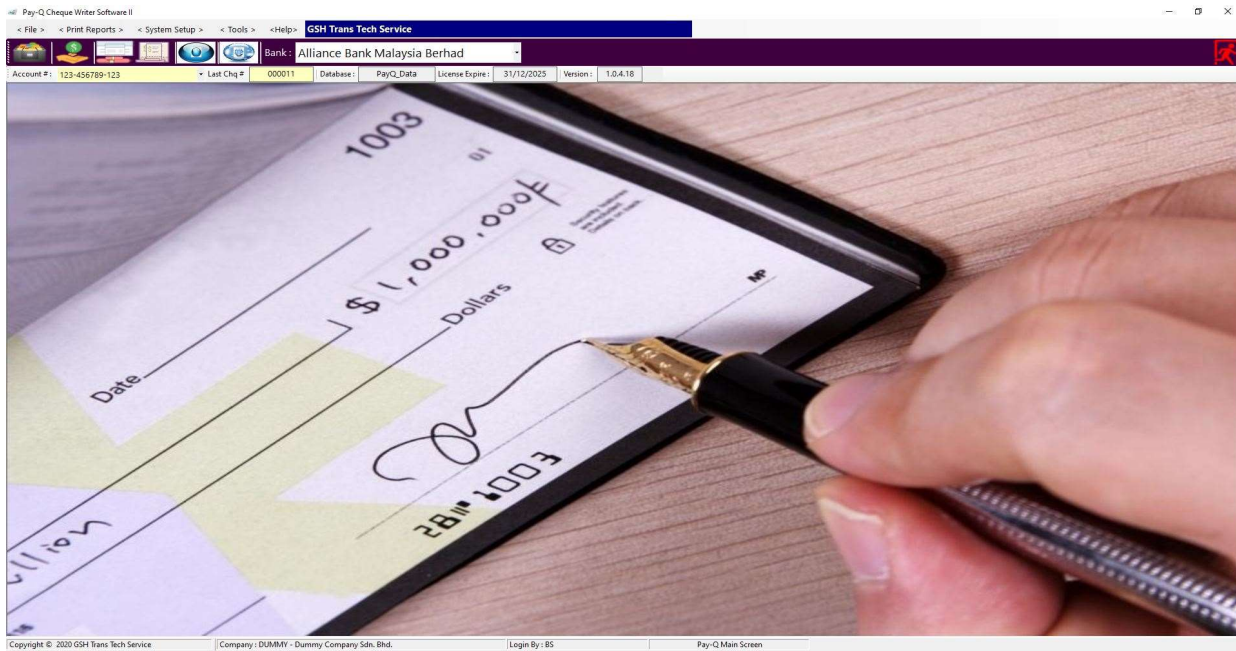


PAY-Q II

Cheque Writer Software



The most easiest way to print cheque's without error and with modern SQL database which supports online cloud centralization.



GSH Trans Tech Service

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Pay-Q software are designed & developed by GSH Trans Tech Service
For office use and personal use specially for printing cheque's without error and
the records will be stored at centralized server for easy access to all users.

Why Use Pay-Q

- Pay-Q has real time cloud SQL database storage system
- Pay-Q database can be access from anywhere
- Pay-Q has unlimited company and bank accounts
- Pay-Q will convert amount in numbers to words without errors.
- Pay-Q will automatically save creditor and debtor details.

Setup file required

- 1 Setup_PayQ
- 2 Setup_Pay-Q_PV
- 3 PayQ_Version_Updater.exe

Installation

- Run Setup_PayQ installer, follow the instruction given by the installer.
- Run Setup_Pay-Q_PV installer and follow the setup instructions.

