



User Manual for Ver 5.1

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Login

You need a username and password to login to the system. Default login details:

Username = admin

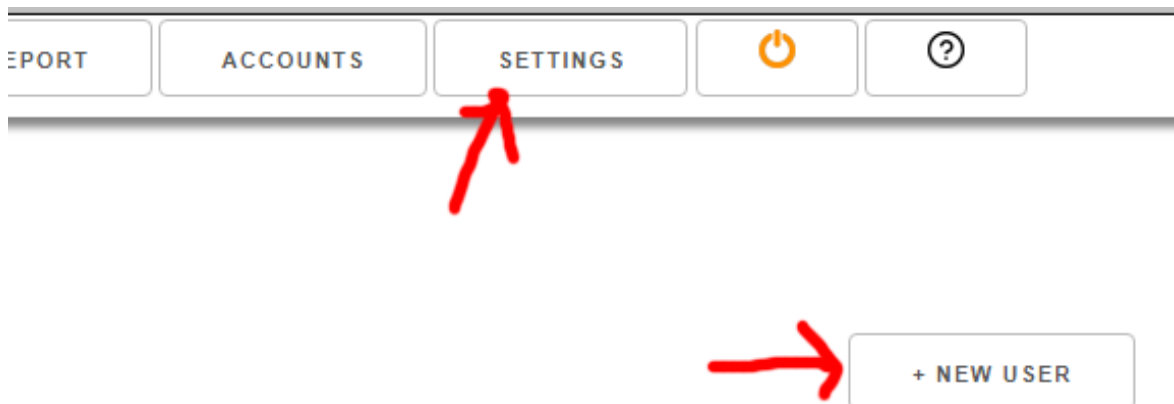
Password = 123123

How to change password?

- Go to the “Settings” menu
- Click on “Edit” button in front of the user you want to change the password
- Enter new password and click on “Save”

How to create a new user?

- Go to the “Settings” menu
- Click on “New User” button



- Enter username, password and select options from privileges
- There are three special privileges:
 - Manage bank and account – if you want this user to create new banks, add and edit bank account details, change template settings, change account options and change company seal and to change other account related options, you need to select this option.
 - Manage settings – If you select this option, this user can change company profile details and change user details (including other users).
 - Full Report Access – if you select this option, user can view reports.
- After entering username, password and privileges, click on “Save” button.
- If user is created, a green color message will displays. You cannot use the same username if another user is already entered to the system with the same username (even if it is deleted).

How to create a new company profile?

Company profiles use to identify different companies or departments. If you have more than one company or different accounts are managed in different departments, you need this option. At least one company profile is need to operate accounts. A company profile includes following details:

- Company Name – Enter the name of the company (this name will be used in payment vouchers)
- Address – postal address, telephone and other details. These details will be used in the payment voucher.
- Font size – Font size of all cheques write under this company. Default is 14. Recommended range is 12 - 16.
- Font type – Default font type is “Arial”. You can only use given font types. You cannot add other font types to this software. Only accepted and clear font types are included in the software.
- Allow back dated cheques? – If you select “yes” for this option, you can write back dated cheques from this company. If you select “no”, you can only write on dated and postdated cheques from this company.
- Logo – If you want to print your logo in cheques and payment vouchers, you need to add a logo. If you don’t want any logo in either documents, you can leave this option.
- Payment voucher number – Enter the starting number of payment vouchers from this company.

To create a new company;

- Click on “Settings” menu
- Click on “+New Company Profile” button
- Enter all details required
- Click on “Save” button

How to edit a company profile?

- Click on “Settings” menu
- Click on “Edit” in front of the company you want to edit (Under company profiles)
- Edit details as necessary
- Click on “Save” button

How to create a new bank?

- Click on “Accounts” menu
- Click on “+Add New Bank” button
- Enter the name of the bank
- Click on “Save” button

You can create up to 100 different banks. (Only local banks).

How to edit bank name?

- Click on “Accounts” menu
- Click on “Rename” in front of the bank name you want to rename
- Enter the new bank name
- Click on “Save” button

You need to create at least one bank and one bank account to start writing cheques.

