

User guide for ezyCheque Lite Edition

Version 2.0




Preface

Thank you for purchasing ezyCheque Lite Edition. Please read this manual thoroughly before operating the product in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Conventions

This manual uses the following formatting and graphics conventions for special terms and actions.

Convention	Description
Bold	Used for user interface elements such as panels, tabs, fields, buttons, and menu options.
<i>Italic</i>	Used for glossary terms, file names and paths.
	Used to separate panel and tab selections in procedures. Example: Select Options General
	Tip icon. Suggests alternative methods for accomplishing tasks or procedures.
	Note icon. Emphasizes related, reinforcing, or important information.
	Caution icon. Indicates actions or processes that can potentially damage data or programs.

Displays Used in This Manual

Screen shots of computer operation screen used in this manual may differ from the ones you actually see depending on the model or options that comes with your machine.

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Overview

ezyCheque is a cheque writing software that allows user to write data onto a cheque and print the cheque using an existing printer. It automatically converts number to words and stores the payee's name for future easy retrieval use.

Some of the features of ezyCheque Lite Edition:

- § Multiple banker's cheque
- § Automatically conversion from number to words
- § Multi-language in conversion – B. Malaysia, English and etc.
- § Automatically saves payee's name when printing
- § Automatically saves settings on exit
- § Print preview before printing
- § Optional date printing function
- § Adjustable cheque alignment
- § Simple and easy-to-use cheque-like interface

By using ezyCheque Lite Edition, you will enjoy the following benefits:

- § Standardize cheque writing
- § Increase cheque security
- § Reduce errors in writing cheque and thus eliminating returned cheques
- § Shortening process in writing cheques
- § Increase your corporate charisma and image

Part I

INTRODUCTION

Chapter 1

Installation and setup

This chapter provides system requirements and instructions for installing, upgrading, configuring, and uninstalling ezyCheque Lite Edition.

Topics:

- § “System requirements and supported software” on page 2
- § “Installing ezyCheque Lite Edition” on page 3
- § “Upgrading from previous version” on page 4
- § “Uninstalling ezyCheque Lite Edition” on page 5

System requirements and supported software

This section lists hardware and software needed to run ezyCheque Lite Edition.

The computer on which you install ezyCheque Lite Edition must have:

- § One of the following operating systems:
 - § Microsoft® Windows® Vista, Home Basic, Home Premium, Business or Ultimate
 - § Microsoft Windows XP, Home or Professional Edition (Service Pack 2)
 - § Microsoft Windows 2000 Professional (Service Pack 3)
 - § Microsoft Windows ME
 - § Microsoft Windows 98, SE only
- § 300MB (x86), 650MB (x64) of available hard-disk space (with Microsoft .Net Framework 2.0)
- § Microsoft .Net Framework 2.0
Download Microsoft .Net Framework 2.0 at <http://www.microsoft.com/downloads/details.aspx?FamilyID=0856eacb-4362-4b0d-8edd-aab15c5e04f5&displaylang=en> or go to <http://download.microsoft.com>
- § Microsoft Windows Installer 3.0
(<http://www.microsoft.com/downloads/details.aspx?familyid=5FBC5470-B259-4733-A914-A956122E08E8&displaylang=en>) (except for Windows 98/ME, which require Windows Installer 2.0
(<http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=CEBBACD8-C094-4255-B702-DE3BB768148F>) or later)
- § Microsoft Internet Explorer 5.01 or later
(<http://www.microsoft.com/windows/ie/downloads/default.msp>)
- § Intel Pentium II 266 MHz or higher
- § 128MB memory or more
- § Printer – dot matrix, inkjet, or laser printer

Installing ezyCheque Lite Edition

ezyCheque Lite Edition is made available for download in the form of an executable file, *ezychequelite_2.x.x.x_setup.exe*

Please visit <http://www.ezycheque.com> for the latest version of the program and the updated manual.

After downloading the ezyCheque Lite Edition setup executable file,

1. Double-click the installation file *ezychequelite_2.x.x.x_setup.exe*
The installation program begins.
2. Click **Next** to continue the installation.
3. Read and accept the license agreement, then click **Next**.
4. Either specifies a location for the installation files, or click **Next** to continue.
The default location is *C:\Program Files\iSquare\ezyCheque Lite Edition*.
5. Either selects a different folder and name to create program's shortcuts or click **Next** to continue.
The default folder name is *ezyCheque Lite Edition*.
6. Select additional shortcuts you would like setup to add and then click **Next**.
You can create additional shortcuts at desktop or Quick Launch folder.
7. Click **Install** to start performing installation.
The installation program runs.
8. Click **Finish** to close the installation program.
Select "Launch ezyCheque Lite Edition" to start ezyCheque Lite Edition.



Click **Cancel** to abort the installation.

Upgrading from a previous version

This section is for you who already have ezyCheque Lite Edition version 1 or version 2.x.

To upgrade from version 1

To upgrade from version 1, follow the instruction below:

1. Double click the installation file.
The installation program begins.
2. Follow the installation instruction at page 2.
3. After finish installed, start ezyCheque Lite Edition.
4. A message box will prompt up and chose **Yes** to import previous existing settings and data.
Click **No** to restore default settings and empty data.



You do not need to uninstall version 1 to upgrade to version 2.

To upgrade from version 2.x

You must uninstall the previous version before you can upgrade the latest version.

Upgrading from a previous version 2.x will not restore default settings and empty data. All the settings and data will be imported automatically.

Uninstalling ezyCheque Lite Edition

If you need to uninstall ezyCheque Lite Edition, run the uninstall program included with your installation or using the Windows Add/Remove Program utility.



If you are upgrading from version 1, there is no need to uninstall your existing version. For more information, see “Upgrading from previous version,” on page 5.

To uninstall ezyCheque Lite Edition using uninstall program

1. Select **Start | Programs**.
2. Select **ezyCheque Lite Edition | Uninstall ezyCheque Lite Edition**.

The Uninstallation program begins.

To uninstall ezyCheque Lite Edition using Windows utility

1. Select **Start | Control Panel**.
2. Select **Add or Remove Programs**.
3. Select **ezyCheque Lite Edition 2** under the **Current installed programs** list and then click **Remove**.

The Uninstallation program begins.

Chapter 2

Getting started

This chapter provides you step-by-step instruction and information needed to use ezyCheque Lite Edition for the first time.

