

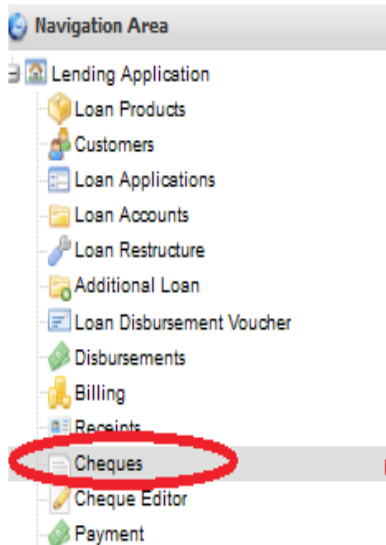
How to use 'Cheques'

Node

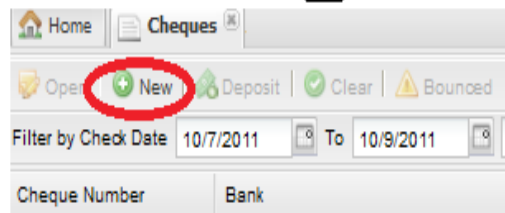
- New Cheque
- Open Cheque
- Edit Cheque
- Deposit Cheque
- Clear Cheque
- Bounce Cheque

New Cheque

1. Click the 'Cheques' node in the 'Navigation Manager'.



2. Click the 'New' button in the 'Cheques' tab.



3. After clicking the 'New' button in 'Cheques' tab, 'Add Cheque' tab will appear. Fill the Required Fields.

The screenshot shows the 'Add Cheque' form with several required fields highlighted by red ovals: '*Received From:', '*Transaction Date:', '*Amount (Php):', '*Cheque Payment Method:', '*Bank:', '*Check Number:', and '*Check Date:'. The 'Received By' field is filled with 'Mr. Pamaran, Rey' and the 'Status' field is filled with 'Received'.

4. To fill required fields, first, click the 'Browse' button for 'Received From' field.

The screenshot shows the '*Received From:' field with a 'Browse' button highlighted by a red oval.

5. Select the customer you received the cheque from and then, click the 'Select' button.

The screenshot shows the 'Customer List' dialog box with a 'Select' button highlighted by a red oval. The dialog box contains a table with columns 'CustomerID', 'Name', 'Address', and 'Party Type'. The first row is highlighted with a red oval.

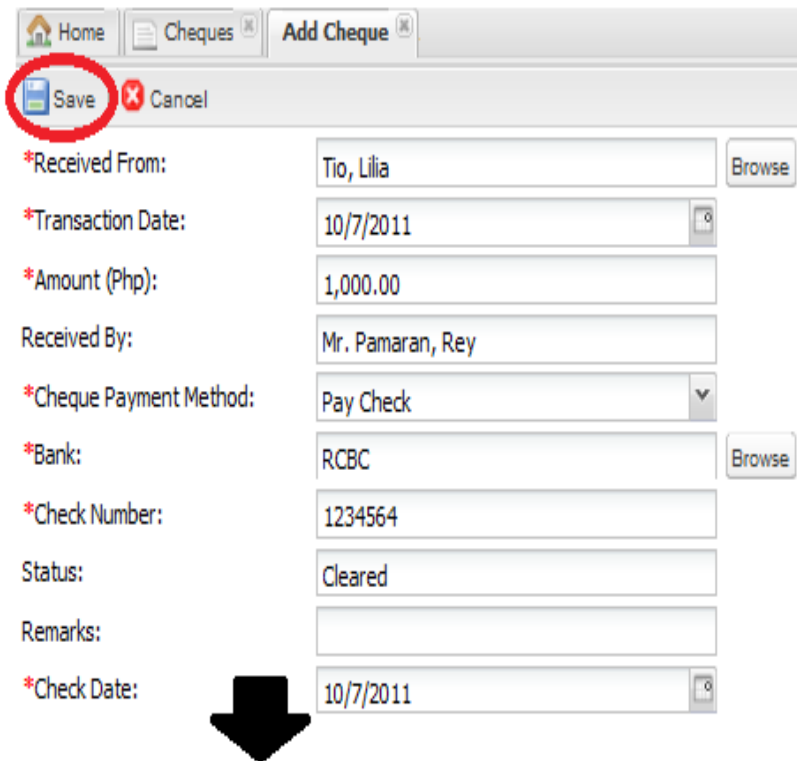
CustomerID	Name	Address	Party Type
8	Tio, Lilia	Barangay, Cebu, Philippines, 6700	Person

6. After clicking the 'Select' button in the 'Customer List' tab, the 'Received From' will be filled by the selected customer's name.

