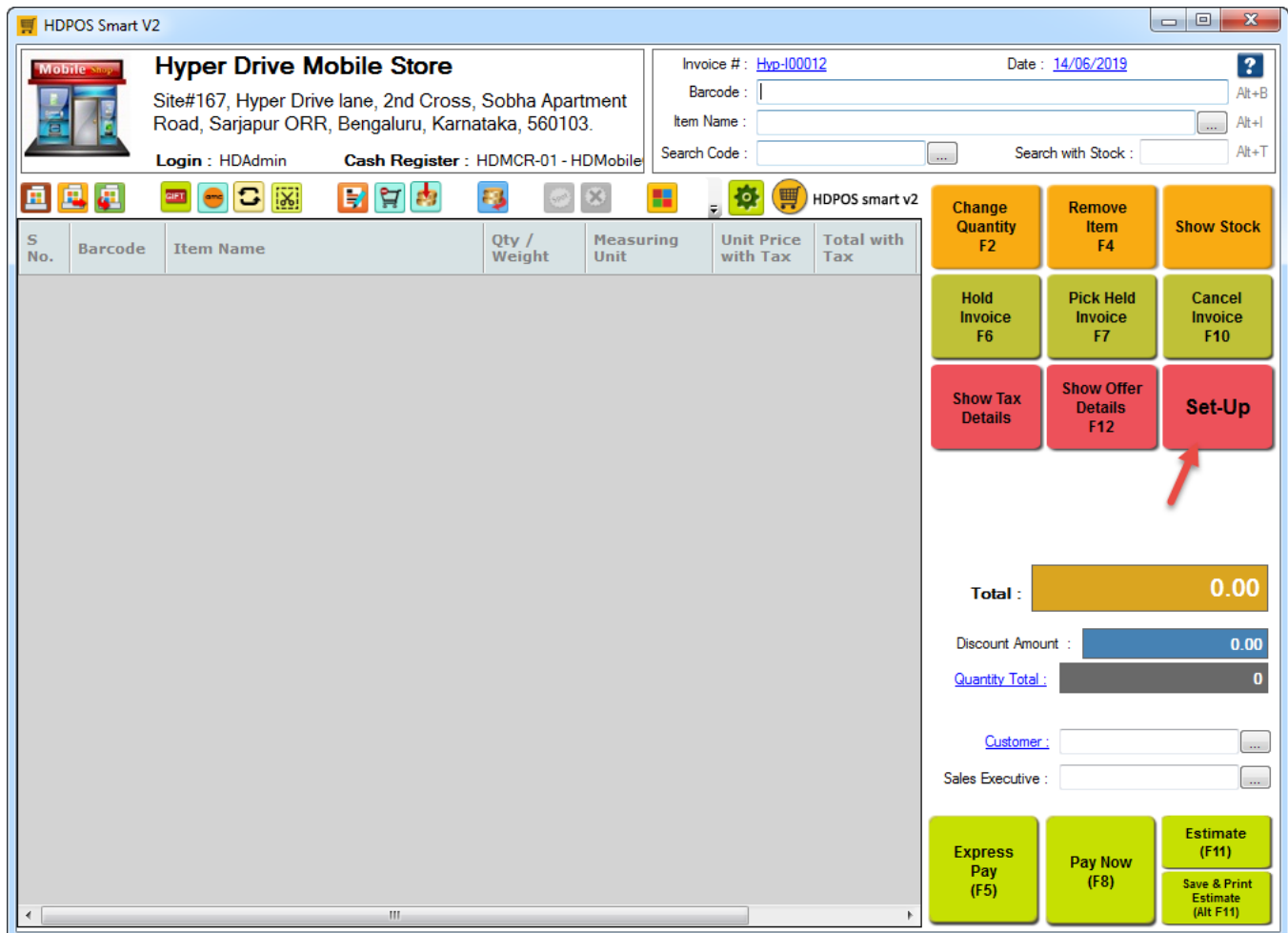


How to make Cheque Payment through Journal Voucher?

