



## Cheque Book Register ( Tally 9.0 ) Add-On

### Functionality Specs:

Cheque Book Register Add-On gives you the option to add Cheque No, Cheque Date and Bank Name information during the voucher entry process of Payments / Receipts.

User will also get additional reports based on these entries to view the chequebook register (for payments / receipts).

### Entering a Payment Voucher with Cheque Details

Let us assume the following transaction:

You are paying your Stationary Vendor Rs. 450 against office stationary purchase and you have paid the vendor by cheque from your Bank Account : Bank of Madurai. This is how the entry will look in Tally (Single Entry Mode)

Accounting Voucher Creation		Test Company	Ctrl + M
<b>Payment</b>	No. 34		2-May-2007 Wednesday
Account: <b>Bank of Madurai</b> Cur Bal: 18,607.00 Cr			
Particulars			Amount
<b>Maha Stationary</b> Cur Bal: 17,106.00 Dr			450.00
Cheque No. : 789236 Cheque Date : 2-May-2007			
Narration: Cheque No.:789236 DTD: 2-May-2007 For Office Stationary Purchase (Pens 10 Numbers @ 45 each).			450.00

In case if your tally is not configured for Single Entry Screen as shown above, you can configure it for the Single Entry using the F12 Key in the Voucher Entry Screen.

When you select the F12 Key Voucher Entry Screen you will be able to see the screen options as shown below. From this option you can set the "Use Single Entry Mode for Pymt / Rcpt / Contr " can be marked as Yes to enable the single entry.

<b>Accounting Vouchers</b>	
Skip Date field in Create Mode (faster entry!)	? <b>Yes</b>
Use Single Entry mode for Pymt/Rcpt/Contra	? <b>Yes</b>
Show Cost Centre / Employee Details	? <b>Yes</b>
Show Inventory Details	? <b>Yes</b>
Show Table of Bill Details for Selection	? <b>Yes</b>
Show Bill-wise Details	? <b>Yes</b>
Expand into multiple lines	? <b>Yes</b>
Show Ledger Current Balances	? <b>Yes</b>
Show Balances as on Voucher Date	? <b>Yes</b>
Show Forex Gain/Loss as on Voucher Date	? <b>Yes</b>
Use Payment/Receipt as Contra	? <b>Yes</b>
Allow Cash Accounts in Journals	? <b>Yes</b>
Use Cr/Dr instead of To/By during entry	? <b>Yes</b>
Warn on Negative Cash Balance	? <b>Yes</b>
Pre-Allocate Bills for Payment/Receipt	? <b>No</b>
Allow Expenses/Fixed Assets in Purchase Vouchers	? <b>Yes</b>
Allow Income Accounts in Sales Vouchers	? <b>Yes</b>
Allow Cost Centre Allocation in Payroll Vouchers	? <b>Yes</b>
Show Deactivated Employees	? <b>Yes</b>
Activate 'E1' or 'E2' Transaction	? <b>Yes</b>

If you don't want to make it as a Single entry Mode during the voucher entry, you can still use this add-on for normal voucher entry as shown below

Accounting Voucher Creation		Test Company	Ctrl + M
<b>Payment</b>	No. 34		2-May-2007 Wednesday
Particulars	Debit	Credit	
Dr <b>Maha Stationary</b> <i>Cur Bal : 17,106.00 Dr</i>	450.00		
Cr <b>Bank of Madurai</b> <i>Cur Bal : 18,607.00 Cr</i>		450.00	
Cheque No. : 789236 Cheque Date : 2-May-2007			
Narration: Cheque No.: 789236 DTD: 2-May-2007		450.00	450.00
Calculator		ODBC Server	Ctrl + N



The additional option Cheque No and Cheque Date will be shown only if there is a Bank involved in the transaction. If you are entering a Payment by Cash only then the Cheque No and Cheque Date option will not be shown.

In case if you want to have the Cheque No and Cheque Date details in the narration as well, all you have to do is go to the Narration field and Press **CTRL+B** this will paste the Cheque Detail information in the Narration as shown above.

