

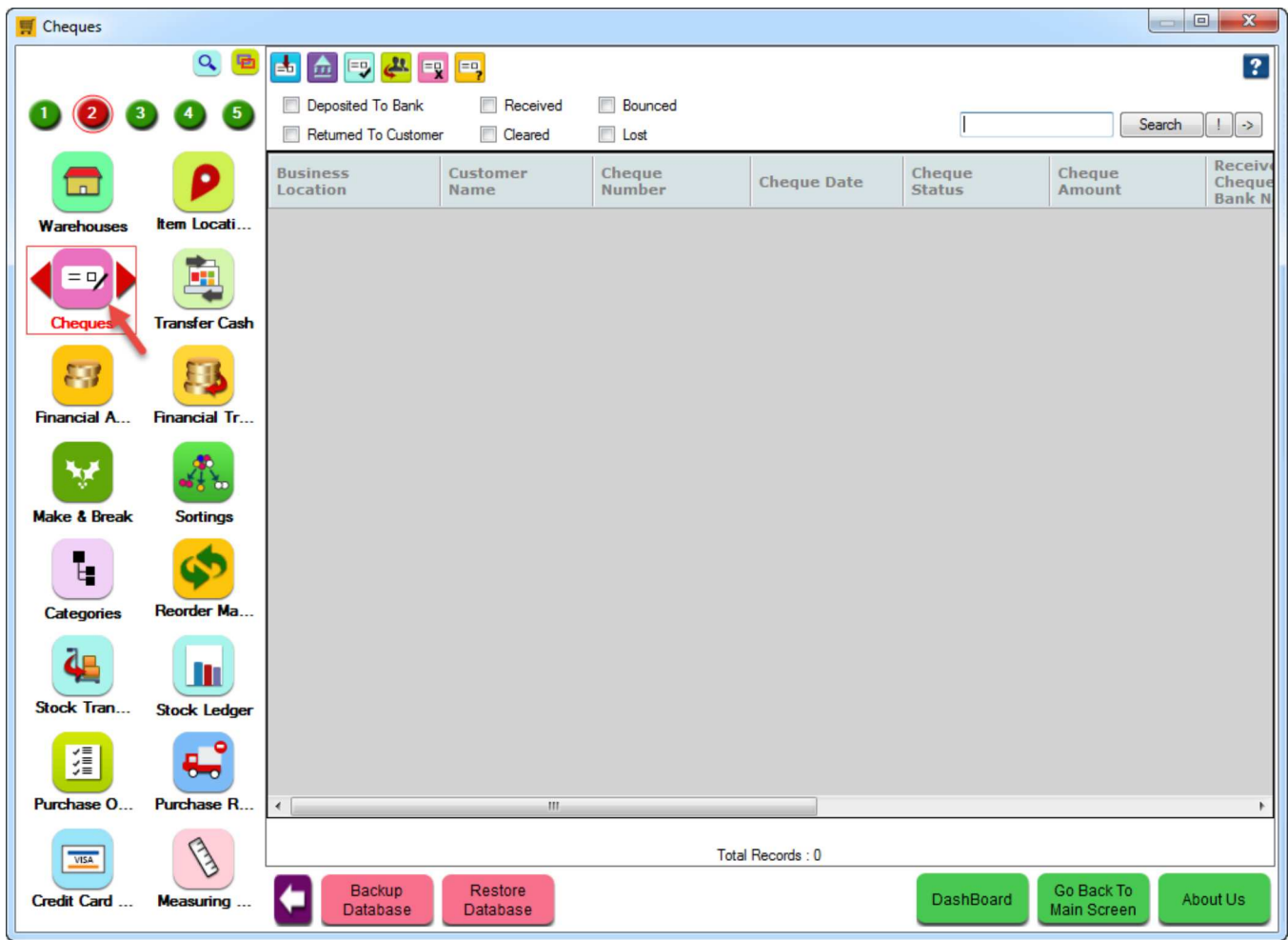
How to record Cheque deposited to bank?

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.

