



## How to Record PDC Payment

### Overview:

Post-dated cheque is a cheque created for a date in the future. There are times that a company will issue PDCs to ready their payments to their Supplier in advance, especially if it will be installment.

### Scenario:

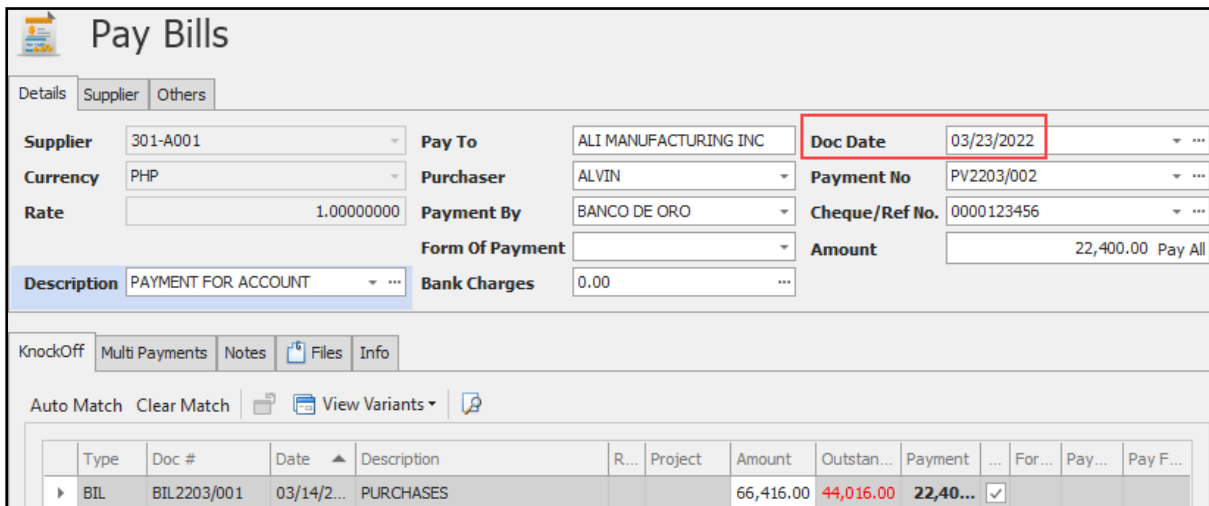
The user will create PDC Payment to the Supplier.

### Procedure:

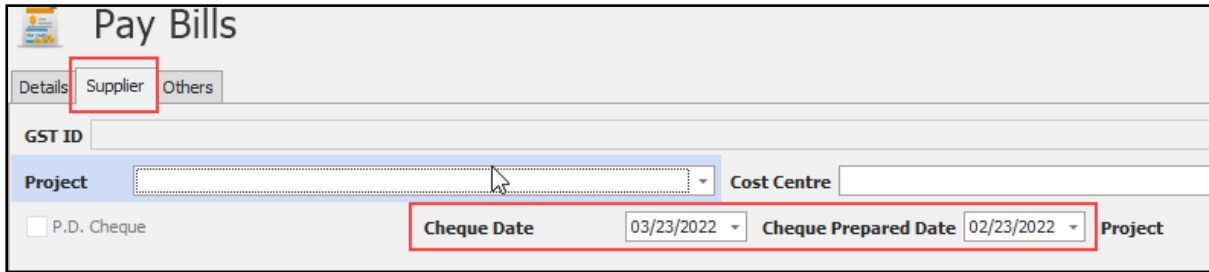
#### Conditions:

- If the Cheque Date should be the Posting Date of the transaction, then the Doc Date must be the Cheque Date.
- If the Voucher Date should be the Posting Date of the transaction, then the Doc Date must be the date when the Voucher will be created.

- Create Pay Bills and key in all relevant information.



- Click the 'Supplier' tab and enter the *Cheque Date* (optional) and the *Cheque Prepared Date* to record the Voucher Date.



