

# **PDC Management workflow (Post Dated Check)**

**(Bank Reconciliation Statement report)**

## Create a Sales Invoice:

pdcsite.dev:8000/desk#Form/Sales Invoice/SINV-00014

Accounts > Sales Invoice

Sachine Unpaid SINV-00014 Menu Cancel

**Comments** 0

ASSIGNED TO  
**Assign +**

ATTACHMENTS  
**Attach File +**

TAGS  
• Add a tag ...

SHARED WITH  
+

You edited this a minute ago

You created this a minute ago

**DASHBOARD**

**Payment**  
Payment Entry  
Payment Request  
Journal Entry +

**Reference**  
Timesheet +  
Delivery Note  
Sales Order

**Returns**  
Sales Invoice

**Subscription**  
Subscription +

Customer: **Sachine** Date: **23-02-2018**

Include Payment (POS) Posting Time: **13:06:31.436294**

Payment Due Date: **23-02-2018**

ADDRESS AND CONTACT

CURRENCY AND PRICE LIST

Update Stock

<input type="checkbox"/>	Item	Quantity	Rate	Amount
<input type="checkbox"/>	1 SSS: Pendrive	1	₹ 600.00	₹ 600.00

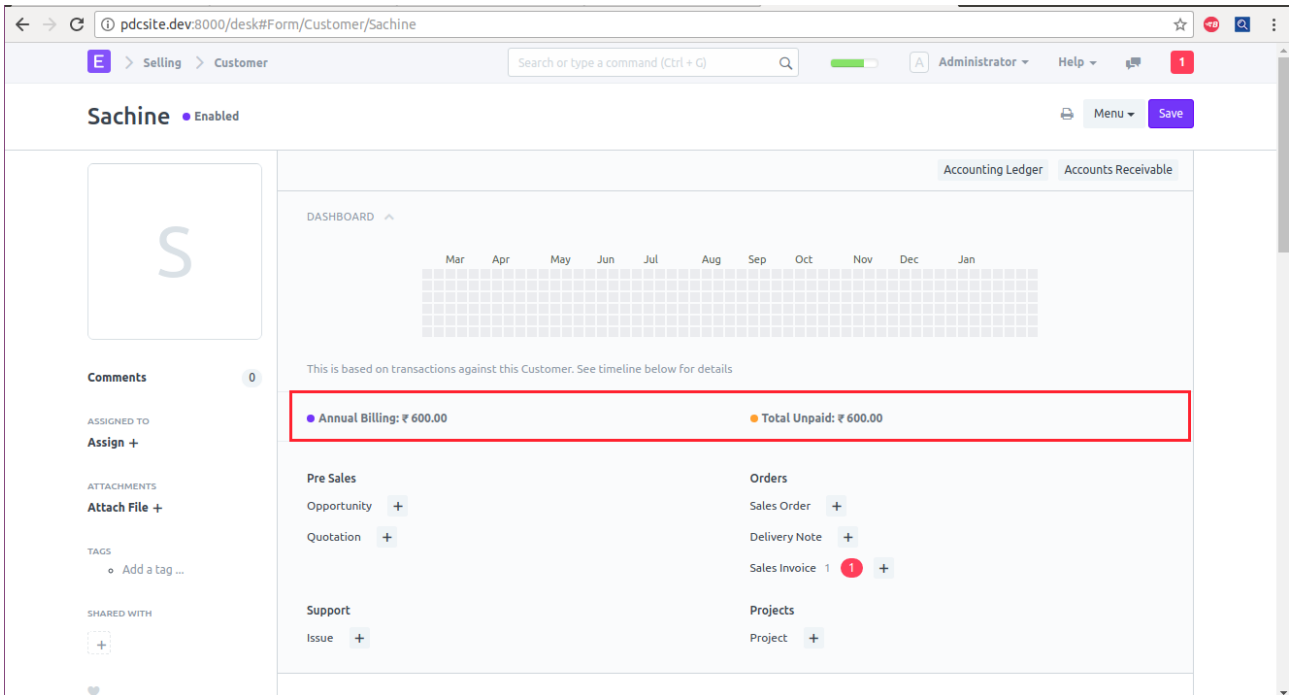
TIME SHEET LIST

Total (Company Currency)	₹ 600.00	Total	₹ 600.00
Net Total (Company Currency)	₹ 600.00	Net Total	₹ 600.00
Total Taxes and Charges (Company Currency)		Total Net Weight	0

