

End User Manual (1.1)

Cheque Pay – Cheque Printing Solution

Version 1.1.0-fr001





End User Manual (1.1)

Table of Contents

Table of Contents

Overview	4
SuperTime-FaceAndroid	Error! Bookmark not defined.
Cloud Application	5
Login	6
Home/Dashboard	7
Demo Logs	Error! Bookmark not defined.
About	Error! Bookmark not defined.
Multi Language Support	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
Profile	Error! Bookmark not defined.
Settings	Error! Bookmark not defined.
Change Password	Error! Bookmark not defined.
Users	Error! Bookmark not defined.
Database Operations	Error! Bookmark not defined.
Navigation Menu	Error! Bookmark not defined.
Masters	Error! Bookmark not defined.
Devices	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
Company	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
You can delete Company record information here.	Error! Bookmark not defined.
Location	Error! Bookmark not defined.
Area	Error! Bookmark not defined.



End User Manual (1.1)

Department.....	Error! Bookmark not defined.
Designation	Error! Bookmark not defined.
Employee	Error! Bookmark not defined.
Project.....	Error! Bookmark not defined.
Shift Management	Error! Bookmark not defined.
Timetable	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
Shift	Error! Bookmark not defined.
Shift Assigned.....	Error! Bookmark not defined.
Leave Management	Error! Bookmark not defined.
Leave Type	Error! Bookmark not defined.
.....	Error! Bookmark not defined.
Leave Assign	Error! Bookmark not defined.
Leave Request	Error! Bookmark not defined.
Leave Approval.....	Error! Bookmark not defined.
Attendance Reports	Error! Bookmark not defined.
Daily Attendance.....	Error! Bookmark not defined.
Working Hours	Error! Bookmark not defined.
Attendance Log	Error! Bookmark not defined.
Salary Report.....	Error! Bookmark not defined.

End User Manual (1.1)

Overview

Cheque Pay - Cheque Printing Solution

The **Cheque Pay** application is a comprehensive cheque printing solution tailored for businesses, accountants, and individuals who regularly issue bank cheques. With increasing digitalization, manual cheque writing can be time-consuming and prone to errors. Cheque Pay resolves these challenges by offering a user-friendly, precise, and customizable platform that ensures professional cheque printing with minimal effort.

Designed to support multiple bank formats and institutions, this solution empowers users to print cheques that conform to bank-specific layouts. Whether the user is printing a single cheque or handling bulk cheque issuance, Cheque Pay streamlines the process with precision and flexibility.

Key Features:

- **Customizable Templates:** Upload scanned images of your bank's cheque leaves and define the positions for fields like Date, Payee, Amount in Numbers, Amount in Words, and Signature using a drag-and-drop interface.
- **Multi-Company Management:** Handle cheque issuance for multiple companies under a single user account. Each company can maintain its own templates, bank accounts, and payee information.
- **Multi-Currency Support:** Supports printing in different global currencies (e.g., INR, USD, EUR), including localized amount-in-words generation.
- **Preview & Print:** Users can preview cheques with actual data before printing, reducing errors and avoiding cheque wastage.
- **Cloud or On-Premise Deployment:** Flexibility to deploy Cheque Pay on a local server or cloud, based on organizational requirements.
- **Security & Licensing:** Licensing features are built-in to control usage, ensuring that only authorized users and devices can access company data.

Customization:

Cheque Pay allows advanced customization of fonts, sizes, styles (bold, italic), and positioning for each text field. These settings can be saved per template, offering a high degree of flexibility for institutions with unique formatting standards.

End User Manual (1.1)

Additionally, users can add background logos, watermark overlays, or include authorized signatory lines where applicable. The application ensures that each cheque appears uniform, professional, and aligned to the bank's clearance standards.

Use Cases:

- **Small and Medium Enterprises (SMEs):** Manage multiple accounts, banks, and payees without depending on pre-printed cheques.
- **Chartered Accountants & Finance Professionals:** Print cheques for multiple clients while maintaining a record of issued cheques.
- **Personal Finance Management:** Individuals can track and print cheques with ease, avoiding handwriting errors and maintaining clarity.

Technical Notes:

- Built using Django (Python) on the backend for high reliability and security.
- JavaScript-driven front-end for dynamic UI interactions, including drag-and-drop text placement.
- MS SQL Server or SQLite for flexible database options depending on deployment scale.
- Compatible with standard A4/cheque printers and supports margin calibration for precise output.

Advantages of Using Cheque Pay:

- Reduces cheque handling time by automating formatting and positioning.
- Minimizes human errors such as spelling mistakes, misplaced text, or wrong amounts.
- Centralizes cheque records for better auditing, traceability, and reporting.
- Ensures professional output, enhancing brand credibility and presentation.
- Easy-to-use interface requiring no technical background or design skills.

Cloud Application

URL : <http://217.165.4.226:90/Chequepay/>

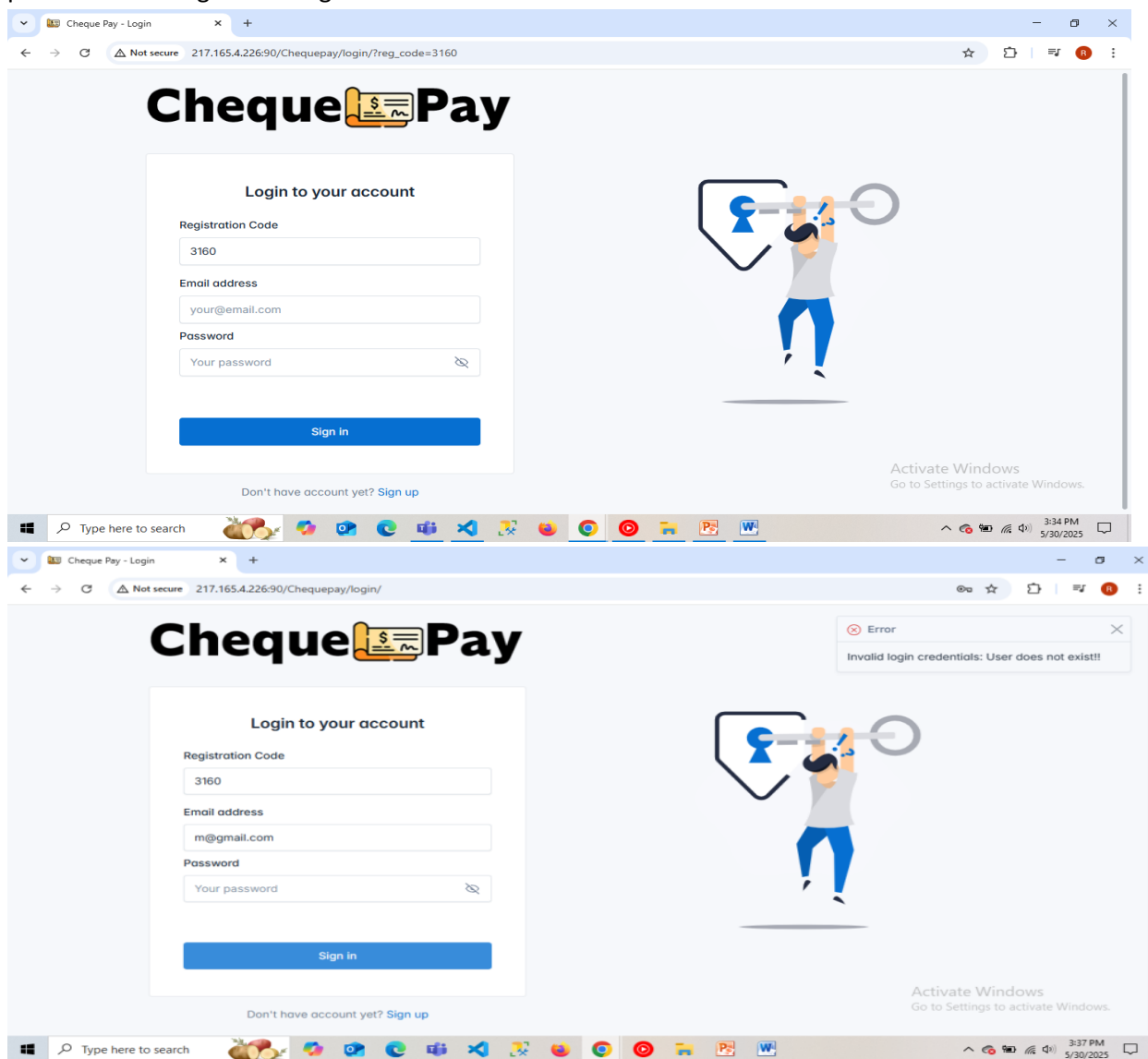
End User Manual (1.1)

Application Flow and Contents

The flow of application and its contents is explained below using images and simple applications.

Login

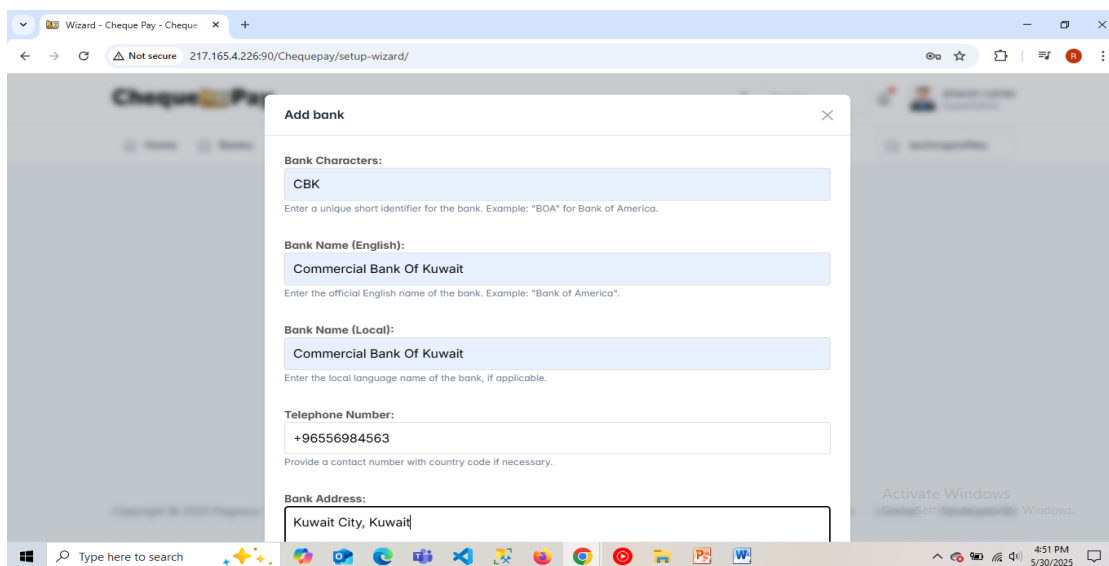
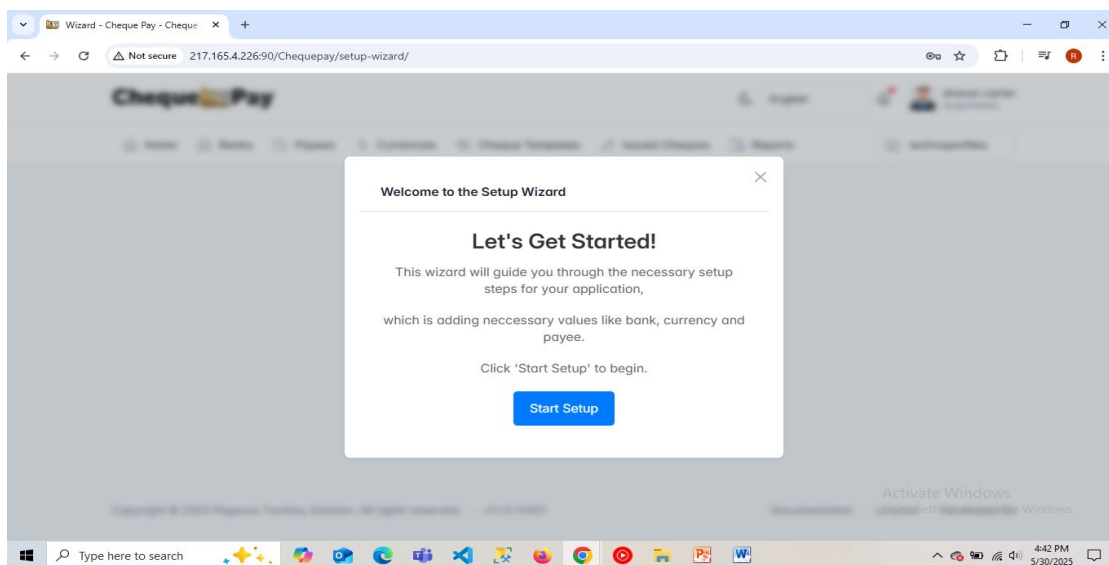
You can login using the information provided via email, such as, registration code, email and password. And if given wrong credentials it will show error.



End User Manual (1.1)

Wizard

When logged in the first time, a dialog box will open asking to start the setup. This will allow the user to enter the single initial values needed to carry on the application.