When you are printing this Payment Voucher, the Cheque No and Cheque Date will be printed in the Payment Voucher as shown below.

**Test Company**  
My Address Line One  
My Address Line Two  
My Address Line Three  
Maharashtra  
400053

**Payment Voucher**

No. : 34

Dated : 2-May-2007

Through : **Bank of Madurai**

Particulars	Amount
<b>Account :</b> Maha Stationary	<b>450.00</b>
<b>Our Cheque Details :</b> Cheque No : 789236 Cheque Date : 2-May-2007	
<b>On Account of :</b> Cheque No.:789236 DTD: 2-May-2007	
<b>Amount (in words) :</b> Rs. Four Hundred Fifty Only	
	<b>450.00</b>

Receiver's Signature:

Authorised Signatory

In case if you are not interested in printing the Cheque Details in the Payment Voucher you can always disable this feature using the Configuration option during the Print

Prompt. In the Payment Voucher Print Configuration, you can see an additional option called " Print Cheque Details ?" If you have marked this as Yes , then only the Cheque Details information will be printed in the Payment Voucher, else this details will not be printed. In the configuration screen you should enable the "Print Cheque Details?" as Yes as shown below to enable the Cheque Details Printing in the Payment Voucher.

Printer		No. of Copies		Print Language		Method		Page Range	
: A	: 1	: E	: N	: A					

Payment Printing Setup			
Height of Voucher (inches)	:	7	
Width of Voucher (inches)	:	5	Letter
Space to leave on top (default 0.25)	:	0.25	(Printing Dimensions)
Space to leave on left (default 0.75)	:	0.75	11.98" or (215 mm x 279 mm)
Payment Mode on Top of Voucher	:	Yes	11.55" or (204 mm x 268 mm)
Print Bill-wise Details	:	Yes	
Print Cost Centre Details	:	Yes	
Space for Checked/Verified initials	? :	Yes	
Print Foreign Currency Symbol on Cheque	? :	Yes	
Print Cheque Details ?	:	Yes	Print ?
Print Narration	? :	Yes	Yes or No
Print Narration for each entry	? :	Yes	

### Entering Receipt Voucher with Cheque Details

Lets assume the following transaction :

You are receiving a payment of Rupees 1500 /- from your customer "My Customer – 001" on Account from their "Yes Bank" account. The entry will looks like this in Tally (Single Entry Mode)



Accounting Voucher Creation		Test Company	Ctrl + M
<b>Receipt</b>	No. 5	2-May-2007 Wednesday	
Account: <b>Bank of Baroda</b> Cur Bal: 7,782.00 Cr			
Particulars		Amount	
<b>My Customer - 001</b>		<b>1,500.00</b>	
Cur Bal: 2,282.00 Cr			
On Account	1,500.00 Cr		
Bank Name : <b>Yes Bank</b>			
Cheque No. : <b>4565123</b>			
Cheque Date : <b>2-May-2007</b>			
Narration:		<b>1,500.00</b>	
Cheque No.:4565123 Drawn on Yes Bank DTD: 2-May-2007			

By enabling this Add-on you will have three new fields in the Voucher Entry screen, which will let you add the Bank Name, Cheque No, and Date of the cheque during the receipt entry.

Previously the only way you can track this is using the Narration field, but with our Add-On you can now individually, enter the cheque related information during the Receipt Voucher creation (as well as alteration). During the voucher entry operation in the Narration screen if you want Cheque Details, you can press **CTRL+B** in the Narration area, the details of the cheque will be pasted in the Narration field, without you entering any further information.

Now when you print this voucher, you will be able to see the Cheque Details in the voucher as shown below.