Topics:

§ “Getting started wizard” on page 8

Getting started wizard

After you have installed ezyCheque Lite Edition, a *Getting Started Wizard* will prompt up when you open ezyCheque Lite Edition for the first time. Follow the instruction below to start using ezyCheque Lite Edition.

1. At the welcome page, click **Next** to continue.
2. Enter your company name and details and click **Next**.
3. Specify the number of bank accounts you would like to add and click **Next**.
4. Enter the bank details and click **Next** to go to the next bank account details if you chose more than 1 bank accounts in *step 3* and continue *step 4*.
5. Either enter a login password or leave it blank to disable the login password and click **Next**.
6. Enter the name and registration code provided to you by your vendor and click **Next**.
7. Click **Finish** to start using ezyCheque Lite Edition.

The ezyCheque Lite Edition program runs.



Click **Cancel** to abort the Getting Started Wizard and exit ezyCheque Lite Edition.

After you have finish configure ezyCheque Lite Edition in the *Getting Started Wizard*, the next step you would have to do is to make sure your cheque is aligned and ready to print. For more information, see *Chapter 4 – Bank’s setup*.

To start writing/printing a cheque, see *Chapter 3 – Writing cheque*.

Part II

REFERENCE GUIDE

Chapter 3

Writing cheque

This chapter provides an introduction to the main screen of ezyCheque Lite Edition and instruction for writing a cheque.

Topics:

- § “Tour of the ezyCheque Lite Edition Main screen” on page 11
- § “Writing a cheque” on page 12
- § “Print date” on page 13
- § “Print preview” on page 14

Tour of the ezyCheque Lite Edition Main screen

The ezyCheque Lite Edition Main screen provides writing cheque function and the access to other functions such as cheque alignment setup, program options, and recipient editor.

Getting around the Main screen

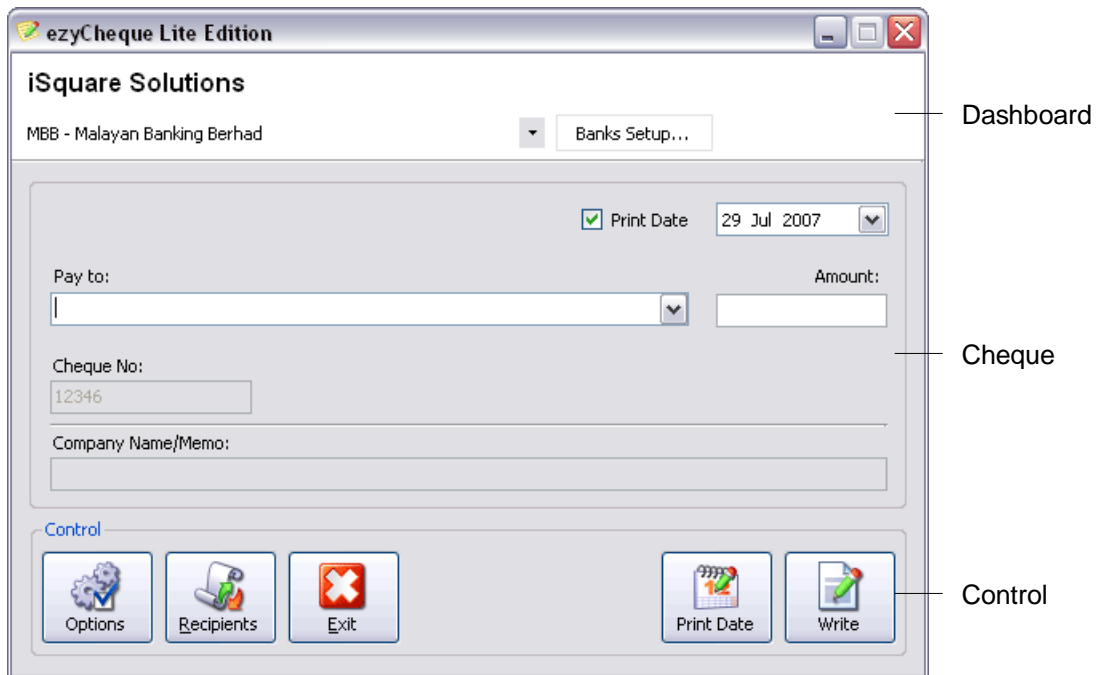


Figure 3-1: ezyCheque Lite Edition main screen

Dashboard

The dashboard shows the company name and the bank name which the current cheque is writing.

Click on the arrow button to select/change to other bank's cheque. To edit the bank's cheque alignment, click the **Banks Setups** button. Please go to **Chapter 4** – Bank's Setup for more information on how to setup a bank and cheque's alignment.

Cheque

The cheque area provides fields to write a cheque.

Control

The control provides access to Options, Recipient editor, Print Date, Print Cheque Preview and Exit buttons.






Button	Page	Description
 Options	30	Program configuration, company information details and change login password.
 Recipient	27	Add, edit, and delete recipient's information.
 Exit	15	Close ezyCheque Lite Edition.
 Print Date	13	Print cheque's date only.
 Write	15	Show cheque's print preview.

Table 3-1: Main Screen icons

Writing a cheque

Writing a cheque is easy with ezyCheque Lite Edition. Only 3 fields are required to write a cheque - Date, Payee Name and the Amount pay to the payee.

1. Select the bank name of the cheque required to write at the *Dashboard*.
2. Select the **Print Date** box if a date is required to print.
3. Select the Date of the cheque.
4. Enter the Payee name.

Payee name will automatically show up when the initial letters is keyed in if a cheque to the same recipient name is printed before.
5. Enter the amount of the cheque.
6. Compare the cheque number in the **Cheque No** field with the actual cheque.

This step allow user to check whether the cheque is printed with sequent. If the cheque number is different, there is a possibility that a manual cheque is issued or there is a missing cheque.
7. Enter the purpose of the cheque in **Company Name/Memo** field.

This field is only editable if the **Print Company Name/Memo field** is checked in Bank Setup.
8. Click **Write** button to Preview the cheque.

A Print Preview screen will shows up. Please see **print preview** on page 14 to print the cheque.

Print date

Print date is a special feature provided in ezyCheque Lite Edition. Scenario below shows the benefit of using *print date only* feature.

Company A is a manufacturing company which issues cheques to suppliers on a monthly basis. The accountant will need to write all the cheques which have to be issued to suppliers at the end of the month for the following month payment. The problem for the accountant is that she does not know which date to write as she needs to make an entry once the cheque is handed over to the supplier with it to be signed in the near future.

