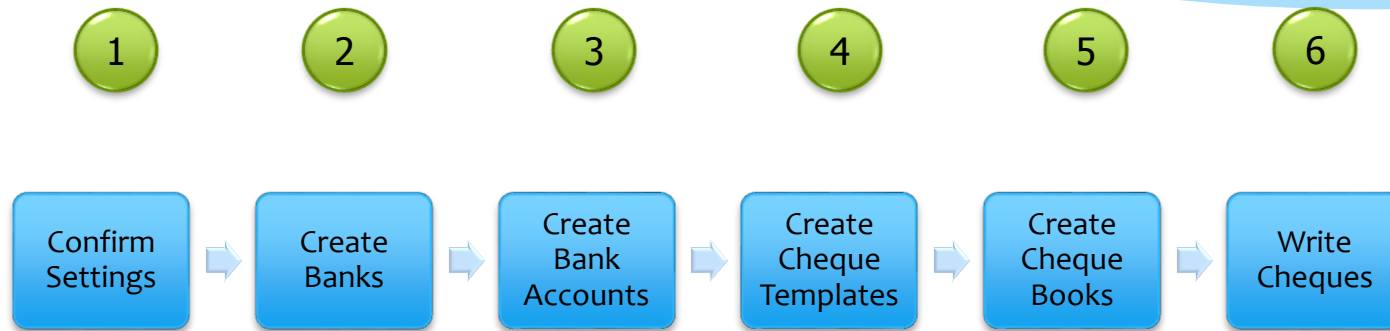


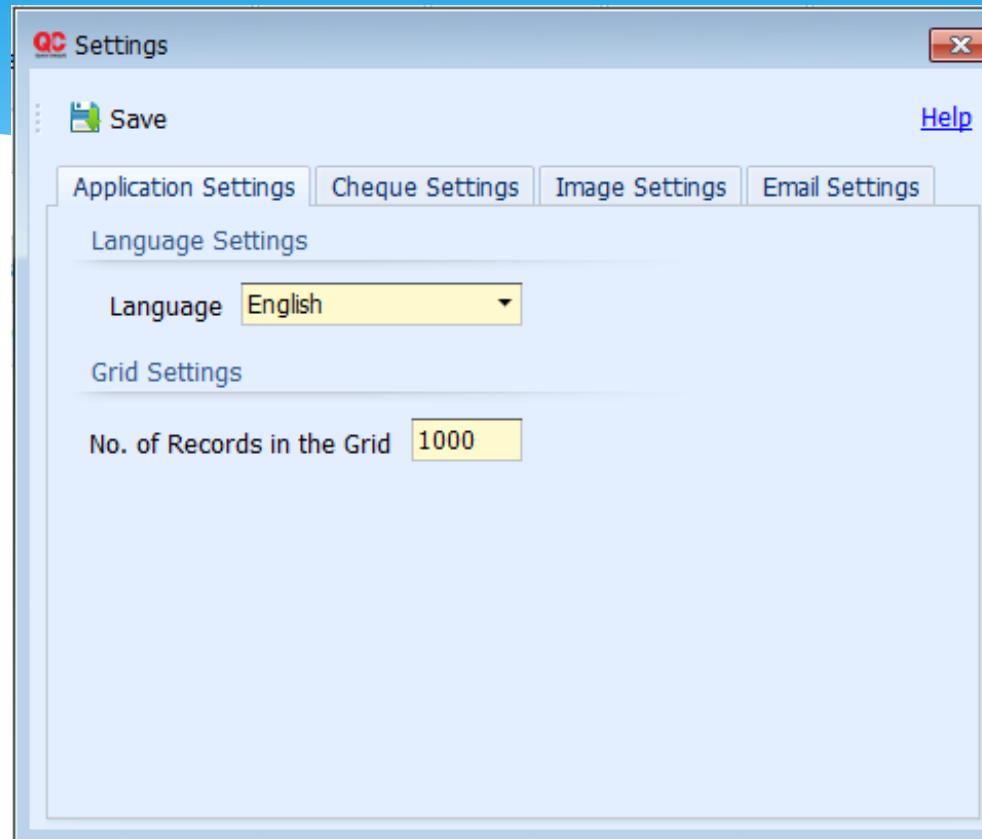


# LETS GET STARTED...

# Steps to Successful Cheque