



# 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: 07/10/2024

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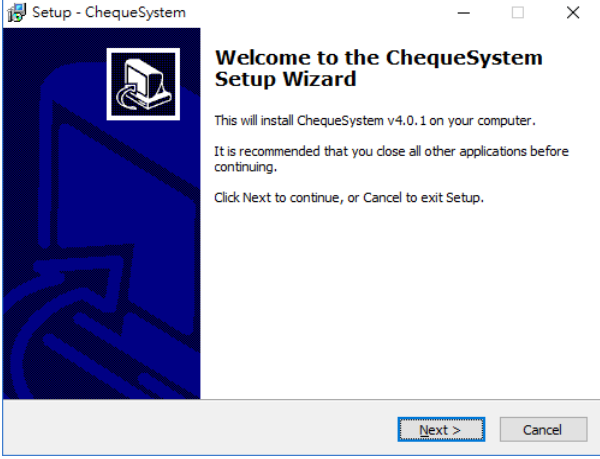
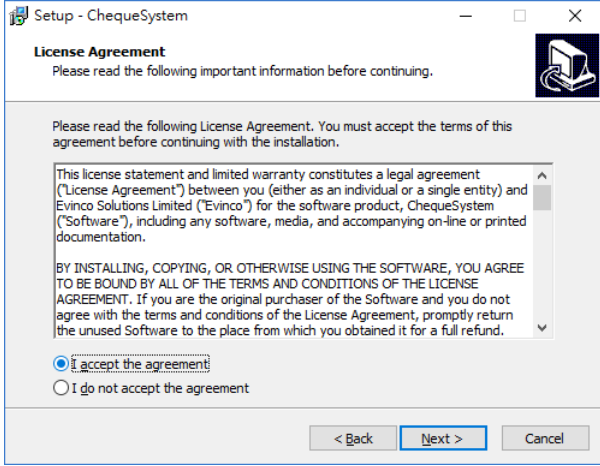
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## **1. SYSTEM REQUIREMENTS**

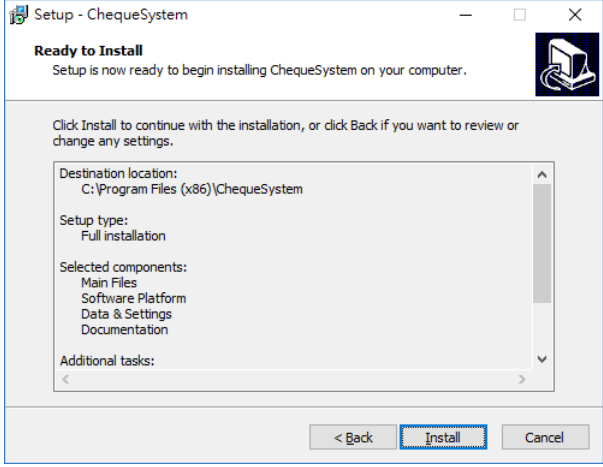
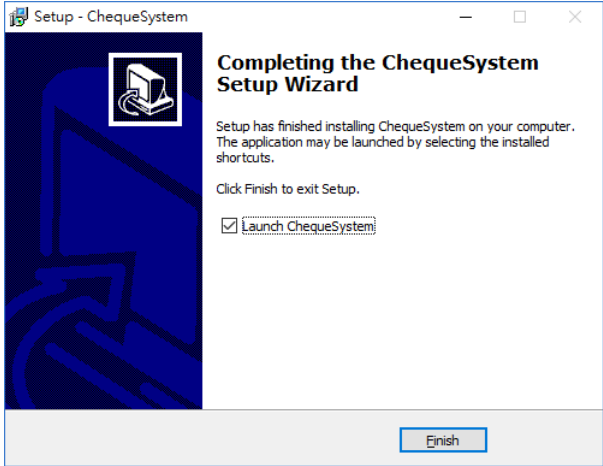
- Operating System:
  - Microsoft Windows 11, 10, 8.1, 8, 7
  - MacOS 10.12 or later

## 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>	

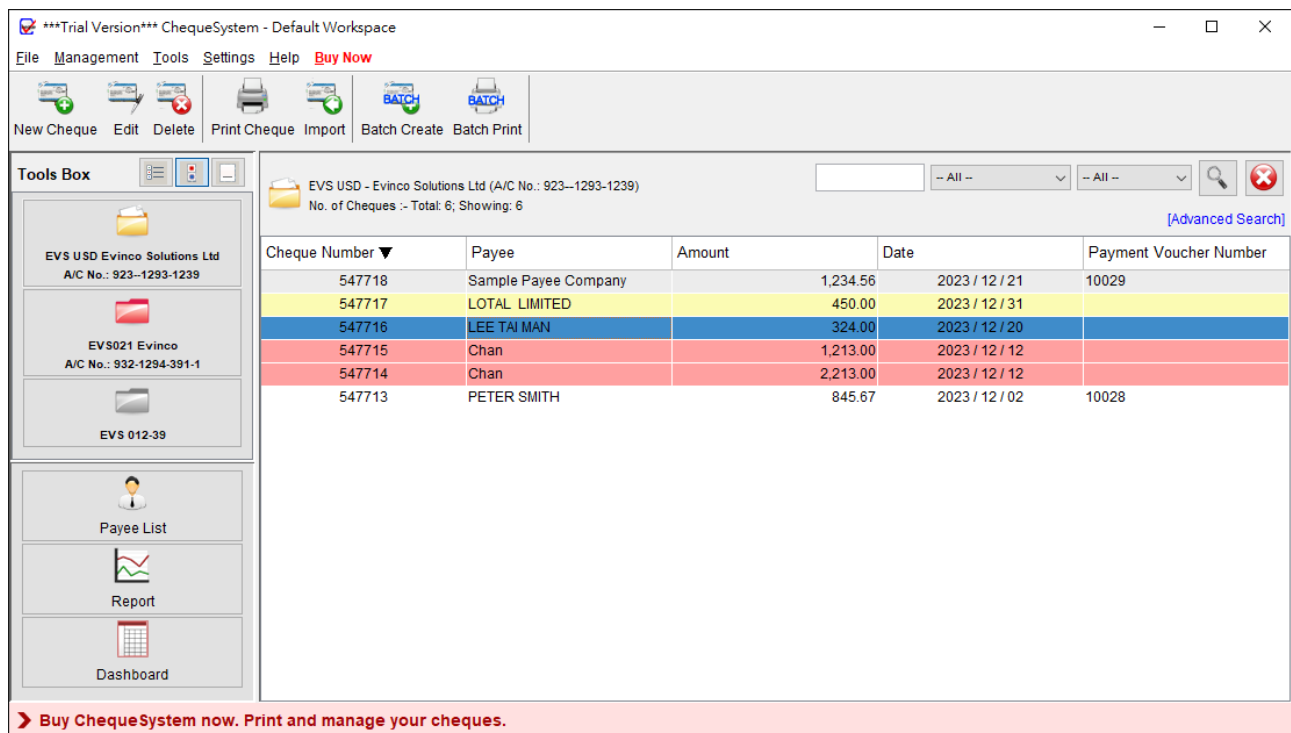
## 2.2.Uninstall

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



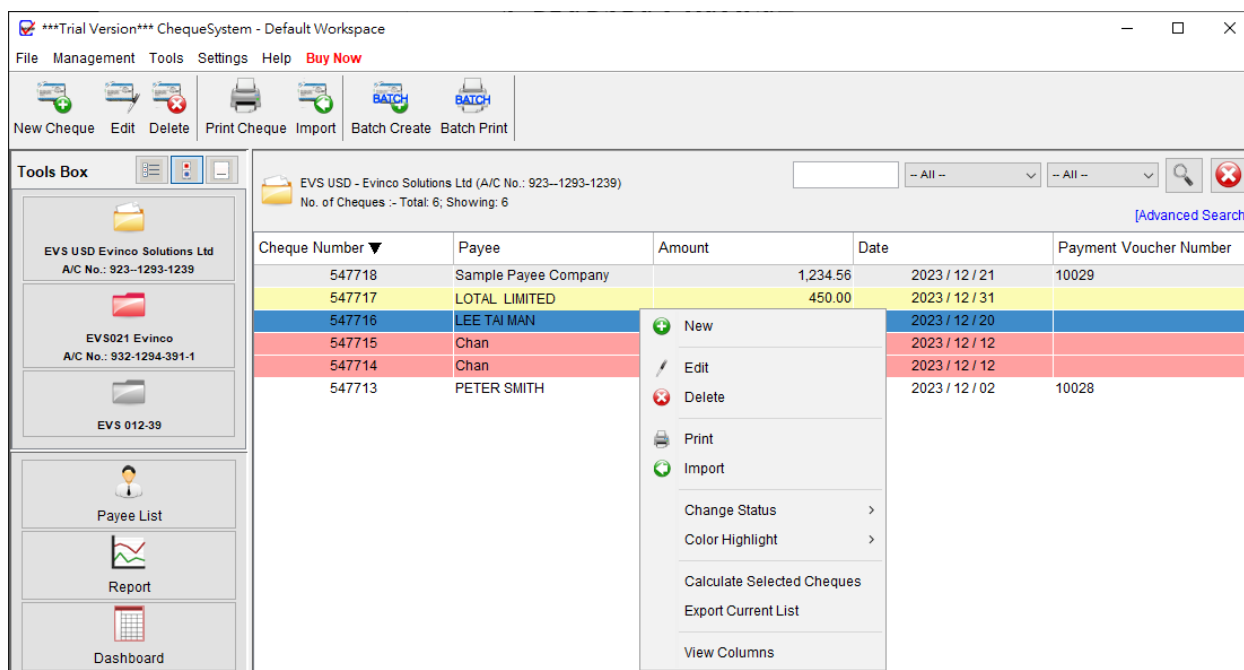
The image above showcases the main screen of ChequeSystem.

At the top of the screen, you'll find the menu bar, which includes the following options: File, Management, Tools, Settings, Help, and Buy Now. Please note that the "Buy Now" option is only displayed in the Trial Version.

Directly below the menu bar is the tool bar, offering convenient access to frequently used functions. The contents of the tool bar may vary depending on the active Function Panel.

Located on the left side of the screen is the Tools Box, allowing you to seamlessly switch between different Function Panels. In addition to displaying the available chequebooks, this section also provides access to the Payee List and Report functionalities.

## 4. PREPARE CHEQUE



The chequebooks are conveniently listed in the Tools Box. Simply click on a chequebook, and the corresponding cheque records will be displayed in the main area.

If you wish to create a new cheque book, you can do so by navigating to the "Management" menu and selecting "Cheque Book Management." For detailed instructions, please refer to the relevant section in this manual.

The Tool Bar contains the following icons:

**New Cheque:** Create a new cheque within the current chequebook.

**Edit:** Modify the selected cheque.

**Delete:** Remove the selected cheque.

**Print:** Print the selected cheque.

**Import:** Import cheques from an Excel file.

**Batch Create:** Generate cheques with identical content for a group of payees.

**Batch Print:** Print a sequence of cheques in bulk.

Users can also right-click on the main panel to access a convenient pop-up menu offering quick access to popular functions.

## 4.1. Create Cheque

Clicking "New Cheque" or "Edit" will open the chequebook as shown below.

Evinco Solutions Ltd

File Go Buy Now Color Highlight

Save Print Print Duplex New Cheque Prev Next

Details Back Side Change Log

Payment Voucher Load from Template Save as Template

Account : Evinco Solutions Ltd (A/C No.: 923--1293-1239)

Cheque Number : 547718 ☐ Void

Date : [?] 2023 12 21 (YYYY MM DD) 31

☒ A/C Payee Only

Payee : Sample Payee Company

Amount : 1234.56

Particulars : Audit Code :

Status : ☒ Outstanding ☐ Clear Remark :

Preview

A/C PAYEE ONLY

2023 DEC 21

Sample Payee Company

One Thousand Two Hundred Thirty  
Four Dollars and Fifty Six Cents Only

\*\*\* 1,234.56 \*\*\*

Within the Tool Bar, you can save and print the cheque. Additionally, you can switch to a new cheque or use the "Arrow" button to navigate to the previous or next cheque.

The following details can be filled in for the cheque:

**Account:** Displays the current account information, including the account name and number.

**Cheque Number:** Automatically generated based on the defined sequence in the ChequeBook.

**Void:** Mark the cheque as void by checking the box. VOID cheques will not be counted in report calculations.

**Date:** Specify the date of the cheque by clicking the "Calendar" icon.

**A/C Payee Only:** Mark the cheque as "Crossed" with "A/C PAYEE ONLY" text.

**Bearer:** Check the box if the cheque should be a "Bearer Cheque."

**Payee:** Enter the payee's name manually or select from the Payee List by clicking the icon.

**Amount:** Enter the cheque amount. The amount in words will be automatically generated.

**Particulars:** Field to add notes about the cheque.

**Audit Code:** Field to add audit code for accounting purpose

**Status:** The status of a cheque can be set as Outstanding or Clear.

**Remarks:** Another field to include additional notes about the cheque.

Cheque can be highlighted with different colors by clicking the color menu on the top-right corner.

As you fill in the cheque details, the preview pane will simultaneously display the corresponding cheque image.

## 4.2. Payment Voucher

ChequeSystem offers the ability to create a payment voucher linked to the cheque. To open the Payment Voucher window, simply click the [Payment Voucher] button located at the top. The cheque information will be automatically populated into the Payment Voucher.

Within the Payment Voucher window, you can enter the “Pay To” Address, provide Item Details, add Notes, and specify signature boxes at the bottom of the voucher. Once the voucher is complete, you can use the toolbar icon to preview or print your voucher.

Payment Voucher

Save Preview Print Export Print Address Send Email Close Prev Next

Voucher Date: 2023 / 12 / 21 (YYYY/MM/DD) Stamp: [Dropdown]

PV No: 10029

Bank: [Text Box]

Date: 2023 / 12 / 21 (YYYY/MM/DD) Cheque Number: 547718

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

Pay To: Sample Payee Company

Address: [Text Box] Load from Payee List

Description	Amount

Load Item Load from Particulars Clear Clear All Total 0.00

☒ Notes [Rich Text Editor]

☒ Approved By ☐ Received By

### 4.3. Back Side

Within the Cheque window, you'll find two additional tabs: Back Side and Change Log, at the top.

The Back Side tab enables you to input information for the back of the cheque and print it accordingly.

The screenshot displays the 'ChequeSystem' application window from Evinco Solutions Ltd. The window has a standard menu bar with 'File', 'Go', and 'Buy Now'. Below the menu is a toolbar with icons for 'Save', 'Print', 'Print Duplex', 'New Cheque', 'Prev', and 'Next'. The 'Back Side' tab is selected, showing a text input area with the value '#: 1280123-19232'. To the right of the input area are four blue arrow icons pointing up, down, left, and right. Below the input area are three buttons: 'Load Payee's Remarks', 'Load from Note Storage', and 'Add to Note Storage'. At the bottom, there is a 'Preview' section showing a visual representation of the back of the cheque with the same text '#: 1280123-19232'.

