



# SHE Technologies

A Software, Web Development & Consultant Co.

## Cheques Issuance & Printing

### System Functionalities

The Cheques Issuance and Printing (CIP) module designed & developed to furnish the day to day needs of your businesses in order to smooth line their business, controlling & monitoring full track of Cheques Issuance, Printing, and Delivery Process.

Functionality of CIP module described in the following sections:

#### Cheque Book Entry:-

- Bank account No. wise Cheque Books
- Cheque No. Pre Fix Code
- Cheque No. Post Fix Code
- Cheque No. # Starting & Ending No.
- Generate all Cheque series by Single Click

#### Cheque Issuance:-

- Enter desired bank and Cheque No. that to be issue
- Issue Cheque with information
  - Party Account
  - Cheque date
  - Amount
  - Payee Name
- Tax Information
  - Tax Deduction
  - Tax Percentage
  - Tax on Amount
  - Crediting Tax Account Number
- Misc. Information
  - Payment Request by Depart/Branch
  - Payment Request To Depart/Branch



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#### Cheque Finalization:-

- Cheque Finalization
- Voucher Posting in account System (Can be post at Clearing)



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## Cheque Printing

- Printing Cheque Leaf by Designated printer
- All cheque leaf format will print from software
- Every bank can have different Format

## Cheque Deliver to Party

- **By Hand Delivery**
  - Hand Over Date
  - Person Name
  - Remarks
- **By Courier / Post**
  - Delivery date
  - Delivery charges
  - Deliver by Person
  - Delivery to Person
  - Cheque Mailing Address

## Cheque Cancellation

- Cheque Cancellation
  - Date
  - Reason as remarks
  - Cancellation By



## Cheque Clearing & Posting

- Cheque Clearing with Bank with Information
  - Clearing Date
  - Posting in Accounting System (if not post before).
  - Clearing By

## Inquiries & Reports

- Pending Cheques
- Finalized for Printing
- Printed Cheques
- Printing Times
- Hand Over To Parties
- Under Clearing
- Cancelled Cheques

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