



# **Training Day 3**

## **RECEIPTS/PAYMENTS**

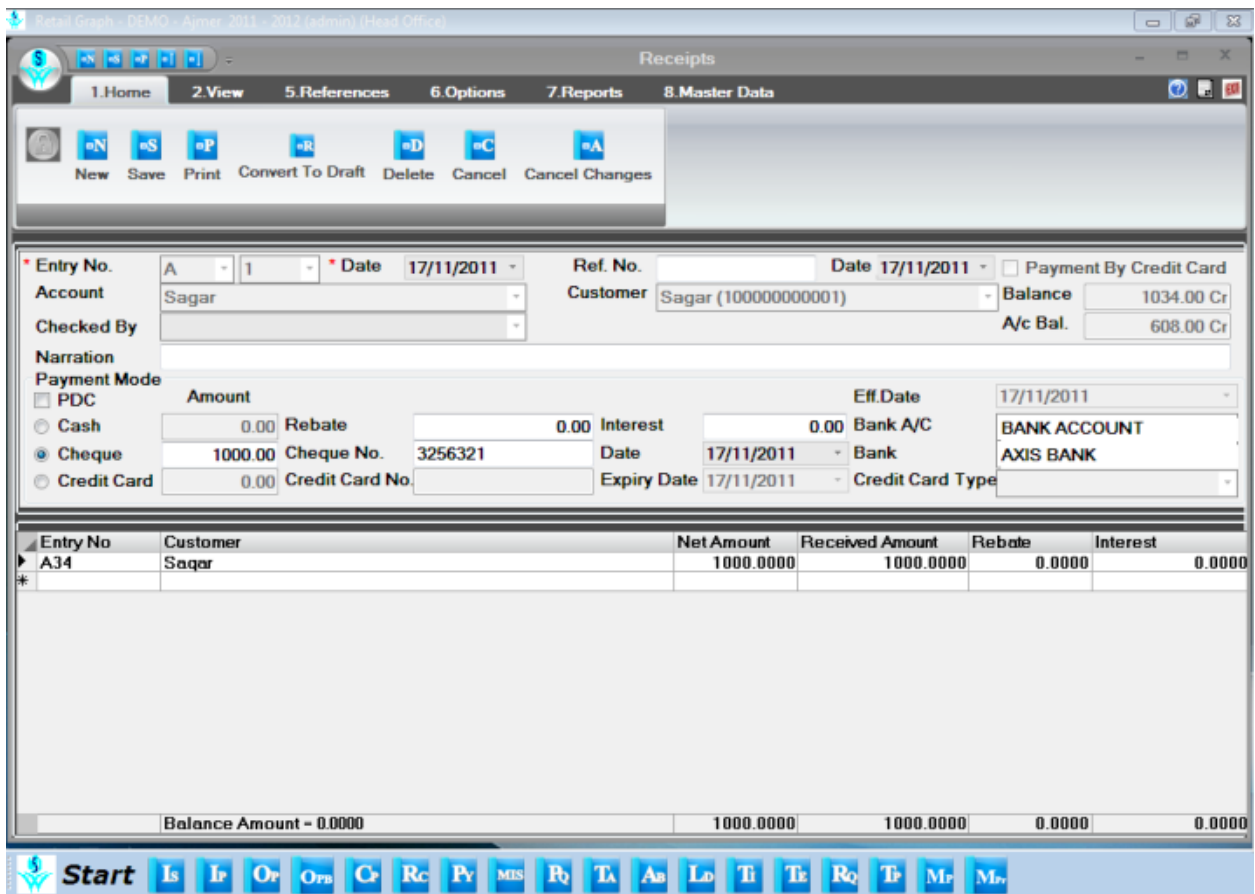
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In the last training session, we learned about sales & sales return functions. You must have started your billing on RetailGraph by now. This training session is dedicated to receipts, payments, PDC handling, outstanding management & accounting.

### 1. Receipts

Using this option you can enter all the payments that you receive. You can also adjust bill by bill outstanding when you enter receipt of any customer.



## 2. PDC Handling (Received)

**RetailGraph** gives you the facility of complete Post Dated Cheques handling. You can use Receipt, Deposit Cheques, Cheque Dishonoured & PDC to Deposit options for effective PDC management.

