

USER MANUAL

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Section 1

Introduction & Software Setup

A. Introduction

Congratulations on selecting i-CHEQUE that will help you in preparing and printing cheques conveniently on the standard cheque leaves provided by the banks. It is a simple to use software, which apart from printing smart looking cheques, also provides a comprehensive Cheque Book management and keeps records for all issued Cheques. This User Manual will help you in getting the best out of the software.

B. Hardware and Software Requirement

- PC-Pentium / 1 GB RAM
- Minimum 1024 x 768 resolution
- Windows XP or higher version
- 150MB Hard disk space

C. Software Installation & Registration

i-CHEQUE operates on the .NET framework of Microsoft. If the system already has the .NET framework in place, i-CHEQUE installs directly, otherwise, the .NET framework and its components are installed followed by the installation of i-CHEQUE.

To install the software insert the i-CHEQUE CD in your PC. Double click on setup file. You will get the following screen:-



Click <Next> button to get the following interface where you can view the default folder in which i-CHEQUE software is to be installed or you select a different destination folder where you want to install the software:

记 i-CHEQUE	
Select Installation Folder	-CHEQUE
The installer will install i-CHEQUE to the following folder.	
To install in this folder, click "Next". To install to a different folder, enter it b	elow or click "Browse".
Eolder: C:\Program Files\i-CHEQUE\	B <u>r</u> owse Disk Cost
Install i-CHEQUE for yourself, or for anyone who uses this computer:	
O <u>E</u> veryone	
⊙ Just <u>m</u> e	
Cancel < <u>B</u> ack	<u>N</u> ext >

Use the <Browse> button in case you desire to change the installation folder. Before installing, if so desired click on <Disk Cost ..> button which will inform you on the availability of the disk space on your system.

After you have selected the destination folder click on the next button to get the following interface:

i₽ i-CHEQUE	
Confirm Installation	i-CHEONE
	Cheque Printing Software
The installer is ready to install i-CHEQUE on your computer.	
Click "Next" to start the installation.	
Cancel	<u>Back N</u> ext>

Click on the <Next> button to confirm and start the installation procedure. On completion of the this you will get the following interface: -



Click on <Close> button to exit the installation.

Click on the software icon created on the Desktop to launch the software. The software needs to be registered with INSTA INFOTECH before one can start using the same. For i-CHEQUE registration you will get the following interface:

i Registration	X
Welcome to i-CHEQUE Registration	<i>i</i>-<u>CHEQUE</u> Cheque Printing Software
The software needs to be registered before it can be used. Select the process for registration from the following options then click <next> ③ Online (Internet connection required)</next>	
O Offline	
NOTE : Online is an automatic Registration process. Offline process can be do access.	ne either over phone or through internet
	<u>Cancel Keack Next ></u>

Registration of the software can be done on the following ways:

- Online (internet connection required)
- Offline

The procedure of each is explained below:

ONLINE REGISTRATION

Select 'Online' on the above interface and click on <Next> button. The following interface is displayed:

Registrati	ion	X
Online	Registration Process	<i>Ú</i>-<u>CHEQUE</u> Cheque Printing Software
Step 1 of 2	: Enter Serial No.	
Provide the	e serial number as provided along with the software.	
Serial No.	A9D6H6PN3	
		<u>C</u> ancel < <u>B</u> ack <u>N</u> ext >

Enter the Serial Number provided to you along with the software package and then click <Next> to proceed. On entering the valid serial number, you get the following interface:

i Registration					
Online Re	Online Registration Process <i>i-CHEQUE</i> Cheque Printing Software				
Step 2 of 2 : E	nter Licensee Details				
Name	S KEJRIWAL				
Company Name	INSTA INFOTECH				
E-mail	icheque@instainfotech.com				
Mobile No.	9674678287				
Address	NO. 313, INSTA HOUSE, 15TH CROSS, JP NAGAR, 5TH PHASE, 100 FT. ROAD				
City	BANGALORE PIN/ZIP 560078				
State	KARNATAKA				
Phone No.					
Fax No.					
		<u>C</u> ancel <u>R</u> ack <u>N</u> ext >			

Provide your details and click <Next> to proceed and complete the registration process. You will get the following confirmation screen where you have to select <Finish> button to exit the registration process:

6 Registration	X
Registration Complete	<i>i</i>-<u>CHEQUE</u> Cheque Printing Software
i-CHEQUE has been successfully registered. Click <finish> to Exit.</finish>	
	<u>Cancel < Back</u> <u>Finish</u>

OFFLINE REGISTRATION

Select 'Offline' on the above interface and click on <Next> button. The following interface is displayed:

i Registration				
Offline Registration Process <i>io-CHEC</i>				
Step 1 of 2 : Ente	er Activation code			
For offline registra	ation visit the following URL :	http://icheque.instain	fotech.com/Register-Software.aspx	
or call Insta Infot	ech at +91-9674678287.			
Please note while System Id as disp	Registering you need the Seria layed belo w .	l No. (provided along wit	h software) and	
System ID	367990254			
Activation Code				
			<u>Cancel</u> <u>K</u> ack	<u>N</u> ext >

The identification of your computer system is displayed. You will need to get the Activation Code either through our website (as per the web address mentioned on the interface) by filling up a web form with the requisite details or over calling to our Helpdesk. You will need the Serial No. (as provided along with the software package) and the 'System ID' as displayed above while filling the web form. The Activation Code will be made available which needs to be entered in the form above. Click on <Next> button to proceed.

If the Activation Code is correctly keyed in, following interface will be displayed:

i Registration					
Offline Reg	Offline Registration Process <i>i-CHEQUE</i> Cheque Printing Software				
Step 2 of 2 : Enter	Licensee details				
Provide the follow	ing information then click <next></next>				
Enter Serial No.	A9D6H6PN3				
Licensee Name	S KEJRIWAL				
Email	icheque@instainfotech.com				
		Cancel < Back			

In the above interface, you will need to enter the Serial No. (as provided along with then software package), User Name and Email. Click on <Next> button to complete the offline installation process.

After successful installation and registration, the following currency setup screen will be displayed.

i-CHEQUE - Cur	rency Setup				
he currency nee rinting the amou escription of the isplayed which o	ds to be set up s int in words on th currency and its an be modified,	specific to the country which is essen ie cheque leaf. On selecting the Cour s corresponding fractional unit will be if required.	itial while htry, the a		
Country	India	∼			
Currency	INR	e.g. USD, AED etc.			
Fractional Unit	paisa	e.g. Cents, Fils etc.			
ote: if the counti urrency and its (y name is missii corresponding Fi	ng, select 'Others' and enter the desc actional Unit.	ription for the	Save	E <u>xit</u>

Define the currency and its corresponding fractional unit. On selecting the country, the default value has been provided which may be changed, if required. As an example, for 'India', the default currency is 'INR' which can be changed to 'Rs.'. This is required while printing amount in words while printing cheques.

After successful currency setup, the following start up screen will be displayed.



D. Support Desk / Helpline

If you have any operational difficulty, please contact our centralized help desk as under:

INSTA INFOTECH No. 313, Insta House, 15th Cross, JP Nagar, 5th Phase Bangalore - 560078, India. Helpline Number: +91-9674678287 Email: <u>icheque@instainfotech.com</u>

Section 2

Getting Started with i-CHEQUE

A. Steps for start printing cheques using i-CHEQUE

- Add Account Holders with their Bank Accounts. Every Account Holder should have at least one Bank Account.
- Banks have different cheque layouts and based on this one will need to setup the Cheque Design so that the software prints information at the right places as per the format. Through the Cheque Design Template, simple and convenient options are there for setting up the design.
- For each Bank Account, the Cheque Book in hand has to be defined along with information on the available cheques. Each time a new Cheque Book is received, the information needs to recorded based on which the cheque leaves automatically gets defined for use. Make sure that a Cheque Design is attached to the Cheque Book which will enable the system to know as to which format needs to printed.
- Now you are all set and through the 'Print Cheque' module you may start printing the cheques. The Account Descriptor to identify a Bank Account has been automatically created which is a combination of Account Holder, Bank Name, Account No. & Branch. Select the Account and Cheque Book. All available cheques for the selected cheque book is displayed. Enter the name of the Payee, Amount and other information in the grid and go ahead and print on the cheque leaves of the bank.
- After the cheque is printed, one will need to confirm that the cheque has been printed. Only after this confirmation, the system will record that the cheque printing has been successful. This step for reconfirmation is very important and should not be ignored as this would lead to mismatch in your cheque inventory.

B. Bulk Printing of Cheques

- The cheque printing procedure as briefed above supports multiple cheque printing in one run. Using this unique engine, i-CHEQUE has created useful derivatives for bulk printing of cheques.
- Batch Printing For regular and routine periodical payments which are almost fixed type, one may set up different batches of payees. These batch can be selected wherein all payees within are automatically taken in. Make minor changes, if any, and proceed for printing. This can be useful for payments on account of salary, rent, royalty, telephone bills, etc.

- EMI Payments Here typically the same amount of cheques is issued monthly and could be from anywhere from 6 to 60 nos. of cheques to be printed. This process is efficiently setup with i-CHEQUE to create and print EMI cheques in absolutely no time.
- Excel Import Cheques to be printed can be prepared or through any other process, transfer the print data on an excel sheet. This data can be imported in to i-CHEQUE and through its engine, prints the cheques.

C. Other Useful Utilities

- At times there are circumstances wherein cheque has been prepared manually. There is provision to record such manually issued cheques.
- One may cancel cheques which imply that the same is now not good for use.
 In case for any reason, one needs to restore a cancelled cheque, there is a provision and if exercised, the cheque is now good for re-use.
- While printing, there may be an odd situation wherein cheques have been correctly printed but there has been some kind of jumble up in the sequence of the cheque numbers. There is an in-built utility to modify and correct the sequence so that the records in the software is in synchronization with the actual.
- Provision to print 'incomplete cheques'. At times there are cases wherein cheques are to be printed say without date or without payee name or without amount which is taken care of within i-CHEQUE. Further, for such incomplete, there is a proper system to update the incomplete information and convert it into a regular cheque.
- Backup of data and Restore facility.

D. Setup your Personal Preference

- Define your security options such as Password Protection, Double keying of Amount, Print ' Not Over', etc.
- Set your print options such as Font, Size, Style, etc. You may also select from of the different conventions of formatting the different textual and numeric values while printing cheques.

E. Updating i-CHEQUE with the latest version

Within the software under the menu 'Utilities', one can check online for any updated version. If a new update is found, the software through an internal process automatically updates itself using your internet connection. There is also a provision for updating the software off-line in the absence of the internet connection.

Section 3

Setup - Menu

A. Account Setup

Through the Account Setup, the Account Holder is created along with its corresponding Bank Accounts. Select <Account Setup> from the <Setup> Menu and you will get the following screen:

-CHEQUE - [Account Setu	p]			
Setup Cheques <u>R</u> ep	orts Utilities E <u>x</u> it			- 6
Edit Mode		Account Setup		Step 1 of 1
Account Holder	INSTA INFOTECH PVT. LTD. [e.g Account Holder : Richard M Lee, Sho	ort Name : RIC]	Short Name INSTA	
Bank A/c No. Bank Name Branch Name	05387000516 HONGKONG SHANGHAI BANK J P NAGAR	Name : BEDWAY1	Block Account Short Name HSBC Short Name JPN	
Remarks	Le.g Branch Name, Redmond way, Short			<u>S</u> ave <u>C</u> ancel
Account No.	Bank Name	Branch	Account Descriptor	
		<u>E</u> dit <u>D</u> elete		Evit
://www.icheque.instai	nfotech.com/ icheque@instainfot	ech.com	Helpline : +91-9674678287	

The salient features of this interface are as under:

- The upper half of the screen is the area where data is to be entered / viewed
- The lower half of the screen displays records in a list format as you keep on appending
- The bottom part has the self- labelled action buttons

Explanation of the buttons on the bottom of the Screen is as follows:

- Edit : This is to be clicked after selecting a record from the grid for modification purposes
- Delete : This button is to be clicked after selecting a record from the grid for deletion purposes
- Exit : The control is shifted to the main screen of the software

Briefly the procedure is explained as below:

Add a new Account Holder

Setup an Account Holder and its Bank Account as per the self explained field / columns. After providing the details click on the <Save> button. The saved entry will be displayed in the lower half of the screen. As you keep on making more entries the display of entry will keep on increasing on the lower half of the screen.

Adding additional Bank Accounts to the existing Account Holder

For each Account Holder, additional Bank Accounts can be created. Type / Select the name of the existing Account Holder and then click on the link 'Add Bank Accounts'. Proceed with providing the relevant details and click on the <Save> button. This new bank account is listed in the display grid.

