

*The Leaf Writer*  
User Guide

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Installing, Configuring and Customising

*“The Leaf Writer”*

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# 1.0 Installing "The Leaf Writer"

## 1.1 Obtaining "The Leaf Writer"

"The Leaf Writer" is offered to you via our web site [www.leafwriter.com](http://www.leafwriter.com) as well as many other sites:

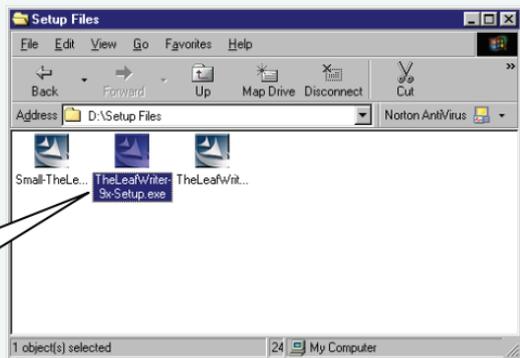
- Download it off the Leaf Writer website for free. This is the fastest method of obtaining the software, particularly if you use a download accelerator, your download would be a breeze. (Approximately 30MB).

## 1.2 Installation packages

"The Leaf Writer" is designed to cater to the varying MS-Windows platform requirements and thus we offer three installation packages, each for the following operating systems.

- MS-Windows 98
- MS-Windows 2000 – Professional/Server
- MS-Windows XP

Whether you are downloading it or getting it off the CD, you have got to ensure that the correct version is installed on your system for best performance.



The different versions of the package

This shows that the user has clicked on the Windows 98 package

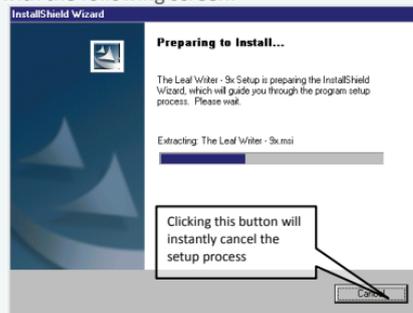
## 1.3 How to install

This is an extremely straightforward process. Simply follow these steps in order:

1. Insert the Setup CD and identify your version depending on your OS.
2. Double-click on the package – *LeafWriter-9x-Setup.exe*, for example – and the setup would start with the following screen:

If you have downloaded the package, open up the folder that contains the setup file.

The Leaf Writer package is packed into a compressed setup file. So when you start it up, the separate components need to be extracted for installation. This process may take some time depending on the speed of your system.



Once the extraction or preparatory process is complete, you are taken to the actual Leaf Writer installation program, which looks like this:



3. Click the Next button as shown above and sit back.

*In a short while, you can get to business. Welcome to the Leaf Writer...*

## 1.4 Post installation start-up

Once you've installed the package, you would initially be asked whether you wish to start work on it right away. During this time, the screen may look like this:

**Thank you for downloading The Leaf Writer.**

This is a fully functional version with a limitation on changing the company name. Please note, the registration key will be emailed to you on receiving the payment. This key will enable you to change the Company Name.

Please visit our site, the page Updates to view the latest on the product.  
<http://www.leafwriter.com/Updates.htm>

Please download Free Templates from our web site  
<http://www.leafwriter.com/Templates/>

Please send us an email with your Company Name to info@leafwriter.com  
Contact Person Contact Person to  
Postal Address Postal Address for our records.  
Country  
Email Address  
Tel & Fax

Email us with the subject line to read "New Updates" if you would like to receive information on updates of this product as and when it happens.

User ID = admin and Password = admin )

[www.leafwriter.com](http://www.leafwriter.com)

**Initial opening screen that appears when the Leaf Writer is launched for the first time after setup is complete.**

**What information you should supply us with, in order to get the fully functional package.**

**Observe that the initial or default User ID and Password are 'admin'.**

Subsequently, starting the Leaf Writer Program will show the following 'splash' screen:

At this point however, you don't need to do anything as this will automatically go off when the menu screen appears. If the installation was successful, the following screen should appear, with the main menu on it.