ADDITIONAL DISCOUNT

Grand Total (Company Currency)	₹ 600.00	Grand Total	₹ 600.00
Rounding Adjustment (Company Currency)		Rounding Adjustment	
Rounded Total (Company Currency)		Rounded Total	

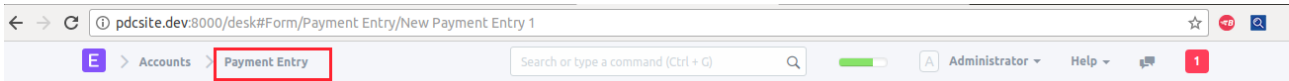
**Check customer dashboard before doing a payment request :**



The screenshot shows the ERPNext interface for a customer named 'Sachine'. The browser address bar shows 'pdcsite.dev:8000/desk/Form/Customer/Sachine'. The page title is 'Sachine' with a status of 'Enabled'. The breadcrumb trail is 'Selling > Customer'. A search bar and user profile 'Administrator' are visible. The main content area is titled 'DASHBOARD' and includes a monthly timeline from March to January. Below the timeline, a summary row is highlighted with a red border, showing 'Annual Billing: ₹ 600.00' and 'Total Unpaid: ₹ 600.00'. The dashboard is divided into sections: 'Pre Sales' (Opportunity, Quotation), 'Support' (Issue), 'Orders' (Sales Order, Delivery Note, Sales Invoice), and 'Projects' (Project). The 'Sales Invoice' item has a red notification badge with the number '1'. The left sidebar contains sections for 'Comments', 'ASSIGNED TO' (Assign), 'ATTACHMENTS' (Attach File), 'TAGS' (Add a tag), and 'SHARED WITH'.

**Make a payment request by click on "Payment" option under the Make dropdown using payment entry:**

**Here, Added custom fields in payment entry: Receipt/Voucher Date, Deposited Date, Deposited To, Deposit Status**



New Payment Entry 1 ● Not Saved

Save

TYPE OF PAYMENT

Series <input type="text" value="PE-"/>	Posting Date <input type="text" value="23-02-2018"/>
Payment Type <input type="text" value="Receive"/>	Mode of Payment <input type="text" value="Cheque"/>

PAYMENT FROM / TO

Party Type <input type="text" value="Customer"/>	Party Name <input type="text" value="Sachine"/>
Party <input type="text" value="Sachine"/>	

ACCOUNTS

AMOUNT

Paid Amount (INR)

REFERENCE

Allocate Payment Amount

<input type="checkbox"/>	Type	Name	Total Amount (INR)	Outstanding (INR)	Allocated (INR)	
<input type="checkbox"/>	1 Sales Invoice	SINV-00014	600	600	300	▼

WRITEOFF

Total Allocated Amount (INR) <input type="text" value="₹ 300.00"/>	Unallocated Amount (INR) <input type="text"/>
	Difference Amount (INR) <input type="text"/>