Modify a record

On the lower half of the screen, use the mouse to select the entry you need to modify. Either double click on this entry or click on the <Edit> button. The selected entry will be displayed in the upper half of the screen which can now be modified and saved again.

Delete a record

On the lower half of the screen, use the mouse to select the entry you need to delete. After selecting the record click on <Delete> button, then after seeking your reconfirmation the record will be deleted. It should be noted that for those Account Holder / Bank Account – if transactional records have been created, this cannot be deleted.

B. Cheque Design Template

Cheque printing need to be setup as per the design of the cheque leaves that has been provided by the bank. Select <Cheque Design Template> from the <Setup> Menu and you will get the following screen:



The Salient features of this interface are as given below:

A grid is displayed which displays all existing Cheque Design Templates that has already been created. It may also contain some of the pre-created formats of some of popular formats of a few banks.

The Bottom part has self labeled action buttons

Explanation of the buttons on the bottom of the Screen is as follows:

Add	:	To create a new Cheque Design Template
Edit	:	This is to be clicked after selecting a record from the grid for modification purposes
Save	:	The new / edited entry is recorded into the system
Save As	:	To save an existing design with minor changes using a different Cheque Design Identifier
Cancel	:	The entry screen is reset and is ready to accept a new entry
Delete	:	This button is to be clicked after selecting a record from the grid for deletion purposes
Exit	:	The control is shifted to the main screen of the software

Briefly the operational procedure is explained below:

Add a new Design

Click on the <Add> button. On the interface form, you will need to select the Bank whose Cheque Design Template you want to create and enter a Cheque Design Identifier for it. The Identifier is for your reference and can be a short abbreviation for convenience in understanding and remembering. After providing the details, you are all set to design the Cheque template as per the screen below:

i-CHEQUE - [Chequ	ie Design Template]		
🖳 Setup Cheques	<u>R</u> eports Utilities E <u>x</u> it		_ 8)
Edit Mode		Cheque Design Template	Step 2 of 2
	Find Oross Alt - C		
	Enia Piess Ak + P		
Select Bank Name	HONGKONG SHANGHAI BANK	Cheque Design Identifier HSBC001	
Left	0 mm Top	0 mm Width 0 mm 🗌 Activate	
mm 0 10 20	30 40 50 60 7	0 80 90 100 110 120 130 140 150 160 170 180 190 20	0 210 220
HSBC		CHEQUE Date DD/MM/YYYY	
1 - NK Bank Middle E	ast Limited DUBAI	بندا بغد او بن سن الشرق الأوسط المدنود الأسار أن الدرسة المنحوة	
2 IPAY Payee Na	me 1st Line		
against this cheque		الدقعوا بمرجب هذا الشيك	
Dirhams Amou	nt in words 1st Line	د. ه ادرمم AED Amount	
4 Amount In Wo	rds 2nd Line		
5	543103	تاسعن في جنين سني ، جنين اللبنان	
This choose paper cont	ains an NCR watermark. To serify hold to	nae light Tamper exident UV Brancipere bion deille - kal taraat keild yn gran -	
	131: 305050 1501 10		
7.	der en ser		-Image Dimensions
8			Width
			158 mm
8			Height
1	6		
Uesign not in use		Insert Cheque Image Web Import Test Print	
	Add	Edit Save As Cancel Delete Exit	
ttu://www.ichewwe	ingtainfotech com/	Chamadingtainfatach com Halulina · .01.0674678999	
cep.77mm.reneque.	instantiotech.com/ 1	chequeeinstantiteen.com [heipine : +91-96/46/626/	

The middle part enclosed between two measuring rulers, is the place where the cheque template is to be designed. The printing components in a cheque are as follows:

- Date
- Payee (Line 1)
- Payee (Line 2) Optional as many formats does have this provision
- Amount in words (Line 1)
- Amount in words (Line 2)
- Amount in figures
- A/c Payee symbol

One may set up the design in three methods:

Option 1: For each printable component on the cheque, you will need to measure in millimeters (mm) the top & left distances and also its printable width. After selecting the printable component (by double-clicking on it), the measured

distances is to be entered on the slots labeled as Top, Left & Width and accordingly it will move and set itself at the desired place. You may also drag & drop the printable component at the desired location. For altering the width, using the mouse, the same can be increased / decreased from either sides of the printable component.

Option 2: To simplify the process of measuring as in Option 1, one can insert the scanned image of the Cheque into the template using the 'Insert Cheque Image' button. Select the image file of the cheque and click on 'Open'. Once the image is placed, the printing components can be dragged and dropped in alignment with the cheque. The printing width can also be accordingly adjusted as per the image. The cheque image will need to be scanned (it should only have cheque image in full without any additional spaces on the sides) and then imported into the template.

Option 3: For the convenience of i-CHEQUE users, a library of pre-designed templates has been uploaded on internet (web) platform. In case the format desired is available on the web, one can directly import the design template by providing the Design Code after clicking on 'Web Import'. This option is enabled only in the presence of the internet connection. A link is provided to view the available formats on the web with the corresponding Design Codes. Accordingly, specify the Design Code and import the format into the template. It may take up to a couple of minutes for the process depending on the connectivity speed. Once imported, the cheque image with printing components pre-arranged is displayed on the template.

After completing the designing part, click on the <Test Print> button to print a sample of the template for previewing and testing the format adjustments. Then, you will have to click on the <Save> button. The saved entry will be displayed on the grid.

Save the design, once it is satisfactorily completed.

<u>Notes</u>

- It is recommended that you should have some blank paper cut in the size of the cheque leave should be kept in stock for the testing purpose. To start with, a few such blank formats have been provided for testing purposes.
- Owing to many factors, there could be some discrepancies, which one will have to correct by adjusting the placement of the printing components.

Edit an existing Design

From the main grid, double click on the design that needs to be edited. One may also select the design on the grid and click on 'Edit' button. The design is displayed with its current settings (including the Cheque image, if inserted earlier). Make necessary modifications and 'Save'. After making the modifications, if one desires, this changed design may be saved in a different 'Cheque Design Identifier' through the 'Save As' option. By doing so, the earlier design is not disturbed and a new design has been created with minimal effort. This is very useful when minor changes takes place in the format. The earlier format remains intact for the cheque leaves received earlier and the modified format can be used to print newly received cheque leaves.

Deleting an existing Design

Designs can be deleted from the main grid by selecting and clicking on the 'Delete' button. After seeking your confirmation it will go ahead and delete. Deletion is only possible if the selected design template has not been attached to any Cheque Book. In other words only unused design template can be deleted.

C. Bank Names

In this module name of Banks are stored for referencing of the Bank Accounts for the Account Holders. Along with the software, the names of most of the popular Indian Banks have been pre-entered for the user's convenience. However, in case new banks are required to be added, it needs to be done from this module. To create such Bank Names, select <Bank Names> from the <Setup> Menu and you will get the following screen:

itugor - Inankrivannej stup Cheques Reports Utilities Exit	
Edit Mode Bank Nan	ne Step 1 of 1
Eind Press Alt + F	
Bank Name	Bank Short Name
ABN-AMRO Bank NV	ABNAMRO
Abu Dhabi Commercial Bank Ltd.	ABUDHABI
Al Ahli Bank of Kuwait	ALAHLI
American Express Bank Ltd	AMEX
ANZ Grindlays Bank PLC	ANZGRINDL
Arab African International Bank	ARABAFRIC
Arab Bank for Investment	ARABBANK
Arab Emirates Investment Bank Ltd.	ARABEMIRAT
Bank Muscat Al Ahli Al Omani	MUSCATAL
Bank of Baroda	BOB
Bank of Sharjah	SHARJAH
Bank Saderat Iran	SADERAT
Barclays Bank P.L.C.	BARCLAYS
Citibank	CITIBANK
Commercial Bank International	COMMBANK
Commercial Bank of Dubai Ltd.	COMMDUBAI
Dubai Islamic Bank	DUBAIISLAM
Emirates Bank	EMIRATES
First Gulf Bank	FIRSTGULF
Hahih Bank & G Zurich	HARTRRANK
In case your Bank is not liste	ed above please Add
Add Edit Delete	E
Bank Name Abu Dhabi Commercial Bank Ltd.	Short Name ABUDHABI
[e.g Bank Name : HONGKONG SHANGHAI BANK, Short Nam	e : HSBC] Cancel

The grid displays the list of Bank Names along with the corresponding short names. This short name is used for easy identification. The module provides for adding more Banks, edit names of exiting Banks or deleting Banks from the grid. For deletion, it is important to note that only those Banks that have not been used can be deleted.

D. Payee Details

The Payees are the ones to whom the cheques are to be issued. The payee 'SELF' and 'YOURSELF' is already created. The data in this module automatically gets updated from all places where Payee name is to be provided whenever it encounters a new name. For existing names, it saves you the trouble of typing the full name – the drop down allows selection based on initially typed text.

Select <Payee Details> from the <Setup> Menu and you will get the following screen:

Edit Mode Payee D Eind Press AR + F yee Name Default IN JHA A/c Pay MANAGEMENT SERVICE (P) LTD. A/c Pay SHE ROAD WAYS PVT. LTD. A/c Pay DAL MOTORS A/c Pay DAL MOTORS A/c Pay TATAB ELECTRONICS A/c Pay TATAB ELECTRONICS A/c Pay TATAB ELECTRONICS A/c Pay ATABLECTRONICS A/c Pay ATABLECTRONICS A/c Pay ATABLECTRONICS A/c Pay JASARI A/c Pay JASARI A/c Pay JEL Edit Default Status Account Payee Bearer Address	tails C itatus C 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	City	SI	State	PIN	of 1
Find Press AR + F yee Name Default IN JHA A(Pay MANAGEMENT SERVICE (P) LTD. A(Pay MANAGEMENT SERVICE (P) LTD. A(Pay DE ROAD WAYS PYT. LTD. A(Pay DE ROAD WAYS PYT. LTD. A(Pay DE ROAD WAYS PYT. LTD. A(Pay TATAN ELECTRONICS A(Pay TATAN ELECTRONICS A(Pay TATAN ELECTRONICS A(Pay TATAN ELECTRONICS A(Pay INSTARI A(Pay INSTARI A(Pay RESELF For deletion please select the record and and pay Payee Name MEATENEECTRONICS Default Status Account Payee Bearer Address	Status C 9	City	S	State	PIN	
vee Name Default IN JHA A/c Pay MANAGEMENT SERVICE (P) LTD. A/c Pay Det Robot STRANSPORT AGENCY A/c Pay DER COAD WAYS PVT. LTD. A/c Pay DAL MOTORS A/c Pay TARAVELECTRONICS A/c Pay INSARI A/c Pay F A/c Pay INSTRI A/c Pay INSARI A/c Pay INSAR	Status C e - e - b - b - b - b - b - b - b - b - b - b - b - b - b - b -	City	SI	State	PIN	
IN JFA A AF Pay IMANAGEMENT SERVICE (P) LTD. A/C Pay IMANAGEMENT SERVICE (P) LTD. A/C Pay DER CADA WAYS PYT. LTD. A/C Pay DER CADA WAYS PYT. LTD. A/C Pay DEAL MOTORS A/C Pay TARAMANATHAN A/C Pay TARAMANATHAN A/C Pay STONE COMPANY PYT LTD A/C Pay ISTONE COMPANY PYT LTD A/C Pay F IMASARI A/C Pay F IMAGENT SEATURE F IMA	0 - 0 -					
IMANAGEMENT SERVICE (P) LTD. A/c Pay SHMUKH GOODS TRANSPORT AGENCY A/c Pay DAL MOTORS A/c Pay ATTAN ELECTRONICS A/c Pay ATTAN ELECTRONICS A/c Pay ATTAN ELECTRONICS A/c Pay ATTAN ELECTRONICS A/c Pay A/c Pay F A/c	e					
SHMUKI GOODS TRANSPORT AGENCY ALC PAY DBE ROAD WAYS PVT. LTD. ALC PAY DBE ROAD WAYS PVT. LTD. ALC PAY ATAM LECTRONICS ALC PAY ALC PAY ATAM LECTRONICS ALC PAY PAY A STELL LIMITED ALC PAY A STELL LIMITED ALC PAY A STELL LIMITED ALC PAY A STELL FOR ALC PAY A STELL LIMITED ALC PAY A STELL PAY A ST	e					
DEE ROAD WAYS PVT. LTD. ALP PAY DAL MOTORS ALC PAY HANNELECTRONICS ALC PAY ARAMANATHAN ALC PAY ARAMANATHAN ALC PAY STONE COMPANY PVT LTD ALC PAY JSTONE COMPANY PVT LTD ALC PAY UCEP BATRA ALC PAY F INISARI ALC PAY A STEEL LIMITED ALC PAY RESELT ALC PAY RESELT ALC PAY F For deletion please select the record and ALC PAY RESELT Delete Payee Name MHAITAN ELECTRONICS Default Status Account Payee Bearer Address	e					
DAL MOTORS ALE PA ATTAN ELECTRONICS ALE PA ATTAN ELECTRONICS ALE PA ATTAN ELECTRONICS ALE PA ATTAN ELECTRONICS ALE PA ALE	e					
ATAM LECTRONICS A/C Pay PARAMANATHAN A/C Pay PARAMANATHAN A/C Pay STORE COMPANY PVT LTD A/C Pay JSTORE COMPANY PVT LTD A/C Pay F ANSARI A/C Pay F ANSARI A/C Pay URSELF F For deletion please select the record a d Edit Delete Payee Name KHAITAN ELECTRONICS Default Status O Account Payee Bearer Address	e 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7					
ARAMANATHAN A/C Pay ICO ROAD WAYS P/T. LTD. A/C Pay ICO ROAD WAYS P/T. LTD. A/C Pay IDEEP BATRA A/C Pay IDEEP BATRA A/C Pay IF INSARI A/C Pay A STEEL LIMITED A/C Pay IRSELF For deletion please select the record a I I Edit Delete Payee Name KHAITAN ELECTRONICS Default Status Address	e					
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A STELL LIMITED A/c Pay URSELF For deletion please select the record a d Edit Delete Payee Name KHAITAN ELECTRONICS Default Status Account Payee Bearer Address	e					
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Payee Name KHAITAN ELECTRONICS Default Status ③ Account Payee					[E <u>x</u> i
Default Status 💿 Account Payee 🔿 Bearer Address			🗌 Hide			
Address						
Address						
City State						
Pamarka	PIN/ZIP				Save C.a	ncel
Nemdi Ka	PIN/ZIP					1001
	PIN/ZIP					