## 1.5 Main Screen:

**Your Company Name will appear here for a registered user.**

**The File Menu**

**Control button to minimize the screen**

**Your version of The Leaf Writer**

**The Main Menu, which you may select with a single-click**

**ENTER CHEQUE**  
**BANKS**  
**PAYEES**  
**REPORTS**  
**SETTINGS**  
**TEMPLATES**

**File**

**User : SecOff**

# 2.0 Initial configuration

Now that you've got The Leaf Writer working, it's time to configure it to suite your business.

## 2.1 Command to Select

We move onto the Settings screen by selecting the **Settings** command from the Main Menu.

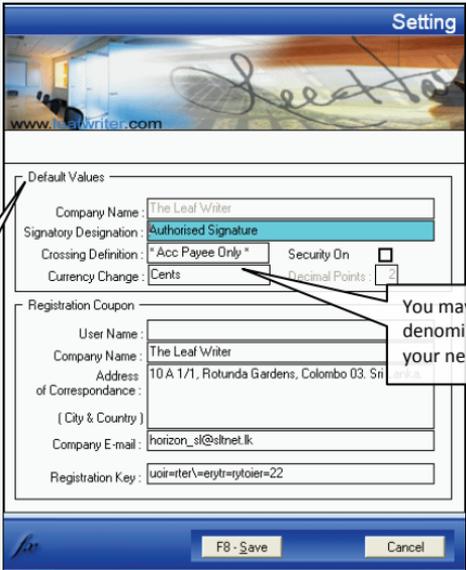
In order to make changes, you should hit the **F12** key, after which the screen should look like this:

**ATTENTION:** 

Before you proceed with any of the other tasks, we advice you to first enter your company's details and obtain a registration key for the package.

Default values are the data that come pre-installed. Thus they reflect your current settings.

You may only proceed with the Save operation after entering a valid Registration Key.



**Setting**

www.leafwriter.com

Default Values

Company Name: The Leaf Writer

Signatory Designation: Authorised Signature

Crossing Definition: "Acc Payee Only" Security On

Currency Change: Cents Decimal Points: 2

Registration Coupon

User Name:

Company Name: The Leaf Writer

Address of Correspondance: 10 A 1/1, Rotunda Gardens, Colombo 03. Sri Lanka

( City & Country )

Company E-mail: horizon\_sl@sltnet.lk

Registration Key: uoi=ter\=erytr=tyloier=22

F8 - Save Cancel

You may type a change denomination that suites your need. "Cents", "Dhr"

## 2.2 Facts & Rules

The most important items of data above – in order to allow you to set up The Leaf Writer – are,

- ◆ Your company name
- ◆ A Registration key
- ◆ The signatory designation – of course, this item can be changed at a later time as well.

## 2.3 Modifying and updating the settings

Here is a guide to the information shown on the preceding screen.

	Item on screen	Explanation
1	Company Name	The name of your company for which cheques are to be issued by The Leaf Writer. This is only for reference purposes.
2	Signatory Designation	The alternative text to be used in place of the conventional rubber stamp
3	Security On	When checked, it requires you, the user to login with a user name and password.
4	Crossing Definition	The text "Acc/Payee Only" is printed on the cheque when this is ticked.
5	Currency Change	The type of wording for minor units of the currency used. In the UK, for example, this may be Pennies, Dirham in Qatar.
6	Decimals	The number of decimal digits to use for the minor units of currency.
7	User Name	The Default user ID to be used in order to login, when the <b>Security</b> mode is set to <b>On</b>
8	Company Name	The Company name that you have provided and obtained from The Leaf Writer. It is essential that you specify this correctly, as the registration key is designed around it.
9	Address of Correspondence	Your postal address.
10	Company E-mail	E-mail
11	Registration Key	Provided by The Leaf Writer.

Steps:

1. Select the **Settings** command from the **Main Menu**
2. With the cursor in the **Registration coupon** area, hit **F12** to allow editing.
3. Once you make the necessary changes, simply hit the **F8** key or click on the **Save** button to update your information.



### NOTE:

Please note that all these services require payments to be realised prior to making the request for a registration key.

