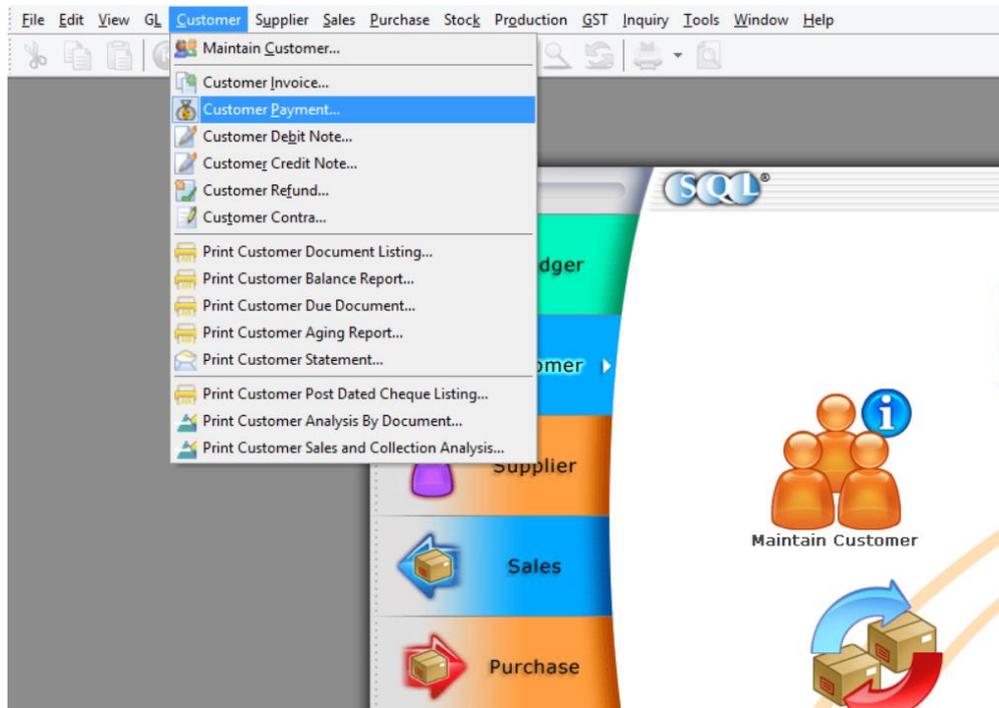


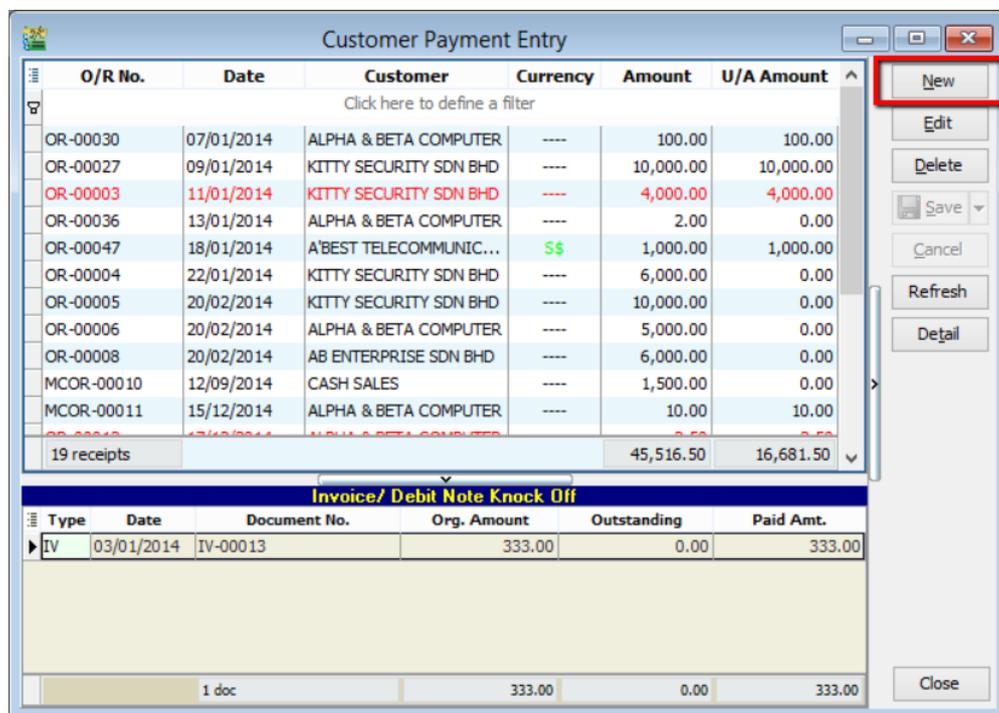
Post-dated Cheque & Post-dated Cheque Listing

