



ChequePrinting.Net

Enterprise Cheque Printing Software

ChequePrinting.Net is an enterprise cheque printing software. It provides a feature-rich environment that allows you to prepare and print your cheque and keep records of all the issued cheque.

ChequePrinting.Net

User Guide

Prepared by ChequePrinting.Net Development Team
Last modified: 2022-01-20

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1. SYSTEM REQUIREMENTS

- Operating System:

Microsoft Windows 11, 10, 8.1, 8, 7


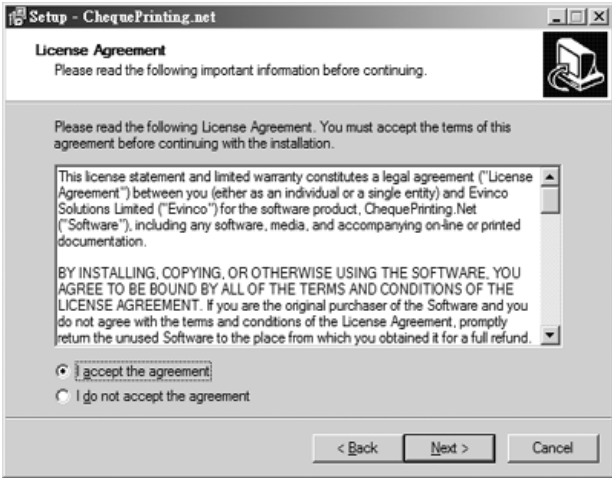
2. INSTALLATION

2.1. Install

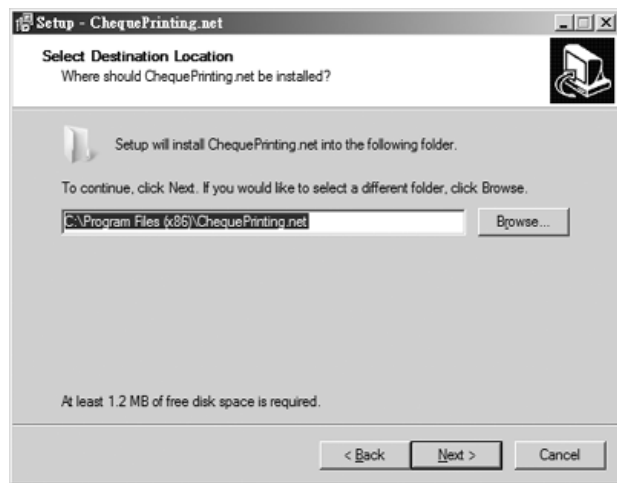


ChequePrinting.net is distributed in a CD with file, named "setup.exe". To install the software, just put the CD into your CD-ROM drive. The auto-run feature will launch the installation program automatically.

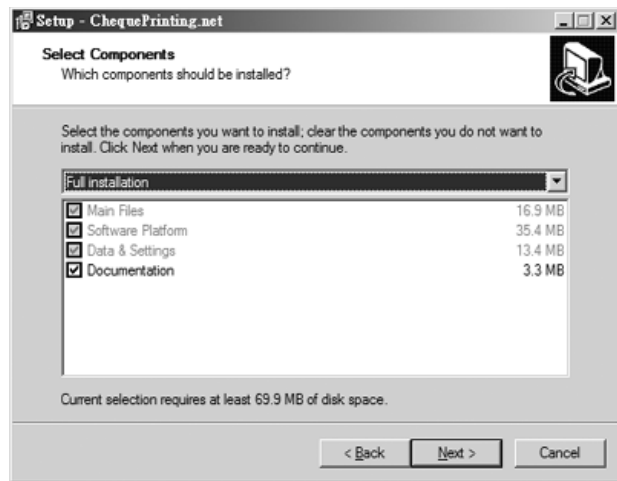
If the installation program cannot be launched, start your Windows Explorer. Locate the "setup.exe" file in your CD-ROM drive and double click it to start.

<p>1. Installation Welcome Screen.</p>	
<p>2. Specify accept the license agreement or not.</p>	

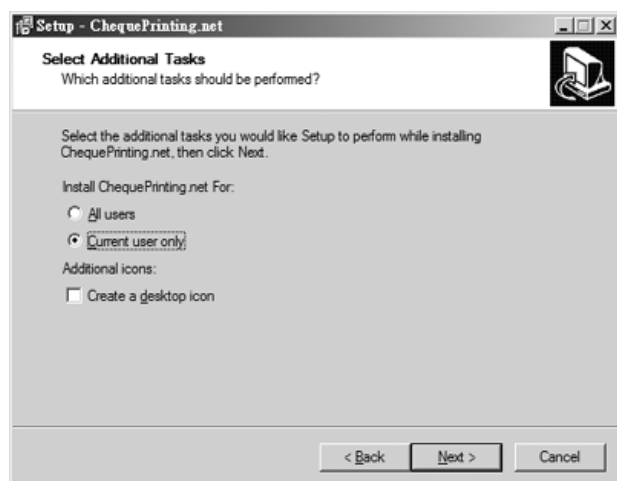
3. Select the destination location.



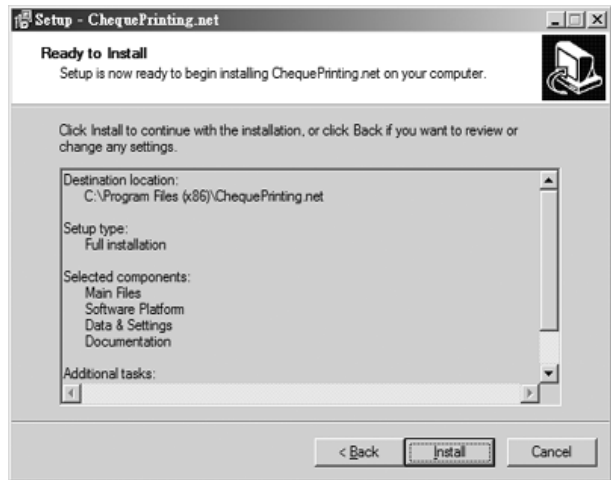
4. Select the components to be installed.



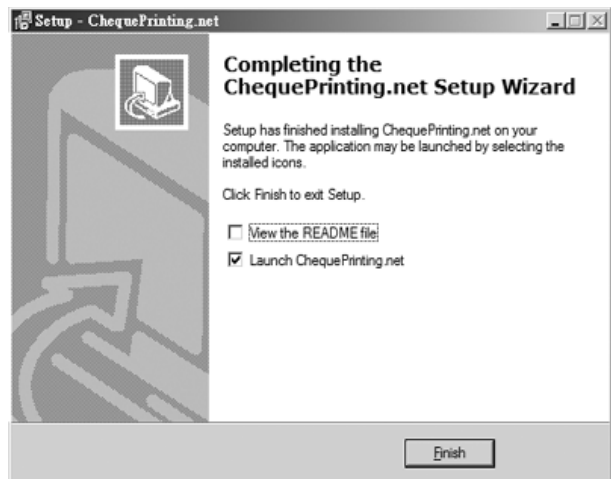
5. Install for All or Current user and create the desktop icon.



6. Start the installation.



7. Installation Finish.

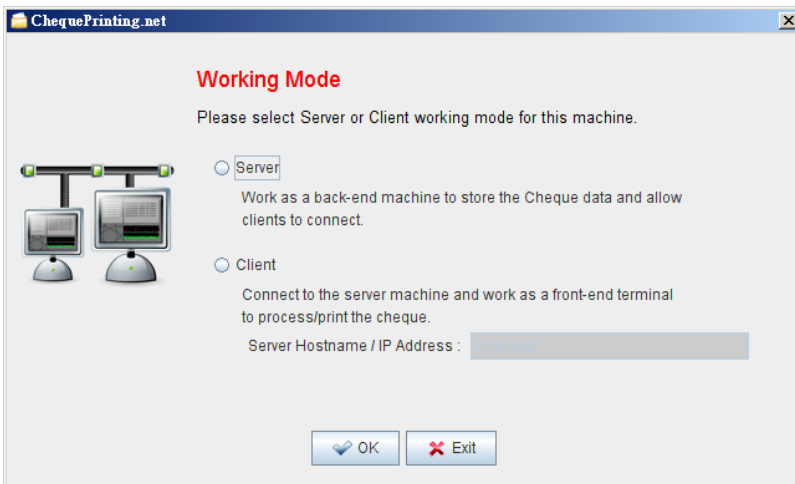


2.2. Uninstall

To uninstall ChequePrinting.Net,

1. If you're using ChequePrinting.Net, stop it.
2. Click Start, point to “Program Files > ChequePrinting.Net”.
3. Click “Uninstall ChequePrinting.Net”.
4. Follow the on-screen instructions. ChequePrinting.Net will be uninstalled

3. SERVER/CLIENT SETUP

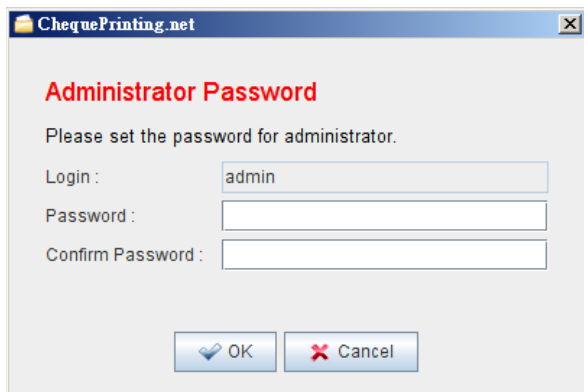


In the first start of ChequePrinting.net, a dialog is shown and ask for the working mode.