The grid displays the list of Payees in the grid. The module provides for adding more Payees, edit existing Payees or deleting it from the grid. For deletion, it is important to note that only those Payees that have not been used can be deleted. One can store more information on the Payees such as the address details.

By default the Payees are marked as 'Account Payee' – which implies that when cheques are printed in their favour, it would be as Account Payee. Further, in the Edit mode, one can 'Hide' Payees for the ones which has been created wrongly or is not required any more. This facility has been provided to overcome the limitations in the **deletion of such** Payees as it has been used earlier.

E. Payee Batch

For printing of cheques in batches (through the menu Cheque – Batch Printing), first the batches of payees need to be created. To create such Payee Batches,

select <Payee Batch> from the <Setup> Menu and you will get the following screen:

CHEQUE - [Payee Batch] Setup Cheques Repo	nts Utilities Exit		
Edit Mode		Payee Batch	Batch Mode
	BATCH MANAGEMENT	Payees	SALARY PAYMENT
Find Press Alt + F		Eind Press Alt + F	
Select Account Holder 🔣	STA INFOTECH PVT. LTD.	Hide Payee Name	
Batch Description SA	LARY PAYMENT	Amount 0.00	🗹 A/c Payee
	<u>S</u> ave	ancel	Save Cancel
Batch Identifier	Account Holder N	Io. of Payee Payee Name	Amou
SALARY PAYMENT	INSTA INFOTECH PVT. LTD.	4 SUNITA SHAH	19000.0
		ADITYA SARAF	15000.0
		NAWAB AHMED	27000.0
	Add Batch Edit Batch Dele	te Batch	Payee Edit Payee Delete Payee
		1	

The salient features of this interface are as under:

- The left half of the screen is the area where batches are created and displayed
- The right half of the screen is the area where Payees are added / modified / deleted against each Batch (as selected on the left half) and displayed.

Explanation of the buttons on the bottom of the two halves of the Screen is as follows:

Add Batch	:	This is to create a new Batch
Edit Batch	:	The name of the existing Batch can be modified using this button
Delete Batch	:	The Batch can be deleted using this button provided there are no Payees under it and no Batch Printing has been done using this Batch.
Add Payee	:	Payee Names under a Batch can be added after selecting a Batch on left half of the screen
Edit Payee	:	The existing Payee can be modified and replaced with a new Payee Name using the button
Delete Payee	:	An existing Payee within the selected can be deleted using this button

Managing Batches

On the left half of the screen using the buttons below it to Add a new Batch, Edit an existing Batch Name or Delete an existing Batch. In the area above the grid, you will select the Account Holder to which the Batch belongs followed by providing the Batch Name. On the Edit mode, the Batch can be blocked which would restrict it use to the extent that it will not be visible for selection in Batch printing mode.

Managing Payees

After selecting a Batch on the left grid, on the right grid one can Add Payees to the Batch, Edit Payee Names or Deleting existing Payees attached to it. Along with the Payee Name, amount can also be specified.

Section 4

Cheques - Menu

A. Cheque Book

A Cheque Book needs to be defined that contain cheque leaves before printing of cheques can be started. Select <Cheque Book> from the <Cheques> Menu and you will get the following screen:

Edit Mode Cheque Book Entry Step 1 of 1 Select Account INSTA-HSBC-05387000516 - JPN Date 08/10/2012 Dp/HM/YYYY Number of Cheque Leaves 50 Starting Cheque No. 325655 End Cheque no. 325703 Cheque Design Identifier ISBC:001 Issection Issection Issection Issection Image: Starting Cheque Account No. Image: Starting Cheque No.	i-CHEQUE - [Cheque Book Setup Cheques <u>R</u> epo	Entry] vrts Vtilities E <u>x</u> it	_ 2
Select Account Number of Cheque Leaves 50 Stating Cheque No. 22565 End Cheque Leaves 50 Stating Cheque No. 50 <td< th=""><th>Edit Mode</th><th>Cheque Book Entry</th><th>Step 1 of 1</th></td<>	Edit Mode	Cheque Book Entry	Step 1 of 1
End Press AR + F Date Account No. 08/10/2012 INSTA - HSBC - 05387000516 - JPN 08/10/2012 INSTA - HSBC - 05387000516 - JPN 1 325554 1 325554 1 Edit Delete Egit	Select Account Number of Cheque Leaves Cheque Design Identifier	INSTA - HSBC - 05387000516 - JPN Date Dat	10/2012 DD/MH/YYYY Print> the roper ntical accement Cancel
Edit Delete Exit	Eind Date Account Nv 06/10/2012 INSTA - HS	Press AR + F Starting N o. Starting N SEC - 05387000516 - JPN 32565	2. End No. Total Leaves Unused Leaves 4 325703 50 50
		Edit Delete Exit	

The salient features of this interface are as under:

- The upper half of the screen is the area where data is to be entered / viewed
- The lower half of the screen displays records in a list format as you keep on appending
- The bottom part has the self- labelled action buttons

Explanation of the buttons on the bottom of the Screen is as follows:

- Edit : This is to be clicked after selecting a record from the grid for modification purposes
- Delete : This button is to be clicked after selecting a record from the grid for deletion purposes
- Exit : The control is shifted to the main screen of the software

Briefly the procedure is explained as below:

Add a new Cheque Book

Add information of the Cheque Book for the relevant Account Holder and its corresponding Bank as per the self explained field / columns. By specifying the Starting Cheque No. and the No. of Leaves, the system determines all the available Cheque Nos. in the Cheque Book. A Cheque Design has to assigned to the Cheque Book which will determine the format for printing of the cheque leaves in the Cheque Book. This may be defined later, but till such time only manually issued cheques will be permitted to be recorded against this Cheque Book.

After providing the details click on the <Save> button. The saved entry will be displayed in the lower half of the screen. As you keep on making more entries the display of entry will keep on increasing on the lower half of the screen.

Modify a record

On the lower half of the screen, use the mouse to select the entry you need to modify. Either double click on this entry or click on the <Edit> button. The selected entry will be displayed in the upper half of the screen which can now be modified and saved again.

An option for 'Block Cheque Book' has been provided. If checked, the Cheque Book will be blocked for printing of cheques leaves from this Cheque Book. This option is useful for flagging of old cheque books which still contains cheque leaves and is not to be used.

Delete a record

On the lower half of the screen, use the mouse to select the entry you need to delete. After selecting the record click on <Delete> button, then after seeking your reconfirmation the record will be deleted. It should be noted that for those Cheque Books where cheques have already been issued, cannot be deleted.

B. Print Cheques

Once the Cheque Book has been defined and a proper Cheque Design has been assigned to it, you are now ready to start printing on the cheque leaves. Select <Print Cheques> from the <Cheques> Menu and you will get the following screen:

Setup Che	ques <u>R</u> eports	s Utilities E <u>x</u> it						_ 1
Print M	ode		Printing	g of Cheques	;			Step 1 of 2
							-	
Select	t Account INST	A - HSBC - 05387000516 - JPN				~		
Select Chequ	e Book ID 3250	654 - 08/10/2012 💉 50 cheque av	zailable	V Ch De	iew eque sign	eque Date 0	8/10/2012	DD/MM/YYYY
	Cheque No.	Pavee Name	Cheque Amount	Cheque Date	Remarks	A/c Pavee		_
	325654	RAJSTONE COMPANY PVT LTD	15,123.75	08/10/2012		1		
	325655	DESHMUKH GOODS TRANSPORT A	21,965.32	08/10/2012		1		
	325656	SANDEEP BATRA	11,000.56	08/10/2012		1		
	325657		0.00					
	325658		0.00					
	325659		0.00					
	325660		0.00					
	325661		0.00					
	325662		0.00	-				
	325663		0.00					
	323004		0.00					
	325666		0.00					
	325667		0.00					
	325668		0.00					
	325669		0.00					
	325670		0.00					
	325671		0.00					
	325672		0.00					
	325673		0.00					
	No. of Chequ	ue(s) : 3 Total Value : 48,089.63						
	Print Preview	w	Print	Cheques		<u>D</u> elete	<u>C</u> ancel	Exit

Select the Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book) against which the cheques need to be printed. The Default Date for Cheques is taken in as the current date which can be modified.

The number of grid rows in the grid is limited to the least of the following:

- available number of cheque leaves on the cheque book
- total number of grid rows as set up in the menu Utilities Preferences

This grid contains the following columns:

Cheque No.	:	The Cheque No. is already displayed. It is recommended to
		physically verify its presence in the Cheque Book before proceeding further.

Payee Name : The name of the Payee is to be entered here. As you type the Payee Name, the same may appear in the drop down for selection, in case cheque has been previously issued to them. For a new payee, you will have to type out the entire name.

Note: All Payee Names as recorded can be viewed under menu option Setup – Payee Details.

Cheque : Cheque amount is to be entered. As a security measure, in Amount case you desire to enter this amount twice for avoiding errors – you can set this up through the menu option Utilities – Preferences.

- Cheque Date : This is the default date value as specified above the grid. The cursor does not wait here. In case you want to change the date, take the cursor on the cell and click to make changes.
- Remarks : This field is optional to record any remarks against the cheque for future reference.
 - A/c Payee : This is the Account Payee flag which if checked will accordingly print on the cheque. In case you wish to remove this, click on the cell and remove it. It is important to note that whenever a new Payee is created it is assumed that it would be 'Account Payee'. In case you wish to permanently remove this status for a Payee, it can be done from the menu option Setup – Payee Details.
 - <Blank : Whenever a Payee is being issued the cheque for the Column> first time using the system, this column displays 'New Payee' for your reference.

Enter information for all the cheques that needs to be printed using the rows in the grid. Once done, you are now all set to print the cheques.

Other features & options:

<u>List of Previous Cheques</u> – By clicking one can view the previously issued cheques from this account

<u>View Cheque Design</u> – One can click on the button to check if the correct design has been mapped to the Cheque Book. There is also an option to test print to check out the print parameters.

<u>Calculator</u> – Click on the icon, in case for any help in arithmetical calculations

<u>Totals</u> – Below the grid you are provided the totals of the Cheques and Amount columns for reference and cross-checking if required.

The bottom of the screen has buttons which are explained in details below:

- Print Preview : Click on this to preview the cheque details that have been super-imposed on the scanned cheque image. It will give you a fair idea as to how the printed cheque will appear. However, it should be noted that minor difference is possible. The display window has scroll buttons to view cheques one by one with options to move right to top or the last cheque.
- Print Cheques : Place the Cheque leaves on the printer in the correct order and

direction and click on this button. After confirming in the subsequent dialogue box, the cheques are printed.

