

Advance Cheque Printing System - ACPS

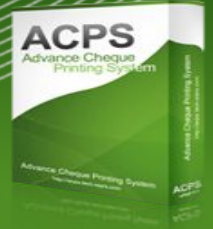
Advance Cheque Printing System - ACPS

Tech-Sters Pvt. Ltd.

User's Guide

Edition 1.1 May 2009

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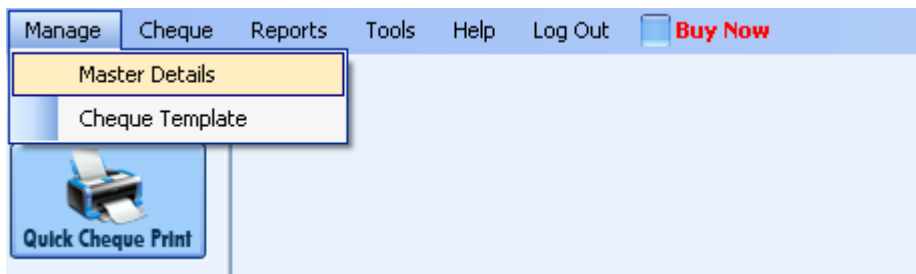


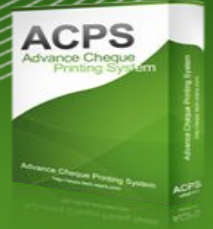
We at **Techsters Labs** take care of all your needs. We believe in providing best quality service but in simple and easy way.

Following is the guidelines provided how to use and customize our **Advanced Cheque Printing System**:

How To Enter a Bank Details:

- Click on **Master Details Menu From Manage Main menu** on title bar see the example in below screen.



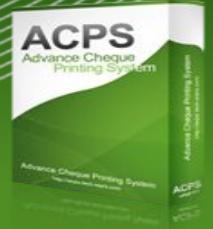


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- user add bank details by click on Master details menu which opens the below form

The screenshot shows a window titled "Master Setup" with three tabs: "Bank", "Signature", and "AccountType". The "Bank" tab is active, displaying a tree view under "Already Exist Accounts" with the following entries: Bank Of Baroda, Canara Bank, HDFC, ICICI BANK, Indian Bank, Sarkari Nagrik Ahmedabad Co-Operative Pvt Ltd., SBI, Vis, and XYZ. A callout bubble points to this list with the text: "List shows the already added bank and its account which are already added in the system." Below the list is a "Refresh Tree View" link. The "Manage Your Bank Details" section contains four input fields: "Bank Name", "Branch Name", "Account No.", and "Account Type" (a dropdown menu). At the bottom are four buttons: "New", "Save", "Update", and "Delete". A callout bubble points to the "New" button with the text: "Enter a new bank details over here".

- Click on **New** button to add a new bank details, enter a data and **save** it for future use.



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Manage Your Bank Details

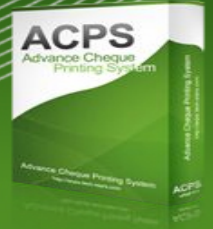
Bank Name :

Branch Name :

Account No. :

Account Type : Select

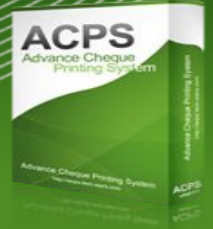
- If you want to update already entered data then just double click on already enter bank detail, then go the field i.e. (Bank Name, Brach Name, Account No. Account Type) make the necessary change in the form and click on **Update** for the future use.
- Click on **Delete** button if you want to delete records which are already entered and stored into database.
- “Bank Name”, “Branch Name”, “Account No” and “Account Type” are compulsory fields to add records.



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- Listing of the current bank entries match to your entries to Bank Name for just reference to fast entries to the system just select and change the data. Using this user can enter his/her data into the system Fast. For Example, If Bank Of Baroda is Entered than again that user want to add the another account of same bank so they can just select the bank name from the list by just one click no need to enter It again.

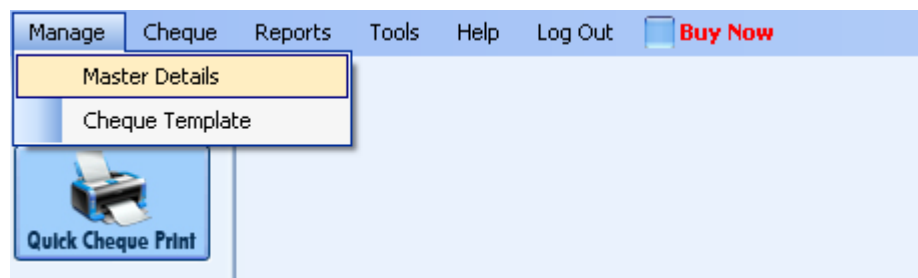
Ashram Road
BOB
Driveln
Driveln1
Maninagar
s. g highway
Sarkari Nagrik Ahmedabad Co-Operative Pvt Ltd.
Thaltej
Vis
XYZ



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How To Add a Signature to the Cheque

- Click on **Master Details Menu From** Manage Main menu on title bar see the example in below screen.

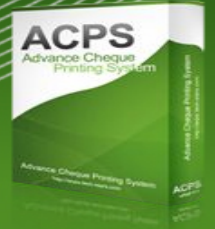


- On **Master Details From** there is a tab to add a signature on the cheque

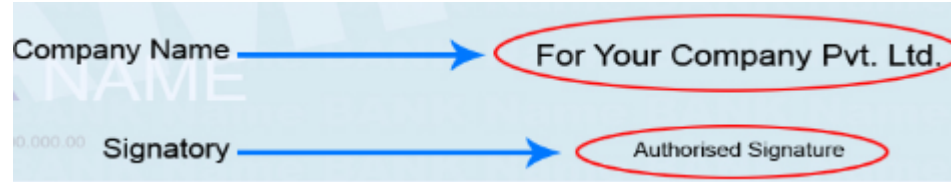
The screenshot shows the 'Master Details' form with the 'Signature' tab selected. It contains two sections: 'Already Exist Signature' with a 'Company Name' dropdown menu, and 'Signature' with 'Company Name' and 'Signatory' text input fields. At the bottom are four buttons: 'New', 'Save', 'Update', and 'Delete'.