**Test Company**

My Address Line One  
My Address Line Two  
My Address Line Three  
Maharashtra  
400053

**Receipt Voucher**

No. : 5

Dated : 2-May-2007

Through : **Bank of Baroda**

Particulars	Amount
<b>Account :</b>	
My Customer - 001 On Account	<b>1,500.00</b>
<b>Your Cheque Details :</b>	
Drawn From : Yes Bank	
Cheque No : 4565123	
Cheque Date : 2-May-2007	
<b>On Account of :</b>	
Cheque No.:4565123 Drawn on Yes Bank DTD: 2-May-2007	
<b>Amount (in words) :</b>	
Rs. One Thousand Five Hundred Only	
	<b>1,500.00</b>

In case if you are not interested in printing the Cheque Details in the Receipt Voucher you can always disable this feature using the Configuration option during the Print Prompt. In the Receipt Voucher Print Configuration, you can see an additional option called " Print Cheque Details ?" If you have marked this as Yes , then only the Cheque Details information will be printed in the Receipt Voucher, else this details will not be printed. In the configuration screen you should enable the "Print Cheque Details?" as Yes as shown below to enable the Cheque Details Printing in the Receipt Voucher.

<b>Receipt Printing Setup</b>	
Height of Voucher (inches)	: <b>7</b>
Width of Voucher (inches)	: <b>5</b>
Space to leave on top (default 0.25)	: <b>0.25</b>
Space to leave on left (default 0.75)	: <b>0.25</b>
Receipt Mode on Top of Voucher	: <b>Yes</b>
Print Bill-wise Details	: <b>Yes</b>
Print Cost Centre Details	: <b>Yes</b>
Space for Checked/Verified initials	? <b>Yes</b>
Print Cheque Details ?	: <b>Yes</b>
<b>Details of Formal Receipt</b>	
Height of Receipt (inches)	: <b>6</b>
Width of Receipt (inches)	: <b>5</b>
Space to leave on top (default 0.25)	: <b>0.25</b>
Print Narration	? <b>Yes</b>
Print Narration for each entry	? <b>Yes</b>

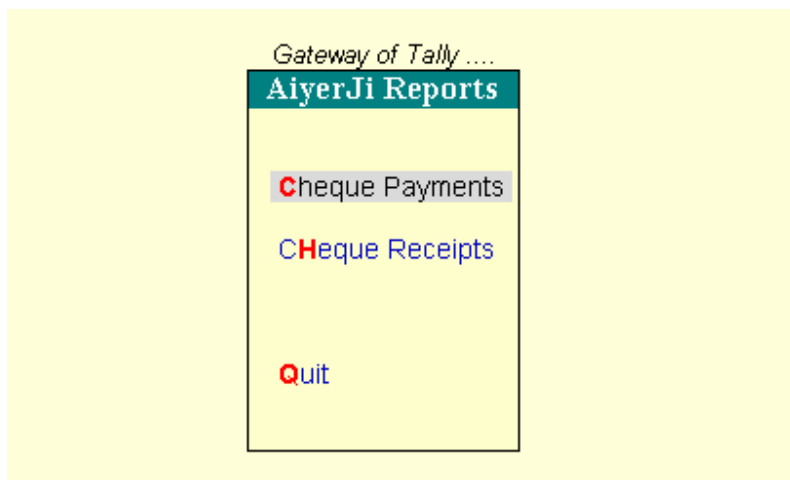
## Reporting

This add-on not only gives you the feature to add the cheque information, but it will also show you the detailed reports based on the cheque details.

To enable the reporting, we have added a new Report group in the Gateway of Tally called "AiyerJi Reports) as shown below.

<b>Reports</b>
AiyErJi Reports
Balance Sheet
INcome & Expense A/c
Stock Summary
Ratio Analysis
Display
Multi Account Printing
Quit

Once you select this AiyerJi Reports option, you will be able to see Menu Related to AiyerJi reports as shown below.