DEDUCTIONS OR LOSS

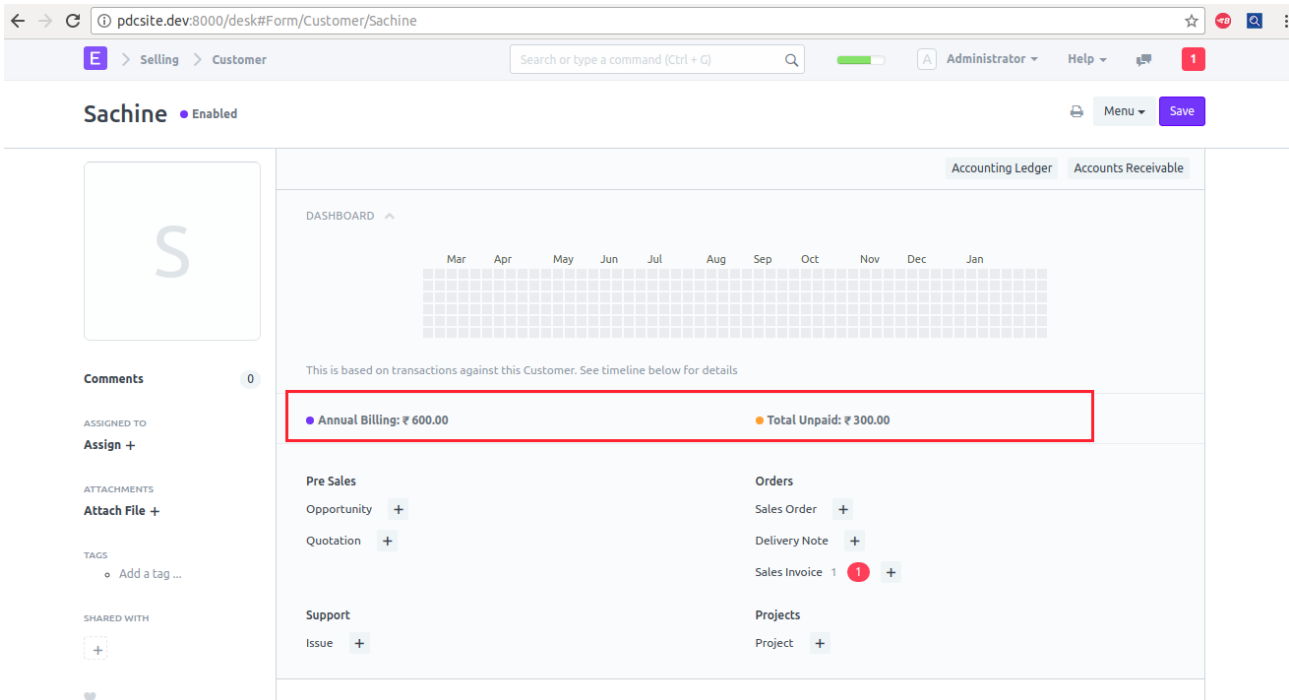
TRANSACTION ID

Cheque/Reference No <input type="text"/>	Cheque/Reference Date <input type="text"/>
---------------------------------------------	-----------------------------------------------

TRANSACTION ID	
Cheque/Reference No	<b>CKSachine</b>
Cheque/Reference Date	<b>23-02-2018</b>
Receipt/Voucher Date	23-02-2018
Deposited Date	23-02-2018
Deposited To	Axis - I
Deposit Status	Pending

MORE INFORMATION ▾

### Check customer dashboard after payment:



The screenshot shows the ERPNext interface for a customer named 'Sachine'. The dashboard includes a calendar view, a summary of financial data, and various transaction categories.