## 2.4 How to obtain a registration key

Simple, you have these options to obtain a registration key:

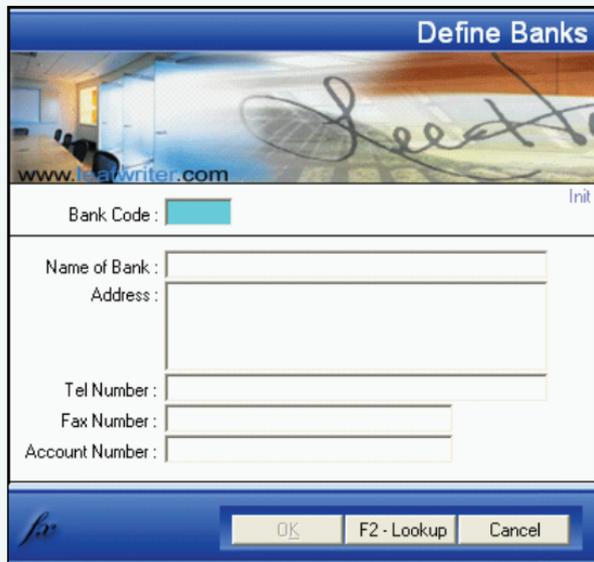
- ◆ By payment online, thereafter, the registration key will be emailed to you shortly.
- ◆ By bank transfer followed by submitting your company's information along with the bank transfer information via email, thereafter, the registration key will be emailed to you after verification.
- ◆ By visiting our representative office in your area and submitting your company's information along with the payment.

## 3.0 Maintaining bank and account information

Although this is not the most often used feature, it is inevitably among the most essential parts that need to be configured before you can enter any cheque.

### 3.1 Command to Select

Select **Banks** from the Main Menu and you should see a screen like this:



#### Invalid Bank Codes

These are not acceptable since they would create duplicate values.

### 3.2 Facts & Rules

In order to configure your bank information, you need to have the following:

Information required	How it relates to The Leaf Writer
A unique code to identify your bank, maximum of 5 letters or numbers or combination of both.	<b>Bank Code</b>
Name of Bank	<b>Name of Bank</b>
Telephone number of bank	<b>Tel Number</b>
Bank's fax number	<b>Fax Number</b>
The account number from which you are going to issue cheques	<b>Account Number</b>

### 3.3 How to make a new entry

When entering details of a new bank, the first thing you need to do is to think of a suitable and unique Bank code. When we say unique, we mean that no two codes should be identical. For example, the following codes would be incorrect.

Bank Code	Name of Bank
BOC	Bank of Ceylon
BOC	Bank of China

More correctly, we could use BOC and BOCN instead. You do not need to worry about memorising these codes anyway as they are only for the computer's reference.

Bank Code	Name of Bank
BOC	Bank of Ceylon
BOCN	Bank of China

Now, to make a new entry of a bank, simply perform the following steps in order.

1. Type in a unique Bank Code and click on the **OK** button to get a screen like the following:

Define Banks

www.fawriter.com

Bank Code : BBS

Name of Bank : Business Development Bank

Address : 123, Main Street,  
Derby W/C1B 5GM  
UK

Tel Number : 001-123-456-9

Fax Number :

Account Number : 123-456-789

F8 - Save Cancel

Observe how the status indicator shows that you are about to add a new record



#### Compulsory entries

- Bank Code
- Name of bank
- Account Number

2. Click on the **Save** button or hit **F8** to update your entry. Clicking **Cancel** would discard the changes, while clicking it for a second time would close this screen.

### 3.4 Modifying existing bank information

You would typically use this if,

- You made a mistake in your entry and realised it after you saved it, or
- Your bank's details such as the address or phone number has changed

The steps to modify bank information can be summarised as follows:

1. Select **Banks** from the **Main Menu**
2. With the cursor in the Bank Code text box, either click on the **Lookup** button or hit **F2** for the search screen like this.

Bank names are sorted in alphabetical order for your convenience.

Shows your current selection. This also is the place that you could type the name you are looking for and the system will highlight it for you.