GSH TRANS TECH SERVICE
Pay-Q Cheque Writer Software
Version : 1.0.4.18

Purchaser Info
Company : GSH Trans Tech Service
Email : bssoftwaredevp@yahoo.com
Country : Malaysia

Enter your password to login

Login ID: bs
Password:
Company: GSH

Login Cancel
Forgot Password

New Account Existing Account

Copyright © 2023 GSH Trans Tech Service Connection : Cloud Internet Access : Yes

First Time Login

Use Login ID: admin and Password: admin

Company : leave it blank

Create New Account

Country:
User License: 1

Company:
Email:
User Pw:
Personal Use Company Use

Use Cloud Database

IP / Host:
Port:
Create Close

Copyright © 2023 GSH Trans Tech Service Connection : Cloud Internet Access : Yes

Create New Account

- Fill all the required information such as:
- Country you're from
- Full company name and email address
- Uniq user password and company/personal use

Database

- To use Cloud SQL Server, tick the checkbox
- provide the IP or Host address and port number
- Click Create button

Join Existing Account

Country:
Company:
Email:
User Pw:
Use Cloud Database

IP / Host:
Port:
Join Close

Copyright © 2023 GSH Trans Tech Service Connection : Cloud Internet Access : Yes

Joining Existing Account

- Fill all the required information

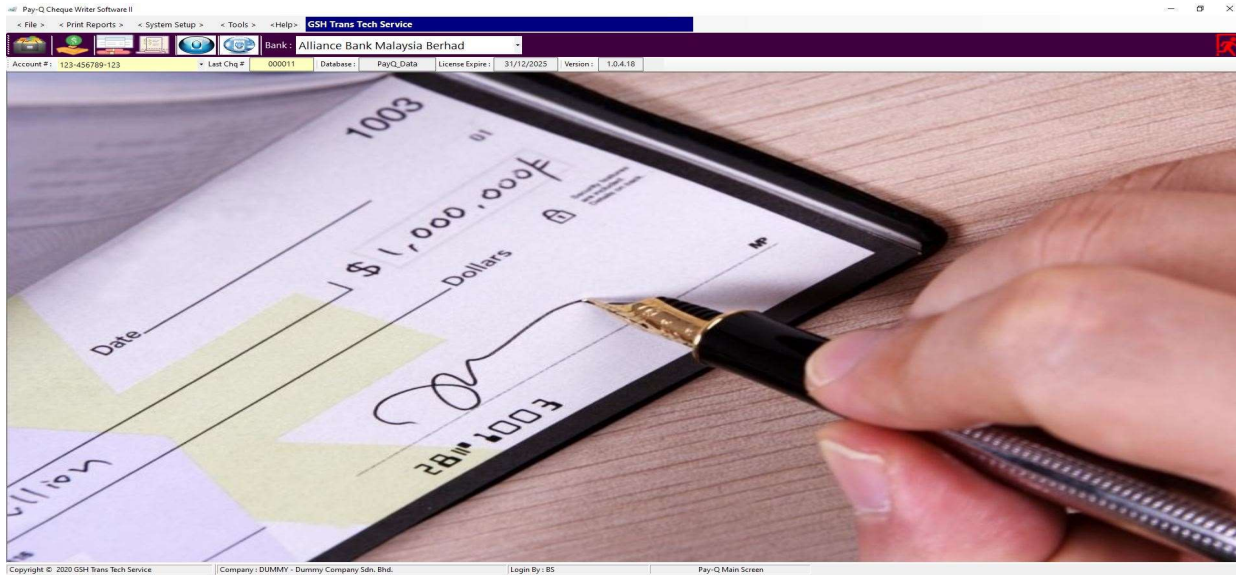
When all the information is matched in the system database, you will be able to login.

For New User / Account

- 14 days trial version will be provided

For License User / Account

- System activate automatically and allow user to use till expiry date



Initial Setup Procedure

- 1) Goto < System Setup > select 'Add Purchaser'
- 2) Goto < System Setup > select 'Add Bank'
- 3) Goto < File > select 'Add User'

Upon complete the Initial Setup, Please exit the system and re-login again with User ID and Password

Routine Entries

- Please ensure Bank and Account number are correct before entering to transaction modules

- Top menu - The company name of this software licensed to (Blue Textbox)
- Top Toolbar - Select bank name from the dropdown combo box
- Top 2nd toolbar - Select account number from the dropdown combo box

Other Info / Details shown in top 2nd toolbar

- Last cheque number, connected database name, License Expiry date and current software version

Card File

BS Testing ~ BS Testing Laboratory (SEL) Sdn. Bhd.
BSEN ~ BSEN Test Sdn. Bhd.
Tasek Concrete ~ Tasek Concrete Sdn. Bhd.

