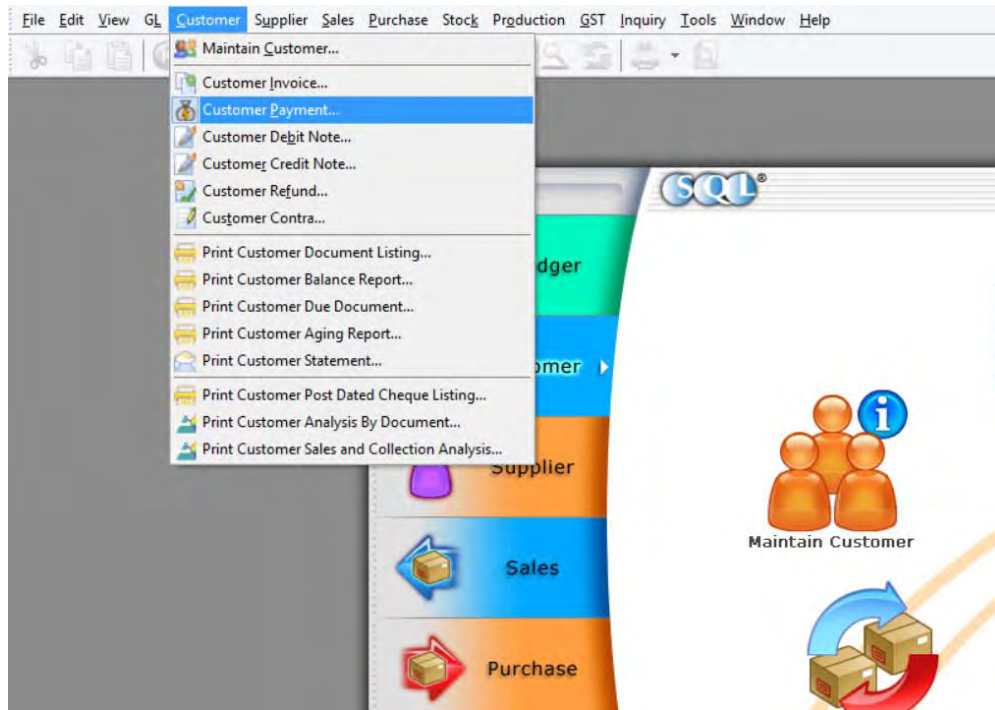


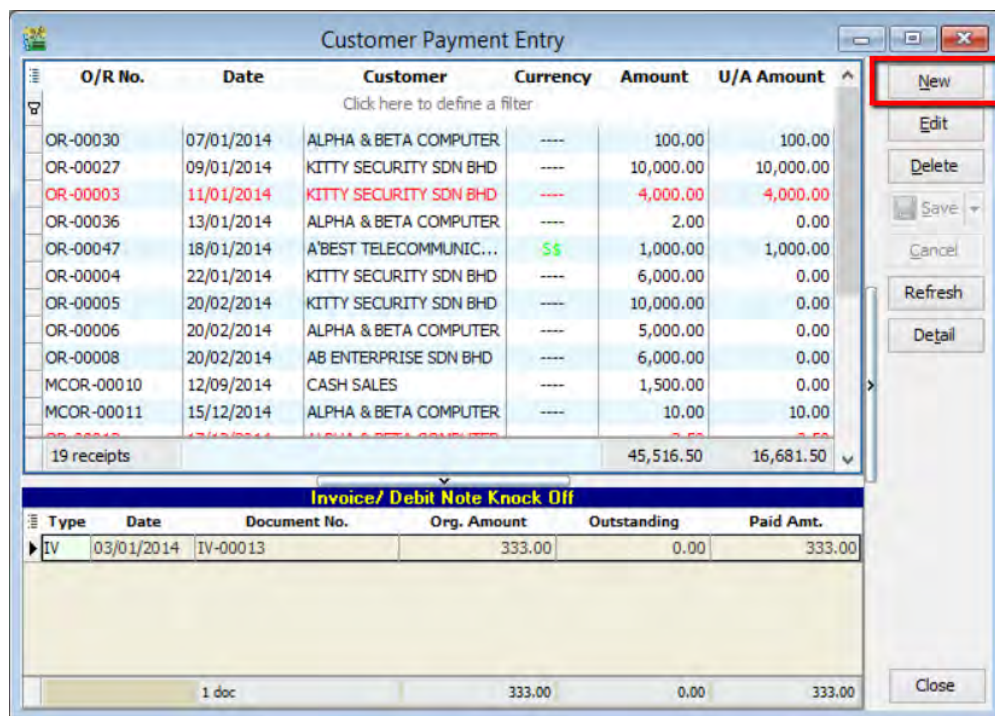
Post-dated Cheque & Post-dated Cheque Listing

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.