Bank Codes	
Code	Name of Bank
AAAA	Affin Bank - Malaysia
AFFIN	Affin Bank - Malaysia
MELLI	Bank Melliran - UAE
BOB	Bank of Baroda - UAE
BOC	Bank of Ceylon
BBC	British Bank of Saudi Arabia
BBS	Business Development Bank
CB	City Bank
CMB	Commercial Bank

Find:   Include Grids

Use the scroll bar for easy search and navigation

1. Click on the **OK** button to confirm your selection and observe how your banks code appears on the screen as indicated below. You can then click the **OK** button to start modifying bank information.

Define Banks	
	
Bank Code :	<input type="text" value="MELLI"/> <input type="button" value="Modify"/>
Name of Bank :	<input type="text" value="Bank Melliran - UAE"/>
Address :	<input type="text"/>
Tel Number :	<input type="text"/>
Fax Number :	<input type="text"/>
Account Number :	<input type="text" value="1"/>
<input type="button" value="F8 - Save"/> <input type="button" value="F10 - Delete"/> <input type="button" value="Cancel"/>	

2. Once you've made the changes to the bank details, simply click the **Save** button or hit **F8** to update your changes.

If you wish to discard your changes, you may click the **Cancel** button once, and repeat the click once more in order to close this screen.



### 3.5 Deleting Information about a bank

Deleting is to physically remove the record of a particular bank from the Leaf Writer database. Please note that once you delete a record, it cannot be undone. So it would require a fresh entry altogether for that specific bank.

Deleting a record is probably the easiest task that you could perform on the Leaf Writer. Just follow these steps:

1. Select the Bank information screen by clicking on the **Banks** command on the **Main Menu**.
2. Lookup your bank's code from the Search screen by clicking on the **Lookup** button or hitting **F2**
3. Click on the **Delete** button or hit **F10** to permanently remove the selected bank's information.

# 4.0 Payee Information Maintenance

A payee is the one to whom you are issuing a cheque. In other words, the one to whom the cheque is written.

## 4.1 Command to select

From the **Main Menu** select **Payee** and you should see a screen similar to the one below.

**Define Payee**

www.leafwriter.com

Payee Code :  Init

Name :

Address :

Tel Number :

Mobile Number :

Email Address :

OK F2 - Lookup Cancel

## 4.2 Facts & rules

Payee information is just as important as bank information. Thus in order for you to issue cheques to specific persons, you need to first store details about them. Without this, you may only issue cash cheques.

Here's how the components on the screen relate to the information that you should have ready before sitting to input payee information.

Information required	How it relates to The Leaf Writer
A unique code to identify your payee, maximum of 5 letters or numbers or combination of both.	<b>Payee Code</b>
Name of payee – person or organisation to whom the cheque is issued	<b>Name</b>
Address of Payee	<b>Address</b>
Land phone	<b>Tel Number</b>
Mobile phone number	<b>Mobile Number</b>
E-mail address	<b>Email Address</b>



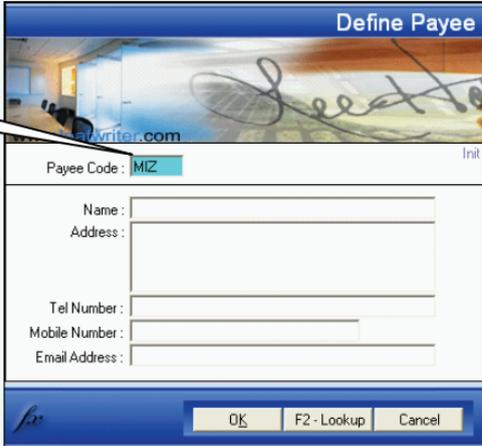
### Compulsory entries

- Payee Code
- Name of Payee

#### 4.3 Recording new payee information

Here are the steps required to store information about your payees.

1. Open up the Payee information screen (titled **Define Payees**) by selecting **Payees** from the **Main Menu**
2. With the cursor in the Payee Code text box, type in a unique code for the new payee as shown below



The screenshot shows the 'Define Payee' screen with the following fields:

- Payee Code: MIZ
- Name: [Empty]
- Address: [Empty]
- Tel Number: [Empty]
- Mobile Number: [Empty]
- Email Address: [Empty]

Buttons at the bottom: OK, F2 - Lookup, Cancel.

