

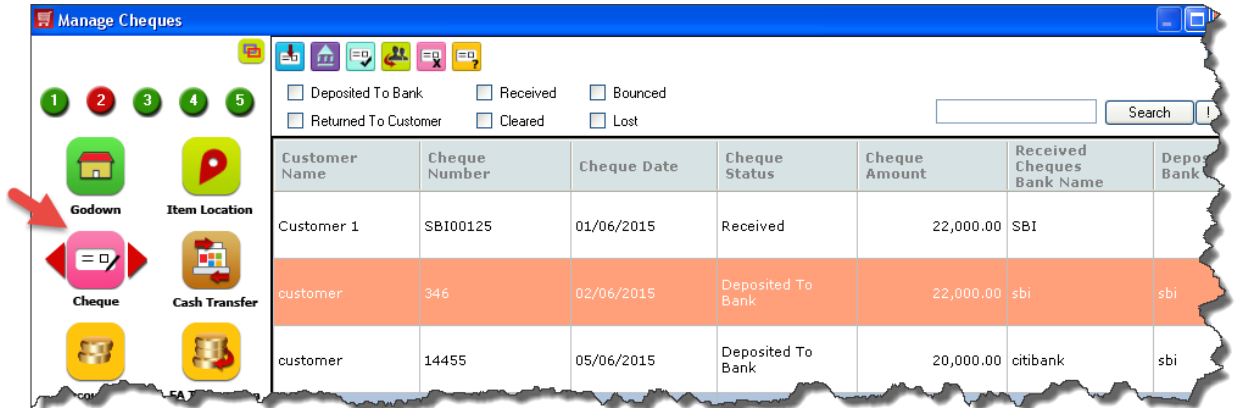
एक चेक (cheque) को कैसे क्लियर (clear) करें?

HDPOS में 2 स्थान हैं जहां हम एक चेक रिसीव (receive) कर सकते हैं।

1. जब एक बिक्री बिल (sales invoice) बना रहे हैं और भुगतान के चेक मोड का चयन कर रहे हैं।
2. जब ग्राहक रिसीव पेमेंट (Receive Payment) में, चेक के द्वारा बकाया बिल का भुगतान करे का प्रयास करता है।

Cheque manager में ग्राहको से प्राप्त सभी चेको को देखा जा सकता है।

1. HDPOSsmart को रन करें।
2. Setup पर क्लिक करें।
3. setup के 2nd पेज से, Cheque का चयन करें।

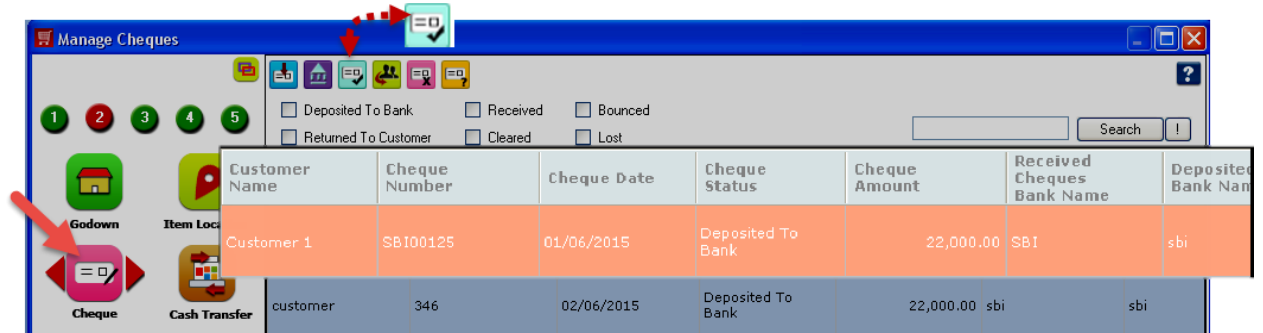


The screenshot shows the 'Manage Cheques' window. On the left, there is a sidebar with icons for Godown, Item Location, Cheque, and Cash Transfer. The main area displays a table of cheques with columns for Customer Name, Cheque Number, Cheque Date, Cheque Status, Cheque Amount, Received Cheques Bank Name, and Deposited Bank Name. A red arrow points to the 'Cheque' icon in the sidebar.

