

Tujuan : Manual ini bertujuan untuk menerangkan tatacara mencetak cek.

- 1. Pastikan cek-cek yang hendak dicetak telah dikemaskini bagi mendapatkan Payment Entry.
- 2. Masuk ke menu utama sistem *Century Financials* 8.2 seperti di skrin 1. Klik *Financial*.



Skrin 1

3. Pilih *Cash Book* seperti di skrin 2.



Skrin 2

4. Pilih Process seperti di skrin 3.

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Skrin 3

5. Pilih DDR/Cheque seperti di skrin 4 dan skrin seperti di skrin 5 akan terpapar.



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6.Pilih Seach seleted seperti skrin 6

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7.Pilih kod bank A11101 BC-Am seperti skrin 7.

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8. Tekan Cancel untuk proses seterusnya. Seandainya tertekan OK sistem akan mengambil masa yang lama untuk memaparkan semua No. Register samaada CEK dan EFT.

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Skrin 11

12. Masukan tarikh dan Klik pada **Payment Start.** Secara Automatik skrin akan mengeluarkan kotak **WARNING** warna biru seperti Skrin 13

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13. Klik **YES** untuk meneruskan proses seterusnya.

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14. No. Cek terkini akan dipaparkan pada ruang **Payment Start.** Klik pada **View Register** untuk proses seterusnya.

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15. Klik **YES** untuk proses seterusnya bagi memilih no. Register yang seharusnya di cetak cek.

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16. Pilih no *Register* yang hendak dicetak cek pada Ruangan *Select.* Klik OK.

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17. Klik printer untuk proses cetak cek

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18. Klik Ok untuk proses seterusnya dan Cetakan cek selesai.

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1. Setelah selesai mencetak Cek. *Report Cheque Audit Trail* hendaklah dicetak bagi tujuan mengentahui jumlah cek yang di buat pada masa tersebut. *Klik Cash Book*.



Skrin 19

20. Pilih Report



Skrin 20

21.KLIK pada CHEQUE AUDIT TRAIL.



Skrin 21

22. Paparan Skrin 22 akan keluar.

- Pilih kod bank A11101 pada ruangan Bank.
- Masukkan no. Cek awal cetakan di ruang Payment Number Start & Payment Number Stop.
- Masukkan tarikh membuat cek pada Ruang *Chaque Date.*
- *Klik Ok* untuk cetak report.

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