Post-dated cheque is a cheque written by the drawer (payer) for a date in the future.

- 1) Firstly, go to “Customer” and click into “Customer Payment”.



- 2) Click on “New” to create a new customer payment.



- 3) As usual, create a customer payment and tick to knock off the corresponding invoice. Make sure the bank account and amount is correct.

Customer Payment Entry

Customer Code: 300-A0001 Currency: S\$
 Project: ---- Rate: 1.0000

Customer Payment

Cancelled Non-Refundable O/R No: OR-00056
 Next No: OR-00057
 Date: 16/06/2015
 Agent: LF
 Area: ----

Paid By: A'BEST TELECOMMUNICATI
 Received In: MAYBANK Amount: 333.00
 Bank Charge: 0.53
 Cheque No: mbb123456 Local Amount: 333.00

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Ty...	Date	Doc No.	Amount	Outstanding	Pay	
IV	03/01/2014	IV-00013	333.00	0.00	333.00	<input checked="" type="checkbox"/>
IV	05/01/2014	IV-00014	900.00	900.00	0.00	<input type="checkbox"/>
IV	19/01/2014	IV-00002	7,500.00	7,500.00	0.00	<input type="checkbox"/>
5 doc		Total:	9,403.70	9,070.70	333.00	

- 4) To set the payment as a post-dated cheque, simply point the cursor to the blank space beside "Customer Payment" and right click. Click into "Set Posting Date".

Customer Payment Entry

Customer Code: 300-A0001 Currency: S\$
 Project: ----

Customer Payment

Cancelled Non-Refundable O/R No: OR-00056
 Next No: OR-00057
 Date: 16/06/2015
 Agent: LF
 Area: ----

Paid By: A'BEST TELECOMMUNICATI
 Received In: MAYBANK Amount: 333.00
 Bank Charge: 0.53
 Cheque No: mbb123456 Local Amount: 333.00

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Ty...	Date	Doc No.	Amount	Outstanding	Pay	
IV	03/01/2014	IV-00013	333.00	0.00	333.00	<input checked="" type="checkbox"/>
IV	05/01/2014	IV-00014	900.00	900.00	0.00	<input type="checkbox"/>
IV	19/01/2014	IV-00002	7,500.00	7,500.00	0.00	<input type="checkbox"/>
5 doc		Total:	9,403.70	9,070.70	333.00	

5) Select the actual posting date of the cheque. eg: 16th of July 2015. Then, click “OK”.

The screenshot shows the 'Customer Payment Entry' window. The 'Customer Code' is 300-A0001, 'Currency' is S\$, and 'Rate' is 1.0000. The 'O/R No' is OR-00056, 'Date' is 16/06/2015, and 'Agent' is LF. The 'Paid By' is A'BEST TELECOMMUNICATIK, 'Received In' is MAYBANK, and 'Cheque No' is mbb123456. The 'Description' is 'Payment For Account'. A 'Knock-off Invoices / De' table is visible below. A 'Set Posting Date' dialog box is overlaid, showing the 'Current Document Date' as 16/06/2015 and a calendar for July 2015. The date 16/07/2015 is selected in the calendar, and the 'OK' button is highlighted.

Ty...	Date	Doc No.	Amount	Outstandi
IV	03/01/2014	IV-00013	333.00	
IV	05/01/2014	IV-00014	900.00	900.00
IV	19/01/2014	IV-00002	7,500.00	7,500.00
5 doc			Total:	9,403.70
				9,070.70
				333.00

The close-up shows the 'Set Posting Date' dialog box. The 'Current Document Date' is 16/06/2015. A date field contains 16/07/2015. The 'OK' button is highlighted.