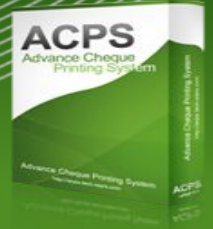
- On Company Name field just add your company name and on signatory field add authorized text.

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- For example,

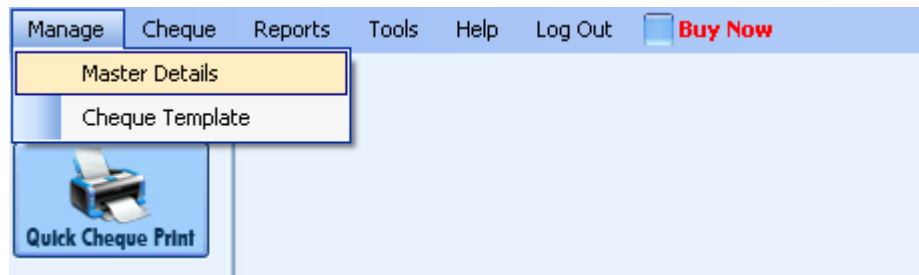




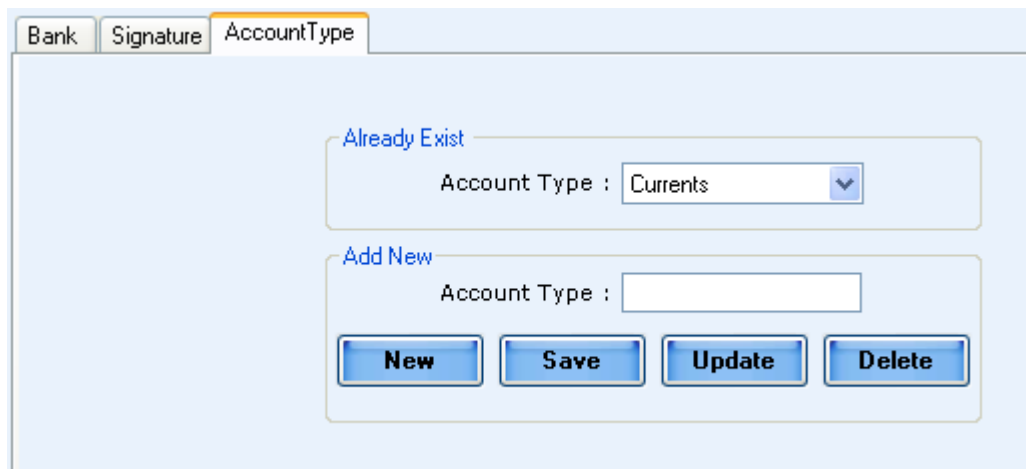
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How To Add a New Account Type

- Click on **Master Details Menu From Manage Main menu** on title bar see the example in below screen.

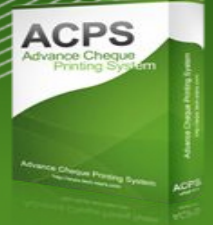


- On **Master Details From there is a tab to add a new account type**, which are not exist on the system.

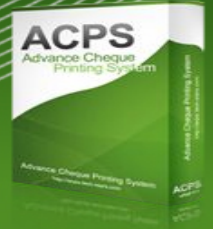


- Click on **New** button to add a new account type and save it, which reflect in the already exist entries after successfully saved.

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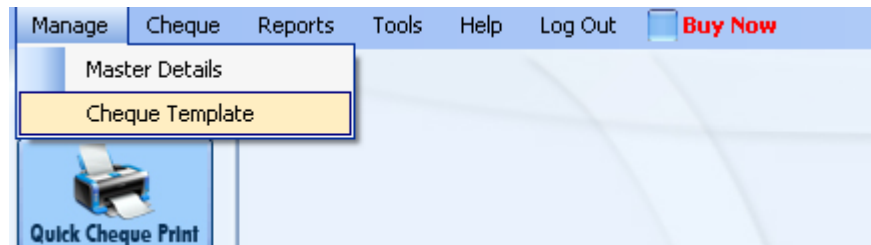
- If you want to update it select from the Already exist account type, change it and update it.
- If you want to delete the already entered account type than just select it and press delete.



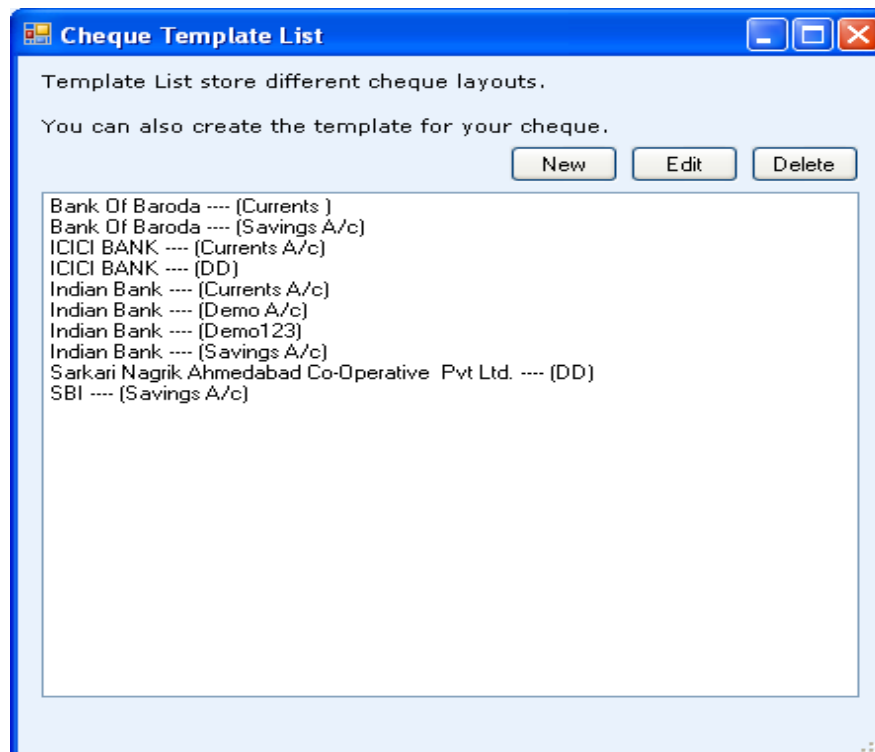
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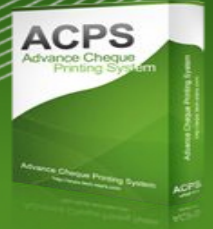
How To create cheque template:

- Click on **cheque template Menu Form Manage** Main menu on title bar see the example in below screen.



- Which takes you to the already exist template list in the system and addition functionality.





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- You can use exist cheque templates for cheque printing and if your bank is new just add your new bank cheque detail click on **New Button** and create new cheque template

The screenshot shows the 'NewBankTemp' window with the following configuration options:

- Select Cheque Configuration for New Cheque Templates:**
 - Bank Name: Bank Of Baroda
 - Branch Name: BOB
 - Account Type: (empty)
 - Account No.: (empty)
- Set Position of Cheque Contains:**
 - Width: (empty) Height: (empty)
 - Payee Name: (selected radio button) X-axis: (empty) Y-axis: (empty)
 - Amount in Words 1: (empty radio button) X-axis: (empty) Y-axis: (empty)
 - Amount in Words 2: (empty radio button) X-axis: (empty) Y-axis: (empty)
 - Date: (empty radio button) X-axis: (empty) Y-axis: (empty)
 - Amount: (empty radio button) X-axis: (empty) Y-axis: (empty)

Buttons: Save, Reset, Show Image, Cancel

Preview area content:

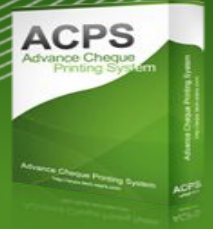
```

Payee Name                               31/12/9999

Amount in Words1

Amount in Words2                          ***999999999.99**
    
```

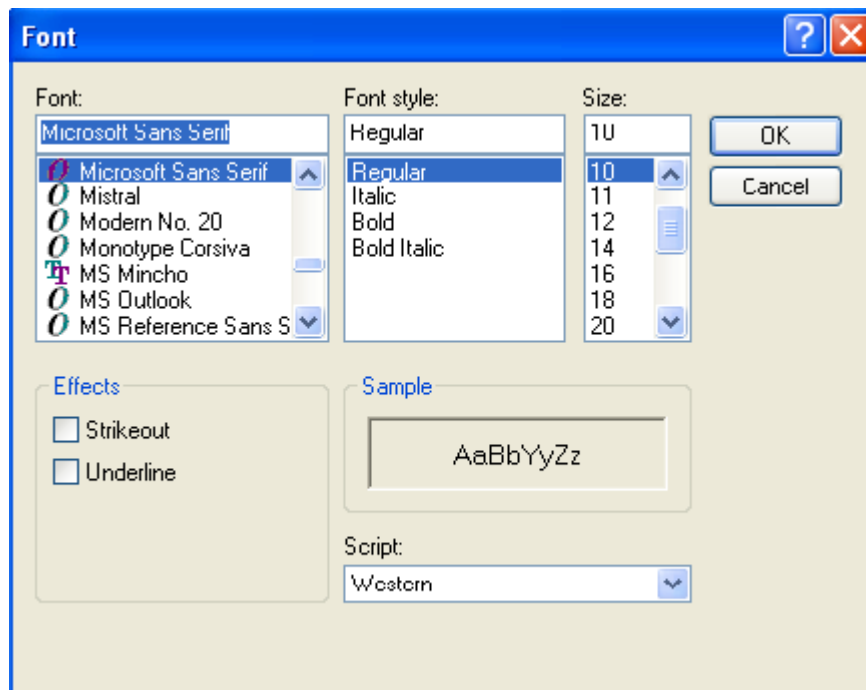
- Select the bank detail from the boxes available with fields respectively for which you want to set the template.
- and You cannot enter bank details only select from the given list
- You can also set cheque contains "payee name", "date", "amount in words1", "amount in words2", "amount" and "length and weight"
- Just select the particular radio button and drag the slider for setting left, right up and



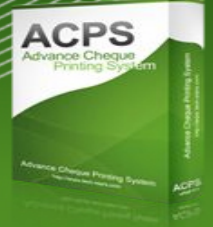
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down position of the particular details.

- You can also set a font type and size for the details written in cheque. just right click on the field suppose payee name you find the font dialog box and set it as per you choice.



- Your settings are visible on the **preview** of cheque below the screen.
- On clicking of **Show Image** button system ask you to browse the image of the particular bank cheque and that will useful to see the same changes on scan copy of your cheque.

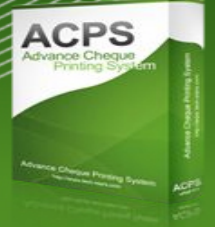


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- For example,

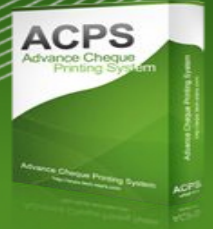
- **Reset Button** use to reset the template setting, which goes to black in all fields when you click on reset button.
- **To Edit** any existing template just select a template name from the list and press edit button which redirect to the template creating screen just make a changes over there and save it for future use.
- **To Delete** any existing template just select a template name from the list and press delete which delete from the list forever from the system.