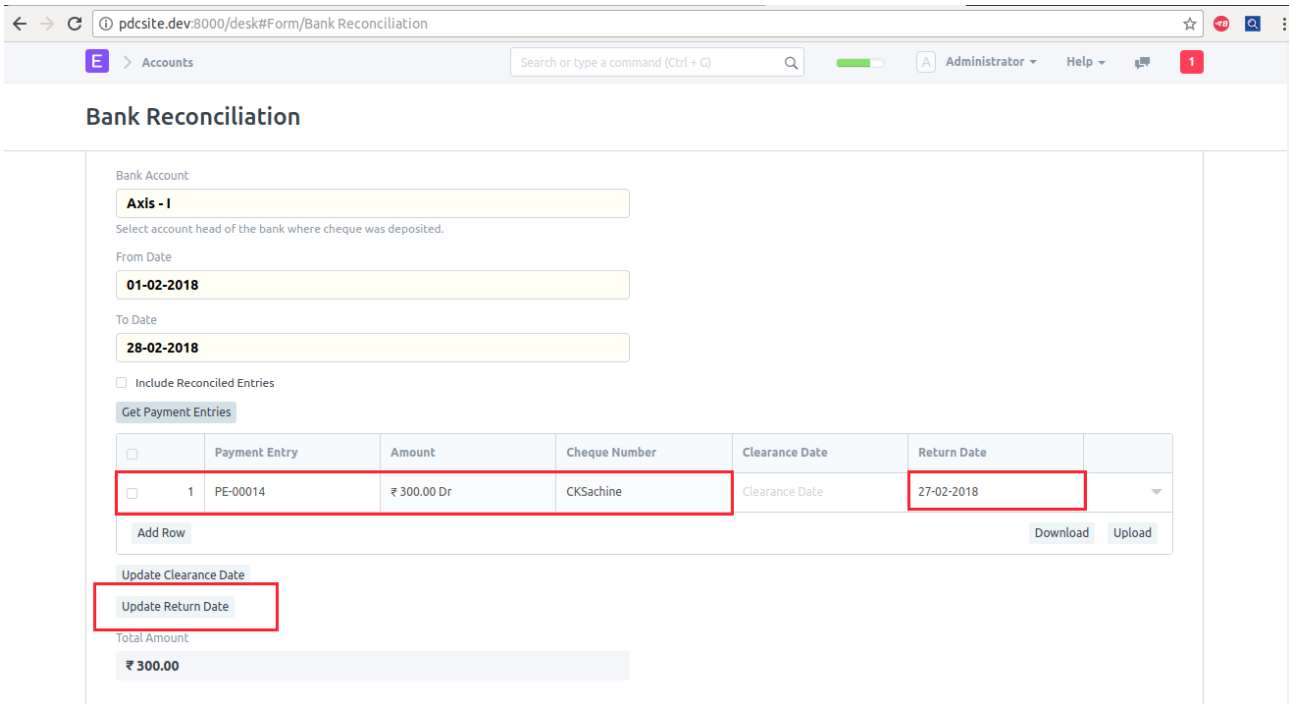
**Financial Summary:**

- Annual Billing: ₹ 600.00
- Total Unpaid: ₹ 300.00

**Transaction Categories:**

- Pre Sales:** Opportunity (+), Quotation (+)
- Orders:** Sales Order (+), Delivery Note (+), Sales Invoice 1 (1) (+)
- Support:** Issue (+)
- Projects:** Project (+)

**Here, user can enter return date and click on “Update Return Date” button that time bank reconciliation entry and general entry has been generated automatically credit side in bank account.**



**Bank Reconciliation**

Bank Account  
Axis - I

Select account head of the bank where cheque was deposited.

From Date  
01-02-2018

To Date  
28-02-2018

Include Reconciled Entries

[Get Payment Entries](#)