### Cheque Register Payments :

This report is to view the details of the cheque payments made by your company using the new add-on. If the cheque details are not entered using our Add-On this report is not of your use. This report will show data only if you have entered the Cheque Details on the Payment Voucher (When a Bank Entry is involved)

Payment Cheque Register		Test Company		Ctrl + M
Date	Ledger Name	Amount	Cheque No	Chq Date
1-Apr-2007	My Customer - 001	125.00	234567	1-Apr-2007
1-Apr-2007	My Customer - 005	500.00	446	1-Apr-2007
1-Apr-2007	My Customer - 001	44.00	8789	1-Apr-2007
1-Apr-2007	My Customer - 001	450.00	1212121	1-Apr-2007
2-May-2007	My Customer - 001	54.00	12456	2-May-2007
2-May-2007	My Customer - 004	78.00	12333	1-Jun-2007
2-May-2007	My Customer - 005	4.00	SDF	2-May-2007
2-May-2007	My Customer - 001	78.00	123456	2-May-2007
2-May-2007	My Vendor - 006	77.00	Www	2-May-2007
2-May-2007	My Customer - 001	12.00	122222	2-May-2007
2-May-2007	My Vendor - 003	45.00	809809	2-May-2007
2-May-2007	My Vendor - 001	25.00	26	2-May-2007
2-May-2007	My Customer - 002	45.00	45	2-May-2007
2-May-2007	My Customer - 005	4.00	23333	2-May-2007
2-May-2007	My Customer - 001	54.00	4545	2-May-2007
2-May-2007	Maha Stationary	450.00	45455	2-Jun-2007
2-May-2007	Maha Stationary	50.00	123	2-May-2007
2-May-2007	My Vendor - 001	800.00	6446	2-May-2007
2-May-2007	My Vendor - 002	4.00	6546	2-May-2007
2-May-2007	My Vendor - 003	45.00	798734	2-May-2007
2-May-2007	My Vendor - 004	45.00	878789	2-May-2007
2-May-2007	My Vendor - 006	4,566.00	78754654	2-May-2007
2-May-2007	Maha Stationary	7,878.00	Mdmfdfs	2-May-2007
2-May-2007	My Customer - 001	7,878.00	3839489230	2-May-2007
2-May-2007	My Customer - 001	78.00	4546	2-May-2007
2-May-2007	My Customer - 003	4,545.00	87987	2-May-2007
2-May-2007	My Customer - 004	7,878.00	787897	2-May-2007
2-May-2007	Maha Stationary	150.00	7987	2-May-2007

If you haven't entered the Cheque No / Chq Date during the Payment voucher entry after enabling our add-on, those two fields will be shown as blank in the report.

Just like any other Tally report you can view this report also using Range filter, you can access the Filter Button by pressing F2 Key or by pressing the Period Button

**F2: Period**

By selecting this option you can enter the Starting and Ending Date as shown below

**Change Period**

From : **2-5-2007**

To : **2-5-2007**

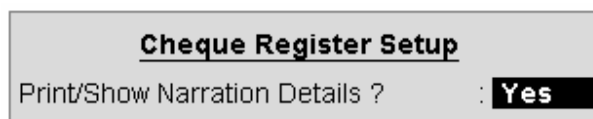
Once you entered the date range the report will be filtered and the corresponding reports will be shown.

Payment Cheque Register		Test Company			Ctrl + M
Date	Ledger Name	Amount	Cheque No	Chq Date	
2-May-2007	My Customer - 001	54.00	12456	2-May-2007	
2-May-2007	My Customer - 004	78.00	12333	1-Jun-2007	
2-May-2007	My Customer - 005	4.00	SDF	2-May-2007	
2-May-2007	My Customer - 001	78.00	123456	2-May-2007	
2-May-2007	My Vendor - 006	77.00	Www	2-May-2007	
2-May-2007	My Customer - 001	12.00	122222	2-May-2007	
2-May-2007	My Vendor - 003	45.00	809809	2-May-2007	
2-May-2007	My Vendor - 001	25.00	26	2-May-2007	
2-May-2007	My Customer - 002	45.00	45	2-May-2007	
2-May-2007	My Customer - 005	4.00	23333	2-May-2007	
2-May-2007	My Customer - 001	54.00	4545	2-May-2007	
2-May-2007	Maha Stationary	450.00	45455	2-Jun-2007	
2-May-2007	Maha Stationary	50.00	123	2-May-2007	
2-May-2007	My Vendor - 001	800.00	6446	2-May-2007	
2-May-2007	My Vendor - 002	4.00	6546	2-May-2007	
2-May-2007	My Vendor - 003	45.00	798734	2-May-2007	
2-May-2007	My Vendor - 004	45.00	878789	2-May-2007	
2-May-2007	My Vendor - 006	4,566.00	78754654	2-May-2007	
2-May-2007	Maha Stationary	7,878.00	Mdmdfsf	2-May-2007	
2-May-2007	My Customer - 001	7,878.00	3839489230	2-May-2007	
2-May-2007	My Customer - 001	78.00	4546	2-May-2007	
2-May-2007	My Customer - 003	4,545.00	87987	2-May-2007	
2-May-2007	My Customer - 004	7,878.00	787897	2-May-2007	
2-May-2007	Maha Stationary	150.00	7987	2-May-2007	
2-May-2007	My Vendor - 001	1,500.00	12345	2-May-2007	
2-May-2007	Maha Stationary	7,878.00	7878	2-May-2007	
2-May-2007	Maha Stationary	450.00	785512	2-May-2007	