This feature allows the accountant to write the cheque with payee name, amount and amount in words leaving the date blank and allow it to be signed with all information printed on the cheque except date. Once the supplier comes to collect the cheque, the accountant can then print the date and make an entry accordingly without letting the supplier wait for the cheque to be signed.

To print a date only:

1. Select the bank of the cheque required to write.
2. Select the **Print Date** checkbox.
3. Select the date of the cheque.
4. Click on **Print Date** button.

A print preview screen will show up with the date only. Please see **print preview** on page 14 to print the cheque.

Print preview

Print preview screen provides a cheque preview before printing the cheque.

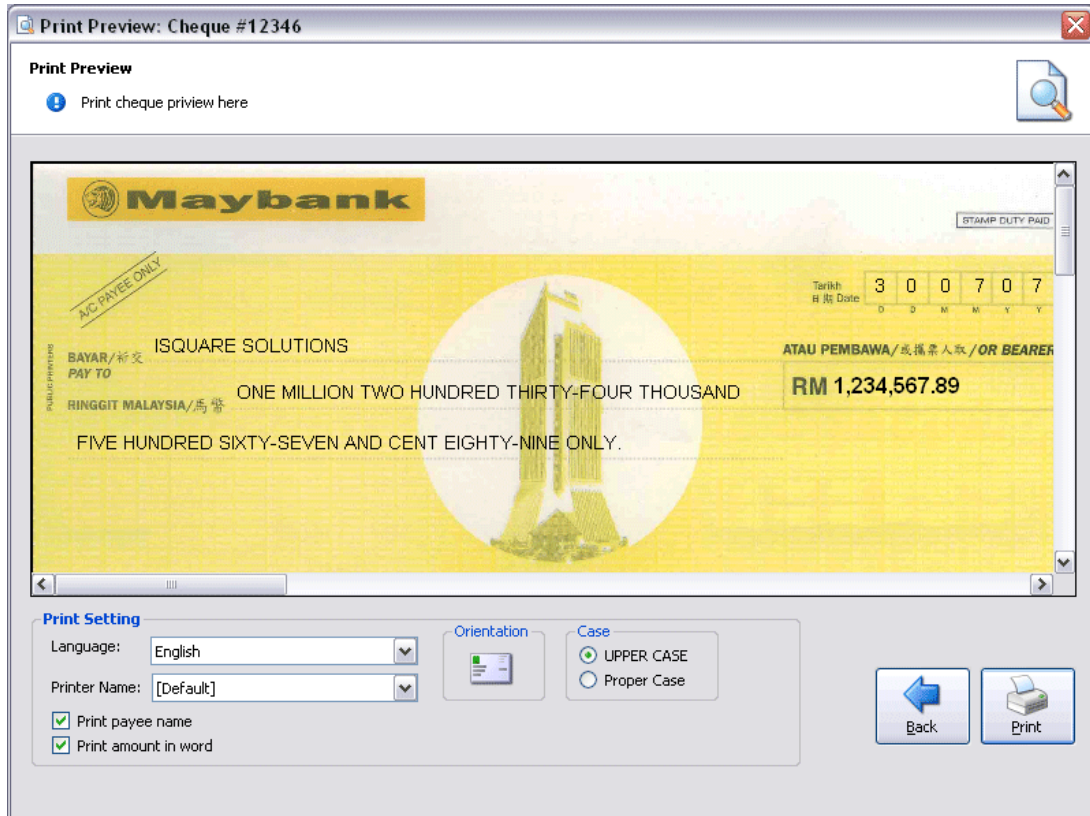


Figure 3-1: Cheque Print Preview screen

Language

Select language to be shown in the amount in word.

The language provided with the installation file is English and Bahasa Malaysia.

Printer Name

Select printer to be used to print the cheque.

Print payee name

“Check” to print payee name.

This feature is useful for user who has already made a name stamp for a particular payee or has the payee name pre-printed on the cheque.

Print amount in word

Select to print amount in word.

This feature is useful for user who wants to print the amount in words using a cheque writing machine. Uncheck the ***print amount in word*** so that ezyCheque will not print amount in word on the cheque.

Orientation

Cheque's orientation to be printed – landscape or portrait.

User can check and insert the cheque to the printer accordingly.

Case

Show UPPER CASE or Proper Case for payee name and amount in words.

Back button


Close cheque's print preview screen and go back to main screen.

Click this button to cancel cheque printing and go back to main screen.

Print button

Print the cheque.

Close ezyCheque Lite Edition

There are two (2) ways to close ezyCheque Lite Edition. The first method is to click on the X button at the Top Right of the program. Alternatively, you can click on the Exit button () located at the Control panel on the Main screen of ezyCheque Lite Edition.

Chapter 4

Configures bank's information and cheque's alignment

This chapter provides an introduction to the Bank Setup screen of ezyCheque Lite Edition and instruction for configuring a cheque.

Topics:

- § “Tour of the ezyCheque Lite Edition Banks Setup screen” on page 17
- § “Add, edit, delete bank's cheque” on page 19
- § “Bank's details” on page 20
- § “Fields setting” on page 21
- § “Print settings” on page 23
- § “Other settings” on page 25

