



ChequeSystem

Cheque Printing & Management Software

ChequeSystem provides a feature-rich environment that allows you to prepare and print the cheque with different kinds of printer, include Dot Matrix, Ink Jet and Laser printers. It also helps you organize the chequebook and keeps the issued cheque records.

ChequeSystem User Guide

Prepared by ChequeSystem Development Team
Last modified: 01/20/2022

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1. SYSTEM REQUIREMENTS

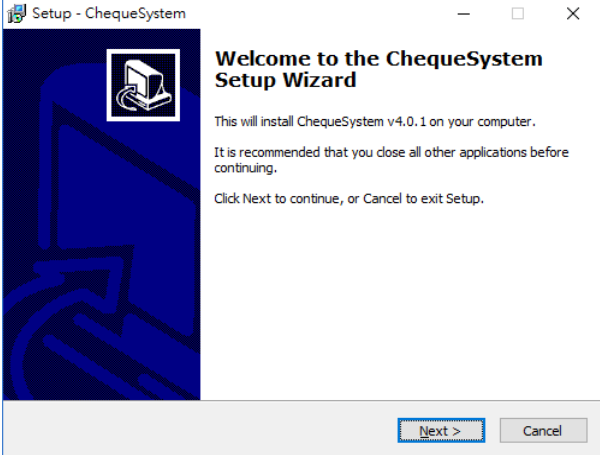
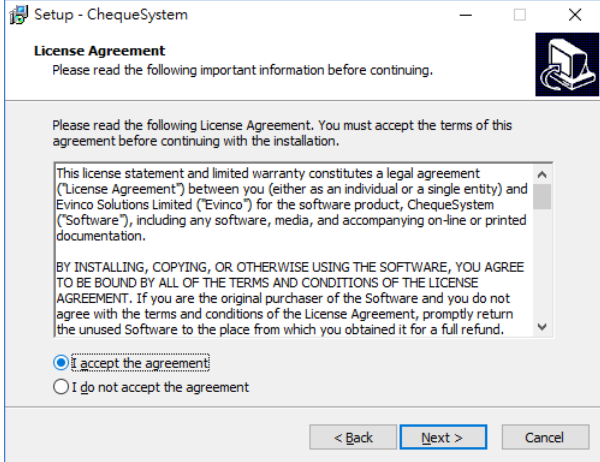
- Operating System

Microsoft Windows 11, 10, 8.1, 8, 7

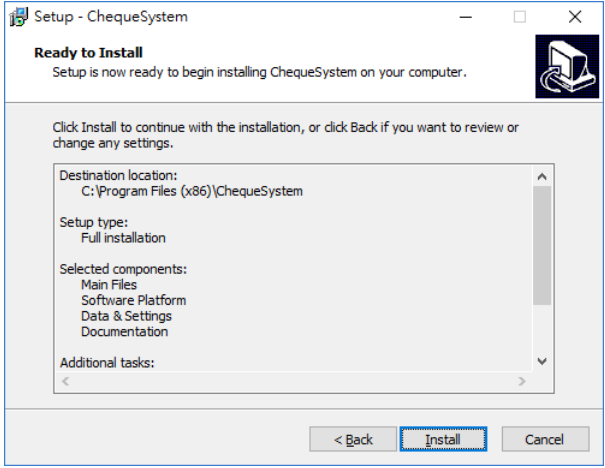
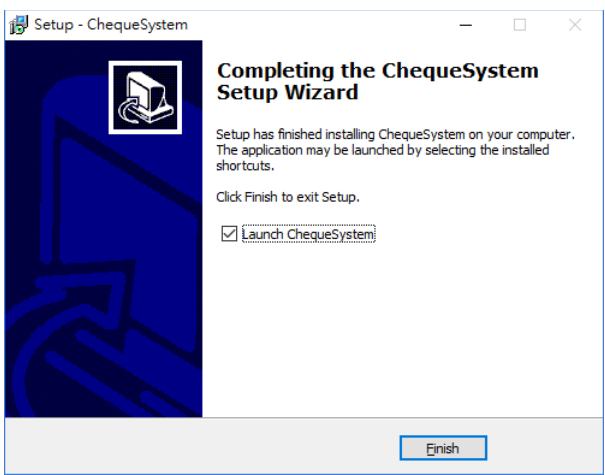
MacOS 10.12 or later

2. INSTALLATION FOR WINDOWS

2.1. Install

1. Installation Welcome Screen.	
2. Specify accept the license agreement or not.	

<p>3. Select the destination location.</p>	
<p>4. Select the components to be installed.</p>	
<p>5. Specify install software for All users or Current user only and create desktop icon.</p>	

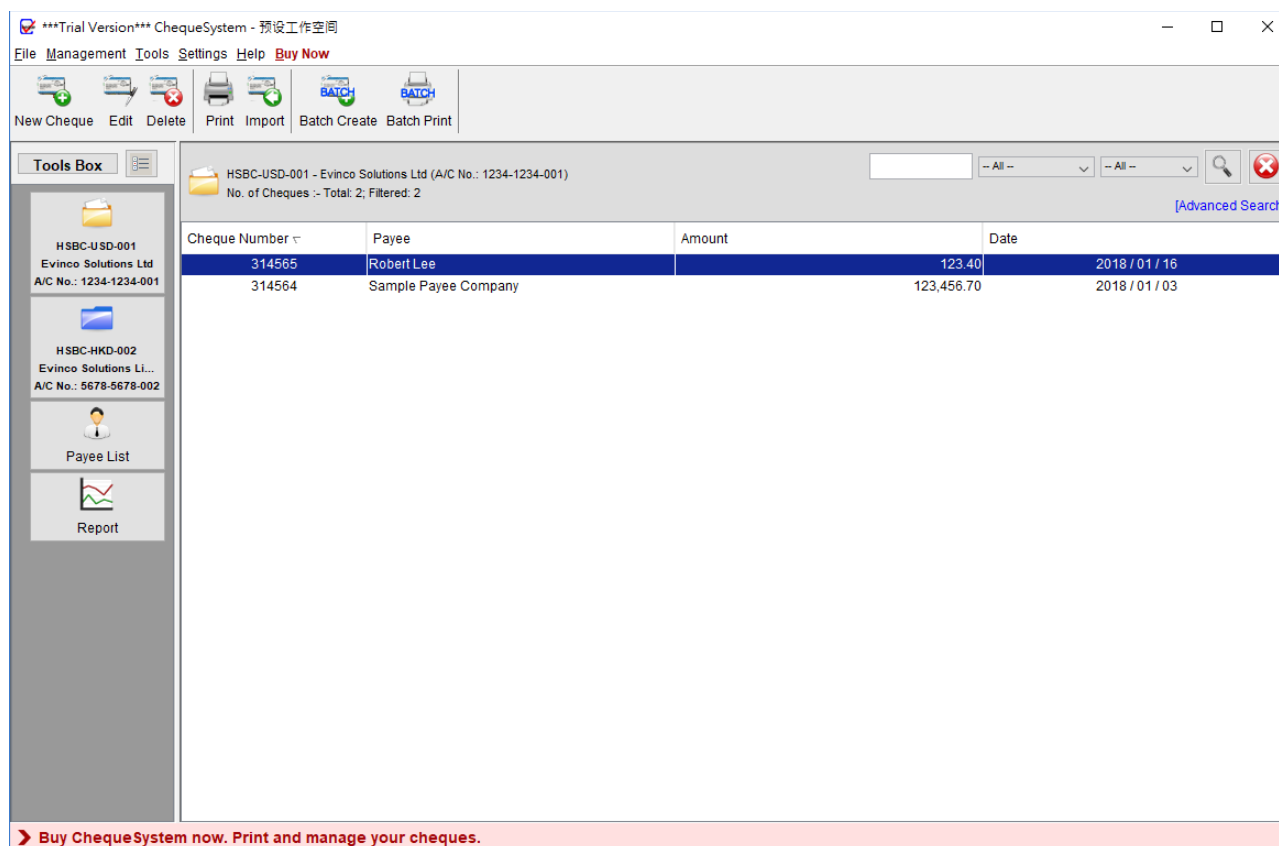
<p>6. Start the installation.</p>	
<p>7. Installation Finish.</p>	

2.2. Uninstall

To uninstall ChequeSystem,

1. If you're using ChequeSystem, stop it.
2. Click Start, point to “Program Files > ChequeSystem”.
3. Click “Uninstall ChequeSystem”.
4. Follow the on-screen instructions. ChequeSystem will be uninstalled

3. USING CHEQUESYSTEM



The main screen of ChequeSystem is shown above.

In the top is the menu bar, which has following options, File, Management, Tools, Settings, Help and Buy Now. "Buy Now" is shown in Trial Version only.

The next is the tool bar, which provides a quick access to some commonly used functions. The tool bar will varies depends on the Function Panel shown.

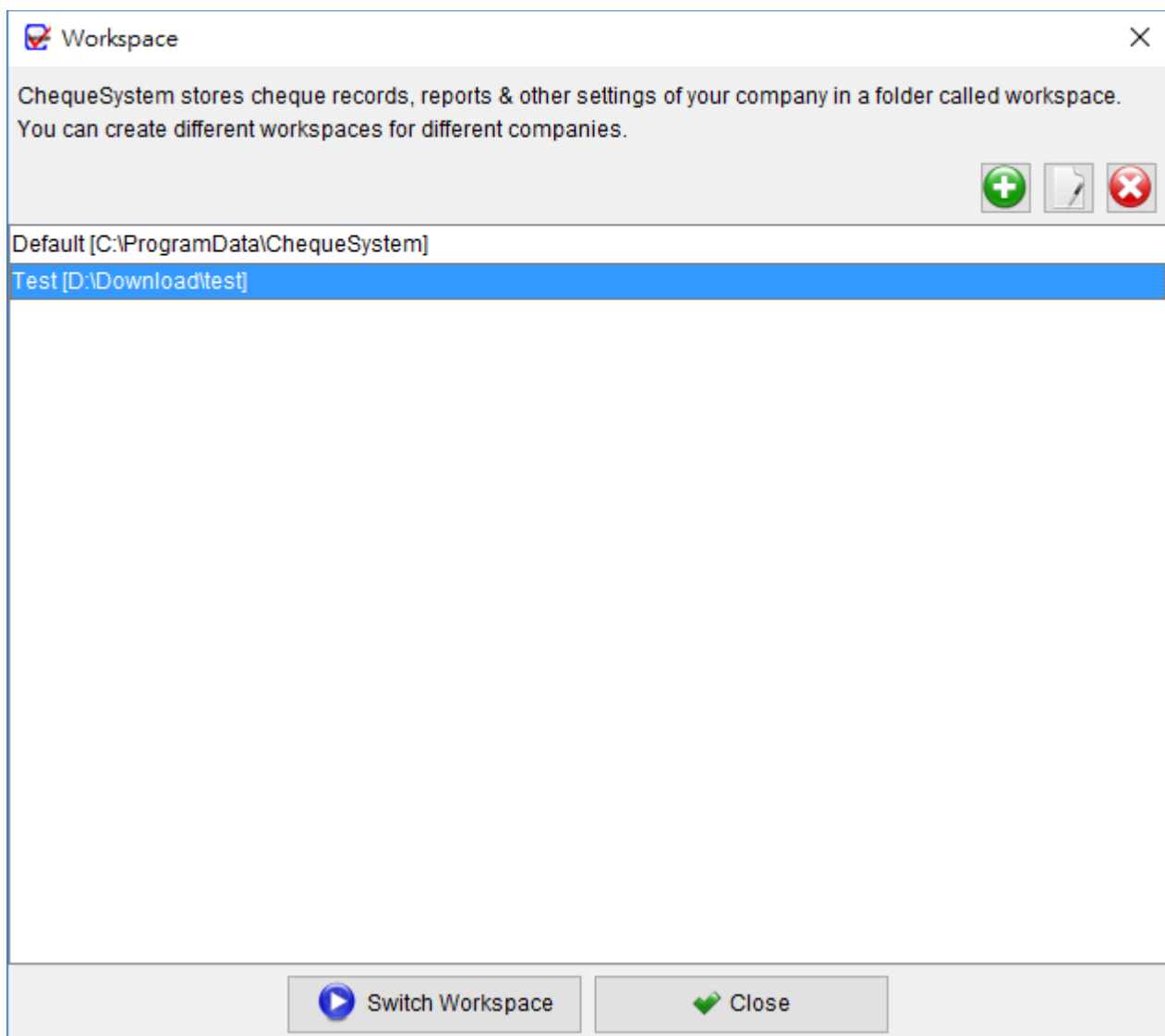
The Tools Box on the left allows you to switch between different Function Panels. The chequebooks will be listed here. Besides chequebooks, it has Payee List and Report.

