



MICROSOFT DYNAMICS 365 BUSINESS CENTRAL

CETAS INFORMATION TECHNOLOGY

USER MANUAL – PDC MANAGER



MICROSOFT DYNAMICS 365 BUSINESS CENTRAL

User Manual Document

- PDC Manager

Version 1.0



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1. Background

When you partner with CETAS, you're partnering with a leading Microsoft Dynamics partner for implementing & supporting top-notch Microsoft Dynamics Business Solutions. At CETAS, we aim at creating value for the businesses of all sizes and varied industries with our decade of experience, innovative solutions, and efficient people. With our offices in India and Middle East and satisfied customers across the globe, we are on a continuous journey of improving customer experiences and value creation using Microsoft Dynamics 365 products.

2. Purpose of the document

The purpose of the document is to explain step by step procedure to use the PDC Manager, an add-on solution, based on the Microsoft Dynamics Business Central platform to manage your Post Dated Cheques, issued to vendors or received from customers. This document will guide you on the usage of the PDC Manager. User manual document will have the following features -

- Process in Business Central
- Process to be followed in PDC Manager.
- Screenshots for better understanding
- Entire Process Flows.
- Sample Test cases.

3. Assumptions

Assuming the organization contains following points before using the Post-Dated Cheque process -

- Organization will be equipped with necessary infrastructure (mainly network connectivity, required hardware, base Business Central platform)
- Organization will have either Vendor or Customer transactions or both which involves in the PDC payments scenario.
- Organization will have either Cheque issue or online banking scenarios in the post dates.
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4. POST-DATED CHEQUE

Microsoft's Dynamics 365 Business Central is a ERP platform to deal with various business processes such as the vendor's or customer's or any entity 's transactions like invoices, payments, credit memos, journals, etc. We shall be looking at the future payments related functions in this document.

Payments could be either to pay or receive from the vendor or customer or vice versa. This allows the user to create and post the payment entries in the Business Central in order to maintain the respective ledger entries. Business Central provides a solution for tracking your invoices and the payments against those invoices, their Outstanding, their Due dates, taxations. This serves the basic need of an organization. Whereas Business Central offers much more solutions to the business. Also, Business Central opens the platform for additional functionalities and solutions built as add-ons and listed on MarketPlace called AppSource. CETAS has developed PDC Manager solution as an extension, which can be purchased from the AppSource.

Payments entries may not be only for the current work date. In general, Business Central carries the real time payment journal creation for the selected posting date. Posted Dated Cheques are issued from a company in order to receive the cheque amount only after the date which is been mentioned in the cheque leaf. By default, Business Central allows you to post a payment entry only on the necessary posting date, which cannot be a future date. Whereas, PDC Maanger enables you to schedule your payments even for your future dates.

We may even apply the applicable invoices in the PDC Manager, against which the cheque payment is been issued. Multiple invoice application is feasible in the PDC Solution. While posting the actual payment entry on the mentioned cheque date, the invoices applied during the PDC creation will remain applied in the respective ledger entries. Multiple PDC entries can be created and posted from the PDC list page.

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.





4.1. SETUP FOR PDC Manager

Process Description

PDC Manager is a unique solution which allows you to create an entry for the payment, even before the date of posting of the actual entry. Post Dated Cheque function is a configurable setup, where user can able to define how the entries must be created and posted. This is a setup which captures basic information like- number series, email notifications, journal templates and batches information. The setup is a onetime process and is a configurable template where you may modify it in the due course whenever necessary. Based on this Setup only the PDC process works.

You may follow the following procedure to Setup a Post-Dated Cheque –

1. Login to Business Central instance, where PDC Manager is installed.
2. Search for 'PDC Setup', from the **Search for Page**  option from the Menu.
3. Select the searched result, **PDC Setup** 
4. PDC Setup page opens.

5. Follow the listed page fields and its guide.



Field	Description
No. series	<p>Create a separate No. series for PDC entries, from No. series master.</p> <p>The no. series master list will be loaded in the drop down. Select the applicable No. series to be assigned for the PDC entry. Any newly created PDC entries will be generated with the selected No. series.</p>
Allow Notification	<p>Checkbox allows to enable the email notification, once the PDC entry has been created and Released. Notification will work on the conditions from the following fields.</p>
Email Recipients	<p>Enter the mail ID of the users, to whom the notification email must reach separately for Customer PDC & Vendor PDC entries.</p> <p>Multiple email ID can be entered using ‘,’ comma separator. The notification will be delivered to multiple users.</p>
Notify Before	<p>Enter the no. of Days / Week / Month / Year (<i>xD, xM, xY</i>), before when the notification must be delivered, separately for Customer PDC & Vendor PDC entries.</p> <p>For example, if 1D is selected as the value, system will deliver the mail to the respective users before 1 day of the actual Cheque date mentioned in the PDC entry.</p>
Customer Journal Template	<p>Create a separate Journal template for PDC entries applicable to the customer, from General journal Template master.</p> <p>The Journal Template list will be loaded in the drop down. Select the applicable template to be assigned for the Customer PDC entry. Any newly transferred PDC entries will be generated in the selected Journal template only.</p>
Customer Journal Batch	<p>Create a separate Journal batch against the selected Journal template for PDC entries applicable to the customer, from General journal Template master.</p> <p>The Journal Batches list will be loaded in the drop down. Select the applicable batch to be assigned for the Customer PDC entry. Any newly transferred PDC entries will be generated in the selected Journal batch only.</p>
Vendor Journal Template	<p>Create a separate Journal template for PDC entries applicable to the vendor, from General journal Template master.</p> <p>The Journal Template list will be loaded in the drop down. Select the applicable template to be assigned for the Vendor PDC entry. Any newly</p>