Tour of the ezyCheque Lite Edition Banks Setup screen

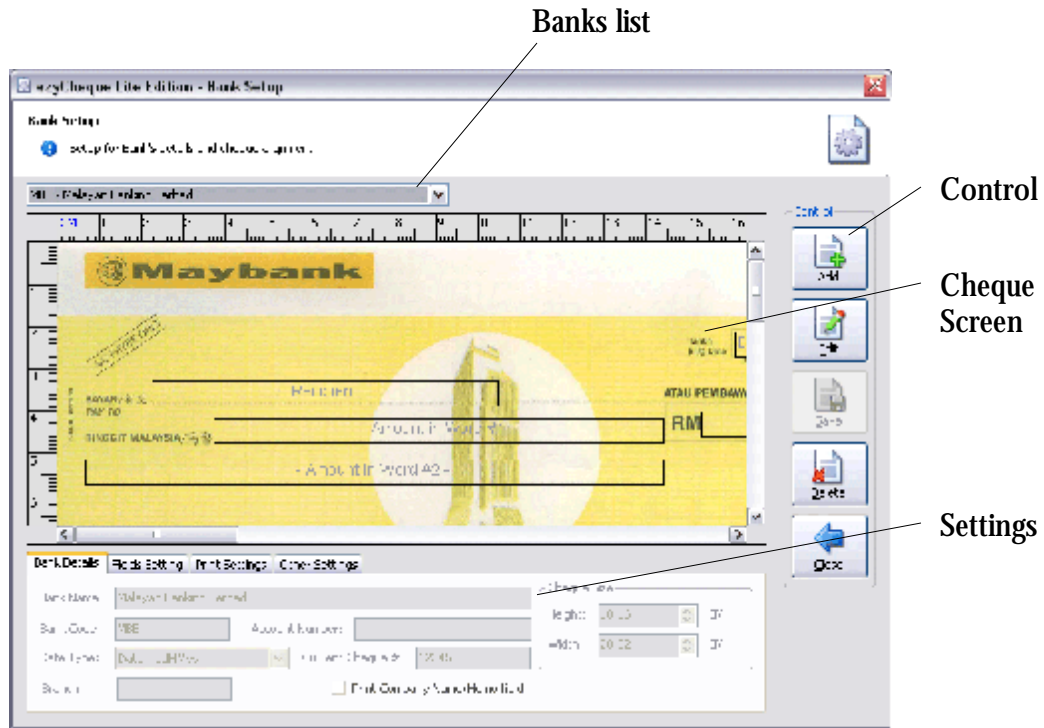


Figure 4-1: Bank Setup screen

Banks List

Select the bank here.

Control

The control provides access to add cheque, edit cheque, save cheque, delete current cheque and close & return to main screen buttons.







Button	Description
 Add	Add new cheque.
 Edit	Edit selected cheque.
 Save	Save current cheque.
 Delete	Delete selected cheque.
 Cancel	Cancel adding new cheque or editing current cheque.
 Close	Close Bank Setup and return to Main screen.

Table 4-1: Banks Setup Screen icons

Cheque Screen

Cheque screen shows the location of each field with both rulers on top and left side of the screen.

Settings

This section allows you to make settings on the bank's information, fields' location, and cheque's alignment.

Bank Details

Bank details provides current cheque & bank's information such as bank name, account number, latest cheque number, cheque size, bank's branch and etc.

Fields Setting

Fields setting provides the setting for a particular field selected either by mouse on the cheque screen or the label navigator at the right side of the Fields Setting tab.

Print Settings

Print settings provide the setting for amount in word language, printer used for the particular cheque, adjust cheque location on printing and etc.

Other Settings

Other setting provides settings other than the settings stated above which include changing cheque image, show grid line, set measurement unit, and import and export cheque settings.

Add, edit, delete bank's cheque

Add a cheque



To add a cheque, click on the **Add** button at the *Control* panel located at the right of the screen.

Edit a cheque



To edit a cheque, click on the **Edit** button at the *Control* panel.

Delete a cheque



To delete a cheque, click on the **Delete** button at the *Control* panel.

Bank's details

Figure 4-1: Bank's Details control

Field Name	Description
Bank Name	Bank name of the cheque
Bank Code	[Unique] bank code for this selected bank
Account Number	Bank's account number
Date Type	The date type of a particular cheque <ul style="list-style-type: none"> • Normal (see date format in Options) • ddMMyy • ddMMyyyy
Current Cheque #	Latest used cheque number
Branch	Bank's branch name
Print Company Name/Memo field	Check – if the cheque require a printing field of company name or the purpose of the cheque (memo) Uncheck – if none Note: Uncheck this option if it is Malaysian cheque as this field is not required.
Cheque Size	The size of the cheque in CM or inches.
Height	Height of the cheque.
Width	Width of the cheque.

Table 4-1: Bank's Details fields' description

Entering bank's information

Bank's information provides information of the particular cheque's bank. The bank name and bank code is compulsory while the account number, cheque number and branch name is additional information to keep track and manage the cheque data.

Select Date Type

Date type is the printed date format of the cheque. Table below shows the description of each date type.

Date Type	Output	Description
Date – Normal	12 Aug 2007	The date output format follows the date format set by the user in <i>Options – General tab</i> .
Date – ddMMyy	120807	This date type suitable for cheque which requires a single digit of each date number written on 6 boxes provided.
Date – ddMMyyyy	12082007	This date type suitable for cheque which requires a single digit of each date number written on 8 boxes provided.

Table 4-2: Date Type description

Set cheque size

Cheque size is the actual cheque size in height × width. The measurement unit can be in centimeters (CM) or inches, depend on the measurement unit setting in **Other Settings** on page 25.

Fields setting

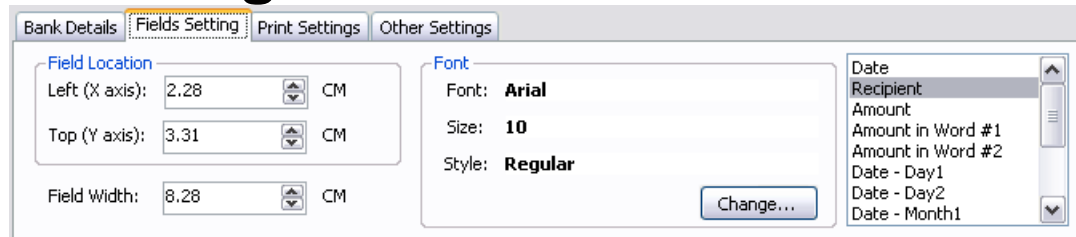


Figure 4-1: Fields setting control

Field Name	Description
Field Location	Field location/coordinate in X and Y axis.
Left (X axis)	The X coordinates of the selected field.
Top (Y axis)	The Y coordinates of the selected field.
Field Width	Selected field width.
Font	Font format of the selected field.
Font	The font type of the selected field.
Size	The font size of the selected field.
Style	The font style of the selected field: - Regular - Italic - Bold - Bold Italic
Change...	Change the selected field's font format.
Fields List	List of fields.

Table 4-1: Fields setting's fields' description

Selecting a field

To move a field, change font format and set its width, you must select a field first by clicking on the field itself located in the **Cheque Screen**.

Alternatively, you can select a field in the **fields list** at the right side of the **Fields Setting** tab.

Moving a field

You can move a field by changing the **Left** and **Top** value in **Field Location**.

A faster approach is by a single mouse click, hold it and move the field directly in **Cheque Screen**.

Setting a field width

Changing a field width is important to set the limit of the word printed on the cheque.

You can change the value in **Field Width** or drag and extend the field directly in the **Cheque Screen**.

Field Font

Field font can distinguish a particular field such as a bold amount, or a bigger font payee name. Please do not set a font that is unreadable or extremely small or big size, rather select a standard font such as Arial, Times New Roman, and Courier with font size of 12 to 14.