You can also expand this report using Alt+F1 key for the detailed report which will show the other related entries of the voucher.

Payment Cheque Register		Test Company			Ctrl + M
Date	Ledger Name	Amount	Cheque No	Chq Date	
2-May-2007	My Customer - 001	54.00	12456	2-May-2007	
	Bank of Baroda				
	Ch. No. :				
2-May-2007	My Customer - 004	78.00	12333	1-Jun-2007	
	Bank of Madurai				
	Ch. No. :				
2-May-2007	My Customer - 005	4.00	SDF	2-May-2007	
	Bank of Baroda				
	Ch. No. :dd				
2-May-2007	My Customer - 001	78.00	123456	2-May-2007	
	Bank of Madurai				
	Ch. No. :				
2-May-2007	My Vendor - 006	77.00	Www	2-May-2007	
	Bank of India				
	Ch. No. :				
2-May-2007	My Customer - 001	12.00	122222	2-May-2007	
	Bank of Baroda				
	Cheque No.:122222drawn on				
	Bank of Baroda DTD: 2-May-2007				
2-May-2007	My Vendor - 003	45.00	809809	2-May-2007	
	Bank of Madurai				
	Cheque No.:809809drawn on				
	My Bank DTD: 2-May-2007				
2-May-2007	My Vendor - 001	25.00	26	2-May-2007	
	Bank of Baroda				
	Ch. No. :				
2-May-2007	My Customer - 002	45.00	45	2-May-2007	
	Bank of Baroda				

In case if you don't want to see the Narration of each entry you can remove the Narration by using the Configuration Option. You can access the configuration screen by pressing F12 or click on the Configure Button, which will shown the screen to enable / disable Narration in the report



If you select this option as Yes, then only the narration will be shown in the report, else the narration will not be shown, just like the following screen shot.

Payment Cheque Register		Test Company		Ctrl + M	
Date	Ledger Name	Amount	Cheque No	Chq Date	
2-May-2007	My Customer - 001 <i>Bank of Baroda</i>	54.00	12456	2-May-2007	
2-May-2007	My Customer - 004 <i>Bank of Madurai</i>	78.00	12333	1-Jun-2007	
2-May-2007	My Customer - 005 <i>Bank of Baroda</i>	4.00	SDF	2-May-2007	
2-May-2007	My Customer - 001 <i>Bank of Madurai</i>	78.00	123456	2-May-2007	
2-May-2007	My Vendor - 006 <i>Bank of India</i>	77.00	Www	2-May-2007	
2-May-2007	My Customer - 001 <i>Bank of Baroda</i>	12.00	122222	2-May-2007	
2-May-2007	My Vendor - 003 <i>Bank of Madurai</i>	45.00	809809	2-May-2007	
2-May-2007	My Vendor - 001 <i>Bank of Baroda</i>	25.00	26	2-May-2007	
2-May-2007	My Customer - 002 <i>Bank of Baroda</i>	45.00	45	2-May-2007	
2-May-2007	My Customer - 005 <i>Bank of India</i>	4.00	23333	2-May-2007	
2-May-2007	My Customer - 001 <i>Bank of Baroda</i>	54.00	4545	2-May-2007	
2-May-2007	Maha Stationary <i>Bank of Baroda</i>	450.00	45455	2-Jun-2007	
2-May-2007	Maha Stationary <i>Bank of India</i>	50.00	123	2-May-2007	
2-May-2007	My Vendor - 001 <i>Bank of Madurai</i>	800.00	6446	2-May-2007	

We have also considered the other required options for the report. Sometimes you might want to print the report to cross check something, sometimes you might want to send the report as an email, some times you might want to export this report to Excel to do some off Tally work.