End User Manual (1.1)

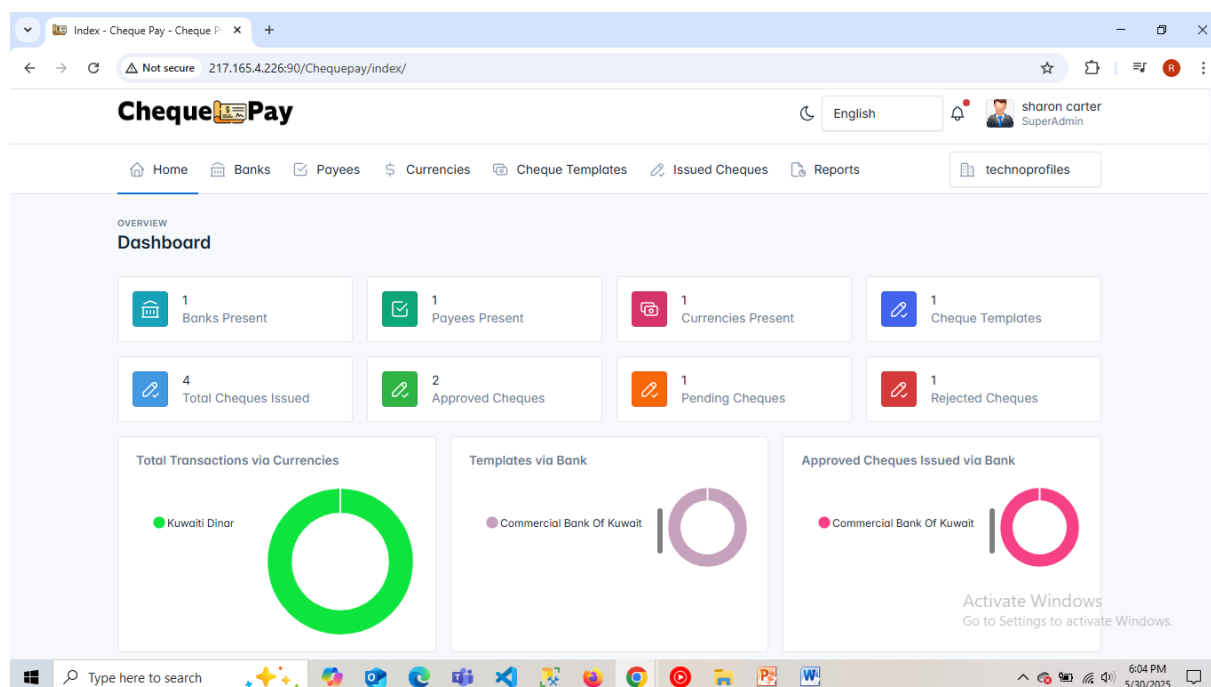
Home/Dashboard

After completing the wizard part the user will come to the **home**. This shows an overview of the application and the contents present in the application. Such as count of –

- Banks present
- Payees exists
- Currencies
- Cheque templates created
- Cheque issued
- Cheque pending for approval
- Cheque approved
- Cheque rejected

Also it also represents certain data in the form of pie chart. Such as –

- Total transactions via multiple currencies
- Number of templates via different banks
- Number of Cheque approved from different banks



Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 8

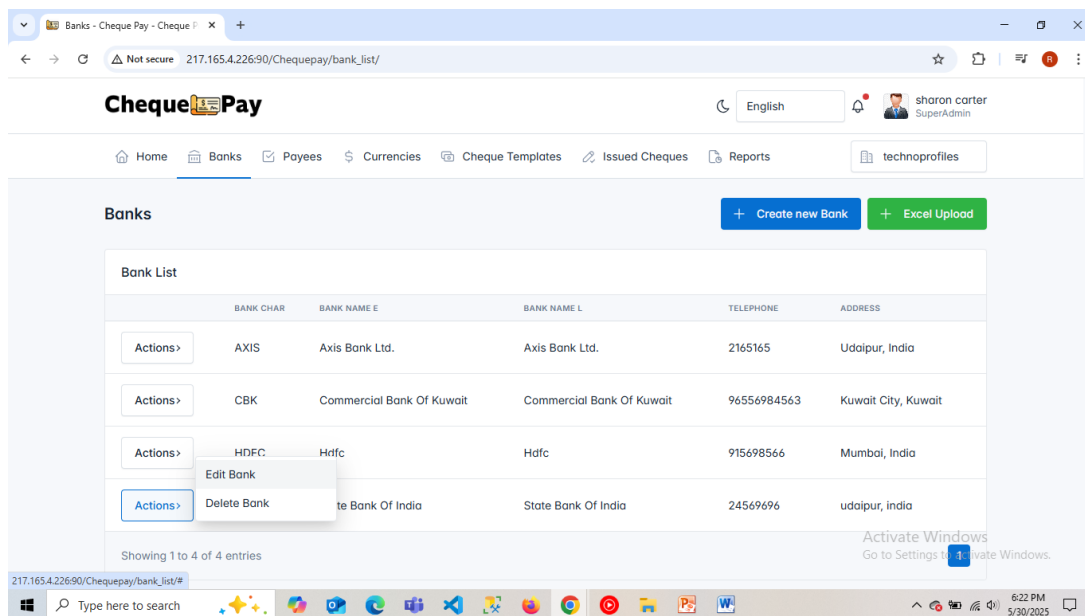
Email :Support@PegasusTech.net

End User Manual (1.1)

Banks

This option shows the details of the banks present in the application and manipulate the existing data, add or remove it.

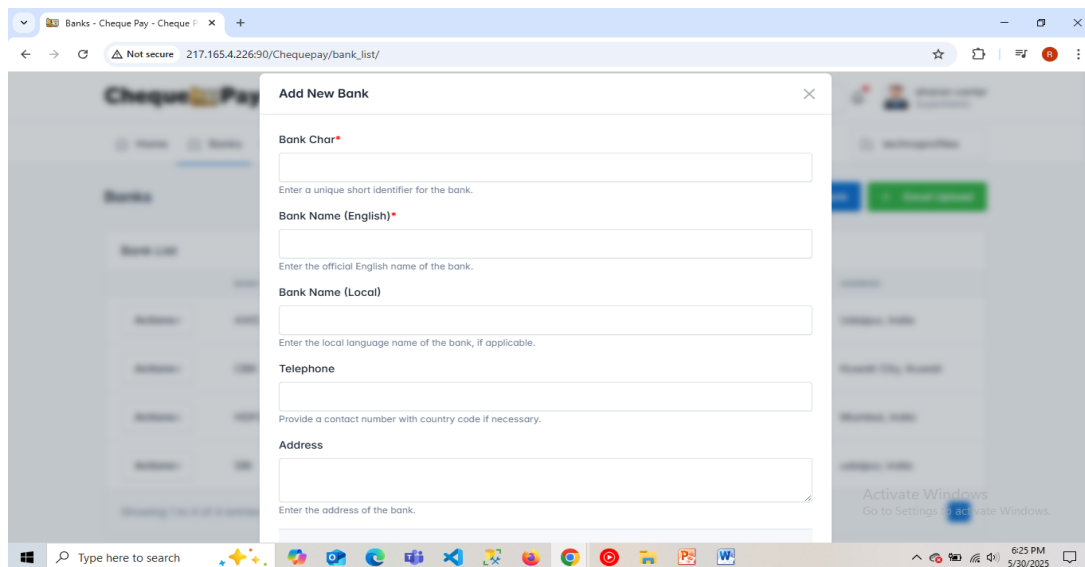
■ Bank list



	BANK CHAR	BANK NAME E	BANK NAME L	TELEPHONE	ADDRESS
Actions>	AXIS	Axis Bank Ltd.	Axis Bank Ltd.	2165165	Udaipur, India
Actions>	CBK	Commercial Bank Of Kuwait	Commercial Bank Of Kuwait	96556984563	Kuwait City, Kuwait
Actions>	HDFC	Hdfc	Hdfc	915698566	Mumbai, India
Actions>		State Bank Of India	State Bank Of India	24569696	udaipur, india

Showing 1 to 4 of 4 entries

■ New form



Add New Bank

Bank Char*
Enter a unique short identifier for the bank.

Bank Name (English)*
Enter the official English name of the bank.

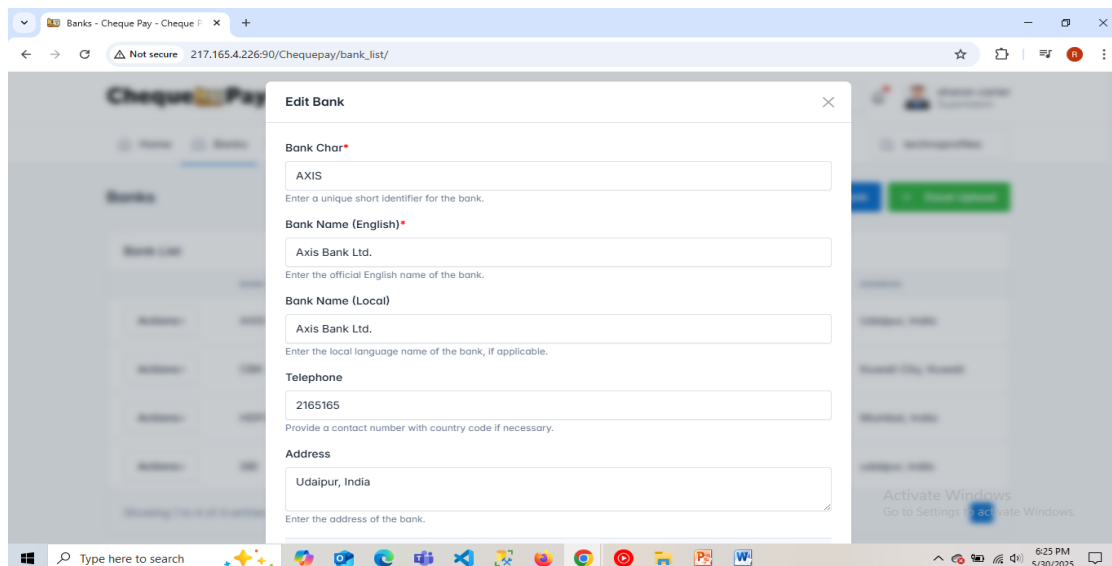
Bank Name (Local)
Enter the local language name of the bank, if applicable.

Telephone
Provide a contact number with country code if necessary.

Address
Enter the address of the bank.

End User Manual (1.1)

■ Edit form



Edit Bank

Bank Char*
AXIS
Enter a unique short identifier for the bank.

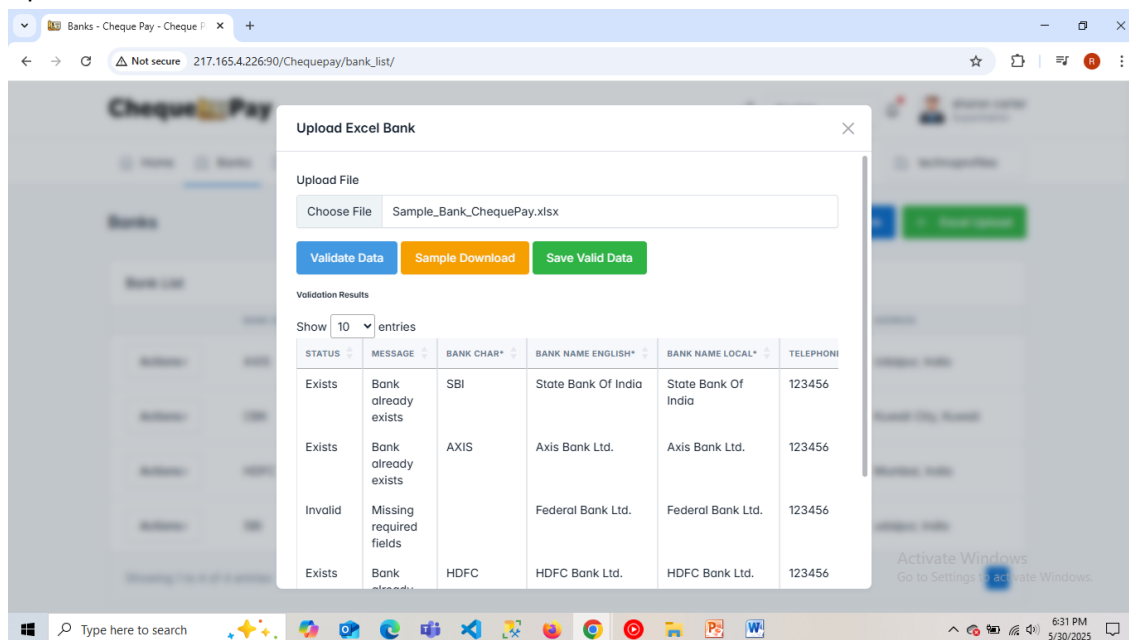
Bank Name (English)*
Axis Bank Ltd.
Enter the official English name of the bank.

Bank Name (Local)
Axis Bank Ltd.
Enter the local language name of the bank, if applicable.

Telephone
2165165
Provide a contact number with country code if necessary.

Address
Udaipur, India
Enter the address of the bank.

