

PDC Manager

Comprehensive User Manual

Manage post-dated customer receipts and vendor payments

Document	User Manual
Application	TMR Consulting PDC Manager

1. About This Manual

This manual explains how to configure and use TMR Consulting PDC Manager

1.1 Purpose and Intended Users

TMR Consulting PDC Manager is designed to help finance teams manage customer and vendor post-dated cheques in a structured way. The solution allows users to create PDC master records, generate multiple cheque lines, monitor PDCs through different statuses such as Open, Released, Bounced, and Posted, and track the related journal and posted transaction information. It is primarily intended for accounts receivable, accounts payable, finance, treasury, and cash-management users who are responsible for monitoring future customer receipts and vendor payments.

2. PDC Manager Overview

TMR Consulting PDC Manager enables users to record, schedule, monitor, and process customer and vendor post-dated cheques directly in Business Central.

2.1 Core Capabilities

Capability	What it provides
Advance entry	Create customer and vendor post-dated cheque information before the actual cheque date.
Scheduling	Schedule transactions according to the actual cheque date.
Cheque records	Store cheque number, cheque date, amount, customer/vendor, and related PDC information in Business Central.
Invoice application	Apply PDC entries against relevant customer or vendor invoices.
Monitoring	Review upcoming PDCs together with status, cheque amount, applied amount, and journal creation information.
Posting visibility	Review posted PDCs with journal document number and PDC master reference.
Reporting	Review PDC-related information alongside customer or vendor trial balance information.

2.2 High-Level Process

Step	Stage	Purpose
1	Create PDC Master	Identify customer/vendor and the relevant company bank account.
2	Generate Cheques	Enter the number of PDCs and an optional starting cheque number.
3	Create / Release PDCs	Convert the planned cheque lines into PDC records and move them through the operational status flow.
4	Monitor	Use Post Dated Cheques to review due dates, amounts, application, status, and whether a journal has been created.
5	Process / Post	Process the PDC according to the configured posting preference and journal process.
6	Review Posted PDCs	Confirm posted status, journal document number, and PDC master reference.
7	Report	Use customer/vendor trial balance reporting to review ledger activity together with PDC detail.

3. Initial PDC Setup

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PDC Setup

General

PDC No. Series

PDC

Posting Date Preference

Cheque Date

PDC Master No. Series

PDC MASTER

Customer Journal Setup

Customer Journal Template Name

CASH RECE

Customer Email Recipients

Customer
Specifies customer notification email addresses separated by semicolons.

Customer Journal Batch Name

DEFAULT

Customer Notify Before Days

2

Customer Email Notification Enabled

Vendor Journal Setup

Vendor Journal Template Name

PAYMENTS

Vendor Email Recipients

Vendor Email Recipients
Specifies vendor notification email addresses separated by semicolons.

Vendor Journal Batch Name

DEFAULT

Vendor Notify Before Days

2

Vendor Email Notification Enabled

Figure 1 - PDC Setup page showing General, Customer Journal Setup, and Vendor Journal Setup.

3.1 General Setup

Field	Purpose	Example shown
PDC No. Series	Number series used for individual PDC records.	PDC
PDC Master No. Series	Number series used for PDC Master documents.	PDC MASTER
Posting Date Preference	Controls the date preference used when the PDC is processed. The supplied screenshot shows Cheque Date.	Cheque Date

3.2 Customer Journal Setup

Field	Purpose	Example shown
Customer Journal Template Name	Journal template used for customer-side PDC processing.	CASH RECE
Customer Journal Batch Name	Journal batch used with the selected customer journal template.	DEFAULT

3.3 Vendor Journal Setup

Field	Purpose	Example shown
Vendor Journal Template Name	Journal template used for vendor-side PDC processing.	PAYMENTS
Vendor Journal Batch Name	Journal batch used with the selected vendor journal template.	DEFAULT

4. Creating a PDC Master Record

PDC Master is used to record and manage one or more post-dated cheques for a customer or vendor.

4.1 Open the PDC Master

From the Post Dated Cheques navigation area, open PDC Master and create a new master record. Software assigns the master number according to the PDC Master No. Series configured in PDC Setup.