- Server

If this machine is run as a server of ChequePrinting.net, it will allows other clients to connect. This machine need to be kept online for client to connect. The data and other information will be stored in this machine.

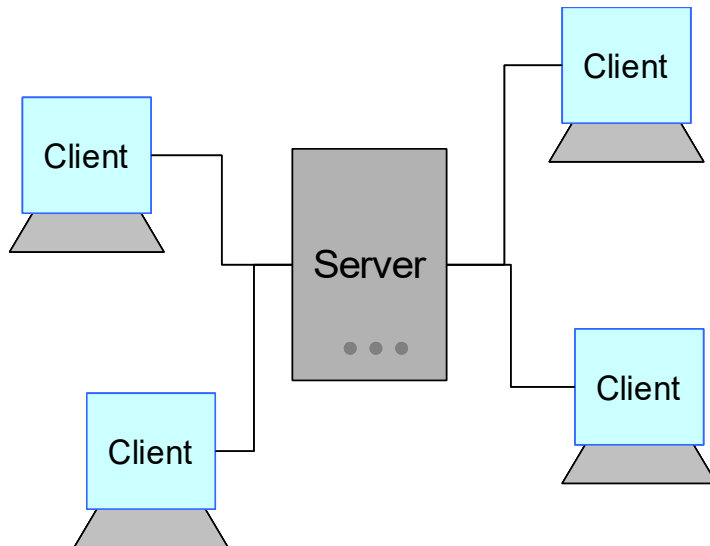
If you choose Server mode, a dialog will be prompted and ask to fill in Administrator Password.



The default login of Administrator is admin. You can specify your own password here.

- Client

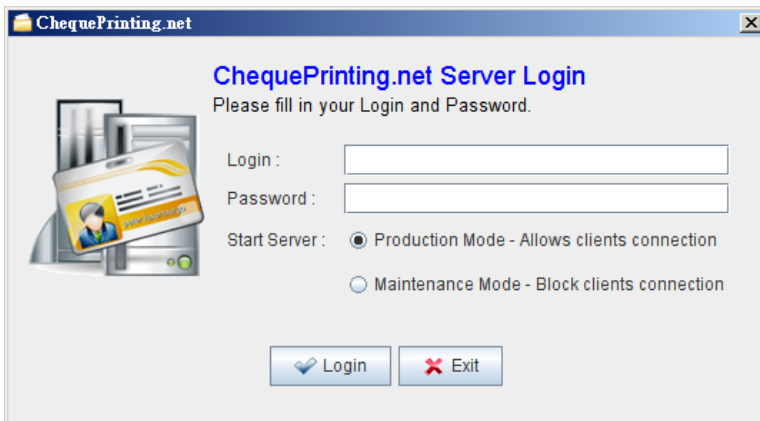
If a server is already setup, you can specify the machine as client and connect to the server by providing the host name or ip address.



4. LOGIN

4.1. Server Login

Once you specify the information, you are ready to login to ChequePrinting.net



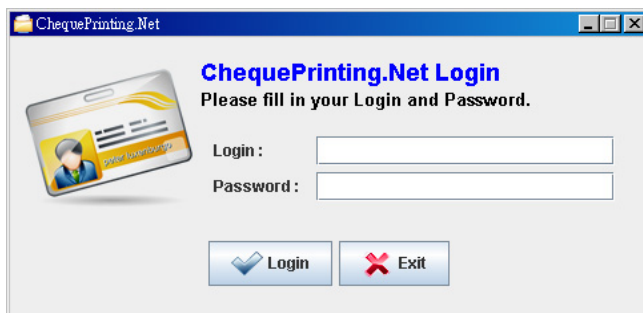
Fill in the login and password. You can choose to run from two modes.

Production Mode – allows clients connection

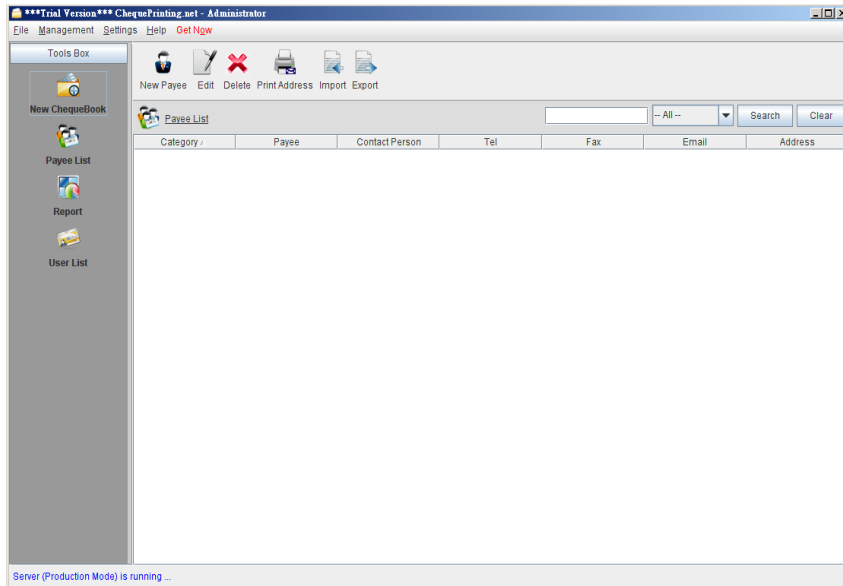
Maintenance Mode – runs locally. Clients cannot connect to.

4.2. Client Login

You will be prompted with a Log In box. Fill in the user name and password to access ChequePrinting.net



5. USING CHEQUEPRINTING.NET



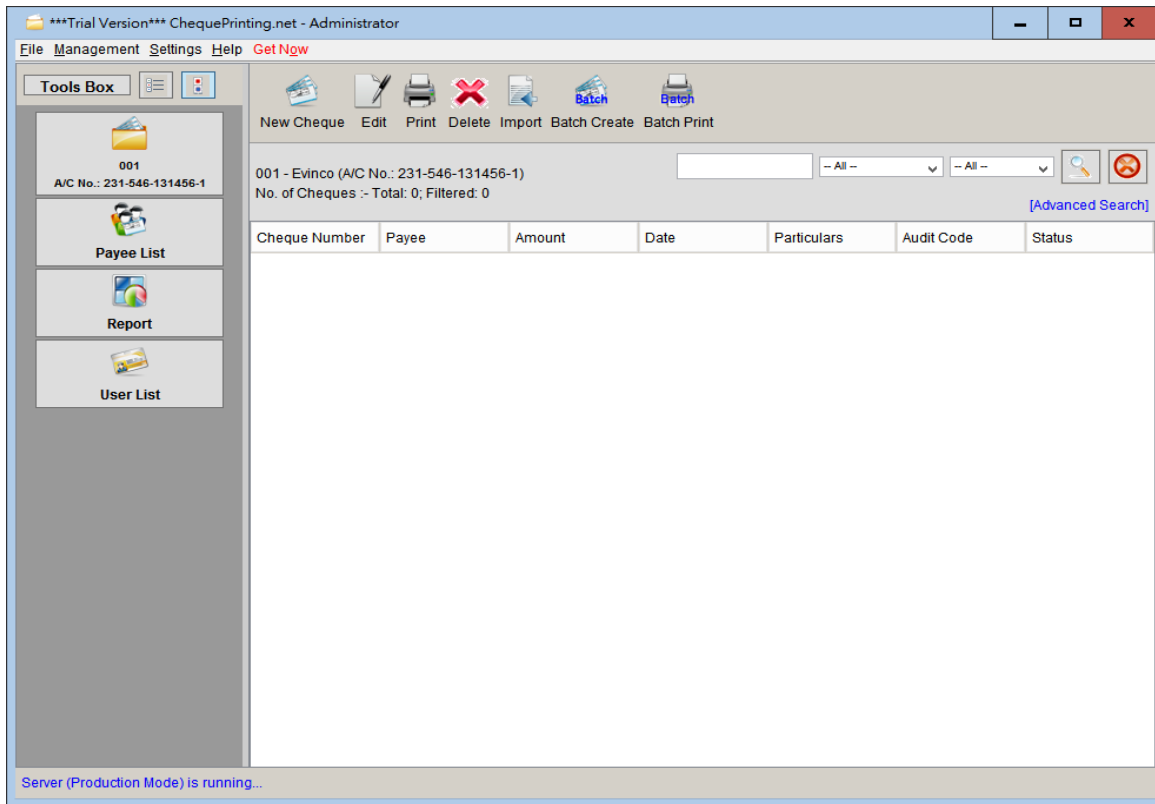
In the top, there is a Menu Bar, which has six options,

- File
- Management
- Tools
- Settings
- Help
- Order Now. It is shown in Trial Version only.