**Callout box:** New payee code being entered

3. Click the **OK** button at the bottom of the screen and continue with the entry of other items such as name, address and so on, as shown below.

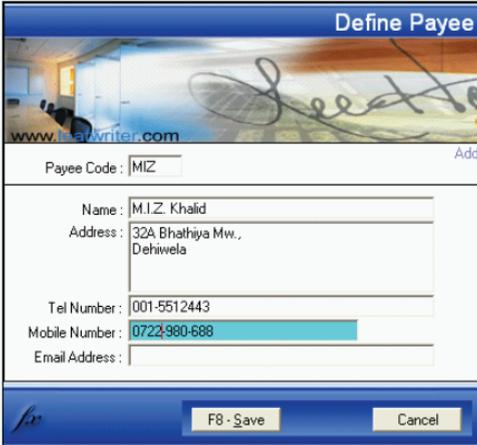


#### Compulsory entries

- Payee Code
- Name of Payee



Like all screens you have seen before, note that the **Cancel** button discards any changes that you've made.



The screenshot shows the 'Define Payee' screen with the following fields:

- Payee Code: MIZ
- Name: M.I.Z. Khalid
- Address: 32A Bhatiya Mw., Dehiwela
- Tel Number: 001-5512443
- Mobile Number: 0722-980-688
- Email Address: [Empty]

Buttons at the bottom: F8 - Save, Cancel.

4. Click the **Save** button or hit **F8** to confirm and update your entries.

#### 4.4 Modifying Payee information

Having performed similar tasks with The Leaf Writer, you should have no problem modifying payee data. Anyway, here are the steps in brief.

1. Open up the payee information screen.
2. Lookup a Payee code to modify, using the **Lookup** button
3. Click **OK** to confirm your selection
4. Make the necessary changes to the payee's record
5. Click the **Save** button or hit **F8** to update your changes, or click **Cancel** to discard them.

#### 4.5 Deleting records of a payee

By now you are familiar with the system of deleting records on The Leaf Writer. This package has been designed with user-friendliness in mind and thus all information-handling routines have adopted a uniform approach to performing different commands. Still for all, here is what you need to do in order to delete a record of a payee.

1. Open up the payee information screen.
2. Lookup a Payee code to modify, using the **Lookup** button
3. Click **OK** to confirm your selection
4. Click the **Delete** button to permanently remove the record of a payee.



**WARNING!**

Deleting a payee's record will affect the way your package works, particularly where reporting is concerned.

So unless you are really sure that you no longer need a payee's record, it is best to leave it as it is.

# 5.0 Setting up templates

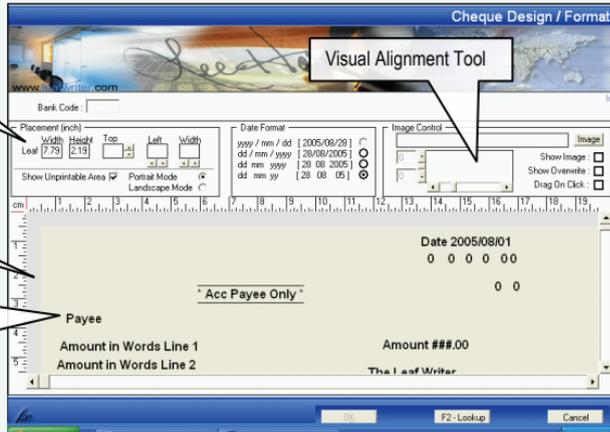
## 5.1 Command to Select

From the **Main Menu**, select the **Templates** command, after which the followingscreen should appear.

Observe that the measurements are in inches, although the ruler is shown in centimetres

Gray, indicates the unprintable area of the specific printer installed.

Output view showing the position of printable text against the ruler



## 5.2 Facts & Rules

Setting up the template is the most important functions that must be done in order to print correctly. This process would take between 5 to 10 minutes on the first one and 2 to 3 minutes thereafter once you have got the hang of it.