### Printing the Report

You can access the Printing option by Clicking the Print Button or by pressing the **Alt-P** option in the Report Screen.

Just like any other tally report, it will prompt you for confirmation before proceeding to print the report.

<b>Printer</b>	: Acrobat PDFWriter (LPT1:)	<b>Paper Type</b>	: Letter
<b>No. of Copies</b>	: 1		
<b>Print Language</b>	: English		(Printing Dimensions)
<b>Method</b>	: Neat Mode	<b>Paper Size</b>	: (8.46" x 10.98") or (215 mm x 279 mm)
<b>Page Range</b>	: All	<b>Print Area</b>	: (8.03" x 10.55") or (204 mm x 268 mm)

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**Report Titles**

**Cheque Register (Payments)**

(with Print Preview)

**Print ?**

**Yes or No**

You can also configure the options shown in the screen.

- L:** Print Language
- I:** No Preview
- T:** Titling
- G:** Page Nos.
- R:** Pre-Printed
- F:** Print Format
- C:** Copies
- S:** Select Printer

The Print Language Feature wont properly as the Add-On works only on the English Language, other languages may not give desired results.

### Printing Cheque Register (Payments) Detailed

**Test Company**  
 My Address Line One  
 My Address Line Two  
 My Address Line Three  
 Maharashtra  
 400053

<b>Cheque Register (Payments)</b>				
<b>Date</b>	<b>Ledger Name</b>	<b>Amount</b>	<b>Cheque No</b>	<b>Chq Date</b>
2-May-2007	My Customer - 001	54.00	12456	2-May-2007
	<i>Bank of Baroda</i>	54.00		
2-May-2007	My Customer - 004	78.00	12333	1-Jun-2007
	<i>Bank of Madurai</i>	78.00		
2-May-2007	My Customer - 005	4.00	SDF	2-May-2007
	<i>Bank of Baroda</i>	4.00		
2-May-2007	My Customer - 001	78.00	123456	2-May-2007
	<i>Bank of Madurai</i>	78.00		
2-May-2007	My Vendor - 006	77.00	Www	2-May-2007
	<i>Bank of India</i>	77.00		



While printing the report, the option will also print the Company address details on the top of the report.

### Printing Cheque Register (Payments) with Narration

**Test Company**  
My Address Line One  
My Address Line Two  
My Address Line Three  
Maharashtra  
400053

**Cheque Register (Payments)**

Date	Ledger Name	Amount	Cheque No	Chq Date
2-May-2007	My Customer - 001 <i>Bank of Baroda</i> <i>Cheque No.:12456 Dated: 2-May-2007</i>	54.00 54.00	12456	2-May-2007
2-May-2007	My Customer - 004 <i>Bank of Madurai</i> <i>Cheque No.:12333 Dated: 1-Jun-2007</i>	78.00 78.00	12333	1-Jun-2007
2-May-2007	My Customer - 005 <i>Bank of Baroda</i> <i>Cheque No.:124555 Dated: 2-May-2007</i>	4.00 4.00	124555	2-May-2007

### Printing Cheque Register (Payments) Simplified

**Test Company**  
My Address Line One  
My Address Line Two  
My Address Line Three  
Maharashtra  
400053

**Cheque Register (Payments)**

Date	Ledger Name	Amount	Cheque No	Chq Date
2-May-2007	My Customer - 001	54.00	12456	2-May-2007
2-May-2007	My Customer - 004	78.00	12333	1-Jun-2007
2-May-2007	My Customer - 005	4.00	124555	2-May-2007
2-May-2007	My Customer - 001	78.00	123456	2-May-2007
2-May-2007	My Vendor - 006	77.00	Wwww	2-May-2007
2-May-2007	My Customer - 001	12.00	122222	2-May-2007
2-May-2007	My Vendor - 003	45.00	809809	2-May-2007
2-May-2007	My Vendor - 001	25.00	26	2-May-2007