Customer Name	Cheque Number	Cheque Date	Cheque Status	Cheque Amount	Received Cheques Bank Name	Deposited Bank Name
Customer 1	SB100125	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

बैंक से चेक का क्लियरेंस (clearance) देखने के लिए, नीचे दिये निर्देशों का पालन करें।

1. चेक का चयन करें, और टूल स्ट्रिप से 'Mark as cleared' विकल्प का चयन करें।



The screenshot shows the 'Manage Cheques' window with a red arrow pointing to the 'Mark as cleared' icon in the tool strip. The table below shows the same data as the previous screenshot, but with the 'Mark as cleared' icon highlighted.

Customer Name	Cheque Number	Cheque Date	Cheque Status	Cheque Amount	Received Cheques Bank Name	Deposited Bank Name
Customer 1	SB100125	01/06/2015	Deposited To Bank	22,000.00	SBI	sbi
customer	346	02/06/2015	Deposited To Bank	22,000.00	sbi	sbi



3. चेक का चयन करें, जिसे आप 'Pending invoice Details' भाग में 'Select for payment' चेकबॉक्स का चयन करके क्लियर कर रहे हैं।

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...	5,000.00	5,000.00	0.00	Adjusted

4. तारीख का चयन चयन करें, जिसमें चेक क्लियर (clear) किया था। और **Save** पर क्लिक करें।



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 :

Pending Invoice Details

Select For Payment	Invoice Number	Invoice Date	Pending Amount	Adjusted Amount	Adjusted Penalty Amount	Adjusted Balance
<input checked="" type="checkbox"/>	Opt-100021	2015-05-24 11:07 AM	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**
 Remaining Amount After This Payment : **0.00**

Cheque detail :
 - Created for Sales Invoice Reference Number: Opt-100021 on 24/05/2015 11:07 AM
 - Deposited To Bank on 24/05/2015 11:07 AM

5. इसके बाद यह चेक क्लियर हो जाएगा और चयनित बिल का **payment status** भी क्लियर (Clear) हो जाएगा।

Manage Sales Invoice

Show Invoices Only : Cleared Pending Delivered Not Delivered Web-Shopping Carts

Business Location	Inv Number	Invoice Date	Customer Name	Estimate Inv Number	Payment Status
Hyper DRive Varitey Store	Opt-100022	03/06/2015 12:03 PM	Customer 1		Pending
Hyper DRive Varitey Store	Opt-100019	03/06/2015 10:55 AM	Customer 245		Pending
Hyper DRive Varitey Store	Opt-100021	24/05/2015 11:07 AM	Customer 1		Cleared
Hyper DRive Varitey Store	Opt-100020	18/05/2015 10:55 AM	Customer 245		Pending
Hyper DRive Varitey Store	Opt-100018	03/06/2015 10:55 AM	Customer 245		Pending



6. यदि आप Setup के 2nd पेज में **FA transaction** का चयन करते हैं, आप बैकएंड (backend) में पारित एक लेन-देन (transaction) देखेंगे। जहां ग्राहक खाता (**Customer A/c**) एक क्रेडिट (**Credit**) प्राप्त करेगा। और चयनित बैंक जहां चेक जमा किया जाते हैं, एक डेबिट (**Debit**) प्राप्त करेगा।

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 displays a table of transactions with columns for Transaction Type, Account Name, Transaction Date, Credit Amount, and Debit Amount. The table shows several transactions, including a credit to a customer account and a debit to a bank account (Citibank) for the same amount.

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 Reference 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 Reference 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