Checking the field location

To check whether the field location is set properly, click on **Print Sample** button under **Print Settings** tab. Make sure an A4 paper is inserted in the printer. A sample of field will be printed.

Print settings

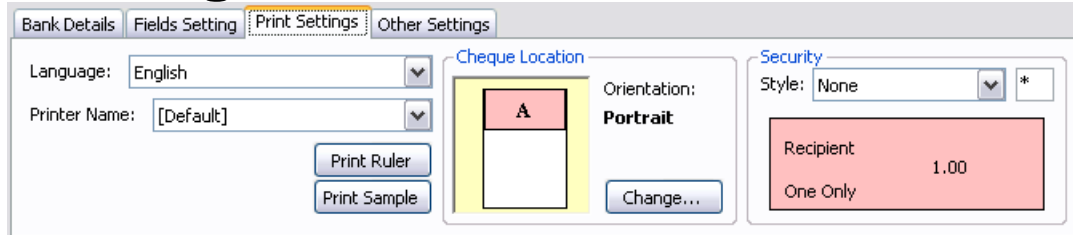


Figure 4-1: Print Settings control

Field Name	Description
Language	The language used in the amount in word.
Printer Name	The printer used to print the particular cheque.
Print Ruler	Print the ruler of the cheque on an A4/letter size paper.
Print Sample	Print the sample of the set fields.
Cheque Location	The location of the cheque on an A4 paper.
Orientation	The orientation of the cheque, either Portrait or Landscape.
Change...	Change the location and orientation of the cheque.
Security	Security measurement for payee name, amount and amount in word.
Style	Fields security style.

Table 4-1: Print Settings' fields' description

Changing amount in word's language

You can change amount in word's language in either English or Bahasa Malaysia language. Future enhancement may include additional language such as Mandarin. If you would like to include your local language, please email us at support@ezycheque.com.

Setting preferred printer

Setting preferred printer is useful when the printer used to print a particular cheque is not the *Default* printer set in the system. The *Default* printer is used when you add a new cheque. To change the printer, select the installed printer list in the **Printer Name** under **Print Settings** tab.

Printing cheque ruler

To print a cheque ruler, click on the **Print Ruler** button under **Print Settings** tab. Make sure an A4 paper is inserted into the printer before printing the ruler. This cheque ruler allows you to set the fields coordinate in **Fields Setting** (refer to page 21).

Printing cheque sample

After setting the fields coordinate in **Fields Setting** (P21) with *cheque ruler* (P23), you need to check whether the fields coordinate is set correctly. Print a cheque sample by clicking on **Print Sample** button under **Print Settings** tab. Make sure an A4 paper is inserted into the printer tray before print sample. Follow the instruction in the sample sheet and adjust the field accordingly.

Setting cheque's location & orientation

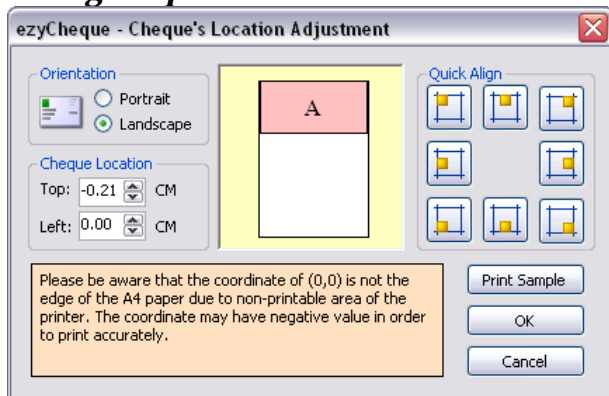


Figure 4-2: Setting cheque's location & orientation control

A cheque is placed and printed like a normal A4 paper. However, due to the smaller size of a cheque, you need to set the correct location of the cheque. For example, when printing a cheque on a Dot Matrix printer, a landscape cheque is inserted by the top first and facing back. This is because the cheque will be rolled over and eventually printed on the front.

While for most laser or bubble jet printers, a landscape cheque is inserted by the top first and facing front.

Table below shows the recommended cheque's alignment for different type of printer:

Printer Type	Orientation	Cheque Alignment	Cheque Placement	Description
Dot Matrix Printer	Portrait		Cheque is placed to left side of the tray, from back and insert from top.	Most dot matrix printers have a roller which will roll the paper from behind to front.
	Landscape			
Laser Printer	Portrait		Cheque is insert at the center of the envelop tray, facing front with portrait orientation.	Most laser printers have a special tray for envelop.
	Landscape	Not recommended.		
Bubblejet Printer	Portrait		Cheque is placed to the left side of the tray, facing front with portrait orientation.	Most bubble-jet printers have either an inserting tray from top or bottom.
	Landscape	Not recommended.		

Table 4-2: Recommended cheque's alignment for different type of printers

Setting field security

Adding a security symbol after the payee name, amount in words, and amount is easy with ezyCheque. The security symbol will help decrease cheque being altered by unauthorized person.

A none-field security will print a cheque without additional symbol printed before and after the payee name, amount in words, and amount. Table below shows the format for other security styles.

Style	Symbol printed	Alignment		
		Payee Name	Amount in word	Amount
Style 1	Unlimited	Left	Left	Left
Style 2	Unlimited	Left	Left	Right
Style 3	Unlimited	Left	Left	Center
Style 4	Limited	Center	Center	Center
Style 5	Limited	Center	Center	Left
Style 6	Limited	Center	Center	Right

Table 4-3: Security styles descriptions



An unlimited symbol will print the symbol up to the max of the field width. While a limited symbol will only print 3 symbol evenly in front and end of *Payee Name* and *Amount in word*.

Other settings

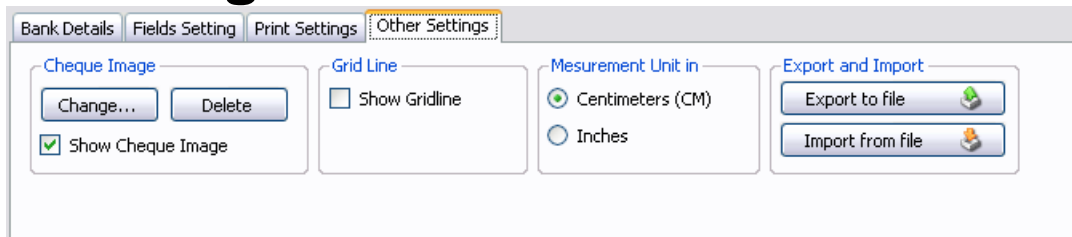


Figure 4-1: Other Settings control

Field Name	Description
Cheque Image	Insert, change and delete cheque image here.
Change...	Insert or change cheque image.
Delete	Delete cheque image.
Show Cheq Image	Select to show cheque image, off otherwise.
Grid Line	Grid line makes fields location setting easy.
Show Gridline	Show grid line.
Measurement Unit in	Measurement unit of cheque size, fields location and fields width, either in Centimeters (CM) or Inches unit.
Export and Import	Export and import cheque properties to file.
Export to file	Export cheque properties to file.
Import from file	Import cheque properties from file.