### Cheque Register Receipts:

This report is to view the details of the cheque payments received by your company using the new add-on. If the cheque details are not entered using our Add-On this report is not of your use. This report will show data only if you have entered the Cheque Details on the Receipt Voucher (When a Bank Entry is involved)

Receipt Cheque Register		Test Company			Ctrl + M	X
Date	Ledger Name	Amount	Drawn From	Cheque No	Chq Date	
1-Apr-2007	My Customer - 004	800.00	Bank of Russia	1212	1-Apr-2007	
2-May-2007	My Customer - 005	45.00	Bank of India	485094	2-May-2007	
2-May-2007	My Customer - 001	5,200.00	Yes Bank	45789	2-May-2007	
2-May-2007	My Customer - 001	4,500.00	HDFC Bank	4542121	2-May-2007	

If you haven't entered the Cheque No / Chq Date / Payee Bank Name during the Receipt voucher entry after enabling our add-on, those three fields will be shown as blank in the report.

Just like any other Tally report you can view this report also using Range filter, you can access the Filter Button by pressing F2 Key or by pressing the Period Button

**F2: Period**

By selecting this option you can enter the Starting and Ending Date as shown below

**Change Period**

From : **2-5-2007**

To : **2-5-2007**

Once you entered the date range the report will be filtered and the corresponding reports will be shown.

Receipt Cheque Register		Test Company			Ctrl + M
Date	Ledger Name	Amount	Drawn From	Cheque No	Chq Date
2-May-2007	My Customer - 005	45.00	Bank of India	485094	2-May-2007
2-May-2007	My Customer - 001	5,200.00	Yes Bank	45789	2-May-2007
2-May-2007	My Customer - 001	4,500.00	HDFC Bank	4542121	2-May-2007

You can also expand this report using Alt+F1 key for the detailed report which will show the other related entries of the voucher.

Receipt Cheque Register		Test Company			Ctrl + M
Date	Ledger Name	Amount	Drawn From	Cheque No	Chq Date
2-May-2007	My Customer - 005	45.00	Bank of India	485094	2-May-2007
	<i>Bank of Baroda</i>	<i>45.00</i>			
2-May-2007	My Customer - 001	5,200.00	Yes Bank	45789	2-May-2007
	<i>Bank of India</i>	<i>5,200.00</i>			
	<i>Ch. No. :123561 Received as Advance Payment</i>				
2-May-2007	My Customer - 001	4,500.00	HDFC Bank	4542121	2-May-2007
	<i>Bank of Baroda</i>	<i>4,500.00</i>			
	<i>Agnt advance for future work</i>				

In case if you don't want to see the Narration of each entry you can remove the Narration by using the Configuration Option. You can access the configuration screen by pressing F12 or click on the Configure Button, which will shown the screen to enable / disable Narration in the report

**Cheque Register Setup**

Print/Show Narration Details ? : **Yes**

If you select this option as Yes, then only the narration will be shown in the report, else the narration will not be shown, just like the following screen shot.

Receipt Cheque Register		Test Company			Ctrl + M
Date	Ledger Name	Amount	Drawn From	Cheque No	Chq Date
2-May-2007	My Customer - 005	45.00	Bank of India	485094	2-May-2007
	<i>Bank of Baroda</i>	<i>45.00</i>			
2-May-2007	My Customer - 001	5,200.00	Yes Bank	45789	2-May-2007
	<i>Bank of India</i>	<i>5,200.00</i>			
2-May-2007	My Customer - 001	4,500.00	HDFC Bank	4542121	2-May-2007
	<i>Bank of Baroda</i>	<i>4,500.00</i>			

We have also considered the other required options for the report. Sometimes you might want to print the report to cross check something, sometimes you might want to send the report as an email, some times you might want to export this report to Excel to do some off Tally work.