- Delete : Select the row on the grid where cheque data has been inserted. Clicking on 'Delete' will remove the data from that row on the grid after seeking your confirmation.
- Cancel : After selecting information on the header, the information on the grid is displayed pertaining to the selected Cheque Book. The header information cannot be altered once the grid is displayed. Click on 'Cancel' which will again allow you to select the Account, Cheque Book, etc. In case of change in the Cheque Book, the system allows to carry forward the data in the grid (if any) to the altered grid for the new Cheque Book.
- Exit : The control is shifted to the main screen of the software.

Verification & Confirmation of proper printing of Cheques

After the 'Print Cheque' command is given, subsequently, in the next interface screen a grid appears containing only the cheque nos. used for printing with corresponding details as provided in the previous screen. This interface is illustrated below:

	de		Pr	inting of Cheau	ies				Step 2 of
Account //	ISTA . HSBC	. 05387000516 . IPN					Cherrye Book	ID 325654	. 08/10/2012
Account m	IN THE PROPERTY OF						_ cheque book	020004	
		Verify each pr	rinted cheques a	nd accordingly co	nfirm Printing S	Status on the	grid below.		
	Cheque No.	Payee Name		Cheque Amount	Cheque Date	Prin	t Status ??		
	325654	RAJSTONE COMPANY PVT LT	D	15,123.75	08/10/2012	Printed	Printed	~	
	325655	DESHMUKH GOODS TRANSPO	RT AGENCY	21,965.32	08/10/2012	Printed	Printed		
	325656	SANDEEP BATRA		11,000.56	08/10/2012	Printed	Damaged		
							Not Printed Printed (All)		
							Not Printed (Al	0	
					_		,		
	Te	otal Cheques : 3 Nos.	Printed :	3	Damaged :	0	Not Printed :	0	

For each Cheque on the grid – there are three possibilities:

- Cheque is printed successfully
- Cheque is damaged while printed
- Cheque has not been printed at all

You will need to accordingly specify under the column 'Print Status' one of the above. By default 'Printed' is selected assuming that in most cases cheques will be print successfully. After confirming for all cheques, click on 'Confirm & Exit'.

This will complete the full cycle of cheque printing.

The system handling of the three possibilities as mentioned above is briefly explained below:

<u>Printed</u> – The cheque is printed correctly and data is recorded

Damaged – The cheque could not be printed properly and the cheque leave is damaged and is not good for re-use. The system will accordingly not record the data for the cheque but would mark the cheque leaf as damaged and will not show on the grid y for preparation of subsequent cheques. In other words, status of damaged cheques is equivalent to cancelled cheques.

Not Printed – For some reason, the cheque did not print or got printed in a different paper or for any other reason the cheque leaves were not used, in such a case, one should mark it as ' Not Printed' which will not record the cheque information and at the same time the cheque leave will be available for future printing.

C. Manual Cheques

Through this module, one can record information for all manually prepared cheques using the Cheque Books defined in the system. This will augment maintenance of proper cheque records. Select <Manual Cheques> from the <Cheques> Menu and you will get the following screen:

Save Mode			Enter Manu	ial Cheques				Step 1 of
ct Account IN	STA - HSBC - 053	387000516 - JP	N 💌	Select Cheque E	ook ID 325654	08/10/2012	✓ 47 che	que available
	Cheque No.	Cheque Date	Payee Name	Cheque Amount	Remarks	A/c Payee		
	325657	05/10/2012	BIJOY TRADING PVT. LTD.	17,500.00		1	New Payee	
	325658	07/10/2012	C B MANAGEMENT SERVICE (P) LT	7,000.00		1		
	325659	08/10/2012	DESHMUKH GOODS TRANSPORT A	13,269.00		1		
	325660			0.00				
	325661			0.00				
	325662			0.00				
	325663			0.00				
	325664			0.00				
	325665			0.00				
	325666			0.00				
	325667			0.00				
	325668			0.00				
	325669			0.00				
	325670			0.00				
	325671			0.00				
	325672			0.00				
	325673			0.00				
	325674			0.00				
	325675			0.00				
	325676			0.00				
	No. of Che	eque(s):3 To	tal Value : 37,769.00	Deline	5.4			

Select the Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book).

A grid containing all the available Cheque leaves for the selected Cheque Book (maximum 20 nos.) is displayed. Each row of the grid signifies a Cheque No. and information is to be entered. This grid contains the following columns:

- Cheque No. : The Cheque No. is already displayed.
- Cheque Date : Enter the Cheque Date here.
- Payee Name : The name of the Payee is to be entered here. As you type the Payee Name, the same may appear in the drop down for selection, in case cheque has been previously issued to them. For a new payee, you will have to type out the entire name.

Note: All Payee Names as recorded can be viewed under menu option Setup – Payee Details.

- Cheque Amount : Cheque amount is to be entered.
- Remarks : This field is optional to record any remarks against the cheque for future reference.
- A/c Payee
 This is the Account Payee flag which if checked will be recorded accordingly. In case you wish to remove this, click on the cell and remove it. It is important to note that whenever a new Payee is created it is assumed that it would be 'Account Payee'. In case you wish to permanently remove this status for a

Payee, it can be done from the menu option Setup – Payee Details.

<Blank Column> : Whenever a Payee is being issued the cheque for the first time using the system, this column displays 'New Payee' for your reference.

Enter information for all the cheques that has been prepared manually using the rows in the grid. Once done, you are now all set to save the information and exit.

Other features & options:

<u>List of Previous Cheques</u> – By clicking one can view the previously issued cheques from this account

<u>Calculator</u> – Click on the icon, in case for any help in arithmetical calculations

<u>Totals</u> – Below the grid you are provided the totals of the Cheques and Amount columns for reference and cross-checking if required.

The bottom of the screen has buttons which are explained in details below:

- Save : Click on this button record the manual cheque(s) information as entered in the grid.
- Cancel : After selecting information on the header, the information on the grid is displayed pertaining to the selected Cheque Book. The header information cannot be altered once the grid is displayed. Click on 'Cancel' which will again allow you to select the Account, Cheque Book, etc. In case of change in the Cheque Book, the system allows to carry forward the data in the grid (if any) to the altered grid for the new Cheque Book.
- Delete : Select the row on the grid where cheque data has been inserted. Clicking on 'Delete' will remove the data from that row on the grid after seeking your confirmation.
- Exit : The control is shifted to the main screen of the software.

D. Cancel / Restore Cheques

Through this module cheques can be cancelled which will nullify its value and would be not be good for any further use. One can cancel issued cheques as well as new unused cheques. There is also a provision that cancelled cheques could be restored making it good again for re-use. This is possible in rare cases owing to some error or voluntarily opted for by the user. Select <Cheque Cancel / Restore> from the <Cheques> Menu and you will be asked to provide the Cheque No. that needs to be cancelled / restored. On providing a valid Cheque No. the following screen is displayed in case it is not already a cancelled cheque:

Setup Cheques Reports Utilities Egit	ί · i-CHEQUE - [Cheque Cancel / Restore]	- 7 ×
View Mode Cheque Cancel / Restore Step 1 of 1 Enter Cheque No. 325654 Get Details As per records this Cheque No. has been Printed on : 08/10/2012 Cheque Details Account : HISTA - HSBC - 05387000516 - JPH Cheque Date : 04/10/2012 Payee Itame : RAJSTOHE COMPANY PVT LTD Cheque Amount : 15,123.75	🥰 Setup Cheques <u>R</u> eports Utilities Exit	- & ×
Enter Cheque No. 325654 Get Details As per records this Cheque No. has been Printed on : 08/10/2012 Cheque Details Account : HISTA - HSBC - 05387000516 - JPH Cheque Date : 08/10/2012 Payee Hame : RAJSTOHE COMPAHY PVT LTD Cheque Amount : 15,123.75	View Mode Cheque Cancel / Restore	Step 1 of 1
Enter Cheque No. 325654 Get Details As per records this Cheque No. has been Printed on : 08/10/2012 Cheque Details Account : IIISTA - HSBC - 05387000516 - JPH Cheque Date : 08/10/2012 Payee Hame : RAJSTOILE COMPAINY PVT LTD Cheque Amount : 15,123.75		
Enter Cheque No. 325654 Get Details As per records this Cheque No. has been Printed on : 08/10/2012 Cheque Details Account : IIISTA - HSBC - 05387000516 - JPII Cheque Date : 08/10/2012 Payee Hame : RAJSTOILE COMPAINY PVT LTD Cheque Amount : 15,123.75		
As per records this Cheque No. has been Printed on : 08/10/2012 Cheque Details Account : IIISTA - HSBC - 05387000516 - JPH Cheque Date : 00:10/2012 Payee Hame : RAJSTOHE COMPANY PVT LTD Cheque Amount : 15;123.75	Enter Cheque No. 325654 Get Details	
As per records this Cheque No, has been Printed on : 08/10/2012 Cheque Details Account : IIISTA - HSBC - 05387000516 - JPH Cheque Date : 08/10/2012 Payee Hame : RAJSTOHE COMPANY PVT LTD Cheque Amount : 15,123.75		
As per records this Cheque No. has been Printed on : 08/10/2012 Cheque Details Account : IIISTA - HSBC - 05387000516 - JPH Cheque Date : 00:10/2012 Payee Hame : RAJSTOHE COMPANY PVT LTD Cheque Amount : 15;123.75		
As per records this Cheque No. has been Printed on : 08/10/2012 Cheque Details Account : IIISTA - HSBC - 05387000516 - JPH Cheque Date : 06/10/2012 Payee Hame : RAJSTOHE COMPANY PVT LTD Cheque Amount : 15,123.75		
Cheque Details Account : IIISTA - HSBC - 05387000516 - JPH Cheque Date : 08/10/2012 Payee Hame : RAJSTOHE COMPANY PVT LTD Cheque Amount : 15,123.75	As per records this Cheque No. has been Printed on : 08/10/2012	
Account : IIISTA - HSBC - 05387000516 - JPH Cheque Date : 08/10/2012 Payee Name : RAJSTONE COMPANY PVT LTD Cheque Amount : 15,123.75	Cheque Details	
Cheque Date : 08/10/2012 Payee Name : RAJSTONE COMPANY PVT LTD Cheque Amount : 15,123.75	Account: IIISTA-HSBC-05387000516-JPH	
Cheque Amount: 15,123,75	Cheque Date : 08/10/2012	
Cheque Amount: 19,125.75	Payee name: RAJSTORE COMPARY PVT LTD	
Remarks ·	Pemarks -	
Proceed with Cancellation	Proceed with Cancellation	
Reason	Reason	
Yes No	<u>Y</u> es <u>N</u> o	
Exit	E <u>x</u> it	

The details of the cheque are displayed. In case you wish to proceed with cancellation, provide a reason and click on 'Yes' to proceed with cancellation. Once the cancellation process is over, click to 'Exit' to return back to the main screen.

In case the provided Cheque No. is a previously cancelled one, the following screen is displayed:

<i>b</i> i-CHEQUE - [Cheque Cancel / Restore]		
Setup Cheques Reports Junities Exit		
View Mode	Cheque Cancel / Restore	Step 1 of 1
	Enter Cheque No. 325654 Get Details	
As not to	corde this Chaqua Na, has been Cancellad proviously on : 08/10/20	12
Cheque Details	ecords and cheque no. has been cancened previously on . 00/10/20	
Account :	IIISTA - HSBC - 05387000516 - JPN	
Cheque Date :	08/10/2012	
Payee Name :	RAJSTONE COMPANY PVT LTD	
Cheque Amount :	15,123.75	
Remarks :		
Cancelled Remarks :	wrong amount entered	
Proceed with Restoration		
Reason		
	Yes No	
N	OTE : After restoration, this Cheque will be available for reuse.	
	Exit	
http://www.icheque.instainfotech.com/ icl	eque@instainfotech.com Helpline : +91-967467	8287

The details of the cancelled cheque are displayed. In case you wish to proceed with restoration of the same as a new unused cheque, provide a suitable reason and click on 'Yes'. Once the restoration process is over, click to 'Exit' to return back to the main screen.

Note - It should be noted that restored cheques loses all its original data and it can be used as a new cheque.