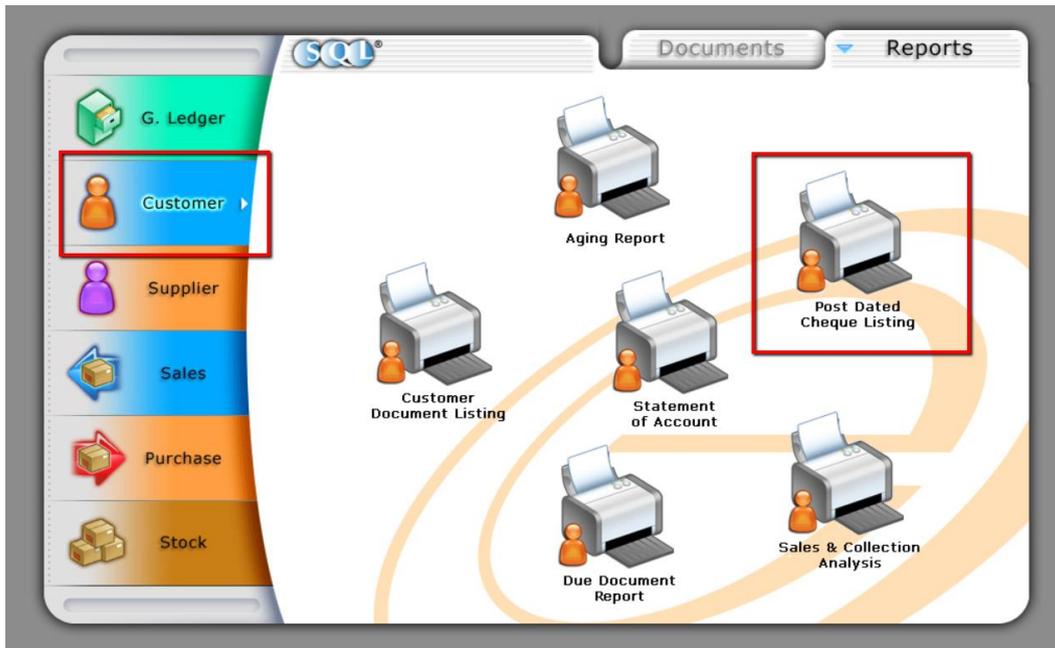
6) Now, you will see the posting date is clearly stated in the system. Click “Save”.

Ty...	Date	Doc No.	Amount	Outstanding	Pay	
IV	03/01/2014	IV-00013	333.00	0.00	333.00	
IV	05/01/2014	IV-00014	900.00	900.00	0.00	
IV	19/01/2014	IV-00002	7,500.00	7,500.00	0.00	
		5 doc	Total:	9,403.70	9,070.70	333.00

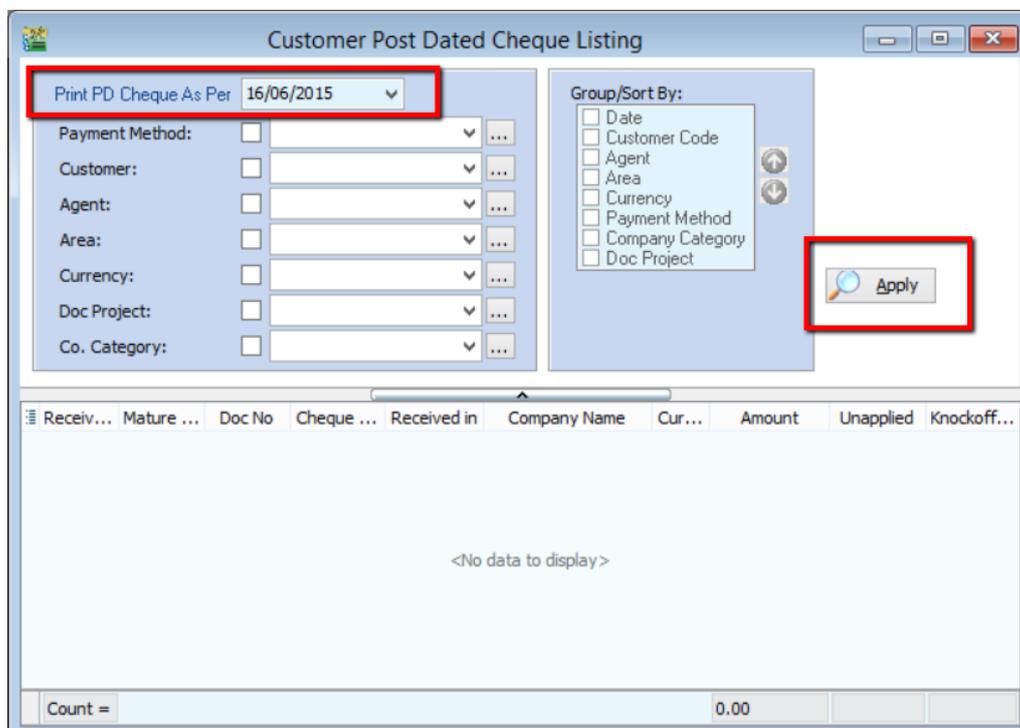
7) From ledger report, by selecting the posting date and corresponding account, you will see that the document date and transaction is clearly stated.

