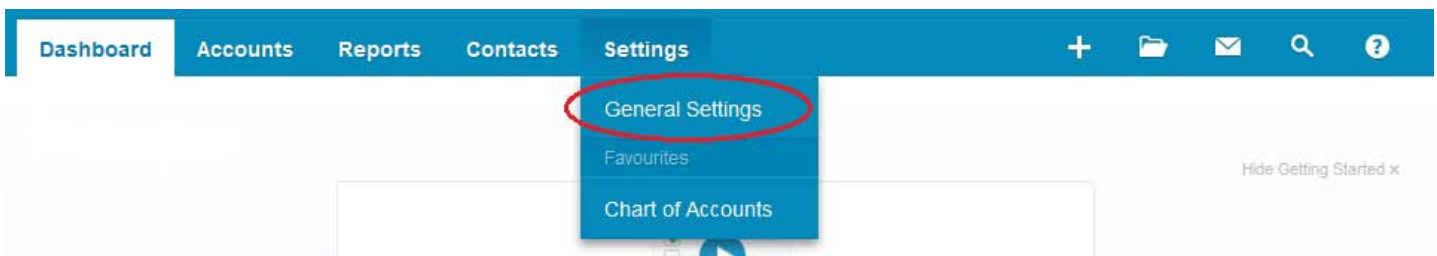How to Adjust Cheque Printed Details

After logging in, you are automatically on your Dashboard. To adjust where your cheque information is printed, follow the steps below:

1. Click the 'Settings' tab

2. Click 'General Settings'

3. Click 'Cheque Styles'

Features

☆ Invoice Settings
Create branding themes for documents, add payment services and auto reminders for invoices.

☆ Currencies
Add foreign currencies that your organisation uses.

☆ Cheque Styles
Customise how you would like cheques to be printed.

☆ Email Settings
Set a reply-to email address and email template content.

4. You will see your standard cheque layout. Click 'Options

From here you can adjust what cheque information prints as well as the positioning. Follow the next step for positioning help. To adjust what information prints on the cheque, jump to step 6.

5. Click 'Alignment'

6. You can adjust the cheque portion and stub portion separately. Simply click the arrows (up, down, left or right) to move each portion of the cheque.
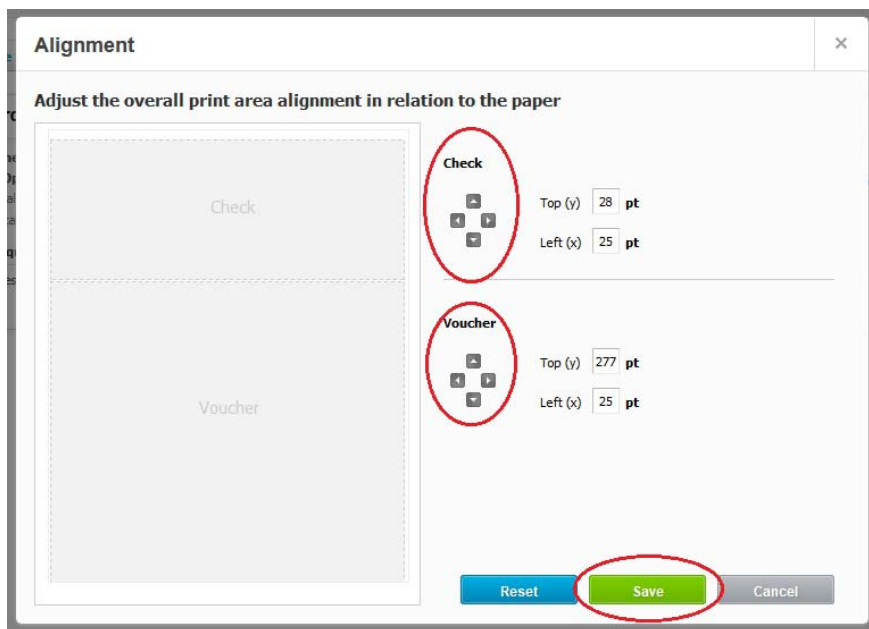
7. Once the items are positioned where you need them, click 'Save'

You have successfully updated the positioning of the information you print on your cheques! If you need to make further adjustments, just follow steps 5 & 6 again until everything prints in the right place.

8. To adjust what items print on your cheques, click 'Edit'

9. Here you can change the font and font size, what information shows on the cheque and what information shows on the stubs (or voucher).

   a. Select/Deselect the items you want to show/hide from your printed cheque and click save.
   b. You have successfully updated the information that shows on your cheques! If you need to make further adjustments, follow steps 6 & 7 again until you have it set up the way you want it.