

CHEQUE PRINTING IN TALLY

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IIIT SKILLS

CHEQUE PRINTING

○ To Activate Cheque Printing

- Gateway of Tally > F11: Accounting Features > Set Following options to 'YES'
 - Set/Alter Cheque Printing Configuration
 - Set Enable Cheque Printing as shown Below

Company Cheque Details		Bank Accounts
Company Name on Cheque :	M/s. SHRIRAM ELECTRONICS	End of List
Names of Banks :	HDFC Bank	COSMOS Bank
		HDFC Bank
		ICICI BANK
		State Bank of India

Company Name on Cheque:

To print the company name on the cheque for signature purposes, mention the name of the Company (for example, M/S. SHRIRAM ELECTRONICS). If you do not want Tally.ERP 9 to print the name, you can leave it blank. Many banks issue cheques with your company name printed.

Name Of Banks

You will have to fill in the dimensions of the cheque. Tally.ERP 9 accepts user defined cheque dimensions. Take the bank's cheque book and measure the dimensions of a cheque leaf carefully in millimeters and fill in the above form. You may need to correct it after trying out a couple of cheques so that the positioning is accurate. The placing of the cheque in the printer also determines the printing. To avoid mistakes trial could be made on photocopies of a cheque before using an actual cheque leaf

Cheque Dimensions setup

The diagram shows a sample cheque from HDFC BANK with various dimensions numbered for setup. The dimensions are as follows:

- 1: Bottom left corner
- 2: Top left corner
- 3: Top right corner
- 4: Left edge of the bank logo
- 5: Right edge of the bank logo
- 6: Left edge of the 'PAY' line
- 7: Right edge of the 'PAY' line
- 8: Left edge of the 'RUPEES' line
- 9: Right edge of the 'RUPEES' line
- 10: Left edge of the 'Rs.' box
- 11: Right edge of the 'Rs.' box
- 12: Right edge of the 'ON BEHALF OF' line
- 13: Left edge of the 'Ac No.' field
- 14: Right edge of the 'Ac No.' field
- 15: Right edge of the 'For PROMPT COMPUTERS AND SERVICES' line
- 16: Left edge of the 'HDFC BANK LTD.' line
- 17: Right edge of the 'HDFC BANK LTD.' line
- 18: Left edge of the 'Authorized Signatories' line
- 19: Right edge of the 'Authorized Signatories' line

The cheque also contains the following text:

- HDFC BANK
- DATE
- PAY
- RUPEES
- Rs.
- ON BEHALF OF
- Ac No. 06372000000142 CA
- HDFC BANK LTD.
- For PROMPT COMPUTERS AND SERVICES
- Authorized Signatories
- ⑈ 234679⑈ 424240002⑈ 000418⑈ 29

• HDFC BANK CHEQUE PRINTING CONFIGURATION

Cheque Printing Configuration

(All Dimensions in mm only)

1	Width of Cheque	: 204
2	Height of Cheque	: 98
3	Distance of Date Line from Top Edge	: 15
4	Starting Location of Date from Left Edge	: 180
5	Distance of Party's Name Line from Top Edge	: 25
6	Starting Location of Name from Left Edge	: 40
7	Width of Name area	: 150
8	Distance of 2nd Amt-in-words Line from Top Edge	: 34
9	Height (gap) of Amt-in-words Line	: 5
10	Starting Location of Amt-in-words from Left Edge	: 45
11	Width of Amt-in-words area	: 90
12	Distance of Amt-in-figures Line from Top Edge	: 38
13	Starting Location of Amt-in-figures from Left Edge	: 175
14	Width of Amt-in-figures area	: 40
15	Distance of Company Signature Bottom Line from Top Edge	: 68
16	Starting Location of Signature from Left Edge	: 160
17	* Width of Signature area	: 50
18	* Height of Signature area	: 20
	(* mandatory to save configuration)	
	Salutation of 1st Signatory (if 2 signatories)	: Secretary
	Salutation of 2nd or Single Signatory	: Manager

• STATE BANK OF INDIA CHEQUE PRINTING CONFIGURATION

Cheque Printing Configuration

(All Dimensions in mm only)

1	Width of Cheque	: 203
2	Height of Cheque	: 94
3	Distance of Date Line from Top Edge	: 10
4	Starting Location of Date from Left Edge	: 175
5	Distance of Party's Name Line from Top Edge	: 20
6	Starting Location of Name from Left Edge	: 47
7	Width of Name area	: 150
8	Distance of 2nd Amt-in-words Line from Top Edge	: 43
9	Height (gap) of Amt-in-words Line	: 7
10	Starting Location of Amt-in-words from Left Edge	: 32
11	Width of Amt-in-words area	: 109
12	Distance of Amt-in-figures Line from Top Edge	: 36
13	Starting Location of Amt-in-figures from Left Edge	: 165
14	Width of Amt-in-figures area	: 35
15	Distance of Company Signature Bottom Line from Top Edge	: 50
16	Starting Location of Signature from Left Edge	: 122
17	* Width of Signature area	: 75
18	* Height of Signature area	: 22
	(* mandatory to save configuration)	
	Salutation of 1st Signatory (if 2 signatories)	: Proprieter
	Salutation of 2nd or Single Signatory	: Authorised Sign.

○ **Printing Cheques**

• **Gateway of Tally > Voucher Entry > F5: Bank Payment**

○ **Create the Payment Entry**

on 31/03/2009 Paid SBI Cheque Of Rs 35000/- to BPL India LTD

- Press F2 : 31/3/2009 Select the Bank Name : **State Bank of India** & Press Enter
- Select BPL India LTD & Enter in the Amount field Type the 35000/- & Press Enter
- Name Of Cheque : Type **BPL INDIA LTD**
- Cross Cheque using : Type **A/c Payee** & Save the Entry as Shown In following Screen

Bank Payment No. EP/0036/08-09		31-Mar-2009 Tuesday
ACCOUNT: State Bank of India Cur Bal 1,66,876.06 Dr		
Particulars	Amount	
BPL India Ltd Cur Bal: 21,71,229.45 Cr	35,000.00	
Name on Cheque : BPL India Ltd Cross cheque using ? A/c Payee Narration: Cr No.:280178	35,000.00	

To Print the Voucher, to Press **Alt + P**

Select Printer & Print the Cheque Printing Voucher

<u>A/c Payee</u>	31-Mar-2009
BPL India Ltd	
Thirty Five Thousand Only	35,000.00
	for M/s SHIRAM ELECTRONICS
Propiter	Authorised Sgr.