Printing

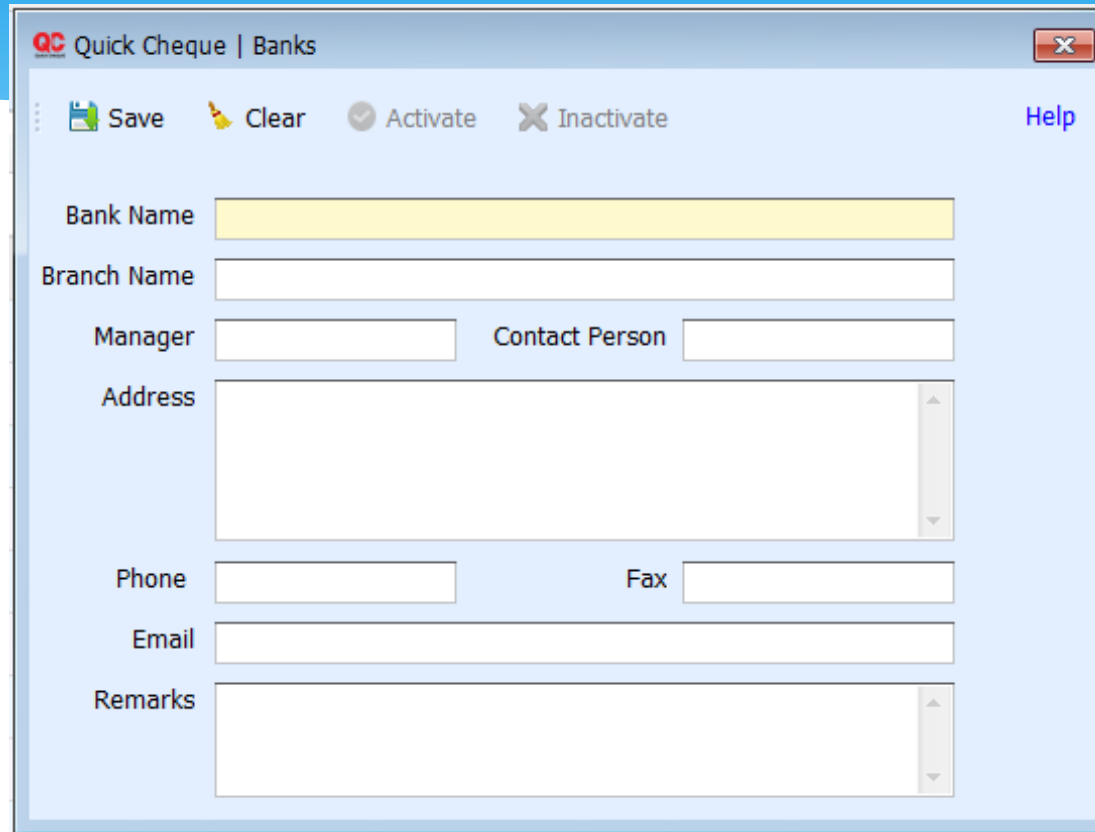


## Step 1: Confirm Settings



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.