Evinco Solutions Ltd

File Go Buy Now Color Highlight

Save Print Print Duplex New Cheque Prev Next

Details Back Side Change Log

Additional information can be printed on the back of the cheque.

#: 1280123-19232

Text :

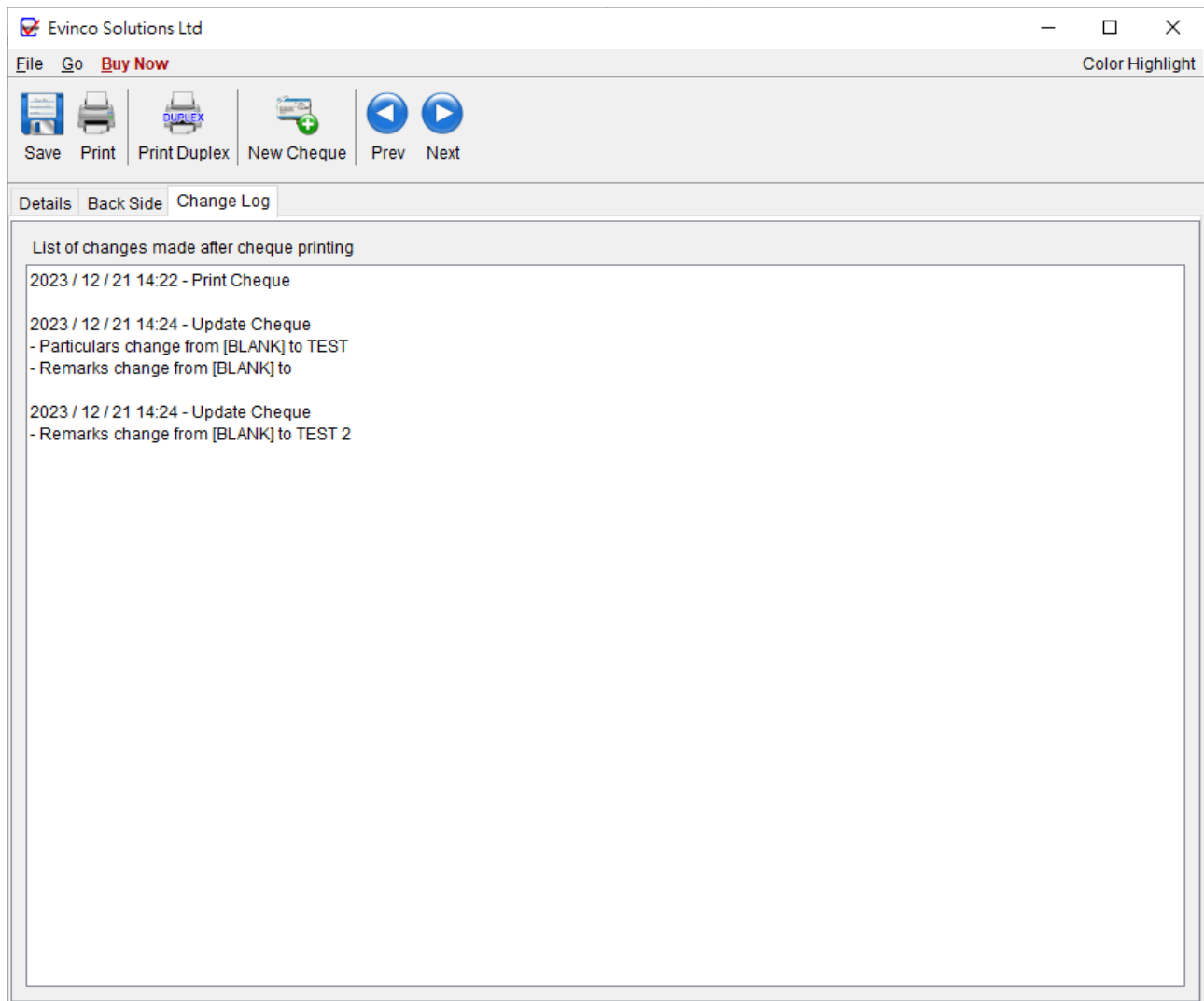
Load Payee's Remarks Load from Note Storage Add to Note Storage

Preview

#: 1280123-19232

## 4.4. Change Log

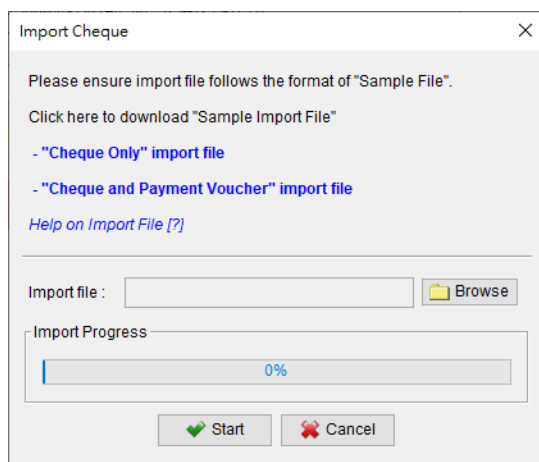
The Change Log tab provides a comprehensive list of all modifications made to the cheque after printing. This feature facilitates easy tracking of any changes made to the cheque.



## 4.5. Import Cheque

ChequeSystem offers the capability to import cheque records from an Excel file, providing a convenient method for bulk importing cheque information.

To successfully import cheques, the Excel file must adhere to a specific format. A sample import file can be easily downloaded by clicking on the provided link (in blue color) within the import dialog box.



The 'Import Cheque' dialog box contains the following elements:

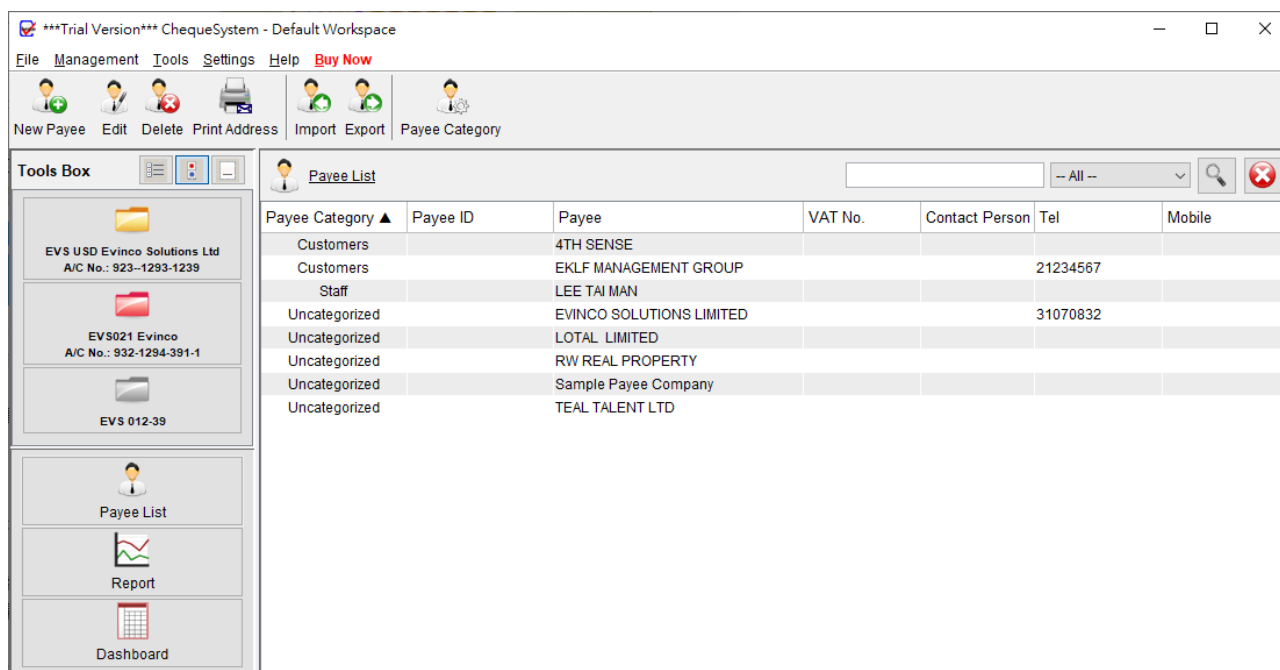
- Close button (X) in the top right corner.
- Instructions: "Please ensure import file follows the format of 'Sample File'."
- Link: "Click here to download 'Sample Import File'" (in blue).
- Link: "- 'Cheque Only' import file" (in blue).
- Link: "- 'Cheque and Payment Voucher' import file" (in blue).
- Link: "Help on Import File [?]" (in blue).
- Separator line.
- Label: "Import file :"
- Text input field.
- "Browse" button with a folder icon.
- Section: "Import Progress"
- Progress bar showing 0%.
- "Start" button with a green checkmark icon.
- "Cancel" button with a red X icon.

In the import file, the first row serves as the header row, defining the column names. The order of the columns is fixed and should be followed accordingly. Cheque information should be inputted row by row, starting from the second row of the file. If a particular column is not applicable, the corresponding cell can be left empty.

	A	B	C	D	E	F	G	H	
1	Cheque Number	Date (YYYY/MM/DD)	Payee	Amount	A/C Payee Only (Y/N)	Bearer (Y/N)	Non Negotiable (Y/N)	Payable On-Date Only (Y/N)	First Pa
2		2023/12/25	Evinco Solutions Limited	1234	Y	N			
3		2023/12/26	LEE TAI	128.5	Y	N			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									



## 5. PAYEE LIST



The Payee List in ChequeSystem allows you to store and manage payee information efficiently. With this feature, you can easily access payee details and seamlessly incorporate them into cheques. When preparing cheque, you may load payee names from the Payee List which can save time and minimize the risk of typing mistakes.

At the top of the screen, you will find a Tool Bar that includes various functions

**New:** Create a new payee.

**Edit:** Modify the selected payee's information.

**Delete:** Remove the selected payee from the list.

**Print Address:** Print the payee's address.

**Import:** Import payee information from an Excel file.

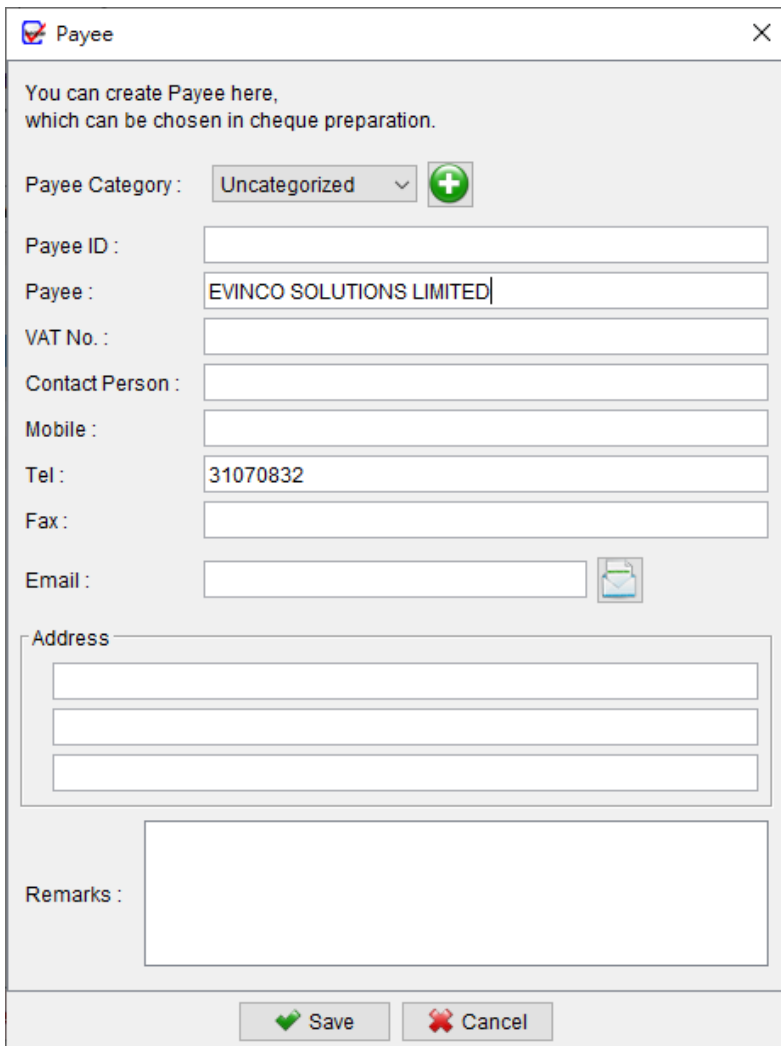
**Export:** Export the Payee List in PDF, Excel, or HTML format.

**Payee Category:** Maintain categories to organize payees.

The payees are displayed in a table format, and you can click on the column headers to sort the table accordingly. Additionally, a search box is available in the upper right corner to quickly find specific payees. The Payee List can also be exported to different formats, such as PDF, Excel, and HTML.

## *ChequeSystem User Guide*


To add or edit a payee, the following screen will appear. You can enter the contact information 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 "Payee Category" is set to "Uncategorized" with a green plus icon to its right. The "Payee ID" field is empty. The "Payee" field contains the text "EVINCO SOLUTIONS LIMITED". The "VAT No." field is empty. The "Contact Person" field is empty. The "Mobile" field is empty. The "Tel" field contains the number "31070832". The "Fax" field is empty. The "Email" field is empty, with an email icon to its right. Below these fields is a section titled "Address" with three empty input lines. At the bottom of the form is a "Remarks" label followed by a large empty text area. At the very bottom of the window are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

Payee

You can create Payee here,  
which can be chosen in cheque preparation.