The Main Panel will show on the large area, it will list out the cheque, payee and report records in ChequeBook, Payee List and Report accordingly.

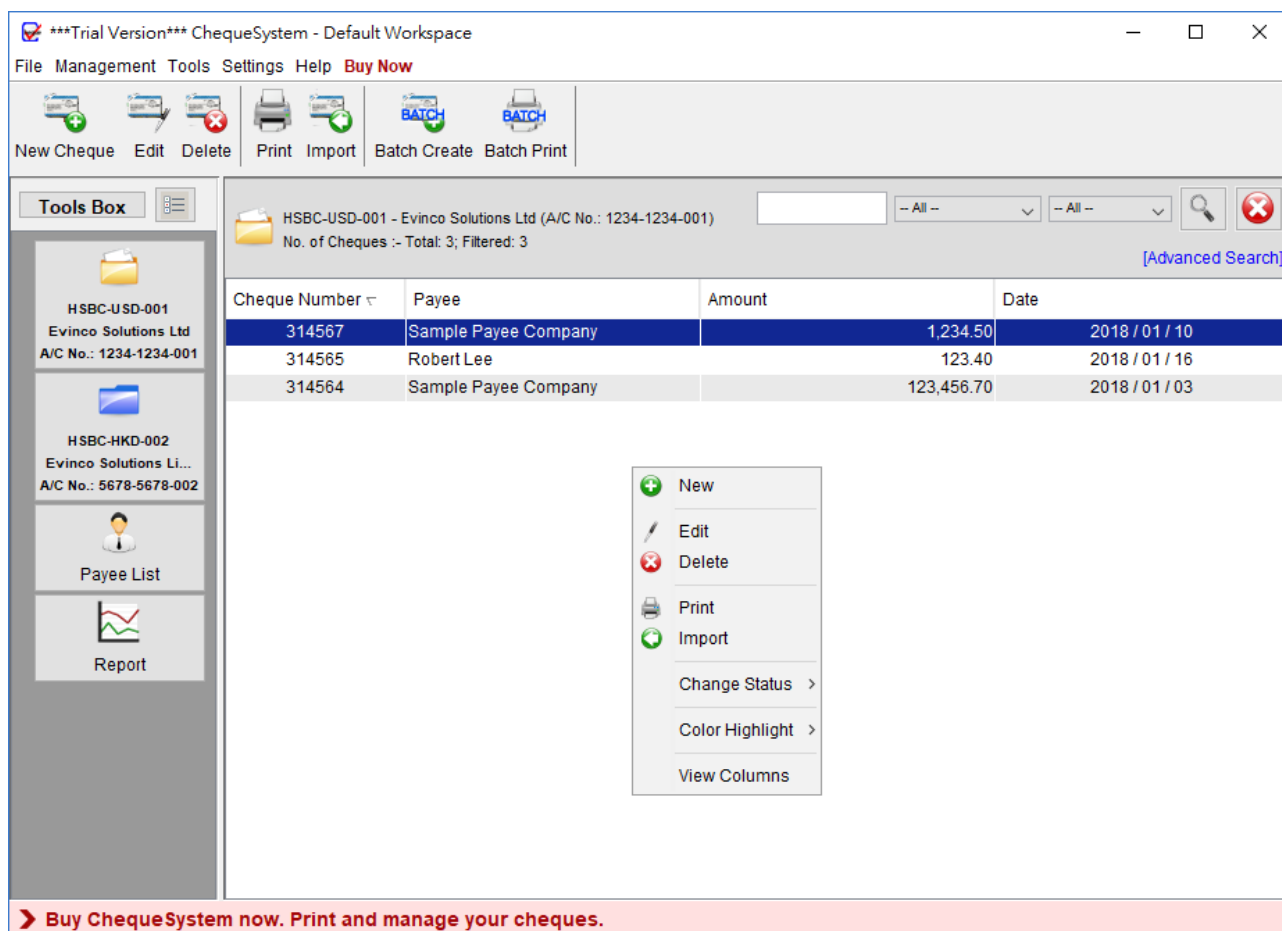
3.1. Workspace

ChequeSystem stores cheque books, cheque records, reports and settings in a single folder, called Workspace. You can create different workspaces for different companies and you can have multiple cheque books in each workspace. To manage your workspace, simply click menu “File > Switch Workspace”.

Click [+] button to create a new workspace. To switch to another workspace, highlight the workspace and click [Switch Workspace] button.



4. PREPARE CHEQUE



The chequebooks are listed in the Tools Box. Click on the chequebook, the cheque records of the chequebook will be listed on the main area.

The icons in the Tool Bar are :

New – Create a new cheque in the current chequebook.

Edit – Edit selected cheque.

Delete – Delete selected cheque.

Print – Print selected cheque.

Import – Import cheque from Excel file.

Batch Create – Create cheques with same contents for a group of payee

Batch Print – Batch print a sequence of cheques

User can right click on the main panel to open the popup menu, which provides some popular functions for easy access.

Click "New" or "Edit" will open the chequebook as follow.

The screenshot displays the Evinco Solutions Ltd. ChequeSystem software interface. The window title is "Evinco Solutions Ltd". The menu bar includes "File", "Go", "Buy Now", and "Color Highlight". The toolbar contains icons for "Save", "Print", "New Cheque", "Prev", and "Next". The "Details" tab is selected, and the "Back Side" sub-tab is active. The form includes the following fields and controls:

- Buttons: "Payment Voucher", "Load from Template", "Save as Template".
- Account: "Evinco Solutions Ltd (A/C No.: 1234-1234-001)".
- Cheque Number: "314567" (with a red error indicator), a "Void" checkbox, and a "New Cheque" icon.
- Date: "2018 / 01 / 10" (YYYY/MM/DD), a "31" day selector, and a "(?)" help icon.
- Payee Type: ☒ "A/C Payee Only" and ☐ "Bearer".
- Payee: "Sample Payee Company" (with a "New Payee" icon).
- Amount: "1234.50".
- Particulars: An empty text field.
- Audit Code: An empty text field with a "New Audit Code" icon.

The "Preview" section shows a sample printed cheque with the following details:

- Red text: "A/C PAYEE ONLY".
- Date: "2018 JAN 10".
- Payee: "Sample Payee Company".
- Amount in words: "One Thousand Two Hundred Thirty Four Dollars and Fifty Cents Only".
- Amount in digits: "1,234.50".
- Security features: "XXXXXXXXXX" and "*** 1,234.50 ***".

In the Tool Bar, you can save and print the cheque. You can also switch to a new cheque or click the "Arrow" button to switch to previous or next cheque.

Account – show the current account information, name and account number.

Cheque Number – the cheque number is generated from the defined sequence in ChequeBook automatically.

Void – check the box to mark the cheque as void. Information of VOID cheque will not get into the calculation of reports.

Date – date of the cheque. Click the "Calendar" icon to pick the date.

A/C Payee Only – mark the cheque as "Crossed" and “A/C PAYEE ONLY” will be printed.

Bearer – check the box if you want to make the cheque as "Bearer Cheque".

Payee – input the Payee Name or click the icon to select from the Payee List.

Amount – input amount here. The amount in words will be generated according to the input amount automatically.

Particulars – field to store notes about this cheque.

Audit Code – another field to store notes about this cheque.

While you fill in the cheque details, the preview pane will show the cheque image at the same time.

Payment Voucher

In ChequeSystem, it allows to create a payment voucher associated to the cheque. Click [Payment Voucher] button at the top to open Payment Voucher Windows. Cheque information will be loaded into Payment Voucher automatically,

User can fill in the Pay To Address, Item Details, Notes and also specify the signature boxes at the bottom of Payment Voucher. When the voucher is ready, you can click the icon in the tool bar to preview or print your voucher.

Payment Voucher

Save Preview Print Export Print Address Send Email Close

Voucher Date 2018 / 1 / 17 (YYYY/MM/DD) 31

Number [YYYY]PAV10000

Bank

Cheque Date 2018 / 1 / 17 (YYYY/MM/DD) 31 Cheque Number 314567

Cheque Amount One Thousand Two Hundred Thirty Four Dollars and Fifty Cents Only

Pay To Sample Payee Company

Address

Load from Payee List

Add to Payee List

Item	Amount

Load Item Load from Particulars Clear Clear All Total 0.00

☒ Notes Use words, <u>words</u>, <i>words</i> to bold, underline and italic

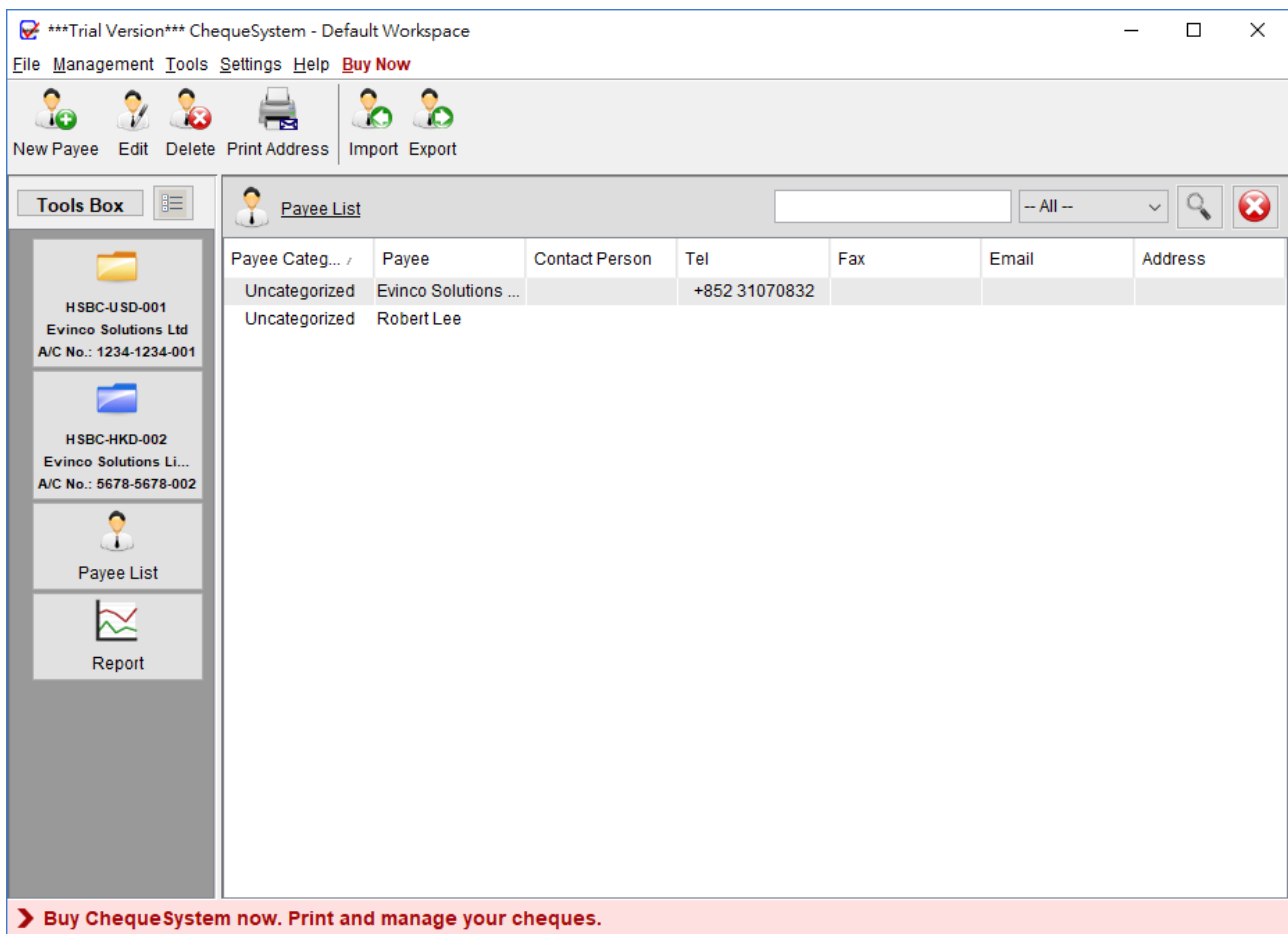
☐ Checked By ☐ Received By

☐ Approved By ☐ Keyed By

Customize Payment Voucher

The voucher can be customized to fit your business needs. In menu "Settings >Payment Voucher", you can customize the header, footer, numbering, label, font and layout of payment voucher.