■ Upload new banks via MS Excel file



Upload Excel Bank

Upload File
Choose File Sample_Bank_ChequePay.xlsx

Validate Data Sample Download Save Valid Data

Validation Results

Show 10 entries

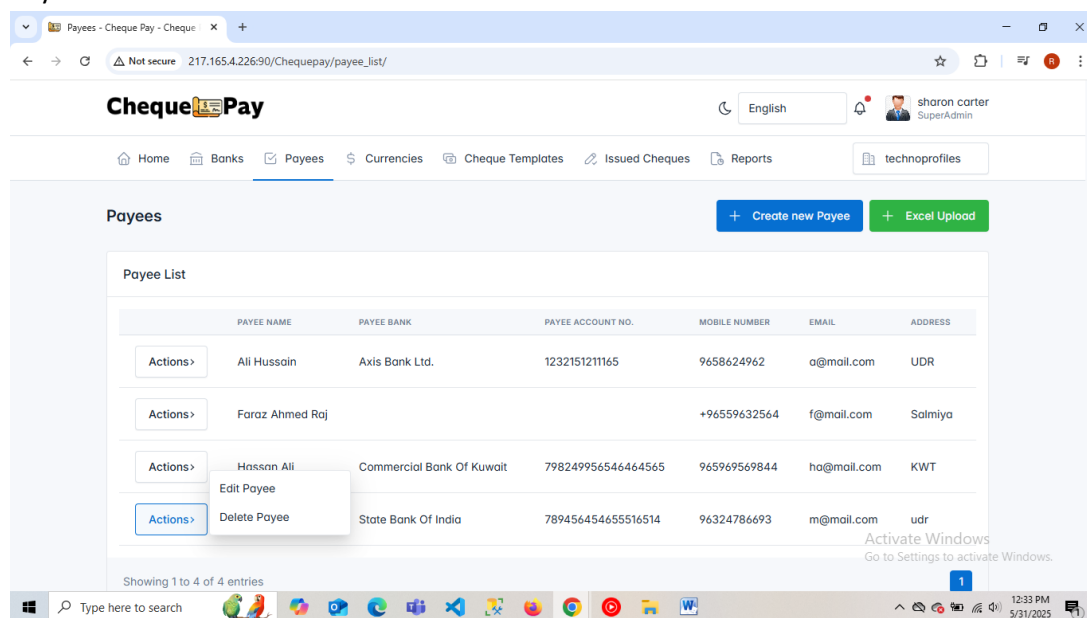
STATUS	MESSAGE	BANK CHAR*	BANK NAME ENGLISH*	BANK NAME LOCAL*	TELEPHONE
Exists	Bank already exists	SBI	State Bank Of India	State Bank Of India	123456
Exists	Bank already exists	AXIS	Axis Bank Ltd.	Axis Bank Ltd.	123456
Invalid	Missing required fields		Federal Bank Ltd.	Federal Bank Ltd.	123456
Exists	Bank already exists	HDFC	HDFC Bank Ltd.	HDFC Bank Ltd.	123456

End User Manual (1.1)

Payees

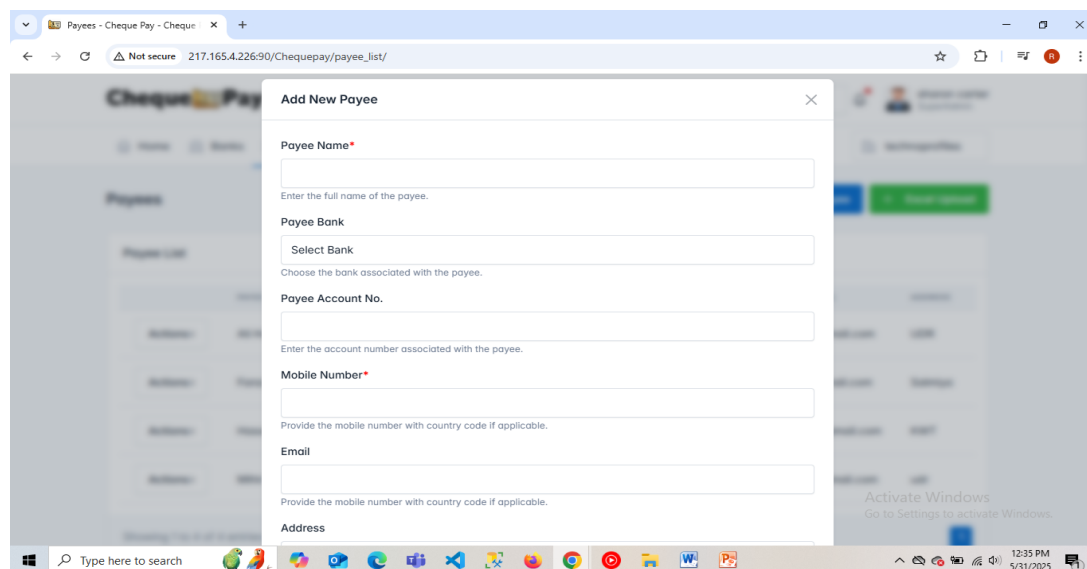
This option shows the details of the payees present in the application and manipulate the existing data, add or remove it.

■ Payee list



	PAYEE NAME	PAYEE BANK	PAYEE ACCOUNT NO.	MOBILE NUMBER	EMAIL	ADDRESS
Actions>	Ali Hussain	Axis Bank Ltd.	1232151211165	9658624962	a@mail.com	UDR
Actions>	Faraz Ahmed Raj			+96559632564	f@mail.com	Salmiya
Actions>	Hassan Ali	Commercial Bank Of Kuwait	798249956546464565	965969569844	ha@mail.com	KWT
Actions>	Delete Payee	State Bank Of India	789456454655516514	96324786693	m@mail.com	udr

■ New form



Add New Payee

Payee Name*

Enter the full name of the payee.

Payee Bank

Select Bank

Choose the bank associated with the payee.

Payee Account No.

Enter the account number associated with the payee.

Mobile Number*

Provide the mobile number with country code if applicable.

Email

Provide the mobile number with country code if applicable.

Address

End User Manual (1.1)

■ Edit form

Edit Payee

Payee Name*
Hassan Ali
Enter the full name of the payee.

Payee Bank
Commercial Bank Of Kuwait
Choose the bank associated with the payee.

Payee Account No.
798249956546464565
Enter the account number associated with the payee.

Mobile Number*
965969569844
Provide the mobile number with country code if applicable.

Email
ha@mail.com
Provide the mobile number with country code if applicable.

Address

■ Upload new payees via MS Excel file

Upload Excel Payee

Choose File Sample_Payee_ChequePay (2).xlsx

Validate Data Sample Download Save Valid Data

Validation Results

Show 10 entries

STATUS	MESSAGE	PAYEE NAME*	MOBILE NUMBER	EMAIL	ADDRESS
Valid	Uploading	Hussain	123456	hu@mail.com	Udaipur
Valid	Uploading	Hassan	968789	ha@mail.com	Udaipur
Valid	Uploading	Ali	123698	a@mail.com	Udaipur
Valid	Uploading	Abbas	456312	a@mail.com	Udaipur
Valid	Uploading	Faraz	874369	f@mail.com	Udaipur

Showing 1 to 5 of 5 entries

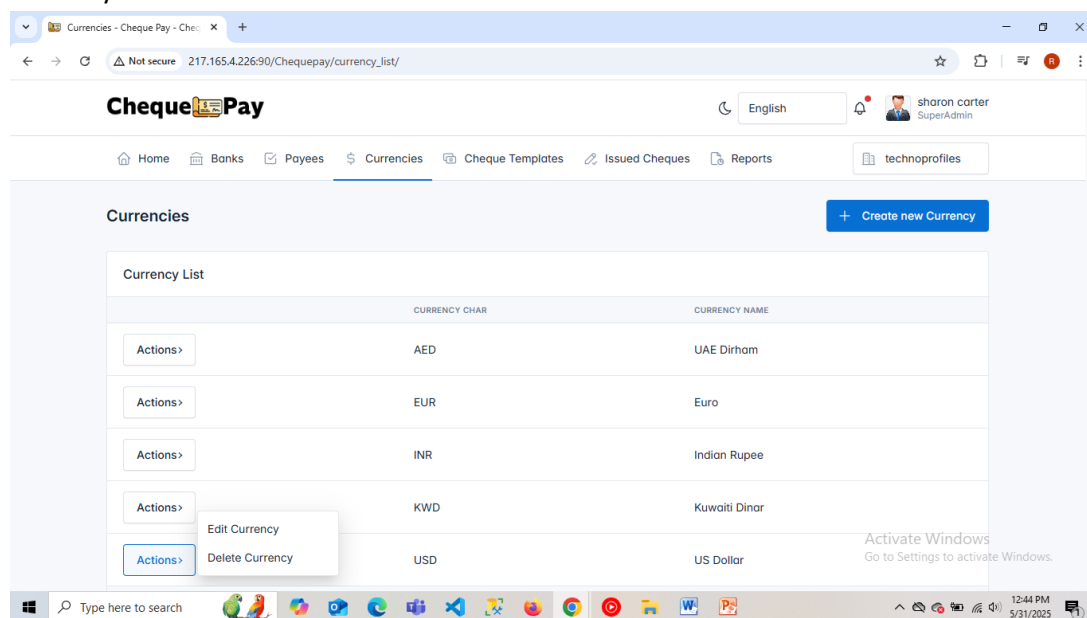
Previous 1 Next

End User Manual (1.1)

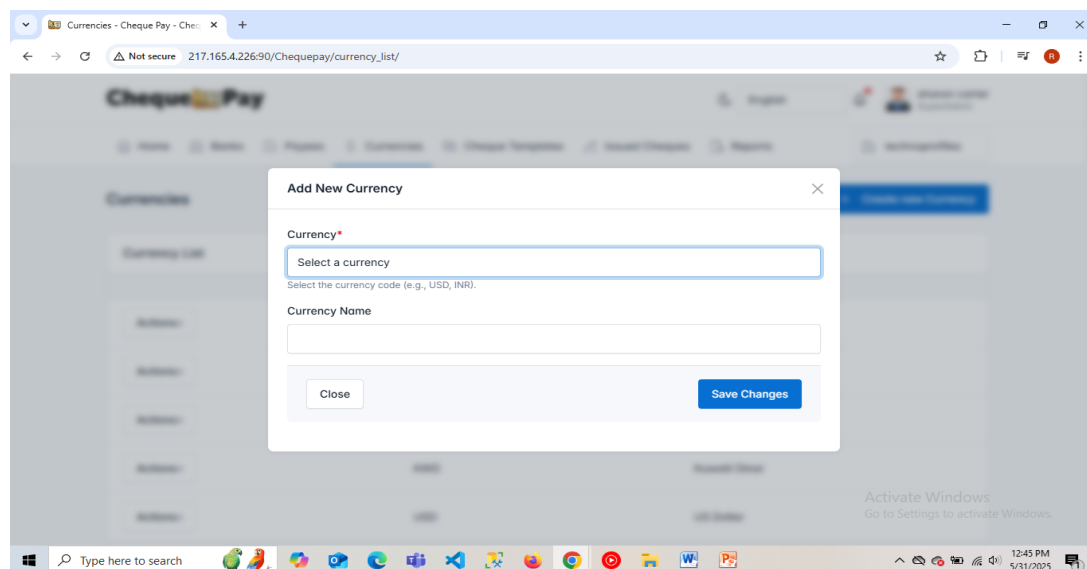
Currencies

This option shows the details of the currencies present in the application and manipulate the existing data, add or remove it.

■ currency list

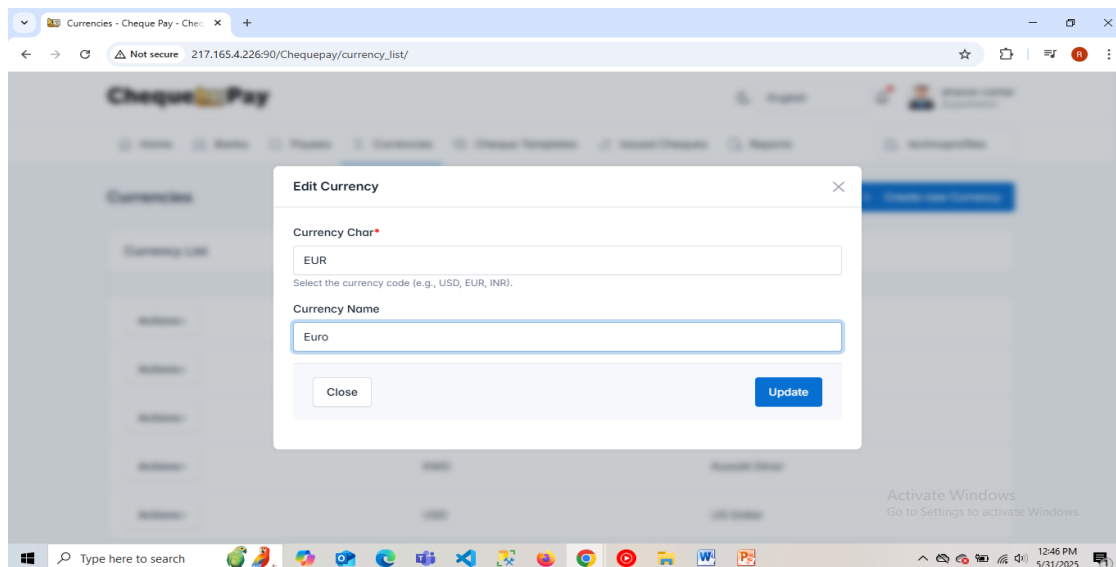


■ New form

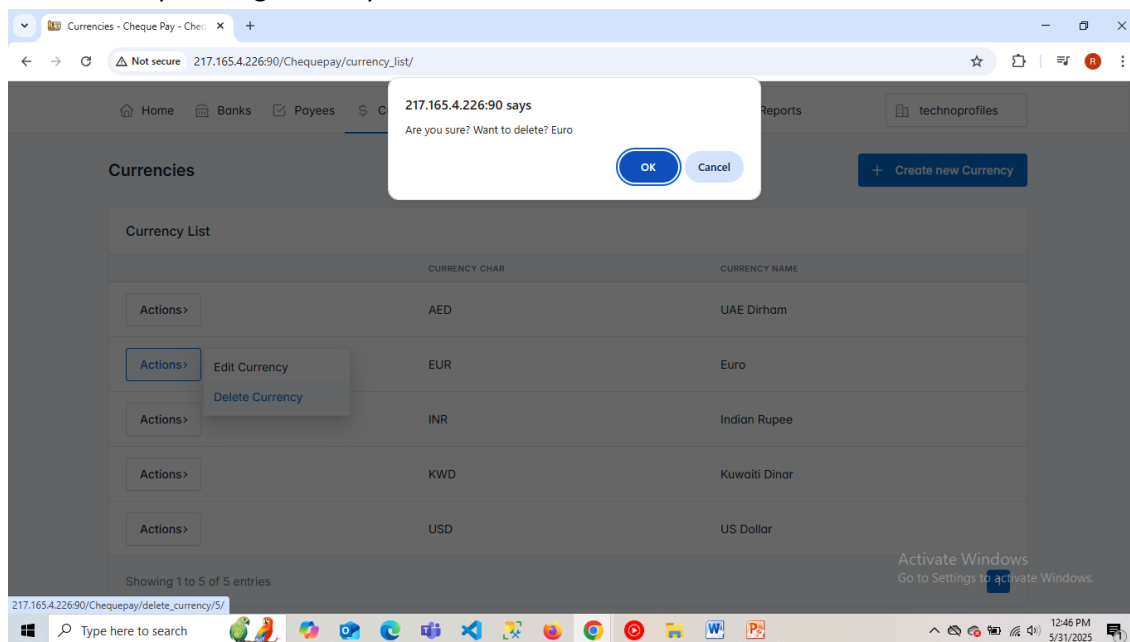


End User Manual (1.1)