	transferred PDC entries will be generated in the selected Journal template only.
Vendor Journal Batch	<p>Create a separate Journal batch against the selected Journal template for PDC entries applicable to the vendor, from General journal Template master.</p> <p>The Journal Batches list will be loaded in the drop down. Select the applicable batch to be assigned for the Vendor PDC entry. Any newly transferred PDC entries will be generated in the selected Journal batch only.</p>

4.2. LET'S CREATE A PDC

Process Description

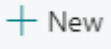
You may follow the following procedure to create and release a Post-Dated Cheque Entry –

1. Assuming you're already logged into Business Central.
2. Search for PDC from the **Search for Page**  from the menu.
3. Select the searched result **PDC List** 
4. PDC list page opens.
5. PDC list page shows the list of already created PDC entries. We may edit the existing PDC entry or create a new one.

PDC | WORK DATE: 1/28/2021   

No. ↑	Type	Cust\Ve... No.	Cust\Vendor Name	Cheque No.	Cheque Date	PDC Created Date	Status
→ PDC/001	Customer	01445544	Progressive Home Furnishin...	USDB01001	12/24/2019	12/23/2019	Open
PDC/002	Vendor	01254796	Progressive Home Furnishin...	GIR010101	12/23/2019	12/23/2019	Released
PDC/003	Vendor	01587796	Custom Metals Incorporated	GIR010102	12/23/2019	12/23/2019	Released
PDC/004	Vendor	01587796	Custom Metals Incorporated	GIR01003	12/23/2019	12/23/2019	Open



6. Select New option 

7. New PDC card opens with Header & Line information. Follow the listed page fields and its guide.

POST DATED CHECK | WORK DATE: 1/28/2021 ✎ + 🗑️ ✓ SAVED 📄

PDC/004

Actions

General Show less

<p>Type Vendor</p> <p>Payables No. 01587796</p> <p>Payables Name Custom Metals Incorporated</p> <p>Bank Acc. No. GIRO</p> <p>Cheque No. GIRO1003</p> <p>Cheque Date 12/23/2019</p> <p>Amount (LCY) 6,000.00</p>	<p>Posting Date 12/23/2019</p> <p>Created Date 12/23/2019</p> <p>User ID CETAS\SUDHARSAN.N</p> <p>Status Open</p> <p>CHEQUE AMOUNT</p> <p>App. Cheque Amount 5,000.00</p> <p>Bal. Cheque Amount 1,000.00</p>
---	--

Lines Manage 📄

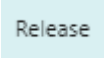

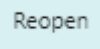
Document No.	Document Date	Amount(LCY)	Remaining Amount(LCY)	Amount to Apply(LCY)
→ 108037	12/23/2019	-22,708.84	-22,708.84	-2,000.00
108036	12/23/2019	-19,464.72	-19,464.72	-3,000.00

Field	Description
PDC Type	<p>Select the type either Customer or Vendor.</p> <p>If the payment entry is for the vendor, select Vendor from the option. System will allow to select the Bank and other details for the payment to be made.</p> <p>If the payment entry is for the customer, select Customer from the option. System will allow to enter the Customer bank name and other details from which the cheque is received.</p>
Entity No. & Name	Select the Customer or Vendor name from the drop-down list for which the payment entry must be created, based on the PDC type selection.
Bank Name	<p>If Customer is selected, system allows to enter the Bank name manually as a text.</p> <p>If Vendor is selected, system allows to select the Bank name from the Bank master.</p>



