LETS GET STARTED...

Steps to Successful Cheque Printing

1 **2** **3** **4** **5** **6**
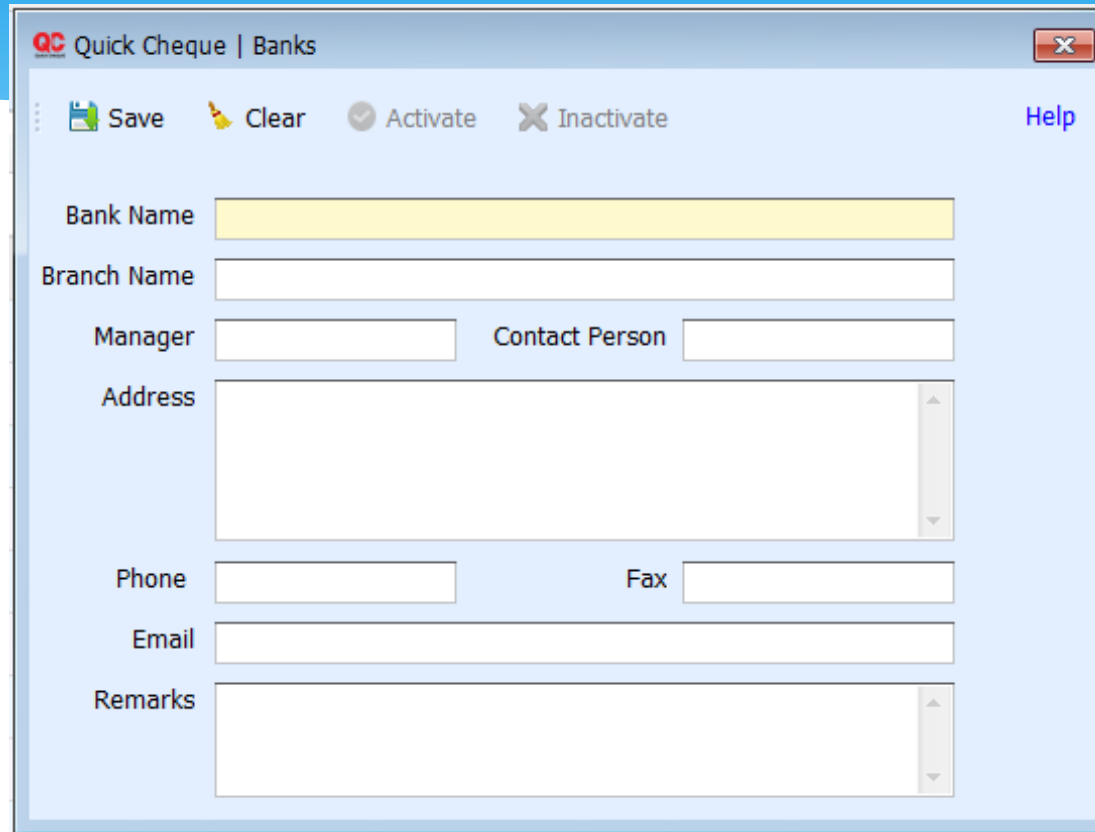
| Confirm Settings | → | Create Banks | → | Create Bank Accounts | → | Create Cheque Templates | → | Create Cheque Books | → | Write Cheques |