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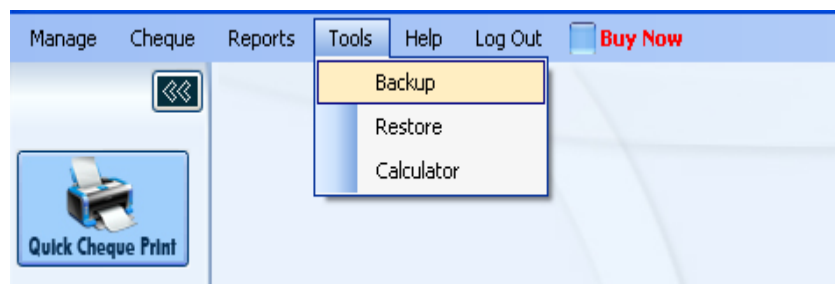


- You can set also right-life and up-down position of contains

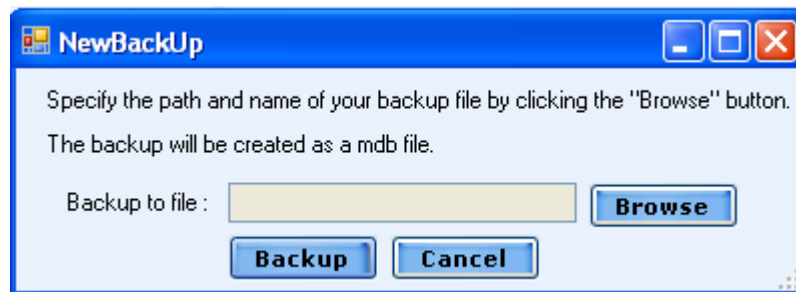
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**Tools for data BackUp/Restore:**

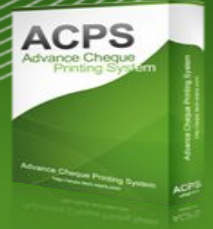
- Click on **Tools main menu** available in the title bar and go on with the available tools.



- To take BackUp of records which are in the system just click on back up, which take you to the below screen.



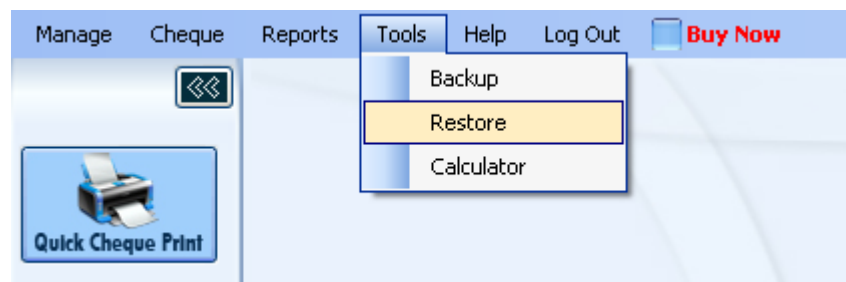
- Now browse the location where you want to put the backup file and press Backup.
- After successfully back up is done you can see the backup file in .mdb format at your selected location. Your use it by Recovery tool of the system.



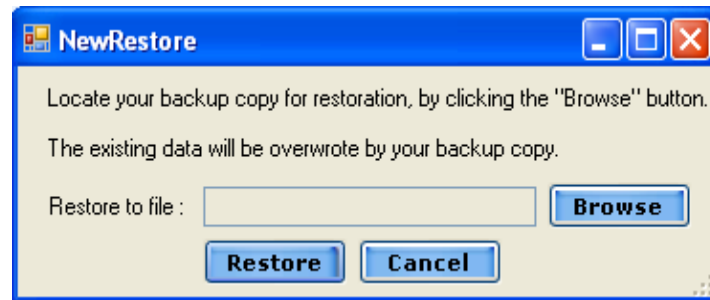
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Restore

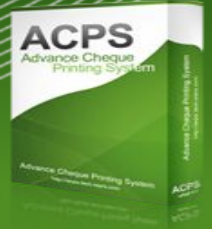
- To restore the lost data from the back up file, go to Tools menu on the title bar and select Restore



- Browse the .mdb file which is create from the backup for restore the data from the specific location.



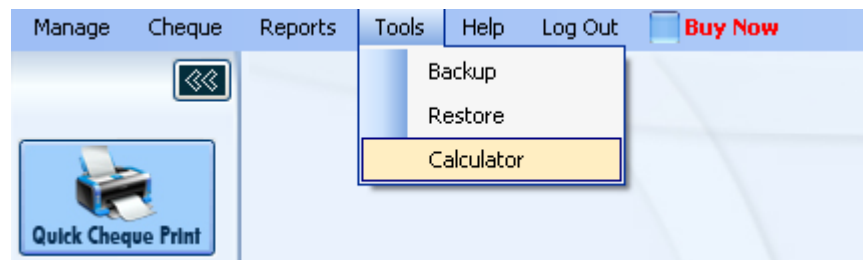
- Click on **Restore** button, to restore the data successfully from the backup file(.mdb)



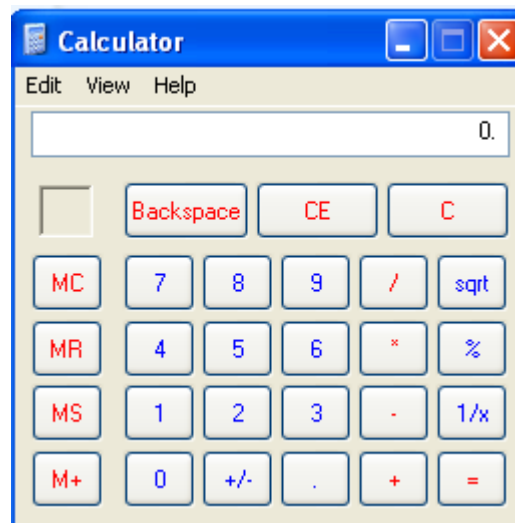
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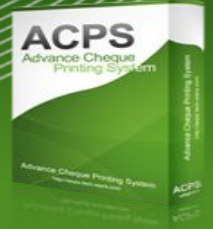
Calculate amount:

- Click on **Calculator** button,



- It open up calculator to calculate amount





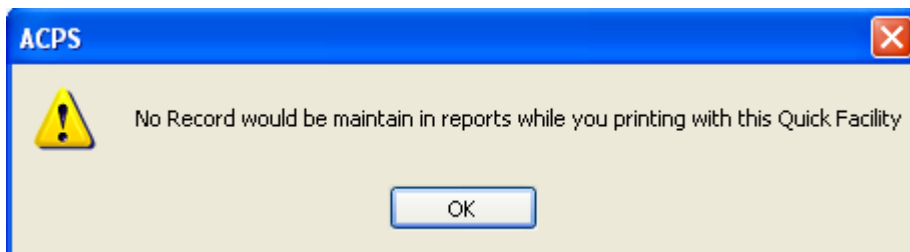
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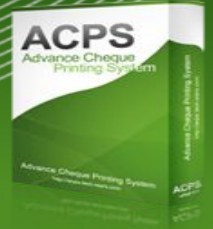
Quick Cheque Print Shortcut:

- Button Available on the Home page for **Quick Cheque Print**



- When click on this Quick cheque button its gives and alert that shows no records are going to save when you are using this quick method of printing.





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- When give Ok it take you to print cheque form shown as below.

Select Your Bank Details for Printing

Select Bank Name : Select Account Type :

Fill Issue Cheque Details

Payee Name : Already Exist Payee Name :

Date : (DD/MM/YYYY)

Amount : Rs. Paise :

Others

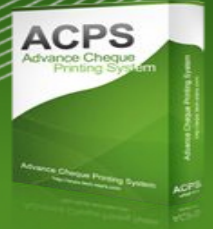
Select Cheque Type

Cross Cheque Account Payee None

Select Signature

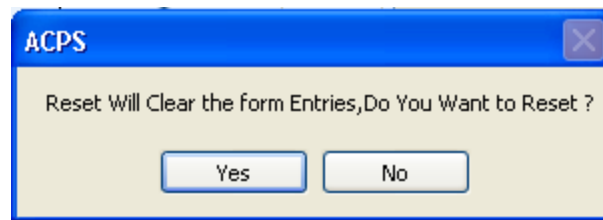
Your Signature : Yes/No

- First user can select bank name from the given list box.
- Same as user can select branch name and account type from the list box.
- User can also select account number from the list box and enter the cheque number in the text box.
- After that user have to fill cheque details like Payee name if Payee name is already exist then select from the list box which is given right side.
- User can also select signature from the list box.
- User have to write amount in Rupees in the given text box.
- After that user can select the date in DD/MM/YYYY formate.
- User has to select cheque types which are given here like Cross Cheque, Account Payee and other.

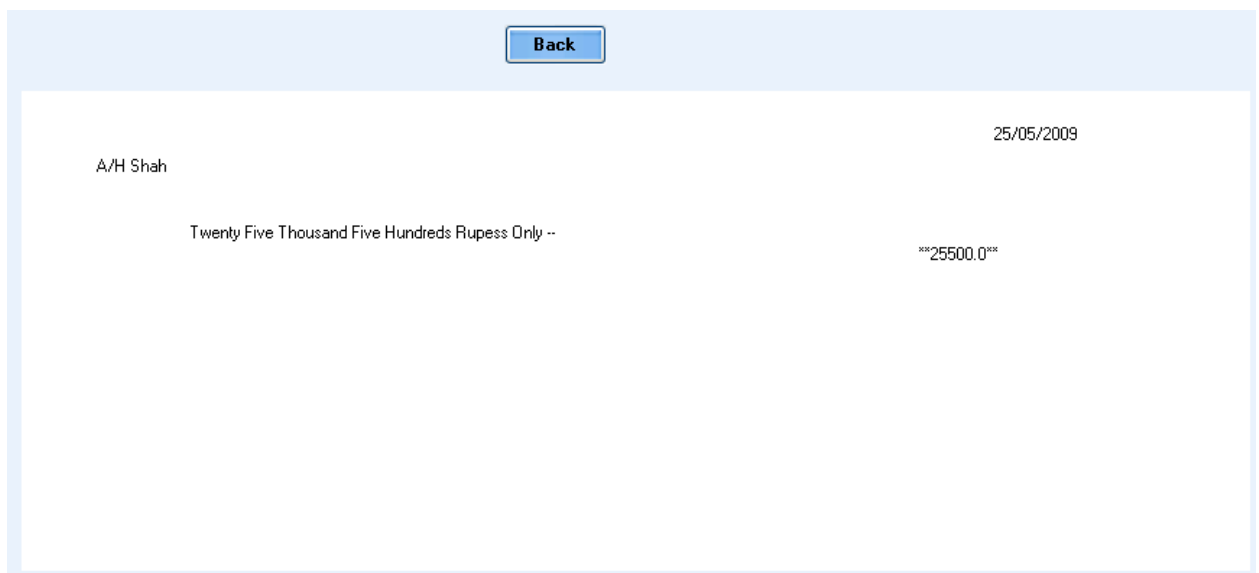


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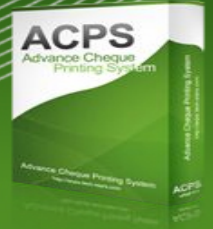
- And if user wants to write a memo then first click on check box and write into the text box.
- When user want to print this cheque then click on **Print** button.
- When user click on **Reset** button that time system will ask question to the user as below



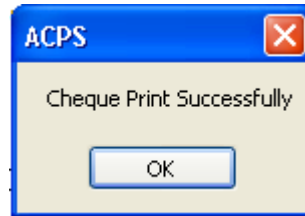
- If user clicks on **Yes** button all the fields are clear and if click on **No** button all entry are same.
- When user click Print Preview button open the below screen which will the display of cheque preview.
- On this page if user wants to go back then click on **Back** button.



