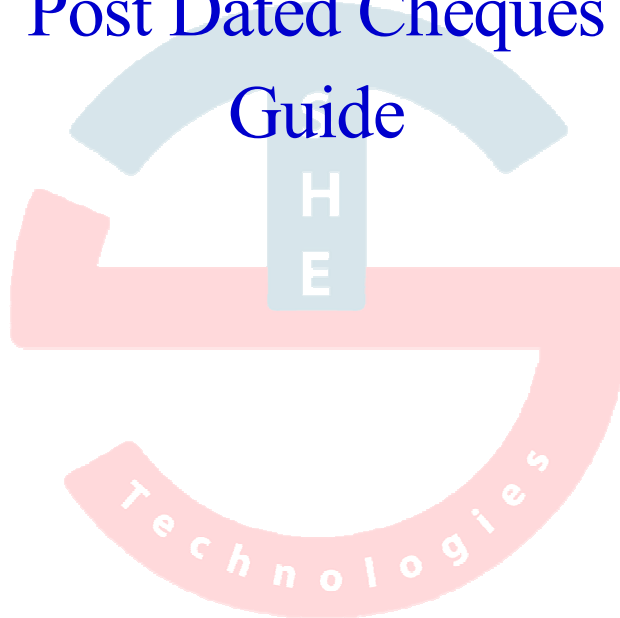




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PDC Module Post Dated Cheques Guide



Ver 9.6

Dated Feb 09, 2023

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Ph. 042 3740 1143



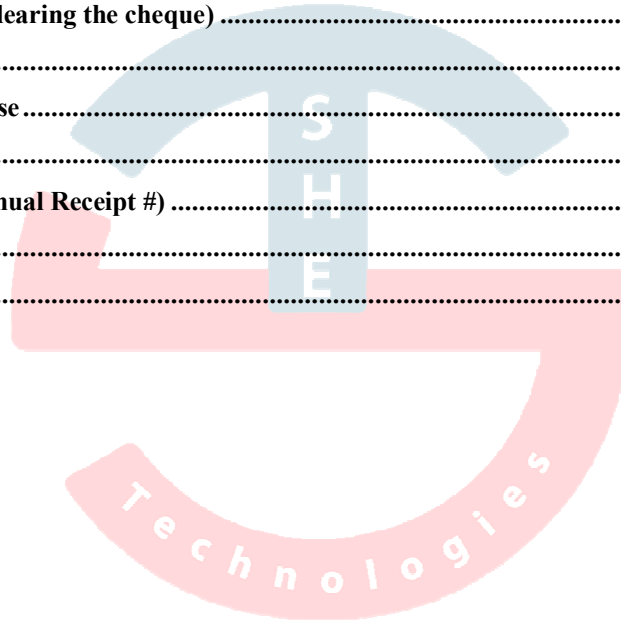
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1. PDC Parameters

1.1. Systems Policies for PDC

Maintenance → Administration & Parameters → Systems Policies

- PDC Receipt
 - "A" (Auto numbers for receipts)
 - "M" (User will give manual receipt #)
 - "B" (Both – if user will not give # then receipt # will be post auto)
- Entry Type
 - "A" (PDC # will be automatic)
 - "M" (User will give manual PDC #)

Up/Down Load Parameters				
Policy Branch Accounts				
Branch Code	Section Code	Key Code	Key Value	Key Remarks
000000	ACC	AC_FORMAT	1234	Account Format
000000	ACC	ENTRY_LINE	2	Voucher Entry Lines.
000000	ACC	POST_PERD	M	Auto/Manual A/M
000000	ACC	TAX_AC_NO	1010101001	Tax A/C No.
000000	FILE	DEV_BALCRITERIA		Developer Balance Criteria
000000	FILE	PDC_RECPT	A	PDC Receipt Auto/Manual/Both A/M/B
000000	INV	MEMB_DISC	Y	Member Discount
000000	INV	SALE_DISC	100	Sale Discount
000000	INV	SUSP_AC_NO		Suspense Account for Posting
000000	INV	TRANS_RATE	A	Transfer at Purchase/Sale [P/S] Rate
000000	PDC	ENTRY_TYPE	A	Auto(A)/Manual (M) Entry A/M
PDPC01	ACC	REFUNDAMT_ACNO		Refund A/C #