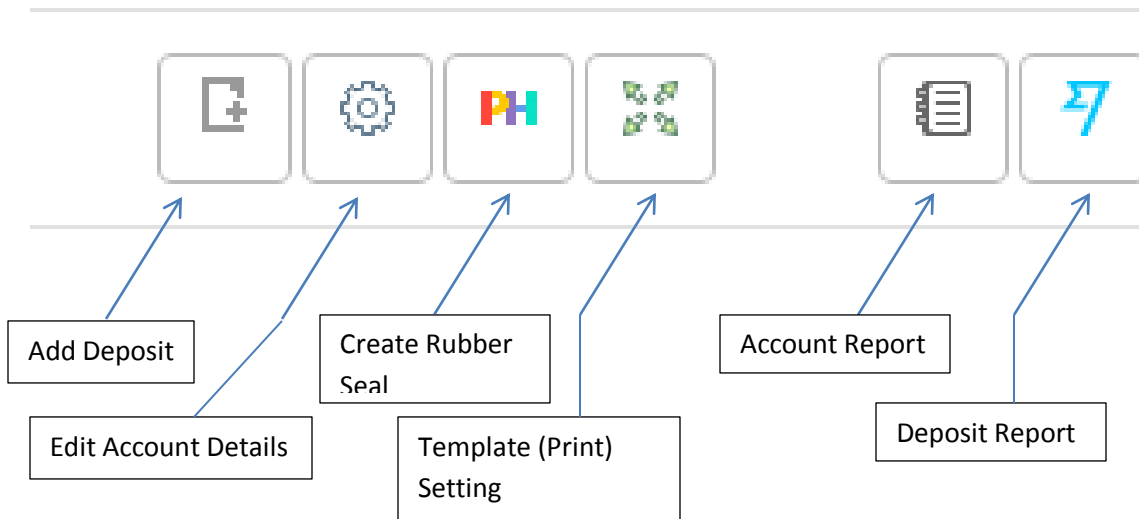
How to create bank accounts?

After you create your banks, you can create accounts under each bank. You can have maximum of 100 accounts in total of all banks. To create a bank account;

- Click on “Accounts” menu
- Click on “Manage Accounts” in front of the bank you want to create an account
- Click on “+Add New Account” button
- Enter following details:
 - Account No – Enter the full account number
 - Account Name – Branch name or other name to identify the account purpose
 - Company – if you have more than one company profile, select the company this account belongs to;
 - Print with counter foil – Default option is “no”. If you want to print the cheque with the counter foil attached, select “yes” for this option.
 - Print company seal – default is “yes”. If you select this option, all cheques print from this account will print with company rubber stamp (director seal). You need to create this seal in another option under manage accounts. If you don’t want rubber stamp to be printed in all cheques, select “no” for this option.
 - Print A/C Payee Only? – default is “Optional”, means you can select whether you want to print “A/C Payee Only” or not at the time you write cheques. If you select “Mandatory” for this option, all cheques write from this account will have “A/C Payee Only” seal and you can’t write cheques without this.
 - A/C Payee Only (Additional Text) – If you want to include other terms such as “Valid for 60 days only, Not Negotiable”, etc., you can type those optional conditions here. One condition per line. These conditions will be printed below the “A/C Payee Only” condition.
 - A/C Payee Only Seal Color – If you are using a color printer, you can select “Red” or for other printers, this should be “Black”.
 - Full Date – if you want to print the full date in the cheque (including 20 in the year). Default option is “No” because most cheques comes with “20” printed in the date boxes. If your cheque book don’t have “20” printed in the date boxes, select “Yes” for this option.
 - Print Logo? – Default option is “No” means, your logo will not print on the cheque. If you want your company logo to print on all cheques of this account, select “Yes”. You should save logo in “Company Profile” for this option to work.
- After entering all above details, click on the “Save” button.

Account Options

After create account, click on “Manage Accounts” under “Accounts” menu. All accounts in selected bank shows here. There are six icons displayed for different actions.



Add deposit to an account

You can add deposit to an account and get account report similar to bank reconciliation. Click on “Add Deposit” button to add a new deposit to the selected account.

Following details required in adding a deposit record.