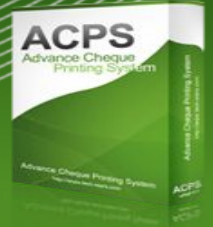
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- When user clicks on **Print** button, user will get print of the cheque.

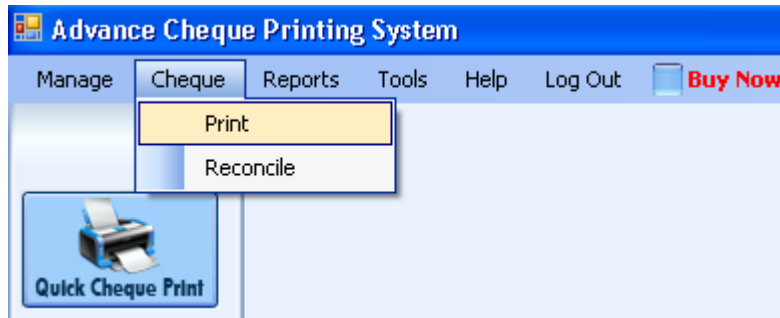


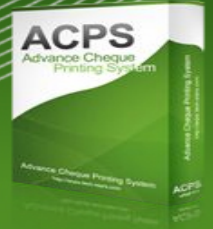
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To Print Cheque:

- Click on Main Menu Cheque and submenu Print menu on the title bar with the below example





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- When user click on Print open the below page

Select Your Bank Details for Printing

Select Bank Name : Account No. :

Select Branch Name : Cheque No. :

Select Account Type :

Fill Issue Cheque Details

Payee Name : Already Exist Payee Name :

Amount : Rs. Paise : Your Signature :

Date : [DD/MM/YYYY]

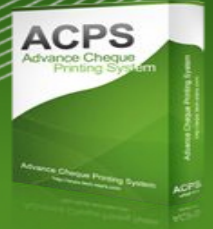
Memo

Add Memo

Select Cheque Type

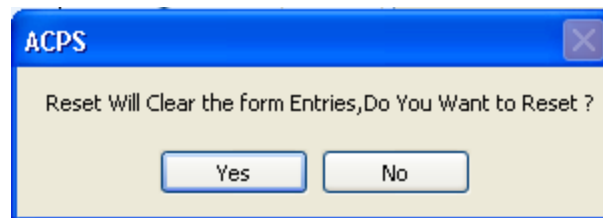
Cross Cheque Account Payee None

- First user can select bank name from the given list box.
- Same as user can select branch name and account type from the list box.
- User can also select account number from the list box and enter the cheque number in the text box.
- After that user have to fill cheque details like Payee name if Payee name is already exist then select from the list box which is given right side.
- User can also select signature from the list box.
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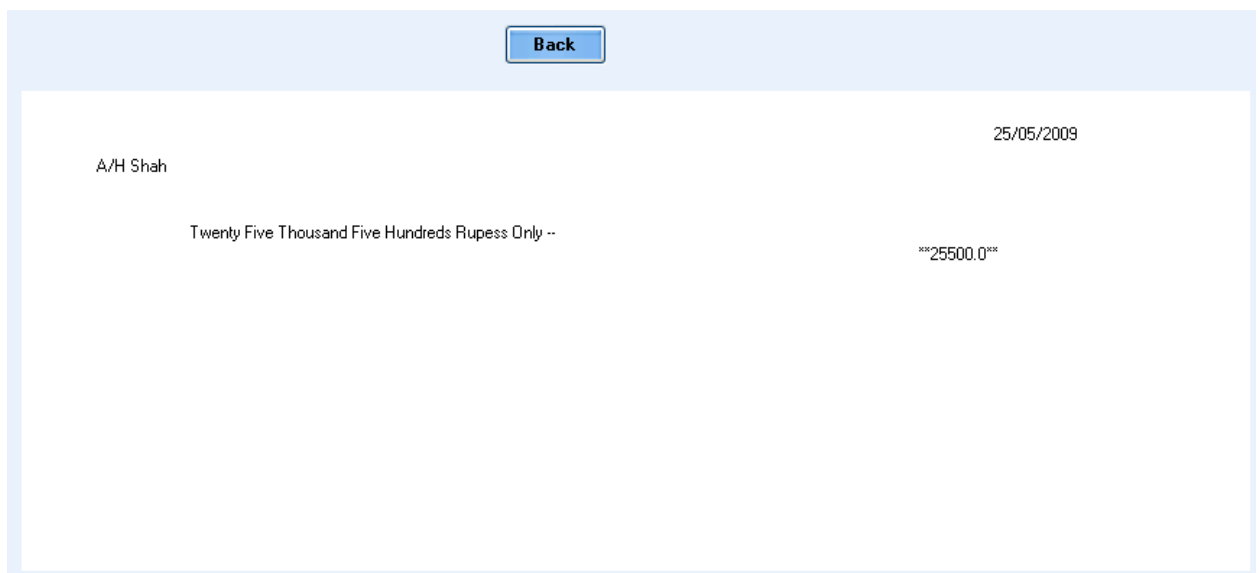


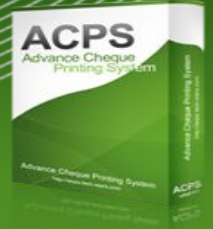
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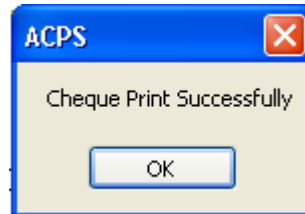
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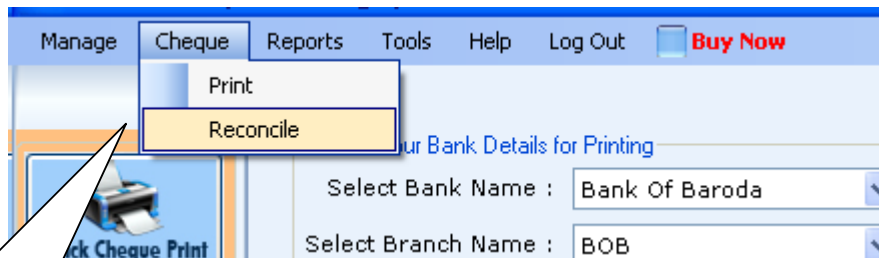


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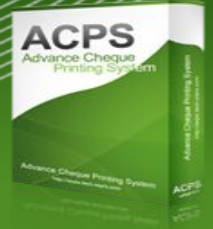
- When user clicks on **Print** button, user will get print of the cheque.