Payee Category : Uncategorized 

Payee ID :

Payee : EVINCO SOLUTIONS LIMITED


VAT No. :

Contact Person :

Mobile :



Tel : 31070832

Fax :

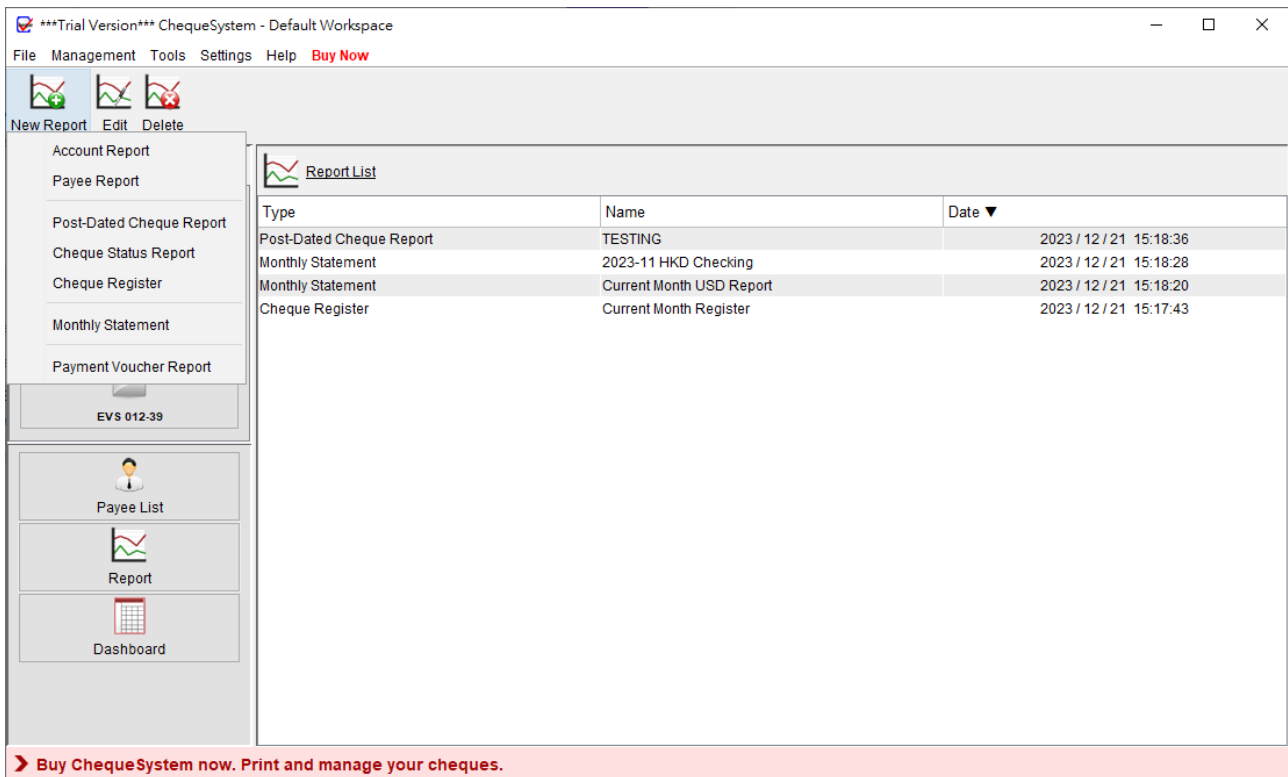
Email :  

Address

Remarks :

 Save  Cancel

## 6. REPORT



ChequeSystem provides a variety of reports to assist you in managing your cheques effectively. These reports include Account Report, Payee Report, Post-Dated Cheque Report, Cheque Status Report, Cheque Register, Monthly Statement, and Payment Voucher Report.

The Tool Bar at the top of the Report screen features three icons:

**New Report:** Create a new report.

**Edit:** Modify the selected report.

**Delete:** Remove the selected report.

To create a new report, simply click on the [New Report] icon and choose the desired report type.

## 6.1.Account Report

Account Report

File Export Security

Save Preview Print Quick Export Set Password Re-generate

Criteria

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

Name :

ChequeBook :

Amount :  to

Date Range ☒ Custom ☐ Current Month ☐ Previous Month ☐ Today ☐ Yesterday

/  /  31 to  /  /  31

Search  contains

Show Cheque : ☒ All ☐ Normal ☐ Void ☐ Outstanding ☐ Clear ☐ Printed ☐ Not Printed

Columns : ☒ Date ☒ Cheque Number ☒ Payee ☒ Amount ☒ Particulars ☒ Audit Code ☒ Status ☒ Back Side ☐ Remark ☐ PV Number

Last Generated : --

Account report offers detailed information regarding cheque issuances for the selected account.

To generate the report, you need to provide a name for the report. It will then run against the chosen account and retrieve all cheques associated with it. If there are no specific limitations, the amount and date fields can be left blank. The user can also specify the type of cheques to include in the report: All, Normal, or Void. Additionally, there is an option to select the columns to be displayed in the report.

**Important Note:** The report will be automatically updated every time it is saved. The "Last Generated" timestamp indicates the most recent update.

## ChequeSystem User Guide

Below is a sample output of Account Report.

### 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

Payee Report


File Export Security

Save Preview Print Quick Export Set Password Re-generate

Criteria

This report will list out the cheques issued to the selected payee, according to the specific criteria.

Name :

Payee : ☐ All Payees ☒ EVINCO SOLUTIONS LIMITED 

ChequeBook : ☒ All Cheque Books ☐

Amount :  to

Date Range ☒ Custom ☐ Current Month ☐ Previous Month ☐ Today ☐ Yesterday

/  /  31 to  /  /  31

Show Cheque : ☒ All ☐ Normal ☐ Void ☐ Outstanding ☐ Clear ☐ Printed ☐ Not Printed

Columns : ☒ Date ☒ Account ☒ Cheque Number ☒ Amount ☒ Particulars ☒ Audit Code ☒ Status ☒ Back Side ☐ Remark ☐ PV Number

Last Generated : --

Payee report offers comprehensive information on cheque issuances related to the selected payee.

To generate the report, the user must provide a name for the report, which can be used for future reference. The report will run against the chosen payee and retrieve all cheques associated with them. If there are no specific limitations, the amount and date fields can be left blank. The user can also specify the type of cheques to include in the report: All, Normal, or Void. Additionally, there is an option to select the columns to be displayed in the report.

Important Note: The report will be automatically updated every time it is saved. The "Last Generated" timestamp indicates the most recent update.

## ChequeSystem User Guide

Below is a sample output of Payee Report.

### 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

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 :

ChequeBook : ☒ All Cheque Books ☐

Date Range ☐ All ☒ Current Month ☐ Next Month

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

Last Generated : --

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

To generate the report, the user is required to provide a name for the report. The user can choose to select a specific chequebook or include all chequebooks in the report. The report will run against the selected chequebook(s) and retrieve all post-dated cheques associated with them.

Important Note: The report will be automatically updated every time it is saved. The "Last Generated" timestamp indicates the most recent update.



## ChequeSystem User Guide

Below is a sample output of Post-Dated Cheque Report.

### 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

Cheque Status Report

File Export Security

Save Preview Print Quick Export Set Password Re-generate

Criteria

This report will provide cheque status information of selected cheque book.

Name :

ChequeBook :

Status : ☒ Outstanding ☒ Clear

Cheque Number :  to

Date Range ☒ Custom ☐ Current Month ☐ Previous Month ☐ Today ☐ Yesterday

/  /  31 to  /  /  31

Columns : ☐ Date ☐ Cheque Number ☐ Payee ☐ Amount ☐ Particulars ☐ Audit Code ☐ Status ☐ Back Side ☐ Remark ☐ PV Number

Last Generated : --

Cheque Status Report in ChequeSystem organizes cheque records based on their status: Outstanding or Clear.

To generate the report, the user must provide a name for the report. The report will run against the selected chequebook and retrieve all the cheques associated with it. The user can specify date criteria for the report if desired. Additionally, there is an option to select the columns to be displayed in the report by checking the respective boxes.

Important Note: The report will be automatically updated every time it is saved. The "Last Generated" timestamp indicates the most recent update.

## ChequeSystem User Guide

Below is a sample output of Cheque Status Report.

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. Cheque Register

Cheque Register lists the cheque and categories the cheque payments by "Particulars" or "Audit Code" in tabular format.

To generate the report, the user needs to provide a name for the report. The report will run against the selected chequebook and retrieve all the cheques associated with it. If desired, the user can specify date criteria for the report. User may choose to group the cheque payments based on either the "Particulars" or "Audit Code" field. Additionally, there is an option to show Payment Voucher Number associated with the cheques in the report.

**Important Note:** The report will be automatically updated every time it is saved. The "Last Generated" timestamp indicates the most recent update.

## ChequeSystem User Guide

Below is a sample output of Cheque Register.

### Cheque Register - Current Month Register

(Generated on 2023/12/21 15:17:43)

#### Criteria

Account Name : Evinco Solutions Ltd (A/C No.: 923--1293-1239)

Date : 2023/12/01 to 2023/12/31

Cheque Number	Date	Payee		CPF CONTRIBUTION	PETTY CASH TOP	SALARY / ALLOWANCE	TEST
547713	2023/12/02	PETER SMITH			845.67		
547714	2023/12/12	Chan		2,213.00			
547715	2023/12/12	Chan			1,213.00		
547716	2023/12/20	LEE TAI MAN				324.00	
547718	2023/12/21	Sample Payee Company					1,234.56
547717	2023/12/31	LOTAL LIMITED	450.00				
Total			450.00	2,213.00	2,058.67	324.00	1,234.56

## 6.6. 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 : EVS USD - Evinco Solutions Ltd

Date Range ☐ Current Month ☐ Previous Month ☒ Custom 2023 12

☐ From 2000 01 to 2000 01 ☐ Consolidated

Show Cheque Status : ☐

Last Generated : --

The Monthly Statement in ChequeSystem presents a comprehensive record of all deposits and withdrawals made within the selected chequebook. This report offers an easily comparable view that can be cross-checked against the corresponding bank statement.

To generate the report, the user is required to provide a name for the report. The report will run against the selected chequebook for a specified month or a chosen period. Additionally, the user has the option to generate multiple monthly statements by selecting a period of months or consolidate them into a single statement.

**Important Note:** The report will be automatically updated every time it is saved. The "Last Generated" timestamp indicates the most recent update.

Below is a sample output of Monthly Statement.

### 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		

## 6.7. 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 :

Date Range ☒ Custom ☐ Current Month ☐ Previous Month ☐ Today ☐ Yesterday

/  /  31 to  /  /  (YYYY/MM/DD) 31

Last Generated : --

Payment Voucher Report in ChequeSystem provides a detailed listing of payment voucher information for the selected cheque book.

To generate the report, the user is required to provide a name for the report. The report will run against the selected cheque book for a specified month, capturing all relevant payment voucher details.

Important Note: The report will be automatically updated every time it is saved. The "Last Generated" timestamp indicates the most recent update.



## ChequeSystem User Guide

Below is a sample output of Payment Voucher Report.

### Payment Voucher Report - PV

(Generated on 2023/12/21 17:09:46)

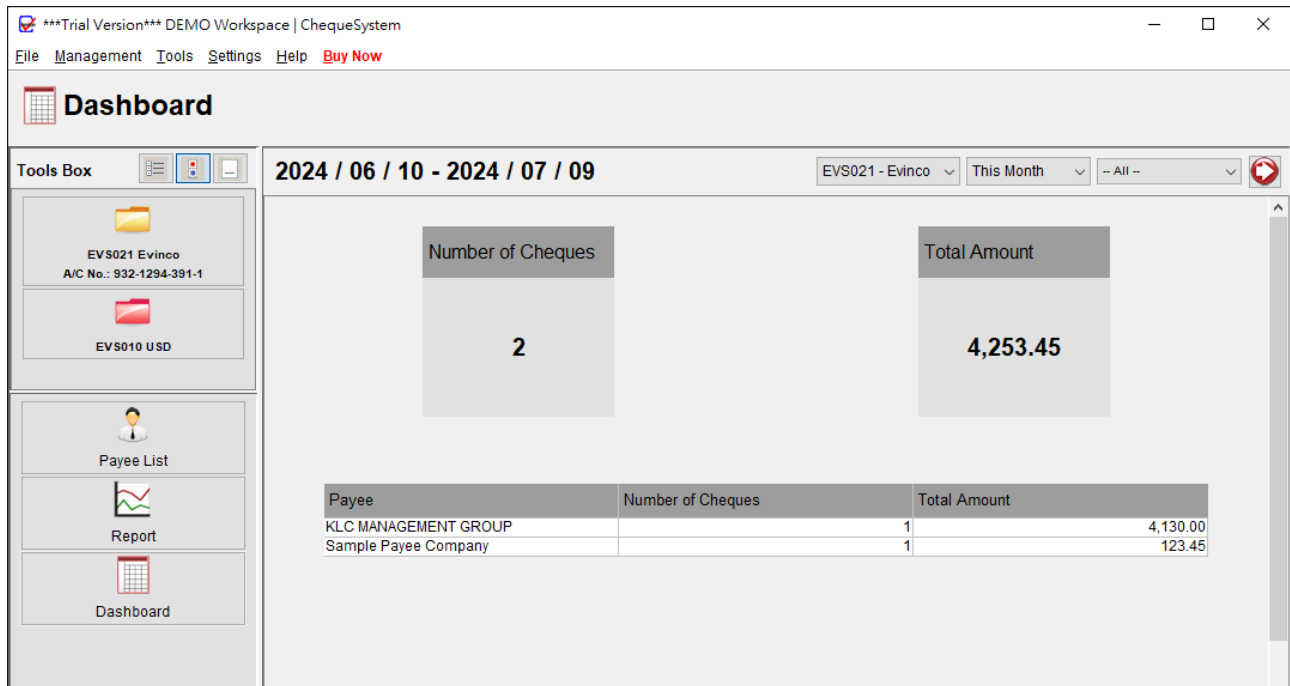
#### Criteria

Account Name : Evinco Solutions Ltd (A/C No.: 923--1293-1239)

Date : Unspecified

Payment Voucher No.	Cheque Number	Date	Payee	Amount	Items	Amount
10028	547713	2023/11/13	PETER SMITH	845.67	TEST	12,345.67
10029	547718	2023/12/21	Sample Payee Company	1,234.56	Petty Cash	1,000.00
					Reimbursement	234.56

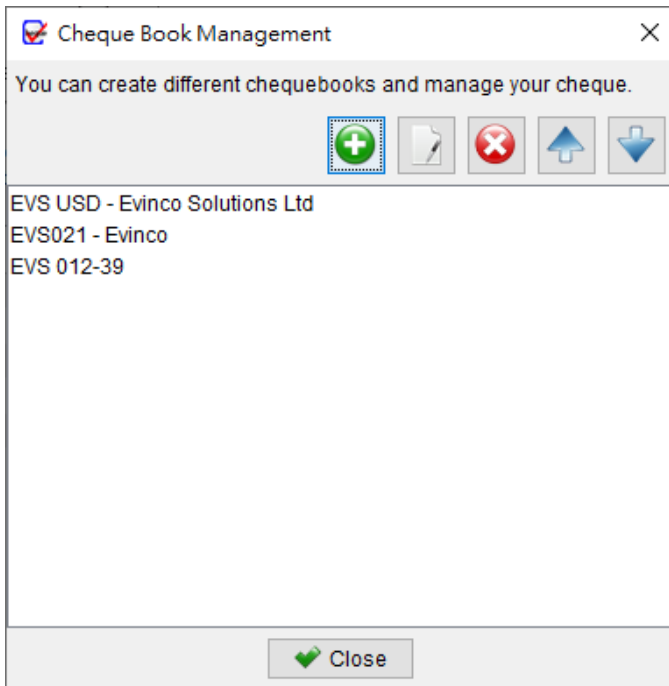
## 6.8. Dashboard



The Dashboard offers a concise summary of the issued cheque information. It presents key metrics such as the total number of cheques, the cumulative amount, and a comprehensive list of payees based on the selected time period.

## 7. MANAGEMENT

### 7.1. Cheque Book Management



Cheque Book Management in ChequeSystem provides a convenient way to manage multiple cheque books.