- Deposit type – here you can select Cash, Cheque or Other. You may select other for entering opening balance, other transfers to the account, etc.
- Amount
- Effective date – you need to select a date that this amount needs to be adding to the account. Generally for Cash and other deposits, this is the current date. For cheque deposits, generally this is the cheque date.
- Remarks – you can save a special note here, such as “Opening Blance”

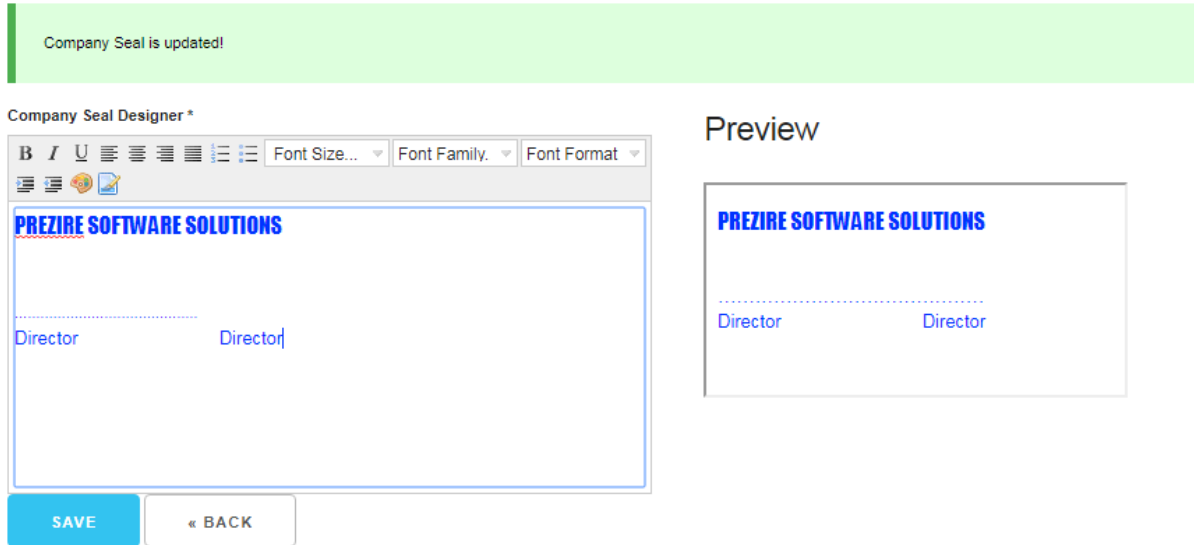
Edit account details

If you want to edit any account details you entered during creating an account, you can change all options by clicking on “Edit” button.

How to print the rubber seal (print rubber seal) on a cheque?

Click on “Create rubber seal (Seal Setup)” button. You will take to a simple word editor program. Create your rubber seal in the editor. You can preview the seal upon saving the seal. This is a very simple word

editor and you only can create basic rubber seals using this option. If your rubber seal is more graphical or complex, you cannot use this option.



How to adjust print margins?

If the cheque is not print accurately in intended places, you need to fine tune template margins. Here you can adjust print location of each element. See page 16 for common settings for printers.

*** All measurement units are in "Inches"

<p>Date Settings</p> <p>Top Margin: 0.10</p> <p>Left Margin: 4.65</p>	<p>Amount in Words</p> <p>Top Margin: 0.97</p> <p>Left Margin: 0.70</p>	<p>A/C Payee Only</p> <p>Top Margin: 0.30</p> <p>Left Margin: 2.50</p>
<p>Payee Name</p> <p>Top Margin: 0.64</p> <p>Left Margin: 0.62</p>	<p>Amount (in Figures)</p> <p>Top Margin: 1.35</p> <p>Left Margin: 4.75</p>	<p>Cut Bearer</p> <p>Top Margin: 0.47</p> <p>Left Margin: 4.82</p>
<p>Company Seal</p> <p>Top Margin: 1.80</p> <p>Left Margin: 4.70</p>	<p>Logo</p> <p>Top Margin: 1.90</p> <p>Left Margin: 2.90</p>	<p>Counter Foil Date</p> <p>Top Margin: 0.00</p> <p>Left Margin: 0.00</p>
<p>Counter Foil Payee Name</p> <p>Top Margin: 0.00</p> <p>Left Margin: 0.00</p>	<p>Counter Foil Remarks</p> <p>Top Margin: 0.00</p> <p>Left Margin: 0.00</p>	<p>Counter Foil Amount</p> <p>Top Margin: 0.00</p> <p>Left Margin: 0.00</p>

SAVE «BACK [Test Preview](#)

Each element has its own position. For an example, if you want to bring down the date, you need to increase the top margin of Date Settings. To move the date to right, need to increase the left margin. This process need to apply for all other elements.

Account Report

This report shows all deposits (credits) and payments (debits) from your account for a given period.