Pay Bills

Details **Supplier** Others

GST ID

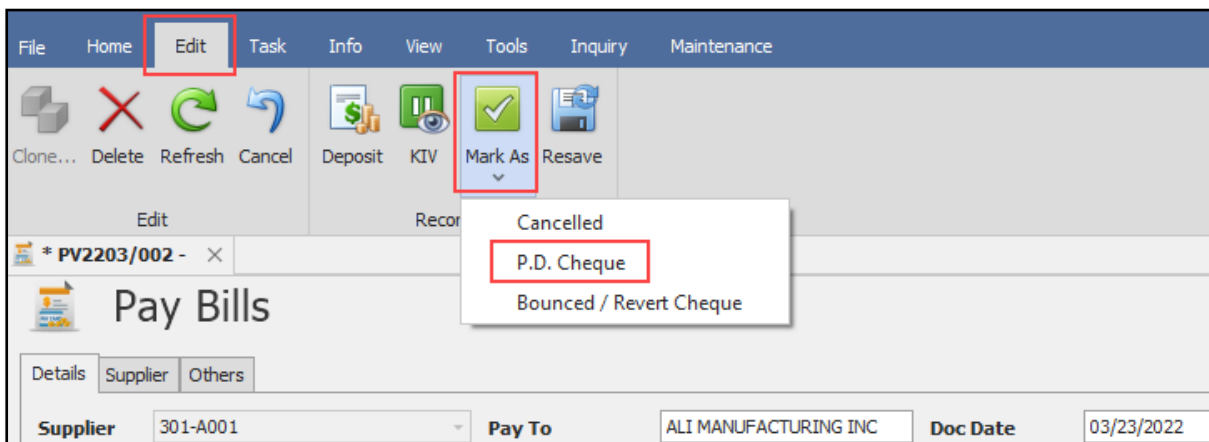
Project  Cost Centre

☐ P.D. Cheque

**Cheque Date** 03/23/2022 **Cheque Prepared Date** 02/23/2022 **Project**

In this example, the Doc Date is the same as the Cheque Date (*Condition #1*).

- Go to the 'Edit' menu, click 'Mark As' and select P.D. Cheque.



File Home **Edit** Task Info View Tools Inquiry Maintenance

Clone... Delete Refresh Cancel Deposit KIV **Mark As** Resave

Edit Record

\* PV2203/002 - X

Pay Bills

Details **Supplier** Others

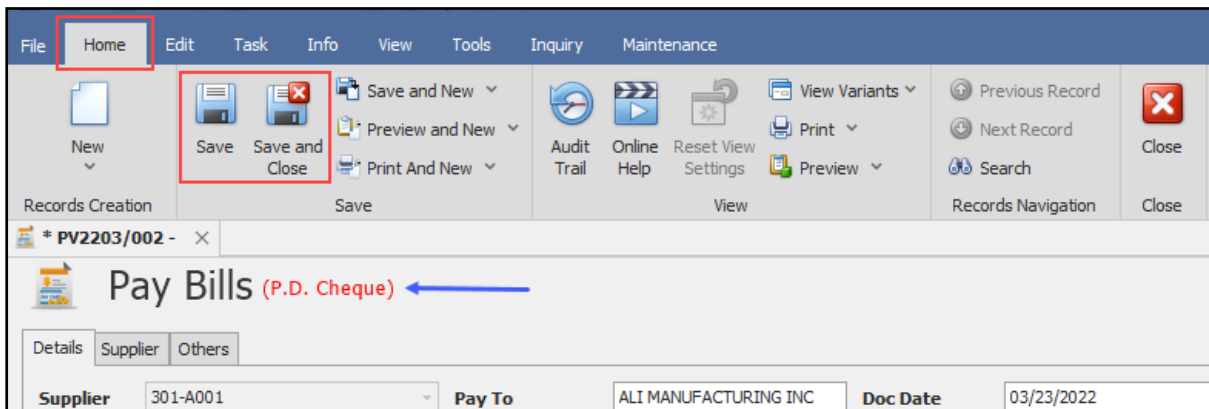
**Supplier** 301-A001 **Pay To** ALI MANUFACTURING INC **Doc Date** 03/23/2022

Cancelled

**P.D. Cheque**

Bounced / Revert Cheque

- Go back to the 'Home' menu and click Save. The payment shall have a label (P.D. Cheque).