Delete All Client

Group
Name: Customer

Details
Code:
Name:
Add:
Email:
Tel 1:
Fax 1:
GST#:
SST#:

New Edit Save Delete Print
Import From Excel Exit

Create new Card File

- Click 'New' button and select 'Group Name ' from combo box
- If 'Group Name' not listed then go to 'File -- Add Group' to create new group
- Fill all necessary info then click 'Save' or 'Update' button

Delete All Client

- this will remove all your Card File data from this company

Delete

- this will remove the selected Card File data from this company



The screenshot shows a Windows-style dialog box titled "Create Groups". At the top, there is a "Group Name :" label followed by a text input field. Below this is a "Type" section with three radio button options: "Pay", "Receive", and "Both". Underneath the radio buttons is a list box containing three items: "Customer - Receiving", "Supplier - Paying", and "Utility - Paying". At the bottom of the dialog, there are three buttons: "New" (in green text), "Delete", and "EXIT" (in red text).

Create new Group

- Click 'New' button, enter the new 'Group Name ' in textbox
- select type of this group then click 'Save' or 'Update' button

DELETE

- select the group name from list then click 'Delete' button to remove.

No	UserID	Username	Language	Login_Date
1	bs	BS	English	04/07/2024

UserID :

Username : (Full Name)

Password :

Password : (Confirm Password)

Login By : BS Date : 06/11/2025

New Edit Delete Save Cancel

Create new User

- Click 'New' button, enter the new UserID , Username and password in textbox
- click 'Save' or 'Update' button

DELETE

- select the user from list then click 'Delete' button to remove.



Add or Remove Bank

- Click 'Add' then select Country
- select listed Bank Name from combo
- click 'Save'

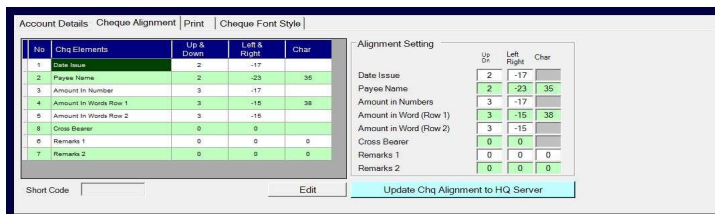


Add or Remove Bank Account Details

- Click 'Add' then select Country
- select bank name and type in all info
- click 'Save'

Note: If you like the system to monitor the account balance then tick the 'Monitor my balance' checkbox
If you like to set special password for this account then tick the 'Password Control Account' checkbox

To set special password, please refer to page 8



Cheque Print Alignment

- Double click the grid on left
- Details will be shown in textbox
- click 'Edit' button then textbox can be edited
- enter the value to match the printing of cheque
- click 'Update' once complete

Note: Each type of printer has different cheque alignments.
You may also use short name textbox for those long bank name.



Custom Fonts/size for each parameters

- Double click at 'Field Name' in grid
- Click 'Edit' button then customize fonts & size
- click 'Save' upon complete

Note: Fonts and Size customization may effect your cheque alignment.
Please check with your vendor before modification.

Pay-Q II

Special Password Control for Bank Account / P & C Transactions



Special Password Protection

- click 'Add' then select password setup
- Type in New Password in both password textbox
- click 'Save / Update'

Note: Avoid losing your password once created or call vendor for support.

This features is allow the authorized personal to access and view the transactions.

Un-authorized user will not able to use selected bank account and not able to view P&C transactions.