4.2 Complete the Header

Field	How it is used
No.	Master document number. It is controlled by the PDC Master No. Series.
Type	Select whether the PDC master is for a Customer or Vendor.
Customer/Vendor No.	Select the party for whom the post-dated cheques are being recorded.
Customer/Vendor Name	Displays the name associated with the selected customer/vendor.
Bank Account No.	Select the applicable company bank account for the PDC process.
Status	Shows the operational state of the PDC Master.

4.3 Key Actions on the PDC Master

Action	Purpose
Create Cheques	Opens the Create PDC Cheques dialog to generate multiple cheque lines.
Create PDC's	Creates PDC records from the prepared PDC Master cheque information.
Release	Moves the master into its release stage in the workflow shown by the application.
Reopen	Returns a released record to an editable/open state when the action is available.
Draft PDCs	Provides access to draft PDC information associated with the master.

5. Generating PDC Cheques

Use Create Cheques to generate multiple PDC cheque lines by entering the number of PDCs and, if required, a starting cheque number.

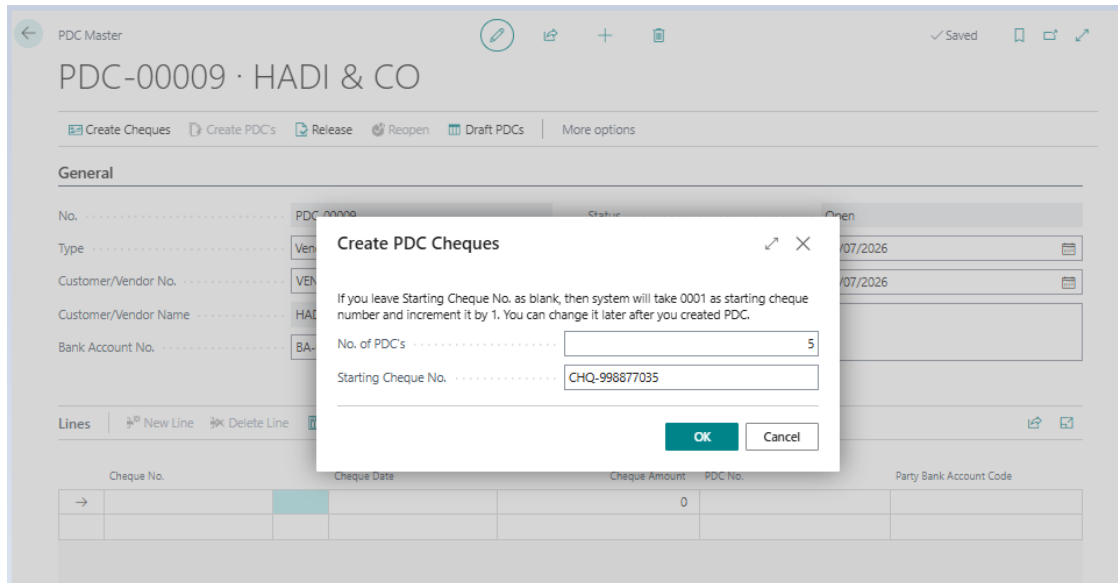


Figure 2 - Create PDC Cheques dialog on PDC Master.

5.1 Create Cheque Lines

1. Open the required PDC Master.
2. Select Create Cheques.
3. In No. of PDC's, enter the number of cheque lines to generate.
4. In Starting Cheque No., enter the first cheque number if you want the system to use that number as the starting point.
5. Select OK.
6. Review the generated lines before creating the PDC records.

5.2 PDC Master Line Fields

Line field	Purpose
Cheque No.	Cheque identifier for the individual PDC.
Cheque Date	Future date associated with the cheque.
Cheque Amount	Amount of the individual cheque.
PDC No.	Individual PDC reference created for the cheque.
Party Bank Account Code	Bank-account information for the customer/vendor side where applicable.

6. Creating and Releasing PDC Records

After completing the PDC Master and cheque lines, create the individual PDC records and process them through the required statuses.