Deposit Report

This report shows only deposits to your account for a given period.

Report Options

Using the report options (under “Report” menu), you can generate various type of reports.

Company / Organization

Bank

Account

Status

Date Type

Cheque Date From *

Cheque Date To *

Payee / Supplier (Leave blank for all applicable payees)

Company Option:

If you have more than one company profile, you can select the company you want to generate report. If you want to get a report for all companies, select “All” option.

Bank:

If you have more than one bank, all are listed here. To get a report for a specific bank, you can select the bank from this list. If you want to get a report for all banks, select "All" option.

Account:

After selecting a bank, all accounts in the selected bank listed here. To create a report for a specific account, select the account you want report. To get a report for all accounts, select option "All".

Status:

When you write a cheque, its initial status is "Pending" means not paid (realized) yet. After making the payment from the bank, cheque status becomes "Paid". If you cancelled a cheque, its status should be "Cancelled". If your cheque returned, status should be "Returned". You can update the status of a cheque after creating a report.

Date Type:

System records two date types for a cheque. The date cheque is saved (written) in the system and the date of the cheque (cheque date). To get a report for all the cheques written in a specific date range, you should select "Written Date". To get a report for all the cheques according to cheque date, select "Cheque Date".

Date Range:

Select the date range you want your report.

Payee:

If you want to get a report for a specific supplier (saved in suppliers list), you can select the supplier here. To get a report for all suppliers, leave this option blank.

After selecting required filters, click on Next button to view the report according to your selected options.

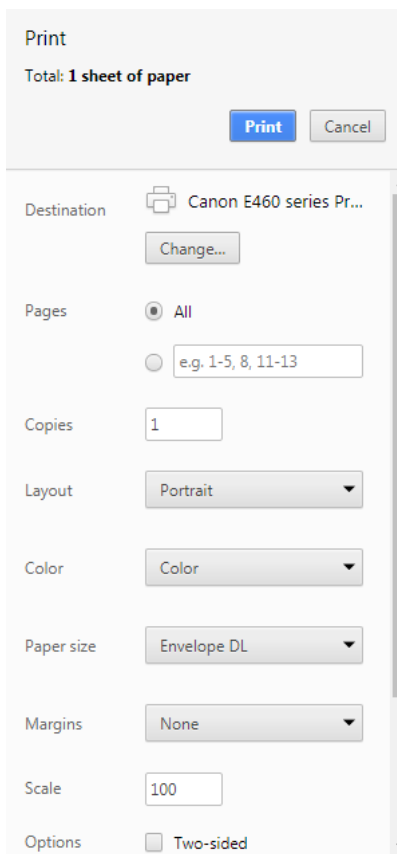
How to download report to Excel?

You can download this report in to excel by clicking on "Download" link at the bottom right corner of the screen. You can download any report generated by "Report" menu, Account Report and Deposit Report under manage accounts option.

How to write a new cheque?

- Click on the “New” menu
- If you have more than one company, select the company from the list.
- Select the account from the next list, that you want to write new cheque
- Click “Next” button
- If you want to print “A/C Payee Only” seal, select “Yes” from the first option list. Select “No” to write cheque without crossing.
- Enter the correct cheque number. It should be more than 4 digits.
- Select cheque date from the calendar. Calendar appears when you click on the “Cheque Date” box.
- Enter the Payee name.
- Enter the amount. You should enter the amount without any commas or any other character. Only numbers and cents are valid.
- Enter a remark for later references such as invoice number, reason for payment, etc.
- Click on “Save” button.

If you have more than one cheque to be written, you can enter details of all cheques and print later at once or one by one. If you enter all details and save, a green color message will display after saving.



To print a cheque you entered, click on “Print” menu. All saved and not printed cheques will list here. Click on the “Print Icon” to print a selected cheque from the list. To print all cheques according to appearing order, click on “Print All” button.

Select the printer from left side panel. Click on “Change” button to select your printer.