5. PAYEE LIST



Payee List stores payees information. User can easily manage the payee information and get the payee information into the cheque easily.

Tool Bar

New – Create a new payee.

Edit – Edit the selected payee.

Delete – Delete the selected payee.

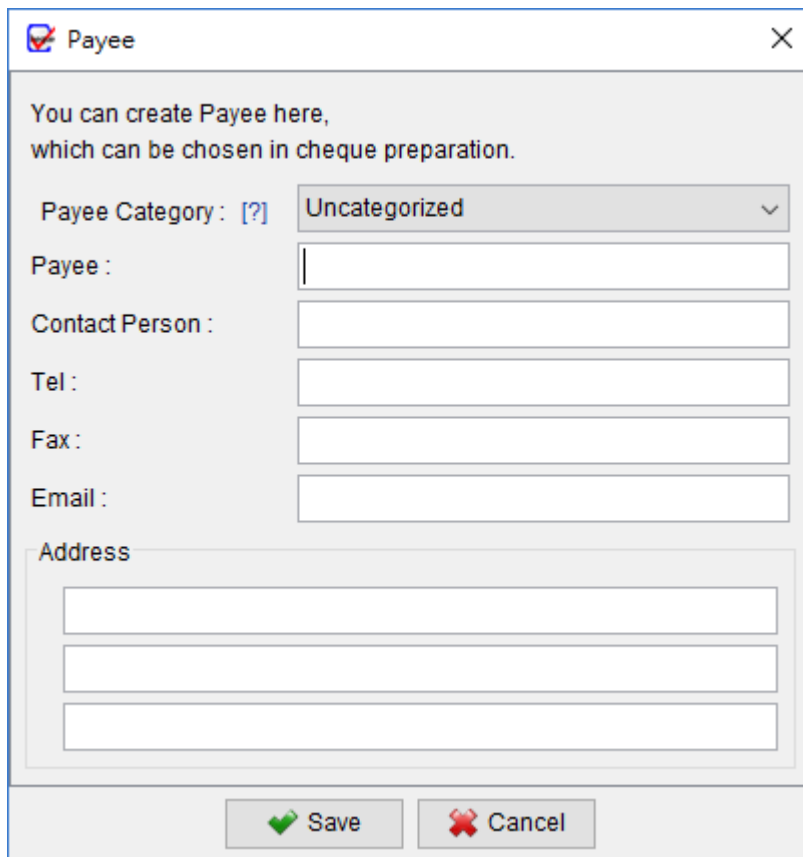
Print Address – Print Address of Payee

Import – Import customer from an Excel file. User can download the sample import file by clicking on the blue line in the Import Dialog.

Export – Export Payee List into PDF, Excel or HTML format.

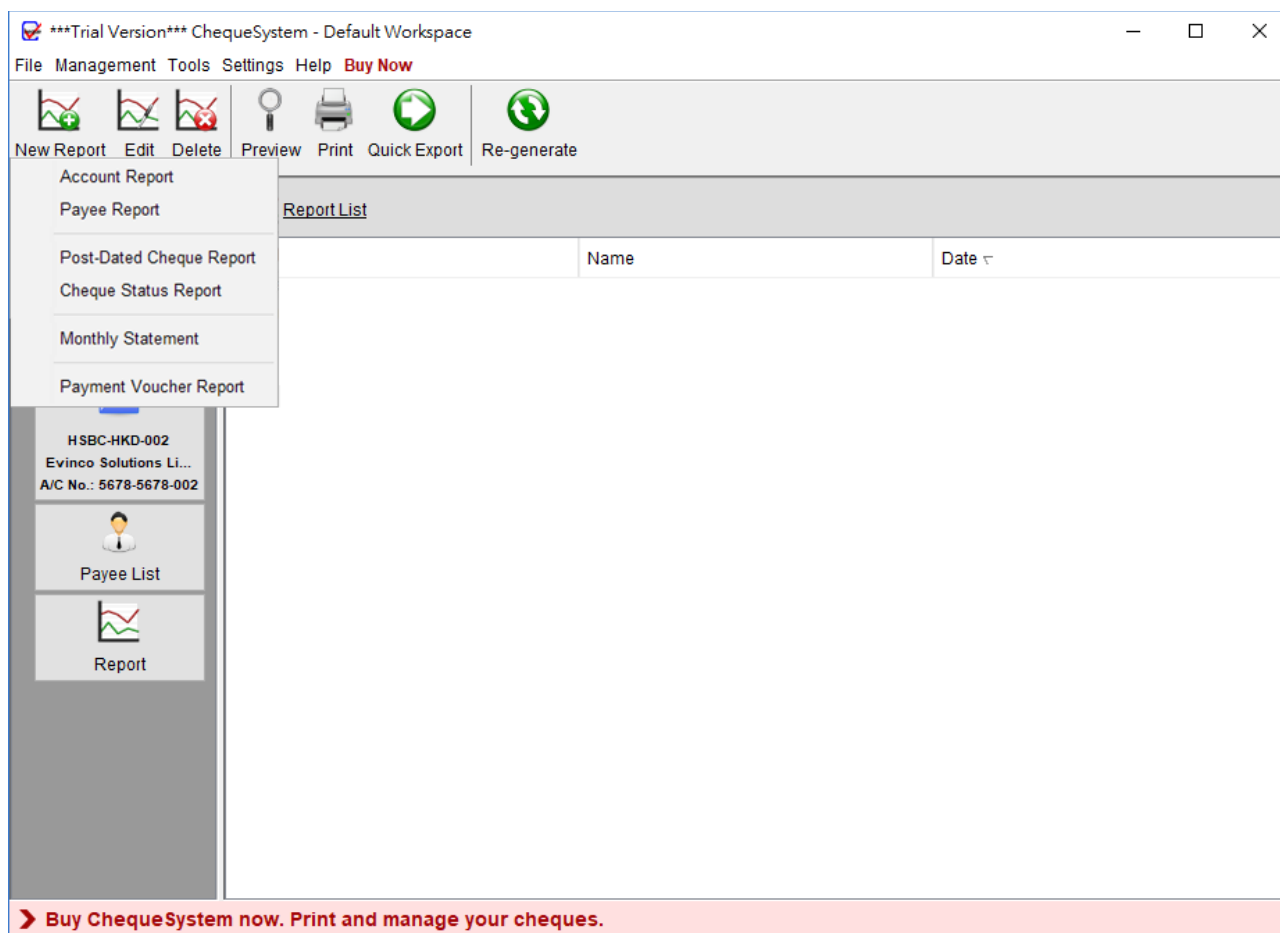
The payees are listed in the table. You can click on the header to sort the table accordingly. Besides, you can search the payee by using the search box in the upper right corner. The payee list can also be exported to other format: PDF, Excel and HTML.

To add or edit a payee, the following screen will show up. You can fill in contact information here, and click [Save] to proceed.



The image shows a software window titled "Payee" with a close button (X) in the top right corner. Inside the window, there is a message: "You can create Payee here, which can be chosen in cheque preparation." Below this message, there are several input fields and a dropdown menu. The first row contains "Payee Category : [?]" followed by a dropdown menu currently showing "Uncategorized". Below this are five single-line text input fields labeled "Payee :", "Contact Person :", "Tel :", "Fax :", and "Email :". At the bottom of the form is a section titled "Address" which contains three stacked text input fields. At the very bottom of the window, there are two buttons: a green checkmark icon followed by the text "Save", and a red X icon followed by the text "Cancel".

6. REPORT



There are four types of report provided in ChequeSystem: Account Report, Payee Report, Post-Dated Cheque Report, Cheque Status Report, Monthly Statement and Payment Voucher Report.

In the Tool Bar, there are three icons. They are

New – Create a new report.

Edit – Edit the selected report.

Delete – Delete the selected report.

Preview – Preview selected report in PDF

Print – Print selected report

Quick Export – Export selected report according to quick export settings

Re-generate – Run to collect the latest data and process to calculate the report

6.1. Account Report

Account report provides cheque issues information on the selected account.

User needs to provide a report name for the report. The report will run against the selected account and retrieve all the cheque under it. You can leave the amount and date field blank if there is no limitation on them. Select the type of cheque for report, All, Normal or Void. You can also check the box to select the columns to display in report.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

The sample PDF output is given below.

Account Report - Jan 2018

(Generated on 2018/01/17 15:47:47)

Criteria

Account Name : Evinco Solutions Ltd (A/C No.: 1234-1234-001)

Amount : Unspecified

Date : 2018/01/01 to 2018/01/31

No. of Cheque Issued : 3

Total Amount : 124,814.60

Date	Cheque Number	Payee	Amount	Particulars	Audit Code	Status	Back
2018/01/03	314564	Sample Payee Company	123,456.70			Outstanding	
2018/01/16	314565	Robert Lee	123.40			Outstanding	
2018/01/10	314567	Sample Payee Company	1,234.50			Outstanding	

6.2. Payee Report

The screenshot shows a window titled "Payee Report" with a menu bar (File, Export, Security) and a toolbar with icons for Save, Preview, Print, Quick Export, Set Password, and Re-generate. The main area is labeled "Criteria" and contains the following fields and options:

- Name :** A text input field.
- Payee :** Radio buttons for "All Payees" (selected) and a dropdown menu with a user icon.
- ChequeBook :** Radio buttons for "All Cheque Books" and a dropdown menu showing "HSBC-USD-001 - Evinco Solutions Ltd".
- Amount :** Two text input fields separated by "to".
- Range :** Radio buttons for "Custom", "Current Month" (selected), and "Previous Month".
- Start Date :** Date pickers for Year (2018), Month (01), and Day (01), with a calendar icon and "(YYYY/MM/DD) 31".
- End Date :** Date pickers for Year (2018), Month (01), and Day (31), with a calendar icon and "(YYYY/MM/DD) 31".
- Show Cheque :** Radio buttons for "All" (selected), "Normal", "Void", "Outstanding", and "Clear".
- Columns :** Checkboxes for Date, Account, Cheque Number, Amount, Particulars, Audit Code, Status, and Back Side.
- Last Generated :** A field showing "--".

Payee report provides cheque issues information on the selected payee.

User needs to provide a report name for the report. The report will run against the selected payee and retrieve all the cheques under it. You can leave the amount and date field blank if there is no limitation on them. Select the type of cheque for report, All, Normal or Void. You can also check the box to select the columns to display in report.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

The sample PDF output is given below.