Table 4-1: Other Settings' fields description

Inserting Cheque Image

Inserting a cheque image can make the fields setting easier and avoid printing on the wrong cheque as the cheque image will shown in the *Print Preview* screen.

To insert a cheque image, click on the **Change...** button in the **Other Settings** tab. Select the cheque image in the system and click **Open**.

Showing Cheque Image

There is a time when you do not want the cheque image to show. Uncheck the **Show check image** check box to temporarily remove the cheque image.

Deleting Cheque Image

To delete the cheque image, click on the **Delete** button in the **Other Settings** tab. A confirmation message will pop up and chose **yes** to permanently remove the cheque image or **no** to cancel it.

Showing Grid Line

Grid line is very useful for field location adjustment using mouse in the *cheque screen*

To show the grid line, check the **Show Gridline** check box in the **Other Settings** tab.

Change Measurement Unit

Measurement unit can be changed in centimeters or inches. Select **Centimeters (CM)** in the **Measurement Unit in** box for centimeters measurement unit or **Inches** for inches measurement unit.

Export Cheque's Settings

You can share or store the cheque's setting by exporting it. To export the cheque's settings, click on **Export to file** button. Key in the file name and click **Save** to save the cheque's settings. The cheque settings file would be in the *.ebf extension.

Import Cheque's Settings

You can import a saved cheque's settings by clicking on the **Import from file** button. This function allows you to save the hassle of settings the cheque's field by importing a previous saved cheque's settings by you or other users. Please log on to <http://www.ezycheque.com/v2/download-chequefiles.php> to download ezyCheque Bank Files.



A cheque's settings file (*.ebf)'s settings do not include printer settings. Please ensure the printer settings and cheque location is set correctly once imported a saved cheque's settings.

Chapter 5

Recipients' information

This chapter provides an introduction to the Recipients screen of ezyCheque Lite Edition and instruction for managing recipients' information.

Topics:

- § “Tour of the ezyCheque Lite Edition Recipients screen” on page 28
- § “Add, edit, delete recipients information” on page 29

Tour of the ezyCheque Lite Recipients screen

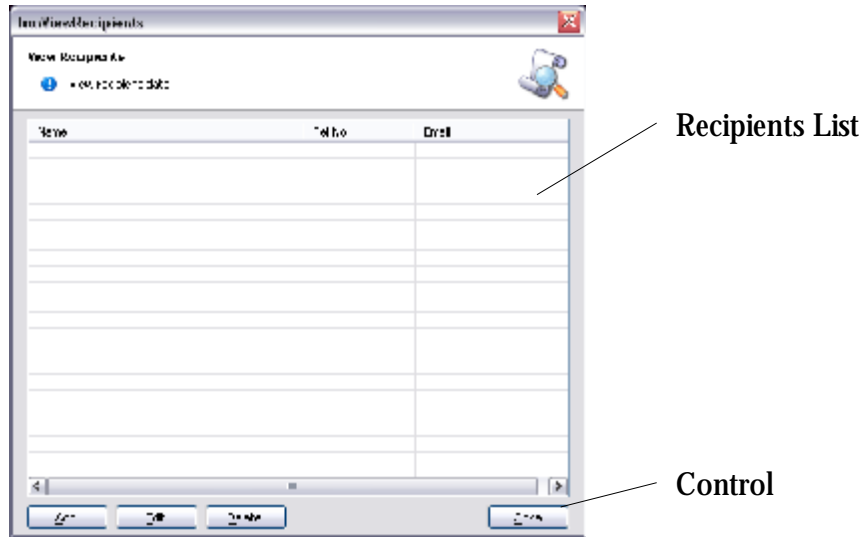


Figure 0-1: Recipients screen

Recipients List

Select the recipient from the recipients list to add, edit or delete recipients.

Control

The control provides access to add recipient, edit recipient, delete recipient, and close & return to main screen buttons.

Add Recipient

A recipient name is automatically added when a new recipient cheque is printed.

A manual recipient adding can be done in the **Recipients** screen. To add a new recipient manually, click **Add** button in the **Recipients** screen and a screen below opens.



Figure 0-1: Add New Recipient screen

Fill in the recipient name and other information and click on **Save** button to save the new recipient. Click **Cancel** to cancel the adding of new recipient.

Edit Recipient

To edit recipient information, click **Edit** in the **Recipients** screen. *Figure 5-2* screen opens and after editing recipient information, click **Save** to save the updated information or **Cancel** to cancel the edit.



You cannot edit the **recipient name** once it is added. You need to delete the wrong recipient name and add a new recipient name to edit the recipient name after added.

Delete Recipient

To delete recipient information, click **Delete** button in the **Recipients** screen. A confirmation message box prompt and click **Yes** to delete.

Chapter 6

Options

This chapter provides an introduction to the Options screen of ezyCheque Lite Edition and the settings description in the Options screen.

Topics:

- § “General setting” on page 31
- § “Write Cheque setting” on page 32
- § “Company Details setting” on page 33
- § “Password setting” on page 34

General Settings

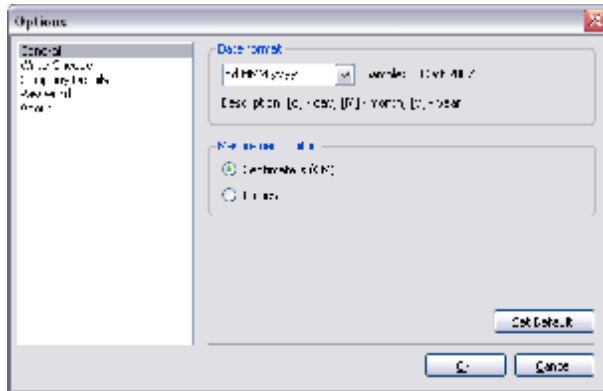


Figure 5-1: Options: General screen

A General setting includes a date format and measurement unit settings.