Date	Ref 1	Doc Date	Description	Description 2	Local DR	Local CR	Local Balance
Code : 310-001 (MAYBANK)							
Balance B/F							
16/07/2015	OR-00056	16/06/2015	A'BEST TELECOMMUNICATION PTE LTD	Payment For Account	333.00	0.00	(14,804.50)
16/07/2015	OR-00056	16/06/2015	A'BEST TELECOMMUNICATION PTE LTD (Bank Charge)		0.00	0.53	(14,805.03)
					333.00	0.53	
					333.00	0.53	

- 8) To view the listing of post-dated cheques. Go to “Customer Reports” and select “Post Dated Cheque Listing”.



- 9) Select the date of the payment made (NOT the cheque posting date), and click “Apply”. (You can filter the search by payment method, customer, agent and etc. before clicking “Apply”.)



10) Upon clicking the "Apply" button, a list of post-dated cheque will be displayed.

Customer Post Dated Cheque Listing

Print PD Cheque As Per: 16/06/2015

Payment Method: ...

Customer: ...

Agent: ...

Area: ...

Currency: ...

Doc Project: ...

Co. Category: ...

Group/Sort By:

- Date
- Customer Code
- Agent
- Area
- Currency
- Payment Method
- Company Category
- Doc Project

Apply

Received Date	Mature Date	Doc No	Cheque Number	Received in	Company Name	Currenc...	Amount	Unap...	Knokoff Amt
16/06/2015	16/07/2015	OR-0...	mbb123456	MAYBANK	A'BEST TELECOMMUNICATI...	---	333.00	0.00	333.00

