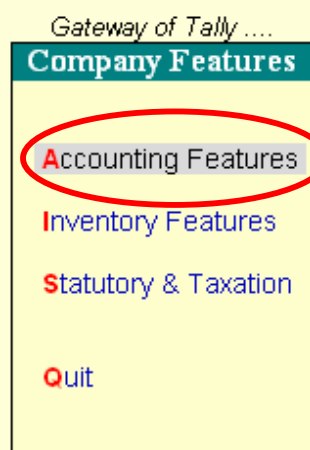


Cheque printing in tally.

Tally has provided the facility of printing cheques directly through tally. We will get the Cheque printing once the payment entry is saved.

Enabling cheque printing feature in tally.

From Gateway of Tally press F11 → Accounting features.



Set Enable Cheque Printing=yes

Set\Alter Cheque printing configuration=yes

Company: **ABC Company**

Accounting Features

General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Yes
Allow Multi-Currency	? No	Use Debit/Credit Notes	? No
		Use Invoice mode for Credit Notes	? No
		Use Invoice mode for Debit Notes	? No
Outstandings Management		Budgets & Scenario Management	
Maintain Bill-wise Details (for Non-Trading A/cs also)	? Yes ? No	Maintain Budgets and Controls	? Yes
Activate Interest Calculation (use advanced parameters)	? No ? No	Use Reversing Journals & Optional Vouchers	? Yes
Cost/Profit Centres Management		Other Features	
Maintain Payroll	? No	Enable Cheque Printing	? Yes
Maintain Cost Centres	? No	Set/Alter Cheque Printing Configuration	? Yes
Use Cost Centre for Job Costing	? No	Allow Zero valued entries	? No
More than ONE Payroll / Cost Category	? No		
Use Pre-defined Cost Centre Allocations during Entry	? No		

F1: Accounts F2: Inventory F3: Statutory

After enabling set\alter cheque printing configuration the below screen appears

The screenshot displays the 'Company Cheque Details' configuration window. At the top, it shows 'Company: ABC' and 'Accounting Features'. The window is divided into sections: 'General', 'Outstandings Management', and 'Cost/Profit Centres Management'. A modal window titled 'Company Cheque Details' is open, showing 'Company Name on Cheque : ABC&Co' and 'Names of Banks : Canara Bank'. A dropdown menu for 'Bank Accounts' is visible, showing 'Canara Bank' selected. The background window is dimmed.

(Note : By default set\alter cheque printing configuration option will remain NO. If any changes need to be made , need to set this option to YES and then do it.)

Company name on cheque:

To print the company name on the cheque , mention the name of the Company (for example,our company name is ABC &Co as we are issuing the cheques our company name has to be mentioned.). If company name is not to be printed on the cheque leave this field blank as many banks give cheque with company name printed.

Names of Banks

Select the bank in which you have transaction from list of Bank Accounts.

NOTE: List if banks will appear only bank ledger is created.

“Now cheque printing configuration screen will appear need to mention the dimentions properly only then you can print cheque from tally successfully”.

Cheque Printing Configuration Screen

Cheque Printing Configuration	
<i>(All Dimensions in mm only)</i>	
Width of Cheque	: 158
Height of Cheque	: 76
Distance of Date Line from Top Edge	: 23
Starting Location of Date from Left Edge	: 116
Distance of Party's Name Line from Top Edge	: 31
Starting Location of Name from Left Edge	: 10
Width of Name area	: 94
Distance of 2nd Amt-in-words Line from Top Edge	: 50
Height (gap) of Amt-in-words Line	: 5
Starting Location of Amt-in-words from Left Edge	: 10
Width of Amt-in-words area	: 99
Distance of Amt-in-figures Line from Top Edge	: 25
Starting Location of Amt-in-figures from Left Edge	: 110
Width of Amt-in-figures area	: 41
Distance of Company Signature Bottom Line from Top Edge	: 59
Starting Location of Signature from Left Edge	: 120
* Width of Signature area	: 35
* Height of Signature area	: 14
<i>(* mandatory to save configuration)</i>	
Salutation of 1st Signatory (if 2 signatories)	: Mr.Varun
Salutation of 2nd or Single Signatory	: Mr.Karan

Salutation: If your cheque has two signatories, both can be specified. Both could be the same salutation or different. For example, one could be Director, the other could be Secretary.

After giving cheque dimensions accept the cheque printing configuration screen and F11 features .

Let us consider ABC&Co is making payment through cheque to Xy&Co for Rs.15000.

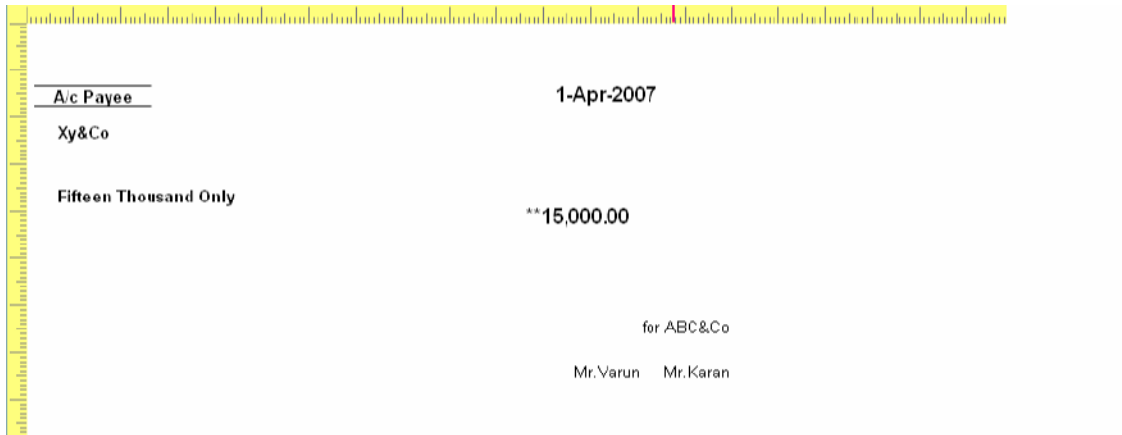
Pass Payment voucher Debit Xy&Co and Credit Bank for which cheque printing configuration has been set.

Accounting Voucher Creation		ABC&Co	Ctrl + M						
Payment	No. 2		1-Apr-2007 Sunday						
Particulars	Debit	Credit							
Dr Xy&Co <i>Cur Bal: 25,000.00 Dr</i>	15,000.00								
Cr Canara Bank <i>Cur Bal: 25,000.00 Cr</i>		15,000.00							
Payee Name : Mr.Kiran Name on Cheque : Xy&Co Cross cheque using ? A/c Payee Narration: Ch. No. : 12334			<table border="1"> <tr> <td>15,000.00</td> <td>15,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">Accept ?</td> </tr> <tr> <td colspan="2" style="text-align: right;">Yes or No</td> </tr> </table>	15,000.00	15,000.00	Accept ?		Yes or No	
15,000.00	15,000.00								
Accept ?									
Yes or No									

As soon as you accept the voucher it will prompt for Cheque printing

Cheque Printing		ABC&Co	Ctrl + M																																												
Payment	No. 2		1-Apr-2007 Sunday																																												
Particulars	Debit	Credit																																													
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After accepting print, preview will be displayed press ALT+Z(To ZOOM) and cheque printing will appear as shown below.



Note: To print Cheque successfully cheque dimensions has to be specified properly.
Cheque printing happens in tally only in NEAT MODE.