



User Setup Assistance Document

- PDC Manager

Version 1.0

**MICROSOFT DYNAMICS 365 BUSINESS
CENTRAL**

CETAS INFORMATION TECHNOLOGY

SETUP ASSISTANCE – PDC Manager



1. POST-DATED CHEQUE

Microsoft Dynamics 365 Business Central is an ERP platform, which automates all of the processes of any organization, whether it be accounting, sales, purchase, inventory etc. Business Central also provides a way for the Partners to extend the solution and provide additional functionality, which some business might need. Microsoft has provided AppSource, a marketplace to list such add-on apps and for customers to search and find them, as per their need.

We know, any business will need to record payments received from customers or make payments to vendors. CETAS has developed an add-on solution called PDC Manager, to handle Post Dated Cheques, which helps a business to record and process cheques issued in advance to vendors or received from customers.

PDC's when dealt with manually, can be error prone. For example, if a company has issued PDC to a vendor for a future date, they should be aware of the due date and ensure funds are available on that date. Else, there could be messy situations. Same way, if we forget to submit a customer's PDC on the required date, we could be losing out on potential inbound cash.

PDC Manager allows you to associate such PDC's to invoices as well, so that based on the due date, you can post the receipts or payments, which automatically knock-off the corresponding invoices as well.

PDC Manager allows you to notify via mail to the mentioned users in the PDC setup. The notification is configured for the PDC entries created and to be posted. The notification shall be triggered any time before the PDC entry to be posted, which is based on the configuration in the PDC Setup. We shall discuss on the setup, creation and posting in the following pages.



1.1. PDC Setup Assistance

Before getting started with the PDC payment creation and posting, it is important to setup the configuration for the PDC process.

Follow the guidelines as explained below –

Step-1

1. Go To 'Search Tool' → 'No. series'

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2. Create a no. series for **PDC document**.
3. Setup 'Starting no.' with the user defined series.
4. Create separate no. series for **Vendor payment journal** creation & posting.
5. Setup 'Starting No.' with the user defined series.
6. Create separate no. series for **Customer payment journal** creation & posting.
7. Setup 'Starting No.' with the user defined series.

Step-2

1. Go to 'Search Tool' → '**General Journal Template**'

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2. Create a **Journal template** for Vendor PDC payment with the Type – General.
3. Create Journal template with **Source Code – GENJNL**.
4. Create a **Journal template** for Customer PDC payment with the Type – General.
5. Create Journal template with **Source Code – GENJNL**.

Step-3

1. Open 'General journal Template'



2. Create **Batch** for the existing Template for Vendor & Customer PDC.
3. Select the Journal template.
4. Go to 'Actions' → 'Batches'.
- ...
5. Create a **new Batch** for the selected template.
6. Create any no. of batches, as per the requirement.
7. Individual batches can be created for individual Bank account (as Bal. Acc.)
8. Map the **No. series & Posting No.** series, for the batch created.

Step-4

1. Go To 'Search Tool' → 'PDC Setup'
- ...
2. Open **PDC Setup**.
3. Map the '**No. series** for the PDC.
4. Check '**E-mail**' option to enable the mail notification.
5. Enter the applicable users mail IDs, in the '**E-mail Recipient**'.
6. Enter value in '**Notify Before**' in day format (*say-1D*).
7. Select **Journal template & batch** for Customer.
8. Select **Journal template & batch** for Vendor.

Once these setups are configured, we are good to go with the Post-Dated Cheque entries creation and posting.