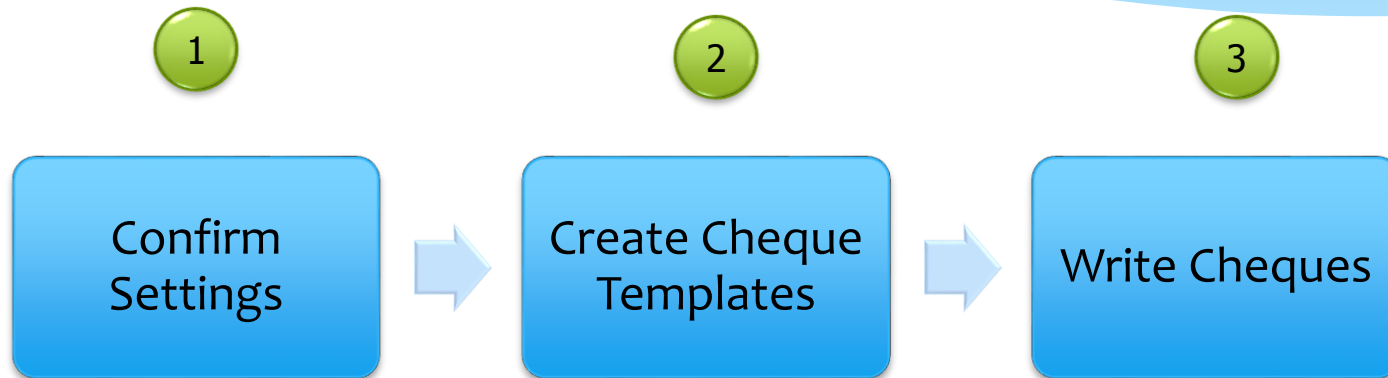


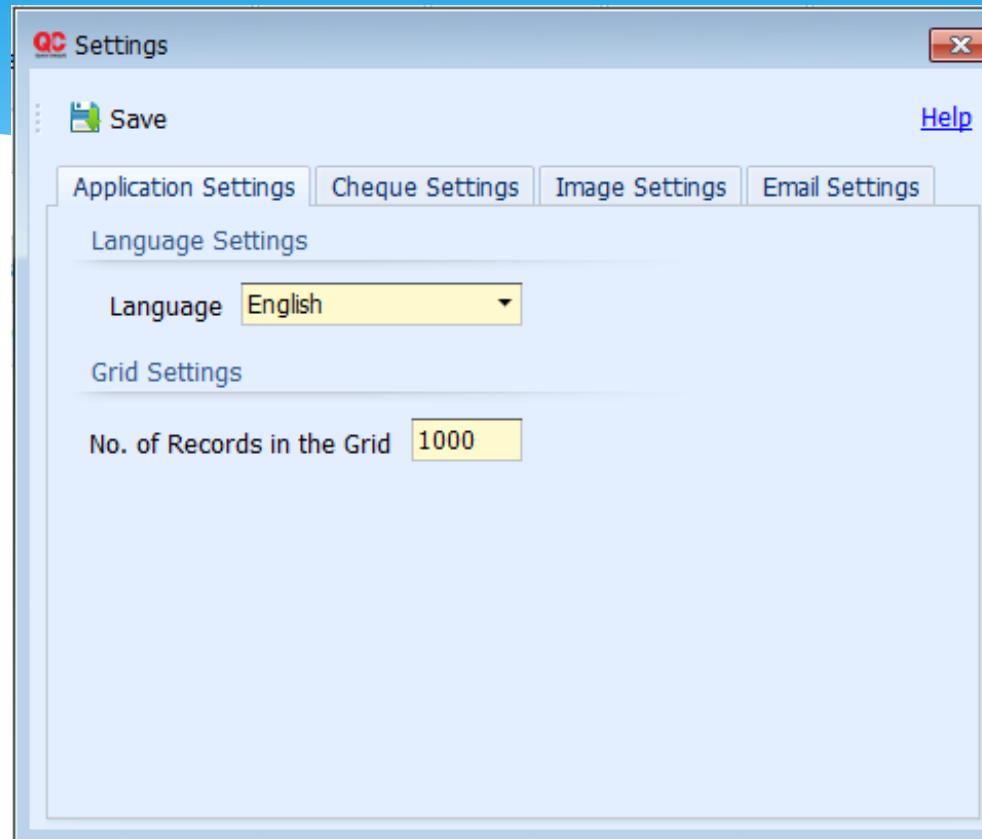


# LETS GET STARTED...

# 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

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' application window. At the top, there are buttons for 'Save & Print' (with a green checkmark), 'Save', and 'Email', along with a 'Help' link. Below these are three tabs: 'Cheque Details' (selected), 'Other Details', and 'Invoice Details'. The 'Cheque Details' tab contains several input fields: 'Cheque Template' (a dropdown menu showing 'Select a Cheque Template'), 'Cheque #' (a text field), 'Language' (a dropdown menu showing 'English'), 'Voucher No' (a text field), and 'Party Name' (a dropdown menu). Below these fields is a section titled 'Cheque' which contains several checkboxes and input fields: a checked checkbox for 'A/C Payee Only' with an adjacent text field; a checked checkbox next to a dropdown menu and a button labeled 'A'; a checked checkbox next to a date field showing '04-Aug-15' and a button labeled 'A'; a checked checkbox next to a dropdown menu and a text field, with a button labeled 'A' to its right; a checked checkbox for 'NOT TO EXCEED' with an adjacent text field; a checked checkbox for 'VOID AFTER TWO MONTHS' with an adjacent text field; and an unchecked checkbox.

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 : [info@chipincorp.com](mailto:info@chipincorp.com)  
Request Support : <http://support.chipincorp.com>  
Visit our Website : [www.quick-cheque.com](http://www.quick-cheque.com)