At the top of the interface, you will find five buttons with the following functions:

**Add:** Add a new cheque book

**Edit:** Modify the selected cheque book

**Delete:** Removes the selected cheque book

**Up:** Moves the cheque book upwards in the list

**Down:** Moves the cheque book downwards in the list

## **Cheque Book Details**

Clicking on the "New" or "Edit" button will open the Cheque Book Details window. In this window, you can specify the details of the cheque book and define how the cheques will appear.

The screenshot shows the "Cheque Book Management" window with the following fields and options:

- Icon :** A row of folder icons with the first yellow one selected.
- Cheque Book ID :** A text input field.
- Account Name :** A text input field.
- Account Number :** A text input field.
- Bank Name :** A text input field.
- Currency Label : [?]** Dollars :  Cents :  ☐ Before Text ☒ After Text
- Currency Subunit :** ☐ No Subunit ☒ 0.00 ☐ 0.000 ☐ Use numeric fraction for subunit
- ☐ For whole number amount, use suffix to replace 0.00 or 0.000 subunit. Suffix:
- Cheque Number :** Start:  End:
- ☐ Add leading zero and make cheque number has total  digits
- Account Balance**
  - ☐ Track account balance
  - Open Balance :
  - ☐ Allow Overdraft Credit Limit
- Cheque Layout : [?]**
- Default Checked :**
  - ☒ A/C Payee Only ☐ Bearer ☐ Non Negotiable
  - ☐ Payable On-Date Only ☐ First Payee Only ☐ Not Transferable
-

**Icon:** Choose an icon to represent the cheque book. There are eight different colors of icons available for selection.

**Cheque Book ID:** An identification assigned to the cheque book.

**Account Name:** The name of the account to which the cheque book belongs.

**Account Number:** The account number associated with the cheque book.

*\* Cheque Book ID, Account Name, and Account Number are provided for recording purposes and aid in identifying your cheque book. You have the flexibility to set this information according to your preference and needs.*

**Currency Label & Subunit:** Allows you to customize the currency label and specify the subunit as per your requirements.

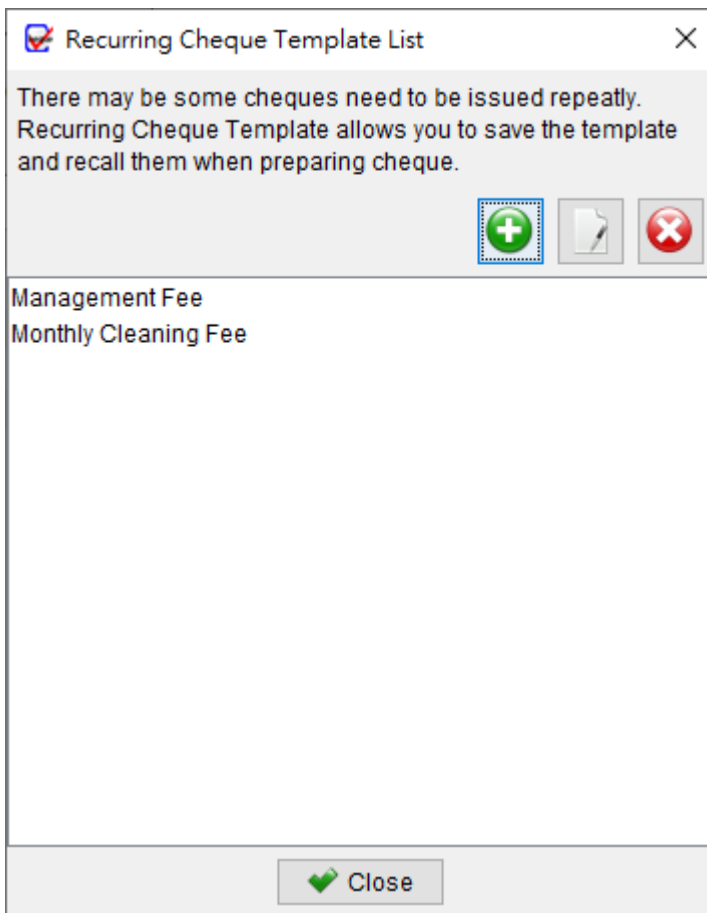
**Cheque Number:** Represents the sequence of cheque numbers for the cheque book. You can also set a leading zero for the cheque numbers if needed.

**Track Account Balance:** Enables tracking of the account balance. You can specify the overdraft limit as well.

**Cheque Layout:** Specifies the layout used by the cheque book. It is important to choose a layout that matches your physical cheque book to ensure correct alignment during printing.

**Default Checked:** Determines the default values for checkboxes when creating a new cheque.

## 7.2. Recurring Cheque Template



The Recurring Cheque Template List maintains a collection of different templates that can be easily accessed when preparing cheques. If you frequently issue cheques for monthly or regular payments, you can create a template that stores all the necessary information, such as Payee Name, Amount, Particulars, Audit Code, and Remarks. By utilizing these templates, you can avoid the need to retype the information each time you need to issue a cheque for such payments.

In the Recurring Cheque Template List window, you will find three buttons at the top:

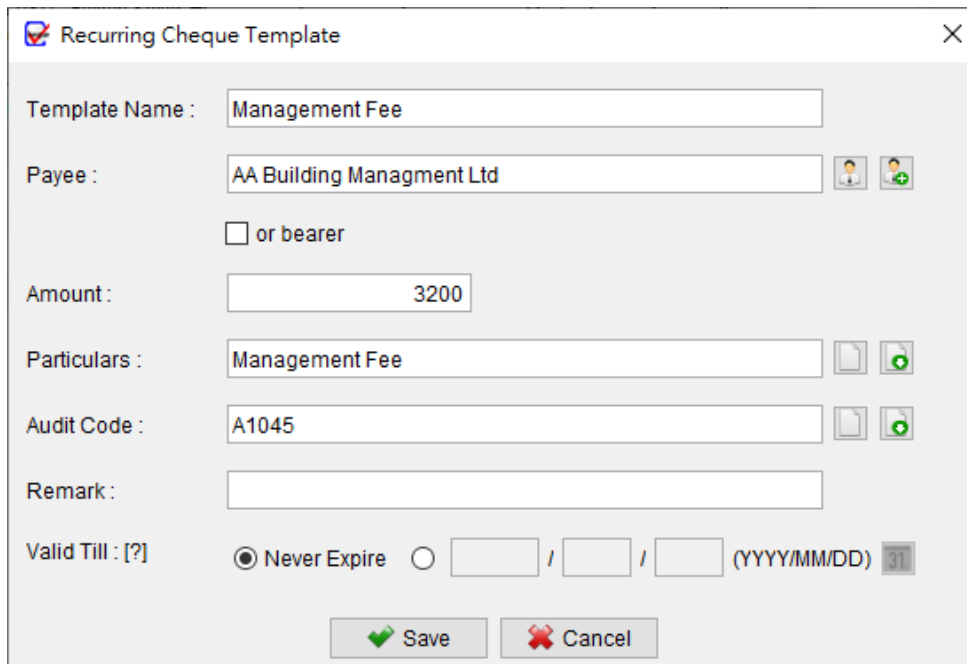
**Add:** Allows you to create a new recurring cheque template and add it to the list.

**Edit:** Enables you to modify the details of the selected recurring cheque template.

**Delete:** Removes the selected recurring cheque template from the list.

## *ChequeSystem User Guide*

The following image shows the Recurring Cheque Template screen:



The screenshot shows a window titled "Recurring Cheque Template" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Template Name :** A text box containing "Management Fee".
- Payee :** A text box containing "AA Building Managment Ltd". To the right of the text box are two small icons: a person icon and a green circular icon with a plus sign.
- ☐ or bearer
- Amount :** A text box containing "3200".
- Particulars :** A text box containing "Management Fee". To the right of the text box are two small icons: a document icon and a green circular icon with a plus sign.
- Audit Code :** A text box containing "A1045". To the right of the text box are two small icons: a document icon and a green circular icon with a plus sign.
- Remark :** An empty text box.
- Valid Till : [?]** A section containing a radio button selected next to "Never Expire", followed by a radio button and three empty boxes for date entry (YYYY/MM/DD), and a small calendar icon.

At the bottom of the window are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

## 7.3. Cheque Layout List



Cheque Layout defines the position and size of different fields on the cheque, ensuring proper alignment for printing purposes. The software provides several built-in cheque layouts for common banks. You have the option to create a custom layout for your specific cheque or modify an existing layout to suit your needs.

In the Cheque Layout List, you will find seven buttons at the top:

**Add:** Adds a new cheque layout

**Edit:** Modifies the selected cheque layout

**Delete:** Removes the selected cheque layout

**Duplicate:** Creates a duplicate copy of the selected cheque layout

**Import:** Imports a cheque layout from a file

**Export:** Exports a cheque layout to a file

**Download:** Retrieves the latest cheque layouts from server



## **Cheque Layout Details**

The screenshot shows the 'Cheque Layout' window. At the top, there's a preview of a cheque with a ruler. The preview includes fields for 'A/C PAYEE ONLY', the date '2023 DEC 23', 'Name of Payee', a large amount field with the text 'One Million Two Hundred Thirty Four Thousand Five Hundred', and a smaller amount field with the text 'Sixty Seven Dollars and Eighty Nine Cents Only'. Below the preview, there are configuration options. A 'Name' field is followed by a 'Bearer Cheque' checkbox and a link 'How to measure cheque?'. The 'Size' section has 'Width' (160 mm) and 'Height' (80 mm) fields, along with 'Date Format' (YYYY-MON-DD) and 'Date Separator' (SPACE). The 'Components' section lists various options: 'A/C Payee Only' (selected), 'Bearer', 'Place of Issue', 'Non Negotiable', 'Self Defined Field' (with Name and Default Value fields), 'Date', 'Text Line 1', 'Amount', 'Payable On-Date Only', 'Payee Line 1', 'Text Line 2', 'Payment Voucher', 'First Payee Only', 'Payee Line 2', 'Text Line 3', and 'Not Transferable'. The 'Bottom' (15 mm) and 'Left' (50 mm) fields are visible. The 'Height' (10 mm) and 'Width' (50 mm) fields are also present. The 'Date Spacing' section has 'First' (2 mm) and 'Second' (2 mm) fields, with an 'OR' and an 'Evenly distributed' checkbox. At the bottom, there are 'Save' and 'Cancel' buttons.

In the Cheque Layout window, you will find various options to customize your cheque design:

1. Naming the Layout:

To begin, provide a name for the layout you are creating.

2. Bearer Cheque Checkbox:

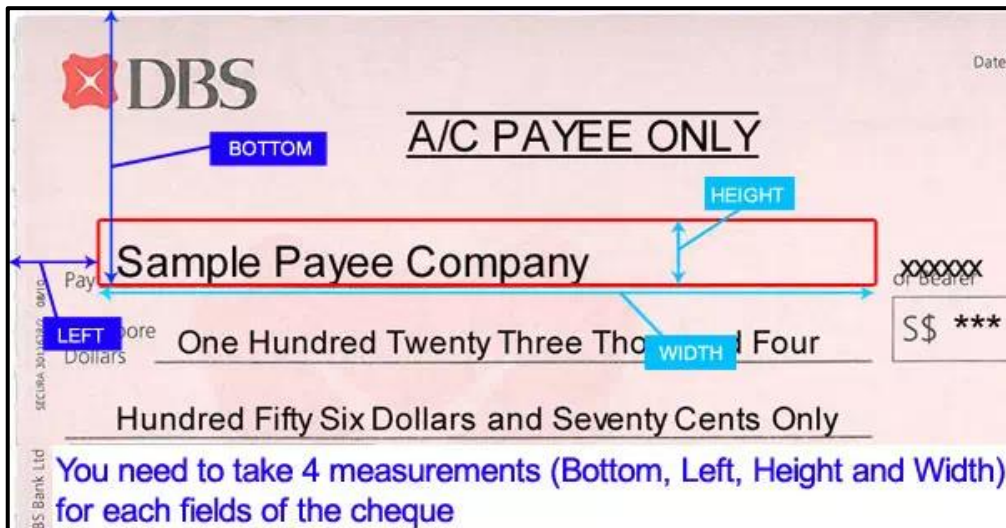
Use the "Bearer Cheque" checkbox to indicate whether the cheque layout is for a bearer cheque or not. If it is not a bearer cheque, the "Bearer" field will be hidden.

3. Size, Date Format, and Separator:

Specify the desired size (width and height) of the cheque layout, along with the preferred date format and separator.

4. Field Configuration:

For each field on the cheque, including A/C Payee Only, Date, Place of Issue, Payee, Bearer, Text Line 1, Text Line 2, and Amount, you need to define four measurements (Bottom, Left, Height, and Width), which determine the size and position of the fields. Click on each field button and set the respective measurements. Refer to the image below for guidance on measuring the fields.



5. Handling Inapplicable Fields:

If a field is not applicable to your cheque layout, simply set its measurements to zero.

6. Customizing Component Names:

You have the flexibility to rename components such as Non-Negotiable, Payable On-Date Only, First Payee Only, and Not Transferable to align with your cheque requirements.

7. Self-Defined Field:

Make use of the self-defined field feature to further personalize your cheque layout.

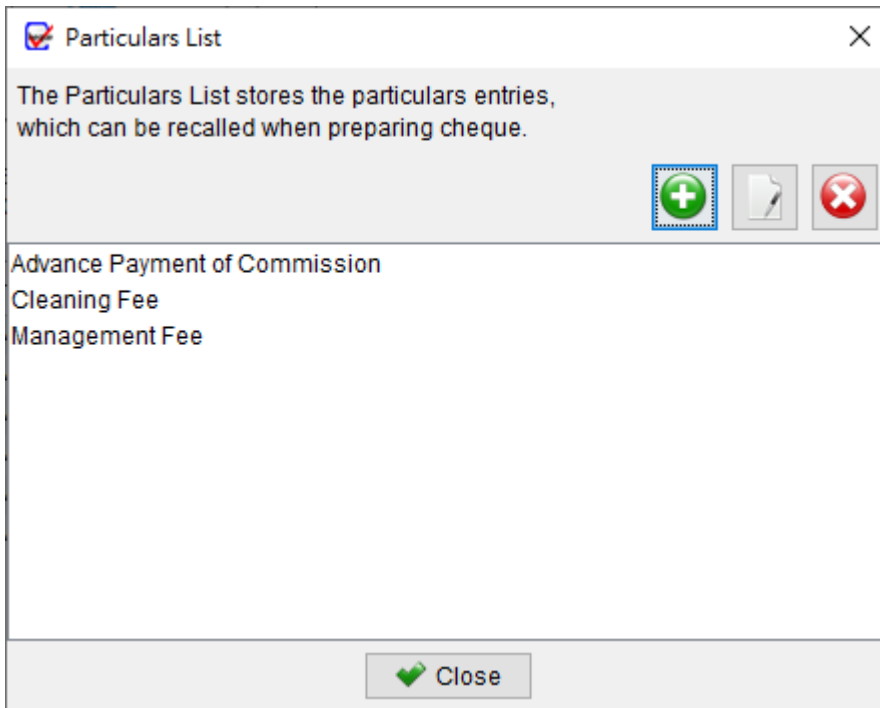
8. Preview:

The cheque layout preview will automatically adjust based on your configuration settings.