The screenshot shows the '*Received From:' field filled with 'Tio, Lilia' and the 'Browse' button. The field and the customer's name are highlighted by a red oval.

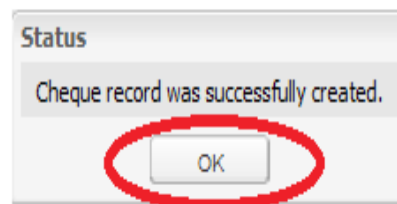
Note: Required fields are those with *.

7. After filling up the required fields, click the 'Save' button.

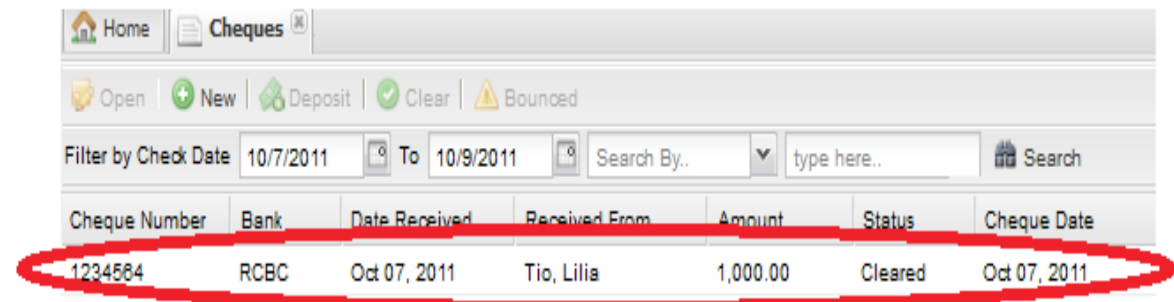


The screenshot shows the 'Add Cheque' form with the following fields filled out: *Received From: Tio, Lilia; *Transaction Date: 10/7/2011; *Amount (Php): 1,000.00; Received By: Mr. Pamaran, Rey; *Cheque Payment Method: Pay Check; *Bank: RCBC; *Check Number: 1234564; Status: Cleared; Remarks: (empty); *Check Date: 10/7/2011. The 'Save' button is circled in red, and a black arrow points down from it.

8. After clicking the 'Save' button, a pop-up message will appear to notify you that record was successfully created. Click 'Ok' button.



9. After clicking 'Ok', newly added cheque record will appear in the Cheques list.



The screenshot shows the 'Cheques' list with the following table:

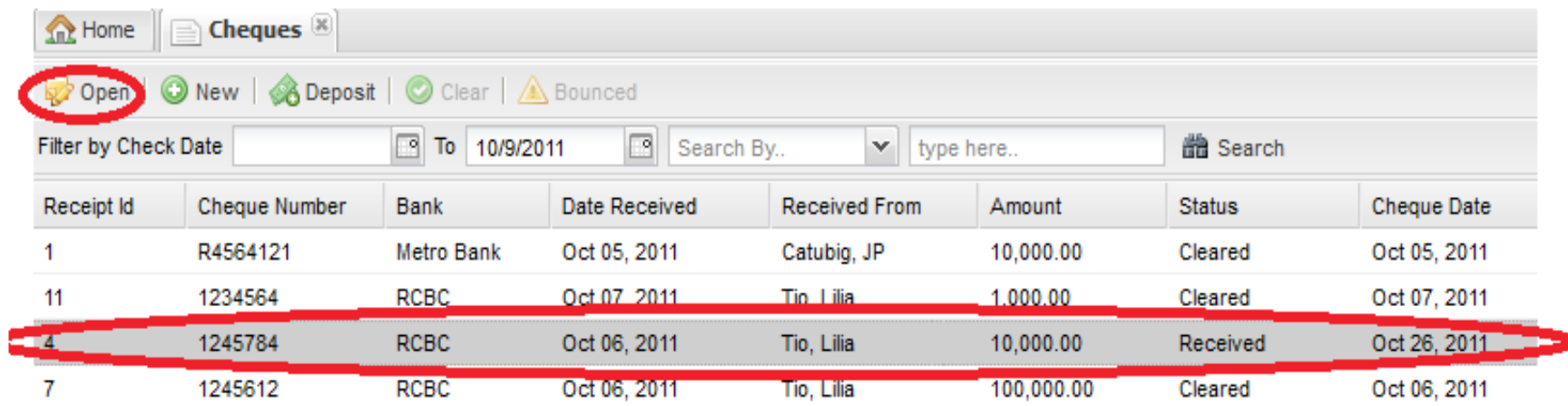
Cheque Number	Bank	Date Received	Received From	Amount	Status	Cheque Date
1234564	RCBC	Oct 07, 2011	Tio, Lilia	1,000.00	Cleared	Oct 07, 2011

