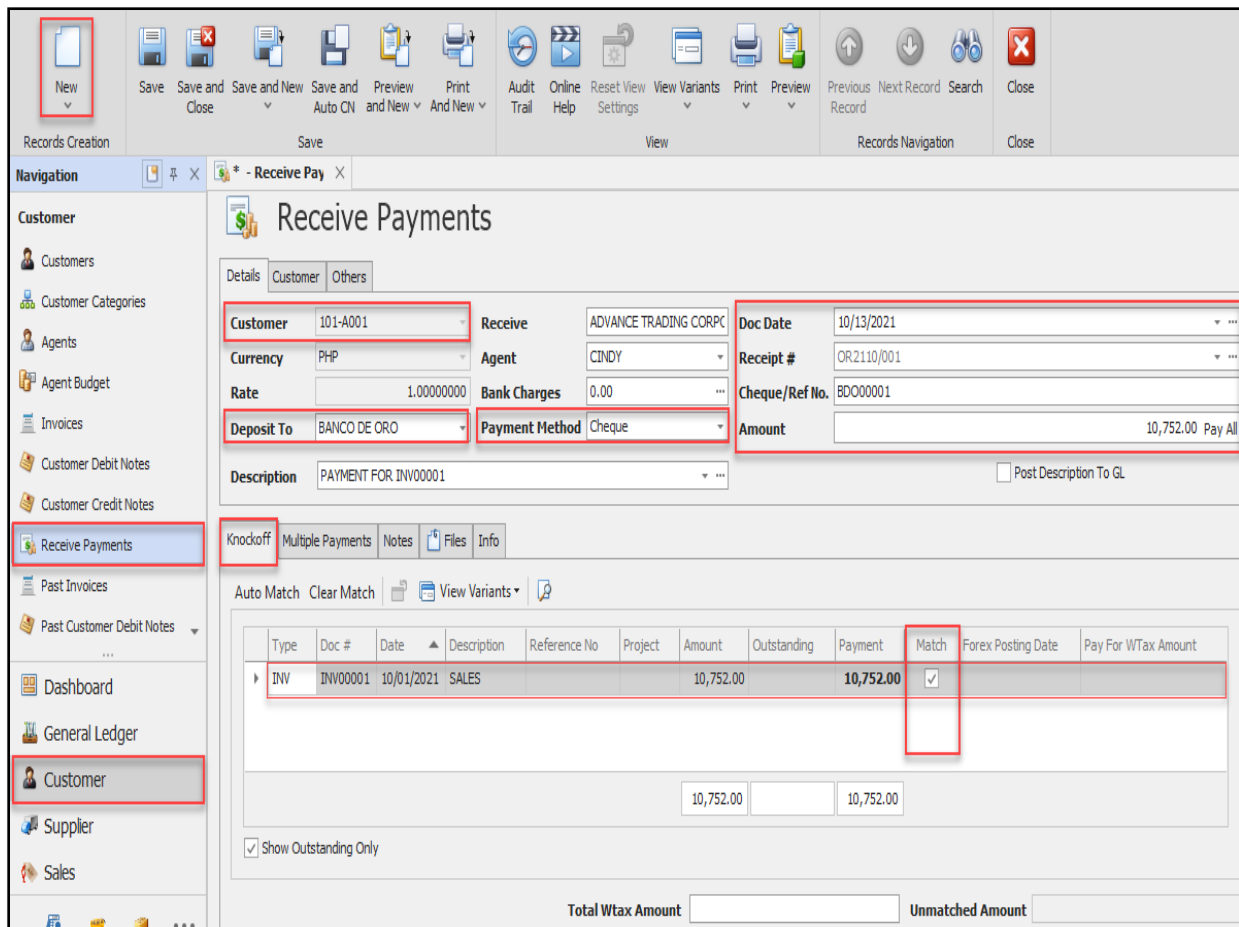




## HOW TO RECORD PDC COLLECTION

1. Go to **Customer Module > Receive Payments** > click the **New** button
2. Key in all the necessary information such as *Customer, Deposit To, Amount, Cheque/Ref No.*
  - a) If it is a payment for a particular issued invoice, match the collection under the Knockoff tab
  - b) If it is an advance payment, just input the amount collected and save the transaction
3. Set the Payment Method to Cheque
4. Input Document Date (this is also the Cheque Date)



The screenshot displays the 'Receive Payments' form in the QNE software. The 'New' button in the top toolbar is highlighted. The form fields are as follows:

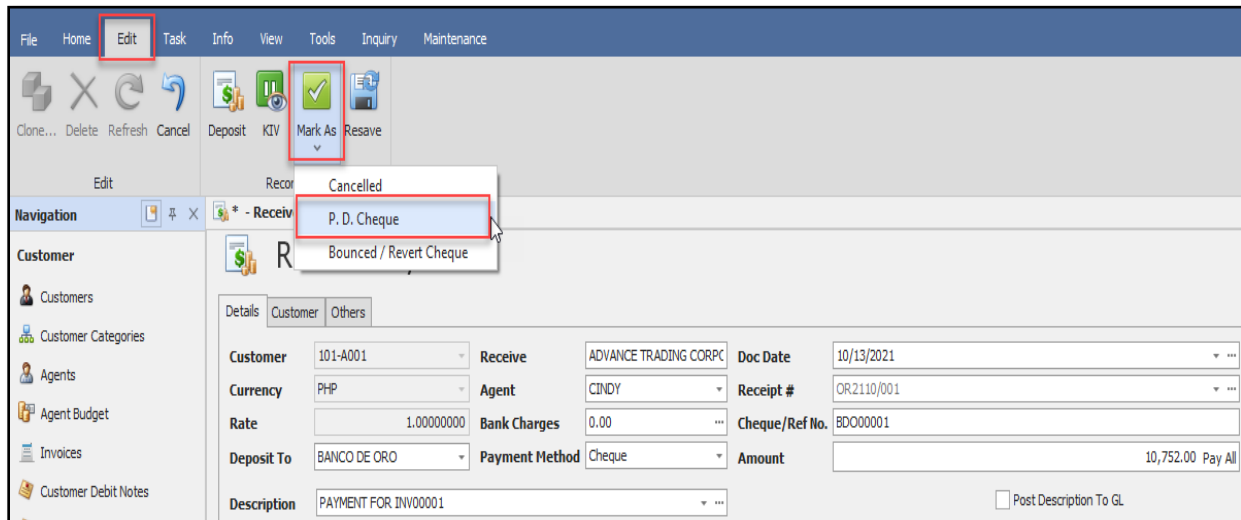
- Customer:** 101-A001
- Receive:** ADVANCE TRADING CORPC
- Doc Date:** 10/13/2021
- Currency:** PHP
- Agent:** CINDY
- Receipt #:** OR2110/001
- Rate:** 1.00000000
- Bank Charges:** 0.00
- Cheque/Ref No.:** BDO00001
- Deposit To:** BANCO DE ORO
- Payment Method:** Cheque
- Amount:** 10,752.00 Pay All
- Description:** PAYMENT FOR INV00001

The 'Knockoff' tab is selected, showing a table with the following data:

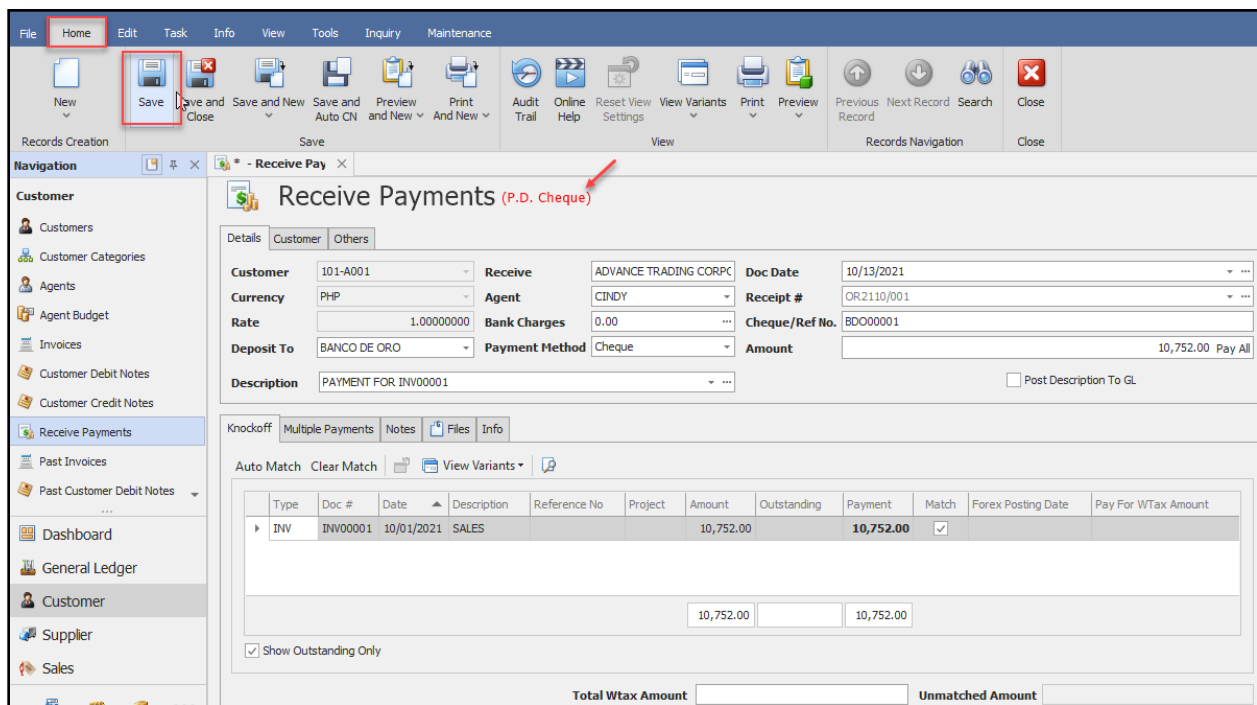
| Type | Doc #    | Date       | Description | Reference No | Project | Amount    | Outstanding | Payment   | Match                               | Forex Posting Date | Pay For WTax Amount |
|------|----------|------------|-------------|--------------|---------|-----------|-------------|-----------|-------------------------------------|--------------------|---------------------|
| INV  | INVO0001 | 10/01/2021 | SALES       |              |         | 10,752.00 |             | 10,752.00 | <input checked="" type="checkbox"/> |                    |                     |

At the bottom of the form, the 'Total Wtax Amount' and 'Unmatched Amount' fields are visible.

5. Go to the **Edit** tab > click the **Mark As** button > select **P.D. Cheque**



6. Go to the **Home** tab and click the **Save** button.



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