- **Edit form**



- **To delete any existing currency.**

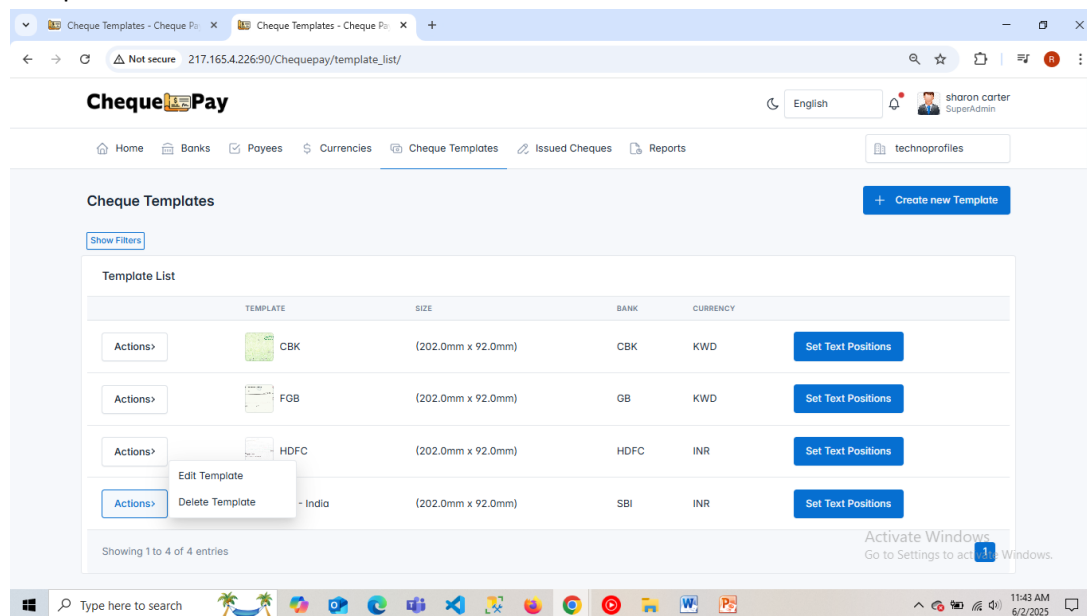


End User Manual (1.1)

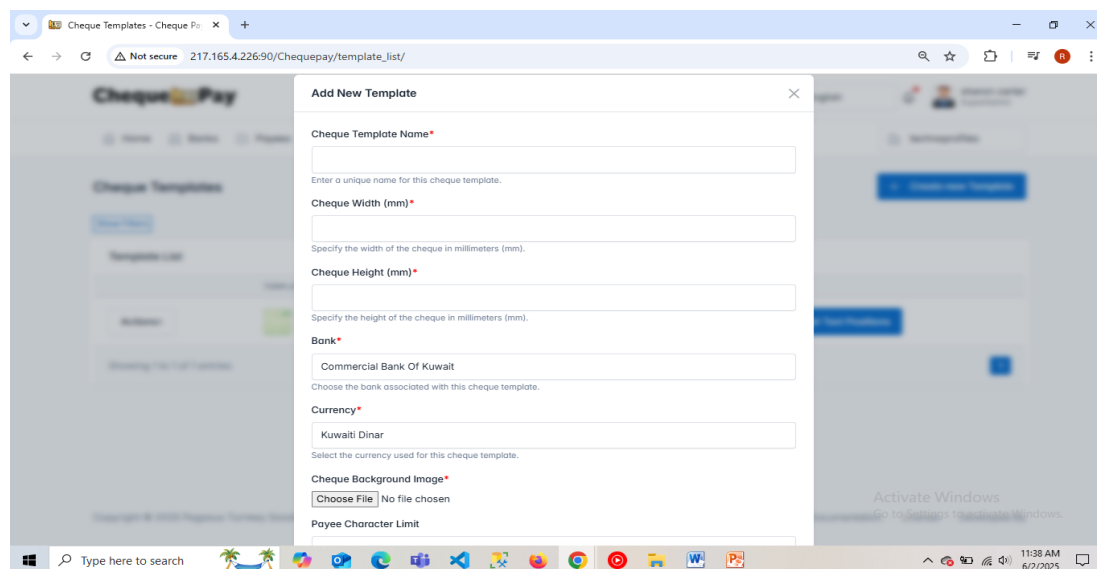
Cheque Templates

This option shows the details of the Cheque templates created to issue and print Cheque according to the need. Also one can set the text positions and manipulate details.

■ Template list

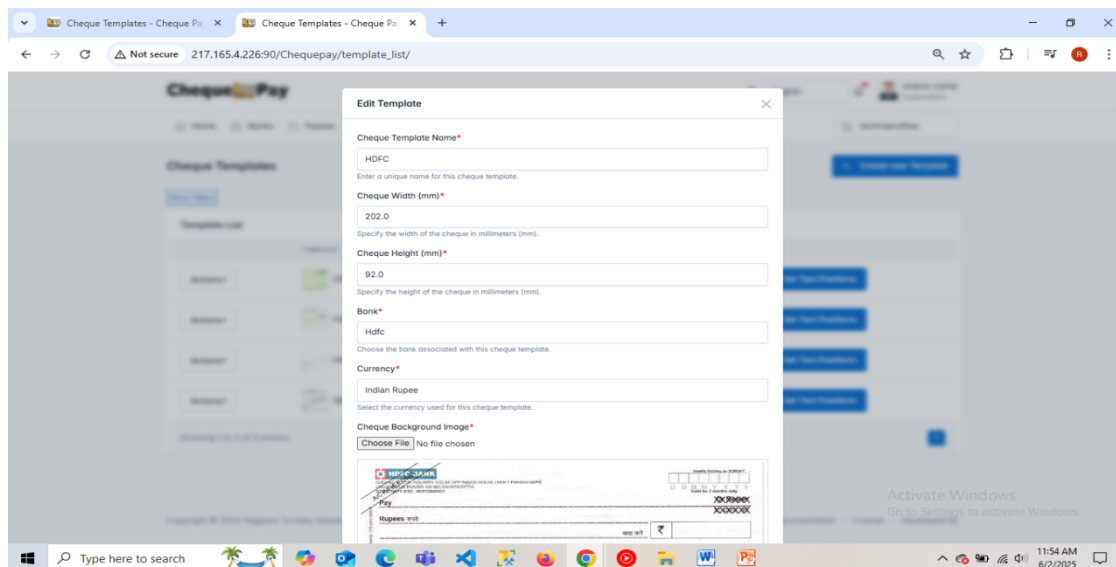


■ New form

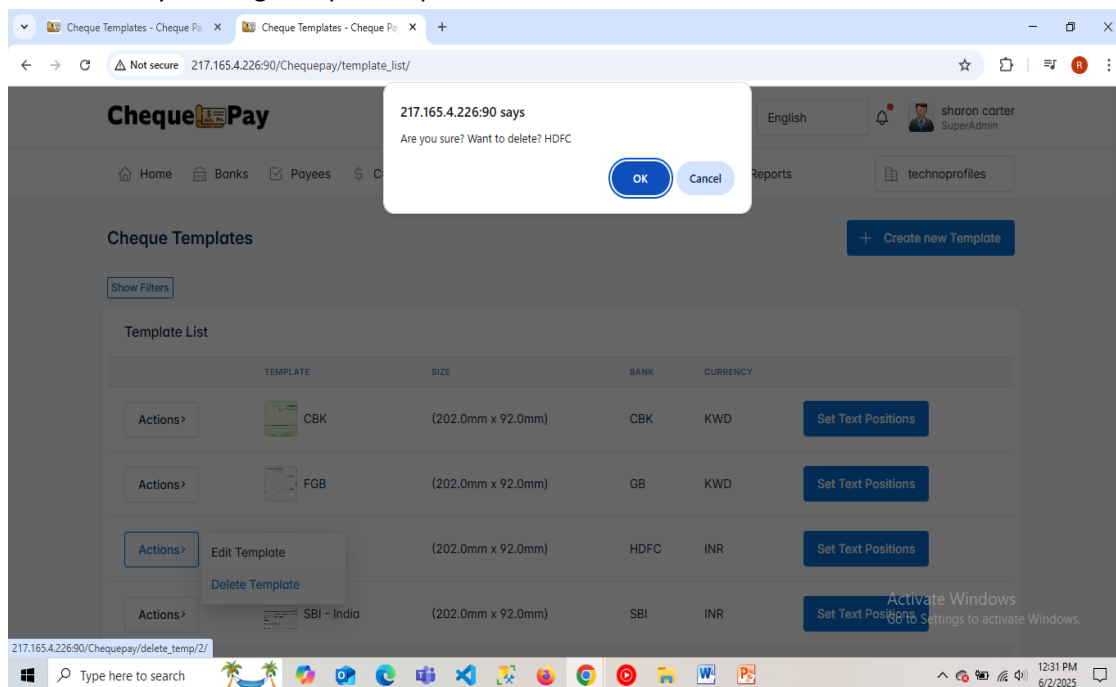


End User Manual (1.1)

■ Edit form

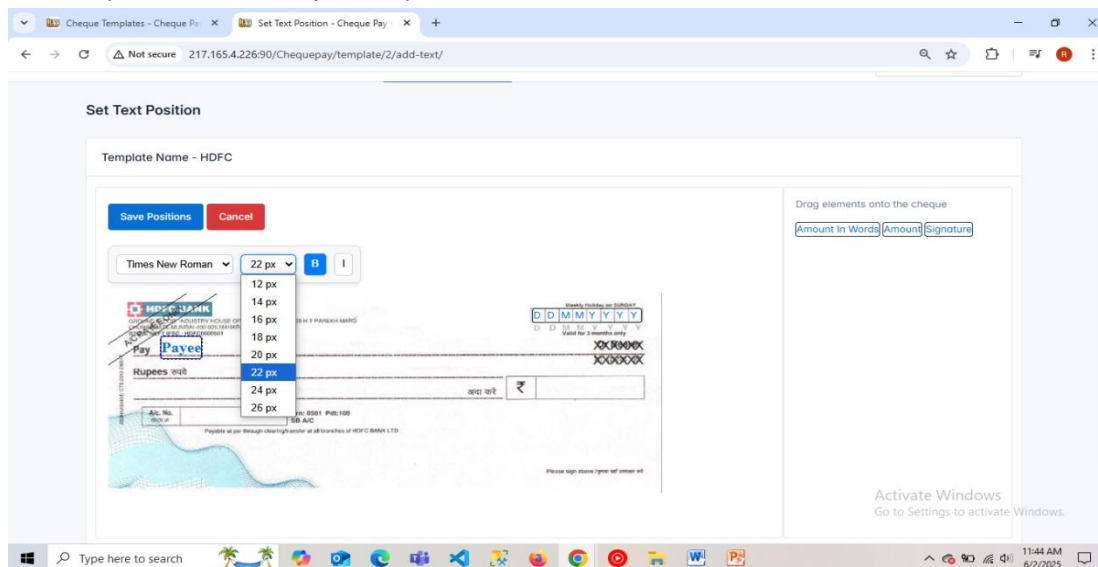


■ To delete any existing Cheque templates.

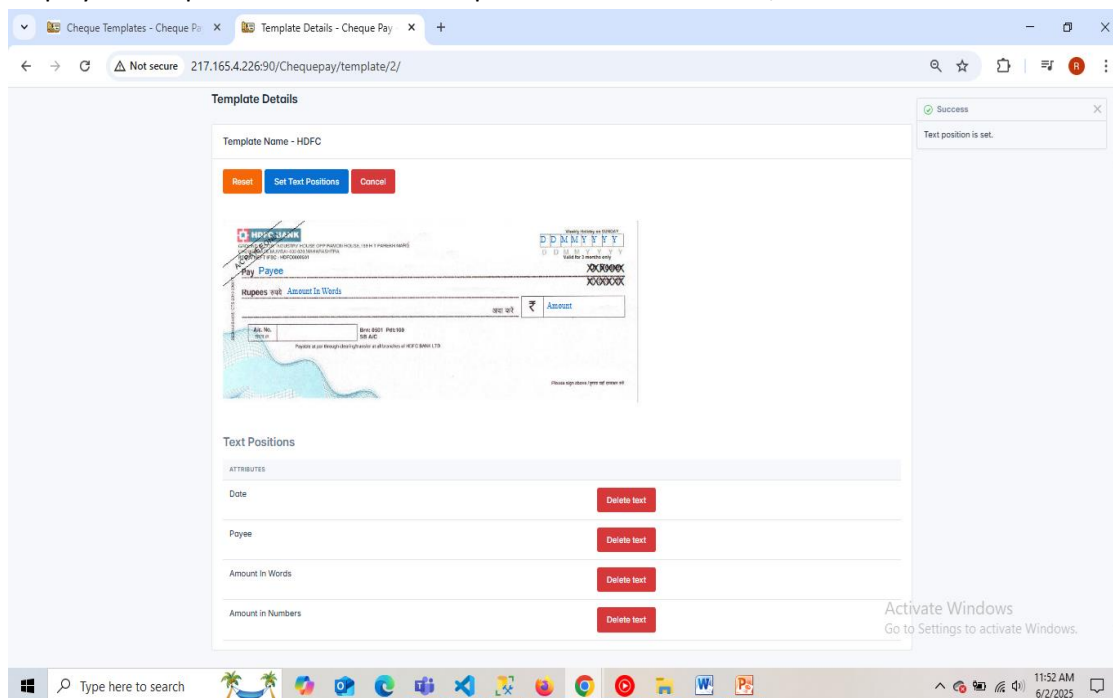


End User Manual (1.1)

- Set text positions on Cheque template



- Display of text positions set on the template and to also remove/reset the texts.