E. Modification in Cheque No.

While printing cheques, for some reason, the order of cheque nos. as per the software and that actually printed was not the same, through this module, one can inter-change the cheque nos. within the software to align it with the actual printing. Select <Modify Cheque No.> from the <Cheques> Menu and you will get the following screen:

S	ave Mode				Modify Cheque	No.		Step 1 of 1
Select	Account I	NSTA - HSBC	- 0538700	0516 - JPN		Select Cheque	325654 - 08/10/2012	✓ 44 cheque available
					Select the range of Cheque Nos y	ou want to change.		
			Che	que No. From	325655 🗸 Chequ	e No. To 325656	✓ Show	
	Cheque No.	Modified Che	eque No.	Cheque Date	Payee Name	Cheque Amount	Final Status	
	325655	3256	56	08/10/2012	DESHMUKH GOODS TRANSPORT	21,965.32	PRINTED	
	325656	3256	55	08/10/2012	SANDEEP BATRA	11,000.56	PRINTED	

Select the Account and the Cheque Book followed by the range of Cheque Nos. wherein the modification is to take place. The selected range of Cheque Nos. are displayed in the grid. Here the modification of the Cheque No. can take place. This grid contains the following columns:

Cheque No.	:	The existing recorded Cheque No. is displayed which contains the details in the row.
Modified Chq No.	:	In this column, please enter the correct Cheque No.
Cheque Date	:	The Cheque Date is displayed here.
Payee Name	:	The Payee Name is displayed here.
Cheque Amount	:	The Cheque Amount is displayed here.
Final Status	:	The existing status of the Cheque is displayed – Printed / Cancelled / etc.

After the necessary modifications has been done click on the 'Save' button. If the modifications as made is valid and without any system violation, the same is recorded.

F. Print EMI Cheques

Common features of Bulk Printing

EMI Cheques is part of the Bulk Printing in i-CHEQUE. Once the cheque data is set up from any of the Bulk Printing module, this data is transferred into a printing queue. This concept enables printing in multiple cheque books by selecting it one after the other till such time the all cheques in the queue is printed. Even if one exits from the module, the queue remains in place and whenever, next one enters into the same module, either he continues with the printing of cheques that is in the queue or empties the queue for the next set of cheque printing.

It is to be noted that once data is transferred to the printing queue, it cannot be modified. In case of any changes are to be made, once will have to empty the queue and re-create the printing queue.

Using this module you can print EMI cheques together. Select <Print EMI Cheques> from the <Cheques> Menu and you will get the following screen:

i-CHEQUE - [Printing of EMI Cheques]		
🦞 Setup Cheques <u>R</u> eports Utilities Exit		_ 8
EMI Cheques	Print EMI Cheques	Step 1 of 3
Purpose of EMI Payment (Remarks)	Purchased of "BOLERO" from Jindal Motors	
Select Account Holder		
Installment Amount 18,600.	0 No. of Cheques 20 Start Date 08/10/2012 DD/MM/YYYY Interval Monthly	~
Payee Name JINDAL MOTOR	S V A/c Payee	
	Distaliment Amount 18.600.00 No. of Cheques 20 Start Date 00/10/2012 DJ/101/YTYY Interval Monthly v Payee Name JNDAL MOTORS Image: Compare the compared of the compared	
Empty Queue	Next Exit	
ttp://www.icheque.instainfotech.com/ i	heque@instainfotech.com Helpline : +91-9674678287	

Enter the basic information pertaining to EMI details on the self explanatory fields on the interface. Once done, click on 'Next ' button for the subsequent step.

On the next screen, select the Bank Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book). The grid appears with auto generation of EMI cheque as per the following screen:

Setup Cheques	<u>R</u> eports U	/tilities E <u>x</u> it		- 1
Print Mode		Print	EMI Cheques	Step 2 of 3
Γ		Purpose of EMI Payment : Purchased o	f "BOLERO" from Jindal Motors	View
	Cheques for	r Printing 20 Already Printe	d 0 In Queue 20	Design
Select /	ccount INST/	A - HSBC - 05387000516 - JPN		List of Previous Cheques
Select Cheque	Book ID 3256	.54 - 08/10/2012 ¥ 44 cheque available		
Γ	Cheque No.	Payee Name	Cheque Amount Cheque Date Remarks	
-	325660	JINDAL MOTORS	18,600.00 08/10/2012	
-	325661	JINDAL MOTORS	18,600.00 08/11/2012	
-	325662	JINDAL MOTORS	18,600.00 08/12/2012	
-	325663	JINDAL MOTORS	18,600.00 08/01/2013	
-	325664	JINDAL MOTORS	18,600.00 08/02/2013	
_	325665	JINDAL MOTORS	18,600.00 08/03/2013	
	325666	JINDAL MOTORS	18,600.00 08/04/2013	
	325667	JINDAL MOTORS	18,600.00 08/05/2013	
	325668	JINDAL MOTORS	18,600.00 08/06/2013	
	325669	JINDAL MOTORS	18,600.00 08/07/2013	
	325670	JINDAL MOTORS	18,600.00 08/08/2013	
	325671	JINDAL MOTORS	18,600.00 08/09/2013	
	325672	JINDAL MOTORS	18,600.00 08/10/2013	
	325673	JINDAL MOTORS	18,600.00 08/11/2013	
	325674	JINDAL MOTORS	18,600.00 08/12/2013	
	325675	JINDAL MOTORS	18,600.00 08/01/2014	
_	325676	JINDAL MOTORS	18,600.00 08/02/2014	
_	325677	JINDAL MOTORS	18,600.00 08/03/2014	
_	325678	JINDAL MOTORS	18,600.00 08/04/2014	
-	325679	JINDAL MOTORS	18,600.00 08/05/2014]
N	o. of Cheque(s) : 20 Total Value : 372,000.00		
	Print Previe	ew Pr	int Cheques <u>B</u> ack <u>C</u> ancel	Exit

The number of grid rows in the grid is limited to the least of the following:

- available number of cheque leaves on the cheque book
- the total number of EMI cheques to be printed
- total number of grid rows as set up in the menu Utilities Preferences

The grid contains the following columns:

Cheque No.	:	The Cheque No. is already displayed. It is recommended to physically verify its presence in the Cheque Book before proceeding further.
Payee Name	:	The name of the Payee is displayed here.
Cheque Amount	:	The EMI amount as specified is displayed here.
Cheque Date	:	The Cheque Date in each grid row is automatically computed as per the EMI frequency and displayed. Say for monthly cheques, the dates increment by one month for each row.
Remarks	:	This field is optional to record any remarks against the cheque for future reference.

Now you are all set to print the cheques.

Other features & options

List of Previous Cheques – By clicking one can view the previously issued cheques from this account

<u>View Cheque Design</u> – One can click on the button to check if the correct design has been mapped to the Cheque Book. There is also an option to test print to check out the print parameters.

<u>Calculator</u> – Click on the icon, in case for any help in arithmetical calculations

<u>Totals</u> – Below the grid you are provided the totals of the Cheques and Amount columns for reference and cross-checking if required.

The bottom of the screen has buttons which are explained in details below:

- Print Preview : Click on this to preview the cheque details that have been super-imposed on the scanned cheque image. It will give you a fair idea as to how the printed cheque will appear. However, it should be noted that minor difference is possible. The display window has scroll buttons to view cheques one by one with options to move right to top or the last cheque.
- Print Cheques : Place the Cheque leaves on the printer in the correct order and direction and click on this button. After confirming in the subsequent dialogue box, the cheques are printed.
- Back : On clicking this, the control is shifted to the summary of the print queue.
- Cancel : After selecting information on the header, the information on the grid is displayed pertaining to the selected Cheque Book. Click on 'Cancel' which will again allow you to select the Account, Cheque Book, etc.
- Exit : The control is shifted to the main screen of the software.

It is important to note that in case data is present in the print queue, even on exiting, the queue still remains. Next time you get into this module, you will have the option to either complete printing the cheques or to empty the queue before proceeding.

Verification & Confirmation of proper printing of Cheques

After the 'Print Cheque' command is given, subsequently, in the next interface screen a grid appears containing the cheque nos. used for printing with corresponding details as provided in the previous screen. This interface is illustrated below:

Confirm Mo	de		Print EMI	Cheques			St	ep 2 of 2
		Purpose of EMI Payment :	Purchased of "BO	ERO" from Jir	idal Motors			
	Cheques fo	r Printing 20 A	Iready Printed	0	In Queue	20		
Account	INSTA - HSBC -	05387000516 - JPN				Cheque Book	D 325654 - 08/	10/2012
[Verify each printed c	heques and accor	dingly confirm	Printing Status	on the grid below.		
						D : 1 01 1 00		
	Cheque No.	Payee Name	CI CI	eque Amount	Cheque Date	Print Status ??		
	325660	JINDAL MOTORS		18,600.00	08/10/2012	Printed Printed	~	
	325662			18,600.00	08/11/2012	Printed		
	325663			18,600.00	08/01/2013	Printed		
	325664			18,600.00	08/02/2013	Printed		
	325665			18,600.00	08/03/2013	Printed		
	325666	JINDAL MOTORS		18,600.00	08/04/2013	Printed		
	325667	JINDAL MOTORS		18.600.00	08/05/2013	Printed		
	325668	JINDAL MOTORS		18,600.00	08/06/2013	Printed		
	325669	JINDAL MOTORS		18,600.00	08/07/2013	Printed		
	325670	JINDAL MOTORS		18,600.00	08/08/2013	Printed		
	325671	JINDAL MOTORS		18,600.00	08/09/2013	Printed		
	325672	JINDAL MOTORS		18,600.00	08/10/2013	Printed		
	325673	JINDAL MOTORS		18,600.00	08/11/2013	Printed		
	325674	JINDAL MOTORS		18,600.00	08/12/2013	Printed		
	325675	JINDAL MOTORS		18,600.00	08/01/2014	Printed		
	325676	JINDAL MOTORS		18,600.00	08/02/2014	Printed		
	325677	JINDAL MOTORS		18,600.00	08/03/2014	Printed		
	325678	JINDAL MOTORS		18,600.00	08/04/2014	Printed		
	325679	JINDAL MOTORS		18,600.00	08/05/2014	Printed		
	Total	Cheques: 20 Nos. P	rinted : 20	Dama	ged: 0	Not Printed :	0	
			Confirm	8. Evit				

For each Cheque on the grid – there are three possibilities:

- Cheque is printed successfully
- Cheque is damaged while printed
- Cheque has not been printed at all

You will need to accordingly specify under the column 'Print Status' one of the above. By default 'Printed' is selected assuming that in most cases cheques will be print successfully. After confirming for all cheques, click on 'Confirm & Exit'. If cheques are still present in the queue, you are again back to the previous screen for continue printing of the pending cheques in the same way.

The system handling of the three possibilities as mentioned above is briefly explained below:

Printed – The cheque is printed correctly and data is recorded

Damaged – The cheque could not be printed properly and the cheque leave is damaged and is not good for re-use. The system will accordingly not record the data for the cheque but would mark the cheque leaf as damaged and will not show on the grid y for preparation of subsequent cheques. In other words, status of damaged cheques is equivalent to cancelled cheques.

Not Printed – For some reason, the cheque did not print or got printed in a different paper or for any other reason the cheque leaves were not used, in such a case, one should mark it as ' Not Printed' which will not record the cheque information and at the same time the cheque leave will be available for future printing.

G. Batch Printing

This is also part of the Bulk Printing process. The common features will apply to this which has been explained under EMI Cheque Printing.

Using this module you can do Batch Printing of cheques. The batches are defined through Setup – Payee Batch. Select <Batch Printing> from the <Cheques> Menu and you will get the following screen:

i-CHEQUE - [Batch Printing]			
ed Setup Cheques <u>R</u> eports Utilities Ex	,it		- 8 ×
Batch Mode	Batch Printing		Step 1 of 3
Select Batch SAL	ARY PAYMENT INSTA INFOTECH PVT. LTD.	Load Batch to Queue]
Total Records	Deleted Cheques for Records Printing	Already Printed In Queue	
4	0 4	0 4	
Payee Name		Cheque Amount Status Delete	
SUNITA SHAH		19,000.00	
NAWAB AHMED RAJEEB PRASA	D SINGH	27,000.00	
		201000100	
		Total Value : 90,000.00	
Empty Queue	Next	Exit	
http://www.icheque.instainfotech.com/	icheque@instainfotech.com	Helpline : +91-9674678287	

First you will need to Select Batch from the list of batches and click on the button 'Load Batch to Queue'. This module can be used only after you have created at least one batch with payees defined under it.

The payees under the selected batch are displayed in the grid. You have the option to change the Cheque Amount and also mark for deletion any particular row for which cheque printing is not required. Please ensure that all Cheque Amounts has a positive value that is not marked as deleted. Before proceeding to the next screen, please ensure that you have properly checked the Payees and the corresponding Cheque Amounts as these cannot be altered in the subsequent steps.

The 'Status' column by default is empty. If part of the batch has already been printed, the 'Status' column for the relevant rows will display 'Printed'. This would imply that the rest is still in queue for printing.