6.1 Create the PDC Records

1. Complete and review the PDC Master header.
2. Generate or manually complete the cheque lines.
3. Select Create PDC's.
4. Review the resulting PDC numbers and line information.
5. Use the PDC list to confirm that the new records are visible.

6.2 Release and Reopen

The PDC Master page includes Release and Reopen actions. Use Release when the record is complete and ready to proceed through the configured process. Use Reopen when a released record must be returned to an editable state and the system permits the action.

6.3 Applying PDCs to Invoices

The supplied application description states that PDC entries can be applied against relevant customer or vendor invoices. The exact application screen is not shown in the supplied screenshots, so the detailed click-path can vary by the installed version or customer configuration.

7. Monitoring Post-Dated Cheques

Use Post Dated Cheques to monitor customer and vendor PDCs, cheque dates, statuses, amounts, applied amounts, and journal status.

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Post Dated Cheques: Custom filtered | + New | Delete

PDC No. ↑	PDC Type	Customer/Vendor No.	Customer/Vendor Name	Cheque No.	Cheque Date	PDC Created Date	Status	Cheque Amount	Applied Amount	Journal Created
PDC-00010	Vendor	VEN-00002	First Up Consultants	CHQ-998877038	7/13/2026	7/29/2026	Bounced	690,000	0	☐
PDC-00013	Customer	CUST-00002	ABC Cars	CHQ-998877088	7/31/2026	7/29/2026	Open	87,500.66	0	☐
PDC-00014	Vendor	VEN-00001	HADI & CO	CHQ-998877044	7/15/2026	7/29/2026	Released	685,000	46,000	☐
PDC-00015	Vendor	VEN-00002	First Up Consultants	CHQ-998877046	7/16/2026	7/29/2026	Bounced	165,000	0	☐
PDC-00016	Customer	CUST-00006	Pak motors	CHQ-998877010	8/28/2026	7/29/2026	Released	41,520	0	☐
PDC-00017	Customer	CUST-00001	Adatum Corporation	CHQ-99887111	8/27/2026	7/29/2026	Open	467,100	15,000	☐
PDC-00018	Vendor	VEN-00002	First Up Consultants	CHQ-998877050	7/13/2026	7/29/2026	Bounced	200,000	0	☐

8. Processing and Posting PDCs

The application is designed to schedule and process PDC transactions according to the cheque date. The supplied setup example uses Cheque Date as the Posting Date Preference, and the PDC lists include Journal Created and Journal Document No. information to show movement into the Business Central journal/posting process.

9. Posted Post-Dated Cheques

Use Posted Post Dated Cheques to review completed PDCs and trace them to the related journal document and PDC Master.

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[PDC Master](#) [Post Dated Cheques](#) [Posted Post Dated Cheques](#) [PDC Setup](#) [Vendor - Detail Trial Balance](#) [Customer - Det...Trial Balance](#) 

PDC No. ↑ ▼	Company Bank Account No.	PDC Type	Customer/Vend... No.	Customer/Vendor Name	Cheque No.	Cheque Date	Status	Cheque Amount	Journal Created	Journal Document No.	PDC Master No.
PDC-00002	BA-0001	Vendor	VEN-00001	HADI & CO	CHQ-998877028	7/29/2026	Posted	50,000		RIM00008	PDC-00001
PDC-00003	BA-0001	Vendor	VEN-00001	HADI & CO	CHQ-998877029	7/29/2026	Posted	35,000		RIM00009	PDC-00001
PDC-00004	BA-0001	Vendor	VEN-00001	HADI & CO	CHQ-998877030	7/23/2026	Posted	450,000		RIM00010	PDC-00001
PDC-00005	BA-0001	Vendor	VEN-00001	HADI & CO	CHQ-998877031	7/8/2026	Posted	95,000		RIM00011	PDC-00001
PDC-00006	BA-0001	Vendor	VEN-00001	HADI & CO	CHQ-998877032	7/29/2026	Posted	140,000		RIM00012	PDC-00001
PDC-00007	BA-0001	Vendor	VEN-00002	First Up Consultants	CHQ-998877033	7/11/2026	Posted	450,000		RIM00013	
PDC-00008	BA-0001	Vendor	VEN-00004	Wide World Importers	CHQ-998877034	7/28/2026	Posted	6,510,000		RIM00014	
PDC-00011	BNK-001	Customer	CUST-00006	Pak motors	CHQ-9877038	7/10/2026	Posted	698,500		PDC-00011	
PDC-00012	BNK-001	Customer	CUST-00001	Adatum Corporation	CHQ-9877040	7/29/2026	Posted	968,550		PDC-00012	