Cheque No.	Enter the physical cheque no., for which PDC is to be created.
Cheque Date	Select the physical cheque date, on which the PDC entry must be posted and the notification must be delivered.
Posting Date	Select the Posting date, on which the PDC entry must be posted and actual ledger entries must be affected. Posting date may vary from the Cheque date.
Cheque Amount	Enter the physical cheque amount. PDC payment entry will be posted with the entered cheque amount only. System will validate if the Cheque amount is lesser than the sum of amount applied against the Invoices.
Amount applied	Amount applied will be automatically updated based on the sum of amount applied against the selected invoice in the PDC Line.
Balance to be applied	Balance to be applied will be automatically updated based on the Cheque amount and the Amount applied.
PDC Line	In PDC Line, multiple invoices can be selected and applied against the mentioned Cheque amount.
Document No.	On selection, List of Invoices – look up page opens. Look up shows the information like Invoice Date, Doc No., Invoice amount, Remaining amount, Due date, etc. Can select only one invoice document at a time from the look up. But multiple invoice documents can be selected in the PDC line.
Invoice Amount	Original Invoice amount is shown automatically once the applicable document no. is selected from the look up.
Amount to Apply	Enter the amount to apply against the selected invoices. System will validate if the sum of amount to apply is greater than the cheque amount in the header. System will validate if the amount to apply is greater than the selected invoice amount. Based on the amount to apply, ' <i>Amount applied</i> ' and ' <i>Balance to apply</i> ' in the header gets updated.



8. Once the above-mentioned fields are updated, we shall continue with the release and transfer of the PDC document.
9. Select '**Release**' option  in the Action button.
10. Once the PDC document is released, the entry gets updated in the PDC Processing page. (*which is explained in the document further*)
11. Select '**Transfer**' option  in the Action button.
12. System creates the journal line with the Customer / Vendor account selected in the PDC header and with the Bank account as the Bal. Account in the journal. Journal line will be created with the cheque amount as the payment amount. Invoices selected in the PDC line will be applied for the payment entry in the Journal.
13. In case, the PDC entry need be modified, select '**Reopen**'  from the Action button.
14. Modify the document and again select '**Release**' & '**Transfer**'.



4.4. COPY PDC ENTRY

15. Multiple PDC document can be created from a single PDC entry. This can be used in a case where the organization receives or issues the multiple cheques from the Customer or Vendor respectively. When the cheques received or issued are in the recurring intervals with similar Cheque amount, then 'Copy PDC' option ... can be used,
16. Open **PDC List** page.
17. Create the **first PDC entry**, as explained in the PDC creation section.
18. Select the created PDC entry.
19. Select Actions → **Copy PDC...**
20. **Copy PDC request** page opens.
21. Enter the value in the No. of records.
22. No. of PDC entry will be created as per the no. of records entered, with the same header information in all the newly created PDC.
23. We shall now change the Cheque date and Cheque amount if needed for all the newly created PDC entries.



4.3. MANAGE PDC THROUGH MAILS

24. Email Setup must be configured in the **PDC setup**.
25. **Email recipient ...** (say – user mail ID) & **Notify before ...** (say – 1D) value must be entered.
26. Email recipient must be entered both for Customer & Vendor PDC entries separately in the setup.
27. PDC entry must be created from PDC list page. Both Header & line information must be entered.
28. PDC entry must be **Released**.
29. System will generate the mail notification for the released PDC entry, **to the user mail ID** configured in the setup.
30. System will generate the mail notification for the released PDC entry, **only on the day** which is been configured in the Setup.
31. Mail notification will have the basic information about the released PDC entry.

Dear Sir\Madam,

The following PDC are Listed for Your Refernece

PDC No.	Receivables No.	Cheque No.	Cheque Date	Amount	Status
PDC-048	30000	123654	11/18/19	6,500	Released

PDC No.	Payables No.	Cheque No.	Cheque Date	Amount	Status
PDC-049	30000	98746	11/18/19	9,500	Released

32. User can now open the *Business Central* → *PDC Processing Page*, for the mail notified PDC entries.



4.5. PDC PROCESSING

Process Description

PDC entries can be created and released for multiple customers and vendors with individual entries and for every PDC entries, users can map the multiple invoice documents. Only the PDC entries with the status, 'Released' will be loaded in the PDC Processing page. PDC Processing page helps you out to enlist all the released PDC entries, but entries which are not yet created as a journal. It is possible to select multiple PDC entries at a time and transfer those entries to the journal lines from the PDC Processing page. This reduces the efforts spent on tracking the payment entries for the post-dated cheque and posting those entries on the cheque date.

You may follow the following procedure to transfer a Post-Dated Cheque Entry –


33. Within Business Central instance,

34. Search PDC Processing, from the **Search for Page**  option from the Menu.

35. Select the searched result, **PDC Processing**.

36. PDC Processing page opens.

37. List of all the PDC entries with the status '**Released**', will be loaded in the page. We cannot open the actual PDC entry card from this list page.