The 'Receive Payment' window displays a table of transactions. The table has columns: No, Chq Date, Rec No, Received From, Cheque No, GST Amount, SST Amount, Cheque Amount, Group, Prepared By, and R. The data shows several transactions from 'BS Testing' with amounts ranging from 110.00 to 3500.00.

No	Chq Date	Rec No	Received From	Cheque No	GST Amount	SST Amount	Cheque Amount	Group	Prepared By	R
1	28-05-2024	REC: 000008	BS Testing	Online Tran...	0.00	0.00	3500.00	Customer	bs	
2	28-05-2024	REC: 000007	BS Testing	Online Tran...	0.00	0.00	1650.00	Customer	bs	
3	08-05-2024	REC: 000006	BS Testing	Online Tran...	0.00	0.00	380.00	Customer	bs	
4	13-06-2024	REC: 000005	BS Testing	Online Tran...	0.00	0.00	8860.25	Customer	bs	
5	09-04-2024	REC: 000004	BS Testing	Online Tran...	0.00	0.00	110.00	Customer	bs	
6	29-03-2024	REC: 000003	BS Testing	Online Tran...	0.00	0.00	2024.55	Customer	bs	
7	07-02-2024	REC: 000001	BS Testing	Online Tran...	0.00	0.00	230.00	Customer	bs	INV 6

View Transactions

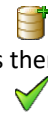
- Select search date from and to and click search button
- Data can be sort by Receipt Number or Receipt date
- Double click on selected grid to view the details

The 'Receive Payment' window shows the details of a transaction. The 'Group' is 'Customer', 'Date' is '28-05-2024', and 'Cheque' is 'Online Transfer'. The 'From' is 'BS Testing' and 'Received From' is 'BS Testing Laboratory Sdn. Bhd.'. The 'Rec No' is 'REC: 000008'. The 'GST Amount' is '0.00', 'SST Amount' is '0.00', and 'Total Amount' is '3500.00'. The 'Received Transactions' table shows one transaction: 'Being Payment For: INV BST 2024-06' with an amount of 3500.00.

Particulars	Amount	GST	SST	Total Amount
Being Payment For: INV BST 2024-06	3500.00	0.00	0.00	3500.00

Add New Transactions

- Click 'Add' button
- Fill all the required fields then click 'Save' button



The 'Received Payment Listing' window shows a report of received payments. The 'Search' section includes 'From' (01/01/2024), 'To' (11/11/2025), and 'Customer' (BS Testing). The 'Report Format' section shows 'Report Type' (BS Software), 'Created By' (BS Software), and 'Created Date' (01/02/2024). The 'Selected Report Format' is 'Std Listing'. The 'Printer' is 'EPSON LQ-310'. The report itself shows a table of transactions with columns: Transaction No, Date, Amount, GST Amount, SST Amount, Total Amount, and User Name.

Transaction No	Date	Amount	GST Amount	SST Amount	Total Amount	User Name
1	28-05-2024	3500.00	0.00	0.00	3500.00	bs

Listing Report Transactions

- Print Report -- Receive Payment Listing

This module will list all payment received by individual client/customer.

Select	Cheque Date	Cheque No.	Pay To	Amount	Voucher No.	Chq Printed	GST	SST	Total Amount
☐	25-07-2024	980712	Ting Hing Yee	5000.00	5000.00 PV 300097	Yes	0.00	0.00	5000.00

Issue Payment Cheque

- Click 'Add'
- Select Group and Pay To
- Enter Amount GST, SST paid and Total amount
- Ensure cheque date and number
- click 'Save'

Selection

Saves cheque will be shown at bottom grid. Select the cheque you wish to print by clicking at 'Select' column then click the 'Print Cheque' (Blue) button to print

Print Without

If you do not want to print the Date, Name and Amount in Numbers, please tick the checkbox at 'Print Without' group box.

Printer Setting

Select the printer name and tray you wish to print the cheque and select the options :-
If the printer paper feed in center then select Center option else Right option

Signatures

This option is to print the signature in the cheque automatically when it complies to certain conditions.
Signature samples required to intergrade in this system.