Payee Report - Jan 2018

(Generated on 2018/01/17 15:49:57)

Criteria

Account Name : Evinco Solutions Ltd (A/C No.: 1234-1234-001)
Amount : Unspecified
Date : 2018/01/01 to 2018/01/31

Payee : Robert Lee
No. of Cheque Issued : 1
Total Amount : 123.40

Date	Account	Cheque Number	Amount	Particulars	Audit Code	Status	Back
2018/01/16	Evinco Solutions Ltd - 1234-1234-001	314565	123.40			Outstanding	

Payee : Sample Payee Company
No. of Cheque Issued : 2
Total Amount : 124,691.20

Date	Account	Cheque Number	Amount	Particulars	Audit Code	Status	Back
2018/01/03	Evinco Solutions Ltd - 1234-1234-001	314564	123,456.70			Outstanding	
2018/01/10	Evinco Solutions Ltd - 1234-1234-001	314567	1,234.50			Outstanding	

6.3. Post-Dated Cheque Report

Post-Dated Cheque Report APosted Dated Records

File Export Security

Save Preview Print Quick Export Set Password Re-generate

Criteria

This report will list out the post dated cheques in selected time frame.

Name : Posted Dated Records

ChequeBook : ☐ All Cheque Books ☒ 001

Date Range ☐ All ☐ Current Month ☐ Next Month

☒ Within 3 Months ☐ Within 6 Months ☐ Within 12 Months

Last Generated : 2021/04/17 20:45:23

Post-Dated Cheque Report lists out the posted-date cheque records.

User needs to provide a report name for the report. User can select a specific chequebook or all chequebook. The report will run against the selected cheque book and retrieve all the post-dated cheques under it.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

The sample PDF output is given below.

Post-Dated Cheque Report - Posted Dated Records

(Generated on 2021/04/17 20:45:23)

Criteria

Date : Within 3 Months (2021/04/17 to 2021/06/30)

Account Name : (A/C No.:)

Total Amount : 10,000.00

Date	Cheque Number	Payee	Amount
2021/04/20	000135	Robert Smith	2,300.00
2021/04/28	000136	Wellful Company Ltd	3,500.00
2021/04/28	000138	Complete Goodness Pte Ltd.	4,200.00

6.4. Cheque Status Report

The screenshot shows a web application window titled "Cheque Status Report". It has a menu bar with "File", "Export", and "Security". Below the menu is a toolbar with icons and labels for "Save", "Preview", "Print", "Quick Export", "Set Password", and "Re-generate". The main content area is titled "Criteria" and contains the following fields and options:

- A text input field for "Name".
- A dropdown menu for "ChequeBook".
- Two checked checkboxes for "Status": "Outstanding" and "Clear".
- Three radio buttons for "Range": "Custom" (selected), "Current Month", and "Previous Month".
- Date pickers for "Start Date" and "End Date", both showing "31" in the day field.
- A row of checkboxes for "Columns": "Date", "Cheque Number", "Payee", "Amount", "Particulars", "Audit Code", "Status", and "Back Side".
- A label "Last Generated:" followed by a dash "--".

Cheque Status Report lists cheque records by its status.

User needs to provide a report name for the report. The report will run against the selected cheque book and retrieve all the cheques under it. User can specify date criteria for the report. Check the box to select the columns to display in report.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

The sample PDF output is given below.

Cheque Status Report - Status Report

(Generated on 2019/01/18 21:51:44)

Criteria

Account Name : (A/C No.: 2340-1293-1239-1)

Date : Unspecified

No. of Outstanding Cheques : 4

Total Amount of Outstanding Cheques : 48,518.78

Date	Cheque Number	Amount
2014/07/05	6005	1,300.00
2014/07/25	6006	546.78
2014/08/15	6007	1,321.00
2014/07/15	6008	45,351.00

Page 1 of 2

6.5. Monthly Statement

Monthly Statement

File Export Security

Save Preview Print Quick Export Set Password Re-generate

Criteria

Monthly statement will show the deposits and withdraws in specified month for the selected cheque book.

Name :

ChequeBook : HSBC-USD-001 - Evinco Solutions Ltd

Range ☐ Current Month ☐ Previous Month ☒ Custom 2018 01

☐ From 2000 01 to 2000 01 ☐ Consolidated

Show Cheque Status : ☐

Last Generated : --

Monthly Statement lists all the deposits and withdrawals of selected cheque book.

User needs to provide a report name for the report. The report will run against the selected cheque book on specified month. User can also choose a period of months to generate multiple monthly statements or consolidate them as a single statement.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated".

The sample PDF output is given below.

Monthly Statement - Jan 2018

(Generated on 2018 / 01 / 17 15:51:35)

Account Name : Evinco Solutions Ltd (A/C No.: 1234-1234-001)

Month : 2018-01

DATE	DETAILS	WITHDRAWALS	DEPOSITS	BALANCE
	BALANCE B/F			0.00
2018 / 01 / 03	CHEQUE 314564 (Payee: Sample Payee Company)	123,456.70		-123,456.70
2018 / 01 / 10	CHEQUE 314567 (Payee: Sample Payee Company)	1,234.50		-124,691.20
2018 / 01 / 16	CHEQUE 314565 (Payee: Robert Lee)	123.40		-124,814.60

TOTAL DEPOSITS	:	0.00	BALANCE :	-124,814.60
TOTAL WITHDRAWALS	:	124,814.60		

6.6. Payment Voucher Report

Payment Voucher Report

File Export Security

Save Preview Print Quick Export Set Password Re-generate

Criteria

This report will list out all the payment voucher under selected cheque book.

Name :

ChequeBook : HSBC-USD-001 - Evinco Solutions Ltd

Range ☒ Custom ☐ Current Month ☐ Previous Month

Start Date : / / (YYYY/MM/DD) 31

End Date : / / (YYYY/MM/DD) 31

Last Generated : --

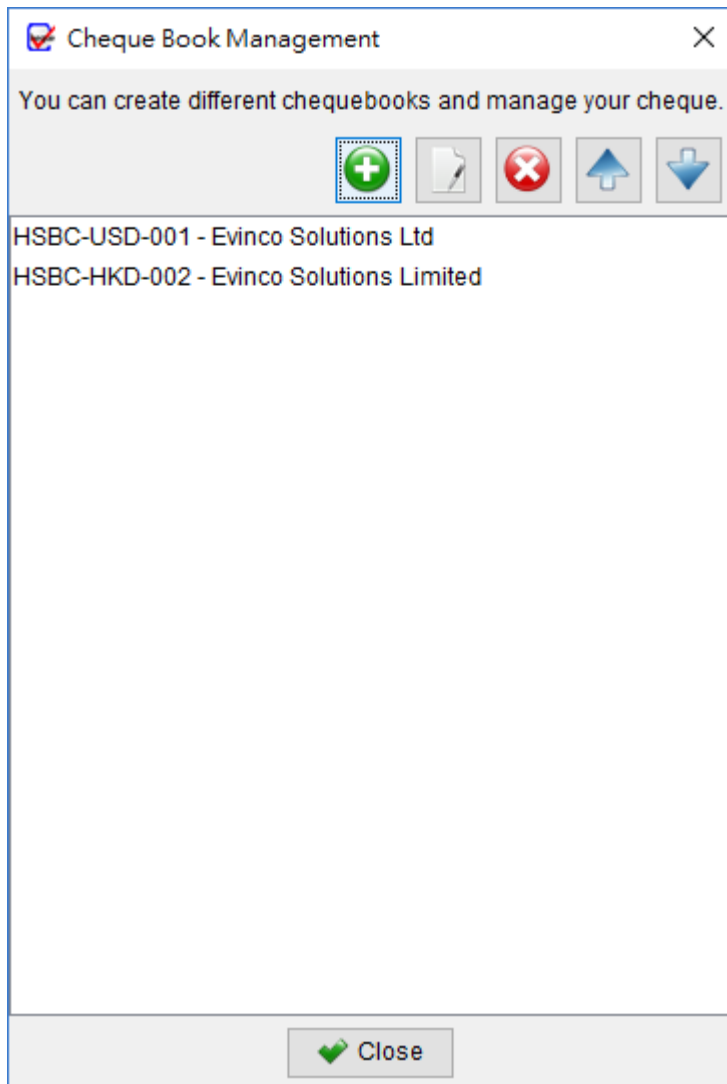
Payment Voucher Report lists all the payment voucher of selected cheque book.

User needs to provide a report name for the report. The report will run against the selected cheque book on specified month.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

7. MANAGEMENT

7.1. Cheque Book Management



Cheque Book Management allows you to manage different cheque book easily. There are five icons at the top

Add - Add a new cheque book.


Edit - Edit the selected cheque book.

Delete - Delete the selected cheque book.


Up - Move cheque book upwards.

Down - Move cheque book downwards.

Cheque Book Details

 Cheque Book Maintenance

Icon :



Cheque Book ID :

Account Name :

Account Number :

Currency Label : [\[?\]](#)

Dollars :

Cents :

☐ Before Text ☒ After Text

Currency Subunit :

☐ No Subunit ☒ 0.00 ☐ 0.000 ☐ Use numeric fraction for subunit

Cheque Number :

Starting :

☐ Add leading zero and make cheque number has total digits

Account Balance

☒ Track account balance

Open Balance :

☐ Allow Overdraft

Credit Limit

Cheque Layout : [\[?\]](#)

HSBC (160mmx83mm)

Preview

☒ A/C Payee Only

☐ Bearer

☐ Non Negotiable

☐ Payable On-Date Only

☐ First Payee Only

☐ Not Transferable

Default Checked :

Save

Cancel

Cheque Book ID - An ID to identify the cheque book. It is used for record only.

Account Name - The name of the account which the cheque book belongs to. It is used in Account Report generation.

Account Number - The A/C Number of the account which the cheque book belongs to. It is used in Account Report generation.

Currency Label & Subunit - You can rename the currency label and specify the subunit.

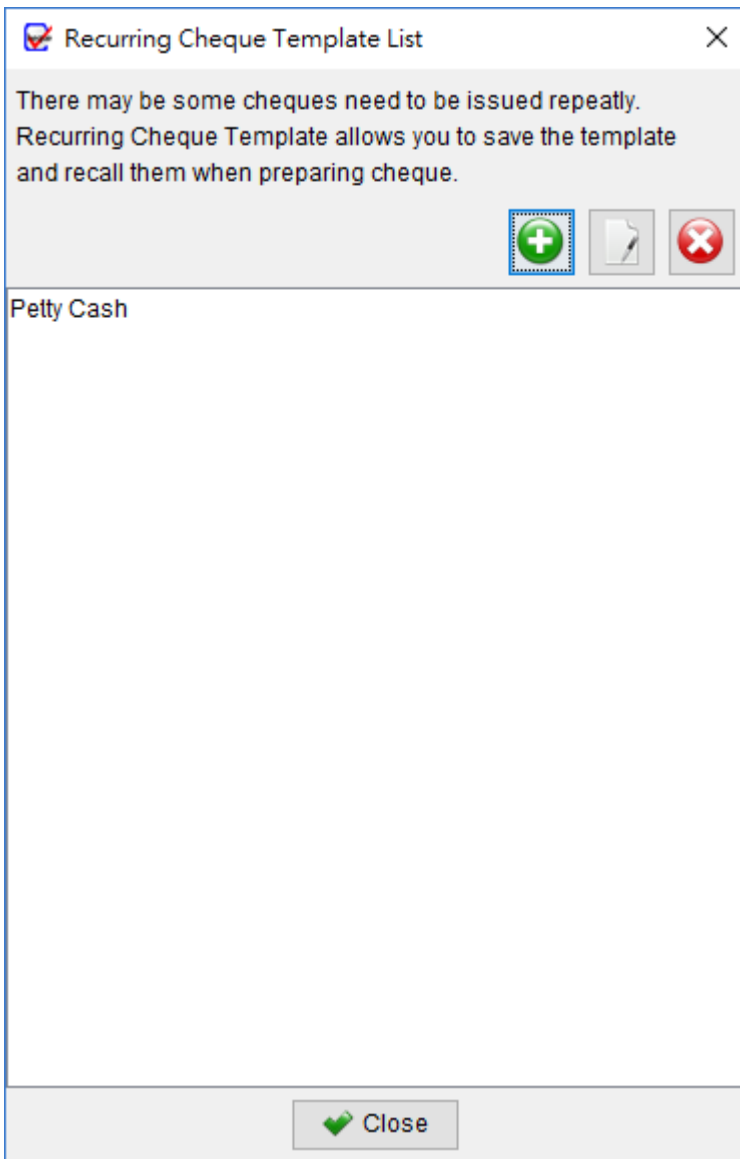
Cheque Number - The cheque number sequence of the cheque book.