### Deposit Cheque :

You can make the cheque deposit entry using this option. It will show you the cheques to be presented in the given date range and you can select the cheques that you want to deposit in the bank.

The screenshot shows the 'Cheques Deposit' window in Retail Graph. The window title is 'Retail Graph (RGSUPPORT-PC) - DEMO COMPANY - DEMO' and the user is '2013 - 2014 (admin) (Head Office)'. The window contains a menu bar with '1.Home', '2.View', '6.Options', '7.Reports', and '8.Master Data'. Below the menu bar is a toolbar with buttons for 'New', 'Save', 'Print', 'Draft', 'Delete', and 'Cancel Changes'. The main area of the window is a form with the following fields:

- Entry No.: A
- Date: 04/03/2014
- Ref. No.: (empty)
- Date: 04/03/2014
- Cheque Date Up To: 04/03/2014
- Account: BANK ACCOUNT
- Narration: (empty)

A 'Cheques List' button is located next to the Account field. Below the form is a table with the following data:

Cheque No	Cheque Date	Account	Drawing Bank	Amount
1551521	06/07/2011	EKTA MEDICAL AND PROVISION STORE	AXIS BANK	500.00

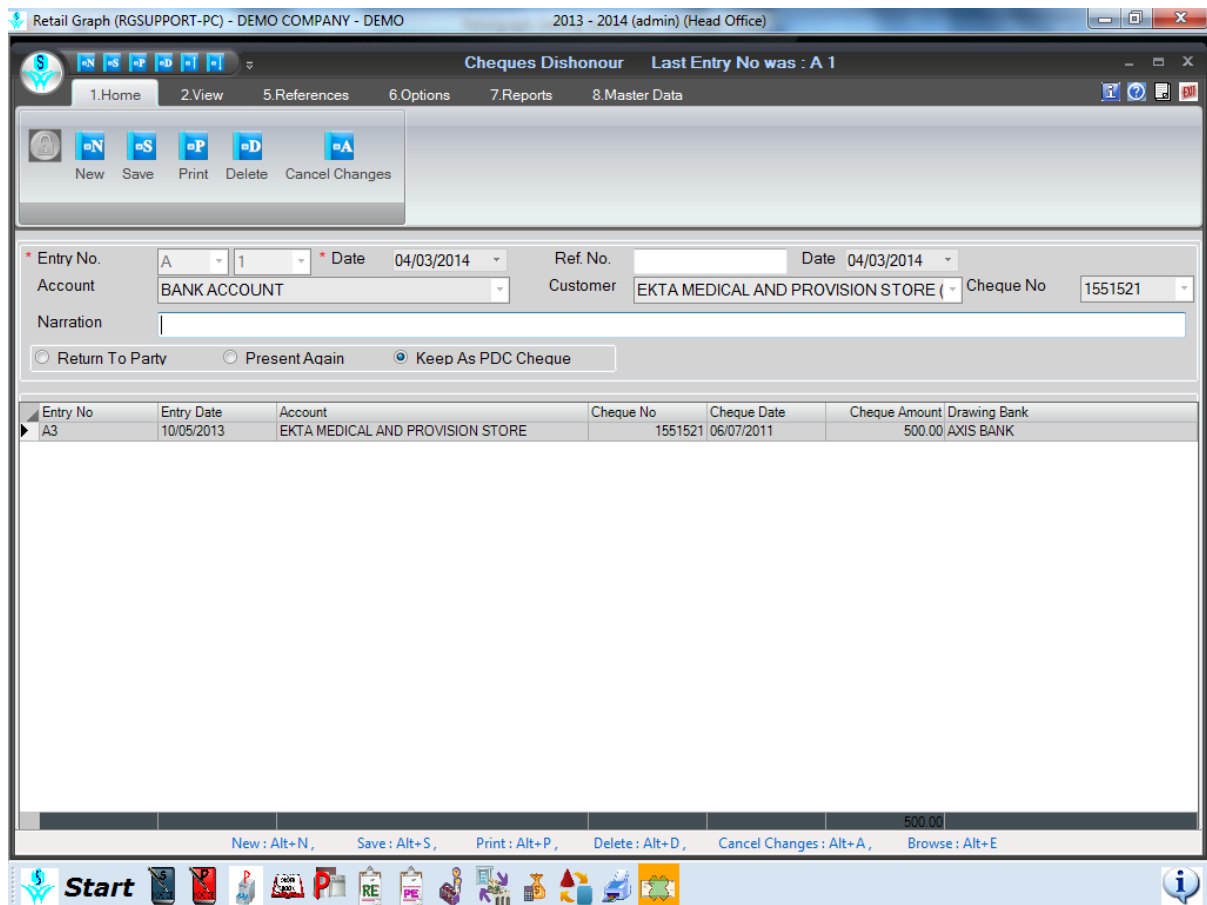
A 'Cheques List' dialog box is open, showing a list of cheques with checkboxes for selection. The dialog box has the following data:

Cheque No	Drawing Bank	Cheque Date	Account
<input type="checkbox"/>			
<input checked="" type="checkbox"/>	AXIS BANK	05/07/2011	SHREE VISHK
<input checked="" type="checkbox"/>	AXIS BANK	06/07/2011	EKTA MEDICAL

The dialog box also has 'Select All', 'Deselect All', 'Invert All', 'OK', and 'Cancel' buttons.

### Dishonoured Cheque:

You can make the entry of dishonored cheques using this option. An entry of Payment Voucher will be created automatically in Account.



Retail Graph (RGSUPPORT-PC) - DEMO COMPANY - DEMO 2013 - 2014 (admin) (Head Office)

Cheques Dishonour Last Entry No was : A 1

1.Home 2.View 5.References 6.Options 7.Reports 8.Master Data

New Save Print Delete Cancel Changes

\* Entry No. A 1 \* Date 04/03/2014 Ref. No. Date 04/03/2014

Account BANK ACCOUNT Customer EKTA MEDICAL AND PROVISION STORE Cheque No 1551521

Narration

Return To Party  Present Again  Keep As PDC Cheque

Entry No	Entry Date	Account	Cheque No	Cheque Date	Cheque Amount	Drawing Bank
A3	10/05/2013	EKTA MEDICAL AND PROVISION STORE	1551521	06/07/2011	500.00	AXIS BANK

New: Alt+N, Save: Alt+S, Print: Alt+P, Delete: Alt+D, Cancel Changes: Alt+A, Browse: Alt+E

**PDC to Deposit :**

Using this report you can view the position of Post Dated cheques that are to be deposited and cheque that are already presented in bank for payment within the given date range.

Account	ChequeNo	ChequeDate	ChequeAmt	Bank	Deposit	Returned
Sagar	3256321	17/11/2011	1000.00	AXIS BANK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sagar	124536	17/11/2011	100.00	HDFC BANK	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 3. Outstanding Op. Bal Entry (Customer)

**Pending Sales Bills (Op. Bal.):** You can enter the opening balance of customers using this option. If you want to maintain bill wise outstanding then you can also enter pending bill wise outstanding using this option.

Customer	Account	Transaction	Invoice No	Location	EntryDate	Due Amount	Due Date	Net Amount
Saqar	Saqar	Invoice/Dr Note	A34	Head Office	31/03/2011	1000.00	02/11/2011	1000.00
Walk In Custo	Walk In Custo	Invoice/Dr Note	CS2	Head Office	31/03/2011	200.00	15/11/2011	200.00
Saqar	Saqar	Credit Note	A50	Head Office	31/03/2011	15.00	30/11/2011	15.00

### 4. Outstanding Report (Receipt)

Outstanding Reports: In this menu you can get various outstanding & age wise reports like account wise, area/station/region wise, ref. by wise etc.

## 5. Payments

Using this option you can enter all the payments including payments done to vendors or PDC issued and can adjust the payment against bills. Please note that if you are issuing PDC for payment you need to tick PDC and tick on Draft to save the entry. Please use Cheque Cleared option to clear these PDCs.

The screenshot shows the 'Payment' entry form in RetailGraph. The form is titled 'Payment' and has a menu bar with options: 1.Home, 2.View, 5.References, 6.Options, 7.Reports, 8.Master Data. Below the menu bar are buttons for New, Save, Print, Convert To Draft, Delete, Cancel, and Cancel Changes.