The ToolBox on the L.H.S. allows you to switch between different Function Panels. The chequebooks will be listed here. Besides chequebook, it has Payee List, Report and User List.

The Main Panel will shown on the large area of R.H.S. On the top of Main Panel is the Tool Bar, which provides a quick access to some commonly used functions.

5.1. Cheque Book



The chequebooks are listed in the Tools Box. Click on the chequebook, the history of the chequebook will be listed on the main panel.

The icons in the Tool Bar are "New", "View", and "Print".

New - Create a new cheque in the current chequebook.

Edit - Edit selected cheque.

Print - Print selected cheque.

Delete - Delete selected cheque.

Import - Import cheques from CSV file.

Batch Print - Print sequence of cheque in a batch

User can right click on the main panel to open the pop-up menu, which provides same function as in Tool Bar.

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Click "New" or "Edit" will open the chequebook as follow.

In the Tool Bar, you can save and print the cheque. You can also create a new cheque or click the "Forward" or "Backward" button to switch to another cheque. In bottom, you can fill in your cheque details or click the "Payment Voucher" button to prepare payment voucher.

Account - gives the current account information, name and account number.

Cheque Number - the cheque number is generated from the defined sequence automatically.

Void - mark the cheque as void and it will not be counted in report calculation.

Date - date of the cheque. Click the "Calendar" icon to pick the date.

A/C Payee Only - mark the cheque as "Crossed".

Bearer - tick the box if you want to make the cheque as "Bearer Cheque".

Payee - Fill in the Payee Name or click the icon to select from the Payee List.

Amount - Input amount here. Select "English" or "Chinese" for the written text. The text will be generated according to the input amount automatically.

Particulars - A field for you to store some notes about this cheque.

While you fill in the cheque details, the preview pane will show the cheque image at the same time.

5.2. Payment Voucher

The screenshot shows a software window titled "Payment Voucher". At the top, there is a menu bar with "File" and a toolbar with icons for Save, Preview, Print, Print Address, and Send Mail. Below the toolbar, the form contains the following fields and controls:

- Number: [Empty text box]
- Cheque Number: 4
- Cheque Amount: Five Thousand Seven Hundred Seventy One Dollars Only
- Date: 5 / 16 / 2009 (MMDDYYYY) with a calendar icon
- Pay To: --
- Address: [Three stacked empty text boxes]
- Buttons: "Load from Payee List" and "Add to Payee List"
- Table:

Item	Amount
- Buttons: "Clear" and "Clear All"
- Total: 0.00
- Checkboxes: "Prepared By", "Checked By", "Approved By", and "Signed By"

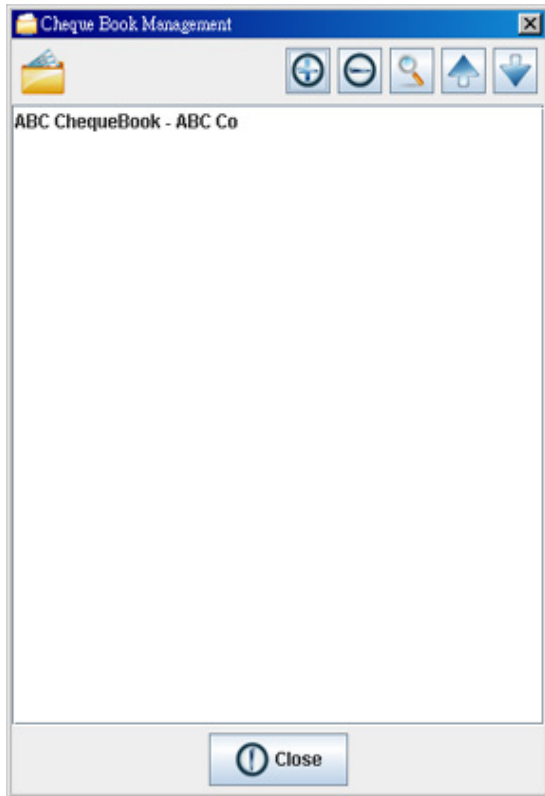
Payment voucher allows you to generate voucher associated to the cheque. Fill in your voucher with Pay To address, Date and Item details. At the very bottom, you can specify if a signature box is needed. When the voucher is ready, you can click the icon in the tool bar to preview or print your voucher.

5.2.1. Customize Voucher

The voucher can be customized to fit your needs. In menu "Settings >Payment Voucher", you can customize the header, footer, label and font of your voucher.

6. MANAGEMENT

6.1. ChequeBook Management



Cheque Book Management allows you to manage different cheque book easily. There are five icons on the top. They are

Add - Add a new cheque book.

Remove - Delete the selected cheque book.

Edit - Edit the selected cheque book.

Up - Move cheque book upwards.

Down - Move cheque book downwards.

6.1.1. Cheque Book Details

Icon : [Icons]

Cheque Book ID : HSBC001

Account Name : Evinco Solutions Ltd

Account Number : 4392-34920-12392134-1

Currency Label : Dollars : Dollars Cents : Cents Before Text After Text [?]

Currency Subunit : 0.00 0.000 Use numeric fraction for subunit

Cheque Number : Current : 419544 Starting : 419543

Account Balance

Track Account

Current Balance : 0.00 Open Balance : 0.00

Make Deposit Deposit History

Cheque Layout : HSBC 6 (200mm x 90mm)

A/C Payee Only

Bearer

Non Negotiable

Default Checked :

Payable On-Date Only

First Payee Only

Not Transferable

Last Edited : Administrator 2012/10/03 18:20:23

Check the box to archive cheque book and hide from Tools Box

Save Cancel

You need to provide the information of the cheque book, includes

Cheque Book ID - An ID to identify the cheque book. It is used for record only.

Account Name - The name of the account which the cheque book belongs to. It is important for account report generation.

Account Number - The A/C Number of the account, which the cheque book belongs to. It is important for account report generation.

Currency Unit - Specify the currency label and subunit value. By default, they are Dollars, Cents and 1/100.

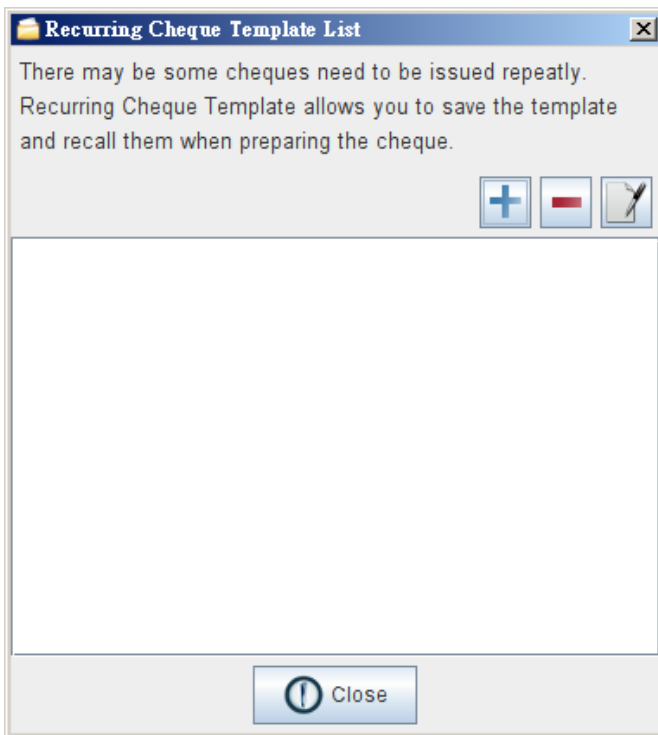
Cheque Number - The cheque number sequence of the chequebook.

Balance Tracking - Assign an account balance if you want to perform balance tracking.