You may request The Leaf Writer to provide you with template settings free of charge, provided that you send them a blank cancelled cheque. These template settings could be imported into the system for immediate use with almost no alteration.

This function (Defining a template) can help you adapt to any cheque format that you may receive in the future, thus making The Leaf Writer your One-Time Cheque Writing Software you will ever need.

You need to set only one template per bank, regardless of the number of accounts that you may operate from. So it is possible that you only need to select this function either if your bank changes its existing layouts, or if you need to include a new bank.

The table below identifies the main parts of this screen and explains them briefly.

	Screen element	Explanation
1	Bank Code	Your Bank Code from which a cheque is to be issued
2	Leaf Width	Width of the cheque leaf without the counterfoil
3	Leaf Height	Height of the cheque leaf
4	Top	<i>These values are in TWIPS (1440 TWIPS = 1 Inch) and they have been places for fine-tuning purposes, so you may get an ultimate precision.</i>
5	Left	
6	Width	
7	Show unprintable area	Indicates whether to show the unprintable areas as per your printer. When ticked, a gray bar will appear on the left and top of the cheque screen.
8	Portrait or Landscape	Refers to the method of feeding the cheque leaf.
9	Date Format	Allows you to choose from a range of date styles. This depends on the format of the cheque.
10	Image (button)	Click this to select the image of your cheque (which you may have scanned or imported)
11	Show image (check box)	When checked, it displays the selected cheque image in the main output view area so that it makes easy when placing all text around the cheque.
12	Show overwrite (check box)	When checked, it shows if text placed overlap each other, thus allowing you to more accurately align them.
13	Drag on Click (check box)	When this is checked, you will be able to easily drag the selected text to the desired position of the screen. Thereafter, aligning it with the Top & Bottom buttons for precision.
14	Visual alignment tool	Manipulating the controls to the left of this little image allows you to move the position of the cheque image for better viewing.
15	Output View	Shows how text appears on the cheque according to your specific measurements

### 5.3 Creating a new template

Although The Leaf Write comes with a standard set of templates, there are times when you may need to create your own ones. Here are the steps to follow:

1. Select **Templates** from the **Main Menu**
2. Type in the Bank Code or simply press **F2** for a list of bank codes.

Bank Code :

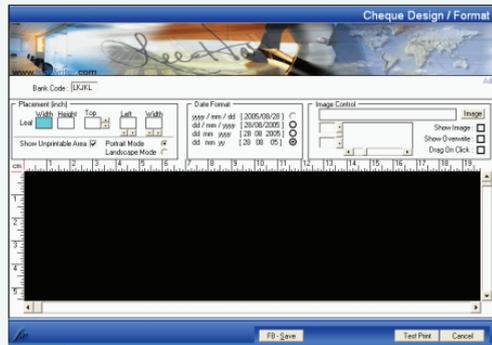
Bank Code :

Placement (inch)		Bank Codes	
Leaf	Width	Code	Name of Bank
7.79	2.19	CMB	Commercial Bank
		HNB	Halton National Bank
		HSBC	Hongkong and Shanhi Banking
		PB	Peoples Bank
		<b>QIIB</b>	<b>Qatar Int Islamic Bank - 001</b>
		QIB1	Qatar Islamic Bank - 001
		SAMB	Sampath Bank
		SEYP	Seylan Bank
		UB-P	Union Bank (Pakistan)

Find

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3. Once the bank code is selected, click on the **OK** button at the bottom of the screen, after which the following screen should appear.



4. Click on the **Image** button to load an image of a cheque.
5. Type in the **Length** and **Width** of the Leaf in the respective textboxes (in the Placements section)
6. Make the necessary changes to text positions in order to fine-tune the 'look' of your cheque.
7. Click the **Save** button or hit **F8** to update your new cheque information. Once again, clicking on the **Cancel** button discards whatever changes you made.



You see a black background because no cheque size has been specified.

## 5.4 Modifying a template

Now that you have a clear idea on what goes on the Templates screen, here's what you need to do in order to create one.