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2. PDC System

2.1. PDC Entry

Systems → Post Dated Cheques (PDC) → Post Dated Cheques - Entry

- PDC # (leave blank – 6403 number will be auto on save)
- PDC Date i.e. 09/02/2023
- Instrument Type i.e. CHEQUE
- Instrument # i.e. 1234567
- Cheque Amount i.e. 52000
- Drawee Bank i.e. ABL
- Developer post criteria i.e. Developer System
- Remarks i.e. "DAWOOD SALMAN NASEER"
- Detail: (user can add a cheque for multiple registrations)
 - Project ID i.e. PDPC01
 - Registration # i.e. PC-0673
 - Amount i.e. 52000
- Save i.e. (auto # 6403 is saved)

Post Dated Cheques (w_instruments)

7/2013-6/2014

Branch Code: PDPC01

Inst. Receipt No: 6403

Receiving Date: 09/02/2023

Instrument Dated: 09/02/2023

Instrument No: 1234567

Drawee Bank: ABL

ID No.:

Developer Post Criteria: Developer System

Remarks: DAWOOD SALMAN NASEER

Deposit By & Mobile:

Batch No: 95

Instrument Type: CHEQUE

Amount: 52,000.00

Reference No:

Ret

Zoom

Information

Inst. Receipt No. ==> 6403
Successfully Saved

OK

Developer Payment_1 | Accounts | Developer Payment_2 | Analysis

Print-1 | Print-2 | Acknowledgement | New Entry

Populate for ID

Sr. No.	Project ID.	Registration No	Member Name	Over Due	OS Amt	PDC Amt	PDC Recv. Amt
1	PDPC01	PC-0673	SAIMA ALEEM	656,635.00	656,635.00	.00	52,000.00
Total :				656,635.00	656,635.00	0.00	52,000.00



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2.2. Cheque Send for Clearing

Systems → Post Dated Cheques (PDC) → Cheque send for clearing

- Click Retrieve Button
- Click Deposit to Mark for any cheque i.e. 6403
- Select Deposit Bank & Deposit Ac i.e. Meezan – 0102663425
- Click Save

Sr.No.	In.Recpt#	Inst. No.	Inst. Dated	Inst. Value	Drawee Bank	Pending/Deposit	Deposit Date	Deposit Bank	Deposit A/C
8	4389	0000000013	02/01/2023	100000.00	FAYSAL	☐ Pending ☐ Deposit	09/02/2023		
9	4390	26173891	02/01/2023	60000.00	SILK	☐ Pending ☐ Deposit	09/02/2023		
10	6403	1234567	09/02/2023	52000.00	ABL	☐ Pending ☐ Deposit	09/02/2023	MEEZAN	0102663425 2

2.3. Cheque Mark After Clearing

Systems → Post Dated Cheques (PDC) → Cheque send for clearing

- Click Retrieve Button as Highlighted
- Mark "Clear" / "Return" as highlighted
- Click Save

Receipt No	Instrument No	Inst. Value	Deposit Date	Deposit Bank	Deposit A/C No	Clear/Return/Deposited	Clear/Rt. Date	Ren
6403	1234567	52,000.00	09/02/2023	MEEZAN	0102663425	☒ Clear ☐ Return ☐ Deposit	09/02/2023	RT DAWOO
4365	1715601680	285,000.00	28/12/2022	BAL-S	5575-5000332115	☐ Clear ☐ Return ☐ Deposit	09/02/2023	RT RECEIV
4381	38270767	57				☐ Clear ☐ Return ☐ Deposit	09/02/2023	RT installme
4382	11330863	29				☐ Clear ☐ Return ☐ Deposit	09/02/2023	RT RECEIV
4383	10417446	72				☐ Clear ☐ Return ☐ Deposit	09/02/2023	RT RECEIV
4384	11330864	30				☐ Clear ☐ Return ☐ Deposit	09/02/2023	RT RECEIV



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2.4. Posting of Receipt (After clearing the cheque)

Systems → Post Dated Cheques (PDC) → Clearing verification & posting

- Click Retrieve Button as highlighted
- Mark Tick to post as highlighted
- Click "Post" Button as highlighted

Cheques Final Posting (w_instruments_posting)