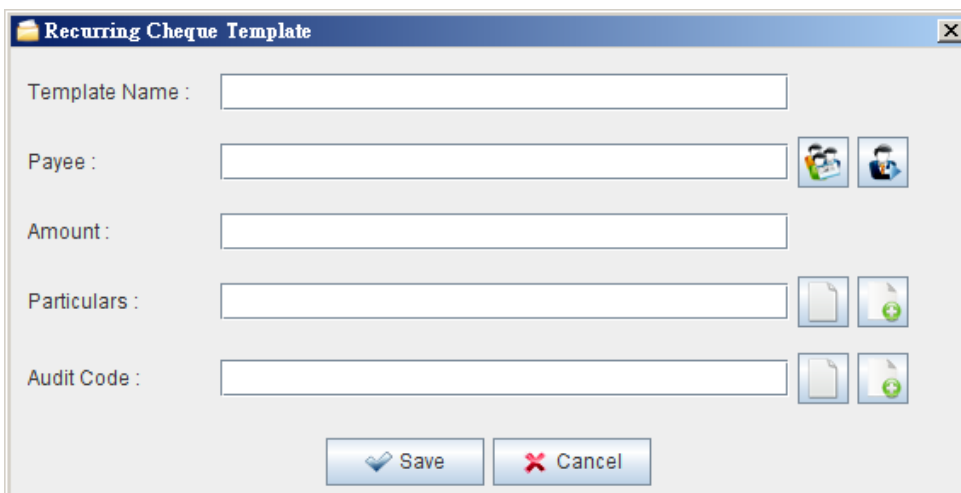
Default Checked – Set the fields as selected when creating a new cheque.

Cheque Layout - The layout that this cheque book used. This layout should fit your physical chequebook, otherwise the printout may not correctly aligned.

6.2. Recurring Cheque Template List



If you have some cheque that need to be issued regularly, you can store the cheque template as “Recurring Cheque Template”. The template can be recalled later.



You can save the Payee Name, Amount, Particulars and Audit Code information in the template.

6.3. Cheque Layout List



Cheque Layout List maintains different cheque layouts. There are four icons on the top.

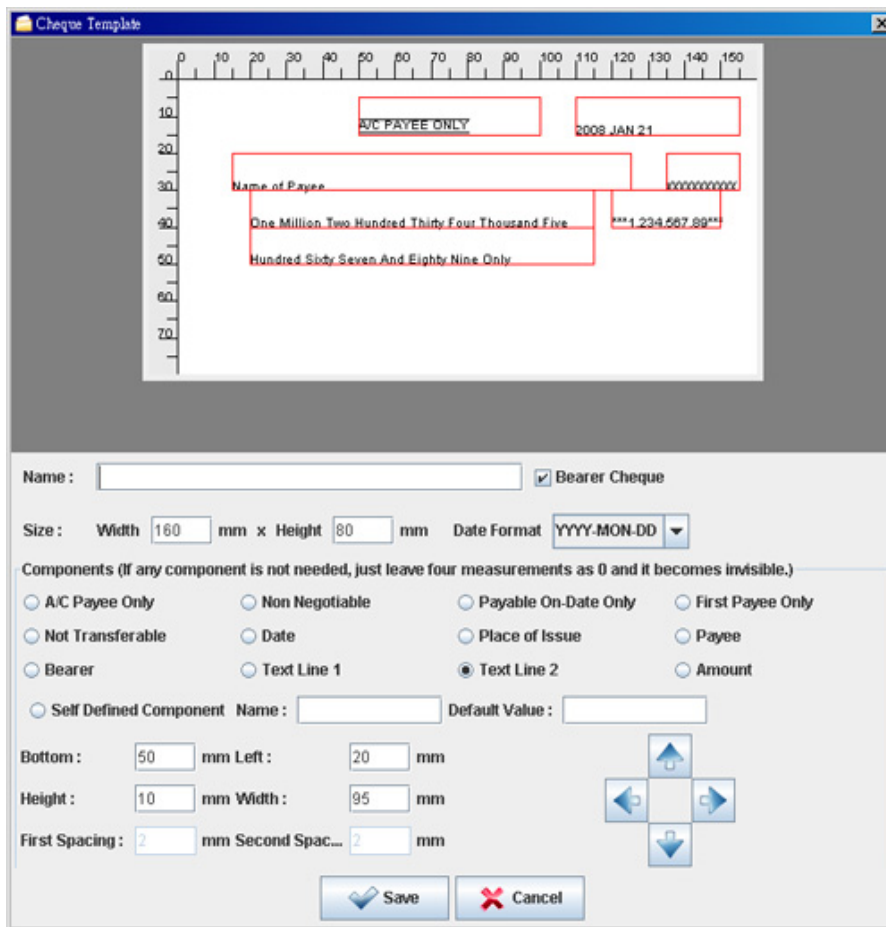
Add - Add a new cheque layout.

Remove - Delete the selected cheque layout.

Edit - Edit the selected cheque layout.

Internet Update – Download latest cheque layouts from server.

6.3.1. Cheque Layout Details



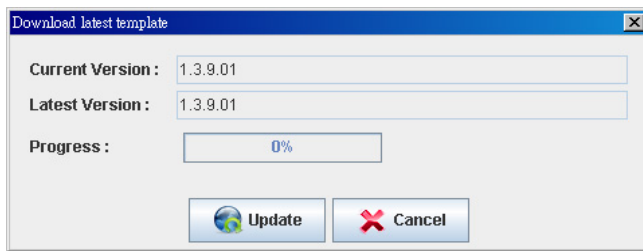
You need to provide a name for this layout.

Bearer Cheque checkbox is to indicate the cheque template is a bearer cheque or not. If it is not a bearer cheque, the "Bearer" component will not show out.

Different cheque may have different date-format. You can set it in the "Date Format" field.

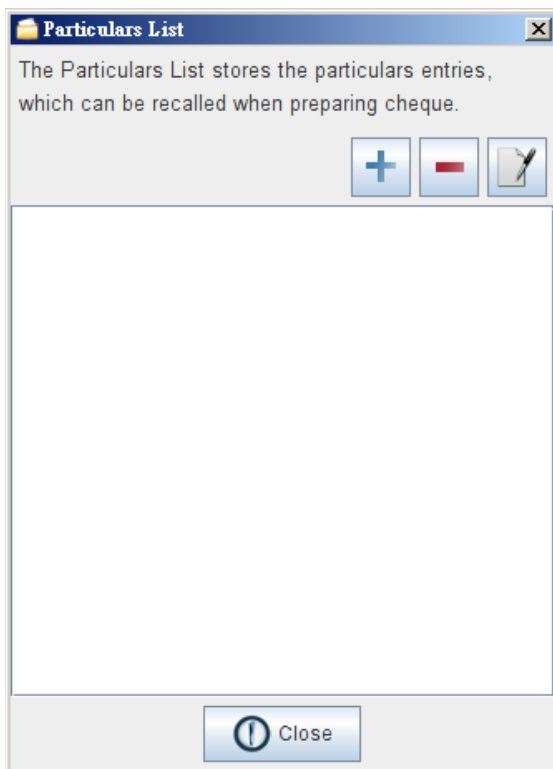
You need to fill in the dimension of the cheque and the position/size of different components, includes **A/C Payee Only**, **Date**, **Place of Issue**, **Payee**, **Bearer**, **Text Line 1**, **Text Line 2**, **Amount**. To adjust the position, you can selected the corresponding components and click the navigation button on the right. The cheque template in the preview will be adjusted at the same time.

6.3.2. Internet Update



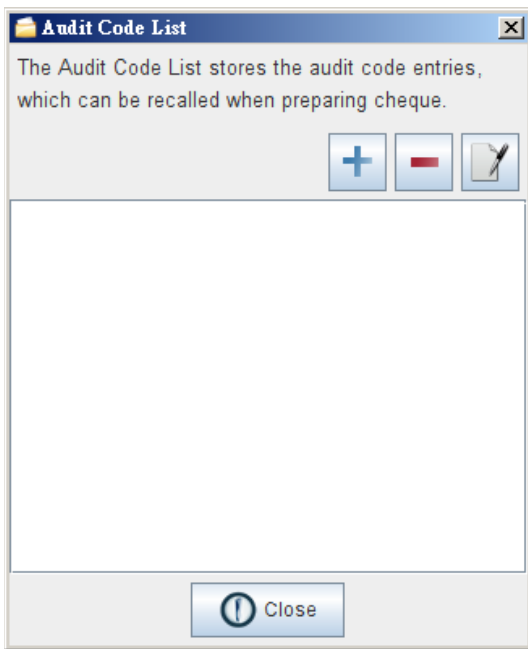
It shows the current version in the installed system and the version provided by the server. To download the latest cheque layouts from the server, click [Update] to proceed.