Once you are ready, click on the button 'Next' and the next screen appears as under:

i-CHEQUE - [Batch Printing] Setup Cheques <u>R</u> eports Utilities E <u>v</u> it		_ 7
Print Mode	Batch Printing	Step 2 of 3
Cheques for Printing 4	tatch : SALARY PAYMENT Already Printed 0 In Queue 4	View Cheque Design
Select Account INSTA - HSBC - 05387000516 - JPN	✓ L	ist of Previous 20 Cheques
Select Cheque Book ID 325654 - 08/10/2012 V 24 cheque available	Default Cheque Date 08/10/2012 DD/	nn/yyyy
Cheque No. Payee Name	Cheque Amount Cheque Date Remarks A	/c Payee
325681 ADITYA SARAF	15,000.00 08/10/2012 V	
325682 NAWAB AHMED 325683 RAJEER DRASAD SINGH	27,000.00 08/10/2012 V	
No. of Cheque(s) : 4 Total Value : 90,000.00 Print Preview	Print Cheques Back Cancel	Exit
the dame instainfortech cond lichemediastainfortech	com	

Select the Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book) against which the cheques need to be printed. The Default Date for Cheques is taken in as the current date which can be modified.

The number of grid rows in the grid is limited to the least of the following:

- available number of cheque leaves on the cheque book
- the total number of cheques to be printed for the Batch
- total number of grid rows as set up in the menu Utilities Preferences

The grid contains the following columns:

Cheque No.	:	The Cheque No. is already displayed. It is recommended to physically verify its presence in the Cheque Book before proceeding further.
Payee Name	:	The name of the Payees as carried forward from the previous screen is displayed here.
Cheque Amount	:	The amounts as specified for each payee is carried forward here and displayed.
Cheque Date	:	This is the default date value as specified above the grid. The cursor does not wait here. In case you want to change the date, take the cursor on the cell and click to make changes.
Remarks	:	This field is optional to record any remarks against the cheque for future reference.

A/c Payee
 This is the Account Payee flag which if checked will accordingly print on the cheque. In case you wish to remove this, click on the cell and remove it. If you wish to permanently remove this status for a Payee, it can be done from the menu option Setup – Payee Details.

Now you are all set to print the cheques.

Other features & options:

<u>List of Previous Cheques</u> – By clicking one can view the previously issued cheques from this account

<u>View Cheque Design</u> – One can click on the button to check if the correct design has been mapped to the Cheque Book. There is also an option to test print to check out the print parameters.

<u>Calculator</u> – Click on the icon, in case for any help in arithmetical calculations

<u>Totals</u> – Below the grid you are provided the totals of the Cheques and Amount columns for reference and cross-checking if required.

The bottom of the screen has buttons which are explained in details below:

- Print Preview : Click on this to preview the cheque details that have been super-imposed on the scanned cheque image. It will give you a fair idea as to how the printed cheque will appear. However, it should be noted that minor difference is possible. The display window has scroll buttons to view cheques one by one with options to move right to top or the last cheque.
- Print Cheques : Place the Cheque leaves on the printer in the correct order and direction and click on this button. After confirming in the subsequent dialogue box, the cheques are printed.
- Back : On clicking this, the control is shifted to the summary of the print queue.
- Cancel : After selecting information on the header, the information on the grid is displayed pertaining to the selected Cheque Book. Click on 'Cancel' which will again allow you to select the Account, Cheque Book, etc.
- Exit : The control is shifted to the main screen of the software.

It is important to note that in case data is present in the print queue, even on exiting, the queue still remains. Next time you get into this module, you will have the option to either complete printing the cheques or to empty the queue before proceeding. Cheques that have already been printed will be shown as 'Printed' in the Status column of the grid.

Verification & Confirmation of proper printing of Cheques

After the 'Print Cheque' command is given, subsequently, in the next interface screen a grid appears containing the cheque nos. used for printing with corresponding details as provided in the previous screen. This interface is illustrated below:

i-CHEQUE - [Batch	Printing]			-0
Setup Cheques	: <u>R</u> eports Utilities E <u>x</u> it			_ 6'
Confirm Mode Batch Printing Step 2 of 2 Image: Cheques for Printing 4 Aready Printed 0 In Oueue 4 Account [NSTA - HSBC - 05387000516 - JPN Cheque Book ID 225654 - 08/10/2012 Verify each printed cheques and accordingly confirm Printing Status on the grid below. Verify each printed cheques and accordingly confirm Printing Status ?? 1 325680 SUNTA SHAH 19,000.00 08/10/2012 Printed Y 325681 ADITYA SARAF 15,000.00 08/10/2012 Printed Y 325682 NAWAB AHMED 27,000.00 08/10/2012 Printed Y 325683 RAJEEB PRASAD SINGH 29,000.00 08/10/2012 Printed Y				
	Cheques for Pri	Batch : SA nting 4 Already	L <u>ARY PAYMENT</u> Printed 0 In Queue 4	
Account //	NSTA - HSBC - 05387000516	JPN	Cheque Book I	D 325654 - 08/10/2012
		Verify each printed cheques and ac	cordingly confirm Printing Status on the grid below.	
	Cheque No. Payee Name 325680 SUNITA SHAF	1	Cheque Amount Cheque Date Print Status ?? 19,000.00 08/10/2012 Printed Printed	×
	325681 ADITYA SARA 325682 NAWAB AHM	IF FD	15,000.00 08/10/2012 Printed	
	325683 RAJEEB PRA	SAD SINGH	29,000.00 08/10/2012 Printed	
		Total Cheques :	4 Nos. Printed: Damaged: Not Printe	d: 0
		Conf	irm & Exit	
tp://www.icheque.	instainfotech.com/	icheque@instainfotech.com	Helpline : +91-9674678287	

For each Cheque on the grid – there are three possibilities:

- Cheque is printed successfully
- Cheque is damaged while printed
- Cheque has not been printed at all

You will need to accordingly specify under the column 'Print Status' one of the above. By default 'Printed' is selected assuming that in most cases cheques will be print successfully. After confirming for all cheques, click on 'Confirm & Exit'. If cheques are still present in the queue, you are again back to the previous screen for continue printing of the pending cheques in the same way.

The system handling of the three possibilities as mentioned above is briefly explained below:

Printed – The cheque is printed correctly and data is recorded

Damaged – The cheque could not be printed properly and the cheque leave is damaged and is not good for re-use. The system will accordingly not record the

data for the cheque but would mark the cheque leaf as damaged and will not show on the grid y for preparation of subsequent cheques. In other words, status of damaged cheques is equivalent to cancelled cheques.

Not Printed – For some reason, the cheque did not print or got printed in a different paper or for any other reason the cheque leaves were not used, in such a case, one should mark it as ' Not Printed' which will not record the cheque information and at the same time the cheque leave will be available for future printing.

H. Excel Bulk Printing

This is also part of the Bulk Printing process. The common features will apply to this which has been explained under EMI Cheque Printing.

Using this module you can import data from an Excel sheet for bulk printing of cheques. Select <Excel Bulk Printing> from the <Cheques> Menu and you will get the following screen:

Import from Excel		Excel Bulk Printing			Step 1 of 3
	multipline Deserved	7	[
List Description	ommission Payment for e.a. Dividend Cheques for 2010-11)	Select Account Holde	INSTA INFOTECH PV	T. LTD.	×
Select Excel File E:	PAYEE LIST.XLS				
Cot Freedories at sector	_				
Get Excel file structu					Import Excel File
	Total	Already			
	Records	Printed		In Queue	
	37	0	Γ	37	
	Pavee Name		Cheque Amount	Status	
	M K MAITY & ASSOCIATES		13.464.55		
	VISA STEEL LIMITED		297.22		
	SUR ENAMEL & STAMPING WORKS PRIVAT	re limited	2,167.25		
	B.P. JANA & ASSOCIATES		547.79		
	KHAITAN ELECTRONICS		1,327.00		
	D.N. BASU		297.75		
	SATI SARKAR		8,160.69		
	RAJGAON STONE COMPANY PVT LTD		618.00		
	KOLAY PROPERTIES PVT. LTD.		2,221.00		
	S. PANDEY & COMPANY		2,397.00		
	KHAITAN WIRE PRODUCTS PVT. LTD.		21,351.00		
	SUSHANTA DEBNATH		618.00		
	DESHMORH GOODS TRANSPORT AGENCY		2,221.00		
	HIMMAT LORRY SUPPLIER		1 332 00		
	TIWARI TRANSPORT CO.		5.801.00		
	MRTRADERS		618.00		
	SECURE MOBILE (INDIA)		1,562.00		
	SREEMATI GHOSE		618.00		
	SUNIL KUMAR BANERJEE		297.00		~
		Total	Value : 102,866.68		

Give a unique name for the List to be imported for reference in the field labeled 'List Description'. You will need to browse and select the Excel file from the cheque printing data would be imported and click on the button 'Click on Excel file'. The number of records for import in a single print queue is limited to 100. The data in the Excel sheet must be provided in a structured format which can be downloaded by clicking on 'Get Excel file structure'.

After the import of data successfully, the payees with the corresponding amounts are displayed in the grid. You have the option to change the Cheque

Amount but ensure that it has a positive value. Before proceeding to the next screen, you should properly checked the Payees and the corresponding Cheque Amounts as these cannot be altered in the subsequent steps.

The 'Status' column by default is empty. If part of the data has already been printed, the 'Status' column for the relevant rows will display 'Printed'. This would imply that the rest is still in queue for printing.

Once you are ready, click on the button 'Next' and the next screen appears as under:

Print Mode		Excel	Bulk Printing				Step 2	of 3
		Cheques for Printing 37 Alread	y Printed	0 In C	ueue 37	7	View Cheque Design	
Select	Account	NSTA - HSBC - 05387000516 - JPN			~	List of Pre	evious 20 Chequ	ies (
Select Cheque	Book ID	325654 - 08/10/2012 🔽 20 cheque available	Defa	ult Cheque Dat	e 09/10/2012	DD/MM/YYYY	7	
]	Cheque	No. Payee Name	Cheque Amount	Cheque Date	Remarks	A/c Payee		~
	32568	84 M K MAITY & ASSOCIATES	13.464.55	09/10/2012		1	New Pavee	ī .
	32568	85 VISA STEEL LIMITED	297.22	09/10/2012		1		
	32568	86 SUR ENAMEL & STAMPING WORKS PRIVATE LIM	2,167.25	09/10/2012		1	New Payee	
	32568	87 B.P. JANA & ASSOCIATES	547.79	09/10/2012		4	New Payee	
	32568	88 KHAITAN ELECTRONICS	1,327.00	09/10/2012		1		
	32568	89 D.N. BASU	297.75	09/10/2012		4	New Payee	
	32569	90 SATI SARKAR	8,160.69	09/10/2012		1	New Pavee	
	32569	91 RAJGAON STONE COMPANY PVT LTD	618.00	09/10/2012		1	New Pavee	
	32569	92 KOLAY PROPERTIES PVT. LTD.	2.221.00	09/10/2012		1	New Pavee	
	32569	93 S. PANDEY & COMPANY	2.397.00	09/10/2012		1	New Pavee	
i i	32569	94 KHAITAN WIRE PRODUCTS PVT. LTD.	21,351.00	09/10/2012		1	New Pavee	
	32569	95 SUSHANTA DEBNATH	618.00	09/10/2012		1	New Pavee	
ŀ	32569	96 DESHMUKH GOODS TRANSPORT AGENCY	2.221.00	09/10/2012		1		
	32569	97 RAMESH KUMAR SARAF	673.00	09/10/2012		1	New Pavee	
	32569	98 HIMMAT LORRY SUPPLIER	1,332.00	09/10/2012		1	New Payee	
	32569	99 TIWARI TRANSPORT CO.	5.801.00	09/10/2012		1	New Pavee	
	32570	00 M R TRADERS	618.00	09/10/2012		1	New Payee	
	32570	01 SECURE MOBILE (INDIA)	1.562.00	09/10/2012		1	New Pavee	
	32570	02 SREEMATI GHOSE	618.00	09/10/2012		1	New Pavee	
·	32570	03 SUNIL KUMAR BANERJEE	297.00	09/10/2012		1	New Pavee	~
h	lo. of Cheq	ue(s) : 20 Total Value : 66,589.25						

Select the Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book) against which the cheques need to be printed. The Default Date for Cheques is taken in as the current date which can be modified.

The number of grid rows in the grid is limited to the least of the following:

- available number of cheque leaves on the cheque book
- the total number of cheques to be printed for the Batch
- total number of grid rows as set up in the menu Utilities Preferences

The grid contains the following columns:

- Cheque No. : The Cheque No. is already displayed. It is recommended to physically verify its presence in the Cheque Book before proceeding further.
- Payee Name : The name of the Payees as carried forward from the previous screen is displayed here.