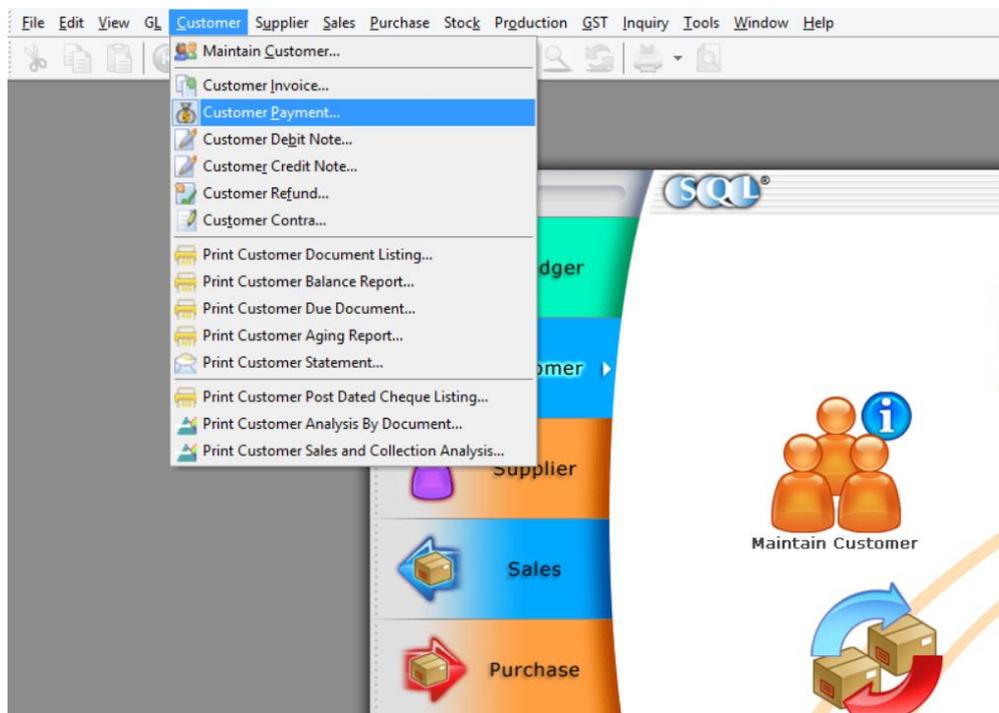
Count = 1 333.00 0.00 333.00

~~~DONE~~~

## Bounced cheque

A bounced cheque is a cheque that cannot be processed because the payer has insufficient funds or written wrong/ incomplete information on the cheque.

- 1) Firstly, go to "Customer" and click into "Customer Payment".



- 2) Select the bounced cheque customer payment. Double click into the document.

The screenshot shows the 'Customer Payment Entry' window. The table below contains the following data:

| O/R No.     | Date       | Customer               | Currency | Amount    | U/A Amount |
|-------------|------------|------------------------|----------|-----------|------------|
| OR-00005    | 20/02/2014 | KITTY SECURITY SDN BHD | ----     | 10,000.00 | 0.00       |
| OR-00006    | 20/02/2014 | ALPHA & BETA COMPUTER  | ----     | 5,000.00  | 0.00       |
| OR-00008    | 20/02/2014 | AB ENTERPRISE SDN BHD  | ----     | 6,000.00  | 0.00       |
| MCOR-00010  | 12/09/2014 | CASH SALES             | ----     | 1,500.00  | 0.00       |
| MCOR-00011  | 15/12/2014 | ALPHA & BETA COMPUTER  | ----     | 10.00     | 10.00      |
| OR-00012    | 17/12/2014 | ALPHA & BETA COMPUTER  | ----     | 2.50      | 2.50       |
| OR-00014    | 17/12/2014 | ALPHA & BETA COMPUTER  | ----     | 5.00      | 5.00       |
| VCOR-00013  | 17/12/2014 | ALPHA & BETA COMPUTER  | ----     | 50.00     | 50.00      |
| OR-00016    | 30/12/2014 | A'BEST TELECOMMUNIC... | ----     | 1,234.00  | 1,234.00   |
| OR-00019    | 30/12/2014 | A'BEST TELECOMMUNIC... | ----     | 80.00     | 80.00      |
| OR-00021    | 31/12/2014 | AB ENTERPRISE SDN BHD  | ----     | 100.00    | 100.00     |
| 19 receipts |            |                        |          | 45,516.50 | 16,681.50  |

Below the table is the 'Invoice/ Debit Note Knock Off' section, which is currently empty and displays '<No data to display>'. The window also includes buttons for New, Edit, Delete, Save, Cancel, Refresh, Detail, and Close.

3) Click "Edit".

Customer Payment Entry

Customer Code: 300-A0002 Currency: ----

Project : ----

**Customer Payment**

Cancelled  Non-Refundable

O/R No : MCOR-00011

Next No : OR-00057

Date : 15/12/2014

Agent : SY

Paid By : ALPHA & BETA COMPUTER Area : RAWANG

Received In : MAYBANK-MASTER .mount : 10.00

Bank Charge : 0.00

Cheque No : [Icon]

Description: Payment For Account Unapplied Amt: 10.00

**Knock-off Invoices / Debit Notes**

| Ty...                | Date | Doc No. | Amount | Outstanding | Pay |
|----------------------|------|---------|--------|-------------|-----|
| <No data to display> |      |         |        |             |     |