38. Select '**View**'  **View** option to open the PDC card for the selected PDC entry from the PDC Processing page.



PDC BATCH TRANSFER | WORK DATE: 1/28/2021

Search + New Edit List Delete Open in Excel Actions Fewer options

Transfer Journal

No. ↑	Type	Cheque Date	Status ▼
→ <input checked="" type="checkbox"/> PDC/002	Vendor	12/23/2019	Released
<input type="checkbox"/> PDC/003	Vendor	12/23/2019	Released

Select **multiple PDC entries**.

39. PDC Process Filter Views –

There will be some views for the page with the filters applied, by default. User may select any view to open the list with the applicable filter.


- a. **PDC Due Vendor** - Page shall list all the Vendor PDC entries which is due for posting journal. Due will be calculated based on the Cheque Date and the system's Work Date.
- b. **PDC Due Customer** - Page shall list all the Customer PDC entries which is due for posting journal. Due will be calculated based on the Cheque Date and system's Work Date.
- c. **Past Vendor Due** - Page shall list all the Vendor PDC entries which has already lapsed the Cheque date, but to be transferred to Journal.
- d. **Past Customer Due** - Page shall list all the Customer PDC entries which has already lapsed the Cheque date, but to be transferred to Journal.
- e. **Today's PDC** - Page shall list all the Customer / Vendor PDC, which is to be transferred to Journal on the current date (system's work date).

40. We may navigate to any of the above Page views and transfer the necessary PDC entries to the journal lines.

41. Choose **Transfer** option **Transfer Journal** from the Action button.


42. System creates Customer PDC payments in the journal batch mapped for the customer.



43. System creates Vendor PDC payments in the journal batch mapped for the vendor.
44. Journal line created will have different document no. for the individual PDC entries.
45. System will have the invoices applied from the PDC card, in the '**Apply Entries**' in journal.
46. System will automatically load the Journal Date and Amount from the PDC card – **Posting Date and the Cheque amount** respectively.
47. Select the **Balance Account** in the journal.
48. Select the necessary dimensions before posting.
49. **Post**  the journal, as we post it generally from the Business central.
50. Both the Vendor or Customer ledger entries will have the **invoice applied to the payment** entry, as it was applied in the PDC card while PDC entry creation.

4.6. POST THE PDC PAYMENT

You may follow the following procedure to transfer a Post-Dated Cheque Entry –

51. Open PDC Processing.
52. Select all the applicable PDC entries to create the journal line. PDC entries can be selected in basis of the Cheque date and the Posting date on the PDC document. PDC entries can be posted either on the cheque date or the posting date provided in the document.
53. Select '**Transfer**'  option from the Action button.
54. System **creates the journal lines** for the selected PDC entries.
55. System creates the journal lines under the Journal template and batch which was configured in the PDC Setup. System chooses the Journal template & batch based on the PDC type selected in the document (*Customer / Vendor*).
56. System will bring up the **Posting Date** in the journal, from the posting date already mentioned in the PDC document.



GENERAL JOURNALS | WORK DATE: 1/28/2021



Batch Name PDCCUS Posting Date 1/28/2021
 Document No. PDCC-0001 Currency Code

Manage Process Page Post/Print Line Account | More options

Account No.	Account Name	Description	Debit Amount	Bal. Account Type	Bal. Account No.
				Bank Account	GIRO

Dimensions ▾

Dimension Code ↑	Dimension Value Code	Dimension
(There is nothing to show in this view)		

ACCOUNT NAME	TOTAL DEBIT	TOTAL CREDIT	BALANCE	TOTAL BALANCE
	0.00	0.00	0.00	0.00

Incoming Document Files ▾

Name	Type
(There is nothing to show in this view)	

57. System selects the **Account type and Account No.** in the journal (*Customer / Vendor*) based on the Type and value selected in the PDC document.
58. System chooses the **Bal. Acc. Type & No.** based on the Bank account mapped in the Journal Template batch for which the PDC is being created.
59. System automatically **applies the respective invoices** for the Line amount, which was already mapped in the PDC document. You may review that from **'Apply Entries'** option, in the journal.
60. All the other inputs for the journal before posting carries on as it is like the default Business Central journal posting.
61. **Post ...** the Journal.
62. Review the entries posted from **Vendor / Customer ledger entries**, for the application and other information on the payment.



4.7. CANCEL THE PDC PAYMENT

63. PDC List also has option to **Cancel the PDC** entries in case of Cheque withdrawal or Cheque bounce.
64. Open **PDC List**.
65. Select the PDC entry required.
66. Update Status to '**Bounced**', ... in case the PDC is bounced from the Bank.
67. Update Status to '**Cancelled**', ... in case the PDC is withdrawn from the Bank.
68. Once the PDC is updated to 'Bounced / Cancelled', the PDC entry gets closed and no further modifications can be done.
69. Status of the PDC entry changes to 'Bounced / Cancelled'.

For any further information or support to PDC Manager, pls contact pdcsupport@cetastech.com