6.4. Particulars List



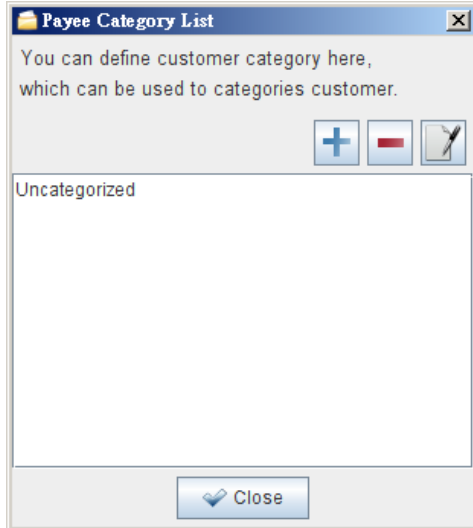
Particular is used as a Remarks in the cheque. You can store the Particulars information into the list and can be recalled when preparing the cheque.

6.5. Audit Code List



You can specify the audit code in the cheque for auditing purpose. The audit code can be pre-defined in the list, which can be recalled when preparing the cheque.

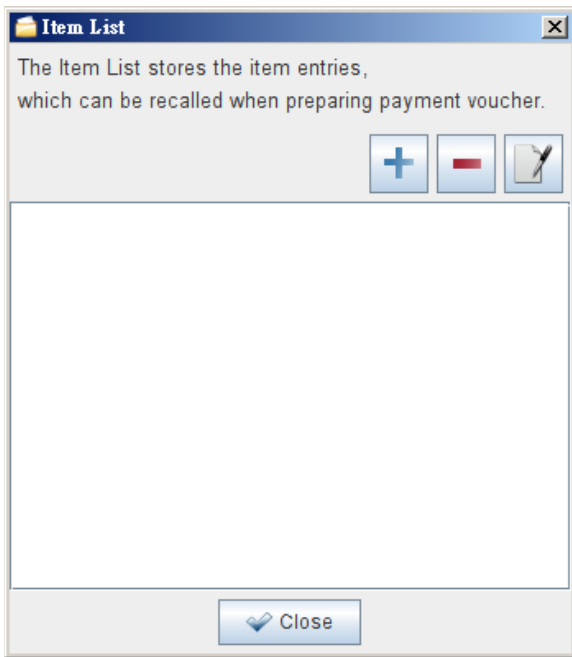
6.6. Payee Category



Payee can be grouped into different categories. The category can be defined in Payee Category List.

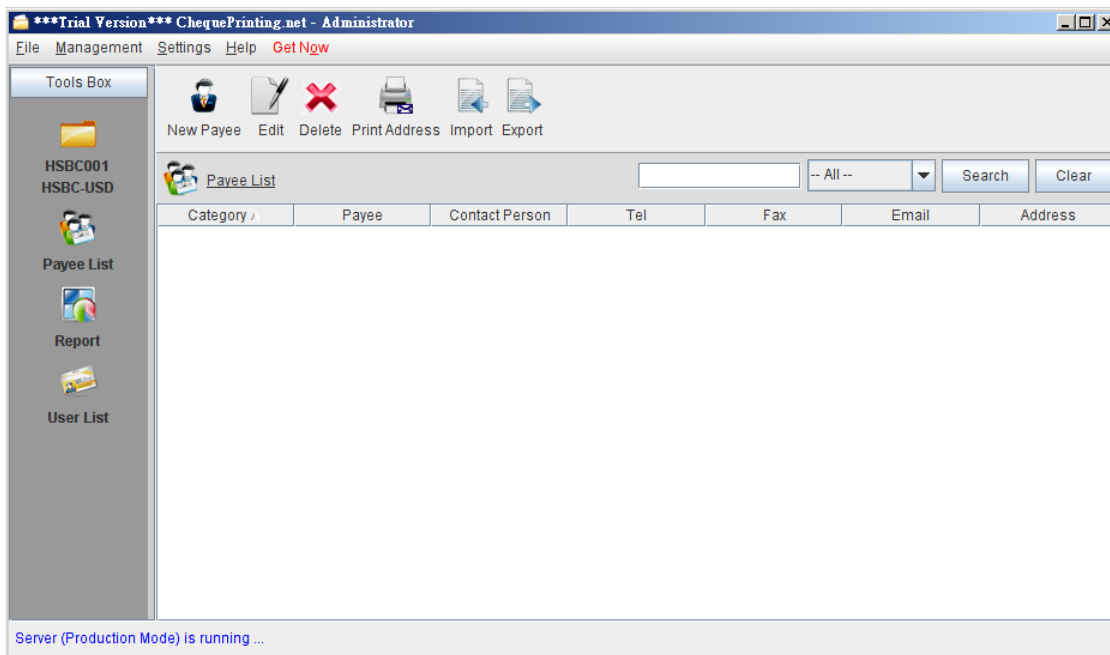
6.7. Item List

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Item list stores the item entries which can be recalled when preparing the payment voucher.

7. PAYEE LIST



Payee List provides storage for all payee information. User can easily manage the payee information and get the payee information into the cheque easily.

Tool Bar

Add - Add a new payee.

Edit - Edit the selected payee.

Delete - Delete the selected payee.

Print Address - Print Address Label of payee.

Import - Import payee from a CSV file. Please refer to the "Import File Format" section for the import file format.

Export - Export payee list into PDF, HTML or Excel format

The payees are listed in the table. You can click on the header to sort the table accordingly. Besides, you can search the payee by using the search box in the upper right corner. The payee list can also be exported to other format: PDF, Excel and HTML.

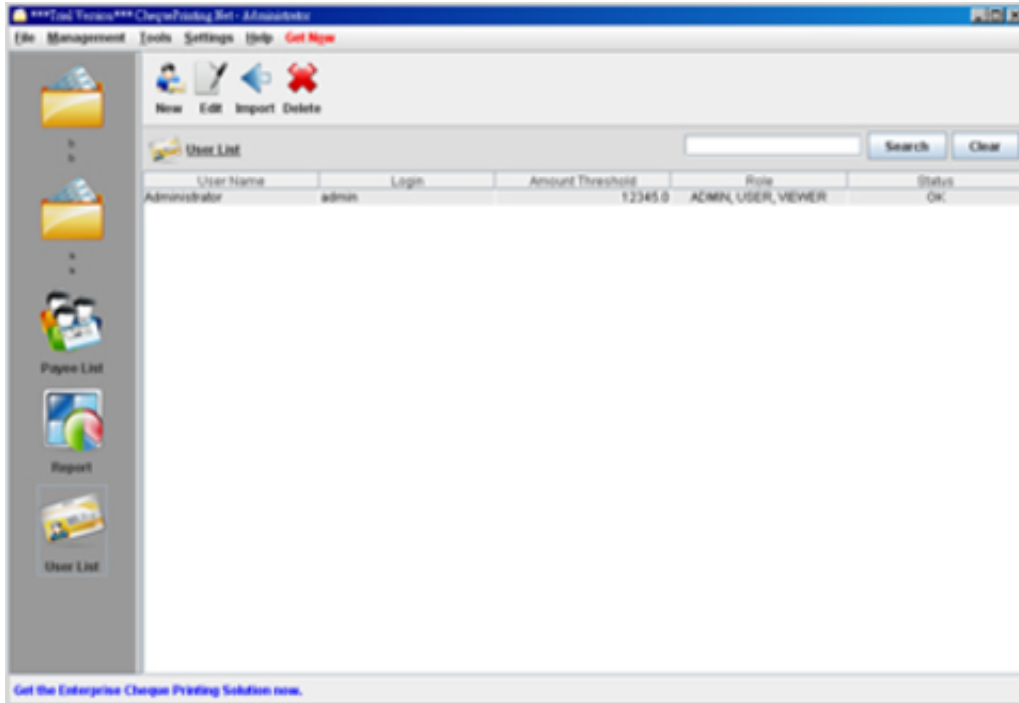
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To add or edit a payee, the following screen will show up.

The screenshot shows a dialog box titled "Payee". At the top left, there is a category dropdown menu labeled "Category: [?]" with "Uncategorized" selected. Below this are several text input fields: "Payee:", "Contact Person:", "Tel:", "Fax:", and "Email:". Underneath these is an "Address" section containing three stacked text boxes. At the bottom of the dialog, there are two buttons: "Save" (with a floppy disk icon) and "Cancel" (with a red X icon).

You can fill in additional information here, and click [Save] to proceed.

8. USER LIST



User List can only be accessible by role "Administrator".

User List provides storage for all user information. Administrator can easily manage the user information.

Tool Bar

Add - Add a new user.

Edit - Edit the selected user.

Import - Import user from a CSV file. Please refer to the "Import File Format" section for the import file format.