The screenshot shows the 'Customer Payment Entry' window. The 'Customer Code' is 300-A0001 and the 'Currency' is S\$. The 'Paid By' is A'BEST TELECOMMUNICATI and the 'Received In' is MAYBANK. The amount is 333.00. The 'Knock-off Invoices / Debit Notes' table is as follows:

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".

The screenshot shows the 'Customer Payment Entry' window with a context menu open over the 'Customer Payment' label. The menu items are: Set Posting Date..., Set Tax Date..., Bounced Status..., Copy Customer Payment, Paste Customer Payment, Open Bank Deposit, Receipt Voucher Batch Print..., and Audit Trail. The 'Set Posting Date...' option is highlighted with a red box.

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 'Customer Payment' section includes 'O/R No : OR-00056', 'Date : 16/06/2015', and 'Agent : LF'. The 'Paid By' is 'A'BEST TELECOMMUNICATI...', 'Received In' is 'MAYBANK', and 'Cheque No' is 'mbb123456'. A 'Set Posting Date' dialog box is open, showing the 'Current Document Date: 16/06/2015' and a calendar for July 2015. The date '16/07/2015' is selected in the calendar. The 'OK' button in the dialog is highlighted with a red box.

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

This is a close-up of the 'Set Posting Date' dialog box. It shows the 'Current Document Date: 16/06/2015' and a date selector dropdown menu with '16/07/2015' selected. The 'OK' button is highlighted with a red box.

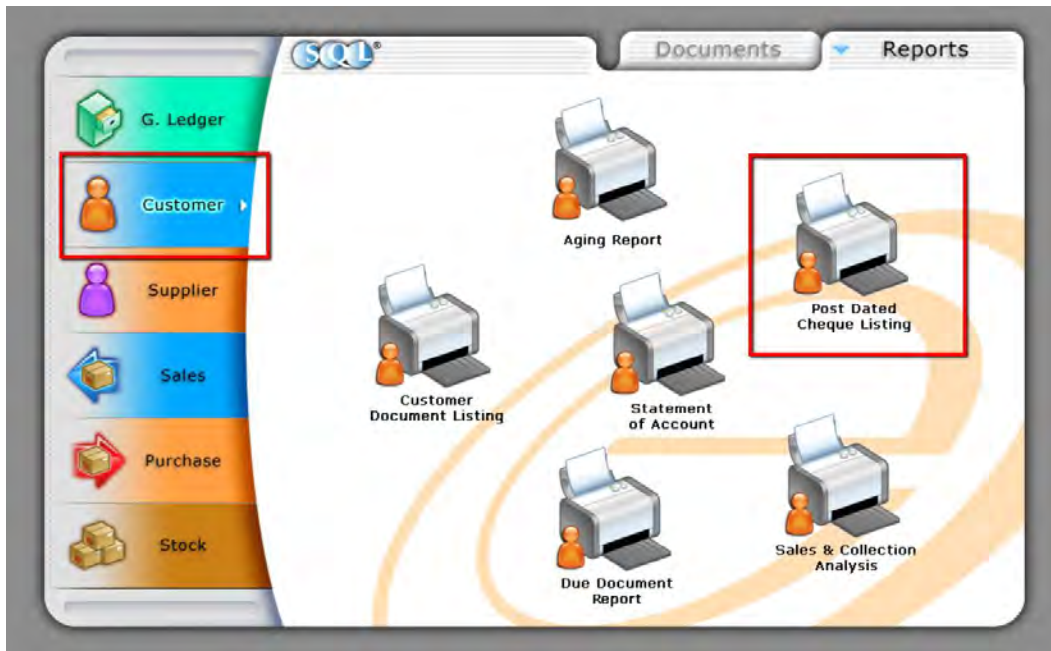
6) Now, you will see the posting date is clearly stated in the system. Click “Save”.