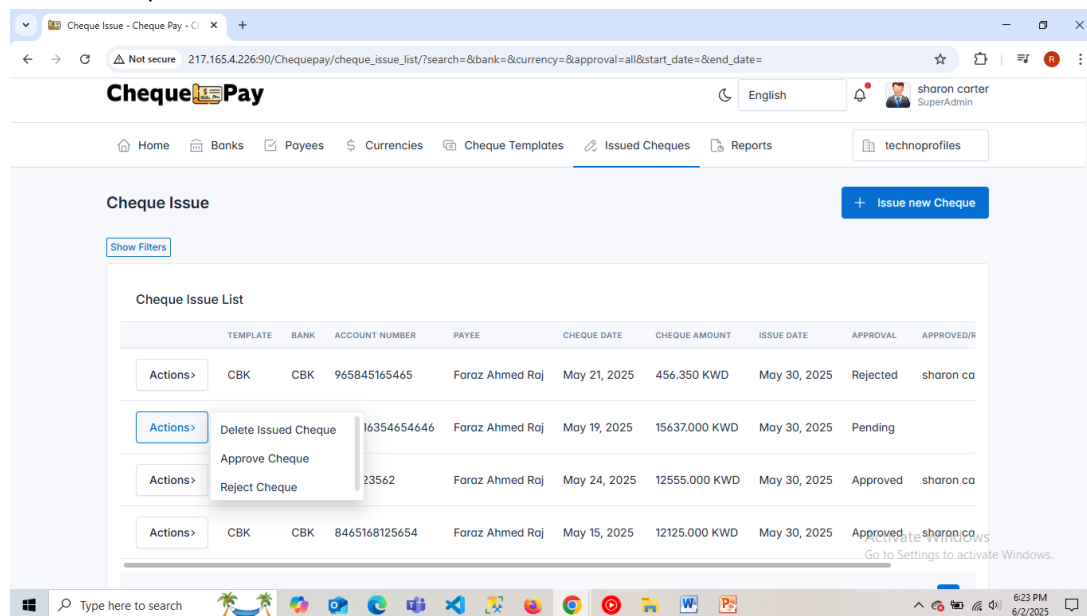


End User Manual (1.1)

Issued Cheques

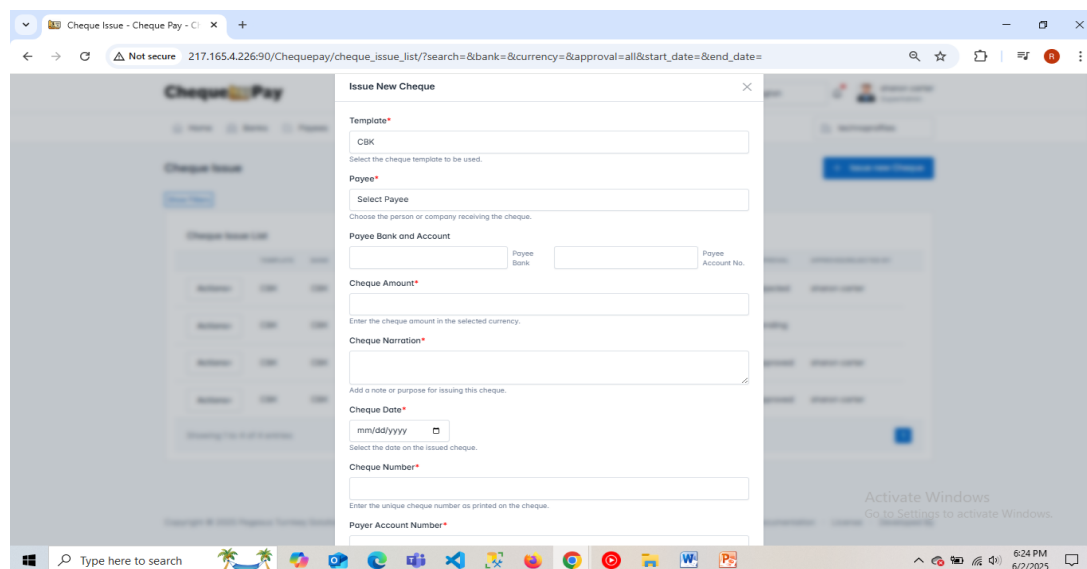
This option shows the details of the issued Cheques – to approve/reject the issued Cheques and preview/print the approved Cheques according to the template used to issue the Cheque.

■ Issued Cheques list



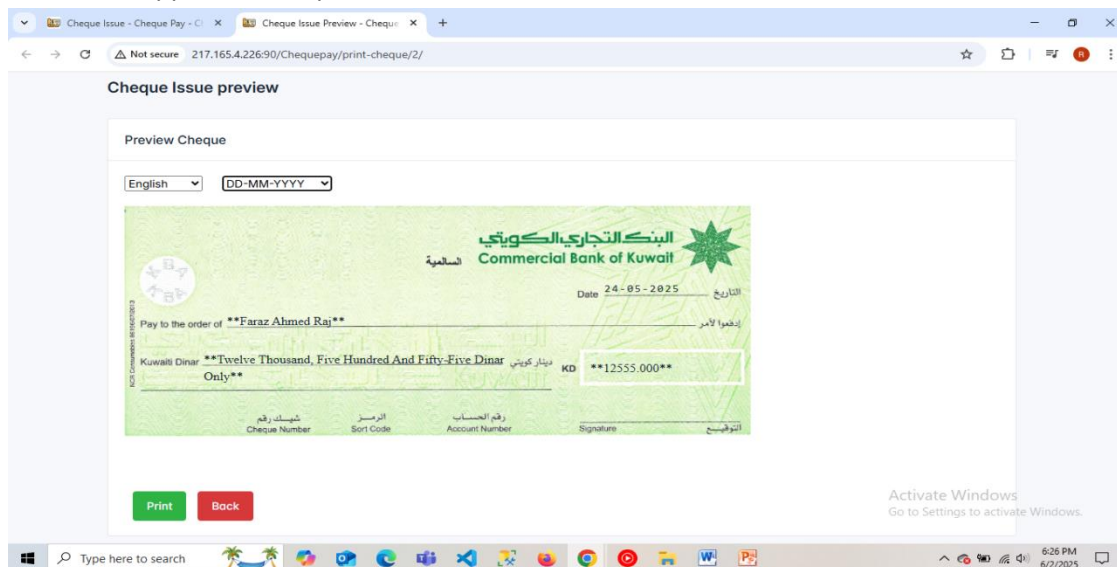
	TEMPLATE	BANK	ACCOUNT NUMBER	PAYEE	CHEQUE DATE	CHEQUE AMOUNT	ISSUE DATE	APPROVAL	APPROVED BY
Actions>	CBK	CBK	965845165465	Faraz Ahmed Raj	May 21, 2025	456.350 KWD	May 30, 2025	Rejected	sharon ca
Actions>			16354654646	Faraz Ahmed Raj	May 19, 2025	15637.000 KWD	May 30, 2025	Pending	
Actions>			23562	Faraz Ahmed Raj	May 24, 2025	12555.000 KWD	May 30, 2025	Approved	sharon ca
Actions>	CBK	CBK	8465168125654	Faraz Ahmed Raj	May 15, 2025	12125.000 KWD	May 30, 2025	Approved	sharon ca

■ New form

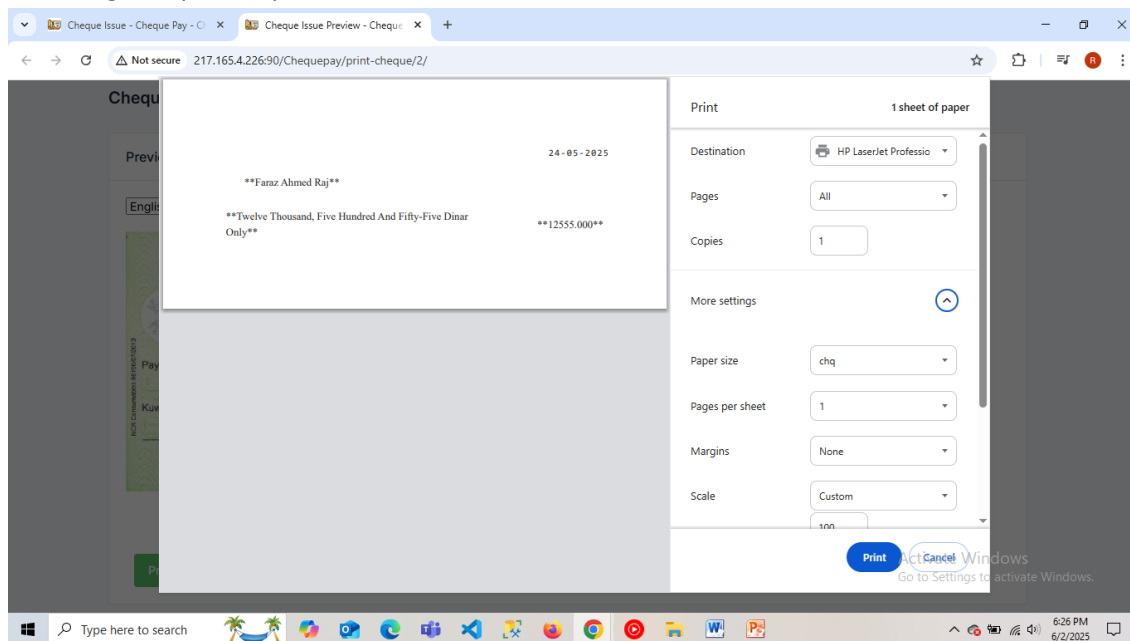


End User Manual (1.1)

- Preview of approved Cheque.



- To print the previewed Cheque after the modifications in the printer page setting matching Cheque template size.

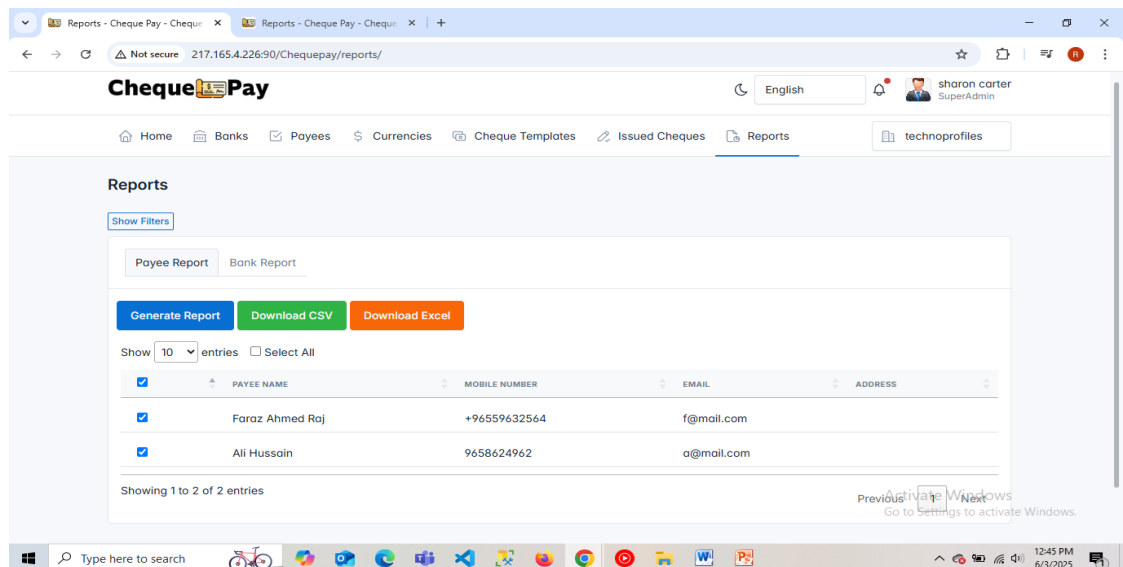


End User Manual (1.1)

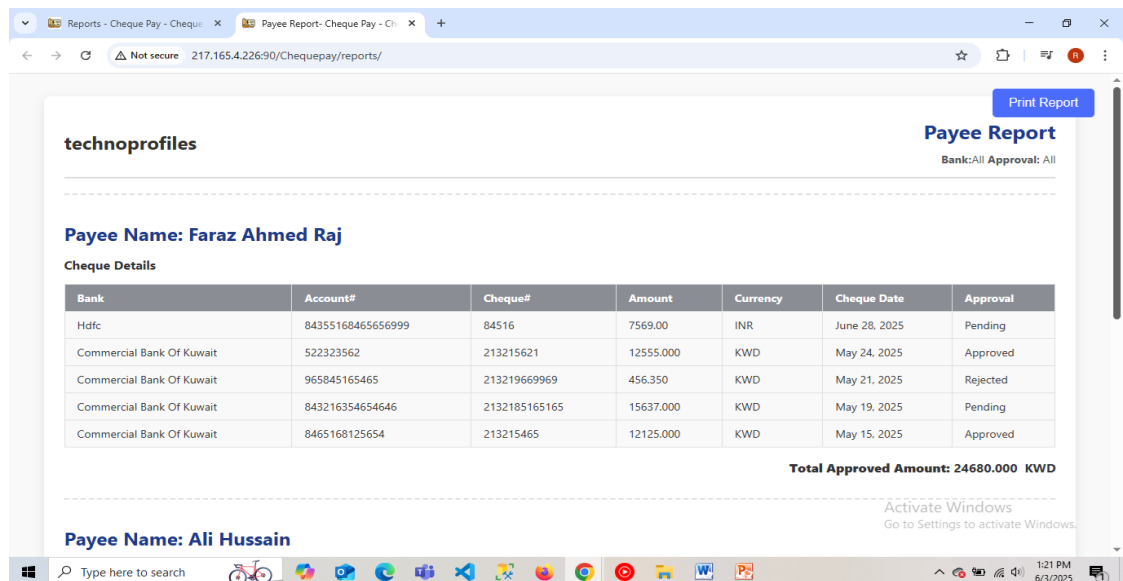
Reports

This shows the different reports generated according to the Cheques issued which are approved/rejected or pending Cheques to different payees or banks. There are two types of reports that can be generated which are –

- Payee Report - Generate a report according to the selected payees.