- When cheque is printed system will give the message to the user for successful printing.



When user click on this submenu open below page



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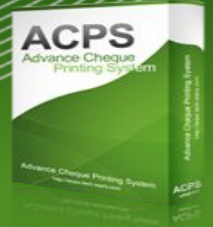
User can select Bank name, Branch name, account type, account no, cheque no from

User can select the status of the cheque from here

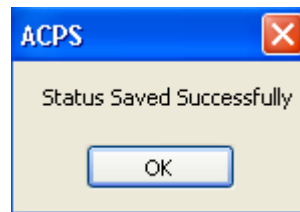
If user wants to write a note then write in text box.

- User can settle cheque status using this feature.
- User can also select the cheque status from the given list as Cleared, Cancel, Destroyed, Bounce and Other on this page.
- If user wants to write any note then writes into notes text box.

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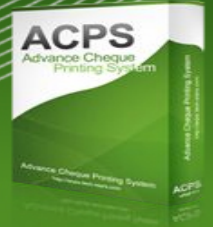


- When user select all the fields and click on the **Save** button, all the records will be saved into the database. And user will get below message from the system



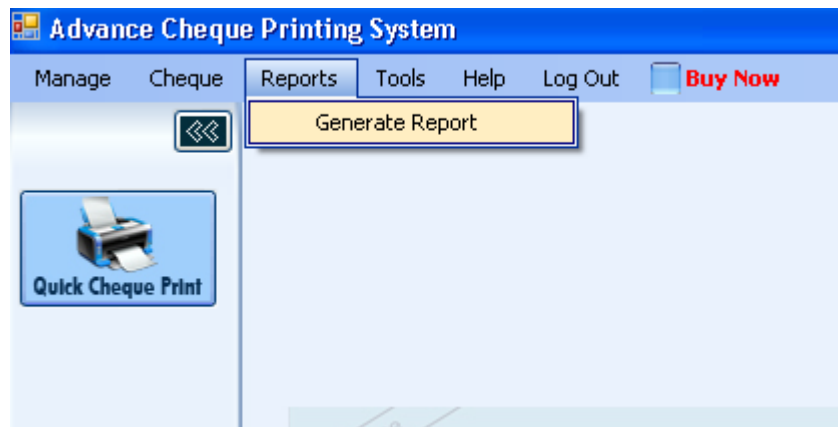
- And if user click on **Cancel** button then open screen will be closed.

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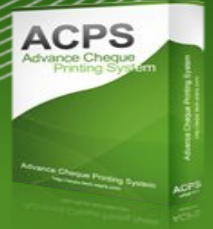


To View Reports:

- When user click on Reports and submenu of reports is **Generate Report** and open the below page



- When user click on Generate Report open below page for generate report.



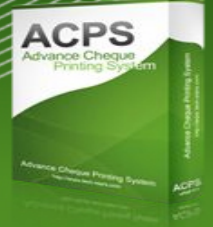
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The screenshot shows a 'Report' window with the following fields:

- BankName : Indian Bank
- Branch Name : Select Branch Name
- Account Type : Select AccountType
- Account No : Select A/c No
- Amount : 0
- Payee Name : Select Payee Name
- Date From : 01/04/2009
- Date To : 31/03/2010

A 'Generate Report' button is located at the bottom of the form. A speech bubble points to the form with the text: 'User have to select any of field which they want to view report like Bank name, Branch name, Account type, Account No, Amount, Payee name'.

- When user can select any field which they want to general report.
- User can click on **Generate Report** button open below page which has the result of selected data in the above screen.



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Record To Display ▾

identification of cheque status

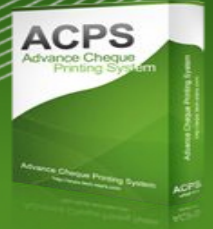
Cleared : Cancel : Bounce : Others : Destroyed :

