

Exercise 1: Set up post-dated checks

The role of this procedure is Treasurer. This procedure uses the USMF demo company.

Set up postdated checks

1. Go to **Cash and bank management > Setup > Cash and bank management parameters**.
2. Click the **Postdated checks** tab.
3. Enable or disable the **Enable postdated checks** option.
4. Enable or disable the **Post journal entries for postdated checks** option.
5. In the **Clearing account for issued checks** field, specify the desired values.
6. In the **Clearing account for received checks** field, specify the desired values.
7. In the **General journal for clearing entries** field, type a value.
8. In the **Transfer postdated checks to this vendor payment journal** field, type a value.
9. In the **Withholding tax clearing account** field, specify the desired values.
10. Click **Save**.
11. Close the page.
12. Go to **Accounts payable > Payment setup > Methods of payment**.
13. Click **New**.
14. In the **Method of payment** field, type a value.
15. Select the **Postdated check clearing posting** option to indicate that the check amount is posted to a clearing account.
16. In the **Account type** field, select 'Bank'. The offset account of the payment method will be a bank.
17. In the **Payment account** field, specify the desired values. Select the bank account that is used to deduct the invoice amount.
18. Close the page.
19. Go to **Accounts receivable > Payment setup > Methods of payment**.
20. Click **New**.
21. In the **Method of payment** field, type a value.
22. Select the **Postdated check clearing posting** option to indicate that the check amount is posted to a clearing account.
23. In the **Account type** field, select 'Bank'. The offset account of the payment method will be a bank.
24. In the **Payment account** field, specify the desired values. Select the bank account that is used to deduct the invoice amount.
25. Close the page.

Register the details of postdated check for a customer

1. In USMF, navigate to **Accounts receivable > Payments > Payment journal**.
2. Click **New**.

3. In the **Name** field, type a value.
4. Click **Lines**.
5. In the **Account** field, specify the desired values.
6. In the **Credit** field, enter the amount specified in the postdated check.
7. Click the **Payment** tab.
8. In the Method of payment field, select the method of payment for the postdated check.
9. Click the **Postdated checks** tab.
10. In the **Maturity date** field, enter the date when the postdated check is due for payment.
11. In the **Issuing bank branch** field, enter the bank details of the postdated check.
12. In the **check number** field, type a value.
13. In the **Issuing bank name** field, enter the bank details of the postdated check.
14. Click **Post**.
15. Close the page.

A Treasurer should follow the steps below to register the details of postdated check for a vendor

1. Go to **Accounts payable > Payments > Payment journal**
2. Click **New**.
3. In the **Name** field, type 'VendPay'.
4. Click **Lines**.
5. In the **Account** field, specify the desired values.
6. In the **Debit** field, enter a number.
7. In the **Method of payment** field, select the method of payment for the postdated check
8. In the list, find and select the desired record.
9. Click the **Postdated checks** tab.
10. In the **Check number** field, enter or modify the number of the postdated check.
11. In the **Issuing bank name** field, enter the bank details for the issuing bank.
12. Click the **List** tab.
13. Click **Post**.
14. Close the page.
15. Click the **Postdated checks** tab.
16. Go to **Credit and collections > Inquiries and reports > Payments > Customer postdated checks**.
17. Click **Settle**.
18. Click **Settle clearing entries**, settle the customer account for the check transaction.
19. Close the page.
20. Go to **General ledger > Journal entries > General journals**.
21. In the **Show** field, select an option.
22. Enable or disable the **Show user-created** only option.
23. In the list, find and select the desired record.
24. Click **Lines**.
25. Click **Voucher**.

26. Close the page.
27. Go to **Accounts payable > Payments > Vendor postdated checks**.
28. Click **Settle**.
29. Click **Settle clearing entries**. Settle the vendor account for the check transaction.
30. Close the page.
31. Go to **General ledger > Journal entries > General journals**.
32. In the **Show** field, select 'All'.
33. Enable or disable the **Show user-created only** option.
34. Click **Lines**.
35. Click **Voucher**.
36. Close the page.