


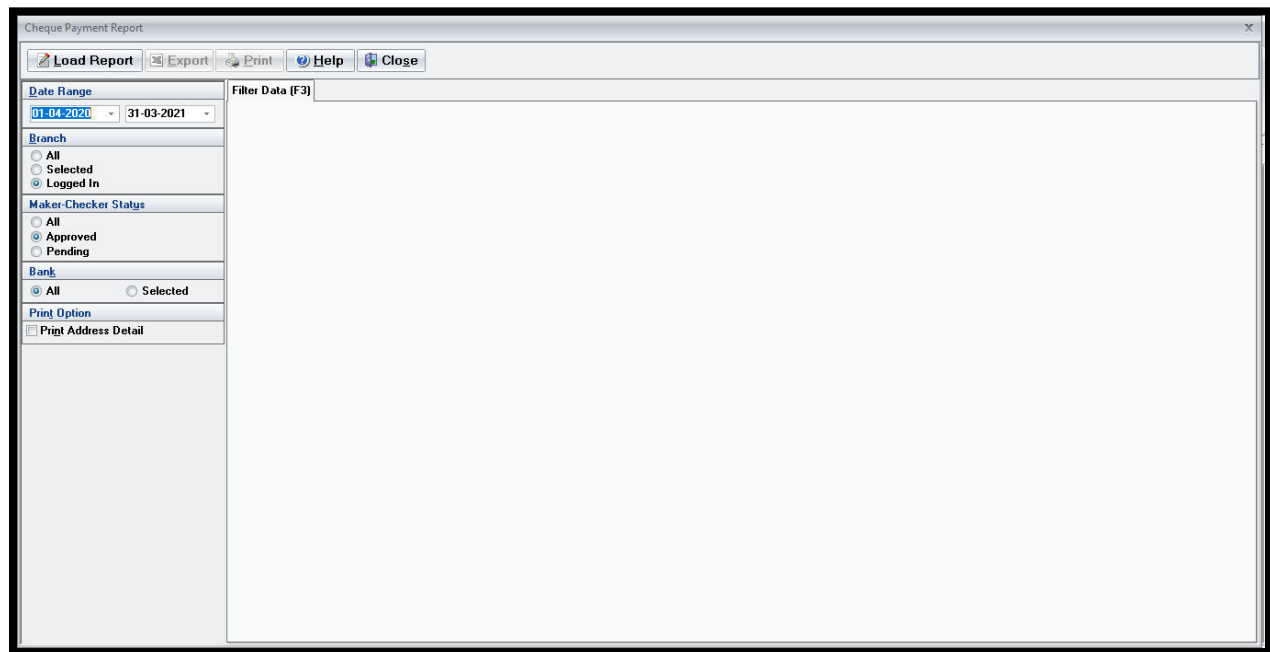


### Cheque Payment (Alt + C)

This report shows the detailed record of all the entries done involving cheque transactions.



On clicking the  option or on pressing the shortcut (Alt+ C), “Cheque Transaction Report” window will appear as shown below:



Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, Branch (All, logged in, Selected), Maker-Checker Status and Bank.

User can use below mentioned shortcuts for further extractions and functions.

### Load Report (Alt + L)



User needs to click on Load Report (Alt + L) button to load the report after the filter action.

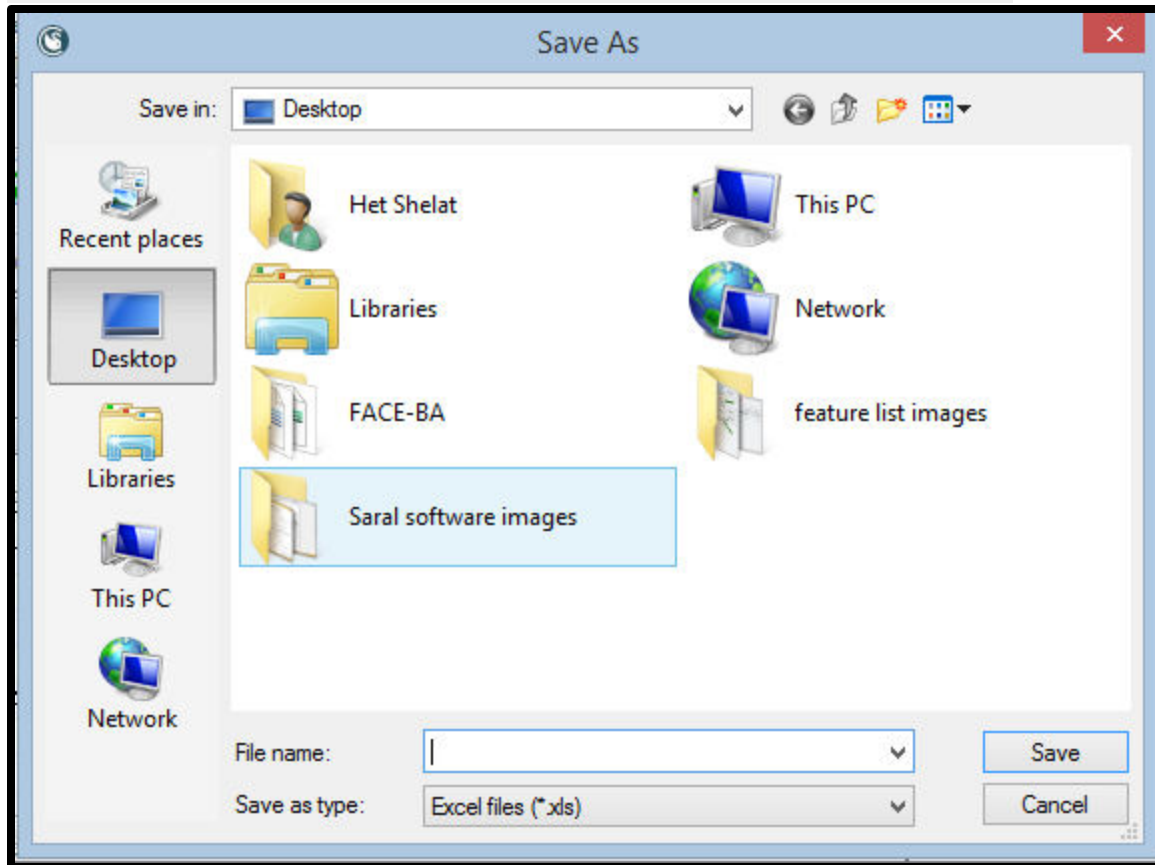
User can filter the data as available in headings of the report. i.e. user can filter party wise data by clicking on filter available in party name or selected voucher no. user wants to view by clicking on filter available in Voucher no. and so on for all the headings.

#### [Drill down entry](#)

To go to the voucher, user needs to double click on the record line visible in the report. User will be redirected to that payment voucher.

#### [Export \(Alt + E\)](#)

User needs to click on Export (Alt + X) button to export the report. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

### [Print \(Alt + P\)](#)

On clicking the Print (Alt + P) button, print preview window will appear.

### [Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Cheque Payment Tab.

### [Close \(Alt + S\)](#)

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On clicking the Close (Alt + S) button, Cheque payment tab will get closed.