Search by Date

Select the date from and date to then click 'Generate' button. All the cheque's issued between selected dates will be shown in the grid. You may able to edit some information's.
If the status of the cheque is Printed then some information not able to edit.

Pay-Q II

Issue Payment Voucher

Tab Browse

No.	Date	P/V No.	P/V To	Cheque No.	CDS amount	ISS amount	Cheque amount	Group	Responsibility	Remarks
1	11-05-2024	PN 00000	Asia Insurance	Auto Cash	0.00	0.00	0.00	Supplier	99	
2	25-01-2024	PN 00000	Ting Hong Yee	200173	0.00	0.00	599.99	Commission	99	Commission
3	10-05-2024	PN 00000	Magnum	Cash Paym.	0.00	0.00	4.99	Supplier	99	Collage 10th
4	07-06-2024	PN 00000	Magnum	Cash Paym.	0.00	0.00	7.18	Supplier	99	Collage 10th
5	03-06-2024	PN 00000	10th 11	Cash Paym.	0.00	0.00	18.38	Supplier	99	10th 11
6	10-05-2024	PN 00000	Asia Insurance	Cash Paym.	0.00	0.00	340.99	Supplier	99	10th 11

Tab Details

Particulars	Amount	CDS	ISS	Total amount
Direct Materials (10th 11 x 22)	89.99	0.00	0.00	89.99

Tab Browse - Search Date

Select the date from and date to then click 'Search' button to list all the payment vouchers.

Double click at the grid will prompt the details in 'Tab Details'

To view P & C transactions, tick the 'Include' check box. Required password frame will be shown.

Type in the right password then click 'OK' button. When the password matched, you may view all transactions.

Tab Details - Add New PV

Click 'Add' button, select Group and Issued To.

Select the 'Payment Type'.

PV Details frame

Click 'Add New' (Green) button then type in the particulars and amount.

When button 'Save' in Details frame is clicked, the record will be inserted in to the grid.

Click 'Close' button to close the Detail frame

Click 'Save' in tool bar to save the PV.

If CHEQUE is selected in Payment Type then upon 'SAVE' the cheque will be ready to print in 'Issue Cheque Module' as in Page 10

Pay-Q II

Bank Reconciliation

The screenshot shows a 'Bank Reconciliation' window with the following fields and options:

- From: 01/01/2024 To: 11/11/2025 Search
- P & C Transactions: ☐ Include
- ☒ Issued ☐ Both ☐ Received
- ☒ New Transaction ☐ Cleared Transaction

Select	Doc Number	Cheque Date	Issued / Received Name	Cheque No	Doc Type	Debit Amount
☐	PV :000007	25-07-2024	Ting Hong Yew	080713	PV	5000.00
☐	PV :000005	30-05-2024	Magnipower	Cash Payment	PV	4.00
☐	PV :000004	07-06-2024	Magnipower	Cash Payment	PV	7.10
☐	PV :000003	02-06-2024	MR D.L.Y	Cash Payment	PV	18.30
☐	PV :000002	12-05-2024	Action PC House	Cash Payment	PV	340.00

This feature is to verify system transactions with your bank statement

When the listed transaction appears in your bank statement than you may click Edit and tick the transaction.

NOTE : Upon doing so, you will not able to edit any information later on. System will lock those transactions which has refocillated.

Three (3) options available. Issued Payment, Received Payment and Both together.

No	Code	Name
1	DUMMY	Dummy Company Sdn. Bhd.
2	GSH	GSH Trans Tech Service

Voucher Type	Prefix Begin	Serial Number	Prefix End	Create By	Date Created	Doc Type

Add New Company



Click Add then create an unique code

ROC # = Registered company number

Voucher Type will created automatically

- To alter any voucher details, you may double click at company code than use the Add or Edit button within the voucher frame.

You may also select your company logo - if any

This logo may appear in your payment voucher and receipt.

Please enter valid GST and SST number so that system may able to generate the total amount paid base on selected period.