Track Account Balance – Specify the account balance for tracking. User can also specify the overdraft limit

Cheque Layout – The layout that this cheque book used. This layout should fit your physical cheque book, or the printout may not align correctly.

Default Checked – Specify the default value of those checkboxes when creating a new cheque.

7.2. Recurring Cheque Template List



Cheque Issuing Template List maintains different templates, which can be recalled when preparing cheque. There are three icons on the top. They are

Add – Add a new cheque template.

Edit – Edit the selected cheque template.

Delete – Delete the selected cheque template.

7.3. Cheque Layout List



Cheque Layout List maintains different cheque layouts. There are six icons on the top

Add - Add a new cheque layout.

Edit - Edit the selected cheque layout.

Delete - Delete the selected cheque layout.

Import - Import cheque layout from file.

Export - Export cheque layout to file.

Internet Update – Download latest cheque layouts from server.

Cheque Layout Details

The screenshot shows the 'Cheque Layout' configuration window. The top section displays a preview of a cheque layout with various components highlighted in red boxes. The components include 'A/C PAYEE ONLY', 'Name of Payee', 'Date' (2018 JAN 17), 'Amount' (One Million Two Hundred Thirty Four Thousand Five Hundred), and 'Payee Line 1' (*** 1,234,567.89 ***). The bottom section contains configuration options for the layout, including Name, Size, Date Format, Date Separator, and a list of components to include or exclude. The 'A/C Payee Only' component is selected. There are also fields for positioning components and a 'Save' button.

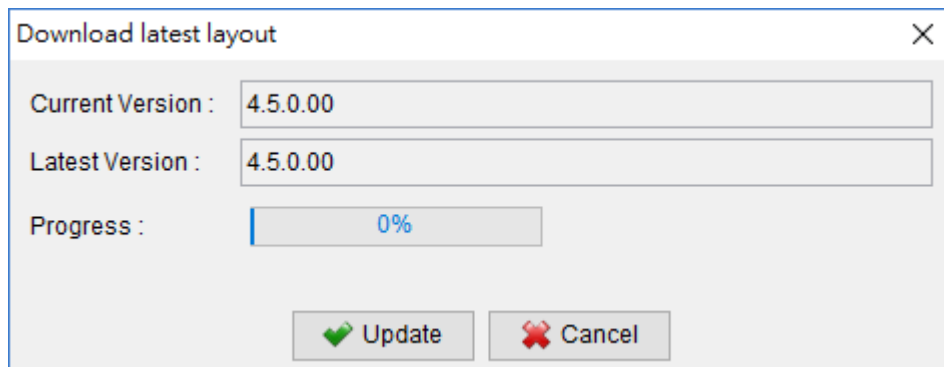
You need to provide a name for the layout.

Bearer Cheque checkbox is to indicate the cheque layout is a bearer cheque or not. If it is not a bearer cheque, the "Bearer" component will not show out.

Fill in the size of the cheque and the position/size of different components, include **A/C Payee Only**, **Date**, **Place of Issue**, **Payee**, **Bearer**, **Text Line 1**, **Text Line 2**, **Amount**. If the component is not applicable, you can leave the measurement as zero. The components (Non Negotiable, Payable On-Date Only, First Payee Only and Not Transferable) can be renamed to fit your cheque. You can also make use of the self-defined component.

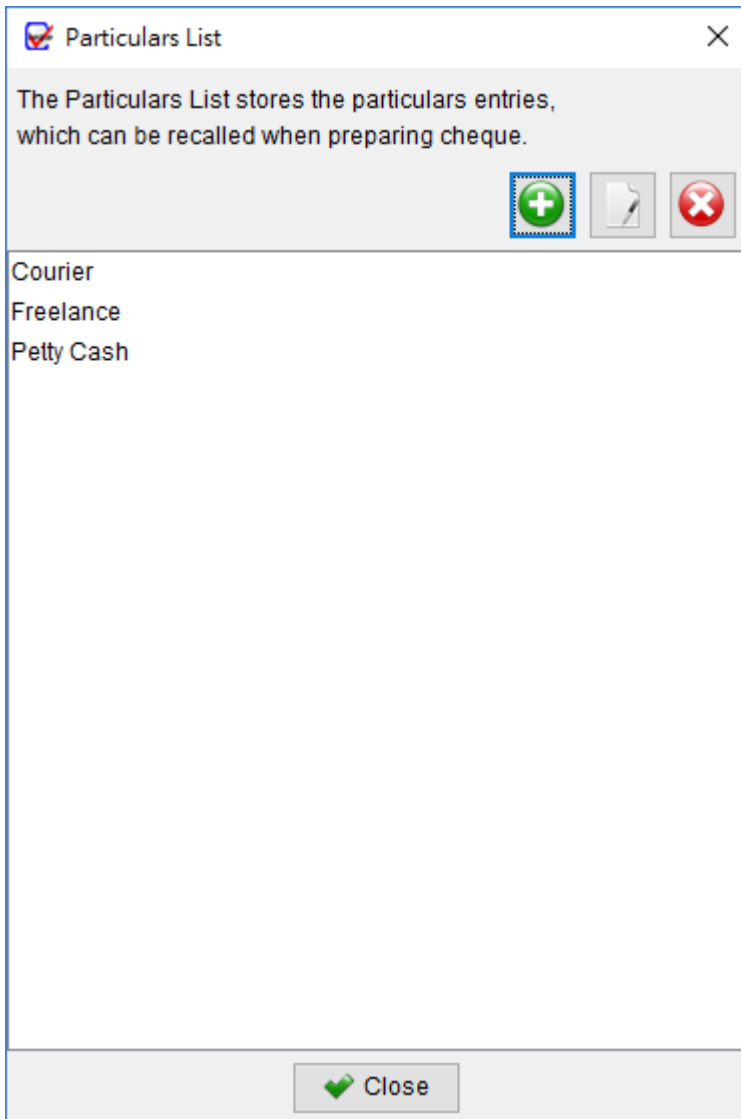
To adjust the position, you can selected the corresponding components and click the blue navigation button. The cheque layout in the preview will be adjusted at the same time.

Internet Update



It shows the current version in the installed system and the version provided by the server.
To download the latest cheque layouts from the server, click [Update] to proceed.

7.4. Particulars List



Particulars List maintains different particulars info, which can be recalled when preparing cheque.

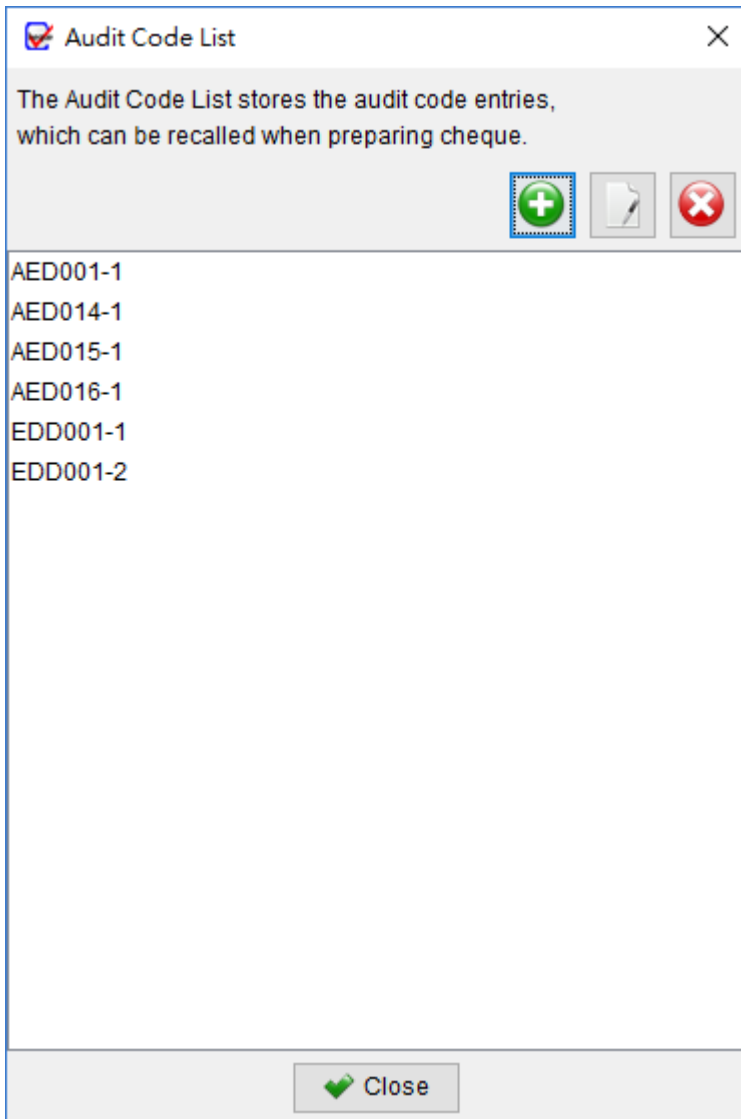
There are three icons on the top. They are

Add – Add a new Particular.

Edit – Edit the selected Particulars.

Delete – Delete the selected Particulars.

7.5. Audit Code List



Audit Code List maintains different Audit Code info, which can be recalled when preparing cheque.

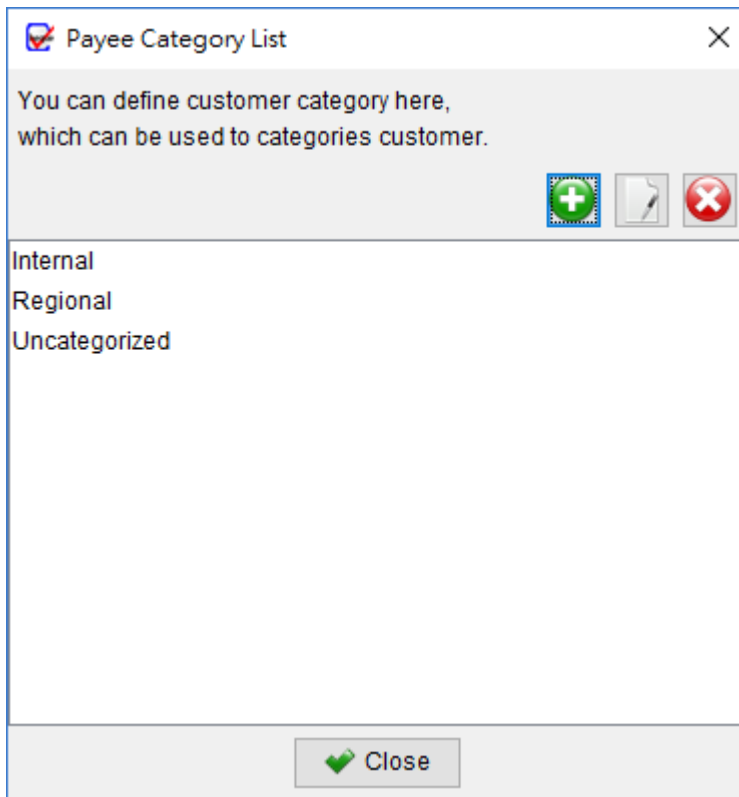
There are three icons on the top. They are

Add – Add a new Audit Code.