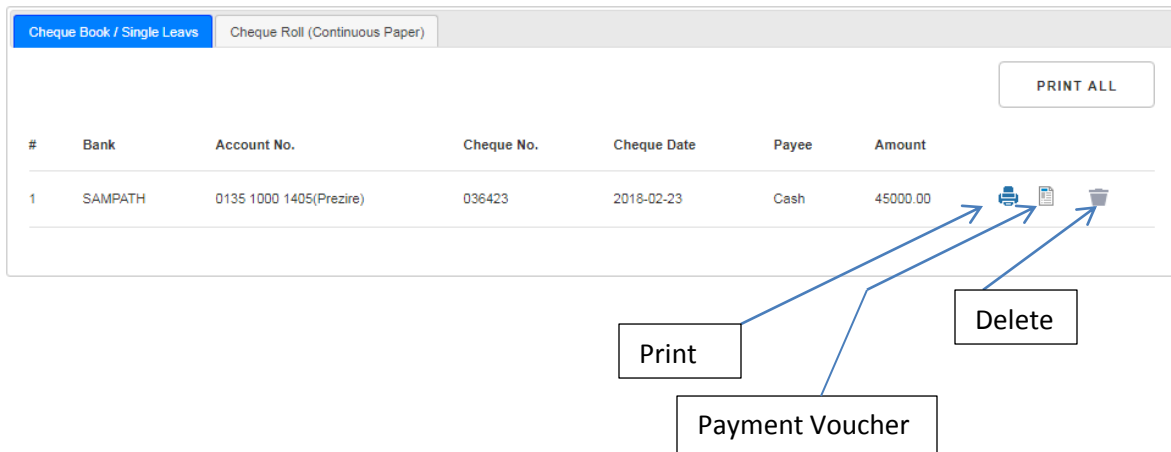
After click on “Print” or “Print All”, a preview of the cheque shows. From there, click on the “More Settings...” link at the left side panel. Select “Paper Size → A4”, “Margins → None” and “Scale → 100”. These are the settings for printing a cheque. Once you make this setting, it will be saved until you change it. Therefore no need to set these settings for each cheque.

After checking above settings, click on “Print” button to print your cheque. Please make sure you adjust the tray to fit the cheque and insert the cheque in correct direction.

How to delete a cheque?

If you entered wrong information and want to delete a cheque before printing, you can click on the “Delete” icon in the “Print” menu. After printing, you can’t delete cheque details. After print you can only “Cancel” a cheque. If you are the admin, you can delete printed cheques as well.

Print Pending Cheques



The screenshot shows a web interface for printing pending cheques. At the top, there are two tabs: "Cheque Book / Single Leaves" (selected) and "Cheque Roll (Continuous Paper)". A "PRINT ALL" button is located in the top right corner. Below the tabs is a table with the following columns: #, Bank, Account No., Cheque No., Cheque Date, Payee, and Amount. A single row of data is visible:

#	Bank	Account No.	Cheque No.	Cheque Date	Payee	Amount
1	SAMPATH	0135 1000 1405(Prezire)	036423	2018-02-23	Cash	45000.00

To the right of the table row, there are three icons: a printer icon, a document icon, and a trash can icon. Blue arrows point from these icons to labels: "Print" points to the printer icon, "Payment Voucher" points to the document icon, and "Delete" points to the trash can icon.

How to update cheque status?

When you write a cheque, its initial status is “Pending” means not paid (realized) yet. After making the payment from the bank, cheque status becomes “Paid”. If you cancelled a cheque, its status should be “Cancelled”. If your cheque returned, status should be “Returned”.

To update the status of a cheque:

- Click on the “Report” menu
- Select options from given filters, that will show your cheque in the report
- Click on the “Next” button to view the report
- From there, select the cheques you want to change status. For an example, if you want to update status in to “Paid” select cheques by clicking on the empty box at the beginning of the cheque record. Select the status you want to change to (e.g. “Paid”) from the drop down list at the bottom of the page.
- Click on “Update” button to change status of selected cheques.

Cheque Report

Company All

Bank All Account All Status All Date 2018-09-21 / 2018-09-21

Payee All

To select all cheques in the list

To select a cheque

#	Date	Cheque No.	Bank	Account	Payee	Amount	Status
1	2018-02-23	036423	SAMPATH	0135 1000 1405(Prezire)	Cash	45,000.00	Pending
						45,000.00	

Select status from this list

Change the status of selected cheques...

Pending

Click to update status of selected cheques

UPDATE

How to re-print a cheque?

- Click on "Report" menu
- Select options to view the cheque in the report
- Click on "Next"
- From cheque report, click on the "Print" icon in the cheque record to re-print.

How to create a payment voucher?

- Click on "Report" menu
- Select options to view the cheque in the report
- Click on "Next"
- From cheque report, click on the "Voucher" icon (icon next to print) in the cheque record.