The screenshot shows the 'Reports' section of the ChequePay application. The 'Payee Report' tab is selected. Below the tabs, there are buttons for 'Generate Report', 'Download CSV', and 'Download Excel'. A 'Show Filters' button is also present. The main area displays a table with columns: PAYEE NAME, MOBILE NUMBER, EMAIL, and ADDRESS. Two entries are shown: Faraz Ahmed Raj and Ali Hussain. The bottom of the page shows a Windows taskbar with the time 12:45 PM on 6/3/2025.

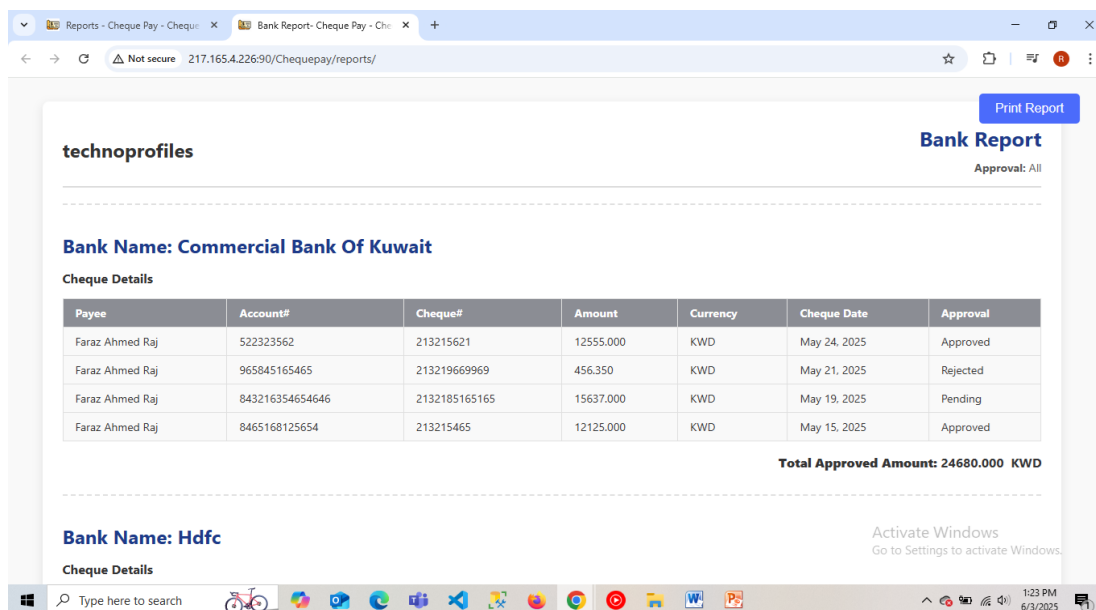
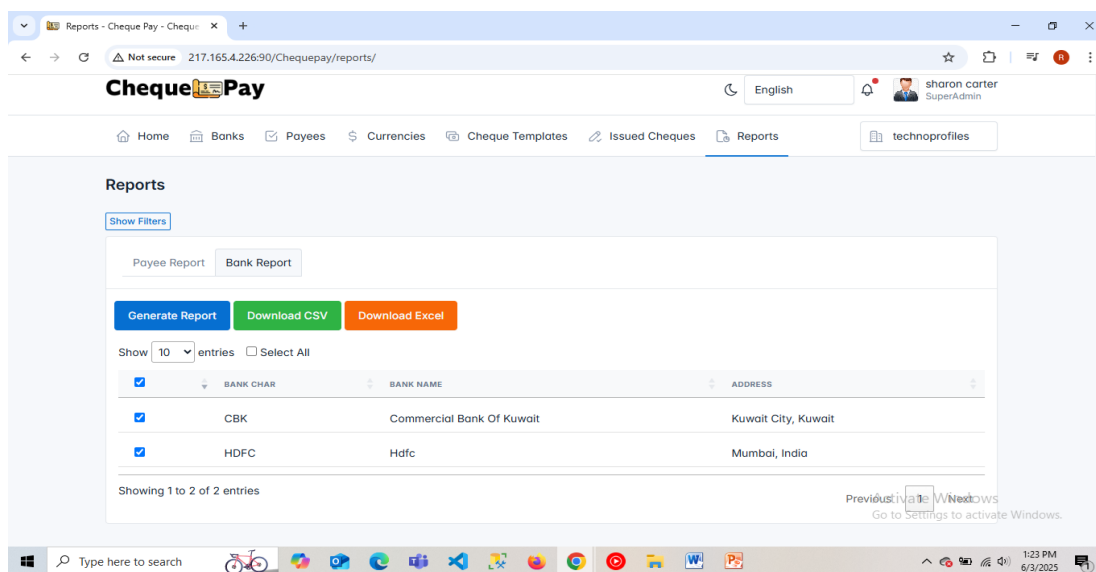


The screenshot shows the 'Payee Report' for 'Faraz Ahmed Raj'. The 'Print Report' button is visible in the top right. The report details include the payee name, bank, account number, cheque number, amount, currency, cheque date, and approval status. The total approved amount is 24680.000 KWD. The bottom of the page shows a Windows taskbar with the time 1:21 PM on 6/3/2025.

Bank	Account#	Cheque#	Amount	Currency	Cheque Date	Approval
Hdfc	84355168465656999	84516	7569.00	INR	June 28, 2025	Pending
Commercial Bank Of Kuwait	522323562	213215621	12555.000	KWD	May 24, 2025	Approved
Commercial Bank Of Kuwait	965845165465	213219669969	456.350	KWD	May 21, 2025	Rejected
Commercial Bank Of Kuwait	843216354654646	2132185165165	15637.000	KWD	May 19, 2025	Pending
Commercial Bank Of Kuwait	8465168125654	213215465	12125.000	KWD	May 15, 2025	Approved

End User Manual (1.1)

- Bank Report - Generate a report according to the selected banks.



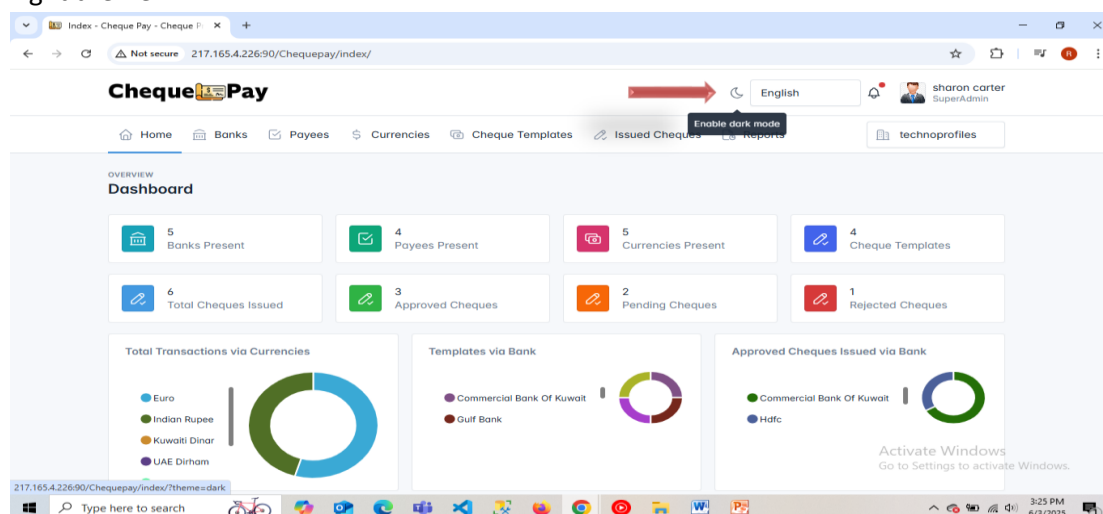
End User Manual (1.1)

More Features

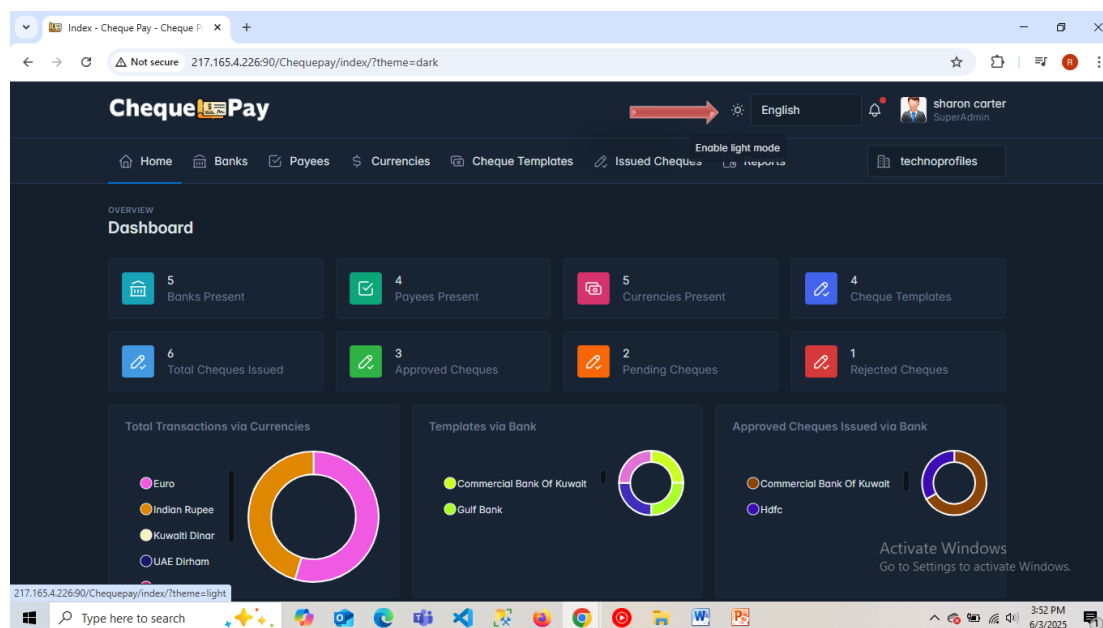
Dual-themed

This allows the user to change the theme from light to dark according to the user's needs and comfort.

▪ Light theme



▪ Dark theme

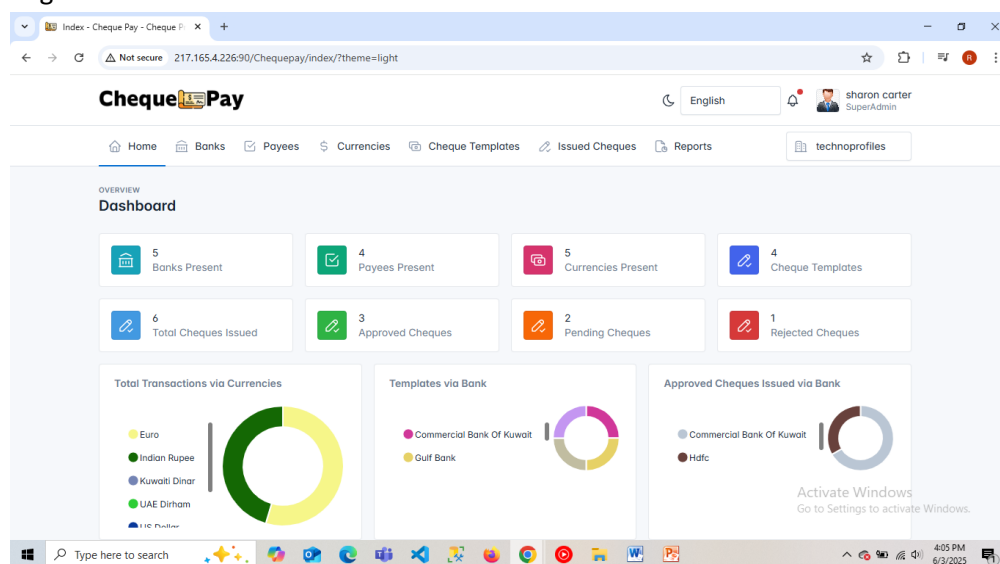


End User Manual (1.1)

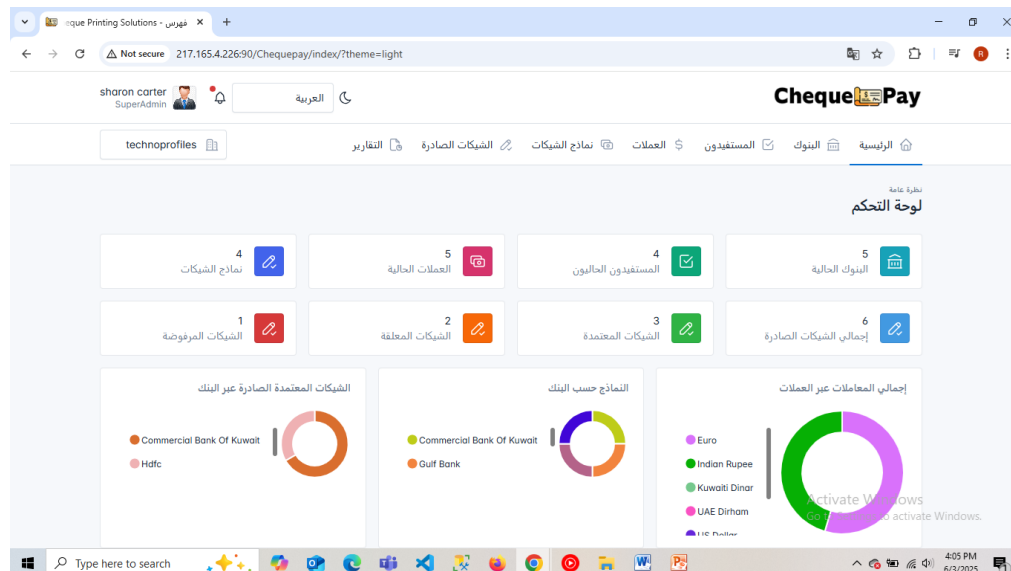
Multilingual Support

Cheque Pay supports both English and Arabic, enabling users to print Cheques in their preferred language with accurate formatting and right-to-left alignment for Arabic. This ensures compliance with local banking standards and enhances accessibility for a wider audience.