Edit – Edit the selected Audit Code.

Delete – Delete the selected Audit Code

7.6. Payee Category List



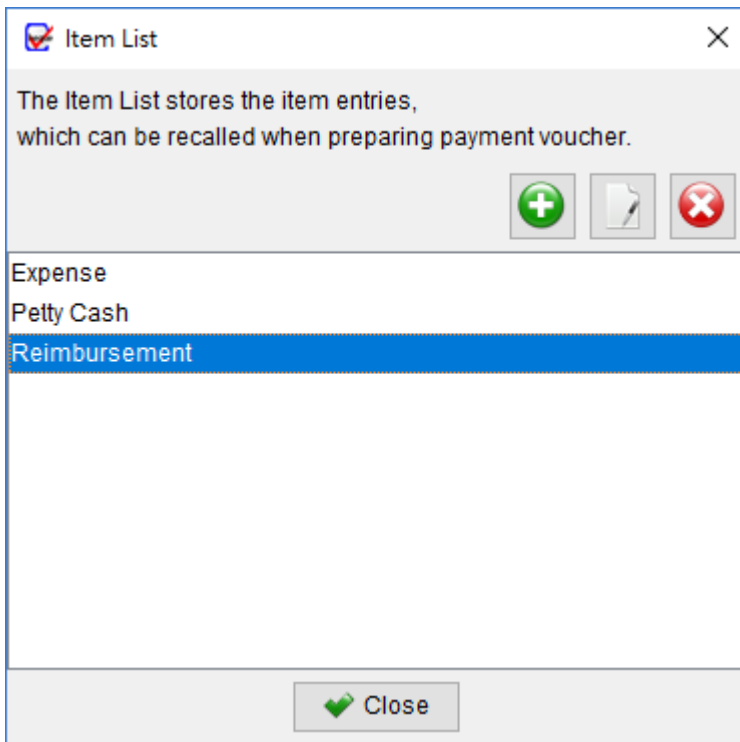
Payee Category List maintains payee categories. The category can be used to classify the payee into different categories. There are three icons on the top. They are

Add – Add a new Category.

Edit – Edit the selected Category.

Delete – Delete the selected Category.

7.7. Item List



Item List maintains different item info, which can be recalled when preparing the Payment Voucher. There are three icons on the top. They are

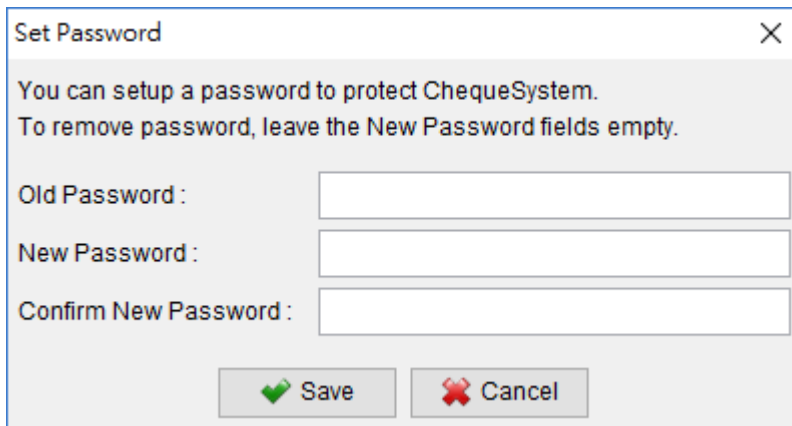
Add – Add a new Item.

Edit – Edit the selected Item.

Delete – Delete the selected Item.

8. TOOLS

8.1. Set Password

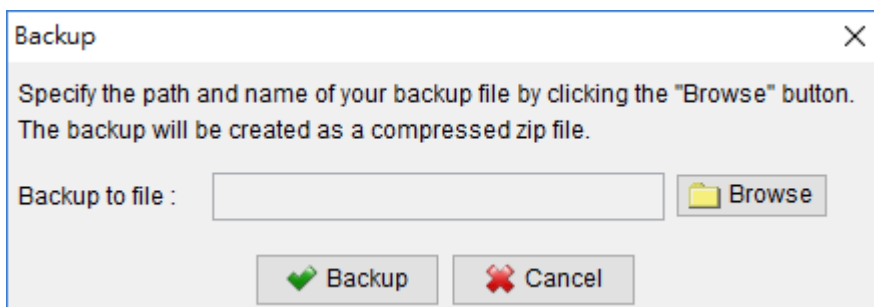


The 'Set Password' dialog box has a title bar with a close button (X). The main text reads: 'You can setup a password to protect ChequeSystem. To remove password, leave the New Password fields empty.' Below this, there are three input fields: 'Old Password :', 'New Password :', and 'Confirm New Password :'. At the bottom, there are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon.

To enhance the security of the system, you can set a password on it. Every time you start the software, you will be prompted to input password.

To remove the password, just fill in the old password and leave other field blank. Click [Save] to remove it.

8.2. Backup

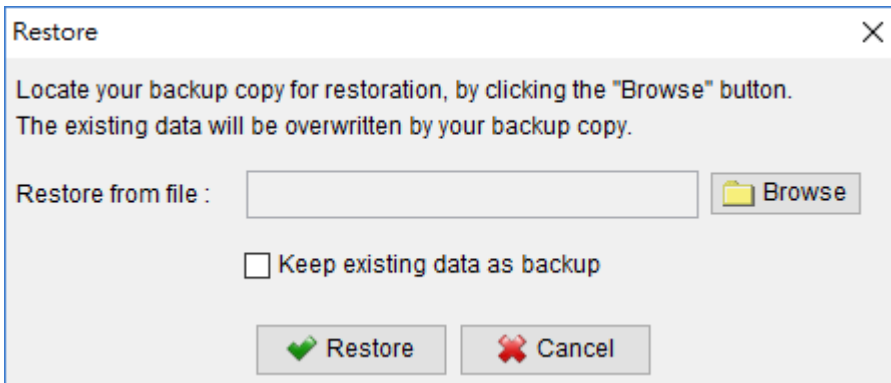


The 'Backup' dialog box has a title bar with a close button (X). The main text reads: 'Specify the path and name of your backup file by clicking the "Browse" button. The backup will be created as a compressed zip file.' Below this, there is a text field labeled 'Backup to file :', a 'Browse' button with a folder icon, and two buttons at the bottom: 'Backup' with a green checkmark icon and 'Cancel' with a red X icon.

Backup – create a backup for the cheque records, payee list and reports.

Click the folder icon, and provides a filename to backup. The cheque records, payee list, reports, and all the software settings will be saved into a zip file.

8.3. Restore

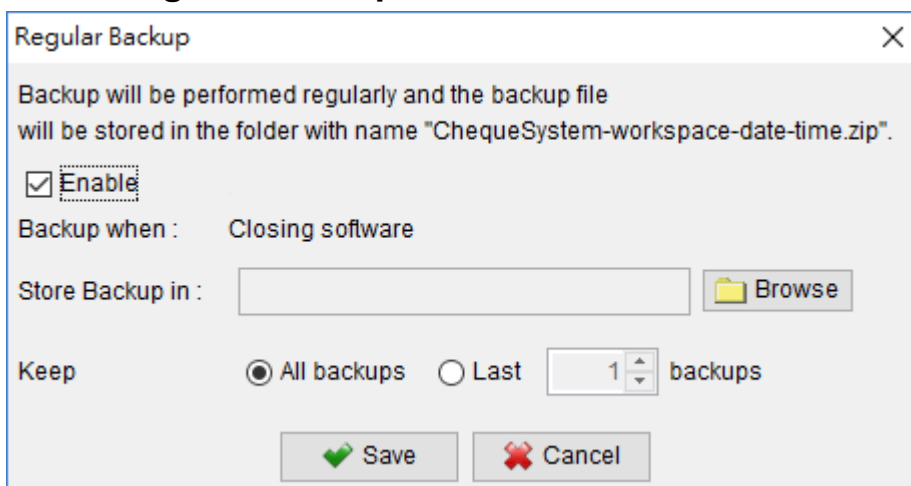


The 'Restore' dialog box has a title bar with a close button (X). The main text area contains the instruction: 'Locate your backup copy for restoration, by clicking the "Browse" button. The existing data will be overwritten by your backup copy.' Below this, there is a label 'Restore from file :' followed by a text input field and a 'Browse' button with a folder icon. Underneath the input field is a checkbox labeled 'Keep existing data as backup'. At the bottom, there are two buttons: 'Restore' with a green checkmark icon and 'Cancel' with a red X icon.

Restore – restore the data from backup zip file to the system.

Click the folder icon, and select the backup zip file to restore. The cheque records, payee list, reports and all the software settings will be restored from the backup.

8.4. Regular Backup



The 'Regular Backup' dialog box has a title bar with a close button (X). The main text area contains the instruction: 'Backup will be performed regularly and the backup file will be stored in the folder with name "ChequeSystem-workspace-date-time.zip".' Below this, there is a checkbox labeled 'Enable' which is checked. Underneath is a label 'Backup when : Closing software'. Below that is a label 'Store Backup in :' followed by a text input field and a 'Browse' button with a folder icon. At the bottom, there is a 'Keep' section with two radio buttons: 'All backups' (selected) and 'Last'. Next to 'Last' is a spin box with the value '1' and the text 'backups'. At the bottom, there are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon.

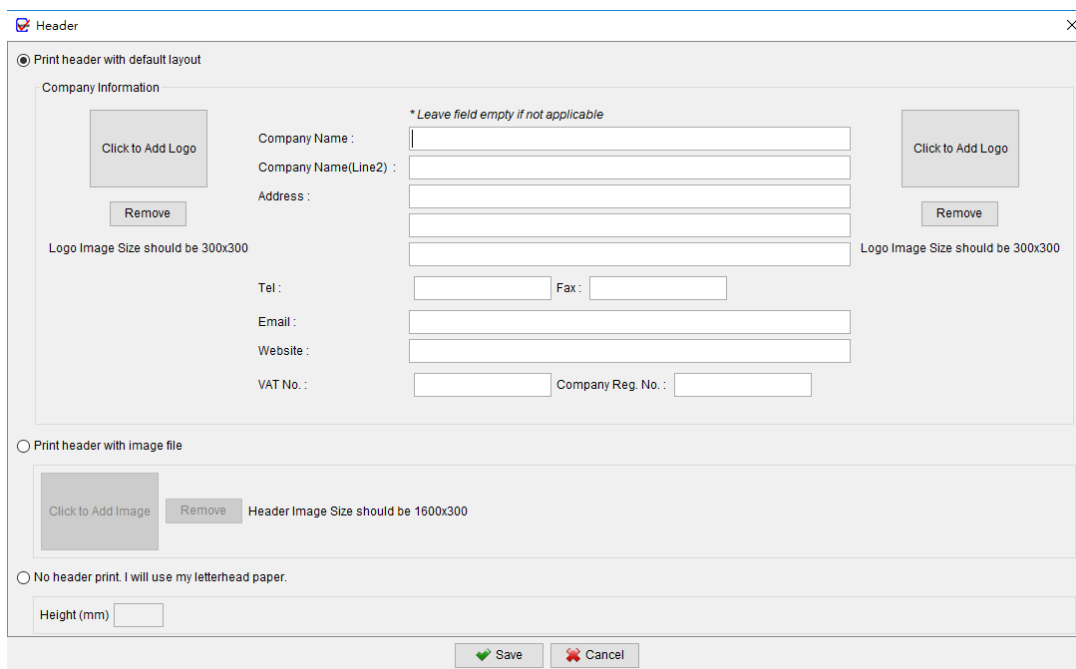
Regular Backup will make backup regularly and backup files will be stored in the specified directory. The file is named as “ChequeSystem-Date-Time.zip”. User can also specify to keep how many copies of regular backup.