9. Save:

Once the layout is ready, click [Save] button located at the bottom to save your changes.

## 7.4. Particulars List



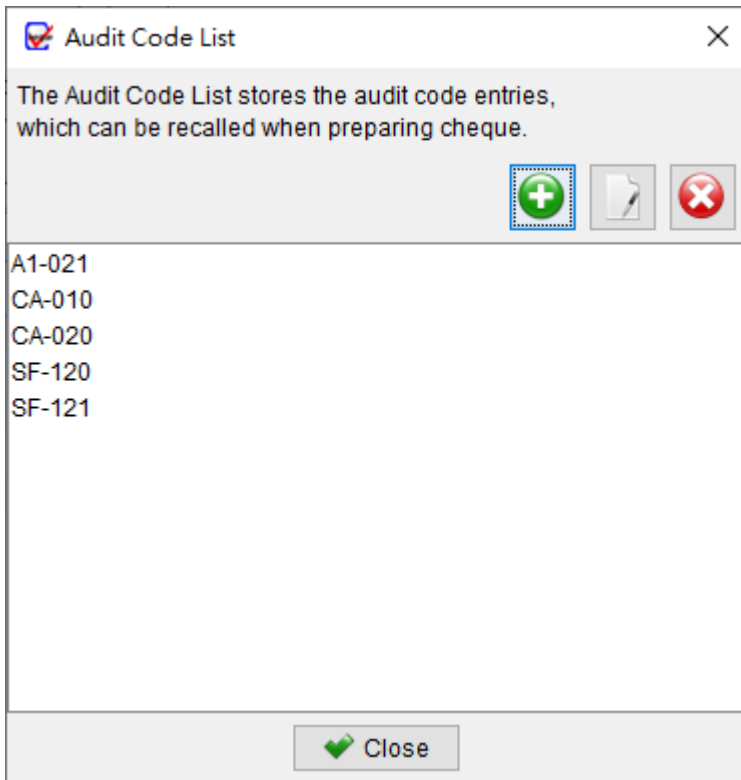
The Particulars List in the software allows you to store and manage different particulars information that can be easily recalled when preparing a cheque. At the top of the Particulars List, you will find three buttons:

**Add:** Create a new particulars entry

**Edit:** Modify the selected particulars entry

**Delete:** Remove the selected particulars entry

## 7.5. Audit Code List



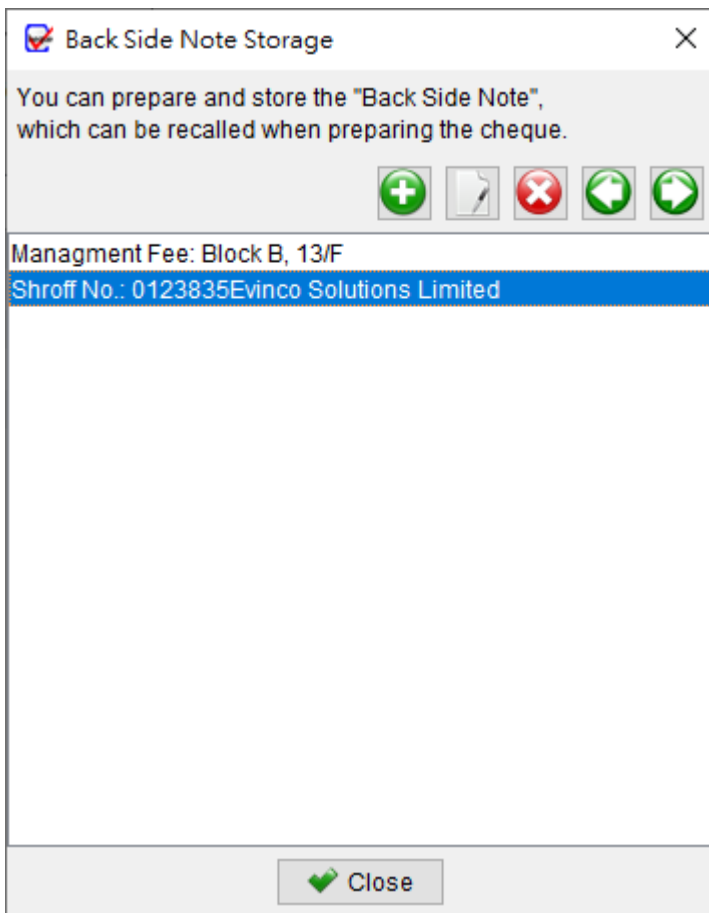
The Audit Code List allows you to store and manage various Audit Code information that can be easily recalled when preparing a cheque. At the top of the Audit Code List, you will find three buttons:

**Add:** Create a new Audit Code

**Edit:** Modify the selected Audit Code

**Delete:** Remove the selected Audit Code

## 7.6. Back Side Note List



The Notes List provides a space for storing notes, which can be added to the back side of the cheque when preparing it. You can enter and save various notes in the list, allowing you to easily retrieve and include them as necessary. These notes can serve as additional information or instructions to be printed on the back of the cheque during the cheque preparation process.

At the top of the List, you will find five icons:

**Add:** Create a new note

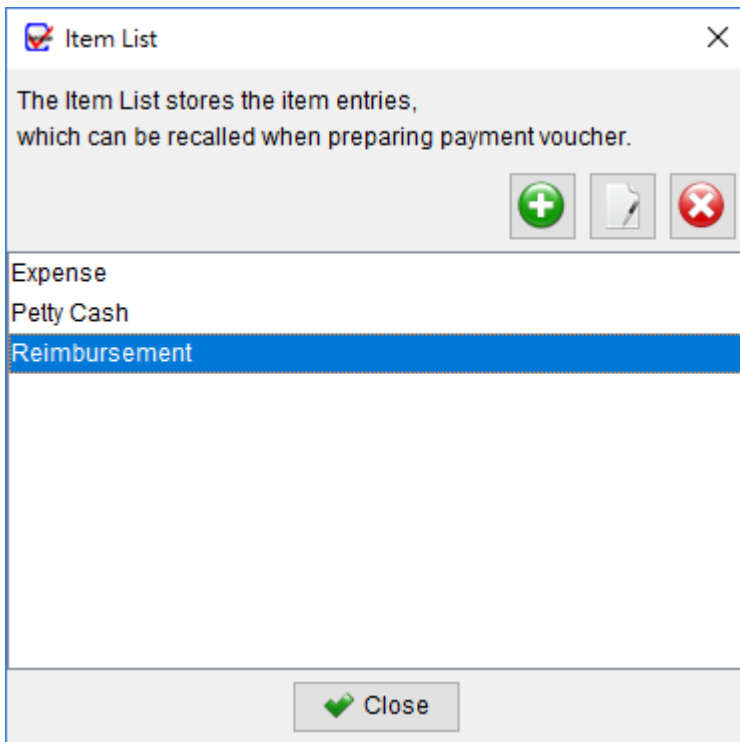
**Edit:** Modify the selected note

**Delete:** Remove the selected note

**Import:** Import note from an Excel file

**Export:** Export note list to an Excel file

## 7.7. Item List



The Item List in the software allows you to store and manage various item information that can be easily recalled when preparing a Payment Voucher. At the top of the Item List, you will find three buttons with specific functions:

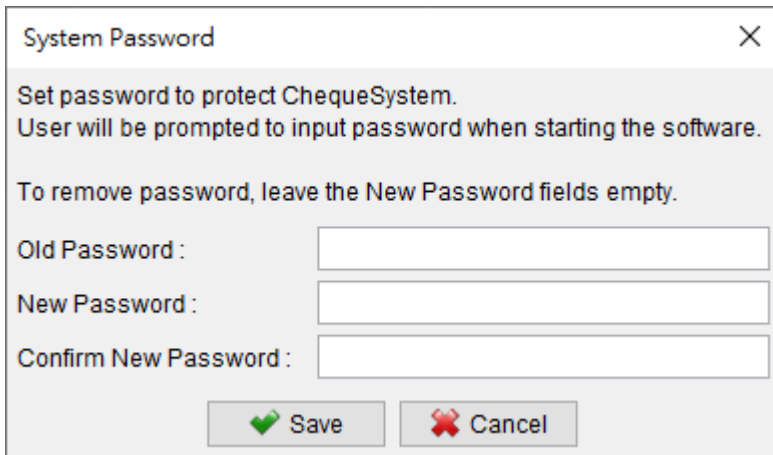
**Add:** Create a new item

**Edit:** Modify the selected item

**Delete:** Remove the selected item

## 8. TOOLS

### 8.1. System Password

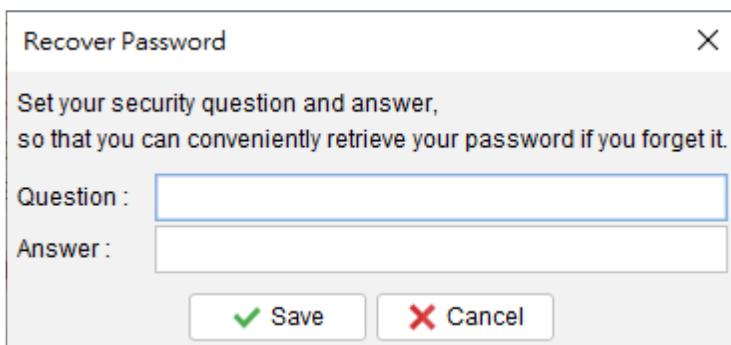


A dialog box titled "System Password" with a close button (X) in the top right corner. The text inside reads: "Set password to protect ChequeSystem. User will be prompted to input password when starting the software." Below this, it says: "To remove password, leave the New Password fields empty." There 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 your ChequeSystem, you have the option to set a password. Each time you start ChequeSystem, you will be prompted to enter the password. If you wish to remove the password, simply enter the old password and leave the other fields blank. Clicking [Submit] will remove the password.

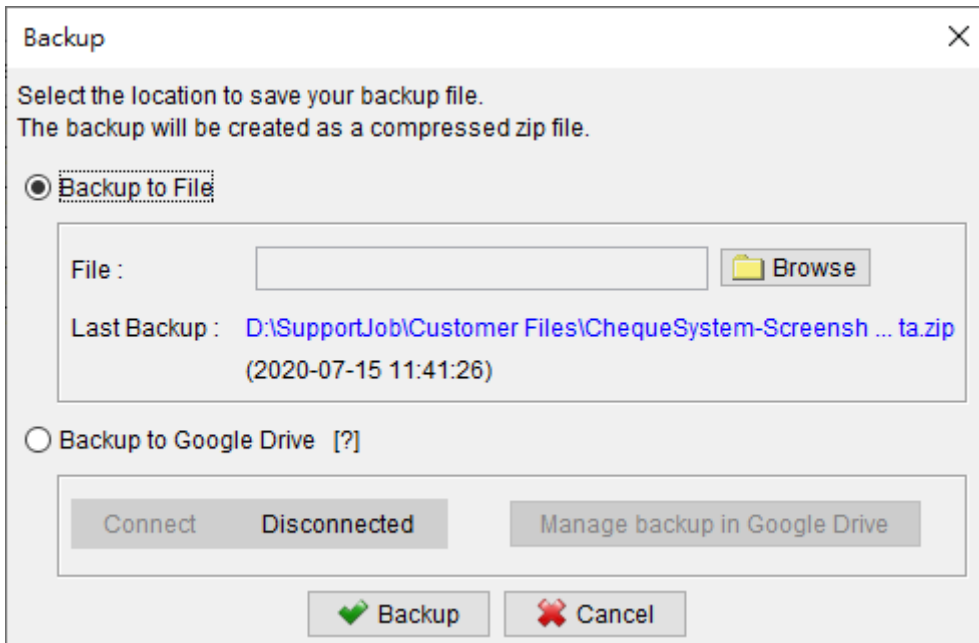
### 8.2. Password Recovery Option

You can set a recovery password option by specifying a question and answer. In case you forget the password, you can click the [Forget Password] button in the Password Dialog. ChequeSystem will display the pre-set question. If you answer the question correctly, the password will be revealed. To configure this "Password Recovery Option," you must input the password to confirm that you have the necessary access rights for ChequeSystem.



A dialog box titled "Recover Password" with a close button (X) in the top right corner. The text inside reads: "Set your security question and answer, so that you can conveniently retrieve your password if you forget it." Below this, there are two input fields: "Question :" and "Answer :". At the bottom, there are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon.

## 8.3. Backup



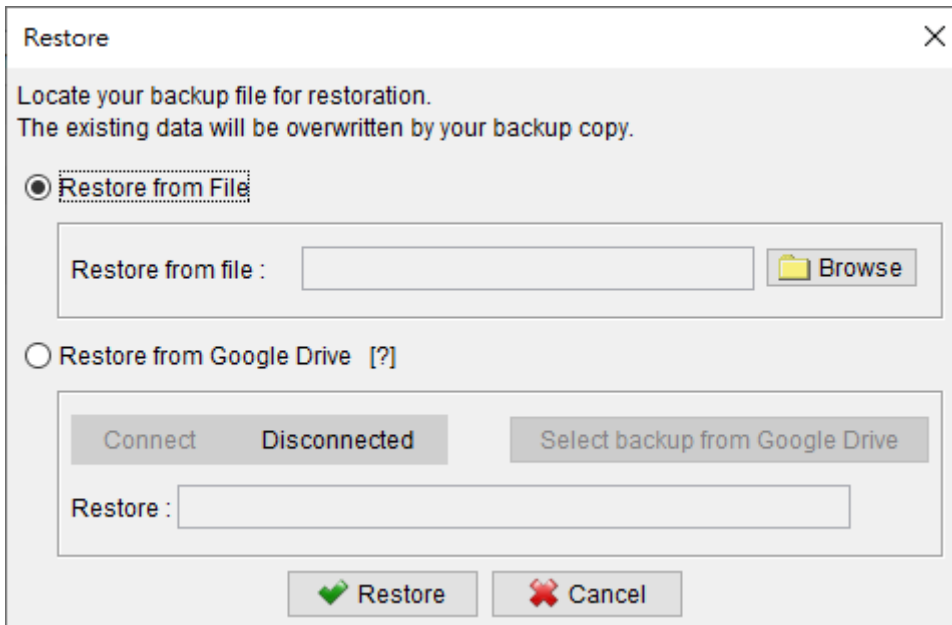
The screenshot shows a 'Backup' dialog box with a close button (X) in the top right corner. The main text reads: 'Select the location to save your backup file. The backup will be created as a compressed zip file.' There are two radio buttons: 'Backup to File' (selected) and 'Backup to Google Drive [?]'. Under 'Backup to File', there is a 'File :' label, an empty text input field, and a 'Browse' button with a folder icon. Below this, it shows 'Last Backup : D:\SupportJob\Customer Files\ChequeSystem-Screensh ... ta.zip (2020-07-15 11:41:26)'. Under 'Backup to Google Drive [?]', there are three buttons: 'Connect', 'Disconnected', and 'Manage backup in Google Drive'. At the bottom of the dialog are two buttons: 'Backup' with a green checkmark icon and 'Cancel' with a red X icon.