### Printing the Cheque Register (Receipts) Report

You can access the Printing option by clicking the Print Button or by pressing the **Alt-P** option in the Report Screen.

Just like any other tally report, it will prompt you for confirmation before proceeding to print the report.

<b>Printer</b>	: Acrobat PDFWriter (LPT1:)	<b>Paper Type</b>	: Letter
<b>No. of Copies</b>	: 1		
<b>Print Language</b>	: English		(Printing Dimensions)
<b>Method</b>	: Neat Mode	<b>Paper Size</b>	: (8.46" x 10.98") or (215 mm x 279 mm)
<b>Page Range</b>	: All	<b>Print Area</b>	: (8.03" x 10.55") or (204 mm x 268 mm)
<b>Report Titles</b>			
<b>Cheque Register (Receipts)</b>			
Cheque Details			
(with Print Preview)			
			<b>Print ?</b> Yes or No

You can also configure the options shown in the screen.

<b>L:</b> Print Language
<b>I:</b> No Preview
<b>T:</b> Titling
<b>G:</b> Page Nos.
<b>R:</b> Pre-Printed
<b>F:</b> Print Format
<b>C:</b> Copies
<b>S:</b> Select Printer

The Print Language Feature wont properly as the Add-On works only on the English Language, other languages may not give desired results.

## Printing Cheque Register (Receipts) Detailed

**Test Company**

My Address Line One  
My Address Line Two  
My Address Line Three  
Maharashtra  
400053

**Cheque Register (Receipts)**

<b>Date</b>	<b>Ledger Name</b>	<b>Amount</b>	<b>Drawn From</b>	<b>Cheque No</b>	<b>Chq Date</b>
2-May-2007	My Customer - 005 <i>Bank of Baroda</i>	45.00 <i>45.00</i>	Bank of India	485094	2-May-2007
2-May-2007	My Customer - 001 <i>Bank of India</i>	5,200.00 <i>5,200.00</i>	Yes Bank	45789	2-May-2007
2-May-2007	My Customer - 001 <i>Bank of Baroda</i>	4,500.00 <i>4,500.00</i>	HDFC Bank	4542121	2-May-2007



## Printing Cheque Register (Receipts) with Narration

### Test Company

My Address Line One  
My Address Line Two  
My Address Line Three  
Maharashtra  
400053

### Cheque Register (Receipts)

Date	Ledger Name	Amount	Drawn From	Cheque No	Chq Date
2-May-2007	My Customer - 005 Bank of Baroda	45.00 45.00	Bank of India	485094	2-May-2007
	Ch. No. :				
2-May-2007	My Customer - 001 Bank of India	5,200.00 5,200.00	Yes Bank	45789	2-May-2007
	Ch. No. :123561 Received as Advance Payment				
2-May-2007	My Customer - 001 Bank of Baroda	4,500.00 4,500.00	HDFC Bank	4542121	2-May-2007
	Agnt advance for future work				

## Printing Cheque Register (Receipts) Simplified

### Test Company

My Address Line One  
My Address Line Two  
My Address Line Three  
Maharashtra  
400053

### Cheque Register (Receipts)

Date	Ledger Name	Amount	Drawn From	Cheque No	Chq Date
2-May-2007	My Customer - 005	45.00	Bank of India	485094	2-May-2007
2-May-2007	My Customer - 001	5,200.00	Yes Bank	45789	2-May-2007
2-May-2007	My Customer - 001	4,500.00	HDFC Bank	4542121	2-May-2007

It's a simple add-on gives you much of basic functionality. Although the Voucher Printing supports only single entry, make sure that you are aware of this.

If you are facing any problems, feel free to drop us an email : [Aiyer@aiyerji.com](mailto:Aiyer@aiyerji.com) , our support team will be happy to assist you.

Whenever you are sending the support request mail make sure that you have tested the latest version of add-on downloaded from our site. As we keep on updating the add-ons version based on the customer inputs. So there are possibilities that the problem you are facing is already fixed.