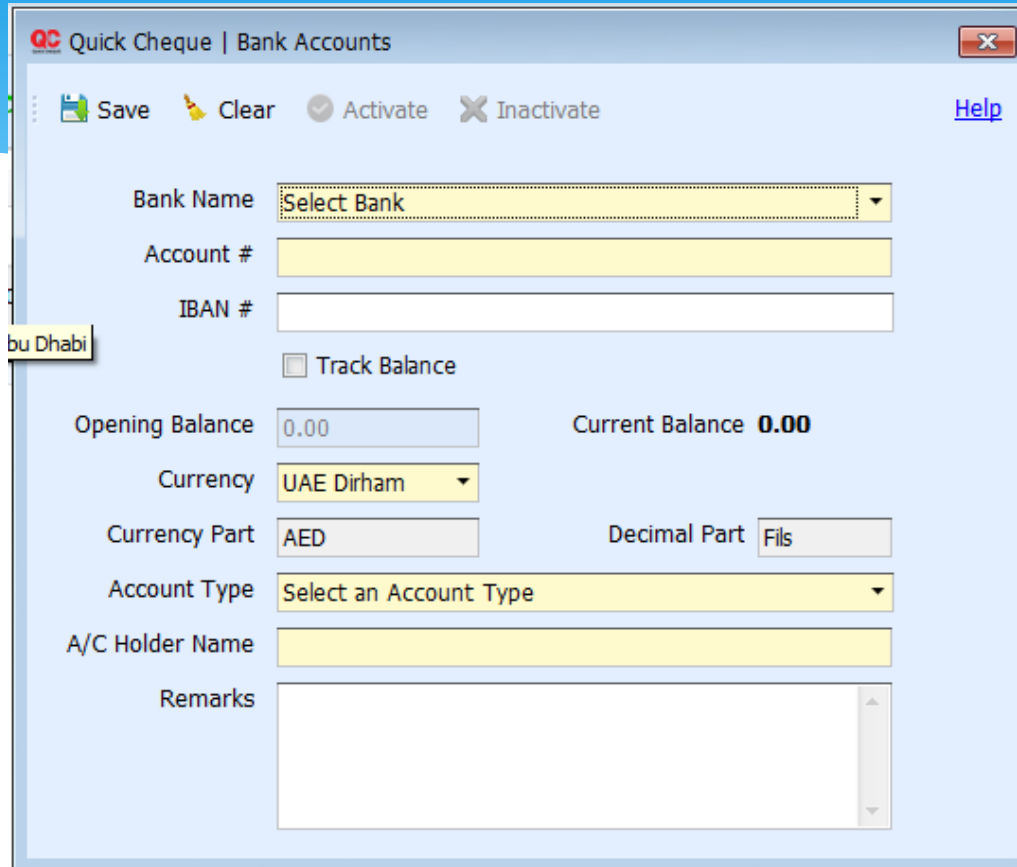
## Step 2: Add a Bank



The screenshot shows a software window titled "Quick Cheque | Banks". The window has a standard Windows-style title bar with a close button (X) in the top right corner. Below the title bar, there is a toolbar with four icons: a floppy disk for "Save", a trash can for "Clear", a checkmark for "Activate", and a crossed-out X for "Inactivate". A "Help" link is located in the top right corner of the window's content area. The main form contains several input fields: "Bank Name" (a single-line text box with a yellow background), "Branch Name" (a single-line text box), "Manager" and "Contact Person" (two single-line text boxes side-by-side), "Address" (a multi-line text area), "Phone" and "Fax" (two single-line text boxes side-by-side), "Email" (a single-line text box), and "Remarks" (a multi-line text area). All text boxes are currently empty.

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



The screenshot shows a software window titled "Quick Cheque | Bank Accounts". At the top, there are buttons for "Save", "Clear", "Activate", and "Inactivate", along with a "Help" link. The form contains the following fields:

- Bank Name:** A dropdown menu currently showing "Select Bank".
- Account #:** A text input field.
- IBAN #:** A text input field.
- Track Balance:** A checkbox that is currently unchecked.
- Opening Balance:** A text input field containing "0.00".
- Current Balance:** A text input field containing "0.00".
- Currency:** A dropdown menu currently showing "UAE Dirham".
- Currency Part:** A text input field containing "AED".
- Decimal Part:** A text input field containing "Fils".
- Account Type:** A dropdown menu currently showing "Select an Account Type".
- A/C Holder Name:** A text input field.
- Remarks:** A large text area for additional notes.

A small yellow tooltip with the text "bu Dhabi" is visible over the "IBAN #" field.

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

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 5: Add a Cheque Book

 Quick Cheque | Cheque Books ✕

 Save  Clear  Activate  Inactivate [Help](#)

### Cheque Book

|                 |  |                  |                              |
|-----------------|--|------------------|------------------------------|
| Account #       | <input type="text" value="Select the Account No."/>  | Bank Name        | <input type="text"/>         |
| Cheque Book #   | <input type="text"/>   | A/C Holder Name  | <input type="text"/>         |
| Cheque Template | <input type="text" value="Select the Cheque Template"/>  | Remind me before | <input type="text"/> Cheques |
| First No.       | <input type="text"/>   | No. of Cheques   | <input type="text"/>         |
|                 |  | Last No.         | <input type="text"/>         |
| Issue Date      | <input type="text" value="04-Aug-15"/>  |                  |                              |
| Remarks         | <input type="text"/>   |                  |                              |

### Statistics

|           |                      |                   |                      |                 |                      |
|-----------|----------------------|-------------------|----------------------|-----------------|----------------------|
| Used      | <input type="text"/> | Remaining Cheques | <input type="text"/> | Last Cheque #   | <input type="text"/> |
| Cancelled | <input type="text"/> | Returned          | <input type="text"/> | Stopped Payment | <input type="text"/> |

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 leaves and issue date of the cheque book.

## Step 6: Issue Cheques

Quick Cheque | Cheques

Save & Print Save Return Cheque Stop Payment Cancel Cheque Email Help

Cheque Details Other Details Invoice Details

Cheque Book # Template Last Cheque

Language English Voucher No

Bank Name Current Balance 0.00

Party Name Account #

Cheque

☒ A/C Payee Only

☒ 04-Aug-15

☒ NOT TO EXCEED ☒ VOID AFTER TWO MONTHS ☒ Signature

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