Key fields in the form include:

- Entry No.: A 2
- Date: 16/11/2011
- Account: Rawat
- Vendor: Rawat(100000000001)
- Balance: 333.71 Dr
- A/c Bal.: 0.00 Cr

The 'Payment Mode' section has the following options:

- Cash: Amount 3471.00, Rebate 0.00, Interest 0.00
- Cheque: Amount 0.00, Cheque No., Date 17/11/2011, Bank A/C
- Credit Card: Amount 0.00, Credit Card No., Expiry Date 17/11/2011, Credit Card Type

A table below the form shows the entry details:

SeriesNo	Vendor	Invoice No	Invoice Date	Paid Amount	Due Amount	Net Amount	Interest	Rebate
SK1	Rawat	a2	16/11/2011	3471.00	0.0000	3471.00	0.00	0.00

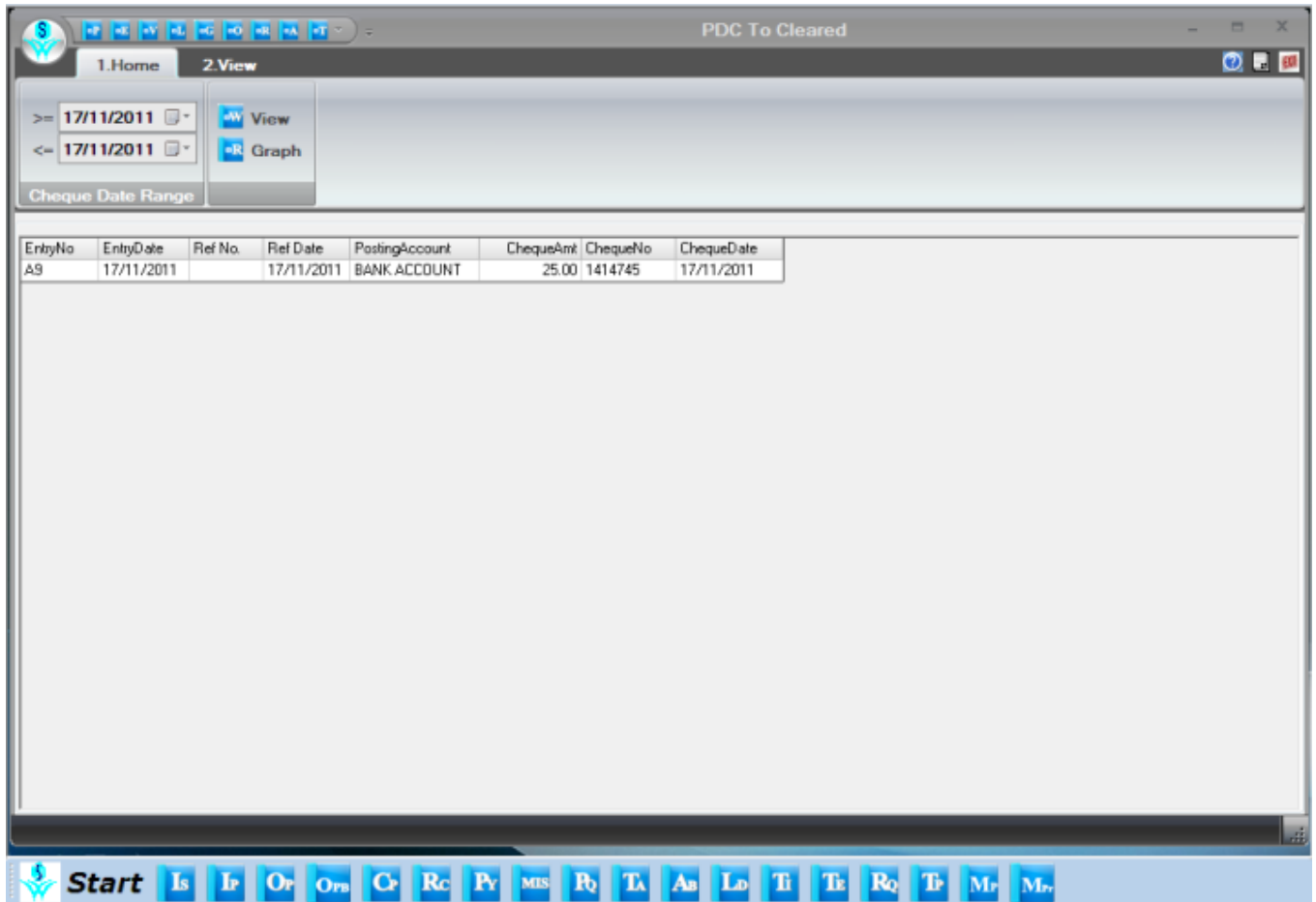
At the bottom of the form, a summary row shows: Balance Amount = 0.0000, 3471.0000, 3471.0000, 0.0000, 0.0000.