Step 1: Confirm Settings

QC Settings   ✖

💾 Save   Help

| Application Settings | Cheque Settings | Image Settings | Email Settings |

Language Settings

Language `English ▾`

Grid Settings

No. of Records in the Grid `1000`
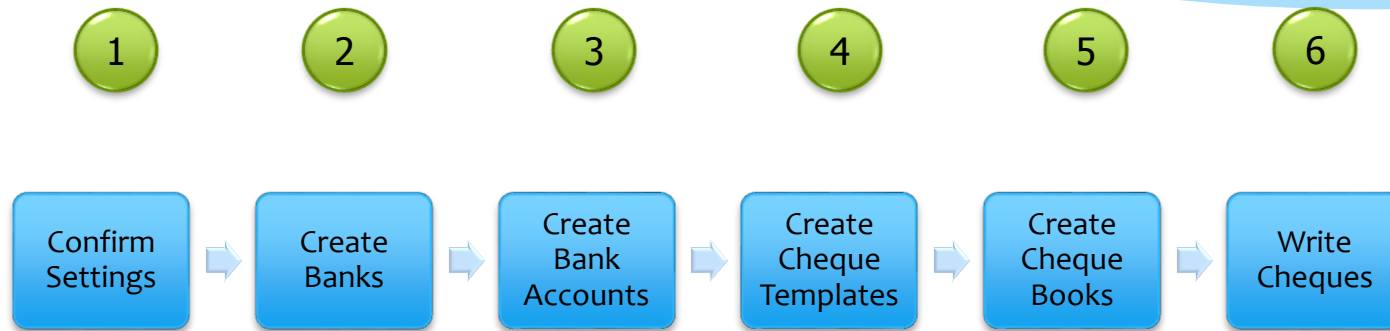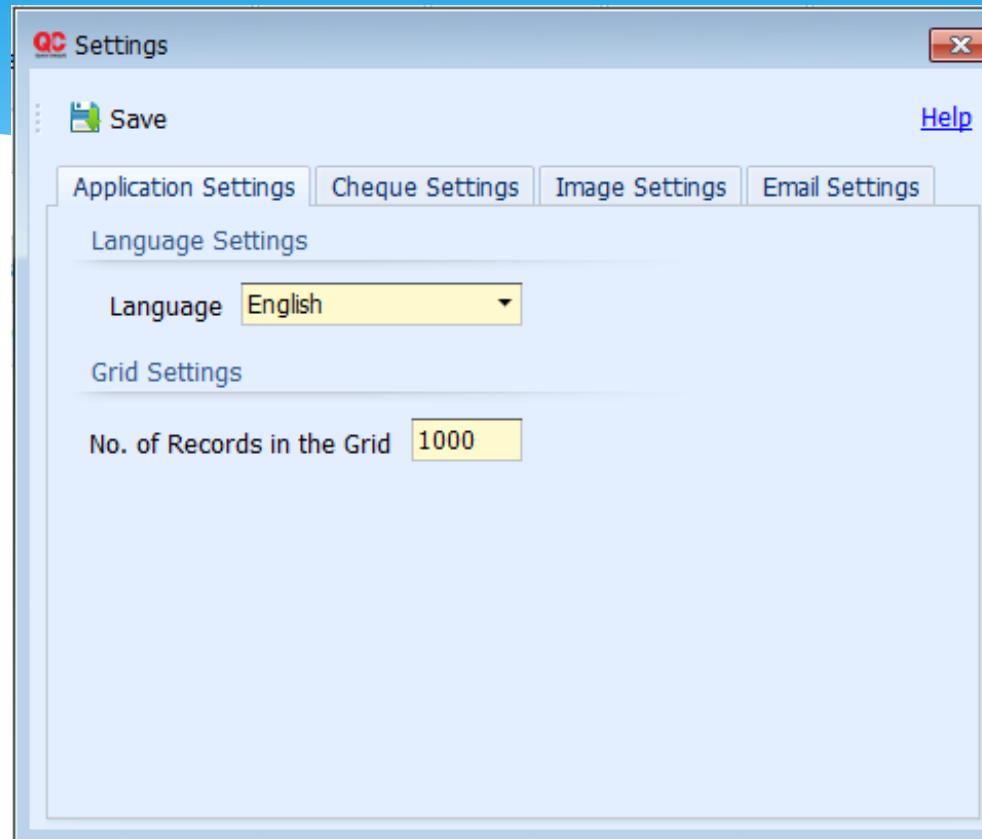
Before beginning to use Quick Cheque you should confirm your settings information. You can set the application language, Currency, Cheque Settings, your company logo & your email settings etc. on this screen. Quick Cheque uses these settings on different screens in order to reduce the work of data entry. You can change these settings at any point in time depending on the requirements.
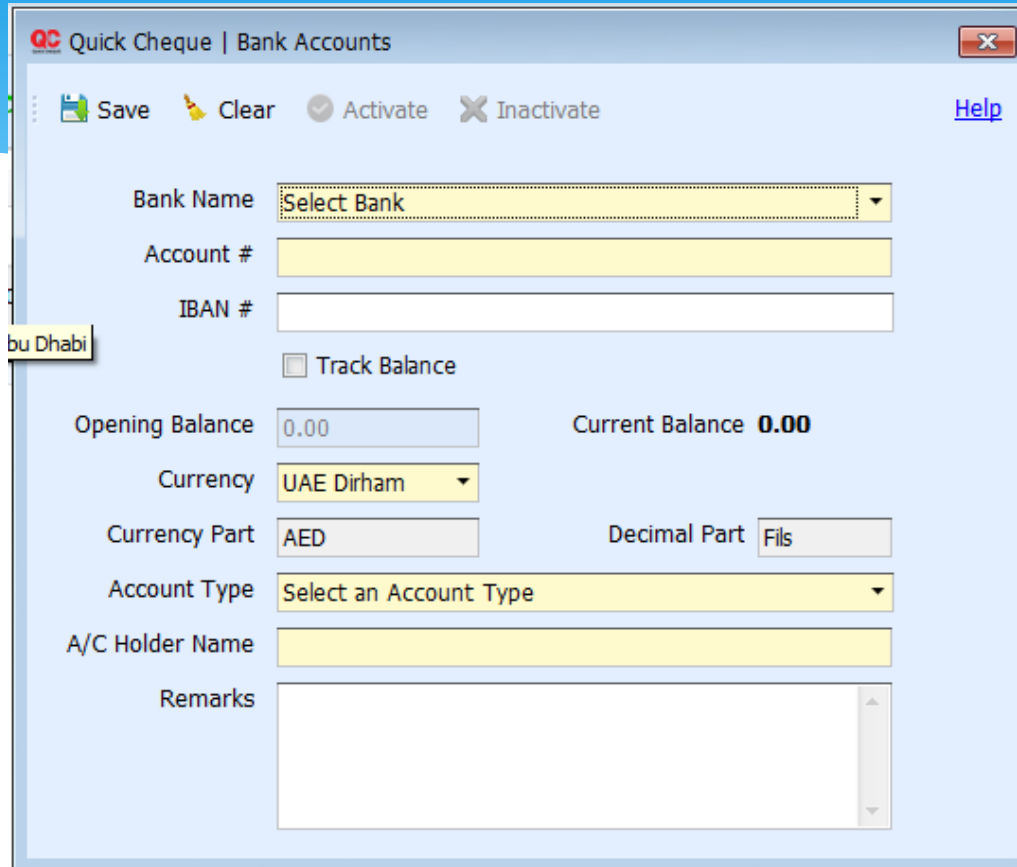
Step 2: Add a Bank