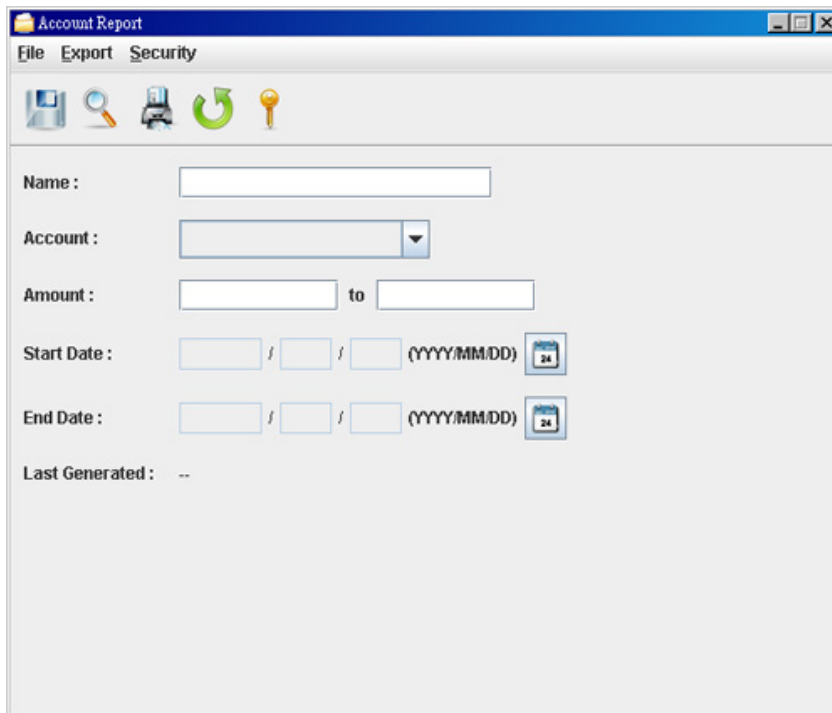
Delete - Delete the selected user.

The users are listed in the table. You can click on the header to sort the table accordingly. Besides, you can search the user by using the search box in the upper right corner.

The user list can also be exported to other format: PDF, Excel and HTML.

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To add or edit a user, the following screen will show up.



The screenshot shows a window titled "Account Report" with a menu bar containing "File", "Export", and "Security". Below the menu bar is a toolbar with five icons: a floppy disk, a magnifying glass, a printer, a circular arrow, and a key. The main area of the window contains a form with the following fields:

- Name :** A text input field.
- Account :** A dropdown menu.
- Amount :** Two text input fields separated by the word "to".
- Start Date :** Three text input fields for year, month, and day, followed by "(YYYY/MM/DD)" and a calendar icon.
- End Date :** Three text input fields for year, month, and day, followed by "(YYYY/MM/DD)" and a calendar icon.
- Last Generated :** A text input field containing "--".

You can fill in additional information here, and click [Save] to proceed.

9. REPORT

In the Report page, there are two types of report: Account Report and Payee Report.

In the Tool Bar, there are three icons. They are

New - Create a new report.

Edit - Edit the selected report.

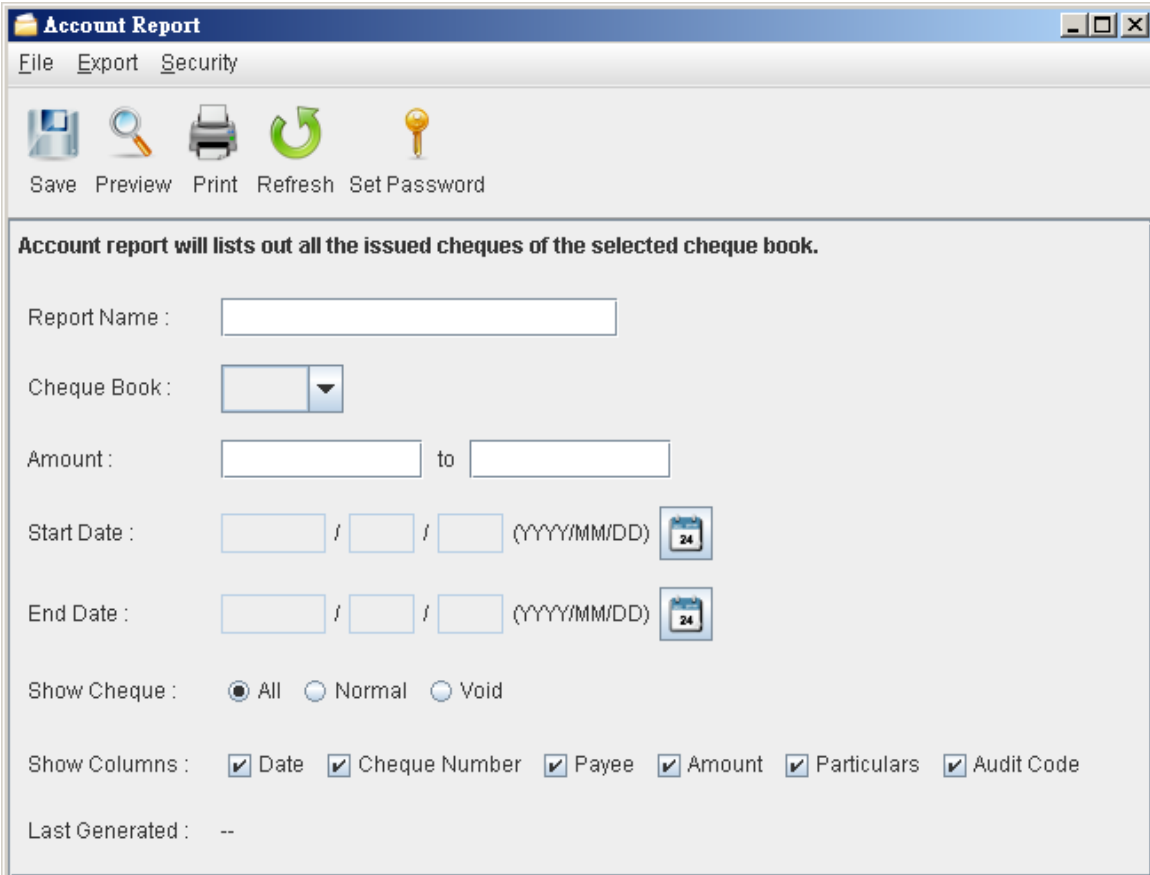
Delete - Delete the selected report.

Preview - Preview the selected report

Print - Print selected report

Re-generate - Force the report to re-calculate

9.1. Account Report



The screenshot shows a window titled "Account Report" with a menu bar containing "File", "Export", and "Security". Below the menu bar is a toolbar with five icons: a floppy disk (Save), a magnifying glass (Preview), a printer (Print), a circular arrow (Refresh), and a key (Set Password). The main area of the window contains the following fields and options:

Account report will lists out all the issued cheques of the selected cheque book.

Report Name :

Cheque Book : ▾

Amount : to

Start Date : / / (YYYY/MM/DD)

End Date : / / (YYYY/MM/DD)

Show Cheque : All Normal Void

Show Columns : Date Cheque Number Payee Amount Particulars Audit Code

Last Generated : --

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Account report provides cheque issues information on the selected account.

User needs to provide a report name for the report. The report will run against the selected account and retrieve all the cheques under it. You can leave the amount and date field blank if there is no limitation on them.

Note

The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

The sample PDF output is given below.

Account Report - EVS Report

(Generated on 2005-09-15 18:22:09)

Criteria

Account : Ewinc Solutions Ltd - 12934-12349349-2
Amount : Unspecified
Start Date :
End Date :


No. of Cheque Issued : 6
Total Amount : 1,888,547.00
Average Amount per Cheque : 281424.50

Cheque Number	Payee	Amount	Date	Particulars
12345	Chan Tai Man	1,234,543.00	2005-09-02	Chan Tai Man
12346	Chan Siu Keung	123.00	2005-09-13	
12347	ABC Company	342,345.00	2005-09-13	
12348	Best Consultant Ltd	345.00	2005-09-13	
12349	EVS Solutions Ltd	54,845.00	2005-09-13	
12350	Wong Tai Man	56,546.00	2005-09-13	


9.2. Payee Report


Payee report will lists out all the cheques issued to the specified payee in all cheque book.

Report Name :

Payee : 

Amount : to

Start Date : / / (YYYY/MM/DD) 

End Date : / / (YYYY/MM/DD) 

Show Cheque : All Normal Void

Show Columns : Date Account Cheque Number Amount Particulars Audit Code

Last Generated : --

Payee report provides cheque issues information on the selected payee.

User needs to provide a report name for the report. The report will run against the selected payee and retrieve all the cheques under it. You can leave the amount and date field blank if there is no limitation on them.

