# How to print cheque

1.First, you will get this page & select the box icon as labelled below:



2. Fill the gaps with your Bank information & click on the "Save" button.



#### 3. Press Ok

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### 4. Click on box icon (+)

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5. Write the Details for issue Cheque and save. You will get a window after that click on "Save"

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6. You will get a window after click on save then click on ok button

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## 7. Select the file then click on print button

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# 8. After printing it will be showing

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9. Click on report-click on payee Summary-Select for the required report-Generate

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10. Click on Layout and Change the scale if needed

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