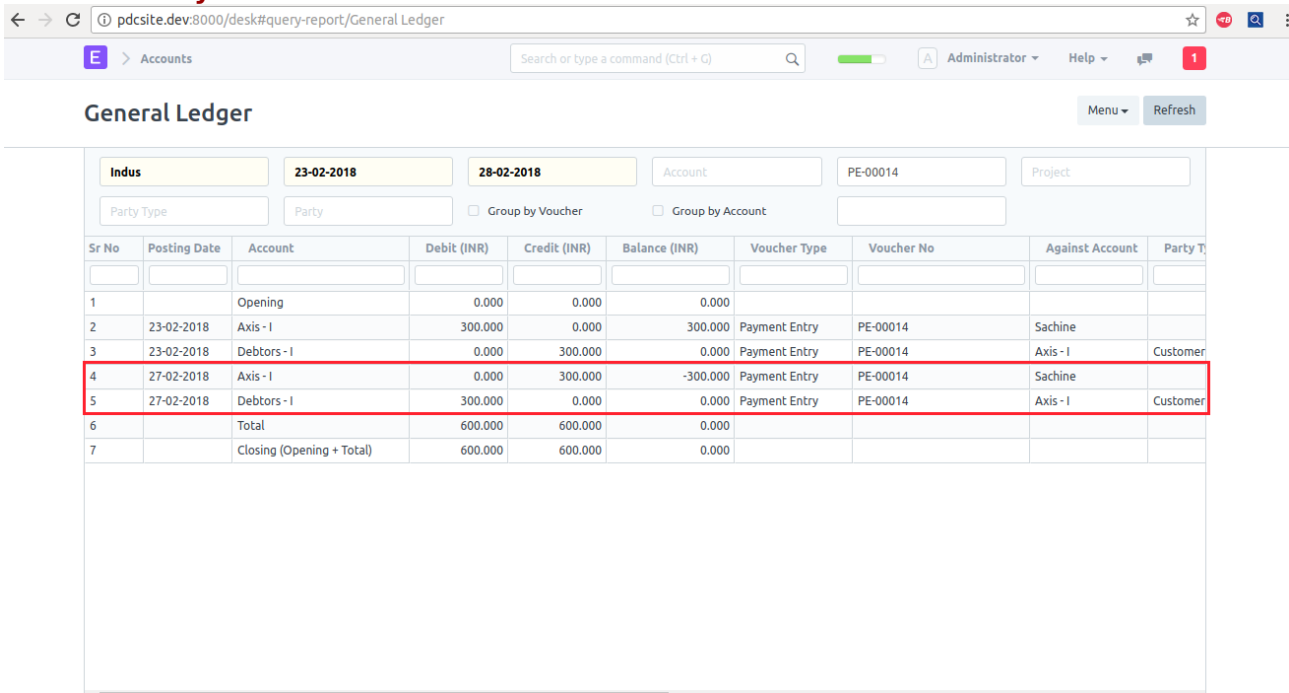
<input type="checkbox"/>	Payment Entry	Amount	Cheque Number	Clearance Date	Return Date
<input type="checkbox"/>	1 PE-00014	₹ 300.00 Dr	CKSachine	Clearance Date	27-02-2018

[Add Row](#) [Download](#) [Upload](#)

[Update Clearance Date](#)  
[Update Return Date](#)

Total Amount  
₹ 300.00

### General Entry:



**General Ledger**

Indus 23-02-2018 28-02-2018 Account PE-00014 Project

Party Type Party  Group by Voucher  Group by Account

Sr No	Posting Date	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Account	Party T
1		Opening	0.000	0.000	0.000				
2	23-02-2018	Axis - I	300.000	0.000	300.000	Payment Entry	PE-00014	Sachine	
3	23-02-2018	Debtors - I	0.000	300.000	0.000	Payment Entry	PE-00014	Axis - I	Customer
4	27-02-2018	Axis - I	0.000	300.000	-300.000	Payment Entry	PE-00014	Sachine	
5	27-02-2018	Debtors - I	300.000	0.000	0.000	Payment Entry	PE-00014	Axis - I	Customer
6		Total	600.000	600.000	0.000				
7		Closing (Opening + Total)	600.000	600.000	0.000				

### Bank Reconciliation entry:

pdcsite.dev:8000/desk#query-report/Bank Reconciliation Statement

Accounts

#### Bank Reconciliation Statement

Bank Account

Axis - I | 23-02-2018

Sr No	Posting Date	Payment Entry	Return Payment Entry	Debit	Credit	Against	Against Account
1	23-02-2018	PE-00014		₹ 300.00			Sachine
2	27-02-2018		PE-00014		₹ 300.00	Sachine	
3		Bank Statement balance as per Gen...		₹ 300.00			
4							
5		Outstanding Cheques and Deposits ...		₹ 300.00	₹ 300.00		
6		Cheques and Deposits incorrectly cl...					
7							
8		Calculated Bank Statement balance		₹ 300.00			

Axis - I | 23-02-2018

Against Account	Reference	Ref Date	Receipt/Vouch...	Deposited Date	Deposited To	Cheque Status	Clearance Date	Return Date	Currency
ne	CKSachine	23-02-2018	23-02-2018	23-02-2018	Axis - I	Return		27-02-2018	INR
								27-02-2018	INR
									INR
									INR
									INR

# Thank You