| doc                  |      | Total:  |        |             |     |

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

4) To set the payment as a bounced cheque, simply point the cursor to the blank space beside "Customer Payment" and right click. Click into "Bounced Status".

Customer Payment Entry

Customer Code: 300-A0002 Currency: ----

Project : ----

**Customer Payment**

Cancelled  Non-Refundable

O/R No : MCOR-00011

Next No : OR-00057

Date : 15/12/2014

Agent : SY

Paid By : ALPHA & BETA COMPUTER Area : RAWANG

Received In : MAYBANK-MASTER .mount : 10.00

Bank Charge : 0.00

Cheque No : [Icon]

Description: Payment For Account Unapplied Amt: 10.00

**Knock-off Invoices / Debit Notes**

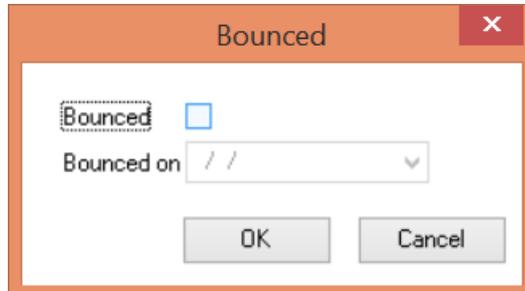
| Ty... | Date       | Doc No.  | Amount    | Outstanding | Pay  |
|-------|------------|----------|-----------|-------------|------|
| IV    | 01/01/2014 | 4        | 100.00    | 100.00      | 0.00 |
| IV    | 12/01/2014 | IV-00021 | 100.00    | 100.00      | 0.00 |
| IV    | 13/01/2014 | CS-00007 | 7.50      | 5.50        | 0.00 |
| 7 doc |            | Total:   | 11,197.50 | 6,195.50    | 0.00 |

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

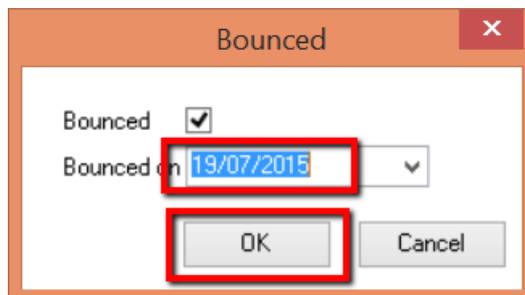
Context Menu:

- Set Posting Date...
- Set Tax Date...
- Bounced Status...**
- Copy Customer Payment
- Paste Customer Payment
- Open Bank Deposit
- Receipt Voucher Batch Print...
- Audit Trail

- 5) Tick in box to bounce the payment. And set the bounce date. (For this case, the cheque is posted on 16<sup>th</sup> of July 2015, thus the bounce date should be later that 16<sup>th</sup> of July 2015). Click "OK".

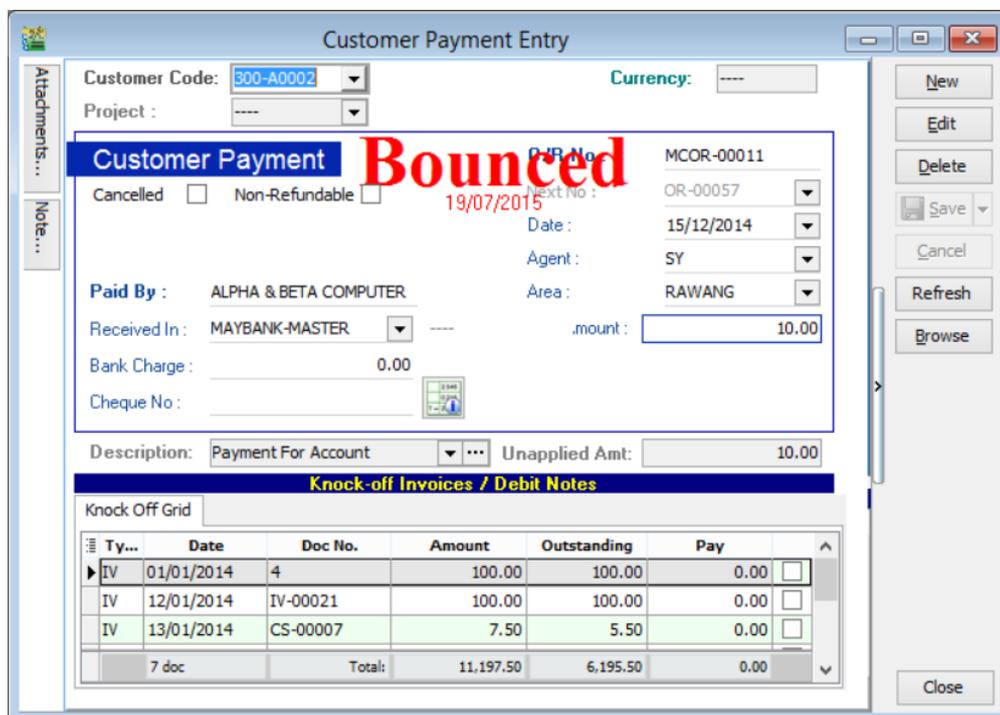


The screenshot shows a dialog box titled "Bounced" with a close button (X) in the top right corner. Inside the dialog, there is a checkbox labeled "Bounced" which is currently unchecked. Below it is a date field labeled "Bounced on" with a dropdown arrow and two slashes (//) indicating an empty date. At the bottom of the dialog are two buttons: "OK" and "Cancel".



The screenshot shows the same "Bounced" dialog box. The "Bounced" checkbox is now checked. The "Bounced on" date field is populated with "19/07/2015". The "OK" button is highlighted with a red rectangular box, indicating it should be clicked.

- 6) The cheque will then be labelled as bounced, and the bounce date will be clearly stated. Then click "Save".