9. SETTINGS

9.1. Payment Voucher

You can customize the header, footer, label, date format, font, layout of the Payment Voucher by clicking the corresponding menu.

- Header Settings



The 'Header' dialog box is used to configure the header of the Payment Voucher. It features three main sections: 'Print header with default layout', 'Print header with image file', and 'No header print. I will use my letterhead paper.' The first section is selected and contains fields for 'Company Information' (Company Name, Company Name(Line2), Address, Tel, Email, Website, VAT No., and Company Reg. No.) and two 'Click to Add Logo' buttons. The second section has a 'Click to Add Image' button and a 'Header Image Size should be 1600x300' note. The third section has a 'Height (mm)' field. 'Save' and 'Cancel' buttons are at the bottom.

Header

☒ Print header with default layout

Company Information

Click to Add Logo

Company Name :

Company Name(Line2) :

Address :

Tel : Fax :

Email :

Website :

VAT No. : Company Reg. No. :

Logo Image Size should be 300x300

Click to Add Logo

Remove

Remove

☐ Print header with image file

Click to Add Image

Header Image Size should be 1600x300

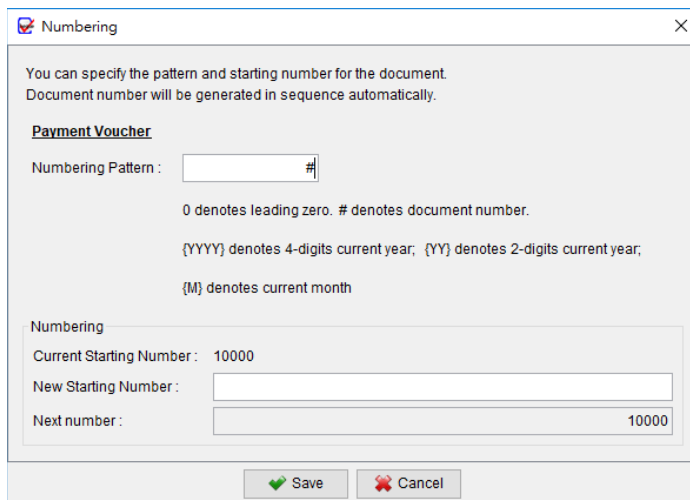
Remove

☐ No header print. I will use my letterhead paper.

Height (mm)

Save Cancel

- Numbering Settings



The 'Numbering' dialog box allows users to specify the pattern and starting number for the document. It includes a 'Payment Voucher' section with a 'Numbering Pattern' field and a 'Numbering' section with 'Current Starting Number', 'New Starting Number', and 'Next number' fields. 'Save' and 'Cancel' buttons are at the bottom.

Numbering

You can specify the pattern and starting number for the document.
Document number will be generated in sequence automatically.

Payment Voucher

Numbering Pattern :

0 denotes leading zero. # denotes document number.

{YYYY} denotes 4-digits current year; {YY} denotes 2-digits current year;

{M} denotes current month

Numbering

Current Starting Number : 10000

New Starting Number :

Next number : 10000

Save Cancel

- Document Label Settings

Document Label

You can rename the text label that shown in the document output.
(Use "n" for line break)

Refresh

Label	Rename To
Address :	Address :
Tel :	Tel :
Fax :	Fax :
Email :	Email :
Website :	Website :
Vat No. :	VAT No. :
Company Reg. No. :	Company Reg. No. :
Payment Voucher	Payment Voucher
Number	Number
Voucher Date	Voucher Date
Pay To	Pay To
Date	Date
Bank	Bank
Cheque Number	Cheque Number
Cheque Amount	Cheque Amount
Item	Item
Amount	Amount
Total	Total
Notes	Notes
Approved On Behalf Of	Checked By
Authorized Signature(s)	Received By
Approved On Behalf Of	Approved By
Authorized Signature(s)	Keyed By
Approved On Behalf Of	
Authorized Signature(s)	
Approved On Behalf Of	
Authorized Signature(s)	

Payment Voucher

Number PAV-10001

Voucher Date 2019/01/18

Pay To
Smith Lee
123 ABCD Road
Hong Kong

Date	Cheque Number	Bank
2019/01/18	512345	HK BANK

Item	Amount
Petty Cash	1,000.00
Reimbursement	2,000.00
Total	3,000.00

Notes

Checked By

Received By

Approved By

Keyed By

Save Cancel

- Layout / Paper Size Settings

Layout / Paper Size

Specify the paper size for the Payment Voucher.

Layout : ☒ Modern ☐ Basic

Paper Size : ☒ A4 Portrait ☐ A5 Portrait ☐ A5 Landscape

Save Cancel

Payment Voucher

Number 10000

Voucher Date 2019/01/18

Pay To
Smith Lee
123 ABCD Road
Hong Kong

Date	Cheque Number	Bank
2019/01/18	512345	HK BANK

Item	Amount
Petty Cash	1,000.00
Reimbursement	2,000.00
Total	3,000.00

Notes

Checked By

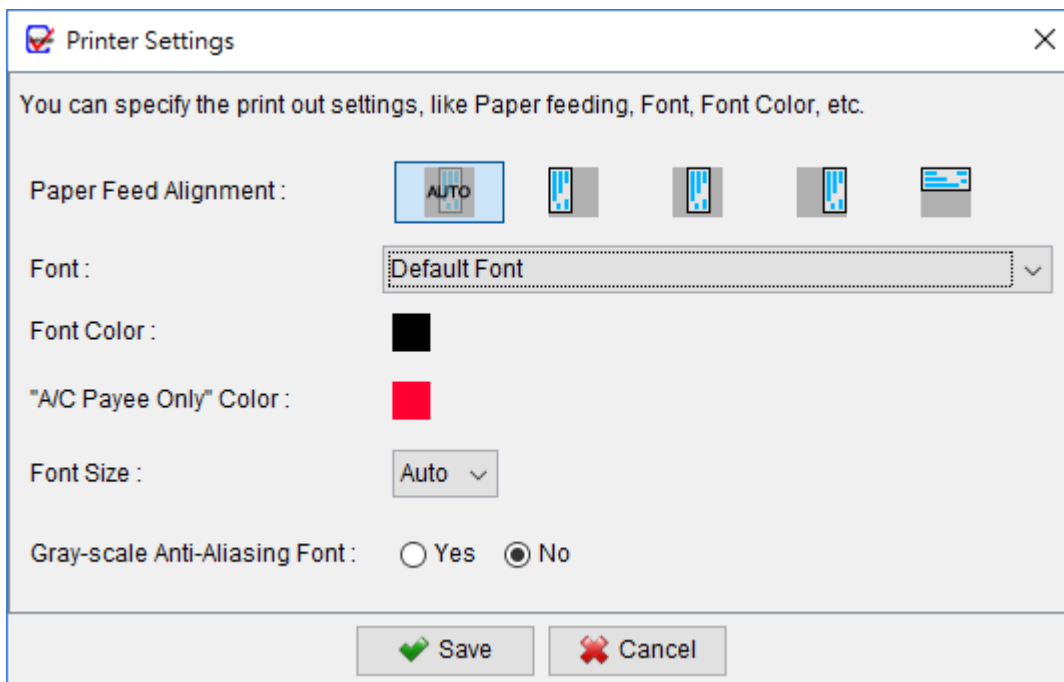
Received By

Approved By

Keyed By

2019/01/18 Page 1 of 1

9.2. Printer & Font



Paper Feed Alignment – Left, Center, Right and also Print Upwards.

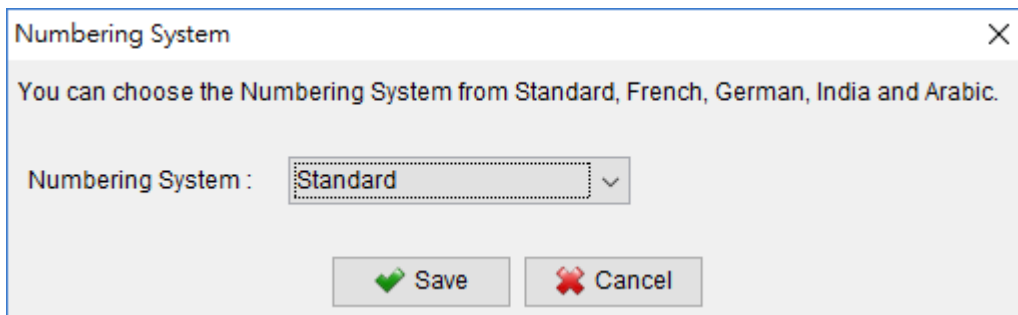
Font – Choose from the fonts installed in your machine.

Font Color – Click the button to choose the printout color.

Font Size – Specify the font size used in the cheque printing. “Auto” means the font size is adjusted automatically according to the space available and the length of the text input.

Gray-scale Anti-Aliasing Font – Enhance the printing output quality by using the gray-scale effect.

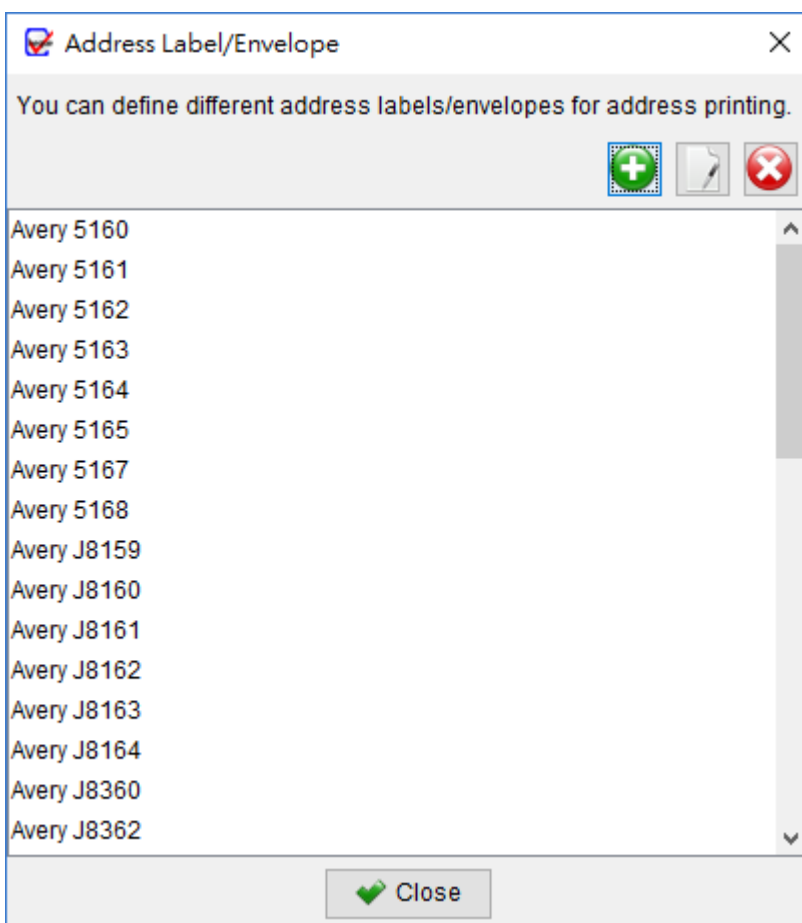
9.3. Numbering System



ChequeSystem supports different types of numbering system, include French, German, Spanish, Indian, Indonesian, and Arabic.

9.4. Address Label

You can define your address label and used for address printing.



9.5. Options

You can add *** before and after the follow items:

- Payee
- Amount in words
- Amount

If set, the printout will be add *** before and after the items.