File **Home** Edit Task Info View Tools Inquiry Maintenance

New

Save Save and Close

Save and New Preview and New Print And New

Records Creation Save View

Audit Trail Online Help Reset View Settings View Variants Print Preview Previous Record Next Record Search Records Navigation Close

\* PV2203/002 - X

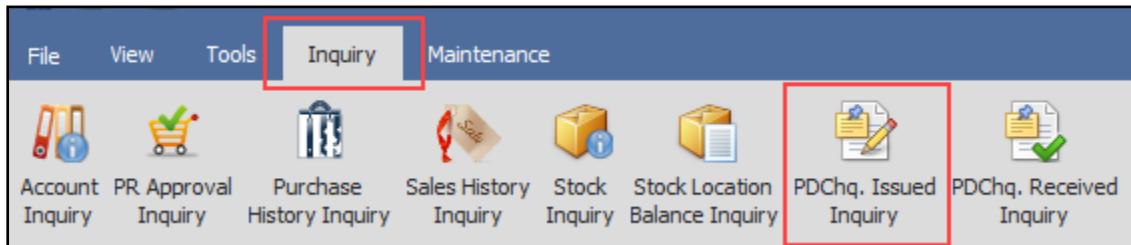
Pay Bills (P.D. Cheque)

Details **Supplier** Others

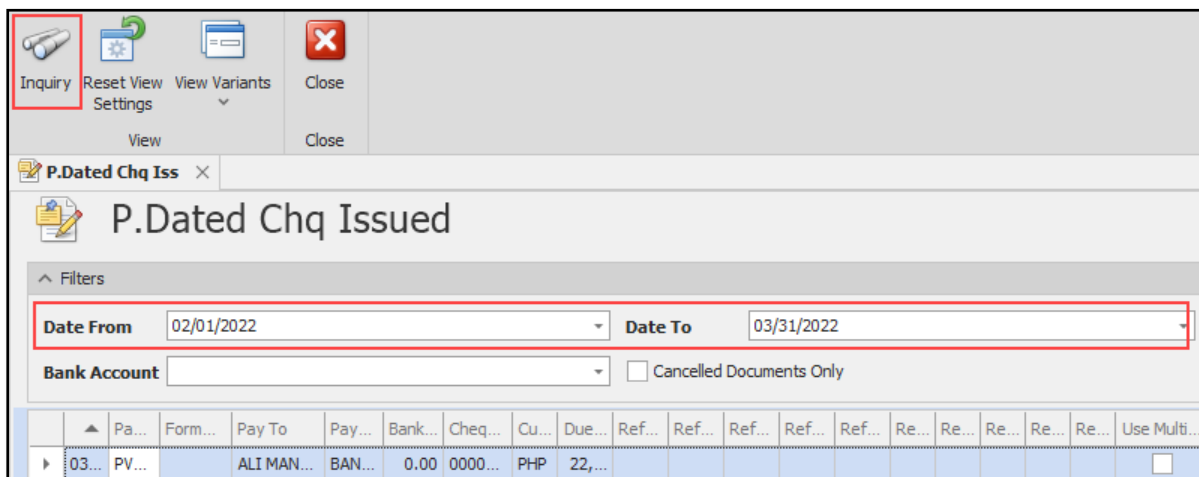
**Supplier** 301-A001 **Pay To** ALI MANUFACTURING INC **Doc Date** 03/23/2022

## PDC Issued Inquiry

To view/monitor Post-dated Cheque Issued, go to the *Inquiry > PDChq. Issued Inquiry*.



Set the dates that will cover the Doc Date of the P.D. Cheque and click Inquiry.



**P.Dated Chq Iss**

**Filters**

**Date From** 02/01/2022 **Date To** 03/31/2022

**Bank Account**  ☐ Cancelled Documents Only

|         | ▲ | Pa... | Form... | Pay To     | Pay... | Bank... | Cheq... | Cu... | Due... | Ref... | Ref... | Ref... | Ref... | Re... | Re... | Re... | Re... | Use Multi...             |
|---------|---|-------|---------|------------|--------|---------|---------|-------|--------|--------|--------|--------|--------|-------|-------|-------|-------|--------------------------|
| ▶ 03... |   | PV... |         | ALI MAN... | BAN... | 0.00    | 0000... | PHP   | 22,... |        |        |        |        |       |       |       |       | <input type="checkbox"/> |



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>