Records

Status

Bank Name	Branch Name	Account No	Account Type	Cheque No	Payee Name	Issue Date	Amount	Cheque Type
Indian Bank	Driveln	222	Currents A/c	598745	xvzxyvzxyvz xvzxyvzxyvz	12/05/2009	5,320.00	Bearer
Indian Bank	Driveln	8704	Savings A/c	5320125	xvzxyvzxyvz xvzxyvzxyvz	12/05/2009	50,000.00	Bearer
Indian Bank	Driveln	8704	Savings A/c	523145	xvzxyvzxyvz xvzxyvzxyvz	12/05/2009	4,510.00	Bearer
Indian Bank	Driveln	8704	Savings A/c	98745	Vishal Gavle	14/05/2009	5,320.00	Cross
Indian Bank	Driveln	222	Currents A/c	22222	xvzxyvzxyvz xvzxyvzxyvz	18/05/2009	123.00	Bearer
Indian Bank	Driveln	222	Currents A/c	1212	qwert	18/05/2009	12,122.00	Cross
Indian Bank	Driveln	222	Currents A/c	1212	qwert	18/05/2009	12,121.00	Cross
Indian Bank	Driveln	222	Currents A/c	1212	Vishal Gavle	18/05/2009	121,221.00	Cross
Indian Bank	Driveln	222	Currents A/c	2323	qwert	18/05/2009	32,423.00	Cross
Indian Bank	Driveln	222	Currents A/c	343	xvzxyvzxyvz xvzxyvzxyvz	18/05/2009	34,343.00	Cross
Indian Bank	Driveln	8704	Savings A/c	536565	Vishal Gavle	18/05/2009	11.00	Bearer
Indian Bank	Driveln	768791758	Savings A/c	968701	Sudhakar	15/04/2009	3,800.00	Bearer
Indian Bank	Driveln	768791758	Savings A/c	968702	Setro	15/04/2009	15,000.00	Bearer
Indian Bank	Driveln	768791758	Savings A/c	968703	Zalak	17/04/2009	1,200.00	Bearer
Indian Bank	Driveln	768791758	Savings A/c	968703	Sudhakar	23/04/2009	5,000.00	Bearer
Indian Bank	Driveln	768791758	Savings A/c	968705	A/H Shah	22/04/2009	10,000.00	Bearer
Indian Bank	Driveln	768791758	Savings A/c	968706	Mukesh Bhai	22/04/2009	10,000.00	Bearer
Indian Bank	Driveln	8704	Savings A/c	8704532	xvzxyvzxyvz xvzxyvzxyvz	12/05/2009	5,000.00	Bearer
Indian Bank	Driveln	768791758	Savings A/c	968707	Mukesh Bhai	29/04/2009	1,000.00	Bearer
Indian Bank	Driveln	768791758	Savings A/c	968708	Sudhakar	28/04/2009	2,900.00	Bearer
Indian Bank	Driveln	768791758	Savings A/c	968709	Webster Net Link Pvt Ltd	05/05/2009	45,000.00	Bearer
Indian Bank	Driveln	768791758	Savings A/c	968710	Ashokshah & Co.	17/06/2009	250.00	Bearer
Indian Bank	Thaltej	932750789653253	Currents A/c	5623987	Webster Net Link Pvt Ltd	19/05/2009	53,287.00	Cross
Indian Bank	Driveln	8704	Savings A/c	55555	Vishal Gavle	22/05/2009	19,05,2009.00	Bearer
Indian Bank	Driveln	8704	Savings A/c	555555	Vishal Gavle	22/05/2009	200,000.00	Bearer
Indian Bank	Driveln	8704	Savings A/c	45454	A/H Shah	22/05/2009	2,000.00	Bearer
Indian Bank	Driveln	8704	Savings A/c	23245	A/H Shah	22/05/2009	3,000.00	Bearer
Indian Bank	Driveln	7777777	Demo A/c	59877	Demo Demo Demo Demo	22/05/2009	5,320.00	Cross
Indian Bank	Driveln	7777777	Demo A/c	56565	A/H Shah	22/05/2009	5,329,878.00	Cross
Indian Bank	Driveln	7777777	Demo A/c	9999	A/H Shah	22/05/2009	5,329,878.00	Cross

- User will view the all the details of selected fields, here we select **bank name** as **Indian Bank** the on this status tab user can view the all the records of Indian Bank.
- In this report use can easily understand by different color like **Pink** color is for Bounce, **Blue** for Cancel, **Yellow** for Destroyed, **Green** for Others and **White** for Cleared.
- When user want to take print of this report then click on **Print** button.



Advance Cheque Printing System - ACPS

- When user select another tab Advance Report then open below page.

Records Print

Status **Advanced Report**

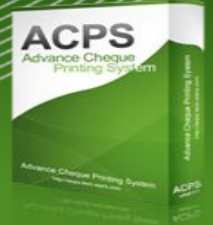
Main Report

Advance Cheque Printing System Report

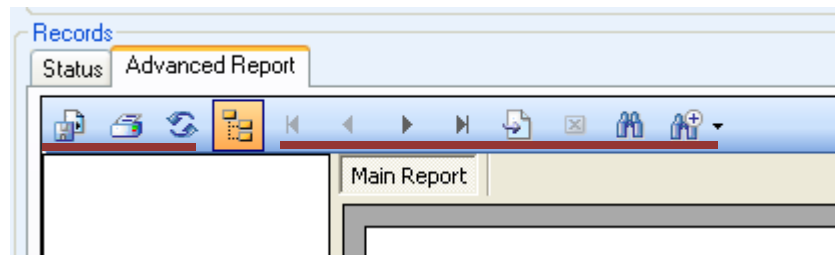
BankName Indian Bank **Date:** May 25, 2009

<u>Branch Name</u>	<u>AccountNo</u>	<u>Account Type</u>	<u>Cheque No</u>	<u>Payee Name</u>	<u>Issue Date</u>	<u>Amount</u>	<u>Cheque Type</u>	<u>Status</u>	<u>Memo</u>	<u>Notes</u>
DriveIn	222	Currents A/c	598745	xyzxyzxyz xyz xyzxyzxyz xyz	12/05/2009	5,320.00	Bearer	Destroyed		
DriveIn	8704	Savings A/c	5320125	xyzxyzxyz xyz xyzxyzxyz xyz	12/05/2009	50,000.00	Bearer	Stop Payments		
DriveIn	8704	Savings A/c	523145	xyzxyzxyz xyz xyzxyzxyz xyz	12/05/2009	4,510.00	Bearer	Bounce		bvbvnb
DriveIn	8704	Savings A/c	98745	Vishal Gavle	14/05/2009	5,320.00	Cross	Cancel		cancel the cheque
DriveIn	222	Currents A/c	22222	xyzxyzxyz xyz xyzxyzxyz xyz	18/05/2009	123.00	Bearer			

Advance Cheque Printing System - ACPS



- If user wants to take print of this report then click on **Print** button and take print of this report.
- There are some quick menu for Export report, Print report, Refresh, Go to First Page, Go to Last Page, Go to Previous page and Go to Next Page, Find text and Zoom which are available on below page.



- When user want to close this system click on **Log out** menu and close this system.