1. Select **Templates** from the **Main Menu**
2. Type in the Bank Code and click the **OK** button

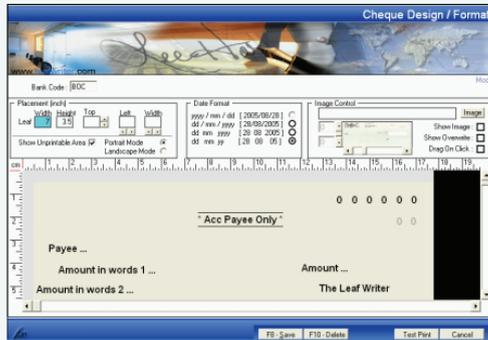
Here is the layout after the user had typed BOC and clicked on the **OK** button.



### Attention:

Be careful not to put text in the non-printable area as it may not print even though it appears on the screen.

Each printer's non-printable area is different and you should consult your manual for more information



In order to ensure that your cheque is generated in the exact manner as per the actual leaf, you may first use the Test Print button to 'preview' its appearance.

3. Make the necessary changes to your layout
4. Click on the **Save** button or hit **F8** to update the changes.

## 5.5 Deleting a template

If for some reason you no longer need a specific cheque's layout, we'd advice you to export it before you attempt to delete it. On the other hand, you really don't need to delete it since it occupies a very small amount of storage space.

Steps to delete a specific template

1. Open up the **Templates** screen from the **Main Menu**
2. Select your Bank Code by typing it in and Clicking on the **OK** button.
3. Click the **Delete** button to get rid of the selected template.

# 6.0 Making cheque entries

## 6.1 Command to Select

From the main menu, select “Enter Cheque” and the following screen should appear.

Bank Code: [ ] Cheque Number: [ ]

Entered Date: [ ] Cheque Dated: [ ] Crossed:  Cash:  Account Payee:  Payee Code: [ ] Amount: [ ]

F2-Lookup Cancel

This portion is blank or black, as no bank has been selected.

## 6.2 Facts & rules

This is the most often used function of The Leaf Writer. For any cheque that you need to issue, you need to have the following information at hand. Observe how this information is related to the The Leaf Writer program

Information required	How it relates to The Leaf Writer
The name of the bank that you intend to issue the cheque and the account from which you are issuing the cheque.	<b>Bank Code</b>
The cheque number	<b>Cheque Number</b>
Today's date - it is best that this date is not changed. This keeps a track of cheques issued for that date.	<b>Entered Date</b>
The date that is going to appear on the cheque. Or simply the date of the cheque.	<b>Cheque Dated</b>
Whether the cheque is crossed or not	The <b>Crossed</b> check box
Whether the cheque is open (cash) or personalised to a payee.	The option buttons that read <b>Cash</b> or <b>Account Payee</b>
The code of the recipient of the cheque	<b>Payee Code</b>
Cheque amount	<b>Amount</b>

### 6.3 Method of entry

Follow these steps in order.

1. With the cursor in the **Bank Code** text box, hit **F2** or click the **Lookup** button.



The lookup function helps you identify the desired code. Therefore, you should use the Lookup function to list all codes, as you may not be allowed to enter the code using the keyboard.

On the right is the lookup screen, which allows you to select the bank.

Bank Codes	
Code	Name of Bank
AAAA	Afin Bank - Malaysia
AFFIN	Afin Bank - Malaysia
MELLI	Bank Melliran - UAE
BOB	Bank of Baroda - UAE
BOC	Bank of Ceylon
CB	City Bank
CMB	Commercial Bank
DIB	Dubai Islamic Bank - UAE
EMTBK	Emirates Bank - UAE

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Highlights your selection



When you click the **OK** button, the image of the cheque leaf should appear on the screen as shown below. However, this image is only for your convenience and does not affect the way your cheque will be printed.

4. Next, observe that the **Entered Date** text box indicates the current date. If this date reflects the current (and correct) date, simply ignore it. If on the other hand you need to make a change, simply key it in.
5. Now specify the cheque date using the date picker (  ) as shown on the screen below.

www.leafwriter.com

2006/08/18 18 August 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Current selection

Click in here to pick a date

Click here to adjust individual items





If you continue printing and the printer happens to be turned off or out of paper, an error would be generated.