#	Date	Cheque No.	Bank	Account	Payee	Amount	Status
1	2018-02-23	036423	SAMPATH	0135 1000 1405(Prezire)	Cash	45,000.00	Pending

Create payment voucher

Edit Voucher

Enter voucher details in the “Payment Details” box and the amount in the next below box and click on “Add” button. You can add multiple records to payment voucher like this. Total amount of individual details should equal to the cheque amount to create payment voucher.

Create Payment Voucher

Voucher Date: 2018-09-21

Cheque No.: 036423

Cheque Amount: 45,000.00

Bank: SAMPATH

Account: 0135 1000 1405(Prezire)

Cheque Date: 2018-02-23

Payee: Cash

#	Description	Amount
1	Inv No 4544	15,000.00
2	Inv No. 2390	20,000.00
3	Inv No. 3399	10,000.00
		45,000.00

This amount should be equal to the cheque amount above -->

CREATE VOUCHER

Payment Details *

Inv No.3399

Amount *

10000

ADD +

Enter Detail and Amount then click “Add” to add details to the voucher




After entering all details, click on “Create Voucher” to save details. After saving details, shows the print preview. Here you need to:

- Click on “More Settings...” link in the left side panel
- Select “A4” from “Paper Size” list.
- Click “Print” to print payment voucher.

When next time you print a cheque, you need to change these settings as described in printing cheque topic.

How to edit a payment voucher?

- Click on “Report” menu
- Select options to view the cheque in the report
- Click on “Next”
- From cheque report, click on the “Edit Voucher” icon (last icon) in the cheque record.
- Edit details accordingly and save to update the voucher details.

#	Date	Cheque No.	Bank	Account	Payee	Amount	Status	
1	2018-02-23	036423	SAMPATH	0135 1000 1405(Prezire)	Cash	45,000.00	Pending	  

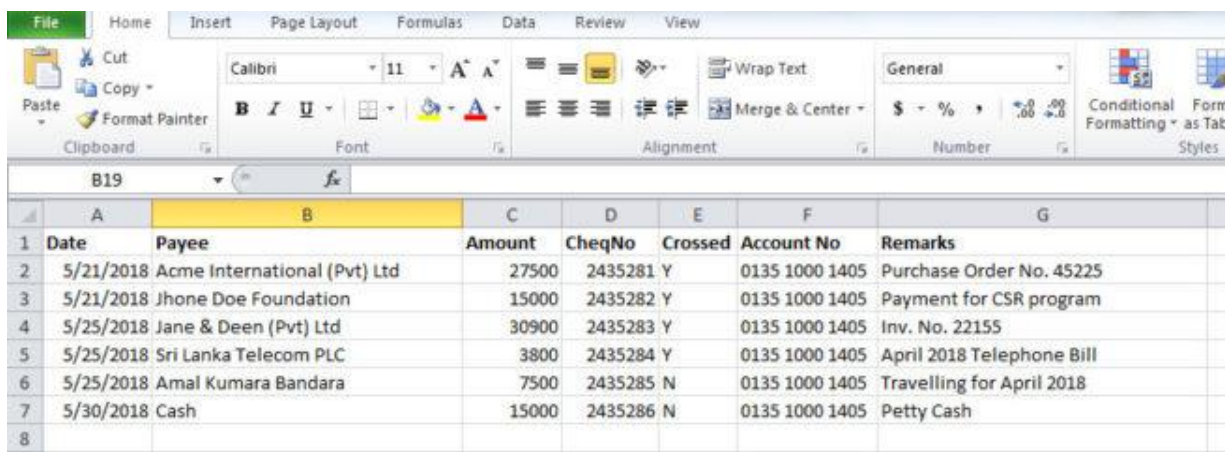
Create payment voucher (points to the Edit icon)

Edit Voucher (points to the Settings icon)

How to import data from Excel to CheqMate?

You can import data from Excel to CheqMate. Using this method you can import data from Quick Book or any other accounting software to CheqMate.

All you need to do is create an excel file according to the given format, fill data and save it as a CSV file (CSV is the common file format use to export and import data between different software programs. Unlike XML (which is another format use to exchange data between software) CSV is more familiar to users, because it is basic Excel). Then that CSV file can be imported in to CheqMate Pro software. The format of the excel file is given below with some sample data.