Clearing Verification & Posting

Branch Code: Palm City Housing Scheme

Deposited Date: <= 09/02/2023 Posting Date: 09/02/2023

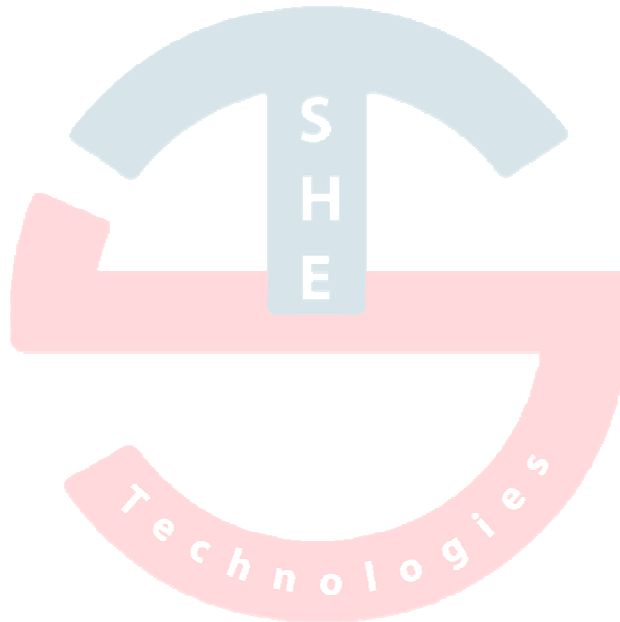
Post

Search From: Start Line No. 1

Criteria: Instrument No.

Value:

Sr.No.	Inst. Recp #	Deposit Date	Deposit Bank	Deposit A/C No	Instrument #	Amount	Clear/Return	Clear/Rt. Date	X	Inst. Type
1	131	08/02/2023	MEEZAN	0102663425	11223344	2,500.00	☐ Clear ☐ Posted	08/02/2023	☐	CHEQUE
2	6403	09/02/2023	MEEZAN	0102663425	1234567	52,000.00	☐ Clear ☐ Posted	09/02/2023	☒	CHEQUE





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2.5. PDC Inquiry

Systems → Inquiries → Post Dated Cheques → Post Dated Cheques

- Enter PDC # i.e. 6403
 - User can see receipt inquiry also i.e. 33711

Post Dated Cheques Inq. (w_instruments_inq)

Branch Code: PDPC01 **Posted**

PDC #: 6403

Receiving Date: 09/02/2023 Batch No: 95

Instrument Dated: 09/02/2023 Instrument Type: CHEQUE

Instrument No: 1234567 Amount: 52,000.00

Drawee Bank: ABL **Ret** Drawee Branch:

Remarks: DAWOOD SALMAN NASEER

Deposit Date: 09/02/2023 Bank: MEEZAN A/C #: 0102663425

Clearing/Return Date: 09/02/2023

Final Posting Date: 09/02/2023 Verify By: SU Final Post By: 00/00/0000

Voucher No: Period: 00/00/0000 Post Date:

Cancel By: Date:

Cancel Remarks:

Payment Detail Misc. Receiving Dev-Payments **Print 1 Print 2**

Sr. No.	Project ID.	Registration No	Member Name	Received Amt.	Receipt No.
1	PDPC01	PC-0673	SAIMA ALEEM	52,000.00	33711
Total :-				52,000.00	



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2.8. Update Receipt # (For Manual Receipt #)

Systems → Post Dated Cheques (PDC) → Update Developer Receipt numbers

- Enter PDC # i.e. 4385
- Give receipt # manually i.e. 33712
- Save

Sr. No.	Branch Code	Registration No	Member Name	Receipt No.	Received Amt
1	PDPC01	PC-1316	M IMMAD UR REHMAN KHAN	33712	249,900.00
Total :					249,900.00

2.9. Cancel PDC

Systems → Post Dated Cheques (PDC) → Cancel PDC

- Enter PDC # 4385
- Enter Remarks + Save

Sr. No.	Project ID	Registration No	Member Name	Received Amt.	Receipt No.
1	PDPC01	PC-1316	M IMMAD UR REHMAN KHAN	249,900.00	0
Total :-				249,900.00	