The **Set Default** button will set the date to **d/M/yyyy** format and **Centimeters** measurement unit.

Date Format Settings

Date format set the format of the normal date printed on a cheque. Only ***Date – Normal*** selection in **Date Type** under **Bank Setup / Bank Details** tab is applicable for this date format.

Measurement Unit Settings

Measurement unit in centimeters or inches is shown in **Bank Setup** screen. It would be shown for any measurement including the ruler in **Bank Setup / Cheque Screen**, print ruler/sample and the **cheque size** measurement unit under **Bank Setup / Bank Details** tab.

Write Cheque Settings

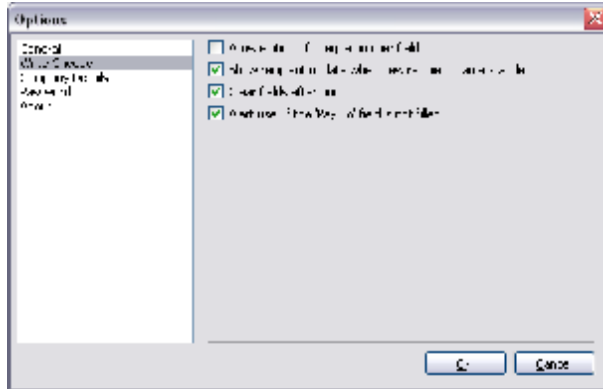


Figure 5-1: Options: Write Cheque screen

A Write Cheque setting includes setting when writing a cheque.

Allow editing of cheque number field

This check box allows the editing of **Cheque No:** field in **Main** screen. Disable this control controls user limit in editing the **Cheque No:** field which is important in making sure the cheque is printed in sequent by cheque number.

Show recipient update when new recipient name is added

This check box allows the recipient update windows shows when a new recipient cheque is printed. Disable this control if you do not want to add in new recipient's additional information after it was inserted in the database.

Clear fields after print

This check box allows the fields of **Pay to**, **Amount** and **Company Name/Memo** cleared and reset the **Date** to today's date after a cheque is printed. This function allows user to write the next cheque faster with every fields cleared after printing a cheque. Disable this control will make the printed cheque's information stayed on for checking and future use.

Alert user if the 'Pay To' field is not filled

No cheque is printed without a recipient. This check box allows a reminder message pop up reminding you that the recipient name is still empty. Disable this control if a certain cheque's recipient name is pre-printed with a stamp or other printing device.

Company Details Settings

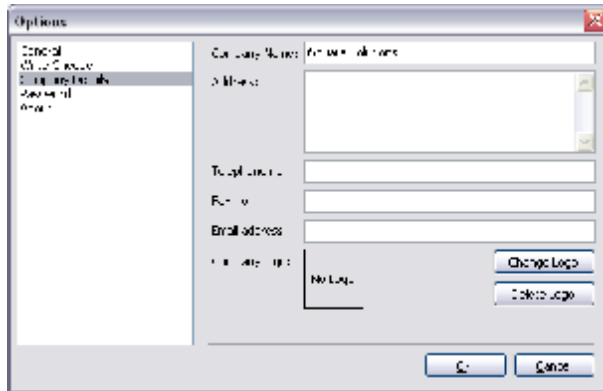


Figure 5-1: Options: Company Details screen

A Company Details setting includes all the relevant license owner information such as company name, address, telephone number, fax number, email address and company logo.

Adding/Changing Company Logo

To add or change the company logo, click **Change Logo** button and chose the company logo picture in image format in your local drive.

Deleting Company Logo

To delete the company logo, click **Delete Logo** button and a message box opens confirming on the deletion. Chose **Yes** to proceed or **No** to cancel the delete.

Password Settings

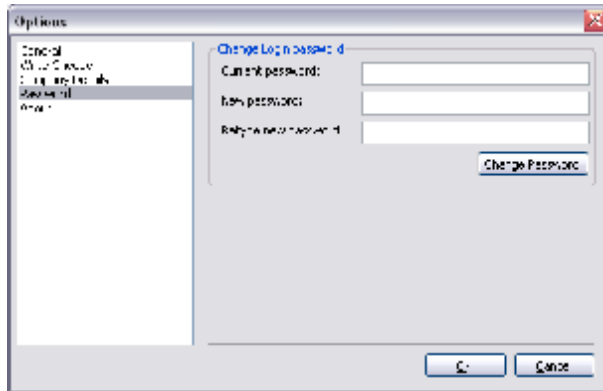


Figure 5-1: Options: Password screen

A Password setting allows you to set a password when ezyCheque Lite Edition starts. Enabling a password allow you to protect unauthorized cheque writing activities using the software.

Adding/Changing Password

To add or change a password:

1. Go to *Options / Password* tab.
2. Next, key in the current password in the **Current password** field.
3. Key in the new password in the **New password** field.
4. Reconfirm the new password in the **Retype new password** field.
5. Last click **Change Password** button.

Removing Password

To remove a password:

1. *Go to Options / Password* tab.
2. Key in the current password in the **Current password** field.
3. Leave both **New password** and **Retype new password** blank.
4. Click **Change Password** button to disable the password.

Part III

COOKBOOK

Chapter 7

Cookbook

This chapter provides a set of questions with step by step answers for you to use ezyCheque Lite Edition.

Topics:

- § “Writing cheque” on page 37
- § “Bank’s setup” on page 38
- § “Print preview” on page 40
- § “Recipients” on page 41

Writing cheque

Q: How do I print cheque first and print the date later?

A: Printing a print cheque first and the date later is a very useful function in ezyCheque Lite Edition. A situation best suit this functionality is a monthly preparation of bulk cheques. Scenario below shows needs to have this functionality in place.

Company A is a manufacturing company which issues cheques to suppliers on a monthly basis. The accountant will need to writes all the cheques which have to issues to suppliers at the end of the month for the following month payment. The problem is the accountant does not know which date to write as she needs to make an entry only when the cheque is handed over to the supplier and the cheque has to be signed before hand. It would be a hassle for the supplier to wait for the cheque to be signed and the authorized signature personel is not around at the time.

With ezyCheque, the accountant can write all the cheques needed to be issued for the following month without the date being printed first.