## 6. PDC Handling

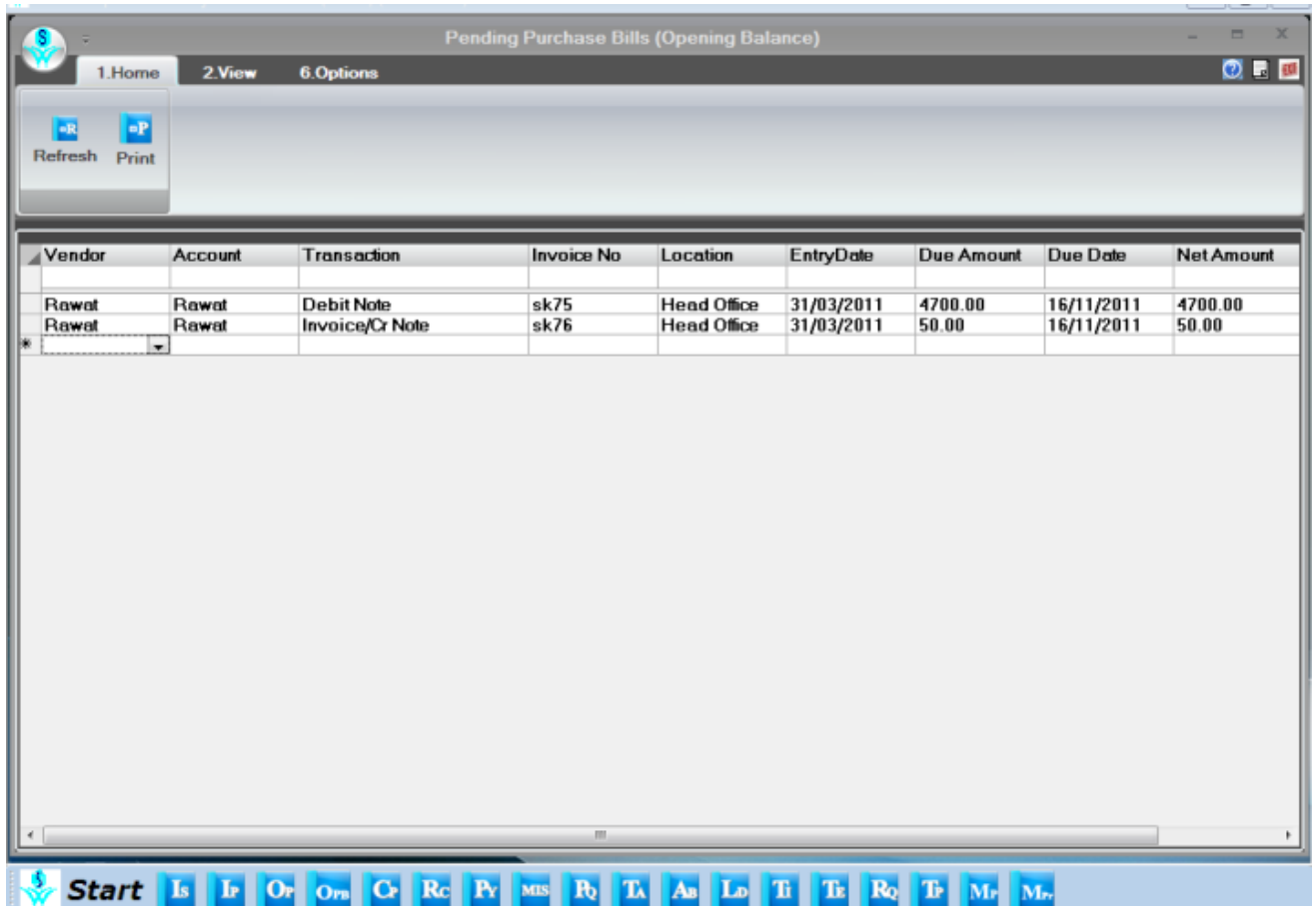
### PDC to be cleared

Using this report you can check Post Dated Cheques issued by you.