Note

The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

The sample PDF output is given below.

Payee Report - Report on Chan Tai Man 2005				
<small>(Generated on 2005-09-15 18:31:05)</small>				
<u>Criteria</u>				
Payee :	Mr. Chan Tai Man			
Amount :	Unspecified			
Start Date :	2005-01-01			
End Date :	2005-12-31			
<hr/>				
No. of Cheque Issued :	0			
Total Amount :	0.00			
Average Amount per Cheque :	--			
Account	Cheque Number	Amount	Date	Particulars
No record found.				

9.3. Cheque Status Report

Cheque Status Report

File Export Security

Save Preview Print Refresh Set Password

Account report will lists out all the issued cheques of the selected cheque book.

Report Name :

Cheque Book :

Show Cheque : Outstanding Clear

Range Custom Current Month Previous Month

Start Date : / / (YYYY/MM/DD)

End Date : / / (YYYY/MM/DD)

Show Columns : Date Cheque Number Payee Amount Particulars Audit Code Status Back Side

Last Generated : 2019/01/19 01:09:53

Cheque Status Report lists cheque records by its status.

User needs to provide a report name for the report. The report will run against the selected cheque book and retrieve all the cheques under it. User can specify date criteria for the report. Check the box to select the columns to display in report.

Note: - The report will be updated every time the report is saved. The updated time is shown as the

"Last Generated"

The sample PDF output is given below.

Cheque Status Report - Status Report

(Generated on 2019/01/18 21:51:44)

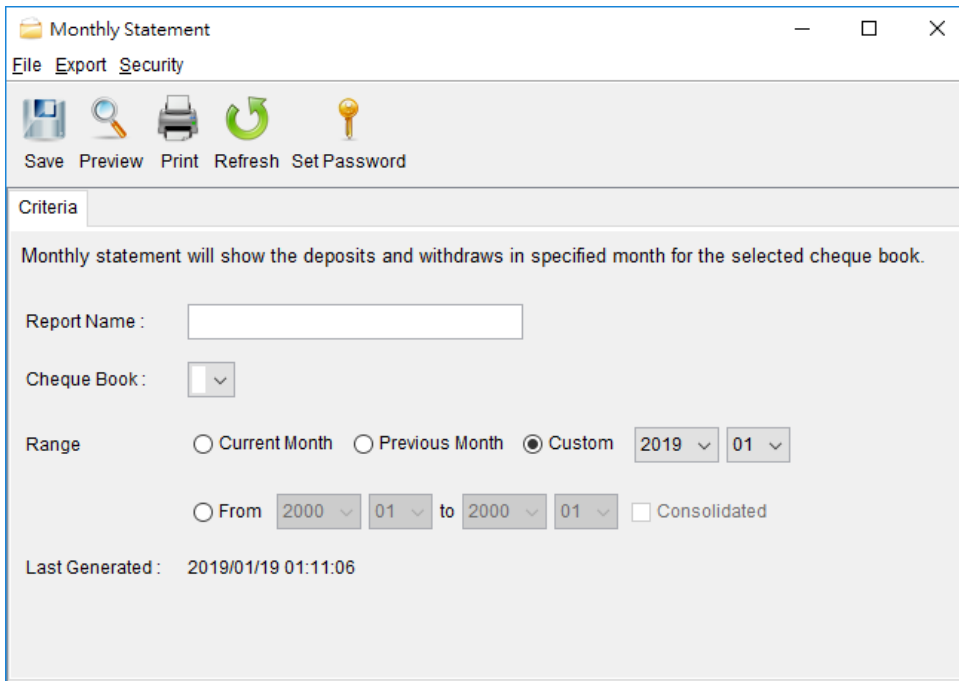
Criteria

Account Name : (A/C No.: 2340-1293-1239-1)
Date : Unspecified

No. of Outstanding Cheques : 4
Total Amount of Outstanding Cheques : 48,518.78

Date	Cheque Number	Amount
2014/07/05	6005	1,300.00
2014/07/25	6006	546.78
2014/08/15	6007	1,321.00
2014/07/15	6008	45,351.00

9.4. Monthly Statement



The screenshot shows a web application window titled "Monthly Statement". The window has a menu bar with "File", "Export", and "Security". Below the menu bar is a toolbar with icons for "Save", "Preview", "Print", "Refresh", and "Set Password". The main content area is titled "Criteria" and contains the following text: "Monthly statement will show the deposits and withdraws in specified month for the selected cheque book." Below this text are several form fields: "Report Name" with a text input box; "Cheque Book" with a dropdown menu; "Range" with three radio buttons: "Current Month", "Previous Month", and "Custom" (which is selected). The "Custom" option has two dropdown menus for year and month, currently showing "2019" and "01". Below the "Range" section are two more radio buttons: "From" and "Consolidated". The "From" option has four dropdown menus for year and month, currently showing "2000", "01", "2000", and "01". At the bottom, there is a "Last Generated" field showing the date and time "2019/01/19 01:11:06".

Monthly Statement lists all the deposits and withdrawals of selected cheque book.

User needs to provide a report name for the report. The report will run against the selected cheque book on specified month. User can also choose a period of months to generate multiple monthly statements or consolidate them as a single statement.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated".

The sample PDF output is given below.

Monthly Statement - Jan 2018
(Generated on 2018 / 01 / 17:15:51:35)

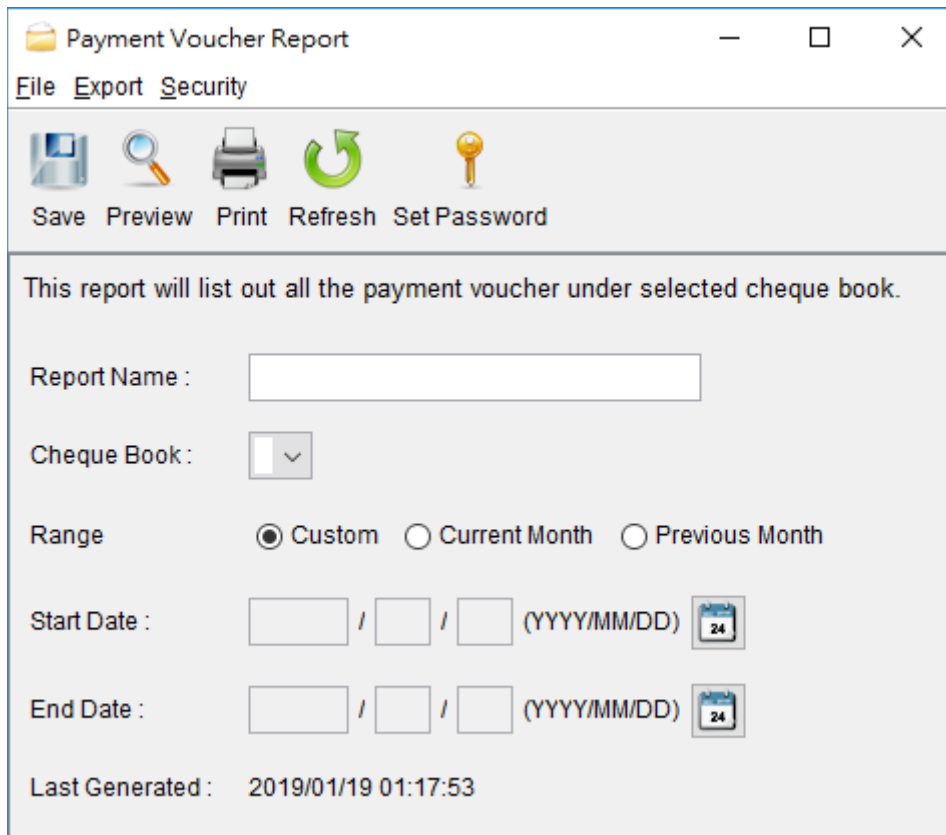
Account Name : Evinco Solutions Ltd (A/C No.: 1234-1234-001)
Month : 2018-01

DATE	DETAILS	WITHDRAWALS	DEPOSITS	BALANCE
	BALANCE B/F			0.00
2018 / 01 / 03	CHEQUE 314564 (Payee: Sample Payee Company)	123,456.70		-123,456.70
2018 / 01 / 10	CHEQUE 314567 (Payee: Sample Payee Company)	1,234.50		-124,691.20
2018 / 01 / 16	CHEQUE 314565 (Payee: Robert Lee)	123.40		-124,814.60

TOTAL DEPOSITS :	0.00	BALANCE :	-124,814.60
TOTAL WITHDRAWALS :	124,814.60		

Page 1 of 1

9.5. Payment Voucher Report



The screenshot shows a window titled "Payment Voucher Report" with a menu bar containing "File", "Export", and "Security". Below the menu bar is a toolbar with icons for Save, Preview, Print, Refresh, and Set Password. The main content area contains the following text and form elements:

This report will list out all the payment voucher under selected cheque book.

