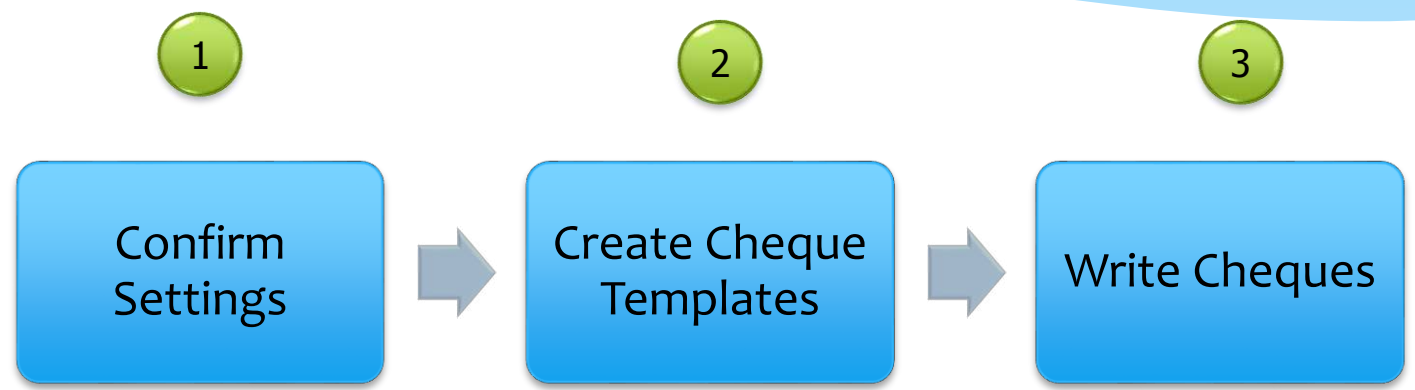




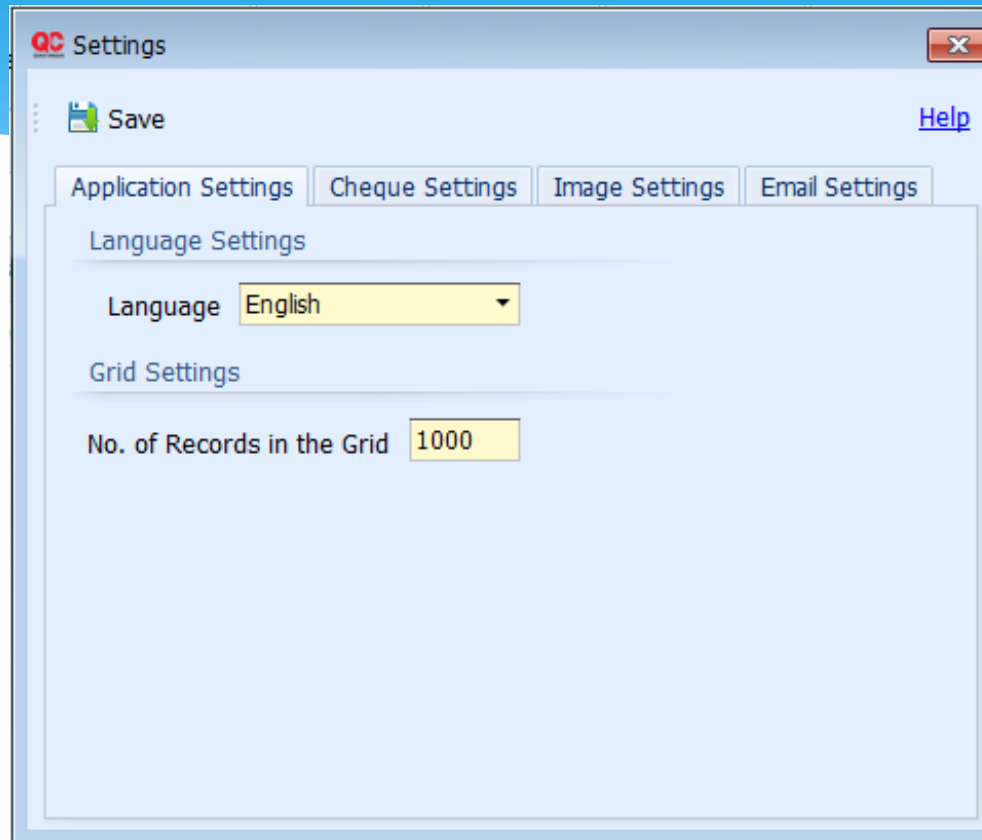
LETS GET STARTED...



Steps to Successful Cheque Printing



Step 1: Confirm Settings



Before beginning to use Quick Cheque you should confirm your settings information. You can set the application language, Currency, Cheque Settings, your company logo & your email settings etc. on this screen. Quick Cheque uses these settings on different screens in order to reduce the work of data entry. You can change these settings at any point in time depending on the requirements.



Step 2: Add a Cheque Template

QC Quick Cheque | Cheque Templates

Save Clear Test Print

How to measure a cheque? Help

Template Info Template Settings

Template Name

Bank Name Select a Bank

Prefix Suffix

Amount in Words

Amount in Figures

Cheque Image Select Reset Select Font

Cheque Size Cm H W

Units Centimeter

Language English

Words Length 60

A/C Payee Only

Date

Party Name

Amount in Words

Amount in Words 1

Amount in Figures

Label1

Label2

Signature

Defining proper cheque templates is key to great printing. We have defined over 80 cheque templates for you but **we strongly recommend to validate the measurements information against your physical cheque once before you start using the template against any of your cheque book**. For defining new cheque templates, enter the Template Name, select the Bank and enter the correct measurements for the various fields i.e. Party Name, Date, Amount in Words, Amount in Words1, Amount etc. in the given X and Y coordinates. Do so only after physically measuring these fields on an original cheque using a scale, it is important for the precise positioning of the fields.



Step 3: Issue Cheques

The screenshot shows the 'Quick Cheque | Cheques' window. At the top, there are buttons for 'Save & Print', 'Save', and 'Email', along with a 'Help' link. Below these are three tabs: 'Cheque Details', 'Other Details', and 'Invoice Details'. The 'Cheque Details' tab is active and contains the following fields:

- Cheque Template:** A dropdown menu with the text 'Select a Cheque Template'.
- Cheque #:** A text input field.
- Language:** A dropdown menu with 'English' selected.
- Voucher No:** A text input field.
- Party Name:** A dropdown menu.

Below these fields is a section titled 'Cheque' containing several checkboxes and input fields:

- A/C Payee Only** (with a text input field next to it)
- (with a dropdown menu and an 'A' button)
- 04-Aug-15** (with a calendar icon and an 'A' button)
- (with a dropdown menu and a text input field, and an 'A' button)
- NOT TO EXCEED** (with a text input field)
- VOID AFTER TWO MONTHS** (with a text input field)
- (with a text input field)

Now we are ready to issue cheques from Quick Cheque. Select the template that you intend to use from the drop down list. Enter the Cheque #, Voucher #, Amount, Issue Date, Select a Party & Beneficiary from the drop down list or simply type in a name, select the Printer, Printer properties (print the cheque in envelope mode, to avoid any tilting of the cheque) and font. Select if the cheque is A/C Pay cheque or Bearer and the cheque is ready to be printed. Place the Cheque in the selected printer and click the **Save and Print** button to issue and print the cheque.



Thanks for Watching...!!!

Email us : contact@quick-cheque.com

Request Support : <http://support.quick-cheque.com>

Visit our Website : www.quick-cheque.com

