

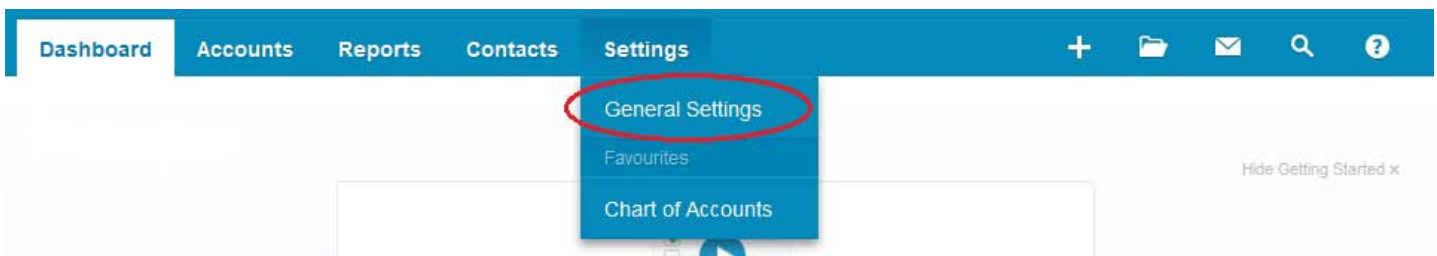
How to Adjust Cheque Printed Details

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

[General Settings >](#)

Cheque Styles

[+ New Style](#)

Standard

Format: **Voucher**

Font: **Arial, 10pt**

Cheque: Vertical alignment: **28pt** Horizontal alignment: **25pt**

Voucher: Vertical alignment: **277pt** Horizontal alignment: **25pt**

Show on cheque

- Payee address
- Memo

Show on voucher

- Payee name
- Description
- Date
- Amount
- Item
- Total

Company Details

Upload Logo

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'

[General Settings >](#)

Cheque Styles

[+ New Style](#)

Standard

Format: **Voucher**

Font: **Arial, 10pt**

Cheque: Vertical alignment: **28pt** Horizontal alignment: **25pt**

Voucher: Vertical alignment: **277pt** Horizontal alignment: **25pt**

Show on cheque

- Payee address
- Memo

Show on voucher

- Payee name
- Description
- Date
- Amount
- Item
- Total

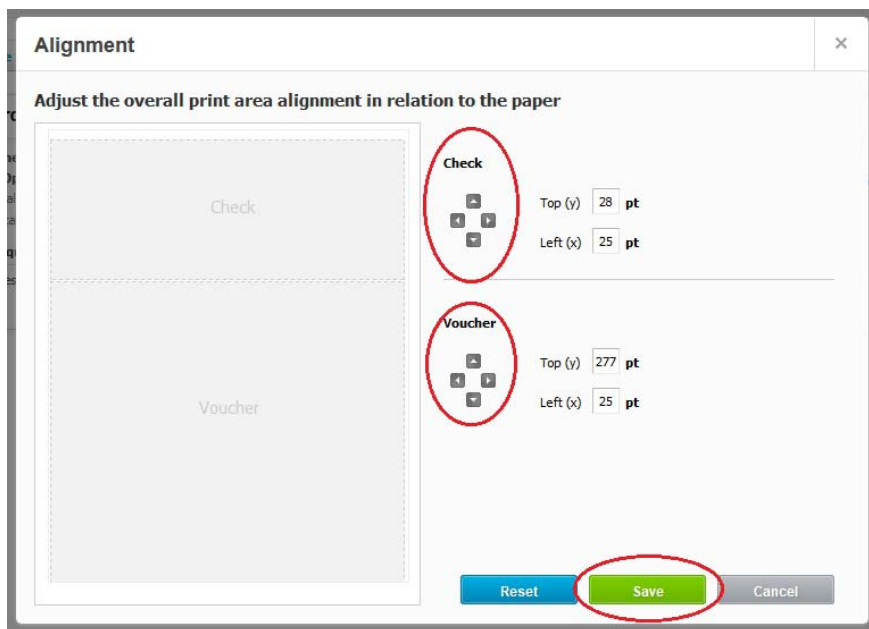
Company Details

Upload Logo

Options ▾

- Edit
- Alignment**
- Copy
- Upload Logo

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'

General Settings >

Cheque Styles

[+ New Style](#)

Standard

Format: **Voucher**
 Font: **Arial, 10pt**
 Cheque: Vertical alignment: **28pt** Horizontal alignment: **25pt**
 Voucher: Vertical alignment: **277pt** Horizontal alignment: **25pt**

Show on cheque

- Payee address
- Memo

Show on voucher

<input type="checkbox"/> Payee name	<input type="checkbox"/> Date	<input type="checkbox"/> Item
<input type="checkbox"/> Description	<input type="checkbox"/> Amount	<input type="checkbox"/> Total

Options ▲

- Edit**
- Alignment
- Copy
- Upload Logo

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).

Edit Cheque Style

Name:

Format:

Font:

Font size:

Show on cheque

- Payee address
- Company logo
- Company name & address
- Memo

Company name & address

Show on voucher

- Payee name
- Date
- Bank account
- Account number
- Item
- Description
- Amount
- Total

- 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.