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3. Reports

22-01-01 – Instrument Received Date wise report

22-01-02 – Instrument date wise report

Palm City										Report ID: 220101	
Instrument Received Date Wise Report										Page 2 of 216	
From Date :		01/01/2013	To		09/02/2023		Date: 09/02/2023				
From Date :		0.00	To		999,999,999.00		Status :		ALL		
										Print By: SU	
Sr.No.	Recv. Date	Recv. No.	Inst. Type	Inst. No.	Inst. Dated	Instr. Value	Drawee Bank	Batch No.	Inst.Status	Deposit Date	Post By
1	27/01/2014	4	CHEQUE	3565148	03/02/2014	1,010,000.00	HBL	4	Final Posted	10/02/2014	ASAD
2	29/01/2014	5	CHEQUE	28332183	22/01/2014	505,000.00	MEEZAN	5	Final Posted	23/01/2014	ASAD
3	29/01/2014	6	CHEQUE	0055251792	23/01/2014	505,000.00	FAYSAL	6	Final Posted	23/01/2014	ASAD
4	29/01/2014	7	CHEQUE	1971574	23/01/2014	505,000.00	MCB	7	Final Posted	23/01/2014	ASAD

Report ID: 220101
Page 2 of 216
Date: 09/02/2023
Print By: SU

22-02-01 – PDC Acknowledgement

CHEQUE ACKNOWLEDGEMENT

Ack. Receipt No. 6403

Receiving Date: 09/02/2023
Instrument Type: CHEQUE
Drawee Bank: ABL

Instrument Date: 09/02/2023
Instrument No.: 1234567
Instrument Value: 52,000.00

Sr No.	Plot/House No.	Name	Received Amount
1	PALM E-1	SAIMAALEEM	52,000.00
Total=			52,000.00

This is only an acknowledgement of receiving the cheque for the date stated on it but not the amount of money stated there in. The Cheque will be presented for encashment and only after realization of the cash amount of cheque the receipt shall be issued, which may be collected from the office thereafter.

Printed By : SU

Post By: SU

For: Palm City

Authorized Signatory

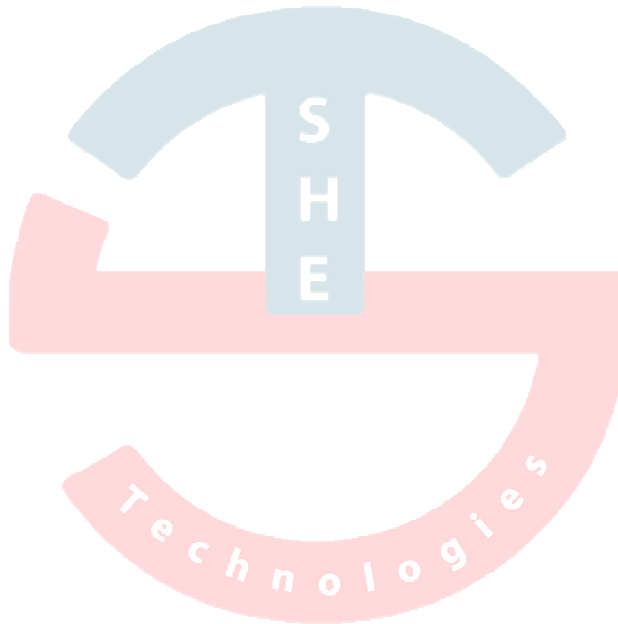


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223102 – Instrument date wise detail report (PDC)

Instrument Dated wise Detail Report											Report ID: 223102	
From Date : 01/01/2013 To 09/02/2023											Page 94 of 94	
											Date: 09/02/2023	
Sr.No.	Recv. Date	Recv. No.	Inst. Type	Inst. No.	Inst. Dated	Inst. Value	Drawee Bank	Batch No.	Inst.Status	Reg.no.	Received Amt.	Receipt No.
2124	13/06/2022	4248	CHEQUE	00000476	26/06/2022	600,000	HLB	4248	Return to Party	PC-1258	600,000.00	0
2141	01/12/2022	4368		214640386	07/01/2023	703,000	NBP	4368	Pending	PC-1242	703,000.00	0
2142	30/11/2022	4366		1715601681	15/01/2023	300,000	MCB	4366	Pending	PC-0962	300,000.00	0
2143	08/02/2023	131		11223344	08/02/2023	2,500	ABL	93	Final Posted	PC-0235	2,500.00	33710
2144	09/02/2023	6403		1234567	09/02/2023	52,000	ABL	95	Final Posted	PC-0673	52,000.00	33711
Total :-											992,712,989.76	





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