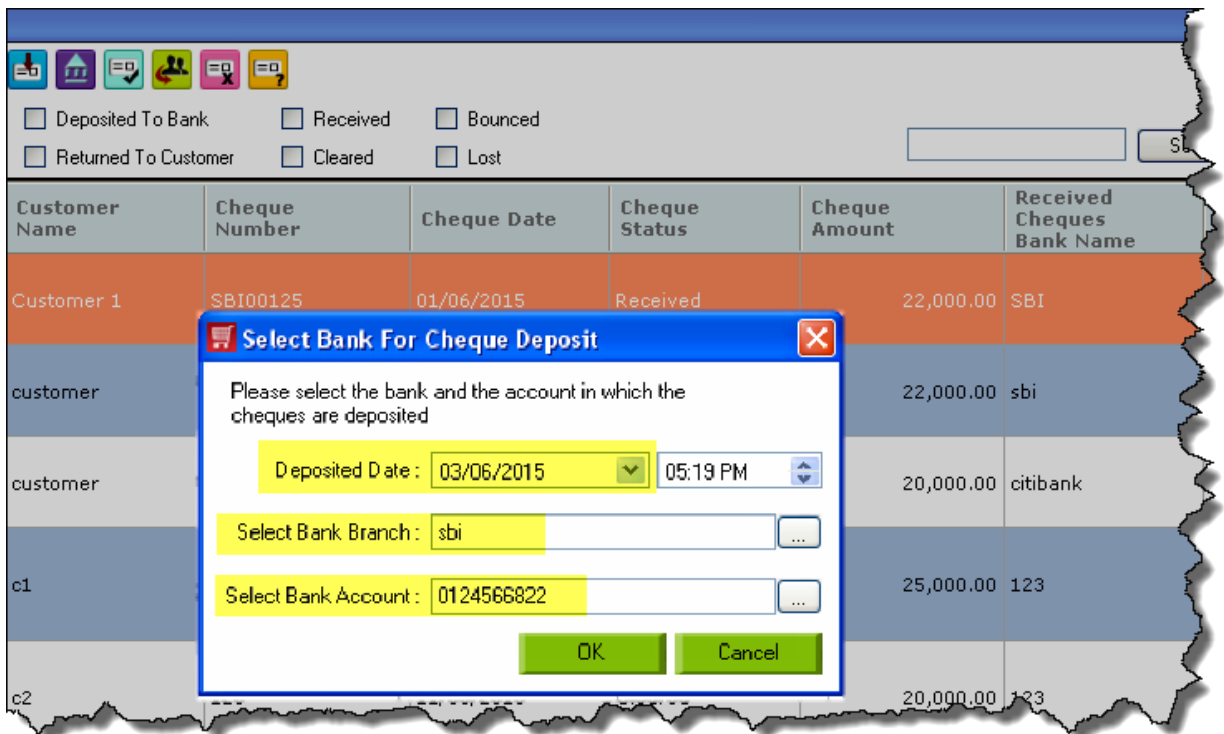


Note: Only cheque with status Received can be deposited to bank.

2. This will display a warning message as shown below. Select YES.



3. In the select bank for cheque Deposit screen that opens up select
 - a. Deposited Date
 - b. Bank Branch and Bank account to which cheque is deposited



4. Click on OK
5. You will notice the status of the cheque has changed to **Deposited to bank.**