	A	B	C	D	E	F	G
1	Date	Payee	Amount	CheqNo	Crossed	Account No	Remarks
2	5/21/2018	Acme International (Pvt) Ltd	27500	2435281	Y	0135 1000 1405	Purchase Order No. 45225
3	5/21/2018	Jhone Doe Foundation	15000	2435282	Y	0135 1000 1405	Payment for CSR program
4	5/25/2018	Jane & Deen (Pvt) Ltd	30900	2435283	Y	0135 1000 1405	Inv. No. 22155
5	5/25/2018	Sri Lanka Telecom PLC	3800	2435284	Y	0135 1000 1405	April 2018 Telephone Bill
6	5/25/2018	Amal Kumara Bandara	7500	2435285	N	0135 1000 1405	Travelling for April 2018
7	5/30/2018	Cash	15000	2435286	N	0135 1000 1405	Petty Cash
8							

**** Account No should be identical (match) with the Account No in the software.**

Importing data using CSV file format is easy and fast. The column order is as follows;

- A. Date
- B. Payee
- C. Amount
- D. CheqNo
- E. Crossed
- F. Account No.
- G. Remarks

Date: is the date you want to print on the cheque.

Payee: is the name you want to print on the cheque.

Amount: is the amount of the cheque. Please don't format it. It should be a plain number. 26000 is a valid number whereas 26,000.00 is not a valid format. Don't include thousand separator or decimal places unless there are decimal values in the amount.

CheqNo: is the cheque number of the cheque.

Crossed: If you want to print the "A/C Payee Only" on the cheque, you need to put "Y" in the column, or put "N" to print nothing. You can not keep this column empty.

Account No: this is the most important column of all. This number should be matched with an account number created in the CheqMate software. Only accounts created under Accounts section in the CheqMate software is able to import data.

Remarks: you can put any description here to identify the purpose of the payment.

After filling and saving CSV file, follow these steps to import data to CheqMate.

- Click on "New" menu
- Click on "choose file" button below the "Next" button
- Browse and select your CSV file
- Click "OK"
- Click "Import" button to import data to program
- After import, all data in the CSV file will show, select the ones you want to save it to the system.
- Click on "Save" button
- Now you can print cheques by clicking on "Print" menu

How to get backups?

Every time you logout (Power icon on the menu) from the system, automatic backup creates. You need to take a copy of the installation folder to a pen drive regularly.

How to Re-Install CheqMate?

If you have a backup, you can re-install the system within 10 minutes without losing old data. Please contact us to re-install the software through UltraViewer during office hours (9am – 5pm) from Monday – Friday except poya days and mercantile holidays.

Template Settings for Normal Printers (Deskjet)

Date Settings		Amount in Words		A/C Payee Only	
Top Margin	Left Margin	Top Margin	Left Margin	Top Margin	Left Margin
-2.20	6.60	-1.30	2.60	-2.20	5.00
Payee Name		Amount (in Figures)		Cut Bearer	
Top Margin	Left Margin	Top Margin	Left Margin	Top Margin	Left Margin
-1.70	2.55	-1.00	6.65	0.47	4.82
Company Seal		Logo		Counter Foil Date	
Top Margin	Left Margin	Top Margin	Left Margin	Top Margin	Left Margin
-0.75	6.50	1.60	2.50	-2.20	0.60
Counter Foil Payee Name		Counter Foil Remarks		Counter Foil Amount	
Top Margin	Left Margin	Top Margin	Left Margin	Top Margin	Left Margin
-1.90	0.60	-1.60	0.60	-1.00	0.60

Template Settings for Laser Printers

Date Settings		Amount in Words		A/C Payee Only	
Top Margin	Left Margin	Top Margin	Left Margin	Top Margin	Left Margin
0.20	6.65	1.05	2.60	0.20	4.00
Payee Name		Amount (in Figures)		Cut Bearer	
Top Margin	Left Margin	Top Margin	Left Margin	Top Margin	Left Margin
0.70	2.50	1.35	6.65	0.47	4.82
Company Seal		Logo		Counter Foil Date	
Top Margin	Left Margin	Top Margin	Left Margin	Top Margin	Left Margin
1.70	6.60	1.60	2.50	0.20	0.65
Counter Foil Payee Name		Counter Foil Remarks		Counter Foil Amount	
Top Margin	Left Margin	Top Margin	Left Margin	Top Margin	Left Margin
0.40	0.30	0.70	0.20	2.10	0.85