You can also set

- set date of new cheque as Today
- print the Amount in Words in all capital letters
- show alert in different scenarios

Options

Set options for ChequeSystem

☐ Add asterisk on Payee Before and After ▾

☐ Add asterisk on Amount in Words Before and After ▾

☒ Add asterisk on Amount Before and After ▾

☐ ** ☒ *** ☐ ——

☒ Set Default date for new cheque Today ▾

☐ Print Amount in Words in all capital letters

☐ Show alert if print cheque has empty date

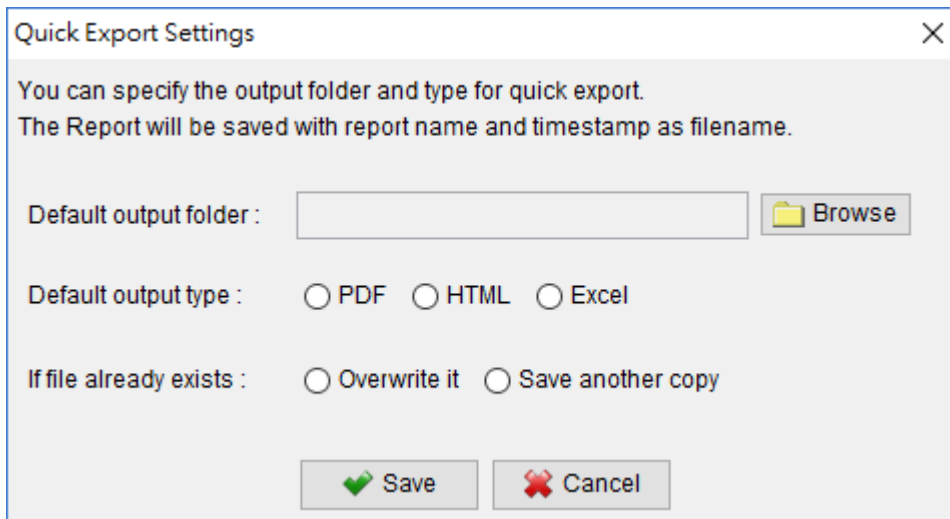
☐ Show alert if print cheque has empty payee

☐ Show alert if print cheque has empty amount

Save Cancel

9.6. Quick Export Settings

Quick Export Button is provided in the Report window. You can define the settings for the quick export. Once clicking the Quick Export button, the report will be exported according to the defined settings.

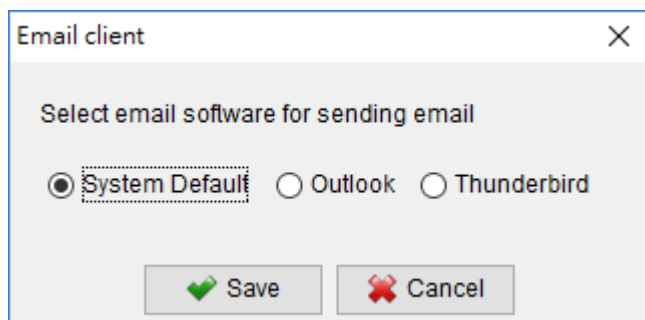


The dialog box titled "Quick Export Settings" contains the following elements:

- Instructions: "You can specify the output folder and type for quick export. The Report will be saved with report name and timestamp as filename."
- Default output folder: A text input field followed by a "Browse" button with a folder icon.
- Default output type: Three radio buttons labeled "PDF", "HTML", and "Excel".
- If file already exists: Two radio buttons labeled "Overwrite it" and "Save another copy".
- Buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

9.7. Email Client

In Payment Voucher window, there is an option to send email with Payment Voucher as attachment. You can set the Email Client software in the Settings.

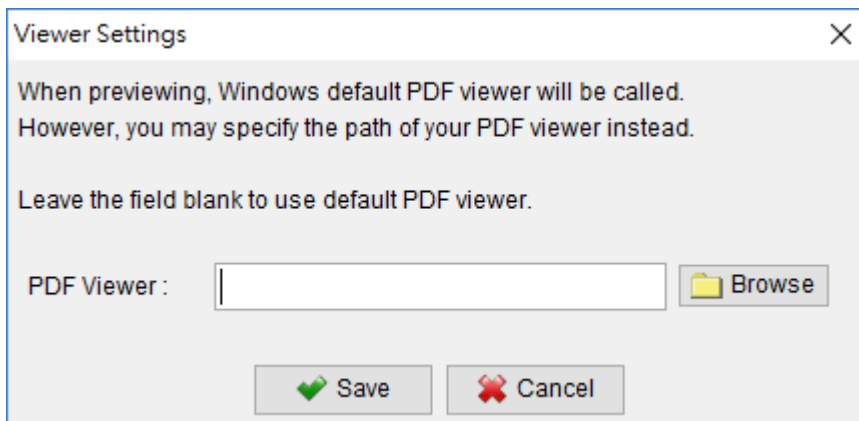


The dialog box titled "Email client" contains the following elements:

- Instruction: "Select email software for sending email"
- Options: Three radio buttons labeled "System Default", "Outlook", and "Thunderbird". The "System Default" option is selected.
- Buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

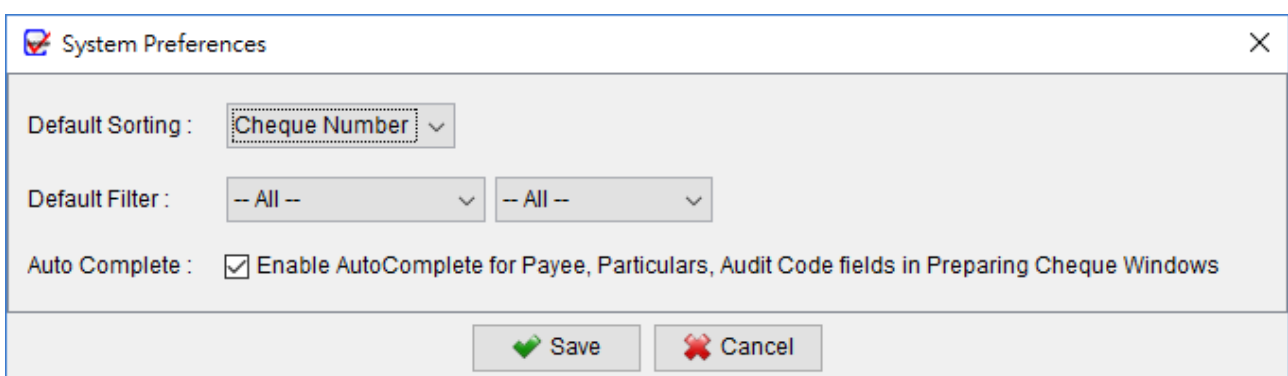
9.8. PDF Viewer

When previewing Payment Voucher, the Windows default PDF viewer will be loaded. However, you can set your own PDF Viewer instead.



9.9. System Preferences

You can change the default sorting and filter for the cheque list in main screen. It also allows to enable the Auto Complete feature for Payee, Particulars and Audit Code fields in Preparing Cheque Windows.



10. REGISTRATION

10.1. Trial Version

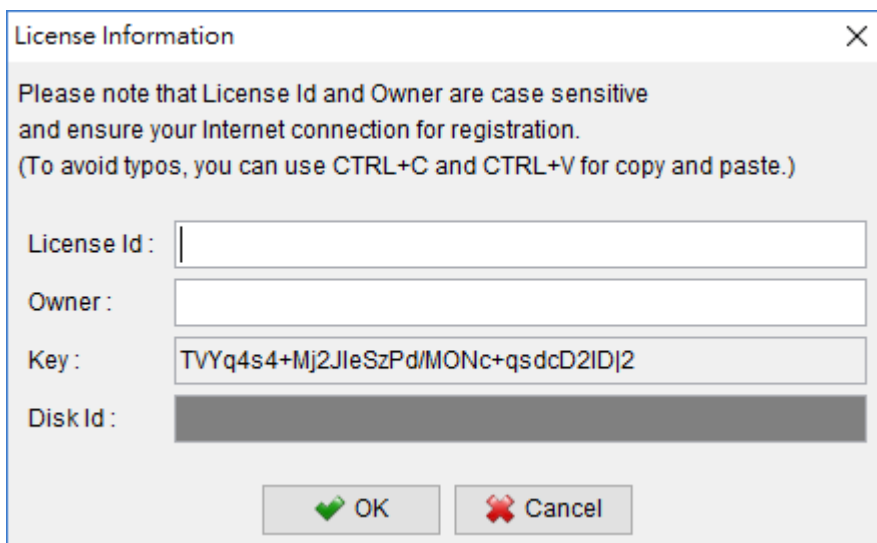
The Trial Version of ChequeSystem provides same functionality as the registered version. However, in Trial Version, you can only print 50 numbers of cheques.

To get rid of the restriction of Trial Version, you need to obtain a license and register your ChequeSystem copy.

10.2. Registration

To register the ChequeSystem,

(1) Go to menu "Help > Register", registration window is shown out.



The image shows a 'License Information' dialog box with a close button (X) in the top right corner. The text inside reads: 'Please note that License Id and Owner are case sensitive and ensure your Internet connection for registration. (To avoid typos, you can use CTRL+C and CTRL+V for copy and paste.)'. Below this text are four input fields: 'License Id :', 'Owner :', 'Key :', and 'Disk Id :'. The 'Key' field contains the text 'TVYq4s4+Mj2JleSzPd/MONc+qsdC2ID|2'. The 'Disk Id' field is currently empty and has a dark gray background. At the bottom of the dialog are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon.

(2) Fill in the "License Id" and "Owner" information and click "OK" to register. Please ensure the Internet connection when registration is in process. Afterwards, restart the ChequeSystem to effective the license.

Note: If firewall is setup and block the connection of registration, the registration cannot be completed. You may temporarily disable the firewall to allow the registration go through.

11. IMPORT FILE FORMAT

ChequeSystem allows importing cheque and payee data from an Excel file.

Please note the following when preparing the import file

1. First row is the column header. Please leave it untouched.
2. The records should be listed row by row.
3. Leave the field blank if it is not applicable.

Sample Import file can be downloaded below

- "Cheque" (XLS)

<https://www.evinco-software.com/chequesystem/sample/importCheque.xls>

- "Cheque with Payment Voucher" (XLS)

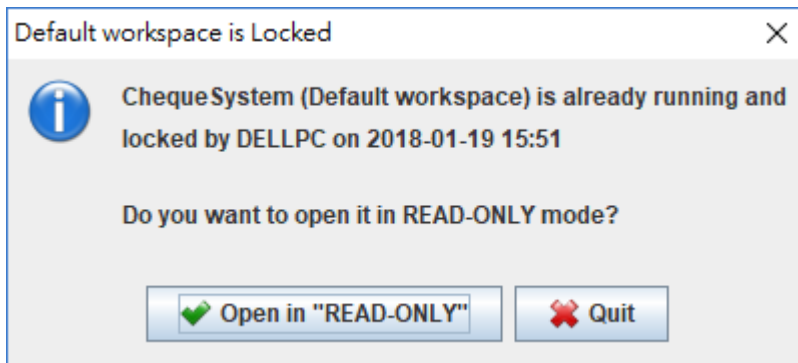
<https://www.evinco-software.com/chequesystem/sample/importChequePV-v2.xls>

- "Payee" (XLS)

<https://www.evinco-software.com/chequesystem/sample/importPayee-v3.xls>

12. TROUBLE SHOOTING

12.1. Database locked / Read-Only Mode



ChequeSystem is a standalone software and will lock the database when running.

If a second instance try to run on the same database (Workspace) at the same time, the above dialog will be shown. User can choose to run ChequeSystem in READ-ONLY mode.

In READ-ONLY mode, user can only view the information but cannot create or edit cheque, payee, reports or software settings. User can view, print, preview cheque but cannot create or edit cheque records.