ChequeSystem offers the ability to create a comprehensive backup of all your data. This backup includes all cheque books, cheques, reports, payee lists, and all the software settings in the current workspace.

To backup, click on the [Browse] button and specify a filename for the backup file. The backup will be created in a zip format, ensuring that all the necessary data is securely stored and compressed for efficient storage.



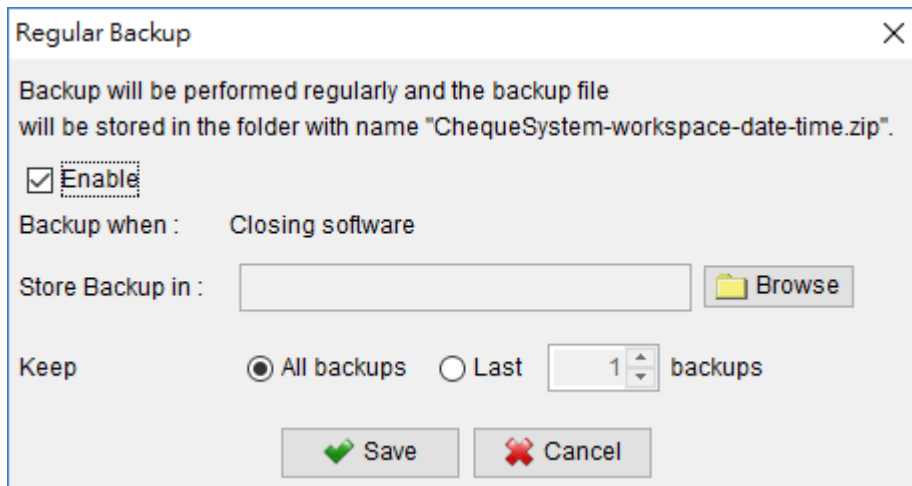
## 8.4. Restore



The image shows a 'Restore' dialog box with a title bar containing a close button (X). The main text reads: 'Locate your backup file for restoration. The existing data will be overwritten by your backup copy.' There are two radio buttons: 'Restore from File' (selected) and 'Restore from Google Drive [?]'. The 'Restore from File' section contains a text field labeled 'Restore from file :' and a 'Browse' button with a folder icon. The 'Restore from Google Drive [?]' section contains three buttons: 'Connect', 'Disconnected', and 'Select backup from Google Drive'. Below these is a text field labeled 'Restore :'. At the bottom are two buttons: 'Restore' with a green checkmark icon and 'Cancel' with a red X icon.

Users have the ability to restore backup data in ChequeSystem effortlessly. By clicking on the [Browse] icon, they can locate and select the backup zip file. Once the backup file is chosen, ChequeSystem will initiate the restoration process. This process involves the restoration of documents, reports, data, and all software settings from the backup file.

## 8.5. Regular Backup



ChequeSystem offers users the option to enable the regular backup feature, ensuring that backups are automatically created when closing the software.

To set this up, simply click on the [Browse] icon and select a folder on your computer where you want the backup file to be stored. The backup file will be saved in the selected folder in a compressed zip format, containing the documents, settings, and all the data in the current workspace.

Additionally, you have the flexibility to specify the number of backup file copies you wish to keep.

## 9. SETTINGS

### 9.1. Payment Voucher

To customize various aspects of the Payment Voucher, you can access the corresponding menus and make the desired changes:

#### 9.1.1. Header

You have three options for setting the header:

- Use the default layout
- Use an image file
- Leave header space for the letterhead paper

**Header**

☒ Print header with default layout

Company Information

Click to Add Logo

Remove

Logo Image Size should be 300x300

\* Leave field empty if not applicable

Company Name :

Company Name(Line2) :

Address :

Tel :  Fax :

Email :

Website :

VAT No. :  Company Reg. No. :

Click to Add Logo

Remove

Logo Image Size should be 300x300

☐ Print header with image file

Click to Add Image

Remove

Header Image Size should be 1600x300

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

Height (mm)

Save Cancel

### 9.1.2. Footer

In the footer, you can set the Page Number, Date, or other information on the left, center, or right alignment. You can also add your address information. Additionally, you have the option to use an image file as the footer for the Payment Voucher.

The screenshot shows a window titled "Footer" with a close button (X) in the top right corner. The window contains two main sections. The first section, "Print footer with default layout", is selected with a radio button. It includes a text box with instructions: "There are three parts in the footer: left, center and right. You can set them as page number, date or your own text. You can also specify the contact information in footer." Below this, there are three rows for "Left:", "Center:", and "Right:". Each row has three radio buttons: "Page Number", "Date", and a third one (which is selected). Each row also has a text input field. The second section, "Print footer with image file", is unselected. It contains a "Contact Information" group box with a "Copy information from Header" button and input fields for "Address:", "Tel:", "Fax:", "Email:", and "Website:". Below this group box, there is a "Click to Add Image" button, a "Remove" button, and a text label "Footer Image Size should be 1600x120 pixels". At the bottom of the window are "Save" and "Cancel" buttons.

Footer

☒ Print footer with default layout

There are three parts in the footer: left, center and right. You can set them as page number, date or your own text. You can also specify the contact information in footer.

Left : ☐ Page Number ☐ Date ☒

Center : ☐ Page Number ☐ Date ☒

Right : ☐ Page Number ☐ Date ☒

Contact Information

Address :

Tel :

Fax :

Email :

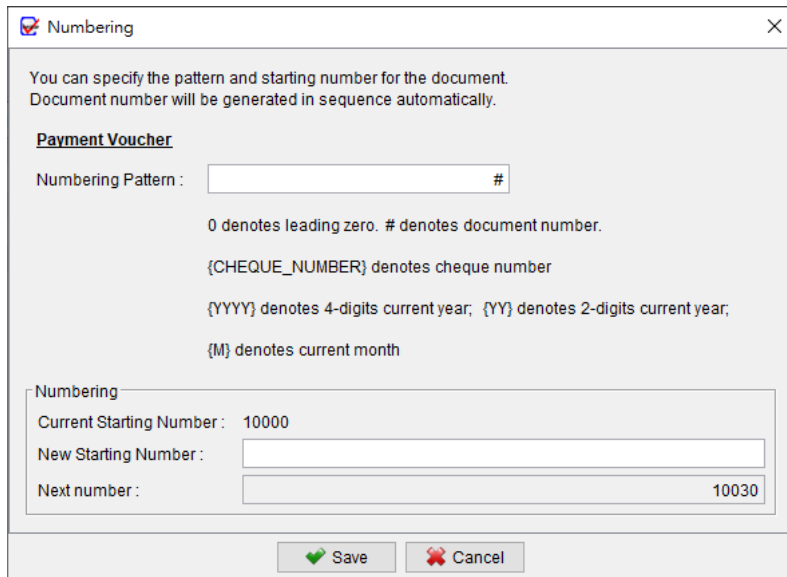
Website :

☐ Print footer with image file

Footer Image Size should be 1600x120 pixels

### 9.1.3. Numbering

In the numbering section, you can specify the prefix and suffix of the number. You can also use placeholders such as {CHEQUE\_NUMBER}, {YYYY}, {YY}, or {M}.

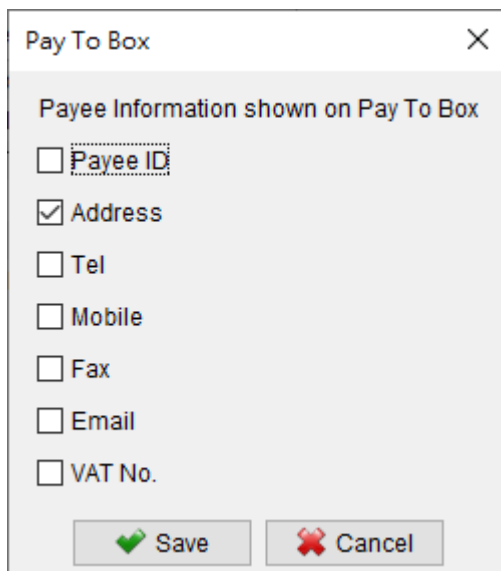


The 'Numbering' dialog box contains the following elements:

- Title:** Numbering
- Instructions:** You can specify the pattern and starting number for the document. Document number will be generated in sequence automatically.
- Section:** Payment Voucher
- Numbering Pattern:** A text input field containing '#'. Below it, a note states: '0 denotes leading zero. # denotes document number.' Further down, it explains: '{CHEQUE\_NUMBER} denotes cheque number', '{YYYY} denotes 4-digits current year; {YY} denotes 2-digits current year;', and '{M} denotes current month'.
- Numbering Section:**
  - Current Starting Number:** 10000
  - New Starting Number:** An empty text input field.
  - Next number:** A text input field containing '10030'.
- Buttons:** 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).

### 9.1.4. Pay To Box

By default, the “Pay To” Box only includes the Address field. However, you can enable additional fields such as Tel, Mobile, Fax, Email, and VAT No.



The 'Pay To Box' dialog box contains the following elements:

- Title:** Pay To Box
- Section:** Payee Information shown on Pay To Box
- Fields:** A list of checkboxes for 'Payee ID', 'Address', 'Tel', 'Mobile', 'Fax', 'Email', and 'VAT No.'. The 'Address' checkbox is currently checked.
- Buttons:** 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).

### 9.1.5. Document Label

You can customize the text labels within the Payment Voucher according to your preferences. Simply make revisions to the document labels on the left side.

Document Label

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

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	PV No:
Voucher Date	Voucher Date
Pay To	Pay To
Date	Date
Bank	Bank
Cheque Number	Cheque Number
Cheque Amount	Cheque Amount
Item	Description
Amount	Amount
Total	Total
Notes	Notes
Approved On Behalf Of	Approved By
Authorized Signature(s)	Name / Signature / Date
Approved On Behalf Of	Received By
Authorized Signature(s)	Name / Signature / Date
Approved On Behalf Of	
Authorized Signature(s)	generated. No signature is required.
Approved On Behalf Of	
Authorized Signature(s)	

Refresh

PV No: PAV-10001

Payment Voucher

Pay To:

Voucher Date: 2023/12/25

Date	2023/12/25	Cheque Number	512345	Bank	HK BANK
Cheque Amount	Three Thousand Dollars Only				

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

Notes

Approved By

Received By

Name / Signature / Date

Name / Signature / Date

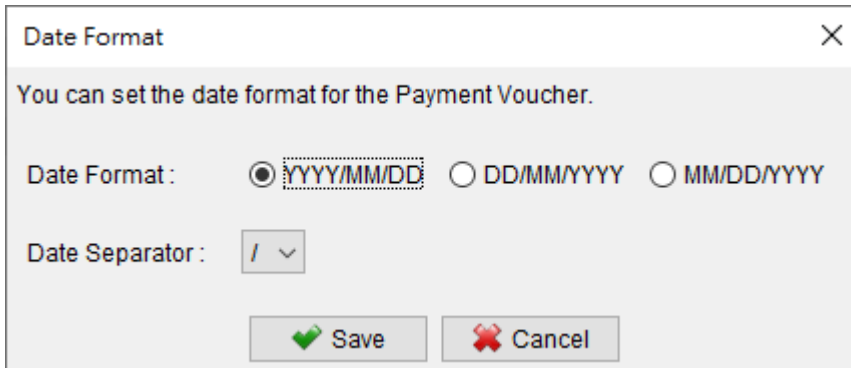
This Payment Voucher is computer generated. No signature is required.

Save

Cancel

### 9.1.6. Date Format

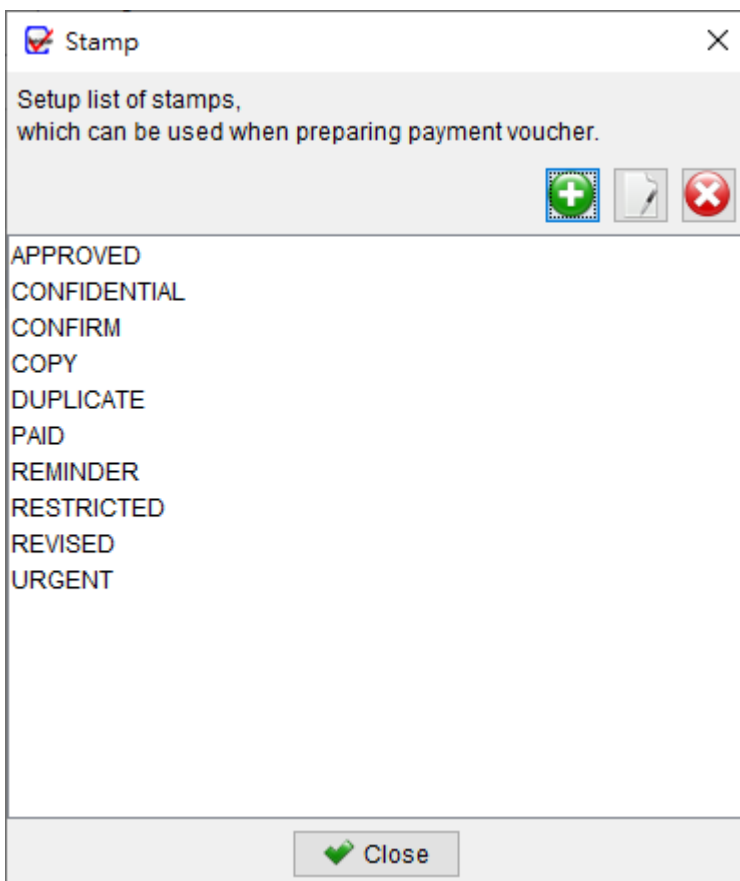
You may choose date format and date separator for the Payment Voucher.



The 'Date Format' dialog box has a title bar with a close button (X). The main area contains the text 'You can set the date format for the Payment Voucher.' Below this, there are three radio buttons for the date format: 'YYYY/MM/DD' (selected), 'DD/MM/YYYY', and 'MM/DD/YYYY'. The 'YYYY/MM/DD' option is highlighted with a dashed border. Below the radio buttons is a 'Date Separator' label followed by a dropdown menu showing a forward slash (/). At the bottom, there are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon.

### 9.1.7. Stamp

You have the option to set up a list of words that can be used as a stamp when preparing the Payment Voucher.



The 'Stamp' dialog box has a title bar with a close button (X). The main area contains the text 'Setup list of stamps, which can be used when preparing payment voucher.' Below this text are three icons: a green plus sign in a square, a document icon with a pencil, and a red X in a square. Below these icons is a list of words: APPROVED, CONFIDENTIAL, CONFIRM, COPY, DUPLICATE, PAID, REMINDER, RESTRICTED, REVISED, and URGENT. At the bottom, there is a 'Close' button with a green checkmark icon.

### 9.1.8. Font

You can set the font type and font size for the Payment Voucher, allowing you to personalize its appearance.

Font

✕

You can set the default font for the PDF output.