To write a cheque without a date:

1. Uncheck the **Print Date** check box to remove the date when printing.
2. Key in the recipient name in **Pay to** field and the amount payable to recipient in **Amount** field.
3. Make sure the cheque number is the same with the one in **Cheque No** field.
4. Click **Write** button to print preview the cheque.
5. Notice that the print preview does not have a date in it. Insert the cheque in the printer and click **Print** to print the cheque.

Repeat the steps for all the cheques that are needed to be issued without a date printed first. As the recipient and amount is printed in the cheques, it is now safe for the authorized personnel to sign the cheques.

Once the supplier comes to collect the cheque let's say on 15th of the month, the accountant can issue the cheque by printing the current date only.

To print date only:

1. Check the **Print Date** check box.
2. Enter the date to be printed on the cheque.
3. Click **Print Date** button and the print preview screen opens, showing only the date field.
4. Insert the cheque in the printer and click **Print** to print the date.

After printing the date, the accountant can hand over the cheque to the supplier and make the necessary entry.

Bank's setup

Q: How do I insert cheque image?

A: Inserting a cheque image will make the fields settings easier and also to recognize and print the correct cheque when printing. The cheque image will be shown in the **Banks Setup** screen as well as the **Print Preview** screen.

To insert a cheque image:

1. First go to **Banks Setup** screen and click **Edit** button on the bank you wish to insert the cheque image in.
2. In **Other Settings** tab, click **Change...** button.
3. Select a cheque image which is previously scanned to your computer and saved under the following format: *.bmp, *.gif, *.jpg, *.jpeg, *.png
4. Click **Open** and the image is inserted.



To scan a cheque, please follow the instruction provided to you by the scanner vendor.

Q: How do I change the cheque number?

A: A cheque number which is set accordingly is helpful for you to trace the cheque when you print. The latest cheque number is shown in the **Main** screen and it will increase by 1 each time you printed a cheque. You can check the cheque number each time you print a cheque to make sure the cheque is printed in sequent.

When you find out that the cheque number is not tally, either the cheque is missing or a cheque has been written manually.

To change the cheque number:

1. First go to **Banks Setup** screen and chose the bank which the cheque number need to be changed.
2. Click on **Edit** button.
3. Under the **Bank Details** tab, change the number in the **Current Cheque #** field with the latest used cheque number.
4. Click **Save** to save the updated cheque number.

Q: How do I import cheque settings?

A: A particular bank's cheque is standard in term of size and field location. With this, you can import a cheque settings from a *ezyCheque Bank File* (*.ebf) file which was previously saved by other users or downloaded from ezyCheque website.

<http://www.ezycheque.com/download-chequefiles.php>

To import a cheque settings:

1. First go to **Bank Setup** screen and chose the bank which you want to import the bank settings.

2. Click **Edit** to edit the cheque.
3. Under **Other Settings** tab, click **Import to file** button in the **Export and Import** box. Click **Yes** to proceed with the import.
4. Select the *ezyCheque Bank File* which you would like to import and click **Open**.

Please note that the *ezyCheque Bank File* contain only the field location and the cheque image (if available). After importing a cheque settings, you must set the printing settings in **Print Settings** tab and update relevant bank information in **Bank Details** tab.

Q: How do I export cheque settings?

A: A cheque settings can be shared and stored by exporting it to *ezyCheque Bank File*. The file can then stored as backup or shared with other users using the same bank's cheque.

To export the cheque settings:

1. First go to **Bank Setup** screen and chose the bank which you want to export the cheque settings.
2. Click **Edit** to edit the cheque.
3. Under **Other Settings** tab, click **Export to file** button in the **Export and Import** box.
4. Select the location and the filename of the file. Click **Save** to export the cheque settings.

Q: Is it adequate for me to just import cheque settings? What should I do after I import cheque settings?

A: Importing a cheque settings will only change the fields location and also the cheque image (if any) from the *ezyCheque Bank File* (*.ebf). Bank information and printing settings is not imported and it is different for each computers or users.

As such, after importing the cheque settings, you must update the bank information in the **Other Settings** tab especially the Bank Name, Bank Code and Current Cheque #.

The next important settings to set after importing a cheque settings is the printing settings under the **Print Settings** tab.

1. Select the language for amount in word in **Language** field.
2. Select the preferred printer you would want to use to print the cheque in the **Printer Name** field. This is useful if you are using a separate printer to print cheque. Chose *[Default]* if you want to use the default printer to print the cheque.
3. Click **Change...** button to change the cheque orientation and location for the selected printer. (please refer chapter 4 – Configure Bank's Information and Cheque Alignment – Print Settings)
4. Last, select your preferred security style. Chose *None* to disable security style.

Print Preview

Q: How do I change printing language?

A: You can choose the language of amount in words when printing a cheque. By default, the software comes with two languages – English and Bahasa Malaysia.

You can set the language of a particular cheque in **Banks Setup** screen. Under the **Print Settings** tab, select your preferred language in **Language** field. This will be the default language set for the particular cheque.

Alternatively, you can change the language in **Print Preview** screen. This is useful when you want to print a particular cheque with other language before print the cheque.

Q: How do I print the cheque without payee name?

A: For some particular payee, you already had stamped their names on the cheques. However, you still want to use ezyCheque to print the cheque. You can do so with uncheck the **Print payee name** check box in **Print Preview** screen. Once you uncheck, the payee name will not show in the preview screen.

Q: How do I print the cheque without the amount in word?

A: For you who still trust and wanting to use the manual cheque writing machine, and at the same time enjoying ezyCheque printing benefit, disabling the amount in word is the best solution.

This is because most cheque writing machine can only print the amount in words. As such, to disable the amount in words printing, uncheck the **Print amount in word** check box. Once you uncheck, the amount in words will not show in the preview screen. You can then print the payee name, date and amount using the computer printer and print the amount in words later using the cheque writing machine.

Recipients

Q: How do I edit recipient name?

A: As recipient name is automatically added in once a cheque is printed, it is easily to make a mistake in the payee name. Once the payee name is added in the system, you cannot edit the name!

However, you can delete the wrong recipient name and add another correct one. The limitation in recipient's name editing is to control the security of the cheque writing where no two persons have the same name. And if this is the case, why don't just use 1 name for both!

To delete the recipient name, click **Recipients** button in the **Main** screen. In the **Recipients** screen, select the name which is incorrect. Once selected, click **Delete** button to delete the recipient's name.

To add the correct recipient's name, you can either add it automatically when you print a new cheque to the recipient or you can add it in the **Recipients** screen by clicking on the **Add** button. Insert the correct recipient's name and other information and click **Save** to add.