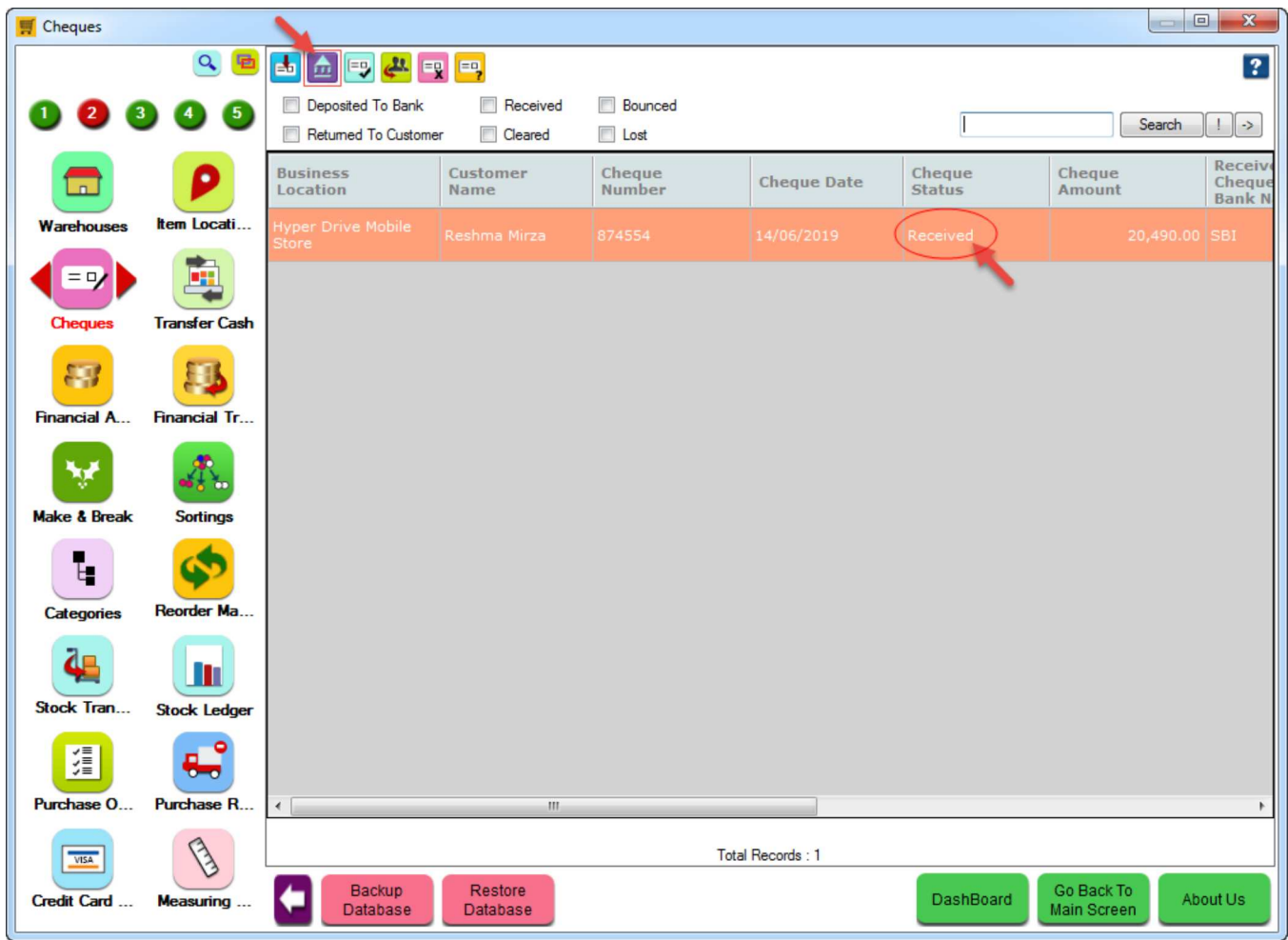
All cheques received from customer can be viewed in **Cheque manager**.

1. Run **HDPOSsmart**.
 2. Click on **Setup**.
 3. From the **2nd page** of setup select **Cheque**.
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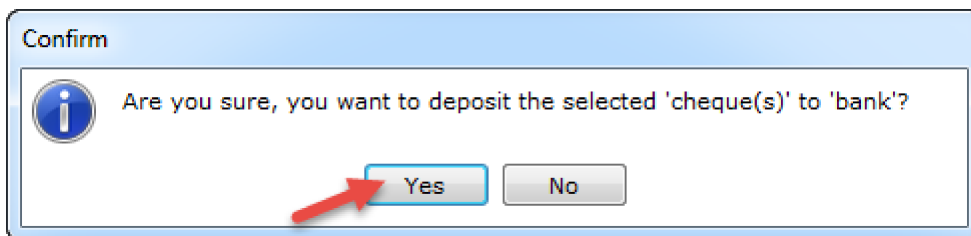
To record deposit of cheque to bank follow the below steps:

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.

Cheques

Deposited To Bank Received Bounced
 Returned To Customer Cleared Lost

Business Location	Customer Name	Cheque Number	Cheque Date	Cheque Status	Cheque Amount	Receive Cheque Bank N
Hyper Drive Mobile Store	Reshma Mirza	874554	14/06/2019	Received	20,490.00	SBI

Select Bank For Cheque Deposit

Please select the bank and the account in which the cheques are deposited

Date : 14/06/2019 05:54 PM

Select Bank Branch :

Select Bank Account :

Total Records : 1

4. Click on **OK**.

5. You will notice the status of the cheque has changed to **Deposited to bank**.

Cheques

1 2 3 4 5

Deposited To Bank Received Bounced
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Search [] ! ->

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