Report Name :

Cheque Book :

Range Custom Current Month Previous Month

Start Date : / / (YYYY/MM/DD)

End Date : / / (YYYY/MM/DD)

Last Generated : 2019/01/19 01:17:53

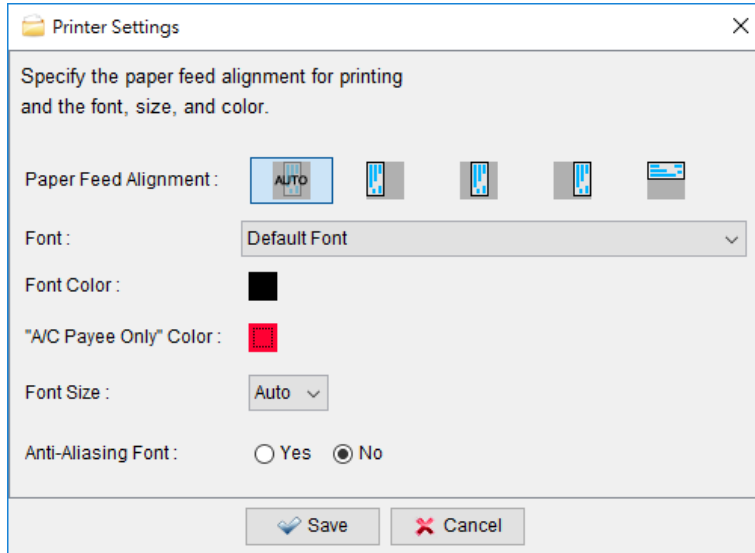
Payment Voucher Report lists all the payment voucher of selected cheque book.

User needs to provide a report name for the report. The report will run against the selected cheque book on specified month.

Note: - The report will be updated every time the report is saved. The updated time is shown as the "Last Generated"

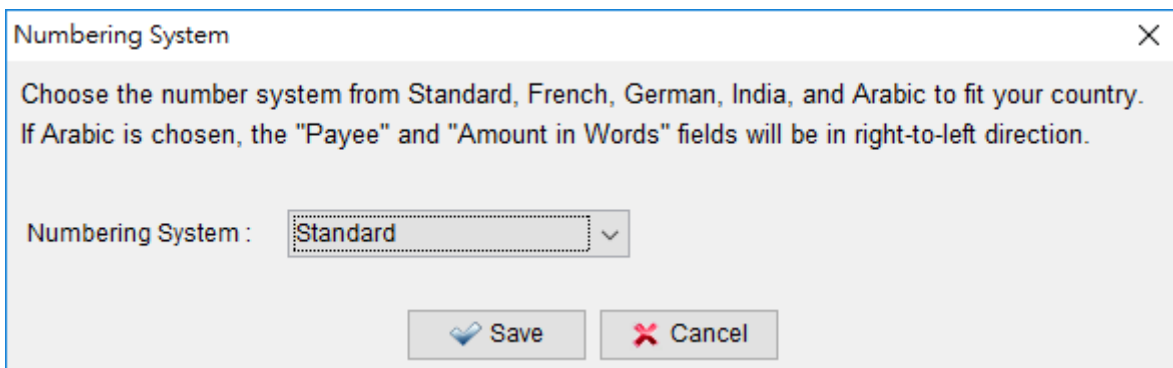
10. SETTINGS

10.1. Printer & Font



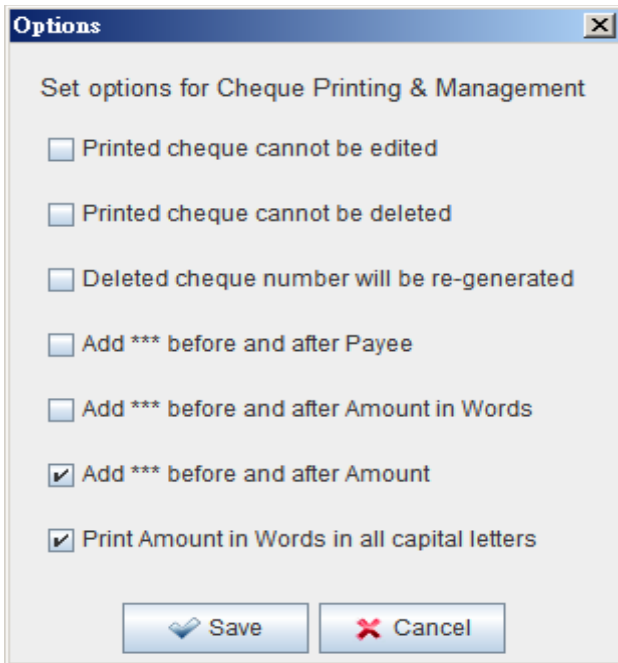
Printer Setup can only be accessible by role "General User". User can specify different type of paper feeding to fit your own printer. It supports "Align to Left", "Align to Center", "Align to Right", "Print Upwards". User can also set the output font, font color, font size, anti-aliasing or not.

10.2. Numbering System



Multiple types of numbering system is supported in the software, include Standard, French, India, Arabic.

10.3. Options

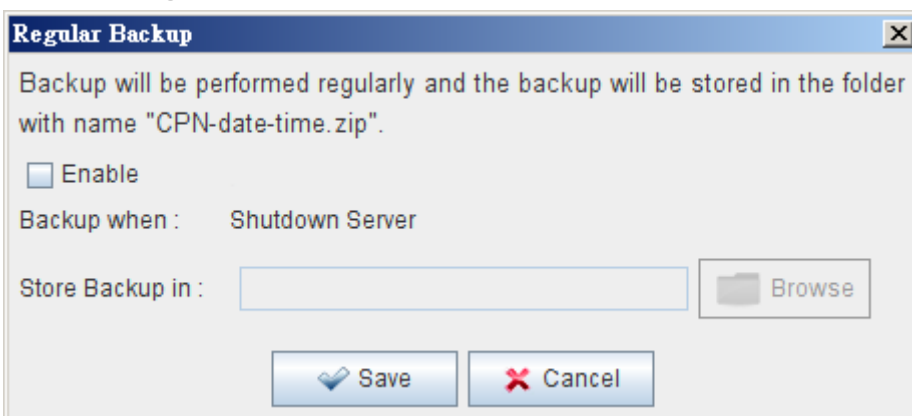


In Options dialog, you can specify the printed cheque can be edited or deleted.

Set *** to be added before and after the Payee or the Amount.

You can also set to print amount in words in all capital letters.

10.4. Regular Backup




Regular Backup can be enabled and it will be run when server is shutdown. You can specify the storage location of the backup file. The backup file will be saved with date and time information as "CPN-date-time.zip".

11. REGISTRATION

To get rid of the restriction of Trial Version, you need to obtain a license and register your ChequePrinting.Net copy. To register the ChequePrinting.Net,

(1) Go to menu "Help > Register", registration window is shown out.



The screenshot shows a dialog box titled "License Information" with a close button (X) in the top right corner. The text inside the dialog reads: "Please note that License Id and Owner are case sensitive and ensure your internet connection for registration." Below this text are four input fields: "License Id:", "Owner:", "Key:", and "Disk Id:". The "Key:" field is currently empty and has a grey background. The "Disk Id:" field is also empty and has a dark grey background. At the bottom of the dialog are two buttons: "OK" with a checkmark icon and "Cancel" with a red X icon.

(2) Fill in the "License Id" and "Owner" information and click "OK" to register. Please ensure the Internet connection when registration is in process. Afterward, restart the ChequePrinting.Net to effective the license. The License Information can be found in the CD/LicenseId.txt or in the email about license information.

Note:

If firewall is setup and block the connection of registration, the registration cannot be completed. In this case, you need to send the "License Id", "Owner" and "Key" information to technical support.

A "Disk Id" will send back, and you can fill in the "Disk Id" directly without connecting to the ChequePrinting.Net server for register.

12. APPENDIX

12.1. Import File Format

ChequePrinting.Net allows importing the payee in batch mode. To import the payee, you need to prepare a CSV file (comma-separated file).

1. First row is the column header. It should follow the format below.

2. The payee records should be listed in row accordingly.

3. The sample CSV of Payee is given below.

```
"Payee","Contact Person","Phone","Fax","Email","Address1","Address2","Address3"  
"Chan Tai Man","Chan Tai Man","21234567","31234567","chantaiman@chantaiman.com","No 1  
Building","Hong Kong Island","Hong Kong"
```

Note: User can prepare the import file by using Spreadsheet software (like MSExcel) and save the output as "CSV" format.