Clicking **No** would not print, but the entry would still be saved.



By clicking the Cancel button, you lose all information that you entered for this cheque.

1. That's it! Now all you have to do is click the **Print** button or hit **F8** to print the cheque out.
2. When you click the **Print** button, you have one last chance to proceed with the printing or cancel it at this moment. Thus the following message appears.



3. Click **Yes** to print or **No** to cancel. And we are done!

#### 6.4 Discarding your entry

Simply click the Cancel button to discard your entry. Clicking it for a second time would close the cheque entry screen shown above.

# 7.0

## Generating Reports

Your manual chequebooks have counterfoils, which act as evidences of cheques issued and also assist in audits and reconciliation. The reporting feature of The Leaf Writer generates this and others.

### 7.1 Command to Select

You can call up the reporting feature by clicking on **Reports** from the Main Menu. Here's what you should expect upon activating it.

**Cheque Register**

www.leafwriter.com

From : 2006/07/26  Cheque Date  
To : 2006/07/26  Entry Date

Payee :

Bank :

Cancel Preview Lookup Setup Paper Size >

### 7.2 Facts & Rules

This is a fairly simple task but here are the details of the screen above.

	Screen text	Explanation.
1	From	The dates between which you want to filter and generate a report.
2	To	
3	Cheque Date option button	Relate the above dates to what is on the cheque and the report will generate in the order of the cheque dates.
4	Entry Date option button	Relate the above dates to the dates on which you made the entries and the report will generate in the order of the entry dates.
5	Payee	Typing a Payee Code here would filter the report to show only of a single payee. When left blank, the report will generate all cheques issued to all payees.
6	Bank	The Bank for which you want the report. When left blank, the report will generate all cheques issued by all banks.

### 7.3 Method of generating a report

#### Steps

1. Select the **Reports** Command from the **Main Menu**
2. Specify a date range to narrow down your results
3. State if the dates refer to the **Cheque dates** or **Entered dates**
4. Type in a **Payee Code** if you need to filter the report for a specific payee (otherwise leave it blank)
5. Specify if you need to see the results only of a specific **Bank** account. This is not however, relevant if you have only one account.
6. Click the **Preview** button to view the report and print it if necessary.

### 7.4 Setting the Paper size

Although this is automatically done at the time of configuring your printer, this feature is helpful for customising the type of paper to use on your printer, in order to get a report.

By activating it by clicking the **Paper Size** button at the bottom of the screen, you should see an extension to the current screen as follows:

Extension to the screen showing the paper size and related settings

The screenshot shows the 'Cheque Register' application window. At the top, there is a header with the text 'Cheque Register' and a background image of a cheque with the name 'Dee-Har' written on it. Below the header, there are input fields for 'From:' (2006/07/26) and 'To:' (2006/07/26). To the right of these fields are two radio buttons: 'Cheque Date' (which is selected) and 'Entry Date'. Below these are input fields for 'Payee:' and 'Bank:'. A callout box points to the 'Paper Size' section, which is titled 'Canon LBP-800' and 'Paper Size : A4 - 8.25" X 11" - Landscape Mode'. This section contains four input fields: 'Report Width:' (9.9), 'After Margins:' (9.9), 'Top Margin:' (0), and 'Right Margin:' (0). Below these are 'Bottom Margin:' (0) and 'Left Margin:' (0). A button labeled 'Set Margins as Default' is located below the margin fields. At the bottom of the window, there is a navigation bar with buttons for 'Cancel', 'Preview', 'Lookup', 'Setup', and 'Paper Size' (which is highlighted).

These settings are only valid for this session. If you need to make them permanent, you ought to use the Printer settings command on Windows

## **System Requirements**

The Leaf Writer is a Windows-based software that best works with Windows Xp. Although The Leaf Writer does not require too many system resources, it would certainly perform better with more memory (RAM).

## **Minimum Requirements**

# OS - **Windows® XP [recommended]** / Windows® 2000 / Windows® Me / Windows Vista® / Windows® 7

# PC - P3 or higher

# RAM - 256 MB or higher

# HDD - 40 MB free