Cheque Amount : The amounts as specified for each payee is carried forward here and displayed.
Cheque Date : This is the default date value as specified above the grid. The cursor does not wait here. In case you want to change the date, take the cursor on the cell and click to make changes.
Remarks : This field is optional to record any remarks against the cheque for future reference.
A/c Payee : This is the Account Payee flag which if checked will accordingly print on the cheque. In case you wish to remove this, click on the cell and remove it. If you wish to permanently remove this status for a Payee, it can be done from the menu option Setup – Payee Details.

Now you are all set to print the cheques.

Other features & options:

<u>List of Previous Cheques</u> – By clicking one can view the previously issued cheques from this account

<u>View Cheque Design</u> – One can click on the button to check if the correct design has been mapped to the Cheque Book. There is also an option to test print to check out the print parameters.

<u>Calculator</u> – Click on the icon, in case for any help in arithmetical calculations

<u>Totals</u> – Below the grid you are provided the totals of the Cheques and Amount columns for reference and cross-checking if required.

The bottom of the screen has buttons which are explained in details below:

- Print Preview : Click on this to preview the cheque details that have been super-imposed on the scanned cheque image. It will give you a fair idea as to how the printed cheque will appear. However, it should be noted that minor difference is possible. The display window has scroll buttons to view cheques one by one with options to move right to top or the last cheque.
- Print Cheques : Place the Cheque leaves on the printer in the correct order and direction and click on this button. After confirming in the subsequent dialogue box, the cheques are printed.
- Back : On clicking this, the control is shifted to the summary of the print queue.

Cancel	:	After selecting information on the header, the information on
		the grid is displayed pertaining to the selected Cheque Book.
		Click on 'Cancel' which will again allow you to select the
		Account, Cheque Book, etc.

Exit : The control is shifted to the main screen of the software.

It is important to note that in case data is present in the print queue, even on exiting, the queue still remains. Next time you get into this module, you will have the option to either complete printing the cheques or to empty the queue before proceeding. Cheques that have already been printed will be shown as 'Printed' in the Status column of the grid.

Verification & Confirmation of proper printing of Cheques

After the 'Print Cheque' command is given, subsequently, in the next interface screen a grid appears containing the cheque nos. used for printing with corresponding details as provided in the previous screen. This interface is illustrated below:

				_		
Confirm Mod	8	Excel B	ulk Printing			Step 2 of 2
Cheques for Printing 37 Already Printed 0 In Oueue 37						
Account IN	STA - HSBC - (05387000516 - JPN			Cheque Book ID	325654 - 08/10/2012
		Varify each printed charges and a	cordinaly confirm F	Printing Status	on the grid helow	
		verny each printed cheques and ac	containingly containin	Thing Status	on alle gria below.	
Г	Cheque No.	Pavee Name	Cheque Amount C	heque Date	Print Status ??	~
-	325684	M K MAITY & ASSOCIATES	13,464.55	09/10/2012	Printed Printed	V II
1	325685	VISA STEEL LIMITED	297.22	09/10/2012	Printed	
	325686	SUR ENAMEL & STAMPING WORKS PRIVATE LIM	2,167.25	09/10/2012	Printed	
	325687	B.P. JANA & ASSOCIATES	547.79	09/10/2012	Printed	
	325688	KHAITAN ELECTRONICS	1,327.00	09/10/2012	Printed	
	325689	D.N. BASU	297.75	09/10/2012	Printed	
	325690	SATI SARKAR	8,160.69	09/10/2012	Printed	
	325691	RAJGAON STONE COMPANY PVT LTD	618.00	09/10/2012	Printed	
	325692	KOLAY PROPERTIES PVT. LTD.	2,221.00	09/10/2012	Printed	
	325693	S. PANDEY & COMPANY	2,397.00	09/10/2012	Printed	
	325694	KHAITAN WIRE PRODUCTS PVT. LTD.	21,351.00	09/10/2012	Printed	
	325695	SUSHANTA DEBNATH	618.00	09/10/2012	Printed	
	325696	DESHMUKH GOODS TRANSPORT AGENCY	2,221.00	09/10/2012	Printed	
	325697	RAMESH KUMAR SARAF	673.00	09/10/2012	Printed	
	325698	HIMMAT LORRY SUPPLIER	1,332.00	09/10/2012	Printed	
-	325699	TIWARI TRANSPORT CO.	5,801.00	09/10/2012	Printed	
	325700	M K TRADERS	618.00	09/10/2012	Printed	
-	325701	SECURE MOBILE (INDIA)	1,562.00	09/10/2012	Printed	
-	325702	SREEMATI GHOSE	618.00	09/10/2012	Printed	
L	325703	SUNIL KUMAR BANERJEE	297.00	09/10/2012	Printed	<u>×</u>
	Total Chee	ques : 20 Nos. Printed :	20 Dama	ged:	0 Not Printed :	0

For each Cheque on the grid – there are three possibilities:

- Cheque is printed successfully
- Cheque is damaged while printed
- Cheque has not been printed at all

You will need to accordingly specify under the column 'Print Status' one of the above. By default 'Printed' is selected assuming that in most cases cheques will be print successfully. After confirming for all cheques, click on 'Confirm & Exit'. If cheques are still present in the queue, you are again back to the previous screen for continue printing of the pending cheques in the same way.

The system handling of the three possibilities as mentioned above is briefly explained below:

Printed – The cheque is printed correctly and data is recorded

<u>Damaged</u> – The cheque could not be printed properly and the cheque leave is damaged and is not good for re-use. The system will accordingly not record the data for the cheque but would mark the cheque leaf as damaged and will not show on the grid for preparation of subsequent cheques. In other words, status of damaged cheques is equivalent to cancelled cheques.

<u>Not Printed</u> – For some reason, the cheque did not print or got printed in a different paper or for any other reason the cheque leaves were not used, in such a case, one should mark it as ' Not Printed' which will not record the cheque information and at the same time the cheque leave will be available for future printing.

I. Incomplete Cheque

Preparation

This module is activated only after opting for 'Incomplete Cheques' through Utilities – Preferences – Advanced.

Select <Incomplete Cheques - Preparation> from the <Cheques> Menu and you will get the following screen:

Pri	nt Mode		Inc	complete Cheq	ues			Step 1 of 3
s	elect Accoun	INSTA - HSBC - 05387000516 - J	PN				 List of 	Previous 20 Cheques
ect Cl	heque Book IE	325654 - 08/10/2012 💙 20 ch	eque available		View Cheque Design	 Printed 	O Manual	
Г	Cheque No.	Pavee Name	Cheque Amount	Not Above Amt	Cheque Date	Remarks	A/c Pavee	
-	325684		15.000.00	0				
-	325685		0.00	0				
-	325686		0.00	0				
-	325687		0.00	0				
	325688		0.00	0				
-	325689		0.00	0				
	325690		0.00	0				
	325691		0.00	0				
	325692		0.00	0				
	325693		0.00	0				
	325694		0.00	0				
	325695		0.00	0				
	325696		0.00	0				
_	325697		0.00	0				
	325698		0.00	0				
_	325699		0.00	0				
_	325700		0.00	0				
_	325701		0.00	0				
	325702		0.00	0				
	325703		0.00	0				
	No. of	f Cheque(s) : 1 Total Value : 15,00	00.00					

Select the Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book) against which the cheques need to be printed.

The number of grid rows in the grid is limited to the least of the following:

- available number of cheque leaves on the cheque book
- total number of grid rows as set up in the menu Utilities Preferences

This grid contains the following columns:

- Cheque No. : The Cheque No. is already displayed. It is recommended to physically verify its presence in the Cheque Book before proceeding further.
- Payee Name : The name of the Payee is to be entered here. As you type the Payee Name, the same may appear in the drop down for selection, in case cheque has been previously issued to them. For a new payee, you will have to type out the entire name.

Note: All Payee Names as recorded can be viewed under menu option Setup – Payee Details.

- Cheque Amount : Cheque amount is to be entered.
- Not Above Amt : This field is activated only of the Cheque amount is not entered. This amount is printed as 'Not Over' value for this entered amount.
- Cheque Date : Cheque Date is to be entered here.

Remarks	:	This field is optional to record any remarks against the cheque for future reference.
A/c Payee	:	This is the Account Payee flag which if checked will accordingly print on the cheque. In case you wish to remove this, click on the cell and remove it. It is important to note that whenever a new Payee is created it is assumed that it would be 'Account Payee'. In case you wish to permanently remove this status for a Payee, it can be done from the menu option Setup – Payee Details.
<blank column=""></blank>	:	Whenever a Payee is being issued the cheque for the first time using the system, this column displays 'New Payee' for your

For printing an incomplete cheque, one needs to provide data is at least one of the field – Payee Name, Amount (or Not Over Amount) and Cheque Date. Further out these data field data should be missing on at least one of them to make it an incomplete cheque.

reference.

Enter information for all the incomplete cheques that needs to be printed using the rows in the grid. Once done, you are now all set to print the cheques.

Other features & options:

<u>List of Previous Cheques</u> – By clicking one can view the previously issued cheques from this account

<u>View Cheque Design</u> – One can click on the button to check if the correct design has been mapped to the Cheque Book. There is also an option to test print to check out the print parameters.

<u>Calculator</u> – Click on the icon, in case for any help in arithmetical calculations

<u>Totals</u> – Below the grid you are provided the totals of the Cheques and Amount columns for reference and cross-checking if required.

The bottom of the screen has buttons which are explained in details below:

- Print Preview : Click on this to preview the cheque details that have been super-imposed on the scanned cheque image. It will give you a fair idea as to how the printed cheque will appear. However, it should be noted that minor difference is possible. The display window has scroll buttons to view cheques one by one with options to move right to top or the last cheque.
- Print Cheques : Place the Cheque leaves on the printer in the correct order and

	direction and click on this button. After confirming in the subsequent dialogue box, the cheques are printed.
Delete	: Select the row on the grid where cheque data has been inserted. Clicking on 'Delete' will remove the data from that row on the grid after seeking your confirmation.
Cancel	: After selecting information on the header, the information on the grid is displayed pertaining to the selected Cheque Book. The header information cannot be altered once the grid is displayed. Click on 'Cancel' which will again allow you to select the Account, Cheque Book, etc. In case of change in the Cheque Book, the system allows to carry forward the data in the grid (if any) to the altered grid for the new Cheque Book.
Exit	: The control is shifted to the main screen of the software.

Verification & Confirmation of proper printing of Cheques

After the 'Print Cheque' command is given, subsequently, in the next interface screen a grid appears containing only the cheque nos. used for printing with corresponding details as provided in the previous screen. This interface is illustrated below:

i-CHEQUE - [Incomple	ete Cheques]							(_ 7
🖳 Setup Cheques	<u>R</u> eports Utilities	E <u>x</u> it							- 8
Confirm Mode			Incomplete C	heques				Step 2 of 2	
[_	_		
Account INSTA	A - HSBC - 0538700051	6 - JPN				Cheque Be	ook ID 32	5654 - 08/10/2012	
		Verify each printed cheq	ues and according	yly confirm Printin	ng Status on the	e grid below.			
									_
Cheque No 325684	o. Payee Name		Cheque Amount 15.000.00	Not Above Amt 15.000	Cheque Date	Print Printed	Status ?? Printed	A/c Payee	
	1		,.				·····cu		
								-	
	I otal Cheques :	1 Nos. Prin	ted: 1	Damaged :	0	Not Printed	: [(
			<u>C</u> ont	irm & Exit					
ttp://www.icheque.im	stainfotech.com/	icheque@instainfot	ech.com	Helpl	ine : +91-96	74678287			

For each Cheque on the grid – there are three possibilities:

- Cheque is printed successfully
- Cheque is damaged while printed
- Cheque has not been printed at all

You will need to accordingly specify under the column 'Print Status' one of the above. By default 'Printed' is selected assuming that in most cases cheques will be print successfully. After confirming for all cheques, click on 'Confirm & Exit'.

The system handling of the three possibilities as mentioned above is briefly explained below:

<u>Printed</u> – The cheque is printed correctly and data is recorded

Damaged – The cheque could not be printed properly and the cheque leave is damaged and is not good for re-use. The system will accordingly not record the data for the cheque but would mark the cheque leaf as damaged and will not show on the grid y for preparation of subsequent cheques. In other words, status of damaged cheques is equivalent to cancelled cheques.

Not Printed – For some reason, the cheque did not print or got printed in a different paper or for any other reason the cheque leaves were not used, in such a case, one should mark it as ' Not Printed' which will not record the cheque information and at the same time the cheque leave will be available for future printing.

Updation

Incomplete cheques prepared needs to be updated once the rest of the information is available. Through this module the 'Incomplete Cheques' are updated to make it into a regular cheque.