English



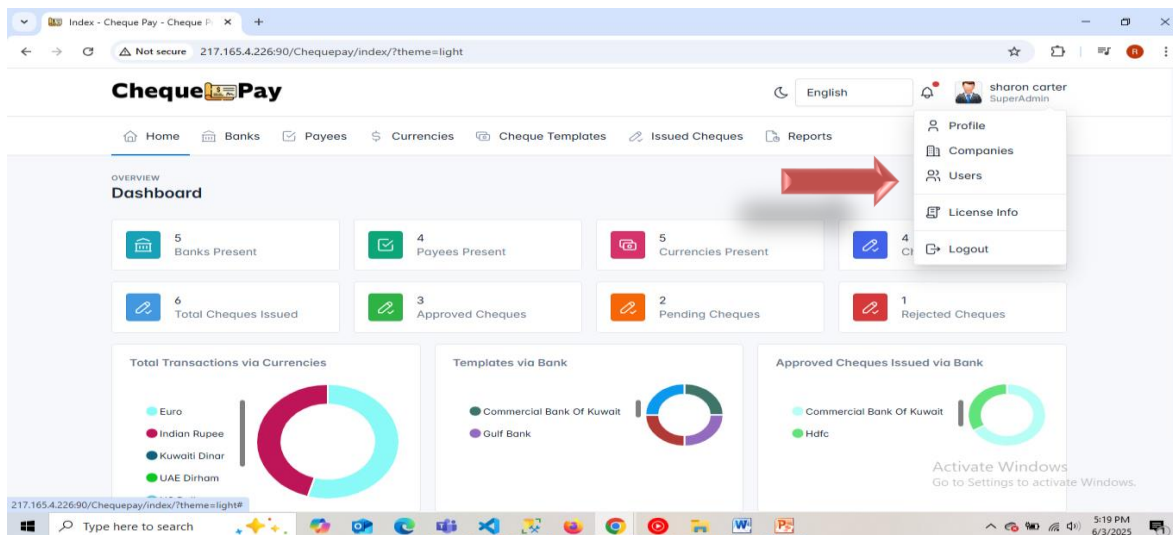
Arabic



End User Manual (1.1)

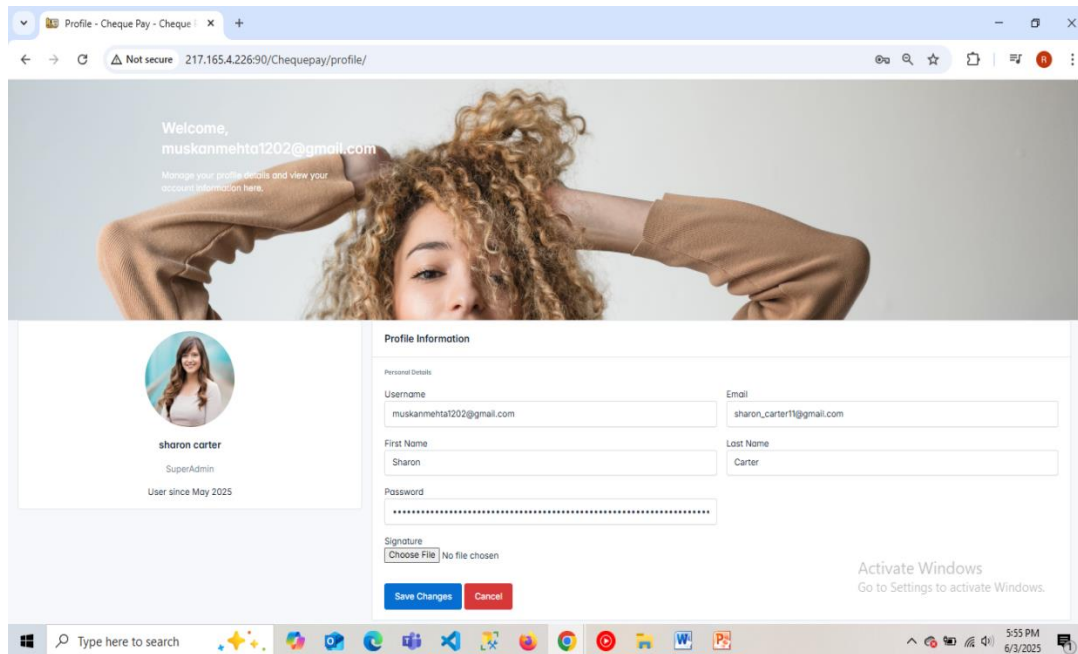
Navbar Dropdown

This allows user to get more functionality such as managing profiles, user, etc.



Profile

This option allows the current user to update the profile details such as password, email, etc.

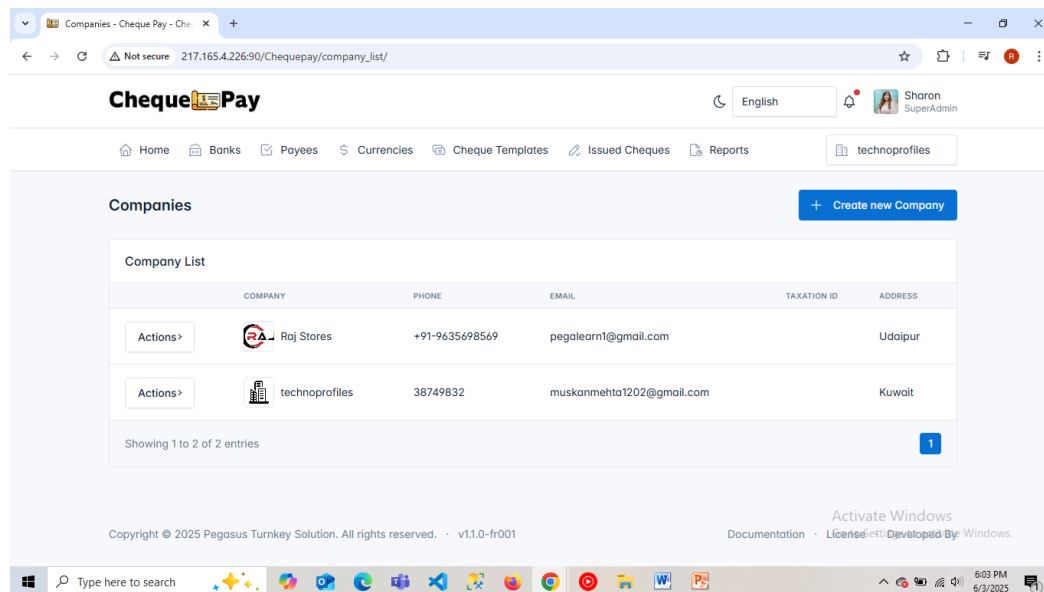


End User Manual (1.1)



Companies

This option allows the user to make and work on multiple firms to manage the reports accordingly.

■ Company List

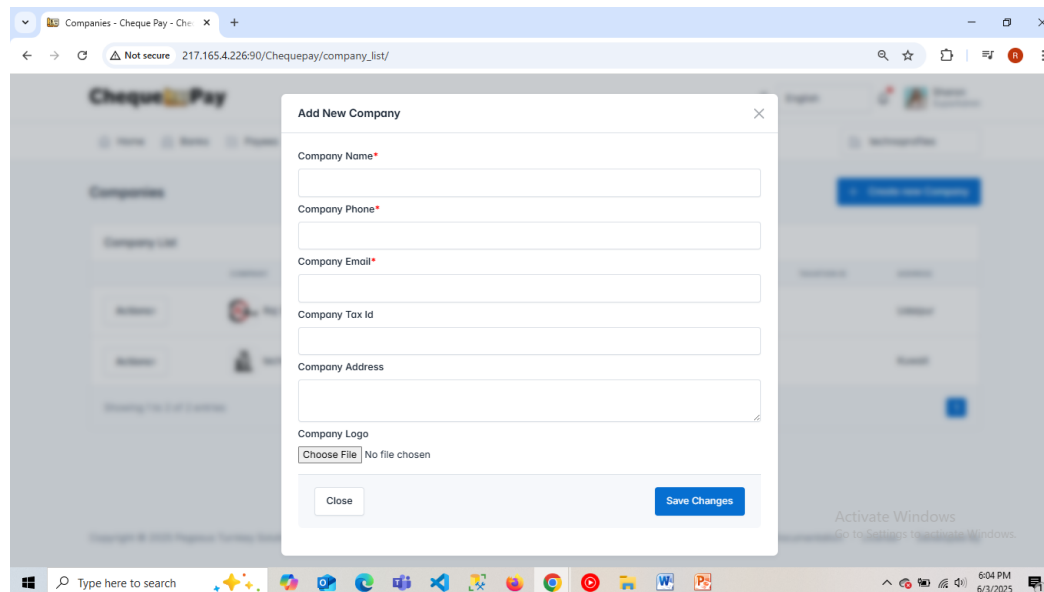


The screenshot shows the 'Companies' page in the Cheque Pay application. The page has a navigation bar with links to Home, Banks, Payees, Currencies, Cheque Templates, Issued Cheques, Reports, and technoprofiles. The main content area is titled 'Companies' and includes a '+ Create new Company' button. Below this is a 'Company List' table with columns for COMPANY, PHONE, EMAIL, TAXATION ID, and ADDRESS. The table contains two entries: 'Raj Stores' and 'technoprofiles'. Each entry has an 'Actions' button. The page also shows a copyright notice at the bottom: 'Copyright © 2025 Pegasus Turnkey Solution. All rights reserved. - v1.1.0-fr001'.

	COMPANY	PHONE	EMAIL	TAXATION ID	ADDRESS
Actions>	 Raj Stores	+91-9635698569	pegalearn1@gmail.com		Udaipur
Actions>	 technoprofiles	38749832	muskanmehta1202@gmail.com		Kuwait

Showing 1 to 2 of 2 entries

■ New form



The screenshot shows the 'Add New Company' form in the Cheque Pay application. The form has fields for Company Name, Company Phone, Company Email, Company Tax Id, Company Address, and Company Logo. The Company Logo field has a 'Choose File' button and the text 'No file chosen'. The form also has 'Close' and 'Save Changes' buttons.

End User Manual (1.1)

Edit Company

Companies - Cheque Pay - Che

217.165.4.226:90/Chequepay/company_list/

Company Name*
Raj Stores

Company Phone*
+91-9635698569

Company Email*
pegalearn1@gmail.com

Company Tax Id

Company Address
Udaipur

Company Logo
Choose File No file chosen

Close Update

To shuffle between the companies

Cheque Pay

English Sharon SuperAdmin

Home Banks Payees Currencies Cheque Templates Issued Cheques Reports

Companies

Company List

	COMPANY	PHONE	EMAIL	TAXATION ID	ADDRESS
Actions>	Raj Stores	+91-9635698569	pegalearn1@gmail.com		Udaipur
Actions>	technoprofiles	38749832	muskanmehta1202@gmail.com		Kuwait

Showing 1 to 2 of 2 entries

Copyright © 2025 Pegasus Turnkey Solution. All rights reserved. v1.1.0-fr001

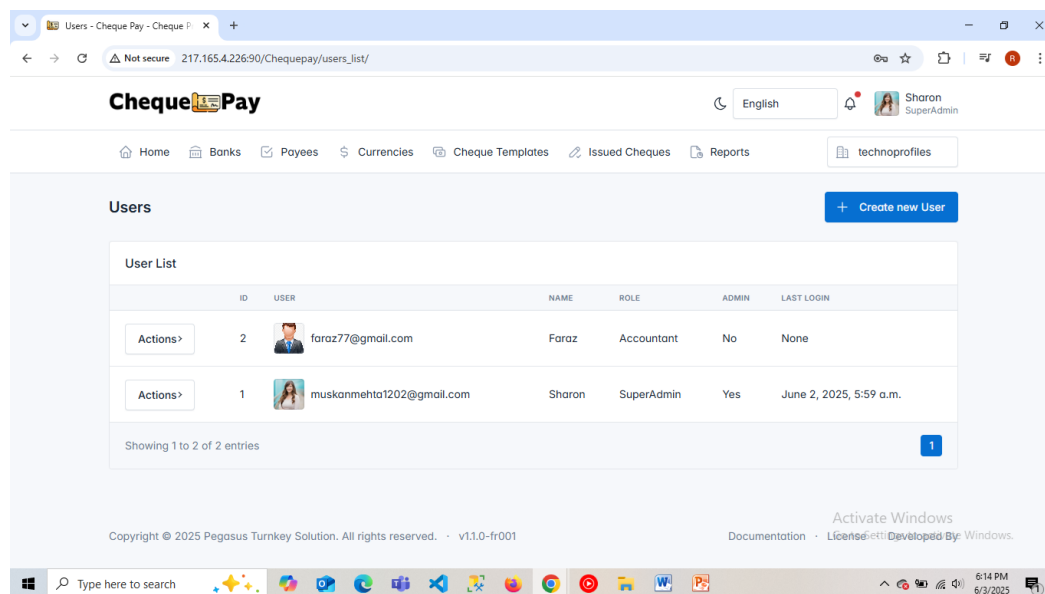
Activate Windows
Documentation License Developed By: Windows.