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

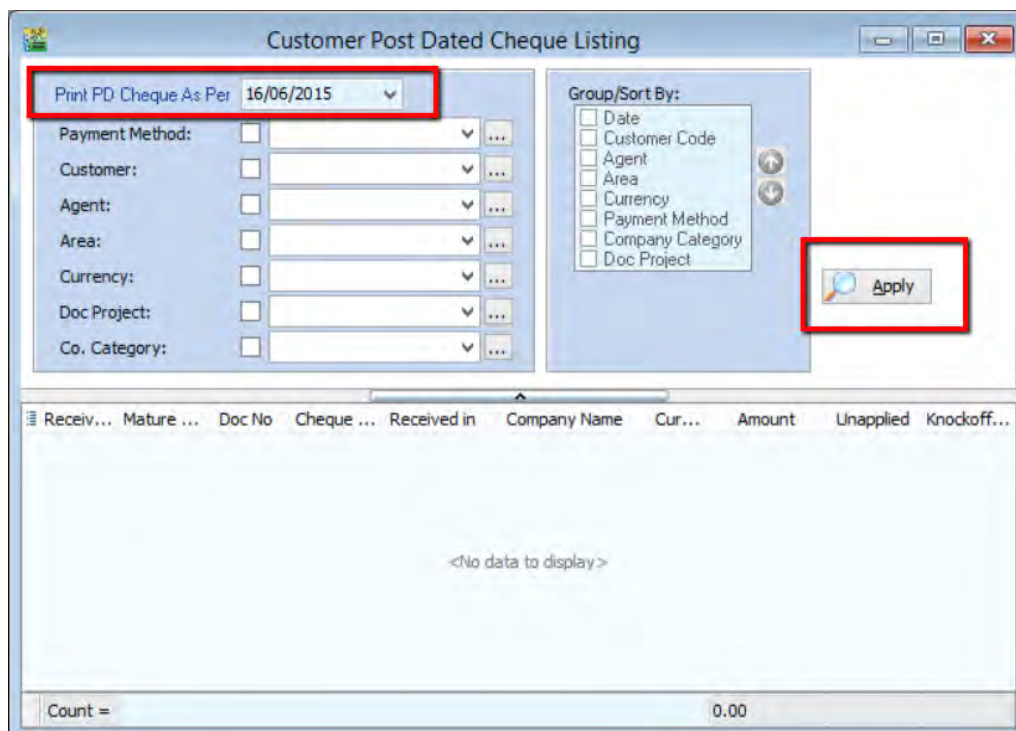
7) From ledger report, by selecting the posting date and corresponding account, you will see that the document date and transaction is clearly stated.

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.

The screenshot shows a software window titled "Customer Post Dated Cheque Listing". The window has a search and filter section on the left with fields for "Print PD Cheque As Per" (set to 16/06/2015), "Payment Method", "Customer", "Agent", "Area", "Currency", "Doc Project", and "Co. Category". On the right, there is a "Group/Sort By" section with checkboxes for "Date", "Customer Code", "Agent", "Area", "Currency", "Payment Method", "Company Category", and "Doc Project". An "Apply" button is located below these sections. Below the filters is a table with the following data:

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

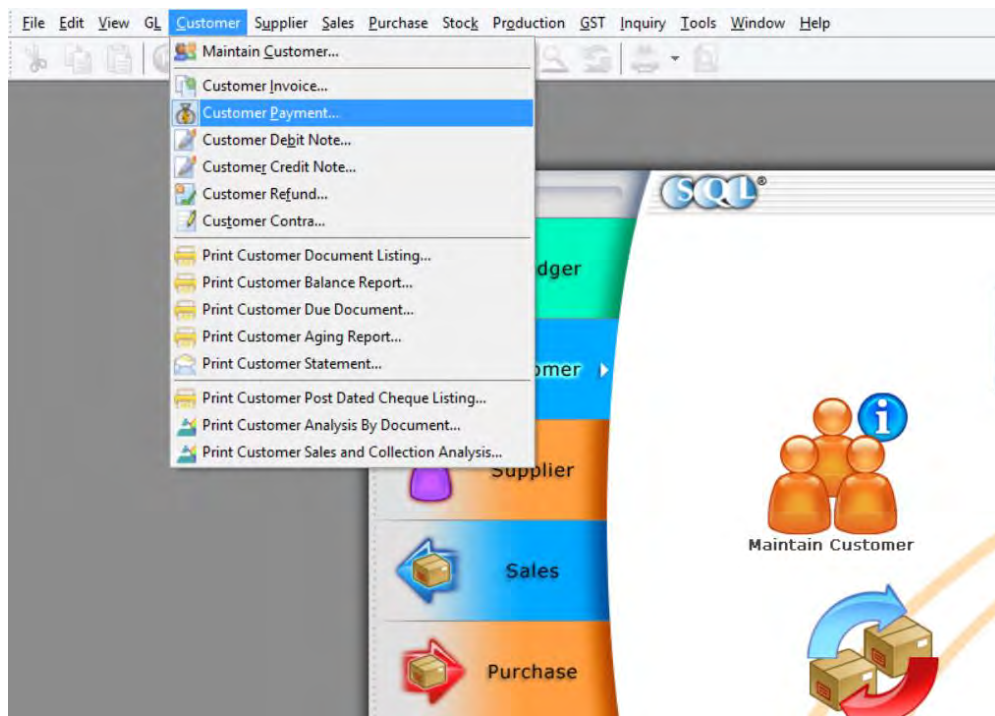
At the bottom of the window, a summary bar shows "Count = 1" and totals for "Amount" (333.00), "Unap..." (0.00), and "Knockoff Amt" (333.00).

~~~DONE~~~

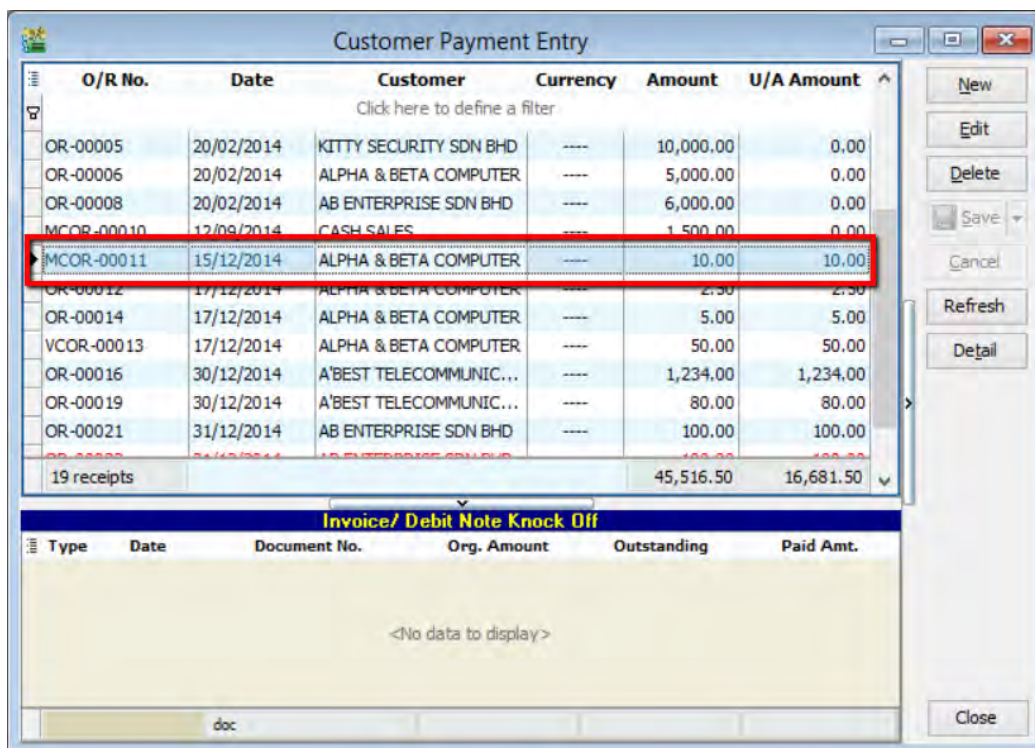
## Bounced cheque

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. It contains a table with columns: O/R No., Date, Customer, Currency, Amount, and U/A Amount. The row for 'MCOR-00011' is highlighted with a red box. Below the table is a section for 'Invoice/ Debit Note Knock Off' with columns: Type, Date, Document No., Org. Amount, Outstanding, and Paid Amt. The table is currently empty, displaying '<No data to display>'. On the right side, there are buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Refresh', 'Detail', and 'Close'.

| 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         |
| <b>MCOR-00011</b> | <b>15/12/2014</b> | <b>ALPHA &amp; BETA COMPUTER</b> | <b>----</b> | <b>10.00</b> | <b>10.00</b> |
| 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    |

| Type                 | Date | Document No. | Org. Amount | Outstanding | Paid Amt. |
|----------------------|------|--------------|-------------|-------------|-----------|
| <No data to display> |      |              |             |             |           |



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

Area : RAWANG

Paid By : ALPHA & BETA COMPUTER

Received In : MAYBANK-MASTER .mount : 10.00

Bank Charge : 0.00