Select <Incomplete Cheques - Updation> from the <Cheques> Menu and you will get the following screen:

0000	Cheques	Reports	Ittilities	J Evit					
Ed	dit Mode	Reporto	otinitioo		Upo	date Incomplete Ch	eques		Step 1 of 1
		Eind Pre	ess Alt + F						
Che	eque No 🛛 A	Account			Payee Name		Cheque Amount	Not Above Amt Cheque Date	A/c Payee
► 32	25684 II	NSTA - HSBC -	05387000516	5 - JPN			15000.00	15000	
				For up	dating please sele	ect the record and doul	ole click / press <enter< td=""><td>• on the key board</td><td></td></enter<>	• on the key board	
				For up	dating please sele	ect the record and doub	ole click / press ≪Enter⊃	• on the key board	
		Account	INSTA - H	For up- SBC - 053870	dating please sele	ect the record and doub	ble click / press <enter2< th=""><th>> on the key board</th><th></th></enter2<>	> on the key board	
	Cheq	Account : ue Book Id :	INSTA - H 325654 -	For up SBC - 05387(08/10/2012	dating please sele	ect the record and dout	ole click / press <enter2< th=""><th>> on the key board</th><th></th></enter2<>	> on the key board	
	Cheq	Account : ue Book Id : nyee Name :	INSTA - H 325654 -	For up SBC - 05387(08/10/2012	dating please sele	ect the record and dout Cheque No. :	sle click / press <enters< th=""><th>> on the key board</th><th></th></enters<>	> on the key board	
	Cheq	Account : ue Book Id : nyee Name : Amount :	[INSTA - H 325654 -	For up SBC - 05387(08/10/2012 15000.00	dating please sele	ect the record and dou Cheque No. : Not Above Amt	sle click / press <enters 325684 • • • •</enters 	• on the key board	
	Cheq Pa Cl	Account : ue Book Id : ayee Name : Amount : heque Date	INSTA - H 325654 -	For up SBC - 05387/ 08/10/2012 15000.00 	dating please sele 2000516 - JPN 	ect the record and dou Cheque No. : Not Above Amt	sle click / press <enters 325684 : 15000</enters 	> on the key board ☐ A/c Payee Sa	ve Cancel
	Cheq Pa	Account : ue Book Id : nyee Name : Amount : heque Date :	INSTA - H 325654 - 	For up SBC - 05387/ 08/10/2012 15000.00 DD/MM	dating please sele	ect the record and dou Cheque No. : Not Above Amt	sle click / press <enters 325684 : 15000</enters 	> on the key board □ A/c Payee Sav	ve <u>C</u> ancel
	Cheq Pa Cl	Account : ue Book Id : nyee Name : Amount : heque Date :	[INSTA - H 325654 - 	For up SBC - 05387/ 08/10/2012 15000.00 _ DD/NM	dating please sele	Cheque No. : Not Above Amt	sle click / press <enters< td=""><td>> on the key board ☐ A/c Payee San</td><td>/e <u>C</u>ancel Exit</td></enters<>	> on the key board ☐ A/c Payee San	/e <u>C</u> ancel Exit

This contains the list of all incomplete cheques that need updation to make it into a complete cheque. Double click or select row and press <enter> on the cheque to be updated. On the bottom part of the screen the information about the cheque is populated. You are required to fill up the missing information and 'Save' the data. The incomplete cheque is now updated and the record is removed from the grid.

Section 5

Reports

Brief Synopsis

i-CHEQUE has an in-built comprehensive system for printing various General and Query reports. It generates reports for both on-screen viewing as well as printing hard copies serving multiple purposes such as record keeping, auditing, filtered queries, etc. The report interface is simple to use with convenient self-explanatory labels for understanding. Most of the reports have the facility for setting filters across Accounts Details, Cheques, Dates, etc.

The reports as generated and printed from the software are summarized as under:

Cheque Issue Register

This provides a list of all cheques issued and recorded in the system. One can print details of all cheques or only the summary for each Account Holder. Further, set date range and also set multiple filters such as Account Holder / Bank, Payee, etc. Report is sorted either on the Cheque Preparation Date or the Cheque Date.

Payee Cheque Issue Register

This a unique report wherein it provides all Cheque issues sorted and grouped on Payee Name. Through this report one can view payments to each Payee across all Account Holders. One can print details of all cheques or only the summary for each Payee. Further set date range and also set multiple filters such as Payee, Account Holder / Bank, etc. Report is sorted either on Cheque Date with each Payee Name.

Cheque Book Summary

i-CHEQUE keeps track of each Cheque Book in terms of issued, cancelled and unused cheques. Summary of all Cheque Books or only of the current ones can be viewed and keep track of the cheque leaf inventory that is on hand.

Cheque Book Details

This is a log report for each Cheque Book very similar to the way one records in the attached sheets provided by the bank. One can print detail for a particular Cheque Book or multiple Cheque Books as desired.

List of Cancelled Cheques

Through this report one can get a list of all cheques that has been cancelled or has been damaged while printing.

Bulk Cheque Printing

One can get a list of cheques printed through modules separately for EMI Cheques, Batch Printing and Excel Import. Report can be for all or selective Account Holders and can viewed in both detailed and summary modes.

Listing Report

These are simple listing reports for the following:

- Account Details: This provides a list of Account Holders and the corresponding Bank Accounts.
- Payee Details: This provides a list of Payee Names.
- Payee Batch: This provides a list of all Batches with corresponding Payee Names.

Query Report

This a powerful reporting tool which primarily has two query options. Firstly, provide a Cheque No. for query on it. Secondly, it has an open ended filtering system – wherein a report can be generated with filter options on Account Holders / Bank Accounts, Printed / Manual Cheques, Payee Name, Cheque Date / Entry Date, etc.

Exception Report

This reporting option contains the following:

Modification of Cheques Nos.: This lists out those cheques that has been modified through the menu Cheques – Modify Cheque No.

List of Not-Printed / Damaged Cheques: This lists all cheques that could not be printed or was damaged after the print command was given through the cheque printing options.

Cheques released for Re-use: This lists out all cheques that has been restored after was cancelled earlier

Incomplete / Updated Cheques – Issue Register

This module prints all cheques entered through the Incomplete Cheque module. It has options to print either the incomplete cheques or updated cheques or both together.

Section 6

Utilities

Tasks - Backup & Restore

Use this module for taking regular backup of your data. In the <Utilities> Menu, under <Tasks> select <Backup>. This will take you to the following interface:

i-CHEQUE - [Backup]		
Setup Cheques <u>R</u> eports Utiliti	ties E <u>x</u> rt	_ # X
View Mode	Backup	General Mode
	Date 09/10/2012 DDMMXXXX Time 10:52:59.0156250 bigmness	
Outpi	pate Folder C:Program Files'i-CHEQUE	
Fi	File Name ChequePrinting-20121009-105259.MDB	
	Notes	
http://www.icheme.imetainfotach.cc	Backup Cancel	

Backup can be taken for the i-CHEQUE database or the Cheque images. Select the one that needs to be backup up.

Select the Output folder where you want your backup to be created and specify some textual note which will serve as a reference for the backup. Click on <Backup> button to create the backup file in the specified folder. This folder could be in the hard disk of system or any other external storage device. The name of the backup file is placed by default which contains the data and time stamp which is changeable by the user.

For restoration of backed up data, click on <Restore> under <Tasks> in the <Utilities> Menu. This restore will take you to following interface:



Here you have two options:

- Restore from Archive
- Restore from Specified Location

Each of the above is briefly explained below:

Restore from Archive: This will show you the chronological history of data backup taken along with the reference notes that was submitted through the Backup module. You can select a specified backup and click on <Restore> Button to restore the data.

Restore from Specified Location: You can also use this option to restore the data only if you know the file location and filename where the same has been stored. Once you browse the file and select <Restore> button your database file will be restored.

Note: It is very important to understand that restoration will overwrite the existing data and as such the current database will be lost. Before restoration, it is advisable to backup the current data.

Optimize Database

It is a good practice to optimize your database for improved performance. This removes redundant spaces from the database.

In the <Utilities> Menu, under <Tasks> select <Optimize Database>. This will take you to the following interface:



You will be exited from the software for the optimization. Click on <Optimize> and your database will be automatically optimized.

Note: It is very important to understand that before optimization, it is advisable to take a backup of the current data and store it in a different location.

Print Setup

In the <Utilities> Menu, select <Print Setup>. This will take you to the following interface:

i-CHEQUE - [Print Setup]		
🧧 Setup Cheques <u>R</u> epo	orts Utilities E <u>x</u> it	_ & ×
Add Mode	Print Setup	General Mode
	Step 1 : Take a Print Click on the button alongside & take a print on A4 size paper.	
	Step 2: Choose an Option Select from the options below based on the Printout	
	Imsta Infotech Imsta Infotech 1 Imsta Infotech	
	3 Insta Infolech	
	5 Insta Infotech	
http://www.ichemus.instail	Save Exit	

Different printers types may require a different setup for smooth printing of cheques. To setup your printer, follow the instruction on the interface to take a print on a A4 sized paper. Based on the printout, you will need to select one of the six options. Your printer is now set.

Preferences

In the <Utilities> Menu, select <Preference>. This will take you to the following interface:

i-CHEQUE - [Preferences]	
🚽 Setup Cheques <u>R</u> eports Utilities E <u>x</u> it	_ # ×
Add Mode Preferences	General Mode
Cheque Entry Preferences Security Preferences Enter Amount Twice No (as a precaution) No. of Cheques to be Displayed 200 1 to 50 (default is 20) View previous Cheques 200 20 to 50 (default is 20) Payee Name format All Caps V	s ized are can
Cheque Printing Preferences Case in words field All Caps	Sample SIX HUNDRED TWENTY FIVE ONLY
Comma Separator in Amount Yes Precede ' ' in Amount Yes For Amount not having decimals, the figure should be terminated with " /- " Yes	Sample
Font Arial	Sample
	Advance Options
Advance Options Enable option print NOT OVER Yes Print for Only Incomp (This will be printed on cheques only after setting up the relevant Cheque Design Template.) <i>i-CHEQUE</i> has an option for printing incomplete cheques which can be later updated once the	Iete Cheques 💌
Restore Default Save Exit th://www.scherup.stainfotech.com/ icherup@instainfotech.com	

Through this module, one will be able to set up the printing of cheques and other parameters as per one's own preference. This covers the following:

Cheque Entry Preferences:

Enter Amount Twice	:	On selection in the Cheque entry grid the amount has to be entered twice to a cross-check for errors
No. of Cheques to be displayed	:	On the Cheque entry grid – the value here would be the number of cheques that be entered together. This is initially set to 20 and can be changed to a maximum of 50.
View previous Cheques	:	On the grid, one can view previously issued cheques. This is also set to 20 and can be changed to a maximum of 50.
Payee Name Format	:	One can select ALL CAPS – which implies that the Payee Name will always be stored in all capital letters.
Case in Words fields	:	The amount in words could be printed either in ALL CAPS or IN PROPER case as per one's preference
Comma Separater in	:	By selecting YES, the amount field will have comma

Amount		separaters.
Precede *** in Amount	;	By selecting YES, the amount will be preceded by ***. Example 3455.00 will be displayed as ***3455.00.
For Amount not having decimal, the figure should be terminated as '/-'	:	For amounts with nil paisa, one can opt to print either as 3455.00 or 3455/
Font, Font Size & Style	:	One can select the Font, Size and Style of printing on cheques as per one's preference and liking.
Password	:	As an option, one can set the password. Every time you start the software, you will get access only after providing the correct password credentials. This password may also be removed as and when required.

Advanced Options

This contains the following optional features:

Printing – 'NOT OVER Rs.' on cheques. If opted for, the Not Over amount will be rounded off to the following Rupee. Exmaple – Cheque Amount: 2344.45 Not Over Amount: 2345.00.

Printing of Incomplete Cheques – Only on selection of this feature, the software will permit printing of Incomplete Cheques (implies cheques without date or payee name or amount). This gets activated in Cheque menu. If this is opted for, then the other feature 'NOT OVER Rs' is automatically selected.

Update Now

From time to time software updates will be released on i-CHEQUE based on changes, user feedbacks and bug corrections, if any. The software can be updated both online (internet connection required) and offline.

For updating the software, click on <Update Now> under the <Utilities> Menu. This is an internet based automated system for updating the software wherein the latest version is checked for and if any new update is found, the software is instantly updated.

In the absence of the internet connection, you will need to download the update file from the website <u>www.icheque.instainfotech.com</u>. Please follow necessary instructions from the website for off-line updation.

Visit us at:

www.instainfotech.com



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