


**NOTE: This guideline is applicable only for transactions which had been recorded before 31.03.2016.**



1. Cheques deposited in bank account before 31 March 2016 but dishonored after 01/04/2016.

Transactions >> Voucher s >> Voucher Entry







- Enter payment voucher as bellow
- Authorize the same voucher through voucher entry authorization form.


**Voucher Transaction**

Transaction Date\* : 30/04/2016  Transaction Ref No. : 545487 Field with \* is mandatory

Voucher Type\* : Payment Voucher  Voucher Sub Type\* : Others 

**Details**



DR/CR *	Account Heads *	Amount *	Add/Remove
D ▼	140 - 2999 - 0001 - Prior Period Expenses ▼	15000.	 
D ▼	110 - 2342 - 0001 - Cheque Dishonour Charges ▼	150.00	 
C ▼	11 - 11 - 110 - 4821 - 0002 - UNION BANK OF INDIA - 352701010111577 - CEO DELHI CANTONMENT BOARD ▼	15150.	 



Narration\* : Cheque Dishonor Transaction reversal 

Save Reset Back


2. Cheques Issued / payment recorded before 31.03.2016 and payment / cheque cancelled after 01.04.2016 due to stale or any reason.
  - Enter receipt details against stale cheque liability account.
  - After selection of bank mode select bank account from which payment released before 31.03.2016.
  - Enter payment cheque number as instrument number.

**Receipt Details**

Receipt Date\* : 15/04/2016  Receipt Category\* : Miscellaneous Receipts 

Received From\* : Select Vendor  Payee Name\* : Vendor Name 




Mobile No. :  Email Id :

Manual Receipt No. :  Narration\* : Stale / Cancelled Cheque 

**Receipt Collection Details**

Receipt Head *	Receipt Amount * ₹	Add/Remove
140 - 3999 - 0001 - Liability in respect of Stale Cheques	10000.00 	 

**Collection Mode Details**



Mode *	Bank Name *	Instrument No. *	Instrument Date *	Total Amount ₹
Bank 	STATE BANK OF INDIA - 10469780877 - PENSION FUND ACCOUNT, DELHI CANTONMENT BOARD	654540 	15/04/2016 	10000.00


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3. For stale cheque payment entry use direct payment entry form.





Select stale cheque liability account head in expenditure head.

**Direct Payment Entry**



Direct Payment Date\* : 15/04/2016  Payment Type\* : Miscellaneous Bill 



Vendor Name : V000061 - ROCKLAND HOSPITAL  Payee Name\* : V000061 - ROCKLAND HOSPITAL

**Account Head Details**

Expenditure Account Head *	Payment Amount *	Budget	Action
140 - 3999 - 0001 - Liability in respect of Stale Cheques	10000.00 		 

**Direct Payment Details**

Payment Mode\* : Cheque  Bank Account\* : STATE BANK OF INDIA - 10469780888 - E... 

Instrument No.\* : Select  Instrument Date\* : 15/04/2016 

Payment Amount : 10000.00 Narration\* :

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