



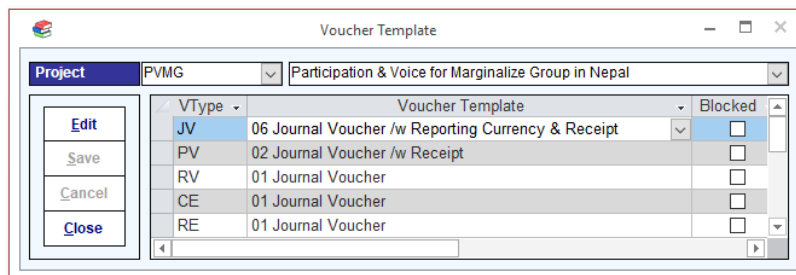
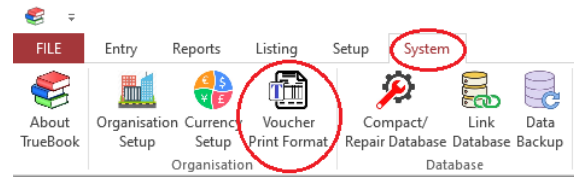
Voucher Printing Template

TrueBook tries to fulfil all the specific requirement of the organization as much as possible, instead of requesting them to adjust them with the system.

In system you can use the voucher template for each voucher type of each project. Currently, there are 11 (eleven) pre-defined voucher template. If new template / format is required then you can request service provider to add it.

Process for Setup

- Go to *System* menu
- Click on *Voucher Print Format*
- *Voucher Template* dialog box will open.



- Select Project from *Project* drop-list of which you want to change/choose voucher template.
- Existing setting of voucher template will be displayed.
- Click *Edit* button
- Select voucher template from *Voucher Template* drop-list for each voucher type
- Mark on *Blocked* if you do not need that voucher type for the project. *Blocked* marked voucher will not be displayed in *Voucher Type* drop-list at the time of transaction (Voucher) entry.
- Click *Save* to save the changes
- Click *Close* to close the dialog box

Note:

1. CE and RE voucher type cannot be blocked.