Cheque No :

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:

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

Area : RAWANG

Paid By : ALPHA & BETA COMPUTER

Received In : MAYBANK-MASTER .mount : 10.00

Bank Charge : 0.00

Cheque No :

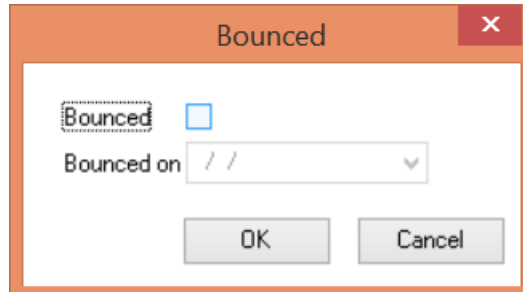
Description: Payment For Account Unapplied Amt: 10.00

**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 |



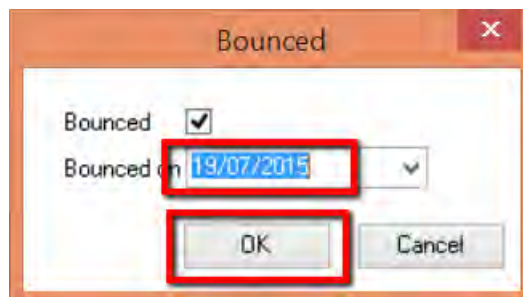
- 5) Tick in box to bounce the payment. And set the bounce date. (For this case, the cheque is posted on 16<sup>th</sup> of July 2015, thus the bounce date should be later that 16<sup>th</sup> of July 2015). Click "OK".



Bounced

Bounced on / /

OK Cancel

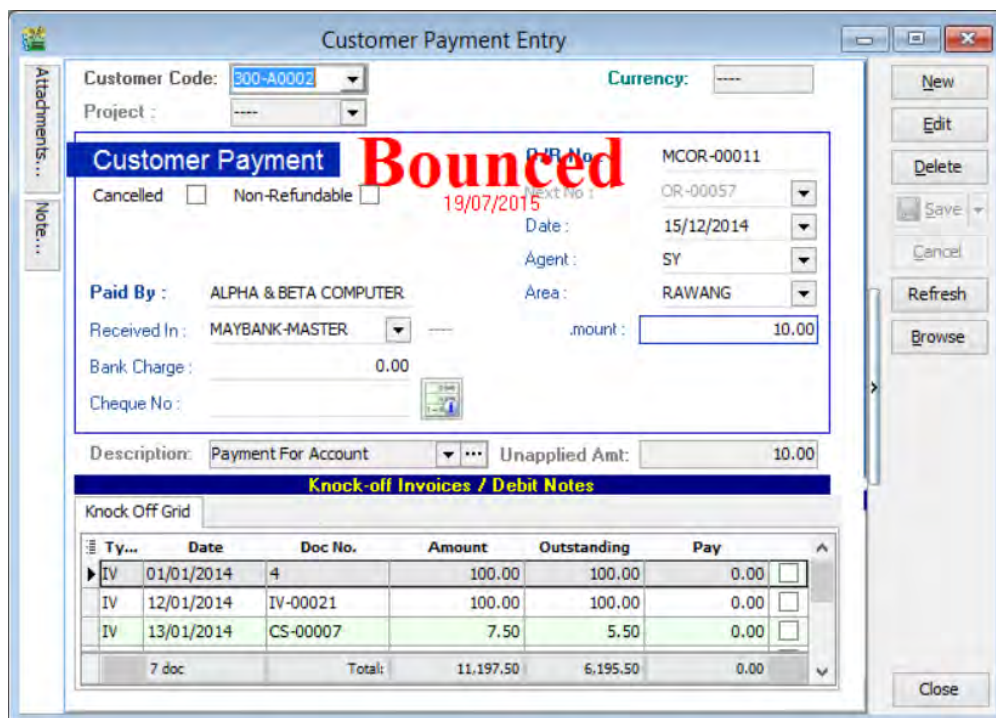


Bounced

Bounced on 19/07/2015

OK Cancel

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



Customer Payment Entry

Customer Code: 300-A0002 Currency: ---

Project: ---

**Customer Payment Bounced**

Cancelled  Non-Refundable

Paid By: ALPHA & BETA COMPUTER

Received In: MAYBANK-MASTER .mount: 10.00

Bank Charge: 0.00

Cheque No: [icon]

Date: 15/12/2014

Agent: SY

Area: RAWANG

Description: Payment For Account Unapplied Amt: 10.00

19/07/2015

**Knock-off Invoices / Debit Notes**

| 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                     |

Attachments... Note...

New Edit Delete Save Cancel Refresh Browse Close

- 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.

| 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~~~