The entire table is circled in red.

Note: Newly added 'Pay check' will automatically have the status 'Cleared'. While newly added 'Personal Checks' will have 'Receive' as default status.

Open Cheque

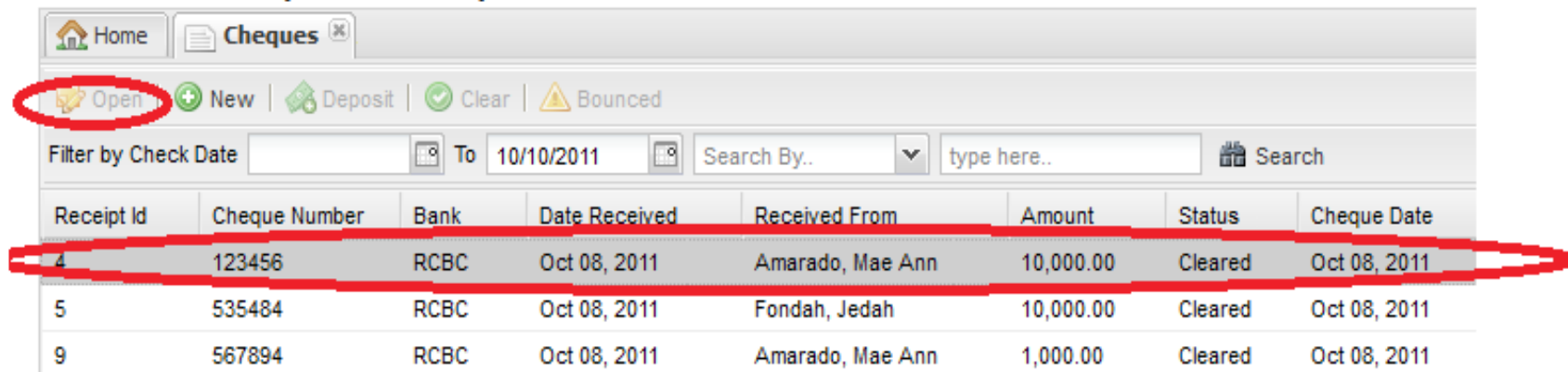
1. Select the 'Cheque' record and then click the 'Open' button.



The screenshot shows a web application interface for managing cheques. At the top, there is a navigation bar with a 'Home' link and a 'Cheques' tab. Below this is a toolbar with buttons for 'Open', 'New', 'Deposit', 'Clear', and 'Bounced'. The 'Open' button is circled in red. Below the toolbar is a search section with a 'Filter by Check Date' field, a 'To' date field set to '10/9/2011', a 'Search By..' dropdown, and a search input field. Below the search section is a table with the following columns: Receipt Id, Cheque Number, Bank, Date Received, Received From, Amount, Status, and Cheque Date. The table contains five rows of data. The row with Receipt Id '4' and Status 'Received' is highlighted with a red oval.