The screenshot shows the "Customer Payment Entry" window. The "Customer Code" is 300-A0002 and the "Currency" is set to "----". The "Customer Payment" section is highlighted with a blue bar, and a large red stamp "Bounced" with the date "19/07/2015" is overlaid on it. The "Paid By" is ALPHA & BETA COMPUTER, and the "Received In" is MAYBANK-MASTER. The amount is 10.00. The "Description" is "Payment For Account" and the "Unapplied Amt" is 10.00. Below this is a "Knock-off Invoices / Debit Notes" section with a table:

| Ty... | Date       | Doc No.  | Amount | Outstanding | Pay      |                          |
|-------|------------|----------|--------|-------------|----------|--------------------------|
| IV    | 01/01/2014 | 4        | 100.00 | 100.00      | 0.00     | <input type="checkbox"/> |
| IV    | 12/01/2014 | IV-00021 | 100.00 | 100.00      | 0.00     | <input type="checkbox"/> |
| IV    | 13/01/2014 | CS-00007 | 7.50   | 5.50        | 0.00     | <input type="checkbox"/> |
| 7 doc |            |          | Total: | 11,197.50   | 6,195.50 | 0.00                     |

On the right side of the window, there are buttons for "New", "Edit", "Delete", "Save", "Cancel", "Refresh", "Browse", and "Close". The "Save" button is highlighted.

- 7) From ledger report, by selecting the bounce date and the corresponding account, you can clearly see the transaction is bounced.

The screenshot shows a 'Ledger Report' window with the following settings:

- Date: 19/07/2015 to 19/07/2015
- Account: 310-003
- Group By: Account Code
- Options: Merge GL Code for same document, Include Zero Closing Balance, Include Zero Transaction, Local Currency.

The report table displays the following data:

| Date                                   | Ref 1      | Doc Date  | Description                     | Description 2 | Local DR | Local CR | Local Bal... |
|----------------------------------------|------------|-----------|---------------------------------|---------------|----------|----------|--------------|
| <b>Code : 310-003 (MAYBANK-MASTER)</b> |            |           |                                 |               |          |          |              |
|                                        |            |           | Balance B/F                     |               |          |          | 1,510.00     |
| 19/07/2015                             | MCOR-00011 | 19/07/... | ALPHA & BETA COMPUTER (Bounced) |               | 0.00     | 10.00    | 1,500.00     |
|                                        |            |           |                                 |               | 0.00     | 10.00    |              |
|                                        |            |           |                                 |               | 0.00     | 10.00    |              |

~~~DONE~~~