Default Font Type :

Helvetica

▼

Add Font

Default Font Size :

☐ Larger

☐ Large

☒ Medium

☐ Small

☐ Smaller

✔ Save

✖ Cancel

### 9.1.9. Layout / Paper Size

You can choose from two different layouts and three different paper sizes for the Payment Voucher.

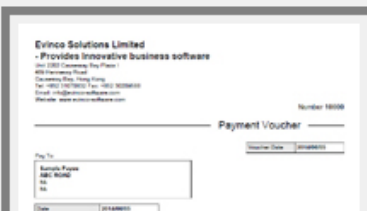
**Layout / Paper Size**

Specify the paper size for the Payment Voucher.

Layout : ☒ Modern ☐ Basic

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

☐ Custom Size (mm)  Width x  Height




The preview shows a payment voucher from Evince Solutions Limited. It includes fields for Pay To (Modern Finance Ltd), Date (20/06/2020), Bank (HSBC), Cheque Number (98765), Cheque Amount (£10,000.00), and various dates like Reconciliation Date (Apr 2018) and Issued Date (May 2018). The total amount is £10,000.00. The footer indicates it's Page 1 of 1.



### **9.1.10. Address Margin**

To ensure the Payment Voucher fits into a Window Envelope, you can add additional margin to the address box.

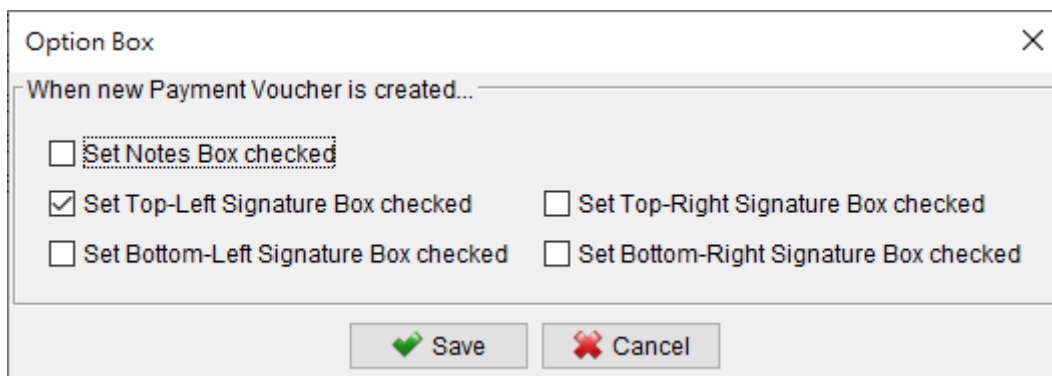


The 'Address Margin' dialog box has a title bar with a close button (X). The main text reads 'Add additional margin to the address field to fit into Window Envelope'. Below this, there is a label 'Left Margin :' followed by a text input field containing the value '10', a spinner control, and the unit 'mm'. At the bottom, there are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon.

### **9.1.11. Default Option Box**

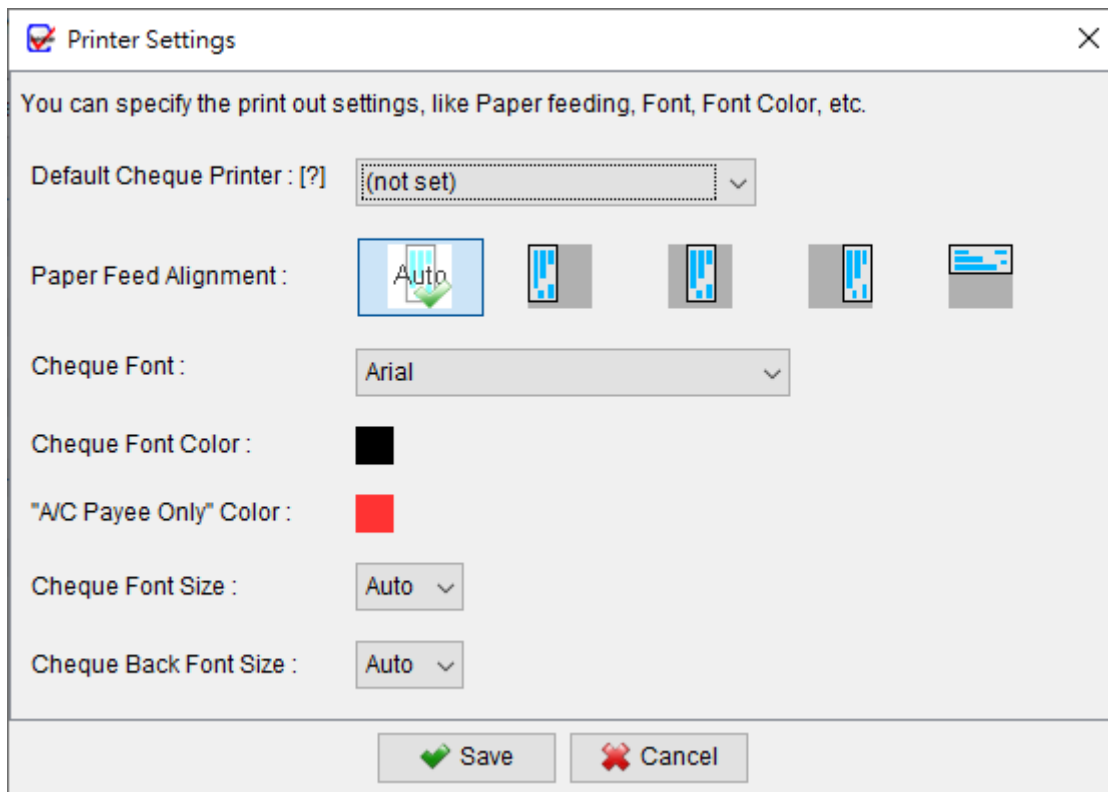
The Payment Voucher provides a range of checkboxes that allow you to control the visibility of specific fields in the output document. These checkboxes give you the flexibility to choose which fields should be shown or hidden. When creating a new document, you also have the option to specify the default values for these checkboxes.

This way, you can define the initial visibility settings according to your preferences and streamline the process of generating the Payment Voucher.



The 'Option Box' dialog box has a title bar with a close button (X). The main text reads 'When new Payment Voucher is created...'. Below this, there are four checkboxes arranged in two columns. The first checkbox, 'Set Notes Box checked', is unchecked and has a dashed border. The second checkbox, 'Set Top-Left Signature Box checked', is checked. The third checkbox, 'Set Bottom-Left Signature Box checked', is unchecked. The fourth checkbox, 'Set Top-Right Signature Box checked', is unchecked. The fifth checkbox, 'Set Bottom-Right Signature Box checked', is unchecked. At the bottom, there are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon.

## 9.2. Printer & Font



**Default Cheque Printer:** If default printer is set, cheque printing will go to the default printer directly and no printing dialog will be shown.

**Paper Feed Alignment:** You can select from options like Left, Center, Right, or even Print Upwards to align the paper feed for cheque printing.

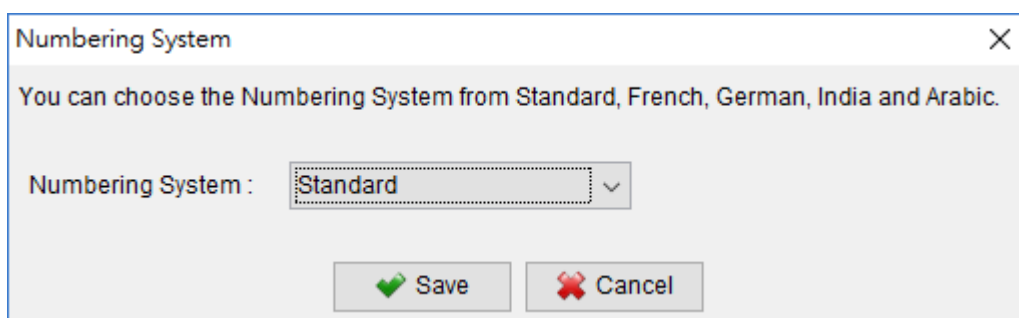
**Font:** Choose the desired font from the available fonts installed on your machine.

**Font Color:** Click on the button to select the color for the printout.

**Font Size:** Specify the font size to be used in cheque printing. The "Auto" option adjusts the font size automatically based on the available space and the length of the text input.

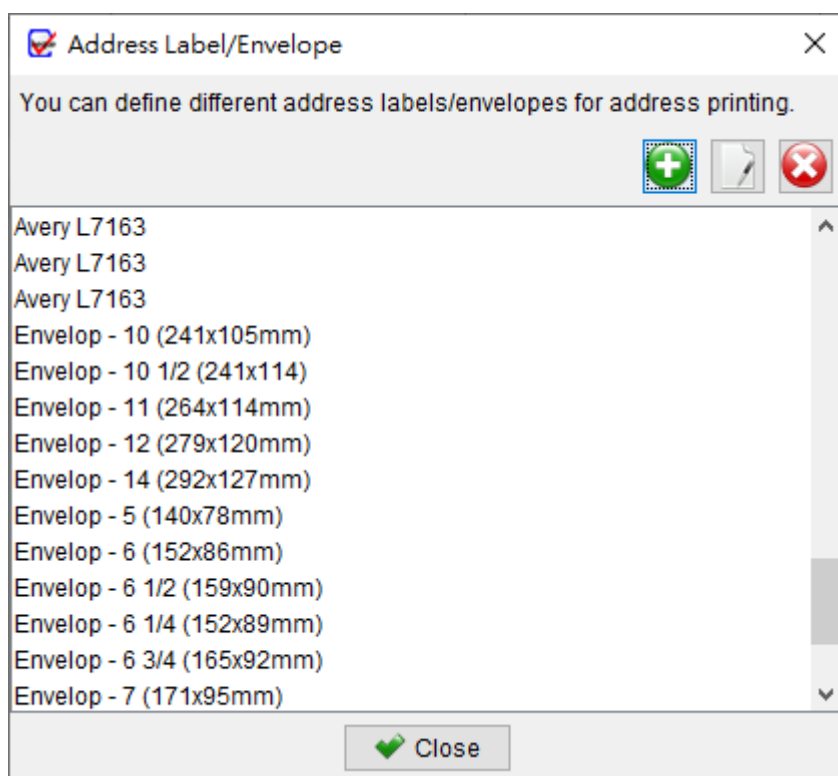
### 9.3. Numbering System

ChequeSystem offers support for a variety of numbering systems, including Standard English, French, German, Spanish, Indian, Indonesian, and Arabic. This allows you to choose the numbering system that is most appropriate for your needs, ensuring compatibility and accuracy in cheque printing.



### 9.4. Address Label

You have the option to define the size and margin of your address label or envelope. This customization allows you to set the dimensions that best suit your specific requirements for address printing.



## 9.5. Options

Within the options page, you have the ability to configure certain settings for cheque preparation and printing. These settings include:

**Asterisk Addition:** You can choose to add asterisks (\*\*, \*\*\*, or ---) before or after the Payee, Amount in Words, and Amount fields.

**Default Date:** You can set a default date that will be automatically populated when creating a new cheque.

**Capital Letters:** You can specify whether the Payee Name and Amount in Words should be printed in capital letters.

**Alerts:** You can configure alerts to be displayed in different circumstances during cheque preparation or printing.

The screenshot shows a dialog box titled "Options" with a close button (X) in the top right corner. The dialog is divided into two main sections: "Cheque Settings" and "Alert Settings".

**Cheque Settings:**

- ☐ Add asterisk symbol on Payee (Dropdown: Before and After)
- ☐ Add asterisk symbol on Amount in Words (Dropdown: Before and After)
- ☒ Add asterisk symbol on Amount (Dropdown: Before and After)
- Asterisk Symbol (Dropdown: \*\*\*)
- ☒ Set Default date for new cheque (Dropdown: Today)
- ☐ Payee Name in all capital letters
- ☐ Amount in Words in all capital letters

**Alert Settings:**

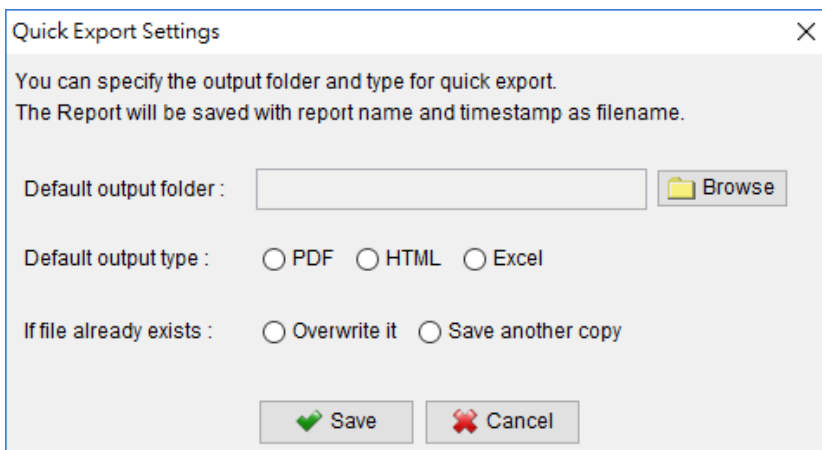
- Set cheque date 180 days away from today (Dropdown: Alert)
- Set cheque date earlier than today (Dropdown: Allow)
- Print cheque with empty date (Dropdown: Allow)
- Print cheque with empty payee (Dropdown: Allow)
- Print cheque with empty amount (Dropdown: Allow)

At the bottom of the dialog are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

## 9.6. Quick Export Settings

Within the report windows, you will find a [Quick Export] button. By clicking on this button, you can effortlessly export the report to a designated folder location.

You have the ability to specify the folder location and export type for quick exports. Additionally, you can choose whether to overwrite existing files or save a separate copy if a file with the same name already exists.

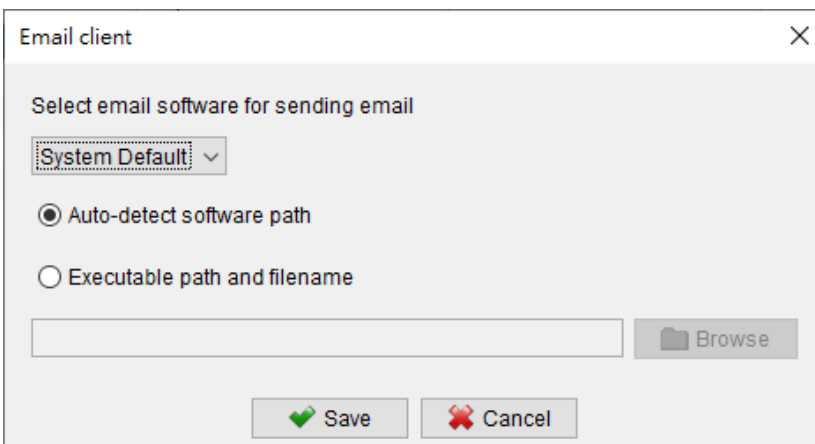


The 'Quick Export Settings' dialog box contains the following elements:

- Title Bar:** 'Quick Export Settings' with a close button (X).
- 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

ChequeSystem utilizes the system's default email client to send emails for Payment Voucher. You have the option to specify a preferred email client for sending emails. It's important to note that certain email software may have varying security measures in place, which could restrict the ability to open email composer windows with attachments.