## 7. Outstanding Op. Bal Entry (Vendor)

You can enter the opening balance of vendors using this option. If you want to maintain bill wise outstanding then you can also enter pending bill wise outstanding using this option.



## 8. Outstanding Reports (Payments)

Outstanding Reports: In this menu you can get various outstanding & age wise reports like account wise, area/station/region wise, ref. by wise etc. Please note the in RetailGraph outstanding reports are shown “On Account” basis.

1	Account	Vendor	NetAmt	DueAmt	PDCAmt
	All s			-4517.71	0.00
	Rawat		0.00	-4517.71	0.00

## 9. Accounts Master

**RetailGraph** is integrated with financial accounting up to Balance Sheet. You can create Ledger Accounts & Ledger Groups from Accounts->Masters Menu. A list of common accounts & groups is given by default.

The screenshot shows the 'Ledger Account' window in RetailGraph. The window title is 'Retail Graph - DEMO - Ajmer - 2011 - 2012 (admin) (Head Office)'. The window contains a menu bar with '1.Home', '2.View', and '6.Options'. Below the menu bar are three buttons: 'Refresh' (with a refresh icon), 'Form View' (with a document icon), and 'Print' (with a printer icon). The main area is a table with the following columns: Account, Account Group, Alias, Auto Generate, Address, Station, Locality, and Pincode. The table lists various accounts such as BANK ACCOUNT, Building A/c, Capital A/c, CASH DISCOUNT, CASH IN HAND, CHEQUES IN HAND, Claims Allowed Within State On VAT, CLAIMS PAYABLES, CLAIMS RECEIVABLES, CREDIT NOTE, EDUCATION TAX IN, EDUCATION TAX OUT, Expenses A/c, FREIGHT A/c, FREIGHT EXP, Freight Inward, HIGHER EDUCATION TAX IN, HIGHER EDUCATION TAX OUT, Income From Other Source, and INPUT TAX. The 'Station' column for all entries is 'Not Define' and the 'Pincode' column is '0'. At the bottom of the window is a taskbar with a 'Start' button and several application icons.

Account	Account Group	Alias	Auto Generate	Address	Station	Locality	Pincode
BANK ACCOUNT	Cash & Bank Bala				Not Define		0
Building A/c	Fixed Assets				Not Define		0
Capital A/c	Capital Account				Not Define		0
CASH DISCOUNT	InDirect Expenses				Not Define		0
CASH IN HAND	Cash & Bank Bala				Not Define		0
CHEQUES IN HAND	Cash & Bank Bala				Not Define		0
Claims Allowed Within State On VAT	Sales Accounts				Not Define		0
Claims Allowed Within State On VAT	Sales Accounts				Not Define		0
Claims Allowed Within State On VAT	Sales Accounts				Not Define		0
CLAIMS PAYABLES	Sales Accounts				Not Define		0
CLAIMS RECEIVABLES	Purchase Accounts				Not Define		0
Claims Received Within State On VA	Purchase Accounts				Not Define		0
Claims Received Within State On VA	Purchase Accounts				Not Define		0
Claims Received Within State On VA	Purchase Accounts				Not Define		0
CREDIT NOTE	Sales Accounts				Not Define		0
EDUCATION TAX IN	Tax Liabilities				Not Define		0
EDUCATION TAX OUT	Tax Liabilities				Not Define		0
Expenses A/c	InDirect Expenses				Not Define		0
FREIGHT A/c	InDirect Expenses				Not Define		0
FREIGHT EXP	Direct Expenses				Not Define		0
Freight Inward	InDirect Expenses				Not Define		0
HIGHER EDUCATION TAX IN	Tax Liabilities				Not Define		0
HIGHER EDUCATION TAX OUT	Tax Liabilities				Not Define		0
Income From Other Source	InDirect Incomes				Not Define		0
INPUT TAX	Tax Liabilities				Not Define		0

## 10. Voucher Entry

You can create Payment, Receipt & Journal Vouchers entries from **Accounts Menu**.