QC Quick Cheque | Banks

💾 Save   🧹 Clear   ⊘ Activate   ✖ Inactivate   Help

Bank Name

Branch Name

Manager   Contact Person

Address

Phone   Fax

Email

Remarks

To use Quick Cheque you need to define key masters such as Banks, Bank Accounts, Cheque Books, Cheque Templates and Parties. Adding a bank is the first step in setting up Quick Cheque. A Bank can be added by entering the details such as Bank Name, Branch Name, Manager, Contact Person, Address etc.

Step 3: Add a Bank Account

Quick Cheque | Bank Accounts

Save   Clear   Activate   Inactivate   Help

Bank Name   Select Bank

bu Dhabi

Account #

IBAN #

☐ Track Balance

Opening Balance   0.00   Current Balance **0.00**

Currency   UAE Dirham

Currency Part   AED   Decimal Part   Fils

Account Type   Select an Account Type

A/C Holder Name

Remarks

A Bank Account is linked to a Bank and can be added by entering the information in the corresponding fields such as Bank Name, Account No., IBAN No., Track Balance, Allow Negative Balance, Opening Balance, Account Type, A/C Holder Name etc.

Step 4: 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.

X

Quick Cheque | Cheque Books

💾 Save   🧹 Clear   ✓ Activate   ✖ Inactivate   [Help](#)

Cheque Book

Account #	Select the Account No. ▼	Bank Name	
Cheque Book #		A/C Holder Name	
Cheque Template	Select the Cheque Template ▼	Remind me before	___ Cheques
First No.	___ No. of Cheques ___	Last No. ___	Issue Date 04-Aug-15 ▦▼
Remarks			

Statistics

Used	___	Remaining Cheques ___	Last Cheque # ___
Cancelled	___	Returned ___	Stopped Payment ___

Select the values for Account No., the corresponding details for the Bank, A/C Holder Name automatically populate based on the selection. Enter the cheque book number along with the cheque number of the first cheque, specify the number of cheque leafs and issue date of the cheque book.

|◄ ◄ ► ►|

Step 6: Issue Cheques

Now we are ready to issue cheques from Quick Cheque. Select the Cheque Book # that you intend to use from the drop down list. Based on your selection the corresponding Bank details will automatically be fetched and displayed for ready reference. Enter the 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

Request Support   : http://support.chipincorp.com

Visit our Website   : www.quick-cheque.com

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