10. PDC Reporting for Customer and Vendor

Vendor - Detail Trial Balance and Customer - Detail Trial Balance are available for reviewing ledger activity together with PDC information.

Vendor - Detail Trial Balance

July 29, 2026

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Period: 07/01/26 ..

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This report also includes vendors that only have balances.

Vendor: No.: VEN-00001

Posting Date	Document Type	Document No./ External Doc. No.	Description	Amount	Remaining Amount	Balance (LCY)	Due Date
VEN-00001 HADI & CO Phone No.							
						-4,089,635.00	
07/01/26	Payment	D06	HADI & CO	1,000.00	1,000.00	-4,088,635.00	07/01/26
07/08/26	Payment	RIM00011 / CHQ-998877031	HADI & CO	95,000.00	95,000.00	-3,993,635.00	07/08/26
07/13/26	Invoice	PPINV-000058 / O411	Order PO-00132	-1,368.00	0.00	-3,995,003.00	07/13/26
07/13/26	Invoice	PPINV-000058 / O419	Order PO-00132	-42.00	0.00	-3,995,045.00	07/13/26
07/13/26	Credit Memo	PPCR-0001 / PCM-000001	Credit Memo PCM-000001	42.00	0.00	-3,995,003.00	07/13/26
07/14/26	Invoice	PPINV-000059 / E3	Order PO-00133	-300,000.00	0.00	-4,295,003.00	07/14/26
07/23/26	Payment	BNK-016 / 0111126	HADI & CO	1,000.00	1,000.00	-4,294,003.00	07/23/26
07/23/26	Payment	BNK-017 / 0111127	HADI & CO	15,000.00	15,000.00	-4,279,003.00	07/23/26
07/23/26	Invoice	PPINV-000062 / 32323	Order PO-00138	-1,000.00	0.00	-4,280,003.00	07/23/26
07/23/26	Payment	BNK-020 / CHQ-00001	HADI & CO	1,000.00	0.00	-4,279,003.00	07/23/26
07/23/26	Payment	RIM00010 / CHQ-998877030	HADI & CO	450,000.00	450,000.00	-3,829,003.00	07/23/26
07/29/26	Payment	RIM00008 / CHQ-998877028	HADI & CO	50,000.00	50,000.00	-3,779,003.00	07/29/26
07/29/26	Payment	RIM00009 / CHQ-998877029	HADI & CO	35,000.00	35,000.00	-3,744,003.00	07/29/26
07/29/26	Payment	RIM00012 / CHQ-998877032	HADI & CO	140,000.00	140,000.00	-3,604,003.00	07/29/26
12/31/26	Payment	D07	HADI & CO	4,392,503.00	0.00	788,500.00	12/31/26
HADI & CO							
Total (LCY) Before Period				-4,089,635.00			
Total (LCY)				788,500.00	788,500.00		

Posting Date	PDC No.	Invoice No.	Cheque No.	Applied Amount
07/22/26	BNK-010		322332	-1,000.00
07/27/26	BNK-025		CHQ-11223348	0.00
07/27/26	BNK-049		2587	-5,000.00
07/29/26	BNK-051		CHQ-998877026	-20,000.00
Total PDC Amount				-26,000.00

11. Daily User Checklist

1. Review, PDCs due today and in the next few days.
2. Check Open and Released statuses.
3. Review Bounced PDCs.
4. Verify Cheque Amount and Applied Amount.
5. Confirm Journal Created status for PDCs already processed.
6. Review, newly posted PDCs and Journal Document No.