Receipt Id	Cheque Number	Bank	Date Received	Received From	Amount	Status	Cheque Date
1	R4564121	Metro Bank	Oct 05, 2011	Catubig, JP	10,000.00	Cleared	Oct 05, 2011
11	1234564	RCBC	Oct 07, 2011	Tio, Lilia	1,000.00	Cleared	Oct 07, 2011
4	1245784	RCBC	Oct 06, 2011	Tio, Lilia	10,000.00	Received	Oct 26, 2011
7	1245612	RCBC	Oct 06, 2011	Tio, Lilia	100,000.00	Cleared	Oct 06, 2011

Note: You can only view Cheques with status '**Received**'. In the example below, you cannot open the cheque because its status is '**Cleared**'.



The screenshot shows the same web application interface as the previous one, but with the 'To' date field set to '10/10/2011'. The table now displays three rows of data, all with a status of 'Cleared'. The row with Receipt Id '4' is highlighted with a red oval.

Receipt Id	Cheque Number	Bank	Date Received	Received From	Amount	Status	Cheque Date
4	123456	RCBC	Oct 08, 2011	Amarado, Mae Ann	10,000.00	Cleared	Oct 08, 2011
5	535484	RCBC	Oct 08, 2011	Fondah, Jedah	10,000.00	Cleared	Oct 08, 2011
9	567894	RCBC	Oct 08, 2011	Amarado, Mae Ann	1,000.00	Cleared	Oct 08, 2011

3. After clicking the 'Open' button , 'Update Cheque' tab will appear.

The screenshot shows a software interface with a tabbed menu at the top. The tabs are 'Home', 'Cheques', and 'Update Cheque'. The 'Update Cheque' tab is selected and highlighted with a red circle. Below the tabs is a sub-menu with 'Edit' and 'Deposit' options. The main area contains a form with the following fields:

Received From:	<input type="text" value="Tio, Lilia"/>	<input type="button" value="Browse"/>
* Transaction Date:	<input type="text" value="10/6/2011"/>	<input type="button" value="Calendar"/>
* Cheque Payment Method:	<input type="text" value="Pay Check"/>	<input type="button" value="Dropdown"/>
* Amount (Php):	<input type="text" value="10,000.00"/>	
Received By:	<input type="text" value="Mr. Pamaran, Rey"/>	
* Bank:	<input type="text" value="RCBC"/>	<input type="button" value="Browse"/>
* Check Number:	<input type="text" value="1245784"/>	
* Status:	<input type="text" value="Received"/>	
Remarks:	<input type="text"/>	
* Check Date:	<input type="text" value="10/26/2011"/>	

Edit Cheque

1. Follow the 'Open Cheque' steps until the 'Update Cheque' tab appeared.
2. Click the 'Edit' button.

Home Cheques **Update Cheque**

Edit Deposit

Received From: Amarado, Mae Ann

*Transaction Date: 10/8/2011

*Cheque Payment Method: Personal Check

*Amount (Php): 10,000.00

Received By: Mr. Pamaran, Rey

*Bank: RCBC

*Check Number: 123468

*Status: Received

Remarks:

*Check Date: 10/8/2011

3. Update the fields in the 'Update Cheque' tab.
4. Click the Save button.

Home Cheques **Update Cheque**

Save

Received From: Amarado, Mae Ann

*Transaction Date: 10/8/2011

*Cheque Payment Method: Personal Check

*Amount (Php): 10,000.00

Received By: Mr. Pamaran, Rey

*Bank: RCBC

*Check Number: 123468

*Status: Received

Remarks:

*Check Date: 10/8/2011

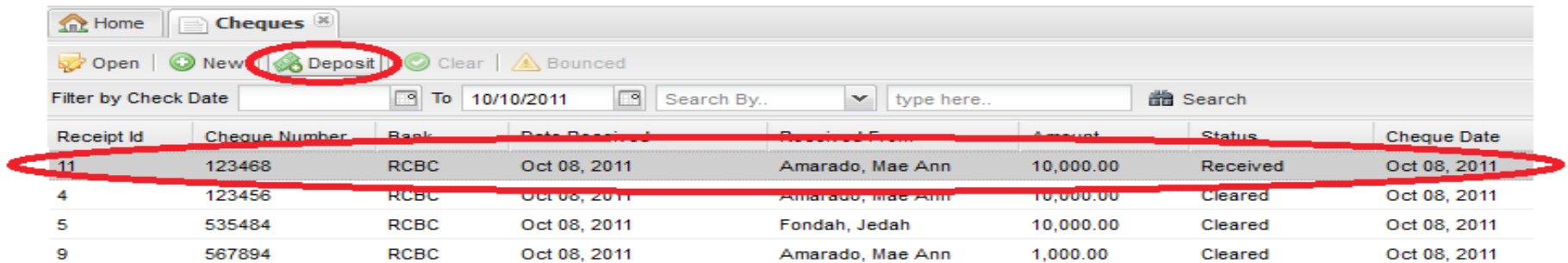
5. After clicking 'Save', pop-up window will appear notifying you that record was successfully modified.
6. Click the 'Ok' button.

Status

Cheque record was successfully modified.

Deposit Cheque

1. There are two ways to deposit a cheque. First click the cheque/cheques that needs to be deposited and then click the 'Deposit' button.



Receipt Id	Cheque Number	Bank	Date Received	Received From	Amount	Status	Cheque Date
11	123468	RCBC	Oct 08, 2011	Amarado, Mae Ann	10,000.00	Received	Oct 08, 2011
4	123456	RCBC	Oct 08, 2011	Amarado, Mae Ann	10,000.00	Cleared	Oct 08, 2011
5	535484	RCBC	Oct 08, 2011	Fondah, Jedah	10,000.00	Cleared	Oct 08, 2011
9	567894	RCBC	Oct 08, 2011	Amarado, Mae Ann	1,000.00	Cleared	Oct 08, 2011

2. Or you can open the cheque record by following the 'Open Cheque' steps and then click the 'Deposit' button.



Received From:	Amarado, Mae Ann	Browse
* Transaction Date:	10/8/2011	
* Cheque Payment Method:	Personal Check	
* Amount (Php):	10,000.00	
Received By:	Mr. Pamaran, Rey	
* Bank:	RCBC	Browse
* Check Number:	123468	
* Status:	Received	
Remarks:		
* Check Date:	10/8/2011	

Note: You can only deposit cheques with status RECEIVED and BOUNCED.

Clear Cheque

1. Select cheque with status 'Deposited'. Click the 'Clear' button.

Home

Cheques

Open

New

Deposit

Clear

Bounced

Filter by Check Date

To

10/10/2011

Search By..

type here..

Search

Receipt Id	Cheque Number	Bank	Date Received	Received From	Amount	Status	Cheque Date
11	123468	RCBC	Oct 08, 2011	Amarado, Mae Ann	10,000.00	Deposited	Oct 08, 2011
4	123456	RCBC	Oct 08, 2011	Amarado, Mae Ann	10,000.00	Cleared	Oct 08, 2011
5	535484	RCBC	Oct 08, 2011	Fondah, Jedah	10,000.00	Cleared	Oct 08, 2011
9	567894	RCBC	Oct 08, 2011	Amarado, Mae Ann	1,000.00	Cleared	Oct 08, 2011

Note: When you clear a **cheque** that is **used as collateral** for a loan application with term, it will automatically be applied as **payment**.

But when you clear cheques that does not have associated loan, it will not be automatically applied as payment.

Bounce Cheque

1. Select Cheque record with status 'Deposited' and then click the 'Bounced' button.

[Home](#) [Cheques](#)

[Open](#) [New](#) [Deposit](#) [Clear](#) [Bounced](#)

Filter by Check Date To 10/10/2011 Search By.. Search

Receipt Id	Cheque Number	Bank	Date Received	Received From	Amount	Status	Cheque Date
11	123468	RCBC	Oct 08, 2011	Amarado, Mae Ann	10,000.00	Deposited	Oct 08, 2011
4	123456	RCBC	Oct 08, 2011	Amarado, Mae Ann	10,000.00	Cleared	Oct 08, 2011
5	535484	RCBC	Oct 08, 2011	Fondah, Jedah	10,000.00	Cleared	Oct 08, 2011
9	567894	RCBC	Oct 08, 2011	Amarado, Mae Ann	1,000.00	Cleared	Oct 08, 2011