End User Manual (1.1)

Users

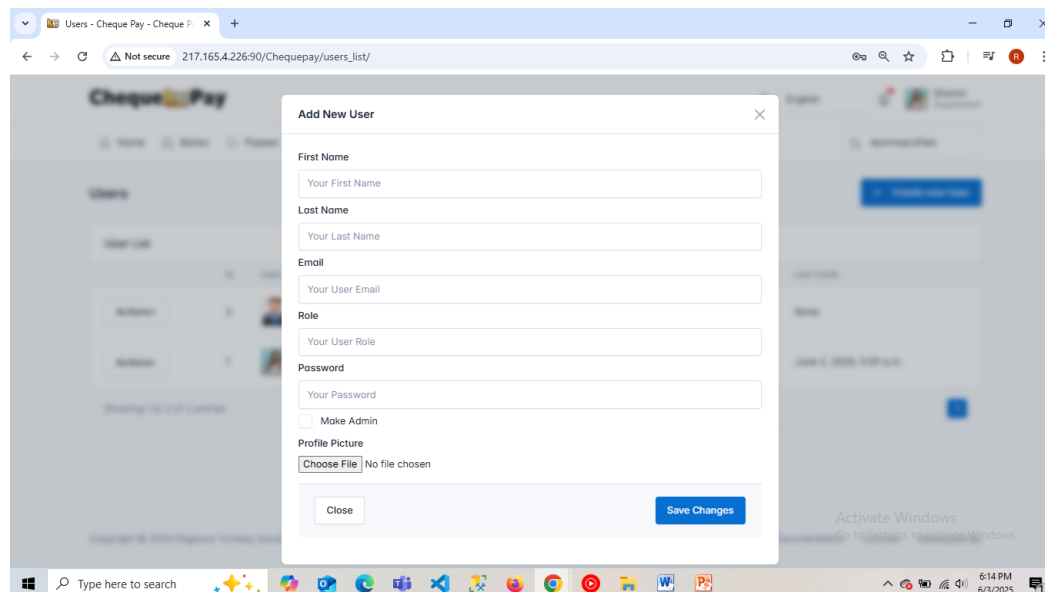
This option allows the user to create another user or manipulate user data and assign/revoke admin rights.

■ User List



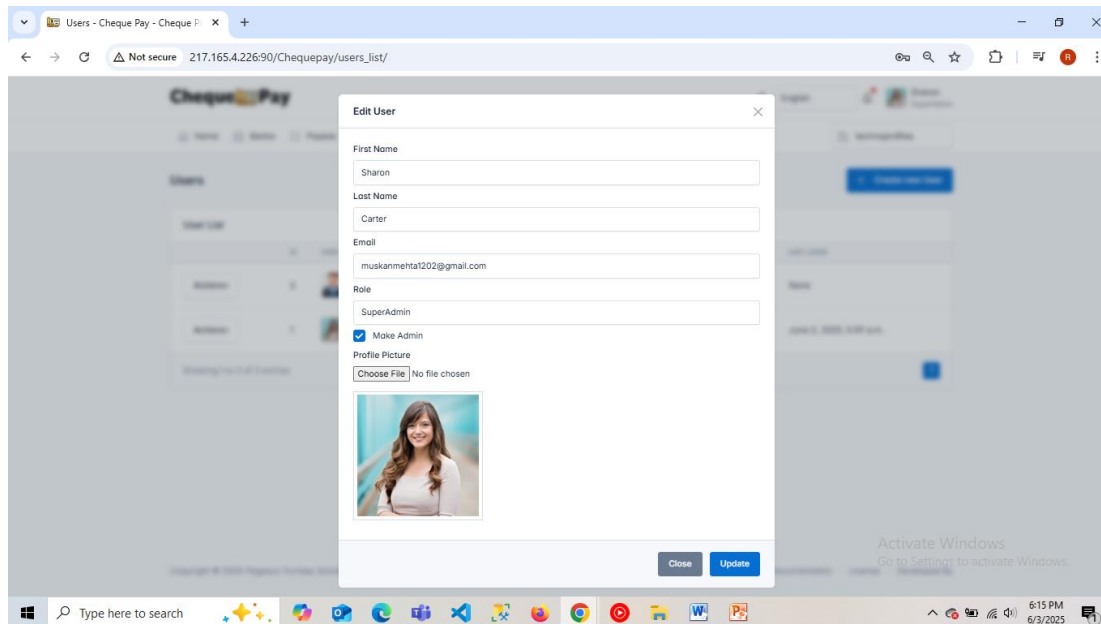
ID	USER	NAME	ROLE	ADMIN	LAST LOGIN
2	faraz77@gmail.com	Faraz	Accountant	No	None
1	muskanmehta1202@gmail.com	Sharon	SuperAdmin	Yes	June 2, 2025, 5:59 a.m.

■ New User

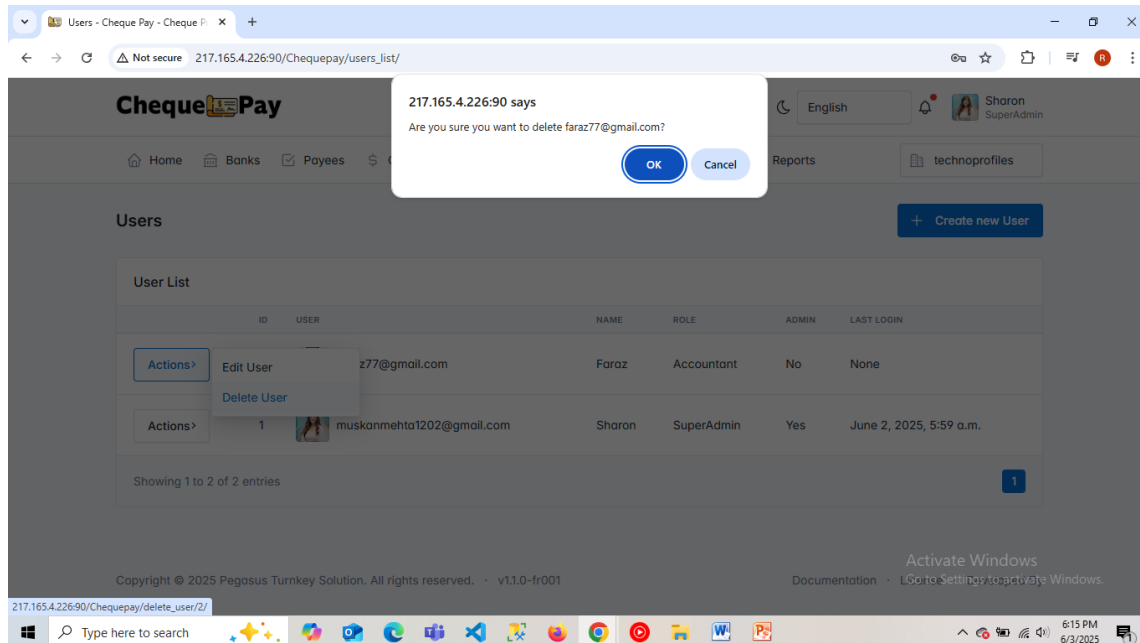


End User Manual (1.1)

- Edit User info and add/revoke admin rights.



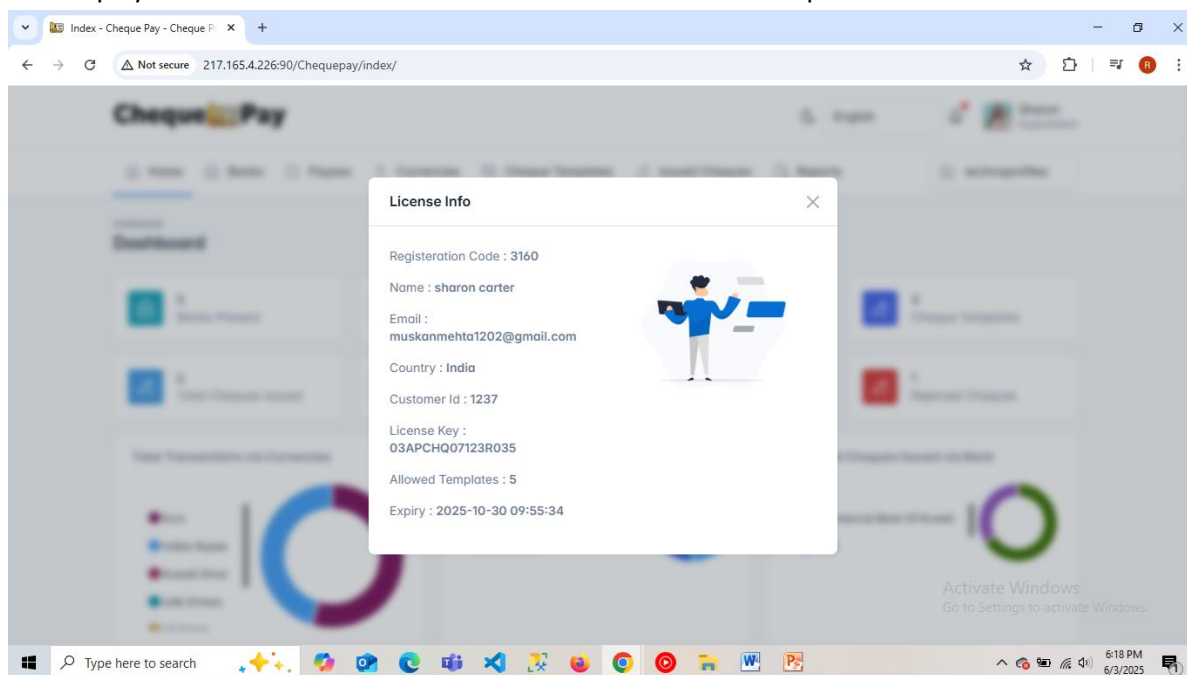
- To delete user



End User Manual (1.1)

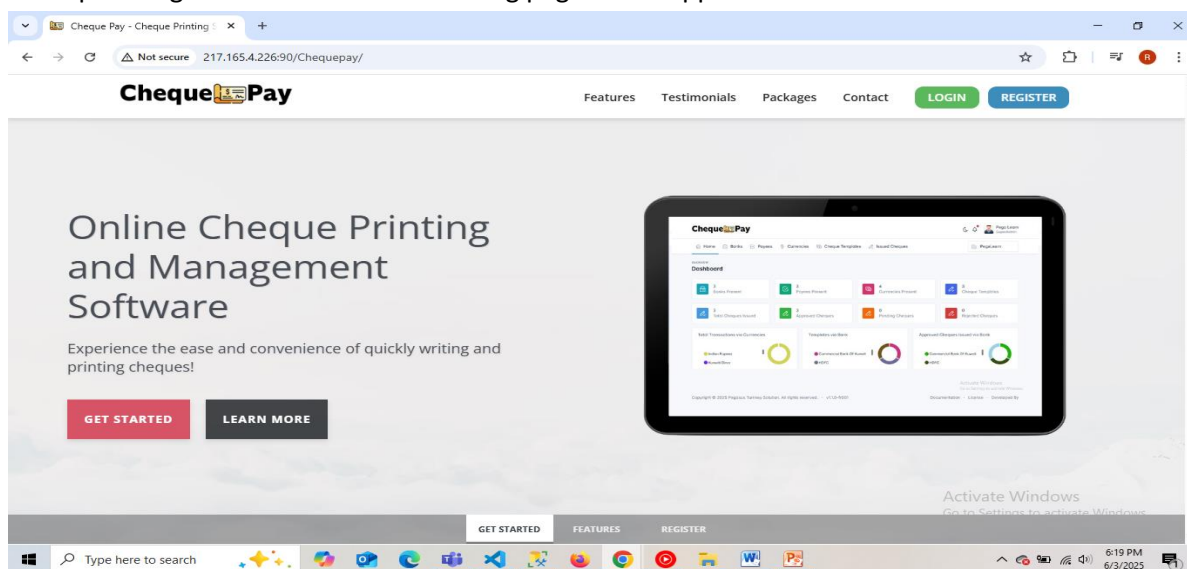
License Info

This displays the information about the license the user has of the product.



Logout

This option logs out the user to the landing page of the application.



Pegasus Document & Quality Management Tool

The contents of this document are proprietary to Pegasus Group of Companies, Unauthorized use, disclosure and reproduction are strictly prohibited. Page No: 29

Email :Support@PegasusTech.net