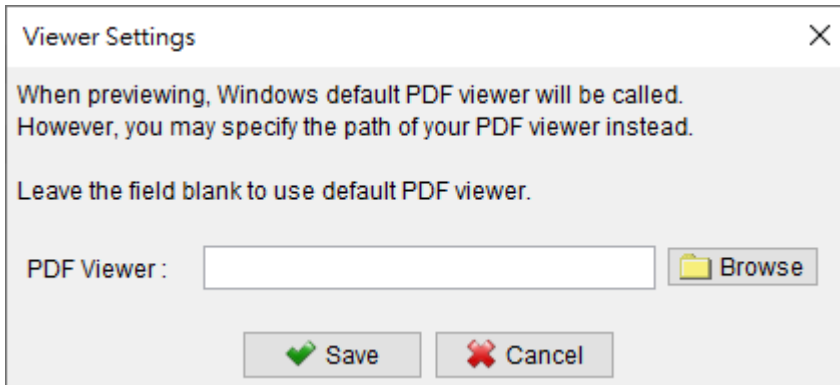


The 'Email client' dialog box contains the following elements:

- Title Bar:** 'Email client' with a close button (X).
- Section Header:** 'Select email software for sending email'.
- Dropdown Menu:** A dropdown menu currently showing 'System Default'.
- Radio Buttons:** Two radio buttons, 'Auto-detect software path' (which is selected) and 'Executable path and filename'.
- Input Field:** A text input field for the executable path, followed by a 'Browse' button with a folder icon.
- Buttons:** 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon).

## 9.8. PDF Viewer

When previewing Payment Voucher or Report in ChequeSystem, the software will utilize the system's default PDF viewer. However, you also have the option to specify your preferred PDF viewer program for the preview.

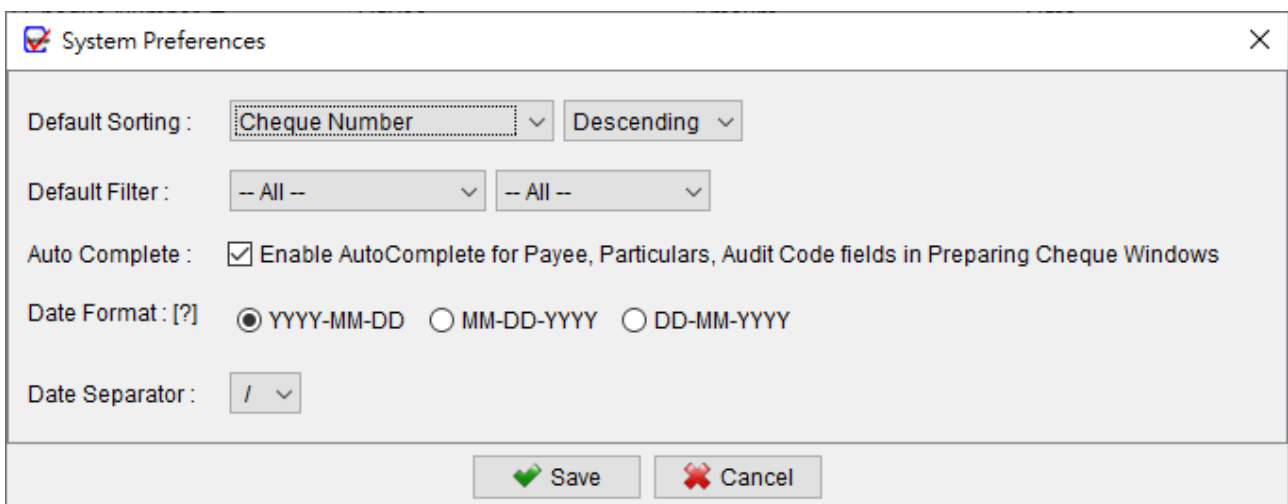


## 9.9. System Preferences

You can customize the default sorting and filtering options for the cheque list. This allows you to organize and view the cheques based on your preferred criteria.

Additionally, you can enable the Auto Complete feature for the Payee, Particulars, and Audit Code fields in the Preparing Cheque Windows. This feature suggests and automatically fills in relevant information as you type, saving you time and reducing errors.

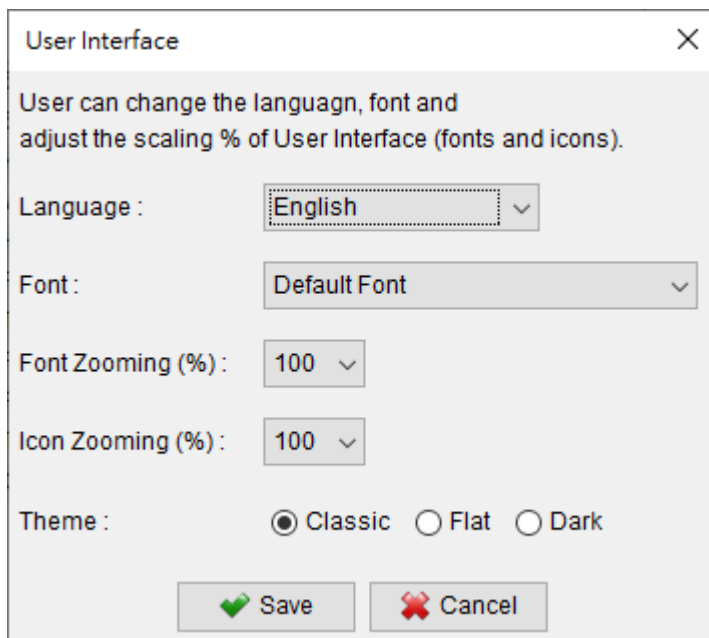
Furthermore, you can set the date format for the user interface according to your preference.



## **9.10. User Interface**

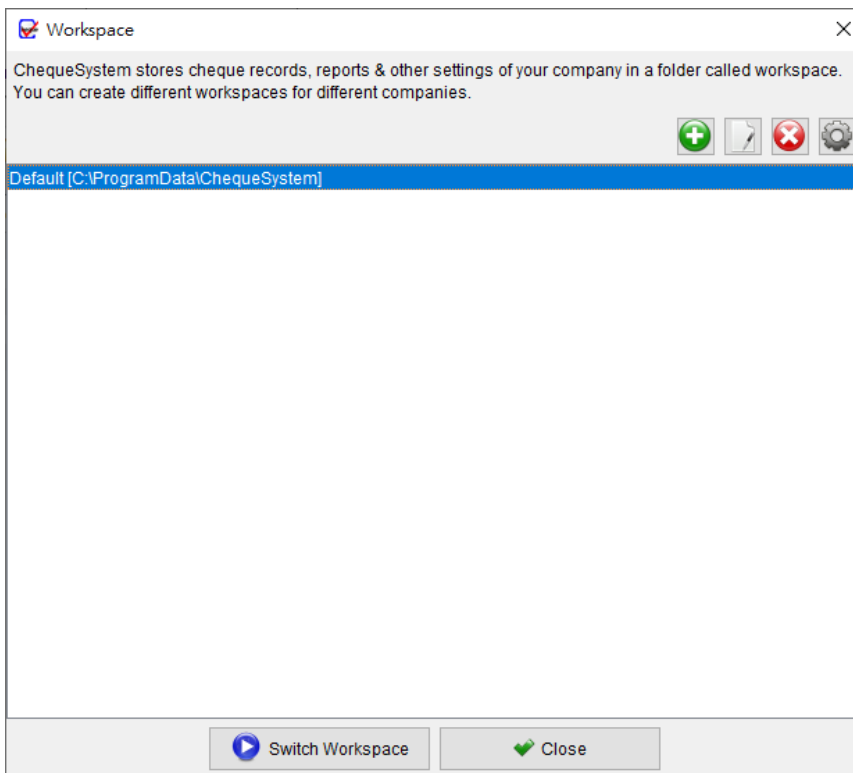
ChequeSystem offers users the flexibility to customize their user interface by changing the language, font and adjusting the zooming scale for both the font and icons. By default, these settings are set to Auto (100%), but users can increase the scale to make the font and icons larger, such as selecting 125, 150, or 200 as the preferred scale.

Furthermore, ChequeSystem provides three types of themes for the user interface: Classic, Flat, and Dark themes. Users can choose the theme that best suits their visual preferences or working environment.



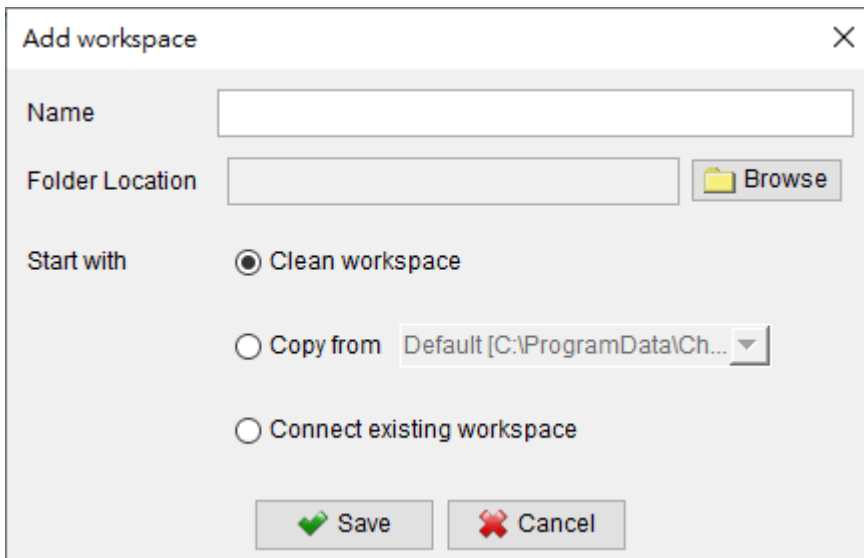
## 10. WORKSPACE

ChequeSystem stores all cheque books, cheque records, reports, and settings within a single folder known as the Workspace. This feature allows you to create separate workspaces for different companies, enabling you to manage cheque records and payee independently within each workspace. To access your workspaces, simply navigate to the "File" menu and select "Switch Workspace."





To create a new workspace, click on the [+] button. You need to provide a name for the workspace and select an empty folder as the storage location for the workspace.



The image shows a dialog box titled "Add workspace" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Name:** A text input field.
- Folder Location:** A text input field with a "Browse" button (folder icon) to its right.
- Start with:** A group of three radio button options:
  - ☒ Clean workspace
  - ☐ Copy from: A dropdown menu showing "Default [C:\ProgramData\Ch..." with a downward arrow.
  - ☐ Connect existing workspace
- Buttons:** At the bottom, there are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

To switch to a different workspace, you may highlight the desired workspace in the workspace list and click on the [Switch Workspace] button at the bottom.

## 11. REGISTER

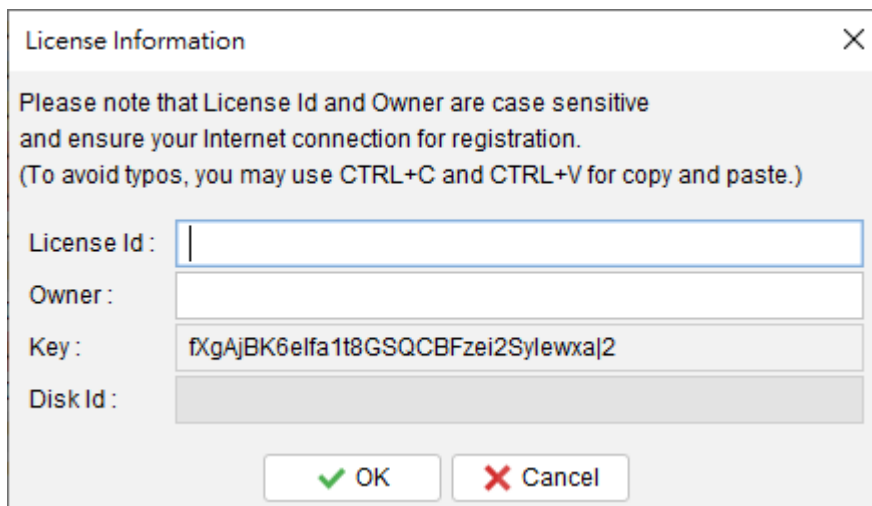
### 11.1. Trial Version

The Trial Version of ChequeSystem offers the same functionality as the registered version; however, it has a limitation where users are only allowed to create a maximum of 25 cheques in total. To unlock the full potential of ChequeSystem and remove the restrictions imposed by the Trial Version, it is necessary to obtain a license and register your copy of ChequeSystem.

### 11.2. Registration

To register ChequeSystem,

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

A screenshot of a 'License Information' dialog box. The dialog has a title bar with a close button (X). Inside, there is a message: 'Please note that License Id and Owner are case sensitive and ensure your Internet connection for registration. (To avoid typos, you may use CTRL+C and CTRL+V for copy and paste.)'. Below the message are four input fields: 'License Id :', 'Owner :', 'Key :', and 'Disk Id :'. The 'Key :' field is pre-filled with the text 'fXgAjBK6elfa1t8GSQCBFzei2Sylewxa|2'. At the bottom of the dialog are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon.

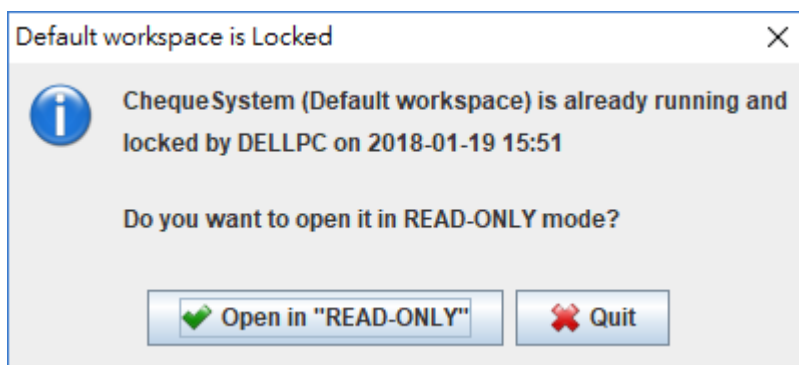
- (2) Fill in the "License Id" and "Owner" information and click "OK" to register. Please ensure the Internet connection when registration is in process. Afterward, restart the ChequeSystem to effective the license.

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.

## 12. DATABASE LOCKED

ChequeSystem is designed as a standalone software that implements a database lock mechanism to safeguard the integrity of the data. When ChequeSystem is running, it locks the database to prevent concurrent access.

If a second instance of ChequeSystem attempts to run on the same database (Workspace) simultaneously, a dialog will appear notifying the user about the situation. In this dialog, the user has the option to run ChequeSystem in READ-ONLY mode.



When running in READ-ONLY mode, users can only view the information stored in the database. They are unable to create or edit cheque, modify payee or other information, or adjust software settings.