In HDPOS smart you can not only record cash transaction but you can also make a cheque payment through Journal Vouchers.

Please find below the steps to do all of the above.

1. Run **HDPOS smart**. From Main Invoice screen, select **Set-Up**.



2. From the **2nd page** of Setup select **Financial Transactions**.



3. Click on **Issue Cheque** option from **Financial Transaction** tool strip.

Financial Transactions

From : 27/06/2019 To : 27/06/2019 Apply Time Range View Details

Show FA Transaction Documents Show FA Transactions Show Related Transactions

Select Company : Select Business Location : GSTIN :

Select Financial Account :

Business Location	Transaction Type	Account Name	Transaction Date	Credit Amount	Debit Amount
Hyper Drive Mobile Store	JV	Reshma Mirza[C-C00008] A/c	27/06/2019 04:21 PM	0.00	1,200.00
Hyper Drive Mobile Store	JV	Deepak Bhagat[E-E00001] A/c	27/06/2019 04:21 PM	1,200.00	0.00
Hyper Drive Mobile Store	Cash Payment	Petty Cash A/c (Hyper Drive Mobile Store)	27/06/2019 04:01 PM	10,000.00	0.00
Hyper Drive Mobile Store	Cash Payment	Amol Kaler[E-E00005] A/c	27/06/2019 04:01 PM	0.00	10,000.00
Hyper Drive Mobile Store	Purchase	VAT 5.5% - Purchase A/c	26/06/2019 12:18 PM	0.00	1,954.98
Hyper Drive Mobile Store	Purchase	The Mobile Store[S-S00005] A/c	26/06/2019 12:18 PM	37,499.98	0.00
Hyper Drive Mobile Store	Purchase	Purchase A/c	26/06/2019 12:18 PM	0.00	35,545.00
Hyper Drive Mobile Store	Purchase	VAT 5.5% - Purchase A/c	26/06/2019 11:36 AM	0.00	3,909.95
Hyper Drive Mobile Store	Purchase	The Mobile Store[S-S00005] A/c	26/06/2019 11:36 AM	74,999.95	0.00
Hyper Drive Mobile	Purchase	Purchase A/c	26/06/2019 11:36 AM	0.00	71,090.00

Next Page
Showing "16" Records

Backup Database Restore Database Dashboard Go Back To Main Screen About Us

4. You will see the **Issue Cheque Detail** window. Enter all required details.

- **Select Business location:** The default Business Location in which you are logged in will be shown to you. You can also select required Business Location.
- **Transaction Number:** The transaction number will be displayed here.
- **Date:** Current date will be displayed here.

Note: You can change the number and date by double clicking on date.

- **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 Mobile Store

Transaction Number : [Hyp-BP00001](#) Date : [27/06/2019](#)

Bank Name : HDFC

Bank Account : 200005000006 (B-HDFC) A/c

Cheque Date : 27/06/2019

Cheque Number : 3427

Amount : 25,000.00

Issue To : Deepak Bhagat[E-E00001] A/c

Narration : Issued cheque to Bhagat. | Pick Message

OK (F8) Cancel

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

Financial Transactions

From : 27/06/2019 To : 27/06/2019 Apply Time Range View Details

Show FA Transaction Documents Show FA Transactions Show Related Transactions

Select Company : Select Business Location : GSTIN : Search

Business Location	Transaction Type	Account Name	Transaction Date	Credit Amount	Debit Amount
Hyper Drive Mobile Store	Bank Payment	200005000006 (B-HDFC) A/c	27/06/2019 04:48 PM	25,000.00	0.00
Hyper Drive Mobile Store	Bank Payment	Deepak Bhagat[E-E00001] A/c	27/06/2019 04:48 PM	0.00	25,000.00

Note:

- Transaction type for Issue Cheque document will come as Bank Payment (when issuing to accounts other than bank or petty cash).
- Transaction type for Issue Cheque Document will come as Money transfer (when issuing cheque to bank or petty cash accounts).

